



**Agenda
Crowley City Council
January 16, 2025
Regular Session - 7:00 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).

Regular Session - January 16, 2025 - 7:00 PM

I. Call to Order and Roll Call

II. Invocation and Pledge of Allegiance to the American and Texas Flags

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with Liberty and Justice for all."

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible."

III. Presentations/Proclamations

IV. 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 regular meeting held December 19, 2024.

V. Public Hearings

1. Hold a public hearing to receive and consider public comments regarding the Bicentennial Park Master Plan and consider approval of Resolution R01-2025-437, a resolution of the City of Crowley, Texas, adopting the 2023 Bicentennial Park Master Plan.

VI. City Business

1. Review and consider approving Resolution R01-2025-436, amending the staffing plan to reclassify the Accounting Clerk position as a Staff Accountant.
2. Discuss and consider approving revisions to the 2024-2025 Pay Classification Plan for Staff Accountant position.
3. Discuss and consider approving a contract for cleaning services between the City of Crowley and Eco Clean Inc.
4. Discuss and consider approving a Special Event Application submitted by Mr Steven Storrie to hold a Disc Golf Event on Friday, March 28, 2025 and Saturday, March 29, 2025.

5. Discuss and consider closing all non-essential city facilities on March 13, 2025 to the general public.
6. Discuss and consider approval of a proposal from Forward Partners to facilitate an in-service for all city employees on March 13, 2025.
7. Discuss and consider adoption of Resolution R01-2025-438 declaring certain property as surplus to the City's needs; authorizing its sale; providing an effective date and authorizing staff to place surplus items from the city for auction.
8. Discuss and consider approving a Special Event Permit for the annual Crowley Youth Association Spring Parade to be held on April 5, 2025.
9. Discuss and consider adoption of Resolution R01-2025-439 declaring certain property used to fight fires as surplus to the City's needs, authorizing its donation pursuant to Article 3, Section 52i of the Texas Constitution and providing an effective date.
10. Discuss and consider approving a Special Event Permit for a Texas Karate League Eagle Championship to be held on February 21-22, 2025, at the Recreation Center.
11. Discuss and consider 2024-25 CCPD Budget amendment #1 for the purchase of a Mentalix Live Scan Machine (fingerprint scanner) for an estimated amount of \$16,864.95.

VII. Advisory Boards and Commissions

1. Discuss and consider appointing George Allen to the Economic Development Corporation Board of Directors, Place 6, for the remainder of the term ending September 30, 2026.

VIII. Public Comment

If you wish to make a public comment or discuss subjects not listed on the agenda, please fill out a (yellow) Visitor's Participation card and submit to the City Secretary. There will be no formal actions taken on subjects presented during public comments. Please NOTE council may NOT address or converse with you regarding a NON-AGENDA ITEM. The public comment period will only allow members of the public to present ideas and information to the City Officials and Staff.

IX. Items of Community Interest

Items of community interest include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees or citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or employee; and announcements involving imminent threats to the public health and safety

X. Executive Session

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item to receive advice from its attorney as permitted by law, or to discuss the following: 1) Section 551.071 - Consultation with Attorney, 2) Section 551.072 - Deliberations about Real Property, 3) Section 551.074 - Personnel Matters, and 4) Section 551.087 - Business Prospect/Economic Development.

XI. Reconvene and Take Action from Executive Session

Reconvene into open session and take any necessary action resulting from items posted and legally discussed in Closed Session.

XII. Adjournment

I, the undersigned authority, do hereby certify that this Agenda of the Crowley City Council Regular meeting to be held on January 16, 2025 at 7:00 PM is a true and correct copy posted on January 11, 2025 at 9:00 pm at Crowley City Hall, a place convenient and readily accessible to the public at all times.

Carol Konhauser

Carol C. Konhauser, 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: Carol Konhauser	Meeting Date: January 16, 2025
Department: City Secretary	Agenda Item: IV.1.
Subject: Discuss and consider approving the minutes from the regular meeting held December 19, 2024.	

Background:

Consider approval of the minutes as presented.

Recommendation:

Staff recommends approval of the minutes.

Financial Information:

Attachments:

1. Minutes - City Council Meeting Dec 19, 2024

MINUTES OF THE CITY COUNCIL WORK SESSION HELD DECEMBER 19, 2024.

The City Council of the City of Crowley, Texas met in Work Session on Thursday, December 19, 2024, 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 Billy Davis called the Regular 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 Jerry Beck, Council Member Jesse Johnson, Council Member Jim Hirth, Council Member Matt Foster, Council Member Scott Gilbreath, Mayor Billy Davis

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
Fire Chief, Pleasant Brooks
Police Chief, Kit Long
Planning and Comm Dev Director, Rachel Roberts
Public Works Director, Mike Rocamontes
Director of Utilities, Randal Manus
HR Administrator, Lacy Duncan
Media Relations Coordinator, Jay Hinton

Absent: None

Non-Action Items for Discussion

1. Discuss regulations for pole signs from city code Chapter 102

Community Planning and Development Director Rachel Roberts explained that during a recent Planning & Zoning Commission meeting, staff noted that pole signs are currently allowed in Crowley. After the meeting, Chair Duman and Council Member Hirth (P&Z liaison) informed staff that the sign regulations adopted in 2015 were intended to prohibit pole signs, which was also confirmed by the Mayor that the 2015 regulations aimed to restrict pole signs in many instances. It is believed that the prohibition on pole signs was originally included in the FM 1187 and FM 731 overlay districts but may have been unintentionally removed when those overlay districts were eliminated. After some discussion, council members all agreed that they would like pole signs to be prohibited in the Downtown District and that requests for variations could be submitted to council for consideration on a case by case basis.

Consent Agenda

1. Discuss and consider approving the minutes from the special meeting to canvass held on November 27, 2024 and the regular meeting held December 4, 2024.
2. Receive and accept the Quarterly Investment Report(s) - 2nd Quarter of 2024

No discussion of Content Agenda Items.

Public Hearings

1. Hold a public hearing, discuss, and consider approval of Ordinance #12-2024-552 for a specific use permit requested by Peter Thomas on behalf of Tractor Supply Retail Store to allow the display of outdoor sales and storage in the front and side yard, waive screening requirements for outdoor sales and storage, and to reduce transparency requirements for the property located in a General Commercial district located at 800 E FM 1187 in R W Waggoner survey, Abstract 1618, Tract 2D02, conveyed by deed recorded as 0014462000, deed records, Tarrant County, Texas. **Case # SUP-2024-005**

No discussion of Public Hearing Items.

City Business

1. Discuss and consider approval of the annual contract (March 1, 2025 through February 28, 2026) for the fire and ambulance service with Saint Francis Village and authorize the Mayor to execute said contract.

No discussion.

2. Discuss and consider approving Ordinance Number 12-2024-553, an ordinance of the City of Crowley adopting a current map depicting the municipal boundaries and extraterritorial jurisdictions of the city.

No discussion.

3. Discuss and consider canceling the January 2, 2025 regular scheduled meeting of the Crowley City Council.

No discussion.

4. Discuss and consider approving a policy for Crowley Municipal Court Youth Diversion Program.

Court Administrator Kristi White approached council and explained that the Texas Legislature passed HB 3186 which requires municipalities to formally adopt a Youth Diversion Program Plan by January 1, 2025. The goal of the program is to increase opportunities for early identification of at-risk youth and for redirecting children accused of certain Class C misdemeanors. Currently, municipal and justice courts can only order diversion strategies after a case has resulted in a conviction or deferral of disposition. H.B. 3186 makes these strategies available at the front end of a case where they can be more effective. This aligns municipal and justice court practices with those used by juvenile probation and juvenile courts.

Adjournment

As there was no further business, Mayor Billy Davis adjourned the meeting at 6:42 p.m.

ATTEST:

Billy Davis, Mayor

Carol C. Konhauser, City Secretary

MINUTES OF THE CITY COUNCIL REGULAR SESSION HELD DECEMBER 19,

2024. The City Council of the City of Crowley, Texas met in Regular Session on Thursday, December 19, 2024, 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 Billy Davis called the Regular Session to order at 7:01 p.m. City Secretary Carol Konhauser called roll and noted a quorum was present.

Present were:

Council Member Tina Pace, Council Member Jerry Beck, Council Member Jesse Johnson, Council Member Jim Hirth, Council Member Matt Foster, Council Member Scott Gilbreath, Mayor Billy Davis

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

Fire Chief, Pleasant Brooks Police

Chief, Kit Long

Planning and Comm Dev Director, Rachel Roberts

Public Works Director, Mike Rocamontes

Director of Utilities, Randal Manus

HR Administrator, Lacy Duncan

Media Relations Coordinator, Jay Hinton

Absent: None

Invocation and Pledge of Allegiance to the American and Texas Flags

Invocation was given by Media Relations Coordinator Jay Hinton followed by the Pledge of Allegiance to the American and Texas Flags.

Presentations/Proclamations

None

Consent Agenda

1. Discuss and consider approving the minutes from the special meeting to canvass held on November 27, 2024 and the regular meeting held December 4, 2024.
2. Receive and accept the Quarterly Investment Report(s) - 2nd Quarter of 2024.

Council Member Jim Hirth made the motion to Approve the Consent Agenda Items; second by Council Member Jerry Beck, council voted unanimously to approve the motion as presented. Motion carried 7-0.

Public Hearings

1. Hold a public hearing, discuss, and consider approval of Ordinance #12-2024-552 for a specific use permit requested by Peter Thomas on behalf of Tractor Supply Retail Store to allow the display of outdoor sales and storage in the front and side yard, waive screening requirements for outdoor sales and storage, and to reduce transparency requirements for the property located in a General Commercial district located at 800 E FM 1187 in R W Waggoner survey, Abstract 1618, Tract 2D02, conveyed by deed recorded as 0014462000, deed records, Tarrant County, Texas. **Case # SUP-2024-005**

Community Development and Planning Director Rachel Roberts reminded council that they approved a zoning change that would allow the city to grant a waiver to the regulations for building transparency as well as screening and placement of outdoor storage with waiver granted through a Specific Use Permit (SUP). Mr Peter Thomas, the developer, submitted a special use permit request for the Tractor Supply to be located along FM1187, requesting the approval of outdoor storage. She stated that the Planning & Zoning Commission reviewed the SUP request and discussed the need for enhanced landscaping along FM 1187 to screen materials displayed in the front and side yards, as standard screening requirements, such as a screening wall, would not apply under the SUP. Following the public hearing, P&Z recommended approval of the SUP with several conditions as follows:

1. Mark fire hazard areas on the site plan.
2. Add a note indicating the site plan is for SUP approval only.
3. Approval is contingent on obtaining a TxDOT permit for the drive approach.
4. Ensure facade articulation as required by zoning.
5. Prohibit specific outdoor storage items, including secondhand goods, hazardous materials, animals, food trucks, specialty retail items, and discarded equipment.
6. Comply with landscaping and screening standards.
7. Provide enhanced landscaping along FM 1187.
8. The SUP will expire in five years, requiring renewal thereafter.

Mayor Davis opened the public hearing at 7:11 p.m. and invited anyone wishing to speak to come forward. Seeing no speakers, Mayor Davis closed the public hearing at 7:12 p.m.

Council Member Jesse Johnson made the motion to Approve Ordinance 12-2024-552, a specific use permit for Tractor Supply, with the conditions approved by the Planning and Zoning Commission and on the condition, they include landscape enhancements that match or exceed the standards of those at the new Burleson Tractor Supply located on South Wilshire; second by Council Member Jim Hirth, council voted unanimously to approve the motion as presented. Motion carried 7-0.

City Business

1. Discuss and consider approval of the annual contract (March 1, 2025 through February 28, 2026) for the fire and ambulance service with Saint Francis Village and authorize the Mayor to execute said contract.

Council Member Matt Foster made the motion to Approve the Fire and Ambulance Service Agreement with Saint Francis Village; second by Council Member Scott Gilbreath, council voted unanimously to approve the motion as presented. Motion carried 7-0.

2. Discuss and consider approving Ordinance Number 12-2024-553, an ordinance of the City of Crowley adopting a current map depicting the municipal boundaries and extraterritorial jurisdictions of the city.

Council Member Jerry Beck made the motion to Approve Ordinance No 12-2024-553, adopting a current municipal boundary and extraterritorial jurisdiction for the city; second by Council Member Tina Pace, council voted unanimously to approve the motion as presented. Motion carried 7-0.

3. Discuss and consider canceling the January 2, 2025 regular scheduled meeting of the Crowley City Council.

Council Member Jesse Johnson made the motion to cancel the January 2, 2025, regular scheduled meeting of the City Council; second by Council Member Jim Hirth, council voted unanimously to approve the motion as presented. Motion carried 7-0.

4. Discuss and consider approving a policy for Crowley Municipal Court Youth Diversion Program.

Council Member Scott Gilbreath made the motion to Approve a policy for the Crowley Municipal Court Youth Diversion Program; second by Council Member Matt Foster, council voted unanimously to approve the motion as presented. Motion carried 7-0.

Public Comment

Mayor Davis asked if there were any citizens or visitors wishing to speak.

Members of the ASEZ WAO came forward to introduce themselves. Prentess Pratt and Morgan Brooks spoke for the organization and explained they were starting a new Chapter of the ASEZ WAO organization. They explained ASEZ WAO was an organization made up of young adults who practice love give back to their communities through volunteer service. Some of their initiatives are in support of humanity and environmental protection.

Items of Community Interest

Mayor Davis asked if there were any community interest items for discussion, but none were raised.

Adjournment

As there was no further business, Mayor Billy Davis adjourned the meeting at 7:30 p.m.

ATTEST:

Billy Davis, Mayor

Carol C. Konhauser, City Secretary



City of Crowley, Texas City Council Agenda Report

Presenter: Cristina Winner	Meeting Date: January 16, 2025
Department: Asst City Managers	Agenda Item: V.1.
Subject: Hold a public hearing to receive and consider public comments regarding the Bicentennial Park Master Plan and consider approval of Resolution R01-2025-437, a resolution of the City of Crowley, Texas, adopting the 2023 Bicentennial Park Master Plan.	

Background:

On July 16, 2020, the City Council adopted the Parks and Trails Master Plan, created by Pacheco Koch, which evaluated all parks in Crowley's system. Bicentennial Park was identified as the top priority for revitalization due to its status as the city's largest regional park. This determination was guided by public input, recommendations from the Parks Board, and direction from the Council.

On October 24, 2023, a joint workshop brought together the Parks Board and City Council to review a presentation by TBG, the firm tasked with developing the Bicentennial Park Master Plan. This plan outlines key features and programming elements for the park's redesign.

The next step is for the Council to formally adopt the Bicentennial Park Master Plan. Adoption will enable staff to pursue grants and other funding opportunities to support the park's development. Additionally, future discussions with the Council and Parks Board will be scheduled to ensure staff efforts align with their priorities.

Recommendation:

Staff recommends approval of the 2023 Bicentennial Park Master Plan.

Financial Information:

None

Attachments:

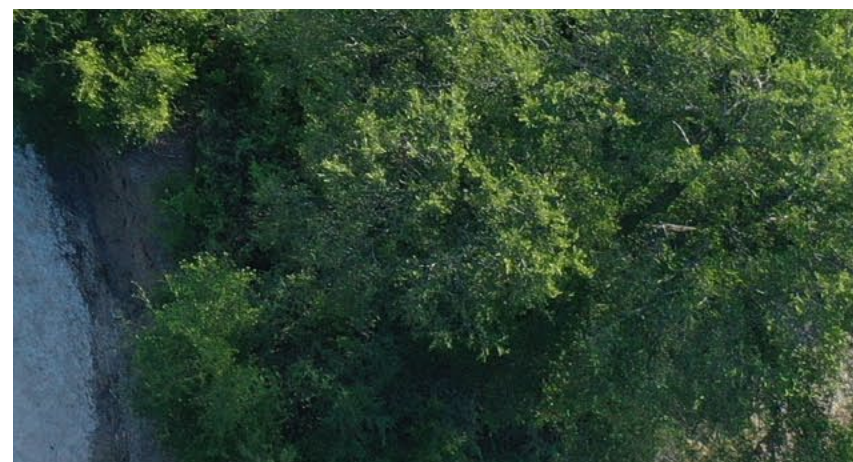
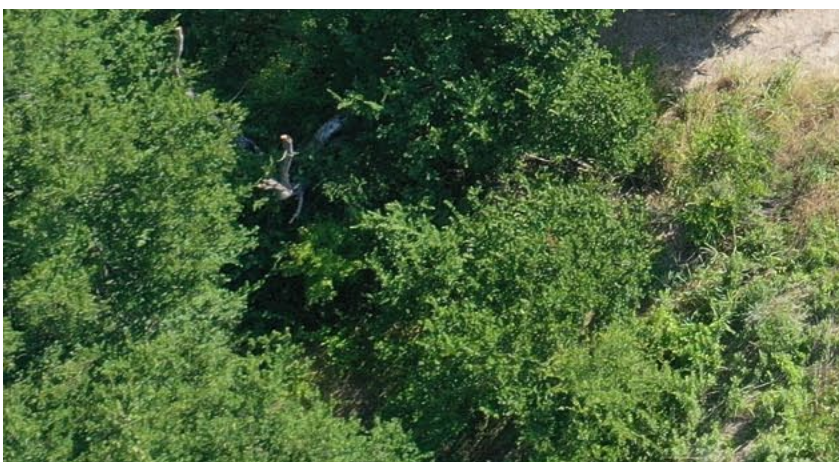
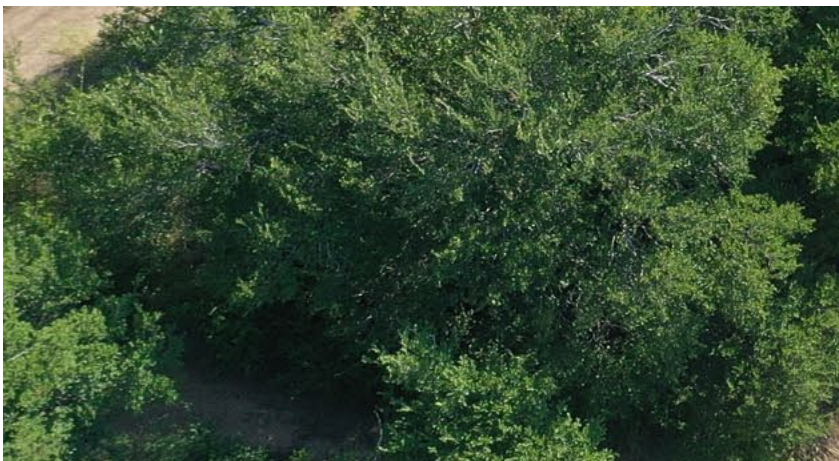
1. 2023 Bicentennial Park Master Plan
2. Resolution Bicentennial Parks MP



BICENTENNIAL PARK

RECOMMENDED MASTER PLAN

Crowley, Texas (November 2023)



ACKNOWLEDGMENTS

MAYOR:

Billy P. Davis

CITY MANAGER:

Robert Loftin

Jack Thompson (*Assistant City Manager*)

Lori Watson (*Deputy City Manager*)

CITY COUNCIL:

Place 1 - Johnny Shotwell

Place 2 - Jerry Beck Jr.

Place 3 - Jesse D. Johnson

Place 4 - Jim Hirth

Place 6 - Scott Gilbreath

City Staff:

Cristina Winner (*Community Services Director*)

Matt Elgin (*Projects & Utilities Director*)

Tejali Mangle (*Planner*)

Mike Rocamontes (*Public Works Director*)

PARKS BOARD:

Jerry Beck (*Council Liaison*)

Julie Hepler (*Staff/Secretary*)

Place 1 - Brett Pohoreske

Place 2 - Alkena “Rene” Alford

Place 3 - James Hotopp

Place 4 - Jessica Blanchard

Place 5 - Anthony Camell

Place 6 - Lezo Foley

Place 7 - Darlene Hornback

TBG PARTNERS:

Seth Atwell (*Principal*)

Jodi House (*Principal*)

Mikel Wilkins (*Director of Sustainability*)

Jordan Clark (*Associate - Sustainability*)

Jeff Raudabaugh (*Environmental Graphics*)

Allyson Caruso (*Associate*)

Vanessa Ngo (*Associate*)

Alyssa Humarang (*Designer*)

BIOHABITATS

Vince Sortman

Susan Sherrod

SALCEDO GROUP

Michael Salcedo
Luis Salcedo
David Nelson

HOUCK DESIGN

Dee Leekha-Houck
John Houck





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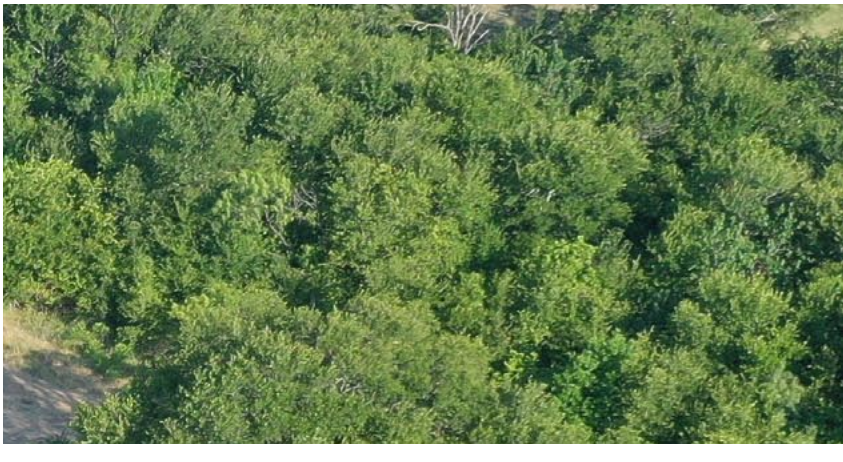
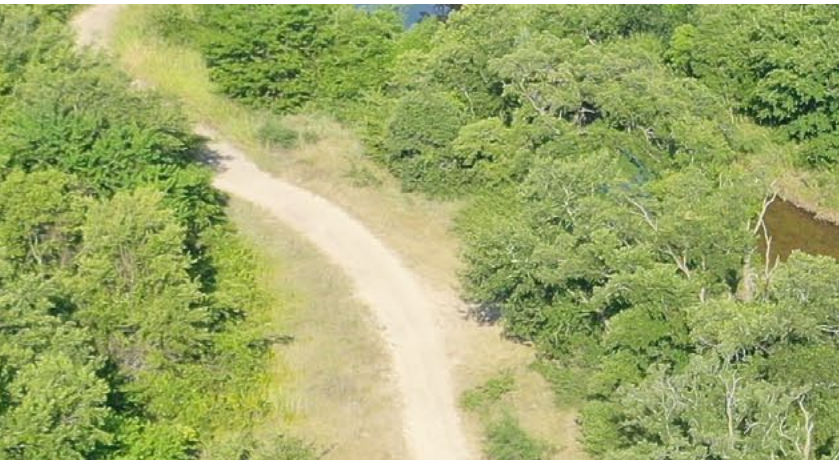
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SITE OVERVIEW

OVERVIEW:

A Regional Park for Crowley

Located approximately twelve miles south of downtown Fort Worth, Bicentennial Community Park encapsulates 92-acres of the native Texas landscape located in the Cross Timbers eroregion that extends from southern Kansas to central Texas. The park sits adjacent to Main Street serving a physical, as well as visual, connection to downtown Crowley. While the south end of the park has seen some development over the years in regards to programmed park amenities and disc golf, the northern half of Bicentennial has remained relatively untouched by surrounding development.

Oak woods and riparian woodlands rise out of the layers of lower Grayson marl and limestone bedrock that follow along the 6,000 linear feet of Deer Creek. This water from Deer Creek then flows into Village Creek which is a tributary to the West Fork Trinity River. Though most of creek is flowing on bedrock, there are several locations where large deposits have created deep pools upstream.

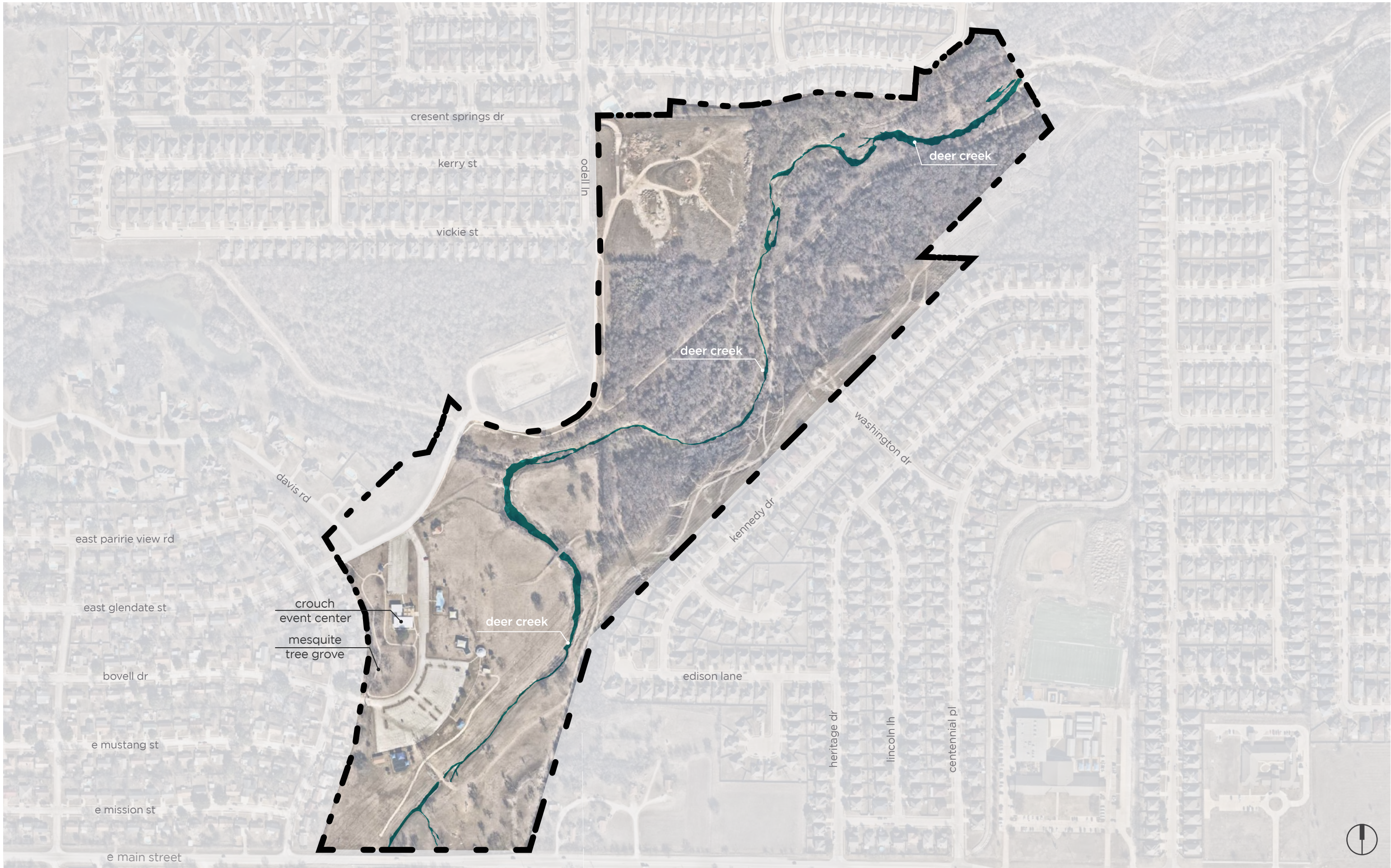
Patches of blackland prairie and tall grass prairie can be found along the expanse of wide open spaces and upland topography of the park. With planned development improvements within the City of Crowley moving forward and an ever growing population, the need to protect, share, and celebrate universal access to these natural features is a key of importance to the master planning design team.

TBG Partners, Biohabitiats, Salcedo Group, and Houck Design have worked alongside with the City of Crowley, City Parks Board, City Council and local residents to create a community-oriented master plan. This master plan not only looks at ways to create a network of park amenities and trails for visitors, but also looks at ways to preserve habitat and practice sustainable land use measurements. These practices will not only help to protect the remaining native landscapes but will also provide; inclusive public access to new trails and green spaces, improve the environmental health of Deer Creek, and provide outdoor educational opportunities to visitors near and far in Texas.

Bicentennial Community Park master planning process is grounded in community engagement where neighbors have a voice in creating a dynamic community space and informing park programming activities.

The goal is to create a community space that reflects the values of Crowley and the people who live and visit there. Around 75% of residents in Crowley live within a five mile radius of the park. By planning and designing for both the community and environmental assets, Bicentennial Community Park master plan addresses key outdoor and recreational needs of the community; from play areas with picnic tables, to health and wellness trails. This network of parks, trails, and nature preserves will not only serve local residents, but provide people with unparalleled access to the natural heritage of Bicentennial Park - and ensure that it is protected and celebrated for generations to come.





SITE HISTORY

HISTORY:

A Growing Community

Established around 1848 as the Deer Creek Settlement, Crowley grew from a small pioneering community just south of Fort Worth, Texas. When Galveston, Colorado & Santa Fe Railroad Company constructed a rail line during the 1870s connecting Cleburne to Fort Worth, the settlement relocated about a mile west. The first train ran through Crowley on December 8, 1881.

An integral part of Crowley’s growth, the railroad provided ease of shipping cattle and crops and access to transportation. Cattle were either loaded on to railcars or unloaded and sent directly to stock pens. From there they went straight to an auction barn. A feed mill was built, and grocery and hardware stores soon opened. Records indicate that the first post office was housed in Hayes Brothers General Store and opened in 1883 followed by the establishment of the first railroad station in 1885. Crowley was officially on the map as a thriving town in 1951 with Chick Race elected as the first mayor. By the end of the 20th century, Crowley boasted approximately 8,000 residents. Since then, the population size has more than doubled.

-Images of Crowley by Sandie Isaacs; 2022



1951; Crowley officially becomes a town; first mayor elected named “Chick” Race



1885; First railroad station is established, moving the Deer Creek Settlement west towards the railroad



1848; a small pioneering community established the Deer Creek Settlement along Deer Creek



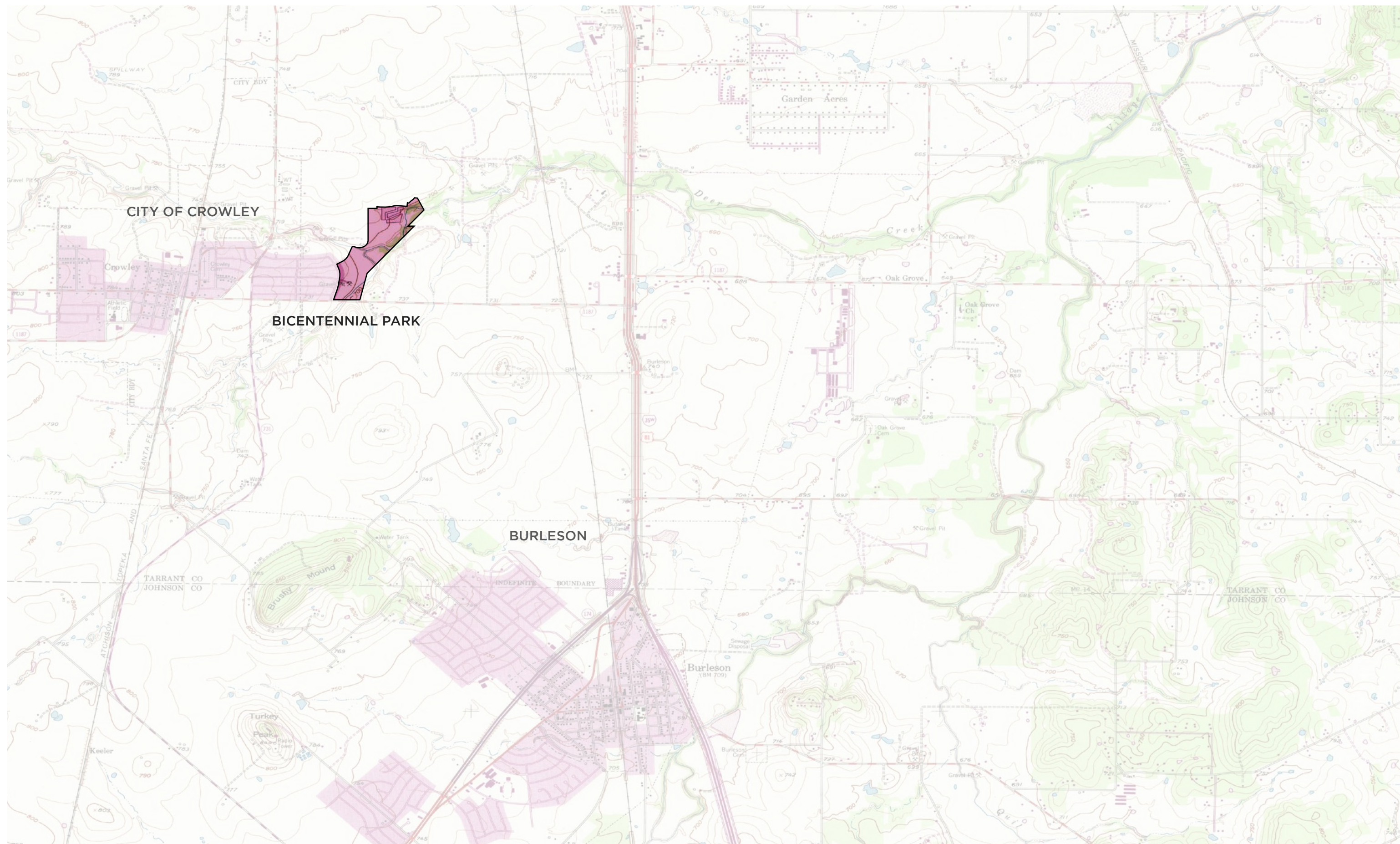
1981; 100 year time capsule buried at Bicentennial Community Park near the flag pole



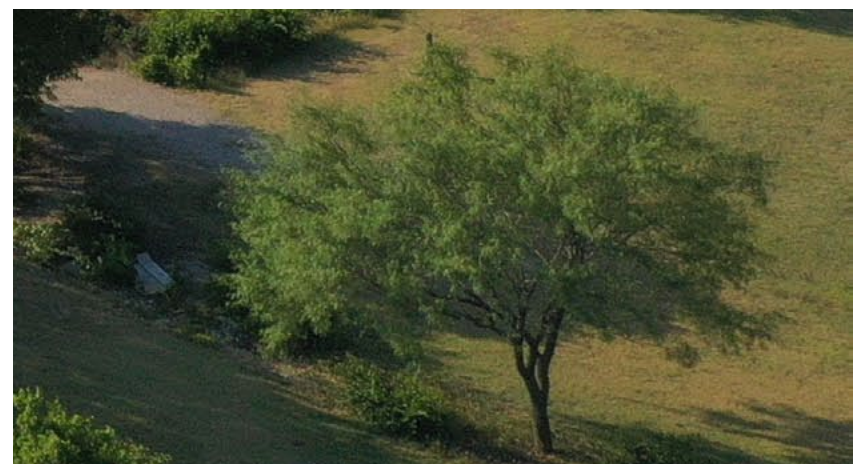
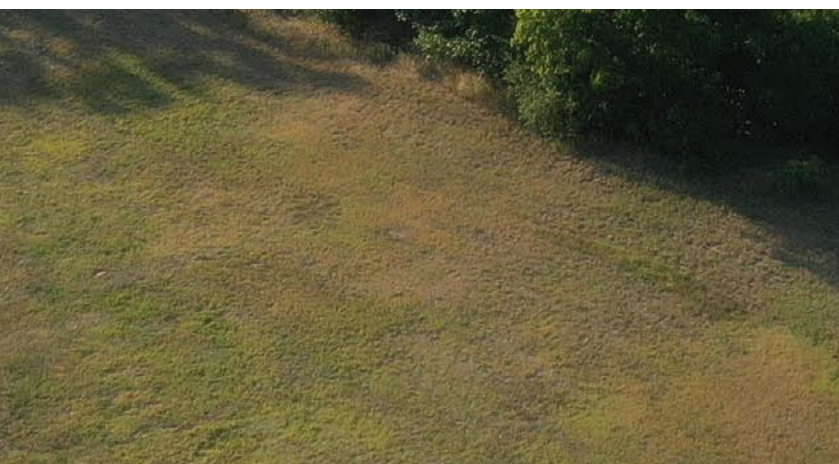
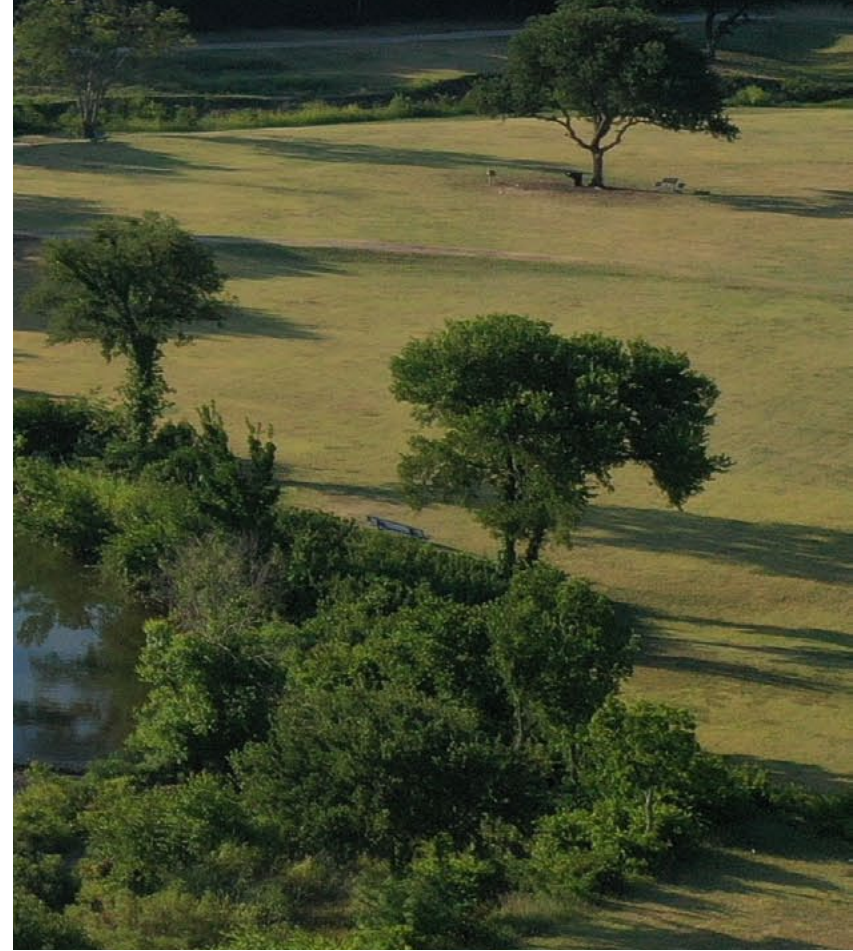
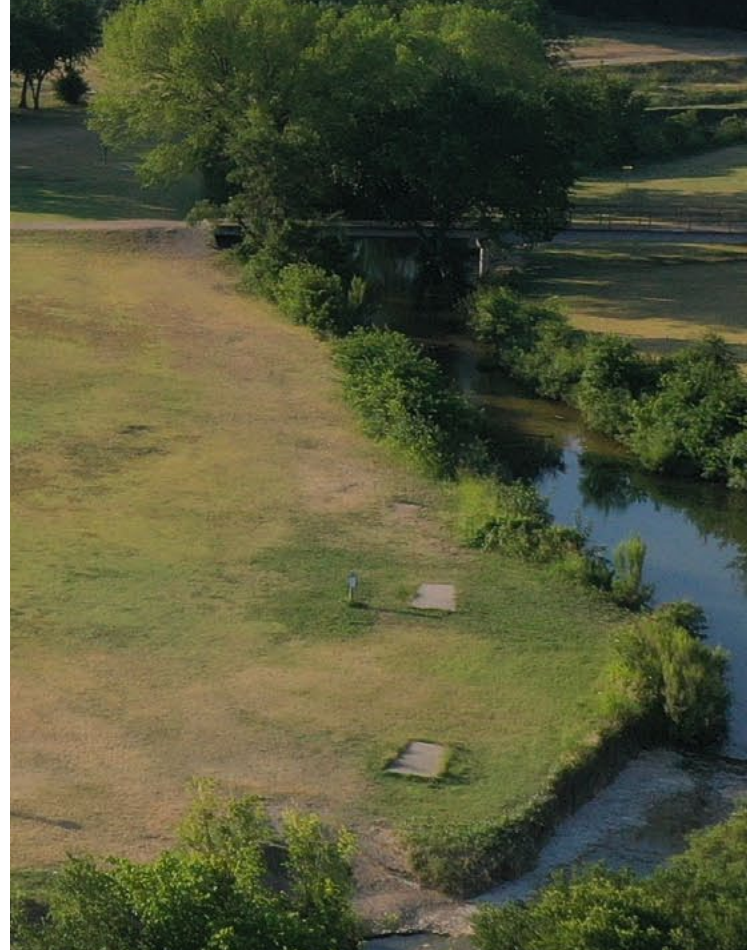
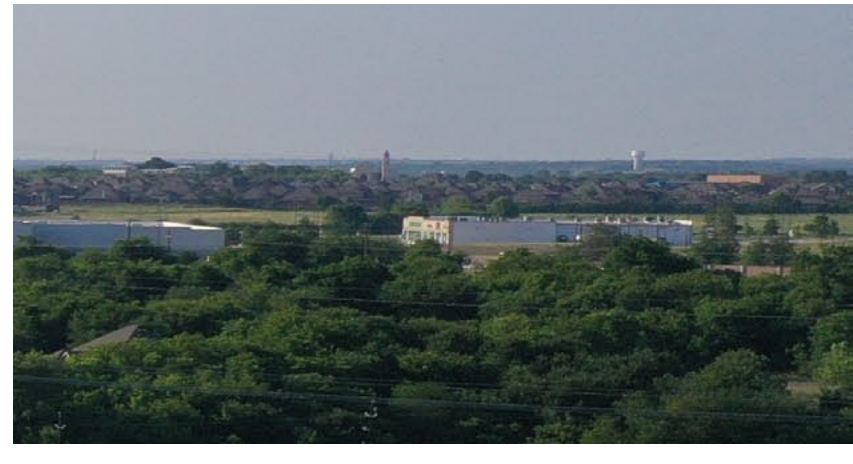
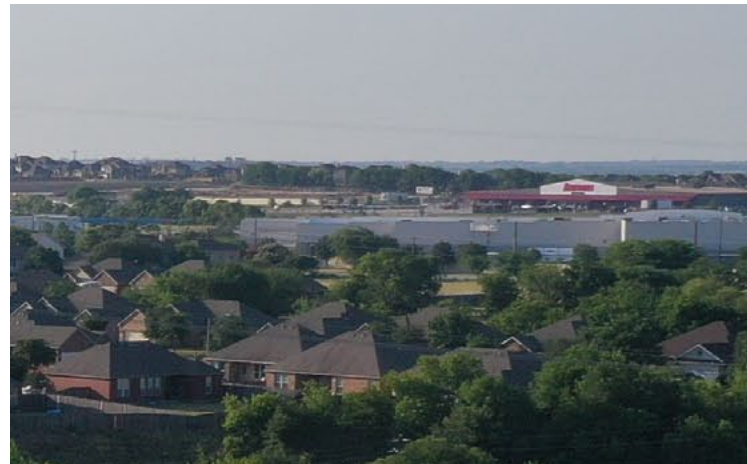
1971; Park Board was established to manage 10 acres; Town officially becomes a City



1965; Population increases from 500 residents in 1945 to 2,500 residents



Tarrant County Map; 1955



02 CONTEXT

LOCAL CONTEXT

FRAMEWORK:

Location & Residents

Located approximately twelve miles south of downtown Fort Worth, the City of Crowley is approximately 7 sq. miles in size and home to upwards of 19,000 people. Much of the land within Crowley is zoned for single family residential and future planned development. Agricultural, industrial, and general commercial land use sites are sprinkled throughout the city.

Study Area Demographics

- 19,333 Total Population
- 5,534 Households
- 1,160 Children (Under 5)
- 5, 800 Children (Under 18)
- 1,933 Seniors (Over 65)
- 1,233 Veterans
- 60.5% White
- 22.0% African American
- 25.6% Hispanic
- 11.1% Mixed Race
- 2.5% Asian

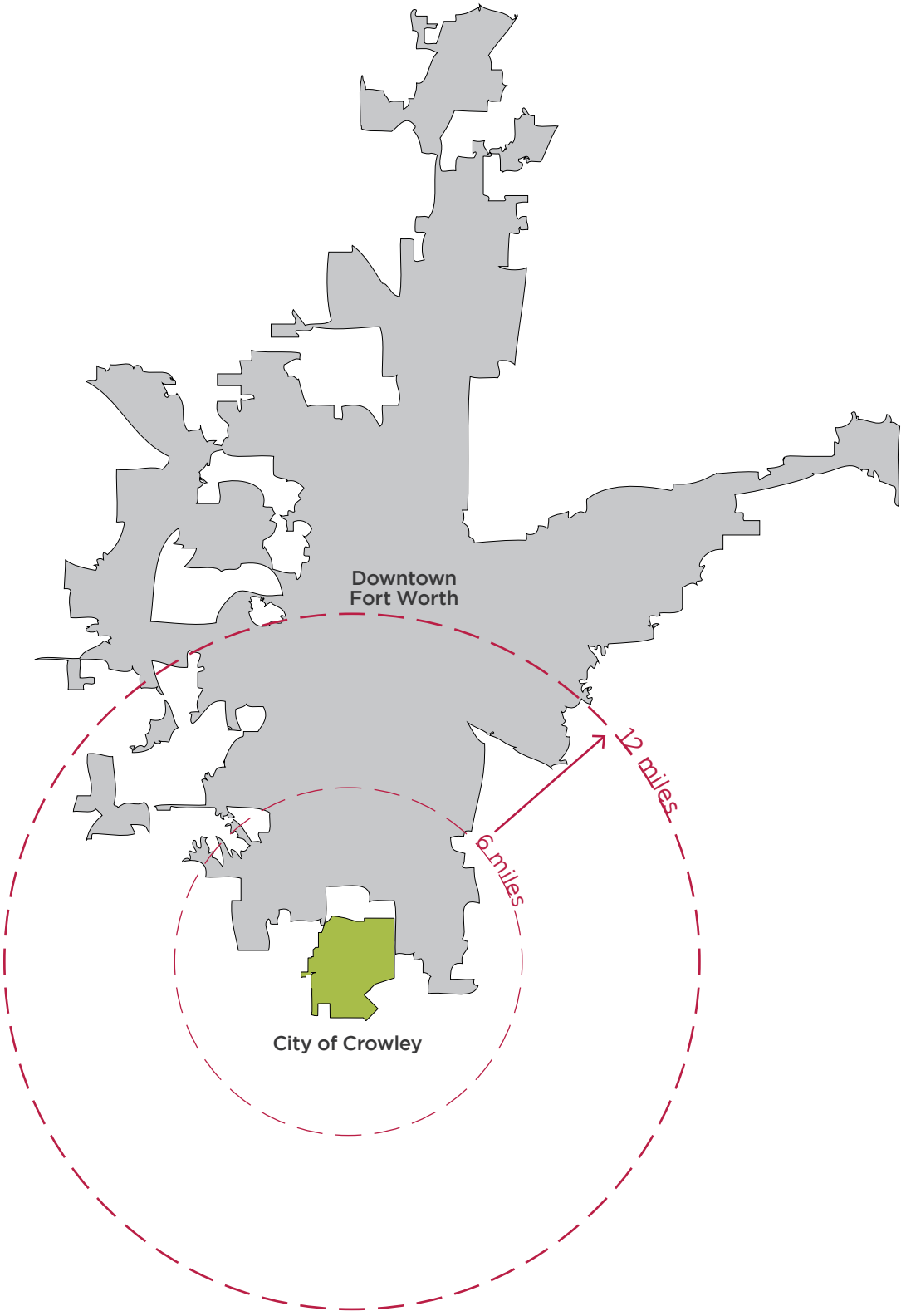
Existing Community Amenities

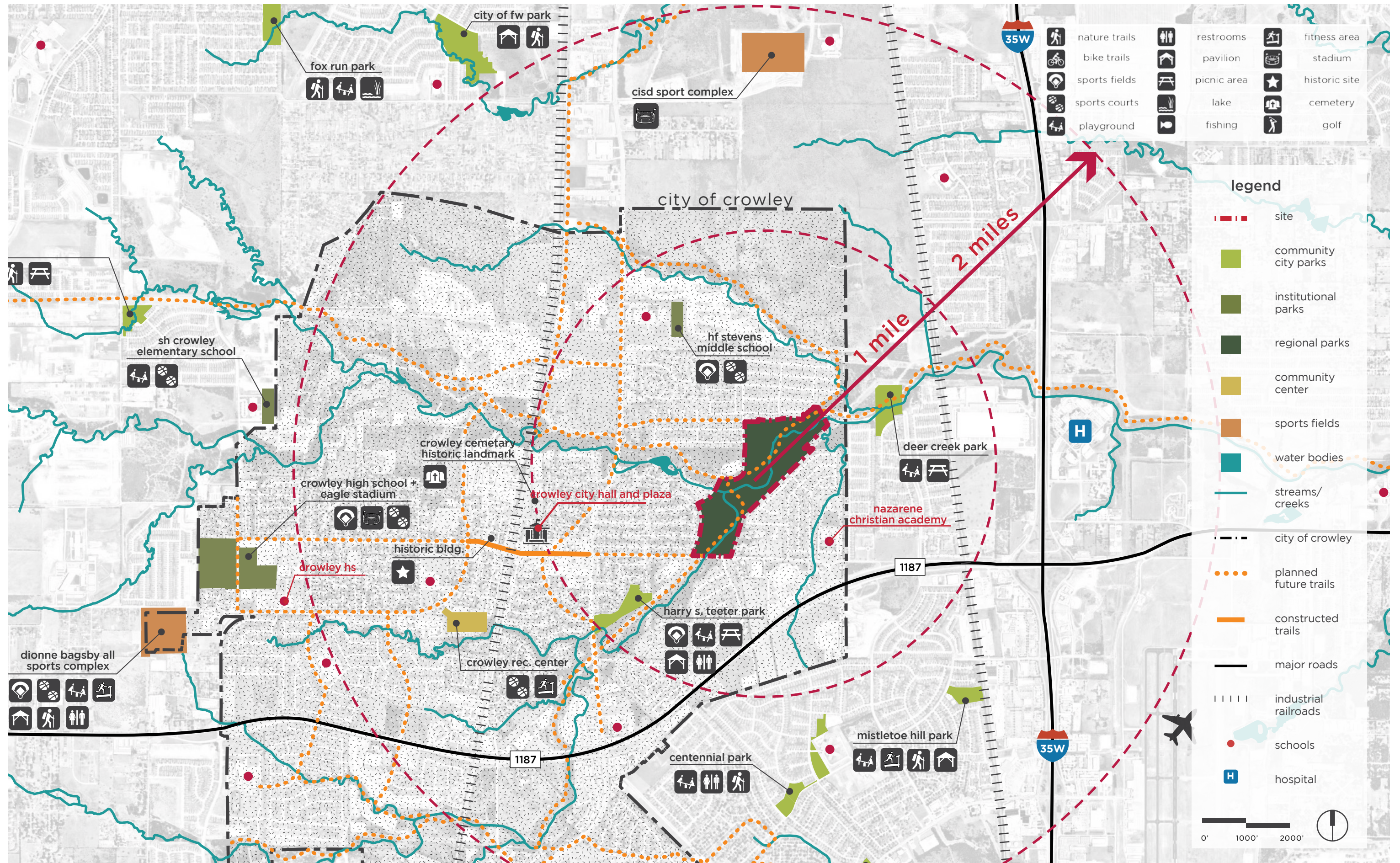
The map on page 17, illustrates important community features that are located within a two mile radius of Bicentennial Community Park. City Community features include; the number of city owned and privately owned parks, sports complexes, educational facilities, and historic landmarks.

Through identifying the surrounding parks and amenities we can begin to identify missing programmatic elements within the community of Crowley that could be located in the master plan design for Bicentennial Park.

Connectivity

Improved planned connectivity and mobility throughout the City of Fort Worth and Tarrant County are important factors when looking at long term feasibility. Several of these planned future trails are identified through Crowley. More specifically, three of these regional trails intersect at Bicentennial Park.





HYDROLOGICAL CONTEXT

CONTEXT:

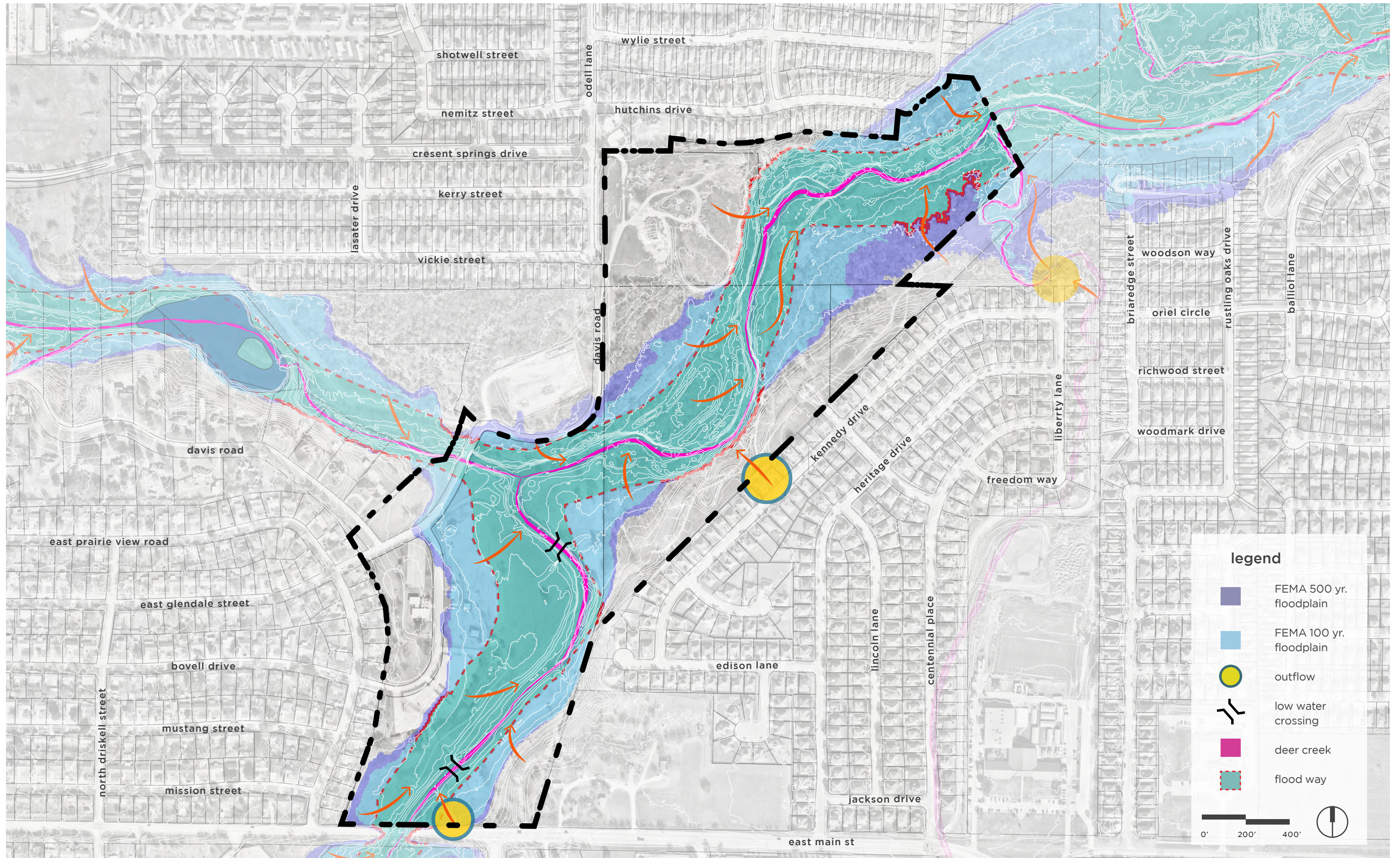
Deer Creek

Deer Creek acts as a corridor on site connecting different habitat typologies from open grassland areas in the south to forested swathes of tree canopy in the north.

The project scope of Deer Creek within Bicentennial Park begins at Main Street and ends at the north park boundary where the Oncor electric utility lines cross the creek. The reach is roughly 6,000 linear feet while the drainage area to this portion of the creek is approximately 14.3 square miles. Land use in this watershed are comprised of single family residential with some agricultural lands. Deer Creek is a tributary to Village Creek which is a tributary to the West Fork Trinity River.

The banks of Deer Creek are prone to flooding and need to be considered in regards to bank stabilization and riparian habitat restoration. Flood limits for 100 year and 500 year floodplain on represented on the map to the right along with the creek's flood way. More than over half of the site has the potential to flood and considering flood mitigation techniques is a goal for the master plan vision.





TOPOGRAPHIC CONTEXT

SLOPE:

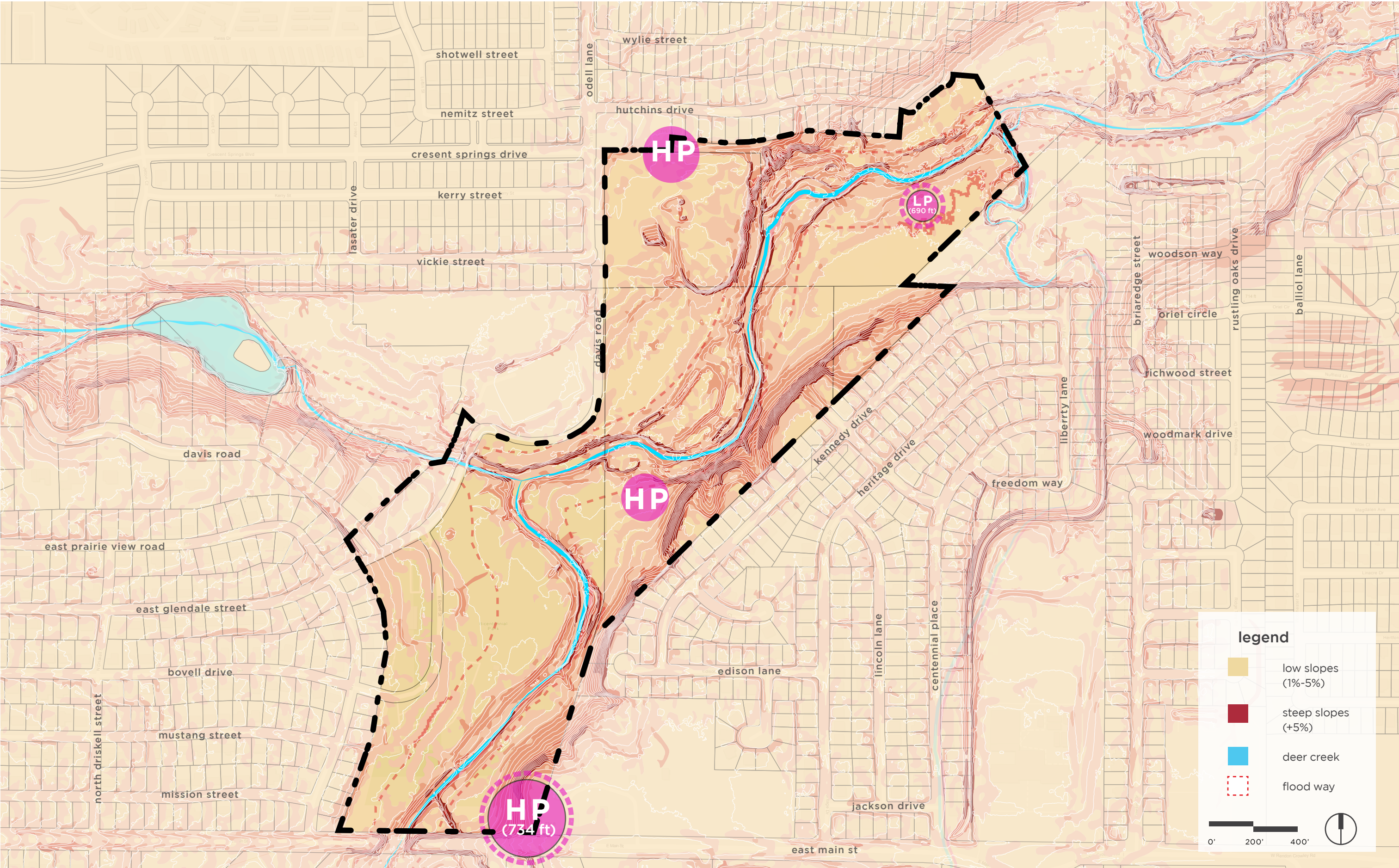
Bicentennial Park is unique in the north Texas landscape displaying varying grade changes and slopes within its boundary. Low points follow along the creek corridor and high points are sprinkled through the park providing key views of the surrounding landscape.

High points and low points are mapped by looking at existing site contours. The low points indicate areas prone to flooding and thereby may not be best suited for all types of built and defined program. The higher the site, the less prone to flooding - thereby making it a sought after space for programming.

The slope analysis on page 21 visually represents this data. The higher slopes are expressed with deeper red color tones while the areas of low slope are expressed with the lighter colors of yellow and orange.

Notable high points and low points on the site are identified with the pink dots. There are three high points identified within the park: in the south half of the park along Main Street, within the heart of the park, and on the north west corner, adjacent to Odell Lane and surrounding community.





ECOLOGICAL CONTEXT

VEGETATION:

Bicentennial Park is located in the Grand Prairie subregion (Level IV) of the Cross Timbers ecoregion (Level III). Five habitat types are mapped at the park based on Texas Parks & Wildlife. They are as follows;

Central Texas floodplain hardwood forest -
Mapped along the Deer Creek floodplain. Alluvial soils and sedimentation characterize this system.

Edwards Plateau oak hardwood slope forest-
Mapped in two discrete areas along the southeast boundary of the site. It occurs on calcareous slopes ranging greater than 20%.

Central Texas herbaceous floodplain -
Mapped as areas maintained as lawn currently at the park and lacks woody species.

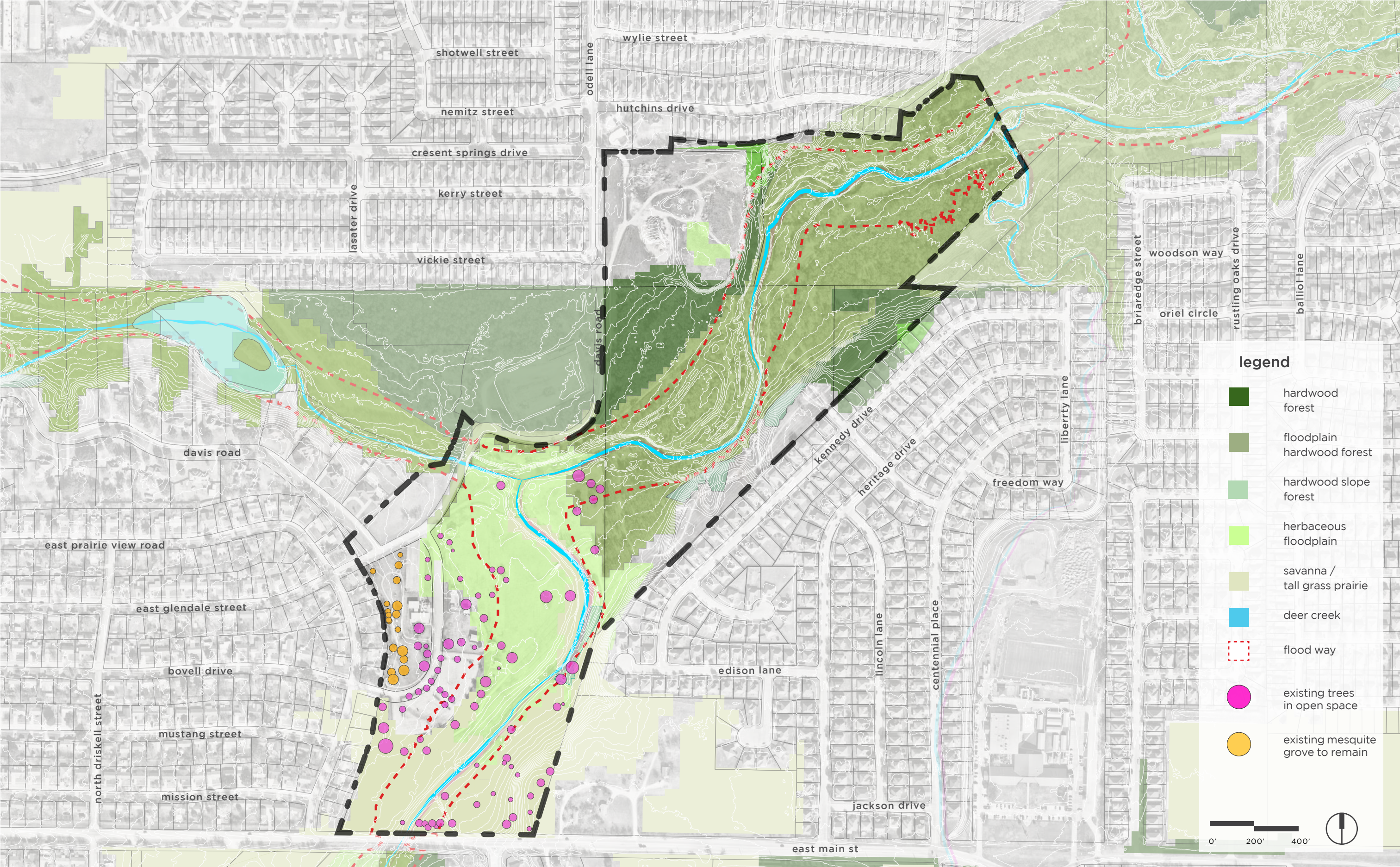
Edwards Plateau savanna -
Mapped as areas maintained as lawn currently at the park, species closely relate to underlying geology and management regimes.

Grand Prairie tall grass -
Mapped as areas maintained as lawn currently at the park, hallmark species are little bluestem and sideoats grama.

Vegetation coverage on site varies throughout the park with the south end being maintained as open grassland (Central Texas herbaceous floodplain, Edwards Plateau savanna, and Grand Prairie Tallgrass). Few existing trees remain within the space providing limited shade and respite from the summer Texas heat.

The north half of the park consists of large patches of Central Texas floodplain hardwood forest and Edwards Plateau oak hardwood slope forest. While the north half of the park provides ample shade and coverage, all five habitats contribute to the robust ecosystem of the park.





FLORA // FAUNA

SPECIES:

During a site visit in June of 2022, Biohabitats spent two days on site documenting a detailed list of their observations as it relates to flora + fauna. Their list includes:

Trees + Plants

- Antelopehorn milkweed (*Asclepias asperula*)
- Bar ara’s-buttons (*Marshallia caespitosa*)
- Bastard cabbage (*Rapistrum rugosum*)
- Beardtongue, Cobaea (*Penstemon cobaea*)
- Bindweed, field (*Convolvulus arvensis*)
- Bladderpod (*Sesbania vesicaria*)
- Bluestem, little (*Schizachyrium scoparium*)
- Bluestem, silver (*Bothriochloa laguroides*)
- Bristlemallow, Carolina (*Modiola caroliniana*)
- Buffalograss (*Bouteloua dactyloides*)
- Buttonbush (*Cephalanthus occidentalis*)
- Cattail, southern (*Typha domingensis*)
- Ceanothus, inland (*Ceanothus herbaceus*)
- Cheatgrass (*Bromus tectorum*)
- Claspig Venus’ looking glass (*Triodanis perfoliata*)
- Clover, white (*Trifolium repens*)
- Coneflower, upright prairie (*Ratibida columnifera*)
- Copperleaf, hophornbeam (*Acalypha ostryifolia*)
- Cottonwood, Eastern (*Populus deltoides*)
- Creeper, Virginia (*Parthenocissus quinquefolia*)
- Daisy, Engelmann (*Engelmannia peristenia*)
- Daisy, straggler (*Calypocarpus vialis*)
- Dandelion (*Taraxacum officinale*)
- Dayflower, whitemouth (*Commelina erecta*)
- Desert false indigo (*Amorpha fruticose*)
- Elm, American (*Ulmus Americana*)
- Elm, cedar (*Ulmus crassifolia*)

- Eryngo, Leavenworth’s (*Eryngium leavenworthii*)
- Flatsedge (*Cyperus sp.*)
- Fogfruit, turkey tangle (*Phyla nodiflora*)
- Gaura, false (*Stenosiphon linifolius*)
- Gourd, buffalo (*Cucurbita foetidissima*)
- Grama, sideoats (*Bouteloua curtipendula*)
- Grass, green bristle (*Setaria viridis*)
- Grass, Texas winter (*Nassella leucotricha*)
- Greenbrier, saw (*Smilax bona-nox*)
- Greenthread, stiff (*Thelesperma filifolium*)
- Ground-plum (*Astragalus crassicaarpus*)
- Groundsel, common (*Senecio vulgaris*)
- Gumweed, narrowleaf (*Grindelia lanceolata*)
- Hackberry, sugar (*Celtis laevigata*)
- Honeysuckle, coral (*Lonicera sempervirens*)
- Indian blanket (*Gaillardia pulchella*)
- Johnsongrass (*Sorghum halepense*)
- Madder, field (*Sherardia arvensis*)
- Marvel of Peru (*Mirailis jalapa*)
- Mesquite, honey (*Prosopis glandulosa*)
- Parsley, common hedge (*Torilis arvensis*)
- Pinkladies (*Oenothera speciosa*)
- Pistache, Chinese (*Pistacia chinensis*)
- Primrose-willow, floating (*Ludwigia peploides*)
- Pokeweed, American (*Phytolacca americana*)
- Primrose-willow, floating (*Ludwigia peploides*)
- Privet, Quihoui (*Ligustrum quihoui*)
- Puccoon, narrowleaf (*Lithospermum incisum*)
- Ragweed, giant (*Ambrosia trifida*)
- Rosinweed, white (*Silphium albiflorum*)
- Ruellia, violet (*Ruellia nudiflora*)
- Rushes (*Juncus spp.*)
- Sage, Texas (*Salvia texana*)
- Sedges (*Carex spp.*)
- Sesbania, bigpod (*Sesbania herbacea*)
- Snailseed, Carolina (*Cocculus carolinus*)
- Soapberry, Western (*Sapindus drummondii*)
- Soapberry, wingleaf (*Sapindus Saponaria*)
- Spotflower, oppositeleaf (*Acmella repens*)
- Spurge, nodding (*Euphorbia nutans*)
- Stillingia, Texas (*Stillingia texana*)
- Storksbill, Texas (*Erodium texanum*)
- Stretchberry/elbowbush (*Forestiera pubescens*)
- Sumac, fragrant (*Rhus aromatica*)
- Switchgrass (*Panicum virgatum*)
- Texas toothleaf (*Stillingia texana*)
- Thistle, Texas (*Cirsium texanum*)
- Tobacco, flathead rabbit (*Diaperia prolifera*)



southern cattail



american elm



purple beardtongue



cedar elm



little bluestem



eastern cottonwood



buttonbush



hackberry

Trees + Plants

- Vervain, Brazilian (*Verbena brasiliensis*)
- Vervain, Dakota mock (*Glandularia bipinnatifida*)
- Vine, lesser balloon (*Cardiospermum halicacabum*)
- Water-willow, American (*Justicia americana*)
- Willow, American water (*Justicia americana*)

Insects

- Bee, western honey (*Apis mellifera*)
- Beetle (*Alaetrinus aciculatus*)
- Beetle, spotted cucumber (*Diabrotica*)
- Big-eyed toad bug (*Gelastocoris oculatus*)
- Bluet, double-striped (*Enallagma basidens*)
- Bluet, familiar (*Enallagma civile*)
- Calligrapher, margined (*Toxomerus marginatus*)
- Clubtail, sulphus-tipped (*Phanogomphus militaris*)
- Dancer, blue-fronted (*Argia apicalis*)
- Dancer, dusky (*Argia translata*)
- Dancer, Kiowa (*Argia immunda*)
- Dancer, powdered (*Argia moesta*)
- Forktail, fragile (*Forktail Ischnura posita*)
- Firetail, desert (*Telebasis salva*)
- Hairstreak, gray (*Strymon melinus*)
- Hairstreak, great purple (*Atlides halesus*)
- Pearl crescent butterfly (*Phyciodes tharos*)
- Pondhawk, Eastern (*Erythemis simplicicollis*)
- Profane grass-veneer (*Fissicrambus profanellus*)
- Question mark butterfly (*Polygonia interrogationis*)
- Shara , Kern’s o er (*Euphoria kernii*)
- Skimmer, neon (*Libellula croceipennis*)
- Skimmer, twelve-spotted (*Libellula pulchella*)
- Skimmer, widow (*Libellula luctuosa*)
- Skipper, fiery (*Hylephila phyleus*)
- Snout, fractured (*Western Diastictis fracturalis*)
- Swallowtail, pipevine (*Battus philenor*)
- Vine sphinx (*Eumorpha vitis*)
- Whitetail, common (*Plathemis lydia*)

Fish

- Mosquitofish, Western (*Gambusia affinis*)

Mammals

- Beaver, American (*Castor canadensis*)
- Skunk (*Mephitis sp.*)
- Squirrel, fox (*Sciurus niger*)

Birds

- Cardinal, Northern (*Cardinalis cardinalis*)
- Chickadee, Carolina (*Poecile carolinensis*)
- Dove, mourning (*Zenaida macroura*)
- Dove, white-winged (*Zenaida asiatica*)
- Flycatcher, scissor-tailed (*Tyranus forficatus*)
- Hawk, red-shouldered (*Buteo lineatus*)
- Heron, blue (*Ardea Herodias*)
- Heron, green (*Butorides virescens*)
- Jay, blue (*Cyanocitta cristata*)
- Mockingird, northern (*Mimus polyglottos*)
- Robin, American (*Turdus migratorius*)
- Sparrow, chipping (*Spizella passerina*)
- Sparrow, L n o n’s (*Melospiza lincolnii*)

Amphibians

- Blanchard’s cricket frog (*Acris blanchardi*)

Reptiles

- Lizard, Texas spiny (*Sceloporus olivaceus*)
- Turtle, pallid spiny softshell (*Apalone spinifera*)
- Watersnake, plain-bellied (*Nerodia erytrogaster*)

Mollusks

- Snail, decollate (*Rumina decollate*)



western honey bee



american beaver



gray hairstreak



blue heron



fox squirrel



great purple hairstreak



texas spiny lizard



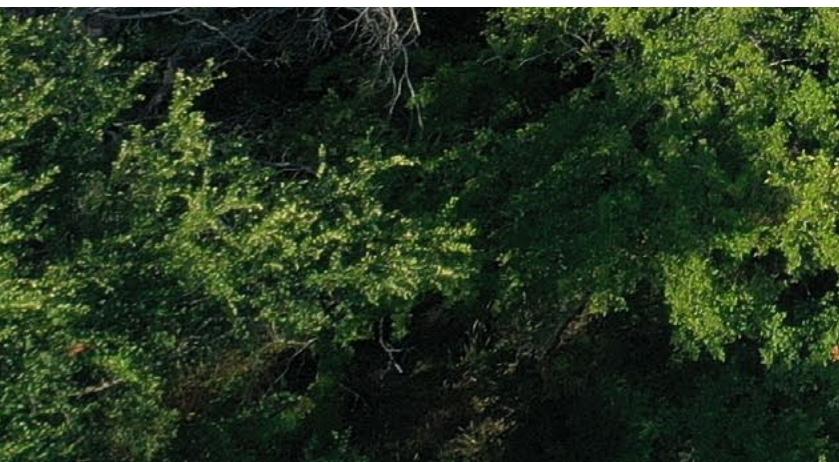
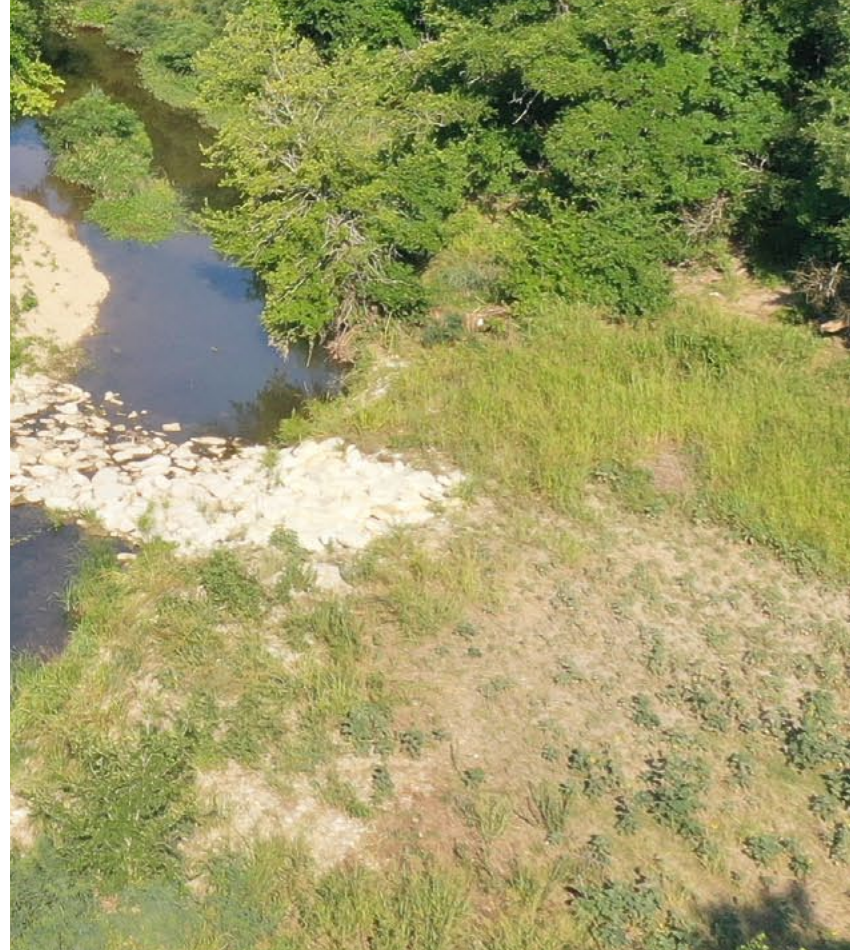
red shouldered hawk



scissor-tailed flycatcher



plain bellied water snake



SITE INVENTORY

CURRENT SITE:

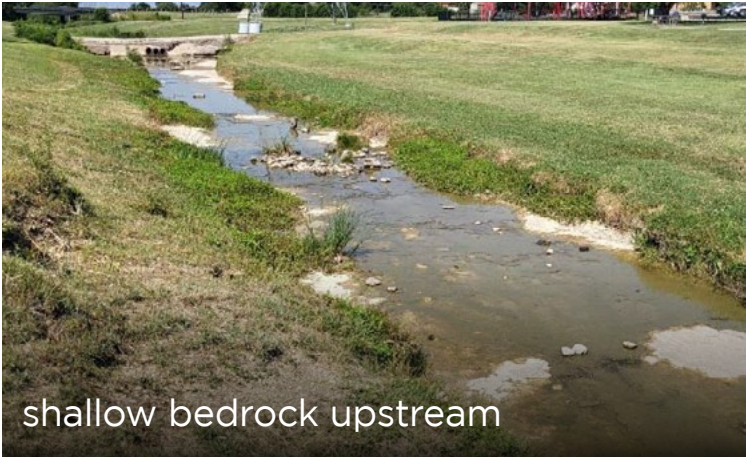
Park Program

Bicentennial Park’s current conditions can be described as a “tale of two cities” in where the southern half of the park contains active program elements with little to no shade and the north half of the park holds little to no program with dense vegetation and canopy cover. A disc golf course runs through most of the park starting at the south end, close to Main Street, and making its way north through various landscapes and habitats. An Oncor electrical easement runs through the entire site where overhead electric lines are present that limit constructed amenities.

Park Circulation

For visitors to access the park on any given day, primary vehicular access is obtained through the local neighborhoods surrounding the park. Bovell Drive acts as the dominant entry threshold with existing signage elements. Davis Road and East Prairie View Road serve as secondary vehicular access routes to the park.

Most of the trails internal to the park tend to be informal as guests have created pedestrian desire lines when moving between existing program elements.



shallow bedrock upstream



tree canopy on north end of site



informal trails throughout the park



wide open space with little shade



standing water throughout deer creek



stromatolites, fossils identified on site within deer creek



overhead utilities throughout site



vantage points with ridge line



steep slopes & erosion



OPPORTUNITIES // CONSTRAINTS

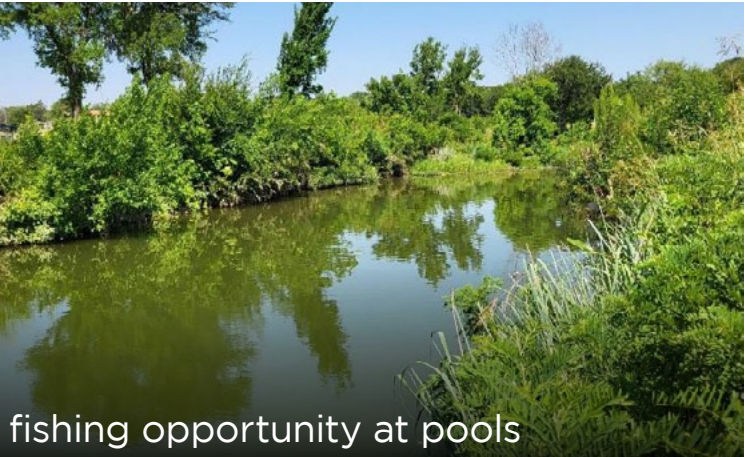
OPPORTUNITIES:

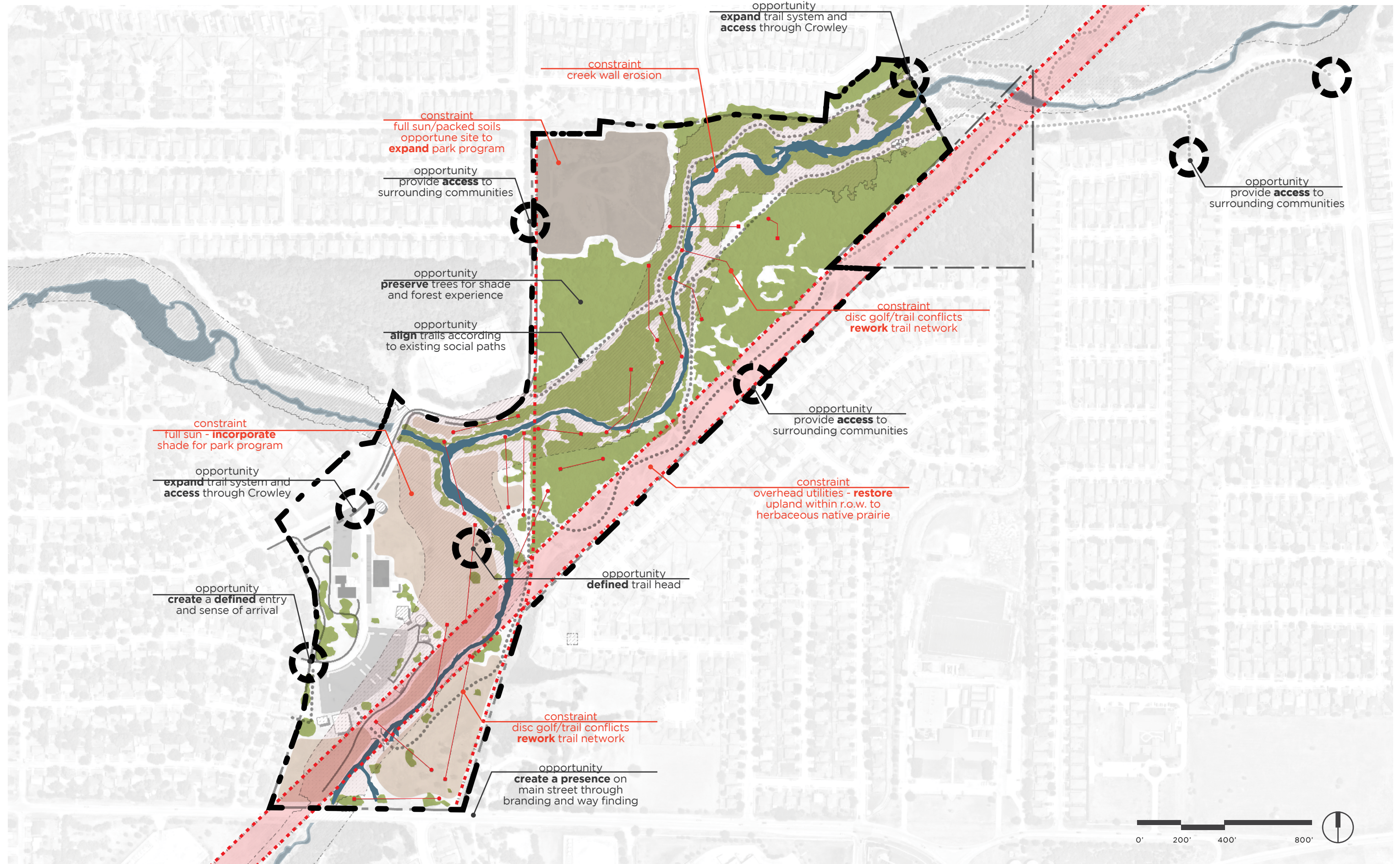
Bicentennial Park presents many opportunities when looking at social and ecological improvements for the master plan. In regards to circulation, the park's adjacency to Main Street provides an opportunity to create more of a presence and defined sense of arrival. The existing social trails can be expanded upon to connect throughout the park.

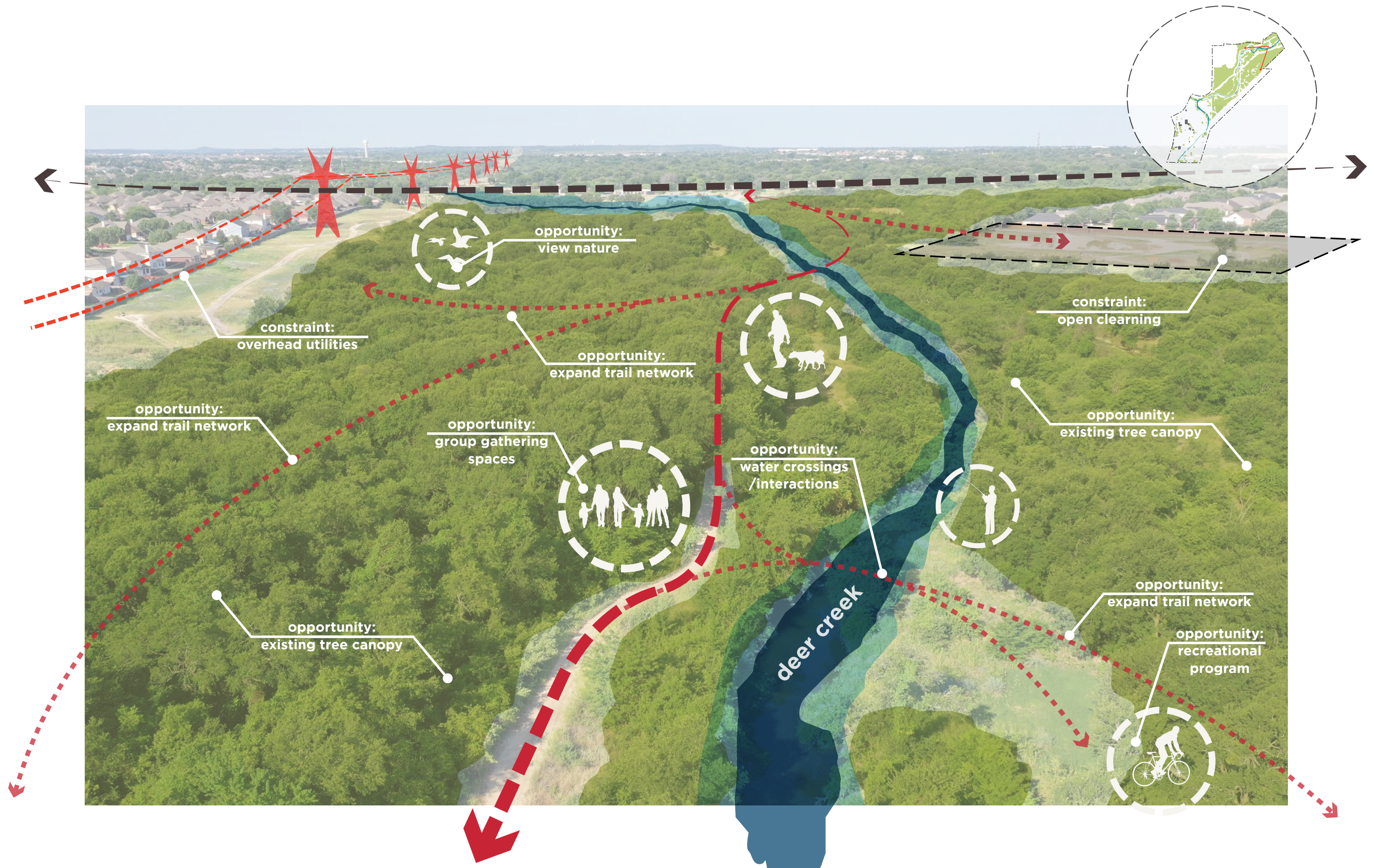
When looking to Ecology, multiple locations along Deer Creek are ideal for wetland restoration and creek bank stabilization. The upland ridge along the Oncor easement provides an opportunity to restore the habitat to herbaceous native prairie landscape, expand tree canopy for seasonal interest, and increase habitat diversity.

CONSTRAINTS:

Where there are opportunities there are also constraints. The lack of shade in the south half of the park will limit opportunities for park program. The existing program that currently exists within half of the park tends to conflict with social trails and natural habitats with community members noting that pieces are dated. The overhead electrical lines with Oncor will limit the space directly below for any future park programming or reforestation efforts.

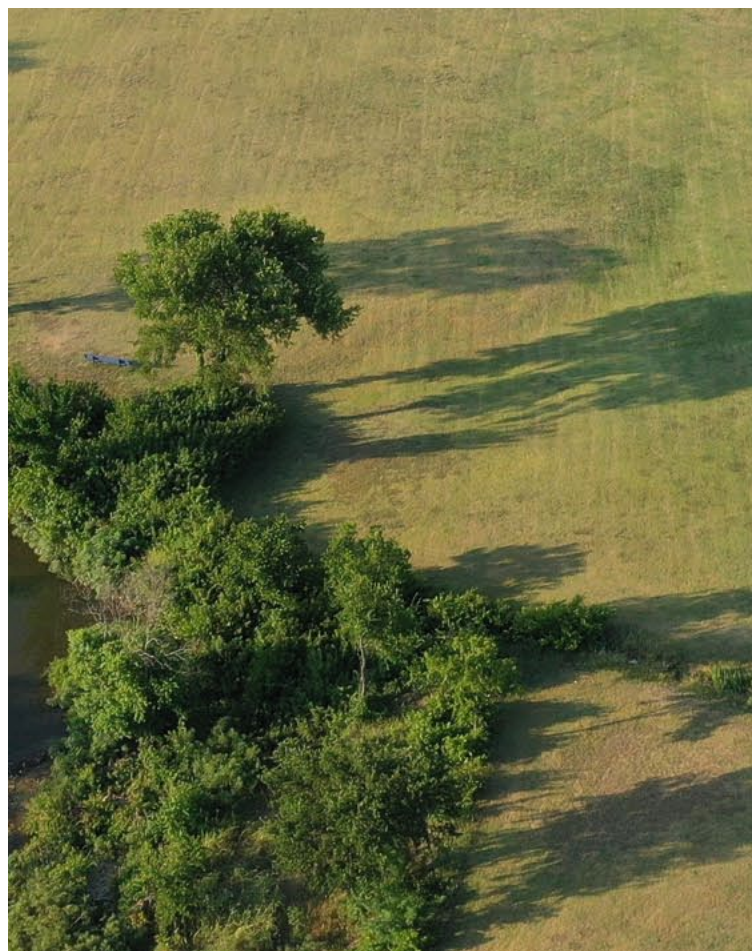








04 ENGAGEMENT



ENGAGEMENT STRATEGIES

OVERVIEW:

Bicentennial Park Master Planning process is grounded in community engagement where neighbors have a voice in creating a dynamic community space and informing programming activities. Our goal is to create a community space that reflects the values of Crowley and the people who live there.

ACTIVITIES:

Engagement activities at large community events (Celebration of Freedom) focused on learning programmatic elements visitors enjoyed about Bicentennial Park along with aspects they would change.

An online survey was utilized in addition to community events as a platform for community members to vote in detail on specific program features that go into planning a park along with a platform to express concerns with the existing park.

1 knowledge mapping

Using pinned flags, members and guests of the community marked on a map which program elements they would like to see incorporated into Bicentennial. Each color flag represented a programmatic category.

2 programming feedback

Guests were shown examples of other parks and landscapes surrounding the Fort Worth metroplex along with opportunities for different types of park programming. Each person was given a set of green dots that they could place on the images they liked.

Overall, community members enjoyed Trinity Park in Fort Worth for its accessibility with Dream Park along with the extensive trail system it provides to users. In regards to park program, the common themes of an inclusive-family friendly park that is safe with ample shade and amenities was a top priority to most users.

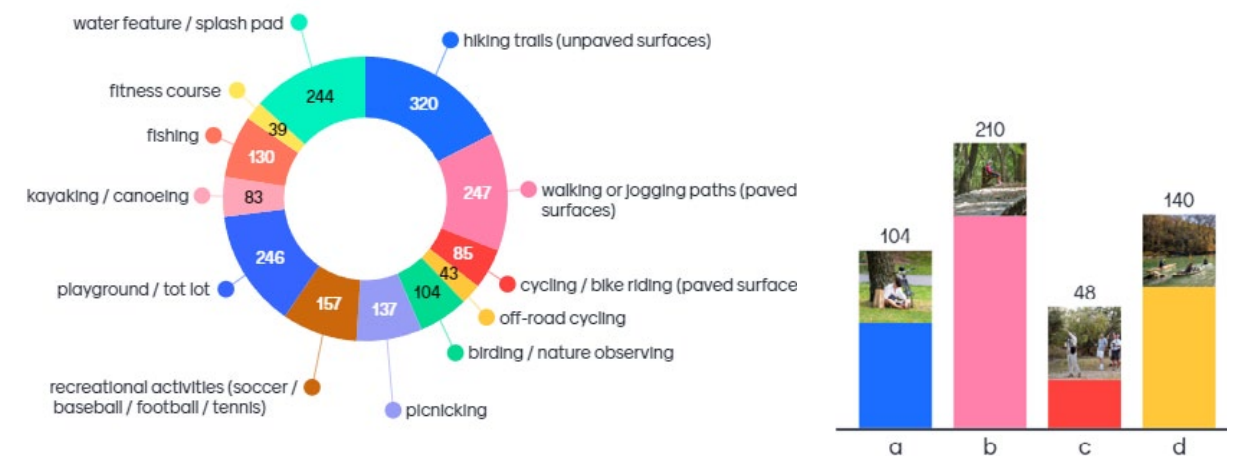
3 online survey

TBG created and administered a web-based survey to explore desired park and trail types, programming features, and community needs within the City of Crowley.

The survey was distributed through a QR code and promoted on the cities website for two weeks in July 2022.



what are your favorite outdoor activities?



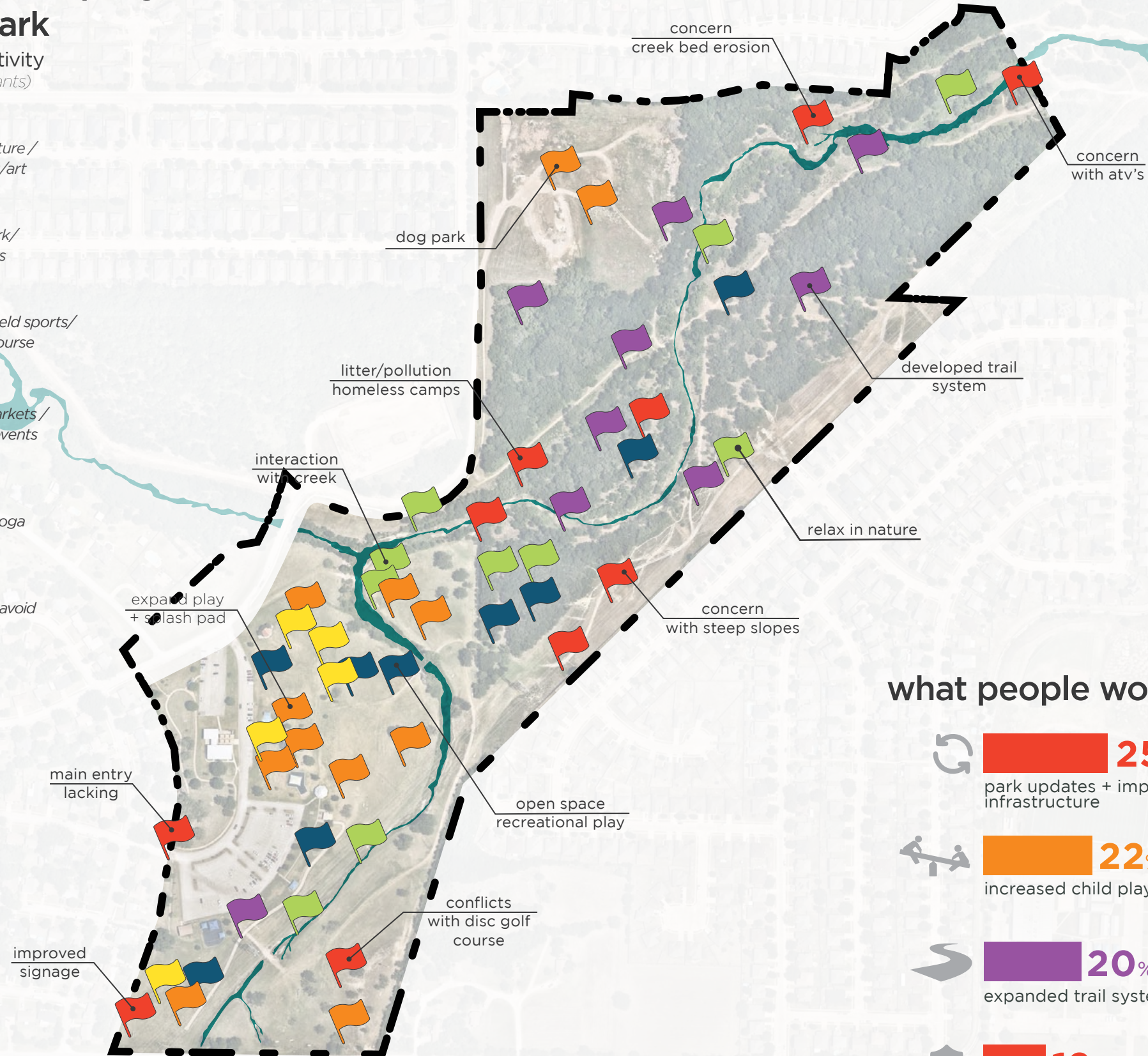
what is most important to you as it relates to Bicentennial Park?



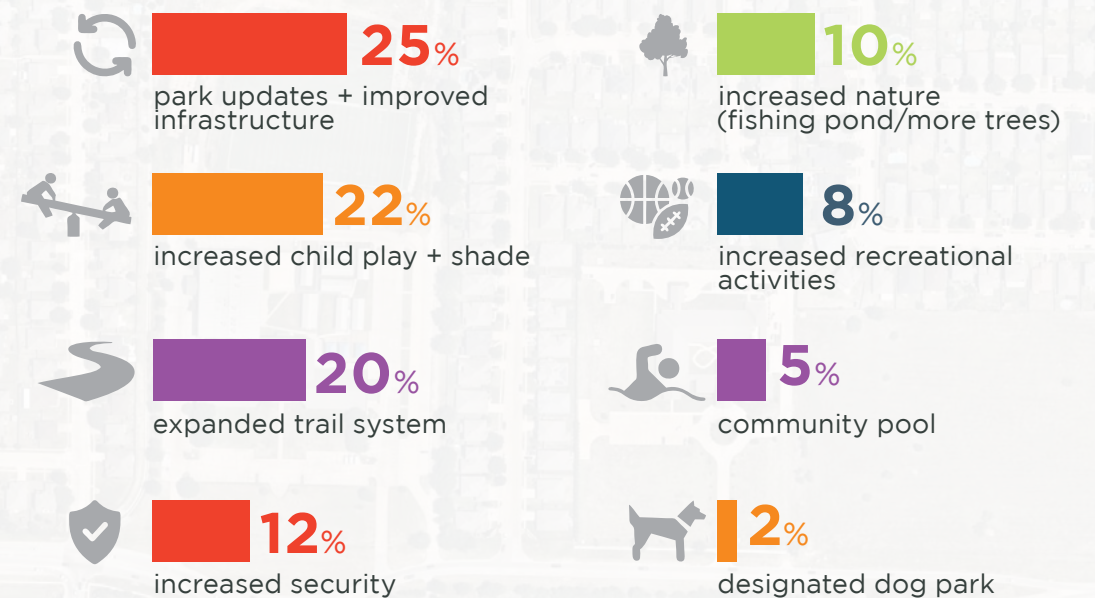
how people would program bicentennial park

interatctive mapping activity
(representative of ~70 participants)

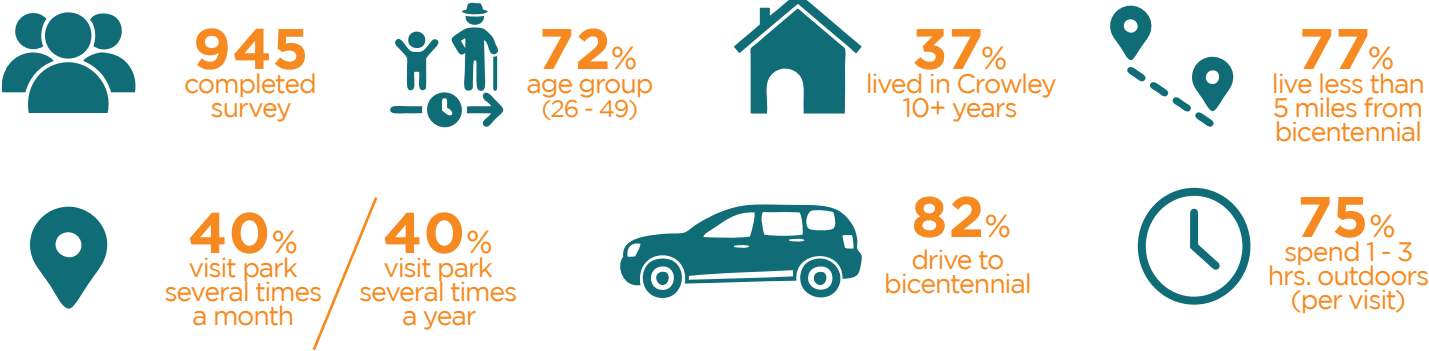
- relaxation**
bird watching/relax in nature /
reading/kayaking/fishing/art
- social**
play date/picnics/dog park/
edu. classes/get-togethers
- recreation**
field day/disc golf/open field sports/
court sports/adventure course
- seasonal**
concerts/celebrations/markets /
outdoor movies/holiday events
- wellness**
hiking/walking /jogging/
cycling /fitness courses/yoga
- concern**
areas of improvement/
areas of concern/places to avoid



what people would change

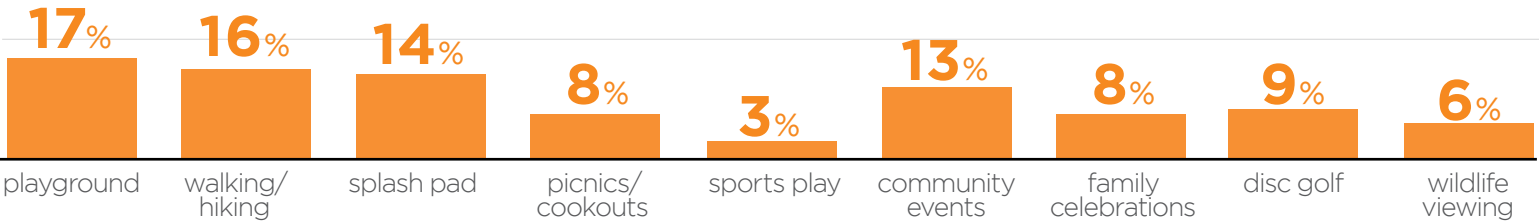


respondent profile

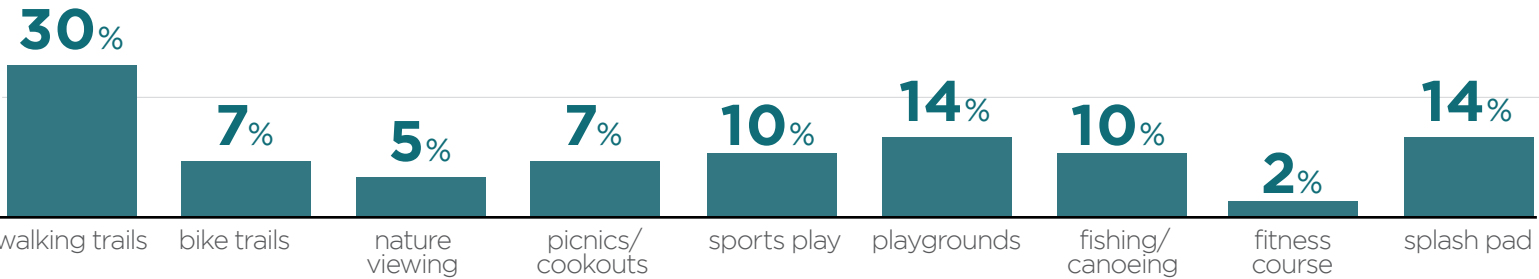


Bicentennial Park Master Planning process is grounded in community engagement where neighbors have a voice in creating a dynamic community space and informing programming activities. The goal is to create a community space that reflects the values of Crowley and the people who live and visit there.

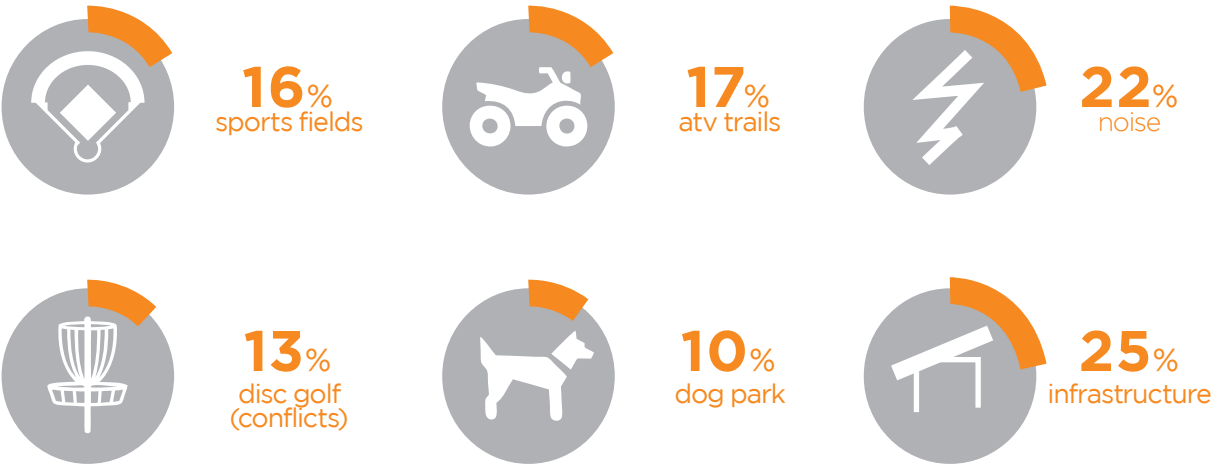
why people visit bicentennial park



favorite outdoor activities

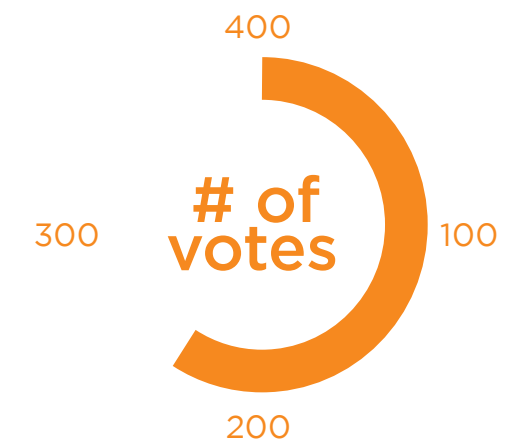


activities people would NOT like to see



concerns regarding bicentennial park

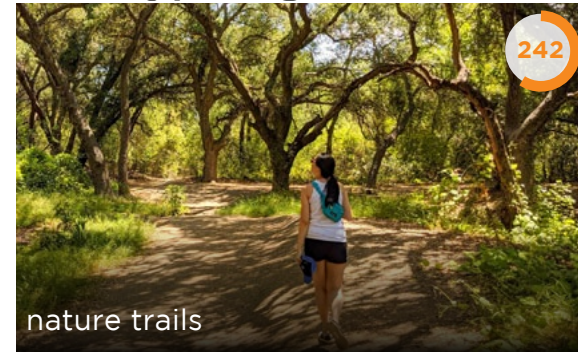




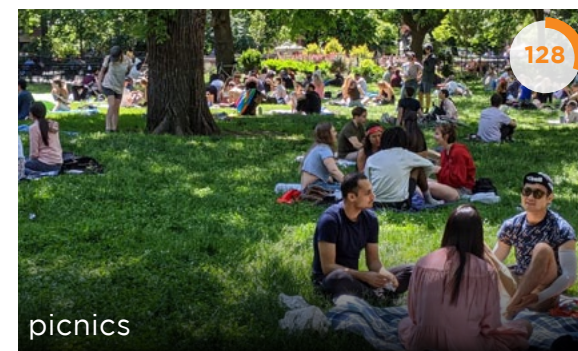
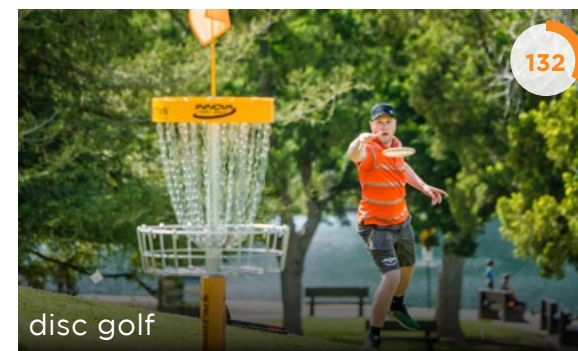
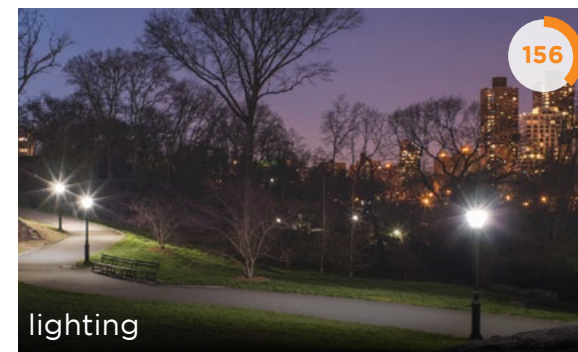
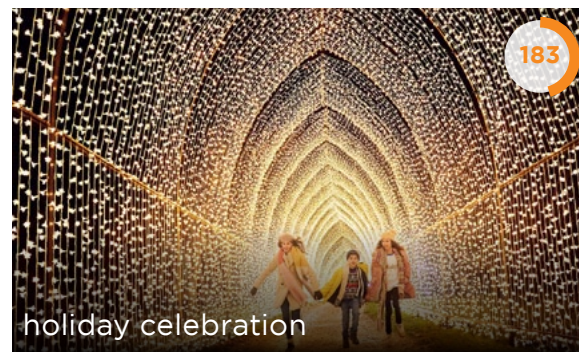
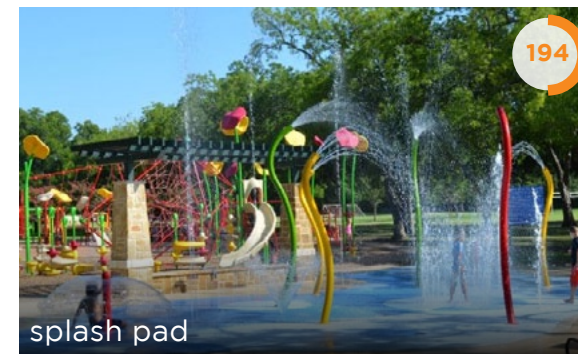
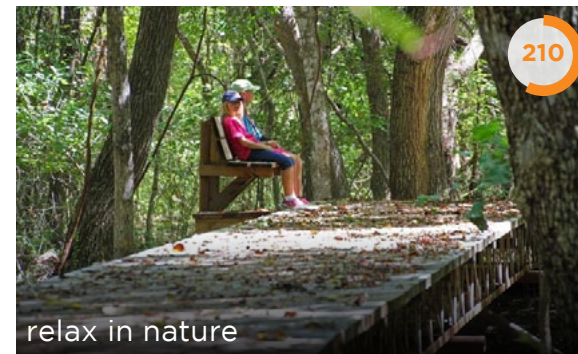
nature areas

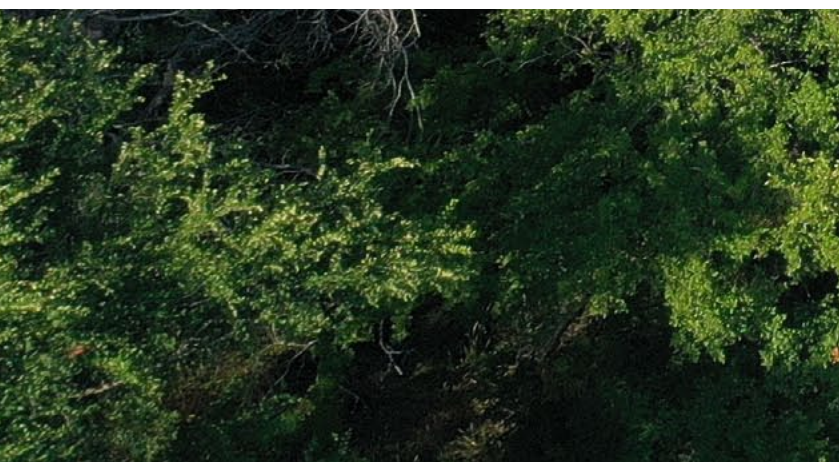
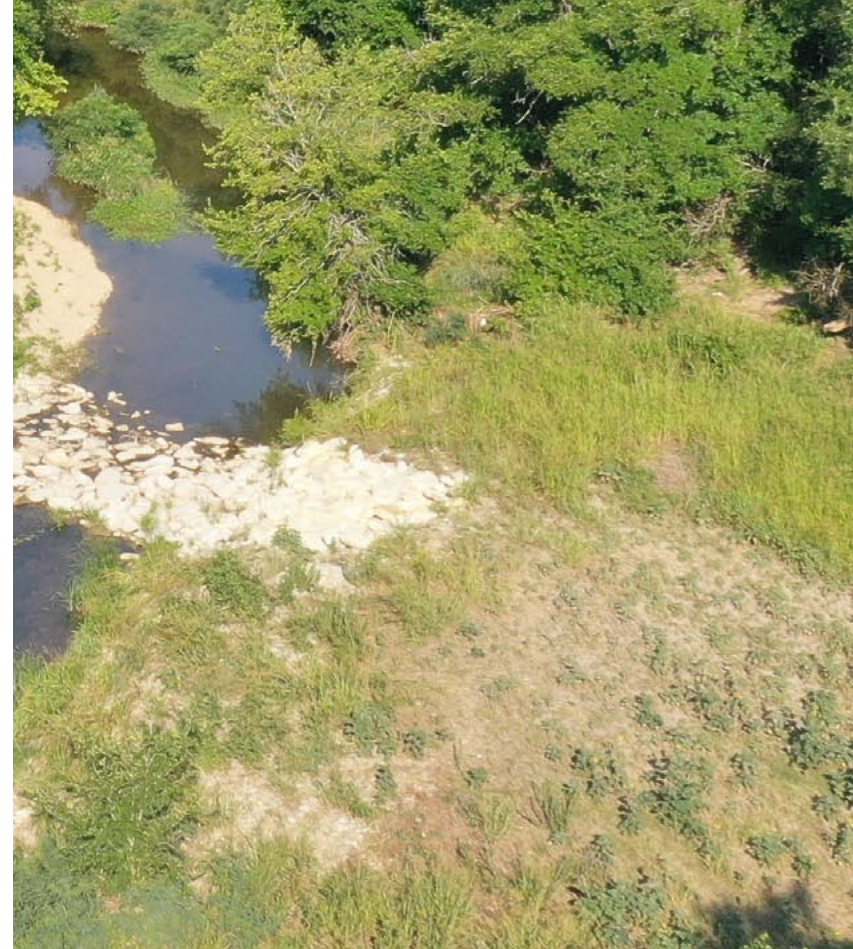


trail typologies



park program





THEMES // PROGRAMMING

THEMES:

The **C.O.R.E** master plan looks to re-engage Bicentennial Park through a defined **experiential system** that begins at the south end of the park along Main Street and travels up to the northern end of the site. As the user **traverses** through this experiential system, different themes are identified that correlate with evolving **programmatic** elements.

PROGRAMMING:

Each zone of the C.O.R.E master plan has distinct program elements from active to passive that correlate to the districts identity for users as they experience the site. The south end of the site focuses on a centralized notion where users can gather and participate in group activities. This centralized area serves as the “hub” and main point of entry to the park and incorporates the most “robust” built program. As the user travels north, the center of the park is rooted around outdoor and recreation themes from adventure parks to nature play that start to blend the natural and built environments. Towards the tail end of the park, defined programmatic elements are limited and are more up to interpretation. Thus, encouraging user to explore and engage at their own will.

C ‘centralized’

The communal hub or front door of the park where social gathering activities take place. This south end of the project incorporates a variety of defined active and passive programming that ranges in size to accommodate diverse user groups.

- Flex / Program Lawn
- Inclusive Park Play (all ages)
- Splash Pad
- Visitor Amenity Center (with Restrooms)
- Expanded Mesquite Grove
- Informal Gathering Spaces (Grills + Pavilions)
- New Park Entrance off of Main Street
- Defined Trail Network

O ‘outdoor’

The threshold of the built programmable environment to the natural experiential environment. Program spaces begin to take on a natural feel in both form and materiality.

- Nature Park (Older Kids)
- Stream Crossings + Interactions
- Lookout Points
- Tree Houses
- Small Gathering Nodes
- Educational Learning Opportunities
- Outdoor Classroom
- Defined Trail Network

R ‘recreation’

The heart of the site where guests can immerse themselves in active or passive recreational program within the natural beauty of the landscape. Recreational programming responds to the natural topography of the site.

- Adventure Park
- Dog Park (Large & Small)
- Flex Open Space
- Disc Golf
- Restroom Facility
- Trail Network + Nodes
- Small Gathering
- Canopy Tree Walk

E ‘exploration’

The north end of the site where the natural environment is the showcase. Created programmable activities are limited here to encourage visitors to enjoy the existing diversities of the park.

- Diverse Trail Network + Typologies
- Wetland Boardwalk
- Fishing Holes
- Trail Nodes
- Small Gathering
- Creek Crossings
- Creek Interactions



Centralized



Outdoor



Recreation



Exploration



GUIDING PRINCIPLES

FRAMEWORK:

Design Guiding Principles

Through the discovery and analysis process along with various community engagement opportunities, the design team was able to identify areas of focus for the master plan. These guiding principals are grounded in environmental and social benefits for the community and establish the framework master plan vision.

These six guiding principals include:

1. A secure park to enjoy everyday throughout the year

Creating a park where visitors can feel safe anytime of the day, each day of the year is of the upmost importance. Guests need to have a sense of comfortability within the park when engaging in programmatic activities or exploring.

2. Preserve and celebrate the park’s native Texas landscape

Bicentennial Park has a robust and diverse ecosystem with five habitat typologies within the park boundary. It is important to protect and celebrate these natural resources with strategic land use planning.

3. A park that welcomes all and is accessible to all its visitors

Create and promote a park for all age groups and all backgrounds. Bicentennial is a park for all within and outside of Crowley.

4. Increase park program and amenities

Thoughtfully weave user experiences from active to passive throughout the park to appeal to a diverse user group.

5. Deter litter and pollution to create an engaging environment

Promote and celebrate the native Texas landscape within the park by creating a sense of ownership with guests.

6. Improved circulation and access within the park and out to Crowley

Expand upon key circulation networks and entry nodes to promote accessibility to the park for all user groups.



SAFE
a secure park to enjoy each day every year



ACTIVE
increased park program & amenities for visitors



NATURAL
preserve + celebrate ecological beauty



CLEAN
deter litter + pollution to create an engaging environment



INCLUSIVITY
a park that welcomes all and accessible to all visitors



CONNECTIVITY
improved circulation and access within and to the park

SUSTAINABILITY PRINCIPLES



VEGETATION, HABITAT, AND SOIL

- **preserve existing forest** + wetland areas
- establish **native planting along stream** + allow wetland vegetation to mature
- **restore** low-maintenance **prairie** in upland areas
- **restore habitat** for monarch butterfly + whooping crane and other native species
- use **dark-sky friendly** lighting
- create **soil management** plan
 - align new trails to existing social trails
- **fire-wise** landscaping
- design to minimize



WATER MANAGEMENT

- establish **natural buffers** for streams + water bodies
- manage 100% of **runoff** from impervious surface + altered terrain
 - minimize new **impervious surface**
- retrofit parking + structures with **green stormwater infrastructure**
- **reduce water use** for irrigation



ENERGY, MATERIALS, AND RESOURCES

- use salvaged, regional, and/or recycled-content materials
- reduce outdoor **energy consumption**
- target on site solar **energy production** for 50+% of outdoor site electricity
- **waste management plan** for park area
 - initial **o+m** plan
- plan to minimize or re-purpose **construction materials**



SOCIAL WELLBEING + QUALITY OF LIFE

- **maximize shade** on site and preserve existing shade
- secure, convenient **bicycle parking** + maintenance station
 - create environmental **education opportunities**
- **community garden** area
 - outdoor spaces that encourage **social connection**
- design and program support outdoor **physical activity**
- create **accessible, legible, safe** outdoor spaces

FRAMEWORK MASTER PLAN

GUIDING DESIGN:

Layout

The framework master plan looks to identify from a functional use the high level locations for program and initial circulation paths. With the themes identified in the C.O.R.E concept along with the design guiding principals mentioned previously, amenity features and trail networks were strategically placed within the park.

A majority of the defined active program is located in the southern half of the park to take advantage of the wide open spaces that contain limited natural habitat and are out of the floodway. These programmatic elements are clustered together for user experience and create the central “hub” of the park. As visitors make their way northward, programmatic elements appear less and are strategically placed within ecological opportunities to preserve wildlife habitat.

An expanded circulation system is worked through to connect the entirety of the park to expose guests to varying ecologies and site amenities. Trail typologies range from built to natural as guests progress through the park aligning with the themes of exploration and discovery.





FRAMEWORK // PROGRAM

program matrix

 active program

- open/flex lawn: 150,000 sqft. or 3.5 acres
- playground (early childhood): 55,000 sqft. or 1.25 acres
- splash pad: 15,000 sqft.
- nature play (school age play): 15,000 sqft.
- adventure park (teen & adult): 150,000 sqft. or 3.5 acres
- dog park (large): 75,000 sqft. or 1.7 acres
- dog park (small): 30,000 sqft.

 passive program

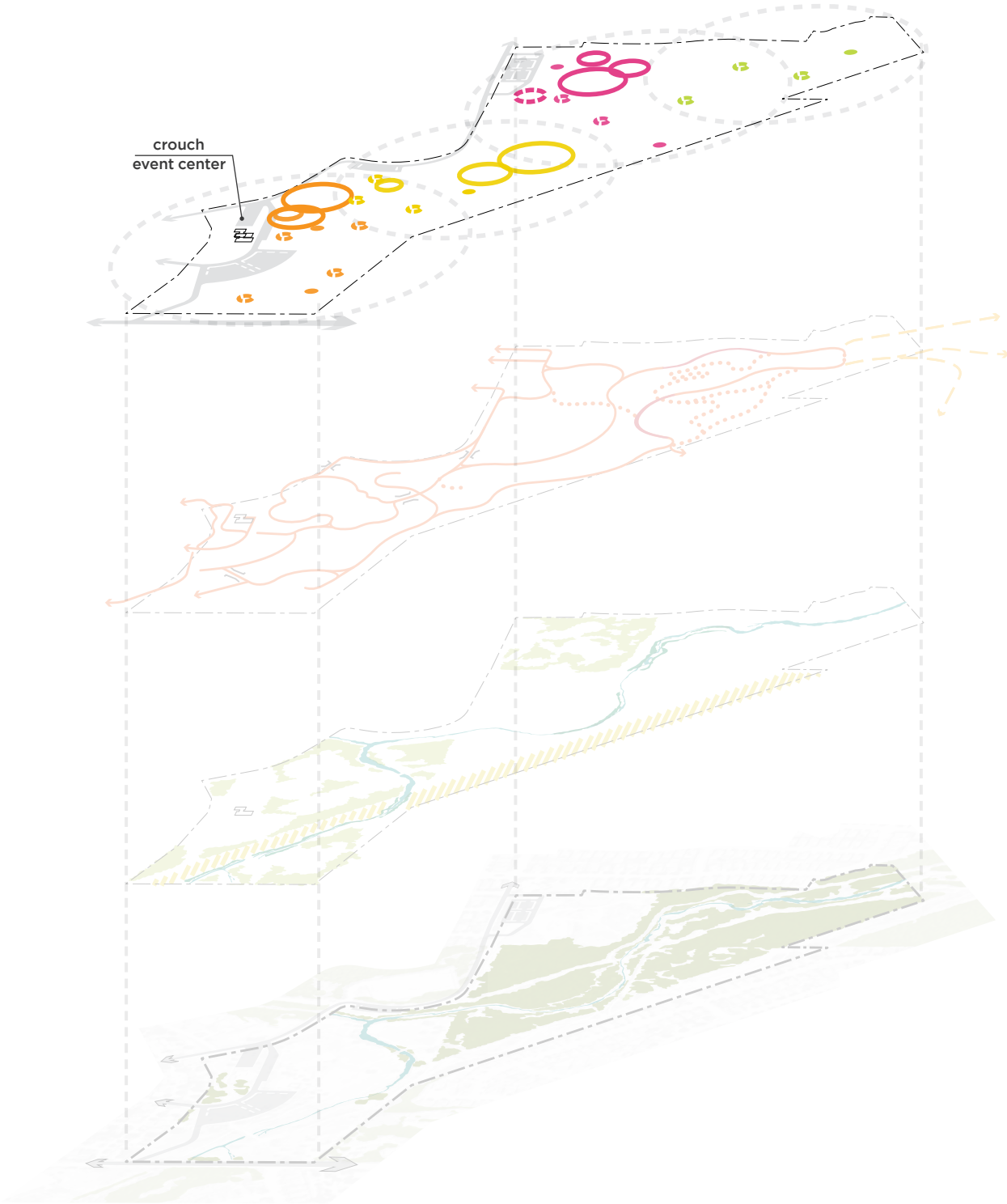
- designated grill areas (2): 5,000 sqft.
- picnic areas / small gathering (2): 5,000 sqft.
- creek interaction points (2): 5,000 sqft.
- fishing holes (2): 2,500 sqft.
- trail node / small gathering (4): 5,000 sqft.

 new facilities

- park amenity building (restrooms / changing stations)(2): 8,000 sqft.
- treehouse / pavilion (4): 1,500 sqft.

 additional parking

- current parking spaces: ~250
- additional parking spaces: 80





FRAMEWORK // TRAIL NETWORK

trail matrix

 paved trails

- hardscape typology (concrete): 16,600 lf. or 3.2 miles

 boardwalk

- elevated trails (wood): 1,200 lf. or .04 miles

 nature and mountain

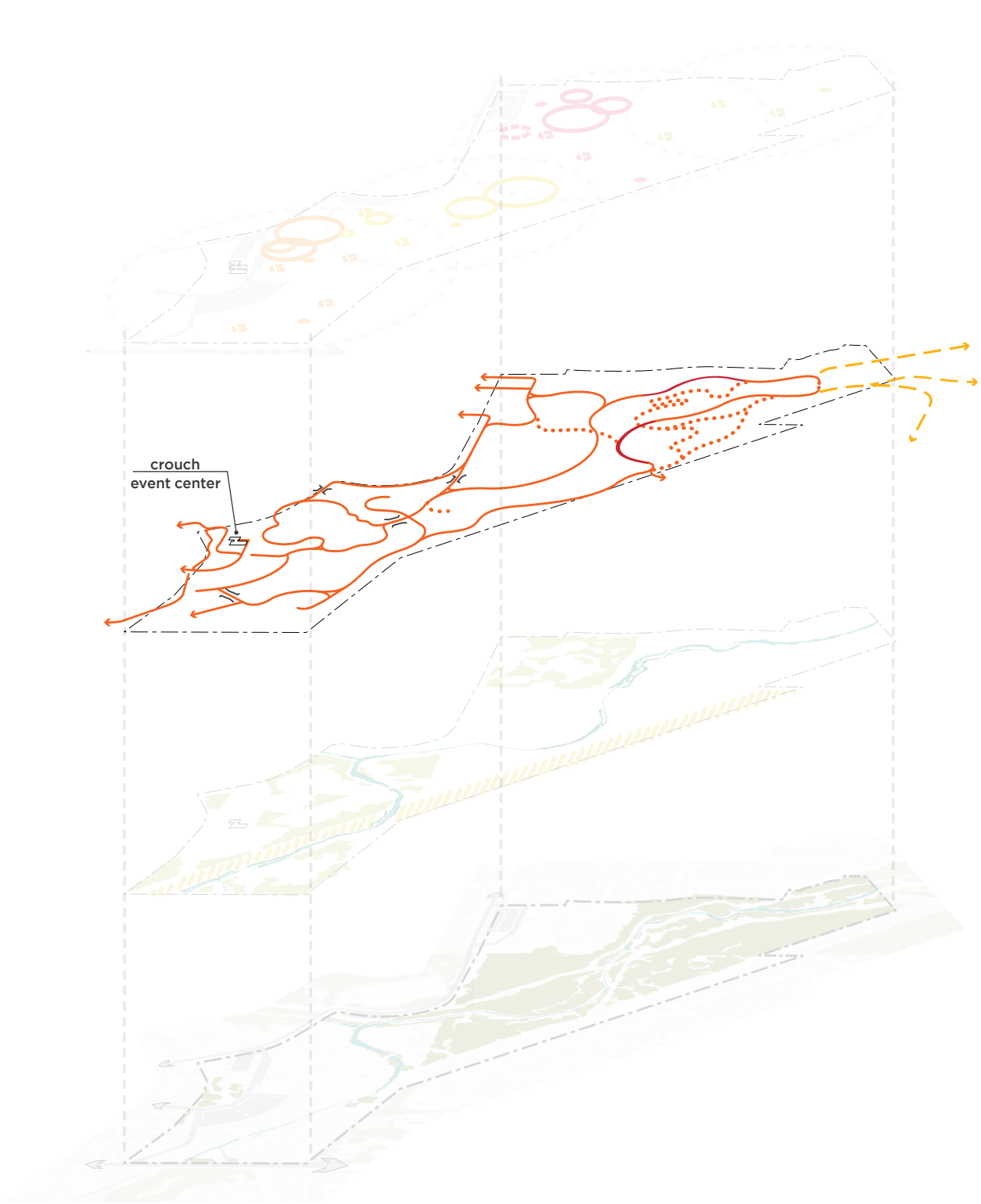
- unpaved typology (mulch or dirt): 4,200 lf. or .75 miles

 future trails

- paved or unpaved typology: tbd

 bridge

- proposed water crossing (new or improved crossings): 4



FRAMEWORK // HABITAT

vegetation matrix

■ reforested areas

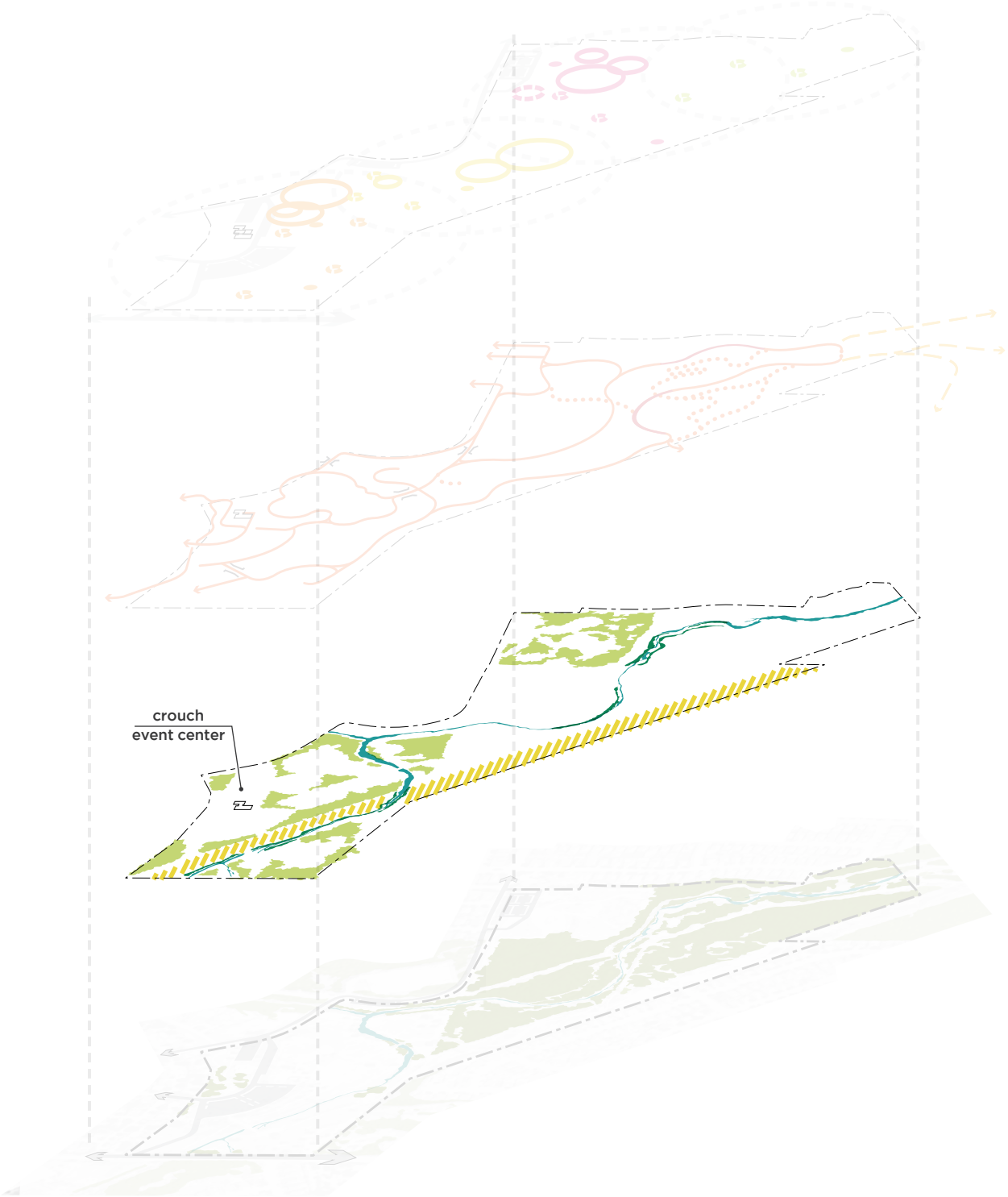
- new tree growth: 625,000 sqft. or 14 acres

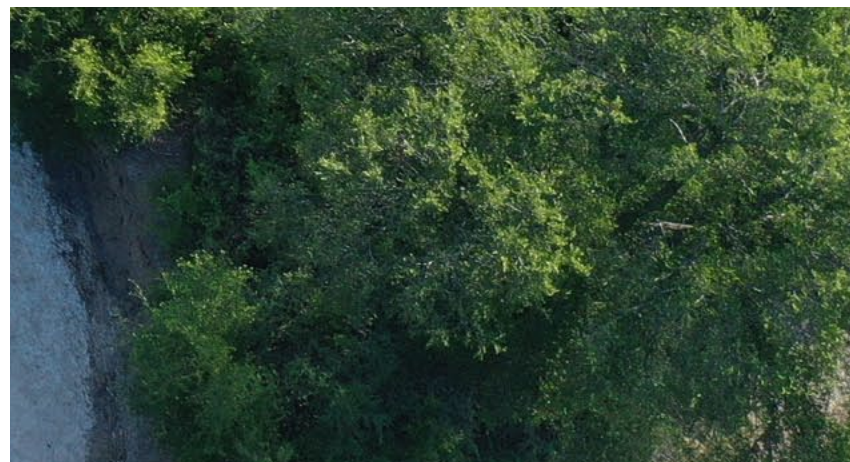
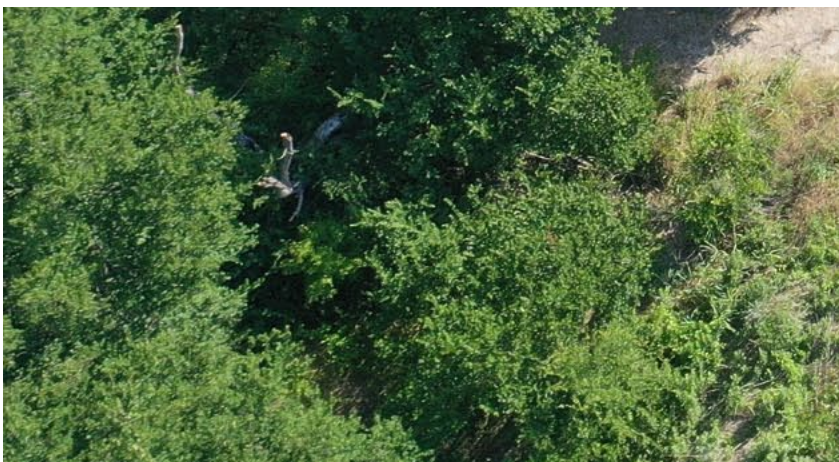
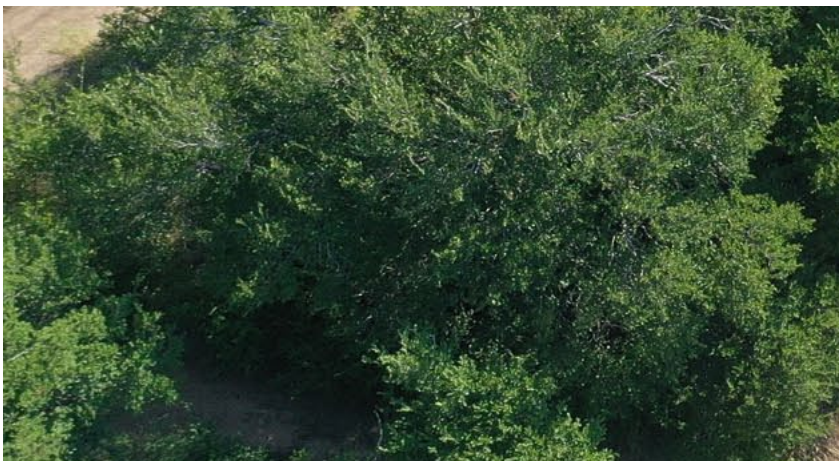
|||| meadow/grassland

- small shrubs, grasses, flowering perennials 450,000 sqft. or 10 acres

■ riparian / creek edge restoration

- small shrubs, wetland vegetation: 55,000 sqft. or 1.25 acres





MASTER PLAN // RECOMMENDATION

MASTER PLAN:

Overall Vision

The vision for Bicentennial Park Master Plan is grounded in the key takeaways from site analysis studies and robust community driven engagement processes that were established during the framework master plan process. The vision serves as a guide to the redevelopment of the park that is best known for its “Celebration of Freedom” event every July and for hosting the growing sport of disc golf within the growing community. The design team looked into ways to expand these rooted community connections through diverse program activities and experiences.

The abundance of diverse natural habitats and Deer Creek are key narratives of the master plan which seek to tie proposed program and educated park users on the importance of these ecologic communities. The park offers opportunities for guests to engage with the creek through informal creek crossings, boardwalks, and fishing holes while a series of diverse trail networks and lookout points offers the ability for guest to engage with the forest canopy and showcase views throughout the park.

The recommended master plan looks at ways to respect and highlight the vibrant natural Texas landscape of the cross timbers while engaging visitors on the importance and preservation of sensitive habitats found throughout the park.

Design

A proposed entry drive off of Main Street will not only provide immediate access to the park for guests but will also create a physical tie to downtown Crowley. Off of this entry drive experience, the main central lawn and proposed play areas are slated to serve as the communal “hub” of the project where planned programmatic elements take place. These play elements are envisioned to be all inclusive and reach out to all age groups. Proposed infrastructure is strategically placed to respect the creek’s flood way while provided key park amenities including play zones, splash pads, restrooms, changing stations, shaded picnic areas, and a large performance pavilion that sits on the central lawn.

Further into the park, programmatic elements meet with the outdoors and take on a more natural tone in form and function. Site amenities in this zone will highlight the natural features though outdoor learning nodes, zip line through the tree canopy, informal creek crossings, and tree houses that take advantage of site views.

The north west corner of the site is re-imagined to serve not only as a site amenity to the latter half of the park but also to tie into the adjacent community. Site amenities in this zone include a proposed restroom facility, dog park, shaded seating areas, and informal flex lawn.

A diverse trail network connects all proposed site amenities while taking visitors through the five ecological habitats that can be found within the park. Collectively, through proposed programmatic site amenities and experiences with nature, Bicentennial Community Park will be positioned to stand out from other regional parks.

Focus Areas

Major focus areas, highlighted with perspectives to follow in the subsequent pages include:

- 1. Central Lawn “Hub”
- 2. Education Node
- 3. Trail Network & Typology

This master plan is a recommendation as to where various program elements can occur within the park. Subsequent design for each phase will provide an opportunity for a more in-depth study to bring these high level ideas to life.



Legend

(A) New Park Entry	(L) Creek Interaction
(B) Vehicular Drop Off	(M) Creek Crossing
(C) Amenity Facility	(N) Outdoor Classroom
(D) Sustainable Parking with Bioswales	(O) Adventure Play (Zip Line)
(E) Expanded Mesquite Grove	(P) Wetland Boardwalk
(F) Central Lawn	(Q) Tree Canopy Walk
(G) Splash Pad	(R) Dog Park (Large/Small)
(H) All Inclusive Play	(S) 70's Park
(I) Event Pavilion	(T) Flex Lawn
(J) Picnic Pavilion	(U) Fishing Hole
(K) Overlook	(V) Nature Trails

MASTER PLAN // CIRCULATION

TYPOLOGIES:

Defined Loop

A minimum 12’ concrete trail creates two loops of circulation through the park. The smaller of the two loops is located predominately around the central lawn in the south portion of the park. This loop is great for guests who prefer shorter walking trails. This loop also will help for seasonal events allowing for vendor set up and maintenance access. The second loop is located in the north half of the park and ties into the small loop at the event lawn. This loop will take guests through the diverse ecological habitats specified in the previous pages along with provide access to all park amenities.

Nature Trails

Narrower, unpaved trails make up most of the northern half of the site respecting existing habitats. These trails are intended for guests to explore at their own pace and instill a sense of discovery.

Wetland Boardwalk

Boardwalks are strategically integrated into the circulation network to provide access and showcase the riparian ecosystem and creek edge. These boardwalks provide nodes for small gathering and fishing.

Canopy Boardwalk

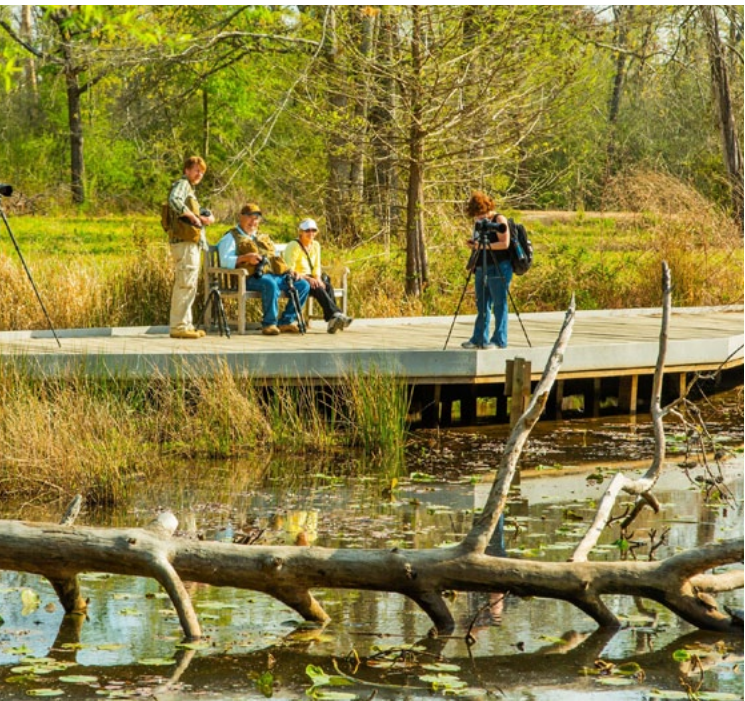
A tree canopy is integrated along the eastern edge of the project taking advantage of the steep slopes while showcasing the existing tree canopy. Not only will this trail route provide universal access to guests but will also highlight the hardwood forest ecology with educational and birding opportunities.

Formal Creek Crossings

Existing creek crossing are utilized within the proposed trail network to reduce site impact along the creek. Two new crossing are proposed at strategic locations along the creek to complete the circulation network.

Informal Creek Crossings

Informal crossings are placed along Deer Creek throughout the center and northern areas of the park. These crossings are intended to have minimal impact on the creek with stepping stones while contributing the guest experience of exploration and discovery.





MASTER PLAN // HABITAT

RESTORATION:

Reforestation

New tree planting’s are proposed predominantly in the southern half of the park where tree canopy is limited. Clusters of trees are strategically placed to avoid utility conflicts while restoring habitat. Groupings of trees will help define park spaces set aside for planned park program and provide shade to guests. Tree species selection to include a diverse plant palette for seasonal interest and habitat.

Grassland / Prairie

In an effort to practice sustainable land use measures and reduce the amount of manicured grass along the creek, grassland restoration is proposed. In areas where limitations occur such as the Oncor easement, grassland and prairie restoration will be instrumental in creating additional habitats for wildlife to grow.

Riparian Edge / Bank Stabilization

Key areas along Deer Creek have been identified for riparian restoration. These restoration efforts will play a hand in stabilization of the creek bank while contributing to the health of Deer Creek.





MASTER PLAN // CENTRAL HUB

DESIGN:

Arrival Experience

With the integration of a new entrance off of Main Street and re-configured parking, guests experience a defined arrival sequence that leads them to the front door “hub” of the park. Existing park entrances will remain open for secondary access points. Parking is laid out to accommodate accessibility to all users and flexibility for events to take place while integrating bioswales to collected storm water runoff before it enters the creek. Drop off’s are designed to create easy access for families.

Welcome Plaza

The welcome plaza integrates several key site amenities within close proximity to one another grouping complimentary program. A proposed building facility will host expanded restrooms and changing stations while providing an opportunity for some shaded seating. This plaza serves as the “front door” to the park with integrated signage and way finding.

Play Zones

Play areas are split up into an expanded splash pad to the left of the plaza and active play to the right. This Within the active play zone, areas are divided up into additional program spaces targeted to specific age groups while maintaining inclusivity and access to all user groups.

The existing steel play equipment has been relocated to a designated space on site that is separate from the proposed all inclusive play and splash pad. It is name “That 70’s Park” and serves as an homage to the history of the site and play.

Central Lawn

A large manicured lawn is the canvas for the south portion of the park where amenities are placed along its perimeter and tie into the welcome plaza. An event pavilion is placed out of the flood way to accommodate large events like the “Celebration of Freedom” event in July with smaller shaded picnic spots for small gathering. A secondary planted grassland can be utilized for spill over program for events that require tent set up and staging.

A 12’ trail loops the lawn and expands into a diverse trail network that takes guests north, into the park. Nodes are strategically placed along this loop trail to provide areas of small group gathering and respite.

Picnic Areas

Several picnic areas are identified on the master plan throughout the central hub. These areas are primarily located around the open lawn and existing mesquite grove at the entry. Each picnic area is envisioned to provide shelter and amenities for visitors who wish to utilize the space for small group gatherings and celebrations. The number and sizing of each pavilion will be determined on the design of each phase.









Key Map | Central Hub

MASTER PLAN // DISCOVERY

DESIGN:

Educational Opportunities

Bicentennial Park boasts a rich landscape with several key ecological habitats to highlight and inform guests and tie with local schools. A planned outdoor learning classroom is placed on site, close to the central lawn for easy access. The outdoor classroom takes advantage of Deer Creek with opportunities for visitors to go down and interact with the creek through fishing piers and informal crossings. Ample shade and seating is integrated to sustain larger gatherings.

Adventure Play

Continuing the themes of play and engagement throughout the park, an adventure course that showcases the existing tree canopy on site is proposed. This amenity will not only provide a sense of play to older age groups but will also highlight the hardwood forest canopy that dominates the northern half of the site.

Tree houses provide an opportunity for exploration and highlight key view sheds throughout the park. These tree houses are envisioned to contain an interactive component to them propelling the sense of wonder to guests.

Habitat

Areas throughout the park are tagged for habitat preservation based on previous studies of site analysis and existing conditions. The Oncor easement that runs along the ridge line to the east of the park is planned to restore the area to a native grassland habitat with meandering trails. Along Deer Creek, riparian restoration and bank stabilization are noted to contribute to the health of the stream. Areas where tree canopies are lacking, reforestation efforts are identified to create more shade on site while expanding wildlife habitat.





Legend

(A) Outdoor Education	(I) Riparian Restoration
(B) Fishing Hole	(J) Grassland Restoration
(C) Creek Crossing	(K) Boardwalk
(D) Tree House	(L) Creek Crossing
(E) Loop Trail	(M) 70s Park
(F) Adventure Park	
(G) Tree Canopy Walk	
(H) Nature Trail	





Key Map | Discovery District

MASTER PLAN // EXPLORATION

DESIGN:

Trail Network

An expanded trail network is laid out like a web connecting guests throughout the park to passive and active program along with showcasing the five ecological habitats that can be found on site. Trail typologies corollate to each habitat to inflict minimal footprints while still providing a means of access to guests. These trail typologies include; nature trails, defined loop trails, wetland boardwalks, and tree canopy boardwalks.

Program

While program is limited on the northern portion of the park, informal opportunities for rest and respite are placed along the diverse trail network. Program is arranged to take advantage of the natural ecological systems with creek interactions, fishing holes, overlooks, crossings, and explorative play highlighting the environment. Trail heads and picnic spots are identified on the plans to provide areas for small gathering and contemplation. The number and sizing of each pavilion and trail head will be determined on the design of each phase.

Disc Golf

There is no intention of eliminating the existing disc golf course on site and each fairway has been looked at along side the development of the master plan to avoid user conflict. However, over time, a plan with community input is of top priority to the development and execution of this mater plan to ensure a quality disc golf course for the park that aligns with the vision of the community.

Existing Site Elements

The existing material storage on the northwest corner of the site will need to be relocated off-site to a different location when the construction of the dog park along with additional park program takes place. Vehicular access to the gas well adjacent to the park on the west will be addressed through schematic design to ensure access is maintained.









Key Map | Exploration

FRAMEWORK // WAYFINDING

OVERVIEW:

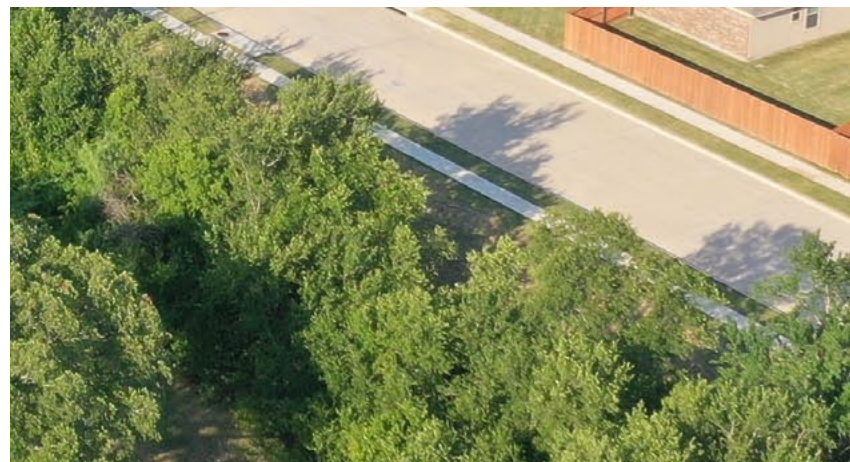
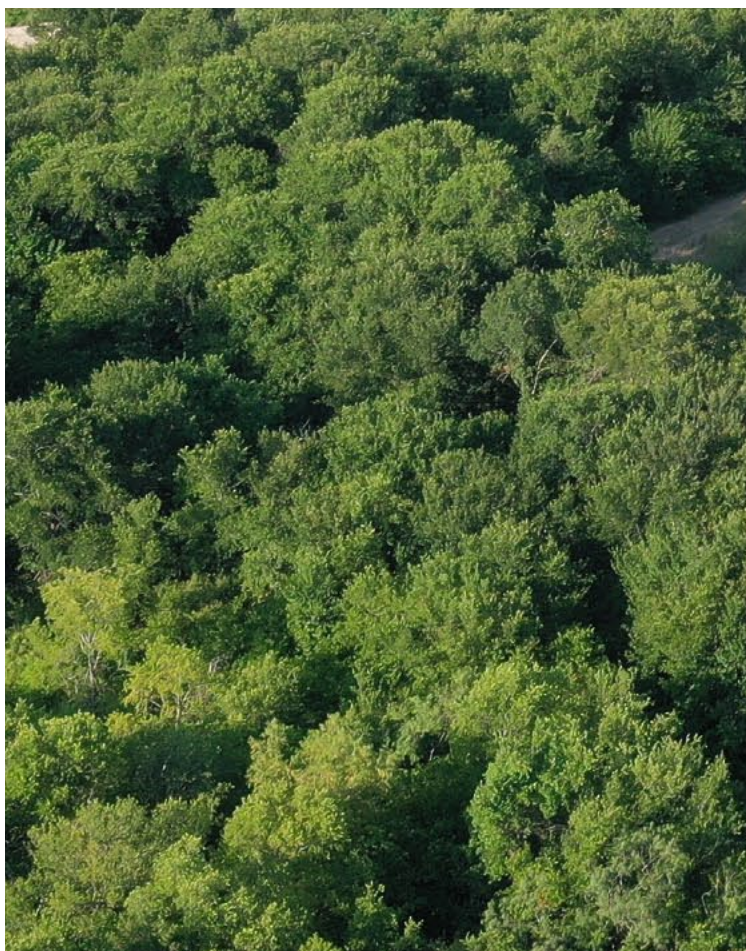
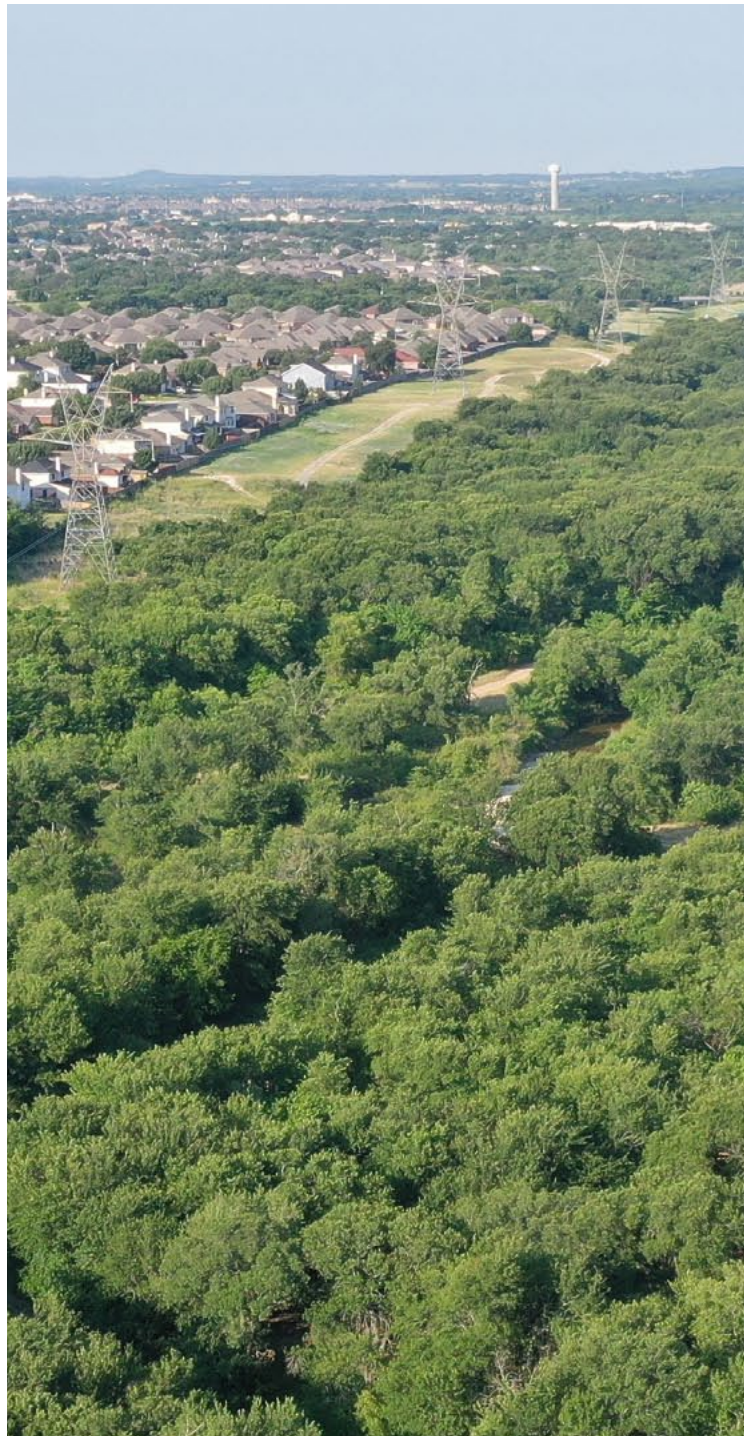
The signage and wayfinding plan for Bicentennial Park draws inspiration from the natural beauty of the surrounding Texas landscape, echoing the forms seen through state and national park signage throughout the country. The design team has curated a collection of inspirational imagery, seamlessly integrating elements that harmonize with the park’s surroundings. While the preliminary design forms are for exploration only and not to be taken literally, they serve as a starting point for further refinement. By aligning with the aesthetic language of national parks, the signage will establish a cohesive visual identity, evoking a sense of unity and belonging within the park’s vast expanse.

The signage layout on the right goes into comprehensive detail, encompassing a range of sign types, including trailhead markers, educational signage, and pedestrian directional signs, all carefully designed to enhance the overall user experience. This thoughtfully crafted plan aims to not only provide clear direction but also create a visual journey that complements the park’s natural splendor and proposed programmatic elements.



Precedent Imagery





07
IMPLEMENTATION

IMPLEMENTATION // COSTING

OVERVIEW:

A preliminary costing and phasing exercise has been undertaken to provide a rough idea of how much money is required to build the park in the recommended master plan. Priorities to the park are associated with each of the zones.

A Southeast Corner (Main St)

- seating + picnic areas
- outdoor grills
- overlook structure
- hike + bike trails
- reforestation

B Deer Creek (South - Northwest)

- disc golf course
- riparian buffer
- landscape clearing
- drive improvements
- shade trees + ornamental trees

C Southeast Corner (Main Street)

- entry drive
- entry branding + signage
- main street trail connection
- parking lot improvements
- shade trees + ornamental trees
- bioswales

D West End

- expanded mesquite grove
- landscape improvements
- picnic area
- program lawn
- parking lot improvements

E West Central

- drive improvements
- expanded parking
- hike + bike trails
- splash pad
- playground
- amenity building with restrooms
- shade pavilions
- event pavilion
- event lawn
- seating nodes
- creek interactions
- outdoor classroom

F Central Woodlands

- adventure course
- tree house
- landscape clearing

G East End (Oncor Easement)

- hike + bike trail
- neighborhood access
- landscape improvements

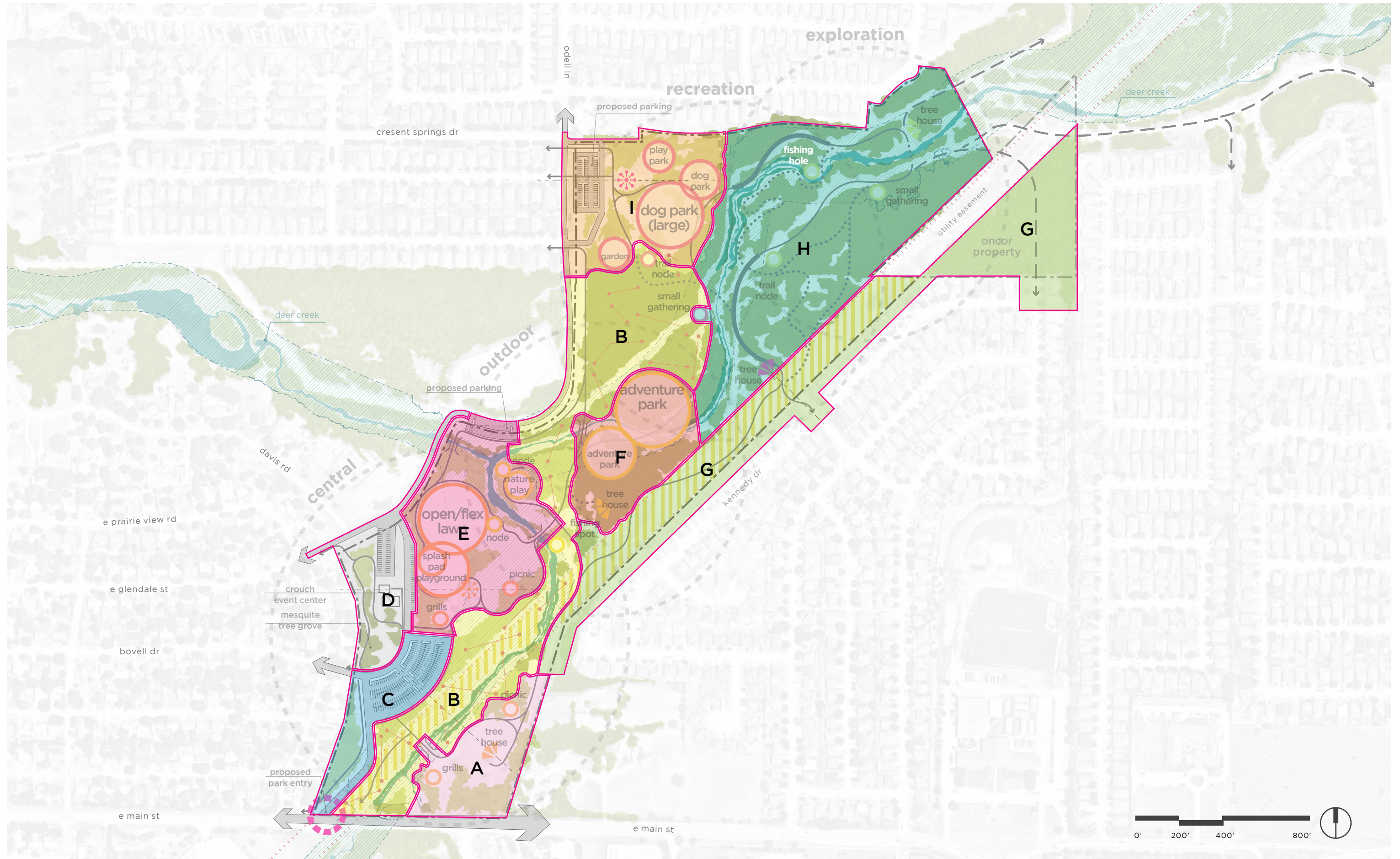
H North Woodlands

- hike + bike trail
- fishing holes
- seating areas
- wetland + canopy boardwalks

I Northwest Industrial Site

- parking lot
- dog park (large + small)
- restroom facility
- flex lawn

ZONE	LOCATION	SIZE OF AREA (ACRES)	PROGRAM INCLUSIONS	COST EVALUATION	PRIORITY
A	Southeast Corner (Main St)	5.26 ac.	seating areas overlook structure hike / bike trails	\$\$\$	moderate
B	Deer Creek (South - Northwest)	18 ac.	disc golf course riparian buffer landscape clearing drive improvements	\$\$	low
C	Southwest Corner (Main St)	5.29 ac.	entry drive street parking existing parking lot improvements	\$\$\$	high
D	West End	5.36 ac.	seating at existing mesquite grove existing landscape improvements	\$	low
E	West Central	10.19 ac.	drive improvements parking lot hike / bike trails splash pad playground pavilion restrooms amphitheater / event lawn seating area creek interaction	\$\$\$\$	high
F	Central Woodlands	6.13 ac.	adventure course landscape clearing	\$\$	low
G	East End (oncor easement)	17 ac.	hike / bike trail neighborhood access landscape improvements	\$	moderate
H	North Woodlands	24.55 ac.	hike / bike trails fishing holes seating areas boardwalks	\$\$\$	moderate
I	Northwest Industrial Site	9.56 ac.	parking lot playground dog park (l/sm) restrooms community garden hike / bike trail	\$\$\$\$	high



IMPLEMENTATION // SUMMARY

ENVIRONMENTAL GRANTS

WaterSMART
Aquatic Ecosystem Restoration Program (Bureau of Reclamation) 17 States West of Mississippi River are eligible

<https://www.usbr.gov/watersmart/aquatic/index.html>

Inflation Reduction Act – Urban and Community Forestry
(likely available again June 2024)

- Protect, enhance, and expand equitable urban tree canopy cover to maximize community access to human health, social, ecological, and economic benefits particularly in disadvantaged and nature-deprived communities. Improve and increase access to parks and nature in communities.
- Encourage long-term urban forest planning, assessment, and management.
- Encourage proactive and systematic maintenance and monitoring of urban trees and forested natural areas to improve forest health; assess risk to forests from pests, disease, and adverse climate impacts; and formulate adaptive management strategies to improve forest resilience.

<https://www.fs.usda.gov/sites/default/files/UCF-IRA-NOFO-04122023.pdf>

State Wildlife Grants (SWG) US Fish and Wildlife
Good habitat and ecosystem restoration opportunities
Contact: Will Amy
505.248.7468
will_amy@fws.gov

<https://www.fws.gov/library/collections/state-wildlife-grants-swg>

North American Wetlands Conservation Act Grants:
<https://www.fws.gov/service/north-american-wetlands-conservation-act-nawca-grants-us-small>

2023 Eligibility: north-american-wetlands-conservation-act-us-eligibility-criteria_2.pdf

Clean Water State Revolving Fund Programs (Texas Water Development Board) 319 Grants (Nonpoint source management program)
Park is located within a watershed that is under a Watershed Protection Plan so it should be eligible for CWA funds. Texas Water Development Board traditionally funds large scale flood mitigation projects but are increasingly under pressure to fund restorative projects like Bicentennial Park nature based infrastructure components.

<https://www.epa.gov/cwsrf/about-clean-water-state-revolving-fund-cwsrf#eligibilities>

<https://www.epa.gov/cwsrf>

PARKS GRANTS

Texas Parks and Wildlife annual grants for small/medium cities

TRANSPORTATION GRANTS

Texas Parks and Wildlife annual grants for small/medium cities
TXDOT Transportation Alternatives Program: Need to have some level of design of a regionally connected trail at least 30% complete by next year’s round of applications. Repeats annually.



THANK YOU!



RESOLUTION NO. R01-2025-437

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CROWLEY, TARRANT COUNTY, TEXAS, APPROVING AND ADOPTING THE 2023 BICENTENNIAL PARK MASTER PLAN; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND AUTHORIZING THE SUBMISSION OF THE 2023 BICENTENNIAL PARK MASTER PLAN TO THE TEXAS PARKS AND WILDLIFE DEPARTMENT.

WHEREAS, the City Council of Crowley ("Council") determined that the Bicentennial Park Master Plan was necessary for revitalization efforts of Bicentennial Park as the City's largest regional park; and

WHEREAS, the 2023 Bicentennial Park Master Plan is comprised of the documents attached to this resolution as Exhibit A and incorporated herein for all purposes as if fully set forth in full, including without limitation all exhibits and appendices to the Bicentennial Park Master Plan, all of which constitute an integral part of said Bicentennial Park Master Plan; and

WHEREAS, the required public hearing has been held, during which the public was given the opportunity to give testimony and present written evidence regarding said Plan, all in compliance with applicable state law; and

WHEREAS, the "Plan" complies with Texas Parks and Wildlife Department master plan guidelines which require parks and recreation needs to be prioritized and addressed in an action plan format; and

WHEREAS, the Council finds that it is in the best interest of the citizens of the City of Crowley to approve and adopt the 2023 Bicentennial Park Master Plan, said Plan being in furtherance of public health, safety and welfare;

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

SECTION I.

The findings set forth above are incorporated into the body of this Resolution as if fully set forth herein.

SECTION II.

The Council hereby adopts the 2023 Bicentennial Park Master Plan in its entirety, intending that said Bicentennial Park Master Plan shall supplement and support the City's existing Parks and Trails Master Plan dated 16 July, 2020.

SECTION III.

As set forth in more detail in the 2023 Bicentennial Park Master Plan, the Plan shall serve as a guideline for the City's adoption of, or amendment(s) to the City's development regulations.

SECTION IV.

That adoption of the City of Crowley 2023 Bicentennial Park Master Plan shall not commit the city to specific amounts of funding levels or implementation strategies, but shall provide guidance to the City Council for future consideration of indoor and outdoor recreational services for its citizens.

PASSED AND APPROVED ON THIS THE 16th DAY OF January, 2025, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CROWLEY, TEXAS.

CITY OF CROWLEY, TEXAS

Billy P. Davis, Mayor

ATTEST:

Carol C. Konhauser, City Secretary

**EXHIBIT "A" CITY OF CROWLEY
2023 BICENTENNIAL PARK MASTER PLAN**



City of Crowley, Texas City Council Agenda Report

Presenter: Lacy Duncan	Meeting Date: January 16, 2025
Department: Human Resource	Agenda Item: VI.1.
Subject: Review and consider approving Resolution R01-2025-436, amending the staffing plan to reclassify the Accounting Clerk position as a Staff Accountant.	

Background:

To attract and retain a professional level candidate that will focus on more advanced tasks in the Finance department rather than basic data entry/clerical duties.

Recommendation:

Respectfully request approval.

Financial Information:

The original position of Accounting Clerk was in Pay Grade 110. The proposed Staff Accountant position would be in Pay Grade 113.

Attachments:

1. Staffing Plan Resolution

RESOLUTION NO. R01-2025-436

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CROWLEY APPROVING REVISIONS TO THE CITY OF CROWLEY STAFFING PLAN; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Crowley Staffing Plan indicates positions and the number of employees for each position;

WHEREAS, under direction of the City Manager, Staff was to review current Staffing Plan to make necessary adjustments to be recommended to the City Council for consideration;

WHEREAS, Staff hereby proposes additions and amendments to the existing Staffing Plan and the changes as follows:

Staffing Plan

Administrative Assistant	1	
Animal Control Attendant		
Animal Control Officer	2	
Animal Control Supervisor	1	
Animal Control Tech	2	
Assistant City Manager	1	
Assistant Finance Director	1	
Assistant Public Works Director	1	
Assistant Utility Director	1	
Building Maintenance	1	
Building Official	1	
Building Facilities Manager	1	
Children's Services Librarian	1	
City Manager	1	
City Secretary	1	
Clerk of the Municipal Court / Court Administrator	1	
Code Enforcement Officer	1	
Community Engagement Librarian	1	
Community Services Director	1	
Customer Service Specialist	1	
Deputy City Manager	1	
Deputy Fire Chief	1	
Director of Economic Development	1	
Director of Projects & Utilities	1	
Downtown/Main Street Coordinator	1	
Finance Director		
Fire Battalion Chief	3	
Fire EMS Battalion Chief	1	
Fire Chief	1	
Firefighter /Paramedic	21	
Firefighter Lieutenant	6	
Firefighter/ Driver Engineer	6	
Firefighter/EMT		
Fleet Services	1	
IT Analyst	1	
IT Systems Administrator	1	
Library Clerk - Entry Level	1	1.775
Library - Senior Clerk	1	0.675
Library Services Manager	1	
Media Relations Coordinator	1	
Municipal Court Clerk	1	
Parks Maintenance Foreman	1	
Parks Maintenance Worker	5	
Permit Tech	1	
Personnel / HR Administrator	1	
Planner	1	

Planning & Community Development Director	1	
Police Chief	1	
Police Community Liaison Officer	1	
Police Patrol Corporal / Detective Corporal	5	
Police Crime Scene & Property Tech	1	
Police Detective	2	
Police Lieutenant	2	
Police Patrol	16	
Police Patrol Sergeant	4	
Police Property & Evidence Tech		
Police Records Clerk	2	
Police Traffic Officer	2	
Public Works Director	1	
Public Works Maintenance Foreman	1	
Public Works Maintenance Worker	5	
Recreation Center Assistant Manager	1	
Rec Center Facility Attendant/Custodian	1	
Recreation Center Lead Attendant	2	
Recreation Center Manager	1	
Recreation Clerk		3.50
Recreation Wee-Place Attendant		.75
Senior Administrative Assistant	3	
Senior Citizen's Program Coordinator	1	
Senior Citizen's Aide - Driver		.6
Senior Staff Accountant	1	
Special Events/Project Coordinator	1	
Staff Accountant	1	
Support Services Manager	1	
Tech Services – Library	1	
Telecommunications Officer (Dispatcher)	10	
Telecommunications Supervisor	1	
Utility Billing Cashier	1	
Utility Billing Manager	1	
Water Maintenance Foreman	1	
Water Maintenance Tech	2	
Water Maintenance Worker	4	
	159	7.30

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROWLEY, TEXAS, that these revisions to the City of Crowley Staffing Plan are approved.

PRESENTED AND APPROVED ON THIS THE 16th DAY OF JANUARY 2025, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CROWLEY, TEXAS.

CITY OF CROWLEY, TEXAS

Billy P. Davis, Mayor

ATTEST:

Carol Konhauser, City Secretary



City of Crowley, Texas City Council Agenda Report

Presenter: Lacy Duncan	Meeting Date: January 16, 2025
Department: Human Resource	Agenda Item: VI.2.
Subject: Discuss and consider approving revisions to the 2024-2025 Pay Classification Plan for Staff Accountant position.	

Background:

To add the newly reclassified Staff Accountant to the current pay plan.

Recommendation:

Recommend approving the amended 2024-2025 Pay Plan as found in Appendix A of the Personnel Manual and attached here.

Financial Information:

Accounting Clerk pay range \$43,243.20 - \$63,502.40; new Staff Accountant pay range \$50,065.60 - \$73,528.00.

Attachments:

1. 2024-2025 Pay Classification Plan
2. Staff Accountant
3. Appendix A

CITY OF CROWLEY, TEXAS GENERAL PAY STRUCTURE

12/30/2024

Grade	Pay Frequency	Pay Range		Job Title
		Minimum	Maximum	
101	Annual Hourly (2080)	\$27,872.00 \$13.40	\$40,934.40 \$19.68	Recreation Wee Place Attendant
102	Annual Hourly (2080)	\$29,265.60 \$14.07	\$42,889.60 \$20.62	
103	Annual Hourly (2080)	\$30,742.40 \$14.78	\$45,136.00 \$21.70	Animal Control Attendant Rec Center Facility Attendant/Custodian
104	Annual Hourly (2080)	\$32,260.80 \$15.51	\$47,382.40 \$22.78	Library Aide Entry Level Clerk Recreation Clerk Senior Citizen Driver - Aide
105	Annual Hourly (2080)	\$33,883.20 \$16.29	\$49,753.60 \$23.92	Animal Control Tech
106	Annual Hourly (2080)	\$35,568.00 \$17.10	\$52,249.60 \$25.12	Library Senior Clerk Technical Services- Library
107	Annual Hourly (2080)	\$37,356.80 \$17.96	\$54,870.40 \$26.38	Recreation Center Lead Attendant Permit Tech Utility Billing Cashier Police Records Clerk Administrative Asst
108	Annual Hourly (2080)	\$39,228.80 \$18.86	\$57,595.20 \$27.69	Parks Maintenance Worker Public Works Maintenance Water Maintenance
109	Annual Hourly (2080)	\$41,184.00 \$19.80	\$60,486.40 \$29.08	Municipal Court Clerk Building Maintenance Animal Control Officer
110	Annual Hourly (2080)	\$43,243.20 \$20.79	\$63,502.40 \$30.53	Customer Service Specialist Fleet Services
111	Annual Hourly (2080)	\$45,406.40 \$21.83	\$66,684.80 \$32.06	Senior Administrative Assistant Water Maintenance Tech

CITY OF CROWLEY, TEXAS GENERAL PAY STRUCTURE

12/30/2024

Grade	Pay Frequency	Pay Range		Job Title
		Minimum	Maximum	
112	Annual	\$47,673.60	\$70,012.80	Code Enforcement Officer
	Hourly (2080)	\$22.92	\$33.66	Senior Citizen's Program Coordinator
113	Annual	\$50,065.60	\$73,528.00	Recreation Center Assistant Manager
	Hourly (2080)	\$24.07	\$35.35	Community Engagement Librarian Telecommunications Officer Police Crime Scene & Property Tech Staff Accountant
114	Annual	\$52,561.60	\$77,188.80	Children's Services Librarian
	Hourly (2080)	\$25.27	\$37.11	Special Events/Projects Coordinator Parks Maintenance Foreman Public Works Foreman Water Maintenance Foreman
115	Annual	\$55,203.20	\$81,057.60	Telecommunications Supervisor
	Hourly (2080)	\$26.54	\$38.97	IT Analyst Media Relations Coordinator Planner Utility Billing Manager
116	Annual	\$57,948.80	\$85,113.60	Animal Control Supervisor
	Hourly (2080)	\$27.86	\$40.92	Downtown/Main Street Coordinator
117	Annual	\$60,840.00	\$89,356.80	
	Hourly (2080)	\$29.25	\$42.96	
118	Annual	\$63,897.60	\$93,828.80	Senior Staff Account
	Hourly (2080)	\$30.72	\$45.11	Court Administrator/Clerk
119	Annual	\$67,080.00	\$98,529.60	Building Facilities Manager
	Hourly (2080)	\$32.25	\$47.37	Recreation Center Manager Support Services Manager
120	Annual	\$70,449.60	\$103,438.40	
	Hourly (2080)	\$33.87	\$49.73	
121	Annual	\$73,964.80	\$108,617.60	
	Hourly (2080)	\$35.56	\$52.22	

CITY OF CROWLEY, TEXAS GENERAL PAY STRUCTURE

12/30/2024

Grade	Pay Frequency	Pay Range		Job Title
		Minimum	Maximum	
122	Annual	\$77,667.20	\$114,046.40	
	Hourly (2080)	\$37.34	\$54.83	
123	Annual	\$81,536.00	\$119,745.60	Building Official
	Hourly (2080)	\$39.20	\$57.57	Library Services Manager
				IT System Administrator
124	Annual	\$85,612.80	\$125,736.00	
	Hourly (2080)	\$41.16	\$60.45	
125	Annual	\$89,897.60	\$132,017.60	
	Hourly (2080)	\$43.22	\$63.47	
126	Annual	\$94,390.40	\$138,632.00	Community Services Director
	Hourly (2080)	\$45.38	\$66.65	Assistant Finance Director
				Asst Public Works Director
				Assistant Utility Director
				City Secretary
127	Annual	\$99,112.00	\$145,558.40	Planning & Community Development Director
	Hourly (2080)	\$47.65	\$69.98	Personnel / HR Administrator
128	Annual	\$104,083.20	\$154,044.80	Deputy Fire Chief
	Hourly (2080)	\$50.04	\$74.06	
129	Annual	\$109,287.36	\$161,745.29	Fire Chief
	Hourly (2080)	\$52.54	\$77.76	Finance Director
				Police Chief
				Public Works Director
				Director of Utilities
				Director of Economic Development
EXEMPT POSITIONS WITHOUT PAY GRADES				
Assistant City Managers				
City Manager				

9/18/2024

Grade	Title	1		2		3		4		5		6		7		8		9		10		11	
R1	Public Safety Recruit	29.57	61,505.60																				
PS1	Firefighter/EMT	23.41	68,357.20	24.11	70,401.20	24.83	72,503.60	25.57	74,664.40	26.34	76,912.80	27.13	79,219.60	27.94	81,584.80	28.78	84,037.60	29.64	86,548.80	30.53	89,147.60	31.45	91,834.00
PS2	Firefighter/Paramedic	24.89	72,678.80	25.64	74,868.80	26.41	77,117.20	27.20	79,424.00	28.02	81,818.40	28.86	84,271.20	29.73	86,811.60	30.62	89,410.40	31.54	92,096.80	32.49	94,870.80	33.46	97,703.20
	Police Patrol	34.94	72,675.20	35.99	74,859.20	37.07	77,105.60	38.18	79,414.40	39.33	81,806.40	40.51	84,260.80	41.73	86,798.40	42.98	89,398.40	44.28	92,102.40	45.61	94,868.80	46.97	97,697.60
	Police - Traffic Officer	34.94	72,675.20	35.99	74,859.20	37.07	77,105.60	38.18	79,414.40	39.33	81,806.40	40.51	84,260.80	41.73	86,798.40	42.98	89,398.40	44.28	92,102.40	45.61	94,868.80	46.97	97,697.60
	Police Community Service Officer	34.94	72,675.20	35.99	74,859.20	37.07	77,105.60	38.18	79,414.40	39.33	81,806.40	40.51	84,260.80	41.73	86,798.40	42.98	89,398.40	44.28	92,102.40	45.61	94,868.80	46.97	97,697.60
	Police CID	34.94	72,675.20	35.99	74,859.20	37.07	77,105.60	38.18	79,414.40	39.33	81,806.40	40.51	84,260.80	41.73	86,798.40	42.98	89,398.40	44.28	92,102.40	45.61	94,868.80	46.97	97,697.60
PS3	Driver/Engineers	30.24	88,300.80	31.15	90,958.00	32.08	93,673.60	33.04	96,476.80	34.03	99,367.60												
	Corporal	42.46	88,316.80	43.73	90,958.40	45.04	93,683.20	46.38	96,470.40	47.77	99,361.60												
PS4	Firefighter Lieutenant	34.68	101,265.60	35.72	104,302.40	36.79	107,426.80																
	Police Sergeant	48.69	101,275.20	50.15	104,312.00	51.65	107,432.00																
PS5	Fire Battalion Chief (shift)	37.12	108,390.40	38.23	111,631.60	39.38	114,989.60																
	Fire EMS Battalion Chief	52.12	108,409.60	53.68	111,654.40	55.29	115,003.20																
	Police Lieutenant	52.12	108,409.60	53.68	111,654.40	55.29	115,003.20																

CITY OF CROWLEY

Staff Accountant

Pay Grade: 113

FLSA: Non-Exempt

Pay Range: \$50,065.60-\$73,528.00

JOB SUMMARY

Reporting to the Senior Staff Accountant, this position is responsible for performing professional accounting duties, including accounts payable management, payroll coordination, and financial reconciliation. Key responsibilities involve analyzing and verifying financial data, ensuring compliance with policies and regulations, processing and reconciling complex transactions, and maintaining precise financial records. Additionally, this role serves as a resource for other departments by providing expertise on accounts payable processes, supporting payroll operations, assisting with audits, and resolving vendor inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions may include any of the following duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Process invoices and check requests for payment by matching invoices with purchases, verifying account codes; obtaining approvals, resolving payment disputes within the area of authority and responsibility; entering information; testing, scheduling and printing checks on a regular basis, verifying checks printed, filing and maintaining historical data.
- Reconciles statements by maintaining information and spreadsheets, processing statements and preparing for payment.
- Manage accounts receivable by verifying account codes, processing bank deposits, and ensuring accurate documentation.
- Prepare and verify 1099 forms at year-end, including vendor documentation, printing, and mailing.
- Processes returned checks by distributing checks to departments for collection.
- Administer bi-weekly payroll processing with accuracy and compliance.
- Prepares and processes bi-weekly, quarterly and annual tax payments, reports and statements. Generates payroll reports.
- Enters and maintains wage garnishments; performs garnishment administration; and provides payroll data for employees.
- Prepares payroll related vendor payments including benefit providers.
- Processes annual W2's and 1095's for distribution.
- Collaborate with HR to update employee records and information throughout the year.
- Processes wage garnishments, final payouts for terminations and retirements, retro-active pay amounts and out-of-cycle pay runs.
- Serve as a payroll resource by addressing employee questions and concerns.
- Facilitate wire transfers to and from investment and bond accounts.
- Assists with other duties by helping to prepare budget workbooks and preparing miscellaneous reports.
- Regular attendance and punctuality are an essential function of this job.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic accounting and auditing principles and practices.
- Principles and practices of financial record keeping and reporting
- Ability to effectively plan and prioritize tasks.
- Ability to work independently with minimal supervision.
- Knowledge of intermediate word processing, financial spreadsheets.
- Must be very organized and detailed minded.

EDUCATION, EXPERIENCE AND CERTIFICATION

- Bachelor's Degree in Accounting or related field and two years of experience or an equivalent combination of education and experience. Professional accounting experience may substitute for the education requirement on a year-for-year basis

Appendix A : Job Classification Plan

Pay Grade	Job Title	Pay Grade	Job Title
101	Recreation Wee Place Attendant	115	Telecommunications Supervisor
			IT Analyst
102			Media Relations Coordinator
			Planner
103	Animal Control Attendant		Utility Billing Manager
	Rec Center Facility Attendant/Custodian		
		116	Animal Control Supervisor
104	Library Aide Entry Level Clerk		Downtown/Main Street Coordinator
	Recreation Clerk		
	Senior Citizen Driver - Aide	117	
105	Animal Control Tech	118	Senior Staff Account
			Court Administrator/Clerk
106	Library Senior Clerk		
	Technical Services- Library	119	Building Facilities Manager
			Recreation Center Manager
107	Recreation Center Lead Attendant		Support Services Manager
	Permit Tech		
	Utility Billing Cashier	120	
	Police Records Clerk		
	Administrative Asst	121	
108	Parks Maintenance Worker	122	
	Public Works Maintenance		
	Water Maintenance	123	Building Official
			Library Services Manager
109	Municipal Court Clerk		IT System Administrator
	Building Maintenance		
	Animal Control Officer	124	
110	Customer Service Specialist	125	
	Fleet Services		
	Police Property & Evidence Tech	126	Community Services Director
			Assistant Finance Director
111	Senior Administrative Assistant		Asst Public Works Director
	Water Maintenance Tech		Assistant Utility Director
			City Secretary
112	Code Enforcement Officer		
	Senior Citizen's Program Coordinator	127	Planning & Community Development Director
			Personnel / HR Administrator
113	Recreation Center Assistant Manager	128	Deputy Fire Chief
	Community Engagement Librarian		
	Telecommunications Officer	129	Fire Chief
	Police Crime Scene & Property Tech		Finance Director
	Staff Accountant		Police Chief
			Public Works Director
114	Children's Services Librarian		Director of Utilities
	Special Events/Projects Coordinator		Director of Economic Development
	Parks Maintenance Foreman		
	Public Works Foreman		
	Water Maintenance Foreman		
EXEMPT POSITIONS WITHOUT PAY GRADES			
Assistant City Managers			
City Manager			

Public Safety Job Classification Plan

Pay Grade	Job Title
R1	Public Safety Recruit
PS1	Firefighter/EMT
PS2	Firefighter/Paramedic
	Police Patrol
	Police - Traffic Officer
	Police Community Service Officer
	Police CID
PS3	Driver/Engineers
	Corporal
PS4	Firefighter Lieutenant
	Police Sergeant
PS5	Fire Battalion Chief (shift)
	Fire EMS Battalion Chief
	Police Lieutenant

Public Safety Step Plan

9/18/2024

Grade	Title	1		2		3		4		5		6		7		8		9		10		11	
R1	Public Safety Recruit	29.57	61,505.60																				
PS1	Firefighter/EMT	23.41	68,357.20	24.11	70,401.20	24.83	72,503.60	25.57	74,664.40	26.34	76,912.80	27.13	79,219.60	27.94	81,584.80	28.78	84,037.60	29.64	86,548.80	30.53	89,147.60	31.45	91,834.00
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	Police Patrol	34.94	72,675.20	35.99	74,859.20	37.07	77,105.60	38.18	79,414.40	39.33	81,806.40	40.51	84,260.80	41.73	86,798.40	42.98	89,398.40	44.28	92,102.40	45.61	94,868.80	46.97	97,697.60
	Police - Traffic Officer	34.94	72,675.20	35.99	74,859.20	37.07	77,105.60	38.18	79,414.40	39.33	81,806.40	40.51	84,260.80	41.73	86,798.40	42.98	89,398.40	44.28	92,102.40	45.61	94,868.80	46.97	97,697.60
	Police Community Service Officer	34.94	72,675.20	35.99	74,859.20	37.07	77,105.60	38.18	79,414.40	39.33	81,806.40	40.51	84,260.80	41.73	86,798.40	42.98	89,398.40	44.28	92,102.40	45.61	94,868.80	46.97	97,697.60
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	Corporal	42.46	88,316.80	43.73	90,958.40	45.04	93,683.20	46.38	96,470.40	47.77	99,361.60												
PS4	Firefighter Lieutenant	34.68	101,265.60	35.72	104,302.40	36.79	107,426.80																
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	Fire EMS Battalion Chief	52.12	108,409.60	53.68	111,654.40	55.29	115,003.20																
	Police Lieutenant	52.12	108,409.60	53.68	111,654.40	55.29	115,003.20																



City of Crowley, Texas City Council Agenda Report

Presenter: Carol Konhauser	Meeting Date: January 16, 2025
Department: City Secretary	Agenda Item: VI.3.
Subject: Discuss and consider approving a contract for cleaning services between the City of Crowley and Eco Clean Inc.	

Background:

It has been four years since the city last requested proposals for a cleaning contract, and staff determined it was necessary to seek bids for a new agreement that would expand the current scope of services. A Request for Proposal (RFP) was published in the November 6 and November 13, 2024 editions of the Star Telegram. The city received seven bid packages, which were reviewed and assessed. After careful evaluation, staff selected Eco Clean Inc.

The current annual contract amount is \$82,820.04. The new annual contract amount will be \$97,728.00, reflecting the addition of the following services:

1. Two additional cleaning days at the Recreation Center
2. Cleaning for the new Administration section of City Hall
3. Cleaning for the Fire Training section (2nd floor of City Hall)
4. Cleaning for the Animal Control Center
5. One additional cleaning day at the Crouch Event Center

Recommendation:

Staff recommends approval of contract.

Financial Information:

Attachments:

1. Bid Tabulation - 2024 Cleaning Services
2. Commercial Cleaning Services Agreement (Approved by TOASE)

	Eco Clean	Ambassador	Facilities 360	D & A	United Services	Knew Facility	WCD
CATEGORIES	Average Score	Average Score	Average Score	Average Score	Average Score	Average Score	Average Score
COMPLIANCE - <i>Has vendor complied with all RFP mandatory requirements? (Yes/No)</i>							
Include a detailed description of services <i>(Yes/No)</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Included a summary of qualifications <i>(Yes/No)</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Listed past experience <i>(Yes/No)</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Provide at least two (2) references <i>(Yes/No)</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Included copy of insurance <i>(Yes/No)</i>	Yes	Yes	No	Yes	Yes	Yes	Yes
Included Exhibit A, with estimated number of personnel and hours for each facility <i>(Yes/No)</i>	Yes	Yes	Yes	Yes	Yes	No	Yes
QUALITY OF SUBMISSION							
Quality of proposal <i>(High, Standard, Low)</i>	High	High	Standard - High	Standard	Standard	Low	Low-Standard
BUDGET/COST EFFECTIVENESS							
The purchase price/cost (30 points)	27.5	26.75	25.75	23.75	18	8.75	19
QUALIFICATIONS/EXPERIENCE							
The reputation of the bidder and of the bidder's goods or services. <i>(i.e. Past performance on contracts for similar services.)</i> (15 points)	15	15	11.25	11.25	15	8	7.5
The quality of the bidder's goods or services. <i>(i.e. Staff qualifications, Quality Control program, offered services, etc)</i> (15 points)	12.5	14.5	15	11.25	12.5	9	5
The extent to which the goods or services meet the City's needs. (15 points)	15	15	14.75	7.5	12.5	8	6.25
OTHER CONSIDERATIONS							
The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities . (10 points)	3.75	1.25	2.5	5	2.5	7.5	2.5
The bidder's past relationship with the City. (5 points)	1.25	1.25	1.25	0	1.25	1.25	0
Any relevant criteria specifically listed in the request for bids or proposals (Explain) (10 points)	10	10	3.75	7.75	2.25	2.5	1
TOTAL POINTS	85	83	74.25	66.5	64	43.75	41.25
Price comparison							
Total Man-hours per week	107	70.26	81.05	73.5	140	138	92
Annual Price without consumables	\$97,728.00	\$81,377.52	\$86,662.32	\$74,538.96	\$226,361.88	\$128,304.00	\$109,068.00

COMMERCIAL CLEANING SERVICE AGREEMENT

This Commercial Cleaning Service Agreement (the "Agreement") is made and entered into by and between the **City of Crowley ("City") of 201 E Main Street, Crowley, Texas 76036**, and **Eco Clean Maintenance, Inc. ("Vendor") of 10420 Fort Bird Trail, Crowley, Texas 76036**, on this _____ day of _____, 20_____,

WHEREAS, the City, through a Request for Proposal (RFP), No 2024-CS001, solicited proposals to award a service agreement to a bidder for commercial cleaning services for eight (8) City owned facilities.

WHEREAS, based on the evaluation factors included in the RFP, the evaluation committee determined that Eco Clean Maintenance, Inc. had scored the highest and would provide the best value to the City; and

WHEREAS, _____ submitted a proposal, attached hereto and incorporated by reference as Exhibit "C," for 107 man-hours per week which equates to approximately \$17.56 per man-hour and was also the lowest among all of the bidders; and

WHEREAS, the City and Vendor wish to set out the terms of a commercial cleaning services agreement.

NOW, THEREFORE, in consideration of the covenants and agreements contained in this Agreement, the City and Vendor hereby agree as follows:

1. SCOPE OF SERVICES. The Vendor shall provide all necessary labor, equipment and supplies to provide superior janitorial services, such as but not limited to sweeping, mopping, vacuuming, dusting, disinfecting, scrubbing, and emptying trash/recycling receptacles. Exhibit "A," - Scope of Services, attached hereto and incorporated herein, more specifically describes the services to be provided hereunder.

2. TERMS. This Agreement shall begin on _____ or receipt of Notice to Proceed ("Effective Date") and shall expire in 1-year ("Expiration Date"), unless terminated earlier in accordance with this Agreement ("Initial Term"). City shall have the option, in its sole discretion, to renew this Agreement on the anniversary date with the current terms and conditions.

3. COMPENSATION. City shall pay Vendor, **Eight Thousand One Hundred Forty-Four Dollars (\$8,144.00)** per month in accordance with the provisions of this Agreement and Exhibit "B," Payment Schedule, which is attached hereto and incorporated herein for all purposes. Vendor shall not perform any additional services for the City not specified by this Agreement unless the City requests and approves in writing the additional costs for such services. City shall not be liable for any additional expenses of Vendor not specified by this Agreement unless City first approves such expenses in writing.

4. PAYMENT TERMS. The Vendor will invoice the City beginning the first day services are rendered, then on the 1st of each month. The City agrees to pay all invoices of Vendor

within thirty days (Net 30) of receipt of such invoices. A late charge calculated at 1.5% per month will be charged to the City on any overdue unpaid balance.

5. TERMINATION.

5.1. Written Notice. City or Vendor may terminate this Agreement at any time and for any reason by providing the other party with 30 days' written notice delivered in person or by certified mail, return receipt requested.

5.2. Non-appropriation of Funds. In the event no funds or insufficient funds are appropriated by the City in any fiscal period for any payments due hereunder, City will notify Vendor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to City of any kind whatsoever, except as to the portions of the payments herein agreed upon for which funds have been appropriated.

5.3 Duties and Obligations of the Parties. In the event that this Agreement is terminated prior to the Expiration Date, City shall pay Vendor for services actually rendered up to the effective date of termination and Vendor shall continue to provide City with services requested by City and in accordance with this Agreement up to the effective date of termination. Any specific cleaning product requests will be provided at the City's expense.

6. MATERIALS AND SUPPLIES. The Vendor will supply all materials, equipment and personnel required to perform the services outlined in this Agreement, except for consumables such as hand soap, paper towels, toilet tissue, seat covers, trash liners, and sanitary bags, which will be provided by the City. Consumables may be purchased through the Vendor and will be invoiced separately for each department.

7. PERSONNEL. Personnel are employees of the Vendor. Vendor will pay all salaries and expenses of, and all applicable federal and state taxes relating to, such personnel. For all purposes of this contract, the Vendor will be considered an independent contractor of the City, and will not act as an agent, servant, or employee of the City, or make any commitments or incur any obligations on behalf of the City without its express written consent. The Vendor will be responsible for the direct supervision of personnel. The City may request the removal of any personnel whose conduct is unsatisfactory.

7.1. Criminal Background Check. Vendor will be responsible for ensuring all employees have completed a Department of Public Safety Criminal history background check before granting access to any City owned facility.

7.2. Special Requirements to Access Police Department. Any personnel requiring access to the Police Department will complete and maintain all required Criminal Justice Information System Training which will be coordinated with the Police Department Support Services Supervisor.

7.3. Uniform. While on duty, personnel will be required to wear shirts or uniforms which clearly identify them as employees of the Vendor, and personnel shall wear an identification badge attached to the uniform.

8. SUBCONTRACTORS. Vendor may NOT subcontract with any Third Party or use Agents to perform any of its obligations hereunder without the prior written consent of the City. In the event Vendor receives written authorization by the City to subcontract with a permitted Third Party or Agent, it shall be solely responsible for the performance of any permitted subcontractor and for costs, expenses, damages, or losses of any nature arising out of such performance as if such performance had been provided by the Vendor under this Agreement. Any such permitted subcontractor and Agent is to be bound by, and to comply with, all confidentiality, quality assurance, regulatory, and other obligations and requirements as set forth in this Agreement.

9. SUPERVISION. Systematic inspection shall be conducted by the Vendor to ensure that all services are properly performed. To make certain that any problems that may arise will be promptly resolved, City will immediately relay any complaints to the Vendor.

10. COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES, AND REGULATIONS. In performing the Services required of it under this Agreement, The Vendor shall comply with all applicable federal, state, county, and city statutes, ordinances, and regulations.

11. INSURANCE. The Vendor, at its own cost and expense, shall procure and maintain throughout the term of this Agreement an insurance policy with coverage set forth below and will deliver to the City certificates of insurance.

Workers' Compensation:	Texas Statutory
Employer's Liability:	\$1,000,000.00 per occurrence.
Comprehensive General Liability:	\$1,000,000.00 aggregates
Comprehensive Automobile Liability:	\$1,000,000.00 per occurrence

12. CONFIDENTIALITY. The Vendor, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of the Vendor, or divulge, disclose, or communicate in any manner, any information that is proprietary to City. The Vendor and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Agreement.

13. LIABILITY. Vendor shall be liable and responsible for any and all property loss, property damage and/or personal injury, including death, to any and all persons, of any kind or character, whether real or asserted, to the extent caused by the negligent act(s) or omission(s), malfeasance or intentional misconduct of vendor, its officers, agents, servants or employees.

14. INDEMNIFICATION. The Vendor agrees to indemnify and hold the City harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against City that result from the acts or omissions of the Vendor and/or the Vendor's employees, agents, or representatives.

15. WARRANTY OF SERVICES. Vendor warrants that its services will be of high quality and conform to generally prevailing industry standards. The City must give written notice of any breach of this warranty within fifteen (15) days from the date that the services are completed. In such event, at Vendor's option, Vendor shall either (a) use commercially reasonable efforts to re-perform the services in a manner that conforms with the warranty, or (b) refund the fees paid by the City to Vendor for the nonconforming services.

16. DEFAULT. The occurrence of any of the following shall constitute a material default under this Agreement:

16.1. The failure to make a required payment when due.

16.2. The insolvency or bankruptcy of either party.

16.3. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency

16.4. The failure to make available or deliver the Services in the time and manner provided for in this Agreement.

17. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Agreement (including without limitation the failure to make a monetary payment when due), the other party may terminate the Agreement by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 5 days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Agreement.

18. FORCE MAJEURE. If performance of this Agreement or any obligation under this Agreement is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages, or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act

or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

19. DISPUTE RESOLUTION. The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure.

Any controversies or disputes arising out of or relating to this Agreement will be submitted to mediation in accordance with any statutory rules of mediation as a prerequisite to legal action. The mediator shall be mutually agreed to by the parties, and the costs of mediation shall be split between the parties.

20. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the parties.

21. SEVERABILITY. The provisions of this Agreement are severable and, in the event any word, phrase, sentence, paragraph, section or other provision of this Agreement, or the application thereof to any person or circumstance, shall ever be determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect and the application thereof to any other person or circumstance shall not be affected thereby. The invalid, illegal or unenforceable provision shall be rewritten by the parties to this Agreement to accomplish the parties' original intent as nearly as possible.

22. AMENDMENT. This Agreement may be modified or amended in writing, if the writing is signed by both parties.

23. GOVERNING LAW. This Agreement shall be construed in accordance with the laws of the State of Texas.

24. NOTICE. Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

25. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

26. 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.

27. SIGNATURES. This Agreement shall be binding when signed by authorized officers or individuals of both parties hereto.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its undersigned duly authorized representative effective as of the date herein above first mentioned.

City of Crowley
201 E Main St
Crowley TX 76036

By:
Lori Watson
City Manager

Date:

Vendor:
Eco Clean Maintenance, Inc.
10420 Fort Bird Trail
Crowley TX 76036

By:
Dylan Meyer
Manager

Date:

EXHIBIT "A"

SCOPE OF SERVICES

Minimum Cleaning Standards:

The City expects the Facilities specified herein to be cleaned and maintained at a level of quality commensurate with the highest standards of professional janitorial cleaning service. The minimum service will be as follows:

RESTROOMS

1. Daily
 - a. Clean, polish and dry all receptacles
 - b. Sweep floors
 - c. Damp mop floors with a solution of water and disinfectant (must be dumped after each visit and mop left to hang dry)
 - d. Clean and disinfect all fixtures (toilets, urinals, hand rails, sinks, and soap dispensers)
 - e. Spot clean partition walls, doors, door handles, light switches and horizontal surfaces.
 - f. Dust moldings and ledges
 - g. Empty and sanitize all trash and sanitary napkin receptacles and replace liners.
 - h. Stock all dispensers with soap, paper towels, tissue, and related supplies.
 - i. Wet wipe/disinfect bright metal
 - j. Clean and polish mirrors
 - k. Clean and disinfect shower stalls; remove mildew
2. Weekly
 - a. Thoroughly sweep floors (behind toilets, sinks, corners, etc)
 - b. Thoroughly detail wet mop floors with a solution of water and disinfectant (must be dumped after each visit and mop left to hang dry)
 - c. Replace mop heads
 - d. Wash full surface area of all stall partitions/doors with solution of water and disinfectant.
 - e. High dust vents, frames and sills
 - f. Scrub shower stalls; remove any mold or shower scum
3. Monthly
 - a. Thoroughly clean and polish all bright metal
 - b. Spray and wet wipe waste receptacles with solution of water and disinfectant/deodorizer

KITCHENS

1. Daily
 - a. Sweep floors
 - b. Damp mop floors with a solution of water and disinfectant (must be dumped after each visit and mop left to hang dry)
 - c. Clean and disinfect facet, sink, soap dispensers, and counter tops

- d. Dust moldings and ledges
 - e. Empty and sanitize all trash and replace liners
 - f. Stock all dispensers with soap, paper towels, tissue, and related supplies
 - g. Wipe out inside/outside of microwave
 - h. Wipe outside of refrigerator
 - i. Wipe down coffee maker
 - j. Wipe down table tops
 - k. Sanitize door handles and light switches
2. Weekly
- a. Thoroughly sweep floors (behind corners, under table and chairs)
 - b. Thoroughly detail wet mop floors with a solution of water and disinfectant (must be dumped after each visit and mop left to hang dry)
 - c. Spot clean cabinet doors
 - d. High dust vents, frames and sills
 - e. Thoroughly clean microwave
3. Monthly
- a. Spray and wet wipe waste receptacles with solution of water and disinfectant/deodorizer
 - b. Wipe down outside of cabinet doors

OFFICES/CONFERENCE ROOMS/HALLWAYS

1. Daily
- a. Empty trash receptacles, replace plastic liners
 - b. Clean/wash sinks (where located in various conference rooms/offices)
 - c. Fill soap dispensers and paper towel holders (located in various conference rooms/offices)
 - d. Spot clean carpeting (vacuum) to remove accumulations
 - e. Spot damp-mop hard surface flooring to remove accumulations (must be dumped after each visit and mop left to hang dry)
 - f. Dust benches and chairs in all common areas.
 - g. Clean glass doors and partitions (both inside and out; this does not include the exterior of building windows)
 - h. Sanitize door handles, light switches, and hand rails
 - i. Sanitize drinking fountains
 - j. Collect and remove from outdoor trash receptacles located at Recreation Center and Library
2. Weekly
- a. Thoroughly sweep floors all hard surface floors
 - b. Thoroughly detail wet mop all hard surface floors with a solution of water and disinfectant (must be dumped after each visit and mop left to hang dry)
 - c. Replace mop head
 - d. Thoroughly and completely vacuum all carpeted flooring and runners
 - e. Spot clean walls and doors

- f. Dust wood surfaces with wood surface product in Council Chambers
- g. Dust wood furniture tops in executive offices
- 3. Monthly
 - a. Spray and wet wipe waste receptacles with solution of water and disinfectant/deodorizer
 - b. High dust vents, exit signs, frames, and sills
 - c. All chairs and furniture in common areas shall be vacuumed once a month
- 4. Quarterly
 - a. Dust blinds
 - b. Low dust chairs and table bases, and baseboards
 - c. High dust door frames, windowsills, ledges, fixtures, etc

RECREATION CENTER

- 1. Daily
 - a. Sweep and spot damp-mop upstairs running track (must be dumped after each visit and mop left to hang dry)
 - b. Sweep and spot damp-mop gym floor (must be dumped after each visit and mop left to hang dry)
 - c. Sweep and spot damp-mop dance room floor (must be dumped after each visit and mop left to hang dry)
 - d. Spot vacuum children's daycare room to remove accumulations
 - e. Spot vacuum youth room to remove accumulations
 - f. Spot vacuum banquet rooms to remove accumulations
 - g. Sanitize sinks in banquet rooms and refill soap and paper towel dispensers
 - h. Clean restrooms located on banquet side of Rec Center (see Restroom requirements)
 - i. Clean accessible restrooms located behind check in desk of Rec Center (see Restroom requirements)
 - j. Clean locker rooms located on gym side of Rec Center (see Restroom requirements)
 - k. Sanitize drinking fountains
- 2. Weekly
 - a. Thoroughly sweep and mop upstairs running track (must be dumped after each visit and mop left to hang dry)
 - b. Thoroughly sweep and detail wet mop gym floor (must be dumped after each visit and mop left to hang dry)
 - c. Thoroughly sweep and detail wet mop dance room floor (must be dumped after each visit and mop left to hang dry)
 - d. Replace mop head
 - e. Thoroughly and completely vacuum children's daycare room
 - f. Thoroughly and completely vacuum youth room
 - g. Thoroughly and completely vacuum banquet room

Facilities

Below is a list of facilities and required cleaning schedule.

City Hall - 201 E Main

Approx 15,000 square feet

Monday, Wednesday, and Friday between 5:30PM and 6:00AM the next day.

Front Lobby	Permit Office	Mayor's Office
Front Hallway	Council Chambers	Employee Entrance
Utility Billing Offices	Front Conference Room	12 Offices
Community Development Offices	Public Restrooms	Copier/Work Room
Back Conference Room	Back Hallway	Employee Restroom
Administrative offices - 8 offices	Administration Restrooms	Administration Conference Room
Administration Reception	Administration Break area	Administration copy room

Fire Training Facility - 201 E Main (2nd floor)

Approx 3,000 square feet

Friday between 5:30PM and 6:00AM the next day.

All flooring (tiled wet areas, carpet everywhere else)	Dayroom	Mayor's Office
Kitchen	Unisex bathroom & shower	FD Office
Training room	Locker Room	

Crowley Public Works - 105 E Hampton Rd

Approx 3,500 square feet

Monday, Wednesday, and Friday between 5:30PM and 6:00AM the next day.

Front Lobby	Kitchen	Bathroom
Front Desk	Hallway	Outside Bathroom
Offices - 6	Conference Room	Shower Room

Crowley Animal Shelter - 101 E Hampton Rd

Approx 1,200 square feet

Monday, Wednesday, and Friday between 5:30PM and 6:00AM the next day.

Front Lobby	Break Room	Bathroom - 1 unisex
Reception	Hallway	
Offices - 2	Conference Room	

Crowley Recreation Center- 405 S Oak St**Approx 30,000 square feet****Tuesday, Thursday, Friday, Saturday, Sunday between 5:30PM and 6:00AM the next day.**

Front Lobby and Offices	Accessible Bathrooms	Child Care Area (Wee Place)
Offices - 4	Hallway - Gym Side	Upstairs Running Track
Kitchen - Floor and Trash only	Youth Room	Stairs and Elevator
Banquet Rm Bathrooms	Dance Room	Gymnasium
Banquet Rooms - 3 rooms	Locker Rooms - Male/Female	
Hallway - Banquet Side	Workout Room - Floor and interior windows Only	

Crowley Library - 409 S Oak St**Approx 10,000 square feet****Monday, Wednesday, and Friday between 5:30PM and 6:00AM the next day.**

Front Lobby	All carpeted flooring	Public Restrooms
Employee Restrooms	Back Office Space	Director Office
Kitchen/Breakroom	Dust book shelves	

Crowley Police Dept 617 Bus FM 1187 (Beverly St)**Approx 12,000 square feet****Monday, Wednesday, and Friday between 5:30PM and 6:00AM the next day.**

Main Lobby	Dispatch kitchen	Breakroom/Kitchen
Main Lobby Restrooms - M/F	Administration Hallway	Briefing Room
Main Lobby - Finger print room	Training Room	Report Room
Jail Lobby	Workout Room	Back hallway
Jail Lobby Restroom - Unisex	Male Locker room	Admin Conference Room
Dispatch Hallway	Female Locker room	10 Admin Offices (offices will most often be locked with trash can outside of door)
Communications Center	Police Chief Office and Restroom	Administration Restrooms - M/F

Crouch Event Center - 900 E Glendale St**Approx 5,000 square feet****Thursday evening, Saturday morning, and Sunday morning**

Foyer	Banquet Room 1	Kitchen
Restrooms - 4 unisex	Banquet Room 2	

EXHIBIT "B"
PAYMENT SCHEDULE

Facility	Address	Monthly Rate
City Hall	201 E Main St	\$1,248.00
Public Works	105 E Hampton Rd	\$623.00
Recreation Center	405 S Oak St	\$3,350.00
Library	409 S Oak St	\$750.00
Police Department	617 Beverly St	\$1,248.00
Crouch Event Center	900 E Glendale St	\$500.00
Animal Shelter	101 E Hampton Rd	\$250.00
Fire Training Facility (2nd Story)	201 E Main St	\$175.00
TOTAL (Monthly)		\$8,144.00

EXHIBIT "C"
REQUEST FOR PROPOSAL SUBMISSION



City of Crowley, Texas City Council Agenda Report

Presenter: Carol Konhauser	Meeting Date: January 16, 2025
Department: City Secretary	Agenda Item: VI.4.
Subject: Discuss and consider approving a Special Event Application submitted by Mr Steven Storrie to hold a Disc Golf Event on Friday, March 28, 2025 and Saturday, March 29, 2025.	

Background:

Mr Steven Storrie is requesting to hold a Disc Event on March 28 - Mar 29 in Bicentennial Park. There will be two different tournaments; Friday will be a casual tournament and Saturday will be Shotgun Start Event with different divisions. Both tournament registrations will be open to the public.

The requestor has completed all required League/Tournament Contracts with the Recreation Center.

City Secretary has not received proof of insurance, but the requestor is aware it must be provided prior to the event.

Recommendation:

Recommend approval of the Special Event Permit contingent on receiving proof of insurance

Financial Information:

None

Attachments:

1. Special Event Application Mar 28, 2025
2. Special Event Application Mar 29, 2025



Special Events Permit Application

City Secretary's Office
201 E Main Street
Crowley TX 76036
(817) 297-2201 ext 4000

Permit applications shall be filed with the city secretary or designee for consideration on a first come first serve basis **not less than 21 days or more than 365 days before the date of the proposed use or activity. In the event of a street closure, applications must be submitted not less than 45 days in advance. Due to the state department of transportation requirements, closure of any state highway for more than six (6) hours will require 90 days' advance notice to the city.** The application will either be approved, approved with conditions, denied, or more information will be requested within five business days of submission to the city secretary. Due to the nature of some events, additional information may be requested. A deposit will be required for certain types of events. The deposits shall be set forth in the city fee schedule listed as Appendix A to the City of Crowley Code of Ordinances.

All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, Environmental, and all necessary permit fees including: Beer and Wine, Tent, Fireworks, Carnival, Sign, etc. Applicants are responsible for returning City facilities and parks their original condition. Daily fees will be assessed until all event equipment is removed from City premises. Full payment is due upon receipt of final invoice.

Section 1 – Applicant Information			
Name of Applicant (must be on site during the event) Steven Storrie			Today's Date 12/10/24
Address 2150 N Josey LN, STE #229	City Carrollton	State TX	Zip 75006
Phone Number 940-453-0197	Cell Phone Number 940-453-0197		
Email			
Section 2 – Sponsoring Organization Information			
Corporation/Organization Name of D.B.A. Dynamic Discs Lewisville, LLC.		Type of Organization ☒ For Profit ☐ Non-Profit ☐ Other:	
Name of Contact Steven Storrie		Email: Stevo@DynamicDiscs.com	
Address 2150 N Josey Ln, STE #229	City Carrollton	State TX	Zip 75006
Phone Number (940-453-0197)	Cell Phone Number 940-453-0197		

Section 2 – Event Information					
Name of Event Dynamic Discs Flex Start Friday @ Crowley			Anticipated Daily Attendance 25		
Location of Event/physical address Bicentennial Park Disc Golf Course - 900 E Glendale Street, Crowley, TX 76036					
Property Owner City of Crowley		Owner Phone			
Owner Email:		Has the property owner given authorization to use property? ☐ Yes ☐ No			
Detailed Description of Event This is a casual disc golf event. This is open to the public. The course does not need to be shut down for exclusive use.					
	Date	Time	Day of Week		
Setup	3/28/25	7:00AM	☐ M	☐ T	☐ W ☐ Th ☒ F ☐ Sat ☐ Sun
Event Start	3/28/25	8:00AM	☐ M	☐ T	☐ W ☐ Th ☒ F ☐ Sat ☐ Sun
Event End	3/28/25	1:00PM	☐ M	☐ T	☐ W ☐ Th ☒ F ☐ Sat ☐ Sun
Teardown	3/28/25	1:00PM	☐ M	☐ T	☐ W ☐ Th ☒ F ☐ Sat ☐ Sun
Additional Information:					

Section 3 – Event Features		
Will there be an admission charge?	☒ Yes ☐ No	If yes, list all price categories below. All participants will be charged \$15 to play in the event.
Will there be entertainment?	☐ Yes ☒ No	If yes, please attach a complete list of entertainment. <i>A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.</i>
Will sound amplification be used at the event?	☐ Yes ☒ No	If yes, explain below Sound amplification:
Will merchandise and/or food items be sold?	☐ Yes ☒ No	If yes, please attach a complete list of vendors. <i>Booths will need to be inspected and have proper food handling permits</i>
Have you hired a licensed professional emergency medical service provider to manage your event's medical plan? If yes please list below. (Fee may be charged for Emergency Service personnel) ☐ Yes ☒ No		
Medical Service Provider	Phone	
Will the event include any of the following? (Indicate on site plan and/or vendor list)		
Tents or Canopies	☐ Yes ☒ No	Complete Tent Worksheet and attach with site plan <i>Tents require temporary use permits issued by the city upon Fire Department review (additional fees may be applicable). Temporary tents must adhere to the International Fire Code</i>
Inflatables	☐ Yes ☒ No	Total Sq Ft: <i>If inflatable exceeds 400 sq ft, additional permit is required</i>
Company	Contact name and phone	
Fireworks/Pyrotechnics	☐ Yes ☒ No	<i>Fireworks/Pyrotechnics require permits from the City Fire Department (additional fees may be applicable)</i>
Temporary Fencing	☐ Yes ☒ No	Provide accurate dimensions of fenced area on site plan. <i>Temporary fencing requires temporary use permits issued by the city (additional fees may be applicable).</i>
Temporary restrooms or refuse collection provided?	☐ Yes ☒ No	<i>(All trash and debris must be removed)</i>
Company	Contact name and phone	
Carnival/Amusement Rides	☐ Yes ☒ No	<i>A separate Special Use Permit may be required. (additional fees may be applicable)</i>
Company	Contact name and phone	
Signs / Banners	☐ Yes ☒ No	<i>A separate Sign Permit may be required. (additional fees may be applicable)</i>
Company	Contact name and phone	
Will animals be used in conjunction with event?	☐ Yes ☒ No	If yes, describe below.
Description:		
Is this a run, walk or parade?	☐ Yes ☒ No	If yes, attach a map identifying assembly location and route on site plan. Must be submitted 21-days prior to event. (Fee may be charged for Public Service Personnel)

Section 4 – Roadways and Sidewalks		
Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map. (Fee may be charged for Public Service personnel)		
City Streets	☐ Yes ☒ No	City Sidewalks ☐ Yes ☒ No
City Right-of-Ways	☐ Yes ☒ No	Public Parking Lots ☐ Yes ☒ No

Section 5 – Use of City Utilities (Fee may be charged for the use of City Utilities)		
Will any City electric hookups be used?	Yes No	Electric Location including amperage N/A
Will any City water hookups be used?	Yes No	Water Location(s) N/A
Will waste water/gray water be generated?	Yes No	Is so, how will it be disposed? N/A

Section 6 – Alcohol

Will there be alcohol at the event? ☐ Yes ☒ No

At no time will alcohol be distributed or consumed in City Parks and/or streets to include Park Pavilions. All activities involving alcohol will require the presence of an off-duty City police officer. The applicant will be required to pay for an officer to be present for a minimum of 3 hours or the full amount of time that alcohol is served. Consumption of alcohol without the presence of an officer or a violation of the provision of the City Ordinances will result in forfeiture of the rental deposit.

The Texas Alcoholic Beverage Commission (TABC) requires specific and specialized permits for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. **It is your responsibility** to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold a Special Event does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at a Special Event does not guarantee permission of the City.

Will alcohol be provided free of charge? ☐ Yes ☒ No

To be considered "free," there cannot be an expectation of receiving money. You cannot charge for admission, ask for donations or accept tips. Doing so would constitute a sale of alcohol and would require a Texas Alcohol Beverage Commission and City Permit.

Will you be charging an entrance or registration fee? ☐ Yes ☒ No

Will the alcohol be sold? ☐ Yes ☒ No

If you answered Yes, a Texas Alcohol Beverage Commission and City Permit will be required.

TABC License # _____ Expiration _____

Section 11 – Insurance Requirements

The City of Crowley has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Crowley a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the City of Crowley as an "Additional Insured" on all policies, and shall reflect this on a Certificate of Liability Insurance. A pplicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant's insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Crowley as "Additional Insured." Additional coverage may be required depending upon the nature and scope of the event. The City of Crowley reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Crowley as "Additional Insured."
2. General Liability Including:
 - Bodily injury
 - Property damage
 - Medical Expense
 - Personal Injury

Organized League Play

Any organization or group who is renting an athletic field for the purpose of organized league play must provide the following documents:

1. Certificate of Liability Insurance. The city and the group or organization must be co-insured by the policy. The policy must include a minimum of \$500,000.00 per incident, with not less than \$1,000,000.00 aggregate with the same remaining in effect for the term of this agreement. Failure to maintain such insurance shall be cause for immediate cancellation of event/reservation;
2. Health permit (if renting concession stand);
3. Player insurance;
4. State Charter;
5. Bylaws;
6. Schedule; and
7. Emergency contact information.

Section 12 – Compliance with Laws and City Ordinances

1. The applicant will clean the grounds, remove equipment, and restore the permitted site after the event.
2. The applicant is responsible for providing parking assistance if required.
3. Adequate policing for crowd control must be provided by applicant. Off duty officers are available by calling 817-297-2276.
4. The applicant will not nail, staple, or otherwise attach any event-connected signs to any guard post, sign post, utility pole or tree.
5. Admission to the event will not be limited to membership nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for Special Event Application citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification.
6. If necessary, the applicant will furnish a map showing the area where the special event is to be conducted.

Section 13 – Acknowledgement and Signature

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

I hereby certify that I have received the property owners consent to utilize above location for the period of time and purpose stated.

I further understand that any deviation from this Application could result in the City closing down or canceling the Event. I understand that a Special Event Permit must be approved by the City of Crowley prior to the occurrence of this Event. The issuance of that permit is contingent upon the compliance with the Special Event Application and acceptance of all listed stipulations or conditions of the Special Event Permit.

Signature:



Date:

12/10/24

Section 13 – Acknowledgement and Signature

Included	N/A	
☐	☐	Certificate of Liability Insurance
☐	☒	Detailed Site Plan
☐	☒	Route Map
☐	☒	Amusement Ride Certification of Inspection
☐	☒	Tent Permit Application

Public Works

☐ Approved ☐ Denied Initials

Remarks

Fire Department

☐ Approved ☐ Denied Initials

Remarks

Police Department

☐ Approved ☐ Denied Initials

Remarks

Recreation Center

☐ Approved ☐ Denied Initials

Remarks

City Council

☐ Approved ☐ Denied Initials

Remarks

Application for Tent Permit

[RESET FORM](#)

Section 1 – Applicant Information				
Name of Applicant			Today's Date	
Address		City	State	Zip
Phone Number		Cell Phone Number		
Email				
Section 2 – Person/Organization/Contractor Responsible for Erection of Tent				
Organization				
Address		City	State	Zip
Phone Number		Cell Phone Number		
Email				
Section 3 - Tent Information				
Location of Tent			Number of Tents	Zoning District
Purpose of Tent/Usage Description				
Description of Tent (if multiple list details of each tent)				
Size (ft)	Area (sq ft)	Tent Separation (ft)	Side Walls	Additional Info
1. x			☐ Yes ☐ No	
2. x			☐ Yes ☐ No	
3. x			☐ Yes ☐ No	
4. x			☐ Yes ☐ No	
5. x			☐ Yes ☐ No	
Attach site plan which includes the following: 1. Accurate site plan with dimensions from property lines and other structures 2. Floor plan showing all required exits, no smoking signs, square footage and height of structure 3. Occupant Load per manufacturer guidelines 4. Membrane type and Fire Resistance Certification (must be attached) 5. Locations of fire extinguishers. 6. Location of parking 7. Location and distance of all heat producing equipment 8. Location and distance of all generators				
Date to be erected			Date to be taken down	
I hereby certify that I have received the property owners consent to erect a temporary tent at the above location for the period of time and purpose stated. I agree to meet requirements of the International Fire Code regarding tents and other membrane structures and all other regulations or ordinances of the City. I acknowledge that violations of any of the codes, regulations or ordinances will result in immediate revocation of this permit.				
Signature			Date	
Planning and Development ☐ Approved ☐ Disapproved		Notes/Special Conditions:		
Fire Marshal ☐ Approved ☐ Disapproved		Notes/Special Conditions:		
Fee - Date Paid		Amount Paid		Permit Issued (Number)



Special Events Permit Application

City Secretary's Office
201 E Main Street
Crowley TX 76036
(817) 297-2201 ext 4000

Permit applications shall be filed with the city secretary or designee for consideration on a first come first serve basis **not less than 21 days or more than 365 days before the date of the proposed use or activity. In the event of a street closure, applications must be submitted not less than 45 days in advance. Due to the state department of transportation requirements, closure of any state highway for more than six (6) hours will require 90 days' advance notice to the city.** The application will either be approved, approved with conditions, denied, or more information will be requested within five business days of submission to the city secretary. Due to the nature of some events, additional information may be requested. A deposit will be required for certain types of events. The deposits shall be set forth in the city fee schedule listed as Appendix A to the City of Crowley Code of Ordinances.

All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, Environmental, and all necessary permit fees including: Beer and Wine, Tent, Fireworks, Carnival, Sign, etc. Applicants are responsible for returning City facilities and parks their original condition. Daily fees will be assessed until all event equipment is removed from City premises. Full payment is due upon receipt of final invoice.

Section 1 – Applicant Information			
Name of Applicant (must be on site during the event) Steven Storrie			Today's Date 12/10/24
Address 2150 N Josey LN, STE #229	City Carrollton	State TX	Zip 75006
Phone Number 940-453-0197	Cell Phone Number 940-453-0197		
Email			
Section 2 – Sponsoring Organization Information			
Corporation/Organization Name of D.B.A. Dynamic Discs Lewisville, LLC.		Type of Organization ☒ For Profit ☐ Non-Profit ☐ Other:	
Name of Contact Steven Storrie		Email: Stevo@DynamicDiscs.com	
Address 2150 N Josey Ln, STE #229	City Carrollton	State TX	Zip 75006
Phone Number (940-453-0197)	Cell Phone Number 940-453-0197		

Section 2 – Event Information				
Name of Event Dynamic Discs Presents the Spring Stampede			Anticipated Daily Attendance 25	
Location of Event/physical address Bicentennial Park Disc Golf Course - 900 E Glendale Street, Crowley, TX 76036				
Property Owner City of Crowley		Owner Phone		
Owner Email:		Has the property owner given authorization to use property? ☐ Yes ☐ No		
Detailed Description of Event This is a disc golf tournament. Shotgun start event. One day. This is open to the public.				
	Date	Time	Day of Week	
Setup	3/29/25	7:00AM	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Event Start	3/29/25	8:00AM	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Event End	3/29/25	4:00PM	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Teardown	3/29/25	4:00PM	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Additional Information:				

Section 3 – Event Features		
Will there be an admission charge?	☒ Yes ☐ No	If yes, list all price categories below. Admission will be \$65 per competitor who enters into the Saturday or Sunday competition.
Will there be entertainment?	☐ Yes ☒ No	If yes, please attach a complete list of entertainment. <i>A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.</i>
Will sound amplification be used at the event?	☐ Yes ☒ No	If yes, explain below Sound amplification:
Will merchandise and/or food items be sold?	☐ Yes ☒ No	If yes, please attach a complete list of vendors. <i>Booths will need to be inspected and have proper food handling permits</i>
Have you hired a licensed professional emergency medical service provider to manage your event's medical plan? If yes please list below. (Fee may be charged for Emergency Service personnel) ☐ Yes ☒ No		
Medical Service Provider	Phone	
Will the event include any of the following? (Indicate on site plan and/or vendor list)		
Tents or Canopies	☐ Yes ☒ No	Complete Tent Worksheet and attach with site plan <i>Tents require temporary use permits issued by the city upon Fire Department review (additional fees may be applicable). Temporary tents must adhere to the International Fire Code</i>
Inflatables	☐ Yes ☒ No	Total Sq Ft: <i>If inflatable exceeds 400 sq ft, additional permit is required</i>
Company	Contact name and phone	
Fireworks/Pyrotechnics	☐ Yes ☒ No	<i>Fireworks/Pyrotechnics require permits from the City Fire Department (additional fees may be applicable)</i>
Temporary Fencing	☐ Yes ☒ No	Provide accurate dimensions of fenced area on site plan. <i>Temporary fencing requires temporary use permits issued by the city (additional fees may be applicable).</i>
Temporary restrooms or refuse collection provided?	☐ Yes ☒ No	<i>(All trash and debris must be removed)</i>
Company	Contact name and phone	
Carnival/Amusement Rides	☐ Yes ☒ No	<i>A separate Special Use Permit may be required. (additional fees may be applicable)</i>
Company	Contact name and phone	
Signs / Banners	☐ Yes ☒ No	<i>A separate Sign Permit may be required. (additional fees may be applicable)</i>
Company	Contact name and phone	
Will animals be used in conjunction with event?	☐ Yes ☒ No	If yes, describe below.
Description:		
Is this a run, walk or parade?	☐ Yes ☒ No	If yes, attach a map identifying assembly location and route on site plan. Must be submitted 21-days prior to event. <i>(Fee may be charged for Public Service Personnel)</i>

Section 4 – Roadways and Sidewalks		
Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map. <i>(Fee may be charged for Public Service personnel)</i>		
City Streets	☐ Yes ☒ No	City Sidewalks ☐ Yes ☒ No
City Right-of-Ways	☐ Yes ☒ No	Public Parking Lots ☐ Yes ☒ No

Section 5 – Use of City Utilities (Fee may be charged for the use of City Utilities)		
Will any City electric hookups be used?	Yes No	Electric Location including amperage N/A
Will any City water hookups be used?	Yes No	Water Location(s) N/A
Will waste water/gray water be generated?	Yes No	Is so, how will it be disposed? N/A

Section 6 – Alcohol

Will there be alcohol at the event? ☐ Yes ☒ No

At no time will alcohol be distributed or consumed in City Parks and/or streets to include Park Pavilions. All activities involving alcohol will require the presence of an off-duty City police officer. The applicant will be required to pay for an officer to be present for a minimum of 3 hours or the full amount of time that alcohol is served. Consumption of alcohol without the presence of an officer or a violation of the provision of the City Ordinances will result in forfeiture of the rental deposit.

The Texas Alcoholic Beverage Commission (TABC) requires specific and specialized permits for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. **It is your responsibility** to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold a Special Event does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at a Special Event does not guarantee permission of the City.

Will alcohol be provided free of charge? ☐ Yes ☒ No

To be considered "free," there cannot be an expectation of receiving money. You cannot charge for admission, ask for donations or accept tips. Doing so would constitute a sale of alcohol and would require a Texas Alcohol Beverage Commission and City Permit.

Will you be charging an entrance or registration fee? ☐ Yes ☒ No

Will the alcohol be sold? ☐ Yes ☒ No

If you answered Yes, a Texas Alcohol Beverage Commission and City Permit will be required.

TABC License # _____ Expiration _____

Section 11 – Insurance Requirements

The City of Crowley has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Crowley a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the City of Crowley as an "Additional Insured" on all policies, and shall reflect this on a Certificate of Liability Insurance. A pplicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant's insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Crowley as "Additional Insured." Additional coverage may be required depending upon the nature and scope of the event. The City of Crowley reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Crowley as "Additional Insured."
2. General Liability Including:
 - Bodily injury
 - Property damage
 - Medical Expense
 - Personal Injury

Organized League Play

Any organization or group who is renting an athletic field for the purpose of organized league play must provide the following documents:

1. Certificate of Liability Insurance. The city and the group or organization must be co-insured by the policy. The policy must include a minimum of \$500,000.00 per incident, with not less than \$1,000,000.00 aggregate with the same remaining in effect for the term of this agreement. Failure to maintain such insurance shall be cause for immediate cancellation of event/reservation;
2. Health permit (if renting concession stand);
3. Player insurance;
4. State Charter;
5. Bylaws;
6. Schedule; and
7. Emergency contact information.

Section 12 – Compliance with Laws and City Ordinances

1. The applicant will clean the grounds, remove equipment, and restore the permitted site after the event.
2. The applicant is responsible for providing parking assistance if required.
3. Adequate policing for crowd control must be provided by applicant. Off duty officers are available by calling 817-297-2276.
4. The applicant will not nail, staple, or otherwise attach any event-connected signs to any guard post, sign post, utility pole or tree.
5. Admission to the event will not be limited to membership nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for Special Event Application citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification.
6. If necessary, the applicant will furnish a map showing the area where the special event is to be conducted.

Section 13 – Acknowledgement and Signature

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

I hereby certify that I have received the property owners consent to utilize above location for the period of time and purpose stated.

I further understand that any deviation from this Application could result in the City closing down or canceling the Event. I understand that a Special Event Permit must be approved by the City of Crowley prior to the occurrence of this Event. The issuance of that permit is contingent upon the compliance with the Special Event Application and acceptance of all listed stipulations or conditions of the Special Event Permit.

Signature:



Date:

12/10/24

Section 13 – Acknowledgement and Signature

Included	N/A	
☐	☐	Certificate of Liability Insurance
☐	☐	Detailed Site Plan
☐	☐	Route Map
☐	☐	Amusement Ride Certification of Inspection
☐	☐	Tent Permit Application

Public Works

☐ Approved ☐ Denied Initials

Remarks

Fire Department

☐ Approved ☐ Denied Initials

Remarks

Police Department

☐ Approved ☐ Denied Initials

Remarks

Recreation Center

☐ Approved ☐ Denied Initials

Remarks

City Council

☐ Approved ☐ Denied Initials

Remarks

Application for Tent Permit

[RESET FORM](#)

Section 1 – Applicant Information				
Name of Applicant			Today's Date	
Address		City	State	Zip
Phone Number		Cell Phone Number		
Email				
Section 2 – Person/Organization/Contractor Responsible for Erection of Tent				
Organization				
Address		City	State	Zip
Phone Number		Cell Phone Number		
Email				
Section 3 - Tent Information				
Location of Tent			Number of Tents	Zoning District
Purpose of Tent/Usage Description				
Description of Tent (if multiple list details of each tent)				
Size (ft)	Area (sq ft)	Tent Separation (ft)	Side Walls	Additional Info
1. x			☐ Yes ☐ No	
2. x			☐ Yes ☐ No	
3. x			☐ Yes ☐ No	
4. x			☐ Yes ☐ No	
5. x			☐ Yes ☐ No	
Attach site plan which includes the following: 1. Accurate site plan with dimensions from property lines and other structures 2. Floor plan showing all required exits, no smoking signs, square footage and height of structure 3. Occupant Load per manufacturer guidelines 4. Membrane type and Fire Resistance Certification (must be attached) 5. Locations of fire extinguishers. 6. Location of parking 7. Location and distance of all heat producing equipment 8. Location and distance of all generators				
Date to be erected			Date to be taken down	
I hereby certify that I have received the property owners consent to erect a temporary tent at the above location for the period of time and purpose stated. I agree to meet requirements of the International Fire Code regarding tents and other membrane structures and all other regulations or ordinances of the City. I acknowledge that violations of any of the codes, regulations or ordinances will result in immediate revocation of this permit.				
Signature			Date	
Planning and Development ☐ Approved ☐ Disapproved		Notes/Special Conditions:		
Fire Marshal ☐ Approved ☐ Disapproved		Notes/Special Conditions:		
Fee - Date Paid		Amount Paid		Permit Issued (Number)



City of Crowley, Texas City Council Agenda Report

Presenter: Cristina Winner	Meeting Date: January 16, 2025
Department: Asst City Managers	Agenda Item: VI.5.
Subject: Discuss and consider closing all non-essential city facilities on March 13, 2025 to the general public.	

Background:

The migration to Incode 10 Cloud ERP is scheduled for Thursday and Friday, March 13th-14th. This software manages key operations, including financial services, human resources, and utility billing. During this migration period departments will be unable to access these software functions making it difficult to perform basic departmental functions. Employees will still report to work and participate in professional development. Normal business operations are expected to resume on Friday, March 14th.

Recommendation:

Staff respectfully requests closing all non-essential city offices to the public on March 13, 2025 to facilitate this citywide software update.

Financial Information:

Attachments:

None



City of Crowley, Texas City Council Agenda Report

Presenter: Cristina Winner	Meeting Date: January 16, 2025
Department: Asst City Managers	Agenda Item: VI.6.
Subject: Discuss and consider approval of a proposal from Forward Partners to facilitate an in-service for all city employees on March 13, 2025.	

Background:

The goal of this first-ever in-service is to provide staff with the benefits of a professional development conference without the need to travel. Many employees cannot attend formal conferences, making this an accessible and impactful growth opportunity.

This initiative offers a cost-effective way to invest in city employees' professional and personal development. Topics will include healthy leadership, strategies for building thriving teams, and other essential workplace skills. Administration will collaborate with Forward Partners to tailor the in-service to the City's needs.

By bringing this experience in-house, we ensure all staff members, regardless of position or schedule, can access meaningful training and growth opportunities. This strengthens our team's empowerment and enhances the overall culture and effectiveness of our organization.

Chad Wright, Founder of Forward Partners, has extensive experience in personal and professional development, as well as in creating frameworks for thriving teams within municipalities and similar organizations.

The in-service will consist of full day conference facilitation, opening & closing keynote sessions, 2 breakout sessions and workbooks for all participants.

Recommendation:

Staff respectfully requests approval of the proposal from Forward Partners.

Financial Information:

The anticipated cost for the in-service, including the facilitator and other necessary expenses not to exceed \$9,500.

Attachments:

1. Forward Partners Proposal for 2025 Staff In-Service



City of Crowley

Employee Conference



GOAL

The goal of Employee Conference engagements is to give employees the self-development conference experience, without ever leaving town. Many employees don't get to have that experience, making this a valuable and engaging way to invest in their growth. Topics range from healthy leadership to developing thriving teams.



PLAN

- Full-Day Conference Facilitation
- Opening & Closing Keynote Talks
- 2 Breakout Sessions
- Printed Workbooks for All Participants

INVESTMENT

\$7,500

Plus Travel Expenses





City of Crowley, Texas City Council Agenda Report

Presenter: Kit Long	Meeting Date: January 16, 2025
Department: Police	Agenda Item: VI.7.
Subject: Discuss and consider adoption of Resolution R01-2025-438 declaring certain property as surplus to the City's needs; authorizing its sale; providing an effective date and authorizing staff to place surplus items from the city for auction.	

Background:

Staff has provided a Resolution to document the authorization of the sale or disposal of surplus acquired through asset forfeiture proceedings. The city will utilize Beard's Towing Service for the auction of surplus. Proceeds from the sale will be deposited in the department seizure fund account.

Recommendation:

Staff respectfully requests City Council consideration and approval of the resolution declaring certain property as surplus and authorizing items to be listed for auction or disposal.

Financial Information:

Beard's Towing Service will auction the surplus item at no cost to the city.

Attachments:

1. Resolution R01-2025-438
2. Exhibit A

RESOLUTION NO. R01-2025-438

**RESOLUTION OF THE CITY OF CROWLEY DECLARING CERTAIN
PROPERTY AS SURPLUS TO THE CITY'S NEEDS; AUTHORIZING ITS
SALE; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Crowley has accumulated items of surplus through asset forfeiture proceedings, as listed on Exhibit A.

WHEREAS, the City of Crowley wishes to sell surplus items of value.

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

The described property listed as Exhibit A is hereby declared surplus to the needs of the city. Staff is instructed to publicize and sell all items for the best available price, in accordance with State regulations; and, to dispose of surplus items of no value.

**PRESENTED AND PASS ON THIS THE 16th DAY OF January, 2025, AT A
REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CROWLEY,
TEXAS.**

CITY OF CROWLEY, TEXAS

Billy P. Davis, Mayor

ATTEST:

Carol Konhauser
City Secretary

Exhibit A

2000 Chevrolet Silverado 1500 – VIN# 1GCEC14W4YE145025



2008 BMW 328 – VIN# WBAVA37588NL49764





City of Crowley, Texas City Council Agenda Report

Presenter: Carol Konhauser	Meeting Date: January 16, 2025
Department: City Secretary	Agenda Item: VI.8.
Subject: Discuss and consider approving a Special Event Permit for the annual Crowley Youth Association Spring Parade to be held on April 5, 2025.	

Background:

Alix Yanez from the Crowley Youth Association submitted a request for a special event application for the annual CYA Parade scheduled for the morning of April 5, 2025. The CYA has been informed that they will need to coordinate traffic control with the Police Department.

Recommendation:

Staff recommends approval on the condition the CYA coordinates and secures police presence for traffic control.

Financial Information:

None

Attachments:

1. CYA 2024 Parade Permit Application
2. Parade Route (notated)
3. Insurance



Special Events Permit Application

City Secretary's Office
201 E Main Street
Crowley TX 76036
(817) 297-2201 ext 4000

Permit applications shall be filed with the city secretary or designee for consideration on a first come first serve basis **not less than 21 days or more than 365 days before the date of the proposed use or activity. In the event of a street closure, applications must be submitted not less than 45 days in advance. Due to the state department of transportation requirements, closure of any state highway for more than six (6) hours will require 90 days' advance notice to the city.** The application will either be approved, approved with conditions, denied, or more information will be requested within five business days of submission to the city secretary. Due to the nature of some events, additional information may be requested. A deposit will be required for certain types of events. The deposits shall be set forth in the city fee schedule listed as Appendix A to the City of Crowley Code of Ordinances.

All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, Environmental, and all necessary permit fees including: Beer and Wine, Tent, Fireworks, Carnival, Sign, etc. Applicants are responsible for returning City facilities and parks their original condition. Daily fees will be assessed until all event equipment is removed from City premises. Full payment is due upon receipt of final invoice.

Section 1 – Applicant Information			
Name of Applicant (must be on site during the event) Alix Yanez			Today's Date 01/05/2025
Address 3340 Saint Louis ave.	City Fort Worth	State TX	Zip 76110
Phone Number 432-308-2909	Cell Phone Number 432-308-2909		
Email mmgls@swbell.net			
Section 2 – Sponsoring Organization Information			
Corporation/Organization Name of D.B.A. Crowley Youth Association (CYA)		Type of Organization ☐ For Profit ☒ Non-Profit ☐ Other:	
Name of Contact Alix Yanez		Email: Estefaniacleaning@outlook.com	
Address 1501 Longhorn Tr.	City Crowley	State TX	Zip 76036
Phone Number	Cell Phone Number 432-308-2909		

Section 2 – Event Information				
Name of Event CYA Opening Day Parade				Anticipated Daily Attendance
Location of Event/physical address 1501 Longhorn Tr. Crowley TX. 76036				
Property Owner City of Crowley TX		Owner Phone 817-297-2201		
Owner Email: ckonhauser@ci.crowley.tx.us		Has the property owner given authorization to use property? ☒ Yes ☐ No		
Detailed Description of Event Parade route : (Stage on Peach St.): Travel West on Peach> North on S Oak> West on W. Main St.> South on S. Eagle Dr.> West on Longhorn Tr. Disembark at 1501 Longhorn Tr.				
	Date	Time	Day of Week	
Setup	04/05/25	8:30am	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Event Start	04/05/25	9:00am	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Event End	04/05/25	10:00am	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Teardown			☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sat ☐ Sun	
Additional Information:				

Section 3 – Event Features		
Will there be an admission charge?	☐ Yes ☒ No	If yes, list all price categories below.
Will there be entertainment? <i>A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.</i>	☐ Yes ☒ No	If yes, please attach a complete list of entertainment.
Will sound amplification be used at the event? Sound amplification:	☐ Yes ☒ No	If yes, explain below
Will merchandise and/or food items be sold?	☐ Yes ☒ No	If yes, please attach a complete list of vendors. <i>Booths will need to be inspected and have proper food handling permits</i>
Have you hired a licensed professional emergency medical service provider to manage your event's medical plan? If yes please list below. (Fee may be charged for Emergency Service personnel) ☐ Yes ☐ No		
Medical Service Provider	Phone	
Will the event include any of the following? (Indicate on site plan and/or vendor list)		
Tents or Canopies <i>Tents require temporary use permits issued by the city upon Fire Department review (additional fees may be applicable). Temporary tents must adhere to the International Fire Code</i>	☐ Yes ☒ No	Complete Tent Worksheet and attach with site plan
Inflatables <i>If inflatable exceeds 400 sq ft, additional permit is required</i>	☐ Yes ☒ No	Total Sq Ft:
Company	Contact name and phone	
Fireworks/Pyrotechnics <i>Fireworks/Pyrotechnics require permits from the City Fire Department (additional fees may be applicable)</i>	☐ Yes ☒ No	
Temporary Fencing <i>Temporary fencing requires temporary use permits issued by the city (additional fees may be applicable).</i>	☐ Yes ☒ No	Provide accurate dimensions of fenced area on site plan.
Temporary restrooms or refuse collection provided? (All trash and debris must be removed)	☐ Yes ☒ No	
Company	Contact name and phone	
Carnival/Amusement Rides <i>A separate Special Use Permit may be required. (additional fees may be applicable)</i>	☐ Yes ☒ No	
Company	Contact name and phone	
Signs / Banners <i>A separate Sign Permit may be required. (additional fees may be applicable)</i>	☐ Yes ☒ No	
Company	Contact name and phone	
Will animals be used in conjunction with event?	☐ Yes ☒ No	If yes, describe below.
Description:		
Is this a run, walk or parade? ☒ Yes ☐ No If yes, attach a map identifying assembly location and route on site plan. Must be submitted 21-days prior to event. (Fee may be charged for Public Service Personnel)		

Section 4 – Roadways and Sidewalks		
Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map. (Fee may be charged for Public Service personnel)		
City Streets ☒ Yes ☐ No	City Sidewalks ☐ Yes ☐ No	
City Right-of-Ways ☐ Yes ☐ No	Public Parking Lots ☐ Yes ☐ No	

Section 5 – Use of City Utilities (Fee may be charged for the use of City Utilities)		
Will any City electric hookups be used?	Yes No	Electric Location including amperage
Will any City water hookups be used?	Yes No	Water Location(s)
Will waste water/gray water be generated?	Yes No	Is so, how will it be disposed?

Section 6 – Alcohol

Will there be alcohol at the event? ☐ Yes ☒ No

At no time will alcohol be distributed or consumed in City Parks and/or streets to include Park Pavilions. All activities involving alcohol will require the presence of an off-duty City police officer. The applicant will be required to pay for an officer to be present for a minimum of 3 hours or the full amount of time that alcohol is served. Consumption of alcohol without the presence of an officer or a violation of the provision of the City Ordinances will result in forfeiture of the rental deposit.

The Texas Alcoholic Beverage Commission (TABC) requires specific and specialized permits for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. **It is your responsibility** to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold a Special Event does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at a Special Event does not guarantee permission of the City.

Will alcohol be provided free of charge? ☐ Yes ☒ No

To be considered "free," there cannot be an expectation of receiving money. You cannot charge for admission, ask for donations or accept tips. Doing so would constitute a sale of alcohol and would require a Texas Alcohol Beverage Commission and City Permit.

Will you be charging an entrance or registration fee? ☐ Yes ☒ No

Will the alcohol be sold? ☐ Yes ☒ No

If you answered Yes, a Texas Alcohol Beverage Commission and City Permit will be required.

TABC License # _____ Expiration _____

Section 11 – Insurance Requirements

The City of Crowley has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Crowley a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the City of Crowley as an "Additional Insured" on all policies, and shall reflect this on a Certificate of Liability Insurance. A pplicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant's insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Crowley as "Additional Insured." Additional coverage may be required depending upon the nature and scope of the event. The City of Crowley reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Crowley as "Additional Insured."
2. General Liability Including:
 - Bodily injury
 - Property damage
 - Medical Expense
 - Personal Injury

Organized League Play

Any organization or group who is renting an athletic field for the purpose of organized league play must provide the following documents:

1. Certificate of Liability Insurance. The city and the group or organization must be co-insured by the policy. The policy must include a minimum of \$500,000.00 per incident, with not less than \$1,000,000.00 aggregate with the same remaining in effect for the term of this agreement. Failure to maintain such insurance shall be cause for immediate cancellation of event/reservation;
2. Health permit (if renting concession stand);
3. Player insurance;
4. State Charter;
5. Bylaws;
6. Schedule; and
7. Emergency contact information.

Section 12 – Compliance with Laws and City Ordinances

1. The applicant will clean the grounds, remove equipment, and restore the permitted site after the event.
2. The applicant is responsible for providing parking assistance if required.
3. Adequate policing for crowd control must be provided by applicant. Off duty officers are available by calling 817-297-2276.
4. The applicant will not nail, staple, or otherwise attach any event-connected signs to any guard post, sign post, utility pole or tree.
5. Admission to the event will not be limited to membership nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for Special Event Application citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification.
6. If necessary, the applicant will furnish a map showing the area where the special event is to be conducted.

Section 13 – Acknowledgement and Signature

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

I hereby certify that I have received the property owners consent to utilize above location for the period of time and purpose stated.

I further understand that any deviation from this Application could result in the City closing down or canceling the Event. I understand that a Special Event Permit must be approved by the City of Crowley prior to the occurrence of this Event. The issuance of that permit is contingent upon the compliance with the Special Event Application and acceptance of all listed stipulations or conditions of the Special Event Permit.

Signature:

Alix Yanez

Date:

01/05/2025

Section 13 – Acknowledgement and Signature

Included	N/A	
☒	☐	Certificate of Liability Insurance
☒	☐	Detailed Site Plan
☒	☐	Route Map
☐	☐	Amusement Ride Certification of Inspection
☐	☐	Tent Permit Application

Public Works

☐ Approved ☐ Denied Initials

Remarks

Fire Department

☐ Approved ☐ Denied Initials

Remarks

Police Department

☐ Approved ☐ Denied Initials

Remarks

Recreation Center

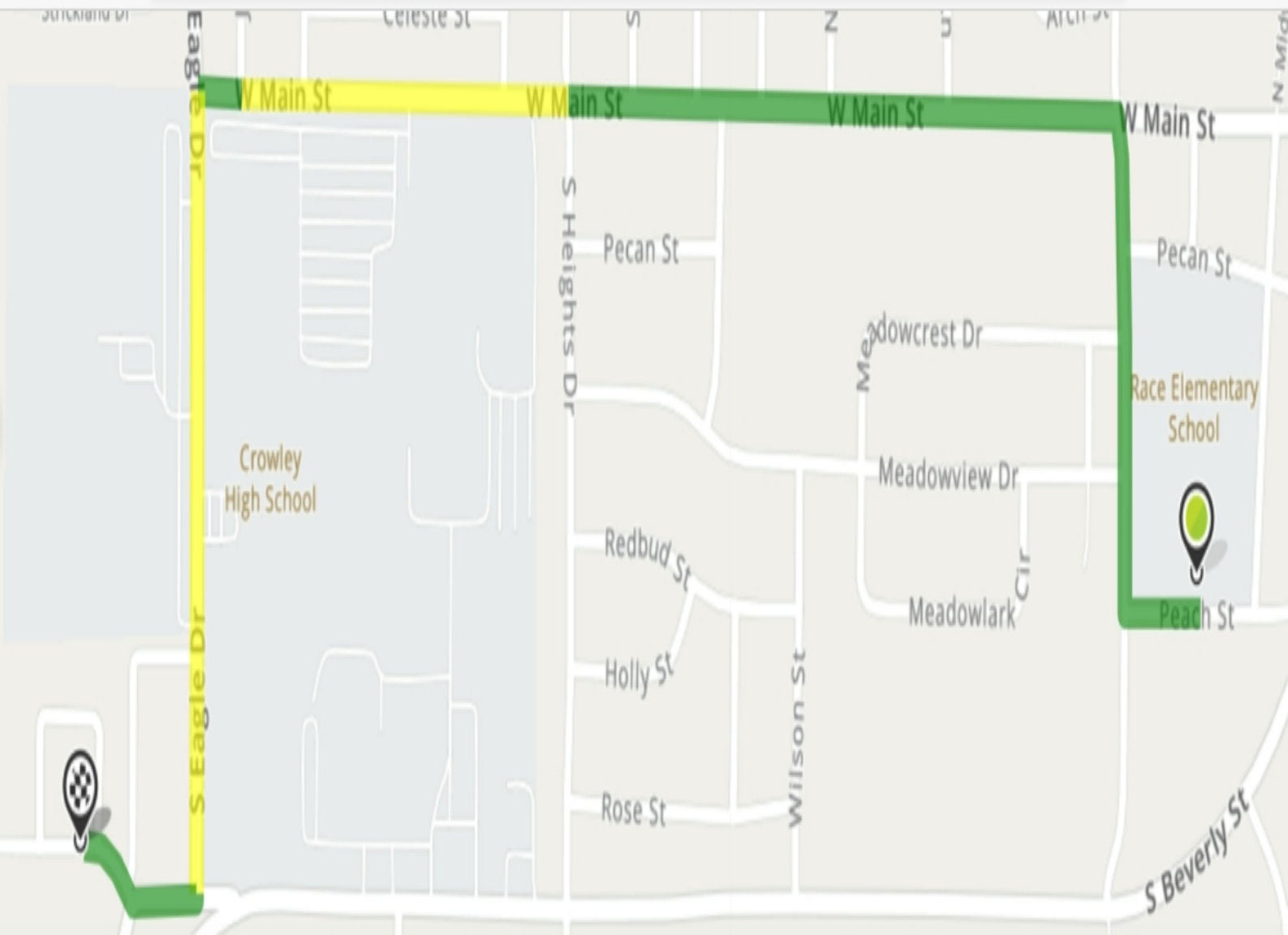
☐ Approved ☐ Denied Initials

Remarks

City Council

☐ Approved ☐ Denied Initials

Remarks



S Eagle Dr

W Main St

W Main St

W Main St

W Main St

Crowley
High School

S Heights Dr

Pecan St

Meadowcrest Dr

Meadowview Dr

Meadowlark Cir

Redbud St

Holly St

Rose St

Wilson St

Race Elementary
School

Peach St

S Beverly St



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WARD INSURANCE GROUP 1801 Precinct Line Rd Ste. B Hurst TX 76054	CONTACT NAME: Lori Peabody PHONE (A/C, No, Ext): (817) 605-0065 E-MAIL ADDRESS: lori@wardinsgroup.com FAX (A/C, No): (817) 605-0084
INSURED Crowley Youth Association PO Box 472 Crowley TX 76036	INSURER(S) AFFORDING COVERAGE INSURER A: USLI INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL2332707417**REVISION NUMBER:**

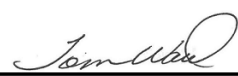
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		NPP1594078D	02/07/2024	02/07/2025	EACH OCCURRENCE \$ 1,000,000	
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000							
	MED EXP (Any one person) \$ 5,000							
	PERSONAL & ADV INJURY \$ 1,000,000							
							GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMP/OP AGG \$ INCLUDED	
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$	
							AGGREGATE \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT \$	
							E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	
A	1. MOLESTATION OR ABUSE 2. ASSAULT OR BATTERY			NPP1594078C	02/07/2023	02/07/2024	1. EACH CLAIM \$100,000 1. EACH AGGREGATE \$200,000 2. EACH AGGREGATE \$50,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED ON THE ABOVE LISTED GENERAL LIABILITY POLICY. PARADE COVERAGE INCLUDED.

CERTIFICATE HOLDER**CANCELLATION**

City of Crowley 201 E Main St. Crowley TX 76036	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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City of Crowley, Texas City Council Agenda Report

Presenter: Heather Gwin	Meeting Date: January 16, 2025
Department: Finance	Agenda Item: VI.9.
Subject: Discuss and consider adoption of Resolution R01-2025-439 declaring certain property used to fight fires as surplus to the City's needs, authorizing its donation pursuant to Article 3, Section 52i of the Texas Constitution and providing an effective date.	

Background:

Crowley Fire Department is requesting permission to surplus expired bunker gear. According to Texas state guidelines, bunker gear is not eligible for sale at auction; however, it can be donated through the Texas A&M Forest Service Helping Hands Program. This program provides donations of surplus fire equipment to other fire departments and emergency services organizations in need, particularly in rural or under served communities. The bunker gear is in good condition and can be utilized by a volunteer fire department as they are not certified and subject to the same regulations.

Recommendation:

Staff recommends approval of Resolution 01-2025-439

Financial Information:

None

Attachments:

1. A&M Helping Hands page 1
2. Resolution R01-2025-439 FD bunker gear surplus
3. Bunker Gear & Wildland Gear



Helping Hands Program Donation Form

Donor: Crowley Fire Department Manager/Chief: Pleasant Brooks
Address: 201 E. Main Contact Person: Chief Brooks
Crowley, Texas 76036 Telephone: 817-297-1638
Email: pbrooks@ci.crowley.tx.us

I do not wish to designate a recipient. ☐

I wish to designate a recipient. ☒

Item/Description	Quantity	Estimated Value	Designated Recipient* (And Quantity to Receive)
Bunker Coats	15		Cresson Fire Department (all)
Helmets	11		Cresson Fire Department (all)
Bunker Pants	13		Cresson Fire Department (all)
Hoods	23		Cresson Fire Department (all)
Gloves	39		Cresson Fire Department (all)
TecGen Pants	11		Cresson Fire Department (all)
TecGen Coats	10		Cresson Fire Department (all)

**The specified recipient must claim their donation within three (3) calendar months of Helping Hands receiving the donation. If the designated recipient does not claim the donation within three (3) calendar months, the donation shall be forfeited and assigned to the first available recipient per the standard placement process.*

I would like this donation to be: Public ☐ Private ☐

Donor Signature: _____

Date: _____

Texas A&M Forest Service Signature: _____

Date: _____

Submit via Mail or Fax:

Texas A&M Forest Service
Capacity Building Department
481 Texas Forest Service Loop
Building A456
Lufkin, TX 75904
Fax: (936) 639-8183

For More Information:

Call: (936) 639-8100
Email: helpinghands@tfs.tamu.edu

RESOLUTION NO. R01-2025-439

RESOLUTION OF THE CITY OF CROWLEY, TEXAS, DECLARING CERTAIN PROPERTY USED TO FIGHT FIRES AS SURPLUS TO THE CITY'S NEEDS; AUTHORIZING ITS DONATION PURSUANT TO ARTICLE 3, SECTION 52I OF THE TEXAS CONSTITUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Crowley has accumulated numerous items of surplus, as listed on Exhibit A.

WHEREAS, the City of Crowley wishes to sell surplus items of value, and dispose of surplus items of no value to the city.

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

The described property listed in Exhibit A, is hereby declared surplus to the needs of the city. Pursuant to Article 3, Section 52i of the Texas Constitution, staff is instructed to donate surplus equipment, supplies, or other materials used in fighting fires to the Texas Forest Service and to dispose of surplus items of no value.

PRESENTED AND PASS ON THIS THE 16th DAY OF JANUARY, 2025, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CROWLEY, TEXAS.

CITY OF CROWLEY, TEXAS

Billy P. Davis, Mayor

ATTEST:

Carol Konhauser, City Secretary

EXHIBIT A

Donation of Gear				
	Type	Brand	Serial Number	Manufacture Date
1	Pants	TG	2015938	11/14
2	Coat	TG	2016473	3/12/14
3	Coat	TG	2016423	1/8/14
4	Pants	TG	2015958	11/7/13
5	Coat	TG	2016423	2/1/14
6	Coat	TG	2016473	3/12/14
7	Coat	TG	2016493	2/2/14
8	Coat	TG	2016473	3/12/14
9	Coat	TG	2016473	9/14
10	Pants	TG	2015958	NO DATE
11	Coat		2016473	2/14
12	Coat	TG	171224	2/3/14
13	Pants		2015958	11/7/13
14	Pants	TG	2015958	1/9/14
15	Pants	TG	2015958	1/7/14
16	Pants	TG	2015309	2/3/14
17	Coat	TG	2016473	1/7/14
18	Pants	TG	2015309	2/3/14
19	Pants	TG	2015506	7/14
20	Pants	TG	2015998	4/14
21	Pants	TG	2015958	2/1/14
22	Pants	HW	1301008413	2/26/13
23	Pants	HW	1302008035	3/13/13
24	Pants	HW	1302008040	3/13/13
25	Pants	HW	1301008411	2/26/13
26	Helmet	Bull	29981	2/4/13
27	Helmet	Carnes	RT21Y	2/15/99
28	Helmet	PC	?	?
29	Helmet	PC	0221	2/5/01
30	Helmet	Carnes	015412	11/01
31	Coat	HW	1301008404	02/28/2013
32	Coat	HW	1302008032	03/14/13
33	Coat	HW	1301008406	02/28/13
34	Coat	HW	7000600819	5/11
35	Helmet	Carnes	101FSR	8/28/01
36	Helmet	PC	LMH0000078334	7/23/14
37	Helmet	Carnes	13411	8/01
38	Helmet	Bull	130199	3/20/14
39	Helmet	Bull	29781	2/4/2013
40	Helmet	PC	LMH0000026506	6/23/2010
41	Pants	HW	1301008410	2/26/2013
42	Pants	HW	1302005034	3/13/2013
43	Pants	HW	1302008036	3/14/2013

EXHIBIT A

44	Pants	HW	1301008409	2/26/2013
45	Pants	HW	1302008038	3/13/2013
46	Pants	HW	1302008039	3/13/13
47	Pants	HW	1302008037	3/13/13
48	Pants	HW	1301008415	2/26/13
49	Pants	HW	13010008414	2/26/13
50	Coat	HW	1302008030	3/14/13
51	Coat	HW	1302008028	3/14/13
52	Coat	HW	1301008407	2/28/13
53	Coat	HW	1209005707	10/25/12
54	Coat	HW	1302008027	3/14/13
55	Coat	HW	1302008029	3/14/13
56	Coat	HW	1301008408	2/28/13
57	Coat	HW	1302008033	3/13/13
58	Coat	HW	1301008403	2/28/13
59	Coat	HW	1301008304	2/28/13
60	Coat	HW	1302008031	3/14/13
61	Boots	Cosmas	8442	02/2012
62	Boots	Cosmas	8442	02/2012
63	Boots	Cosmas	132207131315	07/2013
64	Boots	Thorogood	804-6369	09/2019
65	Boots	Lion	N/A / Size: 14-XW	N/A
66	Boots	Thorogood	804-6369	12/09
67	Boots	Cosmas	N/A	N/A
68	Boots	Lacrosse	6551	03/2002



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

Presenter: Carol Konhauser	Meeting Date: January 16, 2025
Department: City Secretary	Agenda Item: VI.10.
Subject: Discuss and consider approving a Special Event Permit for a Texas Karate League Eagle Championship to be held on February 21-22, 2025, at the Recreation Center.	

Background:

Mr David Kestenbaum from Lone Star Institute of Taekwondo has submitted a special event application to hold a karate league championship event. Mr Kestenbaum has completed all necessary league paperwork with the Recreation Center.

Recommendation:

Staff recommends approval

Financial Information:

None

Attachments:

1. Special Events Application - Karate League
2. Insurance Certificate



Special Events Permit Application

City Secretary's Office
201 E Main Street
Crowley TX 76036
(817) 297-2201 ext 4000

Permit applications shall be filed with the city secretary or designee for consideration on a first come first serve basis not less than 21 days or more than 365 days before the date of the proposed use or activity. In the event of a street closure, applications must be submitted not less than 45 days in advance. Due to the state department of transportation requirements, closure of any state highway for more than six (6) hours will require 90 days' advance notice to the city. The application will either be approved, approved with conditions, denied, or more information will be requested within five business days of submission to the city secretary. Due to the nature of some events, additional information may be requested. A deposit will be required for certain types of events. The deposits shall be set forth in the city fee schedule listed as Appendix A to the City of Crowley Code of Ordinances.

All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, Environmental, and all necessary permit fees including: Beer and Wine, Tent, Fireworks, Carnival, Sign, etc. Applicants are responsible for returning City facilities and parks their original condition. Daily fees will be assessed until all event equipment is removed from City premises. Full payment is due upon receipt of final invoice.

Section 1 – Applicant Information				
Name of Applicant (must be on site during the event) <i>David Kestenbaum</i>			Today's Date <i>1-6-25</i>	
Address <i>1541 S. Bowen Rd.</i>		City <i>Arlington</i>	State <i>TX</i>	Zip <i>76013</i>
Phone Number <i>682.554.8531</i>		Cell Phone Number <i>682.554.8531</i>		
Email <i>Master K @ 1sitkd.com</i>				
Section 2 – Sponsoring Organization Information				
Corporation/Organization Name of D.B.A. <i>Lone Star Institute of Taekwondo</i>		Type of Organization ☒ For Profit ☐ Non-Profit ☐ Other:		
Name of Contact <i>David Kestenbaum</i>		Email: <i>Master K @ 1sitkd.com</i>		
Address <i>1541 S. Bowen Rd.</i>		City <i>Arlington</i>	State <i>TX</i>	Zip <i>76013</i>
Phone Number <i>682.554.8531</i>		Cell Phone Number <i>682.554.8531</i>		
Section 2 – Event Information				
Name of Event <i>Texas Karate League - Eagle Championships</i>			Anticipated Daily Attendance <i>~ 400</i>	
Location of Event/physical address <i>Crowley Recreation Center 405 S. Oak St.</i>				
Property Owner		Owner Phone <i>✓</i>		
Owner Email:		Has the property owner given authorization to use property? ☐ Yes ☐ No		
Detailed Description of Event <i>A DFW based sport Karate event. Participants will compete in Forms + Point-Sparring events.</i>				
	Date	Time	Day of Week	
Setup	<i>2/21/25</i>	<i>~ 7pm - 9pm</i>	☐ M ☐ T ☐ W ☐ Th ☒ F ☒ Sat ☐ Sun	
Event Start	<i>2/22/25</i>	<i>8 AM</i>	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Event End	<i>2/22/25</i>	<i>4 pm</i>	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Teardown	<i>2/22/25</i>	<i>4pm</i>	☐ M ☐ T ☐ W ☐ Th ☐ F ☒ Sat ☐ Sun	
Additional Information:				

Section 3 – Event Features

Will there be an admission charge?	☒ Yes	☐ No	If yes, list all price categories below. # 50 competitor ; \$5 spectator
Will there be entertainment? <i>A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.</i>	☐ Yes	☒ No	If yes, please attach a complete list of entertainment.
Will sound amplification be used at the event? Sound amplification:	☒ Yes	☐ No	If yes, explain below We use a Bose tower speaker w/ a mic.
Will merchandise and/or food items be sold?	☐ Yes	☐ No	If yes, please attach a complete list of vendors. <i>Booths will need to be inspected and have proper food handling permits</i>
Have you hired a licensed professional emergency medical service provider to manage your event's medical plan? If yes please list below. (Fee may be charged for Emergency Service personnel)			
		☐ Yes	☐ No
Medical Service Provider			Phone
Will the event include any of the following? (Indicate on site plan and/or vendor list)			
Tents or Canopies <i>Tents require temporary use permits issued by the city upon Fire Department review (additional fees may be applicable). Temporary tents must adhere to the International Fire Code</i>	☐ Yes	☒ No	Complete Tent Worksheet and attach with site plan
Inflatables <i>If inflatable exceeds 400 sq ft, additional permit is required</i>	☐ Yes	☒ No	Total Sq Ft:
Company	Contact name and phone		
Fireworks/Pyrotechnics <i>Fireworks/Pyrotechnics require permits from the City Fire Department (additional fees may be applicable)</i>	☐ Yes	☒ No	
Temporary Fencing <i>Temporary fencing requires temporary use permits issued by the city (additional fees may be applicable).</i>	☐ Yes	☒ No	Provide accurate dimensions of fenced area on site plan.
Temporary restrooms or refuse collection provided? (All trash and debris must be removed)	☐ Yes	☒ No	
Company	Contact name and phone		
Carnival/Amusement Rides <i>A separate Special Use Permit may be required. (additional fees may be applicable)</i>	☐ Yes	☒ No	
Company	Contact name and phone		
Signs / Banners <i>A separate Sign Permit may be required. (additional fees may be applicable)</i>	☐ Yes	☒ No	
Company	Contact name and phone		
Will animals be used in conjunction with event?	☐ Yes	☒ No	If yes, describe below.
Description:			
Is this a run, walk or parade? If yes, attach a map identifying assembly location and route on site plan. (Fee may be charged for Public Service Personnel)	☐ Yes	☒ No	Must be submitted 21-days prior to event.

Section 4 – Roadways and Sidewalks

Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map. (Fee may be charged for Public Service personnel)			
City Streets	☐ Yes	☒ No	City Sidewalks
			☐ Yes ☒ No
City Right-of-Ways	☐ Yes	☒ No	Public Parking Lots
			☐ Yes ☒ No

Section 5 – Use of City Utilities (Fee may be charged for the use of City Utilities)

Will any City electric hookups be used?	Yes	☒ No	Electric Location including amperage
Will any City water hookups be used?	Yes	☒ No	Water Location(s)
Will waste water/gray water be generated?	Yes	☒ No	If so, how will it be disposed?

Section 6 – Alcohol

Will there be alcohol at the event?

☐ Yes ☒ No

At no time will alcohol be distributed or consumed in City Parks and/or streets to include Park Pavilions. All activities involving alcohol will require the presence of an off-duty City police officer. The applicant will be required to pay for an officer to be present for a minimum of 3 hours or the full amount of time that alcohol is served. Consumption of alcohol without the presence of an officer or a violation of the provision of the City Ordinances will result in forfeiture of the rental deposit.

The Texas Alcoholic Beverage Commission (TABC) requires specific and specialized permits for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. **It is your responsibility** to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold a Special Event does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at a Special Event does not guarantee permission of the City.

Will alcohol be provided free of charge?

☐ Yes ☒ No

To be considered "free," there cannot be an expectation of receiving money. You cannot charge for admission, ask for donations or accept tips. Doing so would constitute a sale of alcohol and would require a Texas Alcohol Beverage Commission and City Permit.

Will you be charging an entrance or registration fee?

☒ Yes ☐ No

Will the alcohol be sold?

☐ Yes ☒ No

If you answered Yes, a Texas Alcohol Beverage Commission and City Permit will be required.

TABC License # _____ Expiration _____

Section 11 – Insurance Requirements

The City of Crowley has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Crowley a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the City of Crowley as an "Additional Insured" on all policies, and shall reflect this on a Certificate of Liability Insurance. A pplicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant's insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Crowley as "Additional Insured." Additional coverage may be required depending upon the nature and scope of the event. The City of Crowley reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Crowley as "Additional Insured."
2. General Liability Including:
 - Bodily injury
 - Property damage
 - Medical Expense
 - Personal Injury

Organized League Play

Any organization or group who is renting an athletic field for the purpose of organized league play must provide the following documents:

1. Certificate of Liability Insurance. The city and the group or organization must be co-insured by the policy. The policy must include a minimum of \$500,000.00 per incident, with not less than \$1,000,000.00 aggregate with the same remaining in effect for the term of this agreement. Failure to maintain such insurance shall be cause for immediate cancellation of event/reservation;
2. Health permit (if renting concession stand);
3. Player insurance;
4. State Charter;
5. Bylaws;
6. Schedule; and
7. Emergency contact information.

Section 12 – Compliance with Laws and City Ordinances

1. The applicant will clean the grounds, remove equipment, and restore the permitted site after the event.
2. The applicant is responsible for providing parking assistance if required.
3. Adequate policing for crowd control must be provided by applicant. Off duty officers are available by calling 817-297-2276.
4. The applicant will not nail, staple, or otherwise attach any event-connected signs to any guard post, sign post, utility pole or tree.
5. Admission to the event will not be limited to membership nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for Special Event Application citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification.
6. If necessary, the applicant will furnish a map showing the area where the special event is to be conducted.

Section 13 – Acknowledgement and Signature

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

I hereby certify that I have received the property owners consent to utilize above location for the period of time and purpose stated.

I further understand that any deviation from this Application could result in the City closing down or canceling the Event. I understand that a Special Event Permit must be approved by the City of Crowley prior to the occurrence of this Event. The issuance of that permit is contingent upon the compliance with the Special Event Application and acceptance of all listed stipulations or conditions of the Special Event Permit.

Signature:



Date:

1-6-25

Section 13 – Acknowledgement and Signature

Included	N/A	
☐	☐	Certificate of Liability Insurance
☐	☐	Detailed Site Plan
☐	☐	Route Map
☐	☐	Amusement Ride Certification of Inspection
☐	☐	Tent Permit Application

Public Works

☐ Approved ☐ Denied Initials

Remarks

Fire Department

☐ Approved ☐ Denied Initials

Remarks

Police Department

☐ Approved ☐ Denied Initials

Remarks

Recreation Center

☐ Approved ☐ Denied Initials

Remarks

City Council

☐ Approved ☐ Denied Initials

Remarks



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Graham Insurance Group, Inc
2914 SE LOOP 820
FT WORTH, TX 76140-1019

CONTACT
NAME:PHONE
(A/C, No, Ext): (817) 293-0388FAX
(A/C, No):E-MAIL
ADDRESS: greg@graham-insurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Great American Insurance Company

16691

INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND
ITS PARTICIPATING MEMBERS:

DRK Performance Athletics, LLC
1541 S BOWEN RD
PANTEGO, TX 76013-3335

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER: GAP125843

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE		ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY					PAC 4725036	04/19/2024 12:00 AM	04/19/2025 12:01 AM	EACH OCCURRENCE	\$1,000,000
	☒	COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	☐	CLAIMS-MADE	☒	OCCUR	MED EXP (Any one person)				\$0	
	☒	HOST LIQUOR LIABILITY INCLUDED							PERSONAL & ADV INJURY	\$1,000,000
	☒	INCLUDES ATHLETIC PARTICIPANTS							GENERAL AGGREGATE	\$4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:								PRODUCTS - COMP/OP AGG	\$4,000,000
	☒	POLICY	☐	PRO-JECT	☐				LOC	
	AUTOMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident)	
	☐	ANY AUTO							BODILY INJURY (Per person)	
	☐	ALL OWNED AUTOS	☐	SCHEDULED AUTOS	BODILY INJURY (Per accident)					
	☐	HIRED AUTO	☐	NON-OWNED AUTOS	PROPERTY DAMAGE (Per accident)					
	☐									
	☐									
	☐	UMBRELLA LIAB		☐	OCCUR				EACH OCCURRENCE	
	☐	EXCESS LIAB		☐	CLAIMS-MADE				AGGREGATE	
	☐	DED	☐	RETENTION \$						
A	Professional Liability					PAC 4725036	04/19/2024 12:00 AM	04/19/2025 12:01 AM	EACH OCCURRENCE	\$1,000,000
									AGGREGATE LIMIT	\$1,000,000
A	Abuse and Molestation					PAC 4725036	04/19/2024 12:00 AM	04/19/2025 12:01 AM	EACH OCCURRENCE	\$100,000
									GENERAL AGGREGATE	\$300,000
A	Accident/Medical Coverage					BSR-F163164-00	04/19/2024 12:00 AM	04/19/2025 12:01 AM	AD&D AGGREGATE	\$500,000
									AD&D	\$100,000
									MAXIMUM MEDICAL DEDUCTIBLE	\$100,000
										\$250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Covered Activities: Martial Arts Studio - Tae Kwon Do

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

CERTIFICATE HOLDER

Proof of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Graham Insurance Group, Inc



ADDITIONAL INTEREST SCHEDULE

DATE (MM/DD/YYYY)
04/24/2024

AGENCY		CARRIER Great American Insurance Company	NAIC CODE 16691
POLICY NUMBER GAP125843/PAC 4725036	EFFECTIVE DATE 04/19/2024 12:00 AM	NAMED INSURED(S) DRK Performance Athletics, LLC	

ADDITIONAL INTEREST (Not all fields apply to all scenarios – provide only the necessary data)

INTEREST ☒ ADDITIONAL INSURED ☐ BEACH OF WARRANTY ☐ CO-OWNER ☐ EMPLOYEE AS LESSOR ☐ LEASEBACK OWNER ☐ LIENHOLDER	☐ LOSS PAYEE ☐ MORTGAGEE ☐ OWNER ☐ REGISTRANT ☐ TRUSTEE	NAME AND ADDRESS RANK: City of Arlington 218 E. Abram Arlington, TX 76010 REFERENCE / LOAN #: LIEN AMOUNT:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER LOCATION: VEHICLE: AIRPORT: ITEM CLASS: ITEM DESCRIPTION BUILDING: BOAT: AIRCRAFT: ITEM:
REASON FOR INTEREST:			E-MAIL ADDRESS:				
INTEREST ☒ ADDITIONAL INSURED ☐ BEACH OF WARRANTY ☐ CO-OWNER ☐ EMPLOYEE AS LESSOR ☐ LEASEBACK OWNER ☐ LIENHOLDER	☐ LOSS PAYEE ☐ MORTGAGEE ☐ OWNER ☐ REGISTRANT ☐ TRUSTEE	NAME AND ADDRESS RANK: Dottie Lynn Recreation Center 3200 Norwood Ln. Arlington, TX 76013 REFERENCE / LOAN #: LIEN AMOUNT:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER LOCATION: VEHICLE: AIRPORT: ITEM CLASS: ITEM DESCRIPTION BUILDING: BOAT: AIRCRAFT: ITEM:
REASON FOR INTEREST:			E-MAIL ADDRESS:				
INTEREST ☒ ADDITIONAL INSURED ☐ BEACH OF WARRANTY ☐ CO-OWNER ☐ EMPLOYEE AS LESSOR ☐ LEASEBACK OWNER ☐ LIENHOLDER	☐ LOSS PAYEE ☐ MORTGAGEE ☐ OWNER ☐ REGISTRANT ☐ TRUSTEE	NAME AND ADDRESS RANK: CLIFF NELSON RECREATION CENTER 4608 W. BARDIN RD. ARLINGTON, TX 76017 REFERENCE / LOAN #: LIEN AMOUNT:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER LOCATION: VEHICLE: AIRPORT: ITEM CLASS: ITEM DESCRIPTION BUILDING: BOAT: AIRCRAFT: ITEM:
REASON FOR INTEREST:			E-MAIL ADDRESS:				
INTEREST ☒ ADDITIONAL INSURED ☐ BEACH OF WARRANTY ☐ CO-OWNER ☐ EMPLOYEE AS LESSOR ☐ LEASEBACK OWNER ☐ LIENHOLDER	☐ LOSS PAYEE ☐ MORTGAGEE ☐ OWNER ☐ REGISTRANT ☐ TRUSTEE	NAME AND ADDRESS RANK: THE MONTESSORI ACADEMY OF ARLINGTON 3248 W. ARKANSAS LN ARLINGTON, TX 76016 REFERENCE / LOAN #: LIEN AMOUNT:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER LOCATION: VEHICLE: AIRPORT: ITEM CLASS: ITEM DESCRIPTION BUILDING: BOAT: AIRCRAFT: ITEM:
REASON FOR INTEREST:			E-MAIL ADDRESS:				
INTEREST ☒ ADDITIONAL INSURED ☐ BEACH OF WARRANTY ☐ CO-OWNER ☐ EMPLOYEE AS LESSOR ☐ LEASEBACK OWNER ☐ LIENHOLDER	☐ LOSS PAYEE ☐ MORTGAGEE ☐ OWNER ☐ REGISTRANT ☐ TRUSTEE	NAME AND ADDRESS RANK: TRINITY VALLEY SCHOOL "TVS" 7500 DUTCH BRANCH RD. FORT WORTH, TX 76132 REFERENCE / LOAN #: LIEN AMOUNT:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER LOCATION: VEHICLE: AIRPORT: ITEM CLASS: ITEM DESCRIPTION BUILDING: BOAT: AIRCRAFT: ITEM:
REASON FOR INTEREST:			E-MAIL ADDRESS:				

The above are added as additional insured but only with respect to liability arising out of operations of the named insured during the policy period.



City of Crowley, Texas City Council Agenda Report

Presenter: Kit Long	Meeting Date: January 16, 2025
Department: City Secretary	Agenda Item: VI.11.
Subject: Discuss and consider 2024-25 CCPD Budget amendment #1 for the purchase of a Mentalix Live Scan Machine (fingerprint scanner) for an estimated amount of \$16,864.95.	

Background:

The Mentalix Live Scan Machine electronically submits fingerprints to State and Federal databases. Each inmate brought into our custody submits their fingerprints as part of the intake process. Unfortunately, the Department was notified in November that the firewire scanner used in our Mentalix system is at the end of its life and will no longer receive manufacturer security updates. At this time, Mentalix is offering an updated discount of \$4,980 through January 31st, 2025. As this is a significant overhaul of the system, it is also recommended that the PC be replaced due to its age (10 years).

We are also requesting an additional software package be added to the current system. The Mentalix Mug-Shot add-on will allow us to take and submit inmate mug-shots with their fingerprints. This add-on will allow the Department to submit fingerprints for police applicants and for those individuals who need unescorted access within the police department building. The Department would no longer need to utilize a third-party vendor for electronic fingerprints.

Recommendation:

Staff requests Board consideration and approval of CCPD 2024-25 Budget amendment #1.

Financial Information:

The cost of the Mentalix Live Fingerprint Scanner is \$16,865. After this purchase, the surplus of revenues over expenditures will be \$213,960.

Attachments:

1. Capital Request Form - Mentalix
2. Mentalix Quote
3. CCPD 2024-25 Budget

**CITY OF CROWLEY
CAPITAL REQUEST FORM
(ITEMS OVER \$5,000)
BUDGET YEAR 2024-25**

DEPARTMENT:	CCPC
DESCRIPTION:	Mentalix Firewire Scanner (Fingerprint Scanner)
PRIORITY:	High

Service Goals	Select (Yes/No)
Improved Productivity	Yes
Net Cost Reduction	
Improved Customer Service	
Increased Staffing to Support Increased Volume	No

SERVICE GOALS SUPPORT:

The Mentalix Live Scan Machine electronically submits fingerprints to State and Federal databases. Each inmate brought into our custody submits their fingerprints as part of the intake process. Unfortunately, the Department was notified in November that the firewire scanner used in our Mentalix system is at the end of its life and will no longer receive manufacturer security updates. At this time, Mentalix is offering an updated discount of \$4,980 through January 31st, 2025.

•As this is a significant overhaul of the system, it is also recommended that the PC be replaced due to its age (10 years).

•We are also requesting an additional software package be added to the current system. The Mentalix Mug-Shot add-on will allow us to take and submit inmate mug-shots with their fingerprints. This add-on will allow the Department to submit fingerprints for police applicants and for those individuals who need unescorted access within the police department building. The Department would no longer need to utilize a third-party vendor for electronic fingerprints.

FINANCIAL IMPACT ON CURRENT YEAR BUDGET:				
ACCOUNT NUMBER	DESCRIPTION	QUANTITY	UNIT COST	COST
	Fed Submit L Scan 500P Live Scanner	1	11,620	11,620.00
	Fed-Submit Mug-Shot Pack (add-on)	1	4,100	4,100.00
	Computer and UPS	1	1,144.95	1,144.95
				-
				-
				-
				-
				-
				-
				-
TOTAL COST				\$ 16,864.95

FINANCIAL IMPACT ON FUTURE BUDGETS:				
ACCOUNT NUMBER	DESCRIPTION	QUANTITY	UNIT COST	COST
	Annual Maintenance	1		470.00
				-
				-
				-
TOTAL COST				\$ 470.00



Mentalix, Inc.

QUOTATION

Date: 04-Dec-24

1255 W 15th St, Ste 200, Plano, Texas 75075
Phone: 1-800-MENTALX

Ship To: Crowley Police Department
617 Bus. FM 1187 West
Crowley, TX 76036

Attention: Accounts Payable
Phone 817-297-5140 Ext.
Fax 817-297-1296

Bill To: Crowley Police Department
617 Bus. FM 1187 West
Crowley, TX 76036

Attention: Accounts Payable

Quote ID	Customer ID	Salesperson	Quote Date	Quote Expires	Pay. Method	Ship Via
13075	CROW760	T. Morgan, Ext. 142	04-Dec-24	03-Jan-25	Net 30	Best Way

Product ID	Product Name	Quantity	Unit Price	Discount	Extended Price
A-FS-INST	Fed Submit Installation Services	1	\$500.00	0%	\$500.00
M-FS-MUGSHOTPK	Fed Submit Mug Shot Pack (Add-On) Annual Maintenance	1	\$470.00	0%	\$470.00
T-FS-MUGSHOTPK	Fed Submit Mug Shot Pack (Add-On)	1	\$2,750.00	0%	\$2,750.00
T-LS-CAB-CAM	Camera Mount for Ruggedized Cabinet	1	\$330.00	0%	\$330.00

This quote includes our Mug Shot Pack add-on with a camera, camera mount, and Fed Submit mug shot software.

This Pack will allow your agency to electronically capture and submit mugshot photos, law enforcement applicants, and sex offender registrations. You will also be able to use our facial recognition for release verification.

The first year of annual maintenance has been added. Remote assisted Installation and training has been included.

Subtotal:	\$4,050.00
Freight:	\$50.00
Total:	\$4,100.00

Quotation Approved By:

Date:



1255 W 15th St, Suite 200, Plano, Texas 75075
Tel 972-423-9377 Fax 972-423-1145
info@mentalix.com
<http://www.mentalix.com>

November 18, 2024

Dear Mentalix Customer:

The firewire scanner used in your Mentalix live scan system is End of Life (EOL). Firewire scanners are no longer in production and are not receiving important manufacturer security updates going forward. As part of our ongoing efforts to provide you with the latest technology, we are offering a limited-time promotion for a new USB scanner. The new scanner is designed to meet current and future technological standards to ensure a long-life cycle.

We understand this is a significant cost and are offering a promotional pricing valid until January 31st, 2025. Please see the quote in the following pages. The quote includes remote assisted installation. The purchase of this scanner does not affect your current or future annual maintenance renewal pricing or current annual maintenance expiration dates.

Please contact me if you have any questions.

Best Regards,

Tyler Morgan

Tyler Morgan
Sales Representative
(972) 423-9377 Ext. 142
TMorgan@mentalix.com

Valid Until: January 31, 2025

Product Descriptions for Package 1

Fed Submit L SCAN 500P Live Scanner

T-FS-LSCAN-500P

- Ten-print & palm print capture support
- Easy to use, yet rugged enough for a law enforcement environment
- 500 ppi FBI certification
- 12.0 x 12.1 x 5.2 inches, 14.9 pounds
- Accepts both flats & rolls, as well as upper palm, lower palm, & side/writers palm
- AutoCapture feature automatically captures prints without requiring the user to press buttons
- One-year warranty included
- Requires Fed Submit and Live Scan (Add-On) software



No Maintenance Credit

This is a credit for the annual maintenance price for the scanner. Your current maintenance contract will be unchanged by the purchase of this scanner.

Promotional Upgrade Discount

This discount is for current customers with end-of-life firewire scanners. This promotion is valid until January 31, 2025.

Valid Until: January 31, 2025

SUBTOTALS			
Products	Price	Qty	Total per Product
The package includes a Mentalix LSCAN 500 Palm Capture Live Scan. This is an updated scanner that uses a USB connection. Remote assisted installation is included at no additional cost.			
Fed Submit L SCAN 500P Live Scanner	\$16,500.00	1	\$16,500.00
No Maintenance Credit	(\$2,480.00)	1	(\$2,480.00)
Promotional Upgrade Discount	(\$2,500.00)	1	(\$2,500.00)
Shipping			\$100.00
Package 1 Total			\$11,620.00

Confidential - Prepared exclusively for

Valid Until: January 31, 2025

1. This is a proposal only and confers no rights or obligations on either party. Rights to the usage of certain of Mentalix's products by will be accomplished by the issuance of a Purchase Order by , which will reference this proposal and would be subject to the terms and conditions contained herein.
2. All pricing information contained herein is confidential and only to be used by . Pricing is not for disclosure to outside parties without prior permission from Mentalix, Inc.
3. This proposal is valid until Friday, January 31, 2025, unless extended in writing by Mentalix.
4. Pricing for Mentalix products is attached herein.
5. All products and derivative works developed by Mentalix in connection with this proposal will remain the exclusive property of Mentalix. acknowledges receipt and acceptance of terms of the Mentalix Fed Submit End User License Agreement.
6. After Friday, January 31, 2025, prices are subject to change without notice.
7. Annual Maintenance includes one year of phone/e-mail/remote support (weekdays 8am-5pm Central Time Zone, excluding holidays) for Fed Submit software only, plus Fed Submit maintenance releases for the duration of the agreement. Mentalix can perform remote technical support – under the customer's initiation and control – for problem resolution and/or periodic maintenance procedures. Requires that customer has PC Anywhere V12.5 Host or installed LogMeIn client. Maintenance releases (designated by the minor identifier to the right of the version number decimal point) consist of problem corrections and updates.
8. Live Scan hardware maintenance covers depot repair/replacement of equipment for any problems that arise during normal, wear-and-tear use of equipment.
9. Fed Submit hardware products are only sold for use with Fed Submit software.
10. At this time, Mentalix does not sell hardware outside of North America.
11. All products are sold on a per-seat basis.
12. All prices listed are in U.S. Dollars. Prices are FOB Plano, Texas, and do not include any taxes which might be applicable.
13. Shipping costs are priced separately and are based on destination, quantity and equipment.



The Professional's Source

Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003
212-239-7503

Fax: 800-858-5517
212-239-7759

Email: Education: emailbids@bhphoto.com Fed Gov: federsales@bhphoto.com
Corporate: corporatesales@bhphoto.com State and Local: biddept@bhphoto.com

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID: 13-2768071

Prices Are Valid Until: 01/08/25

Quote No.: 1114574065

Reference No.: BUYBOARD73924

Sold To: Jessica Lopez
City Of Crowley
201 E Main St
Attn: Accounts Payable
CROWLEY, TX 76036

Bill Phone: (817)297-2201

Date		Customer Code	Terms	Salesperson	Ship Via	
12/09/24		A6990855	N/A	WB	FDX GROUND	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount	
1	1	APC BACK UPS PRO BR 1350VA SNWV/2 USB PRTS/REG In Stock - while supplies last.	APBR1350MS (BR1350MS)	204.13	204.13	
2	1	MICROSOFT WINDOWS 11 PRO PACK 1/64-BIT OEM DVD/REG In Stock - while supplies last.	MIFQC10529 (FQC-10529)	145.45	145.45	
3	1	SEASONIC FOCUS PLUS 750W 80+ GOLD FDB FAN PS/REG Special Order. 2-4 Weeks	SESSR750FX (SSR-750FX)	111.00	111.00	
4	1	CRUCIAL T500 2TB NVME M.2 GAMING SSD w/HTSINK/REG Instant Savings 20.00 \$20.00 Instant Savings Exp. 12/14/24 This item currently has a price of \$164.99 while supplies last. In Stock - while supplies last.	CR2000T500D5 (CT2000T500SSD5)	164.17	164.17	
5	1	CRUCIAL 32GB 2 RAM KIT 2X16 DDR5 5200 UDIMM DM/REG	CR2K16G52C42 (CT2K16G52C42U5)	103.47	103.47	
Continued on Next Page ...						



The Professional's Source

Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003
212-239-7503

Fax: 800-858-5517
212-239-7759

Email: Education: emailbids@bhphoto.com
Corporate: corporatesales@bhphoto.com
Fed Gov: federalsales@bhphoto.com
State and Local: biddept@bhphoto.com

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 13-2758071

Quote No.: 1114574065

Date	Customer Code	Terms	Salesperson	Ship Via	
	A6990835	N/A	Slsm	FDX GROUND	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
		In Stock - while supplies last.			
6	1	INTEL CORE I7-12700 DSKTP PRCSR-25M/4.90 GHZ/REG	INCI712700 (BX8071512700)	277.61	277.61
		In Stock - while supplies last.			
7	1	ASUS PRO B760M-CT-CSM MOTHERBOARD/REG	ASPB760MCC (PRO B760M-CT-CSM)	139.12	139.12
		In Stock - while supplies last.			
PLEASE NOTE: -----					
**** Please reference your quote number on all PO's ****					
**** ALL PRICES ARE LISTED IN USD ****					
Payment Type -			- Amount		
N/A			Sub-Total: 1,144.95		
			Shipping: Free STND		
			Total: 1,144.95		

Crime Control & Prevention District Budget 2024-25 (amended 1/16/2025)		
Revenue:		
Sales Tax Revenue	\$	1,489,823
Interest Income		10,000
Total Income		\$ 1,499,823
Expenses:		
Bond Payments		
2024 Bond Principal & Interest	\$	198,125
Principal	\$	140,000
Interest		1,533
		\$ 339,658
Recurring Costs:		
Full Time Salaries	\$	315,542
Overtime		8,000
Fica		18,632
Medicare		4,357
TMRS		36,753
Insurance		37,017
Total Personnel Costs		\$ 420,301
Service Contracts		
Motorola Solutions Software		27,109
Fort Worth SUA		7,483
Johnson County Broadband contract		29,153
Axon Five Year maintenance/license contract		37,000
VistaCom Voice Logger maintenance contract		21,684
Spectrum Internet		18,500
Mentalix (fingerprint machine)		5,050
Personnel Background Investigations Services		4,000
TPCA Best Practices		1,440
Flock Safety		15,500
LEFTA (SHIELD)		6,038
Vector		2,223
Total Service Contracts		175,180
Materials and Supplies		
CCPC Admin Materials		2,500
Recruiting/Selection Process Exams		6,650
ID cards		1,000
Uniforms, Equipment		500
Total Materials & Supplies		10,650
Mobile Phones		600
Dues and Memberships		600
Training and Travel		5,300
Ammunition (for Training)		20,184
City Event OverTime (includes COF)		35,190
Office of Community Outreach Programs		17,748
Total Other		79,622
Subtotal Programs & Recurring Costs		\$ 685,752
Equipment and One Time Costs:		
CID Vehicles		121,567
Active Critical Incident Equipment		9,942
Patrol Rifle Replacement		60,081
Less Lethal replacement		25,780
911 Console Furniture		26,218
Mentalix Live Scan Fingerprint Scanner		16,865
Subtotal Equipment and One Time Purchases		\$ 260,453
Total Expenses		\$ 1,285,863
Revenues over (under) expenses \$ 213,960		
Detail of Programs:		
		2024-25
1	Citizens On Patrol Program	4,000
2	Youth Activity Center Programs	-
3	Crowley Area Teen Community Helpers/Adult Supervision	-
4	Citizens Police Academy	500
5	National Night Out	3,000
6	Crime Prevention Materials	1,500
7	Bicycle/Skateboard Safety Program	2,668
8	Bike/ATV Patrol	500
9	Alliance for Children	5,580
Total Programs		\$ 17,748

Crime Control and Prevention District
FY 2024-25 Budget
Budget Amendment #1

2024-25 Budget Revenue over Expenditures		\$	230,825
Expenditures:			
Mentalix Fingerprint Scanner			16,865
Total Expenditures		\$	16,865
Net Revenue over Expenditures		\$	213,960



City of Crowley, Texas City Council Agenda Report

Presenter: Carol Konhauser	Meeting Date: January 16, 2025
Department: City Secretary	Agenda Item: VII.1.
Subject: Discuss and consider appointing George Allen to the Economic Development Corporation Board of Directors, Place 6, for the remainder of the term ending September 30, 2026.	

Background:

Pursuant to Chapter 2, Article IV Boards and Commissions, Division 6 EDC Board, Section 2-136 Composition of Board of Directors and Terms, "at least three of the directors must not be employees or officers of the City or member of the City Council." Place 6 of the EDC Board of Directors became vacant upon the election of Ms Tina Pace to the City Council and must be filled by a person who is not an employee or officer of the City or City Council.

Recommendation:

Staff recommends the appointment of Mr George Allen to the EDC Board of Directors

Financial Information:

None

Attachments:

None