

**TULIA CITY COUNCIL
SPECIAL MEETING
NOVEMBER 25, 2024
AT 12:00 P.M.
TULIA CITY HALL, CITY COUNCIL CHAMBERS**

1. Call to Order and Quorum Call

_____ Dusty George, Mayor	_____ City Manager
_____ Israel ‘Bibo’ Ramirez	_____ City Secretary
_____ Jay Smith	_____ City Attorney
_____ Jed Owens	_____ Electric Director
_____ Greg Needham	_____ Public Works Director
	_____ Chief of Police

2. Presentations and Public Comment (Public Comments is limited to 3 minutes per speaker.)

3. Items for Discussion and Action

- a. PRESENTATION OF SECTION 3 GOALS AND REQUIREMENTS AS IT RELATES TO THE CITY’S TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT – DOWNTOWN REVITALIZATION PROGRAM PROJECT #CDM23-0446 FOR SIDEWALK IMPROVEMENTS TO INCLUDE INFORMATION ON EMPLOYMENT OPPORTUNITIES OF LOW AND VERY LOW-INCOME PERSONS AS WELL AS RESIDENTS RESIDING IN THE COMMUNITY.
- b. CONSIDERATION OF AWARD TO JAJ CONCRETE FOR THE CITY OF TULIA’S TXCDBG DOWNTOWN REVITALIZATION PROGRAM PROJECT #CDM23-0446 – SIDEWALK IMPROVEMENTSPRPC
- c. DISCUSS AND TAKE ACTION ON THE USE OF CARES ACT MONEY ON EVIDENCE ROOM INVENTORY AND AUDIT PROPOSAL
- d. DISCUSS AND TAKE ACTION ON THE USE OF CARES ACT MONEY FOR DISCRETIONARY RETENTION PAY
- e. EXECUTIVE SESSION PURSUANT TO SECTION 551.071 CONSULTATION WITH ATTORNEY REGARDING THE ELK CITY AGREEMENT
- f. CONSIDER AND TAKE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION

4. Adjournment

The City Council of the City of Tulia reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberation about Real Property), 551.073 (Deliberation about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development)

This agenda was posted on or before November 21, 2024 by 12:00 p.m.

**Evidence Room
Inventory & Audit
Proposal**

**For
Tulia Police Department
Tulia, Texas**



**Prepared By
John M. Vasquez
President**

**Submitted
November 20, 2024**

Statement of Confidentiality

The information in this Proposal is confidential and proprietary. In no event shall all or any portion of this Proposal be disclosed or disseminated without the expressed written permission of Mission:Control Consulting.

1. Situation and Appraisal

Police Chief Paul Brown identified the need to have an external audit and inventory conducted of the evidence room. Chief Brown stated that he became chief almost two years ago and the evidence room has been a project he wanted to get "cleaned up." However, other projects and staffing shortages prevented this project to get completed.

The project became a top priority when he was made aware that money may be missing from the evidence room. Chief Brown has since identified areas requiring a review to improve procedures for evidence room management.

Accuracy and industry standard procedures for evidence allows evidence to tell the story of the crime, not of the agency!

2. Objectives

Mission Control's objectives for this project include (depending on the Option selected later in Proposal):

- a. Account for all items stored in the Evidence Room and other authorized storage locations;
- b. Review current procedures;
- c. Compare procedures in practice to written procedures in SOP;
- d. Organize evidence room;
- e. Compare procedures to industry standards;
- f. Randomly select items and compare to written documentation
- g. Provide a comprehensive written report on findings of inventory and audit;
- h. Train assigned personnel
- i. Create a working evidence log;
- j. Resolve discrepancies, if any.

3. Value to the Organization

The value to the Tulia Police Department will include:

- a. An accurate accounting of items in the Property Room;
- b. An accurate evidence log;
- c. Ensure procedures practiced are the latest;
- d. Proper and accurate documentation;
- e. Integrity of evidence remains intact; and,
- f. Written report of findings and recommendations for future reference.

4. Methodology

A comprehensive review of all procedures relating to receiving, preserving, storing and disposing of property and evidence will be performed. All items located in any

and all storage locations will be accounted for by comparing inventory printouts (if any) to actual items on hand.

An after-action report with findings and recommendations will be completed and provided to Chief Brown. An out-briefing with key personnel will be conducted to explain all "Findings and Recommendations" included in the after-action report.

5. Timing

A starting date will be agreed to by Chief Brown and Mission Control. Depending on the option (outlined in this proposal) selected, the length of the project is estimated at 11-19 days (all days will not be conducted on site).

6. Joint Accountabilities

My accountability includes:

- Adherence to terms of the proposal and agreed-on deadlines and deliverables
- All administrative and office costs

Your accountability includes:

- Access to individuals on mutually convenient times and dates
- MCCG access to effected areas to complete the project (may include weekends)
- Access to all information having a bearing on the project
- Payment in conformance with the terms below

Joint accountabilities include the following:

- We will alert each other of anything we learn that may materially affect the success of the project.
- We will respect each other's confidentiality and proprietary materials and approaches.
- We will achieve reasonable accommodation for conflicts, unforeseen events and other priorities.

7. Options

Option 1: A "kick-off" meeting will be held with key personnel (identified by Chief Brown) for introduction purposes and to announce expectations during the project. An analysis of the security measures of all rooms storing property and evidence will be conducted. A thorough review of all procedures relating to collection, preservation and storage of property and evidence will be performed. An audit will be conducted on randomly selected evidence – "from its birth until death and beyond". This audit will determine the strengths and weaknesses of the current practices and provide the ability to greatly improve the integrity and accountability of every item, regardless of its evidentiary value. A 100% inventory will be conducted and an evidence log will be created providing case number and storage locations in an Excel spreadsheet. The log will be provided to Chief Brown.

Option 2: This includes Option 1. Option 2 adds training for assigned evidence room personnel in evidence room management.

Option 3: This includes Option 2. Option 3 adds evidence packaging training for all officers.

Option 4: This includes Option 3. Option 4 adds identifying evidence for immediate deposition, preparing a list of cases for either the County Attorney's office or police department personnel to research, and preparing motions & court orders for evidence disposition.

8. Terms and Conditions

- The all inclusive fee for Option 1 (11 days) is \$14,000
- The all inclusive fee for Option 2 (12 days) is \$15,250
- The all inclusive fee for Option 3 (13 days) is \$16,500
- The all inclusive fee for Option 4 (19 days) is \$24,000
- Quoted fees includes expenses (meals, mileage and hotel).
- **Payment of fifteen percent (15%) is due on first day.**
- **Balance of payment is due within 3 days of project completion.**
- Make checks payable to Mission Control Consulting.
- Project start date shall be within 60 days from the date this Proposal is submitted to the Chief of Police. A project start date after 60 days may result in a change in fees.

9. Acceptance (This page only is needed to be returned)

Check the appropriate Option. Option 4 will be the default Option in the event an Option is not checked.

_____ **Option 1**

_____ **Option 2**

_____ **Option 3**

_____ **Option 4**

Your signature below indicates acceptance of the terms of this proposal. Email the signed page to john@missioncontrolconsult.com.

We accept the Proposal and the checked Option.

For Mission:Control Consulting

For Tulia Police Department

John M. Vasquez
President

Paul Brown
Police Chief

Date: _____

Date: _____