



Westworth Village

**REQUEST FOR PROPOSAL (RFP)
FOR
PROFESSIONAL AUDITING SERVICES**

May 22, 2024

**311 Burton Hill Road
Westworth Village, TX 76114**

NOTICE TO AUDITORS

Competitive sealed proposals for the furnishing of Professional Auditing Services for the City of Westworth Village will be received at the city, 311 Burton Hill Road, Westworth Village, Texas until 3:00 P.M. on Monday, July 3, 2024. All proposals will be publicly opened at 3:05 P.M. on Monday, January 3, 2024, in the City Hall Community Room.

All proposals submitted for consideration by the City of Westworth Village must be clearly marked on the outside of the sealed envelope with the words:

PROFESSIONAL AUDITING SERVICES PROPOSAL
ATTENTION: Elisa Hickey, Deputy City Secretary

The City reserves the right to reject any or all proposals and waive any or all irregularities. Proposals shall be valid for a period of ninety (90) days from the date the proposals are opened.

Late proposal submissions will not be accepted and unsigned proposals will be rejected as non-responsive.

It is the policy of the City to afford all people an equal opportunity to bid on any contract being let by the City. The City has a policy that prohibits discrimination against any person because of race, color, sex, or national origin, in the award of performance of any contract.

I. INTRODUCTION

- A) Purpose
- B) Term of Engagement

II. NATURE OF SERVICES REQUIRED

- A) Scope of Work to be performed
- B) Auditing Standards to be followed
- C) Reports to be issued
- D) Special Considerations
- E) Working Paper Retention and Access to Working Papers
- F) Conferences

III. DESCRIPTION OF THE GOVERNMENT

- A) Entity Description
- B) Fund Structure
- C) Budget
- D) Accounting Process - Related Systems
- E) Computer Systems
- F) Organizational Responsibility for the Accounting Function

IV. GENERAL PROPOSAL REQUIREMENTS

- A) Required Information
- B) Instructions
- C) Knowledge of Conditions
- D) Exceptions
- E) Late Proposals
- F) Altering Proposals

- G) Withdrawal of Proposals
 - H) Sales Tax
 - I) Pricing
 - J) Preparation Costs
 - K) Duration
 - L) Proposal Opening
 - M) Rejection of Proposals
 - N) Contract Award
 - O) Addenda
 - P) Minor Defects
 - Q) Funding
 - R) Insurance
 - S) Subcontracting
 - T) Conflicts of Interest
 - U) Ethics
 - V) Indemnification
 - W) Ownership
 - X) Proprietary Information
 - Y) References
- V. SPECIFIC PROPOSAL REQUIREMENTS
- A) Deadline and Distribution
 - B) Inquiries
 - C) Submission of Proposal
- VI. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION
- A) CPA/Accountant, city staff and department directors
 - B) Electronic Data Processing (EDP) Assistance
 - C) Prior Audit
 - D) Work Area, Telephones, Photocopying and Internet access
 - E) Report Preparation
- VII. EVALUATION PROCESS
- A) Proposal review process & Schedule
 - B) Pre-Proposal Conference
 - C) Evaluation Criteria
 - D) Oral Presentations
 - E) Final Selection
- VIII. APPENDICES
- A. City Organizational Chart
 - B. List of City Council/Staff and Phone Numbers

I. INTRODUCTION

A. Purpose

The City of Westworth Village (City) is requesting proposals from qualified firms of certified public accountants to perform financial audits for the fiscal year ending September 30, 2024, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years.

These audits are to be performed in accordance with Generally Accepted Auditing Standards (GAAS) as defined by the American Institute of Certified Public Accountants (AICPA), the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, and the Texas Commission on Environmental Quality's (TCEQ) Water District Financial Management Guide.

B. Term of Engagement

A five (5) year contract is contemplated, subject to the following:

- 1) Review and approval by the City Council.
- 2) The satisfactory negotiation of contract terms (including a price acceptable to both the City and the selected auditor).
- 3) The annual availability of an appropriation approved by City Council.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

City desires the auditor to express an opinion on the fair presentation of its financial statements in conformity with Generally Accepted Accounting Principals (GAAP).

The auditor is not required to audit the supporting schedules. However, the auditor is to provide an "in-relation-to" report on the supporting schedules based on the auditing procedures applied during the audit of the general-purpose financial statements and the combining and individual fund financial statements and schedules.

The auditor is not required to audit the statistical section of the report nor is it required to audit a schedule of expenditures of federal awards.

B. Auditing Standards to be Followed

To meet the requirements of this Request for Proposal (RFP), this audit shall be performed in accordance with GAAS as defined by AICPA, the standards set forth for financial audits in the GAO's Government Auditing Standards.

C. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the

- 1) Audit Reports (standard and specialized)
- 2) Management Letter
 - a) The auditor shall provide written communication of any reportable conditions found during the audit to management and the City Council. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

- b) Reportable conditions that are also material weaknesses shall be identified as such in the letter.
 - c) The letter on compliance shall include all instances of noncompliance.
 - d) Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, as well as the City Council.
 - e) The auditor shall be required to make an immediate, written report of all material irregularities and illegal acts or indications of illegal acts of which it becomes aware to the following parties:
 City Administrator
 City Attorney
 City Council
- 3) Reporting to City Council. Auditors shall assure themselves that the aforementioned are informed of each of the following:
- a) The auditor's responsibility under GAAP.
 - b) Significant accounting policies.
 - c) Management judgments and accounting estimates.
 - d) Significant audit adjustments.
 - e) Other information in documents containing audited financial statements.
 - f) Disagreements with management.
 - g) Management consultation with other accountants.
 - h) Serious issues discussed with management prior to retention.
 - i) Difficulties encountered in performing the audit.

D. Special Considerations The City anticipates that during the course of the engagement, one or more official statements will be prepared in connection with the sale of debt securities, which will contain the basic financial statements and the auditor's report thereon. The auditor may be required, if requested by the City financial advisor and/or the underwriters, to issue a "consent and citation of expertise," as well as any necessary "comfort letters".

E. Work Paper Retention and Access to Work Papers All work papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the auditor is notified in writing by the City of the need to extend the retention period. The auditor will be required to make the work papers available, upon request, to representatives of federal and state agencies and the City.

In addition, the auditor shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers relating to matters of continuing accounting significance.

F. Conferences

The following conferences are to be conducted with the city CPA, City Administrator, Mayor, and applicable Department Directors, as needed:

- 1) Entrance conference prior to interim work.
- 2) Exit conference at conclusion of interim work.
- 3) Entrance conference at beginning of fieldwork.
- 4) Progress conferences during fieldwork.
- 5) Exit conference at end of fieldwork.
- 6) Conference when draft copy of management letter is prepared.
- 7) Presentation to City Council may be requested.

III. DESCRIPTION OF THE GOVERNMENT

A. Entity Description

The city is in Tarrant County and is located most generally in the Western Fort Worth area commonly neighboring the Joint Reserve Base. Westworth Village is governed by a Mayor and City Council, whose members are elected. The day-to-day operations of the city are handled by the mayor, elected by the citizens and the City Administrator/Secretary hired by City Council. The city provides water, wastewater, ambulance, police and fire protection to the area within its boundaries. The city purchases ambulance, fire and wholesale water and wastewater treatment services via service contracts with the City of Fort Worth. In addition, the City owns and operates Hawks Creek Golf Course and Westworth Redevelopment Authority. The City currently has seven (7) funds: General, Water & Sewer, Capital Projects, Debt Service, Hawks Creek Golf Course (HCGC), Crime Control and Prevention (CCPD), and the Westworth Redevelopment Authority (WRA). The City levies a total of two (2) cents in Sales Tax and \$0.475 cents in Ad Valorem Tax, for general fund use and for Debt Service. The Water & Sewer fund is an enterprise fund supported solely by water and sewer revenues. HCGC is an enterprise fund supported by green fees and sale of food/merchandise. The Sales Taxes are collected as follows: 1 cent for General Fund, ½ cents for CCPD, ¼ Cents for Economic Development (WRA), and ¼ cent for Street Maintenance within the General Fund. The City operates a fully staffed police force; jail and 24-hour dispatch services are contracted from the City of White Settlement. The City contracts fire services through the City of Fort Worth. Library services are also provided to the citizens through Fort Worth, with Westworth Village reimbursing citizens the cost of library card.

The city provides the following services:

Administration	Water / Wastewater Collections & Billing	Hawks Creek Golf Course
Public Works	Operations & Maintenance	Capital Improvement Projects
Debt Service	Economic Development (WRA)	Police Services / Crime Control
Municipal Court	Library	Fire/EMS Services

B. Fund Structure The City's accounting records are maintained in accordance with GAAP as promulgated by the Governmental Accounting Standards Board (GASB). Accordingly, the City has maintained general, debt service, and capital projects governmental fund types, general fixed assets and general long-term debt account groups. The city contracts a CPA/Accountant for daily accounting operations, including journal entries, Accounts Payable, Accounts Receivable, and monthly bank/investment fund reconciliation.

C. Budget For the City, the Mayor prepares and submits to the City Council a proposed operating budget for the upcoming fiscal year beginning on October 1. The adopted operating budgets are then legally enacted through the passage of an ordinance and represent the proposed fund appropriations. Unencumbered appropriations lapse at the end of the year. The City Administrator may transfer budgeted amounts between accounts or departments on a limited basis. The budget, as well as all revenues, appropriations, and encumbrances are recorded in the accounting records. The annual budgets, tax rates and prior audits are posted online in compliance with state law: <https://www.cityofwestworth.com/budget-tax-rate-info> The City participates in the Texas Municipal Retirement System (TMRS) for its employees.

D. Accounting Process – Related Systems The City's accounting records for general governmental operations are maintained on a modified accrual basis, and revenues are

recorded when available and measurable and expenditures are recorded when the services or goods are received, and the liabilities are incurred.

- E. Computer Systems** The general ledger accounting system is operated and maintained on a comprehensive financial enterprise system known as INCODE. The system supports full reporting and inquiry functions in all areas. The selected auditor will be given login access to view transactions, run reports and perform auditing functions.
- F. Organizational Responsibility for the Accounting Function** The Accounting Function falls under City Administrator/Secretary, the city currently uses an outside CPA firm to perform the day-to-day operations in accounting. They are responsible for daily accounting operations, including journal entries, Accounts Payable, Accounts Receivable, and monthly bank/investment fund reconciliation.

IV. GENERAL PROPOSAL REQUIREMENTS

- A. Required Information** the City proposal packet contains various sections requiring completion. All forms herein must be completed prior to the date and time set for proposal response and included with the proposal or the auditor may be found non-responsive. Responding auditors may be required to complete and supply all information contained in a "supplemental information" packet at a date after proposal response. Failure to complete "supplemental information" requirements in a timely manner, prior to award, may be used by the city in determining a respondent's responsibility.
- B. Instructions** These instructions apply to all proposals and become a part of terms and conditions of any proposal packet submitted.
- C. Knowledge of Conditions** Auditors submitting proposals should carefully examine all terms, conditions, specifications, and related documents. Should discrepancies in or omission from the specifications or related documents, or should there be doubt as to their meaning, the principal contact should be notified immediately for clarification prior to submitting the proposal. In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, City's interpretation shall govern.
- D. Exceptions** All proposals must clearly and specifically detail all exceptions to the exact requirements imposed by this document. Such exceptions must be explained in the auditor's proposal. Otherwise, City shall consider the subject proposal as being made in strict compliance with this document.
- E. Late Proposals** Proposals received after the submission deadline will be returned unopened, and unsigned proposals will be rejected as non-responsive. City is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp at the designated location shall be the official time receipt.
- F. Altering Proposals** Proposals cannot be altered or amended after submission deadline. Any alterations or erasures made before the opening time must be initialed by the signer of the proposal, thus guaranteeing authenticity.

- G. Withdrawal of Proposals** Any proposals may be withdrawn prior to the scheduling time for the opening. Notice to withdraw the proposal must be in writing and submitted to City prior to the scheduled time for opening proposals. Any proposal withdrawal notice, which is received after the deadline for receiving proposals, shall not be considered.
- H. Sales Tax** City is exempt by law from payment of Texas Sales Tax and Federal Excise Tax. Do not include tax in the proposal.
- I. Pricing** Prices for all goods and/or services shall be firm for the duration of this contract. Prices shall be all inclusive. Additional charges not shown in the proposal will not be honored.
- J. Preparation Costs** The City will not be liable for any costs associated with the preparation, transmittal, or presentation of any proposals or material submitted in response to this RFP.
- K. Duration** The auditor must agree, in writing, that all information contained in the submitted proposal is valid for at least ninety (90) days from the date of submittal or until a final contract is approved, whichever occurs first.
- L. Proposal Opening** All proposals submitted will be opened at the City's scheduled proposal opening for the designated project. *However, the opening of a proposal at such opening should not be construed as a comment on the responsiveness of proposal bid or as any indication that the city accepts such proposal as responsive.*
- M. Rejection of Proposals** The City may choose to reject all proposals and not award any contract. If the aforementioned does not award a contract within ninety (90) days following the date specified for the opening of proposals, all proposals are deemed to be rejected by the City.
- N. Contract Award** If a contract is awarded, the auditor will be selected on a rational basis using the proposal evaluation criteria and results of subsequent negotiations. The City has a right to award a contract upon the conditions, terms and specifications contained in a proposal submitted to the City for a period of up to ninety (90) days following the date specified for the opening of proposals.
- O. Addenda** Any interpretations, corrections, or changes to this proposal packet will be made by addenda. Addenda will be sent to all who are known to have received a copy of this proposal packet. Auditors shall acknowledge receipt of all addenda, or they may be declared non-responsive.
- P. Minor Defects** The City reserves the right to waive any minor defect, irregularity, or informality in any bid.
- Q. Funding** The City is a governmental entity, operated and funded on an October 1 to September 30 basis; accordingly, the City reserves the right to terminate, without liability to them, any contract for which funding is not available.
- R. Insurance** The auditor shall comply with all insurance requirements as specified in the contract and proposal documents. Failure to meet such requirements shall disqualify the auditor from award.

- S. Subcontracting** No subcontracting will be allowed without the express prior written consent of the City.
- T. Conflicts of Interest** No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City.
- U. Ethics** The auditor shall not offer or accept gifts or anything of value or enter into any business arrangement with any employee, official or agent of the City. More than one proposal on any one contract from a firm or auditor under different names shall be grounds for rejection of all proposals in which the firm or auditor has an interest. One or all proposals will be rejected if there is any reason to believe that collusion exists between auditors.
- V. Indemnification** *The auditor shall indemnify, defend, and hold the City, its officers, agents and employees harmless from any liability, claims, suits, actions, causes of action, costs, expenses, charges or fees, including attorney's fees, for injury to any person (including death) or damage to or destruction of any property; and, any act of omission of auditor, its contractors, subcontractors, suppliers, or agents, in connection with or arising out of, whether directly or indirectly, this agreement.*
- W. Ownership** All responses and accompanying documentation become the property of the City.
- X. Proprietary Information** Information construed as proprietary by a submitting auditor must be marked as such and will be so regarded by the city. Subject to Texas Open Records Act, Texas Government Code, Chapter 552, the City will treat such information as confidential to the extent permitted by law and the City agrees to withhold any such information and request an opinion from the Attorney General should another party request such data. The City shall abide by the decision of the Attorney General. Such information should be submitted in a separate folder attached to the proposal and referred to appropriately in the proposal. For a proposal to be valid, however, all information must be available for review by approval bodies as required by the City. Viewing of information designated as proprietary by such bodies will not be construed to violate the constraints of proprietary information.
- Y. References** Auditors submitting proposals shall submit the names, addresses, contact persons, phone numbers, and dates of a minimum of two (2) current and two (2) previous governments in which the auditor has provided similar services.

V. SPECIFIC PROPOSAL REQUIREMENTS

A. Deadline and Distribution

All proposals must be received prior to 3:00 p.m. on July 3, 2024. Proposals may be delivered or mailed to:

**City of Westworth Village
Attn: Elisa Hickey, Deputy City Secretary
311 Burton Hill Road
Westworth Village, TX 76114**

Proposals must be signed by the auditor, with his or her signature in full. When an auditor is a partnership, the proposal shall be signed in the name of the partnership by one or more of the partners. When an auditor is a corporation, the officer signing shall sign his name and give the title of his office. The proposal shall also bear the seal of the corporation.

Auditors will submit one (1) original, seven (7) paper copies and one (1) scanned original electronic PDF file, of all proposals and associated documentation. Price quotes must be signed by a duly authorized official of the auditor organization.

Upon selection, the successful auditor shall submit, within seven (7) days after notice of award of contract, a corporate resolution, certificate of partnership, partnership agreement or joint venture agreement, which identifies the person(s) authorized to execute a contract on behalf of the corporation, partnership, or joint venture.

B. Inquiries

All inquiries regarding this RFP should be directed to the Principal Contact:

**Brandy Barrett, City Administrator/Secretary
Phone: (817)710-2526 Email: bbarrett@Cityofwestworth.com**

C. Submission of Proposal

To simplify the review process and obtain the maximum degree of comparison, the proposal should be organized in the following manner:

- 1) Title Page
- 2) Table of Contents
- 3) Letter of Intent - a signed letter of intent briefly stating the auditor's understanding of the work to be performed and a positive commitment to perform the work within the time period required should be included. Such letter of intent should also state why the auditor believes itself to be best qualified to perform the engagement and that the proposal is a firm and irrevocable offer for at least ninety (90) days from the date of submittal or until a final contract is approved, whichever occurs first.
- 4) Detailed Proposal - addressing a minimum of the following:
 - i. **Independence** - The audit must be made by an independent auditor or auditors. An "independent auditor" means a public auditor who meets the independence standards specified by the GAO and AICPA. The auditor should provide an affirmative statement that it is independent of the city as to relationships between the city and its management and members of your firm, and with regard to any other work performed by the firm for the city that might impair the firm's independence and objectivity. The auditor should also list and describe its professional relationships involving the City or any of its agencies for

the past five (5) years, together with a statement explaining why such relationships are not a conflict of interest relative to performing the proposed audit.

- ii. **License to Practice in Texas** - An affirmative statement should be included indicating that the auditor and all assigned key professional staff are properly licensed to practice in Texas.
- iii. **Auditor Qualifications and Experience** - The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement. The auditor must also submit a copy of the report on its most recent external quality control review, with a statement as to whether that quality control review included a review of specific government engagements. The auditor shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the auditor shall provide information on the circumstances and status of any disciplinary action taken or pending against the auditor during the past three (3) years with state regulatory bodies or professional organizations. Please identify any litigation involving the local office.
- iv. **Assignment of Auditing Staff and Changes in Assigned Staff** - It is understood by the city that the individuals specified in the auditor's proposal are the individuals who will perform the work associated with the City's audit. The City reserves the right to approve or deny any change to the assigned staff named in the proposal, whether such change occurs prior to or during the engagement. The City shall be provided with a resume of any proposed substitute and shall be given the opportunity to interview that person prior to its decision to approve or disapprove.
- v. **Specific Audit Approach** - The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services outline in this RFP.
- vi. **Additional Information** - Any additional information the auditor considers essential to the proposal should be included in this section. If there is no additional information to present, state, "There is no additional information we wish to present."
- vii. **Compensation** - The proposal should contain all pricing information relative to performing the audit engagement as described in the RFP. The Total All-Inclusive Maximum Price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses. Payments schedules and any subsequent year fee increases, or adjustments should also be addressed.

VI. ASSISTANCE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

- A. **CPA/Accountant, city staff and department directors**
Responsible management personnel will be available during the audit to assist the auditor by providing information, documentation, and explanations.
- B. **Electronic Data Processing (EDP) Assistance**
Any requirements for computer time and/or system documentation will be coordinated through the City Administrator/Secretary.

C. Prior Audits

Patillo, Brown, & Hill, L.L.P. , located at 401 West State Highway 6, Waco, Texas conducted the audit of the financial records for the fiscal years ended September 30, 2016, through 2021. Michael Ward Accounting and Financial Consulting, PLLC, located 266 RCR 1397, Point, Texas conducted the audit of the financial records for the fiscal years ending September 30, 2022, and 2023.

D. Work Area, Telephones, Photocopying and Internet access

If requested, the City shall provide the space and facilities necessary for the auditor to conduct the examination. In addition, all information, data, reports, and records necessary for carrying out the work shall be furnished to the auditor. The City shall cooperate with the auditor in every reasonable way to ensure timely completion of the audit. The auditor will also be provided with access to one telephone line, photocopying facilities, and internet access.

E. Report Preparation The auditor will prepare and print the management letter; one original and one electronic copy are required.

VII. EVALUATION PROCESS

A. Proposal review process:

Submitted proposals will be evaluated by a five (5) member Audit Committee consisting of the following individuals. This Committee will make a recommendation to city council authorize the mayor to execute a contract with the selected auditing firm.

1. Mayor
2. Mayor Pro-Tem
3. Council Member
4. Citizen (appointed by the Council)
5. City Administrator/Secretary

B. Schedule

RFP Released	May 22, 2024
Pre-Proposal Conference (10:00 A.M)	June 7, 2024
Proposal Submission Deadline (3:00 P.M.)	July 3, 2024
Proposal Opening (3:05 P.M.)	July 3, 2024
Oral Presentations (by request)	Week of July 15, 2024*
Draft contact	Concluded prior to August 6, 2024
Recommendation to City Council	August 13, 2024
Execution of Contract	August 14, 2024*

*Indicates tentative dates.

The City will expect the delivery of the written reports at a date that will allow delivery of the reports to the TCEQ one hundred thirty-five (135) days after the close of the fiscal year. The auditor shall be required to present the findings of the audit to City Council at their January meeting. City Council meetings are held on the second Tuesday of the month. In addition, the auditor will be required to produce the FYE Disclosure reports for our debt services.

C. Pre-Proposal Conference

A pre-proposal conference will be conducted in the City Council Conference Room at 10:00 am June 7, 2024; at 311 Burton Hill Road, Westworth Village, Texas 76114. The purpose of the conference is to answer any questions prospective auditors may have relating to the RFP. ***Attendance at the conference is optional.***

D. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

Audit Approach	50%
Experience and Quality of Personnel	30%
Expense	<u>20%</u>
TOTAL	100%

E. Oral Presentations

During the evaluation process, the Audit Committee may, at its discretion, request any one or all auditors to make oral presentations. Such presentations will provide auditors an opportunity to elaborate on their written proposals and answer questions posed by the Audit Committee.

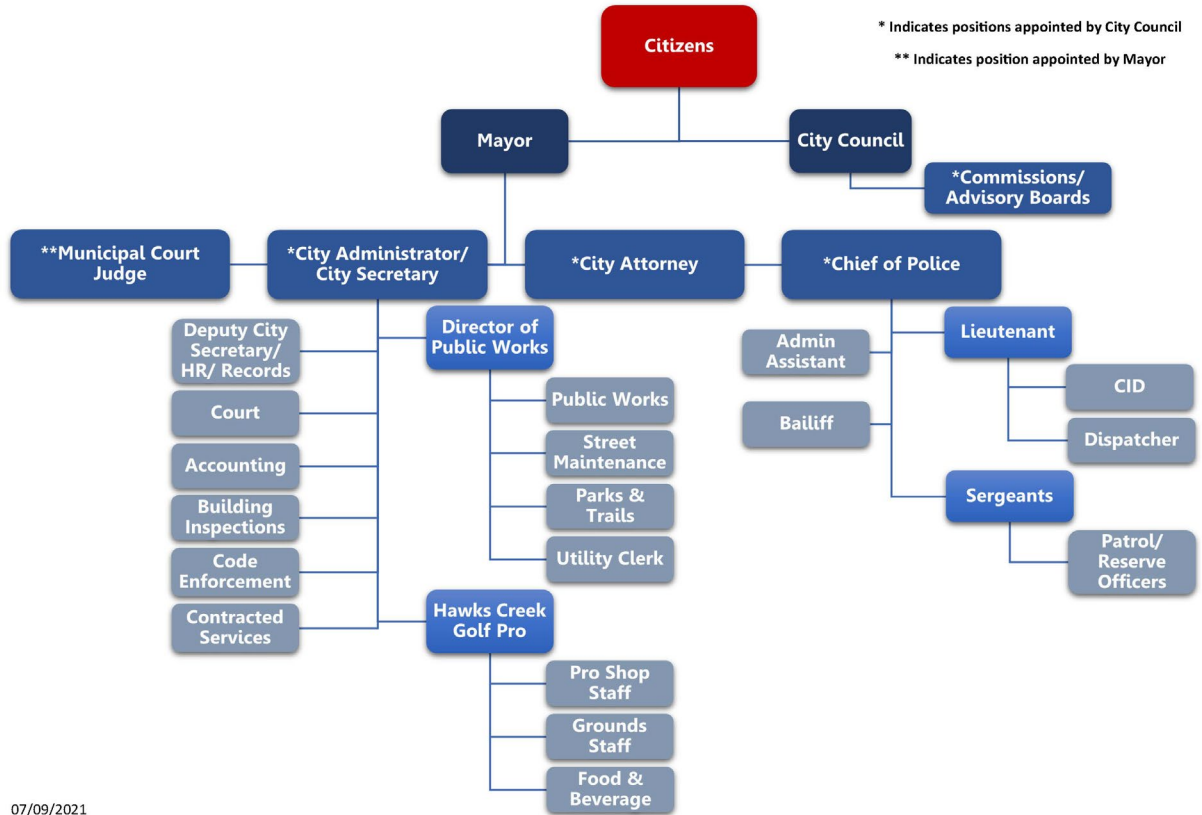
F. Final Selection

The City will select an auditor based upon the recommendations of the Audit Committee and upon the approval of the City Council. Following notification of the auditor selected, it is expected a contract will be drafted between both parties and fully executed following Council approval at the August meeting.

APPENDIX A: CITY ORGANIZATIONAL CHART



Organizational Chart



07/09/2021

APPENDIX B: LIST OF CITY COUNCIL/STAFF AND CONTACTS

Mayor L. Kelly Jones

Place 1 Phillip Poole

Place 2 Candidate Elect Immy Khan (pending ballot recount results)

Place 3 Teddy Berdan

Place 4 Robert Fitzgerald

Place 5 Halden Griffith

General Information Front Desk (817) 710-2500

City Administrator/Secretary Brandy Barrett (817) 710-2526 bbarrett@Cityofwestworth.com

Deputy City Secretary Elisa Hickey (817) 710-2502 ehickey@cityofwestworth.com