



Post Office Box 9010 Addison, Texas
75001-9010
5300 Belt Line Road
(972) 450-7000 Fax: (972) 450-7043

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

AND / OR

WORK SESSION OF THE CITY COUNCIL

5:30 PM

APRIL 26, 2011

TOWN HALL

ADDISON TOWN HALL, 5300 BELT LINE, DALLAS, TX 75254

WORK SESSION

Item Presentation and discussion of an electronic solution for
#WS1 - tracking key performance indicators, project planning,
 management and execution.

REGULAR MEETING

Pledge of Allegiance

Item #R1- Consideration of Old Business

 Introduction of Employees

 Discussion of Events/Meetings

Item #R2- Consent Agenda.

#2a- Approval of Minutes for the April 12, 2011 Work and Regular Council Meeting.

#2b- Approval of award of a contract to Aria for the design and printing of the Fiscal Year 2012 Budget Document in an amount not to exceed \$27,100.00.

#2c- Approval of award of a bid in the amount of \$20,626.04 to Bart Turner and Associates for the purchase of 156 Strive Chairs for use in the Visit Addison venue.

#2d- Approval of award of a bid in the amount of \$40,467.84 to PS Furniture for the purchase of tables and table carts for use in the Visit Addison venue.

Item #R3 Consideration, discussion and approval of a resolution supporting the appointment of Council Member Kimberly Lay as the representative to the Regional Transportation Council of the North Central Texas Council of Governments.

-
Attachment(s):

1. RTC/MPO Overview
-

Item #R4 Discussion and consideration of approval of an agreement with TSR, Technical Service Resources, for the purchase, installation and configuration of three (3) digital information kiosks.

-
Attachment(s):

1. Proposal

Recommendation:

Staff recommends that the Council authorize the City Manager to enter into an agreement with TSR, Technical Service Resources, in the amount of \$41,022.00.

Item #R5 Presentation, discussion and consideration of approval
- awarding a contract to H&H Electric in the amount of \$33,800.00 for Celestial Pump Station Power Factor Improvements.

Recommendation:

Staff recommends approval.

Item #R6 Presentation, discussion and consideration of approval
- authorizing the City Manager to enter into an amended agreement with R.H. Shackelford, Inc. (RHSI) to provide project management services for Belt Line Lighting and Landscape project, Vitruvian Park Public Infrastructure, Phase 2, Vitruvian Well Design and other projects as assigned in an amount not to exceed \$129,805.96.

Attachment(s):

1. Amended proposal

Recommendation:

Staff recommends approval.

Item #R7 Presentation, discussion and consideration of approval,
- authorizing the City Manager to execute Work Order No. 5 with HNTB, Inc. for Construction Phase Services for the Belt Line Road Project – Roadway Lighting and Landscape Improvements to Median in an amount not to exceed \$49,785.00.

Recommendation:

Staff recommends approval.

Item #R8 Presentation, discussion and consideration of approval
- authorizing the City Manager to enter into an agreement with SDI Consulting, LLC to assist with strategic planning and implementation strategies in an amount not to exceed \$50,000.00.

Attachment(s):

1. Rick Robinson proposal

Recommendation:

Staff recommends approval.

Adjourn Meeting

Posted:

Lea Dunn, 4/22/2011, 5:00 p.m.

THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES. PLEASE CALL (972) 450-2819 AT LEAST 48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.

Council Agenda Item: #WS1

AGENDA CAPTION:

Presentation and discussion of an electronic solution for tracking key performance indicators, project planning, management and execution.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

N/A

COUNCIL GOALS:

Conduct the Business of the Town in a Fiscally Responsible Manner

ATTACHMENTS:

Description:

Type:

No Attachments Available

Council Agenda Item: #R 2a

AGENDA CAPTION:

Approval of Minutes for the April 12, 2011 Work and Regular Council Meeting.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

N/A

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

[Minutes for April 12 2011 Council Meeting](#)

Type:

Cover Memo

**OFFICIAL ACTIONS OF THE ADDISON CITY
COUNCIL
WORK SESSION**

April 12, 2011

6:00 PM - Town Hall

Addison Town Hall, 5300 Belt Line, Dallas, TX 75254

Upstairs Conference Room

Council Members Present:

Arfsten, Chow, Clemens, Lay, Mellow, Noble

Absent:

Resnik

Work Session

Item #WS1 - Presentation and discussion regarding Addison Airport capital projects.

Joel Jenkinson gave a presentation regarding the Addison Airport.

There was no action taken.

Item #WS2 - Presentation and discussion regarding municipal bond financing, including process and timing for a potential bond program.

Ron Whitehead spoke regarding this item.

There was no action taken.

Mayor-Joe Chow

Attest:

City Secretary-Lea Dunn

**OFFICIAL ACTIONS OF THE ADDISON CITY
COUNCIL
REGULAR MEETING**

April 12, 2011

6:00 PM - Town Hall

Addison Town Hall, 5300 Belt Line, Dallas, TX 75254

4/8/2011, 5:00 PM, Lea Dunn

Council Members Present:

Arfsten, Chow, Clemens, Lay, Mellow, Noble

Absent:

Resnik

REGULAR MEETING

Item #R1 - Consideration of Old Business

The following visitors were introduced: Keila Fairbanks, Visitor Services and Jason Burke, Fire Department.

There was no action taken.

Item #R2 - Consent Agenda

#2a - Approval of Minutes for the March 22, 2011 Work and Regular Council Meeting.

Item was pulled for clarification. In the minutes of the March 22

Council Meeting, item R11 should be listed as pulled following clarification by the City Attorney. The item was approved subject to that change.

A motion to Approve w/ Conditions was made by Mayor Joe Chow.
The motion was seconded by Councilmember Bruce Arfsten.
The motion result was: Passed
Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble
Voting Nay: None

Absent: Resnik

#2b - Approval of award of a bid to RSR Event Services for parking services at the 2011 Special Events (Taste Addison, Kaboom Town, Oktoberfest and WorldFest) with the option to renew for 2012 and 2013.

A motion to Approve was made by Mayor Joe Chow.
The motion was seconded by Councilmember Bruce Arfsten.
The motion result was: Passed
Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble
Voting Nay: None

Absent: Resnik

#2c - Approval of extension of Tom Forrest's temporary employment agreement between the Town of Addison and Thomas L. Forrest.

A motion to Approve was made by Mayor Joe Chow.
The motion was seconded by Councilmember Bruce Arfsten.
The motion result was: Passed
Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble
Voting Nay: None

Absent: Resnik

#2d - Approval of an agreement for professional services with Waters-Oldani Executive Recruitment of The Waters Consulting Group, Inc. to conduct a recruitment process leading to the hiring of a Director of Marketing for the Town of Addison.

A motion to Approve was made by Mayor Joe Chow.

The motion was seconded by Councilmember Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble

Voting Nay: None

Absent: Resnik

Item #R3 - Presentation of a proclamation recognizing National Volunteer Week and the Human Resources Addison Advocate Volunteer Program.

Passion Hayes and Stacy Love gave a presentation recognizing Addison volunteers. Mayor Joe Chow read a proclamation naming April 10 through April 16 as Volunteer Recognition Week.

There was no action taken.

Item #R4 - Discussion and consideration of the appointment of three members to the Addison Planning and Zoning Commission.

Councilmember Bruce Arfsten appointed Kathryn Wheeler. Mayor Joe Chow appointed Al Angell. Councilmember Kimberly Lay appointed Margie Gunther.

A motion to Approve was made by Councilmember Kimberly Lay.

The motion was seconded by Councilmember Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble

Voting Nay: None

Absent: Resnik

Item #R5 - PUBLIC HEARING Case 1628-Z/Vitruvian Park, Block 206. Public hearing, discussion and consideration of an ordinance approving a development plan for a development of 401 multi-family units, in an existing Planned Development District (009-036), located on 4.40 acres in the 4010 block of Vitruvian Way, on application from UDR, represented by Mr. Evan Beattie of Good Fulton and Farrell. COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on March 24, 2011, voted to recommend approval a development plan for a development of 401 multi-family units, in an existing Planned Development District (009-036), subject to the following waivers of design standards: A setback of greater than nine (9) feet against Street (A) (Vitruvian Way).A setback of greater than nine (9) feet against Street (C) (Bella Lane).And subject to the following condition: Prior to the issuance of a building permit, the drawings shall be revised so as to provide a screening hedge to screen the three surface parking lots from the adjacent Park and Bella Lane. Voting Aye: Doherty, Hewitt, Oliver, Wheeler, WoodVoting Nay: noneAbsent: GroceOne Seat Vacant

Carmen Moran and Tom Lamberth of UDR spoke regarding this item. Evan Beattie of Good Fulton and Farrell gave a presentation.

Doreen Cluck of 3734 Vitruvian Way asked where the proposed structure would be in relation to Bella Lane.

Katherine Dress of PDI Green Technology asked for clarification regarding the intended use of LED lighting on the new project.

Ordinance 011-032 was approved.

A motion to Approve was made by Councilmember Roger Mellow. The motion was seconded by Councilmember Blake Clemens. The motion result was: Passed
Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble
Voting Nay: None

Absent: Resnik

Item #R6 - PUBLIC HEARING Case 1627-SUP/Jason's Deli. Public hearing, discussion and consideration of approval of an ordinance approving a Special Use Permit for a restaurant, located at 5000 Belt Line Road, on application from Jason's Deli, represented by Ms. Dana Giddins of Chipman Design Architecture, Inc. COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on March 24, 2011, voted to recommend approval of a Special Use Permit for a restaurant subject to no conditions. Voting Aye: Doherty, Hewitt, Oliver, Wheeler, Wood Voting Nay: none Absent: Groce One Seat Vacant

Carmen Moran spoke regarding this item.

Ordinance 011-033 was approved.

A motion to Approve was made by Councilmember Blake Clemens. The motion was seconded by Councilmember Kimberly Lay. The motion result was: Passed
Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble
Voting Nay: None

Absent: Resnik

Item #R7 - Discussion and consideration of approval of a resolution regarding the creation of an Addison Bond Committee and appointment of citizens to serve as members of the committee.

Resolution R11-004 was approved subject to the following conditions:

- Removal of language regarding the last day to appoint committee members.
- Clarification of size of membership numbers not to exceed 43, with all councilmembers appointing six members and the Mayor appointing seven.

- Clarification on the timing of the bond committee's report to council no later than six weeks prior to the last day to call the election.

A motion to Approve w/ Conditions was made by Councilmember Kimberly Lay.

The motion was seconded by Councilmember Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble

Voting Nay: None

Absent: Resnik

Item #R8 - Presentation, discussion and consideration of approval of an ordinance amending Chapter 62, Signs, of the Code of Ordinances, of the Town by providing for a Meritorious Exception to Division 4, Detached Signs, Sec. 62-185 in order to provide for 63 additional square feet of sign to an existing pole sign located at 3790 Belt Line Road, on application by Susan Steelhammer of Cencor Realty Services, Inc.

Lynn Chandler spoke regarding this item.

Ordinance 011-034 was approved.

A motion to Approve was made by Councilmember Roger Mellow.

The motion was seconded by Councilmember Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble

Voting Nay: None

Absent: Resnik

Item #R9 - Presentation, discussion and consideration of approval of an ordinance amending Chapter 62, Signs, of the Code of Ordinances, of the Town by providing for a Meritorious Exception to Division 4, Detached Signs, Sec. 62-183 in order to provide for an additional detached conforming monument sign located at 3711-3771

Belt Line Road, on application from GDA Management Services, LLC.

Lynn Chandler spoke regarding this item.

Ordinance 011-035 was approved.

A motion to Approve was made by Councilmember Bruce Arfsten.

The motion was seconded by Councilmember Bianca Noble.

The motion result was: Passed

Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble

Voting Nay: None

Absent: Resnik

Item #R10 - Presentation, discussion and consideration of approval authorizing the City Manager to execute a construction contract with Groves Electrical Service in the amount of \$1,525,113.42 for the Belt Line lighting and landscaping improvements with a contract duration of 210 days.

Lea Dunn spoke regarding this item.

A motion to Approve was made by Councilmember Bianca Noble.

The motion was seconded by Councilmember Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble

Voting Nay: None

Absent: Resnik

Item #R11 - Presentation, discussion and consideration of approval authorizing the City Manager to extend the term of the Master Services Agreement with HNTB Corporation for an additional year, to expire on April 12, 2012.

Nancy Cline spoke regarding this item.

A motion to Approve was made by Councilmember Blake Clemens.
The motion was seconded by Councilmember Kimberly Lay.
The motion result was: Passed
Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble
Voting Nay: None

Absent: Resnik

Item #R12 - Presentation, discussion and consideration of approval to authorize the City Manager to execute a Professional Services Agreement with Kleinfelder, Inc. for an amount not to exceed \$87,000 for the design of, and other professional services regarding, certain public infrastructure (including a deep water well and other public infrastructure improvements) within that area of the Town generally known as Vitruvian Park (Vitruvian Park Public Infrastructure, Phase 1C).

Clay Barnett spoke regarding this item.

Item was approved subject to final review by the City Manager and City Attorney.

A motion to Approve w/ Conditions was made by Councilmember Blake Clemens.
The motion was seconded by Councilmember Bruce Arfsten.
The motion result was: Passed
Voting Aye: Arfsten, Chow, Clemens, Lay, Mellow, Noble
Voting Nay: None

Absent: Resnik

Mayor-Joe Chow

Attest:

City Secretary-Lea Dunn

Council Agenda Item: #R 2b

AGENDA CAPTION:

Approval of award of a contract to Aria for the design and printing of the Fiscal Year 2012 Budget Document in an amount not to exceed \$27,100.00.

FINANCIAL IMPACT:

In addition to Aria's production fees, another \$6,500 to \$8,500 is needed to print the document, which will be paid directly to the selected printer. The total cost for producing the document is therefor projected to be between \$33,600 to \$35,600. Only \$20,500 was budgeted for document production for fiscal year 2010-11. The balance of funding will either be absorbed in the current department budget or through the mid-year budget amendment process.

BACKGROUND:

Historically, Aria has handled graphic design and printing of the budget document, while the Town has taken the lead on data entry and content management. However, as staffing levels have declined, there has been a corresponding increase in the need to seek out potential efficiencies in departmental operations. After some study, it was determined that Aria may be able to more efficiently handle some of the rote data entry, thereby freeing up staff time to focus on other aspects of the budget process.

RECOMMENDATION:

Staff recommends approval.

COUNCIL GOALS:

Conduct the Business of the Town in a Fiscally Responsible Manner

ATTACHMENTS:

Description:

[Budget Development Proposal](#)

Type:

Cover Memo

Proposal
Town of Addison
Annual Budget Book Design

Prepared **Wednesday, March 23, 2011**

Version 0.1

Presented by Grant Pankonien
Account Director

Aria

grant@ariaagency.com
<http://ariaagency.com>

T (214) 382-2650 x 109
F (214) 382-2653

Proposal

Town of Addison

Budget Book

Mr. Randy Moravec,

Thank you for the opportunity to present this proposal to design and produce the 2011/2012 Annual Budget Book for the Town of Addison. We look forward to working with you and your team each year on this portfolio project, and are extremely proud of the results of our continued collaboration.

It is our pleasure to present this proposal, and we look forward to working again with you. If there are any questions, please do not hesitate to call at (214) 382-2650 x109.

Sincerely,

Grant Pankonien
Account Director
Aria

Overview

Aria will design the aesthetic of the annual budget book based on an approved theme, and will art direct a professional photographer in capturing representative imagery for use in the final document.

Aria proposes to create an InDesign template file for content population and formatting to be completed by Aria.

Deliverables

Creative Concepts

- Aria will provide up to three unique concepts, containing full document sample layout: annual theme, cover/back, narrative page, charts, graphs, tables and table of contents

Creative Production

- Aria will produce an InDesign CS5 template, ready for population by Aria staff. Template will contain all previous year content, with updated aesthetic and theme elements.

Content/Data Migration

- Aria will migrate all content/data from provided (final, approved) source documents in Word and Excel formats to the InDesign template completed by Aria.

Proof Editing

- Aria will provide proof editing on all content migrated to InDesign to ensure correct migration. Aria's internal proof editing process is as follows:
 - All content/data migrated by Creative Director
 - Producer to review each individual page of transferred content in InDesign to check for correct content/data provided in source documents
 - Dedicated internal proof editor final pass and signed approval document\
- Aria will then leverage the services of a professional proof-editing provider to provide a final pass.

Revisions

- Aria will provide studio-time to Town staff to ensure correct and accurate revisions are made prior to final print production. Revisions are expected to be completed in no more than four 4-hour sessions, with a 4-hour pad for interim revisions during production. A

Proposal

Town of Addison

Budget Book

new draft for each session will be generated, if necessary, for a total of 4 drafts. Any revisions above and beyond 25 hours will be billed at our studio rate of \$150/hour.

Photography

- Aria will contract and art direct a professional photographer in a 1-day shoot in Addison to obtain proprietary photos. The Town is expected to be billed directly by Photographer

Account Management

- Aria will provide a senior account representative to manage the communication and production of the budget book. This account representative will serve as the single point of contact for both Aria and Town of Addison

Final Output

- The budget book will be delivered to a printer in print-ready PDF format. Additionally, Aria will produce an online-friendly version of the PDF as well as an interactive Flash application

Proposal

Town of Addison

Budget Book

Project Timeline

It is understood that the budget book must be in hand the first week of December 2011. In order to meet this print deadline, Aria and Town of Addison will agree to a mutual working timeline, which shows all final changes and approvals from Town of Addison no later than the first week in November.

Investment (one-time)

Creative Concepts	\$3,500
Creative Production / Content Migration	\$15,150
Proofing	\$1,650
Revisions	\$3,750
Photography Art Direction	\$1,350
Account Management	\$1,700
Printing — Range indicated as pricing is dependent upon quote at time of printing, quotes valid for 30 days only	\$6,500-\$8,500
<hr/>	
Total one-time investment – No Sales Tax	\$33,600 – \$35,600
<hr/>	

Proposal

Town of Addison

Budget Book

Payment Terms:

Client agrees to pay Aria on an “Hourly Fee Worked” basis for the Services and Deliverables provided under this SOW. A deposit payment of 50% for costs listed above will be required upon execution of this contract. Two progress invoices will be issues for the remaining 50%:

- Progress invoice 1 will be issued for 25% of remaining budget at 50% of project completion (to be defined by project timeline)
- Progress invoice 2 will be issued for 25% of remaining budget at 100% of project completion

Once the deposit has been exhausted and utilized by actual time entered by Aria production team members, Progress Invoices will be issued once per month for the remaining duration of the project. Progress Invoices are based on actual time entered during the respective billing period.

Aria will invoice Client for Services and reasonable travel expenses for any onsite assistance requested by Client, based on the Deliverable Milestone payment schedule above. Should any changes be requested by Client under this SOW materially impact the timeline or fees both parties agree to follow the Change Control process contained herein.

Any travel or expense shall be pre-approved (such pre-approval not to be unreasonably withheld, conditioned, or delayed) by Client in advance and a separate travel budget will need to be arranged. In the event of any pre-approved travel, Client shall reimburse Aria for actual travel expenses incurred in accordance with Client’s third party expense guidelines.

Client acknowledges Aria has made every effort to accurately determine hourly time required to fulfill this Proposal; but more billable time and expense may be required. Any additional billable time and expense will be pre-approved in writing by Client.

Aria Project Manager:

<TBD>

Client Project Manager:

<TBD>

Assumptions:

The Scope of Work, Project Timeline / Schedule, and Work and Cost Estimate are based on information provided to Aria by Client. Every effort has been made by Aria to ensure that the information provided within this SOW is accurate. During the pre-production phase, it is possible that the Scope of Work, Project Timeline / Schedule, and Work and Cost Estimate may change due to decisions or directions of Client. Accordingly, Aria reserves the right to assess the impact of such changes and, if any changes materially affect Aria's provision of services or deliverables, submit a Change Request Form to Client reasonably commensurate with the scope of such change.

Proposal

Town of Addison

Budget Book

Scope of Work

- Please note that any deliverable not described in this SOW is, by definition, not included in the Scope of Work as an Aria deliverable.
- All content and assets supplied by Client will be made available in digital format.
- All stock imagery/music purchased will be provided to client in addendum to this Scope of Work and require approval prior to purchase.
- Printing, copying, binding and reproduction expenses are not included in this Scope of Work.

Project Timeline / Schedule

- Aria schedules our production team in blocks of time with the goal of allowing team to focus, without interruption, on specific tasks for the duration of the assignment.
- Client and Aria will exchange their respective timelines and any ongoing updates. Aria may choose to integrate such timelines and updates into a single consolidated plan for the purposes of activity and milestone tracking.
- Approval dates will be met by Aria and Client as outlined in the project plan.
- Third parties will meet agreed upon milestones.
- In the case where Aria is required to work collaboratively with a third party, documentation must be produced stating workflow, timelines, and roles and responsibilities. This is necessary to ensure that all parties are in agreement before moving forward into production.
- Timeline delays created by Client, in most cases, will impact the Work and Cost Estimate and the Project Timeline / Schedule. This delay could result in losing one or more members of the Aria project team, until such team member or members become available again.
- If Client requires a deliverable sooner than the scheduled date provided by Aria in the timeline, a rush charge will be applied to enable expedited delivery.

Town of Addison

Work and Cost Estimate

- This estimate and proposal is considered valid for thirty (30) days.
- Estimate is based on a steady stream of communication between Aria and Client. Delays in Client or third-party feedback can delay the Project Timeline / Schedule and may result in additional costs.
- Estimate does not include time for delays, workarounds, or downtime due to Client's technical issues.
- Estimate includes defined set of revisions for all agreed upon Deliverables; a Change Request Form will be issued if extensive revisions are required.
 - A revision round is defined as Client providing to Aria one complete document combining feedback from all invested parties and Aria providing back a revised deliverable.

General Client Responsibilities

- The Scope, Project Timeline / Schedule, Work and Cost Estimate, Risks, and Assumptions provided herein by Aria are based on the functional, technical, creative, content, and quality specifications provided to Aria by Client. If any of those specifications change in any material respect, Aria reserves the right to assess the impact and submit a Change Request Form if that impact affects Aria's provision of services or deliverables.
- Client will provide Aria with access to any existing documentation pertaining to this project or related projects.
- All of the information collected to date is assumed accurate and timely. Any information that has changed or will change after the date of this document may affect this SOW, Project Timeline / Schedule, and Work and Cost Estimate.
- Client will give Aria access to all the necessary assets that are required to effectively and efficiently move forward in the production process.
- Client will assign adequate resources internally to meet the Project Timeline / Schedule.

Communication

- Client will make Aria's Project Manager aware of any other projects, current or future, which may affect the Project Manager's ability to execute the project described in this SOW. This includes, but is not limited to, any external factors like office construction, vacation, company reorganizations, or systems moves, changes, or additions.
- Status meetings will take place with Aria on at least a weekly basis.
- Aria's project status report; listing the current state of the project, including issues and action points, and any Project Timeline / Schedule updates will be issued to Client on a weekly basis.

Town of Addison

Approval Process

- Unless otherwise agreed to by the Parties, the Client Project Manager will be the point person for all communication to/from Aria.
- This person is responsible for soliciting changes and approval from other Client stakeholders.
- Proposed changes will be submitted to Aria in an organized and clearly written format and reviewed to remove discrepancies in order to expedite the process of applying revisions and reduce the change of errors/omissions or differing information.
- Changes submitted after approval on any deliverables has been granted will be considered change requests.
- Documents, plans, and mock-ups will be read, understood, and signed-off by Client.
- Any delays caused by lengthy approval processes will affect the Project Timeline / Schedule and will impact the Work and Cost Estimate.

Change Control

- Any material changes to the services outlined in this SOW (including material deviation from the assumptions contained in this SOW) shall be evaluated to determine impact to the Project Timeline / Schedule, Work and Cost Estimate, or Deliverables. A change control process will be established to identify, record, assess, and approve any project changes. Aria and Client shall follow this process to classify, prioritize, approve, or reject changes. Change requests shall be incorporated into a Change Request Form and, upon approval, shall be executed by Aria and Client.
- If any creative, functional, technical, or third-party vendor specifications change during the course of the project, Aria reserves the right to identify and assess the impact of the change and provide a Change Request Form (if applicable).
- If Client delays in any material respect in timely providing any of the agreed-upon Client deliverables, Aria shall inform Client and may require one of the following responses:
 - Issue a Change Request Form and notify Client of the delay and any associated costs. This delay could result in losing the Aria project team, until that team becomes available again. Additional costs must be approved by Client in writing prior to being incurred.
 - Issue Change Request Form and notify Client of a delay in the project. Client retains (at an additional cost) the applicable Aria project staff members to remain available until the Client deliverable is provided.

Completion Criteria

Proposal

Town of Addison

Budget Book

- Aria's production responsibilities are complete once Client signs off on the completed deliverables provided by Aria.
- Issues defined as "major" are those that materially impact a user's ability to access, utilize or navigate the site without any reasonable workarounds. Aria and Client will mutually agree to define an issue as "major", and both parties will make every reasonable effort to keep the number of issues defined as "major" to a minimum.

The undersigned have read and agree to the terms and conditions stated in this SOW and, as duly authorized representatives, execute this binding agreement as of the SOW Effective Date set forth above.

Aria

Signature: _____
Name: _____
Title: _____
Date: _____
Address: 14800 Quorum Dr. Suite, 180
City, State, Zip: Dallas, TX 75254

Town of Addison

Signature: _____
Name: _____
Title: _____
Date: _____
Address: _____
City, State, Zip: _____

Council Agenda Item: #R 2c

AGENDA CAPTION:

Approval of award of a bid in the amount of \$20,626.04 to Bart Turner and Associates for the purchase of 156 Strive Chairs for use in the Visit Addison venue.

FINANCIAL IMPACT:

This item was not specifically budgeted in FY 2011. Therefore, a mid-year budget adjustment will likely be needed to balance this expenditure.

BACKGROUND:

One of the components of Visit Addison is to provide a rental space for the community, much like the Conference Centre, and to generate revenue. This venue will host meetings and events for a variety of organizations. To accommodate the rental of this space we propose to purchase 156 Strive chairs.

We considered 10 different chair options and found the Strive chair to be the most comfortable and cost effective. This chair provides the durability and comfort expected in a rental chair.

These chairs have a 15-20 year lifespan if well maintained.

Bart Turner and Associates is a TXMAS vendor and this is TXMAS pricing.

RECOMMENDATION:

Staff recommends approval.

COUNCIL GOALS:

Continue to Attract Visitors

ATTACHMENTS:

Description:

Type:

No Attachments Available

Council Agenda Item: #R 2d

AGENDA CAPTION:

Approval of award of a bid in the amount of \$40,467.84 to PS Furniture for the purchase of tables and table carts for use in the Visit Addison venue.

FINANCIAL IMPACT:

This item was not specifically budgeted in FY 2011. Therefore, a mid-year budget adjustment will likely be needed to balance this expenditure.

BACKGROUND:

One of the components of Visit Addison is to provide a rental space for the community, much like the Conference Centre, and to generate revenue. This venue will host meetings and events for a variety of organizations. To accommodate the various set-ups we propose to purchase (50) 6'x24" rectangular tables with (3) transport carts, (20) 72" round tables with (2) transport carts and (20) 30" cocktail rounds and (1) transport cart. We considered several types of tables ranging from plywood to laminate. For the 6' tables and 30" cocktail rounds the laminate option was selected as it would allow us to set-up the tables, for most set-ups, without the need to have a tablecloth on the table. As such, this will save us both time and money and demonstrate our interest in being green with no linen needed. Most events involving food service require round tables as well as a table linen thus; we opted for the less expensive plywood table.

These tables have a 20 year lifespan if well maintained.

PS Furniture is a TXMAS vendor and this is TXMAS pricing.

RECOMMENDATION:

Staff recommends approval.

COUNCIL GOALS:

Continue to Attract Visitors

ATTACHMENTS:

Description:

Type:

No Attachments Available

Council Agenda Item: #R3

AGENDA CAPTION:

Consideration, discussion and approval of a resolution supporting the appointment of Council Member Kimberly Lay as the representative to the Regional Transportation Council of the North Central Texas Council of Governments.

FINANCIAL IMPACT:

NA

BACKGROUND:

The Regional Transportation Council is a 40 member independent transportation policymaking body which determines how regional transportation funds should be spent. The municipalities of Richardson, Addison, Murphy, Wylie, and Sachse share one representative. John Murphy, a Council Member from Richardson, has served most recently as the representative. However, as Mr. Murphy is not running for re-election, his seat will become vacant.

RECOMMENDATION:

NA

COUNCIL GOALS:

Promote Quality Transportation Services

ATTACHMENTS:

Description:

[RTC/MPO Overview](#)

Type:

Cover Memo

Regional Mobility Initiatives

Vol. XI, No. 2 August 2007

*The North Central Texas Council of Governments serves the region as its **Metropolitan Planning Organization** by developing transportation plans and programs that address the complex needs of the rapidly growing Dallas-Fort Worth area.*



North Texas' transportation needs are becoming more acute as the population surges to new levels. The nine-county Metropolitan Planning Area has a population of 6.1 million and new residents bring strain to the area's roads and a need for increased capacity. The Regional Transportation Council (RTC), the Metropolitan Planning Organization's 40-member independent transportation policymaking body, determines how regional transportation funds should be spent. For more than 30 years, NCTCOG and the RTC have served as the MPO for the Dallas-Fort Worth area. A region as diverse as DFW contains governments with competing interests, necessitating a galvanizing force to help them solve complex problems. The RTC meets this need.

Transportation planning by a single group – which includes representatives from throughout the area – allows cities, counties, and transportation agencies to coordinate efforts. RTC meetings often offer lively discussion, based on differing priorities, but the meetings allow regional players to solve problems together. NCTCOG helps communities in the 16-county region plan for common needs, using its resources to offer mutually beneficial solutions. One of eight NCTCOG departments, the Transportation Department supports the RTC. The two form the MPO, which guides transportation policy for the nine-county Metropolitan Planning Area.

NCTCOG is one of 25 MPOs in Texas and has served in this capacity since 1974. Federal law requires states to establish MPOs for urban areas with more than 50,000 residents. The NCTCOG Executive Board sets policy for comprehensive planning and coordination in North Texas and serves as the MPO's fiscal agent. The RTC, technical committees and NCTCOG Transportation Department staff members complete the planning structure. The MPO works with regional transportation providers to improve mobility and air quality.

Federal law requires the MPO to maintain a continuous, cooperative, and comprehensive planning process. The objective of this process is to ensure development, management, and operation of an integrated, multimodal transportation system. This allows people and goods to move safely and efficiently throughout the region.

Regional Mobility Initiatives is a report on the transportation planning activities and air quality programs of the North Central Texas Council of Governments and the Regional Transportation Council – together serving as the Metropolitan Planning Organization for the Dallas-Fort Worth Metropolitan Area since 1974.

Regional Transportation Council

The RTC meets monthly to determine transportation policy for the nine-county area. Its 40 members include elected officials and representatives from the metropolitan area's transportation providers. RTC members understand the importance of cooperation when seeking key improvements to the transportation system. They work with the Legislature and transportation agencies to acquire the legal ability and financial mechanisms necessary to complete projects beneficial to the region.

The RTC oversees the metropolitan transportation planning process and mainly does the following:

- Guides the development of multimodal transportation plans and programs.
- Determines allocation of federal, state, and regional transportation funds.
- Selects transportation projects in some programs and recommends projects to the Texas Transportation Commission in other programs.
- Ensures transportation providers coordinate services.
- Ensures the metropolitan areas comply with State and federal laws and regulations regarding transportation and air quality.

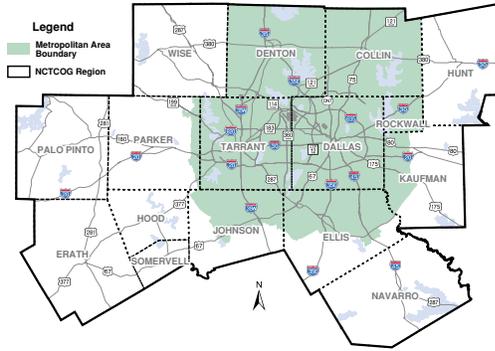
While the RTC provides policy direction to the transportation planning process, the federal government in recent years has given MPOs more authority. They are now responsible for selecting projects funded by the Surface Transportation Program and the Congestion Mitigation and Air Quality Improvement Program. The State has also decentralized parts of the decision-making

process. In 2004, the Texas Transportation Commission gave the RTC more authority to recommend regional projects. The Surface Transportation Technical Committee, which meets monthly, is one of the several committees guiding the RTC. STTC is composed mainly of staff members of area government bodies. Other transportation and air quality committees work with the RTC to provide members with the information they need to develop sound transportation policy.

The North Central Texas Council of Governments is a collaborative structure of committees and organizations creating partnerships to address the region's complex transportation needs. Key players in this organizational structure include:

- **NCTCOG's Executive Board**, which oversees the administrative funds granted to the MPO.
- **The Regional Transportation Council**, which sets transportation policy for the MPO.
- **Technical committees** that review, comment on, and prepare recommendations for transportation improvements.
- **NCTCOG's Transportation Department**, which provides support and staff assistance to the RTC and its technical committees.
- **Residents of the region**, who participate in the planning process through public meetings, workshops, and listening sessions.

Metropolitan Planning Area within the NCTCOG Region



The Dallas-Fort Worth Metropolitan Planning Area includes Collin, Dallas, Denton, Tarrant and Rockwall counties, and parts of Ellis, Johnson, Kaufman, and Parker counties. The metropolitan area (shaded) covers almost 5,000 square miles.

Regional Transportation Council Organizational Structure

	Representatives
City of Arlington	2
Cities of Carrollton and Farmers Branch	1
Cities of Dallas, Highland Park, and University Park	6
City of Denton (urbanized area)	1
Cities of Duncanville, DeSoto, Lancaster, Cedar Hill, and Glenn Heights	1
City of Fort Worth	3
Cities of Garland, Rowlett, and Rockwall, and Rockwall County	1
City of Grand Prairie	1
Cities of Hurst, Euless, Bedford, Colleyville, Grapevine, Southlake, and Trophy Club	1
Cities of Irving and Coppell	1
Cities of Lewisville, Flower Mound, Highland Village, Corinth, Lake Dallas, Little Elm, and The Colony (urbanized area)	1
Cities of Mansfield, Benbrook, Forest Hill, White Settlement, Azle, Crowley, River Oaks, Everman, and Kennedale, and Parker County (partial)	1
Cities of Mesquite, Balch Springs, Seagoville, and Forney, and Kaufman County (partial)	1
Cities of North Richland Hills, Haltom City, Watauga, Keller, Saginaw, and Richland Hills	1
Cities of McKinney, Allen, and Frisco (urbanized area)	1
City of Plano	1
Cities of Richardson, Addison, Wylie, Sachse, and Murphy	1
Collin County	1
Dallas County	2
Denton County	1
Ellis County (partial) and the Cities of Waxahachie, Midlothian, Ennis, and Red Oak	1
Johnson County (partial) and the Cities of Burleson, Cleburne, and Keene	1
Tarrant County	2
District Engineer, Dallas District, TxDOT	1
District Engineer, Fort Worth District, TxDOT	1
Policy Representative, Dallas Area Rapid Transit	1
Policy Representative, Fort Worth Transportation Authority	1
Policy Representative, North Texas Tollway Authority	1
Policy Representative, Dallas/Fort Worth International Airport	1
Policy Representative, Denton County Transportation Authority	1
TOTAL MEMBERSHIP	40

The **Regional Transportation Council** is the independent transportation policy body of the Metropolitan Planning Organization.

Transportation and Air Quality Advisory Committees

Surface Transportation Technical Committee

Reviews and provides recommendations for surface transportation planning and transportation funding in the Dallas-Fort Worth area



Air Transportation Technical Advisory Committee

Oversees the development and maintenance of the Regional Airport System Plan

Clean Cities Technical Coalition

Serves as a technical resource to NCTCOG in funding clean vehicles and promoting the use of clean-fuel technology



Corridor Study Working Groups

Aim to improve existing traffic conditions as needed; also plan for increased traffic at specific locations

Travel Demand Management/Congestion Management Process Task Force

Supports and coordinates implementation of travel demand management initiatives, including the State Implementation Plan



Bicycle/Pedestrian Transportation Task Force

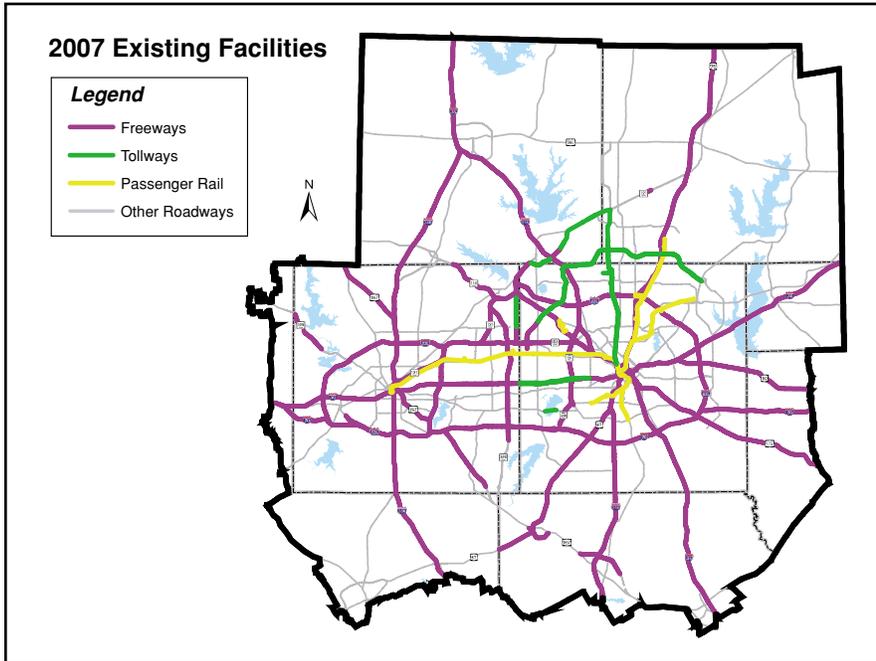
Supports planning of regional pedestrian and bicycle projects funded by the RTC



Transportation Choices

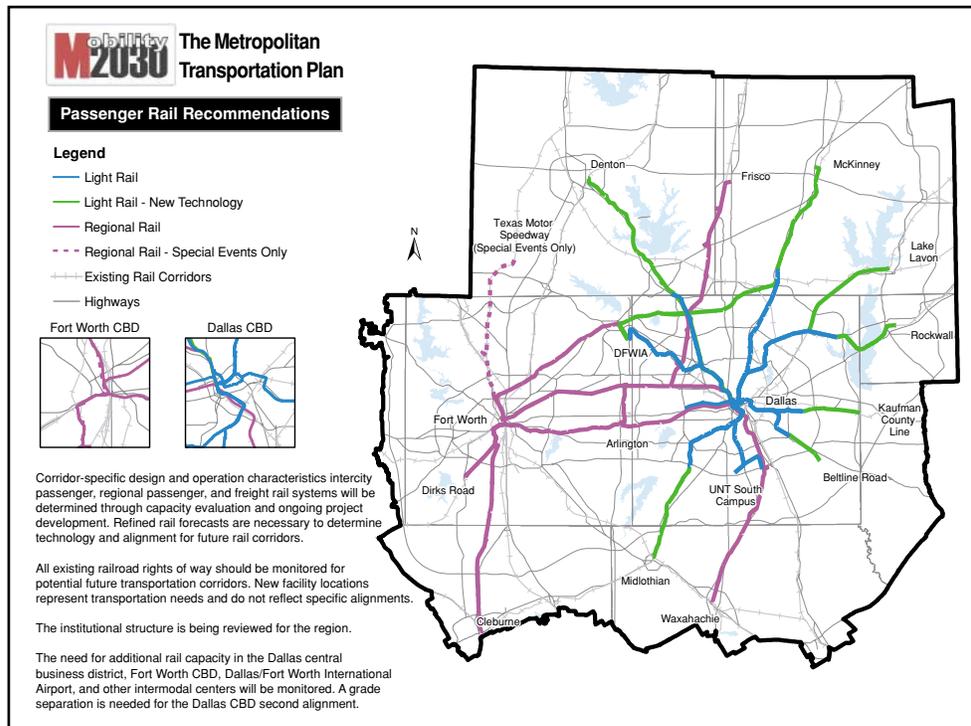
North Texas' multimodal transportation network is designed to enhance the region's quality of life by providing mobility choices, economic vitality, and efficient movement. Identifying the appropriate tools to improve mobility is critical as population and congestion increase. Capacity on traditional freeways can be expanded by adding lanes and eliminating bottlenecks. But these are not the only ways to improve mobility.

Transportation planners hope to relieve congestion through a combination of tolled express lanes and traditional toll roads. High-occupancy vehicle lanes increase efficiency by encouraging solo drivers to share rides. Passenger rail offers an alternative to driving, also reducing the number of vehicles on the roads. North Texas leaders also are expanding the region's system of bicycle lanes, bicycle paths, and sidewalks, which have environmental and health implications.

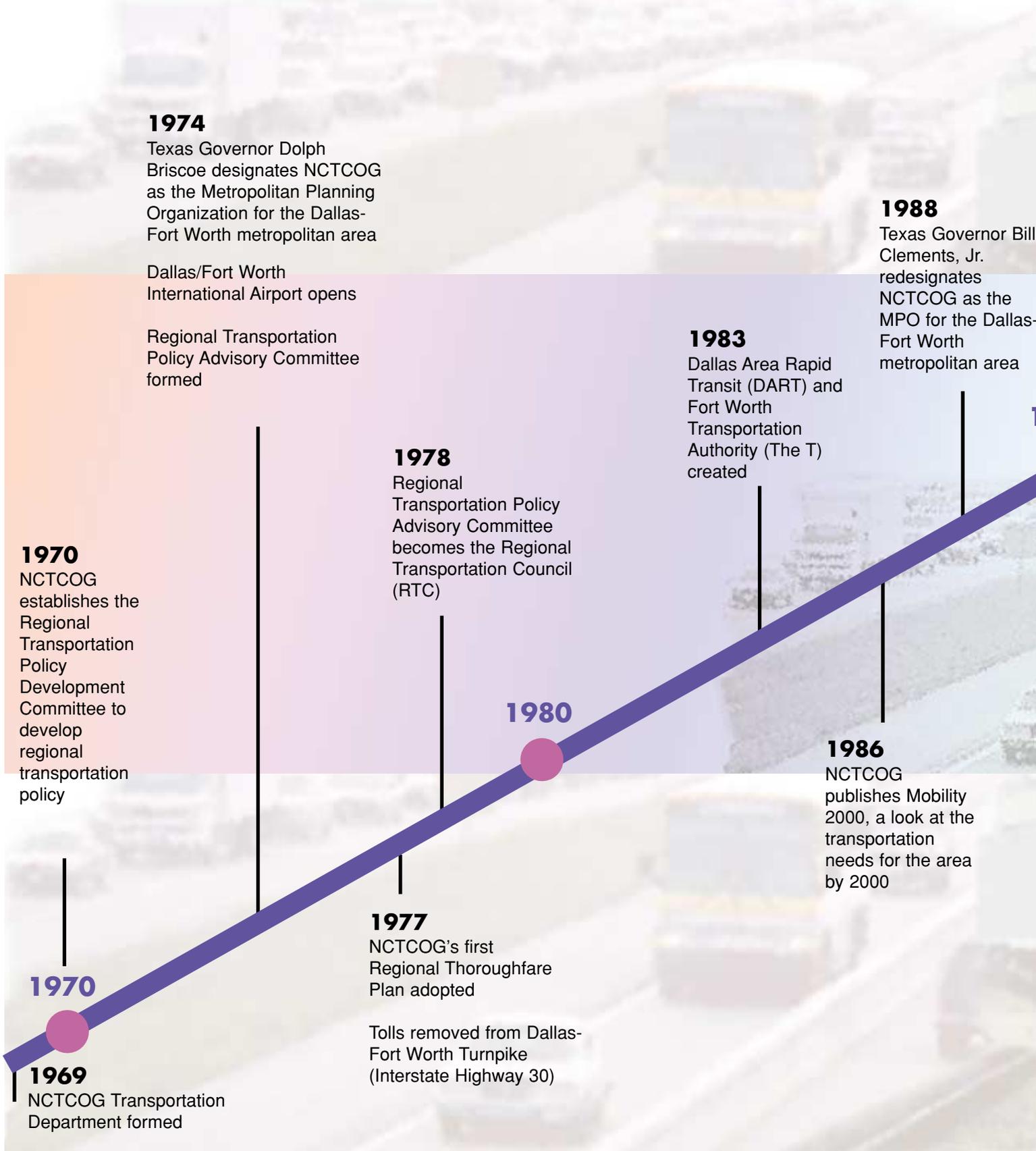


North Texans have vast networks of tollways, freeways and transit lines from which to choose when trying to navigate their way through the region.

North Texas transportation planners hope to bring regional rail to the Metroplex, alleviating mounting traffic congestion plaguing many areas. The rail lines would supplement existing commuter and light-rail systems in Fort Worth and Dallas, creating a seamless alternative to the region's roadways. NCTCOG staff members and the RTC continue to work toward a plan that would fund rail in the cities and counties without access to the service. The preferred plan would require legislative action.



Metropolitan Transportation Timeline



1991

DART/TxDOT open the region's first HOV lane on IH 30

Mobility 2010 introduces the region to the concept of financial constraint

1993

NCTCOG designated as MPO for Denton and Lewisville urbanized areas

1996

Dallas-Fort Worth Area Partners In Mobility initiated

DART's light rail starter system opens; the first segment of the Trinity Railway Express (TRE) from Dallas to Irving opens

1997

North Texas Tollway Authority created

1999

NTTA introduces TollTag system on Dallas North Tollway

2001

TRE links Dallas and Fort Worth by commuter rail for first time since 1930s

2002

Denton County Transportation Authority established

2003

NCTCOG is designated as the MPO for the McKinney urbanized area

2004

Texas Transportation Commission grants increased project selection authority to the Regional Transportation Council

2005

Congress passes the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

NTTA opens 5.4-mile "Superconnector" segment of President George Bush Turnpike

2007

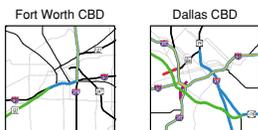
The Legislature approves Senate Bill 792, which freezes development of toll roads by private companies for two years; Projects in the Metroplex are exempt

Transportation Funding

Mobility 2030 The Metropolitan Transportation Plan

Funded Roadway Recommendations

- Legend**
- New Freeway Facilities
 - New Tollway Facilities
 - Additional Capacity To Existing Freeway/Tollway
 - HOV/Managed Lanes
 - Improvements to Existing Freeway and HOV/Managed Lanes
 - Selected New/Improved Regionally Significant Arterials
 - Freeways/Tollways



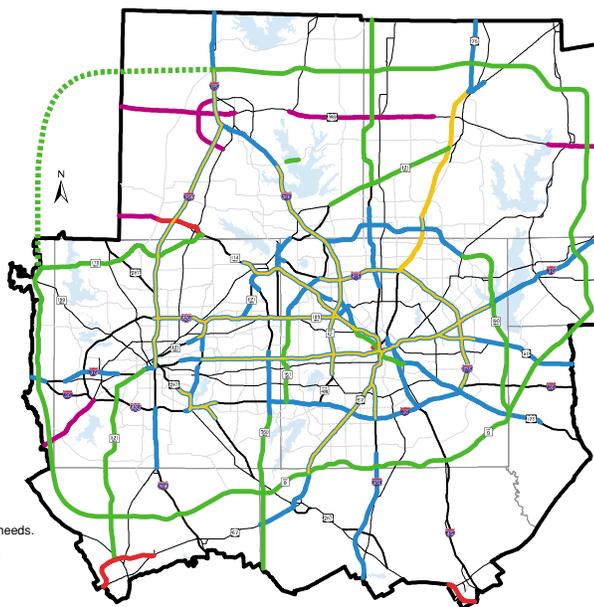
Corridor-specific design and operation characteristics for the freeway/tollway system will be determined through ongoing project development.

Additional and improved freeway/tollway interchanges should be secured on all freeway/tollway facilities to accommodate a balance between mobility and access needs.

All freeway/tollway corridors require additional study for capacity, geometric and safety improvements related to truck operations.

New facility locations indicate transportation needs and do not represent specific alignments.

Operational strategies to manage the flow of traffic should be considered in the corridors where additional freeway or toll way lanes are being considered.



\$29.8 billion regional roadway system
Additional freeway/tollway lane miles: 3,444
Additional HOV/managed lane miles: 626

The Federal Highway Administration and the Federal Transit Administration provide the Council of Governments with money for transportation planning. Two other federal agencies, the Department of Energy and the Environmental Protection Agency, offer funding for cleaner-burning fuels and environmentally friendly programs, especially important as the area's air quality faces federal scrutiny. Dallas-Fort Worth is an ozone nonattainment area, meaning its ozone levels do not comply with standards set by the Clean Air Act.

The state shares a role in improving transportation options and protecting the region's environment. The Texas Department of Transportation, Texas Commission on Environmental Quality, and State Energy Conservation Office provide money for transportation and air quality planning. The federally required Unified Planning Work Program outlines the budget for each of these programs. The UPWP is prepared every two years with the help of transportation providers, area governments and residents of the region.

Transportation Planning

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, or SAFETEA-LU, is the federal legislation that directs transportation planning in North Texas and across the country. Signed into law in 2005, SAFETEA-LU replaced the Transportation Equity Act for the 21st Century, or TEA-21.

A new Metropolitan Transportation Plan, Mobility 2030, was developed in 2006 to replace Mobility 2025 as the region's transportation blueprint. Mobility 2030 contains several innovative financing techniques and \$71 billion in recommendations believed to move the region closer to solving its traffic problems. North Texas is finding ways to meet the transportation

demands placed on it by an expanding population, even as construction costs make it more difficult to build needed projects. Mobility 2030 identifies \$16.8 billion in innovative financing.

Further investment in rail, HOV lanes, freeways, tollways, and Intelligent Transportation Systems is hoped to improve mobility in Dallas-Fort Worth, a metropolitan area expected to exceed 9 million in population by 2030. Several projects hoped to substantially improve traffic flow are on the horizon. They will be completed with traditional and innovative financing tools, with an emphasis on the latter.

**IDENTIFIED FUNDING NEEDS
DALLAS-FORT WORTH REGION**
(Based on Mobility 2030 Funding Levels)

Metropolitan Transportation System Components	Funded Needs (Billions/2006 \$)	Unfunded Needs (Billions/2006 \$)
Operation & Maintenance	\$18.7	
Congestion Mitigation Strategies	\$2.1	
Bicycle & Pedestrian Facilities and Transportation Enhancements	\$1.1	
Rail and Bus Transit System	\$11.0 ¹	
HOV and Managed Facilities	\$3.3	
Freeway and Toll Road System	\$26.4	\$12.7 ²
Regional Arterial and Local Thoroughfare System	\$5.7	\$6.0
Additional Cost to Purchase Right-of-Way		\$1.1
Rehabilitation Costs	\$ 2.6	\$32.1
Goods Movement/Rail Freight Costs (Trans Tx Corridor)		\$6.7
TOTAL	\$70.9 (55 %)	\$58.6 (45 %)
	\$129.5 Billion	

¹ \$3.4 billion obtained through Regional Transit Initiative
² Includes freeway-to-freeway interchanges

By working with TxDOT and local governments, the RTC identifies needs and determines which ones are addressed. Projects in the Metropolitan Transportation Plan are completed in accordance with the priorities laid out in the Transportation Improvement Plan. The TIP includes a list of needed projects and an estimated timeframe for completion of each. The funding source is also included.

North Texas must have a Congestion Management Process because it has a

population of more than 200,000. The CMP seeks to maximize resources through sound management of regional assets. Alternatives to solo driving such as peak-period pricing, telecommuting, vanpooling, and ridesharing are encouraged by the CMP.

The region's explosive population growth and corresponding traffic congestion are just part of the problem. The Dallas-Fort Worth area also finds itself under a strict set of air quality rules as it confronts ozone nonattainment.

Air Quality

The EPA has designated North Texas as a nonattainment region because of its high concentration of ozone. The eight-hour standard, which measures ozone levels for extended periods of time, must be met by 2010. The MPO has chosen a mix of education and policy initiatives to help the region reach attainment. The RTC has taken an active role in helping improve ozone levels. In 2006, the region

reached the one-hour standard, which was replaced by the stricter eight-hour rule in 2004. Although the region is no longer held to the one-hour standard, meeting it shows the policies intended to improve air quality are working. North Texas has acceptable levels of five other pollutants: carbon monoxide, lead, nitrogen oxide, particulates, and sulfur oxides, according to the EPA.

Air Pollutant	Abbreviation	Status
Carbon Monoxide	CO	In attainment
Lead	Pb	In attainment
Nitrogen Oxides	NOx	In attainment
Ozone	O3	Violation of standard
Particulates	PM	In attainment
Sulfur Oxides	SO	In attainment

Management and Operations

NCTCOG's Transportation Department staff members work together to develop transportation and air quality plans adequate for a quickly growing region. The growing department uses technology and experience to develop solutions for the region's traffic congestion, a problem for any large metropolitan area. With innovative policies, projects and procedures, the MPO and its partners are making progress in the fight for mobility. The work done to improve the transportation system indicates long-term relief is on the way. NCTCOG staff members are experienced in concentrations that make it easier for the MPO to accomplish its goals.



Program areas:

Air quality planning and operations

- Air quality operations
- Air quality policy and program development
- Air quality technical planning and research
- Transportation air quality marketing and outreach

Community outreach and transportation project programming

- Community outreach programs
- Transportation project programming

Congestion management, safety, security, and information systems

- Congestion Management System plan
- TDM project implementation
- Intelligent Transportation System implementation
- Transportation information systems
- TSM project implementation
- Safety and security

Development, freight, and aviation

- Aviation
- Goods movement
- Sustainable development

Fiscal management and transit operations

- Budget procurement coordination
- Computer systems
- Management and operations
- Transit operations planning

Transportation planning

- Metropolitan Transportation Plan
- Transit system plan
- Roadway corridor refinement and project development

Model development group

Program administration

Responding to Challenges

NCTCOG helps area cities, counties, and transportation authorities implement programs intended to reduce congestion and improve air quality. These programs aim to more efficiently use existing resources to address the region's transportation needs. Some projects are important air quality transportation control measures and are supported by the State Implementation Plan.

To attract good jobs and maintain livable communities for decades to come, it is important to address transportation and air quality concerns. As the region continues adding residents, good transportation choices and cleaner air will become more important. MPO staff members are working on various programs intended to improve both, and in the process, enhance the quality of life of the region's current residents and those who will be drawn to North Texas in coming years. Without quality jobs to employ people or

transportation systems to get them to work, the region would lose its status as one of the nation's strongest economies. NCTCOG will continue to find innovative ways to meet the challenges, posed by the diverse region, with an eye toward growth well into the future.

North Texas is leading the way with many innovative measures as it seeks solutions to transportation and air quality concerns in the face of mounting traffic congestion. North Texas will rely on its sophisticated network of roads to take people where they need to go, but a growing rail system will complement the freeways and toll roads, serving as an alternative for anyone who wants to avoid the hassle of navigating those roads. The NCTCOG Transportation Department will work closely with State and federal officials to ensure the progress continues on all modes of transportation.

NCTCOG Executive Board 2007-2008

President Chad Adams County Judge, Ellis County	Director Mike Cantrell Commissioner, Dallas County	Director Carter Burdette Councilmember, City of Fort Worth	Director Carter Porter Mayor Pro Tem, City of Wylie
Vice President John Murphy Mayor Pro Tem, City of Richardson	Director B. Glen Whitley County Judge, Tarrant County	Director Becky Miller Mayor, City of Carrollton	General Counsel Jerry Gilmore
Secretary-Treasurer Bobby Waddle Mayor Pro Tem, City of DeSoto	Director Keith Self County Judge, Collin County	Director Ken Shetter Mayor, City of Burleson	Executive Director R. Michael Eastland
Past President T. Oscar Trevino, Jr., P.E. Mayor, City of North Richland Hills	Director Linda Koop Councilmember, City of Dallas	Director David Dorman Mayor, City of Melissa	

Regional Transportation Council 2007-2008

T. Oscar Trevino, Jr., P.E., Chair Mayor, City of North Richland Hills	Mark Enoch Board Chair Dallas Area Rapid Transit	Jack Miller Vice Chair North Texas Tollway Authority
Linda Koop, Vice Chair Councilmember, City of Dallas	Paul Geisel Board Member Fort Worth Transportation Authority	Rich Morgan Citizen Representative, City of Dallas
B. Glen Whitley, Secretary County Judge, Tarrant County	Bill Hale, P.E. District Engineer TxDOT, Dallas District	John Murphy Mayor Pro Tem, City of Richardson
Ron Brown Commissioner, Ellis County	Roger Harmon County Judge, Johnson County	Ron Natinsky Councilmember, City of Dallas
Dorothy Burton Councilmember, City of Duncanville	John Heiman, Jr. Mayor Pro Tem, City of Mesquite	Rick Stopfer Councilmember, City of Irving
Mike Cantrell Commissioner, Dallas County	Kathleen Hicks Mayor Pro Tem, City of Fort Worth	John Tatum Citizen Representative, City of Dallas
Sheri Capehart Councilmember, City of Arlington	Joe Jaynes Commissioner, Collin County	Marti VanRavenswaay Commissioner, Tarrant County
Maribel Chavez, P.E. District Engineer TxDOT, Fort Worth District	Ron Jensen Councilmember, City of Grand Prairie	Cynthia White Commissioner, Denton County
Jan Collmer Board Chair Dallas/Fort Worth International Airport	Ron Jones Mayor City of Garland	Bill Whitfield Mayor, City of McKinney
Wendy Davis Councilmember, City of Fort Worth	Jungus Jordan Councilmember, City of Fort Worth	Kathryn Wilemon Councilmember, City of Arlington
Maurine Dickey Commissioner, Dallas County	Pete Kamp Mayor Pro Tem, City of Denton	Vacant Cities of Dallas and University Park and Town of Highland Park
Rudy Durham Councilmember City of Lewisville	Mike Leyman Councilmember, City of Mansfield	Vacant Cities of Dallas and University Park and Town of Highland Park
Loretta Ellerbe Councilmember, City of Plano	Bill McLendon Councilmember City of Hurst	Michael Morris, P.E. Director of Transportation, NCTCOG
Charles Emery Board Chair Denton County Transportation Authority	Becky Miller Mayor, City of Carrollton	

**Surface Transportation
Technical Committee**
Jill House, P.E., Chair

Contributing Staff

NCTCOG Staff
Michael Morris, P.E.
Director of Transportation
Dan Kessler
Assistant Director of Transportation

Lara Rodriguez
Public Involvement Coordinator
Brian Wilson
Public Outreach Specialist II

Kristy Libotte Keener
Graphic Design Coordinator
Public Affairs

What Is NCTCOG?

The North Central Texas Council of Governments (NCTCOG) is a voluntary association of local governments within the 16-county North Central Texas region. The agency was established in 1966 to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. North Central Texas is a 16-county region with a population of 6.4 million and an area of approximately 12,800 square miles. NCTCOG has 233 member governments, including all 16 counties, 165 cities, 23 independent school districts, and 29 special districts.

Since 1974, NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation in the Dallas-Fort Worth Metropolitan Area. The Regional Transportation Council (RTC) is the policy body for the MPO. The RTC consists of 40 members, predominantly local elected officials, overseeing the regional transportation planning process. NCTCOG's Transportation Department is responsible for support and staff assistance to the RTC and its technical committees, which comprise the MPO policy-making structure.

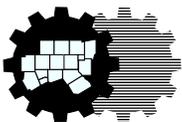
We would like your comments. . .

If you have questions or comments regarding the transportation and air quality programs of the North Central Texas Council of Governments and the Regional Transportation Council or need additional information, please contact the NCTCOG Transportation Department at (817) 695-9240, by fax at (817) 640-3028, via e-mail: transinfo@nctcog.org, or visit our website at www.nctcog.org/trans.

Regional Mobility Initiatives Issues

Advanced Transportation Management, March 1996
Air Quality, July 1996
Traffic Congestion, October 1996
Multimodal Solutions in the North Central Corridor, July 1997
Toll Roads, February 1998
Major Investment Studies, August 1998
The Transportation Equity Act for the 21st Century, October 1998
High Occupancy Vehicle (HOV) Lanes, December 1998
Travel Demand Forecasting Procedures, June 1999
Commuter Traffic, December 2000
Pedestrian Transportation, August 2002
Metropolitan Planning Organization, November 2002
Rail Station Access, February 2003
Traffic Congestion, October 2004
Regional Rail, October 2005
Goods Movement, January 2006
North Texas Regional ITS Architecture, December 2006
SAFETEA-LU, May 2007

The contents of this report reflect the views of the authors who are responsible for the opinions, findings, and conclusions presented herein. The contents do not necessarily reflect the views or policies of the Federal Highway Administration, the Federal Transit Administration, or the Texas Department of Transportation. This document was prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration.



North Central Texas Council of Governments
P. O. Box 5888
Arlington, Texas 76005-5888

Council Agenda Item: #R4

AGENDA CAPTION:

Discussion and consideration of approval of an agreement with TSR, Technical Service Resources, for the purchase, installation and configuration of three (3) digital information kiosks.

FINANCIAL IMPACT:

This is a budgeted item.

Budgeted Amount: \$50,000

Cost: \$41,022

BACKGROUND:

The Addison Visitor Center is a place to explore the Hospitality, Art, Culture, Business, and Lifestyle of Addison. In an effort to guarantee its purpose and showcasing the vision through a powerful multifaceted experience we are recommending a cost-effective solution which we believe will increase tourism revenue, increase awareness and perception of Addison as an arts and cultural destination, reaffirm Addison as an experienced leader, enabling cooperative marketing, advertising and other forms of partner revenue. The proposed system is a collection of three (3) all-in-one digital kiosks which are portable and scalable and they offer touch screen display, sleek upright tower style housing and a full capability over content and the screen display design.

RECOMMENDATION:

Staff recommends that the Council authorize the City Manager to enter into an agreement with TSR, Technical Service Resources, in the amount of \$41,022.00.

COUNCIL GOALS:

Conduct the Business of the Town in a Fiscally Responsible Manner, Provide For A Diversified Business Climate, Continue to Attract Visitors, Provide Quality Leisure Opportunities

ATTACHMENTS:

Description:

[Proposal](#)

Type:

Backup Material



SALES ORDER

DATE: April 8, 2011

SOLD TO: Town of Addison
P.O. Box 9010
Addison, Texas 75001

DELIVER TO: Town of Addison
ATTN: Rob Bourestom
5100 Beltline Road
Addison, Texas 75254

**TERMS: 50% WITH ORDER – BALANCE ON INSTALLATION
COST FOR SHIPPING WILL BE BILLED AFTER DELIVERY**

PURCHASED ITEMS

Description	Quantity	Price Each	Extended Price
Digital Information Kiosk			
46" Digital Information Display, LCD Touch Screen, Tower and PC - 500 GB HD – Memory 4GB –Model DS-46SPCT	3	\$9,799	\$29,397
Total Digital Information Kiosks			\$29,397
Description			
Application Software			
Digital Information Template with Interface to www.AddisonTexas.net web site – Details included in the scope of work statement			\$4,850
Installation and Training			
	Days	Price Per Day	
Details included in the scope of work statement	4	1600	\$6,400
Total Installation and Training			\$6,400
Shipping			
			\$375
Total Purchase Price			\$41,022

MAINTENANCE

Monthly Maintenance Billed Quarterly in Advance Details included in the scope o work statement	3	\$45 monthly	\$135 monthly
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SCOPE OF WORK

Installation and Training Digital Information Display Kiosks SCOPE OF SERVICES PROVIDED

I INITIAL INSTALLATION

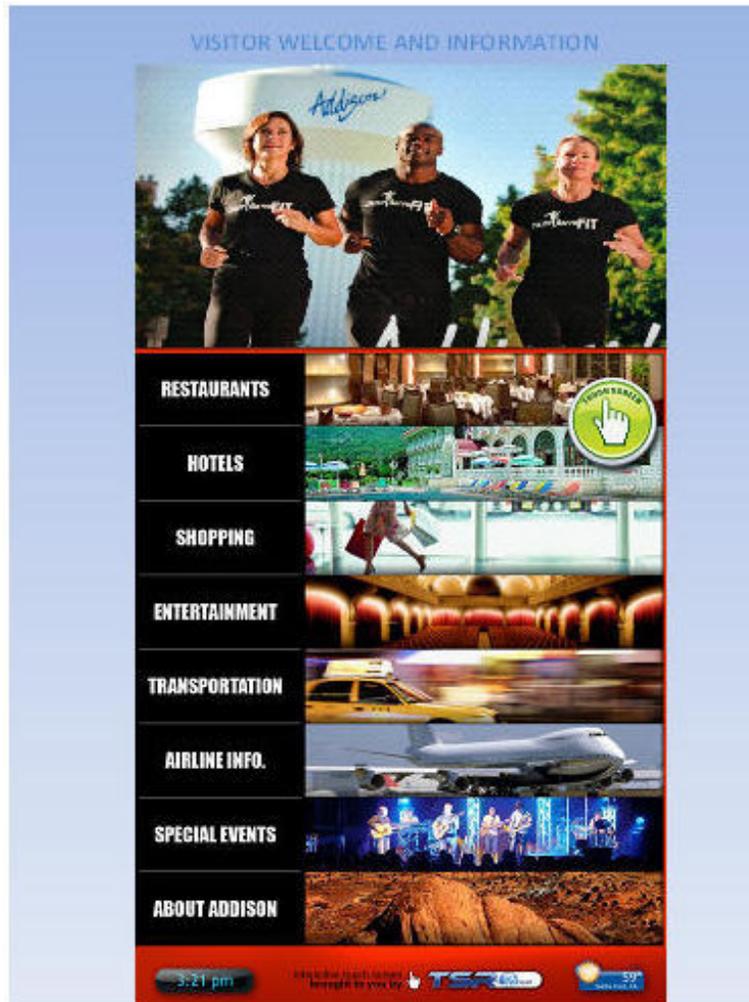
1. Unboxing and inspection of each unit
2. Setup wireless access. Wireless network services provided by Addison.
3. Assign unit ID and incorporate into the TSR Digital Signage Network Services.
4. Load and test software
5. Schedule initial program presentations
6. Test all communication links and prepare for daily operations

II DIGITAL NETWORK SERVICES

1. Content Warehouse
 - a. Storage of Content to be used in presentation. Content is uploaded to a designated server. The Network System provides tools to download content to specified Digital Kiosks for use in presentations.
2. Presentation Templates
 - a. Templates for screen design can be created from within the Network System.
3. Playlists
 - a. Playlist tools provide selection of content to be presented at a scheduled date
4. Scheduling
 - a. Scheduling tools provide the ability to schedule presentations by date, time, duration and specified end point locations.
5. Remote Access
 - a. Each Digital Kiosk is managed remotely via the Internet

III APPLICATION SOFTWARE

DIGITAL INFORMATION TEMPLATE



Explanation:

This is the main screen image presentation that will be displayed on each Digital Information Kiosk. The top picture is designed to present rotating content and will be used to high light special events or recognition of sponsors.

The labels on the left side of the presentation are linked directly to the corresponding category of information on the www.AddisonTexas.net web site.

The labels pictured are for reference only and may not be the actual names of the label in the final delivered arrangement.

Selection is made by touching the label with a finger. A "Back" button will return the user to the main screen image from any location on the Addison web site.

Council Agenda Item: #R5

AGENDA CAPTION:

Presentation, discussion and consideration of approval awarding a contract to H&H Electric in the amount of \$33,800.00 for Celestial Pump Station Power Factor Improvements.

FINANCIAL IMPACT:

This project was budgeted in the Utilites Fund.

BACKGROUND:

Last year, TXU Energy proposed to upgrade their electrical metering at large electric user facilities. The purpose of the new metering was to meter the power factor in order to recover revenue associated with an existing tariff that allows for a power factor penalty. The power factor penalty is charged for the electrical power demand below 95% power factor. The three 500 Hp pump motors at the Celestial Pump Station primarily define the power factor at that facility, because the electrical demand load for calculating the power factor is established during their operation.

In response to this change, the Town solicited quotes for improvements to the power factor at Celestial Pump Station. The apparent low bidder was H&H Electric for \$33,800.00. The proposed corrections will yield \$5,225 in savings each year, and projected cost recovery time is 6.4 years, based on current operations.

RECOMMENDATION:

Staff recommends approval.

COUNCIL GOALS:

Conduct the Business of the Town in a Fiscally Responsible Manner

ATTACHMENTS:

Description:

Type:

No Attachments Available

Council Agenda Item: #R6

AGENDA CAPTION:

Presentation, discussion and consideration of approval authorizing the City Manager to enter into an amended agreement with R.H. Shackelford, Inc. (RHSI) to provide project management services for Belt Line Lighting and Landscape project, Vitruvian Park Public Infrastructure, Phase 2, Vitruvian Well Design and other projects as assigned in an amount not to exceed \$129,805.96.

FINANCIAL IMPACT:

The amended agreement provides for services through September 30, 2011 and is based on an hourly estimate with an amount not to exceed \$129,805.96. Funds are available in the Belt Line and Vitruvian capital project funds.

BACKGROUND:

In January Council approved a contract with R.H. Shackelford (RHSI) to provide project management services for Redding Trail, Bush Elementary and Spring Valley Road. The arrangement has been very beneficial, and staff would recommend that their agreement be amended to provide for these services.

RECOMMENDATION:

Staff recommends approval.

COUNCIL GOALS:

Conduct the Business of the Town in a Fiscally Responsible Manner, Promote Quality Transportation Services

ATTACHMENTS:

Description:

[Amended proposal](#)

Type:

Cover Memo

**RFQ 11-04 Program /Project Management Professional Services
Amendment No. 1**

Company: R.H. Shackelford, Inc.

Amendment to Existing Program Project Management Services thur September 30, 2011

PRICE/COST SCHEDULE

Discipline & Job Classification	Principal & Consultant RHSI / CFA / URS / APEX / JQA / SRM / Lwanda	2011 Base Year	2011 Base Year
		RATE	TOTAL
PROGRAM / PROJECT MGMT	TOTAL HRS		
1. Principal	130	\$148.75	\$19,337.50
2. Project Manager	125	\$119.33	\$14,916.25
3. Architect / Engineer Professional		\$96.92	
4. Engineer II		\$103.57	
5. Construction/Project Mgr	217	\$120.37	\$26,120.29
6. Assistant Construction Mgr		\$95.18	
7. Project Assistant		\$61.58	
8. Senior Estimator		\$143.06	
9. Estimator II		\$91.83	
10. Estimator I		\$60.97	
11. Senior Inspector	141	\$78.38	\$11,051.58
12. Inspector	639	\$67.18	\$42,928.02
13. Project Professional	184	\$83.98	\$15,452.32
14. Specification Writer		\$73.28	
15. CADD Technician		\$54.15	
16. Estimator II		\$91.83	
17. Administrative		\$47.02	
PAGE 1 of 1			\$129,805.96

Amendment will be invoiced monthly on a hourly basis, owner will only be invoiced for those hours worked. This amendement covers all project listed below until September 30, 2011.

This Amendment will cover the Belt Line Construction Phase Construction Management & Inspection, Vitruvian (Bella) Project Management/Staff Support, Vitruvian Well Design Phase, Program Management and Purchasing Assistance and other Miscellaneous Projects as assigned.

BREAKDOWN - BY PROJECT

BELTLINE - CONSTRUCTION PHASE

**ESTIMATED COST
BASED ON HRS**

Construction Manager
Senior Inspector
Inspector
Project Professional

VITRUVIAN (BELLA) - CONSTRUCTION PHASE

Construction Manager (Staff Support)

VITRUVIAN WELL - DESIGN PHASE

Project Manager (Staff Support)

ESTIMATED TOTAL (ABOVE PROJECTS) \$ 96,746

Program Management & Other Projects as Assigned

Principal
Project Manager
Construction Manager
Project Professional
Senior Inspector
Inspector

Program Mgmt & Purchasing
Program Mgmt
Misc Projects
Misc Projects
Misc Projects
Misc Projects

ESTIMATED TOTAL (ABOVE PROJECTS) \$ 33,060

Council Agenda Item: #R7

AGENDA CAPTION:

Presentation, discussion and consideration of approval, authorizing the City Manager to execute Work Order No. 5 with HNTB, Inc. for Construction Phase Services for the Belt Line Road Project – Roadway Lighting and Landscape Improvements to Median in an amount not to exceed \$49,785.00.

FINANCIAL IMPACT:

Funding established by General Obligation Bonds for Belt Line Road.

Construction Contract Award to Groves Electric, Inc. -
\$1,525,113.42

Construction Phase Services Work Order No. 5 for HNTB, Inc. -
\$49,785.00

BACKGROUND:

Council previously approved a Master Services Agreement for the Belt Line Road project with HNTB, Inc. Staff was seeking a firm that would be able to take the vision that was created for the Belt Line Road project and work with the various agency design standards and evaluate the feasibility, constructability and costs associated with the recommended improvements. Work Order No. 4 was for the design of the Belt Line Road Project –Roadway Lighting and Landscape Improvements to Median.

Staff proceeded with bidding the project and opening bids on April 8, 2011. The low bidder is Groves Electric for \$1,525,113.42 and a the contract was awarded on April 12, 2011. The proposed work order with HNTB will provide reimbursement on an hourly basis for actual hours worked responding to requests for information (RFIs), and review of submittals and shop drawings. The day-to-day management of the project and project inspection is anticipated to be performed by R.H. Shackelford but as the design engineer, HNTB's professional services will ensure compliance with the original design elements.

RECOMMENDATION:

Staff recommends approval.

COUNCIL GOALS:

Promote Quality Transportation Services, Continue to Attract Visitors

ATTACHMENTS:

Description:

Type:

No Attachments Available

Council Agenda Item: #R8

AGENDA CAPTION:

Presentation, discussion and consideration of approval authorizing the City Manager to enter into an agreement with SDI Consulting, LLC to assist with strategic planning and implementation strategies in an amount not to exceed \$50,000.00.

FINANCIAL IMPACT:

The proposal is for a 12 month period beginning April 2011. The first six months of the contract (\$28,800) would require a mid-year budget amendment. Staff would budget for the remaining period in the FY 2012 budget.

BACKGROUND:

Last year as part of the budget development, the Town utilized the services of Rick Robinson with SDI Consulting. With the assistance of Mr. Robinson, a process was implemented that provides for the creation of an annual strategic plan that identifies goals, prioritizes projects and the work plan for the next year. The process proved to be extremely beneficial. Staff is recommending that the Town again engage the services of Mr. Robinson to assist in the strategic planning process and in addition, provide assistance in developing and implementing a template for project planning and tracking.

RECOMMENDATION:

Staff recommends approval.

COUNCIL GOALS:

Conduct the Business of the Town in a Fiscally Responsible Manner

ATTACHMENTS:

Description:

[Rick Robinson proposal](#)

Type:

Cover Memo



www.sdiclarity.com

The Town of Addison Consulting Proposal for 2011

Prepared for: Ron Whitehead

Prepared by: Rick Robinson, Partner, SDI Consulting, LLC

Amended April 19, 2011

Proposal number: 2011TOA-02

Town of Addison Consulting Proposal

Purpose

The purpose of this document is to outline SDI Consulting's understanding of the background, evidence of success, deliverables, timing, and pricing for institutionalizing the Strategic Planning and Execution process for the Town of Addison.

Background

In June of 2010, the Town of Addison began the process of creating an annual strategic plan that aligns the goals of the Town Council with City Staff. This process has been greatly beneficial in the prioritization of projects, the streamlining of the budget process, and the identification areas that need improvement.

After the strategies are developed, the natural challenge of any strategic planning process is how to best execute those strategies. The City Manager and Staff have recognized this challenge, and have begun the process of migrating activities from Planning to Execution. The two primary tools to increase the effectiveness of Execution in any organization are Key Performance Indicators (KPI)/Performance Dashboards and Project Planning and Tracking. In December 2010 work began on implementing standard project management and tracking tools.

The Town of Addison has engaged Rick Robinson of SDI Consulting, LLC, as an organizational performance consultant. The initial focus of the engagement was to facilitate and support the creation of a Strategic Plan for the town of Addison. As the staff and council increase their focus on implementing the strategies, the town has asked Rick to focus on the introduction and implementation of a project management discipline - and to help develop an organizational structure and culture that is capable of fulfilling the vision.

Evidence of Success

The following criteria will be used to evaluate the success of this project:

Key Activities

- 1) Project Planning, Management, and Tracking - Recommendation of process and tools, and change management support for creating a project management discipline at the Town of Addison.
- 2) KPI and Dashboards - Recommendation of process and tools, and change management support for creating KPI and Dashboards for the Town of Addison staff and employees.
- 3) Operation Planning – consulting with the City Manager staff to plan structural, controls, capability, and cultural changes.
- 4) Execution Support - Working as a facilitator and accountability partner to ensure the strategic and operational plans are executed effectively.

Timing: The exact timing, tasks, and deliverables is yet to be determined. Here is a rough estimate of timing and activities:

April to August Strategic Planning with the Town Council

September to March 2012 Project Management /A3 and KPI Training and Execution Support

Pricing: \$5,000 per month, current estimate is for 2 days per month from January through December. Pricing discounts: 10% for six month retainer commitment, 20% for 12 month retainer commitment. It is estimated that an average of two days per month over the next year will be sufficient to accomplish the goals of this proposal. If significantly and consistently more than 16 hours per month are required, then a rate of \$250/hour for facilitation and \$125/hour for consulting will apply. If consistently less than 16 hours per month are required, then an adjustment will be made to the Town of Addison based on the rates quoted above. All additional hours and/or fees will be subject to advanced approval by senior staff.

Critical Success Factors

In order for this project to be a success, the following must be provided by the Town leadership:

- Full engagement by leadership and staff in planning sessions
- Cultural and organizational coaching for Rick and other SDI staff to ensure effectiveness

Assumptions

The following assumptions are being made in regards to this project:

- SDI will treat all documents and facts discovered during this project as confidential
- Certain models and frameworks used by SDI are the intellectual property of SDI Consulting, LLC and may be used for internal purposes by Town leadership and staff

Billing Schedule

Estimated billing date(s):

\$5000 per month starting on April 30, 2011. With an initial commitment to purchase two days per month for *six* months, a 10% discount will be applied. With an initial commitment to purchase two days per month for *twelve* months, a 20% discount will be applied. This agreement can be terminated by either party with 30-days written notice.

We are looking forward to working with you. Thank you for the opportunity.