



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

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

7:30 PM

May 13, 2014

ADDISON TOWN HALL

5300 BELT LINE RD., DALLAS, TX 75254
(REVISED)

REGULAR MEETING

Pledge of Allegiance

R1 Announcements and Acknowledgements regarding Town and Council
Events and Activities

Discussion of Events/Meetings

Consent Agenda.

R2a Approval of the Minutes for the April 22, 2014 Work Session and
Regular Council Meeting.

RECOMMENDATION:

Administration recommends approval.

Attachments

04/22 Minutes

- R2b Approval of the addition of three full-time positions to serve as jailers for the Addison Jail.

RECOMMENDATION:

Administration recommends approval.

Regular Items

- R3 Discussion regarding recent Oncor power outages in the Town of Addison.
-

- R4 **PUBLIC HEARING.** Public hearing, discussion, consider and take action regarding the annual approval of an ordinance of the Town establishing standards of care for youth programs conducted by the Town for elementary age children ages 5 through 13; providing for compliance with Section 42.041(b)(14) of the Texas Human Resources Code

RECOMMENDATION:

Administration recommends approval.

Attachments

Standards of Care Ordinance

- R5 **PUBLIC HEARING** Case 1690-SUP/AMC Theater. Public hearing, discussion, consider and take action regarding approval of an ordinance changing the zoning on property located at 5100 Belt Line Road, Suite 220, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by approving for that property a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, on application from AMC ITD, Inc. represented by Mr. Alex Heckathorn.

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on April 24, 2014, voted to recommend approval of the

request for approval of an ordinance changing the zoning on property located at 5100 Belt Line Road, Suite 220, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by approving for that property a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signs that are visible from the public right of way.

Voting Aye: Groce, Hewitt, Hughes, Oliver, Smith, Wheeler

Voting Nay: none

Absent: Doherty

RECOMMENDATION:

Administration recommends approval.

Attachments

Case 1690-SUP Council Packet

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- R6 **PUBLIC HEARING** Case 1691-SUP/Holiday Inn Express. Public hearing, discussion, consider and take action regarding approval of an ordinance approving a Special Use Permit for a hotel, located in a Commercial-1 district (C-1), at 14930 Landmark Boulevard, on application from Whitestone Hospitality/Addison Hotels, represented by Mr. Maxwell Fisher.

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on April 24, 2014, voted to recommend approval of an ordinance amending the zoning on a piece of property located at 14930 Landmark Blvd, which is currently zoned Commercial-1 (C-1) by approving for that property a Special Use Permit for a hotel, subject to the following conditions:

- The applicant shall provide the Town with an official height determination from the FAA (form 7460-1) before a building permit is issued.
- The property owner shall provide an Avigation Easement to the Town prior to the issuance of a building permit for the project.

Voting Aye: Groce, Hewitt, Hughes, Oliver, Smith, Wheeler
Voting Nay: none
Absent: Doherty

RECOMMENDATION:

Administration recommends approval.

Attachments

Case 1691-SUP Council Packet

- R7 Presentation, discussion, consider and take action approving and authorizing the City Manager to execute a Professional Services Agreement with a consulting team comprised of Strategic Community Solutions LLC, Jacobs, Inc., and Ricker-Cunningham, Inc. to provide professional support with the special area study for the Sam's Club site and areas south in an amount not to exceed \$104,000.

RECOMMENDATION:

Administration recommends approval.

Attachments

Draft Scope of Services
Consultant Team Information

- R8 Discussion, consider and take action approving and authorizing the City Manager to enter into an agreement with Strategic Government Resources (SGR) to conduct national searches for the Deputy City Manager and Building Official positions in an amount not to exceed \$48,000.

RECOMMENDATION:

Administration recommends approval.

Attachments

Search Profile Example
Background SGR & Holifield
Project Overview
Similiar Searches

R9 Discussion regarding a staffing update of the City Manager's Office and/or Town employees.

R10 Discussion, consider and take action approving and authorizing the City Manager to execute a contract with Landmark Structures to remove the wind energy system to include the wind turbines and associated system elements from the Surveyor Elevated Water Storage Tank for an amount not to exceed \$112,000.

RECOMMENDATION:

Administration recommends approval.

R11 Discussion, consider and take action regarding releasing the retainage and final payment to Landmark Structures for the completion of the Surveyor Elevated Storage tank project in the amount of \$329,773.71.

RECOMMENDATION:

Administration recommends approval.

R12 Discussion, consider and take action approving and authorizing the City Manager to execute a construction contract with John Burns Construction Company of Texas, Inc. for the construction of the Belt Line Road Underground Utilities and Right-of-Way Enhancement project for an amount not to exceed \$8,820,802.

RECOMMENDATION:

Administration recommends approval.

R13 Discussion, consider and take action approving and authorizing the City Manager to execute a contract with Alliance Geotechnical Group for the construction materials testing and geotechnical services associated with the Belt Line Road Underground Utilities and Right-of-Way Enhancement project for an amount not to exceed \$60,834.

RECOMMENDATION:

Administration recommends approval.

- R14 Presentation, discussion, consider and take action regarding an ordinance amending the Town of Addison, Employee Handbook sections 6.01, 6.02, 6.04 and 6.05 relating to dispatcher work hours.

RECOMMENDATION:

Administration recommends approval.

Attachments

Ordinance

Exhibit A

- R15 PUBLIC HEARING. Public hearing, Discussion, consider and take action on a resolution denying the rate increase requested by ATMOS Energy Corp., Mid-Tex Division under the company's 2014 annual rate review mechanism filing in all cities exercising original jurisdiction and providing for other materials related thereto.

RECOMMENDATION:

Administration recommends approval.

Attachments

Model Staff Report

Resolution Denying Rate Increase

- R16 Presentation and discussion of the Finance Department Quarterly Financial Review and Capital Projects Update of the Town for the quarter and year-to-date ended March 31, 2014.

Attachments

Q2 FY 2014 Report

Capital Projects Update

Executive Session

ES1 Closed (Executive) session of the Addison City Council pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects.

Regular Items Continued

R17 Discussion, consider, and take action regarding a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or regarding the offer of a financial or other incentive to such business prospect or business prospects.

Adjourn Meeting

Posted:
Matthew McCombs, May 9, 2014, 5:00pm

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES.
PLEASE CALL (972) 450-7090 AT LEAST
48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

Regular Meeting

R2a

Meeting Date: 05/13/2014

Council Goals: N/A

Information

AGENDA CAPTION:

Approval of the Minutes for the April 22, 2014 Work Session and Regular Council Meeting.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Administration recommends approval.

Attachments

04/22 Minutes

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL WORK SESSION

April 22, 2014

6:30 PM

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

6:30 PM Work Session | 7:30 PM Regular Meeting

Present: Arfsten; Clemens; DeFrancisco; Gunther; Meier; Resnik

Absent: Moore

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL REGULAR MEETING

April 22, 2014

6:30 PM

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

6:30 PM Work Session | 7:30 PM Regular Agenda

Posted by: Matthew McCombs, April 18, 2014, 5:00pm

Present: Arfsten; Clemens; DeFrancisco; Gunther; Meier; Moore; Resnik

WORK SESSION

WS1 Discussion regarding current staffing levels for the Addison jail.

Ron Davis, Chief of Police, and Paul Spencer, Police Captain, presented and discussed the current staffing levels for the Addison Jail.

WS2 Presentation and discussion regarding an update on the Town of Addison's Website Redesign Project.

Chris Terry, Assistant City Manager, Carrie Rice, Director of Communications and Marketing, and Hamid Khaleghipour, Director of Information Technology presented and discussed the Town of Addison's Website Redesign Project.

REGULAR MEETING

Pledge of Allegiance

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

Consent Agenda.

R2a Approval of the Minutes for the April 8, 2014 Work Session and Regular Council Meeting.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted, with the exception of item R2c and item R2d,

Seconded by Arfsten

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Passed

R2b Approval of the Minutes for the April 14, 2014 Work Session and Special Council Meeting.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted, with the exception of item R2c and item R2d,

Seconded by Arfsten

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Passed

R2c Approval of a contract with SDB Contract Services for tenant improvements and construction finish-out at Office in the Park “TreeHouse” in an amount not to exceed \$250,000.

RECOMMENDATION:

Administration recommends approval.

Mayor Meier pulled item R2c from the consent agenda.

Orlando Campos, Director of Economic Development, spoke regarding this item.

Motion made by Meier to approve, as submitted,

Seconded by Arfsten

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Passed

R2d Approval of a resolution authorizing the Town to designate representatives who can transact business with the Local Government Investment Cooperative.

RECOMMENDATION:

Administration recommends approval.

Mayor Meier pulled item R2d from the consent agenda.

Caitlan Smelley, Management Analyst, spoke regarding this item.

Motion made by Meier to approve, as submitted,

Seconded by Resnik

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Passed

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- R2e Approval of a Wholesale Wastewater Contract between the City of Dallas and the Town for the purchase of wholesale wastewater services from Dallas and authorizing the City Manager to execute the Contract.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted, with the exception of item R2c and item R2d,

Seconded by Arfsten

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Passed

Regular Items

- R3 Discussion, consider and take action regarding appointment of a member to the Board of Zoning Adjustment.

Council Member Arfsten recommended the appointment of Lynn Stofer to the Board of Zoning Adjustment.

Motion made by Arfsten to approve Lynn Stofer's appointment,
Seconded by DeFrancisco

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Passed

- R4 Discussion regarding the assignment of Council Member Arfsten to the North Central Texas Council of Governments' Emergency Preparedness Council as an advisory board member.

Lea Dunn, City Manager, spoke and recognized the assignment of Council Member Arfsten to the North Central Texas Council of Governments' Emergency Preparedness Council as an advisory board member.

- R5 Discussion and update regarding Town of Addison May 10, 2014 General Election processes and procedures.

Matt McCombs, Assistant to the City Manager, and Lea Dunn, City Manager, spoke regarding this item.

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- R6 Presentation, discussion, consider and take action to approve an Inter-Local Agreement between the Town of Addison, City of Carrollton, City of Coppell, City of Farmers Branch and the North Texas Emergency Communications Center, LGC that will authorize the North Texas Emergency Communications Center to sign a lease agreement with CyrusOne, located at 1649 West Frankford Road, Carrollton, Texas 75007, for consolidated dispatch center purposes, and authorizing the City Manager to sign the Agreement.

RECOMMENDATION:

Administration recommends approval.

Paul Spencer, Police Captain, and Lea Dunn, City Manager, spoke regarding this item.

Motion made by DeFrancisco to approve, as submitted,
Seconded by Gunther

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier,
Moore, Resnik

Passed

-
- R7 Discussion, consider and take action regarding an agreement between the Town and Gradient Solutions Corporation, in an amount not to exceed \$31,000, to provide financial consulting services by performing a review and assessment of the Town's processes of risk identification and control monitoring, including a review of processes to assess business risks, a review of management systems and internal controls, including debt, investments, budget, internal financial reporting, payroll, cash handling, and purchasing card program, a review of audits, and to develop plans and recommend any corrective actions.

Mayor Meier also read item R8 and combined item R7 and item R8.

Larry Kanter of Kanter Financial Forensics spoke regarding item R8 and Wayne Usry of Gradient Solutions spoke regarding this item.

Mayor Meier made a motion to proceed with an agreement with

Kanter Financial Forensics with the option to proceed with Gradient Solutions once the initial review by Kanter Financial Forensics is completed.

Council Member DeFrancisco noted to Council to make an effort to include the City Manager in all of the meetings conducted with Kanter Financial Forensics in order to initiate a collaborative effort.

Motion made by Meier

Seconded by Moore

Voting AYE: Arfsten, Clemens, Meier, Moore, Resnik

NAY: DeFrancisco, Gunther

Passed

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- R8 Discussion, consider and take action regarding an agreement with Kanter Financial Forensics, LLC, in the amount of \$12,000 plus expenses, for consulting services to perform a review of the Town's current financial and accounting practices (operations, policies, procedures, and internal control) and to evaluate potential changes to those practices that are consistent with public finance best practices.

Mayor Meier combined item R7 and item R8.

Larry Kanter of Kanter Financial Forensics spoke regarding this item and Wayne Usry of Gradient Solutions spoke regarding item R7.

Mayor Meier made a motion to proceed with an agreement with Kanter Financial Forensics with the option to proceed with Gradient Solutions once the initial review by Kanter Financial Forensics is completed.

Council Member DeFrancisco noted to Council to make an effort to include the City Manager in all of the meetings conducted with Kanter Financial Forensics in order to initiate a collaborative effort.

Motion made by Meier

Seconded by Moore

Voting AYE: Arfsten, Clemens, Meier, Moore, Resnik

NAY: DeFrancisco, Gunther

Passed

R9 Discussion regarding a status update and briefing on the Wind Turbine Energy System at the Surveyor Elevated Water Storage Tower.

Lea Dunn, City Manager, and Ron Davis, Chief of Police, spoke regarding this item.

Jim Salvitti with Landmark Structures also spoke regarding this item.

R10 Presentation, discussion, consider and take action consenting to proposed structural improvements by 6200 GP, LLC to their hangar located at 4550 Jimmy Doolittle Drive at Addison Airport.

RECOMMENDATION:
Administration recommends approval.

Lisa Pyles, Director of Infrastructure Operations and Services, spoke regarding this item.

Motion made by Clemens to approve, as submitted,
Seconded by Arfsten

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier,
Moore, Resnik

Passed

R11 Presentation, discussion, consider and take action awarding a contract to Trumble Construction, Inc., and authorizing the City Manager to enter into a contract with Trumble for roof repairs for certain city-owned facilities at Addison Airport, for an amount not to exceed \$127,165.

RECOMMENDATION:
Administration recommends approval.

Lisa Pyles, Director of Infrastructure Operations and Services, spoke regarding this item.

Motion made by Clemens to approve, as submitted,
Seconded by Resnik

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier,
Moore, Resnik

Passed

- R12 Presentation, discussion, consider and take action to (i) approve an agreement for a corporate hangar development that will be subject to a long-term ground lease at Addison Airport by and between the Town of Addison, as Landlord and Sky B&B, LLC, a Texas limited liability company, as Tenant (“Sky”), (ii) approve a Non-Public Fuel Dispensing License Agreement at Addison Airport between the Town, as Licensor, and Sky, as Licensee, (iii) authorize the expenditure of Utility, Stormwater, and Airport Fund monies for the relocation of city and franchise utilities at Addison Airport to include water, sanitary sewer, gas and electric for an estimated cost of \$255,000, and (iv) approve a ground lease agreement at Addison Airport between the Town, as Landlord, and Sky, as Tenant, regarding the construction and use of a temporary shelter for Sky's aircraft.

RECOMMENDATION:

Administration recommends approval.

Lisa Pyles, Director of Infrastructure Operations and Services, and Bill Dyer, Airport Real Estate Manger, spoke regarding this item.

Motion made by Resnik to approve, subject to final approval and review of the City Manager and City Attorney.

Seconded by Clemens

Voting AYE: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Passed

Executive Session

- ES1 Closed (Executive) session of the Addison City Council pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects.

Executive Session item ES1 was pulled.

Regular Items Continued

- R13 Discussion, consider, and take action regarding a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or regarding the offer of a financial or other incentive to such business prospect or business prospects.

The regular item R12 was pulled and no action was taken.

Adjourn Meeting

Mayor-Todd Meier

Attest:

City Secretary-Matthew McCombs

Regular Meeting

R2b

Meeting Date: 05/13/2014

Council Goals: Continue to attract, hire, develop, and retain great employees
Enhance Public Safety

Information

AGENDA CAPTION:

Approval of the addition of three full-time positions to serve as jailers for the Addison Jail.

FINANCIAL IMPACT:

The financial Impact of three additional full-time positions within the Addison Jail will range from \$125,000 to \$142,000 depending on the starting hourly rate of those hired. The department's goal will be to significantly reduce overtime and part-time expenditures, saving an estimated \$80,000.

The total increase to Police salaries is estimated to be between \$45,000 and \$62,000 over current budget.

The request may require a mid-year budget adjustment; however, all of the salary costs will come out of the Police Budget Salary account.

BACKGROUND:

The Addison Jail is staffed by one supervisor and three full-time equivalents (FTEs) with an additional seven part-time employees. Since most of our part-time employees live a significant distance from Addison, they are unable to fill vacancies on short notice or unwilling to work random short shifts (three to five hour windows) when needed. Minimum staffing is one; however by practice, we attempt to maintain 2 FTEs on duty at a time to ensure employee safety and provide the level of service the department requires. Current overtime for our FTEs is excessive and beyond what the department is comfortable continuing.

The department is requesting three additional FTEs, for a total of 6, to correct the staffing shortages and excessive overtime.

RECOMMENDATION:

Administration recommends approval.

Regular Meeting

R3

Meeting Date: 05/13/2014

Council Goals: Create raving fans of the Addison Experience.

Information

AGENDA CAPTION:

Discussion regarding recent Oncor power outages in the Town of Addison.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Regular Meeting

R4

Meeting Date: 05/13/2014

Council Goals: Create raving fans of the Addison Experience.

Information

AGENDA CAPTION:

PUBLIC HEARING. Public hearing, discussion, consider and take action regarding the annual approval of an ordinance of the Town establishing standards of care for youth programs conducted by the Town for elementary age children ages 5 through 13; providing for compliance with Section 42.041(b)(14) of the Texas Human Resources Code

FINANCIAL IMPACT:

N/A

BACKGROUND:

Annual adoption of the standards of care by ordinance after a public hearing is required per Section 42.041(b)(14) of the Texas Human Resources Code.

Council approval is requested of an ordinance to adopt Standards of Care for all youth programs for children ages 5 through 13 including, but not limited to the Summer Camp Program and the Spring Break Program at the Addison Athletic Club.

Attached is the ordinance adopted last year on April 23, 2013, with no changes, that is intended to provide minimum standards for youth programs as required by Section 42.041 of the Texas Human Resources Code. The Standards of Care attached as Exhibit A, cover guidelines for operating youth programs by the Town of Addison Parks and Recreation Department.

The document provides minimum standards for operating youth programs such as hiring of program staff, enrollment guidelines, discipline, health and safety. The document also addresses programming and providing activities that promote emotional, social, and mental growth.

In addition to meeting the requirements of the Human Resources Code, staff finds the Standards of Care document to be a useful tool to provide quality recreation programs to the youth and families of the Town.

RECOMMENDATION:

Administration recommends approval.

Attachments

Standards of Care Ordinance

TOWN OF ADDISON, TEXAS

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS ESTABLISHING STANDARDS OF CARE FOR YOUTH RECREATION PROGRAMS CONDUCTED BY THE CITY FOR ELEMENTARY AGE CHILDREN AGES 5 THROUGH 13; PROVIDING FOR COMPLIANCE WITH STATE LAW; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Addison, Texas (the “City”) is a home rule municipality pursuant to article 11, section 5 of the Texas Constitution and its Home Rule Charter; and

WHEREAS, the City operates recreation programs for children, including elementary age children (ages 5 through 13); and

WHEREAS, Section 42.041 of the Texas Human Resources Code provides that no person may operate a child-care facility or a child-placing agency without a license issued by the Texas Department of Family and Protective Services, but provides an exception from that requirement in Section 42.041(b)(14) of the said Code for an elementary-age (ages 5 through 13) recreation program operated by a municipality, provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs; and

WHEREAS, the City Council held a public hearing on April 23, 2013 regarding standards of care for its recreation program for elementary age children (ages 5 through 13) and thereafter passed and approved Ordinance No. 013-015 that adopted such standards of care; and

WHEREAS, in accordance with Section 42.041(b)(14) of the Human Resources Code, on May 13, 2014 the City Council conducted an annual public hearing regarding the adoption of standards of care for its recreation programs for elementary age children (ages 5 through 13) as set forth herein, and following such public hearing the City Council desires by this Ordinance to adopt such standards of care.

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

Section 1. The standards of care set forth in Exhibit A attached hereto and made a part of this Ordinance for all purposes (the “Standards of Care”) are hereby adopted as the standards of care for all elementary age (ages 5 through 13) recreation programs operated by the Town of Addison, Texas (collectively “Programs” and each a “Program”), including, without limitation, any summer camp program or any spring break program.

Section 2. All Programs are to be operated by the City’s Department of Parks and Recreation (“Department”). The Director of the Department, or the Director’s designee, (individually or collectively, the “Director”), shall administer the Programs in accordance with the Standards of Care. The Director may adopt rules in writing relating to the operation of Programs, which rules may be more restrictive than the Standards of Care. The Programs shall be operated in accordance with the Standards of Care (or, in the event the Director adopts rules that are more restrictive than the Standards of Care, in accordance with such rules).

Section 3. The Director of Parks and Recreation (“Director”) for the Town of Addison, Texas (“City”), or the Director’s designee, shall provide the Standards of Care to the parents of each Program participant (and, in the event the Director adopts rules that are more restrictive than the Standards of Care, shall provide such rules to the parents of each Program participant). Further, the Director, or the Director’s designee, shall inform the parents of each Program participant that the Program is not licensed by the State of Texas.

Section 4. The Program shall not be advertised as a child-care facility.

Section 5. The Director is authorized to take any and all steps, if any, as may be necessary to confirm the Program’s exemption from State law as set forth in Section 42.041 of the Texas Human Resources Code.

Section 6. The above and foregoing recitals and premises to this Ordinance are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 7. This Ordinance shall be cumulative of all other ordinances of the City and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance.

Section 8. The provisions of this Ordinance are severable, and if any section or provision of this Ordinance or the application of any section or provision to any person, firm, corporation, entity, situation or circumstance is for any reason adjudged invalid or held unconstitutional by a court of competent jurisdiction, the same shall not affect the validity of any other section or provision of this Ordinance or the application of any other section or provision to any other person, firm, corporation, entity, situation or circumstance, and the City Council declares that it would have adopted the valid portions of this Ordinance adopted herein without the invalid or unconstitutional parts and to this end the provisions of this Ordinance adopted herein shall remain in full force and effect.

Section 9. This Ordinance shall take effect upon its passage and approval.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas this the 13th day of May, 2014.

Todd Meier, Mayor

ATTEST:

By: _____
Chris Terry, City Secretary

APPROVED AS TO FORM:

By: _____
John Hill, City Attorney

**EXHIBIT A
TO ORDINANCE NO. _____**

**STANDARDS OF CARE
FOR ELEMENTARY AGE (5 – 13) RECREATION PROGRAMS**

The following Standards of Care are adopted in compliance with Section 42.041(b)(14) of the Texas Human Resources Code. The Standards of Care herein set forth herein are intended to be minimum standards applicable to all elementary age (ages 5 through 13) recreation Programs operated by the Town of Addison Parks and Recreation Department, including, without limitation, any summer camp program and any spring break program. The Programs are not licensed by the State of Texas, and shall not be advertised as a child-care facility.

GENERAL ADMINISTRATION

1. Organization.
 - A. The governing body of the Youth Programs is the City Council of the Town of Addison, Texas.
 - B. Implementation of the Youth Programs Standards of Care is the responsibility of the Parks and Recreation Department Director or his or her designee and Department employees.
 - C. These Standards of Care will apply to all Programs, including, without limitation, the Summer Camp Program and Spring Break Program.
 - D. Each Program Site will have available for public and staff review a current copy of the Standards of Care.
 - E. Parents of participants will be provided a current copy of the Standards of Care during the registration process for a Program. Further, a copy of the Standards of Care shall be placed online on the City's primary website.
 - F. Criminal background checks will be conducted on prospective Program employees. If results of a criminal background check indicate that a prospective Program employee has been arrested, charged with, or convicted of any of the following offenses, the prospective Program employee will not be considered for employment:
 - (1) a felony or a misdemeanor classified as an offense against a person or family member;
 - (2) a felony or misdemeanor classified as public indecency;
 - (3) any offense for which a person is required to register as a sex

offender under Chapter 62, Texas Code of Criminal Procedure;

- (4) a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance;
- (5) any offense involving moral turpitude;
- (6) any offense that would, in the Director's sole opinion, potentially put youth participants or the City at risk.

2. Definitions. For purposes of these Standards of Care, the following words shall have the respective meanings ascribed to them:

- A. *City* means the Town of Addison, Texas.
- B. *City Council* means the City Council of the City.
- C. *Department* means the Parks and Recreation Department of the City.
- D. *Director* means the Parks and Recreation Department Director of the City or his or her designee.
- E. *Employee(s)* means people who have been hired to work for the Town of Addison and have been assigned responsibility for managing, administering, or implementing some portion of a Program.
- F. *Parent(s)* means one or both parent(s) or adults who have legal custody and authority to enroll their child(ren) in a Program.
- G. *Participant* means a youth whose parent(s) have completed all required registration procedures and determined to be eligible for a Program.
- H. *Programs* means all (and *Program* means any of the) elementary age (ages 5 through 13) recreation programs operated by the Department, including, without limitation, the City Summer Camp Program (*Summer Camp Program*) and the City Spring Break Camp Program (*Spring Break Program*).
- I. *Program Coordinator or Coordinator* means a full-time Department employee who is a recreation coordinator and has been assigned administrative responsibility for the Programs.
- J. *Program Manual* means a notebook of policies, procedures, required forms, and organizational and programming information relevant to each Program.
- K. *Program Site* means area and facilities where a Program is held, consisting

of the Addison Athletic Club, 3900 Beltway Drive, Addison, Texas 75001.

- L. *Program Summer Camp Counselor* or *Counselor* means a Department part-time or seasonal employee who has been assigned responsibility by the Recreation Manager to implement the City's Summer Camp Program.
 - M. *Recreation Manager* means a full-time Department employee and who oversees the Program Coordinator and the operation of all Programs.
3. Inspections/Monitoring/Enforcement.
- A. A written inspection report will be prepared by the Program Coordinator each month to confirm the Standards of Care are being adhered to.
 - (1) Each monthly inspection report will be sent by the Program Coordinator to the Recreation Manager for review and kept on record in accordance with the City's records retention policy.
 - (2) The Recreation Manager will review the report and establish deadlines and criteria for compliance with the Standards of Care where failure to comply is determined.
 - B. The Recreation Manager will make visual inspections of the Programs based on the following schedule:
 - (1) The Summer Camp Program will be inspected a minimum of two times during the Summer Camp Program's schedule.
 - (2) The Spring Break Camp Program will be inspected at least once during the Spring Break Camp Program schedule.
 - (3) Each other Program will be inspected at least once each week during the schedule for the Program.
 - C. Complaints regarding enforcement of the Standards of Care will be directed to the Coordinator. The Coordinator will be responsible to take the necessary steps to address any complaints and to resolve the problem(s), if any. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded in writing by the Coordinator. All complaints regarding enforcement of the Standards of Care where a deficiency is determined will be forwarded to the Recreation Manager, with the complaint and the resolution noted.
4. Enrollment. Before a child can be enrolled in a Program, the parents must sign registration forms that contain the following information about the child:
- A. name, address, home telephone number;

- B. name and address of parent(s) and telephone number(s) during Program hours;
 - C. the names and telephone numbers of people to whom the child can be released;
 - D. a statement of the child's physical health, including a physician's signed statement and current immunization (shot) records, detailing any special problems or needs of the child;
 - E. proof of residency within the City when appropriate; and
 - F. a fully executed liability waiver and release.
5. Suspected Abuse.

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where an employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Recreation Manager. The Recreation Manager will then immediately notify the Director, the City Police Department, and any other agency as may be appropriate.

Texas state law requires the employees of the Programs to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.

STAFFING - RESPONSIBILITIES AND TRAINING

1. Program Coordinator Qualifications.
- A. The Coordinator will be a full-time, professional employee of the Department.
 - B. The Coordinator must be at least 21 years old
 - C. The Coordinator must have received a bachelor's degree from an accredited college or university. Acceptable degrees include:
 - (1) Recreation Administration or General Recreation;
 - (2) Physical Education; and
 - (3) Any other comparable degree plan or experience that would lend itself to working in a public recreation environment.

- D. The Coordinator must have at least two years experience planning and implementing recreational activities.
 - E. The Coordinator must pass a background investigation, including, including testing for alcohol and illegal and unauthorized drugs.
 - F. The Coordinator must have successfully completed a course in first aid and cardio pulmonary resuscitation (CPR) based on either American Heart Association or American Red Cross standards.
2. Coordinator's Responsibilities.
- A. The Coordinator is responsible to administer the Programs' daily operations in compliance with the adopted Standards of Care.
 - B. The Coordinator is responsible to recommend for hire, supervise, and evaluate Program seasonal employees.
 - C. The Coordinator is responsible to plan, implement, and evaluate Programs.
3. Program Summer Camp Counselor Qualifications.
- A. Counselors will be part-time or seasonal employees of the Department.
 - B. Counselors working with children must be age 18 or older.
 - C. Counselors must be able to consistently exhibit competency, good judgment, and self-control when working with children.
 - D. Counselors must relate to children with courtesy, respect, tolerance, and patience.
 - E. Counselors must have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards.
 - F. Counselors must pass a background investigation, including testing for alcohol and illegal and unauthorized drugs.
4. Counselor Responsibilities.
- A. Counselors will be responsible to provide Program participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
 - B. Counselors will be responsible to know and follow all City, Department,

and Program standards, policies, and procedures that apply to the Program.

- C. Counselors must ensure that Program participants are released only to a parent or an adult designated by the parent. The Program Site will have a copy of the approved plan to verify the identity of a person authorized to pick up a Program participant if that person is not known to the Counselor.

5. Training/Orientation.

- A. The Department is responsible for providing training and orientation to Program employees working with children and for specific job responsibilities. The Coordinator will provide each Counselor with a Program manual specific to the applicable Program.
- B. Program employees must be familiar with the Standards of Care for Program operation as adopted by the City Council.
- C. Program employees must be familiar with the Program's policies, including discipline, guidance, and release of Program participants as outlined in the Program Manual.
- D. Program employees will be trained in appropriate procedures to handle emergencies.
- E. Program employees will be trained in areas including City, Department, and Program policies and procedures, provision of recreation activities, safety issues, and organization goals.
- F. Program employees will be required to sign an acknowledgement that they received the required training.

OPERATIONS

1. Staff-Participant Ratio.

- A. The standard ratio of Program participants to employees will be 15 to 1. In the event an employee assigned to a Program is unable to report to the Program Site, a replacement will be assigned.
- B. Each participant shall have a Program employee who is responsible for the participant and who is aware of the participant's habits, interests, and any special problems as identified by the participant's parent(s) during the registration process.

2. Discipline.

- A. Program employees will implement discipline and guidance in a consistent

manner based on the best interests of Program participants.

- B. There must be no cruel, harsh or corporal punishment or treatment used a method of discipline.
- C. Program employees may use brief, supervised separation from the group if necessary.
- D. As necessary, Program employees will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A sufficient number and/or severe nature of discipline reports as detailed in the Program Manual may result in a participant being suspended or removed from the Program or all Programs.
- F. In instances where there is a danger to participants or employees, offending participants will be removed from the Program Site as soon as possible.

3. Programming.

- A. Program employees will attempt to provide activities for each Program group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well-being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.
- B. Program employees will attempt to provide indoor and outdoor time periods that include:
 - (1) alternating active and passive activities;
 - (2) opportunity for individual and group activities, and
 - (3) outdoor time each day weather permits.
- C. Program employees will be attentive and considerate of participants' safety on field trips and during any transportation provided by the Program.
 - (1) During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
 - (2) Program employees must have a written list of the participants in the Program group and must check the roll frequently.
 - (3) Program employees must have first aid supplies and a guide to first

aid and emergency care available on field trips.

4. Communication.

- A. The Program Site will have a cell phone to allow the Program employees to be contacted by Department recreation employees and vice versa.
- B. The Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees:
 - (1) City ambulance or emergency medical services;
 - (2) City Police Department
 - (3) City Fire Department
 - (4) The Addison Athletic Club front desk; and
 - (5) Numbers at which parents may be reached.

5. Transportation.

- A. Before a participant may be transported to and from City-sponsored activities, a transportation form, completed by the parent of the participant, must be filed with the Coordinator.
- B. First aid supplies and a first aid and emergency care guide will be available in all Program vehicles that transport children.
- C. Program employees will carry a cell phone at all times.

FACILITY STANDARDS

1. Safety.

- A. Program employees will inspect Program Sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.
- B. Buildings, grounds, and equipment on the Program Site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- C. Program equipment and supplies must be safe for the participants' use.
- D. Program employees must have first aid supplies readily available at the Program Site, during transportation to an off-site activity, and for the duration of any off-site activity.

2. Fire.

- A. In case of fire, danger of fire, explosion, or other emergency, Program employees' first priority is to evacuate the participants to a designated safe area.
- B. The Program Site will have an annual fire inspection by the local Fire Marshal, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Recreation Manager who will review and establish deadlines and criteria for compliance if any deficiencies or concerns are determined to exist.
- C. The Program Site must have at least one fire extinguisher readily available to all Program employees. All Program employees will be trained in the proper use of fire extinguishers.
- D. Fire drills will be initiated at Program Sites based on the following schedule:
 - (1) Summer Camp Program: A fire drill twice during the session.
 - (2) Spring Break Camp Program: A fire drill once during the session.
 - (3) Other Programs: A fire drill at least once during the session.

3. Health.

- A. Illness or Injury.
 - (1) A participant who is considered to be a health or safety concern to other participants or employees will not be admitted to a Program.
 - (2) Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
 - (3) Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program Manual.
 - (4) Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.
- B. Program employees will administer medication (limited only to an epinephrine pen (auto-injector) and an asthma inhaler) to participants only if:
 - (1) Parent(s) complete and sign a medication form provided by the Town (to include, among other things, an indemnity and hold

harmless provision, and a waiver and release provision) that provides authorization for Program employees to dispense the medication, with details as to time and dosages.

- (2) The medication is in its original container labeled with the participant's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the medication's expiration date.

Program employees will not administer any other medication.

C. Toilet Facilities.

- (1) The Program Site will have inside toilets located and equipped so participants can use them independently and Program employees can supervise as needed.
- (2) An appropriate and adequate number of lavatories will be provided.

D. Sanitation.

- (1) The Program facilities will have adequate light, ventilation, and heat.
- (2) The Program will have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (3) Program employees will see that garbage is removed from buildings daily.

Regular Meeting

R5

Meeting Date: 05/13/2014

Council Goals: Create and implement a Comprehensive Land Use/Revitalization Plan

Information

AGENDA CAPTION:

PUBLIC HEARING Case 1690-SUP/AMC Theater. Public hearing, discussion, consider and take action regarding approval of an ordinance changing the zoning on property located at 5100 Belt Line Road, Suite 220, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by approving for that property a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, on application from AMC ITD, Inc. represented by Mr. Alex Heckathorn.

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on April 24, 2014, voted to recommend approval of the request for approval of an ordinance changing the zoning on property located at 5100 Belt Line Road, Suite 220, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by approving for that property a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signs that are visible from the public right of way.

Voting Aye: Groce, Hewitt, Hughes, Oliver, Smith, Wheeler

Voting Nay: none

Absent: Doherty

FINANCIAL IMPACT:

N/A

BACKGROUND:

See attached.

RECOMMENDATION:

Administration recommends approval.

Attachments

Case 1690-SUP Council Packet

1690-SUP

PUBLIC HEARING Case 1690-SUP/AMC Theater. Public hearing, discussion and consideration of approval of an ordinance changing the zoning on property located at 5100 Belt Line Road, Suite 220, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by approving for that property a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, on application from AMC ITD, Inc. represented by Mr. Alex Heckathorn



April 18, 2014

STAFF REPORT

RE: Case 1690-SUP/AMC Theater

LOCATION: 5100 Belt Line Road Suite 220

REQUEST: Approval of a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only

APPLICANT: AMC ITD, Inc. represented by Mr. Alex Heckathorn

DISCUSSION:

Background: AMC Theater will serve as the southern anchor tenant at the Village on the Parkway. When the original development plans were considered in 2011, the Planning and Zoning Commission approved a special use permit for a theater at this location. The theater will be a 9 screen, 1,280 seat cinema. The theater is currently expected to open on October 1, 2014.

The movie theater industry is evolving their service model. As home theater technology has become more widely available and the internet has broadened access to movies from home, theaters are integrating new amenities and services to encourage customers to come into theaters. Following the trend, this theater will include reserved seating, reclining seats, and higher quality concessions.

Theaters are also beginning to serve alcoholic beverages. Most of the theaters in this area which AMC would be competing with also serve alcohol including LOOK Cinemas, Cinemark West Plano, the Angelika Film Center in Plano, The Venetian in Carrollton, Studio Movie Grill in Plano and Dallas, as well as the Alamo Draft House in Richardson. AMC currently has 20 movie theaters in Texas and 70 nationwide that are licensed to serve alcohol.

Proposed Plan: The applicant is requesting approval of a special use permit to allow them to serve alcoholic beverages for on premises consumption only. This operation will be based out of a small bar area in the lobby of the theater. The size of the bar will be approximately 12 feet by 24 feet, with a few seats at the bar as well as a small lounge area next to the bar.

This will only be open to theater patrons. The thought is that customers can wait in the bar area for their auditorium to begin seating or grab a drink on their way into the

auditorium to enjoy during the movie. Alcoholic beverages will only be served from this location and will not be sold at the concession stand or served inside the auditoriums.

Exterior Facades: The exterior of the theater was previously approved when the original development plan was brought forward.

Parking: The parking requirement for a theater is one space per every four seats which requires 320 spaces in this case. When combined with the ratio required for the rest of the Village on the Parkway, there is a requirement of 1,598 parking spots for the center and 2,240 spaces will be provided.

Staff is of the opinion that, since this bar is small and serves only as an amenity to those already attending the theater, it will not drive additional traffic on its own and thus does not require any additional parking.

Landscaping: The landscaping at the site has been addressed to the satisfaction of the staff and continues to be well maintained

Signage: Since portions of the theater are viewable from the public right of way, the applicant should also be aware that the Town has a policy against the use of any terms or any graphic depictions that denote alcoholic beverages, in exterior signs. The applicant has indicated that they do not intend to have any exterior signage for the bar area, but the Commission may want to include this as a condition in case the theater were to change its mind in the future.

RECOMMENDATION:

Staff feels that AMC will be a great addition to Village on the Parkway and the ability to serve alcohol will enhance the customer's experience. AMC has a good track record of managing alcohol sales and there is nothing from an operational standpoint that is of concern. Staff recommends approval of the request subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signs that are visible from the public right of way.

Respectfully submitted,

Charles Goff
Assistant to the City Manager

Land Use Analysis

Attributes of Success Matrix

AMC Theater, 5100 Belt Line Road, Suite 220

1690-SUP

Attribute	Comment	Score
Competitive	Alcohol sales is becoming a standard component of theaters. Having the ability to do so at this location will help AMC be competitive.	
Safe	The project will be safe. Additionally, AMC has a detailed operational plan for managing liquor sales and a positive history of compliance with TABC requirements.	
Functional	The space will be functional.	
Visually Appealing	The exterior of the Theater as well as the proposed interior will be visually appealing.	
Supported with Amenities	The site is in a very amenity-rich area.	
Environmentally Responsible	The site is part of larger redevelopment that is remodeling existing retail spaces and will provide a new, more energy efficient center. Landscaping has also been addressed in an environmentally responsible manner.	
Walkable	The project is extremely walkable.	
Overall Assessment	AMC Theater will be a positive amenity to the center and to the Town. The ability to serve alcoholic beverages to those that want them will only enhance the customer experience.	

Case 1690-SUP/AMC Theater
April 25, 2014

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on April 24, 2014, voted to recommend approval of the request for approval of an ordinance changing the zoning on property located 5100 Belt Line Road, Suite 220, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by approving for that property a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signs that are visible from the public right of way.

Voting Aye: Groce, Hewitt, Hughes, Oliver, Smith, Wheeler

Voting Nay: none

Absent: Doherty

Regular Meeting

R6

Meeting Date: 05/13/2014

Council Goals: Create and implement a Comprehensive Land Use/Revitalization Plan

Information

AGENDA CAPTION:

PUBLIC HEARING Case 1691-SUP/Holiday Inn Express. Public hearing, discussion, consider and take action regarding approval of an ordinance approving a Special Use Permit for a hotel, located in a Commercial-1 district (C-1), at 14930 Landmark Boulevard, on application from Whitestone Hospitality/Addison Hotels, represented by Mr. Maxwell Fisher.

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on April 24, 2014, voted to recommend approval of an ordinance amending the zoning on a piece of property located at 14930 Landmark Blvd, which is currently zoned Commercial-1 (C-1) by approving for that property a Special Use Permit for a hotel, subject to the following conditions:

- The applicant shall provide the Town with an official height determination from the FAA (form 7460-1) before a building permit is issued.
- The property owner shall provide an Avigation Easement to the Town prior to the issuance of a building permit for the project.

Voting Aye: Groce, Hewitt, Hughes, Oliver, Smith, Wheeler

Voting Nay: none

Absent: Doherty

FINANCIAL IMPACT:

N/A

BACKGROUND:

See attached.

RECOMMENDATION:

Administration recommends approval.

Attachments

1691-SUP

PUBLIC HEARING Case 1691-SUP/Holiday Inn Express. Public hearing, discussion and consideration of approval of an ordinance approving a Special Use Permit for a hotel, located in a Commercial-1 district (C-1), at 14930 Landmark Boulevard, on application from Whitestone Hospitality/Addison Hotels, represented by Mr. Maxwell Fisher.



April 18, 2014

STAFF REPORT

RE: Case 1691-SUP/Holiday Inn Express

LOCATION: 14930 Landmark Boulevard

REQUEST: Approval of a Special Use Permit for a hotel in a Commercial-1 district

APPLICANT: Whitestone Hospitality/Addison Hotels, represented by Mr. Maxwell Fisher

DISCUSSION:

Background. This area is currently a vacant site that is zoned Commercial-1, which allows for a variety of retail, retail/service/showroom, and light assembly uses. A Hotel/motel requires a Special Use Permit in any district.

The 2.77-acre site is fronted by Landmark Boulevard to the west and bordered on the other sides by office uses.

Holiday Inn Express recently updated their brand design and has announced a new prototype hotel that is more modern and better integrates technology in to the guest rooms and amenity spaces. Their target customer is the young, tech-savvy business professional looking for midscale lodging.

The Town currently has two Holiday Inn products; Holiday Inn Express and Suites located 4355 Beltway Drive and Holiday Inn located at 4960 Arapaho Road. These two properties do not meet the new brand design and will be losing the Holiday Inn "flag." Staff has been aware of this situation and is currently working with potential developers to determine the future of the older properties.

This applicant for this property, Whitestone Hospitality, operates several other properties throughout Texas under several different flags including, Courtyard by Marriot, Holiday Inn Express, Radisson, Comfort Suites, Staybridge Suites, Hampton Inn, Best Western and Hyatt Place.

Proposed Plan. The hotel is proposing 1.99 acres of the site be used to construct a 54,124 square-foot, four story facility with 78 regular rooms and 18 slightly larger suites. The rooms will either have a King or two Queen beds. The rooms offer a small work area and media hub. The lobby will feature a seating area, a breakfast center and market, and a business center, as well as a patio area and outdoor pool on the east side of the building. The hotel is planning to provide one small meeting room.

Facades. The hotel façade will be similar in many respects to the Home2 Suites that was recently approved. The applicant is proposing that the building be a combination materials including E.I.F.S., stone veneer, and aluminum. The entrance to the hotel features a covered porte-cochere at the ground level. The requirement for facades in a Commercial-1 district is “at least 80% of the exterior walls of all structures shall be of masonry construction.” Therefore, the front and side walls of this hotel should be of brick or stone construction. However, those requirements can be varied through the approval of the Special Use Permit for the hotel. The applicant is asking for a variance and staff feels that the proposed façade is reasonable and is in keeping with a more modern design aesthetic.

Parking. The parking ratio for the hotel is one space per room plus a ratio of 1 space per 300 square-feet of meeting space. This hotel will require 98 parking spaces, and the site provides 101 spaces.

Airport Issues. The applicant has researched the allowed building heights and believes that this project is within the allowed height from the end of the Addison Airport runway. However, the applicant will be required to provide the Town with an official height determination from the FAA before a building permit is issued. They have indicated that they have begun that process with the FAA.

In addition, the property owner will be required to provide an Avigation Easement to the Town prior to the issuance of a building permit for the project.

Landscaping. The Parks Department has reviewed the proposed plans, and notes that they meet the requirements of the landscaping ordinance. In addition to meeting the landscaping requirements, the applicant has indicated a willingness to house a piece of public art and to work with the Town in implementing the standards envisioned in the connectivity project for Quorum and Landmark.

RECOMMENDATION:

The staff believes this proposed hotel is a good use for this piece of property and that this site is appropriate because of its proximity to the Tollway and the offices in South Quorum. Also, it is within walking distance to a myriad of restaurants and retail services, and to Addison’s other hotels, which should help it with bookings for larger events.

The product is the newer style and is similar to Westin’s Aloft, NYLO, Home2 and other “millennial-oriented” hotels that are drawing a growing segment of the travel population.

Addison has not had a new hotel since 1995, and has not had an offering that is attractive to the younger traveling demographic.

Staff recommends approval of an ordinance approving a Special use Permit for a hotel, located in a Commercial-1 district, subject to the following conditions:

- The applicant shall provide the Town official height determination from the FAA (form 7460-1) before a building permit is issued.
- The property owner shall provide an Avigation Easement to the Town prior to the issuance of a building permit for the project.

Respectfully submitted,

Charles Goff
Assistant to the City Manager

Land Use Analysis

Attributes of Success Matrix

Holiday Inn Express, 14930 Landmark Blvd

1691-SUP

Attribute	Comment	Score
Competitive	The site is currently a vacant tract and is underutilized. This use will be a positive addition to our hotel offerings. The site is close enough to the Tollway and Belt Line to be successful.	
Safe	The project will be safe.	
Functional	The proposed development plan will be very functional.	
Visually Appealing	The hotel features modern architecture with a combination of E.I.F.S. and stone veneer, and will have high quality landscaping.	
Supported with Amenities	The site is very close to Belt Line Road and the restaurants and entertainment venues offered there. Additionally, there is a site adjacent to the hotel for a potential future restaurant.	
Environmentally Responsible	The operator has committed to incorporate many sustainable practices at the hotel including recycling, energy and water conservation measures and electric vehicle re-charging stations.	
Walkable	The area is walkable, but will be further enhanced with the connectivity upgrades being proposed along Landmark. The developer has agreed to assist with the implementation of those upgrades.	
Overall Assessment	This proposed hotel is a good use for this site. It also provides a type of hotel product that is not currently in Addison and will allow Addison to better compete for younger travelers.	

Case 1691-SUP/Holiday Inn Express
April 25, 2014

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on April 24, 2014, voted to recommend approval of an ordinance amending the zoning on a piece of property located at 14930 Landmark Blvd, which is currently zoned Commercial-1 (C-1) by approving for that property a Special Use Permit for a hotel, subject to the following conditions:

- The applicant shall provide the Town official height determination from the FAA (form 7460-1) before a building permit is issued.
- The property owner shall provide an Avigation Easement to the Town prior to the issuance of a building permit for the project.

Voting Aye: Groce, Hewitt, Hughes, Oliver, Smith, Wheeler

Voting Nay: none

Absent: Doherty

Regular Meeting

R7

Meeting Date: 05/13/2014

Council Goals: Create and implement a Comprehensive Land Use/Revitalization Plan

Information

AGENDA CAPTION:

Presentation, discussion, consider and take action approving and authorizing the City Manager to execute a Professional Services Agreement with a consulting team comprised of Strategic Community Solutions LLC, Jacobs, Inc., and Ricker-Cunningham, Inc. to provide professional support with the special area study for the Sam's Club site and areas south in an amount not to exceed \$104,000.

FINANCIAL IMPACT:

Funds are available for this through budgeted amounts in Council Projects and from salary savings in the Development Services Department.

BACKGROUND:

The Comprehensive Land Use Plan identified a number of areas that require more detailed analysis. These sites were selected because their future is uncertain or is not headed in a direction that the Town feels is the highest and best use. The Council prioritized the current Sam's Club site, as well as the shopping center and Office in the Park areas to the south, as the first special area study.

To conduct the study, a committee of two Council Members, two Planning and Zoning Commissioners, three property owners, and two citizens was selected. Additionally, staff has identified a consulting team that will work with the committee to assess the area, select an agreed upon development vision for the area and provide a strategy for getting there.

The consulting team is comprised of three groups. Strategic Community Solutions, LLC is a firm specializing in strategic planning and implementation. Jacobs, Inc. is an engineering and planning firm, and Ricker Cunningham, Inc. is a real estate economics firm. Additional information about these groups is attached.

RECOMMENDATION:

Administration recommends approval.

Attachments

Draft Scope of Services

Consultant Team Information

Town of Addison Special Study: Sam's Club Site and Surroundings

Draft Scope of Services

May 1, 2014

This Scope of Services relates to the special study site identified by the Town of Addison. It includes the 17.34 acre site of the Sam's Club site on the south side of Belt Line west of Midway Road. This is Parcel 3-D in the Town's Comprehensive Plan land use analysis by sector. It also includes two additional sites south of Beltway Drive, the McCutchin mixed use center and the Office in the Park garden office complex.

The proposed fee is shown for each phase and is totaled for all phases at the end of this draft scope. Services will be provided by Strategic Community Solutions, LLC, Jacobs, Inc. and Ricker Cunningham.

PHASE I – PROJECT MANAGEMENT

Task 1 - Project Initiation

1.1. *Project Initiation Meeting (1 Meeting)* - The SCS/Jacobs Team will conduct a kick-off meeting to discuss our understanding of the project, the project schedule and scope, as well as to receive data from the Town of Addison as detailed under Task 4. Recommended attendees include key Town Staff members who will ultimately guide the study's progress. The Town will provide a meeting location and will notify attending staff of the location and time for the meeting.

1.2. *Tour* – Immediately following the kickoff meeting, the SCS/Jacobs Team will tour the study area with Town Staff to gain a deeper understanding of the current site conditions and character of adjacent developments. The tour is expected to last approximately one hour.

Task 2 – Project Coordination

The SCS/Jacobs Team will hold four (4) Progress Meetings with Town Staff during this project. These meetings will occur via WebEx (an internet application that allows virtual meetings) with key Town staff to discuss project progress, key action items and responsibilities, and project schedule. Jacobs will prepare an agenda and a checklist with action items, responsibilities and due dates for appropriate team members, and will schedule and notify attendees of the meetings via e-mail. These meetings will occur prior to each of the three committee work sessions described below, and once more after the final committee work session.

Task 3 – Work Session Logistics

3.1 *Work Session Arrangements* – Each work session will be held in a facility arranged by the Town, and Town staff will be responsible for notifying participants. The SCS/Jacobs Team will develop the

agenda for the meeting, and will provide all necessary materials to facilitate the discussions with meeting participants.

3.2 *Work Session Results Reports* – Following each work session, the SCS/Jacobs Team will prepare a brief synopsis that records the decisions reached at the work session and key aspects of the direction provided to the team during that discussion.

Phase I proposed fee = \$13,653

PHASE II – STRATEGIC ASSESSMENT SESSION

Task 4 - Data Collection

The SCS/Jacobs Team will review existing background data and previous plans that include this study area. This review is intended to form the foundation for discussion of the study area's opportunities and potential during the Strategic Assessment Session. The following are materials that will be requested for use by the SCS/Jacobs Team:

- Aerial photographs.
- Regulatory documents - comprehensive plan, zoning map and ordinance, and any other regulatory documents that apply to the study area.
- Other relevant previous studies and reports.
- Relevant land use and development data.
- Existing appraisal district data.
- Information regarding planned future development.
- Existing and planned utility / infrastructure improvements.
- Existing and planned transportation improvements, including the most recent traffic counts available for the area.

Task 5 – Mapping

5.1 The SCS/Jacobs Team will prepare a project base map that will be used as the base for maps and diagrams of the study area created during this project. This map will rely on GIS data from the Town and will focus on information that is relevant for revitalization of the site.

5.2 The Town and the consultant team will determine the extent of adjacent area that is important to analyze in terms of the context for this site's future development and the desired connectivity between this future development and other parts of the Town.

5.2 The SCS/Jacobs Team will create a map (or set of maps) that depict key information about the site and its adjacent area relevant for redevelopment or reuse of the site. The background conditions information will be based upon the available GIS data to be provided by the Town, including:

- Existing Development Pattern – may include building footprints, property lines, land cover, land use, zoning, and historic features (if any).
- Existing Transportation Systems – may include curb lines, street centerlines, rail and bus information (routes, lines, stops, stations, facilities, etc), pedestrian paths and sidewalks, and bike routes.
- Existing Utility Infrastructure (Water and Wastewater) – may include locations, alignments and capacities of water, wastewater, storm drainage, electrical, gas, fiber optic cable and other infrastructure.

- Natural Assets – may include topography, lakes and streams, floodplain, parks and open spaces, other environmental features, trails and other recreational facilities.

Task 6 – Review of Demographics and Market

The SCS/Jacobs Team will review information provided by the Town and will gather additional data (as necessary) to support the creation of realistic development alternatives for the study area. The following will be reviewed and/or gathered by the SCS/Jacobs Team:

6.1 *Trade Area Identification* - The SCS/Jacobs Team will determine the trade area(s) for potential land uses considering impacts from factors including: physical barriers, such as highways, major arterials, etc.; location of possible competition, both within and outside the municipal boundaries; proximity to population and/or employment concentrations; and, market factors which will set values for development. These boundary definitions will be shared with Town staff for review and comment.

6.2 *Demographic Projections* – The SCS/Jacobs Team will analyze market indicators for the trade areas, Town and region (historical and projected) including: population and household growth rates; income levels; consumer spending patterns; lifestyle characteristics (psychographics, with information to be provided by the Town); employment growth figures; and, other indicators as identified. This trade area analysis will supplement the perspectives about potential markets that the Town has developed through discussions with the development community.

6.3 *Market Supply and Demand Analyses* - The SCS/Jacobs Team will prepare a profile of supply conditions for a limited number of primary land uses. Based on this information and conclusions drawn through completion of previous tasks, we will forecast demand for proposed land uses in the trade areas and estimate market share for the study area over the near- and mid-term.

Task 7 – Property Owner Meetings

The SCS/Jacobs Team will meet with the property owners of the land in the study area. These meetings are designed to understand the owners' objectives and expectations in terms of future use of the property. In addition, the SCS/Jacobs team will meet with representatives of the adjacent residential neighborhoods to understand their perspectives on the site's future. The SCS/Jacobs Team will be responsible for setting the agenda for the sessions. The Town will be responsible for planning meeting locations, contacting the property owners and scheduling the meetings. Four meetings are anticipated.

Task 8 – Strategic Direction for the Study Area

Based on the analysis described above, the SCS/Jacobs Team will identify a preliminary set of strategic direction topics related to the study area's future. These topics will be used to structure the committee work session, and will help frame the strategic choices related to the study area.

Task 9 – Committee Work Session: Strategic Assessment

The SCS/Jacobs Team will structure and manage a half-day work session with the committee. The topics for presentation and discussion are expected to include:

- Assessment of the site based on the research conducted in earlier tasks.
- Strengths, weaknesses, opportunities and threats that affect the viability of future development options for the site.
- Development alternatives that could be considered in the event of the site's redevelopment.

- Preferred design concepts, discussed through the use of prototypical images of comparable developments.
- The desired role this site should play in achieving the Town's overall strategic objectives.

The work session should result in agreement on the Town's key strategic objectives for any redevelopment or revitalization of the site and direction to the consultant team about development options that should be included in a preliminary set of two or three development alternatives for the study area.

Phase II proposed fee = \$27,431

PHASE III – DEVELOPMENT ALTERNATIVES SESSION

Task 10 – Creation of Development Alternatives

Based on the direction received at the Committee Work Session, the SCS/Jacobs Team will develop two or three development alternatives for the study area. Each of these will reflect a different response to the market opportunities identified previously and the Town's strategic objectives for the area. The development alternatives will show general scale, location and massing of buildings; a range of potential land uses; public spaces within the study area; and connectivity between the study area and the surrounding community. They will be described in sufficient detail to permit pro forma analysis of the alternatives' economic and fiscal impacts. Prototypical images will be used to describe the character of urban form represented by each alternative.

These alternatives will be reviewed with Town staff before analysis begins.

Task 11 – Review Draft with Development Community

The SCS/Jacobs Team will meet with up to three representatives of the development community to share these conceptual development alternatives and obtain feedback as to the likely interest from developers for each alternative. The Town and the SCS/Jacobs Team will work together to identify developer representatives who are familiar with the mix of anticipated products and experienced in providing the style and intensity of development anticipated.

Task 12 – Analysis of Development Alternatives

Development alternatives analysis will focus on five major issues:

12.1 *Strategic Objectives* – A matrix will be used to rate each development alternative according to its contribution to the Town's strategic objectives defined in the first work session.

12.2 *Physical Development Compatibility* – Using the mapped information, each alternative will be evaluated to determine whether there are physical constraints to its success. The ability of existing infrastructure to accommodate the alternative's development will also be assessed and the need for any new infrastructure identified.

12.3 *Urban Form and Character* – The alternatives will be evaluated in terms of their ability to provide public spaces, connections and other aspects of urban form desired by the Town.

12.4 *Resilience Assessment* – Assessment of the development alternatives will provide a qualitative understanding of the extent to which each alternative contributes to the long-term success of the Town. Issues include the use of sustainable design and development techniques, the alternative's flexibility and ability to adapt to changing market demands over time, and the alternative's resilience in responding to

larger changes related to issues such as energy, transportation, climate, infrastructure design and communications.

12.4 *Economic and Fiscal Impacts* – An economic analysis will address project revenues; development costs; operating expenses; and economic return (both public and private). Using these assumptions, the Team will prepare 10-year development pro formas designed to quantify the magnitude of “gaps” in the financial feasibility of the development alternatives.

Task 13 – Committee Work Session: Development Alternatives

The SCS/Jacobs Team will structure and manage a half-day work session with the committee. The topics for presentation and discussion are expected to include:

- Report on the results of the discussions with the development community and alternatives analysis.
- Discussion of the implications of these alternatives for the Town.
- Direction for alternatives refinement to create a preferred alternative.

The work session should result in agreement on a preferred development alternative that offers the best response to anticipated market trends and Town objectives. The work session should also provide the SCS/Jacobs Team with direction to refine a preferred alternative for potential discussion with the development community and public.

Phase III proposed fee = \$35,144

PHASE IV – DESIGN & DIRECTION SESSION

Task 14 – Draft Preferred Development Plan

The SCS/Jacobs Team will develop a Draft Preferred Development Plan for the study area depicting proposed changes in the site's uses and character (supported by prototypical images). The Plan will be supported by data related to existing and future amounts of each land use type within the study area. The Plan will also depict anticipated changes to pedestrian and vehicular circulation and other infrastructure demands.

Task 15 – Committee Work Session: Design and Direction

The SCS/Jacobs Team will structure and manage a half-day work session with the committee. The topics for presentation and discussion are expected to include:

- Review of the Draft Preferred Development Plan.
- Direction to the SCS/Jacobs Team for plan refinements.
- Direction regarding implementation priorities.
- Discussion of next steps for the Town.

The work session should result in agreement about a preferred development plan for the study area. It should also result in committee recommendations to the Town about the next steps to take regarding this site.

The Town's next steps could vary greatly, depending on the results of this analysis. On the one hand, the next steps could involve initiation of meetings with the property owners, development community

and local residents to consider changes in the Town’s zoning and development requirements for the study area and the creation of new design standards or guidelines for future development. On the other hand, the next steps could simply entail the Town’s decision to keep these results on file as background information for review of future proposals for the study area, should any be made. This work session will be the forum for discussion of appropriate next steps.

Phase IV proposed fee = \$16,562

PHASE V – STUDY COMPLETION

Task 16 – Final Report Preparation

The SCS/Jacobs Team will provide a final report to the Town with the results of this study. The report will present the Preferred Development Plan and will summarize the factors supporting this development pattern. The report will describe the Town’s next steps and any anticipated timeline for action. One paper copy of the final report will be provided to the Town, along with digital copies of the report and other material prepared during the study.

Phase V proposed fee = \$11,209

SUMMARY OF FEES

PROJECT PHASE	PROPOSED FEE
PHASE I - PROJECT MANAGEMENT	\$ 13,653
PHASE II - STRATEGIC ASSESSMENT SESSION	\$ 27,431
PHASE III - DEVELOPMENT ALTERNATIVES SESSION	\$ 35,144
PHASE IV - DESIGN & DIRECTION SESSION	\$ 16,562
PHASE V - STUDY COMPLETION	\$ 11,209
TOTAL PROJECT	\$ 104,000

Town of Addison Special Study: Sam's Club Site and Surroundings

Consultant Team Background Information

Three firms will collaborate to provide these services to the Town of Addison. The team will be led by Strategic Community Solutions LLC, a firm specializing in strategic planning and implementation. The second firm that is part of the team is Jacobs, Inc., an engineering and planning firm. The third part of the team is Ricker-Cunningham, Inc., a real estate economics firm. Information about the firms and key principal staff are provided below.

Strategic Community Solutions LLC

Strategic Community Solutions provides clients with creative, practical products that help build successful and sustainable communities. Its focus is on projects that shape the future, engage the public and enhance sustainability. It has provided analysis, policy development, plan preparation, facilitation, community involvement and planning process design for communities in Arizona, Colorado, Louisiana, Missouri, Nevada, Oklahoma, South Carolina and Texas.

Areas of expertise for Strategic Community Solutions include long-range and strategic planning, public involvement, community outreach (using traditional means and social media) and consensus-building. The firm assists clients in designing and conducting visioning sessions and strategic planning workshops. SCS often collaborates with other consulting firms to provide a team approach for major comprehensive planning, area planning and plan implementation projects. It also works with clients to develop programs and priorities for implementing long-range and strategic plans.

In the past four years, SCS clients and projects have included:

- The City of Allen, Texas. Strategic planning workshops for senior staff and City Council.
- The City of Farmers Branch, Texas. Community workshop as part of Central Area Comprehensive Plan update.
- The City of Frisco, Texas. Strategic planning, public engagement, plan policies and implementation priorities for the City's comprehensive plan.
- The Indian Nations Council of Governments. Design and conduct of stakeholders retreat as part of creation of a national award-winning regional mobility plan.
- The City of Lancaster, Texas. Strategic planning, public engagement, plan policies and implementation priorities for the City's comprehensive plan.
- The City of Lewisville, Texas. Planning and public engagement for the Vision 2025 plan creation, and strategic planning workshop for the City Council.
- The North Central Texas Council of Governments. Public involvement and outreach for update of the iSWM storm water management program.
- The City of Richardson, Texas. Public involvement for revitalization and urban design study of the West Spring Valley Corridor, for the revitalization study of the Main Street/Central Expressway Corridor and for implementation of the Main Street/Central revitalization study.
- The City of Rowlett, Texas. Public involvement, policy and plan implementation assistance as part of the team updating Rowlett's comprehensive plan.
- The City of San Antonio, Texas. Assistance for a major update of the City's Master Plan Policies.
- The City of Weatherford, Texas. Design and management of a stakeholder discussion to create a new Downtown Action Plan as a shared agenda for revitalization.
- Collin County, Texas. Public involvement for the update of the County's **Mobility Plan**.
- The Town of Fairview, Texas. Public engagement and implementation strategies for a revision to the Town's Commercial Planned Development District.
- Trinity Commons Foundation. Design and management of year-long Trinity Bird Count.
- The Trinity Trust Foundation. Grant-writing for implementation of Dallas' Balanced Vision Plan for the Trinity River Corridor.
- Vision North Texas, a private-public-academic partnership. Leadership in all aspects of a multi-year process that has created a vision and action package, **North Texas 2050**, to successfully accommodate the almost 12 million people that may live in the North Texas region by 2050.

Karen S. Walz FAICP

Karen S. Walz FAICP is the Principal in Strategic Community Solutions LLC, a professional consulting firm that provides strategic planning, public engagement, comprehensive planning and plan implementation services. The firm works with clients to help them create and clarify their own visions for the future and to then agree on strategic plans, mission statements, goals and other priority actions to achieve that vision.

Ms. Walz brings over 35 years of professional analysis, strategic planning, community involvement and policy recommendation expertise to her projects. Her work experience includes East and West coast communities, as well as Texas, the Midwest and Western U.S.; client communities range from towns of a few thousand population to cities with over one million residents and counties covering 13,000 square miles. Ms. Walz served as the Project Manager for "Vision North Texas", a coalition of private, public and non-profit organizations carrying out a regional visioning initiative for the Dallas-Fort Worth Metroplex. Other current or previous clients include the cities of Allen, Benbrook, Dallas, Denton, Fairview, Farmers Branch, Fredericksburg, Frisco, Garland, Irving, Lancaster, Lewisville, Prosper, Richardson, Rowlett, San Antonio, Trophy Club and Weatherford, Texas, Collin County, Texas, the Indian Nations (OK) and North Central Texas Councils of Governments and the non-profit organizations APA Texas, the Texas Horse Park, Inc., Trinity Commons Foundation and The Trinity Trust Foundation. Ms. Walz chaired the American Planning Association's Green Infrastructure team for its "Rebuilding America" national infrastructure initiative; she also serves as a member of APA's working group developing standards and best practices for comprehensive plans that support sustaining places.

Ms. Walz wrote the "North Texas: Returning to the Trinity" case study in the Planning Advisory Services Report "Green Infrastructure: A Landscape Approach" (PAS #571). Among her other publications are "A Step-by-Step Guide to Sustainability" in the July 2007 issue of *Planning* magazine and "Metroplex Dallas Inner-Ring Suburbs" (co-authored with Dennis Wilson) in the book *Regenerating Older Suburbs* published by ULI Press. She has authored articles in *Urban Land* and *Planning* magazines, and is a frequent speaker in Texas and nationally.

Karen Walz was inducted as a Fellow of the American Institute of Certified Planners in 2006. She served as President of the Texas Chapter of the American Planning Association from 2001 to 2003 and as President of the Greater Dallas Planning Council in 2004 and 2005. Ms. Walz' work has been recognized by numerous awards and commendations, including Dallas' highest urban design recognition (The Kessler Award), selection as an Honorary Member of the Texas Society of Architects, an Honorary Member of AIA Dallas and an Honorary Member of AIA Fort Worth. In 2011, **North Texas 2050**, the vision and action package produced by the Vision North Texas partnership, gained national recognition with the receipt of the American Planning Association's Innovation in Sustaining Places award.

Karen S. Walz received a Bachelor of Science degree with distinction in Environmental Earth Sciences from Stanford University and a Master of City and Regional Planning from the John F. Kennedy School of Government at Harvard University.

Jacobs, Inc.

Jacobs is one of the world's largest and most diverse providers of professional and technical services, including all aspects of community and economic development, planning, architecture, engineering, construction, operations and maintenance as well as specialty consulting. Founded in 1947, Jacobs serves a large array of companies and organizations, including government, commercial, industrial, corporate, and institutional clients across multiple markets and geographies. Headquartered in Pasadena, California, the company is an integrated network of over 70,000 employees located in 250+ locations worldwide, including an office in Dallas, Texas. We provide expertise in planning through our dedicated team of over 100 professionals.

Jacobs has a long history of planning assignments throughout the United States, working with communities on the facilitation and development of their plans, guiding their future investments, and enhancing their assets. We understand the interrelationships between land use, transportation, economics, the environment, and the many other factors that make communities vital and desirable. We have worked with large and small communities across the country to help them realize their vision, identify their goals, and make their vision a reality.



Mark Bowers, RLA, ASLA, AICP, LEED AP Senior Planner / Landscape Architect

Education

Master of Landscape Architecture, University of Colorado at Denver, 1988

Bachelor of Science, Landscape Architecture, University of Texas at Arlington, 1986

Professional Registrations

Registered Landscape Architect: TX #1587 (1989)

American Institute of Certified Planners (AICP)

LEED Accredited Professional

Professional Associations

American Planning Association (APA)

American Society of Landscape Architects (ASLA)

Leadership Dallas – Class of 2010

Years of Experience

Since 1988

Years with Jacobs

Since 2013

Jacobs Office

Dallas, Texas

A registered Landscape Architect and Planner with 25 years of urban design and landscape architectural experience, Mark has extensive experience in the project management and planning of comprehensive plans, corridor plans, downtown plans, area plans, zoning ordinances, streetscape projects, neighborhood park projects, trails projects, comprehensive parks and open space plans, campus master plans, transportation enhancement projects, and transit projects. His extensive background and skill set is sought after by clients, and his portfolio of work includes numerous repeat clients.

Relevant Project Experience

Cities, Towns + Regions

- Frisco Comprehensive Plan, Frisco, TX
- Lancaster Comprehensive Plan, Lancaster, TX
- Realize Rowlett 2020 Comprehensive Plan, Rowlett, TX*
- Realize Rowlett 2020 Form Based Code and Standards, Rowlett, TX*
- Rowlett Comprehensive Plan 1996, Rowlett, TX*
- Rowlett Zoning Ordinance, 1996, Rowlett, TX*
- Coppell Comprehensive Plan, Coppell, TX*
- Bellaire Comprehensive Plan, Bellaire, TX*
- Flower Mound Comprehensive Plan, Flower Mound, TX*
- College Station Comprehensive Plan, College Station, TX*
- Canyon Comprehensive Plan, Canyon, TX*
- Denton Comprehensive Plan, Denton, TX*
- Amarillo Center City Master Plan, Amarillo, TX*
- McKinney Comprehensive Master Plan, McKinney, TX*

Districts, Corridors + Streetscapes

- Fairview Commercial District Master Plan and Code, Fairview, TX
- Centerville Marketplace Revitalization Strategy, Garland, TX.
- New York Avenue Corridor Strategy, Arlington, TX
- Main Street / Central Corridor Revitalization Strategy, Richardson, TX
- Rowlett Downtown Plan, 2012, Rowlett, TX
- West Spring Valley Corridor Reinvestment Strategy, Richardson, TX*
- West Spring Valley Corridor Design Guidelines and Code, Richardson, TX*
- Richardson Neighborhood Bridges, Richardson, TX*
- TexAmericas Center Area Planning and Identity Program, Texarkana, TX*

- Garland Road Vision Study, Dallas, TX*
- Fort Worth 3rd Street, Fort Worth, TX*
- Upper Kirby Streetscape, Houston, TX*
- Fort Worth Urban Villages, Fort Worth, TX*
- Omni Hotel Streetscape, Fort Worth, TX*
- Texas Stadium Redevelopment “The Crossroads”, Irving, TX*
- Trinity River Comprehensive Land Use & Implementation Plan, Dallas, TX*
- Lake Lavon Concept Plan, Collin County, TX*
- E-470 Corridor - Land Use Plan, Aurora, CO*
- Tollway Corridor Design Guidelines, Plano, TX*
- West Side New Mexico Comprehensive Growth Strategy, Albuquerque, NM*
- Northgate Redevelopment Plan, College Station, TX*
- Seattle-Tacoma International Airport Impact Analysis and Mitigation Plan, Greater King County, WA*
- Museum District Master Plan and Streetscape Improvement Documents, Wichita, KS*
- Dalrock Road Streetscape Rowlett, TX*
- Farmers Market District Streetscape, Dallas, TX*
- Haskell Avenue Streetscape, Dallas, TX*
- Preston Center West Streetscape, University Park, TX*
- University Park Streetscape, University Park, TX*
- West End Arena Connection Study, Dallas, TX*
- Performance Drive Streetscape, Richardson, TX*
- Love Field Gateways, Dallas, TX*
- Central Drive Streetscape Master Plan, Bedford, TX*
- Stonebridge Ranch Identity Program, McKinney, TX*
- Mountain Creek Lake Bridge Streetscape, Grand Prairie, TX*
- Rowlett Take Area Zoning Ordinance, Rowlett, TX*
- Rowlett Downtown Plan and Zoning Ordinance, Rowlett, TX*
- Express Street Concept Access Management Study, Houston, TX*

Aviation

- Monterrey Aerotropolis Plan, Monterrey, Mexico*
- DFW Airport Commercial Development Land Use Plan (2007), DFW Airport, TX*
- Phoenix Sky Harbor Airport Station Area Planning, Phoenix, AZ*
- Dallas/Fort Worth International Airport/International Terminal D Team, Dallas/Fort Worth, TX*

- Dallas/Fort Worth International Airport Land Use Plan (1999), Dallas/Fort Worth, TX*
- Laredo International Airport Landscape, Laredo, TX*

* Completed with another firm.

Awards

- Project Planning, Honorable Mention, West Spring Valley Corridor Reinvestment Strategy, Texas Chapter APA
- Chapter Merit Award, Fort Worth Urban Villages, APA
- Chapter Merit Award, Texas Stadium Redevelopment Project, ASLA
- Dallas Community Excellence Design Award, Texas Stadium Redevelopment, AIA
- Clide Award, Trinity River Corridor Plans, Public Planning and Policy
- Dream Study Award, Trinity River Corridor Plans, Dallas Urban Design
- Honor Award, DFW International Airport Urban Design Guidelines and Criteria Manual, Texas Chapter, ASLA
- Merit Award, The Green Ribbon Project, Texas Chapter, ASLA
- Highest Honor Award, The Green Ribbon Project, Houston Chapter, APA
- Honor Award, The Denton Plan, Texas Chapter, ASLA
- Merit Award, Brownfield Highway Corridor Study, Dallas Chapter, AIA
- Award, North Central Expressway Realized Project, Dallas Urban Design
- Honor Award, Rowlett Comprehensive Plan, Texas Chapter, ASLA
- Merit Award, Texas A&M International University Master Plan, Texas Chapter, ASLA
- Comprehensive Plan of the Year, Flower Mound Comprehensive Plan, Texas Chapter, APA
- Design Award, North Central Expressway Conceptual Plan, Dallas Urban Design
- Honor Award, Bruce R. Watkins Drive, Texas Chapter, ASLA
- Award of Merit for Urban Design, Albuquerque Plaza, Albuquerque Conservation Society
- Excellence in Design for Mixed Use Development, Albuquerque Plaza, NAIOP
- Honor Award, Amarillo Center City Urban Design Strategy, Texas Chapter, ASLA
- Honor Award, North Central Expressway Urban Design, Texas Chapter, ASLA
- Merit Award, North Central Expressway, Computer Animation, Texas Chapter, ASLA

Presentations

- "Lessons Learned, Fort Worth Urban Villages", APA Texas Conference 2012, Fort Worth, TX
- "Creating Your Own Professional Identity", APA National Conference 2012, Los Angeles, CA

Mark Bowers, RLA, ASLA, AICP, LEED AP
Senior Planner / Landscape Architect

- “Resumes for Today’s Economy”, APA National Conference 2012, Los Angeles, CA
- “Resumes for Today’s Economy”, APA National Conference 2011, Boston, MA
- “Corridor Revitalization”, APA Midwest Chapter, Planning Commissioners Workshop 2011, Hurst, TX
- “An Evolution Toward Airport Cities”, APA National Conference 2008, Las Vegas, NV
- “Trinity River Plan - A Bridge to Development”, Texas Society of Architects Convention 2006, Dallas TX
- “The Emerging Role of Trails in Master Planned Communities”, 17th National Trails Symposium 2004, Austin, TX

Last Updated: 2/10/14

Education

Bachelor of Architecture,
Universite de Liege, Institute
Superieur D'Architectre De
Saint Luc, 1982

Professional Registrations

Professional Architect,
Belgium

Years of Experience

Since 1982

Years with Jacobs

Since 2013

Jacobs Office

Dallas, Texas

Farzine has 30 years of urban design, landscape architecture, and planning experience. He has extensive knowledge in the design of urban spaces in metropolitan areas throughout the world. Farzine's work has been recognized by his peers, receiving multiple regional and local design awards. His creative thought process and bold design ideas are popular with both clients and colleagues.

Relevant Project Experience

Districts, Corridors + Streetscapes

- Centerville Marketplace Revitalization Strategy, Garland, TX
- New York Avenue Corridor Strategy, Arlington, TX
- Main Street / Central Corridor Revitalization Strategy, Richardson, TX
- Rowlett Downtown Plan, 2012, Rowlett, TX
- West Spring Valley Corridor Reinvestment Strategy, Richardson, TX*
- West Spring Valley Corridor Design Guidelines and Code, Richardson, TX*
- Garland Road Vision Study, Dallas, TX*
- Texas Stadium Redevelopment "The Crossroads", Irving, TX*
- Fort Worth Urban Villages, Fort Worth, TX*
- Tollway Corridor Design Guidelines, Plano, TX*
- DFW Airport Commercial Development Land Use Plan, Dallas/Fort Worth, TX*
- Flower Mound Comprehensive Plan, Flower Mound, TX*
- College Station Comprehensive Plan, College Station, TX*
- E-470 Corridor Plan, Aurora, CO*
- Upper Kirby Streetscape Redevelopment, Houston, TX*
- Omni Hotel Terraces and Streetscape. Fort Worth, TX*
- City Center Development Streetscape, Fort Worth, TX*
- Museum District Master Plan and Streetscape Improvement Documents, Wichita, KS*
- Farmers Market District Streetscape, Dallas, TX*
- Preston Center West Streetscape, University Park, TX*
- Stonebridge Ranch Identity Program, McKinney, TX*
- University Park Streetscape, University Park, TX*
- Love Field Gateway Streetscape, Dallas, TX*
- Haskell Avenue Urban Design, Dallas, TX*
- Performance Drive Streetscape, Richardson, TX*

Farzine Hakimi
Senior Urban Designer

- Preston Center Streetscape Renovation, Dallas, TX*
- Cedars Area Redevelopment Plan, Dallas, TX*
- Wichita Museum District Streetscape, Wichita, KS*

Aviation

- Monterrey Aerotropolis Plan, Monterrey, Mexico*
- DFW Airport Commercial Development Land Use Plan (2007), DFW Airport, TX*
- Dallas/Fort Worth International Airport/International Terminal D Team, Dallas/Fort Worth, TX*
- Cochin International Airport Master Plan, Cochin, India*

Mixed-Use + TODs

- Burleson TOD Master Plan, Burleson, TX*
- Urban Living Laboratory, Dallas, TX*
- DLF Mixed Use Development, Enclave, India*
- Centro Sur Quertaro Mixed-Use Development, Queretaro, Mexico
- Mountain Creek Master Plan, Grand Prairie, TX*

* Completed with another firm.

Awards

- Merit Award, Texas Chapter, Texas Stadium Redevelopment Project, ASLA
- Dallas Community Excellence Design Award, Texas Stadium Redevelopment, AIA
- Planning Award, Fort Worth Urban Villages, Southwest Cluster, APA
- Charter Award, King Abdullah University of Science and Technology, CNU
- Merit Award, Texas Chapter, San Carlos Railroad Property Study, ASLA
- Honor Award, Texas Chapter, DFW International Airport Urban Design Guidelines and Criteria Manual, ASLA
- Merit Award, Texas Chapter, The Green Ribbon Project, ASLA
- Highest Honor Award, Houston Chapter, The Green Ribbon Project, APA
- Merit Award, Dallas Chapter, Brownfields Highway Corridor Study, APA
- Urban Design Award, Realized Project, North Central Expressway, Dallas
- Urban Design Award, Conceptual Plan, North Central Expressway, Dallas
- Merit Award, Texas Chapter, Texas A&M International University Master Plan, ASLA
- Honor Award, Texas Chapter, Bruce R. Watkins Drive, ASLA
- Honor Award, Texas Chapter, North Central Expressway Urban Design, ASLA
- Urban Design Awards, DART Light Rail System, Dallas Urban Design Advisory Committee, DART Prototypical Light Rail Station Design

- Excellence in Development Award, DART Light Rail Stations, North Central Texas Chapter of the American Planning Association, DART Prototypical Light Rail Station Design
- Merit Award, DART Mockingbird Station, Dallas Chapter of the American Institute of Architects, DART Prototypical Light Rail Station Design
- Honor Award for Design, U.S. Department of Transportation Merit Award, Dallas Chapter of the American Institute of Architects, DART Prototypical Light Rail Station Design
- Honor Award, Texas Society of Architects, DART Prototypical Light Rail Station Design

Last Updated: 3/28/13

Ricker | Cunningham

Introduction to the Firm



Advising communities with integrity

A trusted team in the real estate advisory community since 1993, the company's Principals have decades of experience understanding and communicating the challenges of public-private partnerships. Formerly with the Denver office of Leland Consulting Group, Anne Ricker and Bill Cunningham coordinate with an organization's staff to bring clients a knowledgeable, personal approach to the development and redevelopment processes. You will interface closely with one or both of these Principals, often and throughout the process, to achieve your community's goals and vision.

Ricker | Cunningham, Community Strategists, is a regional firm based in Denver, Colorado. The firm is comprised of urban economists, real estate market analysts, planning and development advisors, and project managers who specialize in analyzing market and economic factors that affect public and private sector development. Our business objective is to bring a high level of reality and practical experience to our assignments. We accomplish this through extensive cross-training in market research, economic analysis and development. Over the past 25 years, the firm's principals and associates have completed more than 500 real estate and economic consulting assignments for public and private sector clients. This industry exposure has built a rich base from which to draw focused experience that is thoughtfully applied to each project.

Ricker | Cunningham, provides the following advisory services:

- Market Strategies
- Community Impact Analyses
- Development Economics
- Redevelopment Plans
- Economic Development Strategies
- Ongoing Guidance

Contact

For additional information about Ricker | Cunningham, or a specific request for services, please contact Anne Ricker or Bill Cunningham at 303.458.5800, or visit us at our website www.rickercunningham.com. References furnished upon request.

Anne B. Ricker Principal



With extensive experience in real estate market analysis, urban redevelopment and vision building for public and private sector clients, Anne has a keen sense of both the facts and the possibilities that make for successful projects and sound investment. As a member and speaker for the Urban Land Institute, International Downtown Association and American Planning Association, Anne focuses on assisting communities and the investors within them, with preparation of strategies for development and redevelopment and identification of partner roles and resources. From 1993 until 2010, Anne and Bill worked together to expand the geographical scope of Leland Consulting Group, which became Ricker | Cunningham in 2010. As an Owner and Managing Principal for the firm, she assists clients with understanding opportunities for and barriers to investment while defining tools and tactics to achieve success. As a former senior associate in the international real estate advisory services division of Laventhol & Horwath (L&H), she managed teams working with the FSLIC and Resolution Trust Corporation (RTC) to identify solutions for problem assets.

Consulting Experience:

Colorado, New Mexico, Montana, Nevada, Utah, Oklahoma, Wyoming,
Oregon, California, Texas, Louisiana, Washington, and New York

Affiliations:

Urban Land Institute
International Downtown Association
American Planning Association
Colorado Community Revitalization Association (CCRA)
National Trust for Historic Preservation

Honors and Awards:

Texas Chapter, American Planning Association (APA)
North Central Texas Council of Governments
State of Iowa America's River Project
International Downtown Association

Presentations:

Colorado Chapter, American Planning Association
Colorado Chapter, Urban Land Institute
Colorado Real Estate Journal – Trammell Crow Symposium
Colorado Springs Downtown Leadership
Presenter – CU Planning Studio
Boulder County Realtors Association
Texas Chapter, American Planning Association
Greater Dallas Planning Commission



Colorado State University,
Consumer Science and Public
Housing,

Bachelor of Science

Colorado State University,
Construction Management

Concentrations:

Housing and Public Policy,
Consumer Housing, Real
Estate and
Real Estate Law, Land Use
planning,
Natural Resource Law, Social
Welfare and Housing Special
Needs

Anne B. Ricker Principal



Major Clients Served (Colorado):

City of Thornton, Colorado
City of Commerce City, Colorado
City of Federal Heights, Colorado
City of Northglenn, Colorado
City of Glendale, Colorado
City of Brighton, Colorado
City of Loveland, Colorado
City of Greeley, Colorado
City of Platteville, Colorado
City of Westminster, Colorado
City & County Broomfield, Colorado
City of Aurora, Colorado
City of Arvada, Colorado
City & County of Denver, Colorado
City of Lakewood, Colorado
City of Boulder, Colorado
City of Louisville, Colorado
City of Lafayette, Colorado
City of Golden, Colorado
City of Pueblo, Colorado
City of Longmont, Colorado
City of Fort Collins, Colorado
City of Canon City, Colorado
Town of Superior, Colorado
Town of Windsor, Colorado
Town of Lyons, Colorado
Town of Berthoud, Colorado
Town of Elizabeth, Colorado
Town of Dillon, Colorado
Town of Frisco, Colorado
Town of Breckenridge, Colorado
Town of Vail, Colorado
Town of Silverthorne, Colorado
Town of Snowmass Village, Colorado
Town of Steamboat Springs, Colorado
Town of Del Norte, Colorado
City of Colorado Springs, Colorado
City of Longmont, Colorado
City of Fort Collins, Colorado
City of Pueblo, Colorado
City of Grand Junction, Colorado
City of Montrose, Colorado
City of Paonia, Colorado
City of Salida, Colorado
Weld County, Colorado
Arapahoe County, Colorado
Elbert County, Colorado
Pitkin County, Colorado
Gunnison County, Colorado
Saguache County, Colorado
Jefferson County, Colorado
Greeley-Weld Econ Devel Partnership
Denver Urban Renewal Authority
Colorado Spgs Urban Renewal Authy
Lakewood Redevelopment Authority
Denver Housing Authority
Boulder Housing Authority
Aurora Housing Authority
Regional Transportation District
Colorado Housing Finance Authority
Rocky Mountain Mutual Housing
Colorado Springs Transit
State of Colorado
General Services Administration (GSA)
Salvation Army
Southern Ute Indian Tribe

Major Clients Served (Outside Colorado):

City of Burleson, Texas
City of Dallas, Texas

City of Denton, Texas
City of DeSoto, Texas
City of Mansfield, Texas
City of Fort Worth, Texas
City of Carrollton, Texas
City of Plano, Texas
City of Richardson, Texas
City of Richland Hills, Texas
City of North Richland Hills, Texas
City of Abilene, Texas
City of Midland, Texas
Town of Addison, Texas
City of Burleson, Texas
City of Garland, Texas
Dallas Area Rapid Transit (DART)
North Central Texas Council of Governments (NCTCOG)
Texas Tech University, Texas
Greater Greenspoint Redevel Authority
Corpus Christi DT Management District
Downtown Lincoln Association
City of Texarkana, Arkansas
Fort McClellan, Alabama
Sand Springs, Oklahoma
Oklahoma City, Oklahoma
Clinton, Oklahoma
Tooele Army Depot, Utah
City of St. George, Utah
Missoula County, Montana
Lincoln County, Montana
City of Palm Springs, California
City of Dubuque, Iowa
City of Cedar Rapids, Iowa
Des Moines Downtown Partnership
State of Nevada
Middleton, Idaho
Blue Springs, Missouri
Brooklyn Park, Minnesota
Lawrence County, South Dakota
Santa Fe, New Mexico
Los Alamos, New Mexico
City of Gresham, Oregon
City of Tualatin, Oregon
City of Portland, Oregon
City of Beaverton, Oregon
City of Medford, Oregon
City of Coos Bay, Oregon
City of Lake Oswego, Oregon
Portland Development Commission
Kitsap County, Washington
City of Federal Way, Washington
City of Boise, Idaho

Major Private Sector Clients:

Village Homes
Terrabrook
Newland Communities
Valencia Capital Management
Hunt Properties
Unocal Corporation
Public Service Company
National Association of Realtors
Gold Hill Mesa Metro District
Marksheffel Road Metro District
120th Interchange Metro District
MidCities Metro District
St. Luke's Maintenance District
Terry Erwin Properties
Dupont Corporation
Lifebridge Christian Church
Montgomery Farms
Jensen Family Land Trust

Bill J. Cunningham Principal



With extensive experience in real estate market analysis, urban redevelopment and development economics for public and private sector clients, Bill understands the fiscal and economic realities that support successful projects and sound investment. As a member and speaker for the Urban Land Institute, International Downtown Association and American Planning Association, Bill focuses on assisting communities and the investors within them, with preparation of financing strategies for development and redevelopment. Bill teamed with Anne in 1993 to open the Denver office of Leland Consulting Group, which became Ricker|Cunningham in 2010. As an Owner and Managing Principal, Bill is in charge of public and private financing strategies for fiscally-responsible community plans and projects.

Formerly a manager with the nation's largest real estate advisory firm, Gladstone Partners/Arthur Andersen and senior real estate associate in the international real estate advisory services division of Laventhol & Horwath (L&H), he managed market, economic and fiscal assignments for a wide variety of public and private sector clients.

Consulting Experience:

Colorado, New Mexico, Montana, Nevada, Utah, Oklahoma, Wyoming,
Oregon, California, Texas, Louisiana, Washington, and New York

Affiliations:

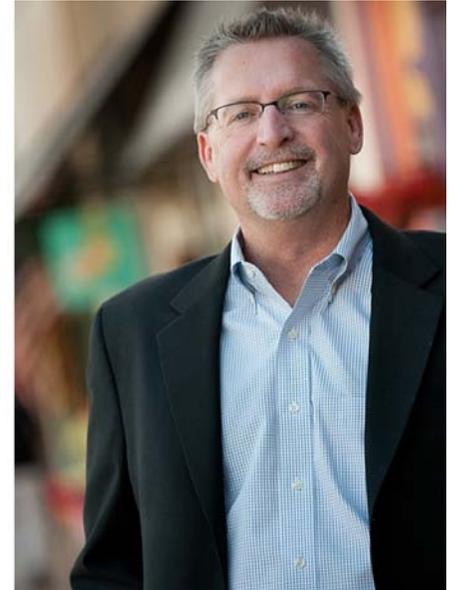
Urban Land Institute
International Downtown Association
American Planning Association
Colorado Community Revitalization Association (CCRA)
National Trust for Historic Preservation

Honors and Awards:

Texas Chapter, American Planning Association (APA)
North Central Texas Council of Governments
State of Iowa America's River Project
International Downtown Association

Presentations:

Colorado Chapter, American Planning Association
Colorado Chapter, Urban Land Institute
Colorado Real Estate Journal – Trammell Crow Symposium
Colorado Springs Downtown Leadership
Boulder County Realtors Association
Texas Chapter, American Planning Association
Greater Dallas Planning Commission



University of Northern Colorado
Bachelor of Arts, History

University of Denver
*Master of Business
Administration*

Concentrations:

Housing and Public Policy,
Consumer Housing, Real
Estate and
Real Estate Law, Land Use
planning,
Natural Resource Law, Social
Welfare and Housing Special
Needs

Bill J. Cunningham Principal



Major Clients Served (Colorado):

City of Thornton, Colorado
City of Commerce City, Colorado
City of Federal Heights, Colorado
City of Northglenn, Colorado
City of Glendale, Colorado
City of Brighton, Colorado
City of Loveland, Colorado
City of Greeley, Colorado
City of Platteville, Colorado
City of Westminster, Colorado
City & County Broomfield, Colorado
City of Aurora, Colorado
City of Arvada, Colorado
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Jefferson County, Colorado
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City of Plano, Texas
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City of Richland Hills, Texas
City of North Richland Hills, Texas
City of Abilene, Texas
City of Midland, Texas
Town of Addison, Texas
Dallas Area Rapid Transit (DART)
Texas Tech University, Texas
Greater Greenspoint Redevel Authority
Corpus Christi DT Management District
Downtown Lincoln Association
City of Texarkana, Arkansas
Fort McClellan, Alabama
Sand Springs, Oklahoma
Oklahoma City, Oklahoma
Clinton, Oklahoma
Tooele Army Depot, Utah
City of St. George, Utah
Missoula County, Montana
Lincoln County, Montana
City of Palm Springs, California
City of Dubuque, Iowa
City of Cedar Rapids, Iowa
Des Moines Downtown Partnership
State of Nevada
Middleton, Idaho
Blue Springs, Missouri
Brooklyn Park, Minnesota
Lawrence County, South Dakota
Santa Fe, New Mexico
Los Alamos, New Mexico
City of Gresham, Oregon
City of Tualatin, Oregon
City of Portland, Oregon
City of Beaverton, Oregon
City of Medford, Oregon
City of Coos Bay, Oregon
City of Lake Oswego, Oregon
Portland Development Commission
Kitsap County, Washington
City of Federal Way, Washington
City of Boise, Idaho

Major Private Sector Clients:

Village Homes
Terrabrook
Newland Communities
Valencia Capital Management
Hunt Properties
Unocal Corporation
Public Service Company
National Association of Realtors
Gold Hill Mesa Metro District
Marksheffel Road Metro District
120th Interchange Metro District
MidCities Metro District
St. Luke's Maintenance District
Terry Erwin Properties
Dupont Corporation
Lifebridge Christian Church
Montgomery Farms
Jensen Family Land Trust
Crosswinds Development
Briargate
Raytheon Corporation
Verde Realty
Legacy Partners

Meeting Date: 05/13/2014

Council Goals: Continue to attract, hire, develop, and retain great employees

Information

AGENDA CAPTION:

Discussion, consider and take action approving and authorizing the City Manager to enter into an agreement with Strategic Government Resources (SGR) to conduct national searches for the Deputy City Manager and Building Official positions in an amount not to exceed \$48,000.

FINANCIAL IMPACT:

The financial impact is \$48,000 and staff anticipates it can be funded through salary savings. If not, staff will bring a budget amendment forward this summer.

BACKGROUND:

With the appointment of the City Manager, the Town has a vacancy in the Deputy City Manager position. In addition, after 32 years of service to the Town, Lynn Chandler, Building Official, is set to retire September 30, 2014.

To ensure the successful transfer of culture and institutional knowledge, the Town released an RFP for Executive Search Services to lead a national search process for the Deputy City Manager and Building Official and received four responses. A committee made up of the following employees evaluated the proposals:

Lisa Pyles, Director of Infrastructure Operations and Services
Hamid Khaleghipour, Director of Information Technology
Caitlan Smelley, Management Analyst
Passion Hayes, Director of Human Resources

The top two finalists were brought in for interviews and Strategic Government Resources (SGR) was selected to lead the search for both positions.

While SGR was not the lowest bid, based on the overall qualifications and experience of the firm, demonstrated recent recruitment experience with Deputy City Manager and Building Official positions, outstanding reference checks and their two year guarantee of services (if a candidate resigns or is released within 24 months of their hire date, SGR will repeat the search at no cost to the Town), we are recommending entering into agreement with their firm for these important positions.

Attached is more detailed information on SGR, Ron Holifield (who will serve as the project lead for SGR) and copies of profiles for similar positions they have recruited for in other organizations.

RECOMMENDATION:

Administration recommends approval.

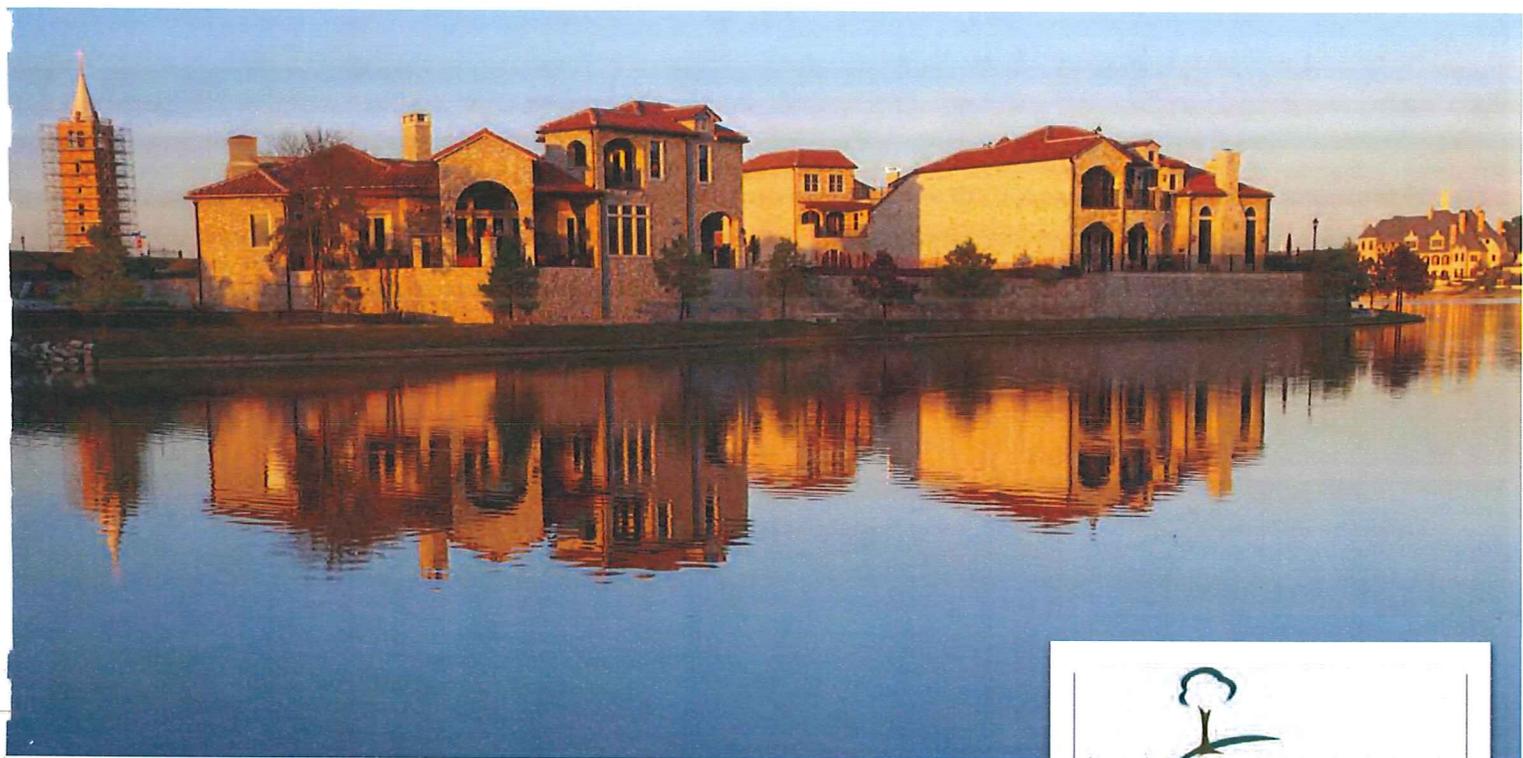
Attachments

[Search Profile Example](#)

[Background SGR & Holifield](#)

[Project Overview](#)

[Similiar Searches](#)



Deputy City Manager City of McKinney, TX Position Profile



The Community

Incorporated in 1848, McKinney, Texas, is located 30 miles north of downtown Dallas and is the county seat of Collin County. Strategically located in the midst of the growth expanding out of Dallas and its northern suburbs, McKinney has established a reputation in the DFW Metroplex for being at the forefront of development and quality of life.

McKinney has experienced a steady population growth since 1960, when the population was just 13,763. From 1970 to 1990, the population grew from 15,193 to 21,283, and by 2000, the population was over 54,000. In 2007, the Census Bureau announced that among cities with populations over 100,000, McKinney was the fastest growing city in the nation. McKinney's population reached more than 130,000 by the beginning of 2011, a 95% increase in the previous 10 years, and now stands at more than 136,000 in 2013.

Economic development is a central component in McKinney's strategic plan. The Gateway development, a 90-acre site owned by the City, is a key community entryway. Collin College was the first occupant at Gateway, and recently Emerson Process Management broke ground on its \$25 million global headquarters. The three-story, 132,000-square-foot building will include offices, a customer training center, a lab, and a fitness center for approximately 130 highly skilled, professional employees in engineering, research and development, marketing, sales, finance, and procurement.

The City operates the Collin County Regional Airport (TKI), which is a full-service North Texas general aviation resource. The airport recently opened a control tower and 7,002-by-150-foot runway, which can accommodate virtually all business aviation and many commercial aviation fleet aircraft.

Vision and Goals

The Council has developed goals and strategies to position McKinney to meet challenges for future growth and opportunities. Relevant to successful programs, these goals are:

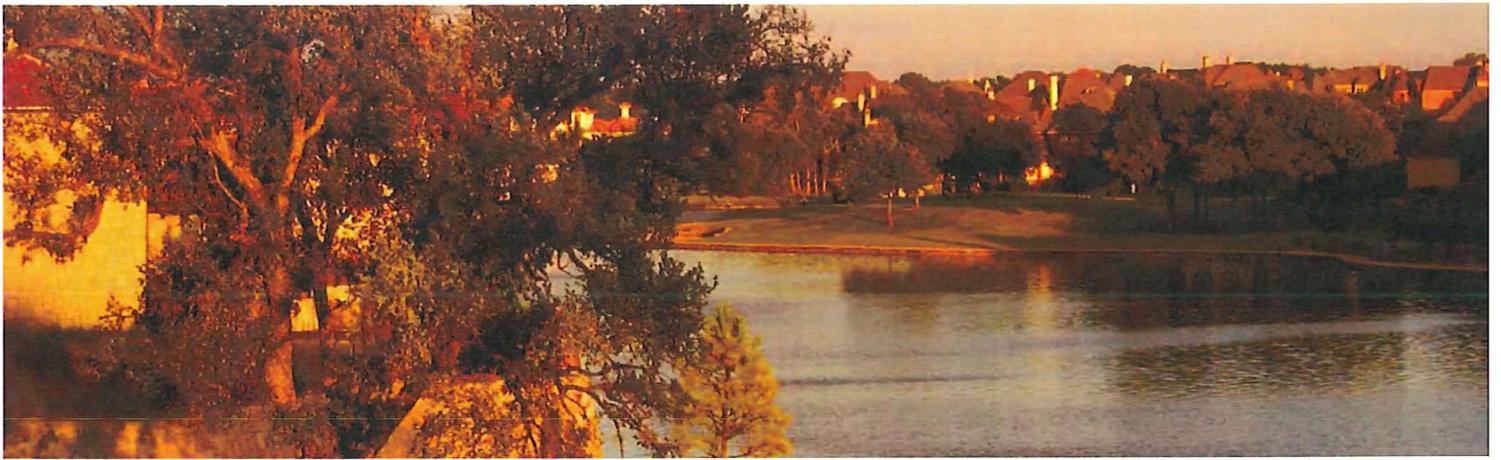
- Strong, balanced economy
- Fiscally sound, service-oriented city government
- Vibrant, authentic historic district
- Progressive mobility within, to and from McKinney
- Sustainable, unique neighborhoods

Mission: Core Values

- Provide essential utility services for daily living
- Protect people and property, making a safe community
- Respond to emergency situations
- Manage traffic flow and road system
- Plan McKinney's future development
- Provide leisure and recreational opportunities
- Support economic expansion
- Preserve the "McKinney character," our heritage
- Serve as a community information and resource center

Beliefs: Guiding Principles

- Community Service
- Produce Quality Results
- Personal Integrity
- Responsible Action
- Innovation and Problem Solving
- Teamwork



The Community, continued

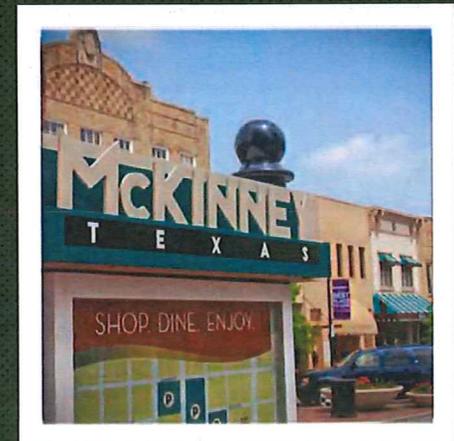
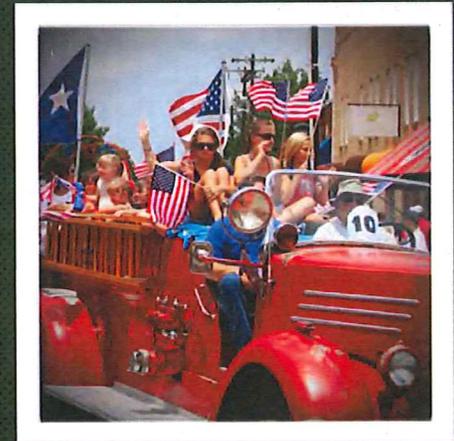
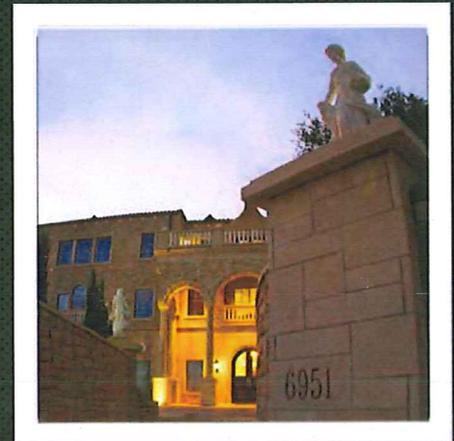
Year after year, McKinney continues to be recognized nationally as a stand-out community, and the past year was no different. In the August 2012 issue of *Money Magazine*, McKinney ranked No. 2 on the list of Best Places to live in America, and was the only Texas City in the top 10. America's Promise and ING named McKinney, in partnership with McKinney ISD, one of the 100 Best Communities for Young People, and the United States Tennis Association awarded the Featured Facility Award to the newly opened Courts at Gabe Nesbitt Community Park. These accolades are bestowed upon McKinney for a variety of factors including employment, schools, crime and safety, overall quality of life, community pride, and education.

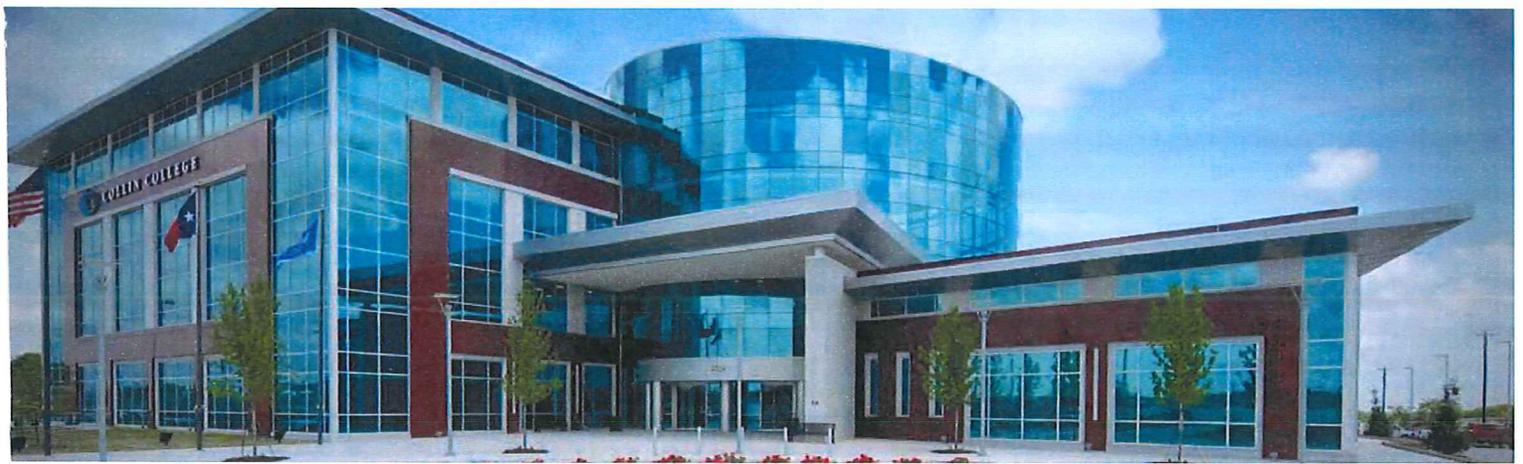
McKinney Independent School District (MISD) is one of the fastest-growing public school districts in Texas and currently enrolls over 24,000 students. MISD is comprised of 20 elementary schools, five middle schools, three high schools, four alternative schools, and one early childhood education center. The Texas Education Agency has rated 26 MISD campuses "Exemplary" or "Recognized." McKinney's Collin College campus serves approximately 53,000 students each year and offers more than 100 degrees and certificates in a wide range of disciplines.

McKinney's "Unique by nature" brand has come to define the City's image for residents, businesses, and visitors. "Unique by nature" speaks to McKinney's natural assets: its rolling hills, parks, streams, and lakes. It refers to the community's inherent uniqueness: a historic downtown, cultural diversity, quality of life, a business-friendly environment, and the dynamic growth enjoyed over the past decade. The brand represents the spirit of the community – charming neighborhoods, friendly residents, downtown festivals, a sense of history, and the prudent but forward-thinking attitudes of the City's leadership make McKinney a great place to be. City of McKinney employees embody the "Unique by nature" spirit in their service-minded approach.

Organization and Governance

The City of McKinney is a home-rule city with a Council-Manager form of government. The City Council is comprised of the Mayor and six Council Members. The Mayor and two members of the City Council are elected at large, and the other four members are elected from single-member districts. All are elected on a non-partisan basis for staggered, four-year terms with a two term limit. The City Council appoints the City Manager, City Attorney, and Municipal Judge. The City Manager professionally manages the day-to-day operations of the organization.





Organization and Governance, continued

The City of McKinney, with approximately 850 employees, prides itself on being a fiscally sound, service-oriented city government serving a rapidly growing population. The City provides a broad spectrum of programs and critical services including police, fire, ambulance, library, parks, recreation, water, sewer, refuse and recycling collection and disposal, golf, traffic engineering, street maintenance, community development, public improvements, airport, hotel event center, and a wide array of general administrative services including municipal courts. The McKinney City Council passed the Fiscal Year 2012-2013 budget with a total combined expenditure of \$238,244,204.

Capital priorities for 2013 include continued economic development, the Gateway project, Collin County Regional Airport, corporate business park, quality development standards, an aquatic center, Historic District ordinances, and an annexation policy.

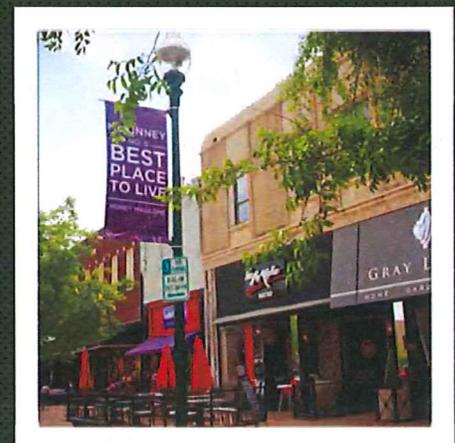
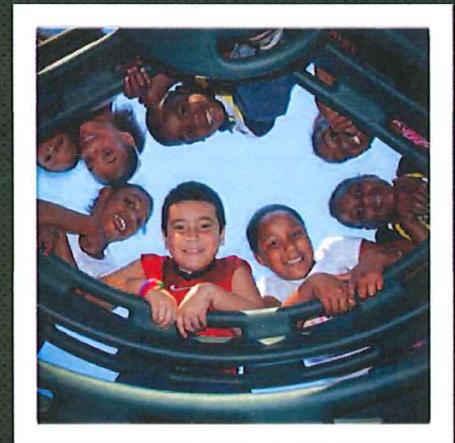
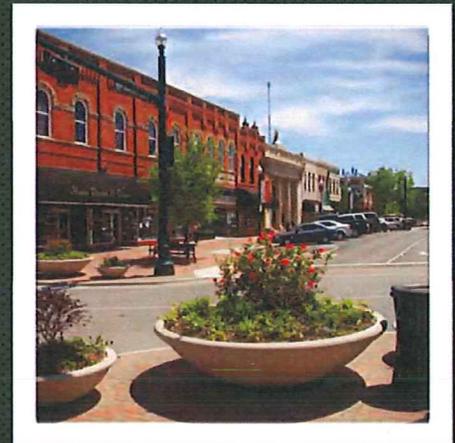
About the Position

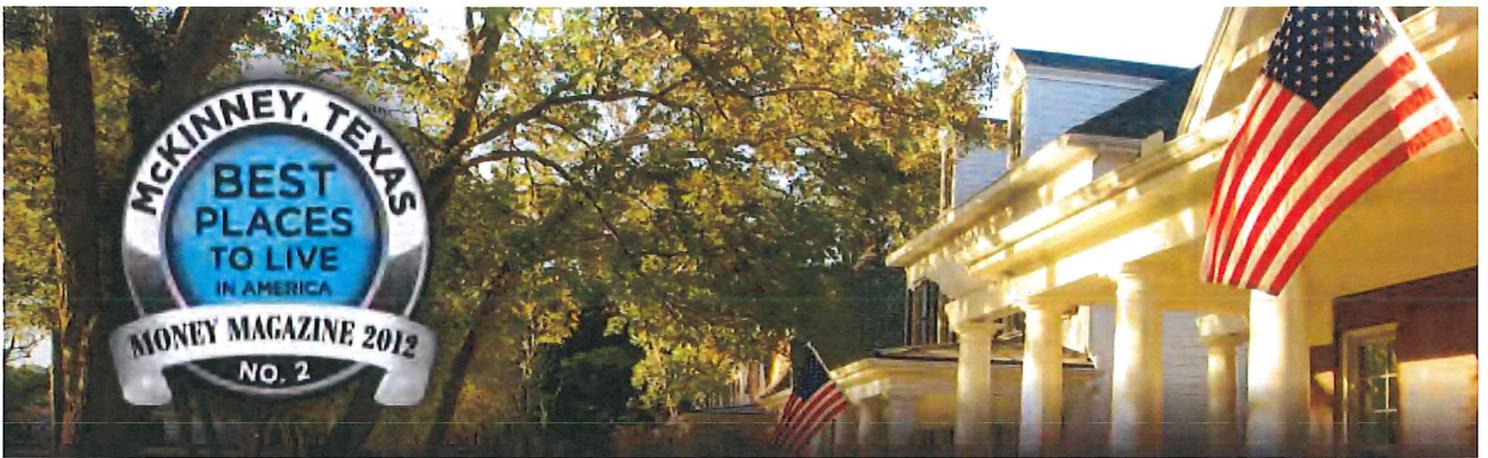
The Deputy City Manager is a key position within the organization, and it is essential for the successful candidate to work closely with the City Manager and as counterpart to an existing Deputy City Manager in carrying out City-wide initiatives and setting the tone and vision for City staff. Assignment of departments and divisions will be based on the selected candidate's strengths and experience.

The Deputy City Manager provides administrative guidance to assigned departments, assists with budget development and administration, monitors internal controls and coordination of City programs, and assists in the development and presentation of long and short term strategic plans to meet organizational and developmental needs. The Deputy City Manager communicates with City Council on a regular basis regarding City issues and programs.

Ideal Candidate

The ideal candidate should possess the capacity to be an effective mentor and leader for staff and have a demonstrated track record of setting a positive example of competence, professionalism, trust, energy, and work ethic. The new Deputy City Manager should have the ability and desire to promote good organizational health and morale across department lines. It is imperative that the successful candidate possess a genuine interest in improving the community and performing the role of a good public servant.





Education and Experience

A Bachelor's degree in Public Administration, Business, or a closely related field is required, along with a minimum of seven years of previous experience in progressively responsible municipal government leadership roles. A Master's degree in Public Administration, Business Administration, or a closely related field, and residence within the City limits is preferred. An equivalent combination of education, training, and experience may be considered.

Compensation and Benefits

The City of McKinney offers a highly competitive salary, depending on qualifications and experience, and a comprehensive benefits package for employees and their families including medical, dental, vision, life and disability coverage, and EAP. The City participates in the Texas Municipal Retirement System (TMRS) at a seven percent employee deposit rate with a municipal matching ratio of 2:1. The City has also implemented several programs to help employees better manage their health and the cost of care.

Application Process

Please apply online at: <http://apply.governmentresource.com>

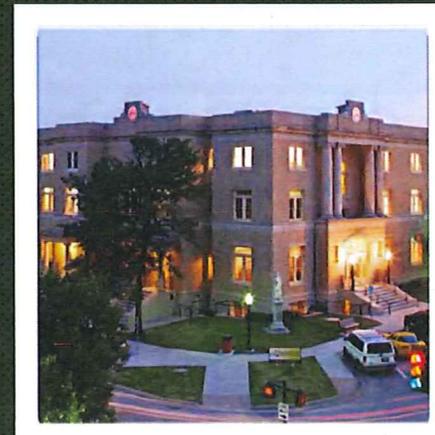
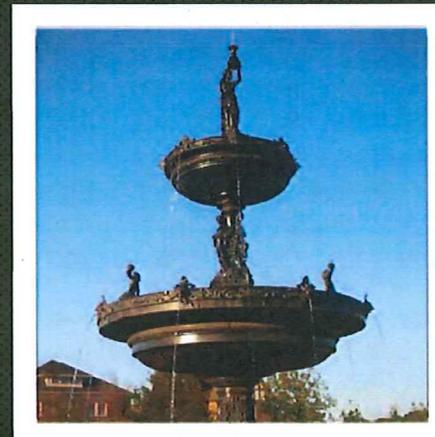
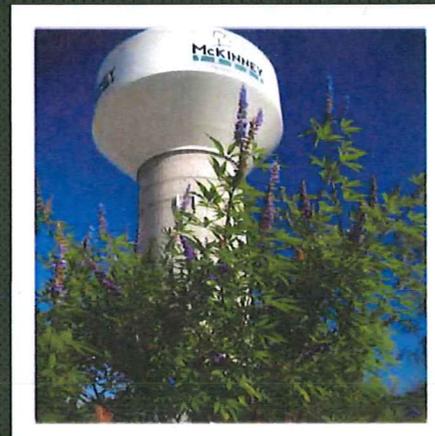
For more information on this position contact:
Howard Giles, Senior Vice President
Strategic Government Resources
Howard@governmentresource.com
817-807-7359

This position is open until filled. For the review status of this position, please visit:
www.GovernmentResource.com/pages/CurrentSearches.

The City of McKinney is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

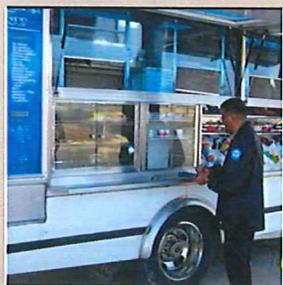
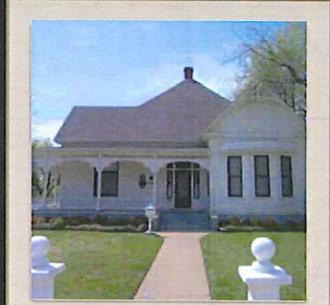
Resources

City of McKinney	www.mckinneytexas.org
McKinney Chamber of Commerce	www.mckinneychamber.com
McKinney ISD	www.mckinneyisd.net
Collin County Regional Airport	www.flymckinney.com



ASSISTANT CODE COMPLIANCE DIRECTOR

CITY OF FORT WORTH, TEXAS



THE COMMUNITY

Fort Worth, Texas, home to more than 750,000 residents, and the county seat of Tarrant County, is the 16th largest city in the U. S. and the fifth-largest city in Texas. Recognized as one of the fastest growing areas of the country, Fort Worth was voted one of America's Most Livable Communities and in 2011 was named an All-American City for the third time, by the National Civic League.

Transportation is vital to Fort Worth, and the City is ideally located along three interstate highways (Interstates 20, 30 and 35) in addition to five federal and four state highways. The Dallas-Fort Worth International Airport is the third busiest airport in the world in terms of logistical operations and ranks eighth in the world based on passengers. Additionally, there are three general aviation airports in Fort Worth and the area is served by six major railroad systems including AMTRAK.

Established in 1849 as a frontier army post on a bluff overlooking the Trinity River, Fort Worth became a shipping point for great herds of Longhorn cattle being sent to northern markets. Known as the city "Where the West Begins," Fort Worth's pioneering spirit remains strong and the area has transformed into one of the best places to live and do business in Texas. The community offers a rich tapestry of affordable neighborhoods, an enviable cultural scene, and a world-class school system.

Fort Worth has earned the reputation as one of the premier travel destinations in the nation. Residents and visitors enjoy shopping and dining in downtown's Sundance Square, visiting the Fort Worth Zoo, the Fort Worth Botanical Gardens, and the world famous Fort Worth Stockyards. Music and theatre performances take the stage at the Bass Performance Hall, Casa Mañana, and Billy Bob's Texas, and audiences enjoy a variety of concerts and shows featuring the Fort Worth Symphony Orchestra, Texas Ballet Theater, Van Cliburn International Piano Competition, and the Fort Worth Opera.





THE COMMUNITY, CONTINUED

A number of renowned museums including the Kimbell Art Museum, Amon Carter Museum, Fort Worth Museum of Science and History, Modern Art Museum of Fort Worth and the National Cowgirl Museum and Hall of Fame highlight the importance history plays in the region. The Fort Worth Zoo, ranked one of the top 10 zoos in the United States, and the thrilling Texas Motor Speedway attract visitors from around the country.

The highly rated Fort Worth Independent School District offers quality education to more than 80,000 students in grades K-12, at over 140 schools and special campuses. The district's awards and honors include the "What Parents Want" designation from SchoolMatch, which has been received seven years in a row, and only goes to 1 percent of the nation's schools. Fort Worth is home to more than 200 private and parochial schools, giving parents multiple options for their children's education.

High School graduates have abundant choices in their pursuit of a college degree. Fort Worth is home to Texas Christian University, Texas Wesleyan University, Texas A&M University School of Law and Southwestern Baptist Theological Seminary. The region's availability of colleges and universities enroll more than 325,000 students and award more than 30,000 degrees annually. Other institutions nearby include Southwestern Baptist Theological Seminary, Tarrant County College, Texas Woman's University, University of Texas at Arlington, and the University of North Texas. Each of these schools regularly add both core courses and degree programs, and partner with local municipal and economic development officials to ensure that graduates have a direct pipeline into the local and regional workforce.

The median household income in Fort Worth is \$49,411, and the median home price is \$115,000.

GOVERNANCE & ORGANIZATION

The City is governed by a Home Rule Charter with a Council-Manager form of government consisting of a Mayor, elected at large, and eight City Council Members representing single-member districts and serving two-year terms. The Mayor and City Council appoint a professional City Manager to administer and coordinate municipal operations and programs. The City Council also appoints the City Secretary, City Attorney, City Auditor, Municipal Court Judges and citizens who serve on City boards and commissions.

The City of Fort Worth has more than 6,300 authorized positions, a FY 2014 annual budget of \$1.4 billion, and a tax rate of \$0.8550 per \$100 of valuation.

MISSION STATEMENT

We strive to be a well-managed organization focusing on our future. Together we are building strong neighborhoods, developing a sound economy, fostering a healthy environment, and providing a safe community.



ABOUT THE POSITION

The Code Compliance Department is comprised of the Code Enforcement, Health Services, and Solid Waste divisions, with a total of 306 employees and an annual budget of \$73.1 million.

The Assistant Code Compliance Director reports directly to the Code Compliance Director and is responsible for the Health Services Division which includes Animal Care and Control, Consumer Health, and Fiscal/Human Resource Administration. The position works closely with the Police, Fire, Planning and Development, and Financial Management Services Departments as well as private foundations, an Animal Shelter Advisory Committee, food establishment owners and managers, and the Tarrant County Public Health Department. The Assistant Director provides direction to the division's 110 employees and manages an annual budget of \$9.1 million.

IDEAL CANDIDATE

The City seeks a highly ethical director with uncompromised integrity. Exceptional communication, negotiation, and persuasion skills, along with the ability to build consensus with dynamic personalities are desired attributes. A strong focus on internal and external customer service and a successful track record of leading and driving change will be important.

The ideal candidate will be a creative and professional leader with demonstrated experience in managing both administrative and field staff. Specialized knowledge and skills in the areas of animal shelter operations and adoptions, prevention of foodborne, waterborne, and communicable diseases, and West Nile Virus control and containment is essential.

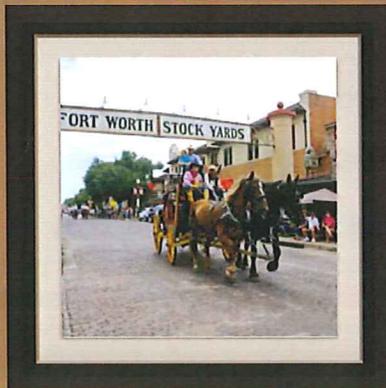
The new Assistant Director should be experienced with public/private collaborative efforts, have a background in strategic planning, and be able to successfully manage multiple complex projects. A thorough understanding of budgeting and managing capital improvement projects that includes funding, construction, and acquisition is a key responsibility. The chosen candidate will have assisted in the creation of performance metrics, reporting, and improvement targets for a large organization with diverse business units.

A manager who can continuously monitor and evaluate the quality, effectiveness, efficiency, and responsiveness of the divisional programs and staff to ensure continuous improvement of service delivery will be successful.

RESOURCES

City of Fort Worth, Texas
www.fortworthtexas.gov

**Fort Worth Chamber of
Commerce**
www.fortworthchamber.com



EDUCATION & EXPERIENCE

The selected candidate must have a Bachelor's degree in Public Administration, Business Administration, or a related field from an accredited college or university and eight years of increasingly responsible administrative and supervisory experience in animal care and control, public health, code compliance, or building/construction trade. A Master's degree is preferred. Credentials as a Registered Sanitarian, or the ability to obtain the same with one year of employment, is desired.

COMPENSATION & BENEFITS

The City of Fort Worth offers a competitive starting salary, depending on qualifications and experience. City employees participate in the Fort Worth Employees' Retirement Fund at a contribution rate of 8.5%, and a City matching contribution rate of 19.74%, with five year vesting. The City does not participate in the Social Security System. A full range of leave and insurance benefits is also provided.

APPLICATION PROCESS

Please apply online at: <http://apply.governmentresource.com>

For more information on this position contact:

Bill Peterson, Senior Vice President
Strategic Government Resources
Bill@GovernmentResource.com
469-450-4442

The position is open until January 31, 2014.
For the review status of this position, please visit:
www.GovernmentResource.com/pages/CurrentSearches.

The City of Fort Worth is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



Company Profile

Background

Strategic Government Resources (SGR) was founded in 1999 and is fully owned by former City Manager Ron Holifield.

Ron spent two high profile decades in city management, which included service as City Manager in several Texas cities. He left city management in 1996 and purchased Government Relations Specialists, a small company that specialized in representing companies that do business with government at all levels. In a little over three years, he doubled the size of the company, growing it into one of the 50 largest lobby firms in Texas. However, Ron missed the sense of making a difference that city management had provided. In response, he sold that company in 1999 and founded SGR for the express purpose of helping to transform local government through employee recruitment, selection, assessment, training, development, coaching, and career path planning. SGR is organized into three primary business lines, Executive Recruitment, Employee Development, and Consulting.

Office Locations

SGR's corporate headquarters is in the Dallas/Fort Worth Metro area in Keller, Texas. SGR also has satellite offices in Austin, Texas; Sugar Land, Texas; Fort Myers, Florida; Kissimmee, Florida; Chicago, Illinois; Norman, Oklahoma; and, Stillwater, Oklahoma.

SGR Executive Search Team

- Ron Holifield, Chief Executive Officer
- Cyndy Brown, Director of Executive Search
- Mike Tanner, Senior Vice President, Executive Search
- Gary Holland, Senior Vice President, Executive Search
- Tommy Ingram, Senior Vice President, Executive Search
- Chester Nolen, Senior Vice President, Executive Search
- Bill Peterson, Senior Vice President, Executive Search
- Ron Robinson, Senior Vice President, Executive Search

Key Personnel for this Project

Ron Holifield, CEO

Ron Holifield spent 17 high profile years in city management before entering the private sector. He served as Assistant City Manager in Plano, Texas, City Manager in Garland, Texas, and City Manager in three other mid-size and smaller cities. Ron is a frequent speaker at city management conferences nationwide. In addition, he has written numerous articles and was a periodic contributor to *Texas City Manager Magazine on Innovations That Make a Difference*. Ron has served on numerous state and national committees and is an active member of the International City/County Management Association (ICMA), the Texas City Management Association (TCMA), Urban Management Assistants of North Texas (UMANT), and several other regional organizations. He holds a BA from Abilene Christian University, and an MPA from Texas Tech.

Ron brings strength to the executive recruitment profession with his extensive experience as a city manager. Numerous professionals around the nation have worked with Ron over his long career, giving SGR a network among municipal management professionals that is unequalled. Ron also brings a unique ability to evaluate candidates from the perspective of a city manager and assist city officials in effectively understanding not just qualifications, but issues of management style, reputation, and philosophical compatibility.

Ronald Mack Holifield

Strategic Government Resources, P.O. Box 1642, Keller, Texas 76248
Cell: 214-676-1691, Ron@GovernmentResource.com

PROFESSIONAL HISTORY

Strategic Government Resources – Owner & CEO January 1999 to Present

- Owner and CEO of this strategic management firm, helping local governments recruit, assess and develop innovative leaders. Clients have included over 350 local governments as well as NASA, TXU, Oncor, Accountability International, SportsCenter, Pro Players Foundation, HVJ Engineers, Waste Management and others.
- SGR is the largest provider of live and online training in the nation designed specifically for local government, training over 1,000 local government employees every month in 41 states.
- As CEO of Strategic Government Resources, I have been interviewed and/or quoted by various news publications and media outlets on issues related to local government. These publications include: National Public Radio, Texas City Manager Magazine, Texas Town and City, Government Technology Magazine, GovWire Online Magazine, Federal Computer Week Magazine, CIO Magazine, Dallas Morning News, Dallas Business Journal, Plano Star Courier, DFW Tech Biz, Today Newspapers, Focus on the News, D Magazine, International Association of Chiefs of Police Journal, WOAI TV and KRLD and KTET Radio, as well as the ABC and NBC affiliates in Tulsa and WAMU radio in Washington, DC.

Government Relations Specialists – Owner & CEO August 1996 to September 2001

- Owner and CEO of this 20 year old governmental consulting firm, specializing in representing businesses doing business with government and in legislative advocacy efforts.
- During my tenure as owner and CEO, the business doubled in size, becoming the 49th largest lobby firm in Texas, after which I sold it to one of my employees so that I could focus more of my efforts on the launch of SGR.
- Major clients included American Express, Aramark, Automated Licensing Systems, Children's Comprehensive Services, IBM, Quorum Health Group, Library Systems and Services, PeopleSoft, SCT, Space Imaging, TXI, Verizon, and Xerox as well as many other Fortune 500 firms.

**City of DeSoto, Texas – City Manager
October 1994 to August 1996**

- City Manager of this highly diverse suburban community, located 20 minutes south of downtown Dallas.
- I was hired to lead a rapid cultural change at City Hall, with a specific challenge to transform the organization from one known for being highly bureaucratic, stagnant, and ineffective in economic development, into one known for being aggressively customer service driven, highly successful in the economic development arena, and operating in a very cost effective manner.
- Significant accomplishments in Economic Development:
 - Named by Texas Business Magazine as a top 20 Texas city to relocate a business.
 - Named by Texas Business Magazine as one of the “Best Run Cities in Texas.”
 - Named by Texas Outlook Magazine as a top 25 city for economic development.
- Other significant achievements:
 - Dramatic improvements in all financial operating systems.
 - Complete overhaul of the city’s personnel systems.
 - Implementation of the city’s first comprehensive long range CIP.
 - Substantial increases in the city’s fund balances.
 - Increase in commercial building permits in excess of 1,000% over previous year.
 - Lowest crime rate of any major city in the Dallas-Fort Worth Metroplex.

**City of Garland, Texas – City Manager
November 1991 to June 1994**

- City Manager of this rapidly growing city, which owns and operates an electric production and distribution system, a regional wastewater treatment system, a regional landfill, and a heliport, and offers a variety of social services and strong cultural arts. The ninth largest city in Texas, Garland’s population was in excess of 220,000 with over 2,300 employees, and an annual operating and capital budget in excess of \$350 million.
- I was hired in 1991 to take this very traditional manufacturing-based community and rapidly position it as a statewide leader, transforming its one-dimensional image and reputation as a blue-collar suburb into that of a leading first tier city.
- Specific City Council goals established and achieved during my tenure include:
 - *Financial Management* – Strengthen the financial position of the City, and overhaul the City’s financial and budgetary systems to make them more accountable and understandable; make Garland’s cost of services more competitive with area cities; minimize dependence on debt; and, operate City utilities as if they were private enterprises.
 - *Economic Development* – Reinvigorate the City’s economic development program, positioning Garland as the statewide leader in demonstrating that

strong environmental policies and strong economic growth efforts are compatible; and enhance citywide housing and neighborhood standards.

- *Quality of Life* – Provide Garland with a national profile in the Arts; dramatically improve Garland’s commitment to basic infrastructure repair and replacement; make Garland the safest city in the Metroplex; and, revitalize downtown.
- *Organizational Excellence* – Establish an organization whose diversity reflects the community; establish routine evaluation of privatization alternatives; introduce benchmarking as the basis for effective performance measurement; dramatically improve citizen communication and trust in the integrity of local government; create an innovation-minded organization, known for a results-orientation, and capable of overcoming traditional bureaucratic mind-sets and obstacles.

**City of Plano, Texas – Assistant City Manager, Assistant to the City Manager
November 1986 to November 1991**

- Served in a variety of capacities in this rapidly growing, premier city, including: Assistant City Manager of Community Services, Assistant City Manager of Administration, Acting Assistant City Manager for Development, and Assistant to the City Manager.
- Significant accomplishments while with Plano include:
 - Designed a program that doubled mid- and upper-level management minority and female representation in four years.
 - Designed a Disadvantaged Business Purchasing Program that dramatically increased minority business contracts without quotas.
 - Served as Project Manager for a \$19.5 million Civic Center Project, bringing it in \$2 million under budget.
 - Assisted in negotiating details of the JC Penney headquarters relocation from New York City to Plano.
 - Created Plano’s first Convention/Visitor’s Bureau that exceeded year six sales and bookings projections in the first year.
 - Initiated Plano’s first Neighborhood Integrity Program.
 - Creatively designed construction projects for EDS and JC Penney to achieve a \$750,000 sales tax windfall for the city.
 - Designed an Employee Wellness Program which resulted in participant health care costs equaling only one-third those of non-participants.

**City of Farmersville, Texas – City Manager
1984 to 1986**

- First City Manager of this full service city, which operates an electric distribution system and two city lakes.
- Major achievements were in the areas of growth management, infrastructure improvements and municipal finance.

**City of Sundown, Texas – City Manager
1982 to 1984**

- City Manager of this full service city, which operates a natural gas distribution system and a municipal golf course.
- Major achievements were in the areas of economic development, public/private partnerships, infrastructure improvements, and municipal finance.

**City of Lubbock, Texas – City Administrative Intern to the City Manager
1981 to 1982**

- Administrative Intern to the City Manager of this major city, which operates a municipally owned electric utility.
- Primary accomplishments were in the area of performance measurement.

EDUCATION

- Texas Tech University – Masters of Public Administration
- Abilene Christian University – Bachelor of Arts, Government Major / Student Association President

MAJOR AWARDS for Municipal Organizations Managed

- 3CMA Economic Development Marketing Campaign Savvy Award Certificate of Excellence for International Development and Local Realtor Ads - Garland
- International Association of Chief's of Police, Excellence in Policing Award for Neighborhood Service Team - Garland
- Finalist, Governor's Environmental Excellence Award - Garland
- Texas Natural Resource Conservation Commission Award for Excellence - Garland
- American Society of Landscape Architects, Texas Chapter, Environmental Stewardship Award for Garland's Spring Creek Forest Preserve - Garland
- Dallas Business Journal, "Metroplex Real Estate Deal of the Year (Existing Building)," – Garland
- Dallas Business Journal "Metroplex Real Estate Deal of the Year (New Construction)," - Garland
- GFOA Award for Distinguished Budget Presentation, every year, 1987-1996
- GFOA Certificate of Achievement for Excellence in Financial Reporting, 1987-1991

PROFESSIONAL PARTICIPATION

- Author, “the 16%” weekly blog, 2013
- Author, “Fourth Dimension Leadership”, 2010
- Member, International City/County Management Association (ICMA), 1982-present
- Member, Texas City Management Association (TCMA), 1982-present
- Member, Texas Municipal Human Resources Association, 2006 - present
- Member, Governmental Finance Officers Association, 2010 - present

PREVIOUS PROFESSIONAL PARTICIPATION

- Author of a Monthly Column in Texas City Manager Magazine on “Innovations that Make a Difference”
- ICMA Task Force on Employment Agreements
- ICMA Management Innovations Panel
- ICMA Conference Evaluation Committee
- ICMA/Innovation Groups National Management Practices Panel
- Author, “The Public Executive’s Complete Guide to Employment Agreements”, book published by ICMA and the Innovation Groups
- Texas Innovation Groups Executive Committee
- Author, “Crossing Department Lines – Garland’s Neighborhood Service Team”, article published in the International Association of Chiefs of Police National Journal
- Author, “Redefining Thinking, Structures and the Rules of the Game in Government”, article published in Texas Town and City Magazine
- Contributor, State Comptroller Bob Bullock’s handbook for municipalities: “Standard Financial Management System for Texas Cities”
- Texas Municipal League Advisory Committee on Legislative Affairs – Personnel Issues
- TCMA Ethics and Professional Standards Committee
- TCMA Annual Conference Committee

SPEAKING ENGAGEMENTS

- National Public Employers Labor Relations Association Annual Conference, 2013
- American Public Works Association Regional Conference, 2013
- Texas Recreation and Parks Association Annual Conference, 2013
- Colorado City County Management Association Annual Conference, 2013
- Kansas City County Management Association Annual Conference, 2012
- National Parks and Recreation Management School, 2012

- Texas City Management Study Group, 2012
- International City County Management Association Annual Conference, 2012
- National Procurement Institute, 2012
- Missouri Municipal League Annual Conference, 2012
- Texas City Clerk's Association Annual School, 2012
- Texas County Clerk's Association Annual School, 2012
- Kansas Governmental Finance Officers Association Annual Conference, 2011
- Texas City Management Association Annual Conference, 2010
- Public Risk Management Assoc. Annual Conference, 2010
- Oklahoma City Manager's Association Annual Conference, 2010
- Northwest States City Management Association Annual Conference, 2010
- Ohio City/County Management Assoc. Annual Conference, 2009
- West Texas City Management Association Annual Training Conference, 2009
- Texas Municipal League Regional Meeting, 2009
- Texas Municipal Human Resources Association Annual Nuts and Bolts Conference, 2009
- East Texas City Management Association Annual Training Conference, 2008
- East Texas City Management Association Annual Training Conference, 2007
- International City/County Management Association Conference, 2006
- Certified Public Manager Program, 2006
- North Texas Municipal Clerks Association Management Institute, 2006
- City of Carrollton, Texas, Leadership Academy, 2006
- City of Arlington, Texas, Leadership Academy, 2005
- Urban Management Assistants of North Texas Annual One Day Conference, 2005
- Leadership Southwest, 2004, 2006, 2008
- International City/County Management Association Annual Conference, 2003
- Keynote Speaker (along with the Deputy Secretary of Defense), Government Electronics and Information Technology Association Information Technology and Defense Electronics Forecast Annual Conference – State and Local Homeland Security, 2002
- Transforming Local Government Conference, 2001
- National Association of Counties Annual Conference, 1999
- World Services Congress – Building Public Private Partnerships, 1999
- Central Texas City Management Association, 1999
- Carolinas-Virginia Hospital Trustee/Physician Conference, 1999
- Quorum Ohio CEO Conference, 1999
- Chairman of the Board In-Service Training, Quorum, 1999
- Quorum Foundations for the Future, 1999
- Quorum Chairman of the Board Training, 1998
- International City County Management Association, 1998
- Iowa Municipal Management Institute, 1997
- Quorum Foundations for the Future, 1997
- Quorum Board of Trustees Training, 1997

- Urban Management Assistants of North Texas, Conference of Minority Public Administrators, and National Forum for Black Public Administrators Joint Workshop – 1996
- Innovation Groups Regional Conference, 1996
- Texas City Management Association Annual Conference, 1996
- Florida City/County Management Assoc. Annual Conference, 1996
- North Carolina City/County Management Association Annual Conference, 1996
- Quorum Foundations for the Future, 1996
- International City/County Management Association Conference, 1996
- Texas City Management Association Conference, 1995
- Kansas Innovation Groups Regional Workshop, 1995
- City-County Communications & Marketing Association National Conference, 1994
- National League of Cities Innovations in Government National Conference, 1994
- Innovation Groups Regional Workshop, 1994
- Texas Foundation for the Improvement of Local Government Institute, 1994

OTHER HONORS AND ACTIVITIES

- American MENSA member
- Distinguished Alumni, Abilene Christian University
- Abilene Christian University Public Administration Visiting Committee
- Texas Tech University, Center for Public Service, Alumni of the Year

Project Methodology

Overview

SGR provides a comprehensive scope of executive search services, and each executive search service contract is tailored to meet the client's specific needs. However, a full service executive search typically entails the following:

1. Organizational Inquiry and Analysis

- Outline Project Plan and Timeline
- Individual Interviews with Search Committee and Key Staff Members
- Development of Position Profile and Production of High Quality Brochure
- Search Committee Briefing to Review/Approve Position Profile Brochure

2. Advertising and Recruitment

- Ad Placement
- Recruitment Video (optional)
- Email Distribution and Marketing of Position Profile
- Ongoing Communication with Applicants and Prospects

3. Initial Screening and Review

- Management of Applications
- Triage and Scoring of Resumes
- Search Committee Briefing to Facilitate Selection of Semifinalists

4. Evaluation of Semifinalist Candidates

- Personal Interaction with Semifinalist Candidates
- Written Questionnaire
- Recorded Online Interviews
- Media Search Stage 1
- Search Committee Briefing to Select Finalists

5. Evaluation of Finalist Candidates

- Comprehensive Media Search and Report Stage 2
- Comprehensive Background Screening Report
- DiSC Management Assessment (optional)

6. Interview Process

- Assessment Center Process
- Conduct Interviews
- Deliberations
- Reference Checks

7. Negotiations and Hiring Process

- Determine the Terms of an Offer
- Negotiate Terms and Conditions of Employment
- Announcement/Press Release and Transition Strategy

Step 1: Organizational Inquiry and Analysis

In the Organizational Inquiry and Analysis Stage, SGR devotes tremendous energy to understanding your unique culture, environment, and goals to ensure you get the right match for your particular needs.

Outline Project Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the search plans and timeline. At this time, SGR will also request that the client provide additional information about the community, organization, and position. Information requested will include general information or available resources about the community, school district, economic vitality, political leadership, organization, strategic plan, governing body goals and objectives, budget information, major projects, job description, salary range, benefits package, etc.

Individual Interviews with Search Committee and Key Personnel

Fully understanding your needs is the most critical part of conducting a successful executive search. SGR conducts individual interviews with the Search Committee, key staff, and/or direct reports to find out more about the position, special considerations, and the political environment. These interviews last approximately 30 minutes to one hour each and identify individual issues that may affect the dynamics of the search, as well as develop a composite understanding of the organization's preferences. This process helps with organizational buy-in and will assist us in developing the profile as we look for any significant staff issues or major disconnects that may not otherwise be apparent.

Development of Position Profile Brochure

Following the individual interviews and internal analysis, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with you until everyone agrees it accurately reflects the sought-after leadership and management characteristics. A sample brochure is included with this proposal document.

Search Committee Briefing to Review/Approve Position Profile

This communication with the Search Committee may be conducted in person, over the phone, or even via email, depending on the preference of the organization. This briefing is designed to report on themes or trends identified in the individual staff interviews and in particular to determine if there are any disconnects in perceptions or expectations regarding the roles and responsibilities of the position. SGR's goal is to zero in on the specific attributes you want and need, both tangible and intangible. SGR will evaluate the responsibilities, organizational and cultural demands, technical background, personality, and potential required. SGR will also develop a clear understanding of salary range, benefits, and other relevant employment expectations. Of particular importance is to identify any "litmus tests" that are absolute prerequisites to you before starting the recruitment.

Step 2: Advertising and Recruitment

The Advertising and Recruitment stage includes ad placement, email distribution of the position profile, responding to inquiries about the position, and ongoing communication with applicants and prospects.

Ad Placement/Marketing

The Project Manager and client work together to determine the best way to advertise and recruit for the position. Ads are typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Recruitment Video

SGR offers the option of developing a custom video recruitment ad, which can be posted on YouTube and linked to other media sources. It is estimated that job postings with video icons are viewed 12 percent more than traditional job postings, and that the job application rate increases by an average of 34 percent when video is added. A sample SGR recruitment video for the City of Plano, Texas, can be viewed at: <http://tinyurl.com/PlanoFC>.

Email Distribution and Marketing of Position Profile

SGR's preferred strategy is to rely on email distribution of the position profile brochure to key opinion leaders and potential prospects across the country. The position will be announced in our "10 in 10" e-newsletter, which reaches over 60,000 local government professionals, in addition to a targeted email announcement to specific professional categories and/or areas of the country. By utilizing an email distribution strategy, these brochures tend to "get legs" of their own, resulting in a very high penetration rate at minimal cost.

SGR will utilize Facebook, Twitter, personal phone calls, personal emails, and LinkedIn to promote the position. This communication is both to solicit high potential candidates and to encourage key local government professionals to share information within their professional circles.

Ongoing Communication with Applicants and Prospects

SGR communicates with all applicants on a frequent and ongoing basis to ensure applicants stay enthusiastic about the opportunity. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about organization, and it is an area in which SGR excels.

Step 3: Initial Screening and Review

This stage of the executive search involves managing the flow of resumes, and screening and evaluating resumes.

Management of Applications

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries.

Triage and Scoring of Resumes

SGR uses a triage process to identify high probability, medium probability, and low probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to make sure that the minimum requirements of the position are met, and which of the preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the position profile.

Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report via PowerPoint presentation and will facilitate the selection of approximately 10-12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues that have arisen, as well as a briefing on each candidate and their credentials. No other firm offers this level of reporting detail and transparency.

Step 4: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive search process. However, the simple fact is that resumes can be misleading. They tell you nothing about the individual's personal qualities or his/her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments or experience. SGR's responsibility is to go more in-depth than the resume to ensure that those candidates who continue in the process are truly outstanding.

Personal Interaction with Semifinalist Candidates

SGR's goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up by phone when appropriate to ask any questions about underlying issues.

Written Questionnaire

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom-designed around the priorities identified by the Search Committee and usually includes about 20 questions focusing on 5-6 key areas of particular interest to the client. This written instrument will be included with the semifinalist briefing book with the cover letters and resumes.

Recorded Online Interviews

SGR offers the option of recording short online videos of candidates answering pre-recorded questions. This provides a very insightful, efficient and cost effective way to gain additional insights to utilize in selecting finalists you want to come in for live interviews. The online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Online interviews are emailed to the Search Committee for viewing prior to selection of finalist candidates.

Media Search Stage 1

Stage 1 of our media search involves a comprehensive review of all newspaper articles on the candidate in major news outlets within the previous two years. These media reports at the semifinalist stage have proven helpful by uncovering issues that were not previously disclosed by prospective candidates. The Project Manager will communicate any "red flags" to the Search Committee immediately upon discovery.

Search Committee Briefing / Selection of Finalist Candidates

At this briefing, SGR will provide each member of the Search Committee with a briefing book and present a progress report on the semifinalist candidates. The progress report will include discussion of written questionnaires, online interviews, and any additional information obtained about the candidate. The purpose of this briefing is to facilitate narrowing the list to 4-6 finalists who will be invited for personal interviews.

Step 5: Evaluation of Finalist Candidates

Once the finalists have been selected, SGR will coordinate with you to schedule interviews.

Comprehensive Media Search and Report Stage 2

These Stage 2 Media Reports are compiled by utilizing our proprietary media search process including variations of the candidates' names and states/cities in which they have lived or worked, and searches of local papers where the candidates have lived or worked. We also search social media sites. The Media Reports typically range from 20-300 pages per candidate and may include news articles, links to video interviews, blog posts by residents, etc. The Media

Reports are put into an easy-to-read format and recorded onto flash drives for the Search Committee. The candidate's name is highlighted each time it appears.

These media reports have proven helpful to Search Committees by uncovering issues that were not previously disclosed by candidates and that would not have been discovered through a quick Internet search. The Media Reports also give the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of his/her career.

Comprehensive Background Investigation Reports

Through SGR's partnership with FirstCheck, a licensed private investigations company, we are able to provide our clients with comprehensive background screening reports that include detailed information such as:

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- Nationwide wants and warrants
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County criminal search (for every county in which candidate has lived or worked)
- County civil search (for every county in which the candidate has lived or worked)
- Education verification

A sample Background Screening Report is included with this proposal document.

Psychometric Assessment (optional)

It is critical for you to know as much as you can about your new executive before hiring him/her. Historically, employers have depended upon resumes, references, and interviews as sources of information for making hiring decisions. In practice, these sources have often proved inadequate for consistently selecting successful employees. The use of assessments has become essential for employers who want to place the right people in the right positions. SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

Step 6: Interview Process

Once the finalists have been selected, SGR will coordinate with you to schedule interviews.

Assessment Center Process

This is a proprietary assessment center process customized to your search. Our assessment center process provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Conduct Interviews

SGR will schedule interviews at a date/time convenient to the client. This process can be as simple, or as complex, as the client desires. SGR will help you determine the specifics you need. SGR will prepare sample questions and will participate throughout the process to make it smooth and efficient.

Deliberations

At this meeting, SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a decision on whether to bring back one or more candidates for a second interview.

Reference Checks

Our reference checks are the most comprehensive in the industry. We place very little confidence on the references provided by the candidates since those can be expected to be biased. Instead, we will typically talk to as many as 20 professional contacts for a given candidate including elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, civic leaders, and media representatives. We always seek out the candidate's greatest critics and greatest fans to ensure a complete, yet balanced, perspective and overview of each candidate.

Step 7: Negotiations and Hiring Process

Once the organization is ready to make an offer, SGR can provide additional assistance to the client in the following areas.

Determine the Terms of an Offer

Upon request, SGR will provide comparative data for selected organizations, appropriate employment agreement language, and other similar information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win-solutions to negotiation "log-jams."

Announcement/Press Release

Until you have “sealed the deal,” you need to be cautious in order to avoid the embarrassment of a premature announcement that does not work out. You also want to try to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Transition Strategy

There are a variety of transition issues when hiring a new executive. SGR will brief the client on transition issues that need to be addressed and will provide a recommendation on what actions to take. Together, we will create a transition strategy that builds the foundation for a successful long-term relationship.

Recent Similar Searches

2014

City/Town Manager

- Lindale, Texas (pop. 4,800) – in process

City Inspector

- West Lake Hills, Texas (pop. 3,200) – in process **

2013

City/Town Manager

- Bellaire, Texas (pop. 17,000)
- Burien, Washington (pop. 32,000)
- Fate, Texas (pop. 800) – in process
- Henderson, Texas (pop. 11,000)
- League City, Texas (pop. 71,000)
- Owasso, Oklahoma (pop. 31,000)
- Pearland, Texas (pop. 96,000)
- San Marcos, Texas (pop. 50,000)
- South Padre Island, Texas (pop. 3,000)
- Burkburnett, Texas (pop. 11,000)
- College Station, Texas (pop. 94,000)
- Ferris, Texas (pop. 2,500)
- Sikeston, Missouri (pop. 16,000)
- Wills Point, Texas (pop. 3,500)
- Delray Beach, Florida (pop. 60,000) **

Deputy/Assistant City Manager

- Amarillo, Texas, ACM for Development Services (pop. 191,000)
- Cape Girardeau, Missouri, ACM-Development Services (pop. 38,000) *
- Cape Girardeau, Missouri, ACM-Administrative Services (pop. 38,000) *
- McKinney, Texas, DCM (pop. 132,000) *

Development Services Director

- Midland, Texas (pop. 119,000) *

2012

City/Town Manager

- San Angelo, Texas (pop. 93,000)
- Flower Mound, Texas (pop. 65,000)
- Duncanville, Texas (pop. 38,000)
- Huntsville, Texas (pop. 38,000)
- Rockwall, Texas (pop. 38,000)
- Texarkana, Texas (pop. 36,000)
- Hot Springs, Arkansas (pop. 35,000)
- La Porte, Texas (pop. 34,000)
- Little Elm, Texas (pop. 26,000)

- Paris, Texas (pop. 25,000)
- Bainbridge Island, Washington (pop. 23,000)
- Miami, Oklahoma (pop. 13,500)
- Burkburnett, Texas (pop. 11,000)
- Elk City, Oklahoma (pop. 11,000)
- Fate, Texas (pop. 6,400)
- Jacksboro, Texas (pop. 4,500)
- Willow Park, Texas (pop. 4,000)
- Canton, Texas (pop. 3,500)
- Argyle, Texas (pop. 3,300)
- Van Alstyne, Texas (pop. 3,000)
- Guthrie, Oklahoma (pop. 10,000) *
- Piney Point Village, Texas (pop. 3,100) *

Deputy/Assistant City Manager

- Corpus Christi, Texas, ACM (pop. 305,000)
- Victoria, Texas, ACM (pop. 62,000) *
- Brentwood, Tennessee, ACM (pop. 37,000) **

2011

City/Town Manager

- Kilgore, Texas (pop. 13,000)
- Cleveland, Texas (pop. 7,500)
- Gonzales, Texas (pop. 7,000)
- Yoakum, Texas (pop. 5,800)
- Breckenridge, Texas (pop. 5,700)
- Van Alstyne, Texas (pop. 3,000)
- College Station, Texas (pop. 94,000) **

Deputy/Assistant City Manager

- Cedar Park, Texas, ACM (pop. 49,000)

Community Development Director

- Seabrook, Texas (pop. 12,000) *
- Forney, Texas (pop. 15,500) *

* *Limited Service Search* - Limited service searches include marketing, sourcing of candidates, management of applicant submittals, triage level review of applicants, and any additional services requested.

** *Component Based Search Services* - Some examples of component based search services include marketing, psychometric assessments, background investigation reports, media search reports, reference checks, and resume evaluations.

Population numbers are approximate. Resource: www.City-Data.com

Regular Meeting

R9

Meeting Date: 05/13/2014

Council Goals: N/A

Information

AGENDA CAPTION:

Discussion regarding a staffing update of the City Manager's Office and/or Town employees.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Information

AGENDA CAPTION:

Discussion, consider and take action approving and authorizing the City Manager to execute a contract with Landmark Structures to remove the wind energy system to include the wind turbines and associated system elements from the Surveyor Elevated Water Storage Tank for an amount not to exceed \$112,000.

FINANCIAL IMPACT:

Funds are available in the Utility Fund.

BACKGROUND:

Construction of the elevated water storage tank began in March 2011 and it was placed in service in September 2013. In building the water tower, the Town had three important goals. The first was to provide the required water storage capacity per TCEQ regulations. The second was to build a water tower that would be iconic and unlike any of the many water towers that dot the North Texas horizon. The third goal was to integrate a sustainability aspect that would demonstrate an element of alternative energy. To that end, the vertical axis wind turbines were designed and placed on the top of the tower. Although the wind energy system was designed to contribute energy back to the electric grid, the tower itself was designed to be powered from the electric grid not from wind energy system.

The wind turbines were installed on top of the tower in February 2012. Since that time, there have been two incidents with the wind turbines that have had to be corrected. The first incident involved a critical part that was left out during assembly. This caused one of the turbines to fall below to the tower grounds. The second incident that was related to the lightning mast installation that resulted in a blade that was dislodged from one of the turbines and then went through the roof of the adjacent storage facility. There were no injuries in either of these incidents.

The wind turbines were removed from the tower in May 2013 and redesigned to eliminate the lightning mast issue. The wind turbines were placed back on the tower in August 2013 and the water tower was placed in full service in September 2013. Since that time, the auto-braking function that keeps the wind turbines from spinning too fast in high winds was found to be picking up radio interference from the surrounding area. Consequently, the system was shutting down the wind turbines and placing them in brake mode. In order to correct this problem, the

control board for the turbines had to be reconfigured. This had to be done in China.

While we were waiting on the parts to be shipped from China, on March 5th a Water Division employee noticed that one of the turbines didn't look right from the ground. Further investigation revealed that the wind turbine blade had been seriously damaged by some foreign object. Various theories were advanced and investigated as to the cause of the damage such as a bird, ice from a plane, or a gun shot. Although work continues to more definitively identify the source of the damage, it is not known at this time what caused the damage. It is not, however, inconsistent with a gun shot.

Given the random nature of vandalism such as this and the speed at which one of the blades might come off the turbine, along with the inability to control where any propelled part would land, it is prudent to consider whether the wind turbines should remain on the top of the tower. In the interest of safety, it is Staff's recommendation that the wind turbines be removed at this time. We will continue to investigate the cause of the damage, if possible. We will also continue to look for ways to accomplish the goal of integrating a sustainability aspect for energy generation into the Water Tower Learning Center site which is at the base of the water tower.

The wind energy system was constructed and installed at a cost of \$1,171,373. It was partially funded by a Texas State Energy Conservation Office grant in the amount of \$472,000. The requirements of the grant have been met and there is no obligation to repay the grant amount.

Staff recommends that council authorize the City Manager to enter into a contract with Landmark Structures, which constructed the water tower and the wind energy system and is more familiar with the system than any other contractor, for the removal of the wind energy system. The scope of the contract would be:

1. Electrical disconnection
2. Removal of the roof perimeter lighting
3. Removal of 9 (8 on the tower and 1 on the ground) vertical axis wind turbines (VAWT)
4. Disassembly of the VAWT and storage thereof
5. Removal of the halo lightening mast protection
6. Coating and system repairs

The schedule for the removal is dependent on a 5-7 day window of favorable weather conditions. The not to exceed amount for removal is \$112,000.

RECOMMENDATION:

Administration recommends approval.

Regular Meeting

R11

Meeting Date: 05/13/2014

Council Goals: Infrastructure improvement and maintenance

Information

AGENDA CAPTION:

Discussion, consider and take action regarding releasing the retainage and final payment to Landmark Structures for the completion of the Surveyor Elevated Storage tank project in the amount of \$329,773.71.

FINANCIAL IMPACT:

This project was funded through the 2008 Utility Bond proceeds.

BACKGROUND:

After performing a water distribution study in 2007, it was determined that the Town of Addison needed to begin planning for the construction of a second elevated storage tank. The engineering design firm Freese and Nichols was chosen to prepare plans and specifications for the new elevated tank. Plans and specifications were subsequently completed and the project was bid. The lowest responsible bidder was Landmark Structures.

Construction for the Surveyor elevated storage tank began in March 2011 and was completed in September 2013, when the tank was placed into service. The tank has performed as designed since being placed into service. The original budgeted construction cost of the elevated storage tank was \$5,704,900 with change orders totaling \$320,574.25, bringing the total cost of the tank construction to \$6,025,474.25. All items on the punch list have been completed to the satisfaction of Staff. Staff has accepted the tank and recommends the release of the final payment in the amount of \$329,773.71 be paid to Landmark.

RECOMMENDATION:

Administration recommends approval.

Regular Meeting

R12

Meeting Date: 05/13/2014

Council Goals: Infrastructure improvement and maintenance
Implement bond propositions

Information

AGENDA CAPTION:

Discussion, consider and take action approving and authorizing the City Manager to execute a construction contract with John Burns Construction Company of Texas, Inc. for the construction of the Belt Line Road Underground Utilities and Right-of-Way Enhancement project for an amount not to exceed \$8,820,802.

FINANCIAL IMPACT:

This project will be funded through the 2000 and 2012 Bond proceeds.

BACKGROUND:

In early 2012 the voters approved several bond propositions to be implemented over the next several years. One of those bond projects was the undergrounding of the utilities along Belt Line Road from the Marsh Lane to the Tollway.

The Town began the design process with Halff Associates as our engineer in early 2013 and the first phase of the design was completed in March of 2014. In response to the advertised bid posting, 3 bids were received. John Burns Construction Company of Texas was determined to be the lowest, responsible bidder. John Burns has an exceptional reputation within the Metroplex area for performing similar types of projects. Staff is confident in their ability to perform this work.

The project will consist of removal of the overhead electrical and utility lines. Those lines will be placed in underground, concrete duct structures along the corridor. The project also includes traffic signal updates, sidewalk improvements, intersection ramp improvements, and ADA improvements.

Once notice to proceed is issued, the construction is expected to take 18 months. Access to the businesses will be maintained during operation hours.

RECOMMENDATION:

Administration recommends approval.

Regular Meeting

R13

Meeting Date: 05/13/2014

Council Goals: Infrastructure improvement and maintenance
Implement bond propositions

Information

AGENDA CAPTION:

Discussion, consider and take action approving and authorizing the City Manager to execute a contract with Alliance Geotechnical Group for the construction materials testing and geotechnical services associated with the Belt Line Road Underground Utilities and Right-of-Way Enhancement project for an amount not to exceed \$60,834.

FINANCIAL IMPACT:

This project will be funded through the 2000 and 2012 Bond proceeds.

BACKGROUND:

Construction materials testing and geotechnical services are an important part of any construction project. They help ensure that the project is being installed according to the engineered specifications. It also allows the owner a glimpse into the integrity of the materials being used for the project, be it concrete, asphalt, or select fill material.

The Town selected Alliance Geotechnical Group through a pre-qualification process to perform geotechnical services on upcoming roadway projects. Staff recommends that they provide these services for the Belt Line Utility Undergrounding project. Alliance has an outstanding reputation throughout the North Texas area and has performed these services for several municipalities in the area.

Services provided for this project include but are not limited to, materials testing of concrete, asphalt, and steel as well as soil testing for the backfilling of trenches, and any related geotechnical services that are determined necessary to the project.

RECOMMENDATION:

Administration recommends approval.

Regular Meeting

R14

Meeting Date: 05/13/2014

Council Goals: Continue to attract, hire, develop, and retain great employees
Identify opportunities for improved governance

Information

AGENDA CAPTION:

Presentation, discussion, consider and take action regarding an ordinance amending the Town of Addison, Employee Handbook sections 6.01, 6.02, 6.04 and 6.05 relating to dispatcher work hours.

FINANCIAL IMPACT:

This change is funded within the Emergency Communications budget.

Retroactive benefit accrual paid to employees balances for vacation, sick leave, etc. from May 2013 to present totals \$358.28.

BACKGROUND:

In May of 2013 the police department began testing moving from a 38.75 hour to a 40 hour workweek for dispatchers. The agreed format for this change was an initial trial period of two, three month periods, with a vote at the end of each period. During the trial period the dispatchers remained at the 38.75 accrual rate for overtime, vacation, sick leave etc.

At the end of the trial period, dispatchers and administration both recommended a permanent change to the 40 hour workweek, until the employee's transition to the consolidated center in 2015. This change will require the employees to accrue, retroactively, all benefits associated with their employment based on the 40 hour work week calculation back to the initial date of the trial period.

RECOMMENDATION:

Administration recommends approval.

Attachments

Ordinance

Exhibit A

TOWN OF ADDISON, TEXAS

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS AMENDING THE TOWN'S EMPLOYEE HANDBOOK BY AMENDING SECTIONS 6.01, 6.02, 6.04, AND 6.05 THEREOF RELATING TO DISPATCHER WORK HOURS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, by Ordinance No. 008-023, the City Council of the Town of Addison, Texas (the "City") adopted the Town of Addison Employee Handbook, and the same has been previously amended (the "Employee Handbook"); and

WHEREAS, by this Ordinance the City Council desires to amend the Employee Handbook by amending Sections 6.01, 6.02, 6.04, and 6.05 thereof relating to dispatcher work hours.

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

Section 1. Incorporation of Recitals. The above and foregoing recitals and premises to this Ordinance are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. Amendment. The Town of Addison Employee Handbook, adopted by Ordinance No. 008-023 of the Town and previously amended, is amended by amending Sections 6.01, 6.02, 6.04, and 6.05 thereof as set forth in Exhibit A which is attached hereto and incorporated herein for all purposes, and all other chapters, articles, sections, subsections, sentences, phrases and words of the Employee Handbook are not amended hereby (additions are underlined; deletions are struck-through).

Section 3. Savings; Repealer. This Ordinance shall be cumulative of all other ordinances of the City and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those Ordinances are in direct conflict with the provisions of this Ordinance; provided, however, that the repeal of such ordinances or parts of such ordinances, and the amendments and changes made by this Ordinance, shall not affect any right, property or claim which was or is vested in the Town, or any act done, or right accruing or accrued, or established, or any suit, action or proceeding had or commenced before the time when this Ordinance shall take effect; nor shall said repeals, amendments or changes affect any offense committed, or any penalty or forfeiture incurred, or any suit or prosecution pending at the time when this Ordinance shall take effect under any of the ordinances or sections thereof so repealed, amended or changed; and to that extent and for that purpose the provisions of such ordinances or parts of such ordinances shall be deemed to remain and continue in full force and effect.

Section 4. Severability. The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 5. Effective Date. This Ordinance shall take effect upon its passage and approval.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas this the ____ day of _____, 2014.

Todd Meier, Mayor

ATTEST:

By: _____
Lea Dunn, City Manager

APPROVED AS TO FORM:

By: _____
John Hill, City Attorney

SECTION 6.01
ATTENDANCE AND WORK HOURS

A. Definitions

The Town of Addison has established the following definitions regarding time and attendance:

Work Time

Work time, also referred to as hours worked, is defined as all time the Town requires, suffers, or permits any employee to be on duty, whether on the work site, on other Town premises, or at any other prescribed place that work is performed.

Work Day

A work day is defined as a period of 24 hours, beginning at 12:00:01 a.m. and ending at 12:00 midnight.

For calculating the number of hours granted for leave that is usually defined in days, i.e., birthday, holidays or bereavement leave, a work day is defined as eight hours for all forty hour per week employees. A work day for police officers who work 80 hours in a two week period is also eight hours. A work day is twelve hours for shift employees of the Fire Department.

Work Week

A work week is the time span of seven consecutive 24 hour periods, beginning at 12:00:01 a.m. on Saturday and ending at 12:00 midnight on Friday.

Pay Period

Pay period is an internal accounting term which refers to a period of two work weeks for all employees. Each employee is issued an individual pay check, including any overtime earnings, if applicable, for each pay period. The pay check may be direct deposited to the employee's bank account or delivered to the employee.

B. Regular Work Hours

The regular workday normally begins at 8:00 a.m. and ends at 5:00 p.m., although employees in some departments may have different work hours. In times of disaster or emergency, working hours shall be determined by the City Manager.

40 Hour Employees

Non-exempt employees of the Town normally work 40 hours in a seven-day workweek. Exempt employees may be required to work in excess of 40 hours in certain weeks.

Police Officers

For a full-time, non-exempt police officer the work period consists of 80 hours, usually assigned in two consecutive weeks. Some officers work a flexible schedule consisting of six 12-hour work days and one 8-hour work day in a consecutive two week period. Special assignment officers will work 80 hours in a work period, as assigned by their supervisor.

Firefighter/Paramedics

For a full-time, non-exempt firefighter/paramedic, the work period consists of 168 hours, usually assigned over three consecutive work weeks. Fire personnel attending approved certification training which may result in fewer than 168 hours of regular shift work may be eligible for their regular 168 hours of pay, which includes nine hours of pay at their overtime rate if applicable. Approved classes include: basic structural firefighting certification, basic aircraft rescue certification and National Fire Academy classes.

Dispatchers

The work period for dispatchers consists of ~~38.75~~ 40 hours per week, or as may otherwise be established by the Department Director in consultation with the Human Resources Director and with approval from the City Manager.

C. Adjustment to Work Hours

In order to assure the continuity of Town services, it may be necessary for Department Directors to establish other operating hours for some personnel in their departments. Work hours and work shifts must be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the Town includes the employee's acknowledgement that changing shifts or work schedules may be required and includes that he will be available to do such work.

D. Meal Periods

Full-time employees, excluding most Police and Fire Department employees, are normally provided a one hour unpaid meal break near the middle of the workday. Meal periods may be staggered by the Department Director in order to minimize departmental interruption. Supervisors will provide employees with the starting and ending times for their specific meal periods. Employees will be relieved from work responsibilities during unpaid meal breaks. Employees may not extend meal breaks beyond their assigned period.

E. Breaks

Full-time employees may, depending on individual departmental work schedules and the discretion of their supervisor, take up to two fifteen minute, paid breaks each day, one during the first part of the work day and the other during the latter part of the work day.

F. Attendance Records

Employees are expected to be at their workstations and ready to work at their scheduled start time. All employees, both exempt and non-exempt, are required to record the number of hours worked each day. Certain non-exempt employees are also required to record the time they arrived to work, the time they left at the end of their work day, plus the time they left for and returned from lunch and the time(s) they left for and returned from any unpaid break during the work day.

G. Attendance and Punctuality

As an essential function of each job, the Town requires employees to be reliable and punctual in reporting to work. Absenteeism and tardiness are disruptive and make for a greater burden on the Town and on co-workers to maintain a safe and productive work environment. Either absenteeism or tardiness may lead to disciplinary action, up to and including termination of employment.

In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify his supervisor as soon as possible in advance of the anticipated tardiness or absence in accordance with Departmental procedures. The employee must disclose to his supervisor the reason for the absence or tardiness and the date and time of his/her anticipated arrival. For absences of a day or more the employee must personally notify his supervisor on each day of his absence unless the supervisor expressly waives this requirement.

In most instances, an employee who fails to properly notify his supervisor in advance of an absence or tardy will be subject to disciplinary action up to and including termination of employment. An employee who fails to notify the Town of an absence of three days or more may be presumed to have voluntarily resigned his/her employment.

SECTION 6.02 **HOLIDAYS**

The Town provides paid holidays to probationary, regular full-time and regular part-time employees. The following official holidays will be observed. Holiday schedules are posted no later than the end of September for the following year.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day

A.Scheduling of Holiday

Holidays occurring on Saturday normally will be observed on the preceding Friday and holidays occurring on Sunday will normally be observed on the following Monday.

B.Definition of Holiday Time

A holiday is a period of 8 hours, paid at the employee's regular rate, except in the case of 24-hour Fire Department shift employees where the holiday is 12 hours ~~and dispatchers who work a 38.75 hour week where the holiday is 7.75 hours.~~

C.Employees Scheduled to Work on a Holiday

Employees required to work on a holiday will be given an alternate day off with pay or will be paid for the holiday at their regular rate of pay, in addition to the hours worked.

D.Non-Exempt Employees Called in to Work on a Holiday

Non-exempt employees who are called in on an emergency basis to work a holiday for which they were not scheduled will be paid for the holiday at their regular rate of pay, plus payment for the number of hours worked. The holiday pay will be counted toward hours worked for the purpose of calculating overtime.

E. Employees Scheduled “Off Duty” on a Holiday

When a holiday and an employee’s regularly scheduled day off occur on the same day, the employee will accrue one day of holiday leave to be taken at a later date or, at the employee’s election, receive pay for the holiday at his regular rate of pay.

F. Regular Part-time Employees

Regular part-time employees are eligible for four hours holiday pay only if the holiday falls on of the employee’s regularly scheduled work days.

G. Temporary and Seasonal Employees

Temporary and seasonal employees are not eligible for holiday pay. Temporary and seasonal employees will be paid their regular hourly rates for a holiday only if required to work on the holiday.

H. Ineligibility for Holiday Pay

Holiday pay will not be authorized in addition to any other paid leave an employee may receive for the same day. Employees on injury leave, military leave, or leave without pay are not eligible for holiday pay. Non-exempt employees who are absent without authorized leave on the day immediately preceding or following a scheduled holiday will not be paid for the holiday. An employee who is on sick leave both the day before and the day after a holiday will be considered on sick leave and will not be paid for the holiday.

I. Holiday Occurring During Vacation Leave

A holiday that falls within an employee's vacation period will be counted as holiday in lieu of a day of vacation.

J. Holiday Occurring During Workers’ Compensation Leave

An employee on worker's compensation leave will not receive holiday pay.

K. Separating Employees

Except in extraordinary situations, separating employees will not be allowed to use a holiday as their final day of employment. Exceptions must be scheduled and authorized in advance by the Department Director.

Separating employees who have successfully completed their probationary period will be paid for unused accrued holidays on the employee’s final paycheck.

L. Other Religious Holidays

Employees may request an approved absence to celebrate a religious holiday that is not a scheduled Town holiday. If approved, the employee must charge the time to vacation, accrued holiday leave or time off without pay.

M. Fire Department Holiday and Birthday Accrual

At the beginning of each calendar year, each Fire Department shift employee will accrue 96 regular holiday hours and 12 birthday holiday hours, for a total of 108 accrued hours, which each employee may use at any time with supervisor approval. If an employee should leave the Town after using accrued holiday leave for holidays which have not yet occurred, the pay for such leave will be deducted from his final paycheck.

N. Fire Department Pay Out for Unused Annual Accrual

Any unused holiday/birthday accrual remaining at the end of the calendar year will be paid on the next payroll at the employee's regular hourly rate.

O. Maximum Holiday Accrual for Police Officers and Dispatchers

Maximum holiday accrual may not exceed eight (8) days for police officers or dispatchers. Any unused holiday accrual will be paid at the employee's regular rate of pay on the employee's final pay check.

SECTION 6.04
VACATION LEAVE

A.Scheduling Vacation

Vacation leave is an earned benefit intended to provide employees with paid time away from the work environment to pursue activities that will promote the well being of the individual. Vacation leave may also be used for purposes of attending to personal business, extension of sick leave when accrued sick leave is exhausted, inability to travel to work because of inclement weather or for other purposes.

Employees are expected to submit their preferred vacation schedule to the appropriate supervisor as far in advance as possible to avoid any scheduling problems that may develop. Whenever possible, vacation time will be granted at the convenience of the employee; however, Department Directors must be certain that vacations do not interfere with the normal functions and activities of departmental operations. The Police and Fire Departments may have departmental policies concerning the scheduling of vacation.

Vacation leave may be taken in full days or in one hour increments of time.

B.Vacation Accrual Rate

All full-time employees accrue vacation leave for each complete payroll period in which at least one hour was actual work time. Vacation hours will not accrue in any pay period during which an employee is absent on sick leave, injury leave or unpaid leave for the entire period.

Accrual rates are based on length of service with the Town and number of hours worked in a regular workweek. Please see the chart below for accrual rates by classification and months of service.

Length of Service	Days per Year	Hours per Month
<u>First 36 months of service</u>		
38.75 hour dispatchers	10 days	6.46 hours
40 hour employees	10 days	6.67 hours
24 hour Fire Department shift employees	5 shifts	10.00 hours
<u>37 through 60 months of service</u>		
38.75 hour dispatchers	12 days	7.75 hours
40 hour employees	12 days	8.00 hours
24 hour Fire Department shift employees	6 shifts	12.00 hours
<u>61 through 120 months of service</u>		
38.75 hour dispatchers	15 days	9.69 hours
40 hour employees	15 days	10.00 hours
24 hour Fire Department shift employees	7.5 shifts	15.00 hours

Over 120 months of service

38.75 hour dispatchers	20 days	12.92 hours
40 hour employees	20 days	13.34 hours
24 hour Fire Department shift employees	10 shifts	20.00 hours

C. Maximum Vacation Accrual

The maximum accrual of vacation leave is two years' accumulation. The actual number of accrued vacation hours permitted will depend on the number of vacation hours the employee earns per year. It is the employee's responsibility to monitor his vacation accrual to be aware of nearing maximum accrual.

The City Manager may waive the limitation on maximum accrual for a period of time if the needs of the Town preclude an employee's ability to take vacation.

D. Compensation for Vacation Leave

Vacation is paid at the employee's base rate at the time vacation leave is used and is paid only for hours the employee would ordinarily have worked.

Upon an employee's resignation, termination or retirement, an employee who has successfully completed his initial probationary period of employment shall be paid for accrued unused vacation leave at the rate of pay the employee was receiving at the time of separation. Upon the death of an employee who has successfully completed his probationary period of employment, payment for accrued unused vacation leave shall be made to the employee's beneficiary. Pay shall be at the employee's last regular rate of pay.

E. Regular Part-Time Employees Eligibility for Vacation Accrual

Regular part-time employees shall accrue vacation leave at a rate proportionate to the number of hours worked in a week as compared to a full-time 40 hour work week. For example, an employee who is regularly scheduled to work 20 hours per week will accrue vacation at one-half the rate of similarly employed full-time 40 hour per week employees with equal seniority.

F. Temporary/Seasonal Employees

Temporary and seasonal employees are not eligible to accrue vacation leave.

G. Vacation During Trial Period

Vacation leave will not be authorized during the initial six month probationary period for any employee, unless authorized by the City Manager. If the employee leaves employment with the Town for any reason during the probationary period, he will not be entitled to payment for vacation leave.

H. Holidays During Vacation

If a holiday falls during an employee's scheduled vacation, the time will be considered holiday leave and not vacation leave.

I. Required Vacation leave

When it appears that time away from work may be in the best interest of the employee or the Town, the employee's Department Director may, with the approval of the City Manager, require the employee to take at least one week of accrued vacation. Similarly, the City Manager may require a Department Director to take accrued vacation leave.

J. Vacation Buyback

Vacation buyback is a benefit offered to employees which allows exchanging accrued unused vacation leave for payment. The employee is eligible for vacation buyback after three years of service, at which time he is accruing over two weeks of vacation in a year. Participation in the vacation buyback program is the employee's option.

Provided the employee has taken at least one full week of vacation leave during the most recent fiscal year (October 1 – September 30), he may exchange up to one week of accrued unused vacation leave for pay at his effective hourly rate at the end of the fiscal year for which the buyback is offered. The vacation time sold back to the Town will be removed from the employee's accrual.

One week of vacation will be defined as ~~38.75 hours for dispatchers~~, 40 hours for all 40 hour per week employees, 56 hours for Fire Department 24 hour shift employees and 20 hours for 20 hour per week part-time employees.

SECTION 6.05
SICK LEAVE

Sick leave is paid time away from work due to an employee's bona fide illness or injury that prevents him/her from working, for visits to the doctor or dentist, or to care for certain family members who are ill or injured. Employees who are unable to work due to illness or injury or other situations covered by this policy must immediately notify the appropriate supervisor in accordance with the procedures adopted by their department.

A.Accrual Rate and Eligibility

All regular full-time employees accrue 12 days of sick leave each year. The definition of a work day is determined by the number of hours worked: ~~for dispatchers working 38.75 hours per week, a day equals 7.75 hours;~~ for employees working 40 hours per week, a day equals 8 hours; and for fire personnel working 24 hour shifts, a day equals 12 hours.

Regular part-time employees accrue sick leave based on the number of hours in their normal work week. Non-benefited part-time, seasonal and temporary employees do not accrue sick leave.

The accrual increment for both full-time and part-time employees is distributed equally over the 26 bi-weekly pay periods in the year.

Sick leave shall begin accruing at the time of hire but may be used during the initial probationary period only if approved by the supervisor and Department Director. Sick leave shall not accrue for any bi-weekly pay period during which the employee is away from work for the entire pay period due to illness, injury or any approved leave without pay. An employee who is released for and offered light duty by the Town, but who elects not to accept such assignment, will generally be ineligible for paid sick leave benefits.

B.Maximum Accrual

Maximum cumulative sick leave is 120 days for all employees. The hourly maximum allowed for each category of employees is: ~~930 hours for dispatchers;~~ 960 hours for all 40 hour per week employees; and 1440 hours for fire personnel working 24 hour shifts.

C.Authorized Use of Sick Leave

For the Employee

Accrued sick leave may be used for absences due to the employee's bona fide personal illness, accident, injury that prevents him from working, or birth of a child (if the employee physically gave birth; otherwise use of sick leave for the birth of a child falls under the section below.) Sick leave may also be used by an employee for his own scheduled doctor and dentist appointments.

For the Employee's Immediate Family

Sick leave may also be used for absences when the employee is needed to care for a member of his immediate family who is ill or injured and requires the employee's personal care or presence. For the purpose of authorizing sick leave, immediate family shall be defined as spouse, children/step-children residing in the employee's home, or other relatives who reside in the employee's home. An employee can use up to three days (see **Accrual Rate and Eligibility** above for definition of work day) for each such dependent illness or injury.

In the event of a life-threatening illness or injury of an employee's family member who does not meet the definition of "immediate family," the Department Director (or in the case of Department Directors, the City Manager) may allow the employee to use up to three days of accrued sick leave in a twelve month period.

The employee must note on his timesheet all hours of sick leave which were taken to care for a family member and include the relationship of the family member.

D. Minimum Increments

Sick leave must be taken in minimum increments of one hour.

E. Failure to Report Absence/Abuse of Sick Leave

Supervisors shall closely monitor use of sick leave. It is anticipated that employees using paid Town sick time for their own illness/injury or that of a family member will use their sick leave time to recuperate or care for their family member. Trips to the doctor or hospital stays which take the employee away from the home are acceptable, but other personal pursuits during paid sick leave will be considered an abuse of this policy. Abuse of sick leave, including use of sick leave for anything other than an illness, injury, or doctor/dentist appointment as provided for in this policy, may result in immediate disciplinary action, up to and including termination of employment, and may also render the employee ineligible for paid sick leave benefits. Similarly, employees who fail to timely report an absence or tardiness due to illness, injury, or doctor/dentist appointment may be disqualified from using sick leave for their absence.

F. Other Employment During Sick Leave

Employees on sick leave, whether paid or unpaid, may not work a second job, including self-employment or participate in volunteer work, during the period of leave, even if they have written authorization from their Department Director that generally authorizes the employee to work a second job. Exceptions to this policy may be obtained in writing from the Department Director and the Director of Human Resources. See Outside and Self-Employment Policy.

G. Use of Other Leave

If approved by the Department Director (and in the case of Department Directors, by the City Manager), employees who have successfully completed their initial probationary period and who have no accrued sick leave time, may use accrued unused vacation leave,

accrued unused holiday leave, other accrued paid leave, or leave of absence without pay. Official holidays observed by the Town while an employee is on approved paid sick leave will be treated as a paid holiday rather than a day of sick leave, if the employee is eligible for the paid holiday.

Under certain circumstances and with the approval of the Department Director, the employee may flex his work schedule, within the pay period, to attend to medical or dental appointments. This is acceptable provided that work time is accurately recorded on the time sheet for the pay period in which this provision was approved.

H. Documentation

Employees requesting paid sick leave must request approval from their supervisor. An employee must present satisfactory proof of illness/injury that prevents him from working whenever the employee uses sick leave of three or more consecutive work days, or at any other time if requested by the Town.

An employee may also be required to present satisfactory proof of a family relationship and/or satisfactory proof of a family member's illness or injury if the employee wishes to use accrued sick leave to care for the family member. If the employee fails to present such proof in a timely manner, use of sick leave will be disallowed and no other paid leave may be used for the absence. Abuse of sick leave may result in discipline, up to and including termination of employment.

I. Family and Medical Leave Act

Any absence that qualifies for both sick leave and leave under the Family and Medical Leave Act will follow the guidelines set out in this policy and will typically run concurrently, as both FMLA leave and sick leave.

J. Sick Leave Buyback

Regular full-time and part-time employees have an annual option to sell back to the Town 25% of the unused sick leave accrued during the fiscal year (October 1 – September 30). To be eligible, employees must be actively employed at the beginning of the fiscal year and remain actively employed through the time payment for the benefit is authorized in November. Sick leave hours sold back to the Town are removed from the employee's accrued sick leave account and paid at the employee's hourly rate as of September 30.

It is recommended that employees maintain at least thirty days' sick leave for unforeseeable emergencies. The Town's short-term disability indemnity plan does not cover loss of work time for the first 30 days of illness.

Meeting Date: 05/13/2014

Council Goals: Mindful stewardship of Town Resources.

Information

AGENDA CAPTION:

PUBLIC HEARING. Public hearing, Discussion, consider and take action on a resolution denying the rate increase requested by ATMOS Energy Corp., Mid-Tex Division under the company's 2014 annual rate review mechanism filing in all cities exercising original jurisdiction and providing for other materials related thereto.

FINANCIAL IMPACT:

There is no anticipated financial impact on the Town associated with this Resolution.

BACKGROUND:

The City, along with approximately 164 other cities served by Atmos Energy Mid-Tex Division (“Atmos Mid-Tex” or “Company”), is a member of the Atmos Cities Steering Committee (“ACSC”). On or about February 28, 2014, Atmos Mid-Tex filed with the City an application to increase natural gas rates pursuant to the Rate Review Mechanism (“RRM”) tariff renewed by the City in 2013 as a continuation and refinement of the previous RRM rate review process. This is the second annual RRM filing under the renewed RRM tariff.

The Atmos Mid-Tex RRM filing sought a \$45.7 million rate increase system-wide based on an alleged test-year cost of service revenue deficiency of \$49 million. Of the total amount requested, almost \$37 million is attributable to the affected cities. The City worked with ACSC to analyze the schedules and evidence offered by Atmos Mid-Tex to support its request to increase rates. Although a good faith attempt was made by ACSC to reach a compromise with Atmos Mid-Tex, an agreement was not reached. In the absence of an agreement, the ACSC Executive Committee and ACSC’s legal counsel have recommended that ACSC members adopt the attached Resolution denying the rate increase request.

The RRM tariff was adopted by the City as an alternative to the Gas Reliability Infrastructure Program (“GRIP”), the statutory provision that allows Atmos to bypass the City’s rate regulatory authority to increase its rates annually to recover capital investments. In past years, cities have been able to reach a compromise with Atmos to reduce the rate impact from the requested RRM increases, and these compromises have also been lower than the rates that Atmos would have

been entitled to under the GRIP filing. In this case, the Company would have been entitled to an increase from GRIP of no more than \$31.5 million. The magnitude of the requested increase under the 2014 RRM filing, and the wide differences between it and the ACSC consultants' recommendations made a compromise much more difficult and ultimately impossible. The Company demanded more than it would be entitled to if it had filed a GRIP case. For this reason, the ACSC Executive Committee and ACSC legal counsel recommend that all ACSC Cities adopt the Resolution denying the requested rate change.

RRM Background:

The RRM tariff was originally approved by ACSC Cities as part of the settlement agreement to resolve the Atmos Mid-Tex 2007 system-wide rate filing at the Railroad Commission. In early 2013, the City adopted a renewed RRM tariff for an additional five years. This is the second RRM filing under the renewed tariff. This filing was made by agreement less than one year after the first filing in order for the RRM rate-setting process to hereafter use a calendar year as the test period.

The RRM tariff and the process implementing that tariff were created collaboratively by ACSC and Atmos Mid-Tex as an alternative to the legislatively-authorized GRIP surcharge process. ACSC has opposed GRIP because it constitutes piecemeal ratemaking, does not allow any review of the reasonableness of Atmos' expenditures, and does not allow participation by cities or recovery of cities' rate case expenses. In contrast, the RRM process has allowed for a more comprehensive rate review and annual adjustment as a substitute for GRIP filings. ACSC's consultants have calculated that had Atmos filed under the GRIP provisions, it would have received additional revenues from ratepayers of approximately \$31.5 million.

Purpose of the Resolution:

Rates cannot change without the adoption of rate ordinances by cities. No related matter is pending at the Railroad Commission. The purpose of the Resolution is to deny the rate increase requested by Atmos. Under the RRM tariff, Atmos may appeal the rate decision of the cities to the Railroad Commission; such appeal must be filed within thirty (30) days of the City action.

The RRM tariff also allows Atmos to implement its requested rates effective June 1 while any appeal at the Commission is pending, subject to refunds based upon the outcome of the appeal. This would represent a monthly increase of approximately \$2.02 for the average residential customer, subject to any refund if the Commission reduces the rates implemented by Atmos. The actual impact will be slightly less than \$2.02 for most residential customers because the Company has indicated it will not appeal and thus concedes several of the issues raised by Cities. The Resolution also authorizes the City to participate as a party to the appeal in conjunction with the ACSC, and requires the Company to reimburse the City for its rate case expenses associated with the City's review of the RRM filing,

and with the appeal of the City’s denial of the rate increase.

Rate Impact of Appeal by Atmos Effective June 1:

The RRM tariff constrains the annual increase in the residential customer charge to no more than \$0.50. The current \$17.70 customer charge will be increased to \$18.22 per month with the addition of an energy conservation program surcharge of \$0.02. The current \$17.70 customer charge for unincorporated area customers will become \$20.32 per month because all of the increase associated with a GRIP filing, which is applicable to all customers not covered by a RRM tariff, is placed on the customer charge. However, the commodity charge for unincorporated residential service will be less than one-half of the commodity charge for residents of incorporated areas—\$0.04172 per Ccf vs. \$0.08998 per Ccf.

A comparison of rates and rate impact of what Atmos initially proposed in its RRM filing is reflected in the following chart:

Customer Class	Current Bill	New Bill	Difference	New Customer Charge	New Commodity Charge	Base Rate Increase
Residential	48.09	50.11	2.02	\$ 18.22	\$0.08998 Ccf	9.41%
Commercial	254.85	260.91	6.06	\$ 38.85	\$0.07678 Ccf	9.59%
Industrial	4,680.30	4,837.10	156.80	\$675.00	declining block	9.70%
Transportation	2,836.84	2,993.64	156.80	\$675.00	declining block	9.70%

However, Atmos has indicated that it will not appeal all issues raised by Cities and thus the impact should be slightly less than what is reflected in the above chart. A precise impact statement cannot be presented until after the Company’s appeal is filed.

Reasons Justifying Approval of the Resolution:

Consultants working on behalf of ACSC Cities have investigated the Company’s requested rate increase. While the evidence does not support the \$45.7 million increase requested by the Company, ACSC’s consultants agree that the Company can justify an increase in revenues of a much lesser amount—namely, an increase of only \$19 million. The Executive Committee authorized a settlement value considerably above the consultants’ recommendation but it was insufficient to meet the Company’s expectation. The Company and ACSC Cities were too far apart in their positions to reach a compromise, and rather than granting a partial increase that the Company will not accept, the option remaining is to deny the rate increase request in its entirety, and participate in the Company’s appeal of this decision at the Railroad Commission.

RECOMMENDATION:

Administration recommends approval.

Model Staff Report

Resolution Denying Rate Increase

MODEL STAFF REPORT

The City, along with approximately 164 other cities served by Atmos Energy Mid-Tex Division (“Atmos Mid-Tex” or “Company”), is a member of the Atmos Cities Steering Committee (“ACSC”). On or about February 28, 2014, Atmos Mid-Tex filed with the City an application to increase natural gas rates pursuant to the Rate Review Mechanism (“RRM”) tariff renewed by the City in 2013 as a continuation and refinement of the previous RRM rate review process. This is the second annual RRM filing under the renewed RRM tariff.

The Atmos Mid-Tex RRM filing sought a \$45.7 million rate increase system-wide based on an alleged test-year cost of service revenue deficiency of \$49 million. Of the total amount requested, almost \$37 million is attributable to the affected cities. The City worked with ACSC to analyze the schedules and evidence offered by Atmos Mid-Tex to support its request to increase rates. Although a good faith attempt was made by ACSC to reach a compromise with Atmos Mid-Tex, an agreement was not reached. In the absence of an agreement, the ACSC Executive Committee and ACSC’s legal counsel have recommended that ACSC members adopt the attached Resolution denying the rate increase request.

The RRM tariff was adopted by the City as an alternative to the Gas Reliability Infrastructure Program (“GRIP”), the statutory provision that allows Atmos to bypass the City’s rate regulatory authority to increase its rates annually to recover capital investments. In past years, cities have been able to reach a compromise with Atmos to reduce the rate impact from the requested RRM increases, and these compromises have also been lower than the rates that Atmos would have been entitled to under the GRIP filing. In this case, the Company would have been entitled to an increase from GRIP of no more than \$31.5 million. The magnitude of the requested increase under the 2014 RRM filing, and the wide differences between it and the ACSC consultants’ recommendations made a compromise much more difficult and ultimately impossible. The Company demanded more than it would be entitled to if it had filed a GRIP case. For this reason, the ACSC Executive Committee and ACSC legal counsel recommend that all ACSC Cities adopt the Resolution denying the requested rate change.

RRM Background:

The RRM tariff was originally approved by ACSC Cities as part of the settlement agreement to resolve the Atmos Mid-Tex 2007 system-wide rate filing at the Railroad Commission. In early 2013, the City adopted a renewed RRM tariff for an additional five years. This is the second RRM filing under the renewed tariff. This filing was made by agreement less than one year after the first filing in order for the RRM rate-setting process to hereafter use a calendar year as the test period.

The RRM tariff and the process implementing that tariff were created collaboratively by ACSC and Atmos Mid-Tex as an alternative to the legislatively-authorized GRIP surcharge process. ACSC has opposed GRIP because it constitutes piecemeal ratemaking, does not allow any review of the reasonableness of Atmos’ expenditures, and does not allow participation by cities or recovery of cities’ rate case expenses. In contrast, the RRM process has allowed for a more comprehensive rate review and annual adjustment as a substitute for GRIP filings.

ACSC’s consultants have calculated that had Atmos filed under the GRIP provisions, it would have received additional revenues from ratepayers of approximately \$31.5 million.

Purpose of the Resolution:

Rates cannot change without the adoption of rate ordinances by cities. No related matter is pending at the Railroad Commission. The purpose of the Resolution is to deny the rate increase requested by Atmos. Under the RRM tariff, Atmos may appeal the rate decision of the cities to the Railroad Commission; such appeal must be filed within thirty (30) days of the City action.

The RRM tariff also allows Atmos to implement its requested rates effective June 1 while any appeal at the Commission is pending, subject to refunds based upon the outcome of the appeal. This would represent a monthly increase of approximately \$2.02 for the average residential customer, subject to any refund if the Commission reduces the rates implemented by Atmos. The actual impact will be slightly less than \$2.02 for most residential customers because the Company has indicated it will not appeal and thus concedes several of the issues raised by Cities. The Resolution also authorizes the City to participate as a party to the appeal in conjunction with the ACSC, and requires the Company to reimburse the City for its rate case expenses associated with the City’s review of the RRM filing, and with the appeal of the City’s denial of the rate increase.

Rate Impact of Appeal by Atmos Effective June 1:

The RRM tariff constrains the annual increase in the residential customer charge to no more than \$0.50. The current \$17.70 customer charge will be increased to \$18.22 per month with the addition of an energy conservation program surcharge of \$0.02. The current \$17.70 customer charge for unincorporated area customers will become \$20.32 per month because all of the increase associated with a GRIP filing, which is applicable to all customers not covered by a RRM tariff, is placed on the customer charge. However, the commodity charge for unincorporated residential service will be less than one-half of the commodity charge for residents of incorporated areas—\$0.04172 per Ccf vs. \$0.08998 per Ccf.

A comparison of rates and rate impact of what Atmos initially proposed in its RRM filing is reflected in the following chart:

Customer Class	Current Bill	New Bill	Difference	New Customer Charge	New Commodity Charge	Base Rate Increase
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Transportation	2,836.84	2,993.64	156.80	\$675.00	declining block	9.70%

However, Atmos has indicated that it will not appeal all issues raised by Cities and thus the impact should be slightly less than what is reflected in the above chart. A precise impact statement cannot be presented until after the Company’s appeal is filed.

Reasons Justifying Approval of the Resolution:

Consultants working on behalf of ACSC Cities have investigated the Company’s requested rate increase. While the evidence does not support the \$45.7 million increase requested by the Company, ACSC’s consultants agree that the Company can justify an increase in revenues of a much lesser amount—namely, an increase of only \$19 million. The Executive Committee authorized a settlement value considerably above the consultants’ recommendation but it was insufficient to meet the Company’s expectation. The Company and ACSC Cities were too far apart in their positions to reach a compromise, and rather than granting a partial increase that the Company will not accept, the option remaining is to deny the rate increase request in its entirety, and participate in the Company’s appeal of this decision at the Railroad Commission.

Explanation of “Be It Resolved” Paragraphs:

1. This paragraph approves all findings in the Resolution.
2. This section denies the requested rate increase, finds the proposed rates to be unreasonable and not in the public interest, and finds the existing rates to be just and reasonable.
3. This section requires the Company to reimburse ACSC Cities for reasonable ratemaking costs associated with reviewing and processing the RRM application.
4. This section authorizes participation by the City in conjunction with ACSC in any appeal filed by the Company at the Railroad Commission, and authorizes ACSC and its counsel to act on behalf of the City. This section also requires the Company to reimburse ACSC Cities for reasonable ratemaking costs associated with any appeal filed by the Company to the City’s resolution.
5. This section finds that the meeting was conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.
6. This section is a savings clause, which provides that if any section(s) is later found to be unconstitutional or invalid, that finding shall not affect, impair, or invalidate the remaining provisions of this Resolution. This section further directs that the remaining provisions of the Resolution are to be interpreted as if the offending section or clause never existed.
7. This paragraph directs that a copy of the signed Resolution be sent to a representative of the Company and legal counsel for ACSC.

TOWN OF ADDISON, TEXAS

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, DENYING THE RATE INCREASE REQUESTED BY ATMOS ENERGY CORP., MID-TEX DIVISION UNDER THE COMPANY'S 2014 ANNUAL RATE REVIEW MECHANISM FILING IN ALL CITIES EXERCISING ORIGINAL JURISDICTION; REQUIRING THE COMPANY TO REIMBURSE CITIES' REASONABLE RATEMAKING EXPENSES PERTAINING TO REVIEW OF THE RRM; AUTHORIZING THE CITY'S PARTICIPATION WITH ATMOS CITIES STEERING COMMITTEE IN ANY APPEAL FILED AT THE RAILROAD COMMISSION OF TEXAS BY THE COMPANY; REQUIRING THE COMPANY TO REIMBURSE CITIES' REASONABLE RATEMAKING EXPENSES IN ANY SUCH APPEAL TO THE RAILROAD COMMISSION; DETERMINING THAT THIS RESOLUTION WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; ADOPTING A SAVINGS CLAUSE; AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND THE STEERING COMMITTEE'S LEGAL COUNSEL.

WHEREAS, the Town of Addison, Texas ("City") is a gas utility customer of Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex" or "Company"), and a regulatory authority with an interest in the rates and charges of Atmos Mid-Tex; and

WHEREAS, the City is a member of the Atmos Cities Steering Committee ("ACSC"), a coalition of approximately 164 similarly situated cities served by Atmos Mid-Tex that have joined together to facilitate the review of and response to natural gas issues affecting rates charged in the Atmos Mid-Tex service area; and

WHEREAS, pursuant to the terms of the agreement settling the Company's 2007 Statement of Intent to increase rates, ACSC Cities and the Company worked collaboratively to develop a Rate Review Mechanism ("RRM") tariff that allows for an expedited rate review process controlled in a three-year experiment by ACSC Cities as a substitute to the current Gas Reliability Infrastructure Program ("GRIP") process instituted by the Legislature; and

WHEREAS, the City took action in 2008 to approve a Settlement Agreement with Atmos Mid-Tex resolving the Company's 2007 rate case and authorizing the RRM tariff; and

WHEREAS, in 2013, ACSC and the Company negotiated a renewal of the RRM tariff process for an additional five years; and

WHEREAS, the City passed an ordinance renewing the RRM tariff process for the City for an additional five years; and

WHEREAS, the RRM renewal tariff contemplates reimbursement of ACSC Cities' reasonable expenses associated with RRM applications; and

WHEREAS, on or about February 28, 2014, the Company filed with the City its second annual RRM filing under the renewed RRM tariff, requesting to increase natural gas base rates by \$45.7 million; and

WHEREAS, ACSC coordinated its review of Atmos Mid-Tex's RRM filing through its Executive Committee, assisted by ACSC attorneys and consultants, to investigate issues identified by ACSC in the Company's RRM filing; and

WHEREAS, ACSC attorneys and consultants have concluded that the Company is unable to justify a rate increase of the magnitude requested in the RRM filing; and

WHEREAS, ACSC's consultants determined the Company is only entitled to a \$19 million increase, approximately 42% of the Company's request under the 2014 RRM filing; and

WHEREAS, the Company would only be entitled to approximately \$31 million if it had a GRIP case; and

WHEREAS, the Company's levels of operating and maintenance expense have dramatically risen without sufficient justification; and

WHEREAS, the Company has awarded its executives and upper management increasing and unreasonable levels of incentives and bonuses, expenses which should be borne by shareholders who received a 23% total return on investment in 2013; and

WHEREAS, the Company requested a drastically high level of medical expense that is unreasonable and speculatively based upon estimates; and

WHEREAS, ACSC and the Company were unable to reach a compromise on the amount of additional revenues that the Company should recover under the 2014 RRM filing; and

WHEREAS, the ACSC Executive Committee, as well as ACSC's counsel and consultants, recommend that ACSC Cities deny the requested rate increase; and

WHEREAS, the Company's current rates are determined to be just, reasonable, and in the public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

Section 1. That the findings set forth in this Resolution are hereby in all things approved.

Section 2. That the City Council finds that Atmos Mid-Tex was unable to justify the appropriateness or the need for the increased revenues requested in the 2014 RRM filing, and that existing rates for natural gas service provided by Atmos Mid-Tex are just and reasonable.

Section 3. That Atmos Mid-Tex shall reimburse the reasonable ratemaking expenses of the ACSC Cities in processing the Company's RRM application.

Section 4. That in the event the Company files an appeal of this denial of rate increase to the Railroad Commission of Texas, the City is hereby authorized to intervene in such appeal, and shall participate in such appeal in conjunction with the ACSC membership. Further, in such event Atmos Mid-Tex shall reimburse the reasonable expenses of the ACSC Cities in participating in the appeal of this and other ACSC City rate actions resulting from the 2014 RRM filing.

Section 5. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 6. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending section or clause never existed.

Section 7. That a copy of this Resolution shall be sent to Atmos Mid-Tex, care of Chris Felan, Manager of Rates and Regulatory Affairs, at Atmos Energy Corporation, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General Counsel to ACSC, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas this the _____ day of May, 2014.

Todd Meier, Mayor

ATTEST:

By: _____
Matt McCombs, City Secretary

APPROVED AS TO FORM:

By: _____
John Hill, City Attorney

Regular Meeting

R16

Meeting Date: 05/13/2014

Council Goals: Mindful stewardship of Town Resources.

Information

AGENDA CAPTION:

Presentation and discussion of the Finance Department Quarterly Financial Review and Capital Projects Update of the Town for the quarter and year-to-date ended March 31, 2014.

FINANCIAL IMPACT:

There is no financial impact directly associated with the publication of the quarterly financial report.

BACKGROUND:

The Town of Addison's financial policies require the publication of a financial report within sixty days of the end of a fiscal quarter.

RECOMMENDATION:

Attachments

Q2 FY 2014 Report

Capital Projects Update

Department of Finance
Quarterly Review

For the Period Ended March 31, 2014

*Town of Addison
March 2014*

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How to Read This Document

Welcome!

The information attached is the internal City of Addison's quarterly review document for the period ending March 31, 2014. This document has been specially prepared to help the reader understand the year-to-date performance of the City's major funds.

Report Format

The document is divided into three major sections: Introduction, Financial and Appendices. The Introduction section contains the Memorandum to the City Manager from the Chief Financial Officer, which summarizes the revenue/expenditure activity for the City's five major funds (General, Hotel, Airport, Utility, Stormwater), as well as a report on the cash and investments for the period. This section also contains the executive dashboards, which are graphical illustrations used to organize and display key performance indicators.

The Financial section displays the quantitative aspects of the City's organization. Like many local governments, the City uses the fund method of accounting. Simply stated, a fund is a unit which tracks the application of various public resources. For example, the Hotel Fund is established to track the use of hotel/motel occupancy tax. Most people are particularly interested in the General Fund which comprises the majority of the City's operations, such as Police, Fire, and Parks. Financial statement summaries, including the adopted 2013-2014 budget, are presented for each fund. The statements show the fund's financial condition for the specific quarter, as well as the year-to-date totals and a comparison to prior fiscal period. Also included in this section are additional collections related statements, which more fully illustrate various major tax revenue sources, cash receipts/disbursements information, and the City's collateral summary.

Finally, additional relevant information is presented in the appendices section of the document, and is used to more fully describe appropriate detail not included in the quarterly review. Currently, these attachments represent investment data from the City's financial advisors, First Southwest Co., including the portfolio report and compliance statement for the same time period, as well as detail to any budget amendments for the year and a glossary of terms.

Executive Dashboard – 2nd Quarter, 2014 Fiscal Year

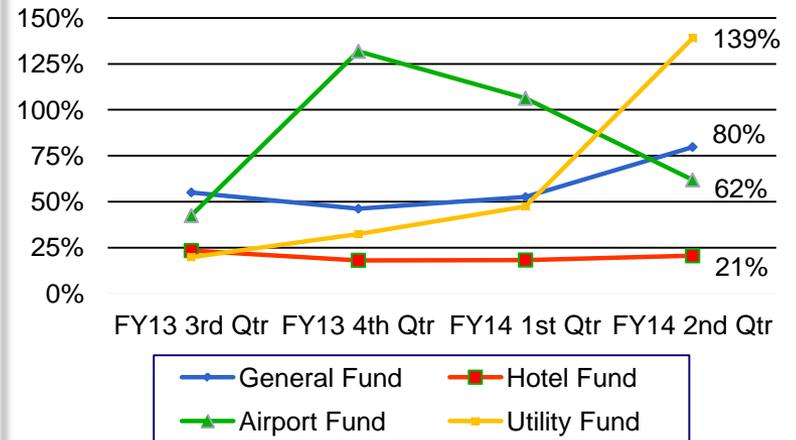
Financial Indicators

Overall Fund Outlook:



Key Revenue Sources	FY14 Budget	Actual through 03/31/14	% Annual Budget
Ad Valorem Taxes	\$ 11,624,270	\$ 11,400,167	98.07%
Non-Property Taxes	\$ 13,035,000	\$ 7,565,539	58.04%
Hotel Tax	\$ 4,922,495	\$ 2,419,457	49.15%
Franchise Fees	\$ 2,627,000	\$ 1,529,710	58.23%
Service/Permitting/License Fees	\$ 2,183,500	\$ 989,611	45.32%
Rental, Interest and Other Income	\$ 229,000	\$ 299,860	130.94%
Fuel Flowage Fees	\$ 724,840	\$ 396,706	54.73%
Water and Sewer Charges	\$ 10,088,450	\$ 3,683,883	36.52%

Ending Fund Balance - Four Major Funds



Key Expenditures	FY14 Budget	FY14 YTD 03/31/14	% Annual Budget
General Fund	\$ 31,477,439	\$ 13,666,741	43.42%
Hotel Fund	\$ 6,919,799	\$ 2,727,017	39.41%
Economic Development	\$ 788,490	\$ 236,327	29.97%
Airport Operations	\$ 4,380,222	\$ 1,611,408	36.79%
Utility Operations	\$ 8,190,979	\$ 3,595,649	43.90%

Q1 FY14 Budget Amendments:

Amendments	Amount	Fund
See appendix	\$156,530	Hotel

Executive Dashboard – 2nd Quarter, 2014 Fiscal Year

Financial Indicators

Personnel Information:

New Hires – Benefitted Positions				
Department	PT Positions	FT Positions	Total, 2 nd Qtr	YTD
Human Resources	0	0	0	1
Conference Centre	0	0	0	3
Finance	0	1	1	2
Fire	0	5	5	5
General Services	0	1	1	1
Infrastructure Ops & Svcs	0	1	1	1
Police	0	4	4	4
Recreation	0	0	0	2
Streets	0	1	1	1
Parks	0	0	0	1
Grand Total	0	13	13	21

Separations – Benefitted Positions				
Department	PT Positions	FT Positions	Total, 2 nd Qtr	YTD
City Manager	0	1	1	2
Conference Centre	0	1	1	1
Infrastructure Ops & Svcs	0	0	0	1
Development Services	0	1	1	1
Finance	0	1	1	1
Fire	0	1	1	1
General Services	0	1	1	1
Police	0	4	4	5
Streets	0	0	0	1
Recreation	0	0	0	3
Grand Total	0	10	10	17

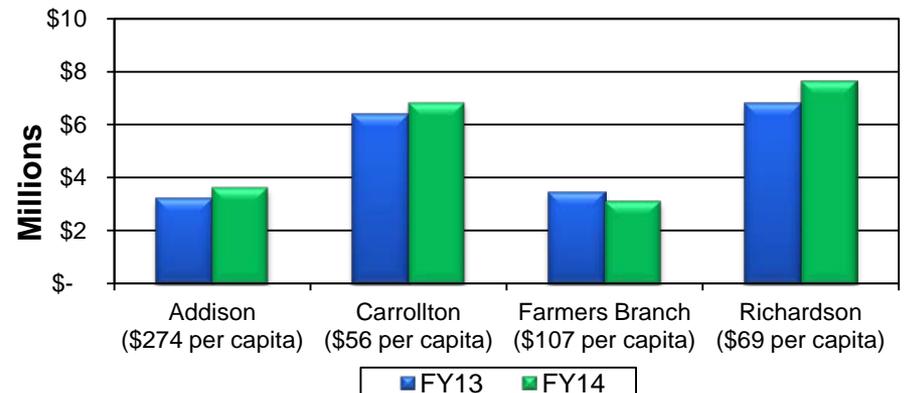
Economic Development Incentives:

Executed Agreements	Amount Paid FY14	Total Incentives Committed
9	\$0	\$455,000

Purchasing Information:

FY13 Savings	FY14 Goal	FY14 YTD
\$612,557	\$650,000	\$185,945

2nd Quarter Sales Tax Comparison



Economic Indicators

Hotel Indicators:

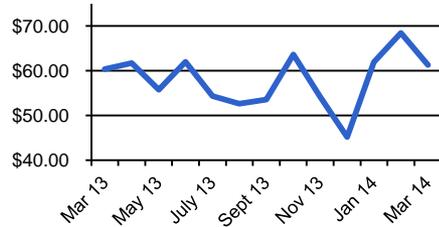
Hotel Occupancy

RevPAR



Source: STR Report
(compares to prior year)

Hotel Rev Per Available Room
Last 12 months



Occupancy Indicators:

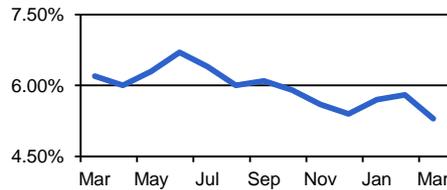
Office Occupancy

Retail Occupancy

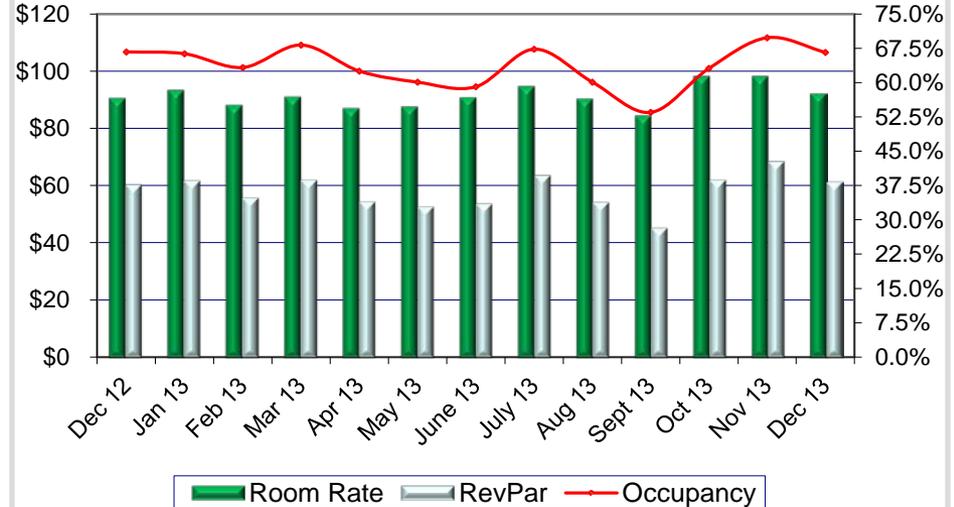


Source: Xceligent

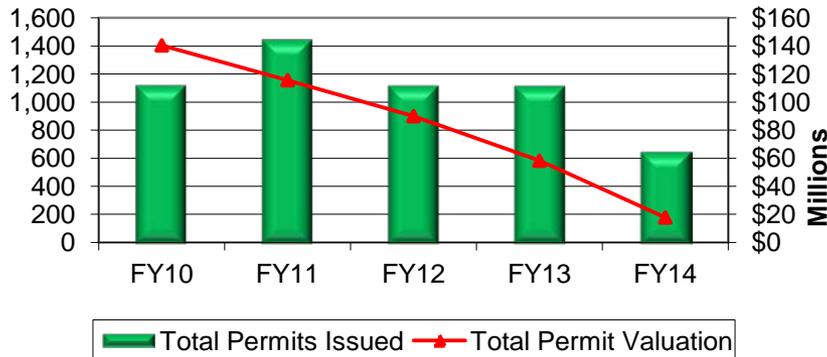
DFW Unemployment Rate
Last 12 months



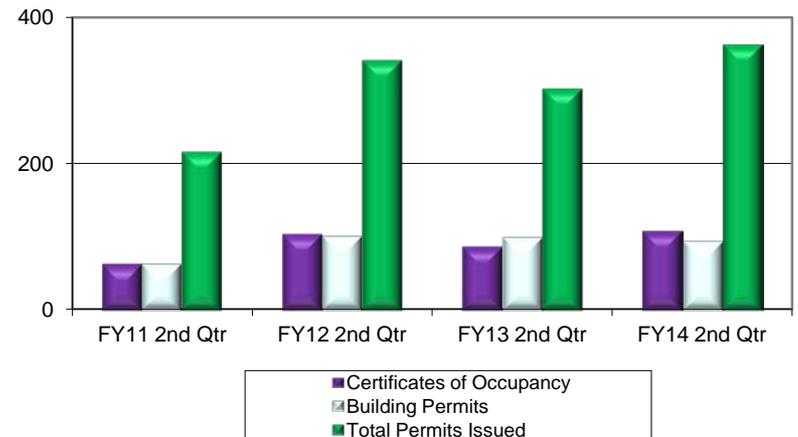
Addison Hotel Statistics



Total Permits Issued and Valuation



Quarterly Permit Activity





MEMO

To: Lea Dunn, City Manager
From: Eric Cannon, CPA, Chief Financial Officer
Re: Second Quarter Financial Review
Date: May 8, 2014

This is the second quarter report for the 2013-2014 fiscal year. Revenues and expenditures reflect activity from October 1, 2013 through March 31, 2014.

GENERAL FUND

- Revenues through the quarter ended March 31, 2014 totaled \$22.2 million, approximately \$2.2 million or 11 percent more than received this time last year. Sales tax collections totaled \$7.09 million, a 20 percent increase over the previous year-to-date collections. Currently, delinquent tax collections are significantly under their budgeted numbers due to refunds; however, we anticipate meeting our budgeted amount by the end of the fiscal year. Rental income is higher than last year as rental properties are currently occupied and operating under new lease agreements. Current year alcoholic beverage tax includes two payments compared to one in the prior year. Municipal court is also trending slightly behind budget; this is primarily due to the vacancies in the police department.
- Expenditures totaled \$13.67 million, which is 43.4 percent of budget and \$1 million, or 9 percent more than spent this time last year. This is due to various departments implementing projects in a more timely fashion. All departments are currently under or on pace with their budget.

HOTEL FUND

- Through the first two quarters revenues totaled \$2.9 million, an increase of \$124 thousand from last year. Hotel occupancy tax collections are continuing to improve through FY 2014; collections are \$285 thousand, or 14 percent greater than FY 2013. Conference Centre and Visit Addison rentals are currently trending behind budget. However, Conference Centre has increased revenues compared to the same time period as last year. Further, based on current bookings, staff anticipates that we will meet budgeted revenues. Proceeds from Special Events are below budget primarily due to the timing of the events as most of the sponsorship revenues are currently being collected.
- Hotel fund expenditures of \$2.7 million are 36.4 percent of budget and \$158 thousand more than this time a year ago. The majority of the increase is attributed to the City's rebranding

process. All departments are currently trending at or slightly under their budget, with the exception of Performing Arts. The Performing Arts budget has historically been higher due to the time of their events.

AIRPORT FUND

- Operating revenue through the second quarter totaled \$2.36 million, compared to \$2.33 million the same time in the prior year. This represents a slight increase of 1.2 percent. All revenues are on pace to meet their budgeted amounts.
- Through the first two quarters, operating expenses amounted to \$1.61 million, resulting in a net operating income of \$749 thousand. All expenses are tracking on line with their budgeted amounts. This quarter, the Town funded a substantial portion of the EMAS capital project, resulting in a decrease in net income.

UTILITY FUND

- The Utility fund recorded \$3.74 million in operating revenues, a \$321 thousand decrease from the year before. This decrease in water revenue was anticipated, and is due to the reduction in consumption and a lower sewer rate.
- Operating expenses through the second quarter totaled \$3.6 million, bringing net operating income to \$144 thousand. Working capital decreased \$98 thousand, a reduction that is due in large part to the City's payment for capital expenses related to the pump. However, we do anticipate revenues will meet the budgeted amounts by year-end.

CASH AND INVESTMENT REPORT

- Cash and investments for all funds as of March 31, 2014 totaled \$109.2 million, representing an increase of approximately \$24.2 million from the previous quarter. This substantial increase can be attributed to the recently received bond proceeds.
- The City's average investment yield to maturity at the end of March was 0.247 percent, a decrease from the previous quarter's yield of .045 percent. This yield is higher than the TexPool benchmark of 0.030 percent. The average weighted maturity decreased from 248 days to 222 days.
- As recommended by First Southwest Asset Management, staff has invested in commercial paper up to the maximum threshold provided for in the City's investment policy. In addition, staff will continue to seek out CDs and callable agency securities in order to maximize yields. Finally, with interest rates expected to remain extremely low through the end of 2015, we will look to extend the portfolio's duration to the extent that cash flow allows.

TOWN OF ADDISON
EXECUTIVE SUMMARY OF MAJOR OPERATING FUNDS FOR THE QUARTER ENDED MARCH 31, 2014
 UNAUDITED ACTUAL AMOUNTS, COMPARED TO THE FY13-14 ADOPTED BUDGET
 With Comparative Information from Prior Fiscal Year

RESOURCES	General Fund			Hotel Fund			Airport Fund			Utility Fund			Stormwater Fund			Total Major Operating Funds*		
	Budget	Actual	PY Actual	Budget	Actual	PY Actual	Budget	Actual	PY Actual	Budget	Actual	PY Actual	Budget	Actual	PY Actual	Budget	Actual	PY Actual
Ad Valorem Tax	\$ 11,624,270	\$ 11,400,167	\$ 10,422,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,624,270	\$ 11,400,167	\$ 10,422,292
Non-Property Tax	13,035,000	7,565,539	6,304,753	4,922,495	2,419,457	2,133,990	-	-	-	-	-	-	-	-	-	17,957,495	9,984,997	8,438,743
Franchise Fees	2,627,000	1,529,710	1,471,565	-	-	-	-	-	-	-	-	-	-	-	-	2,627,000	1,529,710	1,471,565
Service/Permitting/License Fees	2,183,500	989,611	1,018,319	1,817,500	31,457	189,311	-	-	-	10,088,450	3,683,883	4,024,876	1,552,000	694,448	367,055	15,641,450	5,399,399	5,599,561
Rental, Interest and Other Income	1,229,000	718,099	784,058	949,600	425,221	428,599	4,414,830	2,360,944	2,332,722	161,396	56,109	36,004	5,000	-	-	6,759,826	3,560,373	3,581,383
Transfers and Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Resources	30,698,770	22,203,126	20,000,987	7,689,595	2,876,135	2,751,900	4,414,830	2,360,944	2,332,722	10,249,846	3,739,992	4,060,880	1,557,000	694,448	367,055	54,610,041	31,874,646	29,513,544
APPLICATION OF RESOURCES																		
Personal Services	19,925,581	8,917,802	8,345,206	1,096,261	620,135	653,825	370,553	164,229	178,574	1,565,085	611,144	633,821	101,341	11,200	2,588	23,058,821	10,324,510	9,814,014
Supplies	1,371,228	587,690	592,687	626,588	80,231	95,264	62,600	7,165	6,364	129,220	57,426	46,907	-	-	-	2,189,636	732,512	741,222
Maintenance and Materials	3,363,252	1,178,085	1,003,994	917,800	197,224	202,125	3,080,589	1,074,017	933,403	943,820	310,103	103,461	-	-	-	8,305,461	2,759,429	2,242,983
Contractual Services	5,218,278	2,284,983	2,037,592	2,615,202	1,477,252	1,270,143	1,066,480	389,922	450,733	6,490,803	2,592,809	2,530,494	-	92,551	4,200	15,390,763	6,837,517	6,293,162
Capital Equipment Amortization	1,338,100	644,529	611,979	1,098,607	58,177	38,050	611,730	523,022	54,943	1,261,919	508,767	242,361	215,000	405,754	-	4,525,356	2,140,249	947,333
Capital Equipment/Projects	261,000	53,652	-	565,341	8,998	-	2,110,000	4,894,533	9,999	824,400	118,452	179,905	544,018	2,800	-	4,304,759	5,078,435	189,904
Transfers and Other Uses**	-	-	-	570,000	285,000	285,000	-	-	-	-	-	-	2,930,000	-	-	3,500,000	285,000	285,000
Total Application of Resources	31,477,439	13,666,741	12,591,458	7,489,799	2,727,017	2,544,407	7,301,952	7,052,888	1,634,016	11,215,247	4,198,701	3,736,949	3,790,359	512,305	6,788	61,274,796	28,157,652	20,513,618
Net Change in Fund Balances	\$ (778,669)	\$ 8,536,385	\$ 7,409,529	\$ 199,796	\$ 149,118	\$ 207,493	\$ (2,887,122)	\$ (4,691,944)	\$ 698,706	\$ (965,401)	\$ (458,709)	\$ 323,931	\$ (2,233,359)	\$ 182,143	\$ 360,267	\$ (6,664,755)	\$ 3,716,994	\$ 8,999,926

TOWN OF ADDISON
GENERAL FUND
FY 2014 QUARTERLY STATEMENT OF REVENUES COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

Category	FY2013-14				FY2012-13	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	2nd Quarter	% of Budget
Ad Valorem taxes:						
Current taxes	\$ 11,603,710	\$ 8,687,632	\$ 11,400,913	98.3%	\$ 10,395,114	99.4%
Delinquent taxes	5,880	(13,493)	(13,448)	-228.7%	6,980	60.1%
Penalty & interest	14,680	11,405	12,702	86.5%	20,198	104.3%
Non-property taxes:						
Sales tax	12,250,000	3,551,171	7,090,333	57.9%	6,107,411	49.3%
Alcoholic beverage tax	785,000	241,457	475,207	60.5%	197,342	24.2%
Franchise / right-of-way use fees:						
Electric franchise	1,500,000	367,210	824,719	55.0%	798,922	51.4%
Gas franchise	175,000	203,641	203,641	116.4%	171,849	82.4%
Telecommunication access fees	665,000	152,749	319,676	48.1%	332,915	50.2%
Cable franchise	280,000	115,504	181,674	64.9%	166,629	57.4%
Street rental fees	7,000	-	-	0.0%	1,250	17.9%
Licenses and permits:						
Business licenses and permits	180,000	38,458	74,376	41.3%	65,675	36.5%
Building and construction permits	560,000	179,291	266,012	47.5%	282,051	46.6%
Service fees:						
General government	500	459	493	98.6%	164	32.8%
Public safety	765,000	168,083	326,204	42.6%	355,210	46.5%
Urban development	3,000	1,050	1,630	54.3%	1,410	47.0%
Streets and sanitation	380,000	98,063	173,553	45.7%	171,375	45.2%
Recreation	65,000	15,462	30,328	46.7%	29,769	46.2%
Interfund	230,000	58,507	117,015	50.9%	112,665	50.0%
Court fines	1,000,000	235,052	418,239	41.8%	506,518	48.4%
Interest earnings	10,000	19,993	21,803	218.0%	3,095	61.9%
Rental income	170,000	65,000	130,000	76.5%	123,958	90.2%
Other	49,000	102,115	148,057	302.2%	150,487	162.3%
Total Revenues	\$ 30,698,770	\$ 14,298,808	\$ 22,203,126	72.3%	\$ 20,000,987	66.8%

TOWN OF ADDISON
GENERAL FUND
FY 2014 QUARTERLY STATEMENT OF EXPENDITURES COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

Category	FY2013-14				FY2012-13	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	2nd Quarter	% of Budget
General Government:						
City manager	\$ 1,151,075	\$ 285,560	\$ 562,878	48.9%	\$ 488,650	39.6%
Financial & strategic services	943,775	218,945	385,570	40.9%	468,581	49.3%
General services	746,942	158,650	338,489	45.3%	248,771	27.1%
Municipal court	567,319	114,359	223,693	39.4%	202,181	38.9%
Human resources	622,237	126,579	245,656	39.5%	199,840	32.2%
Information technology	1,963,064	337,184	647,183	33.0%	528,486	31.2%
Combined services	904,760	211,121	320,356	35.4%	297,966	46.1%
Council projects	570,058	40,402	280,179	49.1%	333,564	87.9%
Public safety:						
Police	8,027,015	1,908,203	3,772,194	47.0%	3,589,913	46.7%
Emergency communications	1,284,668	264,228	609,565	47.4%	492,357	39.3%
Fire	6,786,806	1,506,810	2,917,671	43.0%	2,831,793	46.6%
Development services	1,019,372	212,183	460,299	45.2%	430,953	43.8%
Streets	1,836,671	470,914	750,987	40.9%	672,178	37.1%
Parks and Recreation:						
Parks	3,523,652	666,215	1,486,595	42.2%	1,154,080	35.8%
Recreation	1,530,027	340,646	665,426	43.5%	651,964	41.9%
Other financing uses:						
Transfers	-	-	-	N/A	-	0.0%
Total Expenditures	\$ 31,477,441	\$ 6,861,999	\$ 13,666,741	43.4%	\$ 12,591,277	42.6%

TOWN OF ADDISON
HOTEL FUND
FY 2014 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

Category	FY2013-14				FY2012-13	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	2nd Quarter	% of Budget
Revenues:						
Hotel/Motel occupancy taxes	\$ 4,922,495	\$ 1,300,236	\$ 2,419,457	49.2%	\$ 2,133,990	46.4%
Proceeds from special events	1,817,500	7,791	31,457	1.7%	189,311	10.3%
Conference centre rental	632,100	179,465	287,823	45.5%	273,333	45.3%
Visit Addison rental	237,500	52,262	98,666	41.5%	116,728	50.8%
Theatre centre rental	70,000	20,763	37,416	53.5%	33,219	47.5%
Interest and miscellaneous	10,000	(1,501)	1,316	13.2%	5,319	-64.5%
Total Revenues	7,689,595	1,559,016	2,876,135	37.4%	\$ 2,751,900	37.6%
Expenditures and other uses:						
Visitor services	1,096,261	184,642	370,680	33.8%	378,821	37.6%
Visit Addison	626,588	139,873	271,379	43.3%	244,739	42.9%
Marketing	917,800	337,117	435,702	47.5%	316,566	31.8%
Special events	2,615,202	304,616	517,781	19.8%	556,348	21.1%
Conference centre	1,098,607	243,208	501,108	45.6%	462,625	27.4%
Performing arts	565,341	31,168	345,367	61.1%	300,309	59.4%
Capital projects	-	-	-	0.0%	-	0.0%
Other financing uses:						
Transfer to debt serv & general funds	570,000	142,500	285,000	50.0%	310,000	54.4%
Total Expenditures and Other Uses	\$ 7,489,799	\$ 1,383,124	\$ 2,727,017	36.4%	\$ 2,569,408	32.2%

TOWN OF ADDISON
ECONOMIC DEVELOPMENT FUND
FY 2014 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

Category	FY2013-14				FY2012-13	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	2nd Quarter	% of Budget
Revenues:						
Ad Valorem taxes:						
Current taxes	\$ 792,000	\$ 593,179	\$ 778,438	98.3%	\$ 694,403	99.4%
Delinquent taxes	400	(915)	(918)	-229.5%	459	58.8%
Penalty & interest	1,000	747	836	83.6%	1,344	104.2%
Business license fee	80,000	58,005	61,205	76.5%	59,200	69.6%
Interest income and other	1,500	711	1,100	73.3%	1,352	90.1%
Transfer from General Fund	-	-	-	0.0%	-	0.0%
Total Revenues and Other Sources	874,900	651,727	840,661	96.1%	\$ 756,758	96.2%
Expenditures:						
Personal services	295,428	61,210	121,351	41.1%	102,052	53.1%
Supplies	18,300	2,911	6,057	33.1%	10,347	69.0%
Maintenance	7,500	1,000	2,000	26.7%	1,391	15.3%
Contractual services	894,377	73,628	103,384	11.6%	143,945	25.4%
Capital replacement/lease	5,370	1,767	3,535	65.8%	2,685	50.0%
Total Expenditures	\$ 1,220,975	\$ 140,516	\$ 236,327	19.4%	\$ 260,420	33.0%

TOWN OF ADDISON
CAPITAL PROJECT FUND
FY 2014 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

Category	FY2013-14				FY2012-13	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	% of Budget	
Revenues:						
Interest income and other	\$ 2,500	\$ 26,730	\$ 57,580	2303.2%	\$ 57,412	59.2%
2014 GO Bond proceeds - Beltline Rd	-	10,000,000	10,000,000	0.0%	-	-
2014 GO Bond proceeds - Midway Rd	-	2,000,000	2,000,000	0.0%	-	-
Bond premium	-	97,299	97,299	0.0%	-	-
Other	-	-	-	0.0%	-	-
Total Revenues	2,500	12,124,029	12,154,879		57,412	59.2%
Expenditures:						
Administration:						
Supplies	-	3,148	3,148	0.0%	-	0.0%
Maintenance	-	-	-	0.0%	106,516	30.0%
Contractual Services	-	-	-	0.0%	-	0.0%
Debt issue costs	-	97,299	97,299		-	-
Other	-	-	-	0.0%	-	0.0%
Design and Engineering:						
Engineering and contractual services	2,031,550	598,456	773,096	38.1%	159,031	4.5%
Construction and equipment	30,527,709	264,642	536,591	1.8%	319,013	7.5%
Total Expenditures	\$ 32,559,259	\$ 963,545	\$ 1,410,134	4.3%	\$ 584,560	7.5%
Capital Projects:						
Street and Lighting Improvement Projects	\$ 260,900	\$ 15,600	\$ 15,600	6.0%	-	-
Ashton Woods Development Streets	517,000	384,000	384,000	74.3%	-	-
Railroad Improvements/Quiet Zones	362,081	-	-	0.0%	-	-
Keller Springs Road/Addison Road Intersection	211,990	-	-	0.0%	-	-
Undesignated Residential Lighting Projects	180,000	-	-	0.0%	-	-
Various Streets Improvements	174,473	-	-	0.0%	-	-
Surveyor Learning Center	175,000	6,320	6,320	3.6%	-	-
Belt Line Road Streetcape and Interchange	9,152,172	224,038	444,196	4.9%	-	-
Vitruvian Park Public Infrastructure	8,574,774	41,050	107,918	1.3%	-	-
Public Safety Radio Replacement	3,000,000	85,041	114,406	3.8%	-	-
Park and Pedestrian Connectivity	3,200,546	64,737	194,933	6.1%	-	-
Midway Road Design	1,000,000	-	-	0.0%	-	-
Airport Land Acquisition	5,750,323	42,312	42,312	0.7%	-	-
Total	\$ 32,559,259	\$ 863,098	\$ 1,309,685	4.0%		

AIRPORT FUND
FY 2014 QUARTERLY STATEMENT OF REVENUES, EXPENDITURES
COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

Category	FY2013-14				FY2012-13	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	2nd Quarter	% of Budget
Operating revenues:						
Operating grants	\$ 50,000	\$ 48,140	\$ 48,140	96.3%	\$ 33,016	66.0%
Fuel flowage fees	724,840	192,275	396,706	54.7%	386,578	56.9%
Rental	3,587,690	958,850	1,856,153	51.7%	1,884,202	56.0%
User fees	52,300	16,997	32,342	61.8%	25,804	49.3%
Other income	-	20,899	27,603	0.0%	3,122	0.0%
Total operating revenues	<u>4,414,830</u>	<u>1,237,161</u>	<u>2,360,944</u>	53.5%	<u>2,332,722</u>	56.3%
Operating expenses:						
Town - Personal services	370,553	81,895	164,229	44.3%	178,574	48.7%
Town - Supplies	62,600	3,823	7,165	11.4%	6,364	10.2%
Town - Maintenance	57,300	22,323	34,143	59.6%	25,906	123.4%
Town - Contractual services	546,810	100,869	190,677	34.9%	211,522	38.9%
Grant - Maintenance	100,000	-	-	0.0%	1,860	1.9%
Operator operation & maintenance	2,923,289	481,543	1,042,730	35.7%	905,637	40.4%
Operator service contract	319,670	81,613	172,464	54.0%	196,212	66.5%
Total operating expenses	<u>4,380,222</u>	<u>772,066</u>	<u>1,611,408</u>	36.8%	<u>1,526,075</u>	42.0%
Operating Income/(Loss) (excluding depreciation)	<u>34,608</u>	<u>465,095</u>	<u>749,536</u>	2165.8%	<u>806,647</u>	157.2%
Non-Operating revenues (expenses):						
Interest earnings	5,000	2,857	6,556	131.1%	-	0.0%
Principal & interest on debt, fiscal fees & other	(611,730)	(523,022)	(523,022)	85.5%	(54,942)	52.3%
Capital grants	-	2,588,755	2,588,755	0.0%	-	0.0%
Capital outlay	(2,310,000)	(4,918,458)	(4,918,458)	212.9%	-	0.0%
Depreciation	-	-	-	0.0%	-	0.0%
Total non-operating revenues (expenses)	<u>(2,916,730)</u>	<u>(2,849,868)</u>	<u>(2,846,169)</u>	97.6%	<u>(54,942)</u>	73.1%
NET INCOME/(LOSS)	<u>\$ (2,882,122)</u>	<u>\$ (2,384,773)</u>	<u>\$ (2,096,633)</u>	72.7%	<u>\$ 751,705</u>	171.6%

UTILITY FUND
FY 2014 QUARTERLY STATEMENT OF REVENUES, EXPENDITURES
COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

Category	FY2013-14				FY2012-13	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	2nd Quarter	% of Budget
Operating revenues:						
Water sales	\$ 5,767,686	\$ 971,614	\$ 1,902,592	33.0%	\$ 2,108,988	35.3%
Sewer charges	4,320,764	1,022,899	1,781,291	41.2%	1,915,888	40.9%
Tap fees	10,280	1,085	2,355	22.9%	1,270	6.9%
Penalties	151,116	17,438	49,559	32.8%	34,734	47.3%
Other Income/(Expenses)	-	4,195	4,195	0.0%	-	0.0%
Total operating revenues	<u>10,249,846</u>	<u>2,017,231</u>	<u>3,739,992</u>	36.5%	<u>4,060,880</u>	37.8%
Operating expenses:						
Water purchases	2,972,065	739,310	1,197,835	40.3%	1,300,673	44.0%
Wastewater treatment	2,337,586	536,598	1,001,373	42.8%	905,791	39.7%
Utility operations	2,881,328	769,079	1,396,441	48.5%	1,114,636	41.0%
Total operating expenses	<u>8,190,979</u>	<u>2,044,987</u>	<u>3,595,649</u>	43.9%	<u>3,321,100</u>	41.7%
Operating Income/(Loss) (excluding depreciation)	<u>2,058,867</u>	<u>(27,756)</u>	<u>144,343</u>	7.0%	<u>739,780</u>	26.6%
Non-Operating revenues (expenses):						
Debt proceeds	7,500,000	7,565,000	7,565,000	100.9%	-	0.0%
Interest earnings and other	(110,510)	2,848	(42,925)	38.8%	(35,896)	61.9%
Principal and interest on debt, fiscal fees & other	(1,186,669)	(436,952)	(436,952)	36.8%	(224,505)	56.7%
Capital outlay	(1,837,600)	(131,909)	(131,909)		-	0.0%
Depreciation	-	-	-	0.0%	-	0.0%
Total non-operating revenues (expenses)	<u>4,365,221</u>	<u>6,998,987</u>	<u>6,953,214</u>	159.3%	<u>(260,401)</u>	57.4%
NET INCOME/(LOSS)	<u>\$ 6,424,088</u>	<u>\$ 6,971,231</u>	<u>\$ 7,097,557</u>	110.5%	<u>\$ 479,379</u>	20.6%

STORM WATER UTILITY FUND
FY 2014 QUARTERLY STATEMENT OF REVENUES, EXPENDITURES
COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

Category	FY2013-14				FY2012-13	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	2nd Quarter	% of Budget
Operating revenues:						
Drainage Fees	\$ 1,552,000	\$ 410,583	\$ 694,448		367,055	
Total Operating Revenues	<u>1,552,000</u>	<u>410,583</u>	<u>694,448</u>	44.7%	<u>367,055</u>	31.0%
Operating expenses						
Personal services	101,341	7,518	11,200	11.1%	2,588	0.0%
Contractual services	215,000	59,012	92,551	43.0%	4,200	6.5%
Total operating expenses	<u>316,341</u>	<u>66,530</u>	<u>103,751</u>	32.8%	<u>6,788</u>	10.4%
Operating Income/(Loss) (excluding depreciation)	<u>1,235,659</u>	<u>344,053</u>	<u>590,697</u>	47.8%	<u>360,267</u>	32.2%
Non-Operating revenues (expenses):						
Interest earnings and other	5,000	4,805	9,597	191.9%	-	0.0%
Interest and principal on debt, fiscal fees & other	(544,018)	(405,754)	(405,754)	74.6%	-	0.0%
Capital outlay	(2,930,000)	(2,800)	(2,800)	0.1%	-	0.0%
Total non-operating revenues (expenses)	<u>(3,469,018)</u>	<u>(403,749)</u>	<u>(398,957)</u>	11.5%	-	0.0%
NET INCOME/(LOSS)	<u>\$ (2,233,359)</u>	<u>\$ (59,696)</u>	<u>\$ 191,740</u>	-8.6%	<u>\$ 360,267</u>	32.1%

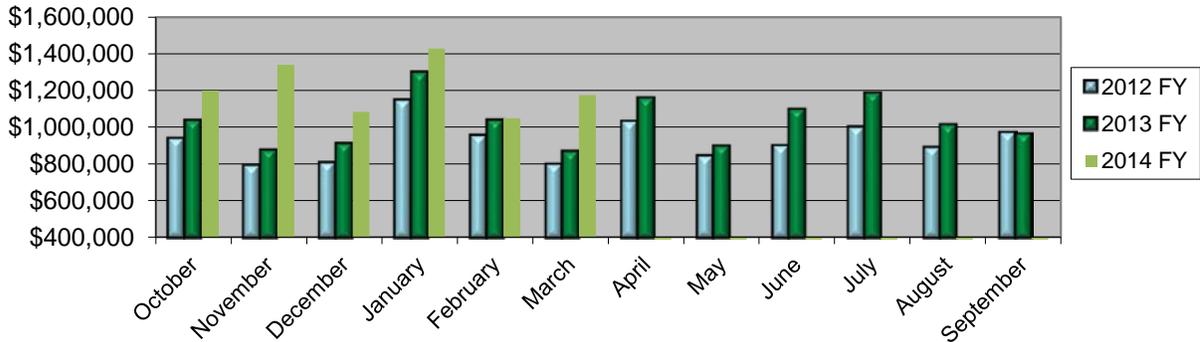
TOWN OF ADDISON

Schedule of Sales Tax Collections and Related Analyses

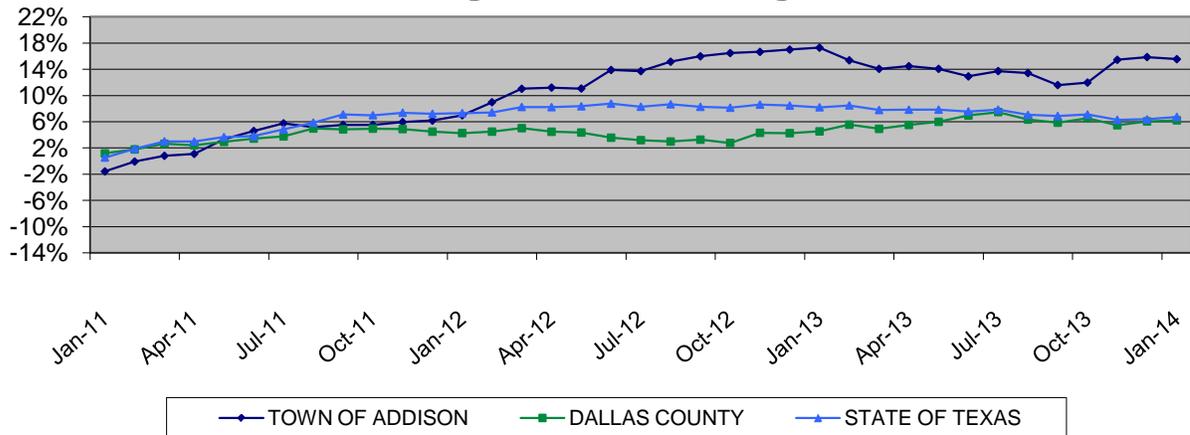
For the period ending March 31, 2014

	TOWN OF ADDISON				DALLAS COUNTY		STATE OF TEXAS	
	2013-14 Collections		% Change from Prior Year		% Change from Prior Year		% Change from Prior Year	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
October	\$ 1,199,509	\$ 1,199,509	15.2%	15.2%	7.5%	6.5%	6.8%	7.1%
November	1,340,129	2,539,638	52.3%	32.2%	5.7%	5.5%	4.5%	6.3%
December	1,082,852	3,622,490	18.2%	27.7%	9.4%	6.1%	7.4%	6.4%
January	1,427,450	5,049,940	9.6%	22.0%	6.1%	6.2%	8.0%	6.7%
February	1,047,776	6,097,716	0.5%	17.6%	-2.8%	4.7%	3.1%	6.0%
March	1,175,760	7,273,476	34.6%	20.1%	12.3%	5.5%	5.6%	6.0%
April								
May								
June								
July								
August								
September								
Budget 13-14:		\$ 12,250,000						
Projected Year End		\$ 13,250,000						

Monthly Sales Tax Collections

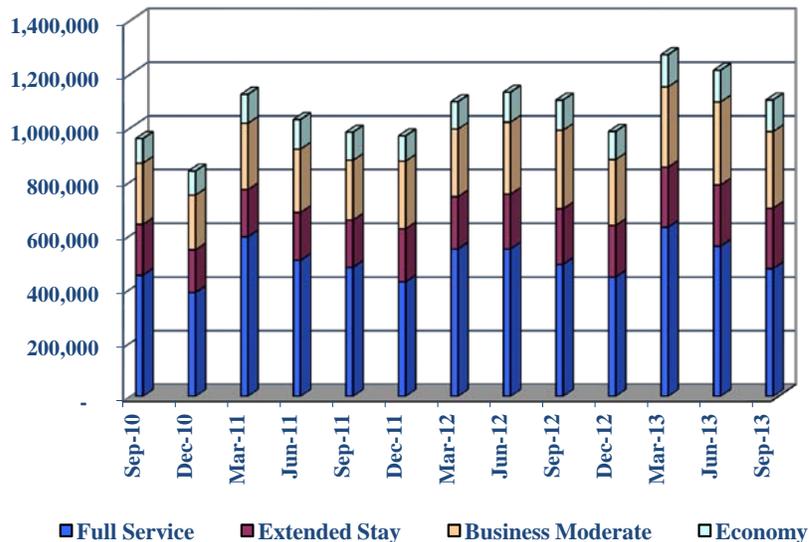


Rolling 12-Month Averages



TOWN OF ADDISON HOTEL OCCUPANCY TAX COLLECTION
Hotels By Service Type for the Quarter and Year-to-Date Ended March 31, 2014
With Comparative Information from Prior Fiscal Year

	Rooms		January - March		14 to 13 % Diff.	YTD FY 14		14 to 13 % Diff.	
	Number	Percentage	Amount	Percentage		Amount	Percentage		
Full Service									
Marriott Quorum	535	14%	\$ 237,367	18%	6%	\$ 443,360	18%	10%	
Intercontinental	532	13%	254,054	20%	-4%	450,667	19%	6%	
Crowne Plaza	429	11%	137,463	11%	-2%	268,901	11%	10%	
	<u>1,496</u>	<u>38%</u>	<u>628,884</u>	<u>48%</u>		<u>1,162,928</u>	<u>48%</u>		
Extended Stay									
Budget Suites	344	9%	3,824	0%	-5%	5,985	0%	-20%	
Hawthorne Suites	70	2%	16,853	1%	17%	32,727	1%	8%	
Marriott Residence	150	4%	54,906	4%	40%	98,837	4%	22%	
Summerfield Suites	132	3%	49,742	4%	2%	92,588	4%	6%	
Homewood Suites	128	3%	50,660	4%	-7%	94,963	4%	-6%	
Springhill Suites	159	4%	65,527	5%	4%	122,140	5%	12%	
	<u>983</u>	<u>25%</u>	<u>241,512</u>	<u>19%</u>		<u>447,240</u>	<u>18%</u>		
Business Moderate									
Marriott Courtyard Quorum	176	4%	82,126	6%	1%	156,694	6%	11%	
LaQuinta Inn	152	4%	38,225	3%	6%	75,933	3%	10%	
Marriott Courtyard Proton	145	4%	48,334	4%	-5%	81,336	3%	-7%	
Holiday Inn Express	102	3%	39,196	3%	5%	75,574	3%	5%	
Hilton Garden Inn	96	2%	45,545	4%	-2%	86,492	4%	-2%	
Holiday Inn - Arapaho	101	3%	31,483	2%	17%	55,573	2%	11%	
Comfort Inn	86	2%	21,088	2%	6%	41,663	2%	20%	
	<u>858</u>	<u>22%</u>	<u>305,997</u>	<u>24%</u>		<u>573,265</u>	<u>24%</u>		
Economy									
Motel 6	126	3%	20,208	2%	18%	39,044	2%	15%	
Hampton Inn	159	4%	57,056	4%	1%	109,374	5%	2%	
Quality Inn	115	3%	11,903	1%	13%	22,137	1%	12%	
Comfort Suites	78	2%	22,784	2%	8%	42,137	2%	13%	
Super 8	78	2%	7,827	1%	-25%	15,379	1%	-18%	
Best Value	60	2%	4,065	0%	5%	7,954	0%	9%	
	<u>616</u>	<u>16%</u>	<u>123,843</u>	<u>10%</u>		<u>236,025</u>	<u>10%</u>		
TOTAL	<u>3,953</u>	<u>100%</u>	<u>\$ 1,300,236</u>	<u>100%</u>	<u>2%</u>	<u>\$ 2,419,458</u>	<u>100%</u>	<u>7%</u>	



TOWN OF ADDISON
INTERIM STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
For the Quarter Ending March 31, 2014

Fund	Balance 12/31/2013	Quarter Receipts	Quarter Disbursements	Balance 3/31/2014
General Fund	\$ 12,787,969	\$ 18,294,263	\$ 10,460,718	\$ 20,621,514
Special Revenue Funds:				
Hotel	1,213,794	1,407,589	1,452,220	1,169,163
Economic Development	703,562	912,723	347,581	1,268,704
Public Safety	19,084	12	7	19,089
Municipal Court	375,513	189,579	161,096	403,996
Reimbursement Grant	(233,715)	-	-	(233,715)
Advanced Funding Grant	17,207	11	-	17,218
Debt Service Funds:				
G. O. Bonds	2,479,476	7,909,254	7,843,308	2,545,422
Hotel Revenue Bonds	771,470	142,787	671,718	242,539
Capital Projects Funds:				
Streets	1,298,345	725	384,000	915,070
2006 G.O. Bonds	355,630	233	-	355,863
2008 C.O. Bonds	2,082,101	7,015	24,668	2,064,448
2012 C.O. Bonds	31,631,077	30,310	418,767	31,242,620
2013 Tax Exempt Bonds	4,063,453	2,657	-	4,066,110
2013 AMT Bonds	1,843,586	1,200	42,312	1,802,474
2013 Taxable Bonds	1,603	1	-	1,604
2014 G.O. Bonds	-	12,000,000	-	12,000,000
Enterprise Funds:				
Utility	4,687,534	10,074,513	2,983,447	11,778,600
Storm Water Fund	8,890,877	421,279	476,743	8,835,413
Airport	5,338,754	2,796,016	4,775,892	3,358,878
Internal Service Funds:				
Capital Replacement	3,462,574	182,727	116,979	3,528,322
Information Technology	3,198,297	194,863	245,173	3,147,987
TOTAL - ALL FUNDS	\$ 84,988,191	\$ 54,567,757	\$ 30,404,629	\$ 109,151,319

Note: Cash inflows and outflows represent revenues, expenditures, and investment transactions.

INVESTMENTS BY MATURITY AND TYPE				
<i>For the Quarter Ending March 31, 2014</i>				
	Type	% of Portfolio	Yield to Maturity	Amount
	Pools	36.89%	0.04%	\$ 39,102,213
	Agencies	25.75%	0.33%	27,295,916
	Bank CD's	27.92%	0.45%	29,595,124
	Commercial Paper	9.43%	0.24%	9,993,922
Total Investments		100.00%	0.25%	105,987,175
	Accrued Interest Earnings			51,747
	Demand Deposits			3,112,397
TOTAL				\$ 109,151,319

COLLATERAL SUMMARY

The first and most important objective for public funds investments is safety of assets. Therefore, all non-government security investments and bank accounts in excess of FDIC coverage must be secured by collateral. The bank balances and investments are monitored on a regular basis for appropriate coverage by marking the collateral to market. Collateral levels are adjusted to secure the varying levels of receipts throughout the fiscal year.

Town of Addison Collateral Analysis Demand Deposit Cash March 31, 2014

Pledging Institution	Safekeeping Location	Account Title	Pledged Security Description	Security Par Value	Market Value	FDIC Insurance	Ending Bank Balance	Difference Over(Under)
Frost Bank	Federal Reserve	Operating	GNMA due 9/15/2024	\$ 941,316	\$ 998,169			
Frost Bank	Federal Reserve	Operating	GNMA due 9/15/2024	\$ 1,727,286	\$ 1,831,611			
Frost Bank	Federal Reserve	Operating	GNMA due 9/15/2024	2,903,468	3,078,832			
				<u>\$ 5,572,070</u>	<u>\$ 5,908,612</u>	<u>\$ 3,845,386</u>	<u>\$ 3,595,386</u>	<u>\$ 6,158,612</u>

**TOWN OF ADDISON
DETAIL OF RECOMMENDED FY 13-14 BUDGET AMENDMENTS**

Fund / Category	Revenues and Other Funding Sources/Uses	Expenditures						Total Department
		Personnel Services	Supplies	Maintenance	Contractual Services	Capital Outlay		
Hotel Fund / Marketing								
Rebranding	\$ -	\$ -	\$ 126,230	\$ -	\$ -	\$ -	\$ -	\$ 126,230
Total Visit Addison	\$ -	\$ -	\$ 126,230	\$ -	\$ -	\$ -	\$ -	\$ 126,230
Hotel Fund / Special Events								
Rebranding	\$ -	\$ -	\$ 30,300	\$ -	\$ -	\$ -	\$ -	\$ 30,300
Total Special Events	\$ -	\$ -	\$ 30,300	\$ -	\$ -	\$ -	\$ -	\$ 30,300
Total Hotel Fund	\$ -	\$ -	\$ 156,530	\$ -	\$ -	\$ -	\$ -	\$ 156,530

Glossary of Terms

A

Accrual Accounting – Recognition of the financial effects of transactions, events and circumstances in the period(s) when they occur regardless of when the cash is received or paid.

Ad Valorem – Latin for “value of.” Refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

Appropriation – A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligation for designated purposes.

Assessed Valuation – A valuation set upon real estate or other property by a government as a basis for levying taxes.

B

Balance Sheet – The basic financial statement, which discloses the assets, liabilities and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

Balanced Budget – Annual financial plan in which expenses do not exceed revenues.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.

C

Capital Outlays – Expenditures which result in the acquisition of or addition to fixed assets which are individually priced at more than \$5,000.

Contractual Services – The costs related to services performed for the Town by individuals, businesses, or utilities.

Cost – The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

D

Delinquent Taxes – Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

E

Encumbrances – Commitments related to unperformed contracts for goods and services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

F

Fixed Assets – Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

Franchise – A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities of balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance – The difference between governmental fund assets and liabilities, also referred to as fund equity.

FY – Acronym for fiscal year, a 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The Town of Addison's fiscal year begins October 1st and ends the following September 30th. The term FY2011 denotes the fiscal year beginning October 1, 2011 and ending September 30, 2012.

G

GAAP – Acronym for Generally Accepted Accounting Principles, which are a collection of rules and procedures that set the basis for the fair presentation of financial statements. The accounting and reporting policies of the Town conform to the GAAP applicable to state and local governments.

GASB – Acronym for Government Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

Governmental Funds – Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service Funds).

M

Maintenance – The upkeep of physical properties in condition for use of occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

Modified Accrual Accounting – Accounting system in which revenues are recognized and recorded in the accounts when they are measurable, available and collectible in the fiscal year.

Modified Level of Service – A modified level of service represents an increase or decrease in a department’s scope of service or funding levels. A modified level of service may be a request for additional funding submitted by a department during the budget process for new or expanding programs or services, or it may be the elimination of a position in a department. Modified levels of service are highlighted in the department narratives in alternate color text.

O

Operating Expenditure – Expenditure on an existing item of property or equipment that is not a capital expenditure.

Ordinance – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances.

P

Personal Services – The costs associated with compensating employees for their labor.

P-Card – Acronym for procurement card, a Town-issued credit card which allows employees to make small purchases in a cost effective manner.

Proprietary Fund – Operation that operates like a private commercial operation, in which services are financed through user charges and expenditures include the full cost of operations.

Purchase Order (PO) – A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

R

Revenues – Increases in net financial resources. Revenues include the receipt of assets for goods sold or services provided in the current reporting period, intergovernmental grants, and interest income.

S

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund – A fund used to account for the proceeds of specific revenue sources that are legally restricted or formally committed to expenditures for specified purposes.

Supplies – A cost category for minor items (individually priced at less than \$5,000) required by departments to conduct their operations.

T

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment.

W

Working Capital – The amount of current assets which exceeds current liabilities.

Town of Addison



For the Quarter Ended

March 31, 2014

Report Name

- Certification Page
- Executive Summary
- Benchmark Comparison
- Detail of Security Holdings
- Change in Value
- Earned Income
- Investment Transactions
- Amortization and Accretion
- Projected Fixed Income Cash Flows

MARKET RECAP:

The unusually severe winter maintained its icy grip on economic data throughout the month of March as many of the key indicators released during the month reflected the negative impacts of weather. The ISM manufacturing managed to climb from 51.3 to 53.2, but is still well below the 56.2 average during the final six months of 2013. The ISM non-manufacturing index skidded to a four-year low of 51.6. Figures above 50 indicate expansion, so both series show an economy that is growing, just at a slower pace than had been the case. Non-farm payrolls grew by 175k in February while upward revisions to previously released data added another 25k. That brought the three-month average up to a meager 129k, a far cry from the 225k average that prevailed in early December. The unemployment rate ticked up from 6.6% to 6.7% as the labor force expanded. Retail sales rose 0.3% in February, marking the first gain since November, but only because data for December and January were revised lower. Compared to the originally reported January figures, February was actually down 0.1%. Inflation remains stagnant as consumer prices rose just 0.1% in the month and are up only 1.1% year-over-year. The Fed's preferred inflation measure, the core personal consumption expenditures (PCE), was up just 0.09% in February and 1.1% year-over-year, well below the Fed's stated 2% objective. Housing data has suffered too, as both new and existing home sales, as well as pending home sales, all declined in February.

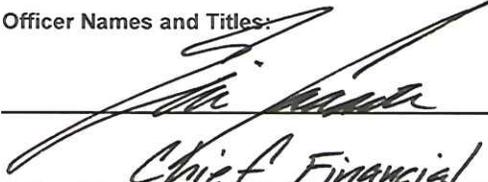
Geopolitical events resurfaced as a concern when unrest in Ukraine led Russia to stage a military takeover of Crimea. While this caused a fair amount of consternation among western leaders, its ultimate impact on financial markets was limited. Worries about an economic slowdown in China were yet another distraction for investors to be wary of. Increased stock market volatility was the result, but as the month drew to a close both the DOW and S&P 500 stood near record highs. Fixed income markets were dealt a mild shock during March following the Federal Reserve's FOMC meeting. To no one's surprise the FOMC did elect to reduce the so-called QE3 program by another \$10 billion as QE3 is clearly on track to be completed before the end of 2014. What caught the attention of investors was the FOMC's interest rate forecast, as well as post-meeting comments from Chair Janet Yellen. Both suggested rate hikes could begin sooner than markets had previously anticipated, perhaps as soon as mid-2015. This caused a sharp sell-off in fixed income markets, particularly at the short end of the curve, where the yield on the 2-year T-note climbed 13 basis points during the month while the 3-year T-note yield rose 24 basis points. With an almost universal expectation that the economy will improve along with warmer weather, interest rates are clearly biased to move higher.

For the Month Ended
March 31, 2014

This report is prepared for the **Town of Addison** (the "Entity") in accordance with Chapter 2256 of the Texas Public Funds Investment Act ("PFIA"). Section 2256.023(a) of the PFIA states that: "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the Entity's investment officers and includes the disclosures required in the PFIA. To the extent possible, market prices have been obtained from independent pricing sources.

The investment portfolio complied with the PFIA and the Entity's approved Investment Policy and Strategy throughout the period. All investment transactions made in the portfolio during this period were made on behalf of the Entity and were made in full compliance with the PFIA and the approved Investment Policy.

Officer Names and Titles:



Chief Financial Officer

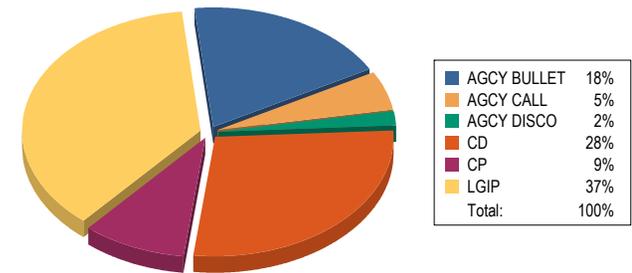
Account Summary

Allocation by Security Type

Beginning Values as of 12/31/13

Ending Values as of 03/31/14

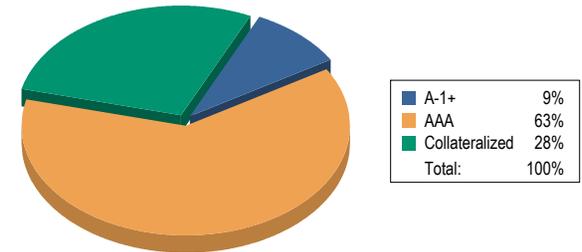
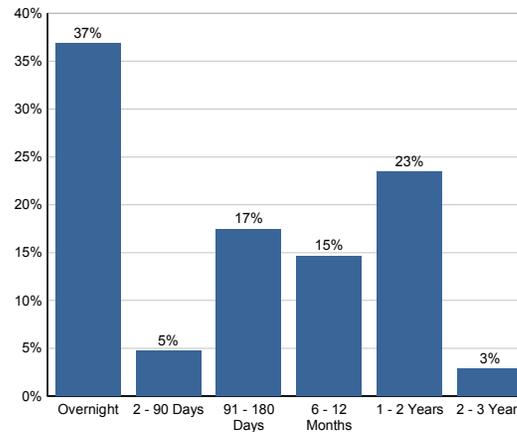
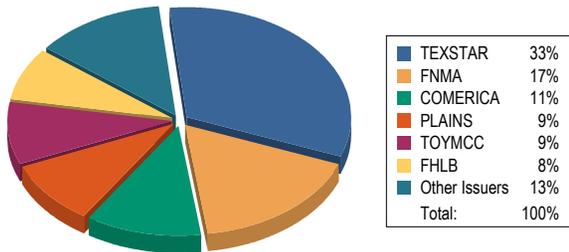
Par Value	82,597,942.05	105,904,336.73
Market Value	82,699,234.35	106,007,572.43
Book Value	82,695,877.55	105,987,175.05
Unrealized Gain / Loss	3,356.80	20,397.38
Market Value %	100.00%	100.02%
Weighted Avg. YTW	0.289%	0.247%
Weighted Avg. YTM	0.292%	0.247%



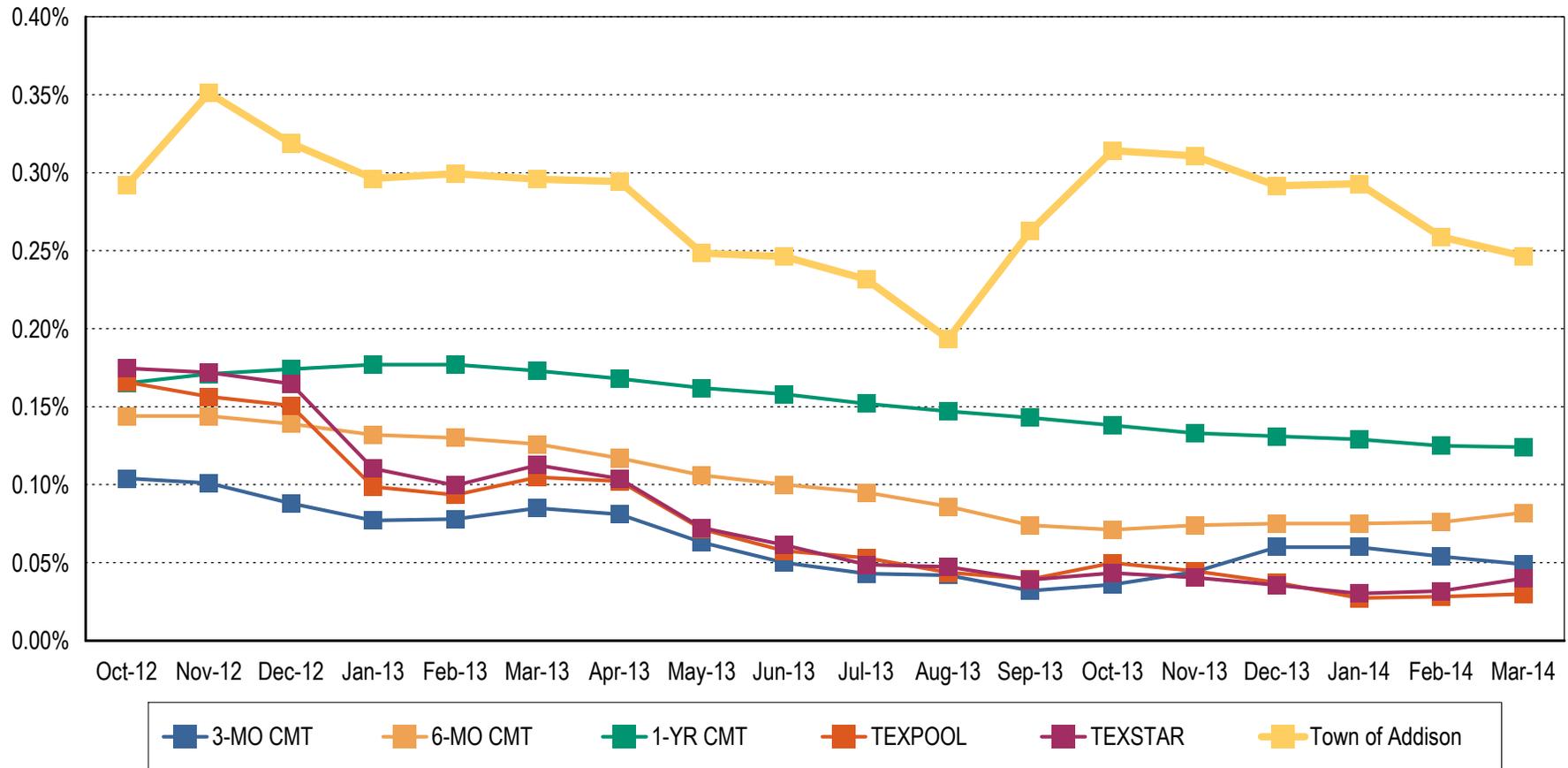
Allocation by Issuer

Maturity Distribution %

Credit Quality



Weighted Average Days to Maturity: 222



Note 1: CMT stands for Constant Maturity Treasury. This data is published in Federal Reserve Statistical Release H.15 and represents an average of all actively traded Treasury securities having that time remaining until maturity. This is a standard industry benchmark for Treasury securities. The CMT benchmarks are moving averages. The 3-month CMT is the daily average for the previous 3 months, the 6-month CMT is the daily average for the previous 6 months, and the 1-year and 2-year CMT's are the daily averages for the previous 12-months.

Note 2: Benchmark data for TexPool is the monthly average yield.

Note 3: Benchmark data for TexSTAR is the monthly average yield.



Town of Addison
Detail of Security Holdings
 As of 03/31/2014

CUSIP	Settle Date	Sec. Type	Sec. Description	CPN	Mty Date	Next Call	Call Type	Par Value	Purch Price	Orig Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW
Pooled Funds																	
TEXPOOL		LGIP	TexPool					4,607,992.99	100.000	4,607,992.99	4,607,992.99	100.000	4,607,992.99	1		0.030	0.030
TEXSTAR		LGIP	TexSTAR					34,494,220.08	100.000	34,494,220.08	34,494,220.08	100.000	34,494,220.08	1		0.040	0.040
89233HFD1	09/16/13	CP - DISC	Toyota Mtr Cr		06/13/14			5,000,000.00	99.805	4,990,250.00	4,997,363.90	99.987	4,999,340.00	74		0.261	0.261
89233HGU2	01/27/14	CP - DISC	Toyota Mtr Cr		07/28/14			5,000,000.00	99.894	4,994,691.67	4,996,558.35	99.940	4,997,025.00	119		0.210	0.210
CD-1233	08/22/13	CD	PlainsCapital Bk CD	0.320	08/22/14			10,016,138.01	100.000	10,016,138.01	10,016,138.01	100.000	10,016,138.01	144		0.320	0.320
3134G3YW4	08/28/12	AGCY BULET	FHLMC	0.375	08/28/14			1,500,000.00	100.092	1,501,374.00	1,500,306.99	100.040	1,500,600.00	150		0.329	0.329
313385E44	03/26/14	AGCY DISCO	FHLB		09/03/14			2,000,000.00	99.960	1,999,195.00	1,999,225.00	99.980	1,999,600.00	156		0.090	0.090
CD-2270-1	04/08/13	CD	ViewPoint Bk CD	0.600	10/08/14			2,537,422.50	100.000	2,537,422.50	2,537,422.50	100.000	2,537,422.50	191		0.594	0.594
3130A03Q1	03/26/14	AGCY BULET	FHLB	0.210	11/07/14			2,000,000.00	100.055	2,001,100.00	2,001,075.14	100.060	2,001,200.00	221		0.120	0.120
CD-6693-1	12/10/12	CD	Comerica Bk CD	0.570	12/19/14			2,014,258.18	100.000	2,014,258.18	2,014,258.18	100.000	2,014,258.18	263		0.570	0.570
CD-3820	01/29/14	CD	Green Bk CD	0.370	01/30/15			5,000,000.00	100.000	5,000,000.00	5,000,000.00	100.000	5,000,000.00	305		0.370	0.370
3130A16W3	03/26/14	AGCY BULET	FHLB	0.125	03/04/15			4,000,000.00	99.955	3,998,220.00	3,998,246.32	99.950	3,998,000.00	338		0.172	0.172
CD-3620	09/17/13	CD	Comerica Bk CD	0.550	09/17/15			10,027,304.97	100.000	10,027,304.97	10,027,304.97	100.000	10,027,304.97	535		0.550	0.550
3135G0NV1	03/26/14	AGCY BULET	FNMA	0.500	09/28/15			8,000,000.00	100.295	8,023,600.00	8,023,382.88	100.360	8,028,800.00	546		0.303	0.303
31398A4M1	10/07/13	AGCY BULET	FNMA	1.625	10/26/15			4,000,000.00	102.515	4,100,600.00	4,076,985.88	102.050	4,082,000.00	574		0.394	0.394
3135G0TT0	01/29/13	AGCY CALL	FNMA	0.500	01/29/16	04/29/14	QRTLY	2,707,000.00	100.000	2,707,000.00	2,707,000.00	100.010	2,707,270.70	669	29	0.500	0.500
3135G0XU2	10/07/13	AGCY CALL	FNMA	0.520	05/27/16	05/27/14	QRTLY	3,000,000.00	99.580	2,987,400.00	2,989,693.86	99.880	2,996,400.00	788	57	0.681	0.681
Total for Pooled Funds								105,904,336.73	100.093	106,000,767.40	105,987,175.05	100.099	106,007,572.43	222		0.247	0.247
Total for Town of Addison								105,904,336.73	100.093	106,000,767.40	105,987,175.05	100.099	106,007,572.43	222		0.247	0.247



Town of Addison
Change in Value
 From 12/31/2013 to 03/31/2014

CUSIP	Security Type	Security Description	12/31/13 Book Value	Cost of Purchases	Maturities / Calls / Sales	Amortization / Accretion	Realized Gain/(Loss)	03/31/14 Book Value	12/31/13 Market Value	03/31/14 Market Value	Change in Mkt Value
Pooled Funds											
TEXPOOL	LGIP	TexPool	4,607,668.86	324.13	0.00	0.00	0.00	4,607,992.99	4,607,668.86	4,607,992.99	324.13
TEXSTAR	LGIP	TexSTAR	15,866,386.83	19,627,349.44	(999,516.19)	0.00	0.00	34,494,220.08	15,866,386.83	34,494,220.08	18,627,833.25
31398AVD1	AGCY BULET	FNMA 2.750 02/05/14	11,376,704.28	0.00	(11,350,000.00)	(26,704.28)	0.00	0.00	11,377,240.00	0.00	(11,377,240.00)
313379LM9	AGCY BULET	FHLB 0.350 02/25/14	2,000,240.56	0.00	(2,000,000.00)	(240.56)	0.00	0.00	2,000,600.00	0.00	(2,000,600.00)
36959JCH4	CP - DISC	GE Capital Corp 0.000 03/17/14	1,999,208.34	0.00	(2,000,000.00)	791.66	0.00	0.00	1,999,722.00	0.00	(1,999,722.00)
36959JCR2	CP - DISC	GE Capital Corp 0.000 03/25/14	3,998,708.88	0.00	(4,000,000.00)	1,291.12	0.00	0.00	3,998,508.00	0.00	(3,998,508.00)
89233HFD1	CP - DISC	Toyota Mtr Cr 0.000 06/13/14	4,994,113.90	0.00	0.00	3,250.00	0.00	4,997,363.90	4,995,900.00	4,999,340.00	3,440.00
89233HGU2	CP - DISC	Toyota Mtr Cr 0.000 07/28/14	0.00	4,994,691.67	0.00	1,866.68	0.00	4,996,558.35	0.00	4,997,025.00	4,997,025.00
CD-1233	CD	PlainsCapital Bk CD 0.320 08/22/14	10,008,065.75	8,072.26	0.00	0.00	0.00	10,016,138.01	10,008,065.75	10,016,138.01	8,072.26
3134G3YW4	AGCY BULET	FHLMC 0.375 08/28/14	1,500,471.92	0.00	0.00	(164.93)	0.00	1,500,306.99	1,502,100.00	1,500,600.00	(1,500.00)
313385E44	AGCY DISCO	FHLB 0.000 09/03/14	0.00	1,999,195.00	0.00	30.00	0.00	1,999,225.00	0.00	1,999,600.00	1,999,600.00
CD-2270-1	CD	ViewPoint Bk CD 0.600 10/08/14	2,533,672.19	3,750.31	0.00	0.00	0.00	2,537,422.50	2,533,672.19	2,537,422.50	3,750.31
3130A03Q1	AGCY BULET	FHLB 0.210 11/07/14	0.00	2,001,100.00	0.00	(24.86)	0.00	2,001,075.14	0.00	2,001,200.00	2,001,200.00
CD-6693-1	CD	Comerica Bk CD 0.570 12/19/14	2,011,429.83	2,828.35	0.00	0.00	0.00	2,014,258.18	2,011,429.83	2,014,258.18	2,828.35
CD-3820	CD	Green Bk CD 0.370 01/30/15	0.00	5,000,000.00	0.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	5,000,000.00
3134G3PD6	AGCY CALL	FHLMC 0.550 02/27/15	2,000,776.58	0.00	(2,000,000.00)	(776.58)	0.00	0.00	2,000,400.00	0.00	(2,000,400.00)
3130A16W3	AGCY BULET	FHLB 0.125 03/04/15	0.00	3,998,220.00	0.00	26.32	0.00	3,998,246.32	0.00	3,998,000.00	3,998,000.00
CD-3620	CD	Comerica Bk CD 0.550 09/17/15	10,013,718.59	13,586.38	0.00	0.00	0.00	10,027,304.97	10,013,718.59	10,027,304.97	13,586.38
3135G0NV1	AGCY BULET	FNMA 0.500 09/28/15	0.00	8,023,600.00	0.00	(217.12)	0.00	8,023,382.88	0.00	8,028,800.00	8,028,800.00
31398A4M1	AGCY BULET	FNMA 1.625 10/26/15	4,089,203.08	0.00	0.00	(12,217.20)	0.00	4,076,985.88	4,087,600.00	4,082,000.00	(5,600.00)
3135G0TT0	AGCY CALL	FNMA 0.500 01/29/16	2,707,000.00	0.00	0.00	0.00	0.00	2,707,000.00	2,704,022.30	2,707,270.70	3,248.40
3135G0XU2	AGCY CALL	FNMA 0.520 05/27/16	2,988,507.96	0.00	0.00	1,185.90	0.00	2,989,693.86	2,992,200.00	2,996,400.00	4,200.00
Total for Pooled Funds			82,695,877.55	45,672,717.54	(22,349,516.19)	(31,903.85)	0.00	105,987,175.05	82,699,234.35	106,007,572.43	23,308,338.08
Total for Town of Addison			82,695,877.55	45,672,717.54	(22,349,516.19)	(31,903.85)	0.00	105,987,175.05	82,699,234.35	106,007,572.43	23,308,338.08



Town of Addison
Earned Income
 From 12/31/2013 to 03/31/2014

CUSIP	Security Type	Security Description	Beg. Accrued	Interest Earned	Interest Rec'd / Sold / Matured	Interest Purchased	Ending Accrued	Disc Accr / Prem Amort	Net Income
Pooled Funds									
TEXPOOL	LGIP	TexPool	0.00	324.13	324.13	0.00	0.00	0.00	324.13
TEXSTAR	LGIP	TexSTAR	0.00	2,003.33	2,003.33	0.00	0.00	0.00	2,003.33
31398AVD1	AGCY BULET	FNMA 2.750 02/05/14	126,584.03	29,478.47	156,062.50	0.00	0.00	(26,704.28)	2,774.19
313379LM9	AGCY BULET	FHLB 0.350 02/25/14	2,450.00	1,050.00	3,500.00	0.00	0.00	(240.56)	809.44
36959JCH4	CP - DISC	GE Capital Corp 0.000 03/17/14	0.00	0.00	0.00	0.00	0.00	791.66	791.66
36959JCR2	CP - DISC	GE Capital Corp 0.000 03/25/14	0.00	0.00	0.00	0.00	0.00	1,291.12	1,291.12
89233HFD1	CP - DISC	Toyota Mtr Cr 0.000 06/13/14	0.00	0.00	0.00	0.00	0.00	3,250.00	3,250.00
89233HGU2	CP - DISC	Toyota Mtr Cr 0.000 07/28/14	0.00	0.00	0.00	0.00	0.00	1,866.68	1,866.68
CD-1233	CD	PlainsCapital Bk CD 0.320 08/22/14	3,509.68	7,899.46	8,072.26	0.00	3,336.88	0.00	7,899.46
3134G3YW4	AGCY BULET	FHLMC 0.375 08/28/14	1,921.88	1,375.00	2,812.50	0.00	484.38	(164.93)	1,210.07
313385E44	AGCY DISCO	FHLB 0.000 09/03/14	0.00	0.00	0.00	0.00	0.00	30.00	30.00
CD-2270-1	CD	ViewPoint Bk CD 0.600 10/08/14	41.65	3,750.37	3,750.31	0.00	41.71	0.00	3,750.37
3130A03Q1	AGCY BULET	FHLB 0.210 11/07/14	0.00	58.33	0.00	(1,621.67)	1,680.00	(24.86)	33.47
CD-6693-1	CD	Comerica Bk CD 0.570 12/19/14	408.35	2,828.92	2,828.35	0.00	408.92	0.00	2,828.92
CD-3820	CD	Green Bk CD 0.370 01/30/15	0.00	3,091.78	0.00	0.00	3,091.78	0.00	3,091.78
3134G3PD6	AGCY CALL	FHLMC 0.550 02/27/15	3,788.89	1,711.11	5,500.00	0.00	0.00	(776.58)	934.53
3130A16W3	AGCY BULET	FHLB 0.125 03/04/15	0.00	69.44	0.00	(305.56)	375.00	26.32	95.76
CD-3620	CD	Comerica Bk CD 0.550 09/17/15	2,263.37	13,589.46	13,586.38	0.00	2,266.45	0.00	13,589.46
3135G0NV1	AGCY BULET	FNMA 0.500 09/28/15	0.00	555.55	20,000.00	(19,777.78)	333.33	(217.12)	338.43
31398A4M1	AGCY BULET	FNMA 1.625 10/26/15	11,736.11	16,250.00	0.00	0.00	27,986.11	(12,217.20)	4,032.80
3135G0TTO	AGCY CALL	FNMA 0.500 01/29/16	5,714.78	3,383.75	6,767.50	0.00	2,331.03	0.00	3,383.75
3135G0XU2	AGCY CALL	FNMA 0.520 05/27/16	1,473.33	3,900.00	0.00	0.00	5,373.33	1,185.90	5,085.90
Total for Pooled Funds			159,892.07	91,319.10	225,207.26	(21,705.01)	47,708.92	(31,903.85)	59,415.25
Total for Town of Addison			159,892.07	91,319.10	225,207.26	(21,705.01)	47,708.92	(31,903.85)	59,415.25



Town of Addison
Investment Transactions
 From 01/01/2014 to 03/31/2014

Trade Date	Settle Date	CUSIP	Security Type	Security Description	Coupon	Mty Date	Call Date	Par Value	Price	Principal Amount	Int Purchased / Received	Total Amount	Realized Gain / Loss	YTM	YTW
Pooled Funds															
Calls															
02/26/14	02/27/14	3134G3PD6	AGCY CALL	FHLMC	0.550	02/27/15	02/27/14	2,000,000.00	100.000	2,000,000.00	0.00	2,000,000.00		0.417	
Total for: Calls								2,000,000.00		2,000,000.00	0.00	2,000,000.00		0.417	
Maturities															
02/05/14	02/05/14	31398AVD1	AGCY BULET	FNMA	2.750	02/05/14		11,350,000.00	100.000	11,350,000.00	0.00	11,350,000.00		0.256	
02/25/14	02/25/14	313379LM9	AGCY BULET	FHLB	0.350	02/25/14		2,000,000.00	100.000	2,000,000.00	0.00	2,000,000.00		0.270	
03/17/14	03/17/14	36959JCH4	CP - DISC	GE Capital Corp			03/17/14	2,000,000.00	100.000	2,000,000.00	0.00	2,000,000.00		0.190	
03/25/14	03/25/14	36959JCR2	CP - DISC	GE Capital Corp			03/25/14	4,000,000.00	100.000	4,000,000.00	0.00	4,000,000.00		0.140	
Total for: Maturities								19,350,000.00		19,350,000.00	0.00	19,350,000.00		0.226	
Purchases															
01/24/14	01/27/14	89233HGU2	CP - DISC	Toyota Mtr Cr		07/28/14		5,000,000.00	99.894	4,994,691.67	0.00	4,994,691.67		0.210	0.210
01/29/14	01/29/14	CD-3820	CD	Green Bk CD	0.370	01/30/15		5,000,000.00	100.000	5,000,000.00	0.00	5,000,000.00		0.370	0.370
03/25/14	03/26/14	3130A16W3	AGCY BULET	FHLB	0.125	03/04/15		4,000,000.00	99.955	3,998,220.00	305.56	3,998,525.56		0.172	0.172
03/25/14	03/26/14	313385E44	AGCY DISCO	FHLB		09/03/14		2,000,000.00	99.960	1,999,195.00	0.00	1,999,195.00		0.090	0.090
03/25/14	03/26/14	3135GONV1	AGCY BULET	FNMA	0.500	09/28/15		8,000,000.00	100.295	8,023,600.00	19,777.78	8,043,377.78		0.303	0.303
03/25/14	03/26/14	3130A03Q1	AGCY BULET	FHLB	0.210	11/07/14		2,000,000.00	100.055	2,001,100.00	1,621.67	2,002,721.67		0.120	0.120
Total for: Purchases								26,000,000.00		26,016,806.67	21,705.01	26,038,511.68		0.248	0.248
Income Payments															
01/08/14	01/19/14	CD-6693-1	CD	Comerica Bk CD	0.570	12/19/14				0.00	973.75	973.75			
01/17/14	01/17/14	CD-3620	CD	Comerica Bk CD	0.550	09/17/15				0.00	4,677.64	4,677.64			
01/29/14	01/29/14	3135GOTT0	AGCY CALL	FNMA	0.500	01/29/16				0.00	6,767.50	6,767.50			
01/31/14	01/31/14	CD-2270-1	CD	ViewPoint Bk CD	0.600	10/08/14				0.00	1,291.14	1,291.14			
02/05/14	02/05/14	31398AVD1	AGCY BULET	FNMA	2.750	02/05/14				0.00	156,062.50	156,062.50			
02/08/14	02/19/14	CD-6693-1	CD	Comerica Bk CD	0.570	12/19/14				0.00	974.23	974.23			
02/17/14	02/17/14	CD-3620	CD	Comerica Bk CD	0.550	09/17/15				0.00	4,679.83	4,679.83			
02/22/14	02/22/14	CD-1233	CD	PlainsCapital Bk CD	0.320	08/22/14				0.00	8,072.26	8,072.26			
02/25/14	02/25/14	313379LM9	AGCY BULET	FHLB	0.350	02/25/14				0.00	3,500.00	3,500.00			



Town of Addison
Investment Transactions
 From 01/01/2014 to 03/31/2014

Trade Date	Settle Date	CUSIP	Security Type	Security Description	Coupon	Mty Date	Call Date	Par Value	Price	Principal Amount	Int Purchased / Received	Total Amount	Realized Gain / Loss	YTM	YTW
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Pooled Funds

Income Payments

02/27/14	02/27/14	3134G3PD6	AGCY CALL	FHLMC	0.550	02/27/15				0.00	5,500.00	5,500.00			
02/28/14	02/28/14	3134G3YW4	AGCY BULET	FHLMC	0.375	08/28/14				0.00	2,812.50	2,812.50			
02/28/14	02/28/14	CD-2270-1	CD	ViewPoint Bk CD	0.600	10/08/14				0.00	1,166.78	1,166.78			
03/08/14	03/19/14	CD-6693-1	CD	Comerica Bk CD	0.570	12/19/14				0.00	880.37	880.37			
03/17/14	03/17/14	CD-3620	CD	Comerica Bk CD	0.550	09/17/15				0.00	4,228.91	4,228.91			
03/28/14	03/28/14	3135G0NV1	AGCY BULET	FNMA	0.500	09/28/15				0.00	20,000.00	20,000.00			
03/31/14	03/31/14	CD-2270-1	CD	ViewPoint Bk CD	0.600	10/08/14				0.00	1,292.39	1,292.39			

Total for: Income Payments

0.00 222,879.80 222,879.80

Capitalized Interest

01/08/14	01/08/14	CD-6693-1	CD	Comerica Bk CD	0.570	12/19/14		973.75	100.000	973.75	0.00	973.75			
01/17/14	01/17/14	CD-3620	CD	Comerica Bk CD	0.550	09/17/15		4,677.64	100.000	4,677.64	0.00	4,677.64			
01/31/14	01/31/14	CD-2270-1	CD	ViewPoint Bk CD	0.600	10/08/14		1,291.14	100.000	1,291.14	0.00	1,291.14			
02/08/14	02/08/14	CD-6693-1	CD	Comerica Bk CD	0.570	12/19/14		974.23	100.000	974.23	0.00	974.23			
02/17/14	02/17/14	CD-3620	CD	Comerica Bk CD	0.550	09/17/15		4,679.83	100.000	4,679.83	0.00	4,679.83			
02/22/14	02/22/14	CD-1233	CD	PlainsCapital Bk CD	0.320	08/22/14		8,072.26	100.000	8,072.26	0.00	8,072.26			
02/28/14	02/28/14	CD-2270-1	CD	ViewPoint Bk CD	0.600	10/08/14		1,166.78	100.000	1,166.78	0.00	1,166.78			
03/08/14	03/08/14	CD-6693-1	CD	Comerica Bk CD	0.570	12/19/14		880.37	100.000	880.37	0.00	880.37			
03/17/14	03/17/14	CD-3620	CD	Comerica Bk CD	0.550	09/17/15		4,228.91	100.000	4,228.91	0.00	4,228.91			
03/31/14	03/31/14	CD-2270-1	CD	ViewPoint Bk CD	0.600	10/08/14		1,292.39	100.000	1,292.39	0.00	1,292.39			

Total for: Capitalized Interest

28,237.30 28,237.30 0.00 28,237.30



Town of Addison
Investment Transactions
 From 01/01/2014 to 03/31/2014

Trade Date	Settle Date	CUSIP	Security Type	Security Description	Coupon	Mty Date	Call Date	Par Value	Price	Principal Amount	Int Purchased / Received	Total Amount	Realized Gain / Loss	YTM	YTW
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Total for All Portfolios

Transaction Type	Quantity	Total Amount	Realized G/L	YTM	YTW
Total Calls	2,000,000.00	2,000,000.00		0.417	
Total Maturities	19,350,000.00	19,350,000.00		0.226	
Total Purchases	26,000,000.00	26,038,511.68		0.248	0.248
Total Income Payments	0.00	222,879.80			
Total Capitalized Interest	28,237.30	28,237.30			



Town of Addison
Amortization and Accretion
 From 12/31/2013 to 03/31/2014

CUSIP	Settle Date	Security Type	Security Description	Next Call Date	Purchase Qty	Orig Price	Original Cost	Amrt/Accr for Period	Total Amrt/Accr Since Purch	Remaining Disc / Prem	Book Value
Pooled Funds											
31398AVD1	11/07/12	AGCY BULET	FNMA 2.750 02/05/14		0.00	103.097	0.00	(26,704.28)	0.00	0.00	0.00
313379LM9	07/24/12	AGCY BULET	FHLB 0.350 02/25/14		0.00	100.127	0.00	(240.56)	0.00	0.00	0.00
36959JCH4	09/16/13	CP - DISC	GE Capital Corp 0.000 03/17/14		0.00	99.904	0.00	791.66	0.00	0.00	0.00
36959JCR2	11/21/13	CP - DISC	GE Capital Corp 0.000 03/25/14		0.00	99.952	0.00	1,291.12	0.00	0.00	0.00
89233HFD1	09/16/13	CP - DISC	Toyota Mtr Cr 0.000 06/13/14		5,000,000.00	99.805	4,990,250.00	3,250.00	7,113.90	2,636.10	4,997,363.90
89233HGU2	01/27/14	CP - DISC	Toyota Mtr Cr 0.000 07/28/14		5,000,000.00	99.894	4,994,691.67	1,866.68	1,866.68	3,441.65	4,996,558.35
CD-1233	08/22/13	CD	PlainsCapital Bk CD 0.320 08/22/14		10,016,138.01	100.000	10,016,138.01	0.00	0.00	0.00	10,016,138.01
3134G3YW4	08/28/12	AGCY BULET	FHLMC 0.375 08/28/14		1,500,000.00	100.092	1,501,374.00	(164.93)	(1,067.01)	(306.99)	1,500,306.99
313385E44	03/26/14	AGCY DISCO	FHLB 0.000 09/03/14		2,000,000.00	99.960	1,999,195.00	30.00	30.00	775.00	1,999,225.00
CD-2270-1	04/08/13	CD	ViewPoint Bk CD 0.600 10/08/14		2,537,422.50	100.000	2,537,422.50	0.00	0.00	0.00	2,537,422.50
3130A03Q1	03/26/14	AGCY BULET	FHLB 0.210 11/07/14		2,000,000.00	100.055	2,001,100.00	(24.86)	(24.86)	(1,075.14)	2,001,075.14
CD-6693-1	12/10/12	CD	Comerica Bk CD 0.570 12/19/14		2,014,258.18	100.000	2,014,258.18	0.00	0.00	0.00	2,014,258.18
CD-3820	01/29/14	CD	Green Bk CD 0.370 01/30/15		5,000,000.00	100.000	5,000,000.00	0.00	0.00	0.00	5,000,000.00
3134G3PD6	01/10/13	AGCY CALL	FHLMC 0.550 02/27/15	02/27/14	0.00	100.282	0.00	(776.58)	0.00	0.00	0.00
3130A16W3	03/26/14	AGCY BULET	FHLB 0.125 03/04/15		4,000,000.00	99.955	3,998,220.00	26.32	26.32	1,753.68	3,998,246.32
CD-3620	09/17/13	CD	Comerica Bk CD 0.550 09/17/15		10,027,304.97	100.000	10,027,304.97	0.00	0.00	0.00	10,027,304.97
3135G0NV1	03/26/14	AGCY BULET	FNMA 0.500 09/28/15		8,000,000.00	100.295	8,023,600.00	(217.12)	(217.12)	(23,382.88)	8,023,382.88
31398A4M1	10/07/13	AGCY BULET	FNMA 1.625 10/26/15		4,000,000.00	102.515	4,100,600.00	(12,217.20)	(23,614.12)	(76,985.88)	4,076,985.88
3135G0TT0	01/29/13	AGCY CALL	FNMA 0.500 01/29/16	04/29/14	2,707,000.00	100.000	2,707,000.00	0.00	0.00	0.00	2,707,000.00
3135G0XU2	10/07/13	AGCY CALL	FNMA 0.520 05/27/16	02/27/14	3,000,000.00	99.580	2,987,400.00	1,185.90	2,293.86	10,306.14	2,989,693.86
Total for Pooled Funds					66,802,123.66		66,898,554.33	(31,903.85)	(13,592.35)	(82,838.32)	66,884,961.98
Total for Town of Addison					66,802,123.66		66,898,554.33	(31,903.85)	(13,592.35)	(82,838.32)	66,884,961.98



Town of Addison
Projected Cash Flows
Cash Flows for next 180 days from 03/31/2014

CUSIP	Security Type	Security Description	Pay Date	Interest	Principal	Total Amount
Pooled Funds						
CD-3620	CD	Comerica Bk CD 0.550 09/17/15	04/17/14	4,683.98	0.00	4,683.98
CD-6693-1	CD	Comerica Bk CD 0.570 12/19/14	04/19/14	975.12	0.00	975.12
31398A4M1	AGCY BULET	FNMA 1.625 10/26/15	04/26/14	32,500.00	0.00	32,500.00
CD-2270-1	CD	ViewPoint Bk CD 0.600 10/08/14	04/30/14	1,250.69	0.00	1,250.69
CD-3820	CD	Green Bk CD 0.370 01/30/15	04/30/14	4,561.64	0.00	4,561.64
3130A03Q1	AGCY BULET	FHLB 0.210 11/07/14	05/07/14	2,100.00	0.00	2,100.00
CD-3620	CD	Comerica Bk CD 0.550 09/17/15	05/17/14	4,532.89	0.00	4,532.89
CD-6693-1	CD	Comerica Bk CD 0.570 12/19/14	05/19/14	943.66	0.00	943.66
CD-1233	CD	PlainsCapital Bk CD 0.320 08/22/14	05/22/14	7,815.33	0.00	7,815.33
3135G0XU2	AGCY CALL	FNMA 0.520 05/27/16	05/27/14	7,800.00	0.00	7,800.00
CD-2270-1	CD	ViewPoint Bk CD 0.600 10/08/14	05/31/14	1,292.38	0.00	1,292.38
89233HFD1	CP - DISC	Toyota Mtr Cr 0.000 06/13/14	06/13/14	0.00	5,000,000.00	5,000,000.00
CD-3620	CD	Comerica Bk CD 0.550 09/17/15	06/17/14	4,683.98	0.00	4,683.98
CD-6693-1	CD	Comerica Bk CD 0.570 12/19/14	06/19/14	975.12	0.00	975.12
CD-2270-1	CD	ViewPoint Bk CD 0.600 10/08/14	06/30/14	1,250.69	0.00	1,250.69
CD-3620	CD	Comerica Bk CD 0.550 09/17/15	07/17/14	4,532.89	0.00	4,532.89
CD-6693-1	CD	Comerica Bk CD 0.570 12/19/14	07/19/14	943.66	0.00	943.66
89233HGU2	CP - DISC	Toyota Mtr Cr 0.000 07/28/14	07/28/14	0.00	5,000,000.00	5,000,000.00
3135G0TT0	AGCY CALL	FNMA 0.500 01/29/16	07/29/14	6,767.50	0.00	6,767.50
CD-3820	CD	Green Bk CD 0.370 01/30/15	07/30/14	4,612.32	0.00	4,612.32
CD-2270-1	CD	ViewPoint Bk CD 0.600 10/08/14	07/31/14	1,292.38	0.00	1,292.38
CD-3620	CD	Comerica Bk CD 0.550 09/17/15	08/17/14	4,683.98	0.00	4,683.98
CD-6693-1	CD	Comerica Bk CD 0.570 12/19/14	08/19/14	975.12	0.00	975.12
CD-1233	CD	PlainsCapital Bk CD 0.320 08/22/14	08/22/14	8,078.76	10,016,138.01	10,024,216.77
3134G3YW4	AGCY BULET	FHLMC 0.375 08/28/14	08/28/14	2,812.50	1,500,000.00	1,502,812.50
CD-2270-1	CD	ViewPoint Bk CD 0.600 10/08/14	08/31/14	1,292.38	0.00	1,292.38
313385E44	AGCY DISCO	FHLB 0.000 09/03/14	09/03/14	0.00	2,000,000.00	2,000,000.00
3130A16W3	AGCY BULET	FHLB 0.125 03/04/15	09/04/14	2,500.00	0.00	2,500.00
CD-3620	CD	Comerica Bk CD 0.550 09/17/15	09/17/14	4,683.98	0.00	4,683.98
CD-6693-1	CD	Comerica Bk CD 0.570 12/19/14	09/19/14	975.12	0.00	975.12
Total for Pooled Funds				119,516.07	23,516,138.01	23,635,654.08



Town of Addison
Projected Cash Flows
Cash Flows for next 180 days from 03/31/2014

CUSIP	Security Type	Security Description	Pay Date	Interest	Principal	Total Amount
Total for All Portfolios						
			April 2014	43,971.43	0.00	43,971.43
			May 2014	24,484.26	0.00	24,484.26
			June 2014	6,909.79	5,000,000.00	5,006,909.79
			July 2014	18,148.75	5,000,000.00	5,018,148.75
			August 2014	17,842.74	11,516,138.01	11,533,980.75
			September 2014	8,159.10	2,000,000.00	2,008,159.10
Total Projected Cash Flows for Town of Addison				119,516.07	23,516,138.01	23,635,654.08

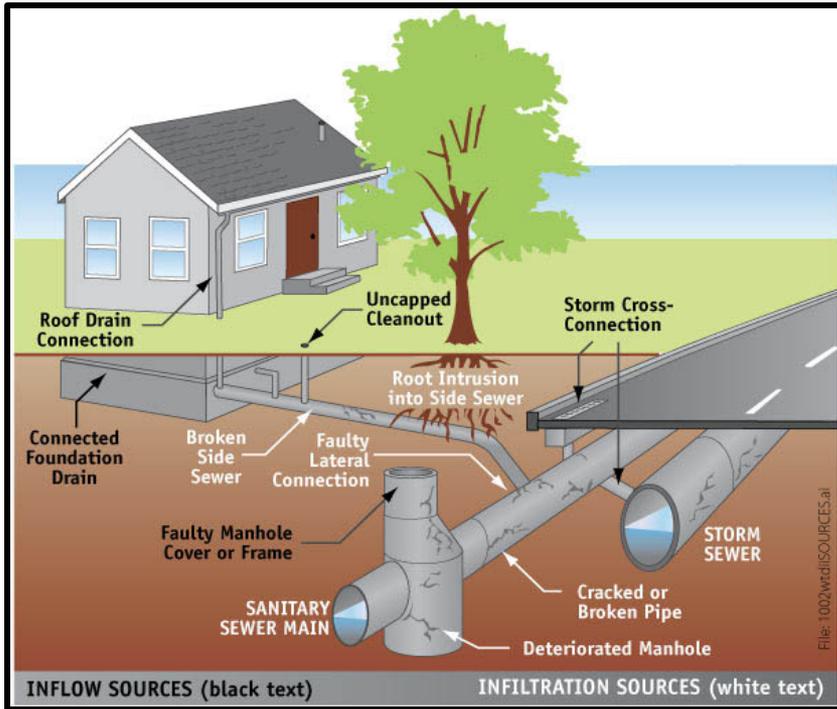


Capital Projects Update

May 13, 2014



Wastewater System Evaluation and Assessment



- Second year of four-year project
- Area of concentration - north and northeastern areas
- System evaluation survey
- Final report estimated completion late summer 2014
- Informational materials for vapor testing being developed
- Dallas wastewater meter evaluation
 - Indemnification agreement forthcoming
- Airport wastewater system inventoried
- Year 2 budget - \$320,633
 - To date: \$0.00
 - Remaining: \$320,633





Belt Line Road – Utilities Conversion

Marsh Lane to Tollway



- Undergrounding of aerial utilities – electrical and telecom
- Bids received April 17th
- John Burns Construction low bidder: \$8,820,801,80.
- Construction Geotechnical – Alliance Geotechnical Group: \$60,834
- Construction to begin in early summer 2014
- 15 month construction
- Bonds Approved – \$20 million
- Design - \$2,411,952;
 - To date: \$1,768,544.38
 - Remaining: \$643,407.70
- Project Management - \$500,000 (est.)
- Construction Inspection - \$500,000 (est.)



Vitruvian Phase IV

- Connection from Vitruvian to Brookhaven College
- Bella Road to Alpha Road in Farmers Branch
- Interlocal agreement between Addison, Brookhaven College, and Farmers Branch
- Construction approximately 12 months
- Budget: \$1,775,597
 - Design: \$301,000
 - Spent to date: \$99,274.76
 - Remaining: \$201,725.24





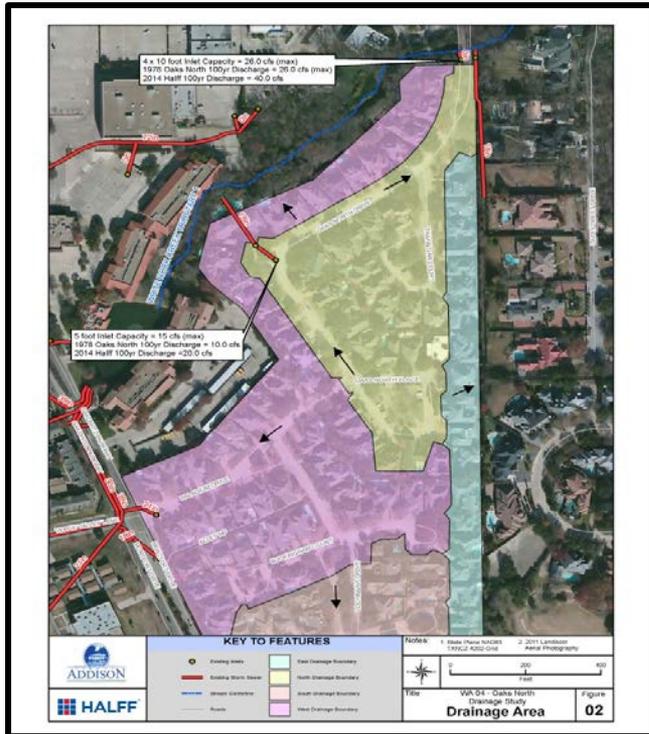
Water System Assessment & Evaluation

- Existing system assessment
- Develop CIP projects and O&M practices
- Activities underway:
 - Data collection
 - Record Drawing Review
 - GIS map verification and development
- 12 months to complete
- Budget: \$386,500
 - To date: \$0.00
 - Remaining: \$386,500





Oaks North Drainage Study



- Drainage issues / ponding water in Oaks North
- Estimated cost of improvement: \$100,000
- Repair will entail substantial neighborhood traffic interference
- Recommend to be done in conjunction with street repair
- Minor street repairs will proceed where needed





Pond De-Silting Projects

- Winnwood Ponds Mussel presence/absence survey: April 9-10th
- No threatened mussel species located
- Not expected to negatively impact threatened freshwater mussel species
- Design Survey of Les Lacs substantially complete pending field verification
- Basemapping, environmental documentation completed
- Les Lacs Sediment Sampling and Environmental Analysis completed
- Design budget - \$147,100
 - To date: \$50,408.27
 - Remaining: \$96,691.73





Brookhaven Trail Connection

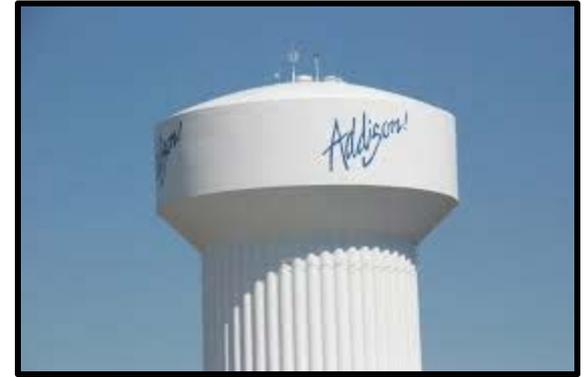
- Construction on-going
- 80% complete – ahead of schedule
- Completion expected June 2014
- Ribbon cutting late June, early July
- Project cost: \$2,226,000
 - Dallas County holds construction contract
 - On budget
- Dallas County commitment: \$1,050,000
- Town contribution: \$1,176,000 through NCTCOG grant





Water Storage Tank Evaluation

- Tank inspections complete
- Final report with CIP and cost estimates - received
- CIP meeting scheduled May 8th with IOS staff
- Contract amount \$93,461
 - To date: \$65,423
 - Remaining: \$28,038





Midway Road Street Reconstruction

SM



- 2012 Bond Project: Midway Road, Spring Valley to Keller Springs
- Paving reconstruction, drainage, lighting and landscaping improvements.
- Final scope and fee formulation for design underway
- \$16 million bonds approved
- Project Management Cost: \$543,816
 - Spent to date: \$0.00
- Design contract amount: TBD
 - Spent to date:
 - Remaining:





Elevated Storage Tank

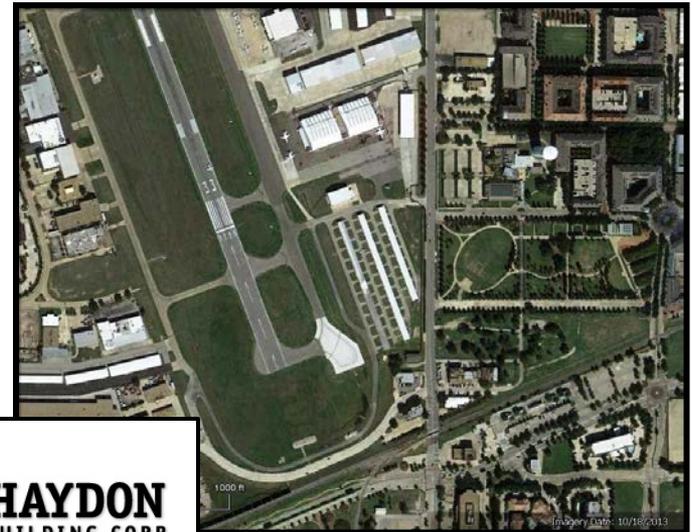
- 1.5 million gallon elevated storage tank
- Learning Center in base; first classes in September 2014
- Tank in service September 2013
- Construction cost: \$5,995,474
- Staff recommends removal of wind turbines
 - Cost not to exceed \$120,000
 - Bond funds
- Final payment to Landmark Council consideration 5/13





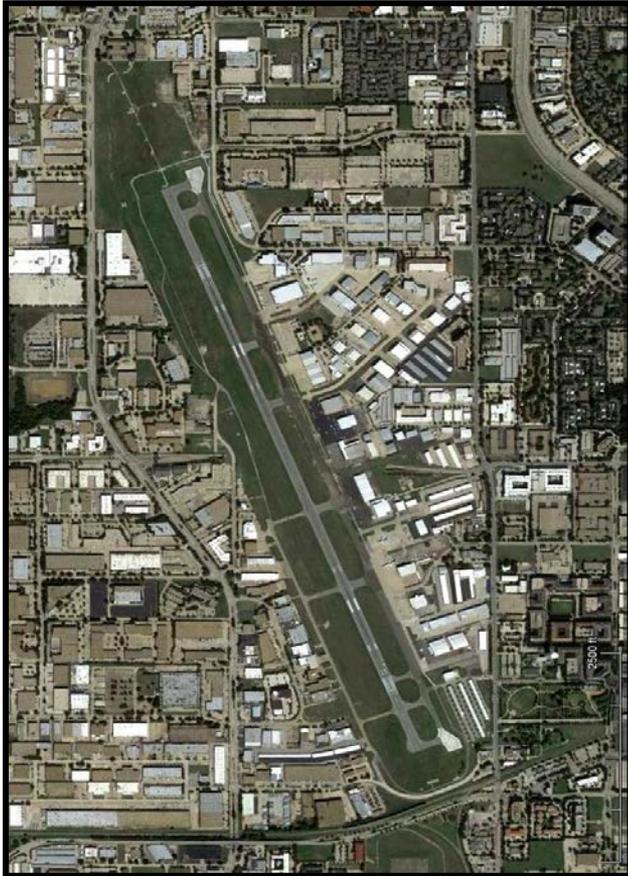
EMAS – Engineered Materials Arrestor System

- Construction began - April 14, 2014
- Completed the culvert installation under the eastbound Lindbergh Drive
- Began culvert installation under the westbound Lindbergh Drive
- Began demolition for the drainage behind the localizer antenna.
- Began grading operations for the detention areas south of the aircraft holding bay.
- Contract: \$2,511,110
 - To date: \$151,484
 - Remaining: \$2,359,626





Airport Master Plan



- Airport Master Plan Update
- Team: Garver, Corgan, Liebowitz Horton
- Project committee Airport tour April 28th
- Project committee meeting – May 14th
- Completion expected March, 2015
- Contract amount \$239,000
 - To date: \$39,578.91
 - Remaining: \$199,421.09
- Administered by TxDOT Aviation





Sustainability

- Multi-Family Recycling Pilot Program Proposal in review process
- Successful Earth Day Texas April 26 and 27th - contacts made with other municipalities and local schools
- Will be hosting a booth at the Brookhaven STEM Fair in the Fall)
- Food Waste Composting offered to restaurant vendors at Fork & Cork
- Increased recycling signage bins at Fork & Cork
- Researching location for Cease the Grease program on Addison/Dallas border
- Sustainability blog will start as soon as new website is released





Pedestrian Connectivity Project

North & South Quorum



- Master Plan for North and South Quorum was presented to Town Council February 11th, 2014.
- The proposed master plan includes:
 - Public Art
 - Enhanced Lighting
 - Widened Sidewalks
 - Strategic Way-finding
 - Outdoor Seating Areas and Bus Stop Plazas
- South Quorum
 - Construction documents for the lighting in South Quorum have been approved by council and will be complete in Summer 2014 with bidding and construction to follow.



SM

Pedestrian Connectivity Project Beltway/Proton



- The pedestrian connectivity project for Beltway/Proton has been divided into three projects.
- Phase 1 – Trail extension from Fire Station 2 to Arapaho Road:
 - Construction documents will be completed in Spring 2014 with bidding and construction to follow.
- Phase 2 – Enhanced Lighting along Beltway and Proton Drives:
 - Construction Documents to begin following Phase 1
- Phase 3 – Pedestrian Enhancements along Beltway (Addison Athletic Club and East Beltway):
 - Construction Documents have begun with an anticipated completion date of Winter 2014. Bidding and construction to follow.



Questions?

Regular Meeting

ES1

Meeting Date: 05/13/2014

Council Goals: N/A

Information

AGENDA CAPTION:

Closed (Executive) session of the Addison City Council pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Regular Meeting

R17

Meeting Date: 05/13/2014

Council Goals: N/A

Information

AGENDA CAPTION:

Discussion, consider, and take action regarding a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or regarding the offer of a financial or other incentive to such business prospect or business prospects.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:
