

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

AGENDA

WORK SESSION OF THE CITY COUNCIL

6:00 P.M.

AND

REGULAR MEETING OF THE CITY COUNCIL

7:30 P.M.

FEBRUARY 26, 2008

TOWN HALL

5300 BELT LINE ROAD

WORK SESSION

Item #WS1 - Discussion and presentation regarding amended landscape regulations for the Council's review.

Item #WS2 - Update on plans for new WorldFest Event.

Item #WS3 - Discussion regarding security at Council Meetings.

REGULAR SESSION

Item #R1 - Consideration of Old Business.

Item #R2 - Consent Agenda.

#2a - Approval of the Minutes for:
February 12, 2008, Regular City Council Meeting

Item #R3 - Consideration and approval of an Addendum to a Private Switch 9-1-1 Service Agreement between the Town of Addison, Tarrant County 9-1-1 District, Electronic Data Systems Corporation, and EDS Information Services L.L.C., regarding the provision of private switch 9-1-1 service to Bank of America at 16001 N. Dallas Parkway.

Attachments:

1. Council Agenda Item Overview
2. Agreement

Administrative Recommendation:

Administration recommends approval.

Item #R4 - Presentation of the Department of Financial & Strategic Services Quarterly Financial Review for the quarter ended December 31, 2007.

Attachment:

1. Report
-

Item #R5 - Consideration and approval of an ordinance granting meritorious exception to Section 62-162, Premises Sign and Section 62-163, Area, of the Signs Ordinance, for Tom Thumb located at 14820 Marsh Lane.

Attachments:

1. Staff Report
2. Application
3. Site Plan

Administrative Recommendation:

Administration recommends denial.

Item #R6 - Consideration and approval authorizing the City Manager to enter into an agreement with Water's Consulting Group for the executive recruitment of a Director of Financial and Strategic Services.

Attachments:

1. Council Agenda Item Overview
2. Water's Letter Proposal

Administrative Recommendation:

Administration recommends approval.

Item #R7 - Consideration and approval authorizing the City Manager to enter into an agreement with Water's Consulting Group to complete a market analysis and update of the Town's current compensation structure.

Attachments:

1. Council Agenda Item Overview
2. Water's Proposal for Services-Market Survey Update

Administrative Recommendation:

Administration recommends approval.

Item #R8 - Consideration and approval of award of a bid totaling \$29,871.00 to Hollman, Inc., for installation of one hundred and two (102) full length lockers and card lock system.

Attachments:

1. Council Agenda Item Overview
2. Memorandum from Randy Rogers
3. Bid Proposal

Administrative Recommendation:

Administration recommends approval.

Item #R9 - Consideration and approval of first and final payment to Curtco, Inc., for crack sealing on Addison Road and Belt Line Road.

Attachment:

1. Council Agenda Item Overview

Administrative Recommendation:

Administration recommends approval.

Item #R10 - Discussion regarding the hotel/motel interaction program.

EXECUTIVE SESSION

Item #ES1 - Closed (executive) session of the City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) to seek the advice of its attorney(s) about pending litigation, to wit:

- A. *Eddins Enterprises, Inc., dba Friendly Aviation and RSP Management Services, Inc. v. The Town of Addison, Texas*, in the 192nd Judicial District Court, Dallas County, Texas; Cause No. 05-11030.
- B. *Thielsch Engineering, Inc. v. Town of Addison, Texas*, Cause No. 08-00463, 95th District Court, Dallas County, Texas.

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- C. *Garrett Sherman, as Personal Representative of the Estate of June Sherman, Deceased v. Post Apartment Homes, L.P. and City of Addison*, Cause No. CC-07-08015-B, County Court at Law No. 2, Dallas County, Texas.
 - D. *AN Collision Center of Addison, Inc. d/b/a Bankston Collision Center v. Dallas Area Rapid Transit (DART) and The Town of Addison*, Cause No. 07-11965 , 14th Judicial District Court, Dallas County, Texas.
 - E. *In re Calla Davis, et al*, Case No. 07-0147, Supreme Court of Texas.
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Item #ES2 - Closed (executive) session of the Addison City Council, pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) on a matter in which the duty of the attorney(s) to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code, regarding and relating to the taxation of improvements at Addison Airport.

Item #ES3 - Closed (Executive) session of the Addison City Council, pursuant to Section 551.074, Tex. Gov. Code, to deliberate the evaluation of the City Manager.

Item #R11 - Consideration of any action regarding certain pending litigation, to wit:

- A. *Eddins Enterprises, Inc., dba Friendly Aviation and RSP Management Services, Inc. v. The Town of Addison, Texas*, in the 192nd Judicial District Court, Dallas County, Texas; Cause No. 05-11030.
- B. *Thielsch Engineering, Inc. v. Town of Addison, Texas*, Cause No. 08-00463, 95th District Court, Dallas County, Texas
- C. *Garrett Sherman, as Personal Representative of the Estate of June Sherman, Deceased v. Post Apartment Homes, L.P. and City of Addison*, Cause No. CC-07-08015-B, County Court at Law No. 2, Dallas County, Texas.
- D. *AN Collision Center of Addison, Inc. d/b/a Bankston Collision Center v. Dallas Area Rapid Transit (DART) and The Town of*

Addison, Cause No. 07-11965, 14th Judicial District Court, Dallas County, Texas.

E. *In re Calla Davis, et al*, Case No. 07-0147, Supreme Court of Texas.

Item #R12 - Consideration of any action regarding taxation of improvements at Addison Airport.

Item #R13 - Discussion and consideration of approval of a Resolution regarding compensation for the City Manager.

Adjourn Meeting

Posted:
February 22, 2008 at 5:00 P.M.
Mario Canizares - City Secretary

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

ITEM #WS1

There are no Attachments for this Item.

ITEM #WS2

There are no Attachments for this Item.

ITEM #WS3

There are no Attachments for this Item.

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL
WORK SESSION

February 12, 2008
6:00 P.M. – Town Hall
5300 Belt Line Road
Upstairs Conference Room

Present: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Meier, Mellow and Niemann

Absent: None

Work Session

Item #WS1- Discussion regarding the development opportunities in the Town.

John Hill presented this Item. There was no action taken.

Item #WS2 - Discussion regarding Airport Development Update.

Bill Dyer presented this Item. There was no action taken.

Item #WS3 - Discussion regarding Finance Department succession planning.

Ron Whitehead presented this Item. There was no action taken.

Item #WS4 - Discussion regarding Addison Information Center and Visitor Services offices.

Bob Phillips presented this item. There was no action taken.

There being no further business before the Council, the meeting was adjourned.

Mayor

Attest:

City Secretary

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL
REGULAR SESSION

February 12, 2008
7:30 P.M. – Town Hall
5300 Belt Line Road
Council Chambers

Present: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Meier, Mellow and Niemann

Absent: None

Regular Session

Item #R1 - Consideration of Old Business.

The following employees were introduced to the Council: Betsy Sterns with the Parks and Recreation Department and Passion Hayes with the Human Resources Department.

Item #R2 - Consent Agenda.

#2a - Approval of the Minutes for:

January 22, 2008, Regular City Council Meeting.

Councilmember Niemann moved to duly approve the January 22, 2008, Regular City Council Meeting Minutes.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R3 - Appointment of a member to the Planning & Zoning Commission.

Don Daseke's first term on the Planning and Zoning Commission expired on August 23, 2007. Mr. Daseke was appointed by Councilmember Braun.

Councilmember Braun moved to duly reappoint Don Daseke to the Planning and Zoning Commission for a second term.

Councilmember Meier seconded.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R4 - Discussion and consideration of approval of a Resolution approving and authorizing the City Manager to execute a Master Facilities Agreement between the Town of Addison and UDR, Inc., together with limited partnerships related to and controlled by UDR, Inc., regarding the development of certain property within the Town and the Town's participation in, including payment for, the design and construction of public infrastructure improvements within the property, which property comprises approximately 99.176 acres of land and is commonly known as the Brookhaven Club Drive area and which is generally bounded on the north by Spring Valley Road, on the east by the City of Farmers Branch, on the south by Brookhaven Community College and the City of Farmers Branch, and on the west by Marsh Lane.

Councilmember Niemann moved to duly approve of Resolution R08-002 approving and authorizing the City Manager to execute a Master Facilities Agreement between the Town of Addison and UDR, Inc., together with limited partnerships related to and controlled by UDR, Inc., regarding the development of certain property within the Town and the Town's participation in, including payment for, the design and construction of public infrastructure improvements within the property, which property comprises approximately 99.176 acres of land and is commonly known as the Brookhaven Club Drive area and which is generally bounded on the north by Spring Valley Road, on the east by the City of Farmers Branch, on the south by Brookhaven Community College and the City of Farmers Branch, and on the west by Marsh Lane, subject to review by City Attorney and the City Manager.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R5 - Presentation and briefing on the Town wide WiFi network upgrade by a representative from RedMoon.

Bryan Thompson from RedMoon led the presentation and briefing on the Town wide WiFi network upgrade by a representative from RedMoon.

There was no action taken on this item.

Item #R6 - Discussion regarding compliance by the Town regarding communications with TCEQ (Texas Council on Environmental Quality) to meet federal NPDES (National Pollutant Discharge Elimination System) requirements with regard to storm water quality.

Nancy Cline led the discussion regarding compliance by the Town regarding communications with TCEQ (Texas Council on Environmental Quality) to meet federal NPDES (National Pollutant Discharge Elimination System) requirements with regard to storm water quality.

There was no action taken on this item.

Item #R7 - Consideration and approval to fund the Cavanaugh Flight Museum sponsorship request in the amount of \$50,000 to assist the Museum in their marketing efforts.

Councilmember Kraft moved to duly approve to fund the Cavanaugh Flight Museum sponsorship request in the amount of \$50,000 to assist the Museum in their marketing efforts.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann
Voting Nay: None
Absent: None

Item #R8 - PRELIMINARY PLAT/Thomas Developments Addition. Consideration of approval of a preliminary plat for two lots on 2.1602 acres of land, located at the southeast corner of Keller Springs Road and Midway Road, on application from Thomas A. Spagnola, represented by Mr. Jerry DeFeo.

Councilmember Niemann moved to duly approve a preliminary plat for two lots on 2.1602 acres of land, located at the southeast corner of Keller Springs Road and Midway Road, on application from Thomas A. Spagnola, represented by Mr. Jerry DeFeo.

Councilmember Kraft seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann
Voting Nay: None
Absent: None

Item #R9 - Submission of Racial Profiling Report for calendar year 2007.

Ron Davis led the discussion of the Racial Profiling Report for calendar year 2007.

There was no action taken on this item.

Item #R10 - Consideration and approval of an agreement with Del Carmen Consulting, L.L.C., to conduct audits, perform a search study, make recommendations and provide

ongoing assessment of racial profiling data relevant to the Texas Racial Profiling Law and prepare the 2008 report.

Councilmember Kraft moved to duly approve an agreement with Del Carmen Consulting, L.L.C., to conduct audits, perform a search study, make recommendations and provide ongoing assessment of racial profiling data relevant to the Texas Racial Profiling Law and prepare the 2008 report.

Councilmember Mellow seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R11 - Discussion and presentation regarding amended landscape regulations for the Council's review.

Carmen Moran led the discussion and presentation regarding amended landscape regulations for the Council's review.

There was no action taken on this item.

Item #R12 - Consideration and approval of a bid to American Landscape Systems, Inc., totaling \$105,641.60 for landscape renovation and tree replacement planting in various parts of town.

Councilmember Braun moved to duly approve a bid to American Landscape Systems, Inc., totaling \$105,641.60 for landscape renovation and tree replacement planting in various parts of town, subject to final review by the City Attorney.

Councilmember Niemann seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Councilmember Kraft recused himself for Item #R13 and left Council Chambers.

Item #R13 - Consideration and approval of an ordinance granting meritorious exception to Section 62-163, Area of Signs, for Two Rows Restaurant and Brewery located at 17225 Dallas Parkway.

Councilmember Mellow moved to duly approve Ordinance 008-002 granting meritorious exception to Section 62-163, Area of Signs, for Two Rows Restaurant and Brewery located at 17225 Dallas Parkway.

Councilmember Hirsch seconded. Motion carried.

Voting Aye: Chow, Hirsch, Mellow, Niemann

Voting Nay: Braun, Meier

Abstaining: Kraft

Councilmember Kraft returned to Council Chambers.

Item #R14 - Consideration and approval of an ordinance granting meritorious exception to Section 62-163, Area of Signs, for Rockhouse Grille located at 4060 Belt Line Road.

Councilmember Meier moved to deny an ordinance granting meritorious exception to Section 62-163, Area of Signs, for Rockhouse Grille located at 4060 Belt Line Road.

Councilmember Braun seconded. Motion carried.

Voting Aye: Hirsch, Niemann, Meier, Braun

Voting Nay: Chow, Kraft, Mellow

Absent: None

Item #R15 - Consideration and approval of a resolution to enter into a joint election agreement and election service agreement in the amount of \$6,000.00 with Dallas County to conduct Addison's Municipal Election on May 10, 2008.

Councilmember Braun moved to duly approve Resolution No. R08-003 to enter into a joint election agreement and election service agreement in the amount of \$6,000.00 with Dallas County to conduct Addison's Municipal Election on May 10, 2008.

Councilmember Niemann seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R16 - Consideration and approval of an ordinance calling for a general election to be held on May 10, 2008, for the purpose of electing three (3) Council members.

Councilmember Niemann moved to duly approve Ordinance 008-003 calling for a general election to be held on May 10, 2008, for the purpose of electing three (3) Council members.

Councilmember Kraft seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R17 -Consideration and approval of a resolution certifying that the ADA iVotronic v. 8.0.1.0. provided by Election Systems and Software is an accessible voting system that may legally be used in Texas elections.

Councilmember Meier moved to duly approve Resolution R08-004 certifying that the ADA iVotronic v. 8.0.1.0. provided by Election Systems and Software is an accessible voting system that may legally be used in Texas elections.

Councilmember Niemann seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann
Voting Nay: None
Absent: None

Item #R18 - Consideration and approval to authorize the City Manager to enter into a contract in an amount not to exceed \$204,600.00 with Bassco, Inc., for repairs to the Addison Airport Bulk Fuel Storage Facility.

Councilmember Braun moved to duly approve a bid to authorize the City Manager to enter into a contract in an amount not to exceed \$204,600.00 with Bassco, Inc., for repairs to the Addison Airport Bulk Fuel Storage Facility.

Councilmember Mellow seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann
Voting Nay: None
Absent: None

There being no further business before the Council, the meeting was adjourned.

Mayor-Joe Chow

Attest:

City Secretary-Mario Canizares

Council Agenda Item: #R3

SUMMARY:

Consideration and approval of an Addendum to a Private Switch 9-1-1 Service Agreement between the Town of Addison, Tarrant County 9-1-1 District, Electronic Data Systems Corporation, and EDS Information Services L.L.C., regarding the provision of private switch 9-1-1 service to Bank of America at 16001 N. Dallas Parkway.

FINANCIAL IMPACT:

9-1-1 fees generated just under \$400,000 in FY 2007. EDS will be required to remit 9-1-1 service fees but these will be minimal. EDS will reimburse the Tarrant County 9-1-1 District directly for charges incurred by subscribing to private switch 9-1-1 service so there is no net financial impact to the Town.

BACKGROUND:

EDS has developed an agreement with the Tarrant County 9-1-1 District to accommodate all of their branch locations that are within the footprint of the AT&T Texas 9-1-1 tandem and database infrastructure. The multi-party private switch 9-1-1 agreement provides a common 9-1-1 solution for corporate enterprise networks such as EDS to establish the level of 9-1-1 service that correctly identifies the street address location for extension lines located across jurisdictions.

EDS has executed addendums to the Tarrant County 9-1-1 District agreement with the City of Dallas and the City of Richardson to accommodate branch locations in those cities. EDS is requesting an addendum be executed with Addison to accommodate the Bank of America location at 16001 N. Dallas Parkway.

Through the agreement the Tarrant County 9-1-1 District and Addison would authorize EDS to implement private switch 9-1-1 service with digital trunks obtained from AT&T. The Tarrant County 9-1-1 District will incur the AT&T non-recurring charges and monthly rates associated with the provision of private switch 9-1-1 and pass those along to EDS.

RECOMMENDATION:

It is recommended Council authorize the City Manager to execute an Addendum to a Private Switch 9-1-1 Service Agreement between the Town of Addison, Tarrant County 9-1-1 District, Electronic Data Systems Corporation, and EDS Information Services L.L.C., regarding the provision of private switch 9-1-1 service to Bank of America at 16001 N. Dallas Parkway.

**ADDENDUM TO
PRIVATE SWITCH 9-1-1 SERVICE AGREEMENT**

This Addendum to Private Switch 9-1-1 Service Agreement (“Addendum”) is an addendum (as to the District, as hereinafter defined) to an agreement entitled “9-1-1 Service Agreement for Private Switch Providers” executed on _____, 200__ (a true and correct copy of which is attached hereto as Exhibit A) (the “Agreement”) between Tarrant County 9-1-1 District (the “District”), an emergency communications district created under Chapter 772, Subchapter C, Texas Health & Safety Code, the City of Dallas, Texas (“Dallas”), the City of Richardson, Texas (“Richardson”) (Dallas and Richardson being referred to together as the “Cities”), and Electronic Data Systems Corporation and EDS Information Services L.L.C. (referred to in the Agreement and herein as the “PSP” (private switch provider)).

This Addendum is, as to the District, supplemental to the Agreement, and the provisions of the Agreement, to the extent not inconsistent with this Addendum and to the extent applicable to this Addendum, apply to this Addendum. To the extent of any conflict between the Agreement and this Addendum, the terms and provisions of this Addendum shall control.

Recitals:

1. PSP owns an enterprise telecommunications system leased to the Bank of America, a _____ corporation (“Bank of America”) whose locations are listed in Attachment 1 to the Agreement, some of which are within the jurisdiction of the District and Addison.

2. Bank of America is establishing an additional location (the “New Location”) at 16001 N. Dallas Parkway within the Town of Addison, Texas (“Addison”), and the District and PSP desire to amend the Agreement by adding thereto the New Location and Addison as a party to the Agreement with respect to the New Location only.

3. The District and Addison have determined that it is technically feasible to accommodate private switch 9-1-1 (“PS911”) service at the New Location in the manner requested by PSP.

4. The District is willing to subscribe with Southwestern Bell Telephone Company, a Texas corporation d/b/a AT&T Texas (“AT&T”) for the necessary services to provision PS911 database services for the New Location with the concurrence and cooperation of Addison.

5. PSP is willing to reimburse the District for certain expenses incurred by the District in subscribing to PS911 service for the New Location.

6. The terms and conditions as provided in the Agreement will be in full force and effect, but to include provisions stated in this Addendum.

NOW, THEREFORE, the District, Electronic Data Systems Corporation, EDS Information Services L.L.C., and Addison, in addition to the terms and conditions of the Agreement and in consideration of the mutual promises herein contained, do mutually agree as follows:

I. OBLIGATIONS OF DISTRICT AND ADDISON

A. The District and Addison shall authorize the PSP to implement PS911 service with digital trunks obtained from AT&T that are provisioned by a digital end-office switch that is identified in AT&T's 9-1-1 serving plan as approved by the District and Addison.

B. The District agrees to incur the AT&T tariffed non-recurring charges and monthly rates associated with the provision of PS911 service for the PSP that are billed to the District for maintenance of the 9-1-1 database associated with the New Location.

II. OBLIGATIONS OF PSP

A. PSP must cooperate with the District and Addison in the development and maintenance of the Master Street Address Guide (MSAG).

B. PSP must notify the District and Addison prior to making modifications to the enterprise telecommunications system serving the New Location which may affect the PS911 service arrangement. This includes, but is not limited to, changing dial-tone provider, adding direct inward dialing (DID) number ranges, providing service to residential end users within the jurisdiction of Addison.

III. CHARGES

PSP agrees to reimburse the District for the charges the District incurs from subscribing to PS911 Service at AT&T's approved tariff rates for all locations covered by this Agreement, including the New Location as described in this Addendum.

IV. TERM

The term of this Addendum shall be from year to year beginning on the date executed, and shall be automatically renewed annually unless terminated earlier as herein provided. This Addendum may be terminated before the end of the annual renewal period by Addison with thirty (30) days prior written notice; provided, however that, notwithstanding any other provision of this Addendum, Addison may terminate this Addendum without notice in the event of a public emergency, as reasonably and solely determined by Addison.

VII. INSURANCE

PSP covenants and agrees that it will, at its expense, maintain a general liability insurance policy covering the private telephone switch with coverage in the amount of not less than One Hundred Thousand Dollars (\$100,000.00) for injuries or death to any one person, not less than Three Hundred Thousand Dollars (\$300,000.00) for injuries or death to more than one person, and not less than One Hundred Thousand (\$100,000.00) for any injury to or destruction of property in any one accident or occurrence. Said policy shall name PSP, the District, and the Town of Addison, Texas as the insured. PSP shall remit, annually, a current certificate of insurance coverage to the District and Addison.

VIII. OBLIGATIONS OF LOCAL GOVERNMENT UNITS

Nothing in this Addendum shall alter in any manner the obligation of the local government unit providing fire, police, or emergency medical service to the area from which a 9-1-1 emergency call is made from the obligation to respond to such call. All parties to this Addendum do acknowledge and agree that the Cities shall not be third party beneficiaries of this Addendum; that Cities shall not have any rights or causes of action against Addison arising from this Addendum; and that Cities shall not have any rights of enforcement against Addison arising from this Addendum.

IX. NOTICES

Any notice required or permitted to be given by the District and Addison to PSP under this agreement shall be mailed to PSP certified or registered U. S. Mail, postage prepaid, return receipt requested to the following address:

Any notice required or permitted to be given by PSP to the District under this Addendum shall be mailed by certified or registered U. S. Mail, postage prepaid, return receipt requested, or delivered, to the following address:

Tarrant County 9-1-1 District
100 East 15th Street
Suite 420
Fort Worth, TX 76102

Any notice required or permitted to be given by PSP to Addison under this Addendum shall be mailed by certified or registered U. S. Mail, postage prepaid, return receipt requested, or delivered, to the following address:

Town of Addison, Texas
5300 Belt Line Road
Dallas, Texas 75254
Attn: City Manager

X. SUCCESSORS AND ASSIGNS

PSP, the District, and Addison bind themselves and their successors, executors, administrators and assigns to the other parties in respect to all covenants of this Addendum. Neither the District nor PSP shall assign, sublet or transfer its interest in this Addendum without the prior written consent of the other, and also Addison. Any appointment by the PSP of an agent to perform any of the duties specified in this Addendum must have the prior written approval of the District. Nothing herein shall be construed as creating any liability on the part of any officer or agent of any public body that may be a part hereto.

EXECUTED this ____ day of _____, 2008.

**ELECTRONIC DATA SYSTEMS
CORPORATION**

TARRANT COUNTY 9-1-1 DISTRICT

By: _____
Typed/printed name: _____
Title: _____
EDS INFORMATION SERVICES L.L.C.

By: _____
Greg Petty, ENP
Executive Director

By: _____
Typed/printed name: _____
Title: _____

TOWN OF ADDISON, TEXAS

By: _____
Typed/printed name: _____
Title: _____

EXHIBIT A

*[Attach copy of 9-1-1 Service Agreement for Private Switch Providers
between the District, Dallas, and Richardson]*

**9-1-1 SERVICE AGREEMENT FOR
PRIVATE SWITCH PROVIDERS**

THE STATE OF TEXAS §
 §
COUNTY OF TARRANT §

This is an agreement between the Tarrant County 9-1-1 District, hereinafter called "DISTRICT", the City of Richardson and the City of Dallas, hereinafter called "CITIES", which are political subdivisions of the State of Texas recognized and operated pursuant to [Texas Health & Safety Code, Chapter 771/772 or Local Government Code, Chapter 391], as amended, and Electronic Data Systems Corporation and EDS Information Services L.L.C., jointly and severally a business service user and private switch provider (PSP) as defined in Texas Health & Safety Code, Chapter 772, whose principal address is 5400 Legacy Drive, Plano, Texas 75024.

RECITALS

WHEREAS, the PSP owns the enterprise telecommunication system leased to the Bank of America whose locations listed in Attachment 1 to this Agreement are within the jurisdiction of the District and Cities; and,

WHEREAS, the PSP is willing and able to perform the duties imposed on a business service user and PSP by the provisions of Texas Health & Safety Code, Chapters 771 and 772; and,

WHEREAS, applicable provisions of Texas Health & Safety Code, Chapters 771 and 772, require that (1) A business service user that owns or leases a publicly or privately owned private switch used to provide telephone services to nonaffiliated businesses shall provide to those business end users the same level of 9-1-1 service that a service supplier is required to provide to other business end users in the district, and (2) A business service user that owns or leases a publicly or privately owned telephone switch used to consolidate telephone services at two or more physical addresses shall provide a level of 9-1-1 service that identifies an accurate physical address and telephone number for each 9-1-1 call; and,

WHEREAS, under the tariffs approved by the Public Utility Commission of Texas, the District and Cities are local governmental entities authorized to subscribe to tariffed Private Switch 9-1-1 (PS911) service; and,

WHEREAS, the District and Cities are willing to order the necessary tariffed PS911 services from AT&T-Texas to provide compliance with Texas Health & Safety Code, Chapters 771 and 772; and,

WHEREAS, the PSP is willing to reimburse the District and Cities for certain expenses incurred by the District and Cities in subscribing to PS911 service;

THEREFORE, the District and Cities, and the PSP, in consideration of the mutual promises herein contained, do mutually agree as follows:

I. OBLIGATIONS OF DISTRICT AND CITIES

- A. The District and Cities agree to authorize the PSP to implement PS911 service with digital trunks obtained from AT&T-Texas (AT&T) that are provisioned by a digital end-office switch that is identified in AT&T's 9-1-1 serving plan as approved by the District and Cities.
- B. The District agrees to incur the AT&T tariffed non-recurring charges and monthly rates associated with the provision of PS911 service for the PSP that are billed to the District for maintenance of the 9-1-1 database.
- C. So long as the PSP operates in conformance with the requirements of Texas Health & Safety Code, Chapters 771/772 and this agreement, the District and Cities agree not to pursue remedies as provided hereunder.

II. OBLIGATIONS OF PSP

A. Same level 9-1-1 service.

1. The PSP agrees to utilize an enterprise telecommunications system that is equipped to send properly formatted Calling Party Number (CPN) information over digital trunks for transmission as Automatic Number Identification (ANI) on 9-1-1 calls, and that will bring PSP into full compliance with the requirements of Texas Health & Safety Code, Chapters 771/772.
2. The PSP agrees that the PSP, or its authorized agent, shall keep current the database associated with the PS911 service. To this end, the PSP, or its authorized agent, shall ensure updates are provided to the 9-1-1 database *as changes occur* by transmitting data from the PSP's computer to the AT&T 9-1-1 database computer. The PSP, or its authorized agent, must provide a computer and appropriate communications software to access AT&T's 9-1-1 database computer for transmitting updates in compliance with the database methods and procedures written by AT&T, as amended from time to time. The PSP further agrees that the PSP, or its authorized agent, shall verify *on a daily basis* the accuracy of the files uploaded to the 9-1-1 database. Should errors be reported to the PSP by AT&T, the PSP shall correct such errors *as soon as practicable, but no later than the business day following the day the error is reported by AT&T.*
3. The PSP shall cooperate with the District in the development and maintenance of the Master Street Address Guide (MSAG).

B. Collection of 9-1-1 service fee.

1. The PSP stipulates that the enterprise telephone system covered by this Agreement will not be used to provide service to any residential end-users, or any business end-user other than Bank of America. Therefore, the PSP shall not be required to bill, collect, and remit 9-1-1 service fees as otherwise required by Texas Health & Safety Code, Chapter 771/772.
2. This PS911 Agreement does not replace or change the standard 9-1-1 service fees assessed by the PSP's local service provider on the digital trunks.

III. CHARGES

A. The PSP agrees to reimburse the District for charges the District may incur by subscribing to PS911 Service at AT&T's approved tariff rates, as follows:

1. A one-time charge in the amount of \$155.00 to establish an administrative site.
2. Database charges in the amount of \$.70 per month per 10 records, and \$5.05 non-recurring charge per 10 records stored in the SWBT 9-1-1 database.
3. It is agreed that since the enterprise telecommunications system will be equipped with compatible digital trunks provided by AT&T-Texas, the PSP will subscribe to an optional feature called Inform 911 Service, and all above stated PS911 database charges as well as the tariff rate for Inform 911 Service shall be billed directly to PSP by AT&T-Texas.

In the event the PSP elects to change local service providers and the enterprise telephone system is equipped with compatible digital trunks provided by any other certified local exchange carrier (CLEC), the PSP acknowledges that it is responsible for any cost that may be imposed by their designated CLEC for using the digital trunks to transport 9-1-1 calls in conjunction with the PS911 Service. In this configuration, the applicable AT&T-Texas tariff charges for PS911 Service will be billed to the District and reimbursement under paragraph B below will apply.

B. If applicable, the District shall invoice the PSP monthly for the reimbursement amount due from the PSP. The PSP shall remit payment within 30 days of invoice date. A one-time 2% late payment charge will be assessed if payment is not received within 30 days of the invoice date.

C. Cancellation of the use of this enterprise telecommunications system, in whole or in part, by the business service user or the PSP prior to the establishment thereof, will require reimbursement to the District of any charges that may have been incurred by the District for ordering the AT&T PS911 service. These charges may include, but are not limited to, the cost of engineering, manufacturer's billings resulting from equipment orders, installation, assembly, labor, cost of removal and any other cost incurred by AT&T up to the time of cancellation, **but not to exceed the total non-recurring charges listed in III A.1 and 2 above.**

IV. TERM

The term of this agreement shall be one year from the date of execution and shall be automatically renewed annually unless terminated earlier as herein provided.

V. DEFAULT

A. Conditions of default. The PSP understands and agrees that maintenance of the private

enterprise telecommunications system and of the 9-1-1 database are of the essence of this agreement. The failure of the PSP to maintain the enterprise telecommunications system or the database according to the requirements of the database methods and procedures, or the failure on the PSP's part to cooperate with the development and maintenance of the MSAG, or the non-payment of any charges due hereunder constitutes a condition of default under this agreement. Questions as to whether a condition of default exists shall be settled by the District.

B. Notice of default. Upon a determination by the District that a condition of default exists, the District shall notify the PSP of the type and nature of the condition by written notice given to the PSP by registered or certified United States Postal Service mail, postage prepaid, return receipt requested, or hand delivered by courier, to the address shown in Sec. VIII of this agreement. Any such notice delivered by United States Postal Service certified mail, or by courier service shall be conclusively deemed to have been served upon and received by the PSP on the date of delivery as shown on Return Receipt for Certified Mail (PS Form 3811), or the courier service receipt.

C. Cure. The PSP shall have ten working days from the receipt of the notice of default to notify the District of the PSP's exact plan to cure the default. The plan proposed by the PSP must include the estimated length of time required for the cure. If the PSP's proposed cure is approved by District, PSP shall begin to implement the plan immediately. If the PSP's proposed cure is not approved by the District, the PSP shall have five working days to modify the plan according to the concerns specified by the District.

D. Remedies. Should the PSP not act promptly to devise a plan acceptable to the District to cure the default, or be unable to cure the default within the time specified, District reserves the right to pursue all legal remedies, including but not limited to the following:

1. Termination of this agreement, with notice to the Attorney General of the State of Texas that PSP is doing business in Texas without complying with State laws.
2. Seek a restraining order to enjoin the use of the enterprise telecommunications system, with notice to the Bank of America.

VI. TERMINATION

As long as the PSP provides leased telephone service through stations served by a the enterprise telecommunications system, the PSP is required to comply with Texas law regarding private telephone switches and 9-1-1 service. Should the PSP choose to discontinue the use of the enterprise telecommunications system, the PSP shall give the District 60 days prior written notice of the date of discontinuance of the enterprise telecommunications system. This agreement shall not terminate until all amounts that may be due to the District by the PSP have been paid. This agreement shall be terminated upon the date of discontinuance of the enterprise telecommunications system or on the date of final payment of all amounts due to the District by the PSP if such amounts are due and unpaid on the date of discontinuance of the private enterprise telecommunications system.

VII. INSURANCE

The PSP covenants and agrees that it will, at its expense, maintain a general liability insurance policy covering the private telephone switch with coverage in the amount of not less than One Hundred Thousand Dollars (\$100,000.00) for injuries or death to any one person, not less than Three Hundred Thousand Dollars (\$300,000.00) for injuries or death to more than one person, and not less than One Hundred Thousand (\$100,000.00) for any injury to or destruction of property in any one accident or occurrence. Said policy shall name the PSP, the District, and the Cities as the insured. The PSP shall remit, annually, a current certificate of insurance coverage to the District and the Cities.

VIII. NOTICES

Any notice required or permitted to be given by District to PSP under this agreement shall be mailed to the PSP certified or registered U. S. Mail, postage prepaid, return receipt requested to the following address:

Electronic Data Systems Corporation

5400 Legacy Drive

Plano, TX 75024

Any notice required or permitted to be given by PSP to the District under this agreement shall be mailed by certified or registered U. S. Mail, postage prepaid, return receipt requested, or delivered, to the following address:

TARRANT COUNTY 9-1-1 DISTRICT
100 East 15th Street
Suite 420
Fort Worth, TX 76102

(addresses for the City of Plano and the City of Dallas to be inserted here)

IX. SUCCESSORS AND ASSIGNS

The District, the Cities, and the PSP bind themselves and their successors, executors, administrators and assigns to the other party in respect to all covenants of this Agreement. Neither the District, the Cities, nor the PSP shall assign, sublet or transfer its interest in this Agreement without the prior written consent of the other. Any appointment by the PSP of an agent to perform any of the duties specified in this agreement must have the prior written approval of the District. Nothing herein shall be construed as creating any liability on the part of any officer or agent of any public body, which may be a part hereto.

X. MODIFICATIONS

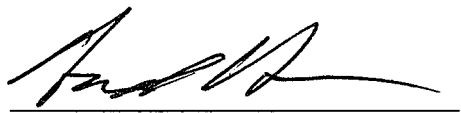
This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect.

XI. APPLICABLE LAW

This agreement shall be governed by and construed according to the laws of the State of Texas. Venue for any action or claim arising out of this agreement shall be in Tarrant County, Texas.

EXECUTED this 10th day of November, 2007.

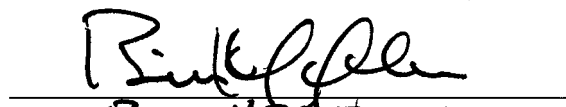
For
ELECTRONIC DATA SYSTEMS
CORPORATION


By: Andrew Houser
Title: U.S. Director

For
TARRANT COUNTY 9-1-1 DISTRICT


By: Greg Petrey, ENP
Title: Executive Director


For
CITY OF RICHARDSON


By: Bill Kasper
Title: City Manager

For
CITY OF DALLAS


By: _____
Title: City Manager

For
EDS INFORMATION SERVICES L.L.C.


By: Andrew Houser
Title: U.S. Director

Approved As To Form:
THOMAS P. PERKINS, JR.,
City Attorney


By: _____
Assistant City Attorney

ATTACHMENT 1 to Private Switch 9-1-1 Service Agreement for EDS for Bank of America
July 3, 2007

Locations included in the PS911 Service Configuration:

- 1025 Elm St, Dallas 75202-3113
- 1401 Elm St, Dallas 75202-2958
- 901 Main St, Dallas 75202-3714
- 1201 Main St, Dallas 75202-3908
- 411 N Akard St, Dallas 75201-3307
- 225 E John Carpenter Fwy, Irving 75062-2711
- 3000 Telecom Pkwy, Richardson 75082-3526

ITEM #R4

There are no Attachments for this Item.

**MERITORIOUS EXCEPTION TO THE ADDISON SIGN ORDINANCE
STAFF REPORT
ME 2008-3**

Date: February 6, 2008
Location of Request: 14280 Marsh Ln
Business: Tom Thumb

Ordinance Requirement

Sec. 62-162 Premises Sign

(C) There shall be only one sign for each façade for each tenant.

Sec. 62-163. Area.

Total effective area of attached signs shall not exceed the following schedules:

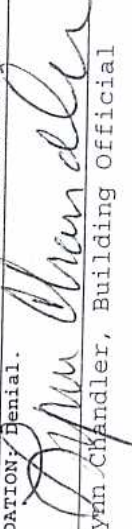
- (1) On an attached sign located at a height of up to 36 ft, the effective area is limited to 1 sq ft of sign area for each linear foot of building frontage not to exceed 100 sq ft
- (2) An attached sign located at or exceeding a height of 36 ft shall be permitted an increase in maximum effective area. Such increases shall not exceed 4 sq ft in effective area for each additional 1 ft of height above 36 ft measured from the base of the sign to the building grade.
- (3) Attached signs may be located on each façade; however, the sum of the effective area of all attached signs shall not exceed twice the allowable effective area as specified in subsections (1) and (2) of this section.
- (4) Building with 4 or more stories in height may have not more than 2 attached signs per façade provided that:
 - a. Each sign is designated for a separate tenant.
 - b. One sign must be located on or near the uppermost story of the building while the 2nd sign is to be located on the 1st or ground level floor.
 - c. Signs may be no closer than 30 ft apart.
 - d. The combined effective sq footage of both signs may not exceed twice the allowed effective sq footage as specified in subsections (1) and (2) of this section.
- (5) Maximum letter/logo height of attached signs shall not exceed twice the allowable effective area as specified in subsections (1) and (2) of this section. Maximum letter/logo height of attached signs shall be determined by the following schedule:

Sign Height (feet)	Letter/Logo Height (inches)	Maximum
0 - 36	16	
37 - 48	36	
49 - 100	48	
101 - 150	60	
151 and up	7	

- a. Letter heights in excess of 72 inches must be approved by the city council.
- b. Not more than 50% of the letters in each individual sign height category may be 25% taller than the specified maximum letter/logo height.
- (6) Copy on awnings is allowed in accordance with the above regulations for area and letter height. For back-lit awnings, the area of the sign shall be based on the area of the awning that is back-lit or illuminated.

STAFF RECOMMENDATION: Denial.

STAFF:


Lynn Chandler, Building Official

Request

The applicant is requesting:

- Signs on the West façade as follows;
 1. A Starbucks Coffee sign with 14" letters approximately 22 sq ft in area.
 2. A Pharmacy sign with 30" letters and a Pestle and Mortar logo 39" in height approximately 47 sq ft in total area.
 3. An existing Tom Thumb sign approximately 200 sq ft in area.
 4. A Signature Cafe sign approximately 20 sq ft in area.

Variance

The ordinance allows:
 1. Only one sign per façade per tenant with a maximum square footage of 100 sq ft.
 Letter and logo heights are limited to a maximum height of 16" with 50% of the letters or logos allowed to be a maximum of 20" in height.
 2. ORD NO 094-018 allowed a Tom Thumb sign approximately 200 sq ft in area with letters 24" to 68" in height and a 32 sq ft Pharmacy sign and a 17 sq ft Food sign with letters 20" to 24" in height.

Addison!

BUILDING INSPECTION DEPARTMENT 16801 Westgrove Dr Addison Texas 75001 972/450-2881 fax: 972/450-2837

Application for Meritorious Exception to the Town of Addison Sign Ordinance

Application Date: 02-05-08

Filing Fee: \$200.00

Applicant: S.C. COMPANIES (RON YEARY)

Address: 8214 WESTCHESTER Suite#: 850

DAUWAS TX 75225
City State Zip

Phone#: 214 343 4477 / Direct
Fax#: 214 340 1029 214 365-4635

Status of Applicant: Owner _____ Tenant _____ Agent

Location where exception is requested:

14280 MARSH LANE, ADDISON, TX. 75234 - SIGNAGE ON THE BLDG FRONT ELEVATION

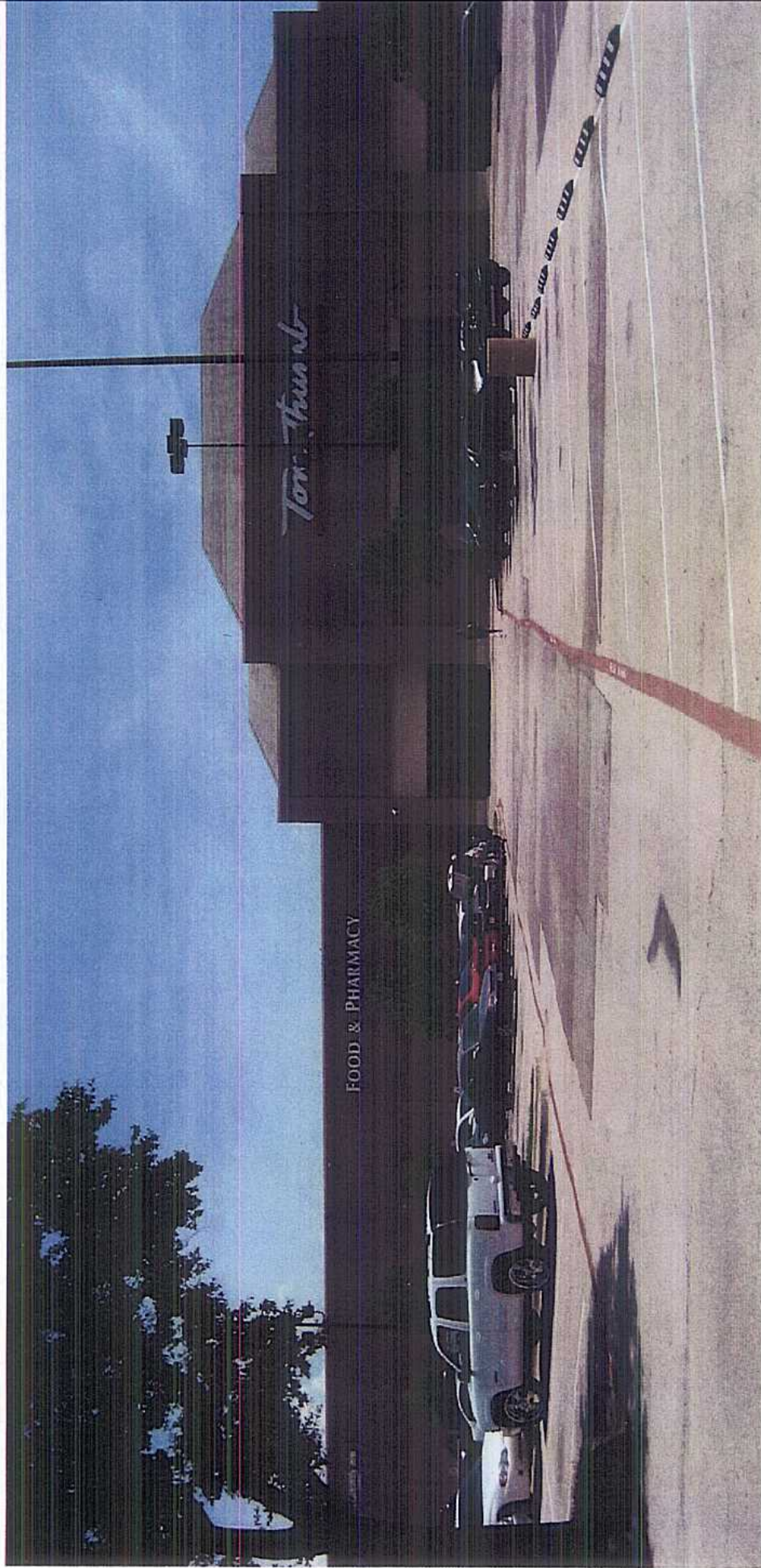
Reasons for Meritorious Exception:

At considerable expense, Randall's/Tom Thumb has begun a comprehensive remodel of their store that includes both an interior and exterior scope. The exterior scope includes updating the signage that is attached to the front elevation of the store - to a corporate standard designed by their parent company - Safeway. The signage change out will increase the sign square footage by 40 square feet. The remodel is being done to provide their customers a completely upgraded environment - new finishes, new lighting, new merchandise fixtures, etc. - which will enhance the entire customer experience - from arrival to departure. The exterior is no exception and as an anchor store at this shopping center, it is Tom Thumbs desire to provide its customers a noticeable updated exterior that will enhance the shopping center's appearance and its function within your community.

12 COPIES OF THE PROPOSED SIGN SHOWING:

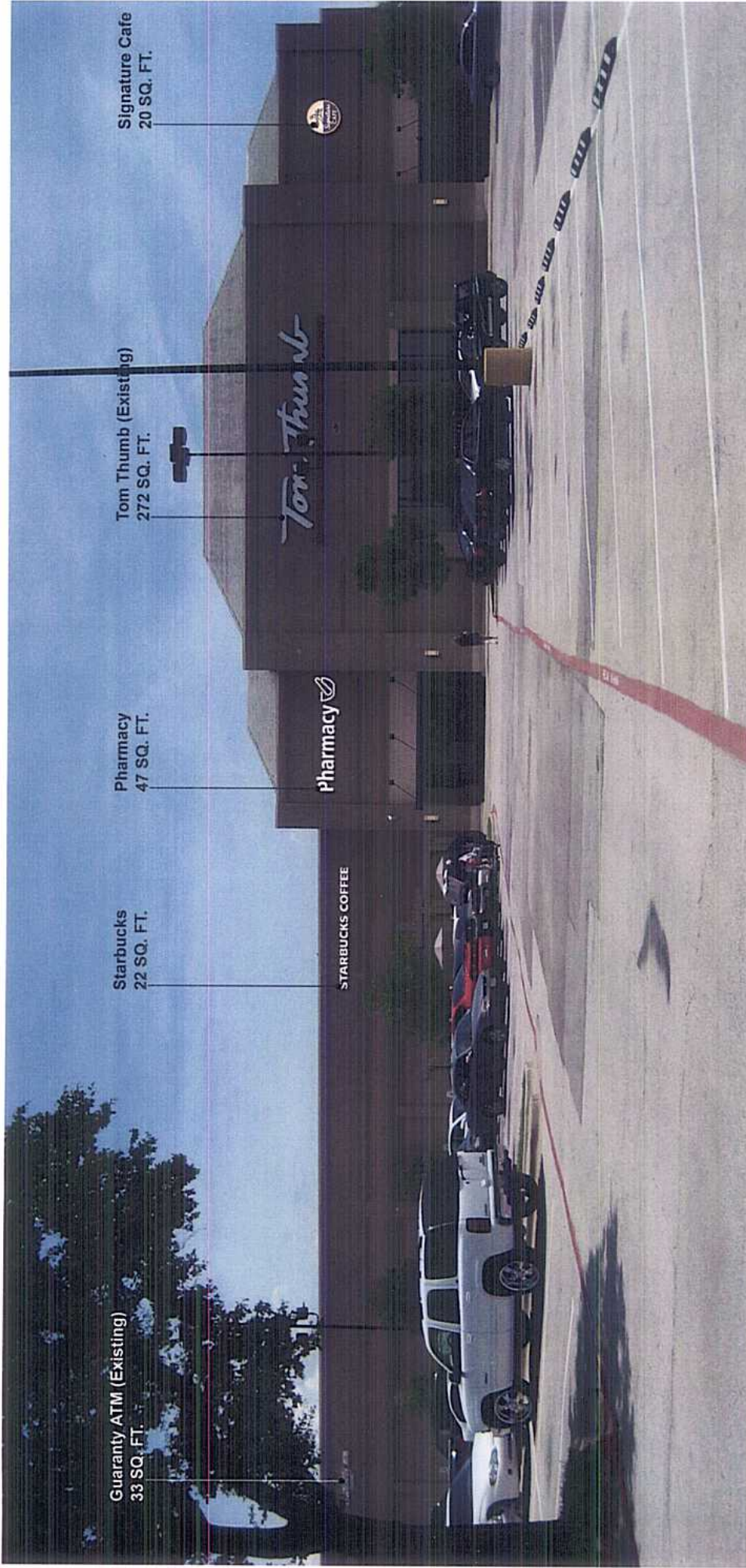
1. Lot Lines
2. Names of Adjacent Streets
3. Location of Existing Buildings
4. Existing Signs
5. Proposed Signs
6. Sketch of Sign with Scale and Dimensions Indicated (8.5 x 11 PLEASE)

Date Fees Paid _____ Check # _____ Receipt # _____



Texas # 2643
Existing Signage

TOTAL PROPOSED SIGNAGE:
281,361 SQ. FT.



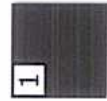



Store #2643 Addison, TX

Store Design - Texas

Proposed Scheme "Lifestyle Core Plus"

October 9, 2007

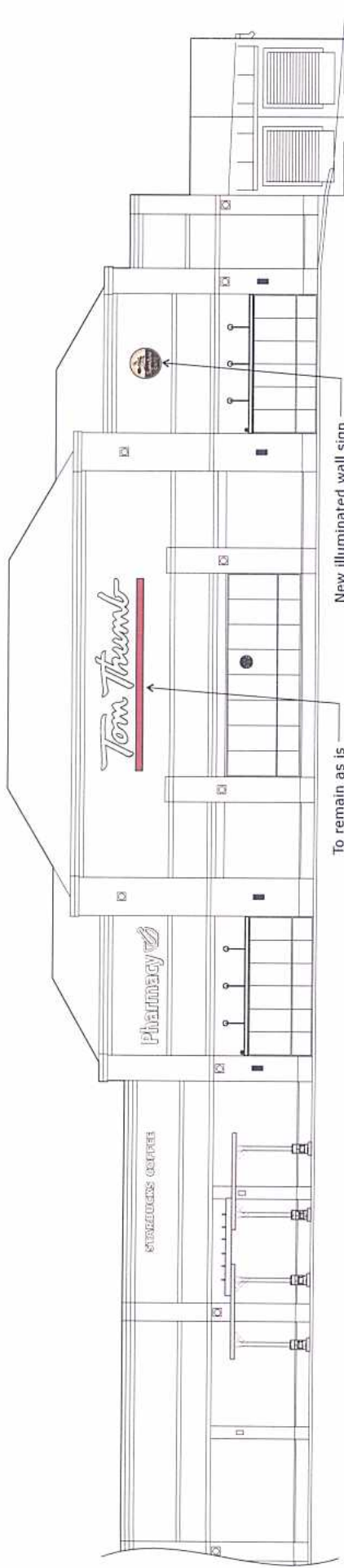
Legend: Paint Color Scheme

	1	Gargoyle - BM 1546 (Benjamin Moore Paint)		3
	2	Desert Gray - DEC760 with 25% darkener (Dunn Edwards)		4

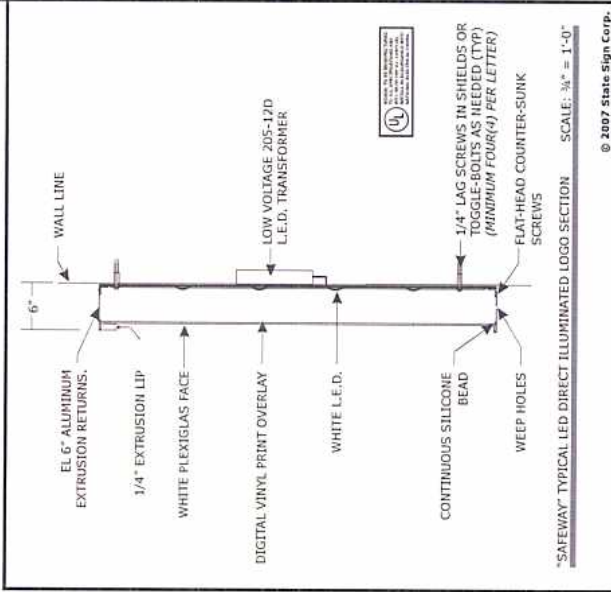
	5	Black - DEA 187 (Dunn Edwards Paint)		6
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Notes

- 60" Signature Cafe Sign
- 30" Pharmacy Sign
- Existing Starbucks disc to remain
- 14" In-Line white Starbucks Coffee
- Existing Bank Sign to remain
- Install Outdoor Merchandisers per plan
- Install two light sconces at entry for a total of four sconces

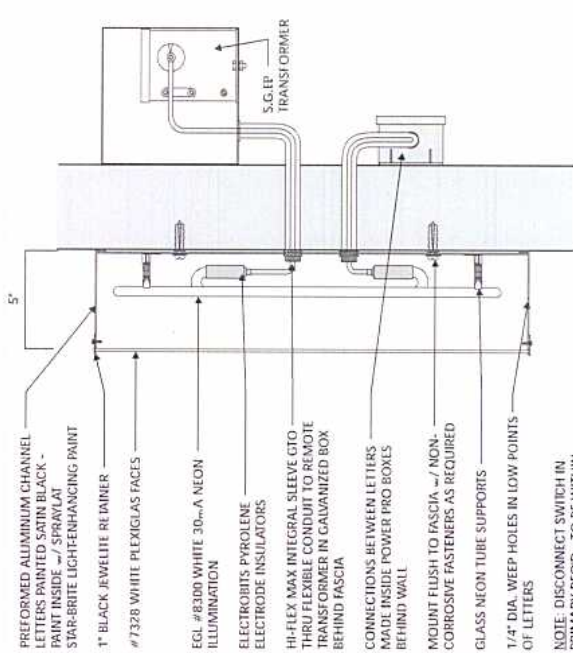
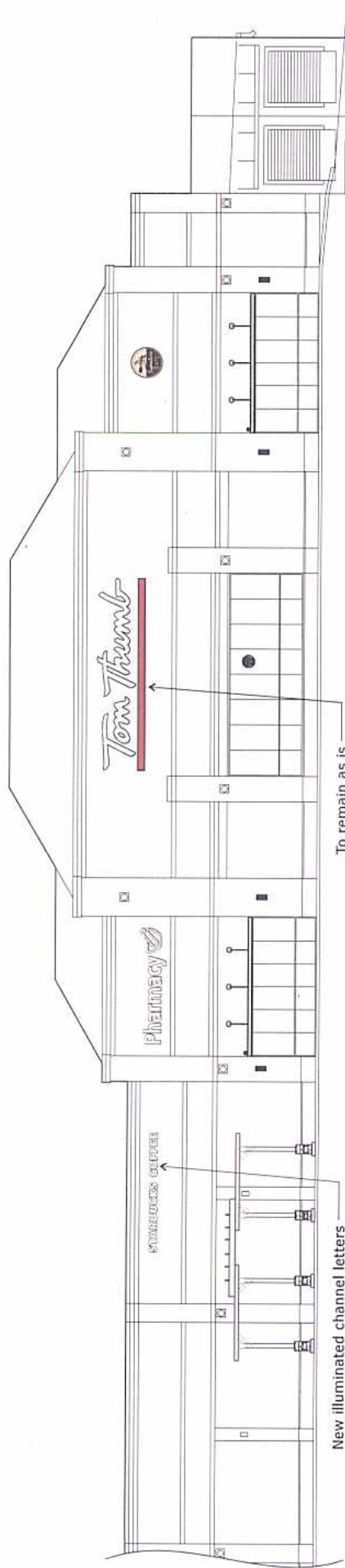


COLOR & MATERIAL SCHEDULE
CABINET: 6" DEEP FABRICATED EXTRUSION CABINET PAINTED TO MATCH PANTONE BLACK 5C.
FACE: WHITE ACRYLIC FACE WITH TRANSLUCENT DIGITAL VINYL PRINT.
ILLUMINATION: WHITE L.E.D. DIRECT ILLUMINATION.
ATTACHMENT: MOUNTED FLUSH TO FASCIA.
ALWAYS VERIFY BEFORE MFG.



SCALE: 1/2" = 1'-0"

STATE SIGN EST. 1986 www.statesign.com	Corporate Office 7630 Hansen Houston, TX 77061 713.943.1832 409.735.5553 713.943.9771 [fax] 409.735.9124 [fax]	Branch Office 3400 South Hwy 87 Orange, TX 77630 409.735.5553 409.735.9124 [fax]	This drawing is the property of State Sign Corp. and all rights to its use for reproduction are reserved by State Sign Corp. State Sign Corporation does NOT provide primary electrical to the sign location. RESPONSIBILITY OF OTHERS! Signs will be wired for 120 volt electrical service, unless otherwise noted.	<input type="checkbox"/> Permit (x2) <input type="checkbox"/> Shop File <input type="checkbox"/> Visit Dept <input type="checkbox"/> Routing <input type="checkbox"/> Plex/Flex <input type="checkbox"/> Channel Ltr	<input type="checkbox"/> Cabinets <input type="checkbox"/> Neon <input type="checkbox"/> Sign Dept <input type="checkbox"/> Sign Dept <input type="checkbox"/> Install File <input type="checkbox"/> Installation <input type="checkbox"/> Purchasing	Work Order N/A W/O Date: n/a Designer: LaBonville File: s:\...12643-Remodel.cdr	Drawing No. 07.5920 Date: 12/10/07 Revised: n/a Sales Rep: Danny Zoch	Job Location Randalls #2643 Street 14280 Marsh Lane City, State Addison, TX 75234
	© 2007 State Sign Corp.							



14"

11'-3 1/2"

18'-9 3/4"

7'-0"

CHANNEL LETTER DISPLAY

LETTER SECTION

1/2" = 1'-0"

<p>EST. 1956</p>	<p>Corporate Office 7630 Hansen Houston, TX 77061 713-943-1832 713-943-9771 [fax] 409-735-9124 [fax]</p> <p>www.statesign.com</p>	<p>Branch Office 3400 South Hwy 87 Orange, TX 77630 409-735-5553 409-735-9124 [fax]</p>	<p>This drawing is the property of State Sign Corp. and all rights to its use for reproduction are reserved by State Sign Corp. State Sign Corporation does NOT provide primary electrical to the sign location. RESPONSIBILITY OF OTHERS! Signs will be wired for 120 volt electrical service unless otherwise noted.</p>	<p><input type="checkbox"/> Permit (x2) <input type="checkbox"/> Shop File <input type="checkbox"/> Art Dept <input type="checkbox"/> Inventory <input type="checkbox"/> Pex/Flex <input type="checkbox"/> Channel Ltr</p>	<p><input type="checkbox"/> Cabinets <input type="checkbox"/> Neon <input type="checkbox"/> Paint Dept <input type="checkbox"/> Steel <input type="checkbox"/> Welding <input type="checkbox"/> Installation <input type="checkbox"/> Purchasing</p>	<p>Work Order N/A WD Date: n/a Designer: LaBonville File: s:\...12643-Remodel.cdr</p>	<p>Drawing No. 07.5920 Date: 12/10/07 Revised: n/a Sales Rep: Danny Zoch</p>	<p>Job Location Randalls #2643 14280 Marsh Lane Addison, TX 75234</p>
	<p>© 2007 State Sign Corp.</p>							

Council Agenda Item: #R6

SUMMARY:

Consideration and approval authorizing the City Manager to enter into an agreement with Waters Consulting Group for the executive recruitment of a Director of Financial and Strategic Services.

FINANCIAL IMPACT:

The cost of the services related to the agreement with Waters Consulting Group is \$19,500 plus expenditures. Since the consulting staff is out of the firm's Addison office, these expenditures are not expected to exceed \$2,000. Because the assistant director position has been vacant since the beginning of the fiscal year, funds are available to support the consulting agreement. A mid-year budget amendment will be needed to formally recognize the funding of the agreement and the substitution of the assistant position with the Chief Financial Officer position.

BACKGROUND:

Randy Moravec, current Director of Financial and Strategic Services, is being reclassified as the Town's Chief Financial Officer. The duties of this newly created position will include, but are not limited to, overseeing the Town's sustainability efforts, serving as the legislative liaison to the Council regarding matters at the state and national level and also coordinating activities with electric, gas, cable, and telecommunication companies to ensure consistent, high quality service to Addison residents and businesses.

We would like to conduct an executive recruitment search to fill the Director of Financial and Strategic Services position. Mr. Moravec will oversee this position to ensure a smooth transition of duties and the optimum performance of the department.

RECOMMENDATION:

Staff recommends that Council authorize the City Manager to enter into an agreement with Waters Consulting Group for the executive recruitment of a Director of Financial and Strategic Services.



WATERS-OLDANI EXECUTIVE RECRUITMENT

A Division of The Waters Consulting Group, Inc.

January 28, 2008

Ms. Passion Hayes
Director of Human Resources
Town of Addison
P.O. Box 9010
Addison, TX 75001

Re: Proposal – Executive Recruitment for Director of Financial and Strategic Services

Dear Ms. Hayes:

I appreciate the opportunity to submit our proposal for executive recruitment services for your Director of Financial and Strategic Services. It has been our experience that satisfied clients expect one principal outcome from the recruitment effort: **A highly-qualified candidate available to be employed as soon as possible.** We are confident that you will be completely satisfied with our comprehensive process and the outcome.

We are so confident in our recruitment process and outcome that we offer a triple guarantee of our performance, which is described in detail on page 3 of this proposal.

Our team of recruitment consultants (see bios starting on page 8 of the proposal) has provided executive recruitment services nationwide for over 30 years, principally to public organizations. We have established a reputation for a relentless commitment to high quality with our process and our candidates.

We know that you have options for using other recruitment firms. However, we believe that our approach sets us apart from our competitors in the following important ways:

- Our **Triple Guarantee™** (see page 3);
- Meticulous development of the Candidate Profile prior to Advertising/Marketing (see page 4);
- Comprehensive, in-depth screening and evaluation of Candidates, including the use of our proprietary, validated assessment - **CareerNavigator™** (see page 5);
- Rigorous review of Candidates' References and Background (see page 6);
- Our highly-accessed web site (www.watersconsulting.com) by prospective Candidates; and
- Our superior nationwide relationships with high-quality Candidates for marketing new positions.

The proposal document will provide you the details about our approach, expertise, client references, and pricing for this executive recruitment. Also, if you have any questions, please contact me directly at 817.965.3911 or by email at canderson@watersconsulting.com.

We would consider it a professional privilege to provide these services to the Town of Addison.

Sincerely,

Charles (Chuck) S. Anderson
CEO of Waters-Oldani Executive Recruitment
A Division of The Waters Consulting Group, Inc.

COMMITMENT TO SUCCESS

Our understanding of and experience in the public sector coupled with our commitment in developing partnering relationships with our clients are key factors in our long-term success.

PROJECT OVERVIEW

The Town of Addison, Texas is considering the use of a consulting firm to assist with the executive recruitment for its next Director of Financial and Strategic Services and has requested a proposal describing a work plan and project approach from Waters-Oldani Executive Recruitment (Waters-Oldani), a division of The Waters Consulting Group, Inc. Accordingly, we provide the following information for your consideration.

PROFESSIONAL EXPERTISE MAKES THE DIFFERENCE

Throughout the assignment, the Waters-Oldani team will serve as technical advisors to your organization to ensure that the recruitment process is conducted in a professional manner. The objective of Waters-Oldani is to generate high-quality candidates and assist you with the screening and evaluation of these candidates. Due to our extensive professional relationships with hundreds of public sector organizations and prospective candidates nationwide, Waters-Oldani is positioned to confidently promote your position to prospective candidates as a positive career and personal growth opportunity.

Since our firm's beginning, we have emerged as a leader in executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering only outstanding services and leading-edge products. In addition, Waters-Oldani is positioned as the largest privately-held executive recruitment firm in the nation with a focus on the public sector. This kind of strength will prove to be invaluable for your executive recruitment.

With any consulting assignment, but particularly with an executive recruitment project, reliable, consistent communication is fundamental to project success. At key points during the assignment, Waters-Oldani consultants will communicate by phone, e-mail, or in person, with appropriate leaders from your organization to discuss the progress of the recruitment and to review subsequent steps in the recruitment process. These regular status reports are important to ensure success with the recruitment assignment.

We pride ourselves in the fact that we bring a high level of personal commitment to everything that we do. We get to know our clients – their concerns for success, their strategic goals and their organizational culture. But our intense professional commitment does not stop with our clients. We have candidates who were not selected for positions call to extend compliments and thanks for how they were treated during our recruitments. Many have stated that we provided the best recruitment experience in which they have ever participated.

Client satisfaction is important to all organizations, but to our firm, it is our chief focus. In our business,

referrals and recommendations are the keys to success.

ROLE OF YOUR ORGANIZATION'S STAFF

We have a seasoned staff of professionals to deliver quality services with minimal effort required from you. However, to assist in the project, we ask that your organization designate a Project Manager to serve as Waters-Oldani's primary contact for the recruitment assignment. Your Project Manager will facilitate such functions as coordinating meeting dates, times, and locations and the review of the draft recruitment brochure and related advertising copy.

OUR TRIPLE GUARANTEE

Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to make a selection from the initial group of finalists, Waters-Oldani will work to identify a supplemental group until you find a candidate to hire; (2) Your executive recruitment is guaranteed for two years against voluntary resignation by or termination for cause of the candidate. Within the first year, the replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. During the second year, the replacement recruitment is reduced to 50% of the professional fee plus project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws. Additional services include a performance appraisal and review after 12 months of service of the appointed candidate, with no professional fee charged to you. If you elect to use this service, the only cost you would incur would be the reimbursement for any project-related expenses; and (3) Waters-Oldani will not solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

DESCRIPTION OF KEY TASKS

The following is intended to describe the key tasks associated with our approach to executive recruitment.

TASK I RECRUITMENT BROCHURE DEVELOPMENT AND ADVERTISING

The important first step in the recruitment process involves the development of a comprehensive recruitment brochure with a profile of the ideal candidate, including the required qualifications, professional experience, personal characteristics, and other factors related to success in the position of Director of Financial and Strategic Services. The recruitment brochure will also have a profile of your community and organization. To prepare the recruitment brochure, the Lead Consultant will come on site to meet with your leadership team to discuss the required background and experiences for the new Director of Financial and Strategic Services. We will also request organizational charts, budgetary information, operational reports, and other documentation describing the community, organization, current issues, and responsibilities of the position.

The draft recruitment brochure will be presented to you for review and final approval/edits prior to its publication and distribution via online and regular mail to prospective candidates.

In order to conduct an open recruitment and to encourage applications from a diverse pool of candidates, Waters-Oldani will work with you to develop an advertising and marketing strategy to notify potential candidates about the vacancy. Advertisements will be placed in appropriate professional publications, local newspapers of record and web sites as approved by you. Draft ads will be submitted to your organization for approval prior to publication. Waters-Oldani has a highly-accessed web site, www.watersconsulting.com, and targeted e-mail (search@watersconsulting.com). We will use all available resources to communicate directly with prospective candidates. The aggressive advertising and marketing campaign for top talent will include national, regional, in-state and local elements as determined during our initial meetings with your organization. Our presence at appropriate public sector conferences will be used to further promote the position.

An effective advertising strategy will help to ensure that we conduct an open recruitment with appeal to a diverse array of candidates. Waters-Oldani will take all necessary steps to protect against discrimination in the screening and selection process.

TASK II EXECUTION OF RECRUITMENT STRATEGY AND IDENTIFICATION OF QUALITY CANDIDATES

Using the information developed in Task I, Waters-Oldani will identify individuals who would be outstanding candidates for the position of Director of Financial and Strategic Services. Often, well-

qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on our professional contacts and relationships. We have also established networks with minority and female leaders throughout the nation and are proud of our record of placement of minority and female candidates. Waters-Oldani has adopted a corporate policy of equal employment opportunity and will not participate in any recruitment effort where these principles are not followed. In addition, we are charter members of NFBPA and its Business Advisory Committee and the Hispanic Network.

We believe that one of the strengths of the Waters-Oldani recruitment process is our attention to the candidates during the process. Each candidate submitting a résumé is sent a timely acknowledgement by Waters-Oldani, giving an approximate schedule for the recruitment. Further communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments, which is also provides a positive reflection on your organization

TASK III
SCREENING OF APPLICANTS, INITIAL INTERVIEWS, AND RECOMMENDATION OF
FINALISTS TO CLIENT

Our recruiting efforts in Task II identify a significant number of applicants, depending upon the position and the availability of candidates with the requisite experience and skills in the marketplace. Task III is where our Lead Consultant screens the candidates against the criteria within the candidate profile and develops a list of Semi-Finalists who meet or exceed the criteria.

The Lead Consultant will then meet with you as the client to develop a group of candidates for personal interviews with the Lead Consultant either by phone, in person or videoconference. Our interviews are conducted with a set of questions developed by Waters-Oldani to evaluate professional experience and management/leadership characteristics considered relevant for the candidate profile for your position.

As a part of our thorough screening of candidates, we also utilize our content-validated behavioral assessment and success profile system CareerNavigator™. Our approach to recruitment features a content-validated competency model that measures the core competencies of public sector executive managers/leaders with a comprehensive psychological assessment. This helps to identify those competencies that are proven to make a candidate much more likely to be successful in a position of executive management and leadership. This approach reaches well beyond the scope of interviews to provide insightful, statistically reliable information that public sector organizations can utilize in selecting, retaining and developing top-performing future executives.

In addition, CareerNavigator™ generates specific questions for individual candidates based upon their responses to the assessment. These questions are included in the in-depth interview conducted by the Waters-Oldani Lead Consultant.

At the conclusion of our interview process, we will meet with you to recommend a group of Finalists to invite for on-site interviews with an interview panel that you select. Typically, four to six candidates are selected for these interviews.

TASK IV
CONDUCTING BACKGROUND CHECKS, REFERENCE CHECKS
AND ACADEMIC VERIFICATIONS

Once you approve the group of Finalists for on-site interviews, Waters-Oldani will begin the process to conduct reference checks, background checks and academic verifications. Contact is then made with selected references and sometimes with others in the specific industry that may know of additional accomplishments and work experiences of the candidates. The purpose of the reference interviews is to allow Waters-Oldani to complete our understanding of the work experience, professional performance and personal characteristics of the Finalists.

For the background checks, Waters-Oldani is pleased to partner with PSI Investigation Services in to gather information about the candidates in the following areas:

- Consumer Credit
- County Criminal
- County Civil Litigation
- Judgment/Tax Lien
- Motor Vehicle
- Bankruptcy
- State District Superior Court Criminal
- State District Superior Court Civil Litigation
- Federal District Criminal
- Federal District Civil Litigation

TASK V
FINAL INTERVIEW PROCESS

Upon completion of Task IV, we will work with you to develop the final interview process. We will also send you documentation on each of the finalists, which will provide the highlights of their professional experience and leadership/management profile, and a summary of the results of the reference checks, background checks and academic verifications. In addition, the report will include guidelines for interviewing the candidates, suggested interview questions, and a rating process for your interview panel(s). Our Lead Consultant will participate in final interviews as either an observer or active panel member at your request and will be available to answer questions and assist you in the final evaluation and selection of the successful candidate. In addition, if you request the service, our Lead Consultant will assist you with the development of a compensation package and related employment considerations, and assist with the negotiations.

EXECUTIVE RECRUITMENT PROJECT TIMELINE

Below is an estimated Timeline for the executive recruitment process. Our Timeline consists of approximately 90-120 days, depending upon various factors, including the presence of holidays during the recruitment process. You will be asked by the Lead Consultant during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you. **To ensure that our quality standards are maintained, we do require a minimum of ten business days between the time that you select the candidates for on-site interviews and when we send you the Final Book for your final interview process.**

	Description of Key Project Phases/Tasks	Weeks												
		01	02	03	04	05	06	07	08	09	10	11	12	13
<i>Phase I</i>	Task 1 Recruitment Brochure Development & Advertising													
<i>Phase II</i>	Task 2 Recruitment Strategy and Identification of Candidates													
	Task 3 Screening Process and Recommendation of Finalists for On-site Interviews.													
	Task 4 Background Checks/ Reference Checks/Academic Verifications													
<i>Phase III</i>	Task 5 Final Interview Process													

AN OVERVIEW OF OUR CONSULTING TEAM

Waters-Oldani places a high priority on meeting the needs of our clients. Therefore, at the outset of the recruitment process, we will tailor our approach to address the issues unique to your organization’s working environment. For each recruitment project, we assign a Lead Consultant and a team of support professionals to carry out assignments in an effective and efficient manner. What follows are brief biographical descriptions of the members of our consulting team.

CHARLES (CHUCK) S. ANDERSON
Chief Executive Officer
Waters-Oldani Executive Recruitment Division

Charles (Chuck) S. Anderson is the Chief Executive Officer for the Waters-Oldani Recruitment Division within the Waters Consulting Group (WCG). In this role he also is a senior consultant within the HR Consulting Division for projects related to organizational design and development, strategic planning, and leadership/management development.

Prior to joining the WCG, Chuck worked for local governments and public education, including City Manager for Dallas, Texas; Executive Director for the Dallas Area Rapid Transit (DART); and Executive Director for the Michigan Education Association.

Chuck also served as Director for Local Government Reform for the International City/County Association (ICMA), managing a U.S. government contract for the planning and delivery of technical assistance to local governments in Central and Eastern Europe. His last assignment in this role with ICMA was to recruit and supervise a team of technical consultants to assist in re-building local governments in Bosnia following agreement on the Dayton Accords.

During his service with the Michigan Education Association, Chuck also served as Senior Consultant for Urban Planning and Management for Michigan State University's Institute for Public Policy and Social Research.

Areas of Expertise

- Executive Recruitment
- Leadership/Management Development
- Organizational Design
- Organizational Development

Professional Accomplishments and Education

Chuck received a Bachelor of Arts degree in political science and human resources management and a Masters of Public Administration degree from the University of Kansas. He received the prestigious L.P. Cookingham Award for Development of Young Professionals from the International City/County Management Association (ICMA) and the Minority and Women Advancement Award from the American Public Transit Association (APTA). He was also recognized as Public Administrator of the Year by the American Society of Public Administration (ASPA) and Outstanding Management Innovator (Honorable Mention) by ICMA. Chuck was recognized in 2007 with the Lifetime Achievement Award from his Public Administration Alumni Association at the University of Kansas.



TEODORO (TED) J. BENAVIDES

Senior Vice President

Ted Benavides works as a Senior Vice President for The Waters Consulting Group, Inc. for special projects with a focus on organizational analysis, strategic design, and compensation analysis. He is the former City Manager of Dallas and joined The University of Texas at Dallas (UTD) in January 2005 as a faculty member in the School of Social Sciences' Public Affairs Program.

Ted served from 1998 to 2004 as City Manager of Dallas, Texas. There, he was responsible for administering all programs and services for the city's 1.2 million people and overseeing an annual \$1.9 billion municipal budget and directing a workforce of 12,500 employees. From 1996 to 1998, Ted was City Manager of the City of Denton, Texas, and from 1990 to 1996, he served as one of five Assistant City Managers in Dallas. While in Denton, Texas, Ted was also responsible for the management of Denton Municipal Electric. Previously, he held a number of other positions with the City of Dallas, including director of the Budget and Research Department, assistant director of the Health and Human Services Department, assistant director of capital budget programs, capital budget administrator and budget analyst.

As City Manager of Dallas, Texas, and Denton, Texas, Ted has extensive experience in executive search. He has recruited and selected individuals for positions as diverse as Assistant City Managers, Department Directors, and Assistant Directors from a wide range of professional fields and backgrounds. In addition he has developed and implemented recruitment efforts for public sector employees for such categories as uniform, professional, administrative, technical, trades, and clerical.

Areas of Expertise

- Organizational Analysis
- Classification and Compensation Studies
- Skill-based Pay
- Employee Surveys
- Leadership Training
- Executive Search

Professional Accomplishments and Education

Ted earned his bachelor's degree in education, political science, and history from Texas A&I University (now Texas A&M University-Kingsville) and a master's degree in public administration from Southern Methodist University. He is also a graduate of both Leadership Dallas and the Executive Institute of the Texas Municipal League at the LBJ School of Public Affairs in Austin and is a fellow of the National Academy of Public Administration. Ted serves on the board of directors of the National Forum for Black Public Administrators and is the Vice-Chair of the Texas City Management Association University Relations Committee. He was named Public Administrator of the Year in 2004 by the North Texas American Society of Public Administration.



JERROLD (JERRY) OLDANI

Senior Vice President

Jerry Oldani's expertise and personal attention to client needs exceeds traditional approaches to executive search. His search leadership reflects his extensive background in corporate management, human resources, consulting and community service. He often serves as an expert panel member at professional symposiums in the area of executive search. His skill at conducting analyses of complex public sector organizations sets the industry standard. His insights into both corporate and public sector management and thorough research and evaluation of candidate's backgrounds have become hallmarks of the firm. For the last several years, Jerry has led the public sector search discipline in the placement of "women and people of color," averaging over 47% of their total placements.

With more than 35 years in executive search for the public sector, Jerry delivers solid and proven perspectives regarding human resources management, organizational analysis and executive search to the discipline. He has been a leading force in developing effective diversity-based recruiting methods, utilization of citizen groups in the recruiting processes and meeting the needs of public sector clients. His private sector focus has been in senior and executive level search for sales and marketing, human resources, finance and technical management personnel. Jerry, with the assistance of a dedicated staff, pioneered the use of a two year guarantee period and advanced recruiting brochures in the industry.

Areas of Expertise

- Executive Recruitment
- Organizational Analysis
- Diversity-based Recruiting Methods & Techniques
- Conflict Resolution

Professional Accomplishments and Education

Jerry received the Bachelor's of Arts in Public Administration degree from the California State University at Northridge and completed graduate studies in Industrial Psychology at the University of California at Los Angeles. He began his human resources career as Personnel Director at Univar Corporation. He was a Charter Member of the Business Advisory Council to the National Forum for Black Public Administrators (NFBPA) and Founding Member of the Hispanic Network.

A decorated Viet Nam Veteran and Captain in the Marine Corps, Jerry has also held numerous positions of community leadership to include: Library Commission – City of Sunnyvale; Parks Board – City of Mountain View, California; Santa Clara Valley Rental Housing Mediation Authority and the Santa Clara Valley Minority Relations Resolution Group; Bellevue, Washington Form of Governance Committee; King County Metro Consolidation Committee; Bellevue Parks Board; Board of Directors Pacific Northwest Baseball Umpires Association; and Board of Directors Pacific Northwest Football Officials Association.



G. CHRIS HARTUNG

Senior Consultant

Chris Hartung is a Senior Consultant for The Waters Consulting Group, Inc. (Waters-Oldani). In his role, he is responsible for managing and conducting executive recruitment assignments for the firm. Chris has more than 35 years of experience in managing and consulting in both the private and public sector. He has served as Director of Finance, Assistant City Manager, and City Manager in full service municipalities with populations ranging from 15,000 to 160,000. Mr. Hartung served for 8 years as City Manager of Denton, TX.

Chris joined Waters-Oldani in October 1997. He has conducted management-consulting assignments in a number of areas including compensation planning and implementation, strategic planning, organizational staffing, total quality management, and executive recruitment. He has written and presented training in a number of subject areas including performance evaluation, leadership and management skills, and customer relations.

Areas of Expertise

- Executive Recruitment
- Classification and Compensation Studies
- Skill-based Pay
- Employee Surveys
- Customer Service Training
- Leadership Training

Professional Accomplishments and Education

Chris received his bachelor's degree in government from Southern Methodist University and his master's degree in public administration from the University of North Texas. He has conducted lectures and seminars for Texas A&M University, the University of Texas at Austin, the University of Texas at Arlington, and the University of North Texas. Chris is on the faculties of the Bill Blackwood Law Enforcement Management Institute of Texas (LEMI) and the Certified Public Manager Program (CPM), which is managed by the faculty at Texas State University, San Marcos. Chris is also fully certified to administer ASSESS Strategic Success Modeling by the professional organizational psychologists at Bigby, Havis & Associates – a nationally known, accredited and respected firm.



CHUCK ROHRE **Senior Consultant**

Chuck Rohre is a Senior Consultant for The Waters Consulting Group, Inc. (WCG). In this role, he is responsible for managing and conducting executive recruitment engagements for the firm to insure their integrity, timeliness and adherence to budget parameters. Chuck has more than 30 years of experience in managing and consulting in both the private and public sectors. He has served as Police Chief and Director of Public Safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus. Prior to beginning his consulting career, Mr. Rohre served for three years as Police Chief of Plano, Texas.

Chuck joined the firm in January 2006 following a 13-year engagement with another nationally recognized public sector search firm where he managed the Texas and Southwestern operations. He has an extensive and successful track record of completed recruitment across the nation, primarily in the Midwestern and Southwestern states. He has also conducted management-consulting assignments in a number of areas including public safety, career development and strategic planning. He has written and presented training in a number of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees.

Areas of Expertise

- Executive Recruitment
- Background Investigations
- Assessment Centers
- Career Development
- Law Enforcement Management and Training

Professional Accomplishments and Education

Chuck received his Bachelor's degree in Career Development from the Dallas campus of Abilene Christian University and his Master's degree in Human Relations and Management from the same institution. He has completed advanced management training at the Institute for Law Enforcement Administration and now serves on its adjunct faculty and advisory board. Chuck completed the Federal Bureau of Investigation's prestigious LEEDS course at Quantico, Virginia. He is a veteran of the United States Army, serving in the United States and the Republic of Viet Nam.



ANDREA BATTLE SIMS

Senior Consultant

Andrea Battle Sims has been working in executive search for over six years, managing all phases of the search process for municipal, county, state and non-profit organizations, focusing on the East, Midwest and Mid-Atlantic regions with numerous searches for a number of governmental and non-profit executives including: City and Assistant City Managers, Library Directors, Chief Information Officers, Police Chiefs, City/County Attorneys, Parks & Recreation Directors, Finance Directors and Workforce Development Executive Directors.

Andrea is an experienced professional with over twenty years of prior experience in Information Technology, EDP Audit and Management experience in both the public and private sector. Her local government leadership roles include serving as the IT Director at Cleveland Public Schools with a staff of 50; Deputy Director of IT at Cuyahoga County with a staff of 70. In addition, her county experience includes creating a start-up venture to sell public computer access to the legal community. Ms. Sims has held management positions at AT&T, Progressive Insurance, and National City Bank managing IT projects as well as IT professionals, along with serving as an internal consultant/auditor. She has successfully managed IT professionals through the change process from legacy to client-server technologies including both private and public sector Year 2000 implementations.

Areas of Expertise

- Executive Search
- Recruitment and Retention Training
- Information Technology
- Organizational Assessment
- Strategic Planning and Implementation
- Project Management
- Process Improvement

Professional Accomplishments and Education

Andrea's educational background includes a Bachelor of Arts in Mathematics from Spelman College, Atlanta Georgia and a Master of Science in Operations Research from The Wharton School at the University of Pennsylvania, Philadelphia, Pennsylvania. In addition, her post-graduate education includes numerous IT and management courses and seminars and certification from the Leadership Academy at Cleveland State University. Andrea's current and past civic involvement includes the Board of Trustees at the American Cancer Society, Cuyahoga Unit; Junior League of Cleveland, along with leadership positions with the Links, Inc., the Spelman Alumnae Association, and Delta Sigma Theta, Inc.



TROY COLEMAN, Ph.D.
Senior Consultant

Troy has more than 25 years of impressive professional and executive level human resources experience. Before joining Waters Consulting Group, Inc., Dr. Coleman was most recently the Associate Superintendent for Human Resource Services with the Dallas Independent School District, where he designed and managed program efficiencies and automation to support employee on-boarding, and employee relations and mediation services. He designed and managed a nationally recognized program focused on international recruitment and selection of teachers, professionals and administrators to staff the 10,000-member teacher group and more than 20,000 total employees in the district.

He served as Human Resources Director for the City of Dallas, Texas. Dr. Coleman was Senior Vice-President for Human Resources for an eCommerce business, and he has held various human resources posts in higher education and in local and federal government. He was a lecturer in Organizational Behavior and Personnel and Human Resources Administration at the University of Texas, Arlington; College of Business Administration; and Southern Methodist University, Cox School of Business, where he also lectured on Alternative Dispute Resolution.

Throughout his career, Dr. Coleman has designed and led organizational development engagements on Organizational Change, Workplace Diversity, Conflict Management, and Employee Relations. He successfully facilitated dispute resolution and mediation processes involving disputes between police/public safety agencies and the communities they serve, employee disputes over diversity issues at work, EEO/Affirmative Action matters affecting companies and government agencies, differences between governing bodies and executive leadership teams, employee relations issues regarding pay and work conditions, and general interpersonal relations disputes. He was a faculty member with leadership institutes at George Washington University and the National Forum for Black Public Administrators.

Areas of Expertise

- Recruitment and Selection
- Pre-employment and Promotional Testing and Assessments
- Workplace Diversity and Inclusion Programs
- Training and Organizational Development
- EEO and Equity Systems Analysis and Design
- Mediation and Conflict Resolution Training
- Competency-based Performance Achievement Programs

Professional Accomplishments and Education

For more than 12 years with his own firm, Dr. Coleman successfully designed and facilitated diversity training programs and services for federal and local governments, police, fire and public safety agencies, corporate businesses, and he has lectured at national conferences on the subject of managing diversity in the workplace. He has also managed projects that incorporate diversity and community relations with communities experiencing demographic and social change.

He earned his doctorate from the University of North Texas and his master's and bachelor's degrees from Texas A&M University, Commerce. He has been a Licensed Professional Counselor, and he is an active member of the American Psychological Association.



PROFESSIONAL REFERENCES

- **City of Sanford, Florida**
(407) 330-5604
Mr. Sherman Yehl
City Manager
Project: Selection of Director of Finance
- **Mecklenburg County, North Carolina**
(704) 336-2472
Ms. Michelle Lancaster
Assistant County Manager
Project: Selection of Director of Finance and
Director of Parks & Recreation
- **Town of Greenwich, Connecticut**
(203) 622-7729
Maureen Kast
Director of Human Resources
Project: Selection of Assistant Fire Chief,
Public Works Commissioner and Town
Administrator
- **City of Lubbock, Texas**
(806) 775-3000
Ms. Lee Ann Dumbauld
City Manager
Project: Selection of Chief Financial Officer
- **City of Arlington, Texas**
(817) 459-6101
Mr. Jim Holgersson
City Manager
Project: Selection of Deputy City Manager and
various other senior level department director
positions
- **City of Danbury, Connecticut**
(203) 797-4511
Mayor Mark Boughton
Project: Selection of Director of Finance and
Personnel
- **City of Bloomington, Minnesota**
(952) 563-8784
Mr. Mark Bernhardson
City Manager
Project: Selection of Finance Director
- **City of Virginia Beach, Virginia**
(757) 427-4242
Mr. Charlie Meyer
Project: Selection of Chief Operating Officer,
Assistant City Manager/CFO and Chief
Development Officer
- **City of Ann Arbor, Michigan**
(734) 994-2655
Mr. Roger Fraser
City Manager
Project: Selection of Finance Services
Administrator and various other senior level
department director positions
- **City of Norman, Oklahoma**
(405)-366-8207
Mayor Harold Haralson
Project: Selection of City Manager
- **City of Fort Collins, Colorado**
(970) 221-6505
Mr. Darin Atteberry
City Manager
Project: Selection of Director of Finance and
various other senior level department director
positions
- **City of San Marcos, Texas**
(512)393-8073
Ms. Carolyn Liner
Human Resources Director
Project: Selection of Chief Financial Officer

A SAMPLING OF RECENT EXECUTIVE SEARCHES

• Abilene, Texas	City Manager City Attorney
• Addison, Texas	Director of Public Works
• Albany, Oregon	Chief of Police
• Alexandria, Virginia	Director of Purchasing
• Allen, Texas	City Manager Finance Director
• Ann Arbor, Michigan	Chief Financial Officer (2) City Attorney City Manager Fire Chief
• Arapahoe County, Colorado	Director of Human Services
• Arlington, Texas	Administrator, Library Public Services Assistant Director, Library Services Assistant Director, Planning & Development Services Assistant Director, Traffic and Transportation (2) CIP Director (Public Works) City Attorney Code Information Officer Deputy City Manager Director, Capital Improvements Director of Events and Conventions, Convention and Visitors Bureau Fire Chief (2) Human Resources Director Library Director Parks and Recreation Director (2) Planning Director (2) President, Convention and Visitors Bureau (2) Traffic and Transportation Director (2) Director of Planning and Development Deputy City Manager Assistant Director of Water Utilities Director of Workforce Services/Human Resources
• Arvada, Colorado	Executive Director, Center for Arts and Humanities Human Resources Director IT Director
• Aurora, Colorado	Chief of Police Public Works Director
• Austin, Texas	Assistant City Manager, Community Services Assistant City Manager, Human Services Assistant City Manager, Public Safety Assistant City Manager, Public Utilities Chief Environmental Officer Chief of Police Community Development Director Employees' Retirement System, Pension Officer Hospital Administrator Management Development Program Senior Attorneys (2) Senior Management Compensation Study Director of Department of Public Works

• Avondale, Arizona	Director of Planning and Development Director of Development Services
• Baton Rouge (LA) Parks & Recreation Commission	Executive Director
• Baytown, Texas	City Manager Director of Planning and Development Services
• Beaumont, Texas	Administrative Services Director Assistant City Manager City Manager (2) Public Health Director
• Bedford, Texas	Chief of Police
• Bellevue, Washington	Chief of Police (2) City Attorney (2) City Manager (3) Data Processing Systems Administrator Deputy City Manager Director of Human Resources Economic Development Manager Outplacement Project Parks & Community Services Director Planning Director Water Supply Project Director
• Bellingham, Washington	Director of Parks and Recreation Human Resources Director Library Director Planning and Community Development Director Public Works Director
• Birmingham, Alabama	Administrative Assistant to the Mayor for Capital Projects Director of Information Management Services
• Blaine, Minnesota	City Manager Public Services Manager Support Services Manager
• Bloomington, Minnesota	Chief Financial Officer Chief of Police Public Works Director
• Blue Springs, Missouri	City Engineer
• Board of City Development (City of Lubbock, Texas)	Executive Director
• Boise, Idaho	Fire Chief
• Bothell, Washington	Assistant City Manager Chief of Police City Manager Public Works Director
• Boulder, Colorado	City Manager Deputy Fire Chief
• Brazos County Texas 911	Executive Director
• Bridgeport, Texas	City Administrator
• Brooks Development Authority	Executive Director
• Brooklyn Park, Minnesota	City Manager
• Broward County, Florida	Executive Director of the Port of Everglades Director of Small Business Services Director of Public Works & Transportation Director of Aviation

• Brownsville, Texas	City Manager
• Brownwood, Texas	City Manager
• Bryan, Texas	Police Chief
• Cameron, Texas	City Manager
• Canton, Texas	City Manager
• Carrollton, Texas	City Manager Director of Public Works Director of Human Resources Director of Transit Development Fire Chief
• Casa Grande, Arizona	City Manager
• Cedar Hill, Texas	Director of Human Resources Assistant Director of Public Works Economic Development Director
• Central Arkansas Water	Executive Director/CEO
• Chandler, Arizona	Assistant City Manager Chief Information Officer Chief of Police Communications & Public Affairs Director Human Resources Director
• Charlottesville, Virginia	Director of Parks, Recreation & Leisure Services Finance Director Transit Manager
• Chehalis, Washington	City Manager
• CIGNA	Local Area Representative
• Cleveland (OH) Public Library	Head of Main Library
• Coalinga Regional Medical Center (Coalinga, California)	Executive Director
• Coalinga, California	City Manager
• College Station, Texas	Chief of Police (3) Fire Chief (2) Manager of Information Systems Director of Planning and Development First Assistant Attorney
• Colleyville, Texas	Public Works Director
• Commerce City, Colorado	City Manager
• Coppell, Texas	Assistant Director of Public Works Police Chief Fire Chief City Engineer
• Corpus Christi, Texas	Assistant City Manager, Management & Budget Chief of Police City Attorney City Manager Director of Personnel & Labor Relations Director of Public Health Director of Safety & Risk Management Manager, Affirmative Action/EEO Director of Development Services
• Corvallis, Oregon	City Manager
• Covington, Washington	City Manager

• Dallas, Texas	Fire Chief Chief Information Officer Chief Building Official Risk Manager Director of Public Works & Transportation
• Danbury, Connecticut	Director of Finance and Personnel
• Davis, California	City Manager
• Decatur, Illinois	Director of Public Safety Services
• Denton, Texas	City Manager Executive Director, Planning & Community Development Police Chief Chief Financial Officer Director of Planning Director of Parks and Recreation
• DeSoto, Texas	Director of Parks and Leisure Activities City Engineer Water Superintendent
• Des Moines, Iowa	Housing Services Director
• District of Columbia	Chief Transportation Engineer Corporation Counsel Deputy Mayor for Operations Parks & Recreation Director
• Dubuque, Iowa	City Manager
• Duncanville, Texas	Police Chief
• Durham County, North Carolina	Internal Auditor
• East Orange, New Jersey	Director of Police Information Technology Coordinator Police Technology Director
• Edmond, Oklahoma	Chief of Police
• Elmwood Park, Illinois	Village Manager
• Emporia, Kansas	City Manager
• Englewood, Colorado	City Manager
• Eugene, Oregon	Director of Public Safety
• Evanston, Illinois	City Manager Public Works Director Superintendent of Streets and Sanitation Superintendent of Waters and Sewer
• Farmers Branch, Texas	Chief of Police City Manager Director, Economic Development Manager, Council Goal Setting Process
• Federal Way, Washington	Director of Police Services (Chief) City Manager
• Ferguson, Missouri	City Manager (2)
• Forney, Texas	City Manager
• Fort Collins, Colorado	City Manager Community Development Director Deputy City Manager Finance Director Economic Development Director Planning, Transportation, Development Director Electric Utilities Director

• Fort Wayne, Illinois	Director of Parks and Recreation
• Fort Worth, Texas	Assistant Director of Transportation & Public Works Assistant Housing Director Aviation Director City Attorney Director of Development Director of Housing Director of Human Relations Director of Planning & Growth Management Director of Transportation & Public Works Environmental Management Director Executive Director of Public Facilities and Events Health Director Library Director Water Utilities Director
• Fountain, Colorado	City Manager
• Fremont, California	Assistant Financial Services Director Fire Chief (2) Information Technology Manager
• Fresno, California	Assistant City Manager
• Friendswood, Texas	City Manager
• Garfield County, Colorado	Director of Human Resources
• Garland, Texas	Assistant Director of Electric Utilities Code Enforcement Manager Director of Finance Economic Development Director Human Resources Director Traffic & Transportation Director
• Glendale, Arizona	Deputy City Manager Community Development
• Grand Prairie, Texas	Assistant Utilities Director (Electric) Traffic & Transportation Director
• Greenville, South Carolina	Assistant City Manager City Manager Finance Director Public Works Director
• Greenwich, Connecticut	Public Works Commissioner Commissioner of Social Services Town Administrator Assistant Fire Chief
• Gresham, Oregon	City Manager
• Hampton, Virginia	Police Chief
• Hartford, Connecticut	Chief of Police
• Hayward, California	Personnel and Employee Relations Director
• Hermiston, Oregon	Chief of Police
• Hobbs, New Mexico	Police Chief City Manager
• Houston Police Officers Pension System (Texas)	Chief Investment Officer Executive Director
• Huntsville, Texas	City Manager
• Iowa City, Iowa	City Manager
• Irving, Texas	Chief of Police City Manager (2)

• Jasper, Texas	City Manager
• Juneau, Alaska	City Manager
• Kansas City, Missouri	Deputy Director of Aviation Manager of Capital Improvements Manager of Procurement Services Director of General Services Project Controls Manager Assistant to the Director of Administrative Services Assistant Director of Health
• Kent, Washington	Assistant Fire Chief (2)
• Kerrville, Texas	City Manager
• Ketchikan Gateway Borough, Alaska	Borough Attorney Borough Manager
• Kilgore, Texas	City Manager
• King County/Seattle, Washington (Joint Agency)	Community Oriented Primary Care Director Director of Adult Corrections Director of Public Health (2) Director of Public Safety Director of Stadium Administration (Kingdome) Executive Director, Economic Development Council Human Resources Director Manager, Surface Water Management Division Medical Director Organizational Assessment Project Prevention Services Manager Public Defense Program Administrator Public Works Director (Modified) Roads Manager
• Kirkland, Washington	Administrative Services Director Assistant City Manager Chief of Police City Manager Deputy Fire Chief Director, Planning & Community Development Public Works Director
• La Grande, Oregon	City Manager
• La Porte, Texas	City Manager
• Lake Oswego, Oregon	City Manager Fire Chief
• Las Vegas, Nevada	Director of Community Planning & Development Fire Chief Human Resources Director Redevelopment Manager
• Las Vegas Housing Authority	Executive Director
• Lee's Summit, Missouri	City Administrator City Attorney
• Lewiston, Idaho	Community Development Director Public Works Administrator
• Little Rock, Arkansas	Chief of Police City Manager
• Long Beach, Washington	City Administrator
• Longmont, Colorado	City Manager
• Longview, Washington	City Manager

• Los Angeles, California	Chief of Police Deputy Administrator, Economic Development & Community Redevelopment Fire Chief
• Loveland, Colorado	City Manager (2)
• Lubbock, Texas	City Manager Internal Auditor Assistant Director of Water Utilities Water Program Manager Fire Chief
• Lynnwood, Washington	Finance Director
• Mecklenburg County, North Carolina	Parks and Recreation Director Finance Director Human Resources Director
• Mercer Island, Washington	City Attorney City Manager Compensation Study Parks and Recreation Director
• Michigan Education Association	Executive Director
• Midland, Texas	City Manager
• Midlothian, Texas	City Manager
• Mill Creek, Washington	City Manager
• Milwaukee, Wisconsin	Fire Chief
• Minneapolis, Minnesota	Police Chief
• Missouri City, Texas	City Manager Assistant City Manager Finance Director Human Resources Director Fire Chief
• Modesto, California	Deputy City Manager Deputy Director of Recreation and Neighborhoods Director of Community Development Fire Chief
• Mont Belvieu, Texas	City Administrator
• Mount Prospect, Illinois	Village Manager
• Mt. Pleasant, Texas	City Manager
• Murphy, Texas	City Manager City Secretary
• New Braunfels, Texas	City Attorney Police Chief
• Newcastle, Washington	City Manager
• NTTA-North Texas Tollway Authority	Executive Director Deputy Executive Director
• Norfolk, Virginia	Assistant City Manager Assistant Director of Budget & Finance Assistant Director of Child & Family Services Assistant Director of Human Resources Assistant Library Director Police Chief Director of Finance Fire Chief Human Services Program Manager

	Information Technology Director Library Director Tax Assessor Planning Director
• Norman, Oklahoma	City Manager
• North Port, Florida	Economic Development Director
• North Richland Hills, Texas	Assistant City Manager
• Oak Park, Illinois	Chief of Police Director of Building Property and Maintenance Director of Public Health Fire Chief Public Works Director
• Oakland, California	Administrative Librarian, Development & Employment Director of Communications & Information Services Director, Office of Economic Development & Employment Director of Police Services (Chief) Fire Chief Information Technology Director
• Odessa, Texas	City Manager
• Oklahoma City, Oklahoma	Chief of Police Police Department Succession Planning Project
• Olathe, Kansas	Development Services Director
• Ontario, California	Convention Center Director
• Oregon City, Oregon	City Manager (2)
• Paris, Texas	City Manager
• Pearland, Texas	City Manager
• Peninsula Light (OR)	Executive Director/CEO
• Peoria, Arizona	Community Development Director Deputy Police Chief Human Resources Director
• Pittsburg, Kansas	Director of Human Resources
• Plainview, Texas	Director of Public Works
• Plano, Texas	Fire Chief Emergency Management Coordinator Assistant City Manager (3) Chief Building Official Chief of Police (3) City Manager (2) Data Processing Director Director, Environmental Health Economic Development Director (2) IT Director Planning Director Transportation Engineering Manager
• Ponca City, Oklahoma	Fire Chief
• Port Arthur, Texas	Chief of Police City Manager
• Port of Everglades, FL	Executive Director
• Port of Long Beach, CA	Deputy Executive Director Managing Director of Environmental Planning & Services
• Port of Los Angeles, CA	Executive Director Director of Homeland Security Business Development Managing Director

• Port of Oakland, CA	Chief Financial Officer
• Portland, Oregon	Director, GIS Director, OFA Manager, GIS Personnel Director
• Prescott Valley, Arizona	Police Chief
• Puyallup, Washington	Chief of Police City Manager Director of Information Technology & Communications
• Ramsey, Minnesota	City Manager
• Redmond, Washington	Assistant to the Mayor Director of Parks and Recreation Fire Chief (2) Human Resources Director Planning Director
• Renton, Washington	Director, Community Development Public Works Director
• Richardson, Texas	Assistant Director of Development Services
• Richmond, California	Police Chief
• Roanoke, Virginia	Assistant City Manager Director of Housing
• Roanoke Regional Airport (VA)	Chief of Safety and Security
• Roseville, Minnesota	Chief of Police City Manager
• Round Rock, Texas	Fire Chief
• Saint Louis Park, Minnesota	City Manager (2)
• Sacramento Regional Transit District	Chief Engineer Director of Finance
• Salem Area Mass Transit District	General Manager
• Salina, Kansas	Director of Community Development and Planning Director of Public Works
• San Angelo, Texas	City Manager
• San Antonio, Texas	Assistant Director of Convention & Visitors Bureau Economic Development Director Library Director Risk Area Manager
• San Benito County, California	Planning and Building Director Public Works Director County Counselor/County Attorney
• San Bernardino, California	Animal Control Director Deputy Director of Public Works/City Engineer
• San Diego, California	Chief Information Officer Deputy City Manager
• San Jose, California	Director of Intergovernmental Relations and Public Affairs
• San Marcos, Texas	Chief Financial Officer City Attorney
• Sanford, Florida	Director of Finance
• Sanger, Texas	City Manager
• Snyder, Texas	City Manager
• Sugar Land, Texas	Assistant City Manager (2)

	Chief Financial Officer
• Sachse, Texas	City Manager
• San Jose, California	Assistant City Manager Assistant Director of Aviation Operations Deputy Director of Animal Services Deputy Director, Community Facilities Development Deputy Director, Community Services Director of Office of Community Development Director of Parks, Recreation & Neighborhood Services Director, Workforce Investment Act Employee Relations Manager (2) Fire Chief (2) Gaming Control Administrator
• Seatac, Washington	City Manager
• Seattle, Washington	Capital Planning & Development Division Director Chief Engineer, Seattle City Light Chief Operating Officer, Seattle City Light Contracts & Concessions Manager, Seattle Center Deputy Superintendent, Electrical Services Director, Drainage & Wastewater Utility Director of Engineering, Seattle Water Department Director of Operations Director of Water Quality Water Department, Affirmative Action
• Shelby County, TN	Administrator of Planning Executive Director of Economic Development
• Sioux City, Iowa	Public Works Director
• Snoqualmie, Washington	City Administrator
• Southlake, Texas	Deputy Director of Public Safety/Chief of Police Services Director of Planning
• Spokane, Washington	Chief Administrative Officer Director of Management Information Services Risk Manager
• Springfield, Ohio	City Manager Finance Director
• Springfield, Oregon	Development Services Director Human Resources Director
• Sugar Land, Texas	City Attorney Finance & Administrative Services Director City Engineer Assistant Utilities Director
• Summerville, Massachusetts	Police Chief
• Sunnyvale, California	Assistant Director of Public Safety Assistant to the City Manager City Clerk (2) Community Development Director Deputy City Manager – Organizational Effectiveness Human Resources Director Director of Public Safety
• Surprise, Arizona	Fire Chief Police Chief
• Temple, Texas	Director of Planning
• Terrell, Texas	City Manager
• Texas Municipal Retirement	Executive Director

Services (TMRS)	Director of Human Resources
• Thornton, Colorado	City Attorney Community Development Director (2) Economic Development Director Finance Director Human Resources Manager
• Tomball, Texas	City Manager
• Tucson, Arizona	Convention Center Director Director of Water Utilities
• University Park, Texas	Deputy Fire Chief Police Chief
• VIA – San Antonio TX Rapid Transit Authority	Vice President of Operations Vice President of Strategic Initiatives Director of Audit and Measurement
• Victoria, Texas	Police Chief
• Virginia Beach, VA	Assistant City Manager/CFO Chief Development Officer Director of Planning Director of Public Works
• Waco, Texas	Chief of Police City Manager
• Walla Walla, Washington	City Manager
• Wallingford, Connecticut	Director of Public Utilities
• Washougal, Washington	City Administrator Police Chief Public Works Director
• Weatherford, Texas	City Manager
• West Des Moines, Iowa	City Manager Information Services Manager Public Works Director
• West St. Paul, Minnesota	City Manager
• Westminster, Colorado	Finance Director Planning Manager
• Woodbury, Minnesota	City Administrator
• Workforce Solutions for Tarrant County (TX)	Managing Director
• Wichita, Kansas	Airport Director
• Wrangell, Alaska	City Manager
• Yakima, Washington	Wastewater Treatment Superintendent
• Yuma, Arizona	Director of Parks and Recreation Director of Human Resources

PROFESSIONAL FEES

The professional fee to conduct the recruitment is provided below. Expenses are not included in the professional fees and are billed separately as incurred. Project-related expenses include such items as: job posting and advertising fees on various web sites and classified advertising fees in printed publications; consultant travel expenses; criminal history/credit/driver’s license checks; printing and production of necessary materials such as brochures, profiles and final reports; transportation; telephone fees; shipping and postage and video conferencing fees. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Waters-Oldani and are handled directly by the organization.

The professional fee will be billed in four installments; 30% of the fee will be billed at the beginning of the search; 30% at the implementation of Phase II; 30% at the implementation of Phase III; and the final 10% upon acceptance of offer by the candidate.

If candidates from this recruitment process are selected for another position within your organization within one year of the close of the recruitment, a fee of 50% of the above mentioned proposal amount will be due to Waters-Oldani Executive Recruitment.

If selected for this recruitment, Waters-Oldani is willing to negotiate a not-to-exceed amount, including expenses, if requested by your organization. All questions regarding the professional fees and project-related expenses should be directed to Chuck Anderson, CEO of Waters-Oldani Executive Recruitment Division at canderson@watersconsulting.com or via phone at 817.965.3911.

PHASE	DESCRIPTION OF PROFESSIONAL SERVICES
Phase I	Task 1 – Recruitment Brochure Development & Advertising
Phase II	Task 2 –Execution of Recruitment Strategy and Identification of Quality Candidates Task 3 – Screening of Applicants and Recommendation of Finalists for On-Site Interviews Task 4 – Background Checks/ Reference Checks/Academic Verifications
Phase III	Task 5 – Final Interview Process
Conclusion	Acceptance of offer by candidate
TOTAL PROFESSIONAL FEES	
\$19,500.00	

OPTIONAL SERVICES FOR CONSIDERATION	FEES
Additional work related to the search process and as specifically requested by the client which is outside of the scope of this project (i.e. additional onsite meetings) is additional. The fixed professional fee for this recruitment anticipates no more than four onsite consulting days with one consultant. However, we would be pleased to provide additional onsite consulting visits for our standard daily rate of \$1500 plus expenses.	\$1500.00 per day plus expenses
The fixed fee proposal for professional fees includes up to ten CareerNavigator™ reports. For any reports requested over ten, the fee will be \$350.00 per report.	\$350.00 per report over 10

PROFESSIONAL REFERENCES

- **City of Sanford, Florida - 2006**
(407) 330-5604
Mr. Sherman Yehl
City Manager
Project: Selection of Director of Finance
- **Mecklenburg County, North Carolina - 2006**
(704) 336-2472
Ms. Michelle Lancaster
Assistant County Manager
Project: Selection of Director of Finance and
Director of Parks & Recreation
- **Town of Greenwich, Connecticut – 2006, 2007**
(203) 622-7729
Maureen Kast
Director of Human Resources
Project: Selection of Assistant Fire Chief,
Public Works Commissioner and Town
Administrator
- **City of Lubbock, Texas - 2006**
(806) 775-3000
Ms. Lee Ann Dumbauld
City Manager
Project: Selection of Chief Financial Officer
- **City of Arlington, Texas - 2006**
(817) 459-6101
Mr. Jim Holgersson
City Manager
Project: Selection of Deputy City Manager and
various other senior level department director
positions
- **City of Danbury, Connecticut - 2007**
(203) 797-4511
Mayor Mark Boughton
Project: Selection of Director of Finance and
Personnel
- **City of Bloomington, Minnesota - 2002**
(952) 563-8784
Mr. Mark Bernhardson
City Manager
Project: Selection of Finance Director
- **City of Virginia Beach, Virginia – 2006, 2007**
(757) 427-4242
Mr. Charlie Meyer
Project: Selection of Chief Operating Officer,
Assistant City Manager/CFO and Chief
Development Officer
- **City of Ann Arbor, Michigan - 2005**
(734) 994-2655
Mr. Roger Fraser
City Manager
Project: Selection of Finance Services
Administrator and various other senior level
department director positions
- **City of Norman, Oklahoma - 2000**
(405)-366-8207
Mayor Harold Haralson
Project: Selection of City Manager
- **City of Fort Collins, Colorado - 2007**
(970) 221-6505
Mr. Darin Atteberry
City Manager
Project: Selection of Director of Finance and
various other senior level department director
positions
- **City of San Marcos, Texas - 2006**
(512)393-8073
Ms. Carolyn Liner
Human Resources Director
Project: Selection of Chief Financial Officer

Council Agenda Item: #R7

SUMMARY:

Council approval is requested authorizing the City Manager to enter into an agreement with Waters Consulting Group to conduct a market analysis and update of the Town's current compensation structure.

FINANCIAL IMPACT:

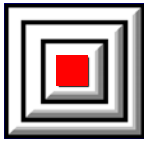
The cost of the services related to the agreement with Waters Consulting Group is \$17,900 plus expenditures. Since the consulting staff is out of the firm's Addison office, these expenditures are not expected to exceed \$2,000. We have included \$18,000 in this year's fiscal budget for the study. In addition, due to the vacancy of the human resources director position, any additional cost can be absorbed in the HR budget.

BACKGROUND:

In 2004, the Town contracted with Waters Consulting Group to conduct a comprehensive review of our current pay plan. It is industry practice to review the salary structure of an organization every three years. This salary survey will help the Town remain competitive in attracting and retaining the best employees.

RECOMMENDATION:

Staff recommends that Council authorize the City Manager to enter into an agreement with Waters Consulting Group to conduct a market analysis and update the Town's current compensation structure.



**THE WATERS
CONSULTING
GROUP, INC.**

February 19, 2008

Ms. Passion Hayes, PHR
Human Resources Director
Addison, Texas 75001
(via email at phayes@addisontx.gov)

Re: Proposal for Professional Consulting Services – Market Analysis & Update of
Current Compensation Structure

Dear Ms. Hayes:

It was a sincere pleasure speaking to you last week and learning more about the Town of Addison's current need for a market study and update of the current compensation structure. Thank you in advance for this opportunity to assist in this most important project.

As promised, I have developed a proposed work plan for conducting the market analysis of the Town's salary competitiveness. This study will include recommendations for the update of the current salary structure based on the survey findings as well as budget scenarios for implementation. As necessary, we would be pleased to work with you in further refining this work plan to best suit the needs of the Town. There are many options we can explore, but when we write a work plan, we do so in a fashion we know will make for the most successful project and subsequent implementation based on our experiences "in the trenches".

Our experience runs deep at WCG. With our seasoned staff and years of experience, we are able to reinforce our efforts with a stable of full-time talent, unparalleled in the area of compensation system design, in the public sector. The Town can rest easy in knowing WCG has an experienced lineup that consistently delivers quality products and services while still meeting aggressive timelines. We work in a partnering role with each of our clients to assist in the development of systems, which will not only support organizational strategy, but also complement the culture and philosophy of the entire work team. Over the past 30 years we have worked with hundreds of organizations in both the public and private sectors.

We look forward to the possibility of successfully partnering with the Town of Addison.

Best Regards,
Dal Anderson
(via *electronic signature*)

COMMITMENT TO SUCCESS

WCG'S KNOWLEDGE AND UNDERSTANDING OF COMPENSATION SYSTEMS AS WELL AS OUR COMMITMENT IN DEVELOPING A PARTNERING RELATIONSHIP WITH THE TOWN ARE KEY FACTORS IN PROJECT SUCCESS.

PROJECT OVERVIEW

WCG proposes to conduct a comprehensive market analysis of the Town's salary to update the Town's market-based compensation system and to review and update the Town's salary structures. The survey would include a review of direct pay and benefits. This study focuses on market competitiveness and making recommendations for altering and updating the Town's salary structure. The purpose of the study is to ensure the Town is paying according to its pay philosophy.

There are approximately 269 employees including public safety personnel with approximately 80 classification titles. WCG is prepared to commence work on the project once notice to proceed has been received and will complete the project in approximately 10 weeks. The Town will provide basic information such as current employee pay information, pay structures and job descriptions. This project does not include comprehensive job classification analysis, rather market analysis and recommendations for updating the current pay structures.

DEVELOPING A PARTNERING APPROACH TO COMPENSATION SYSTEM REVIEW

THE FOLLOWING SECTION OF THIS WORK PLAN DEMONSTRATES OUR UNDERSTANDING OF THE TOWN'S GOALS REGARDING THE COMPENSATION STUDY AS WELL AS AN OVERVIEW OF OUR TECHNICAL APPROACH AND EXPECTED OUTCOMES.

1. INITIAL PROJECT PLANNING, ADMINISTRATION & STRATEGY DEVELOPMENT

This key phase of the work plan includes time for a strategy meeting with the Town Manager and a subsequent planning meeting with key contributors in addition to necessary time to support the launch of the overall project. During this initial phase, WCG's Project Manager(s) and the Town's Project Director (and others as designated by the Town) will discuss the goals and objectives of this study. (This group will be referred to as the Project Team throughout the study.) This initial planning phase may also include other members of the staff as designated by the Human Resources Director.

During these initial strategy meetings WCG will begin to work with the Town in the process of identifying and analyzing benchmark organizations as well as reviewing benchmark jobs for the purposes of the survey analysis for selected positions. We will finalize the initial project timeline and establish key meeting dates. This will be used to develop the overall project calendar.

Expected Results and Key Benefits: The establishment of clear communication from the beginning of the project to the end; the development of our partnering relationship; the creation of a timeline with milestones which everyone can understand and communicate; the identification of benchmarks and other tools as well as the discussion of overall pay philosophy; and the opportunity to further clarify the overall goals and needs of the Town as well as overall project expectations

2. REVIEW OF CURRENT POSITION INFORMATION FOR BENCHMARK MATCHING PURPOSES

WCG will rely on the existing job descriptions provided by the Town for job matching purposes in order to clarify duties. The information will outline each surveyed position's area of responsibility, essential functions and minimum requirements.

WCG will work closely with the Town's Project Director and the project team during this phase of the project in order to clarify any questions concerning matching positions' responsibilities to salary survey data. It is important we as a team make certain we are matching "apples to apples" in terms of job comparability.

Expected Results and Key Benefits: Collaboration between WCG and the Town in the accurate matching of position summaries; reviewing current summaries to ensure accuracy and commonness of duties as compared to the survey data field of position titles.

3. COLLECTION OF SALARY SURVEY DATA AND ANALYSIS

The salary survey process is intended to satisfy a goal of external competitiveness by securing information on what the selected market pays for positions. This information is used to estimate the market value for those positions' responsibilities and will be the basis for the development of the salary structures and salary budgets during this project.

The validity of the survey results is dependent on our sound survey techniques surrounding the following key survey areas:

- Use of Texas Municipal League salary and benefit data for benchmark organizations;
- Benchmark position responsibilities (supplied by the Town) to aid in position matching;
- Relevant survey and related statistical information; and
- Timely data.

Survey information, participants and position titles must satisfy the Town in order to demonstrate the survey(s) and its findings are sound. To ensure proper job matching, the established benchmark positions will receive equal care and consideration when determining which positions will be compared to survey data. This representation of positions should reflect a broad range of departments, ranges, work duties and essential functions.

After the Town grants approval on the benchmark organizations and position titles, WCG will begin the collection and analysis of survey data. A senior member of our firm will be responsible for accurately matching positions and compiling all relevant salary data. All data is thoroughly reviewed for any inaccuracies or anomalies.

☑ Expected Results and Key Benefits: Determining sound position responsibilities and organizations for comparison purposes through focused communication and meaningful analysis; linking benchmark selection to key organizational goals and objectives; focusing efforts on the relative worth of each position within the competitive position market; and ensure benchmarks reflect a sound representation of the Town in regard to department and pay ranges.

4. RECOMMENDATIONS REGARDING PAY STRUCTURE

After each surveyed position has been "priced" in the competitive market, WCG will develop recommendations for the salary structures impacted by the study. Design issues included in the recommendations will include:

- The overlap of one grade with adjacent grades to ensure promotional equity;
- The weight of salary survey results;
- The competitive placement of positions in the current structure; and
- Integration of all items listed above with management pay philosophy and organizational financial resources.

Our years of experience in working with organizations across the United States will help to ensure we not only deliver a highly customized study to the Town of Addison, but we also make recommendations for a sound update of the existing structure.

Our analysis utilizes an approach for reviewing the data through statistics in order to produce a best fit between the different variables and the Town's needs and objectives. For example, positions will be priced using various statistical methods, actual average salaries, medians, means, percentile placement and surveyed salary ranges. WCG will work closely with the Project Director and other members of the Town's Project Team (and others as appropriate) in order to ensure a thorough and complete review of placement methods and recommendations during this process.

WCG will develop an updated salary structure for all positions in the study. We will continue to work very closely with the Project Director (and others assigned) in the discussion of position placement, measurement method(s) to use, market comparisons and budget impact. We will provide the Town with the results of our initial findings and recommendations for review and comment prior to finalization of any formal recommendations.

After the review step is complete, WCG will further analyze the current salary plan and recommend viable alternatives and budget impact scenarios for consideration during the implementation phase.

Additionally, we will develop a plan for the implementation of the recommended compensation plan. Our recommendations will include the cost of implementation and the effect on positions.

This data will include:

- The employee's current salary;
- The exact position of each employee in the proposed range;
- The relationship of the employee's salary to the midpoint of the range; and
- And whether the employee is below the minimum of the range or above the maximum of the range.

The structure will be a blend of a market-based strategy coupled with the management philosophy, culture, values and goals of the Town.

The result is a structure that incorporates input from a variety of sources, including but not limited to:

1. Market comparisons from the survey data;
2. The Project Director, Project Team, and others as appropriate through the review of the resulting salary structure; and
3. The external objectivity of a professional consultant through our review and facilitation of the entire process.

☑ Expected Results and Key Benefits: Confirm pay practices in relation to external competitiveness goals and objectives of the Town; examine positions along the regression/pay policy line for initial review based on market analysis; partner with the Town in thoroughly reviewing the recommendations provided in the initial structure to ensure all needs are met and that key members of management have an opportunity to review and provide feedback on initial position placements; and reconcile internal concerns (if any) prior to the production of Final Report.

5. DEVELOPMENT OF COMPENSATION STUDY FINAL REPORT

WCG will prepare and present a Draft Final Report and presentation to the Town's Project Director (and others appropriate). The Draft Final Report will include project elements, contain relevant recommendations on adoption and implementation of the pay system, and will discuss ongoing administrative guidelines.

In addition, all recommended changes to the current compensation system will also be included in this preliminary report including detailed salary structure reports, survey findings, and individual employee data. The Draft Final Report will include a phased implementation plan with options to consider based on budget impact.

It is during this time that we will rely on the Town to provide its insight to the overall preliminary recommendations in order for WCG to make any necessary minor changes before the production of the Final Report occurs. Based on this input from the Project Director on behalf of the Town (and others as assigned), WCG will develop the Final Report. The Final Report will:

- Define the salary policy and salary plan objectives;
- Set forth procedures for maintaining an externally competitive salary structure (survey sources, etc.);
- State the procedure for placing positions within the new structure as well as utilizing market analysis to determine salary assignments that are externally equitable; and
- Establish clearly defined procedures for maintaining the updated system

All recommended changes in the current system would also be included in the Final Report. The Final Report will include the following elements:

1. EXECUTIVE OVERVIEW

- a. Project History and Background
- b. Project Elements
- c. Implementation Plan and Recommendations

2. PROJECT SUMMARY

- a. Position Responsibility Review for Matching Purposes
- b. Salary Survey Analysis Process and Results
- c. Positions Surveyed
- d. Benchmark Organizations and Published Survey Methods and Recommendations
- e. Salary Structure Recommendations

3. IMPLEMENTATION PLAN AND RECOMMENDATIONS

- a. Existing Pay Plan and Program Elements
- b. Review of Salary Structure
- c. Salary Adjustment Recommendations

Expected Results and Key Benefits: Develop a comprehensive Final Report to assist in the administration of the updated pay structure; deliver clear and meaningful communication regarding the project to key managers in order to ensure understanding and acceptance of the study recommendations; review the project steps including participation of key staff members; and confirm actual salaries in relation to external competitiveness goals.

PROFESSIONAL FEES

THE COST CONSCIOUSNESS OF THE TOWN OF ADDISON, THE DESIRED EMPLOYEE INVOLVEMENT, AS WELL AS THE OPTIMUM LEVEL OF QUALITY SERVICES AND PRODUCTS HAVE BEEN MAJOR CONSIDERATIONS IN ESTIMATING THE PROJECT COSTS OUTLINED IN THIS WORK PLAN.

PROJECT BUDGET APPROACH

By offering our clients the option to choose the project elements that support their goals and needs, we have succeeded in creating a much more flexible approach in system design than typical flat or hourly fee structures. Since our firm's beginning in 1976, forward thinking in the world of compensation design has been one of our greatest strengths. As with the compensation and related human resource systems we create, we believe our range of services must be just as flexible in order to meet the stated as well as the unforeseen needs of our clients.

We would be happy to discuss the specific calculations and associated project duties and negotiate the addition, deletion or alteration of any of our services to meet your project budget needs.

Billing of professional fees and expenses will be invoiced on a weekly basis. We request all invoices be paid and received to our offices within 30 calendar days of the date of receipt. Our tax identification number is 75-2272138.

Only professional fees have been detailed on the following page. Expenses are based on a fixed, not-to-exceed amount and will only be charged as incurred. Expenses are billed at cost and we do not charge an administrative fee in addition to the cost of actual expenses. Project-related expenses include, but are not limited to: printing, travel, transportation, telephone fees, shipping and postage.

**TOTAL PROFESSIONAL FEES
BASED ON APPROXIMATELY 269 EMPLOYEES**

General Description of Services	Professional Fees
1. Project planning, administration & strategy development. This includes the initial onsite meetings with City Management and the Project Team as well as administration and planning throughout the project. (Two on-site meetings with one consultant)	2,500.00
The following two project phases are combined to include the salary / benefits data collection and analysis: 2. Review of current position information for benchmark positions for matching purposes, includes audit of up to 10 job descriptions for appropriate job evaluation. 3. Collection of salary and benefit data and analysis including the review of position information for benchmarking purposes. TML benchmark organizations and data will be used.	5,000.00
4. Recommendations regarding the update of the current pay structure. Includes on-site meeting with City Management.	4,000.00
5. Department review and information sessions. Includes a series of individual department meetings with 2-3 department representatives to review market analysis findings (12 meetings over two days).	3,400.00
6. Development of compensation study final report.	1,500.00
7. Onsite presentation of findings including prep time. (One on-site meeting with one consultant)	1,500.00
Total Professional Fees	\$17,900.00

OPTIONAL AND/OR VARIABLE SERVICES	Fees
Additional work outside of scope of project	\$185.00 per hour as approved in advance
Additional onsite meetings including preparation time as ordered	\$185.00 per hour as approved in advance

Council Agenda Item: #R8

SUMMARY:

Staff recommends that the Council award a sole source bid to Hollman, Inc. totaling \$29,499.00 for installation of full length lockers in the Addison Athletic Club.

FINANCIAL IMPACT:

Budgeted Amount: **\$38,000.00**

Cost: **\$29,499.00**

Project Manager: Randy Rogers

This project is a budgeted item in the FY 2008 recreation operations budget.

BACKGROUND:

This project involves replacing the remaining 102 double tier lockers (51 in the men's and 51 in the women's locker room) with full length lockers. This will make 82 full length lockers available to members. The full length lockers are the most requested locker, and the existing double tier lockers are rarely used. Staff is also recommending the option to add five additional lockers in each locker room into spaces that became available when the vending machines were relocated to the multipurpose room.

The second part of the project involves installing card locks on the new and existing full length lockers. The card lock system will allow members to select their own locker using their club membership card to activate the lock and key release. This will allow members to spread out without being cramped for space while changing. Additionally, it will help streamline the check-in process by doing away with handing out keys.

The existing locker system was manufactured by Hollman, Inc. based in Irving, Texas. Hollman locker systems are used in the American Airlines Arena, Cooper Aerobics Center, Lifetime Fitness and many other golf and fitness facilities in the Dallas area. In order to get the best match with the existing locker system, style, color, and end panels, staff is recommending Hollman as a sole source vendor. The original Hollman lockers were installed when the building opened in 1987, and when full length lockers were added in 1998.

RECOMMENDATION:

We have been very pleased with the quality, workmanship, and durability of the Hollman locker system and locking system. Staff recommends approval.

Attachment: Hollman Company Background and "Green" Commitment

Addison!

Memo

To: Slade Strickland
From: Randy Rogers
Date: February 21, 2008
Re: Locker Room Lockers and Card Locks – Sole Source

This project involves replacing the remaining 102 double tier lockers (51 in the men's and 51 in the women's locker room) with full length lockers. The full length lockers are the most requested locker and the existing double tier lockers are rarely used. The second part of the project is to install card locks on the new and existing full length lockers. The card lock system will allow members to select their own locker and allow people to spread out more evenly. I am also recommending the option to add 5 additional lockers in each locker room by using the obsolete vending space.

The existing lockers are Hollman, Inc. lockers. In order to get the best match the existing locker system, style, color, and end panels; I am recommending we use Hollman, Inc. as a sole source vendor. The original Hollman lockers were installed when the building opened in 1987 and also when we added full length lockers in 1998. We have been very pleased with the quality, workmanship, and durability of the product.

The budgeted amount is \$38,000 and the cost is \$29,499.

HOLLMAN Inc.
 1825 Walnut Hill Lane
 Suite 110
 Irving, Texas 75038
 USA

Quote

Document Date: 2/1/2008

Quote No.: SQL-28375

Sell To:
 Addison Athletic Club
 Pat White
 3900 Beltway Drive
 Addison, Texas 75001-9010
 USA
 Tel: 972-450-7048
 Fax: 972-450-7243

Ship To:

We are pleased to submit the following proposal. The order will be fabricated per Hollman architectural specifications and approved elevations.

Project Name: Addison Athletic Club remodel - TX

Hardware Finish: Chrome

Quote Type: Regular

Melamine: Almond

2MM PVC Almond 1003 2mm

Plastic Laminate: Formica #966-58 Burgundy

Edgebanding:

Quantity	Description	Unit Price	Price
Men's Lockers			
51	Single tier; model A - Melamine Locker 72-L, 12-W, 20-D, 1-Recessed Shelves, 1-Coat Hooks, 1-Coat Rods, 4-Hinges Door Set : Door : PL Door		6,375.00
31	PL Door - Model A (replacement for existing A lockers)		1,240.00
82	Assa Abloy card lock		4,346.00
3	PL Single End Panel 72-L, 19.25-W		186.00
1	PL Mirrored Double End Panel 72-L, 38.5-W		280.00
1	PL Filler Panel sheet 72-L, 48-W		160.00
Women's Lockers			
51	Single tier; model A - Melamine Locker 72-L, 12-W, 20-D, 1-Recessed Shelves, 1-Coat Hooks, 1-Coat Rods, 4-Hinges Door Set : Door : PL Door		6,375.00
31	PL Door - Model A (replacement for existing A lockers)		1,240.00
82	Assa Abloy card lock		4,346.00
3	PL Single End Panel		186.00

72-L, 19.25-W

1	PL Mirrored Double End Panel 72-L, 38.5-W	280.00
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1	PL Filler Panel sheet 72-L, 48-W	160.00
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Hole Punch

1	Desktop Hole Punch for member cards	350.00
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Freight

1	Locker Freight to Addison, TX	375.00
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Installation

1	Non-Union Labor Locker Installation	3,600.00
1	Re-Finish Existing Butcher Block bench tops	0.00

Optional Vending Space - Both Rooms

10	Single tier; model A - Melamine Locker 72-L, 12-W, 20-D, 1-Recessed Shelves, 1-Coat Hooks, 1-Coat Rods, 4-Hinges Door Set : Door : PL Door	1,250.00
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10	Assa Abloy card lock	530.00
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1	PL Filler Panel sheet 72-L, 6-W	19.00
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Applicable Charges:	0.00
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Total Estimate:	29,499.00
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Special Notes:

Bid based on:

Standard Lead-Times:

- Shop Drawings: 0-2 weeks

- Production: 3-5 weeks

- Installation: 1 week

*Production time is based on from the time all shop drawings are approved and a deposit has been received by Hollman for the specific job. (Please see specific payment terms for details)

Hollman News:

-The Revolutionary "Keyless Security Lock" (www.hollman.com/tabid/372/Default.aspx)

-Hollman's campaign to go "GREEN" (www.hollman.com/Portals/hollman/skins/hollman/docs/Green%20letter%20for%20Brochure.pdf)

Quoted price is based only on items listed. Hollman, Inc. takes every effort to quote each project based on end user specifications and needs; however it is the responsibility of the end user to confirm quoted items meet all necessary requirements. If clarification is needed our sales staff will assist with line item explanations. All pricing is subject to change based on further information received and complete formal bid package. Please note if you are tax exempt, we need to have a copy of your tax exempt certificate within 15 days after placing your order.

Exception:

Lockers are to be fabricated per Hollman Standard Specifications, manufacturing processes and materials: If you are not familiar with our products please visit our website at www.hollman.com

PRICE VALID FOR 90 DAYS. Signed Quote serves as binding contract. Subject to Terms & Conditions.

Original Contract 29,499.00
(SQL-28375):

Total Contract: 29,499.00

Payment Terms:

Sales Consultant: Ryan Creecy

Sales Consultant (972) 815-4014
Phone No.:

Sales Consultant ryanc@hollman.com
Email:

I here by agree to all the following terms and amounts noted on this quote. I also am aware that this quote overrides all purchase orders and subcontracts unless noted differently in the sales quote.

Accepted by:

Date:

1825 WALNUT HILL LN, * IRVING, TEXAS 75038 * Tel: 972-815-4000 * Fax: 972-815-2921

Hollman Inc. Background

Founded in 1976, Hollman, Inc. has rapidly become the industry standard in both wood lockers and racquetball and squash courts. At Hollman, Inc. our goal is to produce the highest quality product with unsurpassed service for the best possible value. Hollman, Inc. is the only locker company in the US that meets and exceeds all architectural specifications, and as a result, over 60% of all lockers are written around Hollman lockers. At the very beginning Hollman started with 100,000 sq ft of building space and with our recent expansion and growth we occupy nearly 300,000 sq ft of manufacturing space. With all the recent improvements we continue to strive for 100% Customer Satisfaction, Leading the market in product innovation, Manufacturing Excellence and Continuous Improvement

Hollman, Inc., the worlds leading manufacturer of plastic laminate and wood lockers, panelized racquetball and squash courts, and athletic wall systems; are excelling in every area – from detailed craftsmanship and innovative designs to their unparalleled durability!

Hollman is equipped with the latest technology and over 300,000 square feet of manufacturing space located centrally in Irving, Texas; allowing us the capabilities to ship materials all around the world. Hollman is also currently expanding our doors to Mexico, Dubai and coming in 2007 China! We continue to provide first class products backed by a long lasting reputation. Hollman has made tremendous strides in making a conscious decision to eliminate our hazardous emissions and have invested millions of dollars in a new UV Finish Line. This new state-of-the-art equipment will reduce the amount of toxic chemicals released in the air and delivers Hollman's products as a 100% GREEN. In addition we have the patent process ability to produce doors and products with a formaldehyde-free finish that not only consistently creates a durable finish but creates a more even coat!

Our uncompromising standards have led the nation's top country clubs, fitness centers and spas, athletic facilities, healthcare and wellness facilities, ski lodges, and government/public facilities all around the world to enhance their images with their selection of Hollman products. Hollman, Inc. is the only locker manufacturer who owns its own door plant and as a result, giving our customer higher quality control, more flexibility, more options, more design, and reduced lead times.

Hollman's panelized court systems and Altempco Glass Walls (a division of Hollman, Inc.) are commonly used for racquetball/squash courts in proving a perfect package for any project. Our court division has provided turnkey systems to colleges & universities, apartment complexes, residences, health & fitness centers, and recreational facilities around the world. Our complete system includes wood flooring, light fixtures, steel stud framing, and installation.

Hollman is eager to introduce our new line of luxury cabinets designed for the home that utilizes this same unique process, and offers today's premier developers a whole new approach when it comes to high-quality custom cabinets. Luxury Cabinetry by Hollman features the best in Italian design and German engineering: concealed hinges, frameless cabinets, and simple, clean lines. Unlike other high end European cabinet manufactures, we produce our systems in the states therefore the lead time is significantly less.

Meet the Leader of the keyless revolution! Hollman has recently produced a one-of-a-kind, non-electronic, and maintenance free Keyless Security Lock. The Hollman Keyless Security Lock is the only mechanical lock that lets multiple users set their own personal combination, revolutionizing the way lockers are secured. It's keyless, wireless, and requires no batteries or upkeep, meaning no headaches for management! A simple spin of the dials gives each user one of 10,000 unique codes, making it perfect for shared or assigned lockers in any setting.

Based on our many years in the industry and our experienced staff, you can feel confident in using Hollman products. Please feel free to contact us with any questions you may have or for any literature you need to better acquaint yourself with our product lines.



Green is Not Just a Color - It's Our Future!

Three years ago, Hollman along with the rest of the industry were spraying lacquer and varnish for all our wood products, releasing our approved limit of 38,000 pounds of toxins into the air. With our commitment to go "GREEN", we've invested over 5 million dollars to limit our emissions to less than one-thousand pounds of toxins in the air. The end result consists of a water-based formaldehyde-free product that controls mill thickness and produces a consistent durable finish.

What are the adverse effects of Formaldehyde?

Short Term Effects on Individuals:

- Watery/burning sensation of the eyes, and burning of the nose, and throat
- Wheezing, nausea, and skin irritation

Long Term Effects on Individuals:

- EPA has classified formaldehyde as a Probable Human Carcinogen meaning that it causes cancer in animals and likely humans.

How Does Hollman Practice Being Green?

- In 2002, Hollman, Inc. introduced the industry's first technology of a certified patent veneer raised panel door.
- Utilizing veneer vs. solid wood, waste of a tree log is reduced to more than 30 times the traditional methods.
- Recently added engineered veneers to our product line.
- Changed from composite wood to PureBond (a formaldehyde-free product).
- Introduced new state of the art Cefla finishing line.
 - *Reduced the amount of toxins released to less than half a ton.*
 - *Ability to create a more even coat of finish.*
 - *Minimizing waste and naturally filtering the pollutants into the air.*
- Members of US Green Building Council
- Working to accumulate more LEED points.

Hollman's new finishing line technology brings you beautiful, durable formaldehyde-free wood products that are safer for the environment.

**Hollman, Inc....going beyond what's required
to operate in an environmentally responsible way in producing green products.**

Council Agenda Item: #R9

SUMMARY:

This item is to award first and final payment of \$48,500 to Curtco, Inc. for crack sealing on Belt Line Road and Addison Road.

FINANCIAL IMPACT:

Budgeted Amount: \$50,000

Original Contract Amount: \$48,500

This project is funded for 2007 -08 in the Street Operations Budget.

Project Manager: Robin Jones

BACKGROUND:

At the December 11, 2007 Council Meeting the Town Council authorized the hiring of Curtco, Inc. for \$48,500 (lump sum bid) to seal all street cracks on Belt Line Road and Addison Road.

Curtco Inc. satisfied all requirements of the contract, doing a good job for the Town, in a timely manner.

RECOMMENDATION:

Staff recommends payment of \$48,500 to Curtco, Inc. for crack sealing on Belt Line and Addison Road.

ITEM #R10

There are no Attachments for this Item.

ITEM #ES1

There are no Attachments for this Item.

ITEM #ES2

There are no Attachments for this Item.

ITEM #ES3

There are no Attachments for this Item.

ITEM #R11

There are no Attachments for this Item.

ITEM #R12

There are no Attachments for this Item.

ITEM #R13

There are no Attachments for this Item.