



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

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

AND / OR

WORK SESSION OF THE CITY COUNCIL

6:00 PM

APRIL 27, 2010

TOWN HALL

5300 BELT LINE ROAD, DALLAS, TX 75254

WORK SESSION

Item
#WS1 - Presentation and discussion of deficiency and management comment letters from the Town's independent auditors, Weaver and Tidwell.

Attachment(s):

1. Auditor Letter 1
 2. Auditor Letter 2
 3. Auditor Letter 3
-

REGULAR MEETING

Pledge of Allegiance

Item #R1- Consideration of Old Business.
Introduction of Employees
Discussion of Upcoming Events

Item #R2- Consent Agenda.

#2a- Approval to award the contract in the amount of \$32,934.14 for special event parking services to RSR Event Services for the 2010 special events.

#2b- Approval to award the bid (#10-14) for Special Event Decorations to Fun Factory Events (FFE) in the amount of \$68,618 for the 2010 special event season with the option to renew on the same terms and conditions for four additional years.

Item #R3 - Presentation and discussion of IBM Social Media for Smarter Cities Case Study for the Town of Addison.

Item #R4 - Presentation, discussion and consideration of approval of a contract with WebQA to provide website hosting services for the Town's businesses.

Attachment(s):

1. Contract
2. Schedule B

Item #R5 - Discussion and consideration of approval to authorize the creation of three new funds for tracking of grant monies and intergovernmental revenues and expenditures.

Item #R6 - Presentation, discussion, and case status update of existing litigation, to wit: AN Collision Center of Addison, Inc. d/b/a/ Bankston Collision Center v. The Town of Addison; Case No. 05-09-00272-CV; pending in the Fifth District Court of Appeals at Dallas on appeal from the 14th Judicial District Court, Dallas County, Texas.

Item #ES1 - Closed (Executive) session of the Addison City Council pursuant to Section 551.074, Texas Government Code, to deliberate the evaluation of the City Manager.

Item #R7 - Discussion and consideration of a Resolution approving compensation for the City Manager.

Adjourn Meeting

Posted:

04/23/2010, 5:00PM / Lea Dunn, City Secretary / Work Session starts at 6:00 PM / Regular Meeting starts at 7:30 PM

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

Council Agenda Item: #WS1

AGENDA CAPTION:

Presentation and discussion of deficiency and management comment letters from the Town's independent auditors, Weaver and Tidwell.

FINANCIAL IMPACT:

There is no financial impact associated with this item.

BACKGROUND:

Our auditors have supplied three letters related to the fiscal year 2009 independent audit. The first letter identifies two areas that are considered significant deficiencies; one of these areas relates to fiscal year 2008 and prior years. The second letter includes several comments related to the internal control system of the Town. The Financial and Strategic Services Department reviewed both letters and provided responses to all auditor findings. The third letter provides certain information to the council as required by professional standards.

RECOMMENDATION:**COUNCIL GOALS:**

N/A

ATTACHMENTS:

Description:

- [Auditor Letter 1](#)
- [Auditor Letter 2](#)
- [Auditor Letter 3](#)

Type:

Cover Memo
Cover Memo
Cover Memo



February 22, 2010

Town Council and Management
of the Town of Addison

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Town of Addison as of and for the year ended September 30, 2009, and have issued our report thereon dated February 16, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Town of Addison's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affect Town of Addison's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of Town of Addison's financial statements that is more than inconsequential will not be detected by Town of Addison's internal control. We consider the deficiency described in the accompanying schedule to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies that results in more than a remote likelihood that a misstatement of the financial statements will not be detected by Town of Addison's internal control.

Town of Addison
February 22, 2010

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Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we do not believe that the significant deficiencies described in the attached schedule are a material weaknesses.

Compliance and Other Matters

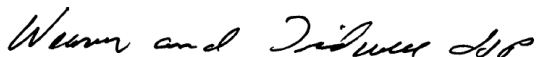
As part of obtaining reasonable assurance about whether Town of Addison's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

We noted certain matters that we reported to management of Town of Addison in a separate letter dated February 16, 2010.

Town of Addison's response to the significant deficiencies identified in our audit are described in the accompanying schedule. We did not audit Town of Addison's response and, accordingly, we express no opinion on it.

This report is intended for the information of the Town's Council and management and is not intended to be used and should not be used by anyone other than these specified parties.

Yours truly,



WEAVER AND TIDWELL, L.L.P.

Dallas, Texas

Town of Addison

Construction in Progress, Retainage and Disbursements

Finding: In the course of performing audit procedures on construction in progress we noted instances where retainage was not being withheld on construction expenditures. Additionally, we noted where a contractor payment was duplicated. We recommend management review approval of the construction expenditures process to ensure that charges are for previously unbilled portions of the project and that the work billed has been completed.

Management's Response: Management notes that retainage was not properly withheld from one invoice during the fiscal year and as such does not consider this a pervasive issue. This mistake was discovered by city staff and corrected on the following invoice. The comment regarding the duplicate payment relates to a Public Works invoice. Public Works staff is making strides to improve this process and has created a spreadsheet to track contractor progress payments. The spreadsheet specifies the maximum allowable expense as authorized by council, dates and amounts of invoices paid, and the remaining allowable amount. In addition, the Financial and Strategic Services Department conducted a training session on January 25 and 26, 2010 for employees who are responsible for reviewing and processing invoices for payment. During this training, we emphasized the importance of proper review of all invoices.

Fixed Assets: Software and Calculations

Finding: During the audit, we noted that fixed assets and depreciation are maintained in Excel where formula errors resulted in the incorrect calculation of depreciation in the prior year. We recommend management consider the feasibility of maintaining fixed assets in a fixed asset accounting module to reduce the risk of errors inherent with spreadsheet use for long term tracking and formula calculations.

Management's Response: This comment relates to a prior year issue that was discovered by Finance staff and corrected in the current year. During the year-end closing process, Finance staff reviewed all Excel spreadsheets to verify the accuracy of all formulas and calculations used. A journal entry was recorded to correct the depreciation related to prior year. Although Finance staff anticipates no issues with using Excel to calculate depreciation, we will research the costs and benefits of utilizing a fixed asset software instead of Excel.



February 22, 2010

Management of the
Town of Addison

The management of the Town of Addison (the Town) is responsible for establishing and maintaining the Company's internal control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control policies and procedures.

The Town's internal control consists of policies and procedures established by management to provide reasonable, but not absolute, assurance that the financial data are recorded, processed, summarized, and reported consistent with the assertions embodied in the financial statements. In establishing those policies and procedures, management assesses their expected benefits and related costs. Because of the inherent limitations in any system of internal control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any assessment of internal control to future periods is subject to the risk that policies or procedures may become inadequate because of changes in conditions or that the degree of compliance with the policies or procedures may deteriorate.

In planning and performing our audit of the financial statements of the Town of Addison for the year ended September 30, 2009, we considered its internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal controls and have issued a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with governmental auditing standards dated February 16, 2010. Additionally, we evaluated the status of the comments from our audit of the previous year. These matters, which were considered by us during our audit of the financial statements and do not modify the opinion expressed in our report dated February 16, 2010, are presented in the following paragraphs.

Capital Replacement Fund

Finding: In the course of performing our audit, we noted instances where documentation supporting the charges to user departments were insufficient to allow a third party (including both new town staff and independent auditors) to understand the nature, purpose and method of determining the amount charged. Additionally, we noted assets purchased by other governmental funds and contributed to the capital replacement fund were not capitalized. We recommend management review the internal control system relating to user charges to ensure that documentation is sufficient to support amounts charged.

Management's Response: This comment relates to the results of the Finance staff's review of the internal service funds. Our review indicated a few assets that had been expensed in the governmental funds and not properly capitalized in the Capital Replacement Fund. However, the total impact was immaterial to the financial statements, so Finance staff and our auditors agreed it was not necessary to capitalize these items. Due to turnover in the Financial and Strategic Services Department, Finance staff was unable to provide adequate documentation to support the calculation of the replacement fund contributions. Going forward, Finance staff will ensure the department contributions are calculated consistently and on a reasonable basis.

Expenditures: Classification

Finding: During our review of certain expenditure accounts, we noted some inconsistencies in account coding of expenditures. The inconsistencies occurred where non-capital expenditures were classified in capital outlay accounts and expenditures were classified to accounts where there were available budget funds instead of the correct expenditure account. The errors were not material; nevertheless, to make the financial statements a meaningful analysis tool, care should be taken to properly and consistently classify expenditures. The correct coding of all expenditures is essential for accurate and useful financial statements.

Management's Response: During the year-end closing process, Finance staff reviewed all expenditures coded to capital outlay accounts. Items that were correctly classified as capital outlays were capitalized in the appropriate fund; items that were incorrectly classified as capital outlays were not capitalized. To ensure the accuracy of the financial statements, these items were correctly included in "Maintenance and Materials" in the Comprehensive Annual Financial Report. Going forward, Finance staff will continue to review all expenditures charged to capital outlay accounts to ensure their validity, and adjusting journal entries will be made to reclassify incorrect expenditures when necessary.

Payroll: Allocations and Estimates

Finding: During the audit, we noted that allocations of time between departments are based on budgeted amounts. Based on discussions with staff there has been no current evaluation of time worked between departments to evaluate reasonableness of amounts. We recommend the town perform a time analysis to determine appropriateness of time allocations.

Management's Response: The Financial and Strategic Services Department is in the process of reviewing time charged to outside departments in order to identify employees who are not accurately reporting their time.

Payroll: Personnel Files

Finding: During the audit, we observed that personnel files are not being kept current and in some instances incomplete. Comprehensive personnel files compile data for all employees in one area. A complete file should be prepared for all new employees. We noted that annual reviews are not included in all files to support merit increases and we noted that personnel files do not consistently contain documentation of who performed exit interviews or who processed terminations. We recommend the town review and evaluate its personnel file maintenance procedures to ensure all necessary data is included.

Management's Response: The HR department (with assistance from Finance) will review all personnel files to ensure necessary data is contained by June 30, 2010 prior to outside auditors conducting their field work for the 2010 fiscal audit. Exit interviews are voluntary and if an employee does not wish to participate in an exit interview or if the employee is being terminated involuntarily, an exit interview is not performed. The Exit Interview/Termination Checklist, which is signed and dated by the employee, will be revised to show who processed the termination/performed the exit interview.

Purchasing: Purchase Orders

Finding: In the course of performing audit procedures on cash disbursements we noted instances where purchase orders were created after goods were ordered and invoices received in violation of the Town policy. We recommend management review the use of purchase orders to ensure purchases are approved prior to purchase and are within the budgeted amount.

Management's Response: Financial and Strategic Services staff conducted a training session on January 25 and 26, 2010 for employees who are responsible for reviewing and processing invoices for payment. During this training, we emphasized the importance of creating a purchase order prior to ordering goods. This issue must be corrected at the department level, since Finance staff does not learn of the disparity until an invoice is received from the vendor and is matched with the appropriate purchase order. Finance staff will bring all instances of noncompliance with purchasing rules to the department head's attention and, if necessary, to the attention of the city manager.

Cash Disbursement Support

Finding: During the audit, we noted instances where no documentation proving when or if an item was received or if a prepaid event was attended. This allows for the possibility that goods are not being received or are being expensed in the period ordered rather than when they are received.

We recommend management review authorization and documentation to ensure payment is only approved where goods or services have been received and reported in the prior fiscal period.

Management's Response: As noted earlier, Financial and Strategic Services staff conducted a training session for employees who are responsible for reviewing and processing invoices for payment. During this training, we emphasized the importance of invoice documentation related to the date an item is received as well as providing additional support for prepaid events. Going forward, Finance staff will continue to review invoices to ensure proper documentation is included. Again, this issue must be corrected at the department level, as Finance only learns of the disparity when a vendor invoice is processed for payment.

Segregation of Duties

Finding: A good system of internal control provides for proper segregation of the accounting functions. The company does not have the proper segregation of duties over journal entries. The financial services manager is responsible for reviewing journal entries but in many cases also books entries which are not reviewed by others. As a result, entry errors or management's override of other account level controls could occur without detection. We also noted a lack of segregation of duties over utility billing adjustments. The same person is responsible for reviewing and entering adjustments proposed by billing staff. As a result, unauthorized billing adjustments or refunds could be made without detection. We recommend management reviews the internal control system relating journal entries and utility billing adjustments.

Management's Response: Due to the limited staff in the Financial and Strategic Services department, a complete segregation of duties is not always practical. While certain journal entries and billing adjustments may not be reviewed prior to posting to the general ledger, any entry or adjustment can be corrected after the fact. Nevertheless, the Financial Services Manager will continue to review all journal entries booked by the accountant; entries booked by the Financial Services Manager will be reviewed by the Chief Financial Officer as necessary. Furthermore, the Financial Services Manager now reviews all utility adjustments entered by the Financial Services Supervisor to ensure proper billing adjustments and refunds.

Grant Funding Adjustments

Finding: During the audit, we noted that there is no centralized tracking of grant requests or expected funding. No controls were noted to ensure that all grant funds were recorded in the proper fund and fiscal period or that the Town was in compliance with any other terms of the funding. We recommend management reviews the internal control system relating to the initiation, reporting and use of grant funding, including federal, state, local or private funds received to prevent misuse, misreporting or non-compliance.

Management's Response: The Financial and Strategic Services department agrees with this comment and had assigned that responsibility to the Strategic Services Manager prior to that position becoming vacant. How grant funds are coordinated in the future will depend on whether this position is filled.

Airport Activity

Finding: In the course of performing audit procedures in the airport fund, we noted no formal controls in place to understand cut-off and classification of transactions used by the vendor to comply with GAAP. We recommend management develop and implement formal internal controls relating to the reviewing and reporting of airport transactions to prevent or detect errors, irregularities or non-compliance with the management agreement. Similar controls should be developed for all similar agreements including joint ventures.

Management's Response: During discussions with our auditors, the City Manager indicated the new airport contract would include clearer expectations of the Town. Currently the Chief Financial Officer reviews the airport financial statements on a monthly basis. Our auditors would like to see documentation regarding the controls implemented at the airport to prevent and detect fraud, error, and misstatement of the financial statements provided to the Town. As such, the Town will request a quote to expand the scope of audit services to include an evaluation of the internal controls at the Addison Airport. The revised scope of services will be presented to the city manager with a recommendation from the Finance department as to whether it is beneficial to proceed with an expanded auditing scope.

Compliance: Prompt Payment Act

Finding: During the audit, we noted instances where payment was not made within the time allotted under the Prompt Payment Act. We recommend management review the internal control system relating to the use and tracking of purchase order or other means of determining what invoices for purchases have not been received at any point in time so that these violations may be prevented.

Management's Response: This comment relates primarily to one department rather than a pervasive issue. During the training on January 25 and 26, 2010, Financial and Strategic Services staff emphasized the importance of timely payment as well as proper documentation. This issue must be corrected at the department level, as Finance only learns of the disparity when a vendor invoice is processed for payment. Furthermore, the CFO now pulls all invoices not paid within the allotted time and discusses these items with the respective department head.

Compliance: Public Funds Investment Act (PFIA)

Finding: During the audit we noted that, for a portion of the year, the Town was not in compliance with the PFIA because the Town had no investment officer with the required training hours. We recommend management review and verify that at all times at least one officer has the required training.

Management's Response: This comment relates to approximately two months when the Town had no investment officers with current training. The PFIA requires 10 hours of training every two years for investment officers. The Strategic Services Manager obtained training in October 2009; the CFO, who has attended numerous training sessions in the past and was certified through August 2009, obtained the necessary training in November 2009. This lapse from August to October was due to scheduling conflicts, and management does not believe this lapse in training impacted the reliability of the Town's financial records.

Concluding Comments

If we may be of assistance in further discussion or implementation of the above comments, please feel free to call upon us. We appreciate the opportunity to be of service and wish to express our appreciation to the officers and employees of the Town for their cooperation and assistance during the course of our audit

This report is intended solely for the information and use of the Town Council and management of the Town.

Weaver and Tidwell LLP

WEAVER AND TIDWELL, L.L.P.



February 22, 2010

Town Council
Town of Addison
Addison, Texas

We have audited the financial statements of the governmental activities, business type activities, each major fund and the aggregate remaining fund information of Town of Addison (the Town) as of and for the year ended September 30, 2009, and we have issued our report thereon dated February 16, 2010. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under the U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated September 28, 2009, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note I to the financial statements. As described in Note IV to the financial statements, the Town adopted accounting policies related to Post Employment Benefits other than Pensions by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 45, Accounting and Financial Reporting by Employers for Post Employment Benefits other than Pensions, in 2009. The policy was adopted prospectively.

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of depreciation expense for the governmental activities, business type activities and the proprietary funds which is based on the cost of the assets being depreciated over the useful life of the asset. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

The following adjustments were made as a result of audit procedures:

Adjusting Journal Entries JE # 1011

Developer's contribution for EHOAA 15809 Addison Road			
12-000-16510-00000	CIP	444,884.00	
12-000-48711-00000	DEVELOPER CONTRIBUTIONS		444,884.00
Total		444,884.00	444,884.00

Adjusting Journal Entries JE # 3014

To capitalize developer's contribution Fairfield Residential			
91-000-16510-00000	CONSTRUCTION IN PROGRESS	1,023,004.00	
91-000-32140-00000	FROM - CONTRIBUTIONS		1,023,004.00
Total		1,023,004.00	1,023,004.00

Adjusting Journal Entries JE # 3015

To capitalize developers contributions Ashton Woods

91-000-16510-00000	CONSTRUCTION IN PROGRESS	707,570.00	
91-000-32140-00000	FROM - CONTRIBUTIONS		707,570.00
Total		<u>707,570.00</u>	<u>707,570.00</u>

Adjusting Journal Entries JE # 3016

To capitalize developer's contributions Opus West

91-000-16310-00000	IMPROVEMENTS O/T BUILDINGS	58,138.00	
91-000-32140-00000	FROM - CONTRIBUTIONS		58,138.00
Total		<u>58,138.00</u>	<u>58,138.00</u>

Adjusting Journal Entries JE # 1008

This JE reverses client entry #4083 which had cleared out all Fund 83

01-000-48510-00000	MISCELLANEOUS INCOME	196,689.00	
01-511-56990-00000	OTHER	196,689.00	
83-000-54110-00000	LANDSCAPE MAINTENANCE - ARBOR FUND	16,273.00	
83-000-56510-00000	AUDIT AND LEGAL SERVICES	500.00	
83-000-59111-00000	TRANSFER TO GENERAL FUND	196,689.00	
01-000-48510-00000	MISCELLANEOUS INCOME		196,689.00
01-000-49161-00000	TRANSFER FROM ARBOR FUND		196,689.00
83-000-34590-00000	UNRESERVED/UNDESIGNATED		182,657.00
83-000-46101-00000	INTEREST INCOME		4,300.00
83-000-48610-00000	RECYCLING REVENUE		18,570.00
83-000-48712-00000	ARBOR DONATIONS		7,799.00
83-000-49450-00000	GAIN ON SALE OF INVESTMENT		136.00
Total		<u>606,840.00</u>	<u>606,840.00</u>

The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Proposed JE # 1

To record the expense for the signal upgrades 9/18/09 bill and portion of 10/19/09 bill for services rendered in Sept 2009.

41-000-58210-42304	STREETS & ALLEYS-TOWN WIDE SIGNAL UPGRD	87,012.00	
41-000-20210-00000	ACCOUNTS PAYABLE		87,012.00
Total		<u>87,012.00</u>	<u>87,012.00</u>

Town of Addison
February 22, 2010

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Proposed JE # 2

Entry to record IRS taxes payable for wages earned in FY2009 but paid in FY2010. For ease of calculation these have not been allocated among the various funds.

01-111-51110-00000	SALARIES	5,400.00	
01-131-51110-00000	SALARIES	5,400.00	
01-132-51110-00000	SALARIES	5,400.00	
01-133-51110-00000	SALARIES	5,400.00	
01-151-51110-00000	SALARIES	5,400.00	
01-161-51110-00000	SALARIES	5,400.00	
01-181-51110-00000	SALARIES	5,400.00	
01-211-51110-00000	SALARIES	5,400.00	
01-215-51110-00000	SALARIES	5,400.00	
01-231-51110-00000	SALARIES	5,400.00	
01-311-51110-00000	SALARIES	5,400.00	
01-411-51110-00000	SALARIES	5,400.00	
01-511-51110-00000	SALARIES	5,400.00	
01-531-51110-00000	SALARIES	5,407.00	
01-000-20110-00000	FEDERAL INCOME TAX PAYABLE		61,009.00
01-000-20111-00000	MEDICARE PAYABLE		13,550.00
01-000-20120-00000	FICA PAYABLE		1,048.00
Total		<u>75,607.00</u>	<u>75,607.00</u>

Proposed JE # 3

Entry to record deferred compensation and ICMA loan repayments from wages earned in FY2009 but paid in FY2010. For ease of calculation these have not been allocated among the various funds.

01-111-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-131-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-132-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-133-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-151-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-161-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-181-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-211-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-215-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-231-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-311-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-411-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-511-51350-00000	DEFERRED COMPENSATION	2,914.00	
01-531-51350-00000	DEFERRED COMPENSATION	2,917.00	
01-000-20115-00000	DEFERRED COMP.CONTRIB.PAYABLE		40,799.00
Total		<u>40,799.00</u>	<u>40,799.00</u>

Proposed JE # 4

Entry to move revenue from a 9/2008 auction with cash received within 30days to FY 2008 instead of 2009.

72-000-33590-00000	RETAINED EARNINGS	84,382.00	
72-000-49210-00000	SALE OF CITY PROPERTY		84,382.00
Total		<u>84,382.00</u>	<u>84,382.00</u>

Proposed JE # 5

To add fixed assets that were expensed when purchased in prior fiscal years -

Capital replacement fund			
72-000-16410-00000	MACHINERY & EQUIPMENT	136,872.00	
72-756-57610-00000	DEPRECIATION EXPENSE	82,692.00	
72-000-16630-00000	ACCUM. DEPRE. - MACH./EQUIP.		82,692.00
72-000-33590-00000	RETAINED EARNINGS		136,872.00
Total		<u>219,564.00</u>	<u>219,564.00</u>

Proposed JE # 6

To transfer assets from the government wide to capital replacement fund

72-000-16410-00000	MACHINERY & EQUIPMENT	30,518.00	
91-000-16630-00000	ACCUM. DEPRE. - MACH./EQUIP.	5,337.00	
91-000-59192-00000	TRANSFER TO CR FUND	25,181.00	
72-000-16630-00000	ACCUM. DEPRE. - MACH./EQUIP.		5,337.00
72-000-49100-00000	Transfer from Government wide		25,181.00
91-000-16410-00000	MACHINERY & EQUIPMENT		30,518.00
Total		<u>61,036.00</u>	<u>61,036.00</u>

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 16, 2010.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations.

If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Town of Addison
February 22, 2010

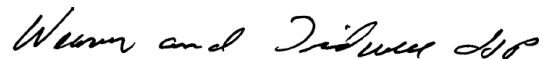
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Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Town Council and management of the Town and is not intended to be and should not be used by anyone other than these specified parties.

Yours truly,

A handwritten signature in cursive script that reads "Weaver and Tidwell LLP".

WEAVER AND TIDWELL, L.L.P.

Council Agenda Item: #R 2a

AGENDA CAPTION:

Approval to award the contract in the amount of \$32,934.14 for special event parking services to RSR Event Services for the 2010 special events.

FINANCIAL IMPACT:

The parking services proposed by RSR Event Services is \$6,903 less than 2009 and within the 2010 budget. See attached table.

BACKGROUND:

The Town of Addison wishes to contract with one company for Parking & Gate Attendant Services for the 2010 Taste Addison, Kaboom Town!, Addison Oktoberfest and WorldFest events. In March 2010, a Request for Quote for Addison Special Event Parking and Gate Attendants was sent to the following companies: ACT Services, Lanier Parking Solutions, and RSR Event Services. All three (3) submitted proposals to the Town of Addison. Addison staff (Barbara Kovacevich, Nicole Newkham and Greg Layman) met with all three companies to discuss their bid proposals.

RECOMMENDATION:

The decision was especially difficult for staff because there are significant advantages to two of the bidders; however, staff recommends approval of the quote submitted by RSR Event Services and award a one (1) year contract for the following reasons.

Staff rated the bidders proposals based on the following criteria:

- Bidders overall price to Addison – 45 points
- Ability to produce the goods or services requested – 30 points
- Performance on similar contracts – 25 points

Based on the overall rating system, RSR Event Services is the lowest, most qualified bid of the three proposals. The following will summarize the scoring chart submitted by the staff review committee:

- ACT – 77 points
- Lanier – 85 points
- RSR – 90 points

The Town of Addison has worked with RSR for 10 years and they have become a reliable and consistent member of the special event team

RSR employs permanent staff and the majority of their employees have been with the company and worked Town of Addison events for over five years. They have provided a turnkey “Addison Way” experience to patrons, vendors and staff.

While ACT offered the lowest bid, Addison staff is not confident in their ability to fulfill the service requirements of the bid to the level we are accustomed. ACT has provided superior trash services for the special events for several years; however, they did not display a

strong confidence in their presentation of the bid.

Lanier Parking Services, based out of Atlanta, Georgia, is the new parking company at Post Properties. It is a 20 year old company with 1,600 employees and many of their executives worked for Six Flags Over Georgia; however, they are new to the Dallas area. They bring many creative and additional revenue producing ideas as well as a professionalism and cohesiveness to the overall parking plan as it relates to the residents and event patrons. RSR was chosen over Lanier primarily due to prior experience with Addison events and the overall price of the bid

The original request for quote asked for a one year contract with the option to renew for two additional years; however, Addison staff and contractor agree to a one year bid that will be re-bid again next year so all parties will have a chance to review the market conditions.

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

[Special Events Parking](#)

Type:

Cover Memo



MEMORANDUM

P.O. Box 9010 • 16801 Westgrove Drive • Addison, TX 75001-9010 • 972-450-6231 • 972-450-2834FAX

DATE: April 20, 2010
TO: Barbara Kovacevich, Special Event Administrator
FROM: Nicole Newkham, Special Event Coordinator
RE: 2010 Addison Special Event Parking Quote
CC: Chris McMurtry, Special Event Coordinator; Matt McCombs, Management Analyst

BACKGROUND

The Town of Addison wishes to contract with one company for Parking & Gate Attendant Services for the 2010 Taste Addison, Kaboom Town!, Addison Oktoberfest and WorldFest events. In March 2010, a Request for Quote for Addison Special Event Parking and Gate Attendant was sent to the following companies: ACT Services, Lanier Parking Solutions, and RSR Event Services. All three (3) submitted proposals to the Town of Addison. Addison staff (Barbara Kovacevich, Nicole Newkham and Greg Layman) met with all three companies to discuss their bid proposals.

PROPOSAL COMPARISONS

Company	Taste Addison	Kaboom Town	Oktoberfest	WorldFest	Total	Considerations
<i>2009 Actual \$</i>	\$16,069	\$2,765	\$14,216	\$6,787	\$39,837	
ACT Services	\$12,202.50	\$2,107.50	\$10,317.50	\$3,180.00	\$27,807.50	\$15.00 per hour for attendant; \$20.00 for supervisor
Lanier Parking Services	\$15,083.49	\$4,409.24	\$12,983.57	\$5,455.05	\$37,901.34	\$19.96 per hour for attendant; \$26.51 for supervisor
RSR Event Services	\$14,289.20	\$2,435.56	\$12,468.75	\$3,740.63	\$32,934.14	\$18.35 per hour for attendant; \$36.71 for supervisor

RECOMMENDATIONS

The decision was especially difficult for staff because there are significant advantages to two of the bidders; however, staff recommends approval of the quote submitted by RSR Event Services and award a one (1) year contract for the following reasons.

Staff rated the bidders proposals based on the following criteria:

Bidders overall price to Addison– 45 points
Ability to produce the goods or services requested – 30 points
Performance on similar contracts – 25 points

Based on the overall rating system, RSR Event Services is the lowest, most qualified bid of the three proposals. The following will summarize the scoring chart submitted by the staff review committee:

ACT – 77 points

Lanier – 85 points

RSR – 90 points

The Town of Addison has worked with RSR for 10 years and they have become a reliable and consistent member of the special event team.

RSR employs permanent staff and the majority of their employees have been with the company and worked Town of Addison events for over 5 years. They have provided a turnkey “Addison Way” experience to patrons, vendors and staff.

While ACT offered the lowest bid, Addison staff is not confident in their ability to fulfill the service requirements of the bid to the level we are accustomed. ACT has provided superior trash services for the special events for several years; however, they did not display a strong confidence in their presentation of the bid.

Lanier Parking Services, based out of Atlanta, Georgia, is the new parking company at Post Properties. It is a 20 year old company with 1,600 employees and many of their executives worked for Six Flags Over Georgia; however, they are new to the Dallas area. They bring many creative and additional revenue producing ideas as well as a professionalism and cohesiveness to the overall parking plan as it relates to the residents and event patrons. RSR was chosen over Lanier primarily due to the overall price of the bid.

The original request for quote asked for a one year contract with the option to renew for two additional years; however, Addison staff and contractor agree to a one year bid that will be re-bid again next year so all parties will have a chance to review the market conditions.

Council Agenda Item: #R 2b

AGENDA CAPTION:

Approval to award the bid (#10-14) for Special Event Decorations to Fun Factory Events (FFE) in the amount of \$68,618 for the 2010 special event season with the option to renew on the same terms and conditions for four additional years.

FINANCIAL IMPACT:

The decoration services proposed by Fun Factory Events is \$74,637 less than the other bidder (Fauxcades) and is \$8,967 less than the actual 2009 costs for the same products and services. FFE included a few new items in their bid as well as reusing some existing decorations so production fees were eliminated for these items.

BACKGROUND:

The Town of Addison Special Event Department wishes to contract with one company for event decorations and other miscellaneous item rentals at Taste Addison, Kaboom Town!, Addison Oktoberfest, WorldFest and Holiday Open House for a three (3) year contract, including the 2010, 2011 and 2012 calendar years, with the option to renew for two (2) additional years. In March 2010, an Invitation to Bid for Addison Special Event Decoration Rental was advertised and sent to the following vendors: M&M Rentals, Fun Factory Events (FFE), Fauxcades Creative Event Design, Dixie Flag and Freeman Company. Only (2) of the (5) vendors (Fauxcades & FFE) submitted proposals to the Town of Addison.

RECOMMENDATION:

Staff recommends approval of the proposal submitted by Fun Factory Events and award the (3) year contract for the following reasons:

- FFE offers the lowest and most qualified proposal. FFE's proposal is \$74,637 less than Fauxcades proposal and \$8,697 less than the 2009 actual cost.
- Fun Factory offered creative new options for the 2010 events as well as some cost-savings options.
- The Town has worked with FFE since 1993. We have found their staff, products and services to be exemplary and reliable.

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

[Special Events Decor](#)

Type:

Cover Memo



MEMORANDUM

P.O. Box 9010 • 16801 Westgrove Drive • Addison, TX 75001-9010 • 972-450-6231 • 972-450-2834FAX

DATE: April 20, 2010
TO: Barbara Kovacevich, Special Event Administrator
FROM: Nicole Newkham, Special Event Coordinator
RE: 2010 Addison Special Event Decoration Bid
CC: Chris McMurtry, Special Event Coordinator; Matt McCombs, Management Analyst

BACKGROUND

The Town of Addison Special Event Department wishes to contract with one company for event decorations and other miscellaneous item rentals for the 2010 special event season with the option to renew on the same terms and conditions for four additional years. Each year of the contract is subject to an annual renewal agreement and budget appropriations.

In March 2010, a Request for Proposal for Addison Special Event Decoration Rental was sent to the following vendors: M&M Rentals, Fun Factory Events (FFE), Fauxcades Creative Event Design, Dixie Flag and Freeman Company. Only (2) of the (5) vendors (Fauxcades & FFE) submitted proposals to the Town of Addison.

PROPOSAL COMPARISONS

Company	Taste Addison	Kaboom Town	Oktoberfest	WorldFest	HOH	Total	Considerations
2009 Actual \$	\$18,946	\$5,175	\$27,442	\$20,252	\$5,500	\$77,315	
Fauxcades Creative Event Design	\$37,895	\$13,565	\$58,185	\$26,820	\$6,790	\$143,255	
Fun Factory Events (FFE)	\$14,906	\$4,620	\$29,502	\$14,090	\$5,500	\$68,618	Fun Factory cut a few bid items because some signs/décor items are already created; no need to reproduce, just charging labor to install. Included in price are additional suggested décor items from FFE.

RECOMMENDATIONS

Staff recommends approval of the proposal submitted by Fun Factory Events and award the (3) year contract for the following reasons:

- FFE offers the best overall cost-effective pricing to the Town of Addison. Fauxcades pricing is \$74,637 higher than Fun Factory's proposal, and Fun Factory is \$8,697 less than the 2009 actual cost.
- Fun Factory has offered some creative new options for 2010 Taste Addison, Oktoberfest and WorldFest.
- FFE has worked with the Town of Addison since 1993. Working with FFE staff at previous events has been exemplary, flexible and reliable at all Town of Addison events.
- FFE is the lowest-most qualified bid of the two proposals.

Council Agenda Item: #R3

AGENDA CAPTION:

Presentation and discussion of IBM Social Media for Smarter Cities Case Study for the Town of Addison.

FINANCIAL IMPACT:

At NO charge to selected customers, IBM jointly invested in time boxed IBVA engagements to mutually understand needs and options for deploying social media tools in the local governments.

BACKGROUND:

Staff and IBM will present the case study.

RECOMMENDATION:

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

Type:

No Attachments Available

Council Agenda Item: #R4

AGENDA CAPTION:

Presentation, discussion and consideration of approval of a contract with WebQA to provide website hosting services for the Town's businesses.

FINANCIAL IMPACT:

One time charges: \$4,200

Recurring Charges: \$650/Month for the 1st 700 businesses.

BACKGROUND:

As part of the Shop Local ideology, staff has been pondering how best to improve communication to the public, informing them of just what kind of local venues actually exist in Addison. Recently staff became aware that GovQA, the leader in Citizen Request Management (CRM) and host of the Town's "Citizens Support Center" page on our web site, has a new online program known as ShopQA (governments supporting businesses). ShopQA creates a vibrant support platform that local businesses use in their store, on their website or through the Town's website to service customers and promote their businesses. With ShopQA, merchants can continually update information, news and coupon listing while taking customer inquiries and assembling customer lists. The three main elements of ShopQA are:

- Find information about retailer
- Submit questions to retailer
- Sign up for retailer eNews

In effect, it can become a one-stop shopping site to access every retailer within the community. The initial cost to the Town would be \$4,200 plus a monthly fee of \$650 for the 1st 700 businesses. Each additional 100 businesses will cause the monthly fee to increase by \$100. There would be no cost to any of the businesses that we list on the site. To expand the presence staff would intend to link this site at the <http://www.addisontx.gov> and www.addisontexas.net. Benefits to the Town are:

- Promotes Economic Development
- Creates and Supports Local Jobs· Unites City - Business – Citizens
- Attract Businesses to the Town Benefits to participated stores are:
 - Creates a Service Platform
 - Works In Store or on Websites· Offers Updates on News / Specials
 - Develops and Grows a Customer List
 - Eliminate needed expenditure by the businesses for a web presence

RECOMMENDATION:

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

- [Contract](#)
- [Schedule B](#)

Type:

- Backup Material
- Backup Material

2.4 *Term.* Subject to the earlier termination of this Agreement, this Agreement starts on May 1, 2010 and continues through April 30, 2012.

2.5 *Optional Term.* Upon the expiration of the term as described in Section 2.4 of this Amendment, and upon the expiration of any renewal one-year term as described herein, this Agreement will automatically renew for a period (renewal term) of one year unless Customer, at its sole and absolute discretion, notifies WEBQA in writing of its intention not to extend the term of the Agreement at least sixty (60) days prior to expiration of the current term end date (sixty (60) days prior to the expiration of the current term end date being the "Last Date for Notice of Non-extension"). Notwithstanding the foregoing provisions to the contrary, it is the intention of the parties to avoid an automatic renewal of this Agreement as a result of the inadvertent failure of Customer to give notice of its intent not to extend the term of the Agreement (as described in the immediately preceding paragraph) within the time limit prescribed. Accordingly, WEBQA shall give written notice to Customer of the automatic renewal provision at least thirty (30) days but not more than ninety (90) days prior to the Last Date for Notice of Non-extension. If WEBQA fails to give such written notice to Customer, the notice of intent not to extend the term of the Agreement shall be adjusted so that it may be given by Tenant not less than ten (10) days prior to the expiration of the then current term.

7.1 *Termination for Cause.* Either party may terminate this Agreement if the other party breaches any material term or condition of this Agreement and failed to cure such breach within sixty (60) days after receipt of written notice of the same. If WEBQA terminates for cause, payment for any Services provided by WEBQA to Customer pursuant to this Agreement for which it has not been paid shall be made by Customer to WEBQA on a pro-rata basis. If Customer terminates for cause, WEBQA shall promptly refund to Customer a ratable portion of any costs or fees paid by Customer hereunder, such portion determined by multiplying the amount of such fees multiplied by a fraction, the numerator of which is the number of days remaining in the year of termination following the date of termination and the denominator of which is 365.

7.2 *Termination Without Cause.* Either party may terminate this Agreement without cause by the terminating party giving the other party at least sixty (60) day's written notice prior to termination. In the event of such termination, if WEBQA has provided Services for which it has not been paid as determined by the parties, Customer shall pay WEBQA for such Services on a pro-rata basis; if Customer has paid for Services which it has not received, Customer shall be refunded a ratable portion of any costs or fees paid by Customer hereunder, such portion determined by multiplying the amount of such fees multiplied by a fraction, the numerator of which is the number of days remaining in the year of termination following the date of termination and the denominator of which is 365.

7.3 *Termination for Non-Appropriation.* This Agreement is subject to the annual appropriation and budgeting of funds by Customer, in its sole and absolute discretion, to make any payments set forth herein. In the event Customer does not appropriate and budget such funds, this Agreement shall end, without notice, on the last day of the annual budget period for which funds were appropriated and budgeted by Customer.

10.3 *Governing Law; Venue.* This Agreement is made under and will be governed by and construed in accordance with the laws of the State of Texas without reference to its conflict of laws provisions. Venue for any action or cause of action hereunder shall lie exclusively in Dallas County, Texas.

Section 4. There are no other amendments or modifications to the Original Agreement except as set forth herein.

Executed by each of the parties hereto to be effective as of the date first set forth above.

WEBQA, INC	TOWN OF ADDISON, TEXAS
By: _____	By: _____
Typed/printed name: _____	Typed/printed name: _____
Title: _____	Title: _____
Date: _____	Date: _____

SCHEDULE B – Extension / Request for Additional Services

Relationship To The Original Contract:

This is an addendum to the **WebQA Services Agreement** executed between WEBQA, Inc. (“WEBQA”) and Addison, TX. (“Customer”) on 11/1/2007 (“Original Contract”) with its current term date starting 1/1/2010 and ending 12/31/2010 (“Original Contract Period”).

This addendum serves to add new services.

Terms:

This new contract term will renew automatically for the same time period unless Customer provides WebQA notice of termination in writing sixty (60) days prior to the then current Term Ending Date.

If WebQA intends to raise the total price to the Customer for all WebQA services currently used by the Customer by more than 8% at time of renewal, WebQA will notify Customer ninety (90) days prior to the then current Term Ending Date.

Additional Services:

Customer is or is not (*select one*) ordering the following services at the following prices.

Service start date will be: May 1, 2010 and services will end with the then current Term Ending Date defined above. New services will become billable and due MAY 1, 2010.

- ShopQA** Monthly Fee \$650
- This is for the 1st 700 businesses. Each additional 100 businesses will cause the monthly fee to increase by \$100
- ShopQA Implementation** One-time Fee - \$4,200
This includes all necessary communication, build out and designing, training of all the shop owners and the servicing of the local businesses.
- ShopQA Setup.** – GovQA will host, maintain and support web sites, and provide continuous training for the Addison businesses using the “ShopQA” technology.

BY SIGNING BELOW, CUSTOMER AGREES TO THE TERMS AND CONDITIONS OF THIS ADDENDUM.

Customer

WebQA, Inc.

By: _____

By: John Dilenschneider _____

Signature: _____

Signature: _____

Title: _____

Title: CEO _____

Date: _____

Date: _____

Council Agenda Item: #R5

AGENDA CAPTION:

Discussion and consideration of approval to authorize the creation of three new funds for tracking of grant monies and intergovernmental revenues and expenditures.

FINANCIAL IMPACT:

There is no financial impact associated with this item.

BACKGROUND:

As the Town of Addison receives additional grant funding from state and federal agencies, the need to more accurately track grant awards and expenditures has become increasingly important. Separate funds are needed to track grant activity for several reasons:

- In February 2009, the American Recovery and Reinvestment Act of 2009 (ARRA) was signed into law, which specifies that agencies must not commingle ARRA funds with other funds; within their financial systems, agencies must separately track apportionments, allotments, obligations, and expenditures related to ARRA funds. The Town's current fund structure does not allow for this separation of funds.
- Accounting for Interest Earnings – Advanced funding grants can earn interest but reimbursement grants by nature do not.
- Single Audit – Non-Federal entities are required by the Single Audit Act Amendments of 1996 and OMB Circular A-133 to have an annual audit of their federal awards if they expend more than \$500,000 in awards during the fiscal year. Addison is not currently subject to this requirement, but it is expected in coming years.

The Finance department suggests using three funds for grant awards and expenditures as follows:

- American Recovery and Reinvestment Act Grant Fund – This fund will be used solely for those grants related to the ARRA, which are required to be kept separate from non-ARRA grants. The Town has already received one ARRA grant in fiscal year 2010 for \$49,000, and a \$58,000 grant is expected in the coming months.
- Advanced Funding Grant Fund – This fund will be used for non-ARRA grants that are received prior to the related expenditure. This fund will earn interest, as the Town will hold grant monies for a period of time before incurring the related expenditure. Unspent grant proceeds at year-end will be classified as Restricted Fund Balance.
- Reimbursement Grant Fund – This fund will be used for expenditures and related grant reimbursements. This fund will not earn interest, as expenditures will be incurred prior to the receipt of grant monies.

All grant receipts and expenditures will have a project code to track the status of the grant. As in our current structure, all expenditures will have an associated department code (i.e. 211 for Police).

RECOMMENDATION:

Staff recommends approval.

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

No Attachments Available

Type:

Council Agenda Item: #R6

AGENDA CAPTION:

Presentation, discussion, and case status update of existing litigation, to wit: AN Collision Center of Addison, Inc. d/b/a/ Bankston Collision Center v. The Town of Addison; Case No. 05-09-00272-CV; pending in the Fifth District Court of Appeals at Dallas on appeal from the 14th Judicial District Court, Dallas County, Texas.

FINANCIAL IMPACT:

na

BACKGROUND:

City Attorney will provide update.

RECOMMENDATION:

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

Type:

No Attachments Available

Council Agenda Item: #ES1

AGENDA CAPTION:

Closed (Executive) session of the Addison City Council pursuant to Section 551.074, Texas Government Code, to deliberate the evaluation of the City Manager.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

No Attachments Available

Type:

Council Agenda Item: #R7

AGENDA CAPTION:

Discussion and consideration of a Resolution approving compensation for the City Manager.

FINANCIAL IMPACT:

na

BACKGROUND:

na

RECOMMENDATION:

COUNCIL GOALS:

N/A

ATTACHMENTS:

Description:

Type:

No Attachments Available