



City of Sachse, Texas

Meeting Agenda

City Council

Monday, April 2, 2018

7:30 PM

Council Chambers

The Mayor and Sachse City Council request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond or to conduct a phone conversation.

The City Council of the City of Sachse will hold a Regular Meeting on Monday, April 2, 2018, at 7:30 p.m. in the Council Chambers at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

Invocation and Pledges of Allegiance to U.S. and Texas Flags.

A. Pledge of Allegiance to the Flag of the United States of America: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

B. Pledge of Allegiance to the Texas State Flag: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

1. CONSENT AGENDA.

All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests.

[18-4198](#) Approve the minutes of the March 19, 2018 workshop meeting.

Attachments: [03.19.18 Minutes Workshop](#)

[18-4199](#) Approve the minutes of the March 19, 2018 regular meeting.

Attachments: [03.19.18 Minutes](#)

[18-4200](#) Accept the Monthly Revenue and Expenditure Report for the period ending February 28, 2018.

Attachments: [All Funds 2-28-18](#)

[Sales Tax Analysis March 2018](#)

2. MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS, CURRENT ACTIVITIES, AND LOCAL ACHIEVEMENTS.

[18-4205](#) Proclamation recognizing April 7, 2018 as Arbor Day in the City of Sachse.

Attachments: [Arbor Day Proclamation](#)

[18-4206](#) Proclamation recognizing April 7, 2018 as Keep America Beautiful Great American Clean-up Day in Sachse.

Attachments: [Proclamation](#)

3. CITIZEN INPUT.

The public is invited at this time to address the Council. The Mayor will ask you to come to the microphone and state your name and address for the record. If your remarks pertain to a specific agenda item, please hold them until that item, at which time the Mayor may solicit your comments. Time limit is 3 minutes per speaker. The City Council is prohibited by state law from discussing any item not posted on the agenda according to the Texas Open Meetings Act, but may take them under advisement.

4. REGULAR AGENDA ITEMS.

[18-4202](#) Discuss and consider options for audio-visual upgrades to the City Council Chambers.

[18-4207](#) Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Visionality-Designs That Compute (DTC) for audio-visual upgrades in an amount not to exceed seventy-seven thousand, one hundred eighteen dollars and thirteen cents (\$77,118.13).

Attachments: [Resolution-Visionality](#)
[Quote-Visionality](#)

[18-4208](#) Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Emerald Data Solutions, Inc. for the purchase of BoardDocs Pro in an annual fee amount not to exceed ten thousand, two hundred dollars and zero cents (\$10,200.00).

Attachments: [Resolution-BoardDocs Pro](#)
[Quote-BoardDocs Pro](#)

[18-4209](#) Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Swagit Productions LLC. for digital recording and video production in an amount not to exceed thirty-six thousand, six hundred ninety-seven dollars and fifty cents (\$36,697.50).

Attachments: [Resolution-Swagit](#)
[Quote-Swagit](#)

[18-4204](#) Receive an update on drainage maintenance projects and the City's Stormwater Utility.

Attachments: [Presentation](#)

[18-4210](#) Discuss and reconsider the City Council action taken on March 19, 2018, regarding the composition of the Board of Directors for the Municipal Development District (MDD).

5. EXECUTIVE SESSION.

[18-4195](#) The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel - regarding the

mid-year review of the City Secretary.

Consider any action necessary as a result of Executive Session.

6. ADJOURNMENT.

Vision Statement: Sachse is a friendly, vibrant community offering a safe and enjoyable quality of life to all who call Sachse home.

The City of Sachse reserves the right to reconvene, recess or realign the regular session or called Executive Session or order of business at any time prior to adjournment.

As authorized by Section 551.072(2) of the Texas Government Code, this meeting may be convened into closed Executive Session at any time during the City Council workshop or regular meeting for the purpose of seeking confidential legal advice from the City Attorney on any workshop or regular meeting agenda item listed herein.

Posted: March 29, 2018; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements, please contact Michelle Lewis Sirianni, City Secretary, at (972) 495-1212, 48 business hours prior to the scheduled meeting date.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4198 **Version:** 1 **Name:** March 19, 2018 Council workshop minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 3/21/2018 **In control:** City Council
On agenda: 4/2/2018 **Final action:**
Title: Approve the minutes of the March 19, 2018 workshop meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [03.19.18 Minutes Workshop](#)

Date	Ver.	Action By	Action	Result
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Title
March 19, 2018 workshop minutes.

Background
Minutes of the March 19, 2018 workshop meeting.

Policy Considerations
There are no policy considerations affiliated with this item.

Budgetary Considerations
There are no budgetary considerations affiliated with this item.

Staff Recommendations
Approve the minutes of the March 19, 2018 workshop meeting.

1CITY COUNCIL OF THE CITY OF SACHSE
WORKSHOP MEETING MINUTES
MARCH 19, 2018

The City Council of the City of Sachse held a workshop meeting on Monday, March 19, 2018 at 6:30 p.m. at the City Council Chambers. Those present were Mayor Mike Felix, Mayor Pro Tem Paul Watkins, Council Members Brett Franks, Charlie Ross, Bill Adams, Cullen King, and Jeff Bickerstaff. City Manager, Gina Nash; City Attorney, Joe Gorfida; City Secretary, Michelle Lewis Sirianni; Assistant to the City Manager, Lauren Rose; Human Resources Director, Melinda Walter; Development Services Director, Dusty McAfee; Parks and Recreation Director, Lance Whitworth; Parks and Recreation Supervisor, Cynthia Wiseman; Finance Director, Teresa Savage; Fire Chief, Marty Wade, and Police Chief, Bryan Sylvester.

Mayor Felix opened the meeting to order at 6:36 p.m.

CODE OF ETHICS: Discuss and consider an ordinance amending the Code of Ordinances by amending Chapter 1 titled “General Provisions” by adding a new Section 1-22 titled “Code of Ethics” setting forth a Code of Ethics for City Officials.

Mr. Gorfida presented a draft policy for elected and appointed officials. Mr. Gorfida noted that the disclosure of real property interest was removed and the policy would apply to all boards and commissions, including the Sachse Economic Development Corporation (SEDC). Mr. Gorfida specifically addressed the social media aspects of the policy including items pertaining to City business, walking quorums, personal opinions on matters versus official statements, acting in an official capacity, and refraining from posting negative or derogatory comments. Mr. Gorfida noted that this should be a living document and it should be reviewed every year.

The City Council discussed the social media aspects of the proposed policy and provided examples of how these would relate to various social media platforms.

COMMUNITY CENTER: Receive an update, discuss, and consider cost estimates regarding the design of the Sachse Community Center from Ron Hobbs Architects.

Mrs. Nash stated that staff is seeking feedback from the City Council on the project and cost estimates presented by Mr. Hobbs.

Mr. Hobbs presented the proposed site plan and corresponding cost estimates. Mr. Hobbs explained that the estimates included the cost of the base building plus a five percent contingency amount. In addition, Mr. Hobbs also provided three bid alternate options based on previous discussions with the City Council. These include a lower-level youth lounge, a lower-level courtyard and amphitheater, and additional parking. Once the construction documents are finished, the project will be put out to bid.

Councilman Bickerstaff asked if the City Council should bid with the additional alternates. Mr. Hobbs responded yes and that the proposed additions do not affect the functionality of the building.

The City Council would be able to decide once the bids come back if they would like to include any or all of these into the building design.

Councilman King asked where they could consider value engineering any items. Mr. Hobbs responded that, in lieu of reducing the size of the building, they could consider adjustments to the exterior or interior materials. For example, the roof on the gymnasium or the building façade. Mr. King stressed that he did not want a substandard building.

There was no further discussion by the City Council. Mayor Felix noted this item will be continued in the regular meeting for discussion and consideration.

ADJOURNMENT:

At 7:25 p.m., Mayor Felix adjourned the meeting.

ATTEST:

MIKE J. FELIX, MAYOR

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4199 **Version:** 1 **Name:** March 19, 2018 Council minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 3/21/2018 **In control:** City Council
On agenda: 4/2/2018 **Final action:**
Title: Approve the minutes of the March 19, 2018 regular meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [03.19.18 Minutes](#)

Date	Ver.	Action By	Action	Result
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Title
March 19, 2018 regular minutes.

Background
Minutes of the March 19, 2018 regular meeting.

Policy Considerations
There are no policy considerations affiliated with this item.

Budgetary Considerations
There are no budgetary considerations affiliated with this item.

Staff Recommendations
Approve the minutes of the March 19, 2018 regular meeting.

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

MARCH 19, 2018

The City Council of the City of Sachse held a regular meeting on Monday, March 19, 2018 at 7:30 p.m. at the City Council Chambers. Those present were Mayor Mike Felix, Mayor Pro Tem Paul Watkins, Council Members Brett Franks, Charlie Ross, Bill Adams, Cullen King, and Jeff Bickerstaff. City Manager, Gina Nash; City Attorney, Joe Gorfida; City Secretary, Michelle Lewis Sirianni; Assistant to the City Manager, Lauren Rose; Human Resources Director, Melinda Walter; Development Services Director, Dusty McAfee; Finance Director, Teresa Savage; Parks and Recreation Director, Lance Whitworth; Parks and Recreation Supervisor, Cynthia Wiseman; Fire Chief, Marty Wade, and Police Chief, Bryan Sylvester.

Mayor Felix opened the meeting at 7:41 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND STATE FLAG: The invocation was offered by Councilman King and the pledges by Councilman Ross.

CONSENT AGENDA: All items listed on the Consent Agenda are considered routine and will be acted on by one motion, with no separate discussion of these items unless a City Council member or citizen so requests.

18-4183 - Approve the minutes of the March 5, 2018 workshop meeting.

18-4184 – Approve the minutes of the March 5, 2018 regular meeting.

Councilman Adams made a motion to approve items on the consent agenda as presented. Councilman King seconded that motion and the motion was unanimously approved.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Councilman King gave kudos to those involved with the opening of the Rowlett dog park, which included a group of Sachse citizens. He encouraged residents to visit and use the park.

Councilman Ross announced the following upcoming events at the Library: on March 20 at 11:30 a.m., there will be kids yoga with the theme “Frozen”; on March 24 at 12:30 p.m., the family movie “Frozen” will be shown; and both upcoming story times will include Easter egg hunts. Councilman Ross also reminded everyone that the Library will be closed on Friday, March 30 for the holiday and will re-open on Monday, April 2.

Councilman Adams congratulated the Sachse High School girls basketball team for a great season.

Councilman Franks announced the Easter egg events on Saturday, March 24 at Heritage Park. The Easter Bunny will make an appearance at 10:00 a.m., with the Doggie Bone Hunt occurring at 7:30 p.m., and the Flashlight Egg Hunt occurring at 8:00 p.m.

Mayor Felix announced the Arbor Day Jubilee: Team Up & Clean Up event will take place on Saturday, April 7. Mayor Felix also recognized individuals from the Texas Home School Coalition that were in attendance.

18-4182 - Proclamation recognizing the month of March as National Athletic Training Month.

Councilman Franks read a brief introduction and introduced Sachse High School staff and student trainers for National Athletic Training Month. Mayor Felix followed with a proclamation declaring March as “National Athletic Training Month” in Sachse.

CITIZENS INPUT:

Rick Bernas with Republic Services apologized to the City Council regarding the error in bulk collections. Mr. Bernas stated they will have trucks out through the end of the week to complete any missed areas.

Tricia Lindsey, 3718 Rock House Road, stated that the dog park in Rowlett opened over the weekend and they have social media sites that everyone can visit to find out more information. She also requested that the presentations regarding the Community Center be placed on the City website for public viewing.

REGULAR AGENDA ITEMS:

18-4174 Discuss and consider an ordinance amending the Code of Ordinances by amending Chapter 1 titled “General Provisions” by adding a new Section 1-22 titled “Code of Ethics” setting forth a Code of Ethics for City Officials.

Mayor Felix stated this is a continuation from the Workshop meeting and asked if there were any additional questions from Council.

Councilman Bickerstaff made a motion to approve an ordinance amending the Code of Ordinances by amending Chapter 1 titled “General Provisions” by adding a new Section 1-22 titled “Code of Ethics” setting forth a Code of Ethics for City Officials. Mayor Pro Tem Watkins seconded that motion and the motion was unanimously approved.

18-4177 Receive an update, discuss, and consider cost estimates regarding the design of the Sachse Community Center from Ron Hobbs Architects.

Mayor Felix indicated this was a continuation from the Workshop meeting.

Mr. Hobbs continued his presentation by stating the project will be bid out in April-May. Mr. Hobbs asked the City Council if they had any further questions on the cost estimates and/or the alternatives included. Mr. Hobbs recommended that the project bid includes the base bid amount plus alternatives to give the City Council more leeway when making their decision.

Councilman King asked what was the initial amount placed on the project. Mrs. Nash responded \$10.8 million and it includes funding for Merritt Road. Councilman King asked if there was a plan if the cost would increase on the Merritt Road project. Mrs. Nash stated the City is waiting on the North Central Texas Council of Governments for the approval of the partnership, which should be in June. She indicated the timing would be similar on both projects. Mrs. Nash noted that these are just cost estimates and recommended including the base bid plus alternatives when going out to bid, allowing the City Council to look at all the information once it comes back and evaluate what they would prefer to do.

Councilman Bickerstaff indicated that he is in favor of moving forward with additional alternatives giving them the most options as possible.

Mayor Pro Tem Watkins asked what the cost difference would be on the roof of the gymnasium if a different roof was constructed. He would like to see a different roof material due to the cost of the proposed.

Councilman Ross asked if specific pricing can be done on the interior façade including flooring. Mr. Hobbs replied that the bid will be a sum of everything included and the contract will be awarded on the base bid. Councilman Ross asked if the base bid would be itemized and what if it is too high. Mr. Hobbs responded that it will not be itemized and, if it is too high, they will have the option to look at value engineering materials, downsizing the building by possibly eliminating rooms, and can look at the budget.

Councilman Franks stated he is in favor of putting the project out to bid with alternatives. He would like the building to be consistent with the appearance of the entire campus.

Mayor Felix stated he would be in favor of adding in the additional alternatives the base bid.

Mayor Felix opened comments to the public.

Mike Kellam, 5619 Pinnacle Circle, asked if this item could be placed online so that he could educate himself on the project.

Cyndi Mitchell, 3128 Welch Lane, asked if they can do line item bids or finish items. Mr. Hobbs stated that line items for a project of this nature does not work and they would run the risk of receiving no bids.

Kathy Cobb, 3820 6th Street, asked if there were other meetings with public input, if the drainage of the property has been addressed, expressed safety of children crossing from the Library to the Community Center, and if defibrillators, security cameras, and staffing have been considered.

Councilman Bickerstaff made a motion to approve the bid including the base bid with additional alternatives. Councilman King seconded that motion.

Councilman Adams asked if the additional alternatives would require separate bids. Mrs. Nash replied that the City Council is directing staff to go to bid with additional alternatives and/or anything else they would like to add. The motion was unanimously approved.

18-4185 Consider an ordinance approving a tariff authorizing an annual rate review mechanism as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division and the Steering Committee of Cities served by Atmos.

Mrs. Savage stated that negotiations have taken place over the past several months and has resulted in a revised RRM Tariff that has been agreed to by Atmos Energy. The Steering Committee of Cities served by Atmos (the Steering Committee) recommends acceptance of the revised RRM Tariff. The revised RRM Tariff captures the reduction in federal income tax rates from 35% to 21%, and should result in a rate reduction effective by mid-March 2018. Mrs. Savage stated that the Steering Committee recommends approval of the proposed ordinance. The City Council discussed the proposed ordinance and the rate review mechanism versus the process of reviewing a rate adjustment. Eva Hummel with Atmos Energy indicated that an annual rate review will still be done.

Councilman Adams made a motion to approve an ordinance approving a tariff authorizing an annual rate review mechanism as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division and the Steering Committee of Cities served by Atmos. Councilman King seconded that motion. The motion passed with a 6-1 vote. Mayor Pro Tem Watkins abstained.

18-4197 Discuss and consider a resolution approving the acceptance of the bid proposals submitted by United Healthcare Dental for the purpose of providing group dental insurance benefits, renewing an agreement with United Healthcare for group medical insurance and benefits; renewing an agreement with Dearborn for life insurance, accidental death/dismemberment insurance, and disability insurance.

Mrs. Nash stated that IPS is back and Andrew Weegar will present proposals and recommendations on moving forward.

Mr. Weegar began with presenting the *2017 Claims versus Premiums* report to indicate where the City currently sits with its loss ratio. Mr. Weegar stated that the City released an RFP for insurance with a May 1, 2018 effective date and that the City is realigning the benefit plan dates to a calendar year basis. Due to this realignment, eight-month contract rates and 20-month contract rates were requested. Mr. Weegar outlined the vendor responses and recommendations based on the RFP. The City recommends discontinuing the Teledoc and Compass professional services based on costs associated with these services and that United Health Care provides similar features with their plans. Unaffected benefits include vision, the employee assistance program, and the HSA/FSA/HRA, as they are not up for renewals until 2019-2021. Mr. Weegar stated IPS recommends a 20-month medical contract with United Healthcare. This recommendation is based

on a combination of rates received during the RFP process and current claim drivers, which are not anticipated to decrease during the next eight months. With an eight-month contract, the City anticipates increases in January 2019 in line with the RFP responses of 38-57% increases, which would exceed the cost of the 20-month contract.

The City Council discussed the longer term contract versus evaluating after eight months and any cost savings associated with each option.

Councilman Bickerstaff made a motion to approve a resolution approving the acceptance of the bid proposals submitted by United Healthcare Dental for the purpose of providing group dental insurance benefits, renewing an agreement with United Healthcare for group medical insurance and benefits; renewing an agreement with Dearborn for life insurance, accidental death/dismemberment insurance, and disability insurance. Councilman King seconded that motion.

Mayor Felix asked the difference between Teledoc and the Virtual Visits. Councilman Franks indicated virtual visits allow users to visit with a doctor virtually without having to go to an office.

The motion was unanimously approved.

18-4175 Discuss and consider the development of a special needs advisory task force.

Mrs. Rose stated she will be providing a recap of previous discussions, discuss Title II of the Americans with Disabilities Act, discuss the establishment of an Americans with Disabilities Act Coordinator position, and discuss opportunities with the Special Needs Advisory Task Force. Mrs. Rose noted that the City Council discussed this item during the February 5 City Council Workshop meeting and requested more information about the coordinator position and framework of a task force. The Americans with Disabilities Act addresses requirements of state and local governments. Title II specifically requires local governments to develop a grievance process, designate an ADA Coordinator, perform and retain a self-evaluation plan for three years, and develop a transition plan if structural changes are needed. Mrs. Rose outlined the ADA Coordinator position and indicated that she would serve in this role. She will create a grievance process including a statement of purpose, formal policy, and corresponding complaint forms, as well as create an idea suggestion form to correspond with the grievance process.

Mrs. Rose presented the idea of a Special Needs Community Roundtable. The purpose is to provide Sachse residents with a forum to discuss needs within the community and to foster ideas for the future, ultimately encouraging greater participation in the governmental process. Mrs. Rose stated this structure has a two-pronged approach. First, it addresses the topic of special needs in the community by way of input from the residents and second, it supports the ADA public input needs by outlining the issues facing the community. The format of the roundtable was outlined. Once feedback is received and discussed, the ADA Coordinator will bring input to the City Council for consideration. Mrs. Rose stated staff is seeking direction on the formulation of a Special Needs Community Roundtable and will return to the City Council with a summary to determine the next steps.

Councilman Adams stated that he was open to this idea and was averse to a formal committee based on getting attendance.

Councilman King supports this idea and interested in compiling interested parties.

Councilman Ross likes the concept and asked what the kick-off date would be. Mrs. Nash commented that they will be reaching out to several individuals and would anticipate holding the meeting in the summer.

Councilman Franks asked if the roundtable would consist of staff. Mrs. Rose noted that staff would help coordinate the process and the group would be focused, but not limited.

Mayor Pro Tem Watkins stated he likes the idea. He believes having someone with expertise and a knowledge base in this area is imperative.

Mrs. Nash stated that she will have Mrs. Rose put together a meeting for the public and will return with an update to the City Council.

Councilman King made a motion to direct staff to proceed with the development of a Special Needs Roundtable. Councilman Franks seconded that motion and the motion was unanimously approved.

18-4191 Discuss and consider the appointment of a Board of Directors for the Municipal Development District (MDD) and other responsibilities associated with the MDD Board.

Mr. Whitworth stated during the 2017 Comprehensive Plan, it was recommended to allocate the City's remainder quarter cent sales tax for parks and other projects. Mr. Whitworth outlined the steps that were taken and that the Special Election held in November 2017 resulted in passage of the proposed measure by 58.90%. In December 2017, the City Council approved a resolution establishing the Municipal Development District (MDD) and specified that funds may only be used to fund parks and recreation development projects within the city. Mr. Whitworth outlined the MDD Board composition requirements. The MDD Board must contain at least four directors appointed by the governing body of the municipality. The directors serve two-year staggered terms and may be removed at any time without cause. Directors must live in the municipality that created the MDD and can be an employee, officer, or member of the governing body, but may not have a personal interest in a contract executed by the MDD. Mr. Whitworth added that the Texas Municipal League recommends that boards be comprised of an odd number of members to avoid issues in the event of a split vote. Staff recommends that the MDD Board be comprised of either five or seven members and include City Council members, a City employee, Park Board members, and Sachse residents. Staff is requesting that the City Council determine the make-up and number of directors to serve on the MDD Board and outline the selection process.

Councilman Franks stated that he was interested in serving on the MDD Board and would like to see an odd number, preferably with seven directors, and three on the first staggered term and the remaining four on the second year.

The City Council discussed variations of compositions of the MDD Board.

Councilman Ross stated he would like to see the appointment cycle align with existing boards.

Mayor Felix added that he would like to see everyone interviewed with the exception of the City Manager. Councilman Franks agreed with the interview process.

Councilman Bickerstaff made a motion to approve the composition of the Municipal Development District Board of Directors as follows: one City Council Member, one City Manager, two Park Board members, and three residents. Mayor Pro Tem Watkins seconded that motion and added that all interested individuals will be interviewed.

Councilman Franks asked if they should let the Park Board appoint their own two members. Mayor Pro Tem Watkins stated that they should let all apply and give a fair opportunity to everyone.

The vote passed with a 5-2 vote. Councilman King and Adams were opposed.

18-4192 Discuss and consider a resolution approving the revised Laurie Schwenk Senior Activity Center Operations Manual.

Mr. Whitworth stated the original manual was approved by the City Council in 2008. The City has continued to see increases in membership with more than 300 active members in 2018. Due to this increase in membership and activities, staff recommends updating the Senior Center Operations Manual to add specific sections to address issues that may arise. Sections of the manual that were updated with minor edits including the gift shop purchases, contact information, signage, the Senior Center exercise room, and staff supervision. Sections and forms added to the manual included a complaint and grievance procedure, a code of conduct, membership information form, and a membership waiver and release. Staff recommends approval.

The City Council discussed how long members would be given to sign off on waivers. Mr. Whitworth stated that for existing members, it is an annual requirement. Staff will work with them as needed since no formal deadline has been set.

Kathy Cobb, 3820 6th Street, expressed concern on the privacy of the forms.

Councilman Franks made a motion to approve the revised Laurie Schwenk Senior Activity Center Operations Manual. Councilman Ross seconded that motion and the motion was unanimously approved.

18-4196 Present the Sachse Police Department's "Take Me Home" program.

Chief Sylvester presented the City Council with the new Take Me Home program. The purpose of the program is to assist law enforcement officials during contacts with members of the community. It will include a searchable database to provide for a safe and quick return to their home and family, and an investigative tool if the person goes missing. Chief Sylvester stated residents will be able to enroll the family member through an online registration or complete and submit a registration form in person to the Sachse Police Department. The registration form will have a series of questions to assist the officer with identification, communication, and emergency contact information. The database will contain the information provided in order to contact the caregiver immediately. Residents may enroll at www.cityofsachse.com/TakeMeHome.

Councilman Adams state this is a great program and in favor of it.

Councilman Ross echoed Councilman Adams comments. He added that he appreciates his leadership and how he seeks to serve the citizens.

Mayor Pro Tem Watkins thanked the Chief for creating the program along with the many others he's initiated since becoming the City's Police Chief.

ADJOURNMENT:

Mayor Felix adjourned the meeting at 10:28 p.m.

MIKE J FELIX, MAYOR

ATTEST:

Michelle Lewis Sirianni, City Secretary



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4200 **Version:** 1 **Name:** Monthly Budget Report April 2018
Type: Agenda Item **Status:** Agenda Ready
File created: 3/23/2018 **In control:** City Council
On agenda: 4/2/2018 **Final action:**
Title: Accept the Monthly Revenue and Expenditure Report for the period ending February 28, 2018.
Sponsors:
Indexes:
Code sections:
Attachments: [All Funds 2-28-18](#)
[Sales Tax Analysis March 2018](#)

Date	Ver.	Action By	Action	Result
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Title

Monthly Revenue and Expenditure Report for the period ending February 28, 2018.

Background

The Finance Department prepares a report each month to update the City Council regarding revenues and expenditures for the City. Included in the report are unaudited summaries for the General Fund, Utility Fund, Debt Service Fund, and the Sachse Economic Development Corporation, as well as an analysis of sales tax revenues received year-to-date.

Policy Considerations

The City Charter requires that the City Manager submit a monthly report covering revenues and expenditures.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

Accept the Monthly Revenue and Expenditure Report for the period ending February 28, 2018.

City of Sachse
Monthly Revenue and Expenditure Report
February 28, 2018
(Unaudited)

GENERAL FUND

42% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Property Tax	\$ 11,107,591	\$ 612,361	\$ 11,359,376	102.27%	A
Sales Tax	1,434,000	179,416	773,654	53.95%	
Franchise Fees	1,694,233	186,151	801,090	47.28%	
Licenses and Permits	615,500	56,528	279,964	45.49%	
Service Fees	676,000	83,355	383,978	56.80%	
Fines	250,000	24,999	114,675	45.87%	
Interest Income	25,000	15,133	40,885	163.54%	
Miscellaneous Income	281,118	25,801	161,881	57.58%	
Intergovernmental Revenue	1,078,989	89,916	449,579	41.67%	
Total Revenue	\$ 17,162,431	\$ 1,273,661	\$ 14,365,081	83.70%	
Expenditure Summary					
City Manager	\$ 409,060	\$ 44,303	\$ 181,617	44.40%	
City Secretary	166,672	18,421	86,564	51.94%	
Human Resources	361,047	28,556	140,645	38.95%	
Finance	546,930	32,046	254,113	46.46%	
Municipal Court	245,179	20,431	92,580	37.76%	
Parks & Recreation	1,660,984	68,874	416,233	25.06%	C
Senior Programs	151,626	10,013	53,610	35.36%	
Library Services	470,203	30,352	189,778	40.36%	
Community Development	879,108	60,511	350,955	39.92%	
Streets & Drainage	1,944,286	154,638	554,879	28.54%	C
Facility Maintenance	539,325	28,985	190,314	35.29%	
Police	5,123,381	350,343	2,054,997	40.11%	
Animal Control	220,972	16,220	80,519	36.44%	
Fire/EMS	4,047,667	293,616	1,622,623	40.09%	
Combined Services	389,672	12,048	240,727	61.78%	B
City Engineer	241,594	19,919	94,709	39.20%	
Information Technology	428,270	39,836	158,054	36.91%	
Total Expenditures	\$ 17,825,976	\$ 1,229,111	\$ 6,762,919	37.94%	
Total Revenue Over/Under Expenses	\$ (663,545)	\$ 44,550	\$ 7,602,162		

Explanation of Major Variances:

- A** Property Tax receipts peak in December and January
- B** Total annual property and liability premium paid in October
- C** Budgeted transfers to Capital Projects Fund will post in March

City of Sachse
Monthly Revenue and Expenditure Report
February 28, 2018
(Unaudited)

UTILITY FUND

42% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Water Revenue	\$ 6,204,912	\$ 444,989	\$ 2,739,701	44.15%	
Sewer Revenue	4,565,736	400,463	1,989,793	43.58%	
Drainage Revenue	-	17,009	34,095	n/a	
Fees	158,500	17,772	91,872	57.96%	
Interest Income	10,000	26,362	122,201	1222.01%	
Transfer In-Debt Service					
Miscellaneous Income	-	3,608	3,608		
Total Revenue	\$ 10,939,148	\$ 910,203	\$ 4,981,269	45.54%	
Expenditure Summary					
Utility Administration	\$ 350,365	\$ 28,067	\$ 132,673	37.87%	
Water Operations	7,822,028	642,100	2,959,573	37.84%	A
Sewer Operations	15,687,032	1,100,744	2,181,291	13.91%	A
Drainage Operations		-	-	n/a	
Meter Reading	2,457,045	474,079	1,741,393	70.87%	B
Total Expenditures	\$ 26,316,470	\$ 2,244,990	\$ 7,014,930	26.66%	
Total Revenue Over/Under Expenses	\$ (15,377,322)	\$ (1,334,787)	\$ (2,033,661)		

Explanation of Major Variances:

- A** Budget includes capital allocations
B AMI project expenditures included in budget and actual

Monthly Revenue and Expenditure Report
February 28, 2018
(Unaudited)

Debt Service Fund

42% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Property Tax	\$ 3,922,133	\$ 214,315	\$ 3,987,485	101.67%	
Interest Income	1,000	502	2,103	210.32%	
Miscellaneous Receipts		-	3,393		
Total Revenue	\$ 3,923,133	\$ 214,816	\$ 3,992,982	101.78%	
Expenditure Summary					
Fees	\$ 3,500	\$ 806	\$ 1,856	53.04%	
Principal	2,330,000	2,330,000	2,330,000	100.00%	A
Interest	1,433,496	702,292	702,292	48.99%	A
Transfer Out-Utility Fund					
Total Expenditures	\$ 3,766,996	\$ 3,033,098	\$ 3,034,148	80.55%	
Total Revenue Over/Under Expenses	\$ 156,137	\$ (2,818,282)	\$ 958,833		

A Principal payments are due in February and interest payments in February and August

City of Sachse
Monthly Revenue and Expenditure Report
February 28, 2018
(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

42% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Sales Tax	\$ 700,000	\$ 89,708	\$ 378,912	54.13%	
Other Income	\$ -	\$ 2,500	\$ 6,000		A
Interest Income	1,500	451	1,944	129.61%	
Total Revenue	\$ 701,500	\$ 92,660	\$ 386,857	55.15%	
Expenditure Summary					
Expenditures	701,609	25,203	130,136	18.55%	
Total Expenditures	\$ 701,609	\$ 25,203	\$ 130,136	18.55%	
Total Revenue Over/Under Expenses	\$ (109)	\$ 67,456	\$ 256,720		

Explanation of Major Variances:

A Rental income on EDC property

CITY OF SACHSE

2017/2018 SALES TAX ANALYSIS

FY 2017	Total Sales Tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget	FY 2018	Total Sales Tax	General Fund Sales Tax	General Fund Year-To-Date	YTD Percent of Budget
October	204,011	116,572	116,572	9.56%	October	192,025	109,723	109,723	9.00%
November	269,073	153,748	270,320	19.53%	November	419,139	239,496	349,219	24.94%
December	195,780	111,868	382,188	27.62%	December	192,626	110,067	459,286	32.81%
January	198,694	113,534	495,722	35.82%	January	208,475	119,123	578,409	41.31%
February	295,944	169,102	664,824	48.04%	February	313,995	179,416	757,825	54.13%
March	202,397	115,649	780,473	56.40%	March	181,691	103,818	861,644	61.55%
April	169,232	96,699	877,172	63.38%	April				
May	248,537	142,014	1,019,186	73.65%	May				
June	190,343	108,762	1,127,948	81.51%	June				
July	196,493	112,276	1,240,224	89.62%	July				
August	265,411	151,656	1,391,880	100.58%	August				
September	188,666	107,804	1,499,683	108.37%	September				
TOTAL	2,624,580	1,499,683			TOTAL	1,507,951	861,644		
BUDGET		1,383,888			BUDGET		1,400,000		



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4205	Version:	1	Name:	Proclamation recognizing April 7, 2018 as Arbor Day in the City of Sachse.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/26/2018	In control:		In control:	City Council
On agenda:	4/2/2018	Final action:		Final action:	
Title:	Proclamation recognizing April 7, 2018 as Arbor Day in the City of Sachse.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Arbor Day Proclamation				

Date	Ver.	Action By	Action	Result
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Title

Proclamation recognizing April 7, 2018 as Arbor Day in the City of Sachse.

Background

This is the 10th year the City of Sachse has celebrated Arbor Day. The City of Sachse has also met the requirements to receive the designation as a "Tree City USA" for the 10th year in a row. We are proud to be an active community that recognizes the importance of having healthy trees and understands the long-term benefits of tree planting.

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

Present Proclamation to the Parks and Recreation Department.

PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this special day, called Arbor Day, is now observed throughout the nation and the world, and

WHEREAS, trees can reduce erosion of our precious topsoil by wind and water, cut heating and cooling costs, clean the air, produce life-giving oxygen, and provide a habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

WHEREAS, trees in our city increase property values and enhance the economic vitality of business areas, and

WHEREAS, trees, wherever they are planted, are a source of joy and spirituality.

I, THEREFORE, Mike Felix, Mayor of the City of Sachse, do hereby proclaim: **April 7, 2018 as Arbor Day in Sachse** and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed this the 2nd day of April, 2018.

Mike J. Felix
Mayor



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4206	Version:	1	Name:	2018 Great American Cleanup Proclamation
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/26/2018	In control:		In control:	City Council
On agenda:	4/2/2018	Final action:		Final action:	
Title:	Proclamation recognizing April 7, 2018 as Keep America Beautiful Great American Clean-up Day in Sachse.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Proclamation				

Date	Ver.	Action By	Action	Result
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Title

Proclamation recognizing April 7, 2018, as Keep America Beautiful Great American Cleanup Day in Sachse.

Background

Keep America Beautiful's Great American Cleanup is the nation's largest annual community improvement program. The City of Sachse has participated in this annual event for the past eight years. This event is an outstanding community program where citizens of all ages can participate. Last year, we were able to collect 210 bags (4,200 lbs.) of trash and plant 180 flowers at various parks and City facilities. More than 280 individuals participated in the cleanup and beautification of 19 sites across the City of Sachse.

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

Present proclamation to the Parks and Recreation Department.

PROCLAMATION

WHEREAS, Keep America Beautiful, Inc., a national not-for-profit organization dedicated to helping individuals improve their community environment, has established the Great American Cleanup as its signature national effort for involving American citizens in environmental stewardship; and

WHEREAS, the City of Sachse is proud of its natural resources and its neighborhoods, and seeks to protect and improve our community through the action of citizens, schools, governments, and businesses working together; and

WHEREAS, the President of the United States of America has recognized the important commitment to improve American communities through litter prevention, beautification, and solid waste management initiatives, and has assumed the title of Honorary Chair of the Keep America Beautiful Great American Cleanup.

I, **THEREFORE**, Mike Felix, Mayor of the City of Sachse, do hereby proclaim: **April 7 , 2018 as t h e Keep America Beautiful Great American Cleanup Day in Sachse** and call upon our citizens to join in activities that promote responsible environmental stewardship and help us renew our commitment to building a better world today for future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sachse, Texas to be affixed this the 2nd day of April, 2018.

Mike J. Felix
Mayor



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4202	Version:	1	Name:	Discuss and consider options for audio-visual upgrades to the City Council Chambers.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/23/2018	In control:		In control:	City Council
On agenda:	4/2/2018	Final action:			
Title:	Discuss and consider options for audio-visual upgrades to the City Council Chambers.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider options for audio-visual upgrades to the City Council Chambers.

Background

Recently, the audio-visual equipment in the City Council Chambers has caused disruptions during City Council meetings, Sachse Economic Development Corporation meetings, and other public meetings. At this point, the issues are so extensive that pieces of equipment are no longer functional.

At the March 5, 2018 regular City Council meeting, staff brought forward options to improve the ongoing issues in the City Council Chambers. After providing input, the City Council requested that staff bring the project back for further consideration. Since that time, staff has been working diligently with technical professionals to conduct a thorough review of the current equipment and set-up in the City Council Chambers.

Much of the equipment in the City Council Chambers is original to when the building was constructed and operates off of an outdated analog platform. The age of the microphones, voting, and panel projection equipment, coupled with the analog system, creates functionality and performance issues in the Chambers. There will continue to be significant issues as long as the analog-based system is used. Until the analog-to-digital conversion is made with the system's core, piecemeal modifications will be limited, at best, in providing relief to the issues. It should be noted that the lighting and monitor upgrades made last year are fully functional and will not be affected by any modifications made to the room.

Staff will present options to conduct a full analog-to-digital conversion of the equipment in the room that specifically addresses: microphones, voting, live-streaming, and other transparency enhancements.

Policy Considerations

There are no policy considerations are affiliated with this item.

Budgetary Considerations

Chapter 66 of the Texas Utilities Code and the Cable Communications Act of 1984 grants municipalities the right to collect franchise fees from cable operators in communities. These fees, classified as Public, Education, and Governmental (PEG) funds, may only be used to acquire capital equipment for the support of PEG access facilities. The City has the funding available in the PEG Fund as well as the Court Technology Fund to acquire the capital equipment needed to make upgrades to the City Council Chambers.

Staff Recommendations

Staff recommends that the City Council authorize the use of Public, Education, and Governmental (PEG) funds and Court Technology funds to acquire the capital to make the analog-to-digital conversion of the audio-visual equipment in the City Council Chambers.



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4207	Version:	1	Name:	Visionality-Designs that Compute: Audio-Visual Upgrades
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/27/2018	In control:		In control:	City Council
On agenda:	4/2/2018	Final action:		Final action:	
Title:	Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Visionality-Designs That Compute (DTC) for audio-visual upgrades in an amount not to exceed seventy-seven thousand, one hundred eighteen dollars and thirteen cents (\$77,118.13).				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution-Visionality Quote-Visionality				

Date	Ver.	Action By	Action	Result
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Title

A resolution of the City Council of the City of Sachse, Texas, approving and authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Visionality-Designs That Compute (DTC) for audio-visual upgrades; providing a repealing clause; and providing for an effective date.

Background

Visionality-DTC is a provider and integrator of audio-visual equipment systems. Recently, Visionality-DTC conducted an assessment of the current equipment in the City Council Chambers and proposed major modifications to fix the audio-visual equipment failures and eliminate any further issues with the equipment moving forward.

Visionality-DTC is a recommended provider of audio-visual equipment systems that is compatible with Swagit Productions, LLC products and services.

The Visionality-DTC proposal is separated into two phases to address the immediate equipment needs first, concurrent with other upgrades, and to eliminate additional labor costs.

Policy Considerations

Visionality-DTC is a registered vendor with the Texas Department of Information Resources (DIR), a state-operated cooperative purchasing coalition for the acquisition of technology. DIR-TSO-3889 has negotiated and entered to an agreement with Visionality-DTC for the purchase of audio-visual upgrades and, by utilizing DIR-TSO 3889, the City has met all required competitive bidding requirements.

Visionality-DTC has worked with the following entities: City of Garland, City of Plano, City of Grand

Prairie, Dallas County, Denton County, and Fort Worth Independent School District, among many other Dallas-Fort Worth clients.

Budgetary Considerations

The audio upgrades in Phase I and the visual upgrades in Phase II total \$77,118.13, which includes a five percent contingency amount should any additional costs arise during installation. Included in the quoted amount is a maintenance service package, which would replace the current annual maintenance cost of \$10,700 to Whitlock. These items are eligible for purchase under the Public, Education, and Governmental Funds (PEG) and the Court Technology Fund.

Staff Recommendations

Staff recommends that the City Council approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Visionality-DTC for audio-visual upgrades.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF SACHSE AND VISIONALITY-DESIGNS THAT COMPUTE (DTC) FOR AUDIO-VISUAL UPGRADES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sachse is a member of the Texas Department of Information Resources (DIR), a state-operated cooperative purchasing coalition for the acquisition of technology; and

WHEREAS, DIR-TSO 3889 has negotiated and entered to an agreement with Visionality-DTC for the purchase of audio-visual upgrades by utilizing DIR-TSO 3889;

WHEREAS, through the utilization of DIR-TSO-3889, the City has met all required competitive bidding requirements; and

WHEREAS, upon full review and consideration of the agreement and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Manager should be authorized to negotiate and execute the agreement and all related documents on behalf of the City of Sachse, Texas;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, THAT:

SECTION 1. The City Manager is authorized to execute an agreement with Visionality-DTC in an amount not to exceed \$77,118.13 for audio-visual upgrades.

SECTION 2. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2018.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

CITY OF SACHSE COUNCIL CHAMBERS A/V UPGRADE - PHASE I
(AUDIO)

3/12/2018



VISIONALITY

DESIGNS THAT COMPUTE
1778 N. PLANO RD #211B
RICHARDSON, TX 75081

PREPARED FOR:

SACHSE, CITY OF

MARC DEWITT

DIRECTOR OF ENGINEERING

MARC@VISIONALITY.COM

210-487-8538



DIR-TSC-3889
TIPS# 171001

THIS QUOTE IS VALID FOR 30 DAYS

THANK YOU FOR ALLOWING VISONALTY TO SUBMIT THIS PROPOSAL

Visionality has over a quarter century of experience as a provider and integrator of audiovisual systems for business, education, government and healthcare. We take the time to consult with each customer to ensure that we are designing and implementing a custom solution to meet their needs. We also provide support and training to ensure that the systems are working properly, and the staff understands how to get the most out of them.

We carry all the major manufacturers including Cisco, Polycom, LifeSize, Crestron, Extron, AMX, Vidyo and many more. As a full system integrator we can create a custom collaborate environment designed to meet the needs and budget of our customers, such as displays, projectors, screens, furniture, etc.

We take our customers' needs seriously. We have tried to capture your needs in this proposal and turn those needs into a working system. If you have any questions or suggesting which would make our proposal more closely meet your needs, we are happy to work with you you.

A handwritten signature in black ink that reads "Howard Barnett". The signature is fluid and cursive, with the first name "Howard" and last name "Barnett" clearly distinguishable.

Howard Barnett, President Visionality

STATEMENT OF CONFIDENTIALITY

This proposal is the work product of Visionality - Designs That Compute (DTC), and as a result remains the property of Visionality-DTC. This proposal has been given to **Sachse, City of** for the express interest of offering products and services to **Sachse, City of**. The particulars of this proposal must remain confidential between the personnel of **Sachse, City of** and Visionality-DTC. This proposal may not be offered to others without the express written consent of Visionality-DTC.

CORPORATE MISSION

Visionality partners with its customers. Our goal is to enable a communication between the customer and DTC to enhance the relationship and produce a result which meets or exceeds the needs of our customers.

Visionality was founded in 1985 and has been at the forefront of technological development. We are an Audio Visual integrator with an emphasis on video communications. Visionality has aligned with the leading manufacturers in the industry, enabling us to provide our customers the latest advancements in the industry at competitive prices. Visionality primarily focuses on its customer's needs. We work closely with our customers to examine the particular need of each customer and then design the best possible solution for their application.

OUR VALUE PROPOSITION:

VISIONALITY OFFERS A UNIQUE SET OF SKILLS

LONGEVITY

Visionality was incorporated in 1985. We are seasoned providers and integrators of audiovisual technology with hundreds of customers.

DIVERSITY OF PRODUCTS

We offer numerous products that can provide unique value to our customers. We have a great understanding of the needs of Sachse, City of. This allows us to contribute in a meaningful way to the overall design in this proposal.

CONVERGENCE OF A/V AND IT

Visionality knows that the converged AV/IT world is here to stay. We understand network philosophies, infrastructure, and enterprise-based IT. We know how to intelligently discuss IT AV requirements, concerns, and deployment with your IT staff.

INTEGRATION CAPABILITIES

We are an Infocomm certified provider, which means our personnel have passed industry standard certification tests in audio visual systems. Our personnel also hold certifications offered by our manufacturers' for implementation with their equipment.

HISTORICALLY UNDERUTILIZED BUSINESS

We are a women-owned business in the state of Texas.

CUSTOMER SERVICE

We excel at customer service and have programs in place to service our customers at all levels. We have many customers, some in the fortune 500 which use our tech support resources to assure that they have support for their existing equipment. Once your equipment is installed, we will provide the level of service that best meets your needs. Whether you require onsite support, phone support, remote diagnostics, or preventative maintenance, our tech support department will take care of you.

OUR PROCESS

FROM DESIGN TO IMPLEMENTATION, TRAINING, & SERVICE



CONSULTATION

Visionality believes that each customer is unique, and therefore each design should be unique. For this reason, Visionality conducts a thorough consultation with each customer to ensure that we understand their individual needs as well as the layout and properties of the location in which the audiovisual technology will be used.



DESIGN

Armed with the knowledge of the customer's needs and the environment in which it will be used, Visionality will create a tailored design that will allow for the optimal use of the technology. Our experienced designers hold manufacturer certifications and are Certified Technology Specialists, a prestigious industry designation.



IMPLEMENTATION AND PROGRAMMING

Once the design has received customer approval, our well-trained implementation team will make the design a reality. They will ensure that all of the equipment is installed according to the design specifications. Our programmers will make sure that the software works properly and to the customer's satisfaction.



TRAINING

Training is a very important component to the success of a project, and Visionality will ensure that the customer has the proper training needed to get the most out of their new equipment and software. We will answer any questions, and provide documentation and training guides when necessary.



SERVICE

Once your equipment is installed, we will provide the level of service that best meets your needs. Whether you require onsite support, phone support, remote diagnostics, or preventative maintenance, our tech support department will take care of you.

Statement of Work

This proposal responds with solutions upgrade the audio visual system in the City of Sachse's Council Chambers.

Proposal broken into two phases, to manage costs across budget cycles:

Phase 1 upgrades the audio system, and provides all needed infrastructure and control functions for fully-integrated and functional audio within the council chambers. Previous video system remains in-place to allow continued functionality, as does the previous control interface for these devices.

Phase 2 upgrades the video switching system, as well as all input and output locations, to deliver a well-integrated seamlessly operational council chambers system.

Customer Request:

Details elicited from discussion between Richard Barnett and customer shows the following needs:

1. Courtroom:
 - a. Courtroom/Chambers layout with gallery.
 - i. Nearby dedicated A/V rack closet.
 - b. Per-station needs:
 - i. 1 Control and Present Stations at dais:
 1. Input providing HDMI at Mayor and City Manager locations.
 2. Interactive ~20" touchpanel providing content output and control interface.
 3. System integrated tabletop microphone with mute status indicator.
 4. Primary control panel for room control.
 - ii. Secretary/Clerk's Bench:
 1. Cable-whip providing HDMI.
 2. Interactive ~20" touchpanel providing content output and control interface.
 3. System integrated tabletop microphone with mute status indicator.
 4. Mirrored control panel for room control.
 - iii. Dais Positions (8):
 1. Dedicated table-mounted display showing content feed.
 2. System integrated tabletop microphone with mute status indicator.
 - iv. Podium:
 1. HDMI input cable-whip with OFE ceiling-mounted document camera.
 2. System integrated mounted microphone with mute status indicator.
 - c. Room System:
 - i. Video switching system delivering content, from inputs listed above, to:
 1. Dais interactive touchpanels, at control locations.
 2. Dais table-mounted displays at typical dais positions.
 3. OFE large-format display.
 4. Content feed to SWAGIT recording and streaming system.
 - ii. Audio system upgrade:
 1. Each dais and podium position to receive system-integrated, controlled microphones from list above.
 2. Upgrade room output speakers for proper coverage within room and at dais.
 3. Content and microphone audio delivered to SWAGIT recording and streaming system.

Description of the project for N-01 Quote:

The project consists of following solutions, comprising Phase I of the overall upgrade:

Project Overview: Project upgrades the audio components within the City's council chambers, as well as the control system/control interfaces for the overall project. Audio pickup occurs via 10 table-top mounted

gooseneck microphones, system integrated to reflect mute status (green unmuted, red muted), and to allow for administrator control of muting/function of microphones from control panels. Podium also has one shock-mounted gooseneck microphone providing the same features. Audio outputs in zones; at the dais, audio reinforced by tabletop-mounted small form-factor speakers; room audio outputs via two zones of ceiling-mounted 6" speakers—zone 1 (over the dais) outputs content-only audio, while zone 2 (remainder of room), outputs content and microphone audio. Speakers placed for even distribution throughout room, and audio functions/tuning/feedback suppression all controlled via an integrated digital signal processor. Control achieved through integrated 22" touchscreens, housed at the Mayor, Secretary/Clerk, and rack locations; and provides a simple, easy-to-use interface for end-users to control the audio system. One 18U rack provided as a rental, stored within the current rack/equipment room, using permanent cabling into council chambers—to minimize disruption to the current video system racked. Details expanded upon in sections below; installation is projected to take 4 days with an additional one to two days for system commissioning.

Audio System: A digital signal processor manages the room's audio inputs and outputs, with significant pinking, tuning, and refining of the room's acoustics at commissioning to ensure pristine audio with little need for end-user adjustment for normal operation. Audio inputs are the content outputs from the current A/V switching system, 10 dais gooseneck desktop-base microphones, and 1 gooseneck microphone at the podium. Enhanced features include push-to-toggle mute/unmute, and mute status via colored light-ring change fully integrated with the control system. Audio outputs to the designated recording and streaming systems, and to 1 3-channel amplifier, feeding three zones of audio within the council chambers. Zone 1, at the dais, is comprised of 10 tabletop-mounted small form-factor speakers providing voice reinforcement to maximize audio intelligibility for individual council seats. Zone 2 is comprised of ceiling-mounted speakers over the general area of the dais, and provides content audio with microphone audio unmixed to avoid feedback and noise issues over the dais. The third zone comprises the remainder of the gallery, and provides voice and content amplification for the gallery areas of the chambers. 18 ceiling-mounted speakers feed zones 2 and 3.

Control System: Room operation and control fully integrated and automated, occurring through the 3 touchpanels. The macro-driven control interface automates room startup and shutdown, resetting all systems to a known-good configuration at each startup to eliminate any changes or potential issues encountered from previous sessions. Default control page allows control of main audio, muting/unmuting of individual microphones, and control of the content audio input. Control achieved via 3 22" digital graphics enabled touchpanels mounted at the Mayor's location, Secretary/Clerk's location, and rack.

Approach for N-01 Quote for Phase I:

Council Chambers:

1. Reuse the following:
 - a. Existing A/V system's content audio output.
 - b. Existing wireless microphones (wireless microphone upgrade shifted to Phase II to manage costs below \$40,000).
2. Audio System:
 - a. Digital Signal Processor:
 - i. Biamp TesiraFORTE CI w/AVB expanded with:
 1. 1 Ex-Mod containing 3 EEC-4 cards.
 2. 1 Ex-Mod containing
 - ii. Room pinked, tuned, and balanced to uniform standards for optimal session use.
 - iii. Feedback suppression, mic gating, open mic limits, and filters optimized for pristine audio.
 - b. Inputs:

- i. 11 Shure MX410LPDF/C gooseneck microphones.
 - ii. 10 Shure MX400DP desktop bases for MX4x0 series.
 - iii. 1 Shure MXSMP shock-mount for podium.
 - iv. Light ring and push-toggle-switch integrated with DSP stack to provide control system and real-time feedback to end-users.
 - v. Existing A/V system's content audio output.
 - c. Outputs:
 - i. Line-level audio to up to 4 recording and streaming systems.
 - 1. Systems must use standard connection, such as phoenix, ¼" TRS, or XLR.
 - ii. Crestron AMP-3210 3-channel amplifier, feeding:
 - 1. 10 Anchor AN-30 tabletop speakers at dais.
 - 2. 18 ceiling-mounted Crestron Saros 6.5" in-ceiling speakers.
- 3. Control System:
 - a. 1 Crestron CP3 3-series control system:
 - b. Control interfaces:
 - i. Mayor's Location:
 - 1. 1 Planar 22" Interactive touchscreen, fed by 1 Crestron DGE-100.
 - a. Note, old control system, for video control may need to remain in-place until phase II.
 - ii. Secretary/Clerk's Location:
 - 1. 1 Planar 22" Interactive touchscreen, fed by 1 Crestron DGE-100.
 - iii. Rack Location:
 - 1. 1 rack-mounted Planar 22" Interactive touchscreen, fed by 1 Crestron DGE-100.
 - c. Programming delivering automatic startup and shutdown of audio, via macros, resetting system to a known-good configuration upon each activation. Mute and volume controls for each input and output provided on touchscreen for administrator control.
- 4. Temporary Rack:
 - a. A temporary 18U rack will be provided to securely house equipment until execution of project.
 - b. All audio and control equipment from rack to be reused and transplanted to main system for main upgrade.

Customer Requirements:

- 1. Power:
 - a. 110V 15 or 20A Duplexes, Quads, or bare-wire landings at locations specified within drawing package must be present and hot at time of installation.
- 2. Network Interfaces:
 - a. Additional network interfaces at rack locations specified on drawings required at time of installation
 - b. Switchports must be patched-in and correct VLAN, with network IP addresses, subnet mask, and gateway provided for specified equipment.
- 3. Display Mounting:
 - a. Backing and blocking for wall-mounted displays required at locations noted within drawings prior to installation.
- 4. Core/Conduit Access from Rack Location:
 - a. For cement floors with racks/podiums, above ceiling access on floor below drilling required before installation; must be within 15'.

Pricing

QTY	Manufacturer Part Number	Description	UNIT List	Discount Price	Total Price
QTY	Manf. Part#	Description	UNIT List	Discount Price	Total Price
	DIR-TSO-2520	This Quote is produced for the Texas DIR Contract DIR-TSO-2520			
	TIPS	This Quote is produced for the The Interlocal Purchasing System			
1		Presenting Council Table Locations: - 2x 22" Interactive Touchscreens and Digital Graphics Engine - 2x Gooseneck Microphones and Base - 2x Anchor AN-30 Speakers	\$6,496.00	\$3,932.78	\$3,932.78
1		Standard Council Table Locations: - 8x Gooseneck Microphones and Base - 8x Anchor AN-30 Speakers	\$6,000.00	\$4,661.60	\$4,661.60
1		Podium: - 1x Gooseneck Microphone and Base	\$416.00	\$312.00	\$312.00
1		Audio System; - Biamp TesiraForte DSP and Expansion Modules - New Speakers - New Amp	\$17,552.00	\$11,676.91	\$11,676.91

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1	Control System; - 1x 3 Series Control Processor - 1x 22" Touch Screen and Digital Graphics Processor	\$4,159.00	\$2,155.63	\$2,155.63
1	Rack, Display Mounts, and Wallplates	\$1,502.62	\$1,047.14	\$1,047.14
1	Room Cabling and Materials	\$2,397.03	\$2,024.31	\$2,024.31
1	Rack Rental for up to 6 months - 18 RU Rack and Rack Equipment	\$1,514.20	\$757.10	\$757.10
1	Project Professional Services and Programming	\$4,140.00	\$2,691.00	\$2,691.00
1	Installation, Integration, and Comissioning	\$14,530.00	\$9,444.50	\$9,444.50
	Service (Gold level quoted in Phase II Quote).			

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1	SLS-1	Silver level provides the coverage needed to fulfill a customer's basic service requirement. This limited service plan affords the customer 1 year of Silver Service.	\$1,178.18	\$1,119.27	\$1,119.27
			TOTAL LIST	\$59,885.03	
			TOTAL DISCOUNT PRICE	\$39,822.24	
			SHIPPING	\$0.00	
			SALES TAX	\$0.00	
			TOTAL	\$39,822.24	

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Responsibilities *(Unless otherwise specified above)*

Visionality Obligations

Visionality will be responsible for the following:

- Testing new system and making sure all is properly operational from both the hardware and software perspective.

Company/Customer Obligations

The following items shall be provided by the Company and are not part of this scope or proposal:

- All 120V Electrical provisions (Specifications and call-outs will be provided by Visionality after acceptance of the proposal).
- All conduit and raceway as required by local code.
- Conveyance (pathway) for AV cabling- includes any core drilling or structural modifications.
- "Hard Points" for mounting of equipment and structural supports will be provided and installed by the Company prior to Visionality deployment. When in doubt the Company should contact a certified Structural Engineer for safety factors.
- Custom millwork, construction, or trim. Includes ceiling, floor and structural amendments or repairs.
- Required Local Permits and/or plan approvals.
- Required local inspection and compliance procedures.
- Hazardous material discovery and/or abatement.
- Provide and commission all Telephony and Network demarcations as required prior to Visionality onsite deployment.
- Ready access to room
- A minimum of 8 A.M – 5 P.M. daily. Monday through Friday.
- Security and Safety
- Prior to installation, if equipment is to be shipped in advance, the customer is responsible for receiving and storing this equipment in a safe location.
- During installation, customer is responsible for making sure rooms can be secured and equipment is safe.
- Rooms are clean and ready for installation. All equipment, furniture, debris, or other objects needs to be removed from the room for access or safety, prior to onset of installation.
- Sufficient on-site support, persons readily available to answer questions
- Network connectivity. Computer or other Network connections are to be installed and tested prior to DTC personnel arriving on site. Necessary firewall ports will be opened prior to the installation time, and IT staff will be available during the installation process if there is a connectivity issue. Adequate bandwidth will be provided for the equipment chosen.
- Computer Network jacks are to be tested with information for connection readily available
- Customer will assure that any customer furnished equipment is in working order.
- Customer is responsible, for firewall or router configuration, unless expressly stated as a term of this proposal.
- For maintenance purposes, customer will work with Visionality to create a mutually acceptable method that will allow remote access to installed equipment.

Project Management Procedures

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Each entity will appoint one designee for as the prime project manager. These two people will ensure that the products are installed the way the project was envisioned. Any problems need to be funneled through these persons. For example, if there is a change in the room layout, this should be discussed between the two project managers and a change order written.

Status Reviews. Project implantation is taken seriously at Visionality. A weekly status meeting with management is held during all phases of the implementation to address issues early. Visionality Project Management is available to the customer for regular status meetings (via telephone or video) prior to the onset of installation. During the installation process, Visionality Project management will be available daily to discuss the status and needs of the installation with the customer designated representative.

Payments. Payment for the goods delivered is due when goods are shipped to site. Payment for installation is due when the installation is substantially complete. That is all work has been done and the equipment is operational. However there may be some tasks remaining (e.g. bug list).

Change Orders. All change orders must be submitted in writing from the customer designee to the Visionality project manager. If such a change is a fundamental change of scope either in parts or labor, the project manager will provide an estimate of the change in price. Visionality will proceed with this change when the change order has been completed and the approved by both parties.

Terms and Conditions

Disclaimers

Visionality - Designs That Compute (DTC) is a reseller of electronic equipment. Warranty and liability for use of any product sold is limited to what is stated by the manufacturer of these products. DTC creates no warranties express or implied beyond the manufacturer's warranty.

Limitations

The express obligation stated above is in lieu of all liabilities or obligations of DTC for damages, including but not limited to any liability due to or associated with infringement of a third party's intellectual property rights or any loss, damage, or injury, direct or consequential (including any loss of profits, use, business or the like, even if DTC has been advised of the possibility of same), arising out of or in connection with the delivery, use or performance of products resold by DTC, and it is agreed that repair or replacement, in accordance with the foregoing warranty, is DTC's sole liability and buyer's sole remedy for such liability, loss, damage, or injury. This limitation of DTC's liability will apply regardless of the form of action, whether in contract or tort (including negligence) or based on a warranty. Any action against DTC must be brought within 12 months after the cause of action arises. The parties expressly agree that the products are not consumer goods.

To the extent any limitation of liability contained herein is construed by a court of competent jurisdiction to be a limitation of liability in violation of state law, such limitation of liability shall be void, however the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be a part of this limitation of liability.

Statement of Confidentiality

This proposal is the work product of DTC and as a result remains the property of DTC. This proposal has been submitted for the express interest of offering products and services. The particulars of this proposal must remain confidential between the receiving agency and DTC. This proposal may not be offered to others without the express written consent of DTC. Where applicable, confidentiality is to be consistent with freedom of information act. If there is a request for this document the customer will take all necessary steps to defend the confidentiality of this document including an appeal the disclosure to the attorney general.

Installation (if applicable)

Installation prices are estimated based on the customers stated requirements. Unless otherwise noted, the customer is responsible for standard installation preparation and assistance; this include but is not limited to: Site security before and during the installation; fee access to perform installation during business hours while scheduled on site; customer furnished installation or materials are ready prior to Visionality installation; and resources are available quickly to resolve issues. A full list of these requirements is in the proposal above. If these conditions are not met, additional charges may apply.

Product Returns

DTC does not accept product returns unless defective and only for replacement.

Designs That Compute is a Texas HUB
This Quote Valid for 30 days from date above
All Prices Subject to Shipping Charges and Sales Tax – Where Applicable

Payment Terms

Prepayment may be required. If terms are extended, payment is due immediately upon receipt of goods. Any objections to delivery or installation by the customer that may delay payment must be submitted to DTC in writing with 15 day of delivery of invoice to purchasing. When DTC resolves the problem they will resubmit invoice to purchasing. At that time customer must respond within 15 days if there is a further problem. DTC fully expects any invoice to be paid within 30 days of submittal. Failure to pay in a timely manner will constitute charges at the rate of 2% per month from date of invoice submittal.

Products delivered for an installation, are billed and due at the time of delivery. Installation will be billed and due when substantial completion has occurred. DTC will work with the customer to assure the highest quality products and services are delivered and installed. At the customer's request a payment schedule can be designed that withholds a percentage of the invoice based upon successful installation.

Some equipment has service or warranty that starts at the time of delivery. If installation is delayed this may affect the time coverage of those products is in effect after installation.

At times, the goods and services in this proposal may be purchased by a government entity or under a specific purchasing contract. In the cases where be a law or contract has conflicts with the above terms, the terms of a purchasing contract or law will take precedence.

Non-Taxable Entities

Please include a copy of your Sales Tax Exemption Form along with any Purchase Order sent to Designs That Compute dba Visionality

Designs That Compute is a Texas HUB
This Quote Valid for 30 days from date above
All Prices Subject to Shipping Charges and Sales Tax – Where Applicable

Silver Service Plan

Customer	
Service Start Date	
Service End Date	

Silver service provides the basic coverage needed by today's organizations. Silver service offers phone support and remote diagnostics. Often key components can be covered for quick replacement of parts and software upgrades.

Terms of Service

For the period above, the customer has unlimited technical support by telephone and email. If the customer calls in for a service issue and either the issue cannot be resolved remotely or there is need for a replacement part, a technician will be dispatched within the limitations defined below.

- **Phone Support and Email Policy**

- Customers can contact Visionality concerning an issue related to service by telephone or by email.
 - 214-276-0125 (main Visionality tech support number)
 - 800-377-9938
 - support@visionality.com
- The hours of 8am – 5pm Central Time Zone, Monday – Friday excluding national and Visionality holidays. After hours calls will be returned the next business day.
- When a service request is placed with the support center, that case is opened and the call is logged
- In many cases the service technician will be able to respond to the case immediately, however in all cases the technician will respond within four business hours. At that time a technician will work with the customer to diagnose and resolve the situation
 - If the problem cannot be easily diagnosed, a technician will be dispatched continue the diagnosis.
 - In the case of a failure, a technician will be dispatched to repair and replace parts.

- Answers to frequently asked questions and simple product workarounds can be provided in the initial technical conversation.
- Responses to questions that require research will be returned by email or phone within 24 hours.
- If your request/question requires extensive research and/or a custom solution, we will provide you with a completion date.
- Feature requests and bug reports will be logged and prioritized by Visionality's Engineering team for future consideration.

- **Parts Coverage**

Unless noted below, coverage is limited to items sold and installed by Visionality at the time of this contract.

All parts in the systems covered in this service agreement are covered by standard Manufacturer's Warranty. The terms and length of the service of these parts depends on the specific manufacturer. In the case of a failure which would not be covered under the warranty the customer is liable for the cost of repair or replacement.

Some parts may have extra service such as next day parts; these will be noted in the Addendums section,

- **Software Coverage**

Software created from our vendors is subject to their rules and restrictions. If there is a software upgrade, Visionality will assist with the software upgrade. If the vendor requires a service plan for their software upgrades, this can be bundled in the gold service package and included in the addendums below. These service plans should be called out.

Software created by Visionality is covered to perform the functions requested in the format shown when the initial installation took place. This plan will address defects in the software discovered after the warranty period. The software was designed for a particular set of components. If there is a change to those components or the programming in those components which does not allow the software to function correctly, there will be an additional charge to make the software operate.

- **Onsite Technical Support Policy**

After diagnostics, if technical support determines there is a failure that cannot be resolved remotely, a field technician can be dispatched for case resolution. The cost of the Technician will be \$95 per hour for the total time from the office. Overnight stays will necessitate additional charges.

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Items Covered within the Plan

Addendums to the Gold Plan

- All Codecs within the installation will have next day parts and software service.

Gold Service Plan does not cover any damage, deterioration or malfunction resulting from any alteration, modification, improper or unreasonable use or maintenance, misuse, abuse, accident, neglect, exposure to excess heat or moisture, fire, improper packing and shipping (such claims must be presented to the carrier), lightning, power surges, or other acts of nature. This limited warranty does not cover any unauthorized tampering with this product, any repairs attempted by anyone unauthorized by Visionality to make such repairs, or any other cause which does not relate directly to a defect in materials and/or workmanship of this product. This limited warranty does not cover cartons, equipment enclosures, cables or accessories used in conjunction with this product. Parts that are considered consumables such as bulbs are not covered under this warranty.

CITY OF SACHSE COUNCIL CHAMBERS A/V UPGRADE - PHASE II
(VIDEO)

3/12/2018



VISIONALITY

DESIGNS THAT COMPUTE
1778 N. PLANO RD #211B
RICHARDSON, TX 75081

PREPARED FOR:

SACHSE, CITY OF
LAUREN ROSE

RICHARD BARNETT

OPERATIONS MANAGER

RICHARD@VISIONALITY.COM

(214) 276-0124



THANK YOU FOR ALLOWING VISONALTY TO SUBMIT THIS PROPOSAL

Visionality has over a quarter century of experience as a provider and integrator of audiovisual systems for business, education, government and healthcare. We take the time to consult with each customer to ensure that we are designing and implementing a custom solution to meet their needs. We also provide support and training to ensure that the systems are working properly, and the staff understands how to get the most out of them.

We carry all the major manufacturers including Cisco, Polycom, LifeSize, Crestron, Extron, AMX, Vidyo and many more. As a full system integrator we can create a custom collaborate environment designed to meet the needs and budget of our customers, such as displays, projectors, screens, furniture, etc.

We take our customers' needs seriously. We have tried to capture your needs in this proposal and turn those needs into a working system. If you have any questions or suggesting which would make our proposal more closely meet your needs, we are happy to work with you you.

A handwritten signature in black ink that reads "Howard Barnett". The signature is fluid and cursive, with the first name "Howard" and last name "Barnett" clearly distinguishable.

Howard Barnett, President Visionality

STATEMENT OF CONFIDENTIALITY

This proposal is the work product of Visionality - Designs That Compute (DTC), and as a result remains the property of Visionality-DTC. This proposal has been given to **Sachse, City of** for the express interest of offering products and services to **Sachse, City of**. The particulars of this proposal must remain confidential between the personnel of **Sachse, City of** and Visionality-DTC. This proposal may not be offered to others without the express written consent of Visionality-DTC.

CORPORATE MISSION

Visionality partners with its customers. Our goal is to enable a communication between the customer and DTC to enhance the relationship and produce a result which meets or exceeds the needs of our customers.

Visionality was founded in 1985 and has been at the forefront of technological development. We are an Audio Visual integrator with an emphasis on video communications. Visionality has aligned with the leading manufacturers in the industry, enabling us to provide our customers the latest advancements in the industry at competitive prices. Visionality primarily focuses on its customer's needs. We work closely with our customers to examine the particular need of each customer and then design the best possible solution for their application.

OUR VALUE PROPOSITION:

VISIONALITY OFFERS A UNIQUE SET OF SKILLS

LONGEVITY

Visionality was incorporated in 1985. We are seasoned providers and integrators of audiovisual technology with hundreds of customers.

DIVERSITY OF PRODUCTS

We offer numerous products that can provide unique value to our customers. We have a great understanding of the needs of Sachse, City of. This allows us to contribute in a meaningful way to the overall design in this proposal.

CONVERGENCE OF A/V AND IT

Visionality knows that the converged AV/IT world is here to stay. We understand network philosophies, infrastructure, and enterprise-based IT. We know how to intelligently discuss IT AV requirements, concerns, and deployment with your IT staff.

INTEGRATION CAPABILITIES

We are an Infocomm certified provider, which means our personnel have passed industry standard certification tests in audio visual systems. Our personnel also hold certifications offered by our manufacturers' for implementation with their equipment.

HISTORICALLY UNDERUTILIZED BUSINESS

We are a women-owned business in the state of Texas.

CUSTOMER SERVICE

We excel at customer service and have programs in place to service our customers at all levels. We have many customers, some in the fortune 500 which use our tech support resources to assure that they have support for their existing equipment. Once your equipment is installed, we will provide the level of service that best meets your needs. Whether you require onsite support, phone support, remote diagnostics, or preventative maintenance, our tech support department will take care of you.

OUR PROCESS

FROM DESIGN TO IMPLEMENTATION, TRAINING, & SERVICE



CONSULTATION

Visionality believes that each customer is unique, and therefore each design should be unique. For this reason, Visionality conducts a thorough consultation with each customer to ensure that we understand their individual needs as well as the layout and properties of the location in which the audiovisual technology will be used.



DESIGN

Armed with the knowledge of the customer's needs and the environment in which it will be used, Visionality will create a tailored design that will allow for the optimal use of the technology. Our experienced designers hold manufacturer certifications and are Certified Technology Specialists, a prestigious industry designation.



IMPLEMENTATION AND PROGRAMMING

Once the design has received customer approval, our well-trained implementation team will make the design a reality. They will ensure that all of the equipment is installed according to the design specifications. Our programmers will make sure that the software works properly and to the customer's satisfaction.



TRAINING

Training is a very important component to the success of a project, and Visionality will ensure that the customer has the proper training needed to get the most out of their new equipment and software. We will answer any questions, and provide documentation and training guides when necessary.



SERVICE

Once your equipment is installed, we will provide the level of service that best meets your needs. Whether you require onsite support, phone support, remote diagnostics, or preventative maintenance, our tech support department will take care of you.

Statement of Work

This proposal responds with solutions upgrade the audio visual system in the City of Sachse's Council Chambers.

Proposal broken into two phases, to manage costs across budget cycles:

Phase 1 upgrades the audio system, and provides all needed infrastructure and control functions for fully-integrated and functional audio within the council chambers. Previous video system remains in-place to allow continued functionality, as does the previous control interface for these devices.

Phase 2 upgrades the video switching system, as well as all input and output locations, to deliver a well-integrated seamlessly operational council chambers system.

Customer Request:

Details elicited from discussion between Richard Barnett and customer shows the following needs:

1. Courtroom:
 - a. Courtroom/Chambers layout with gallery.
 - i. Nearby dedicated A/V rack closet.
 - b. Per-station needs:
 - i. 1 Control and Present Stations at dais:
 1. Input providing HDMI at Mayor and City Manager locations.
 2. Interactive ~20" touchpanel providing content output and control interface.
 3. System integrated tabletop microphone with mute status indicator.
 4. Primary control panel for room control.
 - ii. Secretary/Clerk's Bench:
 1. Cable-whip providing HDMI.
 2. Interactive ~20" touchpanel providing content output and control interface.
 3. System integrated tabletop microphone with mute status indicator.
 4. Mirrored control panel for room control.
 - iii. Dais Positions (8):
 1. Dedicated table-mounted display showing content feed.
 2. System integrated tabletop microphone with mute status indicator.
 - iv. Podium:
 1. HDMI input cable-whip with OFE ceiling-mounted document camera.
 2. System integrated mounted microphone with mute status indicator.
 - c. Room System:
 - i. Video switching system delivering content, from inputs listed above, to:
 1. Dais interactive touchpanels, at control locations.
 2. Dais table-mounted displays at typical dais positions.
 3. OFE large-format display.
 4. Content feed to SWAGIT recording and streaming system.
 - ii. Audio system upgrade:
 1. Each dais and podium position to receive system-integrated, controlled microphones from list above.
 2. Upgrade room output speakers for proper coverage within room and at dais.
 3. Content and microphone audio delivered to SWAGIT recording and streaming system.

Description of the project for O-01 Quote:

The project consists of following solutions, comprising Phase II of the overall upgrade:

Project Overview: Project upgrades the video components within the City's council chambers, building upon Phase I's components and control system/control interfaces for the overall project. Video inputs comprised of:

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HDMI cable-whip video inputs, over HD-BaseT digital extension cabling, installed at Mayor, City Manager, Secretary/Clerk, and podium locations for BYOD connectivity at dais and podium, with an additional transmitter installed for the OFE ceiling-mounted document camera over podium. Also, OFE CATV/SATV receiver, OFE BluRay player, and confidence feed from SWAGIT recording and streaming system. A centralized 8x8 video switcher delivers content from these inputs to an OFE large-format display mounted behind the dais, an array of 8 22" tabletop-mounted dais content monitors, 2 22" touch-integrated displays providing both control interface as well as content display, and content feed to SWAGIT recording and streaming system. Two wireless microphone systems (handheld and lavalier available on each system) integrated with previously upgraded audio system, to complete the overall audio upgrade of the council chambers. Control achieved through the previously integrated 22" touchscreens, housed at the Mayor, Secretary/Clerk, and rack locations; and provides a simple, easy-to-use interface for end-users to control the audio system. 18U rental rack retired, with Phase 1 equipment migrated to existing 40U rack, where all Phase 2's equipment will also be stored; a pair of rack-mounted broadcast-grade confidence monitors, mounted on rack, provide instant viewability of the content feed into system, as well as streaming/recording output. Details expanded upon in sections below; installation for Phase 2 also projected to take 4 days with an additional one to two days for system commissioning.

Video System: Video controlled by a centralized, modular 8x8 switching system, integrated with control system installed in Phase 1. Council chambers has multiple video inputs; the Mayor's location houses an HD-BaseT transmitter providing connectivity for any BYOD device over HDMI; the City Manager's location and the City Secretary/Clerk's location also provide the same input connectivity, as well. The chamber's podium houses two inputs, the first being an HDMI input, over an HD-BaseT transmitter for BYOD connectivity, and an additional HD-BaseT transmitter for the OFE ceiling-mounted Wolfvision document camera. Room's main video output is an OFE large-format display, with signal and control delivered over HD-BaseT. Dais houses 8 22" displays for content viewing by those seated at dais, with signal fed over an HD-BaseT extension to a distribution-amplifier system mounted beneath dais. The two interactive 22" touchpanels, mounted at the Mayor and Secretary/Clerk locations provide content viewing that's combined with the control system, over a digital graphics engine controller, providing a single-screen for both content viewing and room control to these end-users. Content feed also provided to the SWAGIT recording and streaming system, over HDMI at rack. The use of HD-BaseT transmitters and receivers minimizes cable counts and types result in a cleaner, tamper-proof, long-lasting solution. Lastly, the HDMI cables include an attached universal digital input adapter ring, allowing virtually any device brought into room to connect to system, converters included on ring are: Mini Display Port (newer Dell's and all Mac laptops), Micro HDMI, Mini HDMI, DVI, and Display Port; between VGA and the HDMI adapter ring, all current device interface types will be covered by each cable-whip.

Audio System: 2 Shure QLXD124 wireless handheld/lavalier combination kits provide wireless audio pickup, and are added to the previously integrated audio system in Phase 1. Microphone pairs color-coordinated so that same-channel mics cannot be mistakenly used—thus providing per-channel choice of either handheld or lavalier for the presenter. The QLXD system also has stackable recharging stations (each station holds 2 microphones), and with 4 rechargeable batteries, mics are easily stored and simultaneously charged. Microphone system includes antenna amplifiers, and splitters, and microphones will be grouped and channeled in an optimal configuration to avoid frequency overruns/interference, therefore avoiding signal drop altogether.

Control System: As with Phase 1, room operation and control fully integrated and automated, occurring through the 3 touchpanels; additional control pages added for video source selection, controls of specialty inputs such as the CATV/SATV input, BluRay player, and document camera, and advanced controls for individual device power control, etc. The macro-driven control interface automates room startup and shutdown, resetting all systems to a known-good configuration at each startup to eliminate any changes or potential issues encountered from previous sessions. As delivered in Phase 1, control achieved via 3 22" digital graphics enabled touchpanels mounted at the Mayor's location, Secretary/Clerk's location, and rack.

Approach for O-01 Quote for Phase II:

Council Chambers:

1. Reuse the following:
 - a. Existing 40U rack in AV/Network closet.
2. Video System:
 - a. Crestron DM-MD 8x8 central A/V switcher:
 - i. 3 DM-4k-HD HDMI input cards.
 - ii. 5 DM-rk-C-HDCP2 HD-BaseT inputs cards.
 - iii. 1 DMC-4k-CO-HDCP2 HD-BaseT dual-channel output card.
 - iv. 2 DMC-4k-HDO HDMI dual-channel HDMI and audio output card.
 - b. Inputs:
 - i. 5 Crestron DM-Tx-4k-100-C transmitters with HDMI cable-whip attached, accepting signal from:
 1. Mayor, City Manager, and Secretary/Clerk locations.
 2. Podium HDMI cable-whip and ceiling-mounted OFE Wolfvision document camera.
 - ii. OFE CATV/SATV receiver.
 - iii. OFE BluRay player.
 - iv. Confidence feed, over HDMI, from SWAGIT recording and streaming system.
 - c. Outputs:
 - i. HD-BaseT output to 1 OFE large-format display, behind council Dais:
 1. Signal delivered to 1 Crestron DM-RMC-4k-100-C receiver to HDMI to display.
 - ii. HD-BaseT output to 1 HD-BaseT receiver at council dais:
 1. Signal fed, over HDMI to 1 Crestron HD-DA-4k-4 DA, feeding dais monitor DA and 3 dais DGE-100 HDMI inputs.
 2. HD-DA-4k-8 DA feeding 8 council dais displays.
 3. Council dais displays:
 - a. 8 Planar PLX2270MXW monitors, tabletop mounted via a Chief K1D-series articulating mount.
 4. Council dais integrated control/content displays (Mayor and Secretary/Clerk locations):
 - a. 2 Planar PCT2235 22" interactive displays.
 - b. Content signal fed from DA, over HDMI above to 2 DGE-100 graphic control engine processors.
 - iii. HDMI output to Black Magic Design SmartView Duo dual 7" rack-mounted display:
 1. Signal converted from HDMI to SDI over 2 BMD Mini HDMI to SDI converters.
 2. Screen 1 to show content feed from switcher.
 3. Screen 2 to show confidence feed from SWAGIT recording/streaming system.
 - iv. HDMI output to SWAGIT recording/streaming system.
3. Audio System Additions:
 - a. 2 Shure QTX124 SM58/WL185 receiver combination kits:
 - i. 2 UA834WB antenna amplifiers to distribute ceiling-mounted UA8 antenna signal to both receivers.
 - ii. 2 SBC200 desktop chargers, with 4 SBC900A in-microphone rechargeable batteries.
4. Control System (installed in Phase 1, listed for completeness as control GUIs upgraded in Phase 2 at these locations):
 - a. 1 Crestron CP3 3-series control system:
 - b. Control interfaces:
 - i. Mayor's Location:
 1. 1 Planar 22" Interactive touchscreen, fed by 1 Crestron DGE-100.
 - a. Note, old control system, for video control may need to remain in-place until phase II.

- ii. Secretary/Clerk's Location:
 - 1. 1 Planar 22" Interactive touchscreen, fed by 1 Crestron DGE-100.
- iii. Rack Location:
 - 1. 1 rack-mounted Planar 22" Interactive touchscreen, fed by 1 Crestron DGE-100.
- c. Programming delivering automatic startup and shutdown of audio, via macros, resetting system to a known-good configuration upon each activation. Mute and volume controls for each input and output provided on touchscreen for administrator control.

Customer Requirements:

- 1. Power:
 - a. 110V 15 or 20A Duplexes, Quads, or bare-wire landings at locations specified within drawing package must be present and hot at time of installation.
- 2. Network Interfaces:
 - a. Additional network interfaces at rack locations specified on drawings required at time of installation
 - b. Switchports must be patched-in and correct VLAN, with network IP addresses, subnet mask, and gateway provided for specified equipment.
- 3. Display Mounting:
 - a. Backing and blocking for wall-mounted displays required at locations noted within drawings prior to installation.
- 4. Core/Conduit Access from Rack Location:
 - a. For cement floors with racks/podiums, above ceiling access on floor below drilling required before installation; must be within 15'.

Pricing

QTY	Manufacturer Part Number	Description	UNIT List	Discount Price	Total Price
QTY	Manf. Part#	Description	UNIT List	Discount Price	Total Price
	DIR-TSO-2520	This Quote is produced for the Texas DIR Contract DIR-TSO-2520			
	TIPS	This Quote is produced for the The Interlocal Purchasing System			
1		Video Equipment - OFE Display - OFE PC - OFE Document Camera - Crestron Reciever - Crestron Transmitter	\$1,400.00	\$684.10	\$684.10
1		Presenting Council Table Locations - 3 Crestron Transmitters	\$2,100.00	\$1,026.15	\$1,026.15
1		Standard Council Table Locations - 8x 22" Monitors - Crestron HDMI Distribution	\$4,956.88	\$3,525.04	\$3,525.04
1		Podium - DM Transmitter	\$700.00	\$342.05	\$342.05
1		Audio System - Most Components Installed in Phase I - 2x New Wireless	\$5,685.00	\$4,548.00	\$4,548.00

VISIONALITY

1778 N. PLANO RD #2118
RICHARDSON, TX 75081

RAB0312180-01

QUOTES@VISIONALTY.COM
(214) 276-0124

	Microphones - Wireless Microphone Antenna System - Wireless Microphone Charging Dock			
1	A/V Switching and Routing System - 8x8 DM Matrix and Components	\$17,985.00	\$9,196.46	\$9,196.46
	Control System - Installed in Phase 1			
1	Rack, Display Mounts, and Wallplates	\$460.20	\$289.93	\$289.93
1	Room Cabling and Materials	\$2,398.78	\$2,031.10	\$2,031.10
1	Project Professional Services and Programming	\$3,440.00	\$2,236.00	\$2,236.00

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1		Installation, Integration, and Comissioning	\$13,270.00	\$8,625.50	\$8,625.50
		Service (Gold Level is an option, not included in total).			
		Silver level provides the coverage needed to fulfill a customer's basic service requirement. This limited service plan affords the customer 1 year of Silver Service.			
1	SLS-1		\$1,178.18	\$1,119.27	\$1,119.27
		Optional-Gold level provides the coverage needed by today's organizations. Not only do you now have access to phone support, Visionality can remotely upgrade and help manage your most valuable assets. Onsite field engineers are available to you when a part is foun			
0	GLS-1		\$7,064.83	\$6,711.59	\$0.00
			TOTAL LIST	\$53,574.04	
			TOTAL DISCOUNT PRICE	\$33,623.60	
			SHIPPING	\$0.00	
			SALES TAX	\$0.00	
			TOTAL	\$33,623.60	

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Responsibilities *(Unless otherwise specified above)*

Visionality Obligations

Visionality will be responsible for the following:

- Testing new system and making sure all is properly operational from both the hardware and software perspective.

Company/Customer Obligations

The following items shall be provided by the Company and are not part of this scope or proposal:

- All 120V Electrical provisions (Specifications and call-outs will be provided by Visionality after acceptance of the proposal).
- All conduit and raceway as required by local code.
- Conveyance (pathway) for AV cabling- includes any core drilling or structural modifications.
- "Hard Points" for mounting of equipment and structural supports will be provided and installed by the Company prior to Visionality deployment. When in doubt the Company should contact a certified Structural Engineer for safety factors.
- Custom millwork, construction, or trim. Includes ceiling, floor and structural amendments or repairs.
- Required Local Permits and/or plan approvals.
- Required local inspection and compliance procedures.
- Hazardous material discovery and/or abatement.
- Provide and commission all Telephony and Network demarcations as required prior to Visionality onsite deployment.
- Ready access to room
- A minimum of 8 A.M – 5 P.M. daily. Monday through Friday.
- Security and Safety
- Prior to installation, if equipment is to be shipped in advance, the customer is responsible for receiving and storing this equipment in a safe location.
- During installation, customer is responsible for making sure rooms can be secured and equipment is safe.
- Rooms are clean and ready for installation. All equipment, furniture, debris, or other objects needs to be removed from the room for access or safety, prior to onset of installation.
- Sufficient on-site support, persons readily available to answer questions
- Network connectivity. Computer or other Network connections are to be installed and tested prior to DTC personnel arriving on site. Necessary firewall ports will be opened prior to the installation time, and IT staff will be available during the installation process if there is a connectivity issue. Adequate bandwidth will be provided for the equipment chosen.
- Computer Network jacks are to be tested with information for connection readily available
- Customer will assure that any customer furnished equipment is in working order.
- Customer is responsible, for firewall or router configuration, unless expressly stated as a term of this proposal.
- For maintenance purposes, customer will work with Visionality to create a mutually acceptable method that will allow remote access to installed equipment.

Project Management Procedures

Visionality
1778 N. Plano Rd #211b

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Richardson, TX 75081

(214) 276-0124

Each entity will appoint one designee for as the prime project manager. These two people will ensure that the products are installed the way the project was envisioned. Any problems need to be funneled through these persons. For example, if there is a change in the room layout, this should be discussed between the two project managers and a change order written.

Status Reviews. Project implantation is taken seriously at Visionality. A weekly status meeting with management is held during all phases of the implementation to address issues early. Visionality Project Management is available to the customer for regular status meetings (via telephone or video) prior to the onset of installation. During the installation process, Visionality Project management will be available daily to discuss the status and needs of the installation with the customer designated representative.

Payments. Payment for the goods delivered is due when goods are shipped to site. Payment for installation is due when the installation is substantially complete. That is all work has been done and the equipment is operational. However there may be some tasks remaining (e.g. bug list).

Change Orders. All change orders must be submitted in writing from the customer designee to the Visionality project manager. If such a change is a fundamental change of scope either in parts or labor, the project manager will provide an estimate of the change in price. Visionality will proceed with this change when the change order has been completed and the approved by both parties.

Terms and Conditions

Disclaimers

Visionality - Designs That Compute (DTC) is a reseller of electronic equipment. Warranty and liability for use of any product sold is limited to what is stated by the manufacturer of these products. DTC creates no warranties express or implied beyond the manufacturer's warranty.

Limitations

The express obligation stated above is in lieu of all liabilities or obligations of DTC for damages, including but not limited to any liability due to or associated with infringement of a third party's intellectual property rights or any loss, damage, or injury, direct or consequential (including any loss of profits, use, business or the like, even if DTC has been advised of the possibility of same), arising out of or in connection with the delivery, use or performance of products resold by DTC, and it is agreed that repair or replacement, in accordance with the foregoing warranty, is DTC's sole liability and buyer's sole remedy for such liability, loss, damage, or injury. This limitation of DTC's liability will apply regardless of the form of action, whether in contract or tort (including negligence) or based on a warranty. Any action against DTC must be brought within 12 months after the cause of action arises. The parties expressly agree that the products are not consumer goods.

To the extent any limitation of liability contained herein is construed by a court of competent jurisdiction to be a limitation of liability in violation of state law, such limitation of liability shall be void, however the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be a part of this limitation of liability.

Statement of Confidentiality

This proposal is the work product of DTC and as a result remains the property of DTC. This proposal has been submitted for the express interest of offering products and services. The particulars of this proposal must remain confidential between the receiving agency and DTC. This proposal may not be offered to others without the express written consent of DTC. Where applicable, confidentiality is to be consistent with freedom of information act. If there is a request for this document the customer will take all necessary steps to defend the confidentiality of this document including an appeal the disclosure to the attorney general.

Installation (if applicable)

Installation prices are estimated based on the customers stated requirements. Unless otherwise noted, the customer is responsible for standard installation preparation and assistance; this include but is not limited to: Site security before and during the installation; fee access to perform installation during business hours while scheduled on site; customer furnished installation or materials are ready prior to Visionality installation; and resources are available quickly to resolve issues. A full list of these requirements is in the proposal above. If these conditions are not met, additional charges may apply.

Product Returns

DTC does not accept product returns unless defective and only for replacement.

Designs That Compute is a Texas HUB
This Quote Valid for 30 days from date above
All Prices Subject to Shipping Charges and Sales Tax – Where Applicable

Payment Terms

Prepayment may be required. If terms are extended, payment is due immediately upon receipt of goods. Any objections to delivery or installation by the customer that may delay payment must be submitted to DTC in writing with 15 day of delivery of invoice to purchasing. When DTC resolves the problem they will resubmit invoice to purchasing. At that time customer must respond within 15 days if there is a further problem. DTC fully expects any invoice to be paid within 30 days of submittal. Failure to pay in a timely manner will constitute charges at the rate of 2% per month from date of invoice submittal.

Products delivered for an installation, are billed and due at the time of delivery. Installation will be billed and due when substantial completion has occurred. DTC will work with the customer to assure the highest quality products and services are delivered and installed. At the customer's request a payment schedule can be designed that withholds a percentage of the invoice based upon successful installation.

Some equipment has service or warranty that starts at the time of delivery. If installation is delayed this may affect the time coverage of those products is in effect after installation.

At times, the goods and services in this proposal may be purchased by a government entity or under a specific purchasing contract. In the cases where be a law or contract has conflicts with the above terms, the terms of a purchasing contract or law will take precedence.

Non-Taxable Entities

Please include a copy of your Sales Tax Exemption Form along with any Purchase Order sent to Designs That Compute dba Visionality

Silver Service Plan

Customer	
Service Start Date	
Service End Date	

Silver service provides the basic coverage needed by today's organizations. Silver service offers phone support and remote diagnostics. Often key components can be covered for quick replacement of parts and software upgrades.

Terms of Service

For the period above, the customer has unlimited technical support by telephone and email. If the customer calls in for a service issue and either the issue cannot be resolved remotely or there is need for a replacement part, a technician will be dispatched within the limitations defined below.

- **Phone Support and Email Policy**
 - Customers can contact Visionality concerning an issue related to service by telephone or by email.
 - 214-276-0125 (main Visionality tech support number)
 - 800-377-9938
 - support@visionality.com
 - The hours of 8am – 5pm Central Time Zone, Monday – Friday excluding national and Visionality holidays. After hours calls will be returned the next business day.
 - When a service request is placed with the support center, that case is opened and the call is logged
 - In many cases the service technician will be able to respond to the case immediately, however in all cases the technician will respond within four business hours. At that time a technician will work with the customer to diagnose and resolve the situation
 - If the problem cannot be easily diagnosed, a technician will be dispatched continue the diagnosis.
 - In the case of a failure, a technician will be dispatched to repair and replace parts.

- Answers to frequently asked questions and simple product workarounds can be provided in the initial technical conversation.
- Responses to questions that require research will be returned by email or phone within 24 hours.
- If your request/question requires extensive research and/or a custom solution, we will provide you with a completion date.
- Feature requests and bug reports will be logged and prioritized by Visionality's Engineering team for future consideration.

- **Parts Coverage**

Unless noted below, coverage is limited to items sold and installed by Visionality at the time of this contract.

All parts in the systems covered in this service agreement are covered by standard Manufacturer's Warranty. The terms and length of the service of these parts depends on the specific manufacturer. In the case of a failure which would not be covered under the warranty the customer is liable for the cost of repair or replacement.

Some parts may have extra service such as next day parts; these will be noted in the Addendums section,

- **Software Coverage**

Software created from our vendors is subject to their rules and restrictions. If there is a software upgrade, Visionality will assist with the software upgrade. If the vendor requires a service plan for their software upgrades, this can be bundled in the gold service package and included in the addendums below. These service plans should be called out.

Software created by Visionality is covered to perform the functions requested in the format shown when the initial installation took place. This plan will address defects in the software discovered after the warranty period. The software was designed for a particular set of components. If there is a change to those components or the programming in those components which does not allow the software to function correctly, there will be an additional charge to make the software operate.

- **Onsite Technical Support Policy**

After diagnostics, if technical support determines there is a failure that cannot be resolved remotely, a field technician can be dispatched for case resolution. The cost of the Technician will be \$95 per hour for the total time from the office. Overnight stays will necessitate additional charges.

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Items Covered within the Plan

Addendums to the Gold Plan

- All Codecs within the installation will have next day parts and software service.

Gold Service Plan does not cover any damage, deterioration or malfunction resulting from any alteration, modification, improper or unreasonable use or maintenance, misuse, abuse, accident, neglect, exposure to excess heat or moisture, fire, improper packing and shipping (such claims must be presented to the carrier), lightning, power surges, or other acts of nature. This limited warranty does not cover any unauthorized tampering with this product, any repairs attempted by anyone unauthorized by Visionality to make such repairs, or any other cause which does not relate directly to a defect in materials and/or workmanship of this product. This limited warranty does not cover cartons, equipment enclosures, cables or accessories used in conjunction with this product. Parts that are considered consumables such as bulbs are not covered under this warranty.



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4208	Version:	1	Name:	BoardDocs Pro - Agenda Management
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/27/2018	In control:		In control:	City Council
On agenda:	4/2/2018	Final action:			
Title:	Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Emerald Data Solutions, Inc. for the purchase of BoardDocs Pro in an annual fee amount not to exceed ten thousand, two hundred dollars and zero cents (\$10,200.00).				

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution-BoardDocs Pro](#)
[Quote-BoardDocs Pro](#)

Date	Ver.	Action By	Action	Result
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Title

A resolution of the City Council of the City of Sachse, Texas, approving and authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Emerald Data Solutions, Inc. for the purchase of BoardDocs Pro; providing a repealing clause; and providing for an effective date.

Background

The current voting platform in the City Council Chambers is tied to the Bosch microphones and operates on old software that frequently experiences compatibility issues with newer versions of Microsoft. The compatibility issues will worsen once the analog-to-digital conversion is made with the audio-visual equipment in the City Council Chambers. BoardDocs Pro provides cloud-based agenda management, document storage, and voting platform that is web-based, and can occur on any device that has internet access.

This method eliminates any issues affiliated with a voting system that is tied to a piece of hardware and software system.

Policy Considerations

The City of Sachse is a member of The Interlocal Purchasing System (TIPS) and TIPS has negotiated and awarded a contract to Emerald Data Solutions for BoardDocs Pro. As a member and participant in the cooperative program, and by utilizing TIPS RFP 170306, Bid Number 180306, the City has met all required competitive bidding requirements pertaining to the purchase of BoardDocs Pro.

Budgetary Considerations

The conversion to the cloud-based agenda management, document storage, and voting platform offered through BoardDocs Pro is \$10,200 annually. The annual costs include all maintenance and

support, installation, onsite training, implementation, and customization of the platform.

The BoardDocs Pro platform will replace the current services already included in the City's annual budget. Specifically, BoardDocs Pro will replace the current agenda management platform, Legistar and associated managed services, which costs \$9,179.10 annually; and the current document storage platform, Laserfiche, which costs \$2,824.50 annually. The total costs of current services are \$12,003.60 annually, which will be replaced at a reduced amount by BoardDocs Pro at \$10,200 annually.

Staff Recommendations

Staff recommends that the City Council approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Emerald Data Solutions, Inc. for the purchase of BoardDocs Pro.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF SACHSE AND EMERALD DATA SOLUTIONS, INC. FOR THE PURCHASE OF BOARDDOCS PRO; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sachse is a member of The Interlocal Purchasing Systems (TIPS) and TIPS has negotiated and awarded a contract to Emerald Data Solutions, Inc. for BoardDocs Pro; and

WHEREAS, as a member and participant in the cooperative program, the City desires to enter into an agreement with Emerald Data Solutions, Inc. for BoardDocs Pro and by utilizing the TIPS RFP 170306, Bid Number 180306 agreement, the City has met all required competitive bidding requirements pertaining to the purchase of BoardDocs Pro; and

WHEREAS, upon full review and consideration of the agreement and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Manager should be authorized to negotiate and execute the agreement and all related documents on behalf of the City of Sachse, Texas;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, THAT:

SECTION 1. The City Manager is authorized to execute an agreement with Emerald Data Solutions, Inc. for an annual fee of \$10,200 for the purchase of BoardDocs Pro.

SECTION 2. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2018.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary



BoardDocs Pro Formal Proposal

Executive Overview

Introduction

BoardDocs® Pro is a state-of-the-art, cloud-based Board Management Service from Emerald Data Solutions™. Developed specifically for public governing bodies, BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the Internet. Staff Members can quickly and easily create, approve and track agenda items and other correspondence. BoardDocs services offer governing bodies a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable, legal repository for all documents.



BoardDocs improves governance by making documents readily available to governing bodies, designated staff and the public in a professional, easy-to-access format. Staff maintains total control over who sees what information - and when. Governance stakeholders have immediate and ubiquitous access to their data via most Internet-connected devices. No third-party apps are required because BoardDocs is platform-independent and looks, feels and functions the same across both mobile and stationary devices.

BoardDocs goes far beyond email, PDF quick-fixes and general-purpose cloud services like Google Drive. It is a turn-key, state-of-the-art solution that includes all supervision, labor, materials, hosting, hardware, licensing, training, technical support, upgrades and documentation necessary to implement and maintain an effective electronic board document management system. With BoardDocs, there's no need to incur the cost of purchasing and supporting a thick client infrastructure; the organization need only provide Internet-connected devices to access the service.

Benefits Summary

In addition to dramatic improvements in governance processes and board effectiveness, our subscribers consistently report substantial annual cost savings, time-of-staff savings of up to 75%, increased transparency with stakeholders and multiple environmental benefits.

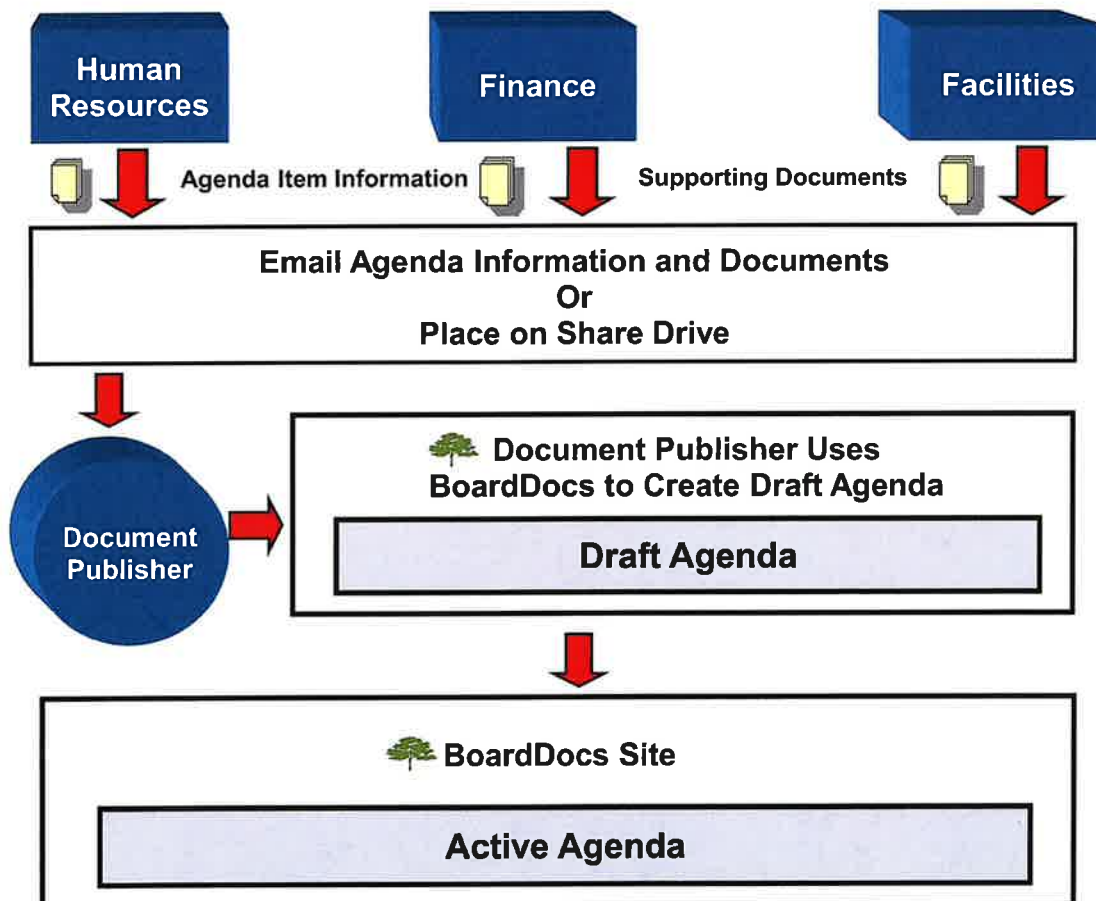
Document Submission, Creation and Publishing

With BoardDocs, the people that create the packet are the ones who manage it. And, since BoardDocs services provide centralized data storage, stakeholders can always be confident that there is only one valid copy of agenda information to be viewed or managed. There is no confusion regarding whether or not the information being viewed is current, because everyone is looking at the same documents.

Document Submission Options

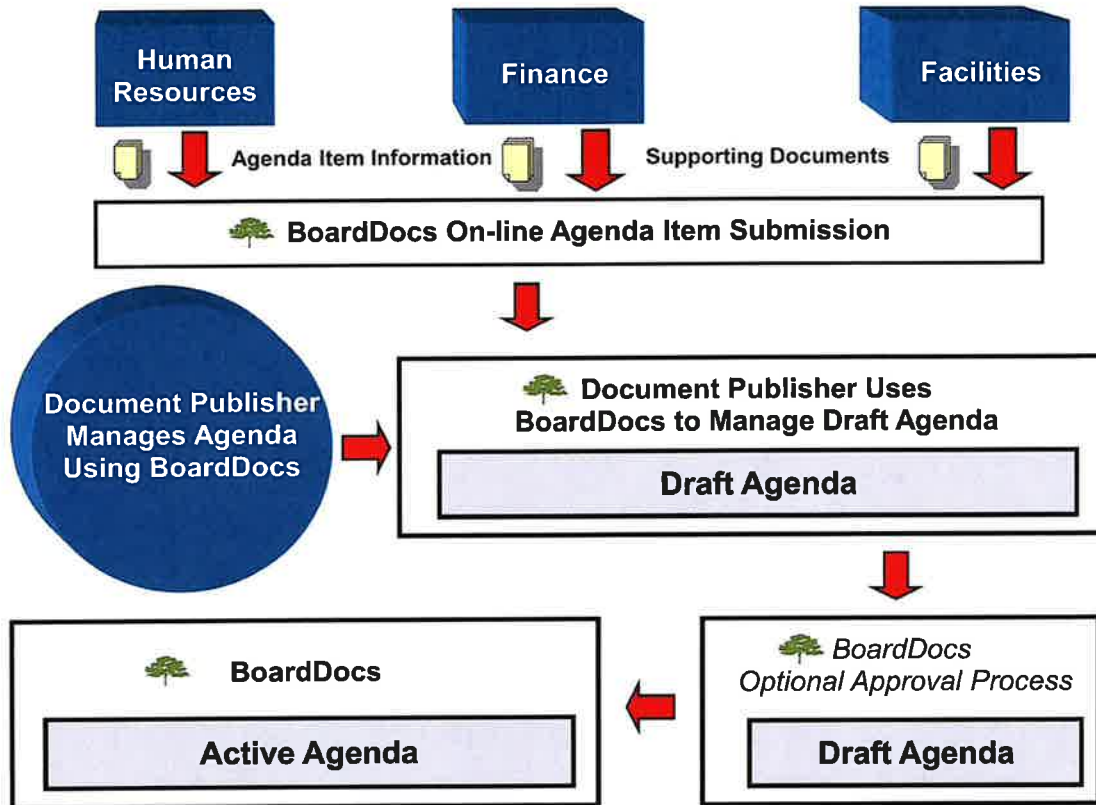
BoardDocs Pro is easily customized to meet your organization's document workflow requirements. Data can be collected and entered into the system in three ways:

Smaller organizations may prefer to designate a single person or a small group of people to gather electronic versions of their documents and enter them into the system. Using this simple method, these "document publishers" receive agenda item information and supporting documents via email or network share and create the agenda items using BoardDocs Pro document publisher software. This method often gives the document publisher(s) the ultimate control over all facets of the agenda item creation process.



BoardDocs Pro Formal Proposal

The second option provides an easy way for designated staff members to create and submit their own agenda items using the BoardDocs Pro advanced user interface. As the items are submitted, the document publisher acts as the gatekeeper by ordering, checking and finalizing the agenda items.



Mid-sized and larger organizations will often choose to use online submission of agenda items due to a geographically dispersed staff or to accommodate the large volume of information that needs to be included in packets. This option also benefits submitters of regular or reoccurring reports as it provides a way for submitters to easily create, duplicate and manage their reports in a private work area.

BoardDocs Pro Formal Proposal

The third option is similar to option two, but adds the ability for document submitters to select from one of several customizable approval trees that the item must proceed through prior to reaching the document publisher. Any number of approval trees can be set up where serial lists of approvers can be maintained. Once an agenda item is submitted and an approval tree is designated, an email message is sent to the first approver in the tree and the document publisher is notified. The approver then has several options:

- They can review the item and approve it
- They can edit the item and approve it with changes
- They can reject the item and send it to the original submitter
- They can send it back to any previous approver

Once approved, the correct staff member is notified via email and the item can no longer be edited by previous staff members. The next approver will have the same options and the agenda item will continue to move through the approval tree until everyone has approved the item. The document publisher can monitor this process and review the approval queue for each user. At any point, the document publisher can force approval of an item, as well as re-start the approval process.

Each document is securely stamped with the workflow history of the creator and each approver so that members of the governing body will know who signed off on each item prior to it being placed in the packet.

Final Publishing

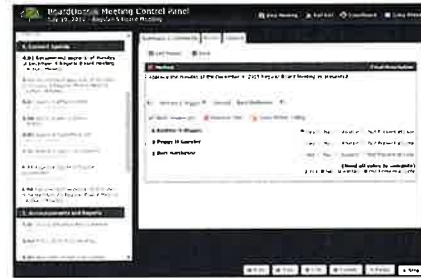
While any designated staff member can submit agenda items to draft meetings using a browser, only document publishers can activate meetings. Access is ultimately managed by the document publisher at the meeting, agenda item and sub-agenda item level. Additional workflow rules are used to release meeting information and documents based on role and by date.

The formatting of the submitted items is up to the submitter and the document publisher. Rich text formatting is available to all users, and when cutting and pasting from standard applications, formatting is preserved. By using attachments, any type of file format is supported to provide backup information. By allowing users to control the formatting and presentation of each agenda item, the organization can define exactly how the information will be presented to the board, staff and/or the public.

Meeting Management

Meeting Control Panel

BoardDocs Pro provides comprehensive tools for meeting management. The core of our meeting management is the Meeting Control Panel (MCP). The organization can designate any staff member or even a member of the governing body to be the meeting moderator. Because the MCP is a Web App, there is no software to install. Using the MCP, designated meeting moderators have the ability to move agenda items in and out of consent, re-order the agenda, record motions, record voting, enable online voting and take notes for inclusion in the minutes.



“Follow Me” Technology

With BoardDocs Pro “Follow Me” technology, it’s easy to be sure that everyone is on the same page. As the meeting moderator moves through the meeting, the governing body members can follow along. They simply click on the blinking agenda item at any time and are immediately taken to the current agenda item.

Voting

BoardDocs Pro is easily customizable and can collect actions in two ways. Organizations can designate a moderator to record the action details during or after the meeting, or the built-in online voting system can be used. Through the Meeting Control Panel, the action information and any additional notes are stored in each agenda item and made available to the public and authenticated users at the appropriate times.

BoardDocs Pro supports multiple motions per agenda item, multiple votes per item, real time modification of motions, automatic vote tally and provides the ability to override the results to meet virtually any voting scenario.

BoardDocs Pro also supports consent agenda items. Using the consent feature, the board can vote on several agenda items at once and BoardDocs Pro populates the resulting vote in each agenda item. Items can be removed from or added to the consent agenda in real time, during the meeting, with a simple click by the meeting moderator.

ScoreBoard

No matter how action information is recorded, BoardDocs Pro can share the results with the public in real time. ScoreBoard is an automated screen that follows the progress of the meeting and keeps the public up-to-date with the actions of the board. It is typically displayed on large screens in the board room during the meeting.



BoardDocs Pro Formal Proposal

Minutes

BoardDocs Pro uses the action information stored in each agenda item to generate draft minutes of the meetings. Once the minutes are generated, the document publisher can format and edit using the BoardDocs Pro integrated editor. When complete, the minutes are placed in the system as an agenda item and attached to a future meeting. Once approved by the board, they are automatically released to the public and associated with the correct meeting.



BoardDocs Pro Features and Benefits

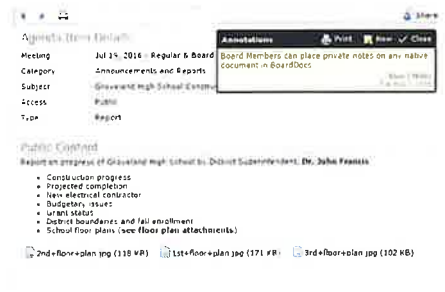
Ease of Use

BoardDocs Pro is currently being used by tens of thousands of users nationwide. This industry-standard solution provides an advanced user interface where stakeholders can access information in an intuitive manner. All information associated with agenda items, policies and library items can be consolidated in a customizable and easy-to-use electronic packet. Using the packet, designated stakeholders get an instant snapshot of all policies under consideration, current meetings, upcoming events, important documents and can even track progress of selected board goals.

Emerald Data Solutions has conducted a tremendous amount of research and taken recommendations from thousands of board members to assure that every governing body can easily navigate the service. We provide on-site training, user-friendly documentation, video tutorials, electronic manuals and online help. Plus, if any BoardDocs user ever needs additional assistance, Emerald Data Solutions provides 24-hour, live, toll-free technical support at no additional charge.

Annotations

BoardDocs Pro provides support for governing body members to enter private notes on any native BoardDocs Pro document. The notes are stored separately from the organization's data in a private notebook on BoardDocs' servers. While most solutions store annotations together with the organization's data, BoardDocs Pro's private annotation solution is unique. By maintaining the information in a separate database, the organization is not required to provide the annotations in response to a FOIA request.



Meeting Video

Meeting video allows stakeholders to go well beyond documents and actually view what happened during each agenda item in a meeting. This feature simplifies the task of associating and managing meeting video by providing easy-to-use tools that automate the process involved with delivering video over the Web. Users can easily associate their video with each meeting and tag individual agenda items to any part of the video, all while displaying them through the organization's existing BoardDocs interface.

Stakeholders can then use BoardDocs' powerful search tools to search for any agenda item within a meeting. Once the item is found, the stakeholder is presented with the highest fidelity experience of what actually happened during the meeting, including the agenda item, background information and video - all from one simple interface.

Advanced Web Application Technology

BoardDocs' advanced Web technology provides an extremely rich user experience by delivering custom interfaces across multiple platforms without the need to install custom software or special end-user configurations. Recognizing the power of the individual to design their own Web experience, BoardDocs technology moves document management away from the IT department and to the individuals that actually create and manage the packet.

In the end, this technology helps governing bodies operate more effectively by eliminating paper, replacing less advanced electronic solutions and streamlining board packet processes. Organizations save money, time and increase transparency for their stakeholders. With BoardDocs, organizations of all sizes can significantly improve the way they create and manage board packets, access information and conduct meetings.

Client Requirements

BoardDocs Pro readers and publishers can access the BoardDocs user interface via most contemporary Web browsers, from virtually anywhere, on just about any Internet-connected device. There are no thick client applications to install, update or maintain. The organization is only responsible for supplying any client hardware and network infrastructure necessary to connect to BoardDocs services via the Internet.

Dedicated Database

BoardDocs uses a dedicated database and code base for each client. By using separate databases, access control lists and code for each client, Emerald Data Solutions can assure that no other BoardDocs subscriber will have unauthorized access to any organization's private data. This also prevents data corruption from spreading throughout the system.

Integrated Solution

BoardDocs is the only solution to provide online meetings, library, goal tracking, events, video and policy solutions in one product. Other solutions require separate products for policies and agenda items. BoardDocs provides for all governance document needs in one simple system. This allows our clients to use one service for the features that boards need the most to support and streamline their governance activities.

Hosting and Technology Partners

Our hosting environment is supported by technology partners who are regarded as the best-in-class providers of their services. Application services are provided by clusters of Oracle/Sun servers, behind four F5 enterprise load-balancers that are connected to redundant, high-speed network connections. These clusters are hosted at three SSAE 16/SOC1 audited (formally SAS 70) dedicated hosting centers located in Denver, Co Sterling, VA and Toronto, Canada. All feature emergency backup environmental systems for continuous, 7 x 24 operation. At each site, data is kept on dual, fully-redundant fiber arrays with redundant connections to all servers and independent copies of the data are kept and stored on dual Raid 5+1 configured arrays at each site, so hardware failure is extremely unlikely. Additionally, each week night, between 11:30 PM and 3:00 AM, production data is copied to a NAS-attached array. This backup is kept for 1 week, except for Friday's backup, which is stored for 3 additional weeks.

Storage

BoardDocs provides document archives and instant access for at least 20 years of information. If, after 20 years the amount of information does not exceed 20 GB, additional data will be stored until the limit is reached. Data exceeding the 20-year limit will be archived on optical media and provided to the organization.

Customization

BoardDocs service includes customization at no additional charge. Through customization, BoardDocs is ideal for both large and small organizations. While each organization has different agenda, formatting and workflow needs, our customization functionality assures that your processes will not be driven by the software. Rather, our technology will work to support your existing meeting format, agenda and workflow.

Search and MetaSearch

BoardDocs provides the ability to perform searches against the full text of any document in the system – including attachments. The document publisher determines what documents or parts of documents users can access. Through MetaSearch, BoardDocs also provides the capability to perform searches of public agenda items and policies from similar organizations using BoardDocs services. By using this exclusive feature, staff and governing bodies can research policies and procurement on a national basis, incorporate findings into their own efforts, develop best practices, and ultimately save a great deal of time and money.

Custom Interface

BoardDocs supports the branding of public and private Web apps with the subscriber's information. Organizational logo support is provided for the apps and all printed documents. At any time, the subscriber can further modify the public and private Web sites with custom verbiage and designated documents. The public areas of BoardDocs are designed to integrate with the organization's Web site, and link back to it.

BoardDocs features several ways for subscribers to access data in the BoardDocs Pro database outside of our standard interface, including RSS and XML access to all public data. Using XML and RSS, dynamic information can be integrated into existing Web sites or custom queries can be made from most popular third-party reporting tools. Custom interfaces to the BoardDocs Pro data can also be created.

Ownership of Data, Backups, Object and Source Code

While BoardDocs maintains the data on behalf of each subscriber, we believe that the organization should have an up-to-date, local copy of all data. Our customers retain all ownership of content posted to their database and have exclusive control of who can access the data and when. Designated staff control access while the system and centralized storage ensure that there is only one valid and current copy of the information.

Technical Support

BoardDocs provides live, 7 x 24, US-based, no-charge technical support for all document publishers and authenticated users for the life of the agreement. The technical support is available via toll-free phone number with a guaranteed response time of two hours and a 24-hour resolution.

User Reports

BoardDocs is able to provide reporting on when users log in and access documents. If this information is provided to the organization, it will then be available to anyone via FOIA and Sunshine regulations. Most public governing bodies do not want this information collected or released to anyone.

User Accounts

Authenticated users will need an individual user ID and password. Initially, passwords and user names will only be shared with designated document publishers. After the implementation, changes to user names and passwords can be managed by designated staff using BoardDocs Manager.

Maintenance and Updates

Emerald Data Solutions provides ongoing maintenance, including minor fixes and updates to the software for the term of the agreement. Updates and fixes are automatically applied daily, as necessary, without user intervention. Emerald Data Solutions is continually responding to the needs of our subscribers and partners by improving our service and adding new features. This process is continuous and has taken BoardDocs from a simple paperless meeting solution to a comprehensive, sixth-generation board management solution.

Emerald Data Solutions will inform the customer and provide version upgrades as they become available at no additional charge. All version upgrades will be scheduled in advance and performed only after approval by the organization. Since BoardDocs is 100% Web based, there is no need to manage client software or install updates on workstations.

Training and Implementation

We have found that video or Web training is not sufficient to ensure complete success. As a result, every implementation of BoardDocs is performed on-site.

Emerald Data Solutions will assign a dedicated Implementation Specialist and Technical Analyst to assist in the implementation of the solution. The Implementation Specialist will conduct three on-site training sessions based on our proven curriculum. Each attendee will receive documentation, customized for the subject matter of their training session. Additionally, the organization's IT staff will receive a comprehensive IT Implementation Guide.

The training sessions will be scheduled on two consecutive days and will consist of the following:

Document Publishers – This session is to be attended by the designated document publisher(s). The instructor will lead a six- to eight-hour session where the attendee(s) will publish an entire meeting and learn how to load and manage the data and how the data is presented by BoardDocs Pro.

Senior Staff – This consultative session will explore the processes and workflow in preparing information to be managed using BoardDocs Pro. This two-hour session should be attended by the senior cabinet and their administrative assistants.

Governing Bodies – Each member will attend a one – two hour, instructor-led session where they will learn how to access the information from any Internet-enabled location and how to participate in a meeting using BoardDocs Pro.



BoardDocs Pro Formal Proposal

Other than a \$1,000, one-time start-up fee to cover travel expenses, there is no charge for initial training and implementation. Emerald Data Solutions will provide subsequent visits for training, on-site support or attendance of meetings at the organization's request. For these visits, Emerald Data Solutions will only submit travel expenses, including airfare, ground transportation and hotel, for reimbursement. The BoardDocs Web site also features documentation and video tutorials if any user would like a quick refresher on how to use the system. Emerald Data Solutions maintains support and training staff throughout the country, so help is never far away.

Still Need "Some" Paper?

If some of your organization's stakeholders still want to use paper, BoardDocs Pro provides an easy way to print individual agenda items, a customized agenda or even the entire packet.

Organizations can easily customize any report by adding logos, headers, footers and formatted text to their printed documents.

BoardDocs Plus

Need a Solution for Multiple Governing Bodies?

BoardDocs Plus is a new service enhancement that enables organizations with multiple public governing bodies to provide a separate, distinct and comprehensive suite of BoardDocs services to each group via one subscription.

BoardDocs Pro can support unlimited types of meetings for different committees; however, by adding Plus, each governing body can have separate confidential meetings, separate document managers and separate administrative access. With BoardDocs Plus, BoardDocs services can provide agenda item-level security so only authenticated users in each group can access meetings, agenda items or even parts of an agenda item.

About Emerald Data Solutions

Emerald Data Solutions is employee-owned and has been providing technology solutions to public and private organizations since 1989. Emerald Data Solutions is exclusively dedicated to the development and delivery of BoardDocs board management services. BoardDocs was initially developed in 2000, and since the national introduction of BoardDocs Pro in 2002, over 2,000 organizations have chosen BoardDocs for board management services.

Features and Costs Summary (ISP/Hosted)

The BoardDocs Pro service includes the following features:

- BoardDocs Board Management Solution
- BoardDocs Policy Services Development and Publication Solution
- BoardDocs Library with Support for Events, News, Board Goals and Board Member Pages
- Integrated Board Goals Management and Tracking
- Development, Publication and Tracking of Strategic Plan
- Separate, Customizable Packets for the Board, Staff and Public
- Private Document Annotations for Governing Body Members
- "Follow Me" so Governing Body Members Will Never Get Lost
- Advanced Document Workflow with Support for Unlimited Number of Document Submitters
- Customizable Approval Trees and Collaborative Annotations
- On-line or Manual Voting with Support for Virtually Any Type of Vote
- Automated Minutes Generation and Release
- Access to BoardDocs MetaSearch for national procurement and more
- Search Functionality for Consolidated Searches on Any Content
- Automated Public ScoreBoard, with Voting Results and Speaker Timers
- Integrated Audio Player - Listen to Meetings Indexed by Agenda Item
- Meeting Video simplifies the task of managing and associating videos for private or public meetings
- User and Security Administration via BoardDocs Manager
- XML Capabilities to Dynamically Drive BoardDocs Data Into Your Organization's Web site
- Social Sharing via Twitter, Facebook and Email
- 7 x 24, Secure, Power-redundant Hosting with Daily Backups
- Up to 20 Years of History with DVD Archiving of Data beyond 20 Years
- 100% Web-based for access from Windows, Macintosh, Linux, iPad and other mobile devices
- No Extra Charge On-site Training
- 7 x 24, Toll-free, US-based End-user Technical Support
- No Extra Charge for Customization
- Access to All Software Enhancements, Including Version Updates and Fixes for the Term of the Agreement

BoardDocs Pro Formal Proposal

COST SUMMARY	
BoardDocs Pro Document Management System – One-time start-up fee	Up-front waved
BoardDocs Pro Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, updates, upgrades, implementation and customization), Agenda Management Meeting Control Panel with Live Voting, ScoreBoard, Speaker Time and Live Private Annotations for Council Members Workflow Automatic Submission & Collaboration Tool Library , includes unlimited storage & distribution of all additional content, Strategic Goal Tracking, Events and Council Member Bios Automatic Formatting & Version Control 100% hosted, browser based solution Unlimited data storage, meeting bodies and users Free integration with Streaming Videos & Audio	\$10,200.00 per year

In some states, BoardDocs Pro service fees are invoiced by a designated billing agent. Services are invoiced at the beginning of each annual term. The delivery of BoardDocs services is exclusively defined by the BoardDocs End User Agreement (EUA). Purchase will be made thru TIPS RFP 170306, Bid Number 180306.

Company Contact Information

Corporate Office, Payments and Legal Notices:

Emerald Data Solutions, Inc.
519 Johnson Ferry Rd. NE
Suite A100
Marietta, GA 30068

Other Information:

Federal Tax ID: 80-0003127
DUNS: 131937562
(800) 407-0141 x 3514
email: boarddocs@boarddocs.com
<http://www.BoardDocs.com>



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4209	Version:	1	Name:	Swagit Productions, LLC- Video Streaming
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/27/2018	In control:		In control:	City Council
On agenda:	4/2/2018	Final action:		Final action:	
Title:	Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Swagit Productions LLC. for digital recording and video production in an amount not to exceed thirty-six thousand, six hundred ninety-seven dollars and fifty cents (\$36,697.50).				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution-Swagit Quote-Swagit				

Date	Ver.	Action By	Action	Result
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Title

A resolution of the City Council of the City of Sachse, Texas, approving and authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Swagit Productions LLC., for digital recording and video production; and providing for an effective date.

Background

Swagit Productions, LLC. offers hands-free recording, live-streaming, uploading, and archiving of public meetings. Swagit Productions' service will allow residents to access City Council meetings live or can be viewed at a later date from the City's website. Specifically, Swagit offers:

- Hands-free recording, live-streaming, uploading, and archiving of public meetings
- 24-7, on-demand technical support
- Archived meetings that are indexed with each City Council agenda, with clips broken up by agenda item for greater transparency and ease on the end user
- A three-camera system that is remotely controlled and operated by Swagit

Swagit Productions, LLC. has an extensive list of local clients including the following North Texas cities: Allen, Frisco, Plano, Little Elm, Garland, Grand Prairie, Rockwall, Rowlett, Murphy, and Wylie. Swagit also provides streaming services to Collin County and the Dallas Area Rapid Transit (DART), along with many other national clients.

The City has consistently received feedback from residents regarding their interest in watching past recordings of City Council meetings. The streaming service and indexing options provided by Swagit will be an enhancement that is aligned with residents' preferences to view City Council meetings.

Policy Considerations

On September 21, 2005, the City Council approved an Interlocal Cooperative Purchasing Agreement between the City of Sachse and Collin County, which is permitted under the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. In this agreement, Collin County acts as purchasing agent for the purchase of various goods and services through the competitive bidding process. As a member and participant in the cooperative program with Collin County, Texas, the City has met all competitive bidding requirements for the purchase of Swagit Productions, LLC products and services.

Budgetary Considerations

The budgetary considerations for this item have two components. The capital costs to acquire a new camera system that can be remotely controlled by Swagit is \$36,697.50, which includes a five percent contingency amount should any additional costs arise during the installation process. The camera equipment products are eligible for purchase using Public, Education, and Governmental (PEG) funds.

The monthly streaming costs for Swagit to record, live-stream, index, and archive 25 meetings is \$995. The 25 meeting streaming package mirrors the viewing availability currently offered to Sachse residents. The streaming services will be funded from the Information Technology operating budget.

Staff Recommendations

Staff recommends that the City Council approve the resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Swagit Productions LLC., for digital recording and video production.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, APPROVING AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF SACHSE AND SWAGIT PRODUCTIONS LLC FOR DIGITAL RECORDING AND VIDEO PRODUCTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sachse and Collin County entered into an Interlocal Cooperative Purchasing Agreement on September 21, 2005, under the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code under which Collin County acted as purchasing agent for the purchase of various goods and services through the competitive bidding process, attached hereto and incorporated herein as Exhibit “A”; and

WHEREAS, Collin County, Texas and Swagit Productions LLC (“Swagit”) have previously entered into an agreement for Swagit to provide digital recording and video production services; and

WHEREAS, the City is a member and participant in the cooperative program with Collin County, Texas, and has met all required competitive bidding requirements; and

WHEREAS, the City desires to enter into an agreement with Swagit under the Cooperative Purchasing Agreement for digital and video production services; and

WHEREAS, the City Council authorizes the City Manager to negotiate the terms and conditions of an agreement with Swagit under the Cooperative Purchasing Agreement and to execute the agreement and all related documents thereto on behalf of the City of Sachse;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACHSE, TEXAS, THAT:

SECTION 1. The City Manager is authorized to execute an agreement with Swagit under the Cooperative Purchasing Agreement for digital and video productions services, in an amount not to exceed \$36,697.50 for the purchase of equipment and an annual streaming cost of \$11,940.

SECTION 2. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2018.

CITY OF SACHSE, TEXAS

Mike J. Felix, Mayor

ATTEST:

Michelle Lewis Sirianni, City Secretary

EXHIBIT "A" **Interlocal Cooperation Agreement**

INTERLOCAL AGREEMENT

THIS AGREEMENT made and entered into this 21 day of September, 2005, by and between the CITY OF SACHSE, TEXAS (hereinafter called "Sachse") and participants in the COLLIN COUNTY GOVERNMENTAL PURCHASERS FORUM (hereinafter called "Forum"), acting through the CITY OF SACHSE duly authorized agent:

WHEREAS, the City of Sachse and the present Forum participants (a list of the current participants attached) as permitted under Article 4413 (32c) V.A.C.S., the Interlocal Cooperation Act, wish to enter into this Interlocal Agreement to set forth the terms and conditions upon which the City of Sachse and Forum participants may purchase various goods and services commonly utilized by all entities; and

WHEREAS, participation in a Cooperative Purchasing Program will be highly beneficial to the taxpayers Of the City of Sachse and Forum participants through the anticipated savings to be realized; and

WHEREAS, it is also realized this program could be very beneficial to smaller governmental entities in Collin County that choose to join this Forum at a later date by formal declaration by their governing bodies to participate in this program by passage of a similar document;

NOW, THEREFORE, in consideration of the foregoing and the mutual promises, covenants and obligations as set forth herein, the City of Sachse and other Forum participants agree as follows:

1. All Forum participants will work cooperatively to provide a program for the purchase of various goods and services commonly utilized by all participants ("Cooperative Purchasing Program"), and under such Program may purchase goods and services from vendors under present and future contracts with any entity in the Forum.
2. The Forum participants will enter into individual contracts with vendors under the Cooperative Purchasing Program provided for under this Agreement. The participants shall be individually responsible for payment directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of purchased items under such individual contracts.
3. Any renewal of this Interlocal Agreement shall be in writing and signed by the party hereto at least thirty (30) days prior to any termination date.
4. Notwithstanding anything herein to the contrary, participation in this Agreement by the City may be terminated upon thirty (30) days written notice to the other members of the Forum.

5. This agreement may be executed simultaneously, by two or more participants in the Forum, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

EXECUTED hereto on the day and year first above written.

CITY OF SACHSE, TEXAS


Bill Atkinson, City Manager

ATTEST:


Terry Smith, City Secretary

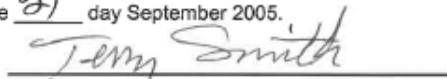
ACKNOWLEDGMENTS:

STATE OF TEXAS

COUNTY OF DALLAS

BEFORE ME, the undersigned authority, on this day personally appeared Bill Atkinson, City Manager of the City of Sachse, Texas, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same as the act and deed for the City of Sachse, Texas, for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN under my hand and seal of office this the 21 day September 2005.


Terry Smith,
Notary Public in and for the State of Texas



My commission
expires: _____

Swagit Productions, LLC
12801 N. Central Expressway
Suite 900
Dallas, TX 75243



March 21, 2018

Lauren Rose
Assistant to the City Manager
Sachse, Texas

Lauren,

Swagit Productions, LLC, would first like to thank you for your time and the opportunity to earn your business. In an overpriced, complicated and hands-on video industry, Swagit has created an affordable, simple and **hands-free** solution that offers the most current advancements in video streaming technology.

Swagit's primary goal is to bring governments an easy solution and provide improved transparency to your constituents without the additional workload. A company that first specialized in turnaround streams for television stations and newspapers, Swagit has grown significantly to a diverse client list that consists of a variety of government entities including: cities, counties, states, school districts, newspapers, television stations, etc.

Below is a list of just some of the unique advantages of our EASE™ solution.

- Completely **hands-free** recording, uploading and archiving
- Indexing and time-stamping
- 24/7 Support and Customer Service
- An open API, which allows for seamless integration with any agenda management software
- No training needed
- Unlimited storage
- 98.99% uptime
- Latest software upgrades

Sincerely

Russell Towers
Account Manager
Swagit Productions, LLC
214-432-5905 x237 (Office)
214-750-9513 (Fax)
rtowers@swagit.com

EXECUTIVE SUMMARY / COMPANY HISTORY

Swagit Productions, LLC is a privately held company headquartered in Dallas, Texas. Founded in 2003, Swagit is a progressive company that is pioneering the broadband multimedia communication service industry by providing clients a **hands-free** approach to always being connected to end-users' information needs. In combining Swagit's EASE™ and Avior™ solutions, clients are offered the most comprehensive **hands-free** experience possible.

Swagit specializes in providing streaming media solutions to cities, counties, states and school districts. Furthermore, Swagit is a complete video production entity: including services such as post-production, studio and recording booth sessions.

Swagit began with a mission to supply clients an affordable solution to stream their own content in an overpriced, complicated, hands-on video industry. What began as a company that specialized in turnaround streams for cities, counties, states and school districts, Swagit has grown significantly and provides an open API which allows for integrations with all Agenda/Document Management Solutions. This lets our clients choose the 'best of breed' Agenda Management Solution for their unique needs.



With Swagit's EASE™ streaming video solution, clients are able to stream their public content live and on-demand through the jurisdiction's website. HTML5 compatibility makes getting to the content even easier and more convenient as viewers are able to access all of the video content via their computer, smart phone or tablet. Archived meetings are indexed and broken up into clips per each agenda item for a greater end-user experience.

Avior™ is Swagit's broadcast solution comprised of two to four cameras and pro-video switching equipment that allows either Swagit engineers to control the cameras remotely or on-site camera control by government staff. It is the Avior™ solution combined with EASE™ that allows for clients to be able to outsource all of the production and video streaming/indexing to Swagit Productions, LLC for a completely end-to-end, **hands-free** solution.

The Swagit network stretches across North America guaranteeing that you and your constituents are always connected. Our network insures fast connect times from the closest point-of-presence (POP) to an end-user's location. In addition, Swagit's network is fully redundant giving clients the peace of mind of redundancy and keeping with the Swagit motto of "Always Connected."

POINTS OF DIFFERENCE

- Swagit's EASE™ solution is a completely **hands-free** and requires no staff time or resources
- Sound Search allows residents to search for the spoken word in a meeting which is sync to video
- Swagit's open API allows integrations with any agenda management solution
- Swagit is the only government streaming provider that has developed its own content delivery network, ensuring quick and reliable connections for your constituents
- Unlimited storage for Specialty content and Meetings
- Swagit's unique **hands-free** solutions typically qualify as a sole sourced purchase, allowing for quick deployments

EASE™ – Extensible Automated Streaming Engine

The Extensible Automated Streaming Engine (EASE™) is a software framework comprised of foundation and extension modules that work together to automate many otherwise manually intensive tasks. This completely hands-off solution meets the current and future needs of your entity without creating any additional work for the city's clerks or webmasters.

- **Video Capture and Encoding**

EASE™ Encoder records content according to your broadcast schedule and transfer the recorded audio/video to the Swagit Content Network via a secure Virtual Private Network (VPN) connection, making it available for live and/or on-demand streaming.

- **Indexing and Cross Linking**

Using your published meeting agendas as a guide, Swagit's Managed Service Division (SMSD) index's the meetings without any work from the city. SMSD will annotate your content by adding jump-to points with specific item headings, giving users the greatest flexibility to find the specific content they need. With these jump-to points, users can step through video by searching for or clicking specific items.

- **Agenda Management Integration**

If meeting packets or other related information is available online, SMSD will link them directly to the video player for easy access.

Swagit's EASE™ solution integrates with all Document/Agenda Management solutions.

- **Archiving**

Client audio/video can be stored securely on the Swagit Content Network indefinitely. Fault tolerance and high availability is assured through replication of audio/video content to multiple, geographically redundant, Storage Area Networks (SAN). Our standard packages include 80GB of storage, enough for approximately three full years of public meetings.

- **Presentation**

By navigating through the video library, users can view a list of meetings chronologically and once in a selected meeting you can unleash the power of the jump-to markers to search for specific points within individual audio/video clips.

- **Delivery**

In order to deliver on-demand content to end users in a format that is native to their computer's operating system, Swagit can deliver content in major streaming video formats such as Flash and HTML5.

EASE™ – Extensible Automated Streaming Engine

Swagit also streams in HTML5 providing content to mobile devices such as the iPhone, iPad and other mobile devices.



■ Monitoring

Swagit is monitoring all aspects of the Swagit Content Network to ensure its health and availability. This monitoring extends to cover remote Swagit EASE™ Encoders deployed on client premises. In the rare event of trouble our engineers are promptly notified so that they may dispatch a swift response in accordance with our support procedures.

■ Statistics

Swagit collates log files from our streaming servers monthly and processes them with the industry recognized Google Analytics. Google Analytics generates reports ranging from high-level, executive overviews to in depth quality of service statistics. These reports help to highlight growth trends and identify popular content.

■ Support

Beyond our proactive monitoring and response, Swagit offers ongoing, 24/7 technical support for any issues our clients may encounter. While our choice of quality hardware vendors and a thorough pre-installation testing phase go a long way toward ensuring trouble free operation of our EASE™ Encoders, we do recognize that occasionally unforeseen issues arise. In the event that our engineers detect a fault, they will work to diagnose the issue. If necessary, next business day replacement of parts will be completed. Swagit offers continual software updates and feature enhancements to our services and products for the life of your managed services contract.

Avior™ – HD Broadcast System

Built upon years of industry experience, Avior™ is a complete package of cameras and pro video-switching equipment that enables any client to fully outsource the production and operation of a multiple camera broadcast system to Swagit.

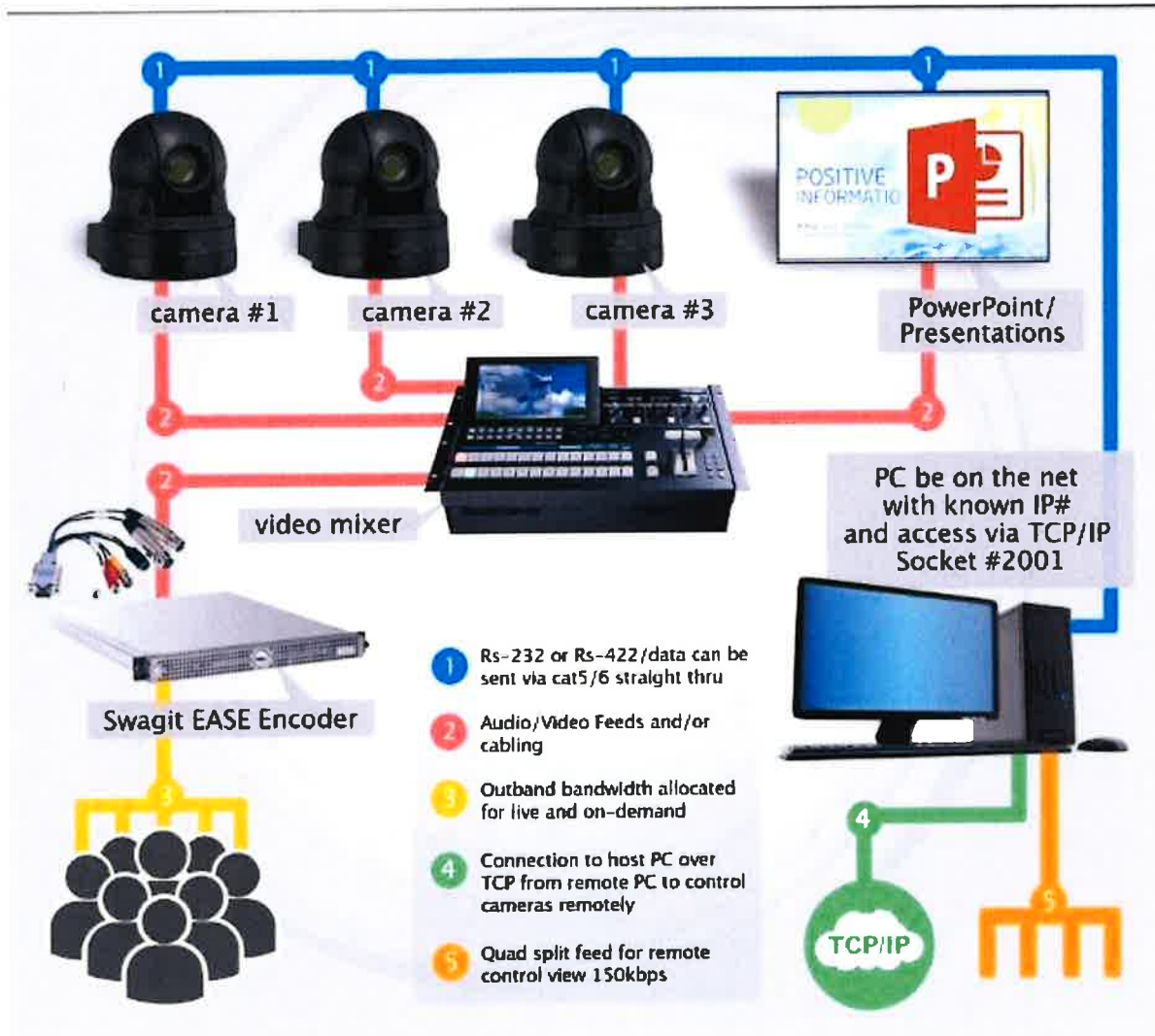
During the meetings or events, Swagit personnel will operate the Avior™ system remotely from their facility in Dallas, Texas. The Avior™ system enables Swagit to control and switch from camera to camera depending on events taking place. When bundled with Swagit EASE™, Avior™ can offer a full end-to-end “hands-free” solution that requires no client staff involvement for the operation, broadcast and streaming of an event or meeting content.



Avior™ enables detailed direct camera positioning (pan, tilt, zoom, focus, and more), preset-positions, and video settings (white balance, backlight, brightness) for the robotic cameras. Additionally, Avior™ communicates with the switcher to allow direct operation of the 'wipe' function from the camera control GUI. With this powerful package, Swagit can control all your cameras individually and switch video sources on a video switcher remotely. Avior™ is an invaluable integration of camera-control with switcher operations for use with live production setups like city chambers, churches, meeting rooms, and more.

Avior™ comes with 3 Bolin Pan/Tilt/Zoom cameras with the option of adding up to 5 cameras, if desired. These state of the art high quality cameras produce excellent video quality and perform to the highest industry standards. The Bolin Series 3 and Series 7 cameras pan through wide angles of motion, tilt through large ranges with superb optical zoom, and dual video output of Y/C and composite. They also support both RS232 and RS422 (long distance over 1000 meters) control signals.

AVIOR™ – Diagram



PRICING – AVIOR™ plus EASE™ Up-Front Costs

Swagit's EASE™ encoders offer broadcasters and other administrators the ability to stream live events to cable television providers (i.e. AT&T U-verse®), over the Internet through a high-speed connection, or to mobile devices such as iPhones, iPads or Androids. Furthermore, the unit can record and archive all media for on-demand viewing as well.

AVIOR Components	Qty	Price
Bolin HD PTZ Camera	3	
Camera Power Connectors	3	
Camera Mounts	3	
Sony – Visca DS-Cable	4	
EASE C Streaming Encoder	2	
Black Magic Studio HD Live Production Switcher with Multi-View Monitor	1	
Black Magic HyperDeck Studio Mini with SD cards	1	
Mini Converter SDI Distribution and Bi-Directional HDMI	1	
Avior Control Software	1	
PDU Remote Power Switch and Management including Battery Backup	1	
Control Monitors (comes as pair for rack mount, if not in Swagit rack sub required)	1	
Presentation Converter/Scaler	1	
Cables, Connectors, Converters, 16U Rack, Rack Shelving and Hardware for necessary for installation	1	
CG for Video Graphics/Titles Overlay	1	
Labor Required for Installation	1	
Total		\$34,950.00

* There may be additional installation costs incurred based on the building/fire code for the jurisdiction, any unknown cabling requirements or impediments to the installation such as fire walls, lack of a drop ceiling, conduit requirements, etc., along with other accessibility issues. For final installation costs, we would need to engage in further discussions, receive a detailed site plan of rooms involved along with pictures, or possibly conduct a physical site visit.

** Swagit requires a 50% Deposit Upfront on all Avior Systems.

Cameras controlled remotely by Swagit's staff.

PRICING – AVIOR™ plus EASE™ Monthly Managed Services

Swagit's Extensible Automated Streaming Engine (EASE™) solution meets all current and future needs for government *without* creating any additional work for staff. EASE™ is a hands-free tool that eliminates the need for client staff members to spend time on indexing, editing or time-stamping video content. Each EASE™ package includes *On-demand* archiving, a 24/7 LIVE Stream via Internet and PEG, streaming to Apple devices (ex: iPad & iPhone) and up to 120 hours of additional specialty content each year. Client also has the ability to upload media via FTP as an option if live streaming is not applicable.

Service Description		Costs (Monthly)
Package 1	(EASE™/AVIOR) Up to 25 indexed and remotely switched meetings a year	\$995.00
Package 2	(EASE™/AVIOR) Up to 50 indexed and remotely switched meetings a year	\$1,475.00
Package 3	(EASE™/AVIOR) Up to 75 indexed and remotely switched meetings a year	\$1,875.00

(OPTIONAL) Services/Upgrades – Individual Pricing	Costs
Additional Indexed On-Demand Meeting	\$150.00/meeting
Remote Switching (Approved Broadcast Systems Only)	\$175.00/event
Closed Captioning Services*	Call for Quote
Programming, Development or Design Implementation	\$ 150.00/hour
Sound Search (page 10)	\$75.00/month
Social Media eXstream (page 11)	\$125.00/month
PEG PSA Package (page 12)	Details on Page 12

We offer a Price Match Guarantee for all “apples-to-apples” services.

* Service is priced on per event hour, including any breaks/executive session time, and requires proper closed captioning hardware. Event hour is rounded up to the nearest half hour.



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4204	Version:	1	Name:	Receive an update on drainage maintenance projects and the City's Stormwater Utility.
Type:	Agenda Item	Status:			Agenda Ready
File created:	3/25/2018	In control:			City Council
On agenda:	4/2/2018	Final action:			
Title:	Receive an update on drainage maintenance projects and the City's Stormwater Utility.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Presentation				

Date	Ver.	Action By	Action	Result
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Title

Receive an update on drainage maintenance projects and the City's Stormwater Utility.

Background

Last fall, the City Council approved the creation of a Stormwater Utility for the City of Sachse. The creation of the Stormwater Utility was based on feedback received from a Citizen Steering Committee, City staff, and the engineering consultant that provided a study of stormwater needs in the city.

The Stormwater Utility is funded through a monthly fee. The fee is a flat rate of \$1.66 per month for all single-family residential properties. All other properties (commercial, retail, industrial, and multi-family) pay a monthly fee based on an equivalent residential unit (ERU). The ERU method ensures that high-impact developments, which generate a large amount of stormwater runoff, pay an equivalent share of the utility fee. Impervious areas, including buildings and pavement, increase stormwater runoff volumes significantly in natural and grassy areas.

The Stormwater Utility went into effect in January 2018, with the stormwater fee included in the monthly utility billing process.

This item will provide the City Council with an update on the status of the Stormwater Utility, along with an update on associated projects to be completed in 2018.

Policy Considerations

There are no policy considerations affiliated with this item. Staff is providing the City Council with an update.

Budgetary Considerations

The Stormwater Utility will generate approximately \$200,000 per year, to be used solely for drainage maintenance activities in the city.

Staff Recommendations

There are no staff recommendations affiliated with this item.

Drainage Projects Update

CITY COUNCIL

APRIL 2, 2018

Overview

- Stormwater Utility
- Stormwater Fund Balance
- 2018 Project List
- Completed Projects
- Projects Underway
- Remaining 2018 Projects
- Next Steps

Stormwater Utility

- In October 2017, the City Council approved the creation of a Stormwater Utility for the City of Sachse
- The Stormwater Utility fee is \$1.66 for each single-family residential property
- The fee for other types of properties (commercial, retail, industrial, multi-family) is a calculation based upon the amount of impervious area when compared to an equivalent residential unit (ERU)
- The fee went into effect on January 1, 2018, and is included on the monthly utility bill

Stormwater Utility Fund Balance

- As of March 30th, the Stormwater Utility Fund has received \$17,000 in revenues
- As of March 30th, there have been \$5,400 in expenditures from the Stormwater Utility Fund
- The Stormwater Utility Fund is anticipated to generate approximately \$200,000/year, which can only be used for drainage maintenance projects

2018 Maintenance Project List

- Erosion at the end of Meadowcreek Lane
- Drainage problems at 4602 Lee Hutson
- Property flooding at 6201 Anthony Lane
- Creek Erosion south of Williford and west of Anthony Lane
- Erosion behind 6612 Dewitt Road

Meadowcreek Erosion

- Project Budget: \$25,000.00
- Project Scope:
 - Re-grade creek side slopes
 - Armor existing creek channel
- Project Status:
 - Design complete, bids requested
- Estimated Completion Date:
 - June 2018



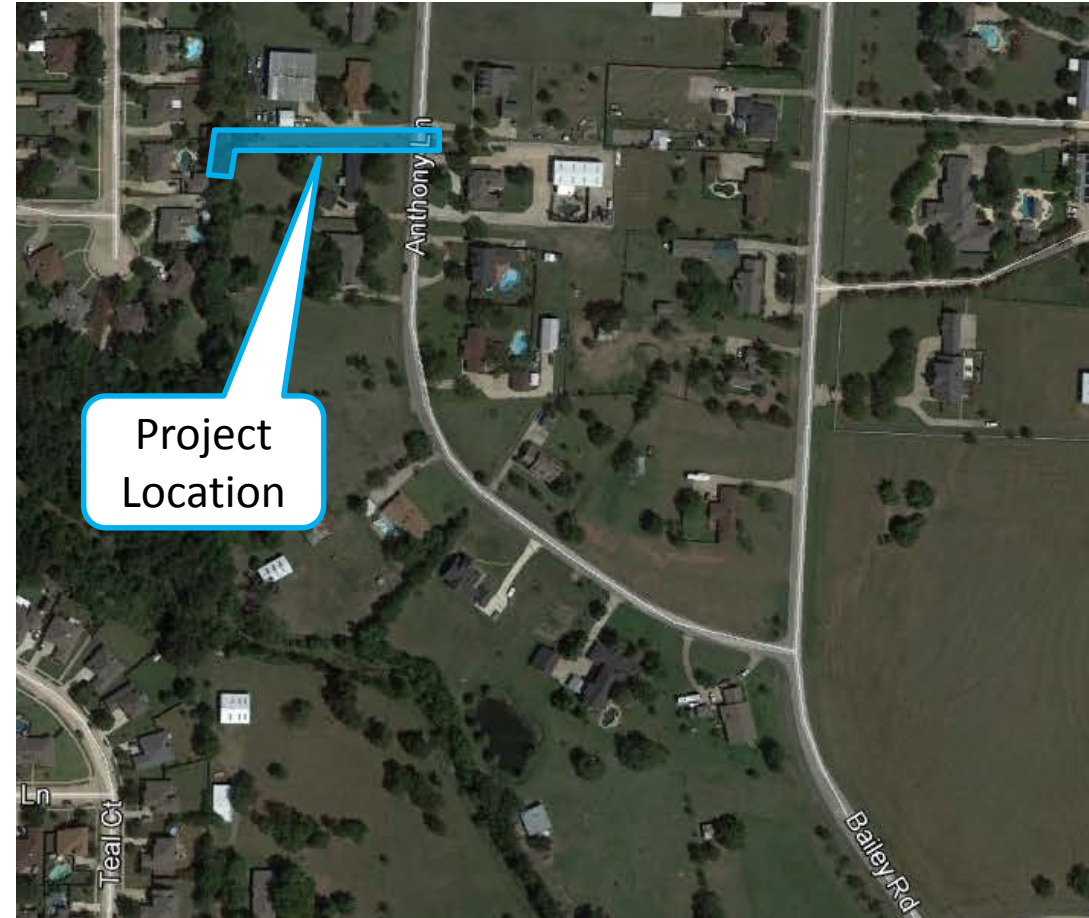
4602 Lee Hutson

- Project Budget: \$25,000.00
- Project Scope:
 - Remove and replace undersized/failing curb inlet with larger inlet
 - Construct new trench drain in alley across the street
- Project Status:
 - Design complete, bids requested
- Estimated Completion Date:
 - June 2018



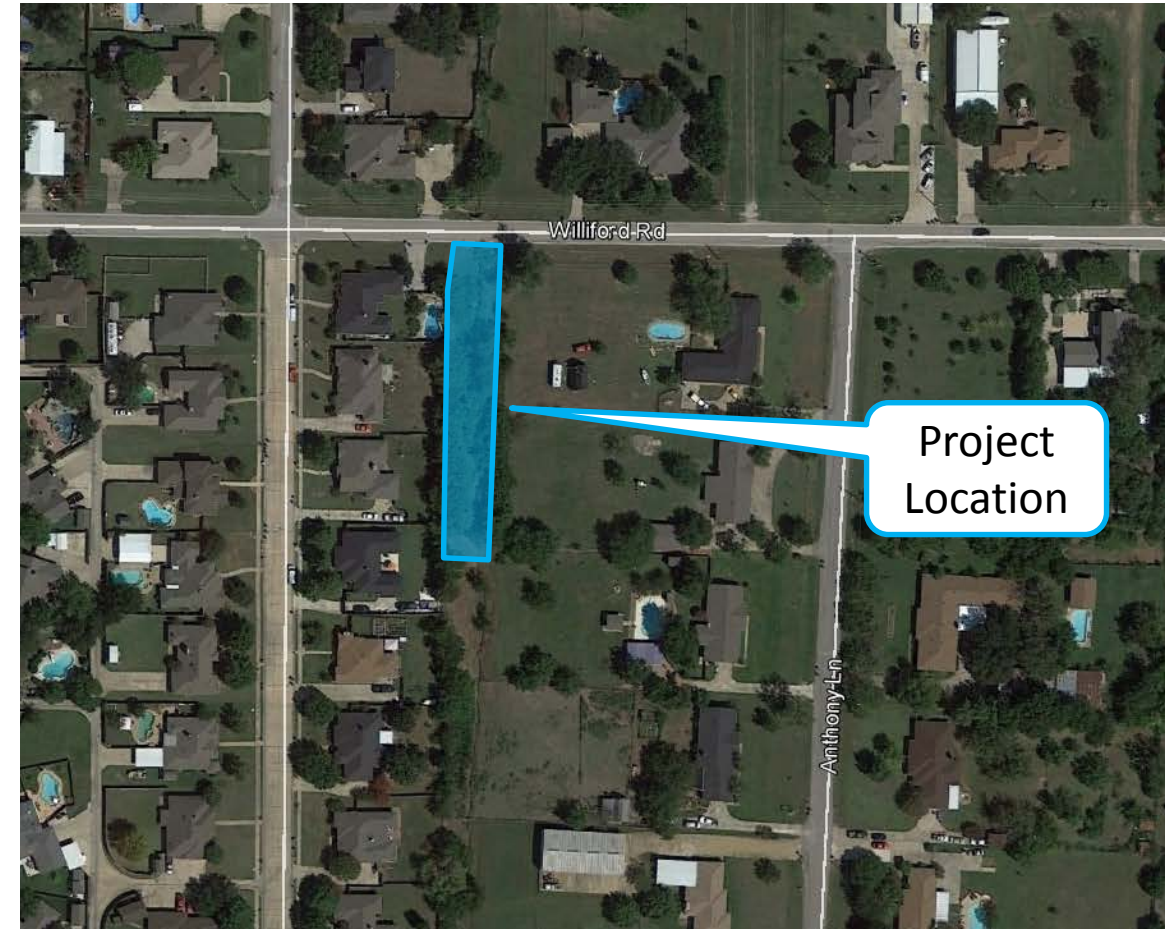
6201 Anthony Lane

- Project Budget: \$50,000.00
- Project Scope:
 - Replace broken drop inlet with “Y” type inlet
 - Construct new storm pipe from Anthony Lane to Creek
 - Construct headwall and armor creek at new pipe outfall
- Project Status:
 - Design substantially complete
- Estimated Completion Date:
 - July 2018



Creek South of Williford/Anthony

- Project Budget: \$50,000.00
- Project Scope:
 - Remove excess trees/vegetation
 - Re-grade creek channel and side slopes
 - Armor channel
- Project Status:
 - In design
- Estimated Completion Date:
 - September 2018



Creek Erosion – 6612 Dewitt Road

- Project Budget: \$50,000.00
- Project Scope:
 - Remove failed concrete wingwall/ bottom
 - Re-grade creek slope
 - Armor Creek bottom and side slopes
- Project Status:
 - In design
- Estimated Completion Date:
 - September 2018



Future Projects

- The following projects have been identified and will be scoped and budgeted as a part of the FY 2018-2019 budget process:
 - Vicksburg Drive Rear Yard Drainage
 - Creek South of Williford/west of Anthony (future phases)
 - Sable Lane Culvert and Creek
 - Richfield Estates Erosion Control
 - Salmon Park Erosion Control
 - Additional projects, as funding/budget allows

Next Steps

- Staff will continue to identify maintenance needs throughout the City on an ongoing basis, including:
 - Identify problem(s)
 - Develop project scope
 - Determine project budget
 - Coordinate project scope and timeline with the Stormwater Utility Fund budget
- The current focus is on addressing long-standing drainage maintenance needs that are already known
- As known projects are completed, the focus will shift toward pro-active maintenance activities to minimize and prevent stormwater concerns
- Staff will bring forward drainage maintenance projects to the City Council on an annual basis as a part of the annual budget process



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4210	Version:	1	Name:	Municipal Development District (MDD).
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/28/2018	In control:		In control:	City Council
On agenda:	4/2/2018	Final action:		Final action:	
Title:	Discuss and reconsider the City Council action taken on March 19, 2018, regarding the composition of the Board of Directors for the Municipal Development District (MDD).				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title

Discuss and reconsider the City Council action taken on March 19, 2018, regarding the composition of the Board of Directors for the Municipal Development District (MDD).

Background

The City Council originally discussed and considered this item at the March 19, 2018 regular City Council meeting.

Policy Considerations

The City Council may make a motion to either:

- Keep the original composition of the Municipal Development District Board of Directors decided on March 19, 2018; or
- Amend the composition of the Municipal Development District Board of Directors to include a new composition, as determined by the City Council.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

There are no staff recommendations affiliated with this item.



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4195	Version:	2	Name:	Executive session- City Secretary mid-year review
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/12/2018	In control:		In control:	City Council
On agenda:	4/2/2018	Final action:		Final action:	

Title: The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel - regarding the mid-year review of the City Secretary.

Consider any action necessary as a result of Executive Session.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel - regarding the mid-year review of the City Secretary.

Background

Historically, the City Council has conducted a performance review of the City Secretary every six months from the date of hire. Currently, the mid-year review of the City Secretary is conducted in March and the annual review is conducted in September.

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

Conduct Executive Session as appropriate.