

**AGENDA
 FERRIS CITY COUNCIL
 CITY OF FERRIS
 A GENERAL LAW MUNICIPAL CORPORATION OF THE
 STATE OF TEXAS, ELLIS COUNTY
 AT THE
 COUNCIL CHAMBERS
 215 W. SIXTH STREET, FERRIS, TEXAS 75125
 6:00 P.M. MONDAY, SEPTEMBER 21, 2015**

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF FERRIS WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE 21ST DAY OF SEPTEMBER, 2015 AT ITS REGULAR MEETING PLACE AT 215 W. SIXTH STREET, FERRIS, TEXAS FOR THE PURPOSE OF CONSIDERING:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
<u>COUNCIL BUSINESS</u>		
1.	Call to order.	0
	<ul style="list-style-type: none"> • Invocation • Pledge of Allegiance 	
2.	Roll call to determine the presence of a quorum.	1

CONSENT AGENDA – CITY COUNCIL

3. All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. Approval of the Consent Agenda authorizes the Mayor/City Manager to execute all matters necessary to implement each item. Any item may be removed from the Consent Agenda for separate discussion and consideration by any member of the City Council.
- Expenditures for the period ending August 31, 2015 and September 4, 2015

Sep. Cov.

PUBLIC COMMENT

4. The City Council welcomes comments from the public. Those wishing to speak must sign in with the City Secretary before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers must observe a three minute time limit. Total time allocation for Public Comments is fifteen minutes. Groups of individuals wanting to discuss the same item must select one spokesperson. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action. Ø

PRESENTATION

5. Presentation by Utility Service Partners, Inc. regarding the National League of Cities Service Line Warranty Program. 2
- *Presented by Bonnie Cureton, Regional Area Manager.*

AGREEMENT

6. Discussion, consideration, and action as may be appropriate regarding entering into a contract for technical services with the Trinity River Authority of Texas. 5
- *Presented by Eric Moss, Public Works Supervisor.*
7. Discussion, consideration, and action as may be appropriate regarding the approval of Addendum E to the Bank Depository Agreement. 18
- *Presented by Melissa Gonzalez, Finance Director.*

DISCUSSION

8. Discussion regarding the use of funds from the 2006 Bond Proceeds. 20
- *Presented by Melissa Gonzalez, Finance Director.*

PRESENTATION

9. Presentation of Service Award checks to eligible employees. 21

➤ *Presented by Carl Sherman, City Manager.*

EXECUTIVE SESSION

10. Announcement by the presiding officer that the City Council will adjourn into closed executive session as allowed by Section 551 of the Texas Government Code. Such closed meetings may be held only for the purpose of discussion and no action may be taken or votes cast to reach a decision by the City Council until the City Council has reconvened into open public session. Specifically, the section identified under Chapter 551 that allows a closed meeting to be held is:

- *Section 072, Deliberation Regarding Real Property, A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on the position of the governmental body in negotiations with a third person.*

11. Adjourn the Public Meeting. Ø
12. Conduct Executive Session as authorized by Section 551.072 of the Texas Government Code – *Deliberation Regarding Real Property.*
13. Reconvene into Open Session. Ø
14. Action as a result of above-listed Executive Session. Ø

CLOSING

15. Adjourn. Ø

Executive Session Reservation

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gift), 551.074 (Personnel Matters), 551.076 (Deliberations Regarding Security Devices or Security Audits) and 551.087 (Deliberation Regarding Economic Development Negotiations).

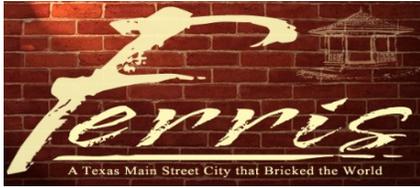
Disability Assistance and Accommodation

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at (972) 544-2110 two working days prior to the meeting so that appropriate arrangements can be made.

I, DESTINY LUSK WRIGHT, HEREBY
CERTIFY THE FOREGOING NOTICE
WAS POSTED ON OR BEFORE THE
18TH DAY OF SEPTEMBER, 2015 BY
6:00 P.M.

Destiny Wright

**DESTINY LUSK WRIGHT
CITY SECRETARY**



City Council

Meeting Attendance Record 2014-2015

City Council		Oct.		Nov.		Dec.		Jan.		Feb.		March		Apr.		May		June		July				Aug.			Sept.	
Title	Name	6	20	3	17	1	15	5	20	2	17	2	16	6	20	4	18	1	15	6	11	16	20	3	17	31	8	21
Mayor	Micheal Driggars	P	A	P	P	-	P	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Alderman, Place 1	James Starr	P	P	P	P	-	P	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	
Mayor Pro Tem	Jay Walsh	P	P	P	P	-	A	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Alderman, Place 3	Bobby Lindsey	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
Alderman, Place 4	Gary Ross	P	A	P	A	-	P	-	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Alderman, Place 5	Carol Wright	P	P	P	P	-	P	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Total:		6	4	6	5	-	5	-	6	5	5	6	6	6	6	6	6	6	6	6	6	6	6	5	6	6	6	

City Staff		Oct.		Nov.		Dec.		Jan.		Feb.		March		Apr.		May		June		July				Aug.			Sept.	
Title	Name	6	20	3	17	1	15	5	20	2	17	2	16	6	20	4	18	1	15	6	11	16	20	3	17	31	8	21
City Manager	Carl Sherman	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	
City Secretary	Destiny Wright	P	P	P	P	-	P	-	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	
City Attorney	Kent Hofmeister	P	A	A	A	-	A	-	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Fire Chief/Int. Police Cf.	Tim Birdwell	P	P	P	P	-	P	-	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
I.T. Director	Doug Childers	P	P	P	P	-	P	-	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	
Eco. Dev. Coordinator	Chuck Dart	P	P	P	A	-	P	-	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	
Finance Director	Melissa Gonzalez	P	P	P	P	-	A	-	P	P	P	P	P	A	P	P	P	P	A	P	A	A	P	P	P	P	P	
Library Director	Kathy Harrington	P	P	P	P	-	P	-	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A	A	
Chief Building Official	Bill Jordan	P	P	P	P	-	P	-	P	P	P	P	P	P	P	P	P	P	A	P	A	A	P	P	P	A	P	
Police Chief	Vacant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pub. Wrks. Supervisor	Eric Moss	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	
Total:		10	9	9	8	-	8	-	8	9	9	7	9	8	9	9	9	8	5	8	1	5	10	9	10	8	8	

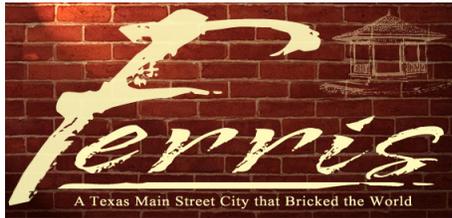
Mayor, "Will the City Secretary call the roll?"

The City Secretary calls each Member's position and name.

They respond if they are present.

City Secretary, "Mayor, a quorum is present."

P	Present
A	Absent



City of Ferris

AGENDA ITEM REPORT

Agenda Item: 5 (City Secretary use only)

Meeting Date: September 21, 2015

Department: Public Works

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Eric Moss

Amount: N/A

Reviewed By: City Manager

City Secretary

City Attorney

Finance

Other: Staff

Attachments:
1. National League of Cities Service Line Warranty Program Highlights sheet
Discussion / Justification:
Utility Service Line partners, Inc. (represented by Bonnie Cureton, Regional Area Manager) is here today to give a presentation on the National League of Cities Service Line Warranty Program.
Recommendation / Staff Comments:
N/A
Motion(s):
N/A



NLC Service Line Warranty Program Highlights

- Over 200 cities participating nationwide
- No cost to or liability for the city to participate
- Healthy, ongoing annual revenue stream for city
- Educates homeowners about their lateral line responsibilities
- The only utility line warranty program endorsed by the National League of Cities
- Utility Service Partners handles all marketing and management of the program
- 24/7/365 bilingual customer service
- All repairs performed to city code by local, licensed contractors
- Reduces calls from residents to City Hall for lateral water and sewer line issues
- Homeowner billed by NLC Service Line Warranty Program
- USP is a North Central Texas Council of Governments (NCTCG) Shared Services Program Partner
- City provides residents an affordable solution that covers cost of repairs to water and sewer lines for which the homeowner is responsible
- Saved more than 60,000 homeowners across the country over \$45 million in utility line repair costs
- Public funds are not used in the marketing, distribution or administration of the NLC Service Line Warranty Program
- The NLC Service Line Warranty Program must be supported by the city into which it is being introduced before any warranty offer letters are mailed to homeowners in the community.

PARTICIPATING CITIES (SAMPLE OF OVER 200)

LARGE

Atlanta, GA
 Madison, WI
 Phoenix, AZ
 San Diego, CA

SMALL

Dayton, OH
 Edgewood, CO
 Franklin Park, IL
 Overland Park, KS

NLC SERVICE LINE WARRANTY PROGRAM BENEFITS

CITY

- Provides non-tax revenue stream without any investment
- Reduces calls to City/Public Works when a homeowner's line fails
- Contractors undergo rigorous vetting process to ensure repairs meet city code
- Reduces costs associated with sending public works to residents' homes to assess lateral line issues
- Keeps money in the local economy by using contractors in the metro area
- Contractors must be current with insurance and required licenses

RESIDENTS

- Affordable utility line repair solution for families on a budget
- Educates homeowners about their service line responsibilities
- Prevents aggravation of having to find a reliable, reputable plumber
- Peace of mind – with one toll-free call a plumber is dispatched
- Keeps money in the homeowner's pocket; without warranty, repairs cost \$1,300 to \$4,000 or more
- No service fees or deductibles, paperwork or forms to complete

ACCOLADES & ACCOMPLISHMENTS



- Accredited Better Business Bureau member with A+ rating for nearly a decade
- 2013 Western Pennsylvania Better Business Bureau Torch Award winner for Marketplace Ethics

- **More than 97%** of all submitted claims are approved
- A **customer satisfaction** rating that has **exceeded 95%** for more than a decade
- **9 of 10 customers surveyed** have recommended the program to friends, family and neighbors
- The **only** utility line warranty program endorsed by the National League of Cities



City of Ferris

AGENDA ITEM REPORT

Agenda Item: 6 (City Secretary use only)

Meeting Date: September 21, 2015

Department: Public Works

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Eric Moss

Amount: 15,000

Reviewed By: City Manager

City Secretary

City Attorney

Finance

Other: Staff

Attachments:

1. Contract for Technical Services

Discussion / Justification:

The purpose of this agenda item is to approve a Contract for Technical Services. The contract is between the Trinity River Authority of Texas and the City of Ferris.

Recommendation / Staff Comments:

I recommend approval of the contract.

Motion(s):

I _____ move that we enter into a contract for technical services with the Trinity River Authority of Texas.

Trinity River Authority of Texas

Central Regional Wastewater System

3210.500.029.100

July 23, 2015

Ms. Destiny Wright
City Secretary
City of Ferris
100 Town Plaza
Ferris, Texas 75125

RECEIVED**JUL 27 2015****City of Ferris**

Dear Ms. Wright:

Subject: Contract for Services - Fiscal Year 2016
Revised Technical Services Fee Schedule
Central Regional Wastewater System

The Trinity River Authority Board of Directors, in Board Action June 2015, approved the Technical Services Fee Schedule for Fiscal Year 2016 which is in connection with all contracting work relating to the analysis of water and wastewater, industrial inspections, and/or sampling services. According to our records, your current contract expires September 30, 2015. As in past years we propose to continue performing associated services to all Authority Contributing Parties under the provisions of a contract for services. Enclosed please find two (2) copies of the Trinity River Authority Contract for Services and Fee Schedules for Fiscal Year 2016 attached for your review and official authorization. Upon the City's approval for requested services between the City and Trinity River Authority, please return both notarized or sealed copies with Attachment A - Technical Services Fee Schedules for final execution to this office. After execution by the Authority's General Manager, one (1) original Contract for Services will be returned for your files unless otherwise noted by the City.

Please address and refer the correspondence regarding this matter to:

Trinity River Authority
Central Regional Wastewater System
6500 West Singleton Blvd.
Dallas, Texas 75212
Attention: Wm. B. Cyrus, Manager
Technical Services

6500 W. Singleton Blvd.
Dallas, Texas 75212
Metro (972) 263-2251
Admin Fax (972) 975-4412
Lab Fax (972) 975-4414

July 23, 2015
FY-2016 Contract for Services
Page 2

To coordinate our efforts accordingly, the Authority requests the approval of the contract to begin on October 1, 2015, and terminate on date specified by the contracting party in Section VI. Please note that the contract may now be greater than one (1) year at the contracting party's preference.

Also enclosed are additional copies of our Board Approved Fiscal Year 2016 Services Fee Schedule for your use and files. The service fees are effective December 1, 2015 through November 30, 2016. Historically the fee schedule for these services is derived annually from the direct costs of performing each test, including manpower, materials, supplies, and equipment costs. Additionally, the cost associated with maintaining quality assurance is included in the cost of the test.

Should you have any questions concerning this contract or changes in fee schedule, please contact this office at your convenience.

Sincerely,



WM. B. CYRUS
Manager, Technical Services

BC/mlt

Enclosures

CONTRACT FOR TECHNICAL SERVICES

I. CONTRACTING PARTIES

The Receiving Agency: City of Ferris, whose authorized address is
100 Town Plaza, Ferris, Texas 75125

The Performing Agency: Trinity River Authority of Texas, whose authorized address is 5300 South Collins, P. O. Box 240, Arlington, Texas 76004-0240, Attention: J. Kevin Ward, General Manager (or his designated representative).

II. STATEMENT OF SERVICES TO BE PERFORMED

In order to discharge the responsibilities associated with the enforcement of Federal, State, and City regulations, the Receiving Agency requires services of a laboratory qualified to perform water and wastewater analysis, and of personnel to conduct industrial inspection and/or sampling services, such services detailed in Section A, Subsection(s) 1,2,3, below.

A. PERFORMANCE OF SERVICES

1. Industrial Inspection Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial inspection services within the parameters listed on the attached schedule sheet.

The Performing Agency shall perform all Industrial Pretreatment Inspections, review permit applications and prepare for submittal Permits to Discharge Industrial Wastes to the Sanitary Sewer in accordance with procedures established by the Trinity River Authority of Texas in accordance with 40 CFR Part 403.8. Industrial Pretreatment Inspections, Application reviews and permit preparations and submittals shall be in compliance with the Receiving Agency's Industrial Waste Ordinances, Sewer Ordinances Numbers _____, and EPA General Pretreatment Regulations for Existing and New Sources. Records of Inspections, Applications and Permits shall be maintained as required by EPA General Pretreatment Regulations, 40 CFR § 403.12.

2. Industrial Sampling Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial sampling services within the parameters listed on the attached schedule sheet and in accordance with the Receiving Agency's Industrial Waste Ordinances and Sewer Ordinances Numbers _____.

The Performing Agency shall perform all sample collections, sample preservation, and maintenance of chain-of-custody records in accordance to the approved procedures set forth in Test Methods for Evaluating Solid Waste, EPA Manual SW-846, Methods for Chemical Analysis of Water and Wastes, EPA Manual EPA-600/4-79-020, and the Handbook for Sampling and Sample Preservation of Water and Wastewater, EPA Manual EPA-600/4-82-029. The samples shall be properly collected, preserved and delivered by the Performing Agency to the Performing Agency's laboratory located at 6500 West Singleton Blvd., Dallas, Texas. When feasible, the Performing Agency will conduct flow or time composited sampling. When composited sampling is not feasible, grab sampling will be performed.

3. Analytical Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform analytical services within the parameters listed on the attached schedule sheet.

The Receiving Agency will collect samples and deliver them to the laboratory for analysis. It is understood that these samples will be properly collected and preserved in accordance with applicable sections of A Practical Guide to Water Quality Studies of Streams, Federal Water Pollution Control Administration publication and Methods for Chemical Analysis for Water and Wastes, EPA manual, as well as the latest edition of Standard Methods for the Examination of Water and Wastewater. Additionally, requirements set by the National Environmental Laboratory Accreditation Conference will be followed as mandated by the Texas Commission on Environmental Quality for state accreditation. A chain-of-custody procedure shall be maintained in the field and the laboratory in accordance with procedures to be established by the Receiving Agency. The Receiving Agency will furnish chain-of-custody.

The Performing Agency will perform all analyses according to the approved procedures set forth in Standard Methods for the Examination of Water and Wastewater, current edition or the latest edition of Methods for Chemical Analysis of Water and Wastes, EPA manual. Additionally, requirements set by the National Environmental Laboratory Accreditation Conference will be followed as mandated by the Texas Commission on Environmental Quality for state accreditation. Samples will be analyzed by these methods on the production basis, to include appropriate analytical quality assurance procedures. Records will be kept for documentation of the Performing Agency's quality assurance program and copies will be available to the Receiving Agency upon request. Unusual interferences and problems will be reported to the Receiving Agency at its authorized address noted above. Research into specific techniques to overcome these difficulties will be undertaken when practical, and by mutual agreement. The chain-of-custody sheet submitted with each sample will designate the particular analysis or analyses to be made of each sample submitted. The laboratory will be operated in such a manner as to insure the legal sufficiency of the sample handling; analytical and reporting procedures; and to remedy effects in the procedures should such be discovered.

The various laboratory personnel shall be directed upon receipt of written notice from the Receiving Agency 72 hours in advance, to appear and testify in enforcement actions. In such event, travel and per diem expenses for such employees shall be paid by the Receiving Agency. Travel and per diem for court appearances hereunder shall be based on current State laws.

Receiving Agency may deliver to Performing Agency samples for analysis separate and apart from those samples collected by the Performing Agency. When the Receiving Agency delivers samples to the Performing Agency for analysis, the Receiving Agency shall indicate the nature and extent of the analyses it desires to be conducted. Performing Agency shall not be responsible for the manner of collection or chain-of-custody or sheets which are matters entirely outside Performing Agency's control. Performing Agency shall receive, log and perform such analyses of samples in accordance with that part of the chain-of-custody procedures identified as Transfer of Custody and Storage attached hereto.

Samples analyzed to maintain the normal quality assurance program which the Performing Agency presently maintains in its laboratory will be charged to the Receiving Agency at the same rate as submitted samples.

B. TERMINATION

Either party to this Contract may terminate the Contract by giving the other party thirty day notice in writing at their authorized address as noted previously. Upon delivery of such notice by either party to the other and before expiration of the thirty day period, the Performing Agency will proceed promptly to cancel all existing orders, contracts, and obligations which are chargeable to this Contract. As soon as practicable after notice of termination is given, the Performing Agency will submit a voucher for work performed under this Contract through its termination. The Receiving Agency will pay the Performing Agency for the work performed less all prior payments. Copies of all completed or partially completed reports, documents, and studies prepared under this Contract will be delivered by the Performing Agency to the Receiving Agency when and if this Contract is terminated prior to the completion of the prescribed work.

C. AMENDING THE CONTRACT

The parties hereto without invalidating this Contract may alter or amend this Contract upon advance written agreement of both parties to exclude work being performed or to include additional work to be performed and to adjust the consideration to be paid hereunder by virtue of alterations or amendments.

III. BASIS FOR CALCULATING REIMBURSABLE COSTS

The financial basis for calculating reimbursable costs shall be as stated in Attachment A, said Attachment A shall be revised and updated annually. Any revisions will be incorporated by reference herein. A cost analysis shall be prepared each year by the Trinity River Authority of Texas and shall be approved by the Trinity River Authority of Texas Board of Directors prior to effective date of said revision.

The expenditures by the Trinity River Authority of Texas of funds paid to it under this Contract shall be subject to such State or Federal audit procedures as may be required by law and by accepted practices of the State or Federal auditor, or both, if requested. The Trinity River Authority of Texas shall be responsible for maintaining books of account that clearly, accurately and currently reflect financial transactions. The financial records must include all documents supporting entries on the account records which substantiate costs. The Trinity River Authority of Texas must keep the records readily available for examination for a period of three years after the close of the last expenditure.

IV. CONTRACT AMOUNT

The total costs charged by the Authority to the Receiving Agency shall not exceed dollars (\$ 15,000) per annum during the term of this Contract, unless mutually agreed by the parties hereto.

V. PAYMENT FOR SERVICES

The Performing Agency shall bill the Receiving Agency monthly for services performed. Charges for these services shall be based on the attached cost schedules.

The Receiving Agency shall pay the monthly billings of the Performing Agency within thirty days of their receipt.

VI. TERM OF CONTRACT

This Contract is to begin October 01, 2015 and shall terminate September 30, 2020, subject to Section II, paragraph B of this contract.

VII. INTERLOCAL AGREEMENT

Inasmuch as the Receiving Agency and the Performing Agency are political subdivisions of this state, and inasmuch as the testing of water and wastewater are critical to the maintenance of public health and such testing is therefore, a governmental function and service, this contract is entered into pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

Receiving Agency:

Performing Agency:

CITY OF _____

TRINITY RIVER AUTHORITY OF TEXAS

BY: _____

BY: _____

TITLE: _____

GENERAL MANAGER

DATE: _____

DATE: _____

ATTEST: _____
(SEAL)

ATTEST: _____
(SEAL)

CHAIN-OF-CUSTODY PROCEDURESSample Collection and Shipment

1. To the maximum extent achievable, as few people as possible should handle a sample.
2. Stream and effluent samples should be obtained using standard field sampling techniques and preservation procedures.
3. Chain-of-Custody sheets should be attached to each sample at the time it is collected. Sample containers must be appropriate for requested testing with appropriate preservation and legibly labeled.
The tag or sheet contains basically laboratory (requested parameters) information; however, certain identifying items including City, City Code, Contact Name and Phone Number, Type Sample Matrix, Material Sampled, and Method of Preservation must be completed by the field personnel collecting the sample.
In completing the Chain-of-Custody tag or sheet, care should be utilized to insure that all necessary information is correctly and legibly entered onto the form. A black ballpoint with water proof ink should be used at all times.
4. During shipment, samples should be appropriately cooled. TRA lab receiving technician will check temperature.

Transfer of Custody and Storage

1. All samples should be handled by the minimum possible number of persons.
2. All incoming samples shall be received by the laboratory technician or his alternate, and logged into a database. Information to be entered into the database shall include the client sample number, date received, source, time(s) sampled, date(s) sampled, and analyses requested and comments from the Chain of Custody.
3. Promptly after logging, the custodian technician will distribute the sample to an analyst or place the sample in the secure sample vault, which will be locked at all times except when samples are removed or returned by analysts. The sample will be tracked internally in the lab.
4. Samples shall be kept in the sample storage security area at all times when not actually being used by analysts, such as during overnight absences. The technician shall ensure that heat-sensitive samples, or other sample materials having unusual physical characteristics, or requiring special handling, are properly stored and maintained.
5. A log of sample removal and replacement will be kept in the secure sample vault and be retained as a permanent record of the laboratory.
6. The original Chain of Custody and a Sample Evaluation/Variance record shall be sent by the laboratory to the appropriate Receiving Agency control point as part of the final data report.

ATTACHMENT A

TECHNICAL SERVICES FEE SCHEDULE

FOR

LABORATORY ANALYSES,

INDUSTRIAL INSPECTIONS

AND

INDUSTRIAL SAMPLING

FISCAL YEAR 2016

December 1, 2015 through November 30, 2016

NELAP CERTIFICATE T104704287-10-TX

CHEMICAL ANALYSES

Liquid Samples

Alkalinity:
Total (*) (**) \$14.60

Biochemical Oxygen Demand:
5-Day (*) \$30.00
5-Day Carbonaceous (*) \$33.60
5-Day Filtered (Dissolved) \$41.00
7-Day \$38.00
Extra Dilution (Each) \$ 2.50

Chlorophyll "a" \$21.75
Chlorophyll "a" and Pheophytin \$31.90
Chemical Oxygen Demand (*) \$19.00
Chloride (*) \$14.00
Conductance, Specific (*) (**) \$12.50

Cyanide
Total (*) \$41.00
Amenable to Chlorination (*) \$54.00

Fluoride, Total (**) \$14.00
Glycols \$19.00
Hardness (*) (**) \$23.40

Nitrogen:
Ammonia (*) \$16.40
Ammonia by Distillation (*) \$23.80
Kjeldahl, Total (*) \$25.00
Nitrate (*) \$14.00
Nitrite (*) \$14.00
Total \$53.00

Oil and Grease (*) \$59.70

Organic Carbon:
Dissolved \$26.25
Total (*) (**) \$24.80

pH (*) \$11.50

Solid Samples

Ammonia (***) \$23.80
Chemical Oxygen Demand \$41.00
Nitrogen, Kjeldahl, Total \$32.50
Phosphorus, Total (***) \$31.00
pH (***) \$18.50
Mercury (***) \$60.00
Metals Preparation \$32.00

Phosphorus:
Ortho (*) \$16.80
Total (*) \$27.00

Solids Testing (Gravimetric):
Total (TS) \$15.50
Total Dissolved (TDS) (*) \$24.30
Total Suspended (TSS) (*) \$19.50
Volatile Suspended (VSS) (*) \$10.70
(after TSS)
Percent Solids, Total and Volatile \$19.00

Sulfate (*) \$14.00

Turbidity (*) (**) \$12.50
UV254 \$23.00

Mercury (*) (**) \$28.00

Metals (EPA 200.8) (*) (**) (***) \$14.80 each

Aluminum	Lead
Arsenic	Manganese
Antimony	Molybdenum
Barium	Nickel
Beryllium	Selenium
Boron	Silver
Cadmium	Thallium
Chromium	Tin
Cobalt	Vanadium
Copper	Zinc
Iron	

Minerals (*) \$14.80 each

Calcium
Magnesium
Potassium (***)
Silica
Sodium

NELAC Accreditation
*Non-Potable Water
**Drinking Water
*** Solids

MICROBIOLOGICAL ANALYSES

Drinking Water:

Total Coliform (MMO/MUG) (**)	\$ 17.00
Heterotrophic Plate Count	\$ 18.00

Other:

Coliform, Fecal (Membrane Filter) (*)	\$ 18.40
Coliform, Fecal (MPN) (***)	\$ 51.00
Coliform, Total (MPN-Q Tray)	\$ 17.00
E. Coli (MPN-Q Tray) (*)	\$ 17.00
Streptococcus, Fecal (Membrane Filter) (*)	\$ 19.00
Heterotrophic Plate Count	\$ 19.50
Microscopic General Examination	\$ 25.00

TRACE ORGANIC (GC-GC/MS) ANALYSES

EPA 624 (*)

3 Day (unpreserved)	\$160.00
BTEX (only)	\$143.90
Trip Blanks	\$115.50
Geosmin/MIB	\$ 99.00

EPA 625(*)

Total Semi-Volatiles	\$224.00
Semi-volatile Trip Blank	\$181.00

EPA 525

Atrazine	\$226.50
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Pesticides/PCB

EPA 608 (*)	
Full List	\$212.00
Chlorinated Pesticides (only)	\$106.00
PCB (aqueous&solid)	\$106.00

EPA 8082

Polychlorinated Biphenyls (PCB)	\$150.00
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BY QUOTE

- Chromium Hexavalent
- Oil and Grease (solids)
- Organophosphate Pesticide
- Phenols
- TCLP Metals
- TCLP Organic Compounds
- Total Petroleum Hydrocarbons (solids and liquids)

NELAC Accreditation
 *Non-Potable Water
 **Drinking Water
 *** Solids

INDUSTRIAL PRETREATMENT SERVICES

SAMPLING

Composite Sample	\$ 145.00
Additional Composite Sample	\$ 88.00
Grab Sample	\$ 73.00
Additional Grab Sample	\$ 23.00
pH only	\$ 60.00
Field pH	\$ 14.00
Field Measurement	\$ 25.00
Sampling Event Cost for a Failed Sample	\$ 93.00
Industry Split Sample	\$ 23.00
Boat Fee	\$ 85.00
QA/QC Fee	\$ 17.00

- ~Grab Sampling
- ~Delivery to TRA Laboratory
- ~Field Testing Available
- ~Sample Preservation
- ~Proper Chain of Custody

PRETREATMENT ASSISTANCE

Inspection	\$ 320.00
Permit Preparation	\$ 775.00
Field Surveillance Event	\$ 440.00

- ~Installation of Automatic Composite Samplers
- ~Verification of Application Data
- ~Consultation with Industries on Industrial Pretreatment
- ~Chemical Inventory Review
- ~Industry Split Sampling

NELAC Accreditation
 *Non-Potable Water
 **Drinking Water
 *** Solids

GENERAL SERVICE INFORMATION

1. Effective Date: December 1, 2016. All prices listed are per sample and subject to review.
2. All analyses are performed in accordance with "Standard Methods for the Examination of Water and Wastewater," 20th Edition, 1998 or most recent approved and/or EPA "Manual of Methods for Chemical Analysis of Water and Wastes," 1983 and the "3rd Edition of Solid Waste Manual SW 846."
3. Prices include a 10 percent charge added to the analyses cost to maintain the normal quality assurance program.
4. Standard turn-around time is considered 15 business days for most testing. Priority is half of the standard time. Customer requiring PRIORITY turn-around time will be billed at one and one-half (1 ½) times the routine rate. Customer requiring RUSH turn-around time will be billed at two times the normal rate. It is recommended to call in advance of sample submission or inquire at the time of submission for estimated turn-around time.
5. The Laboratory will follow instructions as stated on the Chain-of-Custody submitted with samples. The Customer may be contacted by the lab representative on any variance issues and written instruction may be requested concerning the variance.
6. For EPA624 VOC 3 day analysis, do not lower the pH of the sample.
7. Sampling supplies will be provided upon request at a reasonable charge. Bacteriological sampling supplies are included in the cost of analyses.
8. Samples should be delivered to the laboratory before 4:00 p.m. on weekdays. Samples cannot be accepted on weekends or holidays unless special arrangements are made in advance. Bacteriological samples should be delivered prior to 2:00 p.m. unless special arrangements are made in advance. For after-hour samples, please call and arrange for leaving in cold storage vault with analyses request form.
9. A monthly invoice for completed analyses is mailed the following month.
10. Laboratory hours are weekdays 7:00 a.m. to 4:30 p.m. To contact the lab about emergency samples use the number below.
11. Environmental Field, Engineering Field and Pretreatment Services office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. For after-hour emergencies, leave message with computer operator.
12. Environmental Field and Engineering Field Services are requested to be scheduled a minimum of 72 hours in advance.
13. Laboratory Certificate Number T104704287-10-2.

FOR MORE INFORMATION, CONTACT:

METRO: (972) 263-2251

FAX: (972) 975- 4414

WILLIAM B. CYRUS

**Manager
Technical Services**

JOHN DURBIN

**Manager
Collection System**

**CRAIG HARVEY
Laboratory Division
Chief**

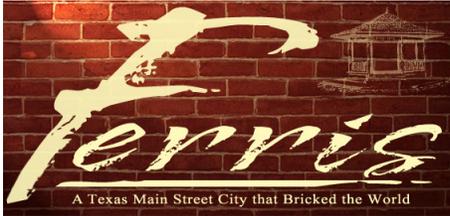
**JENNIFER MOORE
Environmental Service
Coordinator**

**CHRIS PATIN
Technical Services Engineer**

**CATHY SIEGER
Quality Assurance
Coordinator**

**CRAIG CROWDER
Technical Services Engineer**

NELAC Accreditation
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**Drinking Water
*** Solids



City of Ferris

AGENDA ITEM REPORT

Agenda Item: 7 (City Secretary use only)

Meeting Date: September 21, 2015

Department: Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Melissa Gonzalez

Amount: N/A

Reviewed By: City Manager

City Secretary

City Attorney

Finance

Other: Staff

Attachments:

1. Addendum E: Online Bank Transfers/ACH Transactions

Discussion / Justification:

The purpose of this agenda item is to add an "Addendum E" to the Bank Depository Agreement we just currently passed on August 31, 2015 with Commercial State Bank. We currently request two signatures on all bank transactions. This addendum allows that only one of the authorized signatures is required to make internal bank transfers over the internet and also allows the approval of any ACH transactions. This is a recommendation from Commercial State Bank that was prompted during their annual audit.

Recommendation / Staff Comments:

I recommend adding "Addendum E" to our current Bank Depository Agreement with CSB.

Motion(s):

I _____ move that we approve adding "Addendum E" to our current Bank Depository Agreement with Commercial State Bank as presented.

ADDENDUM E
ONLINE BANK TRANSFERS/ACH TRANSACTIONS

- A. Online Bank Transfers between the City bank accounts require only **one** authorized signature. Any one of the (5) authorized signers, that is listed on the bank signature card, at the time of the transfer will have permission to validate the transaction. Each authorized signer must be set up by the administrator (Finance Director) to process any online transactions.

- B. **Automated Clearing House (ACH)** transactions can be initiated by any one authorized signature that is listed on the bank signature card at the time of the transaction.



City of Ferris

AGENDA ITEM REPORT

Agenda Item: 8 (City Secretary use only)

Meeting Date: September 21, 2015

Department: Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Melissa Gonzalez

Amount: \$38,349.44

Reviewed By: City Manager

City Secretary

City Attorney

Finance

Other: Staff

Attachments:

- No attachments.

Discussion / Justification:

The purpose of this agenda item is to discuss using the balance of our 2006 Bond Proceeds of \$38,349.44 toward the future repair of a water line located on Eighth Street. These bond funds are to be used only for Water & Sewer Capital Improvements. The City was able to temporarily repair the line until we receive quotes of how much the actual cost of replacing the water lines will be.

Recommendation / Staff Comments:

I recommend that we use the total amount of 2006 Bond Funds toward replacing the water line on Eighth Street.

Motion(s):

This item is for discussion only.



City of Ferris

AGENDA ITEM REPORT

Agenda Item: 9 (City Secretary use only)

Meeting Date: September 21, 2015

Department: City Hall

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Carl Sherman

Amount: \$11,200.00

Reviewed By: City Manager

City Secretary

City Attorney

Finance

Other: Staff

Attachments:

1. None

Discussion / Justification:

The purpose of this agenda item is to present all eligible employees with a service award check for their hard work, loyalty and dedication in serving all Ferris citizens. It should be noted that less than 15 percent (5 employees) of the city's current staff have received any pay raise since 2013. While there are no raises reflected in the FY 2016 budget for any employees, a type of one time lump sum payment will be presented within this fiscal year, as well as, fiscal year 2016 to all eligible full time employees of the city. This pay benefit will be provided to all eligible full-time employees who have been employed for more than six-months, but will not include the following two city employee positions: City Manager and City Secretary. The lump sum is based on a formula of calculating the total annual combined salary of qualified employees multiplied by 1 percent. The total of the 1 percent is then divided by the number of eligible and qualified employees. The formula used to provide the service award pay equates to four hundred (\$400.00) dollars before taxes and deductibles per eligible and qualified employee.

This fiscal year 2015, a one time lump sum pay of four hundred dollars will be presented during the September 21st City Council meeting and again for the fiscal year 2016 a second one-time lump sum pay will be presented during the December 7th City Council meeting. Again, it should be noted that less than 15% of the full-time employees of the City of Ferris received any pay raises since 2013, leaving the majority of the loyal workforce, which represented 85% without any commensurate pay raise over the last two-years. Conversely, the ratified commensurate service award pay is being issued to approximately 85% of the hard working men and women of the City of Ferris by the Mayor and Council tonight.

Recommendation / Staff Comments:

No recommended action to be taken since the Council has approved the budget at the September 8, 2015 City Council meeting.

Motion(s):

This item is for presentation only.