



Board of Commissioners Agenda Memo

From: Tim James, P.E. – City Manager

Date: August 20, 2012

Item: Discuss and take any action necessary on a professional service agreement with Strategic Government Resources, Inc.

Background

Due to recent concerns about the interaction and relationship of the Board of Commissioners and Burkburnett Development Corporation, the Board of Commissioners has requested to consider a professional service agreement with Strategic Government Resources, Inc. to evaluate the current situation and provide recommendations to the Board of Commissioners.

Fiscal Impact

The professional services agreement provides for a fixed fee of \$2,000 plus the reimbursement of project and travel expenses. There are funds available in the FY 2012 budget for professional services.

Options

- Approve the professional services agreement with Strategic Government Resources, Inc.
- Deny the professional services agreement with Strategic Government Resources, Inc.
- Take no Action

Staff Recommendation

Staff recommends approval of the professional services agreement with Strategic Government Resources, Inc.

Attachments

- Professional Services Agreement
- Biographical information



PROPOSED

Letter of Understanding
By and Between
The City of Burkburnett, Texas
and
Strategic Government Resources, Inc.

July 24, 2012

Mr. Tim James
City Manager
City of Burkburnett, Texas

Dear Mr. James:

This letter of understanding shall serve to articulate and define the terms and conditions under which Strategic Government Resources, Inc. (SGRI) will provide consulting services related to Economic Development structures for the City of Burkburnett (the City). This agreement incorporates by reference all services and commitments made by.

SGRI is pleased to have been granted this contract to work with the City to conduct this study. We understand the importance of this project and appreciate the sensitivity of such a project to the City and everyone else affected by the work.

Scope of Services – The scope of services for this Assessment includes:

- One onsite meeting with the City Council, City Manager and other designated individuals related to the economic development function to develop a clear understanding of the situation and issues.
- Review of various documents provided by the City and the ED Board related to the structure and operations of economic development in the City.
- A second onsite meeting with the City Council and City Manager to provide recommendations regarding the structure of economic development services.

Project Team - The consulting approach used by SGR has been developed through working with the highest caliber of consultants who are experts in their field. The City can expect, and we will deliver, valuable analysis and recommendations based on high level review by our consultants Rob Franke and Ron Robinson, who bring a wealth of knowledge and experience in the field of economic development and local government services.



- All services detailed herein will be personally managed and provided by Rob Franke and Ron Robinson under the general oversight of Ron Holifield.

Project Schedule – Upon execution of this signed agreement, SGR is prepared to begin the project on or around September 1, 2012. We expect that all study phases and tasks can be completed on or around September 30, 2012.

Compensation – SGR shall be compensated by the City at a fixed fee of \$2,000 for all professional services rendered for the completion of the high level Assessment of the Economic Development Structure. No additional professional fee shall be charged regardless of the number of hours devoted.

The City will reimburse project expenses for report reproduction (19 cents per page) and binding expenses (estimated at \$200 – actual cost will depend on length of the report) as well as travel expenses (mileage, meals and hotel if any).

Progress payments for professional fees will be due based on work completed by SGR. The City will be billed in one increment upon delivery of the report.

This cost estimate has been carefully prepared and is reflective of this being limited to a high level assessment. If the work plan or scope of services varies significantly from the Proposed Scope of Work, SGR would be pleased to provide services at SGR's standard hourly billing rates of \$250 per hour, plus reimbursement for out-of-pocket expenses.

Other Terms -

The City reserves the right to terminate this agreement at any time upon giving SGR one week advanced written notice. In such event SGR will be compensated for all work satisfactorily completed up to and through the date of termination. In addition SGR shall provide to the City all information obtained during the project through the date of termination.

Approved and Agreed to, this the ____ day of August, 2012 by and between

Mr. Carl Law
Mayor
City of Burk Burnett

Ron Holifield, CEO
Strategic Government Resources, Inc.

Robert K. Franke, P.E.

1132 Stony Creek Dr.
Cedar Hill, Texas 75104

rob.franke@sbcglobal.net
Cell: 972-655-9606



PROFESSIONAL PROFILE

Rob Franke is a servant leader. His passion to serve and diverse skills include resolving complex issues through consensus, shared values and mutual success in high energy situations. His experience in business, political environments, and emotionally charged situations provides a calming influence while solutions are developed and relationships preserved.

His skills have been developed through a diverse career in engineering consulting; land development, municipal consulting, political involvement, chair of various DFW regional committees, and significant volunteer efforts. His expertise includes fundamental engineering discipline, a diverse understanding of technical issues, human interactions, business experience, common sense, and appreciation for political realities. Rob is a man of humility and good reputation; he maintains a strong work ethic and a personal sense of accountability to those that he supervises and to those that he reports. Rob has the energy and discipline to move from issue to issue with the mental presence and complete commitment necessary for each situation.

PROFESSIONAL WORK HISTORY

2010 to current – H. W. Lochner, Inc.

Vice-President and Dallas Operations Manager

Primarily focused on transportation engineering. Responsible for all aspects of business development, profitability, personnel, operations, quality, and client satisfaction.

2007 to 2010 - Bucher, Willis, Ratliff Corporation (BWR Corp.)

Principal and Executive Vice President

Serving on Board of Directors for BWR Corp., elected by shareholders in 2008

Office Manager for three BWR offices (Dallas, Anna, Cedar Hill)

RBA, Inc. - 1999 to 2007

Founding Principal and Co-Owner (Engineering and Consulting)

Fluor Daniel, Inc. and Fluor Daniel GTI - 1989 to 1999

Office Manager and Program Manager

At FD, I learned effective project management and personnel

US EPA (Dallas) 1982 to 1989

Supervisor, Project Manger, Engineer
Industrial Water Permitting, Hazardous Waste Permitting, and Air and Radiation Programs

At EPA I learned how to navigate complex technical, business and political situations in a manner that is easily understood by the general public while maintaining the core mission of environmental protection.

REGIONAL PRESENCE

Regional Transportation Council (RTC)
Chair of RTC Rail and multimodial Committee
Chair of RTC Special Committee on Legislative Fundamentals
Chair of Dallas Regional Mobility Coalition 2008 to Present
State Legislative Committee for Consulting Engineers Council
Member of Partners in Mobility
Texas Transportation Funding Campaign Committee
Served on Board of Directors for the Texas Municipal League
Served as President of the Texas Municipal League Region 13
Board of Directors for Dallas Chapter of American Council of Engineering Companies (ACEC)

POLITICAL SERVICE

Mayor of Cedar Hill 1996 to present
Mayor Pro-Tem Cedar Hill 1995
City Council for Cedar Hill 1994-1995

CIVIC VOLUNTEER

Northwood Board of Governors 1998 to present
Chair, Best Southwest Partnership 1994
1996 Graduate of Leadership Southwest
President and Board of Directors
Transformation Vision, Inc. (501(c) 3 non-profit corp.)
Cedar Hill:
Parks and Recreation Board
Community Development Corporation
Economic Development Corporation
Chamber of Commerce Board of Directors
Human Relations Committee
Committee for the formation of two sales tax corporations
All Sports Board
President and a founding member of the Cedar Hill Soccer Association
Chair for Cedar Hill Election of 4A and 4B Sales Tax Corporations
By-Laws and Articles of Incorporation for Cedar Hill 4A and 4B Corporations
Youth sports soccer coach

PEOPLE ORIENTED

Elder for Cedar Hill Church of Christ 2009 to present
Sunday School Teacher for Youth Programs, Young Professionals and Growing Families
Lovingly Married and a father of three children and two grand children
Facilitator – Overcomers Ministry (helping those with addictions and challenges)

EDUCATION/REGISTRATION

1982 B.S. in Chemical Engineering from Kansas State University
Registered Professional Engineer in Texas and Kansas
Honorary Doctorate from Northwood University 2000

BIOGRAPHY

Rob Franke is the Mayor of Cedar Hill, Texas. He has served the city for over 20 years in one of several forms of service to others. He is in his 6th term (14th year) as Mayor and has also served on the City Council. This includes two years as a council member and one year as Mayor Pro Tem. His community service in Cedar Hill includes service to the Northwood University Board of Governors, the Cedar Hill Parks and Recreation Board, Community Development Corporation, Economic Development Corporation, Chamber of Commerce Board of Directors, Best Southwest Board of Directors, Human Relations Committee, the committee for the formation of two sales tax corporations, the All Sports Board, President and founding member of the Cedar Hill Soccer Association, a youth sports coach, and various special committees.

Mayor Franke is the recipient of the 2011 William J. Pitstick Award. This award, presented annually by the North Central Texas Council of Governments, is intended to recognize an outstanding individual from the 16-county North Central Texas region who has demonstrated a commitment to the concept of "regionalism" by promoting cooperation between citizens and government officials.

Rob Franke is also a Professional Engineer and is a principal and vice president at HW Lochner, Inc., following the merger of BWR Corporation and HW Lochner. As an office manager, Rob is responsible for all aspects of the business development, project execution and office operations. His office performs transportation and municipal engineering services throughout Texas.

In the Dallas/Fort Worth Metroplex, Mr. Franke serves as chair of the Dallas Regional Mobility Coalition and has served as Chair of the Legislative Committee, he also serves on the NCTCOG Regional Transportation Council representing Cedar Hill, Duncanville,

DeSoto, Lancaster and Glenn Heights. Rob has also been a member of the Dallas Council on Alcohol and Drug Abuse and the Regional Director for Region 13 of the Texas Municipal League and served as president of Region 13 from 2004-2005.

Rob is married to Jenaie, a lifelong, born-and-raised resident of Cedar Hill. They have three children, Josh, Chris and Farren, and are proud grandparents of Devyn, Alex, and Zander. The family attends and serves the Cedar Hill Church of Christ. Together, Rob and Jenaie have served on nearly every sports board in Cedar Hill or coached a kids' sports team.

Professionally, Rob has a degree in Chemical Engineering from Kansas State University and is a Registered Professional Engineer in Texas and Kansas. While with BWR Corporation, Rob was an Executive Vice-President, Principal and served on the Board of Directors providing professional engineering, planning, and architectural services. Rob managed three offices located in Dallas, Cedar Hill, and Anna, Texas. Prior to merging with BWR in 2007, Rob partnered in the formation of his own engineering company, R&B Associates, Inc. performing civil, environmental engineering and consulting services. Rob has experience as a project manager and office manager with Fluor Daniel, Inc., and a supervisor with the United States Environmental Protection Agency.

Ron Robinson
RRobinson@GovernmentResource.com
One Page Bio/Resume
June, 2012

Graduated from Eastern Illinois University with a BS in History and an MS in Counseling Psychology. Began a 24 year administrative and teaching career at Eastern Illinois, Western Illinois University and East Texas State University, now Texas A & M University-Commerce

Executive positions included Director of the University Union at Western Illinois, Director of the Sam Rayburn Student Center and Dean of Students at East Texas State University. Academic service included adjunct faculty appointments in the Department of Recreation and the Department of Student Personnel and Guidance.

Accepted the position of President/CEO of the Richardson Economic Development Partnership and the Chamber of Commerce in 1985. In 1992 also assumed the Presidency of the Metroplex Technology Business Council. By 2000 the three organizations had a combined budget of two million, an executive staff of 21, and total membership of 2100.

Played a major role in the development of the internationally recognized Telecom Corridor, a 10 square mile area consisting of 600 technology companies, 60,000 engineers and technical executives, and 16 million square feet of office and flex tech space in Richardson, Texas. Negotiated three international agreements linking the Telecom Corridor with other technopolis organizations in Europe.

Retired in 2005 and moved to Greenville, Texas. Was recruited from retirement to become the President of the Greenville Economic Development Corporation in 2008. Retired again in October of 2011.

Assumed the position of Senior Vice President of SGR in October of 2011 focusing on economic development executive recruitment.

Conducted approximately 10 executive searches in recent years including executive positions in economic development, non-profit fund raising, and museum management.

Current or recent boards include the Hunt County Alliance for Economic Development, immediate past chairman of Speedway Children's Charities (affiliated with NASCAR), North East Texas Railroad Authority, and the Audie Murphy American Cotton Museum.

Married to Pat, three children, seven grandchildren, and two great grandchildren. Hobbies include woodworking and giving speeches on Civil War issues and personalities such as Lincoln, Grant, and Lee. Paul Harris fellow of Rotary International.