



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

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

AND / OR

WORK SESSION OF THE CITY COUNCIL

6:00 PM

June 24, 2014

ADDISON TOWN HALL

**5300 BELT LINE RD., DALLAS, TX 75254
6:00PM WORK SESSION
7:30PM REGULAR MEETING**

WORK SESSION

WS1 Presentation and discussion regarding Extended Stay Hotels in Addison.

WS2 Update and review of Addison Brand Experience Guide and the Addison Brand Standards Guide and a discussion of the City Council name badges.

Attachments

Brand Experience Guide
Brand Standards Guide

WS3 Staff briefing on restructuring of the Development Services and Infrastructure Operations and Services Departments.

REGULAR MEETING

Pledge of Allegiance

R1 Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

R2 Consent Agenda.

R2a Approval of the Minutes for the June 10, 2014 City Council Meeting and Work Session.

RECOMMENDATION:

Administration recommends approval.

Attachments

06/10 Minutes

Regular Items

R3 Presentation and proclamation honoring Motorcycle Awareness Month.

R4 Presentation by Britton Cunningham with the North Texas Commission and discussion regarding "Working with Millennials."

R5 Discussion regarding establishing a process for making appointments to the Town's Planning and Zoning Commission and the Board of Zoning Adjustments.

R6 Discussion, consider and take action regarding City Council attendance policy.

R7 Discussion regarding Addison's recognition and naming policy for town parks, trails, or facilities.

Attachments

Addison Naming Policy

R8 Discussion, consider and take action regarding sponsorship of Addison residents and/or employees for the 26th class of Leadership Metrocrest.

Attachments

Leadership Metrocrest Application

Leadership Metrocrest Calendar

2013 Leadership Metrocrest Sponsorships

R9 Discussion regarding the Town of Addison's proposed compensation philosophy.

Attachments

Proposed Compensation Philosophy with Cost

Mayor's Proposed Compensation Philosophy

R10 Presentation and discussion of the Town's sustainability program and drought contingency plan.

Attachments

Sustainability and Drought Updates

R11 Presentation and discussion concerning the FEMA Flood Insurance Program and associated Floodplain maps.

R12 Presentation, discussion, consider and take action authorizing the City Manager to enter into a contract with Atmos Energy Corporation for the relocation of a gas line on Addison Airport to accommodate the construction of a \$3 million aircraft hangar in the amount of \$57,328.57 and subject to the review and approval of the City Manager and City Attorney.

RECOMMENDATION:

Administration recommends approval.

Attachments

Atmos relocation agreement
Atmos gas line layout

- R13 Presentation and discussion regarding sanitary sewer capacity improvements and electric line relocations for proposed development at the southeast corner of Quorum Drive and Edwin Lewis Drive.

RECOMMENDATION:

Administration recommends approval.

- R14 Presentation, discussion, consider and take action approving and authorizing the City Manager to execute a contract with Halff Engineers for preliminary design services related to the possible undergrounding of electric and telecommunication lines along Quorum Road between Belt Line Road and the DART rail right-of-way for an amount not to exceed \$79,000.

RECOMMENDATION:

Administration recommends approval.

- R15 Discussion, consider and take action regarding proceeding with the Belt Line Road utility undergrounding project; rescind construction award approval and rescind geotechnical award approval for Belt Line Road undergrounding project

Attachments

Belt Line Presentation

- R16 Discussion regarding the Elevated Storage Tank located within the Town adjacent to the southeast corner of the intersection of Surveyor Boulevard and Arapaho Road and the wind turbines located thereon.
-

Executive Session

ES1 Closed (Executive) session of the Addison City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) on a matter in which the duty of the attorney(s) to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, regarding and pertaining to an Agreement for Advertising between the Town and Rodney Hand & Associates Marketing Communications, LP.

ES2 Closed (Executive) session of the Addison City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) to seek the advice of its attorney(s) about a settlement offer and on a matter in which the duty of the attorney(s) to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, regarding and pertaining to Addison Airport and certain real property located at and within the Airport.

ES3 Closed (Executive) session of the Addison City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) on a matter in which the duty of the attorney(s) to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code regarding, and to seek the advice of its attorney(s) about pending litigation, to wit: 3rd Eye Surveillance, L.L.C. v. The Town of Addison, Texas, Civil Action No. 6:14-CV-00536-JDL, U.S. District Court, Eastern District of Texas.

Regular Items Continued

R17 Discussion, consider and take action regarding and pertaining to an Agreement for Advertising between the Town and Rodney Hand & Associates Marketing Communications, LP.

R18 Discussion, consider and take action regarding and pertaining to real property located at and within Addison Airport.

R19 Discussion, consider and take action regarding and pertaining to pending litigation, to wit: 3rd Eye Surveillance, L.L.C. v. The Town of Addison, Texas, Civil Action No. 6:14-CV-00536-JDL, U.S. District Court, Eastern District of Texas.

Adjourn Meeting

Posted:

Matthew McCombs, June 20, 2014, 5:00pm

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES.
PLEASE CALL (972) 450-7090 AT LEAST
48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

Combined Meeting

WS2

Meeting Date: 06/24/2014

Council Goals: Brand Protection and Enhancement

AGENDA CAPTION:

Update and review of Addison Brand Experience Guide and the Addison Brand Standards Guide and a discussion of the City Council name badges.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Attachments

Brand Experience Guide

Brand Standards Guide



EXPERIENCE GUIDE



WHAT IS A BRAND EXPERIENCE?

A clearly defined brand will drive customer awareness, loyalty, and emotional connections while differentiating itself from its competitors. By developing this new brand, Addison is redefining itself and becoming a unified and compelling marketing message.

By clearly defining Addison's position in the market, the brand will come alive for those experiencing it.

BRAND POSITION

Ideas, plans, influences, hopes, and activities jell into a unified whole, thanks to the many virtues of Addison. Addison is a gathering place. It's holistic (life, work, and leisure together). It's a transportation hub. And it's a community (and government) given to helping ideas come to fruition.

**FOR ACTIVE PEOPLE,
ADDISON IS THE CITY
WHERE BUSINESS &
LIFE CONNECT WITHOUT
MISSING A BEAT.**

BRAND PERSONALITY

Creative and forward-thinking, with the welcome mat always out.



ADDISON TAGLINE

IT ALL COMES TOGETHER.SM

BRAND ATTRIBUTES

Together, these attributes begin to describe the unique qualities of the Addison experience. You will find these to be a mixture of features that highlight the physical appearance of Addison as well as the personality.

PHYSICAL ATTRIBUTES

SAFE:

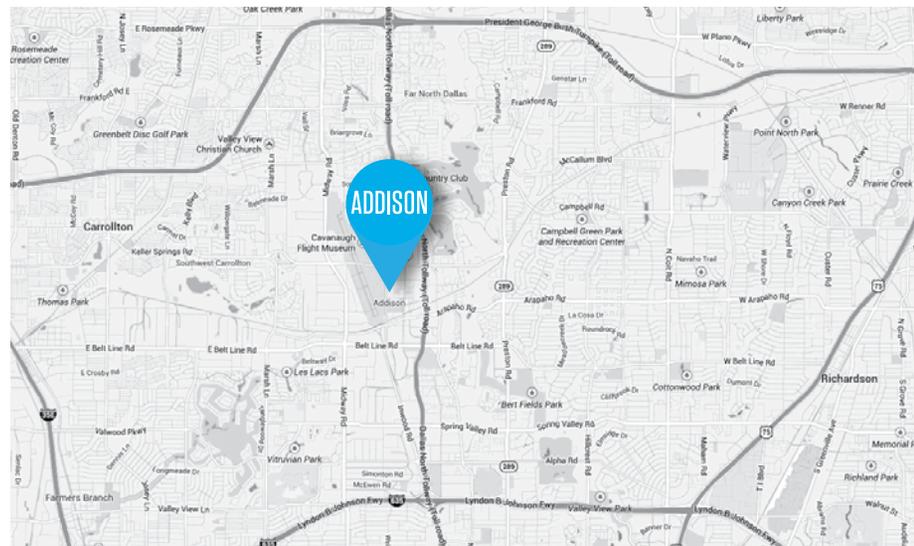
Addison takes safety seriously. The city's goal is to ensure better quality of life and attract businesses, through the right balance of safety, accessibility, and atmosphere.

ACCESSIBLE:

A convenient central location right off the Tollway between downtown Dallas and suburbs such as Plano and Frisco makes Addison a natural meeting place. The city offers businesses, visitors, and residents everything in one compact space. Here you will find world-class shopping, global cuisine, theatre, concerts, and more — all in a compact footprint.

CLEAN:

Addison is full of well-manicured, lush green spaces. The landscaping throughout the town is beautiful and well maintained. The many beautiful parks allow for a walk or run, romantic picnic, or game of fetch with your best furry friend.



EMOTIONAL ATTRIBUTES

FUN:

Addison is the premier event destination in DFW. The city hosts one of the most authentic Oktoberfests outside of Munich, as well as KaboomTown!™, rated one of the top places to watch fireworks in the country, along with many other events throughout the year. There are more than 170 restaurants, comedy clubs, museums, an acclaimed theatre, and an active general-aviation airport, all in a 4.4-mile radius.

FRIENDLY:

Addison is a friendly place that is always welcoming new guests. It is an approachable city that makes you feel comfortable anywhere you go. Here it's commonplace for the mayor to stop by local businesses, for residents to have personal relationships with City Council members, and for event visitors to be greeted by the city manager.

ACTIVE:

Addison has a liveliness that comes from the high-energy mix of people who work, visit, shop, and live here. Whether it's fitness enthusiasts on the city trails, creative professionals burning the midnight oil, or young revelers enjoying the city's vibrant nightlife, Addison's residents, visitors, and workforce share a dynamic and active lifestyle.



BRAND AUDIENCE

Businesses, Residents, and Visitors.

BUSINESSES

Businesses rely on Addison's Class-A office space, strong economy, and vibrant scene to attract creative talent, A-players, and up-and-comers. The location puts you within a few blocks of work and play, and offers easy access to other Dallas attractions. Addison is a partner that actively supports local business with services like same-day inspections and permits.

RESIDENTS

Residents include on-the-go apartment dwellers and established home owners. The mix includes twentysomething/thirtysomething up-and-comers and 55+ empty-nesters.

VISITORS

An Addison visitor might live in a nearby DFW community or travel in from surrounding cities or states. Visitors may spend the night in an Addison hotel or simply meet friends for a cocktail. Addison rolls out the welcome mat to everyone.



MESSAGING TONE

Fun, friendly, informative language. Convey a feeling of an active, safe, welcoming environment. Also use examples to show the authenticity of Addison.

MESSAGING EXAMPLES

Home to office: 10 minutes. Office to happy hour: 10 minutes. Happy hour to home: 10 minutes. Of course, it's faster if you go by car.

Most places, “Beverage Center” would be an aisle in the grocery store. Here it's two square miles.

We hate the term “work/life balance.” We prefer “refreshing cocktail of business and leisure.”

It's easier to enjoy the nightlife when it's so close to your daytime.

The city that acts like a neighborhood that's acting like a corporate campus that thinks it's an entertainment district.

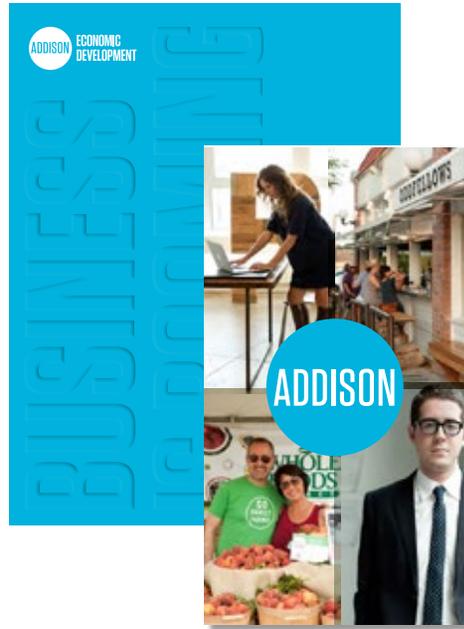


VISUAL TONE

Bringing it all together.

Fun, vibrant, friendly images that support the idea of safety, convenience, and innovation. Everyday people—business men and women, families, older men and women—enjoying life.





PREPARED BY:

VIVANTI GROUP

5005 Greenville Avenue
Suite 155, Dallas, TX 75206
(214) 828-0555
www.vivantigroup.com

THE MATCHBOX STUDIO

3013 Canton St.
Dallas, TX 75226
214.939.3100
www.matchboxstudio.com



**ADDISON
BRAND
STANDARDS**

INTRODUCTION

This document is your guide to understanding the usage standards for the Addison identity program across a variety of applications — from print advertising and collateral materials to website and stationery. The graphic identity program supports our overall branding strategy and will help build recognition for the Addison name.

Building equity in our brand involves a significant investment of resources on the part of the city. To help us all realize the best return on our investment, we ask that you follow the standards outlined here. By doing your part to ensure consistency, you will maximize the effectiveness of the graphic identity and enhance the value of our brand.

This brand standards guide is effective from January 2014.

QUESTIONS & APPROVALS

PLEASE CONTACT:

CARRIE RICE

Director of Marketing & Communications

P.O. Box 9010

Addison, Texas 75001

phone: 972.450.7032

crice@addisontx.gov

PRIMARY
LOGO



BASIC LOGO ELEMENTS

This is the primary logo for Addison. Used in business materials, in marketing collateral and promotional materials where the audience is unfamiliar with the city. This is the default logo – when in doubt, go with this.

DO NOT DO

Never outline any part of the logo, use ADDISON alone without circle, or change the size and relationship of the logo, and do not change color.



ALL-BLACK AND ALL-WHITE LOGO

Use the all-black logo as a secondary printing option to the primary blue and white logo. For example, in instances when the blue won't reproduce well, as in copies, faxes or other internal documents. When reversing out of a color, make the logo all-white.

ALL-BLACK LOGO



ALL-WHITE KNOCKOUT

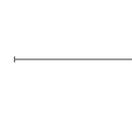


LOGO SCALE & CLEAR SPACE

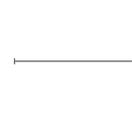
The logo must be scaled proportionally and should never be used smaller than 0.5 inch.

The logo must remain fixed and a minimum clear space must be maintained, as indicated here.

SMALLEST SIZE, 0.5 IN



THE SPACE AROUND
THE LOGO SHOULD
ALWAYS BE AT
LEAST 0.125 IN



EXAMPLE OF LOGO CHANGING TO BROWN TO MATCH THE EVENT MATERIALS



EVENT USAGE

When using the logo with Addison event marketing materials, the logo can change colors to match the palette of the event.

SECONDARY LOGO



SECONDARY LOGO

All restrictions that apply to the main logo also apply to the secondary logo with exception of the minimum logo size.

The minimum size for the secondary logo should be no less than 0.75 inch.

SMALLEST SIZE, 0.75 IN



COLORS

These are the corporate colors for Addison. To create a consistent look for all print applications, please refer to these color mixes:

THE CORPORATE COLORS FOR ADDISON ARE:

BLUE

PMS: 2995C
PMS: 2995U
CMYK: 80-8-0-0
RGB: 77-166-222
HEX - 4DA6DE



GRAY

PMS: 425C
PMS: 426U
CMYK: 0-0-0-79
RGB: 86-88-89
HEX - 555758



TYPOGRAPHY

To create a consistent look for all Addison communications, there is a primary headline typeface selected for all print applications, which is Tungsten Semibold.

THE PRIMARY HEADLINE TYPEFACE FOR ADDISON IS:

TUNGSTEN

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz @!#\$%^&*()_+

FOR HEADLINES, USE TUNGSTEN SEMIBOLD IN GRAY AND ALL CAPS:

LORUM IPSUM DOLOR

SUPPORTING TYPOGRAPHY

To create a consistent look for all Addison communications, there is primary subhead and body copy typeface selected for all print applications, which is Swiss 721. This typeface comes in a variety of weights and can be used in a variety of sizes and in all caps or upper/lower case.

THE PRIMARY SUPPORTING TYPEFACE FOR ADDISON IS:

Swiss 721

FOR GENERAL ALPHA USE, I.E., WRITING A LETTER, USE:
SWISS 721 ROMAN IN BLACK.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz @!#\$%^ &*()_+

Lorum ipsum acea que por a qui dendandae veroribus ipsunt fuga. Uptaspelis atur? Ehentem olorporem eatur, corem alit am aut omnim hil es plit eatustiumqui occupitatint as veratio. Perunt plam, et est aborem apedign atinctem rehenih ilibeaq uamentiore voles reius rempero enis et dunti si vitaqui.

FOR SUBHEADS, USE SWISS 721 BOLD IN GRAY AND ALL CAPS:

LORUM IPSUM DOLOR

ALTERNATE PC SUPPORTING TYPOGRAPHY

The corporate alternate PC supporting typeface for all Addison communications is Arial. This typeface comes in a variety of weights and can be used in a variety of sizes and in all caps or upper/lower case.

THE CORPORATE ALTERNATE PC SUPPORTING TYPOGRAPHY FOR ADDISON IS:

Arial

FOR GENERAL ALPHA USE, I.E., WRITING A LETTER, USE:
ARIAL REGULAR IN BLACK.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz @!#\$%^&*()_+

Lorum ipsum acea que por a qui dendandae veroribus ipsunt fuga. Uptaspelis atur?
Ehentem olorporem eatur, corem alit am aut omnim hil es plit eatustiumqui occupitatint as
veratio. Perunt plam, et est aborem apedign atinctem rehenih ilibeaq uamentiore voles reius
rempero enis et dunti si vitaqui.

FOR SUBHEADS, USE ARIAL BOLD IN GRAY AND ALL CAPS:

LORUM IPSUM DOLOR

DEPARTMENTAL LOGO

All departments should consistently use these logos. In the event that this logo format does not work, the department should use the primary or secondary Addison logo.

DEPARTMENTAL
LOGO



DO NOT DO Never change the size of the department name in relationship to the circle.



DEPARTMENTAL LOGO ALL-BLACK AND ALL-WHITE

Use the all-black logo as a secondary printing option to the primary blue and white logo. For example, in instances when the blue won't reproduce well, as in copies, faxes or other internal documents. When reversing out of a color, make the logo all-white.



DEPARTMENTAL LOGO SCALE & CLEAR SPACE

The logo must be scaled proportionally and should never be used smaller than 0.5 inch.

The logo must remain fixed and a minimum clear space must be maintained, as indicated here.



ADDISON TAGLINE

The Addison tagline can be used in all gray or blue or knocked out in white. Be sure to always include the SM in gray.

IT ALL COMES TOGETHER.SM

IT ALL COMES TOGETHER.SM

IT ALL COMES TOGETHER.SM

IT ALL COMES
TOGETHER.SM

IT ALL COMES
TOGETHER.SM

SUPPORTING ELEMENTS

The usage of a 1 pt. rule in the corporate gray can be used for separating content into sections when needed.

EXAMPLE OF
USAGE

ADDISON IT ALL COMES
TOGETHER

**VISIT
ADDISON**

BOB PHILLIPS
director

bphillips@addisontx.gov

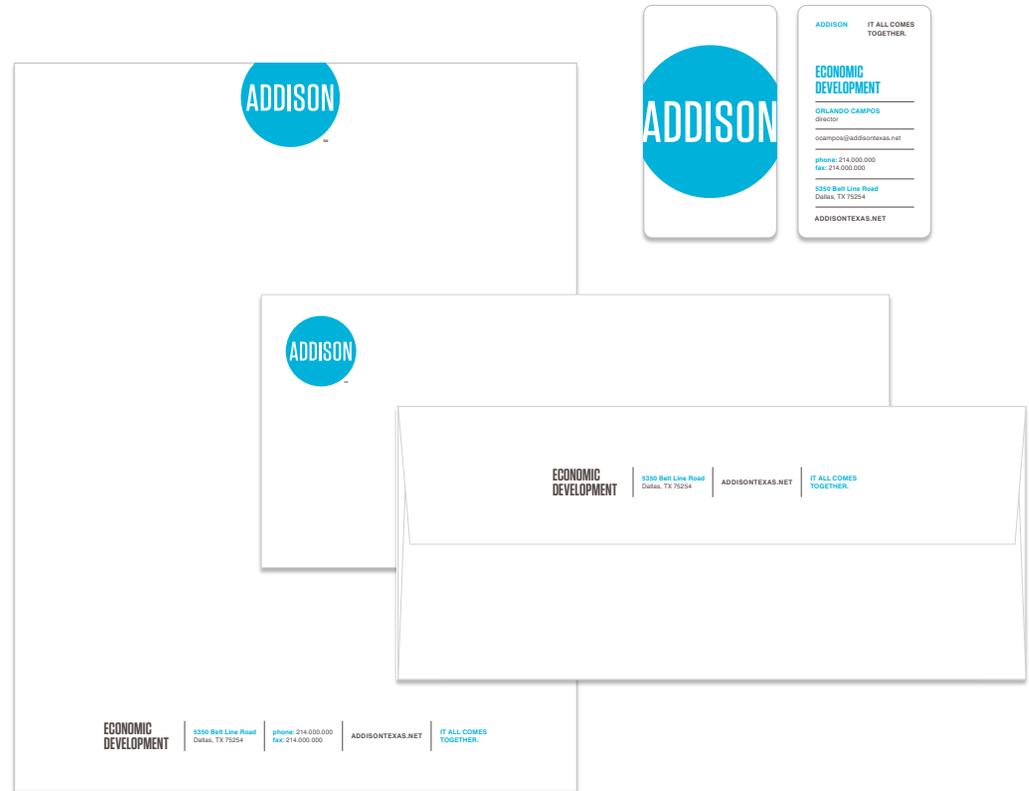
phone: 972.450.6202
fax: 972.450.6225

P.O. Box 9010
Addison, Texas 75001

ADDISONTXAS.NET

STATIONERY PACKAGE

Here are examples of the approved stationery layout. Can be used as an example for future business materials.



EMAIL SIGNATURE

This is the corporate email signature. The typeface used is Arial regular and Arial bold. The size of all the type is 10 pt.

The background of emails should be white and should not include any graphics, watermarks or colors.

The color mix for the Blue on the email signature is:
R-23 | G-146 | B-199



CARRIE RICE | Director of Marketing & Communications
Town of Addison | 5100 Belt Line Road, Ste. 430
P.O. Box 9010 | Addison, Texas 75001
office: (972) 450-7032 | **cell:** (214) 505-7498
ADDISONTXAS.NET

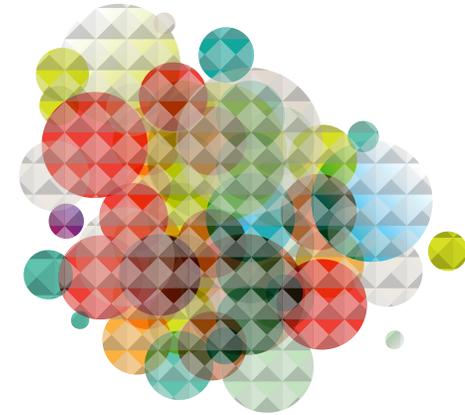
—
IT ALL COMES TOGETHER.

SUPPORTING ELEMENTS

The usage of the pattern is strictly a supporting graphic element. The pattern will never be used just on its own. It will either be reversed out of type for a headline or used behind the logo or tagline.

PATTERN AND EXAMPLES OF USAGE:

APPROVED
PATTERN



POSSIBLE
HEADLINE
USAGE WHEN
THERE IS NO
PHOTO

HEADLINE

EX. OF PATTERN
ON TOP OF
PHOTO W/ LOGO



PREPARED BY:

THE MATCHBOX STUDIO

3013 Canton St.

Dallas, TX 75226

214.939.3100

www.matchboxstudio.com

Combined Meeting

WS3

Meeting Date: 06/24/2014

Council Goals: Look for Operational Efficiencies without cutting services

AGENDA CAPTION:

Staff briefing on restructuring of the Development Services and Infrastructure Operations and Services Departments.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Staff will provide a briefing on the restructuring of the Development Services and Infrastructure Operations and Services Departments.

RECOMMENDATION:

Combined Meeting

WS1

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Presentation and discussion regarding Extended Stay Hotels in Addison.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting

R2a

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Approval of the Minutes for the June 10, 2014 City Council Meeting and Work Session.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Administration recommends approval.

Attachments

06/10 Minutes

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL WORK SESSION

June 10, 2014

6:30 PM

Addison Town Hall, 5300 Belt Line Rd., Dallas, TX 75254

6:30 PM Work Session | 7:30 PM Regular Meeting

Present: Arfsten; Carpenter; Clemens; DeFrancisco; Heape; Meier; Moore

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL REGULAR MEETING

June 10, 2014

6:30 PM

Addison Town Hall, 5300 Belt Line Rd., Dallas, TX 75254

6:30 PM Work Session | 7:30 PM Regular Agenda

Posted by: Matthew McCombs, June 6, 2014, 5:00pm

WORK SESSION

WS1 Discussion and update from Kanter Financial Forensics, LLC regarding the Town's financial and accounting practices.

Larry Kanter of Kanter Financial Forensics, LLC discussed the Town's financial and accounting practices.

There was no action taken on this item.

WS2 Presentation and discussion regarding the Farmers Branch creek at Vitruvian Park.

Lisa Pyles, Director of Infrastructure Operations and Services, discussed the Farmers Branch creek at Vitruvian Park.

There was no action taken on this item.

WS3 Presentation and discussion regarding Dallas Area Rapid Transit.

Gary Slagel, DART Board Representative, spoke regarding this item.

REGULAR MEETING

Pledge of Allegiance

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

Consent Agenda.

R2a Approval of the Minutes for the May 27, 2014 City Council Meeting and Work Session.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,

Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

R2b Approval of a resolution authorizing continued participation with, and funding for, the Steering Committee of Cities Served by Oncor.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,

Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

R2c Approval of a resolution that authorizes the Town of Addison to be or remain a member of a 168-member city coalition known as the Atmos Cities Steering Committee (ACSC).

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

R2d Approval of a resolution affirming the appointment of Gary Slagel to the Dallas Area Rapid Transit Board of Directors.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

R2e Approval of an amendment to the contract with Kanter Financial Forensics, LLC for the review of the Town's financial and accounting practices in an amount not to exceed \$37,500 plus expenses.

RECOMMENDATION:

Motion made by Clemens to approve, as submitted,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

R2f REPLAT/Greenhill School Addison Lot 1R, Block1 and Greenhill Park Lot 2. Approval of a replat for two lots totaling 72.972 acres generally at the northwest corner of Spring Valley Road and Midway Road, on application from Greenhill School, represented by Justin Waldrip of Pacheco Koch.

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on June 3, 2014, voted to recommend approval of a replat for two lots totaling 72.972 acres generally at the northwest corner of Spring Valley Road and Midway Road, subject to no conditions:

Voting Aye: Doherty, Groce, Hughes, Hunse, Oliver, Smith, Wheeler
Voting Nay: none
Absent: none

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

Regular Items

R3 **PUBLIC HEARINGS** Case 1694-SUP/Hyatt House. Public hearing, discussion, consider and take action regarding an ordinance amending and changing the zoning on property generally located within the Town at 4900 Edwin Lewis, currently zoned Planned Development District 094-076 and which zoning includes, among other things, a hotel use, by adding to the zoning restaurants, the sale of beer and wine for off-premises consumption, and the sale of alcoholic beverages for on-premises consumption only as uses that may be authorized upon the issuance of special use permit in accordance with the Town's Comprehensive Zoning Ordinance; and public hearing, discussion, consider and take action regarding an ordinance amending and changing the zoning on the said property that approves and authorizes a Special Use Permit for a restaurant, a Special Use Permit for the sale of beer and wine for off-premises consumption, and a Special Use Permit for the sale of alcoholic

beverages for on-premises consumption only, on application from Hyatt House-Addison represented by Marcus Schwartz.

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on June 3, 2014, voted to recommend approval of an ordinance amending Planned Development District 094-076 that zoned the property generally located at 4900 Edwin Lewis and which zoning includes, among other things, a hotel use, in order to add restaurants, the sale of beer and wine for off-premises consumption, and the sale of alcoholic beverages for on-premises consumption only as uses that may be authorized upon the issuance of Special Use Permit in accordance with the Town's Comprehensive Zoning Ordinance, and by recommending approval of an ordinance for that property that authorizes a Special Use Permit for a restaurant, a Special Use Permit for the sale of beer and wine for off-premises consumption, and a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, subject to no conditions.

Voting Aye: Doherty, Groce, Hughes, Hunse, Oliver, Smith, Wheeler
Voting Nay: none
Absent: none

RECOMMENDATION:

Administration recommends approval.

Charles Goff, Assistant to the City Manager, spoke regarding this item.

There were no individuals who spoke at the public hearing.

Motion made by DeFrancisco to approve, as submitted,
Seconded by Arfsten

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

R4 **PUBLIC HEARING** Case 1695-SUP/Verts. Public hearing, discussion, consider and take action regarding an ordinance changing the zoning on property within the Town located at 5100 Belt Line Road, Suite 410A, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by approving

for that property a Special Use Permit for a restaurant and a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, on application from D.M.S. Foods, Inc represented by Mr. Phil Tollios.

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on June 3, 2014, voted to recommend approval of an ordinance changing the zoning on property located at 5100 Belt Line Road, Suite 410A, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by approving for that property a Special Use Permit for a restaurant and a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, subject to no conditions.

Voting Aye: Doherty, Groce, Hughes, Hunse, Oliver, Smith, Wheeler
Voting Nay: none
Absent: none

RECOMMENDATION:

Administration recommends approval.

Charles Goff, Assistant to the City Manager, spoke regarding this item.

There were no individuals who spoke at the public hearing.

Motion made by DeFrancisco to approve, as submitted,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

R5 Discussion and take action regarding the removal of Tom Hunse as a member of the Planning and Zoning Commission.

Council Member DeFrancisco spoke regarding this item.

The following individuals spoke as witnesses:

Ralph Doherty

Kursad Dogru

Eileen Resnik

Paul Walden

John Oliver

Tom Hunse also spoke regarding this item.
The following individuals spoke as witnesses:
Mark Hood
Chuck Chamberlain
Aletha Barnett
Ajax Doherty
Ivan Hughes

Mayor Meier, Council Member Arfsten, Council Member Carpenter, Council Member Clemens, Council Member Heape, Council Member Moore also spoke regarding this item.

Motion made by DeFrancisco to remove Tom Hunse from the Planning and Zoning Commission,
Seconded by Arfsten

Voting AYE: Arfsten, DeFrancisco, Meier
NAY: Carpenter, Clemens, Heape, Moore
Failed

Motion made by Meier to publicly admonish Tom Hunse and to put him on notice if any future violation against our code occurs, then he will be dealt with as severely and specifically as possible, the motion was amended by DeFrancisco to include a written notice of the motion,
Seconded by DeFrancisco

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore
Passed

-
- R6 Presentation, discussion, consider and take action regarding a sub-lease agreement between the Town of Addison, as sublandlord, and the Dallas Entrepreneur Center, as subtenant, of certain premises comprising approximately 13,400 square feet of space located at 14683 Midway Road, Suite 200 in Addison, generally known as Office in the Park, for office and related purposes, including business incubation and entrepreneurial development programs.

RECOMMENDATION:
Administration recommends approval.

Orlando Campos, Director of Economic Development, spoke regarding this item.

Motion made by Arfsten to approve, subject to final approval and review of the City Manager and City Attorney,
Seconded by DeFrancisco

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

-
- R7 Discussion, consider and take action regarding sponsorship of Addison residents and/or employees for the 26th class of Leadership Metrocrest.

The regular item R7 was pulled from the agenda.

-
- R8 Discussion, consider and take action regarding City Council attendance policy.

The regular item R8 was pulled from the agenda.

-
- R9 Discussion regarding Addison's recognition and naming policy for town parks, trails, or facilities.

The regular item R9 was pulled from the agenda.

-
- R10 Discussion, consider and take action regarding proceeding with the Belt Line Road utility undergrounding project.

RECOMMENDATION:
Administration recommends approval.

Lisa Pyles, Director of Infrastructure Operations and Services, Lea Dunn, City Manager, John Hill, City Attorney, spoke regarding this item.

Jerry Shoemaker, President/ CEO of RH Shackelford, also spoke regarding this item.

There was no action taken on this item.

-
- R11 Presentation and discussion regarding a development proposed by AMLI Residential on Quorum Road at Edwin Lewis Drive that includes necessary sanitary sewer capacity improvements and electric service line relocation.

RECOMMENDATION:

Administration recommends approval.

The regular item R11 was pulled from the agenda.

- R12 Presentation, discussion, consider and take action approving and authorizing the City Manager to execute a contract with Halff Engineers for preliminary design services related to the possible undergrounding of electric and telecommunication lines along Quorum Road between Belt Line Road and the DART rail right-of-way for an amount not to exceed \$79,000.

RECOMMENDATION:

Administration recommends approval.

The regular item R12 was pulled from the agenda.

- R13 Presentation and discussion concerning the Sanitary Sewer System Evaluation vapor testing component.

Jason Shroyer, Assistant Director of Infrastructure Operations and Services, spoke regarding this item.

- R14 Presentation, discussion, consider and take action approving and authorizing the execution by the City Manager of an easement granting to Oncor Electric Delivery Company LLC an easement and right-of-way for electrical supply and communication facilities in Addison right-of-way on the south side of Morris Avenue at Addison Road to facilitate improvements related to increased service reliability.

RECOMMENDATION:

Administration recommends approval.

Lisa Pyles, Director of Infrastructure Operations and Services, and Lea Dunn, City Manager, spoke regarding this item.

Randy Newsome, representative from Oncor Electric Delivery Company, also spoke regarding this item.

Motion made by Clemens to approve, subject to final approval and review of the City Manager and City Attorney,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

-
- R15 Presentation, discussion, consider and take action approving and authorizing the City Manager to execute a contract with Kleinfelder for the design and construction inspection services associated with the rehabilitation of the Addison Circle Elevated Storage Tank (EST) as described in the Five-Year Capital Improvement Plan for Water Storage Facilities report dated May 16, 2014, for an amount not to exceed \$220,273.

RECOMMENDATION:

Administration recommends approval.

Lisa Pyles, Director of Infrastructure Operations and Services, spoke regarding this item.

Motion made by DeFrancisco to approve, as submitted,
Seconded by Clemens

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

-
- R16 Discussion regarding the Elevated Storage Tank located within the Town adjacent to the southeast corner of the intersection of Surveyor Boulevard and Arapaho Road and the wind turbines located thereon.

The regular item R16 was pulled from the agenda.

Adjourn Meeting

Mayor-Todd Meier

Attest:

City Secretary-Matthew McCombs

Combined Meeting

R3

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Presentation and proclamation honoring Motorcycle Awareness Month.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting

R4

Meeting Date: 06/24/2014

Council Goals: Maintain and enhance our unique culture of creativity and innovation.

AGENDA CAPTION:

Presentation by Britton Cunningham with the North Texas Commission and discussion regarding "Working with Millennials."

FINANCIAL IMPACT:

N/A

BACKGROUND:

Britton Cunningham with the North Texas Commission will make a presentation to the City Council called, "Working with Millennials."

RECOMMENDATION:

Combined Meeting

R5

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Discussion regarding establishing a process for making appointments to the Town's Planning and Zoning Commission and the Board of Zoning Adjustments.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting

R6

Meeting Date: 06/24/2014

Council Goals: Identify opportunities for improved governance

AGENDA CAPTION:

Discussion, consider and take action regarding City Council attendance policy.

FINANCIAL IMPACT:

N/A

BACKGROUND:

While there is not a specific and separate section within the City Code or the City Charter outlining a formal attendance policy, Section 2.03 of the Charter references that a member of the Council may be removed from office if he or she "fails to attend four (4) consecutive regular meetings of the Council without first being excused by the Council."

By way of clarification, the Code of Ordinances defines "regular" meetings in Section 2-46 as meetings held "on the second and fourth Tuesday of each month commencing at 7:30 pm."

RECOMMENDATION:

Combined Meeting

R7

Meeting Date: 06/24/2014

Council Goals: Create raving fans of the Addison Experience.

AGENDA CAPTION:

Discussion regarding Addison's recognition and naming policy for town parks, trails, or facilities.

FINANCIAL IMPACT:

N/A

BACKGROUND:

The current naming policy, established via Resolution R07-019 on September 25, 2007, is attached to this document for discussion purposes.

RECOMMENDATION:

Attachments

Addison Naming Policy

**TOWN OF ADDISON, TEXAS
RESOLUTION NO. R07-019**

**A RESOLUTION BY THE CITY COUNCIL OF THE TOWN OF
ADDISON, TEXAS, PROPOSING GUIDELINES AND POLICIES
FOR THE NAMING OF PARKS, TRAILS AND FACILITIES.**

WHEREAS, when naming a park, trail, or facility after a person, at least one of the following stipulations should be met:

- a) The person has donated the land to be used, has provided significant contributions to acquire the land, or has sold the land to the Town at a price significantly below market value.
- b) The person has provided significant contributions to the cost of construction of the park, trail or facility, or has provided construction services at a price significantly below market value.
- c) The person has made significant and consistent long-term contributions to the Town of Addison.
- d) The person shall not have been an employee or councilmember/Mayor of the Town of Addison for at least five years.

WHEREAS, when appropriate, parks, trails, and facilities can be named after predominant geographical or physical features of the land. These may include natural features (rivers, trees, etc.) or man-made features (subdivisions, buildings, etc).

WHEREAS, parks and trails may be named after historical events that are specific to the Town of Addison.

WHEREAS, the Council will consider re-naming existing facilities. However, the motion to rename an existing park, trail, or facility must be approved by a 3/4th vote of the entire Council (e.g., if all members of the Council are eligible to vote, approval would require 6 out of 7 votes).

WHEREAS, different sections of parks and facilities may carry names that differ from that of the overall park or facility. This may include the naming of individual items in a park or facility (such as a meeting room). However, the above guidelines shall still apply in choosing a name.

WHEREAS, any citizen, group of citizens, entity or organization may submit a proposal to name a facility after an individual, group of individuals, or community organization to honor and recognize significant contributions to the community through public service, community volunteerism or outstanding achievement. The contributions of the individuals or group must be well-documented and broadly acknowledged within the community. If possible, written permission and agreement must be obtained from the individual, group or organization who or which is being commemorated.

WHEREAS, the guidelines listed above are guidelines only. Meeting any or all of the above guidelines does not guarantee that a park or facility will carry any certain name. Ultimately, all naming decisions are to be made by the Addison City Council, which may make exceptions to these guidelines when it deems appropriate.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

THAT, the City Council does hereby authorize the Proposed Guidelines and Policies for the naming of Parks, Trails and Facilities.

DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS this the 25th day of September, 2007.



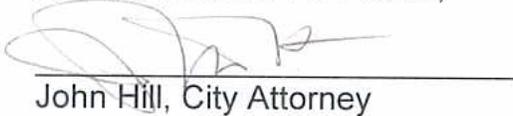
Joe Chow, Mayor

ATTEST:



Mario Canizares, City Secretary

APPROVED AS TO FORM;



John Hill, City Attorney

Combined Meeting

R8

Meeting Date: 06/24/2014

Council Goals: Create raving fans of the Addison Experience.

AGENDA CAPTION:

Discussion, consider and take action regarding sponsorship of Addison residents and/or employees for the 26th class of Leadership Metrocrest.

FINANCIAL IMPACT:

Funds are available in the Fiscal Year 2014 General Fund. Fiscal Year 2013 costs totaled \$2,950.

BACKGROUND:

Two years ago, the City Council approved a scholarship "matrix" for determining the sponsorship level of Addison Residents to the Leadership Metrocrest program. The main idea was that the funding level increased based on several variables, including level of community involvement and length of residency.

Last year's class consisted of Ilene Cohen, Kathy Perkins, Nino Torres, and Shanna Nugent, with Fire Chief John O'Neal also attending as a sponsored Town employee.

A copy of the scholarship matrix from last year is attached for reference purposes, and a listing of all Addison applicants will be made available to Council at the meeting. Historically, some Addison staff members have participated in this program; this year, Ben Magill (Economic Development) and Chelsea Gonzalez (City Manager's Office) have been nominated.

Applications were originally due to the Chamber by June 6. However, the Chamber recently extended the application deadline until the end of June. A report was brought forward to Council at the June 16 Council meeting identifying any Addison residents who have applied. Applicant notification does not occur until July 18, leaving several weeks for Council to review and adjust the matrix as necessary.

RECOMMENDATION:

Attachments

Leadership Metrocrest Application

Leadership Metrocrest Calendar

2013 Leadership Metrocrest Sponsorships



LEADERSHIP
METROCREST

CLASS XXVI APPLICATION FOR ENROLLMENT

Date of Application _____

Full Name _____

Company _____ Title _____

Position/Responsibilities _____

Company Address _____

City/St/Zip _____ Phone _____

E-Mail _____ Fax _____

Home Address _____

City/State/Zip _____ Phone _____

E-Mail _____ Cell _____

Birthday (mm/dd) _____ Male Female

Contact preference Home Work

Do you have full support of your employer for the time required to participate in this program?
 YES NO

The tuition for the program is \$1,000 for Chamber members (or individuals sponsored by Chamber members), and \$1,200 for non-members. Is your employer paying the tuition?
 YES NO

What specific leadership competencies do you hope to enhance through your participation in Leadership Metrocrest?

ALL APPLICATIONS DUE BY JUNE 6, 2014. APPLICANTS WILL BE NOTIFIED BY JULY 18, 2014
ON ACCEPTANCE TO LEADERSHIP METROCREST CLASS XXVI.
PLEASE INCLUDE RESUMÉ & BIO.

It is my understanding the Leadership Metrocrest program is to be a learning experience and requires attendance at the monthly meetings. I also understand that I will be automatically dropped from the program if I miss more than 16 hours from the remaining class.

Name

Date

Return to: Metrocrest Chamber of Commerce 5100 Belt Line Rd. #430 Addison, TX 75254
Fax: 469-587-0428 Email info@metrocrestchamber.com

LEADERSHIP METROCREST



Community.
Friendship.
Leadership.

CLASS XXVI - September 2014

Leadership Metrocrest is a program of the Metrocrest Chamber of Commerce which identifies, educates, and motivates future community leaders. The goal is to provide an extensive knowledge base of understanding and communication links that allow graduates to take leadership roles in Metrocrest civic, business and non-profit organizations.

Leadership Metrocrest offers...

- ❖ Participants an increased knowledge, understanding and sensitivity to community issues.
- ❖ Businesses an increased insight into the community and access to community leaders and resources.
- ❖ The community a pool of well-trained and energized leaders ready to serve.

Leadership Metrocrest is a nine month course where participants meet one day per month to study the various aspects of the Metrocrest's inner workings.

There are many ways to support Leadership Metrocrest. From attending the class to sponsoring sessions and the Graduate lunch, you can help this program and your Chamber, our chamber, The Metrocrest Chamber of Commerce.

Interested in...

- ...Learning more about your community?
- ...Building lifetime friendships?
- ...Being equipped to be the best leader possible?

Call 469-587-0420 or e-mail info@metrocrestchamber.com for more information on our next Leadership Metrocrest class.



LEADERSHIP
METROCREST

Metrocrest Chamber of Commerce 5100 Belt Line #430 Addison, TX 75254
469-587-0420 www.metrocrestchamber.com



LEADERSHIP METROCREST

Leadership Metrocrest Class XXVI Basic Calendar

<u>Session</u>		<u>Date</u>
Ropes Course	Friday	September 5, 2014
Leadership Skills (1/2 day)	Saturday	September 6, 2014
Regionalism	Friday	October 3, 2014
Local Government	Friday	November 7, 2014
Education	Friday	December 5, 2014
Culture and Diversity	Friday	January 9, 2015
Health and Human Services	Friday	February 6, 2015
Eco. Development/Business Excellence	Friday	March 6, 2015
Criminal Justice	Friday	April 3, 2015
SIMSOC	Thursday	April 16, 2015
Graduation	Wednesday	May 27, 2015

This Calendar is FINAL

1. Most classes will run from 8:00-4:00
2. Attending Sept. 6 and 7 is mandatory
3. A participant may not miss more than two full days (16 hours)



Town of Addison's Scholarship Matrix for Residents Participating in Leadership Metrocrest

Addison Board or Organization	Percentage of Scholarship Offered	Leadership Metrocrest Fee	ToA's Contribution
Council Member or P&Z Member	100%	\$1,000	\$1,000
Citizen Academy Graduate	80%	\$1,000	\$800
Volunteer for Arbor Foundation, Addison Addvocates, Water Tower Theatre	70%	\$1,000	\$700
Addison Residency greater than 5 years	50%	\$1,000	\$500
Addison Residency 4 years or less	25%	\$1,000	\$250

The scholarship received will be at the highest level that a resident qualifies.

Town of Addison Scholarship Contribution – Class XXV

Applicant	Highest Qualification Level	Percentage of Scholarship Offered	Leadership Metrocrest Fee	TOA Contribution
Ilene Cohen	Addison Resident 4 years or Less	25%	\$1,000	\$250
Kathy Perkins	Addison Resident 5 years or more	50%	\$1,000	\$500
Nino Torres	Volunteer for Addison Addvocates	70%	\$1,000	\$700
Shanna Nugent	Addison Resident 5 years or more	50%	\$1,000	\$500
TOTAL ADDISON CONTRIBUTION				\$1,950

Combined Meeting

R9

Meeting Date: 06/24/2014

Council Goals: Continue to attract, hire, develop, and retain great employees

AGENDA CAPTION:

Discussion regarding the Town of Addison's proposed compensation philosophy.

FINANCIAL IMPACT:

The cost to implement the proposed compensation philosophy as presented at the June 16th meeting is \$900,143 (\$437,162 for sworn police and fire employees and \$462,981 for civilian employees) for fiscal year 2014-2015.

BACKGROUND:

Over the last couple of months, there have been a number of meetings with Council and a group of employees from across the organization regarding a proposed compensation philosophy. The areas of concern have been the Town's current pay structure in relation to the market, and how employees move through the ranges.

Based on feedback and discussion from the meetings, staff recommended a proposed compensation philosophy for Council discussion and consideration at the June 16th work session.

In response to questions regarding the cost associated with the proposed compensation philosophy, attached is the memo from Monday night's meeting with implementation costs included.

In addition, attached is the proposed compensation philosophy presented by the Mayor at Monday's meeting.

RECOMMENDATION:

Attachments

Proposed Compensation Philosophy with Cost

Mayor's Proposed Compensation Philosophy



To: Mayor & Council
From: Passion Hayes, Director of Human Resources
Through: Lea Dunn, City Manager
Re: Proposed Compensation Philosophy
Date: June 19, 2014

Over the last few months, City Council and employees from across the organization have met and discussed a possible compensation philosophy. Based on the discussion and feedback from the meetings, listed below is a proposed compensation philosophy for Council consideration and adoption.

The cost to implement the proposed compensation philosophy is \$900,143 for fiscal year 2014-2015. A breakdown of the cost includes \$437,162 for sworn police and fire employees and \$462,981 for civilian employees.

Currently included in the budget is the following statement regarding compensation.

Addison addresses employee compensation through a merit and market pay plan. The purpose of the merit and market pay plan is threefold: to encourage excellence in service by tying salary increases to job performance rather than tenure; to reward employees for their efforts and job performance; and to remain competitive with other Metroplex cities in regards to employee compensation.

The following proposed language articulates how the policy would be administered.

1. Annual budgeting for market and merit compensation that is fair, both internally and externally, and in a way that is financially sustainable. Market is defined as the average (50th percentile) of our comparative cities.
2. Council's philosophy is to provide successfully performing employees the opportunity and ability to reach the adopted pay range midpoint within 5 years and reach the top of the adopted pay range within 10 years.
3. Regular survey analysis to gauge market movement; survey analysis shall be performed at least every three (3) years and any needed market corrections to salary schedule(s) shall be made in a reasonable timeframe, driven by market conditions and the Town's budgetary situation.
4. Ordinarily, an employee's salary will be no less than the entry level or greater than the top salary level for the assigned pay range for the position occupied by the employee.

5. For employees at or above the top salary level for the assigned position, any further salary adjustments or lump sum allowances shall be approved annually by the Town Council.

As you may recall, several of our comparison cities have compensation philosophy statements which are included below.

- Allen – “to maintain market average”
- Farmers Branch – “...to maintain a competitive pay structure for the purpose of recruiting and retaining an effective and efficient work force”
- Frisco – to be in top 3 w/ Plano, Allen, McKinney
- Plano – “...to survey market median actual averages, with target position as current year’s market data plus 5%”
- Richardson – “Top 3rd of comparison cities”
- Coppel – “Top 3rd of comparison cities”
- Carrollton – goal of staying within 5% of market; and they also keep a pool of money for market corrections in event they run into years when increases are not possible.

If you have any questions, please let me know.

Suggested revision in our compensation philosophy;

current; “The purpose of the merit and market pay plan is threefold: to encourage excellence in service by tying salary increases to job performance rather than tenure; to reward employees for their efforts and job performance; and to remain competitive with other metroplex cities in regard to the Town’s compensation program.”

Keep the above and add; “We will annually budget for Market and Merit adjustments for compensation that are fair and sustainable.”

Combined Meeting

R10

Meeting Date: 06/24/2014

Council Goals: Promote Sustainability

AGENDA CAPTION:

Presentation and discussion of the Town's sustainability program and drought contingency plan.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Staff will provide a briefing on the proposed sustainability program and information about the Town's drought contingency plan.

RECOMMENDATION:

Attachments

Sustainability and Drought Updates



Sustainability Program and Drought Contingency Plan Updates

June 24, 2014



Sustainability Program Mission Statement

The City of Addison will be a leader in responsibly using our finite resources to benefits not only our local community, but our global community and generations to come and will lead in implementing sustainable practices and strategies that enhance and preserve the environment, community integrity, and the local economy.



GOALS

1. To create a comprehensive Sustainability Plan for the city that provides a framework for our sustainability goals and initiatives.
2. To educate residents on the importance of living a sustainable lifestyle
3. To responsibly manage our natural resources through conservation, reuse, reduction or diversion
4. To increase community integrity and involvement from single-family and multi-family residents, businesses, and restaurants



Accomplishments

- Fork and Cork – composted 560lbs. Food waste
- Exhibited at Earth Day Texas
- Contacts made with nearby cities and schools
- Will exhibit at Brookhaven STEM Fair 2014
- Learning Center classes scheduled September 2014
- Increase signage at Kaboom





Multi-Family Recycling Pilot Program

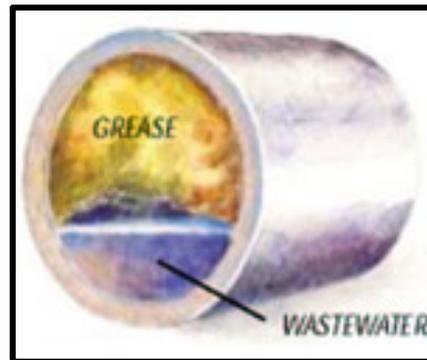
- Propose to begin a 1-year pilot program at Garden Oaks Apartments
- Propose to have City fund the cost of the enclosure, hauling, and recycling educational materials estimated to be \$20,000 total cost for the year
- Goal is to provide council with the information to implement the program city-wide
- Success measured by diversion rate/contamination rate achieved





Cease the Grease

- City of Dallas program
- Offers residents a way to dispose of FOG (Fat, Oils & Grease)
- Hardens and causes sewer pipes to clog
- Drop-off location on the Dallas/Addison border
- Pick-up service provided at no cost to Addison





“What Can I Recycle?” Campaign

Goal: To educate residents on what can be recycled

- Educational materials
 - Flyers
 - Water bill inserts
 - Refrigerator magnets
 - Kiosk ads
- Success measured by recycling percentage increase
- Exhibit booth at fall Town Hall Meeting





Recyclebank

- In conjunction with Waste Management
- Points earned for recycling
- Redeemable for gift cards at local and national businesses
- Program cost about \$.39 per household



* Only available in select communities

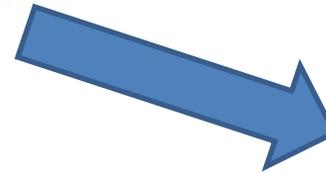


Increase Recycling Carts Size

- Many residents request larger bins
- Slightly larger footprint (18 gal – 64 gal)
- Can be rolled to curb
- \$2-3 increase in monthly cost per home
- Projected to increase tons recycled by 40%



18 gallon
16"x25.75x14.75"



64 gallon
24"x27.5"x40.24"

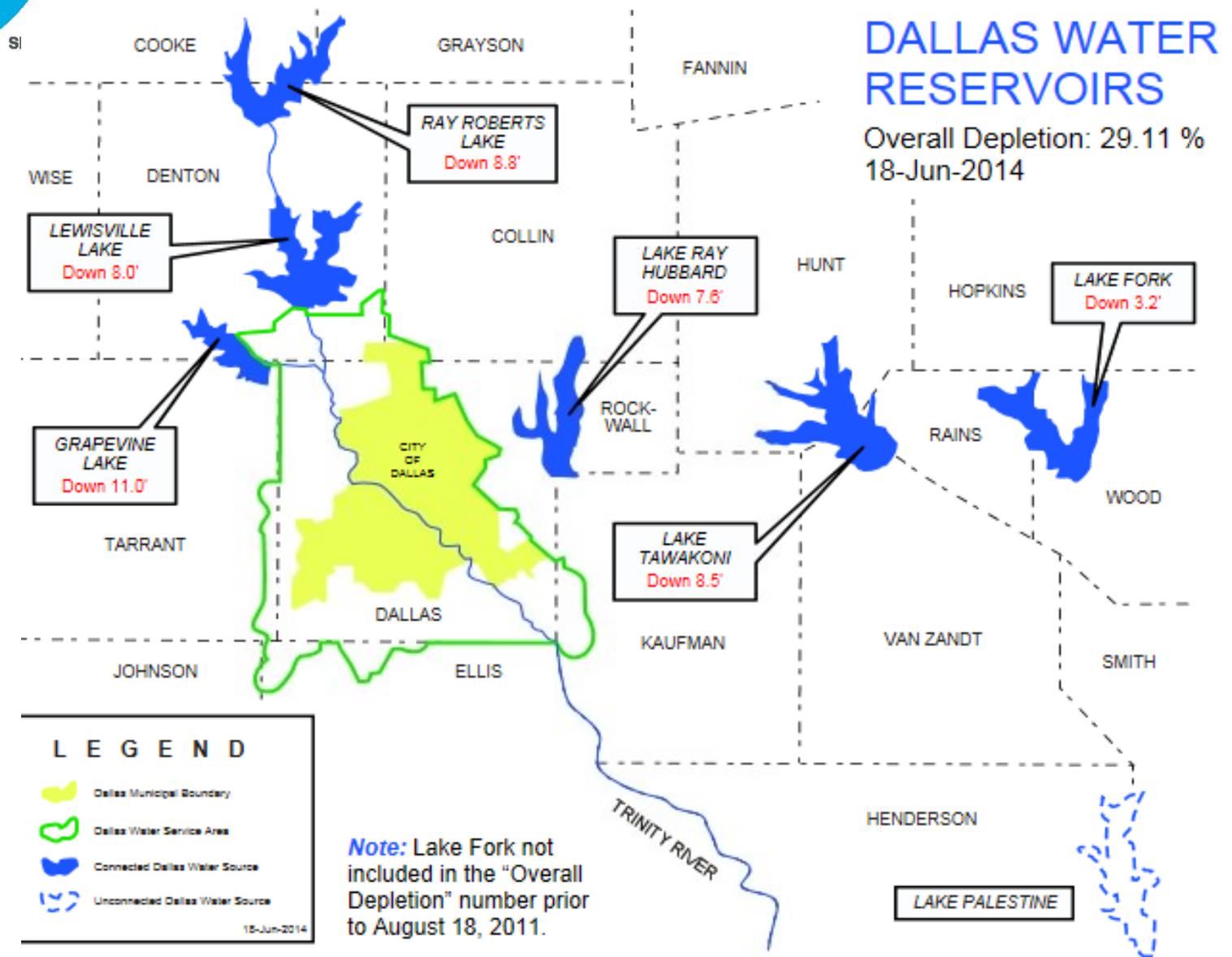


Moving forward

- Staff would like to move forward with:
 - Multi-Family Recycling Pilot Program
 - “What Can I Recycle?” educational advertising campaign
 - Make arrangements with City of Dallas to participate in the “Cease the Grease” program
 - Contact commercial property owners to find location for grease bin



Where do we get our water?





Drought Contingency Plans

- Purpose

- Conserve available water supply in times of drought and emergency water supply shortages
- Reaction to shortage in raw water supplies, excessive demand, or reduced distribution capacity
- Short-term measures to preserve water supply
- Separate from long-term, strategic water conservation measures to reduce behavioral and use patterns

- Uniqueness

- DCP's are different depending on the area, sources of water, and current issues that are being faced.
- Plan should be based on the municipalities access to the water supply



Addison's Ordinance - Stages

- **Stage 1 – Voluntary conservation – Current stage**
 - Limit watering to hours of 8 p.m. to 9:00 a.m.
 - Accelerate leak detection
 - Reduce Town landscape watering
- **Stage 2 – Twice weekly watering**
 - Based on last digit of address
 - Enforcement action begins
- **Stage 3 – Hand watering only**
 - On established day
- **Stage 4 – Prohibit all landscape watering**
 - Prohibit vehicle washing
- **Stage 5 – Emergency shortage**
 - Short term reduction to prevent public health emergencies



Communication Plan

- Customer's water bills
- Town of Addison's website
- Social Media (Facebook and Twitter)
- E-blasts
- Mayor's Newsletter
- Door hangers and other handouts
- Signage
- In an emergency situation we could potentially use CODE RED and/or direct call the major consumers



QUESTIONS?

Combined Meeting

R11

Meeting Date: 06/24/2014

Council Goals: Infrastructure improvement and maintenance

AGENDA CAPTION:

Presentation and discussion concerning the FEMA Flood Insurance Program and associated Floodplain maps.

FINANCIAL IMPACT:

N/A

BACKGROUND:

The Town contracts with Halff Associates for assistance with its floodplain issues. Representatives from Halff will brief council on some recent changes to the program and how they affect the Town.

The Town of Addison participates in FEMA's National Flood Insurance Program (NFIP) and the flood insurance and rate map have been recently updated and will go into effect on July 7th, 2014. The maps detail the areas within the Town that are considered floodplains, thereby allowing us to plan development more appropriately. There were no significant changes to the flood hazard data on the Flood Insurance Rate Map's for Dallas County. Therefore, the Town will use the preliminary Flood Insurance Rate Maps as the basis for adopting the floodplain management measures. Halff Associates reviewed all of the information and has recommended some minor changes to the flood damage prevention ordinance. Those changes have been administratively approved by FEMA and the ordinance language will be brought before Council at a later date.

RECOMMENDATION:

Combined Meeting

R12

Meeting Date: 06/24/2014

Council Goals: Infrastructure improvement and maintenance

AGENDA CAPTION:

Presentation, discussion, consider and take action authorizing the City Manager to enter into a contract with Atmos Energy Corporation for the relocation of a gas line on Addison Airport to accommodate the construction of a \$3 million aircraft hangar in the amount of \$57,328.57 and subject to the review and approval of the City Manager and City Attorney.

FINANCIAL IMPACT:

Funds are available in the Airport Fund.

BACKGROUND:

In order to accommodate a \$3 million hangar construction on Addison Airport, the Town has agreed to relocate the public and franchise utilities in the area. There is an Atmos gas line that runs into the lease site that must be relocated. Since this is a gas line relocation, only Atmos Energy can perform the work. They will engage a pre-qualified third-party contractor to perform the relocation. The Town is required to pay for the relocation within 90 days from the time of the completion of the project. The cost of the relocation is projected to be \$57,328.57. If, however, there are cost overruns due to unforeseen circumstances, the Town is required to pay the overage amount. If the project is less than the anticipated amount, the Town will reimburse that amount to Atmos Energy.

The agreement is subject to the review and approval of the city manager and the city attorney.

RECOMMENDATION:

Administration recommends approval.

Attachments

Atmos relocation agreement

Atmos gas line layout

RELOCATION AGREEMENT

Atmos Energy Corporation, ("Company") and Town Of Addison ("Applicant"), whose address is 16801 Westgrove Drive, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree as follows:

1. Company will Install 700 feet of 2 inch IP Poly gas main and abandon 600 feet of 2 inch IP Poly gas main to accommodate Town Of Addison Airport Improvement Project.
2. Upon execution of this Agreement, Applicant will deposit with Company \$57,328.57 . Within 90 days after the completion of the Project, Company will forward a statement to Applicant setting forth the total of the actual costs incurred by Company for the Project. If said actual costs are in excess of said Estimate, then Applicant will, within 15 days after receipt of such statement, reimburse Company for all such additional costs. If the statement establishes that the actual costs for the Project were less than the Estimate, then Company will, together with the statement, refund to Applicant the difference between the actual costs for the Project and the Estimate.
3. If easements are required, Applicant will provide Company two executed and notarized originals of the easement. Applicant will provide Easement exhibits in the form of a certified (Texas Registered Professional Land Surveyor) plat and metes/bounds description of the new easement. In addition, Applicant agrees to provide Company necessary temporary working easement and access to easement in order to design & construct Project.
2. Company's obligation to undertake the Project is subject to applicable laws, rules, and regulations of governmental authorities and to any delay occasioned by force majeure or events or conditions of whatever nature, which are reasonably beyond Company's control. Applicant understands that Company will not be obligated or required to undertake the Project prior to the construction of projects covered by contracts and authorizations that were entered into by Company prior to the date of execution of this Agreement by Company (the "Effective Date"), the construction of projects required to be constructed by the provisions of Company's franchise, or construction or repair required to maintain existing service.
3. Applicant will be responsible for any landscape restoration work required after Company has completed the Project, unless specifically stated in the project scope. Applicant agrees to hold Company harmless from any and all claims, demands, or judgments by other parties as a result of such restoration.
4. Title to the Project, including appurtenances, connections thereto, and extensions thereof, and including the right to use, operate, and maintain the same, will forever be and remain exclusively and unconditionally vested in Company, its successors and assigns.
5. Applicant will be responsible for any additional costs incurred by Company because of Applicant's failure to perform any of the obligations required of Applicant under this Agreement.
6. THIS AGREEMENT WILL BE CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, IRRESPECTIVE OF ANY CONFLICT OF LAWS PROVISIONS.

7. In no event will any Party be liable to any other Party or any third party for any incidental, special, indirect, consequential, punitive, or exemplary damages that might occur as a result of, relating to, or arising out of the Party's obligations under this Letter Agreement.
8. This Agreement constitutes the final expression of agreement between the parties and parol or extrinsic evidence is inadmissible to explain, vary, or contradict the express terms of this Agreement.

If the foregoing terms are acceptable to Applicant, please indicate by signing two (2) copies of this Relocation Agreement in the spaces provided below and return both to this office for execution by Atmos Energy. It is understood and agreed that this Relocation Agreement is conditioned on the approval of Atmos Energy's management as evidenced by Atmos Energy's execution in the space provided below. Following Atmos Energy's execution, one (1) fully executed original of this Letter Agreement will be returned for your file.

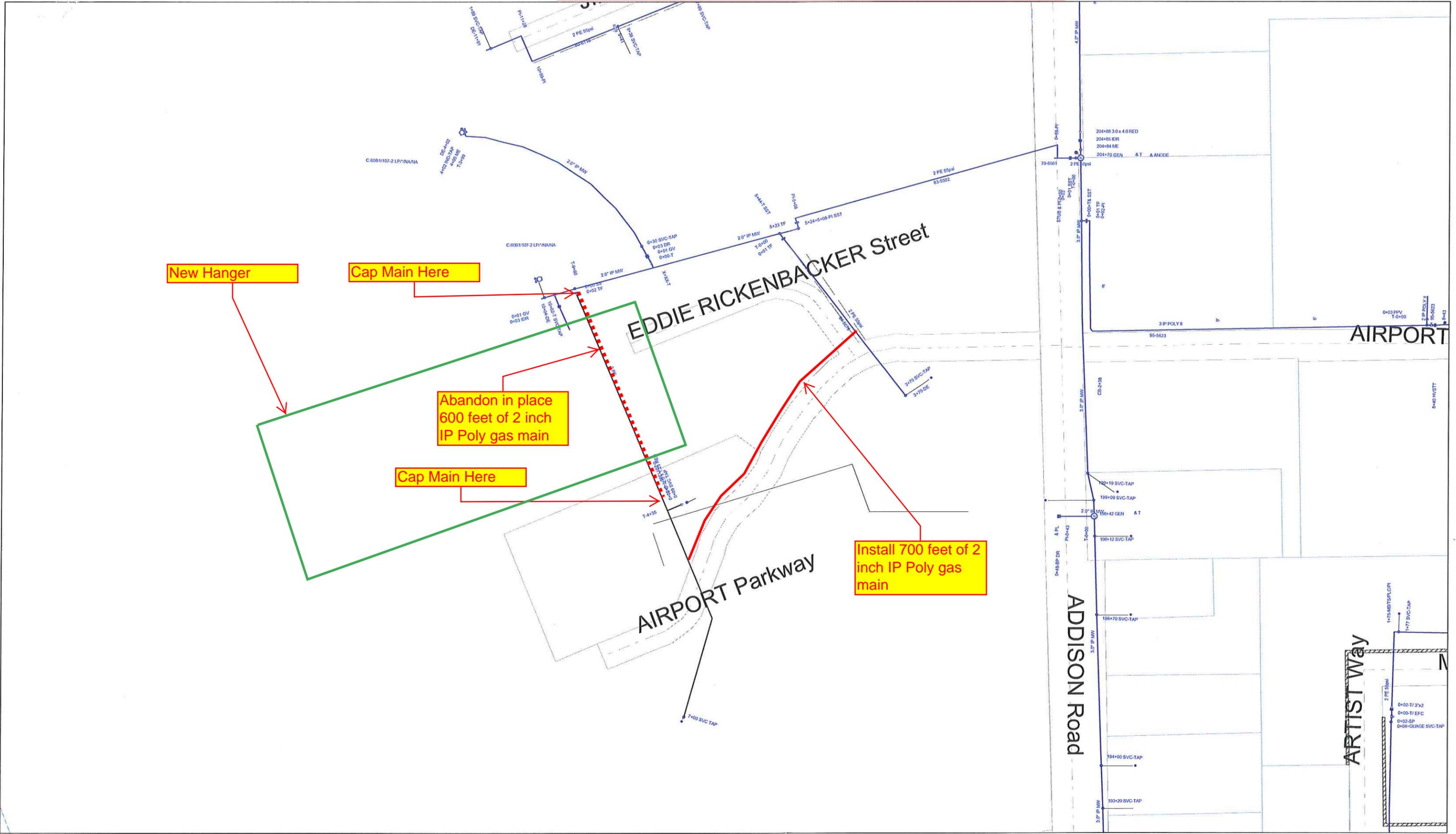
Town Of Addison

By: _____
 Printed Name: _____
 Title: _____
 Date: _____

Atmos Energy Corporation

By:  _____
 Printed Name: Richard Johnson
 Title: Project Manager
 Date: 05-30-2014

Any Questions, please contact Richard Johnson 214-673-1324



Combined Meeting

R13

Meeting Date: 06/24/2014

Council Goals: Infrastructure improvement and maintenance

AGENDA CAPTION:

Presentation and discussion regarding sanitary sewer capacity improvements and electric line relocations for proposed development at the southeast corner of Quorum Drive and Edwin Lewis Drive.

FINANCIAL IMPACT:

N/A

BACKGROUND:

AMLI Residential is considering a multi-family development on Quorum at Edwin Lewis that will house 353 apartment units and associated retail space on the 4.9 acre site. In the process of working with the developer, discussions were held concerning the interface that this development has with the Town's connectivity project and how the development could provide a much needed connection between Spectrum and Quorum Drives along the south side of the property. The developer is willing to accommodate the connection using their property.

There were also discussions about the proximity of the overhead electric and telecommunication lines on the west side of the project that severely hinder the ability to fully comply with the landscaping requirements and to provide a more walkable sidewalk and attractive streetscape. Before any decisions can be made as to whether undergrounding the utilities is feasible, a clear scope of work and costs needs to be determined.

Before the project can be recommended at the staff level, there are several sanitary sewer upgrades that will be needed to accommodate the expected flows from the apartment development. The developer understands and has agreed that he will be responsible for a percentage of the cost of the upgrades.

In order to move the discussion along, we need to make sure that this is a project that the council supports and wants staff to continue to develop. Staff proposes to engage an engineering firm to conduct preliminary engineering on the undergrounding of the electric service to determine the costs of that project. Depending on that cost, the City Council can then direct staff to begin final design and bid the project.

In order to facilitate this or any future development in this area, upgrades will need

to be made to the sanitary sewer system. With council's direction, we will engage Cobb Fendley Engineers who are already under contract with the Town to provide engineering services to complete the design of the upgraded system and determine the final cost share between the developer and the Town.

Staff will brief the City Council at the meeting.

RECOMMENDATION:

Administration recommends approval.

Combined Meeting

R14

Meeting Date: 06/24/2014

Council Goals: Infrastructure improvement and maintenance

AGENDA CAPTION:

Presentation, discussion, consider and take action approving and authorizing the City Manager to execute a contract with Halff Engineers for preliminary design services related to the possible undergrounding of electric and telecommunication lines along Quorum Road between Belt Line Road and the DART rail right-of-way for an amount not to exceed \$79,000.

FINANCIAL IMPACT:

Funds are available in the Utility Fund.

BACKGROUND:

AMLI Residential is considering a multi-family development on Quorum at Edwin Lewis that will house 353 apartment units and associated retail space on the 4.9 acre site.

There are currently electric and telecommunication lines that run on the eastside of Quorum from Belt Line Road to the DART right-of-way. The undergrounding of these lines would help enhance Quorum Road as the gateway into the Addison Circle area. It would also improve the walkability of the street once the electric poles were removed. The proximity of the overhead electric and telecommunication lines on the west side of the proposed multi-family project site hinders the ability to fully comply with the landscaping requirements and to provide a more attractive streetscape. Before any decisions can be made as to whether undergrounding the utilities is feasible, a clear scope of work and costs needs to be determined. Depending on that cost, Council can then direct staff to begin final design and bid the project.

Halff Engineers has submitted a proposal for preliminary design services that includes engineering services, surveying and easement acquisition services, and geotechnical and subsurface utility exploration services for an amount not to exceed \$79,000.

RECOMMENDATION:

Administration recommends approval.

Combined Meeting

R15

Meeting Date: 06/24/2014

Council Goals: Infrastructure improvement and maintenance
Implement bond propositions

AGENDA CAPTION:

Discussion, consider and take action regarding proceeding with the Belt Line Road utility undergrounding project; rescind construction award approval and rescind geotechnical award approval for Belt Line Road undergrounding project

FINANCIAL IMPACT:

The funds for Phase I are available in bond funds.

BACKGROUND:

In 2012, Addison voters approved a bond package that included the funds to move the utilities on Belt Line underground. The total amount of bond funds available for the undergrounding project from Marsh Lane to the Dallas North Tollway is \$20 million. Now that the cost of construction is known and other costs are being finalized, the available funds will not be sufficient to finish the project from Marsh to the Tollway. There are, however, sufficient funds to complete the project from Marsh to Midway depending on whether there are any necessary change orders on the project. The bid amount for the civil construction on Phase I is \$8,820,802. The total cost including the civil costs, land acquisition, costs to relocate the electric and telecommunication lines, design, construction management and inspection services, and a 4% contingency is estimated to be \$17,788,802.

Staff will review the costs as they are known today with Council and make a recommendation as to how to proceed.

RECOMMENDATION:

Attachments

[Belt Line Presentation](#)



Belt Line Utility Relocation



Phase I Summary of Cost

• Civil Construction	\$ 8,820,802
• Contingency	\$ 352,000
• Overlay	\$ 843,000
• Land Acquisition	\$ 930,000
• Oncor Reimbursement	\$ 4,600,000
• Telecom Reimbursement	\$ 400,000
• Engineering	\$ 1,206,000
• PM & Construction Inspection	\$ 362,000
• Appraisal fee	\$ 113,000
• Geotech & Materials Testing	\$ 91,000
• Direct Costs (Printing, Adv., Etc.)	\$ 71,000
Phase I Total	\$ 17,788,802



Phase II Estimated Costs

• Civil Construction	\$ 10,400,000
• Construction Contingency	\$ 1,040,000
• Overlay	\$ 843,000
• Land Acquisition	\$ 930,000
• Oncor Reimbursement	\$ 4,600,000
• Telecom Reimbursement	\$ 400,000
• Engineering	\$ 1,206,000
• PM & Construction Inspection	\$ 362,000
• Appraisal fee	\$ 113,000
• Geotech & Materials Testing	\$ 91,000
• Direct Costs (Printing, Adv., Etc.)	\$ 71,000
Phase II <u>Estimated</u> Costs	\$ 20,056,000



Options #1

- Continue with Phase I as designed. Complete design of Phase II. Decide whether to move forward once Phase II design complete
 - Follows bond committee recommendations
 - Costs for improvements not likely to be lower in the future
 - Bonds have been sold and a majority is restricted to work only on Belt Line Road
- Cost - \$18,900,000 (\$38,311,000 total project)



Option #2

- Rescind construction and geotech award. Complete design for Phase II
- Rebid project to include: Overlay, lane markings, ADA compliance, traffic signals, sidewalk expansions, corner clips, associated land acquisition, mid-block crossing
 - Project limits: Marsh to Tollway
 - Improves entire length of Belt Line
 - Overlay triggers ADA compliance
 - Mid-block crossing critical to pedestrian connectivity
- Cost - \$14,000,000



Option #3

- Rescind construction award. Complete design on Phase II: **\$2,728,000** (amounts already expended and amount to complete)
- Put undergrounding project on hold
- Restripe roadway from Marsh to Tollway - **\$435,516**
- Gather more information about improvements to Midway and Addison Roads
 - Complete design for Midway and repairs of Addison Road to determine bond amount
- Prepare bond package for street improvements



Option #3 continued

- Upkeep for Belt Line – FY15
 - Crack seal roadway - \$85,000
 - Spot repairs - \$40,000
- Upkeep for FY16
 - Crack seal roadway - \$60,000
 - Spot repairs - \$60,000
- Costs increase each year thereafter



Staff Recommendation

- Recommend Option #2 – complete Phase II design, overlay from Marsh to Tollway
 - Overlay has reached end of life
 - Increased maintenance to hold the roadway \$125,000 and climbing
 - Total FY14 street maintenance budget - \$100,000
- Cost - \$13,947,450
 - Includes cost already incurred (design, PM, geotech, appraisal fee), costs to complete Phase II design, overlay and associated elements

Combined Meeting

R16

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Discussion regarding the Elevated Storage Tank located within the Town adjacent to the southeast corner of the intersection of Surveyor Boulevard and Arapaho Road and the wind turbines located thereon.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting

ES1

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Closed (Executive) session of the Addison City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) on a matter in which the duty of the attorney(s) to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, regarding and pertaining to an Agreement for Advertising between the Town and Rodney Hand & Associates Marketing Communications, LP.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting

ES2

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Closed (Executive) session of the Addison City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) to seek the advice of its attorney(s) about a settlement offer and on a matter in which the duty of the attorney(s) to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, regarding and pertaining to Addison Airport and certain real property located at and within the Airport.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting**ES3****Meeting Date:** 06/24/2014**Council Goals:** N/A

AGENDA CAPTION:

Closed (Executive) session of the Addison City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) on a matter in which the duty of the attorney(s) to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code regarding, and to seek the advice of its attorney(s) about pending litigation, to wit: 3rd Eye Surveillance, L.L.C. v. The Town of Addison, Texas, Civil Action No. 6:14-CV-00536-JDL, U.S. District Court, Eastern District of Texas.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting

R17

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Discussion, consider and take action regarding and pertaining to an Agreement for Advertising between the Town and Rodney Hand & Associates Marketing Communications, LP.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting

R18

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Discussion, consider and take action regarding and pertaining to real property located at and within Addison Airport.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Combined Meeting

R19

Meeting Date: 06/24/2014

Council Goals: N/A

AGENDA CAPTION:

Discussion, consider and take action regarding and pertaining to pending litigation, to wit: 3rd Eye Surveillance, L.L.C. v. The Town of Addison, Texas, Civil Action No. 6:14-CV-00536-JDL, U.S. District Court, Eastern District of Texas.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:
