

DRAFT

REGULAR MEETING & WORK SESSION OF THE CITY COUNCIL

September 27, 2018

ADDISON TOWNHALL
5300 BELT LINE RD., DALLAS, TX 75254
5:30 PM DINNER & WORK SESSION
7:30 PM REGULAR MEETING

Present: Mayor Joe Chow; Mayor Pro Tempore Paul Walden; Deputy Mayor Pro Tempore Tom Braun; Councilmember Ivan Hughes; Councilmember Lori Ward; Councilmember Guillermo Quintanilla; Councilmember Marlin Willesen

WORK SESSION

1. **Call Meeting to Order:** Mayor Chow called the meeting to order at 5:30 pm in the Town Parlor.

2. **Present and Discuss the Council Calendar for October, November, and December 2018, and January 2019.**

PRESENTATION: *Assistant to the City Manager Caitlan Biggs* - The Town's Code of Ordinances requires the City Council to conduct two meetings per month but does include a provision to allow the City Council to change this schedule as necessary. Historically, Staff has presented the October through January meeting schedule to offer the City Council an opportunity to cancel or re-schedule meetings due to the holiday season. **COUNCIL COMMENTS:** Cancel the Tuesday, December 25th meeting. Other meeting dates to remain the same.

3. **Present and Discuss the Format for the Town Meeting on October 29, 2018.**

PRESENTATION: *Director of Public Communications Mary Rosenbleeth* – Twice a year during the spring and fall seasons the Town conducts a Town Meeting at the Addison Conference Centre. October 29, 2018, is the date set for the fall meeting. Staff asked for

suggestions for the Mayor and Council presentation(s), format and topics. A handout including suggested topics were distributed to Mayor and Council. **COUNCIL COMMENTS:** Presentation suggestions included the following: (1) presentations - Mayor Chow ten minutes and council member six minutes each; (2) consider interspersing videos between presentations; and (3) Staff will explore ways for those not in attendance to participate during the Q&A using Facebook or other online services.

Mayor Chow will open and close the meeting. Selected topics for the meeting: Mayor Chow - Farmer Branch Creek update and FY 2018-2019 Budget highlights; Mayor Pro-Tempore Walden - Public Safety and License Plate Recognition (LPR); Deputy Mayor Pro-Tempore Braun - on-going initiatives; Council Member Quintanilla - Airport Development, Customs Building; Council Member Hughes - Addison Circle Special Area Study/Cotton Belt Status Update; Council Member Ward - Economic Development Update; and Council Member Willesen - Non-Profit Partnerships.

4. **Present and Discuss the Appointment Process for the Town's Municipal Judge and Alternate Judges.**

PRESENTATION: Deputy City Manager Cheryl Delany: The Town has one Municipal Court Judge and two alternate judges whose two-year terms expire on December 31, 2018. Each judge has requested re-appointment. Staff will distribute evaluation forms to various individuals who interact with the judges and provide results to the City Council. The City Council will review the evaluation forms and conduct individual interviews with each candidate during Executive Session. Council has an option to direct Staff to prepare documents to re-appoint one, two or three of the judge candidates or begin soliciting applications and hold interviews in November.

COUNCIL COMMENTS: After evaluations are returned the City Council may interview each judge on October 9, 2018.

5. **Present and Discuss an Overview of the Water Tower Theatre Operations and Productions.**

PRESENTATION: Artistic Director Joanie Schultz, Board Members – Ron Whitehead, Barbara Daseke, Roslind Benjet, Nancy Brenner: WTT Board Members updated the Council on their current financial issues, operations, and production schedules. They reported their Spring Gala fundraiser was not as successful as in the past. Board Members requested the City Council disburse the \$295,900 FY 2018-2019 grant on October 1. The grant award contract sets the payment schedule and authorizes Staff to adjust the payment schedule if needed. **COUNCIL COMMENTS:** The City Council expressed their support for disbursement of the \$295,000 upon the request of the Water Town Theatre Company per the terms of the existing agreement. Under that agreement, City Manager Pierson has the authority to disburse funds in advance upon request.

REGULAR MEETING

Pledge of Allegiance

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

6. **Public Comment:** *The City Council invites citizens to address the City Council on any topic not on this agenda. Please fill out a City Council Appearance Card and submit it to a city staff member prior to Public Participation. Speakers are allowed up to three (3) minutes per speaker with fifteen (15) total minutes on items of interest or concern and not on items that are on the current agenda. In accordance with the Texas Open Meetings Act, the City Council cannot take action on items not listed on the agenda. The Council may choose to place the item on a future agenda.*

No citizens requested to address the City Council on a topic not on the agenda.

Consent Agenda: *All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

7. **Consider Action to Approve the Tuesday, September 11 Meeting and Monday, September 17th Joint Meeting Minutes.**
8. **Consider Action on a Resolution to Approve the Naming Rights for the Main Stage of the Addison Theatre Centre.**
9. **Consider Action on a Resolution to Amend the Community Partners Bureau Policies to Identify that Community Partners are Non-Profit Organizations with a Public Purpose, Remove the Option of an Appointment of a Community Partners Bureau Chair, and to Appoint Individuals to the Community Partners Bureau.**
10. **Consider Action on a Resolution to Approve an Agreement with the Texas Department of Transportation to Participate in the Routine Airport Maintenance Program (RAMP) Grant for Airport Improvements at Addison Airport and Authorize the City Manager to Execute the Agreement in an Amount not to Exceed \$50,000.**

Mayor Chow called for any questions to withdraw any items from the Consent Agenda for separate consideration. Council Member Hughes asked to have CONSENT AGENDA Item #8 removed for separate discussion and action.

MOTION: Mayor Pro-Tempore Walden moved to approve CONSENT AGENDA Items 7, 9

and 10 as presented. Council Member Ward seconded the motion. Motion carried unanimously.

Resolution No. R18-77: Amend Community Partners Bureau Policies

Resolution No. R18-78: Approve Texas Department of Transportation RAMP Grant Application

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CONSENT AGENDA Item 8: Consider Action on a Resolution to Approve the Naming Rights for the Main Stage of the Addison Theatre Centre.

Council Member Hughes stated that he could not act on this item without expounding on the many contributions made by former Director Terry Martin who spent seventeen seasons as WaterTower Theatre's Artistic Director. A professional actor, teacher, and adjunct professor under whose leadership the Theatre became an of the leading regional theatres in Texas. Mr. Martin is now serving as Head of Fine Arts at the Greenhill School in Addison. The donation in honor of Mr. Martin was made by Mr. Stan Garner, current board member and vice president of the WTT Board. The Naming Rights Policy for WTTT allows exclusive rights to the naming of areas within the Theatre in exchange for a donation of \$50,000 paid over a five-year period at \$10,000 per year. The WTT Board received and approved a proposal from Mr. Garner to name the Addison Theatre Center's Main Stage the "Terry Martin Main Stage." Mr. Garner addressed the City Council and stated that as we approach the future it was important to honor the past. In closing he stated that he and Joanie Schultz love Terry Martin. Mr. Schultz thanked and acknowledged Mr. Martin's many contributions. She looks forward to the October 15 presentation of the Terry Martin Main Stage and season opening theatre production.

MOTION: Council Member Hughes moved to approve CONSENT AGENDA Items 8 as presented. Deputy Mayor Pro-Tempore Braun seconded the motion. Motion carried unanimously.

Resolution No. R18-76: Naming the Main Stage of the Addison Theatre Centre – The Terry Martin Main Stage.

Regular Items

11. **Present, Discuss, and Consider Action on an Ordinance to Amend the Town's Annual Budget for the Fiscal Year Ending September 30, 2018.**

Budget Manager Terri Doby presented the amendment to the Fiscal Year 2018 budget ending September 30, 2018. She stated that the City Charter provides that the budget may be Amended or changed under conditions which may occur which could not reasonably have been foreseen in the normal process of budget planning. The first change is a housekeeping item amending the General Fund to move \$81,294 which should have been accounted for in the Grant Fund

Account. This amount represents the grant award for fire department equipment from the Metrocrest Hospital Authority. Secondly, an amendment to the Hotel Fund for an expenditure of \$75,400 for the design the Addison Circle Fountain Repair Project was presented. Additionally, a request for an amendment to the Hotel Fund of \$365,570 for the 2018 Oktoberfest event was withdrawn because it was determined that it would no longer be necessary due to the weather impact on this year's event. And lastly, Capital Improvements Program budget was amended by allocating \$2,200,000 for the Belt Line Overlay Project.

MOTION: Deputy Mayor Pro-Tempore Braun moved approval of Item 11 two make the budget amendments as presented. Council Member Hughes seconded the motion. Motion carried unanimously.

Ordinance No. O18-35: Ordinance to Amend the Town's Annual Budget for the Fiscal Year Ending September 30, 2018.

12. **Present, Discuss, and Consider Action on a Resolution for Appointments to the Development Code Review Special Project Committee.**

Assistant Director of Development Services Charles Goff reported a professional services agreement was approved on June 26th to review the Towns current develop regulations and assist in the development of a new unified development code. The contractor, Clarion Associates, LLC, recommends a special project committee be appointed to provide local advisory assistance to Staff and Clarion Associates, LLC. Based on their experience committee size should be limited to 8-10 members of individuals with a background in zoning, development, and other codes. Council authorized Staff to seek individuals interested in this two-year project. City Manager Pierson announced those submitting applications for this committee as follows:

Taylor Bowen	Joseph Hornisher
Dwayne Brinkley	Jimmy Niemann
EJ Copeland	Liz Oliphant
Jim Duffy	Trey Swindle
Jason Ennis	Dudley H. Watson
Michael Hope	Don Wilder

Council Member Hughes opined it was a good idea to appoint the twelve individuals who applied. Deputy Mayor Pro-Tempore concurred stating that this was a two-year commitment and all the individuals who have applied are qualified.

MOTION: Deputy Mayor Pro-Tempore Braun moved to appoint all applicants presented in the council agenda packet. Mayor Pro-Tempore Walden seconded the motion. Motion carried unanimously.

Resolution No. R18-29: Appointing Taylor Bowen, Joseph Hornisher, Dwayne Brinkley,

Jimmy Niemann, E. J. Copeland, Liz Oliphant, Jim Duffy, Trey Swindle, Jason Ennis, Dudley H. Watson, Michael Hope and Don Wilder to the Development Code Review Special Project Committee.

13. **Present and Discuss the Municipal Debt Issuance Process for Public Projects (Debt201).**

Deputy City Manager Cheryl Delany presented Debt 201 as a follow-up to the “Debt 101” presentation in January 2018. Ms. Delaney provided a brief overview of the Debt 101 presentation and described the debt issuance process, current short-term debt needs, bond election history, bond projects progress, lessons learned from previous bond elections, current bond capacity and an overview of a methodology to identify and prioritize future needs for capital improvements. Town Financial Advisor Nick Bulaich, Hilltop Securities Managing Director assisted with the presentation.

Mayor Pro-Tempore Walden inquired as to the status of the permanent electronic signage structure on Belt Line which was approved in the 2000 Bond Election. City Manager Pierson reported that there were no plans for this project at this time as staff has been focused on other Council priorities. Mayor Pro-Tempore Walden stated that this project was approved in a Bond Election and at some time we need to execute the will of the people and complete this process. Council Member Hughes questioned if there was some flexibility on the use of the bond funds for signage. He stated that the Belt Line Enhancement Committee has entertained the idea of monument signs. City Manager Pierson reported that the intent of the 2012 bond funds for the signage was to replace the event banners placed above Belt Line Road but staff can look into flexibility of the funding source for application to other signage projects. Presentation and discussion only, no action required.

14. **Present, Discuss, and Consider Action on a Resolution for an Agreement with Dallas Demolition for the Demolition of the Addison Airport Customs and Border Protection Facility Site and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$132,516.29.**

Lisa Pyle, Director of Infrastructure and Development Services, stated that solicitation for the demolition of the Customs and Border Protection facility site at Addison Airport was conducted on August 13th. Three bids were received and Staff recommends awarding the bid to Dallas Demolition who is the lowest responsible bidder in an amount not to exceed \$132,516.29. Ms. Pyles stated that the project estimate from the Town’s engineering consultant (Garver) of \$516,650 was conservative and included premium costs based on restricted access and security costs of airports in the DFW region, which did not materialize in this bid. Upon receiving Notice to Proceed, the contractor will have 60 calendars to complete the work to the point of substantial completion. After that, the contractor will have an additional 20 calendar days to be 100% complete.

MOTION: Mayor Pro-Tempore Walden moved to approve Item 14 as presented. Deputy Mayor Pro-Tempore Braun seconded the motion. Motion carried unanimously.

Resolution No. R18-80: Awarding Bid for Demolition of the Addison Airport Customs and Border Protection Facility Site to Dallas Demolition in an amount not to Exceed \$132,516.29.

15. **Present and Discuss the Finance Department Quarterly Financial Report of the Town of Addison for the Third Quarter Ended June 30, 2018.**

Budget Manager Terri Doby presented the Third Quarter Financial Report to the City Council. Fiscal year-to-date revenue and expenditures were reported for all funds. Notable items included:

- General Fund – (1) total revenue is approximately \$3.6 million more than received in 3rd quarter of FY 2017 due to sales tax audit collections; (2) rental income projection was incorrect and did not correctly project review after the sale of city-owned restaurant properties.
- Hotel Fund – (1) revenues of \$5.4 million is \$271,000 less than at this time last year. This is being experienced throughout the DFW metroplex due to the number of facilities available in the area; (2) overall the Fund is below 70% of FY 2018.
- Airport Fund – (1) Revenue is approximately \$4.3million, compared to \$4.1 million in prior year; (2) expenses are approximately \$3.4 million resulting in operating income of around \$852,000.
- Utility Fund – (1) Revenue is approximately \$8.2 million compared to \$6.9 million in prior year resulting from increased water and sewer rate and recovery of insurance proceeds of \$800,000; (2) Expenses total approximately \$9.1 million.
- Stormwater Fund – (1) Revenue totaled \$1.5 million or 74.2% of projected; and (2) Expenses total approximately \$683,000 or 53.1% of FY 2018 budget.

Discussion item only, no action required.

Adjourn Meeting

There being no further business before the City Council, Mayor Chow adjourned the meeting.

TOWN OF ADDISON, TEXAS

Mayor Joe Chow

ATTEST:

Irma G. Parker, City Secretary