

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL WORK SESSION

January 8, 2019

Addison Town Hall, 5300 Belt Line Rd., Dallas, TX 75254
5:30 p.m. Executive Session & Work Session
7:30 Regular Meeting

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

1. **Call Meeting to Order:** Mayor Chow called the meeting to order at 5:36 pm.

2. **Closed (executive) session of the Addison City Council pursuant to:** Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, pertaining to:
 - **Chapter 70 of the Code of Ordinances Related to Right-of-Way Management and the Installation of Network Nodes and Node Support Poles Pursuant to Texas Local Government Code, Chapter 284.**

Mayor Chow convened the City Council into Closed Executive Session at 5:37 pm.

3. **RECONVENE INTO REGULAR SESSION:** In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

Mayor Chow reconvened the City Council into Open Session at 6:37 pm. No action taken.

WORK SESSION

4. **Present and Discuss the Citizen Survey Results.**

Presentation: *Mary Rosenbleeth, Director of Public Communications; Jason Morado, Sr. Project Manager – ETC Institute* – In April 2018, ETC Institute was hired to conduct a survey to assess resident satisfaction with Town services. A total of 3,000 residents were randomly selected to receive surveys with 407 residents responding to the survey via mail and internet. Mr. Jason Morado presented the survey findings to the Council. Overall the survey results indicated residents were either satisfied or very satisfied with Town services. COUNCIL COMMENTS: Council requested that the City Manager share with Staff Council's appreciation for the work they do to deliver high-quality services to residents.

REGULAR MEETING

Pledge of Allegiance

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

5. **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 appeared and requested to address the City Council on a topic not on this 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.*

6. **Consider Action to Approve the December 11, 2018 Work Session and Regular Meeting Minutes.**
7. **Consider Action to Approve a Resolution Adopting a Policy for Managing Data Collected by License Plate Recognition and Optical Camera Technologies.**
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8. **Consider Action to Approve a Resolution for a Contract Agreement for Custodial Services at The Addison Conference And Theatre Centre, Pavilion, Stone Cottage, Police Station, Addison Circle Police Substation and Vitruvian Police Substation With Regent Services and Authorize the City Manager to Execute the Agreement in an Amount not to Exceed \$64,831.44.**
9. **Consider Action to Approve a Resolution Approving the Fourth Amendment to a Ground Lease Between the Town of Addison and 6200 GP, LLC for Commercial Aviation Use on Property Located at 4550 Jimmy Doolittle Drive, Authorizing the City Manager to Execute the Agreement, and Providing an Effective Date.**
10. **Consider Action to Approve Change Order Number 1 to the Professional Services Agreement with Criado and Associates, Inc., for the Oaks North Drainage Improvements Design and Authorize the City Manager to Execute the Change Order in an Amount not to Exceed \$35,555.**

Mayor Chow called for any requests to remove any Item from the CONSENT AGENDA to be discussed individually. Council Member Hughes requested that Item #10 be removed from the CONSENT AGENDA to be discussed individually. Mayor Chow called for a motion to approve CONSENT AGENDA Items 6 through 9.

MOTION: Deputy Mayor Pro-Tempore Braun moved to approve CONSENT AGENDA Items 6-9. Council Member Ward seconded the motion. Motion carried unanimously.

ITEM #10: Change Order Number 1 in amount not to Exceed \$35,555 for Oaks North Drainage Improvements.

Council Member Hughes requested this Item be removed from the CONSENT AGENDA to discuss separately. The Change Order represents cost to incorporate additional design identified by consultants for both Oaks North and Monfort Drive drainage improvements. Council Member Hughes advised he had been contacted by Oaks North residents and the HOA president for project clarification and information. A meeting was conducted to review the scope of work for this project with a request made by residents of the Oaks North subdivision to add additional design items to the project. Council Member Hughes advised he had discussed the tabling of this item with City Manager Pierson. Mayor Chow asked Assistant Director of Infrastructure Jason Shroyer if he had any problem or issue with postponing action on this Change Order. Mr. Shroyer advised he did not have an issue with this request.

TABLE: Council Member Hughes moved to table CONSENT AGENDA Item #10. Deputy Mayor Pro-Tempore Braun seconded the motion. Motion carried unanimously.

Resolution No. R19-001: Data Management Policy for data collected by License Plate Recognition & Optical Camera Technologies

Resolution No. R19-002: Custodial Contract - Regent Services

Resolution No. R19-003: Ground Lease Amendment 4550 Jimmy Doolittle Drive – 6200 GP, LLC

Regular Items

11. **Present, Discuss, and Consider Action on a Resolution approving a Software License and Services Agreement Between the Town of Addison and Mark43, Inc., for the Evaluation, Consultation, Implementation, customization, Data Conversion, and Configuration of the Software as a Service for Police Records Management System and Authorize the City Manager to Execute the Agreement in an Amount not to Exceed \$488,321.**

Executive Director of Business Performance & Innovation/Interim Deputy City Manager Hamid Khaleghipour presented this item to Council. He advised that as part of the planning and implementation of the North Texas Emergency Communication Center (NTECC) with the cities of Carrollton, Coppell and Farmers Branch, that each entity had initially agreed to pursue a shared Records Management Software. With delays in establishing the NTECC, the cities of Coppell and Farmers Branch decided to retain their current provider. The Town and City of Carrollton determined that it would be more efficient to partner in the procurement of a new system. Through a Request for Proposal process, Mark43 was identified as the preferred vendor by both cities. This purchase will be paid for from the 2012 Consolidated Dispatch Bond Funds. Additionally, the Town applied for a \$95,000 grant from the NCS-X NIBRS Implementation Assistance Program that will be used to reimburse the Town for part of the cost of the new system.

MOTION: Mayor Pro-Tempore Walden moved to approve Item #11 as submitted. Council Member Hughes seconded the motion. Motion carried unanimously.

12. **Present, Discuss, and Consider Action on an Ordinance Calling and Ordering the May 4, 2019 General Election.**

City Secretary Parker presented the item to Council. Ms. Parker explained that the Town will enter into a Joint Elections Contract with Dallas County Election Administration (DCEA) for this election. All procedures will remain the same as in previous years; however, Staff requested that Fire Station #2 be reconsidered as an Election Day Voting location. Fire Chief David Jones shared the issues driving the request to consider an alternative location to Fire Station #2 which included: removal of fire apparatus to accommodate voting operations, the delivery and storage of election equipment and supplies, and limited bathroom facilities at Fire Station #2 prevents Staff from being able to separate voters and election officials from the fire station office and housing areas, especially when fire fighters are responding to emergency calls. Staff proposed moving Election Day voting activities from Fire Station #2 to the Addison Athletic Club.

Mayor Chow inquired if Athletic Club would be closed for the election. City Manager Pierson stated that the Club would not be closed for members. Staff would identify a specific area where

the election would be conducted possibly the gym, a racket ball court or the multipurpose room. No official change can be made until it is approved by DCEA officials. Mayor Chow stated that the Athletic Club would offer a nicer, cleaner, safer and more accessible voting location but on the CON side of this request is that attendees would not be able to access the area used for voting for that day. Council Member Ward reported that there is also a congestion problem at Fire Station #2. Chief Jones added that there was a parking problem at Station No. 2 as it only has five parking places.

Deputy City Manager Ashley Mitchell advised that making this decision early would provide enough time to inform voters of the change. In addition, DCEA will notify voters of any voting location change. Council Member Willesen asked if the bathroom facilities could be locked at Fire Station #2 so that attendees would have to go to the Athletic Center for facilities? Staff advised once the bay doors are open that the doors that access the internal body of the station do not lock. Deputy Mayor Pro-Tempore Braun inquired as to the final cost of the election. Mayor Chow reported that the cost was around \$5,000. City Secretary Parker stated that the final cost would be determined by the number of entities participating in the election as the cost was split between all the entities. Council Member Willesen inquired if this was a permanent change and include the presidential election. City Manager Pierson stated that if this location did not work and a lot of complaints were received then this may be discussed again, and another location be submitted for consideration.

MOTION: Council Member Hughes moved to approve Item #12 relating to an ordinance for calling and ordering the May 4, 2019 General Election as submitted with the exception of changing Election Day voting from Fire Station #2 to the Addison Athletic Club. Deputy Mayor Pro-Tempore Braun seconded the motion. Motion carried 6 to 1 with Council Member Willesen voting against.

Adjourn Meeting

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

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

Irma G. Parker, City Secretary