

# DRAFT

## OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL WORK SESSION & REGULAR SESSION

September 24, 2019

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

5:00 p.m. Work Session

7:30 Regular Meeting

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

**Absent:** Mayor Joe Chow

1. **Call Meeting to Order-** Mayor Pro Tempore Braun called the meeting to order.

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### WORK SESSION

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2. **Present and Discuss the Format for the Town Meeting on October 14, 2019.**

**Presentation:** Mary Rosenbleeth, Director of Communications, provided a handout to the Council regarding the format and proposed topics for the Town Meeting scheduled on October 14, 2019 at 7 p.m. Proposed topics included the upcoming bond election, Midway Road, budget and tax rate, and economic development.

**COUNCIL COMMENTS:** Council Members reviewed the topics and format for the Town Meeting and provided feedback and suggestions.

3. Present and Discuss a **Voting Location Change Request Made by Dallas County.**

**Presentation:** City Secretary Irma Parker advised the Council that Dallas County Elections will begin using “Vote Centers” in the future that will allow Dallas County residents to vote at any Dallas County polling location. As a result, Dallas County has requested the Town of Addison

select a location within the Town that is suitable to designate as a Vote Center. Currently, Election Day voting is conducted at Fire Station 1 and Station 2, and Early Voting is conducted at Station 1. Both locations have limited parking and are not ADA compliant. Ms. Parker added that the current locations can be used for the next two years however plans need to be made for an alternate site to serve as the future Vote Center location.

Ms. Parker reviewed two possibilities for a new polling location. The Addison Conference and Theater Centre was preferred by Dallas County Elections however that building is not an option because it is utilized for special events at the same time as the elections. The Addison Athletic Club is the secondary location. The Council had previously decided not to use that facility for a polling location. City Manager Wes Pierson provided an aerial map of the Athletic Club facility and presented a possible solution. He advised that a room currently designated for the lifeguards could be used for voting with minimal adaptations.

**COUNCIL COMMENTS:** Several Council Members provided positive comments regarding use of the Athletic Club. City Manager Pierson advised that staff will resolve any issues with use of this room at the Athletic Club.

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4. **Present and Discuss Rules for Public Comments During Open Meetings.**

**Presentation:** City Manager Pierson advised that this item is regarding House Bill 2840 that was recently passed by the Texas Legislature and became law as of September 1, 2019. This legislation created the right for members of the public to address the Town Council at an open meeting. Attorney Brenda McDonald briefed the Council on the text of the Bill, noting that it only applies to open and regular sessions of the Council. Therefore, work sessions and executive sessions are not included.

**COUNCIL COMMENTS:** Discussion followed as to when and how Addison wants to receive public comments. The consensus was to keep all public comments at the beginning of the Regular meeting as it is currently. It was noted that the Mayor has the discretion to allow for public comments as deemed appropriate. Three (3) minutes per person will be allowed for public comment on each agenda item or for an item not on the agenda. Each speaker will be required to fill out a Council Appearance Card. There will not be a total time limit for public comments. Comments on Public Hearing items will typically be heard during the discussion on those items.

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5. **Present and Discuss the 2020 United States Census and Complete Count Committee.**

Olga Chernomorets, Planning and Development Manager, reviewed with the Council what a census is and explained that the U.S. Constitution requires a census be conducted every ten (10) years. She explained how census data is used, adding that the data collected is confidential and can be used only for statistical purposes. Census data can be published only after 72 years have passed since a census was conducted. Dallas County is partnering with cities and seeking qualified vendors to oversee and perform a 2020 Census Participation Initiative. A vendor will be selected in November. The Town of Addison is requested to contribute \$5,000 toward this initiative.

The 2020 Census Participation Initiative includes having a Complete Count Committee that is established in each community to increase awareness and motivate residents to respond to the census. Addison Council Members will each be able to appoint two (2) residents to serve on the committee. Goals and roles of this committee were reviewed. A Response Outreach Map indicating previous census response levels and a timeline for the census were presented. An interlocal agreement with Dallas County 2020 Census Participation Initiative was an item on this Consent Agenda.

COUNCIL COMMENTS: There was a brief discussion regarding how the Complete Count Committee will be utilized.

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## REGULAR MEETING

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### Pledge of Allegiance

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### Announcements and Acknowledgements regarding Town and Council Events and Activities

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### Discussion of Events/Meetings

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**Public Comment:** *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

No residents or audience members requested to speak.

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**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.*

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6. **Consider Action on the Minutes of the August 27, 2019 City Council Meeting.**
  7. **Consider Action on a Resolution Approving the Right of Entry Permit Between the Town of Addison and Dallas Area Rapid Transit (DART), for Entering a Property to Conduct Surveys, Geotechnical Investigations and Subsurface Utility Investigations, and Authorizing the City Manager to Execute the Permit.**
  8. **Consider Action on a Resolution Approving the Agreement Between the Town of Addison and PFL Industries, LLC D/B/A Perfect Finish Landscape for Sherlock**
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**Drainage Project and Landscape Irrigation Restoration in the Amount of \$65,000 and at its Sole Discretion, the Town May Request Additional Items in the Amount of \$10,000, and Authorizing the City Manager to Execute the Agreement.**

9. **Consider Action on a Resolution Approving a Change Order in the Amount of \$90,000 to Vector Fleet Management, LLC, for Fleet Maintenance Work Performed in the 2018-2019 Fiscal Year, and Authorizing the Payment.**
10. **Consider Action on a Resolution Approving an Interlocal Agreement with Dallas County for a \$5,000 Contribution to the Regional Census Fund, and Authorizing the City Manager to Execute the Agreement in an Amount not to Exceed \$5,000.**

Mayor Pro Tempore Braun called for a motion to approve the Consent Agenda.

**MOTION:** Council Member Hughes moved to approve the Consent Agenda items. Deputy Mayor Pro Tempore Ward seconded the motion. Motion carried unanimously.

**Resolution No. R19-067: (7) DART Right of Entry Permit.**

**Resolution No. R19-068: (8) PFL Industries, LLC dba Perfect Finish Landscape Sherlock Drainage Project and Landscape Irrigation Restoration.**

**Resolution No. R19-069: (9) Vector Fleet Management LLC Change Order.**

**Resolution No. R19-070: (10) Regional Census Fund Agreement with Dallas County.**

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## Regular Items

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11. **Present, Discuss, and Consider Action on a Resolution Approving an Agreement for Debris Monitoring Services Between the Town of Addison and DebrisTech, LLC., for Debris Monitoring and Consulting Services Associated with Debris Removal Due to a Natural or Man-Made Disaster and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$1,000,000.**

Shawn Cheairs, Management Assistant for Public Works and Engineering Services Department presented this item. He advised that Addison has teamed with four (4) neighboring cities to select DebrisTech as the contractor to monitor the process by which the debris left from a man-made or natural disaster is recognized, classified, cataloged, and tracked as it is removed from the Town for disposal. It is not the actual removal of the debris. The components of the agreement include the coordination of the removal of the debris as well as assistance in the Town's reimbursement efforts from the Federal Emergency Management Agency (FEMA). Funds will be paid to the contractor only if there is a major event and as their services are used. A debris removal company will be selected independently by each city in the future.

**MOTION:** Council Member Walden moved to approve Item 11 as presented. Council Member Hughes seconded the motion. Motion carried 5 to 1 with Council Member Willesen voting against.

**Resolution No. R19-071: DebrisTech, LLC Agreement for Debris Monitoring/Consulting Services.**

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12. **Present, Discuss, and Consider Action on an Ordinance to Amend the Town's Annual Budget for the Fiscal Year Ending September 30, 2019 to Appropriate Funds for Storm Cleanup and the Sales Tax Audit, and to Reflect the Receipt of Insurance Proceeds; Providing that Expenditures Shall be Made in Accordance with Said Budget as Amended.**

Budget Manager Terri Doby presented this item. She reviewed the Town's Financial Policies regarding the amendment process. She presented three proposed amendments as follows:

General Fund

The first amendment moves funding from the General Fund fund balance into the Parks Department budget to cover the costs of the June 2019 storm cleanup in the amount of \$235,000.

The second amendment adds funding to the Finance Department for payment to the Town's sales tax audit firm for audit collections. This payment in the amount of \$305,000 can be funded from the increase in sales tax collections with no impact to fund balance.

Hotel Fund

This amendment is needed for the Addison Theatre Centre. Insurance proceeds in the amount of \$12,880 have been received for an accident that resulted in equipment damage. This amendment adds funding to cover the costs of replacing the damaged equipment.

**MOTION:** Council Member Ward moved to approve Item 12 as presented. Council Member Walden seconded the motion. Motion carried unanimously.

**Ordinance No. O19-42: FY 2019-2020 Budget Amendment.**

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**Adjourn Meeting**

There being no further business to come before the Council, Mayor Pro Tempore Braun adjourned the meeting.

**TOWN OF ADDISON, TEXAS**

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Tom Braun, Mayor Pro Tempore

**ATTEST:**

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Irma G. Parker, City Secretary

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