

# **DRAFT**

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

**February 25, 2020**

**Addison Town Hall, 5300 Belt Line Rd., Dallas, TX 75254  
5:45 p.m. Work Session  
7:30 p.m. Regular Meeting**

**Present:** Mayor Joe Chow; 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.

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**1. Call Meeting to Order:** Mayor Chow 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 April 6, 2020.**

Director of Public Communications Mary Rosenbleeth presented this item. She advised the April 6, 2020 Town Meeting will be held at 7:00 p.m. at the Addison Conference Centre. The format is to be the same as in previous years. Ms. Rosenbleeth asked Council Members to decide the topics.

**COUNCIL COMMENTS:** Council Member Willesen advised that he would like to have the City Manager on stage with the Council. Council Member Walden added that the City Manager should be the one to answer any administrative questions and the Mayor should respond to policy questions. The following is a list of subject matters+ and the Council Members who will present them.

- Mayor Chow will open and close the meeting and include in his comments information on the Charter Election, Census, Citizens Academy, and Taste Addison.
- Council Member Hughes- Beltline 1.5 Beautification Master Plan
- Council Member Willesen- Transit Oriented Development (Silver Line)

- Deputy Mayor Pro Tempore Ward- Economic Development and Airport
- Mayor Pro Tempore Braun- Addison Grove Development, Trails Master Plan and Redding Trail Update
- Council Member Walden- Public Safety
- Council Member Quintanilla- Bond Projects Timeline and Update

It was determined that each speaker will be allowed 7 minutes to speak.

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**3. Present and Discuss the Potential Adoption of the Town’s Building Codes Including the International Code Council 2018 Codes and the 2017 National Electrical Code.**

Director of Development Services Charles Goff presented this item. He explained that the purpose of building codes developed by the International Code Council (ICC) is to help ensure safe, sustainable, and resilient structures. They are the most widely accepted and comprehensive set of model codes used in the United States. They are commonly used in conjunction with the National Electrical Code. Mr. Goff stated that the Town currently operates under the 2012 International Code Council (ICC) Codes and the 2014 National Electrical Code. New versions of these codes are released every three years and staff is proposing that the Town adopt the 2018 ICC Codes and the 2017 National Electrical Code. The codes being proposed for adoption include the following:

- 2018 International Building Code
- 2018 International Residential Code
- 2018 International Existing Building code
- 2018 International Fuel Gas Code
- 2018 International Energy Conservation Code
- 2018 International Solar Energy Provisions
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Swimming Pool and Spa Code
- 2018 International Property Maintenance Code
- 2018 International Fire Code
- 2017 National Electrical Code

Mr. Goff added that the best practice is to adopt the most current codes and not to be more than one code cycle behind because it can affect a city’s ISO ratings and can increase insurance rates. He noted that updating the building codes is separate from the Unified Development Code (UDC) process that is also occurring. The UDC covers use of property and development standards related to the type, location, bulk and appearance of structures on a property. Building codes regulate the technical aspects of construction to ensure they are built soundly and can be occupied safely. A chart of comparison cities’ adopted codes was provided. Mr. Goff also advised staff is currently reviewing local amendments suggested by the North Central Texas Council of Governments to determine if any of those are appropriate for Addison.

Mr. Goff advised that staff will bring back ordinances adopting these codes at the March 24, 2020 Council meeting. Staff will also bring forward minor changes to reorganize the Town's Code of Ordinances related to building regulations. New codes would become effective on June 1, 2020.

COUNCIL COMMENTS: Council Member Hughes inquired about how big a change the new codes will bring. Mr. Goff responded that there are no major changes. Mayor Pro Tempore Braun asked what triggers non-compliance. Mr. Goff responded that a change in use or an expansion of square footage or value would trigger the new codes. Mayor Pro Tempore Braun stated that he expects there will be changes to the Energy Conservation Code and expressed his concern about whether an add-on to an existing building might cause the whole building to have to be brought up to the new code. Mr. Goff responded that unlike the other codes where the Town is currently enforcing the 2012 versions, the State of Texas has adopted the 2015 version of the Energy Conservation Code and mandated that municipalities enforce it. This would reduce the likelihood of drastic changes from updating to the 2018 version. Mr. Goff also stated that Staff would provide Council with additional information regarding how and under what circumstances older buildings would need to be retrofitted to comply with new code requirements. Council Member Hughes inquired about how notifications will be made about the adoption of the codes. Mr. Goff advised that all contractors must register with the Town and email notifications will be made using that database. The Town's inspectors will also be made aware of the changes.

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**4. Present and Discuss Fees for Environmental Health Related Permits, Licenses, and Inspections.**

Director of Development Services Charles Goff presented this item. He reviewed that during the Fiscal Year (FY) 2020 budget process, staff discussed establishing new fee amounts for environment health-related functions and using the associated revenue increases to fund a new Senior Environmental Health Specialist. These fee amounts were assumed in the adopted FY 2020 budget and the Senior Environmental Health Specialist has been hired.

Staff conducted a review of the fees charged by our comparator cities and found that the fees currently charged by the Town are much lower. To establish new fee amounts, the Town looked to the average of the comparator cities and established new fee amounts that are higher than what is being charged currently, but in most cases are slightly below the average of the other cities. When the fees were brought forward for adoption, the Council requested to hold additional discussion. Staff presented the proposed fees to the Council on January 28, 2020. The Council requested that staff reconsider the fee structure and present a hybrid option that considers restaurant type and number of employees, and to stay as close to 90 percent of the average fees charged by the comparator cities as possible.

Mr. Goff reviewed the revised fee schedule as compared to the current fee, average fee, and original proposed fee. Mr. Goff noted that except for a full-service establishment with 31 or more employees, the fees are below the average of the Town's comparator cities for all categories. A full-service establishment with 31 or more employees would continue to be charged the same fee

amount they are currently charged. Mr. Goff added that an ordinance will be brought forward for Council consideration at March 10, 2020 council meeting with an effective date of May 1, 2020.

**COUNCIL COMMENTS:** Council Member Hughes asked for information on the Temporary Food Event permit proposed at \$100.00 when the average is \$64.38. Mr. Goff responded that for Addison, events are more of a function for staff than for other cities and noted that the average is low due to some cities not charging anything. Mayor Chow advised that \$100 is cost-effective due to the amount of additional work for Town staff. Deputy Mayor Pro Tempore Ward inquired whether the Town has contacted food trucks that participate in the Addison After Dark event that is scheduled for April 18<sup>th</sup>. She added that a fee of \$275 up from \$75 is a big jump for an event that is not always largely attended. Mr. Goff replied that staff has not contacted them, adding that information obtained indicates that Dallas, for example, charges much more for a permit. It was pointed out that the fees in question are for an annual permit.

Mayor Chow discussed the estimate of annual revenue change based on the number of restaurants in Addison. He did advise that a full-service restaurant takes longer to inspect. City Manager Wes Pierson added that the purpose of re-evaluating the fees is to help cover the cost of the inspections. Mayor Chow expressed that the perception of the restaurant owners is that their operating cost is increasing. Council Member Walden responded that permitting is part of the cost of doing business. Council Member Hughes confirmed with Mr. Goff that the revised fees do not cover the cost of the additional employee. Mr. Goff advised that the additional new revenue would be \$57,000 and the cost of the new employee is \$87,000. Council Member Hughes added that he likes the 90 percent of the average target.

Deputy Mayor Pro Tempore Ward expressed that even though this process was done in a fair manner Council needs to be aware of the effect on business owners. Council Member Quintanilla asked Mr. Goff if he sees any challenges going forward. Mr. Goff responded that if there is a public health outbreak or other similar issue there would be an impact on operations. Mayor Chow stated that while he would prefer different fees in some instances the purpose is to hire additional inspectors to help protect the public. Council Member Hughes added that part of the issue is that the fees have not been reviewed for several years however in the future they should be reviewed every year or two. There was general agreement among Council members to move forward on the fee adoption.

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## REGULAR MEETING

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### **Pledge of Allegiance**

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

### **Discussion of Events/Meetings**

**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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5.. **Consider Action to Approve the Minutes of the February 13, 2020 City Council Meeting.**

(This item was pulled by Council Member Hughes for separate discussion.)

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6.. **Consider Action on a Resolution Authorizing the Adoption of the Election Systems and Software ExpressVote Universal voting System (Ballot Marking Devices), EVS 6.0.2.0, Firmware 2.4.0.0; the ES&S DS200 Digital Precinct Scanner, EVS 6.0.2.0, Firmware 2.17.0.0; and ES&S Model DS850 High-Speed Scanner/Tabulator, Version 1, EVS 6.0.2.0, along with the required ancillary parts and services required for this voting tabulation system equipment for use in all forms of voting in the Town of Addison.**

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7. **Consider Action to Approve a Resolution Authorizing the Use of Eminent Domain for the Acquisition of Permanent Right-of-Way, Utility Easements, and Temporary Construction Easements for the Reconstruction of Midway Road from Spring Valley Road to Keller Springs Road.**

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8. **Consider Action to Approve the First Quarter Update from the Finance Committee to the City Council for the Period from October 2019 to December 2019.**

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Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. Council Member Hughes requested to remove Item Number 5 for separate discussion. Mayor Chow called for a motion to approve Consent Agenda Items 6, 7, and 8.

**MOTION:** Deputy Mayor Pro Tempore Ward moved to approve Consent Items 6, 7, and 8. Council Member Walden seconded the motion. Motion carried unanimously.

**Regarding Consent Agenda Item Number 5:** Council Member Hughes advised that for the Work Session Item 5 regarding Short-Term Rental Regulations, his remark under Council Comments is incorrect and suggested the sentence be revised to read as follows: *“Council Member Hughes advised that he was in favor of extending the ordinance. He voiced concern about allowing commercial businesses in residential areas.”*

**MOTION:** Council Member Hughes moved to approve Item 5 as corrected (above). Deputy Mayor Pro Tempore Ward seconded the motion. Motion carried unanimously.

**Resolution No. R20-20 (Item #6): Adopt Election Systems and Software ExpressVote Universal**

**Resolution No. R20-21 (Item #7): Eminent Domain for Easements for Midway Road**

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## Regular Items

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9. **Present, Discuss and Consider Action on a Resolution to Approve a Contract Agreement with Flow-Line Construction Inc. for the Construction of Sanitary Sewer Outfall Re-route and Water Line Improvements and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$1,442,933.**

Director of Public Works and Engineering Services Lisa Pyles presented this item. She advised that this item is to consider awarding a contract to Flow-Line Construction for a sanitary sewer outfall re-route and water line improvements for the Sanitary Sewer Basin I. The design for the improvements was completed in December 2019 and the project was posted on BidSync on January 7, 2020. Four bids were received with Flow-Line Construction submitting the low bid in the amount of \$1,442,933. Ms. Pyles advised a representative from Flow-Line was present, as well as someone from the design engineer, Dannenbaum.

Ms. Pyles stated that this project also includes a replacement of an old water line that is in the same easement as the sanitary sewer line. Funding for this project is included in the 2020 Utility Capital Improvement Fund. She added that staff is in the process of finalizing a contract for material testing for this project and noted that this contract will not have to come to the Council for approval.

Council Member Quintanilla requested that the Flow-Line representative explain further a process described in Bid #20-54. Eduardo Hernandez, President of Flow-Line Construction, Inc. advised that the process Council Member Quintanilla referred to is concerning the use of select material to be used to backfill trenches in the public right-of-way. Mr. Hernandez advised that the material excavated will contain large chunks of rock that will not be suitable for backfill. He stated that the material could be hauled away and replaced with new suitable material which would be considered a select type of material or, it can be reused if the rock is pulverized on-site with the use of special equipment. He briefly described the pulverizing process and stated that the existing

pavement that may be damaged in the process will be replaced with new pavement. Mr. Hernandez advised that this is the most cost-effective way to backfill the trenches. Mayor Pro Tempore Braun inquired about rock particles that may spread during the process and Mr. Hernandez responded that the machine has a drum that is designed to contain such particles. Council Member Quintanilla advised that the bid questions submitted by the contractor in the bid packet was a good communication tool and recommended this be included in bid packages going forward.

**MOTION:** Council Member Hughes moved to approve Item 9 as presented. Council Member Quintanilla seconded the motion. Motion carried unanimously.

**Resolution No. R20-022 (Item #9): Flow-Line Construction Contract**

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**10. Present, Discuss, and Consider Action on a Resolution to Approve the Agreement for the Construction of Belt Line 1.5 Enhancements Between Marsh Lane and Midway Road Between the Town of Addison and J.B. & CO. LLC and Authorize the City Manager to Execute the Agreement in an Amount not to Exceed \$1,798,287.95 and set a total project budget of \$2,378,000.**

Director of Parks and Recreation Janna Tidwell presented this item. She advised that the purpose of this item is to award a contract to J.B. & CO. LLC for the construction of enhancements on Belt Line Road between Marsh Lane and Midway Road, referred to as Belt Line 1.5. Bids for this project were based on construction documents that were developed from the Master Plan adopted by Council on February 20, 2019.

Following adoption of the master plan, staff requested direction from Council on the construction scope and budget for the project. Staff also informed Council that approximately \$2,127,022 was available for the design, right-of-way (ROW) acquisition and construction of the project. The available funds included an anticipated \$135,022 from DART Street Repair Funds.

As a result of a presentation from the Town's design consultant (Pacheco Koch) on the proposed project scope, Council directed staff to develop a total project budget based on the consultant's recommended scope (\$2,263,250) with the addition of two additional bus shelters (+\$180,000), reduction of landscape repair items (-\$100,000) and updating the design services fee to reflect the actual contracted amount (+\$34,636). From this direction, staff projected a total project budget of \$2,378,000, of which \$223,000 was allocated for design fees, \$176,884 was allocated for ROW acquisition and \$1,975,000 was allocated for construction.

Following Council's direction for the project scope and project budget, staff indicated that current funds allocated for the project were approximate and would not be adequate to meet the total project budget that Council desired. Staff indicated that additional funds would need to be identified and the estimated funds available for the project would be updated and shared with the Council when a construction contract was to be brought to Council for consideration.

The current available funds for this project have been allocated from several different sources and total \$2,378,000. The various funding sources are as follows:

Addison Project Funds	\$1,936,481
DART Street Repair Funds	\$135,022*
DART LAP Funds	\$306,497*

\* Restricted to items defined in the Interlocal Agreement with DART approved by Council on February 13, 2020.

Bids for the construction of the project were issued on Bid Sync January 2, 2020 as Bid Number 20-52. Bidders were asked to provide pricing for a base bid construction project and include pricing for one alternate bid item. The alternate bid item is related to implementing Master Transportation Plan elements at 3820 Belt Line Road. The property owner has been made aware that funding of this alternate bid is contingent on the property owner sharing in the cost and granting an easement to the Town to construct and access the project. A total of five bids were received at the bid opening on January 30, 2020.

The total project budget includes expenses for professional services, current ROW acquisition and construction of the project if Council approves a contract with the low bidder J.B. & CO. as follows:

Low Bidder J.B. & CO.	\$1,798,288
Professional Services	\$223,000
ROW Acquisition	\$176,884
10% Project Contingency	\$179,828
 Total Projected Cost	 \$2,378,000

Ms. Tidwell advised that staff is requesting Council approval of a construction contract with J.B. & CO. for the base bid and alternate bid items (contingent upon property owner cost sharing), allow for a 10% Construction Contingency and set a total project budget of \$2,378,000. The construction contingency will be applied to testing fees and to address any unforeseen issues that might arise.

Ms. Tidwell presented a depiction of the overall Master Plan and reviewed the scope of the project. She also advised that July 2<sup>nd</sup> is the substantial completion date and explained that means the “walkable” elements are to be completed. She noted that there could be a delay on the alternate items. Council Member Willesen inquired if the Master Plan is available on-line. City Manager Pierson advised that if not already there it will be added. Council Member Quintanilla asked Ms. Tidwell to provide sequencing information and inquired about temporary bus stops. She responded that finalizing the easement agreements will be first, materials will be ordered, and then a final schedule will be finalized. She advised that DART will remove their elements and install temporary bus stops. She also noted that DART will be attending the kickoff meeting and details of rider accessibility at the temporary stop areas will be discussed.

**MOTION:** Council Member Hughes moved to approve Item 10 as presented. Mayor Pro Tempore Braun seconded the motion. Motion carried unanimously.

**Resolution No. R20-023 (Item #10): Belt Line 1.5 Enhancements, J.B. & Co., LLC Contract**

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**11. Present and Discuss the Addison Police Department's 2019 Annual Report.**

Police Chief Paul Spencer presented this item. He introduced two staff members, Jessica Morgan and Kara Fuentes, who were instrumental in collecting the data and preparing the presentation.

Chief Spencer presented the Uniform Crime Report (UCR) for 2019 and trends in those statistics from 1980 – 2019. He reviewed the UCR Part 1 Offenses reported and cleared, and the clearance rate for 2019 compared to 2018. Chief Spencer also provided a comparison of UCR offenses in Addison, Carrollton, Coppell and Farmers Branch. He noted that Addison’s UCR clearance rate in 2018 is 29%, which is the highest rate among the four cities.

Chief Spencer advised the Council that on December 9, 2019 Addison received state certification as a National Incident Based Reporting System (NIBRS) agency. He explained the differences in UCR data and NIBRS data, saying that NIBRS is designed to capture a significant number of details on each crime incident where UCR provides a brief comparison of major crimes.

Chief Spencer reviewed the 2019 summary of total cases and types of cases and staffing for the Criminal Investigations Division. He noted that property crimes account for the highest number of cases. Chief Spencer also reviewed the types of Calls for Service for the Patrol Division and staffing. It was noted that currently there are six staff vacancies. Dispatch call information was provided, and priority codes were reviewed including average response times for calls to be dispatched and average police response times. Assistance from some surrounding agencies was acknowledged as being essential to aid in response times. Recruitment efforts for hiring police officers were reviewed.

Community outreach events and programs were reviewed, and it was noted that Santa’s Heroes Toy Drive is the most successful.

Chief Spencer reviewed the new technologies and software being used by the Police Department including the Mark43 Records Management System, the Vigilant Solutions License Plate Recognition Pilot Project and Ring Neighbors App for Law Enforcement. He advised the Ring program is free and explained how it works for law enforcement. Chief Spencer noted that the license plate recognition program has been a very helpful tool for officers. He reviewed that Addison has eight cameras and access to over 350 other agencies’ data. Ten stolen vehicles have been recovered in Addison with this system. He stated that information obtained from the license plate recognition program is not currently shared. Audits on the use of the program are conducted once a quarter during the pilot program and will be conducted annually after the pilot program is completed. It was noted the facial recognition software currently in use helps to generate leads but is not used as the sole evidence in a case. In response to a question by Council Member Quintanilla about the future of technology in policing and the technology that Addison is interested in possibly implementing, Chief Spencer advised that currently AT&T provides the department with free cell phones on the AT&T FirstNet system. In the future next generation phones will be available with new applications that could be used in the police vehicles to help reduce cost and the amount of equipment in the vehicles.

Animal Control statistics were provided. Chief Spencer advised that some animals are being adopted through Pet Smart and other no-kill shelters. He noted that Animal Control Officer Chambers was recently awarded a scholarship to attend the National Animal Control Association annual conference.

Chief Spencer briefly reviewed the Goals and Objectives for 2019 and the Goals and Objectives for 2020 as follows:

- Complete Mark43 Records Management System project on time and in budget
- Complete fleet purchase and buildout
- Activate peer support group and community mental health team
- Complete cosmetic building renovations for common areas, breakroom, and jail transition
- Build and maintain trust with citizens
- Continue developing License Plate Recognition pilot program

Council Member Hughes inquired whether officers are assigned to work beats, noting that he often sees the same officers. Chief Spencer said that is the case in certain areas. Council Member Willesen asked if video is recorded on the optical cameras, such as those on the trail. Hamid Khaleghipour, Executive Director of Business Performance and Innovation advised that there are 30-days of recordings available on a DVR. Deputy Mayor Pro Tempore Ward remarked positively about the report and presentation.

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**12. Present, Discuss and Consider Action to Accept the Addison Police Department's 2019 Racial Profiling Report and Motor Vehicle Contact Search Analysis Report.**

Police Chief Paul Spencer presented this item. He advised that by law this report must be prepared and submitted to the governing body by March 1<sup>st</sup> of each year. He reviewed that Senate Bill 1074 (2001) created the Texas Racial Profiling Law. In 2009 House Bill 3389 and the Sandra Bland Act of 2017 made changes to the Racial Profiling Law. These laws require the collection of specific data on all vehicle stops that result in an arrest, citation, or warning. This data is entered by police officers into electronic ticket writers. The data is then checked and analyzed for accuracy by the Crime Analyst and racial profiling expert Dr. Alex del Carmen. Dr. Carmen audits the data each quarter from random samples for completeness and accuracy. The Sandra Bland Act requires a comprehensive analysis that is included in Dr. Carmen's report. Other requirements include an agency policy on racial profiling and bias reduction, public education on filing compliments and complaints, training for all sworn officers, and a quarterly review of random sample traffic stops.

Chief Spencer provided 2019 data that was collected on motor vehicle contacts (citations and warnings) and on searches. He advised that Addison is in full compliance with all directives and laws governing racial profiling. A full report has been submitted to the Texas Commission on Law Enforcement and is available to the public.

Mayor Chow inquired whether rear-facing in vehicle cameras are installed. Chief Spencer advised that the vehicles only have front facing cameras. Council Member Walden expressed his pleasure of the analysis results and offered his thanks and congratulations to the Police Department. Deputy

Mayor Pro Tempore Ward expressed at how safe she feels in Addison and her pride in the work the Police Department does.

**MOTION:** Deputy Mayor Pro Tempore Ward moved to accept the 2019 Racial Profiling Report and Motor Vehicle Contact Search Analysis Report. Council Member Walden seconded the motion. Motion passed unanimously.

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**13. Present, Discuss, and Consider Action on an Ordinance Declaring Unopposed Candidates in the May 2, 2020 City General Election, Elected to Office; Canceling the Election; Providing a Severability Clause; and Providing an Effective Date.**

City Secretary Irma Parker advised that the Texas Election Code requires certain actions be taken when candidates are unopposed. On February 20, 2020 the Ms. Parker submitted to the City Council a Certification of Unopposed Candidates certifying that no person has made a declaration of write-in candidacy for the May 2, 2020 General Election, and that all the following candidates are unopposed:

Guillermo "GQ" Quintanilla, Jr.  
Paul Walden  
Marlin Willesen

Ms. Parker advised that the City Council may declare the unopposed candidates elected to office, in which case the General Election is not held. This ordinance declaring the unopposed candidates elected must be posted at each Early Voting location and at each Election Day polling place that would have been used in the election.

Since the City Council has called for a Special Election on the May 2, 2020 uniform election date, the ballots used in that election, must include the following:

- A list of the offices and names of the candidates that have been declared elected
- Listed separately after the measures or contested races in the separate election
- Listed under the heading "Unopposed Candidates Declared Elected"
- Candidates are grouped in the same relative order prescribed for the ballot generally
- Listed in a way that prevents voters from casting votes in connection with these candidates [Election Code 2.053(c)].

The statute provides that a certificate of election is issued to each candidate who is declared elected, in the same manner and at the same time as provided for a candidate elected at the election. Candidates elected through cancellation must also qualify for office and take the oaths of office, the same as candidates elected at an election. The Election Canvas must be held between March 5<sup>th</sup> and March 13<sup>th</sup>.

**MOTION:** Council Member Ivan Hughes moved to approve. Mayor Pro Tempore Braun seconded the motion. Motion passed unanimously.

**Ordinance No. O20-05 Cancel May 2, 2020 General Election**

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**14. Present and Discuss the Finance Department Quarterly Financial Report of the Town of Addison for the Fiscal Year 2020 First Quarter Ended December 31, 2019.**

Interim Chief Financial Officer Bill Hawley presented this item. He advised the Council that along with the Quarterly Financial Report he is also presenting the Investment Report. Mr. Hawley noted that the new Budget Director, Nathan Parras, contributed to these reports. The reports were presented in compliance with the Town's Financial Policies and Investment Policy and covers the period beginning October 1, 2019 to December 31, 2019.

Mr. Hawley reviewed key revenue sources, key expenditures, and personnel. Economic indicators were presented that included hotel revenue and occupancy, permits issued and valuation. Office space and retail occupancy rates were discussed. Council Member Walden inquired about the office space occupancy being at 82.6 percent and how that compares regionally, and asked, depending on those results, if that is significant in strategic thinking in respect to transit-oriented development. City Manager Pierson advised that this type of comparison might be difficult to accurately report due to markets being different from one another and when defining and explaining sub-markets. Council Member Hughes stated how large new office space might impact such a comparison. Council Member Willesen remarked that offices along the tollway are different are from others on the west side. City Manager Pierson noted that different rental rates will have an impact on occupancy as well as location. Council Member Quintanilla added that construction could have an impact, speaking specifically about the bond issue projects.

The sales tax comparison report format was changed at the request of the Finance Committee from per capita dollar amount per person, to per quarter percentage. Sales tax dollar amounts collected by month were also provided. Five-year comparisons for General Fund Revenue and Expenditures were provided. It was pointed out that non-profit funding is paid in the fall and then again six months later and that is reflected in the charts. City Manager Pierson reminded Council that the non-matching amount to the Water Tower Theater was paid all at once rather than in two payments. Revenue and Expenditures were also reviewed for the Airport Fund, Utility Fund, and Stormwater Utility Fund, and for Hotel Occupancy Tax Collections.

Mayor Chow inquired when the recently purchased police cars will be on the street. City Manager Pierson responded that will begin in March and all vehicles should be operational by June. He added that in the future the equipment for new vehicles will be ordered earlier so that they can be in service sooner.

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**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:**

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Irma G. Parker, City Secretary