

DRAFT

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

March 24, 2020

**Addison Town Hall, 5300 Belt Line Rd., Dallas, TX 75254
7:00 p.m. Work Session and Regular Meeting**

The Addison City Council, using electronic medium, conducted its Regularly Scheduled Meeting on Tuesday, March 24, 2020. The meeting was not conducted at Town Hall. A temporary suspension of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. Members of the public were entitled to participate, detailed instructions were provided and the meeting was live streamed on Addison's website at www.addisontexas.net.

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.

Mayor Chow led the Pledge of Allegiance.

1. **Call Meeting to Order:** Mayor Chow called the meeting to order and announced that this is the first virtual City Council meeting by the Town of Addison.

WORK SESSION

(Work Session Item 2 was presented following the Announcements.)

2. **Present and Discuss Any Action Necessary or New Information Regarding the COVID-19 Pandemic.**

City Manager Wes Pierson advised that a new “Stay at Home” Order was issued by Dallas County on March 22nd. He reviewed that “essential businesses” are broadly defined. He noted that restaurants may still provide drive-through or take out services, and any businesses that provide home maintenance are considered essential. He advised that groups larger than ten people are prohibited. People using shared outdoor spaces must maintain six feet from other people. Residents may leave home for essential activities including for food, medical, governmental

functions, or to operate essential businesses. Non-essential businesses may continue to operate as long as employees are working from home. More details are available on the Town's website www.addisontexas.net/COVID19. Mr. Pierson also advised that he just learned of another Amended Order from Dallas County regarding enforcement of the Orders. He said that enforcement will be performed by the Dallas County Sheriff's Deputies, Fire Marshals or by Peace Officers. More information on this will be posted on the Town's website when available. Mr. Pierson advised that Addison expects its residents to follow any Orders issued. If anyone observes others not following the Orders in Addison, they may feel comfortable reminding others to do so, or residents may call the Town's non-emergency dispatch number (972-450-7156) to report those activities. A list of complaints will be compiled and shared with Police supervisors who will address them on a case by case basis. Officer discretion will be used as appropriate for these complaints.

Mr. Pierson advised that Dallas County will be providing statistical information on COVID cases by jurisdiction within Dallas County twice a week and added that Addison has two cases reported. Dallas County provides a daily report on the number of cases and deaths. More information on this is available on the Dallas County Health and Human Resources website at <https://www.dallascounty.org/departments/dchhs/2019-novel-coronavirus.php>.

Mr. Pierson reviewed the Town's facility closures that now include dog parks. He advised that many people were congregating there. The dog parks will close this evening until April 6th. He added that the Town's playgrounds are not being cleaned and should not be used. The Town's staff are still working but the facilities are closed to the public until April 6th. This date could be extended. He reported that emergency services personnel, animal control personnel, and public works and parks crews are fully staffed. Protocols are in place to protect the first responders. Utility billing payments may be made on-line or payments may be dropped off at the Finance Building through the door mail slot. Mr. Pierson advised that for 30 days there will be no late fees or cut-off of services. Code Enforcement efforts will be limited. Additional signage is being allowed at the restaurants to inform customers of their availability. The communication methods used by the Town were reviewed.

Council Member Willesen asked Mr. Pierson if they should discuss the COVID-19 Emergency Response Plan. Mr. Pierson responded that it could be discussed however the document was provided to the Council as information and that it is an internal document. Councilmember Willesen also inquired about two positions listed in the document and asked who is assigned. Mr. Pierson responded that David Jones is the Emergency Management Coordinator and the Infectious Disease Control Officer is C.J. Alexander.

Council Member Hughes asked Mr. Pierson to comment on when the Town will discuss the financial impact of COVID-19. Mr. Pierson responded that he met this week with Finance staff to discuss this and they are continuing to analyze different scenarios. When more concrete information as to the financial impact on this fiscal year and possibly Fiscal Year 2021 is available it will be provided.

Council Member Quintanilla inquired about the volume of calls for Fire and Police. Mr. Pierson advised he can obtain that information and provide it to Council. He added that there are a fair

number of calls reporting that others are not abiding by the County's social distancing regulations. Mayor Chow added that the Health Inspectors are monitoring the restaurants' activities and Police will also make contact if gatherings are suspected. Council Member Quintanilla added that he is in favor of closing the dog parks for now.

Mr. Pierson noted that the Town facilities are closed until April 6th. Orders signed by the Mayor last Friday are effective until changed by law or by the Mayor or Council action.

(Public Comments were taken at this time.)

REGULAR MEETING

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

At this time City Manager Pierson advised that this is the first time for the Addison City Council to conduct a meeting with videoconferencing and asked that those who wish to participate from home to please be patient. Mr. Pierson reviewed the following:

- 1) On Sunday March 22nd Dallas County amended the previous Orders to include "Shelter in Place" except for performance of essential services, government functions, and necessities. In response to the Order, the Town is temporarily closing the dog parks effective this evening until Monday April 6th or until the "Stay at Home Order" is changed.
- 2) Signage is up at the playgrounds that the Town is not cleaning the equipment. Children should stay off the equipment to help limit the spread of COVID-19.
- 3) Mr. Pierson requested people continue social distancing.
- 4) Due to the public health emergency the Spring Town Meeting scheduled for April 6th has been cancelled. Mr. Pierson reviewed other cancelled events.
- 5) Mr. Pierson advised that local restaurants are specifically affected by the social distancing regulations and encouraged people to continue to support them by take-out or delivery orders. The Town's websites www.addisontexas.net and www.visitaddison.com include information on restaurant options.
- 6) Mr. Pierson announced that the Town's new Chief Financial Officer Steven Glickman started on Monday March 16th.

Mayor Chow advised that Hamid Khaleghipour, Executive Director of Business Performance and Innovation, and other Town staff made this virtual meeting possible. He also thanked Director of Public Communications Mary Rosenbleeth and Chrystal Cho for their efforts to promote the restaurants by providing information on-line. He asked that everyone please continue to support the local restaurants by take-out or delivery.

(Item 2 was presented at this time.)

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.*

City Manager Pierson reviewed those who had called in to participate in the meeting. Caller Franklin Noble, 4008 Bobbin Lane, advised he was listening in because he is working on his Boy Scout Citizenship Badge. The others who had called in were Town staff members.

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.*

3. **Consider Action to Approve the Minutes of the March 10, 2020 City Council Meeting.**
4. **Consider Action on a Resolution to Adopt an Asset Management Policy.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. Council Member Willesen requested to remove Item Number 4 for separate discussion. Mayor Chow called for a motion to approve Consent Agenda Item 3 as submitted.

MOTION: Deputy Mayor Pro Tempore Ward moved to approve Consent Item 3. Council Member Hughes seconded the motion. Motion carried unanimously.

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Regarding Consent Agenda Item Number 4: Council Member Willesen asked for clarification on how staff will know at what level a particular asset should be maintained. City Manager Pierson responded that each Council would decide individually since this is more of a budget discussion. He said that annually there will be discussion on what items are to be done and whether there is enough funding. Items will be prioritized numerically or alphabetically. He said that even though the items are discussed during the budget preparation they also may be discussed at any time. Council Member Hughes stated that residents should take advantage of the budget public hearing opportunities.

MOTION: Council Member Willesen moved to approve Item 4. Mayor Pro Tempore Braun seconded the motion. Motion carried unanimously.

Resolution No. R20-028: Adopt Asset Management Policy

Regular Items

5. **Present, Discuss and Consider Action on the Acceptance of the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR).**

Chief Financial Officer Steven Glickman advised that this CAFR was created by Town employees, primarily Controller Amanda Turner. He said that she has done a good job on it and that there were no adjustments or past (minor) adjustments recommended. He introduced Rachel Ormsby, Senior Manager with BDK Auditors, who provided a summation of the CAFR.

Ms. Ormsby provided a financial overview as of September 30, 2019. She noted that the Town has adopted a financial standard that the Town maintains a General Fund Unassigned Fund Balance minimum of 30% of budgeted expenditures, and the actual Unassigned Fund Balance for the Fiscal Year 2019-2020 is 51.4%. This exceeds Government Finance Officers Association's (GFOA) Best Practices. She also advised that the Net Pension Liability is funded at 90.98 percent.

Ms. Ormsby provided the audit results saying that the Financial Statement Opinion shows no material weaknesses and no significant deficiencies in internal control over financial reporting, and no audit adjustments or passed audit adjustments proposed by BKD. These findings resulted in an unmodified or "clean" opinion from the accounting firm.

Ms. Ormsby explained the communications she is required to provide to the Town that include significant estimates, quality of accounting principles, financial statement disclosures, and auditor's judgements about the quality of the client's accounting policies. Ms. Ormsby also provided information on future accounting changes that will affect the Town including Governmental Accounting Standards Board (GASB) No. 84 regarding certain fiduciary activities, effective September 20, 2020; and, GASB No. 87 regarding leases that goes into effect September 30, 2021 and needs to be adopted by the Town by October 1, 2020.

Council Member Hughes advised that the Finance Committee reviewed the audit in detail and remarked that the document was easy to read and clear. He asked that in the future wording be included in the narrative regarding pension cost of living adjustments and the ending date, adding that the Town had several years of not approving cost of living increases on pensions. Ms. Ormsby responded that she will work with Controller Amanda Turner to get that information changed for next year. City Manager Pierson explained that there is language in the CAFR that says in 1994 the Town adopted an annual repeating methodology on Cost-of-Living Adjustments (COLAs). It does not clearly mention COLAs decisions are made on a year by year basis and not as automatic adjustments. Council Member Hughes offered his thanks to all the staff members named as contributors in the CAFR document. Deputy Mayor Pro Tempore Ward added that Addison is fortunate to have such a competent financial team. Mayor Chow thanked former Councils for adopting the Town's financial policy which results in favorable Bond ratings. Bound copies of the CAFR should be available by next week.

MOTION: Council Member Hughes moved to accept the FY 2019 Comprehensive Annual Financial Report as submitted. Council Member Walden seconded the motion. Motion carried unanimously.

(Additional Information provided by City Manager)

Prior to Adjournment, City Manager Pierson advised that there were some technical difficulties with the meeting being live-streamed for its entirety and added that the meeting was recorded and the full recording will be available on-line.

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