



REGULAR MEETING & WORK SESSION OF THE CITY COUNCIL

April 14, 2020

ADDISON TOWN HALL

5300 BELT LINE RD., DALLAS, TX 75254
6:30 PM WORK SESSION & REGULAR MEETING

Notice is hereby given that the Addison City Council, using electronic medium, will conduct its REGULARLY SCHEDULED MEETING on Tuesday, April 14, 2020. No meeting will be 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. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code. Telephonic or videoconferencing capabilities will be utilized to allow individuals to address the Council. Email comments may also be submitted to iparker@addisontx.gov by 3:00 pm the day of the meeting. Members of the public are entitled to participate remotely via Toll-Free Dial-in Number: 877.853.5247; Meeting ID: 409.327.0683#, Participant ID: #. For more detailed instructions on how to participate in this meeting visit our Agenda Page. The meeting will be live streamed on Addison's website at www.addisontexas.net.

1. Call Meeting to Order

WORK SESSION

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2. Present and Discuss **Any Action Necessary or New Information Regarding the COVID-19 Pandemic.**
 3. Present and Discuss **Initial Projections of the Potential Financial Impacts to the Town of Addison Due to the Economic Disruption Related to the COVID-19 Pandemic.**
 4. Present and Discuss **the Findings of the Facility Utilization Study and Consider Three Broad Concepts to Meet the Current and Future Town of Addison Facility Needs.**
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REGULAR MEETING

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.

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 for the March 20, 2020 Special Emergency Meeting and the March 24, 2020 Work Session and Regular Meeting.**
 6. Consider Action on a **Resolution to Approve Amending the Town of Addison's Authorized Representatives for the TexSTAR Short Term Asset Revenue Fund.**
 7. Consider Action on a **Resolution to Approve Amending the Town of Addison's Authorized Representatives to the Texas Local Government Investment Pool - TexPool/Texpool Prime.**
 8. Consider Action on a **Resolution to Approve Amending the Town of Addison's Authorized Representatives for the Local Government Investment Cooperative ("LOGIC").**
 9. Consider Action on a **Resolution to Approve a Contract Agreement with Nouveau Technology Services L.P., D.B.A Nouveau Construction and Technology Services L.P. for the Fire Station Apparatus Bay Doors Replacement Project and Authorize the City Manager to Execute the Agreement** in an Amount Not to Exceed \$171,225.
 10. Consider Action to Approve the **Purchase of Traffic Signal Controllers, Traffic Signal Lights, Traffic Signal Backup Batteries, and Associated Components and the Renewal of Traffic Signal Software, Maintenance, and Testing of the Back-Up Battery System from Paradigm Traffic Systems, Inc** in an Amount not to Exceed \$86,575.
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Regular Items

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11. Present, Discuss, and Consider Action on an **Ordinance Amending Ordinance No. O20-04 to Postpone the May 2, 2020 Special Charter Amendment Election.**

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12. Present, Discuss, and Consider Action on a **Resolution for Appointments to the Trails Master Plan Advisory Committee.**
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Adjourn Meeting

NOTE: The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City); §551.072 (purchase, exchange, lease or value of real property); §551.074 (personnel or to hear complaints against personnel); §551.076 (deployment, or specific occasions for implementation of security personnel or devices); and §551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

Posted: _____

Irma Parker, City Secretary

Date: Thursday, April 9, 2020

Time: 6:17 pm

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES. PLEASE CALL (972)
450-7090 AT LEAST
48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

Work Session and Regular Meeting

2.

Meeting Date: 04/14/2020

Department: City Manager

AGENDA CAPTION:

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

BACKGROUND:

In December 2019, a novel (new) coronavirus known as SARS-CoV-2 ('the virus') was first detected and subsequently began causing outbreaks of the coronavirus disease COVID-19 that spread globally. The virus is easily transmitted through person to person contact, especially in group settings. As a result, the Federal Government, State of Texas, Dallas County, and the Town of Addison issued a series of declarations and orders to take measures to slow the spread of the virus and protect the ability of public and private health care providers to handle the influx of potential new patients and safeguard public health and safety.

The President of the United States issued a Proclamation Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) on March 13, 2020.

The Texas Governor followed with a State of Disaster Declaration for the State of Texas on March 13, 2020.

On March 23, 2020 Dallas County Judge Clay Jenkins issued an amended order directing all non-essential businesses and activities to cease in-person operations and for all personnel of non-essential businesses to shelter-in-place.

On April 3, 2020:

- The Dallas County Commissioners Court voted to extend the county's declaration of a Local Public Health Emergency until May 20, 2020.

On April 6, 2020:

- The Dallas County Judge issued an amended shelter-in place order that extends the shelter-in-place regulations until April 30, 2020.

To date, the Town of Addison's orders have mirrored those of Dallas County. Because of the rapidly changing environment, Addison will no longer create its own amended orders and will rely on the Dallas County orders from this point forward.

The Town has taken the following actions:

- The closure of all Town facilities for public access has been extended to April 30, 2020.
- All in-person Addison Athletic Club camps and classes for April and May period have been canceled. Third-party outside exercise programs are being held at the discretion of the vendor.
- The Addison Conference and Theatre Centre (ACTC) will remain closed through Thursday, April 30, 2020.
- Special Events: The May Addison After Dark Event, Boots Brews & BBQ has been canceled.
- Taste Addison has been postponed. Staff is in the process of evaluating options for this and our other major special events.
- Parks and Public Works crews are continuing their work to maintain the Town's assets.
- The Town of Addison has taken (and will continue to take) actions to prevent the spread of the virus. Everyone is encouraged to follow Social Distancing recommendations.

For more information on the previous updates from the Town related to the COVID-19 pandemic, please visit the Town's website www.AddisonTexas.net/covid19.

RECOMMENDATION:

Information only, no action required.

Attachments

Social Distancing Recommendations

Dallas County Order Effective April 3, 2020

Dallas County Order Amended April 6, 2020

DCHHS Social Distancing Recommendations

1) Vulnerable Populations: Limit Outings

- Vulnerable populations include people who are:
 - 60 years old and older.
 - People with certain health conditions such as heart disease, lung disease, diabetes, kidney disease and weakened immune systems.
- For vulnerable populations, don't go to gatherings (of 10 people or more) unless it is essential. If you can telecommute, you should. Avoid people who are sick.

2) Workplace and Businesses: Minimize Exposure

- Suspend nonessential employee travel.
- Minimize the number of employees working within arm's length of one another, including minimizing or canceling large in-person meetings and conferences.
- Urge employees to stay home when they are sick and maximize flexibility in sick leave benefits.
- Do not require a doctor's note for employees who are sick.
- Consider use of telecommuting options.
- Some people need to be at work to provide essential services of great benefit to the community. They can take steps in their workplace to minimize risk.

3) Large Gatherings: Cancel Non-essential Events

- Recommend cancelling or postponing large gatherings, such as concerts, sporting events, conventions or large community events.
- Do not attend any events or gatherings if sick.
- For events that aren't cancelled, we recommend:
 - Having hand washing capabilities, hand sanitizers and tissues available.
 - Frequently cleaning high touch surface areas like counter tops and hand rails.
 - Finding ways to create physical space to minimize close contact as much as possible.

4) Schools: Safety First

- Do not have your child attend school if sick.
- If you have a child with chronic health conditions, consult the child's doctor about school attendance.
- Schools should equip all classrooms with hand sanitizers and tissues.
- Recommend rescheduling or cancelling medium to large events that are not essential.
- Explore remote teaching and online options to continue learning.
- Schools should develop a plan for citywide school closures, and families should prepare for potential closures.

5) Transit: Cleaning and Protection

- Increase cleaning of vehicles and high touch surface areas.
- Provide hand washing/hand sanitizers and tissues in stations and on vehicles.

6) Health Care Settings: Avoid as possible, protect the vulnerable

- Long term care facilities should have a COVID-19 plan in accordance with CDC or state guidelines.
- Long term care facilities should screen all staff and visitors for illness and turn away those with symptoms.
- The general public should avoid going to medical settings such as hospitals, nursing homes and long-term care facilities, even if you are not ill.
- If you are ill, call your health care provider ahead of time, and you may be able to be served by phone.
- Do not visit emergency rooms unless it is essential.
- Visitors should not go to long-term care facilities unless absolutely essential.
- Follow guidance and directions of all facilities.

7) Everyone: Do your part

The best way for all Dallas County residents to reduce their risk of getting sick, as with seasonal colds or the flu, still applies to prevent COVID-19:

- Wash hands with soap and water for at least 20 seconds.
- Cough or sneeze into your elbow or a tissue. Throw the tissue in the trash.
- Stay home if you are sick.
- Avoid touching your face.
- Try alternatives to shaking hands, like an elbow bump or wave.
- If you have recently returned from a country, state or region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials and CDC guidance.
- There is no recommendation to wear masks at this time to prevent yourself from getting sick.

ORDER OF CONTINUANCE OF DECLARATION OF LOCAL DISASTER FOR PUBLIC HEALTH EMERGENCY

WHEREAS, beginning in December, 2019, a novel coronavirus, now designated SARS-CoV2 which causes the disease COVID-19, has spread through the world and has now been declared a global pandemic by the World Health Organization; and

WHEREAS, symptoms of COVID-19 include fever, coughing, and shortness of breath. In some cases the virus has caused death; and

WHEREAS, on March 12, 2020, the County Judge of Dallas County proclaimed a Declaration of Local Disaster for Public Health Emergency ("Local Disaster Declaration") activating the Dallas County emergency management plan; and

WHEREAS, on March 13, 2020, the Governor of the State of Texas issued a proclamation declaring a state of disaster for all counties in Texas; and

WHEREAS, on March 19, 2020, the Commissioners Court of Dallas County voted to consent to the continuance of the Local Disaster Declaration, extending the Local Disaster Declaration until 11:59 p.m. on April 3, 2020; and

WHEREAS, the County Judge has determined that extraordinary measures must be taken to contain, mitigate, and prevent the spread of COVID-19 in Dallas County and to facilitate the efficient, rapid, and cooperative response to the emergency;

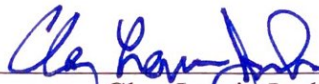
NOW, THEREFORE, BE IT PROCLAIMED AND ORDERED BY THE COUNTY JUDGE AND COMMISSIONERS OF DALLAS COUNTY that:

1. A local state of disaster was declared for Dallas County, pursuant to § 418.108(a) of the Texas Government Code, on March 12, 2020.
2. On March, 19, 2020, the local state of disaster was continued until 11:59 p.m. on April 3, 2020, with the consent of the Dallas County Commissioners
3. This Continuance of Declaration of Local Disaster for Public Health Emergency shall be given prompt and general publicity and shall be filed promptly with the County Clerk.

4. This Continuance of Declaration of Local Disaster for Public Health Emergency affirms the activation of the Dallas County Emergency Management Plan and extends the Declaration of Local Disaster until 11:59 p.m. on MAY 20, 2020, 2020 unless rescinded by order of the Commissioners Court.

5. The County Judge is directed to continue to work with the business community, including in the areas discussed on the record during the commissioners court meeting of April 3, 2020, with the advice of the health care community.

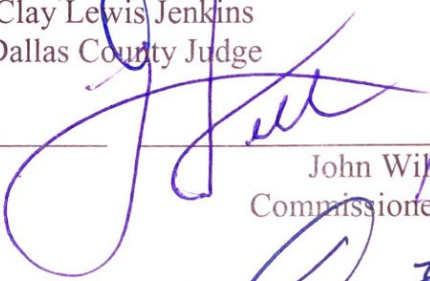
ORDERED this the 3rd day of April 2020 at 11:10 a.m.



Clay Lewis Jenkins
Dallas County Judge



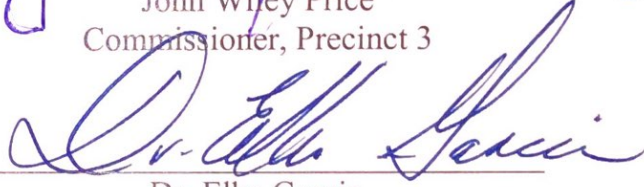
Dr. Theresa Daniel
Commissioner, Precinct 1



John Wiley Price
Commissioner, Precinct 3



J.J. Koch
Commissioner, Precinct 3



Dr. Elba Garcia
Commissioner, Precinct 4



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AMENDED ORDER OF COUNTY JUDGE CLAY JENKINS

Safer At Home Order

DATE AMENDED ORDER ISSUED: April 6, 2020

WHEREAS, pursuant to Texas Government Code Section 418.108, Dallas County Judge Clay Jenkins issued a Declaration of Local Disaster for Public Health Emergency on March 12, 2020, due to a novel coronavirus now designated SARS-CoV2 which causes the disease COVID-19;

WHEREAS, on March 12, 2020, Judge Jenkins issued an Order in furtherance of his authority to protect the safety and welfare of the public by slowing the spread of the virus;

WHEREAS, the on-going evaluation of circumstances related to the virus and the updated recommendations of the Centers for Disease Control and the Texas Department of State Health Services warrant the March 12, 2020 Order of County Judge Clay Jenkins be amended;

WHEREAS, on March 16, 2020, President Trump acknowledged the gravity of the COVID-19 pandemic, releasing strict new guidelines to limit people's interactions, including that Americans should avoid groups of more than 10 people;

WHEREAS, on March 19, 2020, the Dallas County Commissioners Court issued an Order of Continuance of Declaration of Local Disaster for Public Health Emergency that affirmed the activation of the Dallas County Emergency Management Plan and extends the Declaration of Local Disaster until 11:59 p.m. on April 3, 2020, unless rescinded by order of the Commissioners Court.

WHEREAS, on March 24, 2020, the World Health Organization indicated that the United States has the potential to become the center of the COVID-19 pandemic;

WHEREAS, this Emergency Order is necessary because of the propensity of the virus to spread person to person and also because the virus is physically causing property damage due to its proclivity to attach to surfaces for prolonged periods of time;

WHEREAS, this Emergency Order is necessary to protect the lives, health, welfare, and safety of the County's residents from the devastating impacts of this pandemic;

THEREFORE, the March 12, 2020, Order of County Judge Clay Jenkins is hereby AMENDED as follows:

Summary: The virus that causes 2019 Coronavirus Disease (COVID-19) is easily transmitted through person to person contact, especially in group settings, and it is essential that the spread of the virus be slowed to protect the ability of public and private health care providers to handle the influx of new patients and safeguard public health and safety. Because of the risk of the rapid spread of the virus, and the need to protect the most vulnerable members of the community, this Order requires all individuals anywhere in Dallas County to shelter in place – that is, stay at home – except for certain essential activities and work to provide essential business and government services or perform essential public infrastructure construction, including housing. This Order



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takes effect at 11:59 p.m. on April 6, 2020 and will continue through 11:59 p.m. on April 30, 2020, subject to the limited exceptions and under the terms and conditions more particularly set forth below.

UNDER THE AUTHORITY OF TEXAS GOVERNMENT CODE SECTION 418.108, DALLAS COUNTY JUDGE CLAY JENKINS ORDERS:

1. Effective as of 11:59 p.m. on April 6, 2020, and continuing until 11:59 p.m. on April 30, 2020:
 - (a) All individuals currently living within Dallas County are ordered to shelter at their place of residence. For the purposes of this Order, residences include hotels, motels, shared rentals, and similar facilities. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably as possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, or to provide or perform Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 2.
 - (b) All businesses operating within Dallas County, except Essential Businesses as defined in below in Section 2, are required to cease all activities at facilities located within the County except Minimum Basic Operations as defined in Section 2. For clarity, businesses may continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e. working from home). To the greatest extent possible, all Essential Businesses shall comply with the Social Distancing Rules attached, including maintaining six feet social distancing for both employees and the general public.
 - (c) Employees of Essential Businesses, whose physical presence at the workplace is not essential to operations, are directed to use telecommuting to the fullest extent possible.
 - (d) All public or private gatherings of any number of people occurring outside a single household or living unit are prohibited, except as otherwise provided herein. Nothing in this Order prohibits the gathering of members of a household or living unit.
 - (e) All elective medical, surgical, and dental procedures are prohibited anywhere in Dallas County. Hospitals, ambulatory surgery centers, dental offices, and other medical facilities are directed to identify procedures that are deemed "elective" by assessing which procedures can be postponed or cancelled based on patient risk considering the emergency need for redirection of resources to COVID-19 response.
2. Definitions:
 - a. For purposes of this Order, individuals may leave their residence only to perform any of the following "**Essential Activities**":
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (for



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example, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies need to work from home).

- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others (for example, food, pet supply, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with social distancing requirements of six feet (for example, walking, biking, hiking, running, golfing, and tennis).
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order.
 - v. To care for a family member or pet in another household.
 - vi. To move to another residence either in or outside Dallas County.
 - vii. To engage in **"Essential Travel,"** which includes travel for any of the following purposes: (1) travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses Essential Critical Infrastructure, and Minimum Basic Operation; (2) travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons; (3) travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services; (4) travel to return to a place of residence from outside the jurisdiction; (5) travel required by law enforcement or court order; (6) travel by church staff or clergy for the purpose of production of remote delivery of religious services and other ministries requiring travel; (7) travel related to attending a funeral service; or (8) travel required for non-residents to return to their place of residence outside the County.
- b. For purposes of this Order, **"Essential Businesses"** means:
- i. **Essential Healthcare Operations.** Healthcare Operations includes but is not limited to hospitals, clinics, dentists, chiropractors, physical therapy, optometry offices, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, mental health providers, substance abuse service providers, blood banks, medical research, laboratory services, certified doulas, or any related and/or ancillary healthcare services. Home-based and residential-based care for seniors, adults, or children are also considered healthcare operations. Healthcare operations also includes veterinary care and all health and welfare services provided to animals. This exemption shall be viewed broadly to avoid any impacts to the delivery of healthcare. Healthcare operations do not include fitness and exercise gyms, personal training, gymnastics studios, and similar facilities. Healthcare operations do not include elective medical, surgical, and dental procedures as established in accordance with Subsection 1(e) of this Order.



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- ii. **Essential Governmental Functions.** All services provided by local governments needed to ensure the continuing operation of the government agencies to provide for the health, safety and welfare of the public. Each governmental body will determine its Essential Governmental Functions and identify the employees and/or contractors necessary to the performance of those functions. Further, nothing in this order shall prohibit any individual from performing or accessing “Essential Governmental Functions.” All Essential Governmental Functions shall be performed in compliance with social distancing requirements of six feet, to the extent possible. This Order does not apply to Federal or State Government.
- iii. **Essential Critical Infrastructure.** All public and private facilities and assets, including both physical and cyber systems, and other functions and sectors vital to the security, governance, and public health, safety of Dallas County. Critical infrastructure includes, but is not limited to, utilities such as electricity, gas, water and wastewater, roads and highways, public transportation, solid waste and recycle collection and removal, oil refining, roads and highways, public transportation, defense and national security-related operations, and manufacturing operations supplying essential items to Essential Businesses, Essential Governmental Functions, and Critical Infrastructure. All manufacturers and distributors shall comply with the Rules for Manufacturers and Distributors set out in Exhibit C. Critical Infrastructure employers should implement screening precautions to protect employees and all activity shall be performed in compliance with social distancing guidelines attached. For reference, the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0, can be found here: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>
- iv. **Stores that Sell Groceries and Other Essential Supplies.** Grocery stores, supermarkets, warehouse stores, big-box stores, bodegas, liquor stores, convenience stores, and farmers’ markets that sell food products and household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products. The sale of self-service food items is prohibited. Stores that sell groceries and other essential supplies shall comply with the Rules for Essential Retail Establishments set out in Exhibit A.
- v. **Restaurants.** Restaurants with or without drive-in or drive-through services and microbreweries, micro-distilleries, or wineries may only provide take out, delivery, or drive-through services as allowed by law. In-person service is prohibited. Customers may order and pay inside, but are prohibited from waiting inside the restaurant for their food. All food must be brought outside to customers. To allow for increased access to restaurants, this Order hereby suspends all laws and regulations prohibiting people from walking in a drive-through.



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- vi. **Food Cultivation.** Food cultivation, including farming, fishing, and livestock.
- vii. **Delivery of Groceries and Essential Supplies.** Businesses that ship or deliver groceries, food, hygiene products, and essential supplies directly to residences or essential businesses. All businesses that deliver groceries and essential supplies shall comply with the rules set out in Exhibit E.
- viii. **Transportation.** Operation, maintenance, and repair of airlines, taxis, and other private transportation providers (such as Uber and Lyft) that provide transportation services necessary for the performance of essential activities and essential travel.
- ix. **Gas Stations and Businesses Needed for Transportation.** Gas stations, auto-supply stores, auto-repair, and bicycle repair. Auto-dealerships, for in-person mechanical services or to complete an online transaction on an appointment basis only. Gas stations and convenience stores are prohibited from selling self-service food items. Gas stations and businesses needed for transportation shall comply with the Rules for Essential Retail Establishments set out in Exhibit A.
- x. **Critical Trades.** Plumbers, electricians, exterminators, janitors, lawn care services, pool cleaners, maintenance and security, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operations of residences, Essential Businesses, Essential Government Functions, and Critical Infrastructure. Critical Trade does not include discretionary maintenance or improvements. Union representatives and their staff for the purpose of performing critical labor union functions, including the maintenance of health and welfare funds and checking on the well-being and safety of members.

Construction. Construction for public works, residential, commercial, and schools. Elective additions and maintenance are prohibited. Protecting construction worker from the spread of COVID19 is extremely important for their safety and for public health, all construction sites must follow the COVID-19 Safety Recommendations issued by the Construction Industry Safety Coalition, including, but not limited to, the Rules for Construction Industry set out in Exhibit B. Failure to strictly comply with this Order can result in penalties described below. Additionally, the general contractor and non-compliant subcontractor can be removed from the essential business list.
- xi. **Professional Services.** Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities or services necessary to avoid imminent harm to a client. Real estate and inspection services, so long as they comply with the rules set out in Exhibit F.
- xii. **Financial Institutions.** Banks and related depository financial institutions, credit unions, insurance companies, title companies, payroll and accounting services. Check cashing businesses and pawnshops so long as they comply with the rules set out in Exhibit D. A copy of Exhibit D must be prominently



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displayed in each establishment in English and Spanish and a copy must also be provided to each customer in the customer's preferred language.

- xiii. **Information Technology Services/Telecommunications Services.** IT and IT services and their essential service vendors, including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services, and critical manufacturing, as well as telecommunications services, internet access and broadband/communications services.
- xiv. **Essential Retail.** Laundromats, dry cleaners, and laundry service providers., hardware stores, and related facilities. Firearm and ammunition suppliers and retailers for purposes of safety and security. Hardware stores and business that sell electrical, plumbing, and other materials necessary to support Essential Businesses, and Essential Government Functions, and Critical Infrastructure. Essential retail establishments shall comply with the Rules for Essential Retail Establishments set out in Exhibit A.
- xv. **Hotels and Motels.** Hotels and motels, to the extent used for lodging or delivery or carry-out food services.
- xvi. **Providers of Basic Necessities to Economically Disadvantaged Populations.** Businesses or organizations that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals.
- xvii. **Essential Services Necessary to Maintain Essential Operations of Residences or Other Essential Businesses.** . Businesses or services that supply other Essential Businesses, Essential Government Services, and Critical Infrastructure with the support or supplies needed to operate; including but not limited to mail, shipping and delivery services, warehouse/distribution and fulfillment, storage, moving services, janitorial services, laundry services, computer, audio or video electronics, sanitary equipment, and medical equipment.. To the extent possible, services shall be provided in compliance with Social Distancing Rules attached, including distancing of six feet and routine use of hand sanitizer. All employers that are common carriers, motor carriers, private carriers, shippers, delivery services, moving companies and contract carriers that load or unload cargo, supplies, equipment or goods at any point located in Dallas County shall comply with the rules set out in Exhibit E.
- xviii. **Supplies to Work From Home.** Businesses that supply products needed for people to work from home.
- xix. **Public and Private Education.** Public and private educational institutions, only for the purposes of facilitating distance learning or performing essential functions, provided compliance with the Social Distancing Rules is maintained
- xx. **News Media.** Newspapers, television, radio, and other media services.



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- xxi. **Childcare Services.** Childcare facilities providing services or community service providers offering childcare services under the following mandatory conditions:
 - 1. Childcare services shall only be provided to employees of Essential Businesses;
 - 2. Childcare must be carried out in stable groups of 12 or fewer ("stable" means that the same 12 or fewer children are in the same group each day);
 - 3. Children shall not change from one group to another;
 - 4. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other;
 - 5. Childcare providers shall remain solely with one group of children.
- xxii. **Animal Care Services.** Animal shelters, veterinary care, and pet food and supply stores. Grooming, if necessary for the health and wellbeing of the animal. Pet daycare, but only for employees of Essential Businesses. To the greatest extent possible, all services must be performed in compliance with social distancing requirements of six feet. Pet food and supply stores shall comply with the Rules for Essential Retail Establishments set out in Exhibit A.
- xxiii. **Religious and Worship Services.** Religious and worship services may only be provided by audio, video, and teleconference. Religious institutions must limit in-person staff to ten (10) people or less at one time, and twenty-five (25) people total per day, when preparing for or conducting video or teleconference services, and all individuals must follow the Social Distancing Rules including the six feet social distancing.
- xxiv. **Funeral Services.** Funeral, mortuary, cremation, burial, cemetery, and related services, provided that social distancing of six feet per person is maintained to the greatest extent possible.
- c. For purposes of this Order, **Minimum Basic Operations** means the following, provided that employees comply with the Social Distancing Rules:
 - i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
- 3. The Dallas County Sheriff's Office, the Dallas County Fire Marshal's Office, and other peace officers, are hereby authorized to enforce this Order. A violation of this order may be punishable through criminal or civil enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days.
- 4. Any manufacturer who retools their business for the purpose of manufacturing and producing ventilators, masks, personal protective equipment, or any supply necessary for



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Essential Healthcare Operations may apply for an “essential business” exemption under this Order. Submit requests for an exemption to BusinessCOVID19@dallascounty.org.

5. All public, private, and commercial laboratories operating within Dallas County and performing COVID-19 testing shall report by 5:00 p.m. each day for the prior 24-hour period:
 - a. The number of COVID-19 tests performed; and
 - b. The number of positive COVID-19 tests.

Reports shall be made to Dallas County Judge Clay Jenkins at Clay.Jenkins@dallascounty.org and Dallas County Health and Human Services Director Dr. Philip Huang at Philip.Huang@dallascounty.org. Reporting laboratories shall not provide names or any other identifiable health information that could be used to identify an individual patient.

6. Employers shall not implement any rules making a negative COVID-19 test or a note from a healthcare provider a requirement before a COVID-19 recovered employee can return to work.
7. Under this Order, no person shall sell any of the following goods or services for more than the regular retail price the person charged for the goods or services on March 16, 2020, except where an increased retail price is the result of increased supplier or other costs (including the loss of supplier supporting funds):
 - a. groceries, beverages, toilet articles, and ice;
 - b. restaurant, cafeteria, and boarding-house meals; and
 - c. medicine, pharmaceutical and medical equipment, and supplies.
8. Grocery stores, supermarkets, warehouse stores, hospitals, and medical facilities are experiencing high levels of demand for a large number of products, requiring more deliveries from manufacturers and distribution centers to serve their customers. A number of Texas cities and local associations have implemented restrictions on delivery hours to stores to mitigate truck noise and traffic. Due to the need to deliver products as quickly and efficiently as possible during this critical timeframe, this Order hereby suspends all delivery hour restrictions for transport to or from any entity involved in the selling or distribution of food products, medicine, or medical supplies in Dallas County for the next 60 days.
9. Due to increased demand for bath or toilet tissue resulting from stock up buying and individuals who purchase for resale, a mandatory limit on toilet paper sales is instituted until the supply chain meets the demand or two weeks, whichever comes first. All sales of bath or toilet tissue occurring in Dallas County are limited to the greater of: (a) twelve (12) rolls per purchase or (b) one (1) package per purchase. This provision does not apply to the sale of bath or tissue paper to a government organization or essential business.
10. Due to the public health emergency, the Office of the Dallas County Judge hereby advises the Dallas County Justices of the Peace to suspend eviction hearings and writs of possession for at least the next 60 days to prevent renters from being displaced. Nothing in the moratorium relieves tenants of liability for unpaid rent. Landlords should cap late fees for delayed payment of rent at fifteen dollars (\$15) per month.



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11. If someone in a household has tested positive for coronavirus, the household is ordered to isolate at home. Members of the household cannot go to work, school, or any other community function, except for workers included in Essential Healthcare Operations who may continue to work in accordance with CDC guidance.
12. Nursing homes, retirement, and long-term care facilities are instructed by this Order to prohibit non-essential visitors from accessing their facilities unless to provide critical assistance or for end-of-life visitation.
13. Public and private schools and institutions of higher education are instructed by this Order to provide a safety plan to Dallas County Office of Homeland Security and Emergency Management 72 hours before students return to a classroom setting.
14. Additionally, the Office of the Dallas County Judge and the Health Authority instructs all employees to remain at home if sick. Employees of private businesses and nonprofits with six (6) or more employees in the City of Dallas can use their paid sick leave when they are sick or to care for sick family members.
15. This Order shall be in effect until 11:59 p.m. on April 3, 2020, or until it is either rescinded, superseded, or amended pursuant to applicable law.
16. The County of Dallas must promptly provide copies of this Order by posting on the Dallas County Health and Human Services website. In addition, the owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public asking for a copy. If any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.

IT IS SO ORDERED
CLAY JENKINS
DALLAS COUNTY JUDGE



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EXHIBIT A

Rules for Essential Retailers

Reason for Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus and protective measures to be taken in all establishments.

Definition of Essential Retailers.

1. Stores that Sell Groceries and Other Essential Supplies. Grocery stores, supermarkets, warehouse stores, big-box stores, bodegas, liquor stores, convenience stores, and farmers' markets that sell food products and household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products.
2. Gas Stations and Businesses Needed for Transportation. Gas stations, auto-supply stores, auto-repair, and bicycle repair. Auto-dealerships, for in-person mechanical services or to complete an online transaction on an appointment basis only.
3. Other Essential Retailers. Pet food and supply stores. Laundromats, dry cleaners, and laundry service providers, hardware stores, and related facilities. Firearm and ammunition suppliers and retailers for purposes of safety and security. Hardware stores and business that sell electrical, plumbing, and other materials necessary to support Essential Businesses, and Essential Government Functions, and Critical Infrastructure.

Safety Rules for All Essential Retailers. All employers involved in essential retail activity must follow the requirements set forth in the rules below:

1. All employees must take their temperature at their residence before going to an Essential Retailer. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
2. To the greatest extent possible and as equipment becomes available, an Essential Retailer must implement a system whereby supervisors must check the temperature of all employees with a forehead thermometer before the employee begins work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are not permitted to work and must be sent home immediately;
3. Gatherings during meals or breaks are prohibited;
4. Employees must keep a 6 foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the employees;
5. Employers must allow non-essential personnel to work from home when possible;
6. Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms and food preparation areas. Ensure that adequate supplies are maintained;



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7. Employees must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to the end of the work shift.
8. Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so employees may follow hygiene guidelines;
9. There shall be no adverse action taken against an employee who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not reported to work because the employee has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy; and
10. Employers must designate both a member of management as the COVID-19 Safety Monitor and a senior hourly worker (that is not a member of management) as the COVID-19 Vice Safety Monitor at each store to have the authority to work together to enforce these rules. Employers in unionized workplaces should consult with the employee's representatives on this designation.

General Rules for Essential Retailers.

1. Employers shall implement an organized line system where employees, customers, and other persons are not less than six feet apart at all times;
2. To the greatest extent practicable, designate shopping times for at risk populations (seniors, pregnant people, and people with underlying health conditions);
3. To the greatest extent possible, implement a system to restrict the number of customers who are physically present at an Essential Retailer so that six foot spacing may be maintained;
4. Employers shall implement purchase limits on high-demand items (toilet paper, soap, hand sanitizer). These purchase limits do not apply to a government organization or essential business;
5. To the greatest extent possible, employers shall offer pick up services or delivery services of grocery items and other essential supplies; and
6. Self-service food stations are prohibited. Self-service stations are defined as items that customers use common serving utensils to serve themselves, including but not limited to, salad bars, hot dog stands, self-service bulk food items, and other related food items. This section does not apply to self-checkout stations, so long as the checkout stations are cleaned at least every 30 minutes.

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any essential retailer who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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EXHIBIT B

Rules for the Construction Industry

Reason for Construction Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, and cleaning and disinfecting procedures.

Construction as Critical Infrastructure. The Order classified construction for public works, residential, commercial, and schools as critical infrastructure. Elective additions and maintenance are prohibited.

Requirements for Construction. All employers involved in construction activity must follow the requirements set forth in the COVID-19 Safety Recommendations issued by the Construction Industry Safety Coalition, including the rules below:

1. All workers and contractors (hereafter referred to as “workers”) must take their temperature at their residence. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
2. To the greatest extent possible, implement a system whereby supervisors must check the temperature of all workers and contractors with a forehead thermometer before the worker begins work. If a worker or contractor has a temperature above 99.6 degrees Fahrenheit, then they are to be sent home immediately;
3. To the greatest extent possible, shift work must be implemented such that each shift shall have no more than fifty percent (50%) of the workers who were on shift on March 16, 2020. Once assigned to a shift, workers shall not change from one shift to another;
4. To the greatest extent possible, limit crossover of subcontractors;
5. Gatherings during meals or breaks are prohibited;
6. Workers must keep a 6 foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the workers;
7. Workers must not use a common water cooler. Employers shall provide individual water bottles or instruct workers to bring their own;
8. Employers must allow non-essential personnel to work from home when possible;
9. Employers must provide soap and water and hand sanitizer in the workplace, including all restrooms. Ensure that adequate supplies are maintained;
10. If running water is available at the site, workers must wash their hands for at least twenty (20) seconds before beginning work, when they remove gloves, and before and after the use of shared items such as tools or multi-user devices, before and after any meal or restroom breaks, and when their shift or work time ends.
11. Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines;
12. Employers must provide one (1) working flushing toilet for every fifteen (15) workers on site or one (1) outdoor portable toilet for every 10 workers on site;
13. There shall be no adverse action taken against a worker who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not



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- reported to work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy; and
14. Employers must designate a COVID-19 safety monitor on each site who has the authority to enforce these rules;

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any general contractor or subcontractor who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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EXHIBIT C

Rules for Manufacturers and Distributors

Reason for Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, and cleaning and disinfecting procedures.

Definition of Critical Manufacturers and Distributors. This Order defines Critical Manufacturing and Distribution as the industries listed in the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0.

Rules for Manufacturers and Distributors. All employers involved in critical manufacturing and distribution activity must follow the requirements set forth in the rules below:

1. All employees must take their temperature at their residence before going to work at a manufacturing or distribution center. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
2. To the greatest extent possible and as equipment becomes available, employers must implement a system whereby supervisors check the temperature of all employees before the employee begins work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are not permitted to work and must be sent home immediately;
3. Gatherings during meals or breaks are prohibited;
4. Employees must keep a six (6) foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the employees;
5. To the extent practicable, employers shall adjust shift timing to allow for greater physical distance between employees;
6. Employers must allow non-essential personnel to work from home when possible;
7. Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms. Employers shall ensure that adequate supplies of soap and hand sanitizer are maintained;
8. Employees must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to departing the work site.
9. Employers shall discourage employees from sharing work tools when possible.
10. Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so employees may follow hygiene guidelines;
11. There shall be no adverse action taken against an employee who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not reported to work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy; and
12. Employers must designate both a member of management as the COVID-19 Safety Monitor and a senior hourly employee (that is not a member of management), or a non-management



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employee if an hourly employee is not available, as the COVID-19 Vice Safety Monitor at each site to have the authority to work together to enforce these rules. Employers in unionized workplaces should consult with the employee's representatives on this designation.

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any manufacturer and distributor who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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EXHIBIT D

Rules for Financial Institutions

Reason for Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, and cleaning and disinfecting procedures.

1. Check Cashing Businesses

Application. For the purpose of this Order, "Check Cashing Business" means a person or entity that for compensation engages, in whole or in part, in the business of cashing checks, drafts, money orders, traveler's checks or other instruments for the transmission or payment of money. This Order does not apply to a retail seller engaged primarily in the business of selling consumer goods, including consumables, to retail buyers that cash checks or issue money orders as a service to its customers that is incidental to its main purpose or business.

Interest and Fees. Fees shall not exceed 2% of the amount of the check, draft, or money order, or \$2, whichever is greater. Interest on a loan or advance of money shall not exceed 15% per annum of the total amount of the advance, provided that total fees associated with the loan do not exceed \$75, regardless of the name or type of charge. A check cashing business may charge only those charges expressly authorized in this Order in connection with a loan or advance issued.

Safety Rules. All check cashing businesses must follow the requirements set forth in the rules below:

- a) All employees must take their temperature at their residence before going to work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
- b) To the greatest extent possible and as equipment becomes available, employers must implement a system whereby supervisors must check the temperature of all workers and contractors with a forehead thermometer before the worker begins work. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are to be sent home immediately;
- c) Employees must keep a 6 foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the workers;
- d) Employers shall restrict the number of customers physically present in the store to only those people necessary to complete the transaction as determined by the customer. All other individuals must remain outside the store while the transaction is completed;
- e) Employers must allow non-essential personnel to work from home when possible;
- f) Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms and food preparation areas. Employers must ensure that adequate supplies are maintained;
- g) Employees must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to the end of the work shift;



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- h) Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines; and
- i) There shall be no adverse action taken against a worker who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not reported to work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy.

2. Pawnshops

Application. These rules apply to all locations or premises at which a pawnbroker regularly conducts business.

Interest and Fees. Interest on a loan of money extended pursuant to a pawn transaction shall not exceed 15% per annum of the total amount of the advance, provided that total fees associated with the loan do not exceed \$75, regardless of the name or type of charge. A pawnshop may charge only those charges expressly authorized in this Order in connection with a pawnshop loan.

Minimum Term Length. A pawnshop shall hold the goods pledged as collateral for at least 120 days after the end of the Emergency Declaration issued by Judge Jenkins or the end of the Emergency Declaration issued by Governor Abbott, whichever is later.

Safety Rules. All pawnshops must follow the requirements set forth in the rules below:

- a) All employees must take their temperature at their residence before going to work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
- b) To the greatest extent possible and as equipment becomes available, employers must implement a system whereby supervisors must check the temperature of all workers and contractors with a forehead thermometer before the worker begins work. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are to be sent home immediately;
- c) Employees must keep a 6 foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the workers;
- d) Employers shall restrict the number of customers so that only one customer is physically present in the store at a time;
- e) Employers must allow non-essential personnel to work from home when possible;
- f) Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms and food preparation areas. Employers must ensure that adequate supplies are maintained;
- g) Employees must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to the end of the work shift;
- h) Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines; and
- i) There shall be no adverse action taken against a worker who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not reported to



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work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy.

3) **Enforcement**

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any financial institution who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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EXHIBIT E

Rules for Common Carriers, Shipper, Delivery Services, and Related Companies

Reason for Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, and cleaning and disinfecting procedures.

Definition of Common Carriers. All employers which are common carriers, motor carriers, private carriers, shippers, delivery services, moving companies and contract carriers which load or unload cargo, supplies, equipment or goods at any point located in Dallas County.

Rules for Common Carriers. All employers involved in trucking, shipping, delivery and moving services, and related industries must follow the requirements set forth in the rules below:

1. All employees must take their temperature at their residence before going to work. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
2. To the greatest extent possible and as equipment becomes available, employers must implement a system whereby supervisors check the temperature of all employees before the employee begins work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are not permitted to work and must be sent home immediately;
3. Gatherings during meals or breaks are prohibited;
4. Employees must keep a six (6) foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the employees;
5. To the extent practicable, employers shall adjust shift timing to allow for greater physical distance between employees, including coordination between dispatch and scheduling so that there is no overlap between crews traveling to different locations;
6. Employers must allow non-essential personnel to work from home when possible;
7. Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms. Employers shall ensure that adequate supplies of soap and hand sanitizer are maintained. Hand sanitizer must be available in each vehicle;
8. Workers must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to the end of the work shift;
9. Employers must ensure that employees use gloves when handling shared tools or equipment (such as dollies, dock plates, and controls) and that employees wash their hands for at least 20 seconds after handling such tools or equipment;
10. To the greatest extent possible, drivers and other personnel should stay in their vehicles while the vehicles are being loaded and unloaded, unless required for employee safety;



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11. To the greatest extent possible, receipts, bills of lading, acknowledgements and other such documentation should be electronic so as minimize the need for personnel to physically sign and exchange documents;
12. Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines;
13. There shall be no adverse action taken against a worker who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) has not reported to work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy; and
14. Employers must designate both a member of management and an employee who is not a member of management COVID-19 safety monitors at each of the business's warehouses, yards or other locations who have the authority to work together to enforce these rules. Employers in unionized workplaces should consult with the employee's representatives on this designation.

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any common carrier or related business who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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EXHIBIT F

Rules for Real Estate Agents

Reason for Rules. The purpose of these rules is to outline the steps that every Agent/Employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent exposure to coronavirus and protective measures to be taken in all real estate showing.

Definition of Real Estate Activity. For the purposes of this Order, real estate activity includes any activity governed by the Texas Real Estate License Act, the Inspector Act, the Residential Service Company Act, and the Timeshare Act.

Safety Rules for All Real Estate Agents/Employees. All realtors and their employees involved in essential real estate activity must follow the requirements set forth in the rules below:

1. Open Houses are prohibited;
2. All realtors and their employees (hereafter referred to as “realtors”) must take their temperature at their residence prior to any real estate showing. If an agent has a temperature above 99.6 degrees Fahrenheit, they are prohibited from participating in any real estate showings and must remain at their residence;
3. Realtors and clients must travel to showings in separate vehicles;
4. Realtors, clients, and homeowners must follow the six-foot social distancing rule at all times;
5. Realtors and staff should limit in person contact and conduct business remotely as much as possible;
6. Realtors must wear a protective mask and provide new, unused protective masks to clients when touring a site;
7. Employers must designate a COVID-19 safety monitor at each real estate office who has the authority to enforce these rules;

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any realtor who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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DCHHS Social Distancing Rules

1) Vulnerable Populations: Limit Outings

- Vulnerable populations include people who are:
 - 60 years old and older.
 - People with certain health conditions such as heart disease, lung disease, diabetes, kidney disease and weakened immune systems.
- For vulnerable populations, don't go to gatherings unless it is essential. Stay home. Avoid people who are sick.

2) Workplace and Businesses: Minimize Exposure

- Suspend nonessential employee travel.
- Ensure employees practice social distancing and do not work within six feet of one another.
- Urge essential employees to stay home when they are sick and maximize flexibility in sick leave benefits.
- Do not require a doctor's note for employees who are sick.
- Maximize telecommuting options.
- Persons who need to be at work to provide essential services of great benefit to the community must take steps in their workplace to minimize risk.

3) Cancel Non-essential Events

- Cancel non-essential events.
- Do not attend any events or gatherings if sick.
- For events that aren't cancelled, we recommend:
 - Having hand washing capabilities, hand sanitizers and tissues available.
 - Frequently cleaning high touch surface areas like counter tops and hand rails.
 - Finding ways to implement social distancing..

4) Schools: Safety First

- Do not have your child attend school if sick.
- If you have a child with chronic health conditions, consult the child's doctor about school attendance.
- Schools should equip all classrooms with hand sanitizers and tissues.
- Recommend rescheduling or cancelling events that are not essential.
- Explore remote teaching and online options to continue learning.
- Schools should develop a plan for citywide school closures, and families should prepare for further closures.

5) Transit: Cleaning and Protection

- Increase cleaning of vehicles and high touch surface areas.
- Provide hand washing/hand sanitizers and tissues in stations and on vehicles.
- Ensure social distancing practices are implemented to the full extent possible.



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6) Health Care Settings: Avoid as possible, protect the vulnerable

- Long-term care facilities should have a COVID-19 plan in accordance with CDC or state guidelines.
- Long-term care facilities should restrict all visitation except for certain compassionate care situations, such as end of life situations.
- The general public should avoid going to medical settings such as hospitals, nursing homes and long-term care facilities, even if you are not ill.
- If you are ill, call your health care provider ahead of time, and you may be able to be served by phone.
- Do not visit emergency rooms unless it is essential.
- Follow guidance and directions of all facilities.

7) Everyone: Do your part

The best way for all Dallas County residents to reduce their risk of getting sick, as with seasonal colds or the flu, still applies to prevent COVID-19:

- Wash hands with soap and water for at least 20 seconds.
- Cough or sneeze into your elbow or a tissue. Throw the tissue in the trash.
- Stay home if you are sick.
- Avoid touching your face.
- Try alternatives to shaking hands, like an elbow bump or wave.
- If you have recently returned from a country, state or region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials and CDC guidance.
- There is no recommendation to wear masks at this time to prevent yourself from getting sick.

You can also prepare for the disruption caused by an outbreak. Preparedness actions include:

- Prepare to work from home if that is possible for your job, and your employer.
- Make sure you have a supply of all essential medications for your family.
- Prepare a child care plan if you or a caregiver are sick.
- Make arrangements about how your family will manage school closures.
- Plan for how you can care for a sick family member without getting sick yourself.
- Take care of each other and check in by phone with friends, family and neighbors that are vulnerable to serious illness or death if they get COVID-19.
- Keep common spaces clean to help maintain a healthy environment for you and others. Frequently touched surfaces should be cleaned regularly with disinfecting sprays, wipes or common household cleaning products.

Work Session and Regular Meeting

3.

Meeting Date: 04/14/2020

Department: City Manager

Pillars: Gold Standard for Financial Health

Milestones: Implementation and continuous development of Long Term Financial Plan

AGENDA CAPTION:

Present and Discuss **Initial Projections of the Potential Financial Impacts to the Town of Addison Due to the Economic Disruption Related to the COVID-19 Pandemic.**

BACKGROUND:

Finance staff has evaluated a range of potential financial impacts of the COVID-19 pandemic for the remainder of Fiscal Year 2020 and Fiscal Year 2021 for all Town Funds. Historically, certain funds have been affected by crisis' such as 9/11 and the Great Recession while the Town's other operating funds have not seen noticeable changes.

Primary concerns are sales taxes and mixed beverage taxes for the General Fund, hotel occupancy taxes for the Hotel Fund, and fuel flowage fees and rental income for the Airport. For each of these funds historically, it has taken three years to see a full recovery in these revenue sources following a crisis.

Staff will discuss the revenue sources impacted by the COVID-19 pandemic and the potential impact on fund balances and expenditures for the current and future fiscal years.

RECOMMENDATION:

Information only, no action required.

Work Session and Regular Meeting

4.

Meeting Date: 04/14/2020

Department: General Services

Pillars: Excellence in Asset Management

AGENDA CAPTION:

Present and Discuss **the Findings of the Facility Utilization Study and Consider Three Broad Concepts to Meet the Current and Future Town of Addison Facility Needs.**

BACKGROUND:

In July of 2019, through a Request for Proposal, LPA was engaged to help the Town conduct a facility usage study. This study looked at eight facilities that could be considered for modifications. The process involved extensive interviews with staff on how they use the facilities currently, what departments they interact with and, what they see as future needs for their departments. Additionally, LPA conducted an in-depth review of the selected facilities to create to scale floor plans.

LPA collected and analyzed the data and was asked to broadly develop some concepts to present for consideration. The goal is to begin a data driven discussion to find a solution that will provide improved functionality for staff and the public, accommodate future growth, and address the facility deficiencies that currently exist with buildings in excess of 30 years old.

LPA was asked to consider the following in providing broad concepts for consideration:

- A phased, long-term plan with an actionable first phase;
- Provide recommendations for repurposing existing facilities;
- Improve delivery of city services to the community;
- Improve space usage to lower long-term operating costs;
- Improve functional department adjacencies and efficiencies;
- Address the issue of aging facilities and deferred maintenance costs;
- Implement current occupancy standards; and
- Consider a strategic location for city services in a central facility or adjacent facility.

LPA will present their findings to begin a discussion of the future of Addison facilities.

RECOMMENDATION:

Staff requests direction from Council.

Attachments

Presentation - LPA Facility Utilization Study

Report - LPA Facility Utilization Study



ADDISON

Facility Utilization Study

April 14, 2020

LPA

Acknowledgements

ADDISON

ADDISON CITY COUNCIL

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TOM BRAUN

MAYOR PRO TEMPORE

LORI WARD

DEPUTY MAYOR PRO TEMPORE

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JACK PILAND – THEATRE CENTRE SUPERVISOR

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MUNICIPAL COURT

LARRY DWIGHT – PRESIDING JUDGE

PARKS + RECREATION:

JANNA TIDWELL – DIRECTOR OF PARKS AND RECREATION

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PUBLIC WORKS + ENGINEERING:

LISA PYLES – DIRECTOR OF PUBLIC WORKS + ENGINEERING

SPECIAL EVENTS:

JASMINE LEE - DIRECTOR OF SPECIAL EVENTS



1. Introduction

- Charge
- Process
- Strategy

2. Facility Utilization Options

- Concept 1 – Renovate in Place
- Concept 2 – Strategic Additions
- Concept 3 – New Construction

3. Question & Answer

1 | Introduction

- Charge
 - Consider a phased, long-term plan with an actionable first phase
 - Provide recommendations for repurposing existing facilities
 - Improve delivery of city services to the community
 - Improve space usage to lower long-term operating costs
 - Improve functional department adjacencies and efficiencies
 - Implement current occupancy standards
 - Consider a strategic location for city services in a central facility or adjacent facility
- Process
 - Analyze current facility configurations
 - Set concepts to maximize use of existing facilities
 - Develop preliminary workplace typologies to study building efficiencies
 - Identify personnel & equipment growth over 10 years
- Strategy
 - Broad concepts rather than recommendations
 - Concepts should be significantly differentiated
 - Concepts should be actionable and based on Town of Addison vision

Example Workplace Typologies - Workstations

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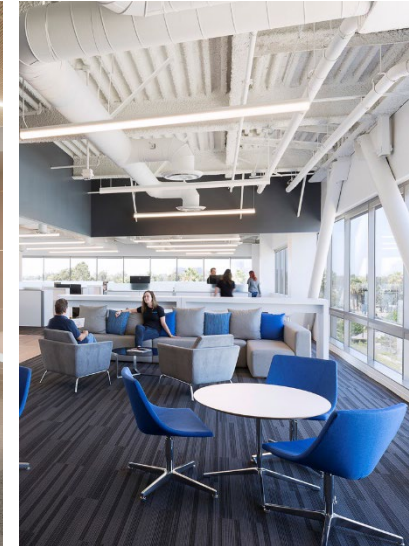
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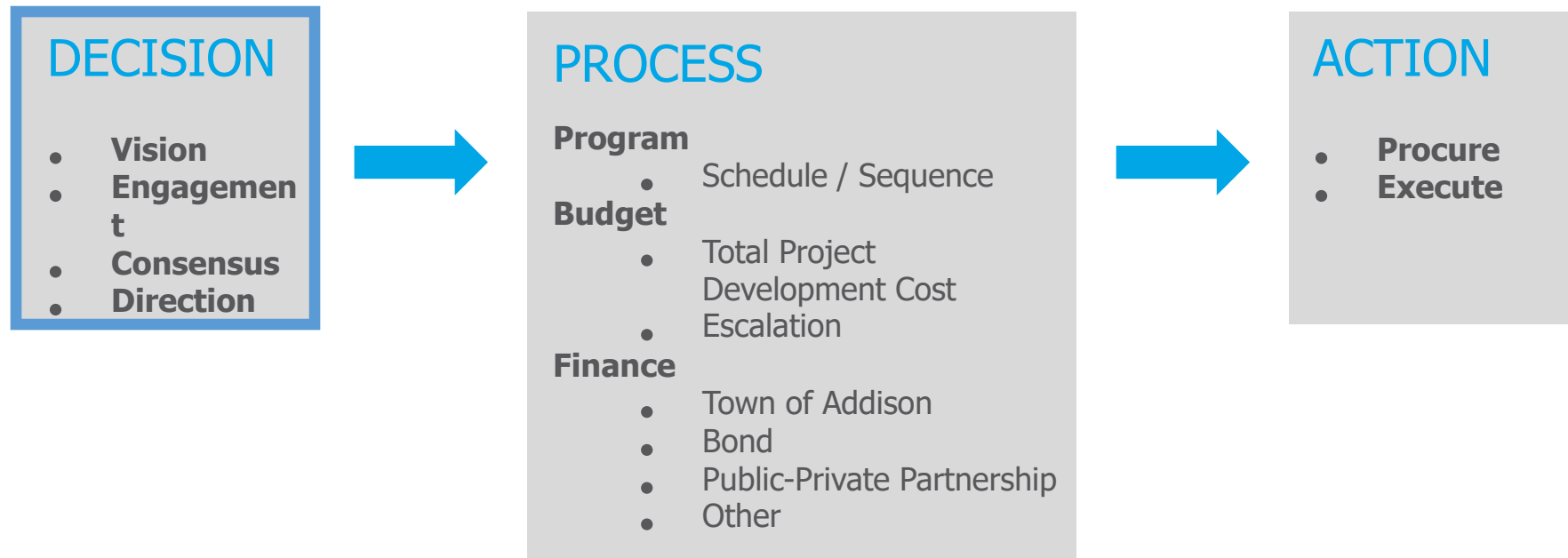


Example Workplace Typologies – Meeting

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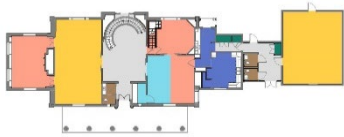
2 | Facility Utilization Concepts

Existing Facilities

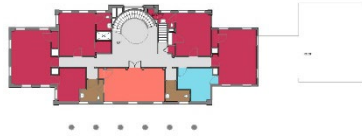
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Town Hall



First Floor Plan



Second Floor Plan

Service Center



First Floor Plan



Second Floor Plan

Fire Station #2



Central Fire Station



Police + Courts



First Floor Plan



Second Floor Plan

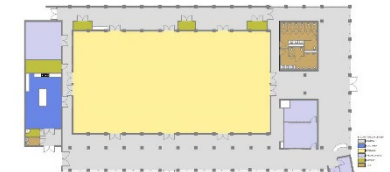
Finance Building + Conference Centre



First Floor Plan



Second Floor Plan

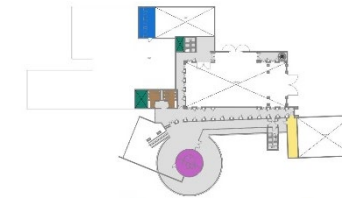


Conference Centre

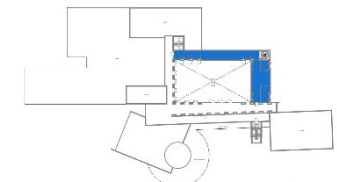
Theatre Centre



First Floor Plan



Second Floor Plan




Third Floor Plan

Existing Facilities

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	EXISTING TOWN FACILITIES								
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD	
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 1 FTE	CONFERENCE CENTRE 8 FTE	FINANCE 13 FTE	FIRE OPERATIONS / ADMINISTRATION 47 FTE	FIRE OPERATIONS 10 FTE	POLICE 72 FTE COURTS 5.8 FTE	GENERAL SERVICES 5.5 FTE SPECIAL EVENTS 4.5 FTE INFORMATION TECH. 7 FTE PARKS + RECREATION 6 FTE IN OFFICE 15 FTE IN FIELD PUBLIC WORKS 16.4 FTE IN OFFICE 11 FTE IN FIELD DEVELOPMENT SVCS 12 FTE	CITY COUNCIL 0 FTE CITY MANAGER 5.5 FTE CITY SECRETARY 1 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE HUMAN RESOURCES 4 FTE MARKETING 2 FTE	
CURRENT AREA	32,628 SF	16,283 SF	6,014 SF	17,691 SF	7,124 SF	29,339 SF	31,188 SF	6,544 SF	TOTAL SF 146,811 SF
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	77.8 FTE	51.4 / 77.4 FTE	17 FTE	2019 total staff 278.5 FTE



Concept 1 – Renovate in Place

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- 1 CONFERENCE AND THEATRE CENTRE (RENOVATIONS)
- 2 FINANCE BUILDING (REPURPOSED)
- 3 CENTRAL FIRE (RENOVATIONS)
- 4 FIRE STATION 2 (RENOVATIONS)
- 5 POLICE & COURTS (RENOVATIONS)
- 6 SERVICE CENTER (RENOVATIONS)
 - HUMAN RESOURCES
 - INFORMATION TECHNOLOGY
 - DEVELOPMENT SERVICES
 - PUBLIC WORKS
 - PARKS & RECREATION
 - MARKETING
 - TOURISM
 - SPECIAL EVENTS
 - FINANCE
 - GENERAL SERVICES
- 7 TOWN HALL (RENOVATIONS)

Concept 1 – Renovate in Place

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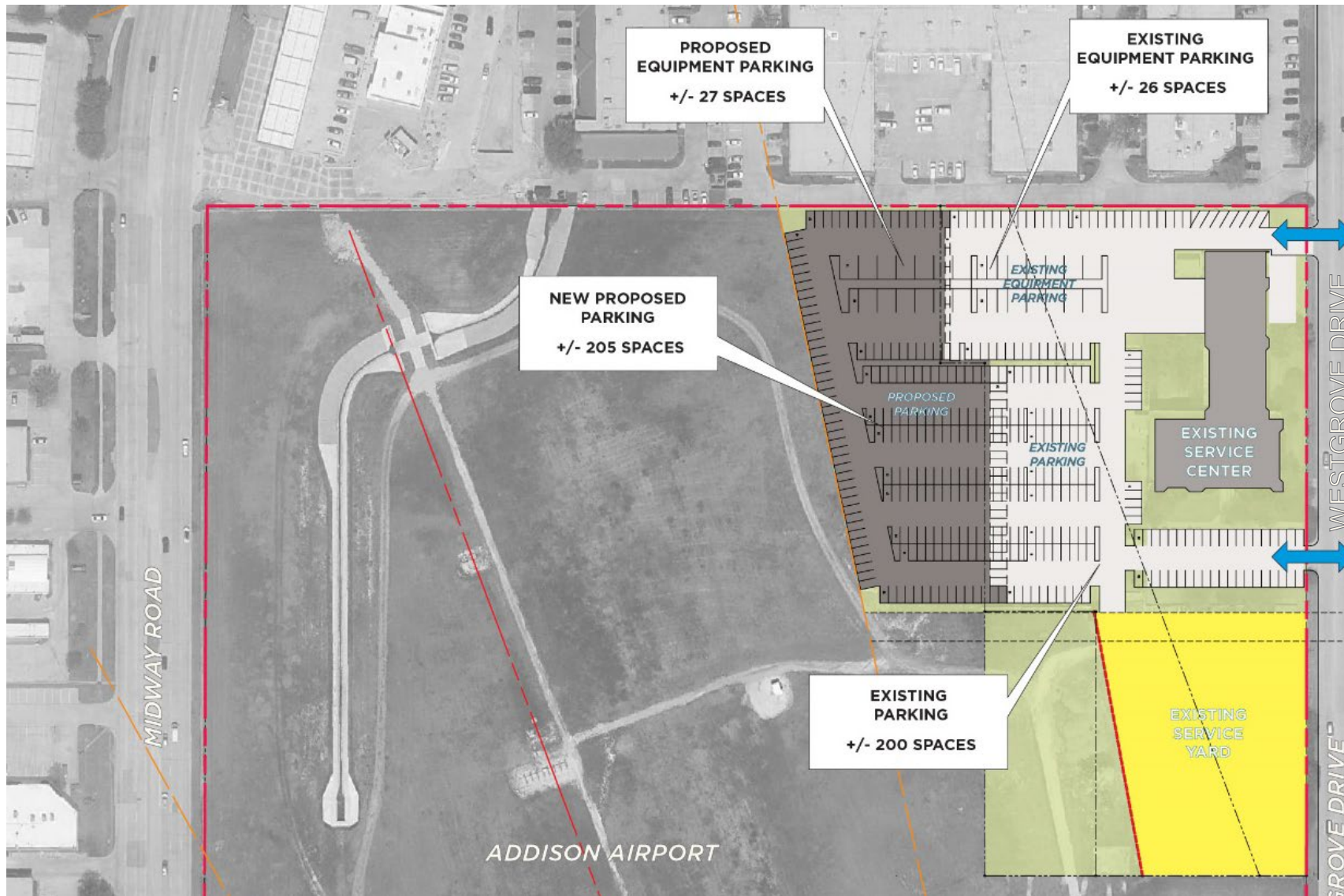


	CONCEPT 1								
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD	
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE	CONFERENCE CENTRE 10 FTE	REPURPOSED	FIRE OPERATIONS/ ADMINISTRATION 51 FTE	FIRE OPERATIONS 12 FTE	POLICE 86 FTE COURTS 10 FTE TBD	GENERAL SERVICES 8 FTE SPECIAL EVENTS 6 FTE INFORMATION TECH. 9 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21 FTE IN FIELD DEVELOPMENT SVCS 19 FTE HUMAN RESOURCES 4 FTE MARKETING 4 FTE TOURISM 2 FTE FINANCE 13 FTE	CITY COUNCIL N/A CITY MANAGER 8 FTE CITY SECRETARY 2 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE	
	3 FTE	10 FTE	REPURPOSED	51 FTE	12 FTE	86 FTE	83 / 124 FTE	12 FTE	10-yr staff 308 FTE
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE	2019 total staff 278.5FTE

Concept 1 – Renovate in Place

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PARKING SUMMARY:

EXIST. PARKING: +/- 200 SPACES

PARKING TO BE REMOVED +/- 30 SPACES

NEW PARKING +/- 205 SPACES

TOTAL PARKING: +/- 375 SPACES

EXIST. EQUIPMENT PARKING +/- 26 SPACES

NEW EQUIPMENT PARKING +/- 27 SPACES

TOTAL EQUIP. PARKING +/- 53 SPACES

Concept 2 – Strategic Additions

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1 **CONFERENCE AND THEATRE CENTRE (RENOVATIONS)**

2 **FINANCE BUILDING (ADDITION)**

3 **CENTRAL FIRE (ADDITION)**

4 **FIRE STATION 2 (RENOVATIONS)**

5 **POLICE & COURTS (ADDITIONS)**

6 **SERVICE CENTER (RENOVATIONS)**

HUMAN RESOURCES
INFORMATION TECHNOLOGY
DEVELOPMENT SERVICES
PUBLIC WORKS
PARKS & RECREATION

MARKETING
TOURISM
SPECIAL EVENTS
GENERAL SERVICES

7 **TOWN HALL (ADDITION)**


CITY COUNCIL
CITY MANAGER
CITY SECRETARY
CITY ATTORNEY
MAYOR'S OFFICE

Concept 2 – Strategic Additions

ADDISON



	CONCEPT 2								
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD	
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE	CONFERENCE CENTRE 10 FTE	FINANCE 13 FTE	FIRE OPERATIONS/ ADMINISTRATION 51 FTE	FIRE OPERATIONS 12 FTE	POLICE 86 FTE COURTS 10 FTE TBD	GENERAL SERVICES 8 FTE SPECIAL EVENTS 6 FTE INFORMATION TECH. 9 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21 FTE IN FIELD DEVELOPMENT SVCS 19 FTE HUMAN RESOURCES 4 FTE MARKETING 4 FTE TOURISM 2 FTE	CITY COUNCIL N/A CITY MANAGER 8 FTE CITY SECRETARY 2 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE	
	3 FTE	10 FTE	13 FTE	51 FTE	12 FTE	86 FTE	91 / 111 FTE	12 FTE	10-yr staff 308 FTE
EXISTING FTE									
	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE	2019 total staff 278.5FTE



Concept 2 – Strategic Additions

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Concept 2 – Strategic Additions

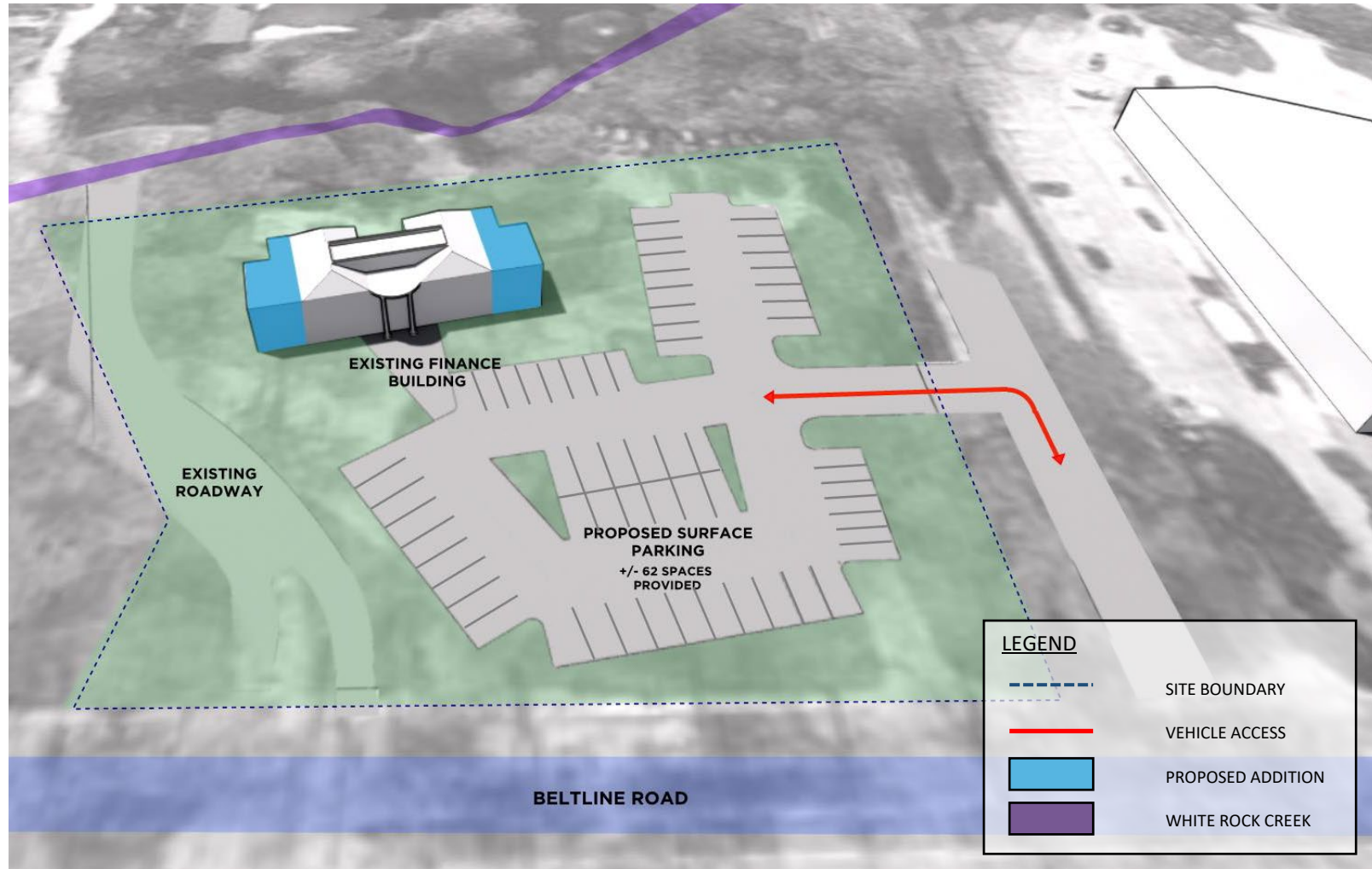
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FINANCE BUILDING

EXISTING BUILDING:	6,014 GSF
PROPOSED ADDITION:	5,472 GSF
TOTAL:	11,486 GSF

11,486 / 300 = 38 PARKING SPACES REQUIRED
SITE AREA: +/- 1.68 ACRES/ +/- 73,291 SF



Concept 2 – Strategic Additions

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TOWN HALL

EXISTING BUILDING:	6,544 GSF
DEMO	943 GSF
PROPOSED ADDITION:	5,000 GSF
TOTAL:	10,601 GSF

10,601 / 300 = 36 PARKING SPACES REQUIRED
18 EXISTING PARKING SPACES
ADD ADDITIONAL 17 PARKING SPACES
ADD +/- 6,200 SF OF PAVEMENT.



Concept 2 – Strategic Additions

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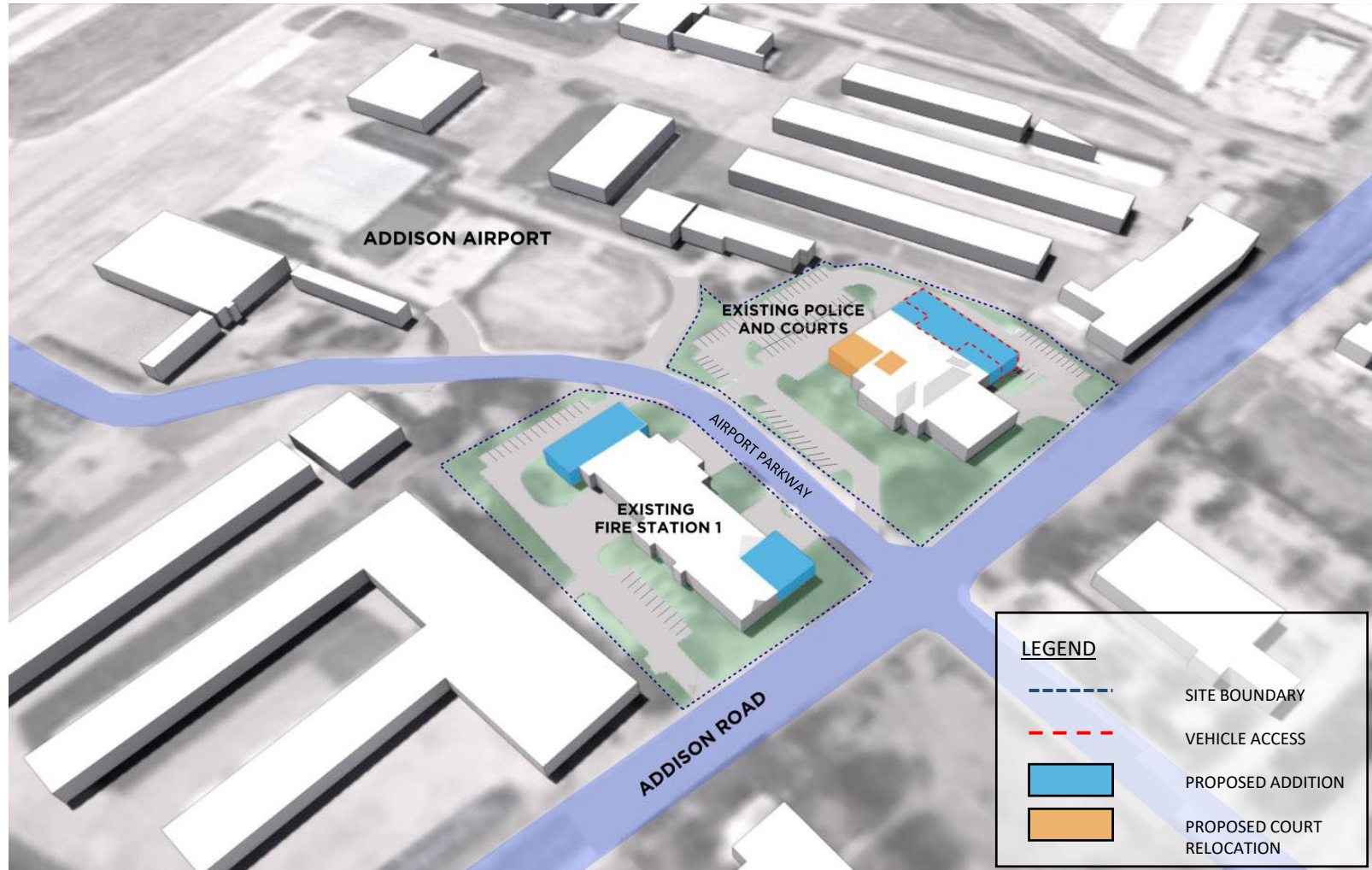
EXISTING POLICE + COURTS

EXISTING BUILDING:	+/- 26,339 GSF
PROPOSED DEMO	+/- 5,385 GSF
PROPOSED ADDITION:	+/- 13,576 GSF
TOTAL:	+/- 35,000 GSF

COURTS TO RELOCATE: -2,480 GSF

EXISTING FIRE STATION 1

FIRE STATION 1:	+/- 17,691 GSF
ADMIN ADDITON:	+/- 3,000 GSF
APPARATUS BAY:	+/- 4,000 GSF
TOTAL:	+/- 25,000 GSF



Concept 3 – New Construction

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1 **CONFERENCE AND THEATRE CENTRE (RENOVATIONS)**

2 **FINANCE BUILDING (REPURPOSED)**

3 **CENTRAL FIRE (REPLACED)**
NEW CENTRAL FIRE STATION

4 **FIRE STATION 2 (RENOVATIONS)**

5 **POLICE & COURTS (REPLACED)**

6 **SERVICE CENTER (RENOVATIONS)**

GENERAL SERVICES
PUBLIC WORKS
PARKS & RECREATION

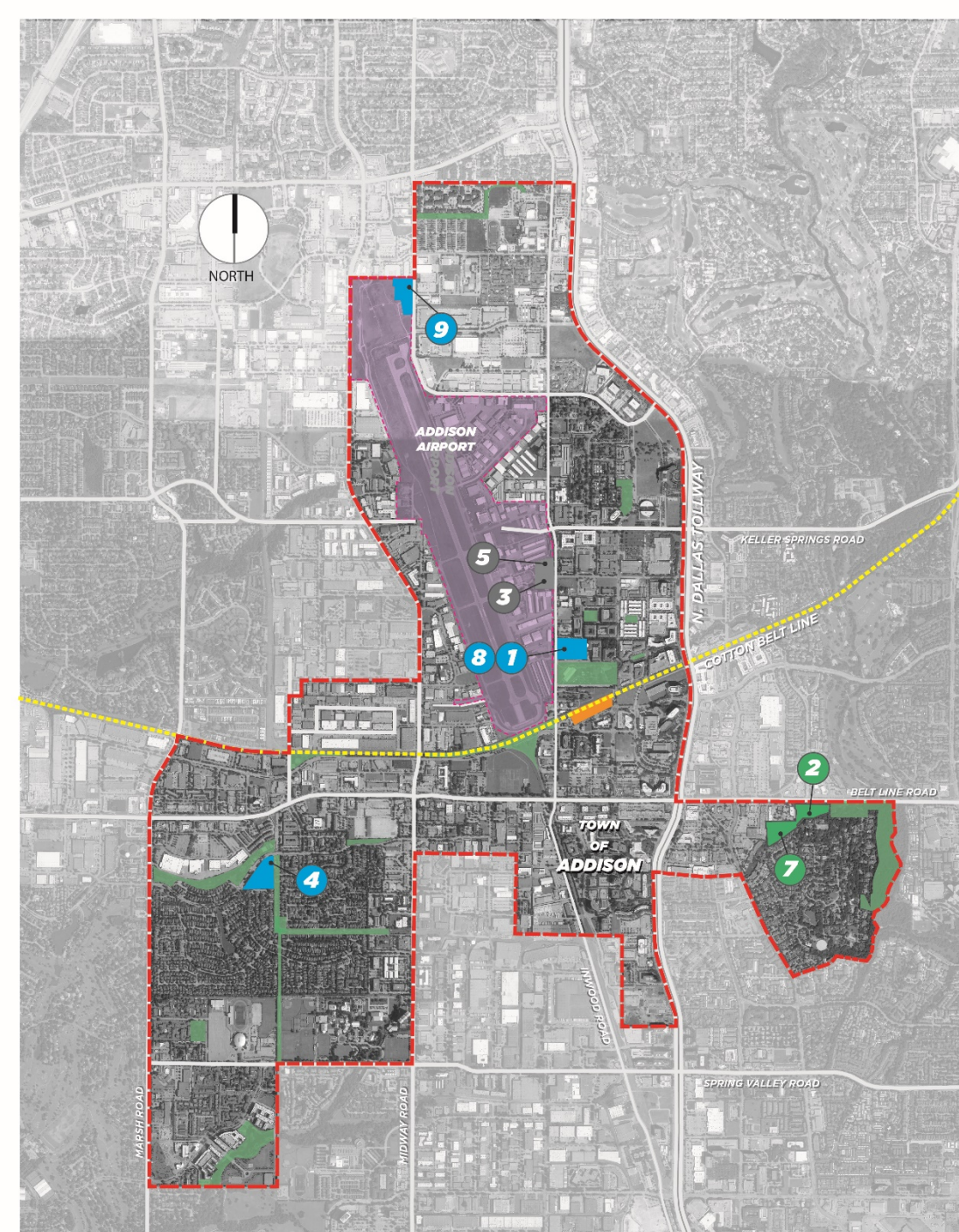
7 **TOWN HALL (REPURPOSED)**

8 **NEW MUNICIPAL CENTER**

CITY COUNCIL
CITY MANAGER
CITY SECRETARY
CITY ATTORNEY
MAYOR'S OFFICE
SPECIAL EVENTS
INFORMATION TECHNOLOGY

DEVELOPMENT SERVICES
HUMAN RESOURCES
MARKETING
COURTS
TOURISM
FINANCE
POLICE

ECONOMIC DEVELOPMENT
CONFERENCE CENTRE (3B)



Concept 3 – New Construction

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	CONCEPT 3							
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE				FIRE OPERATIONS 12 FTE		GENERAL SERVICES 8 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21 FTE IN FIELD	
EXISTING FTE	3 FTE	3A – 10 FTE 3B - REPLACED	REPURPOSED	REPLACED	12 FTE	REPLACED	26 / 67 FTE	REPURPOSED
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE
								10-yr staff 312 FTE
								2019 total staff 278.5 FTE

NEW CIVIC CENTER		
DEPARTMENT AND FTE TOTALS	CITY COUNCIL CITY MANAGER CITY SECRETARY CITY ATTORNEY MAYOR'S OFFICE SPECIAL EVENTS INFORMATION TECHNOLOGY DEVELOPMENT SERVICES HUMAN RESOURCES MARKETING ECONOMIC DEVELOPMENT TOURISM MUNICIPAL COURTS FINANCE	N/A 8 FTE 2 FTE 1 FTE 1 FTE 6 FTE 9 FTE 19 FTE 4 FTE 4 FTE 4 FTE 2 FTE 10 FTE 13 FTE
		83 FTE

NEW POLICE STATION		
DEPARTMENT AND FTE TOTALS	POLICE	86 FTE
		86 FTE

NEW CENTRAL FIRE STATION		
DEPARTMENT AND FTE TOTALS	FIRE OPERATIONS /ADMINISTRATION	51 FTE
		51 FTE

Concept 3A – New Civic Center

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PROPOSED SUMMARY

TOWN HALL:	85,300 GSF
POLICE HQ	42,550 GSF
TOTAL:	127,850 GSF

$127,850 / 300 = +/- 427$ PARKING SPACES REQUIRED

LAND AREA

TRACT 1:	19,782.63 SF / .45 ACRES
TRACT 2:	22,804.50 SF / .52 ACRES
TRACT 3:	263,700.43 SF / 6.06 ACRES
TOTAL:	306,431.66 SF / 7.035 ACRES



Concept 3B – New Civic Center + Conference Center

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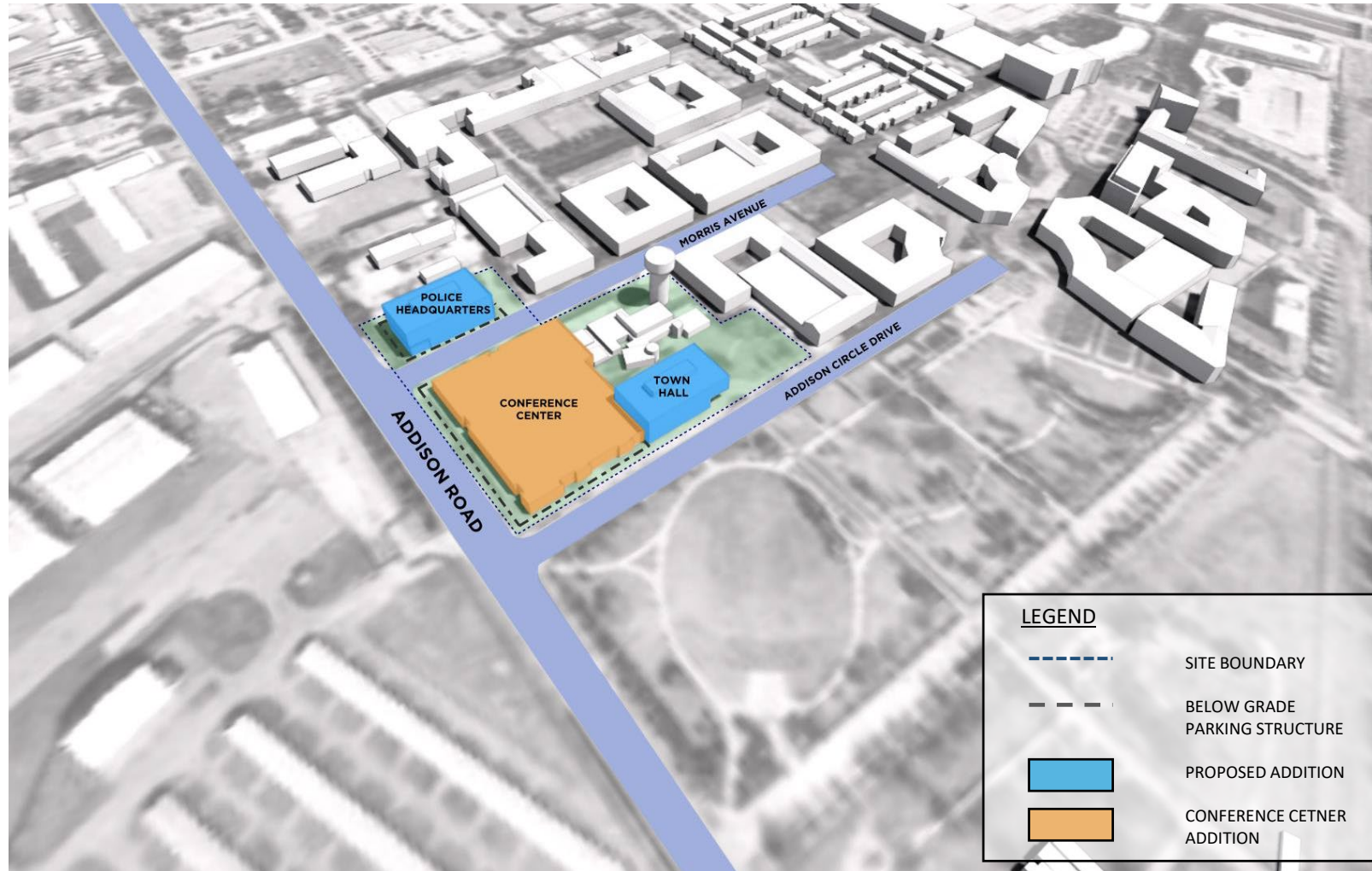
PROPOSED SUMMARY

TOWN HALL:	85,300 GSF
POLICE HQ	42,550 GSF
CONFERENCE CENTER:	83,942 GSF
TOTAL:	211,592 GSF

$211,592 / 300 = +/- 705$ PARKING SPACES REQUIRED

LAND AREA

TRACT 1:	19,782.63 SF / .45 ACRES
TRACT 2:	22,804.50 SF / .52 ACRES
TRACT 3:	263,700.43 SF / 6.06 ACRES
TOTAL:	306,431.66 SF / 7.035 ACRES



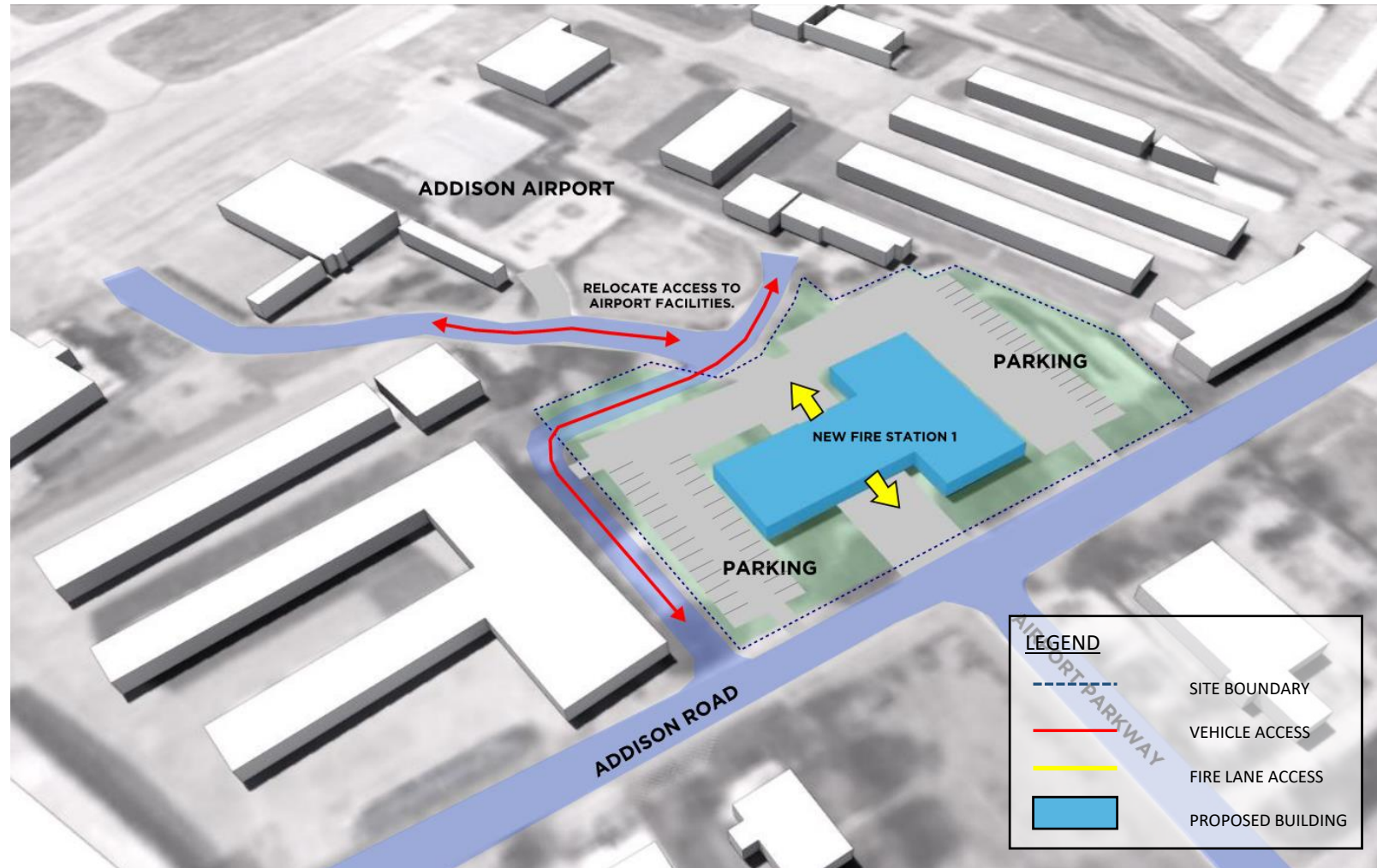
Concept 3 – Fire Station 1

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PROPOSED NEW FIRE STATION 1:

FIRE STATION + ADMIN: +/- 25,000 GSF
TOTAL: +/- 25,000 GSF



Goals + Objectives

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	Concept 1	Concept 2	Concept 3
Provide a logical, phased, long-term plan with an actionable first phase	●	●	●
Provide logical recommendations for repurposed existing buildings	●	●	●
Improve the delivery of City services to the community	●	●	●
Improve space usage and efficiencies resulting in lower long-term operating costs		●	●
Improve functional department adjacencies and efficiency	●	●	●
Address the issue of aging facilities and deferred maintenance costs			●
Implement new City workplace standards	●	●	●
Unlock the intrinsic value of being strategically located at the city center			●
Locate all public facing functions and departments into centrally located and adjacent facilities			●

Concept Summary



Concept 1

\$25,000,000 to \$35,000,000*

Renovate in Place

Concept 1 involves the renovation and restacking of currently occupied city owned buildings. The following buildings will be renovated to maximize efficiency of existing space: Town Hall, Service Center, Finance Building, Police & Courts Building, Central Fire, Theatre Centre, and Conference Centre. These renovations will include reorganization and reallocation of existing spaces to bring existing city facilities in line with current workplace amenity standards.

Concept 2

\$40,000,000 to \$50,000,000*

Strategic Additions

Concept 2 includes renovation of the Theater Centre and Police & Courts building, while relocating Municipal Courts to an alternate facility. Additionally, Service Center, Conference Centre, Finance Building, Town Hall, and Central Fire will all be renovated; including strategic additions to maximize land use and efficiency on city owned property.

Concept 3A

\$75,000,000 to \$90,000,000*

New Construction

Concept 3A contemplates re-purposing of the existing Town Hall and Finance Building, and the demolition of the Conference Centre, Police & Courts building, and Central Fire. This option includes renovation of the Service Center; construction of a new Central Fire station; and the construction of a new Municipal Building with a one-stop public counter. Additionally, a one level below grade parking structure will be provided.

Concept 3B

\$110,000,000 plus*

New Construction

Concept 3B contemplates re-purposing of the existing Town Hall and Finance Building, and the demolition of the Conference Centre, Police & Courts building, and Central Fire. This option includes renovation of the Service Center; construction of a new Central Fire station; and the construction of a new Municipal Building with a one-stop public counter. Additionally, a new Conference and Event Center is planned, seating up to 1,000 people, with a two level below grade parking structure that can additionally be used for festival and event parking at Addison Circle Park.

* Note: The above project estimate budgets are rough order of magnitude (ROM) total project development costs, including a conservative soft cost estimate of 25%. These numbers are based on 2019 constructions costs with no escalation attached.

3 | Questions

Various past planning efforts by the Town have touched on ideas related to the future of Town facilities. Given the information shared in conjunction with this study and understanding that this is the start of a discussion for the long-term vision for Town's facilities, please consider the following questions:

- What are your initial thoughts related to the use and condition of existing Town facilities?
- What are your thoughts related to balancing the ideas of facility consolidation and preserving separate facilities throughout the Town?
- Given already identified priorities, what are your thoughts related to where this specific topic would rank on the Town's list of priorities?
- Do any of the broad concepts presented provide you with enough information to begin to create a vision for the future of Town facilities? If not, then:
 - What additional information would you like Staff to research to help develop a vision?



Changing Lives by Design™



TOWN OF ADDISON

Facilities Utilization Study

APRIL 14, 2020

LPA

ADDISON CITY COUNCIL

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MAYOR

TOM BRAUN
MAYOR PRO TEMPORE

LORI WARD
DEPUTY MAYOR PRO TEMPORE

IVAN HUGHES
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PAUL WALDEN
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COUNCIL MEMBER

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SPECIAL EVENTS:

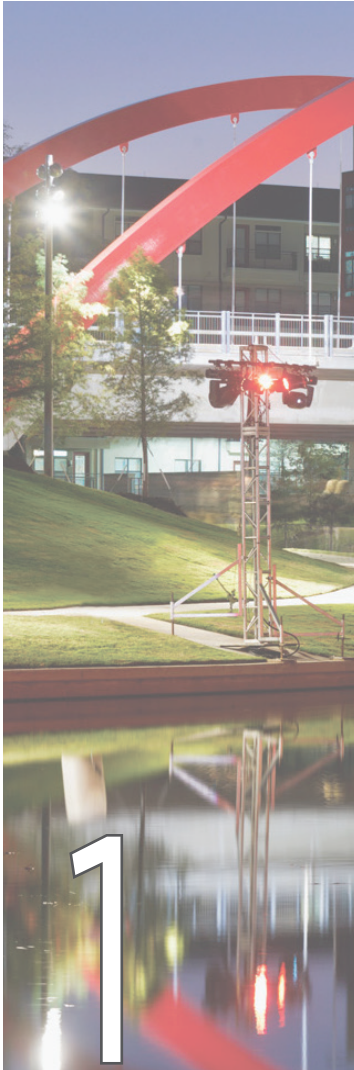
JASMINE LEE - DIRECTOR OF SPECIAL EVENTS

LPA, INC.

GARY BLANTON
PRINCIPAL

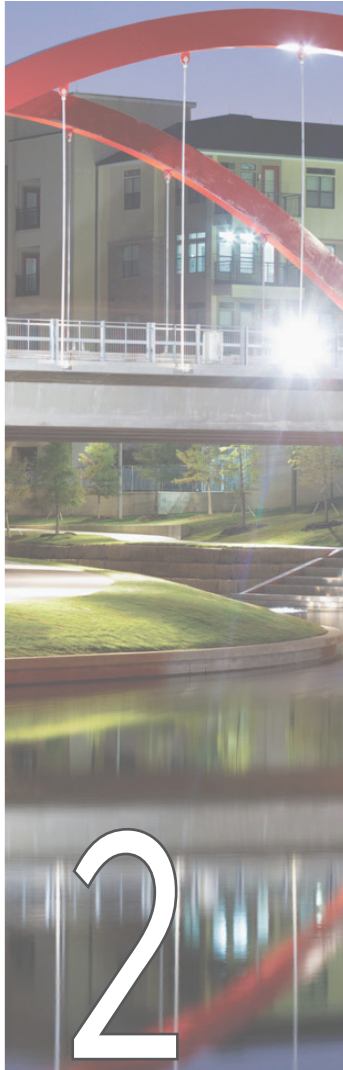
TERESA RODRIGUEZ
MANAGING DIRECTOR, INTERIORS

BRIEN GRAHAM
PROJECT MANAGER



1

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2

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EXISTING
FACILITIES
+
ASSESSMENT



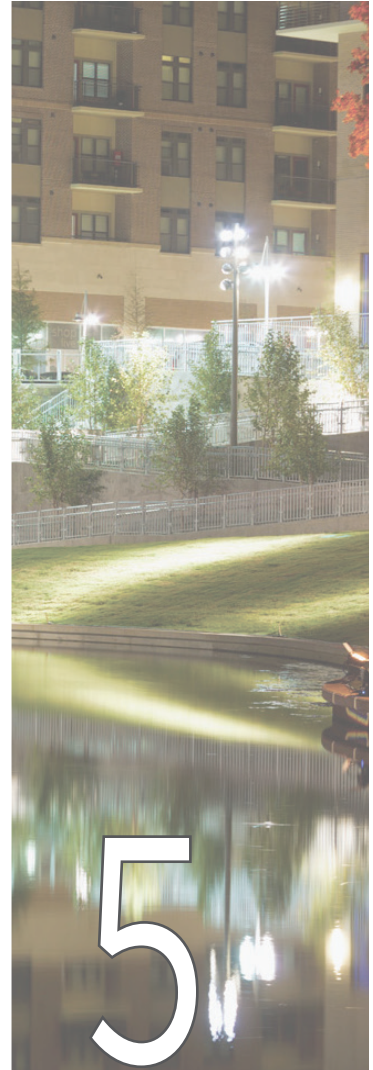
3

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TYPOLOGIES



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APPENDIX

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1

INTRODUCTION

FIRE LANE

EXECUTIVE SUMMARY

In July 2019, the Town of Addison hired LPA, Inc. to study the utilization of Town of Addison facilities, and to make recommendations for the efficient use of existing facilities, as well as alternates including consolidation. Due to the continued growth in population through the construction of high-density multifamily developments, increased business density along Dallas North Tollway and Belt Line Road, as well as increased tourism and activities; with daily visitors up to 150,000 people, the town is concerned if current facilities will continue to serve the citizens and public well.

GOALS OF STUDY

CHARGE

- Consider a phased, long-term plan with an actionable first phase
- Provide recommendations for repurposing existing facilities
- Improve delivery of city services to the community
- Improve space usage to lower long-term operating costs
- Improve functional department adjacencies and efficiencies
- Implement current occupancy standards
- Consider a strategic location for city services in a central facility or adjacent facility

DATA GATHERING

- ANALYZE CURRENT CONFIGURATION OF CURRENT FACILITIES
 - Strategy 1: Create consolidated floor plans for all facilities
 - Strategy 2: Meet with all departments to understand current use of facility
 - Strategy 3: Study current sites' ability to support future development/consolidation
- SET OPTIONS TO MAXIMIZE USE OF EXISTING FACILITIES
 - Strategy 1: Capture all staff and categorize by space allocation
 - Strategy 2: Create workplace standards for all employee categories
 - Strategy 3: Determine consolidation priorities based on departmental input.
- IDENTIFY PERSONNEL GROWTH/EQUIPMENT GROWTH
 - Strategy 1: Meet with departments and establish current and future growth needs by category
 - Strategy 2: Identify departmental findings for current & future staffing and equipment

INTERPRETATION

- CONSOLIDATION CONCEPTS
 - Strategy 1: Broad concepts rather than recommendations
 - Strategy 2: Concepts should be significantly differentiated
 - Strategy 3: Evaluation of options should be based on Town of Addison values & vision

PRIMARY PLANNING FINDING THAT DROVE ALL CONCEPTS

- Previous Urban planning studies point to a consolidated facility at Addison Circle
- Facilities are adequate in size
- Not all departments would be consolidated
 - General Services consolidation
 - Town Hall / Finance consolidation
- Police & Fire Departments are separate issues
- Sites are adequate in size for all options provided

Service Center has an agreement with the airport to expand parking that allows for the site to support options

CONCEPTS REPRESENT SPECTRUMS

- VISION: Refreshing → Rebranding
- CONSOLIDATION: Secondary Goal → Primary Goal
- VALUE: Defined by past investment → Defined by future investment
- PUBLIC ACCESS: Disparate Service Access → Consolidated Service Access

GOALS AND STRATEGIES LEAD TO THE DEVELOPMENT OF 3 DISTINCT CONCEPTS

- CONCEPT 1: Restack and renovate current facilities with the goal of maximizing the efficiencies of current facilities
- CONCEPT 2: Restack and renovate with strategic additions to current facilities to address consolidation of functions at the Finance and Town Hall buildings. One of the current facilities would be re-purposed.
- CONCEPT 3A: New Civic Center that consolidates Town Hall, Finance, Police, Courts, and select departments from Service Center with the restack and renovation of Service Center site for remaining departments. New Fire Station and re-purposing of the Finance and Town Hall buildings.
- CONCEPT 3B: New Civic Center that consolidates Town Hall, Finance, Police, Courts, Conference Centre, and select departments from Service Center with the restack and renovation of Service Center site for remaining departments. New Fire Station and re-purposing of the Finance and Town Hall buildings.

BACKGROUND

TOWN OF ADDISON INFORMATION

The Town of Addison encompasses 4.35 square miles along the Dallas North Tollway corridor. It officially became the “Town of Addison” in 1982 during a strong period of growth and construction, during which several of the city’s current buildings were completed and remain in use today. The city officially moved into the 6,500 square foot McEntire residence, then known as Stonegate Hall to conduct city business after a \$100,000 renovation. The city staff at the time served a population of approximately 5,500 citizens. The Town of Addison is now endeavoring to assess it’s city facilities for the first time in approximately 40 years due to a current population that has nearly tripled in size to approximately 16,000 citizens, with up to 150,000 daily visitors, and staff of 270 to serve the needs of the community.

The following is a list of the buildings considered during this study, noting their construction dates, sizes, and departments accommodated within each facility.

Town Hall (1939), Renovation (1979)

- 6,544 SF
 - City Manager’s Office (8)
 - City Secretary (1)
 - City Attorney (1)
 - Mayor’s Office (1)
 - Human Resources (4)
 - Marketing (2)

Service Center (1980), Expansion (1986)

- 31,188 SF
 - General Services (6)
 - Special Events (4.5)
 - Information Technology (8.5)
 - Parks & Recreation (22)
 - Development Services (13)
 - Public Works (27.6)

Fire Station 2 (1982)

- 7,124 SF
 - Fire (10)
- 2020 Capital Improvements
 - Bay doors
 - Air Filtration

Central Fire (1984)

- 17,891 SF
 - Fire (48)
- 2020 Capital Improvements
 - Bay doors
 - Air Filtration

Police & Courts (1984)

- 29,339 SF
 - Police (77)
 - Municipal Court (7)
- 2019 Capital Improvements
 - Security Improvements - \$563,000

Finance Building (1983)

- 6,014 SF
 - Finance (21)

Theatre Centre (1991)

- 32,628 SF
 - Theater (1)

Conference Centre (1991)

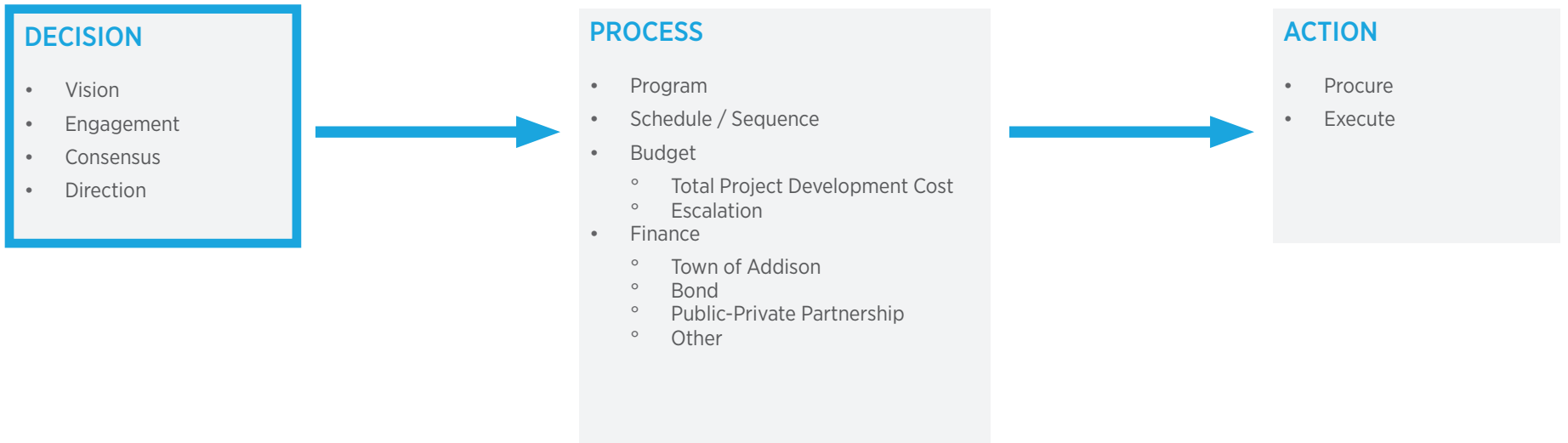
- 16,283 SF
 - Conference (8)

2019 Approved Bond

- Roof Replacements
 - \$4,000,000
- HVAC Replacements
 - \$1,535,000
- ADA Compliance
 - \$1,500,000
- Police Gun Range Air Filtration System
 - \$366,000



WHERE WE ARE



GOALS + OBJECTIVES

	CONCEPT 1	CONCEPT 2	CONCEPT 3
Provide a logical, phased, long-term plan with an actionable first phase	●	●	●
Provide logical recommendations for re-purposing existing buildings	●	●	●
Improve the delivery of City services to the community	●	●	●
Improve space usage and efficiencies resulting in lower long-term operating cost		●	●
Improve functional department adjacencies and efficiency	●	●	●
Address the issue of aging facilities and maintenance costs			●
Implement new City occupancy standards		●	●
Unlock the intrinsic value of being strategically located at the city center			●
Locate all public facing functions and departments into centrally located and adjacent facilities			●

CONCEPT 1

\$20,000,000 TO \$35,000,000

RENOVATE IN PLACE

Concept 1 involves the renovation and restacking of currently occupied city owned buildings. The following buildings will be renovated to maximize efficiency of existing space: Town Hall, Service Center, Finance Building, Police & Courts Building, Central Fire, Theatre Centre, and Conference Centre. These renovations will include reorganization and reallocation of existing spaces to bring existing city facilities in line with current workplace amenity standards.

CONCEPT 2

\$40,000,000 TO \$50,000,000

STRATEGIC ADDITIONS

Concept 2 includes renovation of the Theater Centre and Police & Courts building, while relocating Municipal Courts to an alternate facility. Additionally, Service Center, Conference Centre, Finance Building, Town Hall, and Central Fire will all be renovated; including strategic additions to maximize land use and efficiency on city owned property.

CONCEPT 3A

\$75,000,000 TO \$90,000,000

RENOVATE + NEW CONSTRUCTION

Concept 3A contemplates re-purposing of the existing Town Hall and Finance Building, and the demolition of the Conference Centre, Police & Courts building, and Central Fire. This option includes renovation of the Service Center; construction of a new Central Fire station; and the construction of a new Municipal Building with a one-stop public counter. Additionally, a one level below grade parking structure will be provided.

CONCEPT 3B

\$110,000,000 PLUS

RENOVATE + NEW CONSTRUCTION

Concept 3B contemplates re-purposing of the existing Town Hall and Finance Building, and the demolition of the Conference Centre, Police & Courts building, and Central Fire. This option includes renovation of the Service Center; construction of a new Central Fire station; and the construction of a new Municipal Building with a one-stop public counter. Additionally, a new Conference and Event Center is planned, seating up to 1,000 people, with a two level below grade parking structure that can additionally be used for festival and event parking at Addison Circle Park.

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2

EXISTING FACILITIES + ACCESSMENT

PRELIMINARY ASSESSMENT

SPACE NEEDS ASSESSMENT

- Goals and Objectives
 - The goal and objective of this report is to provide quantitative data to inform a series of decisions to rework or relocate and consolidate existing facilities.
 - This Space Needs assessment is an opportunity for Town of Addison to create a road map for the rework or consolidation for the town's departments and define parameters for the mission/vision.
- Floor Plans & Existing Building Capacity
 - Based on the current headcount, the existing office facilities are oversized and not well utilized. Issues:
 - Inconsistency in workplace standards across the departments.
 - Multiple private offices are oversized for the space required to perform function.
 - Executive, Director levels should be provided private offices, all other roles can utilize workstations.
 - Lack of collaborative spaces
- Current findings by Building/Department follows.

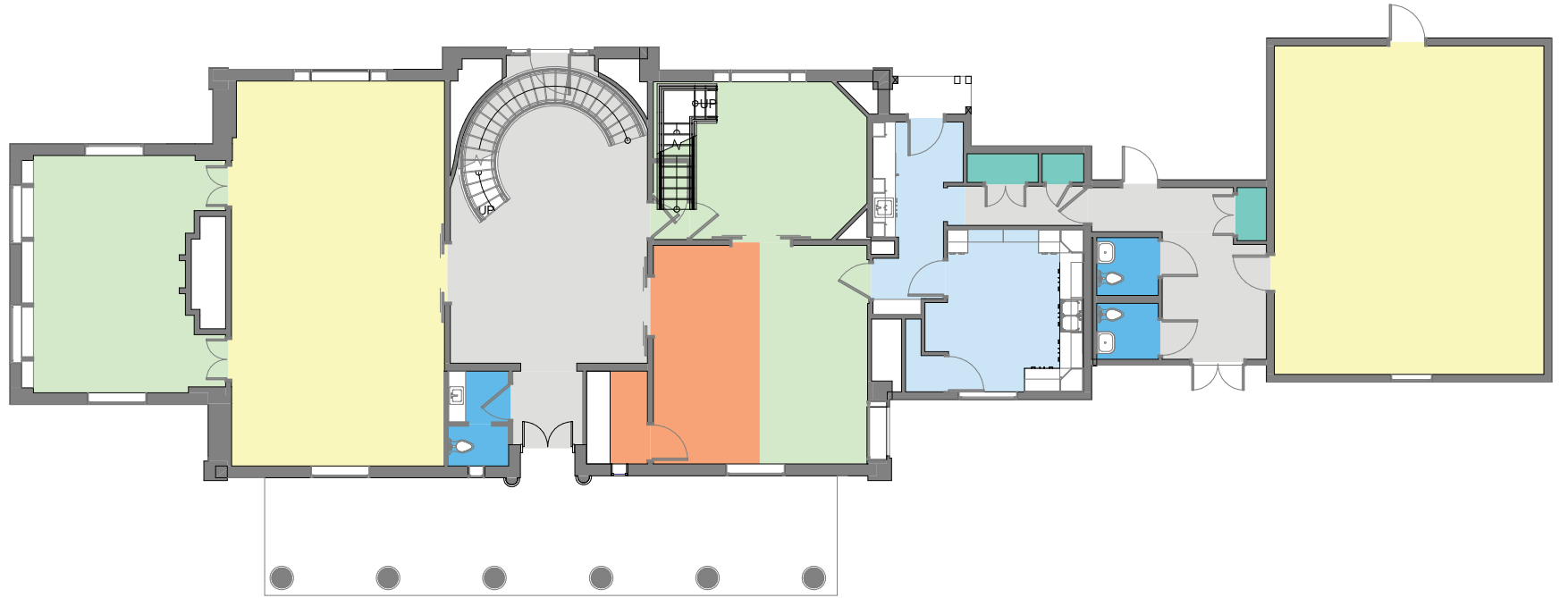


EXISTING FACILITIES

	EXISTING TOWN FACILITIES								
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD	
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 1 FTE	CONFERENCE CENTRE 8 FTE	FINANCE 13 FTE	FIRE OPERATIONS 47 FTE ADMINISTRATION 0 FTE	FIRE OPERATIONS 10 FTE	POLICE 72 FTE COURTS 5.8 FTE	GENERAL SERVICES 5.5 FTE SPECIAL EVENTS 4.5 FTE INFORMATION TECH. 7 FTE PARKS + RECREATION 6 FTE IN OFFICE 15 FTE IN FIELD PUBLIC WORKS 16.4 FTE IN OFFICE 11 FTE IN FIELD DEVELOPMENT SVCS 12 FTE	CITY COUNCIL 0 FTE CITY MANAGER 5.5 FTE CITY SECRETARY 1 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE HUMAN RESOURCES 4 FTE MARKETING 2 FTE	
CURRENT AREA	32,628 SF	16,283 SF	6,014 SF	17,691 SF	7,124 SF	29,339 SF	31,188 SF	6,544 SF	TOTAL SF 146,811 SF
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	77.8 FTE	51.4/ 77.4 FTE	17 FTE	2019 total staff 278.5 FTE

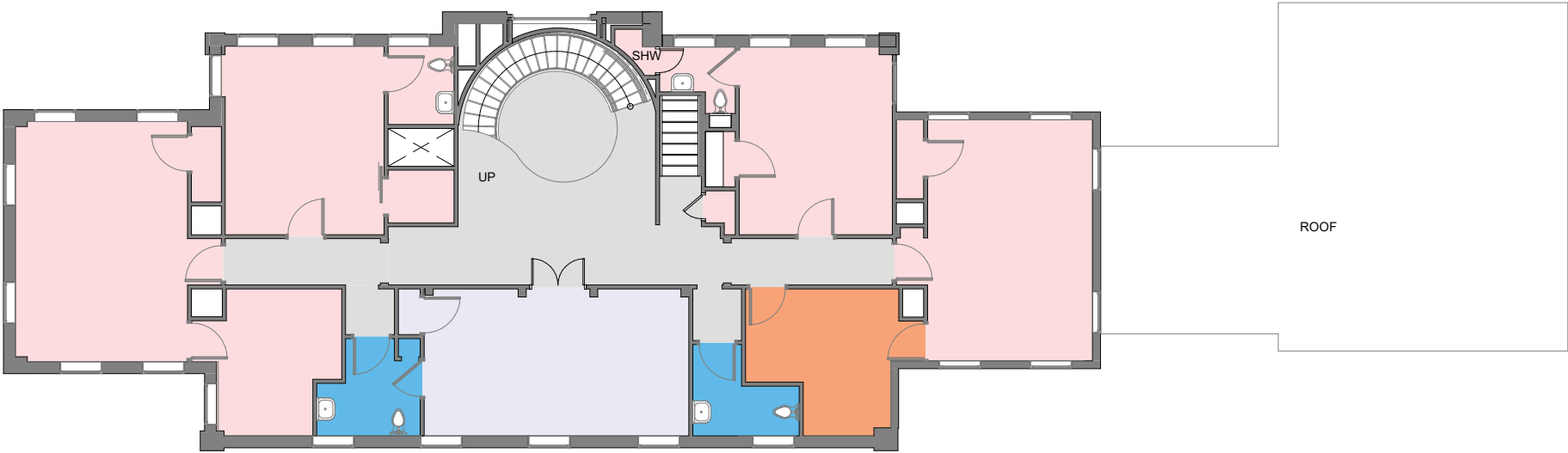
TOWN HALL FIRST FLOOR

AREA: 3,757 GSF



■ CITY ADMIN	■ FINANCE	■ IT	■ RENTABLE SPACE
■ CONFERENCE ROOM	■ FIRE ADMIN	■ LEGAL	■ SPECIAL EVENTS
■ COMMON	■ FIRE OPERATIONS	■ MARKETING	■ SUPPORT
■ COUNCIL	■ FOOD PREP	■ PARKS	■ THEATRE CENTRE
■ COURTS	■ GENERAL SERVICES	■ POLICE	■ TOILET
■ DEVELOPMENT SERVICES	■ HR	■ PUBLIC WORKS	■ WATER TOWER THEATRE

TOWN HALL
 SECOND FLOOR
 AREA: 2,787 GSF



- | | | | |
|--|--|--|---|
| CITY ADMIN | FINANCE | IT | RENTABLE SPACE |
| CONFERENCE ROOM | FIRE ADMIN | LEGAL | SPECIAL EVENTS |
| COMMON | FIRE OPERATIONS | MARKETING | SUPPORT |
| COUNCIL | FOOD PREP | PARKS | THEATRE CENTRE |
| COURTS | GENERAL SERVICES | POLICE | TOILET |
| DEVELOPMENT SERVICES | HR | PUBLIC WORKS | WATER TOWER THEATRE |

TOWN HALL

CITY MANAGER'S OFFICE:

Total Number of Employees: 6
 Projected 10-year Headcount: 7
 Function: The Town Hall of Addison serves as the primary government building with the offices of the City Manager and the City Council and Boards & Commissions meetings are held.

Functional Requirements:

- Receptionist in main lobby
- Secondary Lobby in Executive Suites
- City Council on ground floor; Pre-function space
- Seating for 30-40 guests on City Council days

Functional Adjacencies:

- Marketing
- City Secretary
- Legal

Preferred Departmental Shared Support Areas:

- Legal Office (outsourced) as flex space; to double as meeting space
- Copy/Print Room with access control
- Small Mail Area
- Restrooms with locker space
- Council Chambers & work areas could double as Reception / Assembly Gathering space
- Outdoor Patio Space / Urban Courtyard / Rooftop Deck

Collaboration Spaces:

- Huddle Rooms for 4-5
- Large Conference Room with Catering Area
 - Doubles as training, strategic planning area
 - Videoconferencing capabilities

Security Concerns:

- Internal Multi-layered Security Access
- Visual Privacy
- Security Cameras

Current Department Space Total:

- 1,270 SF

MARKETING:

Total Number of Employees: 2
 Projected 10-Year Headcount: 4
 Function: Provides marketing and recruitment deliverables for numerous departments throughout the Town of Addison.

Functional Requirements:

- Workspace for 4
- TV in office with news feed
- Receiving area for media

Functional Adjacencies:

- Tourism
- Special Events
- Conference Centre
- City Manager
- Police

Preferred Departmental Shared Support Areas:

- Layout/drawing space
- Filing Area
- Copy/Print/Plotter Room
- Mail Room access
- Break Room

Collaboration Spaces:

- Conference Rooms
 - Large Conference (seating for 10-12)

Preferred Departmental Non-Shared Support Area:

- Air conditioned storage/archive space for merchandise/history books

Current Department Space Total:

- 341 SF

HUMAN RESOURCES:

Total Number of Employees: 4
 Projected 10-Year Headcount: 4
 Function: Provides human resources needs and requirements for all Town of Addison staff.

Functional Requirements:

- Workspace for 4
 - Needs ground floor presence
- Acoustical privacy

Functional Adjacencies:

- Parks
- Public Works

Preferred Departmental Shared Support Areas:

- Filing Area
- Copy/Print/Plotter Room
- Mail Room access
- Break Room (secondary meeting space)

Collaboration Spaces:

- Conference Rooms
 - Training Room (seating 30-40)
 - Large Training room (seating for 75-100)

Preferred Departmental Non-Shared Support Area:

- Paperwork Layout Space
- Digital Task fulfillment area
- Conference room with acoustical privacy

Security Concerns:

- Panic button in offices
- Sidelight windows at office doors
- Visibility to front entry

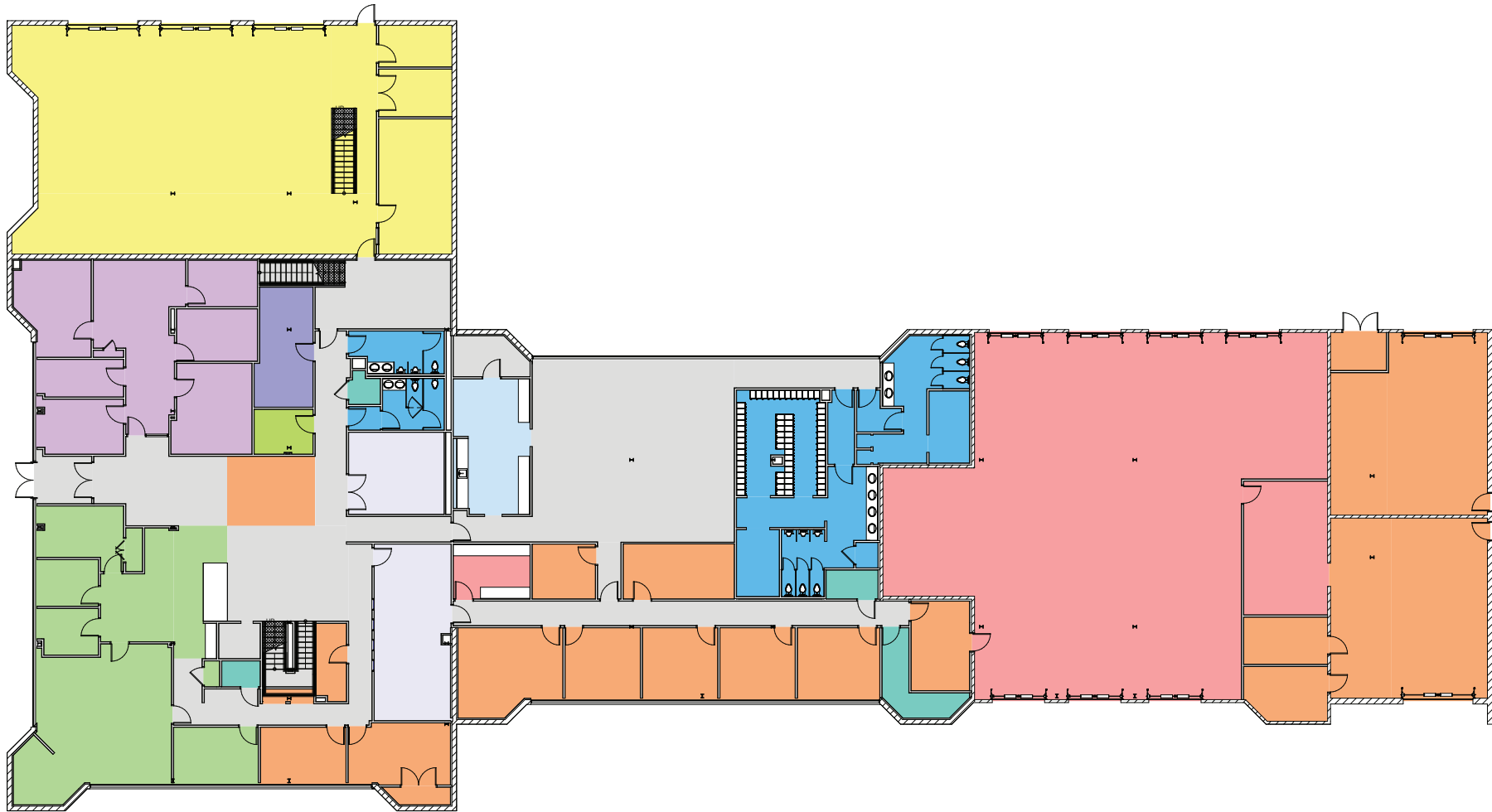
Current Department Space Total:

- 660 SF

SERVICE CENTER

FIRST FLOOR

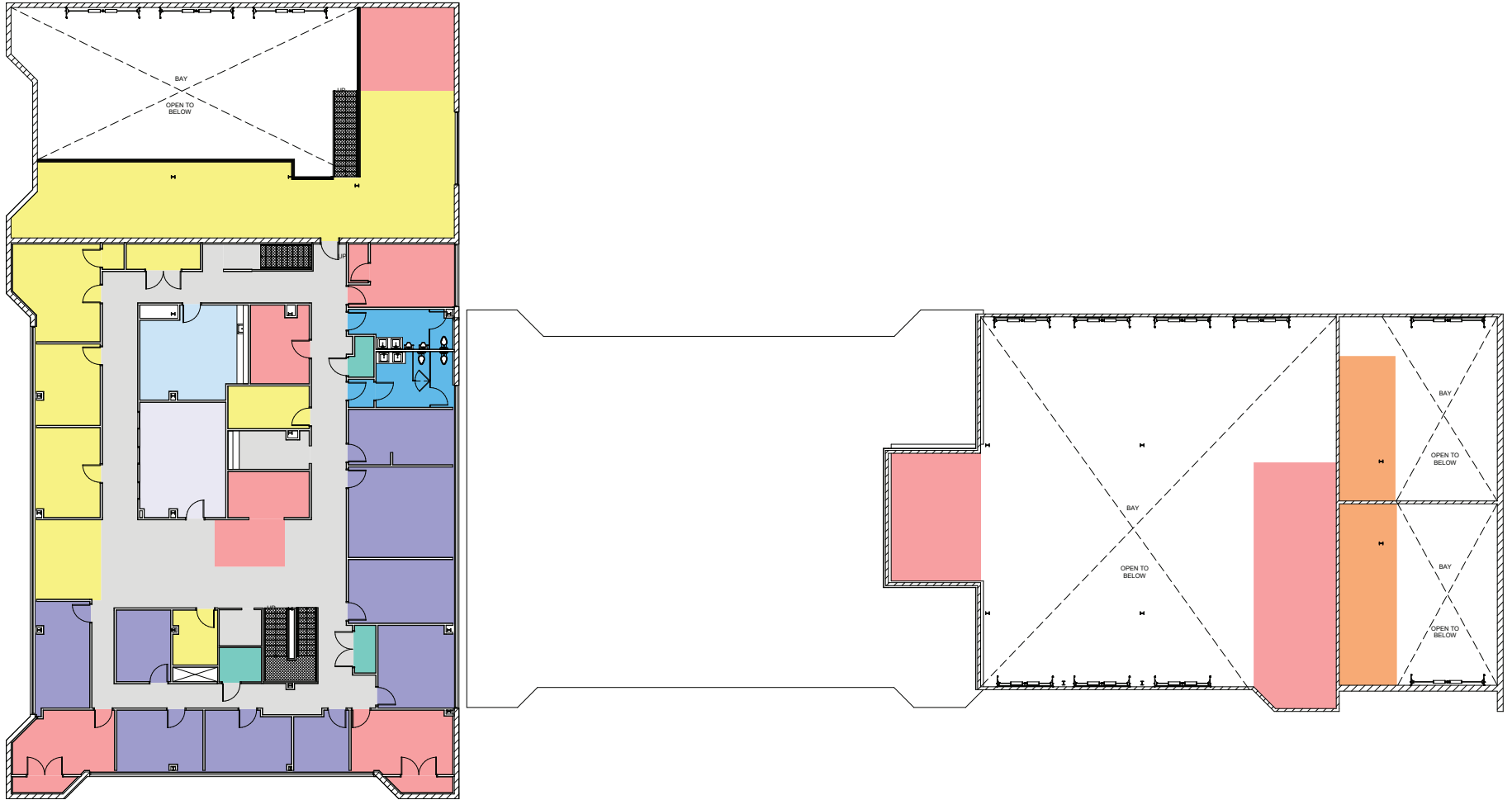
AREA: 21,231 GSF



CITY ADMIN	FINANCE	IT	RENTABLE SPACE
CONFERENCE ROOM	FIRE ADMIN	LEGAL	SPECIAL EVENTS
COMMON	FIRE OPERATIONS	MARKETING	SUPPORT
COUNCIL	FOOD PREP	PARKS	THEATRE CENTRE
COURTS	GENERAL SERVICES	POLICE	TOILET
DEVELOPMENT SERVICES	HR	PUBLIC WORKS	WATER TOWER THEATRE

SERVICE CENTER SECOND FLOOR

AREA: 9,957 GSF



CITY ADMIN
CONFERENCE ROOM
COMMON
COUNCIL
COURTS
DEVELOPMENT SERVICES

FINANCE
FIRE ADMIN
FIRE OPERATIONS
FOOD PREP
GENERAL SERVICES
HR

IT
LEGAL
MARKETING
PARKS
POLICE
PUBLIC WORKS

RENTABLE SPACE
SPECIAL EVENTS
SUPPORT
THEATRE CENTRE
TOILET
WATER TOWER THEATRE

SERVICE CENTER

SPECIAL EVENTS:

Total Number of Employees: 4.5
Projected 10-year Headcount: 6
Function: Special Events department handles all sponsorship, sales, marketing & merchandise for Town of Addison events.

Functional Requirements:

- Workspace for 4.5-6
- Storage Needs
 - Merchandise & Promotional Items
 - Event Equipment
 - Event Collateral (Tickets, Parking passes)

Functional Adjacencies:

- Marketing
- Tourism
- Addison Circle Park
- Access to Conference & Theatre Center

Preferred Departmental Shared Support Areas:

- Reception Area (Seating for 4-5)
- Department Assistant (shared with General Services)
- Break Room
- Copy/Print Room

Collaboration Spaces:

- Conference Space
 - Seats 10-12 (at least once a week)

Preferred Departmental Non-Shared Support Area:

- Creative Space – large collaboration space for 10

Current Department Space Total:

- 1,198 SF

INFORMATION TECHNOLOGY:

Total Number of Employees: 9
Projected 10-year Headcount: 9 (no additional)
Function: IT group handles all servers, public safety, mission critical and technical operations for Town of Addison

Functional Requirements:

- Workspace for 9
- Server Farm (protected from flooding or other natural disasters) – 140 SF
- Dispatch support communication for FAA & Dispatch
 - Located at Police Department
 - Located at Vault at airport
- IT Lab
 - For repair and storage of equipment
 - Seating for 1-2 staff

Functional Adjacencies:

- Parks (for department administration)

Preferred Departmental Shared Support Areas:

- Break Room
 - Would like space to also double as a training area for 30-40 people
 - Currently use Fire Department EOC Room
- Outdoor Gathering/Entertainment Space
- Mail/Receiving Area for equipment near building Entry
- Storage for equipment (temporary holding until audit)
- Private phone rooms throughout

Collaboration Spaces:

- Conference Room
 - Seating for 12-15 for department training
 - Lunch and learns/vendor presentations for 10-25

Current Department Space Total:

- 1,165 SF

DEVELOPMENT SERVICES:

Total Number of Employees: 13 (Includes one part-time)
Projected 10-year Headcount: 19 (Includes two part-time)
Function: Development handles all planning, zoning, building inspection, environmental health and safety and code enforcement for the Town of Addison.

Functional Requirements:

- Workspace for 13
 - (1) Hoteling workstation
- Permit clerk area with access to transaction equipment
- Plan Review Area
- Reference Library
- Reprographic Area with large scale plotter
- Off-site storage for files, plans, signage and chemical storage
- Plan Review Layout Space

Functional Adjacencies:

- Public Works
- Parks

Preferred Departmental Shared Support Areas:

- Storage for drawings, supplies
- Location for forms
- Copy/Print Room
- Mail Room – more convenient location near entry preferred

Collaboration Spaces:

- Conference Rooms
 - Large Conference/Training Style Room – seating for 16-24
Development Committee Review Meeting
 - Medium Conference – seating for 10-16
P+Z Work Sessions
 - Assembly Space – piggy back off Special Events (?)

Current Department Space Total:

- 1,450 SF

SERVICE CENTER - CONTINUED

PARKS:

Total Number of Employees: 21
 Projected 10-Year Headcount: 26 (includes one part-time employee for Planning)
 Function: Parks and Public Works departments deal with maintenance of landscaping and site elements for the Town of Addison.

Functional Requirements:

- Workspace for 5-6 (one hoteling station included in count)
- Departmental Receptionist/Admin/Greeter
 - Secondary to Entry Receptionist
 - Public may apply/pick up permits

Functional Adjacencies:

- Public Works
- Planning
- Access to fleet vehicles

Preferred Departmental Shared Support Areas:

- Plan Review Layout Space
- Storage for drawings
- Copy/Print/Plotter Room
- Uniform Storage Area
- Break Room (secondary meeting space)
- Outdoor Gathering/Entertainment Space (covered)

Collaboration Spaces:

- Developers Plan Review
 - Secondary access for confidential information
- Internal Department Meeting Rooms (seating for 10 or less)
- Dedicated Training Area for field crew (seating for 25-30)
- Client/Vendor Meetings

Off-site Support Areas:

- More off-site storage preferred for landscaping materials
- Storage for stone monoliths (covered)
- Secure storage for boat for pond maintenance, chemical storage
 - Current mezzanine storage space is adequate (shared with General Services)
- Dumpster/waste receptacles

Security Concerns:

- Secure Access gate
- Site lighting, motion sensor controlled
- Security cameras

Current Department Space Total:

- 4,900 SF

PUBLIC WORKS:

Total Number of Employees: 27.6
 Projected 10-Year Headcount: 33
 Function: Parks and Public Works departments deal with maintenance of landscaping and site elements for the Town of Addison.

Functional Requirements:

- Workspace for "TBD"
- Departmental Receptionist/Admin/Greeter
 - Secondary to Entry Receptionist

Functional Adjacencies:

- Development
- Parks
- General Services

Preferred Departmental Shared Support Areas:

- Plan Review Layout Space
- Filing Area
- Copy/Print/Plotter Room
- Mail Room access
- Break Room (secondary meeting space)

Collaboration Spaces:

- Conference Rooms
 - Extra Large Conference/Training Style Room – seating for +/- 30
 - Large Conference (seating for 15-20)
 - Training Area (surveyor water tower – learning center??)

Preferred Departmental Non-Shared Support Area:

Overnight Dorm Room – shower and beds (2-3) for overnight stays during inclement weather

Fleet & Equipment Storage:

- All city vehicles parked in Service Center
- Auction equipment/vehicles located at Celestial Pump House or re-used by other departments
- Backflow meter rentals
- Vactor vacuum for sewage
- Bucket Truck
- Brine & Sanding equipment
- Dump trucks
- Airport Fleet

Current Department Space Total:

- 4,383 SF

SERVICE CENTER - CONTINUED

GENERAL SERVICES:

Total Number of Employees: 6

Projected 10-Year Headcount: 8

Function: General Services maintains the facilities within the Town of Addison.

Functional Requirements:

- Workspace for 6-7 (includes City Attorney hoteling office)
- Receptionist/Admin/Greeter

Functional Adjacencies:

- Special Events (for shared admin)
- Fleet vehicle storage
- No departmental adjacencies required

Preferred Departmental Shared Support Areas:

- Copy/Print
- Plan Review Layout Space
- Mail Room (not large enough)
- Break Room
- Outdoor Gathering/Entertainment Space (recreational area with grill, space for 75-100)

Preferred Departmental Non-Shared Support Area:

- Storage
 - Tool Shop/Storage
 - Reference Library for manuals
 - Large cage storage with workshop (400-900sf)
 - Attic Stock storage
- Off-site Storage
 - More storage Needed
 - More purge cycles needed
- Fleet Vehicle Storage
 - OK to remain in garage
- Personal Vehicle Parking
 - Covered Parking

Collaboration Spaces:

- Training Space
- Large Conference
- Medium Conference
- Huddle Rooms

Security Concerns:

- Secure access gate, Security cameras, Site lighting

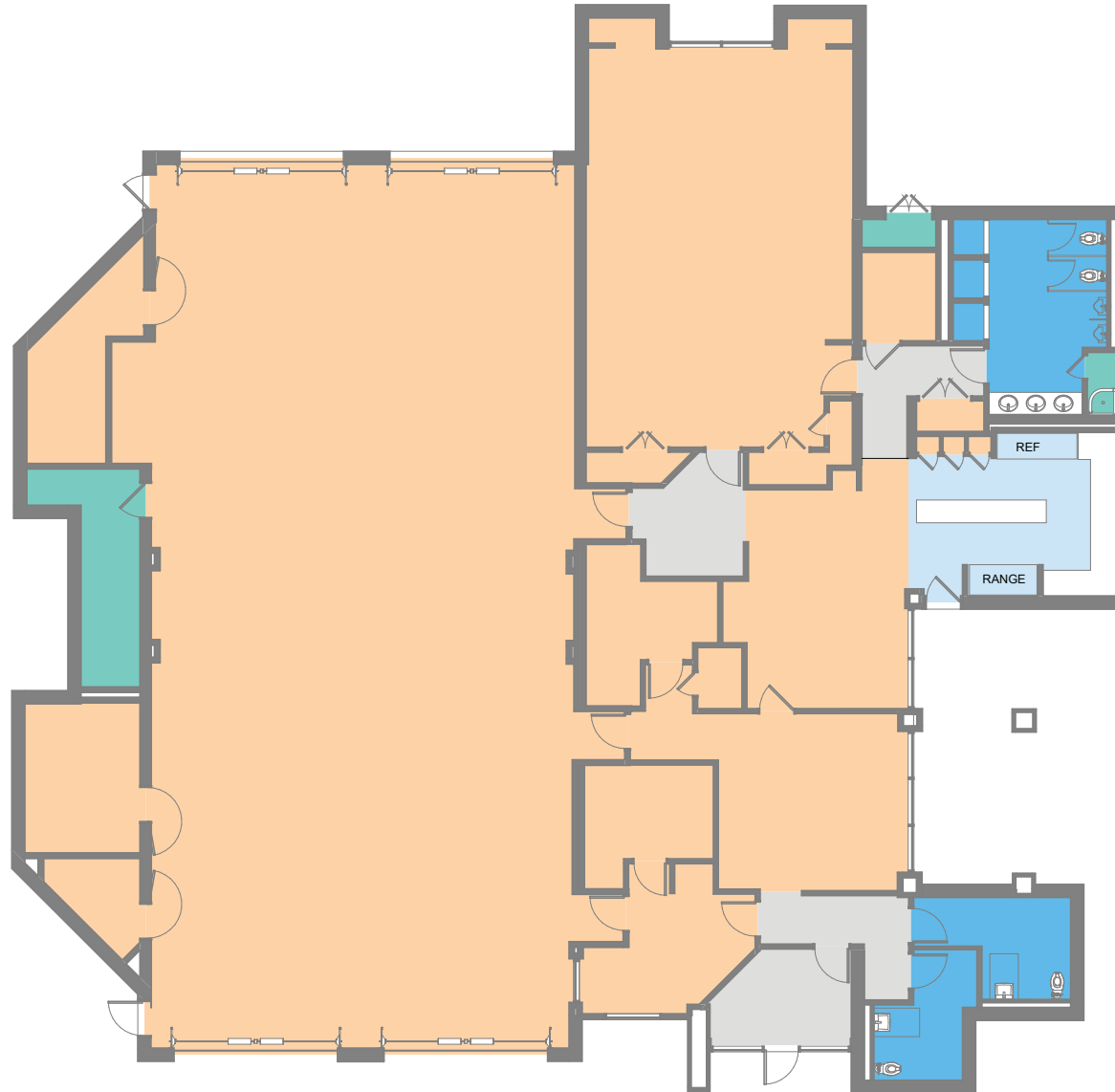
Current Department Space Total:

- 5,261 SF

FIRE STATION #2

MAIN FLOOR

AREA: 7,124 GSF



CITY ADMIN
CONFERENCE ROOM
COMMON
COUNCIL
COURTS
DEVELOPMENT SERVICES

FINANCE
FIRE ADMIN
FIRE OPERATIONS
FOOD PREP
GENERAL SERVICES
HR

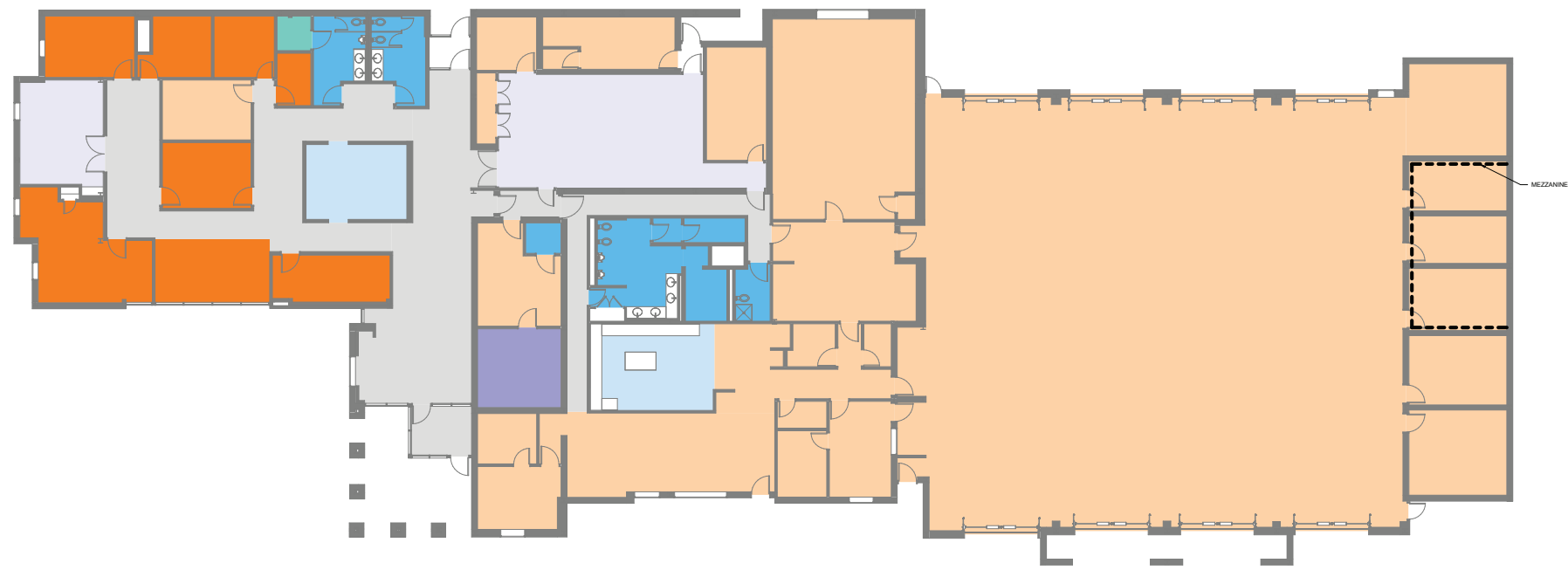
IT
LEGAL
MARKETING
PARKS
POLICE
PUBLIC WORKS

RENTABLE SPACE
SPECIAL EVENTS
SUPPORT
THEATRE CENTRE
TOILET
WATER TOWER THEATRE

CENTRAL FIRE STATION

MAIN FLOOR

AREA: 17,891 GSF



- | | | | |
|--|--|---|---|
| CITY ADMIN | FINANCE | IT | RENTABLE SPACE |
| CONFERENCE ROOM | FIRE ADMIN | LEGAL | SPECIAL EVENTS |
| COMMON | FIRE OPERATIONS | MARKETING | SUPPORT |
| COUNCIL | FOOD PREP | PARKS | THEATRE CENTRE |
| COURTS | GENERAL SERVICES | POLICE | TOILET |
| DEVELOPMENT SERVICES | HR | PUBLIC WORKS | WATER TOWER THEATRE |

FIRE DEPARTMENT

Total Number of Employees: 58
 Projected 10-Year Headcount: 63
 Function: The fire department handles emergency and life safety operations for the Town of Addison in two service center locations: Central Fire and Fire Station 2

Functional Requirements:

Central Fire Department:

- Security Entry / Lobby
 - Doorbell Preferred
 - Seating for 1-2 guests
- Workspace for 10 in Operations; 7 in Administration & Fire Prevention; can be located on second level

Fire Station 2:

- Secure Lobby / Entry
- Workspace for 5-6
- Small Supply Closet for Narcotics

Functional Adjacencies:

- Police Station

Preferred Departmental Shared Support Areas:

- Plan Review Space
- Library / Small Study Space
- Development & Prevention Space
- Consolidated Dispatch
- Training Area for Emergency Operations for Town for up to 25
- Workout Area required in Apparatus Bay; Outdoor Dedicated Training Area
- Large conference room
- EMS Room
- (2) Climate Controlled medication rooms

Living Spaces

Central Fire Department:

- Dormitories for 14
- (2) private quarters for Lieutenant and Captain
- Day Room
- Small Break Room
- Dining Room
- Shower Facilities with lockers; existing restrooms are not ADA compliant

Fire Station 2:

- Current facility remodeled recently
- Commercial washers & dryers

Apparatus & Support Rooms:

- Additional bay and a half at each station preferable
- Multiple upgrades to current systems
- Fueling Station
- Repair Shop
- Outdoor areas to work
- Negative pressure in Decon Room

Security Concerns

- Secure Access to all public doors
- Site lighting, motion sensor controlled
- Security cameras

Current Department Space Total:

- Central Fire Station: 16,508 SF
- Fire Station 2: 7,620 SF

POLICE + COURTS

FIRST FLOOR

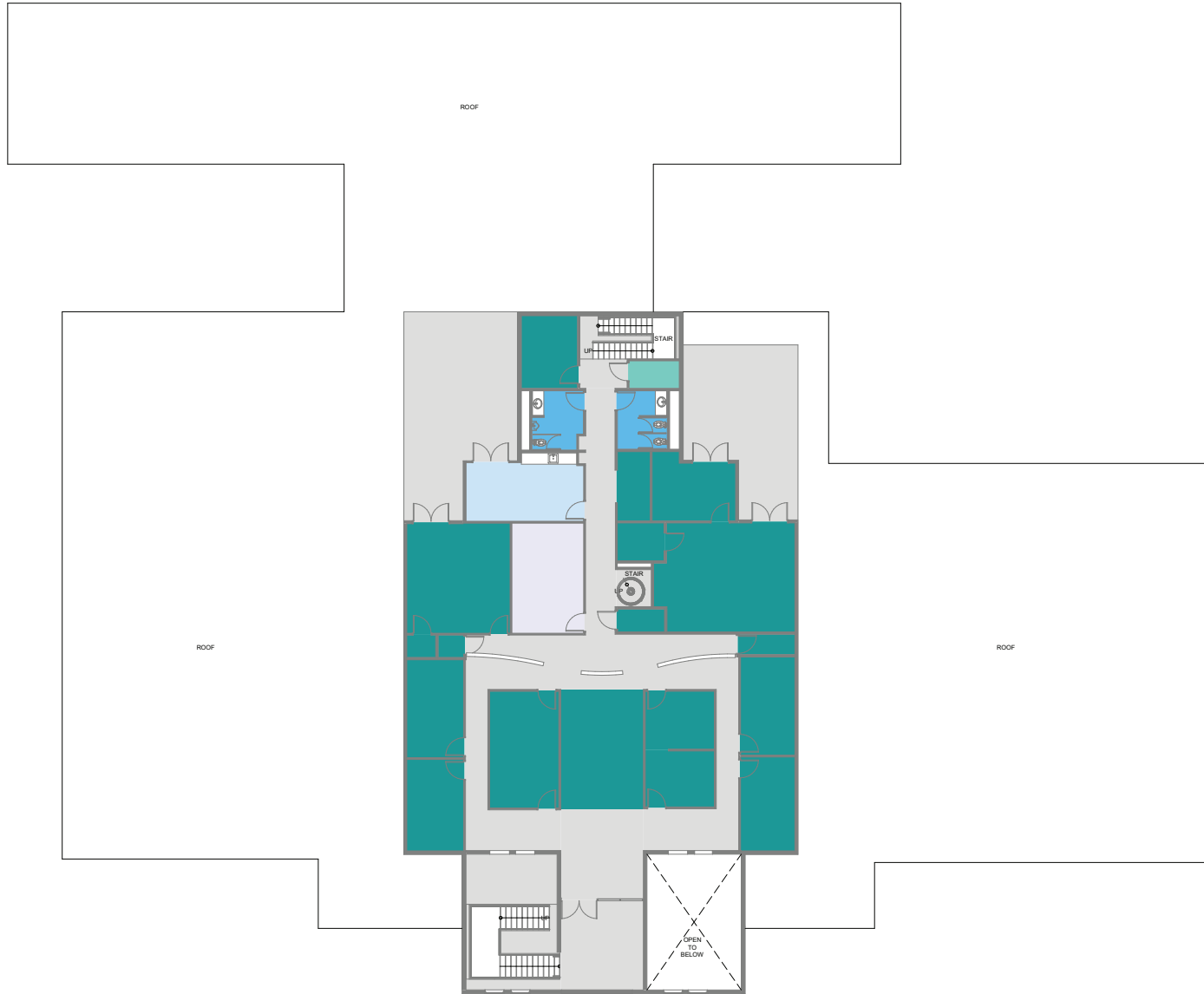
AREA: 23,299 GSF



POLICE + COURTS

SECOND FLOOR

AREA: 6,040 GSF



- | | | | |
|---|---|---|--|
| CITY ADMIN | FINANCE | IT | RENTABLE SPACE |
| CONFERENCE ROOM | FIRE ADMIN | LEGAL | SPECIAL EVENTS |
| COMMON | FIRE OPERATIONS | MARKETING | SUPPORT |
| COUNCIL | FOOD PREP | PARKS | THEATRE CENTRE |
| COURTS | GENERAL SERVICES | POLICE | TOILET |
| DEVELOPMENT SERVICES | HR | PUBLIC WORKS | WATER TOWER THEATRE |

POLICE + COURTS

POLICE DEPARTMENT:

Total Number of Employees: 76
Projected 10-Year Headcount: 86
Function: The police department handles emergency and life safety operations for the Town of Addison at 4943 Addison Circle.

Functional Requirements:

- Secured Entry / Lobby with Receptionist
 - Guest seating for 6-8
- Consolidated dispatch center
- Records Transaction Area
- Animal Control: office space, animal shelter and animal handling areas
- Area for Citizen Volunteers
- Increase in Addison population equates to increase in patrol officers needed
- Larger property & evidence rooms
- Drug processing Area with filtration system
- Workspace for supervisors in private offices; workstations for officers
- Armory Range with biometric access control
- Secure Parking

Functional Adjacencies:

- Fire Department

Preferred Departmental Shared Support Areas:

- Patrol Briefing Room
- (2) Large Conference Rooms
- Large Training Room
- Consolidated Dispatch
- Large Training Area
- (2-3) Interview Rooms
- Workout Area with Locker Room
- Break Room
- Copy / Print Area

Storage:

- Property Room Expansion
- Battery charging station lockers

Security Concerns:

- Secure Access gate for staff vehicles
- Site lighting, motion sensor controlled
- Security cameras

Functional Concerns:

- Wifi access needs to be increased
- Electrical capacity is maxed out
- Low voltage systems are insufficient

COURTS:

Total Number of Employees: 7
Projected 10-Year Headcount: 10
Function: Courts handles all cases processed through Town of Addison police department.

Functional Requirements:

- Receptionist or Greeter at entry for customer access with Ballistic Panels
 - Seating for up to 50 in Lobby for Jury Selection
- Transaction counter in enclosed area with access to staff behind
- Window Court
 - Guest Seating for 10
- Courtroom
- Jury Room
- Judge's Chambers
- Office for Prosecutor
- Office for Defense Attorney
- Police Debriefing Area
- Additional Parking

Functional Adjacencies:

- Preferable to have Police Department Adjacency

Preferred Departmental Shared Support Areas:

- Medium Conference Room
- Court Room can double as Training Room
- Copy/Print
- Storage
- Break Room

Preferred Departmental Non-Shared Support Areas:

- Safe Room

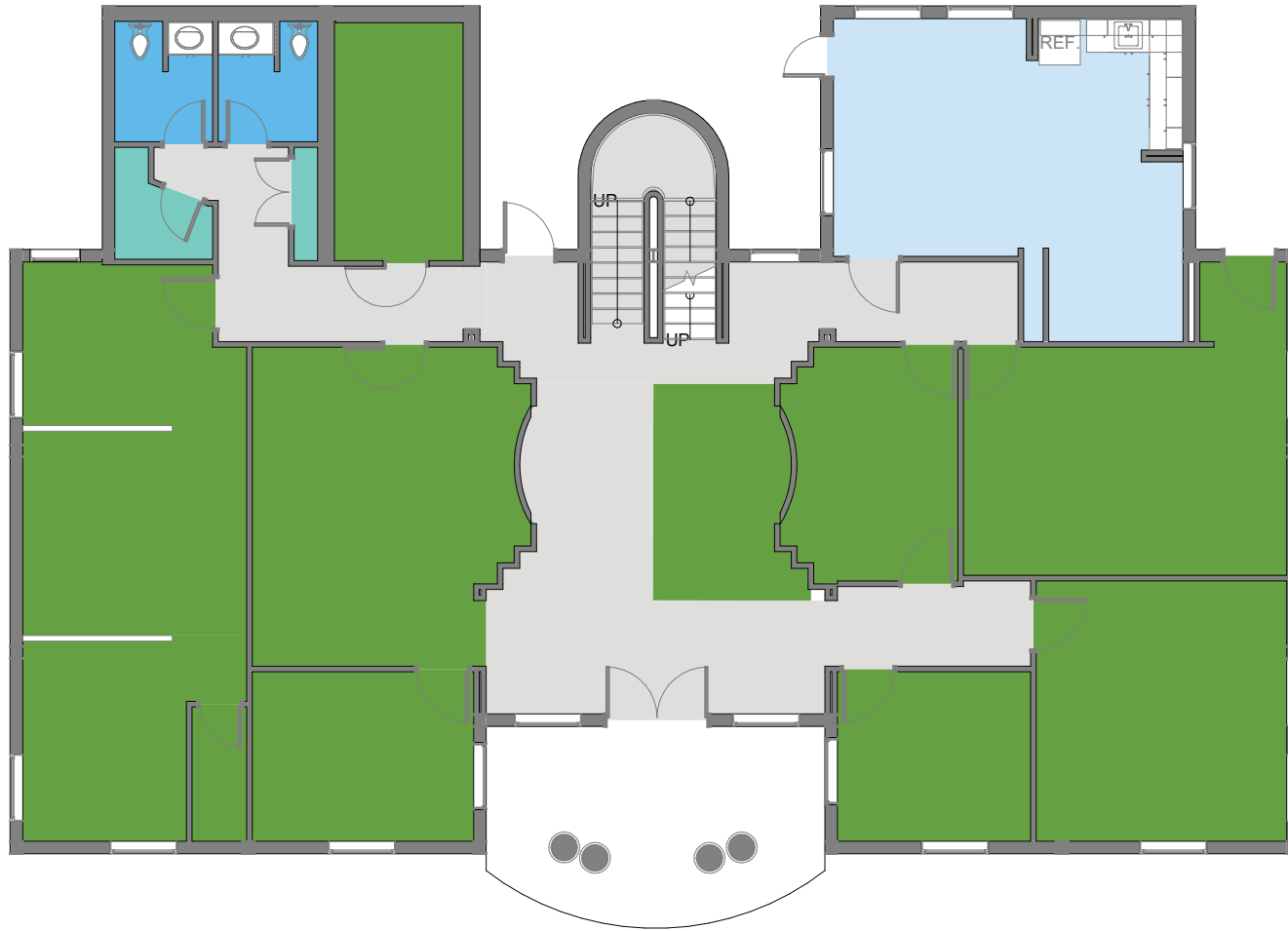
Current Department Space Total:

- 26,186 SF

FINANCE BUILDING

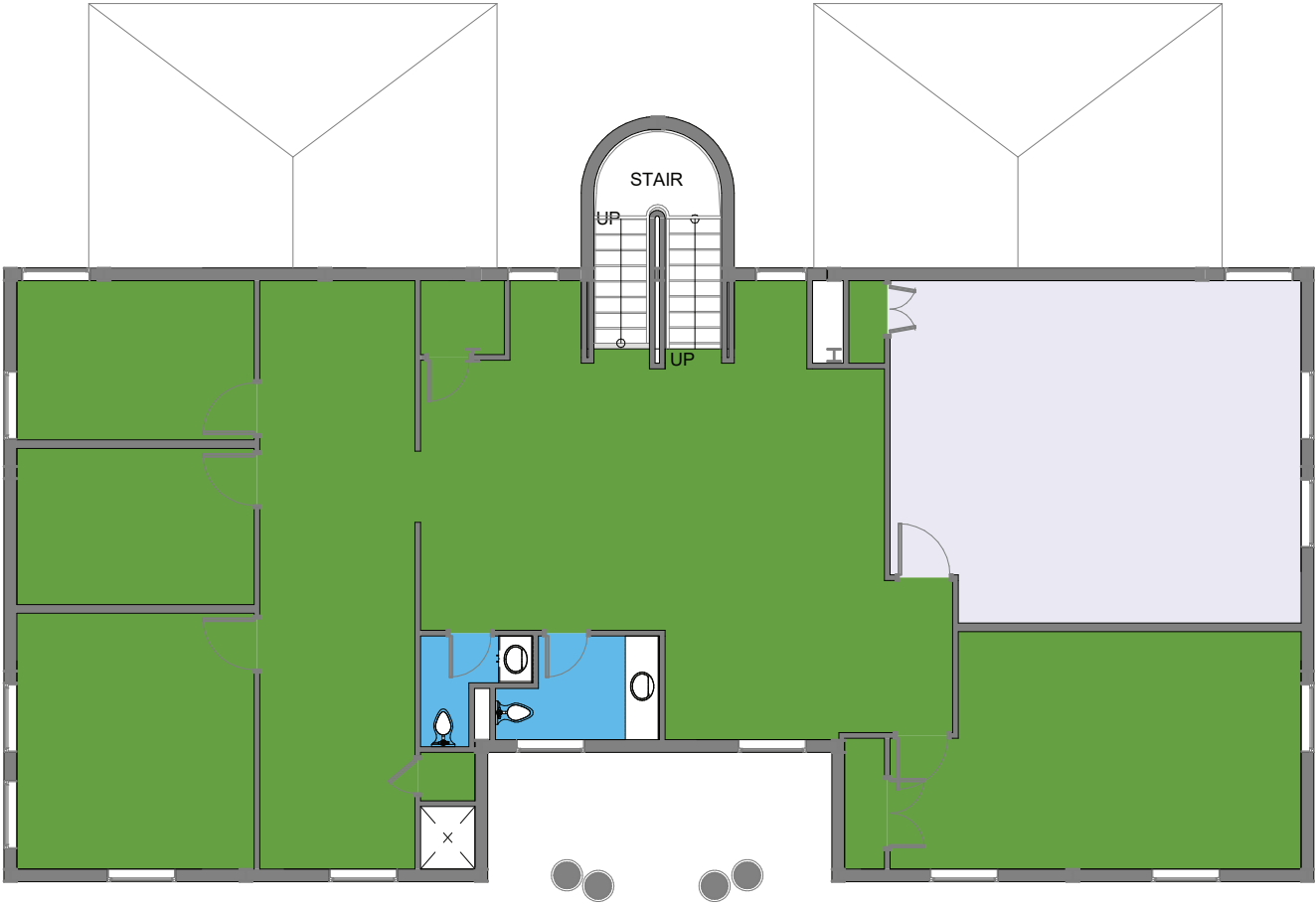
FIRST FLOOR

AREA: 3,332 GSF



- | | | | |
|--|--|--|---|
| CITY ADMIN | FINANCE | IT | RENTABLE SPACE |
| CONFERENCE ROOM | FIRE ADMIN | LEGAL | SPECIAL EVENTS |
| COMMON | FIRE OPERATIONS | MARKETING | SUPPORT |
| COUNCIL | FOOD PREP | PARKS | THEATRE CENTRE |
| COURTS | GENERAL SERVICES | POLICE | TOILET |
| DEVELOPMENT SERVICES | HR | PUBLIC WORKS | WATER TOWER THEATRE |

FINANCE BUILDING
SECOND FLOOR
 AREA: 2,682GSF



- | | | | |
|---|--|--|---|
| CITY ADMIN | FINANCE | IT | RENTABLE SPACE |
| CONFERENCE ROOM | FIRE ADMIN | LEGAL | SPECIAL EVENTS |
| COMMON | FIRE OPERATIONS | MARKETING | SUPPORT |
| COUNCIL | FOOD PREP | PARKS | THEATRE CENTRE |
| COURTS | GENERAL SERVICES | POLICE | TOILET |
| DEVELOPMENT SERVICES | HR | PUBLIC WORKS | WATER TOWER THEATRE |

FINANCE

Total Number of Employees: 16
 Projected 10-Year Headcount: 16
 Function: Finance Department manages all accounting, purchasing and record keeping for all departments within the Town of Addison.

Functional Requirements:

- Receptionist or Greeter at entry for customer access for utility billing, security (approximately 5 customers on a weekly basis).
- Transaction counter in enclosed area with access to staff behind

Functional Adjacencies:

- Work with all departments, no particular adjacencies

Preferred Departmental Shared Support Areas:

- Copy/Print
- Filing Room
- Storage
 - Can be shared with Special Events
- Break Room
- Mail Room

Preferred Departmental Non-Shared Support Area:

- Safe Room
 - Stores festival collateral with monetary value (i.e.. Admissions tickets)
- Parking
 - 40-45 spaces would be ideal (20 visitor spaces)

Collaboration Spaces:

- Huddle Room for 4-5
- (2) conference rooms are preferred (6-8)
- Training Room
- Large Conference Room
 - Doubles as training, strategic planning area
 - Videoconferencing capabilities
 - City Manager Meetings

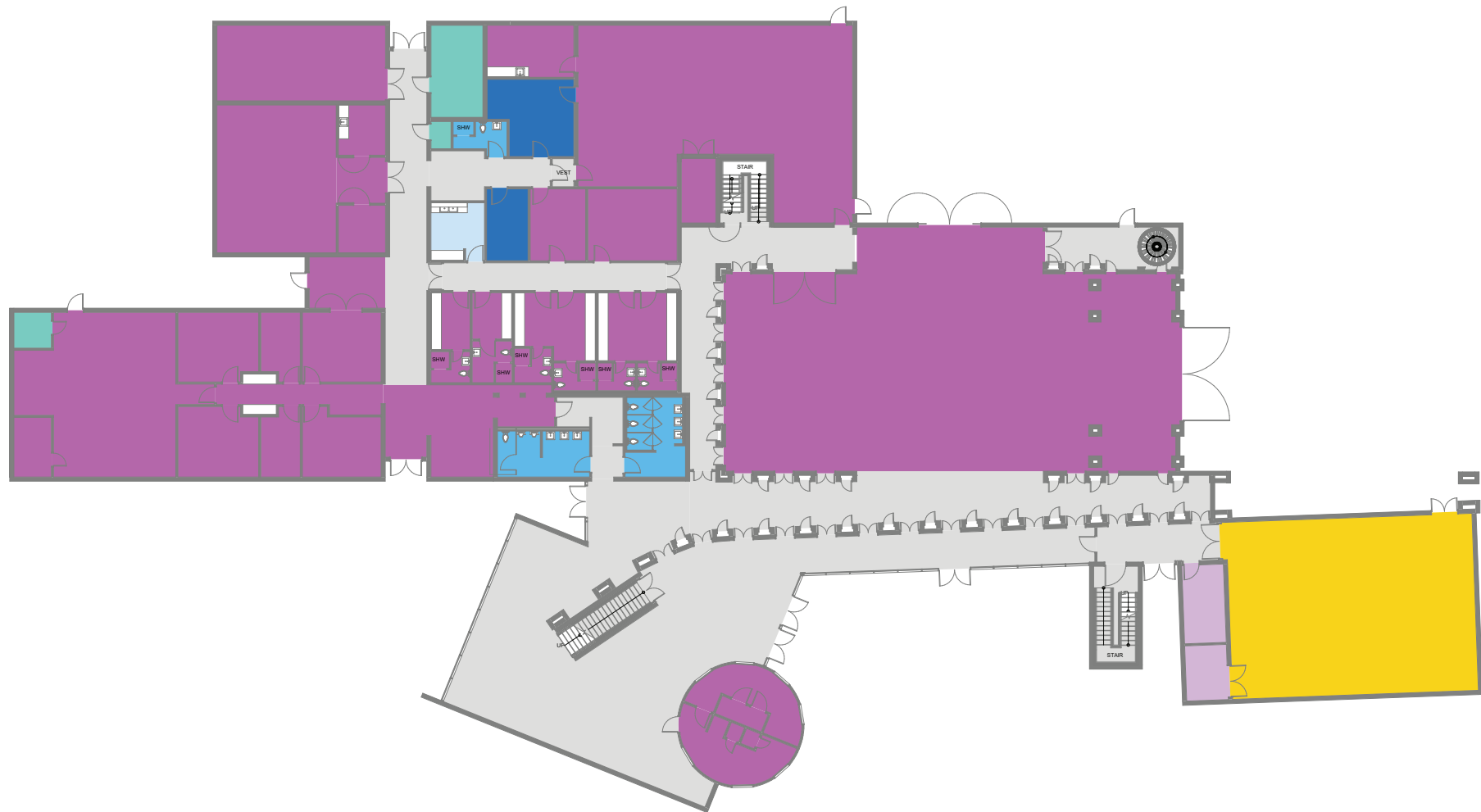
Current Department Space Total:

- 4,996 SF

THEATRE CENTRE

FIRST FLOOR

AREA: 22,025 GSF

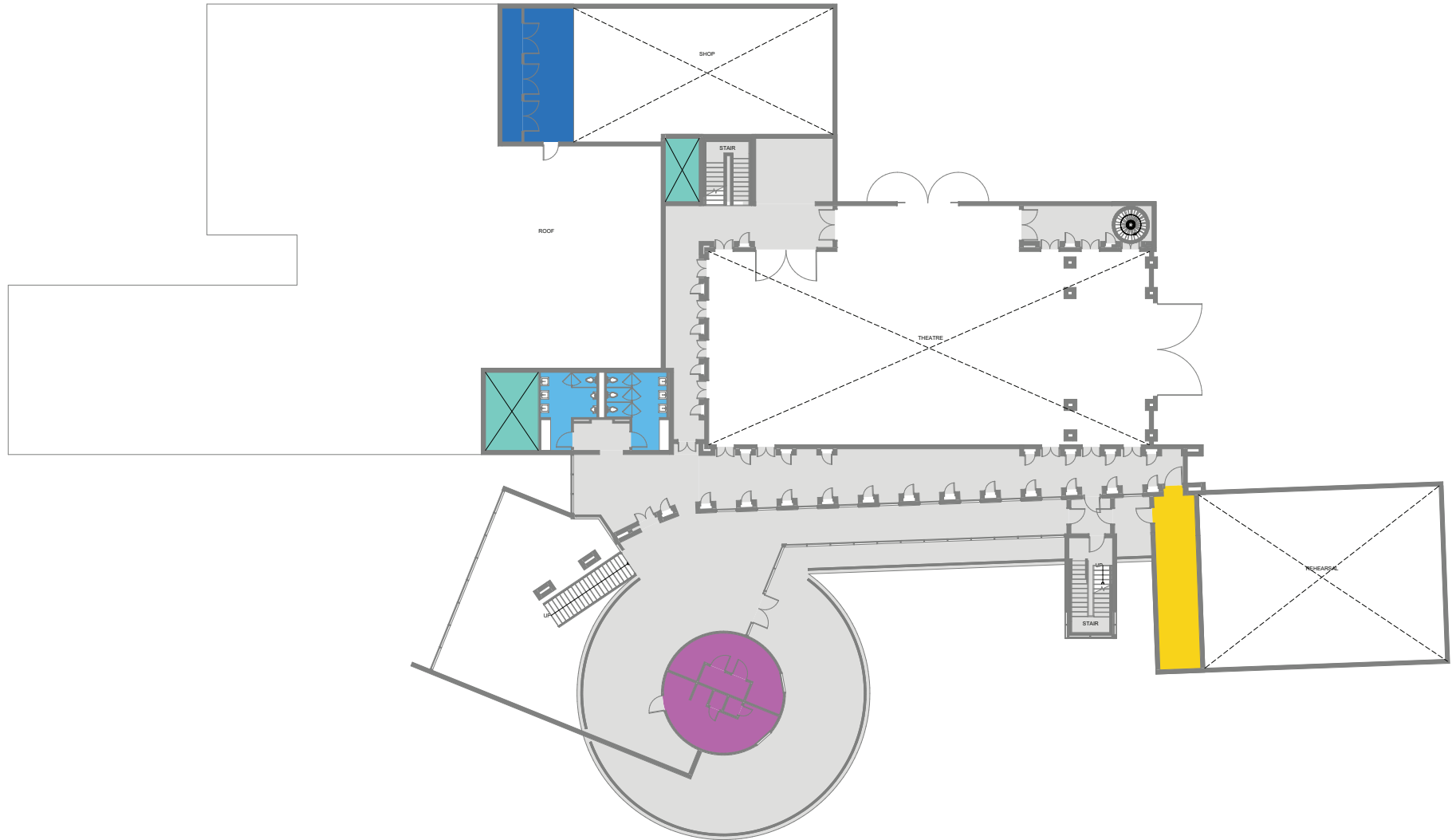


CITY ADMIN	FINANCE	IT	RENTABLE SPACE
CONFERENCE ROOM	FIRE ADMIN	LEGAL	SPECIAL EVENTS
COMMON	FIRE OPERATIONS	MARKETING	SUPPORT
COUNCIL	FOOD PREP	PARKS	THEATRE CENTRE
COURTS	GENERAL SERVICES	POLICE	TOILET
DEVELOPMENT SERVICES	HR	PUBLIC WORKS	WATER TOWER THEATRE

THEATRE CENTRE

SECOND FLOOR

AREA: 7,612 GSF

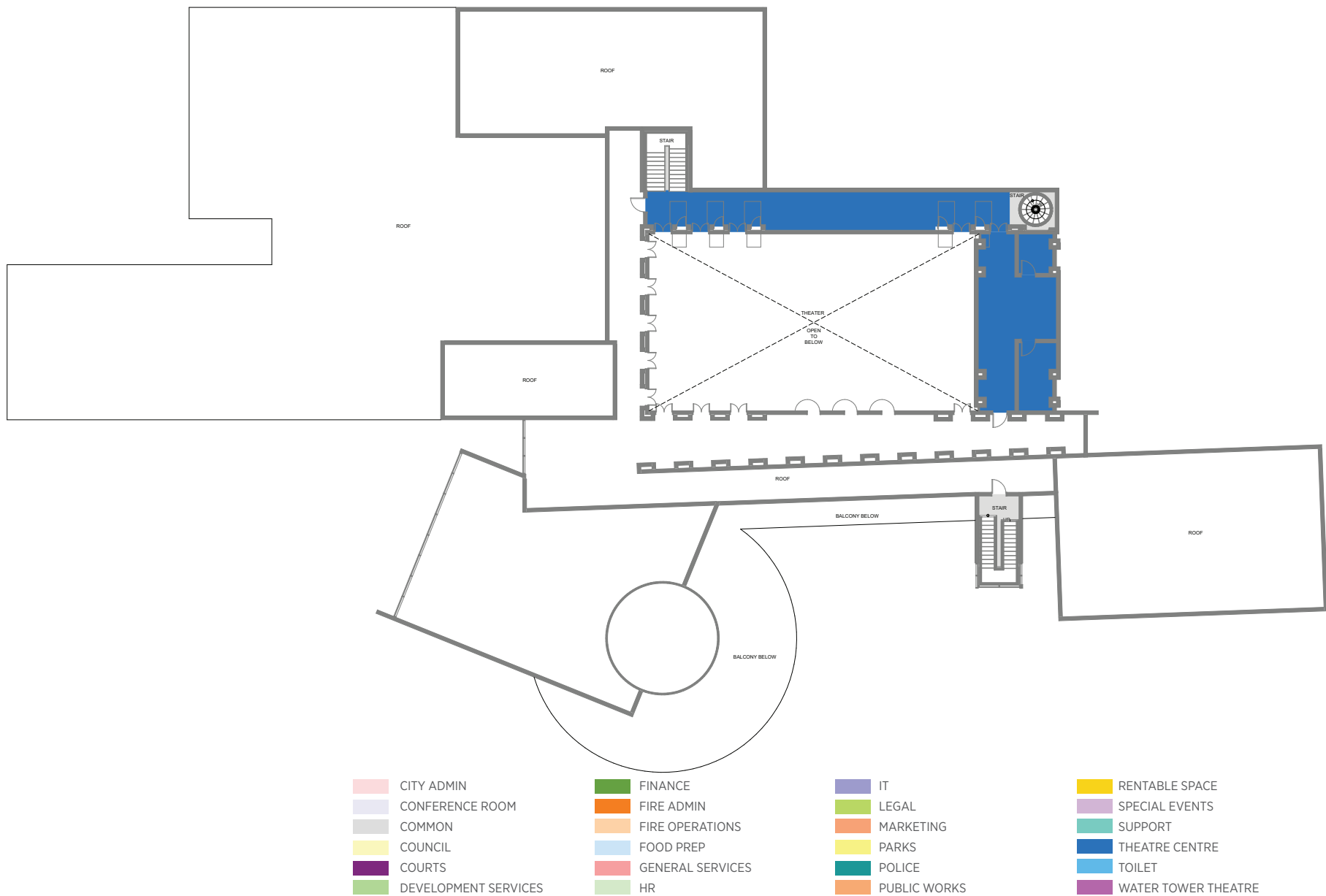


- | | | | |
|---|---|---|--|
| CITY ADMIN | FINANCE | IT | RENTABLE SPACE |
| CONFERENCE ROOM | FIRE ADMIN | LEGAL | SPECIAL EVENTS |
| COMMON | FIRE OPERATIONS | MARKETING | SUPPORT |
| COUNCIL | FOOD PREP | PARKS | THEATRE CENTRE |
| COURTS | GENERAL SERVICES | POLICE | TOILET |
| DEVELOPMENT SERVICES | HR | PUBLIC WORKS | WATER TOWER THEATRE |

THEATRE CENTRE

THIRD FLOOR

AREA: 1,739 GSF



THEATRE CENTRE

Total Number of Employees: 1
 Projected 10-Year Headcount: 3
 Function: Theatre Center handles multiple large events at the following locations: Addison Center Theatre, Stone Cottage, Water Tower Theatre

Functional Requirements:

- Workspace for 3 FTE; up to 6 interns for the theatre
- Departmental Receptionist/Greeter
- 5-7 Shows per Theatre Season
- Location for Kids' Camp (up to 20)
- Theatre Expansion seating / capacity for up to 700

Functional Adjacencies:

- Conference Center

Preferred Departmental Shared Support Areas:

- Recording Studio (to be future rental studio space)
- Studio Box Office
- Print Copy Area with Plotter

Preferred Departmental Non-Shared Support Area:

- Dedicated Boardroom for 20
- Catering Kitchen

Storage:

- Forklift/ additional storage in Scene Shop
- Parking for box truck in Theatre Outdoor Storage Yard

Security Concerns:

- Secure Access gate
- Site lighting, motion sensor controlled
- Security cameras

Functional Concerns:

- Existing site lighting is insufficient
- Interior theatre lighting to be upgraded to LED/ RGB/DMX controls
- Wifi access needs to be increased
- Electrical capacity is maxed out
- Low voltage systems are insufficient
- Better Wayfinding is needed

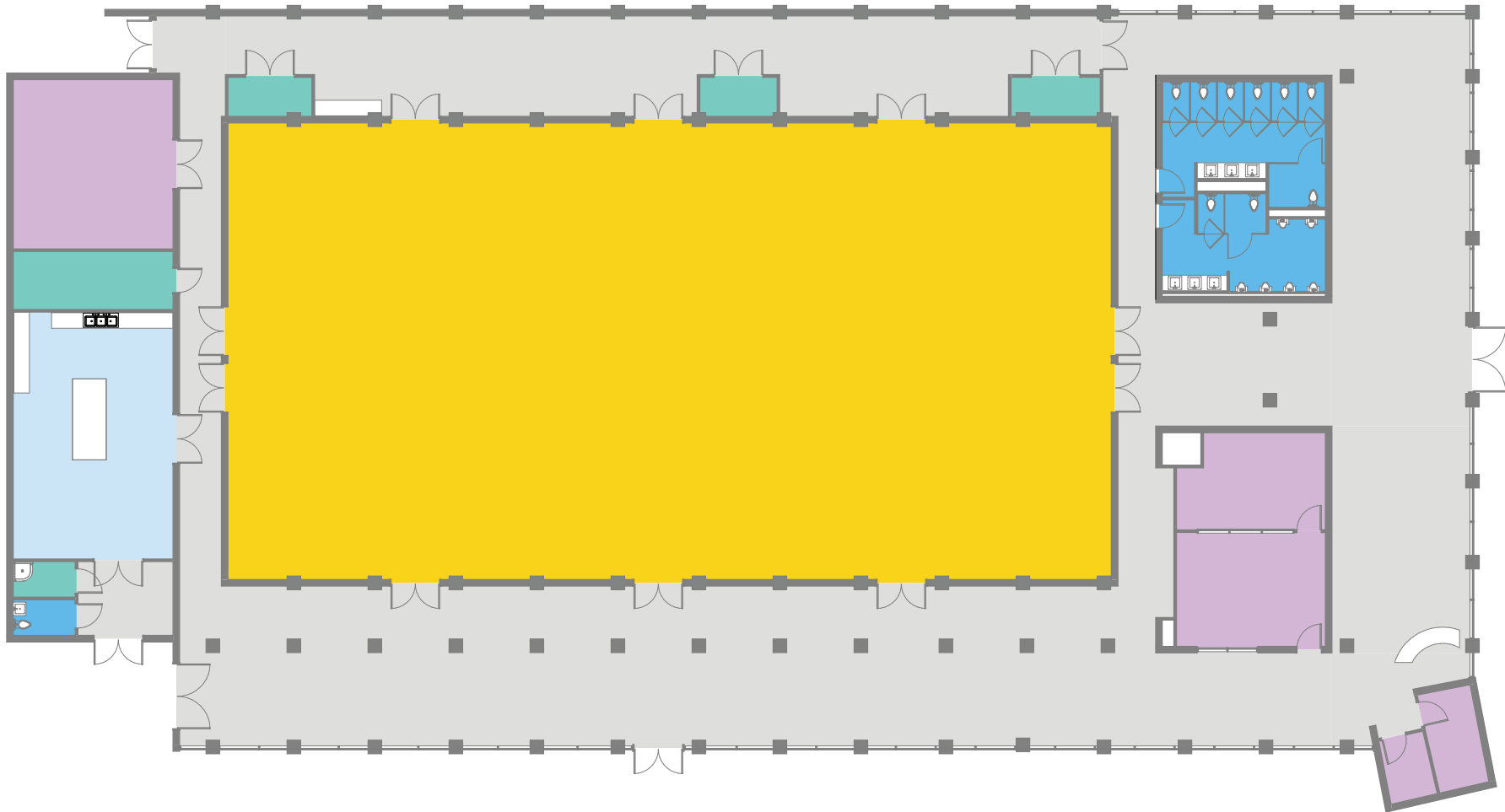
Current Department Space Total:

- - SF

CONFERENCE CENTRE

MAIN FLOOR

AREA: 16,283 GSF



■ CITY ADMIN	■ FINANCE	■ IT	■ RENTABLE SPACE
■ CONFERENCE ROOM	■ FIRE ADMIN	■ LEGAL	■ SPECIAL EVENTS
■ COMMON	■ FIRE OPERATIONS	■ MARKETING	■ SUPPORT
■ COUNCIL	■ FOOD PREP	■ PARKS	■ THEATRE CENTRE
■ COURTS	■ GENERAL SERVICES	■ POLICE	■ TOILET
■ DEVELOPMENT SERVICES	■ HR	■ PUBLIC WORKS	■ WATER TOWER THEATRE

CONFERENCE CENTRE

Total Number of Employees: 8
 Projected 10-Year Headcount: 10
 Function: Conference Center handles multiple large events at the following locations: Conference Center, Pavilion in Park, Stone Cottage, Addison Circle

Functional Requirements:

- Workspace for 8-10
- Departmental Receptionist/Greeter
- Large Lobby that is open and versatile for gathering & events
- Expanded seating for 800-1000
- Expanded / shared parking for up to 700

Functional Adjacencies:

- Tourism
- Special Events
- Marketing

Preferred Departmental Shared Support Areas:

- 4-5 Breakout Spaces
- Restrooms to be reworked
- Break Room
- Copy/Print
- Boardroom or large conference room

Preferred Departmental Non-Shared Support Area:

- Warehouse or additional storage on-site for A/V, catering equipment & tools

Receiving Area / Dock Loading:

- Raised dock is not existing in current building.
- Client shipments are unable to be received easily
- Better access entry for car loading
 - Existing front doors are not sufficient

Security Concerns:

- Secure Access gate
- Site lighting, motion sensor controlled
- Security cameras
-

Functional Concerns:

- Existing sound system is not sufficient & speakers are too low
- Existing ceiling is not able to be modified to run or rework conduit
- Wifi access needs to be increased
- Electrical capacity is maxed out
- Low voltage systems are insufficient
- Conference Reserve system is needed
- Better wayfinding is needed

Current Department Space Total:

- - SF

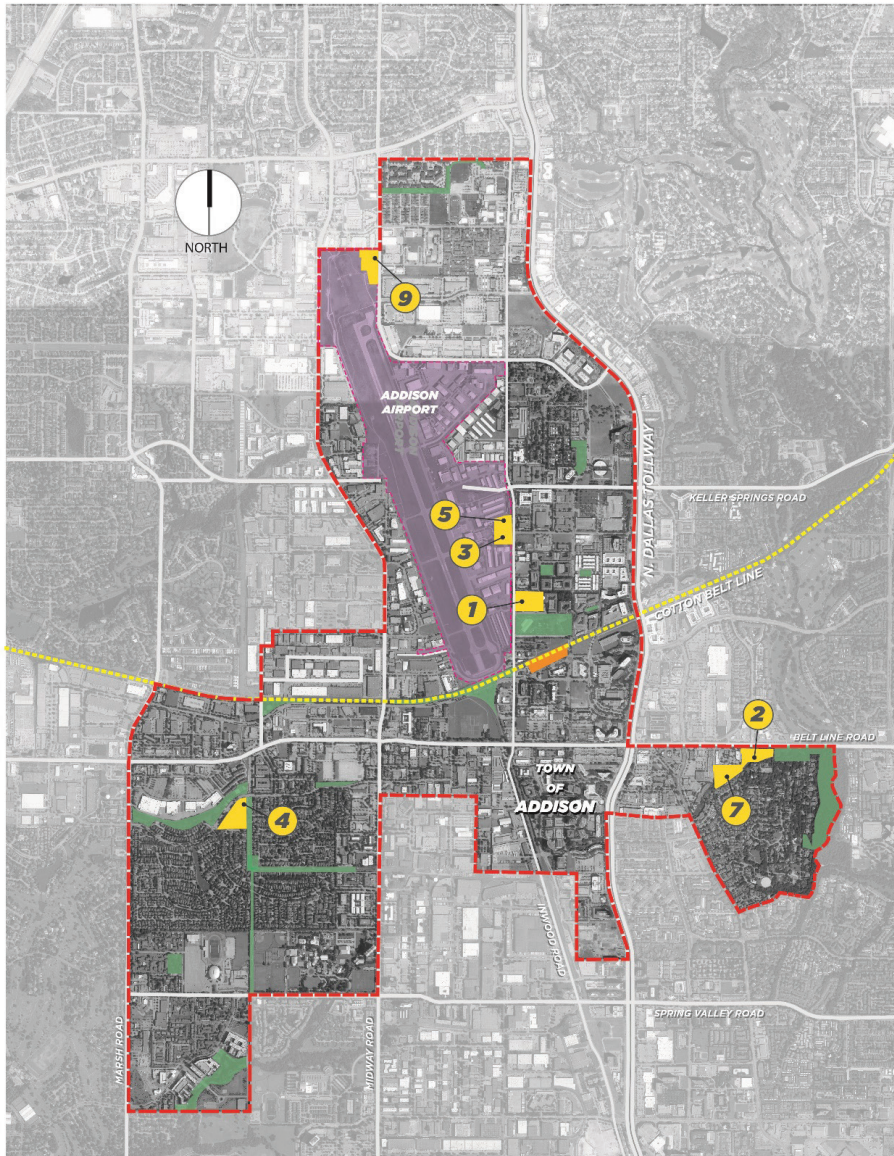
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3

FACILITY UTILIZATION CONCEPTS

CONCEPT 1 - RENOVATE IN PLACE



- 1** CONFERENCE AND THEATRE CENTRE (RENOVATIONS)
- 2** FINANCE BUILDING (REPURPOSED)
- 3** CENTRAL FIRE (RENOVATIONS)
- 4** FIRE STATION 2 (RENOVATIONS)
- 5** POLICE & COURTS (RENOVATIONS & RELOCATE COURTS)
- 6** SERVICE CENTER (RENOVATIONS)

HUMAN RESOURCES	MARKETING
INFORMATION TECHNOLOGY	TOURISM
DEVELOPMENT SERVICES	SPECIAL EVENTS
PUBLIC WORKS	FINANCE
PARKS & RECREATION	GENERAL SERVICES
- 7** TOWN HALL (RENOVATIONS)

CONCEPT 1 - RENOVATE IN PLACE

RENOVATE | RESTACK

- Service Center: Renovate / Restack
- Theatre and Conference Centre: Renovate / Restack
- Finance Building: Renovate / Restack
- Town Hall: Renovate / Restack
- Police & Courts Building: Renovate / Restack / Relocate Courts. (+/- 6400 SF addition needed.)
- Fire Station #1: Renovate / Restack / Addition
- Fire Station #2: Renovate / Minor Restack
- Municipal Courts relocate to new location.

FINDINGS

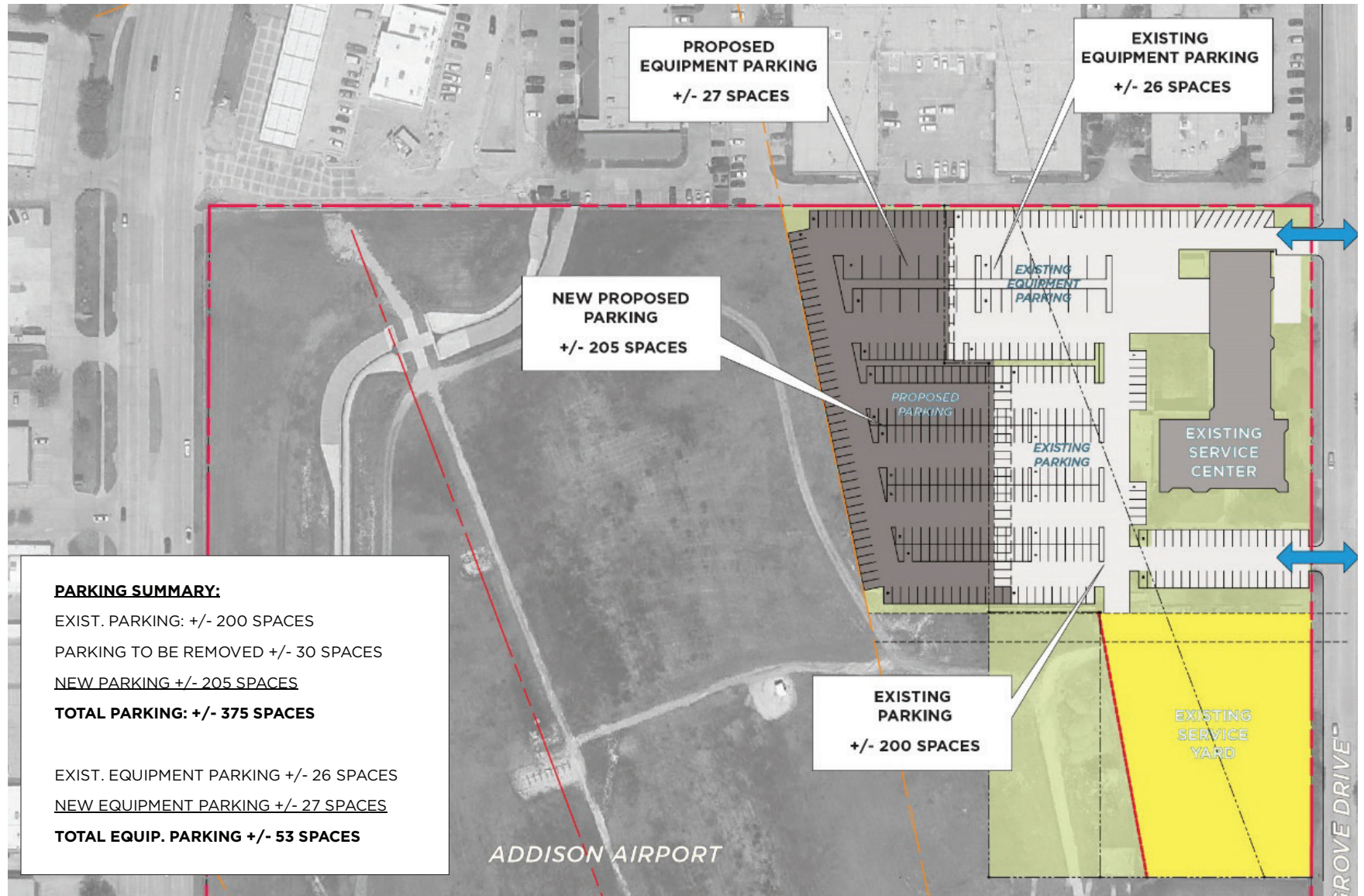
- The City owns the buildings
- With renovations, the buildings could continue to serve the needs of the city.
- Renovations will be disruptive to City departments
- Limited flex area available for staging
- Maintaining the existing facilities will maintain the status quo - some departments may be consolidated, but the City staff will still be spread out over several buildings
- The scope of the renovations will likely lead to the need to improve the support facilities of each building
- Inadequate parking capacity



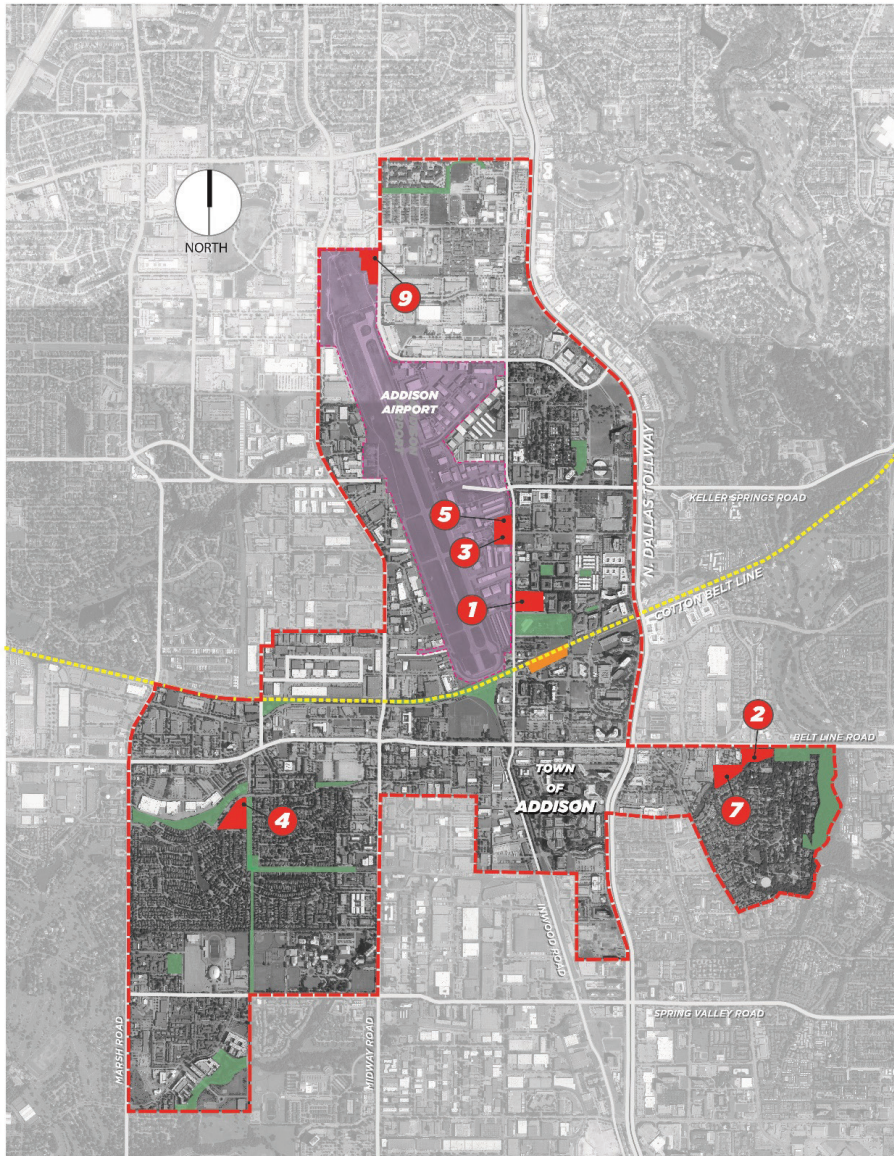
CONCEPT 1 - RENOVATE IN PLACE

	CONCEPT 1							
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE	CONFERENCE CENTRE 10 FTE	REPURPOSED	FIRE OPERATIONS/ ADMINISTRATION 51 FTE	FIRE OPERATIONS 12 FTE	POLICE 86 FTE COURTS 10 FTE TBD	GENERAL SERVICES 8 FTE SPECIAL EVENTS 6 FTE INFORMATION TECH. 9 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21 FTE IN FIELD DEVELOPMENT SVCS 19 FTE HUMAN RESOURCES 4 FTE MARKETING 4 FTE TOURISM 2 FTE FINANCE 13 FTE	CITY COUNCIL N/A CITY MANAGER 8 FTE CITY SECRETARY 2 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE
	3 FTE	10 FTE	REPURPOSED	51 FTE	12 FTE	86 FTE	83 / 124 FTE	12 FTE
								10-yr staff 308 FTE
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE
								2019 total staff 278.5 FTE

CONCEPT 1 - PARKING ASSESSMENT



CONCEPT 2 - STRATEGIC ADDITIONS



- 1** CONFERENCE AND THEATRE CENTRE (RENOVATIONS)
- 2** FINANCE BUILDING (ADDITION)
- 3** CENTRAL FIRE (ADDITION)
- 4** FIRE STATION 2 (RENOVATIONS)
- 5** POLICE & COURTS (ADDITIONS & RELOCATE COURTS)
- 6** SERVICE CENTER (RENOVATIONS)
 - HUMAN RESOURCES
 - INFORMATION TECHNOLOGY
 - DEVELOPMENT SERVICES
 - PUBLIC WORKS
 - PARKS & RECREATION
 - MARKETING
 - TOURISM
 - SPECIAL EVENTS
 - GENERAL SERVICES
- 7** TOWN HALL (ADDITION)
 - CITY COUNCIL
 - CITY MANAGER
 - CITY SECRETARY
 - CITY ATTORNEY
 - MAYOR'S OFFICE

CONCEPT 2 - STRATEGIC ADDITIONS

RENOVATE | RESTACK | STRATEGIC ADDITIONS

- Service Center: Renovate / Restack.
- Some departments currently located in Service Center would relocate to restacked Finance Building or Town Hall Addition.
- Theatre and Conference Centre: Renovate / Restack / Strategic Addition to add break out space, administrative spaces and support spaces to Conference Center.
- Finance Building: Renovate / Restack / Addition. Consolidate Town Hall Departments into Finance Building with an addition.
- Town Hall: Renovate / Restack / Addition. Addition for more effective council / conference center. Convert existing Council Chambers to Office Space.
- Police & Courts Building: Renovate / Restack / Relocate Courts to provide additional PD space. Possible Strategic Addition to existing police HQ. (+/- 3400 SF addition needed.)
- Fire Station #1: Renovate / Restack / Addition
- Fire Station #2: Renovation / Minor Addition

FINDINGS

- Added capacity at the Service Center
- Maximizes use of existing facilities - work with what the City currently owns
- Maintains the use of Town Hall and preserves its iconic image as Town Hall
- Service Center renovation will be highly disruptive to ongoing operations
- Renovations at Police & Courts Building will be disruptive to ongoing operations
- Police & Courts Building systems are outdated and lack capacity
- Fire Station building systems are outdated and lack capacity
- Service Center needs more parking and an addition does not address this deficiency
- Departments in Town Hall / Finance Building will still be disconnected
- Is there adequate parking for an addition at Town Hall?



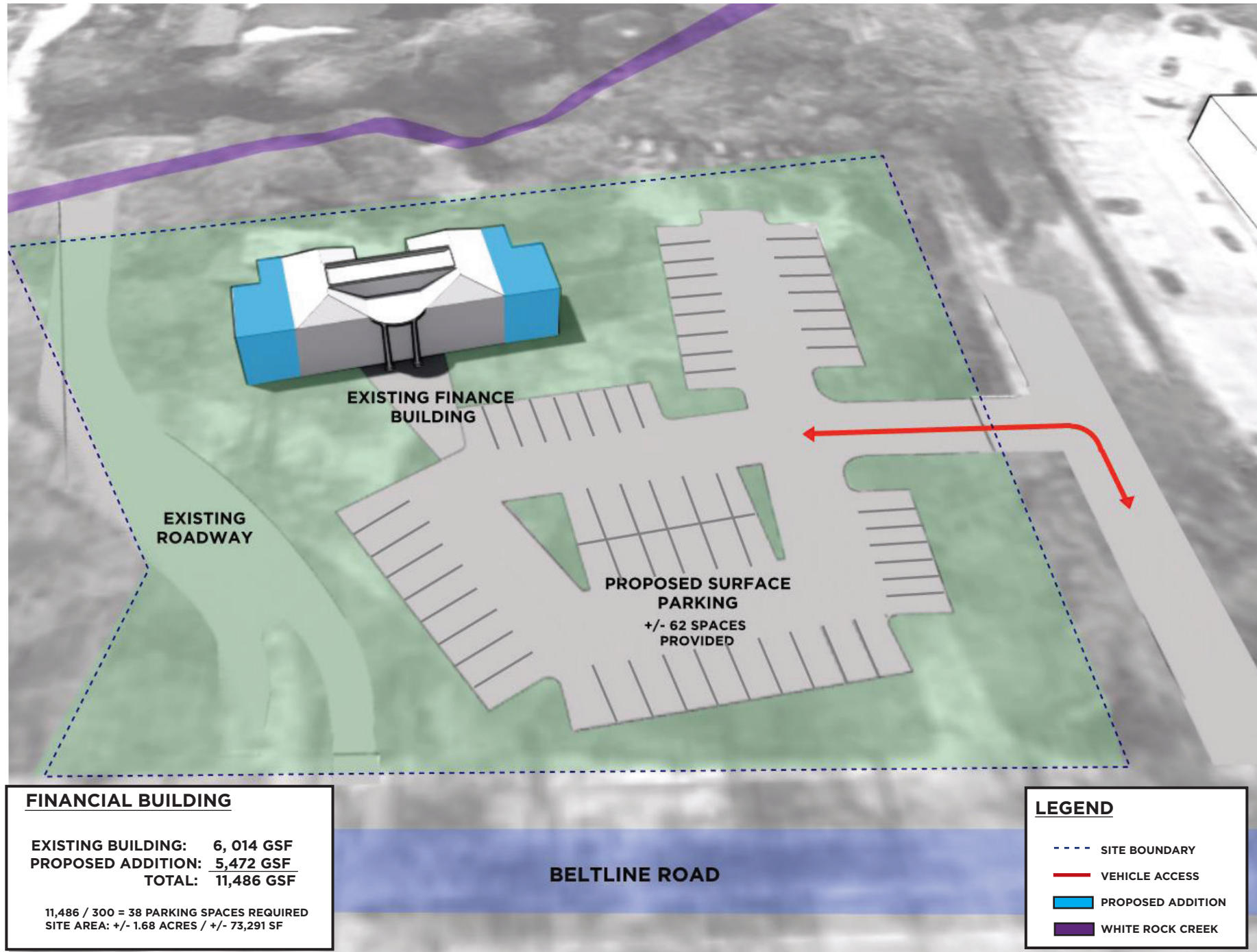
CONCEPT 2 - STRATEGIC ADDITIONS

	CONCEPT 2								
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD	
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE	CONFERENCE CENTRE 10 FTE	FINANCE 13 FTE	FIRE OPERATIONS/ ADMINISTRATION 51FTE	FIRE OPERATIONS 12 FTE	POLICE 86 FTE COURTS 10 FTE TBD	GENERAL SERVICES 8 FTE SPECIAL EVENTS 6 FTE INFORMATION TECH. 9 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21FTE IN FIELD DEVELOPMENT SVCS 19 FTE HUMAN RESOURCES 4 FTE MARKETING 4 FTE TOURISM 2 FTE	CITY COUNCIL N/A CITY MANAGER 8 FTE CITY SECRETARY 2 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE	
	3 FTE	10 FTE	13 FTE	51 FTE	12 FTE	86 FTE	91 / 111 FTE	12 FTE	10-yr staff 308 FTE
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE	2019 total staff 278.5FTE

CONCEPT 2 - STRATEGIC ADDITIONS



CONCEPT 2 - STRATEGIC ADDITIONS



CONCEPT 2 - STRATEGIC ADDITIONS



TOWN HALL

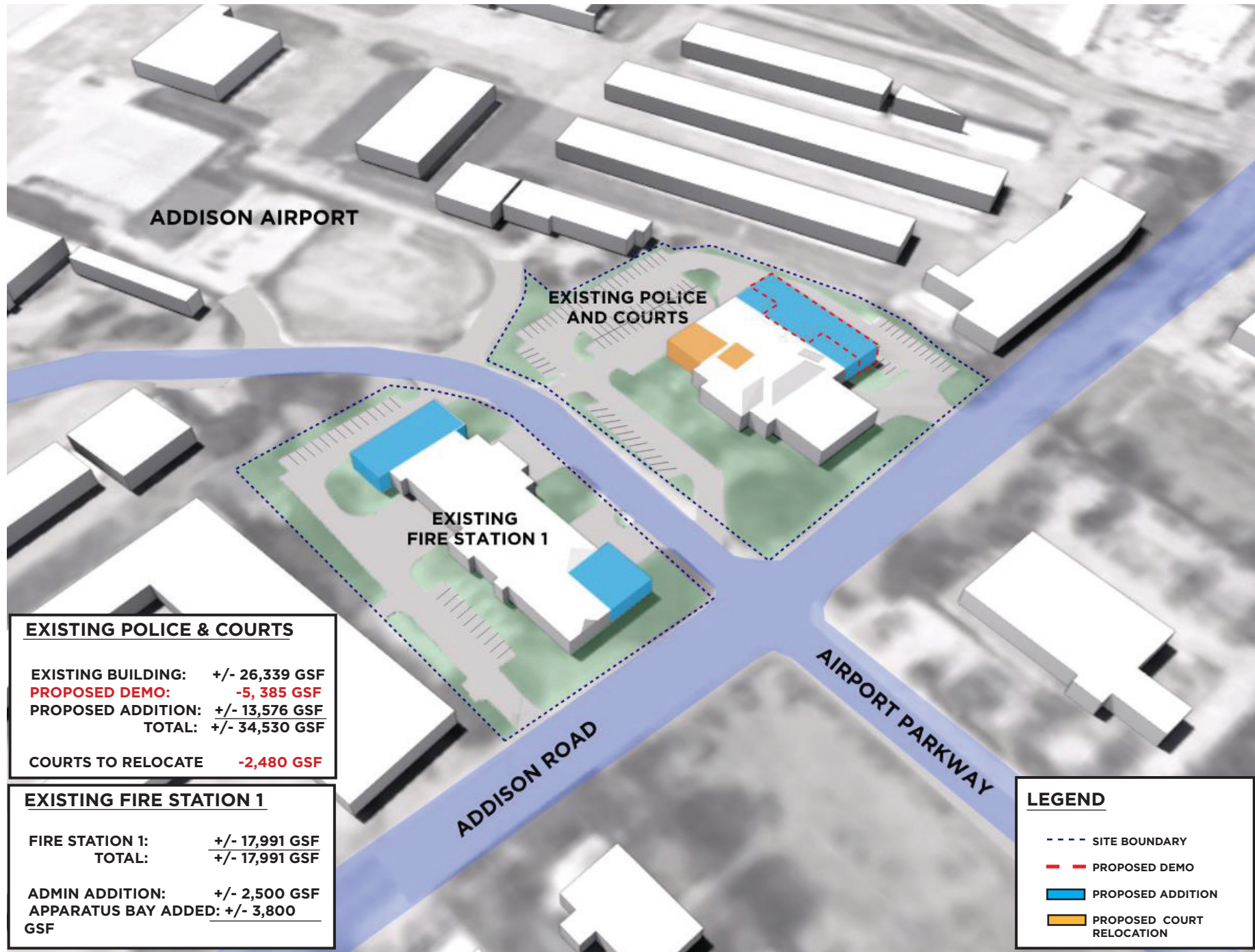
EXISTING BUILDING: 6,544 GSF
DEMO 943 GSF
 PROPOSED ADDITION: 5,000 GSF
 TOTAL: 10,601 GSF

10,601 / 300 = 36 PARKING SPACES REQUIRED
 18 EXISTING PARKING SPACES
 ADD ADDITIONAL 17 PARKING SPACES
 ADD +/- 6,200 SF OF PAVEMENT

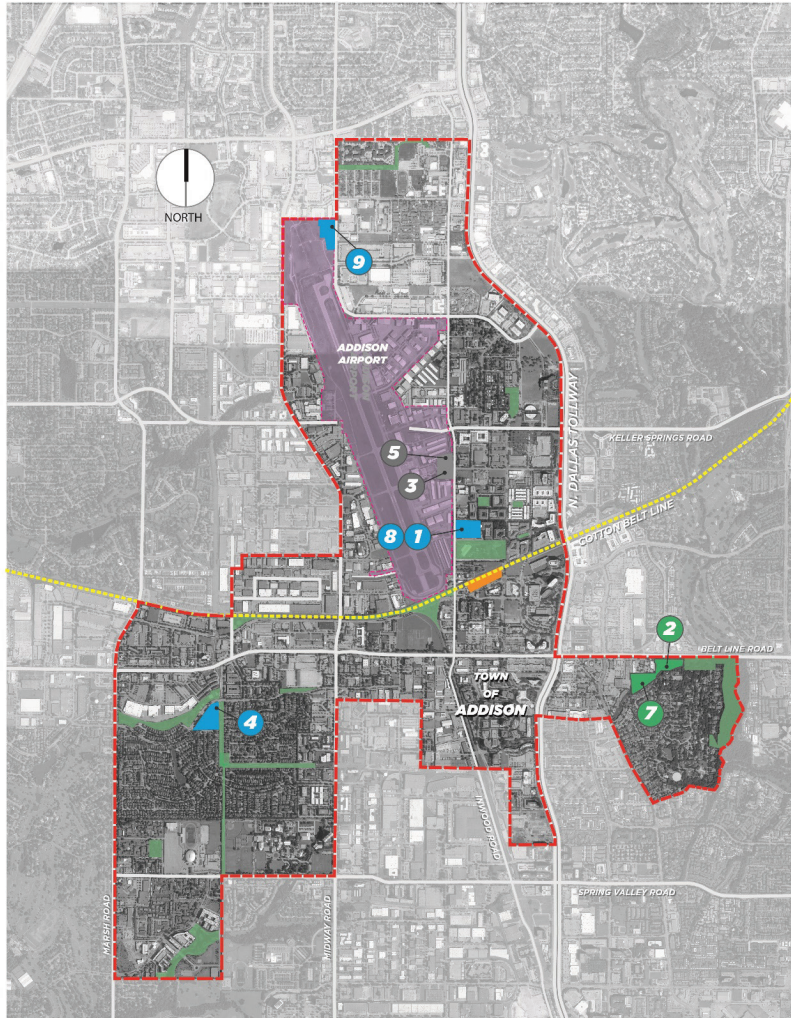
LEGEND

- SITE BOUNDARY
- PROPOSED ADDITION
- COUNCIL CHAMBERS
- WHITE ROCK CREEK

CONCEPT 2 - STRATEGIC ADDITIONS



CONCEPT 3 - NEW CONSTRUCTION



- 1** CONFERENCE AND THEATRE CENTRE (RENOVATIONS)
- 2** FINANCE BUILDING (REPURPOSED)
- 3** CENTRAL FIRE (REPLACED)
- 4** FIRE STATION 2 (RENOVATIONS)
- 5** POLICE & COURTS (REPLACED)
- 6** SERVICE CENTER (RENOVATIONS)
 - GENERAL SERVICES
 - PUBLIC WORKS
 - PARKS & RECREATION
- 7** TOWN HALL (REPURPOSED)
- 8** NEW MUNICIPAL CENTER

CITY COUNCIL	DEVELOPMENT SERVICES	ECONOMIC DEVELOPMENT
CITY MANAGER	HUMAN RESOURCES	CONFERENCE CENTRE (3B)
CITY SECRETARY	MARKETING	
CITY ATTORNEY	COURTS	
MAYOR'S OFFICE	TOURISM	
SPECIAL EVENTS	FINANCE	
INFORMATION TECHNOLOGY	POLICE	

CONCEPT 3 - NEW CONSTRUCTION

RENOVATE | RESTACK | RELOCATE | NEW MUNICIPAL FACILITY

- Service Center: Renovate / Restack.
- Some departments move to New Civic Center at Theater and Conference Center site
- The following departments will remain at Service Center: Public Works, General Services, and Parks & Recreation
- Theatre and Conference Centre: Renovate / Restack.
 - Existing Conference Centre will be demolished to accommodate the new municipal building.
- Add New Civic Center.
- Add New Police Headquarters. (+/- 30,000 SF)
- Add structured parking to be shared between Town Hall Municipal Building / New Police Building and New Conference Center. (Concept 3B)
- New Conference Centre with break out spaces. (Concept 3B)
- Finance Building: Re-purpose
- Town Hall: Re-purpose
- Municipal Courts will be located within the New Civic Center.
- Fire Station #1
 - After the Police HQ is relocated to the New Municipal Building, the existing Police and Courts building will be demolished.
 - A New Fire Station with Fire Department Administrative Offices will be built on the former Police HQ site.
 - Once complete, the existing Fire station would be demolished.

Fire Station #2: Renovate / Limited scope additions.

FINDINGS

- New consolidated City facility
- Supports concepts of Addison Circle Comprehensive amendment
- Greater adjacency between city departments | closer to Service Center
- Addresses equipment parking issues at Service Center
- Added parking capacity for Addison Circle Park events
- Courts could be a specially built space
- Added capability and capacity at Conference Centre
- Conference Centre spaces could possibly be shared with New



CONCEPT 3 - NEW CONSTRUCTION

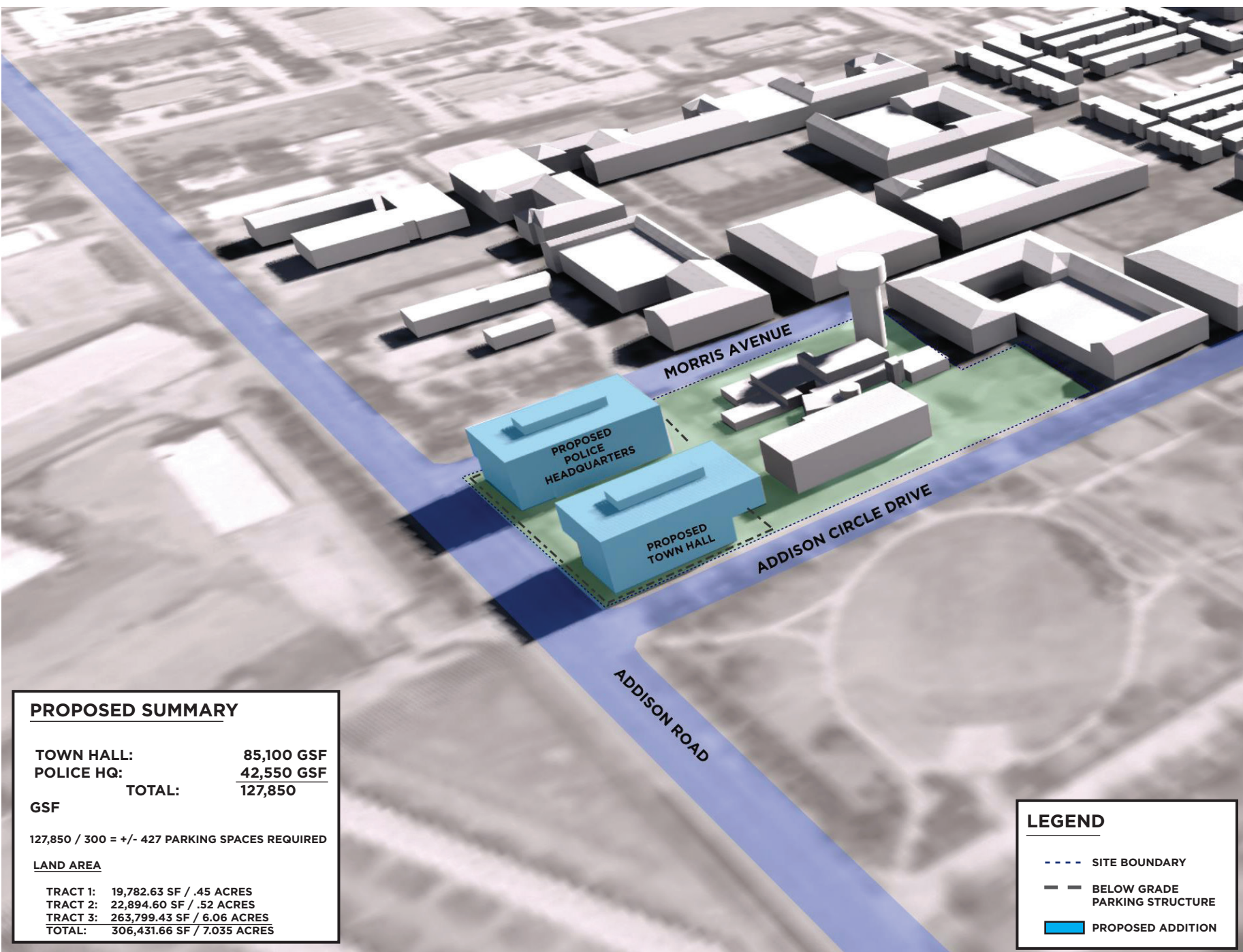
	CONCEPT 3							
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE				FIRE OPERATIONS 12 FTE		GENERAL SERVICES 8 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21 FTE IN FIELD	
	3 FTE	3A - 10 FTE 3B - REPLACED	REPURPOSED	REPLACED	12 FTE	REPLACED	26 / 67 FTE	REPURPOSED
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE
								10-yr staff 312 FTE
								2019 total staff 278.5 FTE

NEW CIVIC CENTER		
DEPARTMENT AND FTE TOTALS	CITY COUNCIL CITY MANAGER CITY SECRETARY CITY ATTORNEY MAYOR'S OFFICE SPECIAL EVENTS INFORMATION TECHNOLOGY DEVELOPMENT SERVICES HUMAN RESOURCES MARKETING ECONOMIC DEVELOPMENT TOURISM MUNICIPAL COURTS FINANCE	N/A 8 FTE 2 FTE 1 FTE 1 FTE 6 FTE 9 FTE 19 FTE 4 FTE 4 FTE 4 FTE 2 FTE 10 FTE 13 FTE
		83 FTE

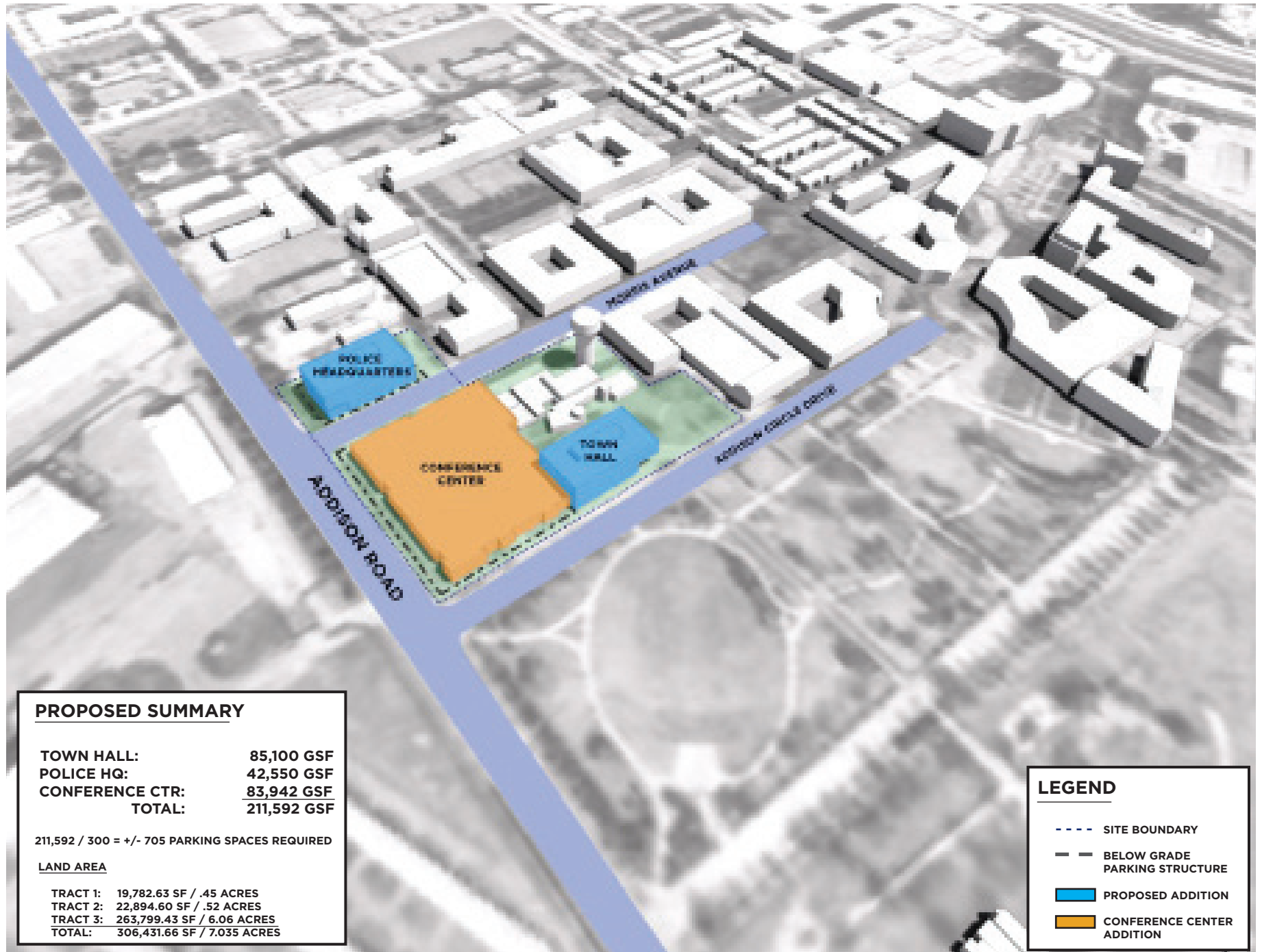
NEW POLICE STATION		
DEPARTMENT AND FTE TOTALS	POLICE	86 FTE
		86 FTE

NEW CENTRAL FIRE STATION		
DEPARTMENT AND FTE TOTALS	FIRE OPERATIONS /ADMINISTRATION	51 FTE
		51 FTE

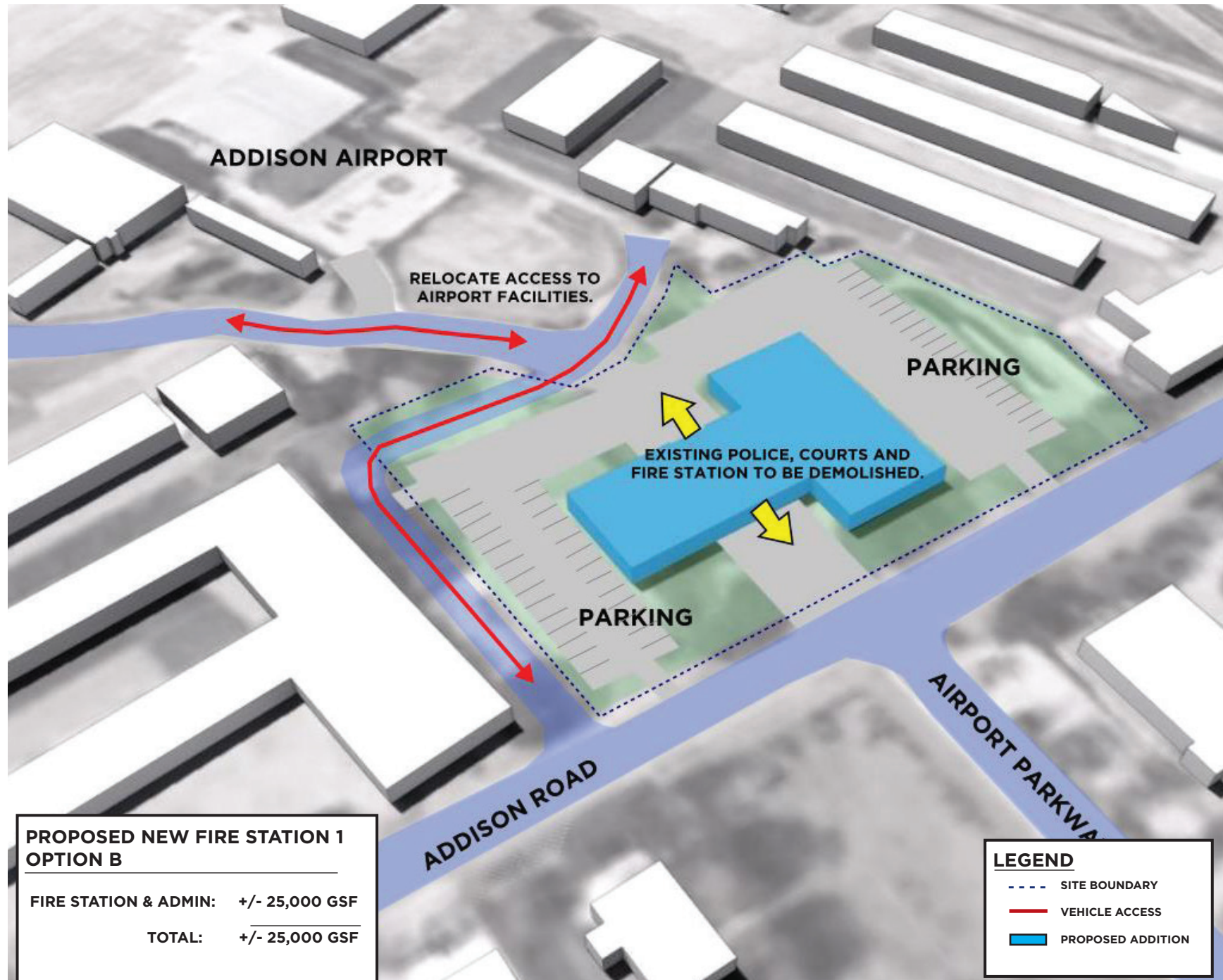
CONCEPT 3A - NEW CIVIC CENTER



CONCEPT 3 - NEW CIVIC CENTER + CONFERENCE CENTER



CONCEPT 3 - FIRE STATION 1



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4 EXAMPLE WORKPLACE TYPOLOGIES

EXAMPLE WORKPLACE TYPOLOGIES - WORKSTATIONS

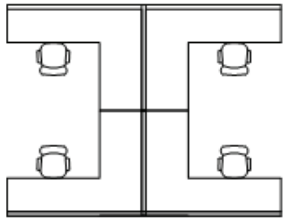
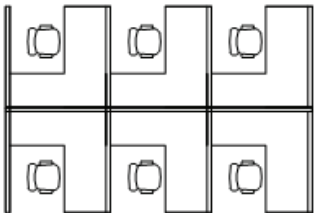
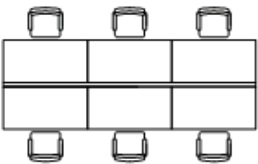
Typical Workplace Typologies			
Type	Assigned	Ratio (Preferred)	Target Size
Bench	FTE	1:1.2 (Includes Hoteling)	25 sf
Workstation - Small	FTE	1:1	36 sf
Workstation - Large	FTE	1:1	64 sf

Work Areas:

Agile and flexible working are a common paradigm that must be considered in the competition for new talent. Workstyles have emerged that allow employees better collaboration and the choice to determine where they work in different areas or amenities within a building. Through the improvement of both workstation and office footprints to maximize the value of floor space available, a change in working practices increases collaboration and supports the increase of activities undertaken in more efficiently laid plans.

TYPE OF SPACES - OPEN WORKSPACE

- BENCH SYSTEM
 - Benching workstations are smaller and should be utilized by employees that require less storage or large layout space such as call center employees or hoteling (transient) employees. Workstations can be laid out in packs of 4-6 and are typically 4' - 5' in length.
- SMALL WORKSTATIONS
 - Small workstations should be utilized by employees that require less storage or large layout area but require assigned space for job function. Workstations can be laid out in packs of 4-6 and are typically 36 - 48sf.
- LARGE WORKSTATIONS
 - Large workstations should be utilized by employees that require more storage or large layout area and assigned space for job function. Workstations can be laid out in packs of 4-6 and are typically 49 - 64sf.



EXAMPLE WORKPLACE TYPOLOGIES - WORKSTATIONS



EXAMPLE WORKPLACE TYPOLOGIES - MEETING + COLABS

Typical Collaboration Typologies

Type	Assigned	Ratio (Preferred)	Target Size
Phone Booth	Open	50:1	16 sf
Huddle	Open	60:1	36 sf
Focus/Small Meeting Room	Open	20:1	150 sf
Project Room (Small)	Open	20:1	200 sf
Project Room (Large)	Open	40:1	250 sf
Conference Room (Small)	Open	100:1	275 sf
Conference Room (Large)	Open	200:1	350 sf
Boardroom	Open	250:1	600 sf
Library-Filing	Open	250:1	64 sf

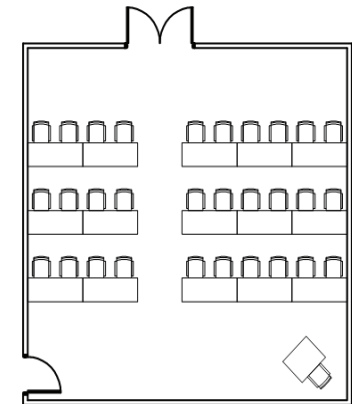
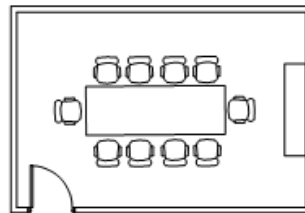
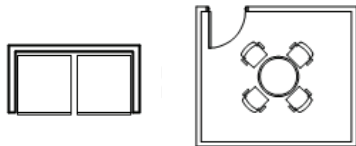
Meeting & Collaborative Spaces:

Strategically located open and closed collaboration spaces will enhance the work process for all departments allowing for teams to work effectively together. Space plan layouts should encourage cross-collaboration between departments.

Semi-enclosed collaboration spaces should be located at key intersections of primary circulation, providing acoustical privacy for nearby workspaces. Enclosed collaboration spaces should be more formal, reservable and with full height acoustical walls for pin ups and digital displays. Technology must be considered within these spaces with ability to video conference and view digital screens per space requirements, as well as writable and tackable surfaces. The furniture in these spaces can be traditional conference tables with chairs or more informal, flexible seating.

TYPE OF SPACES - PRIVATE, CONFERENCE AND AMENITY

- **HUDDLE AND PHONE ROOMS**
 - An enclosed space intended for individual focused work or private conversation. Provides privacy for those working in open settings. Unassigned space, available to all.
- **LARGE CONFERENCE / BOARDROOM**
 - An enclosed room primarily used for meetings that require privacy. Typically utilizes additional audio-visual and/or video conferencing capabilities. Reservations may be required to secure space. Allows for privacy. Unassigned space available to all. Seats 10 - 20
- **AMENITY**
 - Large gathering spaces typically used for a large meeting and often set up for educational needs. Utilize additional audio-visual and/or video conferencing capabilities. Furniture may be reconfigured to allow the room to be used in a variety of ways.
 - rooms may have movable partitions to divide the space into smaller meeting



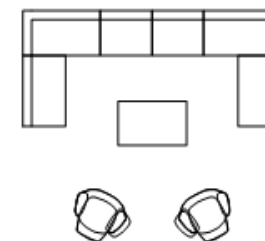
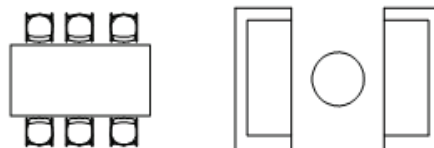
EXAMPLE WORKPLACE TYPOLOGIES - MEETING + COLABS

Typical Collaboration Typologies

Type	Assigned	Ratio (Preferred)	Target Size
Phone Booth	Open	50:1	16 sf
Huddle	Open	60:1	36 sf
Focus/Small Meeting Room	Open	20:1	150 sf
Project Room (Small)	Open	20:1	200 sf
Project Room (Large)	Open	40:1	250 sf
Conference Room (Small)	Open	100:1	275 sf
Conference Room (Large)	Open	200:1	350 sf
Boardroom	Open	250:1	600 sf
Library-Filing	Open	250:1	64 sf

TYPE OF SPACES - OPEN COLLABORATION

- **SMALL COLLABORATION**
 - An open area used for informal meetings that do not require privacy. Typically located near or in open work areas. Seats 2 - 4. May be included in configuration of certain types of systems furniture.
- **PROJECT COLLABORATION**
 - An open area used for team meetings related to project specific work that do not require privacy. Typically located near or in open work areas. Tables can be high to allow for standing meetings or high backed seating may be utilized
- **LARGE COLLABORATION**
 - A large open area used for team meetings related to project specific work that do not require privacy. Typically located near or in open work areas. A variety of furnishings can be used and configured to allow for teaming. Seats 8 - 10.



EXAMPLE WORKPLACE TYPOLOGIES - MEETING + COLABS



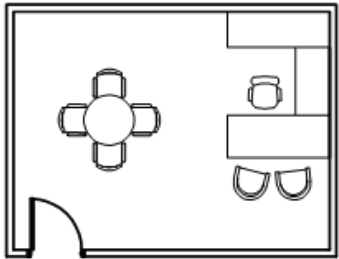
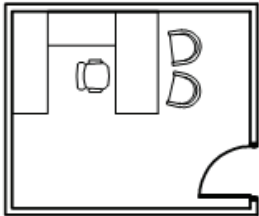
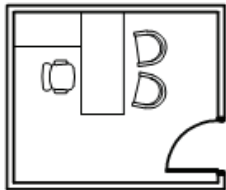
EXAMPLE WORKPLACE TYPOLOGIES - OFFICES

Typical Private Office Typologies

Type	Assigned	Ratio (Preferred)	Target Size
Executive	FTE	1:1	250 sf
Director	FTE	1:1	150 sf
Associate Director	FTE	1:1	100 sf

TYPE OF SPACES - PRIVATE OFFICE

- ASSOCIATE DIRECTOR PRIVATE OFFICE
 - Associate Director level private offices allow for a desk, storage, and two guest chairs. Larger meetings may be held in outside collaborative private conference spaces by reservation. Private offices are typically 100 - 125sf.
- DIRECTOR PRIVATE OFFICE
 - Director level private offices allow for a desk, credenza, storage and two guest chairs. Larger meetings may be held in outside collaborative or private conference spaces by reservation. Private offices are typically 125 - 150sf.
- EXECUTIVE PRIVATE OFFICE
 - Executive level private offices allow for a desk, credenza, storage and two guest chairs as well as an additional small conference table that seats 4. Private offices are typically 250 - 300sf.



EXAMPLE WORKPLACE TYPOLOGIES - OFFICES



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Changing Lives by Design®



5

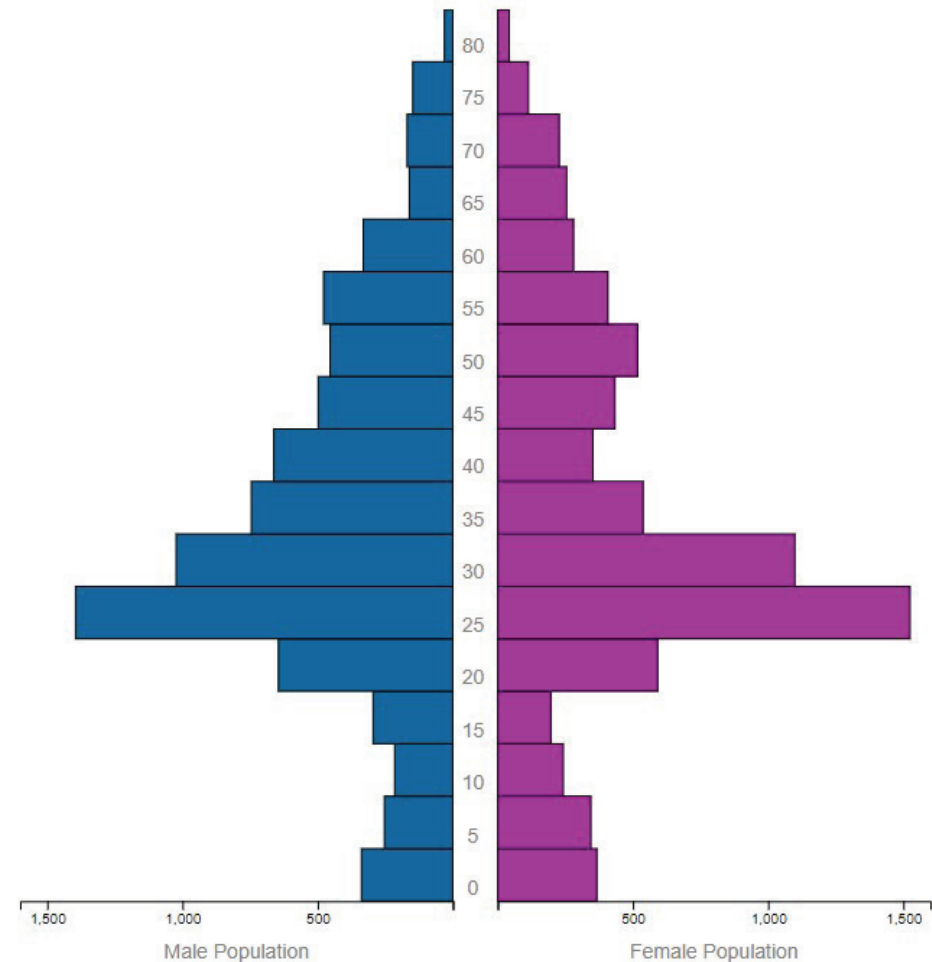
APPENDIX

SURVEY ASSESSMENT

LPA, Inc. and the Town of Addison staff created a survey to gauge Addison resident's level of satisfaction with current Town of Addison facilities and customer service capabilities. The survey, consisting of 22 questions, was circulated with the assistance of social media, via Survey Monkey from September through October 2019. There were a total of 62 participants, with a large majority of the participants in the 55+ age demographic. This is significant because Addison's population is mostly comprised of residents in the 25 - 35 demographic.

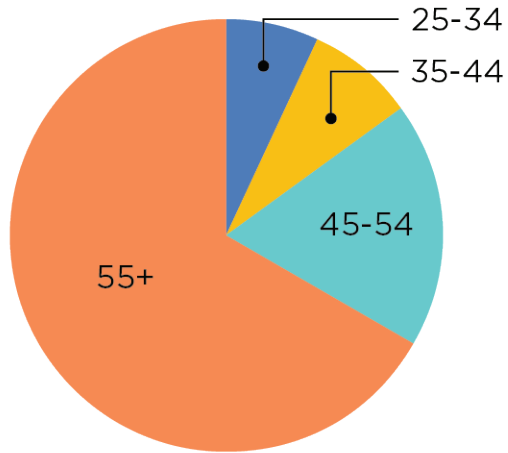
It's worth noting that an overwhelming number of respondents have never visited a city facility, or average less than one visit per month. Although survey participants haven't frequented city facilities, there is a perception that the city's facilities should remain unchanged and untouched. Further study would need to be conducted, in the hopes of gaining a larger participant base truly representative of Town of Addison's citizenry to gain an understanding of public sentiment for city facilities, ideas for improvement, and support for any proposed changes.

ADDISON POPULATION PYRAMID - 2019



Q1: What is your age?

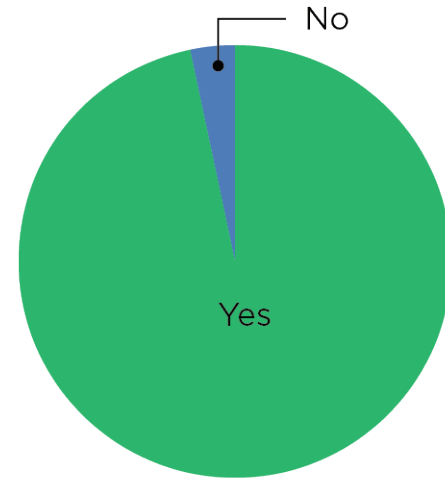
Answered: 60
Skipped: 2



Answer Choices	Responses	
18 - 24	0.00%	0
25 - 34	6.67%	4
35 - 44	8.33%	5
45 - 54	18.33%	11
55+	66.67%	40
TOTAL		60

Q2: Are you an Addison resident?

Answered: 61
Skipped: 1

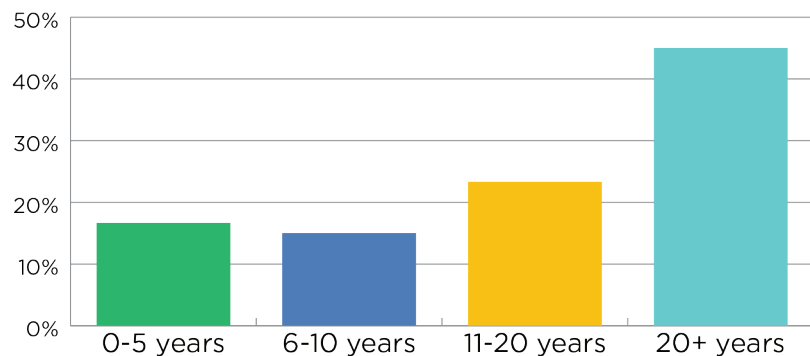


Answer Choices	Responses	
Yes	96.72%	59
No	3.28%	2
TOTAL		61

Q3: If yes, how long have you been an Addison resident?

Answered: 60

Skipped: 2

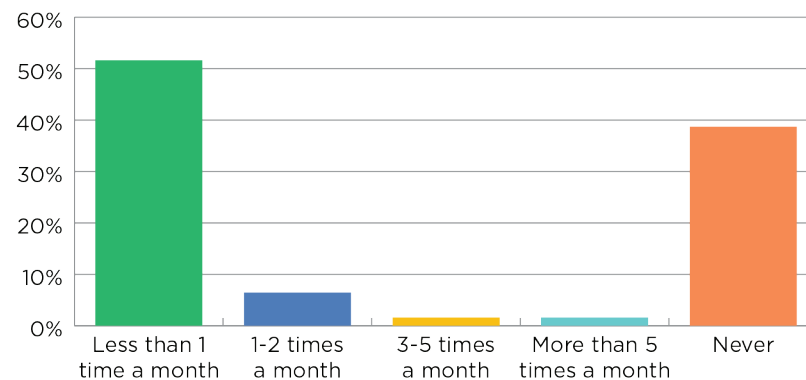


Answer Choices	Responses	
0 - 5 years	16.67%	10
6 - 10 years	15.00%	9
11 - 20 years	23.33%	14
20+ years	45.00%	27
TOTAL		60

Q4: How often do you visit city departments to conduct business? I.e. paying a bill, obtaining a permit, etc.

Answered: 62

Skipped: 0

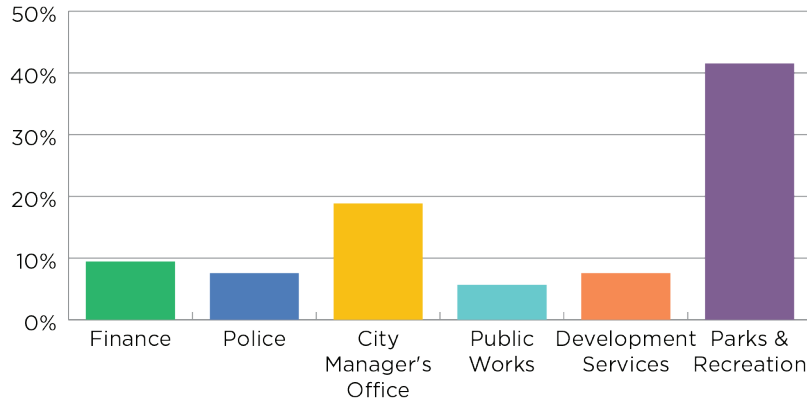


Answer Choices	Responses	
Less than 1 time a month	51.61%	32
1 - 2 times a month	6.45%	4
3 - 5 times a month	1.61%	1
More than 5 times a month	1.61%	1
Never	38.71%	24
TOTAL		62

Q5: Which city department do you visit most often?

Answered: 53

Skipped: 9

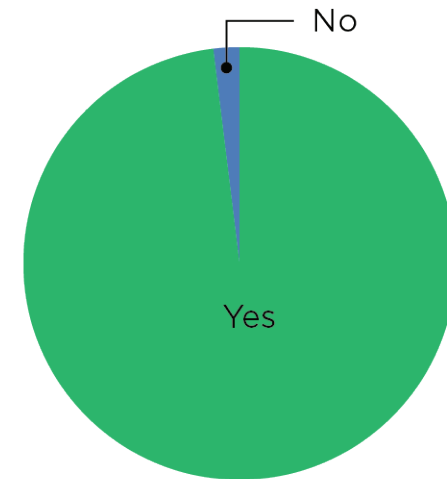


Answer Choices	Responses	
Finance	9.43%	5
Police	7.55%	4
City Manager's Office	18.87%	10
Public Works	5.66%	3
Development Services	7.55%	4
Parks & Recreation	41.51%	22
TOTAL		53

Q6: Is the department/building you visit most often, easily accessible?

Answered: 53

Skipped: 9

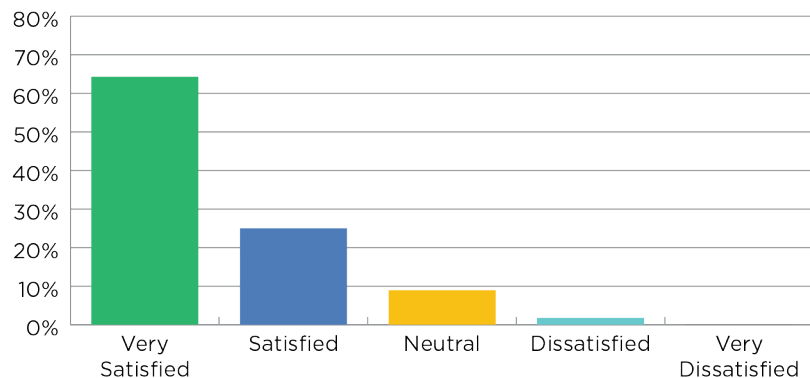


Answer Choices	Responses	
Yes	98.11%	52
No	1.89%	1
TOTAL		53

Q7: How satisfied are you with the ease of access to services provided?

Answered: 56

Skipped: 6

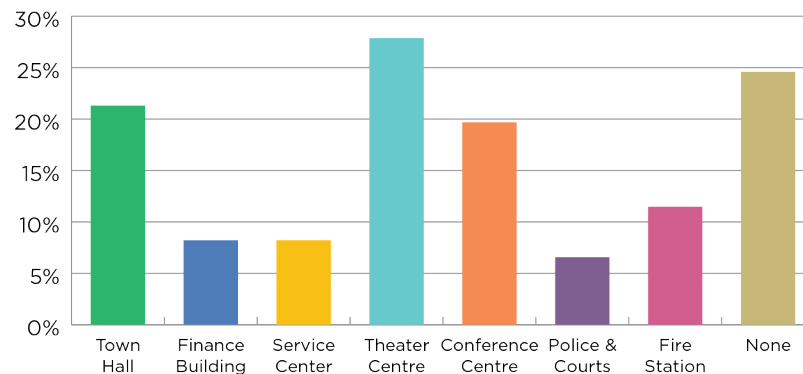


Answer Choices	Responses	
Very satisfied	64.29%	36
Satisfied	25.00%	14
Neutral	8.93%	5
Dissatisfied	1.79%	1
Very Dissatisfied	0.00%	0
TOTAL		56

Q8: What city building do you visit most often?

Answered: 61

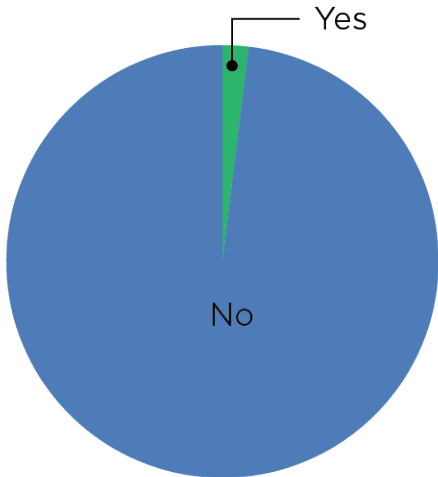
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Answer Choices	Responses	
Town Hall	21.31%	13
Finance Building	8.20%	5
Service Center	8.20%	5
Theatre Centre	27.87%	17
Conference Centre	19.67%	12
Police & Courts	6.56%	4
Fire Station	11.48%	7
None	24.59%	15
TOTAL		61

Q9: Have you had any issues determining which transactions take place at which department/building? If so, please explain.

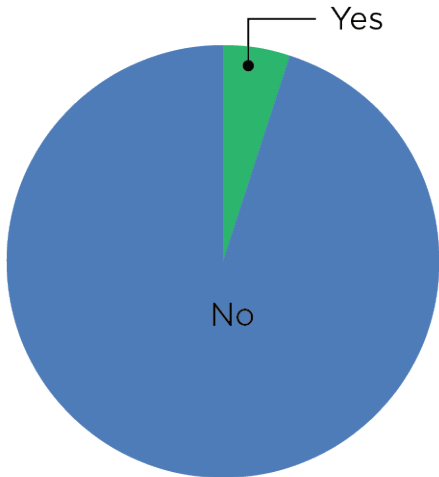
Answered: 59
 Skipped: 3



Answer Choices	Responses	
Yes	1.64%	1
No	95.08%	58
TOTAL		59

Q10: Have you had to travel to multiple buildings to handle transactions?

Answered: 60
 Skipped: 2



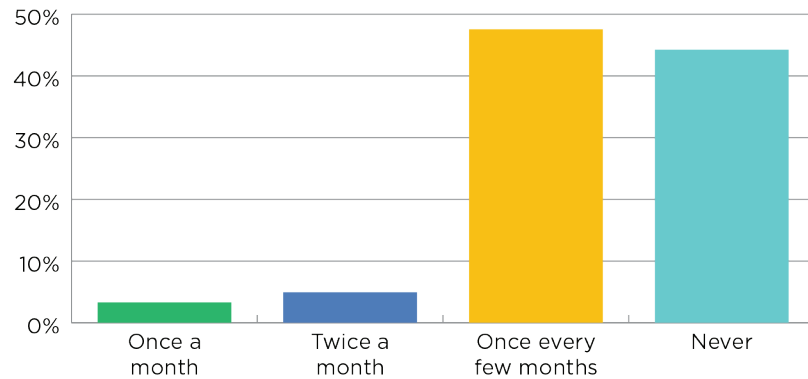
Answer Choices	Responses	
Yes	5.00%	3
No	95.00%	57
TOTAL		60

"No directory wall letting you know where to go for what you need."

Q11: Have you attended a City Council meeting? If yes, how many?

Answered: 61

Skipped: 1

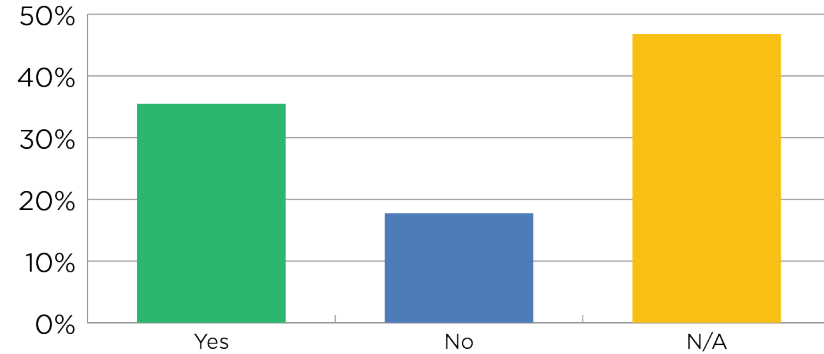


Answer Choices	Responses	
Once a month	3.28%	2
Twice a month	4.92%	3
Once every few months	47.54%	29
Never	44.26%	27
TOTAL		61

Q12: Is the current seating space in the Council Chamber adequate?

Answered: 62

Skipped: 0



Answer Choices	Responses	
Yes	35.48%	22
No	17.74%	11
N/A	46.77%	29
TOTAL		62

Q13: If no, what additional improvements would make the space adequate?

Answered: 15
Skipped: 47



"Expansion or move the meeting to a larger facility for meetings you can predict will have stronger attendance."

"I watch online. Make sure that remains."

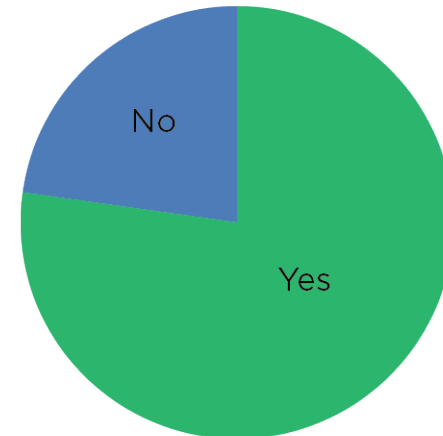
"Replace step at entry with ramp."

"Space is limited. Perhaps move meeting to difference facility (theatre?) if attendance is expected to be significant. Preregister online to attend meetings?"

"With meetings - both Council and P&Z meetings being broadcast/recorded, there is almost never a need to physically attend a meeting. If so, the broadcast to the living room with extra seating is very affective and satisfies the need. If appropriate, meetings about which there is anticipation for a lot of folks to attend are or could be moved to Conference Center."

Q14: Have you attended any other public meetings in the Town of Addison?

Answered: 62
Skipped: 0

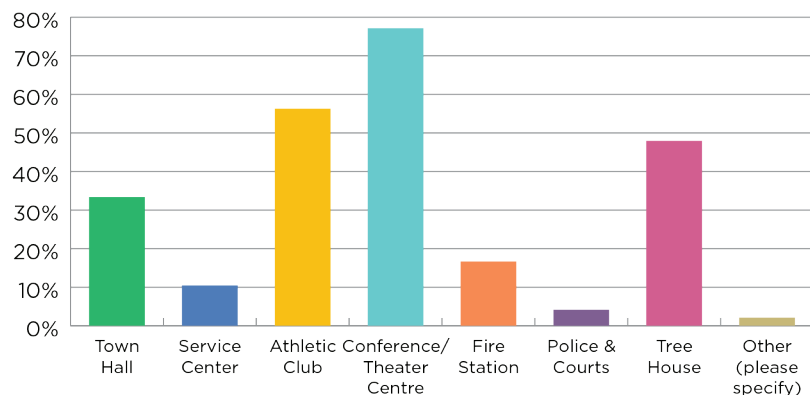


Answer Choices	Responses	
Yes	77.42%	48
No	22.58%	14
TOTAL		62

Q15: If yes, where did this meeting occur?

Answered: 48

Skipped: 14



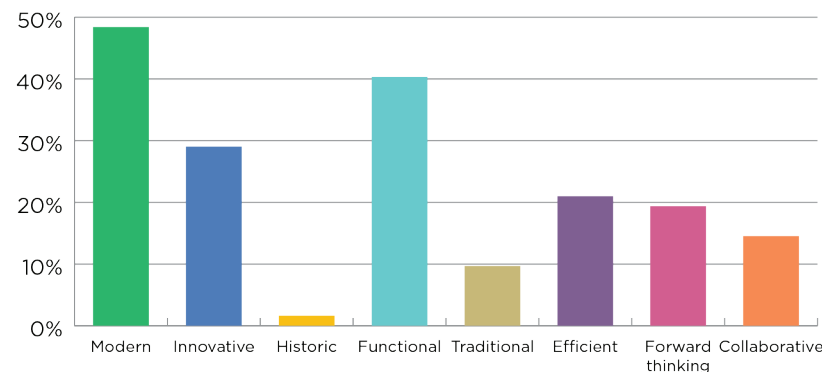
Answer Choices	Responses	
Town Hall	33.33%	16
Service Center	10.42%	5
Athletic Club	56.25%	27
Conference/Theatre Centre	77.08%	37
Fire Station 1	16.67%	8
Police & Courts	4.17%	2
TreeHouse	47.92%	23
Other (please specify)	2.08%	1
TOTAL		48

"In our parks."

Q16: How would you describe the Addison brand? (Select up to 3)

Answered: 62

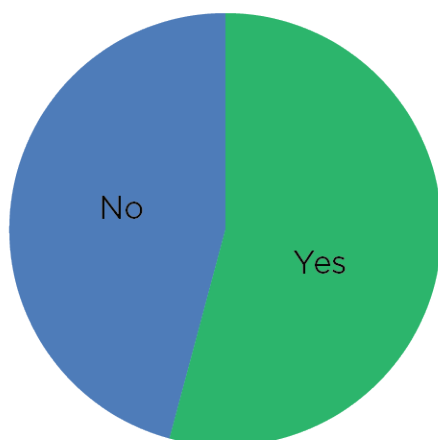
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Answer Choices	Responses	
Modern	48.39%	30
Innovative	29.03%	18
Historic	1.61%	1
Functional	40.32%	25
Traditional	9.68%	6
Efficient	20.97%	13
Forward-thinking	19.35%	12
Collaborative	14.52%	9
TOTAL		62

Q19: Would a centralized location make it easier to do business with the city?

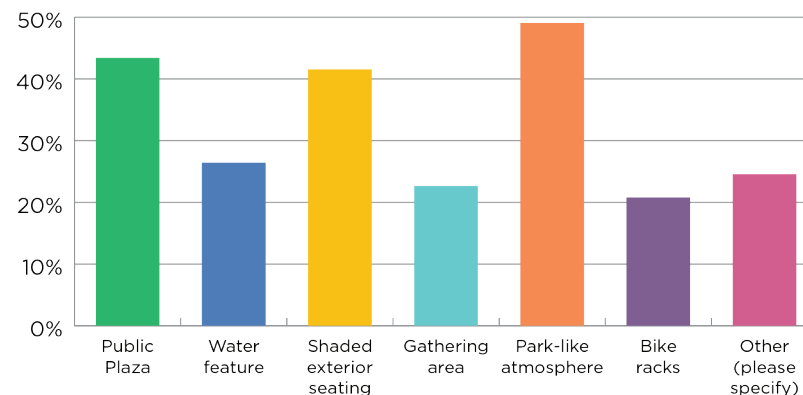
Answered: 57
Skipped: 5



Answer Choices	Responses
Yes	54.39% 31
No	45.61% 14
TOTAL	57

Q20: What amenities would you like to see in a centralized location?

Answered: 53
Skipped: 9



Answer Choices	Responses
Public plaza	43.40% 23
Water feature	26.42% 14
Shaded exterior seating	41.51% 22
Gathering area	22.64% 12
Park-like atmosphere	49.06% 26
Bike racks	20.75% 11
Other (please specify)	24.53% 13
TOTAL	53

Q20: What amenities would you like to see in a centralized location? - CONTINUED

Answered: 53
 Skipped: 9



"One place to pay bills, register pets, etc. would be good. Could care less about the amenities of it, would love the functionality of it."

"Digital signage with Town announcements."

"No amenities needed. You're there to conduct business and leave."

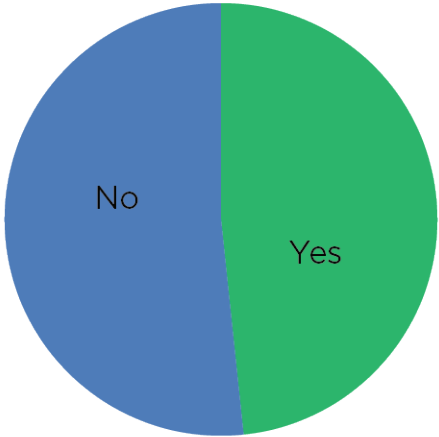
"I object to the "centralized location" and do not want to see this happen. An advantage of the departments being located in different areas is that the staff have an opportunity to observe and experience the different areas. Note: I STRONGLY DISAGREE with re-purposing Town Hall or the Finance Building."

"Do NOT support the centralization. The wonderful character of the town would be ruined. The fact there are town offices in different areas is a good thing that keeps staff aware of various areas and residents."

"Do not support centralized building. One of the features of Addison brand is the character of the buildings and the fact there is staff in different parts of the town."

Q21: Would you agree or disagree with re-purposing Town Hall?

Answered: 58
 Skipped: 4

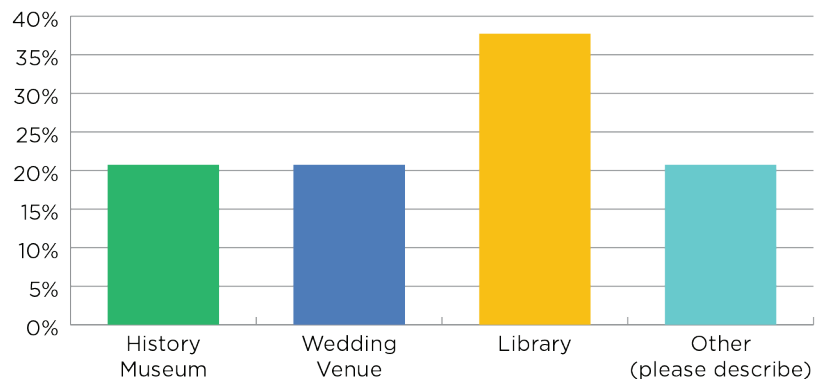


Answer Choices	Responses	
Agree	48.28%	28
Disagree	51.72%	30
TOTAL		58

Q22: If the current Town Hall building were to be re-purposed, what type of facility would like it to become?

Answered: 53

Skipped: 9



Answer Choices	Responses	
History Museum	20.75%	11
Wedding Venue	20.75%	11
Library	37.74%	20
Other (please describe)	20.75%	11
TOTAL		53

"NO, NO, NO - Town Hall is classic, conveys the richness of Addison rather than being a modern, characterless structure. The setting is perfect, could never be replicated. Why, why, why???"

Work Session and Regular Meeting

5.

Meeting Date: 04/14/2020

Department: City Secretary

AGENDA CAPTION:

Consider Action to Approve the **Minutes for the March 20, 2020 Special Emergency Meeting and the March 24, 2020 Work Session and Regular Meeting.**

BACKGROUND:

The Minutes for the March 20, 2020 Special Emergency Meeting Minutes and the March 24, 2020 Work Session and Regular Meeting Minutes have been prepared for consideration.

RECOMMENDATION:

Administration recommends approval.

Attachments

Minutes - March 20, 2020 Special Emergency Meeting

Minutes - March 24, 2020 Work & Regular Session Meeting

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL SPECIAL EMERGENCY MEETING

March 20, 2020

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

5:00 p.m.

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.

1. **Call Meeting to Order:** Mayor Chow called the meeting to order.

Pledge of Allegiance

Following the Pledge of Allegiance Mayor Chow announced that City Manager Wes Pierson is attending the meeting via videoconference. Mr. Pierson said that the Town's latest edition of the newsletter that normally comes out today is being postponed to include informational items that may come from today's emergency meeting. He stated that the March 24th agenda will be posted following this meeting in the event something needs to be added. He also asked for the public's patience as new technology was being used for this meeting. It was stated that this meeting is being held in an alternative meeting room of Town Hall rather than the Council Chambers in order to provide additional distance between Council Members and attendees.

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.*

Two individuals teleconferenced in to participate in the meeting:

- 1) Carlie Hamilton representing three local hotels advised she had no comments but called to listen to the discussion. Mayor Chow advised her that rather than staying on the telephone line she could tune in on Addison's website to watch the meeting being live-streamed or watch on television Channel 16.
- 2) Jimmy Neimann, an Addison resident, advised that he is aware that some other cities have had Emergency Manager briefings on-line every day or two to get most recent information out to the public. He suggested that Addison might do the same. Mayor Chow advised that would be taken under consideration. Mr. Neimann added that he also called to try out the teleconference option and thanked the Council for all they do.

2. **Present, Discuss, and Consider Action to Extend the Local Disaster Declaration Issued by Mayoral Proclamation on March 13, 2020 in Response to the COVID-19 Public Health Emergency.**

Council Member Willesen suggested that City Manager Pierson review some of his discussion points from Agenda Item 4.

City Manager Pierson reviewed that Agenda Item 2 is related to Disaster Declaration; Agenda Item 3 is related to a Mayoral Order; and Agenda Item 4 includes examples of general discussion items though the list is not all-inclusive.

Mr. Pierson advised that the Texas Government Code specifically allows for emergency declarations. Issuing one allows for: activation of emergency management plans, special provisions to be enacted or associated with purchasing rules and for the Town to eventually access sources of assistance. Agenda Item 3 allows for extension of the Mayoral Proclamation regarding a Public Health Emergency. Mr. Pierson explained that several options for expiration of these declarations are possible depending on what Council decides and depending on what the law requires. Mr. Pierson reviewed orders previously issued by Mayor Chow, which can be amended; Dallas County Judge Clay Jenkins; and, Governor Greg Abbott. City Attorney Brenda McDonald advised that a Disaster Declaration is a prerequisite for issuing orders and for future access to Federal Emergency Management Agency (FEMA) benefits for the local community. It was also noted that there could be enhanced legal liabilities for violating orders.

Mayor Pro Tempore Braun inquired if Council would need to meet again each seven days to extend the Disaster Declaration if needed. He suggested it be worded to allow for a longer time period. Council Member Willesen suggested that some language be included that would eliminate that necessity. Ms. McDonald proposed some revised language.

MOTION: Mayor Pro Tempore Tom Braun moved to approve the resolution with Section 2. amended as follows:

SECTION 2. The declaration of the Public Health Emergency, which was signed and executed by the Mayor on Friday, March 13, 2020, shall be extended and shall continue ~~through Tuesday, April 14, 2020 the Town's next regularly scheduled meeting date~~ **until terminated by law or by action of the City Council** in accordance with section 418.108 of the Texas Government Code.

Deputy Mayor Pro Tempore Ward seconded the motion. Motion carried unanimously.

Resolution No. R20- 026 Extending Disaster Declaration Proclamation Issued March 13, 2020

3. **Present, Discuss, and Consider Action to Extend the Amended Order Related to Community Gatherings Issued by Mayoral Proclamation on March 18, 2020 in Response to the COVID-19 Public Health Emergency.**

City Manager Pierson presented this item. He advised this item is to extend the previously issued Mayoral Order beyond the seven-day period. He reminded Council that on March 13, 2020 Mayor Chow issued an Order limiting community gatherings which was amended on March 18, 2020. Mr. Pierson also advised that on March 19, 2020 the Texas Governor issued an Executive Order temporarily closing public schools, prohibiting dining in at public restaurants and bars, and limiting social gatherings to a maximum of ten people. Mr. Pierson noted that restaurant service can still be provided by take-out or delivery. It was noted that Dallas County Judge Clay Jenkins extended his Order in this regard to April 3, 2020, the same as the Governor's Order. Mr. Pierson advised that the Council needs to determine how long to extend the March 18, 2020 Amended Order for Addison. Mr. Pierson stated that the draft resolution includes an expiration date of April 14, 2020 since that would be the next regular Council meeting. Council discussion included that Addison can be more restrictive. City Attorney Brenda McDonald suggested language that would allow the Mayor to take action if needed and would have no seven-day restriction.

MOTION: Council Member Willesen moved to approve the resolution with Section 2. amended as follows:

SECTION 2. The Amended Order, which was signed and executed by the Mayor on Monday, March 18, 2020, shall be renewed and continued through Tuesday, April 14, 2020 the Town's next regularly scheduled meeting date until terminated by law or further action by the Mayor or City Council, in accordance with section 418.108 of the Texas Government Code.

Council Member Quintanilla seconded the motion. Motion carried unanimously.

Resolution No. R20-027: Extending Amended Order on Community Gatherings Issued March 16, 2020

4. **Present, Discuss, and Consider Any Action Necessary Regarding The COVID-19 Pandemic.**

Mayor Chow informed the council that he had a conference call recently with Dallas County Judge Clay Jenkins and the Texas Governor's office regarding Judge Jenkins orders for restaurants and bars to close their dining rooms. He said the effect of that could cause customers to go to another county that has not implemented such restrictions. He noted that two days after Judge Jenkins issued the order, Governor Abbott issued the same order statewide. Mayor Chow asked City Attorney Brenda McDonald what options cities have if they don't agree with a County Judge's order. Ms. McDonald advised that County Judges have authority over occupancy of buildings, and that cities may enact more restrictive regulations but not more lenient ones. Mayor Chow

added that Addison is unique to other cities because there are 190 restaurants and 23 hotels in the Town of Addison and expressed concern over the loss of tax revenue.

Council Member Walden inquired about “virtual” council meetings and whether it would deny the public access to public meetings. He also inquired about notifications of the meetings. He added that he likes the face-to-face dialogue with other Council Members. Ms. McDonald responded by reviewing the changes implemented in state law regarding open meetings. She said that a quorum for meetings is still required though Council Members may videoconference into a meeting and not be physically present. She added that the public must be provided a way to call in toll-free and be allowed to provide comments. She also advised that meeting notice requirements are unchanged except that the notice must include information to inform the public how they can participate. Emergency meetings only need two hours of notice (posting of an agenda), and if an emergency item needs to be added to a regular agenda, only one hour of notice is required.

City Manager Pierson stated the orders that have been issued by the state and county do not apply to government meetings so meetings could be held and have more than ten people. He said that he is participating in this meeting via a videoconferencing software program called “Zoom” and explained how it works. Mayor Pro Tempore Braun stated that since it will be harder for the public to comment on agenda items perhaps the number of items on the agendas should be reduced to only those necessary. Hamid Khaleghipour, Executive Director of Business Performance and Innovation advised the Council that he would like to provide all Council Members the software application required for videoconferencing and conduct a short test with all Council Members on Monday. He also advised that meetings will be recorded and broadcast as usual. Ms. McDonald added that all public comments will be taken at the beginning of the meetings. Mr. Pierson said that the March 24th meeting will be simple, and he would like to use that opportunity for the meeting to be conducted virtually. The Council Members expressed they would prefer physical meetings however were in general agreement with the proposed plan in order to familiarize themselves with conducting a meeting virtually should it become necessary to do so for future meetings. Future meeting agendas will be posted with the videoconferencing option.

Council Member Willesen requested a discussion on postponing the May election to the November election date. Mayor Chow stated voter turnout would be low in May. City Manager Pierson advised that Dallas County Elections has declined to administer cities’ May elections, adding that if Addison wants to have the election in May it will have to be conducted it another way. He stated that Coppell has chosen to keep their election in May and Farmers Branch will postpone until November. City Secretary Irma Parker advised that if Council wants to postpone the May election, which is a special election for Charter amendments only, Council action will be required. Ms. Parker noted that since the Council candidates are unopposed, they will be sworn in during the May election canvas date range. She informed the Council that some concerns with the May date include that many of the vote centers such as churches and schools will not be available due to being closed, and that many election workers are senior citizens who are likely not to participate due to the recent developments. Ms. Parker added that some cities are considering mail ballots only. Council Member Hughes noted that items on the Charter election ballot are not such that would impact residents’ lives if delayed until November. Mr. Pierson noted that November ballots are long and that if the Council wanted to postpone the Charter election until May of 2021 they

can do so. If Council wants the Charter election to be in November a decision will need to be made in August. A discussion on this will be on an upcoming regular agenda.

City Manager Pierson reviewed a list of scheduled public events through the month of April that are cancelled. Options for the April 6th Town Meeting were presented. Following Council discussion, it was agreed to cancel the Town Meeting.

Mayor Chow advised that Taste Addison is not cancelled at this point. He asked City Attorney Brenda McDonald if there are legal consequences of cancelling entertainment contracts. Ms. McDonald advised if cancelled it could cost the Town about \$235,000 unless renegotiated.

Council Member Hughes requested to discuss when the financial impact of COVID-19 on the Town will be discussed by Council. City Manager Pierson advised that he is meeting next week with the Finance team to discuss and determine when there will be enough information to provide to the community. He said the Town is very strong with reserves and should be able to respond well. There may be some adjustments required for this year and for next year. Mayor Chow stated that some spending is necessary, and some may be put off until next year. He recommended discussing this with the department heads. Mr. Pierson stated that they will consider different scenarios.

Council Member Hughes requested that for the March 24th meeting it be shared how often the community will get updates. City Manager Pierson advised the Town is trying to communicate factual information in the newsletter, on the website, with email lists, Twitter, Facebook, and Next Door, as well as having restaurant owner communications. As significant information changes he will let the community know as soon as possible, otherwise the weekly newsletter and Council Meeting announcements will provide updates. He advised to remember not to panic, and to know the risks and precautions. The town is using social media to help support local restaurants. Mayor Chow added that the Governor's Order authorized alcohol take-out along with food purchases and this information has been provided to the community as well as information on whether restaurants are open for take-out, drive-through or delivery.

City Manager Pierson advised that starting Monday, March 23rd, Town Facilities will be closed for public access. This will continue until Monday, April 6th. On-line services are available. Utility payments may be dropped off in the mail slot at the Finance Building. For the next 30 days, no service disconnections and waive all late fees. At the Service Center development plans can be submitted electronically or curbside. Permits can be emailed. Code Enforcement efforts will be limited, and additional restaurant signage is being allowed. Health inspections for restaurants will be on-going. Public Works and Parks crews will continue to work. This information will be communicated via the newsletter and website.

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

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.

* * * * *

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

Work Session and Regular Meeting

6.

Meeting Date: 04/14/2020

Department: Finance

AGENDA CAPTION:

Consider Action on a **Resolution to Approve Amending the Town of Addison's Authorized Representatives for the TexSTAR Short Term Asset Revenue Fund.**

BACKGROUND:

The Town invests a portion of its investment portfolio in a local government investment pool known as TexSTAR. The Pool invests primarily in short-term securities maturing in less than seven (7) days. As such, TexSTAR offers the Town a competitive short-term investment yield with the added flexibility of immediate funds availability.

The list of authorized representatives with TexSTAR needs to be amended to reflect staff and designation changes. To make changes to our authorized representatives, TexSTAR requires the City Council approve/authorize the changes by resolution. Those changes include the following:

1. Addition of Steven Glickman, Chief Financial Officer, as an Authorized and Primary Representative for performing transactions and receiving confirmation and monthly statements under the Participation Agreement;
2. Amanda Turner, Controller, will continue as an Authorized Representative; and
3. Senior Accountant Lauren Arnold and Accountant Benjamin Nguyen will continue to be designated to perform only inquiry of selected information. This limited representative cannot perform transactions.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - TexStar Authorized Representative

RESOLUTION NO. R20-__

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS
AUTHORIZING CHANGES TO AUTHORIZED REPRESENTATIVES FOR
TEXSTAR SHORT TERM ASSET RESERVE FUND AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the Town of Addison, Texas (the “Government Entity”) by authority of the Application for Participation in TexSTAR (the “Application”) has entered into an Interlocal Agreement (the “Agreement”) and has become a participant in the public funds investment pool created thereunder known as TexSTAR Short Term Asset Reserve Fund (“TexSTAR”); and

WHEREAS, the Application designated on one or more “Authorized Representatives” within the meaning of the Agreement; and

WHEREAS, the Government Entity now wishes to update and designate the following persons as the “Authorized Representatives” within the meaning of the Agreement.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The following officers, officials or employees of the Government Entity specified in this resolution are hereby designated as “Authorized Representatives” within the meaning of the Agreement, with full power and authority to open accounts, to deposit and withdraw funds, to designate other authorized representatives, and to take all other action required or permitted by Government Entity under the Agreement created by the Application , all in the name and on behalf of the Government Entity.

SECTION 2. This resolution supersedes and replaces the Government Entity’s previous designation of officers, officials or employees of the Government Entity as Authorized Representatives under the Agreement.

SECTION 3. This resolution will continue in full force and effect until amended or revoked by Government Entity and written notice of the amendment or revocation is delivered to the TexSTAR Board.

SECTION 4. Terms used in this resolution have the meanings given to them by the Application.

SECTION 5. Authorized Representatives. Each of the following Participant officials is designated as Participant’s Authorized Representative authorized to give notices and instructions to the Board in accordance with the Agreement, the Bylaws, the Investment Policy, and the Operating Procedures:

Steven Glickman, Chief Financial Officer
Phone: 972-450-7050 Fax: 972-450-7094
Email: sglickman@addisontx.gov

Amanda Turner, Comptroller
Phone: 972-450-7064 Fax: 972-450-7094
Email: adturner@addisontx.gov

SECTION 6. Steven Glickman, Chief Financial Officer will be designated as the Primary Contact and will receive all TexSTAR correspondence including transaction confirmations and monthly statements.

SECTION 7. In addition, the following Participant representatives are designated as an Inquiry Only Representative authorized to obtain account information:

Lauren Arnold, Senior Accountant
Phone: 972-450-7055 Fax: 972-450-7094
Email: larnold@addisontx.gov

Benjamin Nguyen, Accounting Specialist
Phone: 972-450-7062 Fax: 972-450-7094
Email: bnguyen@addisontx.gov

SECTION 8. Participant may designate other authorized representatives by written instrument signed by an existing Participant Authorized Representative or Participant's City Manager.

SECTION 9. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the 14th day of APRIL 2020.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

Work Session and Regular Meeting

7.

Meeting Date: 04/14/2020

Department: Finance

AGENDA CAPTION:

Consider Action on a **Resolution to Approve Amending the Town of Addison's Authorized Representatives to the Texas Local Government Investment Pool - TexPool/Texpool Prime.**

BACKGROUND:

The Town invests a portion of its portfolio in a local government investment pool known as TexPool/Texpool Prime. The Pool invests primarily in short-term securities maturing in less than seven (7) days. As such, TexPool/Texpool Prime offers the Town a competitive short-term yield with the added flexibility of immediate funds availability.

The list of authorized representatives with TexPool/Texpool Prime needs to be amended to reflect staff and designation changes. To make changes to our authorized representatives, TexPool/Texpool Prime requires that the City Council approve/authorize the changes by resolution. Those changes include the following:

1. Addition of Steven Glickman, Chief Financial Officer, as an Authorized and Primary Representative for performing transactions and receiving confirmation and monthly statements under the Participation Agreement;
2. Amanda Turner, Controller, will continue as an Authorized Representative; and
3. Senior Accountant Lauren Arnold and Accountant Benjamin Nguyen will continue to be designated to perform only inquiry of selected information. This limited representative cannot perform transactions.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - TexPool Authorized Representative

RESOLUTION NO. R20-__

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS
AUTHORIZING CHANGES TO AUTHORIZED REPRESENTATIVES FOR
TEXAS LOCAL GOVERNMENT INVESTMENT POOL AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the Town of Addison, Texas, location #77333, (“Participant”) is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool (“TexPool/TexPool *Prime*”), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN
OF ADDISON, TEXAS:**

SECTION 1. That the individuals whose names and contact information appear in this Resolution as Authorized Representatives of the Participant are each hereby authorized to transmit funds for investment in TexPool / TexPool *Prime* and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

SECTION 2. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant’s TexPool/TexPool *Prime* account or (2) is no longer employed by the Participant; and

SECTION 3. The Participant may, by Amending Resolution signed by the Participant, add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

SECTION 4. Each of the following Participant officials is designed as Participant’s Authorized Representative:

Steven Glickman, Chief Financial Officer
Phone: 972-450-7050 Fax: 972-450-7094
Email: sglickman@addisontx.gov

Amanda Turner, Comptroller
Phone: 972-450-7064 Fax: 972-450-7094
Email: adturner@addisontx.gov

SECTION 5. Steven Glickman, Chief Financial Officer, will be designated as the Primary Contact and will receive all TexPool/TexPool *Prime* correspondence including transaction confirmations and monthly statements.

SECTION 6. In addition, the following Participant representatives are designated as an Inquiry Only Representative authorized to obtain account information:

Lauren Arnold, Senior Accountant

Phone: 972-450-7055 Fax: 972-450-7094

Email: larnold@addisontx.gov

Benjamin Nguyen, Accounting Specialist

Phone: 972-450-7062 Fax: 972-450-7094

Email: bnguyen@addisontx.gov

SECTION 7. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation.

SECTION 8. This Resolution supersedes all prior Authorized Representative designations.

SECTION 9. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the 14th day of APRIL 2020.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

Work Session and Regular Meeting

8.

Meeting Date: 04/14/2020

Department: Finance

AGENDA CAPTION:

Consider Action on a Resolution to Approve Amending the Town of Addison's Authorized Representatives for the Local Government Investment Cooperative ("LOGIC").

BACKGROUND:

The Local Government Investment Cooperative (LOGIC) is a JP Morgan-affiliated investment group which the Town utilizes in order to gain interest on idle funds from Town revenues. This Resolution updates the Town's authorized representatives with LOGIC.

The list of authorized representatives with LOGIC needs to be amended to reflect staff and designation changes. To make changes to our authorized representatives, LOGIC requires that the City Council approve/authorize the changes by resolution. Those changes include the following:

1. Addition of Steven Glickman, Chief Financial Officer, as an Authorized and Primary Representative for performing transactions and receiving confirmation and monthly statements under the Participation Agreement;
2. Amanda Turner, Controller, will continue as an Authorized Representative; and
3. Senior Accountant Lauren Arnold and Accountant Benjamin Nguyen will continue to be designated to perform only inquiry of selected information. This limited representative cannot perform transactions.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - LOGIC Authorized Representatives

RESOLUTION NO. R20-__

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS
AUTHORIZING CHANGES TO AUTHORIZED REPRESENTATIVES FOR
LOCAL GOVERNMENT INVESTMENT COOPERATIVE (“LOGIC”) AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, The Town of Addison (the “Government Entity”) by authority of that certain Local Government Investment Cooperative Resolution R14-005 (the “Resolution”) has entered into that certain Interlocal Agreement (the “Agreement”) and has become a participant in the public fund’s investment pool created thereunder known as Local Government Investment Cooperative (“LOGIC”); and

WHEREAS, the Resolution designated one or more “Authorized Representatives” within the meaning of the Agreement; and

WHEREAS, the Government Entity now wishes to update and designate the following persons as the “Authorized Representatives” within the meaning of the Agreement;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The following officers, officials or employees of the Government Entity are hereby designated as “Authorized Representatives” within the meaning of the Agreement, with full power and authority to: deposit money to and withdraw money from the Government Entity’s LOGIC account or accounts from time to time in accordance with the Agreement and the Information Statement describing the Agreement and to take all other actions deemed necessary or appropriate for the investment of funds of the Government Entity in LOGIC:

Steven Glickman, Chief Financial Officer
Phone: 972-450-7050 Fax: 972-450-7094
Email: sglickman@addisontx.gov

Amanda Turner, Controller
Phone: 972-450-7064 Fax: 972-450-7094
Email: adturner@addisontx.gov

SECTION 2. Steven Glickman, Chief Financial Officer, will be designated as the Primary Contact and will receive all LOGIC correspondence including transaction confirmations and monthly statements.

SECTION 3. In addition, the following Participant Representatives are designated as an Inquiry Only Representative authorized to obtain account information:

Lauren Arnold, Senior Accountant
Phone: 972-450-7055 Fax: 972-450-7094
Email: larnold@addisontx.gov

Benjamin Nguyen, Accountant
Phone: 972-450-7082 Fax: 972-450-7094
Email: bnguyen@addisontx.gov

SECTION 4. The Government Entity may designate other Authorized Representatives by written instrument signed by the Government Entity's Chief Financial Officer, Controller or City Manager.

SECTION 5. The foregoing supersedes and replaces the Government Entity's previous designation of officers, officials or employees of the Government Entity as Authorized Representatives under the Agreement pursuant to paragraph 4 of the Resolution. Except as hereby modified, the Resolution shall remain in full force and effect.

SECTION 6. This resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the 14th day of APRIL 2020.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

Work Session and Regular Meeting

9.

Meeting Date: 04/14/2020

Department: General Services

Pillars: Excellence in Asset Management

AGENDA CAPTION:

Consider Action on a **Resolution to Approve a Contract Agreement with Nouveau Technology Services L.P., D.B.A Nouveau Construction and Technology Services L.P. for the Fire Station Apparatus Bay Doors Replacement Project and Authorize the City Manager to Execute the Agreement** in an Amount Not to Exceed \$171,225.

BACKGROUND:

In the Fiscal Year 2020 Council approved funds proposed to purchase and install new Apparatus Bay Doors for Central Fire Station #1 and Fire Station #2. The current bay doors have exceeded their useful life and are experiencing increased failures. During Fiscal Year 2020, there have been 15 maintenance issues that have required repair. The increase in door failures can directly impact Fire Department operations. When doors are not operational, it takes valuable time for staff to manually raise the door to respond to a call. Additionally, if they cannot get the door closed before responding to a call, the facility is left exposed with the possibility that the building is not occupied and open. These doors are critical from both an operational and security perspective.

Nouveau Construction was selected based on straight low bid. Procurement for this project was solicited through a competitive bidding process. Bid 20-08 was posted to BidSync on October 22, 2019 with no bid submissions. This item was reposted to BidSync as item 20-71 on January 21, 2020 and closed February 4, 2020. There were 2 proposals submitted. Below is a summary of the bids received;

Bid# 20-71 Re-Bid Fire Station Bay Door Replacements

Vendor	Central Fire	Fire Station 2	Total:
Nouveau Construction & Technology	\$ 112,765.00	\$ 58,460.00	\$ 171,225.00
Overhead Door Company of Dallas	\$ 123,960.00	\$ 61,990.00	\$ 185,950.00

This project is budgeted for in the General Fund in the amount of \$180,000. The services proposed are below the budgeted amount. The anticipated timeline for this project would have substantial completion to be reached before September 18th, 2020.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution- Nouveau Construction

Bid Document - Nouveau Construction

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING A CONTRACT AGREEMENT BETWEEN THE TOWN OF ADDISON AND NOUVEAU TECHNOLOGY SERVICES, L.P., D.B.A. NOUVEAU CONSTRUCTION AND TECHNOLOGY SERVICES, L.P., IN AN AMOUNT NOT TO EXCEED \$171,225.00, FOR THE FIRE STATION APPARATUS BAY DOORS REPLACEMENT PROJECT, AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT, AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The Contract Agreement between the Town of Addison and Nouveau Technology Services, L.P., D.B.A. Nouveau Construction and Technology Services, L.P., for the Fire Station apparatus bay doors replacement Project in an amount not to exceed \$171,225.00, a copy of which is attached to this Resolution as **Exhibit A** and which incorporates the Town of Addison's General and Specific Conditions, and the Advertisement for Bids, Instruction to Bidders, General Provisions, Special Provisions, Plans and other bid documents, is hereby approved. The City Manager is hereby authorized to execute the agreement.

SECTION 2. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the **14th** day of **APRIL** 2020.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

CONTRACT AGREEMENT

STATE OF TEXAS

COUNTY OF DALLAS

This agreement is made and entered into this _____ day of _____, 2020, by and between the Town of Addison, a home rule municipality, acting through its city manager, thereunto duly authorized so to do, party of the first part, hereinafter termed the OWNER, and Nouveau Technology Services, L.P., D.B.A. Nouveau Construction and Technology Services, L.P., a Texas limited partnership, party of the second part, hereinafter termed CONTRACTOR.

WITNESSETH: That for and in consideration of the payment and agreement hereinafter mentioned, to be made and performed by the OWNER, the said CONTRACTOR hereby agrees with the said OWNER to commence and complete construction of certain improvements as follows:

REBID FIRE STATION APPARATUS BAY DOORS REPLACEMENT BID NUMBER 20-71

and all extra work in connection therewith, under the terms as stated in the General and Specific Conditions of the AGREEMENT; and at his own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance and other accessories and services necessary to complete the said construction, in accordance with the conditions and prices stated in the Proposal attached hereto and in accordance with the Advertisement for Bids, Instructions to Bidders, General Provisions, Special Provisions, Plans, and other drawings and printed or written explanatory matter thereof, and the Technical Specifications and Addenda thereto, as prepared by the OWNER, each of which has been identified by the endorsement of the CONTRACTOR and the OWNER thereon, together with the CONTRACTOR's written Proposal and the General Provisions, all of which are made a part hereof and collectively evidence and constitute the entire AGREEMENT.

The CONTRACTOR hereby agrees to commence work within **ten (10) calendar days** after the date of written notice to do so shall have been given to him, to complete the work on/or before **September 18th, 2020**, subject to such extensions of time as are provided by the General Provisions.

The OWNER agrees to pay the CONTRACTOR One Hundred Seventy One Thousand Two Hundred Twenty Five and 00/100 Dollars (\$171,225.00) in current funds for the performance of the Contract in accordance with the Proposal Submitted thereof, subject to additions and deductions, as provided in the General Provisions, and to make payments of account thereof as provided therein.

CA-2

IN WITNESS WHEREOF, the parties of these presents have executed this AGREEMENT in the year and day first above written.

TOWN OF ADDISON, TEXAS (OWNER)

ATTEST:

By: _____
City Manager

By: _____

**NOUVEAU TECHNOLOGY SERVICES, LP.
(CONTRACTOR):**

ATTEST:

By: Debbie Kon

By: [Signature]

The following to be executed if the CONTRACTOR is a corporation:

I, _____ certify that I am the secretary of the corporation named as CONTRACTOR herein; that _____, who signed this Contract on behalf of the CONTRACTOR is the _____ (official title) of said corporation; that said Contract was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

Signed: _____

Corporate Seal

CA-3



Town of Addison, Texas

Request for Proposal (RFP)

RFP 20-71

REBID FIRE STATION APPARATUS BAY DOORS REPLACEMENT

Addison Central Fire Station and Fire Station 2

Apparatus Bay Door Replacement

Proposals are due by February 4, 2020

2:00 P.M. local time

**TOWN OF ADDISON
REQUEST FOR PROPOSALS NO. 20-71**

REBID FIRE STATION APPARATUS BAY DOOR REPLACEMENT

INTENT

The Town of Addison General Services Department is soliciting sealed written proposals from qualified vendors for the installation of Fire Station apparatus bay doors at Addison Central Fire Station located at 4798 Airport Pkwy, Addison, TX 75001 and Addison Fire Station 2 located at 3950 Beltway Dr. Addison, TX 75001. All Equipment proposed for this project shall be specified in the proposal. In addition, vendors shall submit an estimated timeframe to complete the installation in number of business days.

AWARD

Award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the Town. Once awarded by Council, the vendor will be notified to proceed with work.

REQUIREMENTS FOR RFP NO. 20-71

Rebid Fire Station Apparatus Bay Doors Replacement

All proposals shall be in compliance with the with the National Fire Protection Association as well as all State of Texas and Town of Addison codes. All proposals shall comply with current Town of Addison Fire Department requirements for submittals.

PROPOSAL EVALUATION PROCESS

Proposals will be consistently evaluated and scored using the following weighted criteria:

- Proposer's reputation based on reference checks and examination of reference properties
- Experience in performance of comparable engagements
- Conformance with the terms of this Request for Proposal
- Proposed system
- Reasonableness of costs to install and operate

Proposals shall be kept confidential until a contract is awarded.

MAXIMUM PROPOSAL GRADE IS 100 POINTS

30 Points:

- Ability of the equipment to meet the Town's requirements. Ease of use and operation of the system.

50 Points:

- Total cost, with consideration of both acquisition cost as well as ongoing operational costs.

20 Points:

- Experience in performance in comparable projects, ability to support user's needs, results of reference checks, level, quality and type of training and technical assistance provided.

Evaluation Criteria

- The evaluation committee may also contact the references provided in response to the Section identified as Company Background and References; contact any vendor to clarify any response; contact any current users of a vendor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal but shall make an award in the best interests of the Town of Addison.
- Each vendor must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending with involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The Town of Addison reserves the right to reject any proposal based upon the vendor's prior history with the Town or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.
- Clarification discussions may, at the Town's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors.

INSTRUCTIONS TO PROPOSERS**1.0 RECEIPT AND PREPARATION OF THE PROPOSAL**

- 1.1 **Proposers are required to submit three (3) paper versions of their proposal and one digital version on a USB memory stick.** Proposals should be delivered to the Purchasing Division in the Finance Building of the Town of Addison located at 5350 Belt Line Rd., Addison, TX 75254 to the attention of Wil Newcomer by February 4, 2020, 2 pm local time. Proposals must be received by the specified time in order to be considered, and proposals submitted after this closing time will not be considered and will be returned unopened.
- 1.2 Each proposal shall be enclosed in a sealed envelope, addressed to the Purchasing Manager, Town of Addison, 5350 Belt Line Road, Dallas, Texas, 75254. Proposals must be labeled in the lower left-hand corner with the Proposal Number and Name (**RFP 20-71: Rebid Fire Station Apparatus Bay Door Replacement: Addison Central Fire and Fire Station 2**). Proposers must also include their company name and address on the outside of the envelope.

- 1.3 Bidders are responsible for making certain bids are delivered to the purchasing division. Mailing of a bid does not insure that the bid will be delivered on time or delivered at all. If bidder does not hand deliver bid, it is suggested that he/she use some sort of delivery service that provides a receipt.
- 1.4 Bids may be withdrawn prior to the above scheduled time set for closing of the bids. Any bid received after the time and date specified will not be considered.
- 1.5 The Town of Addison reserves the right to postpone the date and time for opening bids through an addendum.
- 1.6 No changes to bid, including pricing structure, time to completion, and references may be made following submission of the bid packet.

2.0 ADDENDA AND EXPLANATIONS

- 2.1 Any addendums will be posted via www.Bidsync.com. It is the sole responsibility of the vendors to check for addendums.

3.0 TAXES

- 3.1 All proposals are required to be submitted **without** State Sales tax. The Town of Addison is exempt from payment of such taxes.

4.0 PROJECT INFORMATION

- 4.1 Project Identification: Bay Door Replacement: Addison Central Fire Station and Fire Station 2

5.0 SCOPE OF WORK COVERED BY CONTRACT DOCUMENTS

- 5.1 The Work of Project is defined by the Contract Documents and consists of the following:
 - 5.1.1 Replacement of apparatus bay doors, and related electrical and architectural modifications to the existing Addison Central Fire Station and Fire Station 2.

6.0 PRODUCT OPTIONS

- 6.1 General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged, and unless otherwise indicated, that are new at time of installation.
- 6.2 Proposals must include product with sectional aluminum doors, containing 3 horizontal panes of tempered glass on each door. Door railing, stile design, and all operating hardware and supports must be included.
 - 6.2.1 Doors must be hurricane rated and include energy efficiency coating.

- 6.2.2 Doors MUST be powder coated “red” with insulated glazing.
- 6.2.3 Door Operators must include high performance motorized commercial door system with high speed settings and high cycle springs.
- 6.2.4 Door Operators must include photoelectric sensor to stop the door from closing if an obstruction is detected, protecting personnel, vehicles, aerial ladders and other high-apparatus obstructions.
- 6.2.5 Door Operators must include a manual pull cord operation system with electric motor.
- 6.2.6 Include additional hardware and installation of Red/Green Traffic Light to indicate that door is fully open and it's safe to exit.
- 6.2.7 Push button operated control stations throughout bay with maintenance alert system.
- 6.2.8 Additional Vehicle parking control equipment for 12 vehicles must be include in the proposal and equipment must be available for purchase in the case of replacements of purchase of additional items.
- 6.3 Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
- 6.4 Provide weather stripping to all jamb seals, header seals, and bottom sectionals.
- 6.5 Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
- 6.6 Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.

7.0 CONTRACTOR'S DUTIES

- 7.1 Furnish & provide for proper execution and completion of work as required by the Contract Documents all:
- 7.2 Labor, materials and equipment.
- 7.3 Engineering services for design proposal.
- 7.4 Tools, construction equipment and machinery.
- 7.5 Other facilities and services necessary for proper execution and completion of the work.
- 7.6 Attain and pay for all required permits, licenses, and government fees.
- 7.7 Unless specifically indicated otherwise, Contractor is responsible to hire and pay for all third-party reviews and inspections required by authorities having jurisdiction, including but not necessarily limited to third party energy code inspection, if such is required.
- 7.8 Provide schedule of installation based on scope of work and adhere to installation dates as specified in contract.
- 7.9 Give required notices.

- 7.10 Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of work.
- 7.11 Anchor assembly to wall construction and building framing without distortion or stress
- 7.12 Secure tracks to structural members only.
- 7.13 Fit and align door assembly including hardware, level and plumb, to provide smooth operation.
- 7.14 Coordinate installation of sealant and backing materials at frame perimeter as specified.
- 7.15 Upon completion of installation, clean doors, frames and glass. Remove labels and visible markings.
- 7.16 Contractor shall use every precaution to prevent damage to roads, landscape, adjacent property, building and utilities above and below ground that are adjacent to or included in the area under contract. The Contractor shall repair and replace, at his expense, any material or building affected, damaged or destroyed because of his operations or work.
- 7.17 Safety Requirements: The CONTRACTOR has full responsibility for the safety of workers and for all damages to personal property caused by its operations. The CONTRACTOR is responsible for following all Federal, State, and Local Regulations and Guidelines with regards to worker and public safety. Unless otherwise indicated on the proposal, the necessary tools, equipment, procedures, etc. for following the appropriate regulations and guidelines will be considered subsidiary to other proposal items.

8.0 PHASED CONSTRUCTION

- 8.1 The Work shall be conducted in phases. It is anticipated that the Contractor shall conduct operations in a manner that closes only one building opening at any time to the Fire Department's use, and that the area of the apparatus bay taken or partitioned off for the Contractor's operations shall be kept to a minimum required to accomplish the work in order to maximize the Owner's use of the bays for ongoing operations. Contractor shall assume this phasing requirement in consideration of his bid, and any deviations from this phasing requirement must be prior approved by the Town of Addison General Services Department.
- 8.2 Contractor shall coordinate fully with the Town of Addison General Services Department and Fire Department to keep disruption to ongoing operations to the absolute minimum required to accomplish the Work.

9.0 ACCESS TO SITE

- 9.1 Use of Site: Limit use of Project site to work in areas indicated, and according to the phasing plan as approved by the Town of Addison General Services Department. Do not disturb portions of Project site beyond areas in which the Work is indicated and any areas as may be specifically approved by Owner for use in construction or staging use. Conduct construction operations in manner to minimize disruption to Owner's ongoing operations and use of occupied building

and site.

- 9.2 Maintain access and fire lanes during construction as required by authorities having jurisdiction.
- 9.3 Limits Contractor's use of areas of the building to those under construction according to the approved phasing plan. Should Contractor believe additional area is reasonably necessary for construction operations and staging, Contractor may request additional staging area for Owner's consideration and written approval. However, Owner is not obliged to allow additional space on site to Contractor's use. Any additional space requested by Contractor and allowed to be used by Owner shall be returned to conditions existing prior to Contractor's use, at no additional cost to Owner.
- 9.4 Driveways, Walkways and Entrances: Keep driveways, parking areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials, except as specifically allowed and approved.
- 9.5 Schedule deliveries to minimize use of driveways and entrances by construction operations.
- 9.6 Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- 9.7 Condition of Existing Building: Maintain portions of existing building affected by construction operations in a secure condition throughout construction period. Repair damage caused by construction operations.
- 9.8 Full Owner Occupancy: With the exception of active construction areas per the approved phasing plan, the Owner will occupy the site and building during the entire construction period. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
- 9.9 Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

10.0 WORK RESTRICTIONS

- 10.1 Work Restrictions, General: Comply with restrictions on construction operations. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- 10.2 Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
- 10.3 Notify Owner not less than two days in advance of proposed utility interruptions.
- 10.4 Obtain Owner's written permission before proceeding with utility interruptions.
- 10.5 Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
- 10.6 Notify Owner not less than two days in advance of proposed disruptive operations.
- 10.7 Temporarily discontinue noisy operations to the extent possible when there is a

station alert or announcement over speakers, to allow first responders to hear announcements and respond to emergencies.

- 10.8 Dust Migration: Perform work in manner to minimize dust and dirt migration from construction areas into occupied spaces, and in particular into the living quarters. Provide adhesive walk off mats to control dust at times when construction personnel will be going back and forth to the electrical room, unless otherwise directed by the Addison General Services Department.
- 10.9 Nonsmoking Building: Smoking is not permitted on the premises including the entire site.
- 10.10 Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.
- 10.11 Comply with Owner's security requirements.

11.0 GENERAL COORDINATION PROCEDURES

- 11.1 Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
- 11.2 Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
- 11.3 Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart- type, Contractor's construction schedule within 15 days of date established for the Notice to Proceed. Base schedule on the startup construction schedule and additional information.

12.0 PROJECT MEETINGS

- 12.1.1 General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
- 12.1.2 Preconstruction Conference: Architect or Owner may schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than **15** days after execution of the Agreement.
- 12.1.3 Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
- 12.1.4 Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than **15** days prior to the scheduled date of Substantial Completion.
- 12.1.5 Other meeting shall be scheduled as needed.

13.0 QUALITY ASSURANCE

- 13.1 Owner Responsibilities: The Owner will hire and pay for tests and inspections, unless explicitly assigned to Contractor. Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged by Owner and a description of the types of testing and inspecting they are engaged to perform.
- 13.2 Costs for retesting and reinspection construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor.
- 13.3 Contractor Responsibilities: Unless otherwise indicated, provide quality-control services specified and required by authorities having jurisdiction. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
- 13.4 Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- 13.5 Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.
- 13.6 Retesting/Reinspection: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and
- 13.7 Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within 30 days of date established for the Notice to Proceed.
- 13.8 Distribution: Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

14.0 PROPOSING

- 14.1 Proposers are instructed to consider the following factors in preparation of your proposal:
 - a. Proposals shall remain firm for a period of 60 calendar days after the scheduled bid opening.
 - b. Proposers are instructed to include all necessary charges, related to this proposal.
 - c. All costs incurred in responding to the RFP shall be the responsibility of the entity submitting the proposal.

- d. The contract will be governed by the laws of the State of Texas. Venue shall be exclusively in Dallas County.

14.2 Proposers shall mark any information, which is a trade secret or confidential, as "CONFIDENTIAL" on each page. Pricing of goods and services is not considered as confidential information. Proposals shall be opened so as to avoid disclosure of contents to competing proposers. The contents will not be disclosed during the process of evaluation, revision, and negotiation. All proposals shall be open to the public after contract award, except for information marked "confidential."

15.0 AWARD OF CONTRACT

15.1 The Town of Addison reserves the right to reject any or all proposal, reject any particular item on a proposal and to waive immaterial formalities.

15.2 The General Services Department will evaluate all qualifying proposals. All requirements in this RFP must be satisfied to ensure that the proposal will qualify for consideration.

15.3 The Town of Addison requests that only qualified firms submit proposals. Proposals from unqualified firms or proposals that fail to address all requirements listed in this RFP may be rejected.

16.0 PROPOSAL FORMAT

To assure consistency, proposals must conform to the following format:

Introduction

This section should contain your understanding of the Town's needs and objectives.

Descriptive Literature

Describe, in detail, the system you propose to install in each building, if the two buildings are a connected or independent system and your recommendation and reasoning. Provide complete descriptive literature for the substantial items in the system. Include a detail list of the scope of work to be performed. Outline the timeframe you propose to complete the project. Note any equipment that you intend to reuse, if any, from the existing system.

References

This section shall contain names of at least five organizations, most preferable local governmental entities for which you have provided a similar system. Please include organization name, address, telephone number and contact person.

Current and previous clients of any firm that submits a proposal may be approached with specific questions regarding vendor's performance and reliability. Responses to these questions will be considered in the evaluation process.

Fee Structure

Provide a fee schedule for your services. Include in this fee schedule a cost for two independent systems.

Project Timeline

Provide a project timeline that shall include a schedule of installation and completion for project if awarded.

Contract

Enclose a copy of your standard contract. Indicate any clause(s) that are conditional or non-negotiable.

17.0 INSURANCE REQUIREMENTS

17.1 See attached.

17.2 Contractor shall provide the following endorsements:

- a. The Town shall be named as an additional insured with respect to general liability, automobile liability and builders risk coverages. Named insured wording which includes the Contractor and the Town of Addison with respect to general liability, automobile liability.
- b. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions and severability of interest clauses.
- c. A waiver of subrogation in favor of the Town of Addison shall be contained in the workers compensation and all liability policies with respect to the worker's compensation insurance and all other insurance policies
- d. The policy shall be endorsed to require the insured to immediately notify the Town of Addison of any material changes in the insurance coverage.
- e. All insurance policies shall be endorsed to the effect that the Town will receive at least thirty (30) days' notice prior to cancellation or non-renewal of the insurance.
- f. All insurance policies, which name the Town as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.

- g. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
- h. Contractor may maintain reasonable and customary deductibles, subject to approval by the Town.
- i. Insurance must be purchased from insurers that are financially acceptable to the Town.

17.3 All insurance shall be purchased from an insurance company, which meets the following requirement:

- a. Must be issued by a carrier, which is rated "A- " or better by A.M. Best's Key Rating Guide.
- b. Licensed and admitted to do business in the State of Texas and is a subscriber to the Texas Guaranty Fund.

17.4 All insurance must be written on forms filed with and approved by the Texas State Board of Insurance. Certificates of insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

- a. The company is licensed and admitted to do business in the state of Texas.
- b. The Texas State Board of Insurance has approved the company's forms.
- c. Sets forth all endorsements as required above.
- d. The Town of Addison will receive at least thirty (30) days' notice prior to cancellation or termination of insurance.

18.0 NON-DISCRIMINATION POLICY

- 18.1 It is the policy of the Town of Addison to afford all people an equal opportunity to bid or propose on any contract being let by the Town.
- 18.2 The Town of Addison has a policy that prohibits discrimination against any person because of race, color, sex, or national origin, in the award or performance of any contract.
- 18.3 The Town of Addison will require its employees, agents, and contractors to adhere to this policy.

19.0 PAYMENT FOR SERVICES

- 19.1 All invoices shall be address to:
Town of Addison, Accounts Payable

P.O. Box 9010
Addison, Texas 75001-9010
Attention: General Services- Fire Station Apparatus Bay Door Replacement:
Addison Central Fire Station and Fire Station 2.

- 19.2 Payment from the Town of Addison for work performed in accordance with the Agreement shall be due thirty (30) days from receipt of the monthly invoice, as provided for by State law.
- 19.3 Rights of Withholding: The Town reserves the right to withhold any payment or partial payment otherwise due the Contractor for any unsatisfactory performance or damage by the Contractor. This amount shall be withheld until such work is corrected.
- 19.4 Acceptance of Payment: The acceptance of each monthly payment by the Contractor shall constitute a waiver of all claims, of any nature, by the Contractor against the Town.
- 19.5 Ten-percent (10%) retainage shall be withheld until 40 days after Final Completion and acceptance. All warranties and guarantees shall commence from the date of the final acceptance. No interest shall be due the Contractor on any partial or final payment, or on the retainage.
- 19.6 If the Contractor fail to complete the Work within the time specified in the contract, the Contractor shall pay liquidated damages to the Town of Addison in the amount of \$500 for each calendar day of delay until the Work is completed or accepted. The liquidated damaged will be applied for the overall project completion schedule.

20.0 BONDS

- 20.1 Bids shall be accompanied by a bid bond in an amount not less than five percent (5%) of the total maximum bid price from a reliable surety company licensed by the State of Texas to act as a Surety and be listed on the current U.S. Treasury Listing of Approved Sureties, or a Binder of Insurance executed by a surety company licensed by the State of Texas to act as a surety or its authorized agent as a guarantee that the bidder will enter into a contract and execute a Payment Bond, Performance Bond and Maintenance Bond within ten (10) days after notice of award of contract to bidder.
- 20.2 A Performance Bond, Payment Bond and Maintenance Bond will be required by the Owner; each bond shall be in the amount of 100% of the total contract amount. Bonds shall be issued by a surety company licensed by the State of Texas to act as a Surety and be listed on the current U.S. Treasury Listing of Approved Sureties.

REQUEST FOR PROPOSAL STATEMENT AND SUBMISSION CHECKLIST

PROPOSER: Nouveau Construction & Technology
Company Name

ADDRESS: 2441 Lacy Lane Carrollton Texas 75006
Number & Street City, State, Zip Code

PROJECT: Fire Station Apparatus Bay Door Replacement: Addison Central Fire Station and Fire Station 2.

All Proposers must provide the following information: (Those proposers failing to complete the Qualifications of Proposer Statement packet may be disqualified.)

Pursuant to Contract Documents and information for prospective proposers for above mentioned proposed project, the undersigned is submitting the information as required with the understanding that the purpose is for your confidential use only to assist in determining the qualifications of this organization to perform the type and magnitude of work included; and further, guarantee the trust and accuracy of all statements hereinafter made, and will accept your determination of qualifications without prejudice. The surety herein name, and any other bonding company, bank, subcontractor, supplier, or any other persons, firms or corporations with whom I/we have done business, or who have extended any credit to me/us are hereby authorized to furnish you with any information you may request concerning me/us, including, but not limited to information concerning performance on previous work and my/our credit standing with any of them; and I/we hereby release any and all such parties from any legal responsibility whatsoever on account of having furnished such information to you.

Signature Tim Loughry
Contractor/Proposer

Date 2/11/2020

Print Name Tim Loughry
Contractor/Proposer

Title Project Manager

Items to be furnished (3 copies and 1 USB memory stick):

- A. Request for Proposal Statement
- B. Qualification of Proposer Statement
- C. Certification of Compliance with terms and conditions of RFP (signed)
- D. Customer/Reference List (Enclosed in sealed envelope marked "Confidential")
- E. Proposed Scope of Work
- F. Bid Bond

To be completed and furnished by appropriate Insurance Agent:

- A. Insurance Requirement Affidavit

CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL / EXCEPTIONS

I have read, understand, and agree to comply with the terms and conditions specified in this Request for Proposal.

Checking "YES" indicates acceptance of all terms and conditions, while checking "NO" denotes non-acceptance and vendor's exceptions should be detailed below. In order for any exceptions to be considered they MUST be documented.

YES ☒ I agree. NO ☐ Exceptions noted below:

Signature Tim Loughry
Contractor/Proposer

Date 2/11/2020

Print Name Tim Loughry
Contractor/Proposer

Title Project Manager

EXCEPTION SUMMARY FORM

RFP SECTION #	RFP PAGE #	EXCEPTION (Provide a Detailed Explanation)

REFERENCE LIST

(Enclose in a sealed envelope marked "Reference List – Confidential")
Minimum five (5)

<u>NAME OF ORGANIZATION</u>	<u>CONTACT NAME</u>	<u>PHONE #</u>	<u>TYPE of Door</u>
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1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

PROPOSED SCOPE OF WORK
(Attach proposal and fees)

Location 1

Central Fire		\$ 112,765.00
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Location 2

Fire Station 2		\$ 58,460.00
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RFP #20-71 Rebid Fire Station Apparatus Bay Door Replacement: Addison Central Fire Station
and Fire Station 2.

INSURANCE REQUIREMENT AFFIDAVIT

To be completed by appropriate insurance agent

I, the undersigned agent, certify that the insurance requirements contained in this bid document have been reviewed by me with the below identified vendor. If the below identified vendor is awarded this contract by the Town of Addison, I will be able, within ten (**10**) days after being notified of such potential award, to furnish a valid insurance certificate to the Town meeting all of the requirements contained in this bid.

Agent's Signature

Agent's Name Printed

Name of Insurance Carrier

Phone Number of Agent

Address of Agency

City, State, Zip

Vendor's Name

SUBSCRIBED AND SWORN to before me by the above named _____

on this _____ day of _____, 2019.

Notary Public

Note to Proposer:

This form cannot be submitted with your proposal as it must be completed by your insurance agent. Fax this form to your insurance agent and have them fax it to the Town of Addison at 972-450-7065. This form must be received by Purchasing before or within 48 hours of the bid closing date.

Note to Agent:

If this time requirement is not met, The Town of Addison has the right to declare this vendor non-responsive and award the contract to the next lowest responsible bidder meeting the specifications. If you have any questions concerning these requirements, please contact the Purchasing Manager at 972-450-7091.

**SAMPLE FORMS
ATTACHED;**

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Work Session and Regular Meeting**10.****Meeting Date:** 04/14/2020**Department:** Infrastructure- Development Services**Pillars:** Excellence in Asset Management
Excellence in Transportation Systems**Milestones:** Implement the Asset Management Plan

AGENDA CAPTION:

Consider Action to Approve the **Purchase of Traffic Signal Controllers, Traffic Signal Lights, Traffic Signal Backup Batteries, and Associated Components and the Renewal of Traffic Signal Software, Maintenance, and Testing of the Back-Up Battery System from Paradigm Traffic Systems, Inc** in an Amount not to Exceed \$86,575.

BACKGROUND:

As part of the annual signal system maintenance program, the Streets Division of the Public Works and Engineering Services Department purchases replacement equipment, such as signal controllers, signal lights, pedestrian crossing buttons, signal poles, and other components for the Town's 37 signalized intersections.

As approved in the Fiscal Year (FY) 2020 operations budget, the Streets Division is replacing 5 of the traffic system's signal controllers because they have reached the end of their useful life and replacement parts are not available. The Town's 37 signalized intersections also have battery backups that keep the lights in operation in the event of a power outage. Depending on the intersection, the battery backup provides up to 4 hours of normal operation and an additional 4 hours of flashing red lights during a power outage. The battery back-ups for 9 of the signalized intersections will be replaced this year. Additionally, LED signal lights and pedestrian crossing signs will be replaced at 7 intersections this year. The signals will also be outfitted with updated Malfunction Management Units (MMU) at 12 intersections. Finally, the purchase includes renewal of the Centrac's Traffic Signal Software.

All of these items and services will be purchased through BuyBoard, a state-wide collective purchasing agency that bids out services and products for its members to provide the leverage needed to achieve better pricing on products, equipment, and services.

The detailed cost of the items to be purchased are included below:

Item	Quantity	Cost
Econolite Cobalt Signal Controllers	5	\$13,750
Annual Centrac's Software Maintenance Agreement	1	\$8,750
Malfunction Management Units	12	\$12,420
Batteries for Battery Backup Units and Testing for Nine Intersections	1	\$8,640
LED Traffic Signal Lights and Pedestrian Lights	1	\$23,015

Miscellaneous Repairs Due to Unforeseen Failures	1	\$20,000
Total	-	\$86,575

RECOMMENDATION:

Administration Recommends Approval.

Attachments

Buyboard Quotes - Paradigm Traffic Systems, Inc.



P.O. Box 5508 – Arlington – Texas – 76005-5508
817.831.9406 – fax 817.831.9407
www.paradigmtraffic.com

QUOTATION

TO: Town of Addison
16801 Westgrove
Addison, TX 75001

attn: Juan Gutierrez
ph: 972-450-2852

email: jgutierrez@addisontx.gov

RFQ: BuyBoard Contract # 524-17
Public Safety, Fire House Supply Equip. &
Traffic Signals
512-467-0222 ph
1-800-211-5454 fax

DATE 3/25/2020	SLSMN JU	DELIVERY 30 TO 60 Days ARO	FREIGHT PPD & Allowed	SHIP VIA Best Way	F.O.B. Destination	TERMS Net 30	QUOTE # Q26094JU
ITEM	QTY	DESCRIPTION				UNIT PRICE	TOTAL PRICE
1	36	Battery, AlphaCell 240XTV, 12V, 112Ah				\$240.00	\$8,640.00
		NOTE: PURCHASE ORDER MUST BE PROCESSED THROUGH WWW.BUYBOARD.COM					
						TOTAL	\$8,640.00

OFFERED BY:
Johnson Udoka
Paradigm Traffic Systems, Inc.
Federal ID# 75-2520341



P.O. Box 5508 – Arlington – Texas – 76005-5508
817.831.9406 – fax 817.831.9407
www.paradigmtraffic.com

QUOTATION

TO: Town of Addison
16801 Westgrove
Addison, TX 75001

attn: Juan Gutierrez

ph: 972-450-2852

email: jgutierrez@addisontx.gov

RFQ: BuyBoard Contract # 524-17

Public Safety, Fire House Supply & Equipment &
Traffic Signals

512-467-0222 pn

1-800-211-5454 fax

DATE 3/25/20	SLSMN MH	DELIVERY 30 - 45 Days ARO	FREIGHT PPD & Allowed	SHIP VIA Best Way	F.O.B. Destination	TERMS Net 30	QUOTE # Q26088MH
ITEM	QTY	DESCRIPTION				PRICE	TOTAL
1	1	Bronze SMA For Centracs (Renewal- 12/20 Through 12/21) (Discounted From BuyBoard Unit Price Of \$ 25,000) <					

Thank you for the opportunity to submit a proposal to you on this equipment. **Please reference this quotation (by QTE number) when placing order.** If you have any questions please call or send a fax to me.
This quote is valid for 60 days. Thereafter it is subject to change without notice.

OFFERED BY:
Matt Hendricks
Paradigm Traffic Systems, Inc.
Federal ID# 75-2520341



P.O. Box 5508 – Arlington – Texas – 76005-5508
817.831.9406 – fax 817.831.9407
www.paradigmtraffic.com

QUOTATION

TO: Town of Addison
16801 Westgrove
Addison, TX 75001
attn: Juan Gutierrez
ph: 972-450-2852
fx: jgutierrez@addisontx.gov

RFQ: BuyBoard Contract # 524-17
Public Safety, Fire House Supply & Equipment &
Traffic Signals
512-467-0222 pn
1-800-211-5454 fax

DATE 3/25/2020	SLSMN JU	DELIVERY OF MATERIAL 30 - 45 Days ARO	FREIGHT PPD & Allowed	SHIP VIA Best Way	F.O.B Destination	TERMS Net 30	QTE NUMBER Q26092JU
ITEM	QTY	DESCRIPTION				UNIT PRICE	TOTAL PRICE
1	12	EDI MMU2-16LEip Smart Monitor				\$1,035.00	\$12,420.00
						TOTAL	\$12,420.00

Thank you for the opportunity to submit a proposal to you on this equipment. **Please reference this quotation (by QTE number) when placing order.** If you have any questions please call or send a fax to me.
This quote is valid for 60 days. Thereafter it is subject to change without notice.

OFFERED BY:

Johnson Udoka
Paradigm Traffic Systems, Inc.
Federal ID# 75-2520341



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QUOTATION

TO: Town of Addison
16801 Westgrove
Addison, TX 75001

attn: Juan Gutierrez

ph: 972-450-2852

fx: jgutierrez@addisontx.gov

RFQ: BuyBoard Contract # 524-17

Public Safety, Fire House Supply & Equipment &
Traffic Signals

512-467-0222 pn

1-800-211-5454 fax

DATE	SLSMN	DELIVERY OF MATERIAL	FREIGHT	SHIP VIA	F.O.B	TERMS	QTE NUMBER
3/25/2020	JU	30 - 45 Days ARO	PPD & Allowed	Best Way	Destination	Net 30	Q26093JU
ITEM	QTY	DESCRIPTION				UNIT PRICE	TOTAL PRICE
1	5	Econolite COB11100110000, Cobalt 1100 Controller				\$2,750.00	\$13,750.00
						TOTAL	\$13,750.00

Thank you for the opportunity to submit a proposal to you on this equipment. **Please reference this quotation (by QTE number) when placing order.** If you have any questions please call or send a fax to me.

This quote is valid for 60 days. Thereafter it is subject to change without notice.

OFFERED BY:

Johnson Udoka
Paradigm Traffic Systems, Inc.
Federal ID# 75-2520341



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QUOTATION

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 16801 Westgrove
 Addison, TX 75001
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RFQ: BuyBoard Contract # 524-17
 Public Safety, Fire House Supply& Equipment &
 Traffic Signals
 512-467-0222 pn
 1-800-211-5454 fax

DATE 3/25/2020	SLSMN JU	DELIVERY OF MATERIAL 30 - 45 Days ARO	FREIGHT PPD & Allowed	SHIP VIA Best Way	F.O.B Destination	TERMS Net 30	QTE NUMBER Q26091JU
ITEM	QTY	DESCRIPTION				UNIT PRICE	TOTAL PRICE
1	5	JXJ300-07R03 12" Red Arrow LED- Incandescent Look				\$41.00	\$205.00
2	20	JXJ300-07Y03, Yellow Arrow LED- Incandescent Look				\$42.00	\$840.00
3	20	JXJ300-07G03 12" Green Arrow LED- Incandescent Look				\$53.00	\$1,060.00
4	110	JXC300-HFTR03 12" Red LED-Hi Flux				\$37.00	\$4,070.00
5	110	JXC300-HFTY03 12" Yellow LED-Hi Flux				\$42.00	\$4,620.00
6	110	JXC300-HFTG03 12" Green LED-Hi Flux				\$38.00	\$4,180.00
7	20	JXJ-300VIYGA 12" Bi-Modal LED				\$112.00	\$2,240.00
8	40	JXM-400VIEIL 16" Pedestrian LED, Countdown, Incandescent Look				\$145.00	\$5,800.00
		NOTE: PURCHASE ORDER MUST BE PROCESSED THROUGH WWW.BUYBOARD.COM					
						TOTAL	\$23,015.00

Thank you for the opportunity to submit a proposal to you on this equipment. **Please reference this quotation (by QTE number) when placing order.** If you have any questions please call or send a fax to me.
 This quote is valid for 60 days. Thereafter it is subject to change without notice.

OFFERED BY:

Johnson Udoka
Paradigm Traffic Systems, Inc.
Federal ID# 75-2520341

Work Session and Regular Meeting

11.

Meeting Date: 04/14/2020

Department: City Secretary

AGENDA CAPTION:

Present, Discuss, and Consider Action on an **Ordinance Amending Ordinance No. O20-04 to Postpone the May 2, 2020 Special Charter Amendment Election.**

BACKGROUND:

The City Council adopted Ordinance No. O20-04 ordering a Special Election to be held on May 2, 2020 for the purpose of amending the Home Rule Charter with twenty-six (26) Propositions at the February 13, 2020 City Council Meeting. On March 13, 2020, Governor Greg Abbott certified that the novel coronavirus (COVID-19) is spreading throughout the State and declared a state of disaster for all counties in Texas.

On March 18, the Governor issued a Proclamation to suspend various statutes to allow political subdivisions of the state who had scheduled an election on the May uniform election date to move their general and/or special election to November 2020, the next uniform election date. At the February 25 City Council Meeting, an Ordinance was adopted which canceled the May General Election as all candidates were unopposed.

Dallas County Elections Department (DCED) Elections Administrator Toni Pippins-Poole notified the Town on March 19 that DCED would not administer the May 2, 2020 Election as 44% of the 324 Vote Centers were not available for use in the May election date. In addition, due to health concerns workers scheduled to work this election have advised they would not work. At the March 20, 2020 Special Emergency Council Meeting, the City Council was advised of this new development. The cost for renting and/or purchasing our own election equipment would be expensive and finding election workers during this disaster may be difficult. Council consensus was to postpone the Special Election until a future uniform election date.

RECOMMENDATION:

Administration recommends approval.

Attachments

Ordinance - Postponing May 2020 Special Election

ORDINANCE NO. 020-__

AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS AMENDING ORDINANCE NO. 020-04 TO POSTPONE THE MAY 2, 2020 SPECIAL CHARTER AMENDMENT ELECTION, PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Addison is a home rule municipality located in Dallas County, Texas, operating pursuant to the City Charter and enabling legislation of the State of Texas; and

WHEREAS, the City Council of the Town of Addison previously passed Ordinance No. 020-04, ordering that a Special Election be held on May 2, 2020, a uniform election date per Texas law, for the purpose of amending the Home Rule Charter with twenty-six (26) Propositions; and

WHEREAS, elections in Texas must be held on a uniform election date per state law; and

WHEREAS, on March 13, 2020, the Governor of Texas certified that the novel coronavirus (COVID-19) poses an imminent threat of disaster and declared a state of disaster for all counties in Texas; and

WHEREAS, on March 18, 2020, the Governor of Texas issued a Proclamation to suspend various statutes to allow political subdivisions of the state that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 to the next uniform election date, occurring on November 3, 2020; and

WHEREAS, the Texas Secretary of State has issued, pursuant to the Proclamation of March 18, 2020, Election Advisory No. 2020-12, to provide guidance to local political subdivisions regarding issues raised by the Proclamation, and

WHEREAS, on March 19, 2020 Dallas County Elections Department Elections Administrator Toni Pippins-Poole advised that the County would not be able to administer the May 2, 2020 Election with 44% of the 324 Vote Centers slated for closure and the majority of election work force in the high risk category of over 65; and

WHEREAS, federal, state, and local officials have determined that the spread of COVID-19 can be slowed by avoiding bringing people together, and the City Council hereby finds that the holding of the special election might cause physical danger of infection to voters, election officials, and election volunteers; and

WHEREAS, because of the public health crisis, and in order to protect the health and safety of voters, the election officials, and election volunteers, the City Council therefore wishes to exercise the authority granted to it in the Proclamation of March 18, 2020 to postpone the election previously called by it to be held on May 2, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF

ADDISON, TEXAS:

SECTION 1. Pursuant to the authority granted in the Proclamation of March 18, 2020, the special election ordered to be held on May 2, 2020 by Ordinance No. O20-04 is hereby postponed until a future uniform election date.

SECTION 2. All matters and dates relevant to a future uniform election date, such as voter registration deadlines, applications for ballots by mail and dates for early voting shall be as provided by Texas law and Election Advisory 2020-12.

SECTION 3. The Council will, by subsequent action, amend Ordinance No. O20-04 to comply with state law regarding early voting location, dates and hours, and any other changes caused by postponing this election to a future uniform election date.

SECTION 4. Severability. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if a phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of the unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 5. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, on this the 14th day of APRIL 2020.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

Work Session and Regular Meeting

12.

Meeting Date: 04/14/2020

Department: Parks & Recreation

AGENDA CAPTION:

Present, Discuss, and Consider Action on a **Resolution for Appointments to the Trails Master Plan Advisory Committee.**

BACKGROUND:

In February of 2020 Council approved a resolution for professional planning services with Moore Iacofano Goltsman, Inc. (MIG) to create a city-wide Trails Master Plan. At that time staff shared that public input would be a very important aspect of the plan and shared an overview of the input process. Gathering community input involved the formation of an Advisory Committee and relied on several in-person input gathering activities early in the project. Due to the outbreak of COVID-19 staff has worked with MIG to revamp the project schedule to keep the project moving forward in light of social distancing and shelter-in-place orders. Staff will give an overview of the new schedule, included in the presentation.

The revised process still intends to include participation and guidance from an advisory committee. Staff solicited volunteers to participate on the committee between March 1 and April 2, 2020. Twenty-two residents applied to serve. Staff reached out to the applicants to gauge their ability to use technology to meet in the early phases of the project. The majority of the applicants responded, and all that replied confirmed they were comfortable relying on e-mails, on-line surveys and Zoom meetings to communicate on the project. The applications that were received have been made available to Council for consideration. MIG advised that an ideal advisory committee would include a representatives from all areas of Addison as defined in the parks master plan and should include recreational walkers, joggers and cyclists as well as a commuter cyclist and a mobility advocate.

Should the Council desire to take action, the attached resolution allows for Council to appoint members to the Trails Master Plan Advisory Committee for the applications that have been received.

RECOMMENDATION:

Staff requests direction from Council

Attachments

Resolution -Trails Master Plan Advisory Committee

Presentation - Trails Master Plan

Applications Summary

TOWN OF ADDISON, TEXAS

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS
CREATING THE TRAILS MASTER PLAN ADVISORY COMMITTEE AND
APPOINTING MEMBERS.**

WHEREAS, public participation in the development of the Trails Master Plan is essential to the strength and success of the program; and

WHEREAS, the Parks Master Plan identified a need to develop a City-Wide Trails Master Plan and established the need for trails as one of the top community priorities related to Parks and Recreation; and

WHEREAS, the purpose of the Trails Master Plan advisory committee will be to provide the project consultant with information about Addison, community needs and the existing trails system to help develop a ten year plan that will guide the development of the trails system in Addison.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

Section 1. The City Council hereby creates the Addison Trails Master Plan Advisory Committee to provide input regarding information about Addison, the community needs and the existing trails system. The committee will be comprised of the following individuals:

Names to be filled once individuals are appointed by the City Council.

Section 2. The Committee shall be advisory in nature and shall be dissolved upon delivery of the Addison Trails Master Plan final report.

Section 3. This resolution shall be effective from and after the date of passage.

OFFICE OF THE CITY SECRETARY

RESOLUTION NO. _____

**DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON,
TEXAS, this the 14th day of April, 2020.**

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

OFFICE OF THE CITY SECRETARY

RESOLUTION NO. _____

Trails Master Plan



ADDISON

Revised Schedule

ADDISON

ADDISON City Wide Trails Master Plan Schedule

Updated: 3/26/2020

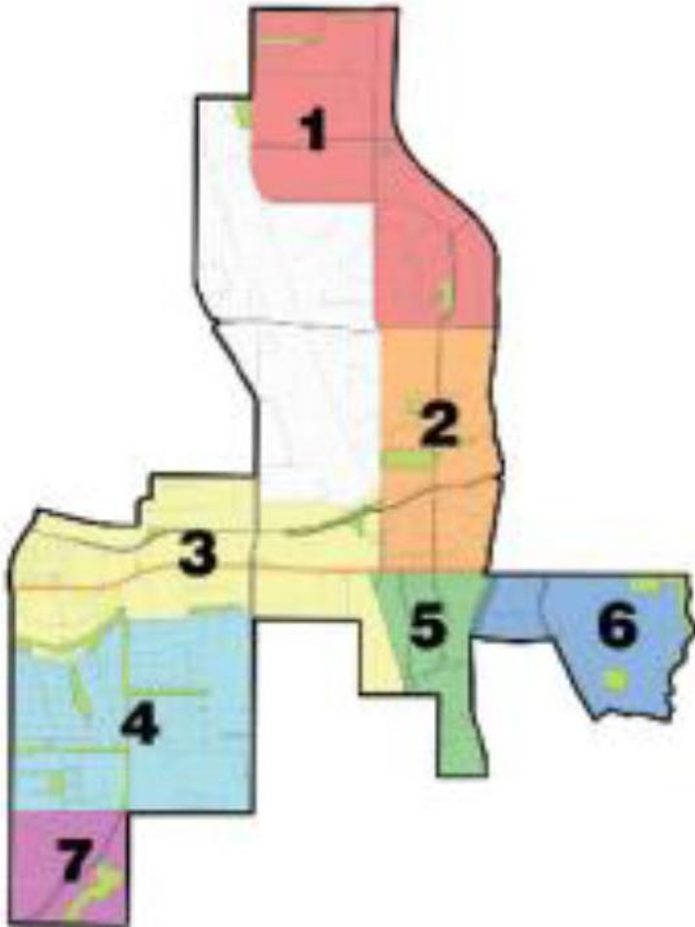
Task 1: Preparation	Time	Status	Notes
1.1 PMT Meeting #1: Project Kickoff Conference Call	2/24/2020	✓	
1.2 Data Collection and Review of Relevant Plans and Studies	March - April	()	Awaiting final materials from Janna
1.3 Project Branding	February	()	Complement the Parks and Rec Plan brand; products created throughout the process
1.4 Detailed Trail Inventory and Mapping	April		
1.5 Trails and Gaps Tour (on bike)	July		Moved to meeting window #2
1.6 Upfront Coordination with Town staff	Early May		Virtual meeting w/ Public Works, Planning, Traffic, CIP/Street Maintenance
1.7 Stakeholder Interviews	Early May		6-8 video calls (or focus groups) w/key City Council members, the City Manager, key business partners or other decisionmakers
1.8 PAC Meeting #1: Orientation and SWOT	Early May		Virtual meeting
1.9 Mapita Questionnaire or Other Online Survey and Summary	May		
1.10 Phase 1 Project Management and Administration	March - May	()	
Task 2: Identification	Time	Status	Notes
2.1 GIS Trail Access Analysis and Gaps Identification	June		
2.2 Trail Typology	June		
2.3 PMT Meeting #2: Community Needs, Strategic Moves and Priorities	July		Critical Dates
2.4 Community Field Day	July		Critical Dates
2.5 Community Workshop and Summary	July		Critical Dates
2.6 City Council Presentation #1	July		
2.7 Assessment of Suggested Alignments	July		
2.8 Phase 2 Project Management and Administration	June - July		
Task 3: Confirmation	Timeline	Status	Notes
3.1 Check-In with Town staff for Potential On-Street Alignments	September		w/ Public Works, Planning, Traffic, CIP/Street Maintenance
3.2 Joint PAC/PMT Meeting #1	September		
3.3 Citywide Alignments	August		
3.4 Trail Standards and Guidelines	August		
3.5 Sketches and Renderings for Typical Treatments of Major Features	August		
3.6 Proposed Trail System Map	August		
3.7 Floor Map Prep, Production and Delivery	September		
3.8 Planning Level Cost Estimates	September		
3.9 Online Prioritization Survey and Summary	September		
3.10 Joint PAC/PMT Meeting #2	November		
3.11 City Council Presentation #2	November		
3.12 Phase 3 Project Management and Administration	August - November		
Task 4: Codification	Time	Status	Notes
4.1 Phasing Strategy	December		
4.2 Administrative Draft Plan	January		
4.3 Draft Plan (fully formatted with Executive Summary)	February		
4.4 Joint PAC/PMT Meeting #3	February		
4.5 City Council Work Session: Draft Plan Review	February		
4.6 Final Plan	February		
4.7 Phase 4 Project Management and Close-Out	December - February		

✓ Completed

() In progress

Parks Master Plan Zones

ADDISON



North Addison – Area 1

Addison Circle – Area 2

Belt Line – Area 3

Les Lacs /Midway Meadows – Area 4

South Quorum – Area 5

East Addison – Area 6

Vitruvian Park = Area 7

Trails Master Plan Applicants 2020

#	First Name	Last Name	Usage Experience				Location/Area							Committee Appointments
			Advocate	Cyclist	Jogger	Walker	1	2	3	4	5	6	7	
16	Al	Angell			X							X		Arbor Foundation, P&Z, City Council; Citizen Advisory Cte.
1	Ruth Ann	Becker	X			X				X				n/a
10	Megan	Bedera		X		X				X				2020 Census
4	Brian	Bowen		X	X	X				X				n/a
18	Brandon	Bowers		X	X			X						2020 Census
12	Chris	Burt		X						X				n/a
8	Al	Cioffi		X		X			X					n/a
23	David F	Collins			X	X				X				2019 ED; 2020 Charter Review Cte.
14	Jenn	Cook		X	X	X	X							n/a
21	Billy J.	Dreis				X				X				Metrocrest Leadership; Citizens Academy; 2012 Bond Cte.; Dog Park Cte.; Infrasture Sub-Cte.; Bond Activity Cte.
3	Mike	Duchock		X	X	X				X				n/a
17	Jason	Ennis	X	X		X				X				UDC Board
11	Joseph	Hornisher		X	X	X			X					UDC Board
15	Robert	Jacoby	X			X				X				Airport Review Cte.
20	Glenn	Levy		X		X				X				n/a
24	Denise	Quintanilla			X	X				X				2019 Bond Cte.
7	Jeffrey	Sarembock	X	X	X	X				X				n/a
22	David	Schwartz		X	X	X				X				n/a
2	Charles L. "Skip"	Shaw		X	X	X				X				n/a
5	Tom	Souers		X		X						X		P&Z; Master Transportation Board, Citizens Academy, Metrocrest Leadership, Oaks North HOA
9	Austen	Spoons				X			X					2012 Bond Cte.
6	Genie	Stringfellow			X	X		X						n/a
13	Robert	Weeks		X		X						X		n/a
19	Jessica	Zazzara				X							X	TOA 60th Anniversary Cte; 2020 Census

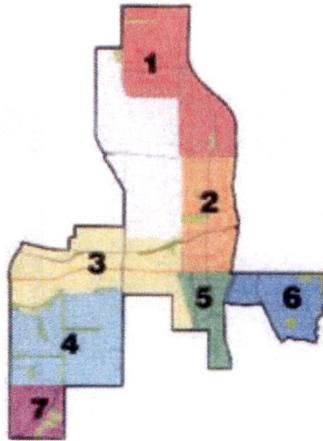


Figure ES-2: Addison Planning Areas Addison's Master Plan accounted for the unique needs of seven planning areas:

North Addison – Area 1

Addison Circle – Area 2

Belt Line – Area 3

Les Lacs /Midway Meadows – Area 4

South Quorum – Area 5

East Addison – Area 6

Vitruvian Park = Area 7

Appointments by Mayor Council

#	First Name	Last Name	CHOW	BRAUN	WARD	HUGHES	QUINTANILLA	WALDEN	WILLESEN
16	Al	Angell							
1	Ruth Ann	Becker							
10	Megan	Bedera							
4	Brian	Bowen							
18	Brandon	Bowers							
12	Chris	Burt							
8	Al	Cioffi							
23	David F	Collins							
14	Jenn	Cook							
21	Billy J.	Dreis							
3	Mike	Duchock							
17	Jason	Ennis							
11	Joseph	Hornisher							
15	Robert	Jacoby							
20	Glenn	Levy							
24	Denise	Quintanilla							
7	Jeffrey	Sarembock							
22	David	Schwartz							
2	Charles L. "Skip"	Shaw							
5	Tom	Souers							
9	Austen	Spoons							
6	Genie	Stringfellow							
13	Robert	Weeks							
19	Jessica	Zazzara							