

DRAFT

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

April 14, 2020

**Addison Town Hall,
5300 Belt Line Rd., Dallas, TX 75254
6:30 p.m. Work Session and Regular Meeting**

The Addison City Council, using electronic medium, conducted its Regularly Scheduled Meeting on Tuesday, April 14, 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.

WORK SESSION

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

City Manager Wes Pierson reported the Dallas County Commissioners Court voted on April 3rd to extend the county's declaration of a Local Public Health Emergency until May 20, 2020. This action enables the County Judge to issue certain orders, such as the 'stay at home' order. On April 6, 2020 Dallas County Judge Clay Jenkins issued an amended shelter-in-place order to extend the order until April 30th. The State's 'stay at home' order is also in place until April 30, 2020.

Mr. Pierson advised that the Town will no longer create its own amended orders and will rely on the Dallas County orders from this point forward. He advised this is because it is difficult to keep

up with the constantly changing orders, and because it is difficult to enforce the County's orders. If the Town is unable to enforce the orders, then the Town may seek assistance from the County.

Mr. Pierson reviewed the Town's actions to date:

- 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 the months of April and May 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 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. Updates are also being provided in the Town's newsletter and through social media channels.

Deputy City Manager John Crawford reviewed the efforts being taken by the Town Staff in support of local restaurants and businesses. These efforts include but are not limited to the creation of a webpage on the www.visitaddison.com site listing the restaurants that are open, the use of two billboards in the area to advertise for local restaurants, advertisements on Addison's social media channels, public service announcements running on Spectrum Cable Television. are among some of the Mr. Crawford also mentioned small business resources available through local chambers of commerce and mentioned that there is a list of local, state, and federal resources, and an employment section for hospitality employment openings on the visitaddison.com web page. Mr. Crawford mentioned that Town Staff is maintaining regular contact with our hospitality industry partners.

Mayor Chow provided information for small business owners regarding the federal Payroll Protection Program available through the banks.

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.

City Manager Pierson introduced the item related to the initial projections of the potential financial impact of COVID-19 economic situation to the Town. He said that the analysis represents a point in time beginning October 1, 2019 through February 29, 2020. The projections are estimates based on available data and staff's best conservative assumptions. Mr. Pierson further advised that this presentation is focused on revenues through the end of Fiscal Year (FY) 2020 and for FY2021, and that the information is subject to change. As new information is available, the assumptions and data will be updated.

Chief Financial Officer Steven Glickman presented this item. Mr. Glickman advised the Council that staff analyzed the Town's major funds including: The General Fund, Airport Fund, Hotel Fund, and the Utility Fund. He explained that effects of other periods of economic stress (9-11 and the Great Recession) were analyzed and the impacts to Town revenue from those events were used to inform Staff's projections for the COVID-19 situation.

Mr. Glickman explained that Staff's projections assumed a recovery time of between 18-36 months for economic activity to return to pre-COVID-19 levels and that revenue assumptions were presented as ranges to illustrate future uncertainty. Mr. Glickman described the assumptions that Staff were using to project the revenue impacts to the Town's operating Funds for the remainder of FY2020 and FY 2021.

Mr. Glickman provided a summary of each operating fund focusing on projected revenues and year-end fund balances or reserves. Mr. Glickman identified projected revenue shortfalls and Staff's recommendations to reduce expenditures to cover any shortfalls for the remainder of FY2020. Staff's plans for how to address the balance of revenues and expenditures for FY2021 will be shared in detail as the FY2021 budget is developed.

Mr. Glickman explained that generally the Town's General Fund, Airport Fund, and Utility Fund will be able to adjust to the current economic situation in the short-term. However, the Hotel Fund will experience revenue losses that are so great in FY 2020 that the shortfall will not be able to be addressed by simply reducing expenditures; reserves in the Hotel Fund will need to be used to cover the losses. It was stated that while the Town is in a strong financial position, difficult decisions that will likely need to be made starting in FY2021 to respond to any prolonged economic recovery.

Councilmember Hughes inquired about the Town's Pension Fund. Council Member Quintanilla inquired as to what the hotel occupancy rate typically is for this time of year (this time last year hotel occupancy was at 78 percent; same time this year it is 13 percent). A question was also asked about the status of planned capital improvement projects. Council Member Hughes inquired whether DART is making any changes to the Silver Line schedule and Mr. Pierson advised that DART has not announced any changes to the Silver Line project at this time. Mayor Chow requested an updated analysis following the third quarter of the budget year (end of June). Mr. Pierson advised the models will be updated when new information is available.

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.

City Manager Pierson advised that in the FY2019 budget Council approved a facility utilization study and the process began in September 2019. He noted that this agenda item is the start of a long-term discussion regarding the Town's aging facilities and future needs. He added that there will be questions asked at the end of the presentation for Council feedback.

Director of General Services Rob Bourestom reviewed that in July of 2019, through a Request for Proposal, LPA, Inc. (LPA) was engaged to help the Town conduct a facility utilization 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 develop broad concepts to present for initial discussion. 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 the current facilities.

Brian Graham, Project Manager with LPA, presented the findings of the study. He reviewed LPA's scope of work for this phase of the project. This included:

- 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.
- Consider a strategic location for city services in a central facility or adjacent facilities.

Mr. Graham explained their methodology that included analyzing current facility configurations, creating concepts to maximize use of existing facilities, developing preliminary workplace typologies to study building efficiencies, and identifying personnel and equipment growth over 10 years. Mr. Graham presented, as part of the study work, several concepts for discussion related to the future utilization of Town facilities. Details of each concept were reviewed as well as potential costs for each option.

The questions below were posed to Council help start a long-term discussion of the Town's facilities.

- 1) What are your initial thoughts related to the use and condition of existing Town facilities?
- 2) What are your thoughts related to balancing the ideas of facility consolidation and preserving separate facilities throughout the Town?
- 3) Given already identified priorities, what are your thoughts related to where this specific topic would rank on the Town's list of priorities?
- 4) 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?

City Manager Pierson advised that a Public Comment had been received by email from Allen Then who resides on Lake Forrest Drive. Mr. Pierson read Mr. Then's comment into the public record. It reads as follows: "Given the unprecedented events on-going in our world, and the

likely enormous negative impact on our town and its finances, I am disappointed that the council has seen fit to leave in place the agenda item for the:

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

For my family, it is remarkable that a proposal in consideration of spending unto \$100 million dollars to upgrade facilities is being considered at this time. Respectively, I would like the council to put forward a motion to table such this item for the foreseeable future and until circumstance surrounding the health and welfare of our community is assured and clarified.”

There was brief Council discussion on topics raised by Mr. Then’s comments.

In response to the questions, several Council members expressed that while most of the Town’s facilities were considered in “fair” condition, more information on each facility is needed regarding a cost/benefit analysis of maintaining these buildings in the future versus replacing them. Council Member Walden added that the transit-oriented development, including potential public/private partnerships, should be considered. He also expressed that his vision would be to make the most use of the Town’s resources whether that means renovating existing buildings or new buildings. Mayor Chow expressed that he had concerns about potentially locating important buildings (Town Hall, Police Department) near the Airport fuel storage tanks. He also noted that the Town needs to make the buildings ADA compliant. Deputy Mayor Pro-Tempore Ward stated that while this matter is important it is not urgent. Council Member Quintanilla stated the Asset Management Plan should be utilized when considering the options.

Council requested a financial analysis and strategy for existing buildings. Mr. Pierson added that future planning efforts for the transit-oriented development at Addison Circle will explore the possibility of public/private partnerships for Town buildings.

REGULAR MEETING

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.*

City Secretary Parker advised that no citizens had requested to address the City Council via telephonic means and no emails or other written correspondence was submitted.

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.

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.**

(Item 9 removed from Consent Agenda for separate discussion.)
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.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. Council Member Quintanilla requested to remove Item Number 9 for separate discussion. Mayor Chow called for a motion to approve Consent Items 5,6,7,8 and 10 as submitted.

MOTION: Council Member Hughes moved to approve Consent Items 5,6,7,8 and 10. Deputy Mayor Pro Tempore Ward seconded the motion. Motion carried unanimously.

Resolution No. R20-029: Amend TexSTAR Authorized Representatives

Resolution No. R20-030: Amend TexPool/TexPool Prime Authorized Representatives

Resolution No. R20-031: Amend LOGIC Authorized Representatives

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Regarding Consent Agenda Item Number 9: Council Member Quintanilla requested to add the additional information (2 pages regarding the Scope of Work and 1 page of contractor references) that was provided to Council but not included on the agenda.

MOTION: Council Member Quintanilla moved to approve Item 9 with the addition of the 3 pages referenced above that were not provided in the agenda packet. Council Member Walden seconded the motion. Motion carried unanimously.

Resolution No. R20-032: Nouveau Technology Services L.P. contract for the Fire Station Apparatus Bay Doors Replacement Project

Regular Items

11. Present, Discuss and Consider Action on an Ordinance Amending Ordinance No. 020-04 to Postpone the May 2, 2020 Special Charter Amendment Election.

City Secretary Irma Parker reviewed that on February 13, 2020 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. 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 3, 2020, the next uniform election date.

At the March 20, 2020 Special Council Meeting, the Council was informed that Dallas County Elections Department (DCED) Elections Administrator Toni Pippins-Poole notified all Dallas County entities on March 19 that they 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. Additionally, workers scheduled to work this election have advised they would not work due to health concerns. The Town's cost for renting and/or purchasing 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.

Council and staff discussion followed regarding whether to set a new election date or to postpone the election at this time without determining a new date.

MOTION: Council Member Hughes moved to approve Ordinance O20-04 with the amendment that the election be postponed to a date to be determined. Deputy Mayor Pro-Tempore Ward seconded the motion. Motion carried unanimously.

Ordinance No. O20-11: Postpone May 2, 2020 Charter Election

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

Parks and Recreation Director Janna Tidwell presented this item. She reviewed that 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 COVID-19 related shelter-in-place and hygiene orders, staff has worked with MIG to revamp the project schedule to keep the project moving forward. Ms. Tidwell provided an overview of the reviewed schedule, adding that the final Master Plan should be ready for Council action in February 2021.

Ms. Tidwell stated that 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-four 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. Most 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 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.

Council members discussed what method they would use for assigning members to the advisory board, and selected the following:

| Appointee | Area | Usage | Nominated By |
|--------------------|-------------|------------------------------------|----------------------------|
| Jenn Cook | 1 | Cyclist, Jogger, Walker | Consensus |
| Brandon Bowers | 2 | Cyclist, Jogger | Consensus |
| Genie Stringfellow | 2 | Jogger, Walker | Consensus |
| Al Cioffi | 3 | Cyclist, Walker | Consensus |
| Joseph Hornisher | 3 | Cyclist, Jogger, Walker | Consensus |
| Austen Spoons | 3 | Walker | Consensus |
| Al Angell | 6 | Jogger | Consensus |
| Tom Souers | 6 | Cyclist, Walker | Consensus |
| Robert Weeks | 6 | Cyclist, Walker | Consensus |
| Jessica Zazzara | 7 | Walker | Consensus |
| David F. Collins | 4 | Walker, Jogger | Mayor Joe Chow |
| Chris Burt | 4 | Cyclist | Mayor Pro-Tem Braun |
| Ruth Ann Becker | 4 | Walker, Mobility Advocate | Deputy Mayor Pro-Tem Ward |
| David Schwartz | 4 | Cyclist, Jogger, Walker | Council Member Hughes |
| Charles L. Shaw | 4 | Cyclist, Jogger, Walker | Council Member Quintanilla |
| Megan Bedera | 4 | Commuter Cyclist, Cyclist, Walker | Council Member Walden |
| Jason Ennis | 4 | Cyclist, Walker, Mobility Advocate | Council Member Willesen |

MOTION: Deputy Mayor Pro Tempore Ward moved to approve the appointments as stated. Council Member Quintanilla seconded the motion. Motion carried unanimously.

Resolution No. R20-033: Appointment of a Trails Master Plan Advisory Committee

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