

DRAFT

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

May 12, 2020

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

The Addison City Council, using electronic medium, conducted its Regularly Scheduled Meeting on Tuesday, May 12, 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.

2. **Administer the Oath of Office to Three (3) Council Members Following the Originally Scheduled May 2, 2020 Election Date in Accordance With State Law and Ordinance No. O20-05 (Adopted by the City Council on February 25, 2020) Which Declared the Councilmembers Unopposed and Therefore Elected.**

City Secretary Irma Parker advised that three Council Members were unopposed for the May 2, 2020 Election and therefore the Election was cancelled. She advised these individuals completed the Statement of Officer requirements prior to this meeting and may be sworn in.

At this time Mayor Chow administered the Oath of Office to Paul Walden, Guillermo Quintanilla, and Marlin Willesen.

Council Members Walden, Quintanilla, and Willesen offered words of acceptance and honor to be reelected to serve the Town of Addison.

3. Present Certificates of Election to the Three (3) Council Members Following the Originally Scheduled May 2, 2020 General Election Date.

City Secretary Parker explained that following being sworn in and according to State law, the newly elected Council Members are to be issued Certificates of Election. She added that due to the Governor's Order regarding COVID-19, staff delivered the certificates to the newly elected Council Members.

4. Present, Discuss, and Consider Action on Nominations and Appointments of the Mayor Pro-Tempore and Deputy Mayor Pro-Tempore.

MOTION: Mayor Chow moved to appoint Lori Ward as Mayor Pro-Tempore and Guillermo Quintanilla as Deputy Mayor Pro-Tempore. Council Member Hughes seconded the motion. Motion carried unanimously.

WORK SESSION

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

City Manager Wes Pierson reviewed existing Orders and recommendations from Governor Abbott regarding the pandemic. He advised that the most recent Executive Order, GA 21 expiring on May 19th, expands the criteria in GA 18, which was set to expire on May 15th. He advised that GA 21 provides that cosmetology, hair, nail and tanning salons, and barber shops may open on May 8th if they adhere to social distancing and recommended face coverings. Gyms and exercise facilities will be able to reopen with 25 percent capacity on May 18th. Non-essential manufacturing and other offices will be able to reopen on May 18th if they operate at up to the greater of either five employees or 25 percent of the workforce, provided they maintain social distancing. Indoor wedding and reception venues may resume with social distancing. Indoor and outdoor swimming pools may open at 25 percent capacity. Local public pools may open at the discretion of local governments. Mr. Pierson added that bars, massage facilities, amusements, and schools remain closed.

Mr. Pierson advised that the Town of Addison facilities are expected to be open to the public May 15th provided face coverings are worn. Some staff will continue working from home. Dog parks will open except for Spruill Dog Park. The Addison Athletic Club will be open on May 18th with the following conditions:

- 1) No classes except virtual
- 2) No Senior programs except virtual
- 3) No childcare
- 4) No indoor pool
- 5) No outdoor pool (staff not currently available)

- 6) Gym operating hours will be Monday through Friday, 7 a.m. to 7 p.m., closing mid-day for additional cleaning; Saturday, 8 a.m. to 5 p.m., closing mid-day for additional cleaning; closed on Sunday
- 7) Gym will operate at 25 percent capacity

Mr. Pierson added that all guests in the gym will be required to wear full gloves and all staff will wear face coverings. Attendance in the gym will be first come, first served. Staff will check guests in and out to maintain no more than 25 percent capacity.

Council Member Willesen inquired about court usage and fountains in public spaces. Mr. Pierson advised that outdoor drinking fountains will remain closed, and he will discuss indoor fountains with staff. He advised that tennis court usage will be allowed, as well as basketball and volleyball courts within the limitations of the Governor's orders.

Mayor Chow advised that the Town sent letters to U.S. Representative Kenny Marchant, Senator Ted Cruz and Senator John Cornyn concerning the fact that cities with less than 500,000 population were not directly given federal funding to address COVID-19 related costs and that some businesses and restaurants cannot open at 25 percent capacity due to employees not wanting to return since they are earning more money from unemployment than they would make from working. Mr. Pierson responded that there may possibly be additional stimulus money that could include cities with less than 500,000 population in the future. He added that the Governor's office is also working on a plan to distribute some of the money received by the State to smaller cities.

6. Present and Discuss the Renewal of the Contract for Residential Waste and Recycling Removal Services Between the Town of Addison and Community Waste Disposal.

Director of Public Works and Engineering Shannon Hicks presented this item. He advised that in 2015 Addison entered a 5-year contract with Community Waste Disposal (CWD) for residential waste services. The contract included trash, recycling, and household hazardous waste (HHW) disposal, and includes a 5-year renewal option. The current rate of \$12.51 per month includes \$3.30 for recycling and \$.73 for HHW.

Mr. Hicks advised that in January 2020 the DFW Landfill in Lewisville closed and CWD began to use the Skyline Landfill outside of Ferris, Texas which increases the round-trip distance by 41 miles and has increased landfill rates. He also advised that in 2018 the cost of recycling material significantly increased due to substantial changes in the market for recycling material. Both issues increased the cost of CWD's operations.

Mr. Hicks stated that originally CWD was to collect the HHW, however due to the infrequent pick up schedule, Town staff has been providing this service to residents on an on-call basis. As a result, staff is not recommending to include HHW in the next contract.

Due to changes in costs, CWD proposed changes to the contract with the Town that would address the cost issues. The new rate proposed by CWD totals \$14.79 per month and includes \$4.17 for recycling and eliminates HHW waste collection (saving \$.73.) The rate is an increase of 18 percent over the current rate. In addition, CWD has offered the optional services of picking up unbundled brush and bulk trash. The optional services would be provided one day per week with limitations

on size, weight, and volume. Currently the Street Maintenance crew handles this service. They spend approximately 100 man-hours per week on collection service at an annual cost of approximately \$172,000 in labor and equipment expense. The proposed cost for both services with CWD is \$73,320.

Mr. Hicks stated that a new contract with CWD could have a 5-year or 7-year term with a fixed rate for the first 24 months. It was noted that Addison's proposed rate from CWD is below the average of the comparison cities, and that CWD has performed well with few complaints that are quickly resolved.

Mr. Hicks advised that staff is recommending renewing the contract with CWD for a 5-year term that includes trash and recycling, with possible inclusion of bulk trash and brush collection. City Manager Pierson added that the Town could also bid the services to see what other companies might offer in comparison.

Discussion by Council included options regarding recycling, and previous issues experienced by some residents when a new collection company was contracted. Council Member Quintanilla asked CWD President Greg Roemer how can the Town know that their recycling material is not being put into the landfill. Mr. Roemer responded that visitors may come to the recycling center and observe the process. He added that CWD can share where the material was sold. Council Member Quintanilla requested that information be included in future reports.

City Manager Pierson confirmed that the consensus of Council was to go out for bid on the trash and recycling services and to include alternates for bulk trash and brush collection. He also advised that he would provide a link to the Council meeting in 2015 when discussions were held on this same matter. He also advised that potential vendors for collection services should submit their bids from defined parameters and restrict contact with Council members during the process.

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.

7.. **Consider Action to Approve the Minutes for the April 28, 2020 Work Session and Regular Meeting.**

8. **Consider Action on a Resolution to Remove Olivia Riley and Lisa Pyles and Appoint Steven Glickman and Shannon Hicks to the Board of Directors of the North Dallas County Water Supply Corporation and Affirming the Appointment of Ashley Mitchell.**

9. **Consider Action on Two Change Orders Associated with the Rehabilitation of the Airport Service Road and the fuel Farm Exit Lane in the Amount of \$58,015.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. There were no requests to remove any Consent items.

MOTION: Council Member Braun moved to approve Consent Agenda Items 7-9 as submitted. Mayor Pro-Tempore Ward seconded the motion. Motion carried unanimously.

Resolution No. R20-038: North Dallas County Water Supply Corporation Appointments

Regular Items

10. **Present, Discuss and Consider Action on Providing Additional Funding to Metrocrest Services, Inc. in Response to the COVID-19 Pandemic.**

City Manager Wes Pierson introduced this item. The Town of Addison received a one-time emergency funding request from Metrocrest Services, Inc. in the amount of \$85,000 due to the COVID-19 pandemic and the increased need for assistance by Addison residents. This request is in addition to the grant of \$66,120 the Town awarded to the organization last Fall.

City Manager Pierson introduced Metrocrest Services CEO Tracy Eubanks who presented this funding request. Mr. Eubanks advised that the funding would help support the organization's efforts to assist with providing food, housing support, employment assistance, and other services such as gas cards, education, budget training and job training to Addison residents. He advised that in April Metrocrest Services assisted 15 people with obtaining employment. Mr. Eubanks explained that since mid-March there has been a significant increase in demand and reviewed the details. He noted that 22 Addison families were assisted with rent expense during the month of April.

Mr. Eubanks advised that since mid-March the organization has not laid off or furloughed any staff and have added a few employees. There are no face-to-face contacts being made with applicants, only telephone interviews. Parking lot drive through areas are provided for food distribution and IDs are checked for residency. Council Member Walden asked Mr. Eubanks to review the applicant qualification screening process. Mr. Eubanks reviewed that typically pay stubs and bank statements are provided, and that landlords are contacted. He noted that rent assistance is provided directly to the landlords.

Council Member Hughes asked whether the organization has enough volunteers. Mr. Eubanks responded that it differs from day-to-day, but typically there are 20-25 daily. He noted that in the past many of the volunteers have been over the age of 65 so those individuals are not working at this time.

Council Member Willesen inquired whether the previously approved grant funding to Metrocrest Services has been provided. Mr. Pierson advised that one-half of it has and that the remaining amount would be provided this month as scheduled.

Mr. Eubanks advised that Metrocrest Services supports Addison, Carrollton, Farmers Branch, Coppell, and Dallas in Denton County. In response to an inquiry from Council Member Willesen, Mr. Eubanks stated that emergency funding has been approved by Carrollton (\$200,000) and Farmers Branch (\$150,000), and that Coppell is considering emergency funding. Mayor Chow asked whether Metrocrest Services applied for any Federal grants. Mr. Eubanks responded yes, they received a \$10,000 SBA Loan as well as funds from the Payroll Protection Program.

Several Council Members expressed appreciation to Mr. Eubanks for his service to the community.

MOTION: Council Member Hughes moved to approve \$85,000 in emergency funding as requested by Metrocrest Services. Council Member Braun seconded the motion. Motion carried unanimously.

11. Present, Discuss and Consider Action on an Ordinance to Amend the Town's Annual Budget for the Fiscal Year Ending September 30, 2020 to Provide Funding for the Addison Circle Park Fountains, 2019 Bond Program Projects, Basin I Sewer Reroute Project, Customs Facility Project, Capital Equipment, Repairs, and Transfers.

Chief Financial Officer Steven Glickman presented this item. He advised Council that mid-year budget adjustments are a regularly accepted practice and occur because staff actively monitors and manages fiscal affairs; so that changes in circumstances are mitigated; and, so that the adjustments are transparent. Mr. Glickman reviewed that the Town's budget amendment policy allows for transfers between accounts in a department with approval of the Chief Financial Officer, that transfers between departments of less than a 5 percent change are allowed with approval of the City Manager, and that transfers between funds of more than 5 percent change be approved by the City Council.

Mr. Glickman reviewed the following amendment requests.

Hotel Fund- The Addison Circle Park Fountain Repair began in January 2019 but not completed. The full appropriation for this project was not used in 2019 and not budgeted in 2020. The amount of \$16,845 is requested to complete this project in 2020.

2020 General Obligation Bond Fund- Funds the 2019 Bond Program that was voted on in November 2019 for projects in process including Keller Springs, Airport Parkway, and Athletic Club Boiler reimbursement. Upcoming projects for the 2019 Bond Program include a Traffic Management System and design services for the Athletic Club. The total appropriation requested is \$2,563,000. The bonds are planned to be issued later in the summer of 2020.

2014 Utility Certificates of Obligation Bond Fund- Requested to fund a portion of the Basin I Sanitary Sewer Reroute Project with unprogrammed bond funds rather than using operating funds in the amount of \$810,000. The beginning balance for this fund was \$803,000 however there are interest earnings included in the request.

Self-Funded Projects Fund- An unbudgeted repair of the Police Department's property room ventilation system was completed in January. Amount requested is \$20,000.

Airport Fund- Revenues in this account include a Land Reimbursement Grant of \$1,310,000, and a transfer in from the Infrastructure Investment Fund for \$700,000. Expenditures include a Fire Apparatus in the amount of \$700,000, and Customs Facility request for \$911,417 rather than using operating funds as originally planned.

Infrastructure Investment Fund- Includes a transfer out of \$700,000 to the Airport Fund for the Fire Apparatus. Council Member Hughes added that the loan from the Infrastructure Investment Fund earns approximately 2 percent interest.

MOTION: Council Member Walden moved to approve the budget amendment as presented including the reduction of \$700,000 that was previously approved by Council. Council Member Quintanilla seconded the motion. Motion carried unanimously.

Ordinance No. O20-29: Amend Annual Budget Ending September 30, 2020

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