

DRAFT

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

May 26, 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 26, 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 Lori Ward; Deputy Mayor Pro Tempore Guillermo Quintanilla; Council Member Tom Braun; Council Member Ivan Hughes; 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

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

City Manager Wes Pierson advised that on May 18, 2020 Governor Abbot issued Executive Order GA 23. The Governor announced that the State is moving into Phase 2 to reopen Texas. Effective May 18th, gyms and exercise facilities along with hair salons, barber shops, and other types of massage and personal care businesses were allowed to open. Additionally, childcare services were allowed to open as well as youth clubs such as Boy Scouts, Girls Scouts and YMCA.

Effective the 22nd of May restaurants were able to expand their capacity from 25 percent to 50 percent. Bars and other establishments like bars can open up at 25 percent capacity. Bowling alleys, bingo halls, skating rinks, and things of that nature are able to open at 25 percent capacity

as well as rodeos, aquariums and other similar type events and venues or centers. On May 29th outdoor zoos are able to open at 25 percent capacity. And as of May 31st, professional basketball, baseball, softball, golf, tennis, football and car racing events, without in-person spectators may resume. Day and overnight youth camps can open as well as youth sports. As of June 1st, school districts can hold summer school if they are able to meet all the social distancing requirements.

Mr. Pierson explained that Town employees continue to work from home as much as possible. If a citizen or customer needs to meet in person, arrangements may be made to schedule an appointment in person. The Athletic Club has been open for a week and resumed activities relatively smoothly. Staff is looking at ways to expand the hours of operation. On Tuesdays and Thursdays, the Club will be open at 5:30 am and close at 5:30 pm. This timeframe will allow proper cleaning of the facility as directed by the Governor's orders. An amendment to GA 23 was issued which further opens additional Phase 2 items.

The Town had to make the difficult decision to close the Addison Conference and Theatre Centre until at least September 30th, the remainder of the current fiscal year. That resulted in the furlough of eight Town staff members. The Hotel Fund which supports this facility has been severely impacted by COVID-19 related shut down with the loss of revenue from area hotels. There are no plans at this time to furlough additional employees. Staff will continue to evaluate the current situation.

Mr. Pierson advised that the State has made funds available through the Counties to cities that do not qualify for direct federal funding for COVID-19 related expenses. The funding amount is determined on a population basis. Assistant to the City Manager Bill Hawley presented a summary of the program and of the authorized expenditures under the CARES Act.

Mr. Hawley advised that the Town is eligible of approximately \$900,000 in reimbursement. These COVID-19 related reimbursements are for expenses that are a necessary expenditure; funds were not accounted for in our most recent approved budget; and these expenses must be incurred between the period March 1, 2020 and December 30, 2020. Guidance is provided by the Department of the Treasury. Expenditures that are eligible for funding was presented to include:

1. Providing medical expenses;
2. Public health expenditures;
3. The acquisition and distribution of medical personal protective equipment;
4. Disinfection of public facilities;
5. Payroll expenses for public safety and public health employees dedicated to the COVID-19 pandemic;
6. Expenses related to tele-work capabilities, paid sick leave, programs related to jails and the homeless population; and
7. Expenses associated with the provision of economic support in connection to COVID-19 public health emergencies.

To date the Town has expended approximately \$177,000 that includes the \$85,000 supplemental payment to Metrocrest Services. That leaves a balance of approximately \$700,000 which Staff proposes to use for programs currently in place and a possible Addison related economic program to assist local businesses impacted by this pandemic.

City Manager Pierson reported funds would be delivered to the Town through an interlocal agreement with Dallas County. After the agreement is signed, the Town will get 20 percent of the funds up front. The Town will then request reimbursement for the remaining dollars during the approved funding time period. County officials do want to control how the Town spends the money but ensure that no grantee is double-dipping. At a future council meeting Council will provide direction to Staff for projects to fund through this grant.

3. Present and Discuss the Findings of the Addison Police Department's License Plate Recognition System and Optical Camera Pilot Project.

Chief of Police Paul Spencer presented this item. Based on Council direction to explore technologies assisting Addison's public safety efforts, the Town installed License Plate Recognition equipment in eight locations in the Midway Meadows/Les Lacs and Oaks North/Winnwood neighborhoods. Seven optical cameras were also purchased and installed along the Linear, Redding, and White Rock Creek Trails. The equipment became operational in April 2019 as part of a year-long project which ended in April 2020.

A brief review of the pros and cons of the system were presented and discussed. Real-time use has been beneficial in assisting officers that are investigating crimes. Staff would like to consider expansion of the system.

Council Member consensus was to expand the system throughout the Town and look to integrate new features now available. City Manager Pierson reported Staff will bring this item back with recommendations for future expansions and addition of new technologies to incorporate into the system.

REGULAR MEETING

Announcements and Acknowledgements regarding Town and Council Events and Activities-
(Postponed to the end of the meeting.)

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 Irma 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.

4. **Consider Action to Approve the Minutes for the May 12, 2020 Work Session and Regular Meeting.**
5. **Consider Action on a Resolution Establishing the Town's Intent to Reimburse Prior Lawful Expenditures of Funds Relating to Constructing Various City Improvements in the Amount of \$600,000.**
6. **Consider Action on a Resolution Updating Resolution R16-002 by Adopting the 2020 Dallas County Multi-Jurisdiction Hazard Mitigation Plan.**
7. **Consider Action to Authorize Adding One (1) FTE to the Fiscal Year 2020 Budget to Accommodate the Hiring of a Project Manager for Various Large-Scale Capital Improvement Projects.**
8. **Consider Action on a Resolution to Approve a Contract Between the Town of Addison and Ricoh U.S.A., Inc., for the Purchase of Fourteen (14) all in one Copier-Printer-Scanner, Print Services, Related Services, and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$84,040.16.**
9. **Consider Action to Approve a Bid Award to McMahan Contracting, LP (for the Base Bid plus Bid Alternate 1) for the Reconstruction of George Haddaway Drive and Associated Pavements at Addison Airport and Authorize the City Manager to Execute the Agreement in an Amount not to Exceed \$652,824.90.**

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 8 and Deputy Mayor Pro-Tempore Quintanilla requested to remove Item 9 from the Consent Agenda.

MOTION: Council Member Braun moved to approve CONSENT ITEMS 4, 5, 6, and 7. Council Member Hughes seconded the motion. Motion carried unanimously.

Resolution No. R20-039: Reimburse Funds Related to COVID-19 Expenditures

Resolution No. R20-040: Adopt 2020 Dallas County Hazard Mitigation Plan

Resolution No. R20-041: Add Project Manager Position to 2020 Budget

Item #8:

Council Member Willesen requested that Item #8 be removed for separate consideration to receive clarification from City Manager Pierson of this expenditure. City Manager Pierson reported that the equipment purchase is a one-time cost that includes for, installation, professional services, and the first year of support. The proposed support contract has no minimum monthly cost, and the Town pays only for number of color and black/white copies/prints.

MOTION: Council Member Willesen moved to approve as submitted. Council Member Braun seconded the motion. Motion carried unanimously.

Resolution No. R20-042: Copier Purchase from Ricoh, Inc.

Agenda Item #9

Deputy Mayor Pro-Tempore Quintanilla requested to remove this item so he could thank staff for their efforts with this challenging bidding process. Because of COVID-19 all actions to complete the bidding/award process required having to do everything online. There were nine bidders, with five bids under the engineer's estimated costs.

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

Resolution No. R20-043: Award Construction Contract to McMahon Contracting

Regular Items

10. **Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Establishing Minimum Standards of Care for Youth Recreation Programs Conducted by the Town for Elementary Age Children Ages 5 Through 13; Providing for Compliance with Section 42.041(b)(14) of the Texas Human Resources Code.**

Randy Rogers, Assistant Director of Recreation presented this item. He advised that the annual adoption of the Standards of Care by ordinance after a public hearing is required per Section 42.041(b)(14) of the Texas Human Resources Code, for the establishment of minimum standards required by the State of Texas for Youth Recreation Programs conducted by the Town.

The Standards of Care Program is for all youth programs for children ages 5 through 13 including, but not limited to the Summer Camp Program and the Spring Break Program at the Addison Athletic Club. Guidelines for operating youth programs by the Town of Addison Parks and Recreation Department are provided including guidelines for hiring of program staff, enrollment guidelines, discipline, health, safety, and more. Mr. Rogers advised that a copy of the Ordinance is provided to each parent and is available on-line.

Mr. Rogers advised that Summer Camp normally opens on June 1st but at this time it is on hold. The Governor has advised that camps may open as of May 30th however staff is still evaluating staffing options. Summer Camp may be available in late June or early July with limited participants.

Mayor Chow opened and closed the Public Hearing at 7:35 p.m. with no one wishing to speak.

MOTION: Council Member Walden moved to approve this item. Deputy Mayor Pro-Tempore Quintanilla seconded the motion. Motion carried unanimously.

Ordinance No. O20-30: Establish Minimum Standards of Care

11. Present, Discuss and Consider Action on a Resolution to Approve Re-Appointing Gary Slagel to a Two-Year Term on the Dallas Area Rapid Transit (DART) Board of Directors.

City Manager Pierson advised that the Towns of Addison and Highland Park, and the Cities of University Park and Richardson share a representative on the Dallas Area Rapid Transit (DART) Board of Directors. Mr. Gary Slagel is currently serving in this role, with his current term expiring on June 30, 2020. All four municipalities have concurred to reappoint Mr. Slagel for another two-year term to expire July 1, 2022.

Mayor Chow, Council Member Braun, and Council Member Hughes spoke in favor of reappointing Mr. Slagel.

MOTION: Council Member Braun moved to reappoint Gary Slagel. Mayor Pro-Tempore Ward seconded the motion. Motion carried unanimously.

Resolution No. R20-043: Reappoint Gary Slagel to DART Board of Directors

12. Present, Discuss, and Consider Action on a Resolution to Approve a Software License and Services Agreement Between the Town of Addison and Paradigm Traffic Systems, Inc., for the Evaluation, Consultation, Implementation, Customization and Configuration of an Advanced Traffic Management System and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$598,600.00.

Hamid Khaleghipour, Executive Director of Business Performance and Innovation, presented this item. He reviewed the history of how this item came to be considered as part of the 2019 Bond Program that was approved by voters.

Mr. Khaleghipour described the purpose of this project and provided an overview of the procurement process.

Council Member Walden expressed that he would like for the Town to consider applying this technology to Police vehicles as well as Fire apparatus. Council Member Walden inquired how this smart phone app might interact with another software program called Waze that he uses for traffic navigation. Staff responded that it would complement Waze, and it was noted that this program makes audible announcements and is not intended to be viewed by drivers.

MOTION: Council Member Hughes moved to approve as presented. Deputy Mayor Pro-Tempore Quintanilla seconded the motion. Motion carried unanimously.

Resolution No. R20-044: Paradigm Traffic Systems Software License Agreement

13. Present and Discuss the Finance Department Quarterly Financial Report of the Town of Addison for the Fiscal Year 2020 Second Quarter Ended March 31, 2020.

Steven Glickman, Chief Financial Officer presented this item. He advised this report covers the financial performance through the second quarter for Fiscal Year 2020 (October 1, 2019 - March 31, 2020). Mr. Glickman reviewed the key financial indicators along with more detailed exhibits that demonstrated the current financial position for the various funds. The report included information for the following funds: General, Hotel, Economic Development, Airport, Utility, and Stormwater funds.

Key highlights for the second quarter include:

- General Fund revenue totaled \$30.6 million, which is 78.3 percent of the fiscal year budget.
- General Fund expenditures totaled \$19.0 million, which is 44.1 percent of the fiscal year budget.
- Sales tax collections totaled \$7.6 million, which is 55.4 percent of the fiscal year budget.
- The Hotel Fund had revenue of \$2.7 million and expenditures of \$2.5 million, which are in line with historical averages.
- Performing Arts expenditures are at 89.0 percent due to the first payment of the Water Tower Theatre grant.
- Special Events revenues totaled 9.9 percent, and expenses totaled 13.7 percent of the fiscal year budget. This is in line with historical averages because of the timing of events.
- Airport Fund operating revenue totaled \$2.9 million or 50.6 percent, and operating expenditures totaled \$2.8 million or 50.4 percent of the fiscal year budget.
- Utility Fund operating revenue totaled \$5.2 million or 39.9 percent, and expenditures totaled \$6.7 million or 51.1 percent of the fiscal year budget. This is in line with historical averages (seasonally low water usage).
- Stormwater Fund revenue and expenditures are in line with historical averages.

The Quarterly Investment Report for Quarter 2 of Fiscal Year 2020 is also being provided for informational purposes. This report has been prepared in accordance with state law and the Town's Financial Policies.

Monthly sales tax collections for Fiscal Year 2020 was compared to Fiscal Years 2018 and 2019. Discussion followed regarding the effects of the COVID-19 Pandemic on the next quarter of the fiscal year. Mayor Chow remarked on the Town's good financial position going into the Pandemic.

Announcements and Acknowledgements regarding Town and Council Events and Activities-
(Postponed from earlier on the Agenda.)

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