



REGULAR MEETING & WORK SESSION OF THE CITY COUNCIL

July 14, 2020

ADDISON TOWN HALL

5300 BELT LINE RD., DALLAS, TX 75254
5:30 PM EXECUTIVE SESSION, WORK SESSION
& REGULAR MEETING

Notice is hereby given that the Addison City Council, using electronic medium, will conduct its REGULARLY SCHEDULED MEETING on Tuesday, July 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

Pledge of Allegiance

2. Closed (executive) session of the Addison City Council pursuant to:

Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney pertaining to:

- *Bigelow Arizona TX-344, Limited Partnership D/B/A Suites of*

America and/or Budget Suites of America v. Town of Addison,
Cause No. DC-19-09630, 191st Judicial District, Dallas County
District Court.

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3. RECONVENE INTO REGULAR SESSION: In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

WORK SESSION

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4. Present and Discuss **Any Action Necessary or New Information Regarding the COVID-19 Pandemic.**
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5. Present and Discuss **Updated Projections of the Potential Financial Impacts to the Town of Addison Due to the Economic Disruption Related to the COVID-19 Pandemic.**
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6. Present and Discuss **Public Nuisance Concerns Along the White Rock Creek Park Trail.**
-
7. Present and Discuss **Proposed Updates to the Town's Naming and Recognition and Public Art Policies.**
-
8. Present and Discuss **the Timing for Rescheduling the Special Charter Amendment Election Originally Planned for May 2, 2020.**

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.

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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9. Consider Action to Approve **the Minutes for the June 23, 2020 Work Session and Regular Meeting.**
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10. Consider Action on a **Resolution to Approve Acceptance of an Airport Improvement Program (AIP) Grant Offer from the Texas Department of Transportation (TxDOT) in the Amount of \$1,475,000 for Changing the Runway Designation from 15/33 to 16/34 and Applying Surface Preservation Treatments to the Runway, Taxiway Alpha, and the Asphalt Connecting Taxiways Charlie, Delta, Echo, Foxtrot, Golf, Hotel, and Juliet; Designating TxDOT its Agent for Receiving and Disbursing Funds; Acknowledging that Addison will be Responsible for a Potential Estimated Contribution and to Authorize the City Manager to Execute all Necessary Documents to Accept the Grant from TxDOT.**
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11. Consider Action to Approve a **Resolution Accepting a Donation Deed From Urban Intownhomes, Inc. for Property Located Adjacent to the Addison Grove Development.**
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12. Consider Action to Approve a **Resolution to Adopt the Town of Addison's Strategic Pillars and Milestones for Fiscal Year 2021.**
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13. Consider Action to Approve **Change Order #2 to the Contract with JC Commercial, Inc. for Costs Related to Unforeseen Site Conditions for the United States Customs and Border Protection Facility at Addison Airport and Authorize the City Manager to Execute the Change Order** in an Amount Not to Exceed \$141,881.10.
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Regular Items

14. Hold a Public Hearing, Present, Discuss, and Consider Action on an **Ordinance Amending Article XIX. UC Urban Center District Regulations by Revising Section 2.C. Conditional Uses**. Case 1802-Z/Town of Addison.
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15. Hold a Public Hearing, Present, Discuss, and Consider Action on an **Ordinance Changing the Zoning on Property Located at 15530 Quorum Drive, Which Property is Currently Zoned Urban Center, UC, by Approving a Special Use Permit for Overnight Pet Boarding**. Case 1803-SUP/Pappy's Pet Lodge.
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16. Hold a Public Hearing, Present, Discuss, and Consider Action on an **Ordinance Changing the Zoning on Property Located at 3765 Belt Line Rd, Which Property is Currently Zoned PD, Planned Development, Through Ordinance O92-037, by Approving a Special Use Permit for a New Restaurant**. Case 1813-SUP/Duck Donuts.
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17. Hold a Public Hearing, Present, Discuss, and Consider Action on an **Ordinance Changing the Zoning on Property Located at 5290 Belt Line Road, Suite 105, Which Property is Currently Zoned PD, Planned Development, Through Ordinance O19-22, by Approving a Special Use Permit for a New Restaurant with the Sale of Alcoholic Beverages for on Premises Consumption Only**. Case 1814-SUP/Mendocino Farms.
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18. Present, Discuss, and Consider Action on a **Resolution Approving an Amendment to License Agreement, Between the Town of Addison and Oncor Delivery Company, LLC to Establish Standards for Construction of Improvements and Installation of Landscaping in the Redding Trail License Area, and Authorize the City Manager to Execute the Amendment**.

19. Present, Discuss and Consider Action on a **Resolution Directing the City Manager to Calculate the Voter-Approval Tax Rate of the Town of Addison in the Manner Provided for a Special Taxing Unit as Authorized by the Texas Tax Code Section 26.04(C-1).**

20. Present, Discuss, and Consider Action on **CARES Act Programs.**

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 G. Parker, City Secretary

Date: Thursday, July 9, 2020

Time: 5:13 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

4.

Meeting Date: 07/14/2020

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.

Between March 23 and April 21, 2020, a series of orders from the Dallas County Judge were issued pertaining to the closure of nonessential businesses, mask and social distancing requirements, and shelter-in-place orders to prevent the spread of the virus.

On April 23, 2020:

- The Dallas County Judge issued a revised order to be consistent with the Governor's Order, which removed elective surgery language, updates language on religious and worship services, and requires schools to be closed for the remainder of the 2019-2020 school year.

Between April 27, 2020 and June 3, 2020 the Governor of Texas began to issue several Executive Orders to begin safely opening Texas businesses. Executive Order No. GA 18 prompted the strategic reopening of services, which specified retail services that are not "essential services" that could be provided through pickup or delivery. It also allowed the reopening of dine-in restaurant services, for restaurants that operate at up to 25 percent of the total listed occupancy of the

restaurant. Movie theaters, museums, and libraries were also allowed to reopen with similar restrictions. This order was followed by several others targeted at incrementally opening nonessential businesses.

On June 16, 2020:

- Governor Greg Abbott and Executive Vice Chancellor for Health Affairs of the University of Texas (UT) System John Zerwas, MD, provided an update on Texas' hospital capacity. The Governor noted that despite an uptick in positive cases, there continues to be abundant hospital capacity. He also urged all Texans to continue to do their part to mitigate the spread of COVID-19 and look out for the health of themselves and those around them.

On June 23, 2020:

- Governor Abbott issued a proclamation expanding the ability of mayors and county judges to impose restrictions on outdoor gatherings of over 100 people.

On June 25, 2020:

- Governor Greg Abbott issued an Executive Order to ensure hospital bed availability for COVID-19 patients by suspending elective surgeries at hospitals in Bexar, Dallas, Harris, and Travis counties.

On June 26, 2020:

- Governor Abbott issued a new Executive Order limiting certain businesses and services. This order closed bars at noon on Friday, June 26 and reduced restaurant capacity to 50% on Monday, June 29.

On July 2, 2020:

- Governor Abbott issued an Executive Order requiring all Texans to wear a face covering over the nose and mouth in public spaces in counties with 20 or more positive COVID-19 cases, with few exceptions.

The Town has taken the following actions:

- The closure of all Town facilities for public access has been extended.
- All in-person Addison Athletic Club camps and classes have been canceled.
- The Addison Athletic Club is open with modifications to adhere to State and County orders. Third-party outside exercise programs are being held virtually at the discretion of the vendor.
- The Addison Conference and Theatre Centre (ACTC) will remain closed.
- Special Events: The May Addison After Dark Event Series has been canceled and replaced with Addison Weekend Drive-ins.
- 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

Minimum Standard Health Protocols

State of Texas Proclamation No. GA 26 Amendment Effective June 23, 2020

State of Texas Executive Order No. GA 27 Effective June 25, 2020

State of Texas Executive Order No. GA 28 Effective June 26, 2020

State of Texas Executive Order No. GA 29 Effective July 2, 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.



CHECKLIST FOR ALL INDIVIDUALS

Page 1 of 1

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all individuals in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for individuals:

- Maintain at least 6 feet separation from other individuals not within the same household. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Self-screen before going into a business for any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Wash or disinfect hands upon entering a business and after any interaction with employees, other customers, or items in the business.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.



CHECKLIST FOR ALL EMPLOYERS

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all businesses choosing to operate in Texas. Employers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Employers should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Employers should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for your employees:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees before coming into the business:
 - Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
 - Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed



ALL EMPLOYERS: Page 2 of 2

since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or

- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.
- Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering the business.
- Have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- If an employer provides a meal for employees, employers are recommended to have the meal individually packed for each employee.
- Consistent with the actions taken by many employers across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Place readily visible signage at the business to remind everyone of best hygiene practices.



CHECKLIST FOR RETAILERS

Page 1 of 3

As outlined in Governor Abbott’s executive order GA-18, non-essential retailers may operate up to 25% of the total listed occupancy. In addition, non-essential retailers may operate through pickup, delivery by mail, or delivery to the customer’s doorstep. Shopping malls may operate at up to 25% of the total listed occupancy of the shopping mall, but shopping mall food court dining areas, play areas, and interactive displays and settings must remain closed.

In accordance with Governor Abbott’s executive order GA-18, the following are the minimum recommended health protocols for all retailers choosing to operate in Texas. Retailers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Retailers should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Retailers should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for serving your customers:

- Retailers are encouraged to consider dedicating a certain period of time each day for only at-risk customers¹ or deliver purchased goods to vehicles to reduce the need for at-risk customers to enter the store.
- If practical, monitor what items customers touch to clean or disinfect when the customer leaves the retail establishment.
- Contactless payment is encouraged. Where not available, contact should be minimized.

¹ At-risk customers are those who are 65 or older, especially those with chronic lung disease; moderate to severe asthma; chronic heart disease; severe obesity; diabetes; chronic kidney disease undergoing dialysis; liver disease; or weakened immune system



RETAILERS: Page 2 of 3

Health protocols for your retail employees:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees before coming into the retailer:
 - Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
 - Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or
 - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.
 - Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering the retailer.



RETAILERS: Page 3 of 3

- Have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- If an employer provides a meal for employees, employers are recommended to have the meal individually packed for each employee.
- Consistent with the actions taken by many retailers across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

Health protocols for your retail facilities:

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Place readily visible signage at the retailer to remind everyone of best hygiene practices.



CHECKLIST FOR RETAIL CUSTOMERS

Page 1 of 1

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all retail customers. These protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for retail customers:

- Self-screen before going into a retailer for any of the following, and do not go into a retailer with any of the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Wash or disinfect hands upon entering a retailer and after any interaction with employees, other customers, or items in the retailer.
- Maintain at least 6 feet separation from other individuals not within the same household. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Wash or sanitize hands after the payment process.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a retailer, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.



CHECKLIST FOR RESTAURANTS

Page 1 of 3

As outlined in Governor Abbott's executive order GA-18, restaurants may operate for dine-in service up to 25% of the total listed occupancy of the restaurant, and may not offer valet services except for vehicles with placards or plates for disabled parking. As used in executive order GA-18, this applies only to restaurants that are not required to post the 51% sign required by the Texas Alcoholic Beverage Commission. Restaurants may continue to provide to-go or delivery services.

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all restaurants choosing to operate in Texas. Restaurants may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Restaurants should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Restaurants should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for serving your customers:

- Parties maintain at least 6 feet distance apart from other parties at all times, including while waiting to be seated in the restaurant.
- Make a hand sanitizing station available upon entry to the restaurant.
- No tables of more than 6 people.
- Dining:
 - Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table
 - Provide condiments only upon request, and in single use (non-reusable) portions.
 - Use disposable menus (new for each patron)
 - If a buffet is offered, restaurant employees serve the food to customers.
- Contactless payment is encouraged. Where not available, contact should be minimized.



RESTAURANTS: Page 2 of 3

Health protocols for your employees:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees before coming into the restaurant:
 - Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
 - Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or
 - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
 - Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering the restaurant, and between interactions with customers.



RESTAURANTS: Page 3 of 3

- Have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced
- Consistent with the actions taken by many restaurants across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- Consider having an employee manage and control access to the restaurant, including opening doors to prevent patrons from touching door handles.
- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, and chairs.
- Regularly and frequently clean restrooms, and document the cleanings.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Place readily visible signage at the restaurant to remind everyone of best hygiene practices.
- Clean and disinfect the area used for dining (table, etc.) after each group of customers depart, including the disinfecting of tables, chairs, stalls, and countertops.
- Clean and sanitize restaurants daily.



CHECKLIST FOR RESTAURANT CUSTOMERS

Page 1 of 1

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all restaurant customers in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for restaurant customers:

- Maintain at least 6 feet separation from other individuals not within the same party. If such distancing is not feasible, other measures such as face covering when not sitting at the table, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Self-screen before going into a restaurant for any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Wash or disinfect hands upon entering a restaurant and after any interaction with employees, other customers, or items in the restaurant.
- No tables of more than 6 people.
- Customers should wash or sanitize their hands after the payment process.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when not at the table, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.



CHECKLIST FOR MOVIE THEATERS

Page 1 of 3

As outlined in Governor Abbott's executive order GA-18, movie theaters may operate up to 25% of the total listed occupancy of any individual theater for any screening.

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all movie theaters choosing to operate in Texas. Movie theaters may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Movie theaters should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Movie theaters should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for serving your customers:

- Movie theaters are encouraged to utilize remote ticketing options to help manage capacity limitations.
- Ensure proper spacing between patrons in the movie theater:
 - Keep at least two empty seats (or six feet separation) between parties in any row, except as follows:
 - Two or more members of the same household can sit adjacent to one another, with two seats (or six feet separation) empty on either side.
 - Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or six feet separation) empty on either side.
 - Alternate rows between customers (every other row left empty).
 - Disinfect seats and frequently touched areas between screenings.
- For movie theaters providing food service to patrons:
 - Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table.



MOVIE THEATERS: Page 2 of 3

- Provide condiments only upon request, and in single use (non-reusable) portions.
- Clean and disinfect the area used for dining (table, etc.) after each group of customers depart the theater.
- Use disposable menus (new for each patron).
- If the theater allows customers to write down their food orders inside the theater, provide take-home pencils and notepads that cannot be used by other customers.
- Have wait staff sanitize or wash hands between interactions with customers.
- Movie theaters with counter food service for patrons:
 - Provide condiments or flatware only in single use, individually-wrapped items, and provide condiments only upon request.
 - Have employees follow proper food-handling protocols.
 - Disinfect any items that come into contact with customers.
- Contactless payment is encouraged. Where not available, contact should be minimized.

Health protocols for your theater employees:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees before coming into the movie theater:
 - Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:

– Cough	– Sore throat
– Shortness of breath or difficulty breathing	– Loss of taste or smell
– Chills	– Diarrhea
– Repeated shaking with chills	– Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
– Muscle pain	– Known close contact with a person who is lab confirmed to have COVID-19
– Headache	
 - Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed



MOVIE THEATERS: Page 3 of 3

since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or

- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.

- Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering the movie theater, and between interactions with customers.
- Have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- If an employer provides a meal for employees, employers are recommended to have the meal individually packed for each employee.
- Consistent with the actions taken by many businesses across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

Health protocols for your theater facilities:

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Place readily visible signage at the movie theater to remind everyone of best hygiene practices.
- Clean and disinfect the area used for dining (table, etc.) after each group of customers depart, including the disinfecting of tables, chairs, stalls, and countertops.



CHECKLIST FOR MOVIE THEATER CUSTOMERS

Page 1 of 1

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all movie theater customers. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for theater customers:

- Maintain at least 6 feet separation from other individuals who are not attending the movie together. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Self-screen before going into a movie theater for any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Wash or disinfect hands upon entering a movie theater and after any interaction with employees, other customers, or items in the movie theater.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a movie theater, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.
- Wash or sanitize hands after the payment process.



CHECKLIST FOR MUSEUMS AND LIBRARIES

Page 1 of 2

As outlined in Governor Abbott’s executive order GA-18, museums and libraries may operate up to 25% of the total listed occupancy, and must close any components of the museum or library that have interactive functions or exhibits, including child play areas. Local public museums and libraries may operate only if permitted by the local government.

In accordance with Governor Abbott’s executive order GA-18, the following are the minimum recommended health protocols for all museums and libraries choosing to operate in Texas. Museums and libraries may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Museums and libraries should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Museums and libraries should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for your employees:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees before coming into the museum or library:
 - Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:

– Cough	– Sore throat
– Shortness of breath or difficulty breathing	– Loss of taste or smell
– Chills	– Diarrhea
– Repeated shaking with chills	– Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
– Muscle pain	– Known close contact with a person who is lab confirmed to have COVID-19
– Headache	
 - Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to



MUSEUMS AND LIBRARIES: Page 2 of 2

work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or

- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

- Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering the museum or library, and between interactions with visitors.
- Have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced
- If an employer provides a meal for employees, employers are recommended to have the meal individually packed for each employee.
- Consistent with the actions taken by many businesses across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with visitors.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and visitors.
- Place readily visible signage at the facility to remind everyone of best hygiene practices.



CHECKLIST FOR ALL MUSEUM AND LIBRARY VISITORS Page 1 of 1

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all museum and library visitors in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for museum and library visitors:

- Maintain at least 6 feet separation from other individuals not attending the museum or library together. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Self-screen before going into a museum or library for any of the following, new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.
 - Known close contact with a person who is lab confirmed to have COVID-19
- Wash or disinfect hands upon entering a museum or library and after any interaction with employees, other visitors, or items in the museum or library.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a museum or library, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.



CHECKLIST FOR OUTDOOR SPORTS PARTICIPANTS

Page 1 of 1

As outlined in Governor Abbott's executive order GA-18, individuals may engage in outdoor sports, provided that the sports do not include contact with other participants, and no more than four participants play the sport at any time. Please note, under executive order GA-18, individuals shall avoid public swimming pools.

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all individuals engaging in outdoor sports in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for outdoor sports participants:

- Self-screen before playing in an outdoor sport for any of the following, new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Special consideration for golf courses:
 - Clean and sanitize golf carts and push carts between uses.
 - Except for members of the same household, no more than one individual per golf cart.
 - Clean and disinfect driving range golf balls between use.
 - Ensure separation of at least 6 feet between golfers on the driving range.



CHECKLIST FOR CHURCHES/PLACES OF WORSHIP

Page 1 of 3

The Office of the Attorney General and the Office of the Governor have been providing joint guidance regarding the effect of executive orders on religious services conducted in churches, congregations, and places of worship. Below is an excerpt from the joint guidance for executive order GA-18, issued on April 27, 2020. The same minimum standard health protocols would apply to funeral services, burials, and memorials.

In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all churches, congregations, and places of worship in Texas. Churches, congregations, and places of worship may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans. The same minimum standard health protocols would apply to funeral services, burials, and memorials.

We know now that the virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Churches, congregations, and places of worship should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Churches, congregations, and places of worship should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for serving your attendees:

- Strongly encourage the at-risk population² to watch or participate in the service remotely.
- Designate an area inside the facility reserved for the at-risk population, or offer a service for at-risk population attendees only.
- Ensure proper spacing between attendees:
 - Keep at least two empty seats (or six feet separation) between parties in any row, except as follows:
 - Two or more members of the same household can sit adjacent to one another, with two seats (or six feet separation) empty on either side.

² At-risk population are those who are 65 or older, especially those with chronic lung disease; moderate to severe asthma; chronic heart disease; severe obesity; diabetes; chronic kidney disease undergoing dialysis; liver disease; or weakened immune system



CHURCHES/PLACES OF WORSHIP: Page 2 of 3

- Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or six feet separation) empty on either side.
- Alternate rows between attendees (every other row left empty).

Health protocols for your employees and volunteers:

- Train all employees and volunteers on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees and volunteers before coming into the church, congregation, or place of worship:
 - Send home any employee or volunteer who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough	- Sore throat
- Shortness of breath or difficulty breathing	- Loss of taste or smell
- Chills	- Diarrhea
- Repeated shaking with chills	- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Muscle pain	- Known close contact with a person who is lab confirmed to have COVID-19
- Headache	
 - Do not allow employees or volunteers with the new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee or volunteer who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or
 - In the case of an employee or volunteer who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee or volunteer has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.



CHURCHES/PLACES OF WORSHIP: Page 3 of 3

- Do not allow an employee or volunteer with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees or volunteers wash or sanitize their hands upon entering.
- Have employees or volunteers maintain at least 6 feet separation from other individuals. If such distancing is not feasible, then other measures including face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Consistent with the actions taken by many churches, congregations, and places of worship across the state, consider having employees, volunteers, and attendees wear cloth face coverings (over the nose and mouth). If available, they should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect seats between services.
- Disinfect any items that come into contact with attendees.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available.
- Place readily visible signage to remind everyone of best hygiene practices.
- If a church or place of worship provides meals for employees, volunteers, or attendees, they are recommended to have the meals individually packed for each employee, volunteer, or attendee.
- Maintain rigorous sanitation practices like disinfection, handwashing, and cleanliness when preparing or serving anything edible.



CHECKLIST FOR SINGLE-PERSON OFFICES

Page 1 of 2

As outlined in Governor Abbott’s executive order GA-18, services provided by an individual working alone in an office may operate.

In accordance with Governor Abbott’s executive order GA-18, the following are the minimum recommended health protocols for all single-person offices. Employers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Businesses should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Businesses should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for single-person offices:

- Be trained on all appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Self-screen before coming into the office:
 - Do not go into the office with new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
 - Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:

In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or



SINGLE-PERSON OFFICES: Page 2 of 2

- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.
- Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Wash or sanitize their hands upon entering the business.
- Maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Consistent with the actions taken by many businesses across the state, consider wearing a cloth face covering (over the nose and mouth) upon entering the premises and when using common areas, including elevators, restrooms, break rooms, or stairs. If available, you should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Place readily visible signage at the business to remind everyone of best hygiene practices.



GOVERNOR GREG ABBOTT

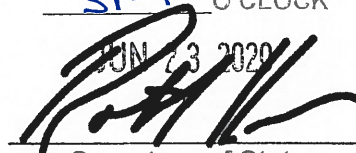
June 23, 2020

FILED IN THE OFFICE OF THE
SECRETARY OF STATE

3pm O'CLOCK

JUN 23 2020

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701


Secretary of State

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation amending Executive Order GA-26 relating to the expanded opening of Texas during the disaster posed by the novel coronavirus (COVID-19).

The original proclamation is attached to this letter of transmittal.

Respectfully submitted,



Gregory S. Davidson
Executive Clerk to the Governor

GSD/gsd

Attachment

PROCLAMATION

BY THE

Governor of the State of Texas

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

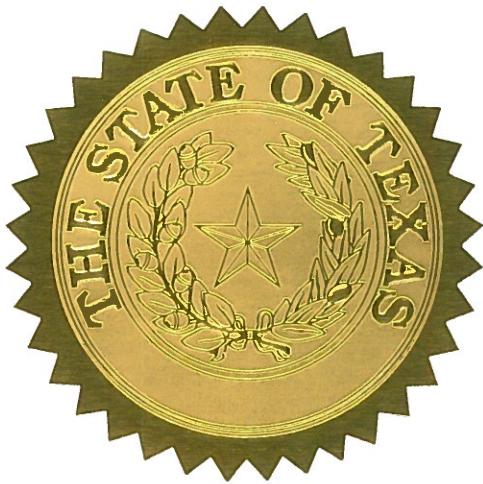
WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, I issued Executive Order GA-26 on June 3, 2020, relating to the expanded opening of Texas in response to the COVID-19 disaster;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby amend paragraph number 5 of Executive Order GA-26 to read as follows:

5. For any outdoor gathering estimated to be in excess of 100 people, other than those set forth above in paragraph numbers 1, 2, or 4, the county judge or mayor, as appropriate, in consultation with the local public health authority, may impose additional restrictions;

This proclamation shall remain in effect and in full force for as long as Executive Order GA-26 is in effect and in full force, unless otherwise modified, amended, rescinded, or superseded by the governor.



IN TESTIMONY WHEREOF, I have hereunto signed my name and have officially caused the Seal of State to be affixed at my office in the City of Austin, Texas, this the 23rd day of June, 2020.

A handwritten signature in black ink that reads "Greg Abbott".

GREG ABBOTT
Governor

ATTESTED BY:

A handwritten signature in black ink that reads "Ruth R. Hughs".

RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
3PM O'CLOCK

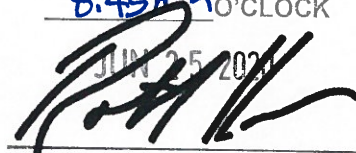
JUN 23 2020



GOVERNOR GREG ABBOTT

June 25, 2020

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
8:45 AM O'CLOCK

JUN 25 2020

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

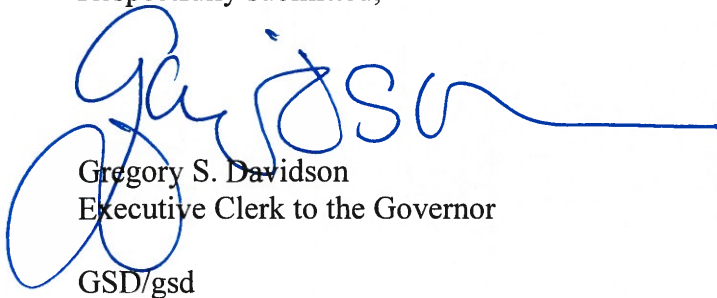
Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-27 relating to the need for increased hospital capacity during the COVID-19 disaster.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor
GSD/gsd

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
June 25, 2020

EXECUTIVE ORDER
GA 27

Relating to the need for increased hospital capacity during the COVID-19 disaster.

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, the Commissioner of the Texas Department of State Health Services, Dr. John Hellerstedt, has determined that COVID-19 continues to represent a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at protecting the health and safety of Texans and ensuring an effective response to this disaster; and

WHEREAS, a shortage of hospital capacity would hinder efforts to cope with the COVID-19 disaster; and

WHEREAS, previous executive orders have enacted measures to avoid a shortage of hospital capacity; and

WHEREAS, elevated concerns exist concerning hospital capacity in certain parts of the state; and

WHEREAS, in coping with the COVID-19 disaster, government officials should look for the least restrictive means of combatting the threat to public health; and

WHEREAS, hospital capacity for COVID-19 patients can be overly diminished by surgeries and procedures that are not medically necessary to correct a serious medical condition or to preserve the life of a patient; and

WHEREAS, the “governor is responsible for meeting ... the dangers to the state and people presented by disasters” under Section 418.011 of the Texas Government Code, and the legislature has given the governor broad authority to fulfill that responsibility; and

WHEREAS, under Section 418.012, the “governor may issue executive orders ... hav[ing] the force and effect of law;” and

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SECRETARY OF STATE
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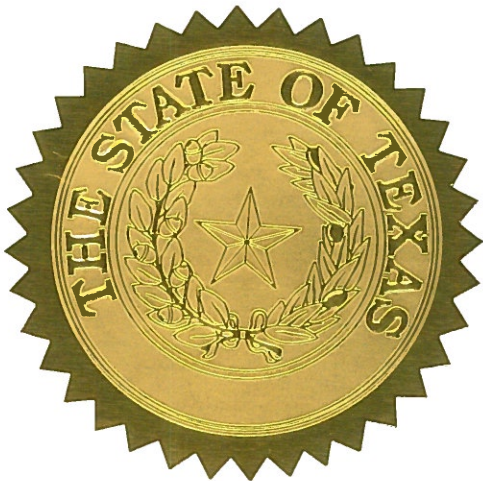
WHEREAS, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable under Section 418.173 by a fine not to exceed \$1,000, and may be subject to regulatory enforcement;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following effective at 11:59 p.m. on Friday, June 26, 2020:

Every hospital that is licensed under Chapter 241 of the Texas Health and Safety Code, and is also located in Bexar, Dallas, Harris, or Travis counties, shall postpone all surgeries and procedures that are not medically necessary to diagnose or correct a serious medical condition of, or to preserve the life of, a patient who without timely performance of the surgery or procedure would be at risk for serious adverse medical consequences or death, as determined by the patient's physician; provided, however, that this prohibition shall not apply to any surgery or procedure that, if performed in accordance with the commonly accepted standard of clinical practice, would not deplete any hospital capacity needed to cope with the COVID-19 disaster.

The governor may by proclamation add to or subtract from the list of counties covered by this prohibition.

This executive order does not supersede Executive Orders GA-10, GA-13, GA-17, GA-19, GA-24, GA-25, or GA-26. This executive order shall remain in effect and in full force until modified, amended, rescinded, or superseded by the governor.



Given under my hand this the 25th
day of June, 2020.

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT
Governor

ATTESTED BY:

Handwritten signature of Ruth R. Hughs in black ink.

RUTH R. HUGHS
Secretary of State

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SECRETARY OF STATE
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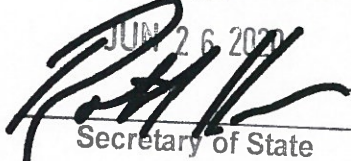
JUN 25 2020



GOVERNOR GREG ABBOTT

June 26, 2020

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
8:45 AM 'CLOCK

JUN 26 2020

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-28 relating to the targeted response to the COVID-19 disaster as part of the reopening of Texas.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "G. Davidson", with a long horizontal flourish extending to the right.

Gregory S. Davidson
Executive Clerk to the Governor

GSD/gsd

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
June 26, 2020

EXECUTIVE ORDER GA 28

*Relating to the targeted response to the COVID-19 disaster
as part of the reopening of Texas.*

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, the Commissioner of the Texas Department of State Health Services (DSHS), Dr. John Hellerstedt, has determined that COVID-19 continues to represent a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at protecting the health and safety of Texans and ensuring an effective response to this disaster; and

WHEREAS, I issued Executive Order GA-08 on March 19, 2020, mandating certain social-distancing restrictions for Texans in accordance with guidelines promulgated by President Donald J. Trump and the Centers for Disease Control and Prevention (CDC); and

WHEREAS, I issued Executive Order GA-14 on March 31, 2020, expanding the social-distancing restrictions for Texans based on guidance from health experts and the President; and

WHEREAS, I subsequently issued Executive Orders GA-16, GA-18, GA-21, GA-23, and GA-26 from April through early June 2020, aiming to achieve the least restrictive means of combatting the threat to public health by continuing certain social-distancing restrictions, while implementing a safe, strategic plan to Open Texas; and

WHEREAS, as Texas reopens in the midst of COVID-19, increased spread is to be expected, and the key to controlling the spread and keeping Texas residents safe is for all Texans to consistently follow good hygiene and social-distancing practices, especially those set forth in the minimum standard health protocols from DSHS; and

WHEREAS, due to recent substantial increases in COVID-19 positive cases, and increases in the COVID-19 positivity rate and hospitalizations resulting from COVID-19, targeted and temporary adjustments to the reopening plan are needed to achieve the

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JUN 26 2020

least restrictive means for reducing the growing spread of COVID-19 and the resulting imminent threat to public health, and to avoid a need for more extreme measures; and

WHEREAS, everyone must act safely, and to that end, this executive order and prior executive orders provide that all persons should follow the health protocols from DSHS, which whenever achieved will mean compliance with the minimum standards for safely reopening, but which should not be used to fault those who act in good faith but can only substantially comply with the standards in light of scarce resources and other extenuating COVID-19 circumstances; and

WHEREAS, the “governor is responsible for meeting ... the dangers to the state and people presented by disasters” under Section 418.011 of the Texas Government Code, and the legislature has given the governor broad authority to fulfill that responsibility; and

WHEREAS, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable under Section 418.173 by a fine not to exceed \$1,000, and may be subject to regulatory enforcement;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, and in accordance with guidance from DSHS Commissioner Dr. Hellerstedt and other medical advisors, the Governor’s Strike Force to Open Texas, the White House, and the CDC, do hereby order the following on a statewide basis effective at noon on June 26, 2020:

Every business establishment in Texas shall operate at no more than 50 percent of the total listed occupancy of the establishment; *provided, however, that:*

1. There is no occupancy limit for the following:
 - a. any services listed by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (CISA) in its Guidance on the Essential Critical Infrastructure Workforce, Version 3.1 or any subsequent version;
 - b. religious services, including those conducted in churches, congregations, and houses of worship;
 - c. local government operations, including county and municipal governmental operations relating to licensing (including marriage licenses), permitting, recordation, and document-filing services, as determined by the local government;
 - d. child-care services;
 - e. youth camps, including but not limited to those defined as such under Chapter 141 of the Texas Health and Safety Code, and including all summer camps and other daytime and overnight camps for youths; and
 - f. recreational sports programs for youths and adults;
2. Except as provided below by paragraph number 5, this 50 percent occupancy limit does not apply to outdoor areas, events, or establishments, except that the following outdoor areas or outdoor venues shall operate at no more than 50 percent of the normal operating limits as determined by the owner:
 - a. professional, collegiate, or similar sporting events;
 - b. swimming pools;
 - c. water parks;
 - d. museums and libraries;
 - e. zoos, aquariums, natural caverns, and similar facilities; and

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JUN 26 2020

- f. rodeos and equestrian events;
3. This 50 percent occupancy limit does not apply to the following establishments that operate with at least six feet of social distancing between work stations:
 - a. cosmetology salons, hair salons, barber shops, nail salons/shops, and other establishments where licensed cosmetologists or barbers practice their trade;
 - b. massage establishments and other facilities where licensed massage therapists or other persons licensed or otherwise authorized to practice under Chapter 455 of the Texas Occupations Code practice their trade; and
 - c. other personal-care and beauty services such as tanning salons, tattoo studios, piercing studios, hair removal services, and hair loss treatment and growth services;
4. Amusement parks shall operate at no more than 50 percent of the normal operating limits as determined by the owner;
5. For any outdoor gathering in excess of 100 people, other than those set forth above in paragraph numbers 1, 2, or 4, the gathering is prohibited unless the mayor of the city in which the gathering is held, or the county judge in the case of a gathering in an unincorporated area, approves of the gathering, and such approval can be made subject to certain conditions or restrictions not inconsistent with this executive order;
6. For dine-in services by restaurants that have less than 51 percent of their gross receipts from the sale of alcoholic beverages, the occupancy limit shall remain at 75 percent until 12:01 a.m. on June 29, 2020, at which time such restaurants may only operate at up to 50 percent of the total listed occupancy of the restaurant, subject to paragraph number 9 below;
7. People shall not visit bars or similar establishments that hold a permit from the Texas Alcoholic Beverage Commission (TABC) and are not restaurants as defined above in paragraph number 6; provided, however, that the use by such bars or similar establishments of drive-thru, pickup, or delivery options for food and drinks is allowed to the extent authorized by TABC;
8. People shall not use commercial rafting or tubing services, including rental of rafts or tubes and transportation of people for the purpose of rafting or tubing;
9. For any business establishment that is subject to a 50 percent “total listed occupancy” limit or “normal operating limit,” and that is in a county that has filed with DSHS, and is in compliance with, the requisite attestation form promulgated by DSHS regarding minimal cases of COVID-19, the business establishment may operate at up to 75 percent of the total listed occupancy or normal operating limit of the establishment;
10. For purposes of this executive order, facilities with retractable roofs are considered indoor facilities, whether the roof is opened or closed;
11. Staff members are not included in determining operating levels, except for manufacturing services and office workers;
12. Except as provided in this executive order or in the minimum standard health protocols recommended by DSHS, found at www.dshs.texas.gov/coronavirus, people should not be in groups larger than ten and should maintain six feet of social distancing from those not in their group;
13. People over the age of 65 are strongly encouraged to stay at home as much as possible; to maintain appropriate distance from any member of the household who has been out of the residence in the previous 14 days; and, if leaving the

home, to implement social distancing and to practice good hygiene, environmental cleanliness, and sanitation;

14. In providing or obtaining services, every person (including individuals, businesses, and other legal entities) should use good-faith efforts and available resources to follow the minimum standard health protocols recommended by DSHS;
15. Nothing in this executive order or the DSHS minimum standards precludes requiring a customer to follow additional hygiene measures when obtaining services. Individuals are encouraged to wear appropriate face coverings, but no jurisdiction can impose a civil or criminal penalty for failure to wear a face covering;
16. People shall not visit nursing homes, state supported living centers, assisted living facilities, or long-term care facilities unless as determined through guidance from the Texas Health and Human Services Commission (HHSC). Nursing homes, state supported living centers, assisted living facilities, and long-term care facilities should follow infection control policies and practices set forth by HHSC, including minimizing the movement of staff between facilities whenever possible; and
17. For the remainder of the 2019-2020 school year, public schools may resume operations for the summer as provided by, and under the minimum standard health protocols found in, guidance issued by the Texas Education Agency (TEA). Private schools and institutions of higher education are encouraged to establish similar standards. Notwithstanding anything herein to the contrary, schools may conduct graduation ceremonies consistent with the minimum standard health protocols found in guidance issued by TEA.

Notwithstanding anything herein to the contrary, the governor may by proclamation add to the list of establishments or venues that people shall not visit.

This executive order shall supersede any conflicting order issued by local officials in response to the COVID-19 disaster, but only to the extent that such a local order restricts services allowed by this executive order, allows gatherings prohibited by this executive order, or expands the list or scope of services as set forth in this executive order. Pursuant to Section 418.016(a) of the Texas Government Code, I hereby suspend Sections 418.1015(b) and 418.108 of the Texas Government Code, Chapter 81, Subchapter E of the Texas Health and Safety Code, and any other relevant statutes, to the extent necessary to ensure that local officials do not impose restrictions in response to the COVID-19 disaster that are inconsistent with this executive order, provided that local officials may enforce this executive order as well as local restrictions that are consistent with this executive order.

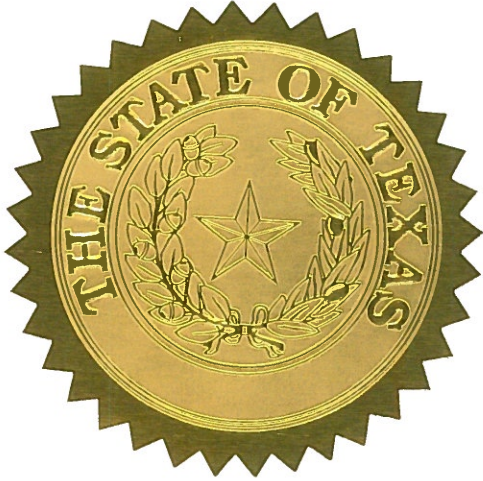
All existing state executive orders relating to COVID-19 are amended to eliminate confinement in jail as an available penalty for violating the executive orders. To the extent any order issued by local officials in response to the COVID-19 disaster would allow confinement in jail as an available penalty for violating a COVID-19-related order, that order allowing confinement in jail is superseded, and I hereby suspend all relevant laws to the extent necessary to ensure that local officials do not confine people in jail for violating any executive order or local order issued in response to the COVID-19 disaster.

This executive order supersedes Executive Order GA-26, but does not supersede Executive Orders GA-10, GA-13, GA-17, GA-19, GA-24, GA-25, or GA-27. This

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SECRETARY OF STATE
8:45am O'CLOCK

JUN 26 2020

executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



Given under my hand this the 26th
day of June, 2020.

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT
Governor

ATTESTED BY:

Handwritten signature of Ruth R. Hughs in black ink.

RUTH R. HUGHS
Secretary of State

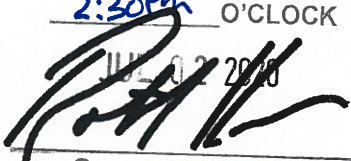
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JUN 26 2020



GOVERNOR GREG ABBOTT

July 2, 2020

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30 PM O'CLOCK
JUL 02 2020

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

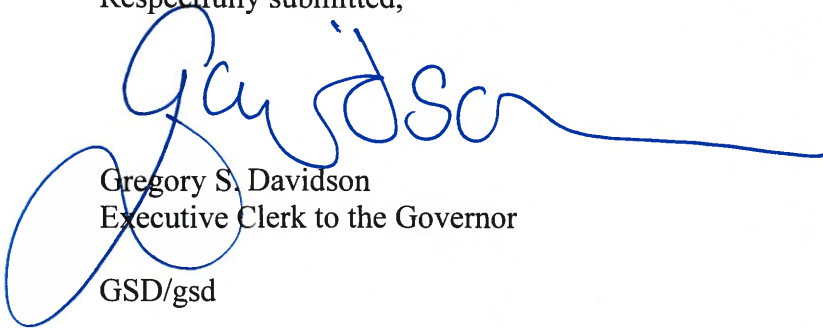
Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-29 relating to the use of face coverings during the
COVID-19 disaster.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor
GSD/gsd

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
July 2, 2020

EXECUTIVE ORDER GA 29

Relating to the use of face coverings during the COVID-19 disaster.

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, the Commissioner of the Texas Department of State Health Services (DSHS), Dr. John Hellerstedt, has determined that COVID-19 continues to represent a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at using the least restrictive means available to protect the health and safety of Texans and ensure an effective response to this disaster; and

WHEREAS, as Texas reopens in the midst of COVID-19, increased spread is to be expected, and the key to controlling the spread and keeping Texans safe is for all people to consistently follow good hygiene and social-distancing practices; and

WHEREAS, due to recent substantial increases in COVID-19 positive cases, and increases in the COVID-19 positivity rate and hospitalizations resulting from COVID-19, further measures are needed to achieve the least restrictive means for reducing the growing spread of COVID-19, and to avoid a need for more extreme measures; and

WHEREAS, I have joined the medical experts in consistently encouraging people to use face coverings, and health authorities have repeatedly emphasized that wearing face coverings is one of the most important and effective tools for reducing the spread of COVID-19; and

WHEREAS, given the current status of COVID-19 in Texas, requiring the use of face coverings is a targeted response that can combat the threat to public health using the least restrictive means, and if people follow this requirement, more extreme measures may be avoided; and

WHEREAS, wearing a face covering is important not only to protect oneself, but also to avoid unknowingly harming fellow Texans, especially given that many people who go into public may have COVID-19 without knowing it because they have no symptoms; and

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WHEREAS, the “governor is responsible for meeting ... the dangers to the state and people presented by disasters” under Section 418.011 of the Texas Government Code, and the legislature has given the governor broad authority to fulfill that responsibility; and

WHEREAS, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable under Section 418.173 by fine;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective at 12:01 p.m. on July 3, 2020:

Every person in Texas shall wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household; provided, however, that this face-covering requirement does not apply to the following:

1. any person younger than 10 years of age;
2. any person with a medical condition or disability that prevents wearing a face covering;
3. any person while the person is consuming food or drink, or is seated at a restaurant to eat or drink;
4. any person while the person is (a) exercising outdoors or engaging in physical activity outdoors, and (b) maintaining a safe distance from other people not in the same household;
5. any person while the person is driving alone or with passengers who are part of the same household as the driver;
6. any person obtaining a service that requires temporary removal of the face covering for security surveillance, screening, or a need for specific access to the face, such as while visiting a bank or while obtaining a personal-care service involving the face, but only to the extent necessary for the temporary removal;
7. any person while the person is in a swimming pool, lake, or similar body of water;
8. any person who is voting, assisting a voter, serving as a poll watcher, or actively administering an election, but wearing a face covering is strongly encouraged;
9. any person who is actively providing or obtaining access to religious worship, but wearing a face covering is strongly encouraged;
10. any person while the person is giving a speech for a broadcast or to an audience; or
11. any person in a county (a) that meets the requisite criteria promulgated by

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SECRETARY OF STATE
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the Texas Division of Emergency Management (TDEM) regarding minimal cases of COVID-19, and (b) whose county judge has affirmatively opted-out of this face-covering requirement by filing with TDEM the required face-covering attestation form—provided, however, that wearing a face covering is highly recommended, and every county is strongly encouraged to follow these face-covering standards.

Not excepted from this face-covering requirement is any person attending a protest or demonstration involving more than 10 people and who is not practicing safe social distancing of six feet from other people not in the same household.

TDEM shall maintain on its website a list of counties that are not subject to this face-covering requirement pursuant to paragraph number 11. The list can be found at: www.tdem.texas.gov/ga29.

Following a verbal or written warning for a first-time violator of this face-covering requirement, a person's second violation shall be punishable by a fine not to exceed \$250. Each subsequent violation shall be punishable by a fine not to exceed \$250 per violation.

Local law enforcement and other local officials, as appropriate, can and should enforce this executive order, Executive Order GA-28, and other effective executive orders, as well as local restrictions that are consistent with this executive order and other effective executive orders. But no law enforcement or other official may detain, arrest, or confine in jail any person for a violation of this executive order or for related non-violent, non-felony offenses that are predicated on a violation of this executive order; provided, however, that any official with authority to enforce this executive order may act to enforce trespassing laws and remove violators at the request of a business establishment or other property owner.

This executive order hereby prohibits confinement in jail as a penalty for the violation of any face-covering order by any jurisdiction.

Executive Order GA-28 is hereby amended to delete from paragraph number 15 the phrase: “, but no jurisdiction can impose a civil or criminal penalty for failure to wear a face covering.”

The governor may by proclamation amend this executive order or add to the list of people to whom this face-covering requirement does not apply.

This executive order does not supersede Executive Orders GA-10, GA-13, GA-17, GA-19, GA-24, GA-25, GA-27, or GA-28 as amended. This executive order shall remain in effect and in full force until modified, amended, rescinded, or superseded by the governor.

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30 PM O'CLOCK

JUL 02 2020



Given under my hand this the 2nd
day of July, 2020.

A handwritten signature in black ink that reads "Greg Abbott".

GREG ABBOTT
Governor

ATTESTED BY:

A handwritten signature in black ink that reads "Ruth R. Hughs".

RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30pm O'CLOCK

JUL 02 2020

Work Session and Regular Meeting

5.

Meeting Date: 07/14/2020

Department: Finance

Pillars: Gold Standard for Financial Health

Milestones: Implementation and continuous development of Long Term Financial Plan

AGENDA CAPTION:

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

BACKGROUND:

At the April 14, 2020 Council Meeting finance staff presented initial projections of the 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 crises 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 updated projections for revenue sources impacted by the COVID-19 pandemic and the updated projected impact on fund balances and expenditures for the current and future fiscal years.

RECOMMENDATION:

Information only, no action required.

Attachments

Presentation - Updated Financial COVID-19 Projected Impact

Updated Potential Financial Impact of COVID-19

The logo for ADDISON, featuring the word "ADDISON" in a bold, blue, sans-serif font centered within a white circle. The circle is set against a blue background that is part of a larger graphic design on the right side of the slide, which includes diagonal grey and blue sections.

Reassessing Vulnerabilities

- General Fund
 - Sales Tax
 - Mixed Beverage Tax
 - Taxable values
 - Operating Expenditures
 - Fund Balance
- Airport Fund
 - Fuel Flowage Fees
 - Rental Income
 - Working Capital
- Hotel Fund
 - Hotel Occupancy Taxes
 - Fund Balance
 - Operating expenditures
- Utility Fund
 - Water and Sewer Revenue
 - Working Capital

- Reviewing the Effects of Other Crisis'
 - 9/11
 - Great Recession
- Data
 - Sales Tax fell by 10% and took three year's to fully recover
 - Taxable values fell the second year following each crisis and did not fully recover for three years
 - Airport rental income fell by 10% and did not fully recover for three years
 - Hotel Occupancy taxes fell by 25% and did not fully recover for three years

- Revised Assumptions for the future
 - Recovery time of 18-36 months
 - 10% sales tax loss
 - 25% hotel occupancy tax loss
 - 4.5% airport rental revenue loss and 29% fuel flowage revenue loss
 - 0% decrease in Water Revenue and Sewer Revenue
 - Slow recovery based on developed model and full recovery of the economy
 - Potentially will require significant reductions in expenditures and/or changes in priorities

General Fund Analysis

	Budget 2019-2020	Original Estimate 2019-2020	Changes	Revised Estimate 2019-2020	Planning 2020-2021
BEGINNING FUND BALANCE (1)	\$ 18,084,229	\$ 20,588,244	\$ -	\$ 20,588,244	\$ 18,751,123
REVENUES:					
Ad valorem Taxes (2)	\$ 18,752,174	\$ 18,502,174	\$ 74,019	\$ 18,576,193	\$ 19,649,750
Sales Taxes (3)	13,700,000	12,695,145	898,151	13,593,296	12,330,000
Mixed Beverage Taxes (4)	1,140,000	440,000	210,000	650,000	1,026,000
Other Revenue (5)	5,501,490	5,765,361	774,754	6,540,115	5,880,950
TOTAL REVENUE	\$ 39,093,664	\$ 37,402,680	\$ 1,956,924	\$ 39,359,604	\$ 38,886,700
TOTAL AVAILABLE RESOURCES	\$ 57,177,893	\$ 57,990,924	\$ 1,956,924	\$ 59,947,848	\$ 57,637,823
ENDING FUND BALANCES	\$ 14,058,797	\$ 16,492,812	\$ 2,258,311	\$ 18,751,123	TBD
Fund Balance Percentage	36.0%	43.5%		49.9%	TBD
Planned Surplus / (Planned Drawdown)	(4,025,432)	(4,095,432)		(1,837,121)	TBD

- (1) Ending FY19 Fund Balance was \$2,504,015 more than anticipated; planning beginning fund balance for FY21 is \$4,608,992 higher than anticipated
- (2) Delinquent refunds exceeding budget by \$290k and current taxes exceeding the budget by \$95k in FY20; 3.5% increase for FY21 plus new properties
- (3) Decrease of \$250k per month less positive variance to date of \$893,296 in FY20, 10% reduction for FY21
- (4) Decrease of \$490,000 in FY20; 10% decrease in FY21
- (5) Total other revenue sources positive variance in FY20; 7% increase in FY21

Airport Fund Analysis

	Budget 2019-2020	Original Estimate 2019-2020	Changes	Revised Estimate 2019-2020	Planning 2020-2021
BEGINNING WORKING CAPITAL (1)	\$ 5,258,363	7,045,927	\$ -	\$ 7,045,927	\$ 5,541,348
REVENUES:					
Intergovernmental (2)	\$ 50,000	\$ 1,360,000	\$ -	\$ 1,360,000	\$ 50,000
Service Fees (3)	1,054,000	596,560	103,440	700,000	745,700
Rental Income (4)	4,509,000	4,000,000	300,000	4,300,000	4,305,960
Interest and Other Income	80,000	80,000	40,000	120,000	50,000
Transfer in (5)	-	700,000	-	700,000	-
TOTAL REVENUE	\$ 5,693,000	\$ 6,736,560	\$ 443,440	\$ 7,180,000	\$ 5,151,660
ENDING WORKING CAPITAL	\$ 2,643,188	\$ 4,682,895	\$ 858,453	\$ 5,541,348	TBD
Working Capital Percentage	46.9%	84.9%		98.7%	TBD
Surplus / Shortage	(2,615,175)	(2,363,032)		(1,504,579)	TBD

(1) Ending FY19 Working Capital was \$1,787,564 more than anticipated

(2) TXDoT Land Reimbursement of \$1,310,000 in FY20

(3) Anticipate loss of fuel sales of \$354,000 in FY20; 29% decrease for FY21

(4) Anticipate loss of rental income of \$209,000 in FY20; 4.5% reduction for FY21

(5) Transfer in of \$ 700,000 from IIF for Aircraft Rescue Firefighting Truck in FY20

Hotel Fund Analysis

	Budget 2019-2020	Original Estimate 2019-2020	Changes	Revised Estimate 2019-2020	Planning 2020-2021
BEGINNING BALANCES (1)	\$ 3,026,502	\$ 3,449,095	\$ -	\$ 3,449,095	\$ 2,482,720
REVENUES:					
Hotel/Motel Occupancy Taxes (2)	\$ 5,540,000	\$ 2,439,228	\$ 560,772	\$ 3,000,000	\$ 4,155,000
Proceeds from Special Events (3)	1,297,500	910,000	(717,408)	192,592	1,104,500
Conference Centre Rental (4)	630,000	250,234	104,766	355,000	575,000
Theatre Centre Rental (4)	77,000	46,498	13,502	60,000	77,000
Interest Earnings and Other (5)	25,000	50,000	36,315	86,315	50,100
TOTAL REVENUE	\$ 7,569,500	\$ 3,695,960	\$ (2,053)	\$ 3,693,907	\$ 5,961,600
TOTAL AVAILABLE RESOURCES	\$ 10,596,002	\$ 7,145,055	\$ (2,053)	\$ 7,143,002	\$ 8,444,320
ENDING FUND BALANCES	\$ 2,658,296	\$ 632,533	\$ 1,850,187	\$ 2,482,720	TBD
Fund Balance Percentage	37.1%	10.3%		58.1%	TBD
Surplus / Shortage	(368,206)	(2,816,562)		(966,375)	TBD

- (1) Ending FY19 Fund Balance was \$422,593 more than anticipated
- (2) Year-to-date revenue through partial June collections, remainder of the year collections assumed at \$80,000 per month; anticipate 25% reduction from FY20 budget in FY21
- (3) Assuming Taste of Addison and Oktoberfest is cancelled and Kaboom Town occurred on a limited basis in FY20; FY21 events resume as scheduled
- (4) Year-to-date actuals for FY20; flat in FY21
- (5) Slight increase in assumed interest based on actuals in FY20; flat in FY21

Utility Fund Analysis

	Budget 2019-2020	Original Estimate 2019-2020	Changes	Revised Estimate 2019-2020	Planning 2020-2021
BEGINNING WORKING CAPITAL	\$ 6,518,713	\$ 6,518,713	\$ -	\$ 6,518,713	\$ 5,324,501
REVENUES:					
Water Sales (1)	\$ 7,051,676	\$ 6,699,092	\$ 352,584	\$ 7,051,676	\$ 7,502,499
Sewer Charges (2)	5,876,062	5,876,062	-	5,876,062	6,270,477
Tap Fees & Other	25,275	25,275	-	25,275	25,275
Penalties	75,000	75,000	-	75,000	75,000
Interest and Other Income	94,600	94,600	25,400	120,000	94,600
TOTAL REVENUE	\$ 13,122,613	\$ 12,770,029	\$ 377,984	\$ 13,148,013	\$ 13,967,851
TOTAL AVAILABLE RESOURCES	\$ 19,641,326	\$ 19,288,742	\$ 377,984	\$ 19,666,726	\$ 19,292,352
ENDING WORKING CAPITAL	\$ 4,715,666	\$ 5,218,269	\$ 106,232	\$ 5,324,501	TBD
Fund Balance Percentage	36.0%	39.9%		39.9%	TBD
Surplus / Shortage	(1,803,047)	(1,300,444)		(1,194,212)	TBD

(1) Assumes no change in FY20; Increase per rate model in FY21

(2) Assumes no change in FY20; increase per rate model in FY21

Fiscal Year 2020 Summary

- General Fund
 - Salary savings (\$756,971), Services/Supplies savings (\$624,000), and Capital savings (\$451,400).
- Airport Fund
 - Salary savings of \$120,000 and TXDoT land reimbursement (less use of working capital for Customs Facility) offset revenue losses despite an increase in debt service to repay an interfund loan from the Infrastructure Investment Fund.
- Hotel Fund
 - Expenditure reductions of \$2,893,424 greatly alleviate the revenue loss from hotel occupancy taxes.
- Utility Fund
 - Sewer Treatment cost increases of \$226,565 are offset by the use of residual 2014 CO proceeds of \$810,000.

?

Work Session and Regular Meeting

6.

Meeting Date: 07/14/2020

Department: City Manager

Pillars: Gold Standard in Public Safety

AGENDA CAPTION:

Present and Discuss **Public Nuisance Concerns Along the White Rock Creek Park Trail.**

BACKGROUND:

Council members Paul Walden and Marlin Willesen requested that this item be placed on the Council Agenda for discussion.

Resident observations of homeless persons utilizing the area under the Belt Line Road bridge have caused some concern within the Addison community. Passing over White Rock Creek, the Belt Line Road bridge and area directly under, is within the City of Dallas' city limits. This prohibits the Town of Addison from enforcing our public nuisance ordinances. Staff will provide an overview of the issues and discuss potential considerations to address those concerns along the White Rock Creek Park Trail.

RECOMMENDATION:

Staff requests direction from Council.

Attachments

Presentation - White Rock Creek Park Trail Public Nuisance Discussion

White Rock Creek Park Trail Public Nuisance Discussion

Presented by Paul Spencer, Chief of Police Janna

Tidwell, Director of Parks

Shannon Hicks, Director of Public Works

June 23, 2020



Safety & Visibility Concerns



Beneath Belt Line Bridge: Homeless Encampment

- Perceived safety concerns
- Unsightly
- Unsanitary
- Nuisance





Numerous requests to the City of Dallas

MetroCrest Social Services currently heading up *Community Roundtable* meetings attempting to address many societal issues within the four-city area of Addison, Carrollton, Coppell and Farmers Branch.

Topics Include:

1. Affordable Housing
2. Homelessness
3. Quality Jobs
4. Healthcare

Current Limitations



Property under the Beltline bridge over creek is within the City of Dallas

Addison has no legal jurisdiction, or authority, to address camping, litter or other public nuisance/ordinance issues.

Dallas moderately responsive to staff requests to remove trash and encampments.

Option 1



Make the area less desirable to inhabit:

- Add pedestrian lighting along pathway
- Illuminate under the bridge
- Add Optical Camera positions along pathway
- Remove understory vegetation to improve visibility and reduce seclusion of the space

PROS

- Trail lighting will increase visibility at night
- Discourage nighttime encampment by illuminating under bridge
- Internet-based optical cameras will allow staff to monitor remotely

CONS

- Lights and cameras are subject to being tampered with
- May not fully eliminate the issue
- Lights and cameras only along a small section of trail

Option 2



Create a vegetated screen:

- Plant shrubs to screen the underneath of the bridge.
- Use plants that have sharp leaves to deter people from climbing through them.

PROS

- Reduce visibility of debris that accumulates under the bridge
- Screen homeless under bridge from trail users

CONS

- Does not address the perception of safety along the trail
- Is a deterrent not a physical barrier
- May require removal of some of the existing understory vegetation to plant an effective vegetated screen

Option 3



Construct a physical barrier :

- Install a fence, with coordination with Dallas.
- Fence could be PVC coated chain link for visibility or a wood structure to screen.

PROS

- Restricts movement between our property and the City of Dallas

CONS

- Solid fence creates a more secluded space
- Would require removal of existing vegetation
- Would be a constant maintenance issue (staff anticipates it to be damaged to gain access)
- Would need to mitigate flood plain concerns
- Would need to budget for repair and replacement of fence

Questions?



Work Session and Regular Meeting

7.

Meeting Date: 07/14/2020

Department: Parks & Recreation

Pillars: Optimize the Addison Brand

Milestones: Define and promote Addison Identity

AGENDA CAPTION:

Present and Discuss **Proposed Updates to the Town's Naming and Recognition and Public Art Policies.**

BACKGROUND:

Staff is requesting a review of the Naming and Recognition Policy, which was adopted in November 2017 and the Public Art Policy which was adopted in May 2016.

The Naming and Recognition Policy addresses the naming or renaming of structures, parks, trails and other Town-owned facilities*. The current policy gives guidelines for the naming of a facility to recognize a contribution. However, it needs to include more direction regarding the following points:

- There is a lack of clarity regarding acceptance and recognition of small donations made that are not associated with the naming of a facility;
- It does not align or support current fundraising methods implemented by non-profits to solicit funds on behalf of the Town;
- It does not address how the naming of a park after an individual is recognized or significant service is recognized, although there are standards being implemented; and
- It needs more detail in defining the process for naming and renaming facilities.

* Note, the word facility is used throughout this discussion and refers collectively to the terms structures, parks, trails and other Town-owned facilities.

To facilitate this discussion staff is attaching a proposed Naming and Recognition policy. The proposed policy does include numerous formatting changes, and therefore a redline version has not been provided. The current and proposed policies are provided for comparison and the changes to the policy are highlighted in the presentation. No changes to the intent of the current policy are being proposed. The proposed updates are intended to provide additional clarification and to expand the policy to address the following:

- Set guidelines for the acceptance of contributions not associated with naming;

- Set guidelines for recognizing financial contributions, large and small; and
- Identify a process to be utilized by staff to implement the policy.

Also attached to this agenda item is the current Public Art Policy and proposed changes that would reflect what is currently being done to recognize donations made to the Addison Arbor Foundation.

Staff will give a presentation that includes an overview of the history of the Town's Naming Policy, the existing policy, and proposed changes to the Naming and Recognition and Public Art Policies.

RECOMMENDATION:

Staff requests direction from Council.

Attachments

Presentation - Proposed Changes Naming and Recognition and Public Art Policy

Proposed Policy - Naming and Recognition

Current Policy - Naming and Recognition

Proposed Policy - Public Art (Red Line of Existing Policy)

Proposed Updates to the Town's Naming and Recognition and Public Art Policies

**For City Owned Structures, Parks, Trails and Other
Town-Owned Facilities**



Policy Background

Naming Parks, Trails and Structures/Facilities

- **Original Naming Policy was adopted in September 2007**
 - Resolution R07-19
- **Updated Name & Recognition Policy was adopted in June 2015**
 - Resolution R15-020
- **Updated Naming & Recognition Policy repealed R15-020**
 - Resolution R17-103

Naming of Specific Facilities

- **Theatre Centre Naming Policy**
 - Resolution adopted in April 2016 and updated August 2017 for Lobby Naming Rights
- **Spruill Dog Park Naming Policy**
 - Resolution R17-12 Resolution Adopted
 - Resolution R 18-023 Amendment to Remove “Dog-Centric” requirement for business donations
 - Resolution R 18-108 Amendment to Remove minimum donation for businesses of \$1,000
 - Resolution R 19-048 Amendment to Limit Nomenclature to Only Include Dog Name, Family, Individual of Business Name

Public Art Policy

- **Resolution adopted in May 2016 R16-026**

Reason for Discussion



Staff is requesting a review of the current Naming and Recognition Policy. The current policy gives strong guidelines for the naming of a facility* to recognize a contribution. However, It does need to include more direction regarding the following points:

- There is a lack of clarity regarding acceptance and recognition of small donations made that are not associated with naming of a facility.
- It does not align with and / or support current fundraising methods implemented by non-profits (such as the Addison Arbor Foundation & the Legacy Foundation) to solicit funds on behalf of the Town.
- Does not address how the naming of a park after an individual is recognized or significant service is recognized although there are standards being implemented.
- Needs more detail in defining the process for naming or renaming facilities.

* Note the word facility is used throughout this presentation and collectively refers to structures, parks, trails and other Town-owned facilities.

Staff proposes the purpose of the policy should reflect the following:

- ✓ Establish uniform guidelines and procedures for the naming or renaming of Parks, Trails and Town-Owned Structures within Addison.
- ❑ Exclude the naming of public art from complying with the Naming Criteria.
- ❑ Set guidelines for the acceptance of contributions not associated with naming.
- ❑ Set guidelines for recognizing financial contributions, large and small.
- ❑ Identify a process to be utilized by staff to implement the policy.

Proposed Policy Purpose: *To establish uniform guidelines and procedures for the naming or renaming of Structures, Parks, Trails and other Town-Owned Facilities. The policy will also set guidelines for the acceptance of and recognition of contributions, including those not associated with naming. This policy excludes the naming of public art from the naming criteria section but allows for the recognition of donations for artwork.*

Current Policy Purpose: *The intent of this policy is to establish criteria for the naming and / or renaming of structures, trails and parks owned by the Town for the purpose of recognizing individuals, groups or organizations that have made a significant contribution to the Town.*

Proposed Naming & Recognition Policy Changes



Proposed Policy Order & Content

I. Purpose

II. Naming Criteria

A. Guidelines

B. Process

C. Recognition

III. Donations & Recognition Not Associated with Naming

A. Acceptance of Donations

B. Recognition of Donations

C. Approval Process

IV. Removal of a Name

V. Exceptions

Existing Policy Order & Content

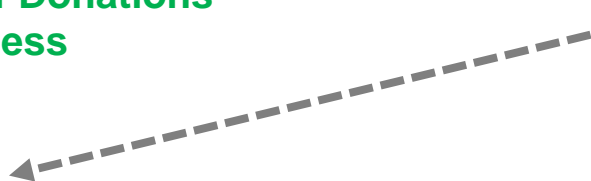
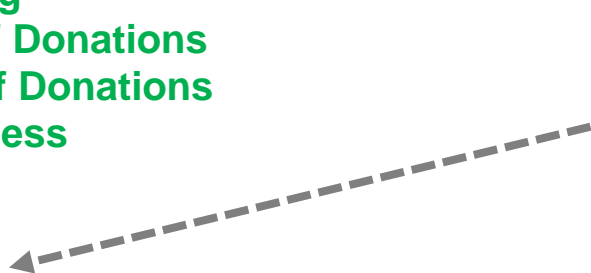
I. Purpose

II. Naming Criteria

III. Naming Recommendation Proposals

IV. Council Action

V. Removal of a Name



* Green text indicates new headings not included in the existing policy

Proposed Naming & Recognition Policy Changes



Proposed Policy

II. NAMING CRITERIA

A. NAMING GUIDELINES*

Structures, Parks, Trails and other Town-Owned Facilities can utilize predominant characteristics related to the Town's natural environment, physical features or history listed below.

1. Hydrological features
2. Natural features
3. Man-Made features
4. Significant historical events
5. Community sponsored name
6. Name of an individual that has made a significant contribution to the Town by meeting the listed criteria
7. Public art is excluded from the naming guidelines

- This section was restructured to organize all means for naming a park into one cohesive section.
- This section establishes the guidelines for how Town facilities are named (with or without a significant contribution).
- This section reflects nomenclature used in the current policy but provides more description.
- This section excludes public art from the naming guidelines.

* Text included in this presentation only lists the heading of categories. More detail information is included under those headings in the actual proposed policy which is attached to the agenda.

Proposed Naming & Recognition Policy Changes



Proposed Policy

II. NAMING CRITERIA

A. NAMING GUIDELINES (cont'd.)

- Different sections of parks and facilities may carry names that differ from that of the overall park, trail or town-owned structure. This may include the naming of individual items in a park or facility (such as a pavilion, plaza, meeting room etc).

The above guidelines shall still apply in choosing a name at the discretion of City Council a lower monetary contribution may be accepted for the naming of individual items within a facility.

- Information included in this section matches the intent of the current policy but includes additional descriptive items.

Proposed Naming & Recognition Policy Changes



Proposed Policy

II. NAMING CRITERIA

B. NAMING PROCESS

1. Consideration of a Proposed Name – The proposed facility name may be presented to Council for consideration by the Department Director responsible for oversight of the facility to be named. The Director will be responsible for presenting the naming proposal to Council and showing how the proposed facility name complies with the Naming Guidelines.
2. Approval of a Proposed Name – The naming or renaming of a Facility is at the sole discretion of the City Council and must comply with the naming guidelines. Approval of the proposed name must be approved by a $\frac{3}{4}$ vote of the entire Council. (ie., if all members of the Council are eligible to vote, approval would require 6 out of 7 votes.)

- This section added a clarification of how the proposed name is brought to Council for consideration.
- This section matches the intent of the current policy which defines the approval process for the proposed name.

Proposed Naming & Recognition Policy Changes



Proposed Policy

II. NAMING CRITERIA

B. NAMING RECOGNITION

1. (a.) Named Facility - May be recognized with a plaque not to exceed 24" x 36" Plaque which may include the individual's name, graphic of the individual and a description of their contribution to the town. The Plaque may be mounted to a free-standing support or an architectural feature.

- This section is new.
- This section defines the process for recognizing how a facility named after an individual's service contribution is recognized. The intent is for this language to match what is currently being done.



Example of a plaque installed at Redding Trail
Plaque is approximately 32" x 20".

Proposed Naming & Recognition Policy Changes



Proposed Policy

II. NAMING CRITERIA

B. NAMING RECOGNITION (cont'd.)

1. (a.) Named Area or Item in a Facility – May be recognized with one of or a combination of the following elements:

- i. Plaque, not to exceed 24" x 24"
- ii. Paving Medallion, not to exceed 24" x 24"
- iii. Inscription on an existing feature within a facility.

Recognition shall include the person's name and if applicable their years of service and a small inscription describing the person's service to the town.

- This section is new.
- This section defines the process for recognizing how an area or item in a facility named after an individual's contribution is recognized. The intent is for this language to match what is currently being done.



Proposed Naming & Recognition Policy Changes



Proposed Policy

III. RECOGNITION OF DONATIONS NOT ASSOCIATED WITH NAMING

A. RECOGNITION OF DONATIONS

1. Recognition of donations may be acknowledged in one of the following manners:

A. Single Mounted Plaque - no larger than 10' x 12" (not including the base) to be displayed in the facility receiving the donation.

B. Engraved Paver or Stone – To be grouped near the entrance or in a prominent location of the facility receiving the donations.

C. Inscription – To be located on a donated item, including engravings on metal.

- This section is new.
- This section defines how donations not associated with naming are recognized.
- The intent of this section is to match what is currently being done by non-profits fundraising for the benefit of the Town.



Proposed Naming & Recognition Policy Changes



Proposed Policy

III. DONATIONS AND RECOGNITION NOT ASSOCIATED WITH NAMING

A. RECOGNITION OF DONATIONS (cont'd.)

2. Approved Wording –must be limited to the following nomenclature:

A. Individual Name (may include a nickname)

B. Business Name

C. Pet Name (where appropriate)

D. Organization of Group Name

E. May Include a simple acknowledgement such as “Donated by” or “Support provided by”

F. May include a group descriptor such as “By the Friends and Family of”

G. Anonymous donations do not require recognition

3. Recognition of multiple donations for a fundraiser must be grouped on a single plaque or in a paved area.

- This section is new.
- This section defines how donations not associated with naming are recognized.
- The intent of this section is to define what text is approved to be included with the recognition and how multiple donations are grouped.



Examples of How Donations Not Associated With Naming Have Been Recognized



Proposed Naming & Recognition Policy Changes



Proposed Policy

III. DONATIONS AND RECOGNITION NOT ASSOCIATED WITH NAMING

C. APPROVAL PROCESS

The Department Director that oversees the facility in which the recognition will be displayed is responsible for reviewing the proposed recognition and ensuring it complies with the policy. Any exceptions requested by the non-profit organization must be approved by the City Council.

- This section defines the approval process for recognition. It establishes the approval process for recognizing donations not associated with naming can be facilitated by the Department Director.

Proposed Naming & Recognition Policy Changes



Proposed Policy

IV. REMOVAL OF A NAME

In the event the name of a structure, trail, park or Town-owned facility has been previously granted and the name later casts a negative image on Addison, the name may be removed at the determination and discretion of the City Council.

V. EXCEPTIONS

City Council may make exceptions to this policy when it is deemed appropriate.

- There are no changes to these sections

Proposed Public Art Policy Changes



Proposed Policy

II. GENERAL GUIDELINES FOR ACCEPTING DONATED WORKS OF ART

f. The artwork shall bear the name that was determined by the artist.

IV. PROCESS

c. The Addison Arbor Foundation will present the proposed public art and locations to Council. Council action by resolution is required before: accepting works of art; commissioning artists; or any other work related to the installation of public art.

- This section was added to describe how artworks are named.
- This section has not been amended, but is included in the presentation to give an overview of the process that is currently being followed for the installation of public art.

Proposed Public Art Policy Changes

The logo for Addison, featuring the word "ADDISON" in white, uppercase letters inside a blue circle.

Proposed Policy

V. INSTALLATION AND MAINTENANCE GUIDELINES

D. A sign of plaque may be placed permanently near the work to identify the artist, title, year made and materials(if known). The identifying sign should not detract from the work visually and should match the existing sculpture monoliths. In conjunction with an art installation, the Addison Arbor Foundation may solicit donations for the benefit of the Town. Donations may be recognized on the plaque and the recognition must comply with the following guidelines:

1. Recognition of donations may be acknowledged in one of the following manners:
 - a) Single mounted plaque no larger than 10" x 21" (not including base) to be displayed in the facility receiving the donation or an area adjacent to the donated item.
 - b) Engraved paver or stone – to be grouped near the entrance or in a prominent location of the facility receiving the donation or an area adjacent to the donated item.
 - c) Inscription on donated item, including engravings on metal.

- This section was amended to allow for the solicitation of donations and allow for the recognition of those donations by following established guidelines.

Proposed Public Art Policy Changes



Proposed Policy

V. INSTALLATION AND MAINTENANCE GUIDELINES

D. (cont'd)

2. Approved Working – Must be limited to the following nomenclature:

- a) Individual Name (May include nickname)
- b) Business Name
- c) Pet Name
- d) Organization or Group Name
- e) May include a simple acknowledgement such as “Donated by” or “Support provided by”
- f) May include a group descriptor such as “By the Friends and Family of”
- g) Anonymous donations do not require recognition

3. Recognition of multiple donations for a fundraiser must be grouped on a single plaque or grouped in a paved area.

- This section was amended to allow for the solicitation of donations and allow for the recognition of those donations by following established guidelines.

Next Steps



- Update both policies to reflect Council's direction & discussion.
- Bring finalized policies back to Council for consideration of approval.

PROPOSED ADDISON NAMING AND RECOGNITION POLICY

I. PURPOSE

To establish uniform guidelines and procedures for the naming or renaming of Structures, Parks, Trails and other Town-Owned Facilities. The policy will also set guidelines for the acceptance of and recognition of contributions, including those not associated with naming. This policy excludes the naming of public art from the naming criteria section but allows for the recognition of donations for artworks.

II. NAMING CRITERIA

A. NAMING GUIDELINES

Structures, Parks, Trails and other Town-Owned Facilities (also referred to herein as a facility) should utilize predominant characteristics related to the Town's natural environment, physical features or history listed below.

1. Hydrological features - streams, rivers, lakes, creeks or ponds.
2. Natural features - trees, vegetation, wildlife etc.
3. Man-Made features - landmarks, street names, subdivision names, architectural features etc.
4. Significant historical events
5. Community Sponsored Name – Any citizen, group of citizens, entity or organization may submit a proposal to name a park, trail or facility after an individual, group or community organization to honor and recognize significant contributions to the Town through public service, volunteering or outstanding achievement.
6. Name of an individual that has made a significant contribution to the Town by meeting one of the following criteria:
 - a.) The person has or will make a minimum financial contribution of \$1,000,000. This contribution may include:
 - i. The donation of land, significant financial contributions to acquire land, or land sold to the Town at a price significantly below market value that meets or exceeds the minimum financial contribution.
 - ii. The construction of the park, trail or facility, or construction services at a price significantly below market value that meets or exceeds the minimum financial contribution.
 - b.) The person has made significant and consistent long-term contributions to the Town through service.
 - c.) The person was an employee of the Town and served for at least 20 years, but has not been employed by the Town within the past 5 years.
 - d.) The person has served as Mayor or City Council but shall not have been a City Council Member/Mayor of the Town of Addison within the last five years.
7. Public art is excluded from the naming guidelines.

Different sections of parks and facilities may carry names that differ from that of the overall park, trail or town-owned structure. This may include the naming of

individual items in a park or facility (such as a pavilion, plaza, meeting room etc). The above guidelines shall still apply in choosing a name at the discretion of City Council a lower monetary contribution may be accepted for the naming of individual items within a facility.

B. NAMING PROCESS

1. Consideration of a Proposed Name – The proposed facility name may be presented to Council for consideration by the Department Director responsible for oversight of the facility to be named. The Director will be responsible for presenting the proposal to Council and showing how the proposed facility name complies with the Naming Guidelines.
2. Approval of a Proposed Name - The naming or renaming of a Facility is at the sole discretion of the City Council and must comply with the naming guidelines. Approval of the proposed name must be approved by a 3/4 vote of the entire City Council (ie., if all members of the City Council are eligible to vote, approval would require 6 out of 7 votes).

C. NAMING RECOGNITION

1. **Named Parks, Trails or Town-Owned Structures** - In addition to standard facility signage recognition of naming **after an individual will include one of the following designations:**

- a.) **Named Park, Trail or Building** – May be recognized with a plaque, not to exceed 24” x 36” Plaque may include individual’s name, graphic of the individual and a description of their contribution to the town. The plaque may be mounted to a free-standing support or an architectural feature.
- b.) Named Area or Item within a Facility - May be recognized with one of or a combination of the following elements:
 - i. Plaque, not to exceed 24” x 24”
 - ii Paving Medallion, not to exceed 24” x 24”
 - iii Inscription on an existing feature within a facility.

Recognition shall include the person’s name, years of service and a small inscription describing the person’s service to the town.

III. RECOGNITION OF DONATIONS NOT ASSOCIATED WITH NAMING

A. RECOGNITION OF DONATIONS

1. Recognition of donations may be acknowledged in one of the following manners:

- a) Single Mounted Plaque no larger than 10" x 12" (not including plaque base) - to be displayed in the facility receiving the donation or an area adjacent to the donated item.
 - b) Engraved Paver or Stone –to be grouped near the entrance or in a prominent location of the facility receiving the donation or an area adjacent to the donated item.
 - c) Inscription on donated item, including engravings on metal.
2. Approved Wording – Wording to recognize donations must be limited to the following nomenclature:
 - a) Individual Name (May include a nickname)
 - b) Business Name
 - c) Pet Name (Where Appropriate)
 - d) Organization or Group Name
 - e) May include a simple acknowledgement such as "Donated by" or "Support provided by".
 - f) May include a group descriptor such as "By the Friends and Family of"
 - g) Anonymous donations do not require recognition
 3. Recognition of multiple donations for a fundraiser must be grouped on a single plaque or grouped in a paved area.

B. APPROVAL PROCESS

The Department Director that oversees the facility, in which the recognition will be displayed, is responsible for reviewing the proposed recognition and ensuring it complies with the policy. Any exceptions requested by a non-profit organization must be approved by the City Council.

IV. REMOVAL OF A NAME

In the event the name of a structure, trail, park or Town-owned facility has previously been granted and the name later casts a negative image on Addison, the name may be removed at the determination and discretion of the City Council.

V. EXCEPTIONS

City Council may make exceptions to this policy when it deems appropriate.

TOWN OF ADDISON, TEXAS

RESOLUTION NO. 17-103

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS REPEALING RESOLUTION NO. R15-020 AND APPROVING A NAMING AND RECOGNITION POLICY FOR CITY OWNED STRUCTURES, TRAILS AND PARKS, AND PROVIDING AN EFFECTIVE DATE.


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

Section 1. Resolution No. R15-020 is hereby repealed.

Section 2. The Naming and Recognition Policy for city owned structures, trails and parks, a copy of which is attached to this Resolution as Exhibit A, is hereby approved.

Section 3. This Resolution shall take effect from and after its date of adoption.

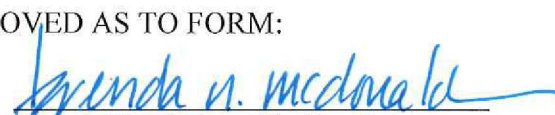
PASSED AND APPROVED by the City Council of the Town of Addison, Texas this the 14th day of November, 2017.



Joe Chow, Mayor

ATTEST:
By: 

Caitlan Biggs, Acting City Secretary

APPROVED AS TO FORM:
By: 

Brenda N. McDonald, City Attorney



EXHIBIT A

ADDISON NAMING AND RECOGNITION POLICY

PURPOSE

The intent of this policy is to establish criteria for the naming and/or renaming of structures, trails, and parks owned by the Town of Addison, Texas ("Town" or "Addison") for the purpose of recognizing individuals, groups or organizations that have made a significant contribution to the Town.

NAMING CRITERIA

When naming a park, trail, or facility after a person, at least one of the following stipulations must be met:

- 1) The person has made a minimum financial contribution of \$1,000,000. This contribution may include:
 - a) The donation of land, significant financial contributions to acquire land, or land sold to the Town at a price significantly below market value that meets or exceeds the minimum financial contribution.
 - b) The construction of the park, trail or facility, or construction services at a price significantly below market value that meets or exceed the minimum financial contribution.
- 2) The person has made significant and consistent long-term contributions to the Town.
- 3) The person was an employee of the Town and served for at least 20 years, but has not been employed by the Town within the past 5 years.
- 4) The person shall not have been a City Council Member/Mayor of the Town of Addison within the last five years.

When appropriate, parks, trails, and facilities can be named after predominant geographical or physical features of the land. These may include natural features (rivers, trees, etc.) or man-made features (subdivisions, buildings, etc.). If a new road is built, the Town may request naming rights from the developer.

Parks and trails may be named after historical events that are specific to the Town.

Different sections of parks and facilities may carry names that differ from that of the overall park or facility. This may include the naming of individual items in a park or facility (such as a meeting room). However, the above guidelines shall still apply in choosing a name.

Meeting any or all of the above criteria does not guarantee that a park or facility will carry any certain name. Ultimately, all naming decisions are to be made at the sole discretion of the City Council, which may make exceptions to this policy when it deems appropriate.

NAMING RECOMMENDATION PROPOSALS

- a) Any citizen, group of citizens, entity or organization may submit a proposal to name a park, trail or facility after an individual, group of individuals, or community organization to honor and recognize significant contributions to the Town through public service, Town volunteerism or outstanding achievement. The contributions of the individuals or group must be well-documented. If possible, written permission and agreement must be obtained from the individual, group or organization who or which is being considered. The proposed name shall be submitted to the City Manager and his/her designee, along with supporting documentation of

their contribution to Addison, including how the proposed name met at least one of the Naming Criteria in this policy.

- b) City staff shall review the proposals and, if complete, add the proposal to the City Council Agenda for consideration.

COUNCIL ACTION FOR NAMING OR RE-NAMING FACILITIES

The motion to name or rename an existing park, trail, or facility must be approved by a 3/4th vote of the entire City Council (e.g., if all members of the City Council are eligible to vote, approval would require 6 out of 7 votes).

REMOVAL OF A NAME

In the event the name of a structure, trail or park has previously been granted and the name later casts a negative image on Addison, the name may be removed at the determination and discretion of the City Council.

TOWN OF ADDISON POLICY ON PUBLIC ART

The Town of Addison recognizes the cultural importance of public art and its impact on our Town's identity, economy, and community. The Town will continue to maintain a policy of encouraging donated works for public display. Policies and guidelines included in this document provide a general direction when the Town is making decisions about public art; however, the policies and guidelines are intended to be flexible, are not absolute, and may be changed or modified by the Town Council as deemed appropriate.

PUBLIC ART POLICY OUTLINE

- I. PUBLIC ART PURPOSE AND GOALS
- II. GENERAL GUIDELINES FOR ACCEPTING DONATED WORKS OF ART
- III. GENERAL GUIDELINES FOR PURCHASING PUBLIC ART
- IV. PROCESS
- V. INSTALLATION AND MAINTENANCE GUIDELINES
- VI. DE-ACCESSION AND STORAGE GUIDELINES

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I. PUBLIC ART PURPOSE AND GOALS

A. The goal of this public art policy is to update our current standards of conservation and bring public art back to its original intent of:

- I. Making art accessible to the citizens of the Town
- II. Visually improving public spaces in Addison
- III. Support the arts community

B. In keeping with the long-range vision for the Town, as set forth by the 2020 and 2030 Vision Plans, public art will improve our parks and central nodes, be integrated into new developments, and encourage a walkable, urban feel.

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II. GENERAL GUIDELINES FOR ACCEPTING DONATED WORKS OF ART

– In evaluating the acceptance of a donated work of art, the following will serve as general guidelines:

- A. A citizen or group of citizens, such as the Addison Arbor Foundation, may bring forth an original work of art to be considered for acceptance and public display by the Town. The Town shall make no financial commitment when acquiring legal ownership of the work. Prior to accepting a work of art, the Town shall require the Addison Arbor Foundation or Private Donor to provide recent appraisal documentation, or valuation by the artist. Residents, businesses, or nonprofits interested in donating a sculpture to the Town shall contact the Addison Arbor Foundation regarding donation.
- B. Works of art should be accessible and appropriate for viewing by all citizens, and be of high, enduring quality and reflect the values of the community and the Addison Way, inviting visitors and making residents feel at home.
- C. The quality of work and cost of maintenance will be considered by the Town when evaluating acceptance of a work of art.
- D. The Town will have discretion in determining whether or not to accept, where to locate, how to maintain, and all other matters pertaining to donated works of art.

A specific location and placement of the work may be proposed along with the donation. Donated works of art should visually enhance and complement the area of proposed placement, including the relation to other works of art in the space, such as a Town park, trail, or gateway into the community.

E. The artwork shall bear the name that was determined by the artist.

III. GENERAL GUIDELINES FOR PURCHASING PUBLIC ART

A. The Town of Addison may purchase existing works of art or commission new works of art through an artist selection process.

B. Payment for works of art will be in accordance with State and Town purchasing guidelines.

C. The same general guidelines for accepting donated works of art apply to purchased or commissioned works; however, other guidelines and standards may be applied.

IV. PROCESS

A. The Addison Arbor Foundation will review proposals from potential donors or artists through the selection process. They will work with citizens and groups to ensure the proposed work of art is appropriate and aligns with Town goals and guidelines for public art.

B. The Parks Department and the Addison Arbor Foundation will determine an appropriate location for the work.

C. The Addison Arbor Foundation will present the proposed public art and location to Council. Council action by resolution is required before: accepting works of art; commissioning artists; or any other work related to the installation of public art.

E. If both the acceptance of the public art piece and site plan are approved, a contractor approved by the Town will install the work. The Parks Department will oversee the installation of the art piece, administration and general maintenance once the art piece is accessioned and ownership conveyed to the Town of Addison (if applicable).

V. INSTALLATION AND MAINTENANCE GUIDELINES

A. The Addison Arbor Foundation (or other person or entity, pursuant to an agreement with the Town) is responsible for the costs associated with the design and installation of the public art. This includes all surveys, easements/license agreement requirements, structural, electrical, landscape and any other elements associated with the public art. Construction documents will be submitted and reviewed by staff prior to the installation of new public art. A contractor approved by the Town will install the work.

B. The Town shall be responsible for the general administration, maintenance and care of the public art once installed.

C. The Parks Department shall keep proper records of inventory, including an accession ledger (Attached as Exhibit 'A').

D. A sign or plaque may be placed permanently near the work to identify the artist, title, year made, and materials (if known). The identifying sign should not detract from the work visually and should match the existing sculpture monoliths.

Donations may be recognized on the plaque and the recognition must comply with the following guidelines:

1. Recognition of donations may be acknowledged in one of the following manners:
 - a) Single Mounted Plaque no larger than 10" x 12" (not including plaque base) - to be displayed in the facility receiving the donation or an area adjacent to the donated item.
 - b) Engraved Paver or Stone –to be grouped near the entrance or in a prominent location of the facility receiving the donation or an area adjacent to the donated item.
 - c) Inscription on donated item, including engravings on metal.
2. Approved Wording - Must be limited to the following nomenclature:
 - a) Individual Name (May include a nickname)
 - b) Business Name
 - c) Pet Name (Where Appropriate)
 - d) Organization or Group Name
 - e) May include a simple acknowledgement such as "Donated by" or "Support provided by".
 - f) May include a group descriptor such as "By the Friends and Family of"
 - g) Anonymous donations do not require recognition
3. Recognition of multiple donations for a fundraiser must be grouped on a single plaque or grouped in a paved area.

- E. The Parks Department shall conduct an inventory of public art every five years.
- F. The Town of Addison may insure the work.
- G. Upon installation of the Public Art and associated elements, the Addison Arbor Foundation (or other person or entity, pursuant to an agreement with the Town) shall convey ownership of the Public Art to the Town of Addison.

VI. DE-ACCESSION AND STORAGE GUIDELINES

- A. De-accessioning an art piece means removing it from the collection permanently. The decision to remove a piece should not be taken lightly. De-accessioning may be considered when one or more of the following is true:
 1. The art piece is damaged beyond reasonable repair, destroyed, or stolen.
 2. The art piece is believed to be fraudulent.
 3. The art piece is a safety liability.
 4. The art piece has been in storage for more than two years with no plans to display it in the future.
- B. The Parks Department may recommend that a work of art be de-accessioned, and shall present their recommendations for consideration of approval by the Town Council.
 1. Should de-accession be approved, the artist, if known, may be notified in writing of the de-accession and provided an opportunity to acquire the work of art.

2. The Town may seek professional guidance to sell the art piece, subject to the rules and regulations for the disposal of property set forth in the Town Purchasing Manual.
- C. A work of art on public display may be put into storage by the Parks Department if it requires repair or restoration. It may also be moved to storage if the site where it is located must be renovated or altered and the renovation or alteration cannot be made without moving the art piece.
1. The storage facility must maintain proper standards of security and shelter for the art piece.
 2. When an art piece must go into storage, a timeline should be in place for its eventual return to public view. An art piece should not go to storage indefinitely; once the art piece has reached the maximum time of two years in storage, it is eligible for de-accession.



ADDISON PUBLIC ART ARCHIVES
16801 Westgrove Drive, Addison, Texas 75001
(972) 450-2851

ACCESSION RECORD

ACCESSION INFORMATION:

Accession Number: _____

Date: _____

Date received: _____

Location: _____

Received _____

from: _____

Address and _____

telephone: _____

— Accession Title: _____

Provenance: _____

— Biographical information: _____

CONTENTS:

Public Art Paintings, Prints, Drawings

Other (describe) _____

ARTIST INFORMATION

Artist Name: _____

Name of Art Piece: _____

Artist Location: _____

Date of Creation: _____

Material: _____

Description: _____

—

—

—

ACQUISITION INFORMATION

Donation Transfer

Purchase /\$: _____ Other: _____

Restrictions: _____

—

PARKS

P.O. Box 9010
Addison, TX 75001

phone: 972.450.2851
fax: 972.450.2834

ADDISONTEXAS.NET

IT ALL COMES
TOGETHER.



Donor Name(s)

Notes:

Date acknowledged:

Archivist:

Insurable

Value:

PARKS

P.O. Box 9010
Addison, TX 75001

phone: 972.450.2851
fax: 972.450.2834

ADDISONTEXAS.NET

IT ALL COMES
TOGETHER.

Work Session and Regular Meeting

8.

Meeting Date: 07/14/2020

Department: Development Services

AGENDA CAPTION:

Present and Discuss **the Timing for Rescheduling the Special Charter Amendment Election Originally Planned for May 2, 2020.**

BACKGROUND:

The City Council adopted Ordinance O20-04 on February 13, 2020 ordering that a Special Election be held on May 2, 2020 for the purpose of considering twenty-six (26) propositions to amend the Town's Home Rule Charter. In March, Governor Greg Abbott issued a Proclamation in response to the COVID-19 pandemic allowing political subdivisions within Texas to move general and special elections scheduled in May to November 3, 2020. In response to the Governor's Proclamation, the Addison City Council voted to postpone the Special Election to a date to be determined.

The Governor's Proclamation appears to require the Special Election to be held on Tuesday, November 3, 2020, but the Town could explore the option of Saturday, May 1, 2021. If the Council desires to hold the election in November, the last day to order the election would be August 17, 2020. This means that the Council would have to take action at the Council Meeting on August 11, 2020 to formally order the election.

Staff will make the attached presentation and seek input from the City Council regarding which date to hold the Special Election so that Staff can make the necessary preparations.

RECOMMENDATION:

Staff requests direction from the City Council.

Attachments

Presentation - Special Election Schedule

Rescheduling Special Election on Charter Amendments

July 14, 2020

The logo for Addison, featuring the word "ADDISON" in a bold, blue, sans-serif font centered within a white circle. This circle is set against a blue background that is part of a larger graphic design on the right side of the slide, which includes diagonal white lines and a grey triangle in the top right corner.

ADDISON

- Fall 2019-Early 2020
 - Charter Review Commission evaluated the current Charter and ultimately recommended 26 propositions to amend the Charter
- February 13, 2020
 - City Council called a Special Election to be held on May 2, 2020
- March 18, 2020
 - Governor Abbot issued a Proclamation allowing political subdivisions to move elections scheduled for May 2, 2020 to November 3, 2020
- April 14, 2020
 - City Council postponed the Special Election without specifying a date

- Because the May 2, 2020 Special Election was not cancelled outright, the Governor's Proclamation appears to require the election to be held on November 3, 2020.
- **Pros:**
 - Soonest available date following the scheduled May 2020 date
 - Addresses identified Charter issues more quickly than May 2021
- **Cons:**
 - Effects of COVID-19 unknown in the Fall
 - Propositions will be included on ballot after all other election items in November 2020

Alternative – May 1, 2020

- Town could formally request permission from the Governor's Office to allow Town to reschedule the Special Election to May 1, 2020
- Town could choose to not call the Special Election in November and proceed with a May election knowing that there are risks associated with such a decision

- **Pros:**
 - Fewer items on May ballot will allow voters to focus on Charter amendments
 - Effects of COVID-19 still unknown, although could be better than Fall

- **Cons:**
 - Additional delay in addressing known Charter issues
 - Tests limits of the current Proclamation

Question for Council

- Does Council prefer to reschedule the Special Election on the 26 propositions to amend the Town's Home Rule Charter to Tuesday, November 3, 2020 or Saturday May 1, 2021?
- If November 3, 2020:
 - The last day to order the election on that date is August 17, 2020.
 - Staff would prepare an ordinance for Council action on the August 11, 2020 meeting agenda

Work Session and Regular Meeting

9.

Meeting Date: 07/14/2020

Department: City Secretary

AGENDA CAPTION:

Consider Action to Approve the Minutes for the June 23, 2020 Work Session and Regular Meeting.

BACKGROUND:

The Minutes for the June 23, 2020 City Council Meeting have been prepared for consideration.

RECOMMENDATION:

Administration recommends approval.

Attachments

Minutes - June 23, 2020 Council Meeting

DRAFT

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

June 23, 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, June 23, 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, Jr.; Council Member Tom Braun; Council Member Ivan Hughes; Council Member Paul Walden; Council Member Marlin Willesen.

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

Mayor Chow led the Pledge of Allegiance.

2. **Closed (executive) session of the Addison City Council pursuant to:**

- **Section 551.072, Tex. Gov. Code, to deliberate the purchase, exchange, lease, or value of real property, pertaining to:**
 - **Ground Lease Agreement Between the Town of Addison and Mercury Air Center – Addison, Inc.**
- **Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney(s) on a matter in which the duty of the attorney(s) to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, pertaining to:**
 - **Potential Changes to the 2020 Kaboom Town! Event.**

Mayor Chow Closed the Open Session to convene the City Council into Closed Executive Session at 6:04 p.m.

3. **RECONVENE INTO REGULAR SESSION: In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.**

Mayor Chow reconvened the City Council into Open Session at 9:09 p.m. It was noted that due to technical difficulties, the start of the Open Session was delayed. Mayor Chow called for any action to be taken from the Closed Executive Session.

MOTION: Council Member Hughes moved to direct staff to modify Kaboom Town as discussed in Executive Session. Mayor Pro Tempore Ward seconded the motion. Motion passed with a vote of 5-2. Councilmembers Willeesen and Walden voted against.

WORK SESSION

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

City Manager Wes Pierson advised that on June 16, 2020 Governor Greg Abbott and Executive Vice Chancellor for Health Affairs of the University of Texas (UT) System John Zerwas, M.D. provided an update on Texas' hospital capacity. The Governor noted that despite an uptick in positive cases, there continues to be abundant hospital capacity. Later that week, the Governor provided a clarification that county and city officials could require masks be worn in businesses and require businesses to have a health plan for employees and customers. On Friday, June 19th the Dallas County Commissioners Court ordered that face coverings are required for businesses and that each business' health policy must be posted in a visible location. Failure of businesses in Dallas County to develop such a plan within five days may result in a \$500 fine. Mr. Pierson advised that Addison businesses have been notified and encouraged to adhere to the order. Today (June 23rd) Governor Abbott issued a proclamation allowing local authority (mayors and counties) to ban outdoor gatherings of over 100 people (previously over 500 people.) The Governor ordered the Texas Health and Human Services Commission to enact emergency rules for childcare centers that provide strict health and safety standards for the centers. Mr. Pierson added that the virus is still circulating, and everyone is encouraged to continue safe practices.

Mr. Pierson advised that Town facilities for public access remain closed except by appointment. Deputy City Manager Ashley Mitchell provided an Athletic Club update. She advised that the pool would open on Tuesday, June 30th and capacity will be set at 78, which is 25% of the maximum users. Ms. Mitchell advised that there will be nine lifeguards starting within the next week and the Club is aiming to add three more to be fully staffed at the outdoor pool. The pool will be open Tuesday through Friday noon to 7 p.m. and Saturday, noon to 5 p.m., for members only so that money will not be exchanged for safety reasons. Once the other three lifeguards are hired, the days will shift to Monday through Saturday. Lifeguards will be required to wear masks at the desk but will not be required to do so on the lifeguard stand. Ms. Mitchell also noted that the pavilions may not be reserved at this time. In response to a question from Council Member Walden, Ms. Mitchell

advised that outdoor classes are being held without masks but with social distancing. Council Member Willesen inquired whether public drinking fountains are open yet. Mr. Pierson responded that fountains for pets will be open later this week, however human drinking fountains remain closed.

5. Present and Discuss Senate Bill 2 Disaster Declaration Tax Calculation Options.

Chief Financial Officer Steven Glickman presented this item. He reviewed Senate Bill 2 (SB 2) that was passed by the Texas Legislature in 2019. SB 2 reforms the property taxation system by lowering the tax rate that can be adopted without voter approval and requiring a mandatory election to go above the lowered tax rate. It also makes numerous changes to the procedure by which a city adopts a tax rate. Mr. Glickman advised that the tax rate may only increase 3.5 percent above the prior year tax rate without voter approval, compared to 8 percent which was allowed prior to the adoption of SB2.

Mr. Glickman added that in March 2020 a National Emergency was declared, and that Governor Abbott also declared a state of emergency for Texas due to COVID-19. These actions triggered a disaster exemption included in SB 2 that allows a city to calculate the tax rate at 8 percent instead of 3.5 percent. Mr. Glickman provided an example of how the rate could be calculated and how long it could be effective under the disaster declaration.

Mr. Glickman explained that for cities to have the option to adopt a tax rate up to 8 percent more than the previous year, a resolution directing the City Manager to calculate the higher rate is required. This action will allow cities flexibility when determining the needed tax rate however it does not bind the Council to any particular rate. Tax rate public hearing advertisements, public hearing dates, and tax rate adoption dates were discussed, noting that if required, an election will impact the usual schedule.

The Council consensus was to bring forth a resolution for consideration on the July 14th agenda.

6. Present and Discuss the Council Calendar for June through October 2020.

City Secretary Irma Parker presented proposed dates for upcoming Council meetings. There was a brief discussion among Council members and the following dates were determined:

- July 14 – Regular Council Meeting;
- July 28 – Cancel Regular Council Meeting (due to budget preparation);
- August 5 and 6 – Council Budget Work Sessions;
- August 11 – Regular Council Meeting;
- August 12 – Tentative Special Council Meeting for tax rate public hearing (if needed);
- August 17 - Tentative Special Council Meeting for tax rate adoption;
- August 25 – Regular Council Meeting;
- September 1 - Tentative Special Council Meeting for FY 2020-2021 Budget Public Hearing;
- September 8 - Regular City Council Meeting (includes budget and Tax Rate adoption);
- September 22 - Regular City Council Meeting;

- October 13 – Regular City Council Meeting;
- October 26 - Tentative Fall Town Hall meeting; and
- October 27 - Regular City Council Meeting.

Ms. Parker added that the Council typically has only one meeting in November and December. She advised the Council that all meeting dates will be added to their calendars, including Council Finance Committee meetings and Planning and Zoning Commission meetings.

7. **Present and Discuss Public Nuisance Concerns Along the White Rock Creek Park Trail.**

Due to the late hour, Council agreed to table this item until the July 14th meeting.

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 resident Nelly Garcia requested to address the City Council via telephone. Ms. Garcia addressed the City Council to request Addison Kaboom Town! be cancelled due to COVID-19 health concerns. In addition, Ms. Garcia circulated a petition with 137 names, which was forwarded to the City Council prior to the meeting for their review and information.

Editor's Note: *The Petition was reviewed by the City Secretary for compliance with Election Code, Title 16 "Miscellaneous Provisions", Chapter 277 "Petition Prescribed by Law Outside the Code". Under State Law the petition did not meet the necessary requirements and therefore is not a valid petition.]*

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.*

8. **Consider Action to Approve the Minutes for the June 9, 2020 Work Session and Regular Meeting.**

MOTION: Council Member Walden moved to approve the Consent Agenda item as submitted. Mayor Pro Tempore seconded the motion. Motion carried unanimously.

Regular Items

9. **Present, Discuss, and Consider Action on a Resolution Approving the Addendum to the Consolidated Public Safety Communications and Dispatch Operations Agreement Transferring Ownership and Operation of the Joint P25 Public Safety Communications System to North Texas Emergency Communications Center (NTECC); Authorizing Additional Acts to Carry Out the Town's Obligations Under this Addendum; and, Authorizing the Execution of the Addendum by the City Manager.**

Assistant to the City Manager Bill Hawley presented this item. He advised that since 2013 the cities of Carrollton, Farmers Branch, Coppell and Addison have a joint interlocal agreement for communications and emergency dispatch, including maintenance and management of a radio system and cost sharing. An agreement with Harris Corporation is in place for the purchase, installation, and maintenance of the system. The cities established the North Texas Emergency Communication Center, Inc. (NTECC) and an agreement was entered into for management of the Communications Center. Section 4.03 of the agreement states that the Harris Agreements be assigned to NTECC and the ownership of the shared components be conveyed to NTECC by the cities. Mr. Hawley added that this is a planned progression of the partnership. Council Member Willesen inquired whether Addison's contribution level will change as a result of this change. Mr. Pierson advised not at this time and noted that Addison has responsibility for the tower on Spectrum and that will not change. Future expenses for NTECC will still be shared by the cities.

MOTION: Council Member Willesen made a motion to approve this item. Deputy Mayor Pro Tempore Quintanilla seconded the motion. Motion carried unanimously.

Resolution No. R20-050: Addendum to the Consolidated Public Safety Communications and Dispatch Operations Agreement for NTECC

10. **Present, Discuss and Consider Action on the First Reading of an Ordinance of the Town of Addison, Texas Granting to Oncor Electric Delivery Company LLC, Its Successors and Assigns, an Electric Power Franchise.**

Assistant to the City Manager Bill Hawley presented this item. He advised Council that this franchise agreement is for distribution and transmission of power to residents and businesses in Addison. The current agreement expired on July 31, 2019 and had an extension granted by ordinance on June 24, 2019. The proposed franchise includes regulatory and statutory changes that were enacted since the adoption of the initial franchise agreement. The Town Charter requires that all franchises for public utilities have two readings of the approving ordinance, and the full

text of the ordinance must be advertised once weekly for four weeks in the Town's official newspaper (Dallas Morning News.) The second reading of the ordinance will occur at least 30 days following the first reading. The ordinance will take effect 30 days following the second reading. Mr. Hawley reviewed a summary of changes included in this ordinance.

MOTION: Council Member Hughes moved to approve Item 10 as stated. Council Member Braun seconded the motion. Motion carried unanimously.

Ordinance No. O20-31 - 1st Reading of Oncor Electric Delivery Company LLC Franchise Agreement

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

10.

Meeting Date: 07/14/2020

Department: Infrastructure- Development Services

Pillars: Excellence in Transportation Systems

AGENDA CAPTION:

Consider Action on a **Resolution to Approve Acceptance of an Airport Improvement Program (AIP) Grant Offer from the Texas Department of Transportation (TxDOT) in the Amount of \$1,475,000 for Changing the Runway Designation from 15/33 to 16/34 and Applying Surface Preservation Treatments to the Runway, Taxiway Alpha, and the Asphalt Connecting Taxiways Charlie, Delta, Echo, Foxtrot, Golf, Hotel, and Juliet; Designating TxDOT its Agent for Receiving and Disbursing Funds; Acknowledging that Addison will be Responsible for a Potential Estimated Contribution and to Authorize the City Manager to Execute all Necessary Documents to Accept the Grant from TxDOT.**

BACKGROUND:

This item is to accept a grant from the Texas Department of Transportation Aviation Division in the amount of \$1,475,000, for the runway designation change and for the application of surface preservation treatments to the runway, and various taxiways. The \$1,475,000 grant amount will be a 100% grant with no local matching funds required. Any costs incurred over the grant amount will be subject to the usual 90%-10% split requiring a 10% matching share from the airport (with the 90% being the Federal/State grant share). The airport's fiscal year 2020 capital budget included 10% matching shares totaling \$191,060 for the runway re-designation and surface treatments. It is unlikely that more than a small fraction of the available matching funds will be required for this project.

Runways are designated by a number from 1 to 36, which is the magnetic heading of the runway in degrees, divided by ten. A runway numbered 9 points east (90°), runway 18 is south (180°), runway 27 points west (270°) and runway 36 points to the north (360° rather than 0°).

Changing the runway designation requires repainting of the runway designation numbers at both ends of the runway, along with replacement of numerous airport guidance sign panels. Additionally, it requires changes in the FAA aeronautical charts, approach plates, airport diagrams, the airport's master record.

The grant also includes funds for the application of surface preservation treatments. Asphalt surface treatments are a preventative maintenance

procedure applied to the asphalt surface to seal and protect the asphalt pavement from environmental conditions such as sunlight and rain. Untreated, the existing asphalt surface will begin to deteriorate due to oxidation and infiltration of water. Surface preservation treatment will be applied to the runway, Taxiway Alpha, and the asphalt connecting taxiways (Charlie, Delta, Echo, Foxtrot, Golf, Hotel, and Juliet).

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - Airport Improvement Grant Acceptance

TOWN OF ADDISON, TEXAS

RESOLUTION #R20-___

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING ACCEPTANCE OF AN AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT OFFER FROM THE TEXAS DEPARTMENT OF TRANSPORTATION (TX- DOT) IN THE AMOUNT OF \$1,475,000 FOR CHANGING THE RUNWAY DESIGNATION FROM 15/33 TO 16/34 AND APPLYING SURFACE PRESERVATION TREATMENTS TO THE RUNWAY, TAXIWAY ALPHA, AND THE ASPHALT CONECTING TAXIWAYS CHARLIE, DELTA, ECHO, FOXTROT, GOLF, HOTEL, AND JULIET; DESIGNATING THE TEXAS DEPARTMENT OF TRANSPORTATION AS ITS AGENT FOR RECEIVING AND DISBURSING FUNDS; ACKNOWLEDGING THAT ADDISON WILL BE RESPONSIBLE FOR AN ESTIMATED CONTRIBUTION; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS TO ACCEPT THE GRANT FROM TX-DOT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, THE TOWN OF ADDISON intends to make certain improvements to ADDISON AIRPORT; and

WHEREAS, the general description of the project is described as: designating the runway to 16/34 to match the actual magnetic headings and to apply surface preservation treatments to the runway, Taxiway Alpha, and the connecting taxiways; and

WHEREAS, THE TOWN OF ADDISON intends to request financial assistance from the Texas Department of Transportation in the amount of \$1,475,000 for these improvements; and

WHEREAS, THE TOWN OF ADDISON will be responsible for 10% of all project costs exceeding Texas Department of Transportation's capped \$1,475,000 amount; and

WHEREAS, THE TOWN OF ADDISON names the Texas Department of Transportation as its agent for the purposes of applying for, receiving, and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements;

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

SECTION 1. The recitals set forth above are true and correct and are incorporated as if fully set forth herein.

SECTION 2. The Town of Addison names the Texas Department of Transportation as its agent for the purposes of applying for, receiving and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements.

SECTION 3. The City Council hereby directs the City Manager to execute on behalf of the Town, at the appropriate time, and with the appropriate authorizations of this governing body, all contracts and agreements with the State of Texas, represented by the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the improvements to the ADDISON AIRPORT.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas this the 14th day of July 2020.

Joe Chow, Mayor

ATTEST:

By: _____
Irma Parker, City Secretary

APPROVED AS TO FORM:

By: _____
Brenda N. McDonald, City Attorney

Work Session and Regular Meeting

11.

Meeting Date: 07/14/2020

Department: Development Services

AGENDA CAPTION:

Consider Action to Approve a **Resolution Accepting a Donation Deed From Urban Intownhomes, Inc. for Property Located Adjacent to the Addison Grove Development**

BACKGROUND:

The layout of the Addison Grove development left a remainder piece of property to the east of the newly constructed Magnolia Street. This 1.24 acre "L" shaped property could not be used efficiently by the developer to construct townhomes, and Staff convinced them to donate this property to the Town. The purpose of this donation was to land bank the property should the properties in between Magnolia Street and Midway Road redevelop at some point in the future. While the donation was shown on the development plan and plat, the Town and developer are formalizing that donation with a donation deed. The City Council must accept the donation deed.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - Accepting Donation Deed

Exhibit - Subject Property Map

RESOLUTION NO. R20-____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS ACCEPTING A DONATION DEED FROM URBAN INTOWNHOMES, INC. FOR PROPERTY LOCATED ADJACENT TO THE ADDISON GROVE DEVELOPMENT, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Urban Intownhomes, Inc. and provided a donation for property adjacent to the Addison Grove development; and

WHEREAS, the Town of Addison desires to accept the donation of land.

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

SECTION 1. The recitals set forth above are true and correct and are incorporated as if fully set forth herein.

SECTION 2. The City Council hereby accepts from Urban Intownhomes, Inc., the donation of land as described in the Donation Deed, attached hereto as **Exhibit A** and incorporated herein, and authorizes the Mayor to execute the deed on behalf of the Town.

SECTION 3. 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 **JULY 2020**.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

EXHIBIT A



NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

DONATION DEED

(Special Warranty)

THE STATE OF TEXAS

§

COUNTY OF DALLAS

§

KNOW ALL PERSONS BY THESE PRESENTS:

THAT **URBAN INTOWNHOMES, LLC**, a Texas limited liability company (hereinafter called "*Grantor*"), on behalf of Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), together with other good and valuable consideration, to Grantor cash in hand paid by the **CITY OF ADDISON, TEXAS**, a Texas home rule municipality whose mailing address is 5300 Belt Line Rd., Dallas, Texas 75254 (hereinafter called "*Grantee*"), the receipt of which is hereby acknowledged, has DEDICATED, GRANTED, SOLD and CONVEYED, and by these presents does DEDICATE, GRANT, SELL and CONVEY unto the said Grantee, that certain tract of land described on **EXHIBIT A** attached hereto and incorporated herein by reference (the "*Land*"), together with all improvements thereon, fixtures affixed thereto, and appurtenances thereto; including all of Grantor's right, title and interest, if any, in and to all roads, alleys, easements, streets, and ways adjacent to such Land (collectively, the "*Property*")

This conveyance is expressly made and accepted by Grantee subject to the terms, conditions and provisions hereof, and further subject to restrictions, covenants, easements, conditions, mineral or royalty interests, mineral reservations, surface waivers, utility conveyances, encumbrances, regulations or orders of municipal or other governmental authorities, if any, and/or other matters now in force and existing of record in the office of the County Clerk of Dallas County, Texas, to which reference is hereby made for all purposes.

TO HAVE AND TO HOLD the above described Property, together with all and singular, the rights and appurtenances thereto in anywise belonging, unto the said Grantee, its successors and assigns forever, and Grantor does hereby bind its successors and assigns to WARRANT AND FOREVER DEFEND, all and singular, the said Property unto the said Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof, by, through or under the Grantor, but not otherwise, and subject to the terms set forth herein.

The conveyance of the Property hereby is subject to standby fees, taxes and assessments by any taxing authority for the 2020 calendar year, and subsequent years, the payment of which Grantee assumes.

GRANTEE ACKNOWLEDGES AND AGREES THAT EXCEPT FOR THE SPECIAL WARRANTY OF TITLE CONTAINED HEREIN, GRANTOR HAS NOT MADE, AND GRANTOR HEREBY SPECIFICALLY DISCLAIMS, ANY REPRESENTATION OR WARRANTY OF ANY KIND, ORAL OR WRITTEN, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, WITH RESPECT TO THE PROPERTY TO BE CONVEYED HEREUNDER, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OR REPRESENTATIONS AS TO HABITABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, ZONING, PHYSICAL OR ENVIRONMENTAL

EXHIBIT A



CONDITION, UTILITIES, VALUATION, THE COMPLIANCE OF THE PROPERTY WITH GOVERNMENTAL LAWS, OR ANY OTHER MATTER OR THING REGARDING THE PROPERTY. GRANTEE ACCEPTS THE PROPERTY AND ACKNOWLEDGES THAT THE DEDICATION, CONVEYANCE AND SALE OF THE PROPERTY AS PROVIDED FOR HEREIN IS MADE BY GRANTOR ON AN "AS IS, WHERE IS, AND WITH ALL FAULTS" BASIS. GRANTEE ACKNOWLEDGES THAT IT HAS MADE ITS OWN INDEPENDENT INVESTIGATION OF THE PROPERTY.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

EXHIBIT A



EXECUTED this 3rd day of June, 2020.

GRANTOR:

URBAN INTOWNHOMES, LLC,
a Texas limited liability company

By: David Foor
Name: DAVID FOOR
Title: VP

THE STATE OF TEXAS §
COUNTY OF Harris §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared David Foor, Vice President of URBAN INTOWNHOMES, LLC, a Texas limited liability company, Grantor herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 3rd day of June, 2020.

Travis Brandenburg
Notary Public-State of Texas

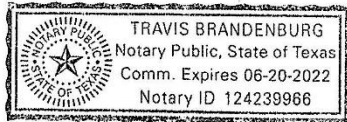


EXHIBIT A



ACCEPTED BY THE CITY OF ADDISON, TEXAS (Grantee):

Joe Chow, Mayor

THE STATE OF TEXAS §

COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Joe Chow, Mayor, City of Addison, Texas, Grantee herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, 2020.

Notary Public-State of Texas

AFTER RECORDING PLEASE RETURN TO:
City of Addison
City Secretary
5300 Belt Line Road
Dallas, Texas 75254

EXHIBIT A

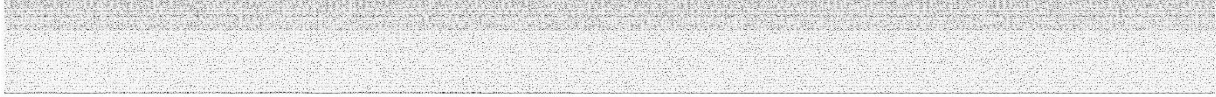


EXHIBIT A

LEGAL DESCRIPTION OF THE LAND

Lot 18X, Block F, of the Replat of the Addison Grove Addition, an addition to the Town of Addison, Dallas County, Texas, as shown and described on the Replat of Addison Grove Addition filed on December 19, 2017 as Document No. 201700353297, of the Official Public Records of Dallas County, Texas.

Exhibit A

ADDISON GROVE



Work Session and Regular Meeting

12.

Meeting Date: 07/14/2020

Department: City Manager

Milestones: Clarify and protect the Addison Way

AGENDA CAPTION:

Consider Action to Approve a Resolution to Adopt the Town of Addison's Strategic Pillars and Milestones for Fiscal Year 2021.

BACKGROUND:

Since 2016, the City Council has participated in an annual special work session on strategic planning facilitated by Strategic Government Resources (SGR). At the strategic planning session held on June 15, 2020, Council reviewed the Strategic Pillars for Fiscal Year 2021. These are:

- Entrepreneurship and Business Hub
- Excellence in Asset Management
- Excellence in Transportation Systems
- Gold Standard in Customer Service
- Gold Standard in Financial Health
- Gold Standard in Public Safety
- Optimize Addison Brand

No changes were made to the Strategic Pillars.

Council also identified Milestones that indicate progress toward achieving these Strategic Pillars and selected 10 priority Milestones for Fiscal Year 2021. A complete list of the Milestones is attached as Exhibit A in the Resolution. SGR's full report is also attached.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - Strategic Planning Pillars and Milestones for Fiscal Year 2021

Report - Council Strategic Planning Session June 2020

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING SEVEN STRATEGIC PILLARS AND TEN MILESTONES OF THE ADDISON STRATEGIC PLAN AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council met in a special work session on June 15, 2020 to review and revise the components of the Town’s Strategic Plan; and

WHEREAS, the seven Strategic Pillars and ten Milestones have been identified to develop a cohesive vision of the future that creates excitement and commitment for the Town of Addison; and

WHEREAS, as a result of the Council’s discussion, the City Council desires to adopt amendments to the Strategic Pillars and Milestones components of the Strategic Plan.

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

Section 1. The special work session results, including the seven Strategic Pillars and the ten Milestones, attached hereto as **EXHIBIT A** and incorporated herein, are hereby approved.

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

PASSED AND APPROVED by the City Council of the Town of Addison, Texas this the **14th** day of **July** 2020.

Joe Chow, Mayor

ATTEST:

By: _____
Irma Parker, City Secretary

APPROVED AS TO FORM:

By: _____
Brenda N. McDonald, City Attorney

EXHIBIT A

Strategic Plan for Fiscal Year 2021

Pillar One: Entrepreneurship and Business Hub

Milestone: Economic Development focus on attracting and retaining entrepreneurship and targeted industry sectors (Information Technology, Financial Services, Engineering/Research/Development Services, Consulting Services, and Creative Services).

Milestone: Review Town Ordinances and regulations to modernize them and facilitate redevelopment.

Milestone: Create channels for two-way communication with the business community.

Pillar Two: Excellence in Asset Management

Milestone: Implement the Asset Management Plan in accordance with the Asset Management Policy, utilizing information systems.

Pillar Three: Excellence in Transportation Systems

Milestone: Promote Silver Line Development.

Milestone: Improve all modes of transportation with infrastructure in acceptable condition and well-maintained.

Pillar Four: Gold Standard in Customer Service

Milestone: Promote and protect Addison Way.

Pillar Five: Gold Standard in Financial Health

Milestone: Continue development and implementation of Long-Term Financial Plan.

Pillar Six: Gold Standard in Public Safety

Milestone: Maximize use of cutting-edge technology to enhance public safety.

Pillar Seven: Optimize Addison Brand

Milestone: Define and promote Addison Identity.



Town of Addison Council Report

June 15, 2020

The Council met on June 15, 2020, to review the Strategic Pillars (pillars) and Milestones to determine if there were any changes that needed to be made. Every Council Member and the Mayor were in attendance. SGR facilitated the discussion by having the Council divide into small groups to discuss the questions of whether each pillar was still relevant, the progress made on each milestone, and whether any adjustments or additional milestones needed to be added. Following the small group discussion, each group reported back to the larger group and each pillar was discussed by the whole group.

The Council believed that all the pillars were still relevant. They discussed the possibility of combining Pillars One, Four, and Seven because they are related to one another. This may be considered more at a future work session, but the Council decided to leave them as separate pillars at this time.

Pillar One: Entrepreneurship and Business Hub

Milestone 1: Economic Development focus on attracting and retaining entrepreneurship and targeted industry sectors (Information Technology, Financial Services, Engineering/Research/Development Services, Consulting Services, and Creative Services).

Milestone 2: Review Town Ordinances and regulations to modernize them and facilitate redevelopment.

Milestone 3: Create a specific channel for two-way communication with the business community.

Discussion

The Council believed that much progress had been made on this pillar. Council also requested that they be more informed on the progress being made. All the milestones were considered to still be relevant. The only adjustment made was to change the wording of Milestone 3. They discussed the importance of communicating what the city is doing. The Council noted that communication with restaurants had been good, especially in the wake of the Covid-19 Pandemic.

New Milestone 3: Create channels for two-way communication with the business community.

Pillar Two: Excellence in Asset Management

Milestone: Implement the Asset Management Plan.

Discussion

The Council believed that a lot of progress had been made on this pillar. They did determine to change the wording on the milestone to say:

Milestone: Implement the Asset Management Plan in accordance with the Asset Management Policy, utilizing information systems.

Pillar Three: Excellence in Transportation Systems

Milestone 1: Promote Silver Line Development.

Milestone 2: Improve all modes of transportation with infrastructure in acceptable condition and well-maintained.

Discussion

The Council felt that progress was being made on this pillar and there were no suggested changes to the milestones. The Council wants the staff to focus on initiatives that solve the first/last mile of transportation and to share more information on airport initiatives.

Pillar Four: Gold Standard in Customer Service

Milestone: Promote and protect Addison Way.

Discussion

The Council believed that much progress was being made on this pillar and the milestone. No adjustments were made to the milestone. The Council wants there to be continued progress in improving the speed of responsiveness.

Pillar Five: Gold Standard in Financial Health

Milestone: Continue development and implementation of Long-Term Financial Plan.

Discussion

The Council felt that good progress was being made in this area. There were no changes made to the milestone.

Pillar Six: Gold Standard in Public Safety

Milestone: Maximize use of cutting-edge technology to enhance public safety.

Discussion

The Council felt that good progress was being made in this area. There were no changes to the milestone. There was some discussion about the fact that some neighborhoods do not perceive that they are as safe as they were in the past. The staff needs to consider how to manage expectations. Discussions need to be held regarding the level of service and budget constraints.

Pillar Seven: Optimize Addison Brand

Milestone: Define and promote Addison Identity.

Discussion

The Council felt that progress was being made on this pillar. There was no change made to the milestone.

Work Session and Regular Meeting

13.

Meeting Date: 07/14/2020

Department: Infrastructure- Development Services

Pillars: Excellence in Transportation Systems

AGENDA CAPTION:

Consider Action to Approve Change Order #2 to the Contract with JC Commercial, Inc. for Costs Related to Unforeseen Site Conditions for the United States Customs and Border Protection Facility at Addison Airport and Authorize the City Manager to Execute the Change Order in an Amount Not to Exceed \$141,881.10.

BACKGROUND:

On August 27, 2019, the Addison City Council approved a contract with JC Commercial, Inc. for the construction of the U.S Customs and Border Protection and Airport Administration facility at Addison Airport in the amount of \$6,223,949.

Change Order #1, dated February 28, 2019 approved a cost increase of \$22,215.16, thereby increasing the contract amount to \$6,246,209.16. Change order #1 included North Texas Tollway Authority irrigation modifications, an Oncor utility relocation, the installation of bollards around the Customs and Border Protection generators, and the removal of an abandoned water line. Change order #1 was not taken to Council because the amount was less than \$50,000 and less than 25% of the contract price. Change order #1 did not add additional days to the contract.

Change Order #2 includes the following additional items that were not anticipated or known at the time of the original contract. Staff determined that it was prudent, efficient and effective to address the following issues as part of the on-going work:

- Additional concrete pier depths for the building foundation due to a variable depth rock layer that was deeper than anticipated. Additional pier depths ranged from 1.5 to 3.5 feet in depth and occurred outside the known rock layer depth provided in the geotechnical report. The pricing provided by JC Commercial Inc. is consistent with industry standards for costs per linear foot of pier depth for the additional labor and materials.
- Changes in the erection of steel for the elevator. Page, the project architect, and AG&E, the structural engineer, have both reviewed the proposal submitted by JC Commercial, Inc. and agree the additional steel and erection costs is justified and necessary. The steel modification required

a high degree of detail and precision and the contractor is required to complete the modifications associated with the elevator installation.

- The site design earthwork quantity in the bid documents was calculated before the site demolition of the old hangar and removal of old pavements. JC Commercial performed a topographic survey of the site to verify existing conditions before construction began and notified the project team that elevations for the site were lower than the existing survey provided in the design documents.
- As requested by U.S Customs and Border Protection, hold room toilets and lavatory were revised from separate toilets and lavatory to combination toilet/lavatory fixtures in order to comply with U.S. Customs and Border Protection requirements.

The following table summarizes the effect of change order #2 on the contract price:

Description	Original Price	Amount
Additional Foundation Pier Depths		\$11,466.65
Change to Elevator Steel Structure		\$20,067.30
Additional Fill		\$107,056.95
CBP Hold Room Combination Toilet/Lavatory Revision		\$3,290.20
Subtotal		\$141,881.10
Amount of this Change Order		\$141,881.10
Original Contract Amount		\$6,223,949.00
Overall Contract (Including Previous Change Order)		\$6,246,209.16
Revised Contract Amount		\$6,388,090.26
Total % Increase (including change orders #1 and #2)		2.57%

This change order requires council approval because the total amount is greater than \$50,000.

The following table summarizes the effect of change order #2 on the contract time:

Description	Calendar Days
Additional Foundation Pier Depths	5
Change to Elevator Steel Structure	10
Additional Fill	10
Subtotal	25
Original Contract Start Date	September 30, 2019
Original Contract Time	450
Previously Approved Contract Time Extension	0
Approved Contract Time Extensions this Change Order	25
New Contract Time	475
New Contract Completion Date	January 17, 2021

Funding for these improvements is from the 7.3% contingency allowance included in the original contract with JC Commercial, Inc. The total contingency allowance for the project is \$559,978.

RECOMMENDATION:

Administration recommends approval.

Attachments

U.S Customs and Border Protection Facility - Change Order #2

U.S Customs and Border Protection Facility - Change Order #1



TOWN OF ADDISON CHANGE ORDER FORM

Change Order Number: 2

Project Name: Addison Airport US Customs and Border Protection Facility

Project Number(s): 19-97

Contractor Name: JC Commercial, Inc.

Date: 05/20/2020

A. INTENT OF CHANGE ORDER

The purpose of this change order is to provide an amendment to the construction contract for JC Commercial to include the items mentioned below.

B. DESCRIPTION OF CHANGE

Items listed in section C will increase the contract amount to include unforeseen site conditions and requests from the US Customs and Border Protection Agency.

C. REASON FOR CHANGE

The following items will be included in the construction contract:

- Additional concrete pier depths were needed for the building foundation due to a variable depth rock layer that was deeper than anticipated. Additional pier depths ranged from 1.5 to 3.5 feet in depth and occurred outside the known rock layer depth provided in the geotechnical report. The pricing provided by JC Commercial is consistent with industry standards for cost per linear foot of pier depth for the additional work and material materials.
- Page (Architect) and AG&E (Structural Engineer) have both reviewed the proposal submittal by JC Commercial and agree the additional steel and erection cost associated with design revisions for building modifications is justified given this steel and detailing was added to the documents to accommodate layout revisions. Based on experience from the structural engineer, the cost submitted by JC Commercial appears to be approximately double what would be expected based on the erected steel tonnage involved in the change, but since the steel was already fabricated and on-site (which incurred trip charges and refabricating costs), the cost is reasonable. The steel modification required a high degree of detail and precision considering the modification was for the elevator enclosure and the contractor is required to complete the modifications based on the tight tolerances associated with the elevator installation.
- Accepted for additional site fill, excluding the building foundation footprint, due to the demolition operations performed under a separate contract removed existing soil and material that was not replaced back to the original survey grade. The site design earthwork quantity in the bid documents was calculated utilizing the average end area method based on the existing site survey before site demolition. JC Commercial performed a topographic survey of the site to verify the existing conditions before construction began and notified the project team the elevations of the site were lower

than the existing survey provided in the design documents. Also, additional fill was approved got placement along the western edge of the building foundation to protect the foundation edge until the airside improvements can be made under a separate construction contract executed by TxDOT Aviation.

- As requested by Customs and Border Protection, hold room toilets and lavatory were revised from separate toilets and lavatory to combination toilet/lavatory fixtures.

D. EFFECT OF CHANGE ON CONTRACT PRICE

This change order will have the following effect on the cost of this project:

Item Number/Description	Amount
Additional Foundation Pier Depths	\$11,466.65
Changes to Elevator Steel Structure	\$20,067.30
Additional Fill (Civil)	\$107,056.95
CBP Hold Room Combination Toilet/Lavatory Revision	\$3,290.20
Subtotal	\$141,881.10
Amount of this Change Order	\$141,881.10
Original Contract Amount	\$6,223,949.00
Overall Contract Amount (Including Previous Change Orders)	\$6,246,209.16
Revised Contract Amount	\$6,388,090.26
Total % Increase/Decrease (Including Previous Change Orders)	2.57%

E. EFFECT OF CHANGE ON CONTRACT TIME

The work required under this change will affect 25 days of the contract time.

Item Number/Description	Calendar Days
Additional Foundation Pier Depths	5
Changes to Elevator Steel Structure	10
Additional Fill (Civil)	10
Subtotal	25
Original Contract Start Date	September 30, 2019
Original Contract Time	450
Previously Approved Contract Time Extensions	0
Approved Contract Time Extensions this Change Order	25
New Contract Time	475
New Contract Completion Date	January 17, 2021

F. AGREEMENT

By the signatures below, duly authorized agent of the Town of Addison, and JC Commercial, Inc, do hereby agree to append this Change Order Number 2 to the original contract between themselves, dated September 18, 2019.

Lewisville TX 75057
City State Zip

Phone: 972-436-4622

 5/27/20
Contractor's Signature


Engineer's Signature
Digitally Signed 05/29/2020

Project Manager

Department Director

Fin. & Strat. Services Representative

City Manager

Copies: Contractor (2)
Department
City Secretary

Council Agenda: Agenda Date _____
(if applicable) Item Number _____
Approved _____

RFI Response

RFI ID	082		
To	Trevor Fitzgerald JC Commercial, Inc. 1801 Lakepointe Drive Suite 129 Lewisville TX 75057 United States (972) 436-4622	From	Will Butler Page Southerland Page, Inc. 1800 Main Street Suite 123 Dallas TX 75201 United States (469) 621 4837
Project	417151 - City of Addison Airport	Project No.	417151
Date	4/8/2020	Transmittal ID	00645
Subject	Proposal #11 - Additional Pier Depths		
We are sending	<input type="checkbox"/> Attached <input type="checkbox"/> Under Separate Cover	Via	Info Exchange

Question: Please see the attached proposal. I apologize that these proposals are out of order. The previous project engineer skipped over #11. Going forward this will not be an issue.

Suggestion:

Answer: **Response (Answered) from: Will Butler (Page Southerland Page, Inc.)**
Remarks:

The proposal as submitted is reasonable and acceptable. We will work to include the proposal value indicated here in the next change order.

Contents

Copies	Date	Number	Description
1	3/3/2020		RFI 82 - Proposal #11 - Additional Pier Depths (combined).pdf

These are transmitted For review and comment For your use As requested

Please let me know if you need any additional information or clarification. Thank you.

CC: Darci Neuzil
Jeff Mechlem
Joe McAnally
Joel Jenkinson
Lisa Pyles
Margarita de Monterrosa
Michael Haskins
Michelle LeBlanc
Scott Arthur
Will Butler



Request for Information 082

Project Title: Addison Airport Customs and Border Protection Facility
Submitted by Subcontractor: JC Commercial

Date Created: 3/3/2020

Answer Company	Author Company	Authored By
Page Southerland Page, Inc. 1100 Louisiana, Suite One Houston, Texas 77002	JC Commercial 1801 Lakepointe Dr. Suite 129 Lewisville, TX 75057	Trevor Fitzgerald

Subject: Proposal #11 - Additional Pier Depths
Category: Concrete

Question: **Date Required:** 3/10/2020

Please review the attached proposal for changes to the contract based on additional certified pier depths from the Fugro testing company.

Answer: **Date Answered:**

Pier Depths

Piers	G-2	F-7	E-7	A-7	A.5-7.2	A-6	A.5-6.2
Pier Size	36	36	36	24	24	24	24
Estimated Depth	14	14	14	11	11	11	11
Over Drilled Depth from Driller	0.9	0.3	0	0.5	0.5	0.7	1
Ground Surface Elevation	99.5	99.5	99.5	99.5	99.5	99.5	99.5
Top Of Shaft Elevation	97	97	97	97	97	97	97
Total Drilled Shaft Depth	14.6	14.4	13.1	14	13.6	14.3	14
Additional Depth of Pier	0.2	0.6	-0.4	3	2.6	3.1	2.5

Piers	H-7	H-6	F.8-6	F-6	E.7-5.1	D-5.2	C-5.2
Pier Size	24	24	24	24	24	24	24
Estimated Depth	11	11	11	11	11	11	11
Over Drilled Depth from Driller	0.8	0.6	2.7	2.7	0.6	0.7	0.6
Ground Surface Elevation	99.5	99.5	99.5	99.5	99.5	99.5	99.5
Top Of Shaft Elevation	97	97	97	97	97	97	97
Total Drilled Shaft Depth	15.6	15	13.7	13.8	11.6	14.6	14.1
Additional Depth of Pier	4.3	3.9	0.5	0.6	0.5	3.4	3

Piers	D-3	E-5	E.7-5.7	D.4-5.4	D-2	E.7-2	E-3
Pier Size	24	24	24	24	24	24	24
Estimated Depth	11	11	11	11	11	11	11
Over Drilled Depth from Driller	0.9	0.4	0.3	0.4	0.4	0.5	0.6
Ground Surface Elevation	99.5	99.5	99.5	99.5	99.5	99.5	99.5
Top Of Shaft Elevation	97	97	97	97	97	97	97
Total Drilled Shaft Depth	15.1	15	11.3	14.5	14.3	14.2	14.8
Additional Depth of Pier	3.7	4.1	0.5	3.6	3.4	3.2	3.7

Piers	C-4	E.6-6	F.8-6.5	F-6.5	D-6	D-7	G.5-D.5
Pier Size	24	24	24	24	24	36	18
Estimated Depth	11	11	11	11	11	14	11
Over Drilled Depth from Driller	2.4	0.5	0.9	0.7	0	0	0.2
Ground Surface Elevation	99.5	99.5	99.5	99.5	99.5	99.5	99.5
Top Of Shaft Elevation	97	97	97	97	97	97	97
Total Drilled Shaft Depth	13.5	14.3	16.2	14.2	14	15.2	11.5
Additional Depth of Pier	0.6	3.3	4.8	3	3.5	1.7	0.8

Piers	D.8-0.5	C.8-D.5	H-1	G.5-0.5	G-0.8	G.2-2.5	A-5
Pier Size	18	18	24	24	24	24	24
Estimated Depth	11	11	11	11	11	11	11
Over Drilled Depth from Driller	0	0.1	0.1	0	0	0	0.1
Ground Surface Elevation	99.5	99.5	99.5	99.5	99.5	99.5	99.5
Top Of Shaft Elevation	97	97	97	97	97	97	97
Total Drilled Shaft Depth	12.6	14.1	11.6	11.6	11.6	11.5	14
Additional Depth of Pier	2.1	3.5	1	1.1	1.1	1	3.4

Piers	B-2.3	A.9-4.4	A-1	C-1	C-2	E-1	B-3
Pier Size	24	24	36	36	36	36	36
Estimated Depth	11	11	14	14	14	14	14
Over Drilled Depth from Driller	0.1	0.1	0	0	0.1	0.3	0.1
Ground Surface Elevation	99.5	99.5	99.5	99.5	99.5	99.5	99.5
Top Of Shaft Elevation	97	97	97	97	97	97	97
Total Drilled Shaft Depth	13.6	13.5	16.8	16	16.1	14.9	15.1
Additional Depth of Pier	3	2.9	3.3	2.5	2.5	1.1	1.5

Piers	B-4	B-5.2	F-1	G-3	G-5	G-2	F-7
Pier Size	36	36	36	36	36	36	36
Estimated Depth	14	14	14	14	14	14	14
Over Drilled Depth from Driller	0	0	0.2	0	0.3	0.9	0.3
Ground Surface Elevation	99.5	99.5	99.5	99.5	99.5	99.5	99.5
Top Of Shaft Elevation	97	97	97	97	97	97	97
Total Drilled Shaft Depth	15	15	14.2	13.7	13.8	14.6	14.1
Additional Depth of Pier	1.5	1.5	0.5	0.2	0	0.2	0.3

Piers	E-7	A-7	A.5-7.2	A-6	A.5-6.2		
Pier Size	36	24	24	24	24		
Estimated Depth	14	11	11	11	11		
Over Drilled Depth from Driller	0	0.5	0.5	0.7	1		
Ground Surface Elevation	99.5	99.5	99.5	99.5	99.5		
Top Of Shaft Elevation	97	97	97	97	97		
Total Drilled Shaft Depth	13.1	14	13.6	14.3	14		
Additional Depth of Pier	-0.4	3	2.6	3.1	2.5		

Total Additional LF	
112.70'	\$ 81.02

Grand Total: \$9130.95



Fugro USA Land, Inc.
2880 Virgo Lane
Dallas, Texas 75229
Phone (972) 484-8301, Fax (972) 620-7328

DAILY FIELD SUMMARY REPORT

Project: Addison Airport CBPF
Client: Town of Addison
16801 Westgrove Dr.
Addison, TX 75001

Service Date: 11/13/2019
Report Date: 11/14/2019
Project No.: 04.40192101
Lab / Report No.: 21141-1 / 0023

Page 1 of 4

Summary of Field Activities and Observations

On this date the representative of Fugro USA Land, Inc. noted below was present at the project site to perform services as scheduled.

Pier foundation installation observation services were performed. A total of 18 piers were installed. See the attached "Drilled Pier Observation Report" for additional details.

Fugro Representative: James Pacheco: Left for Job: 6:30 am : Arrive: 7:00 am Depart:
5:00 pm
Travel: 1.0 Total Billable Hours: R/T: 11.0

Fugro USA Land, Inc.
TBPE Firm Registration No. F-299

Muhammad Khan
Project Manager

THE ABOVE TEST RESULTS APPLY ONLY TO THE ITEMS TESTED.
THIS REPORT SHALL NOT BE REPRODUCED EXCEPT IN FULL WITHOUT THE APPROVAL OF FUGRO USA LAND, INC.



Fugro Dallas
 2880 Virgo Lane
 Dallas, TX 75229
 Phone: (972) 484-8301
 Work Order#21141 Rpt#0023

DRILLED PIER OBSERVATION REPORT

Client: Town of Addison
 Project: Addison Airport
 Date: 11/13/19

Project No: 04.40192101
 Drilling Firm: Maxon Drilling
 Page 1 of 3

Pier Identification: Building Pad		G-2	F-7	E-7	A-7	A.5-7.2	A-6	A.5-6.2
Pier Diameter, in.	Required	36	36	36	24	24	24	24
	Actual	36	36	36	24	24	24	24
Time Drilling Started		8:00	8:25	8:58	9:20	9:37	9:49	10:03
Top of Ground Elevation, ft. ⁽¹⁾		99.8	99.8	99.8	99.8	99.8	99.8	99.8
Top of Pier Elevation, ft		97.0	97.0	97.0	97.0	97.0	97.0	97.0
Required Depth, ft.		8.70	8.80	8.10	10.50	10.10	10.60	10.00
Total Depth, ft.		14.60	14.10	13.10	14.00	13.60	14.30	14.00
Peneration ft.	Required	5.00	5.00	5.00	5.00	5.00	5.00	5.00
	Actual	5.90	5.30	5.00	3.50	3.50	3.70	4.00
Casing	Dia., in.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Length, ft	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Plumb within Tolerance (Yes/No):		YES	YES	YES	YES	YES	YES	YES
Vertical Reinforcing	Bar Size	#8	#8	#8	#6	#6	#6	#6
	Quantity	12	12	12	6	6	6	6
	Length, ft	11.70	11.20	10.20	11.10	10.70	11.40	11.10
Horizontal Reinforcing	Bar Size	#3	#3	#3	#3	#3	#3	#3
	Spacing, in	12	12	12	12	12	12	12
Time Concrete Placed		11:40	11:40	11:42	11:43	11:46	11:48	13:20
Condition of Bottom before Concrete Placement (Wet / Dry)		DRY	DRY	DRY	DRY	DRY	DRY	DRY
Time Drilling Completed		8:24	8:57	9:19	9:36	9:48	10:02	10:17

Remarks:

Tech: James Pacheco

FUGRO USA Land, INC.
 TBPE Firm Registration No. F-299

Muhammad Khan, P.E.
 Project Manager

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Fugro Dallas
 2880 Virgo Lane
 Dallas, TX 75229
 Phone: (972) 484-8301

Work Order#21141 Rpt#0023

DRILLED PIER OBSERVATION REPORT

Client: Town of Addison
 Project: Addison Airport
 Date: 11/13/19

Project No: 04.40192101
 Drilling Firm: Maxon Drilling
 Page 2 of 3

Pier Identification: Building Pad		H-7	H-6	** F.8-6	** F-6	E.7-5.1	D-5.2	C-5.2
Pier Diameter, in.	Required	24	24	24	24	24	24	24
	Actual	24	24	24	24	24	24	24
Time Drilling Started		10:18	10:38	10:53	11:05	11:22	11:37	11:50
Top of Ground Elevation, ft. ⁽¹⁾		99.8	99.8	99.8	99.8	99.8	99.8	99.8
Top of Pier Elevation, ft		97.0	97.0	93.6	93.6	97.0	97.0	97.0
Required Depth, ft.		11.80	11.40	8.00	8.10	8.00	10.90	10.50
Total Depth, ft.		15.60	15.00	13.70	13.80	11.60	14.60	14.10
Penetration ft.	Required	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Actual	3.80	3.60	5.70	5.70	3.60	3.70	3.60
Casing	Dia., in.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Length, ft	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Plumb within Tolerance (Yes/No):		YES	YES	YES	YES	YES	YES	YES
Vertical Reinforcing	Bar Size	#6	#6	#6	#6	#6	#6	#6
	Quantity	6	6	6	6	6	6	6
	Length, ft	12.70	12.10	7.40	7.50	8.70	11.70	11.20
Horizontal Reinforcing	Bar Size	#3	#3	#3	#3	#3	#3	#3
	Spacing, in	12	12	12	12	12	12	12
Time Concrete Placed		13:30	13:35	13:38	13:43	13:50	15:10	15:05
Condition of Bottom before Concrete Placement (Wet / Dry)		DRY	DRY	DRY	DRY	DRY	DRY	DRY
Time Drilling Completed		10:37	10:52	11:04	11:21	11:36	11:49	12:03

Remarks: Piers F.8-6 & F-6 are for Elevator Shaft. Due to elevation of top of pier, had to drill deeper to achieve min per length.

Tech: James Pacheco

FUGRO USA Land, INC.
 TBPE Firm Registration No. F-299

Muhammad Khan, P.E.
 Project Manager

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Fugro Dallas

2880 Virgo Lane

Dallas, TX 75229

Phone: (972) 484-8301

Work Order#21141 Rpt#0023

DRILLED PIER OBSERVATION REPORT

Client: Town of Addison
 Project: Addison Airport
 Date: 11/13/19

Project No: 04.40192101
 Drilling Firm: Maxon Drilling
 Page 3 of 3

Pier Identification: Building Pad		D-3	E-5	E 7-5.7	D.4-5.4			
Pier Diameter, in.	Required	24	24	18	18			
	Actual	24	24	18	18			
Time Drilling Started		12:45	13:00	13:10	13:50			
Top of Ground Elevation, ft. ⁽¹⁾		99.8	99.8	99.8	99.8			
Top of Pier Elevation, ft		97.0	97.0	97.0	97.0			
Required Depth, ft.		11.20	11.60	8.00	11.10			
Total Depth, ft.		15.10	15.00	11.30	14.50			
Peneration ft.	Required	3.00	3.00	3.00	3.00			
	Actual	3.90	3.40	3.30	3.40			
Casing	Dia., in.	N/A	N/A	N/A	N/A			
	Length, ft	N/A	N/A	N/A	N/A			
Plumb within Tolerance (Yes/No):		YES	YES	YES	YES			
Vertical Reinforcing	Bar Size	#6	#6	#6	#6			
	Quantity	12	12	12	12			
	Length, ft	12.20	12.10	8.40	11.60			
Horizontal Reinforcing	Bar Size	#3	#3	#3	#3			
	Spacing, in	12	12	12	12			
Time Concrete Placed		12:59	13:05	13:22	14:05			
Condition of Bottom before Concrete Placement (Wet / Dry)		DRY	DRY	DRY	DRY			
Time Drilling Completed		15:15	15:25	15:30	15:40			

Remarks:

Tech: James Pacheco

FUGRO USA Land, INC.
 TBPE Firm Registration No. F-299

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Fugro USA Land, Inc.
2880 Virgo Lane
Dallas, Texas 75229
Phone (972) 484-8301, Fax (972) 620-7328

DAILY FIELD SUMMARY REPORT

Project: Addison Airport CBPF
Client: Town of Addison
16801 Westgrove Dr.
Addison, TX 75001

Service Date: 11/14/2019
Report Date: 11/25/2019
Project No.: 04.40192101
Lab / Report No.: 21142-1 / 0027

Page 1 of 3

Summary of Field Activities and Observations

On this date the representative of Fugro USA Land, Inc. noted below was present at the project site to perform services as scheduled.

Pier foundation installation observation services were performed. A total of 9 piers were installed. See the attached "Drilled Pier Observation Report" for additional details.

Fugro Representative: James Pacheco: Left for Job: 6:30 am : Arrive: 7:00 am Depart:
4:00 pm
Travel: 1.0 Total Billable Hours: R/T: 10.0

Fugro USA Land, Inc.
TBPE Firm Registration No. F-299

Muhammad Khan
Project Manager

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Fugro Dallas
 2880 Virgo Lane
 Dallas, TX 75229
 Phone: (972) 484-8301

Work Order#21142 Rpt#0027

DRILLED PIER OBSERVATION REPORT

Client: Town of Addison
 Project: Addison Airport
 Date: 11/14/19

Project No: 04.40192101
 Drilling Firm: Maxon Drilling
 Page 1 of 2

Pier Identification: Building Pad	D-2	E.7-2	E-3	C-4	E.6-6	*F.8-6.5	*F-6.5
Pier Diameter, in.	Required	24	24	24	24	24	24
	Actual	24	24	24	24	24	24
Time Drilling Started	8:00	8:26	8:43	9:10	9:27	9:49	10:19
Top of Ground Elevation, ft. ⁽¹⁾	99.8	99.8	99.8	99.8	99.8	99.8	99.80
Top of Pier Elevation, ft	97.0	97.0	97.0	97.0	97.0	91.6	93.60
Required Depth, ft.	10.90	10.70	11.20	10.00	8.20	8.40	8.40
Total Depth, ft.	14.30	14.20	14.80	13.50	14.30	16.20	14.20
Penetration ft.	Required	3.00	3.00	3.00	3.00	3.00	3.00
	Actual	3.40	3.50	3.60	3.50	6.10	7.80
Casing	Dia., in.	N/A	N/A	N/A	N/A	N/A	N/A
	Length, ft	N/A	N/A	N/A	N/A	N/A	N/A
Plumb within Tolerance (Yes/No):	YES	YES	YES	YES	YES	YES	YES
Vertical Reinforcing	Bar Size	#6	#6	#6	#6	#6	#6
	Quantity	6	6	6	6	6	6
	Length, ft	11.40	11.30	11.90	10.60	11.40	7.90
Horizontal Reinforcing	Bar Size	#3	#3	#3	#3	#3	#3
	Spacing, in	12	12	12	12	12	12
Time Concrete Placed	8:25	8:42	9:09	9:26	9:48	10:18	10:37
Condition of Bottom before Concrete Placement (Wet / Dry)	DRY	DRY	DRY	DRY	DRY	DRY	DRY
Time Drilling Completed	15:10	15:15	15:22	15:31	13:41	13:32	13:28

Remarks: *Piers F.8-6.5 & F-6.5, Due to top of pier elevation, we had to drill deeper to achieve min pier length.

Tech: James Pacheco

FUGRO USA Land, INC.
 TBPE Firm Registration No. F-299

Muhammad Khan, P.E.
 Project Manager

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Fugro Dallas
 2880 Virgo Lane
 Dallas, TX 75229
 Phone: (972) 484-8301
 Work Order#21142 Rpt#0027

DRILLED PIER OBSERVATION REPORT

Client: Town of Addison
 Project: Addison Airport
 Date: 11/14/19

Project No: 04.40192101
 Drilling Firm: Maxon Drilling
 Page 2 of 2

Pier Identification: Building Pad		D-6	D-7				
Pier Diameter, in.	Required	24	24				
	Actual	24	24				
Time Drilling Started		10:30	10:55				
Top of Ground Elevation, ft. ⁽¹⁾		99.8	99.8				
Top of Pier Elevation, ft		97.0	97.0				
Required Depth, ft.		11.00	10.20				
Total Depth, ft.		14.00	15.20				
Peneration ft.	Required	3.00	5.00				
	Actual	3.00	5.00				
Casing	Dia., in.	N/A	N/A				
	Length, ft	N/A	N/A				
Plumb within Tolerance (Yes/No):		YES	YES				
Vertical Reinforcing	Bar Size	#6	#8				
	Quantity	6	12				
	Length, ft	11.10	12.30				
Horizontal Reinforcing	Bar Size	#3	#3				
	Spacing, in	12	12				
Time Concrete Placed		10:50	11:15				
Condition of Bottom before Concrete Placement (Wet / Dry)		DRY	DRY				
Time Drilling Completed		13:20	13:15				

Remarks:

Tech: James Pacheco

FUGRO USA Land, INC.
 TBPE Firm Registration No. F-299

Muhammad Khan, P.E.
 Project Manager

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Fugro USA Land, Inc.

2880 Virgo Lane

Dallas, Texas 75229

Phone (972) 484-8301, Fax (972) 620-7328

DAILY FIELD SUMMARY REPORT

Project: Addison Airport CBPF
Client: Town of Addison
16801 Westgrove Dr.
Addison, TX 75001

Service Date: 11/06/2019
Report Date: 11/13/2019
Project No.: 04.40192101
Lab / Report No.: 21055-1 / 0020

Page 1 of 4

Summary of Field Activities and Observations

On this date the representative of Fugro USA Land, Inc. noted below was present at the project site to perform services as scheduled.

Pier foundation installation observation services were performed. A total of 20 piers were installed. See the attached "Drilled Pier Observation Report" for additional details.

Fugro Representative: James Pacheco: Left for Job: 6:30 am : Arrive: 7:00 am Depart:
5:00 pm
Travel: 1.0 Total Billable Hours: R/T: 11.0

Fugro USA Land, Inc.
TBPE Firm Registration No. F-299

Muhammad Khan
Project Manager

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Fugro Dallas
 2880 Virgo Lane
 Dallas, TX 75229
 Phone: (972) 484-8301

Work Order#21055 Rpt#0020

DRILLED PIER OBSERVATION REPORT

Client: Town of Addison
 Project: Addison Airport
 Date: 11/06/19

Project No: 04.40192101
 Drilling Firm: Maxon Drilling
 Page 1 of 3

Pier Identification: Building Pad		G.5-D.5	D.8-O.5	C.8-D.5	H-1	G.5-O.5	G-O.8	G.2-2.5
Pier Diameter, in.	Required	18	18	18	24	24	24	24
	Actual	18	18	18	30	30	24	24
Time Drilling Started		8:00	8:30	8:51	9:08	9:23	9:37	9:56
Top of Ground Elevation, ft. ⁽¹⁾		99.8	99.8	99.8	99.8	99.8	99.8	99.8
Top of Pier Elevation, ft		97.0	97.0	97.0	97.0	97.0	97.0	97.0
Required Depth, ft.		8.30	9.60	11.00	8.50	8.60	8.60	8.50
Total Depth, ft.		11.50	12.60	14.10	11.60	11.60	11.60	11.50
Penetration ft.	Required	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Actual	3.20	3.00	3.10	3.10	3.00	3.00	3.00
Casing	Dia., in.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Length, ft	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Plumb within Tolerance (Yes/No):		YES	YES	YES	YES	YES	YES	YES
Vertical Reinforcing	Bar Size	#6	#6	#6	#6	#6	#6	#6
	Quantity	5	5	5	6	6	6	6
	Length, ft	8.60	9.70	11.20	8.70	8.70	8.70	8.60
Horizontal Reinforcing	Bar Size	#3	#3	#3	#3	#3	#3	#3
	Spacing, in	12	12	12	12	12	12	12
Time Drilling Completed		8:29	8:50	9:07	9:22	9:36	9:55	10:13
Condition of Bottom before Concrete Placement (Wet / Dry)		DRY	DRY	DRY	DRY	DRY	DRY	DRY
Time Concrete Placed		12:30	12:34	12:45	12:56	13:01	13:08	13:15

Remarks:

Tech: James Pacheco

FUGRO USA Land, INC.
 TBPE Firm Registration No. F-299

Muhammad Khan, P.E.
 Project Manager

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Fugro Dallas
 2880 Virgo Lane
 Dallas, TX 75229
 Phone: (972) 484-8301

Work Order#21055 Rpt#0020

DRILLED PIER OBSERVATION REPORT

Client: Town of Addison
 Project: Addison Airport
 Date: 11/06/19

Project No: 04.40192101
 Drilling Firm: Maxon Drilling
 Page 2 of 3

Pier Identification: Building Pad		A-2	B-2.3	A.9-4.4	A-1	C-1	C-2	E-1
Pier Diameter, in.	Required	24	24	24	36	36	36	36
	Actual	24	24	24	36	36	36	36
Time Drilling Started		10:14	10:30	10:50	11:09	11:34	12:03	12:39
Top of Ground Elevation, ft. ⁽¹⁾		99.8	99.8	99.8	99.8	99.8	99.8	99.8
Top of Pier Elevation, ft		97.0	97.0	97.0	97.0	97.0	97.0	97.0
Required Depth, ft.		11.00	10.50	10.40	11.80	11.00	11.00	9.60
Total Depth, ft.		14.00	13.60	13.50	16.80	16.00	16.10	14.90
Peneration ft.	Required	3.00	3.00	3.00	5.00	5.00	5.00	5.00
	Actual	3.00	3.10	3.10	5.00	5.00	5.10	5.30
Casing	Dia., in.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Length, ft	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Plumb within Tolerance (Yes/No):		YES	YES	YES	YES	YES	YES	YES
Vertical Reinforcing	Bar Size	#6	#6	#6	#8	#8	#8	#8
	Quantity	6	6	6	12	12	12	12
	Length, ft	11.10	10.70	10.60	13.90	13.10	13.20	12.00
Horizontal Reinforcing	Bar Size	#3	#3	#3	#3	#3	#3	#3
	Spacing, in	12	12	12	12	12	12	12
Time Drilling Completed		10:29	10:49	11:03	11:33	12:02	12:38	13:05
Condition of Bottom before Concrete Placement (Wet / Dry)		DRY	DRY	DRY	DRY	DRY	DRY	DRY
Time Concrete Placed		13:21	13:28	13:36	15:50	15:56	16:05	16:13

Remarks:

Tech: James Pacheco

FUGRO USA Land, INC.
 TBPE Firm Registration No. F-299

Muhammad Khan, P.E.
 Project Manager

The results shown on this report are for the exclusive use of the client for whom they were obtained and apply only to the samples tested and/or observed. They are not intended to be indicative of the qualities of apparently identical products. The use of our name must receive prior written approval. Reports must be reproduced in their entirety.



Fugro Dallas
2880 Virgo Lane
Dallas, TX 75229

Phone: (972) 484-8301

Work Order#21055 Rpt#0020

DRILLED PIER OBSERVATION REPORT

Client: Town of Addison
Project: Addison Airport
Date: 11/06/19

Project No: 04.40192101
Drilling Firm: Maxon Drilling
Page 3 of 3

Pier Identification: Building Pad		B-3	B-4	B-5.2	F-1	G-3	G-5	
Pier Diameter, in.	Required	36	36	36	36	36	36	
	Actual	36	36	36	36	36	36	
Time Drilling Started		13:06	13:32	13:56	14:23	14:52	15:23	
Top of Ground Elevation, ft. ⁽¹⁾		99.8	99.8	99.8	99.8	99.8	99.8	
Top of Pier Elevation, ft		97.0	97.0	97.0	97.0	97.0	97.0	
Required Depth, ft.		10.00	10.00	10.00	9.00	8.70	8.50	
Total Depth, ft.		15.10	15.00	15.00	14.20	13.70	13.80	
Penetration ft.	Required	5.00	5.00	5.00	5.00	5.00	5.00	
	Actual	5.10	5.00	5.00	5.20	5.00	5.30	
Casing	Dia., in.	N/A	N/A	N/A	N/A	N/A	N/A	
	Length, ft	N/A	N/A	N/A	N/A	N/A	N/A	
Plumb within Tolerance (Yes/No):		YES	YES	YES	YES	YES	YES	
Vertical Reinforcing	Bar Size	#8	#8	#8	#8	#8	#8	
	Quantity	12	12	12	12	12	12	
	Length, ft	12.20	14.10	12.10	11.30	10.80	10.90	
Horizontal Reinforcing	Bar Size	#3	#3	#3	#3	#3	#3	
	Spacing,	12	12	12	12	12	12	
Time Drilling Completed		13:31	13:55	14:24	14:51	15:22	15:56	
Condition of Bottom before Concrete Placement (Wet / Dry)		DRY	DRY	DRY	DRY	DRY	DRY	
Time Concrete Placed		16:22	16:29	16:40	16:47	16:59	17:05	

Remarks:

Tech: James Pacheco

FUGRO USA Land, INC.
TBPE Firm Registration No. F-299

Muhammad Khan, P.E.
Project Manager

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RFI Response

RFI ID	087		
To	Trevor Fitzgerald JC Commercial, Inc. 1801 Lakepointe Drive Suite 129 Lewisville TX 75057 United States (972) 436-4622	From	Page CA Department Page Southerland Page, Inc. 1100 Louisiana Suite One Houston TX 77002 United States (713) 871-8484
Project	417151 - City of Addison Airport	Project No.	417151
Date	4/24/2020	Transmittal ID	00676
Subject	Proposal #10 - Changes to the Elevator		
We are sending	<input type="checkbox"/> Attached <input type="checkbox"/> Under Separate Cover	Via	Info Exchange

Question: Per the response to RFI #70, we are resubmitting proposal #10 with the following information as justification for the pricing:

It is very difficult to erect straight enough and plum enough to work with the mechanics of the car. The modifications that came out affected a number of other pieces. Four of these were already on site and had to be picked up and brought back to the shop to be refitted and then delivered once again. In regards to the labor price, the subcontractor uses his shop foreman and best fitter welders to install these items not his regular iron working crew. These guys make considerably more than the normal journeyman iron worker.

Suggestion:

Answer: **Response (Answered) from: Will Butler (Page Southerland Page, Inc.)**
Remarks:

Page and AG&E have both reviewed the proposal and agree that the added steel and erection cost request is justified given when this steel and detailing was added to the documents.

We do believe that the GC is owed some costs for this work and materials. Based on AG&E past experience, the cost submitted appears to be approximately double what would be expected based on the erected steel tonnage involved in the change. Upon further review and discussions with the GC and subcontractor, they have refused to reduce these costs and again referenced the fact that modifications had to be made to steel that was already fabricated and on-site (which incurred trip charges and re-fabricating costs). They also pointed out that a high degree of detail and precision is required when doing this type of elevator work due to tight elevator tolerances and because of this they have high costs for the

labor to complete this work.

We will include the submitted cost proposal value with the next change order (CO #2) along with our response above for Owner review and comment.

Contents

Copies	Date	Number	Description
1	3/19/2020		RFI 87 - Proposal #10 - Changes to the Elevator.pdf

These are transmitted

For review and comment

For your use

As requested

Please let me know if you need any additional information or clarification. Thank you.

CC:

Darci Neuzil
Jeff Mechlem
Joe McAnally
Joel Jenkinson
Lisa Pyles
Margarita de Monterrosa
Michelle LeBlanc
Scott Arthur
Will Butler



Request for Information 87

Project Title: Addison Airport Customs and Border Protection Facility
Submitted by Subcontractor:

Date Created: 3/19/2020

Answer Company	Author Company	Authored By
Page Southerland Page, Inc. 1100 Louisiana, Suite One Houston, Texas 77002	JC Commercial 1801 Lakepointe Dr. Suite 129 Lewisville, TX 75057	Trevor Fitzgerald

Subject: Proposal #10 - Changes to Elevator
Category: Structural

Question:
Date Required: 3/26/2020

Per the response to RFI #70, we are resubmitting proposal #10 with the following information as justification for the pricing:

It is very difficult to erect straight enough and plum enough to work with the mechanics of the car. The modifications that came out affected a number of other pieces. Four of these were already on site and had to be picked up and brought back to the shop to be refitted and then delivered once again. In regards to the labor price, the subcontractor uses his shop foreman and best fitter welders to install these items not his regular iron working crew. These guys make considerably more than the normal journeyman iron worker.

Answer:
Date Answered:

Change in Work - Cost Analysis Form

Project Name: Assun Airport
 Contractor: Siccence
 Description of Change: Changes of elevator SK-1 and SK-2

Project No.: 19-010
 Change No.: 1

Means Code	Page No.	DESCRIPTION	Quantity	Unit	Cost per hundred weight	Cost per pound	Cost per sq. ft.	Total Hourly Rate	Labor Total	Material Total	Equipment or Other	Subcontract	
		Lebor											
		Shop Labor	54	Hrs				85.00	\$4,590.00				
		Field labor erection	90	HRS				39.50	\$3,555.00	-	-	-	
		Office hours	8	HRS				65.00	\$520.00	-	-	-	
		Material											
		tube steel, angles, embeds	1	loc.	\$ 4,272.00				-	\$4,272.00	-	-	
		Equipment											
		forklift	1	Day	\$ 125.00						\$125.00		
		scissor lift	1	Day	\$ 85.00						\$85.00		
		truck expense	1	day	\$ 250.00						\$250.00		
			0	Day	\$ 635.00						\$0.00		
			0	Day	\$ 180.00						\$0.00		
			0	Day	\$ 180.00						\$0.00		
		Delivery	1	Per	\$ 130.00						\$130.00		
		Subcontractor (Detailer)											
			0.68	EA	\$ 400.00							\$1,000.00	
			0	SF	\$ 1.25	Per. Month	2.00					\$0.00	
												\$0.00	
		SUBTOTALS								\$8,665.00	\$4,272.00	\$590.00	\$1,000.00

Lebor, Equipment, & Material Total	\$13,527.00
Subcontractor	\$1,000.00
Overhead and Profit	\$1,452.70
Taxes	\$0.00
TOTAL FOR THIS CHANGE	\$15,979.70

Material All material is furnished up
 All material has a \$130.00 Delivery Fee in DFW

Equipment Equipment is rented by the day. Anything over 3 days goes to 1 week. Anything over 2 weeks goes to 4 weeks.
 All equipment has a pick up and delivery charge of \$130.00. This includes small equipment.

RFI Response

RFI ID	086		
To	Trevor Fitzgerald JC Commercial, Inc. 1801 Lakepointe Drive Suite 129 Lewisville TX 75057 United States (972) 436-4622	From	Page CA Department Page Southerland Page, Inc. 1100 Louisiana Suite One Houston TX 77002 United States (713) 871-8484
Project	417151 - City of Addison Airport	Project No.	417151
Date	4/6/2020	Transmittal ID	00643
Subject	Proposal #16 - Additional Fill (Civil)		
We are sending	<input type="checkbox"/> Attached <input type="checkbox"/> Under Separate Cover	Via	Info Exchange

Question: Please see the attached proposal.

Suggestion:

Answer: **Response (Answered) from: Vladimir Stevanovic (Garver)**
Remarks:

Contents

Copies	Date	Number	Description
1	3/19/2020		RFI #86 - Proposal #16 - Additional Fill (Civil).pdf

These are transmitted For review and comment For your use As requested

Please let me know if you need any additional information or clarification. Thank you.

CC: Darci Neuzil
Jeff Mechlem
Joe McAnally
Joel Jenkinson
Lisa Pyles
Margarita de Monterrosa
Michael Haskins
Michelle LeBlanc
Scott Arthur
Will Butler

Addison Airport
FIS Landside Earthwork

LANDSCAPING		Original Survey Takeoff Calculations		JC Survey Takeoff Calculations		
Location	Area (SF)	Average Depth (FT)	Volume (CY)	Average Depth (FT)	Volume (CY)	Volume w/Compaction (CY)
1	1752.00	1.04	67.48	1.86	120.69	168.97
2	1929.00	0.78	55.73	1.21	86.45	121.03
3	4719.00	0.38	66.42	0.04	6.99	9.79
4	2659.00	0.54	53.18	0.57	56.13	75.50
5	2014.00	0.62	46.25	0.55	41.03	57.44
6	4393.00	0.09	14.64	0.81	131.79	184.51
7	4192.00	-0.84	-130.42	0.10	15.53	21.74
8	4069.00	-0.18	-27.13	0.12	18.08	25.32
9	4035.00	-0.28	-41.84	0.01	1.49	2.09
10	857.00	1.23	39.04	1.33	42.22	59.10
11	7647.00	-0.15	-42.48	-0.06	0.00	0.00
12	627.00	2.56	59.45	2.56	59.45	83.23
13	5828.00	0.65	140.30	0.45	97.13	135.99
14	3265.00	0.22	26.60	0.27	32.65	45.71
33	956.00	2.32	82.15	3.07	108.70	152.18
34	540.00	2.43	48.60	2.43	48.60	68.04
35	3354.00	0.39	48.45	0.72	89.44	125.22
Subtotal =			506.41		956.38	1338.93
Concrete Volume (CY) =			0.00		0.00	0.00
Site Stripping (CY) =			0.00		0.00	332.68
Total Volume (CY) =			506.41		956.38	1671.61

Corrected

FIRE LANE		Original Survey Takeoff Calculations		JC Survey Takeoff Calculations		
Location	Area (SF)	Average Depth (FT)	Volume (CY)	Average Depth (FT)	Volume (CY)	Volume w/Compaction (CY)
15	1344.00	2.06	102.54	2.99	148.84	208.37
16	1321.00	2.02	98.83	3.32	162.43	227.41
17	2649.00	1.98	194.26	2.18	213.88	299.44
20	2321.00	1.45	124.65	1.79	153.87	215.42
22	1939.00	1.51	108.44	1.60	114.90	160.87
24	2767.00	2.54	260.30	1.94	198.81	278.34
26	3586.00	1.48	196.57	1.51	200.55	280.77
27	4083.00	0.72	108.88	0.63	95.27	133.38
28	3953.00	0.63	92.24	0.84	122.98	172.18
29	2625.00	0.39	37.92	0.96	93.33	130.67
Subtotal =			1324.62		1504.88	2106.83
Concrete Volume (CY) =			-659.78		-659.78	-659.78
Site Stripping (CY) =			0.00		0.00	246.19
Total Volume (CY) =			664.84		845.10	1693.24

SIDEWALK		Original Survey Takeoff Calculations		JC Survey Takeoff Calculations		
Location	Area (SF)	Average Depth (FT)	Volume (CY)	Average Depth (FT)	Volume (CY)	Total Volume w/Compaction (CY)
30	2645.00	2.41	236.09	2.41	236.09	330.53
Subtotal =			236.09		236.09	330.53
Concrete Volume (CY) =			-32.33		-32.33	-32.33
Site Stripping (CY) =			0.00		0.00	0.00
Total Volume (CY) =			203.76		203.76	298.20

PARKING AREA		Original Survey Takeoff Calculations		JC Survey Takeoff Calculations		
Location	Area (SF)	Average Depth (FT)	Volume (CY)	Average Depth (FT)	Volume (CY)	Volume w/Compaction (CY)
18	1431.00	1.14	60.42	1.26	66.78	93.49
19	1364.00	2.35	118.72	2.35	118.72	166.21
21	1644.00	2.09	127.26	2.17	132.13	184.98
23	545.00	2.76	55.71	2.63	53.09	74.32
25	2581.00	2.16	206.48	2.18	208.39	291.75
Subtotal =			568.59		579.11	810.75
Concrete Volume (CY) =			-187.73		-187.73	-187.73
Site Stripping (CY) =			0.00		0.00	70.05
Total Volume (CY) =			380.86		391.38	693.07

WEST FILL		Original Survey Takeoff Calculations		JC Survey Takeoff Calculations		
Location	Area (SF)	Average Depth (FT)	Volume (CY)	Average Depth (FT)	Volume (CY)	Volume w/Compaction (CY)
31	3812.00	0.00	0.00	2.69	379.79	531.70
		Subtotal =	0.00		379.79	531.70
		Concrete Volume (CY) =	0.00		0.00	0.00
		Site Stripping (CY) =	0.00		0.00	0.00
		Total Volume (CY) =	0.00		379.79	531.70

EARTHWORK VOLUME SUMMARY				
LOCATION	Original Survey Takeoff VOLUME (CY)	JC Survey Average End		JC Survey Takeoff w/Compaction VOLUME (CY)
		Area Method VOLUME (CY)	JC Survey Takeoff VOLUME (CY)	
LANDSCAPING =	506.41		956.38	1671.61
FIRE LANE =	664.84		845.10	1693.24
SIDEWALK =	203.76		203.76	298.20
PARKING AREA =	380.86		391.38	693.07
FOUNDATION =	0.00		0.00	1633.92
WEST FILL =	0.00		379.79	531.70
TOTAL =	1755.87	1957.00	2776.40	6521.74
CONTRACT EMBANKMENT QUANTITY (CY) =		1006.00	1006.00	1006.00
DIFFERENCE IN VOLUME (CY) =		951.00	1770.40	5515.74

ITEM P-152 EXCAVATION, SUBGRADE, AND EMBANKMENT

DESCRIPTION

152-1.1 This item covers excavation, disposal, placement, and compaction of all materials within the limits of the work required to construct safety areas, runways, taxiways, aprons, and intermediate areas as well as other areas for drainage, building construction, parking, or other purposes in accordance with these specifications and in conformity to the dimensions and typical sections shown on the plans.

152-1.2 CLASSIFICATION. All material excavated shall be classified as defined below:

a. Unclassified Excavation. Unclassified excavation shall consist of the excavation and disposal of all material, regardless of its nature which is not otherwise classified and paid for under one of the following items.

~~**b. Rock Excavation.** Rock excavation shall include all solid rock in ledges, in bedded deposits, in unstratified masses, and conglomerate deposits which are so firmly cemented they cannot be removed without blasting or using rippers. All boulders containing a volume of more than 1/2 cubic yard will be classified as "rock excavation."~~

~~**c. Muck Excavation.** Muck excavation shall consist of the removal and disposal of deposits or mixtures of soils and organic matter not suitable for foundation material. Muck shall include materials that will decay or produce subsidence in the embankment. It may consist of decaying stumps, roots, logs, humus, or other material not satisfactory for incorporation in the embankment.~~

~~**d. Drainage Excavation.** Drainage excavation shall consist of all excavation made for the primary purpose of drainage and includes drainage ditches, such as intercepting, inlet or outlet ditches; temporary levee construction; or any other type as shown on the plans.~~

~~**e. Borrow Excavation.** Borrow excavation shall consist of approved material required for the construction of embankments or for other portions of the work in excess of the quantity of usable material available from required excavations. Borrow material shall be obtained from areas designated by the Engineer within the limits of the airport property but outside the normal limits of necessary grading, or from areas outside the airport boundaries.~~

152-1.3 Unsuitable Excavation. Any material containing vegetable or organic matter, such as muck, peat, organic silt, or sod shall be considered unsuitable for use in embankment construction. Material, suitable for topsoil may be used on the embankment slope when approved by the Engineer. ***Material not considered by the Engineer to be suitable for use on the embankment slope shall be disposed of off-site or as directed by the Engineer. Undercutting of material unsatisfactory for subgrade foundation, roads, shoulders, or areas intended for turfing shall be considered unsuitable excavation and shall be excavated to the depth specified by the Engineer below the subgrade.***

CONSTRUCTION METHODS

152-2.1 General. ~~Before beginning excavation, grading, and embankment operations in any area, the area shall be completely cleared and grubbed in accordance with Item P-151.~~

The suitability of material to be placed in embankments shall be subject to approval by the Engineer. All unsuitable material shall be disposed of in waste areas shown on the plans. All waste areas shall be graded to allow positive drainage of the area and of adjacent areas. The surface elevation of waste areas shall not extend above the surface elevation of adjacent usable areas of the airport, unless specified on the plans or approved by the Engineer.

When the Contractor's excavating operations encounter artifacts of historical or archaeological significance, the operations shall be temporarily discontinued and the Engineer notified per subsection 70-20 ~~of the General Provisions~~. At the direction of the Engineer, the Contractor shall excavate the site in such a manner as to preserve the artifacts encountered and allow for their removal. Such excavation will be paid for as extra work.

Those areas outside of the limits of the pavement areas where the top layer of soil material has become compacted by hauling or other Contractor activities shall be scarified and disked to a depth of 4 inches, to loosen and pulverize the soil.

If it is necessary to interrupt existing surface drainage, sewers or under-drainage, conduits, utilities, or similar underground structures, the Contractor shall be responsible for and shall take all necessary precautions to preserve them or provide temporary services. When such facilities are encountered, the Contractor shall notify the Engineer, who shall arrange for their removal if necessary. The Contractor, at his or her expense, shall satisfactorily repair or pay the cost of all damage to such facilities or structures that may result from any of the Contractor's operations during the period of the contract.

152-2.2 EXCAVATION. No excavation shall be started until the work has been staked out by the Contractor and the Engineer has obtained from the Contractor the survey notes of the elevations and measurements of the ground surface. **All areas to be excavated shall be stripped of vegetation and topsoil. Topsoil shall be stockpiled for future use in areas designated on the plans or by the Engineer. All suitable excavated material shall be used in the formation of embankment, subgrade, or other purposes shown on the plans.** All unsuitable material shall be disposed of as *described in paragraph 152-1.3 shown on the plans.*

When the volume of the excavation exceeds that required to construct the embankments to the grades indicated, the excess shall be used to grade the areas of ultimate development or disposed as directed by the Owner. When the volume of excavation is not sufficient for constructing the embankments to the grades indicated, the deficiency shall be obtained from borrow areas.

The grade shall be maintained so that the surface is well drained at all times. When necessary, temporary drains and drainage ditches shall be installed to intercept or divert surface water that may affect the work.

a. Selective Grading. When the quality of material varies ~~selective grading is indicated on the plans,~~ the more suitable material designated by the Engineer shall be used in constructing the embankment or in capping the pavement subgrade. If, at the time of excavation, it is not possible to place this material in its final location, it shall be stockpiled in approved areas. ~~so that it can be measured for payment as specified in paragraph 152-3.3. .~~ *Selective grading will not be measured for separate payment but will be considered subsidiary to "Unclassified Excavation".*

b. Undercutting. Rock, shale, hardpan, loose rock, boulders, or other material unsatisfactory for safety areas, subgrades, roads, shoulders, or any areas intended for turf shall be excavated to a minimum depth of 12 inches below the subgrade or to the depth specified by the Engineer. Muck, peat, matted roots, or other yielding material, unsatisfactory for subgrade foundation, shall be removed to the depth specified. Unsuitable materials shall be disposed off the airport. The cost is incidental to this item *disposed of as directed in paragraph 152-1.3.* This excavated material shall be paid for at the contract unit price per cubic yard for **Unsuitable Excavation**. The excavated area shall be backfilled with suitable material obtained from the grading operations or borrow areas and compacted to specified densities. The necessary backfill will constitute a *necessary part of Unsuitable Excavation* ~~part of the embankment~~. Where rock cuts are made, backfill with select material. Any pockets created in the rock surface shall be drained *as directed by the Engineer in accordance with the details shown on the plans.*

c. Overbreak. Overbreak, including slides, is that portion of any material displaced or loosened beyond the finished work as planned or authorized by the Engineer. All overbreak shall be graded or removed by the Contractor and disposed of as directed by the Engineer. The Engineer shall determine if the displacement of such material was unavoidable and his or her decision shall be final. Payment will not be

made for the removal and disposal of overbreak that the Engineer determines as avoidable. Unavoidable overbreak will be classified as "Unclassified Excavation."

d. Removal of Utilities. The removal of *some* existing structures and utilities required to permit the orderly progress of work *may* will be accomplished by someone other than the Contractor; for example, the utility unless otherwise shown on the plans. All existing foundations shall be excavated at least 2 feet below the top of subgrade or as indicated on the plans, and the material disposed of as directed by the Engineer. All foundations thus excavated shall be backfilled with suitable material and compacted as specified. *All work associated with the excavation, removal, backfill, disposal, and/or stockpiling of existing structures and culverts be considered subsidiary to "Unclassified Excavation".*

e. Compaction Requirements. The subgrade under areas to be paved shall be compacted to a depth of 8" and to a density of not less than 95 percent of the maximum density as determined by ASTM D1557. The material to be compacted shall be within $\pm 2\%$ of optimum moisture content before being rolled to obtain the prescribed compaction (except for expansive soils).

The in-place field density shall be determined in accordance with ASTM D6938 using Procedure A, the direct transmission method, and ASTM D6938 shall be used to determine the moisture content of the material. The machine shall be calibrated in accordance with ASTM D6938. Stones or rock fragments larger than 4 inches in their greatest dimension will not be permitted in the top 6 inches of the subgrade. The finished grading operations, conforming to the typical cross-section, shall be completed and maintained at least 1,000 feet ahead of the paving operations or as directed by the Engineer.

All loose or protruding rocks on the back slopes of cuts shall be pried loose or otherwise removed to the slope finished grade line. All cut-and-fill slopes shall be uniformly dressed to the slope, cross-section, and alignment shown on the plans or as directed by the Engineer.

Blasting shall not be allowed.

f. Proof Rolling. After compaction is completed, the subgrade area shall be proof rolled with heavy pneumatic-tired roller having four or more tires abreast, each tire loaded to a minimum of 30,000 pounds and inflated to a minimum of 125 psi in the presence of the independent QC Engineer. Apply a minimum of 50% coverage, or as specified by the Engineer, to all paved areas. A coverage is defined as the application of one tire print over the designated area. Soft areas of subgrade that deflect more than 1 inch or show permanent deformation greater than 1 inch shall be removed and replaced with suitable material or reworked to conform to the moisture content and compaction requirements in accordance with these specifications.

152-2.3 BORROW EXCAVATION. Borrow areas within the airport property are indicated on the plans. Borrow excavation shall be made only at these designated locations and within the horizontal and vertical limits as staked or as directed by the Engineer.

When borrow sources are outside the boundaries of the airport property, it shall be the Contractor's responsibility to locate and obtain the borrow sources, subject to the approval of the Engineer. The Contractor shall notify the Engineer at least 15 days prior to beginning the excavation so necessary measurements and tests can be made. All borrow pits shall be opened up to expose the various strata of acceptable material to allow obtaining a uniform product. All unsuitable material shall be disposed of by the Contractor. Borrow pits shall be excavated to regular lines to permit accurate measurements, and they shall be drained and left in a neat, presentable condition with all slopes dressed uniformly.

152-2.4 DRAINAGE EXCAVATION. Drainage excavation shall consist of excavating for drainage ditches such as intercepting; inlet or outlet ditches; for temporary levee construction; or for any other type as designed or as shown on the plans. The work shall be performed in sequence with the other construction. Intercepting ditches shall be constructed prior to starting adjacent excavation operations. All satisfactory material shall be placed in embankment fills; unsuitable material shall be placed in designated waste areas

or as directed by the Engineer. All necessary work shall be performed true to final line, elevation, and cross-section. The Contractor shall maintain ditches constructed on the project to the required cross-section and shall keep them free of debris or obstructions until the project is accepted.

152-2.5 PREPARATION OF EMBANKMENT AREA. Where an embankment is to be constructed to a height of 4 feet or less, all sod and vegetative matter shall be removed from the surface upon which the embankment is to be placed. The cleared surface shall be broken up by plowing or scarifying to a minimum depth of 6 inches and shall then be compacted as indicated in paragraph 152-2.6.

When the height of fill is greater than 4 feet, sod not required to be removed shall be thoroughly disked and recompacted to the density of the surrounding ground before construction of embankment.

Sloped surfaces steeper than one (1) vertical to four (4) horizontal shall be plowed, stepped, benched, or broken up so that the fill material will bond with the existing material. When the subgrade is part fill and part excavation or natural ground, the excavated or natural ground portion shall be scarified to a depth of 12 inches and compacted as specified for the adjacent fill.

No direct payment shall be made for the work performed under this section. The necessary clearing and grubbing and the quantity of excavation removed will be paid for under the respective items of work.

152-2.6 FORMATION OF EMBANKMENTS. Embankments shall be formed in successive horizontal layers of not more than 8 inches in loose depth for the full width of the cross-section, unless otherwise approved by the Engineer.

The layers shall be placed, to produce a soil structure as shown on the typical cross-section or as directed by the Engineer. Materials such as brush, hedge, roots, stumps, grass and other organic matter, shall not be incorporated or buried in the embankment.

Earthwork operations shall be suspended at any time when satisfactory results cannot be obtained because of rain, freezing, or other unsatisfactory weather conditions in the field. Frozen material shall not be placed in the embankment nor shall embankment be placed upon frozen material. Material shall not be placed on surfaces that are muddy, frozen, or contain frost. The Contractor shall drag, blade, or slope the embankment to provide surface drainage at all times.

The material in each layer shall be within $\pm 2\%$ of optimum moisture content before rolling to obtain the prescribed compaction. To achieve a uniform moisture content throughout the layer, the material shall be moistened or aerated as necessary. Samples of all embankment materials for testing, both before and after placement and compaction, will be taken for each 1000SY of material placed. Based on these tests, the Contractor shall make the necessary corrections and adjustments in methods, materials or moisture content to achieve the specified embankment density.

Rolling operations shall be continued until the embankment is compacted to not less than 95% of maximum density for noncohesive soils, and 90% of maximum density for cohesive soils as determined by ASTM D1557. Under all areas to be paved, the embankments shall be compacted to a depth of 8" and to a density of not less than 95 percent of the maximum density as determined by ASTM D1557.

On all areas outside of the pavement areas, no compaction will be required on the top 4 inches.

The in-place field density shall be determined in accordance with ASTM D6938 using Procedure A, the direct transmission method, and ASTM D6938 shall be used to determine the moisture content of the material. The machine shall be calibrated in accordance with ASTM D6938. *The Engineer shall perform all density tests.*

Compaction areas shall be kept separate, and no layer shall be covered by another layer until the proper density is obtained.

During construction of the embankment, the Contractor shall route all construction equipment evenly over the entire width of the embankment as each layer is placed. Layer placement shall begin in the deepest portion of the embankment fill. As placement progresses, the layers shall be constructed approximately parallel to the finished pavement grade line.

When rock and other embankment material are excavated at approximately the same time, the rock shall be incorporated into the outer portion of the embankment and the other material shall be incorporated under the future paved areas. Stones or fragmentary rock larger than 4 inches in their greatest dimensions will not be allowed in the top 6 inches of the subgrade. Rockfill shall be brought up in layers as specified or as directed by the Engineer and the finer material shall be used to fill the voids with forming a dense, compact mass. Rock or boulders shall not be disposed of outside the excavation or embankment areas, except at places and in the manner designated on the plans or by the Engineer.

When the excavated material consists predominantly of rock fragments of such size that the material cannot be placed in layers of the prescribed thickness without crushing, pulverizing or further breaking down the pieces, such material may be placed in the embankment as directed in layers not exceeding 2 feet in thickness. Each layer shall be leveled and smoothed with suitable equipment by distribution of spalls and finer fragments of rock. The layer shall not be constructed above an elevation 4 feet below the finished subgrade.

There will be no separate measurement of payment for compacted embankment. All costs incidental to placing in layers, compacting, discing, watering, mixing, sloping, and other operations necessary for construction of embankments will be included in the contract price for excavation, borrow, or other items.

Imported material for fill or backfill under pavements shall be free of rock fragments greater than 4 inches in size, organic matter, and other deleterious materials. The material should also have a liquid limit less than 60 and plasticity index at least 16. The fine content (percent passing a No. 200 sieve) of the material should be 45 percent or more.

152-2.7 FINISHING AND PROTECTION OF SUBGRADE. After the subgrade is substantially complete, the Contractor shall remove any soft or other unstable material over the full width of the subgrade that will not compact properly. All low areas, holes or depressions in the subgrade shall be brought to grade with suitable select material. Scarifying, blading, rolling and other methods shall be performed to provide a thoroughly compacted subgrade shaped to the lines and grades shown on the plans.

Grading of the subgrade shall be performed so that it will drain readily. The Contractor shall protect the subgrade from damage and limit hauling over the finished subgrade to only traffic essential for construction purposes. All ruts or rough places that develop in the completed subgrade shall be graded and recompacted.

No subbase, base, or surface course shall be placed on the subgrade until the subgrade has been approved by the Engineer.

152-2.8 HAUL. All hauling will be considered a necessary and incidental part of the work. The Contractor shall include the cost in the contract unit price for the pay of items of work involved. No payment will be made separately or directly for hauling on any part of the work.

152-2.9 TOLERANCES. In those areas upon which a subbase or base course is to be placed, the top of the subgrade shall be of such smoothness that, when tested with a 12-foot straightedge applied parallel and at right angles to the centerline, it shall not show any deviation in excess of 1/2 inch, or shall not be more than 0.05 feet from true grade as established by grade hubs. Any deviation in excess of these amounts shall be corrected by loosening, adding, or removing materials; reshaping; and recompacting.

On safety areas, intermediate and other designated areas, the surface shall be of such smoothness that it will not vary more than 0.10 feet from true grade as established by grade hubs. Any deviation in excess of this amount shall be corrected by loosening, adding or removing materials, and reshaping.

152-2.10 TOPSOIL. When topsoil is specified or required as shown on the plans or under Item T-905, it shall be salvaged from stripping or other grading operations. The topsoil shall meet the requirements of Item T-905. If, at the time of excavation or stripping, the topsoil cannot be placed in its final section of finished construction, the material shall be stockpiled at approved locations. Stockpiles shall not be placed within **400** feet of runway pavement or **100** feet of taxiway pavement and shall not be placed on areas that subsequently will require any excavation or embankment fill. If, in the judgment of the Engineer, it is practical to place the salvaged topsoil at the time of excavation or stripping, the material shall be placed in its final position without stockpiling or further rehandling.

Upon completion of grading operations, stockpiled topsoil shall be handled and placed as directed, or as required in Item T-905.

No direct payment will be made for topsoil under Item P-152. The quantity removed and placed directly or stockpiled shall be paid for at the contract unit price per cubic yard for "Unclassified Excavation."

When stockpiling of topsoil and later rehandling of such material is directed by the Engineer, the material so rehandled shall be paid for at the contract unit price per cubic yard for "topsoiling," as provided in Item T-905.

METHOD OF MEASUREMENT

152-3.1 The quantity of excavation to be paid for shall be the number of cubic yards measured in its original position. Measurement shall not include the quantity of materials excavated without authorization beyond normal slope lines, or the quantity of material used for purposes other than those directed.

*Measurement of excavation/embankment shall be based on **plan quantities**. These quantities are believed to be correct and shall be utilized for final excavation quantity payment not withstanding any adjustments to the project by written direction of the Engineer. Should the contractor find discrepancies and/or errors, he/she shall bring the discrepancy and/or error to the attention of the Engineer immediately and corrections shall be made to the quantity of excavation to be paid for by change order. It is expressly understood by the contractor that upon disturbance of the existing ground and no notification to the engineer of possible errors, that the contractor accepts as final payment the quantities of excavation as detailed on the plans and laid out in the proposal. **No adjustment has been made to the plan quantities for the construction or demolition of existing drainage structures. The Contractor shall make his own determination as to the amount of unsuitable excavated material which may be encountered and the resulting additional borrow material required for the construction of the embankment. There will be no adjustment for additional embankment required to construct the project if the excavated material is deemed unsuitable.***

~~**152-3.2** Borrow material shall be paid for on the basis of the number of cubic yards measured in its original position at the borrow pit.~~

~~**152-3.3** Stockpiled material shall be paid for on the basis of the number of cubic yards measured in the stockpiled position as soon as the material has been stockpiled.~~

152-3.2 For payment specified by the cubic yard, measurement for all excavation/embankment shall be computed by the average end area method. The end area is that bound by the original ground line established by field cross-sections and the final theoretical pay line established by **Excavation/embankment cross-sections shown on the plans, subject to verification by the Engineer. After completion of all excavation/embankment operations and prior to the placing of base or subbase material, the final excavation/embankment shall be verified by the Engineer by means of field cross-sections taken randomly at intervals not exceeding 500 linear feet.**

In cut sections, the additional cut required to construct the topsoil layer to the plan grade has not been measured and will not be measured for separate payment but will be subsidiary to "Unclassified Excavation". In fill sections, the additional fill required to replace the stripped material has not been measured and will not be measured for payment but will be subsidiary to "Unclassified Excavation".

No allowance has been made in the measurement for shrink/swell. The Contractor shall make his own determination as to the amount of shrink/swell involved in the construction of the embankment.

The Contractor shall make his own determination as to the suitability of the excavated material to be placed in embankments and the resulting additional off-site material required for the construction of the embankment. Additional off-site material required for the formation of embankment shall not be measured for separate payment but shall be considered subsidiary to "Unclassified Excavation".

152-3.6 *Unsuitable excavation shall be measured from the surface of the ground, after stripping has been accomplished, or from the bottom of the planned excavation, to the depth of the excavation as directed by the Engineer. Measurements will be taken by the Engineer, and the volume of excavation will be calculated by the average end area method. The necessary refilling of unsuitable areas will not be measured for separate payment but will be subsidiary to "Unsuitable Excavation". Only that amount of excavation directed by the Engineer will be measured for payment.*

BASIS OF PAYMENT

152-4.1 "Unclassified excavation" payment shall be made at the contract unit price per cubic yard. This price shall be full compensation for furnishing all materials, labor, equipment, tools, and incidentals necessary to complete the item.

Payment will be made under:

Item P-152-4.1	Unclassified Excavation – per Cubic Yard
Item P-152-4.2	Embankment – per Cubic Yard

TESTING REQUIREMENTS

ASTM D698	Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbf/ft ³)
ASTM D1556	Standard Test Method for Density and Unit Weight of Soil in Place by the Sand-Cone Method
ASTM D1557	Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft ³)
ASTM D2167	Standard Test Method for Density and Unit Weight of Soil in Place by the Rubber Balloon Method
ASTM D6938	Standard Test Methods for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)

END OF ITEM P-152

Stevanovic, Vladimir (Vlad)

From: Bunch, Kyle <kbunch@mooresupply.com>
Sent: Monday, April 13, 2020 9:28 AM
To: Juan Tobias
Subject: Fw: Acorn

Kyle Bunch
Moore Supply Company
Phone: 817-784-2340
Fax: 817-784-2335
E-fax: 484-708-1921

From: Blake Lenamond <blenamond@dillardassoc.com>
Sent: Monday, April 13, 2020 8:56 AM
To: Bunch, Kyle <kbunch@mooresupply.com>
Subject: Acorn

NOTE: THIS IS AN EXTERNAL EMAIL

Kyle,

Acorn orders are non returnable and sometimes non cancelable once sent off into production since these are made to order based on signed submittals with desired options.

Blake Lenamond
Dillard Associates
214.843.2218 cell

1504 Selene Dr, Carrollton TX 75006 (972.278.2000)
6100 Tri County Parkway, Schertz TX 78154 (210.824.4881)



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1005 N Henderson Street
Fort Worth, TX 76107
817.900.2030

Change Order

Date: 4-13-20
Job: Customs and Border Protection Facility
To: ESTIMATING

Plumbing bid per RFI 89 and specs. Including the following fixtures;

- Install and provide new WC/Lavatory combo unit
- Change fixture type from fixture schedule to RFI 89
- 6-8 week lead time from the factory (non-stock item)
- Pricing based on normal work hours M-F, no expedited schedule
- MEP ceiling coordination meeting will be required prior to overhead piping
- Fixtures to be per schedule or equal.

Base Bid Plumbing \$ 2,620.00

No tax included

Exclusions;

No HVAC condensate. No Gas. NO BIM or ENGINEERED DRAWINGS. No rock excavation. No soil retainage/void systems. No taps, meters or fees. No coring, saw cut or XRAY in post tension slab. No saw cut or pour back. No pour back of existing leave outs. No painting of any pipe. No spoil haul off. No low voltage wiring if required. No sub-meter unless noted above, No backflow unless noted above. No DEMO or REPLACEMENT of ceilings, walls, wall coverings, floors, flooring, cabinets or any other item covering or encasing any plumbing to tie into or demo.

Thank You,
Juan Tobias
M-22558

Texas State Board of Plumbing Examiners
929 E. 41st
Austin, Tx 78751
512-936-5200



Penal-Ware® 1415 Series
15" Lav-Toilet Comby with Lavatory Multi-Sided Bowl



1415-CT-2-BP-04-FV



1415-AL-2-BP-04-FV-PHRF

Fixture May Show Some Available Options



Please visit www.acorneng.com for most current specifications.

15" Lav-Toilet Comby with Lavatory Multi-Sided Bowl

Fixture is arranged to be installed on finished wall and serviced from an accessible pipe chase. Optional Wall Sleeve or Metal Template is recommended for all installations for required wall openings. Fixture is fabricated from 14 gage, type 304 stainless steel cabinet and toilet bowl and is seamless welded construction with a satin finish. The inside of the toilet bowl also has a satin finish. Cabinet interior is sound-deadened with fire-resistant material. There are no accessible voids or crevices where contraband can be concealed.

Lavatory Multi-Sided Bowl is 12-3/4" x 8-1/4" x 5" deep. Standard elbow waste outlet is 1-1/2" O.D. plain end.

Optional Valve may be an Air-Control pneumatically operated, pushbutton valve using atmospheric air. Pushbutton is vandal-resistant and requires less than 5 pounds to activate valve. Valve is direct acting, non-metering type and is optionally available as metering with non-hold open feature. Metering valve timing is adjustable from 5 to 60 seconds. Valve includes a 0.5 GPM flow control and can be remotely located up to 10 feet from the operating pushbutton. Valve and bubbler conform with lead free requirements for NSF61, Section 9 and CHSC 116875.

Toilet is blowout jet type with elongated bowl manufactured to ASME A112.19.3 and CSA B45.4 requirements and will flush with a minimum of 25 PSI flow pressure when used in conjunction with a minimum of 1.28 gpf. Trap has a minimum 3-1/2" seal and will pass a 2-1/8" ball. Toilet waste outlet is 2-3/8" diameter plain end extending 3" beyond the fixture for wall outlet or Gasketed Waste for floor outlet.

Regularly Furnished items include a fast drain, integral raised soap ribs, and mounting hardware.

GUIDE SPECIFICATION

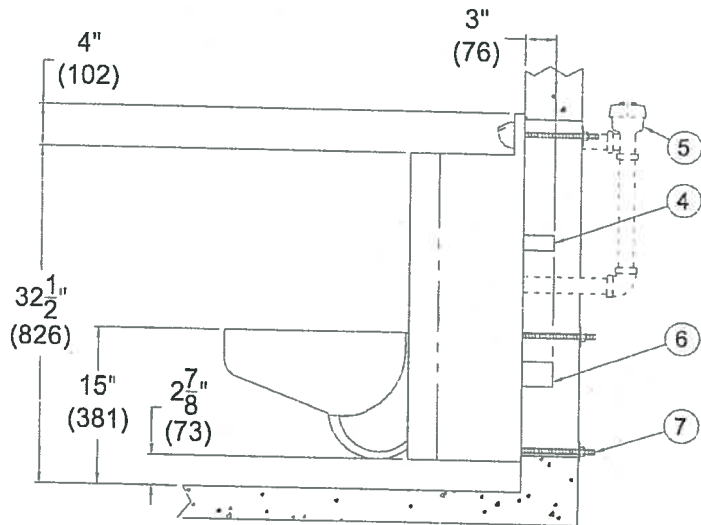
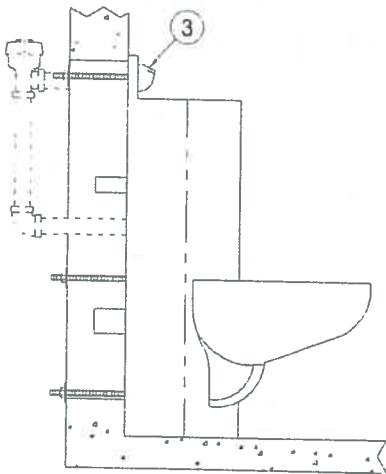
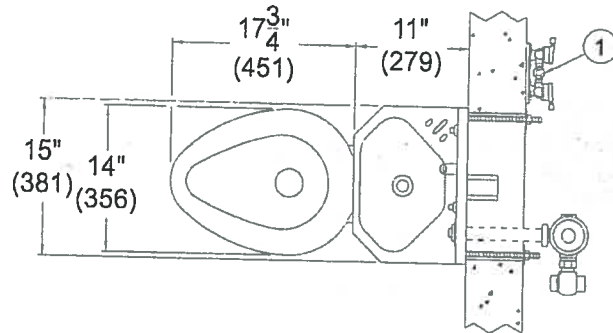
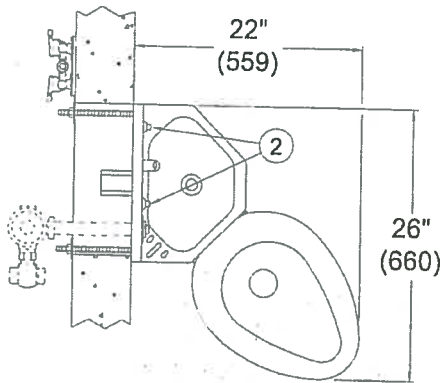
Provide and install Acorn Penal-Ware® 15" wide Lav-Toilet Comby (specify model number and options). Fixture shall be fabricated of type 304 stainless steel. Construction shall be seamless welded and exposed surfaces shall have a satin finish. Countertop shall have raised soap ribs. Provide Air-control pneumatically operated pushbutton valve. Valve and bubbler conform with lead free requirements for NSF61, Section 9 and CHSC 116875. Toilet shall be concealed blowout jet type with an elongated bowl, a self-draining flushing rim, and an integral contoured seat. Toilet shall meet ASME A112.19.3 and CSA B45.4 requirements and will flush with a minimum of 25 PSI flow pressure when used in conjunction with a minimum of 1.28 gpf. Toilet trap shall have a minimum 3-1/2" seal that shall pass a 2-1/8" diameter ball and be fully enclosed. Cabinet interior is sound-deadened with fire-resistant material. Fixture shall withstand loadings of 5,000 pounds without permanent damage. Fixture shall be furnished with necessary fasteners for proper installation.

Penal-Ware® 1415: 15" Lav-Toilet Comby with Lavatory Multi-Sided Bowl



NOTES:

- | | |
|---|-----------------------------------|
| 1. -04 Hot & Cold Air-Control Valve Shown | 5. Optional -FV Flush Valve Shown |
| 2. Lavy Valve Pushbuttons | 6. Toilet Waste Outlet |
| 3. Lavy -BP Penal Bubbler Shown | 7. Wall Mounting Hardware |
| 4. Lavy Waste Outlet | |



1415-AL-2-BP-04 SHOWN (-AR OPPOSITE)

1415-CT-1-BP-04

Penal-Ware® 1415: 15" Lav-Toilet Comby with Lavatory Multi-Sided Bowl



WALL THICKNESS AND TYPE (Must Specify)

Thickness: _____ Type: Concrete Block Steel

MODEL AND OPTIONS SELECTION:

BASE MODEL NUMBER

1415 15" Lav-Toilet Comby

TOILET ORIENTATION (Must Specify)

- AL Angled Left
- AR Angled Right
- CT Centered Toilet

FIXTURE MOUNTING AND WASTE (Must Specify)

- 1 Off-Floor, Wall Outlet
- 2 On-Floor, Wall Outlet
- 3 On-Floor, Floor Outlet

BUBBLER SELECTION (Must Specify)

- BC Bubbler, Code
- BP Bubbler, Penal
- BPH Bubbler, Penal Hemispherical
- LF Lav-Filler

VALVE SELECTION (Must Specify)

Air-Control (Pneumatic)

- 03 Single Temp, Non-Metering
- 03-M Single Temp, Metering
- 04 Hot & Cold, Non-Metering
- 04-M Hot & Cold, Metering
- 04-MH Hot & Cold, Metering Hot Side Only

Master-Trol® (Electronic)

- EVS1 Single Temp
- EVS2 Hot & Cold
- EVSP1 Single Temp, Piezo Button
- EVSP2 Hot & Cold, Piezo Buttons

Master-Trol® PLUS (Electronic)

- MTP1 Single Temp
- MTP2 Hot & Cold
- MTPP1 Single Temp, Piezo Button
- MTPP2 Hot & Cold, Piezo Buttons

-MTP VALVE OPTION

- PFB Power Failure Bypass (Provides drinking water in the event of power failure)

Time-Trol® (Electronic)

- MVC1 Single Temp
- MVC1-BAT Single Temp Battery Powered (Batteries Not Included)
- MVC2 Hot & Cold
- MVC2-BAT Hot & Cold Battery Powered (Batteries Not Included)

Programmable (Electronic) w/9VDC Plug-In Transformer

- PPZ1 Single Temp Programmable Piezo Button
- PPZ2 Hot & Cold Programmable Piezo Button

Valve By Others

- 9 Punched for Valve by Others

VALVE OPTIONS

- BRS Brass Body Valve
- CI Cycle Interrupt for Time-Trol® Valves
- MA2 Manifoldded, 2-Stack
- MA3 Manifoldded, 3-Stack (N/A with -PFB option)
- MA4 Manifoldded, 4-Stack (N/A with -PFB option)
- PBH Hemispherical Pushbutton
- PBP Pushrod Activated Pushbutton
- TF Transformer, 120VAC to 24VAC (-MVC option only)

FLUSH VALVE GPF's (Must Specify)

- 1.28 GPF (HET)
- 1.6 GPF (Not Available in California)
- 3.5 GPF (Not Available in California)

FLUSH VALVE OPTIONS (Must Specify)

- EVSVV Master-Trol® Electronic Flush Valve
- EVSPFV Master-Trol® Electronic Flush Valve w/ Piezo Button
- FV Flush Valve, Mechanical
- FVBO Flush Valve by Others
- FVH Flush Valve, Hydraulic
- MTPFV Master-Trol® PLUS Electronic Flush Valve
- MTPPFV Master-Trol® PLUS Electronic Flush Valve w/ Piezo Button
- MVCFV Time-Trol® Electronic Flush Valve

CABINET OPTIONS

- FMT Fixture Mounted Trim
- IS Integral Shelf
- PH Paper Holder, w/ -CT Centered Toilet L C R
- Paper Holder w/ -AL / -AR Angled Toilet
- Left Front Right Front
- TB Toothbrush Holder Left Right
- TG 12 Gage Cabinet
- TH Towel Hook Single Double Left Right
- VG1 Vent Grille 5-3/4" x 8-3/4"
- VG2 Vent Grille 8-3/4" x 13" (Bottom Only) (-1 Only)

LAVATORY WASTE OPTIONS

- CW Combined Waste
- LW1 Lavy Thru-Wall Extension With P-Trap
- LWE Lavy Waste Extension (3" Standard)
- Specify Length Beyond Fixture: _____
- OF Lavatory Overflow
- PT 1-1/2" Removable P-Trap

TOILET OPTIONS

- CO1 Cleanout w/ 2-3/8" OD O-Ring Connection to No-Hub 4" (Plain End Only, Not Applicable with -GW or -3 Floor Outlet)
- CO1-3 Cleanout w/ 2-3/8" OD O-Ring Connection to No-Hub 3" (Plain End Only, Not Applicable with GW or -3 Floor Outlet)
- COH Cleanout Hook Assembly
- FT Flood-Trol (Manual Reset)
- FTA Flood-Trol Auto-Reset
- FTE Flood-Trol Electronic
- FVT Flush Valve Thru Wall Connector
- FVO Flush Valve Opposite In Lieu Of Standard Location
- GW Gasketed Toilet Waste (Wall Outlet)
- HPS High Polished Seat
- HS Hinged Seat
- PC Pinned Cleanout Plug (For -CO1 Options above)
- SPS Ligature Resistant Skirt
- TSC Toilet Shipping Cover
- TWE Toilet Waste Extension (3" Standard)
- Specify Length Beyond Fixture: _____
- WO3B 2-3/8" P-Trap w/ 3" Plain End Waste Outlet

PRODUCT OPTIONS

- EG Enviro-Glaze Color Specify: _____
- Toilet Interior & Exterior
- EGE Enviro-Glaze Color Specify: _____
- Toilet Exterior Only
- LPFV Less Punching for Flush Valve
- MT Metal Template (Only 1 required per project)
- SW Wall Sleeve
- VAC AcornVac Systems

Please visit www.acorneng.com for most current specifications.

WARNING: Cancer and Reproductive Harm - www.P65Warnings.ca.gov

Important: Installation instructions and current rough-in are furnished with each fixture. Do not rough in without certified dimensions. Dimensions are subject to manufacturer's tolerance of plus or minus 1/4" and change without notice. Acorn assumes no responsibility for use of void or superseded data. © Copyright 2009 Acorn Engineering Company

Selection Summary	
Model No. & Option	_____
Quantity	_____

Approved for Manufacturing	
Company _____	Title _____
Signature _____	Date _____



TOWN OF ADDISON CHANGE ORDER FORM

Change Order Number: 1

Project Name: Addison Airport US Customs and Border Protection Facility

Project Number(s): 19-97

Contractor Name: JC Commercial, Inc.

Date: 2/28/2020

A. INTENT OF CHANGE ORDER

The purpose of this change order is to provide an amendment to the construction contract for JC Commercial to include the items mentioned below.

B. DESCRIPTION OF CHANGE

Items listed in section C will increase the contract amount to include unknown site conditions and requests from the US Customs and Border Protection Agency.

C. REASON FOR CHANGE

The following items will be included in the construction contract:

- Unknown existing 8" abandoned ductile iron water line was encountered during installation of the new water line. The existing water line was verified to be abandoned and was required to be removed to facilitate the improvements associated with the new water line. Removal of this abandoned water line is in addition to the removal of the existing water line that was active before construction.
- Existing NTTA irrigation master control valves for the Addison Airport Toll Tunnel were to be relocated and placed back into service. NTTA personnel indicated the existing master control valves and wiring were outdated and needed to be replaced with a new assembly.
- Power service provided by Oncor was revised during construction based on the need to provide power from an alternate existing power pole previously agreed upon. The new location for power services reduced the scope of work associated with the Power Utility Allowance pay item in the contract but increased the scope of work for the contractor to extend the power utility duct bank to the western side of the building.
- Additional steel reinforcement was included in the foundation to account for structural steel modifications associated with AS01
- Customs and Border Protection is requiring removable and lockable bollards to be placed around the generator. These items were originally not required in the CBP design standards.
- Original value engineering proposal removed the operable partition doors within the 2nd floor conference room. The pocket doors were included within ASI 01 to provide the flexible conference room space.

D. EFFECT OF CHANGE ON CONTRACT PRICE

This change order will have the following effect on the cost of this project:

Item Number/Description	Amount
Abandoned water line removal	\$2,210.21
NTTA Irrigation Master Control Valve Replacement	\$3,367.90
Oncor Utility Duct Bank Relocation	\$2,195.95
Additional Building Foundation Reinforcement	\$1,700.80
Removable Lockable Bollards	\$8,882.27
Folding Panel Partitions	\$3,903.03
Subtotal	\$22,260.16
Amount of this Change Order	\$22,260.16
Original Contract Amount	\$6,223,949.00
Overall Contract Amount (Including Previous Change Orders)	\$6,223,949.00
Revised Contract Amount	\$6,246,209.16
Total % Increase/Decrease (Including Previous Change Orders)	0.36%

E. EFFECT OF CHANGE ON CONTRACT TIME


The work required under this change will not affect the contract time.

F. AGREEMENT

By the signatures below, duly authorized agent of the Town of Addison, and JC Commercial, Inc, do hereby agree to append this Change Order Number 1 to the original contract between themselves, dated September 18, 2019.

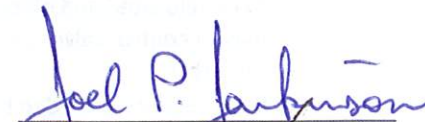

Lewisville TX 75057
 City State Zip

Phone: 972-436-4622


 Contractor's Signature


 Engineer's Signature




 Project Manager

 Department Director

 Fin. & Strat. Services Representative

 City Manager

Copies: Contractor (2)
Department
City Secretary

Council Agenda: Agenda Date _____
(if applicable) Item Number _____
Approved _____



Request for Information 047-R2

Project Title: Addison Airport Customs and Border Protection Facility
Submitted by Subcontractor: JC Commercial

Date Created: 1/29/2020

Answer Company	Author Company	Authored By
Page Southerland Page, Inc. 1100 Louisiana, Suite One Houston, Texas 77002	JC Commercial 1801 Lakepointe Dr. Suite 129 Lewisville, TX 75057	Tommie Matthews

Subject: Removal of 8in Water Line.
Category: 33 0000 - Utilities

Question: **Date Required:** 2/5/2020

This is revise per unit price sheet line item 6 - Spec No. SS-140-5.4b. Please see attached revised Proposal #5R2.

Suggestion:

Answer: **Date Answered:**



Request for Information 060

Project Title:
Addison Airport Customs and Border Protection Facility

Submitted by Subcontractor:
JC Commercial

Date Created: 1/15/2020

Answer Company	Author Company	Authored By
Page Southerland Page, Inc. 1100 Louisiana, Suite One Houston, Texas 77002	JC Commercial 1801 Lakepointe Dr. Suite 129 Lewisville, TX 75057	Tommie Matthews

Subject: NTTA Additional Requirements
Category: 33 1100 - Water Utility Distribution Systems

Question: See attached Proposal #1 R3
Date Required: 1/22/2020

Suggestion:

Answer:
Date Answered:



Proposal #1 - R3

Project:	<u>Addison Airport Customs and Border Protection Facility</u>	Customer:	<u>Town of Addison 5350 Bellline Road Dallas, Texas 75254</u>
Date:	<u>1/15/2020</u>	Architect:	<u>Page Southerland Page 1100 Louisiana Street, Suite One Houston, Texas 77002</u>
Attn:	<u>Jeff Meclen, Mitchell McAnally Will Butler, Vlad Stevanovic</u>		

This Proposal contains an itemized quotation for changes in the Contract Sum and/or Contract Time in response to proposed modifications to the Contract Documents based on NTTA Additional Requirements

Item	Description	Total
1	(1) 1.5" RB Master Valve	\$ 2,681.88
	(1) 1.5" Calsense Flow Meter	
	(2) 12x17 Boxes	
	(1) PVC Sleeve Approximately 60 LF INSTALLED	
	MATERIALS FURNISHED TO NTTA, NO INSTALLATION EXCEPT PVC SLEEVE	
		Sub-total \$ 2,681.88
		General Conditions \$ 134.09
		Sub-total \$ 2,815.97
		Insurance \$ 56.32
		Bond \$ 56.32
		Sub-total \$ 2,928.61
		Mark up \$ 439.29
		Total \$ 3,367.90

Does Proposed Change involve a change in Contract Sum?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	[Increase]	\$3,367.90
Does Proposed Change involve a change in Contract Time?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	[Increase]	Days 14

JC Commercial
 CONTRACTOR
 1801 Lakepointe Drive, Suite #129
 Lewisville, TX 75057
 Architect

By: Scott Arthur
 Signature: *Scott Arthur*
 Date: 1/15/2020

By:
 Signature:
 Date:



Request for Information 059

Project Title:
Addison Airport Customs and Border Protection Facility

Submitted by Subcontractor:
JC Commercial

Date Created: 1/22/2020

Answer Company	Author Company	Authored By
Page Southerland Page, Inc. 1100 Louisiana, Suite One Houston, Texas 77002	JC Commercial 1801 Lakepointe Dr. Suite 129 Lewisville, TX 75057	Tommie Matthews

Subject: Saw Cutting and Replacement Oncor Utility
Category: 03 3000 - Cast-inPlace Concrete

Question: See attached Proposal #8
Date Required: 1/29/2020

Suggestion:

Answer:
Date Answered:



Proposal #08

Project: Addison Airport Customs and
Border Protection Facility
 Date: 1/22/2020
 Attn: Jeff Meclm, Mitchell McAnally
Will Butler, Viad Stevanovic

Customer: Town of Addison
5350 Beltline Road
Dallas, Texas 75254
 Architect: Page Southerland Page
1100 Louisiana Street, Suite One
Houston, Texas 77002

This Proposal contains an itemized quotation for changes in the Contract Sum and/or Contract Time in response to proposed modifications to the Contract Documents based on RFI 50

Item	Description	Total
1	Labor 18 hours	
2	Materials for replace Concrete, Rebar, 2x4, 2x6, Plywood, Ardex, Epoxy, Void Boxes and Retainer	
3	Equipment Track loader	
4	Removal Off Site	
Total		\$ 1,748.65
		Sub-total \$ 1,748.65
		General Conditions \$ 87.43
		Sub-total \$ 1,836.08
		Insurance \$ 36.72
		Bond \$ 36.72
		Sub-total \$ 1,909.52
		Mark up \$ 286.43
		Total \$ 2,195.95

Does Proposed Change involve a change in Contract Sum? No Yes [Increase / Decrease] \$2,195.95
 Does Proposed Change involve a change in Contract Time? No Yes [Increase / Decrease] Days 10

JC Commercial
 CONTRACTOR
 1801 Lakepointe Drive, Suite #129
 Lewisville, TX 75057

Architect

By: Scott Arthur
 Signature: *Scott Arthur*
 Date: 1/22/2020

By:
 Signature:
 Date:

Change in Work - Cost Analysis Form

Project Name: Addison Airport
 Contractor: Steconco
 Description of Change: Demo and placement of concrete

Project No.: 19-019
 Change No.: 3

Means Code	Page No.	DESCRIPTION	Quantity	Unit	Base Pay	Labor Burden	Benefits	Total Hourly Rate	Labor Total	Material Total	Equipment or Other	Subcontract
		Labor										
		Labor 1	18	HRS	\$ 22.50	8.12	4.64	35.26	\$634.68	-	-	-
		Supervision	0	HRS	\$ 1.00	9.24	12.01	72.25	\$0.00	-	-	-
		Material										
		Concrete	3	Yrds	\$ 135.00				-	\$405.00	-	-
		Rebar	0	Ton	\$ 1,304.40					\$0.00	-	-
		2x4	0	Per	\$ 9.00					\$0.00	-	-
		2x6	0	Per	\$ 12.00					\$0.00	-	-
		Plywood	0	Per	\$ 28.00					\$0.00	-	-
		Ardex	0	Per	\$ 65.00					\$0.00	-	-
		Epoxy	0	Per	\$ 65.00					\$0.00	-	-
		Void Boxes	0	LF	\$ 3.10					\$0.00	-	-
		Retainers	0	LF	\$ 2.60					\$0.00	-	-
		Delivery	0	Per	\$ 130.00					\$0.00	-	-
		Equipment										
		Jumping Jack Compactor	0	Day	\$ 125.00						\$0.00	
		Quickie Saw	0	Day	\$ 85.00						\$0.00	
		E 50 Mini Excavator	0	Month	\$ 2,600.00						\$0.00	
		Track Loader	1	Day	\$ 350.00						\$350.00	
		Concrete Breaker	0	Day	\$ 180.00						\$0.00	
		Auger	0	Day	\$ 180.00						\$0.00	
		Delivery	0	Per	\$ 130.00						\$0.00	
		Subcontractor										
		Removal	1	EA	\$ 200.00							\$200.00
		Formwork Rental	0	SF	\$ 1.25	Per Month	2.00					\$0.00
SUBTOTALS									\$634.68	\$405.00	\$350.00	\$200.00

Labor, Equipment, & Material Total	\$1,389.68
Subcontractor	\$200.00
Overhead and Profit	\$158.97
Taxes	\$0.00
TOTAL FOR THIS CHANGE	\$1748.65

Material All material is rounded up
 All material has a \$130.00 Delivery Fee in DFW

Equipment Equipment is rented by the day. Anything over 3 days goes to 1 week. Anything over 2 weeks goes to 4 weeks
 All equipment has a pick up and delivery charge of \$130.00. This includes small equipment.



Request for Information 071

Project Title: Addison Airport Customs and Border Protection Facility
Submitted by Subcontractor: JC Commercial

Date Created: 2/13/2020

Answer Company	Author Company	Authored By
Page Southerland Page, Inc. 1100 Louisiana, Suite One Houston, Texas 77002	JC Commercial 1801 Lakepointe Dr. Suite 129 Lewisville, TX 75057	Tommie Matthews

Subject: Proposal #13 Removable Lockable Bollards
Category: 05 5000 - Metal Fabrications

Question: Please see attached Proposal #13 Removable Lockable Bollards.
Date Required: 2/20/2020

Suggestion:

Answer:
Date Answered:

Change in Work - Cost Analysis Form

Project Name: Addison Airport
 Contractor: Steconco
 Description of Change: Add four removable bollards (concrete and steel included)

Project No.: 19-019
 Change No.: 1

Means Code	Page No	DESCRIPTION	Quantity	Unit	cost per ea.	Total Hourly Rate	Labor Total	Material Total	Equipment or Other	Subcontract
		Labor								
		Shop Labor	44	hrs		85.00	\$3,740.00			
		Field Concrete work and install (includes drilling and conc	4	Each	250.00	0.00	\$1,000.00	-	-	-
		Office hours	4	HRS		65.00	\$260.00	-	-	-
		Finishing	4		75.00		\$300.00			
		Material								
		Sch 80 pipe and misc parts	1	lot	900.00			\$900.00	-	-
		LOCKS	4	lot	25.00			\$100.00		
		Equipment								
		forklift	0	Day					\$0.00	
		scissor lift	0	Day					\$0.00	
		truck expense	0	day					\$0.00	
			0	Day					\$0.00	
			0	Day					\$0.00	
			0	Day					\$0.00	
		Delivery	1	Per					\$130.00	
		Subcontractor (Detailer)								\$0.00
			0.68	EA						\$0.00
			0	SF	2.00					\$0.00
		SUBTOTALS					\$5,300.00	\$1,000.00	\$130.00	\$0.00

Labor, Equipment, & Material Total	\$6,430.00
Subcontractor	\$0.00
Overhead and Profit	\$643.00
Taxes	\$0.00
	\$7,073.00

Material All material is rounded up
 All material has a \$130.00 Delivery Fee in DFW

Equipment Equipment is rented by the day. Anything over 3 days goes to 1 week. Anything over 2 weeks goes to 4 weeks.
 All equipment has a pick up and delivery charge of \$130.00. This includes small equipment.



Request for Information 058

Project Title: Addison Airport Customs and Border Protection Facility
Submitted by Subcontractor: JC Commercial

Date Created: 1/10/2020

Answer Company	Author Company	Authored By
Page Southerland Page, Inc. 1100 Louisiana, Suite One Houston, Texas 77002	JC Commercial 1801 Lakepointe Dr. Suite 129 Lewisville, TX 75057	Tommie Matthews

Subject: CO #7 Hufcor Pocket Door
Category: 10 2226 - Folding Panel Partitions

Question: Operable Partition were a VE item, no pocket doors were included in VE option, pocket doors did not show until ASI 01. Pocket door pending approval of proposal #7.
Date Required: 1/17/2020

Suggestion:

Answer:
Date Answered:

Tommie Matthews Jr

From: Tony Gavinito <TGavinito@hufcor.com>
Sent: Thursday, January 9, 2020 3:27 PM
To: Scott Arthur
Cc: 'Tommie Matthews Jr'; David Mauller; Justin Graham
Subject: RE: Hufcor Proposal _ Town of Addison - Customs and Border Protection Facility
Attachments: Hufcor Revised Shops _ Town of Addison - Custom and Border Facility.PDF; Hufcor Revised Proposal _ Town of Addison - Customs and Border Protection Facility.pdf

Scott,

We have downloaded the latest plans, and revised our proposal to INCLUDE a set of Pocket Doors for you (Total Add = \$3,108). This will be the Type 3 set, which allows the panels to seal to the back of the pocket. Please see attached revised shops as well.

I am in the process with checking with our GM about whether he received the contract or not; however, I doubt we've signed it as of today. Can we reissue another contract to reflect this amount? Or do you need me to send over a Change Order instead?

Best Regards,

Tony Gavinito
Business Development Manager
TGavinito@hufcor.com

HUFCOR, Inc.
454 W Mockingbird Lane
Dallas, TX 75247
Office: 972-986-7400 | Cell: 972-955-3290
hufcor.com



shaping your experience

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From: Justin Graham <jgraham@hufcor.com>
Sent: Monday, November 18, 2019 5:26 PM
To: Tony Gavinito <TGavinito@hufcor.com>; Scott Arthur <scott@jccom.com>
Cc: 'Tommie Matthews Jr' <tommie@jccom.com>; David Mauller <dmauller@hufcor.com>
Subject: RE: Hufcor Proposal _ Town of Addison - Customs and Border Protection Facility

Hello Scott,

Please let me know if you have any submittal or installation questions.



TOWN OF ADDISON - CUSTOMS AND BORDER PROTECTION FACILITY ADDISON, TX 75247

HUF COR DISTRIBUTOR:

HUF COR TEXAS DPW
454 W MOCKINGBIRD LANE
DALLAS, TX 75247
PHONE: 972-955-3290
CONTACT: TONY GAVINILTO
EMAIL: tgavinlto@hufcor.com

REVISED BY

TOWN OF ADDISON - CUSTOMS AND
BORDER PROTECTION FACILITY
ADDISON, TX 75247

PROJECT				
CONTRACTOR				
DISTRIBUTOR	HUF COR TEXAS DPW			
P.O. NO.	11119			
HUF COR	HUF COR INC. 454 W. MOCKINGBIRD LANE DALLAS, TX 75247 USA			
DATE: 01/09/20	BY: TG	SHEET: 1	OF: 1	HUF COR

Work Session and Regular Meeting

14.

Meeting Date: 07/14/2020

Department: Development Services

AGENDA CAPTION:

Hold a Public Hearing, Present, Discuss, and Consider Action on an **Ordinance Amending Article XIX. UC Urban Center District Regulations by Revising Section 2.C. Conditional Uses** . Case 1802-Z/Town of Addison.

BACKGROUND:

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting virtually in regular session on June 16, 2020, voted to recommend approval of an ordinance amending Article XIX. UC Urban Center District Regulations by revising Section 2.C. Conditional Uses to permit overnight pet boarding without conditions.

Voting Aye: Catalani, Craig, DeFrancisco, Meleky, Resnik, Souers, Wheeler

Voting Nay: none

Absent: none

SPEAKERS AT THE PUBLIC HEARING: none

Please refer to the attached staff report for additional information on this case.

RECOMMENDATION:

Administration recommends approval.

Attachments

Ordinance - Overnight Pet Boarding 1802-Z

Staff Report - Overnight Pet Boarding 1802-Z

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE TOWN BY AMENDING APPENDIX A - ZONING, ARTICLE XIX. UC URBAN CENTER DISTRICT REGULATIONS BY REVISING SECTION 2.C. CONDITIONAL USES PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Addison, Texas (the “City”) is a home rule municipality having full power of local self-government pursuant to Article 11, Section 5 of the Texas Constitution and its Home Rule Charter; and

WHEREAS, currently, Conditional Uses under Article XIX. UC Urban Center District Regulations, Section 2.C. does not include Overnight Pet Boarding; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council of the Town of Addison, Texas finds that this amendment promotes the general welfare and safety of this community.

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

SECTION 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. The Code of Ordinances of the Town of Addison, Texas is hereby amended by amending Appendix A – Zoning, Article XIX. UC Urban Center District Regulations, Section 2.C. to add item **9. Overnight Pet Boarding** as an approved conditional use.

SECTION 3. The amendment to zoning ordinance as ordained herein made has been made in accordance with the comprehensive plan of the City for the purpose of promoting the health, safety and welfare of the community, and with consideration of the reasonable suitability for the particular use and with a view of conserving the value of the buildings and encouraging the most appropriate use of land within the community.

SECTION 4. Except for the amendment and change made herein, Appendix A - Zoning of the City’s Code of Ordinances is not otherwise amended hereby, and all other provisions thereof shall remain in full force and effect. This Ordinance shall be cumulative of all other ordinances of the City and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance.

SECTION 5. It shall be unlawful for any person to violate any provision of this Ordinance, and any person violating or failing to comply with any provision hereof shall be fined, upon conviction, in an amount not more than Two Thousand Dollars (\$2,000.00), and a separate offense shall be deemed committed each day during or on which a violation occurs or continues.

SECTION 6. The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance or application thereof to any person or circumstance is held invalid, void, unlawful or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, voidness, unlawfulness or unconstitutionality, which remaining portions shall remain in full force and effect.

SECTION 7. That this Ordinance shall become effective from and after its passage and approval and after publication as may be required by law or by the City Charter or ordinance.

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

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney



June 9, 2020

STAFF REPORT

RE: 1802-Z/Town of Addison

LOCATION: N/A – This is a text amendment to the zoning code

REQUEST: Approval of an ordinance amending Article XIX. UC Urban Center District Regulations by revising Section 2.C. Conditional Uses.

APPLICANT: Town of Addison, represented by Charles Goff, Director of Development Services

DISCUSSION:

Background: The Urban Center District was originally adopted in 1995 and has primarily been used for the Addison Circle neighborhood and surrounding parcels.

Pappy's Pet Lodge, a long term tenant of the Addison Circle area, has expressed interest in offering overnight pet boarding at their existing pet daycare and grooming facility. Currently, the UC district allows for pet related uses but does not provide for pet boarding.

Current Request: Pet Boarding is generally allowed through a Special Use Permit (SUP) within certain districts. Given the requirement for additional review for suitability on case by case bases, Staff revised the current Conditional Uses under Article XIX. UC Urban Center District Regulations, Section 2.C. to add item 9. Overnight Pet Boarding.

RECOMMENDATION: APPROVAL



Case 1802-Z/Town of Addison

June 16, 2020

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on June 16, 2020, voted to recommend approval of an ordinance amending Article XIX. UC Urban Center District Regulations by revising Section 2.C. Conditional Uses to permit overnight pet boarding without conditions.

Voting Aye: Catalani, Craig, DeFrancisco, Meleky, Resnik, Souers, Wheeler

Voting Nay: none

Absent: none

SPEAKERS AT THE PUBLIC HEARING:

For: none

On: none

Against: none

Work Session and Regular Meeting

15.

Meeting Date: 07/14/2020

Department: Development Services

AGENDA CAPTION:

Hold a Public Hearing, Present, Discuss, and Consider Action on an **Ordinance Changing the Zoning on Property Located at 15530 Quorum Drive, Which Property is Currently Zoned Urban Center, UC, by Approving a Special Use Permit for Overnight Pet Boarding.** Case 1803-SUP/Pappy's Pet Lodge.

BACKGROUND:

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting virtually in regular session on June 16, 2020, voted to recommend approval of a Special Use Permit for overnight pet boarding without conditions.

Voting Aye: Catalani, Craig, DeFrancisco, Meleky, Resnik, Souers, Wheeler

Voting Nay: none

Absent: none

SPEAKERS AT THE PUBLIC HEARING: none

Please refer to the attached staff report for additional information on this case.

RECOMMENDATION:

Administration recommends approval.

Attachments

Ordinance - Pappy's Pet Lodge 1803-SUP

Staff Report - Pappy's Pet Lodge 1803-SUP

Plans - Pappy's Pet Lodge 1803-SUP

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE TO GRANT A SPECIAL USE PERMIT FOR OVERNIGHT PET BOARDING FOR PROPERTY LOCATED AT 15530 QUORUM DRIVE; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; SAVINGS, NO SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the property located at 15530 Quorum Drive, is zoned UC, Urban Center district; and

WHEREAS, at its regular meeting held on June 16, 2020 the Planning & Zoning Commission considered and made recommendations on a request for a Special Use Permit for a restaurant (Case No.1803-SUP); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the Town of Addison, as amended; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council of the Town of Addison, Texas finds that this amendment promotes the general welfare and safety of this community.

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

SECTION 1. That the recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

SECTION 2. That a Special Use Permit authorizing overnight pet boarding, on the property located at 15530 Quorum Drive, is hereby granted subject to the following conditions:

- (a) Prior to the issuance of a Certificate of Occupancy, said Property shall be improved in accordance with the site plan, floor plan, and building elevations, which are attached hereto as **Exhibit A** and made a part hereof for all purposes.
- (b) If the property for which this Special Use Permit is granted is not used for the purposes for which said permits were granted within one (1) year after the adoption of this ordinance, the City Council may authorize hearings to be held for the purpose of considering a change of zoning and repeal of the Special Use Permits granted herein.

SECTION 3. That any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the city, as heretofore amended, and upon conviction shall be punished by a fine set

in accordance with Chapter 1, General Provisions, Section 1.10, General penalty for violations of Code; continuing violations, of the Code of Ordinances for the Town of Addison.

SECTION 4. That it is the intention of the City Council that this ordinance be considered in its entirety, as one ordinance, and should any portion of this ordinance be held to be void or unconstitutional, then said ordinance shall be void in its entirety, and the City Council would not have adopted said ordinance if any part or portion of said ordinance should be held to be unconstitutional or void.

SECTION 5. That all ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 6. That this Ordinance shall become effective from and after its passage and approval and after publication as may be required by law or by the City Charter or ordinance.

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

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

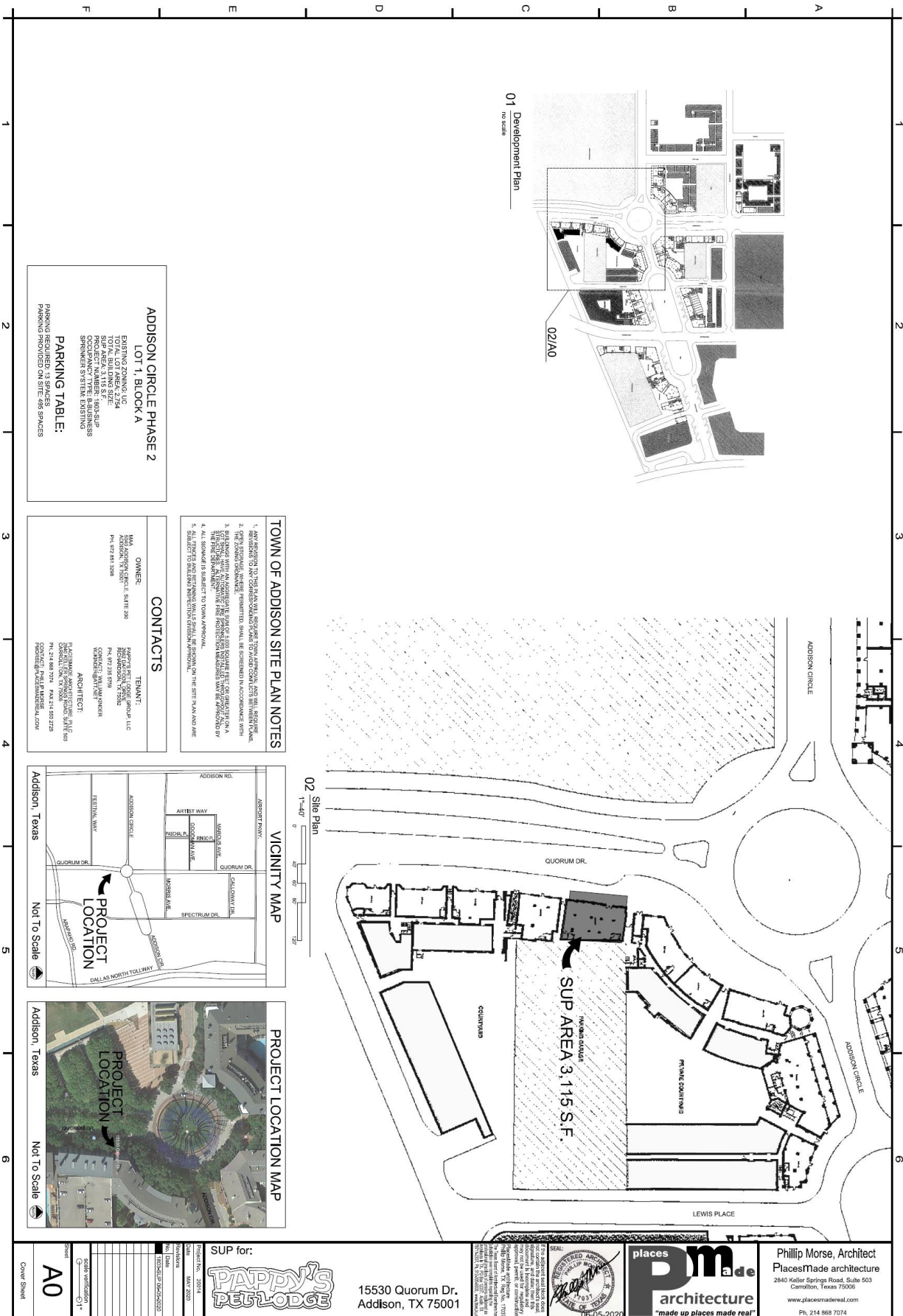
ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

EXHIBIT A



01 Development Plan
no scale

02/1A0

TOWN OF ADDISON SITE PLAN NOTES

1. ALL REVISIONS TO THIS PLAN SHALL BE MADE TO THE TOWN ARCHITECT, AND SHALL BE SUBJECT TO APPROVAL BY THE TOWN ARCHITECT.
2. THE ZONING ORDINANCE GOVERNING THIS PROJECT IS THE TOWN OF ADDISON ZONING ORDINANCE, CHAPTER 100, ARTICLE 10, SECTION 10.03.
3. THIS PLAN IS A PRELIMINARY PLAN AND IS SUBJECT TO THE TOWN ARCHITECT'S REVIEW AND APPROVAL. THE TOWN ARCHITECT SHALL HAVE THE FINAL SAY IN THE DESIGN AND CONSTRUCTION OF THIS PROJECT.
4. ALL SHOWN IS SUBJECT TO TOWN APPROVAL.

ADDISON CIRCLE PHASE 2
LOT 1, BLOCK A

EXISTING ZONING: LC
TOTAL LOT AREA: 2.76
SUP AREA: 3,115 S.F.
PROJECT NAME: BUSINESS CENTER
SPRINKLER SYSTEM: EXISTING

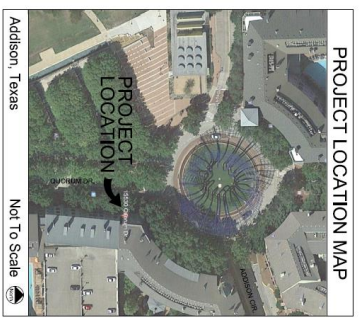
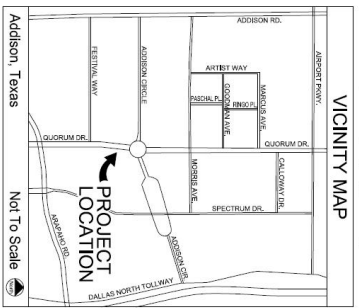
PARKING TABLE:
PARKING REQUIRED: 13 SPACES
PARKING PROVIDED: 0 SITES: 035 SPACES

CONTACTS

OWNER:
DAN ADDISON, CEO
ADDISON CIRCLE, SUITE 200
ADDISON, TX 75001
PH: 972.979.1999

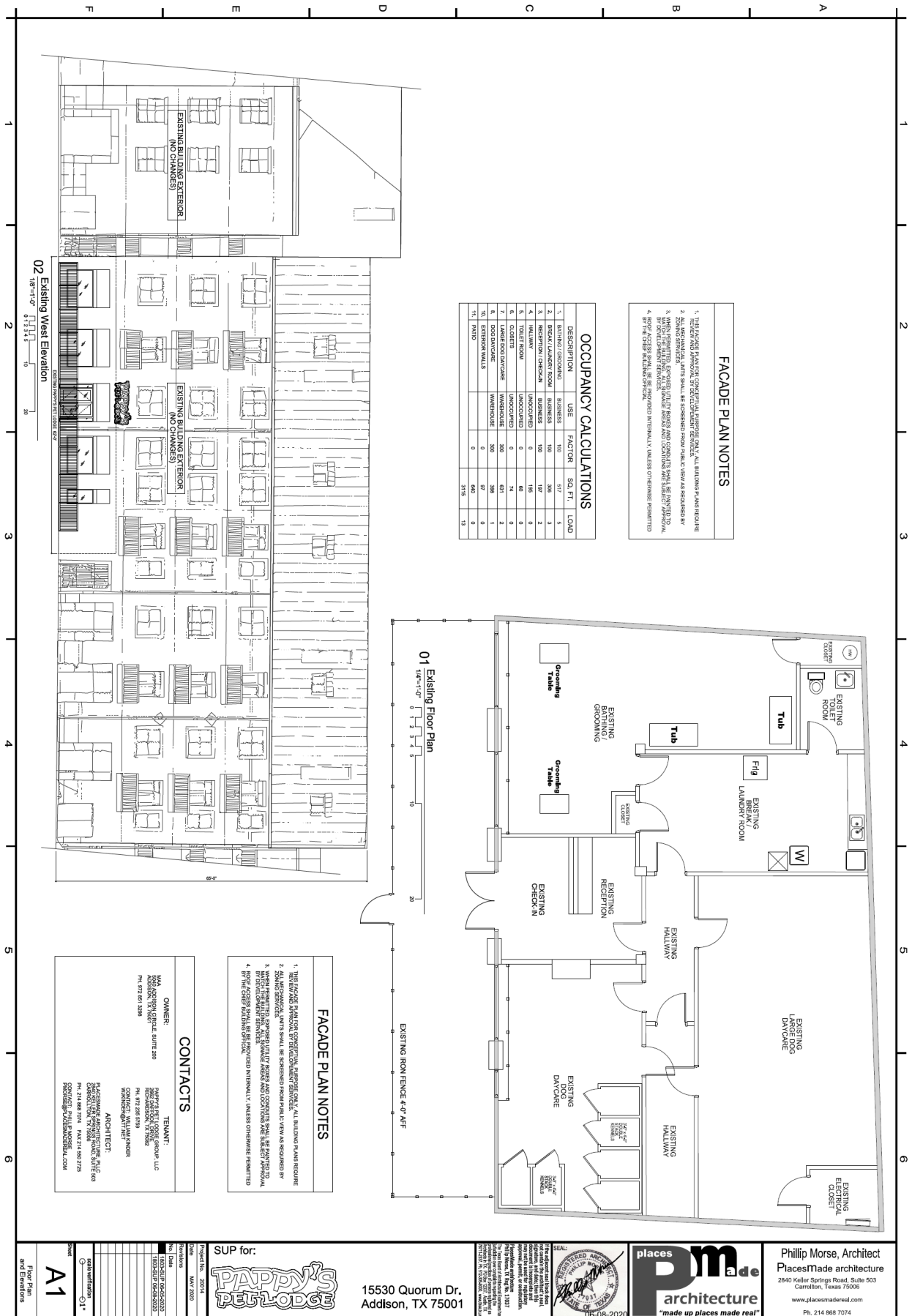
TENANT:
PAPPY'S PET LODGE GROUP, LLC
15530 QUORUM DR., SUITE 200
RICHARDSON, TX 75081
PH: 972.291.7999
WWW.PAPPYS.COM

ARCHITECT:
PHILIP MORSE ARCHITECTURE, PLLC
2840 KELLER SPRINGS ROAD, SUITE 503
CARROLLTON, TX 75006
PH: 214.869.7074
WWW.PLACESMADEARCHITECTURE.COM



<p>SUP for:</p>	<p>15530 Quorum Dr. Addison, TX 75001</p>			<p>Phillip Morse, Architect PlacesMade architecture 2840 Keller Springs Road, Suite 503 Carrollton, Texas 75006 www.placesmadearch.com PH: 214.869.7074</p>
-----------------	---	--	--	--

EXHIBIT A



FACADE PLAN NOTES

- THIS FACADE PLAN IS FOR CONCEPTUAL PURPOSES ONLY. ALL BUILDING PLANS INCLUDING MECHANICAL, ELECTRICAL, AND PLUMBING SHALL BE SUBMITTED FOR REVIEW AS REQUIRED BY ZONING SERVICES.
- WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF ADDISON'S ZONING ORDINANCE AND ALL APPLICABLE REGULATIONS AND ORDINANCES.
- WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF ADDISON'S ZONING ORDINANCE AND ALL APPLICABLE REGULATIONS AND ORDINANCES.
- ROOF ACCESS SHALL BE PROVIDED INTERNALLY UNLESS OTHERWISE PERMITTED BY THE CITY BUILDING OFFICE.

OCCUPANCY CALCULATIONS

DESCRIPTION	USE	FACTOR	SQ. FT.	LOAD
1. BATHING / GROOMING	BUSINESS	100	517	5
2. BREAK / LAUNDRY ROOM	BUSINESS	100	296	2
3. HALLWAY	UNOCCUPIED	0	195	0
4. HALLWAY	UNOCCUPIED	0	80	0
5. TOILET ROOM	UNOCCUPIED	0	80	0
6. CLOSET	UNOCCUPIED	0	74	0
7. LAUNDRY / GROOMING	UNOCCUPIED	300	431	2
8. LAUNDRY / GROOMING	UNOCCUPIED	300	97	0
9. EXTENSION WALLS	UNOCCUPIED	0	440	0
10. RATIO			3115	13

02 Existing West Elevation
1/8"=1'-0"

01 Existing Floor Plan
1/4"=1'-0"

FACADE PLAN NOTES

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- ROOF ACCESS SHALL BE PROVIDED INTERNALLY UNLESS OTHERWISE PERMITTED BY THE CITY BUILDING OFFICE.

CONTACTS

OWNER:
MMA
ADDISON, TX 75001
PH: 972.281.2008

ARCHITECT:
PHILLIP MORSE, ARCHITECT
2840 KELLER SPRINGS ROAD, SUITE 503
CARROLLTON, TX 75006
PH: 214.868.7074 FAX: 214.868.7728
WWW.PLACESMADEARCHITECTURE.COM

SEAL:

places Pm architecture
"made up places made real"

Phillip Morse, Architect
PlacesMade architecture
2840 Keller Springs Road, Suite 503
Carrollton, Texas 75006
www.placesmadereal.com
PH: 214.868.7074

15530 Quorum Dr.
Addison, TX 75001

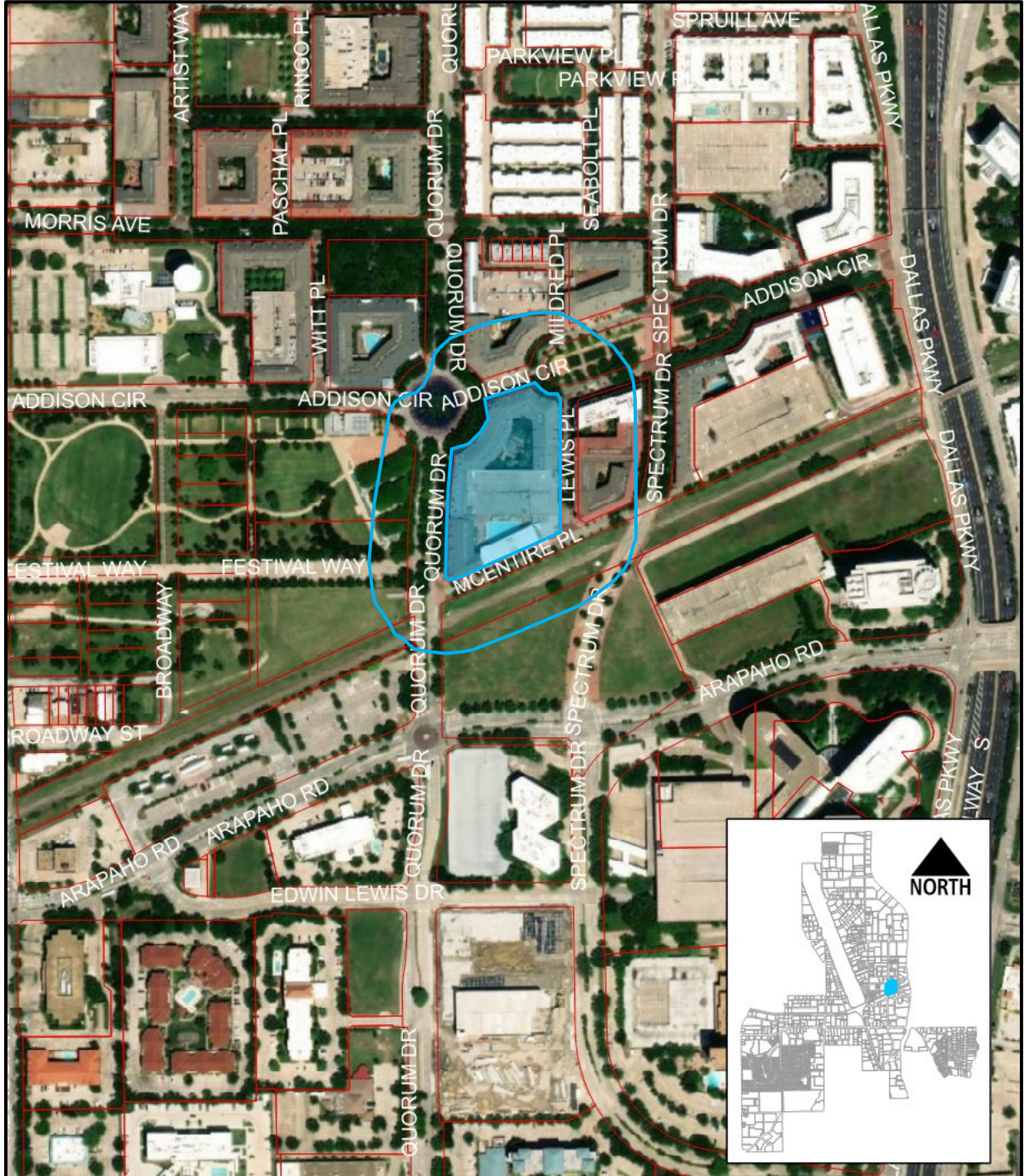
PAPPY'S PET LODGE

Project No.: 22014
Date: MAY 2020
Scale: AS SHOWN
Drawing No.: 01-01
Title: Floor Plan and Elevations
A1

1803-SUP

PUBLIC HEARING Case 1803-SUP/Pappy's Pet Lodge. Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on property located at 15530 Quorum Drive, which property is currently zoned Urban Center, UC, by approving a Special Use Permit for overnight pet boarding.

LOCATION MAP





June 9, 2020

STAFF REPORT

RE: 1803-SUP/Pappy's Pet Lodge
LOCATION: 15530 Quorum Drive
REQUEST: Approval of a Special Use Permit for overnight pet boarding to allow overnight pet boarding within an existing pet day care and grooming establishment
APPLICANT: Bill Kinder, Pappy's Pet Lodge
DISCUSSION:

Background: This address is for a ground floor pet day care and grooming space of the mixed-use building located on the southeast side of Addison Circle, between Blueprints at Addison Circle and McEntire Place. This property is zoned UC, Urban Center. This space has been occupied by Pappy's Pet Lodge since March 2014. At this time, the applicant would like to add overnight pet boarding to their operations which triggers the requirement for a Special Use Permit (SUP).

Proposed Plan: The existing pet daycare and grooming facility is 3,115 square feet, inclusive of a 640 square-foot outdoor patio area. The existing floor plan will not change. The only proposed change to the space is the addition of six double stacked kennels in the existing dog daycare room. The space also has soundproof insulation already in place so as to not disturb the residents above.

Parking: Addison Circle is zoned as an Urban Center District, which requires a parking ratio of 1 space per 250 square feet for retail. This space is required to have 13 parking spaces, which are provided in the public parking spaces in the garage.

Exterior Facades: The tenant will not be making any changes to the existing façade.

Landscaping: The landscaping around this site is in compliance with the ordinance.

RECOMMENDATION: **APPROVAL**

Pappy's Pet Lodge has several locations throughout the metroplex, all of which offer overnight pet boarding. This facility has been in Addison Circle for a long time and in order to maintain their success and meet demand of the surrounding residents, the addition of overnight pet boarding is critical to their operation. Staff checked with MAA who report that there have been no noise complaints regarding this use since it opened.

Staff recommends approval of the request without conditions.



Case 1803-SUP/Pappy's Pet Lodge

June 16, 2020

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on June 16, 2020, voted to recommend approval of a Special Use Permit for overnight pet boarding without conditions.

Voting Aye: Catalani, Craig, DeFrancisco, Meleky, Resnik, Souers, Wheeler

Voting Nay: none

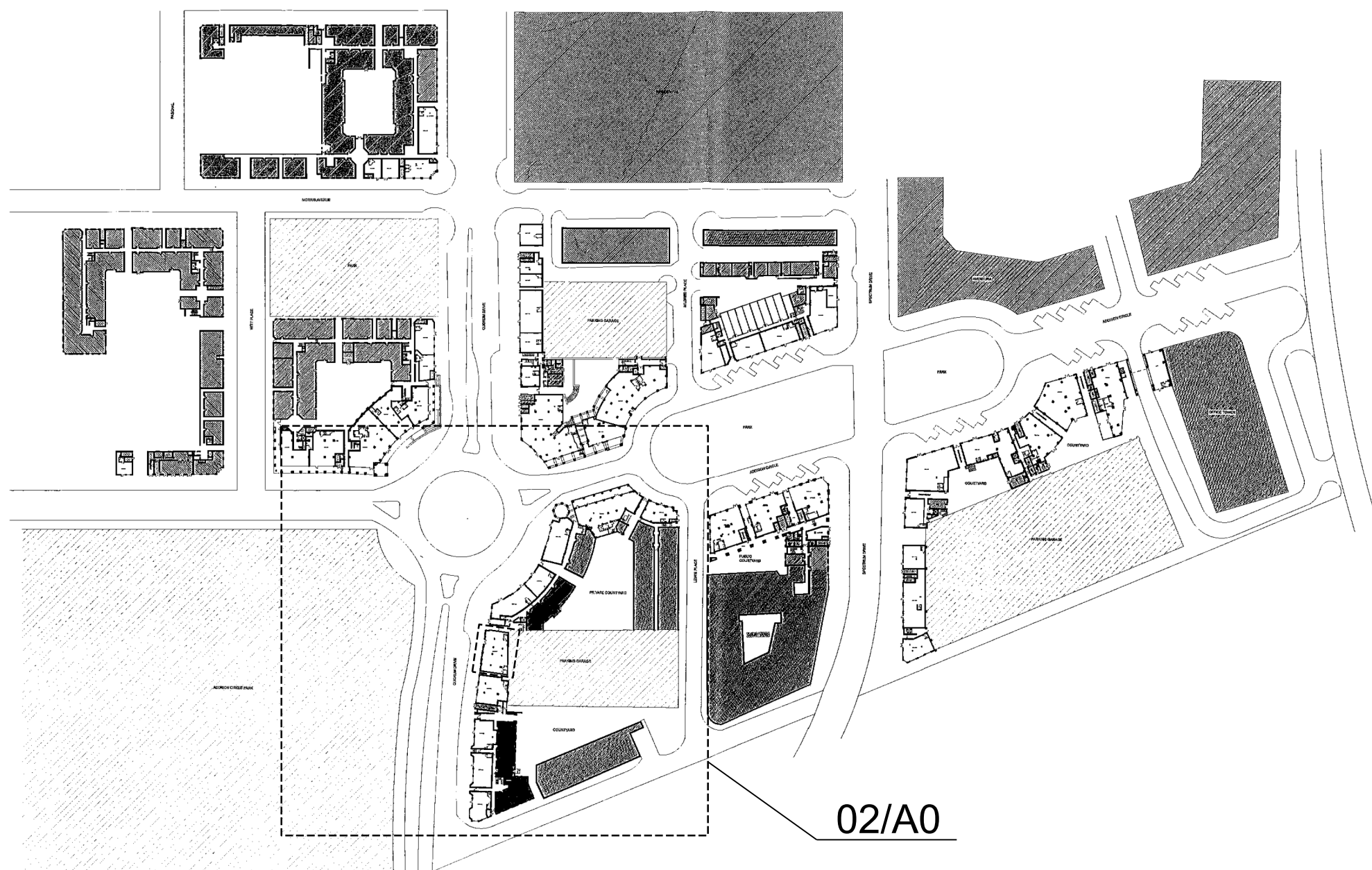
Absent: none

SPEAKERS AT THE PUBLIC HEARING:

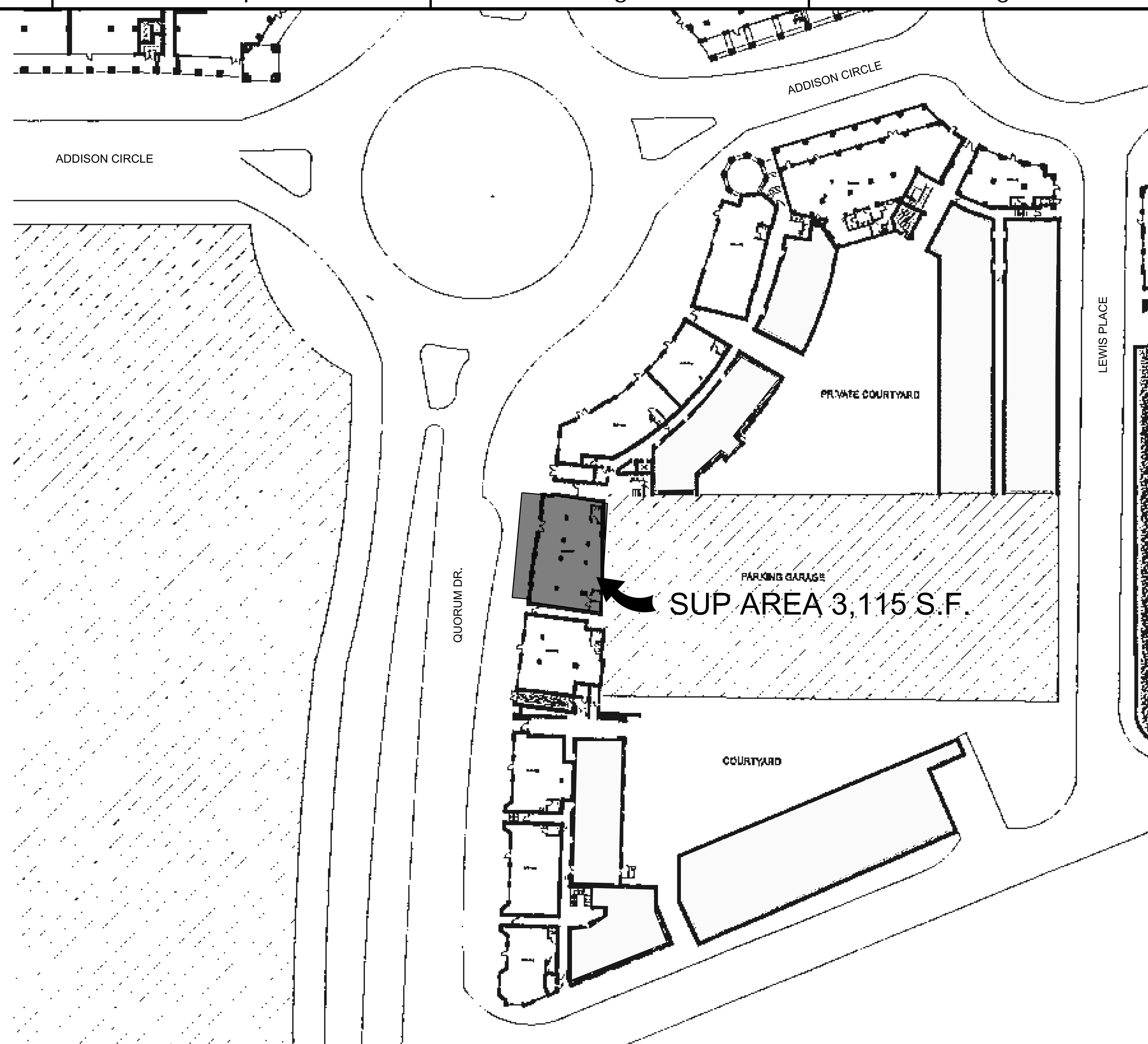
For: none

On: none

Against: none



01 Development Plan
no scale



02 Site Plan
1"=40'
0 40 60 80 120

TOWN OF ADDISON SITE PLAN NOTES

1. ANY REVISION TO THIS PLAN WILL REQUIRE TOWN APPROVAL AND WILL REQUIRE REVISIONS TO ANY CORRESPONDING PLANS TO AVOID CONFLICTS BETWEEN PLANS.
2. OPEN STORAGE, WHERE PERMITTED, SHALL BE SCREENED IN ACCORDANCE WITH THE ZONING ORDINANCE.
3. BUILDINGS WITH AN AGGREGATE SUM OF 5,000 SQUARE FEET OR GREATER ON A LOT SHALL HAVE AUTOMATIC FIRE SPRINKLERS INSTALLED THROUGHOUT ALL STRUCTURES. ALTERNATIVE FIRE PROTECTION MEASURES MAY BE APPROVED BY THE FIRE DEPARTMENT.
4. ALL SIGNAGE IS SUBJECT TO TOWN APPROVAL.
5. ALL FENCES AND RETAINING WALLS SHALL BE SHOWN ON THE SITE PLAN AND ARE SUBJECT TO BUILDING INSPECTION DIVISION APPROVAL.

**ADDISON CIRCLE PHASE 2
LOT 1, BLOCK A**

EXISTING ZONING: UC
TOTAL LOT AREA: 2,754
TOTAL BUILDING SIZE:
SUP AREA: 3,115 S.F.
PROJECT NUMBER: 1803-SUP
OCCUPANCY TYPE: B-BUSINESS
SPRINKER SYSTEM: EXISTING

PARKING TABLE:

PARKING REQUIRED: 13 SPACES
PARKING PROVIDED ON SITE: 495 SPACES

CONTACTS

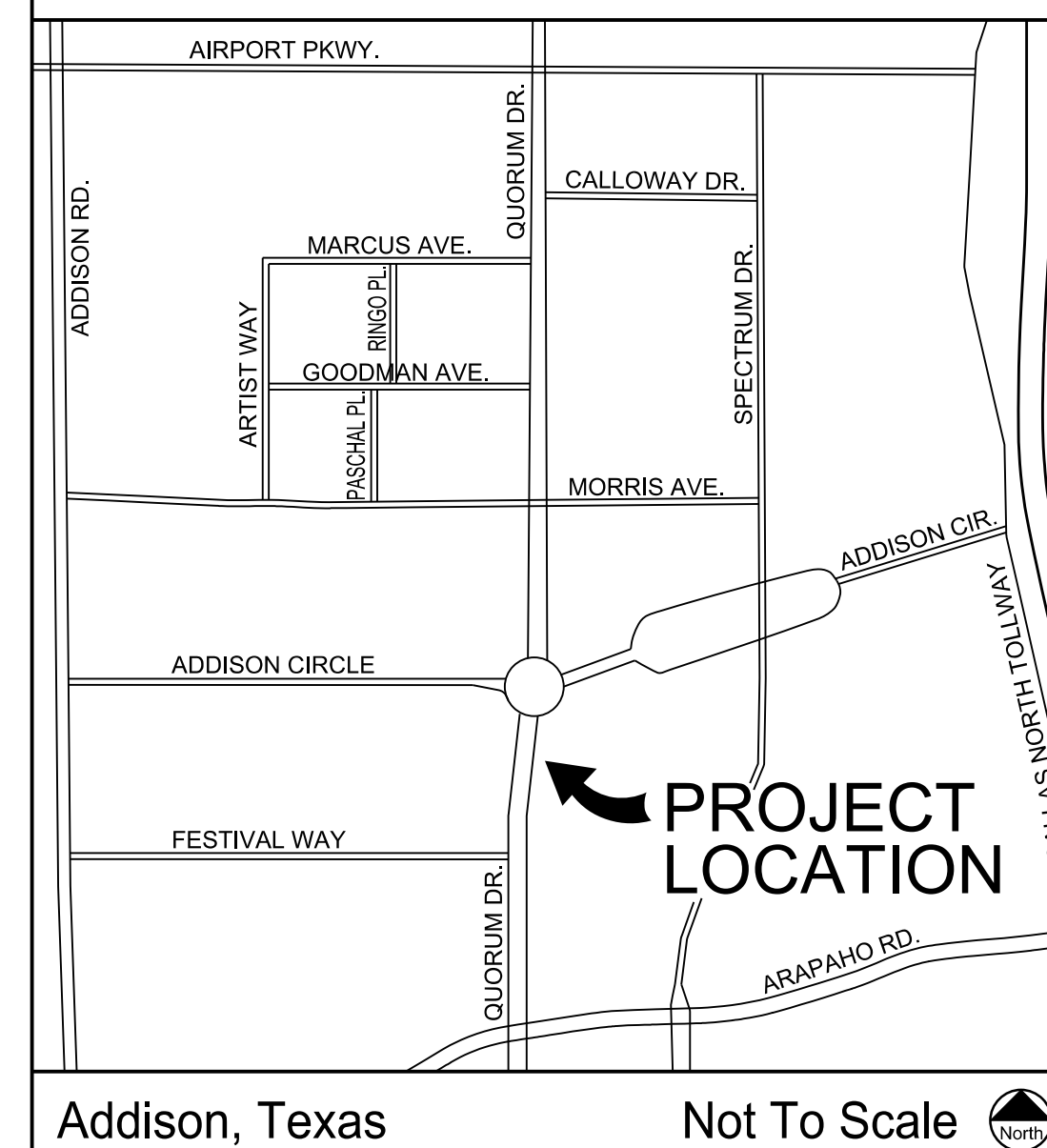
OWNER:
MAA
5040 ADDISON CIRCLE, SUITE 200
ADDISON, TX 75001
PH. 972 851 3298

TENANT:
PAPPY'S PET LODGE GROUP, LLC
2662 DAFFODIL DRIVE
RICHARDSON, TX 75082
PH. 972 235 5759

CONTACT: WILLIAM KINDER
WKINDER@ATT.NET

ARCHITECT:
PLACESMADE ARCHITECTURE, PLLC
2840 KELLER SPRINGS ROAD, SUITE 503
CARROLLTON, TX 75006
PH. 214 868 7074 FAX 214 550 2725
CONTACT: PHILLIP MORSE
PMORSE@PLACESMADEREAL.COM

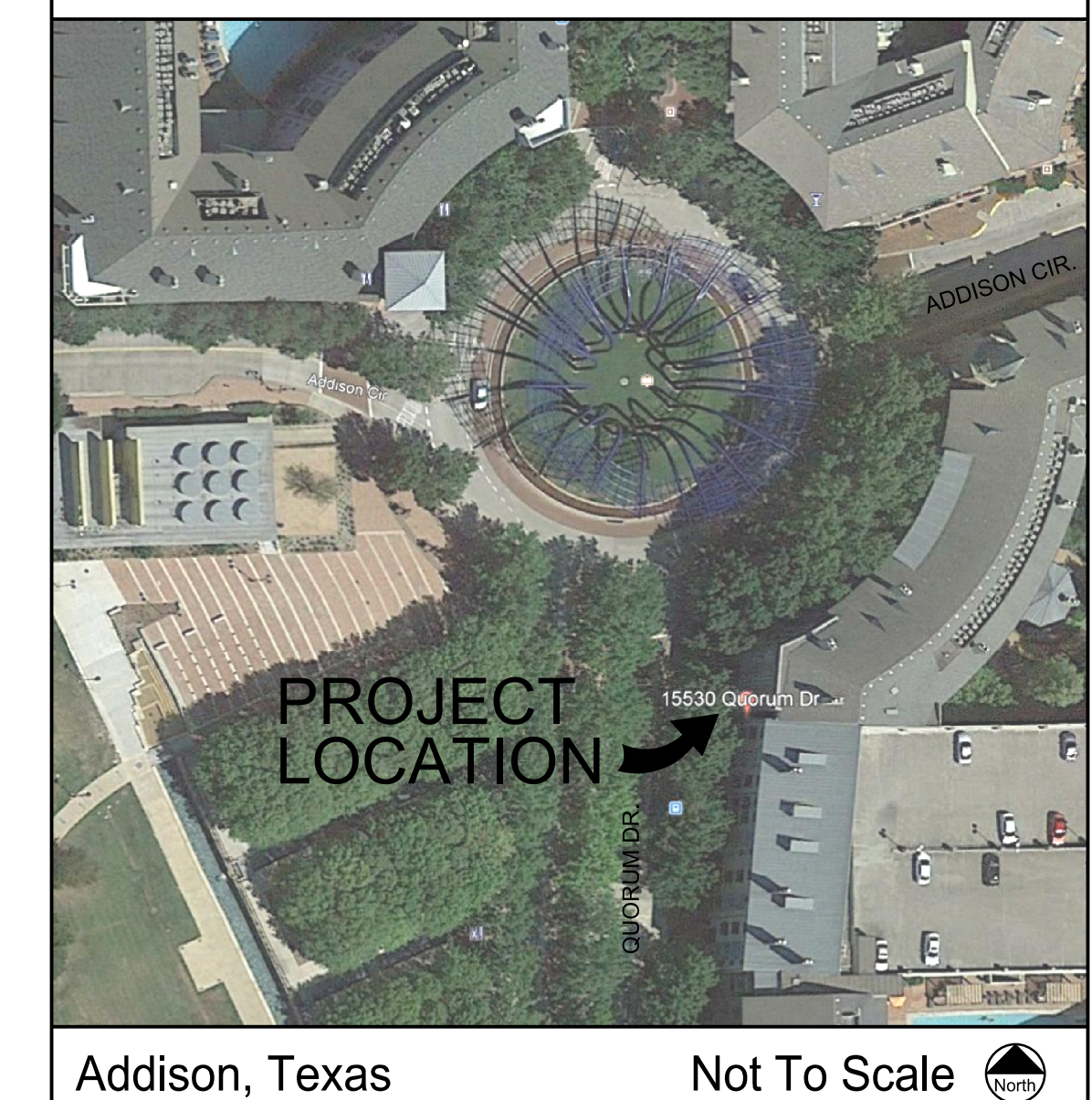
VICINITY MAP



Addison, Texas

Not To Scale

PROJECT LOCATION MAP



Addison, Texas

Not To Scale

Phillip Morse, Architect
PlacesMade architecture
2840 Keller Springs Road, Suite 503
Carrollton, Texas 75006
www.placesmaderreal.com
Ph. 214 868 7074

places made
architecture
"made up places made real!"



If the adjacent seal block does not contain the architect's seal, signature, and date, then this document is incomplete and may not be used for regulatory approval, permit, or construction.

PlacesMade architecture
Phillip Morse, TX Reg No. 17037
The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as Architects in TX. PO Box 12337, Austin, TX 78711-2337. Ph. 512-305-9000. www.tbaa.texas.gov

15530 Quorum Dr.
Addison, TX 75001

**PAPPY'S
PET LODGE**

SUP for:

Project No.	20014
Date	MAY 2020
Revisions	
No.	Date
1	1803-SUP 06-05-2020

scale verification 1"

Sheet

A0

Cover Sheet

1 2 3 4 5 6

A

B

C

D

E

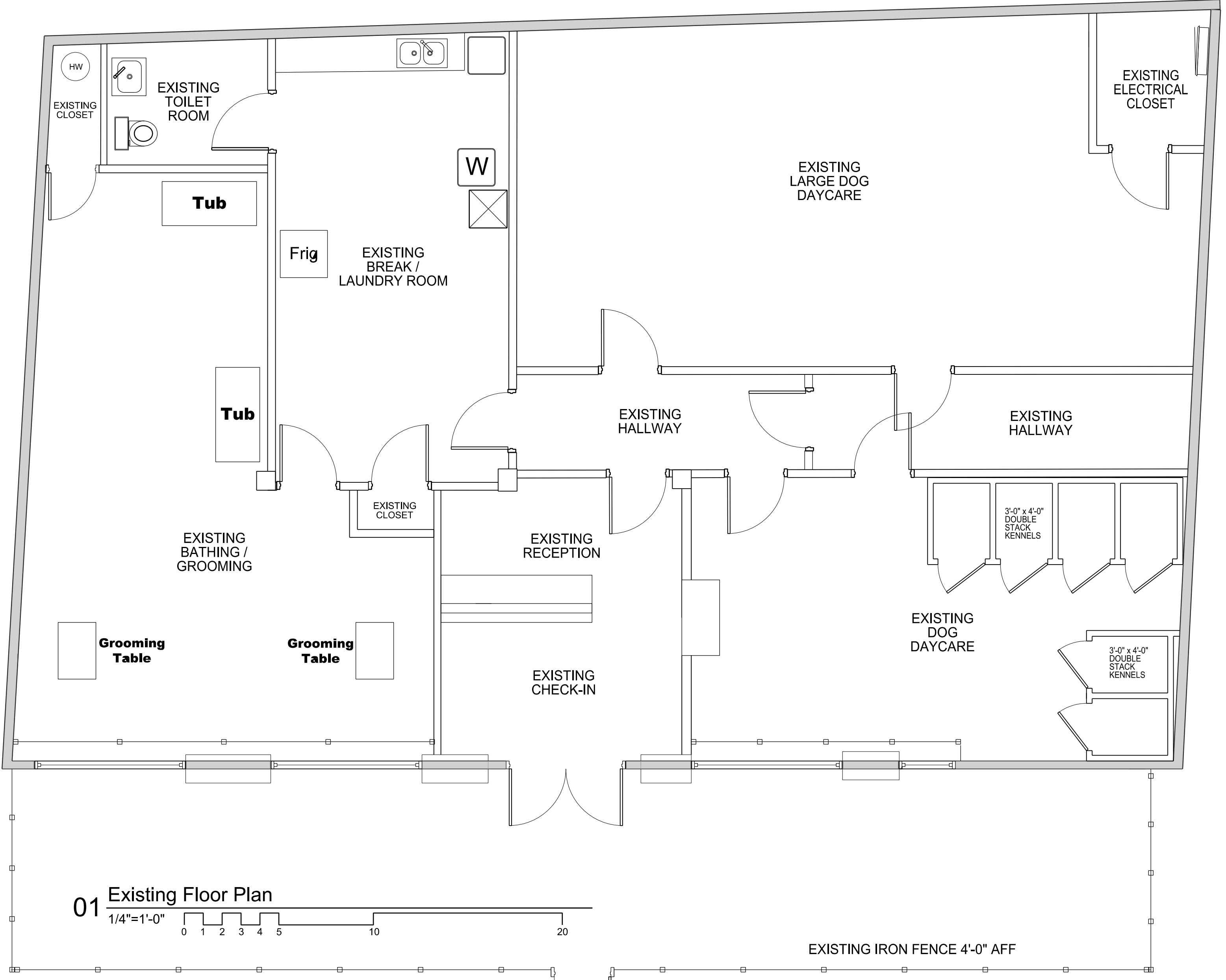
F

FACADE PLAN NOTES

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2. ALL MECHANICAL UNITS SHALL BE SCREENED FROM PUBLIC VIEW AS REQUIRED BY ZONING SERVICES.
3. WHEN PERMITTED, EXPOSED UTILITY BOXES AND CONDUITS SHALL BE PAINTED TO MATCH THE BUILDING. ALL SIGNAGE AREAS AND LOCATIONS ARE SUBJECT APPROVAL BY DEVELOPEMENT SERVICES.
4. ROOF ACCESS SHALL BE PROVIDED INTERNALLY, UNLESS OTHERWISE PERMITTED BY THE CHIEF BUILDING OFFICIAL.

OCCUPANCY CALCULATIONS

DESCRIPTION	USE	FACTOR	SQ. FT.	LOAD
1. BATHING / GROOMING	BUSINESS	100	517	5
2. BREAK / LAUNDRY ROOM	BUSINESS	100	306	3
3. RECEPTION / CHECK-IN	BUSINESS	100	197	2
4. HALLWAY	UNOCCUPIED	0	195	0
5. TOILET ROOM	UNOCCUPIED	0	60	0
6. CLOSETS	UNOCCUPIED	0	74	0
7. LARGE DOG DAYCARE	WAREHOUSE	300	631	2
8. DOG DAYCARE	WAREHOUSE	300	398	1
10. EXTERIOR WALLS		0	97	0
11. PATIO		0	640	0
			3115	13



01 Existing Floor Plan
1/4"=1'-0"



02 Existing West Elevation
1/8"=1'-0"

FACADE PLAN NOTES

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CONTACTS

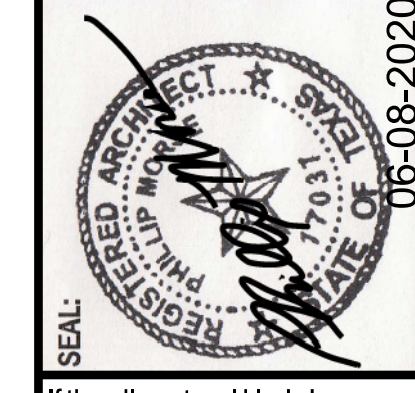
OWNER:
MAA
5340 ADDISON CIRCLE, SUITE 200
ADDISON, TX 75001
PH. 972 851 3298

TENANT:
PAPPY'S PET LODGE GROUP, LLC
2662 DAFFODIL DRIVE
RICHARDSON, TX 75082
PH. 972 235 5759
CONTACT: WILLIAM KINDER
WKINDER@ATT.NET

ARCHITECT:
PLACESMADE ARCHITECTURE, PLLC
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15530 Quorum Dr.
Addison, TX 75001

SUP for:
PAPPY'S PET LODGE

Project No. 20014
Date MAY 2020

Revisions

No.	Date
1803-SUP	06-05-2020
1803-SUP	06-08-2020

scale verification
1" = 1"

Sheet
A1
Floor Plan and Elevations

Work Session and Regular Meeting

16.

Meeting Date: 07/14/2020

Department: Development Services

AGENDA CAPTION:

Hold a Public Hearing, Present, Discuss, and Consider Action on an **Ordinance Changing the Zoning on Property Located at 3765 Belt Line Rd, Which Property is Currently Zoned PD, Planned Development, Through Ordinance 092-037, by Approving a Special Use Permit for a New Restaurant.** Case 1813-SUP/Duck Donuts.

BACKGROUND:

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting virtually in regular session on June 16, 2020, voted to recommend approval of a Special Use Permit for a new restaurant without conditions.

Voting Aye: Catalani, Craig, DeFrancisco, Meleky, Resnik, Souers, Wheeler

Voting Nay: none

Absent: none

SPEAKERS AT THE PUBLIC HEARING: none

Please refer to the attached staff report for additional information on this case.

RECOMMENDATION:

Administration recommends approval.

Attachments

Ordinance - Duck Donuts 1813-SUP

Staff Report - Duck Donuts 1813-SUP

Plans - Duck Donuts 1813-SUP

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE TO GRANT A SPECIAL USE PERMIT FOR A RESTAURANT FOR PROPERTY LOCATED AT 3765 BELT LINE ROAD; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; SAVINGS, NO SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the property located at 3765 Belt Line Road, is zoned PD, Planned Development, through Ordinance Number O92-037; and

WHEREAS, at its regular meeting held on June 16, 2020 the Planning & Zoning Commission considered and made recommendations on a request for a Special Use Permit for a restaurant (Case No.1813-SUP); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the Town of Addison, as amended; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council of the Town of Addison, Texas finds that this amendment promotes the general welfare and safety of this community.

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

SECTION 1. That the recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

SECTION 2. That a Special Use Permit authorizing a restaurant, on the property located at 3765 Belt Line Road, is hereby granted subject to the following conditions:

- (a) Prior to the issuance of a Certificate of Occupancy, said Property shall be improved in accordance with the site plan, floor plan, and building elevations, which are attached hereto as **Exhibit A** and made a part hereof for all purposes.
- (b) The Special Use Permit granted herein for a restaurant shall be limited to that particular area designated on the final site plan as encompassing a total area not to exceed 1,590 square feet.
- (c) If the property for which this Special Use Permit is granted is not used for the purposes for which said permits were granted within one (1) year after the adoption of this ordinance, the City Council may authorize hearings to be held for the purpose of considering a change of zoning and repeal of the Special Use Permits granted herein.

SECTION 3. That any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the city, as heretofore amended, and upon conviction shall be punished by a fine set in accordance with Chapter 1, General Provisions, Section 1.10, General penalty for violations of Code; continuing violations, of the Code of Ordinances for the Town of Addison.

SECTION 4. That it is the intention of the City Council that this ordinance be considered in its entirety, as one ordinance, and should any portion of this ordinance be held to be void or unconstitutional, then said ordinance shall be void in its entirety, and the City Council would not have adopted said ordinance if any part or portion of said ordinance should be held to be unconstitutional or void.

SECTION 5. That all ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 6. That this Ordinance shall become effective from and after its passage and approval and after publication as may be required by law or by the City Charter or ordinance.

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

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

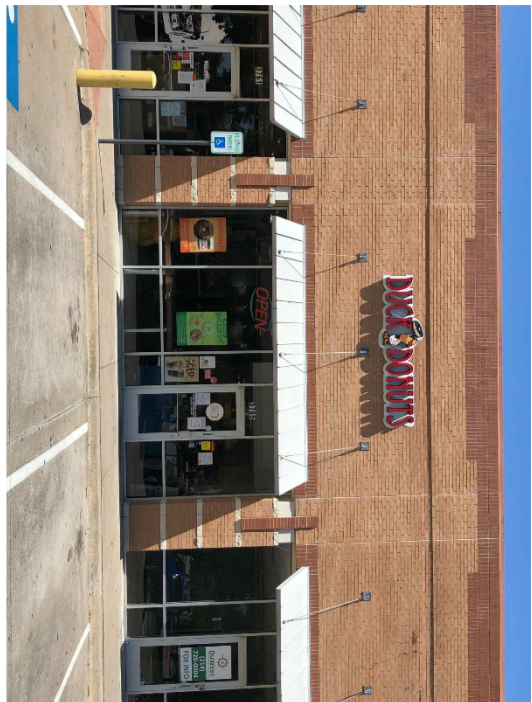
ATTEST:

APPROVED AS TO FORM:

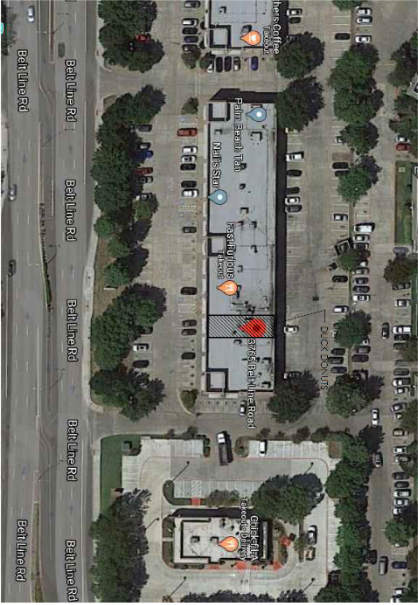
Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

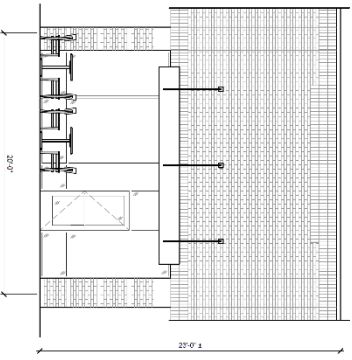
EXHIBIT A



1 EXISTING FACADE ELEVATION
SCALE: 1/8" = 1'-0"
SCALE BAR: 0 25 50



3 VICINITY MAP
SCALE: 1" = 100'
SCALE BAR: 0 50 100
NORTH



2 FACADE ELEVATION
SCALE: 1/8" = 1'-0"
SCALE BAR: 0 25 50

- FACADE PLAN NOTES**
- 1. INTERIOR SIGNAGE: SEE ARCHITECTURAL DRAWINGS.
 - 2. ALL SIGNAGE SHALL BE APPROVED BY THE TOWN OF ADDISON.
 - 3. SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF ADDISON SIGNAGE ORDINANCE.
 - 4. SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF ADDISON SIGNAGE ORDINANCE.
 - 5. SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF ADDISON SIGNAGE ORDINANCE.
 - 6. SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF ADDISON SIGNAGE ORDINANCE.
 - 7. SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF ADDISON SIGNAGE ORDINANCE.
 - 8. SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF ADDISON SIGNAGE ORDINANCE.
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 - 10. SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF ADDISON SIGNAGE ORDINANCE.

ACTION	
APPROVED	DENIED
DATE	DATE
INITIALS	INITIALS
COUNCIL	COUNCIL

SEE THE STAFF APPROVED LETTER OR COUNCIL RESOLUTION FOR ANY COMMENTS ASSOCIATED WITH THE APPROVAL OF THIS PROJECT.

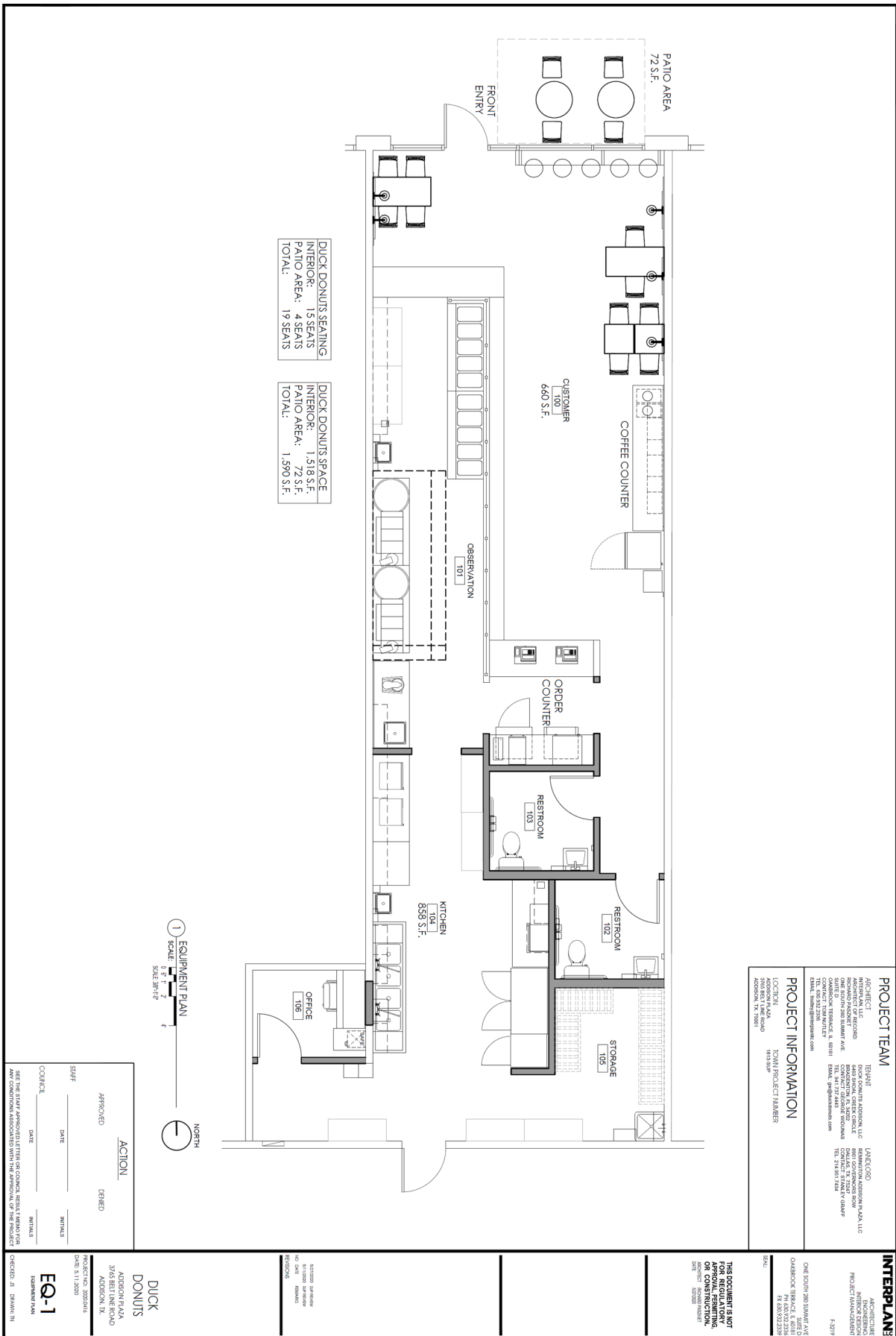
DUCK DONUTS
ADDISON IN ALA
3753 BRITLINE ROAD
ADDISON, TX
75001-1310
75001-1310

PROJECT TEAM	
ARCHITECT	ADDISON
ADDISON ARCHITECTURE	ADDISON ARCHITECTURE
10000 W. 10TH STREET	10000 W. 10TH STREET
ADDISON, TX 75001	ADDISON, TX 75001
PHONE: 972.333.1111	PHONE: 972.333.1111
EMAIL: info@addisonarch.com	EMAIL: info@addisonarch.com
PROJECT INFORMATION	
LOCATION	TOWN PROJECT NUMBER
ADDISON, TEXAS	1815-01

INTERPLANE
ARCHITECTURE
10000 W. 10TH STREET
ADDISON, TX 75001
75001-1310

THIS DOCUMENT IS NOT FOR REGULATION OR CONSTRUCTION.

EXHIBIT A



1813-SUP

PUBLIC HEARING Case 1813-SUP/Duck Donuts. Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on property located at 3765 Belt Line Rd, which property is currently zoned PD, Planned Development, through Ordinance O92-037, by approving a Special Use Permit for a new restaurant.

LOCATION MAP





June 9, 2020

STAFF REPORT

RE: 1813-SUP/Duck Donuts
LOCATION: 3765 Belt Line Road
REQUEST: Approval of a Special Use Permit for a restaurant to permit a new restaurant with a patio.
APPLICANT: Randi LaFerney, Duck Donuts
DISCUSSION:

Background: This address is for a space located within the Addison Plaza shopping center on the northeast side of Belt Line Road and Marsh Lane. This property is zoned PD, Planned Development, through Ordinance O92-037.

This space was previously occupied as a retail use, most recently by Papa Murphy's Pizza. Duck Donuts, has been operating as a takeout only retailer since they opened in 2019. They now would like to add tables and chairs to allow customers to consume food on the premises. This reclassifies their use from retail to restaurant and requires a Special Use Permit (SUP).

Originating in Duck, North Carolina, Duck Donuts is a fast growing, family friendly, donut chain offering a wide variety and eclectic flavor combinations of made to order cake donuts.

Proposed Plan: The applicant is requesting approval of a new SUP for a restaurant only, without alcohol service. The floor plan shows 1,590 square feet, inclusive of a 72 square-foot outdoor patio area. The floor plan shows a large kitchen, prep area, and service counter with a dining area seating 15 and patio seating four.

Parking: This property is zoned PD, which requires a parking ratio of 1 space per 100 square feet for restaurant uses. This space is required to have 16 parking spaces. There are currently 139 parking spaces provided on site, with a total of 134 parking spaces required based on current tenants and uses.

Exterior Facades. The tenant will not be making any changes to the existing façade.

Landscaping: The Landscape Ordinance requires that properties be brought up to current standards, where possible, when they go through a zoning process. Staff has reviewed the Landscape Ordinance requirements and is proposing that in cases such as this, where the SUP area is less than 25% of the total shopping center, should not be required to bring the entire site into compliance. While the landscape Ordinance strives to bring the Town's properties closer into compliance, it becomes a burdensome requirement when an entire property is faced with the requirement even if only a small portion is proposed for a Special Use Permit amendment. Based

on the size of Duck Donut's SUP area, as compared to the entire shopping center, Staff believes that the Landscape Requirement should be waived at this time.

RECOMMENDATION: **APPROVAL**

Duck Donuts has been operating at this location since July 2019 and has had multiple customer complaints about not having any tables and chairs for an option to eat on premises. Adding seating to this establishment does not significantly impact the parking requirement and provides the tenant with better opportunity for a successful operation.

Because the concept will not provide alcohol service, Staff recommends approval without conditions.



Case 1813-SUP/Duck Donuts

June 16, 2020

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on June 16, 2020, voted to recommend approval of a Special Use Permit for a new restaurant without conditions.

Voting Aye: Catalani, Craig, DeFrancisco, Meleky, Resnik, Souers, Wheeler

Voting Nay: none

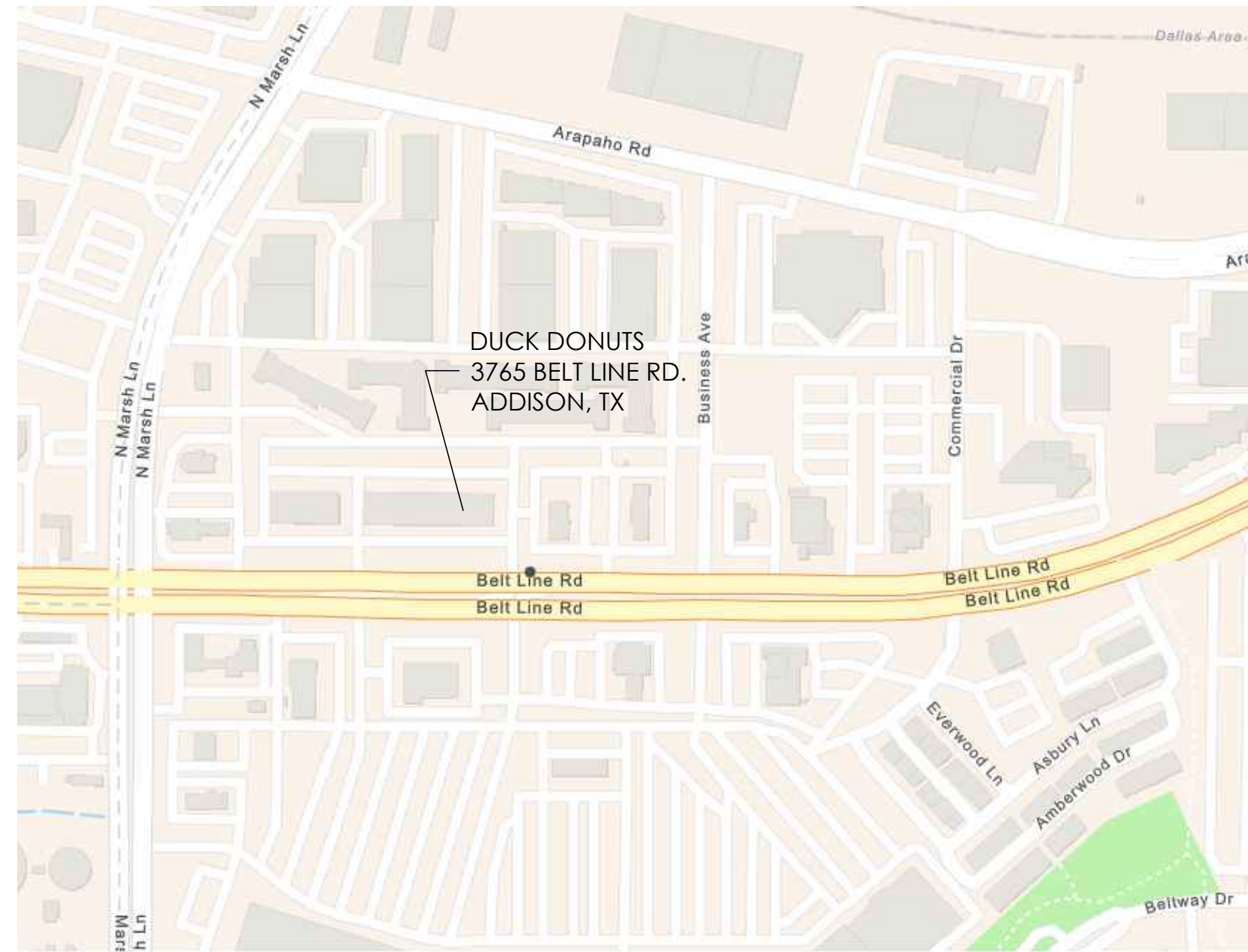
Absent: none

SPEAKERS AT THE PUBLIC HEARING:

For: none

On: none

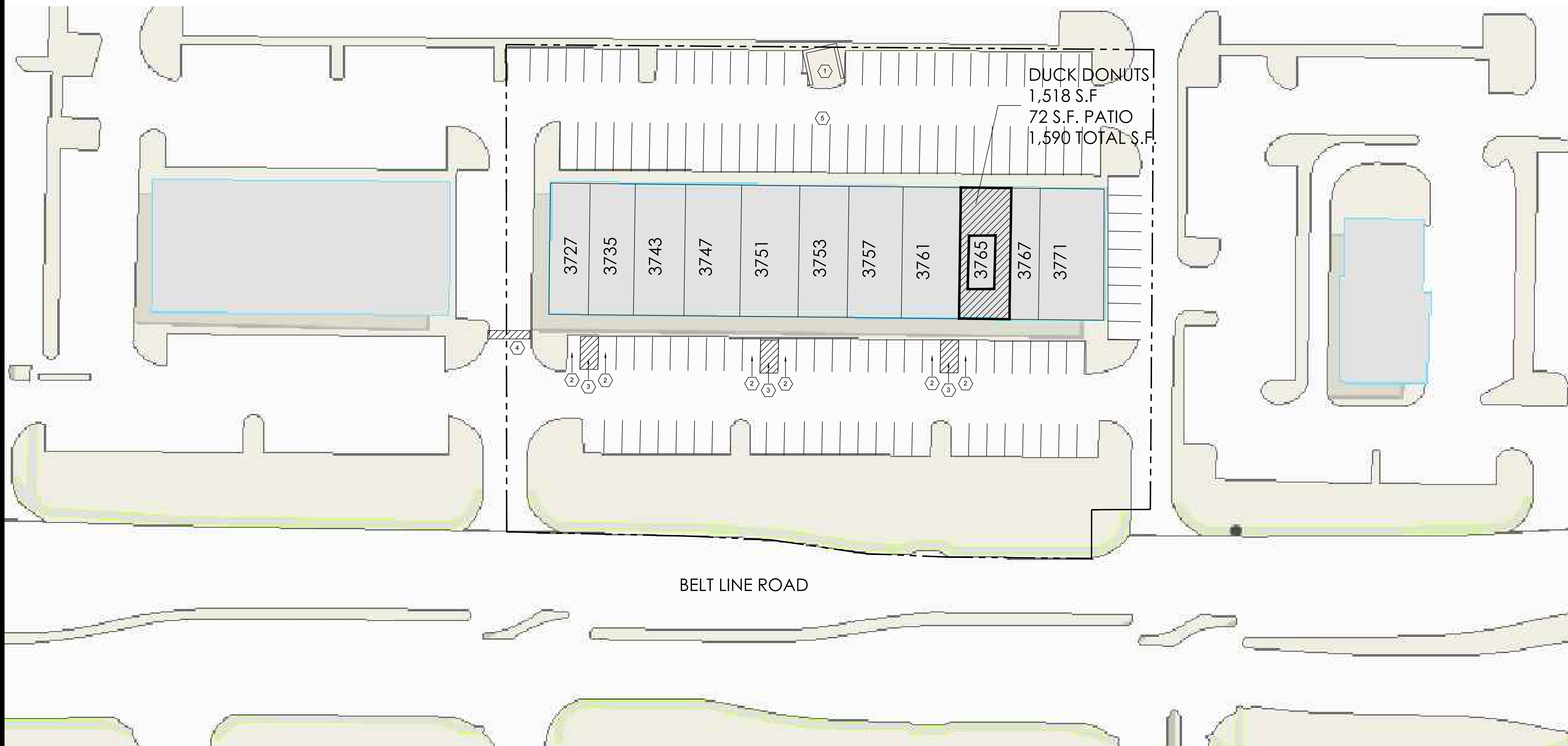
Against: none



3 AREA MAP
SCALE: 0 50 100 200 400
SCALE BAR 1:2000



1 VICINITY MAP
SCALE: 0 10 50 100
SCALE BAR 1:500



2 SITE PLAN
SCALE: 0 8 16 32 64
SCALE: 1/32"=1'-0"

PROJECT TEAM

ARCHITECT
INTERPLAN, LLC
ARCHITECT OF RECORD:
RICHARD PASZKIET
ONE SOUTH 280 SUMMIT AVE.
SUITE D
OAKBROOK TERRACE, IL 60181
TEL. 630.932.2336
EMAIL: trnutley@interplanllc.com

TENANT
DUCK DONUTS ADDISON, LLC
6489 SHOAL CREEK CIRCLE
BRADENTON, FL 34202
CONTACT: GEORGE WIDUNAS
TEL. 941.737.4443
EMAIL: gw@duckdonuts.com

LANDLORD
REMINGTON ADDISON PLAZA, LLC
8901 GOVERNORS ROW
DALLAS, TX. 75247
CONTACT: STANLEY GRAFF
TEL. 214.951.7434

PROJECT INFORMATION

LOCATION
ADDISON PLAZA
3765 BELT LINE ROAD
ADDISON, TX. 75001

TOWN PROJECT NUMBER
1813-SUP

PROJECT INFORMATION

ZONING: EXISTING PD - PLANNED DEVELOPMENT DISTRICT
PROPOSED USE: SUP FOR RESTAURANT WITHOUT ALCOHOL SERVICE
LOT AREA: EXISTING LOT 4, 89,627 SQUARE FEET
BUILDING AREA: EXISTING 21,030 SQUARE FEET
BUILDING HEIGHT: EXISTING (1) STORY, 23'-0" +/-

NOTE: "HANDICAP PARKING IS PROVIDED IN ACCORDANCE WITH ADA STANDARDS"

PARKING REQUIREMENTS

SUITE	TENANT NAME	SQ. FT.	PARKING USE	PARKING RATIO
3727	PALM BEACH TAN	3,000	RETAIL (15)	1/200 S.F.
3735	BELTLINE DENTAL	2,300	RETAIL (12)	1/200 S.F.
3743	NAIL STAR	1,400	RETAIL (7)	1/200 S.F.
3747	HI ENERGY WEIGHT LOSS	1,400	RETAIL (7)	1/200 S.F.
3751	SUBWAY	1,400	RESTAURANT (14)	1/100 S.F.
3753	KNOCKOUT HAIRCUTS	1,400	RETAIL (7)	1/200 S.F.
3757	H&R BLOCK	1,750	RETAIL (9)	1/200 S.F.
3761	FAST FURIOUS	2,800	RESTAURANT (28)	1/100 S.F.
3765	DUCK DONUTS*	1,590	RESTAURANT (16)	1/100 S.F.
3767	VERIZON	1,290	RETAIL (7)	1/200 S.F.
3771	CHIPOTLE	2,700	RESTAURANT (27)	1/100 S.F.

TOTAL REQUIRED PARKING: 134 SPACES
TOTAL PROVIDED PARKING: 139 SPACES (INCLUDING 6 ADA SPACES)

*DUCK DONUTS SQ. FT. IS 1,518 INTERIOR PLUS 72 S.F. FOR THE OUTSIDE PATIO = 1,590 S.F.

TOWN OF ADDISON SITE PLAN NOTES

- ANY REVISION TO THIS PLAN WILL REQUIRE TOWN APPROVAL AND WILL REQUIRE REVISIONS TO ANY CORRESPONDING PLANS TO AVOID CONFLICTS BETWEEN PLANS.
- OPEN STORAGE, WHERE PERMITTED, SHALL BE SCREENED IN ACCORDANCE WITH THE ZONING ORDINANCE.
- BUILDINGS WITH AN AGGREGATE SUM OF 5,000 SQUARE FEET OR GREATER ON A LOT SHALL AUTOMATIC FIRE SPRINKLERS INSTALLED THROUGHOUT ALL STRUCTURES. ALTERNATIVE FIRE PROTECTION MEASURES MAY BE APPROVED BY THE FIRE DEPARTMENT.
- ALL SIGNAGE IS SUBJECT TO TOWN APPROVAL.
- ALL FENCES AND RETAINING WALLS SHALL BE SHOWN ON THE SITE PLAN AND ARE SUBJECT TO BUILDING INSPECTION DIVISION APPROVAL.

KEY NOTES

- EXISTING TRASH ENCLOSURE, 8'-0" HIGH CONSTRUCTED OF BRICK MATCH THE MAIN BUILDING w/ WHITE METAL GATES.
- EXISTING HANDICAP ACCESSIBLE PARKING STALL, TYPICAL OF TEXAS ACCESSIBILITY STANDARDS, MIN. 96" WIDE WITH ACCESSIBLE PARKING SIGNAGE.
- EXISTING 60" WIDE AISLE w/ ACCESSIBLE CURB RAMP
- EXISTING 36" WIDE STRIPED CROSSWALK
- EXISTING OFF-STREET LOADING

INTERPLAN

ARCHITECTURE
ENGINEERING
INTERIOR DESIGN
PROJECT MANAGEMENT

F-3219

ONE SOUTH 280 SUMMIT AVE
SUITE D
OAKBROOK TERRACE, IL 60181
PH 630.932.2336
FX 630.932.2339

SEAL:

THIS DOCUMENT IS NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION.
ARCHITECT: RICHARD PASZKIET
DATE: 5/27/2020

NO.	DATE	REVISIONS
5/27/2020	SUP REVIEW	
5/11/2020	SUP REVIEW	

REVISIONS

DUCK DONUTS

ADDISON PLAZA
3765 BELT LINE ROAD
ADDISON, TX.

PROJECT NO: 2020.0416
DATE: 5.11.2020

SP-1 SITE PLAN

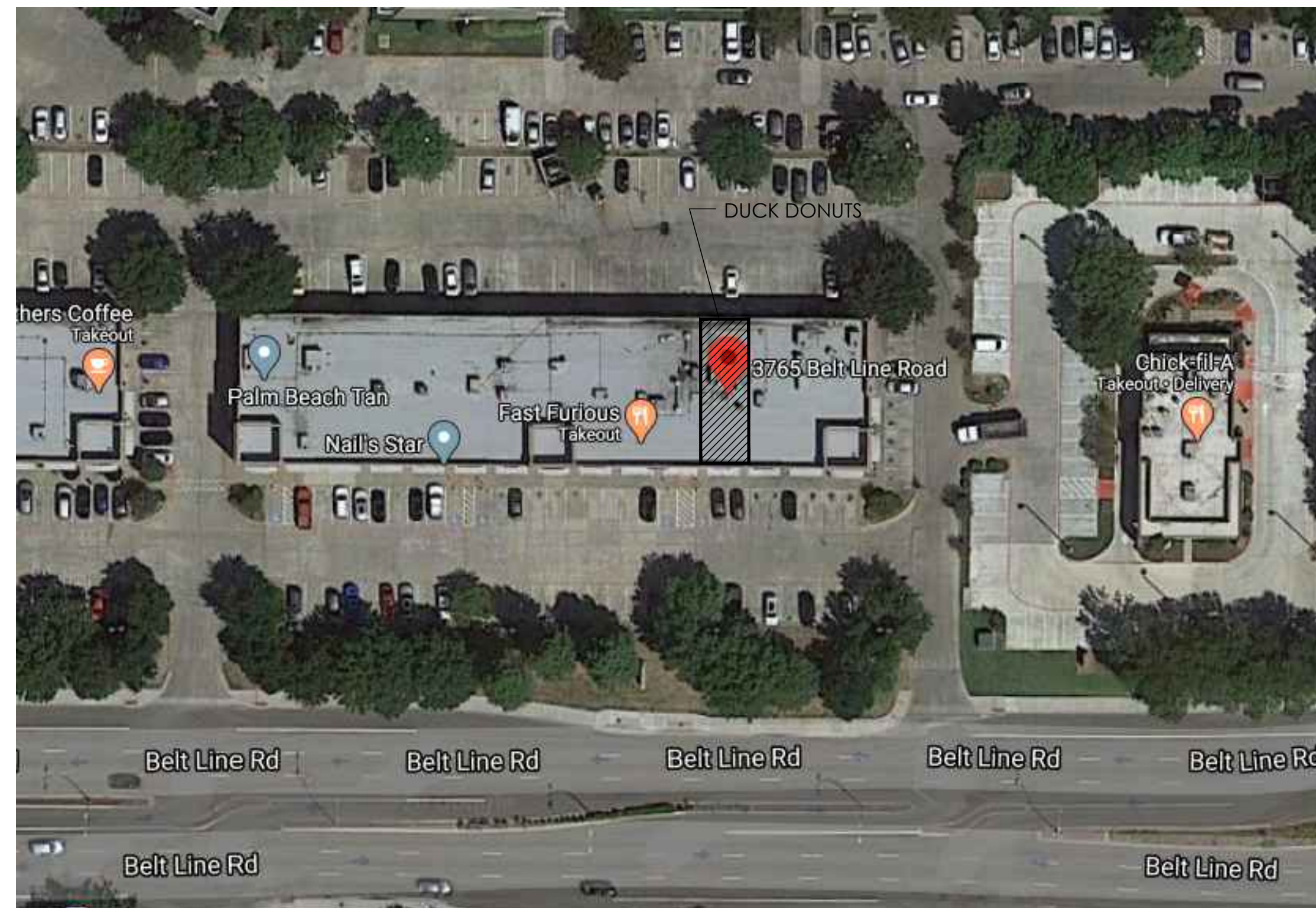
CHECKED: JS DRAWN: TN

ACTION	
APPROVED	DENIED
STAFF _____	INITIALS _____
DATE _____	INITIALS _____
COUNCIL _____	INITIALS _____
DATE _____	INITIALS _____

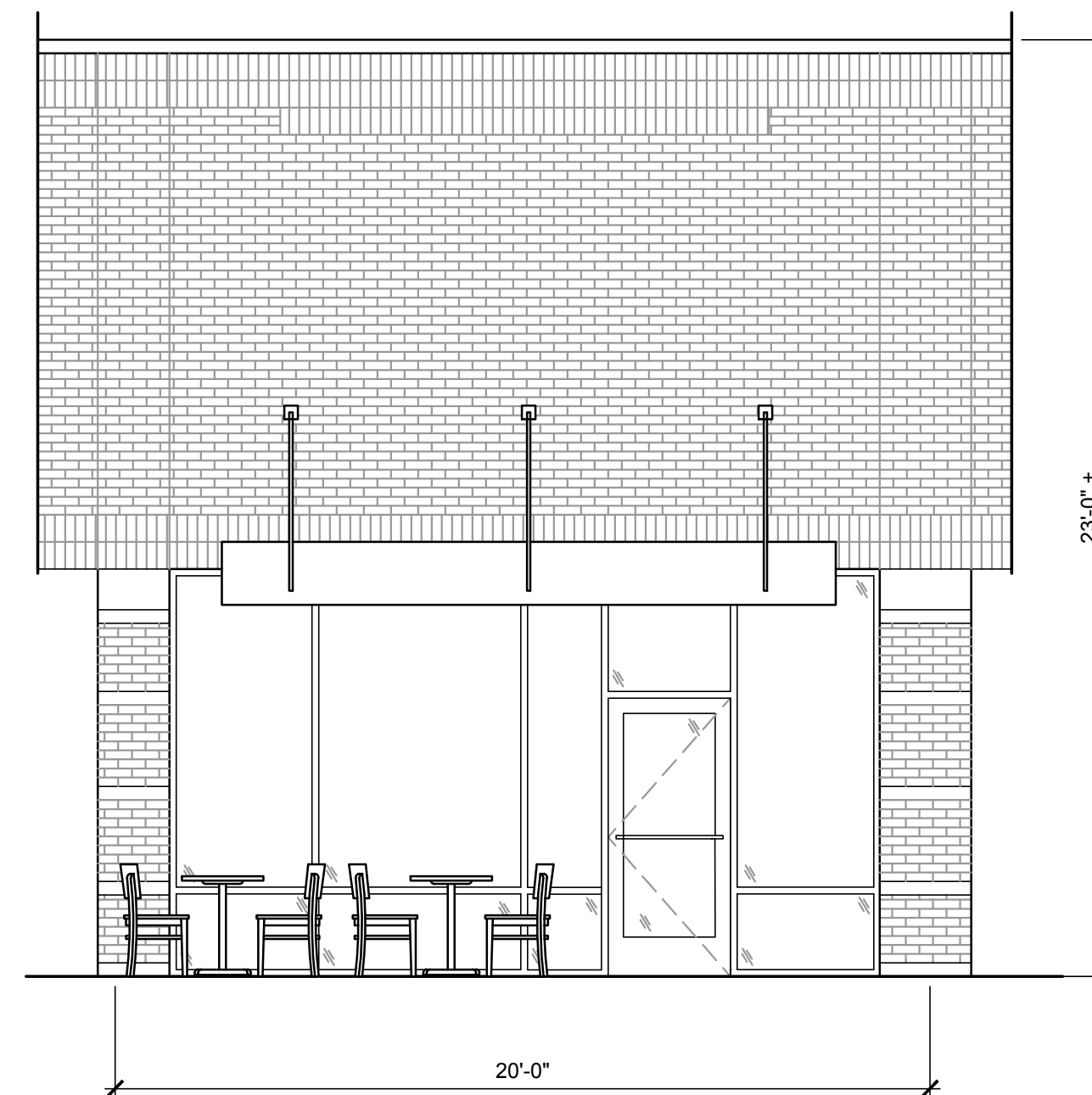
SEE THE STAFF APPROVED LETTER OR COUNCIL RESULT MEMO FOR ANY CONDITIONS ASSOCIATED WITH THE APPROVAL OF THE PROJECT



1 EXISTING FACADE ELEVATION
SCALE: 3/8"=1'-0"



3 VICINITY MAP
SCALE: 1/500
NORTH



2 FACADE ELEVATION
SCALE: 1/4"=1'-0"

PROJECT TEAM

ARCHITECT: INTERPLAN, LLC
 ARCHITECT OF RECORD: RICHARD PASZKIET
 ONE SOUTH 280 SUMMIT AVE. SUITE D
 OAKBROOK TERRACE, IL. 60181
 TEL. 630.932.2336
 EMAIL: trnutley@interplanllc.com

TENANT: DUCK DONUTS ADDISON, LLC
 6469 SHOAL CREEK CIRCLE
 BRADENTON, FL 34202
 CONTACT: GEORGE WIDUNAS
 TEL. 941.737.4443
 EMAIL: gw@duckdonuts.com

LANDLORD: REMINGTON ADDISON PLAZA, LLC
 8901 GOVERNORS ROW
 DALLAS, TX. 75247
 CONTACT: STANLEY GRAFF
 TEL. 214.951.7434

PROJECT INFORMATION

LOCATION: ADDISON PLAZA
 3765 BELT LINE ROAD
 ADDISON, TX. 75001

TOWN PROJECT NUMBER: 1813-SUP

INTERPLAN

ARCHITECTURE
 ENGINEERING
 INTERIOR DESIGN
 PROJECT MANAGEMENT

F-3219

ONE SOUTH 280 SUMMIT AVE. SUITE D
 OAKBROOK TERRACE, IL 60181
 PH 630.932.2336
 FX 630.932.2339

SEAL:

THIS DOCUMENT IS NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION.

ARCHITECT: RICHARD PASZKIET
 DATE: 5/27/2020

FACADE PLAN NOTES

- NO EXTERIOR FACADE CHANGES PROPOSED.
- APPLICANT IS REQUESTING ALLOWANCE FOR PATIO AREA
- THIS FACADE PLAN IS FOR CONCEPTUAL PURPOSES ONLY. ALL BUILDING PLANS REQUIRE REVIEW AND APPROVAL BY DEVELOPMENT SERVICES BY THE ZONING ORDINANCE
- ALL MECHANICAL UNITS SHALL BE SCREENED FROM PUBLIC VIEW AS REQUIRED BY THE ZONING ORDINANCE
- WHEN PERMITTED, EXPOSED UTILITY BOXES AND CONDUITS SHALL BE PAINTED TO MATCH THE BUILDING
- ALL SIGNAGE AREAS AND LOCATIONS ARE SUBJECT TO APPROVAL BY DEVELOPMENT SERVICES
- ROOF ACCESS SHALL BE PROVIDED INTERNALLY, UNLESS OTHERWISE PERMITTED BY THE CHIEF BUILDING OFFICIAL

NO	DATE	REMARKS
5/27/2020	SUP REVIEW	
5/11/2020	SUP REVIEW	

REVISIONS

		ACTION	
		APPROVED	DENIED
STAFF	_____	_____	_____
	DATE	INITIALS	INITIALS
COUNCIL	_____	_____	_____
	DATE	INITIALS	INITIALS

SEE THE STAFF APPROVED LETTER OR COUNCIL RESULT MEMO FOR ANY CONDITIONS ASSOCIATED WITH THE APPROVAL OF THE PROJECT

DUCK DONUTS

ADDISON PLAZA
 3765 BELT LINE ROAD
 ADDISON, TX.

PROJECT NO: 2020.0416
 DATE: 5.11.2020

ELEV-1
 ELEVATIONS

CHECKED: JS DRAWN: TN

PROJECT TEAM

ARCHITECT INTERPLAN, LLC ARCHITECT OF RECORD: RICHARD PASZKIET ONE SOUTH 280 SUMMIT AVE. SUITE D OAKBROOK TERRACE, IL. 60181 CONTACT: TOM NUTLEY TEL. 630.932.2336 EMAIL: tnutley@interplanllc.com	TENANT DUCK DONUTS ADDISON, LLC 6469 SHOAL CREEK CIRCLE BRADENTON, FL 34202 CONTACT: GEORGE WIDUNAS TEL. 941.737.4443 EMAIL: gw@duckdonuts.com	LANDLORD REMINGTON ADDISON PLAZA, LLC 8901 GOVERNORS ROW DALLAS, TX. 75247 CONTACT: STANLEY GRAFF TEL. 214.951.7434
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PROJECT INFORMATION

LOCATION ADDISON PLAZA 3765 BELT LINE ROAD ADDISON, TX. 75001	TOWN PROJECT NUMBER 1813-SUP
---	--

INTERPLAN

ARCHITECTURE
ENGINEERING
INTERIOR DESIGN
PROJECT MANAGEMENT

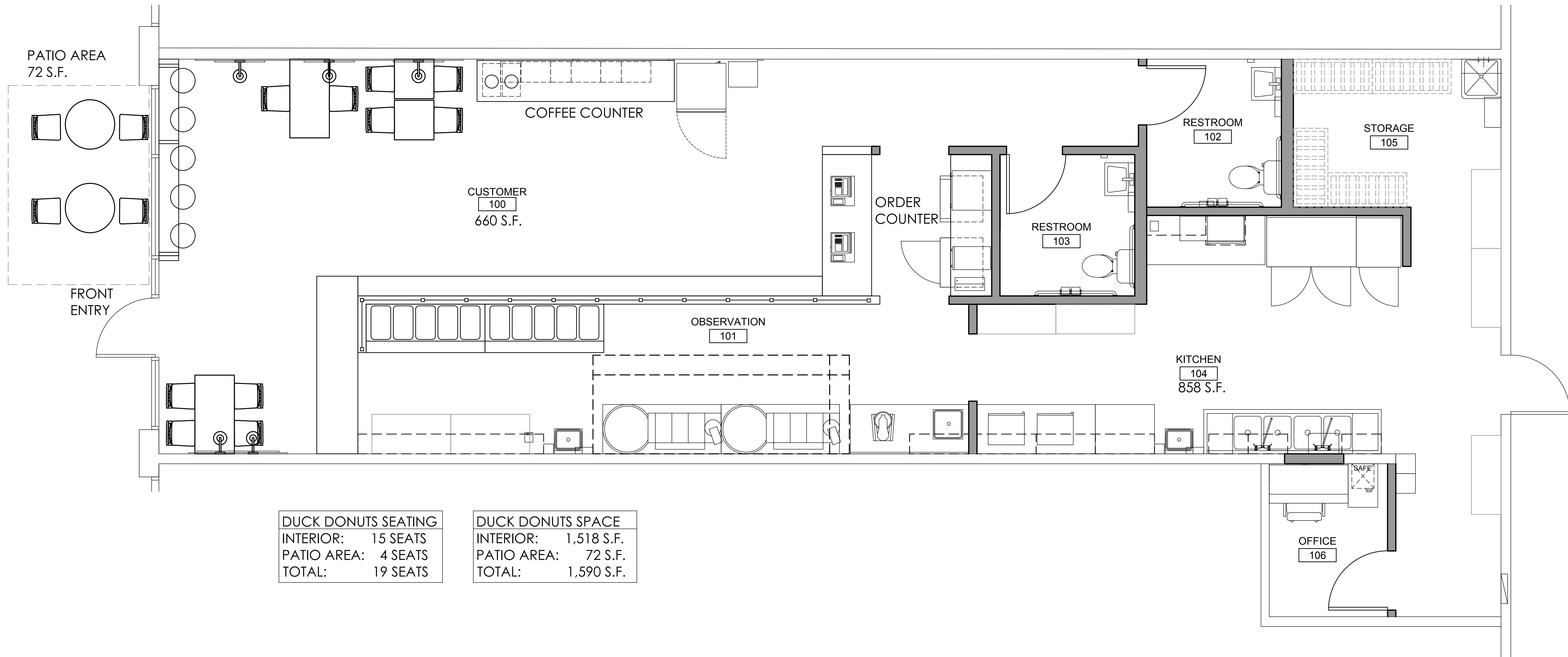
F-3219

ONE SOUTH 280 SUMMIT AVE
SUITE D
OAKBROOK TERRACE, IL 60181
PH 630.932.2336
FX 630.932.2339

SEAL:

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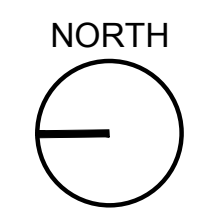
ARCHITECT: RICHARD PASZKIET
DATE: 5/27/2020



DUCK DONUTS SEATING	
INTERIOR:	15 SEATS
PATIO AREA:	4 SEATS
TOTAL:	19 SEATS

DUCK DONUTS SPACE	
INTERIOR:	1,518 S.F.
PATIO AREA:	72 S.F.
TOTAL:	1,590 S.F.

1 EQUIPMENT PLAN
SCALE: 0 6" 1" 2" 4"
SCALE: 3/8"=1'-0"



ACTION	
APPROVED	DENIED
STAFF _____	INITIALS _____
DATE _____	INITIALS _____
COUNCIL _____	INITIALS _____
DATE _____	INITIALS _____

SEE THE STAFF APPROVED LETTER OR COUNCIL RESULT MEMO FOR ANY CONDITIONS ASSOCIATED WITH THE APPROVAL OF THE PROJECT

NO	DATE	REMARKS
5/27/2020	SUP REVIEW	
5/11/2020	SUP REVIEW	

DUCK DONUTS
ADDISON PLAZA
3765 BELT LINE ROAD
ADDISON, TX.

PROJECT NO: 2020.0416
DATE: 5.11.2020

EQ-1
EQUIPMENT PLAN

CHECKED: JS DRAWN: TN

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Work Session and Regular Meeting

17.

Meeting Date: 07/14/2020

Department: Development Services

AGENDA CAPTION:

Hold a Public Hearing, Present, Discuss, and Consider Action on an **Ordinance Changing the Zoning on Property Located at 5290 Belt Line Road, Suite 105, Which Property is Currently Zoned PD, Planned Development, Through Ordinance O19-22, by Approving a Special Use Permit for a New Restaurant with the Sale of Alcoholic Beverages for on Premises Consumption Only.** Case 1814-SUP/Mendocino Farms.

BACKGROUND:

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting virtually in regular session on June 16, 2020, voted to recommend approval of a Special Use Permit for a new restaurant with the sale of alcoholic beverages for on-premises consumption only subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signage.

Voting Aye: Catalani, Craig, DeFrancisco, Meleky, Resnik, Souers, Wheeler

Voting Nay: none

Absent: none

SPEAKERS AT THE PUBLIC HEARING: none

Please refer to the attached staff report for additional information on this case.

RECOMMENDATION:

Administration recommends approval.

Attachments

Ordinance - Mendocino Farms 1814-SUP

Staff Report - Mendocino Farms 1814-SUP

Plans - Mendocino Farms 1814-SUP

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE TO GRANT A SPECIAL USE PERMIT FOR A RESTAURANT AND FOR THE SALE OF ALCOHOLIC BEVERAGES FOR ON-PREMISE CONSUMPTION FOR PROPERTY LOCATED AT 5290 BELT LINE ROAD, SUITE 105; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; SAVINGS, NO SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the property located at 5290 Belt Line Road, Suite 105, is zoned PD, Planned Development, through Ordinance Number O19-22; and

WHEREAS, at its regular meeting held on June 16, 2020 the Planning & Zoning Commission considered and made recommendations on a request for a Special Use Permit for a restaurant and a Special Use Permit for the sale of alcoholic beverages for on-premises consumption (Case No.1814-SUP); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the Town of Addison, as amended; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council of the Town of Addison, Texas finds that this amendment promotes the general welfare and safety of this community.

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

SECTION 1. That the recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

SECTION 2. That a Special Use Permit authorizing a restaurant and authorizing the sale of alcoholic beverages for on-premises consumption only, on the property located at 5290 Belt Line Road, Suite 105, is hereby granted subject to the following conditions:

- (a) Prior to the issuance of a Certificate of Occupancy, said Property shall be improved in accordance with the site plan, floor plan, and building elevations, which are attached hereto as **Exhibit A** and made a part hereof for all purposes.
- (b) The Special Use Permit granted herein for a restaurant with the sale of alcoholic beverages for on-premises consumption only shall be limited to that particular area designated on the final site plan as encompassing a total area not to exceed 3,795 square feet.

- (c) No signs advertising sale of alcoholic beverages shall be permitted other than those authorized under the Liquor Control Act of the State of Texas, and any sign ordinance of the Town of Addison, Texas.
- (d) The sale of alcoholic beverages under this Special Use Permit shall be permitted in restaurants. Restaurants are hereby defined as establishments which receive at least sixty percent (60%) of their gross revenues from the sale of food.
- (e) Said establishment shall make available to the city or its agents, during reasonable hours its bookkeeping records for inspection, if required, by the city to ensure that the conditions of subparagraph (d) above are being met.
- (f) Any use of property considered as a nonconforming use under the Comprehensive Zoning Ordinance of the Town of Addison shall not be permitted to receive a license or permit for the sale of alcoholic beverages.
- (g) If the property for which this Special Use Permit is granted is not used for the purposes for which said permits were granted within one (1) year after the adoption of this ordinance, the City Council may authorize hearings to be held for the purpose of considering a change of zoning and repeal of the Special Use Permits granted herein.
- (h) If a license or permit to sell alcoholic beverages on property covered by this Special Use Permit is revoked, terminated or cancelled by proper authorities, the City Council may authorize hearings to be held for the purpose of considering a change of zoning repeal of the Special Use Permits granted herein.
- (i) The establishment shall not use the term “bar”, “tavern”, or any other terms or graphic depictions that relate to the sale of alcoholic beverages on any signs visible from the exterior of the premises.

SECTION 3. That any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the city, as heretofore amended, and upon conviction shall be punished by a fine set in accordance with Chapter 1, General Provisions, Section 1.10, General penalty for violations of Code; continuing violations, of the Code of Ordinances for the Town of Addison.

SECTION 4. That it is the intention of the City Council that this ordinance be considered in its entirety, as one ordinance, and should any portion of this ordinance be held to be void or unconstitutional, then said ordinance shall be void in its entirety, and the City Council would not have adopted said ordinance if any part or portion of said ordinance should be held to be unconstitutional or void.

SECTION 5. That all ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 6. That this Ordinance shall become effective from and after its passage and approval and after publication as may be required by law or by the City Charter or ordinance.

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

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

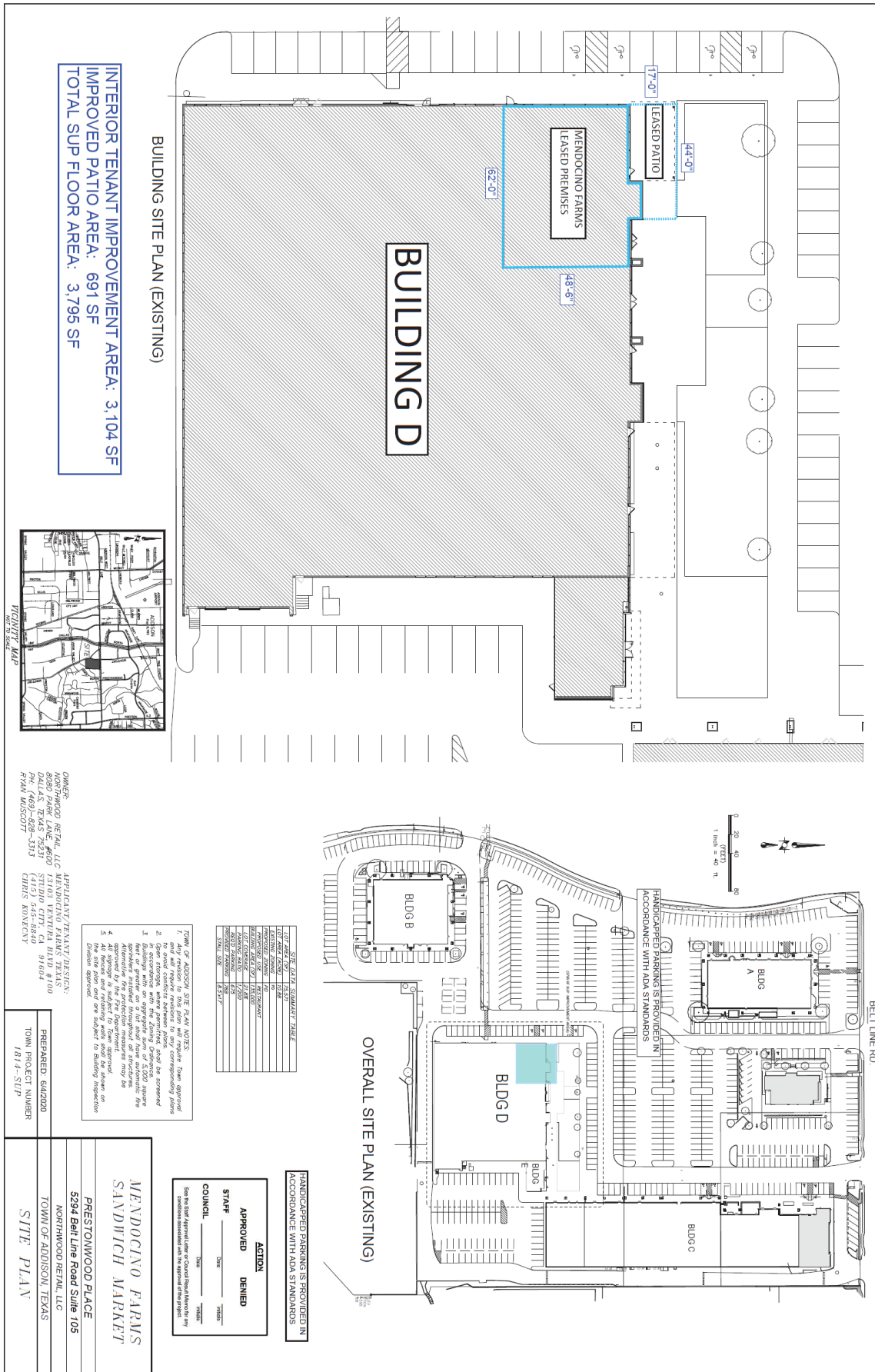
ATTEST:

APPROVED AS TO FORM:

Irma Parker, City Secretary

Brenda N. McDonald, City Attorney

EXHIBIT A



INTERIOR TENANT IMPROVEMENT AREA: 3,104 SF
IMPROVED PATIO AREA: 691 SF
TOTAL SUP FLOOR AREA: 3,795 SF

BUILDING SITE PLAN (EXISTING)

BUILDING D

**MENDOCINO FARMS
LEASED PREMISES**

17'-0"

44'-0"

52'-0"

48'-0"



OWNER:
 NORTHWOOD RETAIL, LLC
 5294 BELT LINE ROAD, SUITE 105
 NORTHWOOD RETAIL, LLC
 STUDIO CITY, CA 91614
 PH: (469)-828-3313
 CHRIS ROVENCY
 RYAN MUSCOTT

APPLICANT/TENANT/DESIGN:
 MENDOCINO FARMS, LLC
 5294 BELT LINE ROAD, SUITE 105
 NORTHWOOD RETAIL, LLC
 STUDIO CITY, CA 91614
 PH: (469)-828-3313
 CHRIS ROVENCY

PREPARED BY:
 SAUNDERS ARCHITECTURE
 1814-SUP

PROJECT NUMBER:
 1814-SUP

- TOWN OF ADDISON, SITE PLAN NOTES:**
1. Any revision to this plan will require Town approval.
 2. Open spaces, where permitted, shall be screened to avoid conflicts between uses, corresponding plans.
 3. Buildings with an aggregate area of 5,000 square feet or more shall be screened to avoid conflicts between uses, corresponding plans.
 4. All signage shall be subject to Town approval on the site plan and one subject to Building Inspection Division approval.

USE	TYPE	AREA (SQ. FT.)
RETAIL	1	10,000
OFFICE	2	5,000
RESIDENTIAL	3	10,000
INDUSTRIAL	4	10,000
TOTAL		35,000

HANDICAPPED PARKING IS PROVIDED IN ACCORDANCE WITH ADA STANDARDS

ACTION:
 APPROVED _____
 DENIED _____
 STAFF _____
 COUNCIL _____

See the final approval letter or Council Board Minutes for conditions associated with the approval of this project.

**MENDOCINO FARMS
SANDWICH MARKET**

PRESTIWOOD PLACE

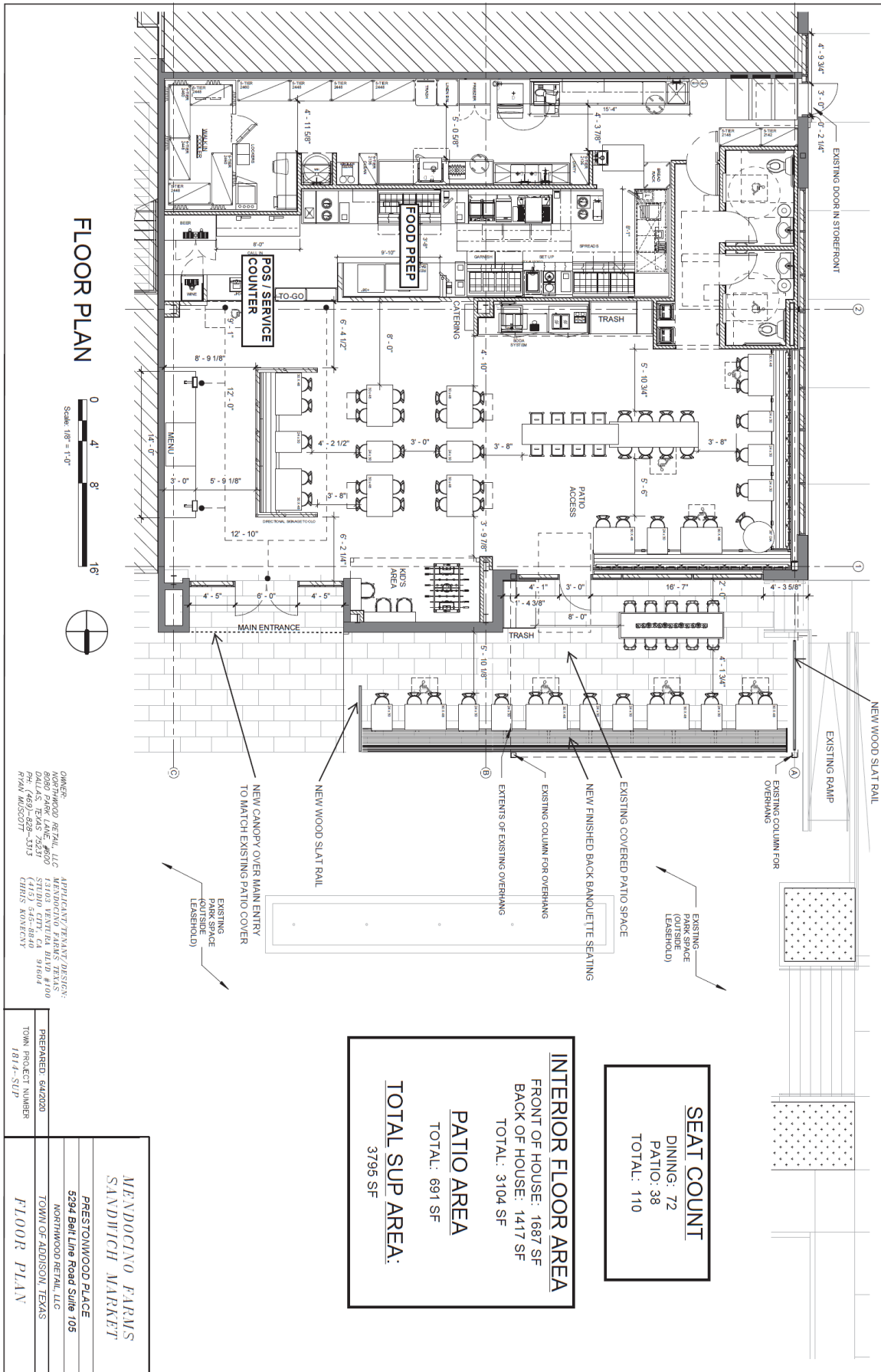
5294 Belt Line Road Suite 105

NORTHWOOD RETAIL, LLC

TOWN OF ADDISON, TEXAS

SITE PLAN

EXHIBIT A



SEAT COUNT
 DINING: 72
 PATIO: 38
 TOTAL: 110

INTERIOR FLOOR AREA
 FRONT OF HOUSE: 1687 SF
 BACK OF HOUSE: 1417 SF
 TOTAL: 3104 SF

PATIO AREA
 TOTAL: 691 SF

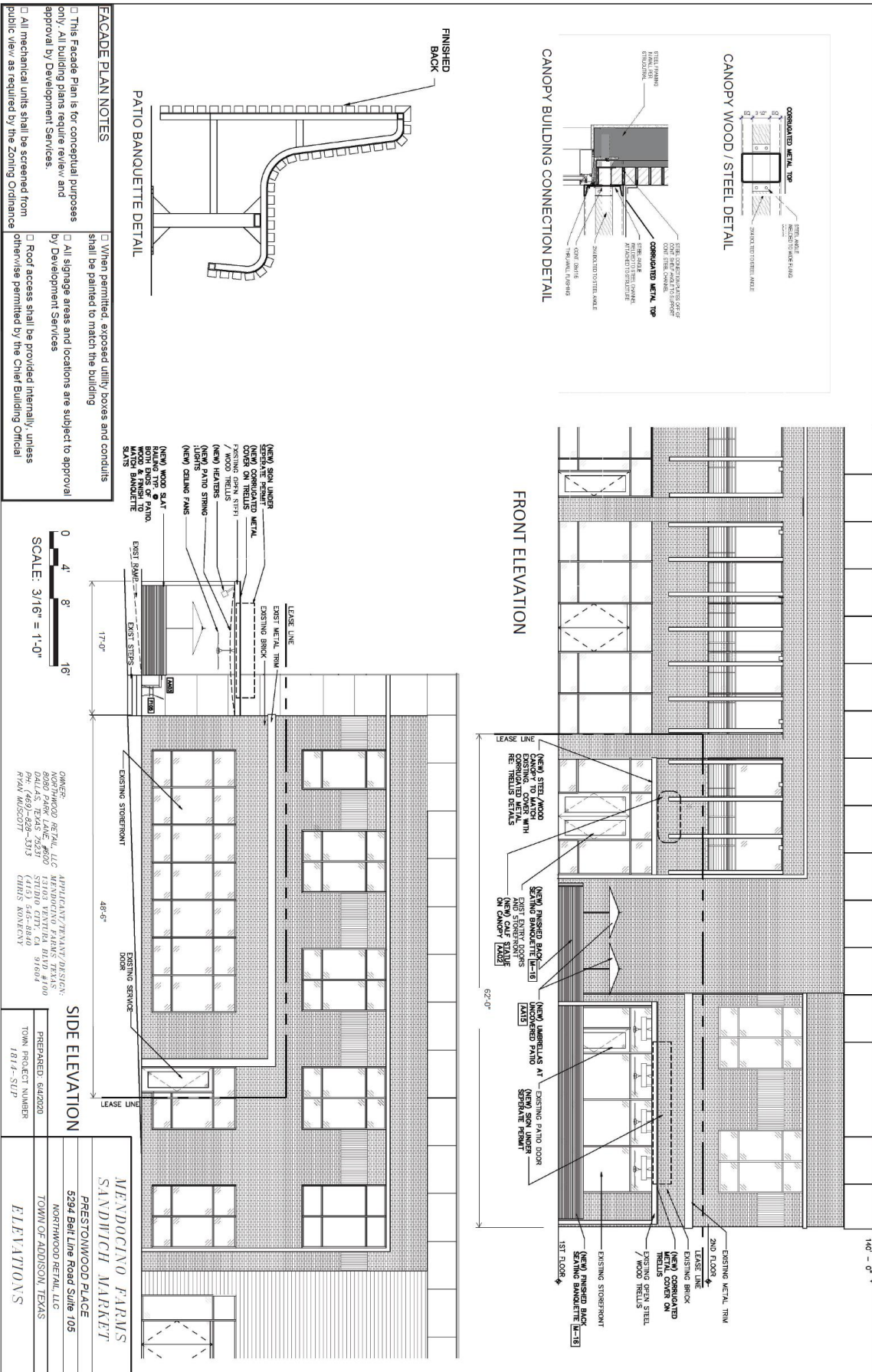
TOTAL SUP AREA:
 3795 SF

OWNER:
 NORTHWOOD RETAIL, LLC
 8080 PARK LAKE #600
 DALLAS, TEXAS 75239
 PH: (415) 545-8840
 RYAN MISCOTT

ARCHITECT/DESIGN:
 MENARDINO FARMS SANDWICH MARKET
 13103 VENTURA BLVD #100
 DALLAS, TEXAS 75244
 PH: (415) 545-8840
 CHRIS ROVEREVY

PREPARED: 04/20/20 TOWN PROJECT NUMBER: 18114-SUP	MENDOCINO FARMS SANDWICH MARKET PRESTONWOOD PLACE 5294 Bell Line Road Suite 105 NORTHWOOD RETAIL, LLC TOWN OF ADDISON, TEXAS FLOOR PLAN
--	---

EXHIBIT A



1814-SUP

PUBLIC HEARING Case 1814-SUP/Mendocino Farms. Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on property located at 5290 Belt Line Road, Suite 105, which property is currently zoned PD, Planned Development, through Ordinance O19-22, by approving a Special Use Permit for a new restaurant with the sale of alcoholic beverages for on premises consumption only.

LOCATION MAP





June 9, 2020

STAFF REPORT

RE: 1814-SUP/Mendocino Farms

LOCATION: 5290 Belt Line Road, Suite 105

REQUEST: Approval of a Special Use Permit for a restaurant with the sale of alcoholic beverages for on premises consumption only to permit a new restaurant with a patio.

APPLICANT: Chris Konecny, Mendocino Farms Texas

DISCUSSION:

Background: This address is a suite within the Prestonwood Place shopping center which is located at the southeast corner of Belt Line Road and Montfort Drive. This property is zoned PD, Planned Development, through Ordinance O19-22. This shopping center was recently rezoned to allow for renovation of the existing buildings in an effort to attract more mixed-use tenants.

A new tenant, Mendocino Farms, is interested in the northwest corner space of Building D, which has undergone significant renovation to accommodate ground floor retail and restaurant tenants with office above. Mendocino Farms is proposing a restaurant with the sale of alcoholic beverages for on premises consumption only, which triggers the requirement for a new Special Use Permit (SUP).

Mendocino Farms is a family-owned, California-based, fast casual sandwich market with focus on healthy foods and local vendors.

Proposed Plan: The applicant is requesting approval of a new SUP for a restaurant with the sale of alcoholic beverages for on premises consumption only. The new restaurant space would total 3,795 square feet, inclusive of a 691 square-foot outdoor patio area. The floor plan shows a large kitchen and prep area, a large open concept dining area seating 72, and a patio seating 38.

Parking: This property is zoned PD, which requires a parking ratio of 1 space per 200 square feet across all uses. Based on the center's total square footage, it requires 675 parking spaces. There are currently 768 parking spaces provided on site.

Exterior Facades: The new tenant will not be making any changes to the existing façade.

Landscaping: The landscape plans were recently reviewed through the rezoning process for the shopping center and the property has been brought as much into compliance as feasible at the moment, without significant redevelopment.

RECOMMENDATION: APPROVAL WITH CONDITIONS

Mendocino Farms is one of several new tenants that are expected as a result of the rezoning for this shopping center. This is a healthy and unique concept that will make a great addition to the variety of the existing food establishment choices in this area.

Staff recommends approval of the request, subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signage.



Case 1814-SUP/Mendocino Farms

June 16, 2020

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on June 16, 2020, voted to recommend approval of a Special Use Permit for a new restaurant with the sale of alcoholic beverages for on-premises consumption only subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signage.

Voting Aye: Catalani, Craig, DeFrancisco, Meleky, Resnik, Souers, Wheeler

Voting Nay: none

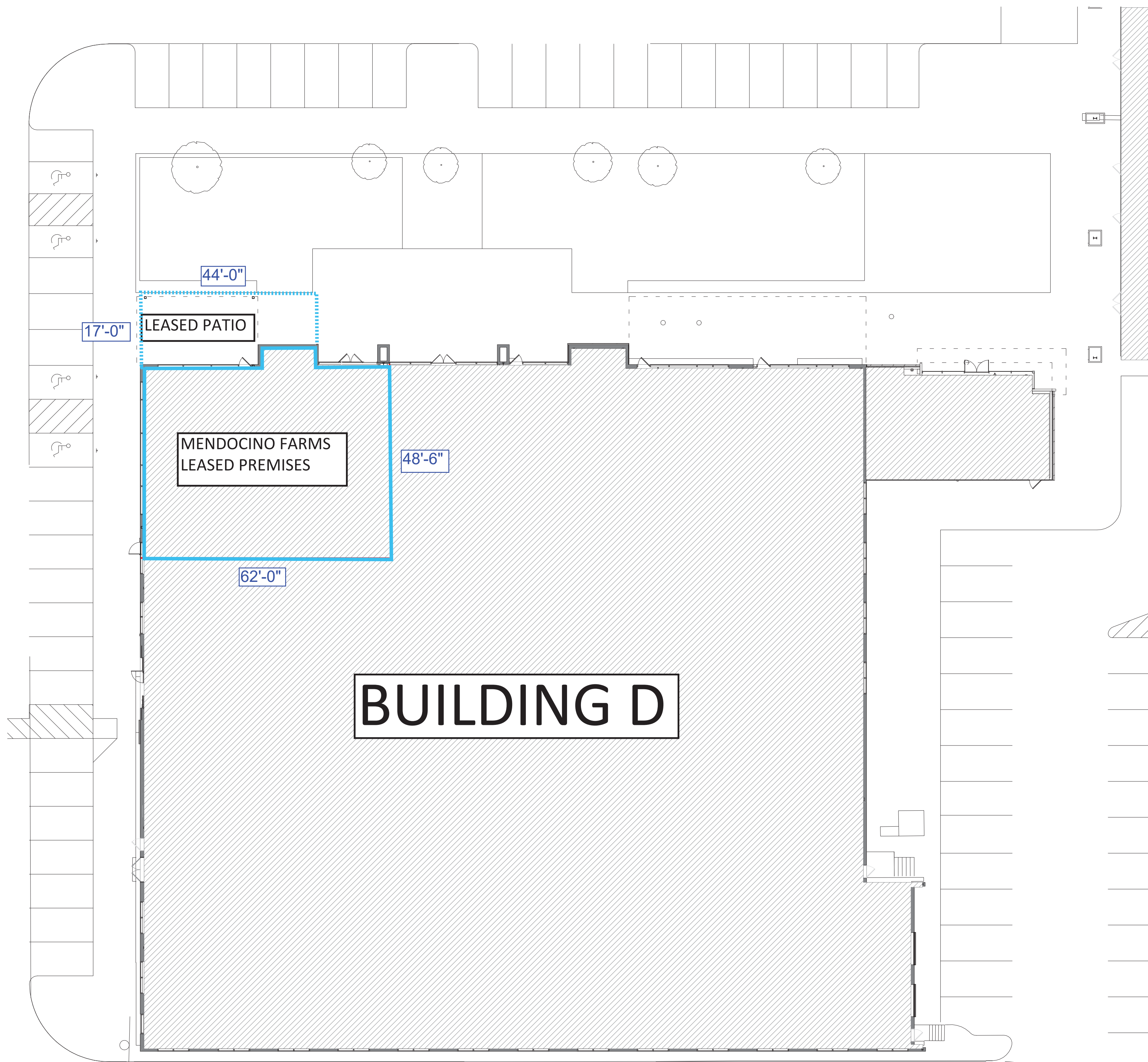
Absent: none

SPEAKERS AT THE PUBLIC HEARING:

For: none

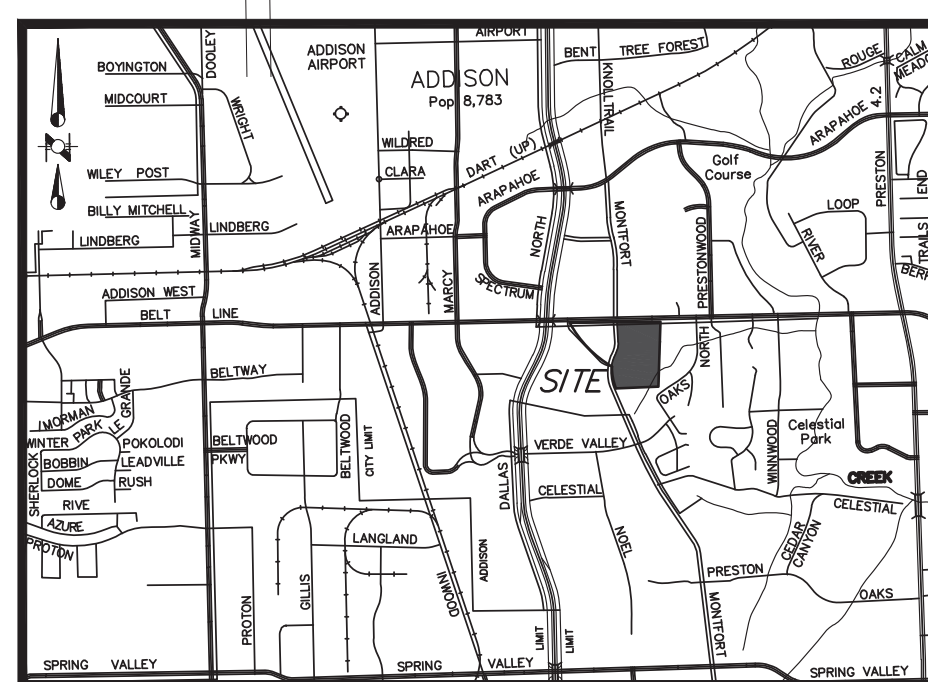
On: none

Against: none



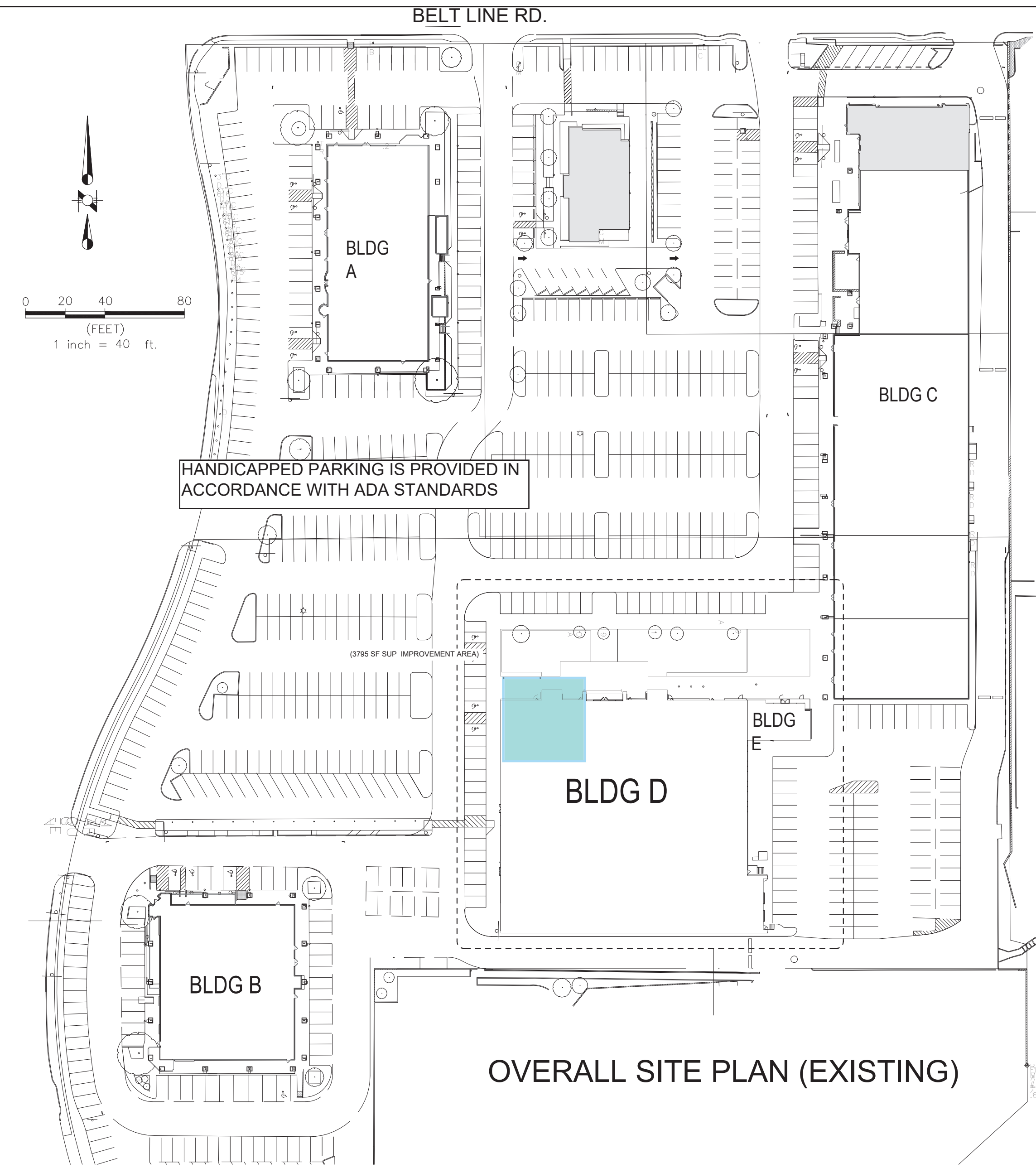
BUILDING SITE PLAN (EXISTING)

INTERIOR TENANT IMPROVEMENT AREA: 3,104 SF
IMPROVED PATIO AREA: 691 SF
TOTAL SUP FLOOR AREA: 3,795 SF



OWNER:
NORTHWOOD RETAIL, LLC
8080 PARK LANE, #600
DALLAS, TEXAS 75231
PH: (469)-828-3313
RYAN MUSCOTT

APPLICANT/TENANT/DESIGN:
MENDOCINO FARMS TEXAS
13103 VENTURA BLVD #100
STUDIO CITY, CA 91604
(415) 545-8840
CHRIS KONECNY



SITE DATA SUMMARY TABLE

LOT AREA (SF)	75,571
LOT AREA (ACRE)	10.88
EXISTING ZONING	PD
PROPOSED ZONING	PD
PROPOSED USE	RESTAURANT
BUILDING AREA (SF)	135,000
LOT COVERAGE	21.8%
PARKING RATIO	1/200
REQ'D PARKING	675
PROVIDED PARKING	768
STALL SIZE	8.5'x17'

HANDICAPPED PARKING IS PROVIDED IN ACCORDANCE WITH ADA STANDARDS

ACTION

APPROVED	DENIED
STAFF _____	_____
Date _____	Initials _____
COUNCIL _____	_____
Date _____	Initials _____

See the Staff Approval Letter or Council Result Memo for any conditions associated with the approval of the project.

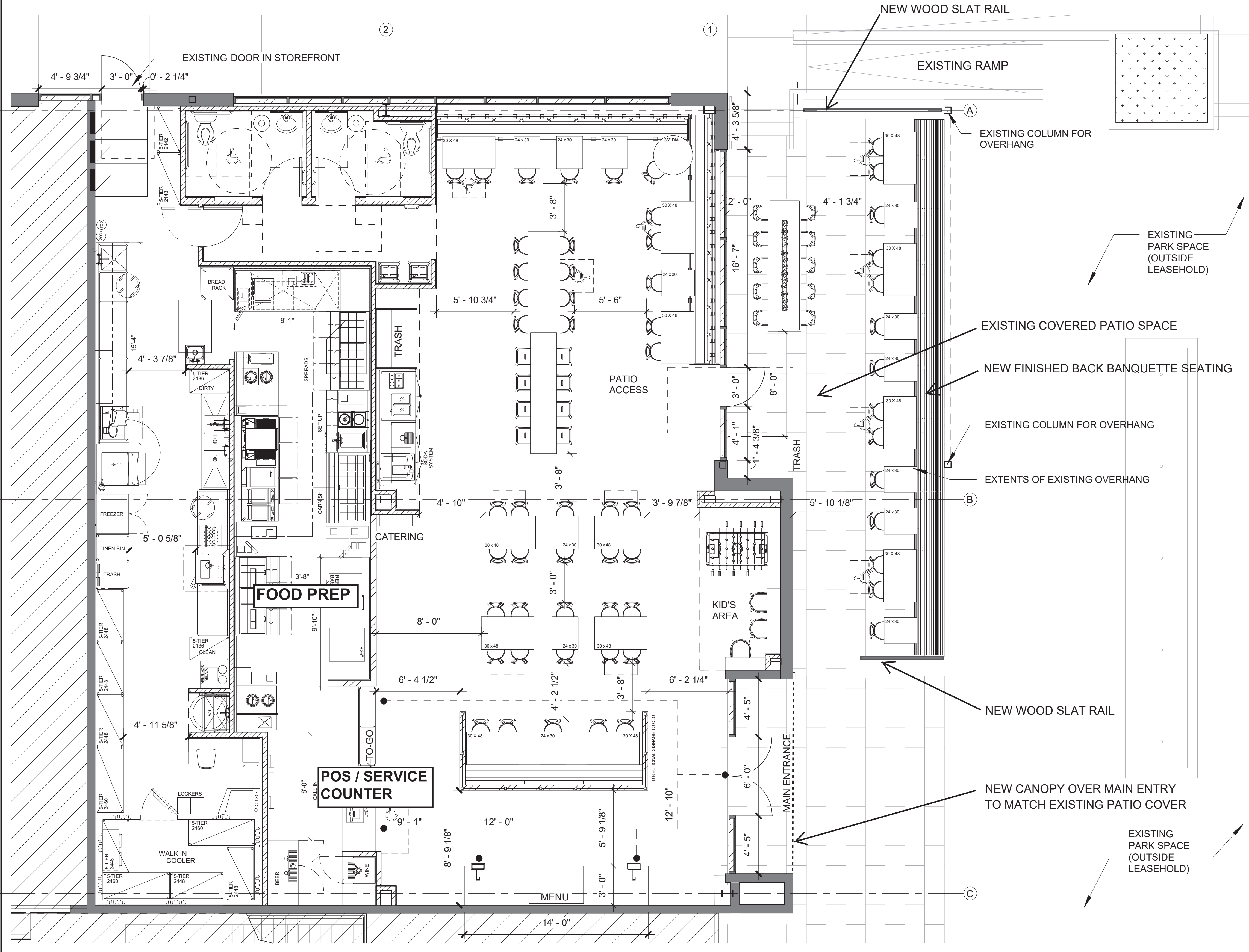
- TOWN OF ADDISON SITE PLAN NOTES:**
- Any revision to this plan will require Town approval and will require revisions to any corresponding plans to avoid conflicts between plans.
 - Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
 - Buildings with an aggregate sum of 5,000 square feet or greater on a lot shall have automatic fire sprinklers installed throughout all structures. Alternative fire protection measures may be approved by the Fire Department.
 - All signage is subject to Town approval.
 - All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.

PREPARED: 6/4/2020
TOWN PROJECT NUMBER
1814-SUP

MENDOCINO FARMS SANDWICH MARKET

PRESTONWOOD PLACE
5294 Belt Line Road Suite 105
NORTHWOOD RETAIL, LLC
TOWN OF ADDISON, TEXAS

SITE PLAN



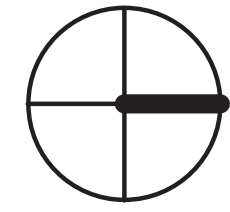
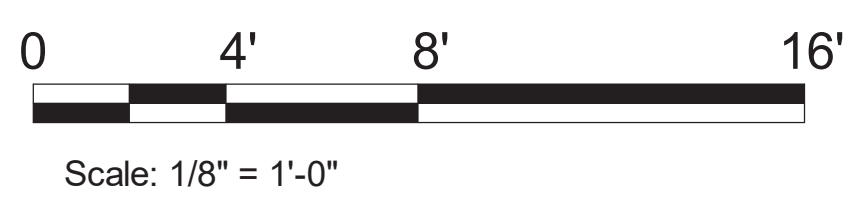
SEAT COUNT
 DINING: 72
 PATIO: 38
 TOTAL: 110

INTERIOR FLOOR AREA
 FRONT OF HOUSE: 1687 SF
 BACK OF HOUSE: 1417 SF
 TOTAL: 3104 SF

PATIO AREA
 TOTAL: 691 SF

TOTAL SUP AREA:
 3795 SF

FLOOR PLAN



OWNER:
 NORTHWOOD RETAIL, LLC
 8080 PARK LANE, #600
 DALLAS, TEXAS 75231
 PH: (469)-828-3313
 RYAN MUSCOTT

APPLICANT/TENANT/DESIGN:
 MENDOCINO FARMS TEXAS
 13103 VENTURA BLVD #100
 STUDIO CITY, CA 91604
 (415) 545-8840
 CHRIS KONECNY

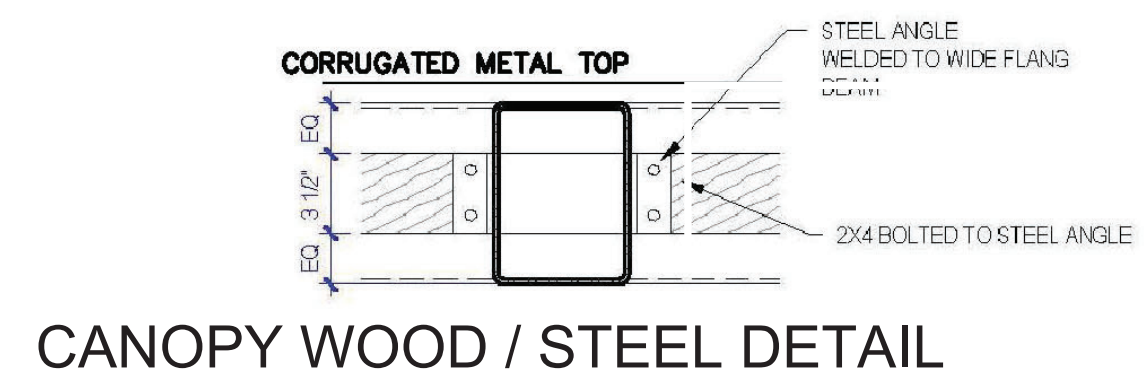
PREPARED: 6/4/2020
 TOWN PROJECT NUMBER
 1814-SUP

*MENDOCINO FARMS
 SANDWICH MARKET*

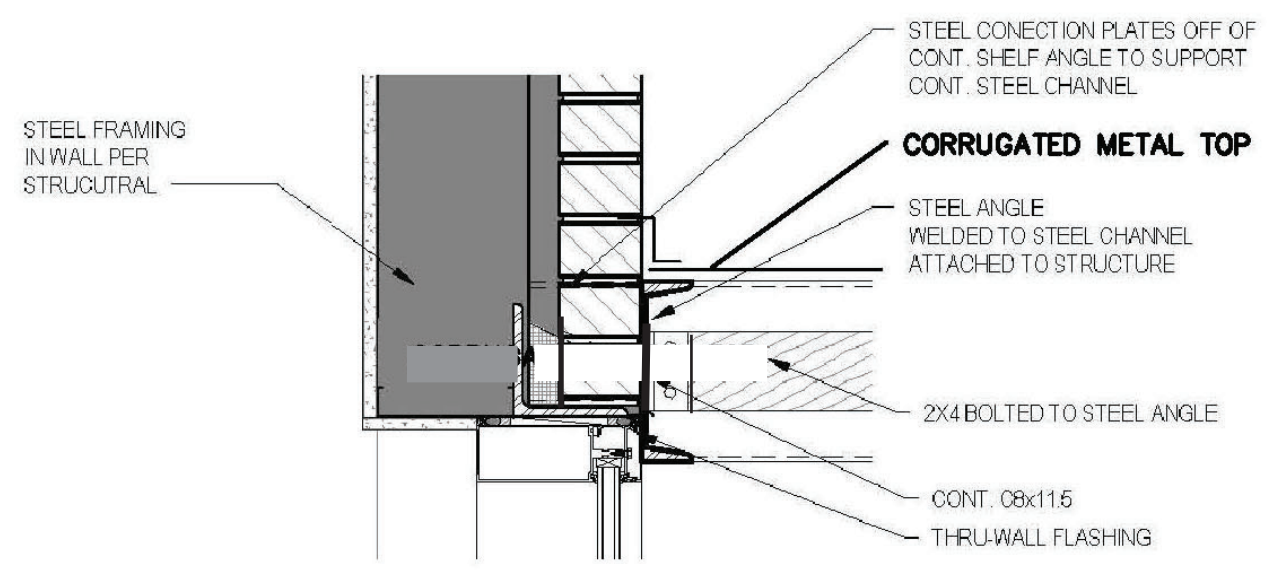
PRESTONWOOD PLACE
 5294 Belt Line Road Suite 105
 NORTHWOOD RETAIL, LLC
 TOWN OF ADDISON, TEXAS

FLOOR PLAN

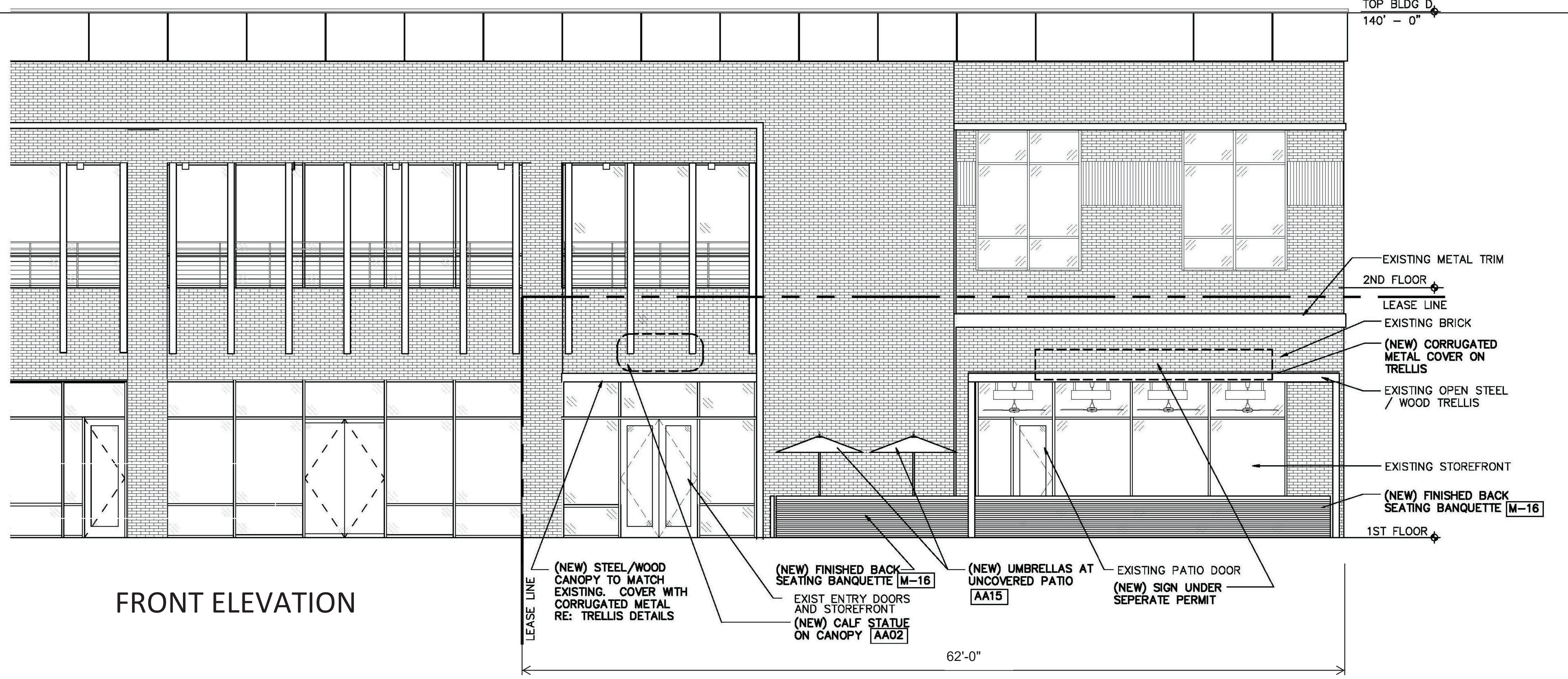
TOP BLDG D.
140' - 0"



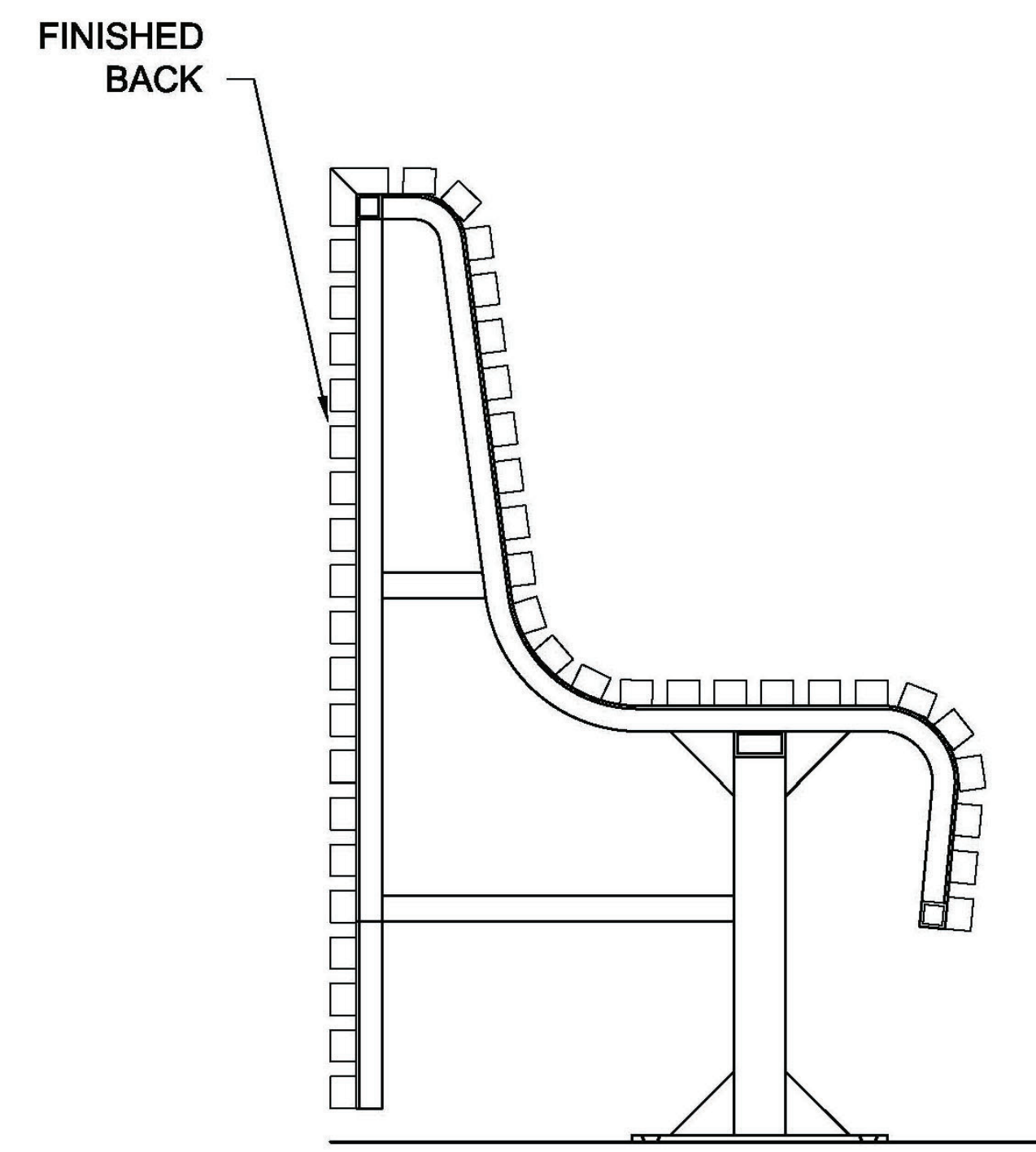
CANOPY WOOD / STEEL DETAIL



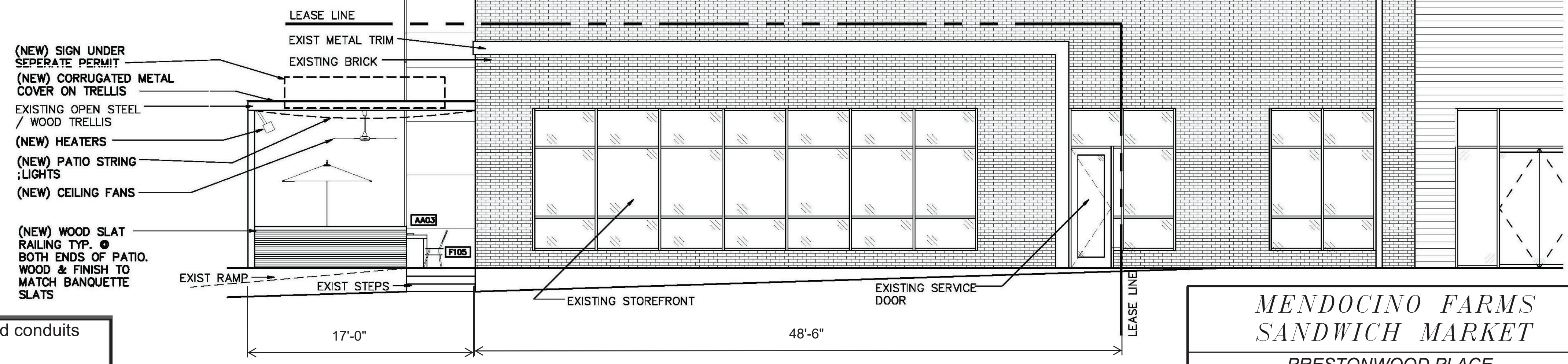
CANOPY BUILDING CONNECTION DETAIL



FRONT ELEVATION

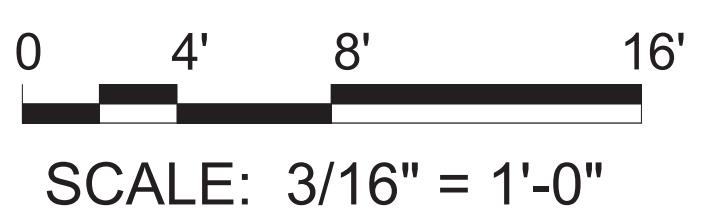


PATIO BANQUETTE DETAIL



SIDE ELEVATION

- FACADE PLAN NOTES**
- This Facade Plan is for conceptual purposes only. All building plans require review and approval by Development Services.
 - All mechanical units shall be screened from public view as required by the Zoning Ordinance
 - When permitted, exposed utility boxes and conduits shall be painted to match the building
 - All signage areas and locations are subject to approval by Development Services
 - Roof access shall be provided internally, unless otherwise permitted by the Chief Building Official



OWNER:
NORTHWOOD RETAIL, LLC
8080 PARK LANE, #600
DALLAS, TEXAS 75231
PH: (469)-828-3313
RYAN MUSCOTT

APPLICANT/TENANT/DESIGN:
MENDOCINO FARMS TEXAS
13103 VENTURA BLVD #100
STUDIO CITY, CA 91604
(415) 545-8840
CHRIS KONECNY

PREPARED: 6/4/2020
TOWN PROJECT NUMBER
1814-SUP

*MENDOCINO FARMS
SANDWICH MARKET*

PRESTONWOOD PLACE
5294 Belt Line Road Suite 105
NORTHWOOD RETAIL, LLC
TOWN OF ADDISON, TEXAS

ELEVATIONS

Work Session and Regular Meeting

18.

Meeting Date: 07/14/2020

Department: Parks & Recreation

Pillars: Excellence in Asset Management

AGENDA CAPTION:

Present, Discuss, and Consider Action on **a Resolution Approving an Amendment to License Agreement, Between the Town of Addison and Oncor Delivery Company, LLC to Establish Standards for Construction of Improvements and Installation of Landscaping in the Redding Trail License Area, and Authorize the City Manager to Execute the Amendment.**

BACKGROUND:

In January 2020, staff presented an overview of Oncor's plans to replace transmission towers along a 1.3-mile line that spans Carrollton, Farmers Branch and Addison. Within Addison, the transmission towers to be replaced are located in the Redding Trail and Redding Trail Dog Park corridor. Oncor owns the land upon which these town facilities exist and use of the land, by the Town, is authorized through separate license agreements dated in 1985 and 2006.

When Oncor initially approached the Town about the project they indicated it was their intent to bring the corridor closer to compliance with their current Hike, Bike and Trail Guidelines, established in 2014. The referenced guidelines are very different from what was allowed in the 1985 Redding Trail license agreement. The current guidelines do not allow ornamental trees, screening shrubs taller than 4', irrigation, seating areas (which include bike racks and drinking fountains), signage and pedestrian lighting. The 1985 license agreement also requires that vegetation be maintained in a manner to not exceed 15' in height and there are screening shrubs and ornamental trees within the corridor that exceed that height.

Staff shared concerns with Oncor and both parties worked out a compromise that will help protect assets in the corridor from construction impacts, allow exceptions to some of the site elements and limit removal of vegetation. This compromise was presented to Council in January. Council requested that what was agreed upon be documented in a manner that both parties are clear on the direction and requested the license agreement be updated, where applicable, to reflect exceptions that are allowed. Oncor has provided, for Council consideration, an amendment to add "Exhibit C" to the license agreement which is attached to the resolution.

Staff from both the Town and Oncor agree on the following exceptions and approach to preserving the corridor. Town staff and Oncor staff will both work from the direction listed below to ensure that all parties have a clear understanding of what was agreed upon.

Oncor Will:

- Limit tree removal to 59 ornamental trees that are directly around the towers and under the transmission lines, exception as described in "Exhibit C", line 21.
- Allow replacement of ornamental trees removed with ornamental trees that do not exceed 15' in height within Oncor approved locations, per exception as described in "Exhibit C", line 21.
- Only remove shrubs around the base of the towers and shrubs taller than 4' along the alley behind Dome Dr., per exception as described in "Exhibit C", line 21.
- Allow seating areas to remain, per exception listed in "Exhibit C", line 20.
- Allow existing spray irrigation to remain, per exception listed in "Exhibit C", line 21.
- Allow existing lighting to remain, per exception defined in "Exhibit C", line 8.
- Repair turf damaged during construction with sod.
- Repair any damage made to the irrigation system.
- Work with Town staff to allow maintenance of the area during construction.
- Construct a temporary fence to leave half of the dog park open for use during construction.
- Prune shrubs along park boundaries to 10' tall.
- Prune remaining ornamental trees to 15' tall.
- Limit removal of berms to two areas.

Addison will:

- Tag all trees to clearly identify which trees are approved for removal so all parties are in agreement.
- Temporarily remove light poles, signage and drinking fountains in the path of construction but will re-install them once construction is complete.
- Maintain the height of ornamental trees and shrubs to 15', per exception listed in "Exhibit C", line 21.
- Replant ornamental trees and shrubs at a later date, per exception listed in "Exhibit C", line 21.
- Remove the Redding Trail Plaque and masonry plaque and replace at a later date.

Council also requested that Oncor consider updating the license agreement for the Redding Trail dog park to allow the Redding Trail to extend and connect to the future Midway Trail. Staff is in the process of preparing the required construction documents in order for this request to be reviewed and approved by Oncor. This item will be brought to Council at a later date.

As staff and Oncor began to field identify tree removals Oncor staff identified two Live Oak trees located in the medians on Belt Line Rd. that were under transmission lines. Trees directly below the lines are not allowed. As Oncor is removing vegetation in the Redding Trail corridor their crews will remove these two trees.

Staff will make a presentation updating Council on steps taken since the January presentation and provide a schedule for the tower replacement project to Council.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - License Agreement Amendment

Presentation - Redding Trail License Agreement Amendment

RESOLUTION NO. R20-_____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, APPROVING AN AMENDMENT TO LICENSE NO. 8.19-A, BETWEEN THE TOWN OF ADDISON AND ONCOR ELECTRIC DELIVERY COMPANY LLC, TO ESTABLISH STANDARDS FOR CONSTRUCTION OF IMPROVEMENTS AND INSTALLATION OF LANDSCAPING IN THE REDDING TRAIL LICENSE AREA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a License Agreement between the Town of Addison and Oncor Electric Delivery Company LLC, formerly Dallas Power and Light, (“Oncor”) was executed on February 14, 1985 to allow the town to construct, access and maintain a trail corridor, referred to as the Redding Trail which is identified in “Exhibit A” of the Agreement; and

WHEREAS, Oncor wishes to make modifications to existing landscape and site furnishing elements within the trail corridor to better comply with Oncor’s current Hike and Bike Trail Guidelines established June 1, 2014; and

WHEREAS, Addison’s excellence in maintaining and occupying the licensed area of the Redding Trail merits Oncor’s decision to make concessions to allow many of the Town’s improvements to remain in the easement area and to afford the opportunity to relocate some improvements and to construct others; and

WHEREAS, Oncor is making concessions to allow certain elements identified to remain within the trail corridor, although they do not comply with the Oncor’s current Hike and Bike Trail Guidelines. Oncor wishes to amend the license agreement by identifying those items in “Exhibit C” and attaching the exhibit to the license agreement.

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

Section 1. The recitals set forth above are true and correct and are incorporated as if fully set forth herein.

Section 2. The First Amendment to License, attached as **Exhibit A**, is hereby approved and the City Manager is authorized to execute the amendment.

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

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

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma G. Parker, City Secretary

Brenda N. McDonald, City Attorney

EXHIBIT A

After Recording Return To:
The Town of Addison, Texas
Attn: City Secretary
5300 Belt Line Road
Dallas, Texas 75254

FIRST AMENDMENT TO LICENSE

This First Amendment to License (“Amendment”) between Oncor Electric Delivery Company LLC, formerly Dallas Power & Light Company (“Oncor”) and the Town of Addison, Texas (“Addison”) is entered into this _____ day of July, 2020, to amend that certain License dated February 14, 1985 (the “License”), attached hereto and incorporated herein as **Exhibit A**.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and affirmed, the parties desire to amend the License as follows:

1. The License shall be amended to add a new Exhibit C titled “Construction Limitations on Oncor Electric Delivery Company Right of Way” which is attached hereto as **Exhibit B**.
2. Save and except as amended herein, the parties affirm the rights and obligations contained in the License and hereby confirm and agree to the rights and obligations contained therein.
3. Save and except as amended herein, the License shall continue in full force and effect according to its terms.

**ONCOR ELECTRIC DELIVERY
COMPANY LLC**
a Texas limited liability company

By: _____
Name: _____
Title: _____

**STATE OF TEXAS §
 §
COUNTY OF DALLAS §**

ACKNOWLEDGEMENT

This instrument was acknowledged before me on July ____, 2020 by _____, _____ of **Oncor Electric Delivery Company LLC**, a Texas limited liability company, on behalf of said company.

Seal

Notary Public's Signature

EXHIBIT A

TOWN OF ADDISON, TEXAS
a Texas home rule municipality

By: _____
Name: _____
Title: _____

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

ACKNOWLEDGEMENT

This instrument was acknowledged before me on July ____, 2020 by Wesley S. Pierson, City Manager, of the **Town of Addison, Texas**, a Texas home rule municipality, on behalf of said municipality.

Notary Public's Signature

(Seal)

EXHIBIT A

EXHIBIT A

EXHIBIT A LICENSE AGREEMENT
REDDING TRAIL

File Easement



April 2, 1985

Mr. Kevin Maiman
Administrative Assistant
Town of Addison
P.O. Box 144
Addison, Texas 75001

Dear Kevin:

Enclosed is your executed original of the license agreement between Dallas Power & Light Company, Texas Power & Light Company and the Town of Addison for park and recreation purposes.

If I can be of further assistance, please let me know.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Steve".

Steven R. Higginbotham

SRH/mg

Enclosure

DALLAS POWER & LIGHT COMPANY - 1506 COMMERCE STREET - DALLAS, TEXAS 75201 - (214) 898-7000
A Division of Texas Utilities Finance Company

First Amendment to License - Page 3 of 12

EXHIBIT A

EXHIBIT A

LICENSE

FILE NO. 8.19-A

STATE OF TEXAS ()
 () KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF DALLAS ()

WHEREAS, Dallas Power & Light Company and Texas Power & Light Company, Divisions of Texas Utilities Electric Company, a Texas Corporation, hereinafter referred to as Grantor, owns certain lands in the Town of Addison traversed by Grantor's steel tower transmission lines; and

WHEREAS the Town of Addison, 5300 Belt Line Road, Addison, Texas 75001, hereinafter referred to as Grantee, wishes to use a portion of Grantor's said lands for park and recreation purposes.

NOW, THEREFORE, Grantor, for and in consideration of ONE AND NO/100 (\$1.00) DOLLARS and other good and valuable consideration does grant and convey unto Grantee, subject to the terms and conditions hereafter stated, a license and permission to use for park and recreation purposes only the following described lands in Dallas County, Texas, to-wit:

Being Dallas Power & Light Company's and Texas Power & Light Company's electric transmission line right of way situated in the Town of Addison, Dallas County, Texas and the Thomas L. Chenoweth Survey, Abstract No. 273, to-wit: (1) that certain 5.48 acre tract of land conveyed to Texas Power & Light Company by J. E. Bush by deed dated July 22, 1957, of record in Volume 4741, page 148, Deed Records of Dallas County, Texas; and (2) that certain 6.00 acre tract of land conveyed to Dallas Power & Light Company by W. Roy Hastings, et ux, by a Warranty Deed dated October 22, 1956, of record in Volume 4598, page 130, Deed Records of Dallas County, Texas, and being more particularly shown on the drawing marked EXHIBIT "A" attached hereto and made a part hereof for all intent and purpose.

1. This license shall continue for an initial period of one year, and thereafter, on the same terms and conditions on a year to year basis, subject to termination by either party by thirty (30) days written notice, in advance of expiration of any such one year term.
2. Grantee agrees to assume the duties and obligations of policing, supervising and maintaining a proposed bicycle/jogging trail and agrees to assume the duties and obligations of policing, supervising and maintaining the remainder of Grantor's land herein described above, including all expense and liability in connection with the maintenance and operation thereof.
3. It is agreed that Grantee may use said premises for park and recreation purposes but only insofar as such use is not inconsistent with use of said premises by the Grantor, its successors and assigns, in the conduct of its business or generating, distributing and selling electric power and energy.
4. It is expressly understood and agreed that the herein granted rights are for the sole purpose of the passage of pedestrians and persons on bicycles and Grantee shall place signs to insure that such use is restricted to that purpose only and to make such use known to persons using or intending to use the above mentioned trail. Further Grantee shall place barricades around any of Grantor's electric facilities, existing or future, affected by the herein licensed premises, in conformity with the details as set out on the attached EXHIBIT "B".
5. It is expressly understood and agreed that only dwarf trees and shrubs not to exceed a maximum height of 15.0 feet be used for landscaping.
6. There shall not be any other construction activities prior to the installation of barriers around Grantor's electric facilities located thereon, so as to afford maximum protection of said facilities at all times.

EXHIBIT A

EXHIBIT A

FILE NO. 8.19-A

7. Grantee shall be responsible for the maintenance of the herein licensed premises. In the event it becomes necessary for Grantor to maintain said licensed premises, Grantee shall bear all costs and expenses incurred by Grantor as a result of said maintenance.

8. It is understood and agreed that no federal funding shall be used in any manner in connection with Grantee's activities on the premises covered by this license.

9. The Town of Addison shall declare for tax rendering purposes that the purpose described herein is open space property.

10. Grantee shall provide means of access to and from Grantor's facilities located thereon, at all times during and after construction activities from either end of the herein licensed premises.

11. Grantee shall provide for keeping the herein licensed area clean and sanitary and will prohibit any rubbish, trash or flammable material to be left scattered on the premises.

12. Grantee agrees to accept possession of the premises in its present condition and shall not place upon the licensed premises any buildings, fences, shrubs, or other improvements or growths of any character, other than those specifically authorized herein.

13. This license shall continue so long as Grantee shall use said premises for park and recreation purposes and shall immediately lapse and terminate upon cessation of such use.

14. Grantee shall advise Grantor's Maintenance & Construction Division of the Substation & Transmission Department at 698-7759 at least two working days prior to commencing any work within the limits of Grantor's property.

15. Grantee shall not use or cause to be used any overhead lift or boom-type equipment, including but not limited to draglines, backhoes and industrial vehicles, within the limits of Grantor's property.

16. Grantee hereby acknowledges title to Grantor in and to the licensed premises and agrees never to assail or resist said title.

17. Grantor reserves the right to construct, reconstruct, maintain and operate any and all electric power transmission and distribution lines, telephone lines or any other facilities which it may deem necessary or desirable in the conduct of its business on, under, over and across said premises.

18. Grantor and Grantee each agree that if any claim or liability shall arise from the joint or concurring negligence of both parties hereto, it shall be borne by them in proportion to their negligence. It is understood that it is not the intention of the parties hereto to create liability for the benefit of third parties but that this agreement shall be for the benefit of the parties hereto. Further it is not the intention of this instrument to grant to any member of the public any rights whatsoever independent of the rights or license granted to Grantee by this instrument.

19. Upon termination of this agreement, Grantee shall surrender this license and the possession of Grantor's premises hereinabove described in the same condition that such property was in at the beginning of the term of this license, ordinary wear and tear for the purposes herein authorized excepted, and title to any facilities left in place on said premises shall pass to Grantor without compensation to Grantee.

20. This license is personal to Grantee and the whole or any part thereof may not be sold, transferred, assigned nor sublet without the previous written consent of Grantor.

-2-

EXHIBIT A

EXHIBIT A

FILE NO. 8.19-A

21. This instrument supersedes all previous and contemporary grants, licenses, contracts and understandings, written or verbal, made or had, by or between Grantor and Grantee in respect to the matters herein contained and sets forth the sole agreement of the parties in respect thereto.

EXECUTED as of this 14th day of February, A.D. 1985.

GRANTOR

DALLAS POWER & LIGHT COMPANY

By: D. J. Hampton
D. J. HAMPTON, Vice President

TEXAS POWER & LIGHT COMPANY

By: R. K. Campbell
R. K. Campbell, President

GRANTEE

ATTEST:

TOWN OF ADDISON

Innocent Kuse Secretary By: Jim Redding Mayor

STATE OF TEXAS ()
COUNTY OF DALLAS ()

BEFORE ME, the undersigned authority, on this day personally appeared D. J. HAMPTON, Vice President of Dallas Power & Light Company, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same as the act and deed of the said Dallas Power & Light Company, for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 27th day of March, A.D. 1985.

Mary Alice Sherrod
Notary Public in and for the State of Texas
Mary Alice Sherrod
(Print Name of Notary Public Here)

My Commission Expires:
11/3/85

EXHIBIT A

EXHIBIT A

FILE NO. 8.19-A

STATE OF TEXAS ()
 ()
COUNTY OF DALLAS ()

BEFORE ME, the undersigned authority, on this day personally appeared _____
R. K. Campbell, known to me to be the person whose name
is subscribed to the foregoing instrument and acknowledged to me that he executed
the same as the act and deed of Texas Power & Light Company and as the _____
President thereof, and for the purposes and consideration
therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 11th day of _____
March, A.D. 1985.

B. Janice McKee
Notary Public in and for the State of Texas
B. JANICE MCKEE
(Print Name of Notary Public Here)

STATE OF TEXAS ()
 ()
COUNTY OF DALLAS ()

BEFORE ME, the undersigned authority, on this day personally appeared _____
Jerker Pedersen, Mayor of the
Town of Addison, known to me to be the person whose name is subscribed to the
foregoing instrument and acknowledged to me that he executed the same as the act and
deed of the said Town of Addison, for the purposes and consideration therein
expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 14th day of _____
February, A.D. 1985.

Roseann M. Selinger
Notary Public in and for the State of Texas
ROSEANN M. SELINGER
(Print Name of Notary Public Here)

My Commission Expires:
6/18/85

EXHIBIT A

EXHIBIT A

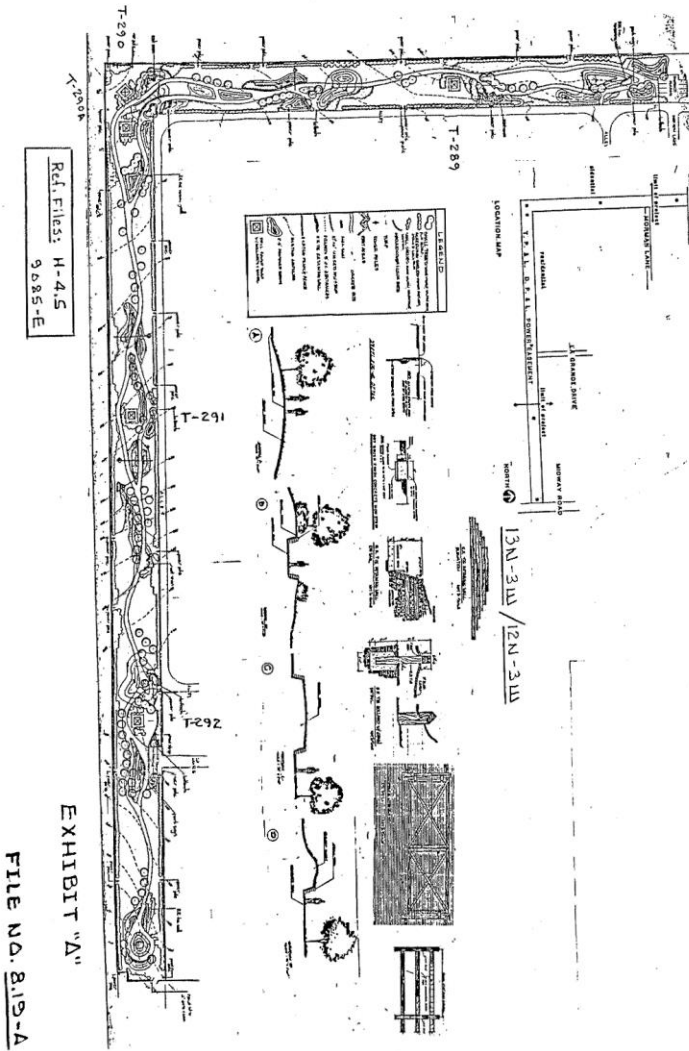


EXHIBIT A

EXHIBIT A

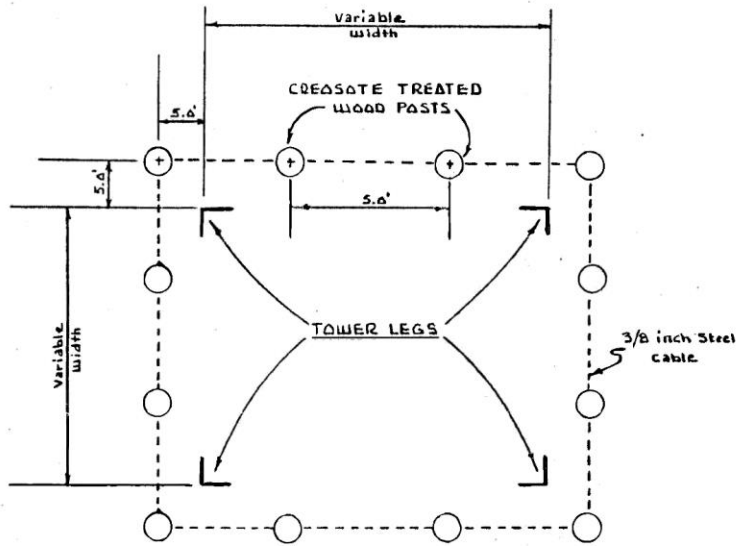
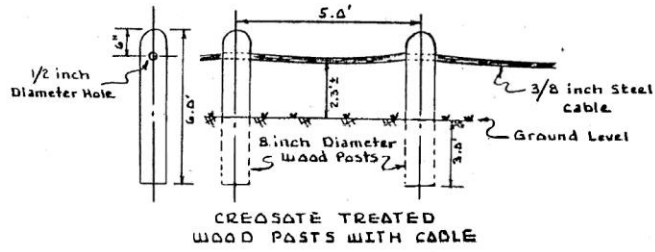


EXHIBIT "B"

DALLAS POWER & LIGHT COMPANY

No Scale

FILE NO. 8.19-A

EXHIBIT A

EXHIBIT B

EXHIBIT C
Redding Trail License 8.19-A

**CONSTRUCTION LIMITATIONS ON
ONCOR ELECTRIC DELIVERY COMPANY RIGHT OF WAY**

1. You are notified, and should advise your employees, representatives, agents, and contractors, who enter the property that they will be working in the vicinity of high voltage electrical facilities and should take proper precautions, included but not limited to the following stipulations and in compliance, at all times, with Chapter 752, V.T.C.A., Health & Safety Code.
2. Blasting is not to be permitted on Oncor right-of-way or under Oncor lines.
3. Construction on electric transmission line easements acquired by Oncor after January 1, 2003 shall comply with the requirements of Public Utility Commission Substantive Rules §25.101, as amended from time to time.
4. No crossing less than 45 degrees to the centerline of the right-of-way.
5. Grading will be done in order to leave the right-of-way as near as possible to present condition. Spoil dirt will be removed from the right-of-way and no trash is to be left on right-of-way. Slopes shall be graded so that trucks can go down the right-of-way when required and such that the slopes can be mechanically maintained.
6. Equipment and materials will not be stored on the right-of-way during construction without written approval of the Supervisor of Regional Transmission.
7. Street or road crossings are to be based on drawings submitted. Any change alignment or elevation will be resubmitted for approval.
8. No signs, lights or guard lights will be permitted on the right-of-way. REVIEWED AND APPROVED EXCEPTION: existing light standards limited to a **maximum** height of 8-foot 9-inches tall located within the ROW (83 locations in addition to 8 bollard lights).
9. Equipment shall not be placed within fifteen (15) feet of the power lines.
10. Any pre-approved fencing will not exceed eight (8) feet in height, and if metal in nature, will be grounded, at ten (10) feet intervals, with an appropriate driven ground. Gates should be at least sixteen (16) feet in width to allow Oncor access to the right- of-way.
11. No dumpsters will be allowed on Oncor right-of-way or fee owned property.
12. Draglines will not be used under the line or on Oncor right-of-way.
13. The existing grade shall not be disturbed, excavated or filled within 25 feet of the nearest edge of any tower.

Hike & Bike Trail Agreement – Page 1

First Amendment to License - Page 10 of 12

EXHIBIT A

EXHIBIT B

EXHIBIT C Redding Trail License 8.19-A

14. Right-of-way will be protected from washing and erosion by Oncor approved method before any permits are granted. No discharging of water will be allowed within any portion of the right of way.
15. No obstruction shall be installed on the right-of-way that would interfere with access to Oncor structures or prevent mechanical maintenance.
16. Before any work is done under Oncor lines or by Oncor structures notify the Region Transmission Department, (972) 721-6387.
17. No hazardous materials will be stored on the right of way.
18. For purposes of this document, "Hazardous Materials" means and includes those substances, including, without limitation, asbestos-containing material containing more than one percent (1%) asbestos by weight, or the group of organic compounds known as polychlorinated biphenyls, flammable explosives, radioactive materials, chemicals known to cause cancer or reproductive toxicity and includes any items included in the definition of hazardous or toxic waste, materials or substances under any Hazardous Material Law. "Hazardous Material Laws" collectively means and includes any present and future local, state and federal law relating to the environment and environmental conditions including, without limitation, the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. §6901 et seq., the Comprehensive Environmental Response, Compensation and Liability Act of 1980, ("CERCLA"), 42 U.S.C. §§9601-9657, as amended by the Superfund Amendments and Reauthorization Act of 1986 ("SARA"), the Hazardous Material Transportation Act, 49 U.S.C. §6901 et seq., the Federal Water Pollution Control Act, 33 U.S.C. §1251, et ., the Clean Air Act, 42 U.S.C. §741 et seq., the Clean Water Act, 33 U.S.C. §7401 et seq., the Toxic Substances Control Act, 15 U.S.C. §§2601- 2629, the Safe Drinking Water Act, 42 U.S.C. §§300f-330j, and all the regulations, orders, and decrees now or hereafter promulgated thereunder.
19. Brush and cut timber will not be piled or stacked on Oncor right-of-way or will not be burned upon or in close proximity to the conductors or towers.
20. No structures or obstructions, such as buildings, garages, barns, sheds, guard houses, etc., will be permitted on the right-of-way. REVIEWED AND APPROVED EXCEPTION: existing seating areas (two locations).
21. Landscaping on Oncor right-of-way is permitted when Oncor approves landscaping plans in writing. REVIEWED AND APPROVED EXCEPTIONS:
- Existing sprinkler system;
 - Plantings along the edges of the easement (including vitex and crepe myrtles) are allowed to remain ONLY IF they are consistently maintained at a 15-foot height or less. If the height exceeds 15-foot, Oncor has the right to remove them.
 - Any ornamental trees previously planted can be relocated to the outer edges of the easement.

Hike & Bike Trail Agreement – Page 2

First Amendment to License - Page 11 of 12

EXHIBIT A

EXHIBIT B

EXHIBIT C
Redding Trail License 8.19-A

19. No park or park designation will be permitted on the right-of-way.

20. Protective Barrier; Grantee, at Grantee's sole expense, shall provide one of the following protective barriers; 1) a concrete protective barrier between the surface and the pipe that is a minimum of one foot thick by one foot wide, if pipe is wider than one foot, then width of pipe, with the top of the concrete barrier to be at least one foot below the surface or final grade, 2) construct the gas pipeline inside of a proper protective steel casing, 3) where electric facilities are located above ground, install the pipeline a minimum of 10 feet below the ground surface, or 4) where electric facilities are located below ground, install the pipeline at a depth that provides for a minimum of a 10 foot clearance between the pipeline and the underground electric facilities.

Hike & Bike Trail Agreement – Page 3

First Amendment to License - Page 12 of 12

An Amendment to the License Agreement for the Redding Trail

Regular Session

July 14, 2020

The logo for Addison, featuring the word "ADDISON" in a bold, blue, sans-serif font. The text is centered within a white circle, which is set against a blue background. The blue background is part of a larger graphic on the right side of the slide, consisting of a blue triangle pointing downwards, with a white circle in the center. The top and bottom corners of the blue triangle are cut off by a diagonal white line, revealing a dark gray background.

Oncor Transmission Tower Replacement

ADDISON

Scope

- Rebuild 1.3-mile section of the Carrollton East – Renner SW/ Northhaven SW 138 kV line.
- Rebuild will start at the Farmers Branch Gillis structure.
- Rebuild will end at the last structure which is where the two circuits split to Renner and Northhaven.

Cities Impacted:

- Carrollton
- Farmers Branch
- Addison (Redding Trail and Redding Trail Dog Park Corridor)



Example of Future Towers

In January 2020 Council was presented an overview of Oncor's tower replacement project that would take place within the Redding Trail and Redding Trail Dog Park Corridor.

The following items were discussed with Council.

- Oncor originally intended to bring the corridor into closer compliance with their current Hike, Bike and Trail Guidelines. This would have required the removal of ornamental trees, landscaping, irrigation, lighting and site elements located along the Redding Trail.
- Oncor and Town staff developed a compromise which would limit removal of vegetation to directly around towers and under transmission lines.
- Staff proposed that existing vegetation along the alley behind Dome Dr. be removed to allow new shrubs to be planted that would not encroach the alley or overhead utility lines.

In January 2020 Council was presented an overview of Oncor's tower replacement project that would take place within the Redding Trail and Redding Trail Dog Park Corridor.

Council Requested:

- Update the current license agreement to reflect exceptions that have been allowed. Oncor has provided an amendment to the license agreement which adds "Exhibit C" and identifies the allowed exceptions.
- Provide clear direction, documenting what is agreed upon in a manner that all parties have a clear understanding and ability to implement the project to the expectations that have been set. Representatives of the Town and Oncor agree to work from the direction identified on the following slides.

Oncor Will:

- Limit tree removal to 59 ornamental trees that are directly around the towers and under the transmission lines, exception as described in "Exhibit C", line 21.
- Allow replacement of ornamental trees removed with ornamental trees that do not exceed 15' in height within Oncor approved locations, per exception as described in "Exhibit C", line 21.
- Only remove shrubs around the base of the towers and shrubs taller than 4' along the alley behind Dome Dr., per exception as described in "Exhibit C", line 21.
- Allow seating areas to remain, per exception listed in "Exhibit C", line 20.
- Allow existing spray irrigation to remain, per exception listed in "Exhibit C", line 21.
- Allow existing lighting to remain, per exception defined in "Exhibit C", line 8.
- Repair turf damaged during construction with sod.
- Repair any damage made to the irrigation system.
- Work with Town staff to allow maintenance of the area during construction.
- Construct a temporary fence to leave half of the dog park open for use during construction.
- Prune shrubs along park boundaries to 10' tall.
- Prune remaining ornamental trees to 15' tall.
- Limit removal of berms to two areas.

Addison Will:

- Tag all trees to clearly identify which trees are approved for removal so all parties are in agreement.
- Temporarily remove light poles, signage and drinking fountains in the path of construction but will re-install them once construction is complete.
- Maintain the height of ornamental trees and shrubs to 15', per exception listed in "Exhibit C", line 21.
- Replant ornamental trees and shrubs at a later date, per exception listed in "Exhibit C", line 21.
- Remove the Redding Trail Plaque and masonry plaque and replace at a later date.

Landscape Impacts



This Map was presented to Council in January and has been updated to reflect modifications made as a result of that discussion.

Tree Survey

ADDISON

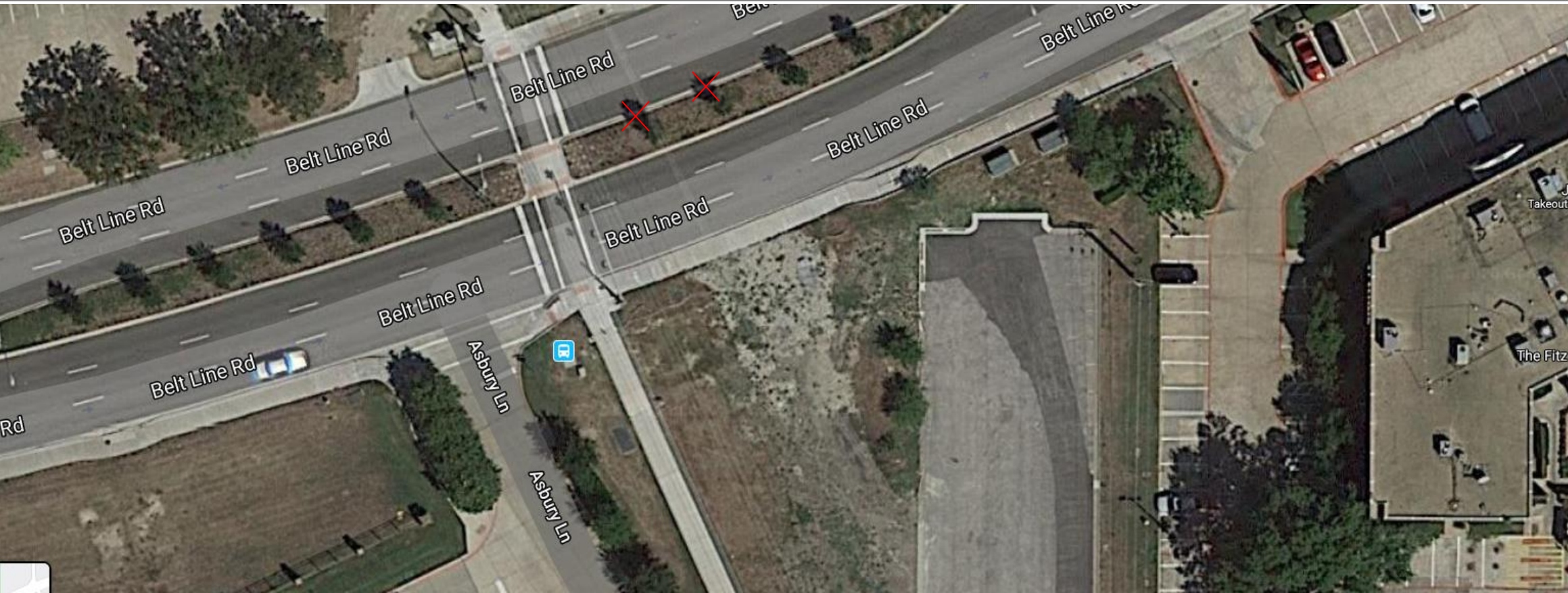


This Map was prepared from the Town's GIS Tree Survey and references field tags and numbers located on each tree. Town staff and Oncor staff will use this to ensure all tree removals are agreed upon



Additional Tree Removal – Belt Line Rd.

ADDISON



Redding Trail Extension

The license agreement for the Redding Trail Dog Park will be amended to include and extension of the Trail to Midway Road. Steps to complete this task include:

- Prepare a Topographic Survey of the area. (Complete)
- Prepare 50% review plans. (30% Complete)
- Oncor review the plans and provide comments.
- Staff to address Oncor's comments.
- A modification to the Redding Trail Dog Park license agreement will be brought to Council for consideration.

Tower Replacement Schedule

July 13 - 20: Site Furnishing Removal

- Addison Park crews remove pedestrian light poles, fountains and signs from the corridor.

July 15 - 31: Vegetation Removal and Management

- The trail will be closed during daytime work hours and will be open during the evening hours.
- Addison parks crews will install a vegetative screen along a small portion of the alley behind Dome Dr.

August 3 - 15: Access Work

- The Redding Trail Dog Park will be closed for installation of temporary fencing. Once the fencing is installed half of the dog park will be open for use.
- Oncor will perform ROW access work.
- The trail will be closed during daytime work hours and will be open during evening hours.

August 17 - October 30: Install foundations & Line Construction

- A reduced portion of the Redding Trail Dog Park will open for use. Periodic closures for construction may be required.
- The trail will be closed to the public.

November 1 - 30: Clean-up & Restoration

- Oncor will clean-up and repair damage to the landscape.
- Addison parks crews will install the pedestrian light poles, site furnishings, signage and replacement vegetation.
- Trail will re-open to the public and Dog Park use will expand to full use of the park.

Questions

ADDISON

Work Session and Regular Meeting

19.

Meeting Date: 07/14/2020

Department: Finance

Pillars: Gold Standard for Financial Health

Milestones: Implementation and continuous development of Long Term Financial Plan

AGENDA CAPTION:

Present, Discuss and Consider Action on a **Resolution Directing the City Manager to Calculate the Voter-Approval Tax Rate of the Town of Addison in the Manner Provided for a Special Taxing Unit as Authorized by the Texas Tax Code Section 26.04(C-1).**

BACKGROUND:

Senate Bill 2 (S.B. 2), the Texas Property Tax Reform and Transparency Act of 2019, lowered the amount an adopted tax rate can increase. Prior to this tax bill, any rate adopted that exceeded an 8 percent increase over the prior year's rate, would trigger the ability of the citizens to petition for an election to "roll back" the tax rate. S.B. 2 has lowered this triggered rate from 8 percent to 3.5 percent and requires a city to hold an automatic election (Texas Tax Code 26.07).

An exception to the lowered 3.5 percent voter-approval rate and the automatic election is offered when the city is located in an area declared a disaster area during the current tax year by the Governor or by the President of the United States (Texas Tax Code 26.04(C-1)). This exception was met on March 13th, 2020 when President Trump declared a national emergency and when Governor Abbott declared a state of emergency for every county in Texas the same day. If directed by the City Council, the Town will calculate the voter-approval rate in the manner provided for a special taxing unit, which returns the increase potential to the 8 percent.

Further, the designated officer may continue calculating the voter-approval tax rate for the Town of Addison in the manner provided by this subsection until the earlier of the following:

- (1) The second tax year in which the total taxable value of the taxable property as shown on the appraisal roll for the Town of Addison exceeds the total taxable value of the taxable property on January 1 of the tax year in which the disaster occurred; or
- (2) The third tax year after the tax year in which the disaster occurred.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - Disaster Tax Rate Calculation

RESOLUTION NO. R20-_____

A RESOLUTION OF THE CITY COUNCIL (THE “COUNCIL”) OF THE TOWN OF ADDISON, TEXAS (THE “TOWN”) DIRECTING ITS CITY MANAGER TO CALCULATE THE TOWN’S 2021 VOTER-APPROVAL TAX RATE AS A SPECIAL TAXING UNIT BY USING AN 8% THRESHOLD FOR NEW REVENUE INSTEAD OF 3.5%, AS AUTHORIZED BY TEXAS TAX CODE SECTION 26.04(C-1), DUE TO THE GOVERNOR’S STATE-WIDE DECLARATION OF DISASTER AND THE TOWN’S RESULTING AND NECESSARY INCREASED EXPENDITURE OF MONEY; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, on March 13, 2020, the Governor of the State of Texas declared a disaster in every Texas county due to the novel COVID-19 pandemic (the “Pandemic”); and

WHEREAS, the Pandemic has impacted the Town of Addison and the Council foresees increased Pandemic-related expenditures of money by the Town as a necessary response to the governor-declared disaster; and

WHEREAS, when an increased expenditure of money by the Town is a necessary response to a governor-declared disaster area that includes any part of the Town, a tax rate approval election is not required under Section 26.07 of the Texas Tax Code for the year following the year in which the disaster occurs; and

WHEREAS, Section 26.041(c-1) of the Texas Tax Code authorizes the Council to direct a designated officer or employee to calculate the Town’s voter-approval tax rate in the manner provided for a special taxing unit when the governor declares any part of the Town a disaster area during the current tax year; and

WHEREAS, Section 26.041(c-1) of the Texas Tax Code provides that the designated officer or employee shall continue calculating the voter-approval tax rate in the same manner until the earlier of: (1) the second tax year in which the total taxable value of property taxable by the Town as shown on the appraisal roll submitted by the tax assessor exceeds the total taxable value of property taxable by the Town on January 1 of the tax year in which the disaster occurred; or (2) the third tax year after the tax year in which the disaster occurred; and

WHEREAS, this resolution is not intended to and does not obligate the Council to adopt a voter-approval tax rate in excess of 3.5%; and

WHEREAS, the Council finds and determines that the adoption of this Resolution is in the best interests of the residents of the Town of Addison.

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

SECTION 1. The above recitals set forth above are true and correct and are incorporated as if fully set forth herein.

SECTION 2. The City Council hereby directs the City Manager to calculate the voter-approval tax rate for the Town in the manner provided for a special taxing unit by using an 8% threshold for new revenue instead of a 3.5%, as authorized by Texas Tax Code Section 26.04(C-1) due to the governor's state-wide declaration of disaster and the Town's resulting and necessary increased expenditure of money.

SECTION 3. As set forth in the Texas Tax Code Section 26.04(c)(2)(A) the voter-approval rate for a special taxing unit is the Town's maintenance and operations rate multiplied by 1.08 plus the current debt service tax rate.

SECTION 4. The City Manager shall continue calculating the voter-approval tax rate in the manner provided by this resolution until the earlier of: (1) the second tax year in which the total taxable value of property taxable by the City as shown on the appraisal roll for submitted by the tax assessor exceeds the total taxable value of property taxable by the City on January 1 or the current tax year; or (2) the third tax year after the current tax year.

SECTION 5. 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 JULY 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

20.

Meeting Date: 07/14/2020

Department: City Manager

AGENDA CAPTION:

Present, Discuss, and Consider Action on CARES Act Programs.

BACKGROUND:

During the June 9, 2020 Council meeting, Staff briefed Council on the ability to participate in a CARES Act reimbursement program through an interlocal agreement (ILA) with Dallas County. Council approved this ILA and directed staff to pursue three potential programs:

- A program reimbursing the Town for eligible COVID-19 related expenses in an amount of approximately \$200,000.
- A program supporting Addison residents through rent, food and utility assistance in an amount of approximately \$200,000 dollars.
- A program that aids local businesses with rent/mortgage payments in an amount of approximately \$500,000.

Staff developed the three programs and submitted them to Dallas County for approval.

Public Health and Compliance Program (Town Reimbursement Program)

The Town developed this program to reimburse the Town for COVID-19 expenses such as personal protective equipment (masks, gloves, etc.), public space disinfection, and enhanced telework capabilities.

Staff recommends approval of the Public Health and Compliance Program in an amount of \$115,000. The \$85,000 reimbursement for the emergency payment to Metrocrest Services was moved to the Resident Assistance Program.

Resident Assistance Program

Due to the COVID-19 pandemic, local non-profits have experienced an increase in demand for services from Addison residents. In a letter dated May 1, 2020, Metrocrest Services CEO Tracy Eubanks states that Addison families visited the Food Pantry 189 times in April. This was a 302% increase over last year. Their rent assistance program served 22 Addison families in April. This was a 144% increase over last year. In response, Council approved emergency funding to Metrocrest Services on May 15, 2020 in the amount of \$85,000.

While other non-profit partners may be eligible to receive funding for providing assistance to Addison residents, Metrocrest Services' ongoing rent, food, and utility assistance programs align well with CARES Act requirements from the United States Treasury Department and Dallas County. Metrocrest Services provided an estimate of the cost associated with providing these services to Addison residents for the remainder of calendar year 2020. These figures were utilized to develop this program.

Staff recommends approval of the Resident Assistance Program in an amount of \$285,000. This includes reimbursement to the Town for the initial \$85,000 to Metrocrest Services and an additional \$200,000 to Metrocrest Services for rent, food and utility assistance services for Addison residents.

Addison CARES Lease/Mortgage Assistance Grant Program

The Addison Economic Development and Tourism Department developed this business assistance to establish a fund in the amount of \$500,000 to be used to award eligible businesses 75% of their gross lease or mortgage payments for two months for a maximum grant award of up to \$10,000 per company.

Staff recommends approval of the Addison Cares Lease/Mortgage Assistance Grant Program in an amount of \$500,000.

RECOMMENDATION:

Administration recommends approval.

Attachments

Public Health and Compliance Program

Resident Assistance Program

Addison CARES Lease/Mortgage Assistance Grant Program

Public Health and Compliance Program (\$115,000)

The objectives of this program are:

- to disinfect public spaces owned by the Town to reduce the spread of the COVID-19 virus.
- to provide Personal Protective Equipment (PPE) to essential workers and members of the public to enhance compliance with public health precautions.
- to increase telework capabilities to comply with public health precautions such as social distancing and stay at home orders while still serving the public.

Operational Program Expenditure Estimates

- \$75,000 for the disinfection of public spaces.
- \$20,000 for the acquisition and distribution of medical and protective supplies.
- \$20,000 for enhanced Telework capabilities.

A detailed budget is attached.

Justification

The Town provides essential services to our residents, businesses, and visitors. Disinfecting public spaces and providing PPE serve to reduce the spread of the COVID-19 virus, enhance public health precautions, and allow essential workers to perform their vital work. Enhancing telework capabilities allows the Town to continue to serve our residents remotely, reduces person to person virus spread, and helps to protect our employees.

Public Health and Compliance Program

Public Space Disinfection		
Disinfection/Cleaning Supplies	\$10,000	
Disinfection/Cleaning Services (3rd Party)	\$55,000	
Physical Barriers (sneeze guards, etc.)	\$5,000	
Social Distancing Signs	\$5,000	\$75,000
Medical and Protective Supplies		
Personal Protective Equipment for Employees/Residents (face masks, gloves, gowns, etc.)	\$17,000	
Hand Sanitizer	\$2,000	
No Touch Thermometers	\$1,000	\$20,000
Telework Capabilities Enhancement		
Telework Related Software License Increases (Videoconferencing, additional licenses for software on laptops being used at home)	\$5,000	
Computer Hardware (cables, connections)	\$3,000	
Portable Devices (rental and purchase of laptops to allow remote work/provide remote customer service)	\$12,000	\$20,000
Total		\$115,000

Resident Assistance Program (\$285,000)

The objectives of this program are:

- to provide economic support in the form of a rent, food and utility assistance program to eligible Addison residents suffering from health or employment and business interruptions due to COVID-19.
- to utilize Metrocrest Services, an existing non-profit that has experienced staff and an established process for this assistance program, to have the maximum funding go to those in need.

Operational Program Expenses Estimates

- \$184,456 for Rent Assistance (home)
- \$38,000 for Food Assistance
- \$5,438 for Utility Assistance (no water assistance will be provided since Addison provides this service)
- \$27,789 for Administrative Expenses
- \$34,317 in contingency funding to be used if demand for the rent, food or utility assistance components of this program exceed estimates.

A detailed budget is attached.

Justification

Metrocrest Service currently provides rent, food, and utility assistance to qualifying Addison residents. They are experiencing a considerable increase in the demand for these services from Addison residents physically and economically impacted by COVID-19. Metrocrest Services' staff has tracked the additional demand for these services caused by COVID-19 and projected future expenditures that will be necessary through the end of 2020 (attached). Our estimated budget for this program is based upon those projections. Providing this Resident Assistance Program will help our community through homelessness prevention, hunger prevention, and protection of the public health. Metrocrest Services can leverage the resources of the North Texas Food Bank to greatly expand the food assistance program and coordinate with other local charities to make sure residents are not duplicating services.

Resident Assistance Program Proposed Budget

Rent Assistance	
March thru June	69,457.00
July	25,442.00
August	20,354.00
September	20,354.00
October	16,283.00
November	16,283.00
December	16,283.00
	184,456.00
Food Assistance	
March thru June	12,000.00
July	5,000.00
August	5,000.00
September	4,000.00
October	4,000.00
November	4,000.00
December	4,000.00
	38,000.00
Utility Assistance	
March thru June	1,880.00
July	659.00
August	659.00
September	659.00
October	527.00
November	527.00
December	527.00
	5,438.00
Rent, Food and Utility Subtotal	227,894.00
Administrative Expenses	
10% of 227,894	22,789.00
Subtotal	250,683.00
Contingency	34,317.00
Grand Total	285,000.00

Metrocrest Services Analysis for CARES Funding

Summary: March 2020-December 2020

Projected	Addison	Carrollton			Coppell	Farmers Branch	Total
		Dallas Cty	Denton Cty	Total			
Rent	184,456	822,443	274,148	1,096,591	153,934	392,288	1,827,269
Utilities	5,438	37,744	12,581	50,325	6,210	23,726	85,698
Food	38,000	142,500	47,500	190,000	38,000	114,000	380,000
Sub-Total	227,893	1,002,687	334,229	1,336,916	198,144	530,014	2,292,967
10% Admin	22,789	100,269	33,423	133,692	19,814	53,001	229,297
Grand Total	250,683	1,102,955	367,652	1,470,607	217,959	583,015	2,522,264
Council Funded	85,000	150,000	50,000	200,000	85,000	150,000	520,000
Gap	165,683	952,955	317,652	1,270,607	132,959	433,015	2,002,264
20% Contingency	33,137	190,591	63,530	254,121	26,592	86,603	400,453
Total with Contingency	198,819	1,143,547	381,182	1,524,729	159,550	519,618	2,402,717

By Month Detail

Actual	Addison	Carrollton			Coppell	Farmers Branch	Total	
		Dallas Cty	Denton Cty	Total				
March-May	Rent	44,016	179,741	59,914	239,655	31,534	95,450	410,655
	Utilities	1,331	14,990	4,997	19,986	2,148	6,851	30,316
	Food	7,000	26,250	8,750	35,000	7,000	21,000	70,000
Total March-May	52,347	220,981	73,660	294,641	40,682	123,301	510,971	

Projected	Addison	Carrollton			Coppell	Farmers Branch	Total	
		Dallas Cty	Denton Cty	Total				
June	Rent	25,442	116,432	38,811	155,242	22,174	53,775	256,633
	Utilities	549	3,042	1,014	4,056	543	2,256	7,404
	Food	5,000	18,750	6,250	25,000	5,000	15,000	50,000
Total Proj. June	30,991	138,224	46,075	184,298	27,717	71,031	314,037	

Projected	Addison	Carrollton			Coppell	Farmers Branch	Total	
		Dallas Cty	Denton Cty	Total				
July	Rent	25,442	116,432	38,811	155,242	22,174	53,775	256,633
	Utilities	659	3,650	1,217	4,867	652	2,707	8,885
	Food	5,000	18,750	6,250	25,000	5,000	15,000	50,000
Total Proj. July	31,101	138,832	46,277	185,109	27,826	71,482	315,518	

Projected	Addison	Carrollton			Coppell	Farmers Branch	Total
		Dallas Cty	Denton Cty	Total			
August							
Rent	20,354	93,145	31,048	124,194	17,739	43,020	205,306
Utilities	659 4.1%	3,650	1,217	4,867 65.4%	652 7.5%	2,707 23.0%	8,885
Food	5,000	18,750	6,250	25,000	5,000	15,000	50,000
Total Proj. August	26,012	115,546	38,515	154,061	23,391	60,727	264,191

Projected	Addison	Carrollton			Coppell	Farmers Branch	Total
		Dallas Cty	Denton Cty	Total			
September							
Rent	20,354	93,145	31,048	124,194	17,739	43,020	205,306
Utilities	659	3,650	1,217	4,867	652	2,707	8,885
Food	4,000	15,000	5,000	20,000	4,000	12,000	40,000
Total Proj. September	25,012	111,796	37,265	149,061	22,391	57,727	254,191

Projected	Addison	Carrollton			Coppell	Farmers Branch	Total
		Dallas Cty	Denton Cty	Total			
October							
Rent	16,283	74,516	24,839	99,355	14,191	34,416	164,245
Utilities	527	2,920	973	3,894	521	2,166	7,108
Food	4,000	15,000	5,000	20,000	4,000	12,000	40,000
Total Proj. October	20,810	92,436	30,812	123,249	18,713	48,582	211,353

Projected	Addison	Carrollton			Coppell	Farmers Branch	Total
		Dallas Cty	Denton Cty	Total			
November							
Rent	16,283	74,516	24,839	99,355	14,191	34,416	164,245
Utilities	527	2,920	973	3,894	521	2,166	7,108
Food	4,000	15,000	5,000	20,000	4,000	12,000	40,000
Total Proj. November	20,810	92,436	30,812	123,249	18,713	48,582	211,353

Projected	Addison	Carrollton			Coppell	Farmers Branch	Total
		Dallas Cty	Denton Cty	Total			
December							
Rent	16,283	74,516	24,839	99,355	14,191	34,416	164,245
Utilities	527	2,920	973	3,894	521	2,166	7,108
Food	4,000	15,000	5,000	20,000	4,000	12,000	40,000
Total Proj. December	20,810	92,436	30,812	123,249	18,713	48,582	211,353

Addison Cares Lease/Mortgage Assistance Grant Program

Purpose: The purpose of the Addison Cares Lease/Mortgage Assistance Grant is to provide financial support to small businesses who have been financially distressed by the COVID-19 pandemic. The program intends to provide relief to Addison businesses who have not had an opportunity to receive funding through other COVID-19 relief programs such as the Payment Protection Program, SBA Loans or other funding sources intended to curb the financial impact of the pandemic. The goal of the program is to improve the sustainability and longevity of the most vulnerable companies who maintain operations in Addison.

The Town of Addison has established a fund in the amount of \$500,000 to provide grant assistance. Each award grant is valued at 75% of a business' gross lease or mortgage for two months for a maximum grant award of up to \$10,000 per company.

All companies who occupy space in Addison are eligible to apply. Eligibility criteria includes the following:

A company:

- Must not have more than 50 employees as of March 1, 2020.
- Must have been in business in Addison as of September 1, 2019.
- Must demonstrate that their revenues dropped by over 25% for at least two consecutive months after March 1, 2020.
- Must currently be in operation.
- Must demonstrate that they currently employ at least 15% of the employees they had on March 1, 2020.
- Must not be more than two months behind on their lease or mortgage payments.
- Must be registered and in good standing with the Town of Addison.
- Must not be in any litigation with the Town of Addison or County of Dallas.
- Can only apply for and receive funding for one location if it has multiple locations regardless of municipality.

To be considered for the grant, companies must submit the following documentation:

- A fully completed application.
- A copy of the lease or loan letter showing the current lease/mortgage monthly cost, company name, square footage occupied.
- A copy of employment reports as submitted to the Texas Workforce Commission for the fourth quarter of 2019, first quarter of 2020 and second quarter of 2020.
- A signed Affidavit of Eligibility and Liability Release Agreement.
- A copy of the company's certificate of occupancy and business registration.

All applications will be considered on their completeness and will be accepted until the deadline. Each application will be evaluated for eligibility on the merits of the information provided. Awards will be granted through a lottery process until funding is exhausted.

**Addison Cares Grant Lease Assistance Program
APPLICATION**

Name of Company: _____

Company Address: _____ Suite: _____

City: _____ State: _____ Telephone No. (_____) _____

Owner/President Name: _____ Title: _____

Did you layoff or furlough any employees: Laid off Employees; Furloughed employees

Was your business forced to close or have employees work remotely? Yes; No.

Please provide us with employment information below for full-time positions only:

No. of Employees on Mar. 1, 2020	Current No. of Employees Today	% Difference

Please list revenues for each month and year listed below and the % change from 2019:

Year	December	January	February	March	April
2019					
2020					
% Change					

Have you applied for any other programs or loans to mitigate for financial losses from the Coronavirus:

Yes; No

If yes to the answer above, please list all programs or loans that you have applied for and received or are pending:

Is your Business Registration current with the Town of Addison? Yes; No

Is your business currently open and operating: Yes; No

Are you currently behind on your lease/mortgage payments: Yes; No.
If yes, number of months: _____

Has your landlord/bank made any lease/loan concessions or provided any discounts? Yes; No

If yes, please list support provided by your landlord: _____

Please tell us why you are applying for this grant and how this grant will help alleviate financial burdens for your company, and keep you in business (please use the backside of this page if more space is needed):

Is there any additional information you would like to provide that you believe might be helpful with your application?

The information you provide will be kept confidential. By signing below, you declare that all the information provided is truthful to the best of your knowledge. You also understand that if any of the information provided is determined to be incorrect after an award is granted, you may be required to repay the full amount of the grant.

Signature

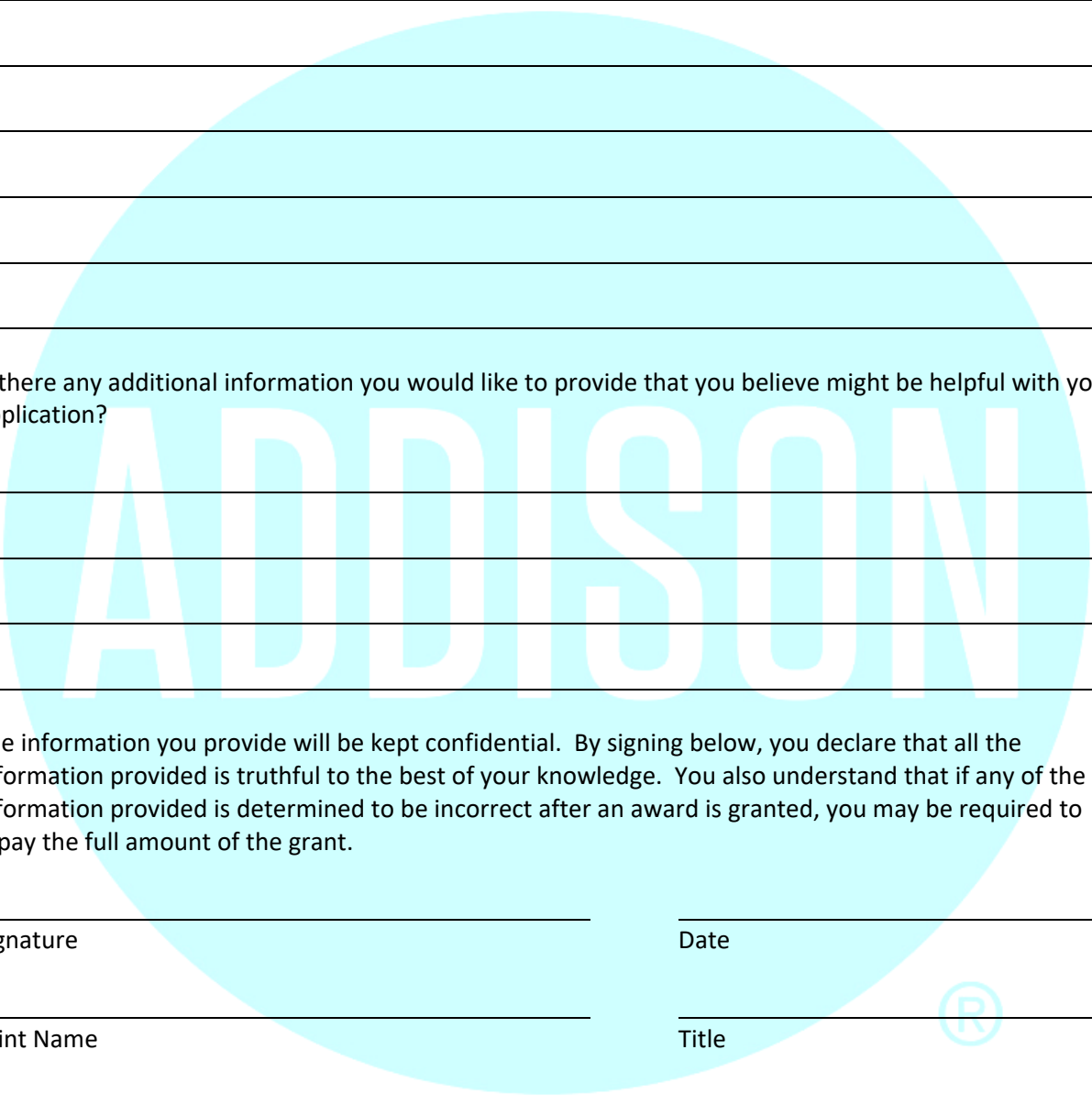
Date

Print Name

Title

E-mail Address

Company Website



STATE OF TEXAS §
 §
COUNTY OF DALLAS §

Affidavit of Eligibility and Liability Release Agreement

BEFORE ME, the undersigned authority, on this day personally appeared _____, and upon his/her oath deposed and stated as follows:

This Affidavit of Eligibility and Liability Release Agreement (“Affidavit/Release” or “Agreement”) to the Town of Addison, Texas (“City”) as a legal representative of _____ (the “Company”), with the understanding that this Affidavit/Release will be relied upon by the City (and the other City Persons) in connection with the Company’s application for financial assistance (the “Application”) under the Addison Cares Lease/Mortgage Assistance Grant Program (the “Program”). Company acknowledges and agrees that there is adequate, sufficient, and good and valuable consideration for this Affidavit/Release.

Compliance:

1. Company is in compliance with, and will continue to comply with all the rules, regulations, terms and conditions set forth in the Application, and with all laws, rules and regulations pertaining to the Application and the Program; that all information provided to the City now and in the future has been and will be true, accurate, and complete. Company has not perpetrated and will not perpetrate any fraud or deception in connection with the Program. Company has not sought to influence the outcome of the Application and is submitting this Agreement as expressly required under the Program’s criteria.

2. Company understands that the City or its agents may be required to advise the United States Internal Revenue Service of the value of any Program grant awarded to the Company, and in connection therewith, a completed Form W-9 is attached hereto. I acknowledge and agree that I may be subject to taxation in connection with a Program grant and will pay any and all such taxes when due.

Release, Indemnity and Hold Harmless:

3. COMPANY HEREBY RELEASES, WAIVE, ACQUITS, FOREVER DISCHARGES, AND COVENANTS NOT TO SUE THE CITY OR ANY OF THE CITY’S OFFICIALS, OFFICERS, EMPLOYEES, AGENTS OR VOLUNTEERS, IN EITHER THEIR OFFICIAL OR PRIVATE CAPACITIES (COLLECTIVELY, “CITY PERSONS”), FOR AND/OR FROM ANY AND ALL CLAIMS, LIABILITY, DEMANDS, LOSSES, HARM, ACTIONS, SUITS, JUDGMENTS, PENALTIES, FEES, COSTS AND EXPENSES WHATSOEVER, (COLLECTIVELY, “CLAIMS”), WHICH THE COMPANY MAY NOW OR HEREAFTER BE ENTITLED TO ASSERT, ARISING OUT OF, CAUSED BY, IN CONNECTION WITH, OR RELATED TO, THE PROGRAM, OR MY POSSESSION, ACCEPTANCE, USE, OR MISUSE THEREOF, OR ANY OF MY OTHER ACTS OR OMISSIONS IN CONNECTION THEREWITH, INCLUDING, BUT NOT LIMITED TO, DEATH, ILLNESS, INJURY, LOSS OF ENJOYMENT, PROPERTY DAMAGE OR DESTRUCTION, OR OTHER HARM OR LOSS OF ANY NATURE, AND ANY AND ALL ANY TAXES LEVIED, ASSESSED OR COLLECTED, AND FURTHER INCLUDING, WITHOUT LIMITATION, ANY AND ALL CLAIMS WHICH ARISE OUT OF, ARE RELATE TO, OR ARE CAUSED BY, IN WHOLE OR IN PART, ANY NEGLIGENT ACT OR OMISSION OF THE CITY OR ANY CITY PERSONS OR ANY OTHER PERSONS, OR ANY ACT OR OMISSION OF THE CITY, ANY CITY PERSONS, OR ANY OTHER PERSONS, THAT WOULD GIVE RISE TO STRICT LIABILITY OF ANY KIND.

Company has voluntarily chosen to submit its Application and hereby accepts Program grant funds, subject to eligibility, and AGREES TO ASSUME ANY AND ALL RISKS with respect to any

harm, damage, injury, incident, action, occurrence or activity which may occur in connection with or result from the Application and/or Program Grant, and/or Company's acceptance, use, misuse, or possession thereof.

4. FURTHER, COMPANY HEREBY AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY AND ALL CITY PERSONS FROM AND AGAINST ANY AND ALL CLAIMS, INCLUDING, WITHOUT LIMITATION, COURT COSTS AND ATTORNEY'S FEES (NOT TO EXCEED \$350.00 PER HOUR), THAT MAY ARISE OUT OF, RESULT FROM, OR BE INCURRED DUE TO THE SUBMISSION OF COMPANY'S APPLICATION OR ITS PARTICIPATION IN THE PROGRAM, ACCEPTANCE OF A PROGRAM GRANT, ACCEPTANCE, USE, MISUSE OR POSSESSION THEREOF, OR ANY ACTS OR OMISSIONS IN CONNECTION THEREWITH. SUCH DEFENSE, INDEMNITY AND HOLD HARMLESS SHALL AND DOES INCLUDE CLAIMS ALLEGED OR FOUND TO HAVE BEEN CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE CITY, ANY CITY PERSONS, OR ANY OTHER PERSONS, OR BY ANY ACT OR OMISSION OF THE CITY, ANY CITY PERSONS, OR ANY OTHER PERSONS, THAT WOULD GIVE RISE TO STRICT LIABILITY OF ANY KIND.

5. It is the Company's express intent that this Affidavit/Release shall bind the Company, its agents, heirs, assigns, successors and legal representative(s), and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the City and all other City Persons (identified herein, including paragraph 3 hereof) for any and all purposes.

6. COMPANY UNDERSTANDS THAT THIS IS A LEGAL DOCUMENT AND THAT BY SIGNING IT, AMONG OTHER THINGS, COMPANY GIVES UP ITS RIGHT TO SUE OR OTHERWISE MAKE A CLAIM against the City and all other City Persons, as set forth herein.

Representations:

7. I certify that I am a properly authorized official or agent of the Company and have the necessary legal authority to execute this Affidavit of Eligibility and Liability Release Agreement on the Company's behalf.

8. Company is not in any type or manner of litigation or contemplating litigation with the City or County of Dallas.

9. Company is currently operating with its principle place of business within the corporate limits of the City.

Miscellaneous Provisions:

10. Company agrees to return, immediately upon demand by the City, any and all Program grant funds that have been or may be awarded if any statement, certification, or representation made in this Affidavit/Release is discovered or believed to be false or misleading, and Company acknowledges and agrees that all available legal, equitable and other rights and remedies may be pursued against it in connection therewith. Company represents and affirms that this Affidavit/Release does not conflict with any other commitments or obligations on its part.

11. Except for the Application and Program eligibility criteria, this Affidavit/Release constitutes the entire Agreement between Company and the City with respect to the matters described herein, and supersedes any and all other agreements and communications, oral or written, between Company and the City, any City Persons, or any other Persons. This Agreement may not be amended or supplemented except by a (paper) writing signed by the Company and the City.

12. The section and subsection headings contained herein are for convenience only and shall not be used in interpretation of this Agreement and are not intended to define or limit the scope of any provision of this Agreement. For purposes of this Agreement, “including” is a term of enlargement and not of limitation or exclusive enumeration, and use of the term does not create a presumption that components not expressed are excluded.

13. Company signs and makes this Affidavit/Release voluntarily, freely, and knowingly, and it has not relied upon any representations made by the City or any City Person in signing this Affidavit/Release.

14. This Affidavit/Release shall be governed by and construed according to the laws of the State of Texas (without reference to the choice of laws provisions of any jurisdiction), and venue for all matters, claims, or proceedings hereunder shall lie exclusively in Dallas County, Texas.

15. The provisions of this Affidavit/Release are severable, and if any provision hereof is held to be illegal, invalid or unenforceable under present or future constitution or laws, such provision shall be fully severable and this Affidavit/Release shall be construed and enforced as if such illegal, invalid or unenforceable provision is not a part hereof, and the remaining provisions hereof shall remain in full force and effect.

COMPANY CERTIFIES IT HAS READ THIS AFFIDAVIT/RELEASE, HAS FULLY INFORMED ITSELF OF ITS CONTENTS BEFORE EXECUTION, AND UNDERSTANDS ALL OF ITS TERMS, PROVIISONS, AND CONDITIONS. COMPANY HEREBY REPRESENTS AND WARRANTS THAT ALL STATEMENTS MADE IN THIS AFFIDAVIT/RLEASE ARE TRUE, ACCURATE AND COMPLETE.

Signature: _____

Company address: _____

Title: _____

Name: _____

Date: _____

**Addison Cares Lease Assistance Grant Program
Application Checklist**



Fully completed application attached.

Copy of executed lease/loan documents showing current lease/mortgage amount, business address, company name, and square footage of occupied property.

Copy of employment reports as submitted to the Texas Workforce Commission for the fourth quarter of 2019, first quarter of 2020 and second quarter of 2020. *Please do not include social security numbers for employees listed.*

A signed Affidavit of Eligibility and Liability Release Agreement.

A copy of the company's certificate of occupancy and business registration.

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