

**DRAFT**

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

**August 11, 2020**

**Addison Town Hall, 5300 Belt Line Rd., Dallas, TX 75254  
5:30 p.m. Executive Session, Work Session & Regular Meeting**

The Addison City Council, using electronic medium, conducted its Regularly Scheduled Meeting on Tuesday, August 11, 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](http://www.addisontexas.net).

**Present:** Mayor Joe Chow; Mayor Pro Tempore Lori Ward; Deputy Mayor Pro Tempore Guillermo Quintanilla; Council Member Tom Braun; Council Member Ivan Hughes; Council Member Paul Walden; Council Member Marlin Willesen.

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

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**Pledge of Allegiance:** Mayor Chow led the Pledge of Allegiance

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**EXECUTIVE SESSION**

**Closed (Executive) Session of the Addison City Council pursuant to:** Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney on a matter in which the duty of the attorney 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:

- A special election to consider Charter amendments

Mayor Chow closed the Open Session to convene the City Council into Closed Executive Session at 5:38 p.m.

**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 6:56 p.m. No action was taken as a result of Executive Session.

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## WORK SESSION

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

City Manager Wes Pierson advised that on August 8, 2020 Governor Greg Abbot extended the state's disaster declaration, including the requirement for wearing face coverings over the nose and mouth while in public spaces. He also extended the previously issued proclamation that authorizes mayors and county judges to regulate outdoor spaces, and the mandatory restriction that people cannot be in groups larger than ten while maintaining six feet distancing.

Mr. Pierson advised that in response to the recently approved Addison CARES Grant, the Town received 57 applications for lease assistance. Only three of the applicants qualified so staff contacted Dallas County about broadening some of the requirements. In response, the Town has now broadened the criteria with the following changes: 1) increasing the minimum employment level from 50 to 75; and, 2) applicant may have received other pandemic related grants if the amount received was less than \$50,000. All other criteria remain the same. Applications will again be received from August 13th through the 28<sup>th</sup>, and the previous applicants that did not qualify will be reconsidered.

Mr. Pierson requested feedback from the Council Members regarding whether to continue virtual Council Meetings or begin in person meetings. He noted that if the meetings are in person, then the public will be allowed to attend. Mr. Pierson suggested that if held in person, the meetings be held at the Tree House where there is more room for social distancing. It was noted that the Tree House meeting room is accessible by elevator. The consensus of Council was to begin meeting in person starting with the August 25<sup>th</sup> meeting. Having the meetings at the Tree House may be re-evaluated in the future.

### 2. Present and Discuss the Town of Addison Facility, Residential Refuse and Recycling Services, and Bulk Trash and Unbundled Brush Collection Request for Proposals.

Shannon Hicks, Director of Public Works and Engineering presented this item. He reviewed that the Town contracted with Community Waste Disposal (CWD) for residential waste collection in 2015 for a five-year term with optional five-year renewal periods. In May of 2020 Council directed staff to seek proposals for this service.

Mr. Hicks advised that a Request for Proposals (RFP) was issued June 8<sup>th</sup> that included options for trash only, trash and recycling, bulk/unbundled brush as an alternate, and Town facility collections. Mr. Hicks advised proposals were received from Waste Management (determined to be a non-conforming proposal), Frontier Waste Solutions, Republic Services and CWD. The evaluation and scoring criteria were reviewed. Mr. Hicks advised that based on the scoring criteria, CWD scored the highest.

Mr. Hicks reviewed that CWD's rate for refuse and recycling is \$12.56 (currently the total per household is \$12.51) monthly. Mr. Hicks added that residents will have the ability to submit additional service requests online or with a mobile phone app, and he provided the proposed service schedule for refuse pickup and recycling pickup. The bid for refuse and recycling pickup at Town facilities is \$66,428.21, an increase over the current rate of \$48,380.70.

Mr. Hicks advised that currently the Town's street maintenance crews collect the bulk trash and unbundled brush. Respondents submitted alternate bids for this service. CWD's proposal would be to have pickups scheduled one day per week and additional pickups may be requested. Mr. Hicks reviewed the following information regarding the options for pickup of bulk trash and unbundled brush:

Current Operations- Performed by Street Maintenance personnel

- 60% of the crew's workload
- Provides the Addison Way of Service
- Estimated annual cost of \$172,000; no additional cost needed
- Not considered an efficient use of Town resources
- Monthly cost for residents is \$7.17

Hire Additional Town Staff- Requires funding two new full-time positions

- Requires \$45,000 in equipment costs, \$120,000 in personnel costs in 2021
- Provides the Addison Way of Service
- Increase in cost to the Town
- Dedicated team for pickups
- More efficient use of resources
- Monthly cost for residents is \$5.00

Outsource to CWD- \$107,040 annual cost

- Slightly lower level of service
- Increase in cost
- More efficient use of resources
- Monthly cost for residents \$4.46

Mr. Hicks advised that staff is recommending CWD and is seeking direction from Council regarding the bulk waste and unbundled brush options. Council discussion followed regarding the service options, cost, and long-term implications of adding full-time employees. Other discussion included the fact that the street maintenance crew is picking up bulk waste and brush approximately one-half of each week and the other half of each week is used for street and sidewalk repairs. Mr. Pierson advised that some of the repairs are being deferred and a possible option would be to contract out some of the street and sidewalk repairs if the Council does not have a consensus on which option to select. With this scenario, the CWD level of service would remain the same and the street maintenance employees would continue as they are currently. Council expressed a consensus to not add the two additional Streets FTEs that are proposed in the City Manager's FY2021 budget for bulk trash and unbundled brush and to not charge a fee to recover the cost of this service to residents.

Following discussion, Mr. Pierson advised that he would have a work plan prepared for the street and sidewalk repairs to be done in part by a contractor, and plan to use the Fund Balance to pay for these maintenance repairs for FY2021. He advised the staffing plan that was proposed can be re-evaluated for FY2022.

### **3. Present and Discuss Public Safety Concerns within the Oaks North Neighborhood.**

Police Chief Paul Spencer presented this item. He provided an overview of statistics for July 1, 2019 to July 1, 2020 for the Oaks North Neighborhood. This information included the number of calls for service, self-initiated activity, and offenses. He reviewed the Major Crimes (from the Uniform Crime Report) for a twenty-year period ending July 2020.

Chief Spencer provided the Department's crime prevention efforts that includes daily patrol officer activities, License Plate Recognition and Optical Camera Program, home security analysis, and Community Policing Program. He provided crime prevention and safety tips and advised that when any suspicious activity is observed residents should call the Police Department. Chief Spencer reviewed the suggestions he received from the Oaks North Homeowner Association (HOA) that include adding additional cameras and signage, and enhanced lighting. Chief Spencer expressed that crime prevention is a partnership between the community and the Police Department and he welcomed the opportunity to work with the residents.

Council Member Hughes advised that he lives in the Oaks North neighborhood. He said that some of the concerns of the neighborhood include the Ring (doorbell) data of other neighborhoods around Oaks North and increased the foot and vehicular traffic resulting from the development on Montfort. Council Member Hughes also advised that in response to these concerns the HOA has formed a Neighborhood Watch program, encouraged residents to install Ring cameras, and has installed additional lighting. He also spoke regarding the Town's future plan to add more cameras, lighting, and signage. He suggested signage informing people of the cameras might be helpful. In response to a question about the effectiveness of camera signage, City Manager Pierson advised that he would not recommend signage on the license plate readers (identifying them as such), that it would be better not to draw attention to them. He said that signage upon entering the neighborhood that security cameras are present might be an option.

Council Member Willesen suggested that an optical camera at Celestial Park might deter people from jumping the fence and coming into the neighborhood that way. Council Member Walden expressed his reluctance to add signage in the neighborhood. Council Member Braun expressed his appreciation for what the Oaks North neighborhood is already doing. He also encouraged people to get to know their neighbors as that would help them to know if something around their homes is out of the ordinary. Mayor Pro Tempore Ward added that is good advice for multi-family neighbors as well, and she voiced appreciation for the Oaks North residents for taking charge of their neighborhood. Mayor Chow spoke against adding camera signage and encouraged people to write down license plate numbers of unfamiliar vehicles in their neighborhoods, noting that the License Plate Readers may not always record that information.

# REGULAR MEETING

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## Announcements and Acknowledgements regarding Town and Council Events and Activities

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### Discussion of Events/Meetings

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**Public Comment:** *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing starts. Citizen comments are limited to **three (3) minutes**, unless otherwise required by law. To address the Council, please fill out a **City Council Appearance Card** and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

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

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**Consent Agenda:** *All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

4. **Consider Action to Approve the Minutes from the June 15, 2020 Special Meeting and the July 14, 2020 Regular Meeting.**

**MOTION:** Council Member Walden moved to approve Consent Agenda Item 4 as submitted. Council Member Hughes seconded the motion. Motion carried unanimously.

### Regular Items

5. **Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Changing the Zoning on Property Located at 5100 Belt Line Road Suite 796, Which Property is Currently Zoned PD, Planned Development, Through Ordinances O12-002 and O20-08, by Approving a Special Use Permit for a New Restaurant With the Sale of Alcoholic Beverages for on Premises Consumptions Only. Case 1815-SUP/Pie Tap.**

Charles Goff, Director of Development Services presented this item. He advised this request is for a new restaurant, Pie Tap, in a location previously occupied by La Comida within Village on the Parkway property. He advised there are currently three other Pie Tap locations in the Metroplex.

Mr. Goff advised the 3,669 square foot restaurant will be renovated and includes moving the location of the bar. Structural changes and moving the bar triggers the need for a Special Use Permit.

Mayor Chow opened and closed the Public Hearing with no one wishing to speak.

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**MOTION:** Council Member Hughes moved to approve this item. Mayor Pro-Tempore Ward seconded the motion. Motion carried unanimously.

**Ordinance No. O20-36:** Zoning Change 5100 Belt Line Pie Tap SUP

6. **Present, Discuss and Consider Action Related to a Special Election to Consider Charter Amendments; Including Potential Action to Adopt an Ordinance Ordering the Special Election for the November 2020 Uniform Election Date.**

Charles Goff, Director of Development Services presented this item. He reviewed that the Special Charter Amendment Election called for the May 2, 2020 election date was postponed due to Governor Greg Abbott's authorization to move the May election to the November 3, 2020 uniform election day because of the COVID-19 pandemic. Mr. Goff advised that at the July 14, 2020 meeting, the City Council discussed whether to reschedule the Charter Amendment Election to November 3 or possibly to May 1, 2021. Council directed staff to send a letter to the Governor and seek input on these dates. Mr. Goff noted that this matter was discussed with the Town's attorney this evening during Executive Session. He advised that if the consensus of Council is to hold the election on November 3, 2020 then the ordinance presented must be formally adopted at this meeting to meet the required timeline for the election.

**MOTION:** Council Member Walden moved to adopt the ordinance setting November 3, 2020 as the day to hold the Charter Amendment Election. Council Member Braun seconded the motion. Motion carried unanimously.

**Ordinance No. O20-37:** Order Special Election for November 2020

7. **Present, Discuss, and Consider Action on an Ordinance Authorizing the Issuance of Town of Addison, Texas, General Obligation Bonds, Series 2020.**

Nick Buliach with Hilltop Securities presented this item. He advised that five bids were received today with JP Morgan Securities submitting the winning bid at 1.406 percent. Bonds in the amount of \$13,635,000 were sold at a true interest rate of 1.399 percent due to JP Morgan Securities paying a \$1.6 million premium.

Mr. Buliach announced that the Town of Addison's bond rating with Moody's and Standards and Poors is AAA. He advised that Addison is one of eleven cities in the state of Texas to have this rating.

**MOTION:** Mayor Pro Tempore Ward moved to approve as presented. Council Member Willesen seconded the motion. Motion carried unanimously.

**Ordinance No. O20-38:** Authorize 2020 General Obligation Bonds

**8. Present, Discuss, and Consider Action on an Ordinance Authorizing the Issuance of Town of Addison, Texas, General Obligation Refunding Bonds, Taxable Series 2020.**

Nick Buliach with Hilltop Securities presented this item. He advised that nine bids were received today with the winning bid going to UMB Bank, N.A. at a true interest rate of 1.109 percent. He noted there is significant savings that resulted from this refunding due to exceptionally low interest rates and an eight-year shorter term. An approximate 15 percent savings will be realized.

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

**Ordinance No. O20-39:** Authorize 2020 General Obligation Refunding Bonds

**9. Present, Discuss and Consider Action on 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.**

Airport Director Joel Jenkinson introduced consultants for this project who were on-line to answer any questions Council had regarding the Change Order.

**MOTION:** Deputy Mayor Pro Tempore Quintanilla moved to table this item. Council Member Walden seconded the motion.

City Manager Pierson proceeded to review the questions on this matter that had been previously submitted by Council regarding NTTA's involvement with irrigation modifications and the installation of bollards around the Customs and Border Protection generator that were not included in the original drawings. These along with other items were approved by the City Manager under Change Order No. 1 because the amount was within his spending authority. Mr. Pierson reviewed the responses to the questions as provided to Council earlier. Mr. Pierson also addressed questions submitted for Change Order No. 2 regarding the elevator steel structure supports. Additional explanation was provided by the consultant.

Deputy Mayor Pro Tempore Quintanilla requested clarification on the process used to determine the requested changes and expressed that the process could be improved. Council Member Braun expressed that the explanations on the change orders could have been simpler.

Deputy Mayor Pro Tempore Quintanilla withdrew his motion to table this item. Council Member Walden withdrew his second to the motion.

**MOTION:** Deputy Mayor Pro Tempore Quintanilla moved to approve this item as presented. Mayor Pro Tempore Ward seconded the motion. Motion carried unanimously.

**10. Present, Discuss, and Consider Action on a Resolution to Approve a Ground Lease Agreement Between the Town of Addison and Mercury Air Center - Addison, Inc. (Doing Business As Atlantic Aviation) in the Proximity of 4400 Glenn Curtiss Drive and Authorize the City Manager to Execute the Agreement.**

Bill Dyer, Airport Real Estate Manager, presented this item. He advised that Mercury Air Center – Addison, Inc., doing business as Atlantic Aviation, is requesting that the Town of Addison execute a new, 40-year lease with the Town of Addison. Atlantic Aviation has operated as a fixed base operator at Addison Airport since 1997 and currently has a license agreement to sell fuel to the aviation public. The proposed new ground lease consolidates seven current leases which are all set to expire within the next 2 ¼ years. The consolidated ground lease will total approximately 11.49 acres. The proposed ground lease would have an initial term of seven years, with proposed extensions that would provide them a 40-year lease. During the first 13 years, Atlantic Aviation would make improvements totaling \$14 million. Details of each extension were provided as well as the annual rental income that would be realized for the Town.

**MOTION:** Council Member Hughes moved to approve as presented. Council Member Walden seconded the motion. Motion carried unanimously.

**Resolution No. R20-056:** Ground Lease Agreement with Mercury Air Center

**11. Present, Discuss, and Consider Action on the Second 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 time. He advised the Town’s Charter requires two readings of a franchise agreement ordinance and requires advertising the ordinance for four consecutive weeks in the official newspaper. He advised the first reading of this Oncor Electric Delivery franchise ordinance occurred June 23, 2020, the advertising has been done, and this is the second reading of the ordinance. Mr. Hawley reminded Council that this franchise agreement establishes Oncor’s operating conditions for power lines, poles, towers, wires, transmission lines, underground conduit, and other structures and facilities in the Town.

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

**Ordinance No. O20-31:** 2<sup>nd</sup> Reading of Oncor Electric Delivery Company LLC Franchise Agreement

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**Adjourn Meeting**

There being no further business to come before the Council, Mayor Chow adjourned the meeting.

**TOWN OF ADDISON, TEXAS**

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Joe Chow, Mayor

**ATTEST:**



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Irma G. Parker, City Secretary