

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

October 13, 2020

**Executive Session, Work Session & Regular Meeting
5:45 p.m.**

**Addison TreeHouse
14681 Midway Rd., Suite 200, Addison, TX 75001**

The Addison City Council conducted its Regular Council Meeting on Tuesday, October 13, 2020 at the Addison TreeHouse with a quorum of the City Council physically present. Limited seating for members of the public was available using CDC recommended social distancing measures. The Town utilized telephone and videoconferencing to facilitate participation in the meeting. Interested parties were able to make public comments and address the Council via emailed comments submitted to the City Secretary at iparker@addisontx.gov by 3:00 pm on the meeting day. Members of the public were also entitled to participate remotely via Toll-Free Dial-in Number: 877.853.5247; Meeting ID: 409.327.0683 Participant ID: #. Detailed instructions on how to participate in this meeting were available on the Town's website on the Agenda Page. The meeting was live streamed on Addison's website at www.addisontexas.net

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

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

Pledge of Allegiance: Mayor Chow led the Pledge of Allegiance

EXECUTIVE SESSION

Closed (Executive) Session of the Addison City Council pursuant to: Section 551.074, Tex. Gov. Code, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, pertaining to:

- Municipal Court Presiding and Alternate Judges Evaluation

Mayor Chow closed the Open Session to convene the City Council into Closed Executive Session at 5:47 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 6:16 p.m. No action was taken as a result of Executive Session.

WORK SESSION

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

City Manager Wes Pierson advised that on October 7, 2020 Governor Greg Abbot issued a new Executive Order that will allow bars to open at 50 percent capacity and would allow County Judges to opt-in by filing their intent to enforce regulations with the State. Dallas County Judge Clay Jenkins stated that he will not file at this time. Mr. Pierson advised that the Town is still following the same protocols with no changes. He did advise that the Code of Ordinances states that the regular meetings of the City Council shall begin at 7:30 pm but that such time may be changed as necessary through the posting of the new time on the agenda. Accordingly, the agenda for today's meeting was posted to begin at 5:45 p.m., to allow for moving from one portion of the meeting to the next without having to recess and reconvene until 7:30 p.m. Mayor Chow advised the city attorney has opined this change allowed.

2. **Present and Discuss Recognition Options for Former Addison Police Officer Ronnie Cox.**

Police Chief Paul Spencer presented this item. He reviewed that in 1986 Addison Police Officer Ronnie Cox was killed in the line off duty serving a narcotics warrant in the City of Dallas. Currently, there is not any type of formal memorial or official recognition of Officer Cox's sacrifice within the Town.

Chief Spencer reviewed the current Naming and Recognition Policy of the Town. He provided a photograph of a display honoring Ronnie Cox that is currently in the Police Department lobby. He also provided photographs of recognitions currently in place at Addison's Fire Stations. Chief Spencer presented photographs of memorials at the police departments in Richardson, Grand Prairie, and Garland.

Chief Spencer reviewed some possible options that included installing artwork or a monument on the Police Department Property that could include other recognitions, not just a memorial. He added that staff could work with the Arbor Foundation to obtain proposals. Another option is to create a Public Safety Memorial on Town property. Chief Spencer requested Council feedback on how to move forward.

During discussion among Council it was determined that the Town should begin taking steps to move forward on this project. Council Members Walden and Braun expressed they would like to have a single Public Safety Memorial at a public location that would be frequented by visitors to Addison. Other Council Members expressed that they would prefer two projects, having something located at the Police Department and another Public Safety Memorial. After discussion, it was determined to begin the process on having something designed to honor Officer Cox to locate at the Police Department in the near term and also to begin work on an artistic project that honors public safety generally, that can be located in a public space (such as a park), that can be moveable (if relocation is desired in the future), and to work with the Arbor Foundation in the process.

3. Present and Discuss Amending the Fee Schedule Related to the Provision of Ambulance Services.

C.J. Alexander, Deputy Fire Chief, presented this item. He reviewed that the last time Addison updated its ambulance service fees was in 2017. He advised this this proposal does not change how residents are billed, only the fee amounts. It was clarified that Addison bills residents' insurance companies and the residents do not pay a balance bill. Non-residents must pay their full ambulance bill directly to the Town. He advised that the largest percentage of ambulance billings are for non-residents.

Chief Alexander provided the rates of the comparison cities, and Addison's current and proposed fees. He added that currently Addison is charging below what is reasonable and customary for the services.

REGULAR MEETING

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

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

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

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

4. **Consider Action to Approve the Minutes from the September 22, 2020 Regular Meeting.**
5. **Consider Action on a Resolution to Approve an Interlocal Agreement with Dallas County Health and Human Services for Coordinated Health Services and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$2,500.**
6. **Consider Action on a Resolution to Approve a Grant Funding Agreement Between the Town of Addison and Addison Arbor Foundation and Authorize the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$65,000.**
7. **Consider Action on a Resolution to Approve a Grant Funding Agreement Between the Town of Addison and Metrocrest Services and Authorize the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$66,120.**
8. **Consider Action on a Resolution to Approve a Grant Funding Agreement Between the Town of Addison and Dallas Cat Lady and Authorize the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$5,000.**
9. **Consider Action on a Resolution to Approve a Grant Funding Agreement Between the Town of Addison and Dallas County Mental Health & Retardation d/b/a Metrocare Services and Authorize the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$5,000.**
10. **Consider Action on a Resolution to Approve a Grant Funding Agreement Between the Town of Addison and Outcry Theatre, Inc. and Authorize the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$2,500.**
11. **Consider Action on a Resolution to Approve a Grant Funding Agreement Between the Town of Addison and The Family Place and Authorize the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$2,500.**
12. **Consider Action on a Resolution to Approve a Grant Funding Agreement with On Eagles Wings, Inc. d/b/a Woven Health Clinic and Authorize the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$5,000.**
13. **Consider Action on a Resolution to Approve a Grant Funding Agreement with WaterTower Theatre and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$375,000 in Cash and In-Kind contributions.**
14. **Consider Action on a Resolution to Approve a Contract with The World Affairs Council of Dallas/Fort Worth for Consulting Services and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$60,000.**

15. **Consider Action on a Resolution to Approve a Joint Funding Agreement With VPDEV2, LLC (a.k.a UDR) for Funding Related to the Design and Construction of the Alpha Road Connector Project / Bella Lane Extension and Authorize the City Manager to Execute the Agreement.**
16. **Consider Action to Approve the Third Quarter Update from the Finance Committee to the City Council for the Period from April 2020 to June 2020.**
17. **Consider Action to Approve the Fourth Quarter Update from the Council Finance Committee to the City Council for the Period from July 2020 to September 2020.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. Council Member Willesen requested to pull Item 9 and Council Member Hughes requested to pull Item 14.

MOTION: Council Member Braun moved to approve Consent Agenda Items 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16 and 17 as submitted. Council Member Quintanilla seconded the motion. Motion carried unanimously.

******* Consent Item 9 *******

Council Member Willesen inquired as to how the Town ensures grant recipients follow through on the uses of the funds that are stated in the agreements. City Manager Pierson advised that grant funding is not contingent on performance, which is different from service agreements. Mr. Pierson advised that Metrocare Services responded to his email inquiry about completion of a community room listed as a use of funds in the previous year's agreement, and they advised the project was put on hold due to COVID-19 and will provide a more complete status of the project in the next few weeks.

City Attorney Brenda McDonald explained that the language in the grant agreements states that recipients are to notify the Town if the uses are not completed however, they are not required to return the funds. Council Member Walden suggested that perhaps the grant agreements be worded more like service agreements in the future.

MOTION: Council Member Willesen moved to approve Item 9 in the amount of \$2,500 rather than \$5,000. Council Member Walden seconded the motion. Motion carried unanimously. Mayor Chow confirmed it is possible for them to receive additional funding later.

******* Consent Item 14 *******

Council Member Hughes expressed his appreciation to individuals Jim Falk and Beth Huddleston with the World Affairs Council. He stated that the agreement includes that the World Affairs Council will host an annual event. Council Member Hughes advised he discussed this with Mr. Falk who agreed that due to the pandemic the event may be done virtually.

MOTION: Council Member Hughes moved to approve this item with adjusted wording to reflect that the Addison focused event may be held virtually, depending on timing, and that if possible, it will be held in person. Mayor Pro Tempore Ward seconded the motion. Motion carried unanimously.

Resolution No. R20-074: Interlocal Agreement with Dallas County Health and Human Services

Resolution No. R20-075: Addison Arbor Foundation Grant

Resolution No. R20-076: Metrocrest Services Grant

Resolution No. R20-077: Dallas Cat Lady Grant

Resolution No. R20-078: Metrocare Services Grant

Resolution No. R20-079: Outcry Theatre, Inc. Grant

Resolution No. R20-080: The Family Place Grant

Resolution No. R20-081: Woven Health Clinic Grant

Resolution No. R20-082: Water Tower Theatre Grant

Resolution No. R20-083: World Affairs Council Consulting Services Agreement

Resolution No. R20-084: Joint Funding Agreement Alpha Road Connector/Bella Lane Extension

Regular Items

18. **Hold a Public Hearing, Present, Discuss, and Consider Action to Approve an Ordinance Changing the Zoning on Property Located at the Southwest Corner of Dallas Parkway and Excel Parkway, Which Property is Currently Zoned PD, Planned Development, Through Ordinance 008-054, to a New PD District in Order to Allow a Senior Living Development and Future Office Development. Case 1816- Z/Addison Senior Living.**

Wilson Kerr, Interim Planning and Development Manager, presented this item. He advised this item is a request for a zoning change on a 11.607-acre property located at the southwest corner of Dallas Parkway and Excel Parkway for a new Planned Development that would allow for an 11-story senior living facility. Mr. Kerr advised that most of the property will be used for high-density office development and 4.273 acres would be used for the senior living facility. There would also be a new public street between Dallas Parkway and Addison Road, which requires rezoning and will be built in accordance with the Master Transportation Plan. Mr. Kerr added that a 70,806 square-foot parking structure is included.

Mr. Kerr reviewed that the senior living facility is planned to have 294,325 square feet with 217 senior living dwellings. The building requirements were reviewed.

PRDG Architect Jeff Dolian was present via teleconference call. The exterior elements of the building were discussed, and it was noted that only minor deviations from the ordinance would be allowed. Information regarding the building's interior were provided. It was noted that a contractor has not been selected at this point however once construction begins it should take approximately 22 months to complete.

Mayor Chow opened and closed the public hearing with no one wishing to speak.

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

Ordinance No. O20-57: Zoning Change, Case 1816-Z/Addison Senior Living

19. **Present, Discuss, and Consider Action on Change Order #3 to the Contract with JC Commercial, Inc. for Costs Related to Unforeseen Issues and 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 \$17,275.41.**

Joel Jenkinson, Airport Director presented this item. He reviewed the unforeseen issues and conditions necessitating this requested Change Order No. 3. He noted that the change order also includes two credits for items that were determined to be unnecessary or better suited to include in the airside project scope. Details of the below list of items were presented as well as photos, costs, and time extensions.

Description	Amount
Dry Wall Adjustment for Plumbing	\$2,943.10
Landscaping and Irrigation Changes	\$2,723.21
Equipment Delays Due to ASI 02	\$7,183.18
CCD-001 Scuppers and Downspouts	\$3,478.06
CCD-002 Drywall Support Labor	\$1,078.23
CCD-003 Door Hardware and Mullion Finishes Color Change	\$2,677.03
CCD-004 Additional Hardware for Door	\$886.60
Northwest Security Camera Pole Removal from Project Scope	(\$1,612.00)
Locker Credit	(\$2,100.00)
Subtotal	\$17,257.41

MOTION: Council Member Quintanilla moved to approve as presented. Council Member Willeesen seconded the motion. Motion carried unanimously.

20. **Present, Discuss, and Consider Action on a Resolution to Adopt the Town of Addison Investment Policy for Fiscal Year 2020-2021.**

Steven Glickman, Chief Financial Officer presented this item. He reviewed that the Public Funds Investment Act requires the Council to annually adopt the Town's Investment Policy. This policy applies to the investment and management of all funds of the Town and includes the following priorities:

- Preservation and safety of principal
- Understanding the suitability of the investment to the financial requirements of the Town

- Liquidity
- Marketability of the investment if the need arises to liquidate the investment prior to maturity
- Diversification of the investment portfolio
- Yield

The following changes to the existing policy are being proposed for FY 2020-2021:

1. Section III - Added investment strategies for each fund represented in the investment portfolio to better align with best practices.
2. Section IV - Limiting bonding requirements to only the CFO and Controller.
3. Section VII - Authorized Security Investments:
 - Paragraph D - Increased the maximum allowable maturity of Certificates of Deposit from 3 years to 5 years
 - Paragraph E - Increased the maximum allowable maturity of Commercial Paper from 180 days to 270 days
 - Paragraph K - Increased the maximum allowable maturity of Other Obligations from 2 years to 5 years
 - Added Paragraph L - Obligations of states, agencies, counties, cities, and other political subdivisions of any state have been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent with a maturity not to exceed five (5) years from the date of purchase.
4. Section VIII - Other Investment Guidelines:
 - Added the exception to competitive bidding to exclude government securities issued at par.
 - Added liquidation exemption for existing investments as follows: The Town is not required to liquidate investments that were authorized investments at the time of purchase. The Town shall consider the time remaining until maturity, the quality of the investment, and the quality and amounts of any collateral which may be security the investment in determining whether to hold the investment until maturity or to redeem the investment.
5. Section IX - Extended the weighted average maturity of the investment portfolio from 18 to 24 months.
6. Section X - Investment Limits:
 - Local Government Investment Pools - Increased the maximum allowable investment from 40 to 70 percent of total portfolio.
 - Municipal Bonds - Made the maximum allowable investment 50% of total portfolio whereas the previous investment policy was silent on the maximum level of investment.

Mr. Glickman advised that the Finance Committee reviewed this information at their meeting of October 12th. Council Member Willeesen inquired whether there should be a maximum amount for any individual investment. Mr. Glickman stated that he had reviewed several policies and that maximum is not needed but if a maximum were preferred for addition to the Policy, he recommended a maximum of 25 percent limit on any individual issuer. The change would be no problem or issue.

MOTION: Council Member Hughes moved to approve Item 20 amended to reflect a 25 percent limit on any one issuer except for US Government Securities and Investment Pools. Mayor Pro Tempore Ward seconded the motion. Motion carried unanimously.

Resolution No. R20-085: Adopt Investment Policy for FY 2020-2021

21. Present, Discuss, and Consider Action on a Resolution to Approve Texas Cooperative Liquid Assets Securities System (Texas CLASS) as an Authorized Investment.

Steven Glickman, Chief Financial Officer presented this item. He advised that Texas CLASS is an investment pool option that utilizes all eligible investments as defined by the Public Funds Investment Act (PFIA). Texas CLASS may invest in any or all the legal investments specified in Sections through 2256.016, of the Act.

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

Resolution No. R20-086: Approve Texas Cooperative Liquid Assets Securities System as an Investment

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