

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

October 27, 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 27, 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 551.071, Tex. Gov. Code, Consultation with an attorney to seek legal advice regarding pending or contemplated litigation or settlement offer, regarding:

- G J Seeding, LLC v. FNH Construction, LLC and Hudson Insurance Company, Cause No. DC-20-11409, 134th Judicial District, Dallas County, Texas.

Mayor Chow closed the Open Session to convene the City Council into Closed Executive Session at 5:50 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 6:30 p.m. No action was taken as a result of Executive Session.

WORK SESSION

1. **Present and Discuss the Hotel Fund's Financial Sustainability.**

John Crawford, Deputy City Manager introduced this item to the Council. He reviewed the effects of COVID on hotel occupancy rates which fell from approximately 70 percent to 14 percent during March 2020. He advised that occupancy rates are now approximately 30 percent. Mr. Crawford said that this drop led staff to establish an ad hoc group/evaluation team led by Bill Hawley, Director of Administrative Services. The group reviewed the Hotel Fund, its events and activities and found that the Fund is financially sustainable through 2021. This presentation is a review of the findings.

Steven Glickman, Chief Financial Officer, reviewed the Hotel Fund's revenues and expenditures, and its uses and regulations. He presented a five-year forecast for the Fund that reflects a decline in the Fund balances from 2022 through 2025, with negative Fund balances the last two years. He added that expenses for the Conference Centre during 2020-2021 were low due to the Centre being closed and the following years, an open Conference Centre is reflected.

Mr. Hawley explained the evaluation group included representatives of Town departments funded by the Hotel Occupancy Tax Fund (HOT). He reviewed the scoring criteria and how well each program supports these factors: 1) Tourism & Hotels; 2) H.O.T. Category; 3) Addison Brand; 4) Local Economic Impact; 5) Percentage of program costs that are offset by the program's revenue. A 2021 Financial summary for each program included Total Revenue, Expenses, and the cost to the Hotel Fund.

The sixteen programs supported by the Hotel Fund are: Taste Addison, Addison Kaboom Town!®, Octoberfest, Addison After Dark, Addison Circle Park maintenance, Special Event Permitting, Operations and Administration, Addison Theatre Centre, Performing Arts Grants, Addison Conference Centre, Conference and Meeting Incentives, Hotelier Support, World Affairs Council, Tourism Administration, Market (Town), Marketing and Administration.

City Manager Wes Pierson advised that for next year there is a \$700,000 funding shortfall. Staff would like to know the Council's desires regarding the shortfall. He advised that it might be possible to adjust some events to compensate for the shortage until normalcy returns following COVID. Council Member Hughes stated that he does not want the quality of the Town's events

to deteriorate, and suggested that funding might be used from the General Fund to supplement the shortage in order to encourage people to continue to attend events in Addison. Council Member Walden expressed that eliminating the VIP Program(s) for Kaboom Town and other events would not be a great impact to the events, adding that he would agree to also use funds possibly from the General Fund. Mayor Pro Tempore Ward also suggested that the Town's marketing firm might be able to fine-tune the strategies used for marketing the events. She also expressed that funding for the maintenance of Addison Circle Park should be left in place due to the high usage of the park.

Mayor Chow stated that this item is a briefing and that a future discussion will be held. City Manager Pierson advised that staff will bring back this item with some recommendations, and summarized the Council's thoughts on the discussion. Deputy Mayor Pro-Tempore Quintanilla requested that the financial impact of any additional options be provided, and Council Member Braun requested that staff look at other ways to recover a greater portion of the future costs to operate the Addison Conference Centre that would help offset expenses.

2. Present and Discuss Public Input Related to the Addison Athletic Club Renovations.

Janna Tidwell, Director of Parks and Recreation, presented this item. She reviewed that renovations to the Addison Athletic Club were included in the November 2019 Bond Election which include locker room renovations, gymnasium and track improvements, pool modernization, roof replacement and HVAC replacement. The renovations are currently in the design phase. She noted that other items are included in the design but not funded at this time. Ms. Tidwell reminded Council that in June of 2020 Council awarded a contract to LPA Architects to design the renovations. A survey was made available to residents from September 22nd through October 13th and the results of the survey are included in the presentation. There were 449 responses to the survey.

Ms. Tidwell reviewed the five questions that were included in the survey regarding design style preferences, changing room preferences, sauna, and steam shower preferences. The design choices were traditional or transitional. She reviewed the survey feedback and based on that feedback, staff is recommending proceeding with the traditional design and blending in some transitional elements identified in the surveys that included adding color accents. Ms. Tidwell reviewed three options for changes to the locker rooms that were provided by the design firm for consideration. Option A is like what exists now, adding family suites on both sides. Option B includes a steam shower and infrared sauna. Option C has all the family changing suites on one side, with the men's and women's suites on the other side. Option C also eliminates the men's and women's sauna and includes a unisex sauna. Staff's recommendation is to proceed with Option A, and to look at ways to add a door from the men's room to the outdoor pool and add swimsuit dryers. Increased privacy will also be included. The Council agreed with staff's recommendations.

3. Present and Discuss Council Calendar for November 2020 through March 2021.

City Secretary Parker provided scheduled meeting dates of City Council, Planning and Zoning Commission, Finance Committee, and important election dates. Ms. Parker reminded the Council of the Tuesday, November 3rd Special Charter Amendment Election. The Election canvas may be

held on the 10th if the results are available. Ms. Parker explained that the Election Code authorizes the Mayor to set the date and time to canvass the election results and stipulates that only two members of the Council are required to be in attendance to conduct the canvassing of the election results. Council discussed pursuing this option as opposed to calling a special meeting of the entire Council to canvass the results. A 72-hour meeting notice would still apply for the conduct of the canvass and would be open to the public. The unofficial election results will be provided to each Council Member and published on the Town’s website when available. Meeting dates are shown as follows:

DATE	MEETING	NOTES
Tuesday, November 3, 2020	SPECIAL CHARTER AMENDMENT ELECTION	
Monday, November 9, 2020	Finance Committee	
Tuesday, November 10, 2020	Council Meeting	
Tuesday, November 17, 2020	Planning & Zoning Commission	
Tuesday, November 24, 2020	Council Meeting - CANCELLED	Thanksgiving Holidays
Monday, December 7, 2020	Finance Committee	
Tuesday, December 8, 2020	Council Meeting	
Tuesday, December 15, 2020	Planning & Zoning Commission	
Tuesday, December 22, 2020	Council Meeting - CANCELLED	Christmas Holidays
Monday, January 11, 2021	Finance Committee	
Tuesday, January 12, 2021	Council Meeting	
Wednesday, January 13, 2021	1st Day to File for a Place on the Ballot	May 1, 2021 General Election
Tuesday, January 19, 2021	Planning & Zoning Commission	
Tuesday, January 26, 2021	Council Meeting	
Monday, February 8, 2021	Finance Committee	
Tuesday, February 9, 2021	Council Meeting	
Friday, February 12, 2021	LAST DAY to file for Place on the Ballot	May 1, 2021 General Election
Tuesday, February 16, 2021	Planning & Zoning Commission	
Tuesday, February 23, 2021	Council Meeting	
Monday, March 8, 2021	Finance Committee	
Tuesday, March 9, 2021	Council Meeting	
Tuesday, March 16, 2021	Planning & Zoning Commission	
Tuesday, March 23, 2021	Council Meeting	

Ms. Parker advised she has provided the Council Members with calendars for April and May that include pertinent dates regarding the May 1, 2021 election are included. Council Member Hughes inquired whether an April date should be identified for a Town Hall meeting. April 5th is the proposed date.

4. Present and Discuss Options for a 2020 Community Holiday Event.

Jasmine Lee, Director of Special Events presented this item. She reviewed that the Town hosts an annual free community holiday celebration at the Addison Conference Centre, however the Centre is closed for 2020 due to the current limitations on large social gatherings.

Ms. Lee presented three possible options for Council consideration. Option A is to move the event outdoors to Addison Circle Park. A concert would be provided with socially distanced lawn seating, as well as a catered box meal, themed background photo areas, and family activities. Ms. Lee advised the cost for approximately 1,000 people is \$40,000. Option B is a drive through event where Addison residents could pickup a gift bag, a holiday dessert box and activity kit for 1,000 households at a cost of \$25,000. Virtual Santa photos would be available for up to 200 households. Option C is for residents to pick up a gift bag at the Addison Athletic Club that would include an Addison-branded ornament and a letter from the Mayor and Council. The cost for this is \$20,000 for up to 6,000 households.

Following discussion, the Council's consensus was for Option A and to include the digital Santa photos. It was noted that in the event of rain those who RSVP'd could pick up their boxed meals and ornament by a drive-through process.

5. **Present and Discuss an Update on the Town's Citizen Engagement Platform, the Addison FixIT App.**

Hamid Khaleghipour, Executive Director of Business Performance and Innovation, presented this item. He provided an overview of the Addison FixIT App, the Town's citizen engagement tool. He reviewed that the vendor, Rock Solid, Inc., currently has the application in use in 19 Texas cities, and it was launched in the Town of Addison in December 2019.

Mr. Khaleghipour provided a review of the number of service requests and the types of requests received through the App this year by the Town. Network Specialist Chad Hancock provided a demonstration on how the App works. Council Member Willesen expressed a concern that photos of a particular issue are not always included and suggested that might be a helpful component so that new reports on the same matter might be eliminated. He also expressed that he would like the App to be more user friendly. Council Member Walden advised that he has observed that all comments on a particular report may not be visible to the user. Mr. Hancock advised that suggestions such as these can be reported to the vendor to improve the way the App works. Marketing Director Mary Rosenbleeth reviewed the marketing methods used to promote use of the App, particularly using the Newsletter, Facebook posts, and through the Town website.

[A five-minute recess was taken.]

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 one request had been received to address the City Council via telephonic means for a specific agenda item. The call will be taken during that agenda item.

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.*

6. **Consider Action to Approve the Minutes from the October 13, 2020 Regular Meeting.**
 7. **Consider Action on Ordinances to Reappoint Larry Dwight as Presiding Municipal Judge to the Addison Municipal Court of Record #1 and to Reappoint Cass Callaway and Danielle Dulaney as Alternate Municipal Judges to the Addison Municipal Court of Record #1 and Authorize the City Manager to Execute the Agreements.**
 8. **Consider Action on an Ordinance Amending Chapter 38, Section 38-54 (Emergency Ambulance Service Fees) of the Code of Ordinances of the Town of Addison.**
 9. **Consider Action on a Resolution Authorizing the City Manager to Enter into an Agreement with the Texas Department of Transportation to Participate in the Routine Airport Maintenance Program (RAMP) Grant for Airport Improvements at Addison Airport in an Amount Not to Exceed \$50,000.**
 10. **Consider Action to Authorize the Purchase and Installation of Furnishings, Fixtures, and Equipment for the Addison Airport Customs and Border Protection and Airport Administration Facility from bkm Total Office of Texas, LLC, Through the OMNIA Partners Purchasing Cooperative in an Amount Not to Exceed \$158,158.03 \$156,158.03.**
 11. **Consider Action on a Resolution to Approve the Agreement for Professional Engineering Services Between the Town of Addison and Cobb, Fendley & Associates, Inc. to Perform Professional Services for a Comprehensive Update of the Current Engineering Design Standards, Construction Details, and Front-End Bid Document Specifications for the Town of Addison and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$186,550.**
 12. **Consider Action on a Resolution to Approve a Professional Services Agreement with Kleinfelder, Inc. to Perform Engineering Services for a Risk & Resilience Assessment and Emergency Response Plan and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$86,200.**
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13. **Consider Action on a Resolution to Approve the Purchase of Network infrastructure from Solid IT Networks, Inc. and an End User License Agreement with Extreme Network for the Installation of Hardware, Software, and Ongoing Technical Support Services and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$158,441.27.**
14. **Consider Action on a Resolution to Approve an Agreement for Funding Between the Town of Addison and the Metrocrest Chamber of Commerce and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$35,000.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion.

Mayor Pro-Tempore Ward requested that Item 7 be removed for separate discussion. Mayor Chow noted that Council Member Hughes wished to remove Item 14 and City Manager Pierson requested that Item 10 be removed for clarification.

Prior to the motion being made, Mayor Chow called on Mayor Pro-Tempore Ward to address Item 7. Mayor Pro Tempore Ward expressed her appreciation to the Municipal Court Judges for their service and offered congratulations on their reappointments.

MOTION: Council Member Walden moved to approve Consent Agenda Items 6, 7, 8, 9, 11, 12, and 13 as submitted. Council Member Hughes seconded the motion. Motion carried unanimously.

******* Consent Item 10 *******

City Manager Pierson advised the dollar amount of \$158,158.03 as stated on the agenda is incorrect. He advised the correct amount is \$156,158.03.

MOTION: Mayor Pro Tempore Ward moved to approve Item 10 as corrected. Council Member Hughes seconded the motion. Motion carried unanimously.

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

Council Member Hughes stated he requested this Item be removed to acknowledge and praise the work done by the Metrocrest Chamber of Commerce and President Erin Carter for the Town. As a result of Covid-19, the Chamber offices have relocated to the Addison TreeHouse. Ms. Carter briefly addressed the Council and expressed her thanks

MOTION: Council Member Hughes moved to approve Item 14 as presented. Council Member Braun seconded the motion. Motion carried unanimously.

Ordinance No. O20-48: Municipal Court Judge Appointment 2020 Dwight

Ordinance No. O20-49: Municipal Court Judge Appointment 2020 Calloway

Ordinance No. O20-50: Municipal Court Judge Appointment 2020 Dulaney

Resolution No. R20-088: TxDOT Airport Grant Agreement for Improvements

Resolution No. R20-089: Cobb, Fendley & Associates Professional Services Agreement

Resolution No. R20-090: Kleinfelder, Inc. Engineering Services Agreement

Resolution No. R20-091: Solid IT Networks- Network Infrastructure Purchase and Extreme Network- License Agreement

Resolution No. R20-092: Funding Agreement with Metrocrest Chamber of Commerce

Regular Items

15. **Present, Discuss, and Consider Action to Approve an Ordinance Granting a Meritorious Exception from the Code of Ordinances Chapter 62 for Fish Gallery, Located at 15003 Inwood Road, in Order to Permit Two Signs with a Height of 33 inches, One on the East Facade and One on the South Facade.**

Wilson Kerr, Development Services Manager, presented this item. He advised that the Fish Gallery, located at 15003 Inwood Road, is requesting a Meritorious Exception regarding the size of two signs. He advised the signs are not in compliance with the Town's regulations.

Mr. Kerr reviewed the regulations and the size of the signs. He advised that the signs do not comply with the height requirement set forth in the Code of Ordinances, Section 62-163, exceeding the allowed maximum letter/logo height by 13 inches on the east facade and 3 inches on the south facade. He advised this equates to a 65 percent increase in size from what is allowed on the east and a 10 percent increase on the south. He advised that staff is recommending denial of the exception request.

Dean Tapper, representative of the property owner, addressed the Council by teleconference. He described the building where the signage will be placed as a large, "green" building. He advised the building is a remodel of the previously owned Seigel's Liquor Store and will anchor this development that will include other pet related businesses. Mr. Tapper advised that the previously purchased signage is quite expensive and the owner would prefer to use them rather than having the expense of replacement. He expressed that people would not notice that the signs are three inches too large as they drive by.

Discussion among Council included concerns that the other planned businesses in the development may also want to have out of compliance signage. Mr. Tapper advised that all other signage would comply. Several Council Members also expressed that other signage exceptions have been requested in the past and have been denied. It was noted that the sign ordinance may possibly undergo revisions in the future (Code review in progress), however it is unknown whether there will be any changes or if so, when. Mayor Chow expressed that the signage looks nice.

MOTION: Council Member Willesen moved to deny this request. Council Member Walden seconded the motion. Motion passed with a vote of 4-3, with nay votes from Mayor Chow, Council Member Braun, and Deputy Mayor Pro-Tempore Quintanilla.

16. Present, Discuss, and Consider Action on the Appointment of a Selection Committee for the Addison Circle/Silver Line Station Transit-oriented Development Project.

Phyllis Jerrell, Interim Director of Development Services presented this item. She reviewed that Cushman and Wakefield, the Town's real estate advisor/broker for the properties located adjacent to the DART Silver Line Transit Station, is initiating the process to select a master developer and development proposal in accordance with the adopted vision for the area. The appointment of a Selection Committee composed of Council Members that will work with Town Staff and the Town consultants is part of this effort.

Ms. Jerrell advised that the Selection Committee update and recommendations to the full City Council will include the following:

- The parameters to be used in the selection of a master developer through an RFP process.
- The developers chosen to advance to the second phase of the selection process.
- The selection of the preferred development partner based on formal proposals which will include a development concept and information on how they will finance the development.

Ms. Jerrell advised that review of the RFPs will have two phases, and the final selection should occur in February or March 2021. The Selection Committee's meetings will start in November and continue until the ultimate preferred developer is chosen. Staff recommends the appointment of three City Council Members to the Selection Committee.

Council Member Hughes expressed that perhaps the entire Council decide the parameters rather than three members of a committee. Mayor Chow responded that three Council is less than a quorum (for meeting purposes) and recommended that Council Members Tom Braun, Paul Walden, and Guillermo Quintanilla be appointed to the Selection Committee due their experience and expertise.

City Manager Pierson described the process saying that the Committee will work with staff and the consultant to make a recommendation to the entire Council. Council Member Hughes clarified that following the parameters determination, the Committee would report that back to the full Council prior to reviewing the submitted RFPs.

MOTION: Mayor Pro Tempore Ward moved to appoint three members of Council to a Selection Committee that includes Council Members Tom Braun, Paul Walden, and Guillermo Quintanilla. Council Member Hughes seconded the motion. Motion carried unanimously.

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