

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

November 10, 2020

**Work Session & Regular Meeting
6:30 p.m.**

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

The Addison City Council conducted its Regular Council Meeting on Tuesday, November 10, 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

WORK SESSION

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

Bill Hawley, Director of Administrative Services, presented this item. He reviewed that during the October 27, 2020 Council meeting, staff began a discussion with Council about the financial sustainability of the Hotel Fund. The discussion included an overview of the Hotel Fund and Texas Hotel Occupancy Tax regulations. A five-year projection of the fund's financial sustainability was presented. Staff also discussed the events and activities of the Hotel Fund in a program-based format. Council provided direction on the development of recommendations.

Mr. Hawley advised that staff would maintain the Gold Standard in all Hotel Fund Programs while being sensitive to the financial impacts of COVID-19 on the Fund. He advised that for the Hotel Fund to meet the 25 percent reserve requirement in Fiscal Year 2022 and beyond, fund transfers are recommended such as reimbursing the Hotel Fund from the Infrastructure Investment Fund for the \$1,126,567.67 for the Addison Circle Park Fountains. Additional considerations might include paying for the Addison Circle Park maintenance from the General Fund. These steps would return an estimated \$1.5 million to the Fund thereby providing an estimated 18 additional months before dropping below the reserve requirements.

Mr. Hawley advised there will be Council Work Session discussions regarding the Conference Centre and a presentation from Jasmine Lee on Special Events in early 2021.

A brief discussion among Council followed regarding how much should be included in transfers, as well as the potential impact of next year's property taxes. Council Member Willesen inquired whether Addison After Dark was considered a special event. Special Event Director Jasmine Lee responded that it is a smaller, introductory program and considered secondary. It was noted that it is like the Vitruvian After Dark program. Council Member Willesen suggested that these two programs be combined into a single weekend to encourage attendance by out-of-town visitors resulting in potential hotel stays.

2. Present and Discuss Recommendations Amending Fire Department Plan Review and Prevention Fees.

Fred Calhoun, Fire Marshall, presented this item. He advised that Addison currently charges fees for plan review and inspections. He advised that a comparison of fees charged with those of Addison's comparison cities revealed that Addison's calculations resulted in fees higher than most. Fire Marshall Calhoun advised that Addison's Plan Review Fees are based on square footage, which causes the fee calculation to be confusing to the customers. Examples were provided as well as a summary of comparison cities' Plan Review Fees. The proposed new fees were presented. It was noted that Item 13 on the consent agenda is adoption of an ordinance for the proposed fees however it will be pulled for separate discussion to correct some terminology.

3. Present and Discuss the Town of Addison's Legislative Priorities for the 87th Texas Legislative Session.

Bill Hawley, Director of Administrative Services, presented this item. He advised that the 87th Session of the Texas Legislature will begin in January 2021. In advance of recent legislative sessions, the Town has adopted legislative priorities to be utilized as a guide to protect and enhance the Town's municipal interests. The City Council most recently adopted legislative priorities in 2018, 2016 and 2014.

Mr. Hawley presented an overview of proposed topics for Council consideration and discussion, and a priority list that outlines topics of interest to the Town. It is anticipated that the formally adopted legislative priorities will be used to communicate with state legislators regarding the

Town's position on topics that impact the Town of Addison. Topics include local control, revenue and expenditure caps, transportation funding, and education funding.

Additionally, the Town will coordinate efforts when interests are aligned with partners including but not limited to: Texas Municipal League, Texas Coalition of Cities for Utility Issues, North Central Texas Council of Government, Dallas Area Rapid Transit, and the Texas Municipal Retirement System. Most of the Town's efforts will be dedicated to defeating legislation that would negatively affect the Town, such as those that enact unfunded mandates for cities, disable cities from controlling local right-of-way, and building codes that are not in alignment with the Town's standards.

Mr. Hawley advised that this draft legislative priority list presented for discussion will be included in the December meeting for adoption. Several Council Members spoke positively regarding the list.

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 on the Minutes from the October 27, 2020 Regular Meeting.**
5. **Consider Action on a Resolution to Approve the Purchase of Central Control Irrigation Software and Equipment from Interspec Through the BuyBoard Texas Local Government Purchasing Cooperative and Authorize the City Manager to Execute the Purchase Order in an Amount Not to Exceed \$96,421.60.**
6. **Consider Action on Resolutions to Approve the Purchase of Eleven (11) Fleet Vehicles and Equipment Through BuyBoard and Authorize the City Manager to Execute the Purchase Orders** in an Amount Not to Exceed \$356,788.

7. **Consider Action on a Resolution to Approve the Purchase of (12) Vehicles from Sam Pack's Five Star Ford Through the Tarrant County Purchasing Cooperative and Authorize the City Manager to Execute the Purchase Order in an Amount Not to Exceed \$561,436.01.**
8. **Consider Action on a Resolution to Approve the Purchase of (1) Ambulance from Mac Haik Chrysler Dodge Jeep LLC Through the Houston Galveston Area Council Cooperative and Authorize the City Manager to Execute the Purchase Order in an Amount Not to Exceed \$286,849.95.**
9. **Consider Action to Approve the Purchase of Traffic Signal Controllers, Traffic Signal Smart Monitoring Devices, Vehicle Detection Upgrades and Associated Components and the Renewal of Traffic Signal Software, Maintenance, from Paradigm Traffic Systems, Inc. and Authorize the City Manager to Execute the Purchase Order in an Amount Not to Exceed \$144,569.**
10. **Consider Action on a Resolution to Approve an Agreement for Street Sweeping Services Between the Town of Addison and Sweeping Services of Texas - Operating, L.P., and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$90,000.**
11. **Consider Action on a Resolution to Approve the Third Renewal of the Master Services Agreement for Professional Engineering Services with Cobb, Fendley & Associates, Inc., Related to the Civil Engineering Review of Private Development Plans for Public Infrastructure and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$100,000.**
12. **Consider Action on a Resolution to Approve an Economic Development Program Grant Agreement with Wingstop Restaurants, Inc., and Authorize the City Manager to Execute the Agreement in an Amount Not to Exceed \$111,000.**
13. **Consider Action on an Ordinance Amending Chapter 2, Section 2-351 (Master Fee Ordinance- Plan Review and Inspection Fees) of the Code of Ordinances of the Town of Addison to Add Subsection (f) Fire Department Fees.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. Council Member Walden requested to remove Item 5 and City Manager Pierson requested to remove Item 13.

MOTION: Mayor Pro Tempore Ward moved to approve Consent Agenda Items 4, 6, 7, 8, 9, 10, 11, and 12 as submitted. Council Member Hughes seconded the motion. Motion carried unanimously.

******* Consent Item 5 *******

Council Member Walden advised that this item is a positive and exciting long-term project for the Town so he would like the details presented. Janna Tidwell, Director of Parks and Recreation, advised that this item is the beginning of a ten-year project for the Town to convert the existing irrigation controls to a central control system. This system will provide usage information and leak location specifics to staff remotely through computers and smart phones. Having the ability to make water usage adjustments remotely will result in water savings, and staff time will be saved in locating leaks. The areas to be converted this budget year are high-usage areas that includes Addison Circle Park, Redding Trail, Vitruvian Park and Celestial Park.

MOTION: Council Member Walden moved to approve Item 5 as presented.
Council Member Willeesen seconded the motion. Motion carried unanimously.

******* Consent Item 13 *******

City Manager Pierson advised that two edits need to be made in the ordinance. He advised that the dollar amount for Commercial Fire Plan Review Project Value (last item) should state, "\$251,000 and up" not "\$250,000." Also, under Review and Inspection, "Tents (any size)" should state, "Tents (greater than 400 square feet in size)."

MOTION: Council Member Hughes moved to approve Item 13 with two edits. The dollar amount for Commercial Fire Plan Review Project Value (last item) should state, "\$251,000 and up" not \$250,000. Also, under Review and Inspection, "Tents (any size)" should state, "Tents (greater than 400 square feet in size)". Motion was seconded by Council Member Braun. Motion Carried unanimously.

- Resolution No. R20-093:** InterSpec LLC, Irrigation System/Equipment - BuyBoard
- Resolution No. R20-094:** Silsbee Toyota, two vehicles - BuyBoard
- Resolution No. R20-095:** The Grasshopper Co., two mowers - BuyBoard
- Resolution No. R20-096:** Austin Turf and Tractor, John Deere Gator/Equipment - BuyBoard
- Resolution No. R20-097:** Stryker Corporation, four cardiac monitors – BuyBoard
- Resolution No. R20-098:** Southwest Material Handling Co., forklift - BuyBoard
- Resolution No. R20-099:** Sam Pack’s Five Star Ford, twelve vehicles - TCPC
- Resolution No. R20-100:** Mac Haik Chrysler Dodge Jeep, LLC, ambulance, HGACC
- Resolution No. R20-101:** Sweeping Services of Texas-Operating LP, Street Sweeping Service
- Resolution No. R20-102:** Cobb, Fendley & Associates, Inc. Civil Engineering Review
- Resolution No. R20-103:** Wingstop Restaurants, Inc., Economic Development Program Grant Agreement
- Ordinance No. O20-52:** Amend Code of Ordinances, Fire Department Fees, Section 2-351

Regular Items

14. **Present, Discuss, and Consider Action on an Ordinance Canvassing and Declaring the Results of a Special Charter Amendment Election Held in the Town of Addison, Texas on November 3, 2020.**

City Secretary Irma Parker advised the Council that the Official Election Results have not yet been received from Dallas County Elections Department. The results are expected the following day by noon and Ms. Parker advised she will contact Council to determine a canvas date. The canvas must be held no later than the fourteenth day after Election Day and must be posted for 72 hours just as any other Council meeting. Only two Council Members are required to attend the canvas meeting. City Manager Pierson added that while this will be a public meeting it will not be televised. Council was requested to take no action on this item.

Mayor Chow advised that while not official, all 26 Charter Amendments were approved. He expressed his appreciation to the Charter Review Commission members for their time and efforts. City Manager Pierson recognized staff members Ashley Mitchell and Charles Goff for facilitating the Commission's work. Mayor Chow recognized Irma Parker for her coordination efforts during the election. Council Member Walden expressed that staff did a good job preparing a clear and concise Special Election Brochure explaining all the proposed amendments.

15. Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Changing the Zoning on a .57-acre Property Located at 4901 Arapaho Road, Which Property is Currently Zoned PD, Planned Development, Through Ordinance O04-048, by Approving a New PD District, to Allow Development of a 41,388 Square Foot Commercial Building. Case 1809-Z/Baumann Building.

Wilson Kerr, Interim Planning and Development Manager, presented this item. He advised that the applicant has requested revisions to a previously approved plan for the building located at 4901 Arapaho Road. The Planning and Zoning Commission voted to approve the revisions that include changing the top floor residential to retail showroom space, changing the second floor to accommodate future parking, and calculating the required parking based on net square footage rather than gross square footage. Mr. Kerr added that the Federal Aviation Administration (FAA) provided a letter stating that using this building for a residential use would not be allowed due to it being in the 65 percent decibel contour around the Addison Airport. Mr. Kerr advised that the proposed parking does not meet the Town's requirements for the number of spaces, or the methodology used to calculate them.

Mr. Kerr provided background of this property and reviewed the proposed plan, uses, and parking. Mr. Kerr explained that based on the request as submitted, the provided parking would include 42 spaces on site and an additional five spaces on street. The applicant is also requesting a credit of five spaces due to the transit-oriented development that will be across the street. If calculated according to the Town's regulations, 52 spaces would be required. Mr. Kerr advised that staff is recommending denial of this request.

Discussion followed regarding the Master Transportation Plan and its application to the area surround this building, fire codes, and the possibility of having a new noise study done. Mr. Pierson noted that staff is going to respond to the FAA's letter to clarify that the Town is aware of compatible land uses in the decibel contour. It was noted that a noise study could cost \$250,000 - \$300,000 and would take an estimated eighteen months to complete.

Mayor Chow opened the public hearing.

Tyler Adams, Architect for this project, clarified that the Planning and Zoning Commission supported the parking calculation methodology of using net square footage for an over 50,000 square feet building due to this being over that size if the parking garage is included. He also advised that the second-floor parking will adhere to any fire code requirements.

Mayor Chow closed the public hearing.

Council Member Braun suggested that the Town consider funding another noise contour study since the last one was done in 2005. It was discussed that perhaps the contour area might be smaller now.

MOTION: Council Member Walden made a motion to approve as presented. Mayor Pro Tempore Ward seconded the motion. Motion carried unanimously.

Ordinance No. O20-053: Case 18909-Z/Baumann Building, 4901 Arapaho Road

16. **Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Changing the Zoning on Property Located at 3820 Belt Line Road, from PD, Planned Development, to a New PD District to Allow a Two-Story Retail and Office Building, Case 1818-Z/3820 Belt Line Road.**

Wilson Kerr, Interim Planning and Development Manager, presented this item. He advised this item is a request to change zoning on 2.034-acre property included in a larger Planned Development that includes Addison Town Center. He advised the plan is to develop a new two-story retail and office building. The proposed building will have 3,223 square feet and will be located on the eastern portion of the site. The new proposed Planned Development will include the Belt Line District standards and streetscape standards included in the Master Transportation Plan. Mr. Kerr's presentation included an overview of the streets, sidewalks, landscape, and parking requirements.

Council Member Willesen spoke in appreciation of Jane Lenz for providing insight on this project as it relates to the Asbury Circle properties. Council Member Willesen inquired whether the bus stop will have any enhancements. Janna Tidwell, Parks and Recreation Director, advised that there will not be a shelter. There will be a bench, trash can, and landscaping. She also advised that no trees will be removed in this area and some additional trees will be planted.

Council Member Quintanilla read an email received from Jane Lenz regarding irrigation shown on the plans on the south side of the property that appears to be in the Asbury Lane buffer zone. Mr. Kerr responded that the property line of the new development is on the other side of an existing fence, but redevelopment will not occur past that fence. Ms. Tidwell added that the irrigation will not overlap with Asbury Lane but can be modified if necessary, with an on-site evaluation.

Mayor Chow opened the public hearing. Staff advised the owner/developer were available online to answer any questions. There not being any requests to address this development, Mayor Chow closed the public hearing.

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

Ordinance No. O20-54: Case 1818-Z, 3820 Belt Line Rd.

17. Present and Discuss the Finance Department Quarterly Financial Report of the Town of Addison for the Fiscal Year 2020 Fourth Quarter Ended September 30, 2020.

Steven Glickman, Chief Financial Officer, presented this item. He advised that this report covers the fourth quarter of 2020. He reviewed the key revenue sources, advising that the year ended up better than anticipated under the circumstances of the COVID-19 pandemic. Mr. Glickman provided a personnel update, economic indicators, and sales tax collected compared to 2019. He noted that the sales taxes exceeded the budget.

Details were provided that included revenues and expenditures for the General Fund, Hotel Fund, Economic Development Fund, Airport Fund, Utility Fund, and Storm Water Utility Fund. Hotel Occupancy Tax Collections and Investment Reports were provided.

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