

# **DRAFT**

## **OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL**

**February 9, 2021**

**Executive Session, Work Session & Regular Meeting  
6:00 p.m.**

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

The Addison City Council conducted its Regular Council Meeting on Tuesday, February 9, 2021 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](mailto: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](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 551.074, Tex. Gov. Code, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, pertaining to:**

- Conclude the City Manager's Annual Evaluation

Mayor Chow advised that the City Manager's evaluation will not be discussed at this time. The Executive Session will be convened to discuss this item following the conclusion of the Regular Items discussion.

**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.**

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## WORK SESSION

*[Item 3. was presented prior to Item 1.]*

### **1. Present and Discuss Naming Standards for Parks and Trail Facilities.**

Janna Tidwell, Director of Parks and Recreation, presented this item. She reviewed that the Parks Master Plan that was adopted by Council in 2019 included some items that should be discussed by Council. Those include park naming standards, naming of connected trail facilities, and improved park signage. Ms. Tidwell advised that 911 location safety markers are planned for installation along the trails and more distinctive trail names will assist with emergency response.

Ms. Tidwell requested Council discuss and provide direction on the following:

- a) White Rock Creek Park
- b) Les Lacs Linear Park, Les Lacs Pond, Community Garden
- c) Future trail from Les Lac Linear Park going east along Beltway
- d) Redding Trail and extensions
- e) Arapaho Greenbelt/connection to Cotton Belt Trail

After discussing possible options, the Council consensus was as follows:

- a) Rename White Rock Creek Park to White Rock Creek Trail
- b) Use Les Lacs Park (not Linear), no change to Les Lacs Pond or Community Garden
- c) Future trail along Beltway will be Beltway Trail
- d) Redding Trail extensions will be North, South, East and West Extensions
- e) Rename Arapaho Greenbelt to Arapaho Park; connection to the Silver Line Trail will be via the Arapaho Trail North Extension.

Ms. Tidwell advised that some monument signage will be updated and described new 911 location markers. Action items for the changes will be presented at a future Council meeting.

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

Janna Tidwell, Director of Parks and Recreation, presented this item. She advised this is a follow up to requests made by Council at the work session held July 14, 2020 concerning public nuisance issues along White Rock Creek Park Trail. She reviewed that the area of concern is in the City of Dallas' jurisdiction and is adjacent to the Town of Addison White Rock Creek Trail.

Ms. Tidwell advised that since last July, staff has taken steps to improve visibility by clearing brush. Ms. Tidwell also advised that there have been five minor police reports made since last July for activity in this area. She added that the City of Dallas has a 311 Mobile App available to report non-emergency concerns.

Ms. Tidwell told Council there is one homeless person living under the bridge, and staff has contacted him. She advised that Addison staff has reported the graffiti to Dallas as well.

At the July 2020 work session Council requested information regarding ways to increase visibility in the area with lighting and a security camera. Ms. Tidwell presented the estimated cost to clean this area as well as the pros and cons of installing deterrents. Ms. Tidwell also provided an estimate for installing concrete riprap that would create an unwalkable surface. The estimate for this is \$728,012. Other factors such as the elevation under the bridge and the area being in a flood zone were discussed. Council Member Willesen expressed interest in building a wrought iron fence in this area. It was discussed that the fence would collect debris and Addison would have to maintain the area which is in the City of Dallas. Additionally, Ms. Tidwell advised that a flood plain permit would be required to build a fence. Several Council Members spoke in favor of moving forward with plans to install lighting and a security camera.

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## 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.

*[Item 3. was presented prior to Item 1.]*

3. **Present a Proclamation Honoring Retiring Dallas Area Rapid Transit President / Executive Director Gary C. Thomas.**

Mayor Chow read and presented the proclamation honoring retiring Dallas Area Rapid Transit President /Executive Director Gary C. Thomas for his many years of service. Mr. Thomas expressed his appreciation to the Mayor and Council, City Manager Wes Pierson, and Town staff.

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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 January 26, 2021 Regular Meeting.**
5. **Consider Action to Approve the Purchase of Belt Line Road Street Light Poles and Accessories and Authorize the City Manager to Execute the Purchase in an Amount Not to Exceed \$108,730.**
6. **Consider Action on a Resolution Approving a Contract Between the Town of Addison and DN Tanks, LLC. for the Rehabilitation of the 6 Million Gallon Celestial Ground Storage Tank and Authorizing the City Manager to Execute a Contract in an Amount Not to Exceed \$1,239,510.**
7. **Consider Action on a Resolution Approving the Installation of an Untitled Public Art Piece by Artist Russ Connell to be Located at the Surveyor Water Tower Site Near the Intersection of Arapaho Road and Surveyor Boulevard.**
8. **Consider Action on a Resolution Approving the Installation of the Public Art Piece by Artist Russ Connell Known as Rocko Within One of Three Parks Spaces Located in the Addison Grove Development.**
9. **Consider Action on a Resolution Approving the Installation of the Public Art Piece Created by Artist David B. Hickman Known as "Aikido" at 15601 Addison Road.**
10. **Consider Action on a Resolution Approving an Agreement Between the Town of Addison and Casteel & Associates, Inc. for the Belt Line Road Digital Street Signs Project and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$455,006.04.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. Council Member Hughes requested to remove Item 4.

**MOTION:** Council Member Braun moved to approve Consent Agenda Items 5, 6, 7, 8, 9 and 10 as submitted. Deputy Mayor Pro Tempore Quintanilla seconded the motion. Motion carried unanimously.

**\*\*\*\*\* Consent Item 4 \*\*\*\*\***

Council Member Hughes requested a change to the wording in Item 4 of the January 26, 2021 minutes. He requested that the term “appointed” be changed to “nominated” in the Community Partner Bureau membership table header.

**MOTION:** Council Member Hughes moved to approve Item 4 as amended. Council Member Braun seconded the motion. Motion carried unanimously.

- Resolution No. R21-008:** DN Tanks, LLC Rehab Celestial Ground Storage Tank  
**Resolution No. R21-009:** Public Art Installation Surveyor Water Tower  
**Resolution No. R21-010:** Public Art Installation Addison Grove Parks  
**Resolution No. R21-011:** Public Art Installation 15601 Addison Road  
**Resolution No. R21-012:** Casteel Associates, Inc. Belt Line Digital Sign Agreement

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**Regular Items**

**11. Present, Discuss, and Consider Action on a Staff Recommendation to Implement Compensation Changes for Fiscal Year 2021 Based on a Market Analysis of the Town’s Comparator Cities.**

Passion Hayes, Director of Human Resources, presented this item. She reviewed that on January 26, 2021 the results of a compensation study conducted by Staff and Matt Weatherly with Public Sector Personnel Consultants was presented to Council. The analysis found that some of Addison’s employee pay is above or below the market and some no longer meets Addison’s compensation philosophy. The adjustments needed and associated costs were provided. Some additional information was requested by Council.

Matt Weatherly explained that the total cost as compared to the previous meeting was being increased due to a data audit for public safety positions. He reviewed that approximately 50 percent of employees would see a salary adjustment. He also provided an analysis regarding the year-to-year changes that have occurred since the last study was done.

Ms. Hayes reviewed the comparison cities that Addison uses. She provided a breakdown of costs for the proposed adjustments for civilian, police, and fire personnel. The total annual cost would be \$1,655,816. For the remainder of 2021, the cost would be \$1,152,838.

Council Member Hughes explained that he is more comfortable with the methodology used than he was during the previous meeting and added that factors other than mid-point ranges should be considered. A discussion regarding the comparison cities followed.

Mayor Chow advised that at an upcoming meeting and prior to the budget review, Council should discuss the comparison cities and reconsider those included. He also suggested that market studies should be done every other year.

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

Council Member Hughes commented at this time regarding the subject of paying employees retroactively for salary increases. He advised that Addison has done this in the past and asked why this couldn't be done again now. Attorney Brenda McDonald explained that the Texas Constitution prohibits paying retroactively for work that has already been performed. It was explained that while a legal way to make retention bonuses available is possible, it was not being recommended at this time due to cost and complexity. Discussion followed as to the timing of conducting compensation studies in order to have them done prior to budget discussions.

**12. Present, Discuss, and Consider Action on a CARES Act Update and Potential Uses of Remaining Funds.**

Bill Hawley, Director of Administrative Services, presented this item. He reviewed that on June 9, 2020 Council approved an interlocal agreement with Dallas County whereby Addison became eligible for up to \$894,465 in reimbursement under the CARES Act for authorized expenditures. On July 14, 2020, Council gave staff direction on the creation of three CARES Act programs. These programs and their estimated funding were:

- Addison CARES Lease Mortgage Assistance Program (\$500,000),
- Resident Assistance Program (\$200,000), and
- Public Health and Compliance Program (\$200,000)

Mr. Hawley reviewed that the Addison CARES Lease Mortgage Assistance Program received few eligible applications in Round 1 of funding. Second and third rounds of funding were opened under modified eligibility requirements to distribute funds to local businesses. Dallas County approved and authorized reallocation of unused funds from this program to the Town's other programs and/or certain other eligible expenses.

The Resident Assistance Program was administered for the Town by Metrocrest Services. They enrolled, vetted and provided eligible Addison residents with rent, food and utility assistance.

The Public Health and Compliance Program was designed to help keep Town facilities and services operational while dealing with the pandemic. The program funded facility disinfection and virus protection efforts, medical supplies, and telework equipment and services.

Through December 31, 2020, the Town submitted the following amounts for reimbursement:

Addison CARES Lease/Mortgage Assistance Program	\$319,053.08
Resident Assistance Program	\$180,934.45
Public Health and Compliance Program	\$327,750.55

Mr. Hawley advised that on December 27, 2020, the CARES Act was amended to extend the performance period by an additional year (end of 2021.) Based on this extension, staff halted plans to submit an invoice for a 10% administrative fee that would have obtained reimbursement of all

remaining funds (approximately \$66,000). Mr. Hawley reviewed possible uses for the remaining funds. He advised that staff recommends utilizing the remaining funds to continue the Resident Assistance Program through Metrocrest Services until the funds are exhausted. Mayor Chow advised he visited Metrocrest Services and spoke of his experience there. He expressed support for staff's recommendation.

Tracey Eubanks, Metrocrest Services, joined the meeting by videoconference and provided an overview of the organization. Council Member Willesen inquired about the CARES Act agreement made with Dallas County that restricts usage of the housing assistance to not more than \$1,500 per month and for no longer than 3 months. The most that could be provided to any household for housing assistance is \$4,500. Mr. Eubanks responded that at the time a 3-month cap on assistance seemed reasonable but now some families have been assisted with Metrocrest funding for as long as 6 to 8 months for housing and food. He advised that Metrocrest is currently seeking funding from other sources to assist. Mr. Hawley advised that Addison could submit for the 10 percent administrative fee of approximately \$66,000 and make an equal amount available to Metrocrest and the Town's responsibilities would be concluded. Metrocrest would then no longer be bound by the 3-month housing restriction in the Dallas County agreement.

Council Member Willesen inquired how many Addison residents are being assisted. Mr. Eubanks advised that specifically related to the CARES Act, 288 people received rent and food assistance from April through December 2020. He added that for 2021, \$305,000 with no restrictions is needed for Addison residents. Council Member Willesen suggested that in order to provide funding to Metrocrest without restrictions, perhaps the Town could use the \$66,000 for disinfectant purposes and the Town could then provide assistance to Metrocrest outside the Dallas County agreement without restrictions. Mr. Hawley stated that currently, \$20,000 per month is being used by the Town for disinfectant and is unbudgeted. He noted that Mr. Eubanks had previously informed him that in the spring he planned to ask Addison for an emergency appropriation of \$120,000 to continue its programs. Council Member Braun expressed that he is in favor of applying for the \$66,000 and giving it to Metrocrest Services. Mr. Eubanks advised that Coppell is doing something similar.

**MOTION:** Mayor Pro Tempore Ward moved to direct staff to provide the \$66,000 to Metrocrest Services as discussed. Council Member Braun seconded the motion. Motion carried.

**13. Present, Discuss, and Consider Action on the Acceptance of the Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR).**

Steven Glickman, Chief Financial Officer, presented this item. He advised that the CAFR is prepared by Town staff in accordance with generally accepted accounting principles and is a report of the Town's overall financial position. He advised that the auditing firm of BKD, LLP audited the financial statements and Rachel Ormsby with BKD presented the results.

Ms. Ormsby provided an overview of the Town's net position, noting that it has a loss of \$138,000. The losses occurred in Hotel Occupancy Taxes and Sales Tax, both due to the COVID-19 pandemic. She advised there is an increase in Property Taxes and Business Activities (due to a TxDOT land reimbursement), and there are losses in Charges for Services and Visitor Services.

Ms. Ormsby advised that in the General Fund, the unassigned fund balance is actually 51.8 percent, which exceeds the Town's minimum requirements. She also advised that the Town's retirement plan is 98 percent funded.

Ms. Ormsby advised that the Town received an unmodified or "clean" opinion of the CAFR and reviewed the required communications. Future accounting changes were reviewed.

Several Council Members and City Manager Pierson expressed appreciation to the staff for this good report. Mr. Pierson also expressed his appreciation to all staff who presented items in this meeting, noting that they reflect the quality of people employed by Addison.

**MOTION:** Council Member Walden moved to accept the 2020 CAFR. Council Member Hughes seconded the motion. Motion passed.

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*\* \* \* 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:**

- Conclude the City Manager's Annual Evaluation

Mayor Chow closed the Open Session to convene the City Council into Closed Executive Session at 9:31 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 10:32 p.m. No action was taken as a result of Executive Session.

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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