

# **DRAFT**

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

**September 28, 2021**

**6:30 p.m. Executive Session & Work Session  
7:30 p.m. Regular Meeting**

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

The Addison City Council conducted its Regular Council Meeting on Tuesday, September 28, 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 Guillermo Quintanilla; Deputy Mayor Pro Tempore Paul Walden; Council Member Tom Braun; Council Member Lori Ward; Council Member Kathryn Wheeler; 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**

\* \* \* **ITEM MOVED** \* \* \*

Mayor Chow announced that the Executive Session items would be discussed following the **Regular Agenda Items**.

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

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- **Present the 2021 Addison Food Service Safety and Sanitation Awards**

Mayor Chow and Environmental Health Manager Sandra Long presented the 1<sup>st</sup> Annual Food Service Safety & Sanitation Awards to local restaurateurs. Winners included the following:

- Full-Service - TGI Friday
- Fast Food – Shake Shack
- Sandwich & Deli – Jimmy Johns

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## WORK SESSION

### 1. **Present and Discuss a Draft Ordinance for User Fees for International Flights Arriving at Addison Airport.**

Joel Jenkinson, Airport Director, presented this item. He advised the purpose of this item is to discuss the possible implementation of user fees to defray a portion of the costs of providing U.S. Customs services for international aircraft arrivals at Addison Airport.

Mr. Jenkinson provided an overview of the classes of airports in the area that handle international arrivals. He explained that Addison Airport, as a User Fee Airport, pays all costs associated with Customs and Border Protection (CBP) services and may charge users to recover those costs. The fees currently being charged for these costs at competitor airports, Dallas Love Field and McKinney National, were reviewed.

Mr. Jenkinson provided the current costs of providing customs services at Addison Airport, including CBP Officer salary and benefits, IT/Security systems costs, facility costs, overtime call-out costs, and regulated garbage disposal. The total estimated annual cost for 400 annual arrivals is \$333,925. He noted the current practice is to charge Customs users only for the CBP overtime costs and for regulated garbage. He advised the current fees only cover approximately one-quarter of the actual cost of international arrivals.

Mr. Jenkinson provided a proposed Customs User Fee Schedule that will cover approximately one-half of the actual cost of international arrivals. It was noted that the proposed fees are still lower than those charged at Love Field. He advised staff is also proposing to change the regular service hours to 10:00 a.m. - 7:00 p.m., Monday through Friday, when flights are more frequent. Currently the regular service hours are 8:00 a.m. - 5:00 p.m.

Mr. Jenkinson advised the Council that the User Fee Payments will be collected by means of an automated Kiosk located on the airside of the entry to the CBP facility. It was noted that landing fees are not currently being charged and there is no recommendation to add those. Mr. Jenkinson advised that the new Customs facility is planned to be substantially complete mid-October however the IT /Security package is still pending. He anticipated that everything will be operational around the end of November 2021.

### 2. **Present and Discuss Options for Town Facilitation of Community Garage Sale Activities.**

Ken Schmidt, Director of Development Services, presented this item. He reviewed that the Town has in the past hosted a bi-annual community garage sale event to support residents who wish to display and sell personal items for reuse. Traditionally, these events have been held in retail center parking lots, most recently at Addison Town Center. These events are managed by the Development Services Department and require approximately \$16,000 in funding per event to account for needed equipment rental and setup, supplies, and staffing.

Mr. Schmidt advised that due to the pandemic, the community garage sale was last held in October 2019. Since that time, the Town has implemented the bi-annual sustainability event, where Town residents are provided the opportunity to drop off personal items for shredding and electronics recycling.

Mr. Schmidt reviewed challenges associated with the Town hosting a Community Garage Sale. Limited options for event location, participants not complying with the spirit of the event, competition with web-based sales options, the perception that Addison does not allow garage sales, and the cost to the Town were included. He requested Council feedback on potential community garage sale programming. He advised if this service is to continue, the Town will need to identify an alternative location, as Addison Town Center management and tenants are not able to accommodate the garage sale in their parking lot. As it currently stands, the Town's best option for executing this event moving forward is the Town's land to the south of Addison Circle Park, subject to ongoing construction needs for the Addison Circle Silver Line Station and future TOD development needs.

Mr. Schmidt presented options for future Town participation in Community Garage Sale events. These options include: 1) keeping with the tradition of the Town hosting a bi-annual community-wide sale in conjunction with the recycling event; 2) transitioning to a promotional role; 3) pursuing web and app-based platforms for virtual activities; and 4) disengaging from garage sale facilitation and considering a more passive approach focused on communicating and implementing existing regulations related to garage sales. It was discussed that issues have occurred in the past for individual neighborhoods where garage sales are held that include the signage and parking.

Council Member Braun spoke in favor of keeping the traditional Community Garage Sale, citing safety in residential neighborhoods as a concern. He also spoke in favor of the Town continuing to provide a tent and tables as a means to control the amount of space allowed for each participant. Council Member Ward expressed that she would prefer to only plan on the Town organizing the event for one more year, noting that on-line sales are becoming more popular for people to dispose of their unwanted items. She suggested staff evaluate the success of the event at its new location as well as get feedback from the participants. She suggested using volunteers at the event as a means of reducing staff expense. Deputy Mayor Pro Tempore Walden spoke in favor of eliminating the Town sponsored event. Mayor Pro Tempore Quintanilla, Council Member Wheeler and Council Member Willesen spoke in favor of keeping the event. Mayor Chow spoke in favor of keeping the event with participants providing their own tables and tents in order to reduce cost. He also suggested that participants not be allowed to bring new merchandise for sale.

City Manager Wes Pierson summarized that the majority of Council Members desired to keep the event and consider phasing it out in the future pending participant feedback. He suggested holding the event once a year in conjunction with the recycling event, which would reduce the expense. He expressed that the tent and tables should still be provided. Mr. Schmidt added that staff will plan on the next event to be held next spring and the participants will be surveyed in order to gain more information.

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## REGULAR MEETING

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

*\* \* \* ITEM MOVED TO END OF REGULAR MEETING \* \* \**

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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.

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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.*

**3. Consider Action on a Resolution to Approve an Agreement with WaterTower Theatre, Inc. for the Use of the Addison Theatre Centre.**

Mayor Chow asked if there were any requests to remove this item from the Consent Agenda for separate discussion. There were none.

**MOTION:** Council Member Braun moved to approve Consent Agenda Item 3. Deputy Mayor Pro Tempore Walden seconded the motion. Motion carried unanimously.

**Resolution No. R21-052:** Agreement with WaterTower Theater, Inc. for use of Addison Theatre Centre

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### Regular Items

**4. Present, Discuss, and Consider Action on an Ordinance to Amend the Town's Annual Budget for the Fiscal Year Ending September 30, 2021.**

Steven Glickman, Chief Financial Officer, presented this item. He advised that the budget amendment process is an accepted practice and reviewed the Town's Budget Amendment Policy parameters that allow budget transfers. Mr. Glickman reviewed the following amendments included in this proposed ordinance as follows:

### **General Fund**

An amendment is needed for the Council Special Projects, City Manager's Office, General Services, and Emergency Communications Departments in the General Fund. On June 22, 2021, the Council approved additional funding of up to \$72,000 to Metrocrest Services to respond to the COVID-19 pandemic. This amendment appropriates this \$72,000 in the Council Special Projects Department. An additional appropriation of \$25,000 is needed in the City Manager's Office to provide funding for compensation increases not included in the original budget. An additional appropriation of \$5,000 is needed in the Emergency Communications due to communications expenditures slightly exceeding the original budget. An additional appropriation of \$500,000 is needed in the General Services Department to provide seed money for a newly created Facility Maintenance Fund. This plan was a part of the Fiscal Year 2022 budget process to provide ongoing funding for the maintenance of Town facilities. These additional appropriations are offset by increased Sales Tax Revenue of \$602,000 resulting in a net impact of \$0.

Additionally, this budget amendment authorizes the City Manager to transfer unexpended appropriations and excess revenue from the Fiscal Year 2020-2021 budget to the Self-Funded Projects Fund. The amount of this transfer (if applicable) will be known in late November 2021 after the Town has recorded all revenues and expenditures for Fiscal Year 2020-2021. Utilizing this method to provide funding to the Self-Funded Special Projects Fund was discussed during the Fiscal Year 2021-2022 budget process to eliminate budgeted transfers from the General Fund Fund Balance and the appearance of deficit budgeting. The Fiscal Year 2020-2021 estimate included in the Fiscal Year 2021-2022 budget included an additional transfer amount of \$789,050.

### **Airport Fund**

An additional appropriation of \$250,000 is needed in the Airport Fund to provide seed money for a newly created Facility Maintenance Fund. This plan was a part of the Fiscal Year 2022 budget process to provide ongoing funding for the maintenance of Town facilities. These additional appropriations are offset by increased Fuel Flowage Fee Revenue of \$250,000 resulting in a net impact of \$0.

### **Utility Fund**

An additional appropriation of \$250,000 is needed in the Utility Fund to provide seed money for a newly created Facility Maintenance Fund. This plan was a part of the Fiscal Year 2022 budget process to provide ongoing funding for the maintenance of Town facilities. These additional appropriations are offset by a corresponding decreased appropriation in Water Purchases of \$250,000 resulting in a net impact of \$0.

### **Facility Maintenance Fund**

The proposed budget amendment recognizes \$1,000,000 in Internal Service Fee Revenue in this newly created fund from the General Fund (\$500,000), the Airport Fund (\$250,000), and the Utility Fund (\$250,000).

### **Debt Service Fund**

An amendment is needed in the Debt Service Fund to recognize the bond proceeds and refunding cost associated with the 2021 General Obligation Taxable Refunding Bonds in the amount of \$4,315,000. The transaction created approximately \$1.5 million in total interest savings over the remaining life of the debt. The net impact to the fund is \$0.

### **Grant Fund**

An amendment is needed in the Grant Fund to recognize revenue and associated expenditures associated with CARES Act funding received from Dallas County in the amount of \$665,000. The net impact to the fund is \$0.

**MOTION:** Council Member Willesen moved to approve this item. Council Member Ward seconded the motion. Motion carried unanimously.

**Ordinance No. O21-35:** Amend the Town's Annual Budget for the Fiscal Year Ending September 30, 2021.

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## **EXECUTIVE SESSION**

### **Closed (Executive) Session of the Addison City Council pursuant to:**

**Section 551.087, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects:**

- Project Shop
- Project Gazelle

**Section 551.072, Tex. Gov. Code, to deliberate the purchase, exchange, lease, or value of real property, pertaining to:**

- 4505 Claire Chenault
- 4485 Eddie Rickenbacker
- 4553 Jimmy Doolittle

Mayor Chow closed the Open Session to convene the City Council into Closed Executive Session at 8:31 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 10:19 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