

# **DRAFT**

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

**October 12, 2021**

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

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

The Addison City Council conducted its Regular Council Meeting on Tuesday, October 12, 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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### **WORK SESSION**

**1. Present and Discuss the New Crisis Communications Agency.**

Mary Rosenbleeth, Director of Public Communications, presented this item. She advised that in July 2021, staff released a Request for Proposal (RFP) on BidSync for crisis communications services. The RFP included the services provided under the previous contract, including responding to media inquiries concerning crisis communications issues, as well as other assignments (non-crisis and other matters); creating news releases and statements; and serving as

spokesperson for Addison when called upon to do so. In addition to these services, the new RFP required that the contracted firm employ technology for social listening, data mining, and forecasting, as well as assist Town staff with social media communications during emergency situations.

Ms. Rosenbleeth advised that Addison received six responses to the RFP. The submittals were reviewed by a panel consisting of Fire Chief David Jones, Police Chief Paul Spencer, Deputy Airport Director Darci Neuzil, Deputy City Manager John Crawford, Marketing Specialist Amber Patterson, Public Communications Director Mary Rosenbleeth, and Purchasing Manager Wil Newcomer. After reviewing the responses and interviewing three firms, the panel agreed to move forward defining a detailed scope of services and financial arrangement with Addison-based TruePoint Communications.

Ms. Rosenbleeth introduced Jessica Nunez, TruePoint Communications President/Founder, who gave a brief overview of the services they provide. The contract with TruePoint Communications began on October 1, 2021.

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## REGULAR MEETING

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

- **Proclamation: Metrocrest Services 50<sup>th</sup> Anniversary**

Prior to the Work Session discussion, Mayor Chow read and presented the proclamation to Metrocrest Services representatives present at the meeting. Metrocrest Services Chief Executive Officer Tracy Eubanks addressed the Council and expressed his appreciation.

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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.*

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2. **Consider Action on the Minutes from the September 7, 2021 Special City Council Meeting.**
3. **Consider Action on the Minutes from the September 14, 2021 City Council Meeting.**
4. **Consider Action on the Minutes for September 28, 2021 City Council Meeting.**
5. **Consider Action on a Resolution Approving a Grant Funding Agreement Between the Town of Addison and Addison Arbor Foundation and Authorizing the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$65,000. .**
6. **Consider Action on a Resolution Approving a Grant Funding Agreement Between the Town of Addison and Dallas Cat Lady and Authorizing the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$5,000.**
7. **Consider Action on a Resolution Approving a Grant Funding Agreement Between the Town of Addison and Dallas County Mental Health & Retardation d/b/a Metrocare Services and Authorizing the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$2,500.**
8. **Consider Action on a Resolution Approving a Grant Funding Agreement Between the Town of Addison and Metrocrest Services and Authorizing the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$66,120.**
9. **Consider Action on a Resolution Approving a Grant Funding Agreement Between the Town of Addison and Outcry Theatre and Authorizing the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$2,500.**
10. **Consider Action on a Resolution Approving a Grant Funding Agreement Between the Town of Addison and The Family Place and Authorizing the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$2,500.**
11. **Consider Action on a Resolution Approving a Grant Funding Agreement with On Eagles Wings, Inc. d/b/a Woven Health Clinic and Authorizing the City Manager to Execute the Grant Funding Agreement in an Amount Not to Exceed \$5,000.**
12. **Consider Action on a Resolution Approving a Grant Funding Agreement with WaterTower Theatre and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$375,000 in Cash and In-Kind Contributions.**
13. **Consider Action on the Purchase of Water Meters from Thirkettle Corporation DBA as Aqua-Metric Sales Company, Inc Through HGACBuy and Authorizing the City Manager to Execute the Purchase Order in an Amount Not to Exceed \$150,000.**

14. **Consider Action on a Resolution Approving Change Order No. 2 to the Contract Between the Town of Addison and Jim Bowman Construction Company LP for Concrete and Asphalt Repairs Providing for Additional Concrete and Asphalt Repairs Projects in Fiscal Year 2022 and Increasing the Annual Contract Amount by \$1,980,000 for Said Fiscal Year; and Authorizing the City Manager to Execute the Change Order in an Amount Not to Exceed \$1,980,000.**
15. **Consider Action on 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 Authorizing the City Manager to Execute the Purchase Order in an Amount Not to Exceed \$155,250.**
16. **Consider Action on a Resolution Approving an Agreement with Data Projections, Inc. (DPI) for Town Hall and Addison Treehouse Audio/Video Upgrades and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$98,217.86.**
17. **Consider Action on a Resolution Approving the Second Amendment to the Agreement Between the Town of Addison and Swagit Productions, LCC for Live and On-Demand Video Streaming Services and Equipment and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$110,894.63.**
18. **Consider Action on a Resolution Approving a Professional Consulting Agreement Between the Town of Addison and Sunwest Communications, Inc. for Public Relations Consulting Services and Authorizing the City Manager to Execute the Contract in an Amount Not to Exceed \$90,000.**
19. **Consider Action on an Ordinance Authorizing User Fees for International Flights Arriving at Addison Airport.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. There were no requests to pull items for separate discussion.

**MOTION:** Council Member Ward moved to approve Consent Agenda Items 2 through 19 as submitted. Council Member Braun seconded the motion. Motion carried unanimously.

**Resolution No. R21-053:** FY 2022 Addison Arbor Foundation Grant Funding Agreement

**Resolution No. R21-054:** FY 2022 Dallas Cat Lady Grant Funding Agreement

**Resolution No. R21-055:** FY 2022 Metrocare Services Grant Funding Agreement

**Resolution No. R21-056:** FY 2022 Metrocrest Services Grant Funding Agreement

**Resolution No. R21-057:** FY 2022 Outcry Theatre Grant Funding Agreement

**Resolution No. R21-058:** FY 2022 The Family Place Grant Funding Agreement

**Resolution No. R21-059:** FY 2022 Woven Health Clinic Grant Funding Agreement

**Resolution No. R21-060:** FY 2022 WaterTower Theatre Grant Funding Agreement

**Resolution No. R21-062:** FY 2022 Additional Concrete and Asphalt Repairs Projects Change Order No. 2 - Jim Bowman Construction Company LP

**Resolution No. R21-064:** Data Projections, Inc. (DPI) Contract Audio/Video Upgrades - Town Hall, TreeHouse

**Resolution No. R21-065:** Swagit Productions, LCC 2<sup>nd</sup> Amendment-Live/On-Demand Video Streaming Services, Equipment

**Resolution No. R21-066:** Sunwest Communications, Inc. - Public Relations Consulting Services Agreement

**Ordinance No. O21-36:** Adopting Airport User Fees for International Flights

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## Regular Items

20. **Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Amending Planned Development (PD) District Ordinance O20-54 for a 2.034-Acre Property Located at 3820 Belt Line Road, to Modify Minimum Lot Size Requirements and to Establish Future Cross-Access Requirements. Case 1838-Z/3820 Belt Line Road. (Former Humperdink's Property)**

Ken Schmidt, Director of Development Services, presented this item. He advised the applicant requested to modify the minimum lot size requirement for a 2.034-acre property located at 3820 Belt Line Road. In addition, staff recommends a requirement that cross-access be provided to ensure that access and circulation between future parcels is appropriately addressed. The property is vacant at this time, but it formally served as the location of Humperdink's Restaurant and Brew Pub.

Mr. Schmidt reviewed that in November 2020 Council approved rezoning the property to allow for the development of a new two-story building on the eastern portion of the site while maintaining the existing restaurant building on the western portion. This Planned Development is based on the Belt Line District standards and established a minimum required lot size which would encompass the entire parcel. Mr. Schmidt provided a proposed site plan reflecting the subdivided parcels. Discussion followed as to the need for the cross-access on the property.

Mr. Schmidt advised that no responses to the mailed public notices were received, and the Planning and Zoning Commission recommended approval with a vote of 7-0.

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

Council Member Willesen inquired when redevelopment of the parcel might occur. The applicants representative Bohler Engineer Mathias Haubert, P.E., responded that there are no specific plans at this time.

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

**Ordinance No. O21-37:** Amend PD Ordinance, 3820 Belt Line Road, Case 1838-Z/3820

**21. Present, Discuss, and Consider Action on a Resolution Adopting an Investment Strategy and Approving Brokers, Dealers, and Financial Institutions for Fiscal Year 2021-2022.**

Steven Glickman, Chief Financial Officer, presented this item. He reviewed that the Public Funds Investment Act (PFIA) requires the Council to annually adopt the Town's Investment Policy. The document has been drafted to comply with all aspects of the PFIA. This policy applies to the investment and management of all funds invested by the Town. Direct management responsibility for the investment program is delegated by the City Council to the Chief Financial Officer. The investment policy has 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

Mr. Glickman advised that the Finance staff determined that no changes are needed to the Town's investment policy. He noted that the proposed Resolution includes the Town's Investment Policy as Exhibit A, and the list of recommended qualified brokers, dealers, and financial institutions list is included as Exhibit B.

Mayor Chow and Deputy Mayor Pro Tempore Walden spoke in favor of the policy and the Finance staff.

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

**Resolution No. R21-067:** Adopt Investment Strategy and Approve Brokers, Dealers, and Financial Institutions for Fiscal Year 2021-2022

**22. Present, Discuss, and Consider Action on a Resolution Approving an Agreement Between the Town of Addison and Northridge Construction Group, LLC for the Addison Athletic Club Renovations Project and Authorizing the City Manager to Execute the Agreement and Related Project Documents in an Amount Not to Exceed \$4,035,083\* \$4,035,085 and Providing for a Total Project Budget in an Amount Not to Exceed \$5,077,631.**

Jana Tidwell, Director of Parks and Recreation, presented this item. She reviewed that in June 2020, Council approved an agreement in the amount of \$495,000 with LPA Architects to prepare construction documents to receive bids from contractors for the renovation of the Addison Athletic Club (AAC). Additionally, as part of the fiscal year 2020 operating budget, funds were approved to cash fund core building improvements at the AAC. The core building improvements were focused on updating building interior finishes and furnishings. These projects were not done due

to uncertainty related to the economic impact of the COVID-19 pandemic on Town revenues. In discussions with the City Council, staff recommended that the improvements be incorporated into the development of the AAC project renovation plans, and includes the following items:

- Paint interior walls (excluding the gymnasium and locker room)
- Replace flooring (excluding wood, fitness, and locker room floors)
- Reconfigure the front desk to improve function
- Remove desk in the fitness area to increase useable space
- Consolidate and update signage
- Replace outdated furniture
- Partially replace lighting
- Secure the administrative office

Ms. Tidwell advised that as the architect began to develop construction drawings, they identified additional elements of the facility that need repair or updating. Staff directed LPA to include those elements as alternate bid items in the construction plans. The alternate items are mostly related to the ceiling inside the building and replacing items to match updated materials that will be used.

Ms. Tidwell reviewed that voters approved a total of \$5,077,631 for the AAC Renovation Project budget. Staff utilized bid information and other project costs to establish a breakdown of the project budget as follows:

<b>Project Budget Amount</b>	
Base Construction Project	\$4,035,085
Soft Costs – Design	\$499,080
Soft Costs – Construction Management	\$70,000
Project Contingency	\$473,466
<b>Total Bond Funds Allocated</b>	<b>\$5,077,631</b>

Ms. Tidwell advised that four bids for the renovation project were received with Northridge Construction Group submitting the lowest responsible bid in the amount of \$4,035,085. This consists of Core Building Improvements totaling \$527,853, and Bond Item Improvements totaling \$3,507,232. If unused elsewhere, the Contingency Funds will be applied toward the following list of Alternate Bid Items:

<b>ALTERNATE BID ITEMS</b>		
<b>Item Description</b>		<b>Cost</b>
D	Replace Cabinets & Sink in the Community Room	\$26,200
E	Replace Elevator Interior Finishes and Lighting	\$25,200
J	Replace Ceiling Grid and Ceiling Tiles Throughout the Building	\$84,100
Q	Add Graphic on Natatorium Wall	\$8,100
R	Install Impact Resistant Ceiling at Racquetball Court	\$65,000
S	Paint Exposed Ceiling Structure in the Gym	\$19,200
T	Paint Atrium Ceiling	\$24,000
U	Replace Retractable Skylight Panes	\$23,100

Discussion regarding the priority of the Alternate items followed.

Ms. Tidwell added that references for Northridge Construction Group were favorable. She advised Staff is recommending awarding the contract to Northridge Construction Group for the Base Bid Items in an amount not to exceed \$4,035,085 and establishing a total project cost of \$5,077,631. Staff is also recommending that any unused Contingency funds be applied toward the Alternate Bid Items.

Mayor Chow inquired as to the disparity between the amount of the bids. City Manager Pierson advised that it is up to the bidder to ensure they have evaluated all components of the project and submit the correct amounts. The differences in the number of days needed as submitted by the bidders to complete the project were discussed.

Mayor Pro Tempore Quintanilla inquired whether the facility would remain open during the construction. Ms. Tidwell responded that the facility would remain open with certain elements being closed periodically as needed. She added however that the locker room will not be open during construction and temporary restrooms will be available.

\*NOTE: City Manager Pierson noted that the Agenda Header showed an incorrect amount. The actual amount should read \$4,035,085.

**MOTION:** Deputy Mayor Pro Tempore Walden moved to approve. Council Member Ward seconded the motion. Motion carried unanimously.

**Resolution No. R21-068:** Award Bid for Addison Athletic Club Renovation to Northridge Construction Group, LLC

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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