



Addison City Council Meeting

January 28, 2025

Addison Conference Centre

15650 Addison Road

Addison, Texas 75001

**AMENDED 01/24 at 3:16 PM - Addition of Work
Session Item #4a (Closed Session)**

Email comments may be submitted using the Public Comment Form located on Addison's website by 3:00 PM on the meeting day. The meeting will be live-streamed at www.addisontexas.net.

WORK SESSION

The Addison City Council will convene in the Acacia Room beginning at 5:30 PM.

1. **Call Meeting to Order and Announce that a Quorum is Present.**
2. **Citizen Comments on the Consent Agenda Items.** This item allows citizens to speak on any item listed on the Consent Agenda prior to its consideration. 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 beginning of this item.
3. **Council Member Clarification Requests Regarding Consent Agenda Items.**
 - a. Council Questions and Answers
4. **Closed Meeting.** The Addison City Council will enter a Closed Meeting pursuant to Texas Government Code Sections 551-071 through 090 to discuss the following item(s):
 - a. Section 551.071 - Legal Consultation with the City Attorney

regarding items on the agenda or for matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Code:

- Addison Car Wash

5. **Open Meeting.** In accordance with Texas Government Code Chapter 551, the Addison City Council will reconvene in an Open Meeting to consider action, if any, on the matters discussed in the Closed Meeting.

6. **Work Session Reports**

- a. Present and discuss an update on the Addison Conference Centre Remodel Project.
- b. Present and discuss the development of the Addison Circle Park Vision Plan Operations section.
- c. Present and discuss Pedestrian Mobility, including design options, existing locations, future projects and resources used in education and design of these elements.

COUNCIL MEETING

The Addison City Council will convene for a Council Meeting beginning at 7:00 PM in the Council Chambers.

1. **Pledge of Allegiance.** United States and Texas Flags
2. **Proclamations / Presentations**
 - a. City Manager's Announcements
 - b. Employee Recognition
 - c. AFD Heart Safe Community Designation
 - d. Recognition of Outgoing Board & Commission Members

3. **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.

4. **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.
 - a. Consider action on the Minutes from the January 7, 2025 City Council Work Session Meeting.

 - b. Consider action on the Minutes from the January 14, 2025 City Council Meeting.

 - c. Consider action on a Resolution endorsing the implementation of a continuing Pretreatment Program as required by Title 40 of the Code of Federal Regulations, Part 403 for the Central Regional Wastewater System.

5. **Items of Community Interest.** The City Council will have this opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition; a reminder about an upcoming event organized or sponsored by the Town of Addison; information regarding a social, ceremonial, or community event that was or will be attended by an Addison City Council member or an official; and, announcements involving an eminent threat to public health and safety in Addison that has arisen since posting this agenda.

6. **Adjourn Meeting.**

NOTE: The City Council reserves the right to meet in a Closed Meeting at any time during this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551. Any decision held on such matters will be conducted in an Open Meeting following the conclusion of the Closed Meeting.

THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES. PLEASE CALL (972) 450-7017 AT LEAST 48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.

Posted by: Valencia Garcia, City Secretary

Date posted: January 23, 2025 Time posted: 3:32 PM

Date removed from bulletin board: _____

Removed by: _____

City Council Regular Meeting

3. a.

Meeting Date: 01/28/2025

Department: City Secretary

AGENDA CAPTION:

Council Questions and Answers

BACKGROUND:

The Council Questions and Answer document, along with any handout(s) provided during the meeting, will be attached below. Due to the requirement to post the agenda prior to these attachments being created, the Council Questions and Answers document will be uploaded just prior to the meeting. Any handouts presented during the meeting will be added on the next business day.

RECOMMENDATION:

Information only.

City Council Regular Meeting

6. a.

Meeting Date: 01/28/2025

Department: General Services

Key Focus Areas: Infrastructure Development and Maintenance

AGENDA CAPTION:

Present and discuss an update on the Addison Conference Centre Remodel Project.

BACKGROUND:

Staff will provide an update on the Addison Conference Centre Remodel Project and seek Council feedback on desktop technology, Council Chambers and Work Session room layouts, and facility renaming.

RECOMMENDATION:

Staff seeks Council direction.

Attachments

Presentation - Addison Conference Centre Remodel Project

ACC Remodel Project Update

January 28, 2025

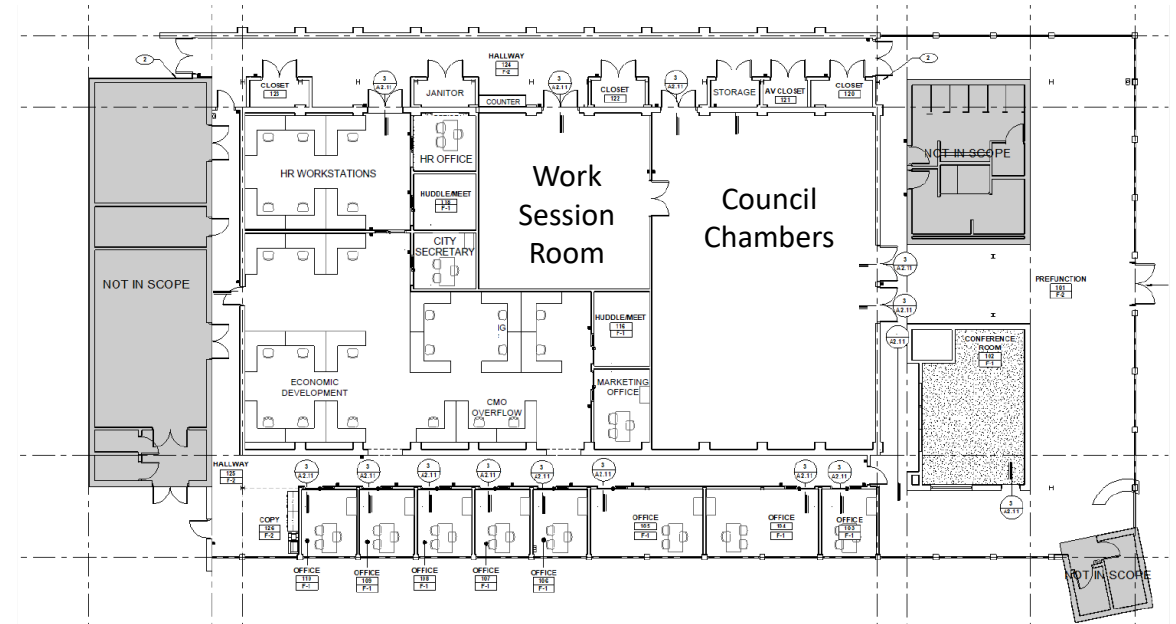
Hamid Khaleghipour, Executive Director of Internal Services
Bill Hawley, General Services

The logo for ADDISON, featuring the word "ADDISON" in a bold, blue, sans-serif font centered within a white circle. This circle is set against a blue background that is part of a larger graphic design on the right side of the slide, which includes a white circle and a grey triangle.

Project Summary

Convert the Conference Centre into additional office space for Town departments, update the public spaces, and enhance site security:

- Addition of City Manager, Human Resources, Marketing & Tourism, Economic Development, and City Secretary office space.
- Updates to the Council Chambers and Work Session Room.
- Addition of access control system that will be expanded to all Town facilities.

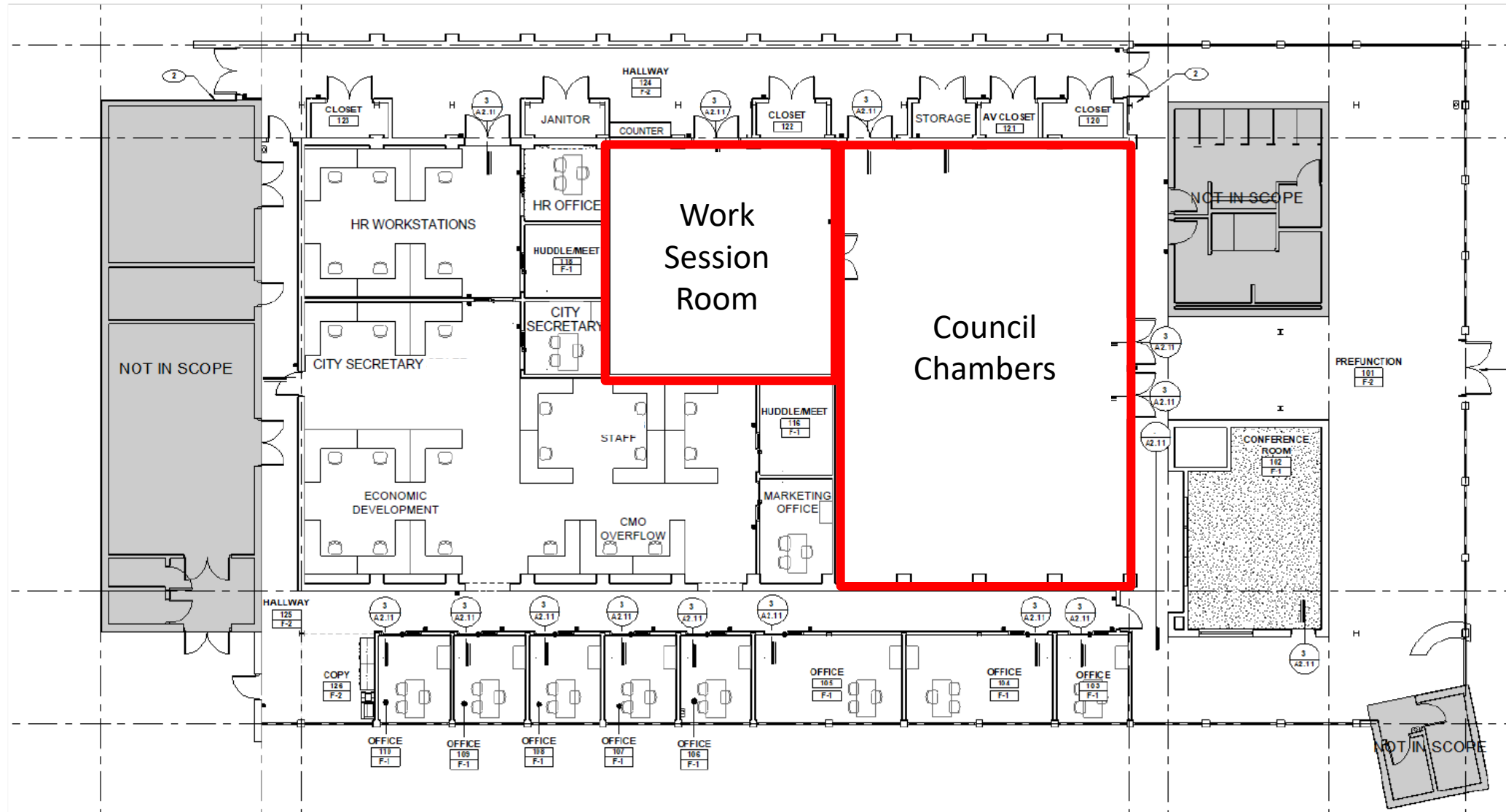


Project Design Team: TSK Architects, Gliden Industries - Construction Manager at Risk (CMAR), and Town staff.

Tonight, staff will:

- Discuss Council desktop technology for the Council Chambers and Work Session Room.
- Review the planned layouts for the Council Work Session Room and Council Chambers.
- Discuss the future names for the remodeled facility and 5300 Belt Line.
- Seek feedback and answer questions from Council.

Room Layouts



Desktop Technology - Hardware

The remodeled facility will have desktop hardware for Council's use in the Chambers and Work Session Room.

The first option is to stay with movable hardware like an iPad or laptop.

The second option is to obtain new hardware that is built into the desktop.





Desktop Technology - Voting Software

A. An Ordinance approving the awarding of ITB #2023065 - Service Agreement – Lawton Park Trestle Bridge Construction Project - between R.I. McCov. Inc. and the City of Fort Wayne, Indiana, for the Parks And Recreation Department, by and through its Board

MINUTES ACTIONS MOTIONS **VOTE** SPEAKERS ATTACHMENTS (1) NOTES

Motion to approve

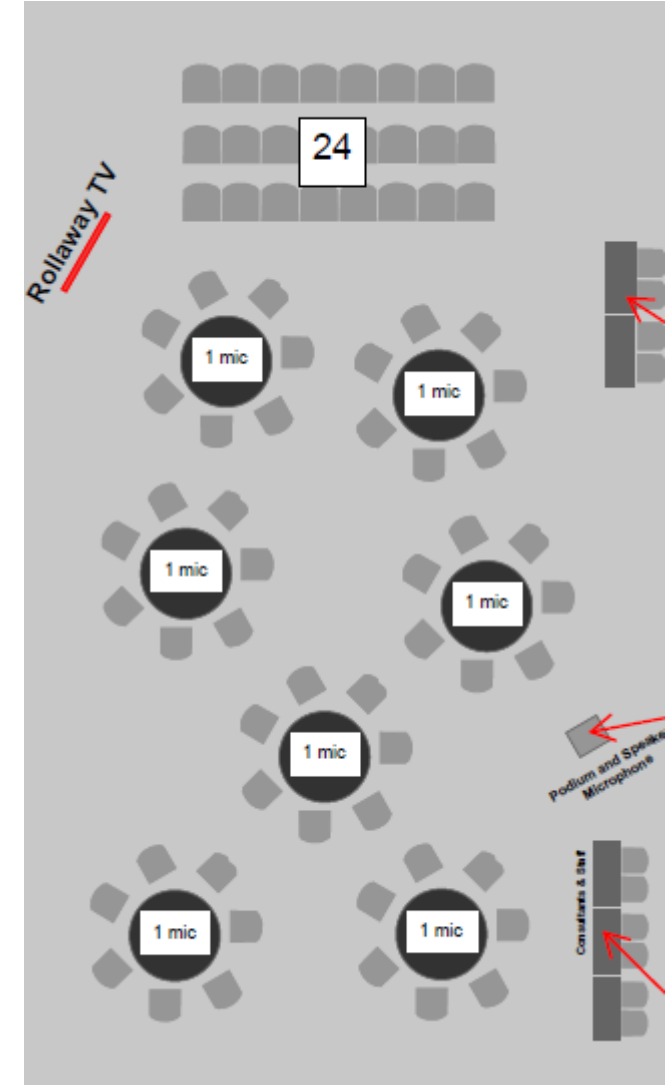
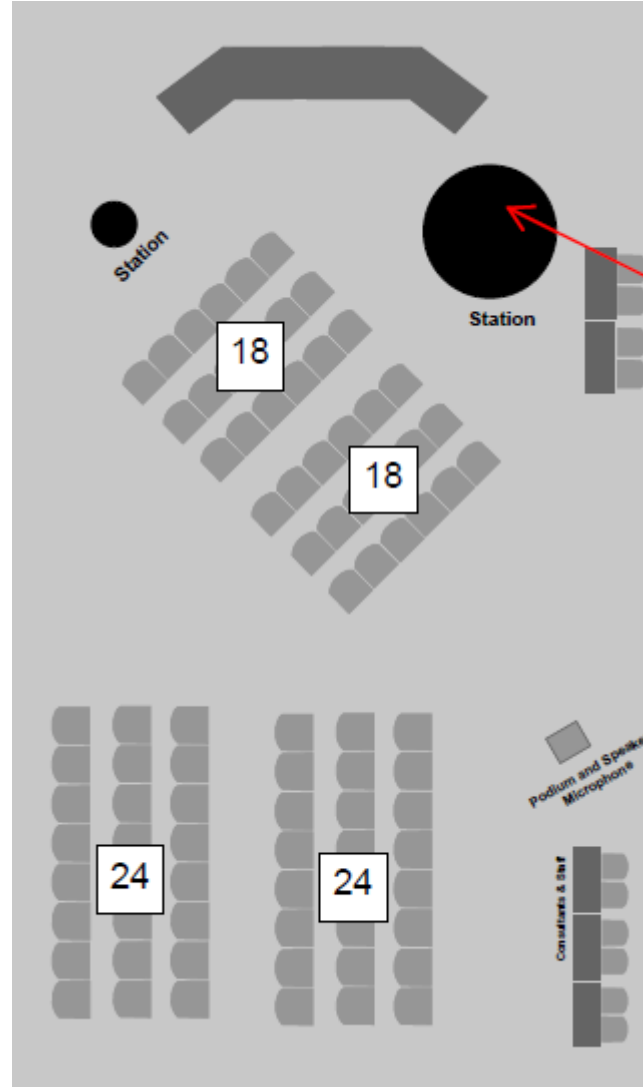
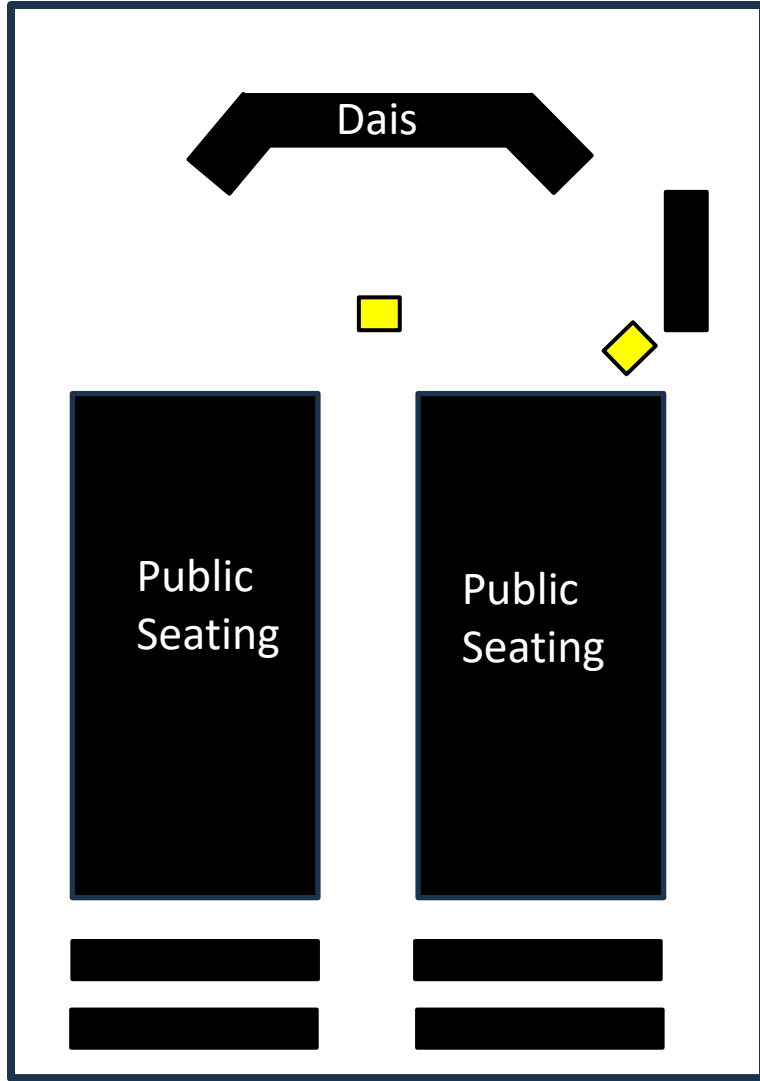
PASS FAIL TABLE

MEMBER	YEA	NAY	RECUSE	ABSTAIN	ABSENT	CLEAR
Tom J. Percy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
 Cole Collard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Scott Hall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Steve Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Voting Victoria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

OPEN VOTE SAVE SAVE & CLOSE

[V:\Council Meeting Presentations\2025\3 - January 28\Voting Module.mp4](#)

Chambers Used for Multiple Purposes

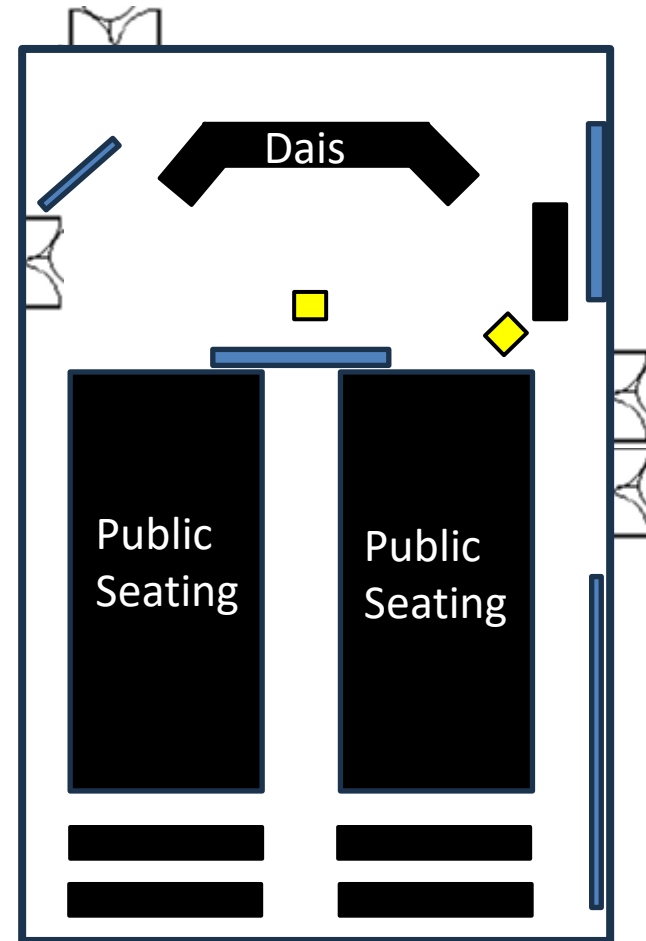


Council Chambers Layout

Dais, podiums, and seating remain the same.

Changes include:

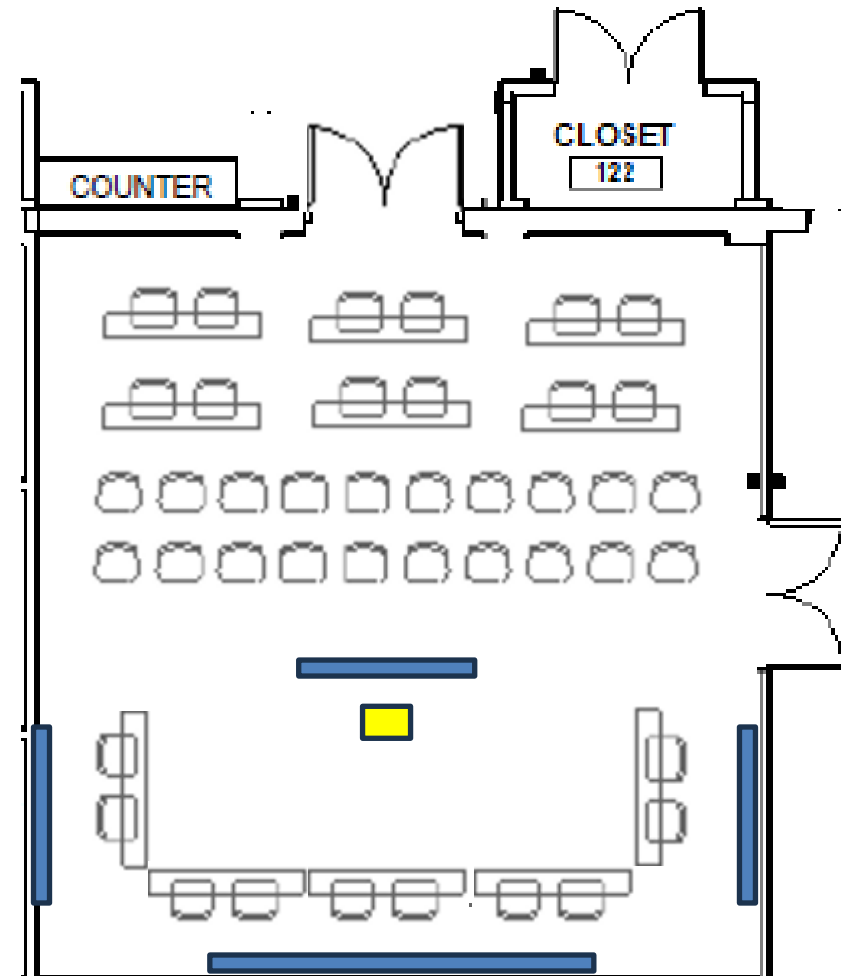
- Connection of Council Chambers to the Work Session Room.
- Permanent west wall with sound insulation.
- Acoustical panels instead of curtains.
- Elimination of south entrance.
- Relocation of service hallway doors from behind dais.



Work Session Room Layout Option 1

Work Session Room features:

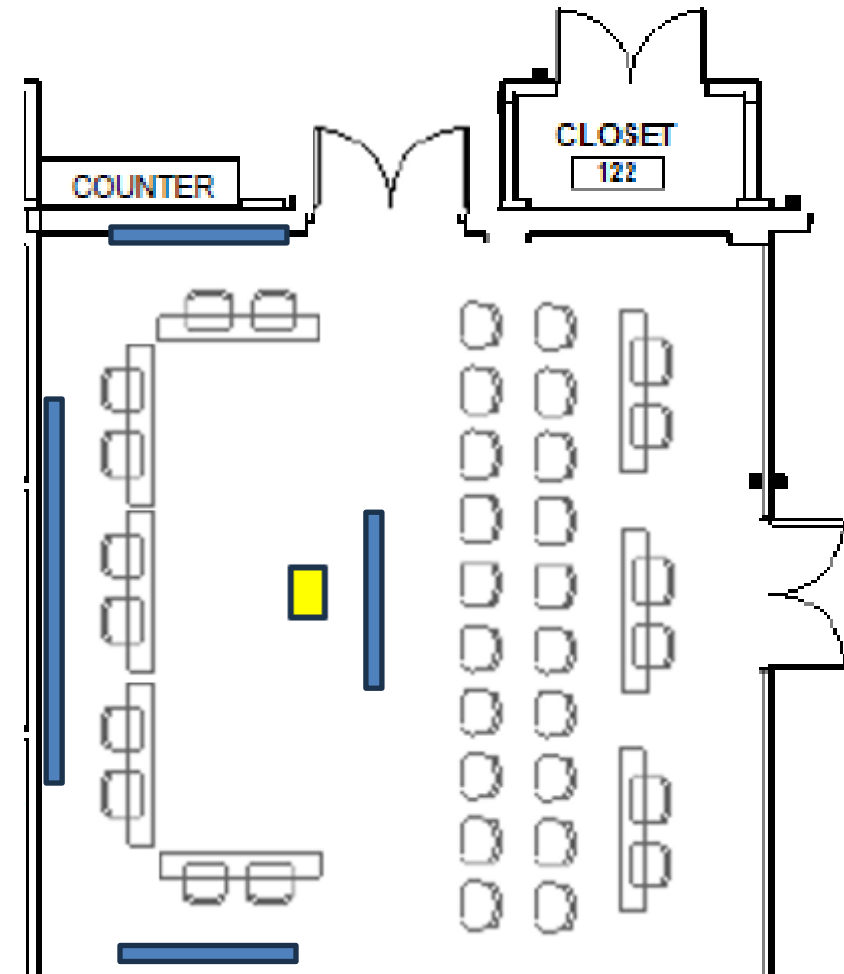
- “U” shaped seating for 10.
- Public / staff seating for 32 - 40 depending on configuration.
- Three wall and two ceiling mounted screens (blue rectangles).
- Council desktop technology.
- Movable podium (yellow rectangle).
- Permanent walls with sound insulation.
- Meeting support spaces outside room.
- Reconfigurable for other uses.



Work Session Room Layout Option 2

Work Session Room features:

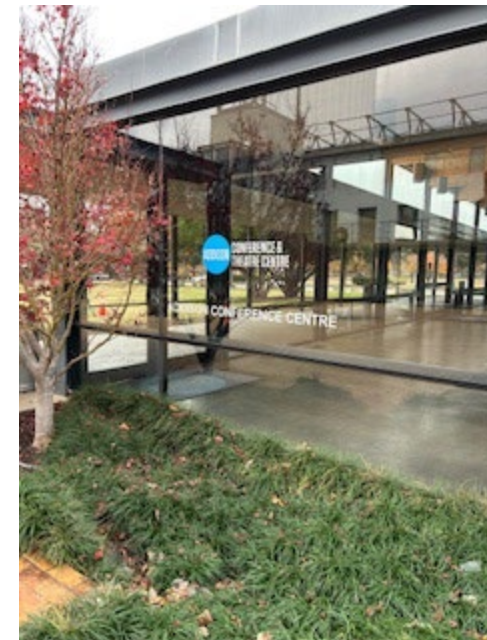
- “U” shaped seating for 10.
- Public / staff seating of 26 - 40 depending on configuration.
- Three wall and two ceiling mounted screens (blue rectangles).
- Council desktop technology.
- Movable podium (yellow rectangle).
- Permanent walls with sound insulation.
- Meeting support spaces outside room.
- Reconfigurable for other uses.



Updated Names for the ACC and 5300 Belt Line

Staff seeks Council direction on the name for this newly remodeled facility so that signage and wayfinding can be designed and installed with the remodel.

Staff also seeks direction on the future name for 5300 Belt Line after current operations are relocated to the newly remodeled facility.



Key Upcoming Steps

- Gliden is obtaining sub-contractor bids.
- Guaranteed Maximum Price (GMP) is being developed.
- Council consideration of GMP is planned for February 25th meeting.
- Construction begins after approval of GMP.

Questions

City Council Regular Meeting

6. b.

Meeting Date: 01/28/2025

Department: Parks & Recreation

Key Focus Areas: Economic Development and Revitalization
Mobility and Connectivity
Infrastructure Development and Maintenance
Community Engagement
Vibrant and Active Community

AGENDA CAPTION:

Present and discuss the development of the Addison Circle Park Vision Plan Operations section.

BACKGROUND:

The Parks, Recreation and Open Space (PROS) Master Plan adopted by Council in 2019 identified the need to plan for the redevelopment of Addison Circle Park and the spaces around the Conference and Theatre Centre in conjunction with the Dallas Area Rapid Transit (DART) Silver Line, Cottonbelt Trail and the Transit-Oriented Development (TOD). These recommendations were guided by citizen input that requested more opportunities and activities in the park or providing a new park with these amenities. The PROS Master Plan also identified businesses in Addison Circle District, especially those within close proximity of the park, that would benefit from activating the park on a more frequent basis. To move forward with the recommendations in the PROS Master Plan, Council allocated funds in the FY24 budget to hire a consultant to develop a vision plan for Addison Circle Park. In November 2023, an RFQ was issued to solicit responses from project teams to submit their qualifications to facilitate the development of the vision plan. At the end of this RFQ process, OJB Landscape Architecture was identified as the most qualified for the project due to their record of:

- Proven and successful public engagement strategies.
- Creating visions for dynamic, multi-functional urban parks that serve as an amenity for residents and attract visitors of all ages and abilities.
- Substantial experience developing programming bubble diagrams that include spatial analysis of uses and creating a park programming activity plan which includes daily, weekly seasonal and annual events.
- Substantial experience developing park operations plans that identify management, programming, maintenance and security needs.
- Revenue generation for parks.

On February 27, 2024, Council awarded a contract to OJB Landscape Architecture to develop a vision plan for Addison Circle Park. On March 26,

2024, Council appointed a Public Advisory Committee to help guide and inform the development of the plan. Since that time, OJB and staff have worked to gather information from the advisory committee, the public, and other parks systems with active parks. All of these steps have contributed to and informed decisions that have been made in the development of the vision plan for Addison Circle Park. On December 10, 2024, OJB representatives made a presentation to Council including the information gathered in this process and the recommendations that are being made for Addison Circle Park. This presentation is a follow-up that will focus on the operations of Addison Circle Park to implement the vision plan.

RECOMMENDATION:

Information only.

Attachments

Presentation - Addison Circle Park Vision Plan



OJB

ADDISON CIRCLE PARK VISION PLAN

What's Your Vision?

28 JANUARY 2025

Agenda

- 10 December 2024 Meeting Review
- Operations | Activation | Revenue Generation
- Next Steps

**What is a
Vision Plan?**

What is a Vision Plan?

A VISION PLAN HELPS **GUIDE** DECISION-MAKING, ALIGN RESOURCES, AND **INSPIRE** THE COMMUNITY BY PROVIDING A CLEAR **ROAD MAP** FOR THE FUTURE.

Vision Plan Statement

VISION PLAN PRIORITIES



VISION PLAN STATEMENT

“Our vision for the re-imagined Addison Circle Park is to **build upon the success and innovation of the original park, fostering growth and evolution.** We aim to create a **welcoming, vibrant, inclusive, and sustainable** space that enriches the lives of all residents and visitors. Our vision is to **encourage community connections, embrace innovation, and celebrate nature.**”

ADDISON CIRCLE PARK GOALS

1



Provide year-round free activities and events

2



Enhance existing tree canopy and diversity

3



Complement surrounding community venues

4



Provide local and small business opportunities

5



Establish safety and operational plan

METRICS OF SUCCESS

PROVIDE ACTIVITIES AND EVENTS

Commit to a robust activation plan of free programs and events.

ENHANCE TREE CANOPY

Achieve Level 1 arboretum certification

COMPLEMENT SURROUNDING VENUES

Measure foot traffic, growth in annual event attendance

LOCAL AND SMALL BUSINESS

Create retail and market opportunities within the park

OPERATIONAL PLAN

Provide a daily, dedicated security and maintenance team to maintain a high level of care.



**Design
Response**

ADDISON CIRCLE PARK | AERIAL OVERVIEW



ADDISON CIRCLE PARK | EASTERN OVERVIEW



ADDISON CIRCLE PARK | CENTRAL OVERVIEW



ADDISON CIRCLE PARK | WESTERN OVERVIEW



Operations Plan

VISION PLAN | OPERATIONS TASKS

- With assistance of Addison Staff create and operations plan that identifies additional management, programming, maintenance and security staff required when the plan is implemented.



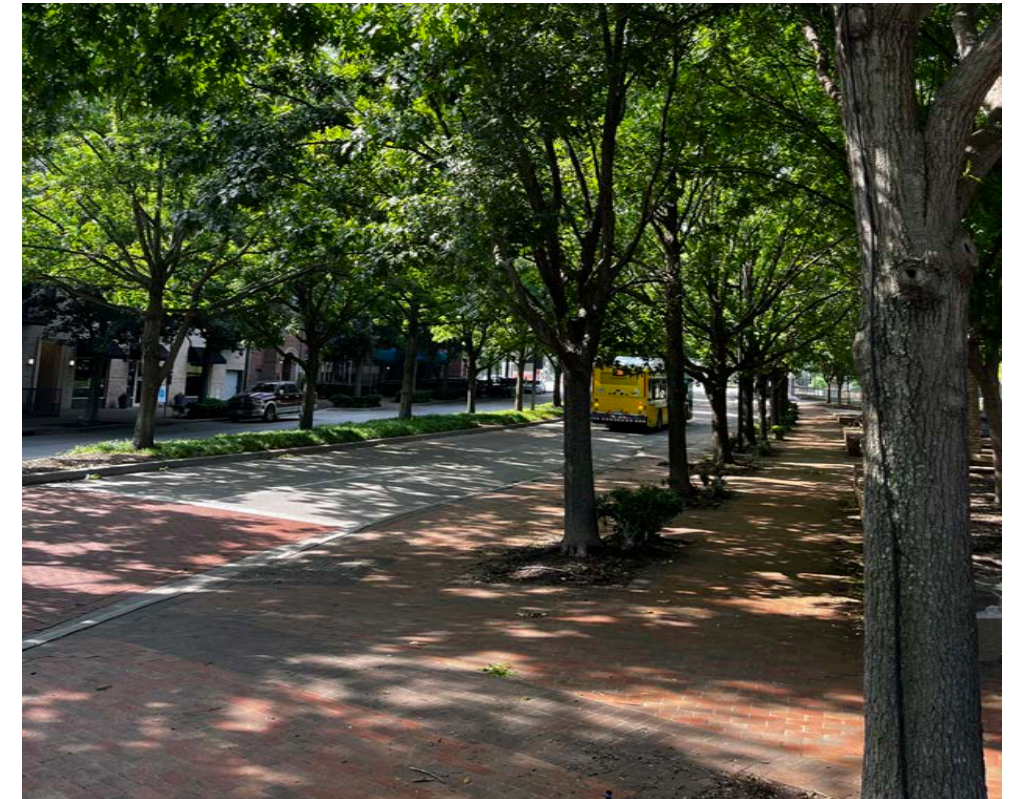
WHAT WE HEARD | OPERATIONS CHALLENGES



On-Going Water Feature Maintenance



Turf Growth Under Trees



Narrow Sidewalks - 90 Degree Right Turns



Lack of On-Site Storage



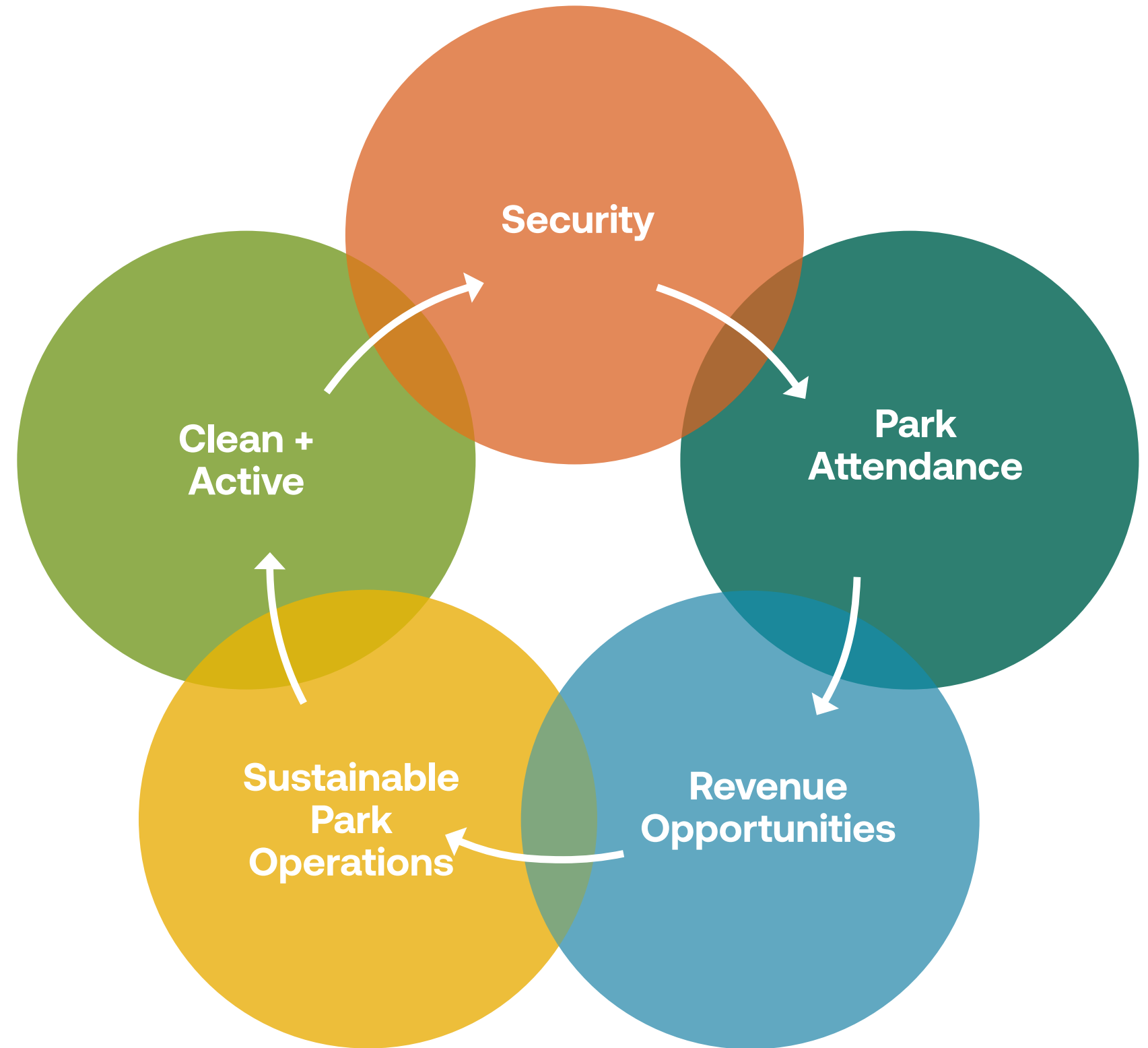
Trash Receptacle Locations and Quantity



Grading and Drainage



**Active Spaces
Need To Be Actively
Managed**



VISION PLAN | OPERATIONS

Based on numerous conversations and site walks with Parks Department staff, we recommend the following operational strategies that coincide with the Vision Plan design:

Additional Operations Staff Resources

- (2) Dedicated FTE to compliment the rest of the Park Department staff that already maintain the park in addition to the rest of their responsibilities in the department.

Need dedicated staff to focus on Addison Circle Park maintenance and repairs, assist with daily, weekly, monthly activation set up and take down.

They will be an additional layer of security on the park as well being there during park daytime hours.

They are in addition to the current park operations, maintenance and landscape team.



VISION PLAN | SECURITY

Security is of paramount importance to Circle Park. The new park design can help address security concerns but there is an additional layer needed.

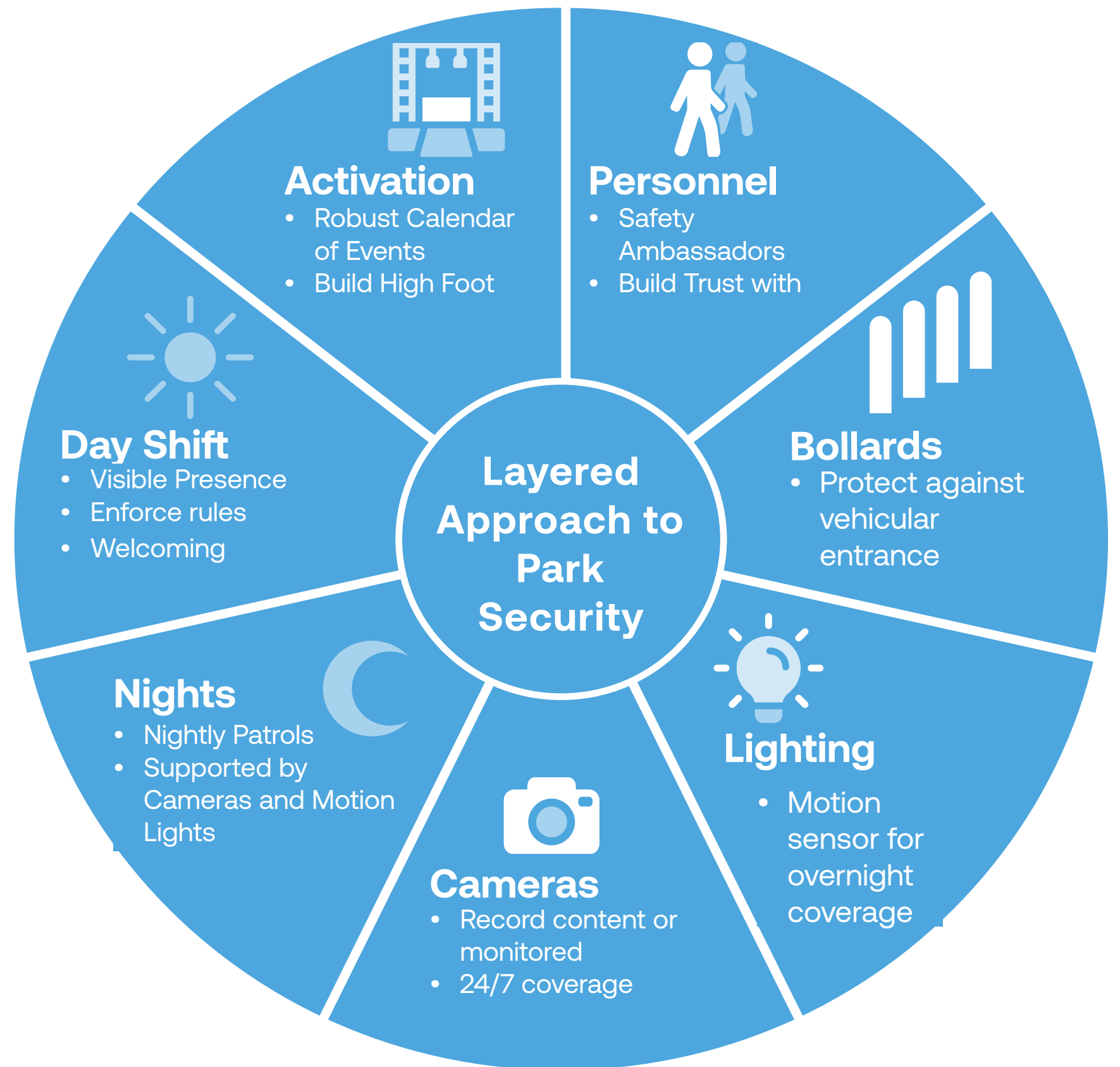
Additional Security Resources

- (2) Unarmed Security Guards

Parks Department to hire two unarmed security guards to be on site 24/7 to ensure the park is meeting its promise of being safe, clean and active.

Guards should be park ambassadors to remind guests of park rules, welcome them to Addison Circle Park and contact Addison PD for any matter beyond their scope.

Estimated cost \$350,000



VISION PLAN | SECURITY

24/7

- Dedicated & visible
- Can be through 3rd party - does not have to be full-time staff
- Separate from event staff

Welcoming

- Unarmed but trained
- Greet park guests in a welcoming manner
- Build relationships with regular park users
- Be a visible signal to the community that it is safe

Proactive, Not Reactive

- Set the tone for the park - safe, clean and active
- Especially important for first year of operations
- Number of security staff and shifts TBD by park size and hours of operation

Ambassador

- Enforce park rules
- First point of contact for most park guests
- Set the brand standard

Support

- Work with other park staff to improve guest experience
- Support community outreach efforts for the unhoused community



VISION PLAN | OPERATIONS RECOMMENDATIONS

- Hire two additional Parks Department maintenance team members to be dedicated to Addison Circle Park and in addition to the existing Parks team.
- Contract two private, unarmed security guards to rove the park 24/7 to be an additional layer of security in the park.
- Take an active management approach when the park is redesigned and activated on a daily, weekly, monthly basis.
- Build storage on site for maintenance and programming minimum of 1500 SF which can be split between locations.
- Park staff need roughly 1000 SF of office space fronting the park for ACP park staff, operations, activation, security, programming storage, event logistics, etc.
- Depending on location and size, the new park office can also be used for an Operations Command Center during signature events.
- Train staff in new landscape techniques and best practices to maintain new design.



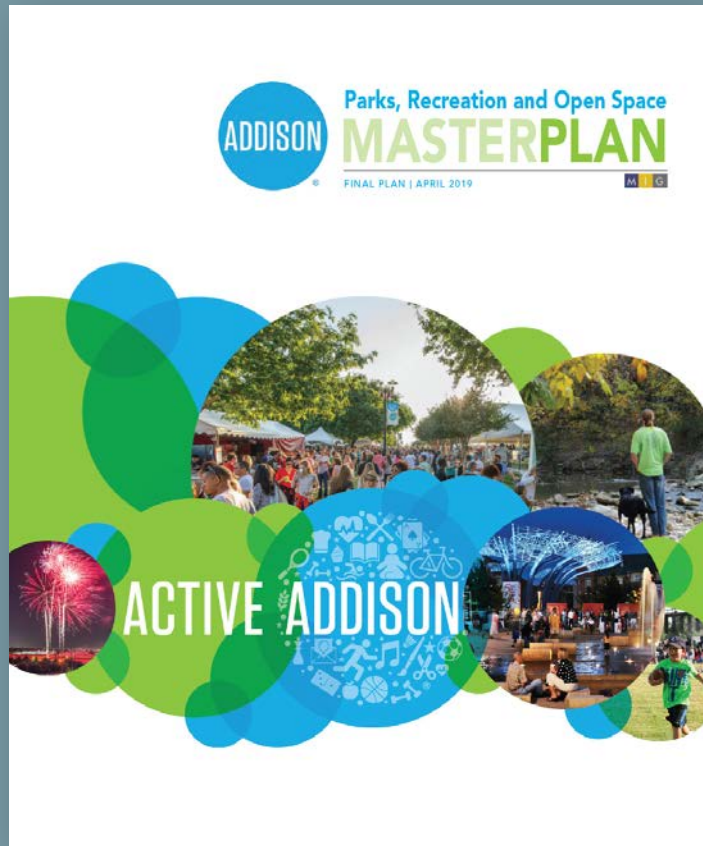
Activation Plan

VISION PLAN | ACTIVATION TASKS

- Create a park programming activity plan which includes daily, weekly, monthly, seasonal and annual events.
- Recommend and identify modifications to park infrastructure that will be required to implement the programming plan. Work with staff to identify a phasing strategy for implementation.
- With assistance from Addison Staff create an operations plan that identifies additional management, programming, maintenance and security staff required when the plan is implemented.



VISION PLAN | ACTIVATION VISION

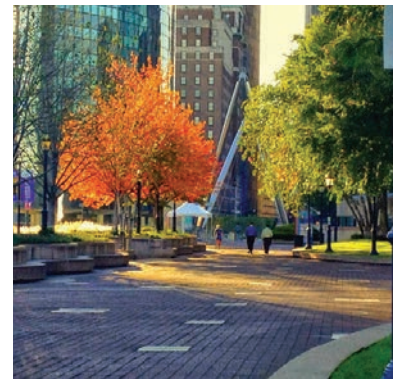


Build on the 2019 PROS Master Plan

“Explore options to provide more frequent events and programs at Addison Circle Park and other sites. Explore the use of contract event staff for set-up, clean-up and event operations.”

1 Addison Circle/Central

Addison Circle/Central is envisioned as a regional activity hub that will engage residents, employees of local businesses and visitors by offering events, programs and leisure space. The site boasts the classic Addison Circle Park and welcomes new planned development to the south. Addison Circle Park is successfully programmed with large events that attract residents and visitors to Addison. The planned expansion southward includes mixed use development, open space and regional trail and transit connections. Thus, the recommendations in Addison Circle/Central emphasize the continued success of Addison Circle Park’s programming and events, additional park activation, and synergies between this site and the new parks and trails to be developed in Addison Central (Figure 3-5). Addison Circle/Central can be enhanced as a regional event space and destination activity hub for daytime and evening activities.



STRENGTHEN SITE AS A CENTRAL HUB

- Prepare a cohesive Master Plan for Addison Circle/Central to strengthen its function as a regional destination. Plan these sites as a cohesive unit, along with the Conference & Theater Centre and Beckert Park.
- Update the northeast entrance to establish a stronger gateway by incorporating a new interactive water feature and plaza with seating, shade, and food vendors from local restaurants.
- Add a new social space or facility in the northwest corner. Revisit plans to update the existing pavillion in conjunction with this new facility.
- Bolster outdoor programs to activate the site daily, considering activities such as yoga in the park, walking group meet-ups, pop-up programs such as badminton and croquet and interactive play opportunities with movable, interactive pieces.
- Develop ordinances that support features such as art, bike-share, a shade structure and wayfinding signage.

CONNECT TO ADJACENT USES

- Create a relationship between Addison Circle Park, the multiuse development of Addison Central and the Cotton Belt Regional Rail Station with a formalized gathering space along Festival Way.
- Emphasize a new north to south promenade that connects Addison Circle Park, the transit station and the Conference & Theater Centre.
- Encourage more park use by updating the building frontage along the park’s edge; in Addison Central, ensure that built uses open towards the park to increase interaction.
- Activate the park’s northern edge to support the adjacent businesses by incorporating site furnishings such as moveable tables and chairs and lounge seating, along with outdoor games and activities such as an outdoor reading room, chess, ping pong, and pop-up games and activities.

- Install bicycle parking and establishing a bike share system to connect residents, employees and visitors to nearby destinations.
- Formalize a gathering space along Festival Way that allows for park and light rail access to regularly occurring events such as formalized food trucks.
- Incorporate active gathering spaces, including temporary / experiential art exhibits that cater to young adults, professionals and visitors to the area.

MAINTAIN FLEXIBLE OPEN SPACE

- Preserve the existing grounds that remain integral to Addison’s signature seasonal events and attractions.



Figure 3-5: Addison Central/Circle Diagram

Site Recommendations - E8. Addison Circle Park

Vision: Regional event space and destination activity hub for daytime and evening activities

- Create a new master plan for Addison Circle Park in conjunction with the new parks in Addison
- Central, improvements to the Conference and Theater Center and Beckert Park —treating them as one cohesive unit
- Design and promote this park as Addison’s central hub and brand site, literally “Where it all comes together!” Considers new frontage, circulation patterns, a promenade and plaza connecting from the Cotton Belt Rail Station through the park to the Conference Center and Theater
- Improve the park’s southern edge in relationship to multiuse development of Addison Central and the Cotton Belt Regional Rail Station
- Discuss potential impacts to special events and preserve lands and/opportunities integral to Addison’s signature seasonal events and attractions
- Prioritize creating a gathering space along Festival Way that allows for park and light rail access to regularly occurring events such as formalized food trucks

VISION PLAN | EXISTING ACTIVATION



Kaboom Town



Taste Addison



Oktoberfest



Addison After Dark



AO Pop Up Yoga



Summer Concerts

VISION PLAN | WHY ACTIVATE?



VISION PLAN | HOW TO ACTIVATE



Art



Comfortable Seating



Daily/Weekly/Monthly Activities



Seasonal Events/Markets/Rentals

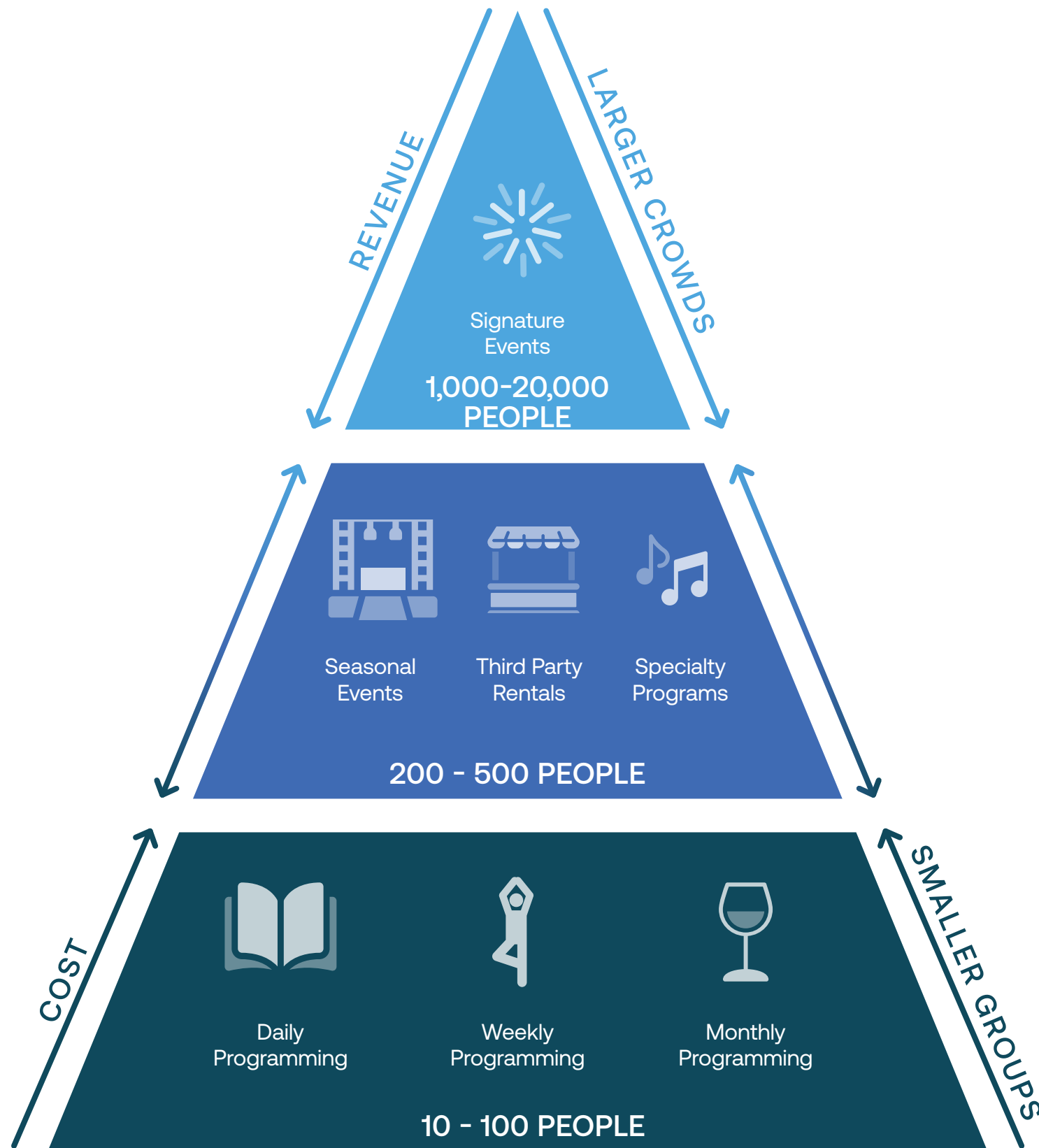


Food & Beverage



Signature Events

VISION PLAN | HOW TO ACTIVATE



SIGNATURE EVENTS

Addison excels at Signature Events hosting three annually with over 20,000 people each.

Taste Addison *Kaboom Town* *Addison Oktoberfest*

SEASONAL EVENTS

Addison Circle Park is hosting some events in this tier but has room to add more.

DAILY + WEEKLY + MONTHLY

This is the activation strategy to focus on. More smaller, free activities and events built around health & wellness, arts & culture and food & beverage.

VISION PLAN | DAILY ACTIVATION



FREE PLAY



PING PONG



FOOSBALL



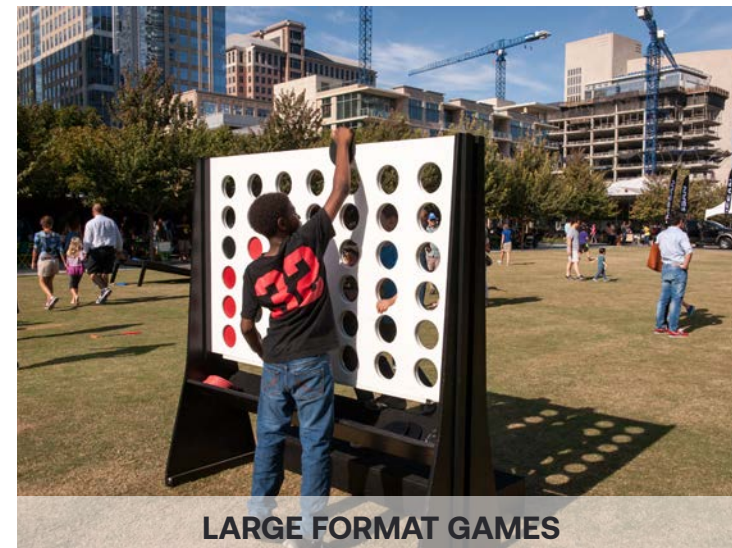
MOVABLE FURNITURE



BOOK CARTS



FOOD TRUCKS



LARGE FORMAT GAMES



BOARD GAMES



ARTS AND CRAFTS CART



CONVENIENCE OUTLET

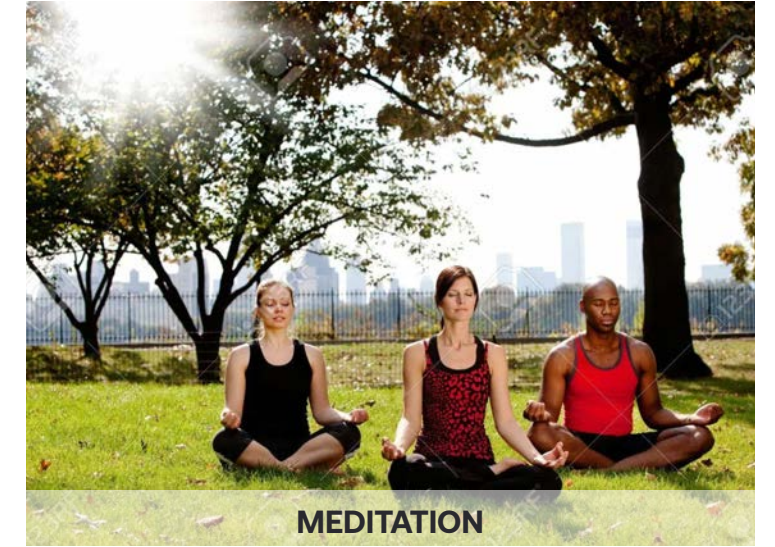


WALKING TRAILS



COFFEE CART

VISION PLAN | WEEKLY ACTIVATION



VISION PLAN | MONTHLY ACTIVATION



ACTING WORKSHOP



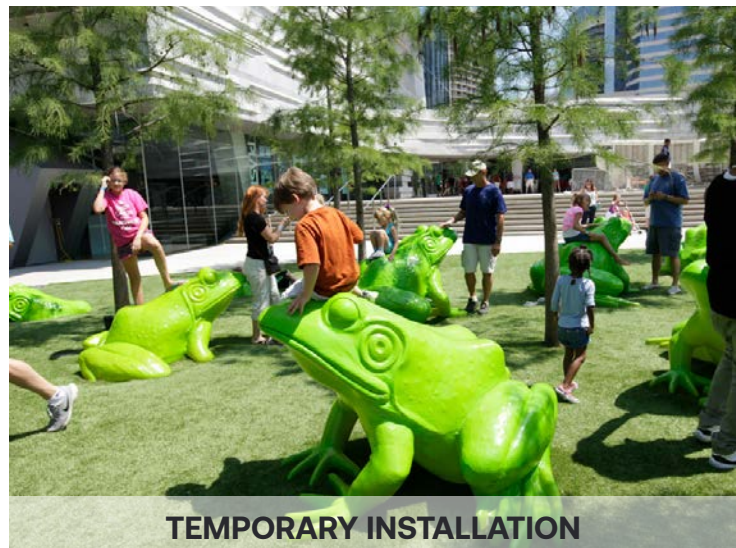
BINGO NIGHT



PHOTOGRAPHY CLASS



PUPPY PAL SOCIAL



TEMPORARY INSTALLATION



DANCE PERFORMANCE



DANCE CLASS



GARDENING CLUB



BEEKEEPING CLASS



MARKETS



THEATRE CENTRE SHOWCASE



STORY TIME

VISION PLAN | ACTIVATION STRATEGIES



Calendar

Create a curated calendar that balances daily, weekly, monthly free programs with self-produced events and 3rd party rentals to drive revenue.



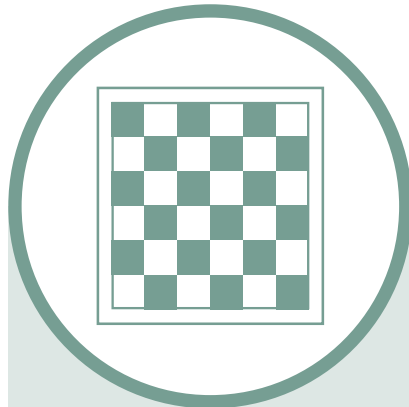
Stacking

Stack programs together to create a block of time that offers compatible activities.



Shade

Provide permanent or temporary shade to increase programming attendance and event opportunities.



Games

Offer passive activation - Game/Art Carts, Imagination Playground, Lawn Games, Board Games.



Partners

Find program partners to reduce or eliminate cost of activities.



Marketing

Support all calendared events, activities and program partners with robust social media and marketing.

VISION PLAN | ACTIVATION RECOMMENDATIONS

- Start now and grow the curated calendar of daily, weekly, monthly and seasonal programming. You are off to a great start!
- Set the vision for the Activation Plan.
- Find program partners to host the activities and classes at little or no cost in exchange for co-marketing opportunities.
- Hire (1) Supervisor to set the strategic direction of the activation plan, establish program partnerships and oversee the recreation coordinators.
- Hire (1-2) FTE at the coordinator level to assist the Supervisor with setting the activation calendar and implementing the plan.



VISION PLAN | ACTIVATION RECOMMENDATIONS

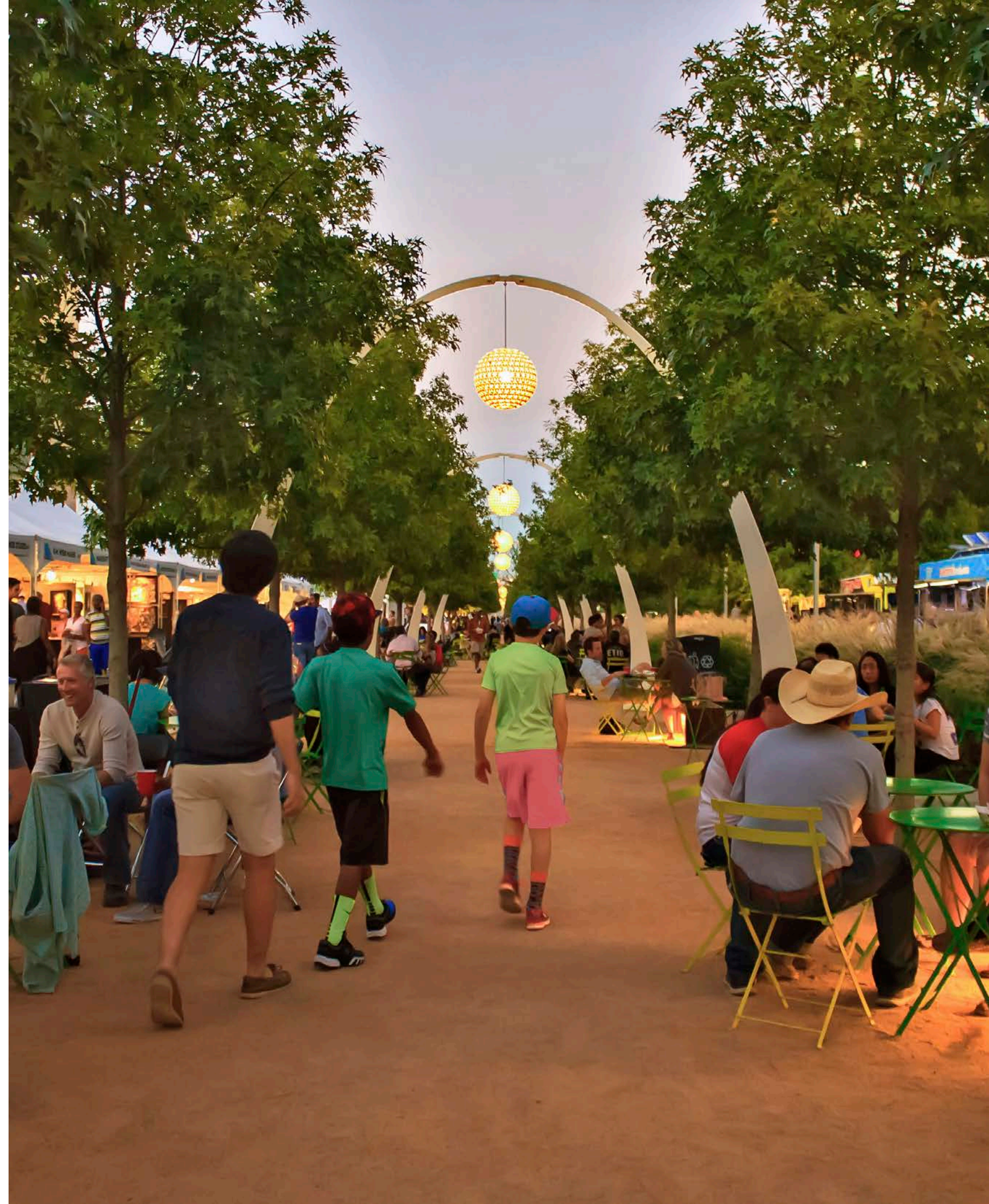
- Package programming categories to create sponsorship opportunities
 - Arts + Culture
 - Health + Wellness
 - Games + Hobbies
 - Food + Beverage
- Allow for rest days so the lawn can recover
- Balance active and passive uses to manage noise levels and create year-round usage
- Activation drives foot traffic and foot traffic drives revenue



Revenue Generation

VISION PLAN | REVENUE GENERATION TASKS

- Include opportunities for revenue generation which should explore sponsorship ideas, rental opportunities and other revenue generation ideas.



VISION PLAN | REVENUE GENERATION STRATEGIES



Identify primary spaces for driving revenue through rentals, ticketed events, sponsorships and naming opportunities.

Create balanced activation calendar for community benefits and driving revenue to help offset operating expenses.

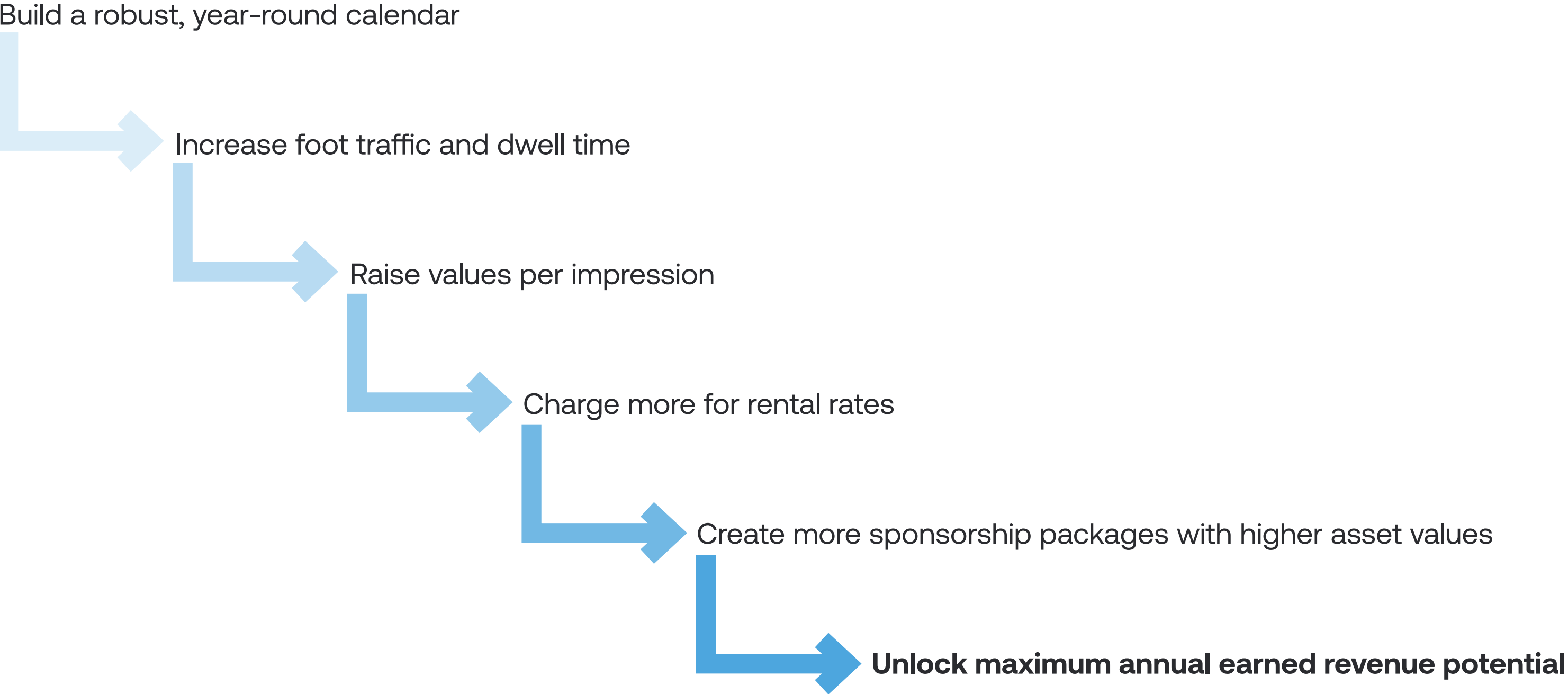
Understand permissible revenue sources and set strategic goals for how to generate income from each source.

Hire dedicated proactive staff for operations, activation and revenue generation.

VISION PLAN | REVENUE GENERATION STRATEGIES

ACTIVATION IS THE FOUNDATION OF REVENUE GENERATION

Revenue grows over time.



VISION PLAN | PERMISSIBLE REVENUE SOURCES

**Naming
Rights**

Sponsorships

**Food &
Beverage**

**Special
Events**



VISION PLAN | REVENUE OPPORTUNITIES

REAL ESTATE ASSESSMENT DISTRICT

- Tax Increment Reinvestment Zone

NAMING RIGHTS

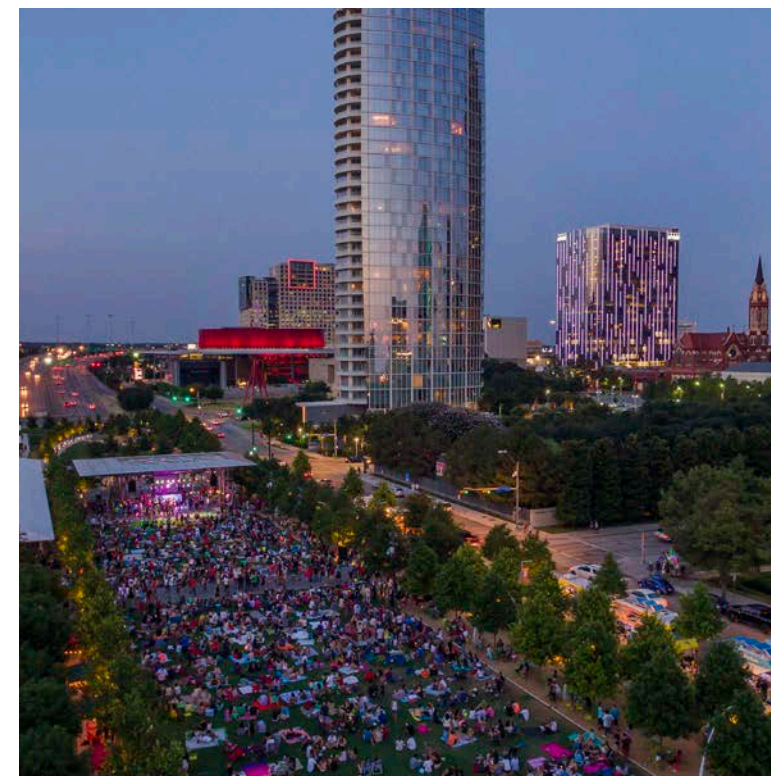
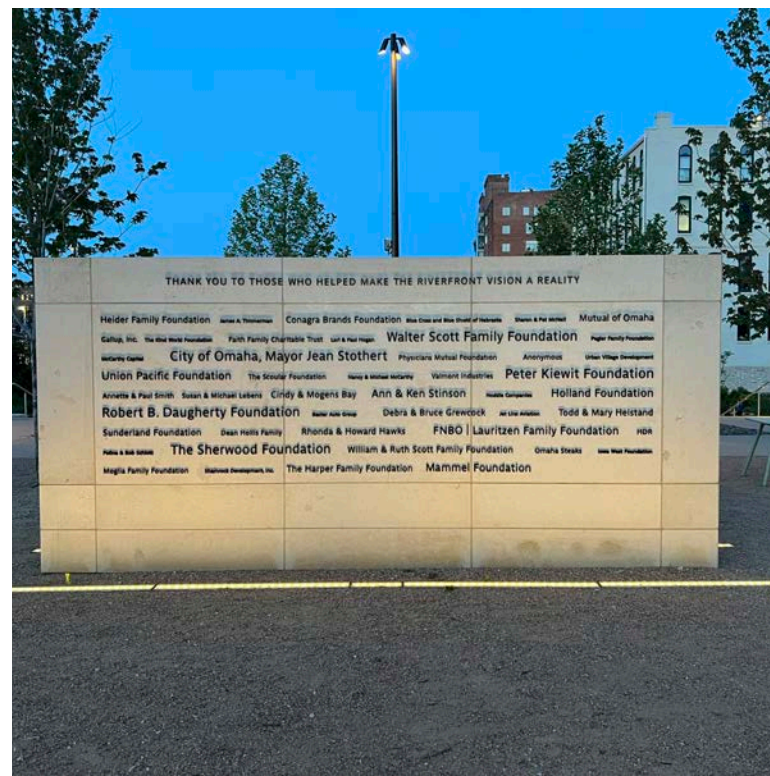
- Capital Campaign opportunity with set-aside from each gift for annual operating expenses

SPONSORSHIPS

- Corporate Marketing
- Corporate Community Impact
- Create Multi-Year Deals
- Sponsor Events
- Sponsor Programming

EVENT RENTALS

- 3rd Party Events
- Product Launches
- Brand Activation
- Corporate Events
- Non-Profits



VISION PLAN | REVENUE OPPORTUNITIES

FOOD & BEVERAGE

- Restaurants
- Food Trucks
- Concessions
- Kiosks
- Catering

PROGRAM PARTNERS

- Ways to Reduce Expenses
- Free Events for the Public

FRIENDS OF THE PARK

- Annual Giving
- Galas
- Grants



VISION PLAN | SPONSORSHIPS

- Be proactive and intentional - hire (1) FTE manager level staff person to generate park earned revenue.
- Sell sponsorship packages based on programming categories

Health & Wellness

Arts & Culture

Games & Hobbies

Food & Beverage

- Create sponsorship packages that benefit both Special Events and Addison Circle Park - combine assets for year-round recognition and higher asking values.
- Find Value in Kind (VIK) for budget relief - ask contractors for sponsorships, media partners
- Seek multi-year deals to create contractually obligated income



VISION PLAN | CAPITAL CAMPAIGN/DONORS

1

Start Now + Focus on Big Asks

Start as early as possible. Design details will be high level, visionary and conceptual. Move the needle faster by focusing on the highest level of assets first. Leave smaller assets until the end.

2

Size of Space \neq Size of Ask

Small spaces do not mean small asks. Impressions drive value, and activation drives impressions.

3

Campus + Community Impact not Construction Cost

Landscape fundraising requires a different approach. You will not get there with construction costs only.

4

Commit to Design Excellence

Stick to the plan. Donors do not drive design. Manage expectations with clear communications to all.

5

Build in Operations & Maintenance Funding

Every ask should include a percentage of the donation that goes towards annual operations and maintenance. Donors can help ensure the long-term success of the space.

VISION PLAN | CAPITAL FUNDING OPTIONS

TIF DISTRICT

- Special assessment district has been created and can help contribute capital funds to a re-imagined Circle Park

PARK LAND DEVELOPMENT FEE

- Newly passed Developer-Funded Parks & Trails Ordinance

CAPITAL CAMPAIGN

- Identify all assets that can be named or supported through philanthropic donations from individuals, foundations and corporations



VISION PLAN | REVENUE GENERATION RECOMMENDATIONS

- View it as a team sport.
Collaborate between Special Events and Parks to generate maximum revenue opportunities.
- Revenue generation is a long-game.
Break goals into bite size pieces and stack successes over time.
- Revenue generation is a math equation.
Be clear in what you are solving for and then break down the road map to get there.
- Activation is the foundation of revenue generation.
More people = more revenue
- Be proactive and intentional about revenue generation.
A staff person whose first mission is to generate income.



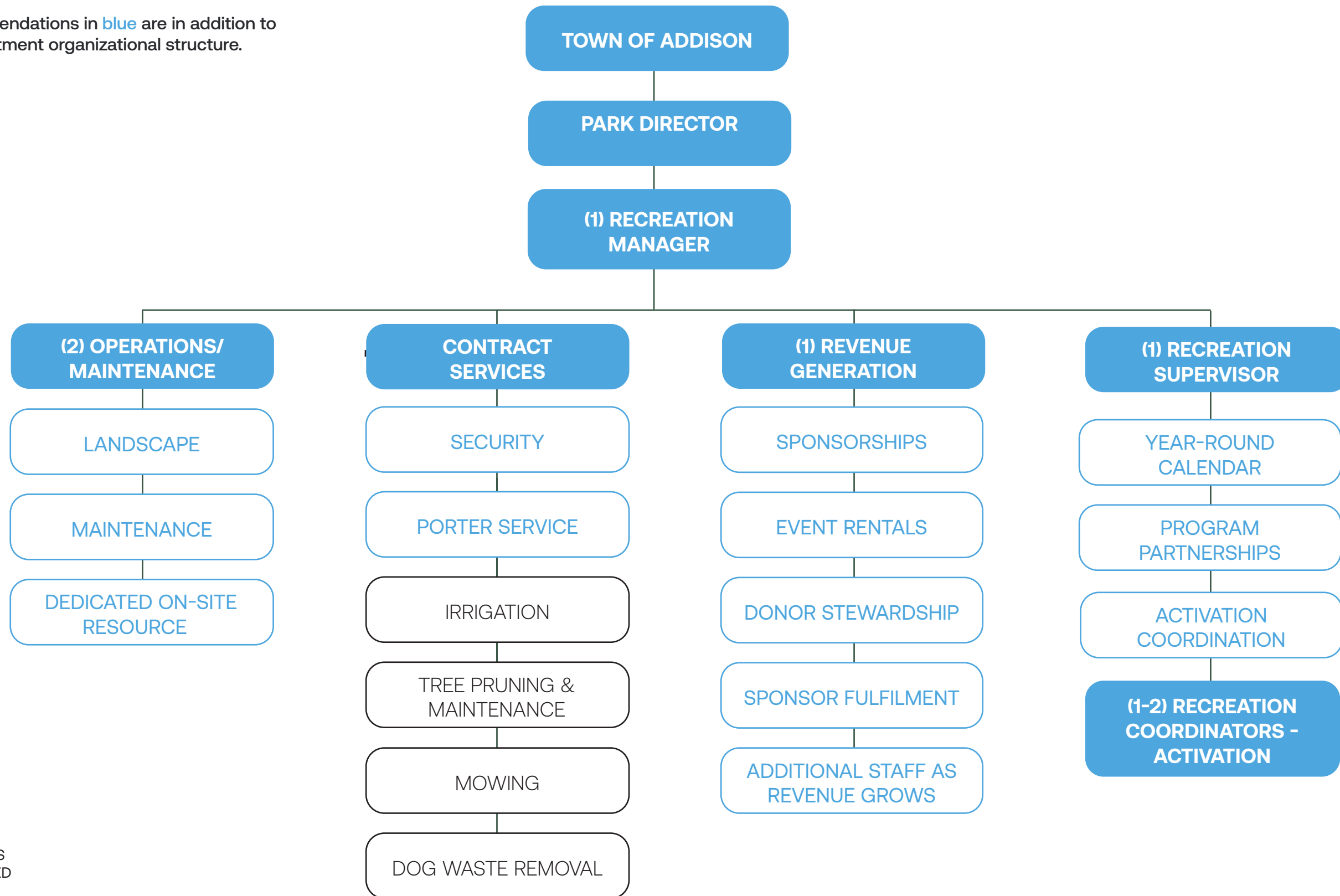
VISION PLAN | STAFFING RECOMMENDATION

- Hire (1) FTE Recreation Manager to lead the new dedicated park team.
- New Recreation Manager will report to the Director of Parks and Recreation.
- Serve as the day-to-day active manager of all on-site activities, programs and maintenance of the park.
- Coordinate with other Parks and Recreation staff to ensure operational and maintenance excellence.



VISION PLAN | STAFFING RECOMMENDATION SUMMARY

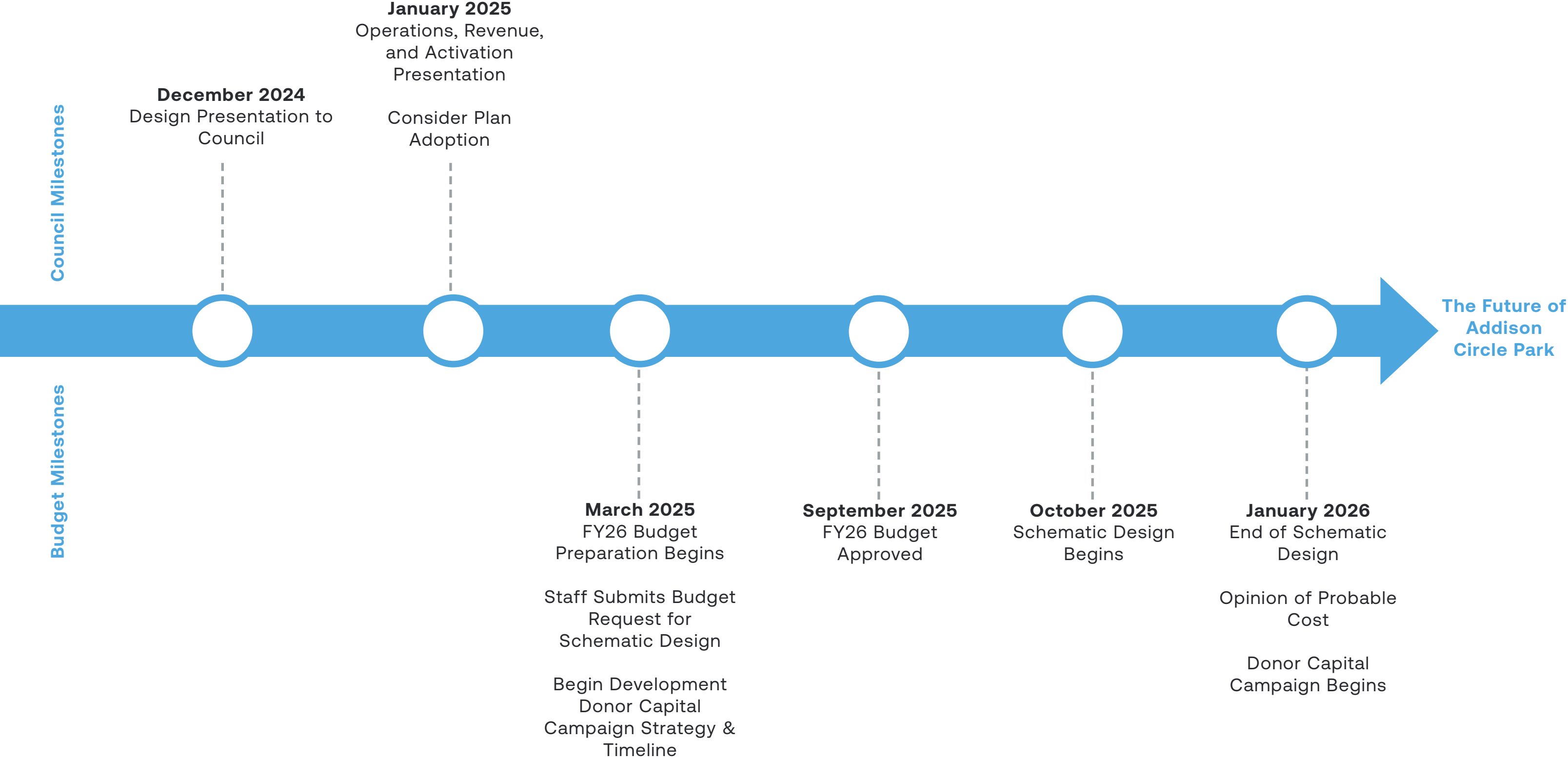
All new staffing recommendations in blue are in addition to the current Parks Department organizational structure.



- ADDITIONAL STAFF
- RESPONSIBILITY
- CONTRACT SERVICES CURRENTLY PROVIDED

Next Steps

VISION PLAN | NEXT STEPS





ADDISON

OJB

The Vision



Supplemental Documentation

Circle Park

Today

Addison Circle Park History

1942

The site was made up of residential and commercial buildings.



1990s

Addison Circle District was developed to create a walkable urban center. Originally 80 acres but expanded to 124 acres and transformed the area into a thriving hub.



Early 2000s

Addison Circle Park opens as a vital community asset for locals and events. Taste Addison, Kaboomtown, and Oktoberfest draw thousands of visitors annually.



Addison Circle Park Today

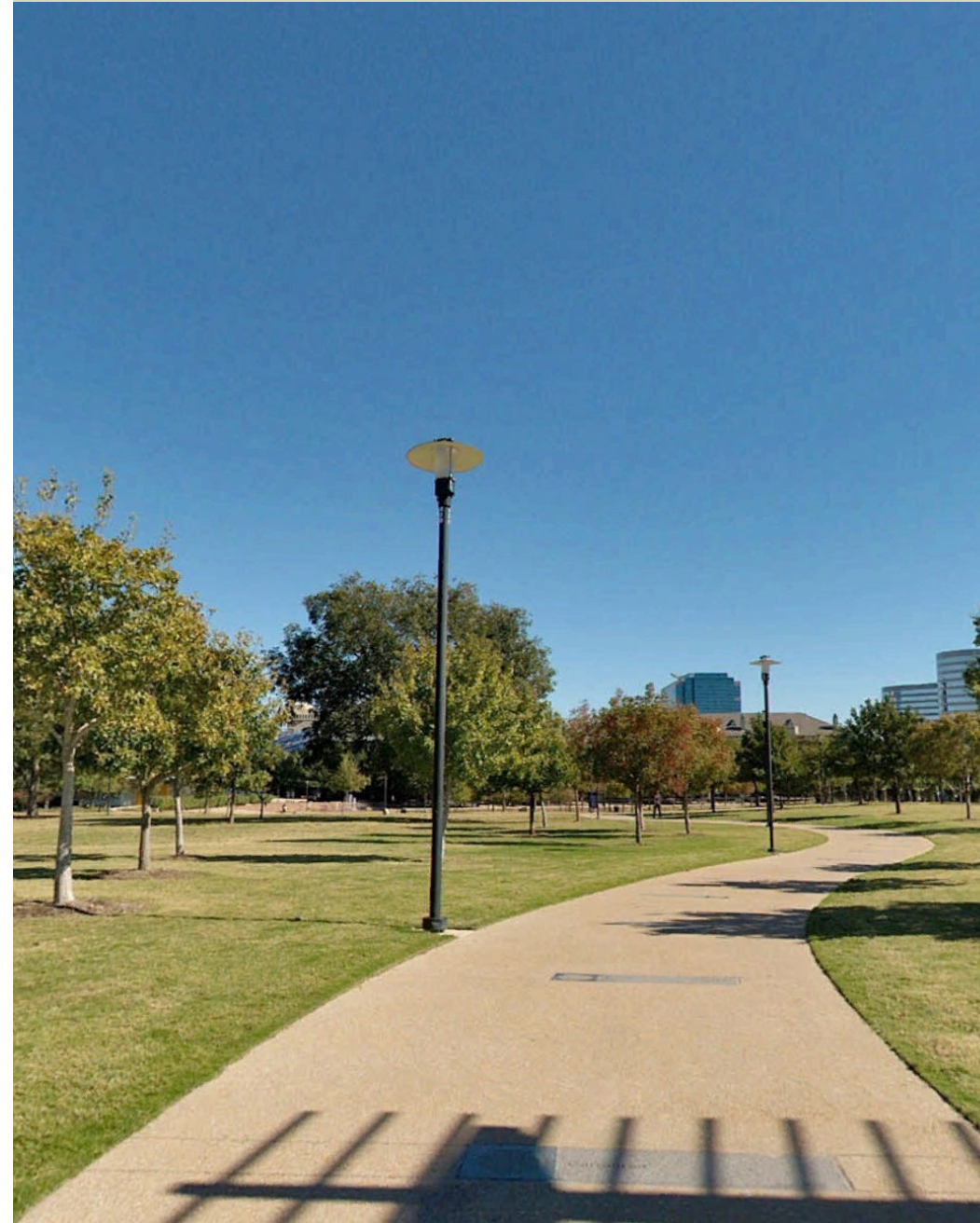
Open Lawn

Over 5 acres of lawn (50% of park)
Supports large events



Walking Paths

Over 4,200 feet of paths
Exercise and dog walking are primary uses



Mature Trees

21 Species
Over 400+ trees



Addison Circle Park Today

Existing Stage

Open air

Power supplied

Storage below



Food and Beverage Venue

800 square feet

Heat and serve options

Covered patio



Water Features

3 water features in park

Used by children for play

Some challenges with system



Addison Circle Park Today

Fencing

Exists primarily on south and west sides

Almost 1,500 linear feet

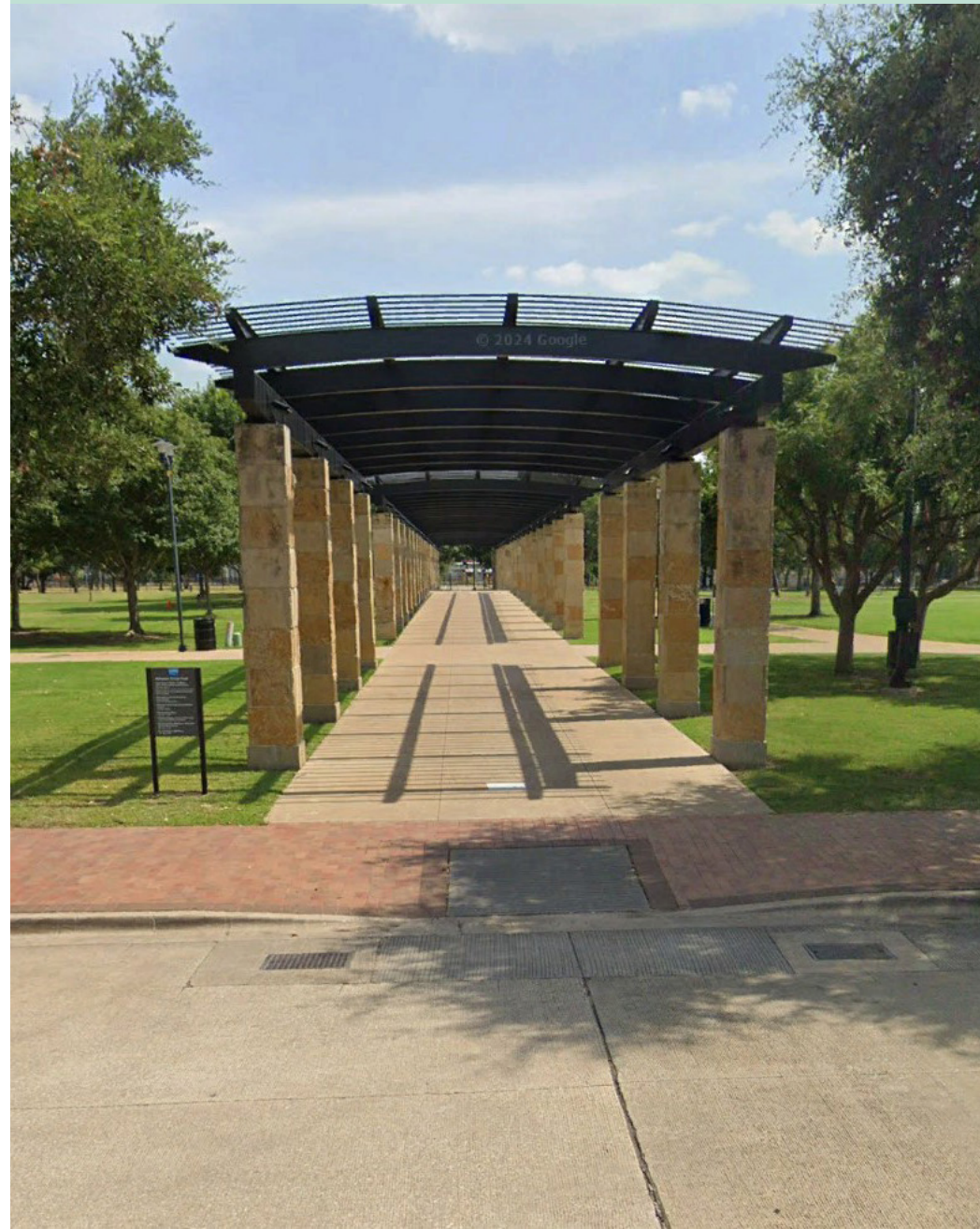


Pergola

Open above

Main pedestrian path

400 linear feet



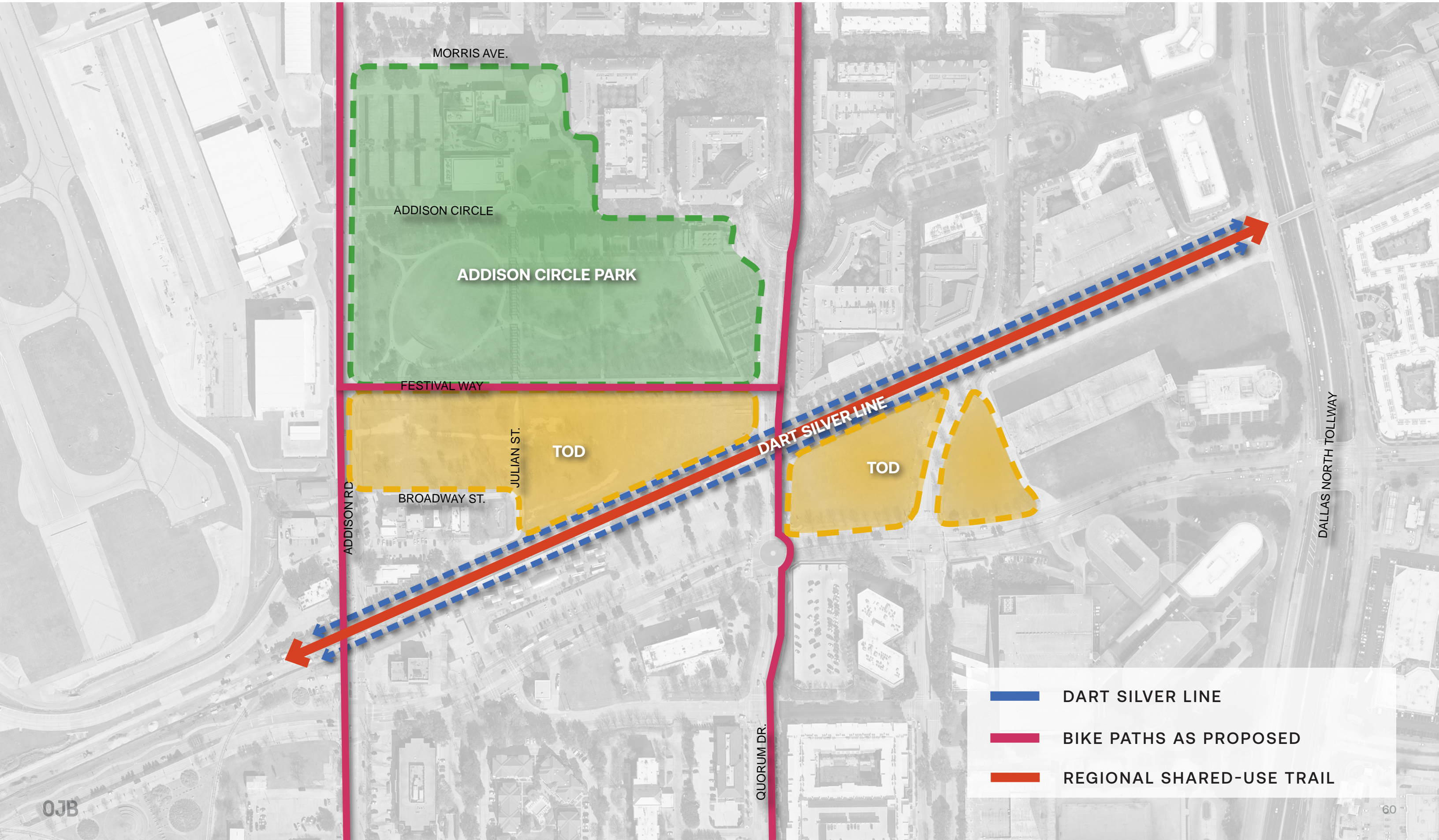
Furnishings and Signage

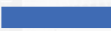


Located throughout park

Includes metal benches, waste receptacles, pet stations, signs






Transit Oriented Development and Connectivity



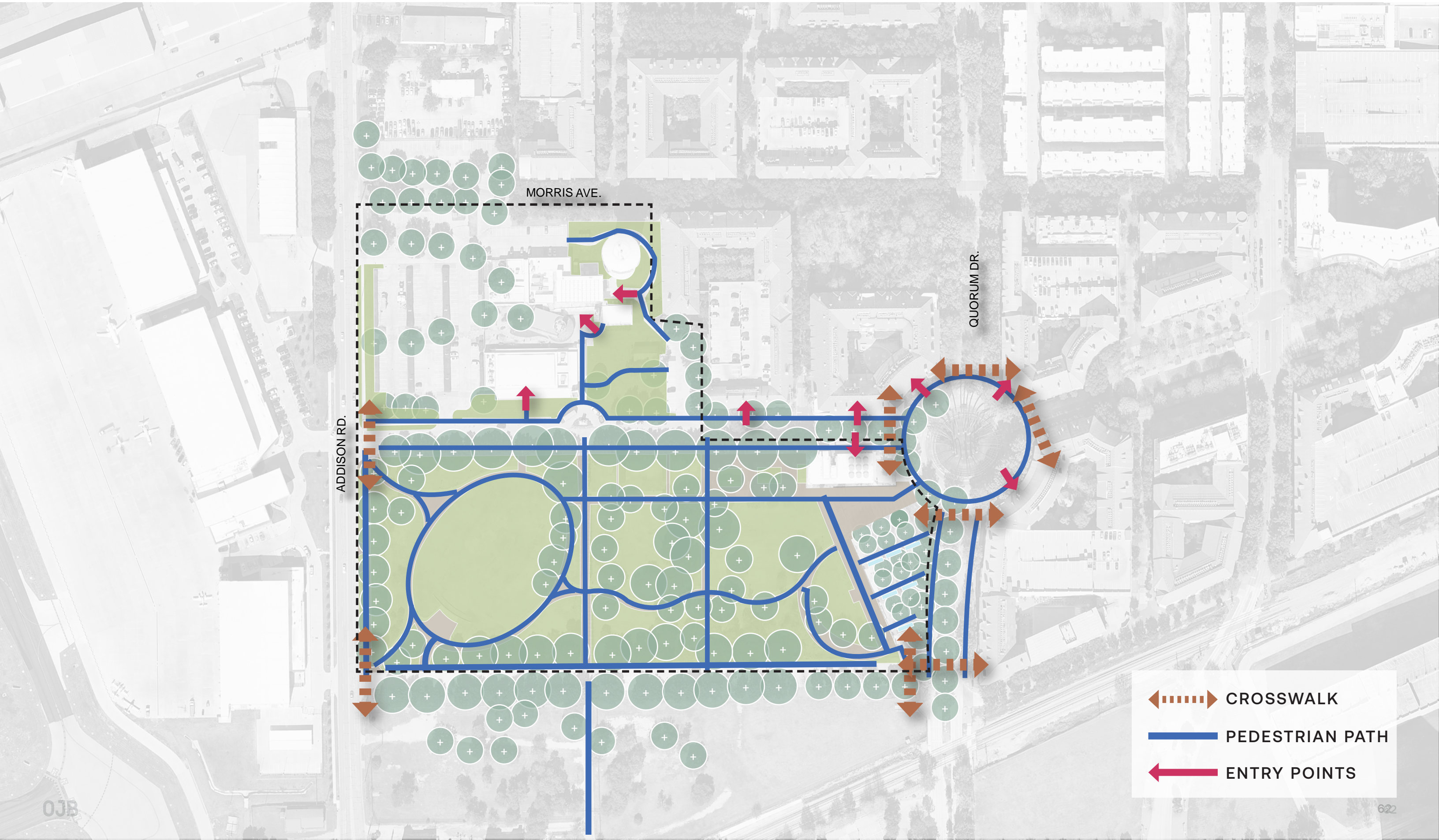
-  DART SILVER LINE
-  BIKE PATHS AS PROPOSED
-  REGIONAL SHARED-USE TRAIL

Existing Vegetation



-  LAWN
-  WATER FEATURE
-  TREES

Pedestrian Circulation



ADDISON RD.

MORRIS AVE.

QUORUM DR.

-  CROSSWALK
-  PEDESTRIAN PATH
-  ENTRY POINTS

Topography



Site Assets



WATER TOWER
THEATRE
CONFERENCE CENTRE

CAFE

- WATER FEATURE
- STAGE
- PERGOLA
- RESTROOM
- OTHER AMENITIES
- SCULPTURE
- BENCH

Operations Plan

WHAT WE HEARD | OPERATIONS

The Town is working with the following outsourced contract services to supplement Town Staff efforts:

- Porter Service
 - Starting soon
 - Will provide daily service in Addison Circle Park
 - Will need on-site storage for bags, small hand tools, blowers, other equipment
- Irrigation System Repairs
- Mowing
- Tree pruning, maintenance, and arborist consulting as needed
- Water feature maintenance when needed beyond staff efforts.
- Dog waste pick up roughly 3X per week



WHAT WE HEARD | LAWN

- We need to figure out the grading for the park to mitigate storm water runoff.
- The turf under the trees is a persistent problem that needs a solution.
 - DG is not the only answer
 - Turf can be used in strategic areas
 - Challenge to maintain so it's not bare beneath trees
- The park is not currently set up for park or event support vehicles to travel easily around the park. The right angle turns mean extra wear and tear where turf and path meet.



WHAT WE HEARD | TREES + GRADING

TREES

- Recommend an educational PR effort around tree replacement, removal or relocation
- There are 17 varieties of trees in the park.
- Existing tree grates are too heavy to remove and repair / take up too much space on sidewalk along Addison Circle Drive



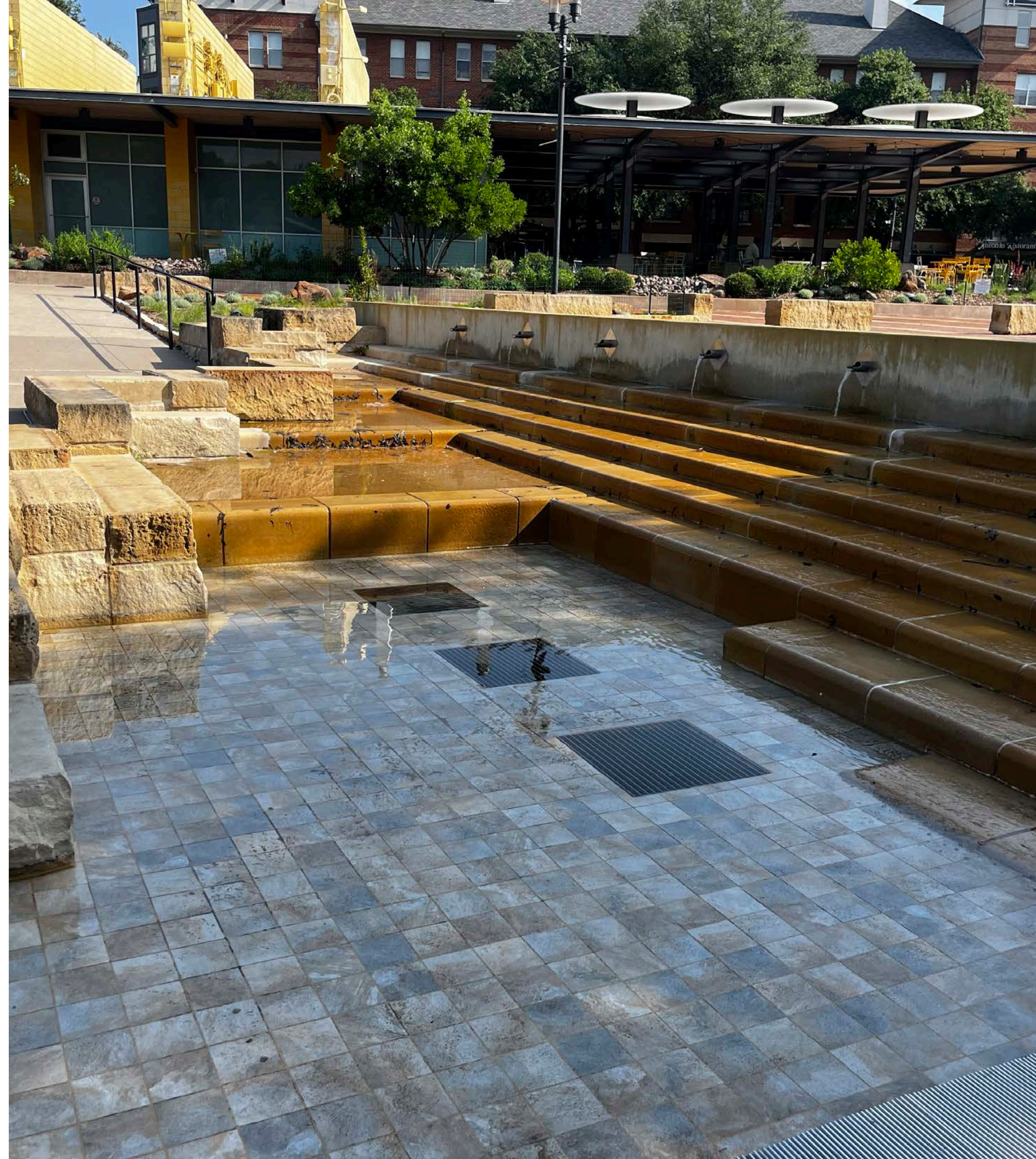
GRADING

- There are several areas that are prone to flooding and the new Vision Plan is the opportunity to address those issues.
- The current storage ramp is one of the key areas that floods.
- The grading is a challenge for event loading as well as event management when low areas flood or hold water.



WHAT WE HEARD | WATER FEATURES

- There are multiple water features.
- Interactive Fountains
 - Newer equipment that is controlled by an automatic system.
 - Animated lights.
 - Filtered to meet splash pad requirements.
- Water Gardens
 - Original equipment.
 - Tile and substructure need to be re-worked due to age.
 - Not filtered for human contact.
 - Lighting needs to be improved.
- Water Basin
 - Original equipment.
 - Tile needs to be replaced due to age.
 - Not filtered for human contact.
 - Floods during heavy rain events.
- All equipment is located in an underground vault that puts expensive components at risk for flooding, and this has occurred several times.



WHAT WE HEARD | IRRIGATION

- The current system takes all night to water. The new Vision Plan is an opportunity to upgrade the irrigation system to make it more cost efficient, sustainable and faster.
- We need to improve programming efficiency.
- The Town has dedicated staff to help with repairs.
- Staff would like to integrate the irrigation system with a new lighting system to manage both remotely.





ADDISON

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City Council Regular Meeting

6. c.

Meeting Date: 01/28/2025

Department: Public Works

Key Focus Areas: Public Safety
Mobility and Connectivity

AGENDA CAPTION:

Present and discuss Pedestrian Mobility, including design options, existing locations, future projects and resources used in education and design of these elements.

BACKGROUND:

At the October 22. 2024, Council meeting discussion of pedestrian mobility options and the request to better understand the existing infrastructure was discussed. Staff concluded a future presentation of the Pedestrian Mobility design options, existing locations, future projects and design criteria to be used would be brought back at a later date. The presentation and update to the Town Council will provide an update on items around Pedestrian Mobility and the use of a multimodal approach to the infrastructure being designed or maintained through the the Town of Addison.

RECOMMENDATION:

Staff is providing this for informational purposes and request additional feedback as the Town council requests for consideration on future projects or existing improvements.

Attachments

Presentation - Pedestrian Mobility

Project List Overview

The logo for Addison, featuring the word "ADDISON" in a bold, blue, sans-serif font centered within a white circle. This circle is set against a blue background that is part of a larger graphic design on the right side of the slide, which includes diagonal grey and blue sections.

Pedestrian Mobility Work Session

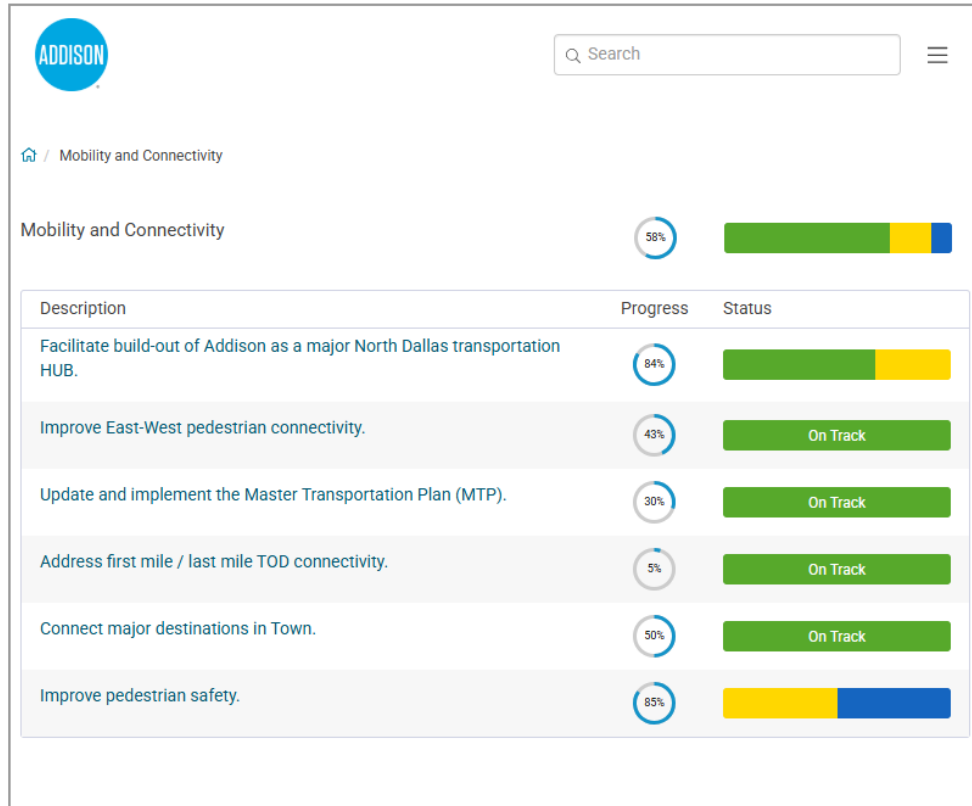
January 28, 2025

Rebecca P. Diviney, PE
Director of Public Works and Engineering

- ❑ Strategic Plan and Town Initiatives
- ❑ Design Standards and Regulations
- ❑ Master Transportation Plan
- ❑ Pedestrian Mobility Toolbox
- ❑ Existing Locations
- ❑ Improvement Locations
- ❑ Public Outreach / Communication / Education

Strategic Plan and Town Initiatives

2024- 2025 Strategic Plan Key Focus Areas



GOAL:

TO BECOME
MULTIMODAL –
a SAFE and WALKABLE
COMMUNITY

Design Standards and Regulations

- ❑ Federal Highway Administration (FHWA) Regulations
- ❑ MUTCD – Manual on Uniform Traffic Control Devices
- ❑ TxDOT design standards and specifications and TxDOT Strategic Highway Safety Plan
- ❑ Town of Addison enhancements to provide Context Sensitive Design
 - ❑ (i.e. Midway Road, Keller Springs Drive, Airport Parkway, Montfort Drive, Quorum Drive)
- ❑ Uniform Development Code
- ❑ Trails Master Plan
- ❑ Master Transportation Plan
 - ❑ Pedestrian and Bicycle Toolbox

Master Transportation Plan

ADDISON

- ❑ Update to include Multimodal Approach – Vehicles, Bicycles and Pedestrians
- ❑ Toolbox added to original scope to provide pedestrian-friendly design recommendations along with the ability to use in different scenarios throughout Addison
- ❑ Provide a list of future recommendations to develop a CIP and submission for the Highway Safety Improvement Program (HSIP) along with a reference for design tools
- ❑ Project Timeline: December 2024 – August 2025

PREPARED BY
Kimley»Horn

AMARILLO
area
IN MOTION
FINAL JUNE 2021

WALK & BIKE
LUBBOCK
Pedestrian and Bicycle Master Plan

Chapter 4: Toolbox

The Bicycle and Pedestrian Facility Toolbox acts as a supplement guide to the Walk and Bike Lubbock Plan and provides instruction for how to implement new bicycle and pedestrian facilities in Lubbock. The following toolbox introduces innovative bicycle and pedestrian facilities, many of which are not currently included in the City of Lubbock's design standards and specifications. This toolbox can be used by MPO and City staff during implementation of facilities identified in the Walk and Bike Lubbock Plan and also to select appropriate facilities during future roadway design.

Each roadway has unique characteristics, and this toolbox helps to identify appropriate bicycle and pedestrian solutions based on adjacent land use context, functional classification, vehicular travel speed, and existing or expected bicycle use and pedestrian demand.

The bicycle and pedestrian improvement types and design guidance in this chapter are consistent with national design standards. The following design manuals should be referenced for additional guidance:

- American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities
- Federal Highway Administration (FHWA) Manual of Uniform Traffic Control Devices (MUTCD)
- National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide
- Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares

The bicycle and pedestrian facilities covered in this toolbox include:

PEDESTRIAN TOOLS	BICYCLE TOOLS	
<ul style="list-style-type: none">• Rectangular Rapid Flashing Beacons• Marked Crosswalks• Curb Ramps• Detectable Warning Surfaces• Pedestrian Lighting• Shade• Pedestrian Signal Timing and Countdown Indicator• Leading Pedestrian Intervals (LPI)• Right Turn on Red Restrictions• Pedestrian Hybrid Beacon• Bus Stop Shelters and Landing Pads• Companion Steps and Street Crossings• Use of public art	<ul style="list-style-type: none">• Streetside Design• At-Grade Railroad Crossings• Raised Bulb-Outs• Mountable Aprons• Improved Slip Lanes• Roadway Lane Conversion• Traffic Calming	<ul style="list-style-type: none">• Bike Lanes• Buffered Bike Lanes• Shared-use Sideways• Bike Boulevards• Paved Shoulders• Intersection Treatments• Bicycle Parking

Pedestrian Mobility Toolbox

ADDISON

Sidewalks



Marked Crosswalk



Mid-Block Crossing



Pedestrian-Only Street



Curb Ramp



Lighting



Pedestrian Mobility Toolbox

Curb Extension / Bulb Out



Signage



Buffer Treatment & Enhanced Streetscaping



Traffic Calming



Signalized Intersection



Addison Road and Sojourn Drive

Shared Use Path / Sidepath / Trail



Crossing Island



Addison Circle at Quorum Drive

Existing Locations



Rectangular Rapid Flashing Beacon (RRFB)



At Proton Road and Redding Trail

Pedestrian Hybrid Beacon (PHB)

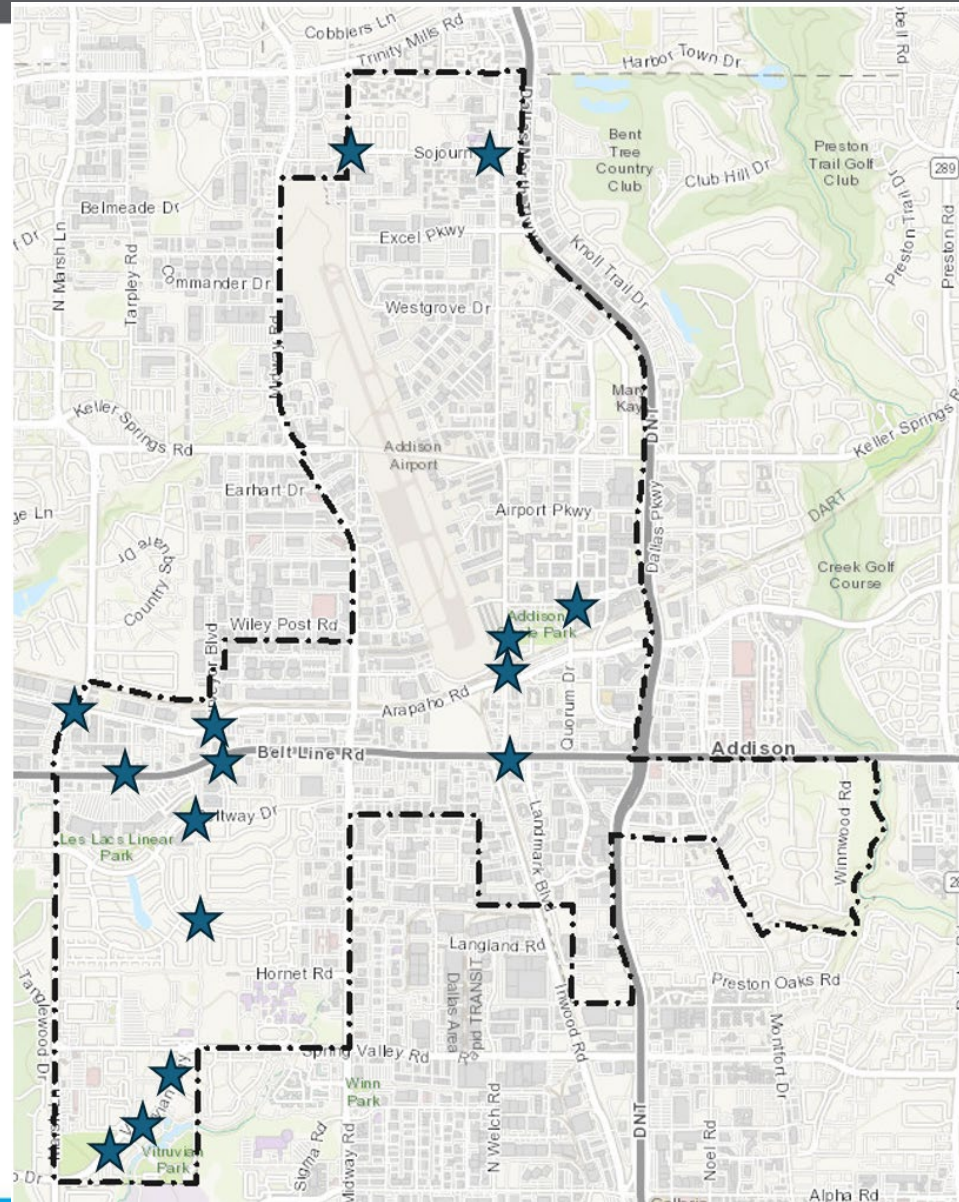


At Belt Line Road and Redding Trail

Improvement Locations Overview



Location
Proton Drive at Redding Trail RRFB
Belt Line Road at Beltway Drive Traffic Signal
Addison Road at Sojourn Road Traffic Signal
Addison Road at Belt Line Road Traffic Signal
Vitruvian Improvements
HSIP - Belt Line Road at Business Avenue Traffic Signal
HSIP - Arapaho Road at Surveyor Boulevard Traffic Signal
HSIP - Citywide Signal Improvements (23 intersections)
HSIP - RRFB/PHB Design (3 locations)
HSIP - Marsh Lane at Arapaho Road Traffic Signal
HSIP - Addison Road at Arapaho Road / Lindbergh Drive Traffic Signal



Bond projects not included on map:

- Midway Road
- Keller Springs Drive
- Airport Parkway
- Montfort Drive
- Quorum Drive

Improvement Locations

**Existing Condition:
Rectangular Rapid
Flashing Beacon
(RRFB)
at
Proton Road and
Redding Trail**

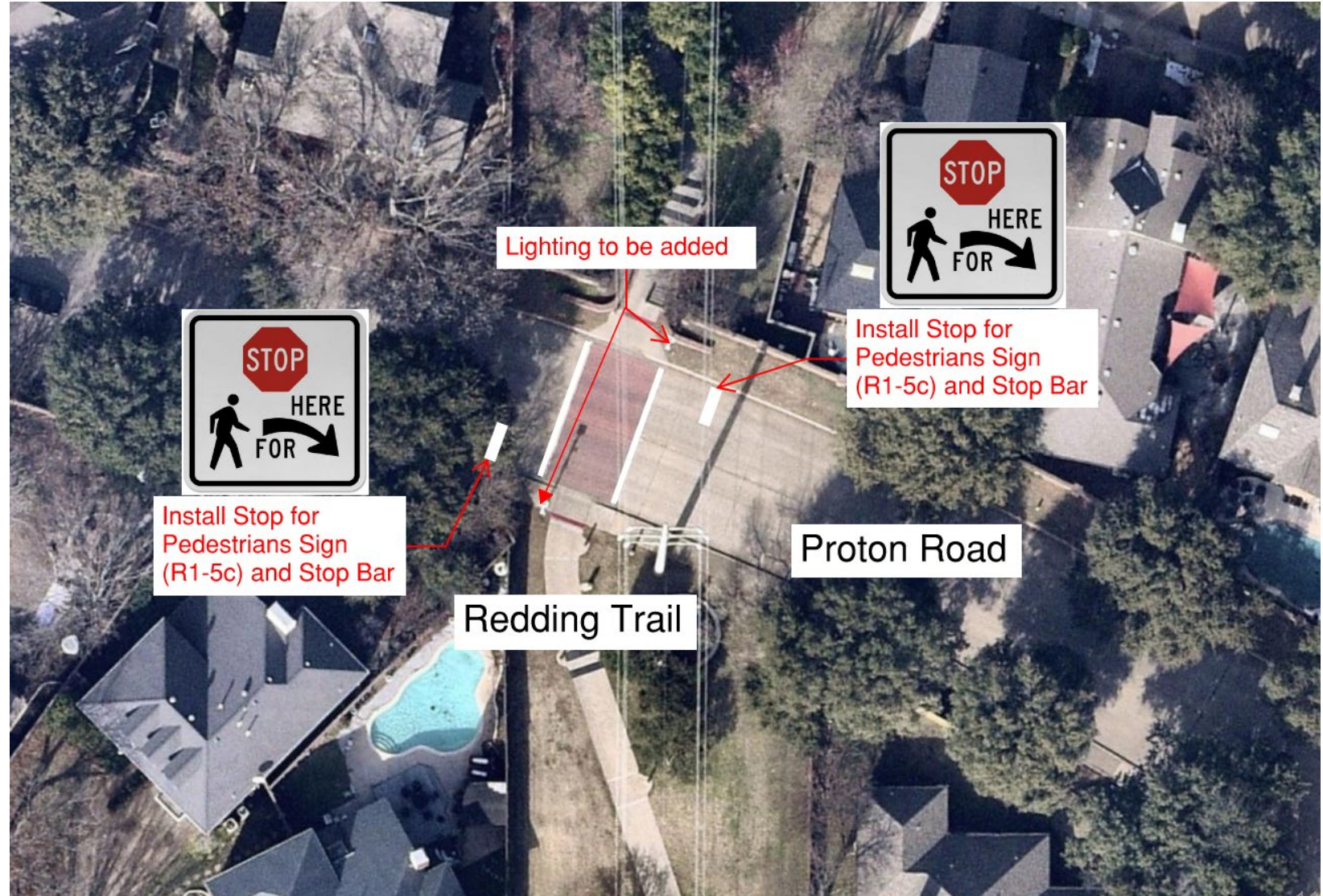


Improvement Locations

RRFB - Proton Road and Redding Trail

Additional Improvements:

- Vehicular stop for pedestrians signage
- Street lighting
- New pavement markings



Improvement Locations

**Existing Condition:
Mid Block Crossing
at
Sojourn Drive –
approximately 875
feet east of
Westgrove Drive**



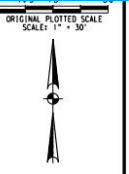
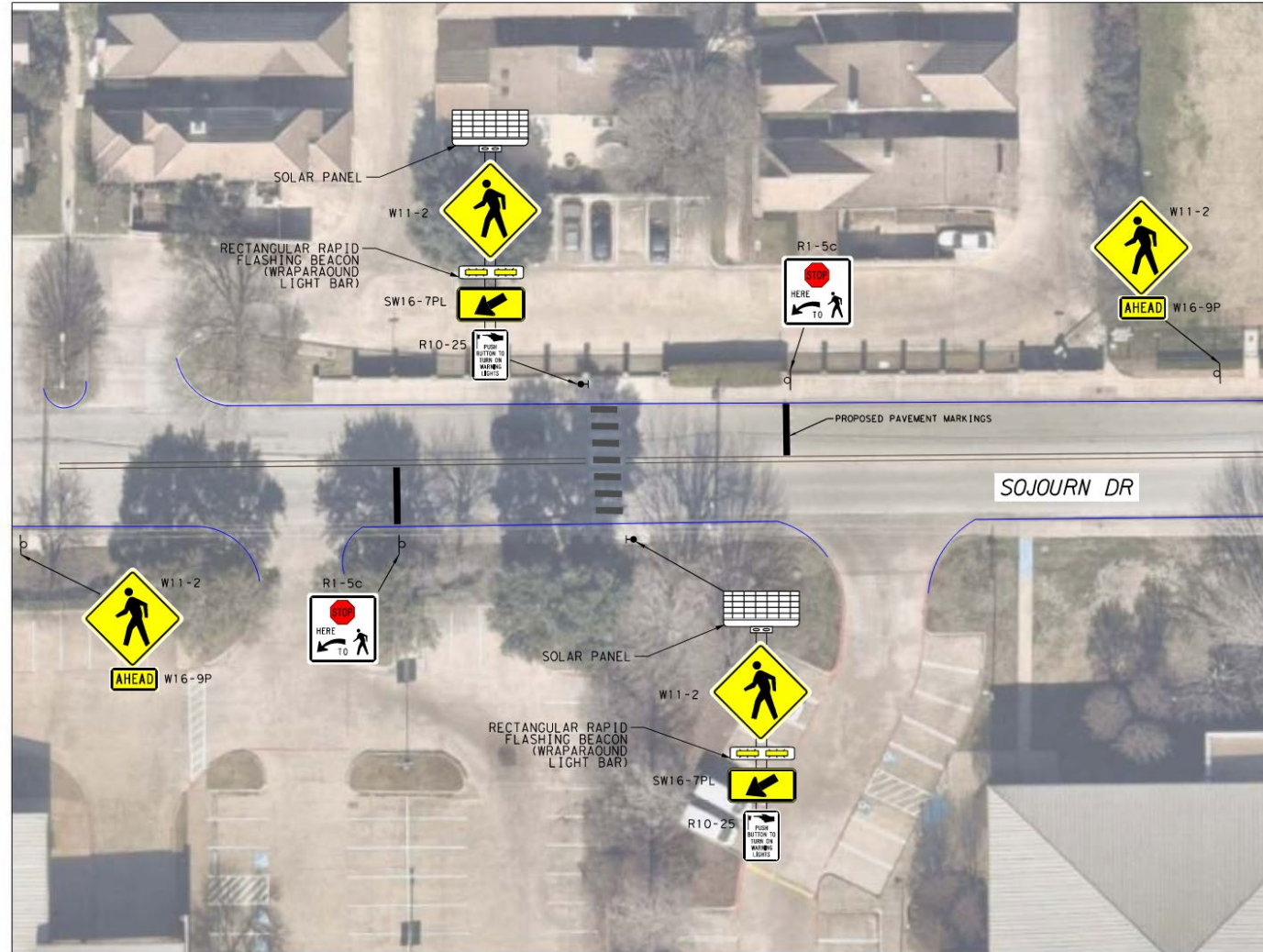
Improvement Locations



Mid Block Crossing Sojourn Drive –

Additional Improvements:

- A Rectangular Rapid Flashing Beacon with lighting
- Push buttons
- Solar panels
- Advanced warning signage
- New pavement markings
- Vehicular stop for pedestrians signage



CONCEPTUAL TYPICAL APPLICATION
 ABIGAIL AXELSON, P.E. 146056
 KIMLEY-HORN, FIRM F-928 04/12/24
 FOR HSIP APPLICATION ONLY
 NOT TO BE USED FOR ANY OTHER PURPOSE

NOTE:
 EXISTING AND PROPOSED LOCATIONS SHOWN ON THIS PLAN ARE DIAGRAMATIC ONLY. THIS EXHIBIT IS PRELIMINARY AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES.



Texas Department of Transportation
 © 2024

TRAFFIC SAFETY IMPROVEMENTS
 EXHIBIT 2
 ALONG SOJOURN DR.
 ~ 875' E OF WESTGROVE DR.
 RRFB LAYOUT

DESIGN	SEC. NO.	FEDERAL AID PROJECT NO.	HIGHWAY NO.
GRAPHICS	6		VA
CHECK	STATE	DISTRICT	COUNTY
CHECK	TEXAS	DAL	
CHECK	CONTROL	SECTION	JOB
			2

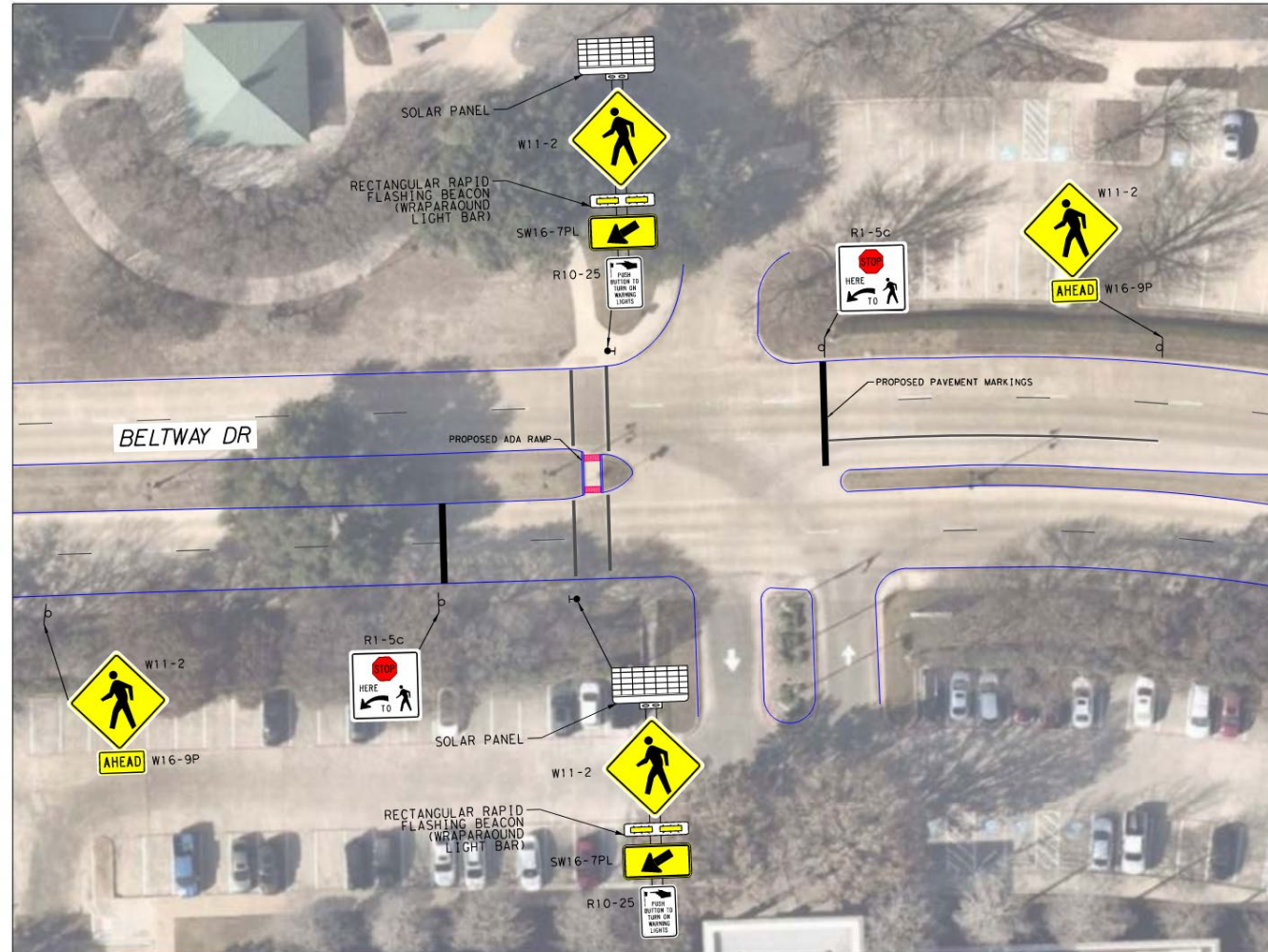
Improvement Locations



RRFB – Beltway Drive at Addison Athletic Club

Additional Improvements:

- Rectangular Rapid Flashing Beacon with lighting
- Push buttons
- Solar panels
- Advanced warning signage
- New pavement markings
- Vehicular stop for pedestrians signage



ORIGINAL PLOTTED SCALE
SCALE: 1" = 30'



CONCEPTUAL TYPICAL APPLICATION
ABIGAIL AXELSON, P.E. 146056
KIMLEY-HORN, FIRM F-928 04/12/24
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Texas Department of Transportation
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TRAFFIC SAFETY IMPROVEMENTS
EXHIBIT 4
ALONG BELTWAY DR.
~ 600' W OF TRAIL
RRFB LAYOUT

DESIGN	FIG. NO.	FEDERAL AID PROJECT NO.	HIGHWAY NO.
GRAPHICS	6		VA
CHECK	STATE	DISTRICT	COUNTY
CHECK	TEXAS	DAL	
CHECK	CONTROL SECTION	JOB	4

Improvement Locations

ADDISON

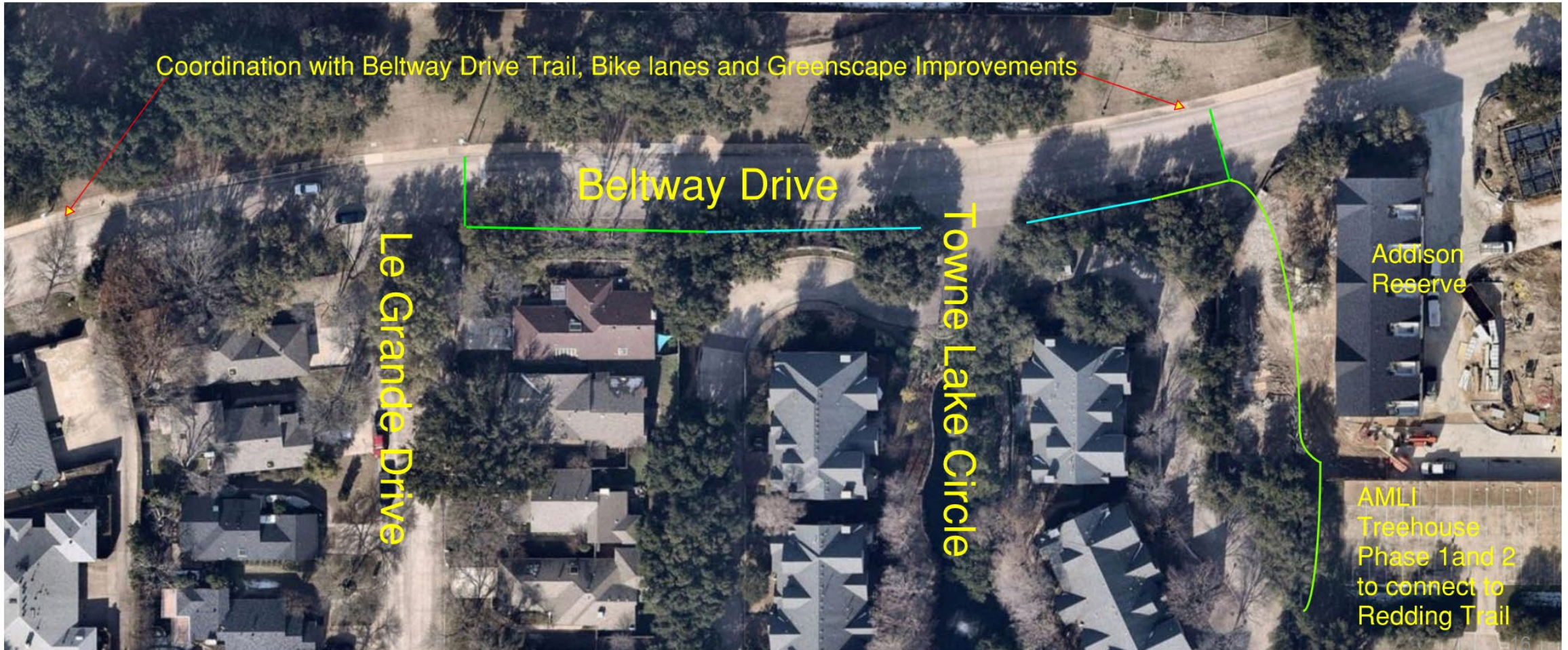
Install mid-block crossing at Le Grande and Addison Reserve Development in conjunction with Beltway improvements.



Improvement Locations

ADDISON

Install mid-block crossing at Le Grande and Addison Reserve Development in conjunction with Beltway Drive improvements



- Master Transportation Plan
 - Public meeting
 - Social media education
 - Town events
 - Flyers, handouts, project videos
 - Capital Improvement Plan development

Questions

Town of Addison - Project List

Project		Status*	Letting Date	Construction Funding
Location	Description			
Proton Drive at Redding Trail RRFB	Lighting, Vehicular Stop for Pedestrian signs and pavement markings	Construction Phase Construction close to completion.	N/A	Operating Budget
Belt Line Road at Beltway Drive Traffic Signal	Traffic signal rebuild with new signal equipment, pedestrian signal equipment, and pavement markings	Construction Phase Pedestrian signal and final punch list to be completed.	N/A	CIP Funding
Addison Road at Sojourn Road Traffic Signal	Traffic signal rebuild with new signal equipment, pedestrian signal equipment, and pavement markings	Construction Phase Construction close to completion. Working through punch list.	N/A	CIP Funding
Addison Road at Belt Line Road Traffic Signal	Traffic signal rebuild with new signal equipment, pedestrian signal equipment, and pavement markings	Construction Phase Construction underway. Awaiting on electrical service from Oncor.	N/A	CIP Funding
Vitruvian Improvements	Signage, and pavement markings at the following locations: -Midblock Crossing: Vitruvian Way at Bella Lane -Midblock Crossing: Vitruvian Way at Park Road - Midblock Crossing: Vitruvian Way at Vitruvian Trail	Construction Phase Vitruvian Way at Bella Lane and Vitruvian Way at Park Road Improvements completed. Vitruvian Way at Vitruvian Trail installation of signage to be completed.	N/A	Operating Budget
HSIP - Belt Line Road at Business Avenue Traffic Signal	Traffic signal rebuild with new signal equipment, pedestrian signal equipment, and pavement markings	Construction Phase Contractor has been awarded. TxDOT overseeing construction phase.	August 2024	\$591,757
HSIP - Arapaho Road at Surveyor Boulevard Traffic Signal	Traffic signal rebuild with new signal equipment, ADA pedestrian ramps, pedestrian signal equipment, advanced signage, and pavement markings	Design Phase 100% Draft plans submitted to TxDOT on 12/19. Final submittal due on 2/24.	May 2025	\$601,017
HSIP - Citywide Signal Improvements (23 intersections)	Installation of Flashing Yellow Arrow (FYA) heads and retroreflective signal backplates			\$709,162
HSIP - RRFB/PHB Design (3 locations)	Proposed pedestrian signal, signage, and pavement markings at the following locations: - RRFB: Addison Circle at Quorum Drive - RRFB: Beltway Drive west of Trail - RRFB: Sojourn Drive east of Westgrove Drive	Design Phase Field visit scheduled with Town on 1/27. 60% Draft plans due 3/4.	October 2025 (Ready-to-let date)	\$656,270
HSIP - Marsh Lane at Arapaho Road Traffic Signal	Traffic signal rebuild with new signal equipment, ADA pedestrian ramps, pedestrian signal equipment, and pavement markings	Awaiting Funding Approval HSIP Applications submitted in Nov-2024. Awards to be announced Spring/Summer 2025.	N/A	\$719,674 <i>(Funding applied for, not yet awarded)</i>
HSIP - Addison Road at Arapaho Road / Lindbergh Drive Traffic Signal	Traffic signal rebuild at Addison Road and Arapaho Road with new signal equipment, ADA pedestrian ramps, pedestrian signal equipment, and pavement markings. New signal connection proposed between Arapaho Road and Lindbergh Drive signals along Addison Rd to improve signal coordination and timing efficiencies. Improvements would compliment the DART Silver Line project which has planned improvements at the existing railroad between the two intersections.	Awaiting Funding Approval HSIP Applications submitted in Nov-2024. Awards to be announced Spring/Summer 2025.	N/A	\$725,007 <i>(Funding applied for, not yet awarded)</i>

*Project Status as of January 23, 2025

City Council Regular Meeting

2. a.

Meeting Date: 01/28/2025

Department: City Secretary

AGENDA CAPTION:

City Manager's Announcements

BACKGROUND:

The City Manager will make announcements of interest to the Town.

RECOMMENDATION:

Information only.

City Council Regular Meeting

2. b.

Meeting Date: 01/28/2025

Department: City Secretary

AGENDA CAPTION:

Employee Recognition

BACKGROUND:

The City Manager will recognize an employee for his/her service to the Town.

RECOMMENDATION:

Information only.

City Council Regular Meeting

2. c.

Meeting Date: 01/28/2025

Department: City Secretary

AGENDA CAPTION:

AFD Heart Safe Community Designation

BACKGROUND:

The Addison Fire Department has been designated as a “Heart Safe Community.” The Heart Safe designation specifically recognizes a community’s efforts to prepare its first responders and citizens to recognize when someone suffers a sudden cardiac arrest and what to do.

The AFD was first designated as a "Heart Safe Community" in November 2021. These three-year designations are made by the North Central Texas Trauma Regional Advisory Committee (NCTTRAC). AFD received a renewal of this designation in November 2024. NCTTRAC Emergency Healthcare Systems Education & Training Manager Melissa Christon will present the AFD with this recognition. AFD Captain Kameron Russey and Admin Battalion Chief John Lage will also be recognized for their work on this achievement.

The Heart Safe Community Program recognizes the efforts of communities to protect their citizens from the effects of heart disease and sudden cardiac death. The program evaluates various aspects of the system as a whole, requiring a multidisciplinary approach to review and complete its components.

Key evaluation areas include:

- Access to Emergency Care through the 9-1-1 Dispatch system
- AED Access and Emergency First Responders
- Advanced Life Support Protocols and Equipment
- Community Awareness and Education
- Meeting or exceeding National Standards of Care for Emergency Cardiac Care
- AHA Mission Lifeline Recognition
- Participation in the Cardiac Arrest Registry to Enhance Survival (CARES) Data Registry

Communities that meet these standards can display NCTTRAC Heart Safe Community street signs throughout their area.

Current Heart Safe Communities include:

1. Town of Addison
2. City of Decatur
3. City of Farmers Branch
4. City of Mansfield
5. City of Melissa
6. Town of Prosper
7. City of Richardson
8. City of Sachse
9. City of Watauga
10. City of Weatherford
11. City of Wylie

RECOMMENDATION:

Information only.

City Council Regular Meeting

2. d.

Meeting Date: 01/28/2025

Department: City Manager

AGENDA CAPTION:

Recognition of Outgoing Board & Commission Members

BACKGROUND:

The Town will recognize the following outgoing board and commission members for their service:

Board of Zoning Adjustment:

- Lary Brown

Planning & Zoning Commission:

- Diane Chavez

RECOMMENDATION:

Information only.

City Council Regular Meeting

4. a.

Meeting Date: 01/28/2025

Department: City Secretary

AGENDA CAPTION:

Consider action on the Minutes from the January 7, 2025 City Council Work Session Meeting.

BACKGROUND:

The minutes for the January 7, 2025 City Council Work Session Meeting have been prepared for consideration.

RECOMMENDATION:

Staff recommends approval.

Attachments

Minutes - January 7, 2025 City Council Work Session Meeting

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

January 7, 2025

Addison Conference Centre
15650 Addison Road, Addison, TX 75001
5:30 PM Work Session - Acacia Room

Present: Mayor Bruce Arfsten; Mayor Pro-Tempore Darren Gardner; Deputy Mayor Pro-Tempore Nancy Craig; Council Member Chris DeFrancisco; Council Member Howard Freed; Council Member Dan Liscio; Council Member Marlin Willesen

WORK SESSION

The Addison City Council will convene in the Work Session in the Acacia Room at 5:30 PM.

1. **Call Meeting to Order and Announce that a Quorum is Present.**

Mayor Arfsten called the meeting to order in the Acacia Room at 5:30 PM.

Mayor Arfsten closed the Open Meeting to convene the City Council into Closed Meeting at 5:31 PM.

2. **Closed Session.** The Addison City Council will enter a Closed Meeting pursuant to Texas Government Code Sections 551-071 through 090 to discuss the following items:

- a. Section 551.087 (1) and (2) Deliberation Regarding Economic Development Negotiations - 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:
- Addison Circle TOD Project
 - Project Brad Pitt

Mayor Arfsten convened the City Council into Open Meeting at 7:13 PM. No action was taken

as a result of the Closed Meeting.

3. **Open Meeting.** In accordance with Texas Government Code Chapter 551, the Addison City Council will reconvene in an Open Meeting to consider action, if any, on matters discussed in the Closed Meeting.

4. **Work Session Reports**

a. **Present and discuss an alternate voting site location for the May 2025 General Election.**

[Deputy City Manager, Ashley Shroyer]

Deputy City Manager Ashley Shroyer presented an update regarding an alternate voting site location for the May 2025 General Election.

Historically, the Town has made the Addison Conference Centre available to Dallas County to utilize for early voting and election day voting during elections every year. This year, early voting and election day voting for the May 2025 General Election will occur while the Conference Centre is under renovation, rendering it unavailable.

As an alternative voting site location for the May 2025 General Election, Town staff proposed utilizing the Community Room on the first floor of the Addison Athletic Club. This would allow the Town to maintain a voting site in Addison while the Conference Centre is undergoing renovation. The Town's voting site will only be relocated for the May 2025 General Election. Once the renovations at the Conference Centre are complete, it will continue to serve as the Town's voting site.

b. **Present and discuss public safety compensation.**

[Director of Human Resources, Ashley Wake]

Director of Human Resources Ashley Wake presented an update regarding the Town's public safety compensation.

The Town's current Compensation Philosophy and Pay Plan includes sworn Police and Fire personnel following the same model as all other civilian positions and Town employees. As we look at our 13 comparison cities, Addison is the outlier when it comes to the inclusion of a step-based pay plan for sworn Police and Fire personnel. Provided the challenges, market competition, and the Town's strategic objectives, staff evaluated and recommend moving to a step-based performance pay plan for sworn Police and Fire personnel beginning in FY2026. If approved, staff will develop a resolution amending the Town's Compensation Philosophy. A competitive and sustainable step-based performance pay plan structure would then be developed during the FY2026 budget season.

Some current challenges the Town faces regarding public safety staffing include:

- Turnover data shows the Town's sworn positions are exiting the organization within 1–5

years of employment. In exit interviews, they indicate their reason for leaving is the lack of a step-based pay plan. With the comparison cities increasing their lateral pay and incentives for experienced staff, staff is also seeing seasoned employees not only retire, but onboard with other entities. Just in the last few years, cities have substantially increased their compensation for sworn police and fire personnel.

- With turnover comes direct and indirect costs: increased overtime, recruiting and hiring costs, training costs, lost productivity and time spent training new staff, and employee fatigue due to low staffing.
- As the budget allots, the Town has consistently shifted the pay plan in line with the market and slotted police officer and firefighter compensation above market average at the conclusion of compensation studies. It's a continual challenge to keep up with the market, as staff are only able to compare the minimum and maximum compensation of surrounding cities step-based pay plans.
- The last compensation study concluded at the end of 2023. Staff found that police officer and firefighter compensation were slotted above market average. Since then, Addison is now below average. On average, comparator cities top out quicker than Addison and provide higher increases in their first few years of service.

Based on the direction provided by Council, the next steps will include the following:

- Development of a competitive and sustainable step-based pay plan during the FY2026 budget process.
- Amendment of the current Town Compensation Philosophy to include the step-based performance pay plan for sworn Police and Fire personnel, with a resolution to Council.
- With a phased approach beginning in FY2026, sworn positions would transition into the step pay plan structure based on current salary and years of service.

8. Adjourn Meeting.

There being no further business to come before the City Council, Mayor Arfsten adjourned the meeting at 8:12 PM.

TOWN OF ADDISON, TEXAS

Bruce Arfsten, Mayor

ATTEST:

Valencia Garcia, City Secretary

City Council Regular Meeting

4. b.

Meeting Date: 01/28/2025

Department: City Secretary

AGENDA CAPTION:

Consider action on the Minutes from the January 14, 2025 City Council Meeting.

BACKGROUND:

The minutes for the January 14, 2025 City Council Meeting have been prepared for consideration.

RECOMMENDATION:

Staff recommends approval.

Attachments

Minutes - January 14, 2025 City Council Meeting

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

January 14, 2025

**Addison Conference Centre
15650 Addison Road, Addison, TX 75001
6:30 PM Work Session – Acacia Room
7:00 PM Regular Meeting – Buckthorn & Sycamore Rooms**

Present: Mayor Bruce Arfsten; Mayor Pro-Tempore Darren Gardner; Deputy Mayor Pro-Tempore Nancy Craig; Council Member Chris DeFrancisco; Council Member Howard Freed; Council Member Dan Liscio; Council Member Marlin Willesen

WORK SESSION

The Addison City Council will convene in the Work Session in the Acacia Room at 6:30 PM.

1. **Call Meeting to Order and Announce that a Quorum is Present.**

Mayor Arfsten called the meeting to order in the Acacia Room at 6:30 PM.

2. **Citizen Comments on the Consent Agenda Items.** *This item allows citizens to speak on any item listed on the Consent Agenda prior to its consideration. 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 beginning of this item.*

No citizens requested to address the City Council on an item included in the Consent Agenda.

3. **Council Member Clarification Requests Regarding Consent Agenda Items.**

a. **Council Questions and Answers**

4. **Work Session Reports**

b. **Present and discuss the format of the Town's two annual Town Meeting.**

[Director of Marketing & Tourism, Mary Rosenbleeth]

Director of Marketing & Tourism Mary Rosenbleeth presented an update regarding the format of the Town's annual meetings.

Since April 2009, the Town of Addison has conducted Town Meetings biannually in the spring and fall. These meetings have been instrumental in fostering community engagement and transparent communication between the City Council and residents. With the integration of video updates, meeting durations have increased, potentially affecting attendee engagement.

The next Town Meeting is scheduled for April 1, 2025 and will be held at the Renaissance Dallas Addison Hotel. Ms. Rosenbleeth proposed ideas on the format of future Town Meetings to enhance efficiency and engagement for Council feedback

Mayor Arfsten closed the Work Session at 6:55 PM.

COUNCIL MEETING

Mayor Arfsten convened the City Council Meeting at 7:06 PM in the Addison Conference Centre Council Chambers - Buckthorn/Sycamore Rooms.

1. **Pledge of Allegiance.** United States and Texas Flags

Mayor Arfsten led the Pledge of Allegiance to the United States and Texas Flags.

2. **Proclamations / Presentation**

a. **City Manager's Announcements.**

b. **Employee Recognition**

- Special Events & Theatre: Director of Special Events & Theatre Abby Morales introduced Theatre Manager Nichole Belford.

c. **Town Volunteer Recognition – Virgil Burkhardt**

3. **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.*

The following citizens requested to speak during the Public Comment period:

- Tricia Stuart, 15755 Seabolt – expressed gratitude for Addison’s public safety employees and asked the Council to prioritize funding for public safety compensation.
- Robert Kanter, 14853 Winnwood Road – expressed concern for a potential trail in East Addison and voiced his opposition to a feasibility study of a trail in East Addison.

4. **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.*

- a. **Consider action on the Minutes from the December 10, 2024 City Council Meeting.**
- b. **Resolution No. R25-001: Consider action on a Resolution adopting the Town's 2025 State Legislative Priorities; directing the City Manager or his designee to act with regard to the City's Legislative Priorities; and providing an effective date.**
- c. **Resolution No. R25-002: Consider action on a Resolution approving an agreement between the Town of Addison and The Barber Shop Marketing for marketing services and authorizing the City Manager to execute the agreement in an amount not to exceed \$560,000.**
- d. **Resolution No. R25-003: Consider action on a Resolution approving an agreement with J & K Project Management Consultants, LLC. dba ACT Construction for the Service Center Lobby and Office Space Project and authorizing the City Manager to execute the agreement in an amount not to exceed \$145,859.00.**
- e. **Resolution No. R25-004: Consider action on a Resolution approving an agreement with Visionality for the design, installation, and maintenance of a new audio system at the Addison Athletic Club, as outlined in the proposal; authorizing the City Manager to execute the agreement in the amount of \$77,714.12; and providing an effective date.**
- f. **Resolution No. R25-005: Consider action on a Resolution approving an agreement with Affiliate ComNet to assist the Town in transitioning to VoIP platform, provide ongoing support, maintenance, and VoIP services in conformance with the Service Agreement No. 24048-01 and 24028-02 for a service term of up to thirty-six (36) months; authorizing the City Manager to execute the agreement; and providing an effective date.**

MOTION: Deputy Mayor Pro-Tempore Craig moved to approve §4 - CONSENT AGENDA (a-f) with staff recommendation. Council Member Willesen seconded the motion. Motion carried unanimously.

5. Public Hearings

- a. **Ordinance No. O25-001: Hold a public hearing, present, discuss, and consider action on a request to rezone a 1.55-acre property, located at 3953 Belt Line Road, from Planned Development (PD) Ordinance No. 083-071 to Local Retail (LR) zoning district, for an existing multi-tenant retail center. Case 1927-Z/3953 Belt Line Road Rezoning**

[Assistant Director of Development Services, Korrie Becht]

The Addison Planning and Zoning Commission, meeting in regular session on December 17, 2024, voted to recommend approval of an ordinance changing the zoning on a 1.55-acre property located at 3953 Belt Line Road, from Planned Development (PD 083-071) to Local Retail (LR) District, with the following condition:

- The property owner shall improve the site entrances to accommodate emergency access per Fire Code.

Voting Aye: Fansler, Chavez, Braun, Copeland, Smith

Voting Nay: None

Absent: Baker

SPEAKERS AT THE PUBLIC HEARING:

For: None

On: None

Against: None

Staff recommended approval of the request with the following condition:

- The property owner shall improve the site entrances to accommodate emergency access per Fire Code.

Mayor Arfsten opened the Public Hearing. No citizens requested to address the Council.

Mayor Arfsten closed the Public Hearing.

MOTION: Council Member DeFrancisco moved to approve Ordinance No. O25-001, approving a request for rezoning of 3953 Belt Line Road. Mayor Pro-Tempore Gardner seconded the motion. Motion carried 5-2 with Council Member Freed and Council Member Willeesen voting against.

6. Items for Individual Consideration

- a. **Resolution No. R25-006: Present, discuss, and consider action on a Resolution supporting the Town of Addison's application to the North Central Texas Council of Governments' 2025 Regional Transportation Alternatives call for projects for the Westgrove Drive / Quorum Bike Lanes to the Silver Line and Cotton Belt Trail.**

[Assistant Director of Parks, Joe Pack]

Adopted in May 2021, the City-Wide Trails Master Plan (CWTMP) identified Westgrove Drive as

an Active Transportation Corridor, extending from Trinity Mills Road in Carrollton to the Dallas North Tollway in Dallas. It incorporates Westgrove and Quorum Drives into the Recommended Future Trail Network, with Phase 1 implementation status granted to both roads. This phase includes the installation of 2-way cycle tracks on Westgrove Drive and bike boulevard treatments from The Cotton Belt Trail northward on Quorum Drive.

In early 2024, Kimley-Horn Associates, Inc. was engaged by the North Central Texas Council of Governments to handle bikeway selection, develop 15% concept plans, initiate a short-term pilot project, and develop an opinion of probable construction costs (OPCC) for two corridors in Addison. The "Implementation of Bikeway Facilities to DART Rail Stations Study" reviewed various options and provided recommendations for optimal roadway retrofits to implement bikeway facilities (both on-street bikeways and off-street side-paths). These improvements aim to enhance bicycle accessibility to the Dallas Area Rapid Transit (DART) Silver Line Station and the Cotton Belt Trail, which is scheduled for construction in early 2025. The study's goal is to identify the most feasible high-comfort bicycle facility types suitable for people of all ages and abilities that can be implemented promptly.

The two corridors within Addison are Quorum Drive and Westgrove Drive. The Quorum Drive study area extends from the DART Silver Line Rail to Westgrove Drive, while the segment from the DART Silver Line Rail south to Landmark Place is being fully designed by a Town of Addison consultant under a separate contract, with design concepts incorporated into the study. The Westgrove Drive study area extends from Quorum Drive to Trinity Mills Road.

Based on recommendations from the Bikeway Facilities to DART Rail Stations Study, staff is leveraging a federal funding opportunity for the 2025 Transportation Alternatives Program Call for Projects in the North Central Texas Region. The North Central Texas Council of Governments is administering the call, with \$50 million in federal funds available for eligible projects. Eligible projects include shared-use paths (trails), off-street bikeways, sidewalks, crosswalks and curb ramps, on-road bikeways to transit, and pedestrian and bicycle safety countermeasures. Applications are due on January 17, 2025. The evaluation and scoring criteria for Active Transportation Projects are as follows:

- 20 points for regional network connectivity
- 20 points for access to major destinations
- 20 points for project readiness and other factors
- 15 points for safety and comfort
- 15 points for congestion reduction
- 10 points for equity

An essential part of the Transportation Alternatives Program application is the inclusion of an itemized budget. Kimley Horn developed an Opinion of Probable Construction Costs (OPCC), which based on the 15% conceptual plan is estimated at \$7,678,330. This amount includes a 20% local match of \$1,535,666 from the Town. The FY25 budget approved by the Council in September 2024 includes \$563,900 for development of plans and specifications for the Westgrove & Quorum Bicycle Lanes project. Once the results of the TA Set-Aside application are known, staff will hire a consultant to perform professional services for the project.

The purpose of this required Resolution is for the Council to demonstrate support for the Town of Addison's application to the North Central Texas Council of Governments' 2025 Regional Transportation Alternatives call for projects and to commit to funding of at least 20% of the project's cost as a cash match. The following schedule outlines significant milestones and requirements for approved projects:

- May 8, 2025: Regional Transportation Council (RTC) to approve recommended projects.
- May 8, 2026: Deadline for project sponsors to execute agreements with TxDOT, including the required 20% local match. This can be included in the FY26 approved budget.
- August 31, 2028: Deadline for sponsors to open bids and obligate funds. These reimbursable funds can be included in the FY28 approved budget.

MOTION: Council Member Willesen moved to approve Resolution No. R25-006, approving the submission of an application on behalf of the Town to the NCTCOG's 2025 Regional Transportation Alternatives Call for Projects. Mayor Pro-Tempore Gardner seconded the motion. Motion carried unanimously.

- b. **Resolution No. R25-007: Present, discuss, and consider action on a Resolution approving a construction services agreement with C Green Scaping, LP for the Beltway Drive Trail Bike Lanes & Greenspace Improvements - Phase 1, and authorize the City Manager to execute the agreement at an amount not to exceed \$1,526,233.00.**

[Assistant Director of Parks, Joe Pack]

The City-Wide Trail Master Plan (CWTMP) was adopted by Council in May 2021. The plan identifies Phase 1 projects that are recommended to be completed within 0–5 years of the adoption date. The development of a trail system along Beltway Drive between Marsh Lane and Belt Line Road is included in the CWTMP Phase 1 recommendations. Specific recommendations for the Beltway Drive Trail Project based on community input include buffered bike lanes between Marsh Lane and Midway Road, a bicycle boulevard between Midway Road and Belt Line Road, and the development of a green space immediately south of Addison Grove.

In December 2021, Council approved a professional engineering services agreement with Moore Iacofano Goltsman, Inc. (MIG) for the conceptual design of the Beltway Drive Trail project. The development of a public input survey was included in the Beltway Drive Trail scope of services. The Public Input Survey created by MIG was conducted by staff to gather information to help guide the development of the conceptual design. An August 2022 staff presentation to Council included results of the public input survey and staff's recommendation for moving forward with the conceptual design.

Council approved \$223,000 in the FY2023 Budget for the development of construction documents for Addison Beltway Drive Bike Trail and Greenspace Improvements as a result of the approved conceptual plan. Town staff selected MIG, the firm that developed the conceptual plan, as the most qualified team to complete the construction documents. Staff worked closely with MIG to develop and review various stages of the construction document development to ensure project feasibility, affordability, safety and responsiveness to the recommendations of the approved conceptual plan.

Near the end of construction document development, staff asked MIG to break the project into two distinct phases, Phase 1 and Phase 2. This was due to the road closure on the south side of Beltway Drive from Les Lacs Avenue to Proton Drive for the Les Lacs Pond project which would conflict with the development of the latter phase of project development. The work in Phase 2 from Marsh Lane to the Addison Athletic Club will be bid separately from Phase 1 near the time of completion of the Les Lacs Pond Project.

In the FY25 Budget adopted by Council, \$2,197,5000 was allocated in the Streets Self-Funded Projects Fund for this project. DART has also committed supplemental funding to the Town for active transportation projects which would be utilized first.

In October 2024, staff issued a Competitive Sealed Proposal request (CSP) as Bid #25-04 for the Beltway Drive Trail Bike Lanes & Greenspace Improvements - Phase 1. The proposals were opened on November 18, 2024. Five general contractors submitted proposals. Selection criteria for the evaluation of proposals were as follows:

- Proposed Cost - 50 Points
- Previous Experience on Similar Projects - 25 Points
- Subcontractors and Key Personnel - 15 Points
- Construction Time - 10 Points

The evaluation committee met on November 21, 2024, and scored the five proposals received using the information supplied by the contractor. The evaluation committee deemed the offer from C Green Scaping LP the best value to the Town. Staff requested Council to consider approval of the contract with C Green Scaping LP for construction, establishing a total project budget of \$1,431,232.84. Also included is an Owner's Allowance of \$95,000.16, representing a buffer of unforeseen costs related to unexpected site conditions or other factors for a total Phase 1 amount of \$1,526,233. Additional costs for the project outside this bid include Phase 2 construction, estimated at \$225,000 and \$18,000 for Oncor light relocation. The combined cost for Phase I and Phase 2 construction is estimated to be \$1,769,233, which is below the budgeted amount of \$2,197,500.

MOTION: Council Member Liscio moved to approve Resolution No. R25-007 approving a construction services agreement with C Green Scaping LP for the Beltway Drive Trail Bike Lanes & Greenspace Improvements - Phase 1. Council Member DeFrancisco seconded the motion. Motion carried 5-2 with Council Member Freed and Council Member Willeesen voting against.

- c. **Resolution No. R25-008: Present, discuss, and consider action a Resolution approving an agreement with Dunaway Associates, LLC for landscape architecture and park planning services to perform conceptual design for a trail through east Addison and taking consideration of the future land use of the Addison Finance property and authorizing the City Manager to execute the agreement for an amount not to exceed \$155,600.**

[Director of Parks & Recreation, Janna Tidwell]

Adopted in May 2021, Chapter 5 of the City-Wide Trails Master Plan (CWTMP) identifies Priority Projects, including "Major East to West Alignment, Major North to South Alignments,

and Local Connectivity." The East Addison Local Trail Connection conceptual design is the first of three recommended projects under Local Connectivity. It proposes a local shared-use trail from the Dallas North Tollway northbound frontage road eastward to the Town of Addison Finance Building and Winnwood Park. The feasibility of this project from Montfort Drive to Winnwood Park is described as "one of the few remaining opportunities to create a more traditional trail through a natural area in east Addison." The plan includes a combined boardwalk and trail alignment from Prestonwood Pond on Montfort Drive along the drainage area behind the commercial properties south of Prestonwood Pond Two, the Town Hall Building, the Town Finance property, and to Winnwood Park. Additionally, the study will explore opportunities for land use, such as a passive park along Belt Line Road where the current Finance Building is. Feasibility regarding the use of an adjacent private property will be considered if a possibility exists for the Town to take possession.

Town staff utilized RFQ17-180, Professional Services for Various Projects, to identify Dunaway Associates LLC as the most qualified consultant team for the projects. This was based on their successful work on similar projects including Elmer W. Oliver Nature Park in Mansfield, John F. Burke Nature Preserve in Farmers Branch, and illustrations for Parkdale Lake Park Nature Boardwalk in Dallas.

Town staff developed a project understanding with Dunaway Associates as follows:

- Provide a study area inventory and list of opportunities and constraints.
- Engage a stakeholder process to identify preferred options.
- In addition to the trail, identify opportunities for passive enhancements to Town Hall, Town Finance Building, and Winnwood Park.
- Include options for a pedestrian path alignment with at-grade trails and elevated boardwalks.
- Create opportunities for connections to Montfort Drive along Prestonwood Pond.
- Provide planning-level cost estimates for proposed improvements.

According to the terms of this agreement, Dunaway Associates, LLC will prepare two conceptual alternatives for trail development, facilitate an interactive open house, prepare a final concept exhibit with an Opinion of Probable Construction Cost (OPCC), prepare five renderings in 3-D still shot digital model images, present a final report in PDF, including the preferred concept with key recommendations for implementation.

This project was included in the FY25 Budget adopted by the Council with an approved budget of \$156,000 for the related scope of work for schematic design.

MOTION: Council Member Willesen moved to approve Resolution No. R25-008 approving an agreement with Dunaway Associates for landscape architecture and park planning services. Council Member Liscio seconded the motion. Motion carried unanimously.

- d. *Ordinance No. O25-002: Present, discuss, and consider action on an Ordinance calling and ordering the May 3, 2025 General Election.*
[City Secretary, Valencia Garcia]

A general election is conducted each May to elect representatives to the Addison City Council as necessary. This Ordinance establishes the procedures for the May 3, 2025 General Election in accordance with state law and the Town's Home Rule Charter. The election is called to elect three (3) City Council Members and one (1) Mayor.

The first day to file for a place on the May 2025 ballot is January 15, 2025. The last day to file is February 14, 2025.

The Town will enter into a Joint Election Contract with the Dallas County Election Department for the administration of the May 2025 General Election. Early voting begins on April 22, 2025 and ends on April 29, 2025. All election procedures remain the same as in previous years.

Should the election be uncontested and unnecessary, the Town will have the opportunity to cancel the election in accordance with the Election Code.

MOTION: Council Member Liscio moved to approve Ordinance No. O25-002 calling and ordering the May 3, 2025 General Election. Deputy Mayor Pro-Tempore Craig seconded the motion. Motion carried unanimously.

7. **Items of Community Interest.** *The City Council will have this opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition; a reminder about an upcoming event organized or sponsored by the Town of Addison; information regarding a social, ceremonial, or community event that was or will be attended by an Addison City Council member or an official; and, announcements involving an eminent threat to public health and safety in Addison that has arisen since posting this agenda.*

8. Adjourn Meeting.

There being no further business to come before the City Council, Mayor Arfsten adjourned the meeting at 9:33 PM.

TOWN OF ADDISON, TEXAS

Bruce Arfsten, Mayor

ATTEST:

Valencia Garcia, City Secretary

City Council Regular Meeting

4. c.

Meeting Date: 01/28/2025

Department: Development Services

Key Focus Areas: Public Safety

AGENDA CAPTION:

Consider action on a Resolution endorsing the implementation of a continuing Pretreatment Program as required by Title 40 of the Code of Federal Regulations, Part 403 for the Central Regional Wastewater System.

BACKGROUND:

At the December 10, 2024 meeting, City Council approved an amendment to repeal and replace Division 7 “Industrial Wastewater Standards” of Article III “Sewers” of Chapter 82 “Utilities” of the Town of Addison Code of Ordinances in its entirety; adopting new uniform requirements for users of the Publicly Owned Treatment Works (POTWs). These modifications were proposed by the Trinity River Authority (TRA) to provide additional details related to pretreatment and update regulations and procedures for compliance, monitoring, and administration under modernized frameworks.

The Town and Trinity River Authority (TRA) collaborate to administer local, state, and federal regulations to ensure the quality of the wastewater discharged into the Town's sanitary sewer system. The Town of Addison sends domestic and commercial wastewater to the Trinity River Authority for treatment before being released into the Trinity River.

The Town of Addison currently monitors four industrial pretreatment sites and enforces our Industrial Wastewater Standards. Those sites receive annual permits, which includes an onsite inspection by representatives from the Town's Environmental Health Division and the Trinity River Authority. The pretreatment program is focused on ensuring industrial facilities properly treat their wastewater before discharging it into the sewer system. They also protect the wastewater treatment plants and the environment by managing potential pollutants like heavy metals and organics through regular monitoring, permitting, and compliance inspections. This includes ongoing efforts to stay updated with regulations, potentially implementing new technologies for pollutant removal, and actively collaborating with industrial businesses to promote best practices in pretreatment processes.

TRA has requested that the Town endorse continuation of the Pretreatment Program, which is a requirement within Title 40 of the Code of Federal

Regulations, Part 403. The recently approved amendment to our Industrial Wastewater Standards is consistent with federal requirements for the Pretreatment Program.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - TRA Endorsement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, ENDORSING THE IMPLEMENTATION OF A CONTINUING PRETREATMENT PROGRAM, AS REQUIRED BY TITLE 40 OF THE CODE OF FEDERAL REGULATIONS (“CFR”) PART 403, AND FOR THE CENTRAL REGIONAL WASTEWATER SYSTEM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 26, 1978, the United States Environmental Protection Agency published a rule (Amended January 28, 1981) that established mechanisms and procedures for enforcing National Pretreatment Standards controlling the introduction of wastes from non-domestic sources into Publicly Owned Treatment Works (POTWs); and

WHEREAS, this rule, 40 CFR 403, requires that a Pretreatment Program be developed for the Regional Wastewater System; and

WHEREAS, the Trinity River Authority of Texas, as the owner and operator of a POTW, must comply with Rule 40 CFR 403; and

WHEREAS, the Town, as a contracting party of the Central Regional Wastewater System, has entered into an Amendatory Wastewater Contract with the Trinity River Authority of Texas whereby the Town has enacted ordinances that are necessary to implement and enforce the National Pretreatment Standards; and

WHEREAS, 40 CFR 403.9 (b) requires a statement or resolution reflecting the endorsement or approval of the local boards or councils responsible for supervising and/or funding the POTW.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. That the Town of Addison, Texas, hereby endorses the implementation of a pretreatment program as required by 40 CFR 403 for the Regional Wastewater System with such program to continue as long as 40 CFR 403 remains in effect.

SECTION 2. This Resolution shall take effect immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the 28th day of January, 2025.

TOWN OF ADDISON, TEXAS

Bruce Arfsten, Mayor

ATTEST:

Valencia Garcia, City Secretary

APPROVED AS TO FORM:

Whitt L. Wyatt, City Attorney