



**Post Office Box 9010 Addison, Texas
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5300 Belt Line Road
(972) 450-7000 Fax: (972) 450-7043**

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

AND / OR

WORK SESSION OF THE CITY COUNCIL

6:00 PM

February 24, 2015

ADDISON TOWN HALL

5300 BELT LINE RD., DALLAS, TX 75254

6:00PM WORK SESSION

7:30PM REGULAR MEETING

WORK SESSION

WS1 Presentation and discussion regarding a proposed code enforcement program.

WS2 Presentation and discussion of Single Audit Report including management comments from the Town's independent auditors, Weaver, LLP.

REGULAR MEETING

Pledge of Allegiance

R1 Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

Consent Agenda.

R2a Approval of the Minutes for the February 10, 2015 City Council Meeting and Work Session.

R2b Approval of and authorizing the City Manager to award a bid to ServiceMaster by Eagle Maintenance Company Inc., for custodial services at Town Hall, Finance, Service Center, Police & Police sub-station, Central Fire, Station #2, Athletic Club, Conference & Theatre Centre (Stone Cottage & Pavilion), Visit Addison and The TreeHouse facilities in the amount of \$215,530.00.

R2c Approval of a resolution requesting the members of the 84th Legislative Session of the State of Texas to support legislation that increases funding for the Texas Recreation and Parks Account and Large County and Municipality Recreation and Parks Account and Parks Account Local Park Grant Programs, and the Texas State Park System.

R2d Approval of a resolution of the Town of Addison in opposition to a revenue cap and legislative interference with local services.

Regular Items

R3 Presentation and discussion of Single Audit Report including management comments from the Town's independent auditors, Weaver, LLP.

R4 Discussion and take action regarding the appointment of a member to the Planning and Zoning Commission.

R5 Present, discuss, consider and take action regarding an ordinance providing for a Meritorious Exception to the wall sign requirements in Section 62-289(b)8. (part of the sign standards for Village on the Parkway) by providing for two signs on the west facade and for a sign on the south facade with a logo 5 feet in height on application from Lazy Dog Restaurants, represented by Mr. Jared Taylor for the property located at 5100 Belt Line Road Suite 500.

R6 Present, discuss, consider and take action approving amendment #7 to the Program/Project Management Professional Services agreement between the Town of Addison and R.H. Shackelford, Inc., in an amount not to exceed \$570,000.

R7 Presentation and discussion regarding housing in Addison, including types and alternatives, as well as the special area study findings and recommendations regarding future development of the properties located within the Town generally bounded on the north by Belt Line Road, on the east by Midway Road, on the south by an Oncor utility easement located approximately 250 feet north of Proton Drive and on the west by the Midway Meadows, Towne Lake, and Pecan Square neighborhoods.

R8 Presentation and discussion regarding the progress of the Addison Airport Master Plan.

R9 Presentation and discussion regarding the Town of Addison 2014 Racial Profiling report.

R10 Discussion regarding establishing a policy to govern public information requests.

Executive Session

ES1 Closed (Executive) session of the Addison City Council pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or

business prospects.

-
- ES2 Closed (executive) session of the Addison City Council pursuant to Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney(s) on a matter in which the duty of the attorney(s) to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, pertaining to the ponds or lakes at Vitruvian Park, located within the vicinity and east of the intersection of Vitruvian Way and Ponte Ave., and Farmers Branch Creek.
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Regular Items Continued

- R11 Discuss, consider, and take action regarding 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 regarding the offer of a financial or other incentive to such business prospect or business prospects.
-

Adjourn Meeting

Posted:

Chelsea Gonzalez, February 20, 2015, 5:00pm

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES.
PLEASE CALL (972) 450-7090 AT LEAST
48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

AI-965

WS1

Combined Meeting

Meeting Date: 02/24/2015

Department: Infrastructure- Development Services

Council Goals: Infrastructure improvement and maintenance

AGENDA CAPTION:

Presentation and discussion regarding a proposed code enforcement program.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Staff will present an overview of code enforcement practices and a proposed program.

RECOMMENDATION:

Attachments

Presentation



Proposed Code Enforcement Program

February 24, 2015



Why a Code Enforcement Program?

- To help create and maintain a safe and healthy environment
- To prevent physical and aesthetic deterioration of the community
- To protect property values of residents and businesses
- To reduce vandalism and deter crime
- To publish standards for compliance that are based on reasonable and consistent enforcement of state and local laws and ordinances
- To establish a framework for community involvement to resolve public nuisances



What is Code Enforcement?

- The process of preventing, inspecting, and mitigating nuisances on public and private premises relating to health, safety, and general welfare.
 - Defined by federal/state law and local ordinances
- Code enforcement does not regulate aesthetics, taste, civil disputes, or HOA violations.



Code Enforcement Program Goal

- To encourage both residential and commercial property owners to voluntarily resolve code violations on their property in order to ensure that Addison remains a community that is a clean and safe place to live, work, and play.



Which Codes and Violations are Part of a Code Enforcement Program?

- Zoning / Land Use
- Property Maintenance Standards
- Environmental codes
- Sign code
- Junk vehicles
- Building codes
- Substandard fences
- High weeds and grass
- Outside storage, trash accumulation



Which Codes and Violations are **NOT** Part of the Program?

- Abandoned vehicles (Police)
- Moving violations and parking (Police)
- Dumping - Class A (Police)
- Animal Control (Police)
- Landscaping (Parks)
- Food safety (health inspectors)
- Mold inspection and testing (3rd party)



Code Enforcement Process

- Identification
 - Complaint received or issue identified
 - Case created
 - Violation evaluated
- Voluntary compliance
 - Courtesy call to violator
 - Site visit with violator
 - Friendly letter to violator asking for compliance
- Legal process
 - Official notice sent by certified mail
 - Site re-inspection
 - Civil citation or criminal action if not corrected
 - Site re-inspection
 - Abatement of violation and filing of lien



Code Enforcement Current Practice

- Addison's current code enforcement procedure
 - No dedicated staff; decentralized; addition to regular duties
 - This is adequate to handle most complaints that are able to be resolved voluntarily
 - As Town ages, though, complaints are more numerous and complex
 - Building inspectors (2) are primary code inspection team
 - Also responsible for same-day building inspections
 - Customer service goal – same day service for requested inspection
 - Average 30 inspections each day
 - Leaves little time to conduct fair and impartial code enforcement program



Common Code Violations

- Illegal signs and lighting
 - Bandit signs
 - Banners/flags/balloons
 - Awning signs
 - Exterior lighting that changes colors
 - Skeleton lighting





Common Code Violations

- Trash Accumulation
 - No or improper screening
 - Over filling dumpster
 - Dumpster in right-of-way
 - Junk vehicles
 - Trailers / Boats etc
 - Improper screening of materials
 - Building and construction materials
 - POD and storage containers





Common Code Violations

- Substandard Fencing
 - Deteriorated fence materials
 - Leaning sections
 - Improper fencing materials
 - Canvas tarps
 - Barbed wire not to code





Common Code Violations

- Weeds and grass
 - High weeds and grass
 - Accumulation of dirt - ungraded
 - Accumulation of brush and dead trees





Common Code Violations

- Property Maintenance
 - Broken windows
 - Sign maintenance
 - Deteriorated exterior materials
 - Exposed electrical wiring
 - Deteriorated decks and balconies
 - Accumulated trash





Code Enforcement Proposal

Three pronged comprehensive program

1. Education and communication
2. Organization-wide and Community Support
3. Traditional Code Enforcement Program Enhancements



Education and Communication

1. Education and Communication
 - a) Collateral materials – brochures, door hangars, etc, to educate; printed and electronic
 - b) Website and smart phone apps – public access to report problems, track progress of complaint, learn about procedures
 - c) Public outreach – HOA presentations, business group meetings



Organization-wide and Community Support

2. Organization-wide and Community Support
 - a) Identify violations – train staff and others to recognize and report violations; would not confront property owner directly; report only
 - b) Distribute collateral – staff that is routinely out of the office could distribute when appropriate
 - c) Address certain violations directly – those that are always violations and do not require interaction with the property owner; signs in the right-of-way



Traditional Code Enforcement Program Enhancements

3. Traditional Code Enforcement Program Enhancements

- a) Code enforcement officer - New position
Licensed, experienced
- b) Administrative staff - New position; answer phones, track cases, correspondence, records retention, court filings
- c) Review Ordinances – revise those that are outdated or need additional revisions



Code Enforcement Proposal - Costs

- Salaries and benefits: \$121,000
- Miscellaneous administrative program costs: \$46,000
- Vehicle and maintenance costs: \$32,000

- One-time: \$57,000
- Recurring: \$142,000

- **Total Year One Program Costs: \$199,000**



Direction Needed

- How should staff proceed?
 - Continue procedures currently in place
 - Begin some elements of the proposed program
 - Training, community outreach
 - Identified issues may not be able to be addressed in a timely manner
 - Begin development of program; materials, staffing
 - Will require a mid-year budget adjustment of approximately \$131,000
 - Bring forward during FY2016 budget process

AI-977

WS2

Combined Meeting

Meeting Date: 02/24/2015

Department: Finance

Council Goals: Mindful stewardship of Town Resources.

AGENDA CAPTION:

Presentation and discussion of Single Audit Report including management comments from the Town's independent auditors, Weaver, LLP.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Staff and the Town's independent auditors, Weaver, LLP will present an overview of the Single Audit Report.

RECOMMENDATION:

Attachments

Town of Addison 2014 SAS 114

Town of Addison 2014 Single Audit

Town of Addison Views 2014



February 20, 2015

To the Town Council
Town of Addison

We have audited the financial statements of the Town of Addison (The Town) as of and for the year ended September 30, 2014, and have issued our report thereon dated February 20, 2015. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated November 25, 2014, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Town solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Town is included in the Notes to the financial statements. No other significant changes in accounting policies were noted. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Management's estimate of the liability for workers' compensation claims incurred but not reported is based on the historical claims rated provided by the third party administrator and a third party actuarial study.
- Management's estimate of the allowance for uncollectible property taxes is based on the historical collection rates.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Town's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated February 20 2015.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Town, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Town's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Town's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, with respect to the supplementary information accompanying the financial statements we have made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in related to our audit of the financial statements. We compared and reconciled supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Trustees and management of the Town and is not intended to be and should not be used by anyone other than these specified parties

Yours truly,

A handwritten signature in cursive script, appearing to read "Weaver and Tidwell LLP".

WEAVER AND TIDWELL, L.L.P.

TOWN OF ADDISON, TEXAS

FEDERAL SINGLE AUDIT REPORT

YEAR ENDED SEPTEMBER 30, 2014

CONTENTS

	Page
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.....	1
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 and on the Schedule of Expenditures of Federal Awards	3
Schedule of Findings and Questioned Costs	6
Schedule of Expenditures of Federal Awards	10
Notes to Schedule of Expenditures of Federal Awards	11



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Honorable Mayor and
Members of the Town Council
Town of Addison, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Town of Addison (the Town), which comprise the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated February 20, 2015, which included an emphasis paragraph on the implementation of a new accounting standard.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as items 14-01 and 14-02 that we consider to be significant deficiencies.

Compliance and Other Matters

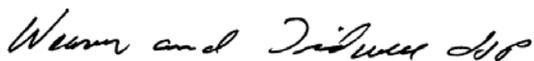
As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Town's Response to Findings

The Town's responses to the findings identified in our audit are described in the accompanying, Schedule of Findings and Questioned Costs. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
February 20, 2015



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-
133 AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

The Honorable Mayor and
Members of the Town Council
Town of Addison, Texas

Report on Compliance for Each Major Federal Program

We have audited the Town of Addison, Texas (the Town) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Town's major federal programs for the year ended September 30, 2014. The Town's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Town's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town's compliance.

Opinion on Each Major Federal Program

In our opinion, the Town, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2014.

Report on Internal Control Over Compliance

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit, we considered the Town's internal control over compliance with the requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town as of and for the year ended September 30, 2014 and the related notes to the financial statements, which collectively comprise the Town's basic financial statements.

We issued our report thereon dated February 20, 2015, which contained unmodified opinions on those financial statements, which included an emphasis paragraph on the implementation of a new accounting standard. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for the purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.



WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
February 20, 2015

**TOWN OF ADDISON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2014**

I. Summary of the Auditor's Results:

Financial Statements

- a. An unmodified opinion was issued on the financial statements.
- b. Internal control over financial reporting:
- Material weakness(es) identified? _____ Yes X No
 - Significant deficiency(ies) identified that are not considered a material weakness? X Yes _____ No
- c. Noncompliance material to financial statements noted _____ Yes X No

Major Programs

- d. Internal control over major programs:
- Material weakness(es) identified? _____ Yes X No
 - Significant deficiency(ies) identified that are not considered a material weakness? _____ Yes X No
- e. An unmodified opinion was issued on compliance for major programs.
- f. Any audit findings disclosed that were required to be reported under Section 510(a) or OMB Circular A-133. _____ Yes X No
- g. Identification of major programs:
- 20.106 Airport Improvement Plan
- h. The dollar threshold used to distinguish between Type A and Type B programs. \$300,000
- i. Auditee qualified as a low-risk auditee? X Yes _____ No

**TOWN OF ADDISON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2014**

II. Findings Relating to the Financial Statements Which Are Required To Be Reported in Accordance with *Generally Accepted Government Auditing Standards*.

Finding 14-01 Investment Allocation and Collateral

Type of Finding: Significant deficiency in internal control over financial reporting

Questioned Cost: Not Applicable

CRITERIA OR SPECIFIC REQUIREMENT:

It is the Town's policy to avoid a concentration of assets in a specific maturity, a specific issue, or a specific class of securities. The applicable limits on the Town's current investments are Instrumentality securities- 70%, Commercial paper- 30%, Certificate of Deposits- 30%, Local government investment pools- 40%. In addition, the Town's deposits exceeding FDIC deposit insurance amount shall be fully collateralized. The financial condition of banks may change rapidly, therefore the Town should maintain adequate levels of collateral to support deposit amounts.

CONDITION AND CONTEXT:

As of September 30, 2014, the Town's portfolio held 36% in Certificates of Deposit which were above the applicable limits set by the Town's policy. The concentration occurred during the last quarter of fiscal year 2014. During the first three quarters of the year, the Town maintained an investment allocation within the Town's limits. At September 30, 2014, the Town was under collateralized by \$1,169. During the first three quarters of the year, the Town maintained deposits fully collateralized.

CAUSE:

Town Management did not evaluate how security purchases fit into the Town's overall investment strategy and did not evaluate collateral for its deposits held.

EFFECT:

The Town is operating with an increased concentration of credit risk and with under collateralized deposits.

RECOMMENDATIONS:

The Town should evaluate the Town's overall investment strategy before an investment purchase is made in order to avoid a concentration of credit risk. The Town should monitor deposits and collateral held to maintain deposits fully collateralized.

**TOWN OF ADDISON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2014**

Finding 14-01 Investment Allocation and Collateral – Continued

MANAGEMENT RESPONSE:

The Town's Investment Policy was updated in October 2014 to allow up to 50% of the Town's portfolio to be Certificates of Deposit. Additionally, in FY 2015 the Town has implemented mitigating controls that allow for calculation of the impact a security purchase will have related to concentration of assets in a specific maturity, a specific issue, and a specific class. Since the end of FY 2014 the Town has obtained adequate collateralization related to the security in question. However, the Town does agree that financial conditions at banks can change rapidly and considers the Town's current Investment Policy inadequate to adjust to these potential changes. Town staff plans to modify the Town's Investment Policy to require 102% collateralization of purchased securities to prevent under collateralization (the Town's current policy requires 100% collateralization). Additionally, in FY 2015 the Town has implemented mitigating controls that allow staff to monitor collateralization levels more effectively.

Finding 14-02 Financial Close Process

Type of Finding: Significant deficiency in internal control over financial reporting

Questioned Cost: Not Applicable

CRITERIA OR SPECIFIC REQUIREMENT:

The Town should maintain a comprehensive period end closing checklist to ensure financial information is complete and accurate.

CONDITION AND CONTEXT:

The Town did not accrue a municipal court liability for the state criminal cost and fees. During the fiscal year end close a financial close checklist was not utilized which led to the understatement of liabilities.

CAUSE:

Due to the business office turnover over the past three years, the Town did not maintain a financial close checklist to ensure financial information is complete and accurate.

EFFECT:

The Town's liabilities were understated by approximately \$95,000.

**TOWN OF ADDISON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2014**

Finding 14-02 Financial Close Process – Continued

RECOMMENDATIONS:

The Town should maintain a comprehensive period end closing checklist in order to ensure financial information is complete and accurate.

MANAGEMENT RESPONSE:

The Town does maintain a financial close process, but does agree that the process should be reviewed and updated to be more comprehensive to meet the Town's current needs. Additionally, key Town staff were added during the early stages of the audit which directly affected the timeliness in which some end of year procedures were completed. The Town plans to have a more comprehensive financial close process implemented prior to the FY 2015 audit.

III. Findings and Questioned Costs for Federal Awards Including Audit Findings as Described in I.f Above

None were noted in current year.

**TOWN OF ADDISON
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED SEPTEMBER 30, 2014**

<u>Federal grantor/pass-through grantor/program title</u>	<u>CFDA Number</u>	<u>Pass-Through Grantor Program Number</u>	<u>Federal Expenditures</u>
Federal Aviation Agency			
Pass-through Texas Department of Transportation			
Airport Improvement Program	20.106	n/a	\$ 7,514,757
Total Federal Aviation Agency			<u>7,514,757</u>
Total Federal Assistance Expended			<u><u>\$ 7,514,757</u></u>

**TOWN OF ADDISON
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2014**

NOTE 1. BASIS OF ACCOUNTING

Federal grant funds were accounted for in the proprietary fund types. Grant expenditures are recognized in the accounting period when the liability is incurred.

NOTE 2. PERIOD OF AVAILABILITY

The period of availability for federal grant funds for the purpose of liquidation of outstanding obligations made on or before the ending date of the federal project period extended 30 days beyond the federal project period ending date, in accordance with provisions in Section H, Period of Availability of Federal Funds, Part 3, OMB Circular A-133 Compliance Statement - Provisional 6/97.

NOTE 3. RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying schedule may not agree with amounts reported in the related federal financial reports since the Town used the modified accrual basis of accounting in preparing the schedule and the cash basis in preparing the federal financial reports.



Presentation to

TOWN OF ADDISON

Town Council Meeting | February 24, 2015

WeaverViews



Today's Agenda

- Introduction
- Audit Process
- Audit Results
- Required Auditor Communications
- GAGAS Report on Internal Control over Financial Reporting
- Financial Highlights
- Other Matters
- Standards Required to be Implemented in FY2015
- Questions

Introductions



Weaver**Views**

weaver



Today's Presenters

Jerry Gaither, CPA, CGFM

Partner, Assurance Services

Partner-in-Charge, Public Sector Industry

Aracely Rios, CPA

Senior Manager, Assurance Services



Engagement Team

Town of Addison

Jerry Gaither, CPA, CGFM
Public Sector Leader

Audit

Aracely Rios, CPA
Audit Senior Manager

Bimpe McMillon
Audit Senior Associate

Consulting

Marlon Williams, CPA
ACL Data Specialist

Brittany Teare, CISA
IT Advisory Services Manager



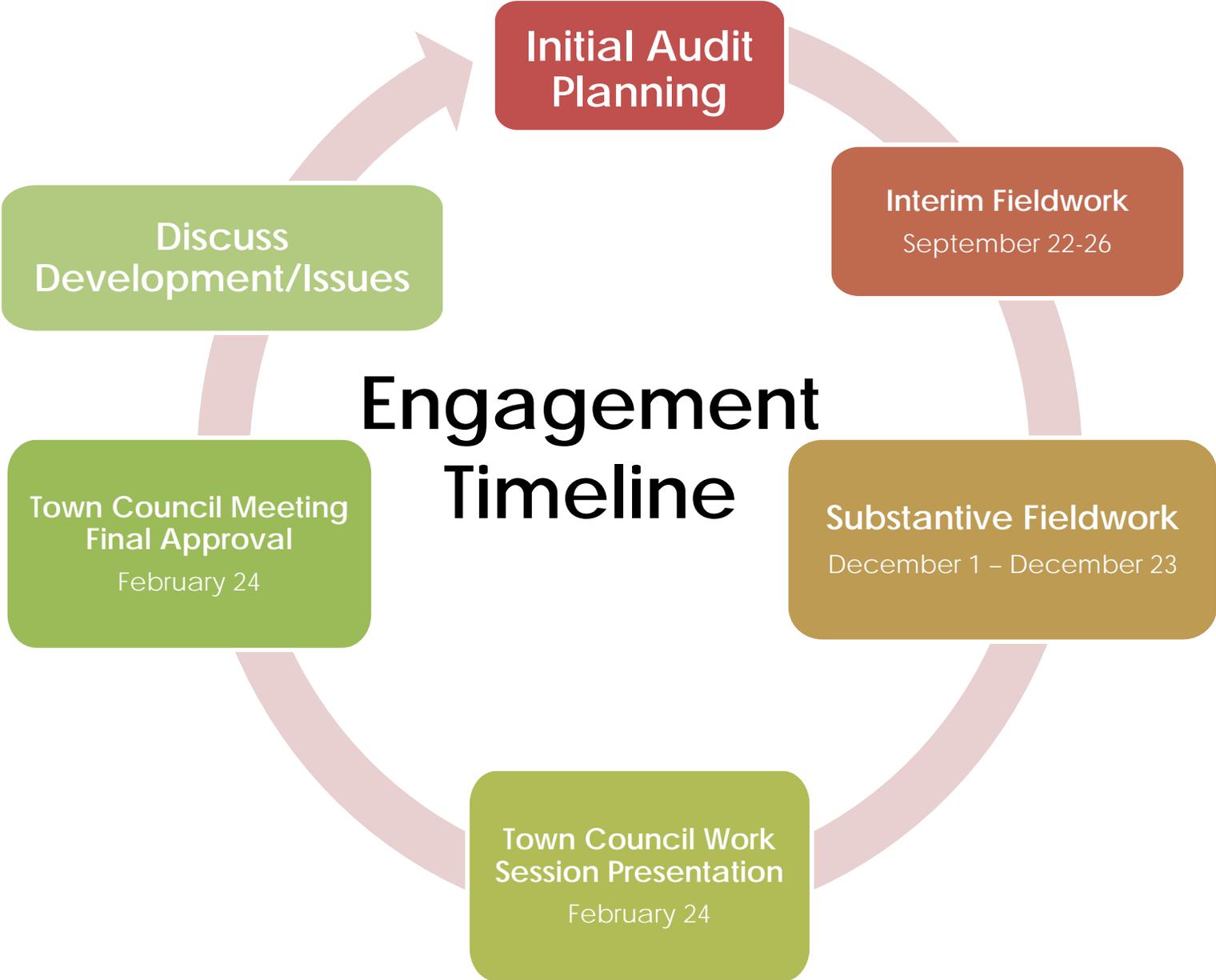
Firm of Texas

- Largest independent accounting firm in the Southwest
 - Founded in Fort Worth in 1950
 - Seven offices across all major Texas markets
 - Approximately 500 professionals and 60+ partners
- Consistently ranked as a top firm nationally and regionally



Audit Process





Initial Audit Planning

Interim Fieldwork
September 22-26

Substantive Fieldwork
December 1 – December 23

Town Council Work Session Presentation
February 24

Town Council Meeting Final Approval
February 24

Discuss Development/Issues

Engagement Timeline

- The audit was performed in accordance with General Accepted Auditing Standards (GAAS), Generally Accepted Government Auditing Standards (GAGAS), and the Single Audit Act (U.S. Office of Management and Budget (OMB Circular A-133)
- The audit process was a risk-based approach in which we identified potential areas of risk that could lead to material misstatement of the financial statements . We tailored our audit programs and resources to address these risks.
 - Risk areas identified:
 - Payables, accrued liability and expenditures
 - Revenues, receivables, billing and collections
 - Capital projects, purchasing, and compliance with bidding procedures
 - State and Federal revenues and expenditures and compliance requirements related thereto

- Internal audit planning and scheduling began September 2014
- Interim fieldwork and risk assessment was performed in September 2014 including:
 - Walkthrough of accounting controls over significant transaction cycles:
 - A. Cash Disbursements
 - B. Payroll
 - C. Cash Receipts
 - D. Utility Billing
 - Test of accounting controls over:
 - A. Payroll
 - B. Cash Disbursements
 - C. Utility Billing
 - Identification of major federal financial assistance program and test controls over compliance

Auditor Results



Weaver**Views**



Auditor Results

- We issued the Independent Auditor's Report on the financial statements
 - ✓ Unmodified Opinion
- We issued the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
 - ✓ No material weaknesses noted.
 - ✓ Two significant deficiencies noted.
- We issued the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133
 - ✓ Unmodified Opinion
 - ✓ No findings noted

Auditor Communications

for the year ended September 30, 2014



Weaver**Views**



Required Communications to Those in Charge of Governance

Communication

Auditor's responsibility under generally accepted auditing standards (GAAS)

Results

The financial statements are the responsibility of the Town. Our audit was designed in accordance with GAAS in the U.S. and provide for reasonable rather than absolute assurance that the financial statements are free of material misstatement. Our responsibility is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

An unmodified opinion was issued.



Required Communications to Those in Charge of Governance

Communication

Auditor's Responsibility under Government Auditing Standards

Results

In addition to the GAAS responsibilities, we are required to issue a written report on our consideration of internal controls and identify significant deficiencies, including material weaknesses, if any. Our reports do not provide assurance on internal controls. We design our audit to provide reasonable assurance of detecting material misstatements resulting from noncompliance with provisions of contracts or grant agreements that have a direct or material effect on the financial statements. We issue a written reports on the results of these procedures; however, our report does not express an opinion on compliance. Significant deficiencies in internal control over financial reported were noted.



Required Communications to Those in Charge of Governance

Communication

Auditor Responsibility under OMB Circular A-133

Results

Our testing includes all major federal financial assistance programs. We report on such testing, and disclose significant deficiencies in internal control over compliance, including material weaknesses we identify. Our report does not provide assurance on internal control over compliance. We perform procedures for the purpose of expressing an opinion on whether major federal financial assistance programs have been administered in compliance with applicable laws and regulations.

The audit of the fiscal year 2014 major federal financial assistance programs has been completed and we issued a clean opinion.



Required Communications to Those in Charge of Governance

Communication

Unusual transactions and the adoption of new accounting principles

Results

The significant accounting policies used by the Town are described in Note 1 to the financial statements.

The new GASB pronouncement implemented in 2015 was GASB Statement No. 65. The impact of the implementation of GASB 65 is described in note IV.

We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus.



Required Communications to Those in Charge of Governance

Communication	Results
Fraud and illegal acts	No material errors, irregularities, or illegal acts were noted.
Material weakness in internal control	No material weaknesses noted. Two significant deficiencies in internal control over financial reporting were noted.
Other information contained in documents containing audited financial statements	We provided an "in relation to opinion" on supplementary information accompanying the financial statements. We performed limited procedures on the RSI,. We did not provide any assurance on this information. The Introductory and Statistical sections were both unaudited.
Management judgments and accounting estimates	Management's estimates of allowance for uncollectible taxes, estimate of other postemployment benefits which were calculated based on the annual required contribution, an amount actuarially determined in accordance with parameters of GASB Statement 45 and estimated useful lives for capital assets were evaluated and determined to be reasonable in relation to the financial statements as a whole.



Required Communications to Those in Charge of Governance

Communication	Results
Difficulties encountered	No difficulties or disagreements arose during the course of our audit.
Management representations	We will request certain representation from management that will be included in the management representation letter.
Management consultations	We are not aware of management consulting with other accountants for a second opinion.
Auditor independence	No independence issues noted.
Audit adjustments	Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were a number of entries prepared by management after fieldwork began and we proposed two entries- an entry to accrue court costs and an entry to record Oktoberfest revenues collected in October. There are no passed adjustments to report.



Required Communications to Those in Charge of Governance

Communication	Results
Other material written communications between Weaver and Tidwell, L.L.P., and the Town	None

GAGAS Report On Internal Control Over Financial Reporting

for the year ended September 30, 2014



A **deficiency in internal control** exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A **material weakness** is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses. A **significant deficiency** is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The following were identified as significant deficiencies:

Investment Allocation and Collateral

As of September 30, 2014, the Town's portfolio held 36% in Certificates of Deposit which were above the applicable limits set by the Town's policy. The concentration occurred during the last quarter of fiscal year 2014. During the first three quarters of the year, the Town maintained an investment allocation within the Town's limits. At September 30, 2014, the Town was under collateralized by \$1,169. During the first three quarters of the year, the Town maintained deposits fully collateralized.

Investment Allocation and Collateral- Continued

It is the Town's policy to avoid a concentration of assets in a specific maturity, a specific issue, or a specific class of securities. The applicable limits on the Town's current investments are Instrumentality securities- 70%, Commercial paper- 30%, Certificate of Deposits- 30%, Local government investment pools- 40%. In addition, the Town's deposits exceeding FDIC deposit insurance amount shall be fully collateralized. The financial condition of banks may change rapidly, therefore the Town should maintain adequate levels of collateral to support deposit amounts.

The Town should evaluate the Town's overall investment strategy before an investment purchase is made in order to avoid a concentration of credit risk. The Town should monitor deposits and collateral held to maintain deposits fully collateralized.

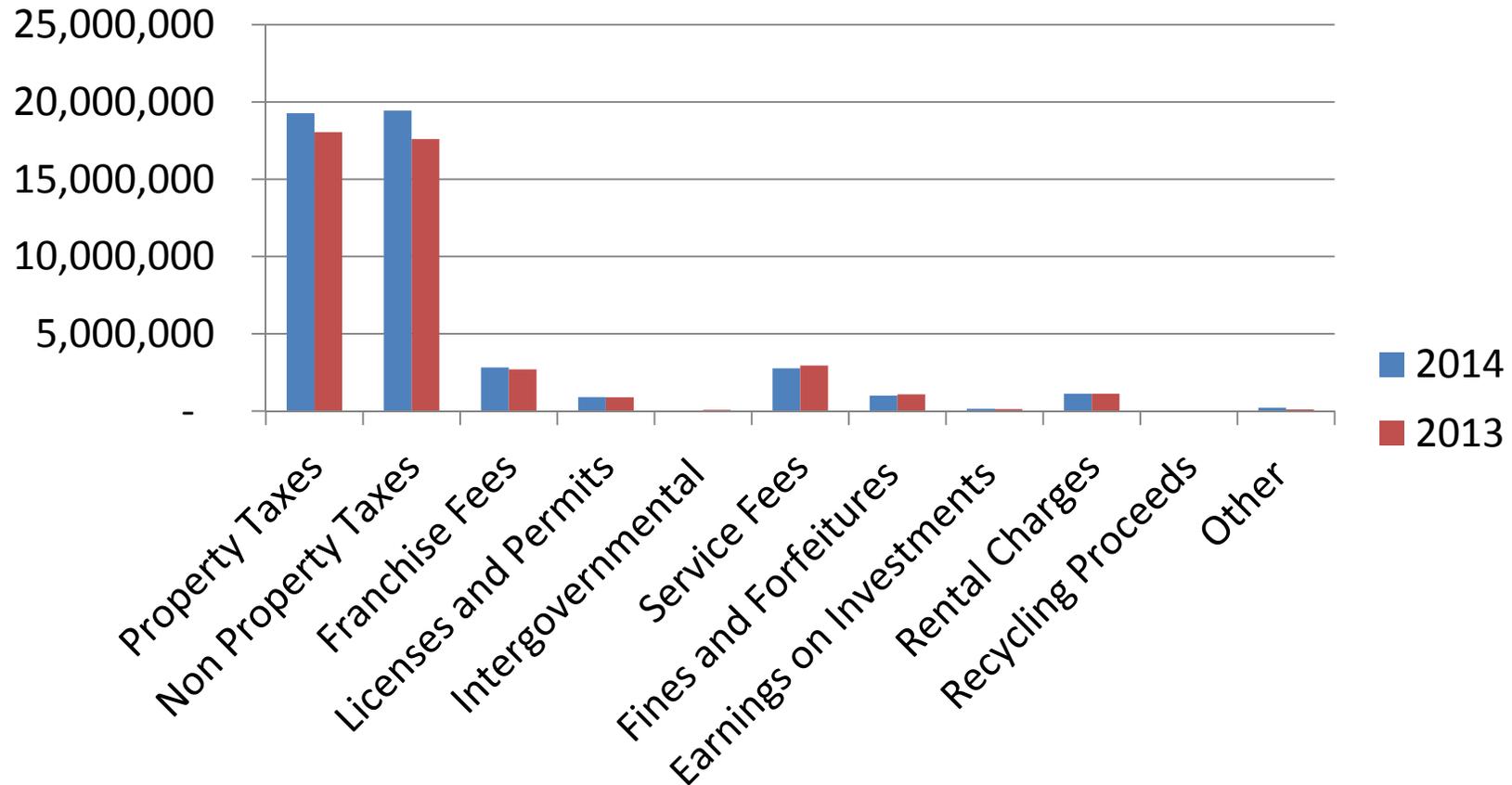
Financial Close Process

During our audit, we noted that the Town did not accrue a municipal court liability for the state criminal cost and fees. We noted a comprehensive period ending close checklist was not utilized which would help ensure all transactions were reflected in the proper period. The Town's liabilities were understated by approximately \$95,000. We recommend that the Town should maintain a comprehensive period end closing checklist in order to ensure financial information is complete and accurate.

Financial Highlights

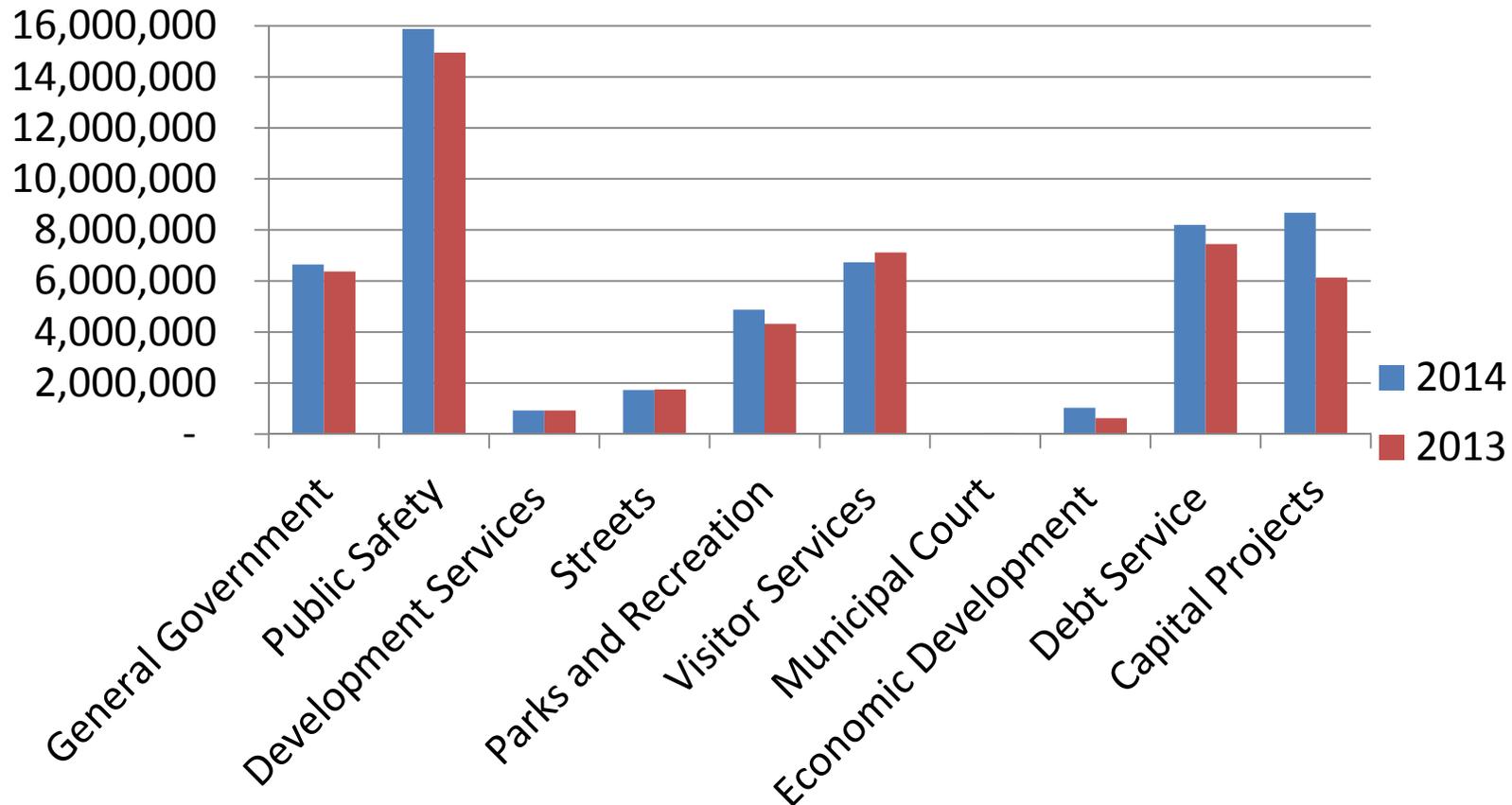


Comparison of Governmental Revenue



Revenues for FY 2014 totaled \$47.7 million, an increase of \$3.0 million. The increase is primarily due to an increase in property tax and non property tax revenues of \$3.0 million. There was an increase of property tax revenues of \$1.2 million due to an increase in assessed property valuations and increase of \$1.8 million in non property taxes.

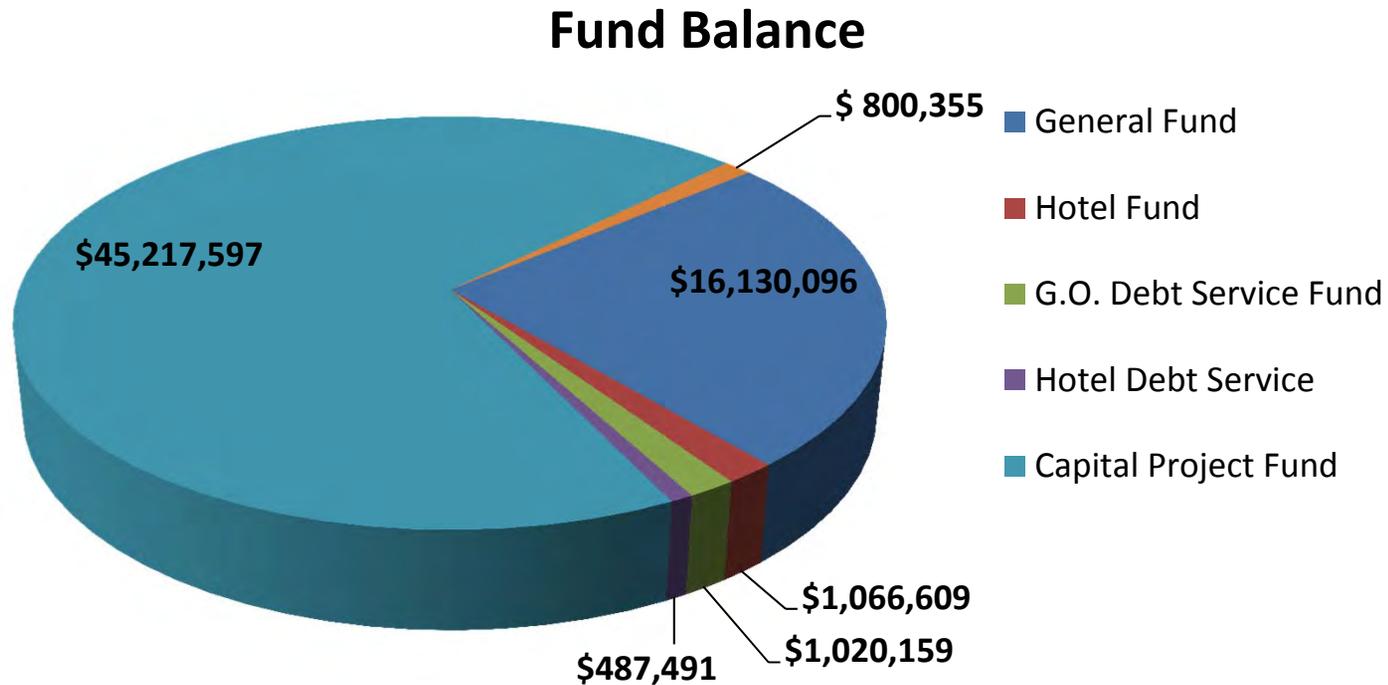
Comparison of Governmental Fund Expenditures



Expenditures for FY 2014 totaled \$54.8 million, a \$5 million increase.

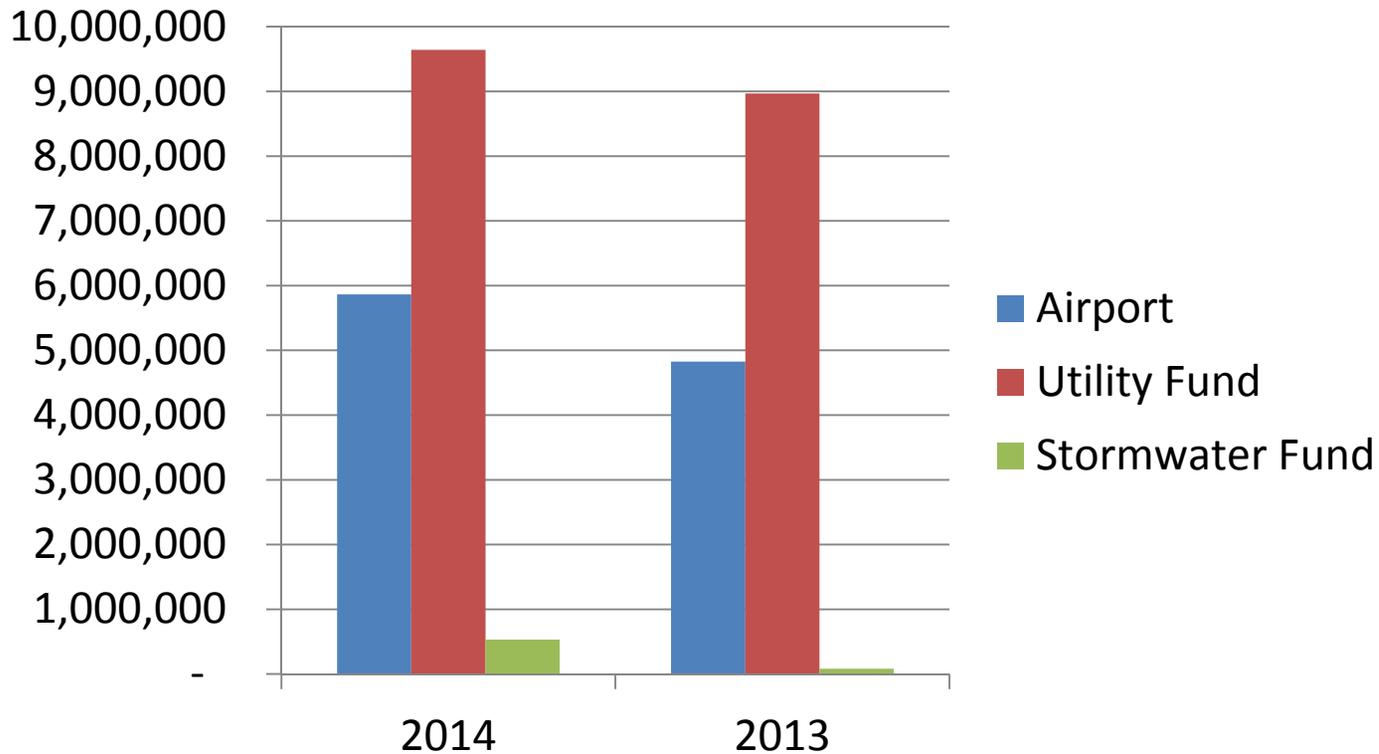
- Public Safety had a \$931k increase due primarily to a budgeted increase in payroll.
- Parks and recreation had a \$558k increase primarily due to an increase in maintenance of \$263k and contractual services of \$187k related to new, large landscaping projects and increased service costs.
- Economic Development had a \$406k increase due to the Addison Treehouse Project.
- Capital Projects had a \$2.5 million increase primarily due to the radio replacement project.

Governmental Funds' Fund Balances



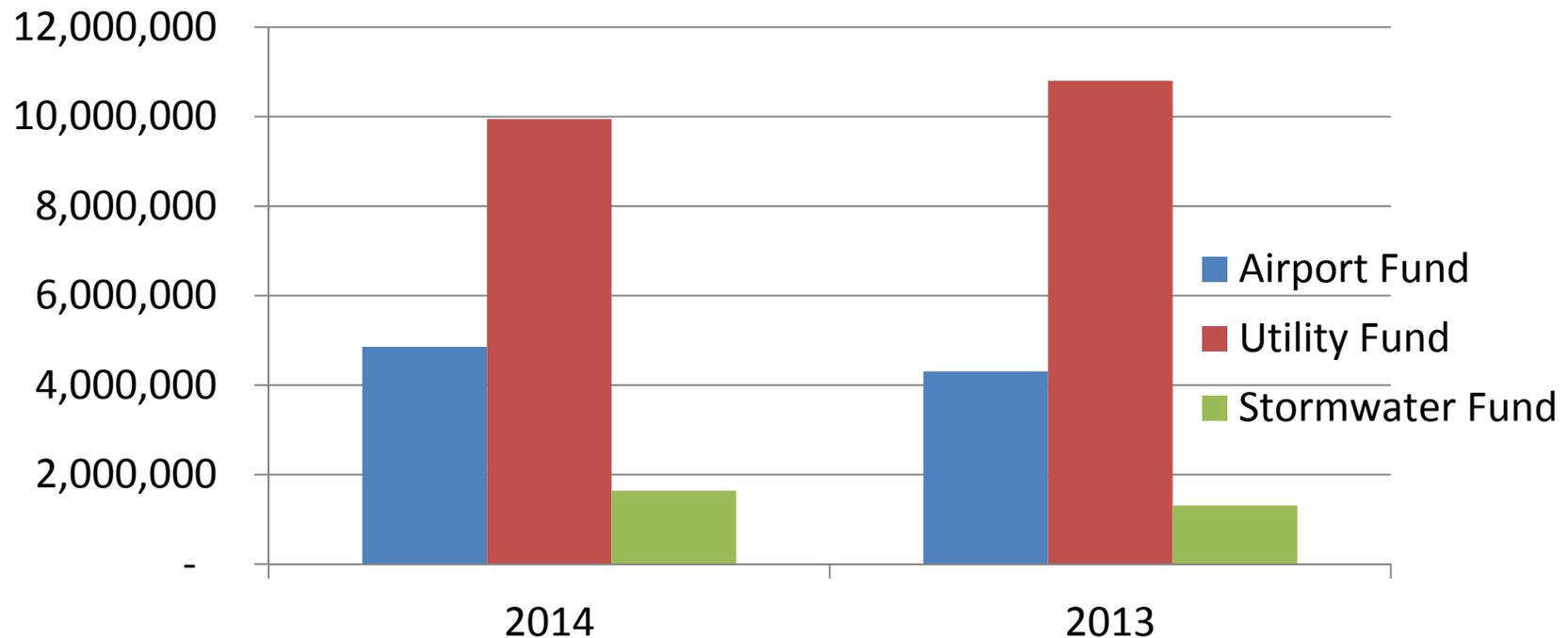
The Town's governmental funds reported in FY 2014 a combined ending fund balance of \$64.7 million. A net increase in fund balance of \$5 million, primarily relates to an increase of \$2.2 million in the General Fund and a \$3.5 million increase in the Capital Projects Fund. During FY 14 there was a \$12 million issuance of bonds.

Comparison of Business Type Expenditures by Fund



Expenditures for FY 2014 totaled \$16 million, a \$2.1 million increase. The Airport had a \$839k increase in expenditures primarily due to an increase in airport management expenses of \$418k, \$270k in expenditures related to a wildlife study and airport master plan funded by the airport grant. The Utility fund had \$745k increase in expenditures due to an increase of \$236k in water purchases and an increase of \$534k in utility and sewer plant repair. The Storm water fund had an increase of \$531k which was primarily due to feasibility studies for the Hutton Branch Basin and drainage studies.

Comparison of Business Type Revenue by Fund

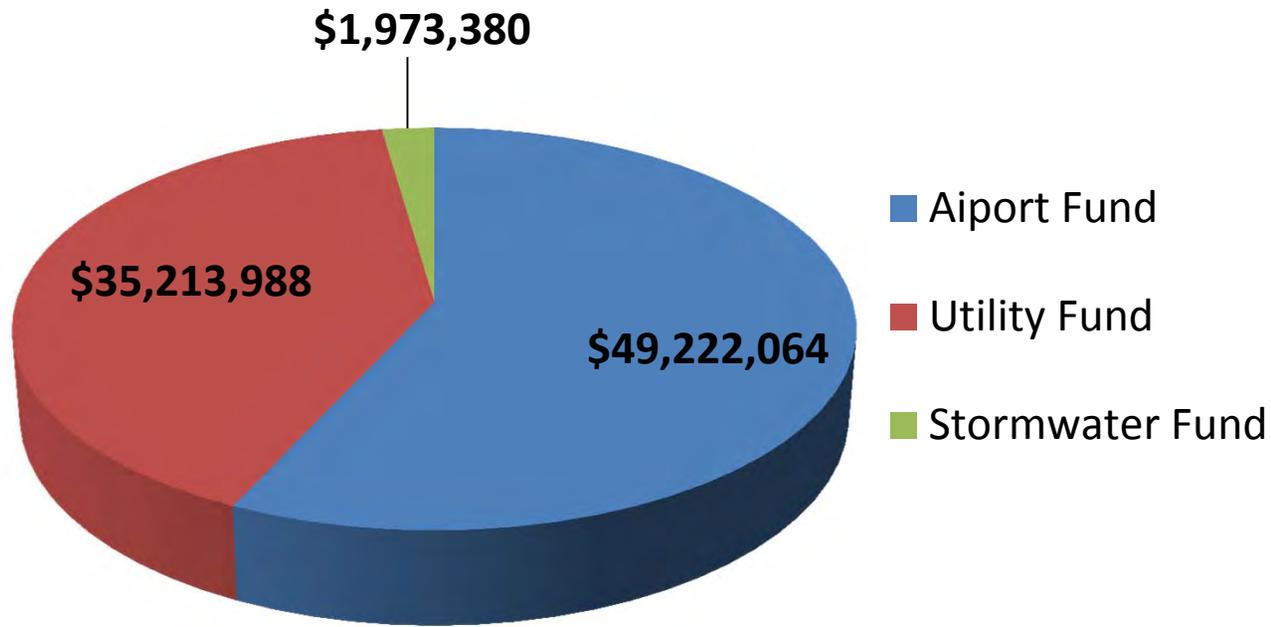


Operating revenues for the FY 2014 totaled \$16.4 million, a decrease of approximately \$172k.

- The decrease is due to a \$858k decrease in the utility fund due to a 12% decrease in water consumption
- An increase in the airport fund of \$352k – primarily due to an increase in hangar lease income
- An increase in the storm water fund of \$333k – due to an increase in storm water fees, 2014 was the first full year of storm water fee collections.

Proprietary Funds' Fund Balances

Fund Balance



The Town's combined proprietary fund balance in FY 2014 reported a net increase in net position of \$11.6 million. The increase primarily relates to the Airport Improvement grant and capital contributions of \$12.3 million received and of \$897k increase in the Stormwater Fund, this fund was established during FY 2013 and FY 2014 was the first full year of operations. Additionally

weaver



OTHER MATTERS

- 30 day revenue recognition policy
- Infrastructure depreciation



New Standards

For Fiscal Years 2014 through 2015

Weaver**Views**



Effective for the year ended September 30, 2014

- GASB 65 – Items Previously Reported as Assets and Liabilities
 - *Objective:* establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows or inflows of resources, certain items that were previously reported as assets and liabilities.
 - *Effect:*
 - Gain/loss on refunding – reported as deferred outflow/inflow
 - Debt issuance costs – expensed in the current period, except prepaid insurance costs
 - Sales leaseback – gain/loss on sale of property reported as deferred inflow/outflow
 - In non-exchange transactions, such as a receipt of property taxes before levy period, in which the district is unable to recognize revenue under GASB 33 would be treated as deferred inflows.
 - Major Fund calculation will combine assets and deferred outflows and combine liabilities and deferred inflows, which could result in a change in the number of major funds presented for financial reporting purposes.

Effective for the year ended September 30, 2014 (continued)

- GASB 66 – Technical Corrections – an amendment of GASB No. 16 and 62
 - *Objective:* to improve accounting and financial reporting by resolving conflicting guidance caused by the issuance of two recent pronouncements, GASB No. 54 and 62.
 - *Effect:* No significant effect to the Town



Effective for the year ended September 30, 2015

- GASB 67/68 – Accounting and Financial Reporting for Pensions
 - *Objective:* to improve financial reporting by state and local governmental pension plans
 - *Effect:* GASB 67 only impacts the accounting and financial reporting of pension plans and not the employers or participants of plans. GASB 68 will require the recognition of net pension liabilities of employers in financial statements prepared on the accrual basis.
- GASB 69 – Government Combinations and Disposals of Government Operations
 - *Objective:* establishes accounting and financial reporting standards related to government combinations and disposals of government operations. As used in this Statement, the term government combinations includes a variety of transactions referred to as mergers, acquisitions, and transfers of operations.
 - *Effect:* No significant effect on the Town



Effective for the year ended September 30, 2015

- GASB 70 – Accounting and Financial Reporting for Nonexchange Financial Guarantees
 - *Objective:* requires a state or local government guarantor that offers a nonexchange financial guarantee to another organization or government to recognize a liability on its financial statements when it is *more likely than not* that the guarantor will be required to make a payment to the obligation holders under the agreement
 - *Effect:* No significant effect to the Town



- Proposed Single Audit Changes
 - Increase threshold to \$750,000
 - Increase major program determination threshold to \$500,000
 - Modify coverage requirements
 - Decrease number of compliance requirements to be tested
 - Likely effective for fiscal year ended 2015

Questions



Weaver**Views**



Jerry Gaither

Engagement Partner

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Aracely Rios

Senior Manager

Aracely.Rios@Weaver.com

972.448.6925

Visit our website

www.weaver.com

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AI-978

R2a

Combined Meeting

Meeting Date: 02/24/2015

Department: City Manager

Council Goals: N/A

AGENDA CAPTION:

Approval of the Minutes for the February 10, 2015 City Council Meeting and Work Session.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

Administration recommends approval.

Attachments

Minutes

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL WORK SESSION

February 10, 2015

6:00 PM

Addison Town Hall, 5300 Belt Line Rd., Dallas, TX 75254

6:00 PM Work Session | 7:30 PM Regular Meeting

Present: Arfsten; Carpenter; Clemens; DeFrancisco; Heape; Meier; Moore

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL REGULAR MEETING

February 10, 2015

6:00 PM

Addison Town Hall, 5300 Belt Line Rd., Dallas, TX 75254

6:00 PM Work Session | 7:30 PM Regular Agenda

Posted by: Chelsea Gonzalez, February 6, 2015, 5:00pm

WORK SESSION

WS1 Presentation and discussion regarding the Town's policy regarding the regulation of private signage.

REGULAR MEETING

Pledge of Allegiance

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

Consent Agenda.

- R2a Approval of the Minutes for the January 26, 2015 and January 27, 2015 City Council Meetings and Work Sessions.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,

Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

- R2b Approval of and authorizing the City Manager to enter into an easement agreement for pedestrian connectivity purposes with Addison Hotels LP for their properties located along the east side of Landmark Boulevard and identified through the attached exhibits.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,

Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

- R2c Approval of and authorizing the City Manager to enter into an easement agreement for pedestrian connectivity purposes with Firewalls Real Estate, LTD. for their property located along the east side of Landmark Boulevard and identified through the attached exhibits.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,

Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

- R2d Approval of and authorizing the City Manager to enter into an easement agreement for pedestrian connectivity purposes with Texas Political Subdivisions JSIF for their property located along the east side of Landmark Boulevard and identified through the attached exhibits.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

- R2e Approval of a contract in the amount of \$185,000 for services with DCO Realty, Inc. for Addison's co-sponsorship of events held in Vitruvian Park in Fiscal Year 2015, subject to the final review and approval of the City Manager and City Attorney.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

- R2f Approval of and authorizing the City Manager, as a member of the System Executive Committee under the Metrocrest Quad Cities Radio System Interlocal Agreement, to take such action as reasonable and necessary to authorize the City of Farmers Branch under the said Interlocal Agreement to sign a Second Amendment to System Purchase Agreement relating to the services provided by Harris Corporation pursuant to a System Maintenance Agreement for the maintenance of a wide area, multi-site ("simulcast") digital trunked radio system.

RECOMMENDATION:

Administration recommends approval.

Motion made by Clemens to approve, as submitted,
Seconded by Moore

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

Regular Items

- R3 Discussion, consider and take action regarding the appointment of a member to the Board of Zoning Adjustment.

Council Member Carpenter recommended the appointment of Julie Branson to the Board of Zoning Adjustment.

Motion made by Carpenter
Seconded by Arfsten

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

- R4 Presentation and discussion regarding parking at the Addison Walk shopping center and the Village on the Parkway shopping center.

Charles Goff, Assistant Director of Development Services, and Lea Dunn, City Manager, spoke regarding this item.

There was no action taken on this item.

- R5 Presentation and discussion of the 2014 Annual Economic Development Update on the endeavors and activities of the Economic Development and Tourism Department.

Orlando Campos, Director of Economic Development and Tourism, and Trey Bowles, Co-Founder and CEO of Dallas Entrepreneur Center, spoke regarding this item.

There was no action taken on this item.

- R6 Discussion and update regarding implementation of COSO (Committee of Sponsoring Organizations) framework pertaining to financial management and internal control.

Cheryl Delaney, Deputy City Manager, Eric Cannon, Chief Financial Officer, and Lea Dunn, City Manager, spoke regarding this item.

There was no action taken on this item.

- R7 Presentation and discussion regarding the Department of Finance Quarterly Financial Review of the Town for the quarter and year-to-date ended December 31, 2014.

Eric Cannon, Chief Financial Officer, and Lea Dunn, City Manager, spoke regarding this item.

There was no action taken on this item.

- R8 Presentation and discussion regarding the Quarterly Update for the Capital Improvement Program and other Town projects.

Lisa Pyles, Director of Infrastructure and Development Services, Lea Dunn, City Manager, Jason Shroyer, Assistant Director of Infrastructure, and Slade Strickland, Director of Parks and Recreation, spoke regarding this item.

There was no action taken on this item.

- R9 Discuss, consider, and take action regarding an ordinance calling for a general municipal election to be held on May 9, 2015 for the purpose of electing one (1) Mayor for a two (2) year term and three (3) Council Members for two (2) year terms each. (Discusión y consideración de aprobación de una ordenanza que pide una elección municipal general y que se llevará a cabo el 9 de mayo del 2015 para elección de uno (1) alcalde por dos (2) años y tres (3) miembros de Consejo por dos (2) años cada uno.)

RECOMMENDATION:

Administration recommends approval.

Motion made by Moore to approve, as submitted,
Seconded by Clemens

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape,
Meier, Moore

Passed

Executive Session

- ES1 Closed (executive) session of the Addison City Council pursuant to Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney(s) to seek the advice of its attorney(s) about pending litigation, to wit: Town of Addison, Texas v. ProAir Developments, L.P., Cause No. DC-13-15164, 14th Judicial District, Dallas County, Texas.

RECOMMENDATION:

The City Council entered executive session at 10:12 pm.

The City Council closed executive session at 10:53 pm.

- ES2 Closed (Executive) session of the Addison City Council pursuant to Section 551.074, Texas Government Code, to deliberate the appointment, employment, and duties of the City Attorney.

RECOMMENDATION:

The City Council entered executive session at 10:12 pm.

The City Council closed executive session at 10:53 pm.

Regular Items Continued

- R10 Discuss, consider and take action regarding the City Attorney position, appointment, and appointment process, including but not limited to discussion and review of and action regarding an agreement for legal services.

RECOMMENDATION:

Motion made by Moore to approve item R10, the appointing/ hiring of Ms. Brenda McDonald with Messer, Rockefeller & Fort as the Town's new city attorney upon execution of an agreement, and allowing for a flexible transition period between the time of the executed agreement and the time that Brenda McDonald and John Hill need for that transition period,

Seconded by Arfsten

Voting AYE: Arfsten, Carpenter, Clemens, DeFrancisco, Heape, Meier, Moore

Passed

Adjourn Meeting

Mayor-Todd Meier

Attest:

City Secretary-Chelsea Gonzalez

AI-972

R2b

Combined Meeting

Meeting Date: 02/24/2015

Department: General Services

Council Goals: Create raving fans of the Addison Experience.
Mindful stewardship of Town Resources.
Brand Protection and Enhancement
Infrastructure improvement and maintenance
Look for Operational Efficiencies without cutting services
Promote Sustainability

AGENDA CAPTION:

Approval of and authorizing the City Manager to award a bid to ServiceMaster by Eagle Maintenance Company Inc., for custodial services at Town Hall, Finance, Service Center, Police & Police sub-station, Central Fire, Station #2, Athletic Club, Conference & Theatre Centre (Stone Cottage & Pavilion), Visit Addison and The TreeHouse facilities in the amount of \$215,530.00.

FINANCIAL IMPACT:

Budgeted: Yes

Funding Source: Funds are budgeted and available in each department's operating budget.

Amount: \$215,530.00

This new contract represents an annual cost savings of \$10,566.88.

BACKGROUND:

The Town contracts with outside vendors for custodial cleaning services for all Town owned and lease space facilities.

Currently the Town is served by three separate vendors. One vendor serves Town Hall, Finance, Service Center, Police & Police sub-station, Central Fire and The TreeHouse. Another vendor serves Conference & Theatre Centre and Visit Addison and lastly, one vendor for the Athletic Club. All three contracts terminate March 23rd. Staff desires to combine all facilities under one contract.

Staff interviewed three Custodial firms, two on a State BuyBoard contract and one on the Texas Cooperative Purchasing Network (TCPN). Proposal costs ranged from \$17,960 per month to \$22,314 per month. ServiceMaster is a Certified Green Cleaning company and utilizes all green cleaning chemicals. The ServiceMaster proposal includes all cleaning chemicals, paper products and equipment in their

proposed cost. All three companies were closely competitive per square foot. Eagle Maintenance's proposal provided some additional amenities and their cost for the day porter was included.

Staff's goals for this project was to, combine all facilities under one contract while striving to reduce costs, but most importantly, to improve the overall quality of cleaning and services that are provided to the Athletic Club. (This is also a result of feedback from the AAC Master Plan Focus groups.) With the award of contract to Eagle Maintenance, the Athletic Club will see a slight increase in annual cost (\$11,883); however, the square footage of areas maintained by the night crew will significantly increase as well as have a Day Porter available on site daily to maintain the locker rooms throughout the day. This will be achieved while realizing an overall annual cost savings to the Town of \$10,567.

All of Eagle Maintenance's employees that will be working in the Town's facilities will be processed through the Police Departments security check. Staff has received favorable references.

RECOMMENDATION:

Administration recommends approval.

AI-975

R2c

Combined Meeting

Meeting Date: 02/24/2015

Department: Parks & Recreation

Council Goals: N/A

AGENDA CAPTION:

Approval of a resolution requesting the members of the 84th Legislative Session of the State of Texas to support legislation that increases funding for the Texas Recreation and Parks Account and Large County and Municipality Recreation and Parks Account and Parks Account Local Park Grant Programs, and the Texas State Park System.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Addison was the benefactor of a \$500,000 grant from the Texas Parks and Wildlife Department (TPWD) for the Les Lacs Park improvements across the street from the Athletic Club, as well as, for the Les Lacs Lake improvements. The 3-acre natural park area next to the White Rock Creek Trailhead on Winnwood Road was also aquired from a TPWD Grant.

Going forward there may be park improvement projects that could qualify for funding from the TPWD Texas Recreation and Parks Account.

RECOMMENDATION:

Adminstration recommends approval.

Attachments

Resolution

TOWN OF ADDISON, TEXAS

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF ADDISON CITY COUNCIL REQUESTING THE MEMBERS OF THE 84th LEGISLATIVE SESSION OF THE STATE OF TEXAS TO SUPPORT LEGISLATION THAT INCREASES FUNDING FOR THE TEXAS RECREATION & PARKS ACCOUNT AND LARGE COUNTY AND MUNICIPALITY RECREATION AND PARKS ACCOUNT LOCAL PARK GRANT PROGRAMS, AND THE TEXAS STATE PARK SYSTEM

WHEREAS, the Texas Parks & Wildlife Department (“TPWD”) administers the Texas Recreation & Parks Account Local Park Grant Program (“TRPA”) and the Large County and Municipality Recreation and Parks Account (Urban Account) and manages 94 State parks and historical sites in Texas; and

WHEREAS, TPWD has separate accounts in their general revenue fund referred to as the TRPA and Urban Account for the purpose of providing matching grants to political subdivisions for parks and recreation projects, and for outreach grants to introduce new populations to outdoor experiences; and

WHEREAS, the matching grants provided by the TPWD are utilized for the planning, acquisition, and development of local park, recreation and open space areas to be owned and maintained by political subdivisions; and

WHEREAS, funds granted to political subdivisions under the TRPA and Urban Account guidelines have funded 1629 projects of the 3,470 submitted over 30 years delivering over \$800 million to the local Texas economy; and

WHEREAS, political subdivisions throughout the State of Texas depend on grants from TPWD through the TRPA to stimulate the acquisition and development of parks and recreational areas for the benefit and enjoyment of their citizenry; and

WHEREAS, the TRPA, Urban Account, and State parks are funded from sales tax on sporting goods and that the development of new parks stimulates the purchase of sporting goods; and

WHEREAS, the TRPA, Urban Account, and State parks are partially funded from federal dollars used for parks, recreation, open space, trails, and tourism from the United States Department of the Interior Land and Water Conservation Fund (LWCF), the Sport Fish Restoration Boat Access program and the United States Department of Transportation Recreation Trails; and

WHEREAS, the maintenance and improvements of State park and historic sites and the addition of new parks is a priority to Texans due to the State’s expanding population and extensive tourism industry; and

WHEREAS, the development of parks encourages and promotes public health, economic development, job creation, education; corporate relocations, an improved quality of life, and juvenile crime prevention; and

WHEREAS, funds are needed for major repairs at Local and State parks and for the acquisition and development of parks and facilities; and

WHEREAS, it is the desire of this City Council that a copy of this resolution with appropriate names affixed be presented to the Governor of Texas and the leadership of the 84th Texas Legislature.

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

1. That members of the 84th Legislature of Texas seek passage of legislation maximizing the use of revenues from the sporting goods sales tax and federal funds to increase funding for parks and recreation programs for both Local and State parks and that all TRPA and Urban Account funded park projects be subject to the established TPWD competitive scoring system.
2. That members of the 84th Legislature of Texas restore funding to the TRPA and Urban accounts in the amount of at least \$15.5 million per year.

PASSED AND APPROVED by the Town of Addison City Council on this the 24th day of February 2015.

APPROVED:

Todd Meier, Mayor

ATTEST:

Chelsea Gonzalez, City Secretary

APPROVED AS TO FORM:

Brenda McDonald, City Attorney

AI-984

R2d

Combined Meeting

Meeting Date: 02/24/2015

Department: Finance

Council Goals: Mindful stewardship of Town Resources.

AGENDA CAPTION:

Approval of a resolution of the Town of Addison in opposition to a revenue cap and legislative interference with local services.

FINANCIAL IMPACT:

There is no financial impact associated with the approval of the resolution opposing the rollback rate cap.

BACKGROUND:

Recently, the Texas Legislature has introduced SB 182, a bill that will reduce the cap or “rollback rate” from eight percent to four percent. For the reasons addressed below, Addison is opposed to such a cap as it will have negative impacts on cities for years to come.

Cap Will Create an Inability to Make up Budget Shortfall due to Weak Economy

The economy of Addison is volatile and heavily dependent on sales tax to an extent not seen by many Texas cities. In fact, sales tax provides approximately 43 percent of our general revenues. This revenue percentage is a function of the economic dynamics of Addison. Although we have a population of only 15,180 residents, the daytime visitor number is a dramatically higher number: approximately 125,000. Over 90,000 people come to work in Addison every day, and tens of thousands more come to shop as well as to dine in Addison’s restaurants. Due to the cyclical nature of the economy, the revenue provided by sales tax dollars rises and falls dramatically, with the difference sometimes reaching millions of dollars. When sales tax revenues drop, then we must make up the budget shortfall in property taxes.

Lowering the rollback rate would remove our ability to be flexible in the inevitable event that sales tax dips. In other words, with a lowered rollback cap, Addison and other like cities will not always be able to make up the difference in revenue by increasing the ad valorem tax rate. This would hinder our ability to provide the services that our residents and business have come to expect.

The cap would remove the ability to manage the tax rate within the parameters

that cities currently do, since cities will be forced to raise the tax rate to make up for the budget shortfall. This impairment would, in turn; damage our and others' economic development when competing for jobs and businesses.

Shortfall Could Cause Layoffs or Delays in Critical Public Infrastructure Repairs

Such a removal of flexibility could force us to lay off personnel or forego critical infrastructure repairs or technology replacement. This would leave the city staff inefficient and unable to adapt to the changing needs of a rapidly developing metropolitan area.

Shortfall Will Harm Ability to Save for Future Capital Project Needs, Forcing Cities to Take on Debt

Furthermore, the proposed revenue cap will not allow the City the flexibility to fund capital items through reserves, since we would be forced to draw on reserves to cover a budget shortfall when sales tax revenues drop. Ironically, the bill would force Addison to take on debt to fund capital projects, which costs the taxpayers even more in interest. Therefore, it actually discourages putting funds away in reserves or may make it entirely impossible.

Caps do not Address Uncontrollable Costs

The revenue cap does not address the significant, unanticipated costs that affect cities. Such unpredictable costs include emergencies and demand for services caused by rapid population growth. These costs cannot be foreseen, and cities must have the flexibility to respond quickly to such dramatic changes. Additionally, the Texas Legislature requires cities to remit over \$200 million annually to the State to fund State programs. These requirements require a stable funding mechanism, and cities rely on ad valorem taxes for this stability in funding.

Violates Principle of Local Control

Revenue caps violate the principle of local control, which maintains that decisions ought to be made by those closest to the issues at hand. City officials are best positioned to understand the needs of the community and should have the flexibility to address those needs. This flexibility is at the heart of the idea of local control, which is a fundamental tradition in Texas government.

Both the State of Texas and local municipalities work together for the good of Texans. According to the State Comptroller's latest survey of property tax rates in 1,002 cities in Texas, 67 percent of cities raised their property taxes by less than four percent from 2012 to 2013 and 37 percent of cities actually reduced their property taxes. That means property owners in at least 669 Texas cities would have seen no reduction in their city property taxes if the four percent cap had been

in effect. For these reasons, we strenuously oppose the 4% rollback rate cap.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN OF ADDISON, TEXAS, IN OPPOSITION TO
A REVENUE CAP AND LEGISLATIVE INTERFERENCE WITH LOCAL
SERVICES.**

WHEREAS, bills have been introduced to cap the amount of property tax revenue cities can collect each year in a misguided effort to reduce the property tax burden on homeowners and businesses; and

WHEREAS, currently, if a Texas city increases property tax collections by more than eight percent over the previous year, voters can petition for an election to rollback the increase; and

WHEREAS, bills have been introduced to replace that eight percent “rollback rate” with a hard cap of four percent and require mandatory elections on an increase over four percent – all with the false claim that this would provide property tax relief; and

WHEREAS, according to the state comptroller’s latest survey of property tax rates in 1,002 cities in Texas, 67 percent of cities raised their property taxes by less than four percent from 2012 to 2013 and 37 percent of cities actually reduced their property taxes; and

WHEREAS, that means property owners in at least 669 Texas cities would have seen no reduction in their city property taxes if the four percent cap had been in effect; and

WHEREAS, while the savings to individual taxpayers are very small or even non-existent, a four percent cap could represent a loss in vital city services; and

WHEREAS, cities collect just 16 percent of the property taxes levied in Texas, and most of the property taxes paid by Texans (55 percent) go to school districts; and

WHEREAS, according to the comptroller’s report, the total amount of property taxes collected by cities rose by 3.61 percent between 2012 and 2013, while school district tax collections rose by more than twice that rate or 7.72 percent; and

WHEREAS, school property taxes have been rising because the legislature continues to reduce the state’s share of funding for schools, which forces districts to get more revenue from property taxes.

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

1. That all of the above recitals are true and correct;
2. That the City Council of the Town of Addison, Texas, is OPPOSED to the legislative imposition of a revenue cap and legislative interference with local services; and
3. That imposing a revenue cap on cities: (a) does not provide meaningful tax relief; (b) robs cities of the ability to meet local needs; and (c) diverts attention from the real cause of higher property taxes, which is the legislature’s failure to address the problem of school funding.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TX,
the ___ day of _____, 2015

Todd Meier, Mayor

ATTEST:

Chelsea Gonzalez, City Secretary

AI-976

R3

Combined Meeting

Meeting Date: 02/24/2015

Department: Finance

Council Goals: Mindful stewardship of Town Resources.

AGENDA CAPTION:

Presentation and discussion of Single Audit Report including management comments from the Town's independent auditors, Weaver, LLP.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Our auditor has supplied two letters related to the fiscal year 2014 independent audit. The Finance Department reviewed this report and provided responses to all auditor's findings. The second letter provides certain information to the Council as required by professional standards.

RECOMMENDATION:

Attachments

Town of Addison 2014 SAS 114

Town of Addison 2014 Single Audit



February 20, 2015

To the Town Council
Town of Addison

We have audited the financial statements of the Town of Addison (The Town) as of and for the year ended September 30, 2014, and have issued our report thereon dated February 20, 2015. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated November 25, 2014, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Town solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Town is included in the Notes to the financial statements. No other significant changes in accounting policies were noted. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Management's estimate of the liability for workers' compensation claims incurred but not reported is based on the historical claims rated provided by the third party administrator and a third party actuarial study.
- Management's estimate of the allowance for uncollectible property taxes is based on the historical collection rates.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Town's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated February 20 2015.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Town, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Town's auditors.

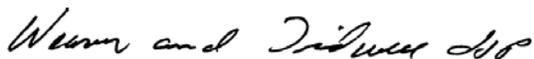
Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Town's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, with respect to the supplementary information accompanying the financial statements we have made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in related to our audit of the financial statements. We compared and reconciled supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Trustees and management of the Town and is not intended to be and should not be used by anyone other than these specified parties

Yours truly,



WEAVER AND TIDWELL, L.L.P.

TOWN OF ADDISON, TEXAS

FEDERAL SINGLE AUDIT REPORT

YEAR ENDED SEPTEMBER 30, 2014

CONTENTS

	Page
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.....	1
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 and on the Schedule of Expenditures of Federal Awards	3
Schedule of Findings and Questioned Costs	6
Schedule of Expenditures of Federal Awards	10
Notes to Schedule of Expenditures of Federal Awards	11



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Honorable Mayor and
Members of the Town Council
Town of Addison, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Town of Addison (the Town), which comprise the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of and for the year ended September 30, 2014, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated February 20, 2015, which included an emphasis paragraph on the implementation of a new accounting standard.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as items 14-01 and 14-02 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Town's Response to Findings

The Town's responses to the findings identified in our audit are described in the accompanying, Schedule of Findings and Questioned Costs. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
February 20, 2015

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-
133 AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

The Honorable Mayor and
Members of the Town Council
Town of Addison, Texas

Report on Compliance for Each Major Federal Program

We have audited the Town of Addison, Texas (the Town) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Town's major federal programs for the year ended September 30, 2014. The Town's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Town's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town's compliance.

Opinion on Each Major Federal Program

In our opinion, the Town, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2014.

Report on Internal Control Over Compliance

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit, we considered the Town's internal control over compliance with the requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town as of and for the year ended September 30, 2014 and the related notes to the financial statements, which collectively comprise the Town's basic financial statements.

We issued our report thereon dated February 20, 2015, which contained unmodified opinions on those financial statements, which included an emphasis paragraph on the implementation of a new accounting standard. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for the purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

A handwritten signature in cursive script that reads "Weaver and Tidwell LLP".

WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
February 20, 2015

**TOWN OF ADDISON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2014**

I. Summary of the Auditor's Results:

Financial Statements

- a. An unmodified opinion was issued on the financial statements.
- b. Internal control over financial reporting:
- Material weakness(es) identified? _____ Yes X No
 - Significant deficiency(ies) identified that are not considered a material weakness? X Yes _____ No
- c. Noncompliance material to financial statements noted _____ Yes X No

Major Programs

- d. Internal control over major programs:
- Material weakness(es) identified? _____ Yes X No
 - Significant deficiency(ies) identified that are not considered a material weakness? _____ Yes X No
- e. An unmodified opinion was issued on compliance for major programs.
- f. Any audit findings disclosed that were required to be reported under Section 510(a) or OMB Circular A-133. _____ Yes X No
- g. Identification of major programs:
- 20.106 Airport Improvement Plan
- h. The dollar threshold used to distinguish between Type A and Type B programs. \$300,000
- i. Auditee qualified as a low-risk auditee? X Yes _____ No

**TOWN OF ADDISON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2014**

II. Findings Relating to the Financial Statements Which Are Required To Be Reported in Accordance with *Generally Accepted Government Auditing Standards*.

Finding 14-01 Investment Allocation and Collateral

Type of Finding: Significant deficiency in internal control over financial reporting

Questioned Cost: Not Applicable

CRITERIA OR SPECIFIC REQUIREMENT:

It is the Town's policy to avoid a concentration of assets in a specific maturity, a specific issue, or a specific class of securities. The applicable limits on the Town's current investments are Instrumentality securities- 70%, Commercial paper- 30%, Certificate of Deposits- 30%, Local government investment pools- 40%. In addition, the Town's deposits exceeding FDIC deposit insurance amount shall be fully collateralized. The financial condition of banks may change rapidly, therefore the Town should maintain adequate levels of collateral to support deposit amounts.

CONDITION AND CONTEXT:

As of September 30, 2014, the Town's portfolio held 36% in Certificates of Deposit which were above the applicable limits set by the Town's policy. The concentration occurred during the last quarter of fiscal year 2014. During the first three quarters of the year, the Town maintained an investment allocation within the Town's limits. At September 30, 2014, the Town was under collateralized by \$1,169. During the first three quarters of the year, the Town maintained deposits fully collateralized.

CAUSE:

Town Management did not evaluate how security purchases fit into the Town's overall investment strategy and did not evaluate collateral for its deposits held.

EFFECT:

The Town is operating with an increased concentration of credit risk and with under collateralized deposits.

RECOMMENDATIONS:

The Town should evaluate the Town's overall investment strategy before an investment purchase is made in order to avoid a concentration of credit risk. The Town should monitor deposits and collateral held to maintain deposits fully collateralized.

**TOWN OF ADDISON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2014**

Finding 14-01 Investment Allocation and Collateral – Continued

MANAGEMENT RESPONSE:

The Town's Investment Policy was updated in October 2014 to allow up to 50% of the Town's portfolio to be Certificates of Deposit. Additionally, in FY 2015 the Town has implemented mitigating controls that allow for calculation of the impact a security purchase will have related to concentration of assets in a specific maturity, a specific issue, and a specific class. Since the end of FY 2014 the Town has obtained adequate collateralization related to the security in question. However, the Town does agree that financial conditions at banks can change rapidly and considers the Town's current Investment Policy inadequate to adjust to these potential changes. Town staff plans to modify the Town's Investment Policy to require 102% collateralization of purchased securities to prevent under collateralization (the Town's current policy requires 100% collateralization). Additionally, in FY 2015 the Town has implemented mitigating controls that allow staff to monitor collateralization levels more effectively.

Finding 14-02 Financial Close Process

Type of Finding: Significant deficiency in internal control over financial reporting

Questioned Cost: Not Applicable

CRITERIA OR SPECIFIC REQUIREMENT:

The Town should maintain a comprehensive period end closing checklist to ensure financial information is complete and accurate.

CONDITION AND CONTEXT:

The Town did not accrue a municipal court liability for the state criminal cost and fees. During the fiscal year end close a financial close checklist was not utilized which led to the understatement of liabilities.

CAUSE:

Due to the business office turnover over the past three years, the Town did not maintain a financial close checklist to ensure financial information is complete and accurate.

EFFECT:

The Town's liabilities were understated by approximately \$95,000.

**TOWN OF ADDISON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2014**

Finding 14-02 Financial Close Process – Continued

RECOMMENDATIONS:

The Town should maintain a comprehensive period end closing checklist in order to ensure financial information is complete and accurate.

MANAGEMENT RESPONSE:

The Town does maintain a financial close process, but does agree that the process should be reviewed and updated to be more comprehensive to meet the Town's current needs. Additionally, key Town staff were added during the early stages of the audit which directly affected the timeliness in which some end of year procedures were completed. The Town plans to have a more comprehensive financial close process implemented prior to the FY 2015 audit.

III. Findings and Questioned Costs for Federal Awards Including Audit Findings as Described in I.f Above

None were noted in current year.

**TOWN OF ADDISON
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED SEPTEMBER 30, 2014**

<u>Federal grantor/pass-through grantor/program title</u>	<u>CFDA Number</u>	<u>Pass-Through Grantor Program Number</u>	<u>Federal Expenditures</u>
Federal Aviation Agency			
Pass-through Texas Department of Transportation			
Airport Improvement Program	20.106	n/a	\$ 7,514,757
Total Federal Aviation Agency			<u>7,514,757</u>
Total Federal Assistance Expended			<u><u>\$ 7,514,757</u></u>

**TOWN OF ADDISON
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2014**

NOTE 1. BASIS OF ACCOUNTING

Federal grant funds were accounted for in the proprietary fund types. Grant expenditures are recognized in the accounting period when the liability is incurred.

NOTE 2. PERIOD OF AVAILABILITY

The period of availability for federal grant funds for the purpose of liquidation of outstanding obligations made on or before the ending date of the federal project period extended 30 days beyond the federal project period ending date, in accordance with provisions in Section H, Period of Availability of Federal Funds, Part 3, OMB Circular A-133 Compliance Statement - Provisional 6/97.

NOTE 3. RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying schedule may not agree with amounts reported in the related federal financial reports since the Town used the modified accrual basis of accounting in preparing the schedule and the cash basis in preparing the federal financial reports.

AI-980

R4

Combined Meeting

Meeting Date: 02/24/2015

Department: Infrastructure- Development Services

Council Goals: Create and implement a Comprehensive Land Use/Revitalization Plan

AGENDA CAPTION:

Discussion and take action regarding the appointment of a member to the Planning and Zoning Commission.

FINANCIAL IMPACT:

N/A

BACKGROUND:

In accordance with the Town's Charter, Ivan Hughes' seat on the Planning and Zoning Commission was vacated when he filed as a candidate for City Council. The appointment belongs to Mayor Meier.

RECOMMENDATION:

AI-970

R5

Combined Meeting

Meeting Date: 02/24/2015

Department: Infrastructure- Development Services

Council Goals: Brand Protection and Enhancement

AGENDA CAPTION:

Present, discuss, consider and take action regarding an ordinance providing for a Meritorious Exception to the wall sign requirements in Section 62-289(b)8. (part of the sign standards for Village on the Parkway) by providing for two signs on the west facade and for a sign on the south facade with a logo 5 feet in height on application from Lazy Dog Restaurants, represented by Mr. Jared Taylor for the property located at 5100 Belt Line Road Suite 500.

FINANCIAL IMPACT:

N/A

BACKGROUND:

As part of the Village on the Parkway redevelopment plan, Development Services staff negotiated special signage regulations with the owner of the property through the establishment of a special signage district. This district was approved by Council through Ordinance 013-018 on May 14, 2013. Generally, these regulations are more lenient than the standard sign code requirements.

The Lazy Dog Restaurant is asking for a meritorious exception to put two wall signs on the west elevation of their building. Item (b) 8 (a) of the special district regulations limits each commercial tenant to only one wall sign per facade. The Code states that any part of the building oriented in the same direction or in directions within 45 degrees of one another is to be considered as part of a single facade.

Additionally, the applicant is requesting an exception to install a wall sign with a paw print logo on the southern elevation of the building that is 5 feet (60 inches) in height. Section 8 (d) states that individual letters and logos for wall signs shall not exceed 3 feet (36 inches) in height.

The Sign Code permits granting Meritorious Exceptions under two circumstances: innovative signage that makes a positive contribution to the visual environment and in situations that, by reason of exception circumstances or surroundings, constitute a practical difficulty or unnecessary hardship.

RECOMMENDATION:

Administration recommends denial.

Attachments

Lazy Dog Meritorious Exception Request Packet



RESTAURANT

VILLAGE ON THE PARKWAY

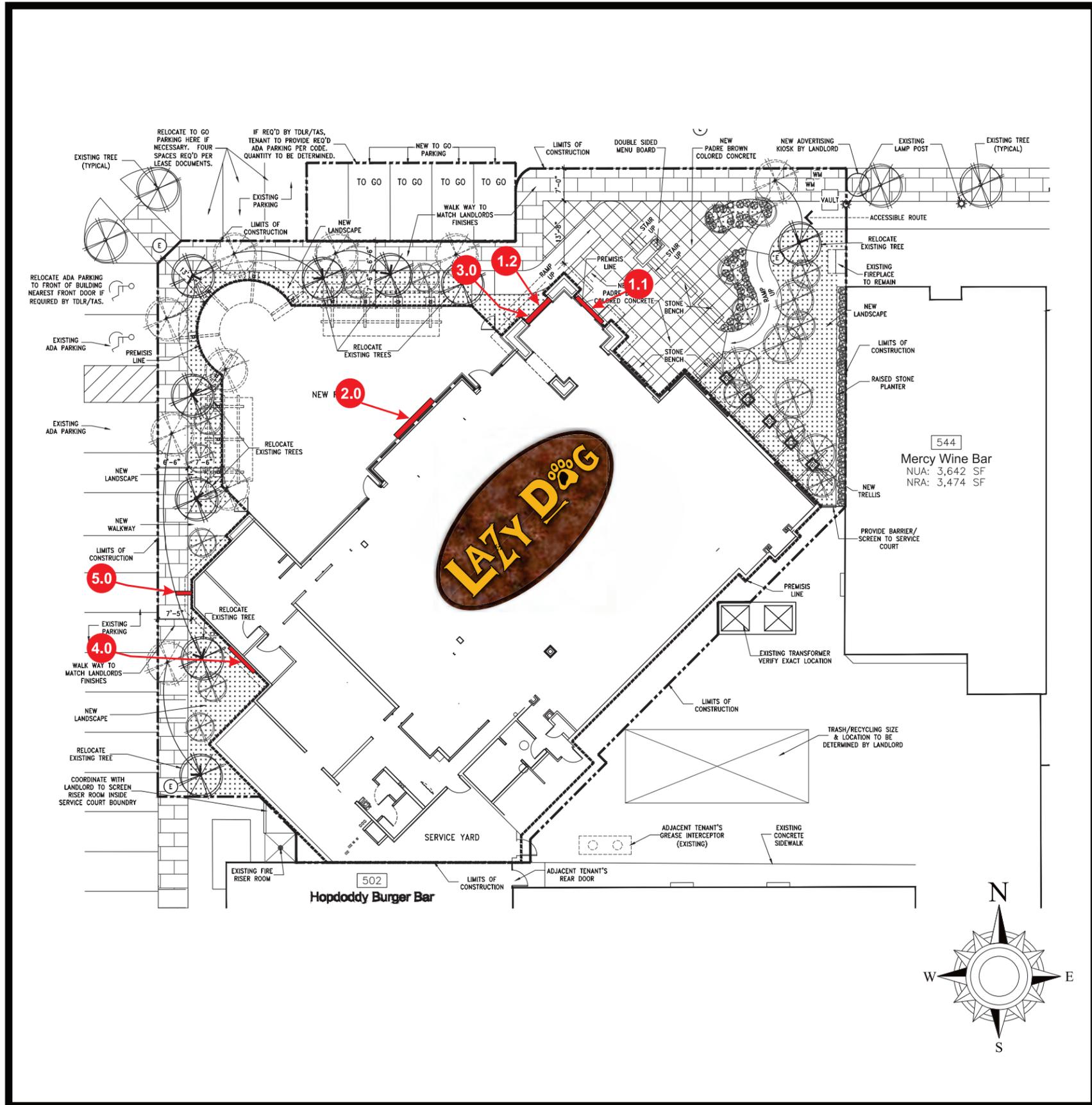


PREPARED BY:



SIGNAGE SOLUTIONS
2231 S. DUPONT DR.
ANAHEIM, CA 92806
714-491-0299
FAX-714-491-0439
800-655-9972
SIGNAGE-SOLUTIONS.COM
PAGE 1 of 12

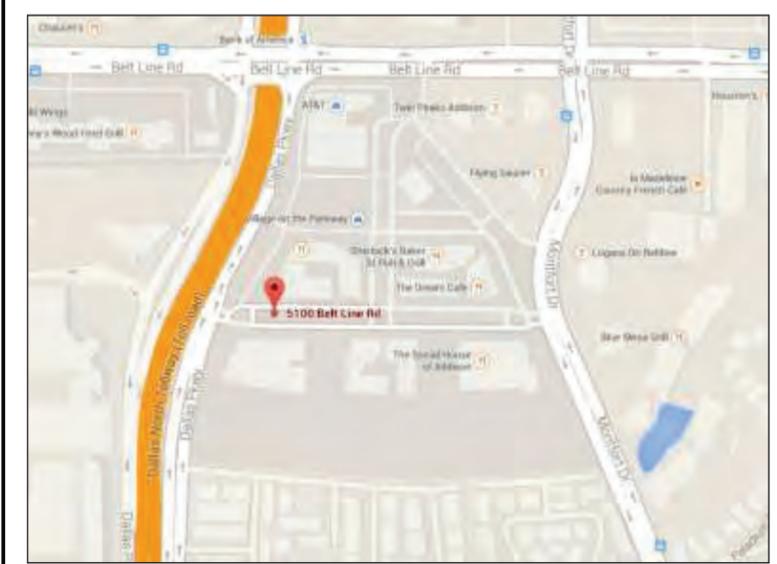
5100 BELT LINE RD. ADDISON, TX 75254



SIGNAGE SPECIFICATIONS

- 1.1** 5'-4"x10'-10"-OVAL WILLUM CHANNEL LETTERS:
Manufacture and Install (1) One Sign.
19"x10'-10"-CABINET W/PUSH THRU COPY:
Manufacture and Install (1) One Sign.
- 1.2** 5'-4"x10'-10"-OVAL WILLUM CHANNEL LETTERS:
Manufacture and Install (1) One Sign.
19"x10'-10"-CABINET W/PUSH THRU COPY:
Manufacture and Install (1) One Sign.
- 2.0** 24" "LAZY DOG" ILLUMINATED CHANNEL LETTERS on WIREWAY OVER CANOPY:
Manufacture and Install (1) One Sign.
- 3.0** 6" X 8'-0" "DIRECTIONAL TAKE-OUT" ILLUMINATED COPY:
Manufacture and Install (1) One Sign.
- 4.0** 5' ARCHITECTUAL PAW WALL MOUNTED:
Manufacture and Install (1)
- 5.0** 2'-0" X 3'-0" D.F. INTERNALLY ILLUMINATED BLADE SIGN
Manufacture and Install (1)

AREA MAP



2231 S. DUPONT DR.
ANAHEIM, CA 92806
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PSALM 127:1

ITEM	SIGN TYPE	SCALE
	SITE PLAN/AREA MAP	AS NOTED
	QUANTITY	SCALE
	(-)	AS NOTED
	PAGE DESCRIPTION	
	SITE PLANS / AREA MAP	
	STATUS	

REV.	DATE
REV#1	RD 08-12-15
REV#2	RD 08-14-15
REV#3	RD 08-14-15
REV#4	GG 02-03-15
REV#5	GG 02-04-15
REV#6	GG 02-11-15
REV#7	GG 02-12-15
REV#8	TW 02-12-15

DESIGNER	SALES
GG	CD

JOB NO.	DATE
14-9168	07/29/14

PROJECT

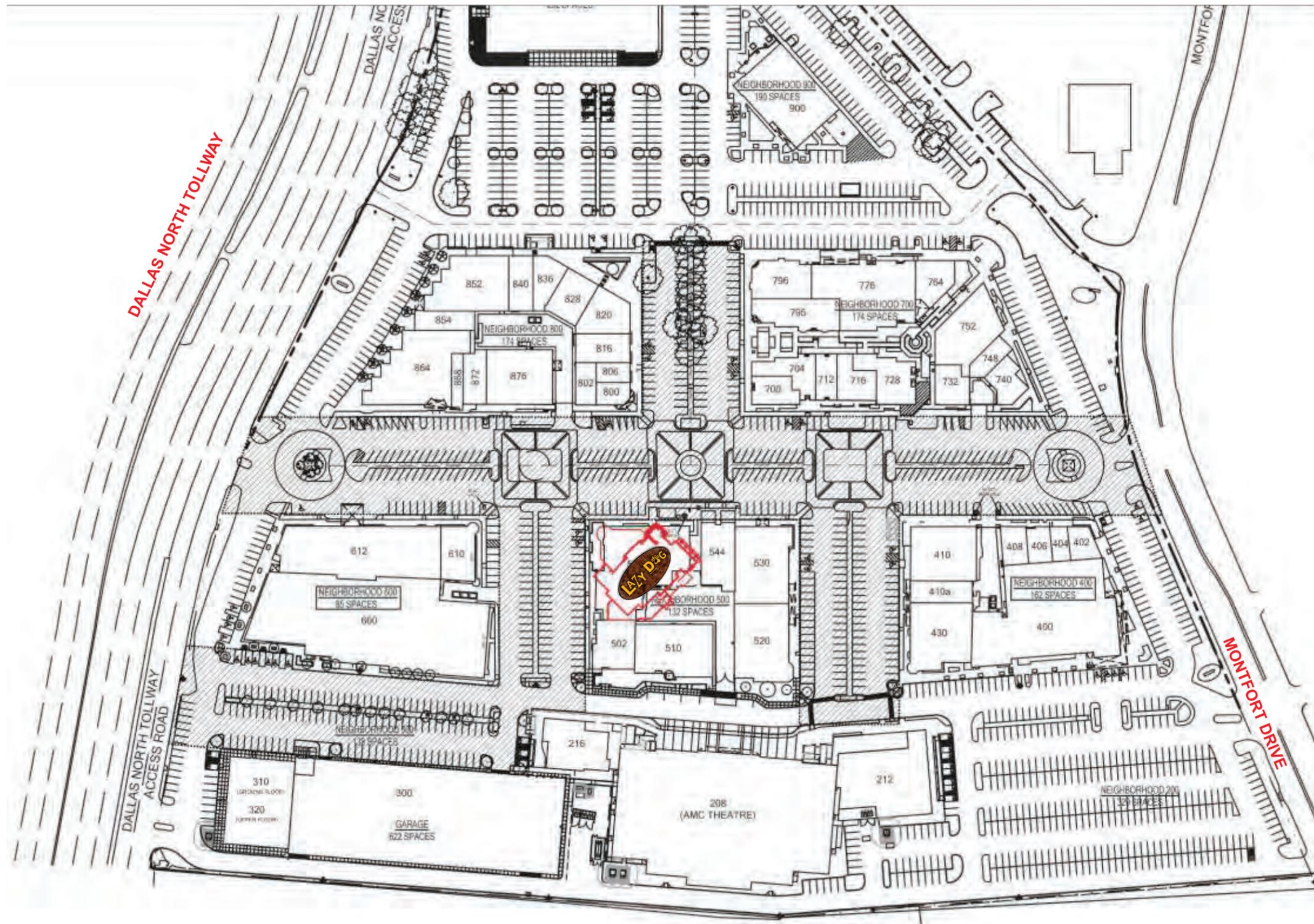


5100 BELT LINE RD.
ADDISON, TX 75240

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APPROVALS	DATE
CLIENT	

LANDLORD	DATE



2231 S. DUPONT DR.
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PSALM 127:1

ITEM

SIGN TYPE

QUANTITY SCALE

PAGE DESCRIPTION

STATUS

REV.
REV#1 RD 08-12-15
REV#2 RD 08-14-15
REV#3 RD 08-14-15
REV#4 GG 02-03-15
REV#5 GG 02-04-15
REV#6 GG 02-11-15
REV#7 GG 02-12-15
REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT



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APPROVALS
CLIENT DATE

LANDLORD DATE

ITEM

SIGN TYPE
VARIOUS SIGNAGE

QUANTITY SCALE
(-) AS NOTED

PAGE DESCRIPTION
ELEVATIONS

STATUS

REV.

- REV#1 RD 08-12-15
- REV#2 RD 08-14-15
- REV#3 RD 08-14-15
- REV#4 GG 02-03-15
- REV#5 GG 02-04-15
- REV#6 GG 02-11-15
- REV#7 GG 02-12-15
- REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT

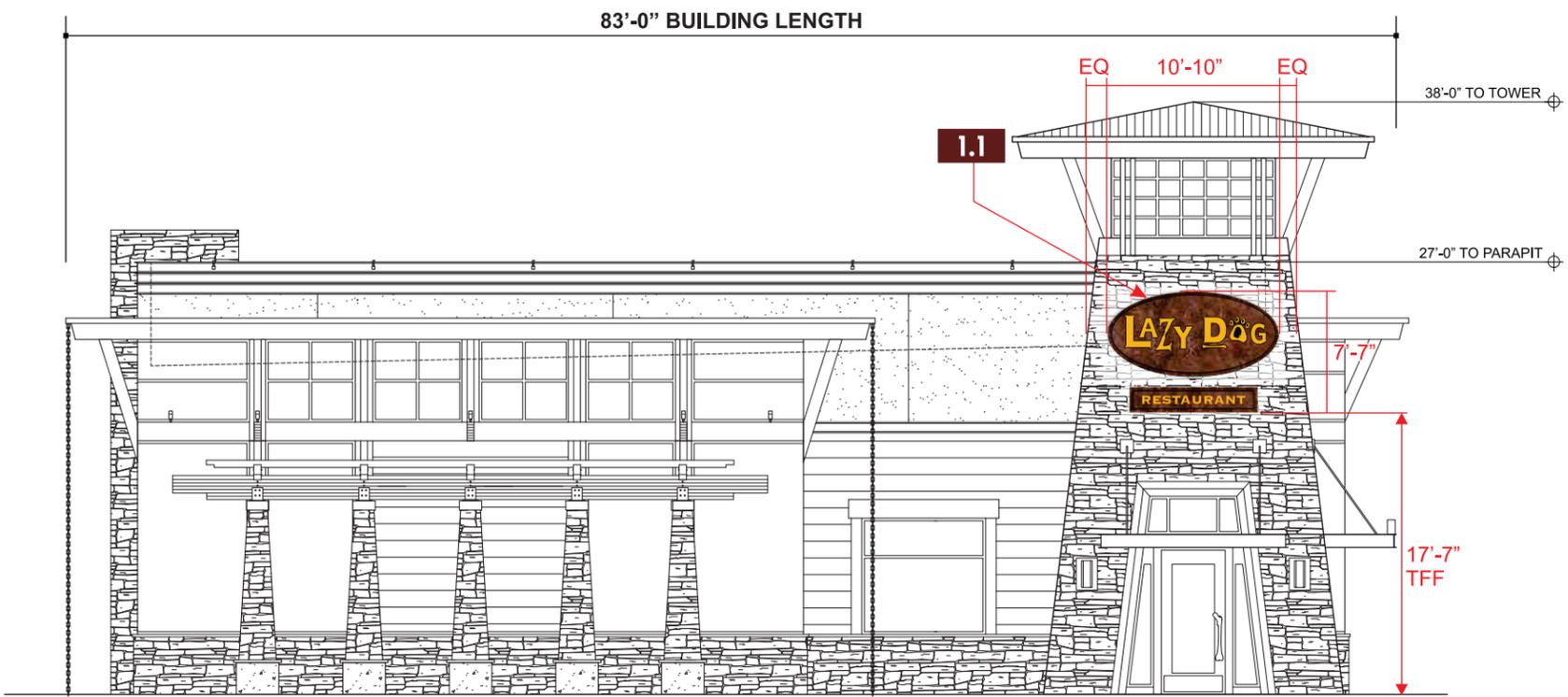


5100 BELT LINE RD.
ADDISON, TX 75240

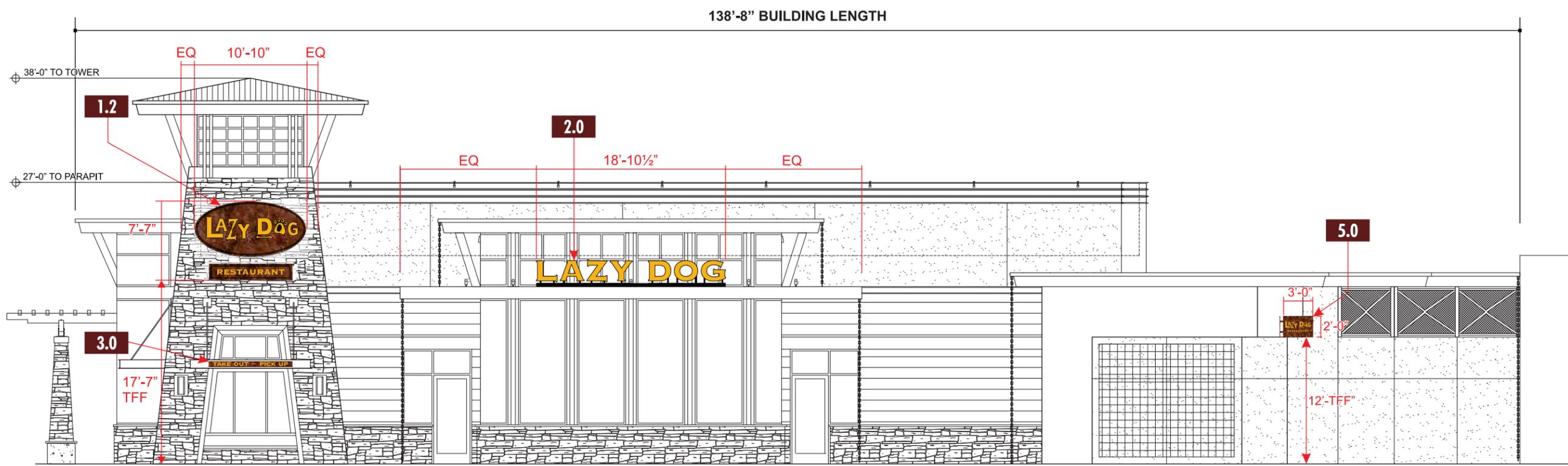
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APPROVALS
CLIENT DATE

LANDLORD DATE



NORTH ELEVATION

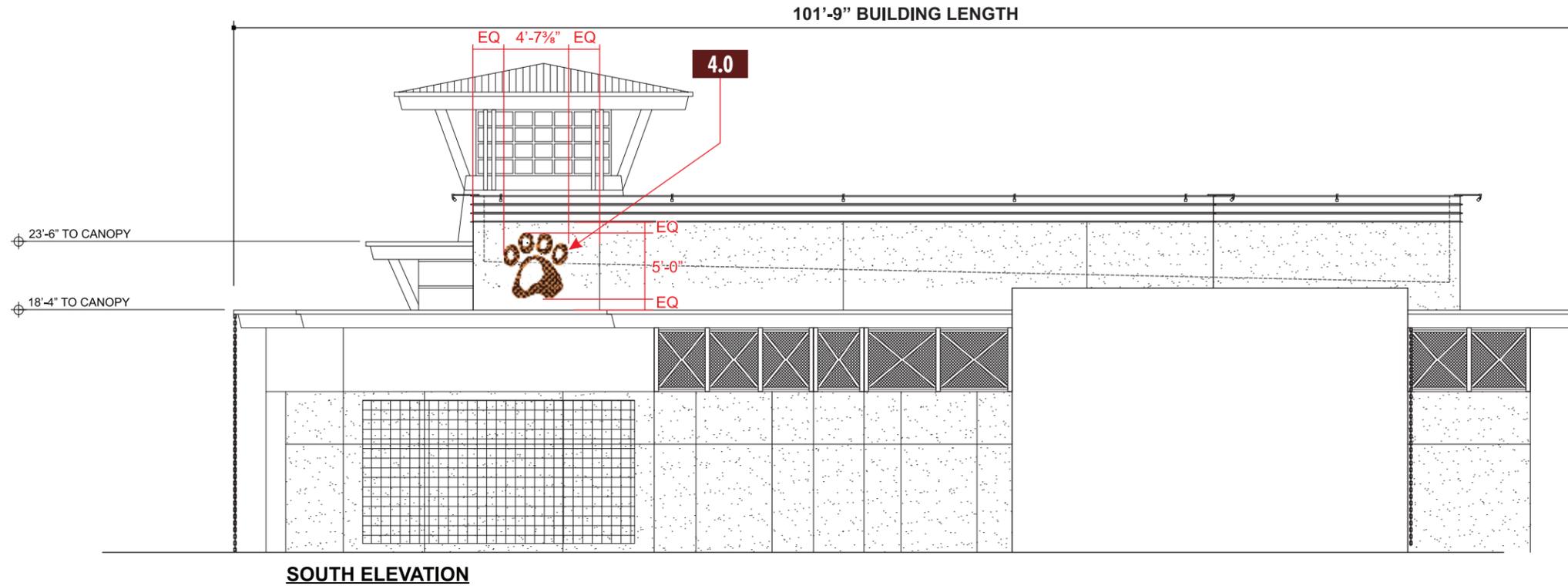


WEST ELEVATION

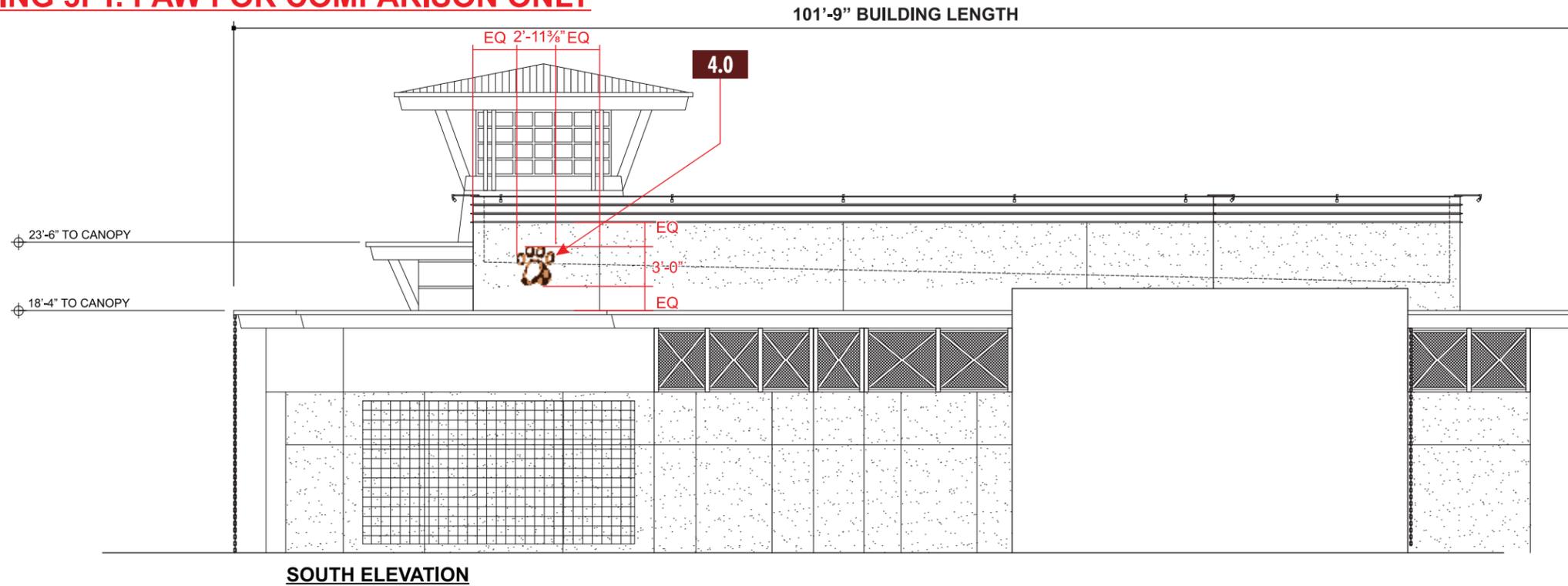
NORTH & WEST ELEVATION

SCALE: 3/32" = 1'-0"

SHOWING 5FT. PAW



SHOWING 3FT. PAW FOR COMPARISON ONLY



SOUTH ELEVATION

SCALE: 3/32" = 1'-0"



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PSALM 127:1

ITEM

SIGN TYPE

VARIOUS SIGNAGE

QUANTITY SCALE
(-) AS NOTED

PAGE DESCRIPTION
ELEVATIONS

STATUS

REV.

REV#1 RD 08-12-15
REV#2 RD 08-14-15
REV#3 RD 08-14-15
REV#4 GG 02-03-15
REV#5 GG 02-04-15
REV#6 GG 02-11-15
REV#7 GG 02-12-15
REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT



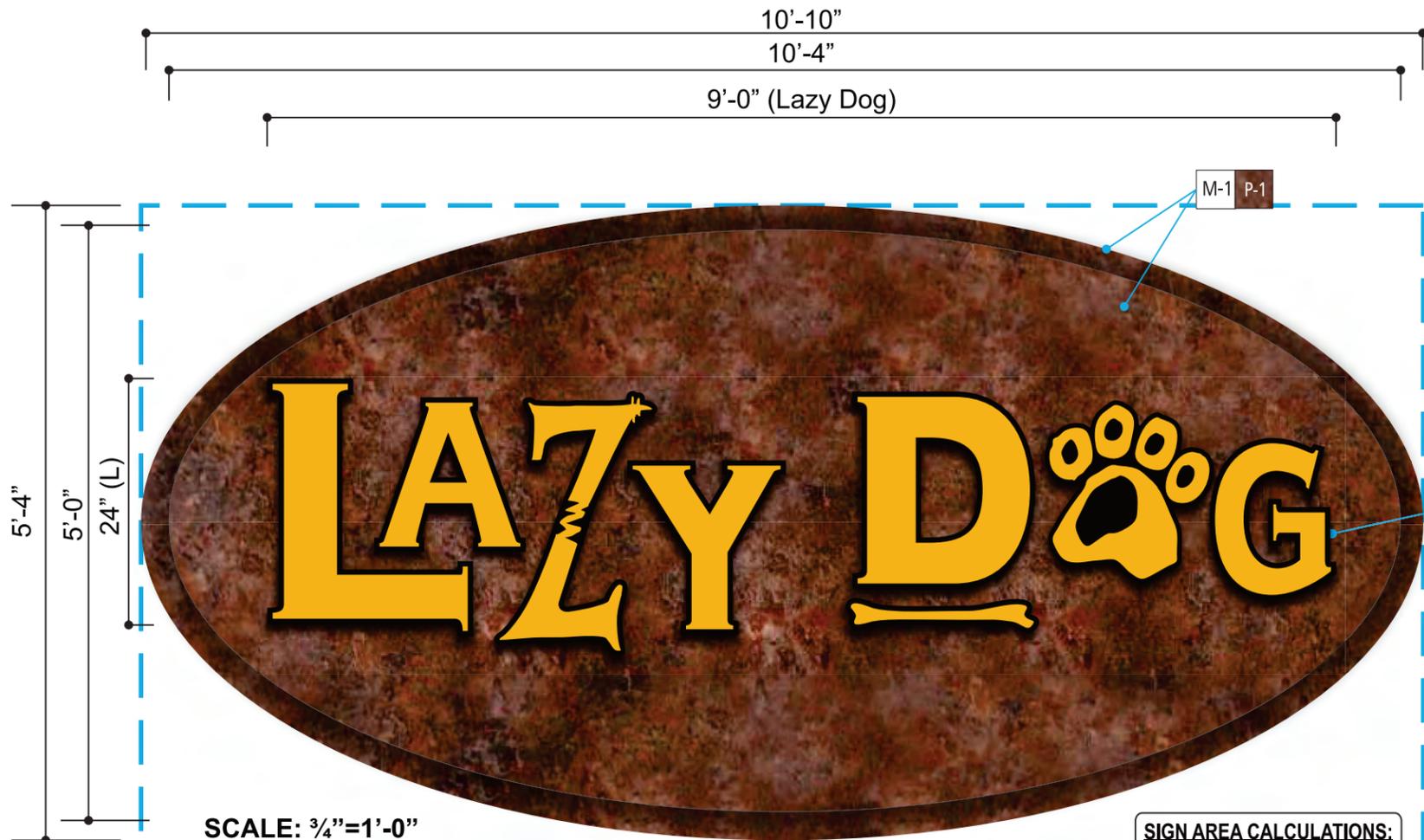
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ADDISON, TX 75240

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APPROVALS

CLIENT DATE

LANDLORD DATE

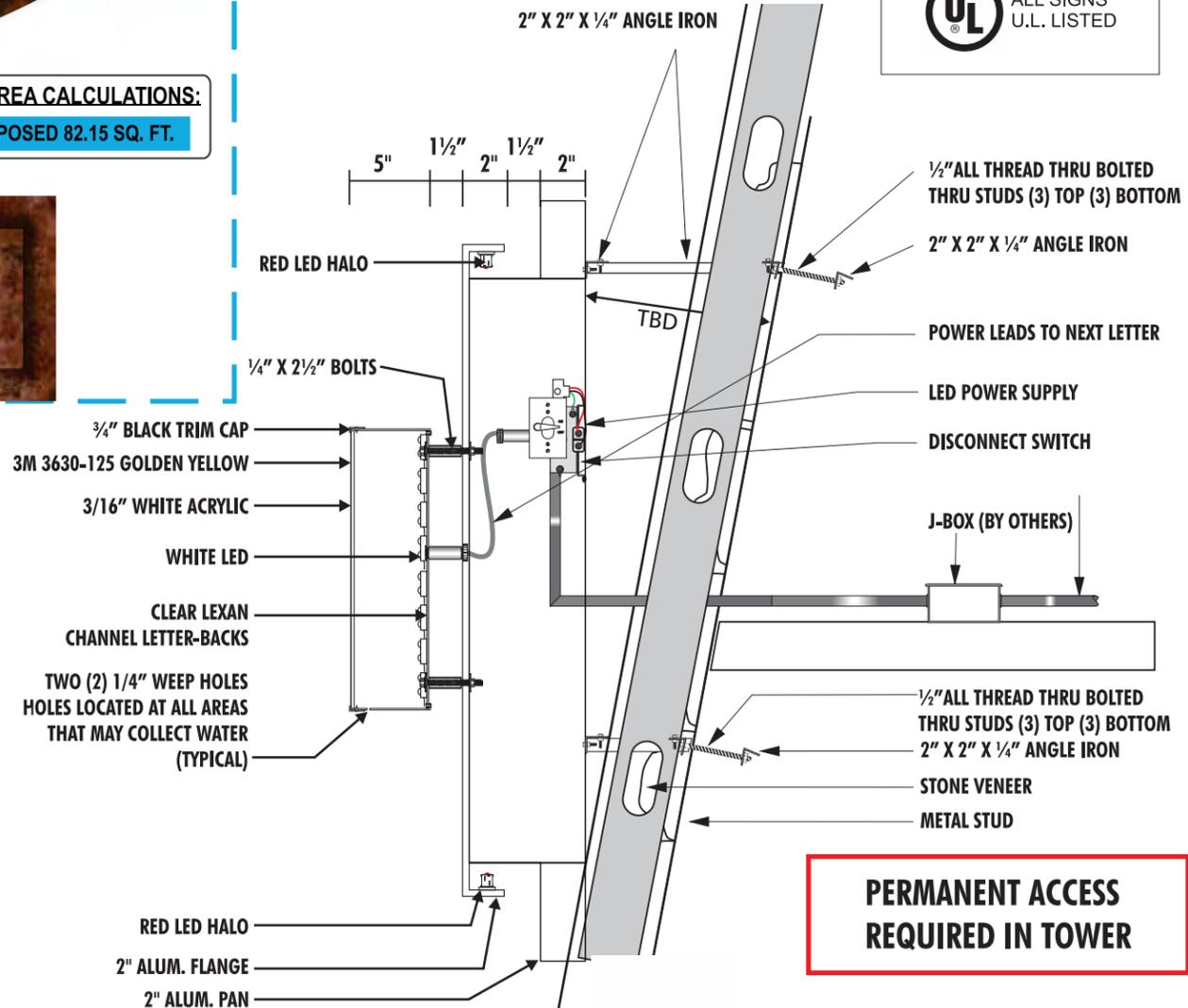


SIGN AREA CALCULATIONS:
PROPOSED 82.15 SQ. FT.

SEE PAGE 6 FOR MANUFACTURING DETAILS



MATERIALS		IMPORTANT NOTE
M-1	.080 ALUMINUM	UL 2161 COMPLIANT NEC AND MANUFACTURING RECOMMENDATIONS, ALL ELECTRICAL PRIMARY CIRCUITS MUST BE DEDICATED ISOLATED CIRCUITS PROVIDED BY CLIENT/ OWNER.
M-2	3/16" WHITE ACRYLIC	
M-3	1 1/2" PIN OFFS	
M-4	2" X 2" X 1/4" ALUM ANGLE	
M-5	BLACK RETURNS	
M-6	3/16" CLEAR LEXAN	
M-7	3/4" BLACK TRIMCAP	
VINYL		THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS AS PER NEC 2008 ART: 600.6 FBC ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF SIGN.
V-1	BLACK OPAQUE VINYL	
V-2	3M 3630-125 GOLDEN YELLOW	ELECTRICAL REQUIREMENTS Approx. A load (LED) (1) 120V 20A circuit req'd UL labels required away from public view.
LIGHTING		
L-1	RED LED	UL ALL SIGNS U.L. LISTED
L-2	WHITE LED	
PAINT FINISH		
P-1	BASE COLOR: ANCHOR GREY MATTHEWS PAINT (MP32797) TO BE FINISHED W/FAUX FINISH	



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PSALM 127:1

ITEM 1.1 1.2

SIGN TYPE
OVAL CHANNEL LOGO

QUANTITY (2) SCALE AS NOTED

PAGE DESCRIPTION
DETAILS

STATUS

REV.
REV#1 RD 08-12-15
REV#2 RD 08-14-15
REV#3 RD 08-14-15
REV#4 GG 02-03-15
REV#5 GG 02-04-15
REV#6 GG 02-11-15
REV#7 GG 02-12-15
REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT

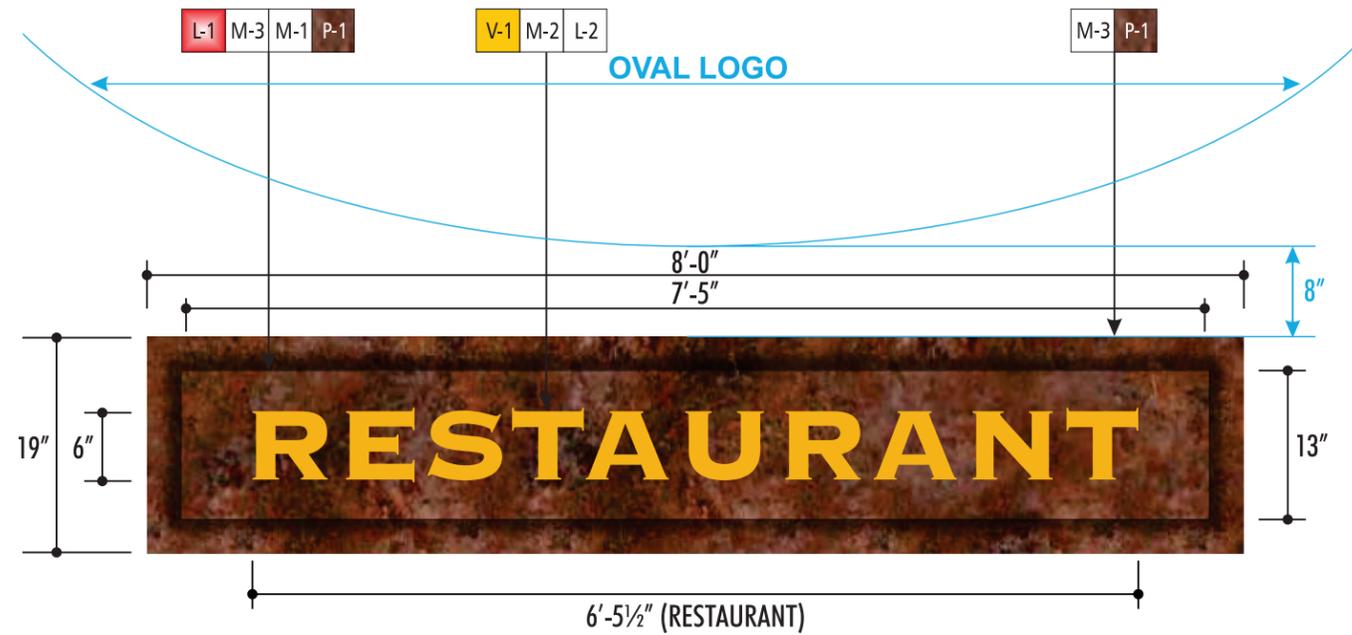


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APPROVALS
CLIENT DATE

LANDLORD DATE



5 1/2" DEEP CABINET W/ROUT OUT COPY 1/2" WHITE ACRYLIC PUSHED THRU COPY
W/3M 3630-125 GOLDEN YELLOW VINYL ON FACE
ILLUMINATED INTERNALLY W/WHITE LED ILLUMINATION AND RED HALO



MATERIALS	
M-1	.080 ALUMINUM ENCLOSURE
M-2	1/2" WHITE ACRYLIC
M-3	.080 ALUMINUM 2" FLANGE
M-4	
VINYL	
V-1	3M 3630-125 GOLDEN YELLOW
LIGHTING	
L-1	RED LED
L-2	WHITE LED
PAINT FINISH	
P-1	BASE COLOR: ANCHOR GREY MATTHEWS PAINT (MP32797) TO BE FINISHED W/FAUX FINISH



IMPORTANT NOTE

UL 2161 COMPLIANT NEC AND MANUFACTURING RECOMMENDATIONS, ALL ELECTRICAL PRIMARY CIRCUITS MUST BE DEDICATED ISOLATED CIRCUITS PROVIDED BY CLIENT/ OWNER.

GC TO PROVIDE ACCESSIBILITY TO REMOTE TRANSFORMERS AND OR BALLASTS FOR INSTALL AND SERVICE.

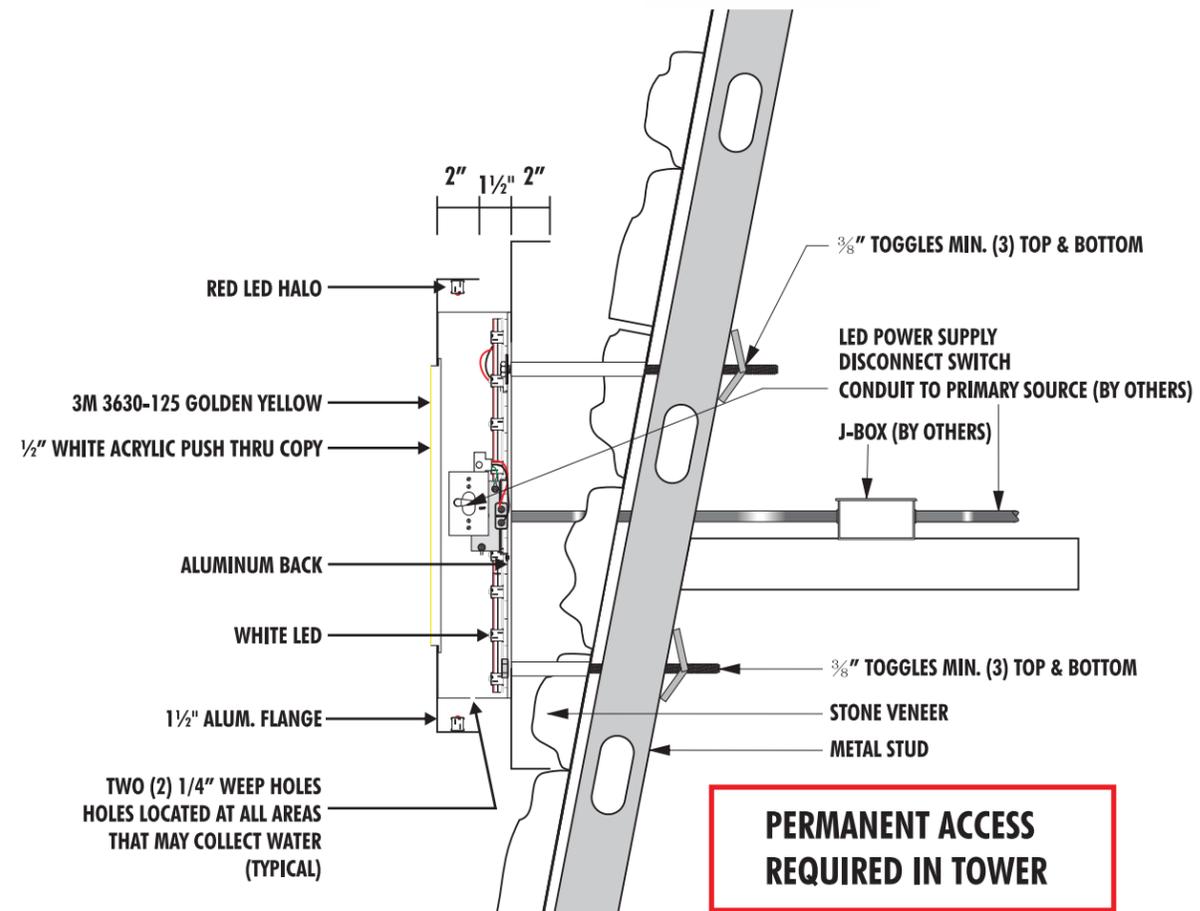
FINAL ELECTRICAL HOOK UP BY OTHERS.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS AS PER NEC 2008 ART. 600.6 FBC ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF SIGN.

ELECTRICAL REQUIREMENTS

Approx. A load (LED) (1) 120V 20A circuit req'd

UL labels required away from public view.



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PSALM 127:1

ITEM **1.1** **1.2**

SIGN TYPE
RESTAURANT

QUANTITY (2) SCALE 3/4" = 1'-0"

PAGE DESCRIPTION
DETAILS

STATUS

- REV.
- REV#1 RD 08-12-15
 - REV#2 RD 08-14-15
 - REV#3 RD 08-14-15
 - REV#4 GG 02-03-15
 - REV#5 GG 02-04-15
 - REV#6 GG 02-11-15
 - REV#7 GG 02-12-15
 - REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT



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APPROVALS
CLIENT DATE

LANDLORD DATE

ITEM **2.0**

SIGN TYPE
CHANNEL LETTER
ON WIREWAY

QUANTITY (1) SCALE 1/2" = 1'-0"

PAGE DESCRIPTION

STATUS

REV.
REV#1 RD 08-12-15
REV#2 RD 08-14-15
REV#3 RD 08-14-15
REV#4 GG 02-03-15
REV#5 GG 02-04-15
REV#6 GG 02-11-15
REV#7 GG 02-12-15
REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT

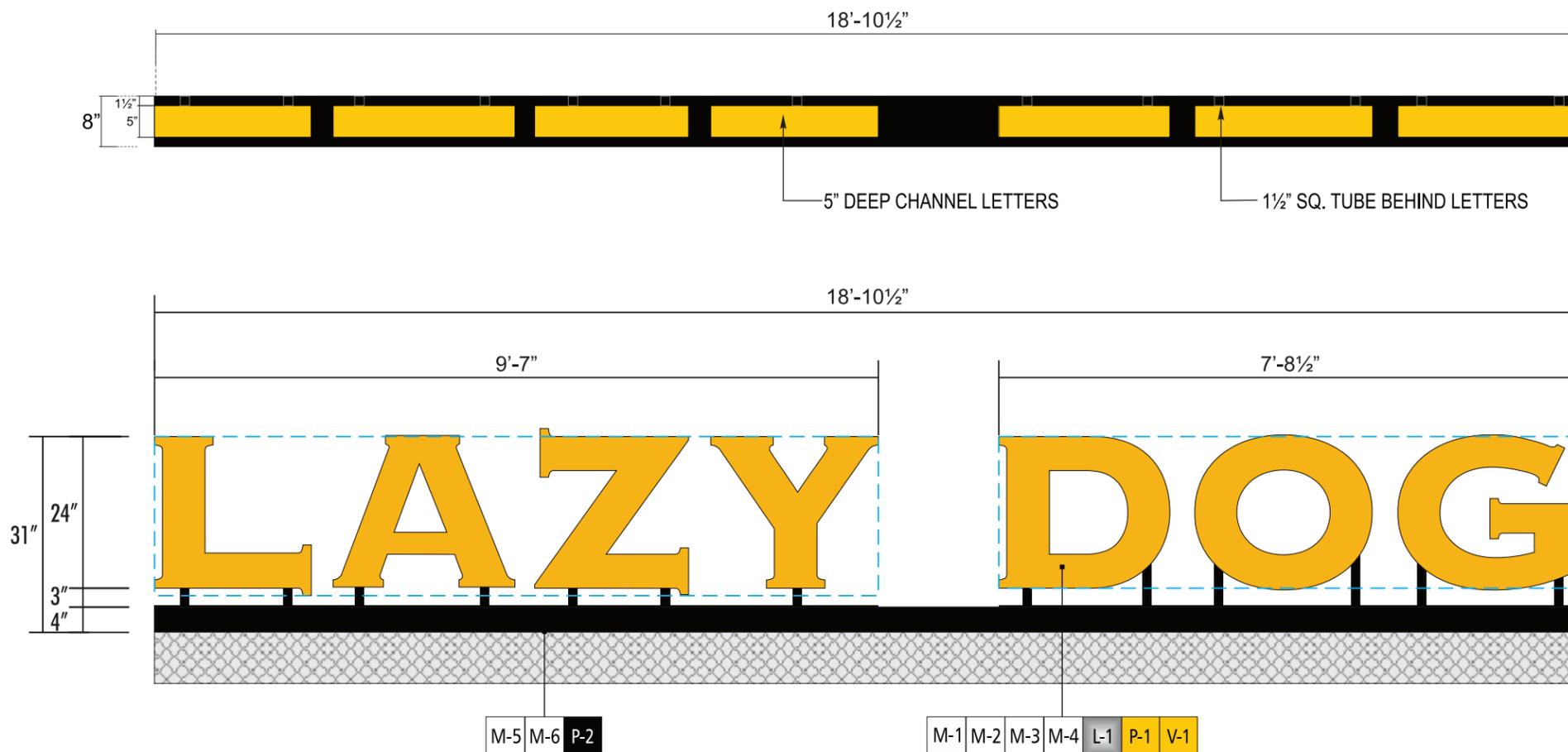


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APPROVALS
CLIENT DATE

LANDLORD DATE



MATERIALS	
M-1	5" DEEP ALUM CHNL LTR
M-2	.080 ALUMINUM BACKER PANEL
M-3	3/16" WHITE ACRYLIC FACES
M-4	1" YELLOW TRIMCAP
M-5	1/2" SQ. TUBE REAR BACK SUPPORTS
M-6	ALUMINUM WIREWAY
VINYL	
V-1	3M GOLDEN YELLOW 3630-125
LIGHTING	
L-1	WHITE LED ILLUMINATION
PAINT FINISH	
P-1	FACES & RETURNS PTM 3M 3630-125 GOLDEN YELLOW PMS 1235 C
	BLACK

SIGN AREA CALCULATIONS:
TOTAL PROPOSED: 34.57 SQ FT



NIGHT VIEW

ITEM	2.0
------	-----

SIGN TYPE
CHANNEL LETTER
ON WIREWAY

QUANTITY	SCALE
(1)	1/2" = 1'-0"

PAGE DESCRIPTION

STATUS

REV.

REV#1	RD	08-12-15
REV#2	RD	08-14-15
REV#3	RD	08-14-15
REV#4	GG	02-03-15
REV#5	GG	02-04-15
REV#6	GG	02-11-15
REV#7	GG	02-12-15
REV#8	TW	02-12-15

DESIGNER	SALES
GG	CD

JOB NO.	DATE
14-9168	07/29/14

PROJECT



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APPROVALS	
CLIENT	DATE

LANDLORD	DATE
----------	------

ELECTRICAL REQUIREMENTS

(1) 120V 20A circuit req'd

UL labels required

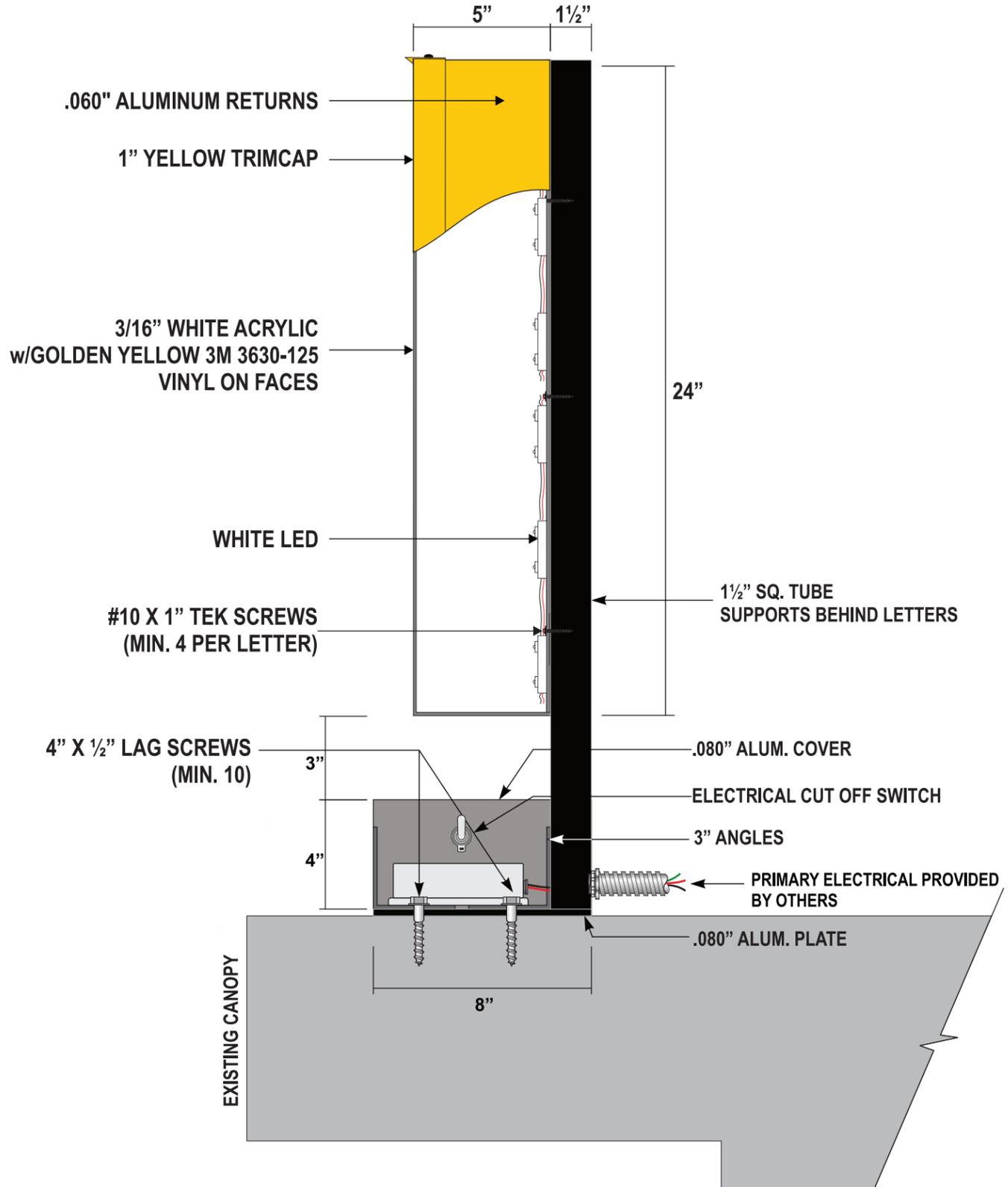
IMPORTANT NOTE

UL COMPLIANT NEC AND MANUFACTURING RECOMMENDATIONS, ALL ELECTRICAL PRIMARY CIRCUITS MUST BE DEDICATED ISOLATED CIRCUITS PROVIDED BY CLIENT/ OWNER.

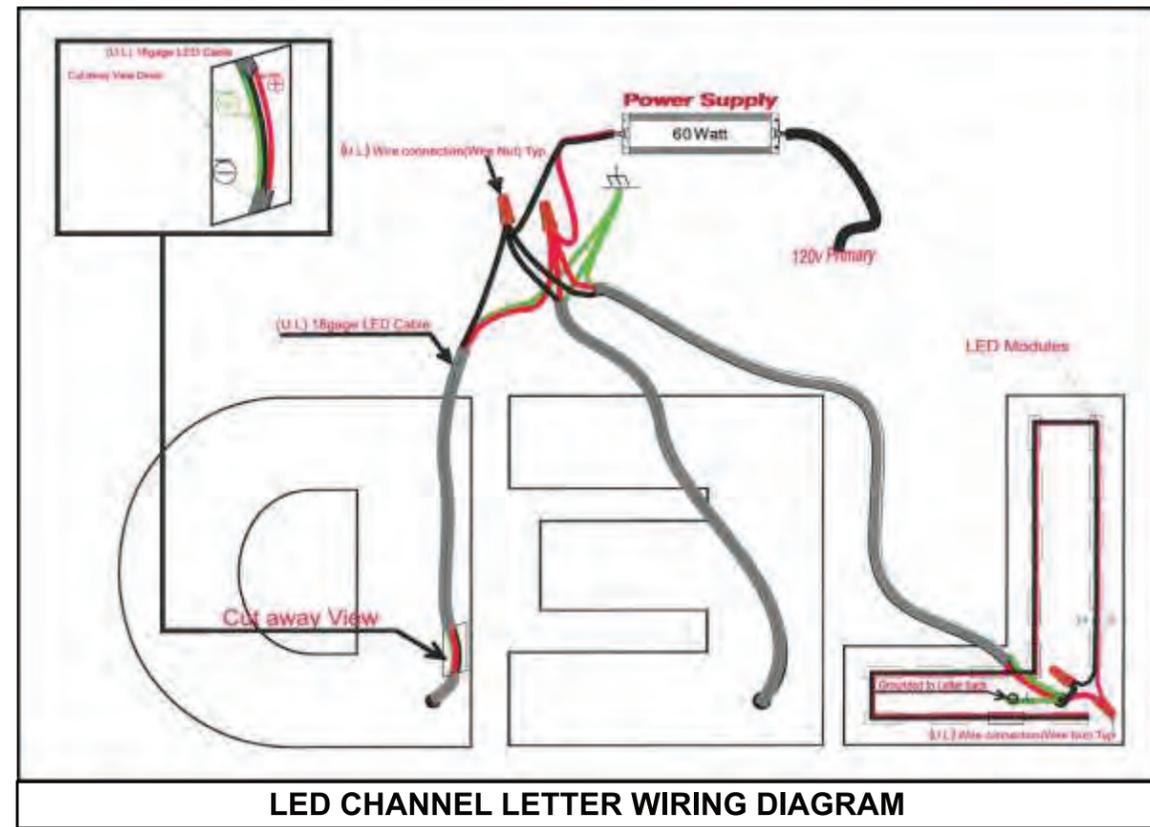
GC TO PROVIDE ACCESSIBILITY TO REMOTE TRANSFORMERS AND OR BALLASTS FOR INSTALL AND SERVICE.

FINAL ELECTRICAL HOOK UP BY OTHERS.

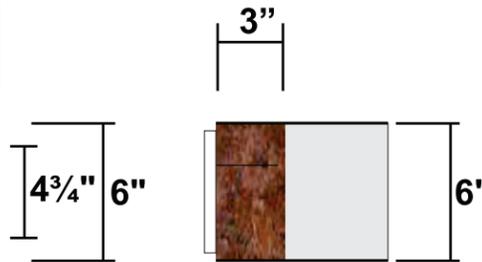
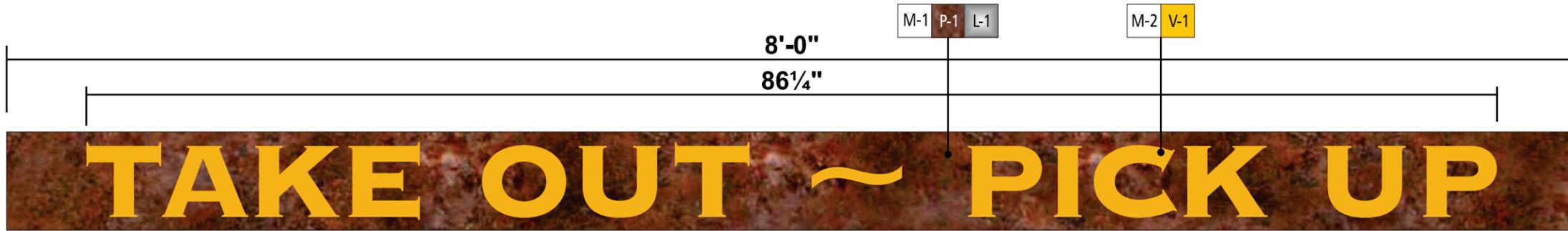
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SECTION DETAIL CHANNEL LETTERS - SCALE: 1:5



LED CHANNEL LETTER WIRING DIAGRAM



LD-TO

INTERNALLY ILLUMINATED ENCLOSURE W/PUSH THRU TAKE-OUT LETTERS MOUNTED TO STEEL AWNING

Qty: Make One [1]

SCALE: 1 1/2" = 1'- 0"

Total Sq. Ft. 4

PROFILE VIEW

ITEM **3.0**

SIGN TYPE
ILLUMINATED ENCLOSURE

QUANTITY (1) SCALE AS NOTED

PAGE DESCRIPTION
DETAILS

STATUS

REV.
REV#1 RD 08-12-15
REV#2 RD 08-14-15
REV#3 RD 08-14-15
REV#4 GG 02-03-15
REV#5 GG 02-04-15
REV#6 GG 02-11-15
REV#7 GG 02-12-15
REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT



5100 BELT LINE RD.
ADDISON, TX 75240

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APPROVALS
CLIENT DATE

LANDLORD DATE

MATERIALS

- M-1 3" DEEP ALUM ENCLOSURE
- M-2 1/2" WHITE ACRYLIC PUSH THRU

VINYL

- V-1 3M GOLDEN YELLOW 3630-125

LIGHTING

- L-1 WHITE LED ILLUMINATION

PAINT FINISH

- P-1 BASE COLOR: ANCHOR GREY MATTHEWS PAINT (MP32797) TO BE FINISHED W/FAUX FINISH

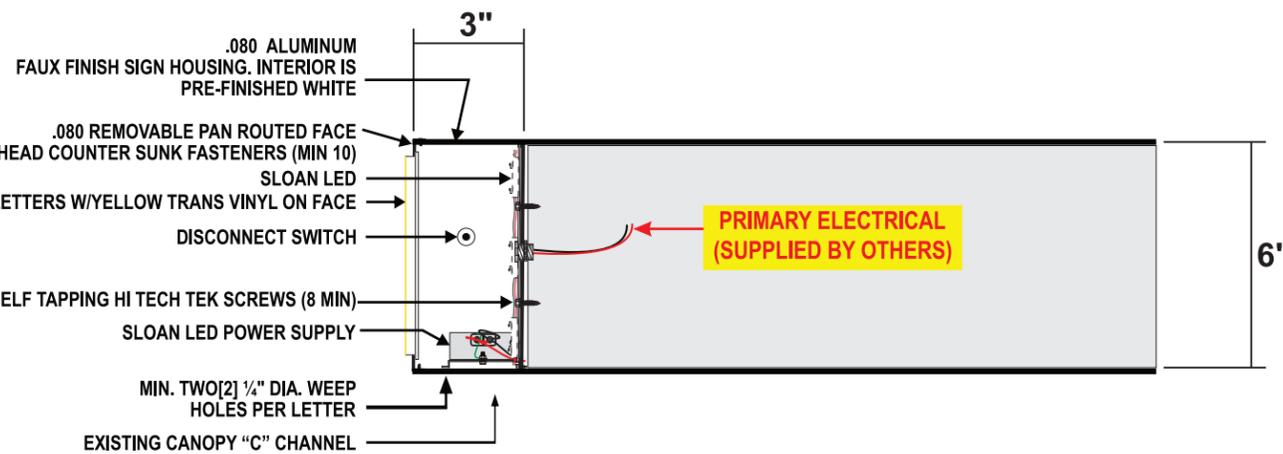
IMPORTANT NOTE

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GC TO PROVIDE ACCESSIBILITY TO REMOTE TRANSFORMERS AND OR BALLASTS FOR INSTALL AND SERVICE.

FINAL ELECTRICAL HOOK UP BY OTHERS.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS AS PER NEC 2005 ART: 600.6 FBC ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF SIGN.



LETTERS MOUNTED TO STEEL AWNING SECTION DETAIL

REQUIREMENTS FOR ELECTRICAL ILLUMINATION:

PRIMARY ELECTRICAL TO SIGN LOCATIONS TO BE PROVIDED BY OTHERS. A DEDICATED CIRCUIT WITH NO SHARED NEUTRALS AND A GROUND RETURNING TO THE PANEL IS REQUIRED FOR INSTALLATION.

ALL TRANSFORMERS SHALL BE (EFD) GROUND FAULT INTERRUPTED TRANSFORMERS.

ALL SIGNS HAVE - DEDICATED BRANCH CIRCUIT

THREE WIRES - BLUE, NEUTRAL, & GROUND

WIRE SIZE - MINIMUM OF 12 GA. THIN COPPER WIRE

ALSO NOTE: GALLIE OR WIRE IS DETERMINED BY THE LENGTH OF RUN & AMPERAGE AS PER NEC ARTICLE 310

GROUND WIRE MUST BE CONTINUOUS AND GO FROM THE SIGN TO THE PANELBOARD GROUND BUS.

VOLTAJE SHOULD READ NO MORE THAN 3 VOLTS BETWEEN GROUND AND NEUTRAL

CONDUIT CAN NOT BE USED AS GROUND PATH

POWER TO SIGN MUST BE DONE BY A LICENSED ELECTRICIAN OR ELECTRICAL CONTRACTOR

1 Dedicated 20 Amp Circuit at 120 Volts

Note: All above is not in sign company's scope of work and must be in place prior to installation.

DIRECTIONAL TAKE-OUT / PICK UP LETTERS



DOTTED LINES SHOW CONTOUR FOR INSIDE OF LOGO W/ .080 FCO FACE ON TOP CONTOUR OF LOGO OUTSIDE SITS FLUSH.

UPPER PENETRATIONS NEEDED & RACEWAY BEHIND WALL

PAINT FINISH	
P-1	BASE COLOR: ANCHOR GREY MATTHEWS PAINT (MP32797) TO BE FINISHED W/FAUX FINISH
MATERIALS	
M-1	.080 ALUMINUM

IMPORTANT NOTE

UL 2161 COMPLIANT NEC AND MANUFACTURING RECOMMENDATIONS, ALL ELECTRICAL PRIMARY CIRCUITS MUST BE DEDICATED ISOLATED CIRCUITS PROVIDED BY CLIENT/ OWNER.

GC TO PROVIDE ACCESSIBILITY TO REMOTE TRANSFORMERS AND OR BALLASTS FOR INSTALL AND SERVICE.

FINAL ELECTRICAL HOOK UP BY OTHERS.

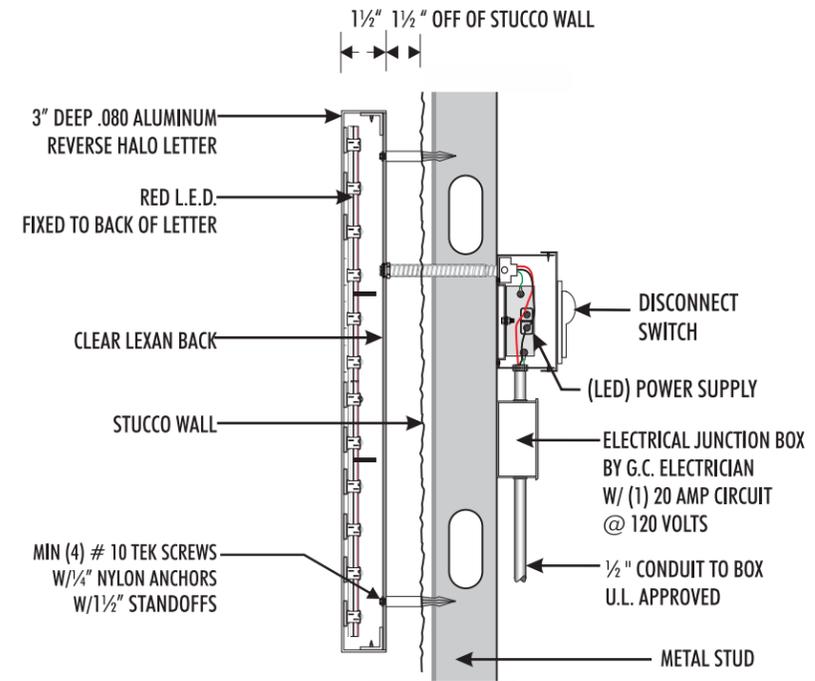
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ELECTRICAL REQUIREMENTS

Approx. A load (LED) (1) 120V 20A circuit req'd

UL labels required away from public view.

ALL SIGNS U.L. LISTED



LED HALO-LIT CHANNEL LETTER DETAIL



2231 S. DUPONT DR.
ANAHEIM, CA 92806
T. 714 - 491 - 0299
F. 714 - 491 - 0436

PSALM 127:1

ITEM **4.0**

SIGN TYPE
ARCHITECTURAL
FEATURE

QUANTITY (1) SCALE AS NOTED

PAGE DESCRIPTION
DETAILS

STATUS

REV.
REV#1 RD 08-12-15
REV#2 RD 08-14-15
REV#3 RD 08-14-15
REV#4 GG 02-03-15
REV#5 GG 02-04-15
REV#6 GG 02-11-15
REV#7 GG 02-12-15
REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT

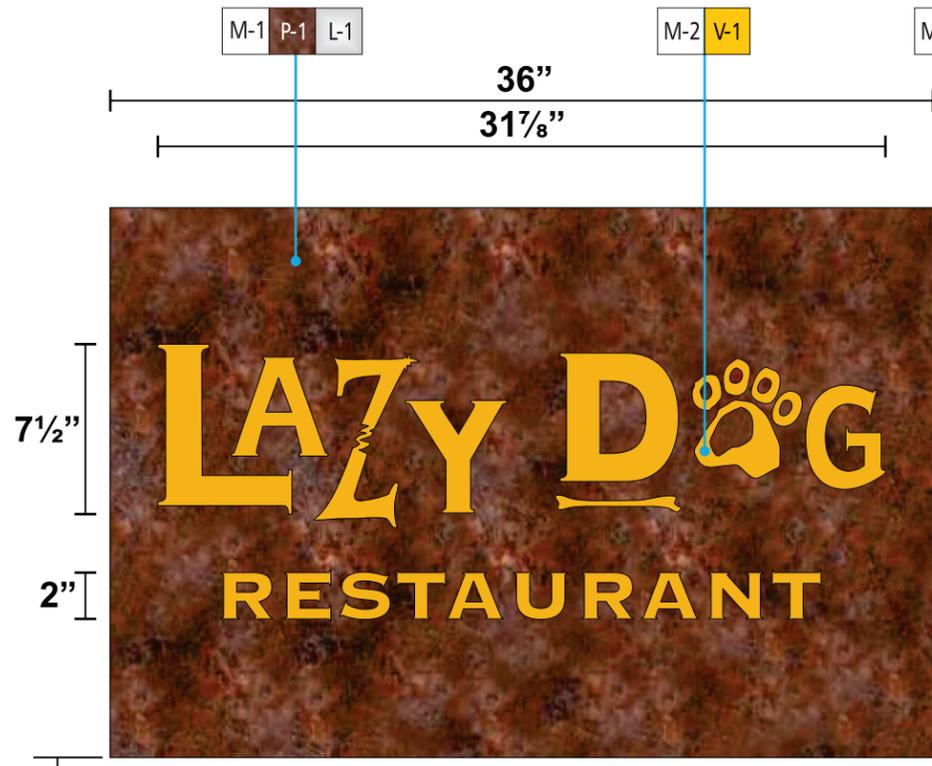
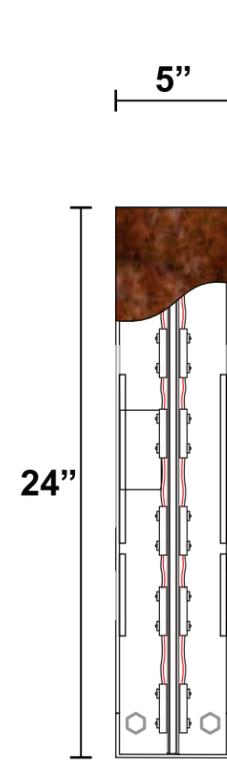
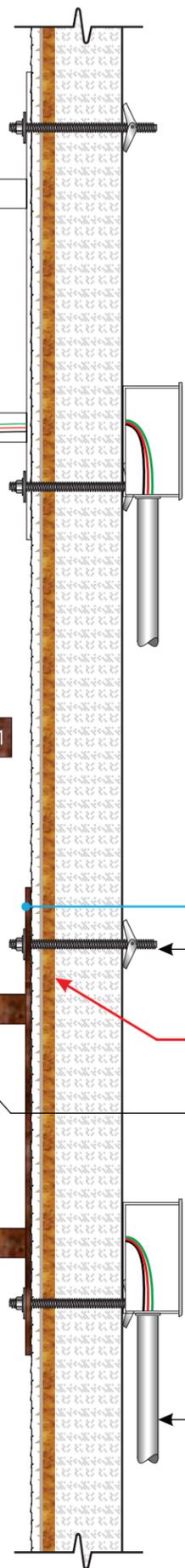
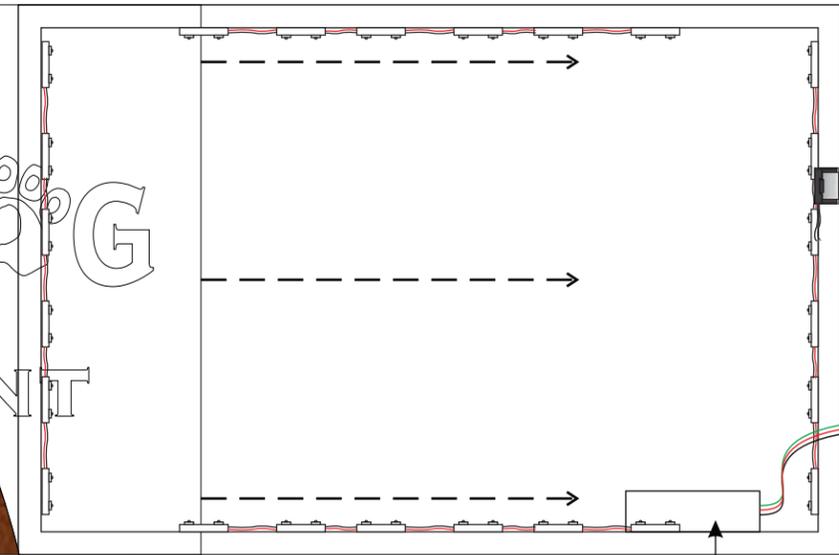


5100 BELT LINE RD.
ADDISON, TX 75240

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APPROVALS
CLIENT DATE

LANDLORD DATE



PROFILE VIEW

FACE VIEW

D.F. BLADE SIGN INTERNALLY ILLUMINATED ROUT OUT COPY & BACKED

QTY. 1

SCALE: 1 1/2" = 1'-0"

MATERIALS	
M-1	.080 ALUM BLADE ROUT OUT COPY
M-2	3/16" WHITE ACRYLIC
M-3	1 1/2" ALUM SQ TUBE SUPPORTS
M-3	5" X 24" X 1/4" ALUM PLATE
PAINT FINISH	
P-1	BASE COLOR: ANCHOR GREY MATTHEWS PAINT (MP32797) TO BE FINISHED W/FAUX FINISH
VINYL	
V-1	3M 3630-25 SUNFLOWER
LIGHTING	
L-1	WHITE L.E.D.
ELECTRICAL REQUIREMENTS	
Approx. A load (amps) (1) 120V 20A circuit req'd	
UL labels required away from public view.	
IMPORTANT NOTE	
UL 2161 COMPLIANT NEC AND MANUFACTURING RECOMMENDATIONS, ALL ELECTRICAL PRIMARY CIRCUITS MUST BE DEDICATED ISOLATED CIRCUITS PROVIDED BY CLIENT/ OWNER.	
GC TO PROVIDE ACCESSIBILITY TO REMOTE TRANSFORMERS AND OR BALLASTS FOR INSTALL AND SERVICE.	
FINAL ELECTRICAL HOOK UP BY OTHERS.	
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ITEM **5.0**

SIGN TYPE
D. F. BLADE SIGN

QUANTITY (1) SCALE 3/4" = 1'-0"

PAGE DESCRIPTION
DETAILS

STATUS

REV.
REV#1 RD 08-12-15
REV#2 RD 08-14-15
REV#3 RD 08-14-15
REV#4 GG 02-03-15
REV#5 GG 02-04-15
REV#6 GG 02-11-15
REV#7 GG 02-12-15
REV#8 TW 02-12-15

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 07/29/14

PROJECT



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ADDISON, TX 75240

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APPROVALS
CLIENT DATE

LANDLORD DATE

Lazy Dog Restaurant & Bar
Reasons for Meritorious Exception
5100 Beltline Road Suite 500
Addison, TX

Lazy Dog Restaurant requests approval to install wall signage consistent with existing large restaurant tenant signage on Beltline Road. Lazy Dog Restaurant hereby requests approval for installation of a tower sign to be installed on the West side of the building as well as a canopy mounted wall sign to be installed on the West side of the building. As large projecting architectural feature which breaks up the facade of the building the tower provides a point of orientation and building entrance reference for restaurant patrons. The tower is essentially a separate building facade due to its projecting nature and installation of tower signage will aid in guests correctly navigating to the building entrance. The tower is taller than the restaurant building and installation of signage on the tower will be taller than signage to be installed on the restaurant building. Due to the City of Addison requiring the existing oak trees to remain installed in front of the Lazy Dog restaurant building, vehicular and pedestrian traffic will not be able to view Lazy Dog wall signage from a distance, refer to the photos included with this application. The installation of Lazy Dog tower signage will provide a reference point for such guest approaching from a distance and help guests navigate to the building entrance. Lazy Dog requests approval for installation of wall signage on the West elevation to allow pedestrian and vehicular guests who are close to the building to view Lazy Dog signage as the tower signage will be concealed by the existing oak trees from such close proximity. Lazy Dog therefore requests approval for the installation of tower and wall signage on the West elevation to provide Lazy Dog with the same signage and building reorganization as enjoyed by other restaurants on Beltline Road. The West building elevation is being constructed at 138' 8" in length and as per Addison Municipal Code Section 62-289 Lazy Dog is therefore permitted 277 1/3 square feet of signage on the West elevation. With the tower and wall or canopy mounted sign Lazy Dog only proposes the installation of 106.65 square feet of total (combined signage area) or 38.5% of the signage area permitted on the West elevation. Lazy Dog does not propose any additional signage on the subject façade and requests to be conditionally approved through the Meritorious Exception to only be permitted the requested 106.65 square feet, the remaining 170.68 square feet of available signage area will not ever be used on the West elevation.

Additionally the Lazy Dog Restaurant hereby requests approval for installation of 'paw' art/signage on the South elevation which is 5 feet in height. The paw contains no text. As per Addison Municipal Code Section 62-289 Lazy Dog is permitted to install 203 1/2 square feet of signage on the 101' 9" South elevation. With the single 'paw' Lazy Dog only proposes the installation of 24 3/8 square feet of signage, only 12% of the permitted signage area. Lazy Dog does not propose any additional signage on the subject façade and requests to be conditionally approved through the Meritorious Exception to only be permitted the requested 24 3/8 square feet, the remaining 179.125 square feet of available signage area will not ever be used on the South elevation.







ITEM

SIGN TYPE

VARIOUS SIGNAGE

QUANTITY SCALE
(-) AS NOTED

PAGE DESCRIPTION
ELEVATIONS

STATUS

REV.

DESIGNER SALES
GG CD

JOB NO. DATE
14-9168 02/18/15

PROJECT



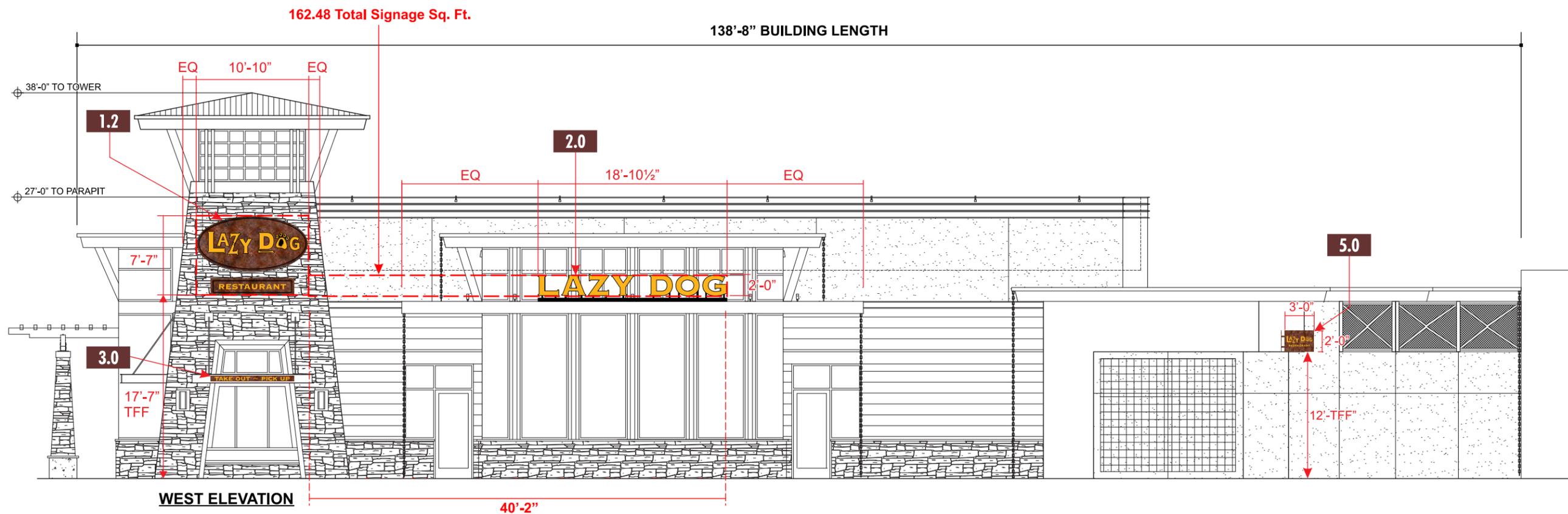
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APPROVALS

CLIENT DATE

LANDLORD DATE



AI-945

R6

Combined Meeting

Meeting Date: 02/24/2015

Department: Infrastructure- Development Services

Council Goals: Mindful stewardship of Town Resources.
Infrastructure improvement and maintenance
Implement bond propositions

AGENDA CAPTION:

Present, discuss, consider and take action approving amendment #7 to the Program/Project Management Professional Services agreement between the Town of Addison and R.H. Shackelford, Inc., in an amount not to exceed \$570,000.

FINANCIAL IMPACT:

Budgeted: Yes

Funding Source: Bond Project support is funded by the bonds. Operations support is budgeted in the appropriate operational budget. Capital Projects support is budgeted in the appropriate capital budget.

Amount: Bond: \$436,015 Capital Projects: \$89,191 Operations: \$44,794

BACKGROUND:

In November 2010, the Town selected R. H. Shackelford, Inc., (RHSI) from a list of 11 firms who responded to the Town's request for qualifications (RFQ) to provide Program/Project Management Professional Services on an as-needed basis for current and future projects. Since their selection, RHSI has assisted the Town on a number of projects including Belt Line, Spring Valley, Redding Trail, and some of the Vitruvian Park projects. In addition, RHSI also conducted a thorough review of the IOS Department operations and provided a number of recommendations based on that review. They have also assisted the Town in a number of operational projects such as the annual Street Maintenance IDIQ.

The proposed amendment will provide continued assistance with the implementation of the Town's Bond program including the development of an RFQ for consultant selections, consultant contract negotiations, and design phase management for the proposed 2012 bond projects.

In addition the amendment also covers project management and engineering services in connection with various infrastructure evaluations and master plans, such as the sanitary sewer condition assessment, the water/wastewater system master plan, the stormwater capital improvement projects, and the improvements

to the Celestial and Surveyor water pumps stations and the Kellway lift station. Also, RHSI will provide engineering oversight on the street maintenance contract .

This amendment will cover all services through January 1, 2016. Invoices will be paid monthly for only those services that are rendered during that period.

RECOMMENDATION:

Administration recommends approval.

AI-982

R7

Combined Meeting

Meeting Date: 02/24/2015

Department: Infrastructure- Development Services

Council Goals: Create and implement a Comprehensive Land Use/Revitalization Plan

AGENDA CAPTION:

Presentation and discussion regarding housing in Addison, including types and alternatives, as well as the special area study findings and recommendations regarding future development of the properties located within the Town generally bounded on the north by Belt Line Road, on the east by Midway Road, on the south by an Oncor utility easement located approximately 250 feet north of Proton Drive and on the west by the Midway Meadows, Towne Lake, and Pecan Square neighborhoods.

FINANCIAL IMPACT:

N/A

BACKGROUND:

This will be a follow- up to the Council's Housing Work Session on February 16, 2015 as well as, a discussion regarding the Sam's Club Special Study area.

RECOMMENDATION:

Attachments

Housing Workshop Results Memo



STRATEGIC
COMMUNITY
SOLUTIONS

memo

Strategic Community Solutions LLC	
To:	Addison Mayor and City Council
From:	Karen Walz
Date:	February 20, 2015
Re:	Results of Housing Workshop

On Monday, February 16, 2015, the Addison City Council held a workshop to discuss housing issues and opportunities. Strategic Community Solutions, LLC, Ricker-Cunningham and Kimley-Horn provided background information and facilitated the discussion. This memo summarizes key points about the Council agreement on housing issues. It also provides additional information in response to Council questions. Finally, it outlines a proposed set of next steps to formalize and implement this agreement.

Workshop Objective: Council discussion, agreement and direction on housing issues in the Town of Addison.

Workshop Outcomes: By the end of the workshop, the Council had:

- A common understanding of the terminology used to describe various housing choices.
- A shared agreement about the housing choices that will best support the Council's view of Addison's desired future.
- Provided general direction to staff about steps to take so Addison's development and redevelopment over time provides these housing choices. This memo includes staff's recommendations for action.

Housing Choice Terminology

The housing choices shown in Table 1 below. For each housing choice, we describe the housing type (the physical characteristics of the unit) as well as the housing tenure (the ownership status of the unit). Note that units which are individually owned are not necessarily owner-occupied; the unit owner may rent these units to a tenant. Detailed information about each housing choice are provided in tables at the end of this memo.



Table 1: Housing Choices for Addison

#	Housing Choice	Housing Type	Housing Tenure
1	Detached Home	Single unit in a building with yards on some or all sides	Each unit is individually owned
2	Townhome/ Rowhouse	Multi-story unit on its own lot that shares a wall with at least one other unit.	Each unit is individually owned. The land on which the unit is located may or may not be individually owned.
3	Flat	Single story unit in a multi-story building that includes other residential and non-residential uses.	Each unit is individually owned.
4	Garden Apartment	Unit in a 2 or 3 story residential building.	Building owner(s) rent individual units to residents.
5	Urban Apartment	Unit in a multi-story building that includes other residential and non-residential uses.	Building owner(s) rent individual units to residents.
6	Extended Stay Hotel Room	Hotel structure with cooking facilities in rooms.	Hotel owner(s) rent individual rooms to guests; in some instances, these guests are essentially long-term residents.
7	Assisted Housing Unit	Unit in a building that includes common areas and services to assist residents in daily life activities.	Building owner(s) rent individual units to residents.

Council Direction on Housing Issues: The points listed below reflect the Addison City Council’s direction, as we understand it. They describe the housing choices that are part of the future City Council desires for this community.

- Whenever possible, the Town should establish plans for revitalization and development for districts or special study areas, instead of considering plans on a site-by-site basis. A process like the one used for the Sam’s Club Special Study Area should be followed.
- For study areas and individual developments, the Town encourages mixed use designs that integrate residential and non-residential components.
- Mixed use developments in Addison should include a mix of housing choices, not simply a single residential option.

- The Town encourages development that makes more individually owned housing choices available in Addison. Desired ownership units include detached homes, townhome/rowhouse and flats, so a wide range of residential densities support this objective and may be approved.
- At the property or project scale, Addison will consider the highest and best use of the property and the 'best fit' mix of uses and housing choices for that property within the context of the entire Addison community.
- Addison will continue to insist on high quality building and site design, an inviting public realm and trails or sidewalks that connect each building with the rest of the Addison community.
- Addison views independent and/or assisted housing as housing choices which address the demands of the growing 55+ age group and as a potential fit with this community's character. Since there are no assisted housing units in Addison today, the Town will conduct research and investigation to understand how this housing could or should be included in Addison's future.

Potential Next Steps: The items below propose steps to formalize and implement this City Council direction over the next 18 months. Staff will take the lead on carrying out these steps and will bring products back to Council for consideration and action.

- Take action to provide policy direction for the Sam's Club Special Study Area. The Council should consider and act on the recommendations from its study area committee.
- Review and refine the 2013 Comprehensive Plan to reflect this Council direction.
 - The goals, objectives and strategies for residential land use and mixed use development should be reviewed.
 - The maps or diagrams that illustrate appropriate development patterns and intensities in Addison may need revision as well.
 - The Council has identified three areas from the plan for special revitalization studies. As these studies are completed, new study areas may be identified and added to the plan.
 - The plan's policy direction for land use change outside these special study areas should be clarified, so property owners and developers understand the Town's intent for redevelopment in other parts of the Town.
- Research the market for flats and identify barriers that may discourage or delay the construction of this housing in Addison. Determine what actions by the Town could remove those barriers and implement those actions supported by the Council.
- Investigate examples in other US regions where redevelopment of commercial properties has included detached homes. Understand what factors are important to the projects' successes. Determine how these examples might be applied as part of Addison's future.

- Investigate tools that help address the past experience of market volatility for condominium ownership units. Determine what actions by the Town could reduce that volatility and implement those actions supported by the Council.
- Ensure that Town programs and incentives do everything they can to ensure that housing, once it's built, remains desirable. Work with owners of existing urban apartment complexes to understand and support their initiatives to keep these areas thriving. Do the same with owners of existing garden apartment complexes, and with the homeowner associations in the townhome, rowhouse and detached home neighborhoods within Addison.
- Research the details of independent/assisted housing for the 55+ age group – what is included in the various housing products and what factors make them successful. Investigate the demographic and market trends affecting demand for these units in Addison. Determine how or whether independent/assisted housing units fit in Addison's future.
- If independent/assisted housing is found to be a desirable component of Addison's future housing mix, prepare a set of design guidelines for these projects, so their physical design will be compatible with the Addison community.
- When resources are available, initiate processes like the one used for the Sam's Club Study Area for redevelopment of the Inwood Road and Midway West areas.

Implications of Housing Choices

Table 2 provides information on the implications of typical examples of these housing choices. It shows the typical density and value per acre for each housing type. These values have been updated by Ricker-Cunningham in response to the Council's discussion. In the February 16th presentation, density and unit values were based on 2014 sales in Addison and surrounding Trade Area communities, weighted toward sales within the Town. In response to Council's discussion, current (2015) listings for single family, townhome/rowhouse, and condominium/flat units were reviewed to further "test" values going forward. Because single family detached units in Addison tend to be at a higher density than surrounding communities, the value per acre calculation was adjusted upward. Current listings of condominium/flat units also supported an increase in value per acre for that housing product type.

Table 2 also shows the rate of crime per unit based on actual data from the Addison Police Department for the past six months.



Table 2: Implications of Housing Choices

Housing Choice	Density (Units/Acre)	Value per Acre	Crimes/ Unit
Detached Home	6	\$2,100,000	0.036
Townhome/ Rowhouse	12	\$4,200,000	0.032
Flat	30	\$6,750,000	0.032
Garden Apartment	20	\$1,600,000	0.063
Urban Apartment	50	\$5,750,000	0.022
Extended Stay Hotel Room			0.079
Assisted Housing Unit (none in Addison today)			NA

Source: Strategic Community Solutions LLC; Kimley-Horn; Ricker-Cunningham.

Table 3 provides information on the number of units that exist today in the Town of Addison and the share of existing housing units (including the Extended Stay Hotel Rooms) represented by each of these Housing Choices. Though Extended Stay Hotel Rooms and Assisted Housing Units are not generally considered as part of a community's housing stock, these housing choices are included here because they are relevant in terms of existing or future choices in Addison. Table 3 also shows Addison's future housing choices if the units in Vitruvian's remaining phases are added to the existing housing stock and the garden apartment units that they replace are deducted from the existing housing stock.

Table 3: Mix of Housing Choices

Housing Choice	Existing Units	% of Units	Existing and Future Vitruvian Units	% of Units
Detached Home	1,467	13.9%	1,467	9.3%
Townhome/ Rowhouse	555	5.3%	555	3.5%
Flat	345	3.3%	345	2.2%
Garden Apartment	3,600	34.2%	2,567	16.3%
Urban Apartment	3,624	34.4%	9,856	62.6%
Extended Stay Hotel Room	945	9.0%	945	6.0%
Total Units	10,536	100.0%	15,735	100.0%

Details of Workshop Discussion

The Council's discussion addressed the questions shown below. Comments on each question are presented here based on notes recorded on flip charts during the discussion.

1. How do each of these housing choices contribute to the Council's view of Addison's desired future?

Detached Home

- It's consistent with what I know
- Is it feasible here?
- More stable residences and residents
- Difficult in infill locations due to land price
- Need to learn lessons from other areas of country on how to model infill detached residential and redeveloped detached housing
- Cambridge Crossing may be good prototype for smaller lot detached
- School district may drive demand
- Need detached to provide balance to community
- Balance will continue to decrease since there's not much room left for this

Townhome/Rowhouse

- Will be good fit – infill and redevelopment
- Provide neighborhood stability since they're ownership units
- Individuality of units
- More opportunity for unique design
- May bring better balance of ownership units
- Increase value so there will be future reinvestment in parcels with single family

Flats

- Condos tend to become rental in a down economy
- Provide stability (ownership)
- Better balance (ownership)
- Flats tend to lead the downward trend in the real estate market and are the last to rebound
- More tendency to go into default
- Appeal to Active Seniors and Millennials

Garden Apartments

- Less quality than urban

- Values go down over time
- Demographics in units change over time

Urban Apartments

- Appeal to people who are “renters by choice”
- Have a large number in Addison
- Post Properties project (in Addison Circle) has aged well
- Natural fit in Addison’s commercial environment (opportunities for people to live here and walk to work in office buildings)
- Need these to attract corporations
- Demand for live/work/play
- Attract desirable demographics (Empty Nesters/Millennials)

Extended Stay Hotel Room

- Serves a purpose – have adequate supply
- Difficult for a city to regulate – pre-empted by state
- Not typical to have residents in lodging – need to regulate
- Risky for Addison until State regulates (close loopholes)

Assisted Housing

- Need to add to mix to provide balance
- Desired by existing residents who want to stay in Addison
- Addison has no experience in this – What are the issues? – Next step may be to Research/Education; we have no knowledge currently
- Should be high priority
- People need all levels of care
- But Addison has only 4.4 square miles – we may not provide for all needs
- Flats serve part of this need
- There may be other options that property owners will bring forward that Council wants to entertain

2. What mix of housing choices is most desirable for Addison in the future?

Short Term	Long Term
	Mixed Use with open space Look at bigger picture (on larger sites) Mixture of housing choices Diversify some uses as they redevelop



What mix is desired by Council?

- Want more owner occupied (detached, townhome, flats)✓✓✓
- Want highest and best use and best fit for parcel by parcel✓✓✓
- For redevelopment of existing commercial areas, want multi-use, including a variety of residential (mix of choices)
- 85% multi-family is out of balance – want more ownership – could be condo/flat/townhome/detached✓✓
- Don't want rezonings for multi-family alone
- Want a process for looking at larger chunks of land
- Want to start the learning curve on assisted living

3. Where could or should desired new housing locate within Addison?

The Council did not address this issue, but recognized it could be part of a future discussion.

4. What steps could or should the Town take to shift the market to achieve the desired mix? The answers to this question will provide staff with direction for action on next steps. Some of these steps could be:

- a. Removing barriers to investment
- b. Changing plans and development policies/regulations
- c. Making Town infrastructure investments
- d. Changing Town incentives

The Council agreed that staff should develop recommendations for these next steps.

AI-966

R8

Combined Meeting

Meeting Date: 02/24/2015

Department: Infrastructure- Development Services

Council Goals: Create a vision for the airport to maximize the value
Infrastructure improvement and maintenance

AGENDA CAPTION:

Presentation and discussion regarding the progress of the Addison Airport Master Plan.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Staff will present an update on the airport master plan progress.

RECOMMENDATION:

Attachments

Presentation



Airport Master Plan Update

February 24, 2015



Airport Master Plan Purpose

- Describe the short-, medium-, and long-term development plans to meet future aviation demand
- Varies in complexity and detail depending on the size, function, issues, and problems of the airport
- Goal - to provide a strategy for future development that will cost-effectively satisfy aviation demand
- Use Airport Strategic Plan as a guide for MP



Airport Master Plan Objectives

- Document the issues surrounding proposed development on and around the airport
- Establish a realistic schedule for the development
- Provide capital improvement program and achievable financial plan to support the development implementation schedule
- Develop a plan that satisfies local, state, and Federal regulations
- Document policies concerning the preservation of the integrity of the airport



Airport Master Plan Structure

- Steering Committee
 - Tenants, businesses, community, Planning and Zoning Commission members, FAA, TxDOT, staff
- Steering Committee meetings
 - March 31, August 19, February 12
- Executive Committee
 - Airport and Town Staff
- Public/Tenant meeting
 - September 30, 2014



Airport Master Plan – Completed Elements

- Notice to Proceed – February 19, 2014
- Facilities inventory – land and airside improvements
- Aviation Demand Forecasts and trends
 - FAA, NBAA, GAMA data
- Capacity and Facility Requirements
- Alternatives/Redevelopment (90%)
- Existing Airport Layout Plan Update
- GIS development (75%)



National Forecasts and Trends

- National Aviation Forecasts and Trends
 - FAA, NBAA, GAMA
- FAA projects slow, steady growth in pilot population during planning period (2014-2034)
- Jet traffic has largest percentage of active aircraft projected increase - 92% increase over planning period
 - Movement of GA to higher-performing, more demanding aircraft



Addison Forecast and Trends

- Aircraft Fleet Mix Type – ADS during planning period (2014 to 2034)
 - Single-engine: 10.3% increase
 - Multi-engine: 32% increase
 - Turbo-prop: 86% increase
 - Turbo-jet: 139% increase
- Operations:
 - Local: remaining in local traffic pattern or w/in 20 mile radius of airport
 - 8% of traffic
 - Itinerant: all other traffic
 - 92% of traffic
- Reflects business focus of airport



Addison Inventory and Capacity – Airside and Landside

- Airfield inventory and capacity analysis
 - Runway – adequate to handle current and projected traffic
 - Taxiways – extension and widening of Twy Bravo recommended to open up future development opportunities
 - ILS – issues with existing ILS serving approaches on Rwy 33 have been discovered; reimbursable agreement with FAA in progress
- EMAS – corrected deficiency in Landing Distance Available for RWY 15
- Airfield lighting and signage – adequate to meet standards and design criteria
- Aircraft and fuel storage capacity and condition – adequate to meet current demand



Addison Landside Development Concepts

- Strategic Plan goals:
 - To enhance airport's overall value to ADS stakeholders
 - To fully integrate ADS with Town
 - To promote innovative practices in all aspects of airport management
- Redevelopment opportunity
 - Lease expirations in next 8 years



Airport Master Plan – To be Completed

- Capital Improvement Program
- Finance management plan
- Airport Layout Plan – reflecting preferred airside and landside options
- Development Alternatives
- Design Standards
- GIS revisions – Water and Wastewater Master Plans incorporated



Addison Master Plan – Next Steps

- Refine development alternatives presented February 12th to Steering Committee
- Design standards – materials, lighting, signage
- Neighborhood concept based on taxiways/taxilanes
 - Allows each area to be defined by current and future use – like users grouped
 - Allows for more efficient design of facilities and ease of operation
- Next meeting – mid-April
- FAA and TxDOT review
- Completion expected Fall 2015



Questions?

AI-958

R9

Combined Meeting

Meeting Date: 02/24/2015

Department: Police

Council Goals: Enhance Public Safety

AGENDA CAPTION:

Presentation and discussion regarding the Town of Addison 2014 Racial Profiling report.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Article 2.132 (7) of the Texas Code of Criminal Procedure requires the annual reporting to the local governing body of data collected on the race or ethnicity of individuals stopped and issued citations or arrested for traffic violations and whether or not those individuals were searched. The department submitted its data to the University of North Texas, Professional Development Institute, for analysis and review to assist the City Council in reviewing the data. The report presented verifies the Addison Police Department is in full compliance with all rules and regulations pertaining to racial profiling prevention, data collection and reporting.

RECOMMENDATION:

Attachments

2014 Racial Profiling Report



ADDISON POLICE DEPARTMENT

2014

RACIAL PROFILING ANALYSIS

PREPARED BY:

Eric J. Fritsch, Ph.D.
Chad R. Trulson, Ph.D.

Executive Summary

Article 2.132 (7) of the Texas Code of Criminal Procedure requires the annual reporting to the local governing body of data collected on the race or ethnicity of individuals stopped and issued citations or arrested for traffic violations and whether or not those individuals were searched. Since the law provides no clear instruction to a governing body on how to review such data, the Addison Police Department requested this analysis and review to assist the City Council in reviewing the data.

The analysis of material and data from the Addison Police Department revealed the following:

- **A COMPREHENSIVE REVIEW OF THE ADDISON POLICE DEPARTMENT REGULATIONS, SPECIFICALLY DEPARTMENTAL POLICY TBBP: 2.01.1 Sections 326-334 OUTLINING THE DEPARTMENT'S POLICY CONCERNING RACIAL PROFILING, SHOWS THAT THE ADDISON POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.**
- **A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE ADDISON POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.**
- **A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT IN BOTH PRINT AND ELECTRONIC FORM REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.**
- **ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.**
- **THE ANALYSIS OF STATISTICAL INFORMATION FROM ADDISON POLICE DEPARTMENT REVEALS THAT THERE ARE NO METHODOLOGICALLY CONCLUSIVE INDICATIONS OF SYSTEMIC RACIAL PROFILING BY THE DEPARTMENT.**
- **THE ADDISON POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW CONCERNING THE PROHIBITION OF RACIAL PROFILING.**
- **THE ADDISON POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW CONCERNING THE REPORTING OF INFORMATION TO TCOLE.**

Introduction

This report details an analysis of the Addison Police Department's policies, training, and statistical information on racial profiling for the year 2014. This report has been prepared to specifically comply with Article 2.132 of the Texas Code of Criminal Procedure (CCP) regarding the compilation and analysis of racial profiling data. Specifically, the analysis will address Articles 2.131 – 2.135 of the CCP and make a determination of the level of compliance with those articles by the Addison Police Department in 2014. The full copies of the applicable laws and regulations pertaining to this report are contained in Appendix A.

This report is divided into six analytical sections: Addison Police Department's policy on racial profiling; Addison Police Department's training and education on racial profiling; Addison Police Department's complaint process and public education on racial profiling; analysis of statistical data on racial profiling; analysis of Addison Police Department's compliance with applicable laws on racial profiling; and a final section which includes completed data and information reporting forms required to be sent to TCOLE beginning in 2011.

For the purposes of this report and analysis, the following definition of racial profiling is used: racial profiling means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity (Texas CCP Article 3.05).

Addison Police Department Policy on Racial Profiling

A review of Addison Police Department Policy TBBP: 2.01.1 Sections 326-334 revealed that the department has adopted policies to be in compliance with Article 2.132 of the Texas CCP (see Appendix B). There are seven specific requirements mandated by Article 2.132 that a law enforcement agency must address. All seven are clearly covered in Departmental Policy TBBP: 2.01.1 Sections 326-334. Addison Police Department regulations provide clear direction that any form of racial profiling is prohibited and that officers found engaging in inappropriate profiling may be disciplined up to and including dismissal. The regulations also provide a very clear statement of the agency's philosophy regarding equal treatment of all persons regardless of race or ethnicity. Appendix C lists the applicable statute and corresponding Addison Police Department regulation.

A COMPREHENSIVE REVIEW OF ADDISON POLICE DEPARTMENT POLICY TBBP: 2.01.1 Sections 326-334 SHOWS THAT THE ADDISON POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.

Addison Police Department Training and Education on Racial Profiling

Texas Occupation Code § 1701.253 and § 1701.402 require that curriculum be established and training certificates issued on racial profiling for all Texas Peace officers. Documentation provided by Addison Police Department reveals that racial profiling training and certification was provided to all officers requiring such training.

A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE ADDISON POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.

Addison Police Department Complaint Process and Public Education on Racial Profiling

Article 2.132 §(b)3-4 of the Texas Code of Criminal Procedure requires that law enforcement agencies implement a complaint process on racial profiling and that the agency provide public education on the complaint process. Addison Police Department Policy TBBP: 2.01.1 Sections 328.06 and 332.01-04 cover this requirement. Moreover, the department maintains an easily accessible website address concerning racial profiling education and information on the racial profiling complaint process (http://www.addisontx.gov/Departments/police/police_welcome.asp) including how to file a complaint.

A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT IN BOTH PRINT AND ELECTRONIC FORM REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.

Addison Police Department Statistical Data on Racial Profiling

Article 2.132(b) 6 requires that law enforcement agencies collect statistical information on traffic stops in which a citation is issued and arrests with specific information on the race of the person cited. In addition, information concerning searches of persons and whether or not the search was based on consent is also required to be collected. Addison Police Department submitted statistical information on all citations in 2014 and accompanying information on the race of the person cited. Accompanying this data was the relevant information on searches.

ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.

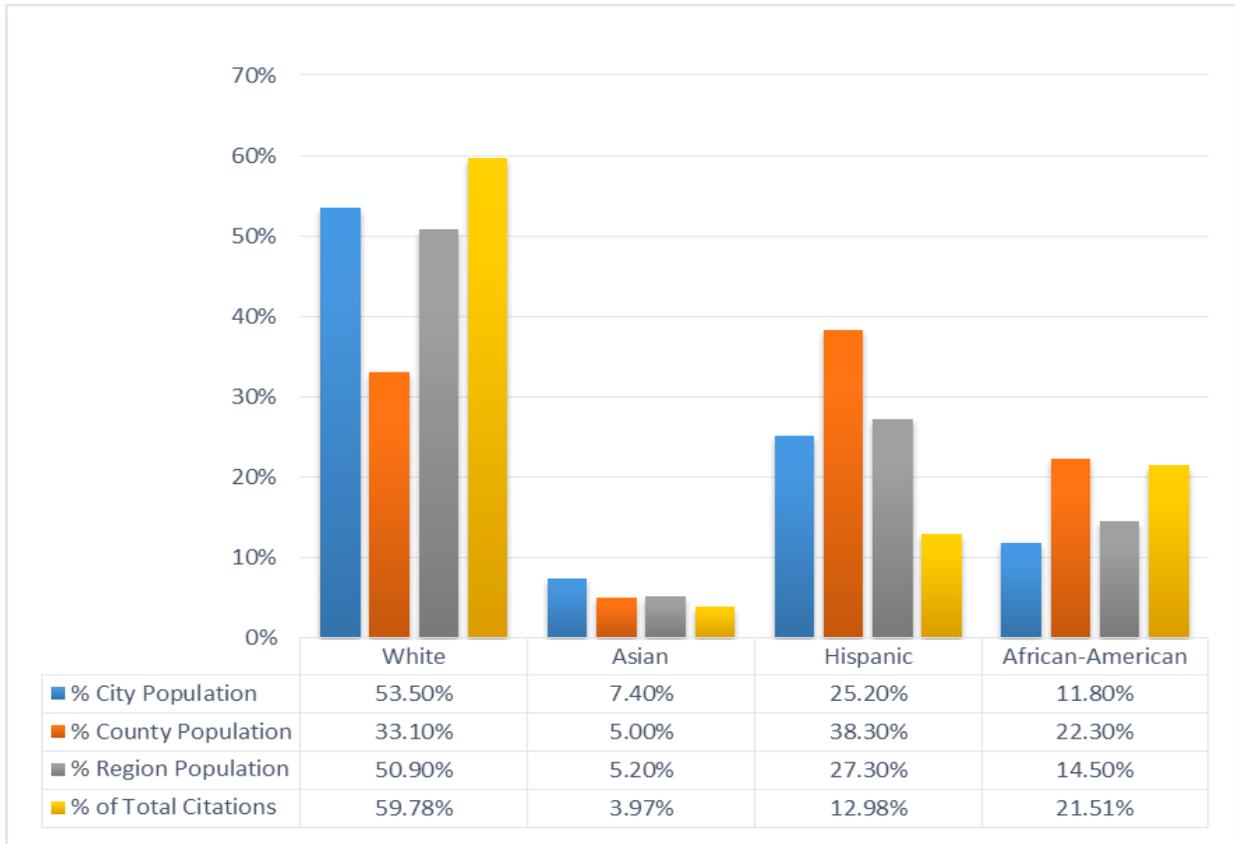
Analysis of the Data

The first chart depicts the percentages of people cited by race among the total 5,545 traffic contacts that resulted in an action (citation, arrest, or both) in 2014.¹ White drivers constituted 59.78 percent of all drivers cited, whereas Whites constitute 53.50 percent of the city population, 33.10 percent of the county population, and 50.90 percent of the region population.² African-American drivers constituted 21.51 percent of all drivers cited, whereas African-Americans constituted 11.80 percent of the city population, 22.30 percent of the county population, and

¹ Among the total 5,545 traffic contacts, 4,966 resulted in a citation, 576 resulted in arrest, and 3 resulted in both arrest and a citation. See the TCOLE forms near the end of this report.

² City and County populations were derived from the 2010 Census of the U.S. Census Bureau. Regional population figures were derived from 2010 Census data compiled and published by the North Central Texas Council of Governments. "Regional" population figures are defined as the 16 county Dallas-Ft. Worth region and include the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.

14.50 percent of the region population. Hispanic drivers constituted 12.98 percent of all drivers cited, whereas Hispanics constituted 25.20 percent of the city population, 38.30 percent of the county population, and 27.30 percent of the region population. Asian drivers constituted 3.97 percent of all drivers cited, whereas Asians constituted 7.40 percent of the city population, 5.00 percent of the county population, and 5.20 percent of the region population.



The chart shows that White drivers are cited at rates higher than the percentage of Whites found in the city, county and regional populations. African-American drivers are cited at rates higher than the percentage of African-Americans found in the city and regional populations, and roughly comparable to the percentage of African-Americans in the county population. Hispanic drivers are cited at rates lower than the percentage of Hispanics found in the city, county, and regional populations. Asian drivers are cited at rates lower than the percentage of Asians in the city, county, and regional populations.

Easy determinations regarding whether or not Addison police officers have “racially profiled” a given motorist are impossible given the nature of the data that has been collected and presented for this report. The law dictates that police agencies compile aggregate-level data regarding the *rates* at which agencies *collectively* stop motorists in terms of their race/ethnicity. These aggregated data are to be subsequently analyzed in order to determine whether or not *individual* officers are “racially profiling” motorists.

This methodological error, commonly referred to as the “ecological fallacy,” defines the dangers involved in making assertions about individual officer decisions based on the examination of

aggregate incident level data. In short, one cannot "prove" that an *individual* officer has "racially profiled" any *individual* motorist based on the rate at which a department stops any given *group* of motorists. This kind of determination necessarily requires an examination of data at the individual officer level for a more detailed analysis of individual officer decision-making. Unfortunately, the law does not currently require the collection of this type of data, resulting in a considerable amount of conjecture as to the substantive meaning of aggregate level disparities.

Additional interpretation problems remain in regards to the specific measurement of racial "profiling" as defined by Texas state code. For example, officers are currently forced to make subjective determinations regarding an individual's race based on his or her personal observations because the Texas Department of Public Safety does not provide an objectively-based determination of an individual's race/ethnicity on the Texas driver's license. The absence of any verifiable race/ethnicity data on the driver's license is especially troubling given the racial diversity within the North Texas region as a whole, and the large numbers of citizens who are of Hispanic and/or mixed racial decent. The validity of any racial/ethnic disparities discovered in the aggregate level data becomes threatened in direct proportion to the number of subjective "guesses" officers are forced to make when trying to determine an individual's racial/ethnic background.

In addition, the data collected for the current report does not allow for an analysis that separates (or disaggregates) the discretionary decisions of officers to stop a motorist from those that are largely non-discretionary. For example, non-discretionary stops of motorists based on the discovery of outstanding warrants should not be analyzed in terms of whether or not "profiling" has occurred simply because the officer who has stopped a motorist as a result of the discovery of an outstanding warrant does not *independently* make the decision to stop, but rather, is required to stop that individual regardless of any determination of race. An officer cannot be determined to be "racially profiling" when organizational rules and state codes compel them to stop regardless of an individual's race/ethnicity. Straightforward aggregate comparisons of stop rates ignore these realities, and fail to distinguish between discretionary and non-discretionary law enforcement actions. In the future, this validity issue could be lessened by the collection of data indicating the initial reason for the traffic stop, whether it be an observed traffic violation, other criminal activity, the existence of an outstanding warrant, or some other reason.

Finally, there has been considerable debate as to what the most appropriate population "base-rate" is in determining whether or not racial/ethnic disparities exist. As the current analysis shows in regards to the use of city, county, and regional population base-rates, the outcome of analyses designed to determine whether or not disparities exist is obviously dependent on which base-rate is used. In addition, population shifts and the changing demographic character of the North Texas region has exacerbated problems associated with determining appropriate base-rates because measures derived exclusively from the U.S. Census can become quickly outdated since they are compiled only once per decade. Related, the determination of valid stop base-rates becomes multiplied if analyses fail to distinguish between residents and non-residents who are stopped, because the existence of significant proportions of non-resident stops will lead to invalid conclusions if racial/ethnic comparisons are made exclusively to resident population figures. This is particularly true in cities such as Addison whose non-resident populations tend to fluctuate significantly during business hours as a result of non-resident commuters. In addition, the population of Addison increases significantly during the evening and nighttime hours as non-residents take advantage of Addison's extensive array of restaurants, bars, and hotels.

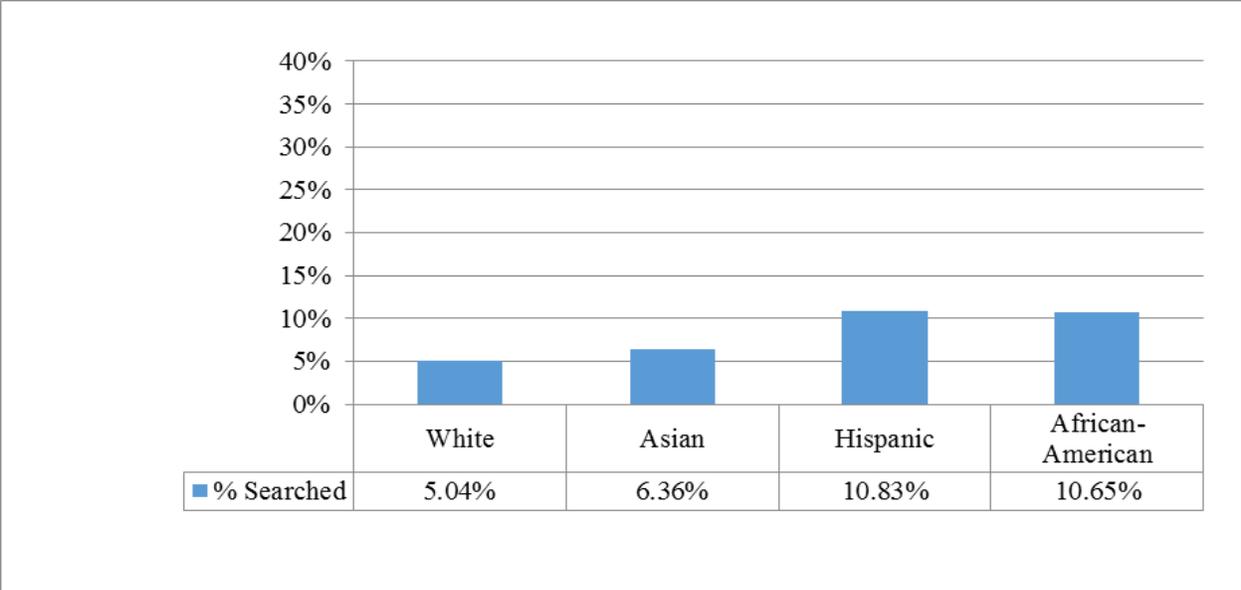
In short, the methodological problems outlined above point to the limited utility of using aggregate level comparisons of the rates at which different racial/ethnic groups are cited in order to determine whether or not racial profiling exists within a given jurisdiction.

The table below reports the summaries for the total number of persons cited by the Addison Police Department for traffic offenses in 2014. In addition, the table shows the number of cited individuals who granted consent to search and those cited drivers who were arrested pursuant to the stop. The table shows that roughly 60 percent of all persons cited were White drivers (3,315/5,545 total citations), roughly 22 percent (1,193) of all persons cited were African-American drivers, and roughly 13 percent (720) of all persons cited were Hispanic drivers. In addition, roughly 43 percent of all drivers searched were White (167/387), roughly 20 percent were Hispanic, and 33 percent were African-American. It is clear that the vast majority of the total number of drivers cited (including White, African-American, and Hispanic groups) were not searched (93 percent) and only about 2 percent of all searches were consent searches (6/387).

Action	White	African-American	Hispanic	Asian	Other	Total
Stops	3,315	1,193	720	220	97	5,545
Searches	167	127	78	14	1	387
Consent Searches	4	1	1	0	0	6
Arrests	372	123	72	8	1	576

The bar chart below presents the percentage of cited drivers who were searched *within* each racial category. The chart indicates that drivers who were cited were rarely searched across the racial categories. For example, only 5.04 percent of all White drivers who were cited were also searched (167 total searches), 6.36 percent of all Asian drivers who were cited were searched (14 total searches), 10.83 percent of all Hispanic drivers who were cited were searched (78 total searches), and 10.65 percent of all African-American drivers who were cited were searched (127 total searches). Further, among the 5,545 stops in 2014, less than 1 percent resulted in a consensual search.

It should be noted that aggregate level comparisons regarding the rates at which drivers are searched by police are subject to some of the same methodological issues as those outlined above regarding analyses of aggregate level stop rates. Of particular concern is the absence of any analyses that separates discretionary searches from non-discretionary searches. For example, searches that are conducted incident to an arrest or as part of a vehicle tow inventory should not be included in analyses designed to examine whether or not racial profiling has occurred because these types of searches are non-discretionary in that the officer is compelled by law or departmental guidelines to conduct the search irrespective of the race of the stopped driver.



Analysis of Racial Profiling Compliance by Addison Police Department

The foregoing analysis shows that the Addison Police Department is fully in compliance with all relevant Texas laws concerning racial profiling, including the existence of a formal policy prohibiting racial profiling by its officers, officer training and educational programs, a formalized complaint process, and the collection of data in compliance with the law. Finally, internal records indicate that during 2014 the department received no complaints that could be categorized as involving some type of racial profiling.

In addition to providing summary reports and analysis of the data collected by the Addison Police Department in 2014, this report also included an extensive presentation of some of the limitations involved in the level of data collection currently required by law and the methodological problems associated with analyzing such data for the Addison Police Department as well as police agencies across Texas. The Addison Police Department should continue its educational and training efforts within the department on racial profiling. Finally, the department should continue to conduct periodic evaluations of individual officers to assess whether or not an officer is engaging in racial profiling. The final section of this report includes newly required TCOLE reporting information by Texas law enforcement organizations.

Addison Police Department TCOLE Reporting Forms



Partial Exemption Racial Profiling Reporting
(Tier 1)

Department Name ADDISON PD
 Agency Number 113201
 Chief Administrator Name RON DAVIS, CHIEF
 Reporting Name LEVI LARKIN
 Contact Number 972.450.7100
 E-mail Address llarkin@addisontx.gov

Certification to Report 2.132 (Tier 1) – Partial Exemption

Policy Requirements (2.132(b) CCP):

Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
- (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
- (4) provide public education relating to the agency's complaint process;
- (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
- (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - (A) the race or ethnicity of the individual detained;
 - (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) the Commission on Law Enforcement Officer Standards and Education; and
 - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

These policies are in effect

Ron Davis
Chief Administrator

1/28/15
Date



Partial Exemption Racial Profiling Reporting
(Tier 1)

Video and Audio Equipment Exemption

Partial Exemption Claimed by (2.135(a) CCP):



all cars regularly used for motor vehicle stops are equipped with video camera and transmitter-activated equipment and each motor stop is recorded and the recording of the stop is retained for at least 90 days after the stop.

OR



In accordance with 2.135(a)(2) the agency has requested and not received funds to install the recording equipment

I claim this exemption

Ron D
Chief Administrator

1/25/5
Date

PARTIAL EXEMPTION RACIAL PROFILING REPORTING (TIER 1)

INSTRUCTIONS: Please fill out all boxes. If zero, use 0.

1. Total on lines 4, 11, 14, and 17 must be equal
2. Total on line 20 must equal line 15

AGENCY NAME:

Number of motor vehicle stops (mark only 1 category per vehicle stop):

1. 4966 Citation only
2. 576 Arrest only
3. 3 Both

4. 5545 (Total of 1-3)

Race or Ethnicity (mark only 1 category per vehicle stop):

5. 1193 African
6. 220 Asian
7. 3315 Caucasian
8. 720 Hispanic
9. 94 Middle Eastern
10. 3 Native American

11. 5545 (Total of 5-10, must be the same as #4)

Race or Ethnicity known prior to stop?

12. 98 Yes
13. 5447 No

14. 5545 (Total of 12-13, must be the same as #4 and #11)

Search conducted?

15. 387 Yes
16. 5158 No

17. 5545 (Total of 15-16, must be the same as #4, #11, and #14 above)

Was search consented?

18. 6 Yes
19. 381 No

20. 387 (Total, must equal #15)



Partial Exemption Racial Profiling Reporting
(Tier 1)

Option to submit required data by utilizing agency report

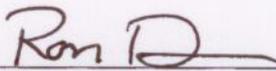
You must submit your report in PDF format

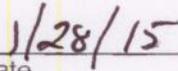
Electronic Submission of data required by 2.132(b)(6) CCP

(6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

- (A) the race or ethnicity of the individual detained;
- (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
- (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

This report meets the above requirements


Chief Administrator


Date

Send entire documents electronically to this website

www.tcleose.state.tx.us

Appendix A

Racial Profiling Statutes and Laws

Art. 3.05. RACIAL PROFILING.

In this code, "racial profiling" means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 2, eff. Sept. 1, 2001.

Art. 2.131. RACIAL PROFILING PROHIBITED.

A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
 - (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
 - (4) provide public education relating to the agency's complaint process;
 - (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
 - (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - (A) the race or ethnicity of the individual detained;
 - (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
 - (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) the Commission on Law Enforcement Officer Standards and Education; and
 - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.
- (c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.
- (d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. If a law enforcement agency installs video or audio equipment as provided by this

subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2009, 81st Leg., R.S., Ch. 1172, Sec. 25, eff. September 1, 2009.

Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE STOPS.

(a) In this article, "race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop;

- (3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;
- (4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
- (5) the reason for the search, including whether:
 - (A) any contraband or other evidence was in plain view;
 - (B) any probable cause or reasonable suspicion existed to perform the search; or
 - (C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;
- (6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
- (7) the street address or approximate location of the stop; and
- (8) whether the officer issued a written warning or a citation as a result of the stop.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2009, 81st Leg., R.S., Ch. 1172, Sec. 26, eff. September 1, 2009.

Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED.

(a) In this article:

(1) "Motor vehicle stop" has the meaning assigned by Article 2.132(a).

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the previous calendar year to the Commission on Law Enforcement Officer Standards and Education

and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

- (A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; and
- (B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Commission on Law Enforcement Officer Standards and Education, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2009, 81st Leg., R.S., Ch. [1172](#), Sec. 27, eff. September 1, 2009.

Art. 2.135. PARTIAL EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT.

(a) A peace officer is exempt from the reporting requirement under Article 2.133 and the chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is exempt from the compilation, analysis, and reporting requirements under Article 2.134 if:

(1) during the calendar year preceding the date that a report under Article 2.134 is required to be submitted:

(A) each law enforcement motor vehicle regularly used by an officer employed by the agency to make motor vehicle stops is equipped with video camera and transmitter-activated equipment and each law enforcement motorcycle regularly used to make motor vehicle stops is equipped with transmitter-activated equipment; and

(B) each motor vehicle stop made by an officer employed by the agency that is capable of being recorded by video and audio or audio equipment, as appropriate, is recorded by using the equipment; or

(2) the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a)(1)(A) and the agency does not receive from the state funds or video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose.

(b) Except as otherwise provided by this subsection, a law enforcement agency that is exempt from the requirements under Article 2.134 shall retain the video and audio or audio documentation of each motor vehicle stop for at least 90 days after the date of the stop. If a complaint is filed with the law enforcement agency alleging that a peace officer employed by the agency has engaged in racial profiling with respect to a motor vehicle stop, the agency shall retain the video and audio or audio record of the stop until final disposition of the complaint.

(c) This article does not affect the collection or reporting requirements under Article 2.132.

(d) In this article, "motor vehicle stop" has the meaning assigned by Article 2.132(a).

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by: Acts 2009, 81st Leg., R.S., Ch. 1172, Sec. 28, eff. September 1, 2009.

Art. 2.136. LIABILITY.

A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT.

(a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

(1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;

(2) smaller jurisdictions; and

(3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A). The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has installed video and audio equipment as described by Article 2.135(a)(1)(A) and is using the equipment as required by Article 2.135(a)(1).

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.138. RULES.

The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.1385. CIVIL PENALTY.

(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in the amount of \$1,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.

(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article 2.134 shall remit to the comptroller the amount of \$1,000 for each violation.

(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

Added by Acts 2009, 81st Leg., R.S., Ch. 1172, Sec. 29, eff. September 1, 2009.

Appendix B

Addison PD Racial Profiling Policy

326. Racial Profiling and Bias Reduction (TBBP: 2.01.1)

326.01 It is the policy of this department to police in a proactive manner and to aggressively investigate suspected violations of law. Officers shall actively enforce Town ordinances, state and federal laws in a responsible and professional manner, without regard to race, ethnicity or national origin.

326.02 All enforcement actions, particularly stops of citizens (for traffic and other purposes), investigative detentions, arrests, searches and seizures of persons or property, shall be based on the standards of reasonable suspicion or probable cause as required by the Fourth Amendment to the U. S. Constitution and statutory authority. In all enforcement decisions, officers shall be able to articulate specific facts, circumstances, and conclusions which support probable cause or reasonable suspicion for arrests, searches, seizures, and stops of citizens.

326.03 Officers are strictly prohibited from engaging in racial profiling as defined in this policy. This policy shall be applicable to all persons, whether drivers, passengers, or pedestrians. Officers shall not stop, detain, arrest, search, or attempt to search anyone based solely upon the person's race, sex, sexual orientation, gender, national origin, ethnicity, age, economic status or religion. Officers shall base all such actions on a reasonable suspicion that the person or an occupant of a vehicle committed an offense.

327. Definitions

327.01 Most of the following terms appear in this order. In any case, these terms appear in the larger public discourse about alleged biased enforcement behavior and in other orders. These definitions are intended to facilitate on-going discussion and analysis of our enforcement practices.

a. Bias - Prejudice or partiality which may be based on preconceived ideas, a person's upbringing, culture, experience, or education.

b. Biased policing - Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, sex, sexual orientation, gender, national origin, ethnicity, age, or religion in violation of constitutional safeguards.

c. Ethnicity - A cluster of characteristics which may include race but also cultural characteristics or traits which are shared by a group with a common experience or history.

d. Gender - Unlike sex, a psychological classification based on cultural characteristics or traits.

e. Probable Cause - Facts or apparent facts and circumstances within an officer's knowledge and of which the officer had reasonable, trustworthy information to lead a reasonable person to believe that an offense has been or is being committed, and that the suspect has committed it.

f. Race - A category of people of a particular descent, including Caucasian, African, Hispanic, Asian, Middle Eastern or Native American descent. As distinct from ethnicity, race only refers to physical characteristics sufficiently distinctive to group people under a classification.

g. Racial profiling - A law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

h. Reasonable suspicion - Articulable, objective facts which lead an experienced officer to suspect that a person has committed, is committing, or may be about to commit a crime. A well-founded suspicion is based on the totality of the circumstances and does not exist unless it can be articulated. Reasonable suspicion supports a stop of a citizen. Courts require that stops based on reasonable suspicion be "objectively reasonable."

i. Sex - A biological classification, male or female, based on physical and genetic characteristics.

j. Stop - The detention of a subject for a brief period of time, based on reasonable suspicion. A stop is investigative detention.

328. General responsibilities

328.01 Officers are prohibited from engaging in racial profiling or stopping, detaining, searching, arresting, or taking any enforcement action including seizure or forfeiture activities, against any person based solely on the person's race, national origin, citizenship, religion, ethnicity, age, gender, color, creed, sexual orientation, disability, economic status, cultural group or any other identifiable group. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes. Racial profiling pertains to persons who are viewed as suspects or potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants, or other citizen contacts.

328.02 Reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Citizens shall only be subjected to stops, seizures, or detention upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.

328.03 Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all citizens.

328.04 As traffic stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrant-less searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a citizen's perception of fairness or discrimination.

328.05 Officers shall not use the refusal or lack of cooperation to justify a search of the citizen's person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.

328.06 All personnel shall courteously accept, document, and forward to the Chief of Police any complaints made by citizens against the department. Further, officers shall provide information on the complaint process and shall provide information of "How to Make a Complaint" when appropriate.

328.07 When feasible, personnel shall offer explanations to citizens of the reasons for enforcement actions or other decisions that bear on citizens' well-being unless the explanation would undermine an investigation or jeopardize an officer's safety.

328.08 When feasible, all personnel shall identify themselves by name. When a citizen requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.

328.09 Unless required by law, a citizen's refusal to cooperate or provide information does not create any justification for further enforcement action.

Refusal to sign a summons or failure to obey a lawful order of an officer are examples of exceptions to voluntary cooperation and may require a custodial arrest under some circumstances.

329. Supervisory responsibilities

329.01 Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties. Supervisors shall identify and correct instances of bias in the work of their subordinates.

329.02 Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable.

329.03 Supervisors shall facilitate the filing of any citizens' complaints about law enforcement service.

330. Disciplinary consequences

330.01 Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

331. Training

331.01 Officers are responsible to adhere to all Texas Commission on Law Enforcement Officer Standards and Education (TCOLE) training and the Law Enforcement Management Institute of Texas (LEMIT) requirements as mandated by law.

331.02 All officers shall complete TCOLE training and education program on racial profiling.

331.03 The Chief of Police, as part of the initial training and continued education for such appointment, will be required to attend the LEMIT program on racial profiling.

332. Complaints

332.01 The department shall accept complaints from any person who believes he or she has been stopped or searched based on racial, ethnic or national origin profiling. No person shall be discouraged, intimidated or coerced from filing a complaint, nor discriminated against because he or she filed such a complaint.

332.02 Any employee who receives an allegation of racial profiling, including the officer who initiated the stop, shall record the person's name, address, and telephone number, and forward the complaint through the appropriate channel or direct the individual(s) to a supervisor. Any employee contacted shall provide to that person a copy of a complaint form or the department process for filing a complaint. All employees will report any allegation of racial profiling to their superior before the end of their shift.

332.03 All complaints of racial profiling by employees of the department will be thoroughly investigated.

332.04 If there is a departmental video or audio recording of the events upon which a complaint of racial profiling is based, upon commencement of an investigation by this department into the complaint and written request of the officer made the subject of the complaint, this department shall promptly provide a copy of the recording or other image(s) to that officer.

333. Public Education

333.01 The department's complaint process and its racial profiling policy will be posted on the department's website.

334. Record Keeping

334.01 An officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic, or who stops a pedestrian for any suspected offense and in the event the driver of the vehicle, or the pedestrian contacted, is issued a citation and/or arrested, the officer shall record and report the following information:

- a. A physical description of each person detained as a result of the stop, including:
- b. the person's sex;

- c. the person's race or ethnicity, as stated by the person or as determined by the officer to the best of his/her ability;
- d. The street address or approximate location of the violation. The suspected offense or the traffic law or ordinance alleged to have been violated.
- e. Whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;
- f. Whether probable cause to search existed and, if so, the fact(s) supporting the existence of that probable cause;
- g. Whether any contraband was discovered in the course of the search and, if so, the type of contraband discovered;
- h. Whether the officer made an arrest as a result of the stop and/or search and, if so, a statement of the offense charged. Whether the officer issued a warning or a citation as a result of the stop and, if so, a statement of the offense charged.
- i. Officers will record whether or not they could identify the race or ethnicity of the suspect before the person was detained.

334.02

By March of each year, the department shall submit a report to its municipal governing board that includes information gathered by the citations. The report will include:

- a. a breakdown of citations by race or ethnicity;
- b. number of citations that resulted in a search;
- c. number of searches that were consensual; and
- d. number of citations that resulted in custodial arrest for this cited violation or any other violation.

Appendix C

Racial Profiling Laws and Corresponding Standard Operating Procedures

Texas CCP Article	ADDISON POLICE DEPARTMENT POLICY TBBP: 2.01.1
2.132(b)1	Section 326 – Racial Profiling and Bias Reduction
2.132(b)2	Section 328 - General Responsibilities
2.132(b)3	Section 332 - Complaints
2.132(b)4	Section 333 - Public Education
2.132(b)5	Section 330 - Disciplinary Consequences
2.132(b)6	Section 334 - Record Keeping
2.132(b)7	Section 334 - Record Keeping

AI-983

R10

Combined Meeting

Meeting Date: 02/24/2015

Department: City Manager

Council Goals: N/A

AGENDA CAPTION:

Discussion regarding establishing a policy to govern public information requests.

FINANCIAL IMPACT:

N/A

BACKGROUND:

Section 552.223 of the Government Code requires that the city “shall treat all requests for information uniformly” The Town has not historically charged for public information requests. Recent public information requests have significantly increased the Town’s cost to provide information. The Public Information Act allows the governmental entity to charge the requestor for the copies and for the time to assemble the documents. The Attorney General’s Office promulgates the cost rules and a Public Information Cost Model. Staff seeks direction from the Council regarding its desire to implement a policy regarding charges for public information requests.

RECOMMENDATION:

This item is for discussion only.

AI-973

ES1

Combined Meeting

Meeting Date: 02/24/2015

Department: Economic Development

Council Goals: N/A

Raise property values

Attract new businesses to Addison

AGENDA CAPTION:

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

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

AI-979

ES2

Combined Meeting

Meeting Date: 02/24/2015

Department: City Manager

Council Goals: N/A

AGENDA CAPTION:

Closed (executive) session of the Addison City Council pursuant to Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney(s) on a matter in which the duty of the attorney(s) to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, pertaining to the ponds or lakes at Vitruvian Park, located within the vicinity and east of the intersection of Vitruvian Way and Ponte Ave., and Farmers Branch Creek.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:

AI-974

R11

Combined Meeting

Meeting Date: 02/24/2015

Department: Economic Development

Council Goals: N/A

Raise property values

Attract new businesses to Addison

AGENDA CAPTION:

Discuss, consider, and take action regarding 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 regarding the offer of a financial or other incentive to such business prospect or business prospects.

FINANCIAL IMPACT:

N/A

BACKGROUND:

N/A

RECOMMENDATION:
