

# **DRAFT**

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

**February 22, 2022**

**6:00 p.m. Executive Session & Work Session  
7:30 p.m. Regular Meeting**

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

The Addison City Council conducted its Regular Council Meeting on Tuesday, February 22, 2022 at the Addison TreeHouse with a quorum of the City Council physically present. Limited seating for members of the public was available using CDC recommended social distancing measures. The Town utilized telephone and videoconferencing to facilitate participation in the meeting. Interested parties were able to make public comments and address the Council via emailed comments submitted to the City Secretary at [iparker@addisontx.gov](mailto:iparker@addisontx.gov) by 3:00 pm on the meeting day. Members of the public were also entitled to participate remotely via Toll-Free Dial-in Number: 877.853.5247; Meeting ID: 409.327.0683 Participant ID: #. Detailed instructions on how to participate in this meeting were available on the Town's website on the Agenda Page. The meeting was live streamed on Addison's website at [www.addisontexas.net](http://www.addisontexas.net)

**Present:** Mayor Joe Chow; Mayor Pro Tempore Guillermo Quintanilla; Deputy Mayor Pro Tempore Paul Walden; Council Member Tom Braun; Council Member Lori Ward; Council Member Kathryn Wheeler; Council Member Marlin Willesen.

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**Call Meeting to Order:** Mayor Chow called the meeting to order.

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**Pledge of Allegiance:** Mayor Chow led the Pledge of Allegiance

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### **EXECUTIVE SESSION**

**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:**

- Discuss master developer proposals for the Town's Transit Oriented Development Project

Mayor Chow closed the Open Session to convene the City Council into Closed Executive Session at 6:05 p.m.

**Reconvene into Regular Session: In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.**

Mayor Chow reconvened the City Council into Open Session at 8:00 p.m.

**MOTION:** Deputy Mayor Pro Tempore Walden moved to direct the City Manager to move forward with the Transit Oriented Development master developer selection process as discussed in Executive Session. Councilmember Ward seconded the motion. Motion passed unanimously.

*At this time Mayor Chow moved forward in the agenda to the Life Saving Award.*

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## **WORK SESSION**

1. **Present and Discuss an Update on the Town's Citizen Engagement Platform, the Addison FixIT App.**

Hamid Khaleghipour, Executive Director of Business Performance and Innovation, presented this item. He reviewed the purpose for the FixIT App and provided an overview of the Town's use of the program. Mr. Khaleghipour advised that in 2021 the application was integrated with other software programs used by the Town. A comparison of uses for 2020 and 2021 was provided. A list reflecting the number of requests submitted through the App was reviewed.

Mr. Khaleghipour provided a demonstration on how the FixIT App works.

Council Member Willesen expressed his appreciation to Mr. Khaleghipour and Town staff for the presentation. He offered a suggestion on how the App might respond to requests submitted for areas outside the boundaries of Addison. Mr. Khaleghipour responded that he will forward the suggestion to the App provider.

Deputy Mayor Pro Tempore Walden spoke of encouraging residents to utilize this program to help keep Town staff informed of issues that need attention. Council Member Ward noted that some people do not utilize technology as much as others and may be more comfortable with more traditional methods of reporting issues. Mayor Chow suggested that measures be taken to help residents learn the program.

*At this time Mayor Chow moved forward in the agenda to the Public Comments.*

**2. Present and Discuss the Airport Quarterly Report for the Fiscal Year 2022 First Quarter Ended December 31, 2021.**

Joel Jenkinson, Airport Director, presented this item. He advised the purpose of this item is to provide City Council with an overview of key Airport performance measures for the first quarter of Fiscal Year 2022, which ended on December 31, 2021. Mr. Jenkinson advised the report presents data on revenue, fuel flowage and aircraft operations, including international operations.

**Highlights from the first quarter include:**

- Aircraft operations continue to show a strong trend of recovery from the pandemic.
- Instrument Flight Rules (IFR) operations, which are a good marker for jet and turbo-prop operations, continued to show unusual strength.
- Fuel flowage posted the highest quarterly volume on record. Jet-A accounted for 93.6% of the total fuel volume for the quarter.
- Addison is benefiting from the closure of Runway 13R/31L at Dallas Love Field, which began April 27, 2021 and is expected to continue at least until the end of April 2022. Congestion resulting from Love Field being reduced to a single-runway operation has encouraged a significant volume of business aviation traffic to select Addison as an alternative. This development has positively impacted Addison's IFR operations, Jet-A fuel flowage volume, and international traffic.
- Real estate revenues remained relatively flat, while fuel flowage fee revenue increased in proportion to fuel flowage volume, driving up total revenues.
- With respect to the real estate portfolio, the airport remains effectively at 100% occupancy.
- The Galaxy FBO project has been beset with additional delays and is now expected to open near the end of April 2022. When Galaxy FBO opens, it will add more than 100,000 square feet of much-needed hangar capacity at Addison.
- U.S. Customs and Border Protection (CBP) occupied the first floor of the new facility the week of February 1, 2022.

Mr. Jenkinson summarized that revenue increases overall are up compared to Fiscal Year 2021. He provided a snapshot of the Airport's real estate portfolio. It was noted that Galaxy's operations are expected to begin in April. An update on the Customs & Border Protection and Airport Administration offices was provided. Atlantic Aviation plans are developing for new hangars.

Pending Projects were reviewed as follows:

- Runway and taxiway pavement preservation and runway re-design
- Design for Taxiway Bravo extension
- Construction of Taxiway Bravo extensions and west side service road (first phase)

Council Member Willeesen inquired about real estate revenues and what impacts them. Mr. Jenkinson responded that the rental space is full at the airport. Active ground leases typically have 40 year terms and CPI adjustments. It was noted that the airport's third quarter report for

2022 should include Galaxy’s full rent and fuel purchases. Mr. Willesen also inquired about “unimproved land” listed in the report. Mr. Jenkinson responded that unimproved land is separated in the report because it currently has no revenue. He noted that in the future there will be four acres available for development, and there are some active negotiations underway at this time.

Council Member Ward inquired about hearing airplane engines running in the early morning hours. Mr. Jenkinson responded that some aircraft are warming engines to prepare for departure and some airplanes are undergoing maintenance procedures. He noted that winds dictate which end of the runways is used for takeoff.

General discussion of the Customs & Border Protection building location followed.

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## REGULAR MEETING

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### **Announcements and Acknowledgements regarding Town and Council Events and Activities; Discussion of Events/Meetings**

- **Life Saving Award**

Chief of Police Paul Spencer introduced Officer Lauren Schmidt who was recognized for her actions on November 13, 2021. She administered life-saving techniques to a shooting victim until the arrival of paramedics and was instrumental in saving the victim’s life. Chief Spencer advised that the Addison Fire Department is supportive of Officer Schmidt receiving this award. Officer Schmidt’s family members and fellow Police officers were present in support of this officer.

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**Public Comment:** *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing starts. Citizen comments are limited to **three (3) minutes**, unless otherwise required by law. To address the Council, please fill out a **City Council Appearance Card** and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

Nikolay Vladov, a local business owner, addressed the Council regarding Addison Athletic Club membership requirements which prohibits Addison property and/or business owners from membership. City Manager Pierson advised Mr. Vladov that he will follow up with him.

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**Consent Agenda:** *All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

### **3. Consider Action on the Minutes from the February 8, 2022 Regular City Council Meeting.**

4. **Consider Action on an Ordinance Repealing Ordinance No. O22-001 and Approving a Special Warranty Deed for the Dedication of Public Right-of-Way for the Extension of Bella Lane.**

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

**MOTION:** Council Member Braun moved to approve Consent Agenda Items 3 and 4 as submitted. Council Member Ward seconded the motion. Motion carried unanimously.

**Ordinance No. O22-8:** Repeal Ord. No. O22-001 and Approve Special Warranty Deed for Public Right-of-Way for the Bella Lane Extension

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**Regular Items**

5. **Present and Discuss the Addison Police Department's 2021 Annual Report.**

Police Chief Paul Spencer presented this item. He reviewed that the Police Department began using National Incident Based Reporting (NIBRS) in 2020 rather than Uniform Crime Reporting (UCR) to track offenses and comprise statistics. He explained that NIBRS reporting tracks more details of offenses than the UCR.

Chief Spencer reviewed that NIBRS reporting tracks Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Within those categories the number of offenses reported and cleared, as well as the Clearance Rate were provided.

Chief Spencer provided Patrol Division and Criminal Investigation Division activity for 2019, 2020, and 2021. He noted that more reported offenses and calls for service reduces the amount of time available for officer-initiated activity and suspicious activity reports.

Regarding the License Plate Recognition (LPR) program, Chief Spencer reviewed that in 2018 the Town initiated a Pilot Program to determine the effectiveness of License Plate Recognition technology and optical cameras. Eight LPR units were installed in the Les Lacs, Winnwood, and Oaks North neighborhoods. Optical cameras were installed in major parks, trails, and large public areas. So far LPR has helped solve 74 misdemeanor and felony cases. In 2021 Patrol officers recovered an average of 2.1 stolen vehicles per month. Investigators have solved several burglaries, thefts, and other major crimes using LPR software. In 2021, Council approved Phase 2 of the LPR and optical camera program to install more LPR units in 22 strategic locations along major streets and intersections.

Chief Spencer reviewed the Goals and Objectives for 2021 and 2022 as follows:

***2021***

- Projected to complete Phase 2 of the License Plate Recognition project on time and on budget
- Body-worn cameras replaced; in-car camera system selected and will be installed in 2022
- Implemented the new job positions approved by the 2021 budget:
  - Professional Standards Lieutenant
  - Special Events and Community Outreach Sergeant
- Remained flexible and agile within the current COVID-19 environment
- Continued to look for opportunities to build and maintain trust with citizens

**2022**

- Finish replacing in-car camera systems
- Assist the dispatching center NTECC in the replacement of the CAD (Computer-Aided Dispatch) System
- Resolve Animal Control office and storage space dilemma
- Continue to work with Metrocrest Services and partner cities to address homelessness and community mental health issues
- Complete firearms range ventilation project (approved bond project)
- Complete License Plate Recognition (LPR) and Optical Camera Phase 2 project

Mayor Chow inquired what can be done in regard to the District Attorney not taking cases on certain types of crimes. Chief Spencer responded that regarding enforcement, the department makes arrests based on state law and local ordinances, however, they have to work with the DA’s office on the types of cases filed even though they may not prosecute.

Mayor Pro Tempore Quintanilla inquired about a 2022 Goal to “Resolve Animal Control office and storage space dilemma.” Chief Spencer responded that efforts are being made to locate/create the space needed.

City Council has been provided a full report.

**6. Present, Discuss, and Consider Action to Accept the Addison Police Department’s 2021 Racial Profiling Report and Motor Vehicle Contact Search Analysis.**

Police Chief Paul Spencer presented this item. He reviewed that the Addison Police Department must comply with the Texas Racial Profiling Law. The statute requires the collection and annual reporting / analysis of motor vehicle related contact data for the purpose of identifying and addressing areas of concern regarding racial profiling practices. He provided background on the statutes.

Chief Spencer reviewed the types of data collection that are required. He advised the officers collect the data and it is checked and analyzed for accuracy by the Records Supervisor, and racial profiling expert Dr. Alex del Carmen. Dr. del Carmen audits the data quarterly from a random sampling of citations. The data for 2021 was provided.

Chief Spencer advised that the 2021 Racial Profiling Report concludes that Addison Police Officers are finding contraband when expected based on sound law enforcement practices and not due to a focus on a person's race, ethnicity, or biased-based factors. The 2021 Racial Profiling Report verifies that the Addison Police Department is in full compliance with the state racial profiling statute regarding prevention policies, data collection, vehicle search analysis and reporting.

The Texas Commission on Law Enforcement requires all Texas law enforcement agencies to submit their Racial Profiling Report to their governing body by March 1st every year. A full report was provided to the City Council.

**MOTION:** Council Member Ward moved to accept the Addison Police Department's 2021 Racial Profiling Report and Motor Vehicle Contact Search Analysis. Council Member Willesen seconded the motion. Motion carried unanimously.

**7. Present and Discuss the Finance Department Quarterly Financial Report of the Town of Addison for the Fiscal Year 2022 First Quarter Ended December 31, 2021.**

Steven Glickman, Chief Financial Officer presented this item. He advised the report covers the financial performance for the first quarter of Fiscal Year 2022 (October 1, 2021 - December 31, 2021) The report includes information for the following funds: General, Hotel, Economic Development, Airport, Utility, and Stormwater funds.

**Key highlights for the first quarter include:**

- General Fund revenue totaled \$11.3 million which is 27.7 percent of the fiscal year budget.
- General Fund expenditures totaled \$10.2 million which is 25.0 percent of the fiscal year budget.
- Sales tax collections totaled \$4.1 million which is 29.7 percent of the fiscal year budget.
- The Hotel Fund had revenues of \$921 thousand and expenditures of \$835 thousand which are in line with historical averages.
- Performing Arts expenditures are at 69.2 percent due to the full payment of the WaterTower Theatre grant.
- Special Events revenues totaled 8.9 percent and expenses totaled 1.5 percent of the fiscal year budget because of the timing of events.
- Airport Fund operating revenue totaled \$1.6 million or 22.0 percent and operating expenditures totaled \$839 thousand or 15.7 percent of the fiscal year budget.
- Utility Fund operating revenue totaled \$2.8 million, or 19.4 percent and expenditures totaled \$3.1 million or 21.0 percent of the fiscal year budget.
- Stormwater Fund revenues and expenditures are in line with historical averages.

Mr. Glickman provided a detailed overview of key revenue sources and expenditures, personnel information, and economic indicators including sales tax revenues.

Mr. Glickman advised that the Quarterly Investment Report for the first Quarter of Fiscal Year 2022 is also being provided for informational purposes.

Mr. Glickman noted that the Town of Addison has received awards in 2021 and 2022 from the Government Finance Officers Association. Those include the Certificate of Achievement for Excellence in Financial Reporting (45th Consecutive Award) and the Distinguished Budget Presentation Award (34th Consecutive Award). The Town received an award for the first time for Outstanding Achievement in Popular annual Financial Reporting.

Mr. Glickman and City Manager Pierson recognized the Finance Department staff for their excellent work.

Council Member Willesen clarified with Mr. Glickman that all the Town's investments are included in the Quarterly Investment Report. Mayor Chow offered positive comments regarding the hotel tax collections.

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### **Adjourn Meeting**

There being no further business to come before the Council, Mayor Chow adjourned the meeting.

**TOWN OF ADDISON, TEXAS**

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Joe Chow, Mayor

**ATTEST:**

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Irma G. Parker, City Secretary