



Addison City Council Meeting

**November 4, 2025
Addison Town Hall
5300 Belt Line Road
Dallas, Texas 75254**

AMENDED 10/29/25 at 5:15 p.m. - Addition of Item 3.b. (Closed Session - DART)

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

WORK SESSION

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

1. **Call Meeting to Order and Announce that a Quorum is Present**
2. **Pledge of Allegiance.** United States and Texas Flags
3. **Closed Meeting.** The Addison City Council will enter a Closed Meeting pursuant to Texas Government Code Sections 551-071 through 090 to discuss the following item(s):
 - a. Pursuant to Section 551.087(1): Economic Development Negotiations to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations:
 - Project Rushmore

- b. Pursuant to Section 551.071, Consultation with Attorney, to seek legal advice regarding matters related to Dallas Area Rapid Transit (DART), including but not limited to correspondence, programs, funding, agreements, and any associated legal rights, obligations, or potential actions.

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

5. **Work Session Reports**

- a. Present and discuss the Addison Airport Master Plan Update, including the project status, community engagement efforts, community and user survey themes to date, next steps, and project schedule.
- b. Present and discuss a Tax Increment Financing (TIF) tool used to incentivize economic development within a Tax Increment Reinvestment Zone (TIRZ).
- c. Present and discuss naming of park projects along Beltway Drive, adjacent to AMLI Treehouse, and Les Lacs Linear Park and Les Lacs Pond.
- d. Present and discuss the City Council Rules and Procedures.

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

7. **Adjourn Meeting**

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

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

Posted by: _____

Date posted: _____ Time posted: _____

Date removed from bulletin board: _____

Removed by: _____

2025 City Council Work Session Meeting

3. a.

Meeting Date: 11/04/2025

Department: City Manager

Key Focus Areas: Economic Development and Revitalization

AGENDA CAPTION:

Pursuant to Section 551.087(1): Economic Development Negotiations to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations:

- Project Rushmore

BACKGROUND:

N/A

FISCAL IMPACT

N/A

RECOMMENDATION

N/A

2025 City Council Work Session Meeting

3. b.

Meeting Date: 11/04/2025

Department: City Manager

AGENDA CAPTION:

Pursuant to Section 551.071, Consultation with Attorney, to seek legal advice regarding matters related to Dallas Area Rapid Transit (DART), including but not limited to correspondence, programs, funding, agreements, and any associated legal rights, obligations, or potential actions.

BACKGROUND:

N/A

FISCAL IMPACT

N/A

RECOMMENDATION

N/A

2025 City Council Work Session Meeting

5. a.

Meeting Date: 11/04/2025

Department: Airport

Key Focus Areas: Economic Development and Revitalization
Community Engagement

AGENDA CAPTION:

Present and discuss the Addison Airport Master Plan Update, including the project status, community engagement efforts, community and user survey themes to date, next steps, and project schedule.

BACKGROUND:

As a continuation of the Airport Strategic Plan, the Town engaged Woolpert to complete a comprehensive update to the Airport Master Plan. The Master Plan is a systematic approach to the Airport's overall maintenance, development, and operation over the next 20 years. This planning effort is designed to identify and then plan for current and future airport activity in advance of the actual demand for new facilities.

Information related to the Airport Master Plan Update is available for review at: addisonairportmasterplan.com.

Woolpert and Addison Airport staff will present and provide an update to Council on the project status, community engagement efforts, community and user survey themes to date, next steps, and project schedule.

FISCAL IMPACT

There is no fiscal impact associated with this work session discussion.

RECOMMENDATION

This item is presented for discussion and feedback only. No action is required at this time.

Attachments

Presentation - Airport Master Plan Update

ADS

ADDISON

AIRPORT MASTER PLAN

City Council Briefing

November 4, 2025

Jaime Edrosa, Addison Airport Director

James Miklas, Woolpert Team Project Manager



How Has ADS Planned for the Future?



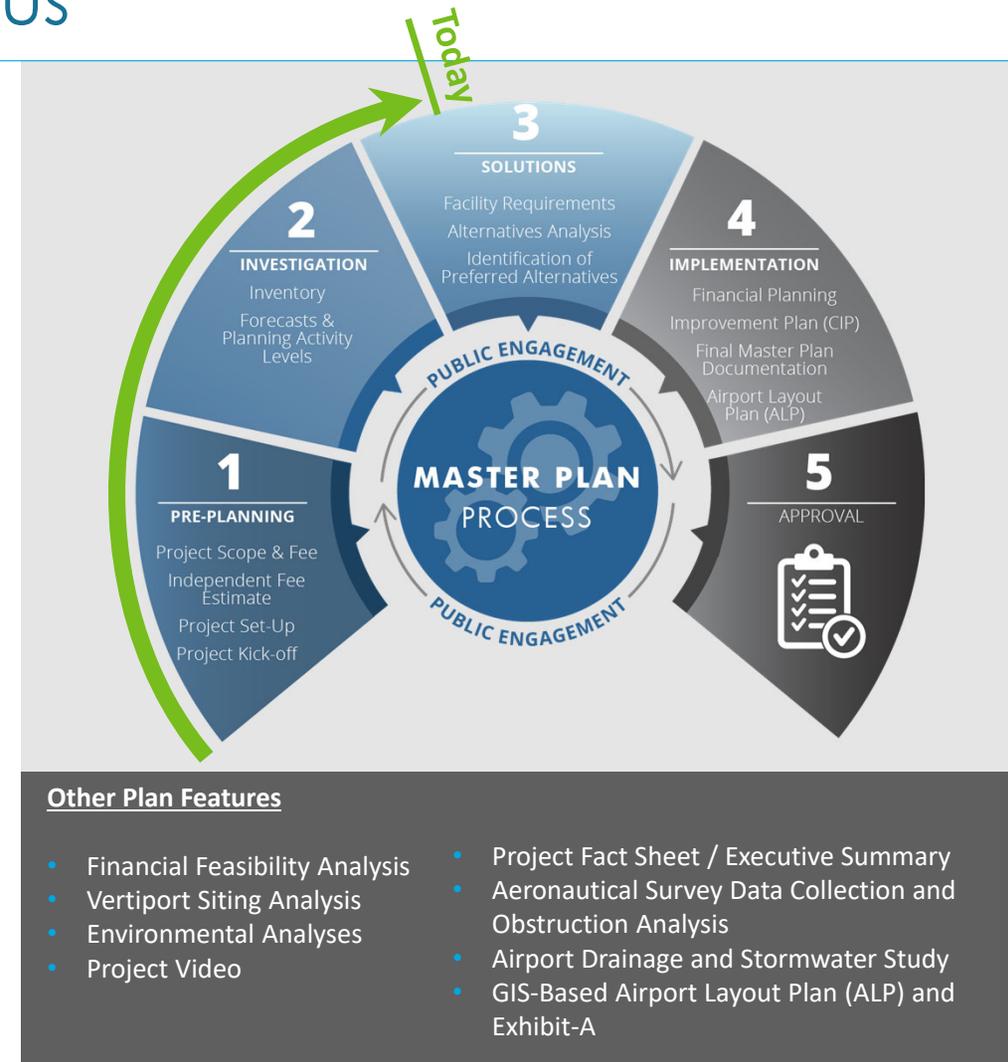
- 1. Foundation: *ADS Airport Strategic Plan (2013)***
 - Set the current Vision for Addison Airport
 - Implementation Policies, Strategies, and Tactics
 - Foundation for Subsequent Planning & Development
- 2. Implementation: *ADS Airport Master Plan (2014-2016)***
 - Established Action Plan – Ph 1
- 3. Implementation: *ADS Airport Master Plan (2025-2026)***
 - *Continuation of the ADS Vision*
 - Stakeholder and Community Input is Key
 - Balancing competing interests

2025 Airport Master Plan Status

- The Master Plan is a systematic approach to the Airport's overall maintenance, development, and operation over the next 20 years
- This planning effort is designed to identify and then plan for current and future airport activity in advance of the actual demand for new facilities
- An Airport Master Plan must:
 - Help ensure the safe and orderly development of ADS
 - Be reflective of community values and goals
 - Include a purposeful, inclusive, and educational process

Requirements:

- TxDOT funds but only approves the forecast and the Airport Layout Plan (ALP)
- All airport development must be consistent with the ALP
- TxDOT will conditionally endorse projects (following ALP and during annual CIP process) pending environmental approvals



Current Community Engagement Efforts

- **Live:** Project Website (<https://www.addisonairportmasterplan.com>; project information; form for general input/comment)
- **Live:** TxDOT/FAA collaboration
- **Live:** Project Surveys – live through Oct 31
 - Community Survey – nearly 400 Responses
 - User Survey – 76 Responses
- **Live:** Social Media Updates (Airport/Town Marketing Approved)
- **Live:** Project Meetings
 - Project Steering Committee (PSC) Meeting 4 – November 4, 2025, at 8:00 AM (in-person @ ADS)
 - City Council Briefing 2 – November 4, 2025, at 6:00 PM
- **Upcoming:** More Project Meetings (incl expanded number of PSC meetings)
- **Upcoming:** Airport Video & Project Video
- **Completed:** Airport Tours for PSC Members (Sponsored and hosted by ADS)
- **Completed:** Project Executive Committee (PEC) Meetings 1, 2, 3, and 4
- **Completed:** Project Steering Committee (PSC) Meetings 1, 2, and 3
- **Completed:** Community Meetings 1 and 2
- **Completed:** City Council Briefing 1

Community Survey Themes to Date (October 2025)

Overall: *ADS serves as a significant economic and community asset, with residents and users offering diverse perspectives on its current operations and future development.*

Common themes include the following:

- Economic Asset
- Education/Workforce
- Noise/Environmental
- Community Integration
- Growth/Expansion
- Safety/Security
- Corporate/Private Aviation
- Visitor/Economic Impact
- Future Vision

● Positive ● Neutral ● Negative

Community Survey Themes to Date

Economic Asset

The strongest theme across responses, confirming Addison Airport's role as a significant economic and community asset. *Stakeholders consistently link the airport to jobs, tax revenue, and business vitality.*

Strongest Stakeholder Association: Addison Airport as an economic engine and education/training hub.

Representative Quotes:

- *"Like how it is a great economic engine for the city. Better viewing area and a restaurant..."*
- *"I love the business development the airport provides... more community activities like a tour of the grounds."*
- *"There are definitely some noise issues during the business day but outside of core business hours noise is not an issue..."*
- *"The airport is an asset to the community; higher-quality businesses choose Addison because of it."*
- *"There was a period of negative impacts to the area, but overall, the airport benefits Addison's economy."*
- *"Some noise at odd hours like the middle of the night, but I also see the economic upside for Addison."*
- *"The airport helps attract companies and visitors who spend money in town."*

Community Survey Themes to Date

Education / Workforce

Many see the airport as a **platform for training, student opportunities, and workforce pipelines.**

Strongest Stakeholder Association: Addison Airport as an economic engine and education/training hub.

Representative Quotes:

- *“Love helping students succeed and would like to continue working in Addison for as long as I can.”*
- *“Public education through town events... noise control measures in anticipation of growth.”*
- *“I like to see the activity and training the airport offers. A great convenience for many.”*
- *“I grew up around airplanes and airshows and would like to see more programs for students.”*
- *“The only negative impact I have experienced is related to training hours, but I know it builds workforce skills.”*
- ***“Training activity shows young people career paths in aviation.”***
- *“This airport is well loved by flight training schools.”*



Community Survey Themes to Date

Noise / Environmental

Noise and air quality are relatively **fewer in raw count**, but **intensity is high**. This is the most negative theme by far, with residents voicing strong concerns about helicopters, small aircraft, pollution, and quality of life.

Representative Quotes:

- *“I am concerned about the air and noise pollution and very concerned about... how expansion would affect my quality of life.”*
- *“Noise control measures should be implemented in anticipation of continued growth.”*
- *“Helicopter and small private plane noise... noise pollution additives.”*
- *“Would love noise abatement takeoffs, with turn-outs at Spring Valley, to move noise away from neighborhoods on the east side of Addison.”*
- *“It is very noisy from the jet engines at times, like the wrong size aircraft is taking off.”*
- *“On occasion a very loud or large plane takes off, and it rattles Addison Circle Park.”*
- *“... Noise at night. I live about 1.5 blocks from the runway and would like stricter quiet hours.”*

Evolving the ADS Noise Program

BE A GOOD NEIGHBOR

ADDISON AIRPORT

Please try to avoid the noise-sensitive neighborhood between Belt Line and Spring Valley.

ADDISON AIRPORT

Home / Contact Us / Addison Airport Noise Concern

Addison Airport Noise Concern

Addison Airport is located in a highly populated urban area. Residents in the South Texas area will experience overflights and aircraft noise. The airspace over the NSA area is controlled by the Federal Aviation Administration, with DME, Low Pass, and IT general aviation airports.

Among these airports, there is an average of more than 6,100 flight operations per day. This is a very high amount of air traffic and if it must be coordinated and controlled in order to keep a moving safely and efficiently, it is expected to see aircraft near airport structures within the airspace. Low clouds may increase noise levels by reflecting noise to the ground. Flights may be directed to fly around severe weather, taking them outside of normal control and departure procedures. The FAA currently identifies a complex system that keeps out and plane flight patterns needed in order to keep the air traffic organized and moving safely. This is why the airport is unable to adjust flight paths.

FAA has an office dedicated to assisting the public with noise related issues.

NSA Noise Complaint Portal

For more information, click here: DME Area Airspace and AT Traffic Patterns

All aircraft departing ADS between 0500m and 0500pm daily are operating according to restrictions issued by the Addison ATIS. Control Tower: Overflight, turn 0500m to 0500m. The aircraft are in contact with ATIS (Addison ATIS). Generally, all departures will make a turn and fly to the east since they have established a positive climb and a safe altitude. Where those aircraft begin to turn will depend on a variety of factors, including the aircraft performance characteristics, but also pilot technique and how heavily loaded the aircraft are.

Safety of flight is the primary consideration in every case. Safety always takes precedence over noise abatement considerations.

Neither the town nor the airport has any jurisdiction or enforcement abilities when it comes to aircraft noise. The jurisdiction is federal (FAA) and stems from the "Commerce Clause" in the Constitution (Article I, Section 8, Clause 3) which gives Congress the power "to regulate commerce... among the several states". As traffic is under federal jurisdiction because it is intrastate trade with interstate commerce.

There are also two flight tracking websites:

- **Flight Aware:** <https://flightaware.com/live/airport/ADS>
- **ADS - B Exchange:** <https://ads.bexchange.com/>

Notice: notices for elevated noise within Addison's air space may be filed out below and a staff member will follow up.

Addison Airport Noise Concern Form

Name:

Street:

City:

Zip:

Email:

Phone:

Describe Noise Concern:

Describe Aircraft (propeller or jet plane, one or two engines, aircraft color, etc.):

Date:

Time:

AM or PM? AM PM

Would you like to be contacted for a follow-up? Yes No

Please complete the following:

I have a noise I have a complaint

BE A GOOD NEIGHBOR CAMPAIGN PROCEDURE

Request longer Upwind with ATC to the South (over Inwood Road) to avoid NSA

Challenging / Tight Left Turn North of Belt Line Road to Avoid NSA

Easier Left Turn to Avoid NSA

Stay north of LBJ to avoid Class Bravo Airspace

Noise Sensitive Area

ADDISON AIRPORT

User Survey Themes to Date (October 2025)

Overall: *ADS is generally viewed positively by its users, while areas of improvements are available.*

Common themes include the following:

- **Hangar and Ramp Space Shortages**
- **Infrastructure and Facility Needs** *(e.g., runway length, utilities, maintenance)*
- **Economic and Community Impact**
- **Congestion & Operational Delays**
- **Pricing and Service Concerns**
- **Customer Service & Airport Management**

● Positive ● Neutral ● Negative

User Survey Themes to Date

Hangar and Ramp Space Shortages

Hangar space is the most frequently cited issue. Respondents consistently mention hangar shortages, long waitlists, and lack of options for both small and large aircraft. This is a major source of frustration.

Representative Quotes:

- “You can't find a hanger at KADS and there's a huge waiting list.”
- “I can't find a hanger to rent so I have the plane moving from place to place.”
- “There is no hanger space, flight schools are out of control with their ‘park anywhere’ policy.”
- “Need to increase T & patio hangars quantity to eliminate wait-lists and to provide short term hangar use for when owners need an enclosure to do self-maintenance.”
- “I’ve long wanted to find a T-Hangar for the Grumman rather than the patio hangar.”
- “More General Aviation Patio or hangars would be useful and welcome.”
- “Shortage of small aircraft hangars. Surfaces around some of the t hangars needs repair.”

User Survey Themes to Date

Infrastructure and Facility Needs

Infrastructure concerns include runway length, taxiway congestion, pavement condition, electrical supply, and lack of amenities (restrooms, parking, wash areas). Some praise recent improvements, but most call for upgrades.

Representative Quotes:

- “The infrastructure at Addison is very poor. I am having significant trouble attracting people and customers when the airport infrastructure is so dilapidated.”
- “Addison needs to invest heavily in its airport. Ramps, taxiways, equipment need updating.”
- “Master plan for the airport needs help. Old run-down hangars used for NON aircraft purposes. Bad roads.”
- “500 feet of additional runway would be good.”
- “Need updating and more T hangars. Shortage of small aircraft hangars. Surfaces around some of the t hangars needs repair.”
- “A self-serve fuel area would be very helpful and would generate additional revenue for the airport.”

User Survey Themes to Date

Economic and Community Impact

Respondents highlight the airport's role in supporting local businesses, jobs, and economic growth. Many cite personal and professional benefits from proximity to ADS.

Representative Quotes:

- “Our customers chose to live or stay in the area because of the airport’s close proximity. Thus, creating jobs at our FBO for local residents.”
- “We contribute millions of dollars in revenue to Addison Airport businesses and follow-on revenue to the town in tax base and revenues to the town of Addison.”
- “Having multiple charter, maintenance and FBO facilities at ADS make Addison the hub of General Aviation in Dallas.”
- “I regularly spend money on aircraft related products at Addison based businesses. I also eat meals at Addison based restaurants.”
- “I employ almost 100 people at Addison airport who pay taxes, spend money in Addison.”
- “Addison Airport provides me employment. I support local businesses when I use them for food, supplies, fuel, and professional services.”
- “We are a major contributor to the local economy.”

Next Steps in the Master Plan

- PSC/PEC Finalize Alternatives
- Identify Options for Strategic Plan / Master Plan Alignment:
 - Per federal, state, and local priorities, it is incumbent upon ADS to explore “highest & best use”
 - Optimize Airport Financial Status to promote self-sufficiency, effectiveness, and value for Town
 - Protect revenue and enhance where appropriate
 - Minimize risk through core services and diversification
 - Optimize Airport to Enhance Quality of Life for Town
 - Economic Benefits for the Community
 - Quality of Life Benefits for the Community
- DRAFT Recommendations
- Anticipated Completion Date: November 2026



Questions?



WOOLPERT

2025 City Council Work Session Meeting

5. b.

Meeting Date: 11/04/2025

Department: City Manager

Key Focus Areas: Economic Development and Revitalization

AGENDA CAPTION:

Present and discuss a Tax Increment Financing (TIF) tool used to incentivize economic development within a Tax Increment Reinvestment Zone (TIRZ).

BACKGROUND:

The concept of establishing a Tax Increment Reinvestment Zone (TIRZ) was first recommended in the 2017 Inwood Corridor Enhancement Zone Study and reaffirmed in the 2019 Addison Circle Special Area Study as a tool to fund and incentivize redevelopment in key areas of Addison. At the July 23, 2024 Regular City Council Meeting, Council received a [Tax Increment Financing 101 presentation](#) during the Work Session and directed staff to evaluate the creation of a TIRZ to help fund public infrastructure improvements and economic development incentives associated with the transit-oriented development.

In this Work Session, staff will present analysis from the Preliminary Financing and Project Plan, share recommended boundaries for the proposed TIRZ, and seek Council direction to finalize the Preliminary Financing and Project Plan documents and move forward with the creation of the zone.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff seeks Council direction on whether to finalize the Preliminary Financing and Project Plan and associated analysis for the preferred zone and to move forward with preparation and adoption of the TIRZ Creation Ordinance.

Attachments

Presentation - TIRZ Discussion

Proposed Tax Increment Reinvestment Zone #1

November 4, 2025

Wayne Emerson, Director of Economic Development

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

- Background
- Tax Increment Reinvestment Zone 101
- Proposed Tax Increment Reinvestment Zone #1
- Next Steps
- Questions

- **2017 Inwood Corridor Enhancement Zone Study**

- Recommended establishing a TIRZ to support redevelopment and infrastructure reinvestment.

- **2019 Addison Circle Special Area Study**

- Reaffirmed the use of a TIRZ as a funding and incentive mechanism to spur redevelopment in Addison Circle and surrounding areas.

- **July 23, 2024 – Council TIF 101 Presentation**

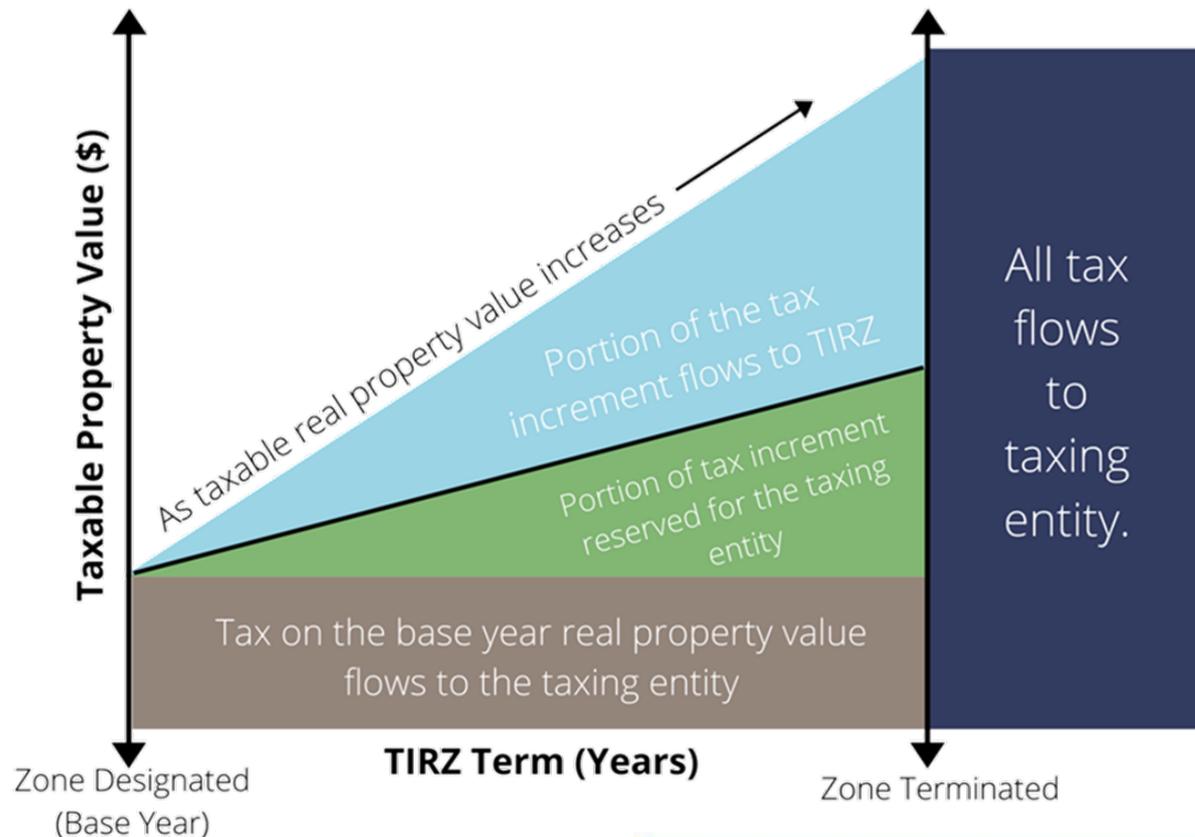
- Council received a briefing on Tax Increment Financing (TIF) tools.

- Directed staff to evaluate creation of a TIRZ to help fund incentives and public improvements for the Transit-Oriented Development.

Tax Increment Financing (TIF)

- **Not a *new* tax on development**

- Redirects a portion of tax generated from new development within TIRZ



Two ways to create new tax increment:

- New construction/investment; and/or
- Annual appreciation of real property (i.e. “organic growth”)

Frequently Asked Questions

Is TIRZ an additional tax burden? No, TIF does not impose a new tax. Instead, it uses improvements to spur development and raise property values within a zone. Then it funnels some of the tax collected on that increase in value into a fund that pays for the improvements.

Which taxing units can participate in TIRZ? Any taxing unit that collects ad valorem taxes from property in the TIRZ may participate in a TIF project, but only a city or county can initiate a TIF project and create a TIRZ. The governing body of the city or county that creates the TIRZ is responsible for the TIF project.

How many board members are required for a tax increment project? For a normal TIRZ, the board of directors must consist of at least five members and usually does not exceed 15.

Who appoints the board members? The city and the other participating taxing units appoint board members. **The City Council can serve as the board members.**

Frequently Asked Questions

How are the project costs paid? The board of directors makes all payments for project costs from the tax increment fund. Project costs can be paid over time as tax increments are collected, or the city can sell tax increment bonds to raise revenue immediately.

Can a city change the boundaries of a TIRZ? Yes, but only if the changed boundaries continue to meet the restrictions for the creation of TIRZ, and only with a public hearing and an ordinance describing the new boundaries.

Can a TIRZ be terminated? Yes. A city that created a TIRZ can terminate it by approving an ordinance that designates a termination date. Termination also occurs when all project costs, tax increment bonds and interest on those bonds, and other obligations have been paid in full.

What happens to money that remains in the fund after a TIRZ is terminated? After all project costs and other obligations have been paid, any money remaining in the fund is disbursed back to the participating taxing units in proportion to each jurisdiction's share of the total tax increments collected.

- Chapter 311 outlines the various procedures for creating and amending a TIRZ. Two main documents:
 - Creation ordinance; and
 - TIRZ Project and Financing Plan
- Creation ordinance establishes five key elements:
 - Boundary (does not have to be contiguous);
 - Term;
 - City Participation
 - TIRZ Board (can be City Council); and
 - Preliminary Project and Financing Plan
- Upon TIRZ creation the Final Project and Financing Plan is approved by the TIRZ Board and then the City Council by separate ordinance
- Identify potential projects suitable for a TIRZ

Example Communities

- Allen*
- Arlington
- Austin
- Carrollton*
- Dallas
- Denison
- El Paso
- Farmer's Branch*
- Fort Worth
- Frisco*
- Garland
- Grapevine*
- Grand Prairie
- Irving*
- Flower Mound*
- Lewisville*
- McKinney*
- Plano*
- Prosper
- Richardson*
- Rowlett
- Stephenville
- University Park*
- Waxahachie

*Comparison City

Why Create A Tirz?

- Private development activity is expected to occur within a designated area.
- Benefits an area at large, rather than being project specific.
- Provides a funding source without impacting the current amount of general fund revenues.
- Ability to leverage revenues from taxable property within the TIRZ to generate a larger increment.
- Attracts potential developers and investment into area that may not otherwise occur.
- Demonstrates a commitment to creating a sense of place and identity.

Addison Junction TOD

ADDISON



Zone Boundary Considerations

- **Increment-Producing Areas:** Include parcels with capacity for new development or redevelopment that will generate future tax increment.
- **Reinvestment Needs:** Target aging or underperforming areas where public investment can incentivize private investment.
- **Sales-Tax Generating Properties:** Incorporate commercial and retail sites that contribute sales tax revenue, supporting DART's participation.



On **June 9, 2025**, the DART Board of Directors approved a framework that allows the agency to contribute a portion of its sales tax revenue to Tax Increment Reinvestment Zones (TIRZs) created by its member cities. The framework establishes consistent terms for participation and is intended to support redevelopment and transit-oriented development near DART facilities.

- **Transit Anchor:** Must include a DART station or related facility within 5 years;
- **Eligible Uses (Ch. 452):** Streets, sidewalks, signals, bike infrastructure, parking garages, TOD costs (acquisition, construction, DART ground leases);
- **DART Contribution:** Up to 55–60% for Joint Development with FTA;
- **City Match:** Equal match due at Year 5 and Year 10 audits;
- **Term:** 10 years

Proposed TIRZ Boundaries



- **Red Zone:**
 - 2025 AV Base Year Value = \$1,294,322,120
 - Sales Tax Q4 24 - Q3 25 = \$1,011,749
- **Orange Zone:**
 - 2025 AV Base Year Value = \$213,942,130
 - Sales Tax Q4 24 - Q3 25 = \$273,097
- **Yellow Zone:**
 - 2025 Base Year Value = \$56,474,40
 - Sales Tax Q4 24 - Q3 25 = \$379,214

Proposed Red Zone

- 30 Year Term, terminating in 2055.
- Total Taxes Generated includes Real Property Tax and Sales Tax.

Taxing Jurisdictions	Total Taxes Generated
Town of Addison	\$294,104,957
Dallas County	\$102,122,118
Dallas ISD	\$473,930,163
Dallas College	\$50,183,413
Dallas Area Rapid Transit	\$4,290,580
Total	\$924,631,231

Taxing Jurisdictions	Total Taxes Generated
Town of Addison	\$294,104,957
<i>Town of Addison - Real Property</i>	<i>\$289,814,377</i>
<i>Town of Addison - Sales</i>	<i>\$4,290,580</i>

Town of Addison	Total Taxes Generated
Growth of the Base	\$149,989,299
New Development	\$144,115,658
Total	\$294,104,957

Projected Participation

Proposed Red Zone

Taxing Jurisdictions	Total Taxes Generated	50% TIRZ Participation	Net Benefit
Town of Addison	\$294,104,957	\$144,907,188	\$149,197,768
Dallas County	\$102,122,118	\$0	\$102,122,118
Dallas ISD	\$473,930,163	\$0	\$473,930,163
Dallas College	\$50,183,413	\$0	\$50,183,413
Dallas Area Rapid Transit	\$4,290,580	\$0	\$4,290,580
Total	\$924,631,231	\$144,907,188	\$779,724,043

Taxing Jurisdictions	Total Taxes Generated	65% TIRZ Participation	Net Benefit
Town of Addison	\$294,104,957	\$188,379,345	\$105,725,612
Dallas County	\$102,122,118	\$0	\$102,122,118
Dallas ISD	\$473,930,163	\$0	\$473,930,163
Dallas College	\$50,183,413	\$0	\$50,183,413
Dallas Area Rapid Transit	\$4,290,580	\$0	\$4,290,580
Total	\$924,631,231	\$188,379,345	\$736,251,886

Taxing Jurisdictions	Total Taxes Generated	80% TIRZ Participation	Net Benefit
Town of Addison	\$294,104,957	\$231,851,501	\$62,253,455
Dallas County	\$102,122,118	\$0	\$102,122,118
Dallas ISD	\$473,930,163	\$0	\$473,930,163
Dallas College	\$50,183,413	\$0	\$50,183,413
Dallas Area Rapid Transit	\$4,290,580	\$0	\$4,290,580
Total	\$924,631,231	\$231,851,501	\$692,779,729

- Proposing that the Town of Addison would contribute **50%-85%** of the real property increment within the Zone, above a 2025 base.
- Proposed stair-step approach: Town participation at **80% (Years 1–10), 65% (Years 11–20), and 50% (Years 21–30)**.

Proposed Funding Structure:

- Economic Development Grants will be financed with available cash reserves from the General Fund, Infrastructure Investment Fund, Self-Funded Projects Fund, and Streets Self-Funded Projects Fund and **repaid by the TIRZ** as increment revenue is generated.
- Street and Infrastructure Improvements will be financed with CO's and will be **repaid by the TIRZ** as increment revenue is generated.
- Parking and Transit Improvements will be financed with General Obligation Bonds from the 2012 Bond Election and CO's and will be **repaid by the TIRZ** as increment revenue is generated to include DART's participation.

Proposed Funding Structure Continued:

- Pedestrian Enhancements will be financed with available cash reserves or CO's **and repaid by the TIRZ** as increment revenue is generated
- Open Space, Park and Recreation Facilities and Improvements, Public Facilities and Improvements will be financed with available cash reserves and **repaid by the TIRZ** as increment revenue is generated.
- Public Utilities will be financed by Utility and Stormwater Fund CO's or cash reserves from those funds.

Proposed Project Costs – Assuming 65% Participation



Proposed Project Costs - TIRZ #1		
Public Utilities	\$ 9,418,967	5%
<i>Water Facilities and Improvements, Sanitary Sewer Facilities and Improvements, Storm Water Facilities and Improvements</i>		
Parking and Transit Improvements	\$ 28,256,902	15%
Street and Intersection Improvements	\$ 28,256,902	15%
Pedestrian Enhancements	\$ 33,908,282	18%
<i>Streetscape, lighting, public art, and other amenities that enhance the pedestrian experience</i>		
Open Space, Park and Recreation Facilities and Improvements, Public Facilities and Improvements	\$ 28,256,902	15%
Economic Development Grants	\$ 56,513,803	30%
Administrative Costs	\$ 3,767,587	2.0%
Total	\$ 188,379,345	100%

- The categories listed in the table above are meant to include all projects eligible under Chapter 311, Section 311.002 of the Texas Tax Code.
- The costs illustrated are estimates and may be revised. Savings from one line item may be applied to a cost increase in another line item
- It is anticipated that the individual TIRZ project cost allocations will be evaluated on a case by case basis, consistent with the categories listed above, and brought forward to the TIRZ board and City Council for consideration

- **Step 1:** Public Hearing and the Creation Ordinance
 - Creation Ordinance establishes five key elements:
 - Boundary;
 - Term;
 - TIRZ Board;
 - City Participation; and
 - Preliminary Project and Financing Plan
- **Step 2:** Upon TIRZ creation the Final Project and Financing Plan is approved by the TIRZ Board and then the City Council by separate ordinance.
- **Consideration:** Base Values are set on January 1 of the new calendar year.

Provide direction whether to finalize the Preliminary Financing and Project Plan and associated analysis for the preferred zone and to move forward with preparation and adoption of the TIRZ creation ordinance.

Questions?

2025 City Council Work Session Meeting

5. c.

Meeting Date: 11/04/2025

Department: Parks & Recreation

Key Focus Areas: Infrastructure Development and Maintenance
Vibrant and Active Community

AGENDA CAPTION:

Present and discuss naming of park projects along Beltway Drive, adjacent to AMLI Treehouse, and Les Lacs Linear Park and Les Lacs Pond.

BACKGROUND:

A new park facility will soon come online through land dedications from Cobalt Homes and AMLI Development. In light of this new acquisition, staff is facilitating a discussion regarding the naming of the park and its classification within the Park, Recreation and Open Space (PROS) Plan.

Additionally, there has been discussion about reclassifying Beltway Greenspace as a park and updating the terminology used for Les Lacs Linear Park and Les Lacs Pond to ensure greater accuracy and consistency.

Staff is seeking Council direction on these items and will provide a presentation outlining the proposed classifications and naming considerations.

The Town's Naming and Recommendation Policy, last updated on July 14, 2020, provides guidance for this process, and a copy has been provided for reference.

FISCAL IMPACT

Minimal cost anticipated to update signage.

RECOMMENDATION

Staff seeks Council direction.

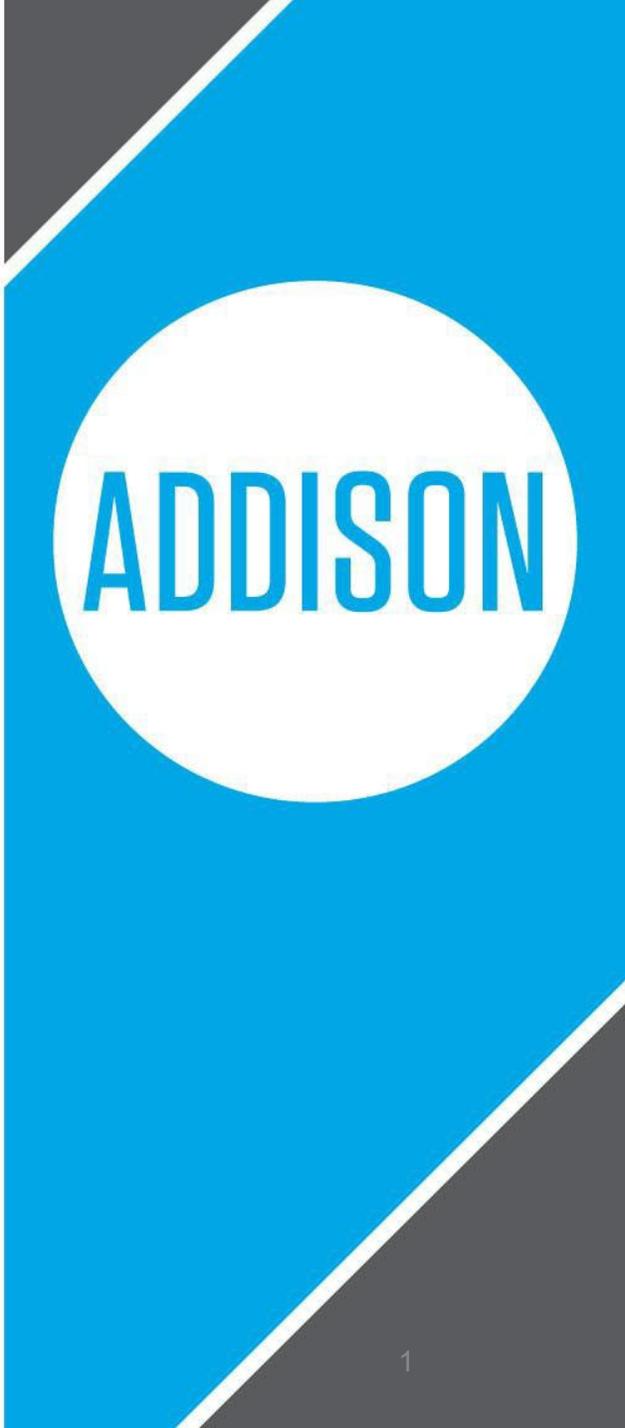
Attachments

Presentation - Parks Naming
Naming Policy

Parks Naming Discussion

November 4, 2025

Janna Tidwell, PLA
Director of Parks and Recreation



ADDISON

To discuss naming and classification of the following park spaces:

- **Beltway Greenspace –**
 - Redeveloped greenspaces featuring walking paths, seating, public art, landscaping and a shared-use path.
 - Classified in the Parks, Recreation and Open Space master plan (PROS Plan) as a Greenbelt.
- **Greenspace Development Adjacent to AMLI & Colbalt Homes development –**
 - New open space dedicated to Addison with the AMLI Treehouse and Cobalt Homes Developments; includes a shared-use path, seating, public art, and landscaping.
 - Not identified in the PROS Plan.
- **Les Lacs Pond and Les Lacs Linear Park –**
 - Existing park facilities. The pond has recently been refurbished and includes walking paths, seating, landscaping, and public art. Les Lacs Park features a shared-use path, playground, game courts, landscaping, and public art.
 - Les Lacs Pond is identified in the PROS Plan as a Greenbelt and Les Lacs Park is identified in the PROS Plan as a Neighborhood Park.

On August 25, 2020 through Resolution 20-057, Council repealed Resolution 17-103 and approved **Naming and Recognition Policy for Structures, City-Owned Facilities, Trails and Parks.**

The policy established uniform guidelines and procedures for naming facilities in Addison.

Naming Guidelines: Should utilize predominant characteristics related to the Town's natural environment, physical features or history as listed below.

- **Hydrological Features** – streams, rivers, lakes, creeks or ponds.
- **Natural Features** – trees, vegetation, wildlife etc.
- **Man-Made Features** – landmarks, street names, subdivision names, architectural features.
- Significant historical events.
- **Community Sponsored Name** – name after an individual, group or community organization to honor and recognize significant service.
- **Name of Individual** - that has made a significant contribution to the Town.
- **New Roads** may be named by the developer.

The policy established uniform guidelines and procedures for naming facilities in Addison.

Naming Process:

- The Department Director over the facility proposes the name to Council and identifies how the name complies with the policy.
- The naming or renaming of a facility is at the sole discretion of the City Council and must comply with the naming guidelines. A $\frac{3}{4}$ vote of the entire City Council is required.

The PROS Plan establishes classification for Park facilities in Addison. This classification is used in determining if a group gathering is allowed and if a permit is required.

Park Classification

- **Destination Park** – Large parks that support large group gatherings and events, protect open space and include specialized facilities.
- **Neighborhood Parks** – Smaller parks intended to meet the needs of the nearby neighbors with a range of amenities.
- **Urban Parks** – Special use sites that provide gathering space and greenspace for residents, employees and visitors.
- **Greenbelts** – Facilitate pedestrian and bicycle movement via trails in an attractive open space corridor.

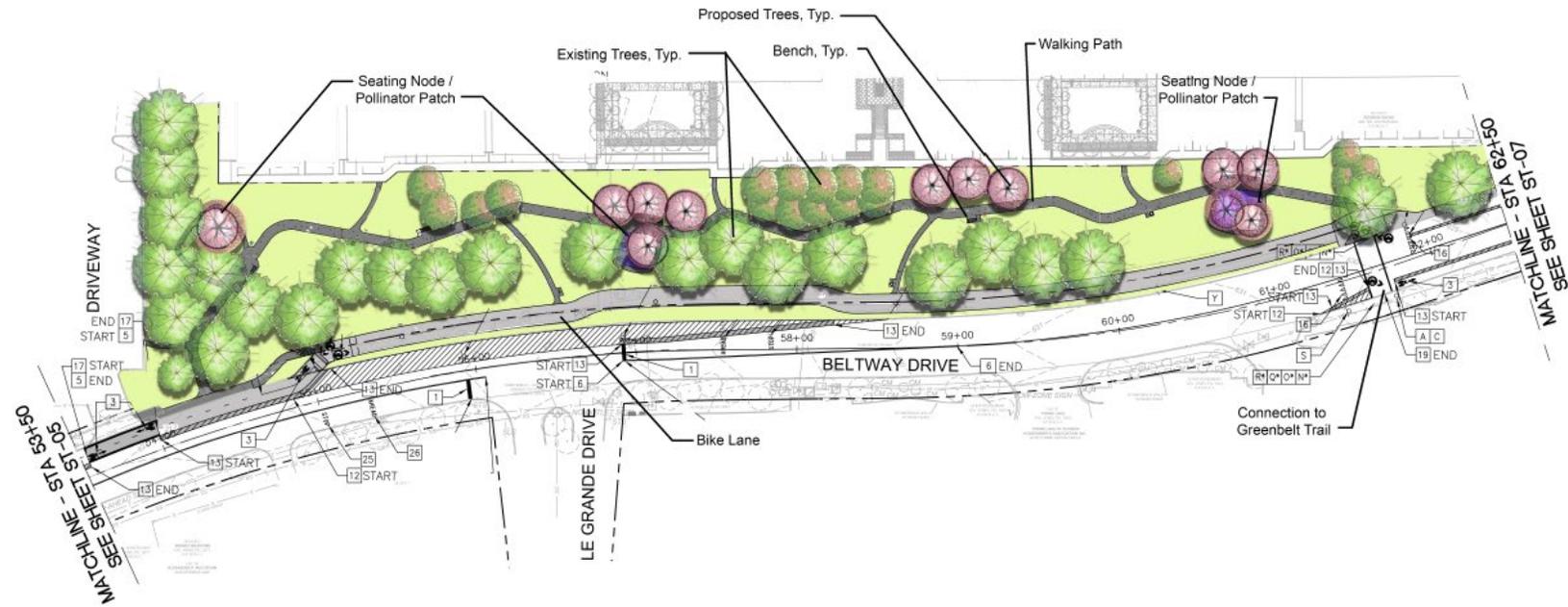
Discussion – Beltway Greenspace

Current Name: Beltway Greenspace

Current Park Classification:

Greenspace

Facility has been enhanced to add walking paths, public art, enhanced landscaping, and a shared-use path.



Staff Recommendation:

Park Name Update: Beltway Park
which complies with naming policy.

Park Classification Update:
Neighborhood Park

Discussion – AMLI Cobalt Dedication

This is new land being dedicated to the Town to facilitate preservation of open space and facilitate pedestrian and bicycle movement through a corridor.

Staff Recommendation:

Park Facility Name: Treehouse Trail

Park Classification: Greenbelt



Discussion – AMLI Cobalt Dedication

Current Name: Les Lacs Park and Les Lacs Pond

A suggestion has been made to rename Les Lacs to Les Lac for accuracy. Originally the development proposed two ponds which was reflected in the naming of Les Lacs. However, only, one pond was constructed.

Staff Seeks Council Direction



Next Steps

Staff to bring forward a resolution reflecting direction of Council.

Questions

The logo for Addison, featuring the word "ADDISON" in a bold, blue, sans-serif font. The text is centered within a white circle, which is set against a blue background. The blue background is part of a larger graphic element on the right side of the slide, consisting of a blue triangle pointing downwards, with a white circle inside it. The top and bottom corners of the blue triangle are cut off by a diagonal line, revealing a dark grey background.

RESOLUTION NO. R20-057

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS REPEALING RESOLUTION NO. R17-103 AND APPROVING A NAMING AND RECOGNITION POLICY FOR STRUCTURES, CITY OWNED FACILITIES, TRAILS AND PARKS, AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. Resolution No. R17-103 is hereby repealed.

SECTION 2. The Naming and Recognition Policy for structures, city owned facilities, trails and parks, a copy of which is attached to this Resolution as **Exhibit A**, is hereby approved.

SECTION 3. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the 25th day of AUGUST 2020.



ATTEST

TOWN OF ADDISON, TEXAS



Joe Chow, Mayor

Reviewed/Prepared/Approved by law offices of Messer, Fort & McDonald



Irma G. Parker, City Secretary

EXHIBIT A



NAMING & RECOGNITION POLICY

Adopted: Resolution No. R20-057 - August 25, 2020

Article I. PURPOSE

To establish uniform guidelines and procedures for the naming or renaming of Structures, Parks, Trails and other Town-Owned Facilities. The policy will also set guidelines for the acceptance of and recognition of contributions, including those not associated with naming. This policy excludes the naming of public art from the naming criteria section but allows for the recognition of donations for artworks. This policy does not replace the Theatre Centre Naming Policy and Spruill Dog Park Naming Policy.

Article II. NAMING CRITERIA

A. **Naming Guidelines** - Structures, Parks, Trails and other Town-Owned Facilities (also referred to herein as a "facility"), for naming objects, should utilize predominant characteristics related to the Town's natural environment, physical features or history listed below.

1. Hydrological features - streams, rivers, lakes, creeks or ponds.
2. Natural features - trees, vegetation, wildlife etc.
3. Man-Made features - landmarks, street names, subdivision names, architectural features etc.
4. Significant historical events
5. Community Sponsored Name – Any citizen, group of citizens, entity or organization may submit a proposal to name a park, trail or facility after and individual, group or community organization to honor and recognize significant contributions to the Town through public service, volunteering or outstanding achievement (based on the process set forth in Section B. Naming Process, below).
6. Name of an individual that has made a significant contribution to the Town by meeting one of the following criteria:
 - a. The person has or will make a minimum financial contribution of \$1,000,000. This contribution may include:
 - i. The donation of land, significant financial contributions to acquire land, or land sold to the Town at a price significantly below market value that meets or exceeds the minimum financial contribution.
 - ii. The construction of the park, trail or facility, or construction services at a price significantly below market value that meets or exceed the minimum financial contribution.
 - b. The person has made significant and consistent long-term contributions to the Town through service.
 - c. The person was an employee of the Town and served for at least 20 years but has not been employed by the Town within the past 5 years.

- d. The person has served as Mayor or City Council but shall not have been a City Council Member/Mayor of the Town of Addison within the last five years.
7. Public art is excluded from the naming guidelines.
8. If a new road is built, the Town may request naming rights from the developer.

Different sections of parks and facilities may carry names that differ from that of the overall park, trail or town-owned structure. This may include the naming of individual items in a park or facility (such as a pavilion, plaza, meeting room, etc.). The above guidelines shall still apply in choosing a name at the discretion of City Council a lower monetary contribution may be accepted for the naming of individual items within a facility.

B. Naming Process

1. Consideration of a Proposed Name – The proposed facility name may be presented to Council for consideration by the Department Director responsible for oversight of the facility to be named. The Director will be responsible for presenting the proposal to Council and showing how the proposed facility name complies with the Naming Guidelines.
2. Approval of a Proposed Name - The naming or renaming of a Facility is at the sole discretion of the City Council and must comply with the naming guidelines. Approval of the proposed name must be approved by a 3/4 vote of the entire City Council (i.e., if all members of the City Council are eligible to vote, approval would require 6 out of 7 votes).

C. Naming Recognition

1. Named Structures, Parks, Trails or Town-Owned Facility - In addition to standard facility signage recognition of naming after, or dedicated for an individual will include one of the following designations:
 - a. Named or Dedicated Facility – May be recognized with a plaque, not to exceed 24" x 36" Plaque may include individual's name, graphic of the individual and a description of their contribution to the town. The plaque may be mounted to a free-standing support or an architectural feature.
 - b. Named or Dedicated Area or Item within a Facility - May be recognized with one of or a combination of the following elements:
 - i. Plaque, not to exceed 24" x 36"
 - ii. Paving Medallion, not to exceed 24" x 36"

- iii. Inscription on an existing feature within a facility.
2. Recognition shall include the person's name, years of service and a small inscription describing the person's service to the town.

Article III. RECOGNITION OF DONATIONS NOT ASSOCIATED WITH NAMING

1. Recognition of donations may be acknowledged in one of the following manners:
 - a. Single Mounted Plaque no larger than 10" x 12" (not including plaque base) - To be displayed in the facility receiving the donation or an area adjacent to the donated item.
 - b. Engraved Paver or Stone – To be grouped near the entrance or in a prominent location near the facility receiving the donation or an area adjacent to the donated item.
 - c. Inscription on a donated item, including engravings on metal.
2. Approved Wording – Wording to recognize donations must be limited to the following nomenclature:
 - a. Individual Name (May include a nickname)
 - b. Business Name
 - c. Pet Name (Where appropriate)
 - d. Organization or Group Name
 - e. May include a simple acknowledgement such as "Donated by" or "Support provided by"
 - f. May include a group descriptor such as "By the Friends and Family of"
3. Anonymous donations do not require recognition.

Article IV. REMOVAL OF A NAME

In the event the name of a structure, trail, park or Town-owned facility has previously been granted and the name later casts a negative image on Addison, the name may be removed at the determination and discretion of the City Council and approved by a 3/4 vote of the entire City Council.

Article V. EXCEPTIONS

City Council may make exceptions to this policy when it deems appropriate and approved by a 3/4 vote of the entire City Council.

2025 City Council Work Session Meeting

5. d.

Meeting Date: 11/04/2025

Department: City Secretary

Key Focus Areas: Financial Health and Organizational Excellence

AGENDA CAPTION:

Present and discuss the City Council Rules and Procedures.

BACKGROUND:

At a previous City Council Work Session, the City Council requested that staff bring forward a Work Session to discuss the City Council Rules and Procedures. This document standardizes procedures and processes regarding the following:

- City Council Meeting Types
- City Council Meeting Agendas
- City Council Meeting Procedures
- Citizen Participation at Meetings
- City Council Code of Conduct
- Council and Staff Relations
- Council and Media Relations

This document is reviewed on a regular basis and at the request of the City Council. The most recent updates occurred in 2017 and 2024.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff requests City Council direction on the City Council Rules and Procedures:

1. Keep the City Council Rules and Procedures as is with no updates.
2. Make updates to the City Council Rules and Procedures to be adopted via Resolution at a future City Council Meeting.

Attachments

Presentation - City Council Rules & Procedures

City Council Rules & Procedures

City Council Rules and Procedures

November 4, 2025

Valencia Garcia, City Secretary

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

- The City Council Rules and Procedures standardizes procedures and processes regarding the following:
 - City Council Meeting Types
 - City Council Meeting Agendas
 - City Council Meeting Procedures
 - Citizen Participation at Meetings
 - City Council Code of Conduct
 - Council and Staff Relations
 - Council and Media Relations
- The most recent updates occurred in 2017 and 2024.
- At a previous Council Work Session, City Council requested that staff bring forward a Work Session to discuss the Council Rules and Procedures.

Section 1 – Meetings

Outlines the different types of City Council Meetings, when they occur and how they are called.

- Regular Meetings
- Special Meetings
- Work Session Meetings

Section 2 – Agendas

Sets procedures for City Council Meeting Agendas including:

- Agenda item requests and meeting agenda development
- Posted agenda packet distribution to Council
- Compliance with Open Meetings Act

Section 3 – Council Meeting Procedures:

Serves as a general guide for meetings utilizing parliamentary procedure.

- Mayor’s responsibilities as the presiding officer
- Agenda item presentations
 - Council questions and discussion
 - Motion and voting procedure
- Closed Session procedures
- Remote attendance guidelines for City Council meetings

Section 4 – Citizen Participation at Meetings:

Sets guidelines for citizens choosing to participate in City Council Meetings.

- Opportunities for public comment
 - In-person verbal comments
 - Written public comments

Section 5 – Code of Conduct for Mayor and Council Members:

Establishes a code of conduct based on the Town's Code of Ethics.

- States that the Mayor and Council should abide by the [Town's Code of Ethics](#) as noted in the Town's Code of Ordinances and all applicable laws.
- Conflict of Interest Affidavits and procedures for votes presenting conflicts of interest

Staff is seeking Council direction to:

1. Confirm the Council Rules & Procedures as is with no updates; or
2. Request updates to be made to the Council Rules & Procedures
 - To be drafted and adopted via Resolution at a future Council meeting

Questions?

CITY COUNCIL RULES & PROCEDURES

CITY COUNCIL MEETING PROCEDURES

SECTION 1. MEETINGS

- A. Regular Meetings will generally be held on the second and fourth Tuesday of each month. Meetings will be held at a posted location commencing at 7:00 p.m., unless otherwise posted.
- B. Special Meetings are subject to call by the Mayor, City Manager, or three members of the City Council with written notice to the City Secretary. These meetings will be held at a posted location at a stated time.
- C. Work Session Meetings are subject to call by the Mayor, City Manager, or three members of the City Council with written notice to the City Secretary. The time, place, and purpose will be stated in each instance. Ordinarily, no official Council action will be taken at a work session meeting.

SECTIONS 2. AGENDAS

The following procedures relate to the agenda for meetings of the Council.

- A. The City Manager, working with the Mayor, will determine what items of business should come before the Council. If, at a meeting of the Council, a member of the Council (i.e., the Mayor and each Council member) or the public inquiries about a subject for which notice has not been given as required by law, only the following may be provided unless otherwise allowed by law: (1) a statement of specific factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Unless otherwise allowed by law, any deliberation of or decision about the subject of such inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.
- B. An item will be placed on the agenda at the request of two or more Council members. The City Manager will place the item on the agenda as soon as applicable. The Council members requesting the agenda item may present or participate in the presentation of the item at the meeting. Any Town staff assistance should be requested through the City Manager's Office. Such agenda items must reach the City Manager's office at Town Hall by 1:00 p.m., Tuesday, of the week preceding the meeting for which the request is made.
- C. The agenda packets for all Regular Meetings will be delivered electronically by Town staff to members of the Council no later than the Thursday preceding the meetings.
- D. The City Secretary's office is responsible for seeing that notices for all meetings of the Council comply with the Open Meetings Law.

SECTION 3. COUNCIL MEETING PROCEDURES

The Council will use the following procedures as a general guide for parliamentary procedure and may consult Robert's Rules of Order as a guide in instances not addressed by these procedures.

A. The Mayor shall be the presiding officer at all meetings. The Mayor Pro-Tempore shall preside at meetings in the absence of the Mayor, and the Deputy Mayor Pro-Tempore shall preside at meetings in the absence of the Mayor and Mayor Pro-Tempore. The term Mayor shall be interpreted to mean the presiding officer when applicable throughout these City Council Procedures.

B. The Mayor shall have a voice in all matters before the Council and may vote on all matters.

C. When an item is presented to the Council, the Mayor shall recognize the presenter(s) and the order of presentation. During City Council discussion of an item, the Mayor shall recognize members of the Council who desire to ask questions or speak on an item. When two or more members desire to speak on an item, the Mayor shall choose which member is to speak first.

D. Each member of the Council, including the Mayor, will be given an opportunity to ask questions following presentation of an agenda item. Then, members shall be given the opportunity to ask additional questions in the same manner until no member has additional questions.

E. During the Council's discussion of an item, each member will be given a reasonable amount of time to speak until all members have had an opportunity to ask questions. Following the initial round of discussion, the Mayor shall recognize a member desiring to make a motion. If a motion is made and seconded, the discussion of the motion, if any, shall follow the procedure outlined above. If no motion is made, the discussion will continue in the same manner outlined above until discussion on the item has concluded. The procedure described herein is intended to give each member a timely opportunity to speak and to avoid one member monopolizing the floor for an extended period of time before others have an opportunity to speak.

F. The Mayor shall preserve order and shall require Council members engaged in debate to limit discussion to the question under consideration. Members of the Council shall not interrupt or delay proceedings and shall not refuse to obey the orders of the Mayor or the rules of the Council. Members of the Council shall demonstrate respect and courtesy to each other, Town staff members, and citizens appearing before the Council.

G. The Mayor will give all members of the Council a full opportunity to speak on an item; provided, the Mayor may reasonably limit the time for discussion on any item as the Mayor deems appropriate based upon the circumstances.

H. Every member of the Council shall vote on all matters before the Council whereupon the Mayor has called for a final vote unless a member abstains from the vote due to a conflict of interest or other legal basis for abstention following the procedures for abstention set forth in Section 5.

I. Should a conflict arise between Council members during a meeting, the Mayor shall serve as the mediator. If the Mayor is a part of the conflict, the Council shall determine the procedure to conclude the matter.

J. The Council may convene into closed (executive) session in connection with any Regular, Special or Work Session meeting in conformance with the rules governing closed meetings set forth in Chapter 551 of the Texas Government Code. Prior to convening into closed session the Mayor shall (i) announce the applicable statutory exception(s) authorizing the closed session, (ii) identify the general purpose or subject matter to be discussed during the closed session to the extent permitted by law, and (iii) state the time in which the Council is convening into closed session.

K. Members of the Council may attend a meeting remotely when a member is unable to attend the meeting in-person, provided, the member's remote attendance is able to be administered in full conformance with Section 551.127 of the Texas Government Code and all applicable IT policies adopted by the Town. Each remote location from which a member participates, must have an internet connection that is of sufficient quality to ensure a continuous, live two-way audio and video communication with all other members of the Council during the entire meeting. While speaking, a member attending remotely must be clearly visible and audible to all other members of the Council and the public (except during a closed session). If a member intends on attending a closed session remotely, the member shall coordinate with the City Manager's office in advance to ensure that the remote location and connection are able to comply with all applicable security requirements.

L. Any Council member may ask the Mayor to enforce the procedures established by the Council. Should the Mayor fail to do so, a majority of the Council may direct the Mayor to enforce the procedures.

M. All personal communication devices should be placed in a silent mode during any City Council meetings. Personal communication devices shall not be used for communicating with other Council Members during any City Council meetings as that is a violation of the Texas Open Meetings Act.

SECTION 4. CITIZEN PARTICIPATION AT MEETINGS

A. As a general rule, persons attending a meeting of the Council may not participate in the discussions of the Council.

B. If an item is identified on the agenda of a Council meeting as a public hearing, persons attending the Council meeting will be given the opportunity to speak regarding the

item after being recognized by the Mayor. The person(s) representing the applicant for an item presented during a public hearing will generally be allowed ten (10) minutes to present the item (exclusive of the time allowed for questions from the Council). Members of the public desiring to speak on an item during the public hearing will generally be allowed three (3) minutes to speak on the item.

C. Email or written comments that have not been requested to be part of the record will be acknowledged during the meeting but not read into the record. Email or written comments that have been requested to be part of the record will be attached to the minutes of the respective meeting.

CITY COUNCIL GENERAL PROCEDURES

SECTION 5. CODE OF CONDUCT FOR MAYOR AND COUNCIL MEMBERS

A. The Mayor and Council members should comply with the Town's Code of Ethics (included in Chapter 2, Article III, Division 2 of the Town's Code of Ordinances and attached hereto as Appendix A) and with all conflict of interest laws.

B. In accordance with the Town's Code of Ethics and with applicable law, the Mayor and Council members shall abstain from participating in or voting on items in which they have a conflict of interest as set forth in the Code of Ethics or applicable law. If the Mayor or a Council member has such a conflict of interest, they shall file a "Conflict of Interest Affidavit" with the City Secretary's office. Upon introduction of the agenda item in which the Mayor or Council member has a conflict of interest, the Mayor or Council member should announce that they have a conflict of interest and must refrain from participation in or voting on the agenda item, and shall be required to leave the meeting room.

C. The Mayor and Council members are encouraged to conduct themselves above reproach. In the event that the Mayor or a Council member determines that it is necessary to abstain from participating in a matter to avoid a perceived conflict of interest or to avoid the appearance of impropriety, as soon as the individual member makes such a determination, the member shall declare the nature of the matter causing the abstention, abstain from participation in the matter and leave the meeting room.

SECTION 6. COUNCIL AND STAFF RELATIONS

A. Members of the Council should attempt to ask questions to the City Manager about the Council agenda packet issued for a Council meeting prior to the meeting. This will allow the Town staff time to respond to the Council member's questions and, if necessary, to provide additional information to all members of the Council.

B. The City Manager shall designate the appropriate Town staff member to address each agenda item and shall see that each presentation informs the Council on the issues which require Council action. The presentations should be professional and timely, and should list options available for resolving any issue.

C. The City Manager is directly responsible for providing information to all members of the Council concerning any inquiries by a specific member of the Council. Should the City Manager find that staff's time is being dominated by a single member, the City Manager should inform the Mayor of the concern.

D. If the Mayor or a Council member seeks a written legal opinion from the City Attorney in connection with an item on a meeting agenda, the City Attorney's legal opinion shall be provided to all members of the Council.

E. In the event of a conflict between the staff and the Council, the Mayor will speak with the City Manager regarding the conflict but will not address the conflict directly with any staff member. The City Manager will then address the matter with the appropriate staff member(s) and update the Mayor and Council as appropriate. If the conflict is between a staff member and the Mayor, the Mayor Pro Tempore will speak with the City Manager.

F. The City Manager is responsible for the professional and ethical behavior of themselves and their staff. The City Manager is also responsible for seeing that staff remains educated and informed on the issues facing municipal government.

G. All members of the Council and Town staff members shall show respect and courtesy to each other and citizens at all times.

H. The City Manager is responsible for seeing that all newly (first time) elected members of the Council are provided with a thorough orientation on Town staff procedures, municipal facilities, and other information of interest to municipal officials.

SECTION 7. COUNCIL AND MEDIA RELATIONS

A. A link to published agendas will be provided upon request to all interested news media in advance of the Council meetings.

B. Official responses to media inquiries concerning Town matters will be made as determined by the Mayor and the City Manager.