

# City of Carrollton

1945 E. Jackson Road  
Carrollton, TX 75006



## REGULAR WORKSESSION & MEETING

Tuesday, July 22, 2025

6:00 PM

CITY HALL, 2nd Floor

### City Council

*Mayor Steve Babick*  
*Mayor Pro Tem Christopher Axberg*  
*Deputy Mayor Pro Tem Daisy Palomo*  
*Councilmember Jason Carpenter*  
*Councilmember Richard Fleming*  
*Councilmember Andrew Palacios*  
*Councilmember Nancy Cline*  
*Councilmember Rowena Watters*

**\*\*\*PRE-MEETING / EXECUTIVE SESSION\*\*\*****6:00 P.M. – COUNCIL BRIEFING ROOM**

1. Receive **information and discuss Agenda.**
2. Council will convene in Executive Session pursuant to Texas Government Code:
  - **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
3. Council will reconvene in open session to consider action, if any, on matters discussed in the Executive Session.

**\*\*\*WORKSESSION\*\*\***

4. Receive **Update On DART Silver Line.**
5. Discuss **Policy Considerations To Regulate Short Term Rentals.**
6. Discuss **Scholarship For The Leadership Metrocrest Program.**
7. **Mayor And Council Reports And Information Sharing.**

**\*\*\*REGULAR MEETING 7:00 PM\*\*\***

**INVOCATION - Councilmember Richard Fleming**

**PLEDGE OF ALLEGIANCE - Mayor Pro Tem Christopher Axberg**

**PRESENTATIONS**

8. Present **The Linda Keithley Award For Women In Public Management To City Manager Erin Rinehart.**

**PUBLIC COMMENT**

- 9. Hearing of any citizen/visitor on items listed on the regular meeting agenda. Citizens wishing to address the Council regarding items not on the posted agenda will be called to speak during the Public Forum.**

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

**CONSENT AGENDA**

*(\*All items marked with a single asterisk are part of a Consent Agenda and require no deliberation by the Council. Each Council member has the prerogative of removing an item from this agenda so that it may be considered separately. Contracts and agreements are available in the City Secretary's Office.)*

**MINUTES**

- \*10. Consider Approval Of The March 11, 2025 Special Council Training Minutes.**
- \*11. Consider Approval Of The May 8, 2025 Special Council Meeting Minutes.**
- \*12. Consider Approval Of The July 8, 2025 Regular Meeting Minutes.**

**BIDS & PURCHASES**

- \*13. Consider Authorizing The City Manager To Reject All Proposals Received For RFP #25-027 Headless CMS-Mobile App Development Project.**

**CONTRACTS & AGREEMENTS**

- \*14. Consider Authorizing the City Manager To Enter Into An Agreement With Cotton Global Disaster Solutions Through The Omnia Purchasing Cooperative For Restroom Renovations At Fire Station No. 7 In An Amount Not To Exceed \$197,500.00.**

- \*15.** Consider Authorizing The City Manager To Execute An Agreement With Stalker Radar/Applied Concepts Inc. For The Purchase Of Nine Additional Traffic Radars Through An Interlocal Agreement With The BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$34,635, For a Total Amount Not To Exceed \$86,123.
- \*16.** Consider Approval Of An Amendment To The Agreement With Digital Realty For Additional Cross Connects At The Remote Data Center, Increasing The Total Compensation By \$11,000 For A New Annual Total Amount Not To Exceed \$65,000.00.
- \*17.** Consider Authorizing The City Manager To Enter Into An Agreement With CTG, Through TIPS Purchasing Cooperative Contract, For The Purchase of Labor and Materials For The Lower-Level Remodel At City Hall In An Amount Not To Exceed \$ 81,000.00.

## **ORDINANCES**

- \*18.** Consider An Ordinance Acknowledging Receipt Of The Carrollton Castle Hills Public Improvement District No. 1 Annual Service Plan Update.
- \*19.** Consider An Ordinance Acknowledging Receipt Of The Carrollton Castle Hills Public Improvement District No. 2 Annual Service Plan Update.
- \*20.** Consider An Ordinance Amending Chapter 73 Schedule I Section (A)(1) Of The City Of Carrollton Code Of Ordinances To Establish 20 Mph Speed Limit Zones For McCoy Road, North Surrey Drive, Old Mill Road, Paxton Drive, Pearl Street, Peters Colony Road, Raintree Drive, Raleigh Drive, Rosemeade Parkway, Scott Mill Road, Spring Avenue, Stonecreek Drive, Study Lane, and Willowgate Lane.

## **RESOLUTIONS**

- \*21.** Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With Reynolds Presto Products Inc., Establishing A Program Of Grants To The Company For Its Expansion At 2625 E. Beltline Road, In Amounts Equal To Fifty Percent (50%) Of Taxes Paid To The City On The Assessed New Value Of Real Property And Business And Personal Property For A Maximum Term Of Five (5) Years, For A Total Incentive Amount Not To Exceed \$342,710.



- \*22.** Consider A Resolution Authorizing The City Manager To Enter Into an Engineering Cost Reimbursement Agreement With Dallas, Garland & Northeastern Railroad, Inc. (DGNO) For Signal Design Services To Establish A Quiet Zone In Downtown Carrollton, In An Amount Not To Exceed \$210,463.00.
- \*23.** Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Contract Amendment With Bridgefarmer & Associates, Inc. For Signal Design Services To Establish A Quiet Zone In Downtown Carrollton, In An Amount Not To Exceed \$40,000.00, For A Revised Total Amount Not To Exceed \$615,000.00.
- \*24.** Consider A Resolution Of The City Council Of The City Of Carrollton, Texas Authorizing The City Manager To Negotiate And Execute All Necessary Documents For The Acquisition Of Approximately 2,176 Square Feet As Public Hike And Bike Trail Easements At 1100 West Belt Line Rd, Carrollton, Dallas County, Texas, And 1020 North Broadway St, Carrollton, Dallas County, Texas For The Silver Line Trail Project In An Amount Not To Exceed \$81,660.00; And Providing An Effective Date.

## **PUBLIC FORUM**

- 25.** Hearing of any citizen/visitor on items not listed on the regular meeting agenda. Citizens wishing to address the Council regarding items on the posted agenda will be called to speak during the Council's consideration of such items.
- Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

**ADJOURNMENT**

*CERTIFICATE - I certify that the above agenda giving notice of meeting was posted on the bulletin board at the City Hall of Carrollton, Texas on the 18th day of July 2025 at 12:00pm.*

*Chloe Sawatzky*

*Chloe Sawatzky, City Secretary*

*This building is wheelchair accessible. For accommodations or sign interpretive services, please contact City Secretary's Office at least 72 hours in advance at 972-466-3001. Opportunities and services are offered by the City of Carrollton without regard to race, color, age, national origin, religion, sex or disability.*

*Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in a closed meeting with its attorney and to receive legal advice regarding any item listed on this agenda. Further, the Texas Open Meetings Act, codified in Chapter 551 of the Texas Government Code, does not require an agenda posting where there is a gathering of a quorum of the City Council at a regional, state or national convention or workshop, social function, convention, workshop, ceremonial event or press conference. The City Secretary's Office may occasionally post agendas for social functions, conventions, workshops, ceremonial events or press conference; however, there is no legal requirement to do so and in the event a social function, convention, workshop, ceremonial event or press conference is not posted by the City Secretary's Office, nothing shall preclude a quorum of the City Council from gathering as long as "deliberations" within the meaning of the Texas Open Meetings Act do not occur.*

*FIREARMS PROHIBITED at City Council meetings pursuant to Texas Penal Code Sections 46.035(c) and 30.05.*



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7298

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**Agenda Date:** 7/22/2025

**Version:** 2

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 4.

**CC MEETING:** July 22, 2025

**DATE:** July 18, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Receive **Update On DART Silver Line.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7289

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 5.

**CC MEETING:** July 22, 2025

**DATE:** July 15, 2022

**TO:** Erin Rinehart, City Manager

**FROM:** Cory Heiple, Environmental Services Director  
Shannon Hicks, Assistant City Manager

Discuss **Policy Considerations To Regulate Short Term Rentals.**

### **BACKGROUND:**

Staff will present an overview of potential regulatory options such as occupancy limits, zoning restrictions, density caps, and notification procedures for initial Council feedback to guide the direction of future discussions related to the regulation of short-term rentals.





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 7291

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 6.

**CC MEETING:** July 22, 2025

**DATE:** July 15, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Discuss **Scholarship For The Leadership Metrocrest Program.**

### **BACKGROUND:**

The Metrocrest Chamber of Commerce has accepted applications for the next Leadership Metrocrest class. The total cost of the program is \$1,200 for Chamber members and \$1,400 for non-members. Council has been provided with applications to consider a Carrollton resident for a scholarship. Staff is requesting direction on which applicant will be awarded the Carrollton scholarship.







# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 5231

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**Agenda Date:**

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 7.

**Mayor And Council Reports And Information Sharing.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7263

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Presentations

**In Control:** City Council

**File Type:** Presentations

**Agenda Number:** 8.

**CC MEETING:** July 22, 2025

**DATE:** June 27, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Krystle Boise, Strategic Services Director

Present **The Linda Keithley Award For Women In Public Management To City Manager Erin Rinehart.**

### **BACKGROUND:**

The Linda Keithley Award for Women in Public Management was established by the North Central Texas Council of Governments in 1986. This annual award recognizes an outstanding woman in public management from the North Central Texas region who best exemplifies the standards of a dedicated public servant, in service to the public management profession and in service to the community. Carrollton City Manager Erin Rinehart is the 2025 recipient of this award.





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

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**Agenda Date:**

**Version:** 1

**Status:** Public Forum

**In Control:** City Council

**File Type:** Public Forum

**Agenda Number:** 9.

**Hearing of any citizen/visitor on items listed on the regular meeting agenda. Citizens wishing to address the Council regarding items not on the posted agenda will be called to speak during the Public Forum.**

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# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7295

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** \*10.

**CC MEETING: JULY 22, 2025**

**DATE:** July 16, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider **Approval Of The March 11, 2025 Special Council Training Minutes.**

**CARROLLTON CITY COUNCIL  
SPECIAL COUNCIL TRAINING  
MARCH 11, 2025**

The City Council of the City of Carrollton, Texas convened in Special Council Training on Tuesday, March 11, 2025 at 4:00 p.m. at the Gravley Fire Administration Building, in the 2<sup>nd</sup> floor training room, with the following members present: Mayor Steve Babick, Mayor Pro Tem Richard Fleming, Deputy Mayor Pro Tem Christopher Axberg, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Daisy Palomo, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

**4:00 P.M. – GRAVLEY FIRE ADMINISTRATION**

Mayor Babick called the meeting to order at 4:00 p.m.

**1. Receive Opening Remarks And Review Agenda.**

Patrick Ibarra, Facilitator with the Mejorando Group, started the meeting with opening remarks, a review of the agenda, and the establishment of ground rules.

A brief group discussion followed, focusing on the benefits of good governance and its influence on quality of life in Carrollton.

**2. Discuss Council Impacts.**

Councilmembers reflected on their individual and collective impact. As part of this segment, each Councilmember shared thoughts on the legacy they hope to leave. The group also discussed traits of effective governing bodies and how these contribute to the City's success.

**3. Discuss Strategies For Effective Governing.**

Council engaged in a conversation about fostering a more collaborative governing body. Key strategies were identified to enhance credibility, teamwork, and effectiveness. The discussion also included characteristics of high-performing groups.

**4. Receive Legal Overview For Elected Officials.**

Meredith Ladd, City Attorney, presented an overview of elected official responsibilities, including open meetings and compliance requirements. Councilmembers participated in a discussion on key legal considerations relevant to their roles.

**5. Receive Land Use Overview And Case Study.**

Loren Shapiro, Planning Manager, presented a land use and zoning overview, accompanied by a case study to illustrate common decision-making frameworks.



Dinner was served during this segment.

#### **6. Review Roles Of Council.**

The group reviewed the Council-Manager form of government and the distinct responsibilities of elected officials, staff, and the community. A structured discussion was held using the "RELAY" model—Roles, Expectations, Lanes, Approaches, and You.

#### **7. Share Final Thoughts.**

The session concluded with closing reflections. Councilmembers participated in a visionary discussion titled “*Wouldn’t It Be Great If...*”, imagining how their leadership could be remembered in terms of achievements, reputation, and impact.

The meeting closed with a brief wrap-up and summary of takeaways.

**ADJOURNMENT** - Mayor Babick adjourned the meeting at approximately 9:00 p.m.

No action was taken.

**ATTEST:**

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Chloe Sawatzky, City Secretary

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Steve Babick, Mayor





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7296

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** \*11.

**CC MEETING: JULY 22, 2025**

**DATE:** July 16, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider **Approval Of The May 8, 2025 Special Council Meeting Minutes.**

**CARROLLTON CITY COUNCIL  
SPECIAL COUNCIL MEETING  
MAY 8, 2025**

The City Council of the City of Carrollton, Texas convened in Special Council Meeting on Tuesday, March 8, 2025 at 7:00 p.m. at City Hall, Council Briefing Room, with the following members present: Mayor Steve Babick, Mayor Pro Tem Richard Fleming, Deputy Mayor Pro Tem Christopher Axberg, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Daisy Palomo, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

**4:00 P.M. – COUNCIL BRIEFING ROOM, CITY HALL**

Mayor Babick called the meeting to order at 7:00 p.m.

**1. Receive Information And Discuss Agenda.**

The meeting began with a brief overview of the agenda and goals for the session.

**2. Provide Background And Regional Transportation Council's Information.**

Council received background information related to the Regional Transportation Council (RTC), including recent updates and regional priorities. Mayor Babick went through a presentation to provide additional context for ongoing transportation discussions.

**3. Receive Dallas Area Rapid Transit Board Representative Comments.**

Remarks were shared by the City's DART Board Representative, Doug Hrbacek, providing insight into current transit-related topics and organizational direction. Nadine Lee and Gary Slagle from DART also spoke on items relating to the City's current funding mechanisms and the ongoing evaluation of ridership.

**4. Discuss Legislative Actions.**

The group reviewed recent legislative developments impacting regional transit and local governance. Topics included House Bills 3187 and 5049, and Senate Bills 1557 and 2118. The potential implications for the City and region were briefly discussed.

**5. Discuss Next Steps.**

Councilmembers discussed ongoing considerations and possible future actions. The meeting concluded with general consensus on areas for continued coordination and follow-up. No formal action was taken.

**ADJOURNMENT** - Mayor Babick adjourned the meeting at approximately 9:30 p.m.

**ATTEST:**

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Chloe Sawatzky, City Secretary

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Steve Babick, Mayor





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7297

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** \*12.

**CC MEETING: JULY 22, 2025**

**DATE:** July 16, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider **Approval Of The July 8, 2025 Regular Meeting Minutes.**

**CARROLLTON CITY COUNCIL  
REGULAR MEETING AND WORKSESSION  
JULY 8, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, July 8, 2025 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Richard Fleming, and Rowena Watters. Also present were Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

City Manager Erin Rinehart was absent.

**5:45 P.M. – COUNCIL BRIEFING ROOM**

**\*\*\*PRE-MEETING / EXECUTIVE SESSION \*\*\***

Mayor Babick called the meeting to order at 5:45 p.m. He welcomed the new Mayor Pro Tem, Christopher Axberg and Deputy Mayor Pro Tem, Daisy Palomo.

**1. Receive information and discuss Agenda.**

Agenda items were reviewed. Staff responded to Council's questions.

*Executive Session was convened following Work Session Item 6,*

2. Council convene into Executive Session at 6:41 p.m. pursuant to Texas Government Code:
  - **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
  - **Section 551.087 to discuss Economic Development**
3. Council reconvened in Open Session to consider action, if any, on matters discussed in the Executive Session. No action was taken.

**\*\*\*WORKSESSION\*\*\***

**4. Receive Update From Carrollton-Farmers Branch Independent School District.**

Lori Parker, CFBISD's Communications Relations Administrator, presented an update on Carrollton schools. She advised that the consolidation of the schools following the decision to close some campuses has been successfully accomplished with all staff and students relocated. Activities involved with closing those campuses and welcoming students to their new campuses were reviewed.

Ms. Parker introduced Isaiah Young, Principal for Blalack Middle School. Mr. Young introduced himself and stated that renovations to the school are part of a two-year bond project that is currently underway.



Ms. Parker said that R.L. Turner High School is also getting updates, including new air conditioning units. She said that two closed campuses, Huey and Sheffield, will undergo demolition beginning in August.

A *Back to School Fest* is scheduled for August 2<sup>nd</sup> from 9 a.m. – 12 p.m. at Ranchview High School. It will include vaccinations, physicals, haircuts, and school lunch applications. Registration is required and the deadline is July 21<sup>st</sup>. Ms. Parker stated that school will begin on August 12<sup>th</sup> and registration is going on now. Registration assistance is available through Student Services.

Ms. Parker announced that Officer Chicago, Safety and Security Officer for Newman Smith High School, has written an elementary school level book called *Officer Chicago's Dos and Don'ts*.

**5. Discuss The Proposed 2024 International Construction Codes and 2023 National Electrical Code.**

Brett King, Director of Development Services and City Building Official, advised that the building codes are updated every three years and Carrollton's readoption of those codes is a routine matter. He reviewed the process for the changes, adding that the North Central Texas Council of Governments requests that cities adopt them so that requirements are uniform from city to city. He noted that some cities (e.g. Dallas) have their own codes that may differ from other cities.

Mr. King stated that on June 26<sup>th</sup> the Property Standards Board reviewed the revised codes and recommended the City Council approve them. He noted that there are no significant changes to the codes or cost differences as a result of the adoption. If Council adopts the new codes, the effective date will be September 1<sup>st</sup>.

In response to Councilmember Fleming's question, Mr. King advised that the city is not required to adopt the updated codes, however doing so keeps Carrollton current with other cities.

**6. Mayor And Council Reports And Information Sharing.**

Council reviewed their recent activities and upcoming events.

City Secretary Chloe Sawatzky advised that this meeting was not live-streamed due to third party updates taking place. The video will be available on the city website. Also, earlier in the Worksession discussion, due to the weather, power was lost for a period of time so there is a gap in the video. She described the IT upgrades that are underway in the Worksession room as well as the Council Chambers, noting that staff is still tweaking the new audio/visual equipment.

Ms. Sawatzky reviewed the upcoming schedule for the Council Retreat to be held July 25<sup>th</sup> and 26<sup>th</sup>. It will be held at the Crosby Recreation Center.

Assistant City Manager Shannon Hicks stated that the trees in front of City Hall have been tied with green ribbons in remembrance of the flooding tragedy that occurred in south Texas this week.

*At this time, Mayor Babick advised the Executive Session would be convened.*

**\*\*\*REGULAR MEETING 7:00 P.M.\*\*\***

Mayor Babick called the Regular meeting to order at 7:04 p.m.

**INVOCATION** – Councilmember Jason Carpenter

**PLEDGE OF ALLEGIANCE** – Deputy Mayor Pro Tem Daisy Palomo

**PRESENTATIONS**

7. Present A **Proclamation Declaring July as Park and Recreation Month.**

Mayor Babick read a proclamation declaring July as:

**Parks and Recreation Month**

The Proclamation was presented to Parks Director Scott Whitacker who expressed his appreciation to the Parks staff and to the Parks Board. Board Chair Chad Averett was recognized.

**PUBLIC COMMENT**

8. **Hearing of any citizen/visitor on items listed on the regular meeting agenda. Citizens wishing to address the Council regarding items not on the posted agenda will be called to speak during the Public Forum.**

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Mayor Babick opened and closed the public comment period with no one wishing to speak.

**CONSENT AGENDA**

*(\*All items marked with a single asterisk are part of a Consent Agenda and require no deliberation by the Council. Each Council member has the prerogative of removing an item from this agenda so that it may be considered separately. Contracts and agreements are available in the City Secretary's Office.)*

**Councilmember Cline moved to approve Consent Agenda Items 9-23; second by Councilmember Palacios. The motion was approved with a unanimous 7-0 vote.**

**MINUTES**

- \*9. Consider Approval Of The June 3, 2025 Regular Meeting Minutes.**
- \*10. Consider Approval Of The June 17, 2025 Regular Meeting Minutes.**

**CONTRACTS & AGREEMENTS**

- \*11. Consider Authorizing The City Manager To Enter Into An Agreement With Motorola Solutions, Through Texas DIR Purchasing Cooperative, For The Purchase of P25 Radio Equipment In A Total Amount Not To Exceed \$428,895.97.**
- \*12. Consider Authorizing The City Manager To Enter Into An Agreement With Public Restroom Company, Through BuyBoard, For Pre-Fabricated Restrooms For McInnish Softball Complex And Josey Ranch Sports Complex In An Amount Not To Exceed \$662,250.50.**
- \*13. Consider Authorizing The City Manager To Enter Into An Agreement With NEMA 3 Electric, Inc, Through BuyBoard, For Electrical Work At McInnish And Josey Ranch Restroom Buildings In An Amount Not To Exceed \$129,529.40.**
- \*14. Consider Authorizing the City Manager To Approve A Contract For The Purchase Of Three Toro Mowers From Professional Turf Products Through An Interlocal Agreement With The Sourcewell Purchasing Cooperative In An Amount Not To Exceed \$309,162.85.**
- \*15. Consider Authorizing the City Manager To Approve A Contract For The Purchase Of Eleven John Deere Gators From United Ag And Turf Through An Interlocal Agreement With The Sourcewell Purchasing Cooperative In An Amount Not To Exceed \$135,331.71.**
- \*16. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Tahoe From Lake Country Chevrolet Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$86,939.38.**
- \*17. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Ford F-350 Truck From Sam Pack Five Star Ford Through An Interlocal Agreement With The BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$121,404.77.**

**ORDINANCES**

- \*18. Consider An Ordinance Adopting The 2024 International Construction Codes And 2023 National Electrical Code.**

**RESOLUTIONS**

- \*19. Consider A Resolution Of The City Of Carrollton, Texas Adopting The 2025 Dallas County Hazard Mitigation Plan (HMP) Update.**
- \*20. Consider A Resolution Of The City Council Of The City Of Carrollton, Texas, Suspending The July 31, 2025 Effective Date Of Oncor Electric Delivery Company's**

**Requested Rate Change To Permit The City Time To Study The Request And To Establish Reasonable Rates; Approving Cooperation With The Steering Committee Of Cities Served By Oncor To Hire Legal And Consulting Services And To Negotiate With The Company And Direct Any Necessary Litigation And Appeals; Finding That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law; Requiring Notice Of This Resolution To The Company And Legal Counsel For The Steering Committee; And Providing An Effective Date.**

- \*21. Consider A Resolution Authorizing The City Manager, To Acquire A Certain Parking Lot Easement For The Construction Of Woodlake Lake Enhancements Phase 1 Project; Determining The Public Use And Necessity For Such Acquisition; Authorizing The Acquisition Of Property Rights Necessary For Said Project; Authorizing The City Manager To Take All Steps Necessary To Acquire The Needed Property Rights In Compliance With All Applicable Laws And Resolutions.**
- \*22. Consider A Resolution Authorizing The City Manager To Execute Contract Amendment No. 1 With Magee Architects, L.P. For Additional Services Related To Architectural Support Services In An Amount Not To Exceed \$7,465.00.**
- \*23. Consider A Resolution Authorizing The City Manager To Negotiate And Execute Professional Engineering Services Contracts For The Geotechnical And Materials Testing Services Associated With Capital Improvement Projects With Braun Intertec Corporation, ECS Southwest, LLP, Henley-Johnston & Associates, Inc., And Terracon Consultants, Inc.; And Providing An Effective Date.**

#### **PUBLIC HEARING – INDIVIDUAL CONSIDERATION**

- 24. Hold A Public Hearing And Consider A Resolution Adopting The Program Year 2025 Community Development Block Grant One-Year Plan Of Action And Budget.**

Cory Heiple, Environmental Services Director, advised this is the second year of a five-year consolidated plan approved by the City Council last year. This year, new funding in the amount of \$755,813 from HUD is available, along with unspent funding from previous years in the amount of \$572,537. He noted that the city overbudgets so there is adequate funding for those who apply. Mr. Heiple reviewed the following regarding the CDBG program:

- The city receives roughly \$750,000 per year.
- Funding must be used for low to moderate income residents.
- Use of the funding must be used for housing repairs, infrastructure, and public services (HUD rules limit infrastructure projects and public services)

Mr. Heiple reviewed the proposed list of projects for this year as follows:

- 1. \$50,000- Carrollton Black Cemetery Phase II- replace entry sign and substandard gate to bring it up to code.
- 2. \$190,000 Parks Improvements- Downtown Square (\$100,000); Pioneer Park (\$20,000); Thomas Park (\$50,000); Rhoton Park (\$20,000)
- 3. \$200,000- Scott Mill Road Panel Replacement

4. \$200,000- Brake, Kirby, Cox Road- Infrastructure
5. \$200,000- Francis-Perry- Street and sidewalk repairs
6. \$135,000- Housing Rehabilitation Programs (for minor repair and emergency repair)
7. \$113,350- Social Services Funding
  - \$90,000 for Metrocrest for homeless response
  - \$23,275 to Woven Medical Clinic for health services
8. \$90,000- Enhanced Code Enforcement- Salary and benefits for Code Enforcement Officer for low to moderate income multi-family housing inspections.
9. \$100,00- City Hall Accessibility Project: install ramp at north entrance and repair ramp on east entrance
10. \$50,000- Administration- for staff training, CDBG legal notices, promotional project materials.

Mr. Heiple provided a list of the items and advised the total amount is \$1,328,350. He requested that a public hearing be held on this list.

Councilmember Fleming inquired about the improvements at the Carrollton Black Cemetery. Mr. Heiple said wrought iron material will likely be used for the gate replacement as well as replacing the entry sign. Councilmember Fleming also inquired what the improvements are for the Downtown Gazebo. Mr. Heiple said the Gazebo will be updated with seating and lighting.

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

Deputy Mayor Pro Tem Palomo inquired about how the parks are selected for inclusion in the list of projects. Mr. Heiple stated that Environmental Services staff work closely with the Parks department to determine which parks and which projects to include. He added that the parks must be in low to moderate income neighborhoods. Mayor Babick added that all the projects undergo a vetting process through the citizen Boards.

Mayor Pro Tem Axberg confirmed with Mr. Heiple that these neighborhoods may also apply for redevelopment.

**Councilmember Palacios moved to approve Item 23; second by Councilmember Cline. Motion carried unanimously with a vote of 7-0.**

- 25. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow A Child Day Care Service In An Approximately 1,660 Square Foot Space Zoned PD-148 For The (HC) Heavy Commercial District And Located At 4100 International Parkway, Suite 1300; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-089 Clover Preschool.**

Mayor Babick advised Item 25 has been withdrawn by the applicant. No discussion occurred and no action was taken.

Mayor Babick advised that Items 26 and 27 would be heard jointly.

- 26. Hold A Public Hearing To Consider A Resolution Amending The Comprehensive Plan And The Future Land Use Map To Change An Approximately 27.3-Acre Tract Located On The Southwest Corner Of Josey Lane And Parker Road, From Office - Medium Intensity And Commercial - Low Intensity To Multifamily Residential And Commercial**

- **Medium Intensity.** Case No. PLMA 2025-073 The Harcourt (Future Land Use Map Amendment)

27. **Hold A Public Hearing To Consider An Ordinance Amending the Zoning On A 27.3-Acre Tract Zoned (O-2) Office And (LR-2) Local Retail Districts And Located On The Southwest Corner Of Josey Lane And Parker Road To Establish A Planned Development District To Change The Base Zoning From (O-2) Office District And (LR-2) Local Retail District To (MF-18) Multifamily Residential District and (LR-2) Local Retail District, To Allow A Gasoline Station, To Create Development Standards, And to Provide Concept Plans; Amending The Official Zoning Map Accordingly.** Case No. PLZ 2025-030 The Harcourt (Rezone).

Loren Shapiro, Planning Manager, made a presentation related to Items 26 and 27. He advised the applicant requested a change to the city's future land use map. A map was provided that indicated the applicant's property. The applicant is requesting to modify the land use map to Medium Intensity Retail on the east side and the remainder would be Multi-Family. He explained that the Local Retail would be along Josey Lane and would include a gas station and drive through restaurant.

Mr. Shapiro reviewed a buffer map, conceptual site plan and landscape plan, and renderings of two buildings' elevations which are proposed to be multi-family, four-stories in height. A parking structure and green space were included. He stated that on the south side of the development there is 286 feet of space between the site and the single-family homes. Large trees currently onsite will remain there. There is also a TXU electrical easement and a railroad right-of-way between the homes and the development. Mr. Shapiro stated the proposed development is compatible with surrounding uses.

Mr. Shapiro said that a traffic study was provided. It includes deceleration lanes on eastbound Parker and southbound Josey. Left turn lanes are to be built by the developer.

A question was raised as to multi-family designations. Mr. Shapiro explained it is determined by the number of units per acre. Examples of other multi-family developments were cited.

Deputy Mayor Pro Tem Palomo inquired about median changes in the traffic study. Mr. Shapiro responded that there are some existing median openings, but the developer must build the right turn lanes.

Councilmember Fleming asked how close this development is to a DART station. Mr. Shapiro stated that the closest is at Frankford and I-35, with the exception of a possible DART bus route. Discussion followed as to the city's stance on multi-family. Mr. Shapiro responded that staff looks at impacts on the surrounding area and it depends on the location and the circumstances of the application. On some occasions the city has had a goal of keeping the multi-family near the DART stations. Mayor Babick added that each request is considered on an individual basis as it relates to land use.

A question was raised regarding parking. Mr. Shapiro stated there is a parking structure in each building and integrated parallel parking at each building.

Applicant Lucillo Pena, Billingsly Corporation, 1722 Ruth Street, Dallas, spoke regarding the proposed density, parking (which exceeds the required number of spaces) and the appearance of the multi-family buildings.

Mayor Babick opened the public hearing on Items 26 and 27 jointly.

-Rick Vidal, 2801 Hundred Knights Dr., Lewisville, spoke in opposition to the density of the development due to the amount of traffic that will be generated at an already busy intersection.

-Matthew Nichols, 1725 Lady Bettye Dr., The Colony, spoke in opposition to this development at this intersection due to the amount of traffic that will be generated.

At this time, Mayor Babick called for a motion on Items 26 and 27 separately.

**Deputy Mayor Pro Tem Palomo moved to approve Item 26, Case No. PLMA 2025-073; second by Councilmember Cline. Motion passed unanimously 7-0.**

Councilmember Carpenter stated that he feels the density is appropriate given the traffic study that was provided.

**Councilmember Carpenter moved to approve Item 27, Case No. PLZ 2025-030; second by Councilmember Cline. Motion carried unanimously 7-0.**

- 28. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow A Smoke Shop Retailer In An Approximately 1,800 Square Foot Space Zoned (FTC) Frankford Transit Center District And Located At 1712 West Frankford Road, Suite 106; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-082 CBD - Vape Shop**

Loren Shapiro, Planning Manager, presented this item. He provided a location zoning map and advised that since the location for this proposed smoke shop is in the Frankford Transit Center District it must obtain a Special Use Permit. He provided a building elevation and floor plan, adding that the suite is 1,800 square feet. He added there is sufficient parking on-site. Staff is recommending approval with stipulations regarding the hours of operation, and stated that if approved, only one smoke shop would be allowed.

Councilmember Palacios asked whether there is any impact on public safety. Mr. Shapiro responded that there are no public safety issues.

The applicant was present for questions.

Mayor Babick opened the public hearing. There being no speakers, he closed the public hearing.

**Mayor Pro Tem Axberg moved to approve Item 28; second by Councilmember Watters. Motion carried with a vote of 5-2. Palacios and Cline voted in opposition.**

## **PUBLIC FORUM**

- 29. Hearing of any citizen/visitor on items not listed on the regular meeting agenda. Citizens wishing to address the Council regarding items on the posted agenda will be called to speak during the Council's consideration of such items.**  
Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to

individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Mayor Babick opened the public forum.

Mr. Vidovic (no address given): Spoke with concerns regarding City Hall.

There being no other speakers, Mayor Babick closed the public form.

**ADJOURNMENT** - Mayor Babick adjourned the meeting at 8:14 p.m.

**ATTEST:**

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Chloe Sawatzky, City Secretary

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Steve Babick, Mayor





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7285

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Bid/Purchases

**Agenda Number:** \*13.

**CC MEETING:** July 22, 2025

**DATE:** June 30, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chris Chiancone, Chief Information Officer  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Reject All Proposals Received For RFP #25-027 Headless CMS-Mobile App Development Project.**

### **BACKGROUND:**

On January 10, 2025, the City of Carrollton issued a request for proposal (RFP) #25-027 for a robust and versatile Content Management Solution (“CMS”) that acts as a backend-only system (“headless”) to manage the creation and deployment of content for mobile applications on any device. Proposed solutions include self-hosting options, compatibility with Azure Resource Groups, and integration with Azure Entra ID for enterprise single-sign on (SSO). Scalability, customizability, in-CMS end-user management capabilities, and real-time content previews are also essential to this solution.

Submissions were due on January 27, 2025, and five (5) proposals were received. After the review and evaluation of the five (5) submissions, City staff requested software demonstrations from the top three (3) ranked vendors. The demonstrations focused on walkthroughs of the proposed solutions, however two of the vendors demonstrated systems that were different than their original proposal and were therefore deemed non-responsive. Staff selected the vendor that met the necessary technical requirements to begin negotiations with but could not come to an agreement on a final contract. These factors led to the decision to recommend rejecting all proposals relevant to RFP #25-027.

### **FINANCIAL IMPLICATIONS:**

Following multiple meetings, and despite adjustments to the scope in pursuit of efficiency and timeliness, negotiations ultimately concluded with no final contract. Staff are exploring different options to purchase the necessary software while continuing development work using free, yet limited alternatives.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with City Council's goals and objectives of properly managing infrastructure with fiduciary care.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends the City Council authorize the City Manager to reject all proposals received for RFP #25-027 Headless CMS-Mobile App Development Project.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7262

**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*14.

**CC MEETING: JULY 22, 2025**

**DATE:** June 26, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Michael Thomson, Fire Chief  
Rex Redden, Executive Director of Public Safety

Consider **Authorizing the City Manager To Enter Into An Agreement With Cotton Global Disaster Solutions Through The Omnia Purchasing Cooperative For Restroom Renovations At Fire Station No. 7 In An Amount Not To Exceed \$197,500.00.**

### **BACKGROUND:**

Fire Station No. 7 was built in 1997 and is nearing 30 years of service. As part of the continued effort to maintain high-quality and efficient fire facilities, station 7's primary restroom area needs to be updated and remodeled. This project represents a comprehensive effort to modernize facilities, enhance functionality, and prioritize accessibility. The scope of this project involves the replacement and updating of the existing men's and women's restrooms at Fire Station No. 7 to meet current building and accessibility standards. The proposed plan includes the removal and reconfiguration of both restrooms, consolidating them into four individual restrooms, improving the functional space as well as privacy for employees who are assigned to this station.

### **FINANCIAL IMPLICATIONS:**

The Fire Station 7-bathroom remodel project will be funded using funds approved for this ATB in the Fire Department's Fiscal Year 2025 budget.

### **IMPACT ON COMMUNITY SUSTAINABILITY:**

This agenda item aligns with City Council's goal of ensuring that City employees have the necessary and appropriate resources to do their jobs.

### **STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommend the City Council to authorize City Manager to enter into an agreement with Cotton Global Disaster Solutions through the Omnia Purchasing Cooperative for restroom renovations at Fire

Station No. 7 in an amount not to exceed \$197,500.00.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7282

**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*15.

**CC MEETING: July 22, 2025**

**DATE:** July 02, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Roberto Arredondo, Chief of Police  
Rex Redden, Executive Director of Public Safety

**Consider Authorizing The City Manager To Execute An Agreement With Stalker Radar/Applied Concepts Inc. For The Purchase Of Nine Additional Traffic Radars Through An Interlocal Agreement With The BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$34,635, For a Total Amount Not To Exceed \$86,123.**

### **BACKGROUND:**

The purpose of this agenda item is to authorize the purchase of 9 vehicle mounted radars to replace aging units. These radars will be installed in the currently ordered new patrol squad cars. We have previously purchased radars and lidars for the traffic unit this year.

### **FINANCIAL IMPLICATIONS:**

Funding for the radars will come from the Commercial Vehicle Enforcement fund.

### **IMPACT ON COMMUNITY SUSTAINABILITY:**

The purchase will allow the police department to ensure that personnel have the tools to continue to ensure the safety of the traveling public and enforce speed related laws.

### **STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council authorize the purchase of 9 radars from Stalker Radar/Applied Concepts Inc. BuyBoard Purchasing Cooperative in an amount not to exceed \$34,635, for a total amount not to exceed \$86,123.



applied concepts, inc.

855 E. Collins Blvd  
Richardson, TX 75081  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner:

Chris Frett  
+1-972-801-4866  
chrisf@a-concepts.com

QUOTE  
# 2107002

Page 1 of 1

Date: 06/17/25

Reg Sales Mgr:

Michael Guinn  
+1-972-213-0349  
michaelg@a-concepts.com

Effective From : 06/17/2025

Valid Through: 09/15/2025

Lead Time: 45 working days

<b>Bill To:</b> City of Carrollton 1945 E Jackson Rd Carrollton, TX 75006-1737	<b>Customer ID:</b> 750111  Accounts Payable	<b>Ship To:</b> Carrollton Police Dept 2025 E Jackson Rd Carrollton, TX 75006	<i>FedEx Ground</i>  *CSO Hilary Harper
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Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	7	807-0001-00	DSR 2X Radar with Fast Lock Remote	36	\$3,401.00	\$23,807.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	7	200-0965-50	2X Counting Unit, 1.5 PCB, ARM Processor		\$0.00
2	7	200-1570-00	2X Modular OSC Display		\$0.00
3	7	200-1468-00	Dual DSR Ka Antenna		\$0.00
4	7	200-1468-01	2X Rear Antenna		\$0.00
5	7	200-0919-00	2X Fast Lock Remote w/Screw Latch		\$0.00
6	7	200-0769-00*	25 MPH/40 KPH KA Tuning Fork		\$0.00
7	7	200-0770-00*	40 MPH/64 KPH KA Tuning Fork		\$0.00
8	7	200-0648-00	Display Sun Shield		\$0.00
9	7	200-1683-00	ASSY, 2025 TAHOE FRONT KA CU/ANTENNA COMBO MOUNT	\$182.00	\$1,274.00
11	7	200-1476-00	2021-2024 Tahoe Ka Band Rear Antenna Mount	\$137.00	\$959.00
12	7	155-2591-08	8 Foot Antenna Cable, IP67		\$0.00
13	7	155-2591-20	20 Foot Antenna Cable, IP67		\$0.00
14	7	200-0622-01	2015-Present Tahoe VSS Cable Kit		\$0.00
15	7	200-0619-00	2X Documentation Kit		\$0.00
16	7	006-0094-00	Fan Noise Suppression Addendum - 2X		\$0.00
17	7	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
18	7	060-1000-36	36 Month Warranty		\$0.00
19	7	155-2211-00	Remote Display Interconnect Cable, 10'	\$85.00	\$595.00

**Group Total** \$26,635.00

Product	\$26,635.00	Sub-Total:	\$26,635.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms: Net 30 days		Shipping & Handling:	\$0.00
		<b>Total: USD</b>	<b>\$26,635.00</b>

Vehicle Information: 2025 Chevrolet Tahoe SUV  
Buy Board Contract # 703-23

001

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7287

**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*16.

**CC MEETING: July 22,2025**

**DATE:** July 2, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chris Chiancone, CIO  
Chrystal Davis, Assistant City Manager

Consider **Approval Of An Amendment To The Agreement With Digital Realty For Additional Cross Connects At The Remote Data Center, Increasing The Total Compensation By \$11,000 For A New Annual Total Amount Not To Exceed \$65,000.00.**

### **BACKGROUND:**

In January 2022, Council approved an annual lease of data center space from Digital Realty for up to \$54,000. These services include one-time and recurring charges for “cross-connects,” which link our equipment to internet providers and other networks.

Since then, two key developments have changed our connectivity needs:

#### **1. City of Celina Partnership:**

We’ve partnered with the City of Celina to share colocation space for disaster recovery. In return, we receive equivalent space in Celina’s new data center. Each city funds one side of the fiber connection to create a redundant ring topology. This partnership requires additional cross-connects at Digital Realty, increasing monthly costs. However, we invoice Celina for their share of the added expenses.

#### **2. Astound Fiber Network:**

In 2024, Council approved a public-private partnership with Astound to build a fiber network connecting all City facilities. This initiative also necessitates new cross-connects at Digital Realty to integrate with the fiber backbone.

### **REQUEST:**

To support both partnerships and allow for limited future expansion, we are requesting an increase in the authorized annual expenditure with Digital Realty.

**FINANCIAL IMPLICATIONS:**

Funds are available and budgeted in the following Information Technology account:

Unit	Account		Budgeted Amount
	151001	61190	\$65,000

**STAFF RECOMMENDATION:**

Staff recommends Council authorize an amendment to the agreement with Digital Realty for additional cross connects in a new total amount not to exceed \$65,000.





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7288

**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*17.

**CC MEETING: July 22,2025**

**DATE:** July 8, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chris Chiancone, CIO  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With CTG, Through TIPS Purchasing Cooperative Contract, For The Purchase of Labor and Materials For The Lower-Level Remodel At City Hall In An Amount Not To Exceed \$ 81,000.00.**

### **BACKGROUND:**

The request is to purchase network cabling, door control cabling, cable management equipment and installation for the City Hall Lower-Level Remodel.

The IT Department utilized cooperative purchasing agreements to source the best pricing for parts and labor while ensuring compliance with purchasing law and City policies. CTG is a TIPS (The Interlocal Purchasing System) contract company and satisfies all purchasing requirements. The City has used CTG on several previous network infrastructure projects and we have been pleased with their service quality, technical expertise, and equipment reliability.

Due to the critical nature of network infrastructure and potential unforeseen conditions that may arise during the remodel, a 10% contingency has been included.

### **FINANCIAL IMPLICATIONS:**

The funds for these refresh items are budgeted in the following capital account:

	ACTIVITY CODE	BUDGET AMOUNT
Facility CAP Project	125660199	\$ 81,000.00

### **STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council authorize the City Manager to enter into an agreement with CTG to

purchase labor and materials for the lower-level remodel at City Hall in an amount not to exceed \$81,000.00. Approval of this item will allow the network infrastructure installation to proceed in coordination with the City Hall Lower-Level Remodel timeline.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7283

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Ordinances

**Agenda Number:** \*18.

**CC MEETING:** July 22, 2025

**DATE:** July 7, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Melissa Everett, Finance Director  
Chrystal Davis, Assistant City Manager

Consider An **Ordinance Acknowledging Receipt Of The Carrollton Castle Hills Public Improvement District No. 1 Annual Service Plan Update.**

### **BACKGROUND:**

The Carrollton Castle Hills Public Improvement District No. 1 (the "PID") was created on January 5, 2016 by Resolution No. 3890 in accordance with the Public Improvement District Act (the "PID Act") to reimburse the costs of certain public improvements (the "Public Improvement Project") for the benefit of the property in the PID. A Service and Assessment plan was subsequently prepared identifying the Public Improvement Project and its estimated costs and the manner of assessing the property in the PID for the costs of the Public Improvement Project. Following a public hearing held on February 2, 2016, the City accepted and approved the Service and Assessment Plan and levied assessments (the "Assessments") with the adoption of City of Carrollton Ordinance No. 3742 (the "Assessment Ordinance").

Pursuant to the PID Act, the Service and Assessment Plan is to be reviewed and updated annually and is to include an Assessment Plan. The attached Annual Service Plan Update was prepared by DTA, the vendor contracted to administer the PID. Staff has reviewed this update and tied key assessment figures back to the Service Assessment Plan adopted by council resolution.

### **FINANCIAL IMPLICATIONS:**

The ninth assessment for this PID will be for the tax year 2025 and will be due in January 2026.

### **RECOMMENDATION/ACTION DESIRED:**

Approve the attached ordinance acknowledging receipt of the annual service plan update.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ACKNOWLEDGING RECEIPT OF THE CARROLLTON CASTLE HILLS PUBLIC IMPROVEMENT DISTRICT NO. 1 ANNUAL SERVICE PLAN UPDATE TO THE SERVICE AND ASSESSMENT PLAN; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Carrollton, Texas, has received the Annual Service Plan Update to the Service Assessment Plan for the Carrollton Castle Hills Public Improvement District No. 1 of 2025 from the District Administrator, DTA; and

**WHEREAS**, this update has been reviewed and found to be in compliance with Resolution No. 3890 authoring the creation of Carrollton Castle Hills Public Improvement District No. 1.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:**

**SECTION 1**

All the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2**

The City Council of the City of Carrollton hereby acknowledges receipt of the Carrollton Castle Hills Public Improvement District No. 1 Annual Service Plan Update to the Service and Assessment Plan.

**SECTION 3**

This Ordinance shall take effect immediately from and after its passage.

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas, this 22<sup>nd</sup> day of July, 2025.

**CITY OF CARROLLTON, TEXAS:**

\_\_\_\_\_  
Steve Babick, Mayor

**ATTEST:**

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

**APPROVED AS TO FORM:**

---

Meredith Ladd, City Attorney

**APPROVED AS TO CONTENT:**

---

Melissa Everett, Finance Director



[www.FinanceDTA.com](http://www.FinanceDTA.com)

# ANNUAL SERVICE AND ASSESSMENT PLAN (SAP) UPDATE (2025)

CITY OF CARROLLTON

CASTLE HILLS

PUBLIC IMPROVEMENT DISTRICT #1

Report Date: June 24, 2025

Public Finance  
Public-Private Partnerships  
Development Economics  
Clean Energy Bonds

*Irvine | San Jose | San Francisco | Riverside  
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## **CITY OF CARROLLTON**



# **CARROLLTON**

**T E X A S**

## **ANNUAL SERVICE AND ASSESSMENT PLAN (SAP) UPDATE (2025)**

### **CASTLE HILLS PUBLIC IMPROVEMENT DISTRICT #1**

Prepared for:

City of Carrollton

1945 East Jackson Road

Carrollton, TX 75006

Attention: Melissa Everett, Finance Director

# TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I INTRODUCTION.....	1
II ANNUAL SERVICE PLAN UPDATE .....	2
A Estimated Costs of Public Improvements.....	2
B Five Year PID Cash Flow Projections.....	2
C Description of Public Improvement Project.....	3
III ANNUAL ASSESSMENT PLAN UPDATE .....	4
A Allocation of Cost of the Public Improvement Projects to PID .....	4
B Assessment Methodology.....	4
C Terms of the Assessments.....	5
<u>APPENDICES</u>	
APPENDIX A BUYER DISCLOSURE FORM	
APPENDIX B ASSESSMENT ROLL	
APPENDIX C TOTAL ASSESSMENT ROLL	



## **I INTRODUCTION**

The Carrollton Castle Hills Public Improvement District No. 1 (the "PID") was created on January 5, 2016, by City of Carrollton (the "City") Resolution No. 3890 in accordance with the Public Improvement District Act, being Chapter 372 of the Texas Local Government Code (the "PID Act") to finance and/or reimburse the costs of certain public improvements (the "Public Improvement Project") for the benefit of the property in the PID. A Service and Assessment Plan (the "Service and Assessment Plan" or "SAP") was subsequently prepared at the direction of the City identifying the Public Improvement Project and its estimated costs, the manner of assessing the property in the PID for the costs of the Public Improvement Project, and any indebtedness to be incurred. Following a public hearing held on February 2, 2016, the City accepted and approved the Service and Assessment Plan and levied assessments (the "Assessments") with the adoption of City of Carrollton Ordinance No. 3742 (the "Assessment Ordinance").

Pursuant to Sections 372.013 and 372.014 of the PID Act, the Service and Assessment Plan is to be reviewed and updated annually and is to include an Assessment Plan. This Annual Service Plan Update to the Service and Assessment Plan (the "Annual Service Plan Update") for 2025 is comprised of the following five parts:

- Introduction;
- Annual Service Plan Update;
- Annual Assessment Plan Update;
- Buyer Disclosure Form; and
- Assessment Roll.

## II ANNUAL SERVICE PLAN UPDATE

Section 372.013 of the PID Act requires that the Annual Service Plan Update (i) define the annual indebtedness and the projected costs of the Projects and (ii) cover a period of at least 5 years. Please refer the following tables for the aforementioned information.

### A Estimated Costs of Public Improvements

The estimated costs of the Public Improvement Project are summarized in Table II-1.

Table II-1: Public Improvement Project Cost Summary

Description	Revised Estimated Cost	Public Improvements	Private Improvements
<b>Construction</b>			
Wet Utilities			
Storm Drainage Facilities	\$1,766,870	\$1,766,870	\$0
Sanitary Sewer Facilities	\$1,281,604	\$1,281,604	\$0
Water Facilities	\$1,231,554	\$1,231,554	\$0
Road Improvements	\$3,087,940	\$3,087,940	\$0
Earthwork and Retaining Walls	\$4,145,190	\$4,145,190	\$0
Dry Utilities	\$504,353	\$0	\$504,353
Landscaping/Parks	\$1,205,000	\$1,205,000	\$0
<b>Subtotal - Construction</b>	<b>\$13,222,511</b>	<b>\$12,718,158</b>	<b>\$504,353</b>
<b>Soft Costs</b>			
Engineering, Design, and City Fees	\$1,185,000	\$1,185,000	\$0
Property and Roll Taxes and HOA	\$132,600	\$0	\$132,600
Construction Period Interest	\$913,000	\$0	\$913,000
Development/Management Fees	\$894,000	\$0	\$894,000
Development Financing Expenses	\$406,200	\$0	\$406,200
<b>Subtotal - Soft Costs</b>	<b>\$3,530,800</b>	<b>\$1,185,000</b>	<b>\$2,345,800</b>
<b>Grand Total</b>	<b>\$16,753,311</b>	<b>\$13,903,158</b>	<b>\$2,850,153</b>
<b>PID Principal Assessed</b>	<b>\$6,370,434</b>	<b>\$6,370,434</b>	<b>\$0</b>
<b>Interest on Principal Assessed</b>	<b>\$4,731,436</b>	<b>\$4,731,436</b>	<b>\$0</b>
<b>PID Funded Principal and Interest</b>	<b>\$11,101,870</b>	<b>\$11,101,870</b>	<b>\$0</b>

\*Note: May not sum due to rounding.

### B Five Year PID Cash Flow Projections

Projected annual assessment installment revenue, PID expenditures, and indebtedness, in the form of the obligation to reimburse the Developer, CH PH 12, LLC and its successors and assigns, are shown in Table II-2 below. The District is not anticipated to incur any bonded indebtedness.

Table II-2: 5-Year Cash Flow Projections (Tax Years 2025-2029)

Description	Total	2025	2026	2027	2028	2029
<b>Revenues</b>						
Assessment Installments	\$2,858,039	\$571,608	\$571,608	\$571,608	\$571,608	\$571,608
<b>Total Revenues</b>	<b>\$2,858,039</b>	<b>\$571,608</b>	<b>\$571,608</b>	<b>\$571,608</b>	<b>\$571,608</b>	<b>\$571,608</b>
<b>Expenditures</b>						
Reimbursement Interest	\$1,218,805	\$278,960	\$262,376	\$244,806	\$226,192	\$206,471
Reimbursement Principal	\$1,556,379	\$276,405	\$292,827	\$310,232	\$328,681	\$348,234
Collection Expenses	\$82,855	\$16,243	\$16,405	\$16,569	\$16,735	\$16,902
<b>Total Expenditures</b>	<b>\$2,858,039</b>	<b>\$571,608</b>	<b>\$571,608</b>	<b>\$571,608</b>	<b>\$571,608</b>	<b>\$571,608</b>

\*Note: May not sum due to rounding.

### C Description of Public Improvement Project

A description of the Public Improvement Projects follows below.

- Storm drainage improvements, including but not limited to, storm drains, junction boxes, curb inlets, and headwalls;
- Sanitary sewer facilities, including, but not limited to, sewer mains and laterals, manholes, and all other works, and equipment for the collection and transportation of wastewater;
- Water facilities, including but not limited to, water mains and laterals, valves, fittings, and fire hydrants;
- Road improvements, including, but not limited to, on-site street base and paving, ramps, and sidewalks and off-site base and paving, ramps, and sidewalks associated with new turn lanes;
- Earthwork/grading and retaining walls; and
- City, professional, and other fees, including, but not limited to, engineering, materials/soils testing, plan check and inspection fees, construction staking, and construction management.

### **III ANNUAL ASSESSMENT PLAN UPDATE**

Pursuant to Section 372.015 of the PID Act, the cost of an improvement to be assessed against property in an improvement district shall be apportioned on the basis of the special benefits accruing to the property because of the improvement. The costs of an improvement may be assessed (i) equally per front foot or square foot, (ii) according to the value of the property as determined by the Council, with or without regard to improvements on the property, or (iii) in any other manner that results in imposing equal shares of the cost on properties similarly benefitted. Furthermore, Section 372.015 of the PID Act provides that the Council may establish by ordinance or order (i) reasonable classifications and formulas for the apportionment of the cost between the municipality or county and the area to be assessed and (ii) the methods of assessing the special benefits for various classes of improvements.

The Assessment Plan describes the special benefit received by each classification of property from the Public Improvement Project. It also provides the basis and justification for the determination that the special benefit is equal to or greater than the amount of the Assessments, and establishes the methodology by which the Council apportions costs in a manner that results in equal shares allocated to parcels similarly benefitted. The determination by the Council of the assessment methodology set forth herein is the result of the discretionary exercise by the Council of its legislative authority and governmental powers and is conclusive and binding on the Developer and all future owners of assessed parcels. This PID is created to provide for reimbursement or payment of improvement costs for the PID; no alternate financing is approved through the approval of this SAP. The City shall not be liable for payment of any costs from general funds or other municipal revenues. The City assumes no financial obligation whatsoever in the event of default or foreclosure of any portion or phase of the development projects within the PID.

#### **A Allocation of Cost of the Public Improvement Projects to PID**

All costs of the Public Improvement Projects are allocated to the residential lots within the PID (the "Assessment Parcels"). The Public Improvement Project is comprised of local public improvements that are a condition for developing and designed specifically to serve the residential lots within the PID. Therefore, the Assessment Parcels will receive a direct and special benefit from the Public Improvement Projects, and this benefit will be equal to or greater than the amount of the Assessment.

#### **B Assessment Methodology**

The Council has decided to allocate the costs of the Public Improvement Projects to the residential lots within the PID in proportion to the estimated average build-out value (i.e., estimated completed home values), and that creating assessment classifications based on the two (2) anticipated lot types will result in imposing equal shares of costs on properties similarly benefitted. Average build-out values for each lot type are shown in **Table III-1** below, and the allocation of the costs of the Public Improvement Projects, the

portion of such allocated costs to be funded by the PID, and the estimated total Installment Payment applicable to each lot type is shown in Table III-2 below.

Table III-1: Average Build-Out Values

Lot Classification	Minimum Lot Width	Average Build-Out Value	Lots	Total Build-Out Value	Percent (%) of Total
1	41 Feet	\$426,000	81	\$34,506,000	22.17%
2	50 Feet	\$520,000	233	\$121,160,000	77.83%
Total			314	\$155,666,000	100.00%

Table III-2: Cost Allocation, Assessments, and Average Installments

Lot Classification	Percent (%) of Total	Allocated Costs	PID Principal	Assessment Per Lot	Average Installment Payment
1	22.17%	\$4,015,563	\$1,413,146	\$17,446	\$1,565.42
2	77.83%	\$14,086,513	\$4,957,288	\$21,276	\$1,909.05
Total	100.00%	\$18,102,076	\$6,370,434		

\*Note: May not sum due to rounding.

## C Terms of the Assessments

A lien has been established against the property assessed effective as of the date of the Assessment Ordinance, privileged above all other liens, except for liens for State, county, school district or municipality ad valorem taxes, including prior mortgage liens, to the extent allowed by Section 372.018(b) of the Local Government Code. The Assessments shall be imposed and may be collected in annual installments from real property within the PID through the application of the procedures described below. The Assessments shall terminate on the date the Assessments are paid in full, including unpaid assessment installment payments, if any.

### C.1 Assessment Roll

The Assessment for each Assessment Parcel within the District shall be shown on the Assessment Roll attached hereto as **Appendix B**. Note, the final Plat for Castle Hills #1 (Phase 11) was recorded on September 11, 2017.

No Assessment shall be charged hereafter except pursuant to the provisions provided for herein or as permitted under the PID Act. The Assessment Roll shall be updated following the payment of any Assessment in lump sum and each year to reflect any subdivision and/or consolidation of Assessment Parcels within the District.

The Administrator shall prepare for Council approval updates to the Assessment Roll each year to reflect (i) the identification of each Assessment Parcel by Tax Parcel number, if available, (ii) the Assessments and/or any supplemental Assessments pursuant to Section 372.019 of the PID Act, including any adjustments as provided in this Annual Service Plan Update, (iii) the Collection Expenses allocable to each parcel, and (iv) any other changes permitted by law.

**C.2 Apportionment of Assessment Upon Subdivision**

Upon the subdivision of an Assessment Parcel, including a replat, the Assessment for each of the resulting Tax Parcels shall be equal to the Assessment corresponding to the lot classification for such Tax Parcel as determined by reference to the Preliminary Plat Castle Hills – Singer Tract. However, the Assessment for any Tax Parcel that is not located in a recorded final residential plat shall be equal to the sum of the Assessments for the anticipated number and classification of lots as determined by reference to the Preliminary Plat Castle Hills – Singer Tract.

**C.3 Apportionment of Assessment Upon Consolidation**

Upon the consolidation of one or more Assessment Parcels, the Assessment for the resulting new Assessment Parcel shall be equal to the sum of the Assessments for the Assessment Parcels which were consolidated.

**C.4 Payment and Collection of Assessments**

The PID Act provides that an Assessment may be paid in full at any time, without penalty, which amount includes the remaining unpaid principal balance along with interest that has accrued on the Assessment to the date of prepayment. If the Assessments are not paid in full, the PID Act authorizes the District to collect interest and Collection Expenses on the outstanding Assessments. An Assessment that is not paid in full will be collected in annual installments each year in the amounts shown on the Assessment Roll, which include interest on the outstanding balance of such Assessment and Collection Expenses.

**C.4.i Payment in Annual Installments**

The Public Improvement Project will be financed from the payment of the Assessments in periodic installments (the "Installment Payments") which, pursuant to Sections 372.017 and 372.018 of the PID Act, may bear interest at the rate specified by and beginning at the time or times or on the occurrence of one or more events specified by the Council and will (i) be in amounts necessary to meet the annual costs for the improvements and (ii) continue for the period approved by the Council for the payment of the installments. The Council has determined that the Assessments shall be payable as shown in the Assessment Roll in twenty (20) annual installments commencing with the 2017 Installment. Payments made after January 31 in a given year shall be subject to delinquency and interest penalties. The City or County Tax Assessor/Collector will invoice each owner of an Assessment Parcel for

the Installment Payment at the same time as the County's annual property tax bill, and the installments shall be due and payable in the same manner as provided for the County's property taxes. Thereafter, subsequent installments shall be due in the same manner in each succeeding calendar year until the assessment together with interest and Collection Expenses as provided herein has been paid in full. Failure of an owner to receive an Installment Payment on the property tax bill shall not relieve the owner of the responsibility for the Assessment or the Installment Payment. The City Council may provide for other means of collecting the Annual Installments to the extent permitted under the PID Act. In the event of default or foreclosure of any element of the Project, the City has no financial obligations under the Reimbursement Agreement other than the enforcement of the collection of the Assessments.

The Assessments are personal obligations of the person owning an Assessment Parcel in the year an Installment Payment becomes due. Any sale of property for nonpayment of the Installment Payments shall be subject to the lien established for the remaining unpaid Installment Payments against such Assessment Parcel, and such Assessment Parcel may again be sold at a judicial foreclosure sale if the purchaser thereof fails to make timely payment of the non-delinquent Installment Payments against such Assessment Parcel as they become due and payable.

A schedule of the Installment Payments for each Assessment Parcel is included in **Appendix B**.

**C.4.ii Collection Expenses**

Collection expenses for the District are estimated at \$15,000 initially and may escalate annually, as set forth in **Appendix B**, and are allocated in proportion to the Assessments.

**C.4.iii Delinquencies and Penalties**

Pursuant to 372.018(f) of the Act, delinquent installments of the assessment shall incur interest, penalties, and attorney's fees in the same manner as delinquent ad valorem taxes.

**C.4.iv Payment in Full**

The Assessment for any Assessment Parcel may be paid in full, without penalty, by paying to the City the remaining unpaid principal balance along with interest that has accrued on the assessment to the date of prepayment. Unpaid but billed Installment Payments shall remain due and payable notwithstanding any Assessment payoff; any such amounts shall be refunded following their receipt by the fiscal agent and/or trustee.



**C.4.v Payment in Part**

The Assessment for any Assessment Parcel may be paid in part by paying to the City a portion of the remaining unpaid principal balance along with interest that has accrued on such unpaid principal balance to the date of prepayment.

**C.4.vi Application of Assessment Payoff Amount**

The Assessment payoff amount calculated above shall be paid to the City and applied toward the payment or reimbursement of costs of the Public Improvement Project in accordance with the Reimbursement Agreement. Upon the payment of the Assessment either in full or in part to the City, the Assessment Roll shall be amended accordingly and in the event the Assessment has been paid in full the appropriate party shall cause an Assessment lien release for the applicable Assessment Parcel to be recorded.

**C.4.vii Reduction of Assessments from Excess Improvement Funds**

If the actual cost of the Public Improvement Project is less than the cost used to calculate the Assessments, then the Assessment for each Assessment Parcel shall be reduced by an equal percentage such that the sum of the resulting reduced Assessments for all Assessment Parcels equals the actual costs of the Public Improvement Project.



## **APPENDIX A**

City of Carrollton

Annual Service and Assessment Plan (SAP) Update (2025)

Castle Hills Public Improvement District #1



**BUYER DISCLOSURE  
FORM**

**Texas Property Code Section 5.014(A) Notice  
(Required Before Contract Execution)**

**NOTICE OF OBLIGATIONS RELATED TO PUBLIC IMPROVEMENT DISTRICT**

A person who proposes to sell or otherwise convey real property that is located in a public improvement district established under Subchapter A, Chapter 372, Local Government Code (except for public improvement districts described under Section 372.005), or Chapter 382, Local Government Code, shall first give to the purchaser of the property this written notice, signed by the seller.

For the purposes of this notice, a contract for the purchase and sale of real property having a performance period of less than six months is considered a sale requiring the notice set forth below.

This Notice requirement does not apply to a transfer:

- 1) Under a court order or foreclosure;
- 2) By a trustee in bankruptcy;
- 3) To a mortgagee by a mortgagor or successor in interest or to a beneficiary of a deed of trust by a trustor or successor in interest;
- 4) By a mortgagee or a beneficiary under a deed of trust who has acquired the land at a sale conducted under a power of sale under a deed of trust or a sale under a court-ordered foreclosure or has acquired the land by a deed in lieu of foreclosure;
- 5) By a fiduciary in the course of the administration of a decedent's estate, guardianship, conservatorship, or trust;
- 6) From one co-owner to another co-owner of an undivided interest in the real property;
- 7) To or from a government entity; or,
- 8) Of only a mineral interest, leasehold interest, or security interest.

The following notice shall be given to the prospective purchaser before the execution of a binding contract of purchase and sale, either separately or as an addendum or paragraph of a purchase contract. In the event a contract of purchase and sale is entered into without the seller having provided the required notice, the purchaser, subject to certain exception, is entitled to terminate the contract.

A separate copy of this notice shall be executed by the seller and the purchase and must be filed in the real property records of the county in which the property is located at the closing of the purchase and sale of the property.

**Texas Property Code Section 5.014(A) Notice  
(Required Before Contract Execution)**

NOTICE OF OBLIGATION TO PAY  
PUBLIC IMPROVEMENT DISTRICT ASSESSMENT TO CARROLLTON, TEXAS  
CASTLE HILLS PUBLIC IMPROVEMENT DISTRICT NO. 1

CONCERNING THE FOLLOWING PROPERTY

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As the purchaser of the real property described above, you are obligated to pay assessments to Carrollton, Texas, for the costs of a portion of a public improvement or services project (the "Authorized Improvements") undertaken for the benefit of the property within **Castle Hills Public Improvement District No. 1** (the "District") created under Subchapter A, Chapter 372, Local Government Code.

AN ASSESSMENT HAS BEEN LEVIED AGAINST YOUR PROPERTY FOR THE AUTHORIZED IMPROVEMENTS, WHICH MAY BE PAID IN FULL AT ANY TIME. IF THE ASSESSMENT IS NOT PAID IN FULL, IT WILL BE DUE AND PAYABLE IN ANNUAL INSTALLMENTS THAT WILL VARY FROM YEAR TO YEAR DEPENDING ON THE AMOUNT OF INTEREST PAID, COLLECTION COSTS, ADMINISTRATIVE COSTS, AND DELINQUENCY COSTS.

The exact amount of the assessment may be obtained from Carrollton. The exact amount of each annual installment will be approved each year by Carrollton City Council in the annual service plan update for the district. More information about the assessments, including the amounts and due dates, may be obtained from Carrollton.

Your failure to pay any assessment or any annual installment may result in penalties and interest being added to what you owe or in a lien on and the foreclosure of your property.

**Texas Property Code Section 5.014(A) Notice  
(Required Before Contract Execution)**

The undersigned purchaser acknowledges receipt of this notice before the effective date of a binding contract for the purchase of the real property at the address described above.

Buyer (Print Name)	Signature	Date
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Buyer (Print Name)	Signature	
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The undersigned seller acknowledges providing this notice to the potential purchaser before the effective date of a binding contract for the purchase of the real property at the address described above.

Seller (Print Name)	Signature	Date
---------------------	-----------	------

Seller (Print Name)	Signature	Date
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**Texas Property Code Section 5.0143 Notice  
(Required At Closing And Must Be Recorded In Denton County Deed Of Records)**

AFTER RECORDING RETURN TO:

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NOTICE OF OBLIGATION TO PAY  
PUBLIC IMPROVEMENT DISTRICT ASSESSMENT TO CARROLLTON, TEXAS  
CASTLE HILLS PUBLIC IMPROVEMENT DISTRICT NO. 1

CONCERNING THE FOLLOWING PROPERTY

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As the purchaser of the real property described above, you are obligated to pay assessments to Carrollton, Texas, for the costs of a portion of a public improvement or services project (the "Authorized Improvements") undertaken for the benefit of the property within **Castle Hills Public Improvement District No. 1** (the "District") created under Subchapter A, Chapter 372, Local Government Code.

AN ASSESSMENT HAS BEEN LEVIED AGAINST YOUR PROPERTY FOR THE AUTHORIZED IMPROVEMENTS, WHICH MAY BE PAID IN FULL AT ANY TIME. IF THE ASSESSMENT IS NOT PAID IN FULL, IT WILL BE DUE AND PAYABLE IN ANNUAL INSTALLMENTS THAT WILL VARY FROM YEAR TO YEAR DEPENDING ON THE AMOUNT OF INTEREST PAID, COLLECTION COSTS, ADMINISTRATIVE COSTS, AND DELINQUENCY COSTS.

The exact amount of the assessment may be obtained from Carrollton. The exact amount of each annual installment will be approved each year by Carrollton City Council in the annual service plan update for the District. More information about the assessments, including the amounts and due dates, may be obtained from Carrollton.

Your failure to pay any assessment or any annual installment may result in penalties and interest being added to what you owe or in a lien on and the foreclosure of your property.

**Texas Property Code Section 5.0143 Notice**  
**(Required At Closing And Must Be Recorded In Denton County Deed Of Records)**

The undersigned purchaser acknowledges receipt of this notice before the effective date of a binding contract for the purchase of the real property at the address described above. The undersigned purchaser acknowledged the receipt of this notice including the current information required by Section 5.0143, Texas Property Code, as amended.

Buyer (Print Name)	Signature	Date
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Buyer (Print Name)	Signature	
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STATE OF TEXAS                   §  
   §  
COUNTY OF \_\_\_\_\_ §

The foregoing instrument was acknowledged before me by \_\_\_\_\_ and \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes therein expressed.

Given under my hand and seal of office on this \_\_\_\_\_, 20\_\_

Notary Public, State of Texas

**Texas Property Code Section 5.0143 Notice**  
**(Required At Closing And Must Be Recorded In Denton County Deed Of Records)**

The undersigned seller acknowledges providing a separate copy of the notice required by Section 5.014 of the Texas Property Code including the current information required by Section 5.0143, Texas Property Code, as amended, at the closing of the purchase of the real property at the address above.

Seller (Print Name)	Signature	Date
---------------------	-----------	------

Seller (Print Name)	Signature	
---------------------	-----------	--

STATE OF TEXAS                   §  
   §  
COUNTY OF \_\_\_\_\_ §

The foregoing instrument was acknowledged before me by \_\_\_\_\_ and \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes therein expressed.

Given under my hand and seal of office on this \_\_\_\_\_, 20\_\_

Notary Public, State of Texas

## **APPENDIX B**

City of Carrollton

Annual Service and Assessment Plan (SAP) Update (2025)

Castle Hills Public Improvement District #1



## **ASSESSMENT ROLL**



## 41' Lot Type

Table B-1: Assessment Roll of 41' Lot Type

Parcel ID						
716080	716081	716082	716083	716084	716085	716086
716087	716088	716089	716090	716091	716092	716093
716094	716095	716096	716097	716098	716128	716129
716130	716131	716132	716133	716134	716135	716136
716137	716251	716252	716253	716254	716255	716256
716257	716258	716260	716261	716262	716263	716264
716265	716266	716267	716268	716269	716270	716271
716284	716285	716286	716287	716288	716289	716290
716291	716292	716293	716294	716295	716296	716297
716298	716299	716300	716301	716302	716303	716579
716580	716581	716582	716583	716584	716585	716586
716587	716588	716589	716590			

**Appendix B**  
**Annual Installments by Parcel ID**

**Lot Classification: 41'**

Tax Year (a)	PID Reimbursement Agreement				Assessment Balance (b)
	Interest	Principal	Administrative Expenses	Annual Installment	
2025	\$763.97	\$756.97	\$44.48	\$1,565.42	\$12,732.76
2026	\$718.55	\$801.94	\$44.93	\$1,565.42	\$11,975.79
2027	\$670.43	\$849.61	\$45.38	\$1,565.42	\$11,173.85
2028	\$619.46	\$900.13	\$45.83	\$1,565.42	\$10,324.24
2029	\$565.45	\$953.68	\$46.29	\$1,565.42	\$9,424.11
2030	\$508.23	\$1,010.44	\$46.75	\$1,565.42	\$8,470.43
2031	\$447.60	\$1,070.60	\$47.22	\$1,565.42	\$7,459.99
2032	\$383.36	\$1,134.36	\$47.69	\$1,565.41	\$6,389.39
2033	\$315.30	\$1,201.95	\$48.17	\$1,565.42	\$5,255.03
2034	\$243.19	\$1,273.58	\$48.65	\$1,565.42	\$4,053.08
2035	\$166.77	\$1,349.51	\$49.14	\$1,565.42	\$2,779.50
2036	\$85.80	\$1,429.99	\$49.63	\$1,565.42	\$1,429.99
Total	\$5,488.11	\$12,732.76	\$564.16	\$18,785.03	

(a) Tax Year 2025 corresponds to Bond Year 2026. Assessments are due January 31 of Bond Year.

(b) Assumes Annual Installment has not been paid for the Year.

# 50' Lot Type

Table B-2: Assessment Roll of 50' Lot Type

Parcel ID						
716015	716016	716017	716018	716019	716020	716021
716022	716023	716024	716025	716026	716027	716028
716029	716030	716031	716032	716033	716034	716035
716036	716037	716038	716039	716040	716041	716042
716043	716044	716046	716047	716071	716072	716073
716074	716075	716076	716077	716078	716139	716140
716141	716142	716143	716144	716145	716146	716147
716148	716149	716150	716151	716152	716153	716154
716155	716156	716180	716181	716182	716183	716184
716185	716186	716187	716188	716189	716190	716191
716192	716193	716194	716195	716196	716197	716198
716199	716200	716201	716202	716203	716204	716356
716357	716358	716359	716360	716361	716362	716363
716364	716365	716366	716367	716368	716369	716370
716371	716372	716373	716374	716375	716389	716390
716391	716392	716393	716394	716395	716396	716397
716398	716399	716400	716401	716402	716403	716404
716405	716406	716407	716408	716416	716417	716418
716419	716420	716421	716422	716423	716424	716425
716426	716427	716428	716429	716430	716431	716432
716433	716434	716468	716469	716470	716471	716472
716473	716474	716475	716476	716477	716478	716479
716480	716481	716482	716483	716484	716485	716486
716517	716518	716519	716521	716523	716524	716525
716526	716527	716528	716529	716530	716531	716538
716539	716540	716541	716542	716543	716544	716545
716546	716547	716548	716549	716550	716551	716552
716591	716592	716593	716594	716595	716596	716597
716598	716599	716600	716601	716602	716603	716604
716605	716606	716607	716608	716609	716610	716611
716612	716613	716614	716615	716616	716617	716618
716619	716620	716621	716622	716623	716624	716625
716626	716627	716628	716635	716636	716637	716638
716639	716640					

**Appendix B**  
**Annual Installments by Parcel ID**

**Lot Classification: 50'**

Tax Year (a)	PID Reimbursement Agreement				Assessment Balance (b)
	Interest	Principal	Administrative Expenses	Annual Installment	
2025	\$931.67	\$923.13	\$54.25	\$1,909.05	\$15,527.78
2026	\$876.28	\$977.98	\$54.79	\$1,909.05	\$14,604.65
2027	\$817.60	\$1,036.11	\$55.34	\$1,909.05	\$13,626.67
2028	\$755.43	\$1,097.72	\$55.89	\$1,909.04	\$12,590.56
2029	\$689.57	\$1,163.03	\$56.45	\$1,909.05	\$11,492.84
2030	\$619.79	\$1,232.25	\$57.01	\$1,909.05	\$10,329.81
2031	\$545.85	\$1,305.61	\$57.59	\$1,909.05	\$9,097.56
2032	\$467.52	\$1,383.37	\$58.16	\$1,909.05	\$7,791.95
2033	\$384.52	\$1,465.79	\$58.74	\$1,909.05	\$6,408.58
2034	\$296.57	\$1,553.15	\$59.33	\$1,909.05	\$4,942.79
2035	\$203.38	\$1,645.75	\$59.92	\$1,909.05	\$3,389.64
2036	\$104.63	\$1,743.89	\$60.52	\$1,909.04	\$1,743.89
Total	\$6,692.81	\$15,527.78	\$687.99	\$22,908.58	

(a) Tax Year 2025 corresponds to Bond Year 2026. Assessments are due January 31 of Bond Year.

(b) Assumes Annual Installment has not been paid for the Year.

## **APPENDIX C**

City of Carrollton

Annual Service and Assessment Plan (SAP) Update (2025)

Castle Hills Public Improvement District #1



**TOTAL ASSESSMENT  
ROLL**

**Appendix C**  
**Annual Installments by Parcel ID**

**Lot Classification: Total**

Tax Year (a)	PID Reimbursement Agreement				Assessment Balance (b)
	Interest	Principal	Administrative Expenses	Annual Installment	
2025	\$278,959.94	\$276,404.96	\$16,242.86	\$571,607.76	\$4,649,332.28
2026	\$262,375.64	\$292,826.83	\$16,405.29	\$571,607.76	\$4,372,927.32
2027	\$244,806.03	\$310,232.39	\$16,569.34	\$571,607.76	\$4,080,100.49
2028	\$226,192.09	\$328,680.64	\$16,735.03	\$571,607.76	\$3,769,868.10
2029	\$206,471.25	\$348,234.13	\$16,902.38	\$571,607.76	\$3,441,187.46
2030	\$185,577.20	\$368,959.15	\$17,071.40	\$571,607.75	\$3,092,953.33
2031	\$163,439.65	\$390,925.99	\$17,242.11	\$571,607.75	\$2,723,994.18
2032	\$139,984.09	\$414,209.12	\$17,414.53	\$571,607.74	\$2,333,068.19
2033	\$115,131.54	\$438,887.53	\$17,588.68	\$571,607.75	\$1,918,859.07
2034	\$88,798.29	\$465,044.89	\$17,764.57	\$571,607.75	\$1,479,971.54
2035	\$60,895.60	\$492,769.94	\$17,942.22	\$571,607.76	\$1,014,926.65
2036	\$31,329.40	\$522,156.71	\$18,121.64	\$571,607.75	\$522,156.71
Total	\$2,003,960.72	\$4,649,332.28	\$206,000.05	\$6,859,293.05	

(a) Tax Year 2025 corresponds to Bond Year 2026. Assessments are due January 31 of Bond Year.

(b) Assumes Annual Installment has not been paid for the Year.



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Public Finance  
Public-Private Partnerships  
Development Economics  
Clean Energy Bonds



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7284

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Ordinances

**Agenda Number:** \*19.

**CC MEETING:** July 22, 2025

**DATE:** July 8, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Melissa Everett, Finance Director  
Chrystal Davis, Assistant City Manager

Consider An **Ordinance Acknowledging Receipt Of The Carrollton Castle Hills Public Improvement District No. 2 Annual Service Plan Update.**

### **BACKGROUND:**

The Carrollton Castle Hills Public Improvement District No. 2 (the "PID") was created on February 28, 2017, by Resolution No. 4043 in accordance with the Public Improvement District Act (the "PID Act") to reimburse the costs of certain public improvements (the "Public Improvement Project") for the benefit of the property in the PID. A Service and Assessment plan was subsequently prepared identifying the Public Improvement Project and its estimated costs and the manner of assessing the property in the PID for the costs of the Public Improvement Project. Following a public hearing held on April 4, 2017, the City accepted and approved the Service and Assessment Plan and levied assessments (the "Assessments") with the adoption of City of Carrollton Ordinance No. 3803 (the "Assessment Ordinance").

Pursuant to the PID Act, the Service and Assessment Plan is to be reviewed and updated annually and is to include an Assessment Plan. The attached Annual Service Plan Update was prepared by DTA, the vendor contracted to administer the PID. Staff has reviewed this update and tied key assessment figures back to the Service Assessment Plan adopted by council resolution.

### **FINANCIAL IMPLICATIONS:**

The eighth assessment for this PID will be for the tax year 2025 and will be due in January 2026.

### **RECOMMENDATION/ACTION DESIRED:**

Approve the attached resolution acknowledging receipt of the annual service plan update.



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ACKNOWLEDGING RECEIPT OF THE CARROLLTON CASTLE HILLS PUBLIC IMPROVEMENT DISTRICT NO. 2 ANNUAL SERVICE PLAN UPDATE TO THE SERVICE AND ASSESSMENT PLAN; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Carrollton, Texas, has received the Annual Service Plan Update to the Service Assessment Plan for the Carrollton Castle Hills Public Improvement District No. 2 of 2025 from the District Administrator, DTA; and

**WHEREAS**, this update has been reviewed and found to be in compliance with Resolution No. 4043 authoring the creation of Carrollton Castle Hills Public Improvement District No. 2.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:**

**SECTION 1**

All the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2**

The City Council of the City of Carrollton hereby acknowledges receipt of the Carrollton Castle Hills Public Improvement District No. 2 Annual Service Plan Update to the Service and Assessment Plan.

**SECTION 3**

This Ordinance shall take effect immediately from and after its passage.

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas, this 22nd day of July, 2025.

**CITY OF CARROLLTON, TEXAS:**

\_\_\_\_\_  
Steve Babick, Mayor

**ATTEST:**

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

**APPROVED AS TO FORM:**

---

Meredith Ladd, City Attorney

**APPROVED AS TO CONTENT:**

---

Melissa Everett, Finance Director



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# ANNUAL SERVICE AND ASSESSMENT PLAN (SAP) UPDATE (2025)

CITY OF CARROLLTON

CASTLE HILLS

PUBLIC IMPROVEMENT DISTRICT #2

Report Date: June 24, 2025

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## **CITY OF CARROLLTON**



**CARROLLTON**  
T E X A S

### **ANNUAL SERVICE AND ASSESSMENT PLAN (SAP) UPDATE (2025)**

### **CASTLE HILLS PUBLIC IMPROVEMENT DISTRICT #2**

City of Carrollton

1945 East Jackson Road

Carrollton, TX 75006

Attention: Melissa Everett, Finance Director

# TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I INTRODUCTION.....	1
II ANNUAL SERVICE PLAN UPDATE .....	2
A Estimated Costs of Public Improvements.....	2
B Five Year PID Cash Flow Projections.....	3
C Description of Public Improvement Project.....	3
III ANNUAL ASSESSMENT PLAN UPDATE .....	4
A Allocation of Cost of the Public Improvement Projects to PID .....	4
B Assessment Methodology.....	4
C Terms of the Assessments.....	5
<u>APPENDICES</u>	
APPENDIX A BUYER DISCLOSURE FORM	
APPENDIX B ASSESSMENT ROLL	
APPENDIX C TOTAL ASSESSMENT ROLL	

## **I INTRODUCTION**

The Carrollton Castle Hills Public Improvement District No. 2 (the "PID") was created on February 28, 2017, by City of Carrollton (the "City") Resolution No. 4043 in accordance with the Public Improvement District Act, being Chapter 372 of the Texas Local Government Code (the "PID Act") to finance and/or reimburse the costs of certain public improvements (the "Public Improvement Project") for the benefit of the property in the PID. A Service and Assessment Plan (the "Service and Assessment Plan" or "SAP") was subsequently prepared at the direction of the City identifying the Public Improvement Project and its estimated costs, the manner of assessing the property in the PID for the costs of the Public Improvement Project, and any indebtedness to be incurred. Following a public hearing held on April 4, 2017, the City accepted and approved the Service and Assessment Plan and levied assessments (the "Assessments") with the adoption of City of Carrollton Ordinance No. 3803 (the "Assessment Ordinance").

Pursuant to Sections 372.013 and 372.014 of the PID Act, the Service and Assessment Plan is to be reviewed and updated annually and is to include an Assessment Plan. This Annual Service Plan Update to the Service and Assessment Plan (the "Annual Service Plan Update") for 2025 is comprised of the following four parts:

- Introduction;
- Annual Service Plan Update;
- Annual Assessment Plan Update;
- Buyer Disclosure Form; and
- Assessment Roll.

## II ANNUAL SERVICE PLAN UPDATE

Section 372.013 of the PID Act requires that the Annual Service Plan Update (i) define the annual indebtedness and the projected costs of the Projects and (ii) cover a period of at least 5 years. Please refer the following tables for the aforementioned information.

### A Estimated Costs of Public Improvements

The estimated costs of the Public Improvement Project are summarized in Table II-1.

Table II-1: Public Improvement Project Cost Summary

Description	Total	Public Improvements	Private Improvements
<b>Hard Costs</b>			
Storm Drainage Facilities	\$1,208,038	\$1,208,038	\$0
Sanitary Sewer Facilities	\$3,072,014	\$3,072,014	\$0
Water Facilities	\$1,957,754	\$1,957,754	\$0
Road Improvements	\$2,940,480	\$2,940,480	\$0
Earthwork/Grading and Retaining Walls	\$6,637,616	\$6,637,616	\$0
Utilities	\$930,000	\$0	\$930,000
Landscaping/Parks	\$1,147,826	\$1,147,826	\$0
Contingency	\$2,502,446	\$2,372,385	\$130,061
<b>Subtotal - Neighborhood Improvements</b>	<b>\$20,396,174</b>	<b>\$19,336,113</b>	<b>\$1,060,061</b>
<b>Soft Costs</b>			
Engineering, Design, and City Fees	\$1,468,356	\$1,468,356	\$0
Property and Roll Taxes and HOA	\$300,000	\$0	\$300,000
Construction Period Interest	\$825,000	\$0	\$825,000
Development/Management Fees	\$805,740	\$0	\$805,740
Development Financing Expenses	\$366,100	\$0	\$366,100
<b>Subtotal - Soft Costs</b>	<b>\$3,765,196</b>	<b>\$1,468,356</b>	<b>\$2,296,840</b>
<b>Grand Total</b>	<b>\$24,161,370</b>	<b>\$20,804,469</b>	<b>\$3,356,901</b>
<b>PID Principal Assessed</b>	<b>\$8,446,180</b>	<b>\$8,446,180</b>	<b>\$0</b>
<b>Interest on Principal Assessed</b>	<b>\$8,751,012</b>	<b>\$8,751,012</b>	<b>\$0</b>
<b>PID Funded Principal and Interest</b>	<b>\$17,197,192</b>	<b>\$17,197,192</b>	<b>\$0</b>

\*Note: May not sum due to rounding.

## B Five Year PID Cash Flow Projections

Projected annual assessment installment revenue, PID expenditures, and indebtedness, in the form of the obligation to reimburse the Developer, CH PH 12, LLC and its successors and assigns, are shown in Table II-2 below. The District is not anticipated to incur any bonded indebtedness.

**Table II-2: 5-Year Cash Flow Projections (Tax Years 2025-2029)**

Description	Total	2025	2026	2027	2028	2029
<b>Revenues</b>						
Assessments Installments	\$3,099,624	\$619,925	\$619,925	\$619,925	\$619,925	\$619,925
<b>Total Revenues</b>	<b>\$3,099,624</b>	<b>\$619,925</b>	<b>\$619,925</b>	<b>\$619,925</b>	<b>\$619,925</b>	<b>\$619,925</b>
<b>Expenditures</b>						
Reimbursement Interest	\$1,727,959	\$384,419	\$366,489	\$347,133	\$326,237	\$303,681
Reimbursement Principal	\$1,313,634	\$224,129	\$241,946	\$261,187	\$281,966	\$304,406
Collection Expenses	\$58,031	\$11,377	\$11,489	\$11,605	\$11,722	\$11,838
<b>Total Expenditures</b>	<b>\$3,099,624</b>	<b>\$619,925</b>	<b>\$619,925</b>	<b>\$619,925</b>	<b>\$619,925</b>	<b>\$619,925</b>

**Notes:** May not sum due to rounding. Revenues and Expenditures have been reduced from original amounts following prepayments of principal.

## C Description of Public Improvement Project

A description of the Public Improvement Projects follows below.

- Storm drainage improvements, including but not limited to, storm drains, junction boxes, curb inlets, and headwalls;
- Sanitary sewer facilities, including but not limited to, on and off-site sewer mains and laterals, including force mains, manholes, a lift station, and all other works, and equipment for the collection and transportation of wastewater;
- Water facilities, including but not limited to, on and off-site water mains and laterals, valves, fittings, and fire hydrants;
- Road improvements, including but not limited to, on-site street base and paving, ramps, sidewalks, and brick pavers/median noses and off-site subgrade, base and paving, ramps, and sidewalks associated with new turn lanes;
- Earthwork/grading and retaining walls; and
- City, professional, and other fees, including but not limited to, engineering, materials/soils testing, plan check and inspection fees, construction staking, and construction management.



### **III ANNUAL ASSESSMENT PLAN UPDATE**

Pursuant to Section 372.015 of the PID Act, the cost of an improvement to be assessed against property in an improvement district shall be apportioned on the basis of the special benefits accruing to the property because of the improvement. The costs of an improvement may be assessed (i) equally per front foot or square foot, (ii) according to the value of the property as determined by the Council, with or without regard to improvements on the property, or (iii) in any other manner that results in imposing equal shares of the cost on properties similarly benefitted. Furthermore, Section 372.015 of the PID Act provides that the Council may establish by ordinance or order (i) reasonable classifications and formulas for the apportionment of the cost between the municipality or county and the area to be assessed and (ii) the methods of assessing the special benefits for various classes of improvements.

The Assessment Plan describes the special benefit received by each classification of property from the Public Improvement Project. It also provides the basis and justification for the determination that the special benefit is equal to or greater than the amount of the Assessments, and establishes the methodology by which the Council apportions costs in a manner that results in equal shares allocated to parcels similarly benefitted. The determination by the Council of the assessment methodology set forth herein is the result of the discretionary exercise by the Council of its legislative authority and governmental powers and is conclusive and binding on the Developer and all future owners of assessed parcels. This PID is created to provide for reimbursement or payment of improvement costs for the PID; no alternate financing is approved through the approval of this SAP. The City shall not be liable for payment of any costs from general funds or other municipal revenues. The City assumes no financial obligation whatsoever in the event of default or foreclosure of any portion or phase of the development projects within the PID.

#### **A Allocation of Cost of the Public Improvement Projects to PID**

All costs of the Public Improvement Projects are allocated to the residential lots within the PID (the "Assessment Parcels"). The Public Improvement Project is comprised of local public improvements that are a condition for developing and designed specifically to serve the residential lots within the PID. Therefore, the Assessment Parcels will receive a direct and special benefit from the Public Improvement Projects, and this benefit will be equal to or greater than the amount of the Assessment.

#### **B Assessment Methodology**

The Council has determined to allocate the costs of the Public Improvement Project to the residential lots within the PID in proportion to estimated average build-out value (i.e., estimated completed home values), and that creating assessment classifications based on the five (5) anticipated lot types will result in imposing equal shares of cost on properties similarly benefitted. Average build-out values for each lot type are shown in **Table III-1**, and the allocation of the cost of the Public Improvement Project, the portion of such

allocated costs to be funded by the PID, and the estimate total Installment Payment applicable to each lot type is shown in Table III-2.

**Table III-1: Average Build-Out Values**

Lot Classification	Minimum Lot Width	Average Build-Out Value	Lots	Dwelling Units	Total Build-Out Value	Percent (%) of Total
1	Multi-Family	\$150,000	N/A	430	\$64,500,000	29.17%
2	41 Feet	\$426,000	84	84	\$35,784,000	16.18%
3	50 Feet	\$520,000	114	114	\$59,280,000	26.81%
4	65 Feet	\$675,000	57	57	\$38,475,000	17.40%
5	80 Feet	\$825,000	28	28	\$23,100,000	10.45%
<b>Total</b>			<b>283</b>	<b>713</b>	<b>\$221,139,000</b>	<b>100.00%</b>

\*Note: May not sum due to rounding.

**Table III-2: Cost Allocation, Assessments, and Average Installments**

Lot Classification	Percent (%) of Total	Allocated Costs	PID Principal	Assessment per Lot/Unit	Average Installment Payment
1	29.17%	\$7,047,189	\$2,463,512	\$5,729.10	\$594.45
2	16.18%	\$3,909,715	\$1,366,734	\$16,270.64	\$1,688.24
3	26.81%	\$6,476,859	\$2,264,140	\$19,860.87	\$2,060.76
4	17.40%	\$4,203,730	\$1,469,514	\$25,780.94	\$2,675.03
5	10.45%	\$2,523,877	\$882,281	\$31,510.04	\$3,269.48
<b>Total</b>	<b>100.00%</b>	<b>\$24,161,370</b>	<b>\$8,446,180</b>		

\*Note: May not sum due to rounding.

## C Terms of the Assessments

A lien has been established against the property assessed effective as of the date of the Assessment Ordinance, privileged above all other liens, except for liens for State, county, school district or municipality ad valorem taxes, including prior mortgage liens, to the extent allowed by Section 372.018(b) of the Local Government Code. The Assessments shall be imposed and may be collected in annual installments from real property within the PID through the application of the procedures described below. The Assessments shall terminate on the date the Assessments are paid in full, including unpaid assessment installment payments, if any.

### C.1 Assessment Roll

The Assessment for each Assessment Parcel within the District shall be shown on the Assessment Roll attached hereto as **Appendix B**. Note, no plats were recorded as of January 1, 2018.

No Assessment shall be charged hereafter except pursuant to the provisions

provided for herein or as permitted under the PID Act. The Assessment Roll shall be updated following the payment of any Assessment in lump sum and each year to reflect any subdivision and/or consolidation of Assessment Parcels within the District.

The Administrator shall prepare for Council approval updates to the Assessment Roll each year to reflect (i) the identification of each Assessment Parcel by Tax Parcel number, if available, (ii) the Assessments and/or any supplemental Assessments pursuant to Section 372.019 of the PID Act, including any adjustments as provided in this Annual Service Plan Update, (iii) the Collection Expenses allocable to each parcel, and (iv) any other changes permitted by law.

***C.2 Apportionment of Assessment Upon Subdivision***

Upon the subdivision of an Assessment Parcel, including a replat, the Assessment for each of the resulting Tax Parcels shall be equal to the Assessment corresponding to the lot classification for such Tax Parcel as determined by reference to the Preliminary Castle Hills Phase 10 Plat for the single-family property or Technical Site Plan for the multi-family property. However, the Assessment for any Tax Parcel that is not located in a recorded final residential plat shall be equal to the sum of the Assessments for the anticipated number and classification of lots as determined by reference to the Preliminary Castle Hills Phase 10 Concept Plan or the Preliminary Castle Hills Phase 10 Plat, as applicable.

***C.3 Apportionment of Assessment Upon Consolidation***

Upon the consolidation of one or more Assessment Parcels, the Assessment for the resulting new Assessment Parcel shall be equal to the sum of the Assessments for the Assessment Parcels which were consolidated.

***C.4 Payment and Collection of Assessments***

The PID Act provides that an Assessment may be paid in full at any time, without penalty, which amount includes the remaining unpaid principal balance along with interest that has accrued on the Assessment to the date of prepayment. If the Assessments are not paid in full, the PID Act authorizes the District to collect interest and Collection Expenses on the outstanding Assessments. An Assessment that is not paid in full will be collected in annual installments each year in the amounts shown on the Assessment Roll, which include interest on the outstanding balance of such Assessment and Collection Expenses.

**C.4.i Payment in Annual Installments**

The Public Improvement Project will be financed from the payment of the Assessments in periodic installments (the "Installment Payments") which, pursuant to Sections 372.017 and 372.018 of the PID Act, may bear interest at the rate specified by and beginning at the time or times or on the occurrence of one or more events specified by the Council and will (i) be in amounts necessary to meet the annual costs for the improvements and (ii) continue for the period approved by the Council for the payment of the installments. The Council has determined that the Assessments shall be payable as shown in the Assessment Roll in twenty (20) annual installments commencing with the 2018 Installment Payments payable no later than January 31, 2019, at an interest rate of 8.00%.

The City or County Tax Assessor/Collector will invoice each owner of an Assessment Parcel for the Installment Payment at the same time as the County's annual property tax bill, and the installments shall be due and payable in the same manner as provided for the County's property taxes. Thereafter, subsequent installments shall be due in the same manner in each succeeding calendar year until the assessment together with interest and Collection Expenses as provided herein has been paid in full. Failure of an owner to receive an Installment Payment on the property tax bill shall not relieve the owner of the responsibility for the Assessment or the Installment Payment. The City Council may provide for other means of collecting the Annual Installments to the extent permitted under the PID Act. In the event of default or foreclosure of any element of the Project, the City has no financial obligations under the Reimbursement Agreement other than the enforcement of the collection of the Assessments.

The Assessments are personal obligations of the person owning an Assessment Parcel in the year an Installment Payment becomes due. Any sale of property for nonpayment of the Installment Payments shall be subject to the lien established for the remaining unpaid Installment Payments against such Assessment Parcel, and such Assessment Parcel may again be sold at a judicial foreclosure sale if the purchaser thereof fails to make timely payment of the non-delinquent Installment Payments against such Assessment Parcel as they become due and payable.

A schedule of the Installment Payments for each Assessment Parcel is included in **Appendix B**.

**C.4.ii Collection Expenses**

Collection expenses for the District are estimated at \$15,000 initially and may escalate annually, as set forth in **Appendix B**, and are allocated in proportion to the Assessments.

**C.4.iii Delinquencies and Penalties**

Pursuant to 372.018(f) of the Act, delinquent installments of the assessment shall incur interest, penalties, and attorney's fees in the same manner as delinquent ad valorem taxes.

**C.4.iv Payment in Full**

The Assessment for any Assessment Parcel may be paid in full, without penalty, by paying to the City the remaining unpaid principal balance along with interest that has accrued on the assessment to the date of prepayment. Unpaid but billed Installment Payments shall remain due and payable notwithstanding any Assessment payoff; any such amounts shall be refunded following their receipt by the fiscal agent and/or trustee.

**C.4.v Payment in Part**

The Assessment for any Assessment Parcel may be paid in part by paying to the City a portion of the remaining unpaid principal balance along with interest that has accrued on such unpaid principal balance to the date of prepayment.

**C.4.vi Application of Assessment Payoff Amount**

The Assessment payoff amount calculated above shall be paid to the City and applied toward the payment or reimbursement of costs of the Public Improvement Project in accordance with the Reimbursement Agreement. Upon the payment of the Assessment either in full or in part to the City, the Assessment Roll shall be amended accordingly and in the event the Assessment has been paid in full the appropriate party shall cause an Assessment lien release for the applicable Assessment Parcel to be recorded.

**C.4.vii Reduction of Assessments from Excess Improvement Funds**

If the actual cost of the Public Improvement Project is less than the cost used to calculate the Assessments, then the Assessment for each Assessment Parcel shall be reduced by an equal percentage such that the sum of the resulting reduced Assessments for all Assessment Parcels equals the actual costs of the Public Improvement Project.

## **APPENDIX A**

City of Carrollton  
Annual Service and Assessment Plan (SAP) Update (2025)  
Castle Hills Public Improvement District #2



**BUYER DISCLOSURE  
FORM**

**Texas Property Code Section 5.014(A) Notice  
(Required Before Contract Execution)**

**NOTICE OF OBLIGATIONS RELATED TO PUBLIC IMPROVEMENT DISTRICT**

A person who proposes to sell or otherwise convey real property that is located in a public improvement district established under Subchapter A, Chapter 372, Local Government Code (except for public improvement districts described under Section 372.005), or Chapter 382, Local Government Code, shall first give to the purchaser of the property this written notice, signed by the seller.

For the purposes of this notice, a contract for the purchase and sale of real property having a performance period of less than six months is considered a sale requiring the notice set forth below.

This Notice requirement does not apply to a transfer:

- 1) Under a court order or foreclosure;
- 2) By a trustee in bankruptcy;
- 3) To a mortgagee by a mortgagor or successor in interest or to a beneficiary of a deed of trust by a trustor or successor in interest;
- 4) By a mortgagee or a beneficiary under a deed of trust who has acquired the land at a sale conducted under a power of sale under a deed of trust or a sale under a court-ordered foreclosure or has acquired the land by a deed in lieu of foreclosure;
- 5) By a fiduciary in the course of the administration of a decedent's estate, guardianship, conservatorship, or trust;
- 6) From one co-owner to another co-owner of an undivided interest in the real property;
- 7) To or from a government entity; or,
- 8) Of only a mineral interest, leasehold interest, or security interest.

The following notice shall be given to the prospective purchaser before the execution of a binding contract of purchase and sale, either separately or as an addendum or paragraph of a purchase contract. In the event a contract of purchase and sale is entered into without the seller having provided the required notice, the purchases, subject to certain exception, is entitled to terminate the contract.

A separate copy of this notice shall be executed by the seller and the purchase and must be filed in the real property records of the county in which the property is located at the closing of the purchase and sale of the property.

**Texas Property Code Section 5.014(A) Notice  
(Required Before Contract Execution)**

NOTICE OF OBLIGATION TO PAY  
PUBLIC IMPROVEMENT DISTRICT ASSESSMENT TO CARROLLTON, TEXAS  
CASTLE HILLS PUBLIC IMPROVEMENT DISTRICT NO. 2

CONCERNING THE FOLLOWING PROPERTY

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As the purchaser of the real property described above, you are obligated to pay assessments to Carrollton, Texas, for the costs of a portion of a public improvement or services project (the "Authorized Improvements") undertaken for the benefit of the property within **Castle Hills Public Improvement District No. 2** (the "District") created under Subchapter A, Chapter 372, Local Government Code.

AN ASSESSMENT HAS BEEN LEVIED AGAINST YOUR PROPERTY FOR THE AUTHORIZED IMPROVEMENTS, WHICH MAY BE PAID IN FULL AT ANY TIME. IF THE ASSESSMENT IS NOT PAID IN FULL, IT WILL BE DUE AND PAYABLE IN ANNUAL INSTALLMENTS THAT WILL VARY FROM YEAR TO YEAR DEPENDING ON THE AMOUNT OF INTEREST PAID, COLLECTION COSTS, ADMINISTRATIVE COSTS, AND DELINQUENCY COSTS.

The exact amount of the assessment may be obtained from Carrollton. The exact amount of each annual installment will be approved each year by Carrollton City Council in the annual service plan update for the district. More information about the assessments, including the amounts and due dates, may be obtained from Carrollton.

Your failure to pay any assessment or any annual installment may result in penalties and interest being added to what you owe or in a lien on and the foreclosure of your property.



**Texas Property Code Section 5.014(A) Notice  
(Required Before Contract Execution)**

The undersigned purchaser acknowledges receipt of this notice before the effective date of a binding contract for the purchase of the real property at the address described above.

Buyer (Print Name)	Signature	Date
--------------------	-----------	------

Buyer (Print Name)	Signature	
--------------------	-----------	--

The undersigned seller acknowledges providing this notice to the potential purchaser before the effective date of a binding contract for the purchase of the real property at the address described above.

Seller (Print Name)	Signature	Date
---------------------	-----------	------

Seller (Print Name)	Signature	Date
---------------------	-----------	------

**Texas Property Code Section 5.0143 Notice  
(Required At Closing And Must Be Recorded In Denton County Deed Of Records)**

AFTER RECORDING RETURN TO:

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NOTICE OF OBLIGATION TO PAY  
PUBLIC IMPROVEMENT DISTRICT ASSESSMENT TO CARROLLTON, TEXAS  
CASTLE HILLS PUBLIC IMPROVEMENT DISTRICT NO. 2

CONCERNING THE FOLLOWING PROPERTY

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As the purchaser of the real property described above, you are obligated to pay assessments to Carrollton, Texas, for the costs of a portion of a public improvement or services project (the "Authorized Improvements") undertaken for the benefit of the property within **Castle Hills Public Improvement District No. 2** (the "District") created under Subchapter A, Chapter 372, Local Government Code.

AN ASSESSMENT HAS BEEN LEVIED AGAINST YOUR PROPERTY FOR THE AUTHORIZED IMPROVEMENTS, WHICH MAY BE PAID IN FULL AT ANY TIME. IF THE ASSESSMENT IS NOT PAID IN FULL, IT WILL BE DUE AND PAYABLE IN ANNUAL INSTALLMENTS THAT WILL VARY FROM YEAR TO YEAR DEPENDING ON THE AMOUNT OF INTEREST PAID, COLLECTION COSTS, ADMINISTRATIVE COSTS, AND DELINQUENCY COSTS.

The exact amount of the assessment may be obtained from Carrollton. The exact amount of each annual installment will be approved each year by Carrollton City Council in the annual service plan update for the District. More information about the assessments, including the amounts and due dates, may be obtained from Carrollton.

Your failure to pay any assessment or any annual installment may result in penalties and interest being added to what you owe or in a lien on and the foreclosure of your property.

**Texas Property Code Section 5.0143 Notice**  
**(Required At Closing And Must Be Recorded In Denton County Deed Of Records)**

The undersigned purchaser acknowledges receipt of this notice before the effective date of a binding contract for the purchase of the real property at the address described above. The undersigned purchaser acknowledged the receipt of this notice including the current information required by Section 5.0143, Texas Property Code, as amended.

Buyer (Print Name)	Signature	Date
--------------------	-----------	------

Buyer (Print Name)	Signature	
--------------------	-----------	--

STATE OF TEXAS                   §  
   §  
COUNTY OF \_\_\_\_\_ §

The foregoing instrument was acknowledged before me by \_\_\_\_\_ and \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes therein expressed.

Given under my hand and seal of office on this \_\_\_\_\_, 20\_\_

Notary Public, State of Texas

**Texas Property Code Section 5.0143 Notice**  
**(Required At Closing And Must Be Recorded In Denton County Deed Of Records)**

The undersigned seller acknowledges providing a separate copy of the notice required by Section 5.014 of the Texas Property Code including the current information required by Section 5.0143, Texas Property Code, as amended, at the closing of the purchase of the real property at the address above.

Seller (Print Name)	Signature	Date
---------------------	-----------	------

Seller (Print Name)	Signature	
---------------------	-----------	--

STATE OF TEXAS                   §  
   §  
COUNTY OF \_\_\_\_\_ §

The foregoing instrument was acknowledged before me by \_\_\_\_\_ and \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes therein expressed.

Given under my hand and seal of office on this \_\_\_\_\_, 20\_\_

Notary Public, State of Texas

## **APPENDIX B**

City of Carrollton  
Annual Service and Assessment Plan (SAP) Update (2025)  
Castle Hills Public Improvement District #2



## **ASSESSMENT ROLL**

## 41' Lot Type

Table B-1: Assessment Roll of 41' Lot Type

Parcel ID					
965796	965797	965798	965799	965800	965801
965802	965803	965804	965806	965807	965808
965809	965810	965811	965812	965839	965840
965841	965842	965843	965844	965845	965846
965847	965848	965849	965850	965851	965852
965853	965854	965855	965856	965857	965858
965859	965860	965861	965862	965863	965864
965865	965866	965867	965868	965872	965873
965874	965875	965876	965877	965878	965879
965880	965881	965882	965883	965884	965885
965886	965889	965890	965891	965892	965893
965894	965895	965896	965897	965898	965899
965900	965901	965903	965904	965905	965906
965907	965908	965909	965910	965911	

**Appendix B**  
**Annual Installments by Parcel ID**

**Lot Classification: 41**

Tax Year (a)	PID Reimbursement Agreement				Assessment Balance
	Interest	Principal	Administrative Expenses	Annual Installment	
2025	\$1,046.89	\$610.37	\$30.98	\$1,688.24	\$13,086.09
2026	\$998.06	\$658.89	\$31.29	\$1,688.24	\$12,475.72
2027	\$945.35	\$711.29	\$31.60	\$1,688.24	\$11,816.83
2028	\$888.44	\$767.88	\$31.92	\$1,688.24	\$11,105.54
2029	\$827.01	\$828.99	\$32.24	\$1,688.24	\$10,337.66
2030	\$760.69	\$894.98	\$32.57	\$1,688.24	\$9,508.67
2031	\$689.10	\$966.26	\$32.88	\$1,688.24	\$8,613.69
2032	\$611.79	\$1,043.23	\$33.22	\$1,688.24	\$7,647.43
2033	\$528.34	\$1,126.35	\$33.55	\$1,688.24	\$6,604.20
2034	\$438.23	\$1,216.13	\$33.88	\$1,688.24	\$5,477.85
2035	\$340.94	\$1,313.08	\$34.22	\$1,688.24	\$4,261.72
2036	\$235.89	\$1,417.78	\$34.57	\$1,688.24	\$2,948.64
2037	\$122.47	\$1,530.86	\$34.91	\$1,688.24	\$1,530.86
Total	\$8,433.20	\$13,086.09	\$427.83	\$21,947.12	

(a) Tax Year 2025 corresponds to Bond Year 2026. Assessments are due January 31 of Bond Year.

(b) Assumes Annual Installment has not been paid for the Year.

## 50' Lot Type

Table B-2: Assessment Roll of 50' Lot Type

Parcel ID					
965814	965815	965816	965817	965818	965819
965820	965821	965822	965823	965824	965825
965827	965828	965829	965830	965831	965832
965833	965834	965835	965836	965837	965838
965944	965945	965946	965947	965948	965949
965950	965951	965952	965953	965954	965955
965956	965991	965992	965993	965994	965995
965996	965997	965998	965999	966000	966001
966002	966003	966004	966005	966006	966007
966008	966009	966010	966034	966035	966036
966037	966038	966039	966040	966041	966042
966043	966044	966045	966046	966047	966048
966049	966050	966051	966052	966053	966054
966055	966056	966057	966058	966059	966060
966061	966062	966063	966064	966065	966066
966067	966068	966069	966073	966074	966075
966076	966077	966078	966079	966080	966081
966082	966083	966084	966085	966086	966087
966088	966089	966090	966091	966092	966093
966094	966095				



**Appendix B**  
**Annual Installments by Parcel ID**

**Lot Classification: 50**

Tax Year (a)	PID Reimbursement Agreement				Assessment Balance
	Interest	Principal	Administrative Expenses	Annual Installment	
2025	\$1,277.89	\$745.05	\$37.82	\$2,060.76	\$15,973.62
2026	\$1,218.29	\$804.28	\$38.19	\$2,060.76	\$15,228.57
2027	\$1,153.94	\$868.24	\$38.58	\$2,060.76	\$14,424.29
2028	\$1,084.48	\$937.31	\$38.97	\$2,060.76	\$13,556.05
2029	\$1,009.50	\$1,011.91	\$39.35	\$2,060.76	\$12,618.74
2030	\$928.55	\$1,092.47	\$39.74	\$2,060.76	\$11,606.83
2031	\$841.15	\$1,179.47	\$40.14	\$2,060.76	\$10,514.36
2032	\$746.79	\$1,273.42	\$40.55	\$2,060.76	\$9,334.89
2033	\$644.92	\$1,374.89	\$40.95	\$2,060.76	\$8,061.47
2034	\$534.93	\$1,484.47	\$41.36	\$2,060.76	\$6,686.58
2035	\$416.17	\$1,602.82	\$41.77	\$2,060.76	\$5,202.11
2036	\$287.94	\$1,730.63	\$42.19	\$2,060.76	\$3,599.29
2037	\$149.49	\$1,868.66	\$42.61	\$2,060.76	\$1,868.66
Total	\$10,294.04	\$15,973.62	\$522.22	\$26,789.88	

(a) Tax Year 2025 corresponds to Bond Year 2026. Assessments are due January 31 of Bond Year.

(b) Assumes Annual Installment has not been paid for the Year.

## 65' Lot Type

Table B-3: Assessment Roll of 65' Lot Type

Parcel ID					
965957	965958	965959	965960	965961	965962
965963	965964	965965	965966	965967	965968
965969	965970	965971	965972	965973	965974
965975	965976	965978	965979	965980	965981
965982	965983	965984	965985	965986	965987
965988	965989	965990	966011	966012	966013
966014	966015	966016	966017	966018	966019
966020	966021	966023	966024	966025	966026
966027	966028	966029	966030	966031	966032
966033	966070	966071			

**Appendix B**  
**Annual Installments by Parcel ID**

**Lot Classification: 65**

Tax Year (a)	PID Reimbursement Agreement				Assessment Balance
	Interest	Principal	Administrative Expenses	Annual Installment	
2025	\$1,658.80	\$967.14	\$49.09	\$2,675.03	\$20,735.01
2026	\$1,581.43	\$1,044.02	\$49.58	\$2,675.03	\$19,767.87
2027	\$1,497.91	\$1,127.04	\$50.08	\$2,675.03	\$18,723.85
2028	\$1,407.74	\$1,216.71	\$50.58	\$2,675.03	\$17,596.81
2029	\$1,310.41	\$1,313.54	\$51.08	\$2,675.03	\$16,380.10
2030	\$1,205.32	\$1,418.11	\$51.60	\$2,675.03	\$15,066.56
2031	\$1,091.88	\$1,531.04	\$52.11	\$2,675.03	\$13,648.45
2032	\$969.39	\$1,653.00	\$52.64	\$2,675.03	\$12,117.41
2033	\$837.15	\$1,784.72	\$53.16	\$2,675.03	\$10,464.41
2034	\$694.38	\$1,926.96	\$53.69	\$2,675.03	\$8,679.69
2035	\$540.22	\$2,080.58	\$54.23	\$2,675.03	\$6,752.73
2036	\$373.77	\$2,246.49	\$54.77	\$2,675.03	\$4,672.15
2037	\$194.05	\$2,425.66	\$55.32	\$2,675.03	\$2,425.66
Total	\$13,362.45	\$20,735.01	\$677.93	\$34,775.39	

(a) Tax Year 2025 corresponds to Bond Year 2026. Assessments are due January 31 of Bond Year.

(b) Assumes Annual Installment has not been paid for the Year.

## 80' Lot Type

Table B-4: Assessment Roll of 80' Lot Type

Parcel ID					
965914	965915	965916	965917	965918	965920
965921	965922	965923	965925	965926	965927
965928	965929	965930	965931	965932	965933
965934	965935	965936	965937	965939	965940
965941	965942	965943	965919		

**Appendix B**  
**Annual Installments by Parcel ID**

**Lot Classification: 80**

Tax Year (a)	PID Reimbursement Agreement				Assessment Balance
	Interest	Principal	Administrative Expenses	Annual Installment	
2025	\$2,027.42	\$1,182.06	\$60.00	\$3,269.48	\$25,342.77
2026	\$1,932.86	\$1,276.02	\$60.60	\$3,269.48	\$24,160.71
2027	\$1,830.78	\$1,377.50	\$61.20	\$3,269.48	\$22,884.69
2028	\$1,720.58	\$1,487.08	\$61.82	\$3,269.48	\$21,507.19
2029	\$1,601.61	\$1,605.43	\$62.44	\$3,269.48	\$20,020.11
2030	\$1,473.17	\$1,733.24	\$63.07	\$3,269.48	\$18,414.68
2031	\$1,334.52	\$1,871.27	\$63.69	\$3,269.48	\$16,681.44
2032	\$1,184.81	\$2,020.34	\$64.33	\$3,269.48	\$14,810.17
2033	\$1,023.19	\$2,181.32	\$64.97	\$3,269.48	\$12,789.83
2034	\$848.68	\$2,355.18	\$65.62	\$3,269.48	\$10,608.51
2035	\$660.27	\$2,542.93	\$66.28	\$3,269.48	\$8,253.33
2036	\$456.83	\$2,745.71	\$66.94	\$3,269.48	\$5,710.40
2037	\$237.18	\$2,964.69	\$67.61	\$3,269.48	\$2,964.69
Total	\$16,331.90	\$25,342.77	\$828.57	\$42,503.24	

(a) Tax Year 2025 corresponds to Bond Year 2026. Assessments are due January 31 of Bond Year.

(b) Assumes Annual Installment has not been paid for the Year.

## **APPENDIX C**

City of Carrollton  
Annual Service and Assessment Plan (SAP) Update (2025)  
Castle Hills Public Improvement District #2



**TOTAL ASSESSMENT  
ROLL**

**Appendix B**  
**Annual Installments by Parcel ID**

**Lot Classification: Total**

Tax Year (a)	PID Reimbursement Agreement				Assessment Balance
	Interest	Principal	Administrative Expenses	Annual Installment	
2025	\$316,846.94	\$543,444.88	\$16,082.03	\$876,373.86	\$4,377,717.08
2026	\$342,033.88	\$518,097.13	\$16,242.85	\$876,373.86	\$3,834,272.20
2027	\$369,234.16	\$490,734.42	\$16,405.28	\$876,373.86	\$3,316,175.07
2028	\$398,608.84	\$461,195.68	\$16,569.33	\$876,373.86	\$2,825,440.65
2029	\$430,331.86	\$429,306.98	\$16,735.03	\$876,373.86	\$2,364,244.97
2030	\$464,591.05	\$394,880.43	\$16,902.38	\$876,373.86	\$1,934,937.99
2031	\$501,589.31	\$357,713.14	\$17,071.40	\$876,373.86	\$1,540,057.56
2032	\$541,545.74	\$317,586.00	\$17,242.11	\$876,373.86	\$1,182,344.42
2033	\$584,696.98	\$274,262.34	\$17,414.53	\$876,373.86	\$864,758.42
2034	\$631,298.60	\$227,486.58	\$17,588.68	\$876,373.86	\$590,496.08
2035	\$681,626.60	\$176,982.69	\$17,764.57	\$876,373.86	\$363,009.50
2036	\$735,979.08	\$122,452.57	\$17,942.21	\$876,373.86	\$186,026.81
2037	\$794,677.98	\$63,574.24	\$18,121.63	\$876,373.86	\$63,574.24
Total	\$6,793,061.02	\$4,377,717.08	\$222,082.03	\$11,392,860.18	

(a) Tax Year 2025 corresponds to Bond Year 2026. Assessments are due January 31 of Bond Year.

(b) Assumes Annual Installment has not been paid for the Year.



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DALLAS, TX 75225  
PHONE: (800) 969-4DTA

Public Finance  
Public-Private Partnerships  
Development Economics  
Clean Energy Bonds





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7290

**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Ordinances

**Agenda Number:** \*20.

**CC MEETING:** July 22, 2025

**DATE:** July 15, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Jonathan Wheat P.E., Director of Engineering  
Shannon Hicks, P.E., Assistant City Manager

Consider An **Ordinance Amending Chapter 73 Schedule I Section (A)(1) Of The City Of Carrollton Code Of Ordinances To Establish 20 Mph Speed Limit Zones For McCoy Road, North Surrey Drive, Old Mill Road, Paxton Drive, Pearl Street, Peters Colony Road, Raintree Drive, Raleigh Drive, Rosemeade Parkway, Scott Mill Road, Spring Avenue, Stonecreek Drive, Study Lane, and Willowgate Lane.**

### BACKGROUND:

On June 17th, 2025, Ordinance #4264 was approved by the City Council. The ordinance modified multiple school zone boundaries, times, and classifications due to anticipated school closures and changes in school operating times within Carrollton. In this amendment to Chapter 73 Schedule I Section (A)(1), select established school zones were inadvertently omitted. The following zones are recommended to be reinstated to the Traffic Schedules code, establishing a reduced speed between the hours of 6:45 a.m. and 7:55 a.m.; 2:40 p.m. and 3:45 p.m. during school days, at the following locations:

#### Street Location

McCoy Road From the south curb line of Frankford Road to 90 feet north of the centerline of Golden Gate

North Surrey Drive From 250 feet east of the east curb line of Raintree Drive to the east curb line of Raintree Drive

Old Mill Road From 200 feet east of the east curb line of Briargrove Lane to 100 feet west of the west curb line of Briar Hill Lane

Paxton Drive From 150 feet east of the centerline of Dorchester Drive to the east curb line of Cemetery Hill Road

Pearl Street From the east curb line of North Perry Road to 1110 feet east of the east curb line of North Perry Road

Peters Colony Road From 150 feet east of the centerline of Dorchester Drive to the west curb line of Cemetery Hill Road

Raintree Drive From the north curb line of North Surrey Drive to 400 feet south of the center line of Quail Ridge Drive

Raleigh Drive From 100 feet east of the center line of Shonka Drive to 100 feet west of the centerline of Kimberly Drive

Rosemeade Parkway From the south curb line of Greenglen Drive to 100 feet north of the north curb line of Frankford Road

Scott Mill Road From 50 feet north of the centerline of Brentwood Lane to 50 feet south of the center line of Northmoor Drive/Northmoor Way

Scott Mill Road From 200 feet north of the center line of Southern Oaks to 100 feet south of the centerline of Yewpon Drive

Spring Avenue From the east curb line of North Perry Road to 100 feet east of the center line of Santa Rosa Drive

Stonecreek Drive From the east curb line of Willowgate Lane to 100 feet east of the east curb line of Heatherglen Court

Study Lane From the west curb line of North Denton Drive to 900 feet west of the west curb line of North Denton Drive

Willowgate Lane From 150 feet south of the south curb line of Via Los Altos to 150 feet north of the centerline of Stone Creek Drive

**FINANCIAL IMPLICATIONS:**

None, all school zone signage and associated features are currently in place.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends that the City Council approve the attached ordinance that revises Chapter 73 Schedule I (A) of the Carrollton City Code.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING THE CODE OF ORDINANCES CHAPTER 73, "TRAFFIC SCHEDULES" TO AMEND SCHEDULE I SECTION (A)(1) OF THE CARROLLTON CITY CODE BY ADDING 20 MILE-PER-HOUR SCHOOL SPEED ZONES ON MCCOY ROAD, NORTH SURREY DRIVE, OLD MILL ROAD, PAXTON ROAD, PEARL STREET, PETERS COLONY ROAD, RAINTREE DRIVE, RALEIGH DRIVE, ROSEMEADE PARKWAY, SCOTT MILL ROAD, SPRING AVENUE, STONECREEK DRIVE, STUDY LANE AND WILLOWGATE LANE; PROVIDING THAT PROOF A CULPABLE MENTAL STATE SHALL NOT BE REQUIRED; PROVIDING FOR SAVINGS, SEVERABILITY, REPEALER, AND PENALTY CLAUSES; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Carrollton, Texas (the "City") is a Home Rule municipality possessing the full power of local self-government pursuant to Article 11, Section 5 of the Texas Constitution, Section 51.072 of Texas Local Government Code and its Home Rule Charter;

**WHEREAS**, Chapter 545, and particularly Section 545.356 of the Texas Transportation Code, as amended, grants municipalities the authority to prescribe by ordinance reasonable and safe prima facie maximum speed limits to control the operation of motor vehicles;

**WHEREAS**, Section 542.202 of the Texas Transportation Code, as amended, grants the authority to designate school crossing zones and alter speed limits to facilitate safe crossing of the street by children going to or leaving school during the time the reduced speed limit applies;

**WHEREAS**, Title 43 Part 1, Chapter 25 of the Texas Administrative Code provides that reduced speed limits should be used for school zones during the hours when children are going to and from school;

**WHEREAS**, there are presently school zones established on McCoy Road, North Surrey Drive, Old Mill Road, Paxton Drive, Pearl Street, Peters Colony Road, Raintree Drive, Raleigh Drive, Rosemeade Parkway, Scott Mill Road, Spring Avenue, Stonecreek Drive, Study Lane, Willowgate Late and designated as such in the Carrollton Code of Ordinances; and

**WHEREAS**, it is in the interests of the health and safety of the City, and persons using the portions of the roads herein described to amend certain school speed zone boundaries in accordance with the existing school operating times and pedestrian activities.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS THAT,**

### **Section 1**

The above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this Ordinance as if copied in their entirety.

## Section 2

**Chapter 73 Schedule I Section(A)(1)** of the Carrollton City Code is hereby amended to read as follows:

“(1) It shall be unlawful for any person to operate or drive any vehicle at a speed greater than 20 miles per hour, this speed being the prima facie maximum speed limit; any speed in excess thereof shall be prima facie evidence that the speed is not reasonable or prudent and that it is unlawful on any of the following streets or portions thereof between the hours of 6:45 a.m. and 7:55 a.m.; 2:40 p.m. and 3:45 p.m. during school days.

**CEMETERY HILL ROAD:** From the north curb line of East Peters Colony Road to 100 feet south of the centerline of St. James Drive/Addington Drive

**DENTON DRIVE:** From 100 feet north of the centerline of Jeanette Way to 215 feet south of the centerline of Study Lane

**DORCHESTER DRIVE:** From the north curb line of East Peters Colony Road to the south curb line of Paxton Drive

**FRANKFORD ROAD:** From 175 feet east of the centerline of Standridge Drive to the east curb line of Fairgate Drive

**FYKE ROAD:** From the west curb line of Webb Chapel Road to 100 feet west of the centerline of Valleywood Drive

**GUERRERO DRIVE:** From the south curb line of East Trinity Mills Road to 300 feet south of the centerline of Northmoor Drive

**JOSEY LANE:** From 300 feet south of the centerline of Pearl Street/Walnut Plaza to 400 feet north of the center line of Walnut Plaza

**KELLER SPRINGS ROAD:** From 400 feet east of the center line of Willowgate Lane to 400 feet west of the centerline of Willowgate Lane

**KELLER SPRINGS ROAD/WHITLOCK LANE:** From 350 feet east of the centerline of North Denton Drive to 350 feet west of the center line of North Denton Drive

**KIMBERLY DRIVE:** From the south curb line of Raleigh Drive to 150 feet north of the center line of Derby Run

**MCCOY ROAD:** From the south curb line of Frankford Road to 90 feet north of the centerline of Golden Gate

**NORTH SURREY DRIVE:** From 250 feet east of the east curb line of Raintree Drive to the east curb line of Raintree Drive

**OLD MILL ROAD:** From 200 feet east of the east curb line of Briargrove Lane to 100 feet west of the west curb line of Briar Hill Lane

**PAXTON DRIVE:** From 150 feet east of the centerline of Dorchester Drive to the east curb line of Cemetery Hill Road

**PEARL STREET:** From the east curb line of North Perry Road to 1110 feet east of the east curb line of North Perry Road

**PETERS COLONY ROAD:** From 150 feet east of the centerline of Dorchester Drive to the west curb line of Cemetery Hill Road

**RAINTREE DRIVE:** From the north curb line of North Surrey Drive to 400 feet south of the center line of Quail Ridge Drive

**RALEIGH DRIVE:** From 100 feet east of the center line of Shonka Drive to 100 feet west of the centerline of Kimberly Drive

**ROSEMEADE PARKWAY:** From the south curb line of Greenglen Drive to 100 feet north of the north curb line of Frankford Road

**SCOTT MILL ROAD:** From 50 feet north of the centerline of Brentwood Lane to 50 feet south of the center line of Northmoor Drive/Northmoor Way

**SCOTT MILL ROAD:** From 200 feet north of the center line of Southern Oaks to 100 feet south of the centerline of Yewpon Drive

**SPRING AVENUE:** From the east curb line of North Perry Road to 100 feet east of the center line of Santa Rosa Drive

**STONECREEK DRIVE:** From the east curb line of Willowgate Lane to 100 feet east of the east curb line of Heatherglenn Court

**STUDY LANE:** From the west curb line of North Denton Drive to 900 feet west of the west curb line of North Denton Drive

**WILLOWGATE LANE:** From 150 feet south of the south curb line of Via Los Altos to 150 feet north of the centerline of Stone Creek Drive”

### **Section 3**

Allegation and evidence of a culpable mental state is not required for the proof of an offense defined in Chapter 73 Schedule I Speed Limits.

#### **Section 4**

All other provisions of Chapter 73 Schedule I not expressly amended as stated herein, shall remain in full force and effect.

#### **Section 5**

The provisions of this ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

#### **Section 6**

This Ordinance shall be cumulative of all other ordinances of the City, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed; provided, however, that any complaint, notice, action, cause of action or claim which prior to the effective date of this Ordinance has been initiated or has arisen under or pursuant to such other ordinance(s) shall continue to be governed by the provision of that ordinance or those ordinances, and for that purpose that ordinance or those ordinances shall be deemed to remain and shall continue in full force and effect.

#### **Section 7**

A conviction of a violation of the terms of this ordinance shall be a misdemeanor punishable in accordance with Section 10.99 of the Carrollton City Code, as amended.

#### **Section 8**

This ordinance shall take effect immediately from and after its adoption and publication as required by law.

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas this 22nd day of July 2025.

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Steve Babick, Mayor

**ATTEST:**

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Chloe Sawatzky, City Secretary

**APPROVED AS TO FORM:**

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Meredith Ladd  
City Attorney

**APPROVED AS TO CONTENT:**

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Jonathan Wheat, P.E.  
Director of Engineering





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7195

**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*21.

**CC MEETING:** July 22, 2025

**DATE:** July 14, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Jenny Zeilfelder, Director of Economic Development

Ravi Shah, Executive Director of Development

Shannon Hicks, Assistant City Manager

Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With Reynolds Presto Products Inc., Establishing A Program Of Grants To The Company For Its Expansion At 2625 E. Beltline Road, In Amounts Equal To Fifty Percent (50%) Of Taxes Paid To The City On The Assessed New Value Of Real Property And Business And Personal Property For A Maximum Term Of Five (5) Years, For A Total Incentive Amount Not To Exceed \$342,710.

### BACKGROUND:

This agenda item is to consider a resolution authorizing the City Manager to negotiate and execute an economic development incentive agreement with Reynolds Presto Products Inc.

Reynolds Presto Products Inc. is a manufacturer of household, cooking, and storage products. The company has operated at 2625 E. Beltline Road in Carrollton since 1960. Currently, the company employs 242 full-time positions at their Carrollton facility.

Reynolds Presto Products Inc. is considering converting 100,000 square feet of warehouse space into manufacturing space. The investment will be at least \$6 million in improvements to the facility, adding a minimum of \$24 million in furniture, fixtures, and equipment and creating an additional 28 new full-time jobs.

### FINANCIAL IMPLICATIONS:

Staff recommends a fifty percent (50%) rebate on the assessed value of the new business and personal property taxes paid to the City, as well as a fifty percent (50%) rebate on the assessed value of real property taxes paid to the City, both for five (5) years. The dollar value of this program of tax rebates

will not exceed \$342,710 over the term of the Agreement. No incentives to the Company will be derived from the City's General Fund.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

Should Reynolds Presto Products Inc. choose to expand at 2625 E. Beltline Road, the Company will create new jobs, as well as increase the ad valorem value of the property by making improvements to the building and adding new business and personal property.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council approval of a Resolution authorizing the City Manager to negotiate and execute an economic development incentive agreement with Reynolds Presto Products Inc.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT BY AND BETWEEN THE CITY OF CARROLLTON AND REYNOLDS PRESTO PRODUCTS INC. ESTABLISHING A PROGRAM OF GRANTS TO THE COMPANY, FOR ITS EXPANSION AT 2625 E. BELTLINE ROAD IN AMOUNTS EQUAL TO FIFTY PERCENT (50%) OF TAXES PAID TO THE CITY ON THE ASSESSED NEW VALUE OF REAL PROPERTY AND BUSINESS AND PERSONAL PROPERTY FOR A MAXIMUM TERM OF FIVE (5) YEARS, NOT TO EXCEED THREE HUNDRED FORTY-TWO THOUSAND AND SEVEN HUNDRED TEN DOLLARS (\$342,710); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Carrollton, Texas (the “City Council”) has been presented proposed terms and conditions for an Economic Development Incentive Agreement (the “Agreement”), between the City of Carrollton, Texas (the “City”), and Reynolds Presto Products Inc. (the “Company”), for expansion into a manufacturing building located at 2625 E. Beltline Road, Carrollton, Texas (the “Property”), establishing a program of grants to the Company in amounts equal to fifty percent (50%) of taxes paid to the City on the assessed new value of Real Property and Business Personal Property for a maximum term of five (5) years, not to exceed Three Hundred Forty-Two Thousand and Seven Hundred Ten Dollars (\$342,710); and upon the Company’s completion of Eligible Improvements as defined in Article IV of the Agreement, and the hiring of new employees as defined in same Article IV; and

**WHEREAS**, the viability of the City’s business community is important to enhancing the quality of life for Carrollton residents through the creation of jobs and the expansion of local commerce; and

**WHEREAS**, the Company. is a manufacturer of household, cooking, and storage products; and plans to expand operations at the Property employing 242 Full-Time Employees; and

**WHEREAS**, the Company is considering converting 100,000 square feet of warehouse space into manufacturing space and occupying the building located at the Property that would add the installation of new furniture, fixtures, and equipment with an approximate value of Twenty-Four Million Dollars (\$24,000,000) and approximately Six Million Dollars (\$6,000,000) in Improvements to the Property, and the creation of twenty-eight(28) Full-Time Employees; and

**WHEREAS**, the Company has advised the City that a contributing factor that would induce it to expand and create new jobs at the Property would be an agreement wherein the City provides a program of grants to the Company that would enable the Company to add new product lines; and

**WHEREAS**, upon full review and consideration of the proposed terms and conditions of the Agreement, and all matters attendant and related thereto, the City Council is of the opinion that the City Manager shall be authorized to negotiate and execute the Agreement, containing such terms and conditions, on behalf of the City of Carrollton;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:**

Section 1

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Resolution as if a copied in their entirety.

Section 2

A term and condition of the proposed Agreement shall include a program of Grants, as further defined in the Agreement, to the Company for its Expansion of Facilities on the Property and acquisition of new Business Personal Property, said Grants shall be equal to fifty percent (50%) of the ad valorem taxes paid by the Company on the assessed new value of real property and business and personal property and received by the City for a maximum Term of five (5) years, and further shall not exceed Three Hundred Forty-Two Thousand and Seven Hundred Ten Dollars (\$342,710).

Section 3

The City Manager is hereby authorized to negotiate and execute the Agreement and all other documents in connection therewith on behalf of the City of Carrollton, substantially according to the terms and conditions set forth in this Resolution.

Section 4

This Resolution shall take effect upon passage.

PASSED AND APPROVED ON July 22, 2025.

City of Carrollton, Texas

\_\_\_\_\_  
Steve Babick, Mayor

ATTEST:

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

Approved as to form:

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Meredith Ladd  
City Attorney

Approved as to content:

---

Jenny Zeilfelder  
Director of Economic Development

John Connally Dr

John Connally Dr

E Belt Line Rd

Enterprise Dr



Presto Products

In Bloom Flowers  
Design Center





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7292

**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*22.

**CC MEETING: JULY 22, 2025**

**DATE:** July 15, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Jonathan Wheat, Jr., P.E., Director of Engineering  
Shannon Hicks, P.E., Assistant City Manager

Consider A **Resolution Authorizing The City Manager To Enter Into an Engineering Cost Reimbursement Agreement With Dallas, Garland & Northeastern Railroad, Inc. (DGNO) For Signal Design Services To Establish A Quiet Zone In Downtown Carrollton, In An Amount Not To Exceed \$210,463.00.**

### BACKGROUND:

In August of 2024, the City of Carrollton contracted Bridgefarmer to analyze and design a quiet zone in the Downtown area. The project is currently at 30% designed. Quiet Zone 3 includes three (3) crossing locations along the BNSF railway and seven (7) crossing locations along the DGNO railway. Expenses for a signal design at each crossing were not included in the original estimate, because it was unknown if the railway entities would be completing the signal design in-house or if our consultants would be completing the design work. BNSF chose to have the city's consultant complete the design for the 3 locations that involve their railway. DGNO requires the attached Engineering Cost Reimbursement Agreement to provide the following engineering services.

- Perform preliminary engineering services and other related services for work to be performed within Railroad right of way.
- Prepare force account estimates for work within Railroad right of way.
- Perform signal design of the railroad crossings.
- Perform IC reviews, traffic reviews, and quiet zone reviews of the railroad crossings.
- Make recommendations to the agency of required updates or revisions to the plans within the Railroad right of way.
- Prepare and issue final construction drawings for the "Improvements" based on the plans within Railroad right of way, including any Agency approved changes or updates thereto.
- Procure competitive bid proposals to perform the "Improvements" by Railroad approved vendors.

### FINANCIAL IMPLICATIONS:

DGNO has submitted an Engineering Cost Reimbursement Agreement to the City of Carrollton to perform signal design services for seven (7) crossing locations within Quiet Zone 3 in an amount not to exceed \$210,463.00. Separately, staff is submitting a Contract Amendment for \$40,000.00 to address the signal design services for the three (3) remaining BNSF crossing locations. The necessary funding is available in Streets fund and the total of both the design contract and cost reimbursement is \$825,463.00.

Design costs are offset by expected savings in construction costs. No signal construction is required at the DGNO crossing of Broadway and the Private Drive south of Crosby Road. This provides an estimated savings of \$1.56M. Also, if Main Street and Fourth Avenue are turned into paired one-way streets, there is a potential of \$1.17M additional in savings. The following are the benefits of having these streets be one-way.

- Eliminates the need for one set of gates and flashers for each crossing.
- Eliminates the need for non-traversable Median for both streets.
- Does not remove existing parking spaces required to accommodate the medians.
- Allows for the Alleyway between Main and Fourth to remain open.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project will support the City Council's strategic objectives and vision of building a community that families and businesses want to call home by:

- Reducing overall noise in the Downtown Carrollton area.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommend authorizing the City Manager approve an Engineering Cost Reimbursement Agreement with DGNO for the engineering services of the Quiet Zone 3 project in an amount not to exceed \$210,463.00.



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH DALLAS, GARLAND & NORTHEASTERN RAILROAD, INC FOR PROFESSIONAL ENGINEERING SERVICES THE SIGNAL DESIGN OF QUIET ZONE #3 IN THE AMOUNT NOT TO EXCEED \$210,463.00; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:**

**SECTION 1:**

The City Manager, or designee, is authorized to negotiate and execute services contracts with Dallas, Garland & Northeastern Railroad, Inc. for engineering services of Quiet Zone 3 within the downtown area in an amount not to exceed \$210,463.00.

**SECTION 2:**

The City Manager, or designee, is authorized to take those steps reasonable and necessary to effectuate the intents and purposes of this Resolution.

**SECTION 3:**

This Resolution shall take effect immediately from and after its passage.

**PASSED and APPROVED on this 22<sup>nd</sup> day of July, 2025.**

**CITY OF CARROLLTON, TEXAS**

By: \_\_\_\_\_  
Steve Babick, Mayor

**ATTEST:**

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

Approved as to form:

Approved as to content:

\_\_\_\_\_  
Meredith A. Ladd, City Attorney

\_\_\_\_\_  
Jonathan Wheat, P.E.,  
Director of Engineering

## Engineering Cost Reimbursement Agreement

This Cost Reimbursement Agreement (the “Agreement”) dated as of July 08, 2025 (“Effective Date”) is between Dallas, Garland & Northeastern Railroad, Inc., a Texas corporation (“Railroad”) with an address of 475 Gautney Street, Garland, TX 75040 and City of Carrollton, a Texas corporation (“Agency”) with an address of 1945 East Jackson Road, Carrollton, Texas 75006.

WHEREAS, Railroad and Agency agree that certain improvements are necessary in connection with the improvement of the implementation of a quiet zone located in the City of Carrollton, Texas (the “Improvements”); and

WHEREAS, the parties agree that the estimated total cost of Railroad’s engineering review services of the Improvements (the “Services”) is estimated to total \$210,463 (“Estimated Services Cost”); and

WHEREAS, this Agreement provides for Agency’s agreement to reimburse Railroad for the costs that will be incurred by Railroad to complete the Services, subject to the terms and conditions set forth herein.

NOW THEREFORE, in view of the foregoing statements, which form the factual basis of this Agreement and in further view of other good and valuable consideration, the parties agree as follows:

1. SERVICES.

(a) Railroad agrees to perform engineering review of the Improvements, (the “Services”):

- Perform preliminary engineering services and other related services for work to be performed within Railroad right of way.
- Prepare force account estimates for work within Railroad right of way.
- Perform signal design of the railroad crossings.
- Perform IC reviews, traffic reviews, and quiet zone reviews of the railroad crossings.
- Make recommendations to the Agency of required updates or revisions to the plans within Railroad right of way.
- Prepare and issue final construction drawings for the “Improvements” based on the plans within Railroad right of way, including any Agency approved changes or updates thereto.
- Procure competitive bid proposals to perform the “Improvements” by Railroad approved vendors.

(b) Agency agrees to reimburse Railroad for all costs and expenses (including overhead) incurred by Railroad in connection with Railroad’s performance of the Services, in accordance with Section 3 below. The parties acknowledge and agree that the foregoing reimbursable costs may exceed the Estimated Services Cost.

(c) RAILROAD MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE SERVICES. IN PARTICULAR THERE SHALL BE EXCLUDED THE IMPLIED

WARRANTY OF MERCHANTABILITY AS WELL AS THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

- (d) Railroad shall complete the Services no later than the agreed upon completion date to be determined by the Agency and Railroad (the “Completion Date”).

2. Term.

The term of this Agreement shall commence on the Effective Date and continue until the Services are complete upon mutual agreement between the parties; however, Railroad’s obligation to invoice as set forth in Section 3 and Agency’s obligation to make payment, as set forth in Section 1, shall survive termination of this Agreement.

3. Invoicing for Reimbursement of Expenses.

(a) Either upon completion of the Services or periodically, as determined by Railroad in its sole discretion, Railroad will invoice Agency for Railroad’s costs and expenses (including overhead) incurred by Railroad with respect to the Services and provide Agency with a written invoice evidencing those costs and such other supporting documentation to substantiate those costs as Agency may reasonably request. Agency shall reimburse Railroad and pay all invoices within thirty (30) days after Agency’s receipt of the invoice.

(b) Whenever a payment due under this Agreement is not made when due, such amounts shall bear interest at 6% per annum calculated from the date after the payment to which interest applies was due, until the date said payment is made, or the maximum interest allowed by applicable law.

(c) If Agency disputes any invoice, then it may withhold payment only on that portion disputed and pay the remainder by the due date. For purposes of this provision, an invoice is “disputed” by Agency only if Agency (i) notifies Railroad in writing within thirty (30) days after receipt of the invoice that it is disputed, (ii) specifies in such writing the amount disputed, (iii) pays within the time due any amount not disputed, and (iv) provides Railroad any documentation or other relevant information substantiating the amount disputed.

4. Miscellaneous.

(a) This Agreement represents the complete and entire understanding of the parties regarding the Work and supersedes any prior drafts of this Agreement and any oral agreements regarding the Work.

(b) This Agreement has been executed by the authorized officials of the parties and may not be amended unless in writing and signed by the authorized officials of the parties.

(c) This Agreement is the result of the mutual negotiations of the parties and shall not be construed against either of them as the drafter. Any interpretation or enforcement of this Agreement shall be governed by the laws of the State of Texas.

(d) This Agreement may not be assigned by either party without the written consent of the other party, which shall not be unreasonably withheld or delayed.

(e) Any waiver of any provision must be in writing and issued by the party granting the waiver. The waiver applies only for the specific facts contained in the waiver and is not construed as a waiver of such facts for the future.

(f) No party shall be liable to the other party for any consequential, indirect, incidental, exemplary, special or punitive damages (including but not limited to, cost of capital, decline in market value, business interruption expenses, attorneys' fees and lost sales) of any kind arising out of this Agreement regardless of whether the party against whom such damages might be otherwise sought knew or reasonably should have known of the possibility of such damages.

(g) This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, be deemed an original but which together shall constitute one and the same instrument, and counterparts of this Agreement may also be exchanged electronically, and any electronic version of any party's signature shall be deemed to be an original signature for all purposes.

**IN WITNESS WHEREOF**, the parties have caused duly authorized representatives to execute this Agreement as of the date first written above.

Dallas, Garland & Northeastern Railroad

City of Carrollton

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

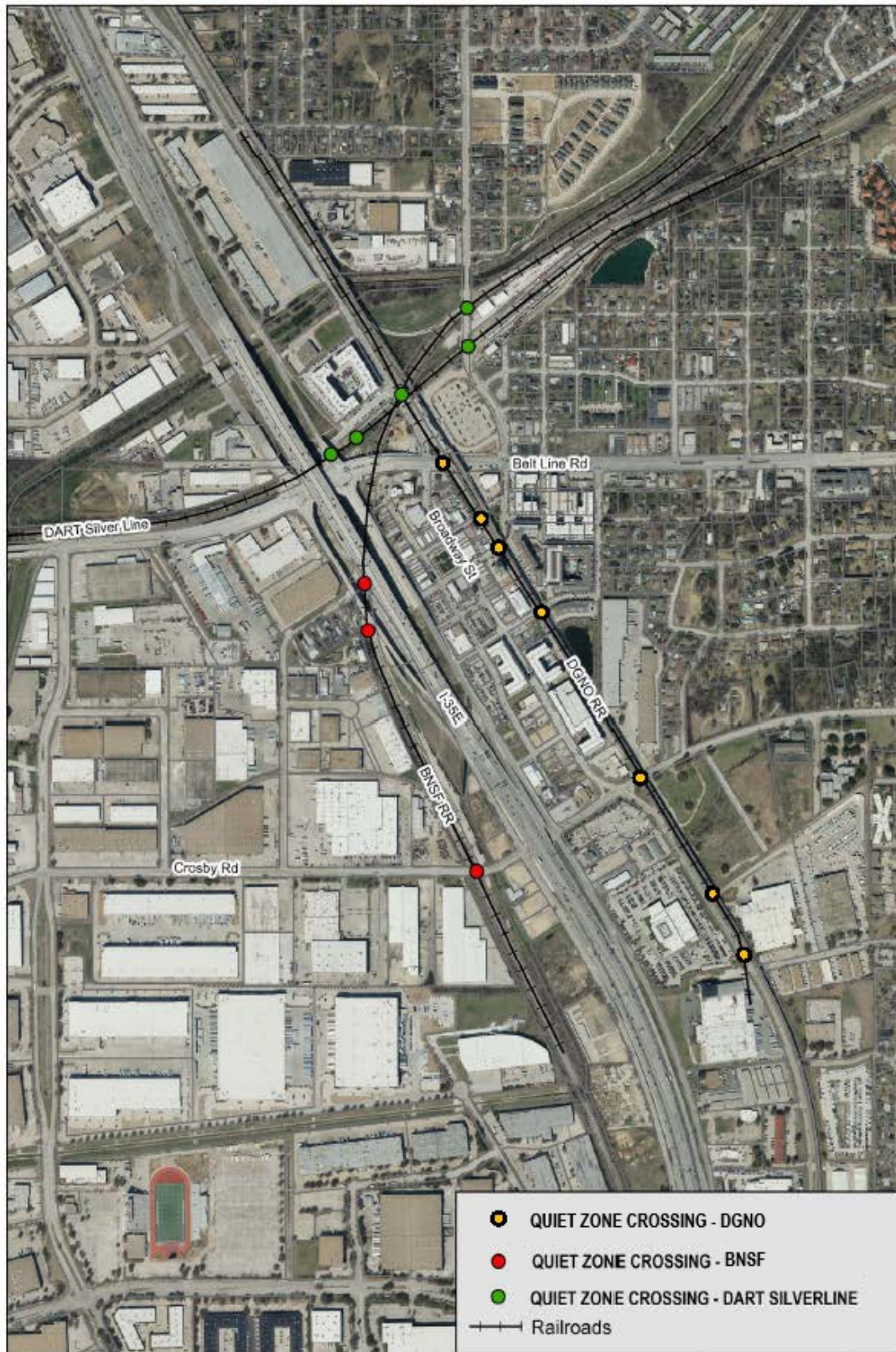
Name: Shannon Hicks

Title:

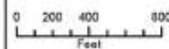
Title: Assistant City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# RR QUIET/NON-QUIET ZONE CROSSINGS



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00-22-2024  
RR QUIET NON-QUIET ZONE  
Mintaway Engineering Technician







## Agenda Memo

File Number: 7293

**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*23.

**CC MEETING:** July 22, 2025

**DATE:** July 15, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Jonathan Wheat, Jr., P.E., Director of Engineering  
Shannon Hicks, P.E., Assistant City Manager

Consider A **Resolution Authorizing The City Manager To Negotiate And Execute A Contract Amendment With Bridgefarmer & Associates, Inc. For Signal Design Services To Establish A Quiet Zone In Downtown Carrollton, In An Amount Not To Exceed \$40,000.00, For A Revised Total Amount Not To Exceed \$615,000.00.**

### **BACKGROUND:**

In August of 2024, the City of Carrollton contracted Bridgefarmer & Associates, Inc. to analyze and design a quiet zone in the Downtown area for \$575,000.00. The project is currently at 30% designed. Quiet Zone 3 includes three (3) crossing locations along the BNSF railway and seven (7) crossing locations along the DGNO railway. Expenses for a signal design at each crossing were not included in the original estimate, because it was unknown if the railway entities would be completing the signal design in-house or if our consultants would be completing the design work. BNSF chose to have the city's consultant complete the design for the three (3) locations that involve their railway. DGNO requires a separate Engineering Cost Reimbursement Agreement to provide signal design services for their seven (7) crossings.

### **FINANCIAL IMPLICATIONS:**

Bridgefarmer & Associates, Inc. has submitted a proposal to the City of Carrollton to address the signal design services for the three (3) BNSF crossing locations in an amount not to exceed \$40,000.00.

Separately, staff is submitting an Engineering Cost Reimbursement Agreement for the signal design of the seven (7) DGNO crossing locations within Quiet Zone 3 in an amount not to exceed \$210,463.00. The necessary funding is available in Streets fund.

Design costs are offset by expected savings in construction costs. No signal construction is required at the DGNO crossing of Broadway and the Private Drive south of Crosby Road. This provides an estimated savings of \$1.56M. Also, if Main Street and Fourth Avenue are turned into paired one-way streets, there is a potential of \$1.17M in additional savings. The following are the benefits to having these streets be one-way.

- Eliminates the need for one set of gates and flashers for each crossing.
- Eliminates the need for non-traversable Median for both streets.
- Does not remove existing parking spaces required to accommodate the medians.
- Allow for the Alleyway between Main and Fourth to remain open.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project will support the City Council's strategic objectives and vision of building a community that families and businesses want to call home by:

- Reducing overall noise in the Downtown Carrollton area.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommend authorizing the City Manager to amend the existing engineering design services contract with Bridgefarmer & Associates, Inc. for the additional efforts required to complete the signal design of the three (3) BNSF crossings in an amount not to exceed \$40,000.00.



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT AMENDMENT WITH BRIDGEFARMER & ASSOCIATES, INC. FOR ADDITIONAL ENGINEERING SERVICES, IN THE AMOUNT NOT TO EXCEED \$40,000.00, FOR A REVISED CONTRACT AMOUNT NOT TO EXCEED \$615,000.00; TO AUTHORIZE THE CITY MANAGER TO TAKE THE ACTIONS NECESSARY TO EFFECTUATE THE INTENTS AND PURPOSES OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:**

**SECTION 1:**

The City Manager is authorized to negotiate and execute a contract amendment with Bridgefarmer & Associates, Inc. for additional engineering services for the Quiet Zone 3 project in an amount not to exceed \$40,000.00 for a revised contract amount not to exceed \$615,000.00.

**SECTION 2:**

The City Manager, or designee, is authorized to take those steps reasonable and necessary to comply with the intent and purpose of this Resolution.

**SECTION 3:**

This Resolution shall take effect immediately from and after its passage.

**PASSED and APPROVED on this 22nd day of July, 2025.**

**CITY OF CARROLLTON, TEXAS**

By: \_\_\_\_\_  
Steve Babick, Mayor

**ATTEST:**

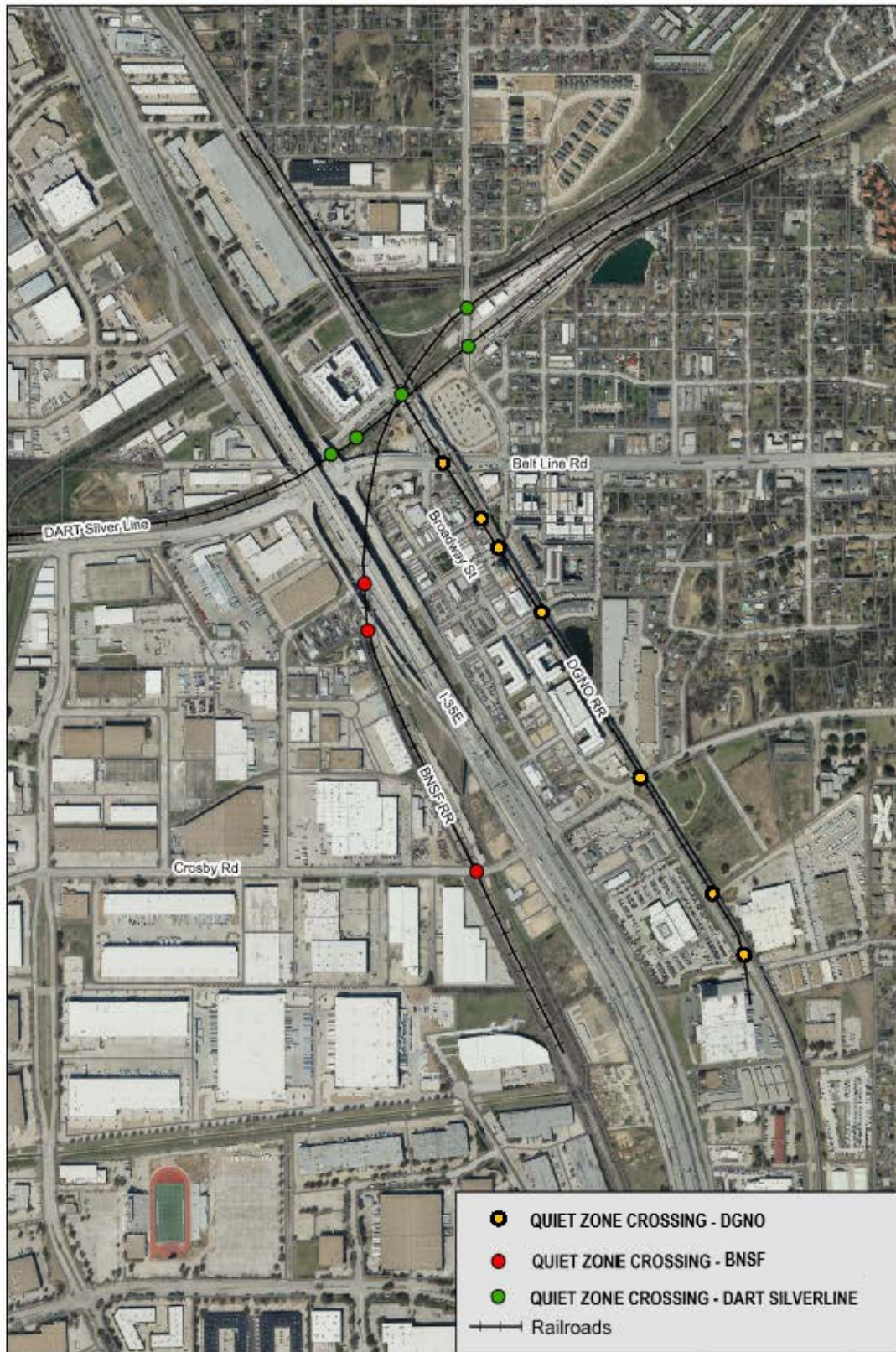
\_\_\_\_\_  
Chloe Sawatzky, City Secretary

Approved as to form:

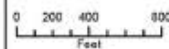
Approved as to content:

\_\_\_\_\_  
Meredith A. Ladd, City Attorney

\_\_\_\_\_  
Jonathan Wheat, P.E., Director of Engineering



# RR QUIET/NON-QUIET ZONE CROSSINGS



U:\Mintaway\W0029  
00-22-2024  
RR QUIET NON-QUIET ZONE  
Mintaway Engineering Technician





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7294

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**Agenda Date:** 7/22/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*24.

**CC MEETING:** July 22, 2025

**DATE:** July 15, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Jonathan Wheat, P.E., Director of Engineering  
Shannon Hicks, P.E., Assistant City Manager

Consider A **Resolution Of The City Council Of The City Of Carrollton, Texas Authorizing The City Manager To Negotiate And Execute All Necessary Documents For The Acquisition Of Approximately 2,176 Square Feet As Public Hike And Bike Trail Easements At 1100 West Belt Line Rd, Carrollton, Dallas County, Texas, And 1020 North Broadway St, Carrollton, Dallas County, Texas For The Silver Line Trail Project In An Amount Not To Exceed \$81,660.00; And Providing An Effective Date.**

### **BACKGROUND:**

This resolution will provide authorization to acquire two necessary hike and bike trail easements to construct the trail improvements included in the Silver Line Trail Project. To facilitate the construction of the trail, it is necessary for the City to acquire trail easements from Mountainprize, Inc. and Mesquite Creek Development, Inc. in the amount of \$76,160.00 with an additional estimated \$5,500.00 in closing costs. The specific parcels are identified in the Location Map.

The Silver Line Trail was designed as part of the Silver Line Commuter Rail Project and this portion of the trail will be constructed by the DART contractor. In order to construct the dedicated hike and bike trail for the project, an easement from both Mountainprize, Inc. and Mesquite Creek Development, Inc. is necessary. These hike and bike trail easements will allow for the trail to be constructed on the properties and allow for the city to retain access rights to the trail for needed maintenance.

Both Mountainprize and Mesquite Creek Development have already agreed to move forward with the city's acquisition of the trail easements on their property.

### **FINANCIAL IMPLICATIONS:**

The city will pay a one-time combined fee for both of the trail easements in the amount of \$76,160.00.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project will support the City Council's strategic objectives and vision of building a community that families and businesses want to call home by:

Sustaining quality of life - Pedestrian and bicycle access between the DART Rail Station and Downtown Carrollton will be greatly improved by the off street hike/bike connection along Broadway creating a safer experience for both pedestrians and motorists.

Sustaining day-to-day operations - Having a dedicated easement for the hike and bike trail will allow the city to provide maintenance services for the trail as needed as well as quickly address any repairs that may be needed in the future.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends authorizing the City Manager to take all steps necessary to acquire the needed property rights in compliance with all applicable laws and resolutions;

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE ALL NECESSARY DOCUMENTS FOR THE ACQUISITION OF APPROXIMATELY 2,176 SQUARE FEET AS PUBLIC HIKE AND BIKE TRAIL EASEMENTS AT 1100 WEST BELT LINE RD, CARROLLTON, DALLAS COUNTY, TEXAS, AND 1020 NORTH BROADWAY ST, CARROLLTON, DALLAS COUNTY, TEXAS FOR THE SILVER LINE TRAIL PROJECT IN AN AMOUNT NOT TO EXCEED \$81,660.00; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Carrollton, Texas (“City Council”), has authority to purchase real property to promote public needs and necessities in the City of Carrollton, Texas (“City”); and

**WHEREAS**, the City of Carrollton is currently coordinating with DART for the construction of a portion of the Silver Line Trail along Broadway, and to facilitate the construction, the City will need to acquire certain real properties, one being approximately 1,077 square feet as a public hike and bike trail easement, located at 1100 West Belt Line Rd, within the City of Carrollton, Dallas County, Texas, (the “Property”), and as further described in Exhibit “A,” attached hereto by reference for all purposes, and one being approximately 1,099 square feet as a public hike and bike trail easement, located at 1020 North Broadway St, within the City of Carrollton, Dallas County, Texas, (the “Property”), and as further described in Exhibit “A,” attached hereto by reference for all purposes; and

**WHEREAS**, the Properties are necessary for the completion of the Silver Line Trail Project; and

**WHEREAS**, Mesquite Creek Development, Inc. the current owner at 1100 West Belt Line Rd, and Mountainprize, Inc., the current owner at 1020 North Broadway St, and the City have negotiated and agreed upon a purchase price of \$76,160.00 for the combined Properties, including all structures and in its “as is” condition; and

**WHEREAS**, the expenses incurred for all survey, title policy, and closing costs related to the purchase of the Properties are estimated to be approximately \$5,500.00.

**NOW THEREFOR, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:**

**SECTION 1:**

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Resolution as if copied in their entirety.

**SECTION 2:**

The City Manager is hereby authorized to execute all documents necessary to purchase the Properties in connection therewith on behalf of the City, substantially according to the terms and conditions set forth in this Resolution.

**SECTION 3:**

This Resolution shall take effect immediately from and after its passage.

**PASSED and APPROVED on this 22nd day of July, 2025.**

**CITY OF CARROLLTON, TEXAS**

By: \_\_\_\_\_  
Steve Babick, Mayor

**ATTEST:**

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

Approved as to form:

Approved as to content:

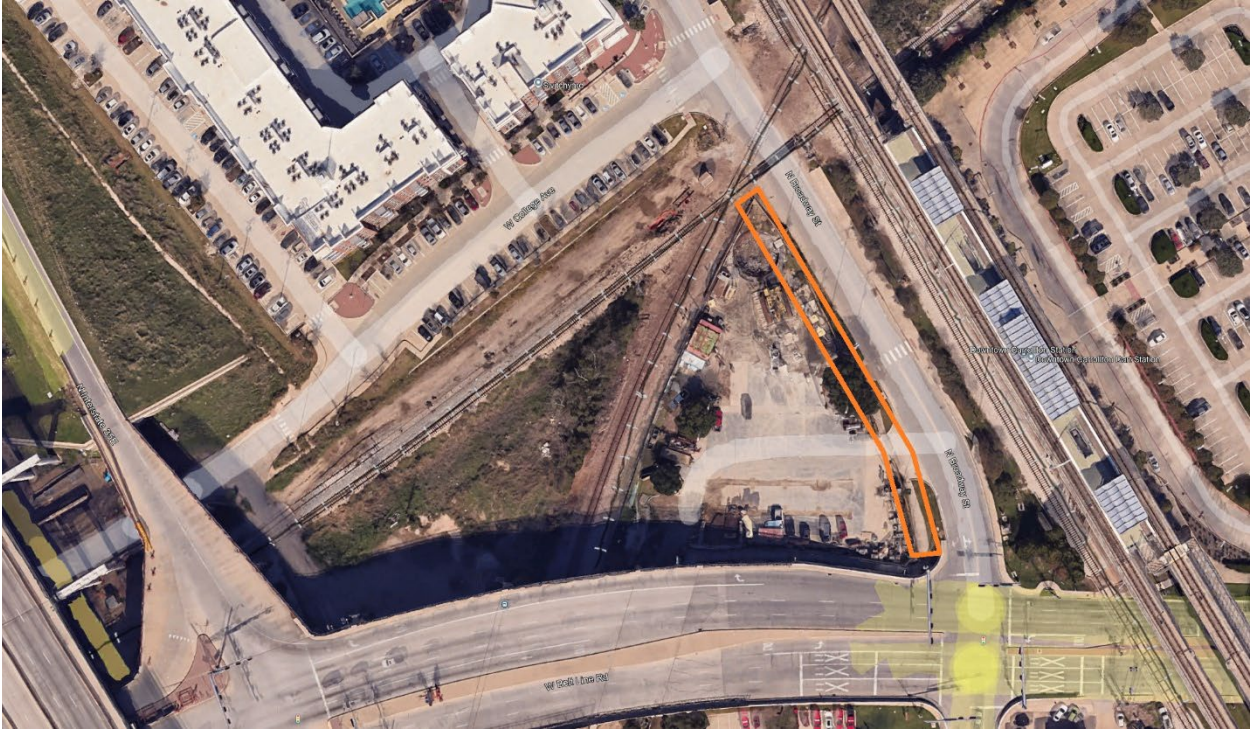
\_\_\_\_\_  
Meredith A. Ladd, City Attorney

\_\_\_\_\_  
Jonathan Wheat, P.E.,  
Director of Engineering



## MOUNTAINPRIZE AND MESQUITE CREEK DEVELOPMENT – TRAIL EASEMENTS









# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

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**Agenda Date:**

**Version:** 1

**Status:** Public Forum

**In Control:** City Council

**File Type:** Public Forum

**Agenda Number:** 25.

**Hearing of any citizen/visitor on items not listed on the regular meeting agenda. Citizens wishing to address the Council regarding items on the posted agenda will be called to speak during the Council's consideration of such items.**

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.