

# City of Carrollton

1945 E. Jackson Road  
Carrollton, TX 75006



## REGULAR WORKSESSION & MEETING

Tuesday, November 19, 2024

5:45 PM

CITY HALL, 2nd Floor

### City Council

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

**\*\*\*PRE-MEETING / EXECUTIVE SESSION\*\*\*****5:45 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 **Legislative Update.**
5. Receive **Update From DART.**
6. Discuss **The Utility Fund, Water And Wastewater Rates**
7. Receive **Briefing Regarding City-Owned Property Located At The Southwest Corner Of President George Bush Turnpike And IH-35E (Former NTTA Site).**
8. Discuss **February Through June 2025 Council Meeting Dates.**
9. **Mayor And Council Reports And Information Sharing.**

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

**INVOCATION - Mayor Pro Tem Richard Fleming**

**PLEDGE OF ALLEGIANCE - Councilmember Andrew Palacios**

**PRESENTATIONS**

10. Recognize **Community Groups For Exemplifying Council's Vision.**

**PUBLIC COMMENT**

- 11. 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.)*

**BIDS & PURCHASES**

- \*12. Consider Authorizing The City Manager To Reject All The Proposals Received For BID #25-006.**

**CONTRACTS & AGREEMENTS**

- \*13. Consider Authorizing The City Manager To Enter Into An Agreement With Hamilton Medical For The Purchase Of Seven (7) Hamilton-T1 Transport Ventilators, Associated Equipment, And Clinical Training In An Amount To Not Exceed \$127,000.00**
- \*14. Consider Authorizing The City Manager To Enter Into An Agreement With Microsoft Corporation, Through Texas DIR Purchasing Cooperative, For Microsoft Unified Support In An Annual Amount Not To Exceed \$100,000, For A Three-Year Total Amount Not To Exceed \$300,000.**
- \*15. Consider Authorizing The City Manager To Enter Into An Agreement With SoftwareOne, Inc., Through TIPS Purchasing Cooperative, For The Renewal Of The City's Microsoft Enterprise Agreement In An Annual Amount Not To Exceed \$1,000,000, For A Three-Year Total Amount Not To Exceed \$3,000,000.**

- \*16.** Consider Authorizing The City Manager To Enter Into An Agreement With USA Shade, Through BuyBoard, For The Purchase And Installation Of Shade Structures In An Amount Not To Exceed \$145,288.00.
- \*17.** Consider Authorizing The City Manager To Enter Into An Agreement With Turf And Soil Management, Through Sourcewell Purchasing Cooperative, To Purchase Two (2) Autonomous Mowers In An Amount Not To Exceed \$62,284.53.
- \*18.** Consider Authorizing The City Manager To Enter Into An Agreement With Greenscapes Six, LLC, Through BuyBoard, For Bunker Repair Of Indian Creek Golf Course In An Amount Not To Exceed \$1,246,674.00
- \*19.** Consider Authorizing The City Manager To Approve An Agreement With Pro-Pipe Inc., Pursuant to Bid #25-007 For The Sanitary Sewer Cleaning - Trunk Interceptors In An Amount Not To Exceed \$98,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$294,000.00.
- \*20.** Consider Authorizing The City Manager To Execute Contract Amendment 2 To RFP #22-008 For Boring & Trenching For Multiple Departments From Tejas Utilities, LLC In An Amount Not To Exceed \$70,953.40 For A New Contract Total Amount Of \$482,258.00.
- \*21.** Consider Authorizing The City Manager To Enter Into An Agreement With Samsara, Inc. Through An Interlocal With Sourcewell Purchasing Cooperative For Vehicle Cameras In An Amount Not To Exceed \$70,000.
- \*22.** Consider Authorizing The City Manager To Enter Into An Agreement With Immix Technology, Inc. Through The Department Of Information Resources (DIR) For Timekeeping And Public Safety Scheduling Software Licensing And Implementation Services In An Amount Not To Exceed \$249,681.40 For The First Year, For A Total Three-Year Amount Not To Exceed \$453,229.77.

## ORDINANCES

- \*23.** Consider An Ordinance Amending The Code Of Ordinances Chapter 73 “Traffic Schedules,” Schedule I(A)(13), To Establish A Speed Limit Of 20 Miles Per Hour For Plumdale Drive, Effective When A Flashing Signal Is In Operation, From 120’ South Of The South Curb Line Of Trinity Mills Road To 185’ North Of The North Curb Line Of Sedgeway Lane.
- \*24.** Consider An Ordinance Amending Chapter 31, The Comprehensive Fee Schedule

**RESOLUTIONS**

- \*25.** Consider A Resolution Accepting The Investment Officer's Fourth Quarter And Annual Report And Investment Strategies For Fiscal Year Ending September 30, 2024.
- \*26.** Consider A Resolution Adopting The Investment Policy As A Fulfillment Of The Public Funds Investment Act Chapters 2256.005 and 2256.025.
- \*27.** Consider A Resolution Adopting The Debt Management Policy.
- \*28.** Consider A Resolution Casting The City Of Carrollton's Vote For A Member Of The Board Of Directors For The Collin Central Appraisal District.
- \*29.** Consider A Resolution Casting The City Of Carrollton's Votes For A Member Of The Board Of Directors For The Denton Central Appraisal District.
- \*30.** Consider A Resolution Casting The City Of Carrollton's Votes For A Member Of The Board Of Directors For The Dallas Central Appraisal District.
- \*31.** Consider A Resolution Adopting The 2024-2025 Legislative Agenda For The 89th Texas State Legislative Session.
- \*32.** Consider A Resolution Appointing A Member To Serve On The Traffic Advisory Committee.
- \*33.** Consider A Resolution Calling For A Public Hearing To Be Set On January 7, 2025 To Consider Adoption Of Amendments To The Land Use Assumptions, Capital Improvements Plan (CIP), And Amendment Of Impact Fees For The Designated Service Area.

**PUBLIC FORUM**

- 34. 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 15th day of November 2024 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: 6958

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**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 4.

**CC MEETING:** November 19, 2024

**DATE:** November 8, 2024

**TO:** Erin Rinehart, City Manager

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

Receive **Legislative Update**.

**BACKGROUND:**

The City's legislative consultant, Larry Gonzalez, will provide an update on the upcoming 89th Legislative Session.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 6979

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**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 5.

**CC MEETING:** November 19, 2024

**DATE:** November 13, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Receive **Update From DART.**





## Agenda Memo

File Number: 6976

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**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 6.

**CC MEETING: November 19, 2024**

**DATE:** November 13, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Melissa Everett, Finance Director  
Diana Vaughn, Chief Financial Officer

Discuss **The Utility Fund, Water And Wastewater Rates**

**BACKGROUND:**

The City's Utility Fund generates revenue through user fees to cover operating, capital, and debt service expenses. The City has adopted a financial policy requiring the Utility Fund to maintain cash reserves equal to or greater than 90 days of expenditures. Due to the seasonality of significant water sales in the final quarter (July-September) of the fiscal year, staff waits until after each fiscal year-end to determine the necessary rate increase for the next fiscal year. Staff provided an overview to the Audit, Finance, and Governance Committee on November 12. A worksession will be held to discuss the Utility Fund's financial needs.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 6966

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**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 7.

**CC MEETING: November 19, 2024**

**DATE:** November 12, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Jonathan Wheat, P.E., Director of Engineering  
Ravi Shah, Executive Director of Development Services  
Shannon Hicks, P.E., Assistant City Manager

Receive **Briefing Regarding City-Owned Property Located At The Southwest Corner Of President George Bush Turnpike And IH-35E (Former NTTA Site).**

**BACKGROUND:**

Receive a briefing from Staff regarding project status and discuss next steps.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 6978

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**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 8.

**CC MEETING:** November 19, 2024

**DATE:** November 13, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Discuss **February Through June 2025 Council Meeting Dates.**

# February

2025

| Sunday | Monday                     | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|----------------------------|---------|-----------|----------|--------|----------|
|        |                            |         |           |          |        | 1        |
| 2      | 3<br>City Council Meeting  | 4       | 5         | 6        | 7      | 8        |
| 9      | 10                         | 11      | 12        | 13       | 14     | 15       |
| 16     | 17<br>City Council Meeting | 18      | 19        | 20       | 21     | 22       |
| 23     | 24                         | 25      | 26        | 27       | 28     |          |
|        |                            |         |           |          |        |          |

# March

2025

| Sunday | Monday                    | Tuesday                    | Wednesday | Thursday | Friday | Saturday |
|--------|---------------------------|----------------------------|-----------|----------|--------|----------|
|        |                           |                            |           |          |        | 1        |
| 2      | 3                         | 4<br>City Council Meeting  | 5         | 6        | 7      | 8        |
| 9      | 10<br>LISD Spring Break   | 11                         | 12        | 13       | 14     | 15       |
| 16     | 17<br>CFBISD Spring Break | 18                         | 19        | 20       | 21     | 22       |
| 23     | 24                        | 25<br>City Council Meeting | 26        | 27       | 28     | 29       |
| 30     | 31                        |                            |           |          |        |          |

# April

2025

| Sunday | Monday | Tuesday                    | Wednesday | Thursday | Friday | Saturday |
|--------|--------|----------------------------|-----------|----------|--------|----------|
|        |        | 1<br>City Council Meeting  | 2         | 3        | 4      | 5        |
| 6      | 7      | 8                          | 9         | 10       | 11     | 12       |
| 13     | 14     | 15<br>City Council Meeting | 16        | 17       | 18     | 19       |
| 20     | 21     | 22                         | 23        | 24       | 25     | 26       |
| 27     | 28     | 29                         | 30        |          |        |          |
|        |        |                            |           |          |        |          |

# May

2025

| Sunday | Monday             | Tuesday                    | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------|----------------------------|-----------|----------|--------|----------|
|        |                    |                            |           | 1        | 2      | 3        |
| 4      | 5                  | 6<br>City Council Meeting  | 7         | 8        | 9      | 10       |
| 11     | 12                 | 13                         | 14        | 15       | 16     | 17       |
| 18     | 19                 | 20<br>City Council Meeting | 21        | 22       | 23     | 24       |
| 25     | 26<br>Memorial Day | 27                         | 28        | 29       | 30     | 31       |
|        |                    |                            |           |          |        |          |

# June

2025

| Sunday | Monday | Tuesday                    | Wednesday | Thursday | Friday | Saturday |
|--------|--------|----------------------------|-----------|----------|--------|----------|
| 1      | 2      | 3<br>City Council Meeting  | 4         | 5        | 6      | 7        |
| 8      | 9      | 10                         | 11        | 12       | 13     | 14       |
| 15     | 16     | 17<br>City Council Meeting | 18        | 19       | 20     | 21       |
| 22     | 23     | 24                         | 25        | 26       | 27     | 28       |
| 29     | 30     |                            |           |          |        |          |
|        |        |                            |           |          |        |          |





# 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:** 9.

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



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6980

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**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Presentations

**In Control:** City Council

**File Type:** Presentations

**Agenda Number:** 10.

**CC MEETING: November 19, 2024**

**DATE:** November 13, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Recognize **Community Groups For Exemplifying Council's Vision.**



## Agenda Memo

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**Agenda Date:**

**Version:** 1

**Status:** Public Forum

**In Control:** City Council

**File Type:** Public Forum

**Agenda Number:** 11.

**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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## Agenda Memo File Number: 6957

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Bid/Purchases

**Agenda Number:** \*12.

**CC MEETING: November 19, 2024**

**DATE:** November 5, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Scott Whitaker, Director of Parks and Recreation  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Reject All The Proposals Received For BID #25-006.**

### **BACKGROUND:**

The project for BID #25-006 was to provide the City with sod for Parks, Public Works and other various departments.

The project was advertised in October 2024 and received two proposals. After the review and evaluation of the submissions, one vendor was considered non-responsive based on not meeting the delivery proximity requirements of the bid. The other vendor provided prohibitive pricing. These factors led to the decision to recommend rejecting this bid.

### **FINANCIAL IMPLICATIONS:**

The proposed budget was in the amount of \$45,000.00, annually. The scope of work and budget will be reviewed for a future bid. In the meantime, quotes will be obtained to purchase Sod for City departments. There are no additional financial implications.

### **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 reject this proposal.



**Agenda Memo**  
**File Number: 6936**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*13.

**CC MEETING: NOVEMBER 19, 2024**

**DATE:** October 24, 2024

**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 Hamilton Medical For The Purchase Of Seven (7) Hamilton-T1 Transport Ventilators, Associated Equipment, And Clinical Training In An Amount To Not Exceed \$127,000.00**

**BACKGROUND:**

This agenda item is for the purchase of ventilators used by Carrollton Fire Rescue paramedics during patient care. Due to the replacement of the existing Parapac Pneupac ventilators that have reached the end of usable life, Carrollton Fire Rescue will surpass the \$50,000.00 purchase threshold during Fiscal Year 2025. Carrollton Fire Rescue is seeking Council approval to purchase seven (7) Hamilton T-1 Transport Ventilators, associated equipment, and clinical training for Carrollton Fire Rescue personnel in an amount not to exceed \$127,000.00 during Fiscal Year 2025.

This purchase is being made using a sole source provider, Hamilton Medical, Inc. Carrollton Fire Rescue has a sole source letter on file.

**FINANCIAL IMPLICATIONS:**

The Hamilton T-1 Transport Ventilators will be purchased from funds budgeted in the Fire Department's Fiscal Year 2025 budget

**IMPACT ON COMMUNITY SUSTAINABILITY:**

Carrollton Fire Rescue paramedics have historically used mechanical ventilators to provide ventilatory support to certain patients during transport to the hospital. The ventilators currently in operation are mainly designed to ventilate the fully sedated patient with no respiratory drive or one in cardiac arrest. The Hamilton T-1 allows a wider range of ventilatory support modes, both invasive and non-invasive, to treat patients experiencing a variety of respiratory emergencies. This will allow CFR paramedics the ability to provide increasingly specialized care to the patients they encounter with the goal of

increasing positive patient outcomes.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends authorizing the City Manager to enter into an agreement with Hamilton Medical for the purchase of seven (7) Hamilton T-1 Transport Ventilators, associated equipment, and clinical training in an amount not to exceed \$127,000. This purchase will be through a sole source provider, Hamilton Medical, Inc.



**Agenda Memo**  
**File Number: 6945**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*14.

**CC MEETING: November 19, 2024**

**DATE:** October 23, 2024

**TO:** Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Enter Into An Agreement With Microsoft Corporation, Through Texas DIR Purchasing Cooperative, For Microsoft Unified Support In An Annual Amount Not To Exceed \$100,000, For A Three-Year Total Amount Not To Exceed \$300,000.**

**BACKGROUND:**

The City of Carrollton utilizes a vast array of Microsoft Products and Services which are all supported under the City’s Unified Support Contract directly with Microsoft. These products include, but are not limited to, desktop and server operating systems, Office 365, Azure cloud, and others. We have historically renewed this contract annually, but Microsoft now offers a 3 year term to match the 3 year term of our Enterprise Agreement which is paid annually. The support cost is based on a percentage of current product and service usage and utilization, as well as future roadmap implementations. The renewal also includes dedicated engineer hours which insure the City is utilizing the services and products we own to their fullest ability.

**FINANCIAL IMPLICATIONS:**

The funds for these items are budgeted in the following Information Technology account:

| ACCTG UNIT | ACCOUNT | BUDGET AMOUNT |
|------------|---------|---------------|
| 151001     | 61190   | \$300,000.00  |

A 10% contingency is built in to allow for account fluctuation or additional Microsoft product deployment.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends Council authorize the contract with Microsoft Corporation for Microsoft Unified Support in the amount of \$100,000.00 annually and a three-year total not to exceed \$300,000.00.





**Agenda Memo**  
**File Number: 6946**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*15.

**CC MEETING: November 19, 2024**

**DATE:** October 23, 2024

**TO:** Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Enter Into An Agreement With SoftwareOne, Inc., Through TIPS Purchasing Cooperative, For The Renewal Of The City’s Microsoft Enterprise Agreement In An Annual Amount Not To Exceed \$1,000,000, For A Three-Year Total Amount Not To Exceed \$3,000,000.**

**BACKGROUND:**

The City of Carrollton is required to maintain a Microsoft Enterprise Agreement (EA) for all City Microsoft Servers, Desktops, Applications and Cloud licensing.

The Microsoft Enterprise Agreement (EA) is the licensing vehicle that affords the City use of all Microsoft products and performs a license count true up or down at the end of the year for additions and removals of licenses managed throughout each contracted year. This agreement alleviates the burden of ordering software licenses for each new installation or employee by allowing mass updates at the end of each fiscal year. In addition, this agreement significantly improves the deployment process and reduces the amount of paperwork required to keep track of licenses for compliance purposes.

Using the Microsoft EA program, in combination with Microsoft’s other security and cloud solutions, offers additional benefits to the City including the ability to upgrade or downgrade licenses based on specific business/testing needs, access to Microsoft’s TechNet portal for early access to software and problem resolution resources, and advanced security notifications.

If we do not enter into a new Microsoft EA, the City of Carrollton will have to purchase licenses for all the Microsoft products currently being used at retail prices, without volume discounting, substantially increasing the cost of the Microsoft products and licensing for the City.

**FINANCIAL IMPLICATIONS:**

The funds for these items are budgeted in the following Information Technology account:

| ACCTG UNIT | ACCOUNT | BUDGET AMOUNT  |
|------------|---------|----------------|
| 151001     | 61350   | \$1,000,000.00 |

A 10% contingency is built into the request to account for increased usage which may cause the annual cost to rise and due to the criticality of this service.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends Council authorize a contract with SoftwareOne, Inc. for the City's Microsoft Enterprise Agreement in the amount of \$1,000,000 for year one and a three-year contract total amount not to exceed \$3,000,000.



**Agenda Memo**  
**File Number: 6954**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*16.

**CC MEETING: November 19, 2024**

**DATE:** November 6, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Kim Bybee, Parks Manager  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With USA Shade, Through BuyBoard, For The Purchase And Installation Of Shade Structures In An Amount Not To Exceed \$145,288.00.**

**BACKGROUND:**

The parks system has fabric shade structures throughout community parks and athletic complexes. We currently have two athletic fields without shade: McInnish Baseball Field #10 and Josey Ranch Adaptive Field #6. Adding shade structures to these two locations would allow us to provide shade for spectators and protection from the elements.

This project includes the cost for the shade fabric, installation, and repairs. A 10% contingency has been included in the budget.

**FINANCIAL IMPLICATIONS:**

USA Shade is a reputable company that provides a quality product and has completed projects for the City of Carrollton in the past. The shade structure purchase and installation will be funded out of the following account:

| <b>ACCTG UNIT</b>                | <b>BUDGET AMOUNT</b> |
|----------------------------------|----------------------|
| 854360 - Parks Consolidated Fund | \$145,288.00         |

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with Council goals and objectives through the fiduciary care and maintenance of our infrastructure.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends approval of the shade structure purchase and installation by USA Shade in an amount not to exceed \$145,288.00 using the City's existing agreement with BuyBoard.



**Agenda Memo**  
**File Number: 6955**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*17.

**CC MEETING: November 19, 2024**

**DATE:** October 28, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Kim Bybee, Parks Manager  
Chrystal Davis, Assistant City Manager

**Consider Authorizing The City Manager To Enter Into An Agreement With Turf And Soil Management, Through Sourcewell Purchasing Cooperative, To Purchase Two (2) Autonomous Mowers In An Amount Not To Exceed \$62,284.53.**

**BACKGROUND:**

Parks is requesting to purchase two (2) autonomous mowing units with charging stations and a reference station from Turf and Soil Management through our cooperative purchasing agreement with Sourcewell. These autonomous units will be used to maintain athletic fields and other park property. They will allow the Parks Department to be more efficient and allow staff additional time to focus on various tasks to improve field safety and quality.

The Parks Department incorporated autonomous mowers into their athletic field maintenance program just over a year ago and they have already had a direct impact on turf quality by increasing turf density and wear tolerance, leading to healthier, more resilient playing surfaces. With the added capacity, staff has been able to prioritize irrigation issues and other maintenance and field safety concerns, such as low spots on the fields.

**FINANCIAL IMPLICATIONS:**

The equipment will be purchased from budgeted funds from the Parks Consolidated Fund. The not to exceed amount includes a 10% contingency to cover any unexpected expenses or price increases.

| ACCTG UNIT | ACCOUNT         | BUDGET AMOUNT |
|------------|-----------------|---------------|
| 854360     | Electric Mowers | \$62,284.53   |

**IMPACT ON COMMUNITY SUSTAINABILITY:**

Purchasing equipment such as this ensures that City employees have the resources necessary to do their job, which is a Council strategic goal.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends Council authorize a contract with Turf and Soil Management for the purchase of two (2) autonomous mowers with charging stations and a reference station through a cooperative purchasing agreement with Sourcewell in an amount not to exceed \$62,284.53.



**Agenda Memo**  
**File Number: 6956**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*18.

**CC MEETING: November 19, 2024**

**DATE:** November 6, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Scott Whitaker, Parks & Recreation Director  
Chrystal Davis, Assistant City Manager

**Consider Authorizing The City Manager To Enter Into An Agreement With Greenscapes Six, LLC, Through BuyBoard, For Bunker Repair Of Indian Creek Golf Course In An Amount Not To Exceed \$1,246,674.00**

**BACKGROUND:**

The staff is bringing this back to City Council due to an administrative oversight which showed the subcontractor instead of the contractor listed with BuyBoard. Everything is the same on this agenda item as approved on October 22, 2024.

Indian Creek Golf Club (ICGC) is a 36-hole municipal golf course that has suffered significant damage due to the storm from May 28th, 2024.

The golf club felt the impact of the strong straight-line winds and rain that left the property flooded and caused severe tree damage throughout all thirty-six holes. This required the entire golf club to be shut down for a month. After the extensive damage was assessed, major cleanup began with the contractor using all its resources to clean up tree limbs, whole trees and debris while also addressing the impact to the grass turf. The goal was to reopen as soon as possible. In evaluating the total impact, it became clear that all sand bunkers had been compromised. This meant sand had been washed away, debris had settled in the bunkers and the lining had been destroyed.

After much research staff has worked with Orion and talked with vendors on a better solution for the bunkers knowing that this type of flooding will happen again to land in the flood plain. We believe our strategy of using a new liner that will be able to be repaired quicker and will not be compromised as easily will help in the future and allow better maintenance on a day-to-day basis.

To keep ICGC competitive and at the level of play the golfing community enjoys, staff is requesting the approval of this contract using BuyBoard, which is an approved cooperative to repair or fill in all bunkers at Indian Creek Golf Club. A 10% contingency has been added.

**FINANCIAL IMPLICATIONS:**

The funds for these repairs will come from the golf capital account. These funds are from the proceeds the city receives from the golf course user fees and not from the city's operating budget.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with City Council's goals and objectives to adapt business practices to respond to changing conditions.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends Council authorize a contract with Greenscapes Six, LLC for bunker repair of Indian Creek Golf Club in an amount not to exceed \$1,246,674.00.





**Agenda Memo**  
**File Number: 6963**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*19.

**CC MEETING: November 19, 2024**

**DATE:** November 11, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Jody Byerly, Director of Public Works  
Shannon Hicks, Assistant City Manager

Consider **Authorizing The City Manager To Approve An Agreement With Pro-Pipe Inc., Pursuant to Bid #25-007 For The Sanitary Sewer Cleaning - Trunk Interceptors In An Amount Not To Exceed \$98,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$294,000.00.**

**BACKGROUND:**

This contract will be used by the Public Works Department to clean and maintain the larger type of wastewater interceptor lines. These routine cleanings are performed annually to keep waste moving throughout the wastewater system. On October 1, 2024, the City issued BID #25-007 for the Sanitary Sewer Cleaning - Trunk Interceptors. Bid notifications were posted online, the bid closed on October 16, 2024. Three vendors submitted a response.

The Public Works Department reviewed the submissions and selected Pro-Pipe Inc. based on the lowest responsive bids per item. The award will be for a one-year initial term. The award also includes two additional one-year renewal options, if mutually agreed upon by the City and the vendor, for a potential three-year total contract not to exceed \$294,000.00.

**FINANCIAL IMPLICATIONS:**

The sewer cleaning services listed in BID #25-007 will be purchased from budgeted funds for the cost center and amount as listed below.

| <u>COST CENTER</u> | <u>LINE ITEM</u> | <u>BUDGET AMOUNT</u> |
|--------------------|------------------|----------------------|
| 405003-Wastewater  | 61190            | \$98,000.00          |

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with City Council's goals and objectives of properly maintaining the City's infrastructure.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends that City Council authorize the City Manager to approve an agreement with Pro-Pipe Inc., pursuant to bid #25-007 for Sanitary Sewer Cleaning - Trunk Interceptors in an amount not to exceed \$98,000.00 annually, for a total three-year total contract amount not to exceed \$294,000.00.

**BID #25-007**

**Sanitary Sewer Cleaning - Trunk Interceptors**

|        |                                   | Pro-Pipe, Inc. of National Underground Group (Pro-Pipe, |             | BCAC Underground |              | Texas Reexcavation LLC |              |
|--------|-----------------------------------|---|-------------|------------------|--------------|------------------------|--------------|
|        |                                   | Total Price   | \$94,800.00 | Total Price      | \$174,000.00 | Total Price            | \$194,200.00 |
| Line # | Description                       | Unit  | Extended    | Unit             | Extended     | Unit                   | Extended     |
| 1      | Light Cleaning (1-2 Passes)       | <u>\$1.17</u>   | \$23,400.00 | \$1.45           | \$29,000.00  | \$3.13                 | \$62,600.00  |
| 2      | Heavy Cleaning (Minimum 3 Passes) | <u>\$2.49</u>   | \$49,800.00 | \$6.00           | \$120,000.00 | \$3.45                 | \$69,000.00  |
| 3      | TVing                             | <u>\$1.08</u>   | \$21,600.00 | \$1.25           | \$25,000.00  | \$3.13                 | \$62,600.00  |

| Line # |
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| 1 |
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## Agenda Memo File Number: 6965

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*20.

**CC MEETING: November 19, 2024**

**DATE:** November 11, 2024

**TO:** Erin Rinehart, City Manager

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

**Consider Authorizing The City Manager To Execute Contract Amendment 2 To RFP #22-008 For Boring & Trenching For Multiple Departments From Tejas Utilities, LLC In An Amount Not To Exceed \$70,953.40 For A New Contract Total Amount Of \$482,258.00.**

### **BACKGROUND:**

In January of 2022, City Council authorized the City Manager to approve an agreement with Tejas Utilities, LLC. for boring & trenching for multiple departments in an aggregate amount of \$133,000.00 including two, one-year renewal options. In April of 2024, Council approved a contract amendment adding \$278,304.60 to install conduit for residential streetlight within Carrollton Highlands and Crosby Estates from funds approved by the November 2022 bond election. The bond election approved a total budget of \$500,000 to be spent toward Neighborhood Streetlights.

Once construction began it was determined that the city's on-call contractor for Trenching and Boring had received approval to increase cost during the contract renewal period from \$28/LF to \$38/LF. Additionally, field conditions require 400 linear feet more conduit than the projected quantities be installed.

### **FINANCIAL IMPLICATIONS:**

Tejas Utilities, LLC has submitted a proposal to the City of Carrollton for the additional services as described by Contract Amendment 2 to RFP#22-008 Boring & Trenching in an amount not to exceed \$70,953.40. The revised contract amount would be \$482,258.00 for this year. The necessary funding is available from bond sales authorized by the 2022 Bond Election for Residential Streetlight Projects.

| <u>ACCOUNT UNT</u>                       | <u>ACCOUNT</u>                     | <u>BUDGET AMOUNT</u> |
|--|------------------------------------|----------------------|
| Traffic Operations<br>& Capital Projects | Street Account                     | \$100,000.00 +       |
|  | Contract Amendment 1               | \$278,304.60 +       |
|  | <b>Contract Amendment 2</b>        | <b>\$70,953.40</b>   |
| Parks                                    | R/M Svcs - Structures              | \$8,000.00           |
| <u>Community Development</u>             | <u>Other Professional Services</u> | <u>\$25,000.00</u>   |
| <b>Total</b>                             |                                    | <b>\$482,258.00</b>  |

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends that the City Council approve Contract Amendment 2 to RFP #22-008 for boring and trenching for multiple departments from Tejas Utilities, LLC in an amount not to exceed \$70,953.40, for a new contract total amount of \$482,258.00 to complete the conduit installation for Carrollton Highlands and Crosby Estates streetlight installation. The additional funds will come from the 2022 Bond Election for Residential Streetlight Projects. Total bond funds being requested to be used for Neighborhood Streetlight Projects are \$349,258.00 which is equivalent to the sum of Contract Amendment 1 and Contract Amendment 2.



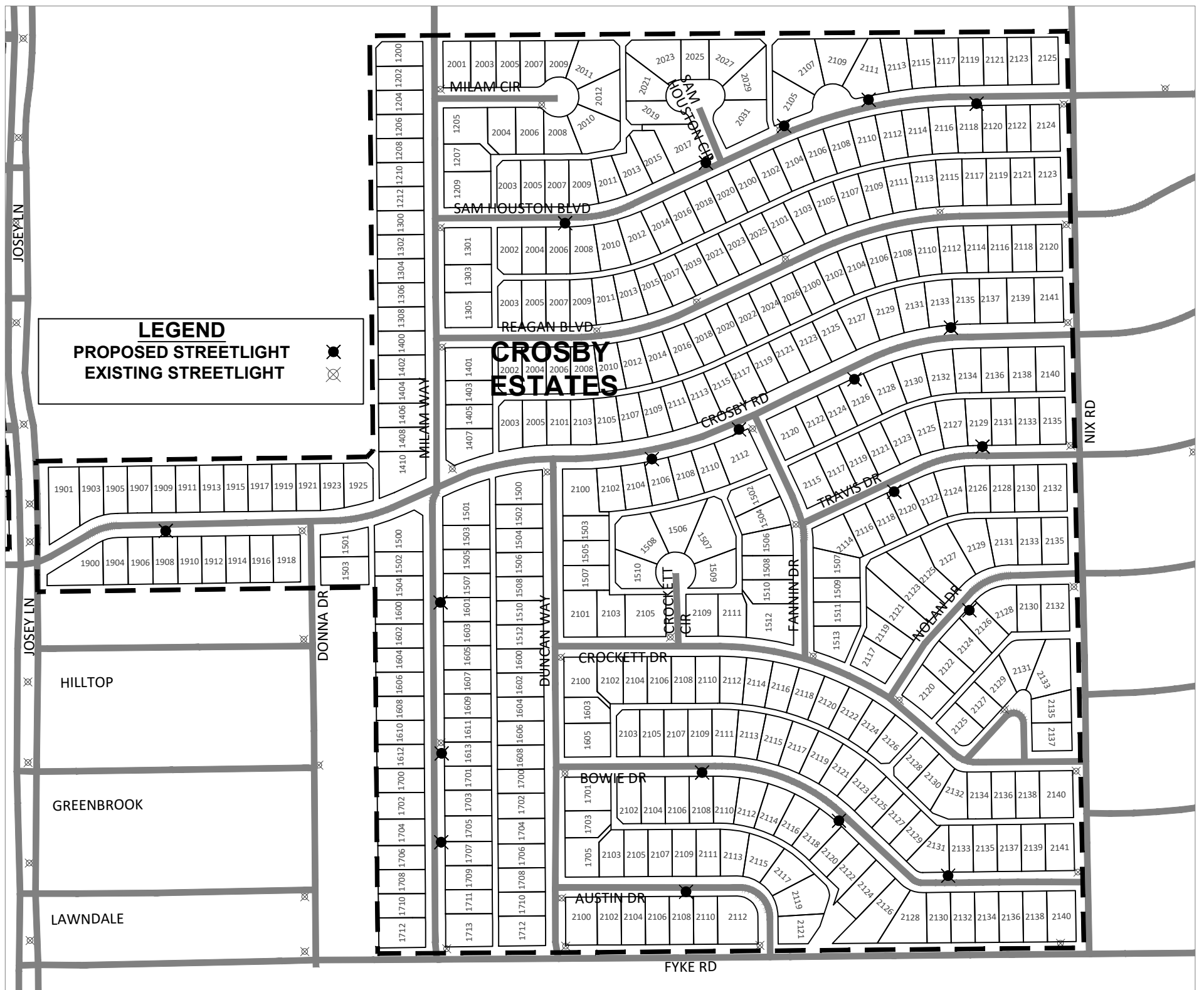
| LEGEND               |   |
|----------------------|---|
| PROPOSED STREETLIGHT | ★ |
| EXISTING STREETLIGHT | ⊗ |



# CARROLLTON HIGHLANDS PROPOSED STREETLIGHT INSTALLATION



SCALE: N.T.S      DATE: 11/14/23  
SHEET  
NUMBER: 1      OF 2      SHEETS



# CROSBY ESTATES PROPOSED STREETLIGHT INSTALLATION



SCALE: N.T.S      DATE: 11/14/23  
SHEET  
NUMBER: 2      OF 2 SHEETS





**Agenda Memo**  
**File Number: 6968**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*21.

**CC MEETING: November 19, 2024**

**DATE:** November 13, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Samantha Dean, Director of Workforce Services  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With Samsara, Inc. Through An Interlocal With Sourcewell Purchasing Cooperative For Vehicle Cameras In An Amount Not To Exceed \$70,000.**

**BACKGROUND:**

In June 2024, Risk Management began exploring options for vehicle cameras to curb increasing costs in auto liability claims. Over the last 3 years, the city’s insurance plan has seen an increase of 66% on average in auto liability claims. In cab cameras were recommended by the city’s Risk consultant as a potential tool in mitigating increasing auto liability claims costs. In reviewing options in the marketplace, Samsara was identified as a vendor used by other municipal organizations and has an active cooperative agreement under Sourcewell Purchasing Cooperative.

The first-year funding is to “pilot” the cameras and determine whether the Samsara program is an effective tool in the city’s overall safety program and has an impact in mitigating auto liability claims. If the pilot is successful, an addition-to-base (ATB) will be submitted for recurring funding beginning in FY26.

**FINANCIAL IMPLICATIONS:**

One time funding of \$70,000 will be allocated from the general fund. This will outfit 115 vehicles with cameras in Public Works, Parks Maintenance, Environmental Services, Building Inspections and Fire Rescue. The Police fleet is not included in the pilot as they already have similar technology installed in their vehicles.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with City Council’s goals and objectives to leverage technology to

improve our effectiveness and efficiency.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends approving an agreement with Samsara, Inc. through an interlocal agreement with Sourcewell Purchasing Cooperative in an amount not to exceed \$70,000 annually.



**Agenda Memo**  
**File Number: 6975**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*22.

**CC MEETING: November 19, 2024**

**DATE:** November 13, 2024

**TO:** Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Enter Into An Agreement With Immix Technology, Inc. Through The Department Of Information Resources (DIR) For Timekeeping And Public Safety Scheduling Software Licensing And Implementation Services In An Amount Not To Exceed \$249,681.40 For The First Year, For A Total Three-Year Amount Not To Exceed \$453,229.77.**

**BACKGROUND:**

The City currently utilizes Infor for its Financial, Supply Chain, Payroll and Timekeeping systems. The City transitioned to the WFM timekeeping system in 2021 after an evaluation for city-wide timekeeping and a police scheduling tool. The current WFM software is on a single-tenant platform, which stands alone from the new Infor CloudSuite Financials and Payroll processing system. The contract expires in the current fiscal year. The Finance Department has elected to stay with WFM, but is upgrading to a cloud-based solution which will result in a single location for both timekeeping and payroll processing. The solution also ensures needed redundancy in the occurrence of a disaster. The project is set to begin in the spring, with implementation expected to be completed by next winter.

The Infor Products are available on DIR, Contract #DIR-TSO-4315. The total cost for the implementation is \$220,000 (which includes a 10% contingency), and a recurring amount of \$93,217 in year one, with a 6% increase annually, for a total contract amount of \$516,766 for three years.

**FINANCIAL IMPLICATIONS:**

The implementation was budgeted for in the FY2025 Operating and Capital Budget as an addition to base in the General Facilities and Capital Budget (854105). The recurring maintenance costs remained as budgeted in the City’s Finance Department Budget.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

The upgrade to the timekeeping system supports and aligns with the City Council’s goal and objectives of leveraging technology to improve our effectiveness and efficiency and ensuring processes for integrated cross-functional planning and execution. The timekeeping system will ensure that time is recorded appropriately and leave benefits are properly accrued, leading to the proper pay for City staff.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends authorizing the City Manager to enter into an agreement with Immix Technology, Inc. through the Department of Information Resources (DIR) for timekeeping and public safety scheduling software licensing and implementation services in an amount not to exceed \$249,681.40 for the first year, for a total three-year amount not to exceed \$453,229.77.



**Agenda Memo**  
**File Number: 6964**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Ordinances

**Agenda Number:** \*23.

**CC MEETING: November 19, 2024**

**DATE:** November 11, 2024

**TO:** Erin Rinehart, City Manager

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

Consider An **Ordinance Amending The Code Of Ordinances Chapter 73 “Traffic Schedules,” Schedule I(A)(13), To Establish A Speed Limit Of 20 Miles Per Hour For Plumdale Drive, Effective When A Flashing Signal Is In Operation, From 120’ South Of The South Curb Line Of Trinity Mills Road To 185’ North Of The North Curb Line Of Sedgeway Lane.**

**BACKGROUND:**

The Life School Carrollton elementary school located at 2660 East Trinity Mills Road is a public charter school that admits Kindergarten - 6th Grade students. Concern was expressed toward safety of existing crossing conditions. Student pedestrian crossing counts across Plumdale Drive were observed to be above the required standards, and to benefit from the addition of a school zone. In an effort to provide a safe environment for these pedestrians, a reduced speed school zone will be established along Plumdale Drive adjacent to the school campus. Establishing this school zone is in accordance with city policy regarding pedestrian activity adjacent to school sites.

The attached ordinance establishes a school speed limit of 20 mph for a section of Plumdale Drive between Trinity Mills Road and Sedgeway Lane. The 20-mph reduced speed limit will be in effect when a school zone flashing signal is in operation, as the charter school’s hours do not align with other local school district schedules and no classes are held on Fridays. Below are proposed initial school zone hour operation times for the 2024-2025 school year.

Proposed School Zone Operating Times for School Year 2024-2025

Mon - Thu: (AM) 7:00am - 8:00am (PM) 3:45pm - 4:45pm

Fri: None

This configuration will require additional attention from all officers writing citations within the Plumdale

Drive school zone. Officers will be required to establish without a doubt the flashing signals are working properly prior to issuing a citation. As such, Engineering staff has notified the Carrollton Police Department of this proposed work.

**FINANCIAL IMPLICATIONS:**

Funding for the required school zone equipment has been allocated in the annual operating budget.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends the installation of a 20-mph school zone along a section of Plumdale Drive from 120' south of the south curb line of Trinity Mills Road to 185' north of the north curb line of Sedgeway Lane.

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING THE CODE OF ORDINANCES CHAPTER 73 “TRAFFIC SCHEDULES,” SCHEDULE I(A)(13), TO ESTABLISH A SPEED LIMIT OF 20 MILES PER HOUR FOR PLUMDALE DRIVE, EFFECTIVE WHEN A FLASHING SIGNAL IS IN OPERATION, FROM 120’ SOUTH OF THE SOUTH CURB LINE OF TRINITY MILLS ROAD TO 185’ NORTH OF THE NORTH CURB LINE OF SEDGEWAY LANE; PROVIDING THAT PROOF OF A CULPABLE MENTAL STATE SHALL NOT BE REQUIRED; PROVIDING 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 Sections 545.356 and 545.357 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 near schools;

**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**, Life School Carrollton is a school located within the City of Carrollton and is part of the Life School Public Charter School District;

**WHEREAS**, a portion of Plumdale Drive, from 120’ south of the south curb line of Trinity Mills Road to 185’ north of the north curb line of Sedgeway Lane, is located in the City of Carrollton and is adjacent to Life School Carrollton;

**WHEREAS**, the school zone is effective when a school zone signal is flashing;

**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, ratified and incorporated into the body of this Ordinance as if copied in their entirety.

## **Section 2**

Chapter 73 Schedule I(A)(13) of the Carrollton City Code is hereby amended by establishing a 20 mph speed limit at the following location:

“Plumdale Drive: From 120’ south of the south curb line of Trinity Mills Road to 185’ north of the north curb line of Sedgeway Lane”

The table included in Section (A)(13) shall remain in full force and effect.

## **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 19<sup>th</sup> day of November, 2024.

CITY OF CARROLLTON, TEXAS

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Steve Babick, Mayor

**ATTEST:**

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Chloe Sawatzky, City Secretary

**APPROVED AS TO FORM:**

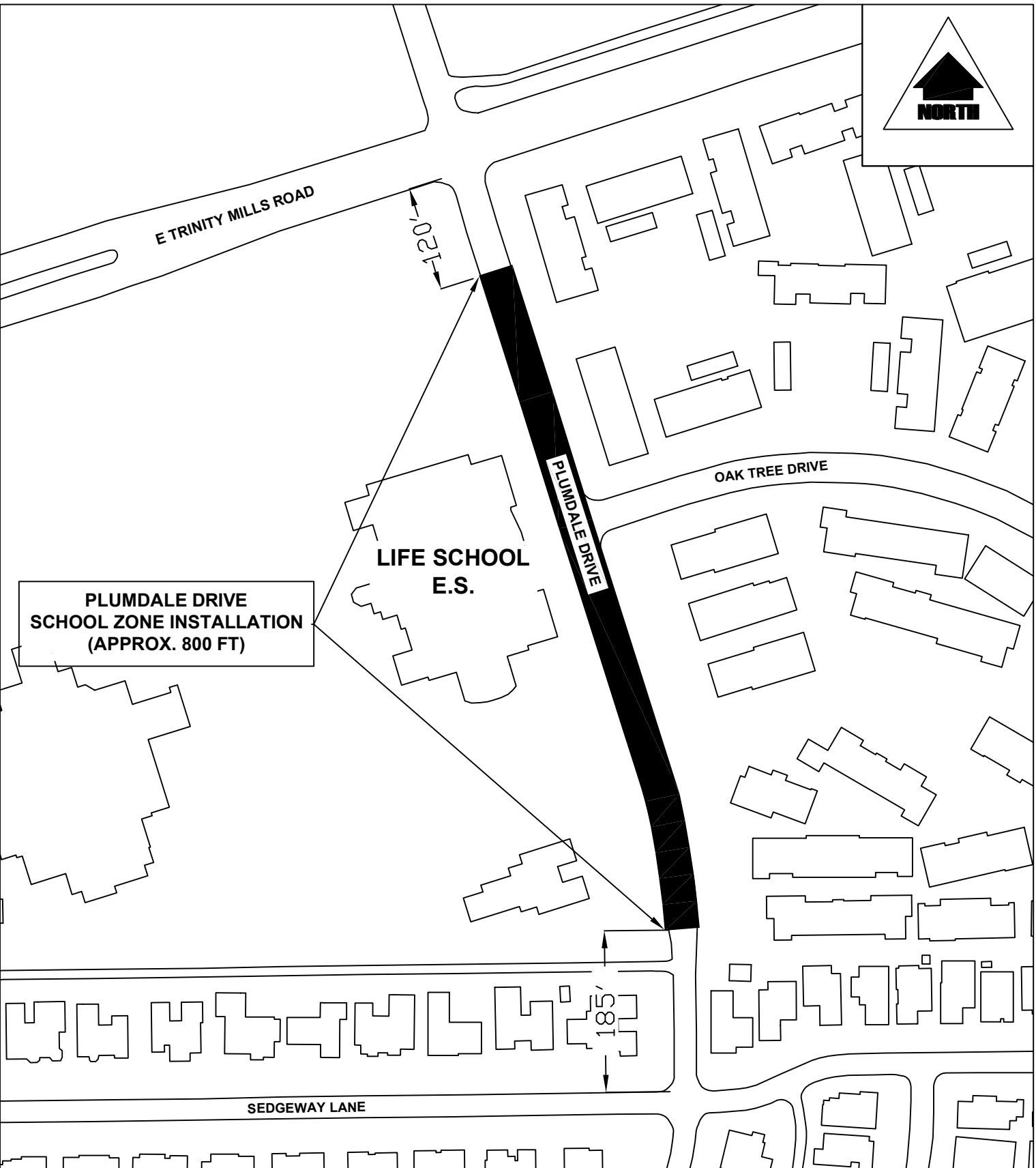
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Meredith Ladd, City Attorney

**APPROVED AS TO CONTENT:**

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Jonathan Wheat, P.E.  
Director of Engineering





**Agenda Memo**  
**File Number: 6983**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Ordinances

**Agenda Number:** \*24.

**CC MEETING: November 19, 2024**

**DATE:** November 14, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Melissa Everett, Finance Director  
Diana Vaughn, Chief Financial Officer  
Chrystal Davis, Assistant City Manager

Consider An **Ordinance Amending Chapter 31, The Comprehensive Fee Schedule**

**BACKGROUND:**

The City’s Utility Fund has the financial goal of generating sufficient revenue to pay all expenses (including capital, fleet, and debt) and to maintain cash reserve balances equal or greater than the City’s adopted financial policy of 90 days of expenditures. Due to the seasonality of significant water sales occurring in the final (July-September) quarter of the fiscal year, the City waits until early November to determine the rate increase required to run the program for the next fiscal year.

Staff provided an overview to the Audit, Finance, and Governance Committee on November 12, 2024. This Fee Ordinance is proposed with increases to water and wastewater rates which will generate 7.25% in additional revenue for the Utility Operating Fund. This additional revenue will provide funding for water and sewer capital projects necessary to maintain the condition of the utility infrastructure and additional operating costs increases passed to the City by DWU and TRA. The Audit, Finance and Governance Committee was provided with the opportunity to discuss any potential increases to utility rates prior to City Council deliberations. The Committee supports the proposed recommendation understanding that it would be brought to Council on November 19, 2024, for adoption.

Additionally, Parks & Recreation staff is recommending an update to section (G) *Parks and Recreation* of the pool rental fees to include the name of the facilities.

Finally, the City’s Emergency Management Division has made an effort to purchase barricades with grant funding over the last few years. These barricades are used for special events across the city and

is now part of the evaluation related to special event permitting. Deployment of the barricades ensures the safety of its participants at events and is conducted by the Public Works Department. The Emergency Management Division is proposing to set a rate related to the deployment and removal of the barricades and is included in Section (J) Public Works Department of Chapter 31.

**FINANCIAL IMPLICATIONS:**

The increases in water and wastewater rates ensure proper financial planning for upcoming operating and capital expenditures. The total rate change will generate approximately 7.25%in additional revenue for the Utility Fund.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends Council approve the Ordinance amending Chapter 31, the Comprehensive Fee Schedule, relating to utility rates, an update to Parks and Recreation’s facility names, and the addition of a fee related to the deployment and removal of barricades.

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING CHAPTER 31, THE COMPREHENSIVE FEE SCHEDULE OF THE CARROLLTON CITY CODE; CONTAINING A SAVINGS CLAUSE AND A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE OF JANUARY 1, 2025.**

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

**SECTION 1**

Chapter 31, Comprehensive Fee Schedule, of Title III, Administration, of the Carrollton Code of Ordinances is amended to read as follows:

**CHAPTER 31. COMPREHENSIVE FEE SCHEDULE**

Sec. 31.01. - Establishment of fees for city services.

The following fee schedule is hereby established and the following fees shall be charged for various services rendered by the city.

(A) *General fees.*

- (1) *General returned check, credit card and debit card fees: .....\$35.00*
- (2) *Fidelity Express returned check fees: .....\$38.50*

Checks, drafts or instruments tendered to the city for amounts owed to the city which are returned unpaid through the city depository as uncollected funds (excluding any occurrence resulting from any documentable depository error or omission).

- (3) *Collection agency fees: .....\$10.00*

Receivables owed to the city by individuals and businesses for over 60 days and for which two notices of amounts owed have been sent may be assigned to an outside agency for collection.

- (4) *Credit/debit card convenience fees, per transaction: .....2% of transaction*

Convenience fee and a \$5.00 transaction minimum to be assessed on all transactions except for those for Library and Parks and Recreation.

- (5) *Charges for providing copies of public information: .....*

Not to exceed charges as set by the State of Texas.

- (6) *After-hours services (per hour) .....\$40.00*

Services performed outside normal business hours are billed per employee per hour with a two-hour minimum charge. Equipment and materials are billed at normal hourly rates.

(7) *After-hours administration fee:* .....\$25.00

Administrative fee assessed for processing charges for after-hours services.

(B) *Building inspection.* .....

(1) *Project permits (includes plumbing, electrical and mechanical permits and certificate of occupancy fees):* .....

Application fee, nonrefundable .....\$125.00

New dwellings up to four units, per unit .....\$1,100.00

Pool or spa .....\$200.00

Temporary buildings and trailers .....\$75.00

New commercial, apartments, accessory, additions, remodels and finish-outs, per \$1,000.00 valuation (minimum \$125.00) .....\$6.00

Residential remodel .....\$125.00

(2) *Specific permits:* .....

Annual permits, per year .....\$200.00

Banner .....\$25.00

Building (storage shed) .....\$50.00

Certificate of occupancy .....\$100.00

Demolition .....\$125.00

Electrical, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Fence .....\$50.00

Fire sprinkler, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Fire alarm, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Irrigation, per \$1000.00 valuation (minimum \$75.00) .....\$4.00

Mechanical, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Moving (structures in right-of-way) .....\$75.00

Plumbing, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Real estate sign annual renewal .....\$50.00

Retaining wall .....\$50.00  
Satellite dish .....\$50.00  
Sign .....\$125.00  
Rainwater harvesting .....\$25.00  
Wind turbine .....\$75.00  
Solar panel .....\$125.00  
Special event—no food sales .....\$50.00  
Special event—food sales .....50.00 per food vendor  
Tent .....\$50.00  
Curb cut .....\$100.00  
Above/below grade storage tank installation or removal .....\$100.00 per tank  
Mobile refueling, per address, per year .....\$250.00

(3) *Service fees:* .....

Inspection/engineering fees:

See Section 31.01 (C).1

Commercial permit storm water pollution protection plan inspection fee .....\$50.00

Commercial permit utility release processing fee .....\$50.00

Re-inspection .....\$50.00

Special inspection .....\$50.00

Temporary service/construction heat .....\$100.00

Snow cone stand removal deposit .....\$350.00

(Will be refunded in full provided the structure is removed at certificate of occupancy expiration. Un-refunded deposit will be used to defer cost of removal by city if necessary.)

Administrative process fee for special event, film, block party (except National Night Out) and parade permits .....\$25.00

(4) *Appeal boards: .....*

Construction Advisory and Appeals Board .....\$200.00

Board of Adjustment .....\$200.00

(5) *Exceptions: .....*

(a) Building permit and board filing fees are not required for facilities on property both owned and used by the following: .....

1. Federal government. ....
2. State government. ....
3. County government. ....
4. City government. ....
5. Public school districts. ....

(b) Building permit fees are not required for home construction projects built by the Carrollton-Farmers Branch Independent School District Trade School. ....

(c) Fees are not required for permits issued to contractors hired by the city to clear visibility obstructions constructed legally prior to adoption of the Ordinance No. 1325, passed November 11, 1986 and referred to as the Visibility Ordinance. ....

(d) Fees are exempted for work conducted in Neighborhood Empowerment Zones, as enumerated and established by Council Resolution #3608. ....

(C) *Engineering: .....*

(1) *Inspection fees: .....*

(a) \$45.00 per hour with a minimum fee of \$90.00

(b) Inspections occurring outside of normal business hours will incur a \$67.50 per hour fee with a minimum fee of \$135.00.

(c) Grading Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.

(d) Water and/or Wastewater Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(e) Drainage Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(f) Paving Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.

(g) Sidewalk Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.



(i) Screening Wall/Fence Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(2) *Plan review: .....*

(a) Review of construction plans for infrastructure (streets, water, wastewater, storm drainage), per acre of development .....\$150.00

(b) Review of re-submittals of construction plans for infrastructure (streets, water, wastewater, storm drainage) for the fourth and each subsequent submittal .....\$250.00

(3) *Street signs and markings: .....*

Intersection signs and markings, per intersection .....\$435.00

Fire hydrant markers, per hydrant .....\$5.00

Street light assessment, per linear foot .....\$12.00

(D) *Environmental Services Department. ....*

(1) *Animal Services Division: .....*

City registration fees:

Dogs and cats, unaltered .....\$20.00/year

Dogs and cats neutered or spayed .....\$5.00/year

Dangerous dogs .....\$50.00/year

Potbellied pigs .....\$10.00/year

Duplicate (replacement) license tags .....\$2.00/each

Adoption fee .....\$5.00/animal (previously vetted)

Adoption fee .....\$10.00/animal (non-vetted)

Adoption fee .....\$60.00/pre-vetted animal

Overnight boarding fee .....\$10.00/day

Quarantine fee .....\$10.00/day

1st impoundment within a 12-month period .....\$20.00

2nd impoundment within a 12-month period .....\$50.00

3rd or more impoundment within a 12-month period .....\$100.00

Livestock impoundment fee .....\$50.00/head

Feed and care for livestock .....\$15.00/day

Owner's release to city .....\$20.00  
Home quarantine checks for two visits .....\$30.00  
Euthanasia of animals .....\$20.00  
Rabies testing .....\$40.00  
Vet clinic dead animal removal service .....\$50.00/month  
Permit to keep chickens .....\$20.00/year

(2) *Environmental Quality Division*

Temporary food establishment permit for change of ownership, per 14 days  
.....\$75.00

Food permits:

Heavy food prep establishment permit for heavy food prep establishments and mobile hot trucks, as defined under the Carrollton Food Establishment Policy, per year .....\$400.00

Light food prep establishment permit for light food prep establishments, mobile lunch trucks and food service carts, as defined under the Carrollton Food Establishment Policy, per year .....\$320.00

No food prep establishment permit and pre-packaged food mobile permit, as defined under the Carrollton Food Establishment Policy, per year .....\$200.00

Additional food establishment permit for each additional food service, food store, or food vending operation contained within a structure holding a heavy or light food prep establishment permit, per year .....\$300.00

Farmer's market permits:

Farmer's market operator permits, per year .....\$150.00

Farmer's market food vendor permit, per year .....\$50.00

Farmer's market concession vendor permit, per year .....\$100.00

State accredited food handlers certification .....\$10.00

Re-inspection fee for food establishments failing to meet code standards at first inspection, per hour, two-hour minimum .....\$45.00

On-site food service worker class, per class .....\$80.00

Industrial pretreatment program (IPP):

IPP permit, per year .....\$400.00

IPP sampling and analysis .....Actual cost + 15%

Administrative fee for IPP sampling and analysis, per event .....\$50.00

Spill response and cleanups:

Administrative fee for any spill response .....\$50.00

City conducted spill mitigation or cleanup .....Actual cost + admin. fee

Sampling and analysis for complaints, spill and enforcement activities  
.....Actual cost + 15%

Liquid waste hauler program (LWH):

LWH vehicle permit, per year .....\$150.00

LWH additional vehicle permit per owner, per year .....\$100.00

LWH trip ticket books .....\$25.00

On-site LWH inspection .....\$80.00

Late payment fee for any permit, spill response, inspection, sampling or IPP fee,  
per month .....\$50.00

Follow-up re-inspection for noncompliance after initial inspection and re-  
inspection (non-food establishments), per hour, two-hour minimum .....\$45.00

Municipal setting designation:

- (1) An application will not be accepted until the initial filing fee has been paid. An application will not be placed on a city council agenda until the additional processing fee has been paid. ....
- (2) The applicant shall pay the fees to the designated city official. The designated city official shall deposit fees received in the official city depository not later than the next business day following receipt of the funds. ....
- (3) No refund of the fees may be made. ....
- (4) The initial filing fee for a municipal setting designation ordinance is \$2,500.00. The applicant is further required to pay all fees associated with mailed and published notices of the application. The designated city official shall not mail notices or advertise the public meeting until the estimated cost of mailing notices and advertising the public meeting is paid by the applicant. The designated city official shall not place a municipal setting designation ordinance on a City Council agenda until an additional technical processing fee of \$5,000.00 is paid. ....

(4) *Pool code: .....*

Health permit fee for first pool at a location/facility .....\$100.00  
per year

Health permit fee for each additional pool at a location/facility .....\$50.00  
per year

Health permit fee for each spa at a location/facility .....\$50.00  
per year

Health permit fee for first interactive water feature and fountain (IWFF) at a  
location/facility .....\$150.00  
per year

Health permit fee for each additional IWFF at a location/facility .....\$150.00  
per year

(3) *Community Services Division*

Administrative fee for mowing and cleaning property and abating any  
property maintenance violation, per violation ..... \$150.00

Apartment license fee, per year, for each unit on premises (occupied or  
unoccupied); \$13.00 per unit, minimum of .... \$250.00 per year

Single-family rental registration fee .... \$75.00 per year

Follow-up re-inspection fee for noncompliance after initial inspection and re-  
inspection (single-family and duplex residential property), per hour .... \$45.00

Sign removal fee (as established in section 151.98), per sign .... \$30.00

Filing of compliance order at county court of record:

Standard filing by first class mail filing fee established by county plus ....  
\$40.00

Expedited filing by next day personal delivery filing fee established by county  
plus .... \$100.00

Hotel code:

Lodging License Fee (Hotel) per year, for each unit on premises (occupied or  
unoccupied) \$13.00; minimum of .... \$250.00 per year

Bed and Breakfast Lodging License Fee...\$250.00 per year

Short-term Rental Lodging License Fee...\$250.00 per year

Re-inspection fee during license period, per hour .... \$45.00, two-hour  
minimum

Appeals to Property Standards Board .... \$200.00

(E) *Fire. ....*

- (1) *Definitions.* For purposes of this division only, the following definitions shall apply:

.....

*Nonresident:* A nonresident is a person who does not reside within the city limits.

*Resident:* A resident is a person who resides within the city limits.

- (2) *Ambulance transport: ....*

Residents:

Basic life support .....\$750.00

Advanced life support, level 1 .....\$850.00

Advanced life support, level 2 .....\$950.00

Nonresidents:

Basic life support .....\$850.00

Advanced life support, level 1 .....\$950.00

Advanced life support, level 2 .....\$1050.00

These levels of transport are as defined in the Medicare Index.

- (3) *Disposable supplies fees: ....*

Basic life support .....\$200.00

Advanced life support .....\$400.00

Oxygen supplies .....\$150.00

- (4) *EMS mileage charge: ....*

Transporting persons by ambulance, per mile .....\$15.00

- (5) *Recovery from hazardous materials responses—natural gas line cuts by contractors: ....*

Engine:

First hour (or portion thereof) .....\$300.00

Per ¼ hour thereafter .....\$75.00

Truck:

First hour (or portion thereof) .....\$400.00

Per ¼ hour thereafter .....\$100.00

Medic:

First hour (or portion thereof) .....\$200.00

Per ¼ hour thereafter .....\$50.00

(6) *Inspection fees:* .....

After hours inspections .....\$50.00  
per hour, two hour minimum

Re-inspection:

2nd reinspection .....\$50.00

3rd reinspection .....\$100.00

All after 3rd reinspection .....\$250.00  
each

(7) *Facility fees:* .....

Hazardous materials facility .....\$250.00  
per year

Materials recycling facility .....\$250.00  
per year

Factory/industrial facility .....\$250.00  
per year

Flammable/combustible storage facility .....\$250.00  
per year

(F) *Library:* .....

(1) *Lost/damaged library material fees:* .....

Interlibrary loan materials .....Cost as assessed by lending library

Media case .....\$5.00

Binoculars .....Actual cost

All other materials .....Actual price plus \$5.00 processing fee

(2) *Library service fees:* .....

Headphones .....\$4.00

Replacement library card fee .....\$1.00

Computer printing, per page .....\$0.15

Copier printing, per page .....\$0.15

Color Printing, per page.....\$0.50

Flash drives, each .....cost plus \$0.05 rounded up to the next quarter dollar

(3) *Room rental fees:* .....

Josey Ranch Lake Library Meeting Room, per hour .....\$25.00

Josey Ranch Lake Library Environmental Classroom, per hour .....\$15.00

Josey Ranch Lake Library Conference Room .....No charge

Hebron & Josey Library Meeting Room 1, per hour .....\$15.00

Hebron & Josey Library Meeting Room 2, per hour .....\$25.00

Hebron & Josey Library Meeting Room 1 & 2, per hour .....\$25.00

Hebron & Josey Library Conference Room .....No charge

(4) *Full access library card:* .....

Annual memberships:

Residents of Carrollton and reciprocal partner cities .....Free

City of Carrollton employees .....Free

Nonresidents .....\$40.00

(G) *Parks and recreation.*

(1) *General fees:*

At the discretion of the Parks and Recreation Director or other City Manager designee, residents from other cities may qualify for Carrollton resident fees when a partnership is in place and is mutually beneficial to the City. Furthermore, fees for services may be adjusted or waived, with City approval, when reimbursed by a third party for fitness or health programs.

Programs:

Schedule of fees for classes and programs will be determined by the Director of Parks and Recreation or other City Manager designee and will be made available for review online and at the facilities.

Non-Residents of the City of Carrollton participating in recreation classes or programs will pay an additional 25% of Carrollton Resident fees rounded up to the nearest \$1.00. Leagues requiring team registration will not be subject to resident/non-resident fees.

Financial Assistance:

Financial assistance is provided to Residents of Carrollton based on their total household income. Qualifying residents are awarded \$50 per person within their household. Those funds can be used for up to 50% of program or membership fees only, reservations, permits or special events do not qualify for assistance.

Promotions:

Discounts may be allowed at the Parks and Recreations Director's discretion up to \$10.00 off or membership fees for 13 months for the price of 12 months.

- (2) Membership, Resident fees – Includes: weight and cardio rooms, fitness equipment for members, and classrooms, except when reserved for rentals, city programming, or otherwise posted at the facility.

Additional amenities included in memberships which are facility specific:

*Rosemeade Recreation Center:* gyms, elevated track, Fitness on Demand, multi-purpose room, dance room, racquetball courts, and open play sports such as badminton, volleyball, basketball, and pickleball (as posted at the facility). Additionally, annual membership includes 8 hours of use per person in the esports center.

*Crosby Recreation Center:* gym, functional fitness room, open play sports such as volleyball, basketball, and pickleball (as posted at the facility). Additionally, annual membership includes 8 hours of use per person in the esports center.

*Senior Center:* various self interest groups (as posted at the facility).

City employee: No fee, but subject to federal taxation on value of individual rate

City employee family, up to four family members: is equal to the resident rate less the individual rate, and is subject to federal taxation on value of employee pass

Carrollton Corporate Membership: When a Carrollton business provides memberships on behalf of their employees, or employees of partnering Independent School Districts - is equal to the individual resident rate.

Non-Residents of the City of Carrollton will pay an additional 50% of Carrollton Resident fees rounded up to the nearest \$1.00

Active military on leave (for the duration of leave) .... \$5.00

Replacement card .... \$5.00

- (2.1) All Access Recreation Center (Crosby, Rosemeade, and Senior Centers) fees:



*Annual:*

- Senior citizen (age 65+) and youth .... \$55.00
- Adult (age 16—64) .... \$130.00
- Family, up to four family members .... \$250.00
- Additional member on family membership .... \$30.00

*Three months:*

- Senior citizen (age 65+) and youth .... \$25.00
- Adult (age 16—64) .... \$55.00

*One month:* \$25.00

*Day pass:*

- Senior citizen (age 65+) and youth (age 9—15) .... \$5.00
- Adult (age 16—64) .... \$7.00

(2.2) Limited Use Recreation Center fees:

*Crosby Recreation Center ONLY:*

*Annual:*

- Senior citizen (age 65+) & Youth (age 9-15) .... \$45.00
- Adult (age 16—64) .... \$95.00
- Family, up to four family members .... \$175.00
- Additional member on family membership .... \$20.00

*Three months:*

- Senior citizen (age 65+) and youth (age 9-15) .... \$20.00
- Adult (age 16—64) .... \$75.00

*Day pass:*

- Senior citizen (age 65+) and youth (age 9-15) .... \$5.00
- Adult (age 16—64) .... \$7.00

*Carrollton Senior Center ONLY:*

- Annual .... \$30.00
- Day .... \$5.00

*Esports Center ONLY:*

- 1 Hour .... \$5.00
- 5 Hours .... \$12.00
- 20 Hours .... \$35.00
- 50 Hours .... \$75.00

(3) Rentals, Resident fees:

Parks and Recreation facility and property rentals for special events shall follow regulations outlined in Chapters 117, 130, and 133 of this Code of Ordinance.

Special Events may be subject to additional fees within this Chapter.

Non-Residents of the City of Carrollton will pay an additional 40% of Carrollton resident fees rounded up to the nearest \$1.00.

Damage Deposits for all rentals are \$100, per reservation unless otherwise noted. Deposits for multiple day reservations will be held until the final date on the reservation. Rentals in accordance with Chapter 130.26 of this Code of Ordinance are subject to an additional \$200.00 damage deposit.

(3.1) Recreation Facilities:

Entire facility rentals allow exclusive/private use of the facility; however, at the discretion of the Parks and Recreation Director, some rooms and spaces may not be available.

After-hours rentals will be assessed staffing fees at a rate of \$25.00/hour/staff, and management will determine staffing needs based on times and event type. Some rentals, by Carrollton Municipal Code or at management's discretion, may require an off-duty police officer at Police Department staffing rates.

Audio Visual Equipment is \$25.00 per rental unless otherwise noted.

Meeting Room Set-up and Clean-up is \$50.00/rental date unless otherwise noted. Set-up and Clean-up requests are at the discretion of the Parks and Recreation Director and are dependent upon size and staff availability.

Kitchen add-on in applicable facilities \$25.00/hour.

*Crosby Recreation Center, resident hourly fees*

- Entire facility, after hours only (deposit \$250.00) .... \$250.00
- Broadway and Pioneer Rooms .... \$30.00
- Trinity Room .... \$90.00
- Esports Room .... \$150.00

Esports Room, Tournament day rate .... \$1,000.00

Gym, per half court .... \$40.00

Gym, per full court .... \$65.00

*Rosemeade Recreation Center, resident hourly fees*

Entire facility, after hours only, (deposit \$250.00) .... \$250.00

Armadillo & Mustang Rooms .... \$30.00

Bobcat & Multi-purpose Rooms .... \$35.00

Dance Room .... \$90.00

Esports Room .... \$150.00

Esports Room, Tournament day rate .... \$1000.00

Gym, per half court .... \$40.00

Gym, per full court, per hour .... \$65.00

*Josey Ranch Lake Senior Center, resident hourly fees*

Texas Room, day rate, (10 hours) (\$250.00 deposit) .... \$1,800.00

Texas Room, 3 hour minimum (\$250.00 deposit) .... \$250.00

Texas Room A .... \$70.00

Texas Room B .... \$150.00

Round-Up Room .... \$60.00

Tumbleweed Room .... \$15.00

Blue Bonnet and Lone Star Rooms .... \$25.00

*Elm Fork Nature Center, resident hourly fee (to include interior classroom, restroom, and outdoor patio ONLY, \$75.00*

(3.2) Parks:

Park Permit:

As outlined in Chapter 133 of this Code of Ordinance, Park Permits may be required for special park use. Park Permits are provided on an 'as is' term for property and amenities at the requested location. Alterations or enhancements are at the discretion of the Parks and Recreation Director. Park Permits are not

subject to a Damage Deposit; however, maybe liable for damages during permit duration.

Resident fees:

Per Occurrence .... \$25.00

Annual per Individual .... \$500.00

*Carrollton Amphitheater, resident hourly fee: (includes restrooms and lights) .... \$50.00*

*Mary Heads Carter Park Pavilion, resident hourly fee: (Pavilion Only) .... \$50.00*

*McInnish and Josey Ranch Sports Complex resident fees:*

5K rentals/Events ..... \$400.00 for the first four hours,  
plus \$75.00 each additional hour

*Gazebo in Historic Downtown Carrollton, resident hourly fee: (includes green space inside the public sidewalks around the Square) .... \$120.00*

*A.W. Perry Homestead Museum, resident hourly fee: (includes exterior of house and barn within the paved pathway outlining the buildings, gazebo and restrooms) .... \$120.00*

(4) *Rosemeade Rainforest fees:*

Pool use fees:

Admission resident, per person, weekdays ..... \$5.00

Admission resident, per person, weekends ..... \$6.00

Admission nonresident, per person, weekdays ..... \$9.00

Admission nonresident, per person, weekends ..... \$10.00

Age 2 and under ..... Free

Passes:

Book of 20 passes (individual, resident) ..... \$90.00

Book of 20 passes (individual, nonresident) ..... \$120.00

Individual season pass (resident) ..... \$50.00

Individual season pass (nonresident) ..... \$60.00

Family season pass up to four family members, resident (photo ID required) ..... \$120.00

Family season pass up to four family members, nonresident (photo ID required) ..... \$150.00

Family season pass add-on, per additional member, resident (photo ID required) ..... \$10.00

Family season pass add-on, per additional member, nonresident (photo ID required) ..... \$15.00

Pool rental fees for Rosemeade Rainforest or Rosemeade Main Pool:

|                    |          |            |
|--------------------|----------|------------|
| Resident Guests    | 2 Hours  | 4 Hours    |
| 1—200              | \$400.00 | \$800.00   |
| Over 200           | \$550.00 | \$1,100.00 |
| Nonresident Guests | 2 Hours  | 4 Hours    |
| 1—200              | \$550.00 | \$1,100.00 |
| Over 200           | \$700.00 | \$1,400.00 |

Additional lifeguard, per hour ..... \$25.00

Party table (8' or 10') rentals per hour (resident) weekends ..... \$10.00

Party table (8' or 10') rentals per hour (nonresident) weekends ..... \$15.00

(6) *Athletic Facility fees:*

General fees:

Sports field, per field (resident) ..... \$30.00/hour

Sports field, per field (nonresident) ..... \$35.00/hour

Sports field, per complex (resident), per day ..... \$800.00

Sports field, per complex (nonresident), per day ..... \$1,000.00

Sports field lighting, per field, per hour ..... \$20.00

Sports field professional use fee, per hour.... \$100.00 with a minimum of \$350.00 per use.

Sand beach volleyball rental (no deposit required), per day/per court (resident) ..... \$15.00

Sand beach volleyball rental (no deposit required), per day/per court (nonresident) ..... \$20.00

Field/event preparation, per hour, per worker ..... \$25.00

Youth Association field rental no-show, per occurrence, per field ..... \$25.00

Tournament deposit ..... \$500.00

Gate fee ..... Agreement through contract

Concession, promotional sales, and gate fee ..... Agreed percent by contract

Baseball/softball practice field rental program member rates:

Annual membership (team) ..... \$300.00

Annual membership (league/organization) ..... \$750.00

Member sports field rental, per field, per hour ..... \$20.00

Member sports field lighting, per field, per hour ..... \$15.00

Scoreboard/equipment agreement:

Replacement cost (if damaged or lost) ..... Actual cost to repair or replace

Scoreboard controller deposit ..... \$50.00

Keys:

Repair or replacement ..... Actual cost

Special events, for profit:

Deposit (depending on size of event) ..... \$2,500.00 to \$5,000.00

Rental fee, per complex ..... \$2,500.00

Field preparation, per hour/staff ..... \$25.00

Concession, promotional sales, and gate fee ..... Agreement through contract

(7) *Oak Creek Tennis Center, resident fees:*

Non-Residents of the City of Carrollton will pay an additional 25% (for programs) and 40% (for rentals) of Carrollton resident fees rounded up to the nearest \$1.00. Leagues requiring team registration will not be subject to non-resident fees.

Programs:

Schedule of fees for classes and programs will be determined by written agreement, Parks and Recreation Director or other City Manager designee and will be made available for review online and at the facility.

Day pass:

Per 1.5 hours, per person, up to four players .... \$2.00 - \$5.00

Rental:

Ball machine (includes facility entry):

Hourly .... \$10.00 - \$25.00

Monthly .... \$40.00 - \$55.00

Satellite courts, hourly/court, \$2.00 - \$5.00

(8) *Tree ordinance fee:*

Mitigation, per caliper inch ..... \$225.00

(H) *Planning. ....*

(1) Preliminary plat or final plat .....\$500.00

(2) Administrative plat, amending plat, conveyance plat or re-plat .....\$300.00

(3) Technical site plan .....\$500.00

As-built prints:

11" x 17" .....\$1.50

18" x 24" .....\$2.00

36" x 24" .....\$3.00

(4) Zoning change: .....

Special use permit for a restaurant with a private club .....\$650.00

Planned developments .....\$1,000.00

All other special use permits and zoning changes .....\$500.00

(5) Zoning verification letters: ..... \$50.00

(6) Comprehensive plan amendment .....\$500.00

(7) Miscellaneous planning applications: .....

Median variance .....\$500.00

Alternate facade .....\$500.00

Alternate landscape plan .....\$500.00

Sidewalk waiver .....\$500.00

Tree preservation .....\$130.00

All other requests .....\$130.00

(8) Documents and maps: .....

Maps, up to 36" x 48" .....\$10.00

Copies of enlarged plans from applications:

11" x 17" .....\$1.50

18" x 24" .....\$2.00

36" x 24" .....\$3.00

(I) *Police.* .....

(1) *Definitions:* .....

*Initial permit.* An initial permit is an alarm permit issued for a period of one year.

*Renewal permit.* A renewal permit is an alarm permit issued by the city before the expiration of an initial or renewal permit. The renewal permit effective date is the anniversary date of the prior permit. After expiration of a permit, it may not be renewed and a new initial permit must be obtained.

(2) *Permits:* .....

Commercial alarm permits, per year:

Initial permit .....\$75.00

Renewal permit .....\$50.00

Residential alarm permits, per year:

Initial permit .....\$50.00

Renewal permit .....\$25.00

Alarm permit revocation appeal fee .....\$25.00

Handbills, per six-month period .....\$50.00

Solicitors, per six-month period .....\$50.00

Individual solicitor certificate, per six month period .....\$10.00

Individual handbill distributor certificate, per six month period .....\$10.00

(3) *Alarm system false alarm fees:* .....



False burglar alarm response charge based on number of false alarm responses in the previous 12-month period:

1st to 3rd .....No charge

4th and 5th .....\$50.00

6th and 7th .....\$75.00

8th and more .....\$100.00

False alarm (other than burglar) response charge based on number of false alarm responses in the previous 12-month period:

1st and 2nd .....No charge

3rd and more .....\$100.00

(4) *Other fees:* .....

Fingerprinting fee, per fingerprint card .....\$10.00

Clearance letter .....\$4.00

Clearance letter—notarized .....\$5.00

(J) *Public Works Department.* .....

(1) *Water connection (tap) fees:* .....

(a) *Single-family residential:* .....

New services:

When the developer provides 1" copper service, meter box and connection:

¾" meter .....\$65.00

1" meter .....\$125.00

Existing services:

Where there is an existing 1" copper service to the property with a ¾" meter and the customer wishes to have a 1" meter installed .....\$860.0

(includes the 1" meter,  
1" loop and new meter can)

In the absence of a 1" water service to the property, the City's total cost of materials, labor and equipment costs (includes the 1" meter, the 1" loop and new meter can)

For any service larger than 1", the cost shall be the city's total cost of materials, labor and equipment.

Section 52.075, relating to impact fees, is not applicable where existing service to an existing structure is increased to a 1" or 1 ½" meter.

(b) *Multi-family, commercial, industrial, retail, office or any other nonresidential use: .....*

New service:

All new commercial service shall be provided by owner.

Existing services:

- 1) All new commercial services shall be provided by owner. ....
- 2) Any modifications to the meter for the existing water services may be provided by the city and the cost shall be the city's total cost of materials, labor and equipment. ....

(2) *Sewer connection (tap) fees: .....*

Single-family residential:

When the developer provides the service:

4" service .....\$65.00

6" service .....\$125.00

Complete service provided by city .....Total cost of materials, labor and equipment

Multi-family, commercial, industrial or retail establishments .....Total cost of materials, labor and equipment

(3) *Public Works general repair services: .....*

Sewer service call (normal business hours) .....\$75.00

Sewer service call (after hours) .....\$150.00

Public Works services during normal and after hours (excluding (J)(1), (2), and (3) above) .....\$50.00

per employee, per hour,  
two hour minimum charge,  
equipment at the standard hourly rate,  
any applicable material costs

(4) *Use of public rights-of-way: .....*

For the purposes of this subsection only, the following definitions shall apply:

*Facilities:* The term "facilities" includes any and all structures and equipment installed in or on the public rights-of-way and includes property owned, operated, leased, licensed, used, controlled, or supplied by, for, or in connection with any person.

*Person:* The term "person" includes any corporation, government or governmental subdivision or agency, business trust, estate, trust, partnership, association, and any other legal entity.

*Rights-of-way:* The term "rights-of-way" means the surface of, and the space above and below a public street, road, highway, freeway, land, path, public way or place, alley, court, boulevard, parkway, drive, or other easement now or hereafter held by or under the control of the city, in which the city holds the property rights.

Each person, other than a certificated telecommunications provider, as that term is defined in § 283.002 of the Texas Local Government Code, or a wireless service provider, as the term is defined in § 284.002 of the Texas Local Government Code, or a governmental entity providing just compensation pursuant to an interlocal agreement, shall pay to the city, on an annual basis, \$1.00 per linear foot of city's rights-of-way occupied by said person's facilities, plus an annual fee of \$1,000.00 per public street crossing, such amounts to be payable in advance of the construction, installation, purchase, use, lease, operation, or control of any facilities in the right-of-way.

No public utility holding a franchise agreement with the city providing for different terms of compensation shall be required to pay the fee designated herein.

Pursuant to Chapter 284 of the Texas Local Government Code, the follow fees shall apply:

Application fee:

Network nodes (first five nodes) .....\$500.00

For each additional node from six up to 30 in the same application  
.....\$250.00/node

Node support pole .....\$1,000.00/pole

Annual rental fee:

Network nodes .....\$250.00/node

Pole attachment rent .....\$20.00/pole

Fees may be increased by ½ annual CPI for All Urban Consumers for Texas. Based line rate is February 2017(CPI-U = 243.603).

(5) *Line locate excavation fee: .....*

During normal business hours .....Total cost of  
labor, materials  
and equipment

(6) *General fees: .....*

Fire hydrant rehabilitation/sales .....\$800.00

Deployment of Archer Barriers at private events as required by Special Event Permit.... \$120.00 per hour

Application for right-of-way/easement abandonment .....\$130.00

Bacteriological water sampling .....\$75.00

Water meter testing for other entities (not for City of Carrollton water service customers) :

5/8" meter .....\$30.00

1" meter .....\$45.00

1.5" meter .....\$100.00

2" meter .....\$125.00

(K) *Solid waste. ....*

(1) *Residential collection service: .....*

Base services including trash, bulk, recycling, and hazardous waste, per month ....  
\$24.00

Extra trash container, per month, per cart .....\$9.61

Special bulk pick-up, non-trash day .....\$30.00 each

Landfill drop off, paid at gate .....\$15.00 each

(2) *Apartments or apartment house shall mean a multi-family dwelling as that is defined in Chapter 96 of this Code. Each apartment house serviced by commercial dumpster collection will incur the cost of the service provided plus an additional administrative service fee. ....*

Administrative service fee .....17% of the total costs of services provided.

| Front Load<br>Apartment Services<br>Amount/<br>Times per Week | 1X                     | 2X        | 3X       | 4X       | 5x       | 6X       |
|---|------------------------|-----------|----------|----------|----------|----------|
| 3YD   | \$43.44                | \$83.59   | \$115.88 | \$162.23 | \$220.18 | \$289.71 |
| 4YD   | \$48.12                | \$112.00  | \$132.48 | \$166.87 | \$210.25 | \$289.71 |
| 6YD   | \$95.97                | \$196.60  | \$233.70 | \$298.52 | \$373.14 | \$447.77 |
| 5YD   | \$ 107.24              | \$ 247.27 | \$317.47 | \$425.01 | \$531.29 | \$637.57 |
| 2 YD Compactor  | \$192.64per collection |           |          |          |          |          |

Apartment roll-offs:

20 yard ..... \$381.09

30 yard ..... \$421.76

40 yard .....\$445.81

30 yard compactor roll-off ..... \$399.95

34/35 yard compactor roll-off ..... \$466.60

42 yard compactor roll-off .....\$476.14

Extra yards .....\$35.00 per yard

Delivery of container .....\$100.00

Removal of container .....\$100.00

Relocation of container .....\$100.00

Dry run .....\$100.00 (container is blocked and service cannot be provided).

Extra pickup:

3 yard ..... \$43.44

4 yard ..... \$56.10

6 yard ..... \$75.07

8 yard ..... \$100.37

Container change out fee:

First 2 change outs per year .....\$200

3rd or subsequent change out per year .....\$350

(3) *Commercial/apartment mixed use sharing a solid waste container:* Services by commercial dumpster collection will incur base costs plus additional charges for the service level provided at the same rates for apartments. Apartment customers may request additional service or containers for additional costs as outlined in section (K)2. ....

(4) *Commercial and retail service (for locations that cannot be serviced with typical commercial methods):* .....

Automated cart, per month, per cart .....\$ 24.00

Fee for *inadequate number of carts or frequency of collection resulting in container spillage or overflow:* .....

Administrative fee for inadequate sanitation response .....\$50.00 + 17% administrative fee

(L) *Tax.* .....

Mobile homes, per lot, per year .....\$1.00

Tax certificates .....\$10.00

(M) *Traffic and transportation.* .....

Parade permit: - \$25.00

Block party permit (except National Night out) .....\$25.00

Film permit:

Application fee .....\$25.00

Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area, per calendar day .....\$500.00

Partial non-disruptive use of a public building, park, right-of-way, or public area, per calendar day .....\$250.00

Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes), per block, per calendar day .....\$50.00

Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes), per block, per calendar day .....\$25.00

Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles), per block or lot, per calendar day .....\$50.00

(N) *Utility billing.* .....

(1) *Water service:* .....

(a) Minimum monthly charges, including the first 2,000 gallons of use: .....

Single-family residential domestic and irrigation use .....\$16.40~~15.51~~

Commercial (including apartments and portable meters), industrial and commercial irrigation use:

5/8" meter .....\$17.07~~15.81~~

1" meter .....\$26.30~~24.36~~

1.5" meter .....\$41.73~~38.65~~

2" meter .....\$60.23~~55.78~~

3" meter .....\$109.52~~101.44~~

4" meter .....\$165.00~~152.82~~

6" meter .....\$319.14~~295.58~~

8" meter .....\$504.10~~466.89~~

10" meter .....\$719.89~~666.75~~

Fire line—regardless of size .....\$82.47~~76.38~~

(b) Single-family residential domestic use, over the 2,000 gallons included in the minimum charge: .....

For meter readings taken in the months of October through April:

All use over 2,000 gallons, per 1,000 gallons .....\$3.92~~3.67~~

For meter readings taken in the months of May through September:

Next 8,000 gallons, per 1,000 gallons .....\$3.92~~3.67~~

Next 15,000 gallons, per 1,000 gallons .....\$5.27~~4.93~~

All use over 25,000 gallons, per 1,000 gallons .....\$6.57~~6.15~~

(c) Irrigation use, over the 2,000 gallons included in the minimum charge: .....

Next 23,000 gallons, per 1,000 gallons .....\$4.21~~3.91~~

Next 25,000 gallons, per 1,000 gallons .....\$5.02~~4.66~~

Next 50,000 gallons per 1,000 gallons .....\$5.69~~5.28~~

Next 100,000 gallons per 1,000 gallons .....\$6.40~~5.94~~

All use over 200,000 gallons, per 1,000 gallons .....\$7.14~~6.63~~

- (d) Commercial use (including apartments and portable meters), over the 2,000 gallons included in the minimum charge: .....

All use over 2,000 gallons, per 1,000 gallons .....\$2.90~~2.66~~

- (e) Industrial use, over the 2,000 gallon included in the minimum charge: .....

All use over 2,000 gallons, per 1,000 gallons .....\$2.51~~2.35~~

Industrial use rates for water service will apply to customers in the business of assembly or manufacturing of goods and for which water usage equals or exceeds 750,000 gallons per month for nine out of 12 months in a year.

- (2) Sewer service: .....

- (a) Residential use: .....

First 2,000 gallons, minimum .....\$18.44~~17.15~~

All use over 2,000 gallons, per 1,000 gallons .....\$4.31~~3.99~~

- (b) Commercial (including apartments), industrial and irrigation minimum monthly charges, including the first 2,000 gallons of use: .....

5/8" meter .....\$18.77~~17.30~~

1" meter .....\$27.19~~25.06~~

1.5" meter .....\$41.14~~37.92~~

2" meter .....\$57.85~~53.32~~

3" meter .....\$102.51~~94.48~~

4" meter .....\$153.14~~141.14~~

6" meter .....\$292.09~~269.21~~

8" meter .....\$459.42~~423.43~~

10" meter .....\$654.60~~603.32~~

- (c) Commercial and industrial use: .....

All use over 2,000 gallons, per 1,000 gallons .....\$4.43~~4.06~~

- (d) Sewer billing provisions: .....



1. As it is generally not practical to meter sewage flows from individual service locations, the following provisions apply for billing sewage volume:  
.....
  - a. Dedicated fire line, irrigation service and portable meters customers do not have sewer use and accordingly will not be charged for sewer treatment. ....
  - b. Residential sewer use is calculated using the average water consumption for meter readings taken in the months of January, February and March as the estimated sewer volume per month (winter average approach). ....
  - c. New residential service will be assumed to use 8,000 gallons per month until a winter average can be established. If water use for new service is below 8,000 gallons per month for the first three months of service, the customer may request that the average for the first three months of service be used to estimate sewer volume until a winter average is established. ....
  - d. Commercial and industrial customers sewer use will be deemed the same as water consumption unless customer can demonstrate that a significant portion of water consumption is not flowing into the sanitary sewer system and agrees to install a deduct meter. ....

(3) *Service deposits:* .....

Residential service accounts .....\$75.00

Apartments, per unit .....\$75.00

Commercial accounts .....The larger of \$1000 or one-sixth of the annual average bill at the service location.

Portable meters .....\$1,900.00

An increased security deposit, in an amount of three times the average monthly bill at the location to be served, for any class of service, shall be required when there is a substantial risk of financial loss to the city.

(4) *Utility service fees:* .....

Interruption day service fee on past due accounts .....\$25.00

Repair/replacement of portable meter and related fixtures .....Materials plus labor

Notice of pending disconnect for any nonpayment .....\$25.00

Service connection fee .....\$15.00

Service connection expedited service, same day service .....\$75.00

Service connection expedited service, after hours connection .....\$75.00

Service connection expedited service, next day service .....\$55.00

Portable fire hydrant meter billings when no monthly read submitted .....\$250.00  
monthly fee plus water usage to be billed when read received.

Two (2) no read fees within a 6 month time frame will result in the meter being repossessed.

Pull and test meter at customer's request

Residential .....\$100.00, prepaid

Commercial .....\$200.00, prepaid

If testing proves a defect with the meter, the prepaid fee will be credited to the customer's bill with the next billing cycle.

Multiple attempts for restoration of services, after the 2nd attempt, customer must be present at the service location .....\$40.00  
per attempt

After hours restoration of service.. Fee to restore service when past due payment is collected and meter is contained within a meter can .....\$60.00  
Fee to restore service when past due payment is collected and meter is contained within a meter vault.....\$180.00  
Availability of after hour services limited to:

Restores:

5:30 p.m. to 9:00 p.m. weekdays

12:00 p.m. to 5:00 p.m. weekends and holidays

Sewer requests:

After 3 p.m. weekdays

24 hours a day weekends and holidays.

(O) *Municipal court.* .....

- (1) *State Consolidated Fee:* The Municipal Court shall assess a fee to be allocated in accordance with Texas Local Government Code Sec. 133.102, as amended.
- (2) *Local Consolidation Fee:* The Municipal Court shall assess a fee to be allocated in accordance with Texas Local Government Code Sec. 134.103, as amended.
- (3) *State Traffic Fine:* The Municipal Court shall assess a fee in accordance with Texas Transportation Code Sec. 542.4031, as amended.

- (4) *Local Traffic Fine*: The Municipal Court shall assess a fine in accordance with Texas Transportation Code Sec. 542.403, as amended.
  - (5) *Child Safety Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.014, as amended.
  - (6) *Reimbursement Fees For Services of Peace Officers*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.011, as amended.
  - (7) *Juvenile Delinquency Prevention Fine*: The Municipal Court shall assess a fine in accordance with Texas Code of Criminal Procedure Art. 102.0171, as amended.
  - (8) *Time Payment Reimbursement Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.030, as amended.
  - (9) *Local Youth Diversion Administrative Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 45.312, as amended.
  - (10) *Failure to Appear Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 45.026, Art. 45.050, Art. 45.203, or Art. 45A.264, as each may be amended.
- (P) *Cross-connection control and prevention fees: .....*
- (1) *Backflow prevention assembly registration fees: .....*  
 There is an annual nonrefundable registration fee for each nonresidential backflow prevention assembly device, per each separate device (not applicable to organizations zoned single family related to the beautification of entrances)  
 .....\$35.00
  - (2) *Regulatory authority testing fee: .....*
    - (a) Fee for a backflow prevention assembly test, for each separate test .....\$100.00
    - (b) Fee for a backflow prevention assembly retest, for each retest performed .....\$50.00
  - (3) *Certified backflow prevention assembly tester registration fee: .....*  
 Annual registration fee for approved testers shall be a nonrefundable fee of  
 .....\$75.00
  - (4) *Testing form booklet fees: .....*  
 Fee for a testing form booklet of 30 test forms, each .....\$25.00
  - (5) *Private contractors testing fees: .....*

There shall be no additional charges by the city for testing conducted by "private" contractors.

(6) *Backflow prevention test report late fee, per account: .....\$50.00*

(Q) *Indian Creek Golf Club. ....*

Holidays: Memorial Day, July 4th and Labor Day

Reservation Policy: Carrollton residents may reserve tee times ten days in advance; general public may book tee times seven days in advance.

(1) *Green fees: .....*

|   | Creek Course        | Lakes Course        |
|---|---------------------|---------------------|
| Weekday (Monday—Thursday, not holidays)   |                     |                     |
| Open—1:00   | \$10.00—<br>\$55.00 | \$10.00—<br>\$45.00 |
| 1:00—4:00   | \$10.00—<br>\$55.00 | \$10.00—<br>\$45.00 |
| After 4:00  | \$5.00—<br>\$45.00  | \$5.00—<br>\$35.00  |
| 9 Hole Rate   | \$5.00—<br>\$50.00  | \$5.00—<br>\$40.00  |
| Junior/Senior/Veteran<br>(Monday-Friday),<br>Junior=age 21 and<br>under,<br>Senior=age 60 and<br>over | \$5.00—<br>\$50.00  | \$5.00—<br>\$40.00  |
| Weekend (Friday—Sunday and Holidays)  |                     |                     |

|             |                     |                     |
|-------------|---------------------|---------------------|
| Open—1:00   | \$10.00—<br>\$65.00 | \$10.00—<br>\$55.00 |
| 1:00—4:00   | \$10.00—<br>\$65.00 | \$10.00—<br>\$55.00 |
| After 4:00  | \$5.00—<br>\$45.00  | \$5.00—<br>\$35.00  |
| 9 hole rate | \$5.00—<br>\$50.00  | \$5.00—<br>\$40.00  |

Resident Discount .....\$5.00 off

Anytime, excluding leagues

Discount is provided to Carrollton residents with proof of residence

(2) *Cart fees:* .....

Weekday and weekend .....\$5.00—\$25.00

(3) *Range fees:* .....

Practice bag .....\$3.00—\$20.00

(4) *Player improvement program* .....\$30.00—\$145.00 per month

(5) *Tournament and special events:* .....

|         | Creek Course        | Lakes Course        |
|---------|---------------------|---------------------|
| Weekday | \$10.00—<br>\$85.00 | \$10.00—<br>\$85.00 |
| Weekend | \$10.00—<br>\$85.00 | \$10.00—<br>\$85.00 |

- (6) *Clubhouse/pavilion rental: ..... \$50.00—\$200.00/hour*
- (7) *Annual pass programs: .....\$600.00 to \$3,600.00*
- (R) Failure to pay any fee provided for herein shall be a misdemeanor punishable by a fine as provided in section 10.99.
- (S) Allegation and evidence of a culpable mental state is not required for proof of an offense as defined by this subsection.
- (T) The city shall not be required to pay any fee herein.
- (U) All construction fees, including building permit fees, impact fees, platting fees and project permit fees (fences, electrical, plumbing, etc.) shall be waived for any property which is located within a Neighborhood Empowerment Zone. Such waiver is applicable to new development or construction, and renovation, repair or rehabilitation of an existing structure.
- Such waiver shall not apply to:
- Any fees related to the use of a city facility; or
  - Any fees associated with the Apartment Crime Reduction Program; or
  - Any fees associated with the Single-Family Rental Inspection Program; or
  - Any fines or penalties related to any enforcement action of the City of Carrollton; or
  - Any parade or special event permit fees.
- (V) *City Secretary.*
- (1) Charges for issuance of the TABC permit: Not to exceed charges as set by the State of Texas.

## **SECTION 2**

All Ordinances or parts of Ordinances inconsistent or in conflict with this Ordinance shall be and are hereby repealed.

## **SECTION 3**

Save and except as amended by this Ordinance, all other Ordinances of the City of Carrollton, Texas shall remain in full force and effect.

## **SECTION 4**

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

## **SECTION 5**

This ordinance shall take effect from and after January 1, 2025.

**PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF NOVEMBER 2024.**

City Of Carrollton, Texas

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Meredith Ladd, City Attorney

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Melissa Everett, Finance Director

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING CHAPTER 31, THE COMPREHENSIVE FEE SCHEDULE OF THE CARROLLTON CITY CODE; CONTAINING A SAVINGS CLAUSE AND A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE OF JANUARY 1, 2025.**

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

**SECTION 1**

Chapter 31, Comprehensive Fee Schedule, of Title III, Administration, of the Carrollton Code of Ordinances is amended to read as follows:

**CHAPTER 31. COMPREHENSIVE FEE SCHEDULE**

Sec. 31.01. - Establishment of fees for city services.

The following fee schedule is hereby established and the following fees shall be charged for various services rendered by the city.

(A) *General fees.*

- (1) *General returned check, credit card and debit card fees: .....\$35.00*
- (2) *Fidelity Express returned check fees: .....\$38.50*

Checks, drafts or instruments tendered to the city for amounts owed to the city which are returned unpaid through the city depository as uncollected funds (excluding any occurrence resulting from any documentable depository error or omission).

- (3) *Collection agency fees: .....\$10.00*

Receivables owed to the city by individuals and businesses for over 60 days and for which two notices of amounts owed have been sent may be assigned to an outside agency for collection.

- (4) *Credit/debit card convenience fees, per transaction: .....2% of transaction*

Convenience fee and a \$5.00 transaction minimum to be assessed on all transactions except for those for Library and Parks and Recreation.

- (5) *Charges for providing copies of public information: .....*

Not to exceed charges as set by the State of Texas.

- (6) *After-hours services (per hour) .....\$40.00*



Services performed outside normal business hours are billed per employee per hour with a two-hour minimum charge. Equipment and materials are billed at normal hourly rates.

(7) *After-hours administration fee:* .....\$25.00

Administrative fee assessed for processing charges for after-hours services.

(B) *Building inspection.* .....

(1) *Project permits (includes plumbing, electrical and mechanical permits and certificate of occupancy fees):* .....

Application fee, nonrefundable .....\$125.00

New dwellings up to four units, per unit .....\$1,100.00

Pool or spa .....\$200.00

Temporary buildings and trailers .....\$75.00

New commercial, apartments, accessory, additions, remodels and finish-outs, per \$1,000.00 valuation (minimum \$125.00) .....\$6.00

Residential remodel .....\$125.00

(2) *Specific permits:* .....

Annual permits, per year .....\$200.00

Banner .....\$25.00

Building (storage shed) .....\$50.00

Certificate of occupancy .....\$100.00

Demolition .....\$125.00

Electrical, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Fence .....\$50.00

Fire sprinkler, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Fire alarm, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Irrigation, per \$1000.00 valuation (minimum \$75.00) .....\$4.00

Mechanical, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Moving (structures in right-of-way) .....\$75.00

Plumbing, per \$1,000.00 valuation (minimum \$75.00) .....\$4.00

Real estate sign annual renewal .....\$50.00

Retaining wall .....\$50.00  
Satellite dish .....\$50.00  
Sign .....\$125.00  
Rainwater harvesting .....\$25.00  
Wind turbine .....\$75.00  
Solar panel .....\$125.00  
Special event—no food sales .....\$50.00  
Special event—food sales .....50.00 per food vendor  
Tent .....\$50.00  
Curb cut .....\$100.00  
Above/below grade storage tank installation or removal .....\$100.00 per tank  
Mobile refueling, per address, per year .....\$250.00

(3) *Service fees:* .....

Inspection/engineering fees:

See Section 31.01 (C).1

Commercial permit storm water pollution protection plan inspection fee .....\$50.00

Commercial permit utility release processing fee .....\$50.00

Re-inspection .....\$50.00

Special inspection .....\$50.00

Temporary service/construction heat .....\$100.00

Snow cone stand removal deposit .....\$350.00

(Will be refunded in full provided the structure is removed at certificate of occupancy expiration. Un-refunded deposit will be used to defer cost of removal by city if necessary.)

Administrative process fee for special event, film, block party (except National Night Out) and parade permits .....\$25.00

(4) *Appeal boards: .....*

Construction Advisory and Appeals Board .....\$200.00

Board of Adjustment .....\$200.00

(5) *Exceptions: .....*

(a) Building permit and board filing fees are not required for facilities on property both owned and used by the following: .....

1. Federal government. ....
2. State government. ....
3. County government. ....
4. City government. ....
5. Public school districts. ....

(b) Building permit fees are not required for home construction projects built by the Carrollton-Farmers Branch Independent School District Trade School. ....

(c) Fees are not required for permits issued to contractors hired by the city to clear visibility obstructions constructed legally prior to adoption of the Ordinance No. 1325, passed November 11, 1986 and referred to as the Visibility Ordinance. ....

(d) Fees are exempted for work conducted in Neighborhood Empowerment Zones, as enumerated and established by Council Resolution #3608. ....

(C) *Engineering: .....*

(1) *Inspection fees: .....*

(a) \$45.00 per hour with a minimum fee of \$90.00

(b) Inspections occurring outside of normal business hours will incur a \$67.50 per hour fee with a minimum fee of \$135.00.

(c) Grading Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.

(d) Water and/or Wastewater Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(e) Drainage Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(f) Paving Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.

(g) Sidewalk Improvements – One hour per 170 square feet calculated at \$0.265 per square foot.

(i) Screening Wall/Fence Improvements – One hour per 50 linear feet calculated at \$0.90 per linear foot.

(2) *Plan review: .....*

(a) Review of construction plans for infrastructure (streets, water, wastewater, storm drainage), per acre of development .....\$150.00

(b) Review of re-submittals of construction plans for infrastructure (streets, water, wastewater, storm drainage) for the fourth and each subsequent submittal .....\$250.00

(3) *Street signs and markings: .....*

Intersection signs and markings, per intersection .....\$435.00

Fire hydrant markers, per hydrant .....\$5.00

Street light assessment, per linear foot .....\$12.00

(D) *Environmental Services Department. ....*

(1) *Animal Services Division: .....*

City registration fees:

Dogs and cats, unaltered .....\$20.00/year

Dogs and cats neutered or spayed .....\$5.00/year

Dangerous dogs .....\$50.00/year

Potbellied pigs .....\$10.00/year

Duplicate (replacement) license tags .....\$2.00/each

Adoption fee .....\$5.00/animal (previously vetted)

Adoption fee .....\$10.00/animal (non-vetted)

Adoption fee .....\$60.00/pre-vetted animal

Overnight boarding fee .....\$10.00/day

Quarantine fee .....\$10.00/day

1st impoundment within a 12-month period .....\$20.00

2nd impoundment within a 12-month period .....\$50.00

3rd or more impoundment within a 12-month period .....\$100.00

Livestock impoundment fee .....\$50.00/head

Feed and care for livestock .....\$15.00/day

Owner's release to city .....\$20.00  
Home quarantine checks for two visits .....\$30.00  
Euthanasia of animals .....\$20.00  
Rabies testing .....\$40.00  
Vet clinic dead animal removal service .....\$50.00/month  
Permit to keep chickens .....\$20.00/year

(2) *Environmental Quality Division*

Temporary food establishment permit for change of ownership, per 14 days  
.....\$75.00

Food permits:

Heavy food prep establishment permit for heavy food prep establishments and mobile hot trucks, as defined under the Carrollton Food Establishment Policy, per year .....\$400.00

Light food prep establishment permit for light food prep establishments, mobile lunch trucks and food service carts, as defined under the Carrollton Food Establishment Policy, per year .....\$320.00

No food prep establishment permit and pre-packaged food mobile permit, as defined under the Carrollton Food Establishment Policy, per year .....\$200.00

Additional food establishment permit for each additional food service, food store, or food vending operation contained within a structure holding a heavy or light food prep establishment permit, per year .....\$300.00

Farmer's market permits:

Farmer's market operator permits, per year .....\$150.00

Farmer's market food vendor permit, per year .....\$50.00

Farmer's market concession vendor permit, per year .....\$100.00

State accredited food handlers certification .....\$10.00

Re-inspection fee for food establishments failing to meet code standards at first inspection, per hour, two-hour minimum .....\$45.00

On-site food service worker class, per class .....\$80.00

Industrial pretreatment program (IPP):

IPP permit, per year .....\$400.00

IPP sampling and analysis .....Actual cost + 15%

Administrative fee for IPP sampling and analysis, per event .....\$50.00

Spill response and cleanups:

Administrative fee for any spill response .....\$50.00

City conducted spill mitigation or cleanup .....Actual cost + admin. fee

Sampling and analysis for complaints, spill and enforcement activities  
.....Actual cost + 15%

Liquid waste hauler program (LWH):

LWH vehicle permit, per year .....\$150.00

LWH additional vehicle permit per owner, per year .....\$100.00

LWH trip ticket books .....\$25.00

On-site LWH inspection .....\$80.00

Late payment fee for any permit, spill response, inspection, sampling or IPP fee,  
per month .....\$50.00

Follow-up re-inspection for noncompliance after initial inspection and re-  
inspection (non-food establishments), per hour, two-hour minimum .....\$45.00

Municipal setting designation:

- (1) An application will not be accepted until the initial filing fee has been paid. An application will not be placed on a city council agenda until the additional processing fee has been paid. ....
- (2) The applicant shall pay the fees to the designated city official. The designated city official shall deposit fees received in the official city depository not later than the next business day following receipt of the funds. ....
- (3) No refund of the fees may be made. ....
- (4) The initial filing fee for a municipal setting designation ordinance is \$2,500.00. The applicant is further required to pay all fees associated with mailed and published notices of the application. The designated city official shall not mail notices or advertise the public meeting until the estimated cost of mailing notices and advertising the public meeting is paid by the applicant. The designated city official shall not place a municipal setting designation ordinance on a City Council agenda until an additional technical processing fee of \$5,000.00 is paid. ....

(4) *Pool code: .....*

Health permit fee for first pool at a location/facility .....\$100.00  
per year

Health permit fee for each additional pool at a location/facility .....\$50.00  
per year

Health permit fee for each spa at a location/facility .....\$50.00  
per year

Health permit fee for first interactive water feature and fountain (IWFF) at a  
location/facility .....\$150.00  
per year

Health permit fee for each additional IWFF at a location/facility .....\$150.00  
per year

(3) *Community Services Division*

Administrative fee for mowing and cleaning property and abating any  
property maintenance violation, per violation ..... \$150.00

Apartment license fee, per year, for each unit on premises (occupied or  
unoccupied); \$13.00 per unit, minimum of .... \$250.00 per year

Single-family rental registration fee .... \$75.00 per year

Follow-up re-inspection fee for noncompliance after initial inspection and re-  
inspection (single-family and duplex residential property), per hour .... \$45.00

Sign removal fee (as established in section 151.98), per sign .... \$30.00

Filing of compliance order at county court of record:

Standard filing by first class mail filing fee established by county plus ....  
\$40.00

Expedited filing by next day personal delivery filing fee established by county  
plus .... \$100.00

Hotel code:

Lodging License Fee (Hotel) per year, for each unit on premises (occupied or  
unoccupied) \$13.00; minimum of .... \$250.00 per year

Bed and Breakfast Lodging License Fee...\$250.00 per year

Short-term Rental Lodging License Fee...\$250.00 per year

Re-inspection fee during license period, per hour .... \$45.00, two-hour  
minimum

Appeals to Property Standards Board .... \$200.00

(E) *Fire. ....*

- (1) *Definitions.* For purposes of this division only, the following definitions shall apply:

.....

*Nonresident:* A nonresident is a person who does not reside within the city limits.

*Resident:* A resident is a person who resides within the city limits.

- (2) *Ambulance transport: ....*

Residents:

Basic life support .....\$750.00

Advanced life support, level 1 .....\$850.00

Advanced life support, level 2 .....\$950.00

Nonresidents:

Basic life support .....\$850.00

Advanced life support, level 1 .....\$950.00

Advanced life support, level 2 .....\$1050.00

These levels of transport are as defined in the Medicare Index.

- (3) *Disposable supplies fees: ....*

Basic life support .....\$200.00

Advanced life support .....\$400.00

Oxygen supplies .....\$150.00

- (4) *EMS mileage charge: ....*

Transporting persons by ambulance, per mile .....\$15.00

- (5) *Recovery from hazardous materials responses—natural gas line cuts by contractors: ....*

Engine:

First hour (or portion thereof) .....\$300.00

Per ¼ hour thereafter .....\$75.00

Truck:

First hour (or portion thereof) .....\$400.00

Per ¼ hour thereafter .....\$100.00



Medic:

First hour (or portion thereof) .....\$200.00

Per ¼ hour thereafter .....\$50.00

(6) *Inspection fees:* .....

After hours inspections .....\$50.00  
per hour, two hour minimum

Re-inspection:

2nd reinspection .....\$50.00

3rd reinspection .....\$100.00

All after 3rd reinspection .....\$250.00  
each

(7) *Facility fees:* .....

Hazardous materials facility .....\$250.00  
per year

Materials recycling facility .....\$250.00  
per year

Factory/industrial facility .....\$250.00  
per year

Flammable/combustible storage facility .....\$250.00  
per year

(F) *Library:* .....

(1) *Lost/damaged library material fees:* .....

Interlibrary loan materials .....Cost as assessed by lending library

Media case .....\$5.00

Binoculars .....Actual cost

All other materials .....Actual price plus \$5.00 processing fee

(2) *Library service fees:* .....

Headphones .....\$4.00

Replacement library card fee .....\$1.00

Computer printing, per page .....\$0.15

Copier printing, per page .....\$0.15

Color Printing, per page.....\$0.50

Flash drives, each .....cost plus \$0.05 rounded up to the next quarter dollar

(3) *Room rental fees:* .....

Josey Ranch Lake Library Meeting Room, per hour .....\$25.00

Josey Ranch Lake Library Environmental Classroom, per hour .....\$15.00

Josey Ranch Lake Library Conference Room .....No charge

Hebron & Josey Library Meeting Room 1, per hour .....\$15.00

Hebron & Josey Library Meeting Room 2, per hour .....\$25.00

Hebron & Josey Library Meeting Room 1 & 2, per hour .....\$25.00

Hebron & Josey Library Conference Room .....No charge

(4) *Full access library card:* .....

Annual memberships:

Residents of Carrollton and reciprocal partner cities .....Free

City of Carrollton employees .....Free

Nonresidents .....\$40.00

(G) *Parks and recreation.*

(1) *General fees:*

At the discretion of the Parks and Recreation Director or other City Manager designee, residents from other cities may qualify for Carrollton resident fees when a partnership is in place and is mutually beneficial to the City. Furthermore, fees for services may be adjusted or waived, with City approval, when reimbursed by a third party for fitness or health programs.

Programs:

Schedule of fees for classes and programs will be determined by the Director of Parks and Recreation or other City Manager designee and will be made available for review online and at the facilities.

Non-Residents of the City of Carrollton participating in recreation classes or programs will pay an additional 25% of Carrollton Resident fees rounded up to the nearest \$1.00. Leagues requiring team registration will not be subject to resident/non-resident fees.

Financial Assistance:

Financial assistance is provided to Residents of Carrollton based on their total household income. Qualifying residents are awarded \$50 per person within their household. Those funds can be used for up to 50% of program or membership fees only, reservations, permits or special events do not qualify for assistance.

Promotions:

Discounts may be allowed at the Parks and Recreations Director's discretion up to \$10.00 off or membership fees for 13 months for the price of 12 months.

- (2) Membership, Resident fees – Includes: weight and cardio rooms, fitness equipment for members, and classrooms, except when reserved for rentals, city programming, or otherwise posted at the facility.

Additional amenities included in memberships which are facility specific:

*Rosemeade Recreation Center:* gyms, elevated track, Fitness on Demand, multi-purpose room, dance room, racquetball courts, and open play sports such as badminton, volleyball, basketball, and pickleball (as posted at the facility). Additionally, annual membership includes 8 hours of use per person in the esports center.

*Crosby Recreation Center:* gym, functional fitness room, open play sports such as volleyball, basketball, and pickleball (as posted at the facility). Additionally, annual membership includes 8 hours of use per person in the esports center.

*Senior Center:* various self interest groups (as posted at the facility).

City employee: No fee, but subject to federal taxation on value of individual rate

City employee family, up to four family members: is equal to the resident rate less the individual rate, and is subject to federal taxation on value of employee pass

Carrollton Corporate Membership: When a Carrollton business provides memberships on behalf of their employees, or employees of partnering Independent School Districts - is equal to the individual resident rate.

Non-Residents of the City of Carrollton will pay an additional 50% of Carrollton Resident fees rounded up to the nearest \$1.00

Active military on leave (for the duration of leave) .... \$5.00

Replacement card .... \$5.00

- (2.1) All Access Recreation Center (Crosby, Rosemeade, and Senior Centers) fees:

*Annual:*

- Senior citizen (age 65+) and youth .... \$55.00
- Adult (age 16—64) .... \$130.00
- Family, up to four family members .... \$250.00
- Additional member on family membership .... \$30.00

*Three months:*

- Senior citizen (age 65+) and youth .... \$25.00
- Adult (age 16—64) .... \$55.00

*One month:* \$25.00

*Day pass:*

- Senior citizen (age 65+) and youth (age 9—15) .... \$5.00
- Adult (age 16—64) .... \$7.00

(2.2) Limited Use Recreation Center fees:

*Crosby Recreation Center ONLY:*

*Annual:*

- Senior citizen (age 65+) & Youth (age 9-15) .... \$45.00
- Adult (age 16—64) .... \$95.00
- Family, up to four family members .... \$175.00
- Additional member on family membership .... \$20.00

*Three months:*

- Senior citizen (age 65+) and youth (age 9-15) .... \$20.00
- Adult (age 16—64) .... \$75.00

*Day pass:*

- Senior citizen (age 65+) and youth (age 9-15) .... \$5.00
- Adult (age 16—64) .... \$7.00

*Carrollton Senior Center ONLY:*

- Annual .... \$30.00
- Day .... \$5.00

*Esports Center ONLY:*

- 1 Hour .... \$5.00
- 5 Hours .... \$12.00
- 20 Hours .... \$35.00
- 50 Hours .... \$75.00

(3) Rentals, Resident fees:

Parks and Recreation facility and property rentals for special events shall follow regulations outlined in Chapters 117, 130, and 133 of this Code of Ordinance.

Special Events may be subject to additional fees within this Chapter.

Non-Residents of the City of Carrollton will pay an additional 40% of Carrollton resident fees rounded up to the nearest \$1.00.

Damage Deposits for all rentals are \$100, per reservation unless otherwise noted. Deposits for multiple day reservations will be held until the final date on the reservation. Rentals in accordance with Chapter 130.26 of this Code of Ordinance are subject to an additional \$200.00 damage deposit.

(3.1) Recreation Facilities:

Entire facility rentals allow exclusive/private use of the facility; however, at the discretion of the Parks and Recreation Director, some rooms and spaces may not be available.

After-hours rentals will be assessed staffing fees at a rate of \$25.00/hour/staff, and management will determine staffing needs based on times and event type. Some rentals, by Carrollton Municipal Code or at management's discretion, may require an off-duty police officer at Police Department staffing rates.

Audio Visual Equipment is \$25.00 per rental unless otherwise noted.

Meeting Room Set-up and Clean-up is \$50.00/rental date unless otherwise noted. Set-up and Clean-up requests are at the discretion of the Parks and Recreation Director and are dependent upon size and staff availability.

Kitchen add-on in applicable facilities \$25.00/hour.

*Crosby Recreation Center, resident hourly fees*

- Entire facility, after hours only (deposit \$250.00) .... \$250.00
- Broadway and Pioneer Rooms .... \$30.00
- Trinity Room .... \$90.00
- Esports Room .... \$150.00

Esports Room, Tournament day rate .... \$1,000.00

Gym, per half court .... \$40.00

Gym, per full court .... \$65.00

*Rosemeade Recreation Center, resident hourly fees*

Entire facility, after hours only, (deposit \$250.00) .... \$250.00

Armadillo & Mustang Rooms .... \$30.00

Bobcat & Multi-purpose Rooms .... \$35.00

Dance Room .... \$90.00

Esports Room .... \$150.00

Esports Room, Tournament day rate .... \$1000.00

Gym, per half court .... \$40.00

Gym, per full court, per hour .... \$65.00

*Josey Ranch Lake Senior Center, resident hourly fees*

Texas Room, day rate, (10 hours) (\$250.00 deposit) .... \$1,800.00

Texas Room, 3 hour minimum (\$250.00 deposit) .... \$250.00

Texas Room A .... \$70.00

Texas Room B .... \$150.00

Round-Up Room .... \$60.00

Tumbleweed Room .... \$15.00

Blue Bonnet and Lone Star Rooms .... \$25.00

*Elm Fork Nature Center, resident hourly fee (to include interior classroom, restroom, and outdoor patio ONLY, \$75.00*

(3.2) Parks:

Park Permit:

As outlined in Chapter 133 of this Code of Ordinance, Park Permits may be required for special park use. Park Permits are provided on an 'as is' term for property and amenities at the requested location. Alterations or enhancements are at the discretion of the Parks and Recreation Director. Park Permits are not

subject to a Damage Deposit; however, maybe liable for damages during permit duration.

Resident fees:

Per Occurrence .... \$25.00

Annual per Individual .... \$500.00

*Carrollton Amphitheater, resident hourly fee: (includes restrooms and lights) .... \$50.00*

*Mary Heads Carter Park Pavilion, resident hourly fee: (Pavilion Only) .... \$50.00*

*McInnish and Josey Ranch Sports Complex resident fees:*

5K rentals/Events ..... \$400.00 for the first four hours,  
plus \$75.00 each additional hour

*Gazebo in Historic Downtown Carrollton, resident hourly fee: (includes green space inside the public sidewalks around the Square) .... \$120.00*

*A.W. Perry Homestead Museum, resident hourly fee: (includes exterior of house and barn within the paved pathway outlining the buildings, gazebo and restrooms) .... \$120.00*

(4) *Rosemeade Rainforest fees:*

Pool use fees:

Admission resident, per person, weekdays ..... \$5.00

Admission resident, per person, weekends ..... \$6.00

Admission nonresident, per person, weekdays ..... \$9.00

Admission nonresident, per person, weekends ..... \$10.00

Age 2 and under ..... Free

Passes:

Book of 20 passes (individual, resident) ..... \$90.00

Book of 20 passes (individual, nonresident) ..... \$120.00

Individual season pass (resident) ..... \$50.00

Individual season pass (nonresident) ..... \$60.00

Family season pass up to four family members, resident (photo ID required) ..... \$120.00

Family season pass up to four family members, nonresident (photo ID required) ..... \$150.00

Family season pass add-on, per additional member, resident (photo ID required) ..... \$10.00

Family season pass add-on, per additional member, nonresident (photo ID required) ..... \$15.00

Pool rental fees for Rosemeade Rainforest or Rosemeade Main Pool:

|                    |          |            |
|--------------------|----------|------------|
| Resident Guests    | 2 Hours  | 4 Hours    |
| 1—200              | \$400.00 | \$800.00   |
| Over 200           | \$550.00 | \$1,100.00 |
| Nonresident Guests | 2 Hours  | 4 Hours    |
| 1—200              | \$550.00 | \$1,100.00 |
| Over 200           | \$700.00 | \$1,400.00 |

Additional lifeguard, per hour ..... \$25.00

Party table (8' or 10') rentals per hour (resident) weekends ..... \$10.00

Party table (8' or 10') rentals per hour (nonresident) weekends ..... \$15.00

(6) *Athletic Facility fees:*

General fees:

Sports field, per field (resident) ..... \$30.00/hour

Sports field, per field (nonresident) ..... \$35.00/hour

Sports field, per complex (resident), per day ..... \$800.00

Sports field, per complex (nonresident), per day ..... \$1,000.00

Sports field lighting, per field, per hour ..... \$20.00

Sports field professional use fee, per hour.... \$100.00 with a minimum of \$350.00 per use.

Sand beach volleyball rental (no deposit required), per day/per court (resident) ..... \$15.00



Sand beach volleyball rental (no deposit required), per day/per court (nonresident) ..... \$20.00

Field/event preparation, per hour, per worker ..... \$25.00

Youth Association field rental no-show, per occurrence, per field ..... \$25.00

Tournament deposit ..... \$500.00

Gate fee ..... Agreement through contract

Concession, promotional sales, and gate fee ..... Agreed percent by contract

Baseball/softball practice field rental program member rates:

Annual membership (team) ..... \$300.00

Annual membership (league/organization) ..... \$750.00

Member sports field rental, per field, per hour ..... \$20.00

Member sports field lighting, per field, per hour ..... \$15.00

Scoreboard/equipment agreement:

Replacement cost (if damaged or lost) ..... Actual cost to repair or replace

Scoreboard controller deposit ..... \$50.00

Keys:

Repair or replacement ..... Actual cost

Special events, for profit:

Deposit (depending on size of event) ..... \$2,500.00 to \$5,000.00

Rental fee, per complex ..... \$2,500.00

Field preparation, per hour/staff ..... \$25.00

Concession, promotional sales, and gate fee ..... Agreement through contract

(7) *Oak Creek Tennis Center, resident fees:*

Non-Residents of the City of Carrollton will pay an additional 25% (for programs) and 40% (for rentals) of Carrollton resident fees rounded up to the nearest \$1.00. Leagues requiring team registration will not be subject to non-resident fees.

Programs:

Schedule of fees for classes and programs will be determined by written agreement, Parks and Recreation Director or other City Manager designee and will be made available for review online and at the facility.

Day pass:

Per 1.5 hours, per person, up to four players .... \$2.00 - \$5.00

Rental:

Ball machine (includes facility entry):

Hourly .... \$10.00 - \$25.00

Monthly .... \$40.00 - \$55.00

Satellite courts, hourly/court, \$2.00 - \$5.00

(8) *Tree ordinance fee:*

Mitigation, per caliper inch ..... \$225.00

(H) *Planning. ....*

(1) Preliminary plat or final plat .....\$500.00

(2) Administrative plat, amending plat, conveyance plat or re-plat .....\$300.00

(3) Technical site plan .....\$500.00

As-built prints:

11" x 17" .....\$1.50

18" x 24" .....\$2.00

36" x 24" .....\$3.00

(4) Zoning change: .....

Special use permit for a restaurant with a private club .....\$650.00

Planned developments .....\$1,000.00

All other special use permits and zoning changes .....\$500.00

(5) Zoning verification letters: ..... \$50.00

(6) Comprehensive plan amendment .....\$500.00

(7) Miscellaneous planning applications: .....

Median variance .....\$500.00

Alternate facade .....\$500.00

Alternate landscape plan .....\$500.00

Sidewalk waiver .....\$500.00

Tree preservation .....\$130.00

All other requests .....\$130.00

(8) Documents and maps: .....

Maps, up to 36" x 48" .....\$10.00

Copies of enlarged plans from applications:

11" x 17" .....\$1.50

18" x 24" .....\$2.00

36" x 24" .....\$3.00

(I) *Police.* .....

(1) *Definitions:* .....

*Initial permit.* An initial permit is an alarm permit issued for a period of one year.

*Renewal permit.* A renewal permit is an alarm permit issued by the city before the expiration of an initial or renewal permit. The renewal permit effective date is the anniversary date of the prior permit. After expiration of a permit, it may not be renewed and a new initial permit must be obtained.

(2) *Permits:* .....

Commercial alarm permits, per year:

Initial permit .....\$75.00

Renewal permit .....\$50.00

Residential alarm permits, per year:

Initial permit .....\$50.00

Renewal permit .....\$25.00

Alarm permit revocation appeal fee .....\$25.00

Handbills, per six-month period .....\$50.00

Solicitors, per six-month period .....\$50.00

Individual solicitor certificate, per six month period .....\$10.00

Individual handbill distributor certificate, per six month period .....\$10.00

(3) *Alarm system false alarm fees:* .....

False burglar alarm response charge based on number of false alarm responses in the previous 12-month period:

1st to 3rd .....No charge

4th and 5th .....\$50.00

6th and 7th .....\$75.00

8th and more .....\$100.00

False alarm (other than burglar) response charge based on number of false alarm responses in the previous 12-month period:

1st and 2nd .....No charge

3rd and more .....\$100.00

(4) *Other fees:* .....

Fingerprinting fee, per fingerprint card .....\$10.00

Clearance letter .....\$4.00

Clearance letter—notarized .....\$5.00

(J) *Public Works Department.* .....

(1) *Water connection (tap) fees:* .....

(a) *Single-family residential:* .....

New services:

When the developer provides 1" copper service, meter box and connection:

¾" meter .....\$65.00

1" meter .....\$125.00

Existing services:

Where there is an existing 1" copper service to the property with a ¾" meter and the customer wishes to have a 1" meter installed .....\$860.0

(includes the 1" meter,  
1" loop and new meter can)

In the absence of a 1" water service to the property, the City's total cost of materials, labor and equipment costs (includes the 1" meter, the 1" loop and new meter can)

For any service larger than 1", the cost shall be the city's total cost of materials, labor and equipment.

Section 52.075, relating to impact fees, is not applicable where existing service to an existing structure is increased to a 1" or 1 ½" meter.

(b) *Multi-family, commercial, industrial, retail, office or any other nonresidential use:* .....

New service:

All new commercial service shall be provided by owner.

Existing services:

- 1) All new commercial services shall be provided by owner. ....
- 2) Any modifications to the meter for the existing water services may be provided by the city and the cost shall be the city's total cost of materials, labor and equipment. ....

(2) *Sewer connection (tap) fees:* .....

Single-family residential:

When the developer provides the service:

4" service .....\$65.00

6" service .....\$125.00

Complete service provided by city .....Total cost of materials, labor and equipment

Multi-family, commercial, industrial or retail establishments .....Total cost of materials, labor and equipment

(3) *Public Works general repair services:* .....

Sewer service call (normal business hours) .....\$75.00

Sewer service call (after hours) .....\$150.00

Public Works services during normal and after hours (excluding (J)(1), (2), and (3) above) .....\$50.00

per employee, per hour,  
two hour minimum charge,  
equipment at the standard hourly rate,  
any applicable material costs

(4) *Use of public rights-of-way: .....*

For the purposes of this subsection only, the following definitions shall apply:

*Facilities:* The term "facilities" includes any and all structures and equipment installed in or on the public rights-of-way and includes property owned, operated, leased, licensed, used, controlled, or supplied by, for, or in connection with any person.

*Person:* The term "person" includes any corporation, government or governmental subdivision or agency, business trust, estate, trust, partnership, association, and any other legal entity.

*Rights-of-way:* The term "rights-of-way" means the surface of, and the space above and below a public street, road, highway, freeway, land, path, public way or place, alley, court, boulevard, parkway, drive, or other easement now or hereafter held by or under the control of the city, in which the city holds the property rights.

Each person, other than a certificated telecommunications provider, as that term is defined in § 283.002 of the Texas Local Government Code, or a wireless service provider, as the term is defined in § 284.002 of the Texas Local Government Code, or a governmental entity providing just compensation pursuant to an interlocal agreement, shall pay to the city, on an annual basis, \$1.00 per linear foot of city's rights-of-way occupied by said person's facilities, plus an annual fee of \$1,000.00 per public street crossing, such amounts to be payable in advance of the construction, installation, purchase, use, lease, operation, or control of any facilities in the right-of-way.

No public utility holding a franchise agreement with the city providing for different terms of compensation shall be required to pay the fee designated herein.

Pursuant to Chapter 284 of the Texas Local Government Code, the follow fees shall apply:

Application fee:

Network nodes (first five nodes) .....\$500.00

For each additional node from six up to 30 in the same application  
.....\$250.00/node

Node support pole .....\$1,000.00/pole

Annual rental fee:

Network nodes .....\$250.00/node

Pole attachment rent .....\$20.00/pole

Fees may be increased by ½ annual CPI for All Urban Consumers for Texas. Based line rate is February 2017(CPI-U = 243.603).

(5) *Line locate excavation fee: .....*

During normal business hours .....Total cost of  
labor, materials  
and equipment

(6) *General fees: .....*

Fire hydrant rehabilitation/sales .....\$800.00

Deployment of Archer Barriers at private events as required by Special Event  
Permit.... \$120.00 per hourApplication for right-of-way/easement abandonment  
.....\$130.00

Bacteriological water sampling .....\$75.00

Water meter testing for other entities (not for City of Carrollton water service  
customers) :

5/8" meter .....\$30.00

1" meter .....\$45.00

1.5" meter .....\$100.00

2" meter .....\$125.00

(K) *Solid waste. ....*

(1) *Residential collection service: .....*

Base services including trash, bulk, recycling, and hazardous waste, per month ....  
\$24.00

Extra trash container, per month, per cart .....\$9.61

Special bulk pick-up, non-trash day .....\$30.00 each

Landfill drop off, paid at gate .....\$15.00 each

(2) *Apartments or apartment house shall mean a multi-family dwelling as that is  
defined in Chapter 96 of this Code. Each apartment house serviced by commercial  
dumpster collection will incur the cost of the service provided plus an additional  
administrative service fee. ....*

Administrative service fee .....17% of the total costs of services provided.

| Front Load<br>Apartment Services<br>Amount/<br>Times per Week | 1X                     | 2X        | 3X       | 4X       | 5x       | 6X       |
|---|------------------------|-----------|----------|----------|----------|----------|
| 3YD   | \$43.44                | \$83.59   | \$115.88 | \$162.23 | \$220.18 | \$289.71 |
| 4YD   | \$48.12                | \$112.00  | \$132.48 | \$166.87 | \$210.25 | \$289.71 |
| 6YD   | \$95.97                | \$196.60  | \$233.70 | \$298.52 | \$373.14 | \$447.77 |
| 5YD   | \$ 107.24              | \$ 247.27 | \$317.47 | \$425.01 | \$531.29 | \$637.57 |
| 2 YD Compactor  | \$192.64per collection |           |          |          |          |          |

Apartment roll-offs:

20 yard ..... \$381.09

30 yard ..... \$421.76

40 yard .....\$445.81

30 yard compactor roll-off ..... \$399.95

34/35 yard compactor roll-off ..... \$466.60

42 yard compactor roll-off .....\$476.14

Extra yards .....\$35.00 per yard

Delivery of container .....\$100.00

Removal of container .....\$100.00

Relocation of container .....\$100.00

Dry run .....\$100.00 (container is blocked and service cannot be provided).

Extra pickup:

3 yard ..... \$43.44

4 yard ..... \$56.10

6 yard ..... \$75.07



8 yard ..... \$100.37

Container change out fee:

First 2 change outs per year .....\$200

3rd or subsequent change out per year .....\$350

(3) *Commercial/apartment mixed use sharing a solid waste container:* Services by commercial dumpster collection will incur base costs plus additional charges for the service level provided at the same rates for apartments. Apartment customers may request additional service or containers for additional costs as outlined in section (K)2. ....

(4) *Commercial and retail service (for locations that cannot be serviced with typical commercial methods):* ....

Automated cart, per month, per cart .....\$ 24.00

Fee for *inadequate number of carts or frequency of collection resulting in container spillage or overflow:* ....

Administrative fee for inadequate sanitation response .....\$50.00 + 17% administrative fee

(L) *Tax.* ....

Mobile homes, per lot, per year .....\$1.00

Tax certificates .....\$10.00

(M) *Traffic and transportation.* ....

Parade permit: - \$25.00

Block party permit (except National Night out) .....\$25.00

Film permit:

Application fee .....\$25.00

Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area, per calendar day .....\$500.00

Partial non-disruptive use of a public building, park, right-of-way, or public area, per calendar day .....\$250.00

Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes), per block, per calendar day .....\$50.00

Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes), per block, per calendar day .....\$25.00

Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles), per block or lot, per calendar day .....\$50.00

(N) *Utility billing. ....*

(1) *Water service: ....*

(a) Minimum monthly charges, including the first 2,000 gallons of use: ....

Single-family residential domestic and irrigation use .....\$16.40

Commercial (including apartments and portable meters), industrial and commercial irrigation use:

5/8" meter .....\$17.07

1" meter .....\$26.30

1.5" meter .....\$41.73

2" meter .....\$60.23

3" meter .....\$109.52

4" meter .....\$165.00

6" meter .....\$319.14

8" meter .....\$504.10

10" meter .....\$719.89

Fire line—regardless of size .....\$82.47

(b) Single-family residential domestic use, over the 2,000 gallons included in the minimum charge: ....

For meter readings taken in the months of October through April:

All use over 2,000 gallons, per 1,000 gallons .....\$3.92

For meter readings taken in the months of May through September:

Next 8,000 gallons, per 1,000 gallons .....\$3.92

Next 15,000 gallons, per 1,000 gallons .....\$5.27

All use over 25,000 gallons, per 1,000 gallons .....\$6.57

(c) Irrigation use, over the 2,000 gallons included in the minimum charge: ....

Next 23,000 gallons, per 1,000 gallons .....\$4.21

Next 25,000 gallons, per 1,000 gallons .....\$5.02

Next 50,000 gallons per 1,000 gallons .....\$5.69

Next 100,000 gallons per 1,000 gallons .....\$6.40

All use over 200,000 gallons, per 1,000 gallons .....\$7.14

- (d) Commercial use (including apartments and portable meters), over the 2,000 gallons included in the minimum charge: .....

All use over 2,000 gallons, per 1,000 gallons .....\$2.90

- (e) Industrial use, over the 2,000 gallon included in the minimum charge: .....

All use over 2,000 gallons, per 1,000 gallons .....\$2.51

Industrial use rates for water service will apply to customers in the business of assembly or manufacturing of goods and for which water usage equals or exceeds 750,000 gallons per month for nine out of 12 months in a year.

- (2) *Sewer service:* .....

- (a) Residential use: .....

First 2,000 gallons, minimum .....\$18.44

All use over 2,000 gallons, per 1,000 gallons .....\$4.31

- (b) Commercial (including apartments), industrial and irrigation minimum monthly charges, including the first 2,000 gallons of use: .....

5/8" meter .....\$18.77

1" meter .....\$27.19

1.5" meter .....\$41.14

2" meter .....\$57.85

3" meter .....\$102.51

4" meter .....\$153.14

6" meter .....\$292.09

8" meter .....\$459.42

10" meter .....\$654.60

- (c) Commercial and industrial use: .....

All use over 2,000 gallons, per 1,000 gallons .....\$4.43

- (d) Sewer billing provisions: .....

1. As it is generally not practical to meter sewage flows from individual service locations, the following provisions apply for billing sewage volume:
  - .....
  - a. Dedicated fire line, irrigation service and portable meters customers do not have sewer use and accordingly will not be charged for sewer treatment. ....
  - b. Residential sewer use is calculated using the average water consumption for meter readings taken in the months of January, February and March as the estimated sewer volume per month (winter average approach). ....
  - c. New residential service will be assumed to use 8,000 gallons per month until a winter average can be established. If water use for new service is below 8,000 gallons per month for the first three months of service, the customer may request that the average for the first three months of service be used to estimate sewer volume until a winter average is established. ....
  - d. Commercial and industrial customers sewer use will be deemed the same as water consumption unless customer can demonstrate that a significant portion of water consumption is not flowing into the sanitary sewer system and agrees to install a deduct meter. ....

(3) *Service deposits:* .....

Residential service accounts .....\$75.00

Apartments, per unit .....\$75.00

Commercial accounts .....The larger of \$1000 or one-sixth of the annual average bill at the service location.

Portable meters .....\$1,900.00

An increased security deposit, in an amount of three times the average monthly bill at the location to be served, for any class of service, shall be required when there is a substantial risk of financial loss to the city.

(4) *Utility service fees:* .....

Interruption day service fee on past due accounts .....\$25.00

Repair/replacement of portable meter and related fixtures .....Materials plus labor

Notice of pending disconnect for any nonpayment .....\$25.00

Service connection fee .....\$15.00

Service connection expedited service, same day service .....\$75.00

Service connection expedited service, after hours connection .....\$75.00

Service connection expedited service, next day service .....\$55.00

Portable fire hydrant meter billings when no monthly read submitted .....\$250.00  
monthly fee plus water usage to be billed when read received.

Two (2) no read fees within a 6 month time frame will result in the meter being repossessed.

Pull and test meter at customer's request

Residential .....\$100.00, prepaid

Commercial .....\$200.00, prepaid

If testing proves a defect with the meter, the prepaid fee will be credited to the customer's bill with the next billing cycle.

Multiple attempts for restoration of services, after the 2nd attempt, customer must be present at the service location .....\$40.00  
per attempt

After hours restoration of service.. Fee to restore service when past due payment is collected and meter is contained within a meter can .....\$60.00  
Fee to restore service when past due payment is collected and meter is contained within a meter vault.....\$180.00  
Availability of after hour services limited to:

Restores:

5:30 p.m. to 9:00 p.m. weekdays

12:00 p.m. to 5:00 p.m. weekends and holidays

Sewer requests:

After 3 p.m. weekdays

24 hours a day weekends and holidays.

(O) *Municipal court.* .....

- (1) *State Consolidated Fee:* The Municipal Court shall assess a fee to be allocated in accordance with Texas Local Government Code Sec. 133.102, as amended.
- (2) *Local Consolidation Fee:* The Municipal Court shall assess a fee to be allocated in accordance with Texas Local Government Code Sec. 134.103, as amended.
- (3) *State Traffic Fine:* The Municipal Court shall assess a fee in accordance with Texas Transportation Code Sec. 542.4031, as amended.

- (4) *Local Traffic Fine*: The Municipal Court shall assess a fine in accordance with Texas Transportation Code Sec. 542.403, as amended.
  - (5) *Child Safety Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.014, as amended.
  - (6) *Reimbursement Fees For Services of Peace Officers*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.011, as amended.
  - (7) *Juvenile Delinquency Prevention Fine*: The Municipal Court shall assess a fine in accordance with Texas Code of Criminal Procedure Art. 102.0171, as amended.
  - (8) *Time Payment Reimbursement Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 102.030, as amended.
  - (9) *Local Youth Diversion Administrative Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 45.312, as amended.
  - (10) *Failure to Appear Fee*: The Municipal Court shall assess a fee in accordance with Texas Code of Criminal Procedure Art. 45.026, Art. 45.050, Art. 45.203, or Art. 45A.264, as each may be amended.
- (P) *Cross-connection control and prevention fees: .....*
- (1) *Backflow prevention assembly registration fees: .....*  
 There is an annual nonrefundable registration fee for each nonresidential backflow prevention assembly device, per each separate device (not applicable to organizations zoned single family related to the beautification of entrances)  
 .....\$35.00
  - (2) *Regulatory authority testing fee: .....*
    - (a) Fee for a backflow prevention assembly test, for each separate test .....\$100.00
    - (b) Fee for a backflow prevention assembly retest, for each retest performed .....\$50.00
  - (3) *Certified backflow prevention assembly tester registration fee: .....*  
 Annual registration fee for approved testers shall be a nonrefundable fee of  
 .....\$75.00
  - (4) *Testing form booklet fees: .....*  
 Fee for a testing form booklet of 30 test forms, each .....\$25.00
  - (5) *Private contractors testing fees: .....*

There shall be no additional charges by the city for testing conducted by "private" contractors.

(6) *Backflow prevention test report late fee, per account: .....\$50.00*

(Q) *Indian Creek Golf Club. ....*

Holidays: Memorial Day, July 4th and Labor Day

Reservation Policy: Carrollton residents may reserve tee times ten days in advance; general public may book tee times seven days in advance.

(1) *Green fees: .....*

|   | Creek Course        | Lakes Course        |
|---|---------------------|---------------------|
| Weekday (Monday—Thursday, not holidays)   |                     |                     |
| Open—1:00   | \$10.00—<br>\$55.00 | \$10.00—<br>\$45.00 |
| 1:00—4:00   | \$10.00—<br>\$55.00 | \$10.00—<br>\$45.00 |
| After 4:00  | \$5.00—<br>\$45.00  | \$5.00—<br>\$35.00  |
| 9 Hole Rate   | \$5.00—<br>\$50.00  | \$5.00—<br>\$40.00  |
| Junior/Senior/Veteran<br>(Monday-Friday),<br>Junior=age 21 and<br>under,<br>Senior=age 60 and<br>over | \$5.00—<br>\$50.00  | \$5.00—<br>\$40.00  |
| Weekend (Friday—Sunday and Holidays)  |                     |                     |

|             |                     |                     |
|-------------|---------------------|---------------------|
| Open—1:00   | \$10.00—<br>\$65.00 | \$10.00—<br>\$55.00 |
| 1:00—4:00   | \$10.00—<br>\$65.00 | \$10.00—<br>\$55.00 |
| After 4:00  | \$5.00—<br>\$45.00  | \$5.00—<br>\$35.00  |
| 9 hole rate | \$5.00—<br>\$50.00  | \$5.00—<br>\$40.00  |

Resident Discount .....\$5.00 off

Anytime, excluding leagues

Discount is provided to Carrollton residents with proof of residence

(2) *Cart fees:* .....

Weekday and weekend .....\$5.00—\$25.00

(3) *Range fees:* .....

Practice bag .....\$3.00—\$20.00

(4) *Player improvement program* .....\$30.00—\$145.00 per month

(5) *Tournament and special events:* .....

|         | Creek Course        | Lakes Course        |
|---------|---------------------|---------------------|
| Weekday | \$10.00—<br>\$85.00 | \$10.00—<br>\$85.00 |
| Weekend | \$10.00—<br>\$85.00 | \$10.00—<br>\$85.00 |



- (6) *Clubhouse/pavilion rental: ..... \$50.00—\$200.00/hour*
- (7) *Annual pass programs: .....\$600.00 to \$3,600.00*
- (R) Failure to pay any fee provided for herein shall be a misdemeanor punishable by a fine as provided in section 10.99.
- (S) Allegation and evidence of a culpable mental state is not required for proof of an offense as defined by this subsection.
- (T) The city shall not be required to pay any fee herein.
- (U) All construction fees, including building permit fees, impact fees, platting fees and project permit fees (fences, electrical, plumbing, etc.) shall be waived for any property which is located within a Neighborhood Empowerment Zone. Such waiver is applicable to new development or construction, and renovation, repair or rehabilitation of an existing structure.
- Such waiver shall not apply to:
- Any fees related to the use of a city facility; or
  - Any fees associated with the Apartment Crime Reduction Program; or
  - Any fees associated with the Single-Family Rental Inspection Program; or
  - Any fines or penalties related to any enforcement action of the City of Carrollton; or
  - Any parade or special event permit fees.
- (V) *City Secretary.*
- (1) Charges for issuance of the TABC permit: Not to exceed charges as set by the State of Texas.

## **SECTION 2**

All Ordinances or parts of Ordinances inconsistent or in conflict with this Ordinance shall be and are hereby repealed.

## **SECTION 3**

Save and except as amended by this Ordinance, all other Ordinances of the City of Carrollton, Texas shall remain in full force and effect.

## **SECTION 4**

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

## **SECTION 5**

This ordinance shall take effect from and after January 1, 2025.

**PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF NOVEMBER 2024.**

City Of Carrollton, Texas

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Meredith Ladd, City Attorney

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Melissa Everett, Finance Director



**Agenda Memo**  
**File Number: 6960**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*25.

**CC MEETING: November 19, 2024**

**DATE:** November 12, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Diana K. Vaughn, Chief Financial Officer  
Crystal K. Davis, Assistant City Manager

Consider A **Resolution Accepting The Investment Officer’s Fourth Quarter And Annual Report And Investment Strategies For Fiscal Year Ending September 30, 2024.**

**BACKGROUND:**

The City’s Investment Policy and Chapter 2256, Government Code, the Public Funds Investment Act requires the Investment Officer to report to Council each quarter the investment transactions and strategy for the investment portfolio of the City. In compliance with this policy and fulfillment of Section 2256.023 Internal Management Reports of the “Public Funds Investment Act” the Investment Officer’s Fourth Quarter And Annual Report is available for review at <http://www.cityofcarrollton.com/departments/departments-a-f/finance/treasury>. This report was presented to the City Council Audit, Finance and Governance Committee at their November 12, 2024, meeting for review and discussion.

**FINANCIAL IMPLICATIONS:**

This report provides all information related to all the securities investment transactions performed by the authorized investment officers for the fourth quarter ended September 30, 2024.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

Investing funds in accordance with the Public Funds Investment Act standards improves the City’s financial position and sustainability.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Consider a resolution accepting the Investment Officer’s Fourth Quarter and Annual Report and Investment Strategies for fiscal year ended September 30, 2024.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ACCEPTING THE INVESTMENT OFFICER’S FOURTH QUARTER AND ANNUAL REPORT AND INVESTMENT STRATEGIES FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024, AND APPROVING SAID REPORT AS FULFILLMENT OF CHAPTER 2256, GOVERNMENT CODE, THE PUBLIC FUNDS INVESTMENT ACT; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1**

The City of Carrollton hereby accepts the Investment Officer’s Fourth Quarter and Annual Report for fiscal year ending September 30, 2024 and approves said report and investment strategies as a fulfillment of Chapter 2256, Government Code, the Public Funds Investment Act.

**SECTION 2**

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

**SECTION 3**

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

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas this 19th day of November, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Diana K. Vaughn, CFO



**Agenda Memo**  
**File Number: 6961**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*26.

**CC MEETING: November 19, 2024**

**DATE:** November 12, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Diana K. Vaughn, Chief Financial Officer  
Crystal K. Davis, Assistant City Manager

Consider A **Resolution Adopting The Investment Policy As A Fulfillment Of The Public Funds Investment Act Chapters 2256.005 and 2256.025.**

**BACKGROUND:**

The City’s investment policy was last amended by Resolution on November 7, 2023. According to Texas Government Code, Chapter No. 2256 Public Funds Investment Act (PFIA), the governing body of an investing entity subject to this chapter or the designated investment committee of the entity shall review its investment policy and investment strategies, and its list of qualified brokers authorized to engage in investment transactions with the entity at least annually. All changes were discussed with and approved by the City Council Audit, Finance Governance Committee on November 12, 2024, and are as follows:

- Update from Financial Specialist- Treasury to Treasury Analyst to reflect updated position title.
- Updated Appendix A-Broker/Dealers and Financial Institutions Authorized To Do Business with City of Carrollton
  - Added FHN Financial Capital Markets. This broker submitted the required documentation to the City in accordance with PFIA and the City of Carrollton Investment Policy.
  - Deleted Oppenheimer & Co. Inc. This dealer was not competitive during 2024.

**FINANCIAL IMPLICATIONS:**

Investment income is part of the city’s revenue budget and is directly impacted by financial market changes and investment strategies included in the investment policy. The primary objective of this policy is the preservation and safety of the overall portfolio’s principal.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

The Investment Policy helps support the City's financial position and sustainability.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Consider a resolution adopting the Investment Policy as fulfillment of the Public Investment Act Chapters 2256.005 and 2256.02.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ADOPTING THE INVESTMENT POLICY AND INVESTMENT STRATEGIES AND APPROVING SAID POLICY AS FULFILLMENT OF CHAPTERS 2256.005 AND 2256.025, GOVERNMENT CODE, THE PUBLIC FUNDS INVESTMENT ACT; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1**

The City of Carrollton hereby adopts the investment policy and investment strategies, as fulfillment of Chapter 2256, Government Code, Public Funds Investment Act.

**SECTION 2**

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

**SECTION 3**

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

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas this 19th day of November, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Diana K. Vaughn, CFO



**CARROLLTON**

**T E X A S**

*Where Connections Happen*

**INVESTMENT  
POLICY**

November 20243



# INVESTMENT POLICY

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# INVESTMENT POLICY

The City of Carrollton ("City") is required to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.

This investment policy is intended to satisfy the requirements of the Public Funds Investment Act, Chapter 2256, Texas Government Code ("PFIA") that an investing entity adopts and reviews an investment policy.

## I. Scope

This policy applies to all financial assets and investment activities of all current funds of the City. Any new funds created in the future, unless specifically excluded hereafter, will be administered in accordance with the objectives and restrictions set forth in this investment policy.

- A. **Funds Included:** All funds are managed as a pooled fund group referred as the investment pool or portfolio. Funds included in this policy are accounted for in the City's Annual Comprehensive Financial Report and are divided as follows:
  - 1) Governmental Funds
  - 2) Proprietary Funds
- B. **Funds Excluded:** This policy shall not govern funds which are managed under separate investment programs. Such funds currently include:
  - 1) Funds established by the City for deferred employee compensation plans.
  - 2) City's participation in the Texas Municipal Retirement System.
  - 3) Defeased bonds held in trust escrow accounts.
- C. **Pooling of Funds:** Except for cash in certain restricted and special funds, the City of Carrollton will combine cash balances from all funds to maximize investment earnings.
  - 1) Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
  - 2) In addition, all the bond funds proceeds (to include capital projects, debt service and reserve funds) will be managed by the governing debt ordinance and the provisions of the Internal Revenue Code of 1986 applicable to the issuance of tax-exempt obligations and the investment of debt proceeds.

## II. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived and taking in consideration the following:

- A. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- B. Investment officials acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

- C. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that the adequate diversification has been implemented and the terms of this policy have been followed.
- D. Investment Officers shall seek to act responsibly as custodians of the public trust and avoid any transactions that might impair public confidence in the City's ability to govern effectively.

### III. Objectives

The primary objectives, in priority order, of investment activities shall be:

- A. **Safety:** The foremost and primary objective of the City's investment program is the preservation and safety of principal in the overall portfolio. To attain this objective, the City will diversify its investments to mitigate credit risk and interest risk.
- B. **Liquidity:** The City's investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- C. **Yield:** The City's investment portfolio shall be designed with the objective of attaining or exceeding a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs.

### IV. Delegation of Authority

Management responsibility for the investment program has been delegated from City Manager to the Chief Financial Officer.

- A. City employees authorized to engage in investment transactions and authorized as Investment Officers are the City Manager, the Chief Financial Officer, the City Treasurer, the ~~Treasury Analyst~~Financial Specialist~~Treasurer~~, and the Senior Budget and Management Analyst. Investment officers shall comply with the following:
  - 1. No person shall engage in an investment transaction except as provided under the terms of this policy, the procedures established by the Chief Financial Officer and explicit authorization to withdraw, transfer, deposit and invest the City's funds.
  - 2. Authority granted to a person to invest the City's funds is effective until rescinded or until termination of the person's employment by the City.
- B. The Chief Financial Officer and the City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls and procedures to regulate the activities of subordinate Investment Officers.

### V. Investment Training

The City shall provide periodic training to ensure the quality and capability of the City's Investment Officers, and to comply with all training requirements as described in 2256.008 of the PFIA:

- A. Attend 10 hours of training relating to cash management and investment responsibilities within twelve months after assuming these duties for the City. Training must include education in investments controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the PFIA.

# INVESTMENT POLICY

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- B. In addition, each investment official shall receive 8 hours of training once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive years after that date.
  - C. Training should be provided from an independent source (see Appendix A) approved by the City's Audit, Finance and Governance Committee ("Finance Committee") and City Council.

## VI. Ethics and Conflicts of Interest

Investment officials and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions.

- A. Any Investment Officer of the City who has a personal business relationship with a business organization offering to engage in an investment transaction with the City, as described in 2256.005(i) of the PFIA, shall file a statement disclosing that personal business interest with the Texas Ethics Commission and City Council upon discovery of the conflict.
- B. Any investment officer of the City who is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to engage in an investment transaction with the City shall file a statement disclosing that relationship with the Texas Ethics Commission and City Council upon discovery of the conflict.

## VII. Authorized Brokers / Dealers and Financial Institutions

The City shall maintain an approved list of financial institutions and security broker / dealers selected by creditworthiness who are authorized to provide investment services to the City of Carrollton, Texas.

- A. Broker / dealers and financial institutions may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (Uniform Net Capital Rule).
- B. A list of financial institutions and broker/dealer firms, approved by the Finance Committee and Council, shall be maintained in Appendix A of this Investment Policy document and changed as appropriate.
- C. An annual review of the financial condition, registration, competitiveness and experiences of qualified financial institutions and broker/dealers will be conducted by the City Treasurer or designee. Any changes to the list of financial institution and broker/dealer firms must be approved by the Finance Committee and Council.
- D. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following:
  - 1. Audited financial statements.
  - 2. Proof of Financial Industry Regulatory Authority (FINRA) certification.
  - 3. Proof registration with the State of Texas Securities Board.
  - 4. Completed broker/dealer questionnaire.
  - 5. Certification from all sales representatives and a qualified representative of the financial institution of having received, read, understood, and agreeing to comply with the City's Investment Policy.

## VIII. Delivery vs. Payment, Safekeeping and Custody

All marketable security transactions entered into by the City shall be executed (cleared and settled) on a delivery-versus-payment (DVP) basis and held by a third-party custodian or safekeeping custodian.

- A. Security transactions need to be evidenced by safekeeping receipts of the institution with which the securities are deposited.
- B. The safekeeping institution shall be approved by the Chief Financial Officer and City Treasurer.
- C. A safekeeping agreement must be in placed clearly defining the responsibilities of the safekeeping bank.

## IX. Collateralization

Collateralization is required on depository daily bank balances, certificates of deposit and repurchase agreements.

- A. To anticipate market changes and provide a level of security for all funds, the collateralization level will not be less than 110% of market value of principal and accrued interest less an amount of \$250,000, which represents insurance by the Federal Deposit Insurance Corporation (FDIC) on certain types of bank deposits.
- B. Investment officers shall monitor the collateral daily to ensure that the market value of the securities pledged equals or exceeds the daily bank balance.
- C. Evidence of the pledged collateral shall be held with an independent third-party financial institution and documented with a custodial agreement, or a master repurchase agreement with the collateral pledged clearly listed in the agreement and confirmations. A clearly marked evidence of ownership should be provided and retained.
- D. Any substitutions of collateral must meet the requirements of the Public Funds Collateral Act, Public Funds Investment Act, and this Investment Policy. All collateral shall be subject to verification and audit by the Chief Financial Officer, City Treasurer, and the City's independent auditors.
- E. The City shall accept only the following securities as collateral:
  - 1. FDIC insurance coverage.
  - 2. General obligations of the United States of America or its agencies and instrumentalities guaranteed as to principal and interest by the United States of America.
  - 3. Fixed rate collateralized mortgage obligations, the principal and interest on which are unconditionally guaranteed by the United States of America or their respective agencies and instrumentalities and does not constitute a high-risk mortgage security as established by the Collateral For Public Funds, Chapter 2257, Texas Government Code ("Chapter 2257").
  - 4. Obligations of states, agencies thereof, counties, cities and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of no less than A or its equivalent.
  - 5. Interest-bearing banking deposits that are guaranteed or insured by the Federal Deposit Insurance Corporation or the National Credit union Share Insurance.
  - 6. Bonds issued, assumed, or guaranteed by the State of Israel.
  - 7. Letter of credit issued to the City by the Federal Home Loan Bank.

## X. Authorized Investments

The City is authorized to invest in the types of securities listed below, consistent with the PFIA. Investments not specifically listed below are not permitted by this policy.

---

The following investments are authorized by this policy:

## **A. Obligations of, or Guaranteed by Governmental Entities**

As described in 2256.009 the PFIA including:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities;
2. Direct obligations of the state of Texas or its agencies and instrumentalities, including the Federal Home Loan Bank;
3. Collateralized Mortgage Obligations (CMO) directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States with 5 years or less stated final maturity date;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the state of Texas or the United States or their respective agencies and instrumentalities including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by at least one nationally recognized investment rating firm not less than AA or its equivalent;
6. Bonds issued, assumed or guaranteed by the State of Israel; and
7. Interest-bearing banking deposits that are guaranteed or insured by:
  - a. The Federal Deposit Insurance Corporation (FDIC) or its successor; or
  - b. The National Credit Union Share Insurance or its successor.

## **B. Certificate of Deposit**

As described in 2256.010 of the PFIA, issued by a depository institution that has its main office or a branch office in the state of Texas and meet the following requirements:

1. Certificates of deposit are:
  - a. Guaranteed or insured by the FDIC, or its successor or the National Credit Union Share Insurance Fund or its successor;
  - b. Secured by obligations that are described in 2256.009(a) of the PFIA, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than 110% of the principal amount of the certificates, but excluding those mortgage-backed securities of the nature described in 2256.009(b) of the PFIA; or
  - c. Secured in accordance with Chapter 2257 or in any other manner and amount provided by law for deposits of the City.
2. Certificates of deposit are invested in accordance with the following conditions:
  - a. The funds are invested by the City through a broker or depository institution that has a main office or branch office in the state of Texas and is selected from a list adopted by the City as required in 2256.025 of the PFIA and this policy;

- 
- b. The broker or the depository institution selected by the City as specified above, arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the City;
  
  - c. Full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
  
  - d. The City appoints the depository institution selected by the City as required under caption "Certificates of Deposit" from, or a depository bank or a clearing broker/dealer registered with the Securities and Exchange Commission Rule 15c-3 as custodian for the City's with respect to the certificates of deposit issued for the account of the City.

## C. Fully Collateralized Repurchase Agreement

As described in 2256.011 of the PFIA and meets the following conditions:

- 1. "Repurchase agreement" is a simultaneous agreement to buy, hold for a specified period of time and sell back at a future date, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement.
- 2. Has a defined termination date not to exceed 30 days after the date the security repurchase agreement is delivered.
- 3. Is secured by a combination of cash and obligations as stated in this Investment Policy under the Collateralization section and pledged to the City.
- 4. Requires the securities purchased to be held in the City's name, ~~and~~ deposited at the time the investment is made with the City with a third-party selected and approved by the City.
- 5. Is placed through a primary broker/dealer or financial institution doing business in Texas.
- 6. A master repurchase agreement is executed and in place prior to the investment of funds. The agreements will be required to be priced not less than once a week.
- 7. Funds received by the City under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

## D. Commercial Paper

As described in 2256.013 of the PFIA and meets the following conditions:

- 1. Has a stated maturity of 180 days or fewer from the date of its issuance; and
- 2. Is rated not less than A-1 or P-1, or an equivalent rating by at least two nationally recognized credit rating agencies, or by one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

## E. Mutual Funds

As described in 2256.014 of the PFIA and complies with the following requirements:

- 1. No-Load Money Market Mutual Fund:

# INVESTMENT POLICY

- 
- a. Is registered with and regulated by the Securities and Exchange Commission;
  - b. Provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 (15 U.S.C. Section 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.); and
  - c. Complies with the Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the investment Company Act of 1940.
2. No-Load Mutual Fund:
- a. Is registered with the Securities and Exchange Commission;
  - b. Has an average weighted maturity of less than two years;
  - c. Is invested exclusively in obligations approved by this policy;
  - d. Is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and
  - e. Conforms to the requirements in section 2256.09 to 2256.016 of the PFIA.
3. The City is not authorized to:
- a. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds;
  - b. Invest any portion of bond proceeds, reserves, and funds held for debt service in mutual funds; and
  - c. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described herein in an amount that exceeds 10 percent of the total assets of the mutual fund.

## F. Investment Pools

As described 2256.016 of the PFIA and complies with the following requirements:

1. Is authorized by the City Council to receive investment funds;
2. Invests in authorized investments permitted by this investment policy.
3. Uses amortized cost or fair value accounting and must mark its portfolio to market daily. If the investment pool uses amortized cost:
  - a. The pool shall stabilize at a \$1.00 net asset value, when rounded and expressed to two decimal places.
  - b. The governing body of pool must take action to maintain the ratio between 0.995 and 1.005 if the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005; and
  - c. Must report yield to its investors in accordance with regulations of the federal Securities and Exchange Commission applicable to reporting money market funds.
4. Is continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.
5. Has an advisory board in accordance to 2256.016 of the PFIA;



- 
6. Furnishes to the investment officers or other authorized representative:
    - a. An offering circular or other similar disclosure instrument that contains information in accordance to 2256.016 of the PFIA;
    - b. Investment transaction confirmations;
    - c. A monthly report that contains in accordance with 2256.016 of the PFIA;
    - d. Annual audited financial statements.

## **XI. Unauthorized Investments**

- A. Investment officers of the City are not authorized to invest in:
  1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal,
  2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
  3. Collateralized mortgage obligations that have a stated final maturity date of greater than 5 years; and
  4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
  5. Cryptocurrency.
- B. An investment that requires a minimum rating under this policy does not qualify as an authorized investment during the period the investment does not have the minimum rating per 2256.021 of the PFIA. If an investment is downgraded to a rating not complying with this Investment Policy
  1. The City shall take all prudent measures to liquidate the investment that does not have the minimum required rating. The investment shall not be held more than two months from the time it was downgraded.
  2. The Chief Financial Officer and the City Treasurer with the approval of the Finance Committee may approve the temporary holding of the investment to maturity or until it is beneficial for the City to redeem the security.

## **XII. Bidding Process for Investments**

- A. The City requires competitive bidding for all securities except for:
  1. Transactions with money market mutual funds and investment pools.
  2. Agency securities and municipal notes and bonds purchased at issue through and authorized broker/dealer at the auction or issue price.
- B. Three bids or offers must be solicited for all transactions involving individual securities from financial institutions and broker/dealers.
  - Bids or offers for a comparable security will be considered when the secondary market availability does not allow to obtain three bids or offers for an investment transaction. A comparable security will have similar structures and maturities within 15 calendar days before and after the requested security.
- C. Offers or bids may be accepted orally, in writing, electronically, or in any combination of these methods.

# INVESTMENT POLICY



- D. Investment Officials for the City may accept bids for certificates of deposit and for all marketable securities either orally, in writing, electronically, or in any combination of these methods.
- E. The investment officials will strive to receive three price quotes on marketable securities being sold but may allow one broker/dealer to sell at a predetermined price under certain market conditions.

## XIII. Diversification and Maximum Maturities

The City shall diversify its portfolio to reduce credit and market risk by limiting concentration of assets in a specific maturity, a specific issuer, or a security type by:

- A. Not directly investing in securities maturing more than five years from the date of purchase;
- B. Ensuring the portfolio's average dollar-weighted maturity does not exceed two and half years based on the stated maturity date of the investment;
- C. Determining and reviewing periodically the City's diversification strategies; and
  - Strategies shall be reviewed by the Chief Financial Officer and City Treasurer, and approved by the Finance Committee and City Council.
- D. Complying with the maximum stated maturity, issuer limitations and, security type limitation listed in the table below at the time of purchase of the investment:
  - The Finance Committee shall authorize purchases of securities with stated maturities or issuer and security type limitations greater than the maximum authorized in this policy.

| <b>Security Type</b>                      | <b>Maximum Stated Maturity</b> | <b>Issuer / Mutual Fund Limitations</b> | <b>Maximum Percentage of investment</b> |
|---|--------------------------------|---|---|
| U. S. Treasuries                          | 5 Years                        | 100% of the portfolio's book value      | 100% of the portfolio's book value      |
| U.S. Agencies / Instrumentalities         | 5 Years                        | 30% of the portfolio's book value       | 100% of portfolio's book value          |
| Municipal Notes and Bonds                 | 5 Years                        | 5% of the portfolio's book value        | 30% of the portfolio's book value       |
| Certificates of Deposit                   | 5 Years                        | 5% of the portfolio's book value        | 20% of the portfolio's book value       |
| Fully Collateralized Repurchase Agreement | 30 days                        | 10% of the portfolio's book value       | 20% of the portfolio's book value       |
| Commercial Paper                          | 180 days                       | 5% of the portfolio's book value        | 20% of the portfolio's book value       |

# INVESTMENT POLICY



|                  |     |   |  |
|------------------|-----|---|--|
| Mutual Funds     | N/A | 10% of the total assets of the mutual fund  | 15% of monthly average portfolio   |
| Investment Pools | N/A | 20% of the portfolio book value in one pool | 40% of the portfolio book value (60%) during City Council declared state of emergency. |

## XIV. Investment Strategy

The City shall maintain a consolidated portfolio in which all funds under the City’s control, as specified in this Investment Policy, are pooled for investment purposes. The City’s portfolio will be managed in accordance with this policy and the strategies established below. Safety (preservation of principal) will be achieved by:

1. Investing in high-quality securities with active secondary or resale markets;
  2. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the secondary market prior to maturity. Securities of all types are purchased with the intention of holding until maturity;
  3. Portfolio maturities and potential call dates shall be staggered in a way that protects interest income from volatility of interest rates and avoids undue concentration of securities from a specific maturity or callable sector. The objective is to create a portfolio structure that will experience minimal volatility during changing economic cycles; and
  4. Monitoring rating changes in investments acquired and held.
- A. Liquidity will be achieved by:
1. Investing in short and longer-term maturities laddered to meet general operating, capital project and debt service expenditures based on projected cash flows; and
  2. Continuously investing a portion of the portfolio (60-day average of cash flows) in readily available funds such as investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.
- B. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.
1. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.
  2. Securities shall not be sold prior to maturity with the following exceptions:
    - a. A security with declining credit may be sold early to minimize loss of principal.
    - b. A security swap would improve the quality, yield, or target duration in the portfolio. Security swaps are allowed if maturity extensions, credit quality changes and profits or losses taken are within the other guidelines set forth in this policy.
    - c. Liquidity needs of the portfolio require that the security be sold.
    - d. If market conditions present an opportunity for the City to benefit from the sale.

## XV. Marking to Market

Market price for investments acquired for the City's investment portfolio shall be priced using independent pricing sources at least monthly. When independent pricing service is unable to provide a security price, an average of the bid price of the security by three broker/dealers will be used.

## **XVI. Performance Standards**

The investment portfolio shall be managed in accordance with the parameters specified in this Investment Policy to obtain a market average rate of return during a market/economic environment of stable interest rates. The portfolio performance shall be benchmark at least quarterly to Treasury Bills or Notes with a final maturity closest to the weighted average maturity of the portfolio.

## **XVII. Internal Controls and Compliance Audit**

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure and procedures designed to protect the assets of the City. Procedures shall include explicit delegation of authority to persons responsible for investment transactions, and reference to safekeeping, repurchase agreements, wire transfers agreements, banking service contracts, collateral/depository agreements, broker/dealer selection criteria, and security bidding and purchase processes.

This Investment Policy and 2256.005(m) of the PFIA require an annual compliance audit of the management controls on investments and adherence to the City's established investment policies, in conjunction with its annual audit.

## **XVIII. Reporting**

### **A. Monthly Reporting**

The City Treasurer must provide to Accounting detailed monthly reports of the City's portfolio including investment activity, amortization /accreditation, accrued interest, book value, cost value, and market value by asset type and pool for the reported month.

### **B. Quarterly Reporting**

The City Treasurer under the direction of the Chief Financial Officer, shall submit quarterly to the Finance Committee and City Council an investment report prepared and signed by all Investment Officers in accordance to 2256.023 of the PFIA.

The City Council shall adopt a written instrument stating it has reviewed the quarterly investment reports and investment strategies. Quarterly reports must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to Council by the auditor.

The quarterly report must contain or state the following at a minimum:

1. Description in detail the investment position of the City on the date of the report;
2. Summary statement of each pooled fund group that states the:
  - a. Beginning market value for the reporting period;
  - b. Ending market value for the reporting period;

# INVESTMENT POLICY

- 
- c. Fully accrued interest for the reporting period;
  - 3. Book value and market value at the end of the period of each separately invested asset by asset type and fund type invested;
  - 4. Maturity date of each separately invested asset that has a maturity date.
  - 5. Compliance of the investment portfolio as it relates to the strategy expressed in the City's investment policy and compliance with the laws governing the City's investments;
  
  - 6. Transactions made over the last quarter.
  - 7. Duration or average maturity of each portfolio;
  - 8. Diversification of the City's investments; and
  - 9. Summary of economic activity and recent financial market conditions.

## **XIX. Finance Committee**

The Chief Financial Officer and Treasurer shall meet quarterly with the Finance Committee to review investment guidelines, diversification strategies and monitor performance. The Finance Committee shall review and approve the quarterly investment reports, the annual review and changes to the investment policy, and changes to investment guidelines and strategies.

## **XX. Investment Policy Review and Adoption**

This policy shall be reviewed on an annual basis. Any changes must be approved by the Investment Officers, Finance Committee and City Council. A written instrument should be adopted by the City Council, not less than annually, stating the City Council has reviewed and authorized the investment strategies and the amendments, to this Investment Policy.

## APPENDIX A

### Broker / Dealers and Financial Institutions Authorized To Do Business With The City of Carrollton

Alamo Capital

[FHN Financial Capital Markets](#)

Frost Bank

Great Pacific Securities Inc.

Mischler Financial Group Inc.

~~Oppenheimer & Co. Inc.~~

PFM Financial Advisors LLC

Raymond James & Associates Inc.

Stifel, Nicolaus & Company Inc.

Wells Fargo Securities LLC

### Government Pools Authorized By City Council Resolution

(LOGIC) Local Government Investment Cooperative

(TEXPOOL) Texas Local Government Investment Pool

(TEXAS RANGE) Texas Range Investment Program

(TEXASCLASS) Texas Cooperative Liquid Assets Securities System Trust

### Approved Provider of PFIA Training

University of North Texas

Government Finance Officers Association

Government Finance Officers Association of Texas

Government Treasurers' Organization of Texas

Association of Public Treasurers of the United States and Canada

Texas Municipal League

## APPENDIX B

### Glossary

- **Certificate of Deposit (CD):** A time deposit, with a fixed term and usually a fixed interest rate sold by banks and credit unions.
- **Collateral:** An asset that a borrower or institution pledges to secure repayment of a loan or deposits public funds.
- **Collateralized Mortgage Obligation (CMO):** A type of mortgage-backed security that contains a pool of mortgages bundled together. CMOs distribute principal and interest payments to their investors based on predetermined rules and agreements.
- **Cryptocurrency:** digital currency in which transaction are verified and records maintained by a decentralized system using cryptography, rather than by centralized authority.
- **Commercial Paper:** An unsecured, short-term debt instrument issued by corporations for specific amount of money that is to be repaid by a specific date.
- **Duration:** A measurement of a bond's interest rate risk that considers a bond's maturity, yield, coupon and call features. These many factors are calculated into one number that measures how sensitive a bond's value may be to interest rate changes.
- **Marking To Market:** The price or value of a security, portfolio, or account to reflect the current market value rather than book or cost value.
- **Mutual Fund:** An investment program funded by shareholders that trades in diversified holdings and is professionally managed.
- **Mortgage-Backed Securities:** Bonds secured by a number of home and other real estate loans with similar characteristics pooled together.
- **Investment Pool:** An instrumentality that serves as a vehicle for investing public funds of participating governmental units where participants purchase shares or units in the pool, and assets are invested in a manner consistent with the portfolio's stated investment objectives.
- **Custodial Safekeeping:** A third-party institution, other than the seller or buyer of a security, to provide for the transfer of the financial assets. This institution also holds the client's securities on behalf of the client.



**Agenda Memo**  
**File Number: 6962**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*27.

**CC MEETING: November 19, 2024**

**DATE:** November 12, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Diana K. Vaughn, Chief Financial Officer  
Crystal K. Davis, Assistant City Manager

Consider A **Resolution Adopting The Debt Management Policy.**

**BACKGROUND:**

The Debt Management Policy was first approved by Resolution Number 4756 by City Council on October 10, 2023. The policy outlines the guidelines for planning, issuing, managing, and monitoring the City’s debt obligations to ensure:

- Commitment to long-term capital and financial planning that maintains affordable tax rate and user fees.
- Preservation of financial strength to achieve the City’s strategic goals.
- Compliance with state and federal laws, existing obligation covenants, and the City’s Charter.
- Clearly defined debt management processes, roles, and responsibilities.

Staff completed the required annual review and recommends the following change to the policy:

- Change from maintain minimum of 20% fund balance of G.O. debt service requirement to maintain within the range of 12.3% to 20% fund balance of G.O. debt service.

Staff recommends a range of 12.3% (or approximately 45 days) to 20% (or approximately 73 days) to balance maintaining a secure fund balance without over taxing residents.

**FINANCIAL IMPLICATIONS:**

The limits, requirements, and guidelines in the policy are intended to assist the City in maintaining the current AAA credit rating and tax-exempt status which are essential for the City to access low-cost capital to fund essential and strategic projects.

**IMPACT ON COMMUNITY SUSTAINABILITY:**



The Debt Management Policy helps support the City's financial position and sustainability.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Consider a resolution adopting the Debt Management Policy limits, requirements, and guidelines related to the planning, issuance, management, and monitoring of the City's obligations.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ADOPTING THE DEBT MANAGEMENT POLICY AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1**

The City of Carrollton hereby adopts the debt management policy.

**SECTION 2**

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

**SECTION 3**

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

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas this 19th day of November, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Diana K. Vaughn, CFO



# CARROLLTON

## T E X A S

*Where Connections Happen*

# DEBT MANAGEMENT POLICY

November 2024

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## 1. PURPOSE

1.1 The purpose of this Policy is to:

- Provide guidelines for the debt planning process to ensure affordability for taxpayers and ratepayers is maintained, short- and long-term financial strength is conserved, City’s strategic goals are achieved, and a low cost of capital and construction costs are achieved considering market conditions.
- Provide guidelines for acceptable debt types, maximum maturities, appropriate debt structure practices, and suitable use of debt proceeds to manage the cost of capital, maximize credit ratings, and mitigate risks associated with debt.
- Provide guidelines for an efficient and cost-effective debt issuance process in compliance with applicable state and federal laws and regulations, existing obligation covenants, and the City’s Charter Article V Bonds, Warrants, and other Obligations of Indebtedness.
- Provide guidelines to ensure post-issuance compliance with state and federal securities laws and regulations.
- Set forth roles and responsibilities related to debt management, issuance, and post-issuance compliance processes.

1.2 This Policy and related manual and procedures apply to the City of Carrollton’s debt obligations issued on or after the date of this Debt Management Policy.

## 2. RELATED POLICIES AND PROCEDURES

- City of Carrollton, Texas City Charter
- Debt Disclosures and Post-Issuance Procedures (Issuance Procedures)
- Private Business Use (PBU) Guidelines and Procedures (PBU Procedures)
- Investment Policy
- Capital Leasing Procedures

## 3. DEBT ISSUANCE PLANNING AND BOND ELECTIONS

### 3.1 Debt Planning

3.1.1 The primary responsibility for developing financing recommendations rests with the Chief Financial Officer (CFO). The CFO will make recommendations to the City Council for consideration and approval.

- No financing commitment can be entered into without prior approval by the City Council.

3.1.2 Debt shall only be issued to fund projects or needs included in the City’s multi-year Capital Improvement Plan (CIP). The CIP shall:

- Be updated annually and in coordination with the development of the City’s operating budget.
- Identify the estimated costs and potential funding sources for each capital project proposal.

3.1.3 Bond funding for any property or facility where private business use (PBU) may occur should be avoided, instead the City should use pay-go funding sources.

3.1.4 Short- term and long- term impact analysis of debt service costs shall be performed when developing financing recommendations as part of the annual budget and multi-year budget to:

- Ensure pay-as-you-go sources are utilized as much as possible to finance capital projects.
- Determine the impact of current and proposed financing recommendations on the City's debt service tax rate or current and future service fees.
- Ensure required tax rate and service fees affordability.
- Ensure compliance with existing covenants and this Policy's limits.
- Ensure compliance with Internal Revenue Service (IRS) regulations, including PBU percentage limitations.
  - A bond package which includes funding for any property or facility where a PBU exists, or there is the potential for a PBU, shall limit the funding for that property or facility to eight percent (8%), in the aggregate, of the total bond proceeds prior to the final pricing of the bonds, including the PBU percentages for any refunding bonds.
  - In order to remain compliant with federal laws, related to any property or facility where a PBU exists, or there is the potential for a PBU, the City shall limit the funding for that property or facility to ten percent (10%), in the aggregate, of the total bond proceeds after the final pricing of the bonds, including the PBU percentages for any refunding bonds.
  - A PBU allocation may be determined in more than one method. However, to avoid inadvertent violations, the entire facility or property should be used as the basis for calculating the allocation. Future PBU contracting on a facility or property or location where bonding has attached shall not be permitted, without the approval of the CFO and the City Attorney.

3.1.5 In developing the recommendations, the CFO shall be assisted by the City Treasurer, Finance Director, Controller, Director of Engineering, and Director of Public Works. The roles and responsibilities related to debt planning are:

- The CFO shall:
  - Develop all financing recommendations as needed.
  - Ensure that all financing recommendations are approved by City Council and comply with existing obligation covenants and this Policy.
  - Ensure all projects to be financed comply with IRS regulations and PBU percentage limitations.
- City Treasurer shall:
  - Provide financial modeling and debt capacity projections to determine future financing.
  - Initiate all debt issuance and the implementation of financing recommendations at the direction of the CFO and City Council.
  - Review all projects to be financed to determine compliance with IRS regulations and PBU percentage limitations.
- City Attorney shall:
  - Review and approve all projects to be financed to ensure compliance with local and state laws, IRS regulations, and PBU percentage limitations.
- Director of Finance and Controller shall:
  - Participate in the planning and developing of financing recommendations as needed.

- Provide short-term and long-term impact analysis of debt service costs on the City’s operating budget and enterprise funds during the annual budget process, debt issuance process, and as required by credit rating agencies.
- Provide projections of ad valorem tax rate.
- Director of Engineering and Director of Public Works shall:
  - Prepare a five-year CIP in compliance with the City Charter including projected cost, timing of capital expenditures, and sources of funds for the projects.
  - The CIP should be provided to the CFO, Finance Director and City Treasurer as needed to plan capital needs for budget, bond issuance and bond referendum purposes.
- City Council may:
  - Order bond elections to authorize future bond issuance in accordance with the City’s capital plan.
  - Approve and issue indebtedness, by ordinance, which may include delegating the authority for issuance of such indebtedness (to the extent allowed by law) to the City Manager, CFO, or designees.
  - Approve budgets sufficient to provide for timely payment of principal and interest on all City indebtedness and provide the necessary sinking fund required by law on all outstanding debt obligations of the City.

## 3.2 General Obligation (G.O.) Bond Elections

### 3.2.1 Bond elections may:

- Be held when an estimated one (1) or two (2) year capacity of authorized unissued bonds remain, unless there is a compelling reason to accelerate or delay bond election timing as a result of changes to the CIP or other market considerations.
- Not exceed the City’s estimated ability to issue said bonds within a normal five (5)-year period and ensure tax rate and utility service fee affordability.
- Be coordinated by the City Treasurer in conjunction, with the CFO, Director of Engineering, City Secretary, Marketing Department, Capital Improvements Plan Advisory Committee (CIPAC), and Bond Counsel.
  - The CFO shall:
    - Approve the bond election capacity.
    - Approve all projects to be included in the bond election to ensure compliance with IRS regulations and PBU percentage limitations.
    - Coordinate, in conjunction with the Director of Engineering, CIPAC meetings as needed.
    - Ensure capital project analysis needs and status reports are provided as needed.
  - City Treasurer shall:
    - Provide financial modeling and debt capacity projections to determine bond capacity for upcoming bond elections.
    - Review all projects to be included in the bond election to ensure compliance with IRS regulations and PBU percentage limitations.

- Act as liaison to City Secretary, Bond Counsel, and the City’s Marketing Department.
- City Secretary shall:
  - Ensure Council-approved elections are called.
  - Post all required publications and notices.
  - File required election documents.
  - Ensure results are canvassed.
  - Provide documentation to the City Treasurer and Bond Counsel, as required by the Attorney General’s Office.
- The Director of Engineering and the Director of Public Works shall:
  - Coordinate, in conjunction with the CFO, CIPAC meetings as needed.
  - Provide capital project analysis needs and status reports as required.
  - Provide a list of proposed bond projects in compliance with the City Charter for upcoming bond elections previously approved by the CFO and City Attorney.
  - Present proposed projects to CIPAC and facilitate prioritization.
  - Provide a final list of CIPAC-recommended bond projects to the Council for approval of a bond election.
- CIPAC shall:
  - Advise and assist the City Council in developing the annual CIP and bond referendum master plan.
- Bond Counsel shall:
  - Be responsible for drafting bond related documents, including ordinances, election notices, and referendum propositions.
  - Submit required documentation for each issue of bonds or other public securities to the Attorney General’s Office for review and approval.

## 4. DEBT MANAGEMENT AND LIMITS

### 4.1 Net Direct Debt Management Limits

- 4.1.1 Net direct debt is the City’s long-term obligations supported by ad valorem tax revenues. Debt supported with a pledge of non-tax revenue sources is excluded from this definition, even if such debt is secured by ad valorem taxes.
- 4.1.2 Levy of ad valorem to pay for net direct debt shall comply with federal and state regulations.
  - Article 11, Section 5, of the Texas Constitution limits the City’s maximum ad valorem tax rate to \$2.50 per \$100 of taxable assessed valuation.
  - Administratively, the state Attorney General will permit allocation of \$1.50 of the \$2.50 maximum tax rate for all debt service on ad valorem tax-supported debt, as calculated at the time of issuance.
- 4.1.3 Net direct debt service shall:
  - Not exceed forty percent (40%) of the ad valorem tax levy annually.



- Be monitored towards a goal of twenty to thirty percent (20 – 30%) of operating revenues to ensure expenditure flexibility for the City.
- 4.1.4 Total net direct debt shall not exceed two percent (2%) of ad valorem taxable assessed valuation to ensure taxpayer affordability. Total net direct debt excludes debt of overlapping jurisdictions.
- 4.1.5 The General Obligation Debt Service Fund shall maintain at least within the range of twelve point three percent (12.3%) to twenty percent (20%) fund balance of the total annual general obligation debt service requirements to ensure the City’s ability to meet debt service payments. The interest and sinking fund will be included as part of the Debt Service Fund minimum required balance.
  - The interest and sinking fund shall be depleted at least once a year (on each August 15), except for a reasonable carryover amount not expected to exceed the greater of one year’s earnings on that fund or 1/12th of the annual debt service on the outstanding bonds. The interest and sinking fund shall be used primarily to achieve a proper matching of revenues of the City and debt service.

## 4.2 Waterworks and Sewer Systems Revenue Bonds Debt Management Limits

- 4.2.1 The Water and Sewer Systems (the “System”) revenue debt service fund shall maintain at least the average annual debt service of all revenue bonds secured by the net revenues of the System, where:
  - Net revenues are defined to include the gross revenues of the System, consisting of all income, receipts and revenues of every nature derived or received from the operation and ownership (excluding refundable meter deposits, restricted gifts, and grants in aid of construction) of the System, including earnings and income derived from the investment or deposit of moneys in any special funds or accounts created and established for the payment and security of the bonds similarly secured and other obligations payable solely from and secured only by a lien on and pledge of the net revenues, less the maintenance and operating expenses of the System.
  - Maintenance and operating expenses include contractual payments which under Texas laws and its provisions are established as operating expenses and which therefore have a senior right to payment from the gross revenues to the pledge that secures the payment of the bonds similarly secured.
- 4.2.2 Water and Sewer Systems Revenue bonds shall only be issued when the net earnings of the System for the last completed fiscal year or for twelve (12) consecutive months out of the fifteen (15) months preceding the adoption of the ordinance authorizing the issuance of new bonds, are at least equal to:
  - 1.25 times the average annual debt service for all bonds similarly secured to be outstanding after giving effect to the issuance of the new bonds then being issued.
  - 1.10 times the maximum annual debt service payments to be paid in a fiscal year for the bonds similarly secured to be outstanding after giving effect to the issuance of the new bonds then being issued.
- 4.2.3 City will fix, maintain, charge, and collect rates and fees for services rendered by the System which shall produce gross revenue in each fiscal year sufficient to:
  - Pay all necessary and reasonable maintenance and operating expenses of the System.
  - Produce net revenues sufficient to pay the principal of and interest on the bonds similarly secured and the amounts required to be deposited in any reserve or contingency fund created for the payment and security of the bonds similarly secured, and other obligations or evidence of indebtedness issued or incurred that are payable only from and secured solely by a lien on and pledge of the net revenues of the System.

- Produce net revenues equal to at least 1.20 times the average annual debt service for the bonds similarly secured and outstanding.

## 4.3 Redemptions, Defeasance and Refunding of Obligations

4.3.1 The City shall consider refunding, redeeming, or defeasing outstanding obligations to:

- Reduce the amount of debt outstanding if resources are available.
- Generate interest savings.
- Restructure debt service and eliminate covenants.
- Manage the General Fund cash or tax levy.
- As a guideline, unless a refunding is being evaluated to restructure debt service or for other non-economic reasons, a current refunding should only be considered if such transaction is expected to generate net present value savings. An advance or forward refunding should only be considered if such a transaction is expected to generate net present value savings in excess of three percent (3%) of the refunded bonds.

4.3.2 The City shall perform an analysis to determine the best financial outcome for the City. The following information should be considered:

- Projected or targeted savings stated as:
  - An annual amount each year.
  - A net present value amount.
  - Net present value as a percentage of refunded par of bonds.
- Cost of issuance impact on savings.

## 5. DEBT STRUCTURING

5.1 The City shall:

- Issue short-term and long-term debt in compliance with this Policy.
- Not enter into a financing commitment without prior approval by the City Council, based upon the recommendation of the CFO.
- Not enter into any debt swap or derivatives contracts.

### 5.2 Short-Term Debt

5.2.1 Short-term obligations shall:

- Be used to finance only projects or portions of projects for which the City ultimately intends to issue long term debt (interim financing) to decrease issuance and interest costs.
- Be used to take advantage of short-term interest rates in a market where long-term rates are expected to decline soon.
- Be backed with a tax or revenue pledge, or a pledge of other existing and available resources.

- Be used to finance assets with a short-term useful life. If short-term useful life assets are financed concurrently with long-term debt to provide for transaction efficiencies, the portion of bonds issued for short-term purposes shall not exceed the useful life of the financed asset when combined with the long-term debt replacement. The final bond numbers provided by the City's Municipal Advisor shall clearly demonstrate the breakout of short-term and long-term financing components.

## 5.3 Long-Term Debt

### 5.3.1 Long-term debt shall not be used for current operations except for:

- Certain operational costs, such as engineering or architectural design, as required for a new facility's construction.
- Initial outlays for equipment, fixtures, and furniture required for a new facility construction, major renovation of a facility, or tear down and rebuild of a facility.
- For legal and fiscal fees associated with bond issue.

### 5.3.2 Long-Term debt shall:

- Only finance projects or needs identified in the CIP.
- Be issued as tax-exempt debt to reduce costs when possible.
  - Taxable debt shall be issued in consultation with the Municipal Advisor and Bond Counsel when it provides flexibility in user and management contracts of the financed property or facility and refunding opportunities not available with tax-exempt debt.
- Not exceed thirty (30) years, with the life of the asset to be equal or greater to the last maturity of the debt issue.
- Be issued primarily as fixed rate bonds to protect the City against interest rate risk.
  - Variable rate bonds shall be issued in consultation with the Municipal Advisor and only if market conditions warrant consideration of such a structure. Variable rate debt shall be used judiciously and shall not exceed fifteen percent (15%) of total City debt.
- Be issued with call or redemption options in consultation with the Municipal Advisor or Underwriter as a tool to manage the City's debt portfolio to create future financial flexibility and to take advantage of market conditions.
- Be issued with principal and interest payment structured to achieve level debt service payments with payment dates similar to other bond series but may vary if beneficial for the City to manage debt service, credit rating, and tax burden.
- Be issued when reasonable expectations exist that proceeds will be utilized within the three (3) to five (5) year period established by IRS regulations and Internal Revenue Code Section 148.

### 5.3.3 The City shall adopt a resolution of intent to reimburse expenditures related to capital projects with proceeds of an obligation that will be issued in the following year if circumstances require advanced funding.

### 5.3.4 The City may issue the following long-term obligations:

- Bonds.
- Certificates of Obligation
- Anticipation Notes.

## 5.3.5 Bonds

- Bonds shall:
  - Be the preferred method to fund capital projects.
  - Be used only for projects clearly benefiting the broad public interest and identified in the capital improvements plan.
- General Obligation bonds shall be issued when approved by a majority of qualified electors voting, unless the G.O. bonds are being issued to refund a prior issue.
- Revenue Bonds shall be issued in response to public needs without voter authorization.

## 5.3.6 Certificates of Obligations

- Certificates of Obligations shall not be used to pay a contractual obligation to be incurred if a bond proposition to authorize the issuance of bonds for the same purpose was submitted to the voters during the preceding five (5) years and was not approved.
- Certificates of Obligations shall be used for capital projects or capital expenditures that meet the criteria below and when financing with pay-as-you-go funds by the City is not possible:
  - Capital projects or capital expenditures that are legally required, and penalties or fines could be imposed on the City if the project is not completed by the imposed deadline.
  - Capital projects or capital expenditures for the health, safety, and welfare of the citizens that are urgent and unanticipated.

## 5.3.7 Anticipation Notes

- Anticipation Notes shall not be issued to pay a contractual obligation to be incurred if a bond proposition to authorized bonds for the same purpose was submitted to the voters during the preceding five years and was not approved, except if the City is issuing the note for:
  - A case of public calamity to act to promptly relieve the necessity of the residents or preserve the property of the City;
  - A case to preserve or protect the public health of the residents;
  - A case of unforeseen damage to public machinery, equipment, or other property;
  - Cleanup, mitigation, or remediation of a natural disaster; or
  - Complying with a federal court order, with a state or federal law, rule, or regulation if the City has been officially notified of noncompliance with law, rule, or regulation.
- Anticipation Notes shall be authorized:
  - By Council pursuant to an ordinance. Anticipation Notes allow municipalities to issue debt without notice of intent.
  - To finance projects or acquisitions that could also be financed with Certificates of Obligation, General Obligation Bonds, and Revenue Bonds.
- Anticipation Notes shall be used when:
  - The need for financing is so urgent that time does not permit the issuance of long-term debt.

- The need for financing is so small that the total cost of issuance of long-term debt including carrying costs of debt proceeds not needed immediately is significantly higher.
- Secured and repaid by a singular pledge of revenue, taxes, or the proceeds of a future debt issue.
- Matured before the seventh (7<sup>th</sup>) anniversary of the date the Attorney General approves the issue.
- Repaying interfund borrowing or a borrowing that occurred twenty-four (24) months prior to the date of issuance.

### 5.3.8 Capital Leasing

- Capital leasing shall comply with the City's Capital Leasing Procedures.

## 6. Method of Sale

6.1 The City shall use several methods of debt issuance, including competitive, negotiated, and private placement.

- The City intends to use a rotation of competitive and negotiated bond sales for its long-term debt issuances.

6.2 The City, in consultation with the Municipal Advisor, shall consider the following factors when determining a method of sale:

- Market conditions (interest rate environment and investor demand).
- Structure of the financing, including security, covenants, pledged revenue, and investor familiarity with the transaction.
- Size and complexity of the bond issue.
- Credit quality and bond ratings of the issue.

6.3 The City shall consider a private placement structure if it is cost beneficial and / or provides superior transaction efficiency for the City in consultation with the Municipal Advisor.

## 7. Outside Professional Services

### 7.1 Municipal Advisor

7.1.1 The Municipal Advisor shall be recommended by the CFO and City Treasurer, and appointed by the City Council, in compliance with applicable laws and City policies.

7.1.2 The Municipal Advisor shall:

- Be qualified under the rules of the Municipal Securities Rulemaking Board (MSRB) and comply with all rules and regulations promulgated by Securities and Exchange Commission (SEC).
- Have documented experience in providing municipal advisory services for governments similar to the City.
- Provide confirmation and proof of registration with the SEC.

- Provide written confirmation of financial fiduciary responsibility to the City and disclose all relationships to any other transaction participant outside the transaction that could give the rise to, or the appearance of, a conflict of interest.

## 7.2 Bond Counsel

7.2.1 Bond Counsel shall be employed by the City Attorney, in compliance with the City Charter, based upon the recommendation of the CFO and City Treasurer, in compliance with applicable laws and City policies.

7.2.2 Bond Counsel shall:

- Provide a written opinion on all debt issued by the City affirming that the City is authorized to issue the debt and that all statutory requirements have been met.
- Be retained prior to any formal action on the transaction and have documented legal experience and expertise in the area of municipal finance.
- Disclose all relationships to any other transaction participant outside the transaction that could give the rise to, or the appearance of, a conflict of interest of Bond Counsel.

## 7.3 Underwriter

7.3.1 In a negotiated bond sale, the Underwriter team shall be appointed by the CFO and City Treasurer in consultation with the City's Municipal Advisor using the following criteria:

- Participation (number of bids) in prior City of Carrollton competitive bond sales.
- Competitiveness (ranking among all bids) of submitted bids in prior competitive bond sales.
- Relevant experience, familiarity with the markets, the obligations' structure, and debt covenants.
- Market penetration.
- References.

7.3.2 The Underwriter shall:

- Not serve as the Municipal Advisor to the City in the same transaction as set forth in the MSRB Rule G-17.
- Disclose all relationships to any other transaction participant outside the transaction that could give the rise to, or the appearance of, a conflict of interest.

## 7.4 Other Service Providers

7.4.1 Professional services such as verification agent, escrow agent, and / or arbitrage compliance specialist shall be appointed by the CFO and City Treasurer in consultation with the City's Municipal Advisor.

7.4.2 Professional services providers shall:

- Have documented experience related to debt with similar structure and for governments similar to the City.
- Disclose all relationships to any other transaction participant outside the transaction that could give the rise to, or the appearance of, a conflict of interest.

## 8. Issuance and Post-Issuance Compliance

8.1 This Policy and the City's Issuance Procedures will serve as a guide to ensure compliance with all applicable federal and state laws and regulations, SEC regulations, and bond covenants.

8.2 The City shall always retain the services of Bond Counsel and qualified Arbitrage Compliance Specialists.

### 8.3 Compliance Officer and Responsibilities

8.3.1 The Chief Financial Officer has been designated as the Compliance Officer for all City of Carrollton outstanding bonds.

8.3.2 The Compliance Officer shall:

- Remain responsible for all issuance and post-issuance compliance activities but shall designate by title the positions to undertake certain required activities in this Policy and the City's Issuance Procedures.
- The Compliance Officer shall consult with the appropriate personnel, including the City Attorney, Bond Counsel, and Arbitrage Compliance Specialist, prior to responding to regulatory inquiries and / or audit of existing obligations.

### 8.4 Debt Service Payments

8.4.1 The City Treasurer shall be responsible for paying all short - and long-term debt principal and interest payments in a timely and accurate manner.

### 8.5 Investment of Bond Proceeds

8.5.1 The City Treasurer shall:

- Receive any bond proceeds on behalf of the City and ensure they are invested in accordance with Bond Documents, the City's Investment Policy, and any applicable state and federal laws.
- Provide direction and manage the length of time the bond proceeds are to be invested.

### 8.6 Issuance and Post-Issuance Debt Disclosures and Reporting

8.6.1 The City shall comply with all disclosures, continuing disclosures, and reporting requirements in accordance with:

- SEC Rule 15c2-12.
- Federal law, state law, and state transparency certification rules and guidelines.
- Agreements that it has entered or will enter in connection with debt issuance.
- This Policy and the City's Issuance Procedures.

8.6.2 Financial information posted on City's website or media shall:

- Be reviewed and approved by the Compliance Officer or designees to ensure accuracy, consistency, and completeness of the information.
  - No financial information shall be released without express approval of the Compliance Officer or designees, except as required by law.

- Be accompanied by the following disclaimers:
  - “Unaudited” if the information, data, or reports have not been audited by the City’s external auditors.
  - This document and the information contained herein is not intended and shall not be used, or construed, as an offer to sell securities or as solicitation of an offer to buy securities. The information contained in this document is provided for general informational purposes only, is limited in scope and is not intended to contain all information that may be material to an investment decision concerning bonds, notes or other obligations of the City of Carrollton, TX (City) or any City enterprise, instrumentality, or related entity. No person should make an investment decision in reliance on the information contained herein. The information contained in this document has been obtained from City records and resources and other sources believed by the City to be reliable, but such information is not guaranteed. Any financial information contained in this document speaks only as of the date of the report or other source from which such information was obtained. The City undertakes no obligation to update any information included in this document. Information, estimates and expressions of opinion contained in this document are subject to change without notice and the inclusion of such information in this document does not imply that there has been no change in such information or the affairs of the City since the date of the report or other source from which such information, estimate or expression of opinion was obtained or the date of this document. No assumption should be made that any information has been updated beyond the date of the report or other source from which such information was obtained unless this document expressly states that such information constitutes an update of such information. This document includes forward-looking statements. Any forward-looking statement speaks only as of the date on which such statement is made, and the City does not undertake any obligation to update any forward-looking statement to reflect events or circumstances, including unanticipated events, after the date on which such statement is made. New factors emerge from time to time, and it is not possible for City staff to predict all of such factors, nor can City staff assess the impact of each such factor on the City’s operations or the extent to which any factor, or combination of factors, may cause actual results to differ materially from those expressed or implied in this forward-looking statement. The information in this document is not intended to replace any information or consultation provided by a professional financial advisor.

### 8.6.3 The Compliance Officer shall ensure:

- The Disclosure Group performs the duties established in these Policy and Issuance Procedures.
  - The Disclosure Group shall be comprised of the CFO, City Attorney, Director of Finance, Controller and City Treasurer.
- All sources of information, review notes, discussions, and disclosure decisions are properly documented and retained for future use or reference. This requirement includes items related to the Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR), Adopted Annual Budget (Budget), and any disclosure documents including bond official statements, the Debt Credit Rating Agency Briefing Book, credit rating agency meetings and communications, press releases, investor communication, and required continuing disclosures (Disclosure Documents).
- All continuing disclosures and reporting are done in accordance with federal laws and this Policy.

### 8.6.4 The Disclosure Group shall ensure the activities below are performed in accordance with this Policy and the Issuance Procedures:



- Review of the ACFR, PAFR, and Budget to identify potential disclosure items by critically analyzing all financial, legal, regulatory, social, macroeconomic, and microeconomic events that could potentially impact the financial condition of the City and determine if disclosure is required.
- Review in advance the information included in the Disclosure Documents in a critical manner and not as a mechanical insertion of more current numbers to ensure all material disclosures are included.
- Consider and determine, on a periodic basis, the materiality and scope of information related to the City's disclosure requirements.
- Review all disclosures to ensure clarity, conciseness, materiality, and accuracy.
- Provide approval in writing of the ACFR, PAFR, and Disclosure Documents prior to public releasing.

## 8.7 **Issuance and Post-Tax Issuance Compliance**

- 8.7.1 The City shall comply with all applicable requirements of federal and state tax laws and regulations related to documentation and filing, yield restriction limitations, arbitrage rebate, use of proceeds, use of financed project limitations, and recordkeeping.
- 8.7.2 The City shall retain the services of a qualified Arbitrage Compliance Specialist to assist in monitoring the compliance of its existing obligations with the rebate and yield restriction requirements of Section 148 of the Internal Revenue Code.
- 8.7.3 The Compliance Officer shall ensure duties related to issuance and post-tax issuance compliance established in this Policy and Issuance Procedures are performed:
- The City Treasurer is responsible for:
    - Monitoring of the use of facilities and property financed with bond proceeds to ensure compliance with federal tax laws and bond covenants.
    - Ensuring timely filing of Form 8038 by Bond Counsel after the issuance of the obligations.
    - Ensuring the timely completion of arbitrage yield restriction, rebate calculations and filings for each issue of bonds, and if applicable, the timely payment of yield reduction payments and / or rebate.
  - The Capital Program Administrator, head of the department responsible for the project allocated to bond proceeds, is responsible for:
    - Certifying their understanding and compliance with this Policy and the Issuance Procedures at the time of bond funds allocation and on an annual basis.
    - Planning, monitoring, and executing the CIP to ensure timely and adequate allocation of capital and bond proceeds to support compliance with federal tax laws.
    - Ensuring all agreements or contracts related to bond-financed facilities or property for total or partial management and administration of the facility or property, partial or total lease or licensing of the facility, sale of land, facilities or property, and other arrangements are reviewed and approved by the City Attorney, the Compliance Officer, and City Treasurer prior to execution.
    - Monitoring and reporting to the City Treasurer of any changes on the use of facilities or property financed with bond proceeds at the moment they are identified.

- The Director of Finance and Controller (or designees) are responsible for:
  - Establishing accounting procedures to ensure all financial transactions related to the allocation of bond proceeds, financed facilities or property, sources of funding, and investment of bond proceeds are timely and accurately recorded to ensure compliance with arbitrage and other tax law requirements.
  - Ensuring all financial transactions related to the allocation of bond proceeds are consistent with the purpose for which each bond issue was undertaken and in compliance with arbitrage and other tax law requirements.
  - Providing required financial information, reconciliations, and reports in a timely, accurate, and complete manner to develop all the calculations used to determine compliance with arbitrage and other tax law requirements annually, or as required by the Arbitrage Compliance Specialist.

## 8.8 Compliance Reviews and Corrective Action

8.8.1 The City Treasurer, under the supervision of the Compliance Officer, shall conduct post-issuance compliance reviews of each outstanding obligation issued by the City in accordance with this Policy and the Issuance Procedures:

- At least annually.
- At the time of any change in use of any facilities or property financed with bond proceeds.
- At the time of the occurrence or non-occurrence of any other event that could affect the tax status of the bonds as indicated in the tax certificate.

8.8.2 Annual reviews will focus on:

- The status of the proceeds of outstanding tax-exempt obligations at the end of the preceding fiscal year.
- The current use of financed facilities or property with proceeds of outstanding tax-exempt obligations and any events that occurred in the preceding fiscal year.
- The compliance of required continuing and material event disclosures for outstanding obligations issued by the City in the preceding fiscal year.

8.8.3 If any event of non-compliance is identified, the Compliance Officer, or designee, shall consult with the City Attorney and Bond Counsel as to the appropriate action to be taken to remedy the non-compliance, including payment of late payment interest, penalties on rebate, and yield reduction payments.

## 8.9 Records Retention

8.9.1 The City Treasurer is responsible for the retention of all documents related to debt issuance, compliance with federal tax regulations, post-issuance disclosures, and the City's Issuance Procedures to demonstrate City's compliance with all requirements of state and federal laws.

8.9.2 The Director of Finance and Controller are responsible for: recording and keeping records of all financial transactions related to the City's debt issuance including debt proceeds, discount, premium, refunding, debt services, bond proceeds allocation, and bond proceeds investments in accordance to accounting principles.

8.9.3 Records shall be kept in accordance with the [Texas State Library and Archives Commission Schedule](#).

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## 9. Training

- 9.1 The Compliance Officer, City Treasurer, Director of Finance, Controller, or designees shall attend post-issuance compliance training organized by the City's Municipal Advisor, Bond Counsel and Arbitrage Compliance Specialist, the IRS, National Association of Bond Lawyers, Government Finance officers Associations, or similar organizations at least once every two (2) years.

## 10. Other

- 10.1 This Policy and related procedures should be reviewed annually or as required by changes in federal, state, and local laws and regulations by the Compliance Officer, or designee. Any recommended changes shall be presented to the City Council for approval.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6970

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*28.

**CC MEETING:** November 19, 2024

**DATE:** November 5, 2024

**TO:** Erin Rinehart, City Manager

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

Consider A **Resolution Casting The City Of Carrollton's Vote For A Member Of The Board Of Directors For The Collin Central Appraisal District.**

### **BACKGROUND:**

The Property Tax Code, Section 6.0301 requires an election of members to the Board of Directors of an Appraisal District. There are fourteen (14) nominees for the member position for the Collin Central Appraisal District (CAD) Board of Directors. Each entity is required to vote by official ballot resolution no later than December 15, 2024. The City of Carrollton is allowed one (1) vote.

The City of Carrollton did not nominate a candidate for the Collin County Appraisal District Board of Directors.

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

By casting its vote for the Central Appraisal Board of Directors, it allows for representation of the City of Carrollton's residents and businesses to ensure our tax base continues to grow appropriately.

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

To pass a resolution to cast a vote in the election of the suburban cities' member of the Board of Directors of the Collin Central Appraisal District.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, CASTING ITS VOTE FOR THE BOARD OF DIRECTORS OF THE COLLIN CENTRAL APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Carrollton, Texas (“City”) is a member of the Collin Central Appraisal District and is entitled to cast its vote by an official resolution for membership in the election for the Board of Directors; and

**WHEREAS**, the City must submit its vote, by written resolution, to the Chief Appraiser before December 15, 2024; and

**WHEREAS**, the City Council of the City (“City Council”), has determined that it is in the best interest of the citizens of the City to cast its one (1) vote for the Board of Directors of the Collin Central Appraisal District.

**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 copied in their entirety.

**SECTION 2**

The City Council does hereby confirm its one (1) vote for the election of \_\_\_\_\_ for the Board of Directors of the Collin Central Appraisal District.

**SECTION 3**

This Resolution shall take effect upon passage.

**DULY PASSED AND APPROVED** this 19<sup>th</sup> day of November, 2024.

**CITY OF CARROLLTON, TEXAS**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Melissa Everett, Finance Director



**Agenda Memo**  
**File Number: 6971**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*29.

**CC MEETING: November 19, 2024**

**DATE:** November 5, 2024

**TO:** Erin Rinehart, City Manager

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

Consider A **Resolution Casting The City Of Carrollton’s Votes For A Member Of The Board Of Directors For The Denton Central Appraisal District.**

**BACKGROUND:**

The Property Tax Code, Section 6.0301 requires an election of members to the Board of Directors of an appraisal district be conducted in odd numbered years. The term of office is four years, beginning in even numbered years. For this term, there are 15 nominees for the member position for the Denton Central Appraisal District (CAD) Board of Directors. Each entity is required to vote by official ballot resolution no later than December 15, 2024. The City of Carrollton is allowed 117 votes for this process.

The City of Carrollton nominated Mike Hennefer to be a member of the Board of Directors for the Denton Central Appraisal District.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

By casting its vote for the Central Appraisal Board of Directors, it allows for a representation of the City of Carrollton’s residents and businesses to ensure our tax base continues to grow appropriately.

**STAFF RECOMMENDATION/ACTION DESIRED:**

To pass a resolution to cast a vote in the election of the suburban cities’ member of the Board of Directors of the Denton Central Appraisal District.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, CASTING ITS VOTES FOR THE BOARD OF DIRECTORS OF THE DENTON CENTRAL APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Carrollton, Texas (“City”) is a member of the Denton Central Appraisal District and is entitled to cast its votes by an official resolution for membership in the election for the Board of Directors; and

**WHEREAS**, the City must submit its votes, by written resolution, to the Chief Appraiser before December 15, 2024; and

**WHEREAS**, the City Council of the City (“City Council”), has determined that it is in the best interest of the citizens of the City to cast its 117 votes for the Board of Directors of the Denton Central Appraisal District.

**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 copied in their entirety.

**SECTION 2**

The City Council does hereby confirm its 117 votes for the election of Mike Hennefer for the Board of Directors of the Denton Central Appraisal District.

**SECTION 3**

This Resolution shall take effect upon passage.



**DULY PASSED AND APPROVED** this 19<sup>th</sup> day of November, 2024.

**CITY OF CARROLLTON, TEXAS**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Melissa Everett, Finance Director



**Agenda Memo**  
**File Number: 6977**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*30.

**CC MEETING: November 19, 2024**

**DATE:** November 5, 2024

**TO:** Erin Rinehart, City Manager

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

**Consider A Resolution Casting The City Of Carrollton’s Votes For A Member Of The Board Of Directors For The Dallas Central Appraisal District.**

**BACKGROUND:**

The Property Tax Code, Section 6.0301 requires an election of members to the Board of Directors of an appraisal district. There are now nine members of a board of directors, five are appointed by the taxing units of a specific district, and three are at-large based on a majority vote, and the final member is the county assessor-collector. The term of office is four years, beginning in even numbered years. Candidates must receive a majority vote in order to be elected to the Board of Directors. Each entity is required to vote by official ballot resolution no later than December 15, 2024. The City of Carrollton has 35 votes and those votes can be distributed amongst the candidates as agreed upon by Council.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

By casting its votes for the Central Appraisal Board of Directors, it allows for representation of the City of Carrollton’s residents and businesses to ensure our tax base continues to grow appropriately.

**STAFF RECOMMENDATION/ACTION DESIRED:**

By casting its votes for the Central Appraisal Board of Directors, it allows for representation of the City of Carrollton’s residents and businesses to ensure our tax base continues to grow appropriately.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, CASTING ITS VOTES FOR THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Carrollton, Texas (“City”) is a member of the Dallas Central Appraisal District and is entitled to cast its votes by an official resolution for membership in the election for the Board of Directors; and

**WHEREAS**, the City must submit its votes, by written resolution, to the Chief Appraiser before December 15, 2024; and

**WHEREAS**, the City Council of the City (“City Council”), has determined that it is in the best interest of the citizens of the City to cast its thirty-five (35) votes for the Board of Directors of the Dallas Central Appraisal District.

**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 copied in their entirety.

**SECTION 2**

The City Council does hereby confirm its thirty-five (35) votes for the election of \_\_\_\_\_ for the Board of Directors of the Dallas Central Appraisal District.

**SECTION 3**

This Resolution shall take effect upon passage.

**DULY PASSED AND APPROVED** this 19<sup>th</sup> day of November, 2024.

**CITY OF CARROLLTON, TEXAS**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Melissa Everett, Finance Director



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 6972

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**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*31.

**CC MEETING:** November 19, 2024

**DATE:** November 13, 2024

**TO:** Erin Rinehart, City Manager

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

Consider A **Resolution Adopting The 2024-2025 Legislative Agenda For The 89th Texas State Legislative Session.**

**BACKGROUND:**

The purpose of this item is to approve the legislative priorities for the City of Carrollton, TX for the 89th Texas State Legislative Session. These priorities will help guide the City's legislative consultant, staff, and elected officials in communicating the City's priorities to its State representatives.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends approving the Resolution as attached.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ADOPTING THE 2024-2025 LEGISLATIVE AGENDA FOR THE 89<sup>TH</sup> TEXAS STATE LEGISLATIVE SESSION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the 89<sup>th</sup> Session of the Texas State Legislature will convene on January 14, 2025, with pre-filing of legislation beginning on November 11, 2024; and

**WHEREAS**, many important legislative issues affecting municipal operations will be considered by the Texas Legislature; and

**WHEREAS**, the City Council desires to express its interests and concerns in legislative issues before the Texas Legislature by adopting a legislative program;

**NOW, THEREFORE, BE IT RESOLVED BY THE 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 Council hereby adopts the City of Carrollton, TX 2024-2025 Legislative Agenda for the 89<sup>th</sup> Texas State Legislative Session.

**SECTION 3**

The City's legislative consultant as well as City staff designed by the City Manager are directed to communicate the items included in the Legislative Program to members of the Texas Legislature.

**SECTION 4**

A substantial copy of the City of Carrollton, TX 2024-2025 Legislative Agenda is attached hereto and may be amended from time to time by Resolution of the City Council.

**SECTION 5**

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

Resolution No. \_\_\_\_\_

**SECTION 5**

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

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas  
this 19<sup>th</sup> day of November, 2024.

**ATTEST:**

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

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

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

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

\_\_\_\_\_  
Krystle Boise, Strategic Services Director

**2024-2025 City of Carrollton, TX  
Legislative Agenda**

The following Legislative Agenda represents the City of Carrollton, Texas' legislative initiatives and priorities for the 89<sup>th</sup> Texas Legislative Session. The City of Carrollton's vision is to be the community that families and businesses want to call home. In order to achieve that vision, the City is committed to providing high-quality, cost-conscious municipal services to its residents, businesses, stakeholders, and visitors.

The fundamental purpose of this Legislative Agenda is to yield positive results for the City of Carrollton and its constituency. Regularly, legislative policies and proposals possess the capabilities to significantly impact Carrollton's ability to perform its overall mission and execute our strategic goals. Therefore, taking a proactive measure in engaging and examining both state and Federal Legislatures on suggested policy proposals and funding opportunities is imperative to safeguard Carrollton's community.

**Municipal Authority**

Cities are recognized as the level of government closest to the constituency it serves. As such, decision-making should be placed under the jurisdiction of the municipal level whenever reasonable. It is the City of Carrollton's priority to maintain its authority to respond to community needs effectively. Therefore, the City of Carrollton will:

- Oppose legislation that erodes the authority of Home Rule municipalities.
- Oppose legislation that limits or removes the tax exemption for municipal bonds.
- Oppose legislation that poses a detrimental effect on quality of life, health, welfare, and safety for Carrollton residents.
- Support legislation that safeguards fair and equitable assessments and taxation of all real property.
- Support legislation defending the ability of local government officials to utilize municipal funds to communicate with lawmakers and state entities on issues pertaining to public interest, including payment of membership dues to entities that hire legislative consultants.

**Fiscal Stewardship**

The City of Carrollton remains committed to fiscal responsibility and transparency through cautious financial policies and fiscal practices. Furthermore, the quality of life for Carrollton residents is directly impacted by the municipal services the City provides with revenues acquired. Therefore, it is the position of the City to protect revenues to remain in



Carrollton and not be diverted towards external entities. Therefore, the City of Carrollton will:

- Oppose legislation that imposes additional revenue caps or tax caps of any kind that restrict the City's ability to generate the revenue required to provide the high level of municipal services that are expected by Carrollton residents.
- Oppose legislation that would expand the use of destination sourcing sales and use tax collections as well as legislation that creates new sales tax exemptions or expand current exemptions.
- Oppose legislation that potentially affects the City of Carrollton's AAA+ stable bond rating in a detrimental manner.
- Oppose legislation that negatively impacts the City of Carrollton's ad valorem property tax roll for the benefit of outside parties.
- Support legislation that reinforces the financial security and health of the Texas Municipal Retirement System (TMRS).

### **Public Safety**

The City of Carrollton supports legislative efforts from the State and Federal government that enhances the ability for public safety officials to protect and serve the community. The City's top priority is community safety, investing in police, fire, and emergency management to promote the security for our constituency. The City also defends statewide endeavors to guarantee criminals are efficiently and effectively processed through the judicial system. Therefore, the City of Carrollton will:

- Oppose legislation that will be detrimental to police officer safety or to their ability to effectively reduce and fight criminal activity.
- Oppose legislation that would decriminalize marijuana.
- Support legislation that would increase and expand the efforts of law enforcement officials mitigating the negative impacts of the opioid crisis.
- Support funding for training for law enforcement and fire departments.
- Support legislation for funding school safety measures such as school resource officers.

### **Environmental Protection**

The City of Carrollton is committed to environmental quality through parks, water conservation, and community engagement programs. The City supports laws that expand funding for local parks and streamline the process for water resource development. With properly maintained parks, the City of Carrollton stands to benefit from an economic perspective, as well as stronger quality of life for residents. Therefore, the City of Carrollton will:

- Support legislation and funding of programs that address the protection of our environment for the safety and welfare of our citizens.
- Support legislation that provides sufficient state funding to assist municipalities with the maintenance and operations of state parks and recreation spaces.
- Support instituting and administering water conservation measures at the local level as opposed to the state or federal level.

### **Transportation, Economic Development & Land Use**

The City of Carrollton is the City *Where Connections Happen*. Carrollton is committed to enhancing the transportation infrastructure to ensure safe, efficient, and sustainable mobility for our residents and visitors. Furthermore, Carrollton realizes economic development is crucial for prosperity and growth. The city places emphasis on fostering a vibrant economic landscape that supports businesses, creates jobs and enhances the quality of life for our residents. Therefore, the City of Carrollton will:

- Oppose legislation that erodes municipal authority for studying, adopting, and executing ordinances that regulate traffic commands and security in communities.
- Oppose legislation which inhibits the City's capacity to oversee and manage its taxpayer invested rights-of-way and public infrastructure.
- Oppose legislation that prevents or erodes the City's authority pertaining to land use and zoning, local amendments to building codes, building permit fees, short-term rentals, and eminent domain.
- Support legislation related to the Transit 2.0 Initiative as led by the North Central Texas Council of Governments Regional Transportation Council.
- Support existing economic development tools accessible to cities so Texas cities are afforded the opportunity to remain competitive with municipalities outside the state.
- Support legislation and programs that help municipalities attract and retain new and existing businesses.
- Support legislation that promotes new and innovative financing tools that would leverage state funds to create jobs.
- Support legislation that promotes efforts to expand reliable and affordable access to broadband internet in communities underserved to augment public education.
- Support legislation that adds the City of Carrollton to the list of cities that may use funding mechanisms from the Qualified Hotel Legislation.
- Support legislation that seeks to repeal, or makes beneficial amendments to, H.B. 2439 from the 86th Legislative Session (the building materials bill), which excessively prohibits the Town from regulating building products, materials, or methods used in the construction of residential and commercial structures.

### **Community & Cultural Enrichment**

The City of Carrollton is committed to creating a vibrant community where residents of all backgrounds can engage in lifelong learning, celebrate cultural diversity, and access recreational resources that enhance quality of life. Through our public parks, libraries, and recreational programs, we foster inclusive environments that support personal growth, cultural understanding, and community connections. These spaces serve as trusted community anchors that protect individual rights, promote diversity, and offer equitable access to knowledge, recreation, and wellness opportunities. By advocating for these priorities, we aim to empower our parks, libraries, and recreational facilities to enrich the lives of all residents, making Carrollton a place where everyone feels valued, connected, and inspired. Therefore, the City of Carrollton will:

- Oppose legislation that would divert or reduce funding for essential library and recreational services, as these community pillars play a vital role in enriching the lives of residents, promoting healthy lifestyles, and building a cohesive, culturally rich community.
- Oppose legislation that limits access to a broad, diverse range of materials, viewpoints, and resources and defend the essential role of libraries and community spaces as guardians of intellectual freedoms.
- Oppose legislation that would require libraries or recreational facilities to disclose individual user data or track personal usage without due process, preserving the trust and confidentiality that residents rely on in these spaces.
- Support legislation and funding initiatives that empower public parks, libraries, and recreational programs to expand cultural, educational, and enrichment opportunities for all ages, fostering a more inclusive, connected community.
- Support legislative measures that uphold the rights of residents to access information freely and safely, in line with the values of intellectual freedom and cultural expression.
- Support legislation that adds grants and state funding for literacy, STEAM, arts, and wellness programs offered by libraries, parks, and recreational facilities, advancing Carrollton's goal of lifelong learning and public wellbeing.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6981

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**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*32.

**CC MEETING:** November 19, 2024

**DATE:** November 13, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider A **Resolution Appointing A Member To Serve On The Traffic Advisory Committee.**

**BACKGROUND:**

Stacy Alao has resigned from the Traffic Advisory Committee. Roger Giddan, the alternate, needs to be appointed in her place.

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

**A RESOLUTION OF THE CITY COUNCIL OF CITY OF CARROLLTON, TEXAS, APPOINTING MEMBERS TO SERVE ON THE TRAFFIC ADVISORY COMMITTEE; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1**

The following are appointed to serve on the Traffic Advisory Committee at the pleasure of the City Council for the term specified or from the date of their qualification to serve until their successors are appointed and qualified to serve.

Roger Giddan                      October 2025

**SECTION 2**

This resolution shall take effect on the 20<sup>th</sup> day of November, 2024.

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas this 19<sup>th</sup> day of November, 2024.

**CITY OF CARROLLTON, TEXAS**

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

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



**Agenda Memo**  
**File Number: 6969**

**Agenda Date:** 11/19/2024

**Version:** 1

**Status:** Public Hearing/Individual Consideration

**In Control:** City Council

**File Type:** Public Hearing

**Agenda Number:** \*33.

**CC MEETING: November 19, 2024**

**DATE:** November 12, 2024

**TO:** Erin Rinehart, City Manager

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

**Consider A Resolution Calling For A Public Hearing To Be Set On January 7, 2025 To Consider Adoption Of Amendments To The Land Use Assumptions, Capital Improvements Plan (CIP), And Amendment Of Impact Fees For The Designated Service Area.**

**BACKGROUND:**

The City of Carrollton established impact fees by Ordinance No. 1648 on August 7, 1990, in accordance with chapter 395 of the Texas Local Government Code. The latest change to the impact fee schedule was approved by Council on April 26, 2002, determined from a 2001 master plan. This master plan was created to model and identify deficiencies and areas of improvement for the City’s water distribution system. The plan had a community build-out time horizon of 2010. The elements and recommendations of the plan were implemented to ensure the City’s water infrastructure sufficiently kept up with the Community’s new development, redevelopment, and water demand over the last 22 years.

With the increasing potential for redevelopment and revitalization in certain areas of the City, the City contracted Birkhoff, Hendricks, and Carter, LLP, to complete Water and Wastewater Capital Improvement Plans (“CIPs”), an update to the Land Use Assumptions Map, and an update to the City’s Water and Wastewater Impact Fees. The two CIPs update the system through the next ten years. A copy of the fee impact study is available in the Engineering Department, Carrollton City Hall, 1945 Jackson Ave, Carrollton, TX 75006 and on the Engineering Department’s website at <https://www.cityofcarrollton.com/departments/departments-a-f/engineering/2024-impact-fee-study>.

As part chapter 395 of the Texas Local Government Code, the City must call for a public hearing on the amendments to the Land Use Assumptions, Capital Improvements Plan and Impact Fees.

**FINANCIAL IMPLICATIONS:**

Impact fees are collected on new development projects to help pay for all or a portion of the costs of providing water and wastewater services to the new development. Projects listed in the Impact Fee Study will utilize any fees collected to help provide funding.

**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:

- Allocating resources for optimal results.
- Manage infrastructure with fiduciary care.
- Ensure City services are an optimal value.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council set a public hearing on amendments to the land use assumptions, capital improvement plans for water and wastewater, and amendments of impact fees for the designated service area to be held on January 7, 2025.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, CALLING FOR A PUBLIC HEARING TO BE SET ON JANUARY 7, 2025 TO CONSIDER ADOPTION OF AMENDMENTS TO THE LAND USE ASSUMPTIONS, CAPITAL IMPROVEMENTS PLAN (CIP), AND AMENDMENT OF IMPACT FEES FOR THE DESIGNATED SERVICE AREA; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 395 of the Local Government Code of the State of Texas authorizes the City Council of the City of Carrollton (“City Council”) to enact and impose impact fees on land within the corporate boundaries or extraterritorial jurisdictions of the City of Carrollton (“City”) to finance capital improvements associated with new development; and

**WHEREAS**, pursuant to Chapter 395 of the Texas Local Government Code, the City Council by Ordinance No. 1648 dated August 7, 1990 established the water and wastewater impact fees; and

**WHEREAS**, pursuant to Chapter 395 of the Texas Local Government Code, the City Council subsequently updated and amended the water and wastewater impact fees by adopting Ordinance No. 1958 (dated February 1, 1994), Ordinance No. 2322 (dated March 24, 1998), Ordinance No. 2628 (dated August 21, 2001), and Ordinance No. 2677 (dated April 16, 2002); and

**WHEREAS**, the City has undertaken to update the CIP and the land use assumptions to determine whether any amendments are advisable and determine whether water and wastewater impact fees should be amended pursuant to Chapter 395 of the Texas Local Government Code; and

**WHEREAS**, in accordance with Local Government Code Section 395, the City Council desires to call a public hearing to discuss and review the updates and determine whether to amend the land use assumptions, capital improvements plan, or impact fees;

**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 copied in their entirety.



## **SECTION 2**

The City Council hereby sets a date of JANUARY 7, 2025 at 7:00 pm in the City Council Chambers for a Public Hearing to accept public comments on the proposed updates to the land use assumptions, CIP, and impact fees.

## **SECTION 3**

The following notice shall be given by publication as required by law:

(1) A headline to read as follows:

"NOTICE OF PUBLIC HEARING ON AMENDMENT OF IMPACT FEES"

(2) The time, date, and location of the hearing;

(3) A statement that the purpose of the hearing is to consider the amendment of land use assumptions and a capital improvements plan and the imposition of an impact fee; and

(4) A statement that any member of the public has the right to appear at the hearing and present evidence for or against the update.

## **SECTION 4**

The purpose of the Public Hearing is to consider the amendment of land use assumptions and a capital improvements plan and an imposition of an impact fee.

## **SECTION 5**

Any member of the public has the right to appear at the hearing and present evidence for or against the land use assumptions, capital improvements plan, and impact fees for the designated service area.

## **SECTION 6**

This resolution shall take effect immediately from and after its date of passage.

**DULY PASSED AND APPROVED this 19<sup>th</sup> day of November, 2024.**

**CITY OF CARROLLTON, TEXAS**

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

ATTEST:

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

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Meredith Ladd, City Attorney

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



## Agenda Memo

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**Agenda Date:**

**Version:** 1

**Status:** Public Forum

**In Control:** City Council

**File Type:** Public Forum

**Agenda Number:** 34.

**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.