



**NOTICE AND AGENDA
CITY COUNCIL
TUESDAY, AUGUST 5, 2025, 7:00 P.M.
REGULAR CITY COUNCIL MEETING**

Notice is hereby given that the City Council of the City of Glenn Heights, Texas, will hold a Regular City Council Meeting on Tuesday, August 5, 2025, beginning at 7:00 P.M., in the City Hall, City Council Chambers, located at 1938-C South Hampton Road, Glenn Heights, Texas, 75154, as prescribed by Vernon's Texas Civil Statutes, Government Code Section §551.041, to consider and possibly take action on the following agenda items. Items do not have to be taken in the same order as shown in this meeting Notice and Agenda.

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this Agenda.

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at <https://www.glennheightstx.gov/129/Agendas-Minutes>.

This City Council Meeting will be live-streamed at <https://www.glennheightstx.gov/229/City-Council-Meeting-Videos>.

CALL TO ORDER

INVOCATION - Pastor Mike Hendrix, Holy House of Prayer Church

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

The public is invited to address City Council on any topic. Speakers should complete a Public Comment form and submit it to the City Secretary prior to the beginning of the meeting. The Texas Open Meetings Act prohibits City Council from discussing or taking action on issues not posted on the agenda; however, the Mayor, City Manager or designee may provide specific factual information, recite an existing policy, or schedule a discussion of the issue for possible placement on a future agenda. Speakers are limited to a maximum of three (3) minutes.

EVENTS

- Back to School Bash, August 9, 2025, 8:00 A.M. - Noon, Glenn Heights City Center and Community Center, 1938 South Hampton Road
- Mayor's Town Hall Meeting, "Let's Taco Bout It", August 12, 2025, 6:30 P.M., Glenn Heights Community Center, 1938-D South Hampton Road, Glenn Heights, Texas

CONSENT AGENDA

Consent Agenda items are considered to be routine in nature and may be acted upon in one motion. Any Item requiring additional discussion may be withdrawn from the Consent Agenda by the Mayor, a Council Member, or the City Manager, and acted upon separately.

1. Discussion and take action to approve the Meeting Minutes of the May 27, 2025, City Council Meeting. (Brandi Brown, City Secretary)
2. Discussion and take action to approve the Meeting Minutes of the June 3, 2025, City Council Meeting. (Brandi Brown, City Secretary)
3. Discussion and take action to approve the Meeting Minutes of the June 17, 2025, City Council Meeting. (Brandi Brown, City Secretary)
4. Discussion and take action to approve Ordinance O-14-25, related to amending Chapter 2 ("Animal Control") of the Code of Ordinances to amend provisions defining and prohibiting animals at large, requiring all dogs to be microchipped, revising impoundment regulations, and establishing new penalties. (Second Reading) (Dr. Glynell Horn Jr., Chief of Police)

AGENDA

1. Discussion and take action to approve Ordinance O-12-25, granting a change in Zoning from Single-Family Residential-1 (SF-1) to Single-Family Residential-3 (SF-3) for approximately 15.52+/- acres of land situated at 928 East Bear Creek Road. (Second Reading) (Parviz Pourazizian, Director of Planning and Development Services)
2. Discussion and take action to approve Resolution R-22-25, accepting and authorizing the City Manager to execute a Development Agreement with Rain Financial Inc. for cost participation in certain improvements to Jenkins Road. (Parviz Pourazizian, Director of Planning and Development Services)
3. Discussion and take action to approve Ordinance O-13-25, amending Section 13.12.002 of Chapter 13 ("Utilities") of the Code of Ordinances to adopt amendments to the Drainage Design Manual for the design and construction of drainage facilities. (Second Reading) (Parviz Pourazizian, Director of Planning and Development Services)
4. Discussion and take action to approve Charter Amendment Propositions to be placed on the November 2025 Ballot. (Brandi Brown, City Secretary)

A. PROPOSITION A

Shall Section 2.01 of the Home Rule Charter be amended by extending the terms of office of the mayor and city council members from three (3) years to four years (4), extending the period of ineligibility of term-limited members from three (3) to four (4) years, and adding transitional language such that four-year terms of office will begin for the mayor and councilmembers elected in the November, 2026, election.

B. PROPOSITION B

Shall Section 2.01 of the Home Rule Charter be amended to provide for compensation for the Mayor of \$1,000 monthly and for Councilmembers of \$500 monthly.

C. PROPOSITION C

Shall Section 2.03 of the Home Rule Charter be amended to disqualify candidacy for a seat on the City Council for persons who have previously been removed by the Council for misconduct.

D. PROPOSITION D

Shall Section 2.11 of Article 2 of the Home Rule Charter be amended to repeal the requirement that all ordinances must be considered at two separate City Council meetings prior to adoption.

E. PROPOSITION E

Shall Section 3.06 of Article 3 of the Home Rule Charter be amended to provide that elections for Mayor and Councilmembers be by plurality instead of majority voting, such that the candidate receiving more votes than any other candidate will be declared elected.

F. PROPOSITION F

Shall Section 5.11 of the Home Rule Charter be amended to authorize the City Council to appoint a Council Liaison.

G. PROPOSITION G

Shall Section 13.06 of the Home Rule Charter be amended to provide that notices of claims against the City shall be filed within 45 days of the incident giving rise to the claim.

5. Discussion and take action to approve Bond Propositions to be placed on the November 2025 Election Ballot. (Clifford Blackwell, City Manager)

A. PROPOSITION A

Shall the City Council of the City of Glenn Heights, Texas, be authorized to issue general obligation bonds of the City in the principal amount of \$3,400,000 for permanent public improvements and public purposes, to-wit: constructing, improving, renovating, expanding and equipping the City's animal shelter and the acquisition of land and rights-of-way related thereto.

B. PROPOSITION B

Shall the City Council of the City of Glenn Heights, Texas, be authorized to issue general obligation bonds of the City in the principal amount of \$11,500,000 for permanent public improvements and public purposes, to wit: acquiring, designing, constructing, improving, expanding, renovating and equipping parks and recreation facilities and acquiring any needed land and rights of way therefor.

C. PROPOSITION C

Shall the City Council of the City of Glenn Heights, Texas, be authorized to issue general obligation bonds of the City in the principal amount of \$18,700,000 for

permanent public improvements and public purposes, to wit: constructing, reconstructing, improving, repairing, extending, and enhancing streets, thoroughfares, alleys, sidewalks, bridges, intersections and other public ways, including traffic signalization and monitoring equipment, street lighting, noise abatements, necessary and related storm drainage facilities and improvements and acquiring of needed rights of way therefor.

6. Submit new Certified Tax Roll, No New Revenue Tax Rate, and Voter Approval Tax Rate to City Council. (Sherry Roberts, Finance Director)
7. Discuss and take action to approve \$0.563907 as the proposed ad valorem tax rate for the year 2025 (Fiscal Year 2025-2026). (Record Vote) (Sherry Roberts, Finance Director)
8. Announce the Public Hearing and anticipated adoption dates for the Proposed Fiscal Year 2025-2026 Budget and Proposed 2025 Property Tax Rate. (Sherry Roberts, Finance Director)
 - A. Proposed Fiscal Year 2025-2026 Budget: Public Hearing Date - September 2, 2025, and anticipated adoption date - September 9, 2025
 - B. Proposed 2025 Property Tax Rate: Public Hearing Date - September 2, 2025, and anticipated adoption date - September 9, 2025
9. Discussion regarding possible amendments to Article 3.20, Rental Registration Program. (Mayor Sonja A. Brown)

EXECUTIVE SESSION

1. The City Council shall convene into Executive Session:
 - A. pursuant to the Texas Government Code, Section 551.072, Real Property; to deliberate the purchase, exchange, lease or value of real property located at S Uhl Road, Glenn Heights, Texas.
 - B. pursuant to the Texas Government Code, Section 551.072, Real Property; to deliberate the purchase, exchange, lease or value of real property located at S Hampton, Glenn Heights, Texas.
 - C. pursuant to the Texas Government Code, Section 551.072, Real Property, and Section 551.071, Consultation with City Attorney; to deliberate land acquisitions for the E Bear Creek Road Right-of-Way Expansion Project.
2. The City Council shall reconvene into Open Session and take any action arising from Executive Session.

ADJOURNMENT

In accordance with the Americans with Disabilities Act, If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodations, please contact the City Secretary at least 48 hours in advance of the event at 972-223-1690 ext. 125 or email brandi.brown@glennheightstx.gov. Advance notification within this guideline will enable

the City to make reasonable arrangements to ensure accessibility.

I, Brandi Brown, City Secretary, do hereby certify that the above Meeting Notice and Agenda was posted in a place convenient to the Public at Glenn Heights City Hall, 1938-C South Hampton Road, Glenn Heights, Texas by 9:00 P.M. on Wednesday, July 30, 2025.

Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in closed session with its attorney at any time during the course of this meeting and to receive legal advice regarding any item listed on this agenda.

Brandi Brown, City Secretary

AGENDA SUMMARY SHEET

August 5, 2025

CONSENT AGENDA, ITEM 1

Discussion and take action to approve the Meeting Minutes of the May 27, 2025, City Council Meeting. (Brandi Brown, City Secretary)

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

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**MINUTES OF THE CITY COUNCIL OF
THE CITY OF GLENN HEIGHTS, TEXAS**

MAY 27, 2025

STATE OF TEXAS *

COUNTIES OF DALLAS AND ELLIS *

CITY OF GLENN HEIGHTS *

On the 27th day of May 2025, the City Council of the City of Glenn Heights, Texas, met in the City Hall, City Council Chambers, located at 1938-C South Hampton Road, Glenn Heights, Texas, 75154, with the following members present:

CITY COUNCIL:

Sonja A. Brown	*	Mayor
Cornel Benford II	*	Mayor Pro Tem
Sherron Mosley	*	Council Member, Place 1
Harry A. Garrett*	*	Council Member, Place 2
Travis Bruton	*	Council Member, Place 3
Stephanne Hale	*	Council Member, Place 4
Laymon Lightfoot	*	Council Member, Place 5

*Harry A. Garrett, Council Member, Place 2, arrived at 7:20 P.M.

STAFF:

Clifford Blackwell	*	City Manager
Keith Moore	*	Deputy City Manager
Brandi Brown	*	City Secretary
Dr. Glynell Horn	*	Chief of Police
Kathi Morgan	*	IT Administrator
Parviz Pourazizian	*	Director of Planning and Development Services
Sherry Roberts	*	Finance Director
Andrew Waits	*	Public Works Superintendent
Nicholas Williams	*	Fire Chief

CONSULTANT:

David Berman	*	City Attorney's Office
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CALL TO ORDER

Mayor Sonja A. Brown called the City Council Meeting to order at 7:01 P.M., with a quorum of the City Council present.

INVOCATION

Council Member Laymon Lightfoot delivered the Invocation.

PLEDGE OF ALLEGIANCE

Krislyn Morris, Scholar, led the assembly in the Pledge of Allegiance.

PUBLIC COMMENT

There were no Public Comments.

PROCLAMATIONS

Mayor Sonja A. Brown read the following Proclamations:

- High School Senior Recognition Month, May 2025
- Small Cities Month, June 2025

CONSENT AGENDA

Council Member Travis Bruton requested to remove Agenda Item 6 for discussion and Council Member Stephanie Hale requested to remove Agenda Item 5 for discussion.

1. Discussion and take action to approve the Meeting Minutes of the March 4, 2025, City Council Meeting. (Brandi Brown, City Secretary)
2. Discussion and take action to approve the Meeting Minutes of the March 18, 2025, City Council Meeting. (Brandi Brown, City Secretary)
3. Discussion and take action to approve Resolution R-14-25, a Resolution of the City Council of the City of Glenn Heights, Texas, approving the purchase of radio equipment from Motorola Mobility LLC (MOTOROLA) in an amount not to exceed \$50,126.83 and authorizing the City Manager to execute appropriate documents and issue purchase orders pursuant to this approval. (Keith Moore, Deputy City Manager)
4. Discussion and take action to approve Resolution R-15-25, a Resolution of the City Council of the City of Glenn Heights, Texas, approving the purchase of radio equipment from Motorola Mobility LLC (MOTOROLA) in an amount not to exceed \$75,756.85 and authorizing the City Manager to execute appropriate documents and issue purchase orders pursuant to this approval. (Keith Moore, Deputy City Manager)

Council Member Travis Bruton made a motion to approve Consent Agenda Items 1-4. Council Member Laymon Lightfoot made the second. The motion carried with the following record vote:

VOTE 6 Ayes – Brown, Benford, Mosley, Bruton, Hale, and Lightfoot

5. Discussion and take action to approve Resolution R-16-25, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Interlocal Cooperation Purchasing Agreement with the City of Saginaw, Texas, for cooperative purchasing of goods and services pursuant to a cooperative purchasing program and authorizing the Mayor to execute the agreement on the

city's behalf.

Andrew Waits, Director of Public Works, answered Council's questions related to the scope of the project.

6. Acknowledge receipt of the April 2025 Financial Reports.

Sherry Roberts, Finance Director, answered Council's questions related to the ACFR and the timeline for audit completion.

Council Member Travis Bruton made a motion to approve Consent Agenda Items 1-4. Council Member Laymon Lightfoot made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

AGENDA

1. Discussion regarding Community Waste Disposal's (CWD) rate increase effective June 1, 2025.

Clifford Blackwell, City Manager, introduced this item, and Jason Roemer, CWD President, and Greg Roemer, CWD CEO, completed a Presentation regarding this matter.

Both Mr. Roemer and Mr. Roemer answered Council's questions related to various services provided, service timeframes, lack of communication with the City, disappointment feedback from residents, the complaint process, the number of grievances received.

2. Update on the S Uhl Rd Expansion Project.

Mayor Sonja A. Brown made a motion to table this item to June 17, 2025, because the contractor could not appear to provide an update. Mayor Pro Tem Cornel Benford II made the second.

No vote was taken.

3. Discussion regarding possible amendments to Article 3.20, Rental Registration Program.

Mayor Sonja A. Brown introduced this item. Mayor Brown, Clifford Blackwell, City Manager, and David Berman, City Attorney, answered Council's questions related to inspection fees, rent control, information tracking, information that can be provided to HOAs, fines, and how fines would be collected.

EXECUTIVE SESSION

1. The City Council shall convene into Executive Session:
 - A. pursuant to the Government Code, Section 551.072, Real Property; to deliberate the purchase, exchange, lease or value of real property located at S Uhl Road, Glenn Heights, Texas.
 - B. pursuant to the Government Code, Section 551.074, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager.

Mayor Pro Tem Cornel Benford II made a motion to convene into Executive Session. Council Member Laymon Lightfoot made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

Mayor Sonja A. Brown announced that Council would convene into Executive Session at 8:33 P.M.

2. The City Council shall reconvene into Open Session and take any action arising from Executive Session.

Council Member Sherron Mosley made a motion to reconvene into Open Session. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

Mayor Sonja A. Brown announced that Council had reconvened into Open Session at 9:28 P.M. and that no action would be taken as a result of Executive Session.

ADJOURNMENT

Council Member Sherron Mosley made a motion to adjourn. Council Member Laymon Lightfoot made the second. The motion carried with the following record vote:

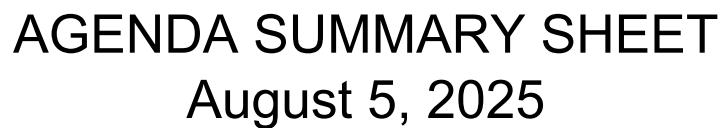
VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

Mayor Sonja A. Brown adjourned the meeting at 9:29 P.M.

Sonja A. Brown, Mayor

Attest:

Brandi Brown, City Secretary
Passed and approved on the 5th day of August 2025



Discussion and take action to approve the Meeting Minutes of the June 3, 2025, City Council Meeting. (Brandi Brown, City Secretary)

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**MINUTES OF THE CITY COUNCIL OF
THE CITY OF GLENN HEIGHTS, TEXAS**

JUNE 3, 2025

STATE OF TEXAS *

COUNTIES OF DALLAS AND ELLIS *

CITY OF GLENN HEIGHTS *

On the 3rd day of June 2025, the City Council of the City of Glenn Heights, Texas, met in the City Hall, City Council Chambers, located at 1938-C South Hampton Road, Glenn Heights, Texas, 75154, with the following members present:

CITY COUNCIL:

Sonja A. Brown	*	Mayor
Cornel Benford II	*	Mayor Pro Tem
Sherron Mosley	*	Council Member, Place 1
Harry A. Garrett*	*	Council Member, Place 2
Travis Bruton*	*	Council Member, Place 3
Stephanne Hale	*	Council Member, Place 4
Laymon Lightfoot	*	Council Member, Place 5

*Harry A. Garrett, Council Member, Place 2, arrived at 7:07 P.M.

*Travis Bruton, Council Member, Place 3, arrived at 7:09 P.M.

STAFF:

Clifford Blackwell	*	City Manager
Keith Moore	*	Deputy City Manager
Brandi Brown	*	City Secretary
Dr. Glynell Horn	*	Chief of Police
Kathi Morgan	*	IT Administrator
Parviz Pourazizian	*	Director of Planning and Development Services
Sherry Roberts	*	Finance Director
Andrew Waits	*	Public Works Superintendent
Nicholas Williams	*	Fire Chief

CONSULTANT:

David Berman	*	City Attorney's Office
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CALL TO ORDER

Mayor Sonja A. Brown called the City Council Meeting to order at 7:01 P.M., with a quorum of the City Council present.

INVOCATION

Pastor Kevin C. Taylor, Harvest of Praise Ministry, delivered the Invocation.

PLEDGE OF ALLEGIANCE

Mayor Sonja A. Brown led the assembly in the Pledge of Allegiance.

PUBLIC COMMENT

Mustavo Parson, address on file: discussed Property Tax Exemptions

PROCLAMATIONS

Mayor Sonja A. Brown read the following Proclamations:

- National Flag Day, June 14, 2025, and National Flag Week, June 8-14, 2025
- Elder Abuse Awareness Month, June 2025
- Pride Month, June 2025

EVENTS

Mayor Sonja A. Brown announced the following Events:

- Citywide Connect, June 6, 2025, 5:30 P.M., All Abilities Park, 1938 South Hampton Road, Glenn Heights, Texas
- Sunset Concert Series featuring the Dallas Symphony Orchestra, June 8, 2025, 7:00 P.M., Glenn Heights City Center, 1938 South Hampton Road, Glenn Heights, Texas

STAFF INTRODUCTIONS

Jaynice Porter Brathwaite, Director of Human Resources, introduced the following Staff:

- Farrah Allen, Municipal Court Administrator

AGENDA

1. Replat Case RP-01-25: Public Hearing to receive testimony regarding a Residential Replat request for a tract of land described as being Lots 25 and 26, Block 6, of Lin Dell Estates Addition, an addition to the City of Glenn Heights, Ellis County, Texas, and being commonly known as 130 Lakeshore Lane, Red Oak, Texas and 140 Lake Shore Lane, Red Oak, Texas.

Council Member Laymon Lightfoot made a motion to open the Public Hearing. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

Mayor Sonja A. Brown announced that the Public Hearing was opened at 7:16 P.M.

Hearing no testimony, Council Member Travis Bruton made a motion to close the Public Hearing. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

Mayor Sonja A. Brown announced that the Public Hearing was closed at 7:16 P.M.

2. Replat Case RP-01-25: Discussion and take action to approve a Residential Replat request for a tract of land described as being Lots 25 and 26, Block 6, of Lin Dell Estates Addition, an addition to the City of Glenn Heights, Ellis County, Texas, and being commonly known as 130 Lakeshore Lane, Red Oak, Texas and 140 Lake Shore Lane, Red Oak, Texas.

Parviz Pourazizian, Director of Planning and Development Services, introduced this item and answered Councils questions related to property location and street continuation.

Council Member Travis Bruton made a motion to approve Agenda Item 2 as written. Council Member Laymon Lightfoot made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

3. Discussion and take action to approve Resolution R-17-25, a Resolution of the City Council of the City of Glenn Heights, Texas, adopting the Dallas County 2025 Hazard Mitigation Action Plan.

Keith Moore, Deputy City Manager, introduced this item and answered Council's questions related to areas/ counties covered.

Council Member Sherron Mosley made a motion to approve Agenda Item 3 as written. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

EXECUTIVE SESSION

1. The City Council shall convene into Executive Session:
 - A. pursuant to the Texas Government Code, Section 551.072, Real Property; to deliberate the purchase, exchange, lease or value of real property located at S Uhl Road, Glenn Heights, Texas.
 - B. pursuant to the Texas Government Code, Section 551.071, Consultation with Attorney; to consult with the city attorney on matters pertaining to animal services and animal shelter volunteers.
 - C. pursuant to the Texas Government Code, Section 551.072, Real Property, and Section 551.071, Consultation with City Attorney; to deliberate land acquisitions for the E Bear Creek Road Right-of-Way Expansion Project.

Council Member Laymon Lightfoot made a motion to convene into Executive Session. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

Mayor Sonja A. Brown announced that Council would convene into Executive Session at 7:26 P.M.

2. The City Council shall reconvene into Open Session and take any action arising from Executive Session.

Council Member Laymon Lightfoot made a motion to reconvene into Open Session. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

Mayor Sonja A. Brown announced that Council reconvened into Open Session at 7:50 P.M. and that no action would be taken as a result of Executive Session.

AGENDA

4. Discussion and take action to approve Resolution R-18-25, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the City Manager to negotiate property acquisitions for the Bear Creek Road Right-of-Way Expansion Project and authorizing the Mayor to execute any Conveyances on the City's behalf.

Parviz Pourazizian, Director of Planning and Development Services, introduced this item.

Council Member Stephanie Hale made a motion to approve Agenda Item 4 as written. Council Member Laymon Lightfoot made the second. The motion carried with the following record vote:

VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

ADJOURNMENT

Council Member Laymon Lightfoot made a motion to adjourn. Council Member Travis Bruton made the second. The motion carried with the following record vote:

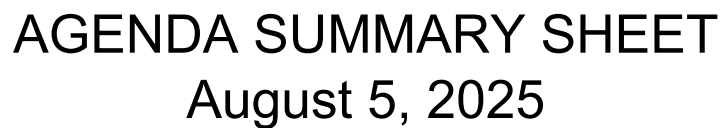
VOTE 7 Ayes – Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot

Mayor Sonja A. Brown adjourned the meeting at 7:53 P.M.

Sonja A. Brown, Mayor

Attest:

Brandi Brown, City Secretary
Passed and approved on the 5th day of August 2025



Discussion and take action to approve the Meeting Minutes of the June 17, 2025, City Council Meeting. (Brandi Brown, City Secretary)

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**MINUTES OF THE CITY COUNCIL OF
THE CITY OF GLENN HEIGHTS, TEXAS**

JUNE 17, 2025

STATE OF TEXAS *

COUNTIES OF DALLAS AND ELLIS *

CITY OF GLENN HEIGHTS *

On the 17th day of June 2025, the City Council of the City of Glenn Heights, Texas, met in the City Hall, City Council Chambers, located at 1938-C South Hampton Road, Glenn Heights, Texas, 75154, with the following members present:

CITY COUNCIL:

Sonja A. Brown	*	Mayor
Cornel Benford II	*	Mayor Pro Tem
Sherron Mosley	*	Council Member, Place 1
Harry A. Garrett	*	Council Member, Place 2
Travis Bruton	*	Council Member, Place 3
Laymon Lightfoot	*	Council Member, Place 5

* Harry A. Garrett, Council Member, Place 2, arrived at 8:09 P.M.

STAFF:

Clifford Blackwell	*	City Manager
Brandi Brown	*	City Secretary
Dr. Glynell Horn	*	Chief of Police
Jeff Kent	*	IT Support Specialist
Chad Moore	*	Deputy Fire Chief
Jaynice Porter-Brathwaite	*	Human Resources Director
Parviz Pourazizian	*	Director of Planning and Development Services
Sherry Roberts	*	Finance Director
Andrew Waits	*	Public Works Superintendent

CONSULTANT:

David Berman	*	City Attorney's Office
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CALL TO ORDER

Mayor Sonja A. Brown called the City Council Meeting to order at 7:01 P.M., with a quorum of the City Council present.

INVOCATION

Pastor Johnny McGowan, Word of Praise Apostolic Tabernacle, delivered the Invocation.

PLEDGE OF ALLEGIANCE

Bryan Shaw, Scholar, led the assembly in the Pledge of Allegiance.

PUBLIC COMMENT

There were no Public Comments.

PROCLAMATIONS

Mayor Sonja A. Brown read the following Proclamations:

- Alzheimer's and Brain Awareness Month, June 2025
- Juneteenth, June 19, 2025

EVENTS

Mayor Sonja A. Brown announced the following Event:

- Sunset Concert Series featuring Mirek.e.l and The Collective, June 22, 2025, 7:30 P.M., Glenn Heights City Center, 1938 South Hampton Road, Glenn Heights, Texas

CONSENT AGENDA

Council Member Travis Bruton requested to remove Agenda Item 3 for discussion.

1. Discussion and take action to approve the Meeting Minutes of the April 1, 2025. City Council Meeting. (Brandi Brown, City Secretary)
2. Discussion and take action to approve the Meeting Minutes of the April 15, 2025, City Council Meeting. (Brandi Brown, City Secretary)

Council Member Travis Bruton made a motion to approve Consent Agenda Items 1-2. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 5 Ayes – Brown, Benford, Mosley, Bruton, and Lightfoot

3. Acknowledge receipt of the May 2025 Financial Reports.

Sherry Roberts, Finance Director, answered Council's questions related to the status of the City's Audit and when a draft could be expected.

Council Member Laymon Lightfoot made a motion to approve Consent Agenda Item 1. Council Member Travis Bruton made the second. The motion carried with the following record vote:

VOTE 5 Ayes – Brown, Benford, Mosley, Bruton, and Lightfoot

AGENDA

City Council Meeting – June 17, 2025

1. Update on the S Uhl Rd Expansion Project.

Andrew Waits, Director of Public Works, introduced this item, and Michael Westfall, Westfall Engineering, completed a presentation. Mr. Waits and Mr. Westfall answered Council's questions related to website updates, interruption in traffic flow/ traffic plans, signal lights, dedicated turn lanes, sidewalks, and site clean-up upon project completion.

2. Discussion regarding possible amendments to Article 3.20, Rental Registration Program.

Mayor Sonja A. Brown introduced this item and questions related to information sharing with HOAs and rent control.

3. Discussion and first reading of Ordinance O-08-25, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting the city's Employee Personnel Policy.

Jaynice Porter-Brathwaite, Human Resources Director, introduced this item, completed a presentation, and answered Council's questions related to parental leave and Public Safety Holidays.

4. Discussion and first reading of Ordinance O-09-25, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Code of Ordinances, City of Glenn Heights, Texas, by amending Section 12.04.001 of Article 12.04 ("Stop Intersections") of Chapter 12 ("Traffic and Vehicles") to amend Section 12.04.001, adding new intersections controlled by stop signs.

Clifford Blackwell, City Manager, introduced this item. Mr. Blackwell and David Berman, City Attorney, answered Council's questions related to how to apply for a stop sign in resident neighborhoods, placement, and how notifications that a new stop sign will be/ has been placed will be completed.

EXECUTIVE SESSION

1. The City Council shall convene into Executive Session:

A. pursuant to the Texas Government Code, Section 551.072, Real Property; to deliberate the purchase, exchange, lease or value of real property located at S Uhl Road, Glenn Heights, Texas.

B. pursuant to the Texas Government Code, Section 551.072, Real Property; to deliberate the purchase, exchange, lease or value of real property located at S Hampton, Glenn Heights, Texas.

C. pursuant to the Texas Government Code, Section 551.072, Real Property,

and Section 551.071, Consultation with City Attorney; to deliberate land acquisitions for the E Bear Creek Road Right-of-Way Expansion Project.

Council Member Travis Bruton made a motion to convene into Executive Session. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 5 Ayes – Brown, Benford, Mosley, Bruton, and Lightfoot

Mayor Sonja A. Brown announced that Council would convene into Executive Session at 7:56 P.M.

2. The City Council shall reconvene into Open Session and take any action arising from Executive Session.

Mayor Pro Tem Cornel Benford II made a motion to reconvene into Open Session. Council Member Laymon Lightfoot made the second. The motion carried with the following record vote:

VOTE 6 Ayes – Brown, Benford, Mosley, Garrett, Bruton, and Lightfoot

Mayor Sonja A. Brown announced that Council reconvened into Open Session at 9:11 P.M. and that no action would be taken as a result of Executive Session.

ADJOURNMENT

Council Member Laymon Lightfoot made a motion to adjourn. Mayor Pro Tem Cornel Benford II made the second. The motion carried with the following record vote:

VOTE 6 Ayes – Brown, Benford, Mosley, Garrett, Bruton, and Lightfoot

Mayor Sonja A. Brown adjourned the meeting at 9:12 P.M.

Sonja A. Brown, Mayor

Attest:

Brandi Brown, City Secretary
Passed and approved on the 5th day of August 2025

AGENDA SUMMARY SHEET

August 5, 2025

CONSENT AGENDA, ITEM 4

(Discussion and take action to approve Ordinance O-14-25, related to amending Chapter 2 (“Animal Control”) to amend Section 2.01.001 of Article 2.01 (“General Provisions”), Section 2.02.003 of Article 2.02 (“Animal Care Generally”), Section 2.04.001 of Article 2.04 (“Impoundment, Redemption and Disposition of Animals”), and Sections 2.16.006 and 2.16.007 of Article 2.16 (“Public Nuisances”), to amend provisions defining and prohibiting animals at large, requiring all dogs to be microchipped, revising impoundment regulations, and establishing new penalties. (Second Reading) (Dr. Glynell Horn Jr., Chief of Police))

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

[illegible]

AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS

ORDINANCE NO. O-14-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, AMENDING THE CODE OF ORDINANCES, CITY OF GLENN HEIGHTS, TEXAS, BY AMENDING CHAPTER 2 (“ANIMAL CONTROL”) TO AMEND SECTION 2.01.001 OF ARTICLE 2.01 (“GENERAL PROVISIONS”), SECTION 2.02.003 OF ARTICLE 2.02 (“ANIMAL CARE GENERALLY”), SECTION 2.04.001 OF ARTICLE 2.04 (“IMPOUNDMENT, REDEMPTION AND DISPOSITION OF ANIMALS”), AND SECTIONS 2.16.006 AND 2.16.007 OF ARTICLE 2.16 (“PUBLIC NUISANCES”), TO AMEND PROVISIONS DEFINING AND PROHIBITING ANIMALS AT LARGE, REQUIRING ALL DOGS TO BE MICROCHIPPED, REVISING IMPOUNDMENT REGULATIONS, AND ESTABLISHING NEW PENALTIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED ONE THOUSAND DOLLARS (\$1,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Glenn Heights, Texas, finds and determines that the amendments herein to the City’s Animal Control regulations are needed to promote the public health, safety, and welfare by requiring the proper restraint of dogs within the City of Glenn Heights, to reduce the risk of dog attacks, prevent nuisance behavior, and ensure responsible pet ownership through clear, enforceable standards.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1: The Code of Ordinances, City of Glenn Heights, Texas, be and is hereby amended to amend Section 2.01.001 (“Definitions”) of Article 2.01 (“General Provisions”) of Chapter 2 (“Animal Control”) to amend or add the definitions of “at large,” “enclosure,” “immediate effective control,” “leash,” “public space,” and “restraint,” such that the definitions of the foregoing terms shall henceforth read in their entirety as follows:

**“CHAPTER 2
ANIMAL CONTROL**

...

**ARTICLE 2.01
GENERAL PROVISIONS**

§2.02.001 Definitions.

For the purposes of this chapter, the following terms, phrases and words used herein shall be interpreted to read as follows; and any words not herein defined shall be construed in the context used and by ordinary interpretation, and not as a word of art:

...

At large. Any animal, other than a domestic cat, that is off the premises of the owner and not under the immediate effective control of a person. A domestic cat shall be considered at large when not located on the premises owned or controlled by its owner and not otherwise under immediate effective control.

...

Enclosure. A securely fenced yard, kennel, structure or device used to immediately restrict any animal or animals to the premises that is locked, capable of preventing entry by the general public, including children, and capable of preventing the escape or release of the animal. Invisible fences consisting of electronic containment systems using radio signals to define boundaries shall not be regarded as an enclosure.

...

Immediate effective control. Not secured by restraint or leash.

...

Leash. A physical tether consisting of a chord, rope or chain not exceeding six (6) feet in length, held by a person capable of controlling the dog.

...

Public Space. Any place to which the public or a substantial group of the public may have access, including but not limited to streets, sidewalks, parks, trails, and other property open to the general public.

...

Restraint. Secured by a leash or secured within an enclosure that prevents an animal from coming any closer than six (6) feet to a public walkway or sidewalk.

...”

SECTION 2: The Code of Ordinances, City of Glenn Heights, Texas, be and is hereby amended to amend Article 2.02 (“Care of Animals”) of Chapter 2 (“Animal Control”) to add a new Section 2.02.003, entitled, “Microchipping of Dogs,” without amendment, repeal or change to any other part or section of Article 2.02, such that Section 2.02.003 shall henceforth read in its entirety as follows:

“CHAPTER 2

ANIMAL CONTROL

...

ARTICLE 2.02 CARE OF ANIMALS

...

§ 2.02.003 Microchipping of dogs.

- (a) For the purposes of this chapter, “microchip” means a passive electronic device that is injected or implanted subcutaneously into a dog for the purposes of identification and recovery.
- (b) A person commits an offense if a dog owned by the person does not have a microchip.
- (c) A person commits an offense if the person fails to maintain current contact information with a microchip registration company for a microchipped dog owned by the person.
- (d) It is a defense to prosecution under this section if:
 - (1) the dog is under the age of four months;
 - (2) the dog has been kept or has resided in the city for less than 30 days;
 - (3) the dog is being held for adoption by the city’s animal control facility or an animal welfare organization;
 - (4) the owner presents a medical certification from a licensed veterinarian indicating that microchipping would be harmful to the dog;
 - (5) the person establishes that the dog was microchipped within 30 days after the citation charging him with an offense under this section was issued; or
 - (6) the person establishes that the person’s contact information with a microchip registration company was updated and made current within 30 days after the citation charging him with an offense under this section was issued.”

SECTION 3: The Code of Ordinances, City of Glenn Heights, Texas, be and is hereby amended to amend Section 2.04.001 (“Impoundment Generally”) of Article 2.04 (“Impoundment, Redemption and Disposition of Animals”) of Chapter 2 (“Animal Control”) to amend Section 2.04.001, such that Section 2.04.001 shall henceforth read in its entirety as follows:

“CHAPTER 2 ANIMAL CONTROL

...

ARTICLE 2.04 IMPOUNDMENT, REDEMPTION AND DISPOSITION OF ANIMALS

§ 2.04.001 Impoundment generally.

- (a) City enforcement agents are hereby authorized to capture and impound any animal found at large or upon having probable cause to believe said animal to be in violation of any provision of this chapter or state law which authorizes or requires the animal's capture and impoundment, and in so doing, to enter upon any fenced or unfenced lot, tract or parcel of land when deemed necessary for the protection of the public health, safety and welfare, as allowed by law. As a matter of policy, city enforcement agents shall not enter upon private property to capture and/or impound any animal known to belong to the owner of said property without probable cause. An animal control agent may enter upon the property, as allowed by law, to capture an animal if it is believed that said animal poses a threat or danger to property, human beings or other animals.
- (b) Additionally, it is the responsibility of the city enforcement agent to accept any animal delivered to the animal control facility pursuant to the requirements of this chapter, except those animals that are voluntarily released by their owners. For an animal to be voluntarily released, the owner must sign an owner release form, pay necessary fees, and if the animal is a dog, microchip the dog by placing or authorizing the placement of a microchip identification device on the dog. In addition, it is the duty of the city enforcement agent to capture and impound wild or nondomesticated animals in response to citizens' complaints of public nuisance or to control feral populations.
- (c) If the owner has not redeemed an impounded animal within three days from its capture and impoundment, ownership of the animal shall be deemed forfeited by the owner and shall automatically revert to the city. Transfer of ownership for animals wearing a current city license tag will occur six days after impoundment. The foregoing periods shall be extended for any period in which the animal is held under quarantine. As a precondition of forfeiture of ownership, the city shall take reasonable steps to notify or make the animal available for retrieval by the owner. An owner may nevertheless redeem the animal following the time periods at the discretion of the animal services manager; provided, however, that if the owner has failed to redeem the animal, the animal may be given to a nonprofit humane organization, placed for adoption, humanely destroyed, or disposed of in any manner deemed reasonable by the city."

SECTION 4: The Code of Ordinances, City of Glenn Heights, Texas, be and is hereby amended to amend Section 2.16.006 ("Animals at Large Prohibited") of Article 2.16 ("Public Nuisances") of Chapter 2 ("Animal Control") to amend Section 2.16.006, such that Section 2.16.006 shall henceforth read in its entirety as follows:

**"CHAPTER 2
ANIMAL CONTROL**

...

**ARTICLE 2.16
PUBLIC NUISANCES**

...

§2.16.006 Animals at large prohibited.

- (a) It shall be unlawful for any owner to fail to prevent an animal from chasing vehicles or molesting, attacking, or interfering with other animals or persons off the premises of the owner.
- (b) A dog must be under the immediate effective control of the owner when in a public space.
- (c) While on the premises of the owner, dogs must be confined within a secure enclosure or physically restrained by a leash or tether. Open garages, unfenced yards, or invisible fences – electronic containment systems using radio signals to define boundaries – shall not constitute an enclosure or sufficient restraint.
- (d) It shall be unlawful for an owner to fail to prevent an animal from running at large. It shall be a defense to the foregoing prohibition if:
 - (1) a dog is in a designated off-leash dog park;
 - (2) a dog is in a city-approved no-leash zone; or
 - (3) a dog is in an enclosed area where conspicuous signage indicates that lease-free access is permitted.
 - (4) a dog is used by a law enforcement agency actively engaged in official law enforcement duties;
 - (5) an animal is a certified service animal when performing duties for individuals with disabilities; or
 - (6) a dog is participating in an organized permitted public event authorized by the city.
- (e) Any animal found at large may be seized and impounded by City enforcement agents.”

SECTION 5: The Code of Ordinances, City of Glenn Heights, Texas, be and is hereby amended to amend Section 2.16.007 (“Enhancement of Penalty”) of Article 2.16 (“Public Nuisances”) of Chapter 2 (“Animal Control”) to amend Section 2.16.007, such that Section 2.16.007 shall henceforth read in its entirety as follows:

**“CHAPTER 2
ANIMAL CONTROL**

...

**ARTICLE 2.16
PUBLIC NUISANCES**

...

§2.16.007 Enhancement of penalty.

- (a) Notwithstanding any other provision of this chapter, a violation of this article is a misdemeanor offense and, upon conviction, is punishable by fine not to exceed:

- (1) \$250 for the first offense;
 - (2) \$500 for a second offense occurring within twelve months of a conviction for a first offense; and
 - (3) \$1,000 for a third or subsequent offense.
- (b) Upon conviction of a third or subsequent offense under this article, the City enforcement agent may refer the matter to the City's municipal court which may, after a hearing, declare ownership of the animal forfeited and order transfer of ownership of the animal to the City.
- (c) Violations of the provisions of this article are deemed strict liability offenses. No intent need be pleaded or proven in the prosecution of any offense or violation of any provision of this article."

SECTION 6. All provisions of the Ordinances of the City of Glenn Heights, Texas, in conflict with the provisions of this ordinance be and are hereby repealed and all other provisions of the ordinances of the City of Glenn Heights, Texas, not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7: An offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 8: Should any sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or the Code of Ordinances, as amended hereby, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance or the Code of Ordinances as a whole, or any part or provision thereof, other than the part declared to be invalid, illegal, or unconstitutional.

SECTION 9. Any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to a penalty by fine not to exceed one thousand dollars (\$1,000.00) for each offense, and each and every day such violation continues or is allowed to exist shall constitute a separate offense.

SECTION 10: This ordinance shall take effect from and after the 5th day of August, 2025, and from and after its passage and the publication of its caption, as the law and charter in such cases provide.

Duly Passed by the City Council of the City of Glenn Heights, Texas this 5th day of August, 2025.

Approved:

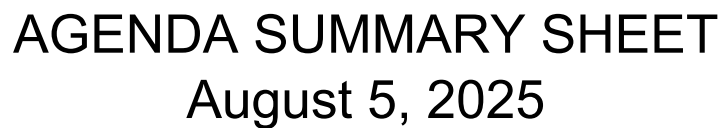
Sonja A. Brown, Mayor

Attest:

Brandi Brown, City Secretary

Approved as to Form:

David M. Berman, City Attorney



Discussion and take action to approve Ordinance O-12-25, related to granting a change in Zoning from Single-Family Residential-1 (SF-1) to Single-Family Residential-3 (SF-3) for approximately 15.52+/- acres of land situated in Phase One of the Meadows on Bear Creek Addition located at 928 East Bear Creek Road. (Second Reading) (Parviz Pourazizian, Director of Planning and Development Services)

[illegible]

ZONING CHANGE: THE MEADOWS ON BEAR CREEK



PARVIZ R POURAZIZIAN, DIRECTOR OF PLANNING &
DEVELOPMENT SERVICES

AUGUST 05, 2025

ZONING CHANGE



Applicant: Maxwell Fisher

Location: 928 E Bear Creek Road

Request: Zone Change (SF-1 to SF-3)

Acres: 15.52+/- Acres

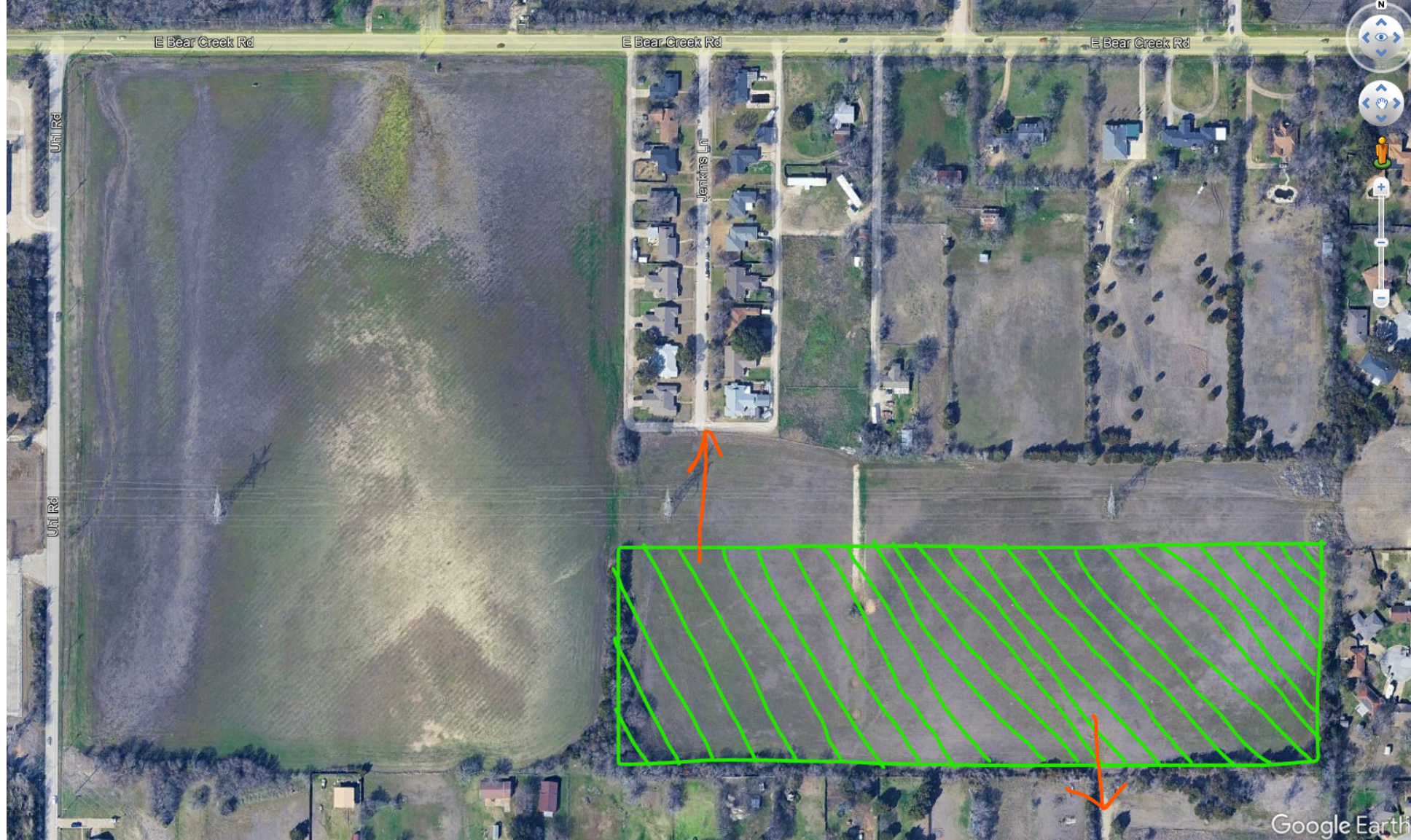
Request: From SF-1 to SF-3

ZONING CHANGE



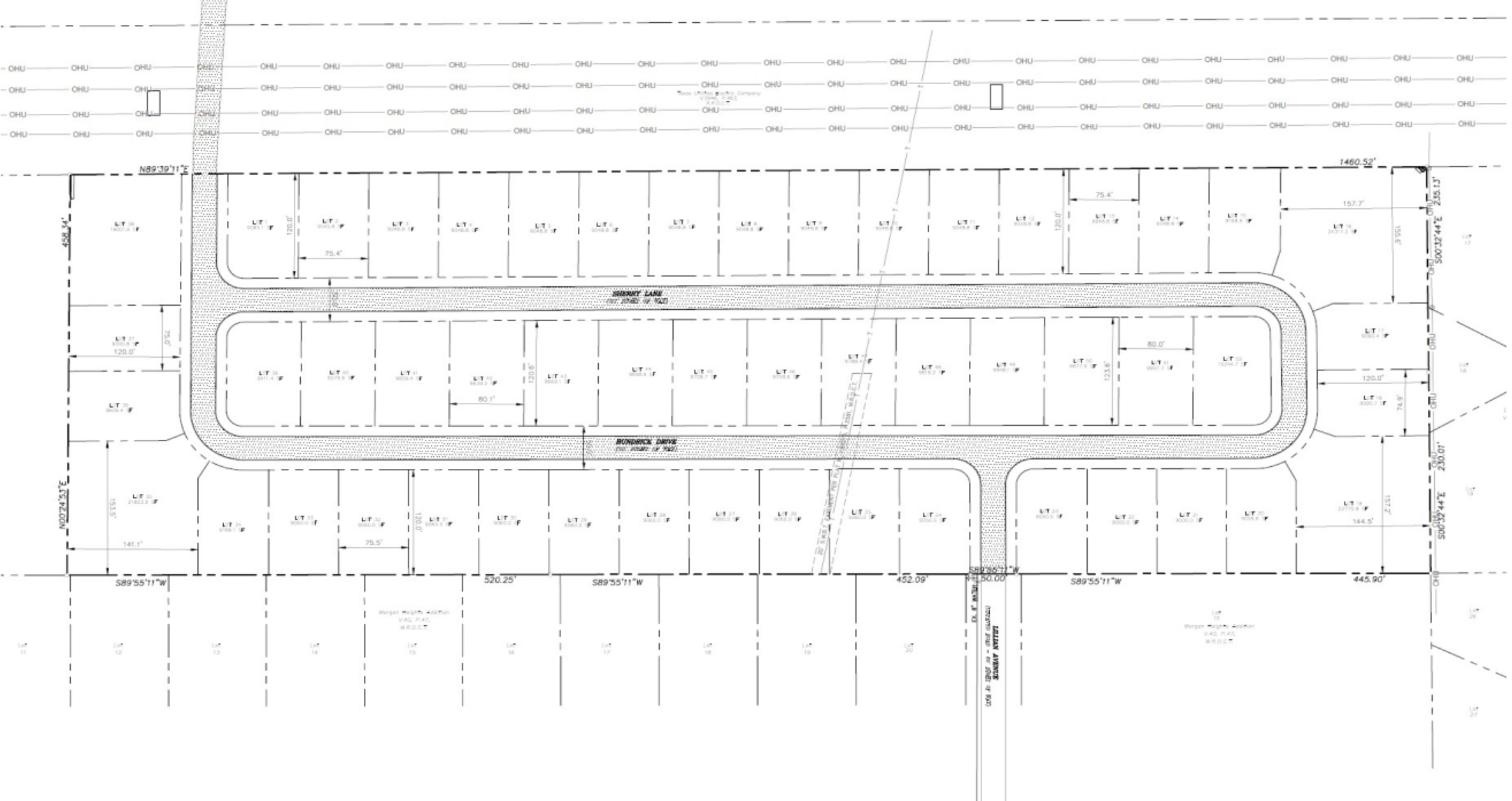
Public Hearing, Discuss and consider making a recommendation to the City Council of the City of Glenn Heights, Texas, related to granting a change in Zoning from Single-Family Residential-1(SF-1) to Single-Family Residential-3 (SF-3) for approximately 15.52+/- acres of land situated in the John F. Porter Survey, Abstract No. 1118, City of Glenn Heights, Dallas County, Texas (Tract I), and lots 1 through 5 of block 1, lots 1 through 10 of block 2, and lots 1 through 7 of block 3, Phase One of the Meadows On Bear Creek, an Addition to the City of Glenn Heights, Dallas, Texas (Tract II), also commonly known as 928 East Bear Creek Road, Glenn Heights, Dallas County, Texas.

AERIAL VIEW

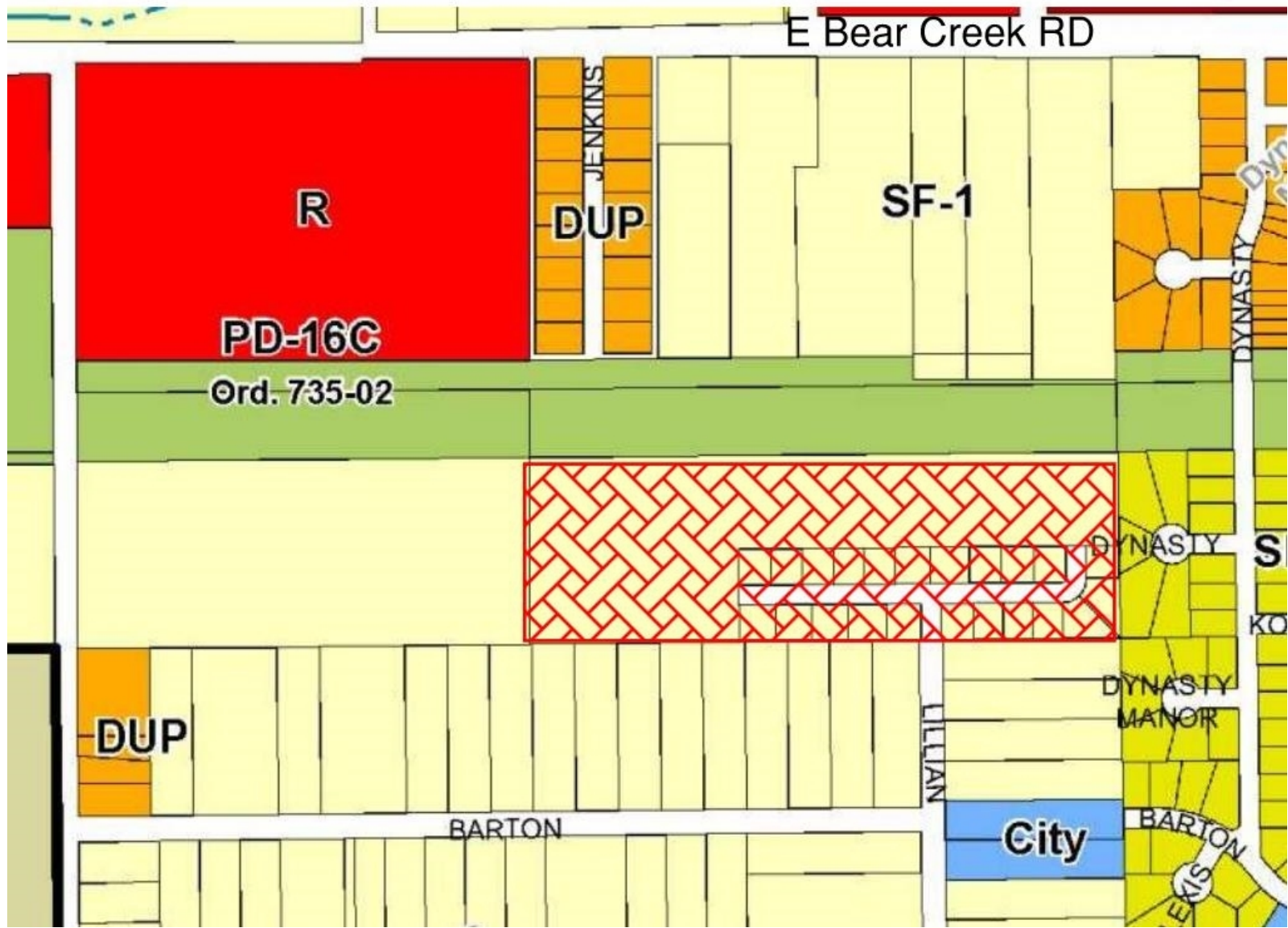




FINAL LAYOUT



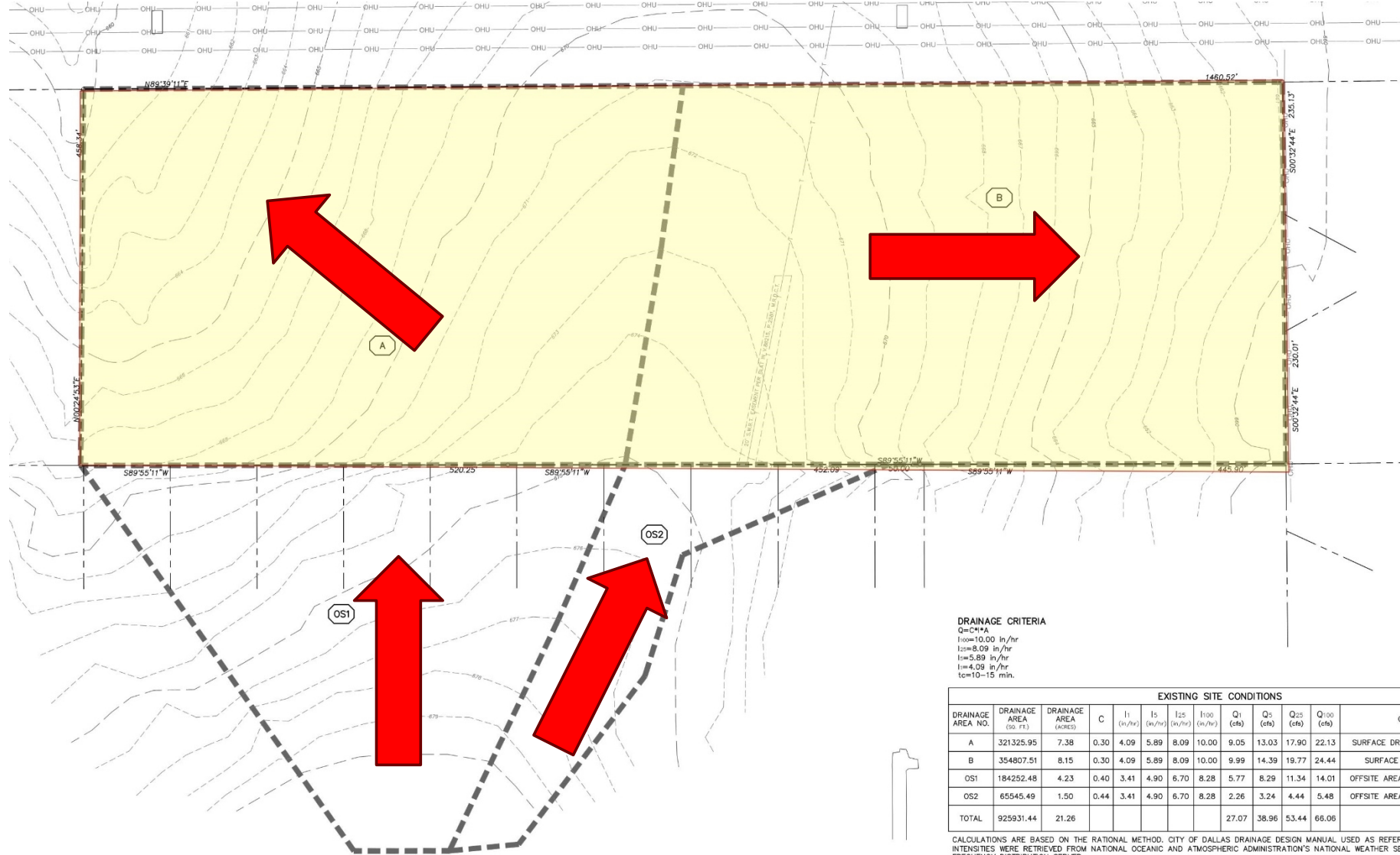
CURRENT ZONING MAP



FUTURE LAND USE MAP



EXISTING DRAINAGE PATTERN

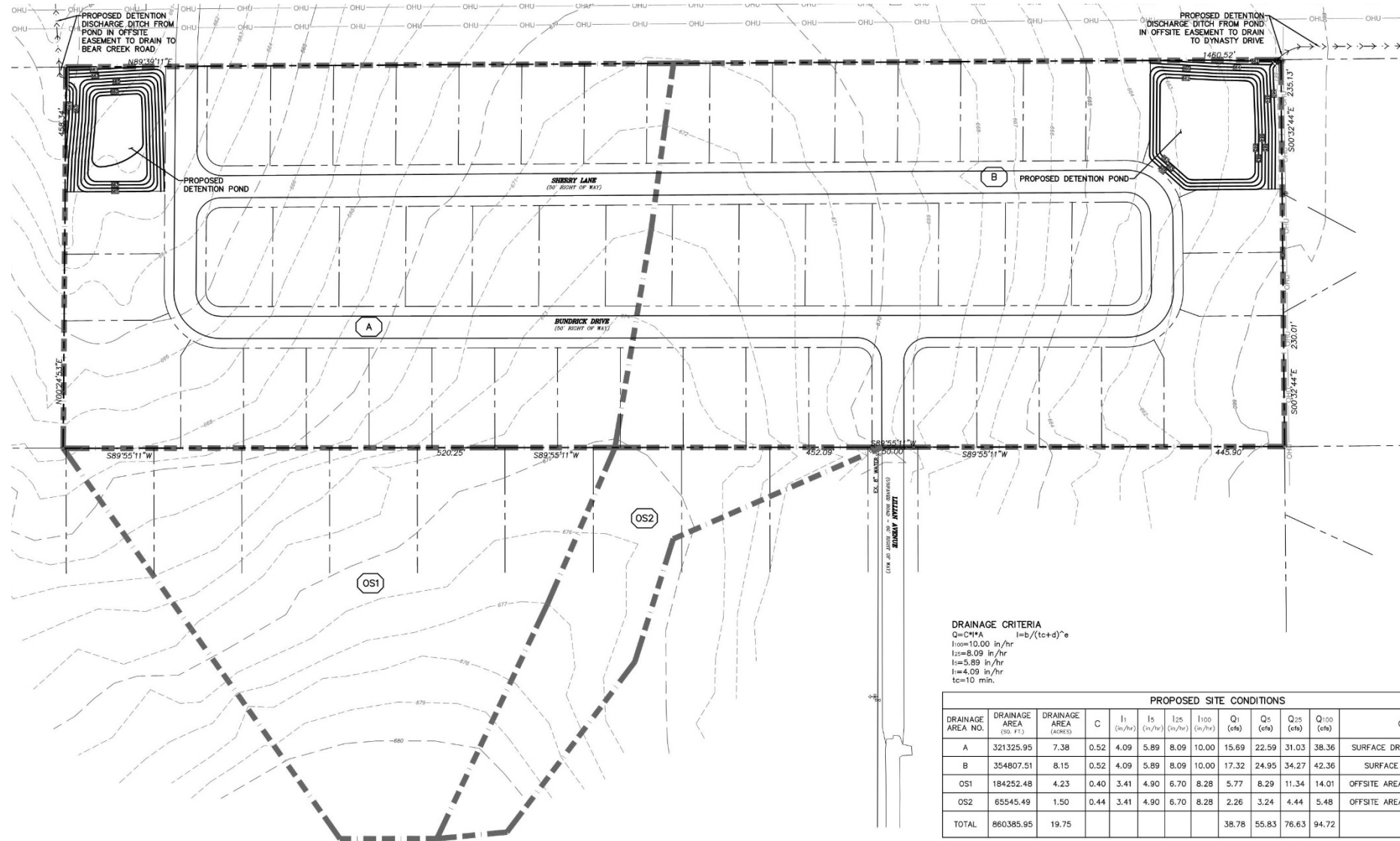


DRAINAGE CRITERIA
 $Q=C \cdot I \cdot A$
 $I_{100}=10.00 \text{ in/hr}$
 $I_{25}=8.09 \text{ in/hr}$
 $I_{10}=5.89 \text{ in/hr}$
 $I_{1}=4.09 \text{ in/hr}$
 $t_c=10-15 \text{ min.}$

EXISTING SITE CONDITIONS												
DRAINAGE AREA NO.	DRAINAGE AREA (SQ. FT.)	DRAINAGE AREA (ACRES)	C	I ₁ (in/hr)	I ₅ (in/hr)	I ₂₅ (in/hr)	I ₁₀₀ (in/hr)	Q ₁ (cfs)	Q ₅ (cfs)	Q ₂₅ (cfs)	Q ₁₀₀ (cfs)	COM
A	321325.95	7.38	0.30	4.09	5.89	8.09	10.00	9.05	13.03	17.90	22.13	SURFACE DRAIN
B	354807.51	8.15	0.30	4.09	5.89	8.09	10.00	9.99	14.39	19.77	24.44	SURFACE DR
OS1	184252.48	4.23	0.40	3.41	4.90	6.70	8.28	5.77	8.29	11.34	14.01	OFFSITE AREA D
OS2	65545.49	1.50	0.44	3.41	4.90	6.70	8.28	2.26	3.24	4.44	5.48	OFFSITE AREA D
TOTAL	925931.44	21.26						27.07	38.96	53.44	66.06	

CALCULATIONS ARE BASED ON THE RATIONAL METHOD, CITY OF DALLAS DRAINAGE DESIGN MANUAL, USED AS REFERENCE. INTENSITIES WERE RETRIEVED FROM NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S NATIONAL WEATHER SERVICE FREQUENCY DISTRIBUTION SERVER.

LAYOUT OF LOTS



CALCULATIONS ARE BASED ON THE RATIONAL METHOD. CITY OF DALLAS DRAINAGE DESIGN MANUAL USED AS REFERENCE. INTENSITIES WERE RETRIEVED FROM NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S NATIONAL WEATHER SERVICE.

DISCUSSIONS AND CONCERNS

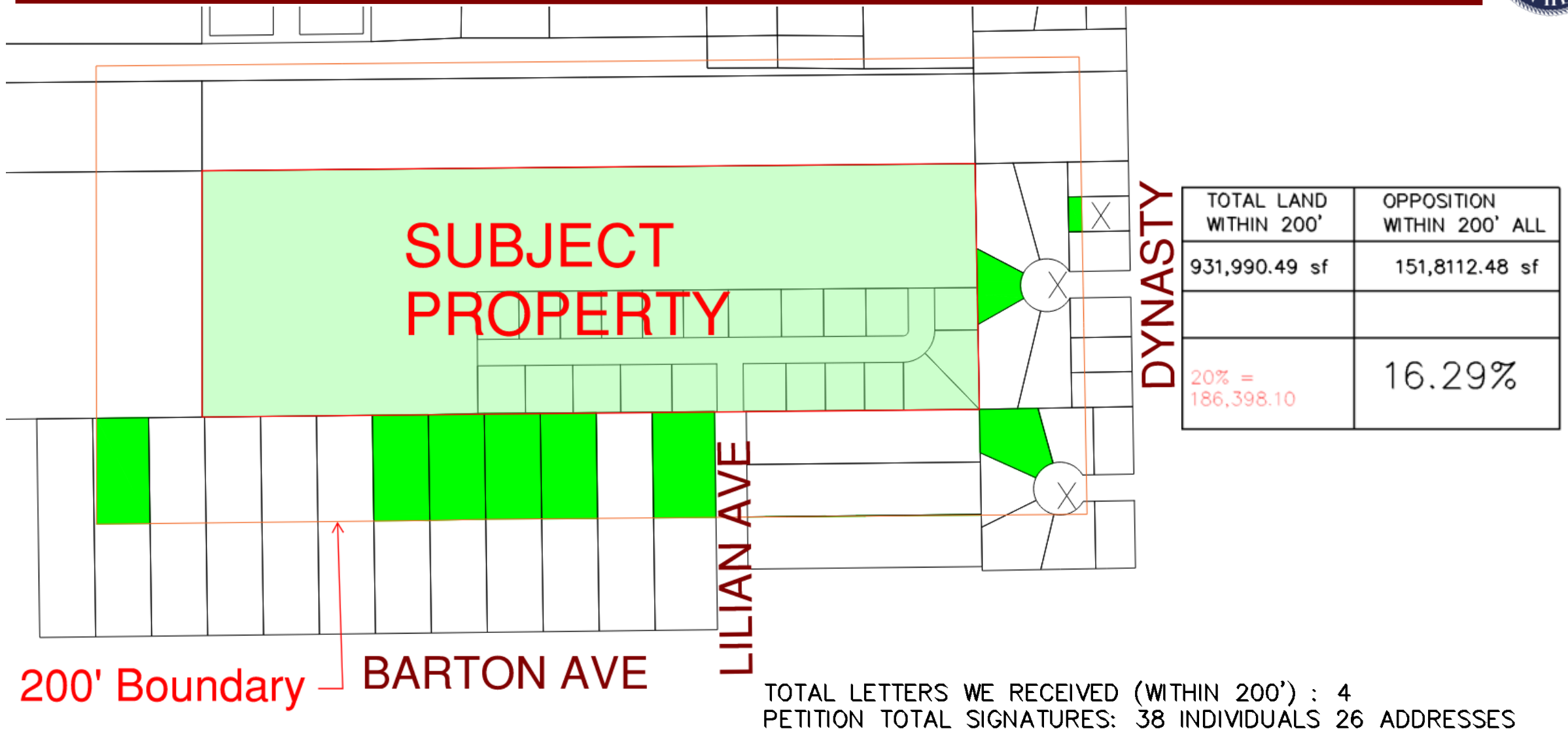


Based on the input from residents, there are some concerns:

- a. Lot Size Adjustment (Compared to the Large Lots to the South)
- b. Termination of Lilian Ave and Connection to Dynasty Instead
- c. Pedestrian Safety and Infrastructure Concerns
- d. Existing Drainage Concerns



OPPOSITION MAP



RECOMMENDATION



Staff recommends approval of proposed Zoning Change.

- To minimize the impact to existing neighborhoods, the developer and staff agreed it is best to utilize the existing Jenkins Road for the purpose of construction. A full-depth rehabilitation of the asphalt of Jenkins Road from E Bear Creek to the end of the existing road will take place after construction is complete.

QUESTIONS



COMMENTS

Rain Financial Services Change of Zoning

CITY OF GLENN HEIGHTS

PLANNING AND ZONING COMMISSION

AUGUST 05, 2025



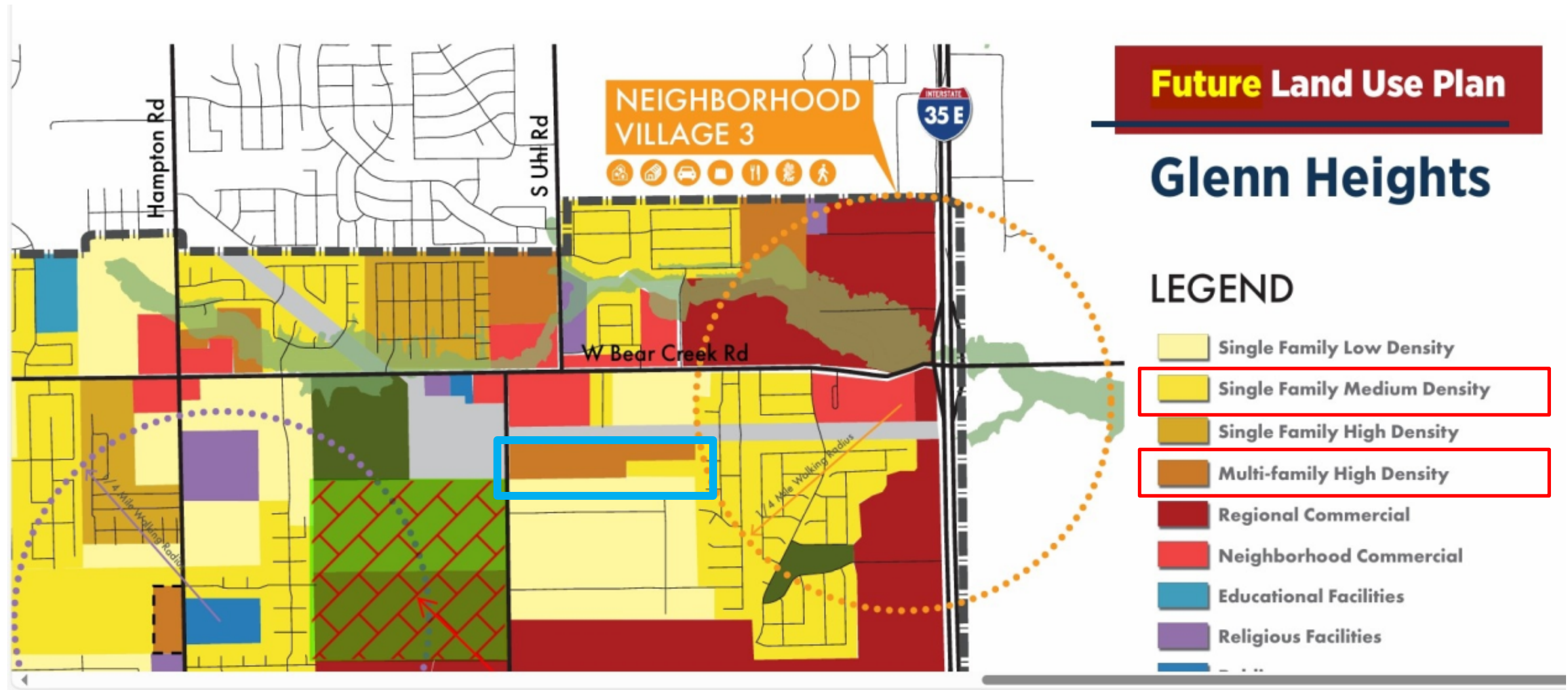
Beaver Creek built 2002
1,800 to 2,200+ SF homes
Min. 9,000 SF Lots

Meadow Creek built circa 2005-2015
1,800 to 3,200+ SF homes
9,000-10,000 SF Lots

Gateway Estates built 2004-2023
1,800 to 3,700 SF homes
5,000 to 8,400+ SF Lots

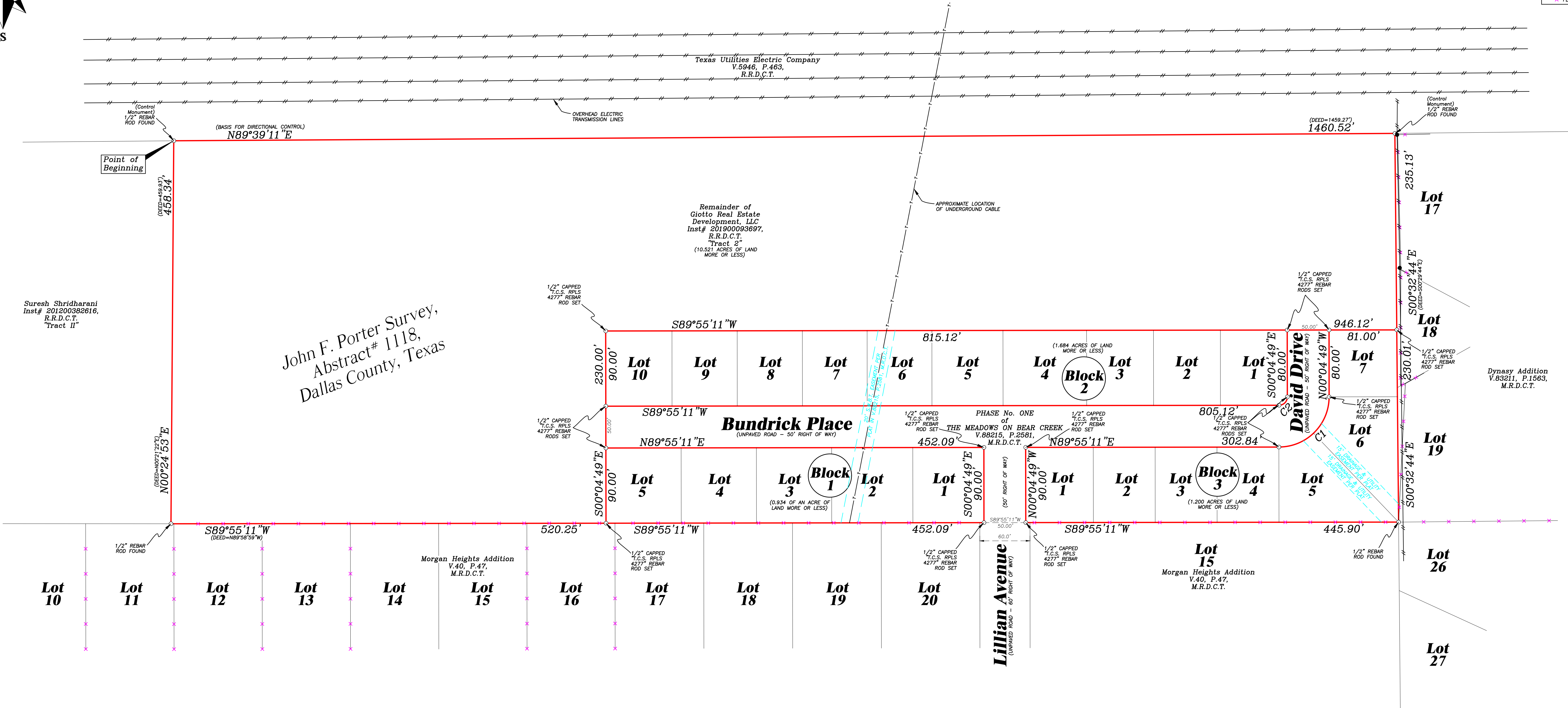
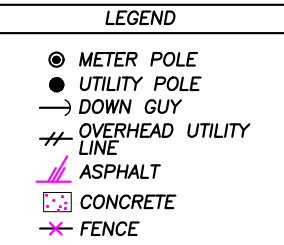
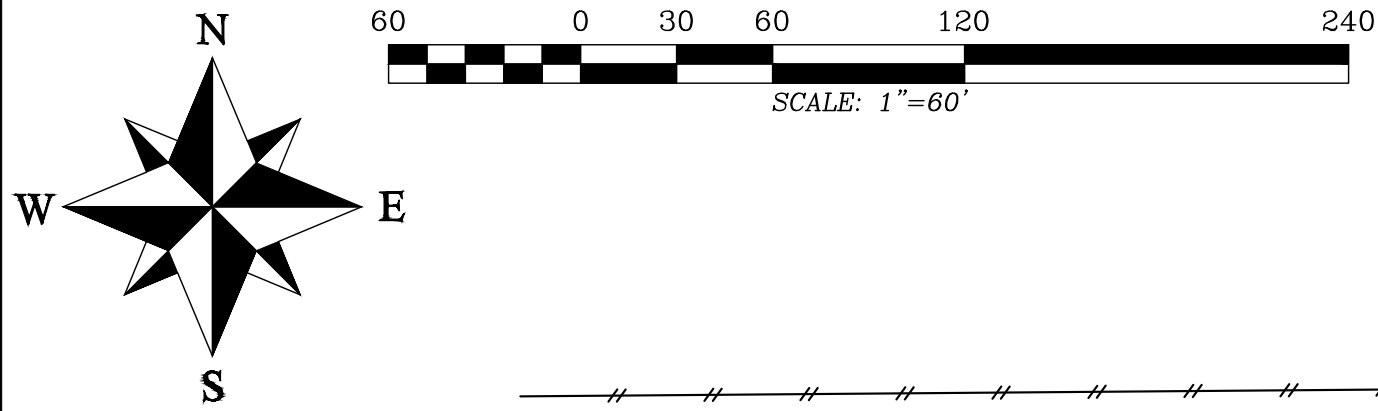
Dynasty built in 1985/Russell Heights 2023
1,200 to 2,500+ SF homes
5,000 to 7,000+ SF Lots

Comprehensive Plan



Preliminary Layout – Illustrative Purposes Only





TRACT I

Legal Description:

Description for a tract of land situated in the John F. Porter Survey, Abstract Number 1118, Dallas County, Texas and being the remainder of a tract of land described in a deed to Giotto Real Estate Development, LLC recorded in Instrument Number 201900093697, Real Records, Dallas County, Texas, being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" rebar rod found (Control Monument) for the northwest corner of the Giotto Tract, same being the northeast corner of "Tract II" to Suresh Shridharani recorded in Instrument Number 201200382616, Real Records, Dallas County, Texas and being in the south line of a tract of land described in a deed to Texas Utilities Electric Company recorded in Volume 5946, Page 463, Real Records, Dallas County, Texas;

THENCE N89°39'11"E. (BASIS FOR DIRECTIONAL CONTROL), 1460.52 feet (DEED=1459.27') along the common line of the Giotto Tract and the Texas Utilities Tract to a 1/2" rebar rod found (Control Monument) for the northeast corner of the Giotto Tract, same being the northwest corner of Lot 17, Dynasty Addition recorded in Volume 83211, Page 1563, Map Records, Dallas County, Texas;

THENCE S00°32'44"E. (DEED=S00°29'44"E), 235.13 feet along the common line of the Giotto Tract and Lots 17 and 18, Dynasty Addition to a 1/2" capped "T.C.S. RPLS 4277" rebar rod set for the northeast corner of Lot 7, Block 3, PHASE No. ONE of THE MEADOWS ON BEAR CREEK recorded in Volume 88215, Page 2581, Map Records, Dallas County, Texas;

THENCE S89°55'11"W, 946.12 feet along a common line of the Giotto Tract and THE MEADOWS ON BEAR CREEK to a 1/2" capped "T.C.S. RPLS 4277" rebar rod set for the northwest corner of Lot 10, Block 2;

THENCE S00°04'49"E, 230.00 feet along a common line of the Giotto Tract and THE MEADOWS ON BEAR CREEK to a 1/2" capped "T.C.S. RPLS 4277" rebar rod set for the southwest corner of Lot 5, Block 1 and being in the north line of Lot 16, Morgan Heights Addition recorded in Volume 40, Page 47, Map Records, Dallas County, Texas;

THENCE S89°55'11"W. (DEED=N89°58'59"W), 520.25 feet along the common line of the Giotto Tract and Morgan Heights Addition to a 1/2" rebar rod found for the southwest corner of the Giotto Tract, same being the southeast corner of the Shridharani Tract;

THENCE N00°24'53"E. (DEED=N00°21'22"E), 458.34 feet (DEED=459.93') along the common line of the Giotto Tract and the Shridharani Tract to the POINT OF BEGINNING and containing 10.521 acres of land more or less.

TRACT II

Legal Description:

Lots 1-5, Block 1; Lots 1-10, Block 2 and Lots 1-7, Block 3, PHASE No. ONE of THE MEADOWS ON BEAR CREEK, an Addition to the City of Glenn Heights, Dallas County, Texas according to the Map thereof recorded in Volume 88215, Page 2581, Map Records, Dallas County, Texas.

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	60.00'	94.44'	S45°00'41"W	84.99'
C2	10.00'	15.71'	N44°55'11"E	14.14'

Notes:

According to the Flood Insurance Rate Map for Dallas County, Texas, and Incorporated Areas, Community Panel Number 48113C 0640 K, Dated July 7, 2014, this tract is in Zone X, an area not in the 1% annual chance flood.

The easements to Texas Power and Light recorded in Volume 5864, Page 61, Volume 5864, Page 65, Real Records, Dallas County, Texas and the Agreement to Texas Power and Light recorded in Volume 86189, Page 6540, Real Records, Dallas County, Texas affect this tract.

This sketch accurately represents an on the ground survey performed under my direction and supervision, and shows all property corners, and visible improvements; encroachments, and easements that have been provided to me. This survey has been performed strictly for this transaction only, as indicated by the Warranty File Number as stated on this drawing, and is not to be used for any other transaction.



Lonnie Reed
09-01-2021

AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS

ORDINANCE NO. O-12-25

AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE, PLAN AND MAP OF THE CITY OF GLENN HEIGHTS, AS AMENDED, BY GRANTING A CHANGE IN ZONING FROM SINGLE-FAMILY RESIDENTIAL-1 (SF-1) TO SINGLE FAMILY RESIDENTIAL-3 (SF-3) FOR A 15.52+/- ACRE TRACT OF LAND, SITUATED IN THE JOHN F. PORTER SURVEY, ABSTRACT NO. 1118, CITY OF GLENN HEIGHTS, DALLAS COUNTY, TEXAS (TRACT I), AND LOTS 1 THROUGH 5 OF BLOCK 1, LOTS 1 THROUGH 10 OF BLOCK 2, AND LOTS 1 THROUGH 7 OF BLOCK 3, PHASE ONE OF THE MEADOWS ON BEAR CREEK, AN ADDITION TO THE CITY OF GLENN HEIGHTS, DALLAS, TEXAS (TRACT II); PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Planning and Zoning Commission of the City of Glenn Heights and the City Council of the City of Glenn Heights, in compliance with the laws of the State of Texas with reference to the granting of zoning classifications and changes, have given requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof, and the City Council of the City of Glenn Heights is of the opinion and finds that a zoning change should be granted, and that the Comprehensive Zoning Ordinance, Plan and Map should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. The Comprehensive Zoning Ordinance, Plan and Map of the City of Glenn Heights, Texas, as heretofore amended, be and the same is hereby amended by granting a change in zoning from Single-Family Residential-1 (SF-1) to Single-Family Residential-3 (SF-3) on two tracts of land, Tract I being a 15.52+/- acre tract of land, situated in the John F. Porter Survey, Abstract No. 118, Dallas County, Texas, and being the remainder of tract of land described in a deed to Giotto Real Estate Development, LLC, recorded in instrument number 201900093697 in the Real Property Records, Dallas County, Texas, and Tract II being Lots 1-5 of Block 1, Lots 1-10 of Block 2, and Lots 1-7 of Block 3, of Phase One of the Meadows on Bear Creek, an Addition to the City of Glenn Heights, Dallas County, Texas, according to the map thereof recorded in Volume 88215, Page 2581, Map Records, Dallas County, Texas, as more particularly described in Exhibit "A," attached hereto and incorporated herein.

SECTION 2. All provisions of the Ordinances of the City of Glenn Heights, Texas, in conflict with the provisions of this ordinance be and are hereby repealed and all other provisions

of the ordinances of the City of Glenn Heights, Texas, not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. An offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 4: Should any sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance or the Comprehensive Zoning Ordinance as a whole, or any part or provision thereof, other than the part declared to be invalid, illegal, or unconstitutional.

SECTION 5. Any person, firm, or corporation violating, disobeying, neglecting, refusing to comply with, or resisting the enforcement of any of the provisions or terms of this ordinance or the Comprehensive Zoning Ordinance, as amended hereby, shall be subject to the same penalty of two thousand dollars (\$2,000.00) for each offense as provided for in the ordinances of the City of Glenn Heights, as heretofore amended. Each and every day such a violation continues or is allowed to exist shall constitute a separate offense.

SECTION 6. This ordinance shall take effect immediately from and after its passage and the publication of its caption, as the law and charter in such cases provide.

DULY PASSED by the City Council of the City of Glenn Heights, Texas this 5th day of August, 2025.

APPROVED:

Sonja A. Brown, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

David M. Berman, City Attorney

EXHIBIT "A"

TRACT I

BEING a tract of land situated in the John F. Porter Survey, Abstract Number 1118, Dallas County, Texas and being the remainder of a tract of land described in a deed to Giotto Real Estate Development, LLC, recorded in Instrument Number 201900093697, Real Property Records, Dallas County, Texas, being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" rebar rod found (Control Monument) for the northwest corner of the Giotto Tract, same being the northeast corner of "Tract II" to Suresh Shridharani recorded in Instrument Number 201200382616, Real Records, Dallas County, Texas and being in the south line of a tract of land described in a deed to Texas Utilities Electric Company recorded in Volume 5946, Page 463, Real Records, Dallas County, Texas;

THENCE N89°39'11"E. (BASIS FOR DIRECTIONAL CONTROL), 1460.52 feet DEED=1459.27') along the common line of the Giotto Tract and the Texas Utilities Tract to a 1/2" rebar rod found (Control Monument) for the northeast corner of the Giotto Tract, same being the northwest corner of Lot 17, Dynasty Addition recorded in Volume 83211, Page 1563, Map Records, Dallas County, Texas;

THENCE S00°32'44"E. (DEED=S00°29'44"E), 235.13 feet along the common line of the Giotto Tract and Lots 17 and 18, Dynasty Addition to a 1/2" capped "T.C.S. RPLS 4277" rebar rod set for the northeast corner of Lot 7, Block 3, PHASE No. ONE of THE MEADOWS ON BEAR CREEK recorded in Volume 88215, Page 2581, Map Records, Dallas County, Texas;

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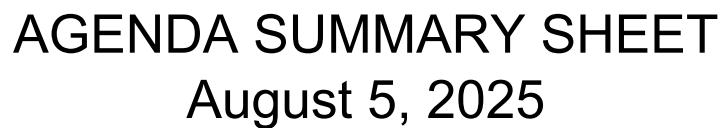
THENCE S00°04'49"E., 230.00 feet along a common line of the Giotto Tract and THE MEADOWS ON BEAR CREEK to a 1/2" capped "T.C.S. RPLS 4277" rebar rod set for the southwest corner of Lot 5, Block 1 and being in the north line of Lot 16, Morgan Heights Addition recorded in Volume 40, Page 47, Map Records, Dallas County, Texas;

THENCE S89°55'11"W. (DEED=N89°58'59"W), 520.25 feet along the common line of the Giotto Tract and Morgan Heights Addition to a 1/2" rebar rod found for the southwest corner of the Giotto Tract, same being the southeast corner of the Shridharani Tract;

THENCE N00°24'53"E. (DEED=N00°21'22"E), 458.34 feet (DEED=459.93') along the common line of the Giotto Tract and the Shridharani Tract to the POINT OF BEGINNING and containing 10.521 acres of land more or less.

TRACT II

BEING Lots 1-5, Block 1; Lots 1-10, Block 2 and Lots 1-7, Block 3, PHASE No. ONE of THE MEADOWS ON BEAR CREEK, an Addition to the City of Glenn Heights, Dallas County, Texas according to the Map thereof recorded in Volume 88215, Page 2581, Map Records, Dallas County, Texas



Discussion and take action to approve Resolution R-22-25, accepting and authorizing the City Manager to execute a Development Agreement with Rain Financial Inc., for cost participation in certain improvements to Jenkins Road. (Parviz Pourazizian, Director of Planning and Development Services)

[illegible]

DEVELOPMENT AGREEMENT: THE MEADOWS ON BEAR CREEK



PARVIZ R POURAZIZIAN, DIRECTOR OF PLANNING &
DEVELOPMENT SERVICES

AUGUST 05, 2025

DEVELOPMENT AGREEMENT



Applicant: Maxwell Fisher

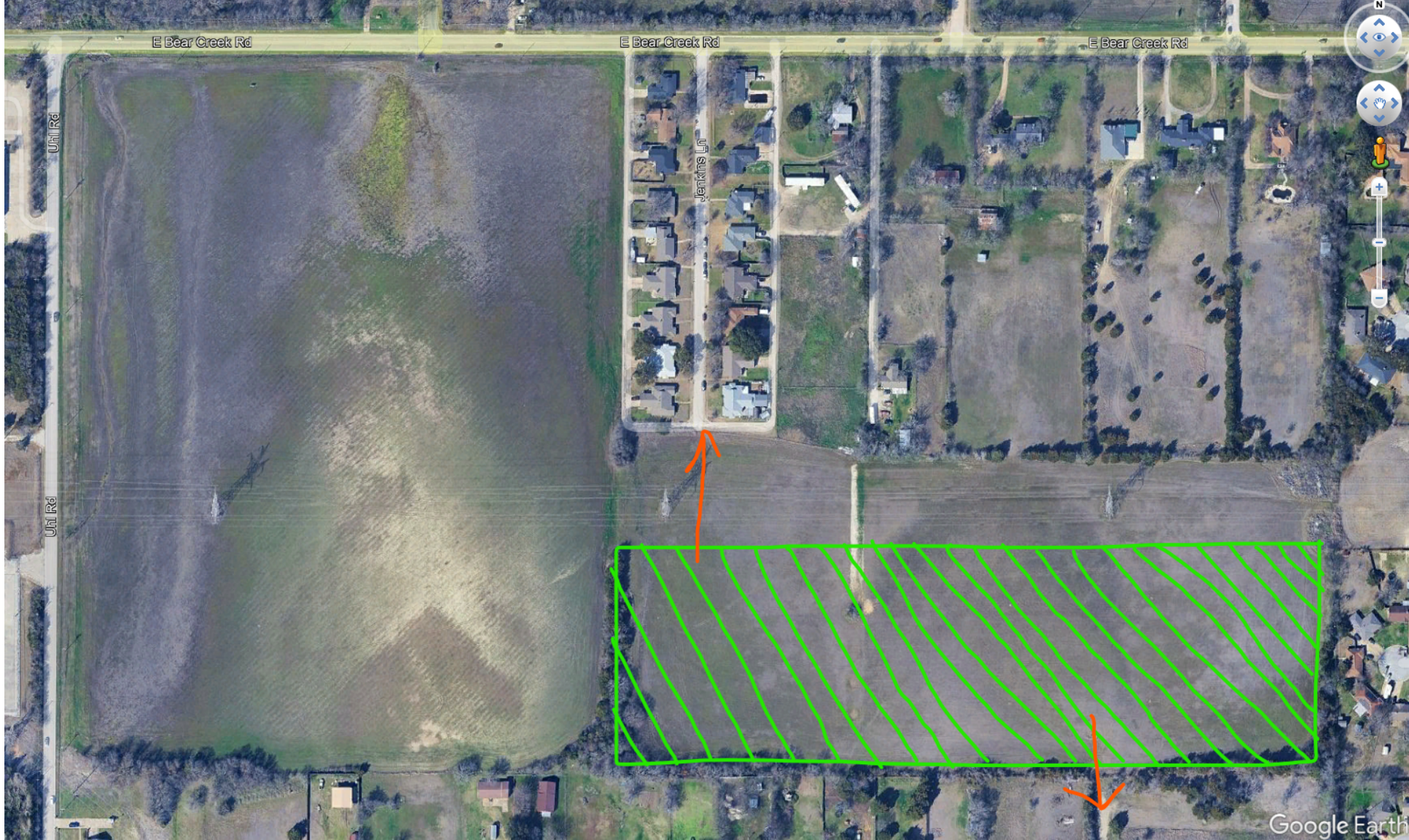
Location: 928 E Bear Creek Road

Request: Development Agreement

Acres: 15.52+/- Acres

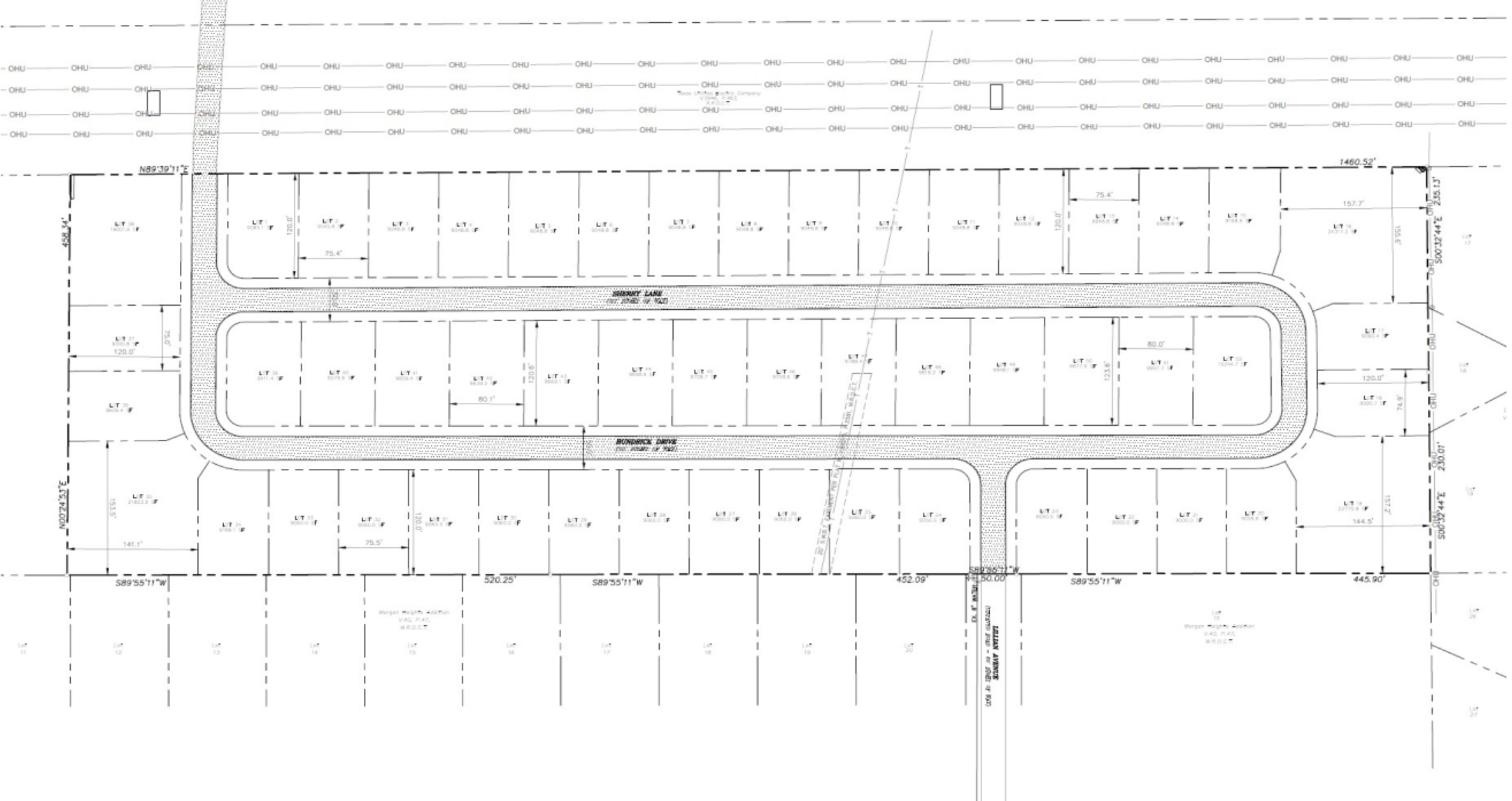
Zone: SF-1 to SF-3

AERIAL VIEW

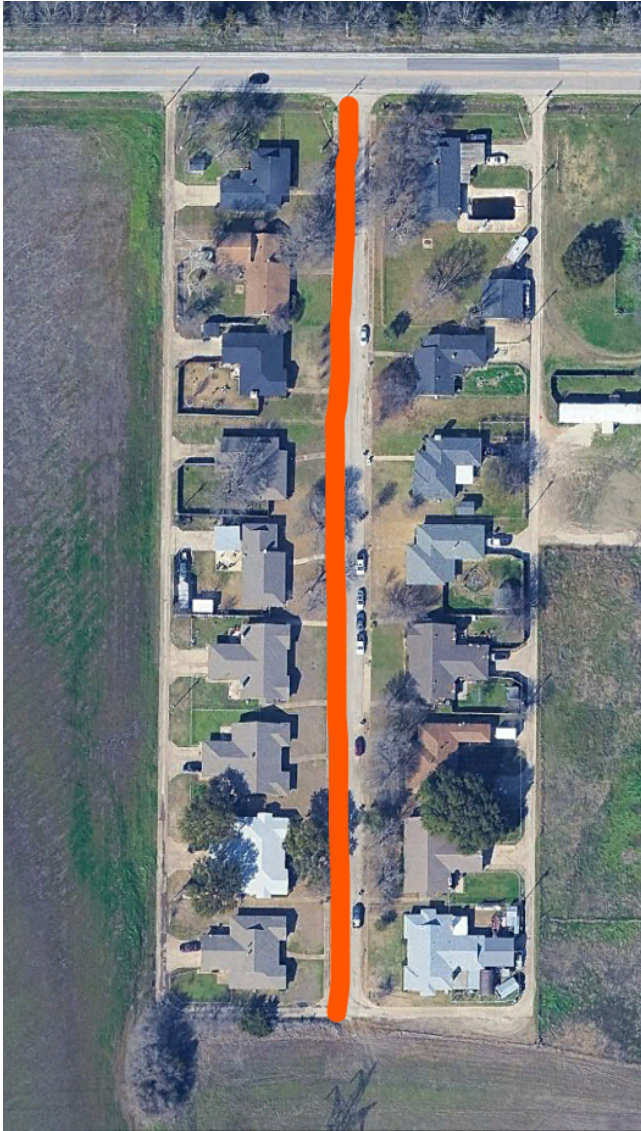




FINAL LAYOUT



REHABILITATION OF JENKINS ROAD



As part of the Development Agreement, the City of Glenn Heights staff and the developer agreed that workers and contractors will utilize the existing Jenkins Road as the main point of access during the construction of the infrastructure.

Additionally, it was agreed to collect approximately \$135K from the developer to rehabilitate the entire length of this road after the heavy work is done.

QUESTIONS



COMMENTS

A RESOLUTION OF THE CITY OF GLENN HEIGHTS, TEXAS

RESOLUTION NO. R-22-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS ACCEPTING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A DEVELOPMENT AGREEMENT WITH RAIN FINANCIAL INC. , A TEXAS CORPORATION, FOR COST PARTICIPATION IN CERTAIN IMPROVEMENTS TO THE JENKINS ROAD FROM EA BEAR CREEK TO THE END THE ROAD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Glenn Heights, Texas finds and determines that the Stewart Farm subdivision development project, pursued by Rain Financial Inc. , a Texas corporation, the Developer, will cause and generate an increase in traffic throughout the intersection of West Bear Creek Road and South Westmoreland Road and that the existing conditions of the intersection are inadequate to accommodate the increase; and

WHEREAS, the Council further finds that the installation of traffic control signals and the construction of additional lanes of traffic will be necessary as a direct result of the Project; and

WHEREAS, the Developer has agreed to a Development Agreement whereby the City and Developer have agreed that the Developer will remit to the City the costs of the Roadway rehabilitation, in an amount roughly proportionate to the direct costs incurred by the City to accommodate the increased traffic caused by the Developer's project; and

WHEREAS, the City Council finds and determines that the Development Agreement is in the best interests of the City and the public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS:

SECTION 1: That the City Council of the City of Glenn Heights does hereby accept and approve the Development Agreement between the City and Rain Financial Inc. , a Texas corporation the Developer of the Meadows on the Bear Creek Subdivision, a true and correct copy of which is attached hereto as Exhibit "A," and does further authorize the City Manager to execute the Agreement and accept payment on the City's behalf.

SECTION 3: This resolution shall become effective immediately upon its passage.

Duly Passed by the City Council of the City of Glenn Heights, Texas this 5th day of August, 2025.

APPROVED:

Sonja A. Brown, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

David Berman, City Attorney

Exhibit A
Development Agreement

STATE OF TEXAS

§

§

COUNTY OF DALLAS

§

ROADWAY DEVELOPMENT AGREEMENT

THIS ROADWAY DEVELOPMENT AGREEMENT (this “Agreement”) is by and between the City of Glenn Heights, Texas, a home rule municipality of the State of Texas (the “City”), and Rain Financial Services, Inc, a Texas private corporation (its successors and assigns, the “Developer”), and is effective as of the Effective Date, shown below. The City and Developer are sometimes referred to herein collectively as the “parties” and each, individually, as a “party”.

WHEREAS, Developer is the developer of real property situated within the City and near the intersection of East Bear Creek Road and Jenkins Lane (the “Intersection”) more particularly described on Exhibit A attached hereto and incorporated herein (the “Property”); and

WHEREAS, the Developer intends to develop or cause the development of the Property for residential purposes (the “Development”), which will burden Jenkins Lane and will increase traffic flow, congestion, and public safety concerns on Jenkins Lane and at the Intersection; and

WHEREAS, based on traffic impact analyses, the City has determined that certain Improvements (defined herein) to Jenkins Lane and the Intersection, and the acquisition of land for right-of-way expansion, will partially address traffic safety concerns, and the Developer has acknowledged that the proposed Improvements will enhance traffic safety as well as the marketability of residential properties within the Developer’s project; and

WHEREAS, to enable and facilitate the City’s installation of the Improvements, the Developer has agreed to participate in funding the costs to be incurred by the City in accordance with the terms hereof and the parties agree that the Developer’s cost participation in the Improvements is roughly proportional to the benefits received and burdens imposed by the Development; and

WHEREAS, the City and Developer agree that the construction of the Improvements will serve the best interests of the City and the Developer, and is in the best interest of the public health, safety and welfare; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The City will construct the Jenkins Lane Asphalt Road full depth rehab (the “Improvements”) on and along Jenkins Lane from the intersection of East Bear Creek Road to the end of the existing road in accordance with design criteria specified by the City of Glenn Heights Construction Details and applicable law and construction standards. Upon completion of construction and installation of the Improvements, the City will be responsible for perpetual

maintenance and operation of the roadway and traffic control signals, lights and devices at the Intersection, including without limitation all Improvements.

2. The Developer agrees to utilize Jenkins Lane as the primary access point for heavy vehicle traffic during the construction of the required infrastructure improvements and the development of the Property. This provision is intended to manage construction-related traffic and minimize disruption to surrounding areas.

3. The Developer agrees to remit payment to the City in the amount of \$135,000.00 (the "Improvements Payment"), which the parties agree and acknowledge is an amount that is roughly proportionate to the effect that the Development will have on traffic flows throughout the Streets and surrounding roadways. The Improvements Payment shall be remitted by Developer within thirty (30) days following the City's issuance of the infrastructure permit for street, water, wastewater and/or drainage improvements within the Property for the Development. Should the City fail to cause the commencement of construction of the Improvements within two (2) years of the date Developer provides the Improvements Payment to the City, the City shall promptly refund the Improvements Payment (without interest) to the Developer, less any amounts expended by the City for the Improvements. For purposes of this Paragraph, "completion of construction" means full completion and acceptance of the Improvements by the City and fully functional street. Should the cost of the Improvements exceed the estimated amount on which the Improvements Payment is based, the Developer will remit, within 30 days following notice to Developer, the additional costs on a pro-rated basis.

4. The Developer shall be entitled to a credit for Roadway Impact Fees assessed against the development and improvement of the Property up to but not to exceed the full amount of the Improvements Payment plus any additional payments made by Developer to the City for additional costs described in the foregoing paragraph.

5. Upon completion of construction of the Improvements, the City shall be responsible for maintenance, operation and repair of all street improvements and traffic signal lights and traffic control devices at the Intersection, including without limitation all Improvements.

6. The parties agree and acknowledge that the approval and filing of the final plat for the Development, and/or the City's final acceptance of the on-site and off-site improvements required for the single-family development of the Property, shall not be contingent upon the commencement, progress, or completion of the Improvements described in this Agreement. The obligations and timeline related to the Improvements are independent of the City's obligation to process and approve development applications and accept improvements constructed by the Developer for the Development

7. Developer represents and warrants that it has sufficient legal authority to conduct business in the State of Texas; that it has full capacity and authority to grant all rights and assume all obligations that it has granted and assumed under this Agreement; and that the person or persons executing this Agreement on its behalf has been duly authorized to do so. The City represents and warrants that it has full capacity and authority to grant all rights and assume all obligations that it

has granted and assumed under this Agreement; and that the person or persons executing this Agreement on its behalf has been duly authorized to do so.

8. The terms and conditions of this Agreement are binding upon the successors and assigns of all parties hereto. Except as expressly provided herein, this Agreement may not be assigned by Developer, and Developer shall not have the authority to assign, sell or transfer this Agreement or any right arising hereunder to any person, without the consent of the City, which consent shall not be unreasonably withheld. However, no City consent shall be required for Developer's assignment or transfer of this Agreement, in whole or in part, to (i) an affiliate, parent, or subsidiary of Developer, or (ii) a future owner of all or a portion of the Property; but notice of such assignment or transfer shall be given to the City.

9. The validity of this Agreement and all of its terms and provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of Texas, and venue for any action concerning this Agreement shall lie exclusively in the state courts of appropriate jurisdiction in Dallas County, Texas.

10. This Agreement may be amended only by the mutual written agreement of the parties hereto.

11. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other provisions hereof, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

12. In the event of any conflict between this Agreement and any other ordinance, rule, regulation, standard, policy, order, guideline, or other City adopted or City enforced requirement, whether existing on the Effective Date or hereinafter adopted, this Agreement shall control; provided, however, that nothing in this Agreement shall be deemed as City approval of any development requirement, permit or application of any kind.

13. Upon written request by Developer to the City, the City will provide Developer with a certificate stating, as of the date of the certificate, (i) whether this Agreement is in full force and effect and, if Developer is in breach of this Agreement, the nature of the breach and the curative action required to cure the same; (ii) a statement as to whether this Agreement has been amended and, if so, the identity of each amendment; and (iii) any other factual matters reasonably requested that relate to this Agreement. The City Manager or his/her authorized designee may execute, on behalf of the City, any estoppel certificate requested by the Developer that is consistent with this section.

14. All notices which are required or permitted hereunder must be in writing and shall be deemed to have been given, delivered or made, as the case may be: (i) upon actual receipt or refusal by the addressee by hand with a receipt or confirmation evidencing delivery or electronic transmission; or (ii) three (3) business days after having been deposited in the United States mail, certified or registered, return receipt requested, sufficient postage affixed and prepaid; or (iii) one (1) business day after having been deposited with an expedited, overnight courier service (e.g. U.S.

Express Mail or Federal Express) for one-day delivery with confirmation of delivery, addressed to the party to whom notice is intended to be given at the following addresses:

If intended for City, to:

City of Glenn Heights, Texas
1938 S Hampton Road
Glenn Heights, Texas 75154
ATTN: City Manager

If intended for Developer, to:

Fre Kioni
Rain Financial Services, Inc
1615 Randol Mill Ave
Southlake, Texas 76092

For purposes of this Agreement a “business day” is a day that is not a Saturday, Sunday, federal holiday or holiday in the State of Texas.

14. This Agreement is the entire agreement between the parties with respect to the subject matter covered in this Agreement. There is no other oral or written agreement between the parties that in any manner relates to the subject matter of this Agreement.

15. This Agreement shall run with the Property and be recorded in the real property records of Dallas County, Texas.

16. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same document.

17. This Agreement is effective on the last date of signing, shown below (the “Effective Date”).

[Signatures on following page(s)]

RAIN FINANCIAL SERVICES INC.

(Signature)

Date: _____

(Type/Print Name)

STATE OF TEXAS §

§

COUNTY OF DALLAS §

This instrument was acknowledged before me, the undersigned authority, by _____ (name) as the _____ (title) of Rain Financial Services Inc., a Texas private corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 2025.

Notary Public in and for the State of Texas

Commission Expires:

CITY OF GLENN HEIGHTS, TEXAS

Sonja A. Brown, Mayor

Date: _____

ATTEST:

Town Secretary

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

This instrument was acknowledged before me, the undersigned authority, by Sonja A. Brown, Mayor for the City of Glenn Heights, Texas, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and considerations therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 2025.

Commission Expires:

Notary Public in and for the State of Texas

EXHIBIT A
Legal Description of the Property

TRACT I

Legal Description:

Description for a tract of land situated in the John F. Porter Survey, Abstract Number 1118, Dallas County, Texas and being the remainder of a tract of land described in a deed to Giotto Real Estate Development, LLC recorded in Instrument Number 201900093697, Real Records, Dallas County, Texas, being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" rebar rod found (Control Monument) for the northwest corner of the Giotto Tract, same being the northeast corner of "Tract II" to Suresh Shridharani recorded in Instrument Number 201200382616, Real Records, Dallas County, Texas and being in the south line of a tract of land described in a deed to Texas Utilities Electric Company recorded in Volume 5946, Page 463, Real Records, Dallas County, Texas;

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THENCE N00°24'53"E. (DEED=N00°21'22"E), 458.34 feet (DEED=459.93') along the common line of the Giotto Tract and the Shridharani Tract to the POINT OF BEGINNING and containing 10.521 acres of land more or less.

TRACT II

Legal Description:

Lots 1-5, Block 1; Lots 1-10, Block 2 and Lots 1-7, Block 3, PHASE No. ONE of THE MEADOWS ON BEAR CREEK, an Addition to the City of Glenn Heights, Dallas County, Texas according to the Map thereof recorded in Volume 88215, Page 2581, Map Records, Dallas County, Texas

[illegible]



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: August 5, 2025

SUBJECT

This item will update the previously adopted Drainage Design Manual with more relevant criteria tailored specifically for the City of Glenn Heights.

DISCUSSION / BACKGROUND

The City of Glenn Heights previously updated its Drainage Design Manual through Ordinance O-03-25 by adopting the 2019 version of the City of Dallas Design Manual. In recent months, City staff have collaborated with professional engineers from Freese and Nichols to identify and propose amendments that better align the manual with the specific needs of the City of Glenn Heights and incorporate the latest technical standards.

One significant update includes the adoption of the "ATLAS 14" rainfall data, which reflects the most current and accurate precipitation information available. This change ensures that our design criteria are based on up-to-date hydrological data.

Staff held several meetings with the engineering team to review the manual in light of challenges and experiences encountered over the past two years. As a result, we have developed a list of recommended amendments included in this ordinance. These updates are intended to elevate the City's drainage standards and improve the effectiveness and resilience of our infrastructure.

PRIOR COUNCIL OR BOARD ACTION

Not applicable.

PUBLIC CONTACT

Not applicable.

FINANCIAL IMPACT

Not applicable.

RECOMMENDATION / ALTERNATIVES

Staff recommends approval of Ordinance O-13-25.

ATTACHMENTS

1. Presentation - Staff - Drainage Amendment
2. Ordinance O-13-25

PREPARED BY

Parviz Pourazizian, Director of Planning and Development Services

REVIEWED BY

Brandi Brown, City Secretary

AMENDMENT TO THE DRAINAGE DESIGN CRITERIA



PARVIZ POURAZIZIAN, DIRECTOR OF DEVELOPMENT
SERVICES

AUGUST 05, 2025



AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, AMENDING THE CODE OF ORDINANCES, CITY OF GLENN HEIGHTS, TEXAS, BY AMENDING SECTION 13.12.002 OF ARTICLE 13.12 (“DRAINAGE UTILITY SYSTEM”) OF CHAPTER 13 (“UTILITIES”) TO ADOPT SUBSECTION (d) TO SECTION 13.12.002, PROVIDING FOR THE ADOPTION OF FUTURE AMENDMENTS TO THE DRAINAGE DESIGN MANUAL, AS PREVIOUSLY ADOPTED, AND TO ADOPT AMENDMENTS TO THE DRAINAGE DESIGN MANUAL AS SET FORTH IN EXHIBIT “A” TO THIS ORDINANCE, PROVIDING PRINCIPLES AND PRACTICES FOR THE DESIGN, CONSTRUCTION AND IMPLEMENTATION OF DRAINAGE FACILITIES IN THE CITY OF GLENN HEIGHTS

ORDINANCE AMENDMENT



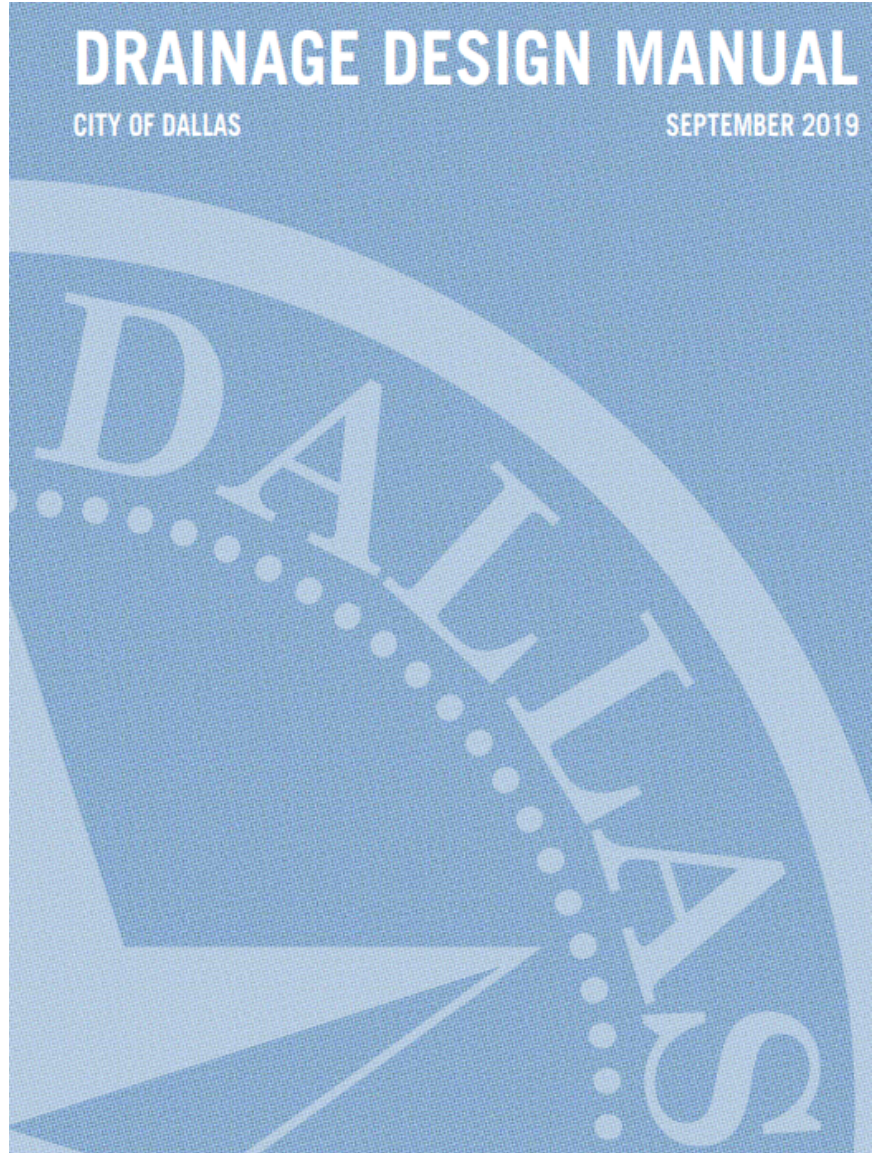
Applicant: Parviz Pourazizian

Location: City Wide

Request: Amend the Drainage Design Criteria

Current Zoning: N/A

CURRENT CRITERIA



Via O-03-25, the City of Glenn Heights previously adopted the City of Dallas' Drainage Design Criteria Manual as the reference for Developers in our city.

For the past few months, staff engaged with Freese and Nichols to review the City of Dallas' Criteria. This review was focused on identifying sections of the manual, making revisions believed to enhance the design criteria and tailoring it to fit our needs.

HIGHLIGHTS OF REVISIONS



1.4.5- Pre Development Meeting:

A pre-development meeting is required for all projects within the City of Glenn Heights, regardless of size. The location of the project is more important than the overall project area. It is valuable to spend time in discussion with the City to address all concerns at this stage, verify an understanding of design criteria as it applies to the project, request any previous studies that could leverage and facilitate their impacts assessment, and discuss any unusual elements of the project.

The following items, at a minimum, must be reviewed and prepared by the developer prior to the meeting. Other items may be necessary depending on site and project conditions.

- Topographic work map
- Conceptual layout
- Existing flood studies or models
- FEMA flood maps if applicable
- Upstream Drainage Area Delineation



REVISIONS (Cont.)

2.2.1.2 – Rainfall Intensity- Pre Development Meeting:

The rainfall intensity value “i” is the intensity for a duration equal to the time of concentration (T_c), as defined in Exhibit 1, per the [National Oceanic and Atmospheric Administration \(NOAA\) Atlas 14](#) (Volume 11, Version 2) for the City center.

		Return Period (Years)						
		1	2	5	10	25	50	100
Hours	Minutes							
0.083	5	5.10	5.96	7.37	8.52	10.1	11.3	12.6
0.167	10	4.07	4.76	5.89	6.82	8.11	9.09	10.1
0.250	15	3.40	3.96	4.90	5.66	6.71	7.51	8.31
0.333	20							
0.500	30	2.38	2.77	3.41	3.94	4.66	5.20	5.75
1	60	1.54	1.80	2.23	2.58	3.06	3.42	3.80
2	120	0.937	1.11	1.38	1.61	1.94	2.19	2.46
3	180	0.688	0.820	1.03	1.21	1.46	1.67	1.88
6	360	0.404	0.487	0.615	0.727	0.889	1.02	1.16
12	720	0.233	0.283	0.359	0.426	0.524	0.603	0.689
24	1440	0.136	0.165	0.210	0.250	0.307	0.354	0.405

REVISIONS (Cont.)

2.2.1.3 – Time of Concentration (T_c):

Equation 2.4 is modified as follows for a 2-year (50% AEP) 24-hour rainfall depth of 3.98 inches, per the [National Oceanic and Atmospheric Administration \(NOAA\) Atlas 14](#) (Volume 11, Version 2) for the City center:

$$T_{cs} = \frac{0.007 \times (nL)^2}{(P_2)^{0.5} (S_0)^{0.4}} \quad (\text{Equation 2.4})$$

T_{cs} = Time of concentration representing sheet flow (hr)

n = Manning's roughness coefficient (reference Table 2.5)

L = Flow length (ft) ≤ 100 ft

P_2 = 3.98 inches (2-year (50% AEP) 24-hour rainfall for Glenn Heights)

S_0 = Slope of land surface (ft/ft)



REVISIONS (Cont.)

2.2.2.1 – Time of Concentration (T_c):

This subsection shall read as follows:

24-hour rainfall depths to be used are as specified in Exhibit 2, per the National Oceanic and Atmospheric Administration (NOAA) Atlas 14 (Volume 11, Version 2) for the City center. Areal Reduction Factors may be used to account for non-uniform distribution of rainfall in large watersheds. See Figure 2.2 for Dallas adjustment factors. Information pertaining to design storm duration and distribution will be provided by the Director where the City has an existing hydrologic model. Where new models are being developed, the Atlas 14 temporal distribution, as defined in Exhibit 2, will be used:



REVISIONS (Cont.)

2.2.2.1 – Time of Concentration (Tc):

Exhibit 2 – Atlas 14 Temporal Distribution

Recurrence Interval (years)	Rainfall Depth (inches)
1	3.27
2	3.98
5	5.06
10	6.01
25	7.39
50	8.51
100	9.73

Percent Time	Percent Rainfall
0	0
2.0833	1.05
4.1667	2.03
6.25	3.09
8.3333	4.25
10.417	5.46
12.5	6.72
14.583	8.06
16.667	9.56
18.75	11.34
20.833	13.51
22.917	16.19

REVISIONS (Cont.)



2.3.2 – Downstream Analysis:

This section should read as follows:

A downstream analysis is a tool for evaluating the impact of projects on downstream discharges, water surface elevations and velocities. The parameters evaluated for such an analysis and the requirements to demonstrate an adequate outfall for site drainage are included in Exhibits 3a and 3b. An adequate outfall is a structure or location that is adequately designed as to not cause adverse flooding conditions, erosion, or any other adverse impacts.

Downstream assessments must be prepared and submitted to the City with the construction plans.



REVISIONS (Cont.)

2.3.2 – Downstream Analysis:

Exhibit 3a

Item	Parameter	Requirements
1	Habitable Structures	No new or increased flooding (0.00 feet) of existing insurable (FEMA) structures (habitable buildings)
2	Flood Elevations	No increase (0.00 feet) in the 2-, 25-, and 100-year water surface elevations
3	Floodplain Ordinance	- Floodplain alterations must result in no loss (0%) of valley storage for the 100-year storm event along a stream in which the upstream drainage area is three square miles or more. - Valley storage losses along streams in which the upstream drainage area is between 100 acres and <u>three square</u> miles may not exceed 15%, as calculated on a site-by-site basis. - Valley storage losses along streams in which the upstream drainage area is less than 100 acres are not limited.
4	Channel Velocities	- Proposed channel velocities for the 2-, 25-, and 100-year storms cannot exceed the applicable maximum permissible velocity per Exhibit 3b. Exceptions to these criteria will require certified geotechnical/geomorphologic studies that provide documentation that the higher velocities will not create additional erosion. - If existing velocities exceed maximum permissible velocities shown in Exhibit 3b, no more than a 5% increase in velocities will be allowed.
5	Downstream Discharges	No increase in downstream discharges caused by the proposed development will be permitted.



REVISIONS (Cont.)

2.3.2 – Downstream Analysis:

Exhibit 3b

Channel Description	Maximum Velocity (fps)
Minor Natural Streams	
Moderately Well-Defined Channel Vegetated	8
Irregular Channel with Pools and Meanders Vegetated	8
Floodplain, Pasture	8
Floodplain, Cultivated	8
Floodplain, Un-cleared	8
Major Natural Streams	
Moderately Well-Defined Channel Vegetated	8
Irregular Channel	8
Unlined Vegetated Channels	
Mowed Grass, Clay Soil	8
Mowed Grass, Sandy Soil	6
Unlined Un-vegetated Channels	
Clean Gravel Section	8
Shale	10
Smooth Rock	15
Lined Channels	
Smooth Finish Concrete	15
Riprap (Rubble)	10

REVISIONS (Cont.)



4.2.2 – Freeboard / Minimum Clearance:

The second paragraph in this section shall read as follows:

Bridges should be designed with a minimum of 2 feet of freeboard from the low chord to the 1% annual chance flood elevation (under fully developed hydrologic conditions) unless a low water crossing is approved by the Director.

REVISIONS (Cont.)



4.7 – Roadway Overtopping:

This section shall read as follows:

Ideally, the public vehicular roadway adjacent to the bridge should not overtop during the 1% annual chance storm event. All new development bridge projects must adhere to this criterion. However, for re-development, when conditions are not conducive to this goal, to prevent roadway overtopping, the profile grade of the roadway, at all points within the floodplain, must be a minimum of 1 foot above the energy grade elevation or hydraulic grade line for the 1% annual chance storm event, whichever is greater. All exceptions must be approved by the Director.



REVISIONS (Cont.)

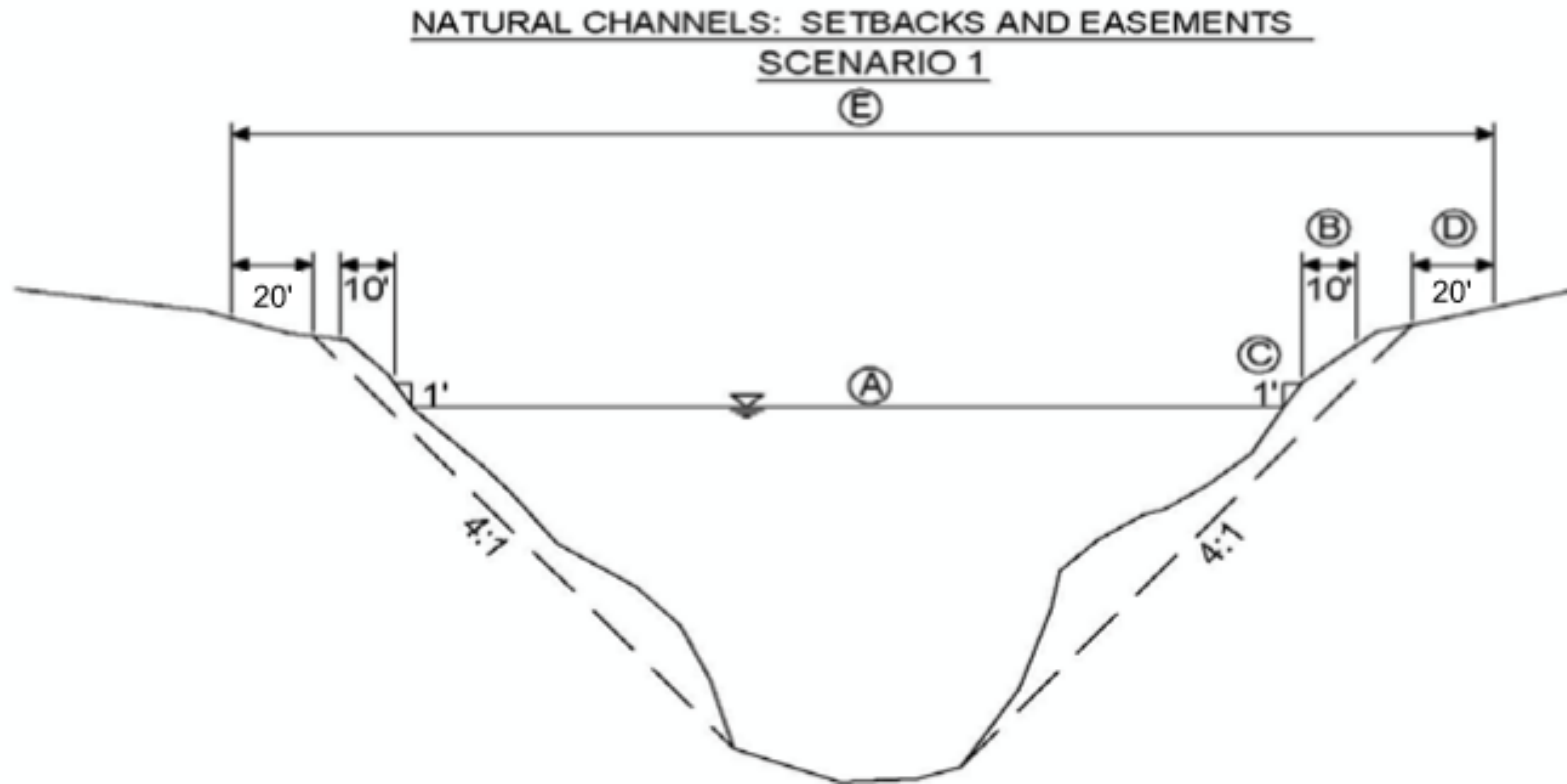
6.2.1 – Design Guidance – Site Consideration:

This subsection shall read as follows:

Site Considerations - Dry detention basins shall not be in areas where seasonal high groundwater is present within 2 feet of the bottom of the basin. If detention ponds are to be located in the waters of the U.S., a USACE 404 permit and any other applicable permits must be obtained. The City requires that a structurally engineered retention system have the same setback distance as a natural channel, 20 feet beyond the crest, as specified in Article 3.12 of the Code of Ordinances and shown in Exhibit 4:

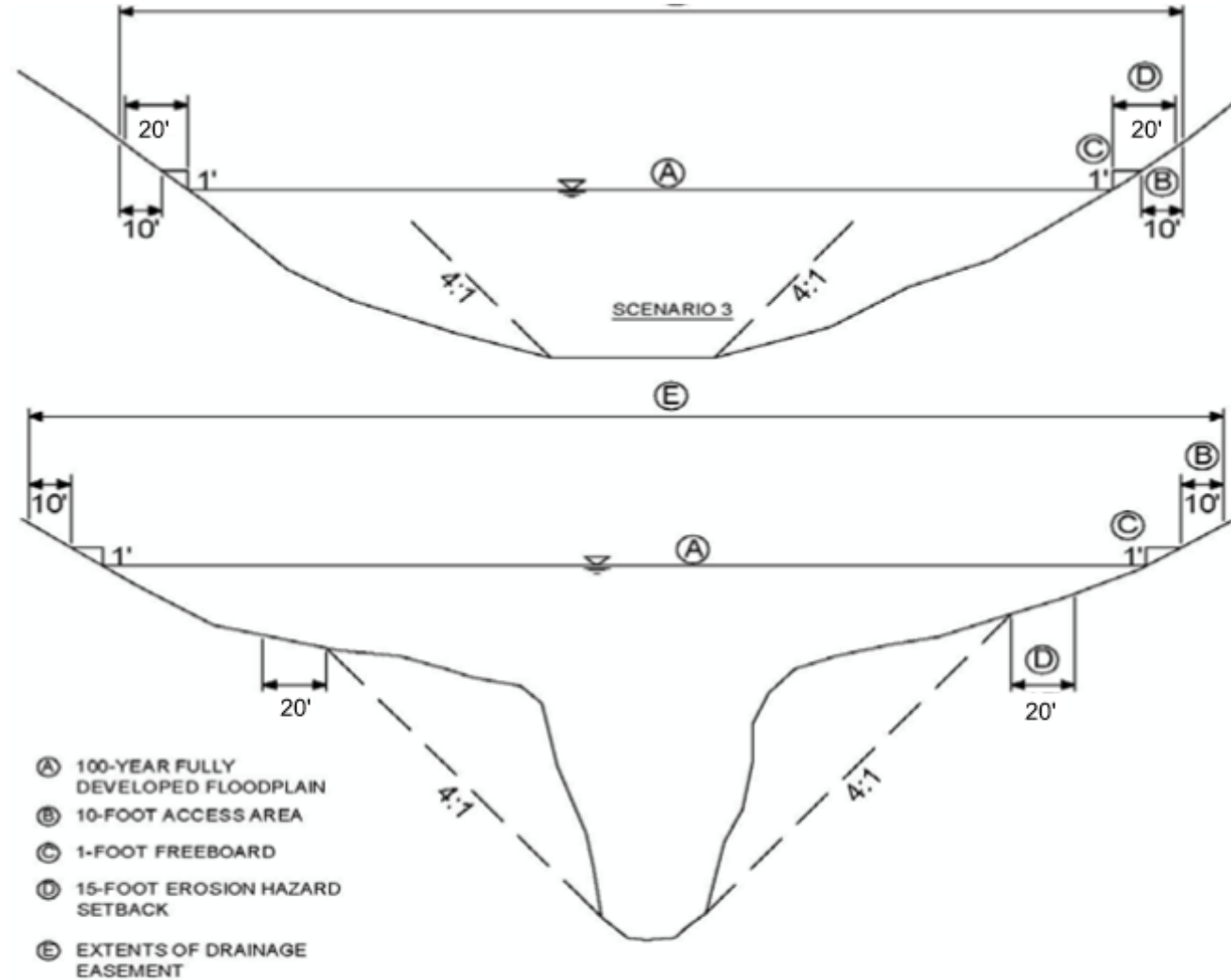
REVISIONS (Cont.)

6.2.1 – Design Guidance – Site Consideration:



REVISIONS (Cont.)

6.2.1 – Design Guidance – Site Consideration:



RECOMMENDATION



- Staff Recommends approval of amendments to the city's Drainage Design Criteria.

QUESTIONS



COMMENTS

AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS

ORDINANCE NO. O-13-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, AMENDING THE CODE OF ORDINANCES, CITY OF GLENN HEIGHTS, TEXAS, BY AMENDING SECTION 13.12.002 OF ARTICLE 13.12 (“DRAINAGE UTILITY SYSTEM”) OF CHAPTER 13 (“UTILITIES”) TO ADOPT SUBSECTION (d) TO SECTION 13.12.002, PROVIDING FOR THE ADOPTION OF FUTURE AMENDMENTS TO THE DRAINAGE DESIGN MANUAL, AS PREVIOUSLY ADOPTED, AND TO ADOPT AMENDMENTS TO THE DRAINAGE DESIGN MANUAL AS SET FORTH IN EXHIBIT “A” TO THIS ORDINANCE, PROVIDING PRINCIPLES AND PRACTICES FOR THE DESIGN, CONSTRUCTION AND IMPLEMENTATION OF DRAINAGE FACILITIES IN THE CITY OF GLENN HEIGHTS; PROVIDING A REPEALING CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on February 18, 2025, the City Council of the City of Glenn Heights, Texas, adopted Ordinance No. O-03-25, amending Section 13.12.002 of the Code of Ordinances, City of Glenn Heights, Texas, which adopted the City of Dallas Drainage Design Manual, September 2019 edition (the “Drainage Design Manual”), together with certain amendments codified in Section 13.12.002; and

WHEREAS, based on recommendations from City staff and engineering reviews, the City Council finds and determines that additional amendments to the Drainage Design Manual are appropriate and are advisable to ensure the proper, safe and economical design, operation and functioning of drainage facilities within and attendant to the City’s municipal drainage utility system and to prevent and reduce the possibility of property damage, injury and loss of life resulting from flooding and water hazards, and that the amendments to the Drainage Design Manual set forth herein will preserve and protect public health, safety and welfare and are in the best interest of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1: The Code of Ordinances, City of Glenn Heights, Texas, be and is hereby amended to amend Section 13.12.002 of Article 13.12 (“Drainage Utility System”) of Chapter 13 (“Utilities”), to add a new subsection (d), without amendment, repeal or change to any other subsection, part or provision of Section 13.12.002, such that subsection (d) shall henceforth read in its entirety as follows:

**“CHAPTER 13
UTILITIES**

...

**ARTICLE 13.12
DRAINAGE UTILITY SYSTEM**

...

§13.12.002 Adoption and declaration of public utility.

...

- (d) The city council may adopt additional amendments, in addition to the amendments set forth in subsection (c) of this section, which amendments shall be effective upon adoption. True and correct copies of amendments shall be maintained on file in the offices of the city secretary and city manager or designee.”

SECTION 2: The Amendment No. 1, attached to this Ordinance and incorporated herein as Exhibit “A,” be and is hereby adopted as amendments to the designated sections and provisions of the Drainage Design Manual, as heretofore adopted and amended. True and correct copies of the amendments adopted herein, designated as Amendment No. 1, shall be maintained on file in the offices of the city secretary and city manager or designee.

SECTION 3. All provisions of the ordinances of the City of Glenn Heights in conflict with the provisions of this Ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the City of Glenn Heights not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 4: Should any sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or the Code of Ordinances, as amended hereby, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance or the Code of Ordinances as a whole, or any part or provision thereof, other than the part declared to be invalid, illegal, or unconstitutional.

SECTION 5: This ordinance shall take effect immediately from and after its passage and the publication of its caption, as the law and charter in such cases provide.

Duly Passed by the City Council of the City of Glenn Heights, Texas this 5th day of August, 2025.

Approved:

Sonja A. Brown, Mayor

Attest:

Brandi Brown, City Secretary

Approved as to Form:

David M. Berman, City Attorney

CITY OF GLENN HEIGHTS, TEXAS

DRAINAGE DESIGN MANUAL

AMENDMENT #1

July, 2025

The following amendments are adopted under and pursuant to Section 13.12.002, Code of Ordinances, City of Glenn Heights, Texas, and are in addition to and supplement the amendments set forth in subsection (c) of Section 13.12.002. The Section numbers referenced in this document correspond to the City of Dallas (COD) Drainage Design Manual, September 2019 edition. These amendments supersede the corresponding items in the COD Drainage Design Manual. References to “City” in this Amendment are to the City of Glenn Heights, Texas.

Section 1.4.5 – Pre-Development Meeting

This section shall read as follows:

A pre-development meeting is required for all projects within the City of Glenn Heights, regardless of size. The location of the project is more important than the overall project area. It is valuable to spend time in discussion with the City to address any concerns at this stage, verify an understanding of design criteria as it applies to the project, request any previous studies that could leverage and facilitate their impacts assessment, and discuss any unusual elements of the project.

The following items, at a minimum, must be reviewed and prepared by the designer prior to the meeting. Other items may be necessary depending on site and project conditions.

- Topographic work map
- Conceptual layout
- Existing flood studies or models
- FEMA flood maps if applicable
- Upstream Drainage Area Delineation
- Upstream and downstream conditions and capacity

See Section 10 for project submittal requirements.

Section 2.2.1.2 – Rainfall Intensity

This section shall read as follows:

The rainfall intensity value “i” is the intensity for a duration equal to the time of concentration (T_c), as defined in Exhibit 1, per the [National Oceanic and Atmospheric Administration \(NOAA\) Atlas 14](#) (Volume 11, Version 2) for the City center.

Exhibit 1 – Rainfall Intensity Values

		Return Period (Years)						
		1	2	5	10	25	50	100
Hours	Minute s							
0.083	5	5.10	5.96	7.37	8.52	10.1	11.3	12.6
0.167	10	4.07	4.76	5.89	6.82	8.11	9.09	10.1
0.250	15	3.40	3.96	4.90	5.66	6.71	7.51	8.31
0.333	20							
0.500	30	2.38	2.77	3.41	3.94	4.66	5.20	5.75
1	60	1.54	1.80	2.23	2.58	3.06	3.42	3.80
2	120	0.937	1.11	1.38	1.61	1.94	2.19	2.46
3	180	0.688	0.820	1.03	1.21	1.46	1.67	1.88
6	360	0.404	0.487	0.615	0.727	0.889	1.02	1.16
12	720	0.233	0.283	0.359	0.426	0.524	0.603	0.689
24	1440	0.136	0.165	0.210	0.250	0.307	0.354	0.405

Section 2.2.1.3 – Time of Concentration (T_c)

The first paragraph of this subsection shall read as follows:

Sheet Flow

Equation 2.4 is modified as follows for a 2-year (50% AEP) 24-hour rainfall depth of 3.98 inches, per the [National Oceanic and Atmospheric Administration \(NOAA\) Atlas 14](#) (Volume 11, Version 2) for the City center:

$$T_{cs} = \frac{0.007 \times (nL)^2}{(P_2)^{0.5}(S_0)^{0.4}} \quad (\text{Equation 2.4})$$

T_{cs} = Time of concentration representing sheet flow (hr)

n = Manning’s roughness coefficient (reference Table 2.5)

L = Flow length (ft) $\leq$ 100 ft

P_2 = 3.98 inches (2-year (50% AEP) 24-hour rainfall for Glenn Heights)

S_0 = Slope of land surface (ft/ft)

Section 2.2.2.1 – SCS Unit Hydrograph Method

The first paragraph of this section shall read as follows:

When a drainage area under consideration is greater than or equal to 100 acres the City recognizes the Soil Conservation Service (SCS) Unit Hydrograph Method for determining rates and volume of stormwater runoff. The City recognizes the use of software as listed in the [City of Dallas Approved Software](#) website. The City maintains hydrologic models on most primary and some secondary channels. Where the City has an existing model, it should be utilized unless the Director approves the development of a new model. The developer is responsible for due diligence on existing models and surrounding developments occurring in parallel. Models in use in an area should be utilized for future projects. Any variances must be approved by the Director.

Section 2.2.2.1 – SCS Unit Hydrograph Method - Rainfall

This subsection shall read as follows:

24-hour rainfall depths to be used are as specified in Exhibit 2, per the [National Oceanic and Atmospheric Administration \(NOAA\) Atlas 14](#) (Volume 11, Version 2) for the City center. Areal Reduction Factors may be used to account for non-uniform distribution of rainfall in large watersheds. See Figure 2.2 for Dallas adjustment factors. Information pertaining to design storm duration and distribution will be provided by the Director where the City has an existing hydrologic model. Where new models are being developed, the Atlas 14 temporal distribution, as defined in Exhibit 2, will be used:

Exhibit 2 – Atlas 14 Temporal Distribution

Recurrence Interval (years)	Rainfall Depth (inches)
1	3.27
2	3.98
5	5.06
10	6.01
25	7.39
50	8.51
100	9.73

Percent Time	Percent Rainfall
0	0
2.0833	1.05
4.1667	2.03

6.25	3.09
8.3333	4.25
10.417	5.46
12.5	6.72
14.583	8.06
16.667	9.56
18.75	11.34
20.833	13.51
22.917	16.19
25	19.43
27.083	23.29
29.167	27.73
31.25	32.71
33.333	38.09
35.417	43.76
37.5	49.55
39.583	55.3
41.667	60.85
43.75	66.07
45.833	70.85
47.917	75.12
50	78.84
52.083	82.03
54.167	84.71
56.25	86.93
58.333	88.79
60.417	90.34
62.5	91.67
64.583	92.85
66.667	93.93
68.75	94.93
70.833	95.86
72.917	96.73
75	97.52
77.083	98.2
79.167	98.75
81.25	99.18
83.333	99.48
85.417	99.67
87.5	99.79
89.583	99.86
91.667	99.91
93.75	99.94
95.833	99.97
97.917	99.97
100	100

Section 2.2.2.1 – SCS Unit Hydrograph Method - Drainage Area Delineation

The first paragraph of this section shall read as follows:

Drainage area delineations must utilize the most accurate and recent ground data available for the area. The entire watershed draining to a property or facility must be considered, not just the area within the project or the property boundaries. In order to establish the zone of influence from a proposed development and to determine the impacts on the downstream properties or facilities, a downstream assessment is required. For watersheds of twenty-five (25 ac) acres or less at any proposed outfall, the downstream assessment may use the 10% rule of thumb in order to determine the zone of influence. The ten percent (10%) rule states the Zone of Influence is considered to be the point where the drainage area controlled by the drainage facility comprises ten percent (10%) of the total drainage area. For example, the Zone of Influence for a 10-acre development ends at the point downstream where the overall watershed is 100 acres or greater. For all other watersheds, the zone of influence will be defined by a detailed hydrologic and hydraulic analysis. The drainage area delineation must also contain any contributing storm sewer systems.

Section 2.2.2.2 – Use of Other Hydrograph Methods

The City will only accept use of the SCS Unit Hydrograph for consistency.

Section 2.2.2.3 – Flood Routing

This section shall read as follows:

Flood routing is an iterative process that determines flood wave (flow) travel time and attenuation using hydrologic or hydraulic routing methods and is normally required when drainage areas are subdivided. Flood routing can be determined using approved hydrologic software, a list of which can be found on the [City of Dallas Approved Software](#) website. Applicability and limitations for each of the methods indicated in the computer program's technical reference should be considered. The Modified Puls method is the City-preferred flood routing method and shall be used for all streams located within a FEMA-designated Zone AE floodplain or any non-regulatory floodplain within City limits. The Modified Puls method must also be used for any stream/floodplain where significant backwater is expected, or significant overbank storage exists. The Modified Puls routing methodology shall be used for any routing reach in HEC-HMS that has an associated reach modeled in HEC-RAS. Other approved methods suitable for streams where the Modified Puls is not required are also discussed in the following subsections. Methods not listed below may only be used with approval of the city.

Section 2.2.2.3 – Flood Routing - Modified Puls Method

Equation 2.17 is not accepted. This subsection shall read as follows:

This method requires detailed hydraulic modeling (HEC-RAS) to compute a storage-outflow relationship. The travel time needed for this method will be calculated by the HEC-RAS model within each routing reach modeled.

To run a Modified Puls model, a steady flow model must be created first in HEC-RAS, with several different flow profiles ranging from low to higher-than-expected flows to create a rating curve. See the HEC-RAS User's Manual for guidance on how to run a Modified Puls model.

A storage-discharge table can be created for each reach showing the storage loss associated with each flow profile for every reach that can be used as input data to the HMS model to properly model storage loss as runoff is routed through the reach.

Section 2.2.2.3 – Flood Routing - Muskingum-Cunge Method

This subsection shall read as follows:

The Muskingum-Cunge method provides a simplified estimation of floodplain storage to reflect hydrograph attenuation for locations where detailed hydraulic modeling is not available for use in the Modified Puls method. The standard channel configuration may be used for man-made channels with simple prismatic cross-sections. The City will not accept the use of the Muskingum-Cunge method for long conduits. The standard 8-point cross-section method should be used for natural channels. Refer to HEC-HMS Technical Reference manual for guidance on this method.

Section 2.2.2.3 – Flood Routing - Reservoir Routing

This subsection shall read as follows:

Hydrograph routing through a reservoir can be computed with a reservoir element in HEC-HMS, unless significantly influenced by tailwater conditions. A detailed description of level-pool routing can be found in the HEC-HMS Technical Reference manual and other manuals from the approved software list found in the [City of Dallas Approved Software](#) website. A storage-outflow relationship is required for this routing method. The storage-outflow relationship is dependent upon the characteristics of the storage facility and the outlet and spillway. For simple outflow structures, outlet configurations can be entered directly into most hydrologic modeling software. Data from a hydraulic program such as HEC-RAS can be used to run multiple steady-state water surface profiles to determine outflow values for corresponding storage volumes/elevations complex outlet structures.

Section 2.3.1 – Design Objectives

This section shall read as follows:

Stormwater detention is sometimes required to temporarily impound (detain) excess storm water, thereby reducing peak discharges rates.

The purpose of detention is to impound water for a certain period of time before it drains or overflows into a storm sewer system or channel. Detention ponds can be designed to remain dry in between storm events (Dry Detention pond) or maintain a permanent wet pool for aesthetics or recreation (Wet Detention pond). Retention ponds impound water while allowing infiltration through porous soils so that all runoff is retained and no runoff is passed downstream.

For all projects, the stormwater discharge from the development must not adversely impact adjacent or downstream properties or facilities. A downstream assessment, as defined in Section 2.3.2, is required to establish the zone of influence from a proposed development and determine the impacts to the downstream properties or facilities. The parameters evaluated, as listed in Section 2.3.2, ensure the proper design of an adequate outfall to convey runoff without causing flooding, erosion, or any other adverse impacts to adjacent or downstream properties or facilities. A no negative impacts determination is valid when all conditions outlined in Section 2.3.2 are met. Variance requests may be approved at the sole discretion of the City Engineer.

Compliance with the threshold conditions used to determine whether a project creates a significant impact on downstream discharges and velocities does not relieve the project from compliance with stormwater protection and floodplain regulations.

Infill developments and redevelopments are exempt from detention requirements if the parcel is less than 1 acre in size and adds less than 5,000 square feet of additional impervious surface relative to existing conditions. However, the use of rain gardens, pervious pavements and other sustainable design measures are encouraged to minimize impacts from this type of development on a neighborhood scale.

For roadway projects, determination of whether detention is required must be assessed for each roadway outfall. Roadway projects are exempt from detention requirements at an outfall if they add less than 10,000 square feet of additional impervious area draining to that outfall.

All detention requires an easement. For plat regulations and easement requirements, see Section 9.3

Section 2.3.2 – Downstream Analysis

This section should read as follows:

A downstream analysis is a tool for evaluating the impact of projects on downstream discharges, water surface elevations and velocities. The parameters evaluated for such an analysis and the requirements to demonstrate an adequate outfall for site drainage are included in Exhibits 3a and 3b. An adequate outfall is a structure or location that is adequately designed as to not cause adverse flooding conditions, erosion, or any other adverse impacts.

Downstream assessments must be prepared and submitted to the City with the construction plans.

Exhibit 3a

Item	Parameter	Requirements
1	Habitable Structures	No new or increased flooding (0.00 feet) of existing insurable (FEMA) structures (habitable buildings)
2	Flood Elevations	No increase (0.00 feet) in the 2-, 25-, and 100-year water surface elevations
3	Floodplain Ordinance	- Floodplain alterations must result in no loss (0%) of valley storage for the 100-year storm event along a stream in which the upstream drainage area is three square miles or more. - Valley storage losses along streams in which the upstream drainage area is between 100 acres and three square miles may not exceed 15%, as calculated on a site-by-site basis. - Valley storage losses along streams in which the upstream drainage area is less than 100 acres are not limited.
4	Channel Velocities	- Proposed channel velocities for the 2-, 25-, and 100-year storms cannot exceed the applicable maximum permissible velocity per Exhibit 3b. Exceptions to these criteria will require certified geotechnical/geomorphologic studies that provide documentation that the higher velocities will not create additional erosion. - If existing velocities exceed maximum permissible velocities shown in Exhibit 3b, no more than a 5% increase in velocities will be allowed.
5	Downstream Discharges	No increase in downstream discharges caused by the proposed development will be permitted.
6	Downstream Assessment	For watersheds of twenty-five (25) acres or less at any proposed outfall, the downstream assessment may use the 10% rule of thumb or a detailed study to determine the zone of influence. The ten percent (10%) rule states the Zone of Influence is the point where the drainage area controlled by the drainage facility comprises ten percent (10%) of the total

		drainage area. For example, the Zone of Influence for a 10-acre development ends at the point downstream where the overall watershed is 100 acres or greater. • For all other watersheds, the zone of influence will be defined by a detailed hydrologic and hydraulic analysis. • If a portion of a larger property is being developed, the Zone of Influence shall be determined based on the entire property. • It shall be the responsibility of the Engineer to contact the City and inquire about other proposed or approved developments within the zone of influence. At the direction of the City Engineer, these developments shall be included in the hydrologic and hydraulic analyses performed as part of the downstream assessment. • Downstream assessment requirement may be waived for a development that is connecting to an existing storm sewer system.
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Exhibit 3b

Channel Description	Maximum Velocity (fps)
Minor Natural Streams	
Moderately Well-Defined Channel Vegetated	8
Irregular Channel with Pools and Meanders Vegetated	8
Floodplain, Pasture	8
Floodplain, Cultivated	8
Floodplain, Un-cleared	8
Major Natural Streams	
Moderately Well-Defined Channel Vegetated	8
Irregular Channel	8
Unlined Vegetated Channels	
Mowed Grass, Clay Soil	8
Mowed Grass, Sandy Soil	6
Unlined Un-vegetated Channels	
Clean Gravel Section	8
Shale	10
Smooth Rock	15
Lined Channels	
Smooth Finish Concrete	15
Riprap (Rubble)	10

Section 4.2.2 – Freeboard / Minimum Clearance

The second paragraph in this section shall read as follows:

Bridges should be designed with a minimum of 2 feet of freeboard from the low chord to the 1% annual chance flood elevation (under fully developed hydrologic conditions) unless a low water crossing is approved by the Director.

Section 4.7 – Roadway Overtopping

This section shall read as follows:

Ideally, the public vehicular roadway adjacent to the bridge should not overtop during the 1% annual chance storm event. All new development bridge projects must adhere to this criterion. However, for re-development, when conditions are not conducive to this goal, to prevent roadway overtopping, the profile grade of the roadway, at all points within the floodplain, must be a minimum of 1 foot above the energy grade elevation or hydraulic grade line for the 1% annual chance storm event, whichever is greater. All exceptions must be approved by the Director.

Section 5.1 – General

The second paragraph in this section shall read as follows:

Preservation of creeks in their natural condition is preferred. If it is necessary to utilize a constructed open channel, it must be designed to convey the full design discharge of the 1% annual chance storm event calculated under fully developed hydrologic conditions. Hydraulic characteristics of open channels can vary greatly and have a significant impact on the performance of open channel. Section 5.2 provides discussion of open channel hydraulics relative to channel design. Open channel design guidelines are provided in Section 5.3. Refer to Section 3.4 for bar ditch and bioswale design.

Section 6.2.1 – Design Guidance – Site Considerations

This subsection shall read as follows:

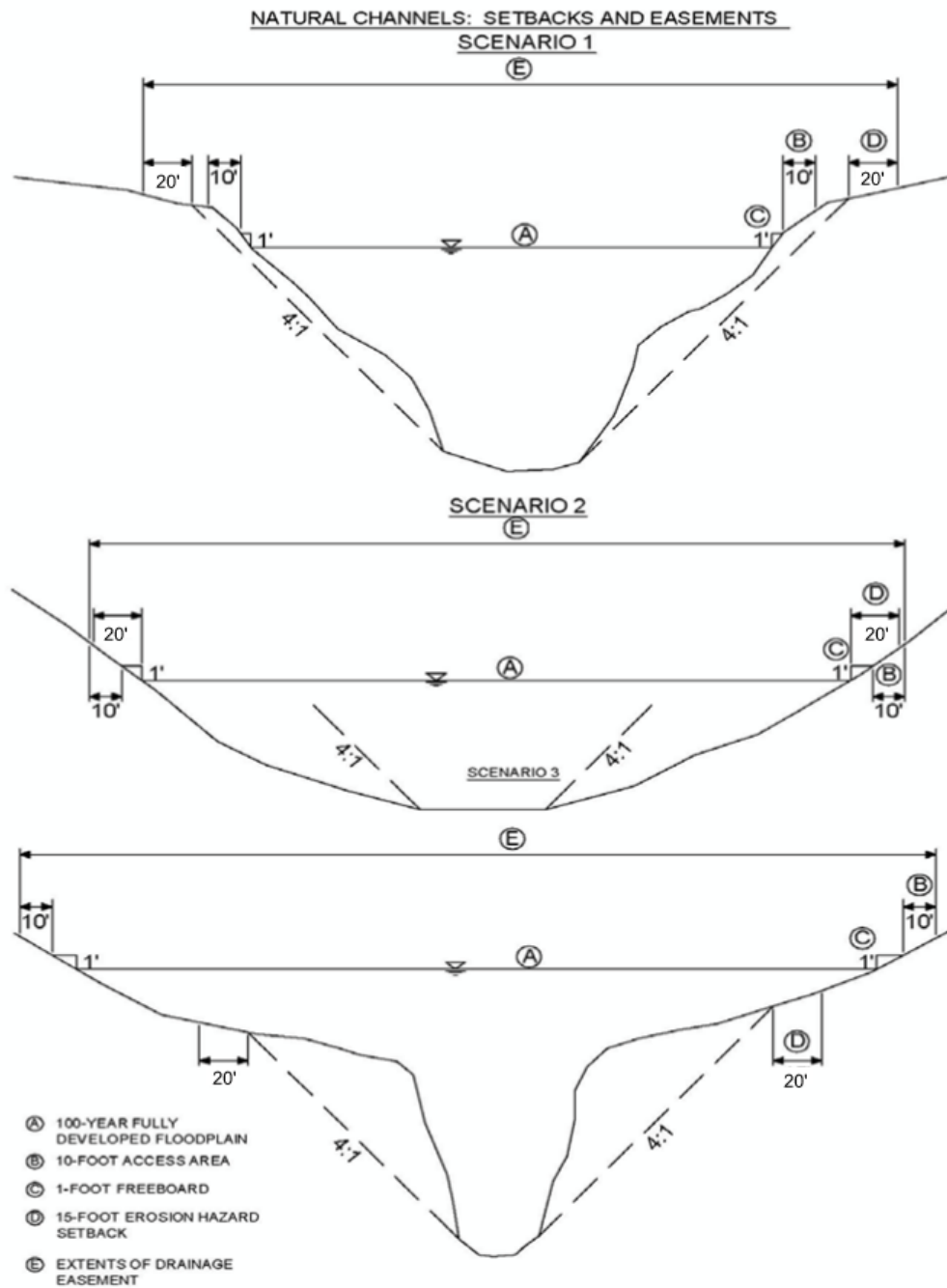
Site Considerations - Dry detention basins shall not be in areas where seasonal high groundwater is present within 2 feet of the bottom of the basin. If detention ponds are to be located in the waters of the U.S., a USACE 404 permit and any other applicable permits must be obtained. The City requires that a structurally engineered retention system have the same setback distance as a natural channel, 20 feet beyond the crest, as specified in Article 3.12 of the Code of Ordinances and shown in Exhibit 4:

- That line formed by the intersection of the surface of the land and the vertical plane located at a horizontal distance of 20 feet beyond the crest.

- That line formed by the intersection of the surface of the land beyond the crest and a plane passing through the toe and extending upward and outward from the channel at the designated slope. For purposes of this paragraph, the designated slope is:
 - four to one if the channel contains clay or shale soil
 - three to one in all other cases.
- CREST means that line at the top of the bank where the slope becomes less than four to one.
- TOE means that line at the bottom of the bank where the slope becomes less than four to one.

The designer should determine if a geotechnical analysis is needed to determine if more stringent requirements are necessary based on site-specific conditions.

Exhibit 4



Section 6.2.1 – Design Guidance – Freeboard and Emergency Spillway

The first paragraph of this subsection shall read as follows:

Freeboard and Emergency Spillway – Where earth embankments are used to temporarily impound the required detention, the top of the embankment will be a minimum of 2.0 feet above the maximum 1% annual chance flood level. In addition, an emergency spillway will be provided at the maximum 1% annual chance flood level to ensure that the undetained 0.2% annual chance flood event does not overtop the embankment. Under no circumstances should the emergency overflow have a direct path to any buildings or other structures used for human occupancy, commerce, or industry. An emergency overflow path between the proposed detention pond and the proposed outfall shall be identified and clearly indicated on the construction plans.

Section 8.1 – General

This section shall read as follows:

Development within floodplain or sump areas requires special consideration. The City of Glenn Heights is susceptible to flooding and has regulations in place to minimize loss of life and property. Increasing development throughout the City and within the floodplain areas can lead to increased runoff and flooding. No development may occur that raises flood water levels within floodplain areas or adversely impacts runoff storage capacity. Valley storage requirements are found in Article 3.12 of the City's Code of Ordinances. Special consideration should be given to ensure that there is no increase in water surface elevation within a project, upstream or downstream.

The floodplain in this section means any area susceptible to inundation by the design flood, even if the land has not been formally designated as a floodplain area on Regulatory Floodplain Maps.

Section 8.2.1 – Hydraulic Modeling

The second paragraph of this section shall read as follows:

Cross sections used in the hydraulic analysis shall be representative of current channel and floodplain conditions obtained by surveying. The City allows the use of the best available LiDAR data as a source of topographic information to supplement survey data. When cross section data is obtained from other studies, the data shall be confirmed to represent current channel and floodplain conditions, or new channel cross section data shall be obtained by field survey. All information should be referenced directly to the most updated vertical datum. If other datum was used for the source data, conversion information is available through the National Geodetic Survey.

Section 8.6 – FEMA Coordination

The first sentence of this section shall read as follows:

Coordination with FEMA may be necessary if development is proposed within an existing Special Flood Hazard Area (SFHA).

Section 9.2.3 – Section 404 Permitting

This section shall read as follows:

Section 404 of the Clean Water Act regulates the discharge of dredged fill materials into the Waters of the United States, including, but not limited to jurisdictional wetlands. Many projects fall under a general permit at the nationwide, regional, or state level. As the administrator of Section 404 permits, USACE provides guidance on when a nationwide or individual permit is needed for fill within the Waters of the United States. Permit applications can be found on the USACE website.

The Engineer must provide proof of compliance with applicable federal, state, and local environmental regulations upon request by the City. Potential applicable regulations and permits may include, but are not limited to:

- a. Section 404 of the Clean Water Act (33 USC 1344);
- b. Section 106 of NHPA;
- c. Water Rights;
- d. Section 303(d) impaired waters;
- e. Migratory Bird Treaty Act;
- f. Water Well Drilling;
- g. Threatened and Endangered Species Act;
- h. The Texas Archeological and Research Laboratory Requirements;
- i. The Antiquities Code of Texas;
- j. Air Quality; and,
- k. TCEQ Dam Requirements.

The Engineer is responsible for providing documentation of the relevant USACE approved permits prior to beginning modification to the floodplain, or for providing a signed and sealed statement detailing why such permits are unnecessary. A preliminary Section 404 permitting evaluation shall be included as part of the downstream assessment report for development purposes.

Should mitigation be required under Section 404 of the Clean Water Act, the areas shall be identified on the engineering construction plans.

Section 10.3 – Documentation Requirements

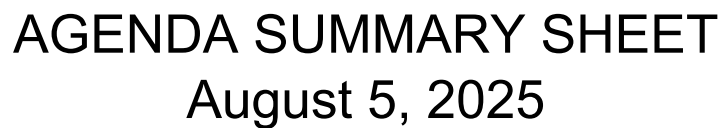
This section shall read as follows:

All supporting documentation must be submitted in digital format. Refer to Street Design Manual for additional requirements for storm drainage plans submittal. Hydraulic models and relevant GIS, CAD, or MicroStation files must be included on a CD, flash drive, or other electronic media as approved by the City. For downstream assessments requirements refer to the Checklist in Exhibit A-2.

Section 10.3.1 – Drainage Reports

The first paragraph in this section shall read as follows:

An electronic copy of the drainage report should be submitted to the City. A PDF file of the report must be included on a CD, flash drive, or other electronic media as approved by the City.



Discussion and take action to approve Charter Amendment Propositions to be placed on the November 2025 Ballot. (Brandi Brown, City Secretary)

[illegible]



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: August 5, 2025

SUBJECT

This item will allow the City Council to discuss proposed November 2025 General Election Charter Review Amendments. (Brandi Brown, City Secretary)

DISCUSSION / BACKGROUND

Based on initial feedback received from the City Council, the following amendments are currently being considered:

PROPOSITION A

Shall Section 2.01 of the Home Rule Charter be amended by extending the terms of office of the mayor and city council members from three (3) years to four years (4), extending the period of ineligibility of term-limited members from three (3) to four (4) years, and adding transitional language such that four-year terms of office will begin for the mayor and Councilmembers elected in the November, 2026, election.

PROPOSITION B

Shall Section 2.01 of the Home Rule Charter be amended to provide for compensation for the Mayor of \$1,000 monthly and for Councilmembers of \$500 monthly.

PROPOSITION C

Shall Section 2.03 of the Home Rule Charter be amended to disqualify candidacy for a seat on the City Council for persons who have previously been removed by the Council for misconduct.

PROPOSITION D

Shall Section 2.11 of Article 2 of the Home Rule Charter be amended to repeal the requirement that all ordinances must be considered at two separate City Council meetings prior to adoption.

PROPOSITION E*

Shall Section 3.06 of Article 3 of the Home Rule Charter be amended to provide that elections for Mayor and Councilmembers be by plurality instead of majority voting, such that the candidate receiving more votes than any other candidate will be declared elected.

*This proposed amendment is not a Charter Commission recommendation.

PROPOSITION F

Shall Section 5.11 of the Home Rule Charter be amended to authorize the City Council to appoint a Council Liaison.

PROPOSITION G

Shall Section 13.06 of the Home Rule Charter be amended to provide that notices of claims against the City shall be filed within 45 days of the incident giving rise to the claim.

PRIOR COUNCIL OR BOARD ACTION

Not applicable.

PUBLIC CONTACT

Not applicable.

FINANCIAL IMPACT

Not applicable.

RECOMMENDATION / ALTERNATIVES

There is no Staff recommendation.

ATTACHMENTS

1. Presentation - Charter Review Amendments

PREPARED BY

Brandi Brown, City Secretary

REVIEWED BY

Shane King, Executive Assistant

CITY CHARTER AMENDMENTS



AUGUST 5, 2025

BRANDI BROWN
CITY SECRETARY

PROPOSITION A



§ 2.01 Number, Selection, Term of Office and Compensation.

- Shall Section 2.01 of the Home Rule Charter be amended by extending the terms of office of the mayor and city council members from three (3) years to four years (4), extending the period of ineligibility of term-limited members from three (3) to four (4) years, and adding transitional language such that four-year terms of office will begin for the mayor and councilmembers elected in the November, 2026, election.

PROPOSITION B



§ 2.01 Number, Selection, Term of Office and Compensation.

- Shall Section 2.01 of the Home Rule Charter be amended to provide for compensation for the Mayor of \$1,000 monthly and for Councilmembers of \$500 monthly.

PROPOSITION C



§ 2.03 Qualifications.

- Shall Section 2.03 of the Home Rule Charter be amended to disqualify candidacy for a seat on the City Council for persons who have previously been removed by the Council for misconduct.

PROPOSITION D



§ 2.11 Procedure to Enact Legislation.

- Shall Section 2.11 of Article 2 of the Home Rule Charter be amended to repeal the requirement that all ordinances must be considered at two separate City Council meetings prior to adoption.

PROPOSITION E*



§ 3.06 ~~Election Runoff.~~ Election by Plurality.

- Shall Section 3.06 of Article 3 of the Home Rule Charter be amended to provide that elections for Mayor and Councilmembers be by plurality instead of majority voting, such that the candidate receiving more votes than any other candidate will be declared elected.

*This proposed amendment is not a Charter Commission recommendation.

PROPOSITION F



§ 5.11 City Secretary.

- Shall Section 5.11 of the Home Rule Charter be amended to authorize the City Council to appoint a Council Liaison.

PROPOSITION G



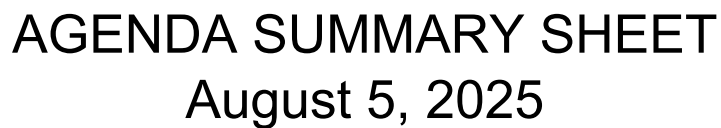
§ 13.06 Notice of Claim.

- Shall Section 13.06 of the Home Rule Charter be amended to provide that notices of claims against the City shall be filed within 45 days of the incident giving rise to the claim.

QUESTIONS



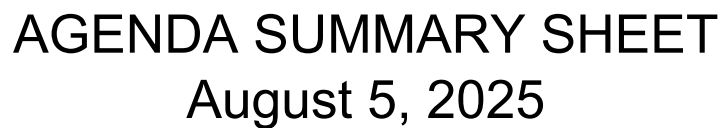
COMMENTS



PROPOSITION A

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

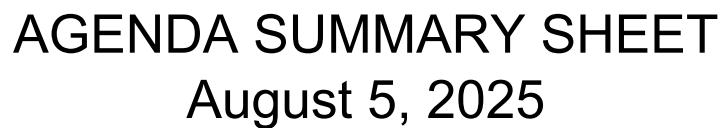
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PROPOSITION B

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

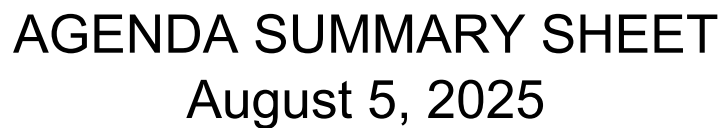
[illegible]



PROPOSITION C

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

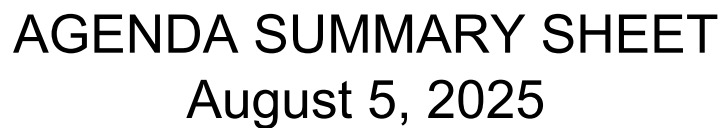
[illegible]



PROPOSITION D

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

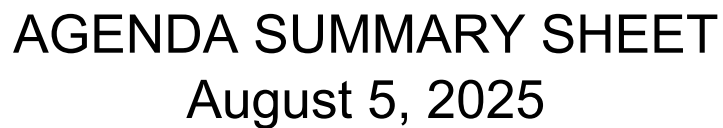
[illegible]



PROPOSITION E

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

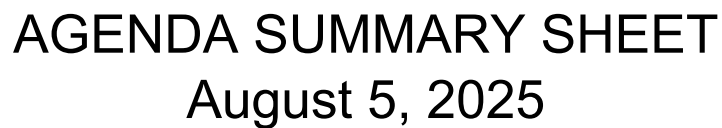
[illegible]



PROPOSITION F

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

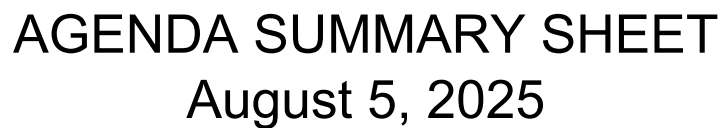
[illegible]



PROPOSITION G

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

[illegible]



Discussion and take action to approve Bond Propositions to be placed on the November 2025 Election Ballot. (Clifford Blackwell, City Manager)

[illegible]

BOND PROPOSITIONS



AUGUST 5, 2025

CLIFFORD BLACKWELL

CITY MANAGER

Estimated Animal Shelter Costs



DESIGN SOLUTIONS

Estimating the Size and Cost of an Animal Shelter

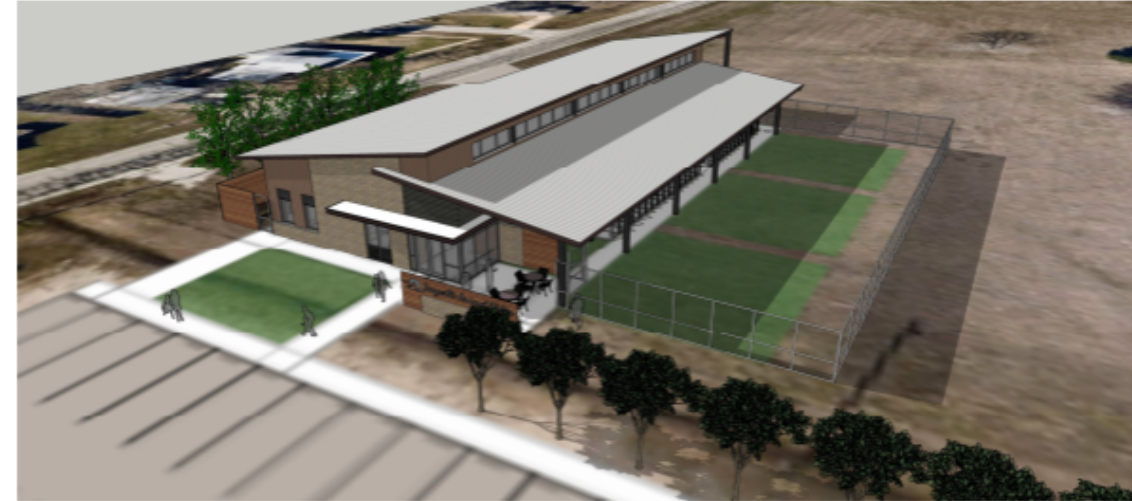
For a ballpark estimate of the size and cost of a new animal sheltering facility, use the formula below:
For more accurate size and cost estimates, local governments must go through a comprehensive needs-assessment process.

1. enter the number of dogs housed	35				
Multiply that number by the square Feet (s.f.) per dog (90-100sf per dog)	35	X	100	=	3,500 s.f.
2. enter the number of cats housed	15				
Multiply that number by the square Feet (s.f.) per cat (90-100sf per cat)	15	X	100	=	1,500 s.f.
3. Add the totals in 1. and 2. above to determine total building square footage.					5,000 s.f.
4. Multiply the total buildings s.f. (3.) by the cost per s.f. to determine the total building cost.	5,000	X	Cost per s.f. \$ 400.00	=	Total building cost \$2,000,000.00
5. Multiply the total building cost (4.) by the total project cost factor.	\$2,000,000.00	X	\$ 1.67	=	\$3,340,000.00 Total Project Cost

****NOTE**** factor is defined as other costs associated with the project (i.e. grounds, architects fees, interests, engineering, project management, land acquisitions, etc.) - which typically represent 40% while building costs is 60%.
So the factor is 1.67 (40/60 + 1)

Seagoville Animal Shelter

Seagoville, TX



Client

City of Seagoville

Original Budget

\$3,050,000

Final Cost

\$3,050,000

Project Size

6,000 sq. ft

Reference

City of Seagoville, TX
Pat Stallings, City Mgr
City of Seagoville
(972) 287-6807
pstallings@seagoville.us

The Seagoville Animal Shelter is a 6,000 sq ft facility, with 27 dog kennels, 10 intake kennels, 6 quarantine kennels and small dog and cat kennel areas. Office area for staff, animal clinic area, and both indoor and outdoor meet and greet spaces are also provided for pet adoption. The building is designed for durability and function with scrubbable walls in all areas where animals will be present. The building is low slung, with an offset gable roof to respond to the adjacent residential neighborhood and allow for ample natural lighting through low level and clerestory windows. The building exterior features split face CMU walls, flush metal wall panels and standing seam metal roof. The large dog kennels include both exterior and interior kennels separated by guillotine doors. Exterior fenced in areas provide outdoor spaces for animals in addition to the outdoor kennels. The site features generous site setbacks on sides adjacent to residential areas and heavy landscape buffers for sound control.

Project is currently under construction, is on time and on budget

PROPOSITION A



- Shall the City Council of the City of Glenn Heights, Texas, be authorized to issue general obligation bonds of the City in the principal amount of \$3,400,000 for permanent public improvements and public purposes, to-wit: constructing, improving, renovating, expanding and equipping the City's animal shelter and the acquisition of land and rights-of-way related thereto; such bonds to mature serially or otherwise over a period not to exceed 30 years from their date of issuance, to be issued and sold in one or more series at any price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise) as shall be determined within the discretion of the City Council at the time of issuance of the bonds; and whether the City Council shall be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes, within the limitations prescribed by law, on all taxable property in the City sufficient to pay the principal of and interest on the bonds and to provide a sinking fund to redeem the bonds as they become due?

Estimated Park Improvements



Heritage Park

	Cost	# of units	Est.
Stadium lighting	300,000.00	1	\$ 300,000.00
Total of four baseball/softball fields	1,100,000.00	3	\$ 3,300,000.00
Keep soccer fields	32,000.00	1	\$ 32,000.00
Add pickleball court(s)	80,000.00	1	\$ 80,000.00
Upgrade basketball courts	15,000.00	1	\$ 15,000.00
basketball canopy to cover the court (optional)	600,000.00	1	\$ 600,000.00
Upgrade playground equipment	175,000.00	1	\$ 175,000.00
Rubber underneath playground equipment	46,000.00	1	\$ 46,000.00
More pavilions	81,400.00	1	\$ 81,400.00
BBQ grills	380.00 each	6	\$ 2,280.00
Substantial splash pad	1,000,000.00	1	\$ 1,000,000.00
Pavilions around splash pad	7,500 each	1	\$ 7,500.00
Astro turf	1,400,000.00	1	\$ 1,400,000.00
Expand parking	\$3,195,000.00	1	\$ 3,195,000.00
Additional equipment for PWto maintain the parks	50,000.00	1	\$ 50,000.00
Upgrade concessions	unknown	0	\$ -
Upgrade restrooms	unknown	0	\$ -
Dog park	33,600.00	1	\$ 33,600.00
Branded trash bins	800.00 each	12	\$ 9,600.00
Workout equipment around the walking trail	2,000 each	6	\$ 12,000.00
Design Work			\$ 546,741.50
TOTAL estimate costs:			\$ 10,886,121.50

Gateway Park

	Cost	# of units	Est.
Upgrade playground equipment	175,000.00	1	\$ 175,000.00
Rubber underneath playground equipment	42,300.00	1	\$ 42,300.00
Cover over play area	120,000.00	1	\$ 120,000.00
Connect trail	Already Exists	1	\$ -
More benches with cover	6,600.00 each	3	\$ 19,800.00
Branded trash bins	800.00 each	7	\$ 5,600.00
Separate pavilion	71,500.00	1	\$ 71,500.00
Workout equipment	2,000.00 each	5	\$ 10,000.00
Dog poop station(s)	410.00 each	4	\$ 1,640.00
TOTAL estimate costs:			\$ 445,840.00

Courtney Lane Park

	Cost	# of units	Est.
Upgrade playground equipment	120,000.00	1	\$ 120,000.00
Rubber underneath playground equipment	12,400.00	1	\$ 12,400.00
More benches with cover	6,600.00 each	2	\$ 13,200.00
Branded trash bins	800.00 each	2	\$ 1,600.00
Workout equipment	2,000.00 each	1	\$ 2,000.00
Dog poop station(s)	410.00 each	1	\$ 410.00
TOTAL estimate costs:			\$ 149,610.00

PROPOSITION B



- Shall the City Council of the City of Glenn Heights, Texas, be authorized to issue general obligation bonds of the City in the principal amount of \$11,500,000 for permanent public improvements and public purposes, to wit: acquiring, designing, constructing, improving, expanding, renovating and equipping parks and recreation facilities and acquiring any needed land and rights of way therefor; such bonds to mature serially or otherwise over a period not to exceed 30 years from their date of issuance, to be issued and sold in one or more series at any price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise) as shall be determined within the discretion of the City Council at the time of issuance of the bonds; and whether the City Council shall be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes, within the limitations prescribed by law, on all taxable property in the City sufficient to pay the principal of and interest on the bonds and to provide a sinking fund to redeem the bonds as they become due?



W Bear Creek Road (From Westmoreland Road to Hampton Road)

Roadway Opinion of Probable Design and Construction Cost

TASK: IDIQ 2022 - Task Order # 15 Prepared By: David Clarke, P.E. Revision 1
 PURPOSE: Probable Construction Cost Estimate for Funding Checked By: David Tayyar, P.E.
 DATE: 7/26/2026 Page 2 of 2

4-Lane Divided Concrete Pavement & Drainage Improvements Construction Cost Estimate

ITEM NO *	ITEM DESCRIPTION	NOTES	UNIT	ITEM QUANTITY	DOT MEDIAN UNIT PRICE	APPLIED UNIT PRICE	SUBTOTAL ITEM
	Mobilization	Assumed	LS	1		\$ 30,000	\$30,000
100-7002	Right of Way Preparation	Unit price highly dependent on complexity	STA	53	\$ 1,750	\$ 1,000	\$53,000
104-6001	Remove Concrete Pavement, Drive, and Apron		SY	3,600	\$ 43	\$ 43	\$154,800
105-6011	Remove stabilized base and asphalt pavement		SY	20,022	\$ 10	\$ 10	\$200,526
542-6001	Remove Traffic Guardrail		LF	270	\$ 3	\$ 3	\$810
5195-6023	Install MBGR Traffic Guardrail		LF	270	\$ 100	\$ 100	\$27,000
110-6001	Roadway Excavation		CY	6,574	\$ 13	\$ 13	\$86,763
132-7002	Embankment	Assume 50% Excavation will be used in embankment	CY	3,337	\$ 22	\$ 22	\$73,415
160-7002	Furnish & place topsoil	Topsoil recovered from site	SY	28,500	\$ 3	\$ 3	\$85,500
164-6009	Seeding (grass)	Including establishing		28,500	\$ 0.10	\$ 1	\$28,500
531-7001	4" Conc sidewalk	6' left shoulder + 12' right shoulder full length of roadway	SY	9,196	\$ 91	\$ 91	\$836,836
536-7002	Conc median		SF	226	\$ 160	\$ 160	\$36,089
530-6004	8" Conc Driveway		SY	1,711	\$ 121	\$ 122	\$208,756
360-7002	8" Conc pavement (4000 PSI)		SY	31,879	\$ 147	\$ 150	\$4,781,833
529-6002	6" High Conc Integral Curb	Both sides + median	LF	21,200	\$ 13	\$ 13	\$275,600
354-7053	4" Asph Conc Base Course		SY	34,980	\$ 6	\$ 7	\$244,860
260-7007	8" Thick Lime Treated Base		SY	33,934	\$ 7	\$ 8	\$271,472
260-7001	Hydrated Lime	40 bags = 1 Ton	BAG	42,830	\$ 13	\$ 13	\$556,784
502-7001	Barricade, Signs & Traffic Handling		MO	15	\$ 5,000	\$ 5,000	\$75,000
161-7002	Grass Seeding or Sodding		SY	2,347	\$ 5	\$ 5	\$11,735
531-6004	Curb ramp		EA	22	\$ 2,600	\$ 2,600	\$57,200
	SWPPP Implementation		LS	1		\$ 30,000	\$30,000
5085-2001	Relocate Iron fence		LF	270	\$ 100	\$ 100	\$27,000
	Signage and pavement marking	Allowance	LS	1		\$ 50,000	\$50,000
PAVING							\$8,206,578
CONTINGENCY @ 25%							\$2,051,645
PAVING ESTIMATED CONSTRUCTION COST							\$10,258,223

Estimated Roadway Improvement

Estimated Roadway Improvement



CITY OF GLENN HEIGHTS



W Bear Creek Road (From Westmoreland Road to Hampton Road)							
Roadway Opinion of Probable Design and Construction Cost							
TASK: IDIQ 2022 - Task Order # 15		Prepared By:	David Clarke, P.E.	Revision 1			
PURPOSE: Probable Construction Cost Estimate for Funding		Checked By:	David Tappan, P.E.	Page 2 of 2			
		DATE:	7/26/2025				
4-lane Divided Concrete Pavement & Drainage Improvements Construction Cost Estimate							
ITEM NO *	ITEM DESCRIPTION	NOTES	UNIT	ITEM QUANTITY	DOT MEDIA UNIT PRICE	APPLIED UNIT PRICE	SUBTOTAL ITEM
	Mobilization	Assumed	LS	1		\$ 30,000	\$30,000
100-7002	Right of Way Preparation	Unit price highly dependent on complexity	STA	53	\$ 1,750	\$ 1,000	\$53,000
104-6001	Remove Concrete Pavement, Drive, and Apron		SY	3,600	\$ 43	\$ 43	\$154,800
105-6011	Remove stabilized base and asphalt pavement		SY	20,022	\$ 10	\$ 10	\$203,626
542-6001	Remove Traffic Guardrail		LF	270	\$ 3	\$ 3	\$810
5195-6023	Install MBGR Traffic Guardrail		LF	270	\$ 100	\$ 100	\$27,000
110-6001	Roadway Excavation		CY	6,674	\$ 13	\$ 13	\$86,763
132-7002	Embankment	Assume 50% Excavation will be used in embankment	CY	3,337	\$ 22	\$ 22	\$73,415
160-7002	Furnish & place topsoil	Topsoil recovered from site	SY	28,500	\$ 3	\$ 3	\$85,500
164-6009	Seeding (grass)	Including establishing		28,500	\$ 0.10	\$ 1	\$28,500
531-7001	4" Conc sidewalk	6' left shoulder + 12' right shoulder full length of roadway	SY	9,196	\$ 91	\$ 91	\$836,836
536-7002	Conc median		SF	226	\$ 160	\$ 160	\$36,089
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360-7002	8" Conc pavement (4000 PSI)		SY	31,879	\$ 147	\$ 150	\$4,781,833
529-6002	6" High Conc Integral Curb	Both sides + median	LF	21,200	\$ 13	\$ 13	\$275,600
354-7053	4" Asph Conc Base Course		SY	34,980	\$ 6	\$ 7	\$244,860
260-7007	8" Thick Lime Treated Base		SY	33,934	\$ 7	\$ 8	\$271,472
260-7001	Hydrated Lime	40 bags = 1 Ton	BAG	42,830	\$ 13	\$ 13	\$556,784
502-7001	Barricade, Signs & Traffic Handling		MO	15	\$ 5,000	\$ 5,000	\$75,000
161-7002	Grass Seeding or Sodding		SY	2,347	\$ 5	\$ 5	\$11,735
531-6004	Curb ramp		EA	22	\$ 2,600	\$ 2,600	\$57,200
	SWPPP Implementation		LS	1		\$ 30,000	\$30,000
5085-2001	Relocate Iron fence		LF	270	\$ 100	\$ 100	\$27,000
	Signage and pavement marking	Allowance	LS	1		\$ 50,000	\$50,000
PAVING							\$8,206,578
CONTINGENCY @ 25%							\$2,051,645
PAVING ESTIMATED CONSTRUCTION COST							\$10,258,223

Estimated Roadway Improvement



DRAINAGE			
Culverts, Pipes, Manholes, Inlets	No existing drainage study available (Assumed 30% of)		\$2,461,973
CONTINGENCY @ 25%			\$615,493
ROADWAY ESTIMATED DRAINAGE CONSTRUCTION COST			\$2,481,873
Traffic Signal			
See Attachment 2 of 2 For Included Elements			\$273,870
CONTINGENCY @ 25%			\$68,468
ROADWAY TRAFFICE ESTIMATED CONSTRUCTION COST			\$273,870
ROADWAY LIGHTING (Optional)	Roadway Lighting (see Attachment "A" page 2 of 2)		\$ 185,440
CONTINGENCY @ 25%			\$46,360
ROADWAY LIGHTING ESTIMATED CONSTRUCTION COST			\$231,800
PROJECT TOTAL	Including Lighting Costs		\$11,127,862
CONTINGENCY @ 25%			\$2,781,965
PROJECT ESTIMATED TOTAL CONSTRUCTION COST			\$13,809,827

Soft Costs Considerations

% of CONST COST	TASK		% of CONST	TASK	
1%	Environmental Report		2%	Schematic Plans	
1%	Geotechnical Investigation		7%	Engineering Design	
4%	Topographical & Boundary		5%	Construction Management	
1%	ROW Acquisition		22%	OVERALL SOFT COSTS	\$3,880,182
PROJECT ESTIMATED OVERALL TOTAL (@ CURRENT RATE)					\$18,888,888
Assuming the project construction will start in three to four years from now, we recommend applying a 10% cost escalation.					
PROJECT ESTIMATED COST PROJECTION (2028 - 2028)					\$18,888,888

PROPOSITION C

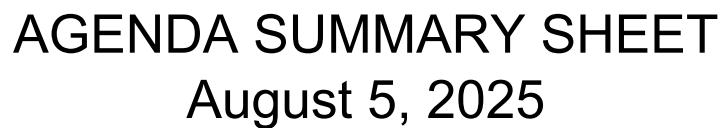


- Shall the City Council of the City of Glenn Heights, Texas, be authorized to issue general obligation bonds of the City in the principal amount of \$18,700,000 for permanent public improvements and public purposes, to wit: constructing, reconstructing, improving, repairing, extending, and enhancing streets, thoroughfares, alleys, sidewalks, bridges, intersections and other public ways, including traffic signalization and monitoring equipment, street lighting, noise abatements, necessary and related storm drainage facilities and improvements and acquiring of needed rights of way therefor; such bonds to mature serially or otherwise over a period not to exceed 30 years from their date of issuance, to be issued and sold in one or more series at any price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise) as shall be determined within the discretion of the City Council at the time of issuance of the bonds; and whether the City Council shall be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes, within the limitations prescribed by law, on all taxable property in the City sufficient to pay the principal of and interest on the bonds and to provide a sinking fund to redeem the bonds as they become due?

QUESTIONS



COMMENTS



PROPOSITION A

Shall the City Council of the City of Glenn Heights, Texas, be authorized to issue general obligation bonds of the City in the principal amount of \$3,400,000 for permanent public improvements and public purposes, to-wit: constructing, improving, renovating, expanding and equipping the City's animal shelter and the acquisition of land and rights-of-way related thereto.

[illegible]



AGENDA SUMMARY SHEET

August 5, 2025

AGENDA, ITEM B

PROPOSITION B

Shall the City Council of the City of Glenn Heights, Texas, be authorized to issue general obligation bonds of the City in the principal amount of \$11,500,000 for permanent public improvements and public purposes, to wit: acquiring, designing, constructing, improving, expanding, renovating and equipping parks and recreation facilities and acquiring any needed land and rights of way therefor.

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

[illegible]

[illegible]

Certified Tax Roll and Tax Rate Info



SHERRY ROBERTS, FINANCE DIRECTOR

AUGUST 5, 2025

Per Sec. 26 Tax Code



Sec. 26.01 By July 25, chief appraiser shall prepare and certify to the assessor for each taxing unit, ... lists of property taxable by the unit.

Sec. 26.04 (a-1) upon receipt of the appraisal roll, the assessor ... shall determine the total taxable value of property ...

Sec. 26.04 (b) The assessor shall submit the appraisal roll for the taxing unit showing total taxable value of all property ... to the governing body by August 1 or as soon thereafter as practicable...

Sec. 26.04 (c-1) an officer or employee designated by the governing body ... shall calculate the No-New-Revenue Rate and the Voter-Approval Tax Rate for the taxing unit...

Sec. 26.04 (e) By August 7 or as soon as thereafter as practicable, the designated officer ... shall submit the rates to the governing body.

Certified Tax Rolls



Dallas CAD

Elis CAD

Certified Tax Value

948,733,237

863,766,566

Values under Protest

74,557,642

-

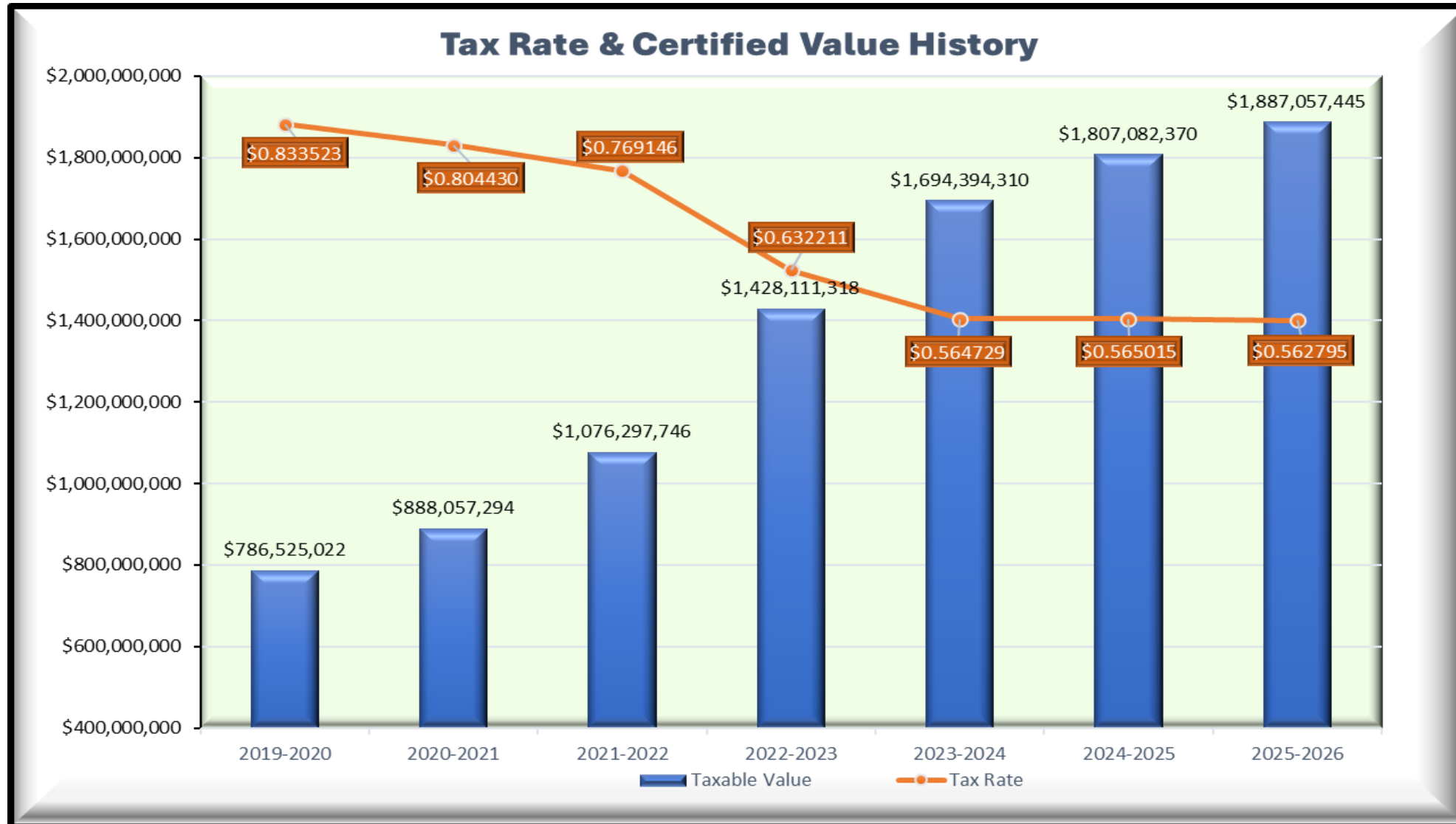
1,023,290,879

863,766,566

Total Certified Value

1,887,057,445

TAX RATE & CERTIFIED VALUE HISTORY



City of Glenn Heights Truth-in-Taxation



- CURRENT TAX RATE \$0.565015
- NO NEW REVENUE RATE \$0.551438
- VOTER-APPROVAL TAX RATE \$0.562795
- DE MINIMIS RATE \$0.572531

TAX RATE COMPARISONS



FY 24/25

➤ No-New-Revenue	\$ 0.547525 / 100
➤ Voter Approval	\$ 0.565015 / 100
➤ De Minimis	\$ 0.576198 / 100

FY 25/26

➤ No-New-Revenue	\$ 0.551438 / 100
➤ Voter Approval	\$ 0.562795 / 100
➤ De Minimis	\$ 0.572531 / 100

➤ M&O Tax Rate	\$ 0.487497 / 100
➤ <u>Debt Tax Rate</u>	<u>\$ 0.077518 / 100</u>
➤ TOTAL VAR	\$ 0.565015 / 100

➤ M&O Tax Rate	\$ 0.495670 / 100
➤ <u>Debt Tax Rate</u>	<u>\$ 0.067125 / 100</u>
➤ TOTAL VAR	\$ 0.562795 / 100

No-New Revenue Rate ↑ \$ 0.003913 / 100

Voter Approval Rate ↓ \$ 0.002220 / 100

M&O Rate ↑ \$ 0.008173 / 100

Debt Rate ↓ \$ 0.010393 / 100

QUESTIONS



COMMENTS

	NOT UNDER REVIEW	UNDER REVIEW	TOTAL
REAL PROPERTY & MFT HOMES	(Count) (3,006)	(Count) (0)	(Count) (3,006)
Land HS Value	190,683,506	0	190,683,506
Land NHS Value	36,007,081	0	36,007,081
Land Ag Market Value	5,985,068	0	5,985,068
Land Timber Market Value	0	0	0
Total Land Value	232,675,655	0	232,675,655
Improvement HS Value	705,152,567	0	705,152,567
Improvement NHS Value	77,982,205	0	77,982,205
Total Improvement	783,134,772	0	783,134,772
Market Value	1,015,810,427	0	1,015,810,427
BUSINESS PERSONAL PROPERTY	(71)	(0)	(71)
Market Value	11,352,044	0	11,352,044
OIL & GAS / MINERALS	(0)	(0)	(0)
Market Value	0	0	0
OTHER (Intangibles)	(0)	(0)	(0)
Market Value	0	0	0
	(Total Count) (3,077)	(Total Count) (0)	(Total Count) (3,077)
TOTAL MARKET	1,027,162,471	0	1,027,162,471
Ag Productivity	30,551	0	30,551
Ag Loss (-)	5,954,517	0	5,954,517
Timber Productivity	0	0	0
Timber Loss (-)	0	0	0
APPRAISED VALUE	1,021,207,954	0	1,021,207,954
	100.0%	0.0%	100.0%
HS CAP Limitation Value (-)	13,580,946	0	13,580,946
CB CAP Limitation Value (-)	4,328,530	0	4,328,530
NET APPRAISED VALUE	1,003,298,478	0	1,003,298,478
Total Exemption Amount	139,531,912	0	139,531,912
NET TAXABLE	863,766,566	0	863,766,566
TAX LIMIT/FREEZE ADJUSTMENT	0	0	0
LIMIT ADJ TAXABLE (I&S)	863,766,566	0	863,766,566
CHAPTER 312 ADJUSTMENT	0	0	0
CHAPTER 313 ADJUSTMENT	0	0	0
LIMIT ADJ TAXABLE (M&O)	863,766,566	0	863,766,566

APPROX TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
\$4,880,410.66 = 863,766,566 * (0.565015 / 100)

EXEMPTIONS	NOT UNDER REVIEW		UNDER REVIEW		TOTAL	
Exemption	Total	Count	Total	Count	Total	Count
Homestead Exemptions						
OV65-Local	6,287,105	283	0	0	6,287,105	283
OV65-State	0	0	0	0	0	0
OV65-Prorated	0	0	0	0	0	0
OV65S-Local	125,000	7	0	0	125,000	7
OV65S-State	0	0	0	0	0	0
OV65S-Prorated	0	0	0	0	0	0
DP-Local	862,500	36	0	0	862,500	36
DP-State	0	0	0	0	0	0
DP-Prorated	0	0	0	0	0	0
DPS-Local	25,000	1	0	0	25,000	1
DPS-State	0	0	0	0	0	0
DPS-Prorated	0	0	0	0	0	0
DVHS	47,876,836	117	0	0	47,876,836	117
DVHS-Prorated	1,293,523	5	0	0	1,293,523	5
DVHSS	649,786	2	0	0	649,786	2
DVHSS-Prorated	0	0	0	0	0	0
Subtotal for Homestead Exemptions	57,119,750	451	0	0	57,119,750	451
Disabled Veterans Exemptions						
DV1	88,000	14	0	0	88,000	14
DV2	51,000	7	0	0	51,000	7
DV3	168,000	17	0	0	168,000	17
DV4	468,000	64	0	0	468,000	64
DV4S	12,000	2	0	0	12,000	2
Subtotal for Disabled Veterans Exemptions	787,000	104	0	0	787,000	104
Special Exemptions						
SO	947,170	128	0	0	947,170	128
Subtotal for Special Exemptions	947,170	128	0	0	947,170	128
Absolute Exemptions						
EX-XV	80,651,836	51	0	0	80,651,836	51
EX-XV-PRORATED	0	0	0	0	0	0
EX366	26,156	27	0	0	26,156	27
Subtotal for Absolute Exemptions	80,677,992	78	0	0	80,677,992	78
Total:	139,531,912	761	0	0	139,531,912	761

New Value

Total New Market Value: \$17,209,554

Total New Taxable Value: \$16,353,525

JETI

New Market Value: \$0

New Taxable Value: \$0

Chapter 313

New Market Value: \$0

New Taxable Value: \$0

Exemption Loss**New Absolute Exemptions**

Exemption	Description	Count	Last Year Market Value
EX-XV	Other Exemptions (including public property, reli...	17	531,245
Absolute Exemption Value Loss:		17	531,245

New Partial Exemptions

Exemption	Description	Count	Partial Exemption Amt
DP	Disability	4	100,000
DV1	Disabled Veterans 10% - 29%	1	5,000
DV3	Disabled Veterans 50% - 69%	6	62,000
DV4	Disabled Veterans 70% - 100%	8	96,000
DVHS	Disabled Veteran Homestead	25	9,093,524
OV65	Over 65	9	205,000
SO	Solar (Special Exemption)	37	667,715
Partial Exemption Value Loss:		90	10,229,239
Total NEW Exemption Value			10,760,484

Increased Exemptions

Exemption	Description	Count	Increased Exemption Amt
Increased Exemption Value Loss:		0	0
Total Exemption Value Loss:			10,760,484

Average Homestead Value

Category	Count of HS	Average Market	Average Exemption	Average Taxable
A Only	1,756	357,391	27,617	322,204
A & E	1,758	357,757	27,585	322,538

Not Under Review

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	2,483		11,615,701	862,310,094	790,553,829
B	Multifamily Residential	46		0	15,744,539	15,464,273
C1	Vacant Lots and Tracts	280		0	26,418,865	24,561,214
D1	Qualified Open-Space Land	13	219.94	0	5,985,068	30,551
D2	Farm or Ranch Improvements on Qualified	2		0	49,145	49,145
E	Rural Land,Not Qualified for Open-Space Land	48		13,974	3,443,292	3,276,558
F1	Commercial Real Property	8		0	10,234,638	9,166,460
J3	Electric Companies (including Co-ops)	4		0	7,691,915	7,691,915
J4	Telephone Companies (including Co-ops)	2		0	14,605	14,605
L1	Commercial Personal Property	33		0	3,427,144	2,878,086
L2	Industrial and Manufacturing Personal Property	3		0	192,224	192,224
M1	Mobile Homes	7		0	426,357	312,261
O	Residential Inventory	72		5,579,879	10,546,593	9,575,445
XB	Income Producing Tangible Personal	30		0	26,156	0
XV	Other Totally Exempt Properties (including	52		0	80,651,836	0
Totals:			219.94	17,209,554	1,027,162,471	863,766,566

		Under Review				
Code	Description	Count	Acres	New Value	Market Value	Taxable Value
		Totals:				

Grand Totals

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	2,483		11,615,701	862,310,094	790,553,829
B	Multifamily Residential	46		0	15,744,539	15,464,273
C1	Vacant Lots and Tracts	280		0	26,418,865	24,561,214
D1	Qualified Open-Space Land	13	219.94	0	5,985,068	30,551
D2	Farm or Ranch Improvements on Qualified	2		0	49,145	49,145
E	Rural Land,Not Qualified for Open-Space Land	48		13,974	3,443,292	3,276,558
F1	Commercial Real Property	8		0	10,234,638	9,166,460
J3	Electric Companies (including Co-ops)	4		0	7,691,915	7,691,915
J4	Telephone Companies (including Co-ops)	2		0	14,605	14,605
L1	Commercial Personal Property	33		0	3,427,144	2,878,086
L2	Industrial and Manufacturing Personal Property	3		0	192,224	192,224
M1	Mobile Homes	7		0	426,357	312,261
O	Residential Inventory	72		5,579,879	10,546,593	9,575,445
XB	Income Producing Tangible Personal	30		0	26,156	0
XV	Other Totally Exempt Properties (including	52		0	80,651,836	0
Totals:			219.94	17,209,554	1,027,162,471	863,766,566

Rank	Owner ID	Taxpayer Name	Market Value	Taxable Value
1	121684	FIRST TEXAS HOMES INC	\$7,516,306	\$6,068,312
2	196108	ONCOR ELECTRIC DELIVERY CO LLC	\$5,798,100	\$5,798,100
3	178918	BLOOMFIELD HOMES LP	\$5,469,006	\$5,041,808
4	218683	SFR JV-HD 2024-1 BORROWER LLC	\$4,783,312	\$4,783,312
5	188376	NORTHWOOD PROPERTIES LLC	\$3,149,270	\$3,149,270
6	21887	EBLA INVESTMENT LP	\$2,963,721	\$2,963,721
7	34434	ANEW PROPERTIES INC	\$2,549,056	\$2,516,237
8	171616	YAMASA CO LTD	\$2,227,665	\$2,227,665
9	223231	VCP 30 DUPLEX OWNER LLC	\$2,092,800	\$2,092,800
10	190255	BAF ASSETS 3 LLC	\$1,902,502	\$1,902,502
11	212076	SFR JV 2 2023 1 BORROWER LLC	\$1,830,643	\$1,830,643
12	211610	PROGRESS DALLAS LLC	\$1,790,853	\$1,790,853
13	207800	GLENN HEIGHTS REAL ESTATE LLC	\$1,468,603	\$1,468,603
14	200650	HILCO ELECTRIC COOP INC	\$1,453,815	\$1,453,815
15	16759	VIEN LADD	\$1,459,629	\$1,442,846
16	204110	AUTOZONE PARTS INC	\$2,430,406	\$1,441,310
17	220216	SFR JV-2 2024-2 BORROWER LLC	\$1,390,691	\$1,390,691
18	216871	JOBIN 22 LLC	\$1,295,518	\$1,295,518
19	178146	HORTON CAPITAL PROPERTIES LLC	\$1,256,322	\$1,256,322
20	144115	WAL MART REAL ESTATE BUSINESS	\$1,254,520	\$1,254,520
Total			\$54,082,738	\$51,168,848



**DALLAS CENTRAL APPRAISAL DISTRICT
CERTIFICATION OF APPRAISAL ROLL**

Year: 2025

Jurisdiction: City of GLENN HEIGHTS

In accordance with the requirements of the Texas Property Tax Code, Chapter 26, Section 26.01, paragraphs (A) and (B), the following values are hereby certified:

Market Value of all Real & Business Personal Property Before Qualified Exemptions*	\$1,135,805,670
Taxable Value of all Real & Business Personal Property	\$948,733,237

In accordance with the requirements of the Texas Property Tax Code, Chapter 26, Section 26.01, paragraph (C), the following values are hereby certified as disputed values and are not included in the above totals:

	Market Value	Taxable Value
Values under protest as determined by the Appraisal District**	\$109,335,150	\$106,510,917
Values under protest as claimed by property owner or estimated by Appraisal District in event property owner's claim is upheld	\$76,534,605	\$74,557,642
Freeport Estimated Loss		\$0
Estimated Net Taxable		\$74,557,642

I, Shane Docherty, Executive Director/Chief Appraiser of the Dallas Central Appraisal District, do hereby certify the aforementioned values and totals to the taxing jurisdiction indicated above, in accordance with the requirements of the laws of the State of Texas on this 25th day of July, 2025 .

Dallas Central Appraisal District

Shane Docherty
Executive Director/Chief Appraiser

*Total Value of New Construction in Certified Market Value above	\$21,321,010
**Value of Disputed New Construction in Protested Market Value Above	\$477,550



Dallas Central Appraisal District Certified Estimated Values Report

JURISDICTION: GLENN HEIGHTS
REPORT TYPE: JURISDICTION TOTALS
DATABASE: CERTIFICATION (2025)
TAX YEAR: 2025
REPORT DATE: July 18, 2025
RUN DATE: July 18, 2025 9:40 pm

	PARCELS	LAND VALUE	IMPROVEMENT VALUE	BPP MKT VALUE	TOTAL MKT VALUE
JURISDICTION TOTALS	3,944	258,770,500	849,701,540	27,333,630	1,135,805,670

	TOTAL MKT VALUE	CAPPED LOSS	EXEMPTIONS	AG LOSS	TAXABLE VALUE
JURISDICTION TOTALS	1,135,805,670	52,056,431	114,241,232	20,774,770	948,733,237

TOTAL EXEMPTIONS	PARCELS	MARKET VALUE	CAPPED LOSS	EXEMPTION AMOUNT	OTHER EXEMPTIONS	TAXABLE VALUE
TOTALLY EXEMPT	38	44,716,350	143,342	44,573,008	0	0
PRORATED TOTAL EXEMPT	0	0	0	0	0	0
UNDER 2500	32	26,380	0	26,380	0	0
MINERAL RIGHTS	0	0	0	0	0	0
PARTIAL EXEMPTIONS						
HOMESTEAD	1,964	656,355,070	47,679,701	0	68,463,227	540,212,142
CAPPED VALUE LOSS	1,010	315,528,710	47,679,701	0	19,834,523	248,014,486
OVER-65	459	142,533,800	16,577,736	11,039,600	14,638,272	100,278,192
DISABLED PERSONS	94	28,861,610	2,682,854	2,273,070	2,960,325	20,945,361
DISABLED VETERANS	137	49,686,710	2,265,355	1,517,500	17,565,263	28,338,592
100% DISABLED VETERANS	153	60,575,650	1,751,726	54,765,134	1,898,000	2,160,790
DISABLED VET DONATED HOME	0	0	0	0	0	0
ABATEMENTS	0	0	0	0	0	0
HISTORIC SITE	0	0	0	0	0	0
POLLUTION CONTROL	2	46,540	0	46,540	0	0
FREEPORT	0	0	0	0	0	0
FREEPORT IN PROCESS	0	0	0	0	0	0
GOODS IN TRANSIT	0	0	0	0	0	0
LOW INCOME	0	0	0	0	0	0
DISASTER	0	0	0	0	0	0
CHILDCARE	0	0	0	0	0	0
TOTAL PARTIAL EXEMPT				69,641,844		
TOTAL REAL PARTIAL EXEMPT				69,595,304		
TOTAL BPP PARTIAL EXEMPT				46,540		

AG SPECIAL VALUATION	PARCELS	LAND VALUE	IMPROVEMENT VALUE	MARKET VALUE
AGRICULTURAL 1D	0	0	0	0
AGRICULTURAL 1D1	59	20,892,600	261,250	21,153,850

AG SPECIAL VALUATION	MARKET VALUE	CAPPED LOSS	LOSS AMOUNT	NON AG EXEMPTIONS	TAXABLE VALUE
AGRICULTURAL 1D	0	0	0	0	0
AGRICULTURAL 1D1	21,153,850	0	20,774,770	0	379,080

	LAND DEV COSTS	REAL PROP NEW CONSTR	PERS PROP NEW CONSTR	TOTAL NEW CONSTR
NEW CONSTRUCTION	0	21,321,010	0	21,321,010



Dallas Central Appraisal District
Certified Estimated Values Report

JURISDICTION: GLENN HEIGHTS
REPORT TYPE: RESIDENTIAL TOTALS
DATABASE: CERTIFICATION (2025)
TAX YEAR: 2025
REPORT DATE: July 18, 2025
RUN DATE: July 18, 2025 9:40 pm

	PARCELS	LAND VALUE	IMPROVEMENT VALUE	BPP MKT VALUE	TOTAL MKT VALUE
JURISDICTION TOTALS	3,636	216,562,950	791,406,070	0	1,007,969,020

	TOTAL MKT VALUE	CAPPED LOSS	EXEMPTIONS	AG LOSS	TAXABLE VALUE
JURISDICTION TOTALS	1,007,969,020	50,975,145	70,658,214	0	886,335,661

TOTAL EXEMPTIONS	PARCELS	MARKET VALUE	CAPPED LOSS	EXEMPTION AMOUNT	OTHER EXEMPTIONS	TAXABLE VALUE
TOTALLY EXEMPT	14	1,160,810	72,900	1,087,910	0	0
PRORATED TOTAL EXEMPT	0	0	0	0	0	0
UNDER 2500	0	0	0	0	0	0
MINERAL RIGHTS	0	0	0	0	0	0
PARTIAL EXEMPTIONS						
HOMESTEAD	1,962	655,950,770	47,583,615	0	68,438,227	539,928,928
CAPPED VALUE LOSS	1,009	315,223,160	47,583,615	0	19,809,523	247,830,022
OVER-65	458	142,228,250	16,481,650	11,014,600	14,638,272	100,093,728
DISABLED PERSONS	94	28,861,610	2,682,854	2,273,070	2,960,325	20,945,361
DISABLED VETERANS	137	49,686,710	2,265,355	1,517,500	17,565,263	28,338,592
100% DISABLED VETERANS	153	60,575,650	1,751,726	54,765,134	1,898,000	2,160,790
DISABLED VET DONATED HOME	0	0	0	0	0	0
ABATEMENTS	0	0	0	0	0	0
HISTORIC SITE	0	0	0	0	0	0
POLLUTION CONTROL	0	0	0	0	0	0
FREEPORT	0	0	0	0	0	0
FREEPORT IN PROCESS	0	0	0	0	0	0
GOODS IN TRANSIT	0	0	0	0	0	0
LOW INCOME	0	0	0	0	0	0
DISASTER	0	0	0	0	0	0
CHILDCARE	0	0	0	0	0	0
TOTAL PARTIAL EXEMPT				69,570,304		
TOTAL REAL PARTIAL EXEMPT				69,570,304		
TOTAL BPP PARTIAL EXEMPT				0		

AG SPECIAL VALUATION	PARCELS	LAND VALUE	IMPROVEMENT VALUE	MARKET VALUE
AGRICULTURAL 1D	0	0	0	0
AGRICULTURAL 1D1	0	0	0	0

AG SPECIAL VALUATION	MARKET VALUE	CAPPED LOSS	LOSS AMOUNT	NON AG EXEMPTIONS	TAXABLE VALUE
AGRICULTURAL 1D	0	0	0	0	0
AGRICULTURAL 1D1	0	0	0	0	0

	LAND DEV COSTS	REAL PROP NEW CONSTR	PERS PROP NEW CONSTR	TOTAL NEW CONSTR
NEW CONSTRUCTION	0	21,321,010	0	21,321,010



Dallas Central Appraisal District
Certified Estimated Values Report

JURISDICTION: GLENN HEIGHTS
REPORT TYPE: COMMERCIAL TOTALS
DATABASE: CERTIFICATION (2025)
TAX YEAR: 2025
REPORT DATE: July 18, 2025
RUN DATE: July 18, 2025 9:40 pm

	PARCELS	LAND VALUE	IMPROVEMENT VALUE	BPP MKT VALUE	TOTAL MKT VALUE
JURISDICTION TOTALS	197	42,207,550	58,295,470	0	100,503,020

	TOTAL MKT VALUE	CAPPED LOSS	EXEMPTIONS	AG LOSS	TAXABLE VALUE
JURISDICTION TOTALS	100,503,020	1,081,286	43,510,098	20,774,770	35,136,866

TOTAL EXEMPTIONS	PARCELS	MARKET VALUE	CAPPED LOSS	EXEMPTION AMOUNT	OTHER EXEMPTIONS	TAXABLE VALUE
TOTALLY EXEMPT	24	43,555,540	70,442	43,485,098	0	0
PRORATED TOTAL EXEMPT	0	0	0	0	0	0
UNDER 2500	0	0	0	0	0	0
MINERAL RIGHTS	0	0	0	0	0	0
PARTIAL EXEMPTIONS						
HOMESTEAD	2	404,300	96,086	0	25,000	283,214
CAPPED VALUE LOSS	1	305,550	96,086	0	25,000	184,464
OVER-65	1	305,550	96,086	25,000	0	184,464
DISABLED PERSONS	0	0	0	0	0	0
DISABLED VETERANS	0	0	0	0	0	0
100% DISABLED VETERANS	0	0	0	0	0	0
DISABLED VET DONATED HOME	0	0	0	0	0	0
ABATEMENTS	0	0	0	0	0	0
HISTORIC SITE	0	0	0	0	0	0
POLLUTION CONTROL	0	0	0	0	0	0
FREEPORT	0	0	0	0	0	0
FREEPORT IN PROCESS	0	0	0	0	0	0
GOODS IN TRANSIT	0	0	0	0	0	0
LOW INCOME	0	0	0	0	0	0
DISASTER	0	0	0	0	0	0
CHILDCARE	0	0	0	0	0	0
TOTAL PARTIAL EXEMPT				25,000		
TOTAL REAL PARTIAL EXEMPT				25,000		
TOTAL BPP PARTIAL EXEMPT				0		

AG SPECIAL VALUATION	PARCELS	LAND VALUE	IMPROVEMENT VALUE	MARKET VALUE
AGRICULTURAL 1D	0	0	0	0
AGRICULTURAL 1D1	59	20,892,600	261,250	21,153,850

AG SPECIAL VALUATION	MARKET VALUE	CAPPED LOSS	LOSS AMOUNT	NON AG EXEMPTIONS	TAXABLE VALUE
AGRICULTURAL 1D	0	0	0	0	0
AGRICULTURAL 1D1	21,153,850	0	20,774,770	0	379,080

	LAND DEV COSTS	REAL PROP NEW CONSTR	PERS PROP NEW CONSTR	TOTAL NEW CONSTR
NEW CONSTRUCTION	0	0	0	0



Dallas Central Appraisal District
Certified Estimated Values Report

JURISDICTION: GLENN HEIGHTS
REPORT TYPE: BPP TOTALS
DATABASE: CERTIFICATION (2025)
TAX YEAR: 2025
REPORT DATE: July 18, 2025
RUN DATE: July 18, 2025 9:40 pm

	PARCELS	LAND VALUE	IMPROVEMENT VALUE	BPP MKT VALUE	TOTAL MKT VALUE
JURISDICTION TOTALS	111	0	0	27,333,630	27,333,630

	TOTAL MKT VALUE	CAPPED LOSS	EXEMPTIONS	AG LOSS	TAXABLE VALUE
JURISDICTION TOTALS	27,333,630	0	72,920	0	27,260,710

TOTAL EXEMPTIONS	PARCELS	MARKET VALUE	CAPPED LOSS	EXEMPTION AMOUNT	OTHER EXEMPTIONS	TAXABLE VALUE
TOTALLY EXEMPT	0	0	0	0	0	0
PRORATED TOTAL EXEMPT	0	0	0	0	0	0
UNDER 2500	32	26,380	0	26,380	0	0
MINERAL RIGHTS	0	0	0	0	0	0
PARTIAL EXEMPTIONS						
HOMESTEAD	0	0	0	0	0	0
CAPPED VALUE LOSS	0	0	0	0	0	0
OVER-65	0	0	0	0	0	0
DISABLED PERSONS	0	0	0	0	0	0
DISABLED VETERANS	0	0	0	0	0	0
100% DISABLED VETERANS	0	0	0	0	0	0
DISABLED VET DONATED HOME	0	0	0	0	0	0
ABATEMENTS	0	0	0	0	0	0
HISTORIC SITE	0	0	0	0	0	0
POLLUTION CONTROL	2	46,540	0	46,540	0	0
FREEPORT	0	0	0	0	0	0
FREEPORT IN PROCESS	0	0	0	0	0	0
GOODS IN TRANSIT	0	0	0	0	0	0
LOW INCOME	0	0	0	0	0	0
DISASTER	0	0	0	0	0	0
CHILDCARE	0	0	0	0	0	0
TOTAL PARTIAL EXEMPT				46,540		
TOTAL REAL PARTIAL EXEMPT				0		
TOTAL BPP PARTIAL EXEMPT				46,540		

AG SPECIAL VALUATION	PARCELS	LAND VALUE	IMPROVEMENT VALUE	MARKET VALUE
AGRICULTURAL 1D	0	0	0	0
AGRICULTURAL 1D1	0	0	0	0

AG SPECIAL VALUATION	MARKET VALUE	CAPPED LOSS	LOSS AMOUNT	NON AG EXEMPTIONS	TAXABLE VALUE
AGRICULTURAL 1D	0	0	0	0	0
AGRICULTURAL 1D1	0	0	0	0	0

	LAND DEV COSTS	REAL PROP NEW CONSTR	PERS PROP NEW CONSTR	TOTAL NEW CONSTR
NEW CONSTRUCTION	0	0	0	0

Dallas Central Appraisal District
Certified Estimated Value Report
Property Class Breakdown

JURISDICTION GLENN HEIGHTS
REPORT TYPE: PROPERTY CLASS BREAKDOWN
DATABASE: CERTIFICATION (2025)
TAX YEAR: 2025
REPORT DATE: July 18, 2025
RUN DATE: July 18, 2025 9:40 pm

DCAD SPTD	PTD CODE	DESCRIPTION	PARCELS	MARKET VALUE	TAXABLE VALUE
A11	A	SINGLE FAMILY RESIDENCES	2,758	911,280,810	792,263,852
A12	A	SFR - TOWNHOUSES	1	346,010	346,010
A20	A	MOBILE HOME ON OWNERS LAND	13	1,220,880	1,149,405
	A - TOTAL	REAL: RESIDENTIAL SINGLE FAMILY	2,772	912,847,700	793,759,267
B11	B	MFR - APARTMENTS	9	5,709,080	5,709,080
B12	B	MFR - DUPLEXES	95	30,640,330	29,883,380
	B - TOTAL	REAL: RESIDENTIAL MULTI-FAMILY	104	36,349,410	35,592,460
C11	C1	SFR - VACANT LOTS/TRACTS	114	7,176,720	5,863,842
C12	C1	COMMERCIAL - VACANT PLOTTED LOTS/TRACTS	68	12,075,100	8,621,676
C14	C1	RURAL VACANT - LESS THAN 5 ACRES	1	143,750	0
	C1 - TOTAL	REAL: VACANT LOTS/TRACTS	183	19,395,570	14,485,518
D10	D1	QUALIFIED OPEN SPACE LAND	59	21,153,850	379,080
	D1 - TOTAL	REAL: QUALIFIED LAND	59	21,153,850	379,080
F10	F1	COMMERCIAL IMPROVEMENTS	53	104,036,920	62,948,344
	F1 - TOTAL	REAL: COMMERCIAL	53	104,036,920	62,948,344
F20	F2	INDUSTRIAL IMPROVEMENTS	1	585,000	585,000
	F2 - TOTAL	REAL: INDUSTRIAL	1	585,000	585,000
J20	J	GAS COMPANIES	1	3,865,430	3,865,430
J30	J	ELECTRIC COMPANIES	20	15,400,680	15,400,680
J40	J	TELEPHONE COMPANIES	3	361,540	361,540
J70	J	CABLE COMPANIES	1	3,410	3,410
	J - TOTAL	REAL AND TANGIBLE PERSONAL UTILITIES	25	19,631,060	19,631,060
L10	L1	COMMERCIAL BPP	101	8,150,260	8,077,340
	L1 - TOTAL	PERSONAL: COMMERCIAL	101	8,150,260	8,077,340
L20	L2	INDUSTRIAL BPP	1	135,900	135,900
	L2 - TOTAL	PERSONAL: INDUSTRIAL	1	135,900	135,900
M31	M1	MOBILE HOMES ON LEASED SPACES	591	9,737,880	9,357,148
	M1 - TOTAL	MOBILE HOMES	591	9,737,880	9,357,148
O10	O	RESIDENTIAL - VACANT LOTS AS INVENTORY	52	3,744,000	3,744,000
	O - TOTAL	REAL PROPERTY: INVENTORY	52	3,744,000	3,744,000
S10	S	SPECIAL INVENTORY	2	38,120	38,120
	S - TOTAL	SPECIAL INVENTORY	2	38,120	38,120
	GRAND TOTALS		3,944	1,135,805,670	948,733,237

STATE OF TEXAS
COUNTY OF ELLIS

PROPERTY TAX CODE,
SECTION 26.01(a)

CERTIFICATION OF APPRAISAL RECORDS FOR: CITY OF GLENN HEIGHTS

I, Kathy A. Rodrigue, Chief Appraiser of the Ellis Appraisal District, do solemnly swear that I have made, or caused to be made, a diligent inquiry to ascertain all property in the district subject to appraisal by me and that I have included in the records all property that I am aware of, at an appraised value determined as required by law.

I, Kathy A. Rodrigue, do hereby certify that the following values are true and correct to the best of my knowledge:

2025 Total Taxable Value	\$	<u>863,766,566</u>
2025 Taxable Value Under Protest	\$	<u>0</u>
2025 Certified Taxable Value	\$	<u>863,766,566</u>
2025 Estimate of Value Under Protest	\$	<u>0</u>

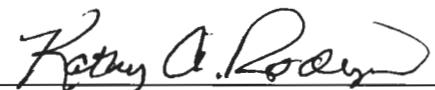
(This value should go on Line 19A or 18A for ISDs)

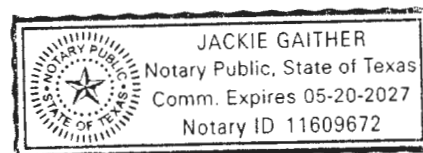
The following information is for taxing entities with a tax ceiling:

2025 Tax Limit/Freeze Adjustment	\$	<u>0</u>
2025 Freeze Adjusted Taxable Value	\$	<u>0</u>
2025 Frozen Levy	\$	<u>0</u>

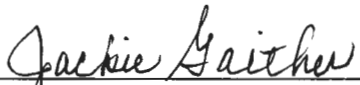
Please remember that the certified value is subject to change resulting from Appraisal Review Board action, correction of clerical errors, and the granting of late homestead, over 65, disabled and other exemptions.

Approval of the appraisal records by the Ellis Appraisal District Appraisal Review Board occurred on the 21st day of July, 2025.


Kathy A. Rodrigue, RPA
Chief Appraiser



Sworn and subscribed before me this 24th day of July, 2025.


Notary Public State of Texas

05-20-2027
Commission Expires

AGENDA SUMMARY SHEET

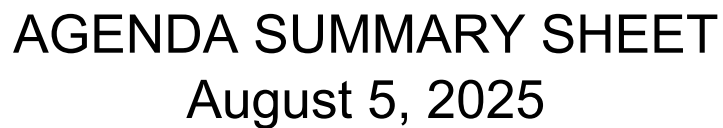
August 5, 2025

AGENDA, ITEM 7

Discuss and take action to approve \$0.563907 as the proposed ad valorem tax rate for the year 2025 (Fiscal Year 2025-2026). (Record Vote) (Sherry Roberts, Finance Director)

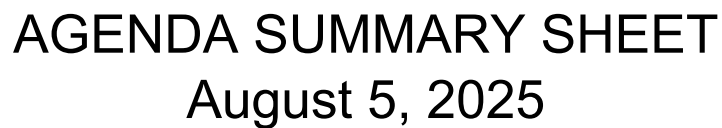
Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

[illegible]



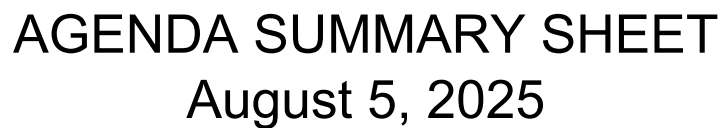
Announce the Public Hearing and anticipated adoption dates for the Proposed Fiscal Year 2025-2026 Budget and Proposed 2025 Property Tax Rate. (Sherry Roberts, Finance Director)

[illegible]



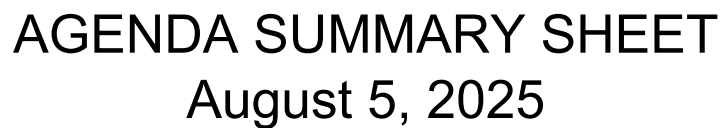
Proposed Fiscal Year 2025-2026 Budget: Public Hearing Date - September 2, 2025, and anticipated adoption date - September 9, 2025

[illegible]



Proposed 2025 Property Tax Rate: Public Hearing Date - September 2, 2025, and anticipated adoption date - September 9, 2025

[illegible]



Discussion regarding possible amendments to Article 3.20, Rental Registration Program. (Mayor Sonja A. Brown)

[illegible]

ARTICLE 3.20

RENTAL REGISTRATION PROGRAM

§ 3.20.001. General.

The city recognizes a need for a residential rental property registration and inspection program within the city to ensure compliance with city and state life safety, health, fire, and zoning codes and to further provide a means to encourage both absentee and local landlords to correct violations and to maintain their residential rental property in a safe and habitable condition for tenants. (Ordinance O-03-16 adopted 3/1/16)

§ 3.20.002. Definitions.

For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Building. Any structure having a roof that is built, maintained, or intended for use for the shelter or enclosure of persons, animals, or property of any kind.

Building official. The building official, or his/her designee, for the City of Glenn Heights, Texas.

City. The City of Glenn Heights, Texas, including all areas within its corporate limits.

City council. The city council of the City of Glenn Heights, Texas.

City manager. The city manager for the City of Glenn Heights, Texas, or his/her designee.

Dwelling. Any enclosed space wholly or partly used or intended to be used for human habitation, living, sleeping, cooking, eating, and sanitation and shall include any outhouse or appurtenance belonging thereto.

Dwelling unit. A room or group of rooms located within a dwelling forming a single habitable unit with facilities used or intended to be used by a single family for human occupancy such as living, sleeping, cooking, and eating purposes.

Family. One or more persons related by blood, adoption or marriage, living and cooking together as a single housekeeping unit. A number of persons, but not exceeding two, living and cooking together as a single housekeeping unit, though not related by blood, adoption or marriage, shall be deemed to constitute a family.

Landlord. Any person who leases, barters, or rents a rental unit to another.

Manufactured home. A structure, transportable in one or more sections, which in the traveling mode is 8 body feet (2438 body mm) or more in width or 40 body feet (12 192 body mm) or more in length, or, when erected on site, is 320 square feet (30 m²) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained therein. This term shall include any structure that meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary (HUD) for such homes. For the purpose of this article, a mobile home shall be considered a manufactured home.

Multifamily rental unit. A multifamily structure containing three or more dwelling units located

on a single lot designed to be occupied by three or more families living independently of one another, excluding hotels or motels.

Owner. Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person. An individual, corporation, business trust, estate, trust, partnership or association, two or more persons having a joint interest, or any other legal or community entity.

Property manager. The owner or the person appointed or hired by the owner to be responsible for the daily operation of a rental unit.

Rent. The offering, holding out or actual leasing of a rental unit to a person other than the owner and generally involves the payment of an amount of money as consideration for the right to occupy the rental unit, although other forms of consideration or no consideration at all may be involved.

Rental unit. A single-family dwelling, two-family dwelling (duplex), and/or a multifamily dwelling, or portion thereof that is rented or offered for rent as a residence.

Single-family dwelling. A freestanding building or manufactured home on one lot occupied by not more than one family.

Tenant. Any person who rents or leases a rental unit for living or dwelling purposes.

Two-family dwelling (duplex). A freestanding building or manufactured home on one lot, having separate accommodations for and occupied by not more than two families, one family in each dwelling unit.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.003. Building official, power and duties.

The building official is hereby designated as the administrator of the provisions of this article. In addition to the powers and duties otherwise prescribed for the building official, as administrator of this article, the building official shall have the authority to:

- (1) Administer and enforce all provisions of this article.
- (2) Keep records of all licenses issued.
- (3) Adopt rules and regulations, not inconsistent with the provisions of this article, with respect to the form and content of application for registration, the investigation of applicants, and other matters incidental or appropriate to his powers and duties as may be necessary for the proper administration and enforcement of the provisions of this article.
- (4) Conduct periodic inspections of residential rental properties throughout the city to ensure compliance with this article and all other city ordinances and state laws related to the purpose and/or enforcement of this article.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.004. Registration required.

- (a) Each owner of a rental unit within the city shall register each such rental unit with the city in accordance with procedures contained in this article. A separate registration shall be required for each rental unit for each registration. Every owner of a rental unit as of the date of adoption of this article shall complete an initial registration application and pay an initial registration fee on or before May 1, 2016.
- (b) Unless otherwise provided in this section, each owner of a rental unit within the city shall make application for registration with the city and schedule an inspection of said rental unit with the building official within thirty (30) days after the date of acquiring ownership of a rental unit or within thirty (30) days after the date an owner of a dwelling unit converts the dwelling unit into a rental unit.
- (c) Application for rental registration shall be made upon a form provided by the city for such purpose, and shall include, at a minimum, the following information:
 - (1) Owner's name, address, and work and home telephone number, driver's license number, or identification card number and state of issuance of the owner;
 - (2) If owner is a partnership, the names of all partners, the principal business address, and telephone number of each partner;
 - (3) If owner is a corporation, the person registering must state whether the corporation is organized under the laws of this state or is a foreign corporation, and must show the mailing address, business location, telephone number, name of the main individual in charge of the local office of such corporation, if any, and the names of all officers and directors or trustees of such corporation, and, if a foreign corporation, the place of incorporation;
 - (4) Name, address and telephone number of the property manager or person having the authority to act on behalf of the owner;
 - (5) Street address of the rental unit; and
 - (6) Signature of the owner or owner's agent.
- (d) The city shall, within thirty (30) days after receipt of the registration application, either issue a certificate of registration or notify the owner that the application does not comply with the requirements of this article.
- (e) Unless otherwise provided in this article, a certificate of registration shall be valid for each rental unit until such time as there is a change in ownership for that unit. A change in ownership shall be deemed to have occurred upon any of the following:
 - (1) Any change in the individual ownership of the unit;
 - (2) Any change in the ownership of any entity(s) in whose name(s) the current registration for the unit is issued;
 - (3) Where the unit is managed by a property manager, upon any change in the individual

property manager and/or the property manager's ownership; or

- (4) Upon the dissolution of any entity(s) having ownership over the unit or upon said entity:
 - (A) Petitioning for reorganization under the Bankruptcy Code;
 - (B) Being adjudged bankrupt; or
 - (C) Becoming insolvent or having a receiver appointed due to the insolvency.
- (f) A nonrefundable registration fee in an amount set forth in appendix A of this code shall be paid to the city by the owner with at the same time as the registration application for each rental unit is submitted to the city.
- (g) Any registration fee required to be paid under this article shall be deemed late if received by the city after the due date established by the article and/or the building official, as the case may be, and the owner shall be required to submit a nonrefundable late registration fee in an amount set forth in appendix A of this code.
- (h) A nonrefundable inspection fee in an amount set forth in appendix A of this code shall be paid to the city by the owner for the inspection of each rental unit at the same time the registration fee is paid. A certificate of registration shall not be issued for a rental unit until the registration and inspection fees for the unit are paid in full to the city. The inspection fee shall be required under this article regardless of whether an inspection occurs and regardless of whether the owner or tenant has denied the building official access to the rental unit to complete the inspection.
- (i) No rental unit may be occupied by a tenant without first having a valid certificate of registration. It is an offense for an owner of a rental unit within the city to permit or allow a tenant to occupy any rental unit without first being issued a valid certificate of registration for the rental unit in accordance with this article. If an owner is required to register more than one rental unit, the owner's failure to register any individual rental unit shall constitute a separate offense. Each and every day that the owner continues to fail to register a rental unit within the city shall also constitute a separate offense.
- (j) It shall further be unlawful for any person to file a false rental registration application with the city.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.005. Change of ownership registration.

- (a) A certificate of registration issued under section 3.20.004 shall remain in effect until such time as a change of ownership occurs in the manner defined in section 3.20.004(e).
- (b) Upon a change of ownership, the new owner of each rental unit shall complete a change of ownership registration application for each unit in the manner provided by this article and deliver the same together with all applicable registration and inspection fees to the building official's office within thirty (30) days of the change in ownership. A change in ownership registration application submitted after thirty (30) days following the change of ownership shall be considered a late registration and the owner shall pay to the city a nonrefundable late

registration fee in an amount set forth in appendix A of this code.

- (c) The building official shall not be required to send notice to an owner for a change of ownership registration required under this section.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.006. Inspection required upon change in occupancy.

- (a) The owner shall provide written notice to the building official upon each and every change in occupancy. A change in occupancy shall mean a change in all tenants occupying a rental unit. The notice required by this section shall clearly indicate whether there was a change in tenant(s) or whether the rental unit was vacated by the previous tenant(s) and is presently unoccupied.
- (b) An inspection of the rental unit shall be required upon the city's receipt of written notice of a change in occupancy required to be submitted pursuant to subsection (a) above. Inspections required under this section shall be performed in the same manner as and in accordance with the applicable inspection procedures established by this article for the rental unit.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.007. Single, two-family dwellings and manufactured home inspections.

- (a) The building official shall annually inspect the exterior of a single-family, two-family or manufactured home rental unit to determine compliance with applicable state and local laws. The building official shall provide written notice of the date and time that the exterior inspection will be conducted. Upon request and/or consent of the owner if the rental unit is vacant, or tenant(s) if the rental unit is occupied, the building official may conduct an inspection of the interior of a rental unit.
- (b) If the owner or tenant fails to make the exterior of the rental unit available for inspection, the building official may conduct the inspection from the public right-of-way. If the owner or tenant does not provide consent for the inspection and the building official must enter onto the property to conduct the inspection, the building official shall be required to obtain a warrant in the manner provided by subsection (c) below prior to entry on the property.
- (c) The building official or his agent shall enforce the provisions of this article upon presentation of proper identification to the owner or tenant in charge of any rental unit and with the owner or tenant's permission, may inspect the rental unit in accordance with this section between the hours of 8:00 a.m. and 6:00 p.m. The building official's authority to conduct both exterior and interior inspections is subject to all limitations provided in state and federal law. If entry is refused by the owner or any occupant or if consent to enter the rental unit could not be obtained, the building official is authorized to seek a warrant permitting the building official's entry pursuant to Vernon's Ann. Texas C.C.P. art. 18.05, as the same may be amended from time to time. Any warrant issued will constitute authority for the building official to enter upon and inspect the premises described therein.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.008. Multifamily inspections.

- (a) The building official shall inspect all building exteriors, all exterior and interior common areas of multifamily rental units to determine compliance with applicable state and local laws on an annual basis and at any other time(s) necessary to ensure compliance with this article. Upon request and/or consent of the owner if the rental unit is vacant, or tenant(s) if the rental unit is occupied, the building official may conduct an inspection of the interior of a rental unit.
- (b) Within thirty (30) days after the annual registration of a multifamily rental unit, the owner of the unit shall request the building official to conduct an inspection and shall make the unit available for inspection by the building official as provided in subsection (a) above. The owner and the building official shall agree on a reasonable date and time for the required inspection. Upon each inspection by the building official, all building exteriors, all exterior common areas, interior common areas and all other inspected premises of the multifamily rental unit shall be in compliance with all applicable state laws and local ordinances.
- (c) The building official or his agent shall enforce the provisions of this article upon presentation of proper identification to the owner or tenant in charge of any rental unit and with the owner or tenant's permission, may inspect the rental unit in accordance with this section between the hours of 8:00 a.m. and 6:00 p.m. The building official's authority to conduct interior inspections is subject to all limitations provided in state and federal law. If entry is refused by the owner or any occupant or if consent to enter the rental unit could not be obtained, the building official is authorized to seek a warrant permitting the building official's entry pursuant to Vernon's Ann. Texas C.C.P. art. 18.05, as the same may be amended from time to time. Any warrant issued will constitute authority for the building official to enter upon and inspect the premises described therein.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.009. Penalty.

- (a) It shall be unlawful for any person to be in violation of any provisions of this article.
- (b) Any person, who shall violate a provision of this article, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by law and, upon conviction, shall be punished by a fine not to exceed five hundred dollars (\$500.00) for each offense. Each day that a violation continues shall constitute a separate offense.
- (c) Unless otherwise specified in this article, no culpable mental state is required for the commission of an offense under this article.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.010. Enforcement.

- (a) Nothing in this article shall prohibit the city from enforcing any administrative, civil and/or criminal enforcement remedies concurrently herewith or availing itself of any other remedy allowed by law in connection with the administration or enforcement of this article.
- (b) The city may refuse to provide city utility service and/or approve an application for city utility service for a multifamily rental unit that is vacant at the time a registration application is required to be submitted for the unit until such time as the application is approved by the

city and all applicable fees are paid.

- (c) The city may initiate termination of city utility services, or place a hold on reconnecting or reinstituting utility services that have been terminated, as the case may be, to or for a dwelling unit that is substandard, or unfit for human habitation by certifying, in writing, that the dwelling unit or property is substandard or unfit for human habitation. Upon initiating a utility termination or hold, the city shall promptly notify the owner by written notice. The owner may appeal the request by serving the building official with a written notice of appeal within 5 days from the date the notice was mailed. Upon receipt of a timely appeal, the building official shall promptly review the owner's written notice of appeal for sufficiency and shall provide the owner with written information describing the appeal process. The city's determination upon appeal shall be in all things final and the owner shall not be entitled to further appeal under this subsection.

(Ordinance O-03-16 adopted 3/1/16)

ARTICLE 3.20

RENTAL REGISTRATION PROGRAM

§ 3.20.001. General.

The city recognizes a need for a residential rental property registration and inspection program within the city to ensure compliance with city and state life safety, health, fire, and zoning codes and to further provide a means to encourage both absentee and local landlords to correct violations and to maintain their residential rental property in a safe and habitable condition for tenants.

- (a) A Residential Rental Certificate of Occupancy (RRCO) is Required. In addition to annual registration, it shall be unlawful for any person to own, operate, manage, or maintain a residential rental unit or portion thereof, or to offer for occupancy thereof, without a current and valid RRCO having been issued for said property by the City, or to violate any other requirement of this Article. Any person owning, operating, managing, or maintaining a residential rental unit(s) shall obtain an RRCO for each separate unit prior to offering that unit for rent.
- (b) RRCO Issuance, Renewal, and Expiration. An RRCO shall be required for each residential rental property offered under lease and/or occupancy upon the effective date of this Article and shall be in full compliance on or before .For residential rental properties, offered leased or occupied for rent after the effective date, an RRCO shall be obtained prior to occupancy.
 - (1) All RRCO's shall expire with the change of tenant.
 - (2) An applicant for an RRCO shall file a written application with the City upon a form provided for that purpose. The application shall be signed by the owner or his/her designated and authorized representative. Should an applicant own more than one residential rental property at more than one location, a separate application shall be filed for each rental unit. The following information shall be required in the application:
 - (A) Address of property
 - (B) Name of tenant and all other residents of the rental property;
 - (C) Acknowledgment by property owner (or property manager) and tenant of receipt of copy of this "Residential Rental Property Ordinance" as a condition to receiving and maintaining an RRCO.
 - (3) The Administrator, or designee, may, at any time, require additional relevant information of the owner or property manager to clarify items on the application and to assure compliance with this Section.
 - (4) Upon a change of tenant of residential property, a new RRCO shall be obtained before the new tenant may occupy the property. An RRCO Fee shall be charged for the issuance of an RRCO.
- (c) RRCO Fees. The fee for an RRCO, reinstatement of an RRCO, or renewal and other fees provided for in this ordinance shall be \$_____.
- (d) Replacement and Transferability. A replacement RRCO may be issued for one lost, destroyed, or mutilated upon application on a form provided by the City. A replacement RRCO shall have

the word "Replacement" stamped across its face and shall bear the same number as the one it replaces.

- (1) A residential rental property RRCO is not assignable or transferable.
 - (2) The form of the RRCO shall be prepared by the Administrator.
 - (3) The RRCO shall be held by the owner, and a second copy shall be kept on the premises.
- (e) **Standards of Maintenance.** In addition to the requirements set forth in this Article, all exterior and interior residential rental properties, whether occupied or vacant, shall be maintained as set forth in subsection (g) hereof.
- (f) **Maintenance Responsibility.**
 - (1) The owner of any property in the City, whether vacant or occupied, shall be responsible for the maintenance of all structures, equipment, appliances, and accessories to the property in compliance with all applicable ordinances and permit requirements in force in the City.
 - (2) No owner shall permit the occupancy of property that is not in a safe and sanitary condition, or that does not comply with all ordinances and permit requirements in force in the City.
 - (3) The owner shall be responsible for paying all abatement fees, taxes, and liens assessed on the property.
 - (4) The owner shall notify the City of any eviction notice issued to a tenant. Furthermore, the owner shall provide, to the city, a plan for the clean-up and removal of personal items from the property 24 hours after the eviction and shall be responsible for such clean-up and removal.
 - (5) Tenants of any property shall be responsible for keeping the interior and exterior of the property in a clean, orderly, and sanitary condition as provided in this Article and other applicable city ordinances and adopted codes.
 - (6) No tenant or owner shall willfully or wantonly, or by neglect or negligence, damage, deface, or destroy any part of the property or cause or allow to exist any condition detrimental to safety or sanitation or in violation of any ordinance.
 - (7) In the event of any dispute between owner and tenant, or when the tenant is absent, unwilling, or unable to correct the violations, the property owner shall be held responsible for compliance with all ordinances that affect the property.
 - (8) All exterior areas of residential rental units and the interior of every structure shall be kept clean and free from any accumulation of rubbish, trash, debris, filth, or garbage.
- (g) **Inspections During Occupancy.** Upon the request of a tenant, the Administrator may inspect a property for structural, electrical, mechanical, or plumbing problems, ceiling leaks, smoke detector checks, and insect or rodent infestation. The owner or landlord has thirty (30) days to correct or repair any inspection failures or deficiencies.

§ 3.20.002. Definitions.

For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Administrator means the department(s) or division(s) of the City designated by the City Manager to administer and enforce the provisions of this Ordinance and any person or persons designated by such a department or division to represent the department or division for said purpose.

Building. Any structure having a roof that is built, maintained, or intended for use for the shelter or enclosure of persons, animals, or property of any kind.

Building official. The building official, or his/her designee, for the City of Glenn Heights, Texas.

~~City. The City of Glenn Heights, Texas, including all areas within its corporate limits.~~

~~City council. The city council of the City of Glenn Heights, Texas.~~

~~City manager. The city manager for the City of Glenn Heights, Texas, or his/her designee.~~

Dwelling. Any enclosed space wholly or partly used or intended to be used for human habitation, living, sleeping, cooking, eating, and sanitation and shall include any outhouse or appurtenance belonging thereto.

Dwelling unit. A room or group of rooms located within a dwelling forming a single habitable unit with facilities used or intended to be used by a single family for human occupancy such as living, sleeping, cooking, and eating purposes.

~~Family. One or more persons related by blood, adoption or marriage, living and cooking together as a single housekeeping unit. A number of persons, but not exceeding two, living and cooking together as a single housekeeping unit, though not related by blood, adoption or marriage, shall be deemed to constitute a family.~~

Landlord. Any person who leases, barter, or rents a rental unit to another.

~~Manufactured home. A structure, transportable in one or more sections, which in the traveling mode is 8 body feet (2438 body mm) or more in width or 40 body feet (12 192 body mm) or more in length, or, when erected on site, is 320 square feet (30 m2) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein. This term shall include any structure that meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary (HUD) for such homes. For the purpose of this article, a mobile home shall be considered a manufactured home.~~

~~Multifamily rental unit. A multifamily structure containing three or more dwelling units located on a single lot designed to be occupied by three or more families living independently of one another, excluding hotels or motels.~~

Owner. Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person. An individual, corporation, business trust, estate, trust, partnership or association, two or

more persons having a joint interest, or any other legal or community entity.

Property manager. The owner or the person appointed or hired by the owner to be responsible for the daily operation of a rental unit.

Rent. The offering, holding out or actual leasing of a rental unit to a person other than the owner and generally involves the payment of an amount of money as consideration for the right to occupy the rental unit, although other forms of consideration or no consideration at all may be involved.

~~Rental unit. A single-family dwelling, two-family dwelling (duplex), and/or a multifamily dwelling, or portion thereof that is rented or offered for rent as a residence.~~

Residential Rental unit means a single-family dwelling, two-family dwelling (duplex) or townhouse, or any portion thereof, that is rented or offered for rent for periods of 30 days or more.

Single-family dwelling. A freestanding building or manufactured home on one lot occupied by not more than one family.

Tenant. Any person who rents or leases a rental unit for living or dwelling purposes.

Townhouse means a single-family unit constructed in a group of three or more attached units separated by property lines in which each unit extends from foundation to roof and with a yard or public way on at least two sides.

Two-family dwelling (duplex). A freestanding building or manufactured home on one lot, having separate accommodations for and occupied by not more than two families, one family in each dwelling unit.

(Ordinance O-03-16 adopted 3/1/16)

§ 3.20.003. Building official, power and duties.

The building official is hereby designated as the administrator of the provisions of this article. In addition to the powers and duties otherwise prescribed for the building official, as administrator of this article, the building official shall have the authority to:

- (1) Administer and enforce all provisions of this article.
- (2) Keep records of all licenses issued.
- (3) Adopt rules and regulations, not inconsistent with the provisions of this article, with respect to the form and content of application for registration, the investigation of applicants, and other matters incidental or appropriate to his powers and duties as may be necessary for the proper administration and enforcement of the provisions of this article.
- (4) Conduct periodic inspections of residential rental properties throughout the city to ensure compliance with this article and all other city ordinances and state laws related to the purpose and/or enforcement of this article.

§ 3.20.004. Registration required.

- (a) Each owner of a rental unit within the city shall register each such rental unit with the city in accordance with procedures contained in this article. A separate registration shall be required for each rental unit for each registration. Every owner of a rental unit as of the date of adoption of this article shall complete an initial registration application and pay an initial registration fee on or before May 1, 2016.

- (b) Unless otherwise provided in this section, each owner of a rental unit within the city shall make application for registration with the city and schedule an inspection of said rental unit with the building official within thirty (30) days after the date of acquiring ownership of a rental unit or within thirty (30) days after the date an owner of a dwelling unit converts the dwelling unit into a rental unit.
- (c) Application for rental registration shall be made upon a form provided by the city for such purpose, and shall include, at a minimum, the following information:
 - (1) Owner's name, address, and work and home telephone number, driver's license number, or identification card number and state of issuance of the owner;
 - (2) If owner is a partnership, the names of all partners, the principal business address, and telephone number of each partner;
 - (3) If owner is a corporation, the person registering must state whether the corporation is organized under the laws of this state or is a foreign corporation, and must show the mailing address, business location, telephone number, name of the main individual in charge of the local office of such corporation, if any, and the names of all officers and directors or trustees of such corporation, and, if a foreign corporation, the place of incorporation;
 - (4) Name, address and telephone number of the property manager or person having the authority to act on behalf of the owner;
 - (5) Name, address, and telephone number of mortgagee (if there is a mortgage against property);
 - (6) Street address of the rental unit; and
 - (7) Maximum number of persons that the unit is designed to occupy as determined by the current adopted International Residential Code and current adopted International Property Maintenance Code, as amended; and
 - (8) Signature of the owner or owner's agent.
- (d) The city shall, within thirty (30) days after receipt of the registration application, either issue a certificate of registration or notify the owner that the application does not comply with the requirements of this article.
- (e) Unless otherwise provided in this article, a certificate of registration shall be valid for each rental unit until such time as there is a change in ownership for that unit. A change in ownership shall be deemed to have occurred upon any of the following:
 - (1) Any change in the individual ownership of the unit;
 - (2) Any change in the ownership of any entity(s) in whose name(s) the current registration for the unit is issued;
 - (3) Where the residential rental unit is managed by a property manager, upon any change in the individual property manager and/or the property manager's ownership; or
 - (4) Upon the dissolution of any entity(s) having ownership over the unit or upon said entity:
 - (A) Petitioning for reorganization under the Bankruptcy Code;

(B) Being adjudged bankrupt; or

(C) Becoming insolvent or having a receiver appointed due to the insolvency.

~~(f) A nonrefundable registration fee in an amount set forth in appendix A of this code shall be paid to the city by the owner with at the same time as the registration application for each rental unit is submitted to the city.~~

The initial, nonrefundable Registration Fee for all registration applications made on or prior to _____, \$_____ for each residential unit and paid to the City at the same time as the application is filed. The initial, nonrefundable Registration Fee for all registration applications made after _____, shall be \$_____ for each residential unit and paid to the City at the same time as the application is filed. Registration applications must be renewed annually. The annual renewal Registration Fee shall be \$_____.

(g) Any registration fee required to be paid under this article shall be deemed late if received by the city after the due date established by the article and/or the building official, as the case may be, and the owner shall be required to submit a nonrefundable late registration fee in an amount set forth in appendix A of this code.

~~(h) A nonrefundable inspection fee in an amount set forth in appendix A of this code shall be paid to the city by the owner for the inspection of each rental unit at the same time the registration fee is paid. A certificate of registration shall not be issued for a rental unit until the registration and inspection fees for the unit are paid in full to the city. The inspection fee shall be required under this article regardless of whether an inspection occurs and regardless of whether the owner or tenant has denied the building official access to the rental unit to complete the inspection.~~

(i) No rental unit may be occupied by a tenant without first having a valid certificate of registration. It is an offense for an owner of a rental unit within the city to permit or allow a tenant to occupy any rental unit without first being issued a valid certificate of registration for the rental unit in accordance with this article. If an owner is required to register more than one rental unit, the owner's failure to register any individual rental unit shall constitute a separate offense. Each and every day that the owner continues to fail to register a rental unit within the city shall also constitute a separate offense.

(j) It shall further be unlawful for any person to file a false rental registration application with the city.

§ 3.20.005. Change of ownership registration.

~~(a) A certificate of registration issued under section 3.20.004 shall remain in effect until such time as a change of ownership occurs in the manner defined in section 3.20.004(e).~~

(a) An RRCO issued under Section _____ shall remain in effect until such time as:

(1) a change of ownership occurs in any manner defined in Section _____ (e)

(2) the RRCO is revoked for non-payment of fees as explained in Section _____(c) of this ordinance;

(3) the RRCO is revoked for violation of this Ordinance as explained in Section _____ of this Ordinance; or _____ of this Ordinance; or

- (4) the expiration of one year from issuance if items I, 2, or 3 above do not apply.
- ~~(b) Upon a change of ownership, the new owner of each rental unit shall complete a change of ownership registration application for each unit in the manner provided by this article and deliver the same together with all applicable registration and inspection fees to the building official's office within thirty (30) days of the change in ownership. A change in ownership registration application submitted after thirty (30) days following the change of ownership shall be considered a late registration and the owner shall pay to the city a nonrefundable late registration fee in an amount set forth in appendix A of this code.~~
- ~~(c) The building official shall not be required to send notice to an owner for a change of ownership registration required under this section.~~

The Administrator shall not be required to send notice to an owner for a change of ownership registration required under this Section ----

- (d) No person shall make connections from a utility, source of energy, power, or water to any rental unit regulated by this code and requiring a Certificate of Registration until they are in compliance with this Article.
- (e) This Article does not apply to:
- (5) Owner-occupied residential rental units; or
- (6) Rental units regulated by another ordinance or zoning code of the City.

§ 3.20.006. Inspection required upon change in occupancy.

- (a) The owner shall provide written notice to the building official upon each and every change in occupancy. A change in occupancy shall mean a change in all tenants occupying a rental unit. The notice required by this section shall clearly indicate whether there was a change in tenant(s) or whether the rental unit was vacated by the previous tenant(s) and is presently unoccupied.
- (b) An inspection of the rental unit shall be required upon the city's receipt of written notice of a change in occupancy required to be submitted pursuant to subsection (a) above. Inspections required under this section shall be performed in the same manner as and in accordance with the applicable inspection procedures established by this article for the rental unit.

§ 3.20.007. Single, two-family (Duplex) dwellings and Townhouse Inspections ~~manufactured home inspections.~~

- (a) The Administrator, in addition to any other applicable requirement of this Article, may inspect the interior and exterior of a residential rental unit to determine compliance with applicable state and local laws including, but not limited to, the current adopted International Residential Code and the current adopted International Property Maintenance Code, as amended. The Administrator or agent may provide written notice of the date and time that the inspection will be conducted. Upon request and/or consent of the owner if the residential rental unit is vacant, or tenant(s) if the unit is occupied, the Administrator may conduct an inspection of the interior of a residential rental unit.

~~The building official shall annually inspect the exterior of a single family, two family or manufactured home rental unit to determine compliance with applicable state and local laws.~~

~~The building official shall provide written notice of the date and time that the exterior inspection will be conducted. Upon request and/or consent of the owner if the rental unit is vacant, or tenant(s) if the rental unit is occupied, the building official may conduct an inspection of the interior of a rental unit.~~

- (b) The Administrator or designee shall enforce the provisions of this Article upon presentation of proper identification to the owner or tenant in charge of any residential rental unit and, with the owner or tenant in charge of any residential unit and, with the owner or tenant's permission, may inspect the rental unit in accordance with this Section between the hours of 8:00 am and 5:00 pm. The Administrator's authority to conduct both exterior and interior inspections is subject to all limitations provided in state and federal law. If entry is refused by the owner or any occupant, or if consent to enter the rental unit could not be obtained, the Administrator is authorized to seek a warrant permitting the Administrator's entry pursuant to Vernon's Ann. Texas C.C.P. Art. 18.05, as the same may be amended from time to time. Any warrant issued will constitute authority for the Administrator to enter upon and inspect the premises described therein.

~~If the owner or tenant fails to make the exterior of the rental unit available for inspection, the building official may conduct the inspection from the public right-of-way. If the owner or tenant does not provide consent for the inspection and the building official must enter onto the property to conduct the inspection, the building official shall be required to obtain a warrant in the manner provided by subsection (c) below prior to entry on the property.~~

- ~~(c) The building official or his agent shall enforce the provisions of this article upon presentation of proper identification to the owner or tenant in charge of any rental unit and with the owner or tenant's permission, may inspect the rental unit in accordance with this section between the hours of 8:00 a.m. and 6:00 p.m. The building official's authority to conduct both exterior and interior inspections is subject to all limitations provided in state and federal law. If entry is refused by the owner or any occupant or if consent to enter the rental unit could not be obtained, the building official is authorized to seek a warrant permitting the building official's entry pursuant to Vernon's Ann. Texas C.C.P. art. 18.05, as the same may be amended from time to time. Any warrant issued will constitute authority for the building official to enter upon and inspect the premises described therein.~~

~~§ 3.20.008. Multifamily inspections.~~

- ~~(a) The building official shall inspect all building exteriors, all exterior and interior common areas of multifamily rental units to determine compliance with applicable state and local laws on an annual basis and at any other time(s) necessary to ensure compliance with this article. Upon request and/or consent of the owner if the rental unit is vacant, or tenant(s) if the rental unit is occupied, the building official may conduct an inspection of the interior of a rental unit.~~
- ~~(b) Within thirty (30) days after the annual registration of a multifamily rental unit, the owner of the unit shall request the building official to conduct an inspection and shall make the unit available for inspection by the building official as provided in subsection (a) above. The owner and the building official shall agree on a reasonable date and time for the required inspection. Upon each inspection by the building official, all building exteriors, all exterior common areas, interior common areas and all other inspected premises of the multifamily rental unit shall be in compliance with all applicable state laws and local ordinances.~~
- ~~(c) The building official or his agent shall enforce the provisions of this article upon presentation of proper identification to the owner or tenant in charge of any rental unit and with the owner~~

~~or tenant's permission, may inspect the rental unit in accordance with this section between the hours of 8:00 a.m. and 6:00 p.m. The building official's authority to conduct interior inspections is subject to all limitations provided in state and federal law. If entry is refused by the owner or any occupant or if consent to enter the rental unit could not be obtained, the building official is authorized to seek a warrant permitting the building official's entry pursuant to Vernon's Ann. Texas C.C.P. art. 18.05, as the same may be amended from time to time. Any warrant issued will constitute authority for the building official to enter upon and inspect the premises described therein.~~

Sec. ____ : Enforcement; Violations and Penalties.

- (a) Any person who violates any provision of this ordinance is guilty of a misdemeanor which, upon conviction, shall be punishable by a fine not to exceed five hundred dollars (\$500.00). However, a fine for the violation of a provision of this chapter that governs safety, zoning, or public health and sanitation shall be punishable by a fine not to exceed two thousand dollars (\$2,000.00). Each day that an unmitigated violation of this ordinance is committed, continued, or permitted shall constitute a separate, punishable offense. Property owners found to be guilty of a misdemeanor violation as described above may have their RRCO revoked for the unit(s) affected until all violations are resolved to the satisfaction of the Administrator.
- (b) Nothing in this Article shall preclude the City's pursuit of any and all other remedies allowed under civil and criminal statutes, and in equity, to address situations and conditions which are treated in this Article, under the theory of public nuisance or public health and safety. Neither shall the city be required, nor prohibited, to issue criminal citations before, after, or during any proceeding prescribed in this Article. Specifically, in addition to provisions of this article, the City asserts full authority to exercise its right to remedies under all provisions of the Texas Local Government Code, including, but not limited to, Chapter 54, Subchapter B, Municipal Health and Safety Ordinances, in prosecution of civil suits for enforcement, injunctive relief, and civil penalties to remedy conditions of public concern described in this article.

~~§ 3.20.009. Penalty.~~

- ~~(a) It shall be unlawful for any person to be in violation of any provisions of this article.~~
- ~~(b) Any person, who shall violate a provision of this article, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by law and, upon conviction, shall be punished by a fine not to exceed five hundred dollars (\$500.00) for each offense. Each day that a violation continues shall constitute a separate offense.~~
- ~~(c) Unless otherwise specified in this article, no culpable mental state is required for the commission of an offense under this article.~~

~~§ 3.20.010. Enforcement.~~

- ~~(a) Nothing in this article shall prohibit the city from enforcing any administrative, civil and/or criminal enforcement remedies concurrently herewith or availing itself of any other remedy allowed by law in connection with the administration or enforcement of this article.~~

- ~~(b) The city may refuse to provide city utility service and/or approve an application for city utility service for a multifamily rental unit that is vacant at the time a registration application is required to be submitted for the unit until such time as the application is approved by the city and all applicable fees are paid.~~
- ~~(c) The city may initiate termination of city utility services, or place a hold on reconnecting or reinstituting utility services that have been terminated, as the case may be, to or for a dwelling unit that is substandard, or unfit for human habitation by certifying, in writing, that the dwelling unit or property is substandard or unfit for human habitation. Upon initiating a utility termination or hold, the city shall promptly notify the owner by written notice. The owner may appeal the request by serving the building official with a written notice of appeal within 5 days from the date the notice was mailed. Upon receipt of a timely appeal, the building official shall promptly review the owner's written notice of appeal for sufficiency and shall provide the owner with written information describing the appeal process. The city's determination upon appeal shall be in all things final and the owner shall not be entitled to further appeal under this subsection.~~

Sec. ____: Joint and several liability for violations.

The owner, agent, lessee, and any other person in control of a residential rental unit shall be jointly and severally liable for a violation of this Article.

Sec. ____: Appeals.

An owner, tenant, or other person or entity affected by the enforcement of this Article may appeal the enforcement decision of the Administrator, including but not limited to the denial of a residential rental registration application or certificate of occupancy, to the Building Appeals and Advisory Board. Any such appeal must be made in writing and within fifteen (15) calendar days following the date of the enforcement action or decision of the Administrator. The decision of the Building Appeals and Advisory Board shall be final.

Sec. ____ to ____: Reserved for expansion.

