

City of Carrollton

*1945 E. Jackson Road
Carrollton, TX 75006*



REGULAR WORKSESSION & MEETING

Tuesday, July 21, 2026

5:45 PM

CITY HALL, 2nd Floor

City Council

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

*****PRE-MEETING / EXECUTIVE SESSION*******5:45 P.M. – COUNCIL BRIEFING ROOM**

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

*****WORKSESSION*****

4. Receive **Presentation and Discuss The Alpine X RFP On The City-Owned Property At The Southwest Corner of President George Bush Turnpike and IH-35E - District 35E (Former NTTA Site).**
5. Discuss **Scholarship For The Leadership Metrocrest Program.**
6. **Mayor And Council Reports And Information Sharing.**

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

INVOCATION - Councilmember Nancy Cline

PLEDGE OF ALLEGIANCE - Councilmember Rowena Watters

PRESENTATIONS

7. Present A **Proclamation Declaring July As Park And Recreation Month.**

CITIZEN COMMENT

8. **Citizen Comment** is the opportunity for citizens/visitors to speak on items listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items not on the posted meeting agenda will have the opportunity to speak during the Public Forum.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

CONSENT AGENDA

*(*All items marked with a single asterisk are part of the Consent Agenda and require no deliberation by the Council. Council may approve all items in this section with a single vote. Each Council member has the prerogative of removing an item from this section so that it may be considered separately. Contracts and agreements are available upon request.)*

MINUTES

- *9. Consider Approval Of The June 9, 2026 Regular Council Meeting Minutes.
- *10. Consider Approval Of The June 23, 2026 Regular Council Meeting Minutes.

CONTRACTS & AGREEMENTS

- *11. Consider Authorizing The City Manager To Execute Change Order No. 1 With Deckard Technologies, Inc. For RFP #23-043, Short Term Rental Software Project, In An Amount Not To Exceed \$1,187.50, Increasing The Total Project Contract To \$72,437.50.
- *12. Consider Authorizing The City Manager To Enter Into An Agreement With CJA Enterprise LLP and E-Lane Freight Services LLC Pursuant To Bid #26-029 For Sand And Gravel Supplies In An Amount Not To Exceed \$172,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$516,000.00.

- *13.** Consider Authorizing The City Manager To Enter Into An Agreement With Teacher Insurance and Annuity Association of America (TIAA) Pursuant To RFP 26-001 For Plan Record Keeping Services For A Total Ten-Year Contract.
- *14.** Consider Authorizing the City Manager to Execute a Contract Amendment with MissionSquare Retirement Extending the Existing Agreement for Plan Record Keeping Services for A Period Not to Exceed 180 Days.
- *15.** Consider Authorizing The City Manager To Enter Into An Agreement With Amerit Fleet Solutions, Inc Pursuant To RFP #26-005 For Fleet Maintenance And Management Services In An Amount Not To Exceed \$2,710,036.59 Annually For The First Four Years, For A Total Six-Year Contract Amount Not To Exceed \$16,737,501.42.
- *16.** Consider Authorizing The City Manager To Approve A Construction Contract With Prestige Building Group, LLC, For The Downtown Silos Exterior East Side Painting 2026 Project In An Amount Not To Exceed \$112,000.00.

ORDINANCES

- *17.** Consider An Ordinance Amending Chapter 73, "Traffic Schedules", Schedule I, Section (A)(6) Of The Carrollton City Code By Removing The 20 Mile-Per-Hour School Speed Zone On Cox Street And Perry Road; And Amending Schedule I, Section (A)(10) By Adding 20 Mile-Per-Hour School Speed Zones On Cox Street And Perry Road

RESOLUTIONS

- *18.** Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With DCCM Infrastructure, Inc., For The Design Of The Countryside Subdivision Reconstruction Project In An Amount Not To Exceed \$1,364,810.00.
- *19.** Consider A Resolution Of The City Council Of The City Of Carrollton, Texas Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With Freese & Nichols, Inc., For Engineering Services Related To The City-Wide Water Distribution Modeling Project In An Amount Not To Exceed \$304,500.00.

PUBLIC HEARING - INDIVIDUAL CONSIDERATION

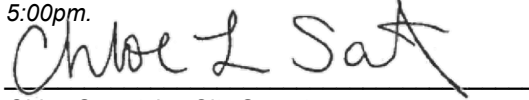
20. Hold A Public Hearing To Consider An Ordinance To Amend, Restate, And Replace Special Use Permit 018 (SUP-018) To Allow “Tattoo Parlor, Piercing, And / Or Permanent Makeup Service” And To Remove “Day Care Center”, As An Allowed Use, In An Approximately 152 Square-Foot Space Zoned (LR-2) Local Retail District And Located At 2515 North Josey Lane; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2026-076 Permanent Makeup.
21. Hold A Public Hearing To Consider An Ordinance To Amend, Restate, And Replace Special Use Permit 263 To Amend Conceptual Plans And Development Regulations On An Approximately 4.02-Acres Tract Zoned (SF-7/14) Single Family Residential District With Special Use Permit (SUP-263) And Located At 2040 North Denton Drive And At The Southeast Corner Of North Denton Drive And Jeanette Way; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2026-064 St. Anthony Sports Field.
22. Hold A Public Hearing And Consider A Resolution Adopting The Program Year 2026 Community Development Block Grant One-Year Plan Of Action And Budget.

PUBLIC FORUM

23. Public Forum is the opportunity for citizens/visitors to speak on items not listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items on the posted meeting agenda will have the opportunity to speak during the Citizen Comment.
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ADJOURNMENT

CERTIFICATE - I certify that the above agenda giving notice of meeting was posted on the bulletin board at the City Hall of Carrollton, Texas on the 15th day of July 2026 at 5:00pm.



Chloe Sawatzky, City Secretary

This building is wheelchair accessible. To request accommodations or sign language interpretive services, please contact the City Secretary's Office at least 72 hours in advance by email at citysecr@cityofcarrollton.com or by phone at 972-466-3001. The City of Carrollton provides opportunities and services without regard to race, color, age, national origin, religion, sex, or disability.

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

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



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7585

Agenda Date:

Version: 1

Status: Pre-meeting

In Control: City Council

File Type: Procedural Item

Agenda Number: 1.

Receive information and discuss agenda.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 5215

Agenda Date:

Version: 1

Status: Executive session

In Control: City Council

File Type: Procedural Item

Agenda Number: 2.

Council will convene in **Executive Session** pursuant to Texas Government Code:

- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty to the governmental body under the Texas Disciplinary Rules of Professional Conduct regarding confidential communication with the City Council.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 5218

Agenda Date:

Version: 1

Status: Executive session

In Control: City Council

File Type: Procedural Item

Agenda Number: 3.

Council will reconvene in open session to consider action, if any, on matters discussed in the Executive Session.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7681

Agenda Date: 7/21/2026

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 4.

City Council Meeting Date: July 21, 2026

Date: July 8, 2026

To: Erin Rinehart, City Manager

From: Ravi Shah, Executive Director of Development
Shannon Hicks, Assistant City Manager

Receive Presentation and Discuss The Alpine X RFP On The City-Owned Property At The Southwest Corner of President George Bush Turnpike and IH-35E - District 35E (Former NTTA Site).

Background:

Staff will provide a timeline and background on the site followed with an introduction of the Alpine X team who will then provide an overview of their project proposal.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7690

Agenda Date: 7/21/2026

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 5.

City Council Meeting Date: July 21, 2026

Date: July 14, 2026

To: Erin Rinehart, City Manager

From: Chloe Sawatzky, City Secretary

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

Background:

The Metrocrest Chamber of Commerce has accepted applications for the next Leadership Metrocrest class. Council has been provided with applications to consider a Carrollton resident for a scholarship. Staff is requesting direction on which applicant will be awarded the Carrollton scholarship.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 5231

Agenda Date:

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 6.

Mayor And Council Reports And Information Sharing.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7675

Agenda Date: 7/21/2026

Version: 1

Status: Presentations

In Control: City Council

File Type: Presentations

Agenda Number: 7.

City Council Meeting Date: July 21, 2026

DATE: June 29, 2026

TO: Erin Rinehart, City Manager

FROM: Jonathan Scheu, Parks and Recreation Director
Chrystal Davis, Assistant City Manager

Present A **Proclamation Declaring July As Park And Recreation Month.**



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

Agenda Date:

Version: 1

Status: Public Forum

In Control: City Council

File Type: Public Forum

Agenda Number: 8.

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City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7671

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: *9.

City Council Meeting Date: July 7, 2026

Date: June 24, 2026

To: Erin Rinehart, City Manager

From: Chloe Sawatzky, City Secretary

Consider **Approval Of The June 9, 2026 Regular Council Meeting Minutes.**

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
JUNE 9, 2026**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, June 9, 2026 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Richard Fleming, Rowena Watters, and Lisa Sutter. Also present were City Manager Erin Rinchart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd, and City Secretary Chloe Sawatzky.

5:45 P.M. – COUNCIL BRIEFING ROOM

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

Mayor Babick called the meeting to order at 5:45 p.m.

1. Receive information and discuss Agenda.

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

In regard to Item 12, it was explained that the Civil Service Commission appointment is a staff appointment and staff has selected Cory Branch to fill a vacancy that occurred prior to the end of a three-year term. He will complete a term that expires in October 2026.

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

Executive Session was not convened.

*****WORKSESSION*****

4. Receive Update And Funding Request From The Children's Advocacy Center For North Texas.

Kristen Howell, CEO of the Children's Advocacy Center, provided background on the Children's Advocacy Center including its purpose and importance of its services to children who are victims of abuse or witnesses to abuse. She provided statistics as to the number of children served annually and the types of cases investigated. She stated that there were 167 children from Carrollton served in 2025.

Ms. Howell stated that this agency's funding request for the next year is \$104,000. She added that this amount is an average for the past three years.

5. Mayor And Council Reports And Information Sharing.

Council reviewed their recent activities and upcoming events.

Worksession concluded at 6:42 p.m.

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

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

INVOCATION – Councilmember Jason Carpenter

PLEDGE OF ALLEGIANCE – Councilmember Lisa Sutter

CITIZEN COMMENT

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

CONSENT AGENDA

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

Mayor Pro Tem Axberg moved to approve Consent Agenda Items 7-16; second by Deputy Mayor Pro Tem Palomo. The motion was approved with a unanimous 7-0 vote.

MINUTES

***7. Consider Approval Of The May 26, 2026 Regular City Council Meeting Minutes.**

CONTRACTS & AGREEMENTS

- *8. Consider Authorizing The City Manager To Execute An Amendment To The Contract With Vertosoft LLC, Through The TIPS Purchasing Cooperative, For InvoiceCloud Payment Gateway And Payment Processing Services To Expand Payment Processing Options, Increasing The Contract By \$187,500, For A Revised Five-Year Total Contract Amount Not To Exceed \$937,500.00.**
- *9. Consider Authorizing The City Manager To Enter Into An Agreement With Mart, Inc. Pursuant To RFP #26-023 For Recreation Center Projects In An Amount Not To Exceed \$177,430.00.**
- *10. Consider Authorizing The City Manager To Approve A Construction Contract With 3D Paving & Contracting, LLC For The Nob Hill Section II Street Reconstruction Project In An Amount Not To Exceed \$4,332,910.00.**

ORDINANCES

- *11. Consider An Ordinance Authorizing The Abandonment Of A Portion Of Fannidella Drive That Is Approximately 0.0732 Acres Of Right Of Way And Described And Depicted On Exhibit A; Retaining All Rights To And In The Remaining Portion Of Any Right Of Way Shown On The Administrative Plat; Providing For The Conveyance Of The Right Of Way Upon Dedication Of Right Of Way For A Hike-And-Bike Trail.**

RESOLUTIONS

- *12. Consider A Resolution Ratifying A Member To Serve On The Civil Service Commission.**

This Resolution ratifies the staff appointment of Cory Branch to fill a vacancy on the Commission.

- *13. Consider A Resolution Authorizing The Mayor To Execute A Request For Waiver Of Compensation From Denton County For The Acquisition Of Property Held In Trust Between The City Of Carrollton, Denton County, And Lewisville ISD Relating To The Oak Creek Tennis Center (OCTC) Improvements Project.**
- *14. Consider A Resolution Authorizing The City Manager To Negotiate and Execute An Advance Funding Agreement (AFA) With The Texas Department of Transportation (TxDOT) To Fund Construction Of A Shared Use Trail In TC Rice Park.**
- *15. Consider A Resolution Authorizing The City Manager To Execute Contract Amendment No. 6 With Walter P. Moore And Associates, Inc., For The Citywide Flood Mapping Study By An Amount Of \$36,700.00, For An Adjusted Total Contract Amount Not To Exceed \$1,070,372.05.**

OTHER BUSINESS

- *16. Ratification Of Emergency Repairs By Lone Star Contractors LLC To The I-35 at Luna Rd Bridge Transmission Line In An Amount Not To Exceed \$263,500.00.**

PUBLIC HEARING – INDIVIDUAL CONSIDERATION

- 17. Hold A Public Hearing To Consider An Ordinance Amending The Zoning For An Approximately 5-Acre Tract Zoned Planned Development District 212 (PD-212) For The (LR-2) Local Retail District And Located At The Northwest Corner Of North Josey Lane And Parker Road; To Repeal And Replace Ordinance No. 4207, Reestablishing PD-212; To Allow “Automobile, Motor Vehicle, And Watercraft Parts Sales” For Building B (4815 North Josey Lane) Without A Special Use Permit, To Modify Conceptual Plans, And To Revise Development Standards; Amending The Official Zoning Map Accordingly. Case No. PLZ 2026-061 AutoZone Auto Parts Store.**

Loren Shapiro, Planning Manager, presented this item. He reviewed the location for this request and advised it is to amend the planned development (PD) to allow auto parts sales by right rather than requesting a special use permit. A conceptual site plan, a conceptual landscape plan and proposed building elevations were provided.

Councilmember Carpenter asked how often this process is requested (to amend the PD instead of issuing a SUP). Mr. Shapiro responded it is done often. The use is allowed in the PD, and he noted this tract of land is the only one currently undeveloped.

Mayor Pro Tem Axberg requested further clarification on why a special use permit was not requested. Mr. Shapiro stated that there is already a master plan for this corner and a building is being added. Mayor Pro Tem Axberg inquired about traffic in the area. Mr. Shapiro stated that across the street a H-E-B grocery store is being developed and they provided a traffic impact analysis for this area. He confirmed that the entrance to the parking lot will be off of Josey Lane.

Deputy Mayor Pro Tem Palomo asked how many parking spaces are required and how many parking spaces will be provided. Mr. Shapiro responded that 23 are required and 25 are being provided.

Councilmember Cline asked if it is a Code Enforcement issue if an inoperable vehicle is left in the parking lot. Mr. Shapiro responded yes that it would be.

Mayor Babick asked if the applicant would like to speak.

Melissa Huffman, developer for this tract and others on this particular corner, spoke. She advised this is the last tract to be developed. She added that AutoZone’s business model does include offering minor services to customers, such as changing wiper blades. They do not encourage or allow overnight parking.

Councilmember Cline asked what size trucks might access the parking area. Ms. Huffman said she believes 57 foot.

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

Councilmember Cline moved to approve Item 17; second by Councilmember Sutter. The motion was approved with a unanimous 7-0 vote.

- 18. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Amend Special Use Permit-485 To Allow For A Child Day Care Facility On An Approximately**

3.09-Acres Tract Zoned (O-2) Office District With Special Use Permit (SUP 485) And Located At 3918 Old Denton Road And Approximately 1,400 Feet South Of West Hebron Parkway; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2026-031 Sarang Mission Day Care. Case Coordinator: Shad Rhoten.

Loren Shapiro, Planning Manager, presented this item. He advised the request is to amend a current special use permit to allow for a daycare operation in a building which is currently used for a 50-student school. He provided a location zoning map and a floor plan of the existing building. He reviewed the drop-off and pick-up drive and noted that a traffic impact analysis was provided at the time the current SUP was approved for the school. The applicant wishes to utilize three existing classrooms in the same building as the school, allowing 30 additional children to attend daycare. An existing playground is on the exterior of the building. Mr. Shapiro stated that the operation times will remain the same, however the drop-off and pick-up times will be staggered. Staff is recommending approval with stipulations.

Mayor Pro Tem Axberg asked if there would be any new construction due to this request. Mr. Shapiro responded there will be no additions to the existing building.

Mayor Babick asked if the applicant would like to speak.

Applicant David Lee was available for questions.

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

Councilmember Sutter moved to approve Item 18; second by Deputy Mayor Pro Tem Palomo. The motion was approved with a unanimous 7-0 vote.

- 19. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Amend Special Use Permit-405 To Allow “Other Motor Vehicle Sales” On An Approximately 3.17-Acre Tract Zoned (LI) Light Industrial District And Located at 1010 Hutton Drive; Amending The Official Zoning Map Accordingly.** Case No. PLSUP 2026-063 Selective Auto.

Loren Shapiro, Planning Manager, presented this item. He reviewed the location zoning map and advised the applicant is requesting to add boat and boat trailer sales to his auto sales business at this location. Mr. Shapiro noted that an auto repair and body shop is also located onsite. Photos of the building were provided. Mr. Shapiro stated that awnings are on site to cover outdoor vehicles and will also be used to cover displays of boats and trailers. There will be no additional awnings added. Staff is recommending approval.

Mayor Pro Tem Palomo asked for clarification on the existing SUP at this location. Mr. Shapiro stated that the boat and trailer sales is a separate use from the auto sales.

The applicant was present for questions.

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

Councilmember Cline moved to approve Item 19; second by Councilmember Watters. The motion was approved with a unanimous 7-0 vote.

20. **Hold A Public Hearing To Consider An Ordinance Amending The Zoning On An Approximately 21.08-Acre Tract Zoned Planned Development District 005 (PD-005) For The (LR-2) Local Retail District And Located At 1213 East Trinity Mills Road, To Amend PD-005 To Allow A Gasoline Station Without A Special Use Permit, To Modify Development Standards And Conceptual Plans; Amending The Official Zoning Map Accordingly.** Case No. PLZ 2026-017 Walmart Gasoline Station.

Loren Shapiro, Planning Manager, stated this is a request to amend Planned Development 5 to allow a fueling station at the Walmart located at the northeast corner of Trinity Mills and Old Denton. He reviewed a location zoning map. He advised that the PD was created in 1994 and specifically prohibits this use along with other automotive uses. Mr. Shapiro stated that currently along Trinity Mills there are three gas stations and those face out to the street. The proposal for this development is to position the convenience store perpendicular to the roadway. The developer will build a right turn lane into the Walmart site. A landscape plan and conceptual site plan were reviewed. Conceptual elevations were reviewed which reflected Planning and Zoning's request for an upgraded exterior to the building. Mr. Shapiro stated that due to the prohibition in the original PD, staff does not support this request. He said however that if Council wishes to approve, recommendations for stipulations are provided. He also expressed concerns over the visibility of the back of the building for eastbound traffic with the proposed orientation.

Councilmembers' questions were raised requesting clarification as to the reasoning for staff to recommend denial. City Attorney Meredith Ladd explained that even though PD 5 was created in 1994 staff is making the recommendation that complies with those adopted regulations. Discussion followed regarding other grocery store locations in Carrollton that have fueling stations on site.

Mayor Babick asked if the applicant would like to speak.

Carolyn Cook, consultant with Kimley-Horn and representing the owner, provided a presentation. She added that given the limited number of fueling stations in that area, this will be a service to the community. It was noted that this portion of the parking area is not convenient for Walmart shoppers to park. She also stated that reorienting the convenience store to face away from the fueling pumps is a safety issue. Additionally, she stated that enhanced landscaping will be added and that the columns for the fueling pump canopies will have stone facing. In response to Councilmember Cline's question, Ms. Cook said that there will be 6 pumps with 12 fueling positions.

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

Councilmember Carpenter moved approval of Item 20 with stipulations; second by Councilmember Sutter.

The Mayor and several Council members spoke in favor of this item.

The motion was approved with a unanimous vote of 7-0.

PUBLIC FORUM

21. **Public Forum is the opportunity for citizens/visitors to speak on items not listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items**

on the posted meeting agenda will have the opportunity to speak during the Citizen Comment.

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Mayor Babick opened the public forum.

Russell Duke, 3 Country Lake Drive: Spoke regarding an Oak tree in his neighborhood. He advised the tree is unsafe and that the HOA denied removing the tree. He requested the city intervene.

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

ADJOURNMENT - Mayor Babick adjourned the meeting at 8:11 p.m.

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7688

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: *10.

City Council Meeting Date: July 21, 2026

Date: July 14, 2026

To: Erin Rinehart, City Manager

From: Chloe Sawatzky, City Secretary

Consider **Approval Of The June 23, 2026 Regular Council Meeting Minutes.**

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
JUNE 23, 2026**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, June 23, 2026 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Richard Fleming, Rowena Watters, and Lisa Sutter. Also present were City Manager Erin Rinchart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

5:45 P.M. – COUNCIL BRIEFING ROOM

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

Mayor Babick called the meeting to order at 5:45 p.m.

1. Receive information and discuss Agenda.

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

In regards to Item 14, Mayor Babick stated that, as in the past, the most senior City Council members who have not yet served in these capacities are selected as the Mayor Pro Tem and Deputy Mayor Pro Tem. Currently, Councilmember Daisy Palomo serves as Deputy Mayor Pro Tem and will move up to Mayor Pro Tem. Councilmember Jason Carpenter will be appointed as the Deputy Mayor Pro Tem for the next term.

2. Council will convene into Executive Session pursuant to Texas Government Code:

- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.

3. Council will reconvene in Open Session to consider action, if any, on matters discussed in the Executive Session.

Executive Session was not convened.

*****WORKSESSION*****

Item 5 was addressed prior to Item 4.

4. Receive Update And Funding Request From Metrocrest Services.

Gabrielle Madison, CEO of Metrocrest Services, presented this item. She reviewed the goals of Metrocrest Services and described how the agency supports individuals with housing, homelessness, food assistance, economic stability, and senior services. She advised that in 2025 Metrocrest Services

served 28,924 people, 52% of which live in Carrollton. A comparison of services over the past several years was provided.

Ms. Madison spoke of on-site healthcare services being offered to residents and the health care partners participating. Senior services were reviewed as well as parenting classes.

Several council members spoke with comments and questions about operations and services.

5. Receive Presentation And Updates On TxDOT IH-35 Phase 2.

Item 5 followed Item 1.

Sri Paladugu, Project Manager for TxDOT IH 35 Phase 2 provided an overview of what the project consists of. She said it includes a full reconstruction of the existing 6 lanes to 8 lanes for 6.39 miles from I-635 to the Denton County line. Additionally, the two existing tolled managed lanes will be reconstructed, as well as the frontage roads and numerous intersection improvements. She advised bridge work continues as well as retaining walls and drainage. Aerial photos of the progress were reviewed.

Travis Kralicke with Lone Star Contractors continued the presentation. He described upcoming traffic switches and the timing for those. Details of remaining construction at major intersections was described. He advised that substantial completion of the project is expected by the end of 2026, however final acceptance of the project will occur at the end of summer 2027.

Discussion followed.

6. Receive Updates From The Denton County Transit Authority (DCTA).

Item 6 followed Item 4.

Paul Cristina, CFO, briefed the Council on the DCTA. Ridership growth, route adjustments, and enhancements to A-train schedules were discussed. He advised the Downtown Carrollton Extension is in the design phase, including alignment and potential quiet zones for multiple crossings. He advised the design will be compatible with the hike and bike trail however the final alignment is not determined. Funding for the project was reviewed.

At 6:55 p.m. the Worksession was adjourned to convene the Regular Session.

Worksession continued following the conclusion of the Regular Session.

7. Receive Presentation and Discuss Memorial Walk Recommendations.

Jonathan Sheu, Parks & Recreation Director, reviewed that in 2018 the Council appointed a Veterans Memorial Plaza Subcommittee consisting of members of the VFW Post 8923, the Parks Board, Veterans, and city staff. The Veterans Memorial Plaza opened in 2019 and is located near the JRL Library and Green Trail. It is designed as a community gathering and educational space, featuring military branch monuments, conflict recognition elements, and commemorative brick opportunities.

Mr. Sheu advised that requests have been received for additional military campaigns and recognitions. He advised that expanding the existing memorial is not practical due to design, materials used and cost constraints. Consideration has been given to a separate memorial marker program. Staff has been working with the Parks Board and the Museum and Historic Advisory Board to develop a standardized approach.

The committee has recommended no more than five markers located along the Green Trail. They would all be the same size, with the main piece being a granite type stone with a bronze plaque used to display the message or story of the organization. The granite would be no higher than five feet. All markers would face the trail on a concrete slab with a light. An example photo was provided.

He advised there would be an application and review process for those who would like to have a marker installed. Application requirements and review/approval process were provided. Mr. Sheu requested feedback from the Council on the design, location and application requirements.

Considerable discussion followed as to the estimated cost of a marker, the application requirements, and criteria for a marker. It was discussed that the individual commemorative bricks honoring veterans by name is an option already in place at the Memorial so these markers could be to honor particular campaigns. Mayor Babick suggested more discussion between the Parks Board and the local American Legion Post. The Council requested to receive more information on the proposal in the future.

8. Discuss Council Liaison and Committee Appointments.

Mayor Babick provided a list of his proposed Liaison and Committee assignments for Council. He reviewed some changes he made for this year.

9. Mayor And Council Reports And Information Sharing.

Council reviewed their recent activities and upcoming events.

Worksession concluded at 8:05 p.m.

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

Mayor Babick called the Regular meeting to order at 7:05 p.m.

INVOCATION – Councilmember Richard Fleming

PLEDGE OF ALLEGIANCE – Scouts led the Pledge of Allegiance and Pledge to the Texas Flag.

CITIZEN COMMENT

10. Citizen Comment is the opportunity for citizens/visitors to speak on items listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items not on the posted meeting agenda will have the opportunity to speak during the Public Forum.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the

microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

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

CONSENT AGENDA

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

Mayor Babick advised that Item 14 is as amended.

Mayor Pro Tem Axberg moved to approve Consent Agenda Items 11-14 with 14 as amended; second by Councilmember Sutter. The motion was approved with a unanimous 7-0 vote.

CONTRACTS & AGREEMENTS

- *11. Consider Authorizing The City Manager To Approve A Construction Contract With Premier Site Services, LLC., For The Josey Lane Screening Wall Project In An Amount Not To Exceed \$259,518.00.**

RESOLUTIONS

- *12. Consider A Resolution Authorizing The City Manager To Negotiate and Execute An Advance Funding Agreement (AFA) With The Texas Department of Transportation (TxDOT) To Fund Design and Construction Of A Shared Use Trail Along Kelly Blvd.**
- *13. Consider A Resolution Amending Resolution No. 4865 And Authorizing The City Manager To Execute The Second Amended And Restated Development Agreement By And Between The City Of Carrollton, Texas And Trinity Mills Office I Owner, LLC For The Development Of Office Building I Within Trinity Mills Station.**
- *14. Consider A Resolution Appointing A Mayor Pro Tempore And A Deputy Mayor Pro Tempore.**

Mayor Babick advised that Item 14 appoints Councilmember Daisy Palomo as Mayor Pro Tem and Councilmember Jason Carpenter as Deputy Mayor Pro Tem.

PUBLIC FORUM

15. **Public Forum** is the opportunity for citizens/visitors to speak on items not listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items on the posted meeting agenda will have the opportunity to speak during the Citizen Comment.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Mayor Babick opened the public forum.

Brian Chandler: Spoke regarding the LPR camera program. He requested public hearings be conducted when Council considers related items and transparency. He was particularly concerned about the integrity of the data being held by private companies.

Tony Ackerman: Spoke regarding block cameras and the data they contain.

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

At 7:14 p.m. the Regular Meeting concluded. Mayor Babick continued with Worksession Item 7.

ADJOURNMENT - Mayor Babick adjourned the meeting at 8:05 p.m.

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7677

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *11.

City Council Meeting Date: **July 21, 2026**

Date: July 2, 2026

To: Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Execute Change Order No. 1 With Deckard Technologies, Inc. For RFP #23-043, Short Term Rental Software Project, In An Amount Not To Exceed \$1,187.50, Increasing The Total Project Contract To \$72,437.50.**

Background:

The City Council awarded a contract on December 5, 2023, to Deckard Technologies, Inc. in the total three-year amount of \$71,250.00. The scope of the project is to utilize a software system that provides a booking website review for safety inspections at industrial, residential, commercial and multi-family properties.

Deckard Technologies, Inc. had a price increase of 5%. This change order in the amount of \$1,187.50, will cover the final renewal year for the system.

Financial Implications:

<u>ACCOUNTING UNIT</u>	<u>ACCOUNT</u>	<u>BUDGET AMOUNT</u>
261001	61350	\$1,187.50

Impact on Community Sustainability:

This project supports and aligns with the City Council's goals and objectives to improve accessibility to the services we provide.

Staff Recommendation/Action Desired:

Staff recommends City Council authorize the City Manager to execute Change Order No. 01 with Deckard Technologies, Inc for the short-term rental software project for the final renewal year in an

amount not to exceed \$1,187.50 for the total three-year amount of \$72,437.50.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7683

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *12.

City Council Meeting Date: July 21, 2026

Date: July 9, 2026

To: Erin Rinehart, City Manager

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

Consider Authorizing The City Manager To Enter Into An Agreement With CJA Enterprise LLP and E-Lane Freight Services LLC Pursuant To Bid #26-029 For Sand And Gravel Supplies In An Amount Not To Exceed \$172,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$516,000.00.

Background:

On May 12, 2026, the City issued BID #26-029 for Sand and Gravel Supplies. Bid notifications were posted online. Interested vendors were contacted and advertisements were placed in the Dallas Morning News. The bid closed on May 28, 2026. Six vendors submitted a response.

The Public Works Department reviewed all submissions and selected both a primary and a secondary vendor. CJA Enterprise LLP is recommended as the primary vendor due to its significant cost advantage as the lowest responsive bidder. E-Lane Freight Services LLC is recommended as the secondary vendor, offering competitive pricing across all bid items and having close proximity to the Public Works Central Service Center, which is beneficial for obtaining time sensitive materials needed for emergency repairs. CJA Enterprise LLP has been the sole vendor under the previous contract; however, typical delivery times average approximately one week.

The award will be for a one-year initial term. The award also includes two additional one-year renewal options, if mutually agreed upon by the City and the vendor, for a potential three-year total contract.

Financial Implications:

The sand and gravel supplies listed in BID #26-029 will be purchased from budgeted funds from the cost center and in the amount as listed below.

<u>COST CENTER</u>	<u>LINE ITEM</u>	<u>BUDGET AMOUNT</u>
Public Works:	Base Materials - 60350	\$143,000.00
Parks:	Base Materials - 60350	<u>\$29,000.00</u>
Total:		\$172,000.00

Impact on Community Sustainability:

This project supports and aligns with the City Council's goals and objectives to manage infrastructure with fiduciary care.

Staff Recommendation/Action Desired:

Staff recommends that City Council authorize the City Manager to approve an agreement with CJA Enterprise LLP and E-Lane Freight Services LLC pursuant to bid #26-029 for Sand and Gravel Supplies in an amount not to exceed \$172,000.00 annually, for a three-year total contract amount not to exceed \$516,000.00.

Event Number	BID #26-029	Organization	City of Carrollton Purchasing
Event Title	Sand and Gravel Supplies	Workgroup	Purchasing
Event Description	The City of Carrollton is soliciting sealed bids to provide the City with Sand and Gravel Supplies.	Event Owner	Priscilla Ann Gonzalez
Event Type	Low Bid	Email	priscillaA.gonzalez @cityofcarrollton.
Issue Date	5/12/2026 10:00:02 AM (CT)	Phone	(972) 466-3384
Close Date	5/28/2026 03:00:00 PM (CT)	Fax	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
CJA Enterprises LLP	Collinsville	TX	5/24/2026 07:11:34 PM (CT)	10	\$478,595.00
Kariba Systems Inc.	Boise	ID	5/28/2026 02:23:23 PM (CT)	4	\$481,200.00
Cortex Construction (MGS Cortex Construction)	Hurst	TX	5/28/2026 07:24:45 AM (CT)	10	\$857,000.00
Greenville Enterprises llc	Black	TX	5/27/2026 05:34:55 PM (CT)	10	\$1,166,210.00
E-Lane Freight Services LLC	Dallas	TX	5/27/2026 08:55:10 AM (CT)	10	\$1,214,151.00
Dream Ranch Supply & Procurement Group (Dream Ranch LLC)	Krum	TX	5/19/2026 07:54:45 AM (CT)	8	\$2,132,594.20

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7684

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *13.

City Council Meeting Date: July 21, 2026

Date: July 9, 2026

To: Erin Rinehart, City Manager

From: Samantha Dean, Workforce Services Director
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With Teacher Insurance and Annuity Association of America (TIAA) Pursuant To RFP 26-001 For Plan Record Keeping Services For A Total Ten-Year Contract.**

Background:

Since the early 1980's, the city has offered its employees the opportunity to save for retirement through an Internal Revenue Code Section 457 deferred compensation plan which is similar to the private sector's 401(k) plans. The city also offers a retirement health savings (RHS) plan for retirees, serving as a defined contribution substitute for any employee a minimum of 10 years of continuous benefited service, and the plan includes a tiered vesting structure based on an employee's total years of service. In addition, changing IRS regulations required the city to establish a social security substitute plan for temporary and non-benefitted contract employees. Under the SECURE 2.0 Act, governmental 457(b) plans must feature key Roth options and contribution enhancements, this resulted in the city adding a Roth 457(b) option for employees to elect effective July 2024. These various plans are currently administered by MissionSquare Retirement (formerly known as ICMA-RC).

While effectively outsourcing the general administration of these plans to the provider, applicable statutes and related case law create a fiduciary responsibility on the part of the city to ensure that only appropriate investments are offered to plan participants, reasonable fees are charged to plan participants, and that the plan administrators are acting appropriately. After the RFP in 2016, MissionSquare worked with the city, its Fiduciary Committee, and plan participants under a 10-year contract. With the current contract nearing the end of its term, the city embarked on another formal RFP process. The primary goals for this RFP were to:

- Enhance participant retirement outcomes;

- Analyze the overall competitiveness of the Plans;
- Provide for the integrated administration and reporting for the Plans;
- Improve participant education and communication services;
- Enhance the formal education for the Deferred Compensation Plan Fiduciary Committee (“Fiduciary Committee”);
- Provide robust online transaction and information capabilities;
- Provide support for as many administrative functions as deemed appropriate;
- Evaluate alternative pricing structures;
- Reduce participant and Plan expenses;
- Provide for an orderly and timely transition of assets and services if necessary; and
- Continue the formal record keeper/Committee working relationship

The Fiduciary Consulting Group at Morgan Stanley (formerly known as the Hyas Group) assisted the city in preparing and evaluating the RFP. Upon issuance of the RFP, the Fiduciary Committee appointed ten (10) employees, across various city departments, to the Record Keeper Evaluation Committee.

Five (5) complete proposals were received from Empower, Nationwide, MissionSquare Retirement, the Teachers Insurance and Annuity Association of America (TIAA), and Corebridge. After initial review of the proposals by the Fiduciary Consulting Group at Morgan Stanley and approval by the Recordkeeper Evaluation Committee: Nationwide, MissionSquare Retirement, and TIAA were selected to be interviewed. The final interviews were conducted by the Recordkeeper Evaluation Committee and, ultimately, they recommended that TIAA move forward as the finalist for negotiations.

Financial Implications:

The pricing for TIAA is based on assets in the two retirement plans and based on the number of accounts in the Retirement Health Savings Plan or RHS. The annual revenue requirement is approximately two basis points (0.02%) on retirement plan assets. The administrator of the various plans is compensated through participant fees based on the investment balances of each participant. As a result, there is no financial impact to the city.

Impact on Community Sustainability:

Ensure City services are an optimal value.

Staff Recommendation/Action Desired:

Staff recommends that City Council authorize the City Manager to enter into an agreement with Teacher Insurance and Annuity Association of America (TIAA) pursuant to RFP 26-001 for Plan Record Keeping Services for a total ten-year contract.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7685

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *14.

City Council Meeting Date: July 21, 2026

Date: July 9, 2026

To: Erin Rinehart, City Manager

From: Samantha Dean, Workforce Services Director
Chrystal Davis, Assistant City Manager

Consider **Authorizing the City Manager to Execute a Contract Amendment with MissionSquare Retirement Extending the Existing Agreement for Plan Record Keeping Services for A Period Not to Exceed 180 Days.**

Background:

The City currently has a contract with MissionSquare Retirement for plan record keeping services, which is scheduled to expire on August 31, 2026. Staff is in the process of completing a competitive procurement and negotiating a successor agreement. Additional time is needed to complete the procurement process and ensure a seamless transition of services.

The proposed amendment would extend the existing contract for up to 180 days under the current terms and conditions, or with any mutually agreed-upon modifications necessary to facilitate the extension. This extension will allow MissionSquare Retirement to continue providing uninterrupted services while the City completes the procurement process and presents a new agreement to the City Council for consideration.

Financial Implications:

The record keeper of the various plans is compensated through participant fees based generally on the investment balances of each participant. There is no financial impact to the City.

Impact on Community Sustainability:

Ensure City services are an optimal value.

Staff Recommendation/Action Desired:

Staff recommends that City Council authorize the City Manager to execute a contract amendment with

MissionSquare Retirement extending the existing agreement for plan record keeping services for a period not to exceed 180 days.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7686

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *15.

City Council Meeting Date: July 21, 2026

Date: July 9, 2026

To: Erin Rinehart, City Manager

From: Dwayne Bianco, Fleet and Facilities Director
Shannon Hicks, Assistant City Manager

Consider Authorizing The City Manager To Enter Into An Agreement With Amerit Fleet Solutions, Inc Pursuant To RFP #26-005 For Fleet Maintenance And Management Services In An Amount Not To Exceed \$2,710,036.59 Annually For The First Four Years, For A Total Six-Year Contract Amount Not To Exceed \$16,737,501.42.

Background:

This agreement is to provide fleet maintenance and management services to the city's fleet of approximately 640 assets. The selected vendor, Amerit Fleet Solutions Inc. will provide services for target and non-target services. Target services are generally routine vehicle maintenance, make ready, decommissioning and predictable repair activities. Non-target services include accident repairs; modifications to vehicles and equipment; repairs of damage caused by vandalism, driver abuse, or acts of nature.

Beginning on March 10, 2025, Fleet staff and their consultant Mercury Associates, Inc. worked with the Police Department, Fire Department, Public Works, and Parks to review fleet service needs and draft and approve a scope of work document. Through this collaborative effort, different fleet maintenance options were presented to bidders.

On February 16, 2026, the City issued RFP #26-005 for fleet maintenance and management services. Notifications were posted online, previous and interested vendors were contacted and advertisements placed in the Dallas Morning News. Three (3) vendors submitted responses. Even though vendors had the option to bid on separate services, such as main fleet or Fire vehicles only, all three (3) vendors submitted for combined services.

An evaluation committee comprised of department stakeholders, including Fleet, Parks, Public Works,

Police, and Fire, evaluated the submissions on criteria related to quality of service, staffing plan and pricing. The committee then selected two (2) vendors for demonstration of their dashboard application where the evaluation committee was able to ask additional questions and gain additional information. After the committee evaluation, debriefs, demo and various discussions between the departments the committee unanimously selected Amerit Fleet Solutions, Inc (previously Vector Fleet Management, LLC) based on the overall criteria and including a previously successful project for the City of Carrollton.

The award will be for a four-year initial term starting October 1, 2026, the award also includes two additional one-year renewal options, if mutually agreed upon by the City and the vendors, for a potential six-year total contract not to exceed \$16,737,501.42. The total contract amount includes a 10% contingency, the last two years include a CPI increase and contingency.

Financial Implications:

The services on RFP #26-005 will be purchased from budgeted funds in the General Fleet Operating Fund on an annual basis.

Impact on Community Sustainability:

This project supports and aligns with the City Council's goals and objectives to manage city assets with fiduciary care.

Staff Recommendation/Action Desired:

Staff recommends City Council authorize the City Manager to enter into an agreement with Amerit Fleet Solutions, Inc pursuant to RFP #26-005 for fleet maintenance and management services in an amount not to exceed \$10,840,146.36 for four years, and for a total six-year contract amount not to exceed \$16,737,501.42.

26-005 Fleet Maintenance and Management Services

Supplier Scoring Summary - 26-005 Addendum 2 - Fleet Maintenance and Management Services - Cost Proposals Review - **Evaluation #1**

Supplier	Rank	Score
		200
Transdev Services, Inc	1	175
Vector Fleet Management (Amerit Fleet)	2	163.8
King George Fleet Services	3	147
		161.93

Supplier Scoring Summary - 26-005 Addendum 2 - Fleet Maintenance and Management Services - Cost Proposals Review - **Evaluation #2**

Supplier	Rank	Score
		100
Vector Fleet Management (Amerit Fleet)	1	88.4
Transdev Services, Inc	2	66.6
		77.5



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7687

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *16.

City Council Meeting Date: July 21, 2026

Date: July 9, 2026

To: Erin Rinehart, City Manager

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

Consider Authorizing The City Manager To Approve A Construction Contract With Prestige Building Group, LLC, For The Downtown Silos Exterior East Side Painting 2026 Project In An Amount Not To Exceed \$112,000.00.

Summary:

The purpose of this item is to approve a construction contract for the basecoat painting of the east side of the downtown silos.

Background:

As one of the defining architectural and highest structures of our historic downtown, the unique façade and windowless design of the downtown silos provide an exceptional opportunity for impactful beautification. The west side of the structure was repainted with a mural exhibiting various trains and local wildflowers using a unique design by Articulation Art. The west side mural project was completed in 2025.

The Downtown Silos Exterior East Side Painting 2026 is a continuation of the beautification of the downtown silos building. This project will provide the base color before a future mural is painted on the east side for residents and DART passengers to enjoy.

Financial Implications:

One (1) proposal was received on July 1, 2026. Prestige Building Group, LLC, submitted a total bid of \$102,000.00. The engineer's opinion of probable construction cost is \$74,791.57. After checking references, Staff has concluded that Prestige Building Group, LLC. is the lowest responsible contractor for this project and is the most advantageous to the City. Funding is available in the General Facilities capital account.

With this facility repainting, Staff recommends the inclusion of a construction contingency. The construction contingency provides an expedient manner to accommodate unforeseen costs and minor additions in work common in all construction projects. All charges against contingency must be supported by detailed pricing information and approved by the City through a formal change order. However, having advanced Council authorization ensures that work progress is not impeded. The construction contingency for the Downtown Silos Exterior East Side Painting 2026 project is recommended to be \$10,000.00.

Impact on Community Sustainability:

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

- Enhancing the appearance and character of the historic downtown core, strengthening its role as a signature community destination (Revitalized, Thriving).
- Supporting ongoing revitalization efforts that encourage reinvestment and attract residents, visitors, and DART passengers through improved visual appeal (Revitalized, Hospitality).
- Improving customer experience by ensuring efficient and high-quality execution of a major downtown beautification project (Optimize).
- Demonstrating fiscal stewardship by maintaining a prominent City facility and extending its useful life through timely repainting (Economical).

Staff Recommendation/Action Desired:

Staff recommends City Council authorize the City Manager to approve a construction contract with Prestige Building Group, LLC, for the Downtown Silos Exterior East Side Painting 2026 project in an amount not to exceed \$112,000.00.

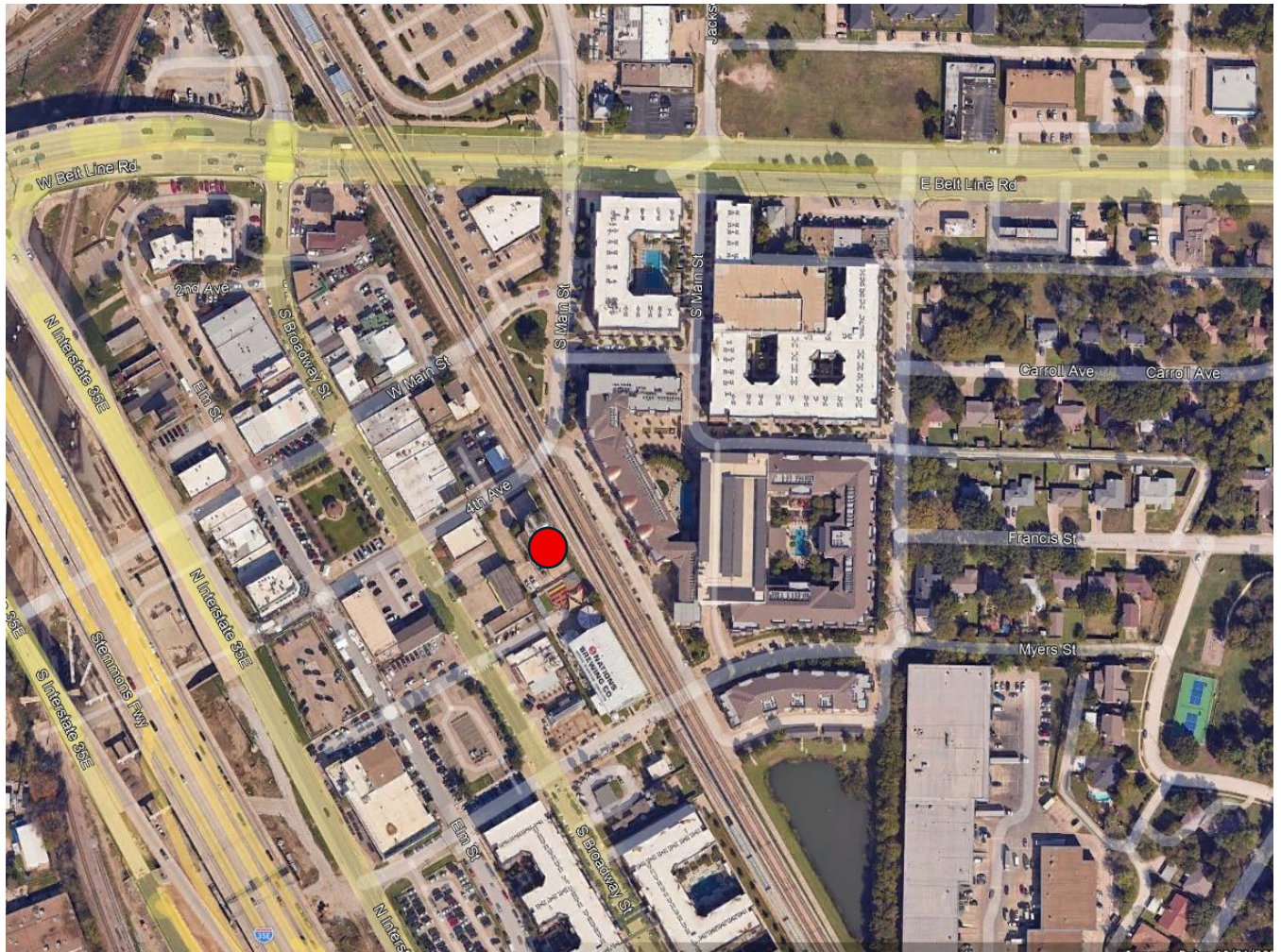
Event Number	ENG2026-07 Addendum 1	Organization	City of Carrollton Purchasing
Event Title	Downtown Silos Exterior East Side Painting	Workgroup	Engineering
Event Description	This project will generally include all construction	Event Owner	Allison Avalos
Event Type	Best Value	Email	allison.avalos@cityofcarrollton.com
Issue Date	6/1/2026 07:30:01 AM (CT)	Phone	
Close Date	7/1/2026 01:00:00 PM (CT)	Fax	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Prestige Building Group, LLC	Houston	TX	7/1/2026 12:27:56 PM (CT)	5	\$102,000.00

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

MAP

DOWNTOWN SILOS EXTERIOR EAST SIDE PAINTING 2026





Agenda Memo

File Number: 7674

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Ordinances

Agenda Number: *17.

City Council Meeting Date: July 21, 2026

Date: July 6, 2026

To: Erin Rinehart, City Manager

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

Consider An **Ordinance Amending Chapter 73, "Traffic Schedules", Schedule I, Section (A) (6) Of The Carrollton City Code By Removing The 20 Mile-Per-Hour School Speed Zone On Cox Street And Perry Road; And Amending Schedule I, Section (A)(10) By Adding 20 Mile-Per-Hour School Speed Zones On Cox Street And Perry Road**

SUMMARY:

The purpose of this item is to adopt an ordinance amending the school zone designation and operating times on Cox Street and Perry Road to accommodate the temporary relocation of Farmers Branch Elementary to the former Central Elementary campus during reconstruction of the existing school facility.

Background:

Modifications to Cox Street and Perry Road School Times:

Farmers Branch Elementary will be temporarily relocated to the campus at 1600 S. Perry Road, the former Central Elementary site. The school zones on Cox Street and Perry Road currently serving R.L. Turner High School are designated as high school zones. To accommodate the temporary elementary school relocation, staff recommends reclassifying the zones as combined elementary and high school zones and modifying the school zone times to align with both school schedules.

Current School Zones Schedule

7:45 am to 8:45 am & 3:30 pm to 4:30 pm

Revised School Zones Schedule

6:45 am to 8:45 am & 2:40 pm to 4:30 pm

Financial Implications:

Funding to remove, replace, or install school zone signage and equipment can be accommodated in the annual operating budget.

Impact on Community Sustainability:

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

- Setting reasonable and safe speed limits in designated school zones during school morning drop-off and afternoon pick-up periods of time.

Staff Recommendation/Action Desired:

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING THE CODE OF ORDINANCES CHAPTER 73, "TRAFFIC SCHEDULES" TO AMEND SCHEDULE I SECTION (A)(6) OF THE CARROLLTON CODE OF ORDINANCES BY REMOVING THE 20 MILE-PER-HOUR SCHOOL SPEED ZONE ON COX STREET AND PERRY ROAD; BY AMENDING SCHEDULE I SECTION (A)(10) BY ADDING 20 MILE-PER-HOUR SCHOOL SPEED ZONES ON COX STREET AND PERRY ROAD; PROVIDING THAT PROOF A CULPABLE MENTAL STATE SHALL NOT BE REQUIRED; PROVIDING FOR SAVINGS, SEVERABILITY, REPEALER, AND PENALTY CLAUSES; AND ESTABLISHING AN EFFECTIVE DATE.

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

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

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

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

WHEREAS, Farmers Branch Elementary School will move to a temporary campus located at 1600 S. Perry Road located within the City of Carrollton;

WHEREAS, a portion of the school zones associated with Farmers Branch and R. L. Turner High School will utilize a combined elementary and high school operating school zone schedule;

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

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

SECTION 1

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

SECTION 2

Chapter 73 Schedule I Section(A)(6) of the Carrollton Code of Ordinances is hereby amended to remove the following from the table of listed locations:

“COX STREET: From the west curb line of South Josey Lane to 600 feet east of the centerline of School Road.”

“PERRY ROAD: From the north curb line of Pleasant Run Road to the south curb line of East Crosby Road.”

The remainder of Chapter 73 Schedule I Section(A)(6), as amended, including all other roadways and locations listed therein, shall remain in full force and effect.

SECTION 3

Chapter 73 Schedule I Section(A)(10) of the Carrollton City Code is hereby amended to add the following to the table of listed locations:

“COX STREET: From the west curb line of South Josey Lane to 600 feet east of the centerline of School Road.”

“PERRY ROAD: From the north curb line of Pleasant Run Road to the south curb line of East Crosby Road.”

The remainder of Chapter 73 Schedule I Section(A)(10), as amended, including all other roadways and locations listed therein, shall remain in full force and effect.

SECTION 4

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

SECTION 5

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

SECTION 6

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

SECTION 7

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

SECTION 8

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

SECTION 9

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

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 7th day of July 2026.

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith Ladd
City Attorney

APPROVED AS TO CONTENT:

Jonathan Wheat, P.E.
Director of Engineering

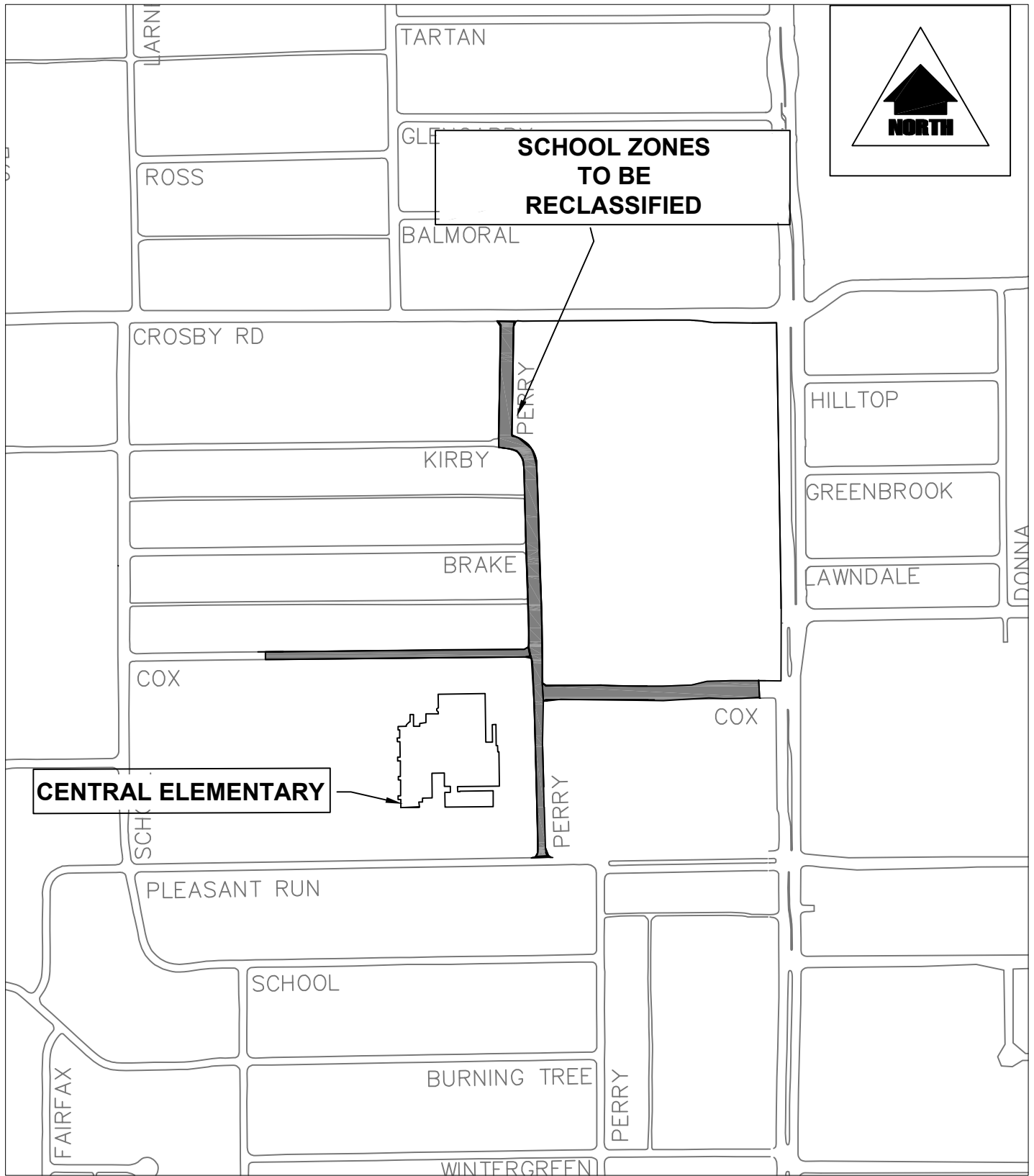


EXHIBIT 1 CENTRAL ELEMENTARY PROPOSED SCHOOL ZONE RECLASSIFICATION

SCALE: NTS
DATE: 06/25

**ENGINEERING
DEPARTMENT**



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7672

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *18.

City Council Meeting Date: **July 21, 2026**

Date: July 14, 2026

To: Erin Rinehart, City Manager

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

Consider A **Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With DCCM Infrastructure, Inc., For The Design Of The Countryside Subdivision Reconstruction Project In An Amount Not To Exceed \$1,364,810.00.**

Summary:

The purpose of this item is to begin design on a 2022 Bond street reconstruction project in the Countryside neighborhood.

Background:

This contract is for the design and preparation of construction plans and specifications for roadway and utility reconstruction in the Countryside Subdivision. The project scope includes approximately 7,500 linear feet of alley pavement, 14,000 linear feet of roadway and sidewalk pavement, and 16,000 linear feet of sanitary sewer.

Consultant selection was performed using a Request for Qualifications method where engineering firms submitted a two-part Statement of Qualifications which was evaluated by a four-person committee. The top 5 firms were selected for projects during the next two years. DCCM Infrastructure, Inc., is formerly Binkley & Barfield, Inc.

Financial Implications:

DCCM Infrastructure, Inc. (formerly Binkley & Barfield, Inc.) has submitted a proposal to the City of Carrollton to perform the engineering design services for the project for an amount not to exceed \$1,299,810.00, plus a 5% design contingency of \$65,000.00, for a total authorization amount of \$1,364,810.00. Funding is available in the Streets Fund (Account Unit 854460) and the Utility Fund

(855160). This project was included in the 2022 Bond Street Proposition.

Impact on Community Sustainability:

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

- Improving neighborhood mobility, walkability, and access through upgraded infrastructure, creating safer and more connected residential areas. (Hospitality, Healthy, Accessible)
- Supporting reinvestment in an established neighborhood and enhancing the resident experience by providing infrastructure improvements that improve overall appearance and livability. (Hospitality, Revitalized)
- Strengthening long term infrastructure reliability by replacing aging pavement and utility systems, reducing emergency repairs, and enhancing service dependability. (Optimized, Economical)

Staff Recommendation/Action Desired:

Staff recommends adopting a resolution authorizing the City Manager to negotiate and execute a professional services agreement with DCCM Infrastructure, Inc., for engineering services related to the Countryside Subdivision Reconstruction project in an amount not to exceed \$1,364,810.00.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH DCCM INFRASTRUCTURE, INC., FOR ENGINEERING SERVICES RELATED TO THE COUNTRYSIDE SUBDIVISION RECONSTRUCTION PROJECT; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1:

The City Manager is authorized to negotiate and execute a services contract with DCCM Infrastructure, Inc. for engineering services in an amount not to exceed \$1,299,810.00, plus a 5% design contingency of \$65,000.00, for a total authorization amount of \$1,364,810.00.

SECTION 2:

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

SECTION 3:

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

PASSED and APPROVED on this 7th day of July 2026.

CITY OF CARROLLTON, TEXAS

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

Approved as to form:

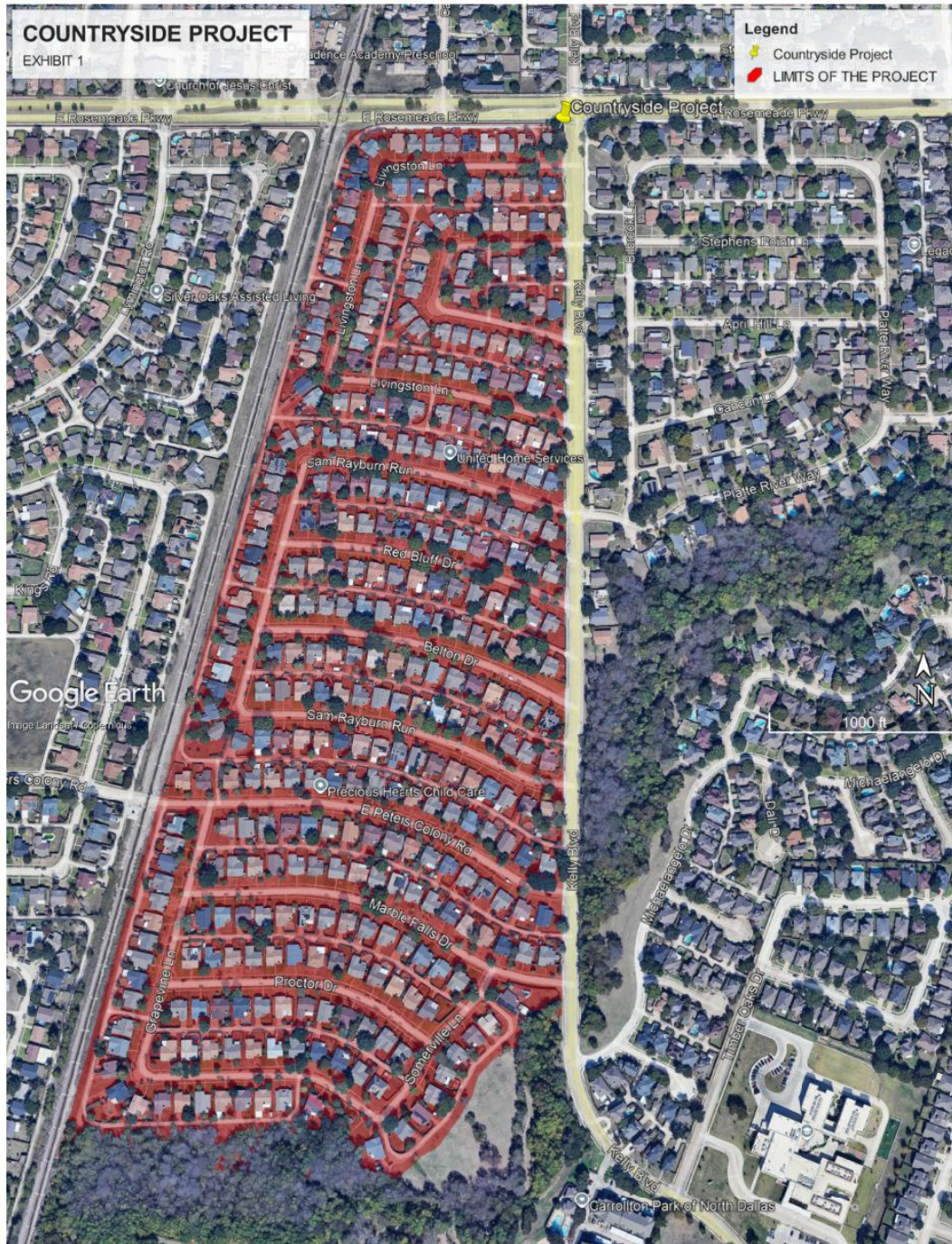
Approved as to content:

Meredith A. Ladd
City Attorney

Jonathan Wheat, P.E.,
Director of Engineering

Location Map

Countryside Street Reconstruction





City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7682

Agenda Date: 7/21/2026

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *19.

City Council Meeting Date: July 21, 2026

Date: July 8, 2026

To: Erin Rinehart, City Manager

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

Consider A **Resolution Of The City Council Of The City Of Carrollton, Texas Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With Freese & Nichols, Inc., For Engineering Services Related To The City-Wide Water Distribution Modeling Project In An Amount Not To Exceed \$304,500.00.**

Summary:

The purpose of this item is to have a useable and accurate distribution-level water model that Public Works and Engineering can use for operational and planning purposes.

Background:

Engineering and Public Works Departments utilize water modeling to assist with pressure performance, pinpointing problem areas, and determining sizing needs related to development. The City's current water model is inadequate for this purpose as it only includes transmission-level data. A comprehensive distribution-level model is required to accomplish these tasks.

This contract is for the development, maintenance, and application of a comprehensive hydraulic model of the City of Carrollton's water distribution system. The comprehensive model will serve as a planning and operational tool for evaluating pressure performance, fire flow capabilities, system reliability, storage and pumping operations, development impacts, and capital improvement alternatives.

Financial Implications:

Freese & Nichols, Inc., has submitted a proposal to the City of Carrollton to perform the engineering services for the project for an amount not to exceed \$290,000.00 and staff recommends a \$14,500 (5%) contingency. Funding is available in the Utilities Consolidated Fund (Account Unit 855160) with

PAYGO Funds.

Impact on Community Sustainability:

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

Strengthening infrastructure reliability through improved evaluation of pressure performance, fire flow capabilities, and system operations (Healthy).

Enhancing customer experience by enabling proactive identification of water system issues and supporting efficient daily operations (Optimize).

Supporting long-term planning for development impacts and capital improvement alternatives, promoting responsible stewardship of City resources (Economical).

Improving water quality and system performance across the community through comprehensive distribution-level modeling (Healthy).

Staff Recommendation/Action Desired:

Staff recommends adopting a resolution to authorize the City Manager to enter an engineering services contract with Freese & Nichols, Inc., for the development, maintenance, and application of a comprehensive hydraulic water model for the City-wide Water Distribution Model project in an amount not to exceed \$290,000.00 plus a 5% contingency in the amount of \$14,500 for a total authorization of \$304,500.00.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH FREESE & NICHOLS, INC., FOR ENGINEERING SERVICES RELATED TO THE CITY-WIDE WATER DISTRIBUTION MODELING PROJECT; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1:

The City Manager is authorized to negotiate and execute a services contract with Freese & Nichols, Inc., for engineering services in an amount not to exceed \$290,000.00, plus a 5% project contingency of \$14,500.00, for a total authorization amount of \$304,500.00.

SECTION 2:

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

SECTION 3:

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

PASSED and APPROVED on this 21st day of July 2026.

CITY OF CARROLLTON, TEXAS

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

Approved as to form:

Approved as to content:

Meredith A. Ladd
City Attorney

Jonathan Wheat, P.E.,
Director of Engineering



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7678

Agenda Date: 7/21/2026

Version: 1

Status: Public Hearing/Individual
Consideration

In Control: City Council

File Type: Public Hearing

Agenda Number: 20.

City Council Meeting Date: July 21, 2026

Date: July 6, 2026

To: Erin Rinehart, City Manager

From: Loren Shapiro, AICP, Planning Manager
Shannon Hicks, Assistant City Manager

Hold A Public Hearing To Consider An Ordinance To Amend, Restate, And Replace Special Use Permit 018 (SUP-018) To Allow “Tattoo Parlor, Piercing, And / Or Permanent Makeup Service” And To Remove “Day Care Center”, As An Allowed Use, In An Approximately 152 Square-Foot Space Zoned (LR-2) Local Retail District And Located At 2515 North Josey Lane; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2026-076 Permanent Makeup.

Background:

This is a request for approval of an amendment to Special Use Permit No. 018 (SUP-018) to allow a “tattoo parlor, piercing, and/or permanent makeup service” and to remove “child day care service” as an allowed use at 2515 N. Josey Lane. The applicant is proposing a permanent makeup salon and will be in an approximately 152-square-foot suite.

Staff Recommendation/Action Desired:

On June 4, 2026, the Planning and Zoning Commission recommended **APPROVAL** of the request with stipulations.

Staff recommends **APPROVAL** with stipulations and adoption of the attached ordinance.

The attached ordinance reflects the action of the Commission.

RESULTS SHEET

Date: 07/21/26

Case No./Name: PLSUP 2026-076 Permanent Makeup

A. STAFF STIPULATIONS AND RECOMMENDATIONS

Staff recommends **APPROVAL** with the following stipulations:

1. Permitted use: Tattoo Parlor, Piercing, and/or Permanent Makeup Service.
2. "Child day care service" shall be removed as an allowed use under SUP-018.
3. The subject property shall be limited to one tattoo parlor, piercing, and/or permanent makeup service and shall be limited to approximately 152 square feet.
4. The business days and hours of operation shall be limited to Monday to Sunday, 9:00 a.m. to 6:00 p.m.

B. P&Z ACTION from P&Z meeting: 06/04/26

Result: **APPROVED** /Vote: 7-0 (Sullivan and Pendleton absent)

C. CC PUBLIC HEARING / ORDINANCE ACTION from CC meeting: 07/21/26

Result: /Vote:

Subject Property

Planned Development

Special Use Permit

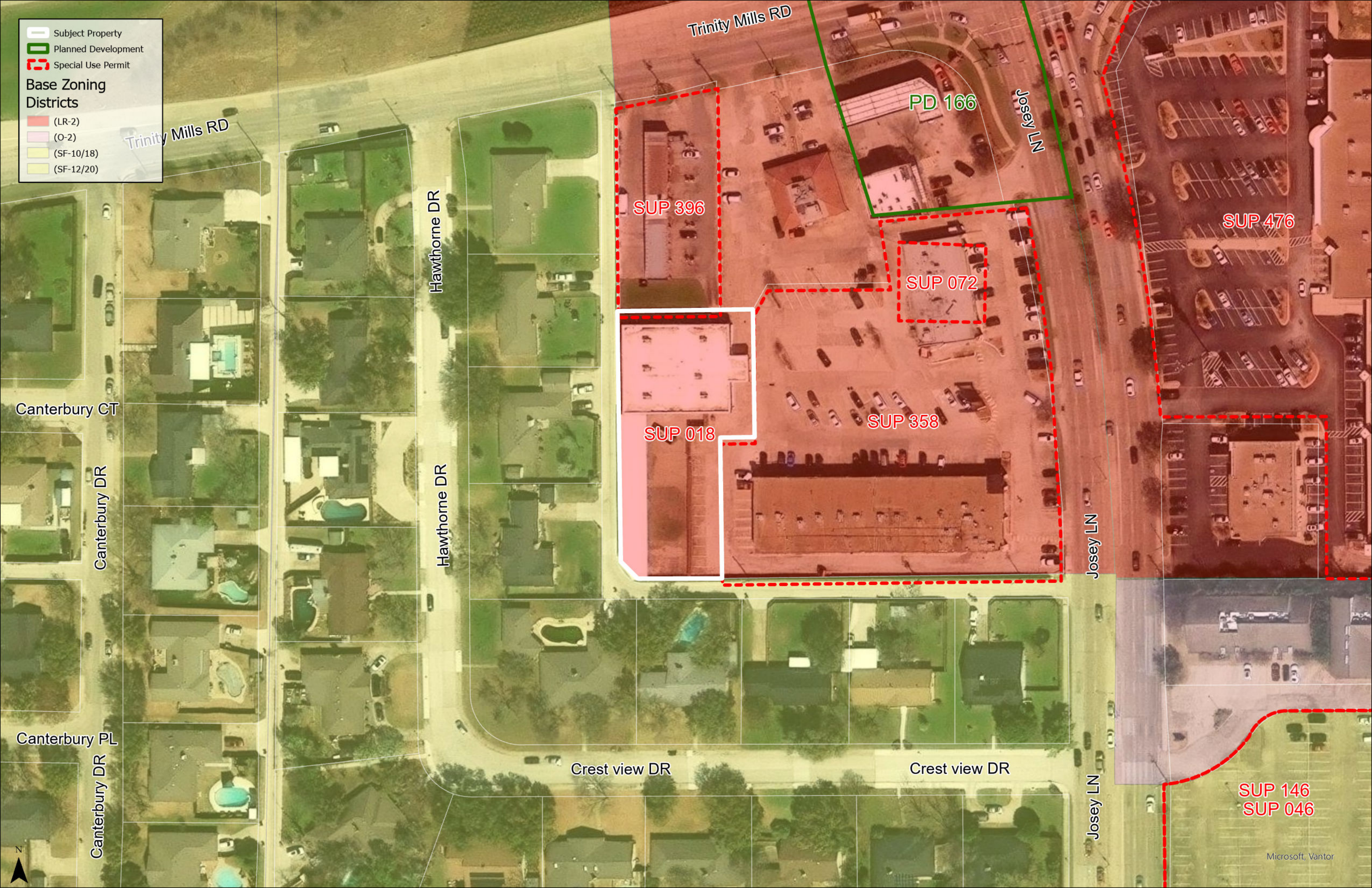
Base Zoning Districts

(LR-2)

(O-2)

(SF-10/18)

(SF-12/20)



2515 N Josey Ln

200 FT Buffer



APPLICANT'S NARRATIVE

NARRATIVE – Provide a detailed explanation and description of the project or request

This narrative is submitted in support of the request to operate a Permanent Makeup (PMU) studio within Suite #3 at Mega 360 Salon Suites, located at 2515 N. Josey Lane, Carrollton, Texas 75006.

The subject property is located within the Mega 360 Salon Suites commercial building. An aerial photograph of the property, building layout, parking areas, and surrounding businesses is included in the separate document titled "Conceptual Site Plan." The attached "Building Layout" PDF identifies Suite #3, located at the bottom-right portion of the building.

Suite #3 consists of approximately 152 square feet with fully constructed walls and will be used exclusively for PMU services. The tenant, Thi Hong Nga Do, has exclusive use of the suite and shared access to common areas, including the lobby, corridors, restrooms, laundry room, and break area, subject to property management rules.

The business is an appointment-only PMU studio specializing in cosmetic tattooing services, including lip blushing, eyeliner, and microblading. Services will be provided in a clean, safe, and private salon suite environment by one licensed PMU artist. Appointments are scheduled through online booking, telephone, or social media platforms.

Business hours are 9:00 AM to 6:00 PM, Monday through Sunday, by appointment only. The tenant has 24/7 access to the premises through smart lock or key fob access, subject to building rules and quiet hours. All clients and guests will be accompanied by the tenant while entering and exiting the building.

The business emphasizes sanitation, health standards, and client safety. All procedures will comply with applicable State of Texas and local health and safety regulations.

I, Thi Hong Nga Do, have over eight years of experience as a Permanent Makeup (PMU) artist and have provided PMU services to more than 800 clients throughout my career. I am also an award-winning PMU professional and hold multiple PMU certifications. I currently operate a permitted PMU studio at Signature Salon in Frisco, Texas, and am seeking to expand my business operations by opening a second location in Carrollton, Texas.

Current PMU Studio Information: Signature Salon 4275 Legacy Drive, Suite 200 Frisco, TX 75034 Texas
Department of State Health Services Permit Number: 1010363

The property provides 36 shared on-site parking spaces located on the left side of the building for tenants, customers, and guests. Because the business operates by appointment only and is managed by one PMU artist, parking demand and customer traffic will remain minimal. Parking is available on a first-come, first-served basis, and all property management parking rules will be followed.

Based on the appointment-only business model, low client volume, and professional operating standards, the proposed PMU studio is compatible with surrounding commercial uses and is not expected to negatively impact parking, traffic, or neighboring businesses.

SPECIAL USE PERMIT

Case Coordinator: Michael McCauley

GENERAL PROJECT INFORMATION

SITE ZONING: (LR-2) Local Retail District with SUP-018 allowing a child day care service

	<u>SURROUNDING ZONING</u>	<u>SURROUNDING LAND USES</u>
NORTH	(LR-2) Local Retail District with SUP-396 Allowing a Car Wash	Car Wash
SOUTH	(SF-12/20) Single-Family Residential District	Single-Family Subdivision
EAST	(LR-2) Local Retail District with SUP-358 Allowing a Drive-Through For a Restaurant	Multi-Tenant Commercial Center
WEST	(SF-12/20) Single-Family Residential District	Single-Family Subdivision

REQUEST: Approval to amend SUP-018 to allow “Tattoo Parlor, Piercing, and/or Permanent Makeup Service” and remove the “Child Day Care Service” use.

PROPOSED USE: Permanent makeup service

ACRES/LOTS: Approximately 152 square-foot space

LOCATION: 2515 North Josey Lane

HISTORY: SUP-018 was approved in 1977 for a child day care service.

COMPREHENSIVE PLAN: Commercial – Medium Intensity

TRANSPORTATION PLAN: Josey Lane is designated as an Arterial – 6 Lane Divided roadway.

OWNER: Huyen Ton / Mega Salons 360, LLC.

REPRESENTED BY: Thi Hong Nga Do

STAFF ANALYSIS

REQUEST

This is a request for approval of a SUP to allow a “tattoo parlor, piercing, and/or permanent makeup service.” The amendment also removes the “child day care service” use from SUP-018.

ZONING REQUIREMENTS

The property is zoned (LR-2) Local Retail District.

Article 5, of Carrollton’s Comprehensive Zoning Ordinance (CZO), requires a SUP for “tattoo parlor, piercing, and/or permanent makeup service” as a primary or accessory use. “Personal care services”, which include hair salons, are allowed by right in the (LR-2) Local Retail District.

On August 1, 1977 City Council approved SUP-018 allowing “child care service” on the subject property.

ELEMENTS TO CONSIDER

1. The subject property’s primary use is a hair salon (personal care services). The proposed permanent make up service will occupy not more than 152 square feet within the building.
2. The child day care services have not been in operations for several years.
 - a. *Since there is no longer child care services on the property, staff recommends removing the use from the amended Special Use Permit.*
3. The subject property has ample shared parking on site.
4. Each SUP application is discretionary and must be evaluated as to its probable effect on the adjacent properties and the community welfare and may be approved or denied as the findings indicate appropriate.
5. A SUP should not have negative impacts that exceed the impacts associated and anticipated with a use permitted “as-of-right” in the zoning district.
6. A written public comments card in support of this request has been received.

PURPOSE OF THE SPECIAL USE PERMIT

The purpose of the Special Use Permit is to authorize and regulate uses which may be beneficial in a specific instance to the general welfare of the community yet ensure that such uses are not detrimental to surrounding property and are consistent with the stated purpose of the zoning district in which such uses are located regarding conditions of operation, location, arrangement and construction.

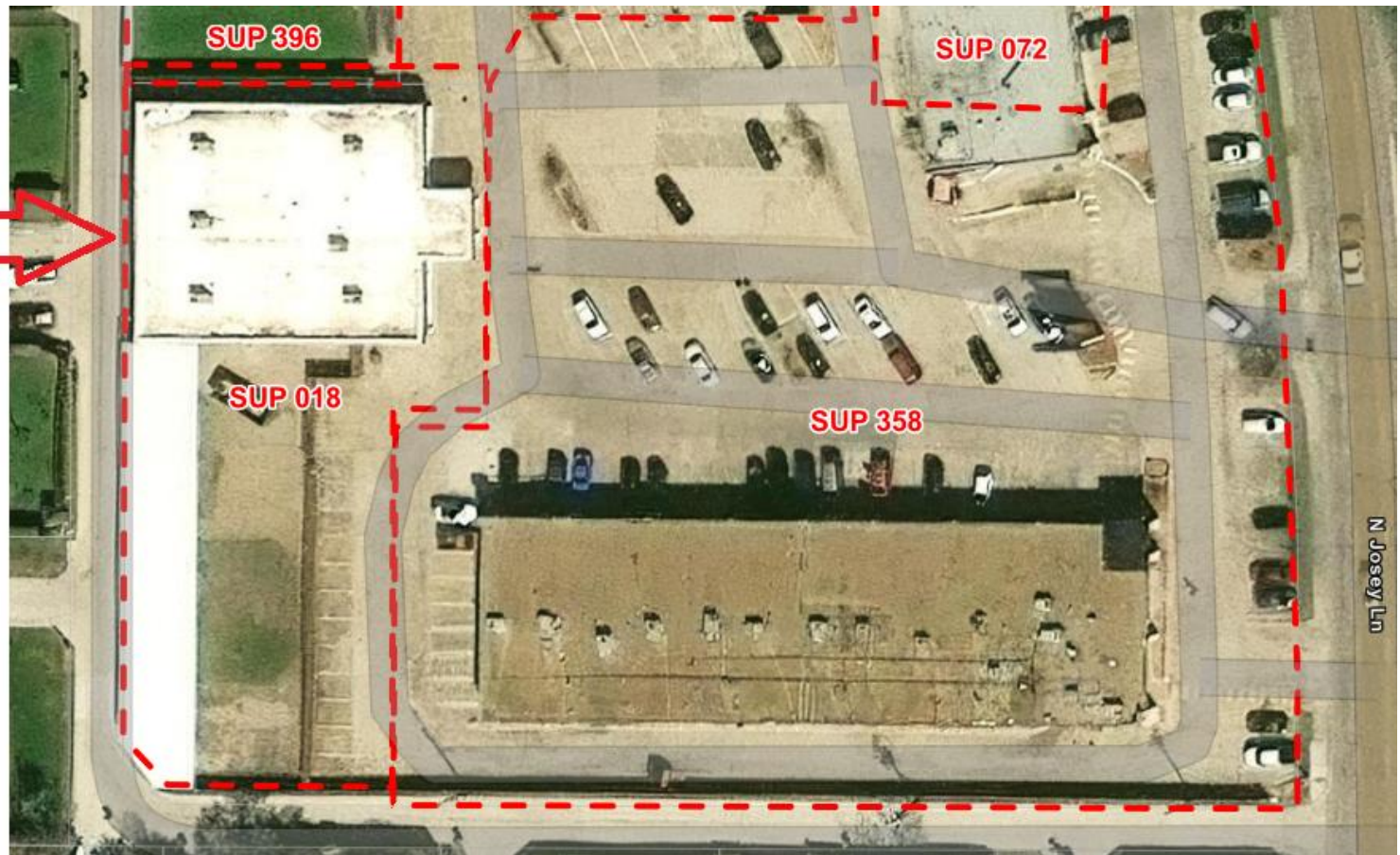
CONCLUSION

Staff believes the request for a “tattoo parlor, piercing, and/or permanent makeup service” in an approximately 152-square-foot suite should not adversely affect the neighborhood with staff’s recommended stipulations.

Conceptual Site Plan

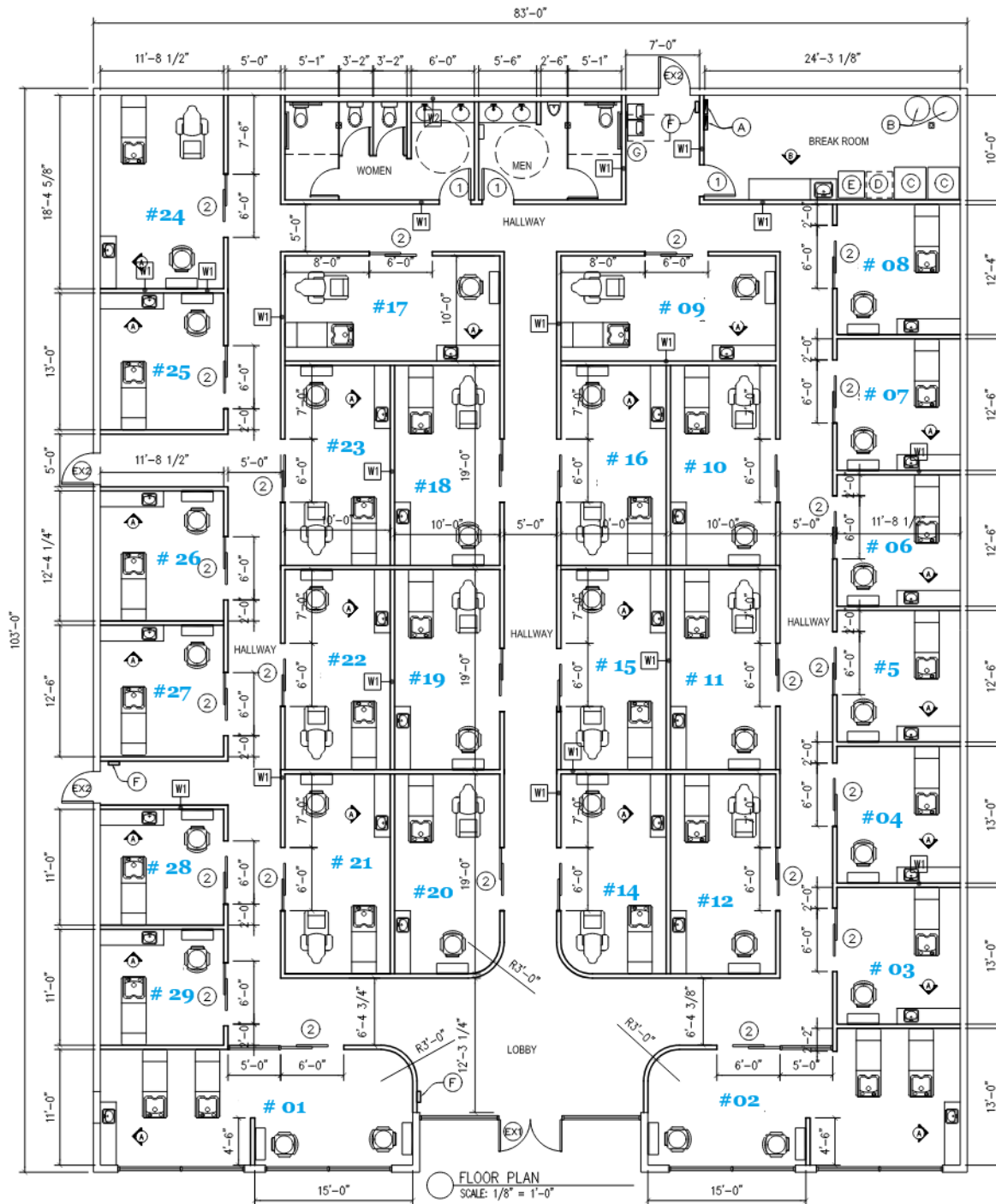
Property Address: 2515 N. Josey Lane Suite#3, Carrollton, TX 75006

THIS IS
THE
BUILDING
OF THE
PROPERTY



Buildings Layout:

Suite #3 has fully constructed walls is approximately 152 square feet where I will operate my business



Suite#3

**Excerpt from Draft Minutes
Planning & Zoning Commission
Meeting of June 4, 2026**

Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Amend, Restate, And Replace Special Use Permit 18 (SUP-18) To Allow “Tattoo Parlor, Piercing, And / Or Permanent Makeup Service” And To Remove “Day Care Center”, As An Allowed Use, In An Approximately 152 Square-Foot Space Zoned (LR-2) Local Retail District And Located At 2515 North Josey Lane; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2026-076 Permanent Makeup. Case Coordinator: Michael McCauley.

Senior Planner Michael McCauley presented this item. He provided a location zoning map and said the site has multi-tenant personal care service suites in an approximately 8,500 square-foot building. The tenant plans to lease a 150 square-foot space. Photos of the exterior front of the building were provided as well as a floor/suite layout of the interior. Mr. McCauley explained that there is an 8-foot-high wall between the property and the alley that separates the building from the neighboring residential area. He further stated that staff received one public comment card in support of the request. He said staff is recommending approval with stipulations.

Commissioner Doyle asked if the SUP would be specific to this particular suite. Mr. McCauley said it is not; it is specific to any 150 square-foot space in the building. He also advised that it will apply to only one suite at this time.

The applicant, Thi Hong Nga Do, 5809 Bentley Ln, The Colony, was present for questions. Her husband spoke on her behalf due to a language barrier. He stated that the applicant will only be applying permanent makeup and no piercings will occur.

Chair Windrow opened the public hearing. There were no speakers. He noted that one card in favor was received on this item from Wanda Pruitt.

Commissioner Doyle reiterated that this is only for permanent make-up and not for piercings.

- * *Commissioner Foster moved to close the public hearing and approve Case No. PLSUP 2026-076 Permanent Makeup with staff stipulations; second by Commissioner Kramer. The motion was approved with a vote of 7-0. (Sullivan and Pendleton absent).***

PUBLIC COMMENTS

Name:	- Wanda Pruitt	_____
Address:	- 2508 Hawthorne Dr	_____
	- Carrollton, TX 75006-1613	_____
City, ST, ZIP:		_____

For your opinion of opposition or support on the proposed change to be considered by the Planning & Zoning Commission or City Council, you must **completely** fill out this form, sign and date it and return it before end of business day one day prior to the public hearing.

I hereby register my: ☒ Support ☐ Opposition

To Case No./Name: P15UP 2026-76 PMU

Comments: _____

Signature: Wanda Pruitt Date: 5-28-26

Received
JUN 02 2026
Planning
City of Carrollton

PLANNING DEPARTMENT
CITY OF CARROLLTON
DATE: 07/21/2026

SPECIAL USE PERMIT NO. 018
DEVELOPMENT NAME: PERMANENT
MAKE-UP

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING ITS COMPREHENSIVE ZONING ORDINANCE TO AMEND, RESTATE AND REPLACE SPECIAL USE PERMIT NUMBER 018 AND THEREBY SUPERSEDE ORDINANCE NUMBER 729 IN ITS ENTIRETY TO REVISE PROVISIONS FOR SPECIAL USE PERMIT NUMBER 018 TO REMOVE DAY CARE CENTER AND PROVIDE FOR A TATTOO PARLOR, PIERCING, AND/OR PERMANENT MAKEUP SERVICE IN AN APPROXIMATELY 152 SQUARE-FOOT SPACE LOCATED AT 2515 NORTH JOSEY LANE; TO PROVIDE DEVELOPMENT STANDARDS; AMENDING THE OFFICIAL ZONING MAP; PROVIDING PENALTY, SEVERABILITY, REPEALER, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at a public hearing held on the Fourth day of June 2026, the Planning & Zoning Commission considered and made recommendations on a certain request for amending a Special Use Permit (Case No. PLSUP 2026-076); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

WHEREAS, the City Council conducted a public hearing on the Twenty-first day of July 2026, at which all persons were given an opportunity to present testimony; and

WHEREAS, the City Council has determined the following amendment to the zoning laws to allow the requested use is not detrimental to the surrounding property, and is consistent with the purpose of the zoning district in which the above-described property is located; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals, and general welfare of the residents of the City.

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

Section 1.

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

Section 2.

Special Use Permit Number 018 established for 2515 N. Josey Lane, and being more specifically described and generally depicted in Exhibit A, is hereby amended, restated and replaced, thereby superseding Ordinance 729 in its entirety, to provide for the following:

I. Permitted Use

Tattoo Parlor, Piercing, and/or Permanent Makeup Service

II. Special Development Standards

Development shall be in accordance with the following special conditions, restrictions, and regulations:

1. The subject property shall be limited to one tattoo parlor, piercing, and/or permanent makeup service and shall be limited to approximately 152 square feet.
2. The business days and hours of operation shall be limited to Monday to Sunday, 9:00 a.m. to 6:00 p.m.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating a provision of this Ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

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

Section 6.

This Ordinance shall be cumulative of all provisions of ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 7.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance and the Official Zoning Map, as amended, shall remain in full force and effect.

Section 8.

This Ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Twenty-first day of July 2026.

CITY OF CARROLLTON

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky
City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Joseph Haefner
Assistant City Attorney III

Michael McCauley
Senior Planner

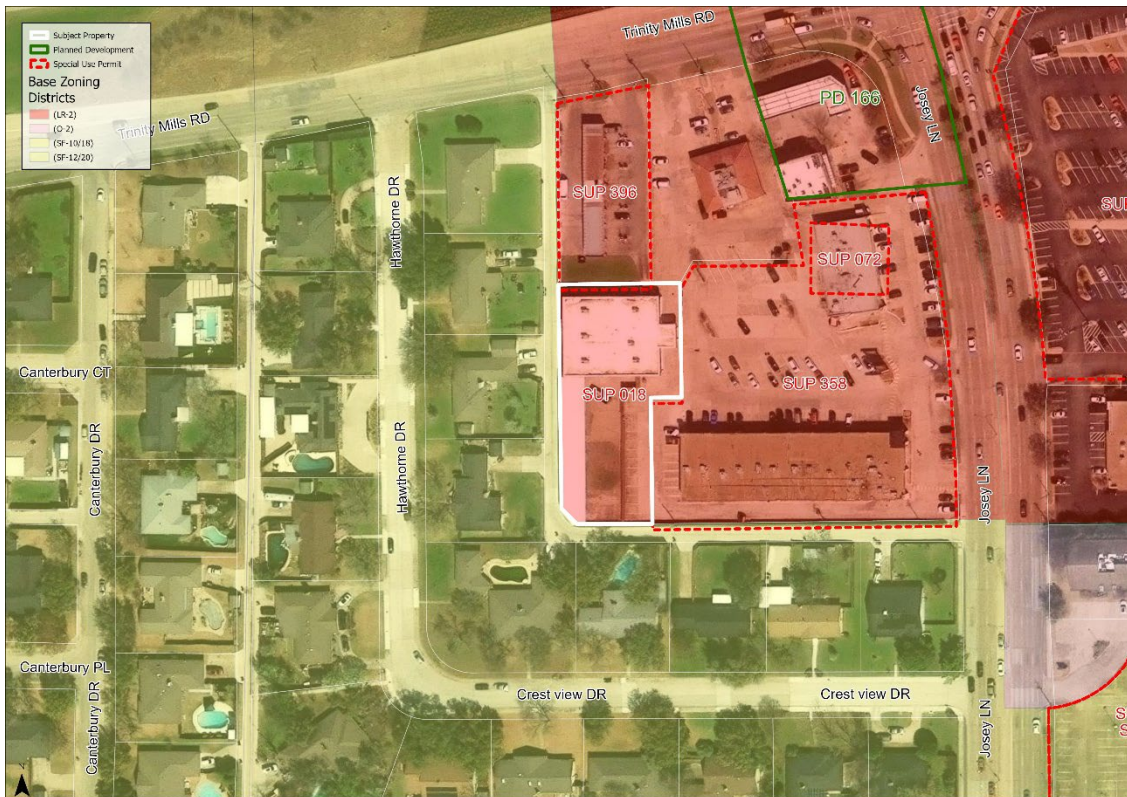
EXHIBIT A

LEGAL DESCRIPTION

Trinity Mills at Josey Lane, Block A, Lot 1

GENERAL DEPICTION

2515 N. Josey Lane





City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7680

Agenda Date: 7/21/2026

Version: 1

Status: Public Hearing/Individual
Consideration

In Control: City Council

File Type: Public Hearing

Agenda Number: 21.

City Council Meeting Date: **July 21, 2026**

Date: July 8, 2026

To: Erin Rinehart, City Manager

From: Loren Shapiro, AICP, Planning Manager
Shannon Hicks, Assistant City Manager

Hold A Public Hearing To Consider An Ordinance To Amend, Restate, And Replace Special Use Permit 263 To Amend Conceptual Plans And Development Regulations On An Approximately 4.02-Acres Tract Zoned (SF-7/14) Single Family Residential District With Special Use Permit (SUP-263) And Located At 2040 North Denton Drive And At The Southeast Corner Of North Denton Drive And Jeanette Way; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2026-064 St. Anthony Sports Field.

Background:

The property is zoned (SF-7/14) Single-Family Residential District with Special Use Permit (SUP-263) for an Elementary & Secondary School, Private. The applicant is requesting to amend the conceptual plans associated with SUP-263 to add a sports field and modify the parking lot.

SUP-263 was established on October 17, 2000, allowing a private school with a maximum enrollment of 75 students and requiring the development to be in conformance with a site plan. SUP-263 was later amended and approved on September 3, 2013, allowing an increase in the number of students from 75 students to 150 students and requiring the development to be in conformance with a site plan.

Financial Implications:

There are no financial implications on the current and future operating budgets regarding this request.

Staff Recommendation/Action Desired:

On June 4, 2026, the Planning and Zoning Commission recommended approval of the request with stipulations.

Staff recommends **APPROVAL with stipulations** as listed in the attached Results Sheet. Staff

added an additional requirement, after the Planning and Zoning Commission meeting, for school personnel to be stationed onsite during student arrival and dismissal times to help manage traffic exiting onto Jeanette Way and address concerns raised by nearby residents at the hearing.

The proposed ordinance reflects the Planning and Zoning Commission's recommendations, but does not include the additional staff stipulation added after the meeting.

RESULTS SHEET

Date: 07/21/26

Case No./Name: PLSUP 2026-064 St. Anthony Sports Field

A. STIPULATIONS AND RECOMMENDATIONS

Staff recommends **APPROVAL** of the Special Use Permit for an Elementary & Secondary School, Private with the following stipulations, including a new condition, shown below in green and underlined text added after the Planning & Zoning Commission recommended approval as an effort to further mitigate any concerns regarding traffic exiting the site onto Jeanette Way.

1. Permitted use: Elementary & Secondary School, Private.
2. Development shall be in general conformance with the Conceptual Site, Landscape, and Traffic Management Plans attached, as Exhibits A, B and C respectively.
3. Elementary, middle, and secondary school student pick-up and drop-off times shall be staggered by a minimum of 45-minute intervals.
4. Permitted grade levels shall be limited to 1st through 12th.
5. Pre-K classes shall be prohibited.
6. Enrollment shall be limited to 100 elementary/ middle school students and 50 secondary school students.
7. During student arrival and dismissal periods, school personnel shall be stationed on school property, near the property line, at the Jeanette Way drive aisle to assist with traffic circulation.
8. An 8-foot-tall sports field enclosure surrounding the “New Synthetic Turf Field”, as identified on Exhibit A or the Conceptual Site Plan, shall be required.
9. The “New 36-inch-tall Black Iron Fence” located south of and adjacent to the “Synthetic Turf Field”, as identified on Exhibits A and B or the Conceptual Site and Landscape Plans, shall be removed.
10. Sports field lighting shall be prohibited.

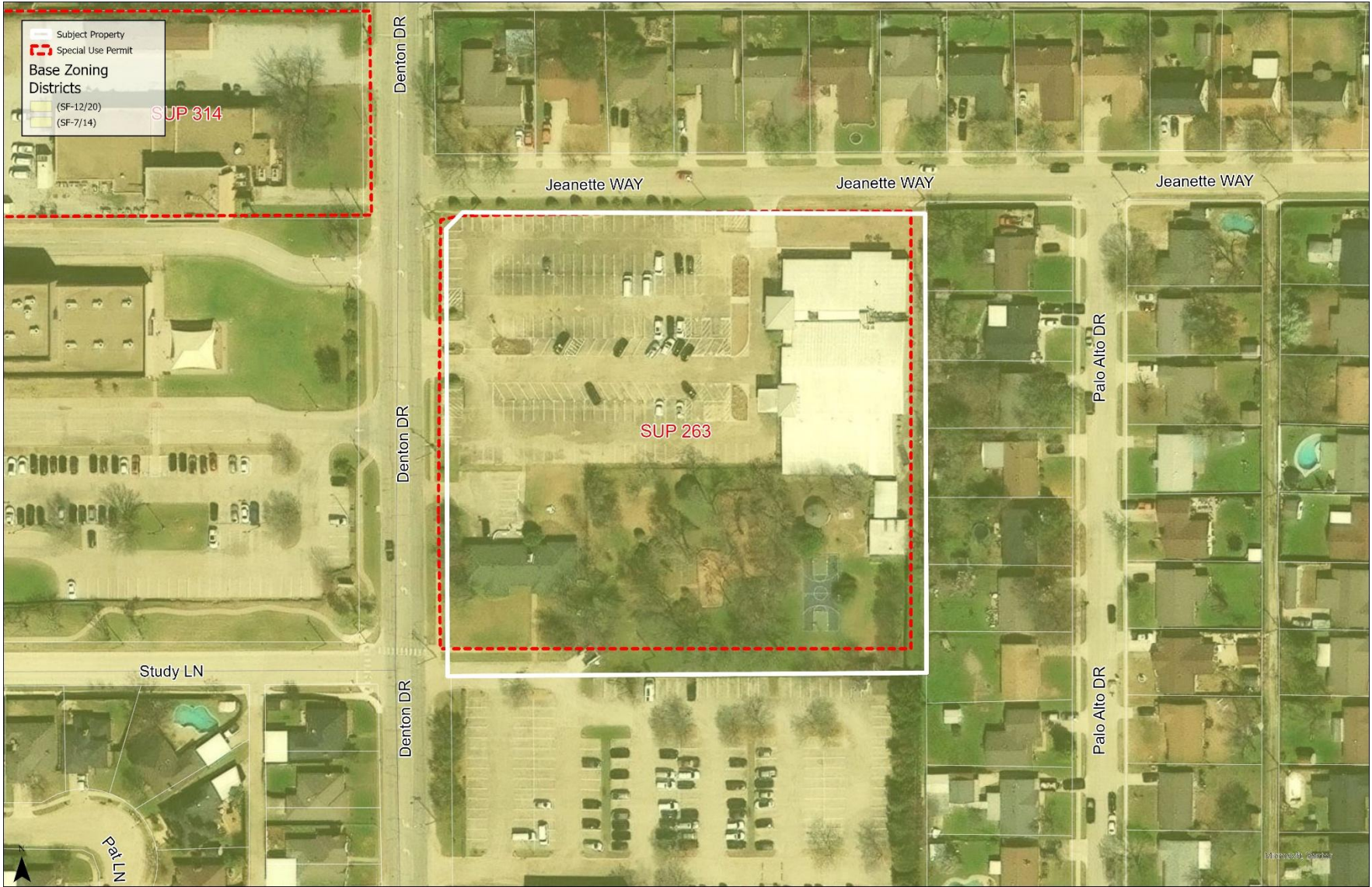
B. P&Z RECOMMENDATION from P&Z meeting: 06/04/26

Result: **APPROVED** /w Stipulations /Vote: 7-0 (Pendleton and Sullivan Absent)

C. CC PUBLIC HEARING / ORDINANCE ACTION from CC meeting: 07/21/26

Result: /Vote:

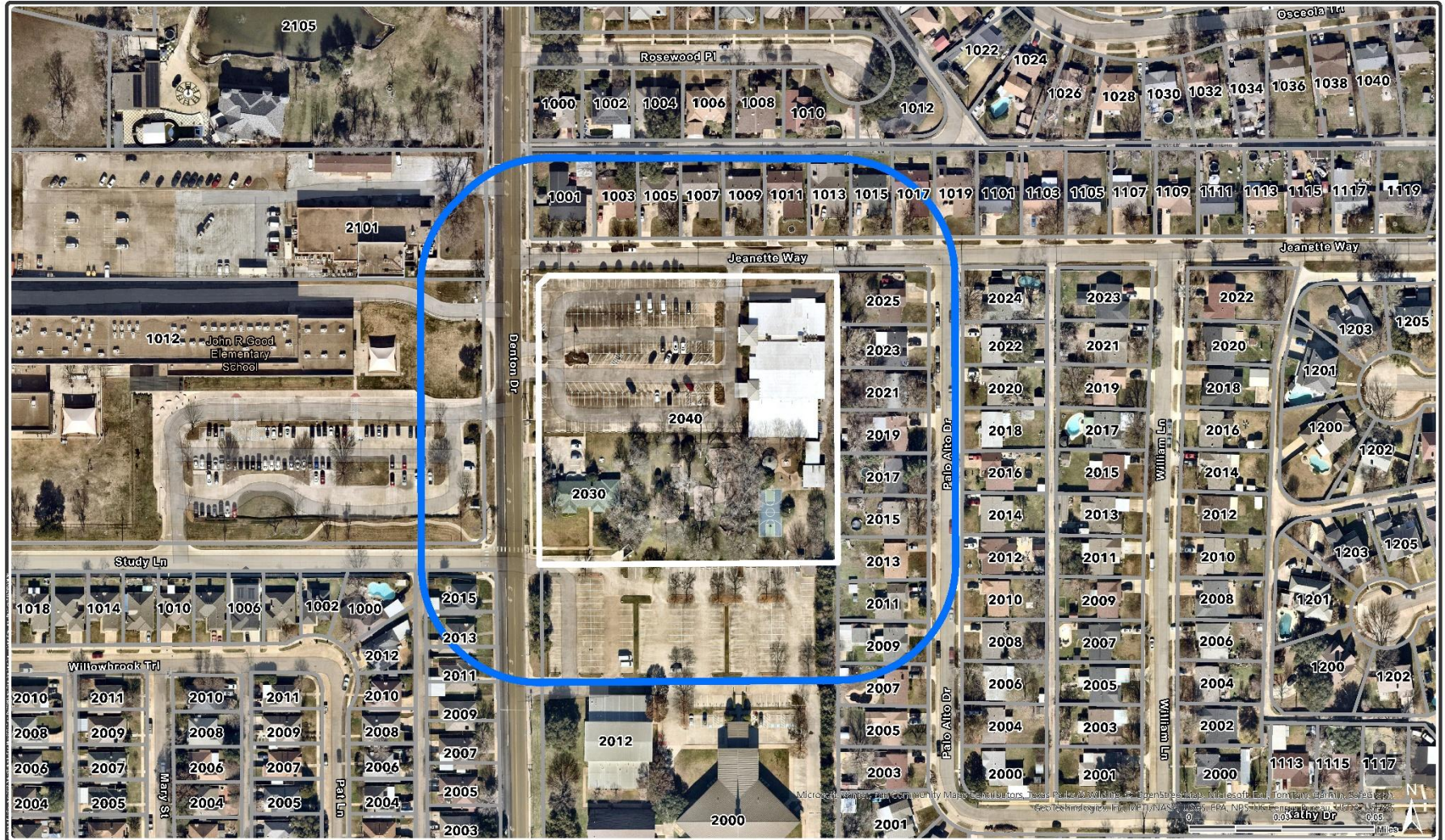
ZONING LOCATOR MAP



200 FOOT BUFFER MAP

2030 N Denton Dr

200 FT Buffer



APPLICANT'S NARRATIVE

Project consists of covering 26,500 sq. feet of an existing parking lot with a synthetic turf practice field for a school with a sports focus for grades 1-12.

The school is designed for a maximum enrollment of 150 students, consisting of approximately:

- 50 elementary students (grades 1–5)
- 50 middle school students (grades 6–8)
- 50 high school students (grades 9–12)

School operating hours will be Monday through Friday from 7:30 a.m. to 4:00 p.m. The practice field will be utilized for athletic training, physical education, and student development activities associated with the school's academic and athletic programming. There will also be a 45-minute staggered schedule for pick-up and drop off times between elementary, middle and high school students. Elementary times are 7:30-a.m.-2:30p.m., middle is 8:15 a.m.-3:15p.m., and high school is 9:00 a.m.-4:00 p.m.

The remaining 73 (7 included in administration building on the property) parking spaces meet zoning code. The alteration will require the elimination of an unnecessary site exit and sliding gate next to the site entry along N Denton Dr. The installation of the turf field will include necessary landscape buffers along N. Denton Dr. and Jeannette Way. Site egress will remain at Jeannette Way with the sliding gate reversing direction. The accessible route from existing accessible parking spaces will be marked with new striping.

SPECIAL USE PERMIT

Case Coordinator: Emily Offer

GENERAL PROJECT INFORMATION

SITE ZONING: (SF-7/14) Single Family Residential District with SUP-263

	<u>SURROUNDING ZONING</u>	<u>SURROUNDING LAND USES</u>
NORTH	(SF-7/14) Single-Family Residential District	Single-Family Residential, Detached
SOUTH	(SF-7/14) Single-Family Residential District	Single-Family Residential, Detached
EAST	(SF-7/14) Single-Family Residential District	Single-Family Residential, Detached
WEST	(SF-12/20) Single-Family Residential District	Elementary & Secondary School, Public
REQUEST:	Amend a Special Use Permit (SUP) to revise conceptual plans adding a sports field	
PROPOSED USE:	Elementary & Secondary School, Private	
ACRES/LOTS:	4.02 acres	
LOCATION:	2040 North Denton Drive	
HISTORY:	The school and administrative buildings were constructed in the late 1980s. SUP-263 allowing a school was established in October of 2000 and was later repealed and replaced in September of 2013.	
COMPREHENSIVE PLAN:	Residential – Single-Family Detached	
TRANSPORTATION PLAN:	Denton Drive is designated as a (C4U) Collector, 4-Lane Undivided Street.	
OWNER:	Tony Cinquepalmi/ T Cinquepalmi Investments LLC	
REPRESENTED BY:	John and Jennifer Vukelich/ Precision Preparatory	

STAFF ANALYSIS

PROPOSAL

The applicant requests an amendment to Special Use Permit (SUP-263) to add a sports field by modifying the existing parking lot. The private school will continue operating grades 1–12.

ZONING ORDINANCE

1. In 2000, SUP-263 was established allowing an “Elementary & Secondary School, Private” for a maximum of 75 students. In 2013, SUP-263 was amended to allow an increase in the number of students from 75 to a maximum of 150 students.
2. Uses classified as “Elementary & Secondary School, Private” requires a Special Use Permit in the (SF-7/14) Single-Family Residential District to assess the following:
 - a. The type and intensity of the proposed use.
 - b. Provision of a safe and efficient vehicular and pedestrian circulation system.
 - c. Design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
 - i. 0.2 off-street parking spaces per elementary and middle school student is required.
 - ii. 0.4 off-street parking spaces per high school student is required.
 - d. Use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary.
 - i. A landscape buffer shall average 15 feet in width, but no less than ten feet minimum width at any point, adjacent to all street rights-of-way or street easements measured from the property line into the subject site and shall be maintained as permanent green space.
 - ii. This landscape buffer requirement only applies to new construction, and in this case, to the area adjacent to the sports field addition.
 - e. The placement and orientation of buildings and other facilities.
3. Amendments to approved Special Use Permits require Planning and Zoning Commission recommendation and City Council approval.

ELEMENTS TO CONSIDER

1. The approximately 26,500 square feet parking lot is proposed to be removed to accommodate for the installation of a sports field. The 150 student school shall remain in operation.
2. Sports field lighting is not proposed.
3. Parking.
 - a. There are 40 off-street parking spaces required for 150 students in grades 1-12.
 - b. There shall be 73 off-street parking spaces provided onsite.
4. The proposed landscape buffer installation results in a notable aesthetic improvement for this property.

- a. The installation of a landscape buffer is proposed adjacent to the proposed sports field and extending eastward along Jeanette Way. A 10-foot buffer is proposed directly north of the field, extending eastward and widening to 30 feet to meet the required minimum average width of 15 feet.
 - b. A minimum 15-foot landscape buffer with shade and ornamental trees with shrubs will be provided along Denton Drive.
5. Staff is requiring an 8-foot-tall sports field enclosure surrounding the proposed sports field due to the proximity of the field to the adjacent public right-of-way (Denton Drive and Jeanette Way) and the associated safety concerns for both passing motorists and field users. The proposed enclosure height is intended to minimize the likelihood of sports equipment, such as a soccer ball, from entering the adjacent roadway and to discourage children from pursuing equipment into the street, thereby enhancing overall site safety.
6. A TIA or traffic impact analysis was submitted by the applicant and then reviewed and approved by the Transportation Engineering Department.
7. The applicant's TIA and narrative state the following:
 - a. Pick-up and drop-off times for elementary, middle, and secondary schools will be staggered by 45-minutes.
 - b. Elementary school students will arrive at 7:30AM and be picked up at 2:30PM.
 - c. Middle school students will arrive at 8:15AM and be picked up at 3:15PM.
 - d. Secondary school students will arrive at 9:00AM and be picked up at 4:00PM.
8. Driving aisles are proposed to be modified to be brought into conformance with today's 24-foot-wide requirement.
9. City staff added an additional stipulation, following the Planning and Zoning Commission meeting, in response to a public comment by a resident who was concerned about traffic impacting his ability to access and exit his home driveway on Jeanette Way. Staff spoke to the applicant, following the P&Z meeting, and recommended having school personnel, onsite, to direct traffic exiting the property on Jeanette Way to mitigate residents maneuverability to and from their driveways.
10. The type of use and number of students will not be amended and is to remain the same regardless of this proposed SUP amendment's approval.
11. The size and orientation of buildings will remain unchanged regardless of this proposed SUP amendment's approval.
12. Two public comments were received in opposition to this request.

CONCLUSION

Staff believes the proposed concept plans are appropriate for the subject property, provided all staff stipulations and applicable development requirements are satisfied.

EXHIBIT A CONCEPTUAL SITE PLAN

LOCATION MAP



SITE

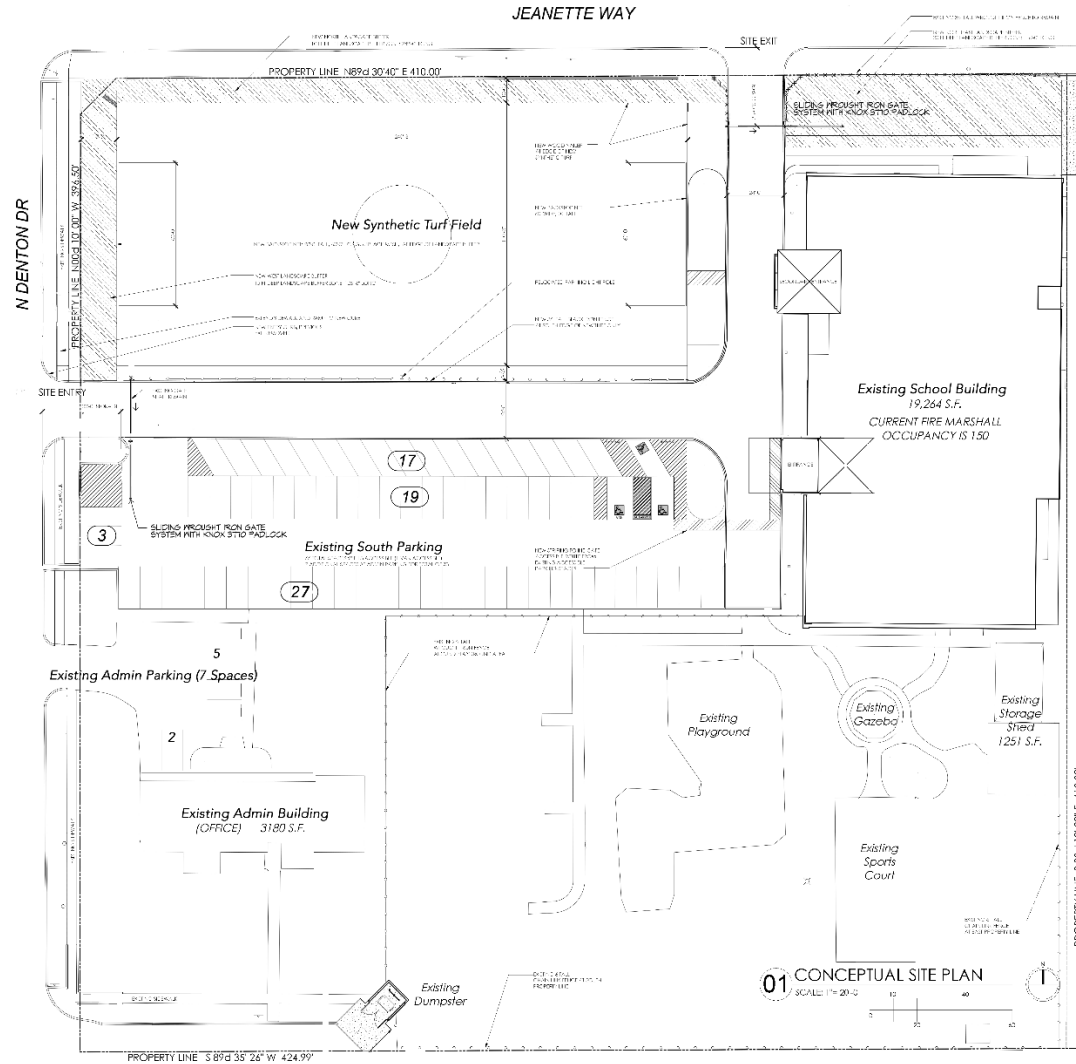
LANDSCAPE BUFFER CALCS

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PARKING CALCS

Proposed Parking Spaces per CDD Article 24	Parking spaces	Number of spaces	Required spaces
Elementary Enrollment	0.5	50	10
Middle School Enrollment	0.5	50	10
High School Enrollment	0.5	50	10
TOTAL			40

Current total parking spaces provided 72





DEMENSE
DESIGN BY DESIGN

107 SHADOW LANE
EULESSA, TX 75020
214.263.3510

**THE ST. ANTHONY SCHOOL
SPORTS FIELD PROJECT #
PLSUP202600064**

2030 N DENTON DR. CARROLLTON TX 75006

PREP. REVISIONS	DATE
REVISION 1	
REVISION 2	
REVISION 3	
REVISION 4	
REVISION 5	

PROJECT # 1001
DATE: APRIL 2024
SHEET: 01



STATE OF TEXAS
COUNTY OF DALLAS
CITY OF CARROLLTON
SUPERVISOR'S OFFICE

PROJECT: CARROLLTON SUP

A1.00

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TOTAL NEW PLANT COUNT REQUIREMENT	SHADE TREES 10	ORNAMENTAL TREES 15	S-CUBES 20
West Sutter Planned	4	6	40
NORTH Sutter Planned	1	6	20
Northwest Rd. In Process existing Parking Reconfigured & Hand Planned	5	4	40
TOTAL PLANNED	10	16	100

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cemesne 2026

EXHIBIT C
CONCEPTUAL TRAFFIC MANAGEMENT PLAN



Student Group		Student Enrollment	Schedule	Traveling Modes	Vehicular Traffic Demand	
					Queue	
A) 1st-5th	50 Students	7:30 AM-2:30 PM	Pick Up:	100%	Capacity:	445 LF (19 cars)
			Transit:	0%	Maximum:	375 LF (16 cars)
			Walk:	0%		
			Self-Drive:	0%		
B) 6th-8th	50 Students	8:15 AM-3:15 PM	Pick Up:	100%	Capacity:	445 LF (19 cars)
			Transit:	0%	Maximum:	375 LF (16 cars)
			Walk:	0%		
			Self-Drive:	0%		
C) 9th-12th	50 Students	9:00 AM-4:00 PM	Pick Up:	100%	Capacity:	445 LF (19 cars)
			Transit:	0%	Maximum:	375 LF (16 cars)
			Walk:	0%		
			Self-Drive:	0%		

LEGEND:

- New Grass Area
- Staff Parking
- Staff/Parent Parking

PROMET ENGINEERS
TRANSPORTATION ENGINEERING & PLANNING
TBPE Firm Registration No.: F-25044
Phone 469-640-7708 Web www.prometengineers.com
9550 Forest Lane, Suite 342, Dallas, Texas 75243

EXHIBIT: 6
TITLE: Traffic Management Plan - Precision Preparatory
DATE: April 27, 2026
TRAFFIC IMPACT ANALYSIS FOR PRECISION PREPARATORY, CARROLLTON, TEXAS



**Minutes
City of Carrollton
Planning & Zoning Commission
June 4, 2026**

Briefing Session and Meeting

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, June 4, 2026 at 6:30 p.m. in the Council Chambers at City Hall, 1945 E. Jackson Rd., Carrollton, Texas.

Commission Members Present:

Scott Windrow, Chair
Lou Sartor
Kathleen Foster
Jim Doyle, 1st Vice Chair
Al Overholt
Dave Hermon
Greg Kramer

Commission Members Absent:

Rusty Pendleton, Vice Chair
Terry Sullivan

Alternate:

Neil Anson

Staff Members Present:

Loren Shapiro, Planning Manager
Michael McCauley, Senior Planner
Emily Offer, Senior Planner
Shad Rhoten, Planner
Thomas Woods, Chief Plans Examiner
Joe Haefner, Assistant City Attorney
John Romberger, Transportation Engineer
Lydia Tormos, Planning Technician

Guests Present:

Richard Fleming, Council Observer

*(Note: * = designation of a motion)*

PUBLIC HEARING

7. Hold A Public Hearing To Consider An Ordinance Amending The Zoning **To Amend, Restate, And Replace Special Use Permit 263 To Amend Conceptual Plans And Development Regulations** On An Approximately 4.02-Acres Tract Zoned (SF-7/14) Single Family Residential District With Special Use Permit (SUP-263) And Located At 2040 North Denton Drive And At The Southeast Corner Of North Denton Drive And Jeanette Way; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2026-064 St. Anthony Sports Field.** Case Coordinator: Emily Offer.

Senior Planner Emily Offer presented this item. She reviewed the location for this request and said that it is currently zoned for single-family residential and has a special use permit for a private school for 150 students. The applicant is requesting a revision to the site that would allow the addition of a turf field and associated modifications on the northwest side of the property. A conceptual site plan was reviewed. Ms. Offer advised that the applicant is requesting to remove some of the parking (26,500 square feet) to allow for the field installation. The ordinance requires 40 parking spaces and the applicant is proposing to have 73 spaces.

Ms. Offer explained that staff stipulations 7 and 8 include a “sports field enclosure” and not a “fence” to ensure safety, which is similar to athletic fields in other areas of Carrollton. Commissioner Overholt asked what the difference is between a “fence” and a “sports field enclosure”. Ms. Offer read, “The City does treat sports field enclosures differently than “fences”. The fence ordinance is intended to regulate perimeter fencing. Differentiating a fence from a sports field enclosure allows City staff some flexibility within reason. She explained that the field is 10 feet from the street right-of-way and it is required to be enclosed. She noted that the height should protect the motorists on the street.

Commissioner Overholt asked for clarification on what a “sports field enclosure” is. She explained it will be similar to a fence and there will be some flexibility as to the final look. She stated that the material is up to the discretion of the Building Official.

Commissioner Doyle asked if it is chain-link. Ms. Offer responded that it can be, or it could be wrought iron or wood.

Ms. Offer reviewed a conceptual landscape plan. She said that the applicant submitted a Traffic Impact Analysis that has been approved by the Transportation Manager. She added that there are three arrival and dismissal times which will be staggered.

Chair Windrow inquired if the applicant was present and would like to speak. The applicant, Jennifer Vukelich, 609 N. Oak Cliff Blvd. Dallas 75208, answered questions. She advised she is representing Precision Preparatory School, which is a small private school that focuses on academic excellence and soccer development.

Commissioner Hermon asked specifically how tall the fence will be along the north and west sides of the school. The applicant responded that they would use the guidance they receive from the City but believes it will be 8 feet.

Chair Windrow opened the public hearing.

Raymond Crumrine, 1009 Jeannette Way, Carrollton, stated that there is an issue with traffic when he and others along his street try to back out of their driveways. Drivers stacked along the street at the current school's dismissal and/or drop off time makes it difficult. He also noted that the exit that currently exists on Denton Drive appears to be gone from the proposed site plan. He noted that the school officials have been good neighbors in the past.

The applicant offered closing remarks. She stated she understands the traffic concerns and wants to ensure that there will be minimal impact to the neighborhood.

Commissioner Doyle asked if there is a plan for a crossing guard or police at the exit for the walkers. The applicant said that it is unknown but she will consider it. She will ask the current school officials how they have managed it in the past.

Chair Windrow asked the applicant if the drive through traffic is going one-way at certain times or all the time. John Romberger, Transportation Engineer, responded that there is no signage requiring it, but it should go one-way during the pickup and drop-off times. He added however that stacking of traffic on-site will hold all the traffic.

Commissioner Overholt asked if the city has a definition for "sports field enclosure". Thomas Wood, Chief Plans Examiner, responded that the Code of Ordinances for fences is quite restrictive and schools close to the traffic areas need particular fencing, which is more suitable for such areas.

- * ***Commissioner Foster moved to close the public hearing and approve Case No. PLSUP 2026-064, St. Anthony Sports Field with amended staff stipulations of changing the terminology fence/fencing to "sports field enclosure"; second by Commissioner Kramer. The motion was approved with a vote of 7-0. (Sullivan and Pendleton absent).***

PUBLIC COMMENTS

Name: Francisco Castaneda, V. Cordoba
Address: 1017 Jeannette Way
City, ST, ZIP: Carrollton, Tx, 75006

For your opinion of opposition or support on the proposed change to be considered by the Planning & Zoning Commission or City Council, you must **completely** fill out this form, sign and date it and return it before end of business on the day prior to the public hearing.

I hereby register my: ☐ Support ☒ Opposition

To Case No./Name: PLSUP-2026-06

Comments: Siempre ha estado muy tranquila el area no vandalismo y no mucho trafico (Nice Area)

Signature: [Signature] Date: 6-7-26

Received JUN 11 2026 Planning City of Carrollton

The following statement is an approximate translation of the above comment:
“This area is always tranquil, there is no vandalism and not much traffic.”

#7

 **CARROLLTON TEXAS** **PLANNING & ZONING APPEARANCE CARD**

Please complete this card and submit it to a city staff member prior to the beginning of the meeting.

Name Raymond Crumrine Phone 254-423-8391 Date 06/04/26
Address 1009 Jeannette way City Carrollton Zip 75006

Public Hearing Agenda Item # 7

☐ I wish to speak IN FAVOR of this item. ☒ I wish to speak IN OPPOSITION to this item.
☐ I do not wish to speak; however, please record my ☐ SUPPORT ☐ OPPOSITION.

Please identify the group or organization you represent, if any: _____

Please read and comply with the
“Guidelines for Speaking at City Government Public Meetings.”

PLANNING DEPARTMENT
CITY OF CARROLLTON
DATE: 07/21/2026

SPECIAL USE PERMIT NO. 263
DEVELOPMENT NAME: ST. ANTHONY
SPORTS FIELD

ORDINANCE NUMBER _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING ITS COMPREHENSIVE ZONING ORDINANCE TO AMEND, RESTATE, AND REPLACE SPECIAL USE PERMIT NUMBER 263 AND THEREBY SUPERSEDE ORDINANCE NUMBER 3566 IN ITS ENTIRETY TO REVISE CONCEPTUAL PLANS AND DEVELOPMENT REGULATIONS FOR AN APPROXIMATELY 4.02-ACRE TRACT ZONED (SF-7/14) SINGLE FAMILY RESIDENTIAL DISTRICT AND LOCATED AT 2040 NORTH DENTON DRIVE AND AT THE SOUTHEAST CORNER OF NORTH DENTON DRIVE AND JEANETTE WAY; AMENDING THE OFFICIAL ZONING MAP; PROVIDING PENALTY, SEVERABILITY, REPEALER, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at a public hearing held on the Fourth day of June 2026, the Planning & Zoning Commission considered and made recommendation on a certain request for a Special Use Permit (Case No. PLSUP 2026-064); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

WHEREAS, the City Council conducted a public hearing on the Twenty-First day of July 2026, at which all persons were given an opportunity to present testimony; and

WHEREAS, the City Council has determined the following amendment to the zoning laws to allow the requested use is not detrimental to the surrounding property, and is consistent with the purpose of the zoning district in which the above-described property is located; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals, and general welfare of the residents of the City:

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

Section 1.

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

Section 2.

Special Use Permit Number 263 is hereby repealed and replaced for a certain approximately 4.02-acre tract, located at 2040 North Denton Drive, and being more generally depicted on Exhibit A, providing for the following:

1. Permitted Use:
 - a. Elementary & Secondary School, Private
2. Development shall be in general conformance with the Conceptual Site, Landscape, and Traffic Management Plans attached, as Exhibits B, C and D respectively.
3. Elementary, middle, and secondary school student pick-up and drop-off times shall be staggered by a minimum of 45-minute intervals.
4. Permitted grade levels shall be limited to 1st through 12th.
5. Pre-K classes shall be prohibited.
6. Enrollment shall be limited to 100 elementary/ middle school students and 50 secondary school students.
7. An 8-foot-tall sports field enclosure surrounding the “New Synthetic Turf Field”, as identified on Exhibit B or the Conceptual Site Plan, shall be required.
8. The “New 36-inch-tall Black Iron Fence” located south of and adjacent to the “Synthetic Turf Field”, as identified on Exhibits B and C or the Conceptual Site and Landscape Plans, shall be removed.
9. Sports field lighting shall be prohibited.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating any provision of this Ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

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

Section 6.

This Ordinance shall be cumulative of all provisions of ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 7.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance and the Official Zoning Map, as amended, shall remain in full force and effect.

Section 8.

This Ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Twenty-First day of July 2026.

CITY OF CARROLLTON

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky
City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Joseph Haefner
Assistant City Attorney III

Emily Offer
Senior Planner

EXHIBIT A GENERAL DEPICTION

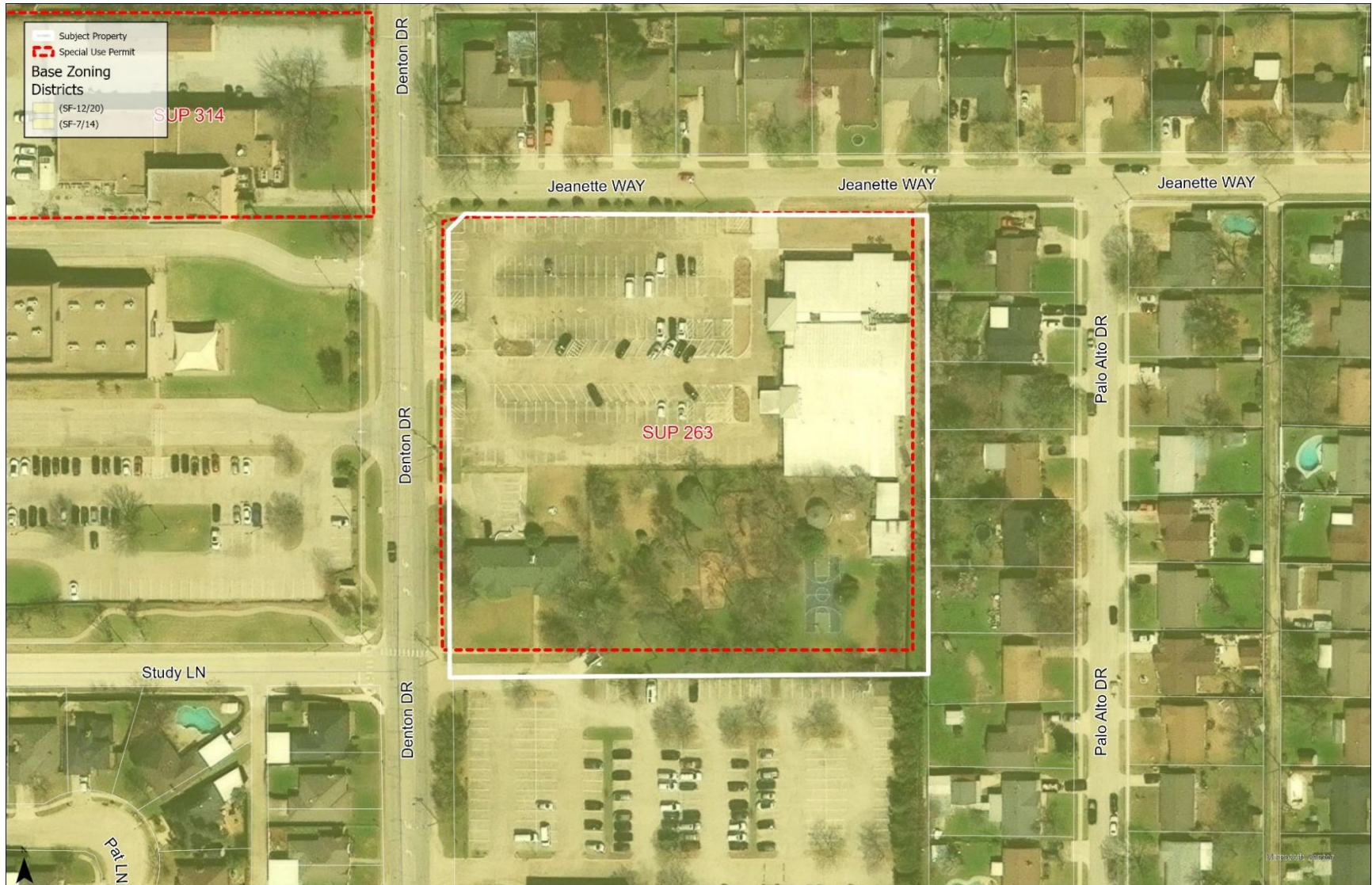


EXHIBIT B

CONCEPTUAL SITE PLAN

LOCATION MAP



SITE

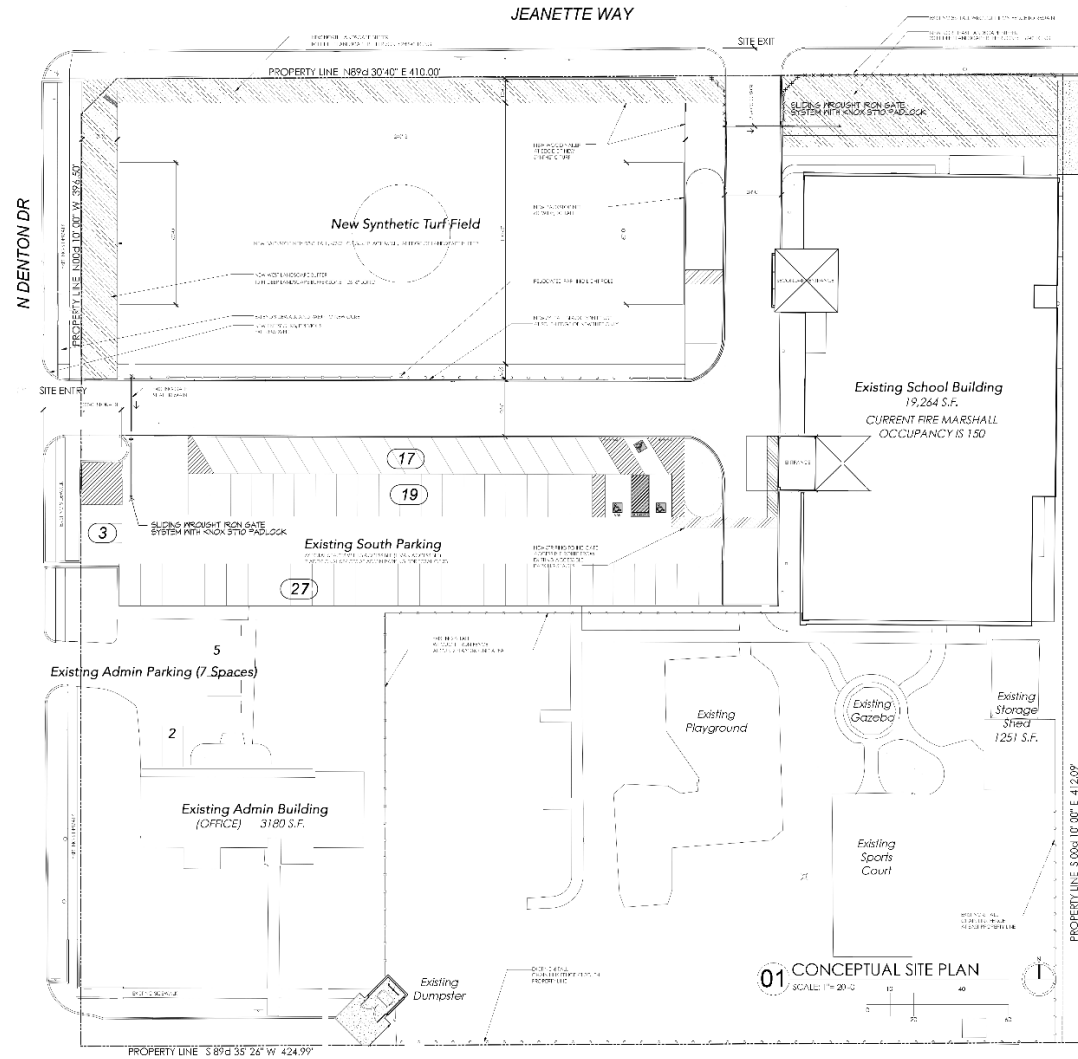
LANDSCAPE BUFFER CALCS

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PARKING CALCS

Tracked Parking Section (per CTD Article 24)	Parking Spaces	Number of Spaces	Required Space
Detention Equipment	0.1	50	0
Mobile School Equipment	0.1	50	0
High School Equipment	0.1	50	0
TOTAL		40	

Current total parking spaces provided 72



DEMSE
DESIGN

107 SHADOW LANE
EULESS TX 76039
214.203.3510

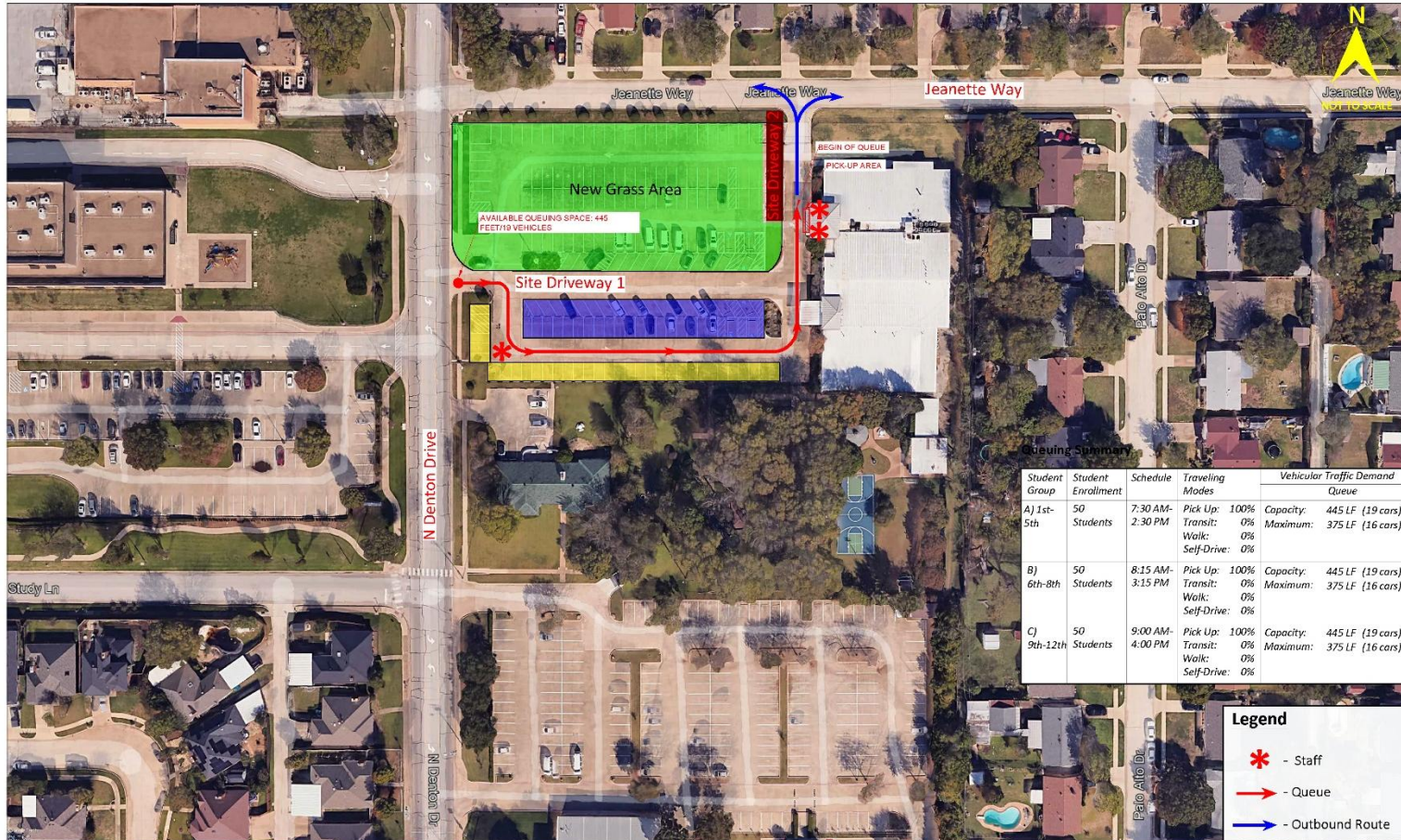
THE ST. ANTHONY SCHOOL
SPORTS FIELD PROJECT #
PLSUP202600064
2030 N DENTON DR. CARROLLTON TX 75006

DATE: 04/11/2023
BY: [Signature]
CHECKED: [Signature]
APPROVED: [Signature]

SCALE: 1/4\"/>

EXHIBIT D

CONCEPTUAL TRAFFIC MANAGEMENT PLAN



Queuing Summary

Student Group	Student Enrollment	Schedule	Traveling Modes	Vehicular Traffic Demand	
				Queue	
A) 1st-5th	50 Students	7:30 AM-2:30 PM	Pick Up:	100%	Capacity: 445 LF (19 cars)
			Transit:	0%	Maximum: 375 LF (16 cars)
			Walk:	0%	
			Self-Drive:	0%	
B) 6th-8th	50 Students	8:15 AM-3:15 PM	Pick Up:	100%	Capacity: 445 LF (19 cars)
			Transit:	0%	Maximum: 375 LF (16 cars)
			Walk:	0%	
			Self-Drive:	0%	
C) 9th-12th	50 Students	9:00 AM-4:00 PM	Pick Up:	100%	Capacity: 445 LF (19 cars)
			Transit:	0%	Maximum: 375 LF (16 cars)
			Walk:	0%	
			Self-Drive:	0%	

Legend

- * - Staff
- - Queue
- - Outbound Route

LEGEND:

- New Grass Area
- Staff Parking
- Staff/Parent Parking

PROMET ENGINEERS
 TRANSPORTATION ENGINEERING & PLANNING
 TBPE Firm Registration No.: F-25044
 Phone 469-640-7708 Web www.prometengineers.com
 9550 Forest Lane, Suite 342, Dallas, Texas 75243

EXHIBIT: 6
TITLE: Traffic Management Plan - Precision Preparatory
DATE: April 27, 2026
TRAFFIC IMPACT ANALYSIS FOR PRECISION PREPARATORY, CARROLLTON, TEXAS



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7673

Agenda Date: 7/21/2026

Version: 1

Status: Public Hearing/Individual
Consideration

In Control: City Council

File Type: Public Hearing

Agenda Number: 22.

City Council Meeting Date: **July 21, 2026**

Date: June 24, 2026

To: Erin Rinehart, City Manager

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

Hold A Public Hearing And Consider A Resolution Adopting The Program Year 2026 Community Development Block Grant One-Year Plan Of Action And Budget.

Background:

This agenda item is to hold a public hearing and receive comments on the proposed Program Year (PY) 2026 One-Year Plan of Action and Budget. The item also includes a proposed resolution to adopt this plan. On October 1, 2026, the City of Carrollton will receive \$756,616 in new funding for PY 2026 Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD). According to federal law, these funds must be used to benefit persons of low- to moderate-income in Carrollton to address housing and community development concerns. In addition to new funding, an additional \$321,384 in unspent funding has been budgeted in this Action Plan.

This public hearing held during the July 7, 2026 City Council meeting is to solicit public input on the proposed PY 2026 Action Plan and seeks to approve the plan for submission to HUD. Public comments and Neighborhood Advisory Commission input have helped shape the draft plans and was approved by the NAC for Council consideration during the June 18, 2026 NAC meeting and public hearing.

The Community Development recommended budget includes:

- \$700,000 - Brake, Kirby, Cox St. street, sidewalk, water, and sewer replacement;
- \$125,000 - Housing Rehabilitation programs for Minor Home & Emergency Repair grants;
- \$113,000 - Social Service funding to Metrocrest Services for homelessness response;
- \$90,000 - Enhanced Code Enforcement for the staff salary of the code officer completing multi-family inspections in low- to moderate-income neighborhoods;

\$50,000 - Administration for staff training, legal notices, and project materials.

All activities in the proposed PY 2026 CDBG budget were identified as major priorities in the 2024-2028 Consolidated Plan approved by City Council on August 6, 2024. The proposed plan reflects continued funding support in all housing repair programs, assists infrastructure repair projects in CDBG target areas, and provides support for homelessness in the community. As the community continues to age, the need for these programs expands to address the challenges low- to moderate-income individuals face to maintain their homes.

Financial Implications:

The PY 2026 Community Development Block Grant of \$756,616 in new financial resources for community development initiatives is a critical reinvestment in areas benefitting low- to moderate-income residents.

Impact on Community Sustainability:

Annually, the Carrollton Community Development Block Grant program secures, allocates, and administers approximately \$750,000 in new community development resources for use in the low- to moderate-income areas of the City. Long-term community sustainability is supported by significant financial reinvestment in aging neighborhoods, housing rehabilitation, code enforcement, and through the city's partnerships to address homelessness.

Staff Recommendation/Action Desired:

Staff recommends the City Council open the public hearing, receive citizen comments, close the hearing, and approve the Resolution to adopt the CDBG Program Year 2026 Action Plan and Budget.

*2026 One Year
Plan of Action
for
Carrollton, TX*

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This document represents PY26 Action Plan for the third year of the 2024-2028 Five-Year Consolidated Plan for the City of Carrollton, Texas, and will cover the 2026 Program Year. The City of Carrollton is expected to receive \$756,616 in Community Development Block Grant Funding (CDBG) from the U.S. Department of Housing and Urban Development (HUD) for the 2026 Program Year (PY26). The PY26 Action Plan builds on local assets and coordinates a response to the needs of the community. It integrates economic, physical, environmental, and community responses to the needs for Carrollton residents, who are of low- to moderate- income.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The objectives found in the PY26 Action Plan follow the objectives outlined in the 2024-2028 Consolidated Plan submitted to HUD for the use of CDBG funds.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Carrollton's CDBG investments have been used in the past to make long lasting improvements to many low- to moderate- income neighborhoods. These investments have allowed housing stock to remain in good condition for property owners, retain affordability for low- to moderate- income renters who want to become homeowners; it has also allowed elderly residents to age in place.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The citizen participation process included a public hearing before the Neighborhood Advisory Commission and a second public hearing before the Carrollton City Council, both of which were announced with legal notices placed in the Dallas Morning News, on the city website and in email notifications to social service providers which service Carrollton.

Housing and community development needs identified by participants, validated needs shown in the market and housing analyses as well as the professional experience of city staff and service providers. This in turn helped shape the goal process to address the identified needs.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

All public comments are accepted and reported, and none are denied inclusion into the initial submitted Action Plan. Any public comments can be found in the Citizen Participation Section of the initial and amended PY26 Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

No public comments are denied or not accepted as part of the initial or amended PY26 Action Plan Citizen Participation Process.

7. Summary

The initial PY26 Action Plan had (2) public hearings. The first public hearing was on June 18, 2026, before the Neighborhood Advisory Commission. The first item was to determine the allocation of Public Service Funding which resulted in the following:

- Metrocrest Services was the only social service who applied for Public Services funding. The Neighborhood Advisory Commission accessed the applications and based upon presentations by Metrocrest Services allotted Metrocrest Services \$113,000 for their homeless program.

The following comments and questions were received directly in relation to the PY26 Action Plan:

- Commissioner inquired to confirm the number of apartment units Enhanced Code Enforcement would address at 1,200. Staff confirmed 1,200 multi-family units would be inspected over the year.
- Inquiry from a commissioner regarding prior year projects if they should be mentioned in the PY26 Action Plan. Staff informed them prior year projects are funded from previous allocation years and the PY26 Action Plan is new funding for a new year, so a prior project would not necessarily be included in this Action Plan.
- A commissioner inquired on how the proposed infrastructure project for the Brake/Kirby/Cox neighborhood was determined. Staff informed the commissioner Public Works and Engineering rank the status of the infrastructure in all neighborhoods in Carrollton. Those areas in most need are placed at the top of the list to be addressed. The Brake/Kirby/Cox neighborhood is one of the neighborhoods in the LMI area which is ranked at a higher level and identified to need substandard infrastructure replaced.

- There were no comments from the public regarding the proposed PY26 Action Plan.
- The Neighborhood Advisory Commission voted 6 to 0 to accept the proposed PY26 Action Plan and forward it on to the Tuesday, July 7, 2026 City Council meeting for a second public hearing.

The July 7, 2026, public hearing occurred before the Carrollton City Council and resulted in the following comments being taken:

DRAFT

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CARROLLTON	Environmental Services/Community Services

Table 1 – Responsible Agencies

Narrative (optional)

CDBG programs and funding are monitored within the Community Development Program, which resides within the Community Services Division of the Environmental Services Department for the City of Carrollton.

Consolidated Plan Public Contact Information

The 2024-2028 Consolidated Plan can be reviewed on the City of Carrollton's website at <https://www.cityofcarrollton.com/departments/departments-a-f/community-development/community-development-block-grant-cdbg>

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

As part of the 2024-2028 Consolidated Plan process the City of Carrollton consulted with residents and stakeholders (e.g., social service providers, local school districts, City departments and other community partners). Consultation included a stakeholder focus group, interviews, and a public meeting during a Neighborhood Advisory Commission meeting to obtain citizen participation in the Consolidated Plan process. The five-year Consolidated Plan serves as the guiding process for the Action Plans developed during the 2024-2028 timeline.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

As needed, the Community Services Division provides technical assistance and information to private and public organizations that seek to provide affordable housing and support services to residents of Carrollton. The PY26 Action Plan for the City will continue to promote and emphasize the need for greater coordination between all agencies active in Carrollton to minimize the duplication of efforts. Cooperative efforts in applying for available funds will be initiated between public and private housing providers to maximize the potential for being awarded funds by the State and Federal Government. Efforts to enhance coordination between the public and private sector will ensure that needs are being properly addressed and that resources are being maximized.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Carrollton is represented by Dallas County and Denton County in the two Continuums of Care that overlap the city's boundaries—the Dallas Area Consortium on Homelessness and the Denton County Consortium on Homelessness. Carrollton staff has participated with local social service agencies in the Point in Time Count to identify homelessness in the community. As shown by the count results, chronic homelessness is an emerging issue in the city. While a supportive partner to the Consortia's efforts to strategically address homelessness in the region, Carrollton's most direct efforts to address the needs of homeless residents result from a strong partnership with Metrocrest Services, the area provider of all manner of services to assist vulnerable households.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Carrollton is not currently part of the area Continuum of Care networks and is represented by Dallas and Denton counties in the Dallas Area Consortium on Homelessness as well as the Denton County Consortium on Homelessness. Carrollton has a supporting role, aiding agencies that are working to mitigate homelessness in the region.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Metrocrest Services
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Metrocrest Services is the primary provider of non-profit social services in the City of Carrollton. Metrocrest Services hosted a focus group for the Consolidated Plan and staff from Metrocrest Services were also notified of the proposed PY26 Action Plan and invited to discuss their needs and priorities through written comments or by attending either or both public hearings.
2	Agency/Group/Organization	Neighborhood Advisory Commission
	Agency/Group/Organization Type	Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Neighborhood Advisory Commission (NAC) hosted a public forum attended by city staff, residents, and leaders of neighborhood organizations. The forum consisted of a presentation about the Consolidated Plan and a discussion of housing and community development needs in Carrollton's LMI neighborhoods. These are incorporated throughout the Consolidated Plan. Upon completion of the public hearing before the NAC, the NAC referred the proposed action plan for a second public hearing before the Carrollton City Council.
3	Agency/Group/Organization	Woven Health Clinic
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Health Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Woven Health was provided a copy of the proposed plans for the PY26 Action Plan and were informed of the date of the Public Hearings for discussion of needs and priorities. Woven Health was also informed they could provide written comments or could attend either of the public hearing forums.
4	Agency/Group/Organization	Children's Advocacy Center for Denton County
	Agency/Group/Organization Type	Housing Services-Children Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services - Victims Child Welfare Agency

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Children's Advocacy For Denton County was provided a copy of the proposed plans for the PY26 Action Plan and were informed of the date of the Public Hearings for discussion of needs and priorities. Children's Advocacy was informed they could provide written comments or attend either of the scheduled public hearings.
5	Agency/Group/Organization	Make It Count (formerly Bea's Kids)
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Health Services-Education Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Make It Count (formerly Bea's Kids) were provided proposed plans for the PY26 Action Plan and were informed of the date of the Public Hearings for discussion of needs and priorities. Make It Count were encouraged to submit written comments or attend either of the public hearings.
6	Agency/Group/Organization	CASA of Denton County
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services - Victims Child Welfare Agency

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CASA of Denton County was provided a copy of the proposed plans for the PY26 Action Plan and were informed of the date of the Public Hearings for discussion of needs and priorities. CASA of Denton County was encouraged to provide any written comments or to attend either scheduled public hearings.
7	Agency/Group/Organization	United Way of Denton County, Inc.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	United Way of Denton County, Inc was provided a copy of the proposed plans for the PY26 Action Plan and were informed of the date of the Public Hearings for discussion of needs and priorities. United Way of Denton County, Inc was encouraged to provide any written comments or to attend either scheduled public hearings.

Narrative (optional)

Carrollton participates in joint funding of the nonprofit organizations providing services to low- and moderate- income residents in many municipalities in the region. This cooperative funding promotes

efficient delivery of services to residents in need and recognizes that needs do not end at jurisdictional boundaries but require regional solutions.

For the first time in PY22, General Funds and additional CDBG funding through Public Services activities were allocated to Metrocrest Services to address homelessness issues within the community. In PY26 the city will continue using the 15% Public Services allowance to allocate funding to Metrocrest Services.

DRAFT

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process included notification of social service focus groups, posting of legal notices in the Dallas Morning News, draft plan posted on the city web site, a public hearing before the Neighborhood Advisory Commission, and a public hearing before the Carrollton City Council. Housing and community development needs identified by participants validated needs shown in the market and housing analyses as outlined in the city's five year Consolidated Plan as well as the professional experience of city staff and service providers. This in turn helped shape the goal setting process to address the identified needs.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Minorities Persons with disabilities Non-targeted/ broad community	Pending	Pending	All comments would be accepted, none are declined.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Internet Outreach	Minorities Persons with disabilities Non-targeted/ broad community	Pending	Pending	All comments would be accepted, none are declined	https://www.cityofcarrollton.com/departments/departments-aff/community-development/community-development-block-grant-cdbg
3	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/ broad community	Pending NAC meeting results	Pending NAC meeting results	All comments would be accepted, none are declined	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/ broad community	Pending results of public hearing before city council	Pending results of public hearing before city council	All comments would be accepted, none are declined.	

Table 3 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Carrollton was allocated \$756,616 in PY26 funding from the U.S. Department of Housing and Urban Development (HUD). This funding will be used and allocated to the city's Minor Home Repair Program, Emergency Repair Program, funding for a Code Enforcement Officer to work in the low- to moderate- income target area, and to continue public service funding addressing homelessness in the community. The city will also allocate funding for infrastructure projects within the city in the low- to moderate- income target area.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	756,616.00	0.00	321,384.00	1,078,000.00	0.00	CDBG funding for PY26 from the Department of Housing and Urban Development annual allocation along with funds remaining from prior CDBG funding will be used for the projects and activities outlined in the PY26 Action Plan.

Table 4 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Community Services Division for the City of Carrollton is the lead agency for the implementation of the community development plan related to CDBG funding. Internally, the Community Services Division works in collaboration with all city departments to deliver projects, services, and other benefits to eligible neighborhoods and clients. Externally, the Division works with several social service agencies/organizations, so long as the need is documented and eligible under HUD regulations.

To effectively implement the Community Development Plan, funding comes from CDBG funds as well as General Funds allocated by the City Council. The City Council will make available an estimated \$750,000 in General Fund resources to fund agencies and organizations that are actively engaged in the provision of social services in Carrollton.

In exchange for the funding, the agencies and organizations work closely with the city in the provision of social services to all Carrollton citizens in need. The close partnership the city has with each agency grows with each year of collaboration. A total of four (4) staff in the Community Services Division are employed in the administration of CDBG grant funds and planning activity, to provide technical knowledge, referral and capacity building assistance for the agencies on an ongoing basis.

The list below identifies principle social service providers for the City's funding:

- Make It Count (formerly Bea's Kids)
- CASA of Denton County
- Children's Advocacy Center for Denton County
- Metrocrest Services
- WOVEN Medical Clinic

The City meets with all its partners on an as-needed basis to develop organization capacity and programming offerings. Staff also regularly provides technical assistance and professional expertise to further develop institutional structure for all agencies and organizations serving the low- to moderate-income citizens of Carrollton.

The city will also be using local General Funds to leverage CDBG funding for the Brake/Kirby/Cox infrastructure project in PY26.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be

used to address the needs identified in the plan

The City would continue to use city parks, city facilities, city streets, city water and sewer lines located in the low- to moderate- income target area to fulfill the goals of the 2024-2028 Five Year Consolidated Plan

Discussion

Please see above

DRAFT

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Enhanced Code Enforcement	2026	2027	Sustainable Housing	CDBG LMI Target Area	Housing & Neighborhood Improvement	CDBG: \$90,000.00	Housing Code Enforcement/Foreclosed Property Care: 1200 Household Housing Unit
2	Assist Service Providers	2026	2027	Homeless	City limits of Carrollton Texas CDBG LMI Target Area	Public Services/Social Support	CDBG: \$113,000.00	Homelessness Prevention: 150 Persons Assisted
3	Neighborhood Infrastructure Improvements	2026	2028	Non-Housing Community Development	CDBG LMI Target Area	Neighborhood Infrastructure Improvements	CDBG: \$700,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1310 Persons Assisted
4	Preserve Existing Housing Stock	2026	2027	Affordable Housing	City limits of Carrollton Texas CDBG LMI Target Area	Housing & Neighborhood Improvement	CDBG: \$125,000.00	Homeowner Housing Rehabilitated: 18 Household Housing Unit

Table 5 – Goals Summary

Goal Descriptions

1	Goal Name	Enhanced Code Enforcement
	Goal Description	Continue code enforcement activities in multi-family apartment communities specifically located in the LMI Target Area of the city.
2	Goal Name	Assist Service Providers
	Goal Description	Provide funding to Metrocrest Services for the PY26 Action Plan to address homelessness issues in Carrollton
3	Goal Name	Neighborhood Infrastructure Improvements
	Goal Description	In the PY26 Action Plan an infrastructure project for the Brake/Kirby/Cox neighborhood.

4	Goal Name	Preserve Existing Housing Stock
	Goal Description	In the PY26 Action Plan is the continued funding of the Minor Home Repair and Emergency Repair Program to assist low- to moderate- income homeowners with housing repairs.

Table 6 – Goals Descriptions

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Projects

AP-35 Projects – 91.220(d)

Introduction

This section details the projects proposed for the PY26 Action Plan for the City of Carrollton, Texas.

Projects

#	Project Name
1	Improve Neighborhood Infrastructure
2	Preserve Existing Housing Stock
3	Assist Service Providers
4	Enhanced Code Enforcement
5	Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The priorities of the PY26 Action Plan are based on the needs in Carrollton, as described in the MA and NA sections of the city's 2024-2028 Consolidated Plan. Carrollton will allocate a total of \$1,078,000 in CDBG funding to meet these objectives.

1. \$700,000 Infrastructure Project in the LMI Area - Brake/Kirby/Cox neighborhood.
2. \$125,000 Preserving Housing Stock - Minor Home Repair Program & Emergency Repair Program
3. \$113,000 Public Services
4. \$90,000 Enhanced Code Enforcement
5. \$50,000 Administration

Local obstacles for addressing underserved needs include the redevelopment and gentrification of areas in the city's LMI Target Area. These include the addition of new apartment communities with higher income thresholds for those to qualify to live on site, and individuals of higher income residing within those units, thereby lowering the LMI threshold below 50% in certain census blocks. On a national level, the greatest obstacle or concern for the future is with the current presidential administration. The current administration has repeatedly sought to abolish or curtail the CDBG program operating through the U.S. Department of Housing and Urban Development. CDBG along with other entitlement programs which are cut or severely entailed will penalize those of low- to moderate- income who are in need of assistance and will no longer have any kind of safety net for them to fall back on.

AP-38 Project Summary

Project Summary Information

1	Project Name	Improve Neighborhood Infrastructure
	Target Area	CDBG LMI Target Area
	Goals Supported	Neighborhood Infrastructure Improvements
	Needs Addressed	Neighborhood Infrastructure Improvements
	Funding	CDBG: \$700,000.00
	Description	CDBG funding to be used for infrastructure projects in the LMI area relating to neighborhood streets/alleys, water & sewer lines.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	The infrastructure for the Brake/Kirby/Cox neighborhood is expected to assist 1310 individuals based on census block information. This neighborhood is within the low- to moderate- income target area the city has.
	Location Description	The Brake/Kirby/Cox project is comprised of the 1700 and 1800 blocks of Brake Drive, Kirby Road, Cox Street. The area is bounded on the north by E. Crosby Road, the west by School Road, the east by S. Perry Road, and Cox Street being the southern border.
2	Planned Activities	The infrastructure project will replace the streets, install new sidewalks, cover open culverts, and install a storm drain network in the neighborhood.
	Project Name	Preserve Existing Housing Stock
	Target Area	City limits of Carrollton Texas CDBG LMI Target Area
	Goals Supported	Preserve Existing Housing Stock
	Needs Addressed	Housing & Neighborhood Improvement
	Funding	CDBG: \$125,000.00
	Description	Preserve existing housing stock of low- to moderate- income individuals/families with the Minor Home Repair Program and Emergency Repair Program.
	Target Date	9/30/2027

	Estimate the number and type of families that will benefit from the proposed activities	There are two activities for housing rehabilitation. The Minor Home Repair Program will seek to assist fifteen (15) LMI single-family property owners, and the Emergency Repair Program which will seek to assist three (3) LMI single-family property owners.
	Location Description	The projects for the Minor Home Repair Program and the Emergency Repair program occur anywhere in the city as the program is determined by income and not be a specific area of the city.
	Planned Activities	Minor Home Repair projects are to be done on single-family homes for low- to moderate- income qualifying homeowners. This program does not include work on foundations, fences or retaining walls, or items off of the house. The Emergency Repair Grant is for low- to moderate- income qualifying homeowners to assist them in making emergency repairs for immediate health and safety issues.
3	Project Name	Assist Service Providers
	Target Area	City limits of Carrollton Texas CDBG LMI Target Area
	Goals Supported	Assist Service Providers
	Needs Addressed	Public Services/Social Support
	Funding	CDBG: \$113,000.00
	Description	CDBG funding as part of the allowed 15% Public Services cap will be used to assist social services agencies with addressing homelessness and other services to those of low- to moderate- income.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Public Services will provide funds to Metrocrest Services to provide assistance with homelessness in Carrollton. The Neighborhood Advisory Commission had a public hearing related to allocation of public service funding which was approved as part of the PY26 Action Plan. It is estimated a total of 300 individuals/families are expected to benefit from these activities.
	Location Description	Assistance provided by Metrocrest Services is available throughout the city limits of Carrollton, which also includes the LMI Target Area.
	Planned Activities	Metrocrest Services is using public service funding to assist 300 individuals/families from being affected by homelessness issues.
	Project Name	Enhanced Code Enforcement

4	Target Area	CDBG LMI Target Area
	Goals Supported	Enhanced Code Enforcement
	Needs Addressed	Housing & Neighborhood Improvement
	Funding	CDBG: \$90,000.00
	Description	CDBG funding to be used to provide salary and benefits for one code enforcement officer to work in the LMI area performing rental inspections in multi-family apartment communities.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	The enhanced code enforcement officer will address 1200 multi-family rental units in the LMI Target Area.
	Location Description	The multi-family apartment units inspected by the enhanced code enforcement officer are all located within the city's designated LMI Target Area.
5	Planned Activities	The enhanced code enforcement officer will perform annual exterior and interior inspections of the multi-family apartment complexes in the CDBG LMI Target Area. The interior inspections may comprise usually of between 10%-15% of units in the complex. However, on occasions 100% inspection of an apartment complex may occur due to an excessive history of code violations. The inspector will also respond to complaints within these apartments to address code violations and to ensure a healthy and safe environment for residents to live in.
	Project Name	Administration
	Target Area	City limits of Carrollton Texas CDBG LMI Target Area
	Goals Supported	Neighborhood Infrastructure Improvements Enhanced Code Enforcement Preserve Existing Housing Stock Assist Service Providers
	Needs Addressed	Neighborhood Infrastructure Improvements Housing & Neighborhood Improvement Public Services/Social Support
	Funding	CDBG: \$50,000.00

Description	Administration includes legal notices, publication of informational material, and on-going training of city staff.
Target Date	9/30/2027
Estimate the number and type of families that will benefit from the proposed activities	An unknown number of individuals and families will be affected by the work performed within the Administration Activity based upon the activities performed by the Community Development staff.
Location Description	Training, distribution of informational material, legal postings of CDBG plans and training will occur in various locations throughout the city, including the CDBG LMI target area.
Planned Activities	Administration activities would involve ongoing training of the Community Development staff to expand their knowledge based on CDBG requirements, types of programs projects and activities, which are beneficial to the residents of Carrollton and ensuring the city remains compliant with HUD guidelines. Posting of required legal notices for the yearly Annual Action Plan, the year-end Consolidated Annual Performance and Evaluation Report (CAPER) and any amendments made to those reports. Costs also cover development and distribution of informational material relating to projects and services available to the public.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

For the PY26 Action Plan, CDBG funding for the NOTICE program will be allocated to CDBG-eligible priority neighborhoods. Neighborhoods receiving improvements are ranked according to infrastructure needs.

For the 2024-2028 Consolidated Plan, low- and moderate- income (LMI) areas were identified using the HUD provided Low- and Moderate- Income Summary Data (LMISD). The underlying data in the LMSID are from the 2016-2020 ACS.

The calculation used to identify LMI areas was:

- 1. Determine average household size by Census Tract using 2016-2020 ACS;
- 2. Determine the LMI ceiling by tract, which is 80% of the median family income limit closest to the tract-level average family size;
- 3. Using household income distribution data from the ACS, determine the number of households in the tract that earn less than the LMI ceiling;
- 4. Calculate the proportion of the tract's households that the LMI households represent.

During the PY26 Action Plan year, the City of Carrollton will allocate funding geographically toward Enhanced Code Enforcement of apartment communities within the NOTICE Priority Target Area of the city. Infrastructure projects were identified for city facilities, historical rehabilitation, and neighborhoods also located within the target area.

Geographic Distribution

Target Area	Percentage of Funds
City limits of Carrollton Texas	27
CDBG LMI Target Area	73

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Apartment communities located within the LMI Target Area are comprised of approximately 6,300 units. These multi-family communities tend to be older communities built during a period in which construction codes were weaker than they are currently. Also, some of the property owners of those multi-family communities in the LMI area at times fail to take prompt action to maintain their properties on a regular basis, forcing the city to act to gain compliance so the residents may reside and live in a manner which is safe for their families. The neighborhood of Brake, Kirby, Cox will have the streets,

sidewalks, and storm drains replaced.

Discussion

Please see above.

DRAFT

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	300
Non-Homeless	20
Special-Needs	0
Total	320

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	300
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	320

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The city, through CDBG funding to Metrocrest Services, will be addressing the needs of preventing homelessness in Carrollton for 300 individuals/families. The Minor Home Repair Program and Emergency Repair Program funded through CDBG will be aiming to address 18 households with health, safety concerns, and/or code violations.

AP-60 Public Housing – 91.220(h)

Introduction

This section is not applicable as the City of Carrollton does not have a public housing authority.

Actions planned during the next year to address the needs to public housing

N/A

Actions to encourage public housing residents to become more involved in management and participate in homeownership

N/A

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

N/A

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

This section describes the activities planned during the PY26 Program Year to address the needs of persons who are homeless and other non-homeless special needs.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Outreach to persons experiencing homelessness is done through the City's partners, primarily Metrocrest Services. If City staff, such as members of law enforcement, code enforcement or other city departments, encounter persons experiencing homelessness, referrals to Metrocrest Services are made. The City of Carrollton allocates a portion of General Funds each year to support Metrocrest Services and other social service providers and their efforts to prevent homelessness and provide needed services to the homeless population. Further CDBG funding is provided directly to Metrocrest Services specifically aimed at and used to address homelessness in the community. The needs of persons who are homeless are assessed routinely as part of program provisions. In 2026, Carrollton continued to participate in the Point In Time Count, recognizing chronic homelessness is an emerging issue in Carrollton. Families meeting the McKinney-Vento definition of homelessness are identified by the school district and receive referrals to Metrocrest Services or other appropriate providers. Carrollton's philosophy is to put resources into the hands of local experts who are best positioned to assess and serve those experiencing homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

Area homeless service providers would like a more sophisticated and coordinated effort to address the needs of the homeless and at-risk population in Carrollton; this includes some type of transitional shelter or housing. Funding constraints have been the primary barrier to the creation of a more comprehensive approach to homelessness in Carrollton.

The chronically homeless require wraparound services that are not always cost effective to provide in a smaller community like Carrollton; as such, Carrollton service providers and the city staff sometimes must refer individuals with more intensive supportive service needs, such as permanently supportive housing, back to urban centers to access needed services.

The City of Carrollton will continue to support strengthening the capacity of local service providers to assist persons who are homeless or at-risk of homelessness through general fund contributions. The City also plans to make an estimated \$750,000 available General Funds to further fund social service

activities. The City will also be allocating \$113,000 in CDBG funding to Metrocrest Services to specifically fund programs addressing homeless in Carrollton.

This includes funding organizations to provide counseling services, childcare, transitional housing, health care, drug and alcohol detoxification, classes on parenting skills, access to medical facilities and community-based family support centers, job training, rental and utility payment assistance.

Services funded by Carrollton and delivered by Metrocrest Services to families who are experiencing housing instability, including the homeless population and those on the verge of homelessness, include:

- Case Management: Comprehensive evaluation and assessment of individual needs
- Housing instability prevention strategies
- Rent/Mortgage assistance
- Utility assistance
- Financial literacy education, including budgeting and financial management
- Wraparound services such as GED prep, employment services, education and certification at local colleges
- Medical/Dental/Vision assistance
- Emergency food assistance
- Emergency clothing assistance
- Emergency housing assistance
- Transportation assistance (DART passes, gas cards)
- Minor home repair assistance (seniors only)
- Seasonal programs: Holiday food and gifts, summer food, back to school supplies
- Tax preparation assistance
- Information and referral support

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Please see above

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from

public or private agencies that address housing, health, social services, employment, education, or youth needs.

Please see above

Discussion

Please see above

DRAFT

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Carrollton was in process in PY25 of completing its Analysis of Impediments (AI). During that time the Federal government remove the requirement for performing and updating the AI by entitlement groups. The city chose to complete the AI being processed to review and determine what impediments the city could be facing.

The AI found:

1. Lack of affordable housing, both rental and for purchase was a major issue.
2. Lack of affordable housing impacted minority groups at a higher percentage.
3. Concern over sustainability of homes and maintenance of homes due to property owners being financially overextended.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

To address the concerns raised in the AI the city will continue with the following actions and programs:

6. City established Neighborhood Empowerment Zones (NEZ) which are older areas of the city, which includes the city's LMI Target Area. The areas can be reviewed by city council for enlargement to possibly include other neighborhoods.
7. Demolition/Rebuild Grant offered to property owners in a NEZ area. The program pays for the cost of demolition and provides property tax relief for a period of time after the property has a rebuilt house placed on the property.
8. Home Repair grants for owners in the NEZ areas. Any property owner, LMI or not, can apply for funding to make repairs on their homes.
9. Building permits within the NEZ areas are waived.
10. Continuing CDBG funded home repair programs for those of low- to moderate- income.
11. Continued reinvestment by the city in the CDBG Target Areas.

Discussion:

Please see above

AP-85 Other Actions – 91.220(k)

Introduction:

This section reports additional efforts the city will undertake during the PY26 Action Plan to address residents' housing and community development needs.

Actions planned to address obstacles to meeting underserved needs

Limited funding and resources to address the most complicated situations (e.g., chronically homeless) are the primary obstacles to meeting underserved needs in Carrollton. CDBG funding in the amount of \$113,000 was allocated to Metrocrest Services to address homeless needs in Carrollton. The City will also allocate approximately \$750,000 in General Funds to various social service partners to help meet the basic unmet needs of residents, including food, medical care, clothing, and emergency housing assistance.

Actions planned to foster and maintain affordable housing

Housing actions will be accomplished through existing efforts to preserve affordable housing through neighborhood and housing unit improvement through the Minor Home Repair Program and by Enhanced Code Enforcement for inspections of multi-family apartment communities which serve those of low- to moderate- income.

Actions planned to reduce lead-based paint hazards

Mitigating lead-based paint hazards will mostly be accomplished through lead-paint testing and, if lead is found, abatement through the Minor Home Repair Program.

The City will also provide information regarding the hazards of lead-based paint and display and distribute materials on lead-based paint hazards during annual community events.

Actions planned to reduce the number of poverty-level families

The City's anti-poverty efforts undertaken during the 2024-2028 Consolidated Plan period are detailed in SP-70. During the Action Plan year, the following activities will be continued:

- Continue to plan for how to better coordinate local resources to increase educational opportunities for low-income persons to improve their ability to earn better wages.
- Examine the linkage between job training programs and local job creation efforts. Ensure job

training matches expected and growing employment opportunities.

- Promote financial counseling and classes on budgeting and money management.
- Examine and identify opportunities for improvements in linkages between housing, employment and educational systems and/or facilities.
- Promote programs and training that help families-in-need to become more self-sufficient.

In addition, the Community Development staff will provide technical assistance and information to private and public organizations that seek to provide affordable housing and support services to residents of Carrollton.

Actions planned to develop institutional structure

The City will continue to promote and emphasize the need for greater coordination between all agencies active in Carrollton to minimize the duplication of efforts. Cooperative efforts in applying for available funds will be initiated between public and private housing providers to maximize the potential for being awarded funds by the state and federal government. Efforts to enhance coordination between the public and private sector will ensure needs are being properly addressed and resources are being maximized. One of Carrollton's strengths is the strong partnerships developed between city departments and local agencies, with the objective of most efficiently and effectively meeting local needs.

Actions planned to enhance coordination between public and private housing and social service agencies

Please see above.

Discussion:

Please see above.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The City of Carrollton does not have any activities which generate program income on a regular basis. Generated program income comes for liens filed for Minor Home Repair or Emergency Repair grants which are forgivable grants. If the property owner sales the property prior to fulfilling the grant requirements they are required to repay a pro-rated share of the grant amount used to make repairs on their homes.

The City of Carrollton uses all CDBG funding to benefit the needs of the low- to moderate- income residents in Carrollton.

DRAFT

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS,
ADOPTING THE DRAFT PROGRAM YEAR 2026 COMMUNITY DEVELOPMENT
BLOCK GRANT ONE-YEAR PLAN OF ACTION AND BUDGET AND PROVIDING AN
EFFECTIVE DATE.**

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

WHEREAS, the City of Carrollton is entitled to receive \$756,616 in Community Development Block Grant funds from the United States Department of Housing and Urban Development in Program Year 2026; and

WHEREAS, on June 18, 2026, the Neighborhood Advisory Commission held a public hearing on the Program Year 2026 Community Development Block Grant One-Year Plan of Action and Budget, and after all persons were given an opportunity to present verbal and written testimony, did consider and unanimously approve this Plan and Budget for City Council consideration; and

WHEREAS, the City Council conducted a public hearing on July 7, 2026, and thereby provided all persons with an opportunity to present verbal and written testimony; and

WHEREAS, the City Council has been presented and reviewed the Program Year 2026 Community Development Block Grant One-Year Plan of Action and Budget and is attached hereto as Exhibit "A", which is incorporated herein for all purposes; and

WHEREAS, the City Council has concluded that the adoption of the Plan and Budget for the Program Year 2026 is in the best interest of the City and is for the purpose of securing additional community development resources for the primary benefit of low- and moderate-income citizens.

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

SECTION 1

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

SECTION 2

The Program Year 2026 Community Development Block Grant One-Year Plan of Action and Budget, which draft document is attached hereto and incorporated herein for all purposes, establishes the strategies and goals for the Carrollton Community Development Block Grant Program and is hereby adopted by the City Council.

SECTION 3

The City Manager is authorized to take all action necessary to effectuate the intents and purposes of this Resolution.

SECTION 4

This Resolution shall take effect upon passage.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 7th day of July, 2026.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED TO FORM:

APPROVED TO CONTENT:

Meredith A. Ladd,
City Attorney

Cory Heiple,
Environmental Services Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

Agenda Date:

Version: 1

Status: Public Forum

In Control: City Council

File Type: Public Forum

Agenda Number: 23.

Public Forum is the opportunity for citizens/visitors to speak on items not listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items on the posted meeting agenda will have the opportunity to speak during the Citizen Comment.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.