

City of Carrollton

1945 E. Jackson Road
Carrollton, TX 75006



REGULAR WORKSESSION & MEETING

Tuesday, November 18, 2025

5:45 PM

CITY HALL, 2nd Floor

City Council

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

*****PRE-MEETING / EXECUTIVE SESSION*******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 An **Update From the Trinity River Authority.**
5. Discuss **Proposed Changes To Chapter 56 Cross Connection Control Program And Prevention Updates.**
6. Discuss The **January Through July 2026 City Council Meeting Dates.**
7. **Mayor And Council Reports And Information Sharing.**

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

INVOCATION - Mayor Pro Tem Christopher Axberg

PLEDGE OF ALLEGIANCE - Councilmember Jason Carpenter

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, 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.

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 October 14, 2025 Regular Council Meeting Minutes.**
- *10. Consider **Approval Of The October 28, 2025 Regular Council Meeting Minutes.**
- *11. Consider **Approval Of The November 4, 2025 Regular Council Meeting Minutes.**

CONTRACTS & AGREEMENTS

- *12.** Consider Authorizing The City Manager To Enter Into An Agreement With Cascade Strategy USA, Inc. Pursuant To RFQ #25-058 For City Of Carrollton Strategy Executive And Visualization Software In An Amount Not To Exceed \$36,880.00 Annually, For A Five-Year Total Amount Not To Exceed \$184,400.00.
- *13.** Consider Authorizing The City Manager To Approve A Contract For The Purchase Of Six Ford F-150 Trucks From Silsbee Ford Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$362,734.58.
- *14.** Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Ford F-250 Truck From Sames Ford Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$122,178.00.
- *15.** Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Hitachi ZX135US-7H Excavator From Associated Supply Company (ASCO) Through An Interlocal Agreement With Sourcewell Purchasing Cooperative In An Amount Not To Exceed \$189,310.00.
- *16.** Consider Authorizing The City Manager To Enter Into An Agreement With Impact Activities Pursuant To RFP #25-036 For Oak Creek Tennis Center Management Services For A Term Not To Exceed Five (5) Years With A Management Fee Not To Exceed \$150,000 Per Year.
- *17.** Consider Authorizing The City Manager To Renew Project Management Software From Carahsoft Technology Corporation Through A Co-Operative Agreement With Texas Department Information Resources Under DIR Contract No. DIR-CPO-5687 In An Amount Not To Exceed \$114,934.98.
- *18.** Consider Authorizing The City Manager To Execute Change Order No. 3 With Gomez Floor Covering, Inc. dba GFC Contracting For The City Hall Basement Remodel Project In An Amount Not To Exceed \$28,138.00 Increasing The Total Project Contract To \$961,946.00.

ORDINANCES

- *19.** Consider An Ordinance Amending Title IX, Chapter 91, Animal Regulations, Of The Carrollton Code Of Ordinances.
- *20.** Consider An Ordinance Amending The Operating And Capital Budgets For Fiscal Year October 1, 2025 Through September 30, 2026.

RESOLUTIONS

- *21.** Consider A Resolution Accepting The Investment Officer's Fourth Quarter And Annual Report And Investment Strategies For Fiscal Year Ending September 30, 2025.
- *22.** Consider A Resolution Adopting The Investment Policy As A Fulfillment Of The Public Funds Investment Act, Sections 2256.005 and 2256.025.
- *23.** Consider A Resolution Casting The City of Carrollton's Vote For A Member Of The Board Of Directors For The Collin Central Appraisal District.
- *24.** Consider A Resolution Casting The City of Carrollton's Votes For a Member Of The Board Of Directors For The Dallas Central Appraisal District.
- *25.** Consider A Resolution Casting The City of Carrollton's Votes for a member of the Board of Directors for the Denton Central Appraisal District.
- *26.** Consider A Resolution Authorizing The City Manager To Enter Into A Demolition Grant and Rehabilitation Incentive Agreement On An Eligible Property Located At 1505 Jackson St. And Located Within A Neighborhood Empowerment Zone, In A Total Grant Amount Not To Exceed \$12,061.10.
- *27.** Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With Magee Architects, Inc. For Architectural and Engineering Services Related To The Crosby Recreation Center Renovations Project In An Amount Not To Exceed \$157,000.00.
- *28.** Consider A Resolution Appointing A Member To The Property Standards Board.

PUBLIC FORUM

29. **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.

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 12th day of November 2025 at 5:00pm.

Chloe Sawatzky

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: 2a

Agenda Date:

Version: 1

Status: Pre-meeting

In Control: City Council

File Type:
Contracts/Agreements

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: 7443

Agenda Date: 11/18/2025

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 4.

CC MEETING: November 18, 2025

DATE: November 3, 2025

TO: Erin Rinehart, City Manager

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

Receive An **Update From the Trinity River Authority.**

BACKGROUND:

The City's water and wastewater services are contracted programs funded through the City's Utility Fund. The City contracts with the Trinity River Authority (TRA) for its wastewater treatment services at the Central Regional Wastewater System (CRWS). TRA will provide an overview of its operations and capital projects.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7461

Agenda Date: 11/18/2025

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 5.

CC MEETING: November 18, 2025

DATE: November 10, 2025

TO: Erin Rinehart, City Manager

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

Discuss **Proposed Changes To Chapter 56 Cross Connection Control Program And Prevention Updates.**

BACKGROUND:

Staff will present proposed changes to Chapter 56 Cross Connection Control Program



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7465

Agenda Date: 11/18/2025

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 6.

CC MEETING: November 18, 2025

DATE: November 11, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Discuss The **January Through July 2026 City Council Meeting Dates.**

January

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day CH Closed	2	3
4	5	6 City Council Meeting CFBISD + LISD Return	7	8	9	10
11	12	13	14	15	16	17
18 MLK Day CH Closed	19	20 City Council Meeting	21	22	23	24
25	26	27	28	29	30	31

February

2026

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

March

2026

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

April

2026

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

May

2026

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

June

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 City Council Meeting	3	4	5	6
7	8	9	10	11	12	13 Runoff Election Day (if applicable)
14	15	16	17	18	19 Juneteenth CH Closed	20
21	22	23 City Council Meeting Canvass Runoff Election (if applicable)	24	25	26	27
28	29	30				

*Determine – City Council Retreat

July

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 CH Closed	4 4 th of July
5	6	7 City Council Meeting	8	9	10	11
12	13	14	15	16	17	18
19	20	21 City Council Meeting	22	23	24	25
26	27	28	29	30	31	Aug 1
Aug 2	Aug 3	Aug 4 City Council Meeting				



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: 7.

Mayor And Council Reports And Information Sharing.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

Agenda Date:

Version: 1

Status: Citizen Comment

In Control: City Council

File Type: Citizen Comment

Agenda Number: 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, 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.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7462

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: *9.

CC MEETING: November 18, 2025

DATE: November 11, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Consider **Approval Of The October 14, 2025 Regular Council Meeting Minutes.**

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
OCTOBER 14, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, October 14, 2025 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Richard Fleming, and Rowena Watters. Also present were City Manager Erin Rinehart, 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. Consent Item No. 18 has a typo to be corrected so it will be considered for approval as amended.

Items Nos. 4 and 5 followed.

2. Council convened into Executive Session at 9:05 p.m. pursuant to Texas Government Code:

- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
- **Section 551.074** to discuss personnel matters
 - Board and Commission Appointments
- **Section 551.076** to discuss security matters.

3. Council reconvened in Open Session at approximately 11:15 p.m. to consider action, if any, on matters discussed in the Executive Session. No action was taken.

*****WORKSESSION*****

4. Discuss Amendments To The Carrollton Code Of Ordinances, Title IX, Chapter 91, Animal Regulations.

Environmental Services Director Cory Heiple advised that staff is proposing several updates to the current animal services ordinance. He noted that there are State driven updates that would be included in the ordinance amendment in addition to staff's proposed changes. He added that some of the discussion would be in response to public driven concerns.

Mr. Heiple reviewed the current ordinance regarding animals in the city and public nuisance animals which addresses insufficient enclosures and citations issued. Staff is proposing more stringent

consequences for animal owners who have repeated at-large violations in a 12-month period that would result in a court hearing. Other cities have similar ordinances. Proposed redemption requirements include rabies vaccinations, city registrations, microchipping, and sterilization after the 3rd at-large offense within one year.

Mr. Heiple advised that the public driven updates include penalties for dog waste not being removed. All cities require this however the proposal is to require dog owners to have waste bags on their person when off their own property.

Urban beekeeping is another public driven proposal that includes requiring a permit for beekeeping, requirement for water being provided, and a limit on the number of hives and locations. He added that these proposed guidelines for beekeeping align with the Texas AgriLife Best Practices in Urban Environments.

Another public driven concern is regarding establishments selling dogs and cats. Mr. Heiple advised that several bills have been filed in the State legislature, however none have passed. He stated that some options related to this could include prohibiting new establishments, prohibiting new and existing establishments, requiring a permit or special use permit, or making no changes at all for these establishments.

After discussion, Mayor Babick reminded Council that this matter will come back to them for further discussion in the future.

5. Discuss Changing Main And 4th Streets To One-Way Streets As Part Of The Quiet Zone Phase 3 Project.

Jonathan Wheat, Director of Engineering, provided some background on Quiet Zones currently in place in Carrollton. The Downtown residents would like to add Quiet Zones for 10 railroad crossings. Mr. Wheat said that the design for adding another Quiet Zone began in August 2024 and it is estimated to cost \$2.8M to \$3.4M to implement.

Mr. Wheat presented a map of the Downtown area that currently includes non-traversable medians on two-way streets causing an issue for drivers to turn left to access businesses. He said that four of the railroad crossings have two-way traffic, two on Main Street and two on 4th Street. He noted that the Downtown Master Plan does not identify the need for one-way streets which leaves that decision to the city's discretion. Mr. Wheat stated that while a plan for making Main and 4th one-way streets is not complete, it could improve walkability and improve on-street parking. He reviewed a map reflecting the directions traffic would flow around the Downtown area if the one-way streets are implemented.

Mr. Wheat requested guidance from Council regarding:

Option 1: Main Street and 4th Street would remain two-way

Option 2: Main Street would be one-way westbound and 4th Street would be one-way eastbound. This option would reduce construction cost for the Downtown improvements by approximately \$550,000.

Mayor Babick inquired what the timeline might be for completion of the roadways Downtown. Mr. Wheat responded that while the design is not completed, it is anticipated construction would be finished

in 2028 or 2029. That timeline will also be dependent on possible funding from the NCTCOG. Mayor Babick also asked whether the Historic Downtown Carrollton Association has been consulted on the one-way street proposal. Mr. Wheat responded not yet.

Discussion followed. Concerns with the one-way street proposal were raised and it was suggested that more input from the Downtown Association be solicited. Additionally, a traffic study will be conducted and this will be brought back to Council in the future.

At 7:00p.m. and following Item 5, the Worksession was adjourned to convene the Regular Meeting.

Item No. 6 followed the conclusion of the Regular Meeting.

6. Discuss Planning And Zoning Findings Related To Short Term Rentals.

Planning Manager Loren Shapiro reviewed the city's current standards in regard to short-term rentals. He also provided maps reflecting Child Safety Zones and the locations of short-term rentals currently permitted. He noted that at present and beginning in May 2025, the city has prohibited the permitting of short-term rentals pending further information.

Mr. Shapiro provided a chart reflecting how other cities are regulating STRs that varies according to density, buffering area between STRs, limitations on the number of STRs allowed, etc.

Brief discussion followed.

Mayor Babick advised that the Executive Session would be convened at this time.

Item 7 followed the conclusion of the Executive Session.

7. Mayor And Council Reports And Information Sharing.

Council reviewed their recent activities and upcoming events.

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

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

INVOCATION – Councilmember Andrew Palacios

PLEDGE OF ALLEGIANCE – Councilmember Nancy Cline

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, 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.)*

Deputy Mayor Pro Tem Palomo moved to approve Consent Agenda Items 9-23, with No. 18 as amended; second by Mayor Pro Tem Axberg. The motion was approved with a unanimous 7-0 vote.

MINUTES

- *9. Consider Approval Of The September 23, 2025 Regular Meeting Minutes.**

CONTRACTS & AGREEMENTS

- *10. Consider Authorizing the City Manager To Enter Into An Agreement With Stryker Medical For The Purchase Of Eight (8) Stryker Lucas 3.1 Chest Compression Systems And Associated Charging Equipment For Carrollton Fire Rescue In An Amount To Not Exceed \$209,000.00.**
- *11. Consider Authorizing The City Manager To Enter Into An Agreement With Multiple Vendors Pursuant To RFP #25-054 For City Of Carrollton HVAC Services In An Amount Not To Exceed \$100,000.00 Annually, For A Four-Year Total Amount Not To Exceed \$400,000.00.**
- *12. Consider Authorizing The City Manager To Negotiate And Execute A Services Contract With CSRS, LLC Through The TxShare State Cooperative For Grant Management Support Services In An Amount Not To Exceed \$800,000.00.**
- *13. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of Two Ford F-150 Trucks From Silsbee Ford Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$105,383.25.**
- *14. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Ambulance Body From Southern Emergency & Rescue Vehicle Sales Through An**

Interlocal Agreement With Sourcewell Purchasing Cooperative In An Amount Not To Exceed \$350,183.00.

- *15. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of Eleven Tahoes From Lake Country Chevrolet Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$950,086.83.**

RESOLUTIONS

- *16. Consider A Resolution Authorizing The City Manager To Take All Necessary Action Related To The Submission Of An Application Through The 2026 Rifle-Resistant Body Armor Grant Program And Acceptance Of A Specific Award Under The 2026 Rifle-Resistant Body Armor Grant Program (UASI) Grant For A Total Of \$51,836.40.**
- *17. Consider A Resolution Of The City Council Of The City Of Carrollton, Texas, Finding That Oncor Electric Delivery Company LLC's ("Oncor" Or "Company") Application To Change Rates Within The City Should Be Denied; Finding That The City's Reasonable Rate Case Expenses Shall Be Reimbursed By The Company; Finding That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law; Requiring Notice Of This Resolution To The Company And Legal Counsel For The Steering Committee.**
- *18. Consider A Resolution Authorizing The City Manager To Negotiate And Execute Contract Amendment No. 3 With AECOM For General Engineering Consultant Services Related To Project Management In An Amount Not To Exceed \$1,550,000.00, For A Revised Contract Amount Not To Exceed \$2,912,500.00.**
- *19. Consider A Resolution Authorizing The City Manager To Enter Into An Interlocal Cooperation Agreement With Denton County For The Reconstruction Of Hebron Parkway Between Josey Lane and Meadow Drive In An Amount Not To Exceed \$6,375,000.00.**
- *20. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Design Services Contract With Dunaway Associates, LLC. For The EW Brake Neighborhood Rehabilitation Project, In An Amount Not To Exceed \$512,975.00.**
- *21. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Design Services Contract With Dunaway Associates, LLC. For The Josey Lane Screening Project, In An Amount Not To Exceed \$30,920.00.**
- *22. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Design Services Contract With Dunaway Associates, LLC. For The Francis Perry Neighborhood Rehabilitation Project, In An Amount Not To Exceed \$753,970.00.**
- *23. Consider A Resolution Authorizing The City Manager To Enter Into Interlocal Cooperation Agreements With Denton County For The Reconstruction Of Frankford Road Between Old Denton Road and Standridge Drive In An Amount Not To Exceed \$3,250,000.00.**

PUBLIC HEARING – INDIVIDUAL CONSIDERATION

- 24. Hold A Public Hearing To Consider An Ordinance Amending The Zoning For An Approximately 11.2-Acre Tract Zoned Planned Development District 39 (PD-39) For The (MF-18) Multi-Family Residential District And Located At 3500 Old Denton Road, To Repeal And Replace Ordinance No. 2905, Reestablishing Planned Development 39; To Increase The Maximum Building Height For The Assisted Living Facility To Three-Stories; To Modify Conceptual Plans And Revise Development Standards; Amending The Official Zoning Map Accordingly.** Case No. PLZ 2025-132 Aspens Rosemeade Senior Living.

Loren Shapiro, Planning Manager, advised this item is a request to revise Planned Development 39 where the Emerson Senior Living facility is located. He provided a location/zoning map and explained that the applicant is requesting to redevelop the site with a building having three stories and adding separate, single-story villas. The three-story building will include garages and other parking spaces on the lower level. A conceptual landscape plan was provided. Mr. Shapiro added that there is other multi-family living in the area, and across Old Denton Road there is single-family residential. He stated that staff is recommending approval.

Councilmember Carpenter confirmed with Mr. Shapiro that there is no change in density from what exists on the site currently.

Mayor Babick asked if the applicant is present and would like to speak.

Victoria Morris with Jackson Walker, 2323 Ross Avenue #600, Dallas, explained the redevelopment plan, and noted there will be an increase in open space and landscaping along with new amenities. Barry Metcalf, Aspen Senior Living, 505 Pecan Street #202 Fort Worth, stated he is a real estate developer for this property. He stated there are 11 acres at this site with only 6 acres being developable. He stated that there will be 94 apartments and 32 villas. Renderings of the development along the main entrance were provided. He provided a line of sight visual that depicted the site line for the residential properties across Old Denton Road, adding there is no additional impact for those residents. The increase in property value was provided.

Mayor Babick opened the public hearing. The following individuals were opposed to this item being approved.

Speakers- Opposed	Cards Submitted-Not Speaking- Opposed
Wanda Vollenweider	Rafael Ferrer, Jr.
Lisa Nielson	James Reynolds
Greg Nielson	Sherry Fields
Robert McGowan, Sr.	Gene Bruscato
Robert McGowan, Jr.	Sarah Reynolds
Janet Moore	Judy Franz
Jeff Gribble	Ursula Wooten
Steve Berryman	Blake Taylor
Dawn Neathawk	Mary Stuart
Jung Kim	Emily Ellis

Christine Camp	Aisac Ellis
Judy Thurman	Jennifer Blanton
Regina Ferree	S.A Grice
	Helen Marie Wilson
	Rosemary Jones
	Carol Rosa
	Marianna Oktanski
	Vicki Chang
	Linda Brown
	David Munden
	Berry Metcalf

As owner of the property, Barry Potts, spoke in favor of the project. He stated that attempts to sell the property previously did not materialize and as it stands, it is not financially viable.

Mayor Babick closed the public hearing.

Councilmember Carpenter asked Mr. Shapiro what options the owner has. Mr. Shapiro stated they can keep it as it is or tear it down and rebuild. Councilmember Carpenter stated it is land use matter.

Mayor Pro Tem Axberg inquired whether any infrastructure plans were submitted. Mr. Shapiro advised no that this is just for a land use decision. He confirmed that the density will remain as it is currently.

Councilmember Cline stated that this is a private property matter, other than the land use issue Council is considering.

Councilmember Fleming inquired whether there were any impact studies regarding the addition of a third story. Mr. Shapiro responded that no other information was required to be submitted for the zoning issue. Councilmember Fleming advised that he would vote against this item.

Deputy Mayor Pro Tem Palomo asked what the timeframe is for redevelopment. The applicant, Victoria Morris, responded that this is the first step so there is no timeframe yet. Deputy Mayor Pro Tem Palomo advised she will vote against this item.

Councilmember Watters stated that the Council is limited on what they can do regarding the residents' concerns, adding that it is a land use matter.

Several Council members expressed empathy for those who may be impacted if the redevelopment occurs.

Mayor Pro Tem Axberg moved to approve Item 24; second by Councilmember Carpenter. The motion passed with a vote of 5-2 with Councilmember Fleming and Deputy Mayor Pro Tem Palomo voting in opposition.

25. **Hold A Public Hearing To Consider An Ordinance Amending The Zoning For An Approximately 10-Acre Tract Zoned Planned Development District 132 (PD-132) For The (O-4) Office District And Located At The Northwest Corner Of Josey Lane And Arbor Creek Drive; To Repeal And Replace Ordinance No. 4196, Reestablishing Planned Development 132; To Allow Additional Covered Parking, To Modify Conceptual Plans And To Revise Development Standards; Amending The Official Zoning Map Accordingly.** Case No. PLZ 2025-137 Avenida Carrollton Covered Parking.

Loren Shapiro, Planning Manager, presented this item. He advised the request is to construct new carports over 77 existing parking spaces as submitted on a new concept plan. No other changes were requested. Staff is recommending approval.

Mayor Babick asked if the applicant is present and would like to speak.

Frank English representing the property owner of Avenida Carrollton spoke. He explained the need for the carports and explained the locations for the carports on the concept plan. He said that the first phase of the project is for 35 carport spaces.

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

Mayor Pro Tem Axberg moved to approve; Councilmember Cline seconded the motion. Motion was approved unanimously with a vote of 7-0.

26. **Hold A Public Hearing To Consider An Ordinance Of The City Council Of The City Of Carrollton, Texas Amending Ordinance Number 1470, Otherwise Known As The Comprehensive Zoning Ordinance, By Amending Article XX.1 Corporate Commercial District To Remove Certain Existing Restrictions On Uses And Article V. Use Of Land Concurrently, Revisions To Article V Would Reclassify XC Uses To Be Permitted By Right, SC Uses To Be Permitted By Way Of An SUP, AC Uses To Be Permitted As An Accessory Use By Right, And SAC Uses To Be Permitted By Way Of An SUP Within The Corporate Commercial District And To Remove The Allowed By Right Designation For The “Temporary On-Site Construction Office, Temporary On-Site Hiring or Employment Office or Temporary On-Site Administration Office” And Article XXXIV. Definitions To Remove The Term “Structure” From The Building Coverage Definition.** Case No. PLZT 2025-120 CZO (CC) Corporate Commercial Zoning District And The Conditional Use Restrictions. Case Coordinator: Emily Offer.

Loren Shapiro, Planning Manager, stated this item is to modify the corporate commercial zoning district. He reviewed that the district is primarily on the northern side of the city and it was anticipated that this would become a corporate office park. The district was established in 1993. Since then, it developed as single-family with little in the way of non-residential. Mr. Shapiro explained that the market has dictated that a more retail oriented development is in demand. He provided a map reflecting the area. Staff has initiated this proposed modification to eliminate “accessory conditional uses” from Article 5 Use of Land and Structures. The goal is to simplify the chart by removing sections related to “corporate commercial”. The modification will also permit outdoor dining/patio uses.

Mr. Shapiro stated that there are two other modifications for consideration: 1) remove temporary on-site construction / hiring office in Light Industrial [duplication]; and 2) remove the term “or structure” as it applies to “building coverage” as it is not needed.

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

Councilmember Carpenter moved to approve Item 26; Deputy Mayor Pro Tem Palomo seconded the motion. Motion passed unanimously 7-0.

PUBLIC FORUM

27. **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.

Cissy Sylo: She expressed her appreciation to Council and city staff for their service.

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

The Regular Meeting adjourned at 8:41 p.m. The Worksession was reconvened with Item 6.

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

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7463

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: *10.

CC MEETING: November 18, 2025

DATE: November 11, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Consider **Approval Of The October 28, 2025 Regular Council Meeting Minutes.**

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
OCTOBER 28, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, October 28, 2025 at 5:30 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Richard Fleming, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

5:30 P.M. – COUNCIL BRIEFING ROOM

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

Mayor Babick called the meeting to order at 5:30 p.m. He advised the Executive Session would be convened first.

1. Receive information and discuss Agenda.

Item No. 1 was discussed following the Executive Session.

Agenda items were reviewed. Staff responded to Council's questions. Mayor Babick advised that the Board and Commission appointments on the Consent Agenda (Items 13-22) will be adopted "as stipulated" based on the Council's discussions during Executive Session.

Worksession Item No. 6 followed.

- 2.** Council convened into Executive Session at 5:30 p.m. pursuant to Texas Government Code:
- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
 - **Section 551.074** to discuss personnel matters
 - Boards & Commissions Appointments
- 3.** Council reconvened in Open Session at 6:48 p.m. to consider action, if any, on matters discussed in the Executive Session.

No action was taken. Mayor Babick advised that appointments to the Boards and Commissions would be done during the Regular meeting.

*****WORKSESSION*****

4. Discuss Administrative And Regulatory Findings Related To Short Term Rentals.

Cory Heiple, Environmental Services Director, presented this item. He reviewed the city's current short-term rental (STR) restrictions.

Mr. Heiple noted that all other City of Carrollton ordinances apply. He provided an overview of violations on short-term rentals over the last three years. There were 162, which equates to 2.5 violations per STR. A comparison of regulations of Carrollton's benchmark cities was reviewed.

Mr. Heiple provided a copy of the City's letters/written communications to property owners informing them of the registration requirement as well as violation notices. He reviewed special use permit (SUP) requirements. Additionally, Mr. Heiple reviewed that the city also requires a Lodging License to operate a STR, and reviewed the requirements and process to obtain a Lodging License.

Mr. Heiple provided a list of possible additional regulations for Council to consider. Discussion followed and directions were provided to staff.

5. Receive Briefing On The District 35E For The City-Owned Property At The Southwest Corner Of President George Bush Turnpike And IH-35E (Former NTTA Site).

Ravi Shaw, Executive Director of Developmental Services, presented this item.

Worksession concluded at 9:35 p.m.

6. Mayor And Council Reports And Information Sharing.

Item No. 6 followed No. 1.

Council reviewed their recent activities and upcoming events.

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

Mayor Babick called the Regular meeting to order at 7:20 p.m.

INVOCATION – Councilmember Jason Carpenter

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Christopher Axberg

CITIZEN COMMENT

7. 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.)*

Deputy Mayor Pro Tem Palomo moved to approve Consent Agenda Items 8-12; second by Councilmember Cline. The motion was approved with a unanimous 7-0 vote.

CONTRACTS & AGREEMENTS

- *8. Consider Authorizing The City Manager To Enter Into A Contract With Dayforce Through A Cooperative Purchasing Agreement With Equalis Group In An Amount Not To Exceed \$490,604 For The First Year And A Total Not To Exceed Amount Of \$1,109,886 For The Three Year Contract.**
- *9. Consider Authorizing The City Manager To Enter Into An Agreement With HdL Companies Pursuant To RFP 25-055 For Sales Tax Compliance Review And Recovery Services In An Amount Not To Exceed \$110,000.00 Annually, For A Seven-Year Total Of \$770,000.00.**

RESOLUTIONS

- *10. Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With The Kogi House, LLC For The Renovation Of 3044 Old Denton Road, Suite 310 In An Amount Not To Exceed \$159,932.**
- *11. Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With Hadrian Properties, LLC For The Renovation Of 1028 S. Elm Street In An Amount Not To Exceed \$9,640.**
- *12. Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With Kevin S. Jamison And Karen L. Stephens For The Renovation Of 1105 S. Broadway Street In An Amount Not To Exceed \$17,558.49.**

Items 13-22 were voted on separately.

- *13. Consider A Resolution Appointing Members To Serve On The Capital Improvements Plan Advisory Committee And Naming A Chair.**

Councilmember Fleming asked whether the agenda should have listed the names of appointees. The City Attorney clarified that names are not required for posting and that appointments follow the City Charter and Executive Session discussions. Councilmember Fleming expressed concern about

transparency and stated he would abstain from voting. Mayor Babick noted this process has been in place since at least 2017 to allow open discussion of applicants before calling for a motion.

Deputy Mayor Pro Tem Palomo moved to approve Consent Agenda Item 13 as amended; Mayor Pro Tem Axberg seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *14. Consider A Resolution Ratifying Members To Serve On The Civil Service Commission And Naming A Chair.**

Mayor Pro Tem Axberg moved to approve Consent Agenda Item 14 as amended; Councilmember Cline seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *15. Consider A Resolution Appointing Members To Serve On The Library Board And Naming A Chair.**

Councilmember Cline moved to approve Consent Agenda Item 15 as amended; Mayor Pro Tem Axberg seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *16. Consider A Resolution Appointing Members To Serve On The Museum And Historic Advisory Committee And Naming A Chair.**

Councilmember Cline moved to approve Consent Agenda Item 16 as amended; Mayor Pro Tem Axberg seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *17. Consider A Resolution Appointing Members To Serve On The Neighborhood Advisory Commission And Naming Chair.**

Councilmember Cline moved to approve Consent Agenda Item 17 as amended; Councilmember Watters seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *18. Consider A Resolution Appointing Members To Serve On The Parks Board And Naming A Chair.**

Mayor Pro Tem Axberg moved to approve Consent Agenda Item 18 as amended; Councilmember Cline seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *19. Consider A Resolution Appointing Members To Serve On The Property Standards Board And Naming A Chair.**

Councilmember Cline moved to approve Consent Agenda Item 19 as amended; Councilmember Palacios seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *20. Consider A Resolution Appointing Members To Serve On The Planning And Zoning Commission And Naming A Chair.**

Councilmember Palacios moved to approve Consent Agenda Item 20 as amended; Mayor Pro Tem Axberg seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *21. Consider A Resolution Appointing Members To Serve On The Traffic Advisory Committee And Naming A Chair.**

Councilmember Palacios moved to approve Consent Agenda Item 21 as amended; Mayor Pro Tem Axberg seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

- *22. Consider A Resolution Appointing Members To Serve On The Tax Increment Reinvestment Zone No. 1 Board And Naming A Chair.**

Mayor Pro Tem Axberg moved to approve Consent Agenda Item 22 as amended; Councilmember Cline seconded the motion. Motion was approved with a vote of 6-1. Councilmember Fleming abstained from voting on this item.

Mayor Pro Tem Axberg expressed his appreciation to all applicants who participated in the appointment process. He stated the importance of discussing the appointments in Executive Session. Mayor Babick also expressed appreciation to all the volunteers and the applicants.

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.**

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.

Seri Arawalli: Spoke regarding Oak Creek Tennis Center management.

Claire Cai: Spoke regarding Oak Creek Tennis Center management.

Bruce Davidson: Spoke regarding Oak Creek Tennis Center management.

Annie Jiang: Spoke regarding Oak Creek Tennis Center management.

Keun Lee: Spoke regarding DART.

Tatia Mahaley: Spoke regarding Oak Creek Tennis Center management.

Shilu Li: Spoke regarding Oak Creek Tennis Center management.

Hamal Shah: Spoke regarding Oak Creek Tennis Center management.

Lisa Ratcher: Spoke as President of the Carrollton Tennis Association, and in support of “Impact Activities” as a possible management company for the Tennis Center.

Leah Sanchez: Spoke in support of the Oak Creek Tennis Center.

_____ Lindsley: Spoke in support of the Oak Creek Tennis Center.

_____ : Spoke in support of Tennis Center not being operated for profit.

Suzanna Dooling: Spoke in support of the Tennis Center not being operated for profit.

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

At 8:15 p.m. the Regular Meeting concluded. Mayor Babick continued with Worksession Item No. 4.

Meeting adjourned following the conclusion of Item No. 5.

ADJOURNMENT - Mayor Babick adjourned the meeting at 9:35 p.m.

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7464

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: *11.

CC MEETING: November 18, 2025

DATE: November 11, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Consider **Approval Of The November 4, 2025 Regular Council Meeting Minutes.**

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
NOVEMBER 4, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, November 4, 2025 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Richard Fleming, and Rowena Watters. Also present were City Manager Erin Rinehart, 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.

Executive Session was not convened.

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.

*****WORKSESSION*****

4. Discussion On Nob Hill Street Reconstruction Project.

Jonathan Wheat, Director of Engineering, presented this item. He advised that the Nob Hill Reconstruction Project was originally designed in three phases: Alleys (completed January 2021); Phase I (some streets completed May 2024); and Phase 2 (this discussion). Phase 2 actions so far have included initial notice letters, certified letters, phone calls and 2nd notices. The challenges associated with Phase 2 include encroachment issues (retaining walls), elevation changes, and ADA accessibility. Mr. Wheat advised that letters sent included a request that the homeowners sign off saying they understand that the roadways are being replaced, along with sidewalks, water lines, and sewer lines, and that the homeowners understand they are responsible for the retaining walls. Example photos of several homes with retaining walls that are built in the city right-of-way were reviewed. Mr. Wheat added that there are 32 retaining walls that are encroaching on the right-of-way. He noted that the walls are made of varying materials and are in varying conditions. He noted that the City of Carrollton

does not require a permit for retaining walls less than four feet high and most of these are within four feet.

Mr. Wheat presented two options and requested Council guidance on how staff should proceed. Option 1 would be to skip the problem areas however, ADA concerns with the sidewalks will still exist. Option 2 would be to provide notices to the homeowners that they have six (6) months to ensure their retaining walls are structurally sound or are moved off the right-of-way prior to the reconstruction; the City will not be responsible for the retaining walls encroaching on the right-of-way.

Mr. Wheat stated that staff are doing everything they can to inform the property owners/residents, including:

- Mailed notices
- Certified letters
- Knocked on doors to speak in person to the residents
- Utilized utility records to place phone calls to the residents
- Pre-construction neighborhood meeting was held

Mr. Wheat advised that of the 32 letters that were sent for the property owners to sign off that they understand the situation, 20 were not returned.

Discussion followed regarding relocating sidewalk mailboxes, the age of the neighborhood, and who originally built the retaining walls (1970s developers or homeowners). Council members agreed with Option 2 with extra effort taken to communicate with the property owners.

Mr. Wheat stated that the reconstruction project will be bid in three or four months, and, that staff will hold another neighborhood meeting in the meantime. City Manager Erin Rinehart added this is a standard construction project, however it will be done slowly and with extra care taken for private property.

5. Mayor And Council Reports And Information Sharing.

Council reviewed their recent activities and upcoming events.

Worksession concluded at 6:50 p.m.

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

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

INVOCATION – Councilmember Richard Fleming

PLEDGE OF ALLEGIANCE – Deputy Mayor Pro Tem Daisy Palomo

PRESENTATIONS

6. Present **The ICC/IAEI Electricity Recognition Certificate To The City Of Carrollton In Honor Of Its Commitment To Electrical Safety, Code Compliance, And The Professional Training Of Its Inspection Staff.**

Rudy Garza, President and CEO of the International Association of Electrical Inspectors stated that two years ago the International Code Council created a new program to recognize cities for their participation and dedication to focus on electrical expertise in the inspection process. Carrollton is the fourth city in the country to receive this recognition. Brett King, Building Official, and the building inspection staff were on hand to receive this recognition.

CITIZEN COMMENT

7. **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.)*

Councilmember Palacios moved to approve Consent Agenda Items 8-11; second by Deputy Mayor Pro Tem Palomo. The motion was approved with a unanimous 7-0 vote.

CONTRACTS & AGREEMENTS

- *8. Consider Authorizing The City Manager To Enter Into An Agreement With Corpay Technologies Operating Company, LLC DBA Fuelman Credit Card Via An Interlocal Agreement With OMNIA Cooperative Purchasing Network For Fuel Purchases In An Amount Not To Exceed \$200,000.00 Annually.

RESOLUTIONS

- *9. Consider A Resolution Authorizing The City Manager To Execute An Amendment To The Contract With Axon Enterprise, Inc, For Additional Tasers, Body Cameras, Vehicle Fleet Cameras, And Software Licensing Services Increasing The Annual Expenditure To

An Amount Not to Exceed \$639,609.64 For A Revised Total Contract Amount Not To Exceed \$5,796,273.16.

- *10. Consider Authorizing The City Manager To Enter Into A Contract With Precision Delta Corporation Through Texas BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$66,870.34.**
- *11. Consider A Resolution Authorizing The City Manager To Negotiate And Execute Contract Amendment No. 2 With Halff Associates, Inc. For Engineering Services Related To A Site Development Feasibility Study In An Amount Not To Exceed \$72,000.00, For A Revised Contract Total Of \$632,000.00.**

PUBLIC HEARING - INDIVIDUAL CONSIDERATION

- 12. Hold A Public Hearing To Consider Establishing A Municipal Drainage Utility System And Consider An Ordinance Amending Title XVII “Environmental Regulations” To Add A New Chapter 177 To Establish A Municipal Drainage Utility System.**

Diana Vaughn, Chief Financial Officer, introduced Trey Shanks with Freese and Nichols, Inc. who had a presentation regarding stormwater management. She advised the Finance Committee has heard this information previously.

Mr. Shanks explained that stormwater utility is a user fee authorized by the Local Government Code, Chapter 552, Subchapter C. (Municipal Utilities Systems Act.) It provides a dedicated funding mechanism to directly support stormwater systems. The service fee is based on the cost of providing drainage services and it is collected through a monthly fee on residents’ utility bills. He added that Carrollton is the only city in the metroplex area that has not adopted a stormwater utility. He clarified that the stormwater utility fees collected can only be used for stormwater related expenses.

Mr. Shanks advised that Carrollton has 243 miles of underground storm sewer, 27 miles of creeks and channels, and two (2) dams. The need for additional funding is due in part to urban development, climate changes, aging infrastructure, natural changes and technological advances. The stormwater fee could be used for operations and maintenance including mowing, purchasing equipment, and increased sweeping that requires three (3) full time employees in the Parks Department and nine (9) full time employees in Public Works. Capital Improvements that could benefit from additional funding include the Woodlake Dam Improvements, Localized Drainage Phase 1, Hutton Dr. Drainage Channel, FEMA Map update, and an underground stormwater evaluation. Additionally, there are four (4) other identified capital projects that could be included.

Mr. Shanks explained that the fee structure is based on the amount of impervious area for each parcel and charged based on Equivalent Residential Unit (ERU). There is a tiered fee structure for residential homes with the average Carrollton residence having 3,300 square feet of impervious area (=1 ERU). Commercial charges would vary per property with religious and school properties being exempt.

The residential Tier 1 (smallest sized properties) fee is \$4.00 per month, Tier 2 (medium size properties) would be \$7.25 per month, and Tier 3 for the largest residential properties would be \$11.40 per month. Commercial properties would be \$8.40 per ERU per month. Examples of the property sizes and costs were provided.

Mayor Babick opened and closed the public hearing with no one wishing to speak. He noted that this agenda item adds a new Chapter 177 To Establish A Municipal Drainage Utility System to the Code of Ordinances. The next agenda item is to set the fee amounts.

Mayor Babick said that Councilmember Carpenter, Chair of the Finance Committee, would offer comments and a motion. Councilmember Carpenter expressed his support for establishing the stormwater management program.

Councilmember Carpenter moved to approve Item 12; Councilmember Cline seconded the motion. Motion passed unanimously with a 7-0 vote.

- 13. Hold A Public Hearing To Consider Establishing Municipal Drainage Utility System Fees And Consider An Ordinance Amending Chapter 31 By Adding A New Section 31.01(W) Establishing Municipal Drainage Utility System Fees.**

Mayor Babick opened and closed the public hearing with no one wishing to speak. He advised the fee amounts under consideration were discussed during the previous agenda item. Councilmember Carpenter stated that the fees do not go into effect for one year (October 1, 2026.)

Councilmember Carpenter moved to approve Item 13; Mayor Pro Tem Axberg seconded the motion. Motion passed unanimously with a 7-0 vote.

Deputy Mayor Pro Tem Palomo expressed her appreciation to staff and Freese and Nichols for bringing this item to Council.

- 14. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow “Lighted Athletic Fields” On An Approximately 4.86-Acre Tract Zoned (LI) Light Industrial District And Located At 3000 Belmeade Drive; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-119 Dallas Padel Club Lighting.**

Loren Shapiro, Planning Manager, advised that this special use permit request is for outdoor lighting at athletic fields. The site is located in a light industrial zoning area with no residential in the area. A location map was provided as well as a conceptual site plan. He advised there is a height limitation for the lights of 21 feet. Staff recommended approval.

Michael Blackmore, consultant representing the applicant, was present for questions.

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

Councilmember Palacios moved to approve Item 14; Deputy Mayor Pro Tem Palomo seconded the motion. Motion passed unanimously with a 7-0 vote.

- 15. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow An “All Other Amusement And Recreation Uses And Activities” Located At 2661 Midway Road, Suite 110, And Zoned (LI) Light Industrial District; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-150 Coded Lounge Cafe.**

Loren Shapiro, Planning Manager, presented this item. He advised this is a special use permit request to operate a “lounge”. He added that there is no specific classification for a lounge in the zoning ordinance so staff selected “All other amusement and recreation uses and activities.” A location and zoning map was provided. No smoking or alcohol consumption is permitted. Staff is recommending approval with stipulations including Planning and Zoning’s recommendation of hours of operation set at 11 a.m. to 2 a.m., Monday-Sunday.

Councilmember Watters inquired about noise. Mr. Shapiro responded that the existing noise ordinance would be enforced. Mayor Pro Tem Axberg inquired whether any public safety concerns were raised. Mr. Shapiro responded that there were no comments from Police or Environmental Services.

Mayor Babick asked if the applicant would like speak.

The applicant stated that this venture is for a “social house” which is an alternative concept for gathering with no alcohol or smoking. He said that he owns two other businesses in Carrollton. He clarified that he requested the hours of operation be Monday-Thursday 11 a.m. to 2 a.m., and Friday-Sunday, from 11 a.m. to 4 a.m. He advised that he feels there is no reason to limit the weekend hours since there is no “hookah” or alcohol.

Deputy Mayor Pro Tem Palomo confirmed with the applicant that there will be special events held and food served. The applicant responded yes, and that the meals would be prepackaged.

When asked about music, the applicant responded that the music will be low volume except that on occasion they will have a DJ for open mic night karaoke. The music will all be inside.

It was confirmed that if the applicant wishes to change his business model in the future, for example, to allow hookah or alcohol, a new SUP would be required.

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

Councilmember Fleming moved approval of Item 15 without the stipulation of 2 a.m. closing hours Friday-Sunday; Mayor Pro Tem Axberg seconded the motion. Motion passed with a 6-1 vote. Deputy Mayor Pro Tem Palomo voted in opposition.

[During the motion, Mayor Babick clarified with Councilmember Fleming that his motion is to allow the operating hours of Monday-Thursday, 11 a.m. to 2 a.m., and Friday-Sunday, from 11 a.m. to 4 a.m. This is the only stipulation being modified.]

- 16. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow An “Amusement Arcade (Excluding Adult Arcade)” Located At 2760 East Trinity Mills Road, Suite 120, And Zoned For The (LR-2) Local Retail District; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-151 Claw Up Arcade.**

Loren Shapiro, Planning Manager, advised this is a special use permit request for an arcade to be located within a shopping center. A location zoning map was provided. He reviewed the floor plan and provided example photos of arcade machines. Staff is recommending approval with stipulations.

Mayor Babick asked if the applicant would like to speak.

The applicant / arcade owner, advised this arcade is intended to be a after school and after work family friendly activity. She noted that the hours are different from the other adult type businesses in the area. She added that she understands and will adhere to all stipulations.

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

Councilmember Palacios moved to approve Item 16; Mayor Pro Tem Axberg seconded the motion. Motion passed unanimously with a 7-0 vote.

PUBLIC FORUM

17. **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.

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

ADJOURNMENT - Mayor Babick adjourned the meeting at 7:53 p.m.

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7447

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *12.

CC MEETING: November 18, 2025

DATE: October 29, 2025

TO: Erin Rinehart, City Manager

FROM: Krystle Boise, Director - Strategic Services

Consider **Authorizing The City Manager To Enter Into An Agreement With Cascade Strategy USA, Inc. Pursuant To RFQ #25-058 For City Of Carrollton Strategy Executive And Visualization Software In An Amount Not To Exceed \$36,880.00 Annually, For A Five-Year Total Amount Not To Exceed \$184,400.00.**

BACKGROUND:

This contract will be utilized by the Strategic Services Department to assist in planning, monitoring and successful execution of strategic initiatives for the City of Carrollton. The awarded vendor will assist with enabling real-time visibility to strategic objectives, facilitate alignment across departments, and support performance management.

On September 10, 2025, the City issued RFQ #25-058 for Strategy Execution and Visualization Software. Bid notifications were posted online, previous and interested vendors were contacted, as well as advertisements placed in the Dallas Morning News. Four vendors submitted responses.

Strategic Services and Information Technology Departments evaluated the submissions based on the selection criteria which include functionality, implementation and software technical support, security and compliance, and cost structure. The vendor was selected who met the City's requirements. The vendor selected is Cascade Strategy USA, Inc.

The award will be for a three-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 five-year total contract not to exceed \$184,400.00.

FINANCIAL IMPLICATIONS:

The services on RFQ #25-058 will be purchased from budgeted funds for the cost center and amount

as listed below.

<u>COST CENTER</u>	<u>LINE ITEM</u>	<u>BUDGET AMOUNT</u>
106001	61350	\$36,880.00

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 recommend City Council authorize the City Manager to enter into an agreement with Cascade Strategy USA, Inc. pursuant to RFQ #25-058 for Strategy Execution and Visualization Software in an amount not to exceed \$36,880.00 annually, for a five-year total amount not to exceed \$184,400.00.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7450

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *13.

CC MEETING: November 18, 2025

DATE: November 6, 2025

TO: Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Approve A Contract For The Purchase Of Six Ford F-150 Trucks From Silsbee Ford Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$362,734.58.**

BACKGROUND:

Fleet Services recommends the purchase of three F-150 crew cab trucks assigned to the Fire Rescue department and three F-150 extended cab trucks assigned to the Engineering department from Silsbee Ford. The current units are all 2015's and are being retired based on the Fleet policy of age, mileage and maintenance.

These replacement units will be F-150's in various configurations that fit the needs of the departments. These units will be replaced after discussions with the two departments and adjusting the builds to fit their current needs.

FINANCIAL IMPLICATIONS:

The vehicle will be purchased using previously approved funds in the Fleet Replacement budget.

QUOTE:

Silsbee Ford (via TIPS):

Engineering Department Vehicles (3)	\$139,457.91
Fire Rescue Department Vehicles (3)	\$190,300.80
Contingency if needed:	<u>\$ 32,975.87</u>
Total	\$362,734.58

<u>ACCOUNT UNIT</u>	<u>ACCOUNT</u>	<u>BUDGET AMOUNT</u>
Fleet Replacement	Mobile Equipment	\$ 362,734.58

IMPACT ON COMMUNITY SUSTAINABILITY:

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

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council authorize the City Manager to enter into a contract for the purchase of six Ford F-150's in various configurations from Silsbee Ford in an amount not to exceed \$362,734.58 through an interlocal agreement with the TIPS purchasing cooperative. This amount includes a 10% contingency if needed.

Carrollton Fleet Replacement Schedule November FY 25-26

November 18, 2025	
Units Purchased	14
Purchases under 50k not needing council approval	5
Units Currently Being Presented to Council	8
Deferred Units	2
Approved ATB's*	2
Remaining Purchases Needed	38
Total	67

*Addition to Base units are included in Total of 67



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7451

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *14.

CC MEETING: November 18, 2025

DATE: November 6, 2025

TO: Erin Rinehart, City Manager

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

Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Ford F-250 Truck From Sames Ford Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$122,178.00.

BACKGROUND:

Fleet Services recommends the purchase of one F-250 truck assigned to the Battalion Commanders of the Fire Rescue department.

The unit is an F-250 crew cab 4x4 and will go to the Fire Rescue Department. The vehicle is a replacement for unit 3075 a 2015 truck. This vehicle is being retired based on the Fleet Replacement policy of age, maintenance and mileage. This unit will be used daily for Fire Rescue staff around the city.

FINANCIAL IMPLICATIONS:

The vehicle will be purchased using previously approved budget funds in the Fire Rescue Department.

QUOTE:

Sames Ford (via TIPS):	\$111,071.00
Contingency if needed:	<u>\$ 11,070.00</u>
Total:	\$122,178.00

<u>ACCOUNT UNIT</u>	<u>ACCOUNT</u>	<u>BUDGET AMOUNT</u>
Fleet Replacement	Mobile Equipment	\$ 122,178.00

IMPACT ON COMMUNITY SUSTAINABILITY:

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

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommend City Council authorize the City Manager to approve a contract for the purchase of one Ford F-250 crew cab 4x4 truck from Sames Ford in an amount not to exceed \$122,178.00 through an interlocal agreement with the TIPS purchasing cooperative. This amount includes a 10% contingency fee if needed.

Carrollton Fleet Replacement Schedule November FY 25-26

November 18, 2025	
Units Purchased	14
Purchases under 50k not needing council approval	5
Units Currently Being Presented to Council	8
Deferred Units	2
Approved ATB's*	2
Remaining Purchases Needed	38
Total	67

*Addition to Base units are included in Total of 67



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7452

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *15.

CC MEETING: November 18, 2025

DATE: November 4, 2025

TO: Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Approve A Contract For The Purchase Of One Hitachi ZX135US-7H Excavator From Associated Supply Company (ASCO) Through An Interlocal Agreement With Sourcewell Purchasing Cooperative In An Amount Not To Exceed \$189,310.00.**

BACKGROUND:

Fleet Services is recommending the purchase of one excavator assigned to Public Works. The recommended purchase will consist of one Hitachi ZX135US-7H excavator from Associated Supply Company (ASCO). The current unit is being replaced based on the Fleet policy of age, hours and maintenance. The current unit is twelve years old and reached the end of its 144 month lifecycle. The Public Works department uses this unit to repair streets, sidewalks and other infrastructure across the city.

Based on the performance, quality, availability and overall build, Fleet, and Public Works recommend the Hitachi ZX135US-7H to be purchased.

FINANCIAL IMPLICATIONS:

Associated Supply Company (Sourcewell)	\$172,100.00
Contingency if needed:	<u>\$ 17,210.00</u>
Total	\$189,310.00

<u>ACCOUNT UNIT</u>	<u>ACCOUNT</u>	<u>BUDGET AMOUNT</u>
Fleet Replacement	Mobile Equipment	\$ 189,310.00

IMPACT ON COMMUNITY SUSTAINABILITY:

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

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council authorize the City Manager to approve a contract for the purchase of one Hitachi ZX135US-7H excavator from ASCO through an interlocal agreement with the Sourcewell purchasing cooperatives in an amount not to exceed \$189,310.00. This amount contains a 10% contingency fee if needed.

Carrollton Fleet Replacement Schedule November FY 25-26

November 18, 2025	
Units Purchased	14
Purchases under 50k not needing council approval	5
Units Currently Being Presented to Council	8
Deferred Units	2
Approved ATB's*	2
Remaining Purchases Needed	38
Total	67

*Addition to Base units are included in Total of 67



Agenda Memo

File Number: 7455

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *16.

CC MEETING: November 18, 2025

DATE: November 10, 2025

TO: Erin Rinehart, City Manager

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

Consider Authorizing The City Manager To Enter Into An Agreement With Impact Activities Pursuant To RFP #25-036 For Oak Creek Tennis Center Management Services For A Term Not To Exceed Five (5) Years With A Management Fee Not To Exceed \$150,000 Per Year.

BACKGROUND:

This agreement is to provide independent management services for Oak Creek Tennis Center and pro shop as well as eleven (11) tennis and ten (10) pickleball satellite courts. The contractor is expected to run the day-to-day operations, provide maintenance and upkeep, and promote and market services for Oak Creek. Additionally, the selected contractor, as well as the City, is expected to meet requirements related to the use of a qualified management agreement, which outlines private business use of property financed with tax-exempt bonds.

On June 10, 2025, the City issued bonds that included funding for new construction of four (4) additional tennis courts and no less than six (6) pickleball courts at the Oak Creek location. The use of tax-exempt bonds places limitations on how a private business may operate a property financed with these bonds. The current agreement could not be updated to meet these provisions, and it was determined the fair and equitable process to get a contract that meets these requirements was to bid it out.

On June 17, 2025, the City issued RFP #25-036 for Oak Creek Tennis Management Services using the updated scope of work that included the bond requirements and change to a new management model. Notifications were posted online, previous and interested vendors were contacted and advertisements placed in the Dallas Morning News. A pre-bid meeting was held on June 26, 2025, and site walkthrough was conducted on July 2, 2025. The RFP closed on July 10, 2025, with three (3) vendors submitting responses.

An evaluation committee comprised of five (5) Parks and Recreation and two (2) Finance staff reviewed the submissions on criteria related to experience and qualifications, operational planning and financial planning. The three (3) vendors were evaluated on the criteria and selected for secondary interviews, where the evaluation committee was able to ask additional questions and gain additional information on the potential management of this contract. Impact Activities was selected as the new management company following the evaluation and interview processes.

The award will be for a (2) two-year initial term. The award also includes three (3) additional (1) one-year renewal options, if mutually agreed upon by the City and the vendors, for a potential (5) five-year period.

FINANCIAL IMPLICATIONS:

The City shall be responsible for funding the contract, including all operating expenses in accordance with the annually approved budget, and is entitled to all revenues received as a result of the operation of the Oak Tennis Center, less the Contractor's monthly management fee of 9.5% of gross revenue.

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 City Council authorize the City Manager to enter into an agreement with Impact Activities pursuant to RFP #25-036 for Oak Creek Tennis Center Management Services for a term not to exceed five (5) years.

Supplier Scoring Summary

RFP #25-036 Addendum 2 - Oak Creek Tennis Management Services - Scoring Round

Supplier	Rank Score		Experience		Business Plan		Financial Plan		Qualifications and Experience	
	Rank	Score	Experience	Experience	Business Plan	Business Plan	Financial Plan	Financial Plan	Qualifications and Experience	Qualifications and Experience
		100		35.00		20.00		30.00		15.00
Impact Activities	1	86.43		32.21		17.79		23.00		13.43
TAG Training Ground	2	73.29		26.00		15.57		21.29		10.43
BDM Tennis LLC	3	69.29		27.86		13.07		17.86		10.50
		76.33		28.69		15.48		20.71		11.45

Supplier Scoring Summary

RFP #25-036 Addendum 2 - Oak Creek Tennis Management Services - Interviews

Supplier	Rank	Score	Interviews	Professionalism and Eng	Company Overview/Ove	Staffing Approach	Management Plan	Financial Plan	Transition Plan	Hiring and Retention	Innovation
		100	7.50	7.50	10.00	20.00	20.00	10.00	15.00	10.00	
Impact Activities	1	67.26	6.25	6.11	7.96	17.04	14.07	7.78	10.56	8.70	
TAG Training Ground	2	46.51	4.31	4.03	5.37	10.74	11.11	4.63	8.33	5.74	
BDM Tennis LLC	3	42.94	4.03	4.31	5.00	8.52	10.37	6.67	8.06	3.15	
		52.24	4.86	4.81	6.11	12.10	11.85	6.36	8.98	5.86	



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7456

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *17.

CC MEETING: November 18, 2025

DATE: November 10, 2025

TO: Erin Rinehart, City Manager

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

Consider Authorizing The City Manager To Renew Project Management Software From Carahsoft Technology Corporation Through A Co-Operative Agreement With Texas Department Information Resources Under DIR Contract No. DIR-CPO-5687 In An Amount Not To Exceed \$114,934.98.

BACKGROUND:

Engineering has utilized Procore as the City's capital project management platform since 2021 to centralize documents, submittals, RFIs, drawings, inspections, financial controls, and project communications across capital projects. The proposed annual renewal expands and updates the City's Procore subscription to include the following modules for a 12-month, aligned to an annual construction volume of \$60,000,000.00. The subscription includes unlimited user licensing, unlimited cloud storage, and customer support.

Procore's current municipal and owner-focused capabilities support the City's use cases by: enabling owner and subcontractor invoicing workflows with configurable reviews and approvals, including enhanced owner invoice columns that improve financial visibility; owner-side financial management with prime contracts, change events, change orders, budget changes, and commitments; and field quality and safety with mobile inspections, observations, and incident tracking.

FINANCIAL IMPLICATIONS:

Staff proposes purchasing Procore software from Carahsoft Technology Group in an amount not to exceed \$114,934.98 under DIR Contract No. DIR-CPO-5687. Funding is available and budgeted in the Engineering Department's Software Maintenance Fund. The quoted configuration and term are detailed in Carahsoft Quote No. 51023108, dated October 10, 2025, which includes: Invoice Management, Project Management Pro, Project Financials, Quality & Safety, and Analytics 2.0,

totaling \$114,934.98 for the 12-month subscription term.

IMPACT ON COMMUNITY SUSTAINABILITY:

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

- Improving transparency and customer service through centralized project records, auditable invoice workflows for owners and subcontractors, and consistent reporting. (Council Goal: Transparency, Engagement, and Customer Service)
- Enhancing financial stewardship via owner-side budgeting, change events, commitments, and prime contract management that reduce rework and strengthen cost control. (Council Goal: Financial Stewardship and Economic Vitality)
- Advancing reliable infrastructure delivery by standardizing inspections, observations, and incident tracking to improve field quality and safety outcomes. (Council Goal: Reliable Infrastructure and Resilience)
- Supporting interdepartmental collaboration and vendor access with unlimited user licensing and cloud storage, reducing bottlenecks and improving coordination. (Council Goal: Effective, Aligned Teams)

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council authorize the City Manager to approve a purchase of Procore software with Carahsoft Technology Group under DIR Contract No. DIR-CPO-5687 in an amount not to exceed \$114,934.98.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7459

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *18.

CC MEETING: November 18, 2025

DATE: November 10, 2025

TO: Erin Rinehart, City Manager

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

Consider Authorizing The City Manager To Execute Change Order No. 3 With Gomez Floor Covering, Inc. dba GFC Contracting For The City Hall Basement Remodel Project In An Amount Not To Exceed \$28,138.00 Increasing The Total Project Contract To \$961,946.00.

BACKGROUND:

The City Council awarded a contract on February 18, 2025, to Gomez Floor Covering, Inc. dba GFC Contracting in the amount of \$855,399.00. The scope of the project is to upgrade interior lighting, replace ceiling tiles and grids, and provide additional open office space in City Hall Basement. Change Orders 1-2 in the amount of \$78,409.00 were approved by staff, and included basement floor plan modifications, additional offices on the first floor, new mailroom millwork, HVAC modifications, a domestic waterline relocation, replacement of a drain line under the employee restrooms, and additional electrical and data work.

During the Fire Inspection, the Fire Marshal noted multiple deficiencies in the sprinkler and fire alarm systems that were outside of the contractor's scope of work. The existing sprinkler system needs to be repaired and adjusted to meet the current fire code.

During a door hardware meeting with Facilities and IT, both departments noted that additional door hardware items are needed.

This change order (Change Order 03) in the amount of \$28,138.00, will cover the following items:

- Fire Sprinkler system repairs
- Fire Alarm system repairs
- Additional door hardware items

FINANCIAL IMPLICATIONS:

Gomez Floor Covering, Inc. dba GFC Contracting submitted a proposal to the City of Carrollton to cover the above-mentioned items in an amount not to exceed \$28,138.00. The revised contract amount (Including Previous Change Orders 01 - 02) would be \$961,946.00, a 12.45% increase from the original contract amount of \$855,399.00. Funding is available from General Obligation bond funds.

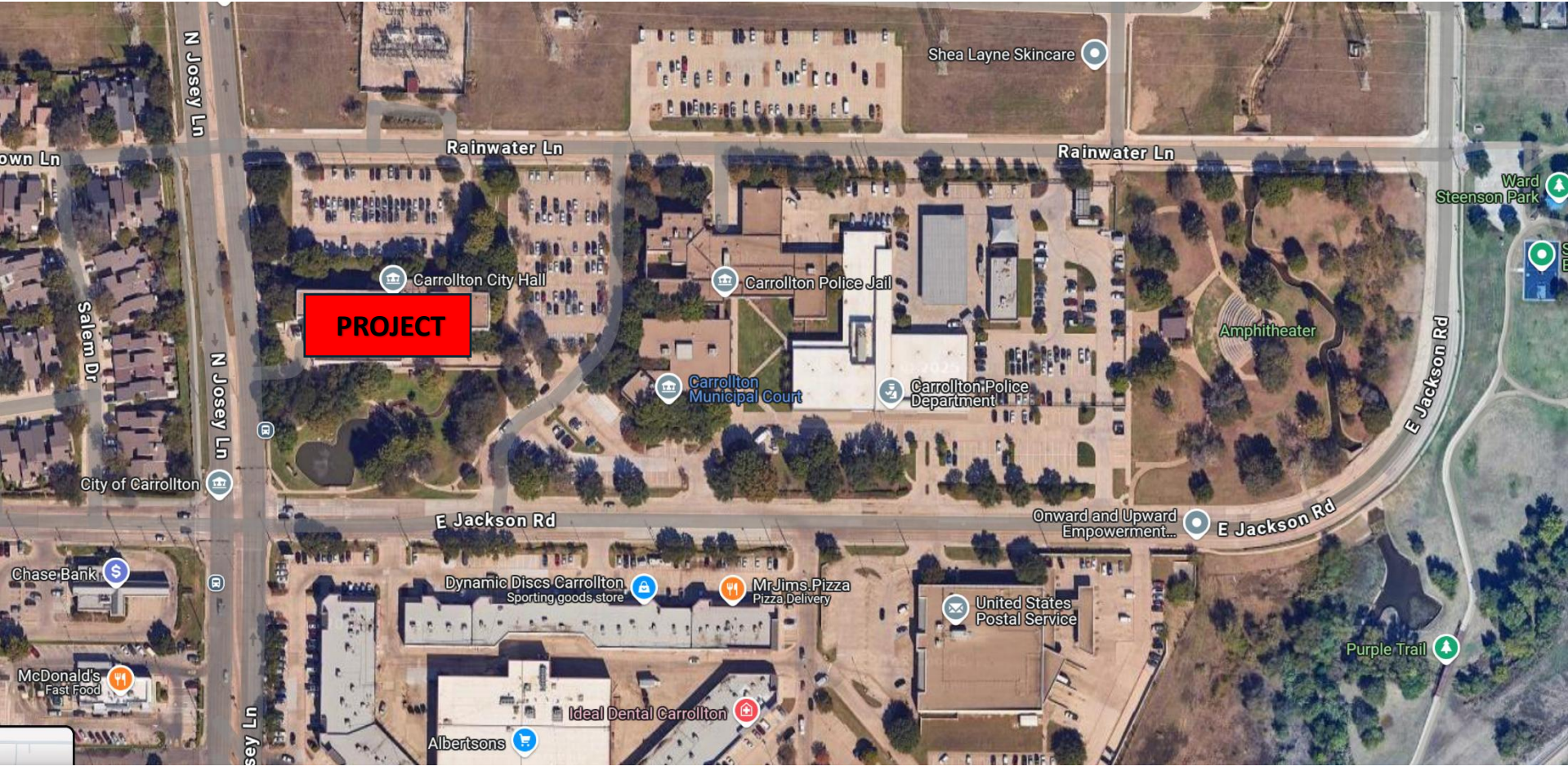
IMPACT ON COMMUNITY SUSTAINABILITY:

This project will contribute to community sustainability by updating a key municipal facility to provide a better working and business environment for City employees and citizens, and provide for more cost-efficient energy components, and an upgraded office area for city personnel located in the basement.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council authorize the City Manager to execute Change Order 03 with Gomez Floor Covering, Inc. dba GFC Contracting for the City Hall Basement Remodel Project in an amount not to exceed \$28,138.00.

LOCATION MAP





City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7453

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Ordinances

Agenda Number: *19.

CC MEETING: November 18, 2025

DATE: November 6, 2025

TO: Erin Rinehart, City Manager

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

Consider An **Ordinance Amending Title IX, Chapter 91, Animal Regulations, Of The Carrollton Code Of Ordinances.**

BACKGROUND:

During the September 23, 2025 City Council meeting, a worksession was held to discuss proposed revisions of City Code Chapter 91. - Animal Regulations in response to state law changes, staff identified ordinance improvements, and resident concerns. Council was favorable towards the proposed amendments but sought additional information regarding pet store sales. Proposed pet store revisions have been removed from the proposed amendments as Texas House Bill 2127 of the 88th Legislative Session that preempts municipal restrictions on for-profit animal sales previously under appeal has been adjudicated and any restriction or prohibition has been preempted. All other proposed amendments that received Council feedback have been included.

Key provisions of the proposed amendments include:

- General language improvements and updates of Chapter 91 for clarity and enforceability;
- Establishing procedures for multiple at-large animal violations;
- Updating animal redemption requirements;
- Enhancing requirements for pet waste removal while in public;
- Establishing permitting and safe beekeeping practices within the City;

IMPACT ON COMMUNITY SUSTAINABILITY:

Providing for public safety promotes desirable residential areas and is a basic component of a sustainable community.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends adoption of the proposed ordinance amendments to Title IX, Chapter 91 of the Carrollton Code of Ordinances.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLLTON, TEXAS, BY AMENDING CHAPTER 91, “ANIMAL REGULATIONS”, TO ADD AND AMEND DEFINITIONS; REVISING ARTICLE VI OF CHAPTER 91 IN ITS ENTIRETY TO REVISE REGULATIONS AND PROCECURES RELATED TO ANIMALS; ESTABLISHING SPECIFIC VIOLATIONS; PROVIDING FOR A PENALTY OF UP TO \$2000 PER DAY; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

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, Section 54.004 of the Texas Local Government Code provides that a home rule municipality may enforce ordinances necessary to protect health, life, and property and to preserve the good government, order, and security of the municipality and its inhabitants;

WHEREAS, Section 822.047 of the Texas Health and Safety Code expressly permits local regulation of dangerous dogs and states in part that a municipality may place additional requirements or restrictions on dangerous dogs if the requirements or restrictions are not breed specific and are more stringent than restrictions provided by this subchapter;

WHEREAS, the City desires to regulate animals that pose a serious risk to the life and health of other animals or people;

WHEREAS, the City Council of the City of the City of Carrollton, Texas (“City Council”) desires to enact an ordinance which regulates animals and preserves the process for such regulations; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, peace or order of the City to adopt regulations to provide the health and safety of animals and people.

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

SECTION 1

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

SECTION 2

The Code of Ordinances of the City of Carrollton, Texas, chapter 91 “Animal Regulations,” is hereby amended, in part, by amending Section 91.001. “Purpose and scope”, Section 91.002 “Administration”, Section 91.003 “Definitions”, 91.007 “Keeping of animals; limitations”, Section 91.008 “Animal care”, Section 91.010 “Public nuisance”, Section 91.011 “Keeping animals or fowl in residential areas constituting a nuisance”, Section 91.012 “Nuisance on public sidewalks, parkways and other places open to the public, to be prevented by the owner”, Section 91.014 “Poisoning, killing, or trapping animals”, amending Section 91.021 “Registration and tags for dogs and cats”, Section 91.022 “Duty of persons performing vaccinations”, Section 91.023 “Requirement; duplicate tags, fee, non-transference”, Section 91.028 “Veterinarians to report rabies”, Section 91.029 “Quarantine of animals”, Section 91.036 “Impoundment”, Section 91.039 “Euthanasia of certain animals”, Section 91.042 “Redemption of animals”, Section 91.043 “Disposition of animals”, Section 91.050 “Dangerous dog determination”, Section 91.051 “Seizure of a dangerous dog”, Section 91.052 “Hearing”, Section 91.054 “Release of dangerous dog”, Section 91.055 “Keeping of wild animals”, Section 91.056 “Maximum number permitted”, Section 91.057 “Care and keeping of livestock; general regulations”, Section 91.059 “Potbellied pigs; requirements”, Section 91.060 “Exceptions”, Section 91.070 “Notice of violations”, Section 91.071 “Additional authority”, Section 91.072 “Penalty”, repealing Section 91.044 “Animal rescue”, and adding Section 91.016 “Duty of person striking animal”, Section 91.044 “Adoption of animals”, and Section 91.073 “Conflicts” and Chapter 91, in its entirety, is hereby amended and restated to read as follows:

“CHAPTER 91 ANIMAL REGULATIONS

ARTICLE 1. IN GENERAL

Sec. 91.001. Purpose and scope.

- (A) This chapter shall be known as the City of Carrollton Animal Regulations.
- (B) It is the purpose of this chapter to: protect public health and safety; prevent disease and injury to humans and/or animals; and ensure animals are treated in accordance with state law.
- (C) This chapter establishes the permit and registration standards and processes for all dogs, cats, chickens, bees and potbellied pigs.
- (D) This chapter establishes the penalties and remedies necessary to achieve the public health and safety purposes set forth herein.

Sec. 91.002. Administration.

- (A) The City Manager, or designee, shall administer, implement, and enforce the provisions of this chapter. Any powers granted to, or duties imposed upon the City Manager, or designee, may be delegated to other city personnel or authorized representatives.

- (B) In accordance with state law, there is hereby created the Animal Shelter Advisory Committee comprised of the Animal Services Manager, a veterinarian, a resident of the city who is a member of an animal welfare organization, and two members of the Neighborhood Advisory Commission. The committee shall meet as prescribed by Chapter 823 (Animal Shelters), of the Texas Health and Safety Code, as amended.
- (1) At the request of the DCO, the Animal Shelter Advisory Committee may hear and decide appeals for a denial or revocation of a chicken or beekeeping permit.
 - (2) A majority of the members of the committee shall be present to hear an appeal under section 91.006 of this ordinance.
 - (3) The concurring vote of a majority of the committee members present is necessary to determine the final outcome of an appeal under section 91.007 of this ordinance.
 - (4) The Animal Services Manager shall not cast a vote during a hearing to determine the final outcome of an appeal under section 91.007 of this ordinance.
 - (5) The decision of the Animal Shelter Advisory Committee on the appeal for the denial or revocation of a chicken or beekeeping permit shall be final.

Sec. 91.003. Definitions.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Abandon. To leave any animal without proper care or supervision on public or private property for a period of time exceeding twelve (12) hours, or to leave an animal in the care, custody, or control of another person without his or her consent. An animal not reclaimed from the city animal shelter within three (3) calendar days from the date of impoundment shall also be considered abandoned.

Animal. Any living, vertebrate creature, domestic or wild, including but not limited to mammals, reptiles, amphibians, birds, and fish, but specifically excluding human beings.

Animal fighting paraphernalia. Any item or equipment that is designed, adapted, or used for animal fighting purposes, including, but not limited to, instruments designed, adapted, or used in a manner that attaches to the leg of an animal, such as a knife, gaff, or other sharp instrument, or items used to train or condition animals to fight, including, but not limited to, training pens, hot walkers, or “break sticks”.

Animal Services. The Animal Services Division of the City of Carrollton.

Animal Services Manager. The staff member in the position of Animal Services Manager or the Environmental Services Director.

Animal shelter. Any facility operated by a county or municipal agency or its authorized agents for the purpose of collecting, impounding, keeping, or caring for stray, homeless, abandoned, or unwanted dogs, cats, or other animals held under the authority of this chapter.

Animal Services Officer. Any person designated by the DCO as an Animal Services Officer who is assigned to perform duties under this chapter.

At large. An animal that is not confined to the premises of its owner by a fence of sufficient strength and height to prevent the animal from escaping therefrom, inside a house or other enclosure, or secured on said premises by a leash of sufficient strength to prevent the animal from escaping from said premises, and so arranged that the animal will remain upon said premises when the leash is stretched to full length in any direction; an animal in the open bed of a pickup, flatbed or similar vehicle and not securely confined within a container or other device that prevents the animal from exiting or reaching outside the vehicle. Provided, however, an animal shall not be considered “at large” when under direct physical control by a person by means of a leash or chain of proper strength and length to control the action of the dog, while confined within the enclosed compartment of a vehicle or in any city-designated dog park so long as the animal is in compliance with all other requirements of this chapter.

Basic grooming. Maintaining the eyes, ears, beaks, hooves, feet, nails, coat, and skin of an animal in such a manner that is reasonably necessary for the health and safety of the animal.

Cat. A domestic member of the feline family and shall not include bobcat, panther, mountain lions, tigers or other exotic cats or hybrids.

Chicken. A domestic fowl from the *Gallus gallus domesticus* sub-species.

Chicken coop. A pen or cage used for housing female chickens.

Circus. Any commercial variety show featuring animal acts for public entertainment.

City. The City of Carrollton.

Collar. A band of material specifically designed to be placed around the neck of a dog.

Commercial animal establishment. Any place or facility where animals can be rented, leased, purchased, sold, or traded, riding school or stable, zoological park, circus performing animal exhibition, kennel or other establishment in which animals are used for commercial purposes.

Commercial purpose. The keeping of animals for the purpose of profit.

Comprehensive Zoning Ordinance (CZO). Ordinance No. 1470, as amended of the City of Carrollton City Council setting for the zoning regulations of the City.

Conviction. An adjudication of guilt, a sentence imposed by a court, or a court order of community supervision, including deferred adjudication.

Designated City Official (DCO). The City Manager or the designees or delegated staff or duly authorized representative of the City Manager.

Direct physical control. Having precautions in place so the person may exercise physical control over the animal in the event it should become necessary to do so to protect the animal, a human, or another animal from harm. For the purposes of this chapter, voice control, shock collars, e-collars, and collar-mounted electronic training devices, regardless of the animal's proximity or training status, shall not be considered direct physical control.

Dog. A domesticated member of the canine family, but shall not include wolves, jackals, foxes, hybrids, or other wild species of this family.

Domestic animal. An animal of a tamed species commonly kept as pets and includes livestock and fowl.

Establishment. A place where business is transacted, together with its grounds and equipment.

Facilities (as applied to keeping animals). The pens, stalls, stables, corrals, feeding trough area, sheds, and facilities of every kind where fowl, livestock, or pets are penned, fed and/or protected from the weather. This shall not be interpreted to include a grazing area.

Fly breeding. The presence of flies in the larval stage.

Fowl. Includes chickens, turkeys, pheasant, quail, guineas, geese, ducks, pigeons, and other feathered animals regardless of age or sex excluding parrots.

Harness. A set of straps constructed of nylon, leather, or similar material, specifically designed to restrain or control a dog.

Hive. A dome-shaped or box-like structure in which bees are kept.

Humanely euthanize. To cause the death of an animal by an approved method according to the current version of the American Veterinary Medical Association (AVMA) Guidelines for the Euthanasia of Animals.

Humane trap. Any trap designed to capture an animal without injuring the animal.

Identification. Any acceptable method, such as microchipping, registration tag, or tattoo, which can be used to readily trace the current ownership of an animal.

Impound. To place an animal in the city's animal shelter; or the taking into custody of an animal for the purpose of transportation to the city's animal shelter.

Inclement weather. Includes rain, hail, sleet, snow, high winds, extreme low temperatures, or extreme high temperatures.

Inhumane treatment. Any treatment of an animal prohibited by any provision of this chapter or described in Article II, section 91.008 of this chapter.

Kennel. Any premises in which two or more animals, four (4) months of age or older, are kept and where the business of buying, selling, breeding, grooming, training or boarding of dogs, cats or other animals is conducted. The term “kennel” does not include veterinary hospitals.

Licensed veterinarian. A practitioner of veterinary medicine who holds a valid license to practice their profession in the State of Texas.

Livestock. Includes horses, mules, donkeys, cattle, goats, sheep and swine, regardless of age, sex or breed.

Local rabies control authority. The person designated by the governing body of a municipality to enforce the requirements prescribed in Chapter 826, "Rabies," Texas Health and Safety Code, as amended.

Local Rabies Control Incident (LRCI). Any bite or scratch injury to a person caused by a warm-blooded animal that breaks the victim's skin and/or causes him or her to bleed and potentially come into contact with the injuring animal's saliva and could therefore allow the rabies virus to be transmitted from the animal to the person.

Microchip Implant. A passive electronic device that is injected into an animal by means of a hypodermic-type syringe device. Each microchip shall contain a unique and original number that is read by an electronic scanning device for purposes of animal identification and recovery by the animal's owners.

Microchip Reader. An electronic scanner with an operating frequency that is able to detect a microchip that has been implanted in an animal and displays the number of the microchip to its operator. The microchip reader shall be of a type that activates and displays the number of a microchip manufactured by multiple vendors.

Municipal Court. The City of Carrollton Municipal Court.

Notice. By personal service, certified mail (return receipt requested), or a written notice left at the entrance to the premises where the animal is harbored.

Notify and notification. Unless otherwise defined in this chapter, a requirement to notify animal services, means any live communication and speak with an employee of the division or leave a voicemail. Notification shall be made immediately, but only as soon as can be done so safely.

Obnoxious odor. An extremely unpleasant, offensive, and highly disagreeable smell that most people would find repulsive and want to avoid.

Owner. Includes a person who owns, harbors, keeps, maintains or exercises control over an animal. Proof that a person is in control of premises where an animal is usually kept, harbored or maintained shall establish a prima facie presumption that such person is the owner of such animal. An animal shall be deemed to be harbored if it is fed or sheltered for three (3) or more consecutive days. If a person under the age of seventeen (17) years owns an animal, the parent, legal guardian, or the head of the household where the animal is regularly kept shall be considered the owner. There may be more than one (1) person who is the owner or responsible for an animal. This term shall include persons who are in temporary possession of the animal, including but not limited to, pet sitters, groomers, boarders, walkers, and trainers.

Owner's agent. A person who has been authorized by the owner to act on his behalf.

Parkway. The portion of the public street other than a roadway or sidewalk.

Pen or corral. An enclosure in which livestock are kept.

Performing animal exhibition. Any spectacle, display, act or event, other than circuses, in which performing animals are used.

Person. Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. The term person shall include the term owner.

Pet. Any animal normally kept for pleasure rather than utility, excluding those defined as fowl, livestock or wild animal by this Code.

Pet registration. The printed or written permission issued by the DCO authorizing the holder to keep a dog, cat, or potbellied pig within the city.

Police Service Animal. An animal owned by the City of Carrollton, or other governmental law enforcement agency, specifically trained or equipped to assist personnel in a law enforcement capacity.

Premises. A parcel of land (one (1) or more continuous lots), or portion thereof, owned, leased or controlled by one (1) or more persons.

Probable cause. Probable cause exists when the facts and circumstances within the knowledge of the DCO or an animal services officer, based on reasonably trustworthy information, are sufficient in themselves to warrant a belief by a person of reasonable caution that a violation of animal welfare laws or regulations is being or has been committed.

Properly fitted. Means, with respect to a collar or harness, a collar or harness that:

- (1) is appropriately sized for the dog based on the dog's measurements and body weight;
- (2) does not choke the dog or impede the dog's normal breathing or swallowing; and
- (3) does not cause pain or injury to the dog.

Public nuisance.

- (1) Any animal which:
 - (a) Interferes with a person or passing vehicle.
 - (b) Attacks another animal causing injury resulting in death or more than \$500.00 in veterinary care costs.
 - (c) Trespasses on school grounds.
 - (d) Is at large.
 - (e) Damages private or public property.
 - (f) Has bitten or scratched a person while at large.
- (2) Feeding:
 - (a) Storing food in a manner that may attract rodents or other vermin.
 - (b) Feeding birds or other wildlife in a manner that may attract rodents or other vermin.
 - (c) Allowing an accumulation of food, food waste, or animal waste in a manner that may attract rodents or other vermin.
- (3) Property:
 - (a) Creates any condition on the owner's property, or that carries over to an adjacent property, that renders the ground, the water, the air, or the food hazardous or injurious to human or animal life or health or that is offensive to the senses or that is detrimental to the public health.
 - (b) Creates a condition conducive to the breeding of flies, mosquitoes, ticks, fleas, or other pests.

Quarantine. To detain or take into custody, place in confinement, and isolate from human beings and other animals due to suspected contagion.

Releasing agency. Any public or private animal pound, shelter, or humane organization. The term does not include an individual who occasionally renders humane assistance or shelter in the individual's home to a dog or cat.

Restrain or restraint. To control an animal by physical means.

Riding school. Any place, which has available for hire, boarding and/or riding instruction, any horse, donkey or mule.

Rooster. A male domestic fowl from the *Gallus gallus domesticus* sub-species.

Sanitary. Any condition of good order and cleanliness, which precludes the probability of disease transmission.

Search and rescue activity. Any activity by a trained search and rescue dog under the direction and control of a nonprofit search and rescue organization or governmental entity to assist in the location of lost or missing persons or for other law enforcement or public safety purposes being performed at the request of a law enforcement agency.

Search and rescue organization. A group of volunteers operating as a nonprofit organization that trains dogs to assist in the location of lost or missing persons or for other law enforcement or public safety purposes.

Service Animal. An animal, typically a dog, that is specially trained or equipped to help individuals with disabilities. There is no government licensing, registration, or certification of service animals; however, an animal that provides only comfort or emotional support is not considered a service animal in this chapter.

Shelter. A structure that is capable of adequately providing cover and protection from heat, cold, and other environmental conditions. At minimum, a shelter must have three (3) sides, a top, and a bottom and must be adequately ventilated. It must have bedding material. It must be large enough so that the animal can enter, stand, turn around, and lie down, but small enough to prevent the loss of body heat during cold weather.

Standings. Refers to the designated spots where cows stand, often for specific activities such as feeding or milking, particularly within a shelter environment. These areas are designed with specific considerations for cow comfort, hygiene, and efficiency:

- (1) They often have sloped floors for drainage.
- (2) They may feature tie-downs for occasional use.
- (3) Proper flooring and bedding are crucial to prevent lameness and ensure cow comfort.

Sterilized. An animal rendered incapable of reproduction.

Tether. A leash, chain, cable, rope or other form of restraint that is not less than ten (10) feet or at least five (5) times the length of the animal restrained, as measured from the tip of the dog's nose to the base of the dog's tail, affixed at one (1) end to any fixed object and affixed at the other end to the collar or harness worn by the restrained animal.

Transfer ownership. To convey ownership rights of an animal from one (1) person to another by any means.

Twelve (12) consecutive month period. The twelve (12) month period immediately preceding the date of an event.

Under exigent circumstances. Probable cause that can also justify a warrantless search or seizure.

Vaccination. A protective inoculation administered by a licensed veterinarian and approved by the United States Department of Agriculture, Bureau of Animal Industry, in an amount sufficient to provide immunity.

Vaccination certificate. A certificate showing on its face that the animal described thereon received an inoculation of an approved rabies vaccine in an amount sufficient to produce immunity and bearing the signature of a licensed veterinarian.

Veterinary hospital. Any establishment maintained and operated by a licensed veterinarian for surgery, wellness program, diagnosis and treatment of diseased and injured animals.

Wild animal. An animal not normally considered domesticated, regardless of the state or duration of captivity, that can typically be found in a wild state which, because of its size, vicious nature, potential disease threat, or other natural characteristic(s), would constitute a danger to human life, property, or domestic animals, or any animal that is restricted from ownership by any international, federal, or state law including, but not limited to, the following animals:

- (1) *Reptiles:* venomous reptiles, crocodiles, alligators, any reptile that typically reaches a total length greater than eight (8) feet, and iguanas;
- (2) *Birds:* emus, ostriches, or rheas;
- (3) *Mammals:* ocelots, lions, tigers, jaguars, leopards, cougars, panthers, bobcats, lynxes, wolves, dingoes, coyotes, jackals, elephants, armadillos, kangaroos, wallabies, wallaroos, opossums, beavers, porcupines, weasels, martins, minks, badgers, pandas, bears, raccoons, bats, foxes, skunks, cheetahs, servals, caracals, hyenas, squirrels, wild rabbits, or monkeys (non-human primates);
- (4) Any species illegal to own under federal or state law, or any animal which is, or may be hereafter, listed as a “high risk” animal in the Texas Rabies Control Act; or
- (5) Any hybrid of any animal classified as a wild animal.

Zoological park. Any facility, other than a business enterprise that buys, sells or boards any species of pets, or kennel, displaying or exhibiting one (1) or more species of non-domesticated or wild animals operated by a person, partnership, corporation or government agency.

Sec. 91.004. Duties

- (A) The DCO shall be responsible for the enforcement of this chapter and all other ordinances in the City of Carrollton Code of Ordinances pertaining to animals, unless otherwise provided by law or this chapter.
- (B) The DCO shall be responsible for the enforcement of all laws and regulations of the State of Texas pertaining to animals that authorize the local health authority or Animal Services Officers to enforce the same.
- (C) The Animal Services Manager, or designee, shall act as the Local Rabies Control Authority of the City of Carrollton.
- (D) The DCO or any Animal Services Officer shall have the authority to issue notices to appear and file probable cause affidavits for any violations of this chapter, to file affidavits supporting search and/or seizure warrants, and any other power or duty stated within the terms of this chapter.
- (E) The DCO is authorized to seek a warrant or order from a court of competent jurisdiction to enforce this chapter, pursuant to all applicable local, state, and federal laws.
- (F) The DCO shall have the power to search, seize, and impound an animal with a warrant or court order, when the DCO has probable cause to believe that :
 - (1) an animal creates a nuisance as described in section 91.010 (A) of this chapter;
 - (2) an animal has been abandoned or is being treated inhumanely as described in this chapter;
 - (3) an animal has rabies or has been exposed to rabies;
 - (4) an animal is not being quarantined for rabies observation under appropriate conditions as defined in this chapter;
 - (5) an animal meets the definition of a Dangerous Dog as defined in this chapter;
 - (6) an animal has been involved in a LRCI;
 - (7) an animal is being possessed or harbored in violation of this chapter; or
 - (8) a condition exists on the property in violation of city code or state law.
- (G) The DCO shall have the power to search, seize, and impound an animal without a warrant or court order, with probable cause as set forth under this chapter under the following conditions:

- (1) On public property, in all cases;
 - (2) On private property, if:
 - (a) The consent of the resident or property owner, or someone with apparent authority to consent, is obtained; or
 - (b) Exigent circumstances exist, the DCO or his designee reasonably believes that there is imminent danger of serious bodily injury or death to a human being, another animal, or the animal in question, and there is insufficient time to obtain a warrant;
 - (3) Upon the request of a peace officer or other public safety personnel if the owner is not available and there is no person seventeen (17) years of age or older to accept responsibility of the animal.
- (H) The DCO shall have forty-eight (48) hours or the next day the Municipal Court is open for business, whichever is later, from the time of the animal's seizure to request a hearing in the Municipal Court to determine the disposition of the animal in accordance with this chapter. If no hearing is requested, the animal shall be returned to its owner upon request from the owner.
- (I) The DCO is authorized to use necessary force, including but not limited to breaking a vehicle's window, to make lawful seizures of animals pursuant to this chapter, subject to all local, State, and Federal laws and court orders.
- (J) City facilities and operations are exempt from the requirements of this chapter.

Secs. 91.005. Fees.

- (A) All fees for this chapter shall be reviewed, set, and adopted by ordinance of the City Council and described in Chapter 31 of the Carrollton Code of Ordinances.
- (B) The DCO shall have the authority to reduce, refund, or waive fees under this chapter.

ARTICLE II. KEEPING ANIMALS; CARE AND TREATMENT

Sec. 91.006. Compliance.

It shall be unlawful for any person to keep, own, maintain, use, or have in his possession or on his premises within the city, any wild animal, livestock, fowl or pet, except in compliance with the provisions of this chapter.

Sec. 91.007. Keeping of animals; limitations.

- (A) *Number of animals permitted.*

- (1) It shall be unlawful for any person to keep more than two (2) cats or two (2) dogs on any premises within the city which has no enclosed backyard fencing. It shall be unlawful for any person to keep more than three (3) dogs and three (3) cats on any premises within the city that has enclosed backyard fencing.
- (2) Up to five (5) dogs and five (5) cats may be kept on premises containing one (1) acre of land, where the animals are restrained by fencing located 200 feet from any dwelling or business, owned or occupied by any person other than the owner.
- (3) In addition to subsections 91.007(A) (1) and (2) above, no more than five (5) of any other type of animal, more than four (4) months of age, excluding fowl and livestock, shall be kept in any residentially zoned area of the city.

Exemption: This limit does not apply to fish when kept within an aquarium intended for residential use; provided the fish are not obtained for commercial purposes.

- (4) Up to six (6) chickens may be kept on any residential or non-residential lot within the city in compliance with the following conditions:
 - (a) An annual permit to keep chickens has been approved by the DCO;
 - (b) No roosters are kept on the property;
 - (c) Chickens are provided a chicken coop and not allowed to fly or roam free on the property;
 - (d) A chicken coop may not exceed eighty (80) square feet or be taller than eight (8) feet, and must be located within its own fence not to include perimeter fencing;
 - (e) A chicken coop may not be located within twenty-five (25) feet of any dwelling or business owned or occupied by any person other than the owner;
 - (f) A chicken coop may not be located within five (5) feet of any property line;
 - (g) Accumulated chicken excrement is collected from the chicken coop at least once every forty-eight (48) hours and disposed of in an approved waste container;
 - (h) Neither chickens nor eggs are sold from the property; and
 - (i) Processing of deceased chickens may not occur in any area visible from a public right-of-way.
- (5) Except as provided in subsection 91.007(A)(4):
 - (a) No fowl shall be kept on any lot or tract of land of less than one (1) acre located in a residentially zoned area of the city; and
 - (b) For each lot or tract in excess of one (1) acre, an owner may keep up to six (6) fowl per acre; provided no such fowl shall be allowed to roam, fly, or be housed within 200 feet of any dwelling or business owned or occupied by any person other than the owner.

- (6) It shall be unlawful for any person to keep or allow bees, their hives, or any abandoned hives within the city limits, except honeybees may be kept if all of the following conditions are met:
- (a) An annual permit to keep honeybees has been approved by the DCO;
 - (b) All hives shall be located a minimum of ten (10) feet from any property line;
 - (c) All hives shall be surrounded by barriers placed at least ten (10) feet from the hive and not less than eight (8) feet in height that change the flight path of the bees as they leave the hives;
 - (d) There shall be no more than three (3) hives per city lot;
 - (e) There is an adequate source of water within twenty (20) feet of all hives;
 - (f) There may be maintained one (1) nucleus for each two (2) colonies. The nucleus shall not exceed one (1) ten-frame hive body. Each nucleus shall be disposed of within sixty (60) days after it is acquired;
 - (g) Each hive must be re-queened at least once every twenty-four (24) months; and
 - (h) The owner notifies the DCO, in writing, of the location and number of hives in his possession. Additionally, the owner shall keep purchase receipts and written records of the exact dates he re-queens each hive for at least two (2) years.
- (7) A person holding a permit under subsections 91.007(A) (4) and (6) commits an offense if he owns, harbors, or possesses chickens or bees and refuses, upon request by the DCO, to make his chickens, bees, premises, facilities, or equipment available for inspection during reasonable hours.
- (8) Revocation, denial, and appeal.
- (a) A permit issued under subsections 91.007(A) (4) and (6) may be denied or revoked by the DCO if the permit holder is found guilty in Municipal Court for a violation of the provisions described in this section.
 - (b) A denial or revocation of a permit may be appealed to the Animal Shelter Advisory Committee. The appeal must be made in writing to the DCO within fifteen (15) calendar days of receiving written notice of the permit denial or revocation from animal services. If no appeal request is received within the fifteen-day period, the denial or revocation of the permit becomes final.
 - (c) Upon receiving an appeal, the DCO or his designee shall place the appeal as an agenda item for the next scheduled meeting of the Animal Shelter Advisory Committee. At the meeting, the Animal Shelter Advisory Committee shall hold a hearing to determine the outcome of the permit.
 - (d) The decision of the Animal Shelter Advisory Committee on the appeal for the denial or revocation of a chicken or beekeeping permit shall be final.
 - (e) The permittee or applicant may reapply for a new permit under this section at any time.

- (9) This subsection 91.007(A) shall not apply to governmental or educational facilities, commercial kennels, veterinary hospitals, or animal establishments operated by a veterinarian, located on property zoned for such purpose. Such establishments, however, must meet sanitation requirements and keep animals securely contained.

(B) *Fencing requirements.*

- (1) Where fencing is required by this section it shall be constructed in compliance with Title XV, Chapter 154 of the Carrollton Code of Ordinances, as amended, and of sufficient strength, height, construction, materials, and design as to prevent:
 - (a) any animal confined within from escaping; or
 - (b) the head of a dog confined within from extending over, under, or through the fence.
- (2) Escape of an animal or an animal running at large shall be prima facie evidence that the owner's fence does not comply with the requirements of this chapter.
- (3) Any animal found to be at-large and impounded at the animal shelter after the animal owner or property owner has received notice of a violation under subsection 91.007(B) during any twelve (12) consecutive month period, shall remain at the shelter until the DCO has inspected the property and determined proper repairs have been completed or reasonable steps have been taken to ensure the animal's safe return to the owner. The owner reclaiming such animal shall be responsible for paying all applicable fees.

Sec. 91.008. Animal care.

(A) Food, water, proper shelter, and sanitary conditions.

- (1) No person shall fail to provide an animal under their care, custody, or control with: sufficient good and wholesome food; potable, non-frozen water in a clean container suitable for the size, species, and number of animals being housed; proper shelter and protection from the weather, including heat, cold, and other environmental conditions or circumstances that may cause bodily injury, serious bodily injury, or death of the animal.
 - (a) Proper shelter shall mean a housing enclosure designed for animals that is securely built, adequately sized for the kind, size, and number of animals housed, so they may be able to stand erect, sit, turn around, and lie down in a normal position.
 - (b) Proper shelter shall be maintained in a sanitary condition so that flies or mosquitoes are not allowed to breed, and odors are not offensive to adjacent residences or businesses.

- (c) Proper shelter shall reasonably protect the animal from inclement weather, harassment, stings and bites from insects, and attacks by other animals.
 - (d) Proper shelter shall comply with all other requirements of this chapter, the Code of Ordinances, and the CZO.
- (2) No person shall cause, allow, or permit any animal to remain in its own filth. The owner of every animal shall be required to provide such animal with sanitary living conditions. Animal waste shall be removed from an interior or exterior pen, shelter, yard, structure, or other keeping area at least once every forty-eight (48) hours. All animal waste shall be disposed of in an approved container. Discarding waste on any public or private property shall be considered a violation of this section.

(B) Animal unattended in vehicle.

- (1) It shall be unlawful for any person to leave an animal unsupervised in any motor vehicle or trailer where the outside temperature is higher than seventy-five (75) degrees.
- (2) It shall be unlawful for any person to leave an animal unsupervised in any motor vehicle or trailer under any conditions, or for such a period of time, as it may cause distress or endanger the health of the animal due to cold, heat, lack of food, water, air, or sanitary conditions, or such other circumstances or environmental conditions as may cause injury or death of the animal.
- (3) Any animal services, police department, or fire department personnel may make a reasonable attempt to locate the owner of the motor vehicle, trailer, or animal and cite the owner for violating this section.
- (4) If an animal left in a motor vehicle or trailer, in violation of this section, is found to be in distress or in danger of, or soon will be in danger of, injury or death, any animal services, police department, or fire department personnel may, without first notifying the owner, use reasonable force to remove each animal from the motor vehicle or trailer and immediately impound it.
- (5) It shall be the responsibility of the motor vehicle, trailer, or animal owner to repair any damage caused by the removal of the animal from the dangerous situation by any animal services, police department, or fire department personnel.

(C) Collars.

- (1) No person shall attach, or allow to be attached, a collar or harness that is not properly fitted at any time.
- (2) No person shall leave a dog outside, unattended, and wearing a pinch collar, choke collar or improperly fitted collar or in a condition that is unsafe or has the potential to cause injury.

- (3) No person shall attach, or allow to be attached, a collar or harness to an animal that is of an inadequate size so that it restricts the animal's growth or causes damage to the animal's skin.

(D) Tethering.

- (1) No person shall leave an unattended animal outside and attached to a tether for any length of time.
- (2) No person shall tether an attended animal to a stationary object for any length of time except as allowed by subsections (3) and (4) of this subsection.
- (3) Restraint on the owner's property or for a lawful animal event, veterinary treatment, grooming, training, law enforcement activity, or when needed to protect the safety or welfare of a person or animal, shall be allowed provided that all of the following conditions are met:
 - (a) The animal's owner maintains continuous, direct physical control of the animal throughout the period of restraint;
 - (b) The tether is attached to a properly fitting collar or harness and is not wrapped around the animal's neck. Choke or prong type collars are prohibited;
 - (c) The tether is designed and placed in a manner to prevent entanglement or injury; and
 - (d) The tether does not allow the animal to move outside the person's property or come within ten (10) feet of public property if tethered outside a fenced area.
- (4) A "skyline" type aerial trolley consisting of a line that is strung between two fixed points that are at least twenty (20) feet apart with a down line that is at least five (5) feet in length is allowed as long as the requirements of this section are met and the animal is enclosed behind a fence of adequate size and strength capable of preventing the general public, including children, and other animals from entering the area.
- (5) No person shall attach, or allow to be attached, a tether that is not appropriately sized for the animal or so heavy as to restrict or burden the animal's movements.

(E) Cruelty, fighting, and inhumane treatment.

- (1) No person shall beat, cruelly treat, torment, overload, overwork, or otherwise abuse an animal.
- (2) No person shall cause, instigate, permit, or attend any dogfight, cockfight, bullfight, or other combat between animals or between animals and humans.

- (3) No person shall cause, allow, or train any animal to fight another animal or human, or possess animal fighting paraphernalia or training equipment.
- (4) No person shall tease, taunt, beat, or provoke an aggressive reaction from an animal.
- (5) No person except a licensed veterinarian shall crop a dog's ears, dock a dog's tail or perform any surgical treatment that is routinely provided by a licensed veterinarian.
- (6) No person shall euthanize, kill, or attempt to euthanize or kill an animal in a manner other than by humane euthanasia as defined in this chapter.
- (7) No person shall mutilate or allow to be mutilated any dead animal for reasons other than food preparation or taxidermy. Dissection in compliance with medical or veterinary research, medical or veterinary necropsy, and bona fide educational use of dead animals shall not be considered mutilation.

(F) Leaving an animal unattended, animal abandonment.

- (1) No owner of an animal, or any person exercising care, custody, or control of an animal, shall abandon said animal.
- (2) No owner of an animal, or any person exercising care, custody, or control of an animal, shall abandon said animal with any person that has not consented or has revoked consent to be responsible for the care of the animal.
- (3) No person shall fail to reclaim any animal that he owns from any person or business who had temporary possession of the animal.
- (4) No owner of an animal, or any person exercising care, custody, or control of an animal, shall drop off, dump, leave, or attempt to drop off, dump, or leave said animal at the Carrollton Animal Services & Adoption Center without first signing a Stray Release or Owner Surrender form provided by the City.
- (5) No owner of an animal, or any person exercising care, custody, or control of an animal, shall leave said animal unattended at a City dog park or other City facility, public property, or any place of business at any time.

(G) Veterinary care and grooming.

- (1) No person shall keep, shelter, or harbor any animal with a potentially life-threatening infestation of ticks, fleas, or other parasites, any other obvious life-threatening illness or injury, or any other communicable illness transmissible to another animal or human without having sought and obtained proper treatment from

a licensed veterinarian or followed a proper commercially available treatment regimen for such infestation, illness, or injury.

- (2) No person shall fail to provide proper veterinary care when needed to prevent suffering.
- (3) No person shall fail to provide basic grooming for an animal.
- (H) No person shall transfer ownership or otherwise physically remove from their mother any dog or cat less than six (6) weeks old, or any other animal that is not yet weaned, except under exigent circumstances or as advised by a licensed veterinarian.
- (I) No person shall carry or transport an animal in any motor vehicle, conveyance, or trailer and fail to effectively restrain the animal so as to reasonably prevent the animal from leaving or being accidentally thrown from the vehicle, conveyance, or trailer.
- (J) Any animal, which is not provided the basic levels of care and protection as outlined in this section, may be immediately removed and impounded at the animal shelter. The animal shall remain at the shelter until the conditions are improved and the DCO has determined that such animal can be safely returned to the owner. The owner reclaiming such animal shall be responsible for paying all applicable fees.
- (K) Animals seized pursuant to this section may be impounded and the DCO may petition the Municipal Court for a hearing to determine whether the animal was inhumely treated and to determine the disposition of the animal, in accordance with section 821.023 of the Texas Health and Safety Code, as amended. The petition shall be filed within forty-eight (48) hours of the seizure. If the Municipal Court is not open during this forty-eight (48) hour period, the petition shall be filed the next day the Municipal Court is open for business. If a hearing is not requested, then the animal shall be returned to the owner upon request of the owner and pursuant to the requirements of subsection 91.008(J). Any animal not requested to be returned to its owner shall be subject to the time limits and dispositions provided in Article V of this ordinance.
- (L) This section shall not be interpreted to restrict the lawful activities and legitimate operations of rodeos, 4-H clubs, or Future Farmers of America clubs.

Sec. 91.009. Breeding animals.

No person shall breed, or cause to be bred, any animal within the public view.

Sec. 91.010. Public nuisance.

- (A) It shall be unlawful for the owner of any animal, or any person exercising care, custody, or control of an animal, to cause, suffer, permit, or allow such animal to be or remain a public nuisance.

- (B) It shall be unlawful for the owner or tenant of any property, occupied or unoccupied, to cause, suffer, permit, or allow the property to contribute to a public nuisance.
- (C) It shall be unlawful for any person to cause, suffer, or allow the breeding of flies, mosquitos, or other insects, or the growth of plant material in any water troughs, bowls, tanks, or other containers.
- (D) It shall be unlawful for a person to cause an animal not owned by him to be at-large by intentionally, knowingly, or recklessly releasing a confined animal.
- (E) It is an affirmative defense to prosecution under subsection (A) if the owner proves by a preponderance of the evidence that the animal was at large due to forces of nature, fire, or the criminal act of a third party who was not residing at the animal owner's residence.
- (F) After the third offense resulting in a conviction of any person with care, custody, or control of an animal, for violating section 91.010(A) in any twelve (12) consecutive month period, the DCO may petition the Municipal Court for a hearing to determine if such animal is a continuing public nuisance. After the hearing, a Municipal Court judge may order the:
 - (1) Disposition of the animal as provided in Article V of this chapter, except that the animal may not be returned to the location where the animal resided at the time of the nuisance action;
 - (2) Exclusion from the city limits of Carrollton of the animal; or
 - (3) Return of the animal to the owner.
- (G) After an order is issued pursuant to subsection (F) by the Municipal Court, the owner shall comply with the order within the time specified in the court order, or if no time for compliance is specified in the order, within forty-eight (48) hours after the order is signed by the Municipal Court judge.
- (H) If a Municipal Court judge orders that the animal is to be removed from the city limits of Carrollton, the owner shall provide the address of the location of the animal to the DCO in writing within seventy-two (72) hours of the issuance of the order.

Sec. 91.011. Keeping animals or fowl in residential areas constituting a nuisance.

- (A) It shall be unlawful for an owner, or any person exercising care, custody, or control of an animal, to allow any such animal to unreasonably bark, howl, crow, or make any other unreasonably loud noise, unprovoked, that disturbs the peace and quiet of a person of ordinary sensibilities.
 - (1) Unreasonable is defined as disturbing the peace and quiet of a person of ordinary sensibilities; and
 - (a) The recorded loud animal noise event continued for a period of at least fifteen (15) minutes; or

- (b) Sporadic intervals of recorded loud animal noise over the course of a fifteen (15)-minute interval.
- (2) “Recorded” may include video recordings or audio recordings.
- (3) “Unprovoked” shall mean not deliberately caused by the complaining witness, or other person. Actions of provocation may include, but not be limited to, standing along a fence line, taunting, teasing, or whistling.
- (4) No prosecution of an alleged violation, under this section, may proceed unless:
 - (a) There is a “complaining witness”;
 - (b) The complaining witness completes a formal complaint form provided by the City;
 - (c) The complaining witness acknowledges and agrees to attend and provide witness testimony in municipal or district court; and
 - (b) The recording is of sufficient quality to authenticate the location, time, and date of the alleged disturbance. Any recording sought to conform with this requirement must be of a duration capable of establishing unreasonable as defined under subsection (A)(1).
- (5) In any prosecution of a violation of this section, recorded proof that the noise was unreasonable, as set forth in subsection (A), shall be prima facie evidence of a violation of this section and that the same constitutes a nuisance.
- (6) Prosecution of an alleged violation under this section may not proceed if:
 - (a) The prosecutor determines insufficient admissible evidence exists to sustain a conviction;
 - (b) A complaining witness has demonstrated unreliability, including failure to appear, failure to cooperate, or failure to provide consistent testimony in prior proceedings;
 - (c) Evidence indicates that the complaining witness or reporting party has engaged in harassment, intimidation, or bullying of the defendant or other persons involved; or
 - (d) Any other circumstance or consideration of justice, equity, public interest, or prosecutorial discretion that, in the judgment of the legal department, warrants non-prosecution.
- (B) It shall be unlawful for any person to maintain any animal or fowl in such a manner that residents of adjacent or nearby property are subject to obnoxious odors.
- (C) It shall be unlawful to feed any animal on any property other than the property of the owner of the animal. Animals must be fed from a container designed to prevent attracting rodents.

- (D) Except as provided in section 91.007(A)(4), it shall be unlawful to feed wild animals in any method, excluding fowl.

Sec. 91.012. Nuisance on public sidewalks, parkways and other places open to the public, to be prevented by the owner.

- (A) It shall be unlawful for an owner, or any person exercising care, custody, or control of an animal, to permit, either willfully or through failure to exercise due care or control, any such dog or animal to defecate upon the sidewalk or parkway of any public street, public park, or upon the floor of any common hall in any entranceway, stairway, or wall immediately abutting on a public office building or other buildings used in common by the public or upon the floor, stairway, entranceway, office, lobby, foyer, or patio used in common by the public, or the front yard, rear yard, side yard, or utility easement of any private property not owned or leased by, or under the control of the animal's owner.
- (B) The owner of every animal shall be responsible for the removal of any excreta deposited by their animal(s) in areas outlined in subsection (A) of this section. Immediate removal and appropriate disposal of such excreta shall be a defense to prosecution under this section.
- (C) It shall be unlawful for an owner, or any person exercising care, custody, or control of an animal, to fail to visibly have in his possession materials that can be used to immediately remove and dispose of any excreta that animal produces while in areas outlined in subsection (A) of this section.
- (D) It is an affirmative defense to prosecution under this section that the person was in an area where materials that can be used to immediately remove and dispose of any animal excreta were publicly provided and readily available within the immediate vicinity.
- (E) It is an affirmative defense to prosecution under this section if the animal is a police service animal being used in official law enforcement activities or the animal is under the direction and control of a nonprofit search and rescue organization participating in an authorized search and rescue activity.

Sec. 91.013. Animals and fowl prohibited in establishments selling food.

It shall be unlawful for any person to allow any live animal or fowl to enter or remain inside any food establishment as defined in title XI, chapter 116 of the Carrollton Code of Ordinances, as amended. This section shall not apply to registered service animals.

Sec. 91.014. Poisoning, killing, trapping animals.

- (A) No person shall leave any poisonous substance in any place accessible to fowl, dogs, cats or other such animals with the intent to kill or harm such animals.

- (B) No person shall use or place for use any leg-hold trap, snare, or other animal capturing device. This section shall not apply to the use of live-catch, box style traps, or other humane traps.
- (C) The person who places a humane trap on private property shall be responsible for checking the trap, the care of the animal while it is in the trap, and removal or relocation of the trapped animal. All humane traps shall be checked at least daily.
- (D) No traps shall be placed upon public property, highway, street alley, or other public place within the incorporated limits of the City without specific written permission from the DCO.
- (E) It shall be unlawful for a person to fail to check a trap he has placed, placed and baited, or allowed to be placed or placed and baited at least once every twenty-four (24) hours.
- (F) It shall be unlawful for a person to place, or place and bait, or allow the placing or placing and baiting of any trap when the overnight low temperature is expected to be below forty (40) degrees Fahrenheit without first obtaining written permission from the DCO.
- (G) It shall be unlawful for a person to place, or place and bait, or allow the placing or placing and baiting of any trap under conditions which may endanger the health of the animal due to exposure to rain, snow, extreme temperatures, a severe weather warning issued by the National Weather Service, lack of food or water, or under other circumstances that may cause bodily injury, serious bodily injury or death of the animal, whether or not such injury occurs.
- (H) It shall be unlawful for a person to place, or place and bait a trap, other than a commercially available trap solely designed to exterminate mice, rats, or insects, for commercial profit, without identifying the trap with the name, telephone number, and Texas Department of Agriculture Structural Pest Control Applicator license number of the applicator who placed or placed and baited the trap.
- (I) Any trap found to be set in violation of this chapter may be confiscated by the DCO and held as evidence in the case for the offense.
- (J) This section is not intended to prevent the DCO, Animal Services Officers, or their designee from trapping animals, or the use of various trapping methods, when entitled to do so by state statute or by any ordinance of the City.
- (K) It shall be unlawful to remove, alter, damage, or otherwise tamper with a trap or equipment belonging to or set by the DCO.
- (L) This section shall not be interpreted to restrict the extermination of rats, mice, insects, other vermin, or any animal deemed a nuisance by state or federal law, through the use of traps, poisons, or other commercially available means when used in that person's residence, property, accessory structure, or commercial establishment and in accordance with the

manufacturer's directions as long as reasonable precautions are taken to ensure that no human, pet, or wild animal, other than the targeted species, comes into contact with the traps, poisons, or other means and that does not violate any other section of this chapter.

Sec. 91.015. DCO may terminate keeping of animals.

Whenever any premises where any animals are kept in an unsanitary condition, or the facilities are not adequate under the provisions of this chapter, or any health ordinance or law is not being observed, the DCO may, by written notice to the owner of such premises or facilities, require the abatement of the conditions which violate this chapter or such ordinance or law and establish a schedule by which such abatement must be completed. Failure of the owner to comply with said order shall, in addition to constituting a misdemeanor hereunder, be grounds for and entitle the City to seek relief through any remedy available under applicable statutes.

Sec. 91.016. Duty of person striking animal.

Any person who, as the operator of a motor vehicle, strikes any domestic animal on a public roadway shall, as soon as practicable, report the occurrence to animal services or the police department.

Secs. 91.017—91.020. Reserved.

ARTICLE III. REGISTERING ANIMALS; TAGS AND COLLARS

Sec. 91.021. Registration and tags for dogs and cats.

- (A) Any person owning a dog or cat that is four (4) months old or older within City limits must have such dog or cat vaccinated for rabies.
- (B) Any person owning a dog or cat that is four (4) months old or older within city limits must register such dog or cat with the city as herein provided.
- (C) Written application for registration shall be made by mail or in person to the DCO, which shall include name, phone number, and street address of applicant, description of the animal, the appropriate fee, and valid rabies vaccination certificate issued by a licensed veterinarian or anti-rabies clinic, and date of rabies vaccination. The rabies vaccination certificate shall be considered valid if the vaccine used and the vaccination process complies with the Texas Health and Safety Code, Chapter 169, as amended.
- (D) A registration fee shall be paid annually for each dog and cat being kept within the City. Each registration is valid for one (1) year from the date of issuance. Exception: If proof is provided that the animal to be registered received a three-year rabies vaccination, the registration fee shall be paid and the registration is valid for three (3) years from the date of issuance.
- (E) Application for a registration shall be made within thirty (30) days after obtaining a dog or cat over four (4) months of age, after locating a dog or cat over four (4) months of age

within the City, or from the time a dog or cat reaches four (4) months of age, whichever comes earlier. This requirement does not apply to a nonresident keeping a dog or cat within the City for a period of less than sixty (60) days.

- (F) Upon acceptance of the registration application and fee, the DCO shall issue a durable tag, stamped with an identifying number and the year of issuance, except as provided in article VI of this chapter. Tags shall be designed so that they may be conveniently fastened or riveted to the animal's collar or harness.
- (G) Dogs and cats must wear city registration tag at all times when off the premises of the owner.
- (H) The DCO shall maintain a record of the identifying number of all tags issued for a period of three (3) years from the date of issuance.

Sec. 91.022. Duty of persons performing vaccinations.

- (A) Each duly licensed veterinarian, after vaccinating any animal within the City, shall sign a certificate in duplicate containing the following information:
 - (1) The name and address of the owner of the vaccinated animal;
 - (2) The type of vaccine used, the approved duration of the vaccine used, and the date of the vaccination;
 - (3) The year and identification number of the rabies vaccination tag;
 - (4) The breed, age, color, and sex of the vaccinated animal; and
 - (5) Such other information as the DCO may require.
- (B) The veterinarian shall immediately present one (1) copy of the certificate to the owner of the vaccinated animal. The veterinarian, for future reference, shall retain the duplicate copy of the certificate.

Sec. 91.023. Requirement; duplicate tags, fee, non-transference.

- (A) Every animal owner shall be required to provide said animal with a collar for the tag to be constantly worn when off the premises of the owner.
- (B) In case an animal tag is lost or destroyed, upon presentation of the receipt showing the payment of the registration fee for the calendar year and the payment of a duplicate tag fee, a replacement tag will be issued.
- (C) A tag shall not be transferable from one (1) animal to another and no refund shall be made on any animal registration fee for any reason.

Sec. 91.024. Exceptions to registration fee.

The provision of this chapter requiring the registration of dogs and cats shall not apply to the following:

- (A) Dogs or cats brought in the City exclusively for the purpose of entering the same in any show or exhibition, and which are actually entered in and kept at such show or exhibition.
- (B) Dogs duly and properly trained to aid or assist the disabled when such dogs are actually being used for this purpose. Dogs or cats kept in qualified institutions, approved by the DCO, for teaching or research purposes.
- (C) Government-assigned police dogs.

Sec. 91.025. Removal of tags.

The following acts are prohibited and hereby declared unlawful:

- (1) The counterfeiting of dog or cat registration or tags;
- (2) The removal of dog or cat registration or tags from any dog or cat by any person other than the owner; and
- (3) The willful and malicious destruction of dog or cat registration tags by any person other than the owner.

Sec. 91.026. False statements.

- (A) Any false statement in a rabies certificate or application for an animal registration, issued for such animal, shall be considered invalid and shall subject such animal to being impounded in accordance with the rules and regulations set out in this chapter.
- (B) It shall be unlawful to make a false statement in any application, affidavit or other document required by this chapter.

Sec. 91.027. Receipt; certificate; failure to exhibit.

No person keeping or harboring an animal for which registration is required, shall fail to exhibit a registration receipt, certificate of vaccination, or exemption status as required by this chapter upon demand by the DCO or Animal Services Officer.

ARTICLE IV. RABIES CONTROL; QUARANTINE

Sec. 91.028. Veterinarians to report rabies.

Every veterinarian or other person who is called to examine or professionally attend to any animal within the City having any case of rabies shall, within twenty-four (24) hours thereafter, report in writing to the Local Rabies Control Authority of the City the following facts:

- (1) The location of infected animal;
- (2) The name and address of the owner thereof; and
- (3) The name and address of any person known to have been exposed to such animal.

Sec. 91.029. Quarantine of animals.

- (A) An animal suspected of having rabies must be quarantined at the animal shelter or at a veterinary hospital with facilities to provide quarantine services, for a period of ten (10) days. The ten-day period begins at the time of the exposure or suspected event. All quarantine expenses shall be the responsibility of the animal owner. An animal shall be suspected of having rabies under any or all of the following conditions:
- (1) The animal has bitten or scratched a person causing an injury that has broken the skin;
 - (2) The animal is showing signs of rabies;
 - (3) A licensed veterinarian suspects that the animal has rabies;
 - (4) The Local Rabies Control Authority has reasonable suspicion based upon probable cause that the animal has rabies.
- (B) A home quarantine may be approved by the Local Rabies Control Authority under the following conditions:
- (1) A suitable place in the home can be provided to limit contact with the animal to only one (1) member of the household, that household member being over the age of eighteen (18);
 - (2) No other animals are being kept inside the home;
 - (3) Owner agrees to provide access to an Animal Services Officer for observation during the quarantine period at least on the first and last day;
 - (4) The animal is currently vaccinated for rabies; and
 - (5) The animal was not at large at the time of the bite or scratch.

- (C) If an animal dies while quarantined for rabies or has been determined to have rabies, the Local Rabies Control Authority shall send the head of the animal to the Texas Department of State Health Services laboratory for examination. The owner of an animal which is being humanely euthanized and submitted for testing shall pay all fees related to the testing, quarantine, and euthanasia, if applicable.
- (D) An animal may be destroyed or be deemed abandoned upon failure of the owner to pay all fees and reclaim the animal within seventy-two (72) hours from the end of the quarantine period.

Sec. 91.030. Authorization for quarantine.

- (A) In the event a potential outbreak of rabies is suspected and the danger to public safety from rabid animals is reasonably imminent, the Local Rabies Control Authority is hereby authorized to issue a quarantine proclamation ordering persons owning, keeping, or harboring any animal to muzzle the same or confine it as herein provided for such time as may be specified in such quarantine proclamation.
- (B) Upon the publication of such proclamation by the Local Rabies Control Authority, any persons keeping or harboring any animal shall restrain the animal from running at large except that such animal is under the control of an adult person and on a leash, may do so only if the animal is effectively muzzled.
- (C) The Local Rabies Control Authority may destroy any animal found at large during the time specified by the Local Rabies Control Authority in the quarantine proclamation, if the Local Rabies Control Authority is unable to apprehend such animals for impoundment.

Secs. 91.031—91.035. Reserved.

ARTICLE V. IMPOUNDMENT; REDEMPTION; DISPOSITION OR ADOPTION

Sec. 91.036. Impoundment.

- (A) Impoundment:
 - (1) Rabies: The DCO shall impound and quarantine any animal that he has probable cause to believe was exposed to or infected with rabies. Any animal that exhibits symptoms of the rabies virus during quarantine shall be humanely euthanized;
 - (2) Owner's absence: The DCO shall impound an animal at the request of a peace officer or owner of the property where the animal is located when the owner of the animal has been arrested, hospitalized, is missing, has died, or when the owner is being lawfully evicted from his premises and there is no person present seventeen (17) years of age or older who will assume responsibility for the animal;
 - (3) Animal at large: The DCO may impound an animal found to be at large;

- (4) Dangerous animal: The DCO shall follow the procedures for impoundment of dangerous animals set forth in Article VI of this chapter;
 - (5) Unauthorized possession: The DCO may impound an animal if the DCO has probable cause to believe the animal is being possessed in violation of local, state, or federal law;
 - (6) Inhumane treatment: The DCO may impound an animal if the DCO has probable cause to believe the animal has been inhumanely treated as defined by this chapter; or
 - (7) LRCI: The DCO may impound and quarantine an animal the DCO has probable cause to believe has been involved in a LRCI.
- (B) Only animals found at large within the corporate limits of the City may be impounded at the animal shelter.
 - (C) Any person who brings an animal to the animal shelter for impoundment shall provide a government identification and sign any required forms provided by animal services at the time of intake.
 - (D) The animal shelter shall be considered the designated caretaker of an impounded animal immediately upon intake at the shelter. After the expiration of any required holding period, the City shall become the full owner of the animal in question and may dispose of it in accordance with this chapter.
 - (E) The City reserves the right to humanely euthanize any animal immediately to prevent the suffering or further injury of such impounded animal. The City also reserves the right to humanely euthanize any animal which poses a threat to public health and safety.
 - (F) In addition to or in lieu of impounding an animal found at large, the DCO or his designee may issue to the owner or any person exercising care, custody, or control of such animal a citation for each separate violation of this chapter.

Sec. 91.037. Right of entry upon unenclosed premises to seize animals at large.

The DCO and Animal Services Officers of the City are hereby given the power and authority, and it is declared to be their duty, to go upon unenclosed public or private property for the purpose of taking and impounding any animal found at large thereon or staked out or grazed there contrary to the provisions of this chapter.

Sec. 91.038. Uncared for animals may be impounded.

Whenever the DCO or Animal Services Officer finds that an animal is or will be without proper care because of injury, illness, incarceration, or other involuntary absence of the person responsible for the care of such animal, the DCO or Animal Services Officer may impound such animal.

Sec. 91.039. Euthanasia of certain animals.

Any animal impounded or found at large within the city may be humanely euthanized by the DCO or Animal Service Officer upon determination that such animal is sick or endangers the health of other animals or persons, or if such animal is suspected of having rabies, or manifesting a disposition to bite or attack when found at large, or as deemed necessary by the DCO.

Sec. 91.040. Confinement of animals by an individual.

- (A) If an animal is found upon the premises of another person, the occupant of the premises may confine the animal. Within a reasonable time after confining the animal, the occupant shall notify the DCO or Animal Services Officer and shall thereupon release the animal to an Animal Services Officer.
- (B) Any person confining any domestic animal found at large or contrary to the provisions of this chapter shall surrender such animal to the DCO or Animal Services Officer upon demand.

Sec. 91.041. Unauthorized impoundment of animals; offering rewards for impoundment.

It shall be unlawful for any person, other than an Animal Services Officer of the city or the DCO, or a humane organization approved by the DCO, to engage in the catching or impounding of animals, except as provided in sections 91.014 and 91.040, nor shall any reward be given for such catching or impounding. Any person authorized to catch and impound animals offering a reward of any kind whatsoever, to any person, shall be deemed guilty of violating this chapter.

Sec. 91.042. Redemption of animals.

- (A) Redemption. Except as provided in article VI of this chapter, the owner of any animal delivered to the animal shelter and impounded shall be entitled to reclaim their animal, provided such animal is not infected or thought to be infected with rabies or any other infectious or contagious disease, and upon the payment of all applicable fees, including current pet registration. An animal may be released to the City in lieu of paying applicable animal shelter fees, but the owner shall be responsible for paying owner release fees.
- (B) Conditions for redemption of animals:
 - (1) *Rabies vaccination of the animal is required.*
 - (a) For the purposes of this subsection, sufficient proof of an animal's current rabies vaccination shall be either a rabies vaccination certificate issued by a licensed veterinarian or verbal or written confirmation of a current rabies vaccination by the licensed veterinarian who administered the vaccination.
 - (b) If the owner cannot prove that the animal has a current rabies vaccination, the owner shall pay a fee to have a rabies vaccination given prior to the release of the animal.

- (c) If a vaccination cannot be given at the time of the redemption, the owner shall have ten (10) calendar days to provide written proof of obtaining a current rabies vaccination to animal services.
- (d) If, in the opinion of a licensed veterinarian, the rabies vaccination should not be given within the ten (10) calendar day period, the owner must provide a signed statement from the veterinarian stating why the vaccine should be temporarily delayed and when the vaccine may be given. The owner shall provide written proof of the administering of the vaccination to animal services within forty-eight (48) hours.

(2) *A Microchip Implant in the animal is required.*

- (a) If the animal is not already identifiable by microchip, the owner shall pay a fee to have a microchip implanted into the animal prior to release.
- (b) If a microchip implant cannot occur prior to release, the owner shall have ten (10) calendar days to provide written proof of a microchip implantation of the animal.

(3) *Sterilization of the animal required in certain circumstances.*

- (a) Upon an animal's third impound in any twelve (12) month period, the owner shall submit proof that the animal has been sterilized within thirty (30) days of its release. The proof shall be a completed sterilization certification form provided by animal services that is signed by the sterilizing veterinarian. Any owner choosing to have his animal sterilized by animal services prior to redemption may have the impound fee waived and the owner shall pay a sterilization fee and any other applicable fees prior to the animal being returned.
- (b) Any animal that is impounded a fourth time in any consecutive twelve (12) month period, including any animal subject to the timeframe provided in this subsection, may be sterilized by animal services prior to redemption by the owner. This subsection shall not apply if the animal was at large due to forces of nature, fire, or the criminal act of a third party who was not residing at the animal owner's residence.
- (c) Subsection 91.042(B)(3) (a. or b.) shall not apply if the owner provides proof that the animal has a current City registration and rabies vaccination, the animal is identified by microchip or visible identification, and one (1) or more of the following conditions is met at the time of impoundment:
 - (i) Either the animal is registered with a national registry; or the animal is a sporting dog, livestock dog, or working dog, and the owner was a member of a national breed club, local breed club, or sporting or hunting club;
 - (ii) The animal was a professionally trained assistance or police service animal; or

- (iii) The animal was at large due to forces of nature, fire, or the criminal act of a third party who was not residing at the animal owner's residence.
 - (d) Nothing in this subsection shall be construed as permitting sterilized dogs or cats to run at large.
 - (4) *City Registration required.*
 - (a) If the owner cannot prove the animal has a current city registration, the owner shall pay a fee to have the animal registered as required by Article III of this chapter.
 - (b) If the owner cannot prove the animal has a current rabies vaccination, and a vaccination cannot be given at the time of redemption, the owner shall pay a fee to have the animal registered as required by Article III of this chapter and given ten (10) calendar days to provide written proof of a current rabies vaccination to animal services. The registration shall not be considered valid until the proof of rabies vaccination is provided by the owner.
 - (5) *Payment of fees.* The owner must pay all applicable fees before the animal is released.
 - (6) *Government identification required.* A government identification of the owner or person reclaiming an animal must be provided before the animal is released.
 - (7) *Wild animals.* Impounded wild animals kept in violation of this chapter may not be redeemed and may be placed with a Wildlife Rehabilitator or Wildlife Educational Center or humanely euthanized at the DCO's discretion.
 - (8) A person commits an offense if he fails to provide the proof of rabies vaccination required in this chapter.
 - (9) A person commits an offense if he fails to provide the proof of microchip implantation required in this chapter.
 - (10) A person commits an offense if he fails to provide the proof of sterilization required in this chapter.
 - (11) A person commits an offense if he fails to provide the proof of City registration required in this chapter.
- (C) The owner of an animal impounded in the animal shelter shall be required to redeem the same in accordance with this section and shall not be permitted to adopt such animal in lieu of paying the applicable fee.
 - (D) Only City residents may release their pets to the animal shelter upon payment of an owner release fee. Additional fees will apply for animals released for euthanasia.

- (E) It shall be unlawful to remove animals from the animal shelter except in accordance with the procedures established herein and the regulations established by the DCO.
- (F) Additional cost for impoundment may apply if a special vehicle or special handling equipment is required.
- (G) The DCO may refuse release of any animal impounded at the animal shelter if it is determined that such owner may not provide sufficient care as set forth in this chapter.
- (H) Subsection (B) of this section shall not apply if the animal was impounded:
 - (1) For being inhumanely treated as defined in this chapter and a hearing is pending or shall be pending to determine the disposition of the animal;
 - (2) As a dangerous animal as defined in this chapter and a hearing is pending or shall be pending to determine the disposition of the animal; or
 - (3) For investigation of rabies and the quarantine period has not expired.

Sec. 91.043. Disposition of animals.

(A) Time limits.

- (1) Impounded animals with no means of traceable identification shall be kept for not less than three (3) calendar days, unless earlier reclaimed by the owner or the owner's agent or humanely euthanized as allowed by this chapter.
- (2) Animals with any type of traceable identification shall be kept for not less than ten (10) calendar days, or not less than three (3) calendar days from the time the owner is notified, whichever is the shorter time period, unless earlier reclaimed by the owner or the owner's agent or humanely euthanized as allowed by this chapter.
- (3) An animal impounded at the request of a peace officer or property owner as required by section 91.036(A)(2) of this chapter shall be kept for not less than ten (10) calendar days unless earlier reclaimed by the owner or the owner's agent or humanely euthanized as allowed by this chapter.
- (4) An impoundment period is not required for an animal voluntarily surrendered or released to the city by its owner.
- (5) An impoundment period is not required for any wild animal.

(B) Injured, unweaned, or diseased animals.

- (1) Any impounded animal, registered or unregistered, which appears to be suffering from serious bodily injury or disease and which is in great pain or suffering and probably will not recover or which appears to have an infectious disease which is a danger to humans or to other animals may be humanely euthanized.
 - (2) Any animal that is not displaying any type of identification and which due to its violent or undomesticated nature poses a substantial risk of bodily injury to the safety of City staff may be humanely euthanized.
 - (3) Any unweaned animal impounded without the mother or where the mother cannot or refuses to provide nutritious meals may be transferred to a foster home for temporary care, transferred to a releasing agency for care and placement, or humanely euthanized to prevent suffering.
- (C) After the expiration of any required impoundment period or immediately after being voluntarily released by its owner, the animal shall become the property of the City, all ownership rights for the animal shall transfer to the City, and the City may dispose of the animal by any of the following methods, taking into consideration factors that may include, but not be limited to, the animal's behavior, aggressive tendencies, undomesticated characteristics, health, and housing space availability, within the sole discretion of the DCO.

(1) *Adoption.*

- (a) Animal services shall be authorized to place for adoption dogs, cats, and other domestic animals impounded by the City under the following conditions:
 - (i) Animal services shall evaluate all animals to determine if it is an adoption candidate, based on its health, temperament, and appropriateness for vaccination. Authorization to place a dog, cat, or other domestic animal for adoption shall not constitute a warranty of the health, temperament, or age of the animal.
 - (ii) There will be an adoption fee for all dogs, cats, and domestic animals at an amount set by Chapter 31 of the Code of Ordinances. The fee will include the cost of sterilization, vaccination, implantation of a microchip, and licensing.
 - (iii) All animals adopted from animal services shall be implanted with a microchip, vaccinated against rabies according to state guidelines, and sterilized prior to adoption.
 - (iv) If, in the opinion of a licensed veterinarian, there is a legitimate health risk justifying the delay of sterilization, the person adopting the animal must sign a contract stating the dates by which the animal shall be sterilized. The owner shall provide written proof to animal services of the completed sterilization within forty-eight (48) hours of the procedure. Failure to comply with the terms of the contract shall constitute a violation of this section.

- (v) Animals under the age of four (4) months shall be adopted only if the adopter signs a contract specifying the dates by which the animal shall be sterilized and vaccinated for rabies. The owner shall provide written proof to animal services of the completed sterilization and vaccination within forty-eight (48) hours of the procedure. Failure to comply with the terms of the contract shall constitute a violation of this section.
 - (b) If an adopted animal dies on or before the sterilization completion date, the adopting person must provide written documentation to animal services that the animal has died.
 - (c) If an adopted animal is lost or stolen before the sterilization date, the adopting person must provide written documentation to animal services stating that the animal is lost or stolen and a copy of the police report, if any, of the theft. In order to be sufficient, the letter shall be delivered to animal services not later than the seventh (7th) calendar day after the date of the animal's disappearance and shall describe the circumstances surrounding the disappearance and the date of disappearance.
- (2) *Transfer to releasing agency or foster care.*
 - (a) Animal services may transfer ownership of the animal to a releasing agency approved by the DCO, provided that the group sterilizes and microchips the animal prior to placing it into an adoptive home.
 - (b) Animal services may temporarily place the animal in a foster home that has a signed Foster Agreement on file with the City.
- (3) *Euthanasia.* Animal services may humanely euthanize the animal due to the animal's health or temperament, space limitations, or as otherwise deemed necessary by the DCO.
- (D) All decisions related to the disposition of an animal pursuant to section 91.043 (C) shall be made at the sole discretion of the DCO unless otherwise mandated by law or a court order.

Sec. 91.044. Adoption of animals.

- (A) A person who desires to adopt an animal from the City shall:
 - (1) Pay the adoption fee for each animal adopted;
 - (2) Provide a government identification;
 - (3) Sign all required documentation provided by animal services; and
 - (4) If the pet is over the age of four (4) months, the person shall submit proof within thirty (30) days from the adoption date that the pet is vaccinated for rabies and is spayed or neutered.

- (B) Animals under the age of four months shall be adopted only if the adopter signs a contract specifying the dates by which the animal shall be spayed or neutered and vaccinated for rabies. Failing to comply with the terms of the adoption contract shall constitute a violation of this section.
- (C) Failure of an adopter to comply with the terms outlined in this section shall result in the refusal by the DCO to release the adopted animal still in the possession of the animal shelter.
- (D) The DCO reserves the right to refuse to adopt any animal if the adoption may create a risk to the animal's health and safety. The DCO has the sole authority for making such determinations.

Secs. 91.045—91.049. Reserved.

ARTICLE VI. DANGEROUS DOGS

Sec. 91.050. Dangerous dog determination.

For the purpose of this chapter, “dangerous dog” shall mean:

- (A) Any dog that has attacked or bitten any person more than once; or
- (B) Any dog that has attacked or bitten one (1) person causing “serious bodily injury” including multiple bite wounds or severe ripping and tearing of muscle that would cause a reasonably prudent person to seek treatment from a medical professional or would require hospitalization, without regard to whether the person actually sought medical attention.

Sec. 91.051. Seizure of a dangerous dog.

- (A) The DCO may seize a dog that has been determined dangerous in accordance with section 91.050 of this chapter. Seizure of a dog under the provisions of this section must be supported by:
 - (1) A sworn complaint of any person, including an Animal Services Officer, that the dog has attacked more than one (1) person or is responsible for causing serious bodily injury to a person by attacking, biting, or mauling the person; or
 - (2) Probable cause for the DCO to believe that the dog is responsible for biting more than one (1) person or causing serious bodily injury to a person by attacking, biting, or mauling the person.

- (B) The DCO shall determine that the dog is dangerous and seize the dog or order its seizure and shall provide for the impoundment of the dog in secure humane conditions until a hearing is conducted in Municipal Court to determine the final disposition of the dog.

Sec. 91.052. Hearing.

- (A) The DCO shall schedule a hearing in Municipal Court, within ten (10) business days from the date the dog was seized, to determine whether the dog is responsible for biting more than one (1) person or causing serious bodily injury to a person, in accordance with section 822.003 of the Texas Health and Safety Code, as amended. The intent of this hearing is to determine if the dangerous dog should be released to the owner or immediately humanely euthanized.
- (B) The DCO shall give written notice of the time and place of the hearing to:
 - (1) The owner of the dog or the person from whom the dog was seized; and
 - (2) The person who made the complaint; and
 - (3) The victim of the attack.
- (C) Any interested party, including the owner of the dog, the DCO, Animal Services Officer, City Attorney, or the person signing the complaint, is entitled to present evidence at the hearing.
- (D) In accordance with subchapter A of chapter 822 of the Texas Health and Safety Code, as amended, the Municipal Court may order the dangerous dog humanely euthanized if the Municipal Court finds that the dog caused serious bodily injury to a person by attacking, biting, or mauling the person or if the dangerous dog poses a significant threat to public health and safety. If this finding is not made, the Municipal Court may order the dangerous dog released to:
 - (1) Its owner;
 - (2) The person from whom the dog was seized; or
 - (3) Any other person authorized to take possession of the dog.
- (E) The Municipal Court may not order the dog humanely euthanized if the Municipal Court finds that the dog caused serious bodily injury to a person by attacking, biting, or mauling the person in the following manner:
 - (1) The dog was being used for the protection of a person or person's property and the attack, bite, or mauling occurred in an enclosure in which the dog was being kept;

- (2) The enclosure was reasonably certain to prevent the dog from leaving the enclosure on its own and provided notice of the presence of a dog;
- (3) The injured person was at least ten (10) years of age and was trespassing in the enclosure when the attack, bite, or mauling occurred;
- (4) At the time of the bite, attack, or mauling the dog was not in violation of any of the provisions of this chapter; and
- (5) The dog was being used by a peace officer for law enforcement purposes pursuant to the Texas Health and Safety Code Section 822.006, as amended.

Sec. 91.053. Euthanasia of a dangerous dog.

- (A) The order to humanely euthanize a dangerous dog shall result in the euthanasia of the dangerous dog not later than twenty-four (24) hours from the time the order was issued by the Municipal Court.
- (B) The euthanizing of the dangerous dog under this section must be completed by:
 - (1) A licensed veterinarian; or
 - (2) An Animal Services Officer who is trained in the humane euthanasia of animals.

Sec. 91.054. Release of dangerous dog.

- (A) If a dangerous dog is not ordered to be humanely euthanized, the owner of any dangerous dog released under the provisions of section 91.052 must comply with the following:
 - (1) Provide proof that a liability insurance policy has been obtained for the dangerous dog in the amount of at least \$100,000.00;
 - (2) Maintain liability insurance policy required in this section at all times;
 - (3) Register the dog each year on or before the anniversary of the date of release as a dangerous dog with the city for an annual fee. The animal shelter will provide a registration tag to the owner, which must be placed and remain on the dog's collar, which collar must be worn by the dog at all times;
 - (4) Provide an enclosure for the dangerous dog, which is of sufficient strength to reasonably prevent the dog from escaping. This enclosure must be inspected and approved by the DCO before the release of a dangerous dog; and
 - (5) Post signs giving notice of a dangerous animal in the area or on the premises in which the animal is confined. The signs shall be conspicuously posted at both the front and rear property entrances and at any entrance to the dog's enclosure and

shall bear letters not less than two (2) inches high, stating "DANGEROUS ANIMAL ON PREMISES."

- (B) The owner shall have twenty (20) days to provide proof of compliance with this section before the dog will be released to the owner. Failure to comply within twenty (20) days will result in the dog being humanely euthanized as outlined in section 91.053. The owner reclaiming a dangerous dog must also comply with the following:
 - (1) Dangerous dogs reclaimed by their owner must be kept in a secure location on the owner's property. The DCO must approve this location before such animal is released to their owner;
 - (2) Must maintain current rabies vaccination for the dangerous dog; and
 - (3) Must ensure the dangerous dog remains in an approved enclosure when not in the control of owner by means of leash, chain, or lead of sufficient strength to maintain control of such dog.
- (C) A person commits an offense by violating any of the provisions outlined in this section.

ARTICLE VII. WILD OR VICIOUS ANIMALS

Sec. 91.055. Keeping of wild animals.

- (A) No person shall keep or permit to be kept on their premises any wild or vicious animal for display or for exhibition purposes, whether gratuitously, or for a fee, or as a pet within the City limits. This section shall not be construed to apply to zoological parks, performing animal exhibitions, or circuses.
- (B) It shall be unlawful for anyone to allow any wild animal to be at large outside of its secure quarters or cage. In the event such animal is discovered outside of its secure quarters or cage, it shall be presumed that the person who owns, raises, or keeps the same, willfully allowed it to roam at large outside of the cage.
- (C) Any wild animal that is found at large may, at the discretion of the DCO or Animal Services Officer, be impounded.
- (D) Any wild or vicious animal impounded or found at large within the City may be humanely euthanized by the DCO or Animal Service Officer upon determination that such animal is sick or endangers the health of other animals or persons, or if such animal is suspected of having rabies, or manifesting a disposition to bite or attack when found at large, or as deemed necessary by the DCO.

ARTICLE VIII. LIVESTOCK

Sec. 91.056. Maximum number permitted.

- (A) No livestock shall be kept on any residentially zoned lot or tract unless the following conditions are met:
 - (1) Lot or tract must contain at least one (1) acre;
 - (2) A pen or enclosure is provided which is at least 200 feet from the nearest dwelling owned or occupied by others; and
 - (3) Not more than one (1) head of livestock per acre is kept.
- (B) Lots or tracts exceeding five (5) acres may contain a combined total of three (3) livestock per acre, if such pen is located at least 400 feet from any business building or dwelling owned or occupied by any person other than the owner of said livestock provided that the lot or tract is not zoned residential and is approved by the CZO for the keeping of livestock.
- (C) The provisions of this section shall not apply to commercial animal establishments operated in accordance with the CZO.

Sec. 91.057. Care and keeping of livestock; general regulations.

- (A) Every owner, caretaker, or user of livestock within the City limits shall be required to observe the following rules, regulations, terms, and conditions in connection with the care and keeping of such animal:
 - (1) All stables or other enclosures in which such livestock is kept and the ground upon which the same is situated shall be kept and maintained in a clean and sanitary condition.
 - (2) All stables and fences surrounding such lot or pen where livestock is kept and the feed troughs with which such animals are fed and watered shall be free from any projection or thing whereon or whereby such animals may be injured.
 - (3) All livestock shall be fed with a quality of good, wholesome food sufficient to keep them in a well-nourished condition, and such food shall be served to such animals in a clean, sanitary manner.
 - (4) All livestock shall be provided with pure, clean water in sufficient quantities at all times.
 - (5) Injured, sick, or malnourished livestock shall be provided with sufficient medical care needed to promote good health and prevent suffering.

- (6) A minimum shelter of 100 square feet under a roof shall be provided for each head of bovine or equine livestock and a minimum shelter of forty (40) square feet under a roof, for each head of sheep, goats, or swine.
- (7) Any boarding stable, riding school, or academy shall contain at least 400 square feet of space, to include 100 square feet under a roof, for each head of equine stock kept or maintained on the premises.
- (8) All livestock shall be securely contained on permitted property by fence of sufficient height and strength to prevent their escape.
- (B) This section shall not prohibit the temporary possession of livestock by veterinary hospitals or the temporary exhibition of cattle at fairgrounds or stock shows; provided, however, that the person in charge of such cattle shall not be relieved of the operation of any provision of this Code governing sanitary conditions, nuisances, or noise which may be applicable to cattle, nor shall this section apply to cattle being kept by a qualified institution, approved by the DCO, for teaching and research purposes.

Sec. 91.058. Sanitation regulations.

- (A) Standings shall be constructed of concrete, compacted caliches, or other equally impervious material that can be easily cleaned where bovine, equine, swine, goat, or sheep are kept; or any other livestock when kept for commercial purposes. Such standings shall be located under roofed areas.
- (B) All manure and other animal waste from livestock shall be removed from pens, corrals, or standings at least once each day. This material shall be deposited in a manure storage bin of concrete, metal, or other construction approved by the DCO and shall be removed from this bin at least once each week to a disposal site approved by the DCO.
- (C) It shall be unlawful to permit or allow fly breeding on premises on which livestock are kept.
- (D) In no event or circumstance shall any manure be deposited in any street or public place or allowed to remain in such places. No person hauling manure through the streets shall permit the same to litter the street.
- (E) In no event or circumstance shall any manure be deposited in or within 100 feet of any natural watercourse in the city.

Sec. 91.059. Potbellied pigs; requirements.

- (A) For the purpose of this section, “potbellied pigs” shall refer to a variety of swine that is no more than eighteen (18) inches in height at shoulder level when fully grown, has short ears, and a straight tail. No swine shall be considered a potbellied pig if its weight exceeds sixty (60) pounds.

- (B) It shall be unlawful for any person to keep, harbor, or raise more than two (2) adult potbellied pigs in any one (1) dwelling unit within the City.
- (C) It shall be unlawful for any person to keep a potbellied pig outdoors other than at those times necessary for the elimination of waste materials or exercise. Potbellied pigs are subject to all applicable sections of this chapter including the prohibition of animals at large.
- (D) It shall be unlawful for any person to keep, harbor, or raise a potbellied pig which has not received annual vaccinations for erysipelas, parvo virus, and leptospirosis (the first of which vaccinations shall be obtained before the animal reaches the age of four (4) months). It shall be the responsibility of the owner or caretaker of the potbellied pig to forward to the DCO, within fourteen (14) days of vaccination, a certificate from a licensed veterinarian which shall include the following information:
 - (1) Name, street address and phone number of the owner;
 - (2) Name, street address, and phone number of the licensed veterinarian issuing the certificate;
 - (3) Name and description of the animal;
 - (4) Types and dates of vaccinations;
 - (5) Tag number(s);
 - (6) Approximate weight, height, and age of the animal; and
 - (7) Animal's general health.
- (E) It shall be unlawful for any person to keep a potbellied pig at any location within the City unless such person has first paid a registration fee and filed a registration application with the DCO. The application and vaccination history for each potbellied pig as outlined in subsection (D) of this chapter must be approved by the DCO before a person may keep a potbellied pig.
- (F) Should the potbellied pig die, be moved or be acquired by a new owner or caretaker, it shall be the registered owner's duty to inform the DCO of this fact within fourteen (14) days of the event.

Sec. 91.060. Exceptions.

- (A) Where livestock, fowl or pets are kept in medical laboratories or educational institutions for medical research, in veterinarian hospitals for treatment, or on the premises of a humane society recognized by the SPCA, such livestock, fowl, or pet shall be kept under conditions

prescribed by the DCO for such limited purpose without the necessity of compliance with the distance and structural requirements prescribed in this chapter.

- (B) Where any livestock, fowl or pets are being kept at a location outside the City limits and by the annexation proceedings the area becomes part of and within the boundaries of the incorporated area of the city, the provisions limiting the number and regulating the distance from the premises to other persons shall not apply for a period of three (3) years from the date of annexation, unless otherwise authorized under this chapter or state law.

Secs. 91.061—91.066. Reserved.

ARTICLE IX. AUTHORITY OF ENFORCEMENT

Sec. 91.067. Inspections.

- (A) In compliance with the Constitution of the United States, the Texas Constitution, and the Texas Penal Code, whenever it is necessary to make an inspection to enforce any of the provisions of or perform any duty imposed by this chapter or other applicable law, or whenever the DCO has reasonable cause to believe that there exists in any building or upon any premises any violation of the provisions of this chapter or other applicable law, the DCO is hereby authorized to enter such property at any reasonable time and to inspect the same and to perform any duty imposed upon the DCO by this chapter or other applicable law, provided that if such property be occupied, he shall first present proper credentials to the occupant and request to enter explaining his reason therefore.
- (B) Subject to the provisions of the Constitution of the United States and the Texas Constitution, if the DCO has reasonable cause to believe that the keeping or the maintaining of any animal is so hazardous, unsafe, or dangerous as to require immediate inspection to safeguard the animal or the public's health and safety, he shall have the right immediately to enter and inspect such property, and may use any reasonable means required to effect such entry and make such inspection, whether or not permission to inspect has been obtained. If the property is occupied, he shall first present proper credentials to the occupant and demand entry, explaining the reasons therefore and purpose of the inspection.
- (C) No person shall fail or refuse, after proper demand has been made upon him as provided in this section to permit the DCO to make any inspection.
- (D) The applicant's acceptance of any permit issued pursuant to this section does thereby provide consent and the permit holder agrees to the entry upon the premises described in the permit by the DCO or Animal Services Officer for the purpose of conducting such inspections as are required by this chapter and other applicable state law.

Sec. 91.068. Authority to carry firearms.

- (A) Animal Service Officers, when acting in the course and scope of their employment, shall be and are hereby authorized to carry on their persons or in City vehicles, loaded firearms

or weapons of a type and caliber approved by the DCO for animal control and not in violation of any provision of the Texas Penal Code or other applicable law.

- (B) Each Animal Services Officer shall receive initial and recurrent training in the use of any type of firearm or tranquilizing gun approved by the DCO, in order to establish and assure satisfactory proficiency in the use of such weapons.

Sec. 91.069. Police powers in enforcing this chapter.

The DCO and the Animal Service Officers shall have authority to enforce this chapter and other ordinances of the City relating to animals.

Sec. 91.070. Notice of violations.

- (A) All duly appointed and qualified Animal Services Officers and the DCO are authorized to issue written notices to persons violating this chapter or any other ordinance governing the regulation of animals within the City.
- (B) The provision of notice in this section is not a condition precedent to the prosecution of an offense alleged to have occurred under this chapter. Failure to provide the notice specified in this section shall not be a defense to the prosecution of an offense alleged to have occurred under this chapter.

Sec. 91.071. Additional authority.

- (A) In addition to any authority derived elsewhere, appropriate city personnel, including the DCO and Animal Services Officers, are expressly empowered and authorized to go upon public and private premises for the purpose of the enforcement of this chapter, state statutes, and the Texas Penal Code relating to animals, when necessary to protect the health, welfare, and safety of the inhabitants of the city.
- (B) It shall be unlawful for any person to hinder, resist, or oppose the DCO or Animal Services Officer in the performance of their duties under this chapter or conceal or secrete any animal from any such officer or person.
- (C) It shall be unlawful for any person to prevent, interfere with, obstruct, or give false information to any Animal Services Officer or the DCO who is in the lawful discharge of their duties under this chapter, state, local, or federal laws.
- (D) It shall be unlawful for any person to fail to comply with any lawful order of an Animal Services Officer or the DCO issued by said Animal Services Officer or the DCO during the enforcement of this chapter, state, local, or federal laws.
- (E) It shall be unlawful for a person to make a claim of ownership for an animal that he knows is false.

- (F) It shall be unlawful for a person to make a report of a violation of city ordinance or state, local, or federal law that he knows is false.

Sec. 91.072. Penalty.

- (A) It shall be unlawful for any person to violate any of the provisions of this chapter or of the Code of Ordinances, as amended, and any such violation shall be deemed to be a misdemeanor and, upon conviction of such violation, such person shall be punished by a penalty of fines as set forth in section 10.99 for each offense. Each and every day, any such violation shall continue shall be deemed to constitute a separate offense.
- (B) Neither allegation nor evidence of a culpable mental state is required for the proof of an offense defined by this chapter, except as otherwise specifically stated.
- (C) Prosecution for an offense under this chapter does not prevent the use of civil enforcement remedies or procedures applicable to the person charged with or the conduct involved in the offense.
- (D) In addition to any other remedies or penalties contained in this chapter, the City may enforce the provisions of this chapter pursuant to the applicable provisions of Texas Local Government Code, Chapter 54, which provides for civil action and the enforcement of municipal ordinances.

Sec. 91.073. Conflicts.

In the event any provision of this chapter conflicts with the CZO, building codes, or Chapter 154 of the Code of Ordinances, this chapter shall prevail.”

SECTION 3

All provisions of the ordinances of the City of Carrollton in direct conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the ordinances of the City of Carrollton not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 4

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

SECTION 5

This Ordinance shall take effect immediately upon its adoption and publication.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas,
this 18th day of November 2025.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd
City Attorney

APPROVED AS TO CONTENT:

Cory Heiple
Environmental Services Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7460

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Ordinances

Agenda Number: *20.

CC MEETING: November 18, 2025

DATE: November 10, 2025

TO: Erin Rinehart, City Manager

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

Consider An **Ordinance Amending The Operating And Capital Budgets For Fiscal Year October 1, 2025 Through September 30, 2026.**

BACKGROUND:

The City of Carrollton approved its annual Operating and Capital Budgets on September 9, 2025. The budget consists of \$325,958,067 operating funds and \$133,380,437 capital funds; each adopted independently of each other and requiring Council approval to make changes to the planned expenditures.

To maintain the City's commitment to providing high-quality recreational services and efficient facility operations, a professional management company will be engaged to oversee the day-to-day management, programming, marketing, and maintenance of the Oak Creek Tennis Center, pro-shop, and all associated satellite facilities (collectively referred to as the "Facility").

Under the Qualified Management Agreement, the City will grant the management company the rights to operate and promote the Facility as an independent contractor. The management company will be responsible for staffing, customer service, programming, financial reporting, and ensuring the continued upkeep and enhancement of the Facility in alignment with City standards. In accordance with the City's established fee structure, all revenues generated from Facility operations will be collected and retained by the City. The City will compensate the management company with a payment of nine and one-half percent (9.5%) of the monthly gross revenues as its management fee.

Additionally, an adjustment to the Utility Operating Fund and Capital Fund are being requested to provide for additional use of resources in capital projects. Funding is provided by the excess fund

balance in the Utility Operating Fund.

As a result of these changes, an adjustment to the adopted Fiscal Year 2025-2026 Operating and Capital Budget are necessary to allocate funds to support the Oak Creek Tennis Center management agreement and associated expenditures and capital projects.

FINANCIAL IMPLICATIONS:

This budget amendment will make the following amendments:

1. In the General Fund, increase the sources of revenue by \$1,050,000 to reflect the anticipated revenues that will now be collected and retained by the City.
2. In the General Fund, increase the uses of funds by \$1,048,650 to provide for the management company's fee and associated operating expenses.
3. In the Utility Operating Fund, decrease the fund balance by increasing the transfers out by a one-time transfer of \$2,000,000 to the Utility Capital Fund.
4. In the Utility Capital Fund, increase the sources of revenue by \$2,000,000 through a non-recurring transfer from the Utility Operating Fund.
5. In the Utility Capital Fund, increase the uses of funds by \$2,000,000

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends adopting the attached Ordinance amending the City's Approved Annual Operating and Capital Budget.

ORDINANCE _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING ORDINANCE NUMBER 4275, WHICH ADOPTED THE OPERATING AND CAPITAL BUDGETS FOR THE CITY OF CARROLLTON, TEXAS FOR THE FISCAL YEAR OCTOBER 1, 2025, THROUGH SEPTEMBER 30, 2026, FOR THE PURPOSE OF PROVIDING APPROPRIATIONS IN THE OPERATING BUDGETS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Carrollton, Texas (“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; and

WHEREAS, the City Council of the City (“City Council”) passed and approved Ordinance Number 4275 dated September 9, 2025, adopting and approving Operating and Capital budgets for the City authorizing appropriations for the fiscal year October 1, 2025 through September 30, 2026 (“Operating and Capital Budgets”); and

WHEREAS, state law authorizes a municipality to make changes in the municipal Operating and Capital budget due to unforeseen conditions and for municipal purposes; and

WHEREAS, the City Council finds that the proposed changes in the 2025-2026 Operating and Capital Budgets are for municipal purposes and in the best interest of the citizens of the City of Carrollton;

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

SECTION 1

The above and foregoing premises are found to be true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2

The City Council hereby adopts and approves an amendment to Ordinance Number 4275, adopting the Operating and Capital Budgets for the City, for the fiscal year beginning October 1, 2025, through September 30, 2026, making the following changes.

1. In the General Fund, increase the sources of revenue by \$1,050,000 to reflect the anticipated revenues that will now be collected and retained by the City.
2. In the General Fund, increase the uses of funds by \$1,048,650 to provide for the management company’s fee and associated operating expenses.

3. In the Utility Operating Fund, decrease the fund balance by increasing the transfers out by a one-time transfer of \$2,000,000 to the Utility Capital Fund.
4. In the Utility Capital Fund, increase the sources of revenue by \$2,000,000 through a non-recurring transfer from the Utility Operating Fund.
5. In the Utility Capital Fund, increase the uses of funds by \$2,000,000

SECTION 3

This Ordinance shall become effective on and after its adoption.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas, this 18th day of November 2025.

CITY OF CARROLLTON, TEXAS

By:

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM

Meredith Ladd, City Attorney

APPROVED AS TO CONTENT:

Melissa Everett, Finance Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7440

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *21.

CC MEETING: November 18, 2025

DATE: November 11, 2025

TO: Erin Rinehart, City Manager

FROM: Diana K. Vaughn, Chief Financial Officer
Chrystal K. Davis, Assistant City Manager

Consider A **Resolution Accepting The Investment Officer's Fourth Quarter And Annual Report And Investment Strategies For Fiscal Year Ending September 30, 2025.**

BACKGROUND:

The City's Investment Policy and Chapter 2256, Government Code, the Public Funds Investment Act requires the Investment Officer to report to Council each quarter the investment transactions and strategy for the investment portfolio of the City. In compliance with this policy and fulfillment of Section 2256.023 Internal Management Reports of the "Public Funds Investment Act," the Investment Officer's Fourth Quarter And Annual Report is available for review at:

<http://www.cityofcarrollton.com/departments/departments-a-f/finance/treasury>. This report was presented to the City Council Audit, Finance and Governance Committee at the November 11, 2025, meeting for review and discussion.

FINANCIAL IMPLICATIONS:

This report provides all information related to all the securities investment transactions performed by the authorized investment officers for the fourth quarter ended September 30, 2025.

IMPACT ON COMMUNITY SUSTAINABILITY:

Investing funds in accordance with the Public Funds Investment Act standards improves the City's financial position and sustainability.

STAFF RECOMMENDATION/ACTION DESIRED:

Consider a resolution accepting the Investment Officer's Fourth Quarter and Annual Report and Investment Strategies for fiscal year ended September 30, 2025.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ACCEPTING THE INVESTMENT OFFICER’S FOURTH QUARTER AND ANNUAL REPORT AND INVESTMENT STRATEGIES FOR FISCAL YEAR ENDING SEPTEMBER 30, 2025, AND APPROVING SAID REPORT AS FULFILLMENT OF CHAPTER 2256, GOVERNMENT CODE, THE PUBLIC FUNDS INVESTMENT ACT; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1

The City of Carrollton hereby accepts the Investment Officer’s Fourth Quarter and Annual Report for fiscal year ending September 30, 2025 and approves said report and investment strategies as a fulfillment of Chapter 2256, Government Code, the Public Funds Investment Act.

SECTION 2

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

SECTION 3

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

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 18th day of November, 2025.

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd, City Attorney

APPROVED AS TO CONTENT:

Diana K. Vaughn, CFO



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7441

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *22.

CC MEETING: November 18, 2025

DATE: November 11, 2025

TO: Erin Rinehart, City Manager

FROM: Diana K. Vaughn, Chief Financial Officer
Chrystal K. Davis, Assistant City Manager

Consider A **Resolution Adopting The Investment Policy As A Fulfillment Of The Public Funds Investment Act, Sections 2256.005 and 2256.025.**

BACKGROUND:

The City's investment policy was last amended by Resolution on November 19, 2024. According to Texas Government Code, Chapter No. 2256 Public Funds Investment Act (PFIA), the governing body of an investing entity subject to this chapter or the designated investment committee of the entity shall review its investment policy and investment strategies, and its list of qualified brokers authorized to engage in investment transactions with the entity at least annually. All changes were reviewed and approved by the City Council Audit, Finance, and Governance Committee on November 11, 2025, and are as follows:

- Revised Section VII, Authorized Brokers/Dealers and Financial Institutions, Section D.5., to replace "agreeing to comply" with "put in place controls" to comply with the City's investment policy. This change, recommended by the Government Treasurers' Organization of Texas (GTOT) policy review, strengthens the language and reflects current practice.
- Updated Appendix A-Broker/Dealers and Financial Institutions Authorized To Do Business with City of Carrollton:
 - Added Oppenheimer Co. Inc. This broker submitted the required documentation to the City in accordance with PFIA and the City of Carrollton Investment Policy.
 - Added Siebert Williams Shank & Co., LLC. This broker submitted the required documentation to the City in accordance with PFIA and the City of Carrollton Investment Policy.
 - Deleted Wells Fargo. This dealer was not competitive during 2025.
 - Deleted Alamo Capital. This dealer did not submit documentation.

FINANCIAL IMPLICATIONS:

Investment income is part of the city's revenue budget and is directly impacted by financial market changes and investment strategies included in the investment policy. The primary objective of this policy is the preservation and safety of the overall portfolio's principal.

IMPACT ON COMMUNITY SUSTAINABILITY:

The Investment Policy helps support the City's financial position and sustainability.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of a resolution adopting the Investment Policy as fulfillment of the Public Investment Act Sections 2256.005 and 2256.025.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ADOPTING THE INVESTMENT POLICY AND INVESTMENT STRATEGIES AND APPROVING SAID POLICY AS FULFILLMENT OF SECTIONS 2256.005 AND 2256.025, GOVERNMENT CODE, THE PUBLIC FUNDS INVESTMENT ACT; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1

The City of Carrollton hereby adopts the investment policy and investment strategies, as fulfillment of Chapter 2256, Government Code, Public Funds Investment Act.

SECTION 2

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

SECTION 3

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

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 18th day of November, 2025.

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd, City Attorney

APPROVED AS TO CONTENT:

Diana K. Vaughn, CFO



CARROLLTON

TEXAS

Where Connections Happen

INVESTMENT POLICY

November 2024⁴⁵

INVESTMENT POLICY

Table of Contents

I.	Scope	1
II.	Prudence.....	1
III.	Objectives.....	2
IV.	Delegation of Authority.....	2
V.	Investment Training.....	2
VI.	Ethics and Conflicts of Interest.....	3
VII.	Authorized Brokers / Dealers and Financial Institutions.....	3
VIII.	Delivery vs. Payment, Safekeeping and Custody.....	3
IX.	Collateralization.....	4
X.	Authorized Investments.....	4
XI.	Unauthorized Investments.....	8
XII.	Bidding Process for Investments.	8
XIII.	Diversification and Maximum Maturities.	9
XIV.	Investment Strategy.....	10
XV.	Marking to Market.....	10
XVI.	Performance Standards.....	11
XVII.	Internal Controls and Compliance Audit.....	11
XVIII.	Reporting.....	11
XIX.	Finance Committee.....	12
XX.	Investment Policy Review and Adoption.....	12
APPENDIX A	- Authorized Broker/Dealers and Financial Institutions.....	13
APPENDIX B	– Glossary.....	14
APPENDIX C	- Investment Policy Resolution.....	15

INVESTMENT POLICY

The City of Carrollton ("City") is required to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.

This investment policy is intended to satisfy the requirements of the Public Funds Investment Act, Chapter 2256, Texas Government Code ("PFIA") that an investing entity adopts and reviews an investment policy.

I. Scope

This policy applies to all financial assets and investment activities of all current funds of the City. Any new funds created in the future, unless specifically excluded hereafter, will be administered in accordance with the objectives and restrictions set forth in this investment policy.

- A. **Funds Included:** All funds are managed as a pooled fund group referred as the investment pool or portfolio. Funds included in this policy are accounted for in the City's Annual Comprehensive Financial Report and are divided as follows:
 - 1) Governmental Funds
 - 2) Proprietary Funds
- B. **Funds Excluded:** This policy shall not govern funds which are managed under separate investment programs. Such funds currently include:
 - 1) Funds established by the City for deferred employee compensation plans.
 - 2) City's participation in the Texas Municipal Retirement System.
 - 3) Defeased bonds held in trust escrow accounts.
- C. **Pooling of Funds:** Except for cash in certain restricted and special funds, the City of Carrollton will combine cash balances from all funds to maximize investment earnings.
 - 1) Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
 - 2) In addition, all the bond funds proceeds (to include capital projects, debt service and reserve funds) will be managed by the governing debt ordinance and the provisions of the Internal Revenue Code of 1986 applicable to the issuance of tax-exempt obligations and the investment of debt proceeds.

II. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived and taking in consideration the following:

- A. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- B. Investment officials acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

- C. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that the adequate diversification has been implemented and the terms of this policy have been followed.
- D. Investment Officers shall seek to act responsibly as custodians of the public trust and avoid any transactions that might impair public confidence in the City's ability to govern effectively.

III. Objectives

The primary objectives, in priority order, of investment activities shall be:

- A. **Safety:** The foremost and primary objective of the City's investment program is the preservation and safety of principal in the overall portfolio. To attain this objective, the City will diversify its investments to mitigate credit risk and interest risk.
- B. **Liquidity:** The City's investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- C. **Yield:** The City's investment portfolio shall be designed with the objective of attaining or exceeding a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs.

IV. Delegation of Authority

Management responsibility for the investment program has been delegated from City Manager to the Chief Financial Officer.

- A. City employees authorized to engage in investment transactions and authorized as Investment Officers are the City Manager, the Chief Financial Officer, the City Treasurer, the Treasury Analyst, and the Senior Budget and Management Analyst. Investment officers shall comply with the following:
 - 1. No person shall engage in an investment transaction except as provided under the terms of this policy, the procedures established by the Chief Financial Officer and explicit authorization to withdraw, transfer, deposit and invest the City's funds.
 - 2. Authority granted to a person to invest the City's funds is effective until rescinded or until termination of the person's employment by the City.
- B. The Chief Financial Officer and the City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls and procedures to regulate the activities of subordinate Investment Officers.

V. Investment Training

The City shall provide periodic training to ensure the quality and capability of the City's Investment Officers, and to comply with all training requirements as described in 2256.008 of the PFIA:

- A. Attend 10 hours of training relating to cash management and investment responsibilities within twelve months after assuming these duties for the City. Training must include education in investments controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the PFIA.
- B. In addition, each investment official shall receive 8 hours of training once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive years after that date.

- C. Training should be provided from an independent source (see Appendix A) approved by the City's Audit, Finance and Governance Committee ("Finance Committee") and City Council.

VI. Ethics and Conflicts of Interest

Investment officials and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions.

- A. Any Investment Officer of the City who has a personal business relationship with a business organization offering to engage in an investment transaction with the City, as described in 2256.005(i) of the PFIA, shall file a statement disclosing that personal business interest with the Texas Ethics Commission and City Council upon discovery of the conflict.
- B. Any investment officer of the City who is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to engage in an investment transaction with the City shall file a statement disclosing that relationship with the Texas Ethics Commission and City Council upon discovery of the conflict.

VII. Authorized Brokers / Dealers and Financial Institutions

The City shall maintain an approved list of financial institutions and security broker / dealers selected by creditworthiness who are authorized to provide investment services to the City of Carrollton, Texas.

- A. Broker / dealers and financial institutions may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (Uniform Net Capital Rule).
- B. A list of financial institutions and broker/dealer firms, approved by the Finance Committee and Council, shall be maintained in Appendix A of this Investment Policy document and changed as appropriate.
- C. An annual review of the financial condition, registration, competitiveness and experiences of qualified financial institutions and broker/dealers will be conducted by the City Treasurer or designee. Any changes to the list of financial institution and broker/dealer firms must be approved by the Finance Committee and Council.
- D. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following:
 - 1. Audited financial statements.
 - 2. Proof of Financial Industry Regulatory Authority (FINRA) certification.
 - 3. Proof registration with the State of Texas Securities Board.
 - 4. Completed broker/dealer questionnaire.
 - 5. Certification from all sales representatives and a qualified representative of the financial institution of having received, read, understood, and agreeing-put in place controls to comply with the City's Investment Policy.

VIII. Delivery vs. Payment, Safekeeping and Custody

All marketable security transactions entered into by the City shall be executed (cleared and settled) on a delivery-versus-payment (DVP) basis and held by a third-party custodian or safekeeping custodian.

INVESTMENT POLICY

- A. Security transactions need to be evidenced by safekeeping receipts of the institution with which the securities are deposited.
- B. The safekeeping institution shall be approved by the Chief Financial Officer and City Treasurer.
- C. A safekeeping agreement must be in place clearly defining the responsibilities of the safekeeping bank.

IX. Collateralization

Collateralization is required on depository daily bank balances, certificates of deposit and repurchase agreements.

- A. To anticipate market changes and provide a level of security for all funds, the collateralization level will not be less than 110% of market value of principal and accrued interest less an amount of \$250,000, which represents insurance by the Federal Deposit Insurance Corporation (FDIC) on certain types of bank deposits.
- B. Investment officers shall monitor the collateral daily to ensure that the market value of the securities pledged equals or exceeds the daily bank balance.
- C. Evidence of the pledged collateral shall be held with an independent third-party financial institution and documented with a custodial agreement, or a master repurchase agreement with the collateral pledged clearly listed in the agreement and confirmations. A clearly marked evidence of ownership should be provided and retained.
- D. Any substitutions of collateral must meet the requirements of the Public Funds Collateral Act, Public Funds Investment Act, and this Investment Policy. All collateral shall be subject to verification and audit by the Chief Financial Officer, City Treasurer, and the City's independent auditors.
- E. The City shall accept only the following securities as collateral:
 - 1. FDIC insurance coverage.
 - 2. General obligations of the United States of America or its agencies and instrumentalities guaranteed as to principal and interest by the United States of America.
 - 3. Fixed rate collateralized mortgage obligations, the principal and interest on which are unconditionally guaranteed by the United States of America or their respective agencies and instrumentalities and does not constitute a high-risk mortgage security as established by the Collateral For Public Funds, Chapter 2257, Texas Government Code ("Chapter 2257").
 - 4. Obligations of states, agencies thereof, counties, cities and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of no less than A or its equivalent.
 - 5. Interest-bearing banking deposits that are guaranteed or insured by the Federal Deposit Insurance Corporation or the National Credit union Share Insurance.
 - 6. Bonds issued, assumed, or guaranteed by the State of Israel.
 - 7. Letter of credit issued to the City by the Federal Home Loan Bank.

X. Authorized Investments

The City is authorized to invest in the types of securities listed below, consistent with the PFIA. Investments not specifically listed below are not permitted by this policy.

The following investments are authorized by this policy:

A. Obligations of, or Guaranteed by Governmental Entities

As described in 2256.009 the PFIA including:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities;
2. Direct obligations of the state of Texas or its agencies and instrumentalities, including the Federal Home Loan Bank;
3. Collateralized Mortgage Obligations (CMO) directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States with 5 years or less stated final maturity date;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the state of Texas or the United States or their respective agencies and instrumentalities including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by at least one nationally recognized investment rating firm not less than AA or its equivalent;
6. Bonds issued, assumed or guaranteed by the State of Israel; and
7. Interest-bearing banking deposits that are guaranteed or insured by:
 - a. The Federal Deposit Insurance Corporation (FDIC) or its successor; or
 - b. The National Credit Union Share Insurance or its successor.

B. Certificate of Deposit

As described in 2256.010 of the PFIA, issued by a depository institution that has its main office or a branch office in the state of Texas and meet the following requirements:

1. Certificates of deposit are:
 - a. Guaranteed or insured by the FDIC, or its successor or the National Credit Union Share Insurance Fund or its successor;
 - b. Secured by obligations that are described in 2256.009(a) of the PFIA, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than 110% of the principal amount of the certificates, but excluding those mortgage-backed securities of the nature described in 2256.009(b) of the PFIA; or
 - c. Secured in accordance with Chapter 2257 or in any other manner and amount provided by law for deposits of the City.
2. Certificates of deposit are invested in accordance with the following conditions:
 - a. The funds are invested by the City through a broker or depository institution that has a main office or branch office in the state of Texas and is selected from a list adopted by the City as required in 2256.025 of the PFIA and this policy;

INVESTMENT POLICY

-
- b. The broker or the depository institution selected by the City as specified above, arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the City;
 - c. Full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
 - d. The City appoints the depository institution selected by the City as required under caption "Certificates of Deposit" from, or a depository bank or a clearing broker/dealer registered with the Securities and Exchange Commission Rule 15c-3 as custodian for the City's with respect to the certificates of deposit issued for the account of the City.

C. Fully Collateralized Repurchase Agreement

As described in 2256.011 of the PFIA and meets the following conditions:

- 1. "Repurchase agreement" is a simultaneous agreement to buy, hold for a specified period of time and sell back at a future date, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement.
- 2. Has a defined termination date not to exceed 30 days after the date the security repurchase agreement is delivered.
- 3. Is secured by a combination of cash and obligations as stated in this Investment Policy under the Collateralization section and pledged to the City.
- 4. Requires the securities purchased to be held in the City's name, and deposited at the time the investment is made with the City with a third-party selected and approved by the City.
- 5. Is placed through a primary broker/dealer or financial institution doing business in Texas.
- 6. A master repurchase agreement is executed and in place prior to the investment of funds. The agreements will be required to be priced not less than once a week.
- 7. Funds received by the City under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

D. Commercial Paper

As described in 2256.013 of the PFIA and meets the following conditions:

- 1. Has a stated maturity of 180 days or fewer from the date of its issuance; and
- 2. Is rated not less than A-1 or P-1, or an equivalent rating by at least two nationally recognized credit rating agencies, or by one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

E. Mutual Funds

As described in 2256.014 of the PFIA and complies with the following requirements:

- 1. No-Load Money Market Mutual Fund:

INVESTMENT POLICY

-
- a. Is registered with and regulated by the Securities and Exchange Commission;
 - b. Provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 (15 U.S.C. Section 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.); and
 - c. Complies with the Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the investment Company Act of 1940.
2. No-Load Mutual Fund:
- a. Is registered with the Securities and Exchange Commission;
 - b. Has an average weighted maturity of less than two years;
 - c. Is invested exclusively in obligations approved by this policy;
 - d. Is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and
 - e. Conforms to the requirements in section 2256.09 to 2256.016 of the PFIA.
3. The City is not authorized to:
- a. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds;
 - b. Invest any portion of bond proceeds, reserves, and funds held for debt service in mutual funds; and
 - c. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described herein in an amount that exceeds 10 percent of the total assets of the mutual fund.

F. Investment Pools

As described 2256.016 of the PFIA and complies with the following requirements:

1. Is authorized by the City Council to receive investment funds;
2. Invests in authorized investments permitted by this investment policy.
3. Uses amortized cost or fair value accounting and must mark its portfolio to market daily. If the investment pool uses amortized cost:
 - a. The pool shall stabilize at a \$1.00 net asset value, when rounded and expressed to two decimal places.
 - b. The governing body of pool must take action to maintain the ratio between 0.995 and 1.005 if the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005; and
 - c. Must report yield to its investors in accordance with regulations of the federal Securities and Exchange Commission applicable to reporting money market funds.
4. Is continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.
5. Has an advisory board in accordance to 2256.016 of the PFIA;

-
6. Furnishes to the investment officers or other authorized representative:
 - a. An offering circular or other similar disclosure instrument that contains information in accordance to 2256.016 of the PFIA;
 - b. Investment transaction confirmations;
 - c. A monthly report that contains in accordance with 2256.016 of the PFIA;
 - d. Annual audited financial statements.

XI. Unauthorized Investments

- A. Investment officers of the City are not authorized to invest in:
 1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal,
 2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
 3. Collateralized mortgage obligations that have a stated final maturity date of greater than 5 years; and
 4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
 5. Cryptocurrency.
- B. An investment that requires a minimum rating under this policy does not qualify as an authorized investment during the period the investment does not have the minimum rating per 2256.021 of the PFIA. If an investment is downgraded to a rating not complying with this Investment Policy
 1. The City shall take all prudent measures to liquidate the investment that does not have the minimum required rating. The investment shall not be held more than two months from the time it was downgraded.
 2. The Chief Financial Officer and the City Treasurer with the approval of the Finance Committee may approve the temporary holding of the investment to maturity or until it is beneficial for the City to redeem the security.

XII. Bidding Process for Investments

- A. The City requires competitive bidding for all securities except for:
 1. Transactions with money market mutual funds and investment pools.
 2. Agency securities and municipal notes and bonds purchased at issue through and authorized broker/dealer at the auction or issue price.
- B. Three bids or offers must be solicited for all transactions involving individual securities from financial institutions and broker/dealers.
 - Bids or offers for a comparable security will be considered when the secondary market availability does not allow to obtain three bids or offers for an investment transaction. A comparable security will have similar structures and maturities within 15 calendar days before and after the requested security.
- C. Offers or bids may be accepted orally, in writing, electronically, or in any combination of these methods.

INVESTMENT POLICY

- D. Investment Officials for the City may accept bids for certificates of deposit and for all marketable securities either orally, in writing, electronically, or in any combination of these methods.
- E. The investment officials will strive to receive three price quotes on marketable securities being sold but may allow one broker/dealer to sell at a predetermined price under certain market conditions.

XIII. Diversification and Maximum Maturities

The City shall diversify its portfolio to reduce credit and market risk by limiting concentration of assets in a specific maturity, a specific issuer, or a security type by:

- A. Not directly investing in securities maturing more than five years from the date of purchase;
- B. Ensuring the portfolio's average dollar-weighted maturity does not exceed two and half years based on the stated maturity date of the investment;
- C. Determining and reviewing periodically the City's diversification strategies; and
 - Strategies shall be reviewed by the Chief Financial Officer and City Treasurer, and approved by the Finance Committee and City Council.
- D. Complying with the maximum stated maturity, issuer limitations and, security type limitation listed in the table below at the time of purchase of the investment:
 - The Finance Committee shall authorize purchases of securities with stated maturities or issuer and security type limitations greater than the maximum authorized in this policy.

Security Type	Maximum Stated Maturity	Issuer / Mutual Fund Limitations	Maximum Percentage of investment
U. S. Treasuries	5 Years	100% of the portfolio's book value	100% of the portfolio's book value
U.S. Agencies / Instrumentalities	5 Years	30% of the portfolio's book value	100% of portfolio's book value
Municipal Notes and Bonds	5 Years	5% of the portfolio's book value	30% of the portfolio's book value
Certificates of Deposit	5 Years	5% of the portfolio's book value	20% of the portfolio's book value
Fully Collateralized Repurchase Agreement	30 days	10% of the portfolio's book value	20% of the portfolio's book value
Commercial Paper	180 days	5% of the portfolio's book value	20% of the portfolio's book value

INVESTMENT POLICY

Mutual Funds	N/A	10% of the total assets of the mutual fund	15% of monthly average portfolio
Investment Pools	N/A	20% of the portfolio book value in one pool	40% of the portfolio book value (60%) during City Council declared state of emergency.

XIV. Investment Strategy

The City shall maintain a consolidated portfolio in which all funds under the City's control, as specified in this Investment Policy, are pooled for investment purposes. The City's portfolio will be managed in accordance with this policy and the strategies established below. Safety (preservation of principal) will be achieved by:

1. Investing in high-quality securities with active secondary or resale markets;
 2. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the secondary market prior to maturity. Securities of all types are purchased with the intention of holding until maturity;
 3. Portfolio maturities and potential call dates shall be staggered in a way that protects interest income from volatility of interest rates and avoids undue concentration of securities from a specific maturity or callable sector. The objective is to create a portfolio structure that will experience minimal volatility during changing economic cycles; and
 4. Monitoring rating changes in investments acquired and held.
- A. Liquidity will be achieved by:
1. Investing in short and longer-term maturities laddered to meet general operating, capital project and debt service expenditures based on projected cash flows; and
 2. Continuously investing a portion of the portfolio (60-day average of cash flows) in readily available funds such as investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.
- B. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.
1. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.
 2. Securities shall not be sold prior to maturity with the following exceptions:
 - a. A security with declining credit may be sold early to minimize loss of principal.
 - b. A security swap would improve the quality, yield, or target duration in the portfolio. Security swaps are allowed if maturity extensions, credit quality changes and profits or losses taken are within the other guidelines set forth in this policy.
 - c. Liquidity needs of the portfolio require that the security be sold.
 - d. If market conditions present an opportunity for the City to benefit from the sale.

XV. Marking to Market

Market price for investments acquired for the City's investment portfolio shall be priced using independent pricing sources at least monthly. When independent pricing service is unable to provide a security price, an average of the bid price of the security by three broker/dealers will be used.

XVI. Performance Standards

The investment portfolio shall be managed in accordance with the parameters specified in this Investment Policy to obtain a market average rate of return during a market/economic environment of stable interest rates. The portfolio performance shall be benchmark at least quarterly to Treasury Bills or Notes with a final maturity closest to the weighted average maturity of the portfolio.

XVII. Internal Controls and Compliance Audit

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure and procedures designed to protect the assets of the City. Procedures shall include explicit delegation of authority to persons responsible for investment transactions, and reference to safekeeping, repurchase agreements, wire transfers agreements, banking service contracts, collateral/depository agreements, broker/dealer selection criteria, and security bidding and purchase processes.

This Investment Policy and 2256.005(m) of the PFIA require an annual compliance audit of the management controls on investments and adherence to the City's established investment policies, in conjunction with its annual audit.

XVIII. Reporting

A. Monthly Reporting

The City Treasurer must provide to Accounting detail monthly reports of the City's portfolio including investment activity, amortization /accreditation, accrued interest, book value, cost value, and market value by asset type and pool for the reported month.

B. Quarterly Reporting

The City Treasurer under the direction of the Chief Financial Officer, shall submit quarterly to the Finance Committee and City Council an investment report prepared and signed by all Investment Officers in accordance to 2256.023 of the PFIA.

The City Council shall adopt a written instrument stating it has reviewed the quarterly investment reports and investment strategies. Quarterly reports must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to Council by the auditor.

The quarterly report must contain or state the following at a minimum:

1. Description in detail the investment position of the City on the date of the report;
2. Summary statement of each pooled fund group that states the:
 - a. Beginning market value for the reporting period;
 - b. Ending market value for the reporting period;

INVESTMENT POLICY

-
- c. Fully accrued interest for the reporting period;
 - 3. Book value and market value at the end of the period of each separately invested asset by asset type and fund type invested;
 - 4. Maturity date of each separately invested asset that has a maturity date.
 - 5. Compliance of the investment portfolio as it relates to the strategy expressed in the City's investment policy and compliance with the laws governing the City's investments;
 - 6. Transactions made over the last quarter.
 - 7. Duration or average maturity of each portfolio;
 - 8. Diversification of the City's investments; and
 - 9. Summary of economic activity and recent financial market conditions.

XIX. Finance Committee

The Chief Financial Officer and Treasurer shall meet quarterly with the Finance Committee to review investment guidelines, diversification strategies and monitor performance. The Finance Committee shall review and approve the quarterly investment reports, the annual review and changes to the investment policy, and changes to investment guidelines and strategies.

XX. Investment Policy Review and Adoption

This policy shall be reviewed on an annual basis. Any changes must be approved by the Investment Officers, Finance Committee and City Council. A written instrument should be adopted by the City Council, not less than annually, stating the City Council has reviewed and authorized the investment strategies and the amendments, to this Investment Policy.

APPENDIX A

Broker / Dealers and Financial Institutions Authorized To Do Business With The City of Carrollton

~~Alamo Capital~~

FHN Financial Capital Markets

Frost Bank

Great Pacific Securities Inc.

Mischler Financial Group Inc.

Oppenheimer & Co. Inc.

PFM Financial Advisors LLC

Raymond James & Associates Inc.

Siebert Williams Shank & Co., LLC

Stifel, Nicolaus & Company Inc.

~~Wells Fargo Securities LLC~~

Government Pools Authorized By City Council Resolution

(LOGIC) Local Government Investment Cooperative

(TEXPOOL) Texas Local Government Investment Pool

(TEXAS RANGE) Texas Range Investment Program

(TEXASCLASS) Texas Cooperative Liquid Assets Securities System Trust

Approved Provider of PFIA Training

University of North Texas

Government Finance Officers Association

Government Finance Officers Association of Texas

Government Treasurers' Organization of Texas

Association of Public Treasurers of the United States and Canada

Texas Municipal League

APPENDIX B

Glossary

- **Certificate of Deposit (CD):** A time deposit, with a fixed term and usually a fixed interest rate sold by banks and credit unions.
- **Collateral:** An asset that a borrower or institution pledges to secure repayment of a loan or deposits public funds.
- **Collateralized Mortgage Obligation (CMO):** A type of mortgage-backed security that contains a pool of mortgages bundled together. CMOs distribute principal and interest payments to their investors based on predetermined rules and agreements.
- **Cryptocurrency:** digital currency in which transaction are verified and records maintained by a decentralized system using cryptography, rather than by centralized authority.
- **Commercial Paper:** An unsecured, short-term debt instrument issued by corporations for specific amount of money that is to be repaid by a specific date.
- **Duration:** A measurement of a bond's interest rate risk that considers a bond's maturity, yield, coupon and call features. These many factors are calculated into one number that measures how sensitive a bond's value may be to interest rate changes.
- **Marking To Market:** The price or value of a security, portfolio, or account to reflect the current market value rather than book or cost value.
- **Mutual Fund:** An investment program funded by shareholders that trades in diversified holdings and is professionally managed.
- **Mortgage-Backed Securities:** Bonds secured by a number of home and other real estate loans with similar characteristics pooled together.
- **Investment Pool:** An instrumentality that serves as a vehicle for investing public funds of participating governmental units where participants purchase shares or units in the pool, and assets are invested in a manner consistent with the portfolio's stated investment objectives.
- **Custodial Safekeeping:** A third-party institution, other than the seller or buyer of a security, to provide for the transfer of the financial assets. This institution also holds the client's securities on behalf of the client.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7444

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *23.

CC MEETING: November 18, 2025

DATE: November 3, 2025

TO: Erin Rinehart, City Manager

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

Consider A **Resolution Casting The City of Carrollton's Vote For A Member Of The Board Of Directors For The Collin Central Appraisal District.**

BACKGROUND:

The Property Tax Code, Section 6.0301 requires an election of members to the Board of Directors of an Appraisal District. There are eleven (11) nominees for the member position for the Collin Central Appraisal District (CAD) Board of Directors. Each entity is required to vote by official ballot resolution no later than December 15, 2025. The City of Carrollton is allowed one (1) vote.

The City of Carrollton did not nominate a candidate for the Collin Central Appraisal District Board of Directors.

IMPACT ON COMMUNITY SUSTAINABILITY:

By casting its vote for the Collin Central Appraisal District Board of Directors, it allows for representation of the City of Carrollton's residents and businesses to ensure our tax base continues to grow appropriately.

STAFF RECOMMENDATION/ACTION DESIRED:

To pass a resolution to cast a vote in the election of the suburban cities' member of the Board of Directors of the Collin Central Appraisal District.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS,
CASTING ITS VOTE FOR THE BOARD OF DIRECTORS OF THE COLLIN CENTRAL
APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Carrollton, Texas (“City”) is a member of the Collin Central Appraisal District and is entitled to cast its vote by an official resolution for membership in the election for the Board of Directors; and

WHEREAS, the City must submit its vote, by written resolution, to the Chief Appraiser before December 15, 2025; and

WHEREAS, the City Council of the City (“City Council”), has determined that it is in the best interest of the citizens of the City to cast its one (1) vote for the Board of Directors of the Collin Central Appraisal District.

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

SECTION 1

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

SECTION 2

The City Council does hereby confirm its one (1) vote for the election of _____ for the Board of Directors of the Collin Central Appraisal District.

SECTION 3

This Resolution shall take effect upon passage.

DULY PASSED AND APPROVED this 18th day of November, 2025.

CITY OF CARROLLTON, TEXAS

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd, City Attorney

APPROVED AS TO CONTENT:

Melissa Everett, Finance Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7445

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *24.

CC MEETING: November 18, 2025

DATE: November 3, 2025

TO: Erin Rinehart, City Manager

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

Consider A Resolution Casting The City of Carrollton's Votes For a Member Of The Board Of Directors For The Dallas Central Appraisal District.

BACKGROUND:

The Property Tax Code, Section 6.0301 requires an election of members to the Board of Directors of an appraisal district. There are now nine members of a board of directors, five are appointed by the taxing units of a specific district, and three are at-large based on a majority vote, and the final member is the county assessor-collector. The term of office is four years, beginning in even numbered years. The two candidates who receive the largest cumulative vote totals will be elected. Each entity is required to vote by official ballot resolution no later than December 15, 2025. The City of Carrollton has 14 votes and those votes can be distributed amongst the candidates as agreed upon by Council.

IMPACT ON COMMUNITY SUSTAINABILITY:

By casting its votes for the Dallas Central Appraisal District Board of Directors, it allows for representation of the City of Carrollton's residents and businesses to ensure our tax base continues to grow appropriately.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS,
CASTING ITS VOTES FOR THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL
APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Carrollton, Texas (“City”) is a member of the Dallas Central Appraisal District and is entitled to cast its votes by an official resolution for membership in the election for the Board of Directors; and

WHEREAS, the City must submit its votes, by written resolution, to the Chief Appraiser before December 15, 2025;

WHEREAS, the Chief Appraiser has provided the participating taxing units eligible to vote the nominees for the Appraisal District Board of Directors in accordance with the Texas Property Tax Code; and

WHEREAS, the City Council of the City (“City Council”), has determined that it is in the best interest of the citizens of the City to cast its fourteen (14) votes for the Board of Directors of the Dallas Central Appraisal District.

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

SECTION 1

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

SECTION 2

The City Council does hereby confirm its fourteen (14) votes for the election of _____ for the Board of Directors of the Dallas Central Appraisal District.

SECTION 3

This Resolution shall take effect upon passage.

DULY PASSED AND APPROVED this 18th day of November, 2025.

CITY OF CARROLLTON, TEXAS

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd, City Attorney

APPROVED AS TO CONTENT:

Melissa Everett, Finance Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7446

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *25.

CC MEETING: November 18, 2025

DATE: November 3, 2025

TO: Erin Rinehart, City Manager

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

Consider A **Resolution Casting The City of Carrollton's Votes for a member of the Board of Directors for the Denton Central Appraisal District.**

BACKGROUND:

The Property Tax Code, Section 6.0301 requires an election of members to the Board of Directors of an appraisal district be conducted in odd numbered years. The term of office is four years, beginning in even numbered years. There are 4 nominees for the positions on the Denton Central Appraisal District (CAD) Board of Directors. The two nominees receiving the most votes will be seated as Place 4 and Place 7 on the Denton CAD Board of Directors. Each entity is required to vote by official ballot resolution no later than December 15, 2025. The City of Carrollton is allowed 45 votes for this process.

The City of Carrollton nominated Mike Hennefer and Ann Pomykal to be members of the Board of Directors for the Denton Central Appraisal District.

IMPACT ON COMMUNITY SUSTAINABILITY:

By casting its vote for the Central Appraisal Board of Directors, it allows for a representation of the City of Carrollton's residents and businesses to ensure our tax base continues to grow appropriately.

STAFF RECOMMENDATION/ACTION DESIRED:

To pass a resolution to cast a vote in the election of the suburban cities' member of the Board of Directors of the Denton Central Appraisal District.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS,
CASTING ITS VOTES FOR THE BOARD OF DIRECTORS OF THE DENTON CENTRAL
APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Carrollton, Texas (“City”) is a member of the Denton Central Appraisal District and is entitled to cast its forty-five (45) votes in the election of the Board of Directors in accordance with 6.03 of the Texas Property Tax Code;

WHEREAS, the City must cast its votes, by written resolution, to the Chief Appraiser before December 15, 2025;

WHEREAS, the Chief Appraiser has provided the participating taxing units eligible to vote the nominees for the Appraisal District Board of Directors in accordance with the Texas Property Tax Code; and

WHEREAS, the City Council of the City (“City Council”), has determined that it is in the best interest of the citizens of the City to cast its forty-five (45) votes for the Board of Directors of the Denton Central Appraisal District.

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

SECTION 1

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

SECTION 2

The City Council does hereby confirm its forty-five (45) votes for the election of _____ for the Board of Directors of the Denton Central Appraisal District.

SECTION 3

This Resolution shall take effect upon passage.

DULY PASSED AND APPROVED this 18th day of November, 2025.

CITY OF CARROLLTON, TEXAS

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd, City Attorney

APPROVED AS TO CONTENT:

Melissa Everett, Finance Director



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7454

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *26.

CC MEETING: November 18, 2025

DATE: November 6, 2025

TO: Erin Rinehart, City Manager

FROM: Cory Heiple, Environmental Services Director
Shannon Hicks, Strategic Services Director

Consider A **Resolution Authorizing The City Manager To Enter Into A Demolition Grant and Rehabilitation Incentive Agreement On An Eligible Property Located At 1505 Jackson St. And Located Within A Neighborhood Empowerment Zone, In A Total Grant Amount Not To Exceed \$12,061.10.**

BACKGROUND:

In November of 2014, City Council adopted the Demolition and Rehabilitation Grant Incentive policy. This program provides monetary reimbursement for up to 100% of the cost of demolition of the existing structure and a single incentive payment equivalent to a ten-year abatement of the municipal ad valorem property tax. This program has been marketed throughout the qualifying zones with special outreach focused on NOTICE neighborhoods.

The homeowners of 1505 Jackson St. have applied for a demolition and rehabilitation incentive to rebuild a new home. The home was previously demolished prior to the applicant's submittal and the demolition cost is not eligible for the incentive. The property is located in a Neighborhood Empowerment Zone and meets the eligibility requirements of the incentive grant program. The application has been reviewed by the Environmental Services Department and was unanimously approved by the Re-Development Committee.

FINANCIAL IMPLICATIONS:

These rehabilitation incentives are funded through the Neighborhood Partnership Fund. Since 2018, a total of ten projects have been approved by City Council

IMPACT ON COMMUNITY SUSTAINABILITY:

The demolition and rehabilitation incentives offer significant tools to prevent blight in Carrollton's older

neighborhoods. Revitalizing housing is a key component of the rehabilitation grant program and City Council's community sustainability objectives.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council approval of a resolution authorizing the City Manager to enter into a Demolition Grant and Rehabilitation Incentive Agreement with Zoraya Moran in an amount not to exceed \$12,061.10.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, APPROVING A DEMOLITION GRANT AND REHABILITATION INCENTIVE AGREEMENT TO BE EXECUTED BY AND BETWEEN THE CITY OF CARROLLTON AND THE OWNERS OF 1505 JACKSON STREET TO PROMOTE LOCAL ECONOMIC DEVELOPMENT; AUTHORIZING THE CITY MANAGER TO TAKE THE NECESSARY ACTIONS TO NEGOTIATE AND ENTER INTO THE SAID AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Local Government Code Chapters 378 and 380 provide statutory authority for establishing and administering the Demolition Grant and Rehabilitation Program, including making loans and grants of money;

WHEREAS, on November 4, 2014 the City Council of the City of Carrollton, Texas (“City Council”), adopted the Demolition Grant and Rehabilitation Incentive Program (“Program”) in order to promote local economic development within designated areas in the City of Carrollton, Texas (“City”);

WHEREAS, the Demolition Grant Program provides reimbursement grants for 100% of the costs associated with the demolition of a residential structure and a single incentive payment equivalent to a ten-year abatement of the municipal ad valorem property tax;

WHEREAS, the City has received a request for a Demolition Grant and Rehabilitation Incentive from the property owner, Zoraya Moran (“Owner”) of 1505 Jackson Street (“Property”), which has been reviewed by the Re-Development Committee and the Environmental Services Department and approved for consideration by City Council for an amount not to exceed \$12,061.10;

WHEREAS, upon consideration, the City Council determines the Program contains sufficient controls to ensure public purposes of the Program are preserved and further determines the Property satisfies the criteria of the program; and

WHEREAS, upon review and consideration of the Owners’ request and all matters attendant and related thereto, the City Council finds that entering into the agreement pursuant to the policies of the Program in the interests of the health, safety, and welfare of the citizens of Carrollton and should be approved, and the City Manager shall be authorized to negotiate, execute documents, and take those actions necessary to effectuate the intents and purposes of this Resolution.

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

SECTION 1

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

SECTION 2

The City Manager is hereby authorized to negotiate and execute the Demolition Grant and Rehabilitation incentive agreement for a maximum in an amount not to exceed \$12,061.10 for reconstruction on the Property in accordance with this Resolution, and to take all other action necessary to effectuate the intents and purposes of this Resolution.

SECTION 3

This Resolution shall take effect upon passage.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 18th day of November 2025.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith A. Ladd,
City Attorney

APPROVED AS TO CONTENT:

Cory Heiple,
Environmental Services Director

1505 Jackson St.
Application Summary and Property Description

Homeowner:

Zoraya M. Moran

Legal Description:

NEW CARROLLTON
BLK 5 LTS 9 & 10 & PT LT 11
AKA A W PERRY 1 LOC ON OT SH 4
INT20070166656 DD05032007 CO-DC
0815000500900 2CC08150005

Project Description:

Rebuild a 2,253 sq. ft. structure on a previously demolished structure

Project Value:

Demolition Cost: \$0

New Construction Cost: \$486,880.00

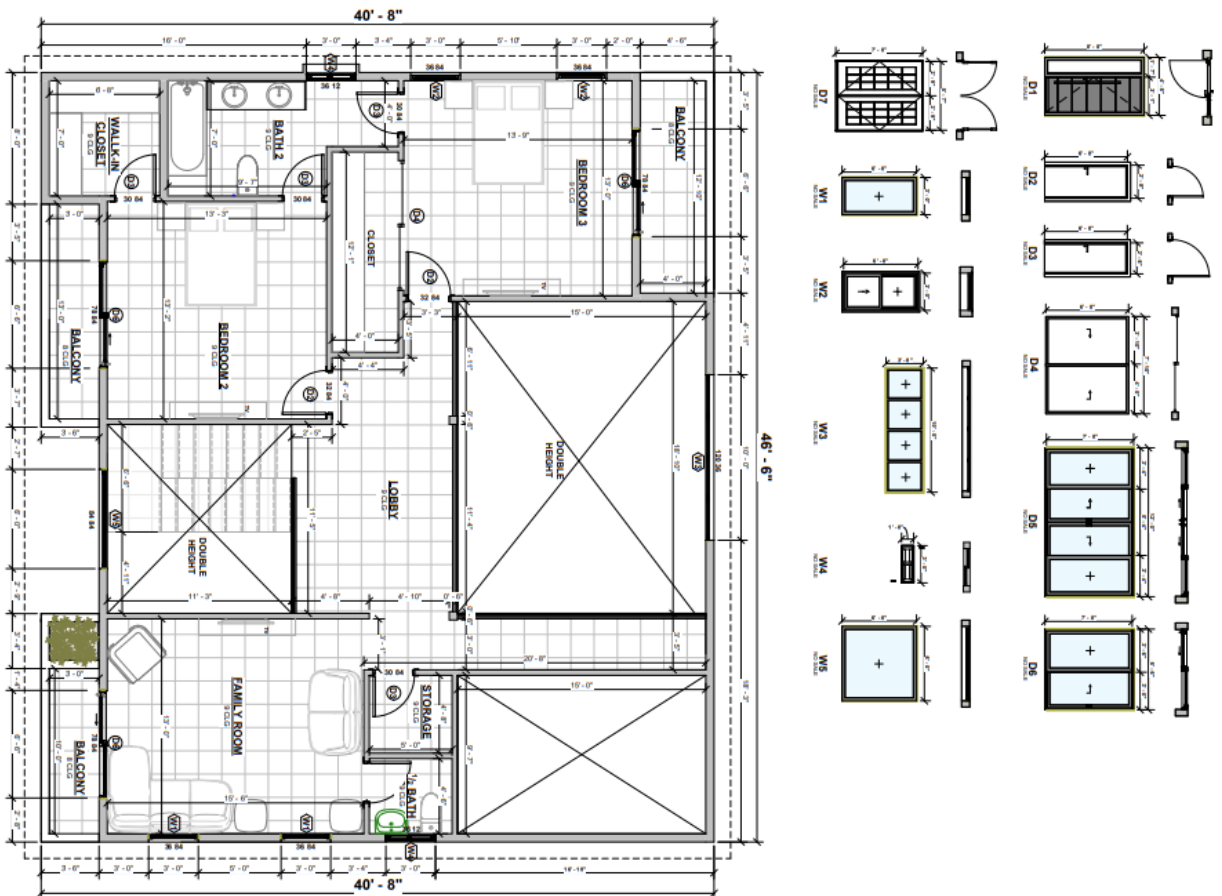
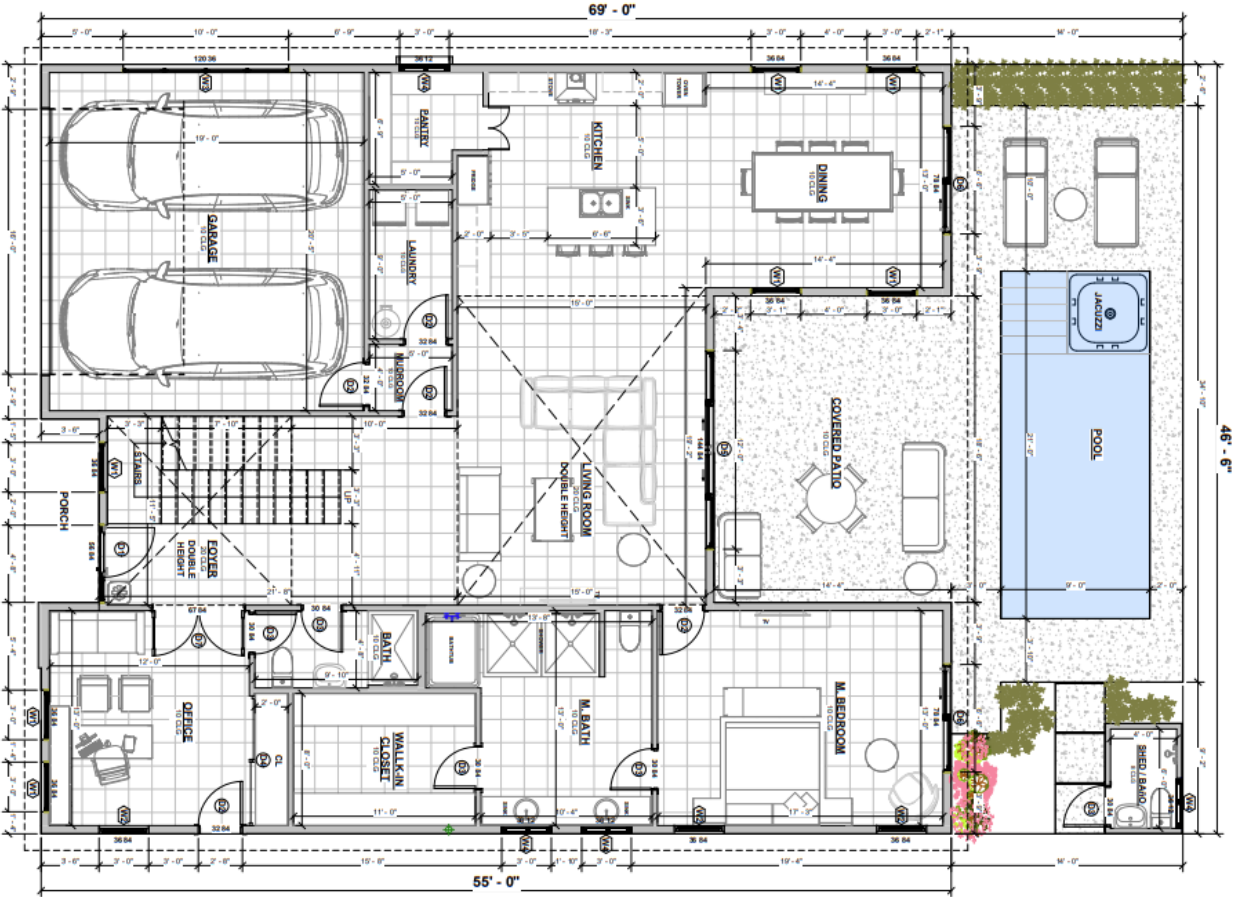
This is an aerial map of a residential neighborhood. The map shows property lines and addresses for various houses. A specific property, located at the intersection of Olive St and Jackson St, is highlighted with a blue border and labeled '1505'. The map includes several streets: Thomas Pl, Olive St, Jackson St, Kessler Dr, Cotton St, and Pear St. Numerous house numbers are visible, ranging from 1024 to 1591. A creek, Milton Branch Creek, is visible at the bottom right of the map.

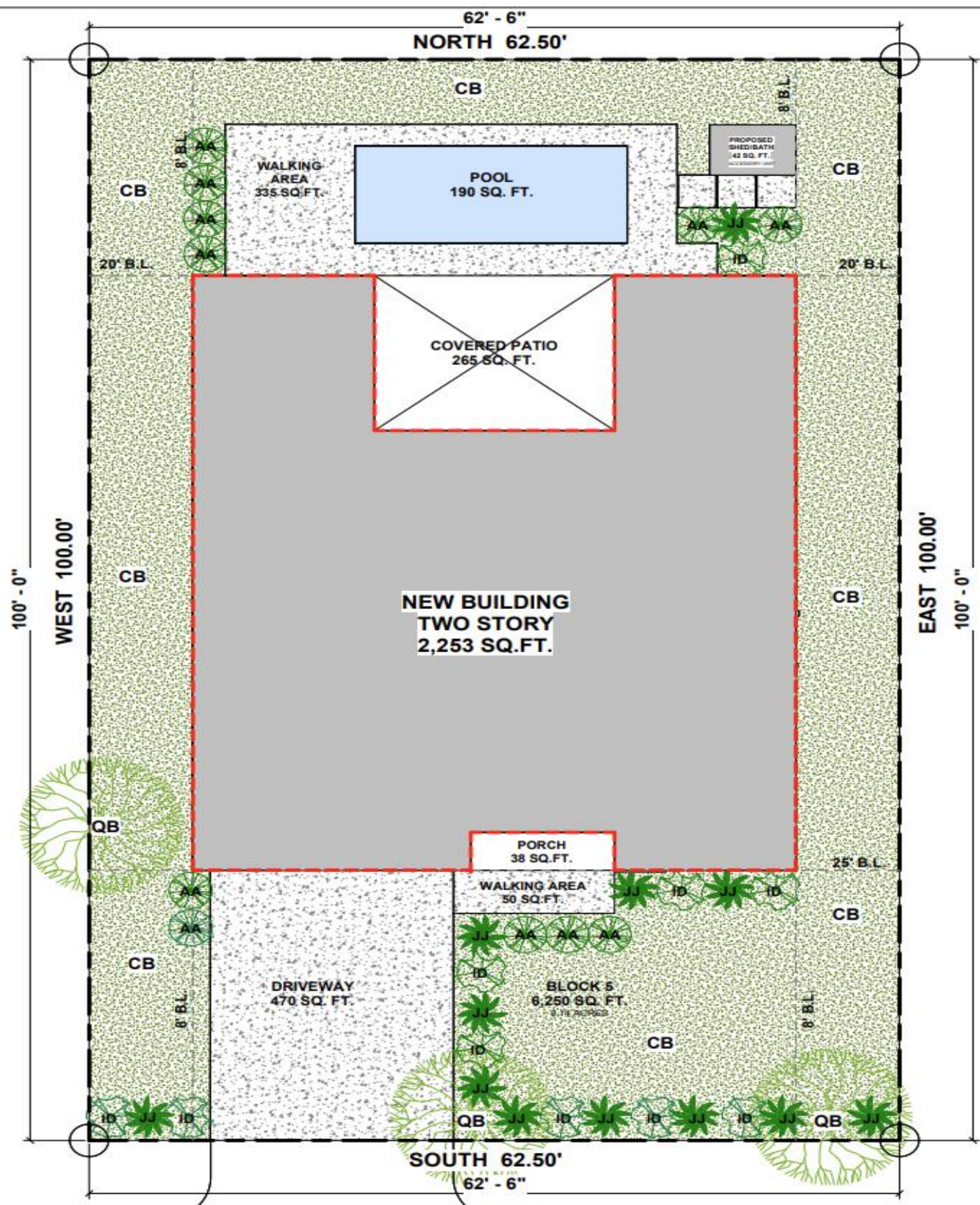
1505 Jackson St. – Existing Site



1505 Jackson St. – Planned Construction









City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7458

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *27.

CC MEETING: November 18, 2025

DATE: November 10, 2025

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 Magee Architects, Inc. For Architectural and Engineering Services Related To The Crosby Recreation Center Renovations Project In An Amount Not To Exceed \$157,000.00.**

BACKGROUND:

The 2018 Bond included funding for upgrading the lighting throughout the Crosby Recreation Center to LED fixtures. Additional improvements planned for the project include remodeling the administrative offices, Esports Center, northeast entry, Pioneer Room restroom, and replacing ceiling tiles and flooring and/or repainting in selected building areas. Magee Architects, Inc. assisted in the preparation of a conceptual project scope and an evaluation of anticipated construction costs. Staff recommends engaging Magee Architects to provide design and construction administration services due to their exemplary record of assisting the City in delivery of its recreation projects.

FINANCIAL IMPLICATIONS:

Magee Architects, Inc. has submitted a proposal to the City of Carrollton to perform the professional services for the project for an amount not to exceed \$157,000.00. Funding will be available in the Parks Consolidated Fund (Account Unit 854360) with 2018 Bond 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:

Supporting HOSPITALITY by fostering a welcoming environment for residents.

OPTIMIZING our facilities by allocating resources for efficient workflow.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends authorizing the City Manager to negotiate and execute a professional services contract with Magee Architects for architectural and engineering services related to the Crosby Recreation Center Renovations project in the amount not to exceed \$157,000.00.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH MAGEE ARCHITECTS, INC., FOR ARCHITECTURAL AND ENGINEERING SERVICES RELATED TO THE CROSBY RECREATION CENTER RENOVATIONS 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 services contracts with Magee Architects, Inc. for architectural and engineering services in an amount not to exceed \$157,000.00.

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 18th day of November 2025.

CITY OF CARROLLTON, TEXAS

By: _____
Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

Approved as to form:

Approved as to content:

Meredith A. Ladd
City Attorney

Jonathan Wheat, P.E.,
Director of Engineering

Location Map





City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7466

Agenda Date: 11/18/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *28.

CC MEETING: November 18, 2025

DATE: November 11, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Consider A **Resolution Appointing A Member To The Property Standards Board.**

BACKGROUND:

A current member of the Property Standards Board is not eligible to serve, so it is recommended that the alternate member, Linda Fielder, be appointed as a full member. The Property Standards Board is composed of nine members and one chair. If this resolution is approved, the list below reflects the proposed board members for the 2025-2026 term.

- Rangoli Mathur
- Alex McMaken
- Andrew Silvia
- Annette Reese
- Dobrinka Nichols
- Matt Garrett (Chair)
- Scott Carstens
- Victor Russell
- Linda Fielder

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends the Council appoint the current alternate, Linda Fielder, to the board.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF CITY OF CARROLLTON, TEXAS,
APPOINTING MEMBERS TO SERVE ON THE PROPERTY STANDARDS BOARD;
AND PROVIDING AN EFFECTIVE DATE.**

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

SECTION 1.

The following are appointed to serve on the Property Standards Board at the pleasure of the City Council for the term specified or from the date of their qualification to serve until their successors are appointed and qualified to serve.

Linda Fielder

October 2027

SECTION 2.

This resolution shall take effect on the 18th day of November, 2025.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 18th day of November, 2025.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

APPROVED AS TO FORM:

Chloe Sawatzky, City Secretary

Meredith A. Ladd, City Attorney



Agenda Memo

Agenda Date:

Version: 1

Status: Public Forum

In Control: City Council

File Type: Public Forum

Agenda Number: 29.

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.