

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
MARCH 19, 2024**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, March 19, 2024 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Nancy Cline, Deputy Mayor Pro Tem H.A. “Rusty” Pendleton, Councilmembers Christopher Axberg, Jason Carpenter, Richard Fleming, Andrew Palacios, and Daisy Palomo. Also present were City Manager Erin Rinehart, Assistant City Managers Marc Guy and Chrystal Davis, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

5:45 P.M. – COUNCIL BRIEFING ROOM

*****PRE-MEETING *****

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

Executive Session was convened prior to discussion on Item 1.

1. Receive information and discuss Agenda.

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

*****EXECUTIVE SESSION*****

2. At 5:45 p.m. Council convened 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. At 6:10 p.m. Council reconvened in Open Session to consider action, if any, on matters discussed in the Executive Session. There was no action taken.

*****WORKSESSION*****

4. Receive An Overview Of The City’s Procurement Processes.

Melissa Everett, Director of Finance, presented this item. She introduced Blake Williams, Purchasing Manager, and explained that the Purchasing Department is part of the Finance Department.

Ms. Everett provided an overview of the City’s bidding process and reviewed several chapters of the Texas Local Government Code that govern the process. She noted that the City can have more restrictive processes than stated in the state law. It was pointed out that the Conflict of Interest regulations as stated in the Local Government Code also apply to City Council members.

Ms. Everett explained that the City uses electronic bidding software and there is a portal on the City website for vendors to register. Staff also conducts vendor fairs encouraging vendors to register with the City.

Councilmember Fleming inquired whether the City tracks certain diversities of vendors bidding on projects. Ms. Everett responded they do not specifically, however those vendors can identify themselves as a certain type of vendor during the registration process. Councilmember Fleming suggested the City consider conducting a “disparity study” in the future.

Mayor Babick reminded Council that staff recently engaged with the Korean Community and will continue to participate in vendor fairs, associations, chamber events, and other opportunities as they arise. Councilmembers should invite staff to such events as they are made aware.

Mayor Babick asked for clarification of the City’s use of Historically Underutilized Business (HUB). Ms. Everett stated staff seeks to utilize Carrollton businesses first and added that businesses categorized as a HUB are done so at the state level.

5. Receive Parks Amenity Fund Update And Report Card Presentation.

Kim Bybee, Parks Manager, stated that in 2014 staff began the process for evaluating parks and recreation facilities in the City as a tool to help determine where improvements need to be made and in what order. In 2014, eight categories reflecting the types of facilities were determined as follows: athletic fields, aquatic facilities, concessions/restrooms, courts, parking lots, pavilions, playgrounds and trails. The list was expanded and by 2021, recreation centers, tennis centers, nature preserve, bridges and piers were added. Ms. Bybee provided a list of all 244 facilities.

Ms. Bybee reviewed the criteria used to evaluate the facilities, including age, appearance, functionality, safety and structural. She stated that a committee of City staff and park board members evaluated the facilities and the data was compiled. A grading system is used to create a “report card” for each, which is then used to determine priority and budget needs.

Ms. Bybee provided a master list of completed and remaining projects. Photos before and after of some of the projects were presented.

6. Discuss July 2024 Through January 2025 Council Meeting Dates.

City Secretary Chloe Sawatzky reviewed the following upcoming Council meeting schedule:

- April 2 & 16
- May 14 & 21
- June 4 & 25
- July 2 & 16
- July 26 & 27 (Retreat)
- August 6, 20, & 27 if needed (budget and tax rate items)
- September 10 & 24
- October 8 & 22
- November 5 & 19
- December 3 & 17
- January (2025) 7 & 21

7. Mayor And Council Reports And Information Sharing.

Council reviewed their recent activities and upcoming events.

Worksession concluded at 7:10 p.m.

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

Mayor Babick called the Regular meeting to order at 7:10 p.m.

INVOCATION – Councilmember Richard Fleming

PLEDGE OF ALLEGIANCE – Councilmember Andrew Palacios

PRESENTATIONS

8. Receive A Proclamation Recognizing National Procurement Month.

Mayor Babick read a proclamation and presented it to City Procurement Department staff.

PUBLIC COMMENT

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

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

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

CONSENT AGENDA

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

Councilmember Palomo moved to approve Consent Agenda Items 10-20; second by Councilmember Palacios. The motion was approved with a unanimous 7-0 vote.

BIDS & PURCHASES

- *10. Consider Approval Of The Second And Final Renewal Of RFP #22-018 For Pool Chemicals From Petra Chemical Acquisition Company, LLC DBA DCC, Inc. In An Amount Not To Exceed \$60,000.00.**

CONTRACTS & AGREEMENTS

- *11. Consider Authorizing The City Manager To Approve A Contract With Keller North America, Inc. For The Emergency Repairs To The Mustang Park HOA Retaining Wall And Public Infrastructure Damaged By The Retaining Wall In An Amount Not To Exceed \$2,555,729.25.**

RESOLUTIONS

- *12. Consider A Resolution Authorizing The City Manager To Enter Into An Agreement With Railroad Management Co. III, LLC For The Storm Drain Crossing Of The Burlington Northern Santa Fe (BNSF) Rail Line West Of Buckskin Circle In An Amount Not To Exceed \$4,500.00.**
- *13. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Agreement With Hoefler Welker, LLC, For Design, Plan Preparation And Construction Administration Assistance Phasing For The Fire Station 6 Replacement Project In An Amount Not To Exceed \$1,184,092.00.**
- *14. Consider A Resolution Authorizing The City Manager To Negotiate And Execute All Necessary Documents For The Purchase Of Approximately 1,376 Square Feet As A Public Hike And Bike Trail Easement At 2020 Kelly Boulevard For The Silver Line Trail Project In An Amount Not To Exceed \$10.00.**
- *15. Consider A Resolution Authorizing The City Manager To Take All Necessary Action Related To The Submission Of Applications Through The 2021, 2022 and 2023 Homeland Security Grant Programs And Acceptance Of Specific Awards Under the 2021, 2022 and 2023 Urban Area Security Initiative (UASI) Grants In A Total Amount Of \$261,606.48.**
- *16. Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Amendment To The Economic Development Incentive Agreement With Bar K Holdings LLC.**
- *17. Consider A Resolution Authorizing The City Manager To Enter Into A Project Specific Agreement With The Dallas County Road And Bridge District #4 For The Mill And Asphalt Overlay Of Various Streets Located Within The Country Place, Woodcreek No. 2, Woodcreek 777 And Mill Valley Phase I Subdivisions In An Amount Not To Exceed \$646,856.00.**
- *18. Consider A Resolution Authorizing The City Manager To Enter Into Agreements With Road Master Striping LLC And Traffic Highway Maintenance Services LLC Through An Interlocal Agreement With The City Of Allen For Street Pavement Markings Services In An Amount Not To Exceed \$200,000.00.**

- *19. Consider A Resolution Authorizing The City Manager To Enter Into A One-Year Contract With Southern Petroleum Laboratories, Inc. For Industrial Pretreatment Sampling And Analysis Services In An Amount Not To Exceed \$130,000.00.**
- *20. Consider A Resolution Authorizing The City Manager To Execute A Lease With Frost Bank For The Use Of City-Owned Property Located At 1111 West Belt Line Road (Gravley Center).**

PUBLIC FORUM

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

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

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

ADJOURNMENT - Mayor Babick adjourned the meeting at 7:16 p.m.

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor