

**CARROLLTON CITY COUNCIL  
REGULAR MEETING AND WORKSESSION  
NOVEMBER 5, 2024**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, November 5, 2024 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Richard Fleming, Deputy Mayor Pro Tem Christopher Axberg, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Daisy Palomo, 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 \*\*\***

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 convened at the conclusion of the Worksession Items.*

**\*\*\*EXECUTIVE SESSION\*\*\***

2. Council convened the Executive Session at 7:13 p.m. 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 reconvened in Open Session at approximately 7:20 p.m. to consider action, if any, on matters discussed in the Executive Session. No action was taken.

*Regular Session convened after the conclusion of the Executive Session.*

**\*\*\*WORKSESSION\*\*\***

**4. Receive A Presentation Regarding Carrollton's Business Retention And Industrial Development Program.**

Ravi Shah, Executive Director of Development Services, presented this item. He provided an overview of a new program designed to highlight and focus on Carrollton's industrial areas. This program will help to support commercial and industrial businesses by fostering and maintaining relationships with those businesses. Mr. Shah said the program will include outreach efforts, expansion opportunities, economic development initiatives, surveys and feedback, issue resolution, networking events, and personalized support for businesses.

Mr. Shah stated that Carrollton has eight (8) industrial districts. Those include:

- 1) Frankford Trade Center
- 2) Trinity Mills Area
- 3) Old Denton Industrial Complex
- 4) Luna Industrial Park
- 5) Valwood Industrial Park
- 6) Beltline Industrial Park
- 7) Midway South Industrial
- 8) International Business Park

Mr. Shah provided location maps for the districts, as well as information on the size, number of buildings, and tax values that amount to \$3.6 billion for all districts combined. He briefly summarized several of the larger businesses in these areas.

Mr. Shah stated that as part of this new initiative, key performance measures will be created by staff and examples of those were provided. Business recognitions are also planned; some are already in place however additional suggestions were provided.

Mr. Shah advised that a one-stop shop will be available for those individuals who visit Carrollton with an interest in expanding or locating in the city. He noted that while the space within the industrial districts is largely full, there are possible ways to create expansion space. He added that a new digital brochure will be available on the city website to explain how the city of Carrollton plans to support its industrial districts.

Mayor Babick and several Council Members offered positive remarks on this initiative.

#### **5. Receive Update On The EPA Lead And Copper Rule Revisions.**

Jonathan Wheat, Director of Engineering, reviewed that on December 16, 2021, the Environmental Protection Agency (EPA) announced new Lead and Copper Rule Revisions. As a result of those new rules, the Carrollton City Council approved \$1.2 million in the FY24 budget to begin a process for inventorying all water lines in the city to determine whether there are any lead lines. On January 9, 2024, a contract for Water Service Line Inventory was approved. Since that time all of the city-owned water lines have been checked and most of the privately owned water lines have been identified. The inventory was submitted to the Texas Commission on Environmental Quality (TCEQ) on October 9, 2024. Mr. Wheat added that there are 292 residences remaining that need to be inventoried and a flyer advising those residents of the new requirements will be mailed to them on November 8, 2024.

Mr. Wheat advised that the next steps include completing a physical review of the remaining properties to determine whether there are any lead water lines then await further direction from the EPA and TCEQ. All water lines will continue to be proactively maintained.

#### **6. Receive Update On Managed Competition.**

Krystle Boise, Strategic Services Director, presented an overview of the Managed Competition program that the city of Carrollton has engaged in since 2001. She explained that Managed Competition is the process of identifying the most cost effective methods of delivering high quality services to the residents of Carrollton. Ms. Boise stated that all city departments with the exception of Police and Fire have gone through the process in the past or will in the future.

Ms. Boise provided details of the strategies used in the Managed Competition process. She advised that it typically takes approximately three (3) months to complete, however the timeline is flexible. As a result of the Manage Competition process, there have been occasions where decisions were made to outsource a function because a better value was available by doing so. Fleet Services is an example.

Ms. Boise provided a list of departments that have completed the process (at least once), are currently in the process, or are coming up in the future. She provided details of the process and the outcomes for Information Technology- Operations and Analysis, Purchasing and General Services, and Animal Services. In Information Technology, there was an estimated savings of \$1 million over five years; in Purchasing the result was an added position of Senior Buyer; and, in Animal Services an Animal Control Officer was elevated to the position of Senior Animal Services Officer.

Discussion followed with questions regarding vendors and employee performance reviews. It was noted that the city’s vendors do not go through the Managed Competition process, and employee performance reviews often incorporate recommendations from the Managed Competition process.

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

Council reviewed their recent activities and upcoming events.

*Executive Session was convened following the Worksession.*

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

Mayor Babick called the Regular meeting to order at approximately 7:23 p.m.

**INVOCATION** – Councilmember Jason Carpenter

**PLEDGE OF ALLEGIANCE** – Councilmember Christopher Axberg

**PUBLIC COMMENT**

**8. 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 Cline moved to approve Consent Agenda Items 9-22; second by Councilmember Palomo. The motion was approved with a unanimous 7-0 vote.**

### **MINUTES**

- \*9. Consider Approval Of The September 24, 2024 Regular Meeting Minutes.**
- \*10. Consider Approval Of The October 22, 2024 Regular Meeting Minutes.**

### **CONTRACTS & AGREEMENTS**

- \*11. Consider Authorizing The City Manager To Enter Into An Agreement With Vertosoft LLC, Through The TIPS Purchasing Cooperative, For The Purchase Of Invoice Cloud Credit Card Gateway Payment Processing Services In An Annual Amount Not To Exceed \$150,000, For A Five-Year Total Amount Not To Exceed \$750,000.00.**
- \*12. Consider Authorizing The City Manager To Enter Into A Contract Pursuant To RFP #24-022 With ByWater Solutions, Inc. For Integrated Library System In An Amount Not To Exceed \$42,380.00 For Year One And A Total Five-Year Contract Amount Not To Exceed \$124,821.00.**
- \*13. Consider Authorizing The City Manager To Execute An Amendment To The Contract With Dallas Harmony Construction, Through BuyBoard, For Historical Restorations To A.W. Perry Homestead Museum, Increasing The Total Compensation By \$145,807.20 For A New Total Amount Not To Exceed \$680,031.00.**
- \*14. Consider Authorizing The City Manager To Execute An Amendment To The Contract With Dunaway Associates, LLC, Pursuant To RFQ# 23-017 Parks And Recreation Master Plan, For Increased Scope Of Services Increasing The Total Compensation By \$30,000.00 For A New Total Amount Not To Exceed \$265,155.00.**
- \*15. Consider Authorizing The City Manager To Enter Into An Agreement With MCCi, LLC Through BuyBoard Purchasing Cooperative For Records Management Software In An Amount Of \$448,613.96 For The First Year And A Five-Year Total Amount Not To Exceed \$1,018,068.56.**

- \*16. Consider Authorizing The City Manager To Enter Into Agreements With Brodart Inc. And Midwest Tape, Through An Interlocal Agreement With The State Of Texas, For Library Materials In An Amount Not To Exceed \$270,000 For Fiscal Year 2025.**
- \*17. Consider Authorizing The City Manager To Enter Into An Agreement With AVI Systems, Inc. Through An Interlocal Agreement With TIPS Purchasing Cooperative For Audio Visual Equipment, Installation, And Support Services In The Council Chambers And Council Briefing Room In City Hall In An Amount Not To Exceed \$1,195,700.00.**

#### **ORDINANCES**

- \*18. Consider An Ordinance Amending The Code Of Ordinances Of The City By Amending Chapter 34, Municipal Boards, Commissions, And Advisory Committees.**

#### **RESOLUTIONS**

- \*19. Consider A Resolution Appointing Members To Serve On The Traffic Advisory Committee.**
- \*20. Consider A Resolution Authorizing The City Manager To Negotiate And Execute Contract Amendment No. 1 With APM & Associates, Inc For Additional Professional Engineering Services On Windmill Hill Street Reconstruction Project In An Amount Not To Exceed \$81,800.00, Increasing The Total Project Contract To An Amount Not To Exceed \$1,273,883.00.**
- \*21. Consider A Resolution Authorizing The City Manager To Negotiate And Execute All Necessary Documents For The Purchase of Approximately 0.3015 Acres As Public Right Of Way At 1308 Clint Street For The Carrollton Heights Reconstruction Project In The Amount Not To Exceed \$235,000.00.**
- \*22. Consider A Resolution Authorizing The City Manager To Enter Into A Jail Management System Services Agreement With Black Creek Integrated Systems Corporation For An Amount Not To Exceed \$50,616.50 For the First Year And A Five Year Total Not To Exceed Amount Of \$245,173.50.**

#### **PUBLIC HEARING – INDIVIDUAL CONSIDERATION**

- \*23. Hold A Public Hearing To Consider An Ordinance To Establish A Special Use Permit For A Smoking Lounge (Hookah Lounge) In An Approximately 3,370 Square Foot Lease Space Zoned PD-05 For The (LR-2) Local Retail District And Located At 2640 Old Denton Road, Suites 132 And 140; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2024-115 Hookah Lounge Extension.**

Planning Manager Loren Shapiro presented this item. He advised this is a request to expand an existing smoke shop. He provided a zoning map of the location. Mr. Shapiro reviewed that a

Certificate of Occupancy was issued in 2017 for Suite 140 allowing a tobacco store, which also allowed a hookah lounge under the definition of tobacco stores before the zoning regulations changed in 2022 requiring a SUP for smoking lounges (includes hookahs). It has operated as such since then. He said that in order to expand into the adjacent suite, a Special Use Permit is required.

Mr. Shapiro advised the Council that when the Planning and Zoning considered this item, they considered whether this is an appropriate land use and voted not to recommend approval to the Council. Due to that, if the Council decides to approve the SUP request, then it must be approved by a super-majority, which is 6 of 7 votes in favor. Mr. Shapiro added that due to a number of police calls to the business, staff also does not recommend approval. However, should the Council approve, then staff is recommending stipulations.

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

Kashish Chadha, applicant, described how the two suites would be combined by removing a portion of the adjoining wall between suites 140 and 132. He said that his intent is to gain more space. He said that the current operating hours are 6 p.m. to 2 a.m.

Councilmember Axberg confirmed with staff that there would be three (3) exterior doorways by combining the suites. He asked what the size of each suite is. The applicant responded.

Councilmember Carpenter stated that he does not believe this to be an appropriate use of the space.

**Councilmember Carpenter moved to deny the request in Item 23; second by Councilmember Palacios. Motion was approved with a vote of 6-1. Councilmember Fleming voted in opposition.**

## **PUBLIC FORUM**

**24. 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.

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

**ADJOURNMENT** - Mayor Babick adjourned the meeting at 7:43 p.m.

**ATTEST:**

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Chloe Sawatzky, City Secretary

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Steve Babick, Mayor