

**CARROLLTON CITY COUNCIL  
REGULAR MEETING AND WORKSESSION  
DECEMBER 3, 2024**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, December 3, 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, Chief Financial Officer Diana Vaughn, 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.

Mayor Babick stated that Item 25 should be approved "as amended", noting the appointment of Irma Smith to the Civil Service Commission. He added this is a city manager and staff appointment, so Council is ratifying their selection.

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

**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.
- **Section 551.072** to discuss certain matters relating to real property.
- **Section 551.087** to discuss Economic Development.

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

*Executive Session was not convened.*

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

**4. Present The Status Report For The Downtown Master Plan Update.**

Loren Shapiro, Planning Manager, advised this is the 75 percent update on the Downtown Master Plan. He advised that Kim Dresdner with Gensler and Paris Rutherford with Catalyst Urban Planning, along

with the Downtown Planning Advisory Committee (DPAC) have been involved with the Master Plan project.

Kim Dresdner provided a review of efforts to gain input on the Plan including DPAC meetings, community workshops, an on-line survey, and stakeholder interviews.

Paris Rutherford provided general results of a market analysis of the downtown area. It included the desires for the downtown, perceptions and issues surrounding the area. He said that new development needs to be leveraged, along with expanding the sense of destination. Population and income statistics were provided. A ten-year overview of the market and projects, and steps needed to work toward a consolidated plan were provided.

Mr. Rutherford reviewed a 2035 Conceptual Master Plan that included additional parks, trail systems, employment areas, water features, artwork, a Josey Lane gateway area, and other points of interest. He stated there are five zones surrounding historic downtown and includes the current downtown area. He reviewed some specific projects in each zone, noting that some are private and some are public. Graphic depictions of what those areas could include were provided.

Ms. Dresdner provided an overview of next steps, adding that adoption of the Plan is anticipated in April 2025.

Council questions and discussion followed.

*Following the conclusion of Item 4, Item 6 was addressed.*

**5. Discuss the 2025 Sustainability Plan.**

Cory Heiple, Environmental Services Director, advised that the city of Carrollton has conducted its first Sustainability Plan. He said that it is a collection of sustainable initiatives across all city departments related to environmental stewardship, economic responsibility, and social equity. It also includes ongoing and future initiatives, focusing on enhancements to city features, amenities, safety, and enjoyment. It is designed to educate and inform and was done entirely in-house.

Mr. Heiple provided an overview of the process of creating a Sustainability Plan. He advised that there was a core team of 17 individuals, with contributions from many others, who worked on the creation of the plan. He reviewed that land, air, water, energy, buildings, community, public equity, and a vibrant economy were all documented.

Mr. Heiple explained LEED for Cities, which is a globally recognized sustainable certification. A list of other participating cities was provided. He said that he expects the city of Carrollton to be certified next year.

Mr. Heiple stated the plan will be updated in five years and copy of it will be on the city website.

*Item 7 was addressed following Item 5.*

**6. Receive Briefing on the Floodplain Management and Mapping Project.**

Jonathan Wheat, Director of Engineering, stated that Carrollton’s floodplain maps have been updated and introduced Kelly Dillard of Walter P. Moore Engineering Services, who provided an overview of

the four watersheds and associated floodplains in Carrollton. She noted there are increases in discharge since the previous maps done in 2014.

Ms. Dillard provided detailed information on the following four watersheds:

- Dudley Branch- Map approved by FEMA in 2020 and became effective in March 2021.
- Furneaux Creek- Map approved by FEMA in August 2024 and effective May 2025.
- Indian Creek
  - Upper - Map approved by FEMA in September 2024 and effective February 2025.
  - Lower – Map in review by FEMA. Effective January 2026 (estimated).
- Hutton Branch – Map in review by (adjacent) Town of Addison. Effective May 2026 (estimated).

Ms. Dillard advised there are a number of new parcels included in each floodplain. She noted that while not all properties within the floodplains are required to have flood insurance, property owners cannot obtain a federally backed loan. She noted that FEMA offers a National Flood Hazard Layer map where specific properties can be identified as to their floodplain status.

*At 7:03 p.m. Mayor Babick adjourned the Work Session during Item 6 to convene the Regular Meeting.*

*At the conclusion of the Regular Meeting the Work Session was reconvened at 7:57 p.m.*

*Item 6 Continued:*

Ms. Dillard continued by reviewing an overall map of Carrollton’s watersheds. Discussion followed as to the impacts of floodplains for property owners and homeowners’ insurance. Mr. Wheat added that the city is developing a website offering floodplain information to property owners. In response to Council’s question, Ms. Dillard stated that (newly added) parcel owners in the floodplains are notified after the maps become effective and insurance companies are notified. Discussion followed as to the community’s rating of 6 in regard to flood insurance rates.

Further explanation and details for the various maps were provided.

*At this time, Item 5 was addressed.*

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

Council reviewed their recent activities and upcoming events.

*Worksession concluded and the meeting adjourned at 9:04 p.m.*

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

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

**INVOCATION** – Councilmember Nancy Cline

**PLEDGE OF ALLEGIANCE** – Councilmember Daisy Palomo

**PRESENTATIONS**

**8. Present 35-Year Service Coin to Fire Captain Greg Brown.**

After introductory remarks by Mayor Babick, Fire Chief Mike Thomson recognized Captain Greg Brown for 35 years of service to the Carrollton Fire Department. Chief Thomson provided bio information on Captain Brown, citing his many accomplishments during his years of service.

**9. Recognize Community Group For Exemplifying Council's Vision.**

Mayor Babick read a proclamation recognizing the Philippine Chamber of Commerce and presented it to members of the Chamber. The proclamation declares December 3, 2024 as:

“Philippine American Chamber of Commerce DFW Day”

Representatives of the organization expressed appreciation to the city and provided historical information related to the Philippines.

**10. Present Certificates To The Environmental Leadership Award Recipient And To The 2024 Environmental Distinction Award Recipients.**

Mayor Babick provided some background on the Environmental Leadership Award and the 2024 Environmental Distinction Award. The presentation of the Environmental Leadership Award and the Environmental Distinction Award provides an opportunity for the City of Carrollton to formally recognize regulated industries that strive for environmental excellence in their operations. This is the 22nd year the Environmental Services Department has presented these awards during the City Council Meeting.

Mayor Pro Tem Richard Fleming, as chair of the committee, recognized ten businesses receiving the Environmental Leadership Award as follows:

- Electro Plate Circuitry
  - Image Industries
- International Paper - Belt Line
  - Quality Powder Coating
- Quantum Global Technologies
- Ralcorp Frozen Bakery Products
  - Teasdale Latin Foods
- Texas Finishing Company
  - Wash Solutions
- Western Extrusions

Mayor Pro Tem Fleming stated the Environmental Distinction Award recognizes companies that go beyond mere compliance to champion environmental sustainability in the community. Candidates for the Environmental Distinction Award must be environmentally compliant and must demonstrate process improvement, minimized environmental impacts, and community involvement. This recognition exemplifies the City's resolve to promote environmental excellence and to improve the quality and vitality of the community. The Environmental Distinction Award was presented to:

- Electro Plate Circuitry

- Image Industries
- Western Extrusions

## PUBLIC COMMENT

**11. 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 12-25 (25 as stipulated); second by Councilmember Palacios. The motion was approved with a unanimous 7-0 vote.**

## MINUTES

- \*12. Consider Approval Of The November 5, 2024 Regular Meeting Minutes.
- \*13. Consider Approval Of The November 19, 2024 Regular Meeting Minutes.

## CONTRACTS & AGREEMENTS

- \*14. Consider Authorizing The City Manager To Execute Change Order No. 2 With Klutz Construction Company For Additional Work As Part Of The Coyote Ridge / Furneaux Creek Drainage Improvements Project, In An Amount Not To Exceed \$62,117.00, Increasing The Total Project Contract To An Amount Not To Exceed \$1,526,931.00.
- \*15. Consider Authorizing The City Manager To Approve A Construction Contract With Apple Pavement Services For The City-Wide Sidewalk Improvements Phase 4 Project In An Amount Not To Exceed \$1,589,772.75.
- \*16. Consider Authorizing The City Manager To Enter Into An Agreement With Turf And Soil Management, Through TIPS Purchasing Cooperative, To Purchase Two (2) Autonomous Mowers In An Amount Not To Exceed \$62,284.53.

- \*17. Consider Authorizing The City Manager To Enter Into An Agreement With Cigna Pursuant to RFP # 24-012 for Medical/Rx Stop Loss Insurance In An Amount Not To Exceed \$990,709.**
- \*18. Consider Authorizing The City Manager To Approve The Purchase Of One Chevrolet Tahoe And One Chevrolet Silverado 1500 EV From Lake Country Chevrolet Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$157,493.70.**
- \*19. Consider Authorizing The City Manager To Enter Into An Agreement For The Purchase Of One Ambulance Body From Southern Emergency & Rescue Vehicle Sales Through An Interlocal Agreement With HGAC Purchasing Cooperative In An Amount Not To Exceed \$344,810.00.**
- \*20. Consider Authorizing The City Manager To Enter Into An Agreement For The Purchase Of One Ford F-550 Ambulance Chassis From Sam Pack Ford Through An Interlocal Agreement With The BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$70,013.14.**

**ORDINANCES**

- \*21. Consider An Ordinance Designating The Number Of Positions In Each Classification Of Firefighters In The Carrollton Fire Department.**
- \*22. Consider An Ordinance Of The City Council Of The City Of Carrollton, Texas, Amending Title V Public Works, Chapter 52 Of Carrollton’s Code Of Ordinances By Adopting Revisions to Section 52.054 Disconnection For Late Payment.**

**RESOLUTIONS**

- \*23. Consider A Resolution Authorizing The City Manager To Execute A Lease With Agate Arts, LLC. D/B/A The Art Table For The Use of City-Owned Property Located at 1003 West Main Street.**
- \*24. Consider A Resolution Authorizing The City Manager To Negotiate And Execute Contract Change Amendment No. 3 With HDR Engineering, Inc. For The Dudley Branch Channel Improvements Project In An Amount Not To Exceed \$45,000 For A Revised Contract Amount Not To Exceed \$593,949.00.**
- \*25. Consider A Resolution Ratifying A Member To Serve On The Civil Service Commission.**

Staff appointment is Irma Smith.

**PUBLIC HEARING – INDIVIDUAL CONSIDERATION**

- 26. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow Short-Term Rental On An Approximately 0.164-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 1629 Palisades Drive;**

**Amending The Official Zoning Map Accordingly. Case No. PLSUP 2024-150 Palisades Drive Short-Term Rental.**

Mayor Babick advised that Item 26 will not be addressed due to the applicant withdrawing their request.

- 27. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Repeal Three Special Use Permits Numbered 371 (2227 High Point Drive) For An Accessory Building In Excess of 600 Square Feet And 390 (1035 North IH-35E) For Automotive Mechanical And Electrical Repair And Maintenance And 099 (1035 North IH-35E) Mini-Warehouse With A Caretaker's Apartment; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2023-156 Repeal Of Three SUPs.**

Loren Shapiro, Planning Manager, stated this request is a staff initiative to clean up the zoning map due to uses no longer needed or uses now allowed by right. He said that is the situation for SUP 371 for an accessory building. The remaining two SUPs 390 and 099 uses are no longer needed. There was no opposition from the public.

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

**Councilmember Palomo moved to approve Item 27, Case No. PLSUP 2023-156; second by Councilmember Cline. Motion was approved unanimously with a vote of 7-0.**

- 28. Hold A Public Hearing And Consider A Resolution To Adopt The Program Year 2023 Consolidated Annual Performance And Evaluation Report On The Use Of Community Development Block Grant Funds.**

Cory Heiple, Environmental Services Director, advised that this is the second public hearing on the report for the Community Development Block Grant Funds. The first public hearing was held on November 14, 2024 at the Neighborhood Advisory Committee meeting. Mr. Heiple stated that the HUD (Housing and Urban Development) granted the city of Carrollton \$727,587 during fiscal year 2023. Those funds were used as follows:

\$ 481,312	Alley Reconstruction
\$ 107,342	Parks (5)
\$ 99,890	Metrocrest Services
\$ 84,605	Housing Rehabilitation Projects
\$ 75,934	Salary for the Enhanced Code Enforcement Officer
\$ 943,607	Total

It was noted that funds remaining from previous years was used to supplement the HUD funding.

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

**Councilmember Palacios moved to approve the resolution adopting the Program Year 2023 report; second by Councilmember Cline. The motion was approved with a vote of 7-0.**

Deputy Mayor Pro Tem Christopher Axberg expressed his appreciation to staff for the detailed report and the efforts of staff on this program.

**PUBLIC FORUM**

- 29. 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.

*At 7:52 p.m. the Regular Meeting concluded. Mayor Babick continued with Work Session Item 6.*

**ADJOURNMENT** - Mayor Babick adjourned the meeting at 9:04 p.m.

**ATTEST:**

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Chloe Sawatzky, City Secretary

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Steve Babick, Mayor