

City of Carrollton

1945 E. Jackson Road
Carrollton, TX 75006



REGULAR WORKSESSION & MEETING

Tuesday, April 15, 2025

5:45 PM

CITY HALL, 2nd Floor

City Council

Mayor Steve Babick
Mayor Pro Tem Richard Fleming
Deputy Mayor Pro Tem Christopher Axberg
Councilmember Jason Carpenter
Councilmember Andrew Palacios
Councilmember Nancy Cline
Councilmember Daisy Palomo
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 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. Receive **Briefing On Lewisville Schools Bond Election.**
5. Receive **Information From Community Group Regarding Juneteenth.**
6. **Mayor And Council Reports And Information Sharing.**

*****REGULAR MEETING 7:00 PM*******INVOCATION - Councilmember Rowena Watters****PLEDGE OF ALLEGIANCE - Councilmember Jason Carpenter****PRESENTATIONS**

7. Present **Recognition To Creekview High School Law And Criminal Justice Academy Students For Qualifying For The National Judicial Competition For YMCA.**
8. Present **A Proclamation To The American Legion Auxiliary Unit 597 Recognizing Military Children.**
9. Present **Certificate To The Mayor's Spotlight Award Recipient.**
10. Present **Recognitions To The Citizens Government Academy Graduating Class Of 2025.**

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.

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.)*

MINUTES

- *12. Consider Approval Of The March 25, 2025 Regular Meeting Minutes.**
- *13. Consider Approval Of The April 1, 2025 Regular Meeting Minutes.**

CONTRACTS & AGREEMENTS

- *14. Consider Authorizing The City Manager To Enter Into An Agreement With Charlesworth Consulting, LLC Pursuant To RFP #25-029 For Risk Management Consulting Services In An Amount Not To Exceed \$59,895.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$179,685.00.**
- *15. Consider Authorizing The City Manager To Enter Into An Agreement With Lowe's Home Centers, LLC Through An Interlocal Agreement With Omnia Purchasing Cooperative In An Amount Not To Exceed \$80,000.00 Annually.**
- *16. Consider Authorizing The City Manager To Enter Into An Agreement With Medium Giant Company, Inc. d/b/a Dallas Morning News Pursuant To RFP #25-004 For Newspaper Legal Advertising and Public Notice Services In An Amount Not To Exceed \$213,000.00 Annually, For A Total Four-Year Contract Amount Not To Exceed \$852,000.00.**

- *17.** Consider Authorizing The City Manager to Enter Into An Agreement With ICOS Management, LLC Through An Interlocal Agreement With TXShare Cooperative Purchasing Program And The North Central Texas Council Of Governments For Crack And Joint Sealing Services In An Amount Not To Exceed \$499,375.40.
- *18.** Consider Authorizing The City Manager To Execute An Agreement Ratifying The Expenditure For Repairs At Oak Creek Tennis Center And Woodlake Tennis Courts By Latham Fence Through An Inter-Local Agreement With The City Of Hurst In An Amount Not To Exceed \$87,300.00.

RESOLUTIONS

- *19.** Consider A Resolution Appointing Forvis Mazars, LLP as the City of Carrollton's Independent Auditor and Authorizing The City Manager To Enter Into A Professional Services Contract With Forvis Mazars, LLP To Provide Independent Auditing Services In An Amount Not to Exceed \$150,000.00.
- *20.** Consider A Resolution Designating "The Dallas Morning News," A Publication Owned By Medium Giant Inc., d/b/a The Dallas Morning News As The Official Newspaper For Publication Of Matters Pertaining To The City Of Carrollton.
- *21.** Consider A Resolution Authorizing The City Manager To Negotiate And Execute Professional Services Contracts With JLL Valuation And Advisory Services, LLC And Angel Valuation Services, LP For Appraisal Services In An Aggregate Amount Not To Exceed \$150,000.00
- *22.** Consider A Resolution Authorizing The City Manager To Enter Into An Agreement With Carrollton Farmers Branch Independent School District (CFBISD) For Installing Fiber Optics On City Property.

OTHER BUSINESS

- *23.** Consider Adopting The Community Funding Policy.
- *24.** Consider A Written Request For City Council To Waive The 12-Month Waiting Period And Allow A New Special Use Permit Application For A Short-Term Rental Previously Denied By City Council For An Approximately 0.17-Acre Tract Located At 2925 Rolling Hills Drive.

PUBLIC FORUM

25. **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.**

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ADJOURNMENT

CERTIFICATE - I certify that the above agenda giving notice of meeting was posted on the bulletin board at the City Hall of Carrollton, Texas on the 11th day of April 2025 at 12:00pm.

Chloe Sawatzky

Chloe Sawatzky, City Secretary

This building is wheelchair accessible. For accommodations or sign interpretive services, please contact City Secretary's Office at least 72 hours in advance at 972-466-3001. Opportunities and services are offered by the City of Carrollton 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 occasionally post agendas for social functions, conventions, workshops, ceremonial events or press conference; however, there is no legal requirement to do so and in the event a social function, convention, workshop, ceremonial event or press conference is not posted by the City Secretary's Office, 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: 7168

Agenda Date: 4/15/2025

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 4.

CC MEETING: April 15, 2025

DATE: April 10, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Receive **Briefing On Lewisville Schools Bond Election.**



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7169

Agenda Date: 4/15/2025

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 5.

CC MEETING: April 15, 2025

DATE: April 10, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Receive **Information From Community Group Regarding Juneteenth.**



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo File Number: 5231

Agenda Date:

Version: 1

Status: Work Session

In Control: City Council

File Type: Work Session Item

Agenda Number: 6.

Mayor And Council Reports And Information Sharing.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7166

Agenda Date: 4/15/2025

Version: 1

Status: Presentations

In Control: City Council

File Type: Presentations

Agenda Number: 7.

CC MEETING: April 15, 2025

DATE: April 9, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Present **Recognition To Creekview High School Law And Criminal Justice Academy Students For Qualifying For The National Judicial Competition For YMCA.**



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7162

Agenda Date: 4/15/2025

Version: 1

Status: Presentations

In Control: City Council

File Type: Presentations

Agenda Number: 8.

CC MEETING: April 15, 2025

DATE: April 9, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Present A Proclamation To The American Legion Auxiliary Unit 597 Recognizing Military Children.



Agenda Memo

File Number: 7152

Agenda Date: 4/15/2025

Version: 1

Status: Presentations

In Control: City Council

File Type: Presentations

Agenda Number: 9.

CC MEETING: April 15, 2025

DATE: April 7, 2025

TO: Erin Rinehart, City Manager

FROM: Chris Szymczyk, Economic Development Manager
Ravi Shah, Executive Director of Development
Shannon Hicks, Assistant City Manager

Present Certificate To The Mayor's Spotlight Award Recipient.

BACKGROUND:

The presentation of the Mayor's Spotlight Award provides an opportunity for the City of Carrollton to formally recognize and celebrate the contributions of local businesses that are driving innovation, growth, and excellence in our community. This award gives a spotlight to companies that represent the spirit of community, success, and dedication. The Mayor's Spotlight Award will be awarded each quarter to spotlight local outstanding companies during the City Council meeting.

This quarter, Western Extrusions Corp will be receiving the Mayor's Spotlight Award.

The Mayor's Spotlight Award aims to promote businesses that are making a meaningful impact in our community and inspire other businesses to pursue excellence and growth. This award strengthens the connection between businesses and the City by highlighting their achievements and contributions while recognizing efforts that align with Carrollton's vision for a community that businesses want to call home.



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7163

Agenda Date: 4/15/2025

Version: 1

Status: Presentations

In Control: City Council

File Type: Presentations

Agenda Number: 10.

CC MEETING: April 15, 2025

DATE: April 9, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Present **Recognitions To The Citizens Government Academy Graduating Class Of 2025.**



Agenda Memo

Agenda Date:

Version: 1

Status: Public Forum

In Control: City Council

File Type: Public Forum

Agenda Number: 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.

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City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7164

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: *12.

CC MEETING: April 15, 2025

DATE: April 9, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Consider **Approval Of The March 25, 2025 Regular Meeting Minutes.**

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
MARCH 25, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, March 25, 2025 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 Jason Carpenter, Andrew Palacios, Daisy Palomo, and Rowena Watters. Also present were Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

Councilmember Nancy Cline attended the Worksession via teleconference. She was not present during the Regular Meeting.

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*****

Executive Session convened following the conclusion of the Worksession.

2. Council convened in Executive Session at 6:50 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.
 - Mustang Park HOA v. JBGL Mustang LLC
3. Council reconvened Open Session at 7:01 p.m. to consider action, if any, on matters discussed in the Executive Session. No action was taken.

*****WORKSESSION*****

4. Present The 2025 Downtown Master Plan Update.

Loren Shapiro, Planning Manager, advised that this is a presentation of the final draft of the 2025 Downtown Master Plan. He reviewed that this is an update to the 2008 Master Plan. He reviewed the various components that have contributed to the upgrades of the downtown area, including streetscapes, Main Street reconfiguration, Pioneer Park, the DART Green Line, and 1,300 multifamily units. He noted the public/private partnerships that have contributed to the Plan. He added that in 2021 the DART Silver Line permit was approved. Since then, there has been extensive community

engagement and collaboration, along with the help of the Downtown Planning Advisory Committee. Mr. Shapiro stated that a significant amount of time and financial investment have gone into the downtown overall project. He introduced Kim Dresdner with Gensler.

Ms. Dresdner provided a proposed schedule for implementation of the Plan over the next ten years, adding that the document is intended as guidance. She provided an overview of how the document is structured. Additionally, she reviewed the various meetings held over the past year, including community workshops, stakeholder interviews, and meetings of the Downtown Planning Advisory Committee.

Ms. Dresdner explained that the document breaks down the target area (Downtown) into five Character Zones: (1) The Core, (2) The Settlement, (3) The Hutton, (4) The Westside, and (5) The Gateway. A general description of each zone was provided. She explained the implementation of the Plan and reviewed potential actions the City could take during years 1 -4, and years 7-10. She advised the next step is to adopt the Plan.

Discussion followed regarding pedestrian/cyclists’ safety, timing of actions, future zoning changes, and ways to communicate the Plan to the public. Mayor Babick commented that some of the projects included in the Plan presented are on private property and the Council will not control that development. He added that the Plan will be considered at the next Council meeting (next week). He expressed his appreciation to everyone involved.

9. Mayor And Council Reports And Information Sharing.

Council reviewed their recent activities and upcoming events.

Executive Session was convened following Item 9.

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

Mayor Babick called the Regular meeting to order at 7:08 p.m.

INVOCATION – Mayor Pro Tem Richard Fleming

PLEDGE OF ALLEGIANCE – Councilmember Andrew Palacios

PRESENTATIONS

6. Recognize Community Groups For Exemplifying Council’s Vision.

Item 6 was not addressed.

PUBLIC COMMENT

7. 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.

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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 comment period. There were no speakers. Mayor Babick closed the public comment period.

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 8-25; second by Councilmember Palacios. The motion was approved with a unanimous 6-0 vote. Councilmember Cline absent.

MINUTES

- *8. Consider Approval Of The March 4, 2025 Regular Meeting Minutes.

CONTRACTS & AGREEMENTS

- *9. Consider Authorizing The City Manager To Enter Into An Agreement With Sunbelt Pools, Through BuyBoard, For The Purchase Of Two Sand Filters For Rosemeade Rainforest Lazy River In An Amount Not To Exceed \$92,250.60.
- *10. Consider Authorizing The City Manager To Enter Into An Agreement With Solid Border, Inc., Through Texas DIR Purchasing Cooperative, For The Purchase Of Palo Alto Firewalls In An Amount Not To Exceed \$550,000.00.
- *11. Consider Authorizing The City Manager To Enter Into An Agreement With Granicus, Through TIPS Purchasing Cooperative, For The Purchase Of Software And Hardware In An Amount Not To Exceed \$167,001.31 For The First Year, And A Five-Year Total Amount Not To Exceed \$843,103.07.
- *12. Consider Authorizing The City Manager To Enter Into A Contract With PVS DX, Inc. Pursuant To Bid #25-030 For Pool Chemicals In An Amount Not To Exceed \$60,000.00, Annually, For A Three-Year Total Amount Not To Exceed \$180,000.00.
- *13. Consider Authorizing The City Manager To Approve An Agreement With Freedom Commercial Services, LLC, For Mowing And Code Violation Abatement Services Through An Interlocal Agreement With The City Of Lewisville In An Annual Amount Not To Exceed \$85,000.00 For A Possible Four-Year Total Amount Not To Exceed \$340,000.00.

- *14. Consider Authorizing The City Manager To Enter Into An Agreement With Gomez Floor Covering, Inc. Pursuant To Competitive Sealed Proposal (CSP) 25-017 For The Purchase And Installation Of Synthetic Turf At Francis Perry Park And Jimmy Porter Park, In A Total Amount Not To Exceed \$213,400.00.**
- *15. Consider Authorizing The City Manager To Enter Into An Agreement With Whirlix Design, Inc. Pursuant To Competitive Sealed Proposal (CSP) 25-018 For The Purchase And Installation Of Playground Equipment And Synthetic Turf At Ward Steenson Park, In A Total Amount Not To Exceed \$200,000.00.**
- *16. Consider Authorizing the City Manager To Approve A Contract For The Purchase Of Two Lazer Zdiesel 72 Ultra Cut Mowers From Vieth Tractor Through An Interlocal Agreement With The Omnia Purchasing Cooperative In An Amount Not To Exceed \$56,586.07.**
- *17. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Chevrolet 3500 Transit Van For The Police Department From Lake Country Chevrolet Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$62,271.53.**
- *18. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Ford F-150 Truck For The Fire Rescue Department From Silsbee Ford Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$58,160.60.**
- *19. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Ford F-350 Transit Van For The Police Department From Silsbee Ford Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$115,708.48.**

RESOLUTIONS

- *20. Consider A Resolution Accepting The Investment Officer’s Quarterly Report For First Quarter Ended December 31, 2024.**
- *21. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Third Amendment To The Master Development Agreement For Trinity Mills Station With Dallas Area Rapid Transit And The Integral Group, LLC.**
- *22. Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With Nnamdi Holding, LLC For The Renovation Of 2741 E. Belt Line Road In An Amount Not To Exceed \$88,419.45.**
- *23. Consider A Resolution Authorizing The City Manager To Execute An Agreement Between The City Of Carrollton, Texas, And The City Of Dallas, Texas, As Fiscal Agent, And Various Other Dallas County Cities Providing For The 2024 Byrne Justice Assistance Grant Program Award Agreement.**

- *24, Consider A Resolution Authorizing The City Manager To Enter Into A Project Specific Agreement With Dallas County Road And Bridge District #4 For The Mill And Asphalt Overlay Of Streets Located At 2000-2100 North Denton Drive From Whitlock Lane To East Jackson Road And 1000-1400 Hutton Drive From West Beltline Road to Crosby Road In An Amount Not To Exceed \$710,704.00.
- *25. Consider Approval Of A Resolution Authorizing The City Manager To Take All Necessary Action Related To Execution Of An Interlocal Cooperation Agreement With The North Texas Emergency Communications, Inc., The Town Of Addison, The City Of Coppell, And The City Of Farmers Branch For The Development And Funding For Construction Of The New NTECC Consolidated Public Safety Communications Center And Approving The City Of Carrollton's Share Of Costs In An Amount Not To Exceed \$9,756,380; And Providing An Effective Date.

PUBLIC FORUM

26. **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.**

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Mayor Babick opened the public forum.

Aaron Davidson, Furneaux: Spoke with concerns regarding traffic and speeding along Furneaux.

Kan Lee 1300 W. Branch Hollow: Spoke requesting support for SB 1557 and HB 2187.

Krystle Tellis: Spoke regarding the need for increased public school funding.

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

ADJOURNMENT - Mayor Babick adjourned the meeting at 7:25 p.m.

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor



City of Carrollton

1945 E. Jackson Rd
Carrollton TX 75006

Agenda Memo

File Number: 7165

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: *13.

CC MEETING: April 15, 2025

DATE: April 9, 2025

TO: Erin Rinehart, City Manager

FROM: Chloe Sawatzky, City Secretary

Consider **Approval Of The April 1, 2025 Regular Meeting Minutes.**

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
APRIL 1, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, April 1, 2025 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*****

2. Council convened into Executive Session at 6:45 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 551.087 to discuss Economic Development.**
3. Council reconvene in Open Session at 7:02 p.m. to consider action, if any, on matters discussed in the Executive Session. No action was taken.

*****WORKSESSION*****

4. Receive Legislative Update.

Larry Gonzales, City of Carrollton legislative consultant present via videoconference, presented this update on the 89th Texas State Legislative Session.

Mr. Gonzales advised that the Senate is moving bills quickly, however, the House is moving more slowly. He added there is a new House Speaker and several new Chairpersons. He stated that the legislative priorities remain the same: water, electric grid, school vouchers, and property tax relief.

Mr. Gonzales stated that there are 594 bills filed that could possibly impact Carrollton in some way. He provided specific updates on the following:

- HB134: Re: sourcing of sales tax
- HB3187/SB1557: Re: powers of regional transportation authorities (DART funding)

- HB3404/SB840: Re: regulation of multifamily and mixed-use residential development projects and converting commercial buildings to same
- HB3169: Re: tax revenue from hotel and convention center projects
- SB19: Re: taxpayer funded lobbying
- HB1585: Re: areas of operation of housing financing corporations and exemption from certain taxes
- HB2695: Re: the use of social media in furtherance of an offense involving the delivery of a controlled substance; increasing criminal penalties
- SB878: Re: limitations on use of public money for certain economic development agreements or programs (Chapters 380 and 381 agreements)
- SB414: Re: the text of ballot propositions for bond elections
- HB19: Re: issuance and repayment of debt by local governments
- SB924: Re: entities that provide cable services or video services

5. Mayor And Council Reports And Information Sharing.

Council reviewed their recent activities and upcoming events.

Worksession concluded at 6:45 p.m. Executive Session followed.

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

Mayor Babick called the Regular meeting to order at 7:12 p.m.

INVOCATION – Councilmember Nancy Cline

PLEDGE OF ALLEGIANCE – Councilmember Daisy Palomo

PRESENTATIONS

6. Present Proclamation Recognizing Child Abuse Prevention Month.

Mayor Babick read a proclamation commending CASA of Denton County for their support of children in Carrollton and Denton County, and recognizing as April as:

Child Abuse Prevention Month

The proclamation was presented to Keisha Jackson, a Board Member of CASA, who offered comments of appreciation.

PUBLIC COMMENT

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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 Palacios moved to approve Consent Agenda Items 8-13; 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 An Agreement With USA Shade, Through BuyBoard, For The Purchase And Installation Of Shade Structures In An Amount Not To Exceed \$115,199.43.**
- *9. Consider Authorizing The City Manager To Execute Change Order No. 2 With Axis Contracting, Inc. For Additional Work As Part Of The Plano Parkway Park, Phase 1 In An Amount Not To Exceed \$87,214.88, Increasing The Total Project Contract To An Amount Not To Exceed \$2,310,899.71.**

ORDINANCES

- *10. Consider An Ordinance Designating The Number of Positions in Each Classification of Firefighters In The Carrollton Fire Department.**
- *11. Consider An Ordinance Amending Title XIII, Chapter 130 Of The Carrollton City Code Regarding The Regulation Of Sex Offender Residency By Adopting Definitions To Align With The Texas Code Of Criminal Procedure.**

RESOLUTIONS

- *12. Consider A Resolution To Authorize The City Manager To Negotiate And Execute A Contract With Westwood Professional Services, Inc. For Professional Engineering Services For The Design Of Trinity Mills Road LED Street Lighting.**
- *13. Consider A Resolution Adopting The 2025 Downtown Master Plan.**

PUBLIC HEARING – INDIVIDUAL CONSIDERATION

- 14. Hold A Public Hearing To Consider An Ordinance Amending The Zoning On An Approximately 2.6-Acre Tract Zoned PD-45 For The (O-1) Office District And Located On The North Side Of MacArthur Drive Approximately 205 Feet West Of Old Denton Road; To Amend Planned Development 45 To Rezone To (LR-2) Local Retail District; To Modify Development Standards And To Revise Conceptual Plans; Amending The Official Zoning Map Accordingly.** Case No. PLZ2024-181 Manna Plaza & Manna Village.

Loren Shapiro, Planning Manager, stated this is a request to change the base zoning on two tracts of land, already developed with two buildings. The current zoning of Office would change to Local Retail. Photos were provided included as a concept plan. No comments were received. Staff is recommending approval.

Mayor Babick asked if the applicant would like to speak. Kevin Patel, 1012 MacArthur Dr, representing the owner, spoke briefly about the rezoning request. He said that local retail would be the same as some of the surrounding area.

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

Councilmember Palomo moved to approve; second by Councilmember Palacios. Motion passed unanimously with a vote of 7-0.

- 15. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow A Short-Term Rental On An Approximately 0.17-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 2242 Old Mill Road; Amending The Official Zoning Map Accordingly.** Case No. PLSUP 2025-012 2242 Old Mill Road Short-Term Rental.

Loren Shapiro, Planning Manager, stated this is a request for a short-term rental for a 1,900 square foot residential home. A location map was provided which reflected the 200-foot notification area surrounding the property. Mr. Shapiro explained that Old Mill Road, where the property is located, separates the City of Carrollton and the City of Dallas. Notices of the proposed zoning change were only sent to property owners in Carrollton, which is south of Old Mill Road. He added that when the packet was prepared opposition was received from 7.5 percent of the notified property owners, however since then, additional public input cards in opposition have been received which raised that percentage to 18.75. Mr. Shapiro advised that there are no police calls or code violations on record. Planning and Zoning recommended approval and staff recommends approval.

Mayor Babick asked if the applicant would like to speak. Maklen Marchant, 2355 Thomas Ave., Dallas, provided some background information on this home. He stated he has operated it as a short-term rental for the past couple of years. He said he vets all occupants and prefers to have families stay, adding it is a quiet neighborhood. Mr. Marchant said that some of the recent public comment cards sent to the city are from people not within the 200-foot notification area. He added that he will comply with all the city's requirements if the request is approved.

Mayor Babick opened the public hearing. He said he has four cards in opposition from individuals who did not wish to speak. Speakers included the following:

Opposed:

Tom Lawrence, 2257 Big Bend Dr.

Roseanne Hottel, 2245 Roundrock Dr.
Katie Moore, 2259 Big Bend Dr.

In Favor:

Anna Justiniani, 1611 Roselin

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

The applicant provided a response to some of the comments. He advised that he was not aware of the ordinance regarding short-term-rentals until a few months ago. He is aware of the noise complaint from last week and provided an explanation. He added that he wants everyone to feel comfortable with the property being a short-term rental.

Deputy Mayor Pro Tem Axberg inquired whether there is a pool with a fenced enclosure, and a rear entry driveway. The applicant responded yes, there is a rear entry driveway and no, there is not a separate fence to the pool area; only the yard's perimeter fence.

Mayor Babick asked Mr. Shapiro to explain a handout the Council received at the dais. Mr. Shapiro stated that it is photocopies of additional public comment cards received since the packet was prepared. Deputy Mayor Pro Tem Axberg asked Mr. Shapiro whether P&Z voiced any safety concerns or any concerns regarding the home's proximity to a daycare facility and a preschool. Mr. Shapiro responded that they did not. Councilmember Cline asked Mr. Shapiro whether some of the comments received came from areas outside the 200-foot notification area. He responded yes, adding there is no requirement that comments be from within the 200-foot area.

Deputy Mayor Pro Tem Axberg moved to approve Item 15; second by Councilmember Palacios. Motion failed with a vote of 1-6 (Carpenter in favor; all others opposed.)

- 16. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow A Short-Term Rental On An Approximately 0.17-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 2120 Kings Road; Amending The Official Zoning Map Accordingly.** Case No. PLSUP 2024-193 2120 Kings Road Short-Term Rental.

Loren Shapiro, Planning Manager, stated this is a short-term rental request for a 1,667 square foot, three bedroom home. He provided a floor plan and a location/zoning map. He advised that there are no violations on record and staff is recommending approval. P&Z recommended approval. He noted that public comment cards in opposition were received reflecting less than 3.5 percent of the surrounding property owners.

Mayor Babick asked if the applicant would like to speak. Philip and Angela Hague, 1125 Lady Carol Ln., Lewisville, stated they have owned the property for 12 years and began the efforts to obtain a short-term rental permit approximately 17 months ago. At that time there were no requirements for operating a short-term rental. The applicants were notified in November 2024 of the short-term rental ordinance. The improvements made to the property were reviewed. It was stated that a long-term rental permit was received in 2023.

Councilmember Carpenter inquired about the timeline. Angela Hague stated that they called the city in 2022 to ask if there was a requirement for short-term rentals; there was none at that time. In 2023

they began make the improvements to the property. They were informed by the city in November 2024 of the short-term rental SUP requirement. Philip Hague added that he also contacted the city to pay the hotel taxes and got no response. Councilmember Palomo asked for timeline clarification. Angela Hague responded that when she called the city, she was told to do a long-term rental permit because there were no short-term rental requirements. When asked how many properties they own in Carrollton, the applicants responded that they own three homes.

Mayor Pro Tem Fleming confirmed with Mr. Shapiro that there have been no complaints on this property.

Deputy Mayor Pro Tem Axberg asked Mr. Shapiro for clarification about an adjacent property on the map. Mr. Shapiro stated it is Furneaux Creek Elementary School. It was later clarified that this school is set to be closed by the School District, also that the school was notified of the zoning change request.

Mayor Babick asked whether there is any documentation as to the applicant’s inquiries dating back to 2023 as they related to the long-term rental permit. Cory Heiple, Environmental Services Director, responded that before the city obtained software for short-term rentals, those inquiring about permits were entered as long-term rentals. Mayor Babick confirmed with Mr. Shapiro this this property is not eligible as a non-conforming use.

Mayor Pro Tem Fleming moved to approve Item 16; second by Councilmember Watters. Motion failed with a vote of 2-5 (Fleming and Palacios in favor; Axberg, Carpenter, Cline, Palomo, Watters opposed.)

17. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow A Short-Term Rental On An Approximately 0.25-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 2017 Sam Houston Boulevard; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-002 2017 Sam Houston Boulevard Short-Term Rental.

Loren Shapiro, Planning Manager, said that this is a short-term rental request for a 1,747 square foot home. He advised that P&Z denied the request so if Council chooses to approve it, a super-majority (6 of 7 Council votes in favor) is required. Additionally, more than 20 percent of the neighboring property owners are opposed. He said that there are no violations on record and staff recommends approval.

Applicants Philip and Angela Hague, 1125 Lady Carol Ln., Lewisville, read prepared statements requesting reconsideration of this request. Mr. Hague stated that it is within a property owner’s right to do with their property as they wish, adding that the city made the requirement for the SUP retroactive of the effective date. He reviewed that they received verbal approval from the city to operate as a long-term rental in October 2022 and the ordinance was approved in December 2022. Mr. Hague reviewed the investment made at this property, and stated there have been no code violations or police reports. Angela Hague also read a prepared statement. She said that property values have increased in recent years and provided legal references as to their rights. She added that they should have been grandfathered since the ordinance was not in effect until November 2024.

Mayor Babick asked Mr. Heiple if the applicants are eligible for non-conforming rights. He responded no.

Mayor Babick opened the public hearing. He said that he has four cards in opposition from individuals who did not wish to speak. Speakers in opposition included:

Carla Sue Bynum, 2023 Sam Houston Circle
Maria Madrano, 2015 Sam Houston Blvd.
Sandie Blue, 2020 Sam Houston
Patty Peterson, 2031 Sam Houston Circle

Mayor Babick closed the public hearing.

The applicants offered closing remarks.

Councilmember Cline inquired where the parking is. Mr. Heiple responded that there are two places in the garage and four in the driveway.

Councilmember Carpenter stated this is a land use issue.

Councilmember Carpenter moved to approve Item 17; second by Councilmember Palacios. Motion failed with a vote of 3-4 (Carpenter, Fleming, Palacios in favor; Axberg, Cline, Palomo, Watters opposed.)

- 18. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow A Short-Term Rental On An Approximately 0.17-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 2925 Rolling Hills Boulevard; Amending The Official Zoning Map Accordingly.** Case No. PLSUP 2025-018 2925 Rolling Hills Drive Short-Term Rental.

Loren Shapiro, Planning Manager, stated this is a request for a short-term rental for a 1,588 square foot, 3-bedroom single family home. He provided a location map, property photos, and a map reflecting the 200-foot zone where property owners were notified. There have been no violations. The P&Z recommended approval and staff recommends approval.

The applicant, Vinh Le, 1804 Chamberlin Dr., stated that this is his mother’s home. They would like to be able to have a short-term rental during the winter months while she is out of the country; she will continue to live there during the warmer months. He said the house was purchased in June 2024.

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

Councilmember Palacio moved to approve Item 18; second by Councilmember Palomo. The motion failed with a vote of 3-4 (Fleming, Palacios, Watters in favor; Axberg, Carpenter, Cline, Palomo opposed.)

PUBLIC FORUM

- 19. 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.

Philip and Angela Hague, 1125 Lady Carol Ln., Lewisville: Spoke with concerns regarding the outcome of their short-term rental agenda items.

Maklen Marchant, 2355 Thomas Ave.: Spoke with concerns regarding the outcome of his short-term rental agenda items.

Vinh Le, 1804 Chamberlin Dr.: Spoke with concerns regarding the outcome of his short-term rental agenda item.

Brady Barnett, 2514 Canterbury Dr.: Introduced himself as a candidate for CFB ISD School Board.

Rangoli Mathur, 1001 Peacock Blvd.: Introduced herself as a candidate for CFB ISD School Board.

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

ADJOURNMENT - Mayor Babick adjourned the meeting at 8:44p.m.

ATTEST:

Chloe Sawatzky, City Secretary

Steve Babick, Mayor



Agenda Memo
File Number: 7142

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Bid/Purchases

Agenda Number: *14.

CC MEETING: APRIL 15, 2025

DATE: March 17, 2025

TO: Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Enter Into An Agreement With Charlesworth Consulting, LLC Pursuant To RFP #25-029 For Risk Management Consulting Services In An Amount Not To Exceed \$59,895.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$179,685.00.**

BACKGROUND:

This contract is for risk management consulting services, which includes property and casualty claims as well as workers compensation.

Bid notifications were posted online, previous and interested vendors were contacted, and advertisements were placed in the Dallas Morning News. One (1) vendor responded. Charlesworth Consulting, LLC has demonstrated a professional level of work ethic and assisted with various sensitive projects in the past that have provided the City value in their risk assessment.

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

FINANCIAL IMPLICATIONS:

The risk management consulting services listed in RFP #25-029 will be purchased from budgeted funds and include a contingency.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with City Council’s goals and objectives of allocating resources for optimal results.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommend that the City Council authorize the City Manager to enter into an agreement with Charlesworth Consulting, LLC pursuant to RFP #25-029 for risk management consulting services in an amount not to exceed \$59,895.00 annually, for a total three-year contract amount not to exceed \$179,685.00.



Agenda Memo
File Number: 7143

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *15.

CC MEETING: April 15, 2024

DATE: March 11, 2024

TO: Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Enter Into An Agreement With Lowe’s Home Centers, LLC Through An Interlocal Agreement With Omnia Purchasing Cooperative In An Amount Not To Exceed \$80,000.00 Annually.**

BACKGROUND:

Lowe’s Home Centers, LLC (“Lowe’s”) through the Omnia Public Sector purchasing cooperative, provides employees access to a wide selection of maintenance, repair and operations (MRO) supplies and equipment. The Omnia contract provides discounts on items purchased in-store and online, as well as rebate tiers up to 7% based on total spend in a calendar year.

The contract also allows for the creation of a complimentary Lowe’s Pro account, which will help manage purchases made in-store and online across the approximately nine (9) departments that currently buy at Lowe’s, as well as others that want to use the account in the future. Overall, the Lowe’s Pro account will enhance the ability to track employee spend, receive in-store and online discounts, track annual rebates, and conduct analysis over the contract term to ensure compliance with City policies, overall enhancing internal controls.

FINANCIAL IMPLICATIONS:

The use of the Lowes’s account will be limited to in-store and online purchases using the employee’s P-Card and will be subject to fund availability from various department budgets in an amount not to exceed \$80,000.00. The contract with Omnia also provides the City discounts in-store and online, bulk pricing options, and rebates up to 7% of total spend over \$50,000.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with the City Council’s goals and objectives of adapting business

practices to respond to changing conditions and to allocate resources for optimal results.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council authorize the City Manager to enter into an agreement with Lowe's Home Centers, LLC through an interlocal agreement with Omnia purchasing cooperative in an amount not to exceed \$80,000.00 annually.



Agenda Memo
File Number: 7150

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *16.

CC MEETING: April 15, 2025

DATE: April 1, 2025

TO: Erin Rinehart, City Manager

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

Consider Authorizing The City Manager To Enter Into An Agreement With Medium Giant Company, Inc. d/b/a Dallas Morning News Pursuant To RFP #25-004 For Newspaper Legal Advertising and Public Notice Services In An Amount Not To Exceed \$213,000.00 Annually, For A Total Four-Year Contract Amount Not To Exceed \$852,000.00.

BACKGROUND:

Texas Government Code Sec. 2051 (“TLGC. 2051”) requires municipal public notices to be posted in the designated newspaper of record and meet specific criteria, including the frequency it is published and where and how it is distributed. This agreement with Medium Giant Company, Inc. d/b/a Dallas Morning News allows for the publication of the City’s legal and public notices in The Dallas Morning News, which has been designated as the City of Carrollton’s newspaper of record and meets the requirements of TLGC. 2051.

On November 14, 2024, the City issued request for proposal (RFP) 25-004 for Newspaper Legal Advertising and Public Notice Services. Notifications were posted online and previous and interested vendors were contacted. Two vendors submitted responses. The submissions were reviewed based on criteria related to compliance with Texas Government Code Sec. 2051, cost and City specific publishing needs. Medium Giant Company, Inc. d/b/a Dallas Morning News was deemed the best value to provide newspaper legal advertising and public notice services based on the stated criteria.

The Dallas Morning News will be used for advertising, including public hearing and political election notices. It will also be used to publish legal notices like bond elections and competitive bid announcements for the procurement of goods, services and construction projects. Dallas Morning News currently publishes advertising and legal notices for the City.

FINANCIAL IMPLICATIONS:

Advertising services will be paid for as needed and will be subject to fund availability from various department budgets. Requested amount also includes publishing cost increases, anticipated advertising needs such as Council elections, run-offs, and budget publications, as well as a 10% contingency.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with the City Council’s goals and objectives of improving accessibility to the services we provide.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends that City Council authorize the City Manager to enter into an agreement with Medium Giant Company, Inc. d/b/a Dallas Morning News pursuant to RFP #25-004 for newspaper legal advertisement and public notice services in an amount not to exceed \$213,000.00 annually, for a total four-year contract amount not to exceed \$852,000.00.



Agenda Memo
File Number: 7151

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *17.

CC MEETING: April 15, 2025

DATE: April 4, 2025

TO: Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager to Enter Into An Agreement With ICOS Management, LLC Through An Interlocal Agreement With TXShare Cooperative Purchasing Program And The North Central Texas Council Of Governments For Crack And Joint Sealing Services In An Amount Not To Exceed \$499,375.40.**

BACKGROUND:

This contract will be utilized by the Public Works Department to perform crack and joint sealing on concrete streets for the purpose of preventative maintenance. The work will consist of sealing cracks and joints in various residential neighborhoods and arterial streets. This form of preventative maintenance is beneficial to the long-term life of a street because it prevents water from entering the cracks and joints which would negatively affect the subgrade of the street.

FINANCIAL IMPLICATIONS:

The funding for this project is available from capital funds from the following account:

<u>ACCOUNTING UNIT</u>	<u>ACTIVITY NUMBER</u>	<u>BUDGET AMOUNT</u>
854460 - Streets Consolidated	113160499	\$499,375.40

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with City Council’s goals and objectives of properly maintaining the City’s infrastructure.

STAFF RECOMMENDATION/ACTION DESIRED:

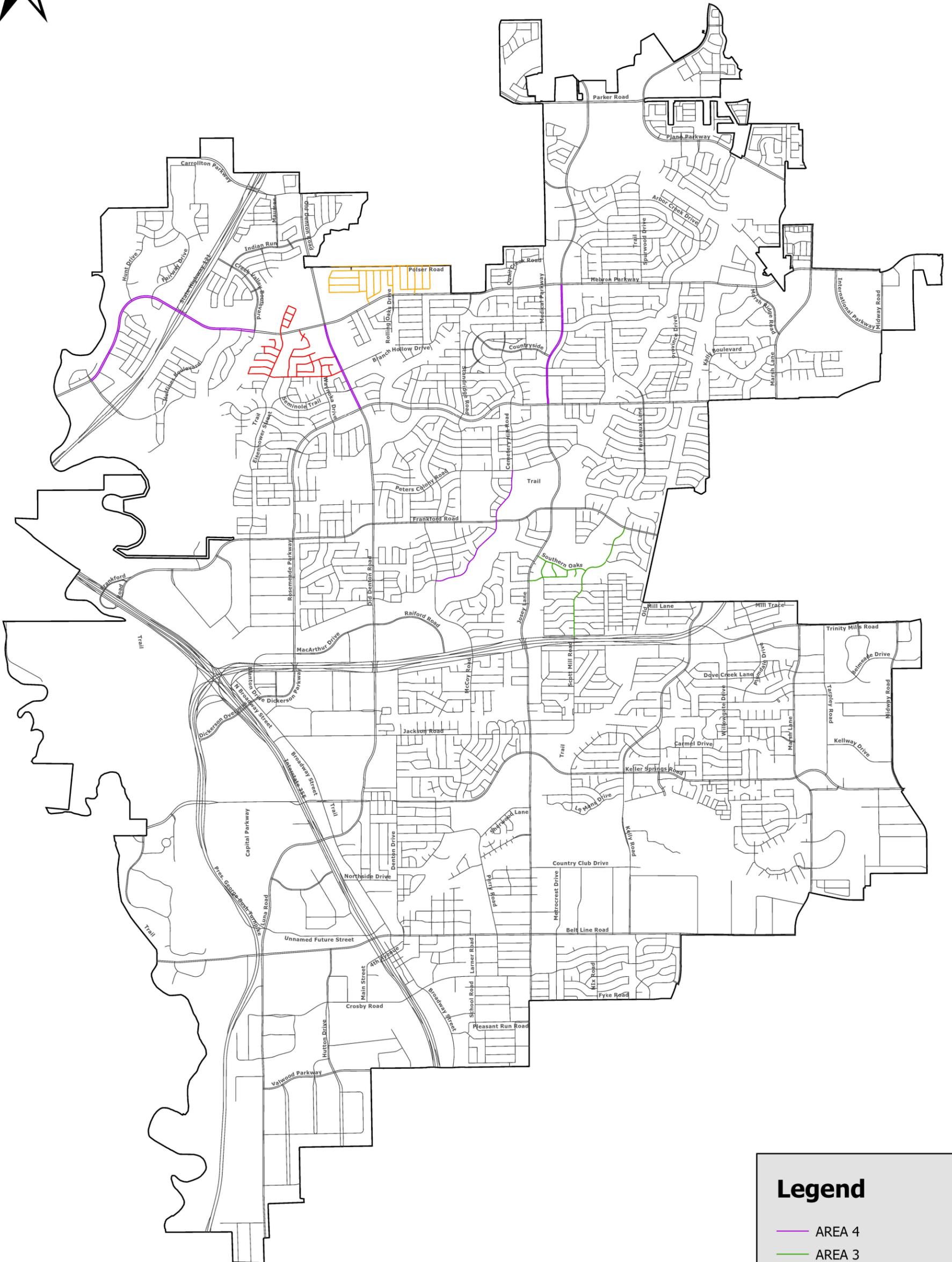
Staff recommends consider authorizing the City Manager to enter into an agreement with ICOS Management, LLC f through an interlocal agreement with TXShare Cooperative Purchasing Program

and the North Central Texas Council Of Governments for crack and joint sealing services in an amount not to exceed \$499,375.40.

PROPOSAL					
Crack & Joint Sealing-2025					
ICOS MANAGEMENT LLC					
Line	Description	UOM	QTY	Unit	Extended
1	AREA 1 (Crack seal only)	L.M.	8.51	\$4,250.00	\$36,167.50
2	AREA 2 (Crack seal only)	LM	9.27	\$4,250.00	\$39,397.50
3	AREA 3 (Crack seal only)	LM	4.12	\$4,250.00	\$17,510.00
4	AREA 4 (Crack seal only)	LM	23.94	\$4,250.00	\$101,745.00
5	AREA 4 Joints Sealed On Concrete Streets (Longitudinal & Transverse)	LF	80,000	\$4.00	\$320,000.00
			Total		\$514,820.00
				3% DISCOUNT	\$ 15,444.60
				NET COST TO CITY	\$ 499,375.40

THIS PRICING IS COMPLIANT WITH THE TXSHARE
PRICING CONTRACT # 2024-107

Crack & Joint Sealing 2025



0 1 2 Miles

Legend

- AREA 4
- AREA 3
- AREA 2
- AREA 1
- Street Centerline
- ▭ City of Carrollton



Agenda Memo
File Number: 7158

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type:
Contracts/Agreements

Agenda Number: *18.

CC MEETING: April 15, 2025

DATE: April 8, 2025

TO: Erin Rinehart, City Manager

FROM: Kim Bybee, Parks Manager
Chrystal Davis, Assistant City Manager

Consider Authorizing The City Manager To Execute An Agreement Ratifying The Expenditure For Repairs At Oak Creek Tennis Center And Woodlake Tennis Courts By Latham Fence Through An Inter-Local Agreement With The City Of Hurst In An Amount Not To Exceed \$87,300.00.

BACKGROUND:

On March 4, 2025, straight line winds impacted several areas throughout the city causing extensive damage. The fencing on most of the courts at Oak Creek Tennis Center had fallen, which made them unsafe and unplayable. To get the facility reopened in a timely manner, work was needed to secure fencing to make the facility safe for patrons. Woodlake Tennis Courts also had damage to their fencing which needed to be repaired. Texas state guidelines for emergency procurement, in addition to utilizing a vendor with an existing agreement with a city that has an interlocal cooperation agreement with Carrollton, were followed to begin mitigating the storm damage as quickly as possible; therefore, the repairs were made prior to City Council approval, thus necessitating this ratification action.

An insurance claim has been filed for the damage sustained to the fencing at both locations for potential reimbursement.

FINANCIAL IMPLICATIONS:

Latham Fence is a reputable company that has completed satisfactory work at other Park facilities. All repairs are being funded out of the following account:

ACCTG UNIT	ACCOUNT	BUDGET AMOUNT
854101	FY2025 Storm Response	\$87,300.00

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council ratify the expenditure for repairs at the Oak Creek Tennis Center and Woodlake Tennis Courts in an amount not to exceed \$87,300.00 using an inter-local agreement with the City of Hurst.



Agenda Memo
File Number: 7145

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *19.

CC MEETING: April 15, 2025

DATE: April 1, 2025

TO: Erin Rinehart, City Manager

FROM: Melissa Everett, Finance Director
Diana Vaughn, Chief Financial Officer

Consider A Resolution Appointing Forvis Mazars, LLP as the City of Carrollton’s Independent Auditor and Authorizing The City Manager To Enter Into A Professional Services Contract With Forvis Mazars, LLP To Provide Independent Auditing Services In An Amount Not to Exceed \$150,000.00.

BACKGROUND:

On May 4, 2021, a proposed fee commitment schedule was signed with BKD LLP for the Financial Statement Audit in Accordance with Government Auditing Standards and Compliance Audit in Accordance with Uniform Guidance. Since 2022, BKD, LLP merged with Dixon Hughes Goodman (DHG) and became the new firm FORVIS, LLP, and merged again with an international firm Mazars in 2024, and became known as Forvis Mazars, LLP. The original contract included a three-year commitment with two additional year-long extension options.

The proposed fee amount for fiscal year 2025 is \$127,000.00 and is based on testing one major federal program. Additional funding of \$8,000.00 is included for additional major programs, \$10,000.00 for a new GASB standard implementation, and \$5,000.00 for The Reporting Solution (TRS), which is a web-based application that helps with preparing the City’s Annual Comprehensive Financial Report.

FINANCIAL IMPLICATIONS:

The services covered by this contract will be paid for by funding in the Finance Department’s Budget.

IMPACT ON COMMUNITY SUSTAINABILITY:

This partnership continues the Council’s focus on proper financial stewardship and provides an external review of our financial reporting practices to enhance trust with our community and provide

required information to our bondholders.

STAFF RECOMMENDATION/ACTION DESIRED:

Consider approving the attached resolution appointing Forvis Mazars, LLP as the City's Independent Auditors and authorizing the City Manager to enter into a professional services contract with Forvis Mazars, LLP for independent auditing services in an amount not to exceed \$150,000.00.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, APPOINTING FORVIS MAZARS, LLP AS THE CITY’S INDEPENDENT AUDITORS; AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH FORVIS MAZARS, LLP TO PROVIDE INDEPENDENT AUDITING SERVICES FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1

FORVIS MAZARS, LLP is hereby appointed as the independent auditors for the City of Carrollton and awarded a contract for independent auditing services for the fiscal year ending September 30, 2025, in an amount not to exceed \$150,000.00.

SECTION 2

The City Manager 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.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas, this 15th day of April 2025.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

Meredith Ladd, City Attorney

APPROVED AS TO CONTENT:

Melissa Everett, Finance Director



Agenda Memo File Number: 7146

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *20.

CC MEETING: April 15, 2025

DATE: March 27, 2025

TO: Erin Rinehart, City Manager

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

Consider A **Resolution Designating “The Dallas Morning News,” A Publication Owned By Medium Giant Inc., d/b/a The Dallas Morning News As The Official Newspaper For Publication Of Matters Pertaining To The City Of Carrollton.**

BACKGROUND:

Texas Local Government Code chapter 52 requires adoption of a newspaper of record for publications of legal advertisements, ordinances, notices or other matters required by law or ordinance to be published. A bid was conducted and Medium Giant Inc., d/b/a The Dallas Morning News was determined to meet the City of Carrollton’s publishing requirement, as well as the legal requirements per Texas Government Code chapter 2051.

FINANCIAL IMPLICATIONS:

There is no immediate financial impact in adopting this resolution. A separate memo to Council will be submitted awarding the contract and requesting spend authorization.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with the City Council’s goals and objectives of improving accessibility to the services we provide.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council approve the Resolution designating “The Dallas Morning News,” owned by Medium Giant Inc., d/b/a Dallas Morning News as the official newspaper for publication of matters pertaining to the City of Carrollton.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, DESIGNATING “THE DALLAS MORNING NEWS”, A PUBLICATION OWNED BY MEDIUM GIANT COMPANY, INC. D/B/A DALLAS MORNING NEWS AS THE OFFICIAL CITY NEWSPAPER FOR PUBLICATION OF MATTERS PERTAINING TO THE CITY OF CARROLLTON; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Medium Giant Company, Inc. d/b/a the Dallas Morning News publishes a newspaper of general circulation entitled “The Dallas Morning News” that meets all of the requirements set forth in the Texas Government Code chapter 2051, to become the City of Carrollton’s paper of record for the purpose of publishing legal notices; and

WHEREAS, the City Council of the City of Carrollton desires to appoint and designate The Dallas Morning News as the official newspaper of general circulation of the City of Carrollton.

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 Dallas Morning News is hereby designated as the Official City Newspaper for publication.

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 15th day of April 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



Agenda Memo File Number: 7159

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *21.

CC MEETING: April 15, 2025

DATE: April 8, 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 Professional Services Contracts With JLL Valuation And Advisory Services, LLC And Angel Valuation Services, LP For Appraisal Services In An Aggregate Amount Not To Exceed \$150,000.00**

BACKGROUND:

The City routinely requires the acquisition and sale of real estate for rights-of-way, capital improvement projects and other business needs. Appraisal services are required as a part of real estate transactions to determine the fair market value of property.

Information and background received from a recent solicitation of Statement of Qualifications (SOQ) for appraisal services was evaluated, and it was the conclusion of staff that two firms were the most qualified: JLL Valuation and Advisory Services, LLC and Angel Valuation Services, LP.

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with the approval of this agenda item. Services will be provided as a work order on a project-by-project basis. Funding for these services will come from the respective capital project budget.

This agenda item seeks authorization of professional services contracts with JLL Valuation and Advisory Services, LLC and Angel Valuation Services, LP not to exceed \$150,000.00. Staff will divide the projects as equitably as possible between the two firms. However, the variability in project size and scope will require some flexibility in the individual firm fees.

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:

- Reduce the number of appraisal contracts by providing streamlined contract and billing procedures for appraisers.
- Provide support for valuation research for the sale or purchase of properties.
- Provide appraisal support for specialized in-house projects

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council approve a resolution authorizing the City Manager to enter into professional services contracts with JLL Valuation and Advisory Services, LLC and Angel Valuation Services, LP for real estate appraisal services in an amount not to exceed \$150,000.00.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE PROFESSIONAL SERVICES CONTRACTS WITH JLL VALUATION & ADVISORY, LLC AND ANGEL VALUATION SERVICES, LP FOR APPRAISAL SERVICES; 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 professional services contracts with JLL Valuation Services, LLC and Angel Valuation Services, LP for appraisal services in a total amount not to exceed \$150,000.00.

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 15th day of April, 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



Agenda Memo File Number: 7167

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: *22.

CC MEETING: April 15, 2025

DATE: April 8, 2025

TO: Erin Rinehart, City Manager

FROM: Scott Whitaker, Parks & Recreation Director
Chrystal Davis, Assistant City Manager

Consider A **Resolution Authorizing The City Manager To Enter Into An Agreement With Carrollton Farmers Branch Independent School District (CFBISD) For Installing Fiber Optics On City Property.**

BACKGROUND:

This is a proposed License Agreement between the City of Carrollton (City) and CFBISD for installing and maintaining fiber optics cable and related equipment on city property. CFBISD plans to run fiber optics to Creekview High School. The proposed route would include running cable through Timber Creek Park.

To accommodate this request CFBISD needs a license agreement. This is a secondary route for the school district to provide added security. This would include running the line under a pedestrian bridge at the park location.

FINANCIAL IMPLICATIONS:

There are no costs to the City for the construction or maintenance of this cable and CFBISD would pay a small amount for access, using the same formula the city paid for trail access behind Creekview High School.

IMPACT ON COMMUNITY SUSTAINABILITY:

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

- Improving access to CFBISD schools in the city.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of a resolution authorizing the City Manager to enter into a License Agreement with CFBISD for fiber optics installation.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A NON-EXCLUSIVE LICENSE AGREEMENT WITH CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT (“CFBISD”) FOR THE PURPOSE OF INSTALLING AND MAINTAINING FIBER OPTIC CABLE AND RELATED FACILITIES ON CITY PROPERTY; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1

The City Manager is authorized to negotiate and execute a license agreement with CFBISD for the purpose of installing and maintaining fiber optic cable and related facilities on city property.

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.

DULY PASSED AND APPROVED this ___ day of _____, 2025.

CITY OF CARROLLTON, TEXAS

Steve Babick, Mayor

ATTEST:

Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

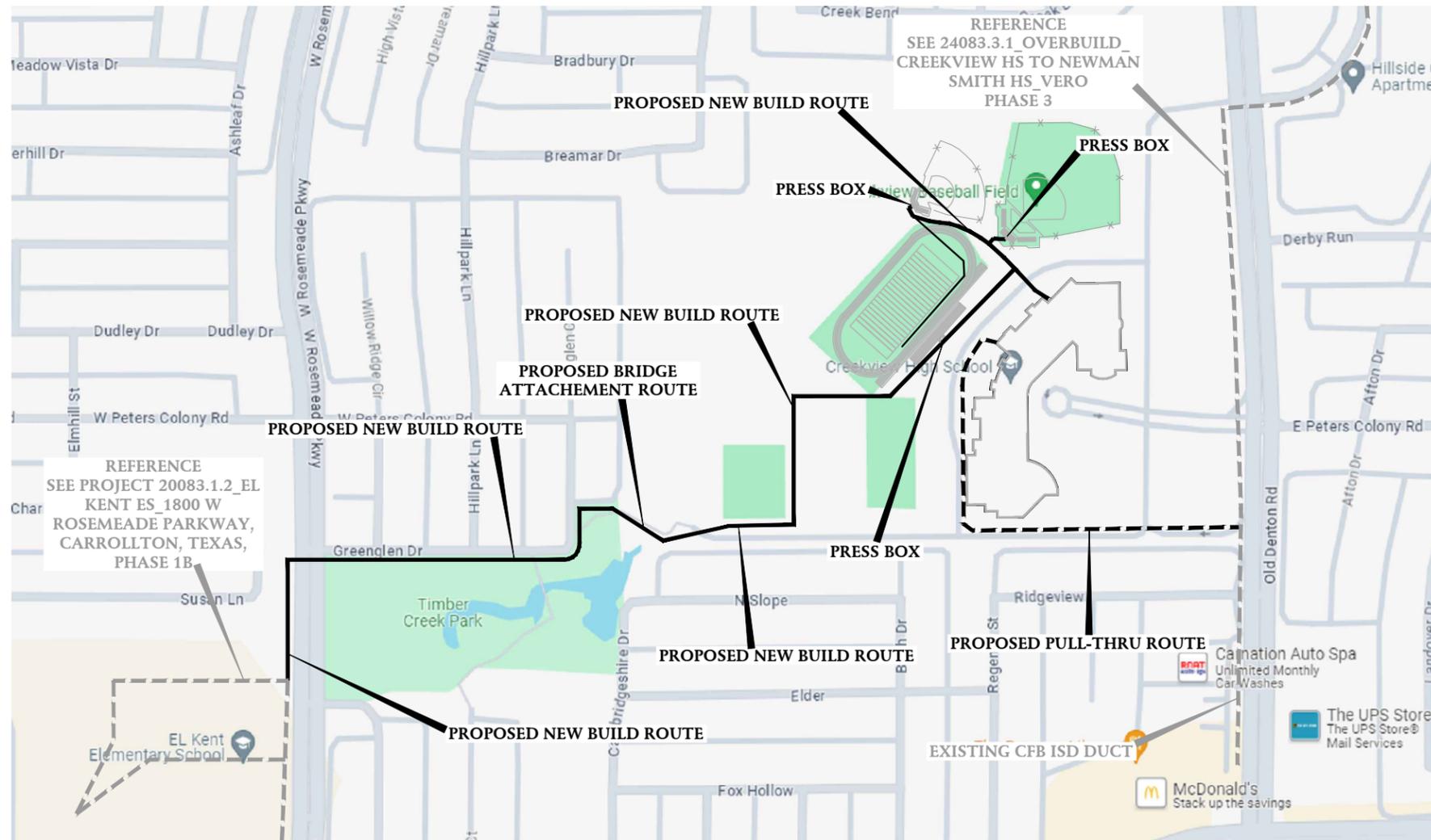
Meredith A. Ladd, City Attorney

Chrystal Davis, Assistant City
Manager



CREEKVIEW HIGH SCHOOL

3201 OLD DENTON ROAD CARROLLTON, TEXAS



PREPARED BY:





Agenda Memo File Number: 7161

Agenda Date: 4/15/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Procedural Item

Agenda Number: *23.

CC MEETING: April 15, 2025

DATE: April 9, 2025

TO: Erin Rinehart, City Manager

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

Consider **Adopting The Community Funding Policy.**

BACKGROUND:

The Community Funding Program is intended to continue the City Council's goal to improve the quality of life for residents and foster community cohesion. Each year, the City receives requests for financial assistance to augment the efforts of various organizations that provide a variety of services, special events, arts programs, special projects, or major events throughout the community. A new policy was adopted in Fiscal Year (FY) 2025 and changes have been suggested after the first year of applications. A summary of changes for the upcoming FY2026 funding cycle include:

- allowing additional flexibility for funding throughout the year, as directed by the Committee;
- aligning the Community Funding process with the Special Event Permitting process to ensure appropriate funding levels are applied; and
- adding the definition of "In-Kind" services.

The FY2026 Application Process opens on May 1, 2025 and is open until May 30, 2025.

FINANCIAL IMPLICATIONS:

The Community Funding Program is part of the annual budgeting process funded by the City's General Fund.

IMPACT ON COMMUNITY SUSTAINABILITY:

The Community Funding Program continues the City's efforts to be a good partner in our community and ensure residents and groups feel supported.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends adoption of the Community Funding Policy.



Community Funding Policy and Procedures

Purpose

The City frequently receives requests from Organizations for funding and other assistance to provide support for activities that benefit the Carrollton community. The City recognizes that certain Services, Special Events, Arts Programs, Major Events, and Special Projects, as defined herein, provide general benefits to the residents of the City as a whole and desires to assist in the funding when the City, in its sole discretion, deems it appropriate and feasible for the purposes of encouraging the ethnic, cultural, historic, health, recreational, or environmental aspects of the City in ways that are not already provided in or by the City. The purpose of this Policy is to establish processing and evaluation criteria for funding requests received from Organizations that provide Services, Special Events, Arts Programs, Major Events, or Special Projects for the benefit of Carrollton residents. Each fiscal year, the City Council may allocate funds in the operating budget for Organizations.

General Policy

This Policy provides a statement of guidelines and criteria for distributing Community Funding Grants. Community Funding is intended to augment the efforts of nonprofit organizations to benefit residents in Carrollton. It is the City's policy to have a program that can channel requests through an application review, thereby ensuring that all requests are evaluated consistently to enter into agreements for specific measurable services and to ensure that funding recipients are held accountable for providing the agreed upon services within the specified time frame. Regardless of eligibility, however, nothing in this Policy entitles an Organization to assistance from the City. All decisions about whether, and the amount of, assistance will be provided shall be made by the City Council in its sole discretion.

By law, Community Funding may only be spent for a public purpose benefiting the residents of the City and must comply with all applicable state and federal laws. The activities recommended for funding must be an activity which benefits the general community of Carrollton residents, including social welfare services, and promotion of the arts. The City Council authorizes the City Manager to make administrative modifications to the Community Funding Program and Application to ensure compliance with applicable laws. This Policy and the funding mechanisms should be reviewed every two years by the Community Funding Committee, for adoption by Council.

Funding Philosophy

Requests for funding received from organizations will be considered during a specified time period annually. The Community Funding Committee will determine the appropriate avenue for funding based on the activities the Organization will perform: –Services, Special Events, Arts Programs, Major Events, or Special Projects. The Committee may recommend award funding, if available, for Occurrences as necessary during the calendar year.

Due to limited resources, not all requests will be funded. It is not the City’s intention to fund each request received, but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improve the well-being of the residents of Carrollton.

Special consideration is given to proposals that replace or enhance services that the City may otherwise provide. The City also puts a higher priority on services that have broad community appeal.

Community Funding Grants made in excess of \$5,000 will be reimbursement based as set forth in each Organization’s contract, which shall be based upon the amount of funds granted. All funds will be dispersed in accordance with the guidelines established below.

There is no roll-over of the funds for the Community Funding Program (within the City’s operating budget) from one fiscal year to another. Any funds that were not allocated by the end of the fiscal year or spent by an Organization during the fiscal year in which they were granted will be returned to the City’s General Fund.

The City Council encourages a goal of self-sufficiency for all Organizations. The City Council supports providing funding to Organizations that have demonstrated their effectiveness in raising funds and volunteer services for their programs within the community. The Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Therefore, all Organizations requesting funds from the City must continue efforts to develop stable private funding sources and City funds may not exceed ten percent (10%) of the annual budget of the Organization.

Definitions

1. “Organization” means (a) a nonprofit organization that qualifies for tax-exempt status under Section 501 of the Internal Revenue Code, (b) a group consisting of employees of a business or businesses located in the City, or (c) a group consisting of individuals the majority of whom are residents of the City that has been formed for the purpose of planning and conducting a Special Event or performing a Special Project.

- a. The term “Organization” does not include citizen groups formed for the purpose of supporting or partnering with existing City services, such as the Friends of the Library, Friends of the Perry Museum, or other similar groups.
2. “Services” means any activity as developed by an Organization that provides programs and services designed to improve life situations of the residents of the City of Carrollton, regardless of which county the resident resides. Examples of Services include the following:
 - a. Information and Referral Services: health and social services, job opportunities, support groups or transportation; and
 - b. Indirect Assistance: in collaboration with other organizations, provides awareness of needs and how to maximize utilization of resources, community education, participation in community-wide issues, and provide volunteer opportunities for community-wide involvement.
 3. “Special Event” means ~~an~~ one or more activity activities to be held or offered within the City developed by an Organization that draws participants who may reside inside and/or outside the City and that provides a general benefit for the residents of the City as a whole. A Special Event is categorized as either (a) a cultural Special Event that encompasses creative expressions through theater, music, dance, art, and similar artistic endeavors that showcase or celebrate the City's ethnic diversity, or (b) an educational Special Event that provides informational programs relating to ethnic, cultural, historic, health, recreational, environmental, or similar interests.
 4. “Arts Program” means providing encouragement and promotion of tourism, historic preservation, business development, and/or arts programming.
 5. “Special Project” means an undertaking by an Organization that results in a tangible item built or located on City property or an on-going improvement to City property that provides a general benefit to the residents of the City as a whole.
 6. “Major Event” means an event that is held not more than once per year, where the anticipated attendance as set forth in the Special Event Permit application, will exceed 40,001 persons over the course of the event, which can be one or more days, that provides a benefit to the residents of the City as a whole.
 7. “Occurrence” means a Special Event, Arts Program, Major Event, or Special Project.
 8. “Eligible Expenses” means costs that are solely related to the production, promotion and hosting of an Occurrence. Examples of Eligible Expenses include permit costs; public safety costs; staffing; décor; Carrollton-based venue; Carrollton-based lodging;

transportation; equipment rental; and entertainment. Eligible Expenses do not include costs related to alcohol (for sale or consumption); taxes; gifts; existing deficits, loans, interest on loans, fines, penalties or costs of litigation; projects or events that are extensions of training (i.e., academic programs, conferences, classes and workshops); costs related to performances or programs already funded or reimbursed by another entity; scholarships or cash prizes; any funding for activities, including hotel expenses, taking place outside of the city limits City; faith-based organizations using funds for events or activities which have a primary purpose that is religious, or programming that exists as part of religious services; purchase of equipment (except rental costs directly affiliated with the Occurrence); capital building expenses; or meals, refreshments, and/or catering expenses.

9. “In-Kind Services” means ~~services provided by the City without charge. Examples of in-kind services can be:~~

a. ~~one (1) annual waiver for a Special Event Permit fee as defined in Chapter 31 of the City’s Code of Ordinances, Comprehensive Fee Schedule.~~

b. ~~facility rental cost for one (1) event per year for up to 8 hours, excluding the cost of staff time. Facility rentals must be coordinated with the appropriate City Department to avoid conflicts for previously planned events. Any city-staff required support will be assessed in accordance with established guidelines.~~

c.

~~9. one waiver for a special event permit fee as defined in Chapter 31 of the City’s Code of Ordinances, Comprehensive Fee Schedule, and/or facility rental cost for one event up to 8 hours, excluding the cost of staff time. Facility rentals must be coordinated with the appropriate City Department to avoid conflicts for previously planned events. Any city staff required support will be assessed in accordance with established guidelines.~~

9.10. “Community Funding Committee” means the ad hoc committee, consisting of three City Councilmembers appointed by the Mayor for the purpose of reviewing the applications received for Services, Special Events, Arts Programs, Major Event, or Special Project grants and making recommendations to the City Council with respect to such applications.

~~10.11. “Special Event Permit” means the permit granted by the City pursuant to the requirements set forth in Chapter 117 of the City’s Code of Ordinances, Special Events.~~

Eligibility

To be eligible for funding, Organizations:

- Must be tax exempt;
- ~~Must be nonprofit (and must be able to provide the 501(c)(3) status form);~~
- Cannot include scholarships as part of their funding request;

- Cannot include debts as part of their funding request;
- Must benefit the general community of the City of Carrollton and its residents;
- Must provide evidence of insurance as acceptable to the City of Carrollton;
- Must be free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation; and
- Must be located in Carrollton or a majority of its members must live in Carrollton.

Determination of Assistance:

By law, Community Funding may only be spent for a public purpose benefiting the residents of the City and must comply with all applicable state and federal laws. The activities recommended for funding must be an activity which benefits the general community of Carrollton residents, including social welfare services, promotion of the arts, and community promotion of the City. The City Council authorizes the City Manager to make administrative modifications to the Community Funding Program and Application to ensure compliance with applicable laws.

There is no roll-over of the budgeted funds for the Community Funding Program (within the City’s operating budget) from one fiscal year to another. Any funds that were not allocated by the end of the fiscal year or spent by the Organization during the fiscal year in which they were granted will be returned to the City’s General Fund.

The event should benefit the general community of Carrollton residents. The Application must be completed in full and submitted by the deadline. Incomplete or untimely Applications will not be considered.

The Special Event Permit application must be filed no later than thirty (30) days prior to the event occurrence in order to be eligible to receive a grant under the Community Funding Program. A grant awarded under the Community Funding Program will be forfeited if the complete Special Event Permit application is not submitted in accordance with the requirements set forth herein.

An organization may receive in-kind services from the City no more than one (1) time per fiscal year. An organization is eligible for one (1) grant under the Community Funding Program per fiscal year.

Services Guidelines

1) Procedure

Any Organization providing Services in the City of Carrollton may apply for Community Funding by submitted to the City a Community Funding Application (“Application”) in the form required by the City. The Application must include a full explanation about the Services. The Application shall be submitted to City staff, who will review the Application for completeness. The Community Funding Committee will evaluate completed Applications to

determine which Organizations will receive funding. Additional information, an interview, or presentation to the Committee may be required.

- 2) Applying for funds does not ensure that the request will be granted. Funding for the City's Community Funding Program is limited and some Applications, while worthy, will not be funded due to the limited resources.

Community Funding for social welfare services is limited to Organizations that have completed the Internal Revenue Service (IRS) process to become a 501(c)(3), nonprofit organization. Formal nonprofit status must be up-to-date and submitted as requested on the Application. Organizations must be in good standing. Organizations may apply for funding only if the entity serves a public purpose and follows the laws governing the use of public funds.

- 3) Payment and Use of Community Funding Grant Funds for Services

- a) Organizations that receive funding will be required to enter into a contract with the City that specifies the responsibilities of the Organization with respect to the use of the Community Funding Grant. Once approved, the Community Funding Grant will be processed by City staff, as set forth herein or in the contract.
- b) Organizations providing social welfare services will be required to submit, on a quarterly basis, a Social Services Report that provides demographics on individuals serviced by the Organization. All funding will be disbursed on a quarterly basis. The first disbursement will coincide with the beginning of the fiscal year upon completion of the contract for Services; all subsequent disbursements will be made upon receipt of the Social Services Quarterly Report.

Special Event, Arts Program, Major Event, or Special Project Guidelines

- 1) Organizations seeking assistance from the City with respect to an Occurrence must complete an Application and submit it to the City's Finance Department by the established deadline. The Application should include a detailed description of the Occurrence, the total budget for the Occurrence, the estimated resident and non-resident attendance at the Occurrence, and such other information as the City may request.
- 2) The Community Funding Committee will review the Applications received for Occurrences scheduled to be held during the next fiscal year and make a recommendation to City Council with respect to which Organization, if any, should receive a Community Funding Grant and the amount of the recommended grant. Such recommendations shall be presented to the City Council as part of its budget considerations for the following fiscal year.
- 3) For purposes of this Policy, reimbursements, if applicable, will only be made for Eligible Expenses.

Special Events & Arts Programs

- 1) The Community Funding Committee should analyze the Applications and base any grant recommendation on the following factors:
 - a) The quality of the Special Event or Arts Program (collectively referred to as “Activity”) as demonstrated by the description and history of previous Activities, including the extent to which the Activity’s theme and events reinforce the social values in the community and provide the type of desired programs that reflect the City’s diverse interests;
 - b) The extent and feasibility of the administrative oversight of the Activity provided by the Organization;
 - c) The potential of the Activity to attract visitors to the City and the economic impact the Activity will have for the City’s hotels, restaurants, and retail community;
 - d) The overall benefits of the Activity to the residents of the City as a whole; and
 - e) The total attendance at the Activity in the previous and prior years. First-time Activities or Activities that cannot provide a verifiable attendance record in the previous year are not eligible for a Community Funding Grant.
- 2) The total amount of the Community Funding Grant to be awarded to an approved Activity shall be based on the verifiable attendance at the Activity in the previous year as follows:

Attendance in the Prior Year	Maximum Amount of Grant
Under 1,000	\$1,000
1,000 to 2,499	\$2,500
2,500 to 4,999	\$5,000
5,000 to 9,999	\$7,500
10,000 to 19,999	\$10,000
20,000 to 39,999	\$15,000
40,000+	\$25,000

- a) “Verifiable attendance” means that the Activity’s attendance numbers in the previous year are based upon either (1) actual ticket sales at the event, ~~or~~ (2) an actual head count provided by a reliable source independent from the Organization; or (3) the previous year Special Event Permit application. The Community Funding Committee may evaluate the reliability of the attendance numbers provided by the Organization from any of either the above-listed sources and make reasonable adjustments to such attendance numbers as the Community Funding Committee deems appropriate.

- 3) The maximum grant shall not exceed 25% of the Eligible Expenses for the Activity or \$25,000, whichever is less. A grant awarded may be reduced based on information provided in the Special Event Permit application.
- 4) For Organizations providing an Activity, funding will be provided in one payment upon completion of the contract, if the amount of the Community Funding Grant does not exceed \$5,000. If an Organization is granted funding in an amount that exceeds \$5,000, grant funding will be paid on a reimbursement basis as further described in this Policy.
- 5) Payment and Use of Community Funding Grant Funds.
 - a) Organizations receiving a Community Funding Grant for an Activity may use the funds to pay for Eligible Expenses incurred by the Organization related to the Activity.
 - b) The City will pay an approved Community Funding Grant to the Organization within thirty (30) days after submission by the Organization to the Finance Department of detailed invoices or receipts reflecting Eligible Expenses relating to the Activity. Such documentation shall be submitted to the City within thirty (30) days after the completion of the Activity, or it will not be considered.

Special Projects

- 1) The Community Funding Committee should analyze the Application for a Special Project and base any grant recommendation on the following factors:
 - a) The overall benefits of the Special Project to the residents of the City as a whole;
 - b) The extent and feasibility of the administrative oversight of the Special Project provided by the Organization; and
 - c) The cost to the City of ongoing maintenance and upkeep of the Special Project after its completion.
- 2) The maximum grant shall not exceed 25% of the Eligible Expenses for the Special Project or \$10,000, whichever is less.
- 3) Payment and Use of Community Funding Grant Funds.
 - a) Organizations receiving a Community Funding grant may use the funds to pay for any Eligible Expenses incurred by the Organization for completing the Special Project.
 - b) The City will pay an approved Community Funding Grant to the Organization within thirty (30) days after submission by the Organization to the Finance Department of detailed

invoices or receipts reflecting Eligible Expenses relating to the Special Project. Such documentation shall be submitted to the City within thirty (30) days after the completion of the Special Project, or it will not be considered.

Major Event

- 1) A Major Event may be considered for a Community Funding Grant award of Eligible Expenses in an amount not to exceed 25% of the Eligible Expenses for the Major Event or \$100,000, whichever is less. A Major Event Application may be considered outside of the standard budget process and is not due by the regular Application date.
- 2) The Community Funding Committee should analyze the Application and base any grant recommendation on the following factors:

- a. The quality of the Major Event as demonstrated by the description and history of previous events held by the Organization, including the extent to which the Major Event's theme and events reinforce the social values in the community and provide the type of desired programs that reflect the City's diverse interests;

- b. The extent and feasibility of the administrative oversight of the Major Event provided by the Organization;

- c. The potential of the Major Event to attract visitors to the City and the economic impact the Major Event will have on the City and for the City's hotels, restaurants, and retail community; ~~and~~

- d. The overall benefits of the Major Event to the residents of the City as a whole; ~~and~~

- d.e. ~~The prior year Special Event Permit application will~~ may serve as the baseline evidence for determining attendance for purposes of the Application. The An Application shall not be considered for a Major Event grant if the prior year SEPSpecial Event Permit application did not exceed anticipate attendance to exceed 40,000 people, except in limited circumstances.

- 3) Payment and Use of Community Funding Grant Funds.

- a) Organizations receiving a Community Funding grant may use the funds to pay for any Eligible Expenses incurred by the Organization related to the Major Event.

- b) The City will pay an approved Community Funding Grant to the Organization within thirty (30) days after submission by the Organization to the Finance Department of detailed invoices or receipts reflecting Eligible Expenses relating to the Major Event. Such documentation shall be submitted to the City within thirty (30) days after the completion of the Major Event, or it will not be considered.

b)c) In the event that the expected attendance set forth in the Special Event Permit application for a Major Event falls below 40,000, the grant shall be allocated based upon the attendance chart set forth in the Special Events and Arts Program section.

Criteria

In making funding determinations, the City may consider the following criteria; among others:

- Does the Organization provide a service to the overall community of Carrollton?
- How will the Organization use the funding to benefit the citizens of Carrollton?
- Is the size and make-up of the Organization equipped to provide services to the overall community?
- Does the Organization have a positive image in the community?
- Does the Organization have a high level of fiscal management?
- Is the Organization well organized to ensure longevity in the City of Carrollton?
 - Does the Organization have an active Board of Directors?
- Is there a history of satisfactory service provided to Carrollton citizens?
- Does the Organization provide services without requiring attendance or participation in any political or religious group?
- Did the Organization attend and present their requests to the Community Funding Committee? Did the Organization provide an annual budget and financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
- Does the Organization make its services available to all applicants based on established non-discrimination criteria?
- Does the Organization possess ongoing program evaluation tools?
- How will the Organization leverage the City dollars provided to help their Organization succeed?

Timelines

Application and supporting documentation must be submitted by the deadline listed on the Application. Applications will be reviewed and considered by the City only as part of the City's annual budget process for the next succeeding fiscal year. As a result, Applications must be submitted no later than May 31. Applications received after the deadline, that fail to respond to all of the requested information, or that provide inadequate responses to the requested information shall be returned to the applicant and are not eligible for consideration for a grant.

Compliance

- 1) The City Council shall have the final determination regarding whether to provide a grant for any Service, Special Event, Arts Program, Major Event, or Special Project and the amount of any such grant. Such determination may be based upon the criteria

listed in this policy, the recommendations of the Community Funding Committee, the availability of sufficient funds in the City budget, the prioritization of the use of City funds, or such other reasons as the City Council may, in its sole discretion, deem appropriate to ensure the expenditure serves the general benefit of the residents of the City. The City Council is not obligated to provide a Community Funding grant to any Organization or for any Services, Special Event, Arts Program, Major Event, or Special Project to which it provided a grant in any previous year. The City reserves the right to discontinue funding of this Policy at any time and for any reason.

If funds are not spent in accordance with the approved purpose, the Organization will be required to return the granted funds. Failure to provide proper documentation in a timely manner may jeopardize any future funding. The City of Carrollton reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

- 2) The approval of a Community Funding Grant does not obligate the City to provide marketing support for the Organization. Any marketing support will be provided, if at all, consistent with the City's Guidelines for Public Access to City Information Sources. Any use of the City's Logo must be used in accordance with the City's policy as established by the City of Carrollton's Marketing Services Department.
- 3) Prior to reimbursement of Eligible Expenses, the Organization shall provide City with a notarized affidavit attesting that all bills and expenses have been paid by the Organization. Failure to submit such affidavit within ten (10) calendar days after submitting receipts shall invalidate the Community Funding Grant award made by the City and the Organization shall be ineligible for funds during the then-current fiscal year.
- 4) Should the City receive notice that the Organization has failed to pay a vendor for any event that has been awarded a Community Funding Grant, the Organization shall be ineligible for funding until the vendor supplies the City with a notarized affidavit that the outstanding expense has been paid. This requirement shall not extend any deadlines set forth above and may cause loss of funding during any fiscal year. It is solely the Organization's responsibility to ensure payment to its vendors and nothing in this Policy shall be read to create a partnership, joint venture, or joint enterprise between the Organization and the City.
- 5) In the event that the City receives evidence of non-payment from a vendor for any event in which an Organization previously submitted an affidavit that all expenses have been paid, the Organization shall be ineligible for a Community Funding Grant for a period of five (5) years.

- 6) Unless otherwise provided herein, all Community Funding Grant awards shall be made as part of the annual budget process and adopted by Council in its formal budget.

- 7) Any Community Funding Grant made under this Policy is not intended to be nor may it be considered to be an endorsement of the Organization or its event. The Organization is solely responsible for all the content, performance, venue, activities, and liabilities for the Service, Special Event, Arts Program, Major Event, or Special Project and nothing in this Policy, nor the contract for the grant, shall be read to create a partnership, joint venture, or joint enterprise between the Organization and the City. This policy is created pursuant to the City's authority under Texas Local Government Code § 380.002(a) in order to develop and expand the economy or commerce within the City or to eliminate unemployment or underemployment.



Community Funding Policy and Procedures

Purpose

The City frequently receives requests from Organizations for funding and other assistance to provide support for activities that benefit the Carrollton community. The City recognizes that certain Services, Special Events, Arts Programs, Major Events, and Special Projects, as defined herein, provide general benefits to the residents of the City as a whole and desires to assist in the funding when the City, in its sole discretion, deems it appropriate and feasible for the purposes of encouraging the ethnic, cultural, historic, health, recreational, or environmental aspects of the City in ways that are not already provided in or by the City. The purpose of this Policy is to establish processing and evaluation criteria for funding requests received from Organizations that provide Services, Special Events, Arts Programs, Major Events, or Special Projects for the benefit of Carrollton residents. Each fiscal year, the City Council may allocate funds in the operating budget for Organizations.

General Policy

This Policy provides a statement of guidelines and criteria for distributing Community Funding Grants. Community Funding is intended to augment the efforts of nonprofit organizations to benefit residents in Carrollton. It is the City's policy to have a program that can channel requests through an application review, thereby ensuring that all requests are evaluated consistently to enter into agreements for specific measurable services and to ensure that funding recipients are held accountable for providing the agreed upon services within the specified time frame. Regardless of eligibility, however, nothing in this Policy entitles an Organization to assistance from the City. All decisions about whether, and the amount of, assistance will be provided shall be made by the City Council in its sole discretion.

By law, Community Funding may only be spent for a public purpose benefiting the residents of the City and must comply with all applicable state and federal laws. The activities recommended for funding must be an activity which benefits the general community of Carrollton residents, including social welfare services and promotion of the arts. The City Council authorizes the City Manager to make administrative modifications to the Community Funding Program and Application to ensure compliance with applicable laws. This Policy and the funding mechanisms should be reviewed every two years by the Community Funding Committee, for adoption by Council.

Funding Philosophy

Requests for funding received from organizations will be considered during a specified time period annually. The Community Funding Committee will determine the appropriate avenue for funding based on the activities the Organization will perform: Services, Special Events, Arts Programs, Major Events, or Special Projects. The Committee may recommend award funding, if available, for Occurrences as necessary during the calendar year.

Due to limited resources, not all requests will be funded. It is not the City's intention to fund each request received, but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improve the well-being of the residents of Carrollton.

Special consideration is given to proposals that replace or enhance services that the City may otherwise provide. The City also puts a higher priority on services that have broad community appeal.

Community Funding Grants made in excess of \$5,000 will be reimbursement based as set forth in each Organization's contract, which shall be based upon the amount of funds granted. All funds will be dispersed in accordance with the guidelines established below.

There is no roll-over of the funds for the Community Funding Program (within the City's operating budget) from one fiscal year to another. Any funds that were not allocated by the end of the fiscal year or spent by an Organization during the fiscal year in which they were granted will be returned to the City's General Fund.

The City Council encourages a goal of self-sufficiency for all Organizations. The City Council supports providing funding to Organizations that have demonstrated their effectiveness in raising funds and volunteer services for their programs within the community. The Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Therefore, all Organizations requesting funds from the City must continue efforts to develop stable private funding sources and City funds may not exceed ten percent (10%) of the annual budget of the Organization.

Definitions

1. "Organization" means (a) a nonprofit organization that qualifies for tax-exempt status under Section 501 of the Internal Revenue Code, (b) a group consisting of employees of a business or businesses located in the City, or (c) a group consisting of individuals the majority of whom are residents of the City that has been formed for the purpose of planning and conducting a Special Event or performing a Special Project.

- a. The term “Organization” does not include citizen groups formed for the purpose of supporting or partnering with existing City services, such as the Friends of the Library, Friends of the Perry Museum, or other similar groups.
2. “Services” means any activity as developed by an Organization that provides programs and services designed to improve life situations of the residents of the City of Carrollton, regardless of which county the resident resides. Examples of Services include the following:
 - a. Information and Referral Services: health and social services, job opportunities, support groups or transportation; and
 - b. Indirect Assistance: in collaboration with other organizations, provides awareness of needs and how to maximize utilization of resources, community education, participation in community-wide issues, and provide volunteer opportunities for community-wide involvement.
3. “Special Event” means one or more activities to be held or offered within the City developed by an Organization that draws participants who may reside inside and/or outside the City and that provides a general benefit for the residents of the City as a whole. A Special Event is categorized as either (a) a cultural Special Event that encompasses creative expressions through theater, music, dance, art, and similar artistic endeavors that showcase or celebrate the City’s ethnic diversity, or (b) an educational Special Event that provides informational programs relating to ethnic, cultural, historic, health, recreational, environmental, or similar interests.
4. “Arts Program” means providing encouragement and promotion of tourism, historic preservation, business development, and/or arts programming.
5. “Special Project” means an undertaking by an Organization that results in a tangible item built or located on City property or an on-going improvement to City property that provides a general benefit to the residents of the City as a whole.
6. “Major Event” means an event that is held not more than once per year, where the anticipated attendance, as set forth in the Special Event Permit application, will exceed 40,001 persons over the course of the event, which can be one or more days, that provides a benefit to the residents of the City as a whole.
7. “Occurrence” means a Special Event, Arts Program, Major Event, or Special Project.
8. “Eligible Expenses” means costs that are solely related to the production, promotion and hosting of an Occurrence. Examples of Eligible Expenses include permit costs; public safety costs; staffing; décor; Carrollton-based venue; Carrollton-based lodging;

transportation; equipment rental; and entertainment. Eligible Expenses do not include costs related to alcohol (for sale or consumption); taxes; gifts; existing deficits, loans, interest on loans, fines, penalties or costs of litigation; projects or events that are extensions of training (i.e., academic programs, conferences, classes and workshops); costs related to performances or programs already funded or reimbursed by another entity; scholarships or cash prizes; any funding for activities, including hotel expenses, taking place outside of the city limits City; faith-based organizations using funds for events or activities which have a primary purpose that is religious, or programming that exists as part of religious services; purchase of equipment (except rental costs directly affiliated with the Occurrence); capital building expenses; or meals, refreshments, and/or catering expenses.

9. "In-Kind Services" means services provided by the City without charge. Examples of in-kind services can be:
 - a. one (1) annual waiver for a Special Event Permit fee as defined in Chapter 31 of the *City's Code of Ordinances, Comprehensive Fee Schedule*.
 - b. facility rental cost for one (1) event per year for up to 8 hours, excluding the cost of staff time. Facility rentals must be coordinated with the appropriate City Department to avoid conflicts for previously planned events. Any city-staff required support will be assessed in accordance with established guidelines.
10. "Community Funding Committee" means the ad hoc committee, consisting of three City Councilmembers appointed by the Mayor for the purpose of reviewing the applications received for Services, Special Events, Arts Programs, Major Event, or Special Project grants and making recommendations to the City Council with respect to such applications.
11. "Special Event Permit" means the permit granted by the City pursuant to the requirements set forth in Chapter 117 of the *City's Code of Ordinances, Special Events*.

Eligibility

To be eligible for funding, Organizations:

- Must be tax exempt;
- Cannot include scholarships as part of their funding request;
- Cannot include debts as part of their funding request;
- Must benefit the general community of the City of Carrollton and its residents;
- Must provide evidence of insurance as acceptable to the City of Carrollton;
- Must be free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation; and
- Must be located in Carrollton or a majority of its members must live in Carrollton.

Determination of Assistance:

By law, Community Funding may only be spent for a public purpose benefiting the residents of the City and must comply with all applicable state and federal laws. The activities recommended for funding must be an activity which benefits the general community of Carrollton residents, including social welfare services, promotion of the arts, and community promotion of the City. The City Council authorizes the City Manager to make administrative modifications to the Community Funding Program and Application to ensure compliance with applicable laws.

There is no roll-over of the budgeted funds for the Community Funding Program (within the City's operating budget) from one fiscal year to another. Any funds that were not allocated by the end of the fiscal year or spent by the Organization during the fiscal year in which they were granted will be returned to the City's General Fund.

The event should benefit the general community of Carrollton residents. The Application must be completed in full and submitted by the deadline. Incomplete or untimely Applications will not be considered.

The Special Event Permit application must be filed no later than thirty (30) days prior to the Occurrence in order to be eligible to receive a grant under the Community Funding Program. A grant awarded under the Community Funding Program will be forfeited if the complete Special Event Permit application is not submitted in accordance with the requirements set forth herein.

An organization may receive in-kind services from the City no more than one (1) time per fiscal year. An Organization is eligible for one (1) grant under the Community Funding Program per fiscal year.

Services Guidelines

1) **Procedure**

Any Organization providing Services in the City of Carrollton may apply for Community Funding by submitted to the City a Community Funding Application ("Application") in the form required by the City. The Application must include a full explanation about the Services. The Application shall be submitted to City staff, who will review the Application for completeness. The Community Funding Committee will evaluate completed Applications to determine which Organizations will receive funding. Additional information, an interview, or presentation to the Committee may be required.

- 2) Applying for funds does not ensure that the request will be granted. Funding for the City's Community Funding Program is limited and some Applications, while worthy, will not be funded due to the limited resources.

Community Funding for social welfare services is limited to Organizations that have completed the Internal Revenue Service (IRS) process to become a 501(c)(3), nonprofit

organization. Formal nonprofit status must be up-to-date and submitted as requested on the Application. Organizations must be in good standing. Organizations may apply for funding only if the entity serves a public purpose and follows the laws governing the use of public funds.

3) Payment and Use of Community Funding Grant Funds for Services

- a) Organizations that receive funding will be required to enter into a contract with the City that specifies the responsibilities of the Organization with respect to the use of the Community Funding Grant. Once approved, the Community Funding Grant will be processed by City staff, as set forth herein or in the contract.
- b) Organizations providing social welfare services will be required to submit, on a quarterly basis, a Social Services Report that provides demographics on individuals serviced by the Organization. All funding will be disbursed on a quarterly basis. The first disbursement will coincide with the beginning of the fiscal year upon completion of the contract for Services; all subsequent disbursements will be made upon receipt of the Social Services Quarterly Report.

Special Event, Arts Program, Major Event, or Special Project Guidelines

- 1) Organizations seeking assistance from the City with respect to an Occurrence must complete an Application and submit it to the City's Finance Department by the established deadline. The Application should include a detailed description of the Occurrence, the total budget for the Occurrence, the estimated resident and non-resident attendance at the Occurrence, and such other information as the City may request.
- 2) The Community Funding Committee will review the Applications received for Occurrences scheduled to be held during the next fiscal year and make a recommendation to City Council with respect to which Organization, if any, should receive a Community Funding Grant and the amount of the recommended grant. Such recommendations shall be presented to the City Council as part of its budget considerations for the following fiscal year.
- 3) For purposes of this Policy, reimbursements, if applicable, will only be made for Eligible Expenses.

Special Events & Arts Programs

- 1) The Community Funding Committee should analyze the Applications and base any grant recommendation on the following factors:
 - a) The quality of the Special Event or Arts Program (collectively referred to as "Activity") as demonstrated by the description and history of previous Activities, including the extent

to which the Activity’s theme and events reinforce the social values in the community and provide the type of desired programs that reflect the City’s diverse interests;

- b) The extent and feasibility of the administrative oversight of the Activity provided by the Organization;
 - c) The potential of the Activity to attract visitors to the City and the economic impact the Activity will have for the City’s hotels, restaurants, and retail community;
 - d) The overall benefits of the Activity to the residents of the City as a whole; and
 - e) The total attendance at the Activity in the previous and prior years. First-time Activities or Activities that cannot provide a verifiable attendance record in the previous year are not eligible for a Community Funding Grant.
- 2) The total amount of the Community Funding Grant to be awarded to an approved Activity shall be based on the verifiable attendance at the Activity in the previous year as follows:

Attendance in the Prior Year	Maximum Amount of Grant
Under 1,000	\$1,000
1,000 to 2,499	\$2,500
2,500 to 4,999	\$5,000
5,000 to 9,999	\$7,500
10,000 to 19,999	\$10,000
20,000 to 39,999	\$15,000
40,000+	\$25,000

- a) “Verifiable attendance” means that the Activity’s attendance numbers in the previous year are based upon either (1) actual ticket sales at the event, (2) an actual head count provided by a reliable source independent from the Organization; or (3) the previous year Special Event Permit application. The Community Funding Committee may evaluate the reliability of the attendance numbers provided by the Organization from any of the above-listed sources and make reasonable adjustments to such attendance numbers as the Community Funding Committee deems appropriate.
- 3) The maximum grant shall not exceed 25% of the Eligible Expenses for the Activity or \$25,000, whichever is less. A grant award may be reduced based on information provided in the Special Event Permit application.
- 4) For Organizations providing an Activity, funding will be provided in one payment upon completion of the contract, if the amount of the Community Funding Grant does not to exceed \$5,000. If an Organization is granted funding in an amount that exceeds \$5,000, grant funding will be paid on a reimbursement basis as further described in this Policy.

5) Payment and Use of Community Funding Grant Funds.

- a) Organizations receiving a Community Funding Grant for an Activity may use the funds to pay for Eligible Expenses incurred by the Organization related to the Activity.
- b) The City will pay an approved Community Funding Grant to the Organization within thirty (30) days after submission by the Organization to the Finance Department of detailed invoices or receipts reflecting Eligible Expenses relating to the Activity. Such documentation shall be submitted to the City within thirty (30) days after the completion of the Activity, or it will not be considered.

Special Projects

1) The Community Funding Committee should analyze the Application for a Special Project and base any grant recommendation on the following factors:

- a) The overall benefits of the Special Project to the residents of the City as a whole;
- b) The extent and feasibility of the administrative oversight of the Special Project provided by the Organization; and
- c) The cost to the City of ongoing maintenance and upkeep of the Special Project after its completion.

2) The maximum grant shall not exceed 25% of the Eligible Expenses for the Special Project or \$10,000, whichever is less.

3) Payment and Use of Community Funding Grant Funds.

- a) Organizations receiving a Community Funding grant may use the funds to pay for any Eligible Expenses incurred by the Organization for completing the Special Project.
- b) The City will pay an approved Community Funding Grant to the Organization within thirty (30) days after submission by the Organization to the Finance Department of detailed invoices or receipts reflecting Eligible Expenses relating to the Special Project. Such documentation shall be submitted to the City within thirty (30) days after the completion of the Special Project, or it will not be considered.

Major Event

1) A Major Event may be considered for a Community Funding Grant award of Eligible Expenses in an amount not to exceed 25% of the Eligible Expenses for the Major Event or \$100,000,

whichever is less. A Major Event Application may be considered outside of the standard budget process and is not due by the regular Application date.

2) The Community Funding Committee should analyze the Application and base any grant recommendation on the following factors:

- a. The quality of the Major Event as demonstrated by the description and history of previous events held by the Organization, including the extent to which the Major Event's theme and events reinforce the social values in the community and provide the type of desired programs that reflect the City's diverse interests;
- b. The extent and feasibility of the administrative oversight of the Major Event provided by the Organization;
- c. The potential of the Major Event to attract visitors to the City and the economic impact the Major Event will have on the City and for the City's hotels, restaurants, and retail community;
- d. The overall benefits of the Major Event to the residents of the City as a whole; and
- e. The prior year Special Event Permit application may serve as evidence for determining attendance for purposes of the Application. An Application may not be considered for a Major Event grant if the prior year Special Event Permit application did not anticipate attendance to exceed 40,000 people, except in limited circumstances.

3) Payment and Use of Community Funding Grant Funds.

- a) Organizations receiving a Community Funding grant may use the funds to pay for any Eligible Expenses incurred by the Organization related to the Major Event.
- b) The City will pay an approved Community Funding Grant to the Organization within thirty (30) days after submission by the Organization to the Finance Department of detailed invoices or receipts reflecting Eligible Expenses relating to the Major Event. Such documentation shall be submitted to the City within thirty (30) days after the completion of the Major Event, or it will not be considered.
- c) In the event that the expected attendance set forth in the Special Event Permit application for a Major Event falls below 40,000, the grant shall be allocated based upon the attendance chart set forth in the Special Events and Arts Program section.

Criteria

In making funding determinations, the City may consider the following criteria; among others:

- Does the Organization provide a service to the overall community of Carrollton?

- How will the Organization use the funding to benefit the citizens of Carrollton?
- Is the size and make-up of the Organization equipped to provide services to the overall community?
- Does the Organization have a positive image in the community?
- Does the Organization have a high level of fiscal management?
- Is the Organization well organized to ensure longevity in the City of Carrollton?
 - Does the Organization have an active Board of Directors?
- Is there a history of satisfactory service provided to Carrollton citizens?
- Does the Organization provide services without requiring attendance or participation in any political or religious group?
- Did the Organization attend and present their requests to the Community Funding Committee? Did the Organization provide an annual budget and financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
- Does the Organization make its services available to all applicants based on established non-discrimination criteria?
- Does the Organization possess ongoing program evaluation tools?
- How will the Organization leverage the City dollars provided to help their Organization succeed?

Timelines

Application and supporting documentation must be submitted by the deadline listed on the Application. Applications will be reviewed and considered by the City only as part of the City's annual budget process for the next succeeding fiscal year. As a result, Applications must be submitted no later than May 31. Applications received after the deadline, that fail to respond to all of the requested information, or that provide inadequate responses to the requested information shall be returned to the applicant and are not eligible for consideration for a grant.

Compliance

- 1) The City Council shall have the final determination regarding whether to provide a grant for any Service, Special Event, Arts Program, Major Event, or Special Project and the amount of any such grant. Such determination may be based upon the criteria listed in this policy, the recommendations of the Community Funding Committee, the availability of sufficient funds in the City budget, the prioritization of the use of City funds, or such other reasons as the City Council may, in its sole discretion, deem appropriate to ensure the expenditure serves the general benefit of the residents of the City. The City Council is not obligated to provide a Community Funding grant to any Organization or for any Services, Special Event, Arts Program, Major Event, or Special Project to which it provided a grant in any previous year. The City reserves the right to discontinue funding of this Policy at any time and for any reason.

If funds are not spent in accordance with the approved purpose, the Organization will be required to return the granted funds. Failure to provide proper documentation in a timely manner may jeopardize any future funding. The City of Carrollton reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

- 2) The approval of a Community Funding Grant does not obligate the City to provide marketing support for the Organization. Any marketing support will be provided, if at all, consistent with the City's Guidelines for Public Access to City Information Sources. Any use of the City's Logo must be used in accordance with the City's policy as established by the City of Carrollton's Marketing Services Department.
- 3) Prior to reimbursement of Eligible Expenses, the Organization shall provide City with a notarized affidavit attesting that all bills and expenses have been paid by the Organization. Failure to submit such affidavit within ten (10) calendar days after submitting receipts shall invalidate the Community Funding Grant award made by the City and the Organization shall be ineligible for funds during the then-current fiscal year.
- 4) Should the City receive notice that the Organization has failed to pay a vendor for any event that has been awarded a Community Funding Grant, the Organization shall be ineligible for funding until the vendor supplies the City with a notarized affidavit that the outstanding expense has been paid. This requirement shall not extend any deadlines set forth above and may cause loss of funding during any fiscal year. It is solely the Organization's responsibility to ensure payment to its vendors and nothing in this Policy shall be read to create a partnership, joint venture, or joint enterprise between the Organization and the City.
- 5) In the event that the City receives evidence of non-payment from a vendor for any event in which an Organization previously submitted an affidavit that all expenses have been paid, the Organization shall be ineligible for a Community Funding Grant for a period of five (5) years.
- 6) Unless otherwise provided herein, all Community Funding Grant awards shall be made as part of the annual budget process and adopted by Council in its formal budget.
- 7) Any Community Funding Grant made under this Policy is not intended to be nor may it be considered to be an endorsement of the Organization or its event. The Organization is solely responsible for all the content, performance, venue, activities, and liabilities for the Service, Special Event, Arts Program, Major Event, or Special Project and nothing in this Policy, nor the contract for the grant, shall be read to create a partnership, joint venture, or joint enterprise between the Organization and the

City. This policy is created pursuant to the City's authority under Texas Local Government Code § 380.002(a) in order to develop and expand the economy or commerce within the City or to eliminate unemployment or underemployment.



Agenda Memo
File Number: 7156

Agenda Date: 4/15/2025

Version: 1

Status: Other Business

In Control: City Council

File Type: Procedural Item

Agenda Number: *24.

CC MEETING: April 15, 2025

DATE: April 9, 2025

TO: Erin Rinehart, City Manager

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

Consider A Written Request For City Council To Waive The 12-Month Waiting Period And Allow A New Special Use Permit Application For A Short-Term Rental Previously Denied By City Council For An Approximately 0.17-Acre Tract Located At 2925 Rolling Hills Drive.

BACKGROUND:

The Planning and Zoning Commission had recommended approval of the SUP request on March 6, 2025, following staff's recommendation. On April 1, 2025 City Council denied a special use permit request to allow a short-term rental at 2925 Rolling Hills Drive.

City Council makes all denials of zoning change requests with prejudice against refiling another zoning change request for the same property unless otherwise stated in the motion for denial. If a request is denied with prejudice, no additional applications can be accepted which involves all or any part of the same property within a period of 12 months except:

1. At the request of the City Council;
2. Upon written request by the applicant the City Council may waive the 12 month waiting period and permit a new application to be filed. Such request for waiver may be set for a public hearing if required by a majority vote of the City Council, or;
3. Where the property involved is temporarily classified to the (IH) Interim Holding District.

The property owner is requesting City Council waive the required 12-month period to allow a new SUP application to be submitted for the short-term rental.

FINANCIAL IMPLICATIONS:

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

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends City Council consider and determine whether to waive the 12-month waiting period to allow for the submission of a new SUP application for a short-term rental at 2925 Rolling Hills Drive.

From: Vinh Le <vinhle2906@yahoo.com>
Sent: Wednesday, April 2, 2025 11:01 AM
To: Emily Offer <Emily.Offer@cityofcarrollton.com>
Subject: [EXT]Re: PLSUP 2025-018 STR 2925 Rolling Hills Dr

Hi Emily,

It is extremely sad with this denial as it will put a huge financial hardship for my mom to keep her house as she still need to pay for mortgage, property tax, utilities, etc for the months that she is away. My mother is a 67 years old single woman, without income from Short Term rental, she may quickly run out of her saving for retirement to keep the home and eventually have to sell her American dream that she tried really hard to achieve it.

I sincerely request for a second hearing as our case meets all the criteria and there is only a small % of opposition from our neighbors. We also missed the approval by just 1 vote. There is even a neighbor who opposed to another case feel surprised with the denial of my case and shared her sympathy with me.

We do think that approving our case will added value to the city as we always keep up with maintenance especially the front yard and this will make our neighbor look nicer. With parking policy, our home definitely can help with the narrow street issue of on street parking our neighbor. We even can prevent the biggest issue that most neighbor concern about party with Airbnb as we only allow 6 persons per booking as party usually have more than that and we can always deny booking request that not for working or family getaway purposes. We don't even need a lot of booking as our goal is to just earn enough to help with monthly mortgage and expenses. We also don't want anything that can negatively impact our relationship with our neighbor as my mom will be here during warm months, and she wants to walk around and say hi to her neighbors.

We understand there may be other options such as renting it out long term. We thought about it before buying the home but it won't work as long term tenants usually want to have their own set up with the house which will make my mom think this is no longer her home. Another issue with long term rental is about eviction bad tenants as it is a lengthy process vs short term rental and involving court. That is a lot for a 67 years old woman to handle. We also don't want to think about the last option of selling her home.

For all of the above reasons, we hope the you and the city council will give us a second chance and rehearing the case, so that we can address concerns some council members might have when denying the case. We truly appreciate your time and consideration.

Sincerely,

Vinh



Agenda Memo

Agenda Date:

Version: 1

Status: Public Forum

In Control: City Council

File Type: Public Forum

Agenda Number: 25.

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.