

# City of Carrollton

*1945 E. Jackson Road  
Carrollton, TX 75006*



## REGULAR WORKSESSION & MEETING

**Tuesday, September 23, 2025**

**5:30 PM**

**CITY HALL, 2nd Floor**

### **City Council**

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

**\*\*\*PRE-MEETING / EXECUTIVE SESSION\*\*\*****5:30 P.M. – COUNCIL BRIEFING ROOM**

1. Receive **information and discuss Agenda.**
2. Council will convene in **Executive Session** pursuant to Texas Government Code:
  - **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty to the governmental body under the Texas Disciplinary Rules of Professional Conduct regarding confidential communication with the City Council.
  - **Section 551.072** to discuss certain matters regarding real property.
3. Council will **reconvene in open session** to consider action, if any, on matters discussed in the Executive Session.

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

4. Discuss **The Stormwater Drainage Fund.**
5. Discuss **Crime, Trafficking, And Child Safety Zones In Residential Districts Relative To Short Term Rentals.**
6. Update On **Regional MetroX Emergency Response Exercise.**
7. **Mayor And Council Reports And Information Sharing.**

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

**INVOCATION - Mayor Pro Tem Christopher Axberg**

**PLEDGE OF ALLEGIANCE - Councilmember Rowena Watters**

**PRESENTATIONS**

8. Present A **Proclamation Recognizing Hispanic Heritage Month.**
9. Present **Certificate To The Mayor's Spotlight Award Recipient.**
10. Present A **Proclamation To The United Way Of Denton County Recognizing Live United Month.**
11. Present A **Proclamation Recognizing Emergency Preparedness Month.**

12. Present Life Saving Award To Public Works Manager Josh Cohron For In-Flight Response To Medical Emergency

## CITIZEN COMMENT

13. **Citizen Comment** is the opportunity for citizens/visitors to speak on items listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items not on the posted meeting agenda will have the opportunity to speak during the Public Forum.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

## CONSENT AGENDA

*(\*All items marked with a single asterisk are part of the Consent Agenda and require no deliberation by the Council. Council may approve all items in this section with a single vote. Each Council member has the prerogative of removing an item from this section so that it may be considered separately. Contracts and agreements are available upon request.)*

## MINUTES

- \*14. Consider Approval Of The August 5, 2025 Regular Meeting Minutes.
- \*15. Consider Approval Of The August 19, 2025 Regular Meeting Minutes.

## CONTRACTS & AGREEMENTS

- \*16. Consider Authorizing The City Manager To Enter Into An Agreement With Jackson Creek Mfg., Inc., Pursuant To BID #25-057 For The Purchase Of A Pet Adoption Trailer In An Amount Not To Exceed \$65,000.00 For A One-Time Purchase.

- \*17.** Consider Authorizing The City Manager To Execute A Change Order To The Contract With Recordables Inc. For Risk Management Software Pursuant To BID #24-062, Increasing The Contract By \$9,618.50 Annually, For A New Total Contract Amount Not To Exceed \$149,237.00.
- \*18.** Consider Authorizing The City Manager To Approve A Contract With Garret Shields Infrastructure, LLC For 2022 Miscellaneous Street Reconstruction (Cromwell Dr & Cemetery Hill Rd) Project In An Amount Not To Exceed \$4,244,054.00.
- \*19.** Consider Authorizing The City Manager To Enter Into An Agreement With B & E Concrete Paving, LLC Pursuant To BID #25-052 For Collector Street Panel Replacement In An Amount Not To Exceed \$2,000,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$6,000,000.00.
- \*20.** Consider Authorizing The City Manager To Enter Into An Agreement With Ratliff Hardscape, Ltd. Pursuant To BID #25-053 For Brick Screening Wall And Retaining Wall Facades Repairs In An Amount Not To Exceed \$200,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$600,000.00.
- \*21.** Consider Authorizing The City Manager to Enter Into An Agreement With Roadway Asset Services, LLC Through An Interlocal Agreement With HGACBuy For Paving And Asset Management Services To Perform A Citywide Sidewalk Condition Assessment Survey In An Amount Not To Exceed \$597,700.00.
- \*22.** Consider Authorizing The City Manager To Renew The Agreement With Amazon Business, LLC Through Omnia Partners Purchasing Cooperative For Three (3), One (1) Year Terms In An Amount Not To Exceed \$303,500.00 Annually, For A Total Contract Amount Not To Exceed \$910,500.00.

## **ORDINANCES**

- \*23.** Consider An Ordinance Amending Ordinance No. 4033 By Designating The Number of Police Sergeant Positions In The Carrollton Police Department.

## **RESOLUTIONS**

- \*24.** Consider A Resolution Nominating A Candidate To Be A Member Of The Board Of Directors For The Denton Central Appraisal District.



- \*25.** Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With Pennymac Loan Services, LLC, Establishing A Program Of Grants To The Company For Its Relocation And The Creation Of Jobs At 5025 Plano Parkway To Promote Local Economic Development And Stimulate Business And Commercial Activity Within The City For A Job Creation Grant Amount Not To Exceed \$1,800,000.
- \*26.** Consider A Resolution Supporting Individual Representation For Each Member City On The DART Board Of Directors With Weighted Voting.

## **PUBLIC FORUM**

- 27.** **Public Forum** is the opportunity for citizens/visitors to speak on items not listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items on the posted meeting agenda will have the opportunity to speak during the Citizen Comment.
- Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

**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 17th day of September 2025 at 5:00pm.*

*Chloe Sawatzky*

*Chloe Sawatzky, City Secretary*

*This building is wheelchair accessible. To request accommodations or sign language interpretive services, please contact the City Secretary's Office at least 72 hours in advance by email at [citysecr@cityofcarrollton.com](mailto:citysecr@cityofcarrollton.com) or by phone at 972-466-3001. The City of Carrollton provides opportunities and services without regard to race, color, age, national origin, religion, sex, or disability.*

*Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in a closed meeting with its attorney and to receive legal advice regarding any item listed on this agenda. Further the Texas Open Meetings Act, codified in Chapter 551 of the Texas Government Code, does not require an agenda posting where there is a gathering of a quorum of the City Council at a regional, state or national convention or workshop, social function, convention, workshop, ceremonial event or press conference. The City Secretary's Office may post agendas for such events; however, there is no legal requirement to do so and in the event a notice is not posted for such functions, nothing shall preclude a quorum of the City Council from gathering as long as "deliberations" within the meaning of the Texas Open Meetings Act do not occur.*

*FIREARMS PROHIBITED at City Council meetings pursuant to Texas Penal Code Sections 46.035(c) and 30.05.*



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 2a

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**Agenda Date:**

**Version:** 1

**Status:** Pre-meeting

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** 1.

Receive **information and discuss Agenda.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 5215

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**Agenda Date:**

**Version:** 1

**Status:** Executive session

**In Control:** City Council

**File Type:** Procedural Item

**Agenda Number:** 2.

Council will convene in **Executive Session** pursuant to Texas Government Code:

- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty to the governmental body under the Texas Disciplinary Rules of Professional Conduct regarding confidential communication with the City Council.
  - **Section 551.072** to discuss certain matters regarding real property.





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 5218

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**Agenda Date:**

**Version:** 1

**Status:** Executive session

**In Control:** City Council

**File Type:** Procedural Item

**Agenda Number:** 3.

Council will reconvene in open session to consider action, if any, on matters discussed in the Executive Session.







# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7360

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 4.

**CC MEETING:** September 23, 2025

**DATE:** August 28, 2025

**TO:** Erin Rinehart, City Manager

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

Discuss The **Stormwater Drainage Fund**.

### **BACKGROUND:**

The Stormwater Drainage Fund project was introduced to the Finance Committee on May 13, 2025, with Freese and Nichols presenting the structure and funding needs of a proposed Stormwater Utility. The Committee recommended that the City Council approve a detailed fee study. The study was approved and completed and updated findings were shared at the July 29, 2025, Committee meeting. The Finance Committee recommended Service Level II to cover debt service for capital projects to support critical infrastructure projects and Service Level III for Operations and Maintenance to expand ongoing system drainage upkeep, including mowing, street sweeping, and channel maintenance.

This work session will provide City Council with an overview of the Stormwater Drainage fee study, a timeline and request direction on the upcoming public hearing.





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7366

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 5.

**CC MEETING:** September 23, 2025

**DATE:** September 3, 2025

**TO:** City Council

**FROM:** Meredith A. Ladd, City Attorney

**Discuss Crime, Trafficking, And Child Safety Zones In Residential Districts Relative To Short Term Rentals.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7385

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 6.

**CC MEETING:** September 23, 2025

**DATE:** September 15, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Elliott Reep, Emergency Management Coordinator  
Rex Redden, Executive Director of Public Safety

Update On **Regional MetroX Emergency Response Exercise.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 5231

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**Agenda Date:**

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 7.

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







# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7386

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Presentations

**In Control:** City Council

**File Type:** Presentations

**Agenda Number:** 8.

**CC MEETING:** September 23, 2025

**DATE:** September 17, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Present A **Proclamation Recognizing Hispanic Heritage Month.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7375

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Presentations

**In Control:** City Council

**File Type:** Presentations

**Agenda Number:** 9.

**CC MEETING: September 23, 2025**

**DATE:** September 11, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Jenny Zeilfelder, Director of Economic Development

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. This is the third time the Mayor's Spotlight Award has been presented and will be presented each quarter to spotlight local outstanding companies during the City Council meeting.

This quarter, BuzzBallz, LLC 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.

### **STAFF RECOMMENDATION/ACTION DESIRED:**

Staff requests that Mayor Babick present a certificate of recognition to the recipient of the Mayor's Spotlight Award.





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7378

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Presentations

**In Control:** City Council

**File Type:** Presentations

**Agenda Number:** 10.

**CC MEETING:** September 23, 2025

**DATE:** September 12, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Present A **Proclamation To The United Way Of Denton County Recognizing Live United Month.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7379

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Presentations

**In Control:** City Council

**File Type:** Presentations

**Agenda Number:** 11.

**CC MEETING:** September 12, 2023

**DATE:** August 28, 2023

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Present A **Proclamation Recognizing Emergency Preparedness Month.**







## Agenda Memo

File Number: 7384

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Presentations

**In Control:** City Council

**File Type:** Presentations

**Agenda Number:** 12.

**CC MEETING: September 23, 2025**

**DATE: September 15, 2025**

**TO:** Erin Rinehart, City Manager

**FROM:** Michael Thomson, Fire Chief  
Jody Byerly, Director of Public Works  
Rex Redden, Executive Director of Public Safety  
Shannon Hicks, Assistant City Manager

Present **Life Saving Award To Public Works Manager Josh Cohron For In-Flight Response To Medical Emergency**

### **BACKGROUND:**

On August 20, 2025, while traveling aboard American Airlines Flight 1290 from Chicago to Dallas-Fort Worth, a passenger experienced a sudden medical emergency. The Flight Attendants requested assistance from anyone who had medical training. Public Works Manager and trained Public Works First Responder Josh Cohron stepped forward to assist. An elderly passenger was struggling with severe respiratory difficulties due to the failure of his oxygen machine. Josh responded, drawing from his training, to monitor the patient's vital signs, administer high-flow oxygen, and provide a calm, reassuring presence that helped stabilize the passenger's condition. Josh's quick actions ensured that the passenger in distress received the immediate medical care they needed, while also averting an emergency landing, which allowed the flight to safely arrive in Dallas where the passenger received advanced care from airport EMS personnel.

This incident reflects the identity and commitment of Public Works as First Responders. Through strong partnerships with Carrollton Fire Rescue, Public Works employees are trained as Basic Life Savers, equipping them to act decisively in moments where safety and human life hang in the balance. This collaboration ensures that the men and women of Public Works are not only skilled tradespeople dedicated to building and maintaining vital infrastructure but also trained responders ready to serve their community beyond the traditional scope of their work.

In recognition of his decisive actions, professional skill, and unwavering dedication to public safety, the

City of Carrollton and Carrollton Fire Rescue proudly commend Joshua for exemplifying the highest standards of service. His actions represent not only personal excellence but also the collective strength of Public Works and Fire Rescue working in partnership - always prepared, always ready, always dedicated to protecting lives and serving our community. Carrollton Fire Rescue would like to honor and recognize Josh's exemplary effort with a Life Saving Award.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

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**Agenda Date:**

**Version:** 1

**Status:** Citizen Comment

**In Control:** City Council

**File Type:** Citizen Comment

**Agenda Number:** 13.

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# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7380

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** \*14.

**CC MEETING:** September 23, 2025

**DATE:** September 12, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider **Approval Of The August 5, 2025 Regular Meeting Minutes.**

**CARROLLTON CITY COUNCIL  
REGULAR MEETING AND WORKSESSION  
AUGUST 5, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, August 5, 2025 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Richard Fleming, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

**5:45 P.M. – COUNCIL BRIEFING ROOM**

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

Mayor Babick called the meeting to order at 5:45 p.m. He advised that the Executive Session would be held prior to the Regular Session. Any remaining Worksession items would be discussed following the Regular Session.

**1. Receive information and discuss Agenda.**

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

*Worksession discussion followed.*

- 2.** Council convened into 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 Disciplinary Rules of Professional Conduct regarding confidential communication with the City Council.
    - Austin Waters Wall Failure Chapter 54 Texas Local Government Code Civil Action
  - **Section 551.074** to discuss personnel matters.
    - Annual review of the Municipal Judge
    - Annual review of the City Attorney
- 3.** Council reconvened in Open Session at 7:20 p.m. to consider action, if any, on matters discussed in the Executive Session. The Austin Waters Wall Failure was discussed in Executive Session. No action taken as a result of this discussion.

*Executive Session was reconvened later in the meeting at 10:41 p.m. to discuss Personnel Matters and was adjourned at 11:34 p.m. No action was taken.*

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

- 4. Discuss Solid Waste Request For Proposal (RFP) Contract Negotiations And Changes To Chapter 50.**

Daniel Bryan, Solid Waste Contract Administrator, provided an update on the RFP for Solid Waste services. He reviewed that approximately one year ago, an Advisory Team formulated recommendations regarding Solid Waste services and after those were reviewed by the Finance Committee, the City Council expressed their support for moving forward. The services outlined in the RFP included the following:

- No changes to the weekly trash or bi-weekly recycling
- Weekly brush – limit to 3 cubic yards
- Weekly bulk – limit to 3 cubic yards
- Self-delivery to landfill per month – (increase to) 6 cubic yards
- Continue additional cost for off-cycle pickup
- Include solid waste for 5 City events annually (w/ability to purchase more as needed)
- Offer a mobile app or other type of notification system
- New contract start date of October 1, 2025.

Mr. Bryan advised that four bidders submitted proposals. He noted that increases to pricing were expected for residential and apartment customers. Republic Services' bid ranked highest during the scoring process. Subsequent contract negotiations with Republic Services resulted in the following:

- No change to household hazardous waste, collection schedules, or number of sponsored events
- Bulk and brush amount set at 3 cubic yards, collected weekly
- Landfill self-service increased to allow 6 cubic yards for an additional \$3.00
- Off-cycle collection increase of \$5.00
- New customer facing interactive mobile app added

Mr. Bryan said that Republic Services' bid contained the lowest pricing, however, additional reductions were negotiated as compared to current pricing:

- Residential bundled services increase to \$26.30
- Apartment services increase of 13% (blended rate)
- Added a 2-yard compactor to monthly services model reducing price by 66%
- Separated apartment trash and recycling fee schedules for more tailored pricing
- Ad hoc service pricing remain the same
- Annual increase was capped at 4%
- Ordinance update (reviewed for future Council consideration)

Mr. Bryan reviewed the marketing efforts currently underway and planned for the future to inform Carrollton residents of the upcoming contract changes.

Councilmember Carpenter voiced his appreciation to staff for their efforts in securing these contract provisions. In response to Council's questions, Mr. Bryan stated that the contract term is 5 years with one five-year optional extension. He said that there will be an annual Clean Up day where residents may bring items to a designated location for drop-off. A mobile app that will be available from Republic Services is called "Find My Truck". It will give residents an estimated time when their collection will be done. A link for this app/service will also be available on the City website.

A question was raised regarding storm cleanup. City Manager Erin Rinehart stated that it is separate and not part of this contract. She also stated that there will be an adjustment period for residents to become accustomed to the changes. She added that the terms of the contract meet industry standards as they are today.

## 5. Discuss Fiscal Year 2026 Proposed Budget

Melissa Everett, Finance Director, presented this item. She reviewed the annual budget process and provided an update on the FY2025 Budget. She stated that the Operating Budget was set at \$302,225,254 and the Capital Budget was set at \$108,338,195. She noted that through June, most revenues have been meeting budget targets, and operating expenditures are meeting benchmarks and expectations. Status of the ATB's approved for FY2025 were reviewed for Library, IT, Fire, Police, and Public Works. She added that several Master Plans were updated in FY2025 as well.

Ms. Everett provided an overview of steps taken by staff to begin a new budget cycle. She advised that the FY2026 Proposed Budget includes 18 Operating Funds, 3 Debt Funds, 3 Fleet Funds and 9 Capital Funds. The total Operating Budget proposed is \$323,339,988 and the total Capital Budget is proposed to be \$133,682,345.

Ms. Everett provided an overview of the General Fund and its recurring sources of revenues, which is primarily property tax. She advised there are two parts to the Property Tax Rate: Debt Service and Maintenance & Operations (M&O). She added that Senate Bill 2 (effective October 2020) caps the growth of M&O at 3.5% annually. The tax levy is calculated based on new property values for the current tax year. This year's proposed tax rate is flat at 0.538750 per \$100 valuation. A detailed calculation of the proposed tax rate for Debt Service and M&O was provided.

Ms. Everett explained that the proposed tax rate is set to begin the statutory advertising requirements and sets the ceiling that the rate may be adopted at. *[Item 16 on this agenda sets the public hearings and adoption dates.]*

Ms. Everett stated that sales tax for FY2026 is budgeted at \$46.7 million, noting that only 25% is used for budget expenditures. She added that sales tax revenues over that 25% are used for one-time expenditures. General Fund expenditures including employee compensation, new personnel, software, fire apparatus, professional services, CRM tool upgrade and increased cost of janitorial services were reviewed. Ms. Everett reviewed that the Utility Fund budget is adopted in September, however rate adjustments are considered later in the year. It is expected there will be an 8.01% increase to water and sewer rates, and solid waste for residential customers is expected to increase by \$2.30 per month. The Capital Improvement Budget includes bond projects, Parks and Library amenities, facility maintenance, pump station improvements, contracted staff support, grant funding, and PAY-GO fundings.

Ms. Everett provided a list of items that will be Council Decision Points. She noted these items were presented at the recent Council Retreat as ATBs. Dates for budget related discussions and actions were provided. The public hearing on the budget and tax rate and adoption of both are planned for September 9<sup>th</sup>. October 1<sup>st</sup> begins the FY2026 fiscal year.

*At 6:50 p.m. Mayor Babick adjourned the Work Session to convene Executive Session. At 7:30 the Regular Session was convened and adjourned at 9:16 p.m.*

*Worksession Item 5 continued at 9:25 p.m.*

ATBs (Additions to Base) were reviewed. Mayor Babick said that there were approximately \$14 million total items on the list requested by staff for non-recurring items with \$18 million available. He



reminded the Council that some funds need to be kept in reserve. He suggested that some of the items on the list should be delayed for future Capital expenditures such as some Development Services items and the TC Rice payments. He also recommended that expenditures for SWAT equipment should be funded from the Seized Fund and not the General Fund budget.

Video stall at 3:13:47

## **6. Mayor And Council Reports And Information Sharing.**

Council reviewed their recent activities and upcoming events.

*Worksession concluded at 10:40 p.m. Executive Session was then reconvened.*

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

Mayor Babick called the Regular meeting to order at 7:30 p.m.

**INVOCATION** – Councilmember Rowena Watters

**PLEDGE OF ALLEGIANCE** – Councilmember Andrew Palacios

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

## **CONSENT AGENDA**

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

**Councilmember Cline moved to approve Consent Agenda Items 8-13; second by Deputy Mayor Pro Tem Palomo. The motion was approved with a unanimous 7-0 vote.**

**CONTRACTS & AGREEMENTS**

- \*8. Consider Authorizing The City Manager To Enter Into An Agreement With Desk 138, LLC Pursuant To RFQ #25-045 For City Of Carrollton Legislative Consultant Services In An Amount Not To Exceed \$78,000.00 Annually, For A Three-Year Total Amount Not To Exceed \$234,000.00.**
- \*9. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Case TV370B Skid Steer From Associated Supply Company (ASCO) Through An Interlocal Agreement With The BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$96,578.90.**

**RESOLUTIONS**

- \*10. Consider A Resolution Appointing Municipal Court Judges.**
- \*11. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With BGE, Inc For Engineering Services Related To Intersection Improvements At Old Denton Rd. And Trinity Mills Rd. And Josey Ln. At Trinity Mills Rd. In An Amount Not To Exceed \$138,000.00.**
- \*12. Consider A Resolution Authorizing The City Manager To Enter Into An Agreement With FLOCK For A One-Year Lease Of 57 IP Cameras In An Amount Not To Exceed \$221,000.**
- \*13. Consider A Resolution Adopting The 2040 Vision Plan.**

**PUBLIC HEARING – INDIVIDUAL CONSIDERATION**

- 14. Hold A Public Hearing To Consider A Resolution Amending The Transportation Plan And The Transportation Plan Map Of The City of Carrollton Comprehensive Plan To Remove The Future Expansion Of Capital Parkway From The Property Located At 1800 Sandy Lake Road And The Vicinity Of The Northeast Corner Of President George Bush Turnpike And Sandy Lake Road. Case No. PLTRA 2025-100 Southwest Nursery's Transportation Thoroughfare Plan Amendment.**

Loren Shapiro, Planning Manager, presented this item. He provided a diagram of the future expansion of Capital Parkway from Lunda Road to Dickerson Parkway, as it is currently included in the City's Comprehensive Plan and as it relates to the applicant's private property – which is Southwest Nursery and the former Sandy Lake Park. He added that the Transportation Plan, as part of the Comprehensive Plan, was originally created in 1982 and updated in 2003. He reviewed the text of the Transportation Plan's Goals, Objectives, and Policies that guide changes to the Plan.

Mr. Shapiro advised that the applicant is proposing to have the segment of Capital Parkway that crosses his property removed from the Comprehensive Plan. He noted that a traffic study was requested from the applicant to provide insight as to how this proposed change would impact roadways in the surrounding area and that information was not received. He said that staff does not support removing the Capital Parkway section due to the information not being received, resulting in staff not being able

to properly evaluate such a change to the Plan as is required by policy. Mr. Shapiro added that the Planning and Zoning Commission did not recommend approval.

Extensive discussion followed with Jonathan Wheat, Director of Engineering, and Mr. Shapiro answering Council's questions. Discussion included potential future development in the area, amount of usable land (due to flood plain), and future plans for Jackson Road (as shown on the Transportation Plan).

Applicant, Steve Tabor, Southwest Nursery, 220 Sandy Lake Road, Carrollton, addressed the Council. He stated that he began discussions with City staff in 2019 for a solution to avoid Capital Parkway from crossing his land (Sandy Lake Park property) at the location illustrated in the Comprehensive Plan. He advised that a Traffic Impact Study was submitted to the City. He spoke of the viability of the land as it relates to future development, the cost of an elevated roadway, and an alternate route he proposed that would move Capital Parkway 590 to the east. He stated that the impact to surrounding roadways was evaluated by outside engineering consultants and they agreed that the impact of removing the section of Capital Parkway to not be detrimental to the area traffic. Mr. Tabor further explained that if he could move his nursery from its current site to the Sandy Lake Park site, he would redevelop the nursery site to a mixed use development that would better serve the City of Carrollton.

Engineering Consultant, Josh Smith, 33 Dallas Parkway, and Douglas Arnold representing Kimley-Horn were available for questions and described what their scope of services were in evaluating the project and its effect on area roadways.

In response to Council's questions, Mr. Shapiro stated that this item is to consider only removing Capital Parkway from the Applicant's land; to consider an alternate route would require a new application.

Mayor Babick opened the public hearing. The following individuals spoke in favor of approving this item:

Suzanna Dooling (address on file)  
Adam Poulter (no address given)  
Jeff Barnell, 1601 E. Sandy Lake Park Rd.

Submitting a card in favor but not wishing to speak: Terry Wright

Mayor Babick closed the public hearing.

Several council members offered closing remarks regarding this item.

**Councilmember Richard Fleming moved to approve; second by Councilmember Carpenter. The motion was approved with a 6-1 vote. (Watters voted in opposition.)**

- 15. Hold A Public Hearing To Consider An Ordinance Of The City Council Of The City Of Carrollton, Texas, Amending Ordinance Number 1470, Otherwise Known As The Comprehensive Zoning Ordinance, By Amending Article VII. Single-Family Residential District To Amend The Dimensions For Carports. Case No. PLZT 2025-108 CZO Carport Amendment.**

Loren Shapiro, Planning Manager, presented this item. He advised that this is a proposed text amendment to update the ordinance regulations regarding single-family residential carport sizes. He reviewed that recently a resident spoke at a Council meeting with concerns that he was unable to build a carport the width of his three-car garage. Staff reviewed the current regulations which state the maximum size of 24 x 24 feet, and are recommending the ordinance be updated to increase the allowable size to 24 x 32 feet. He advised that the Redevelopment Committee and the Planning and Zoning Commission have reviewed this proposal. Additionally, staff is recommending that should a resident desire to install a carport larger than the proposed 24 x 32 feet, the Board of Adjustment could hear a variance request.

Deputy Mayor Pro Tem Palomo expressed her appreciation to staff for their response to the resident's concerns.

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

**Councilmember Carpenter moved to approve; second by Councilmember Palacios. The motion was approved unanimously with a vote of 7-0.**

#### **OTHER BUSINESS**

16. **Consider Setting The Proposed Property Tax Rate For Tax Year 2025, Setting The Public Hearings For The Proposed Tax Rate And The Proposed Fiscal Year 2026 Budget On The City Council Meeting Agenda For 7 p.m. On September 9, 2025, And Placing Consideration For Approval Of The Proposed Tax Rate And Budget On City Council Meeting Agenda For 7 p.m. On September 9, 2025.**

**Councilmember Carpenter made the motion as follows:**

**“Motion to set the proposed property tax rate for tax year 2025 at 53.875 cents per \$100 of valuation; setting the public hearing for the proposed tax rate in the proposed fiscal year 2026 budget on the City Council meeting agenda for 7 p.m. on September 9, 2025 and placing consideration for approval of the proposed tax rate and budget on the City Council meeting agenda for 7 p.m. on September 9, 2025.”**

**Mayor Pro Tem Axberg seconded the motion. The motion was approved unanimously with a vote of 7-0.**

#### **PUBLIC FORUM**

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

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or

signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Mayor Babick opened the public forum.

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

*The Regular Meeting concluded at 9:16 p.m. Mayor Babick then continued Worksession Item 5 at 9:25 p.m. Worksession concluded at 10:40 p.m.*

*Executive Session reconvened at 10:41 p.m. until 11:34 p.m. No action was taken as a result of Executive Session.*

**ADJOURNMENT** - Mayor Babick adjourned the meeting at 11:34 p.m.

**ATTEST:**

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

\_\_\_\_\_  
Steve Babick, Mayor





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 7381

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** \*15.

**CC MEETING:** September 23, 2025

**DATE:** September 12, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider **Approval Of The August 19, 2025 Regular Meeting Minutes.**

**CARROLLTON CITY COUNCIL  
REGULAR MEETING AND WORKSESSION  
AUGUST 19, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, August 19, 2025 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Christopher Axberg, Deputy Mayor Pro Tem Daisy Palomo, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Richard Fleming, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

**5:45 P.M. – COUNCIL BRIEFING ROOM**

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

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

**1. Receive information and discuss Agenda.**

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

*Worksession Item 4 followed Item 1.*

*Following Worksession Item 7 the Executive Session was convened.*

2. Council convened into Executive Session at 8:20 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 Disciplinary Rules of Professional Conduct regarding confidential communication with the City Council.
  - **Section 551.074** to discuss personnel matters
    - Annual Review of City Manager
3. Council reconvened in Open Session at approximately 11:00p.m. to consider action, if any, on matters discussed in the Executive Session. *No action taken.*

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

**4. Discuss Fiscal Year 2026 Capital Improvements Plan Advisory Committee (CIPAC) Capital Project Recommendations.**

Karim Ali, Chair of the CIPAC Committee, provided the Committee's recommendations for funding considerations as follows:

- 1) Residential streetlights
- 2) Alleys
- 3) Sidewalks
- 4) Trails
- 5) Public Safety



6) Corridors and Access

Mayor Babick expressed his appreciation to CIPAC for their work on this list, adding that the items will be finalized during this meeting.

**5. Discuss Fiscal Year 2026 Funding Recommendations Of The Community Service Committee.**

Community Service Committee Chair Nancy Cline advised that the Committee met on April 1<sup>st</sup> to update the policies. She stated that 20 grant applications have been received and on June 10<sup>th</sup>, the applicants had an opportunity to present their requests to the Committee. Councilmember Cline noted that Metrocrest Services and Children's Advocacy Center were not included in this group as the Council typically provides separate funding for those services.

Councilmember Cline stated that on June 17<sup>th</sup> the Committee met and finalized the recommendations for funding as well as for "In-Kind" services in the policy. A summary of the final recommendations was provided to Council members. She noted an exception to the policy for the Downtown Carrollton Association related to Gazebo rentals, adding it has been increased to two (2) per year. She also acknowledged staff's assistance in organizing the applications and setting up the appointments with the applicants.

Discussion followed as to Denton County MHMR's funding request and the service they may provide. It was noted that they received federal funding cuts. Pending further information, a grant is not recommended at this time. The Mayor recommended Public Safety review the request.

**6. Discuss Fiscal Year 2026 Proposed Budget, Tax Rate And Fee Changes.**

Melissa Everett, Director of Finance, provided an update following discussions at the last meeting. She advised that following the award of the janitorial contract, \$192,000 is available in the budget, along with an additional \$36,740. She said that \$228,740 is available on a recurring basis and requested direction from Council on whether to allocate the funds to Contingency Reserve or lower allocation costs in the General Fund, allowing budgetary options. She provided some examples of ATBs that could be funded and stated that an additional .25% raise for employees or an increase in the tax rate cut from .125% to .20% could be chosen. Ms. Everett also reviewed changes to the fee schedule. Rate increases for solid waste were discussed as well as credit card usage fees.

Ms. Everett also briefed the Council on Financial Policy updates that include the following:

- Solid Waste Fund Balance Requirement is \$500,000, and added Debt Fund Requirement
- Legislative change: Bid & Contract Threshold authorization to \$100,000
- Legislative Special Session- SB10 changes property tax cap for Maintenance & Operations to 2.5 (from 3.5%) (Senate adopted; House did not; for FYI only)

At this time, Council and staff continued their review of ATBs (Additions to Base) under consideration. This review began during the August 5<sup>th</sup> Worksession. Updated details were provided by Department Directors from the Library and Parks and Recreation.

*Mayor Babick recessed the Worksession at this time to convene the Regular Meeting.*

*At the conclusion of the Regular Meeting, the Worksession was reconvened.*

An updated presentation was provided from the Workforce Services Director, Samantha Dean. Discussion followed regarding Library upgrades, additional Parks staff and recurring expenses, and employee raises.

After Council consensus on the above items, Mayor Babick advised that the final budget will be adopted at the first meeting in September.

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

Council reviewed their recent activities and upcoming events.

*Worksession concluded at 8:20 p.m.*

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

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

**INVOCATION** – Councilmember Nancy Cline

**PLEDGE OF ALLEGIANCE** – Councilmember Jason Carpenter

**PUBLIC COMMENT**

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

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

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

**CONSENT AGENDA**

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

**Councilmember Cline moved to approve Consent Agenda Items 9-20; second by Councilmember Palacios. The motion was approved with a unanimous 7-0 vote.**

**MINUTES**

- \*9. Consider Approval Of The July 22, 2025 Regular Meeting Minutes.**
- \*10. Consider Approval Of The July 25-26, 2025 Strategic Retreat Minutes.**

**BIDS & PURCHASES**

- \*11. Consider Approval Of The Purchase And Installation Of New Service Desks And Cabinets At The Hebron and Josey Library From My Unique Office Through The Buy-Board Purchasing Cooperative In An Amount Not To Exceed \$126,996.00.**

**CONTRACTS & AGREEMENTS**

- \*12. Consider Authorizing The City Manager To Enter Into An Agreement With Republic Services, Inc. Pursuant To RFP #25-002 For Solid Waste and Recycling Services In An Amount Not To Exceed \$15,007,943.00 Annually, For A Total Five-Year Contract Amount Not To Exceed \$68,602,936.00.**
- \*13. Consider Authorizing The City Manager To Enter Into An Agreement For The Purchase And Installation Of Cardio Equipment And Weight Equipment From Comm-Fit For The Crosby Recreation Center, Rosemeade Recreation Center, And Senior Center Through An Inter-Local Agreement With Buy-Board In An Amount Not To Exceed \$269,295.22.**
- \*14. Consider Authorizing The City Manager To Enter Into An Agreement With Andrews Building Services, LLC Pursuant To RFP #25-009 For Citywide Janitorial Services In An Amount Not To Exceed \$764,831.00 For The First Year And For An 8-Year Total Amount Not To Exceed \$6,773,735.00.**
- \*15. Consider Authorizing The City Manager To Approve A Contract With JonesCo General Contractors, LLC For The Detention Center Renovations Project In An Amount Not To Exceed \$2,736,523.00.**

**ORDINANCES**

- \*16. Consider An Ordinance Amending Title V, Chapter 50 Solid Waste And Recycling Of The City Of Carrollton Code Of Ordinances By Adopting Revisions Related To Solid Waste And Recycling Collection Services; Providing For Penalty.**

**RESOLUTIONS**

- \*17. Consider A Resolution Accepting The Investment Officer's Quarterly Report For Third Quarter Ended June 30, 2025.**
- \*18. Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With UEP, Inc. Establishing A Program Of Grants To The Company For Its Expansion At 2323 McDaniel Drive, In Amounts Equal To Fifty Percent (50%) Of Taxes Paid To The City On The Assessed New Value Of Real**

**Property And Business And Personal Property For A Maximum Term Of Two (2) Five (5) Year Terms, Not To Exceed Seven Hundred Ninety-Eight Thousand And Five Hundred Four Dollars (\$798,504) In Phase 1 And Not To Exceed Four Hundred Thirty-Three Thousand And One Hundred Ninety-Nine Dollars (\$433,199) In Phase 2.**

- \*19. Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With AER Manufacturing, LP Establishing A Program Of Grants To The Company For Its Expansion At 3405 Wiley Post Road, In Amounts Equal To Fifty Percent (50%) Of Taxes Paid To The City On The Assessed New Value Of Real Property And Business And Personal Property For A Maximum Term Of Five (5) Years, For A Total Incentive Amount Not To Exceed \$277,663.**
- \*20. Consider A Resolution Of The City Council Of The City Of Carrollton, Texas Suspending The September 17, 2025 Effective Date Of Coserv Gas, Ltd. To Implement Interim Grip Rate Adjustments For Gas Utility Investment In 2024 To Permit The City Time To Study The Request And Take Appropriate Action; Finding That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law; And Requiring Notice Of This Resolution To The Company And The City's Legal Counsel.**

## **PUBLIC FORUM**

- 21. 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.

Jin Lim, 1200 Tappan Cir.: Spoke regarding his new business in Carrollton.

Richard Husek, 3300 Luallen Dr.: Spoke regarding traffic concerns near Peters Colony Elementary

Adam Polter, 4180 Creekhollow Dr: Spoke regarding the recent meeting with CIPAC that he attended, the CIPAC recommendations, and the information provided.

Todd Smith, 1605 Surveyor Blvd: Spoke with appreciation on the economic incentive approved by Council for a local business.

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

*At 7:14 p.m. the Regular Meeting concluded. Mayor Babick continued with Worksession Item 6. Executive Session followed.*

**ADJOURNMENT** - Mayor Babick adjourned the meeting at 8:20 p.m.

**ATTEST:**

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

\_\_\_\_\_  
Steve Babick, Mayor





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7345

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*16.

**CC MEETING: September 23, 2025**

**DATE:** August 27, 2025

**TO:** Erin Rinehart, City Manager

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

**Consider Authorizing The City Manager To Enter Into An Agreement With Jackson Creek Mfg., Inc., Pursuant To BID #25-057 For The Purchase Of A Pet Adoption Trailer In An Amount Not To Exceed \$65,000.00 For A One-Time Purchase.**

### **BACKGROUND:**

This agreement will be utilized by the Animal Services Division of the Environmental Services Department to purchase a Pet Adoption Trailer for the City of Carrollton. The trailer will be used for transporting animals to public locations to facilitate adoption of pets from the City's animal shelter.

On August 13, 2025, the City issued BID #25-057 for a Pet Adoption Trailer. Bid notifications were posted online, and interested vendors were contacted, as well as advertisements placed in the Dallas Morning News. Three vendors submitted responses.

The Animal Services Department reviewed the submissions based on the lowest responsive and responsible vendor. The selected vendor is Jackson Creek Mfg., Inc., based on price and ability to meet the requirements of the City.

### **FINANCIAL IMPLICATIONS:**

The services on BID #25-057 will be purchased from budgeted funds for the cost center and amount as listed below.

<u><b>COST CENTER</b></u>	<u><b>LINE ITEM</b></u>	<u><b>BUDGET AMOUNT</b></u>
263001	68500	\$65,000.00

### **IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with the City Council's goals and objectives to manage infrastructure with fiduciary care.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council authorize the City Manager to enter into an agreement with Jackson Creek Mfg., Inc. pursuant to BID #25-057 for the purchase of a Pet Adoption Trailer in an amount not to exceed \$65,000.00 for a one-time purchase.



<b>Event Number</b>	BID #25-057	<b>Organization</b>	City of Carrollton Purchasing
<b>Event Title</b>	Pet Adoption Trailer	<b>Workgroup</b>	Purchasing
<b>Event Description</b>	The City of Carrollton is soliciting SEALED B	<b>Event Owner</b>	Julie Ketterer
<b>Event Type</b>	Low Bid	<b>Email</b>	Julie.Ketterer@cityofcarrollton.com
<b>Issue Date</b>	8/13/2025 10:00:06 AM (CT)	<b>Phone</b>	(972) 466-3105
<b>Close Date</b>	8/27/2025 01:00:00 PM (CT)	<b>Fax</b>	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Jackson Creek Mfg., Inc. (Brown	Denton	NC	8/13/2025 02:34:44 PM (CT)	1	\$63,512.50
Quality Vans & Specialty Vehicle	Tempe	AZ	8/27/2025 10:20:01 AM (CT)	1	\$108,770.00
JC ENTERPRISES	BAKERSFIELD	CA	8/27/2025 10:31:06 AM (CT)	1	\$175,000.00

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7367

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*17.

**CC MEETING: September 23, 2025**

**DATE:** September 8, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Samantha Dean, Workforce Services Director  
Chrystal Davis, ACM - Culture, Leisure & Support Services

**Consider Authorizing The City Manager To Execute A Change Order To The Contract With Recordables Inc. For Risk Management Software Pursuant To BID #24-062, Increasing The Contract By \$9,618.50 Annually, For A New Total Contract Amount Not To Exceed \$149,237.00.**

### **BACKGROUND:**

The City of Carrollton has an existing contract with Recordables Inc. to provide risk management software for claims management related to property and casualty and worker's compensation claims.

The proposed change order will provide adequate licenses to allow department managers and directors to access their own departmental claims information, allow for system configuration for claims to be broken out by department and increase accessibility by allowing electronic signatures on state-required forms directly in the system which will increase efficiencies in the current process.

The proposed change order increases the contract by 15% and includes a contingency to ensure we maintain service continuity.

### **FINANCIAL IMPLICATIONS:**

Funding is available in Cloud Software & Licenses account, account # 142001-61350, the Workforce Services account designated for risk management.

### **IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with the City Council's goal to leverage technology to improve our effectiveness and efficiency.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends that City Council authorize the City Manager to execute a change order to the contract with Recordables Inc. for risk management software pursuant to BID #24-062, increasing the contract by \$9,618.50 annually for a new total contract amount not to exceed \$149,237.00.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7369

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*18.

**CC MEETING: September 23, 2025**

**DATE:** September 9, 2025

**TO:** Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Approve A Contract With Garret Shields Infrastructure, LLC For 2022 Miscellaneous Street Reconstruction (Cromwell Dr & Cemetery Hill Rd) Project In An Amount Not To Exceed \$4,244,054.00.**

### **BACKGROUND:**

This contract will provide for the reconstruction of two (2) streets: Cromwell Drive and Cemetery Hill Road (from Peters Colony to Rosemeade). The project consists of approximately 1,600 LF of residential street pavement, 2,650 LF of residential collector street pavement, 2,000 LF of water mains, and 850 LF of sanitary sewer mains.

The duration of construction is 365 calendar days. Construction will be performed such that all of the streets will not be under construction at one time. Project signs will be placed at the entrances to the subdivision while it is under construction. All residents will be notified in writing regarding the construction schedule prior to the start of construction. Also, a neighborhood meeting with the homeowners and the contractor will be held prior to construction. Additional handouts will be distributed as required during the project.

### **FINANCIAL IMPLICATIONS:**

Construction services for this project have been selected through Engineering Bid Number 2025-06 utilizing the Competitively Sealed Bid process in accordance with State Law. Twelve (12) bids were received on September 2, 2025. The low bid, in the amount of \$4,244,054.00, was submitted by Garret Shields Infrastructure, LLC. The Engineer's Estimate for the project was \$5,288,070.00. Garret Shields has not worked directly for the City of Carrollton but does have positive references from the City of Plano, North Richland Hills and Highland Village. Funding is available in Account Unit 854460 (Streets Consolidated).

With this neighborhood reconstruction staff recommends the inclusion of a construction contingency. The construction contingency provides an expedient manner to accommodate unforeseen costs and minor additions in work common in all construction projects. Examples include unexpected conditions discovered during construction, and changes to design that were not possible during plan generation. All charges against contingency must be supported by detailed pricing information and approved by the City through a formal change order. However, having advanced Council authorization ensures that work progress is not impeded. Typical construction contingencies for a project of this magnitude range from 2-5% of the total contract amount. The construction contingency for the 2022 Miscellaneous Street Reconstruction (Cromwell Dr & Cemetery Hill Rd) project is recommended at 5% (original contract amount) or \$212,000.

**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:

Sustaining quality of life - Improvements in the subdivision should improve the appearance of the neighborhood which should promote residents to provide better upkeep of properties in the neighborhood.

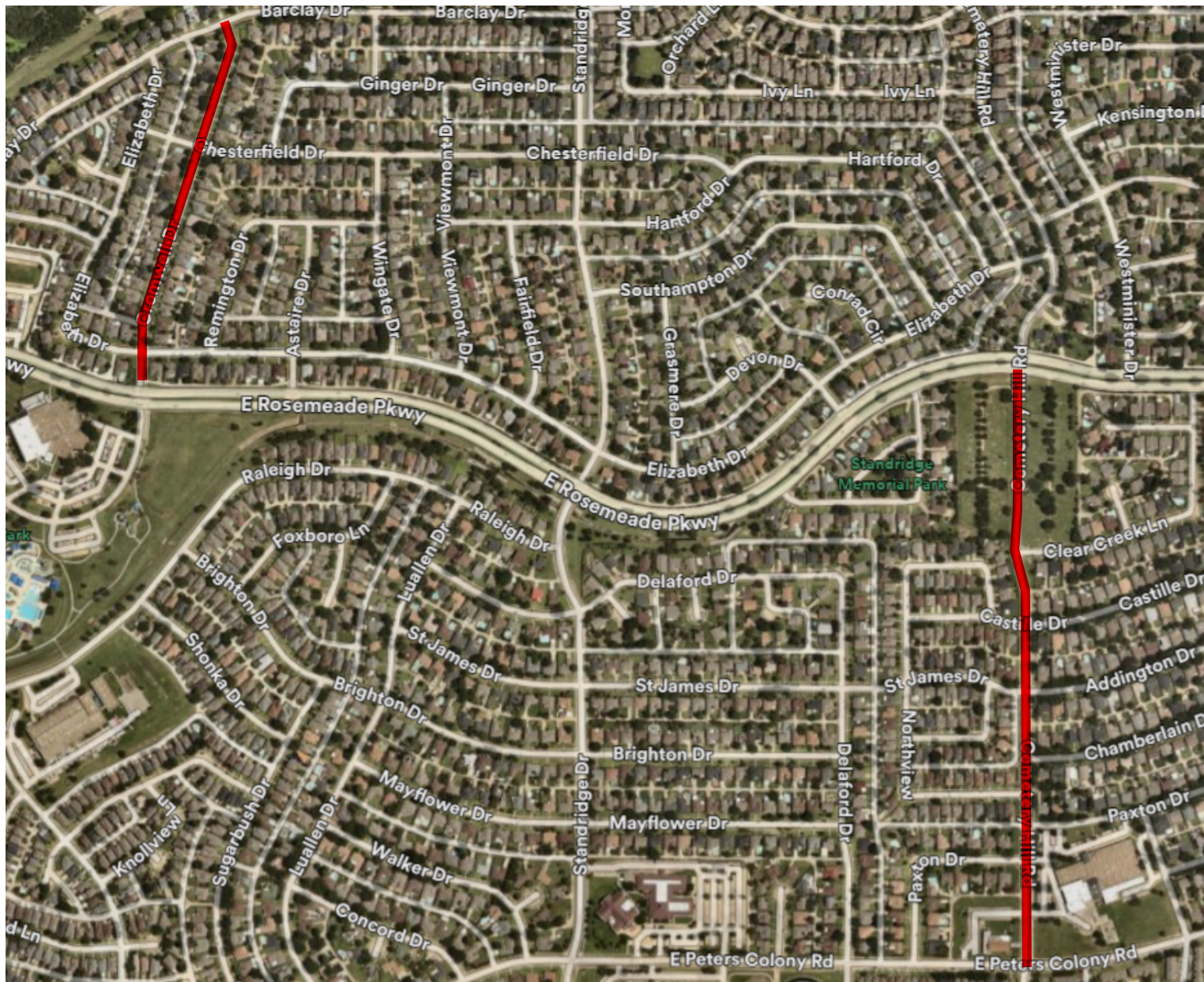
Sustaining day-to-day operations - The replacement of substandard street pavement, water and sewer lines should reduce the need for non-scheduled or emergency repairs.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends award of the construction contract for the 2022 Miscellaneous Street Reconstruction (Cromwell Dr & Cemetery Hill Rd) Project to Garret Shields Infrastructure, LLC in the amount of \$4,456,054.00 (\$4,244,054.00.00 original proposal and \$212,000 (5%) construction contingency).



Attachment A: Location Map



<b>Event Number</b>	ENG2025-06 Addendum 1	<b>Organization</b>	City of Carrollton Purchasing
<b>Event Title</b>	2022 MISCELLANEOUS STREET RECONSTRU	<b>Workgroup</b>	Engineering
<b>Event Description</b>	Improvement limits are Cemetery Hill Road	<b>Event Owner</b>	Allison Avalos
<b>Event Type</b>	Low Bid	<b>Email</b>	allison.avalos@cityofcarrollton.com
<b>Issue Date</b>	8/12/2025 07:30:02 AM (CT)	<b>Phone</b>	
<b>Close Date</b>	9/2/2025 11:00:00 AM (CT)	<b>Fax</b>	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Garret Shields Infrastructure	Garland	TX	9/2/2025 09:19:25 AM (CT)	69	\$ 4,244,054.00
3D Paving & Contracting Llc	coppell	TX	9/2/2025 10:04:47 AM (CT)	69	\$ 4,400,567.00
Apple Pavement Services	Dallas	TX	9/1/2025 11:04:52 PM (CT)	69	\$ 4,548,275.65
La Banda LLC	Dallas, TX	TX	9/2/2025 09:56:16 AM (CT)	69	\$ 4,442,403.00
ICOS Management LLC	FRISCO	TX	8/29/2025 01:27:33 PM (CT)	69	\$ 4,511,842.00
IRON T CONSTRUCTION INC.	MELISSA	TX	9/1/2025 05:59:58 PM (CT)	69	\$ 4,659,696.00
JESKE CONSTRUCTION COMPAN	DALLAS	TX	9/2/2025 09:35:41 AM (CT)	67	\$ 5,299,313.00
J&L Construction, LLC.	Denton	TX	9/2/2025 10:59:18 AM (CT)	69	\$ 6,789,714.00
McMahon Contracting L.P.	Grand Prairie	TX	9/2/2025 09:57:12 AM (CT)	69	\$ 4,425,625.41
Estrada Concrete Company LLC	Hutchins	TX	9/2/2025 09:35:03 AM (CT)	69	\$ 4,481,976.00
Axis Contracting, Inc.	Dallas	TX	9/2/2025 10:46:37 AM (CT)	69	\$ 5,213,016.73
Tiseo Paving Company	Dallas	TX	9/2/2025 10:18:36 AM (CT)	69	\$ 5,296,635.90

Rejected

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7370

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*19.

**CC MEETING: September 23, 2025**

**DATE:** September 10, 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 B & E Concrete Paving, LLC Pursuant To BID #25-052 For Collector Street Panel Replacement In An Amount Not To Exceed \$2,000,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$6,000,000.00.**

### **BACKGROUND:**

This contract will primarily focus on selected concrete panel replacements on streets with collector and industrial classifications and with a pavement condition index (PCI) rating of 55 to 80. Streets with these ratings typically do not require complete replacement, and the panel replacements will extend the street's useful life by 15 to 20 years.

On August 18, 2025, the City issued BID #25-052 for collector street panel replacements. Bid notifications were posted online, and interested vendors were contacted, as well as advertisements placed in the Dallas Morning News. Twelve vendors submitted a response.

### **FINANCIAL IMPLICATIONS:**

The services on BID #25-052 will be purchased from budgeted funds from the cost center and in the amount listed below.

<u>ACCOUNTING UNIT</u>	<u>ACTIVITY NUMBER</u>	<u>BUDGET AMOUNT</u>
854460 - Streets Consolidated	119020499	\$2,000,000.00

### **IMPACT ON COMMUNITY SUSTAINABILITY:**

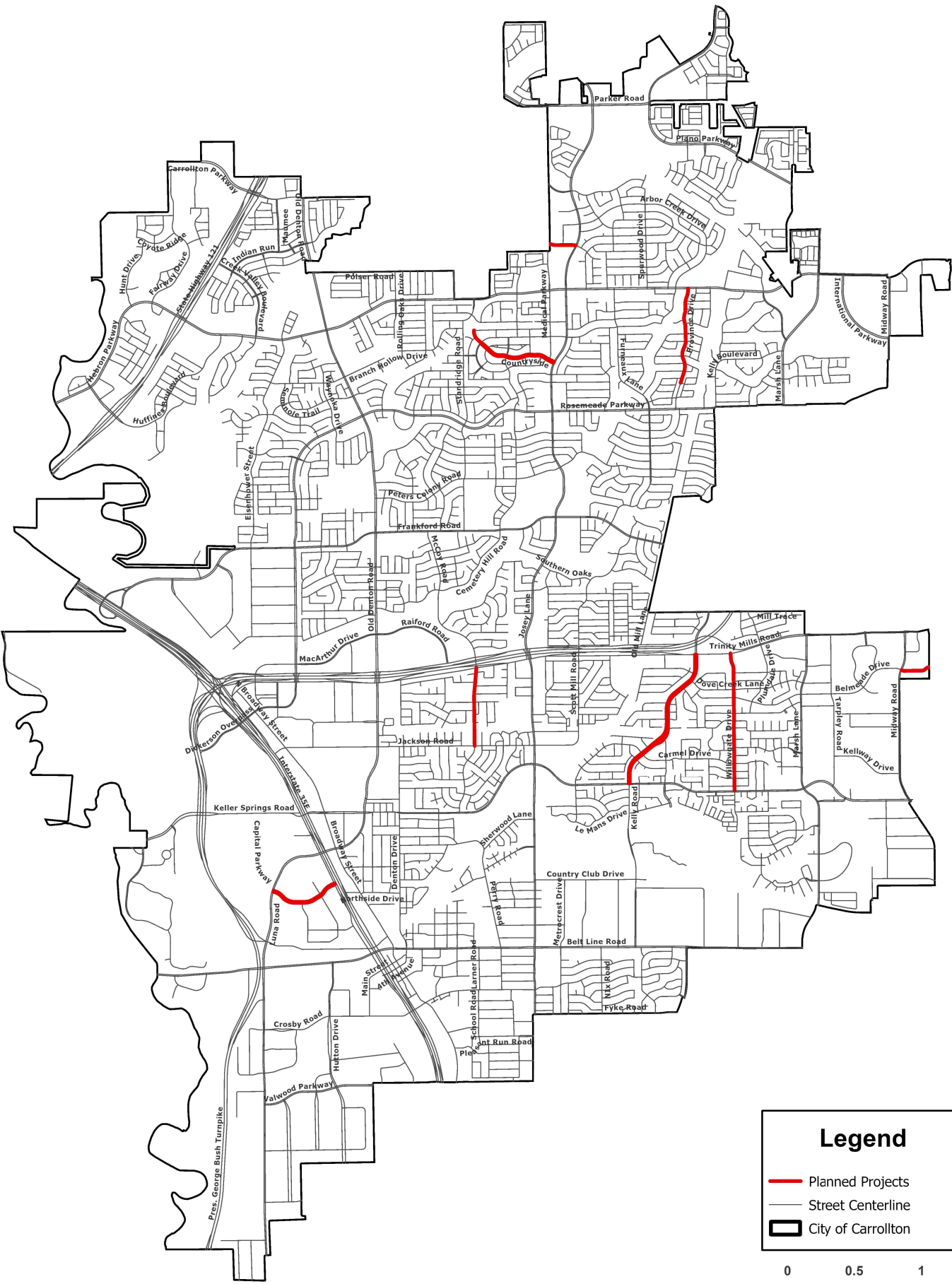
This project supports and aligns with the City Council's goals and objectives to manage infrastructure with fiduciary care.

**STAFF RECOMMENDATION/ACTION DESIRED:**




Staff recommends that City Council authorize the City Manager to enter into an agreement with B & E Concrete Paving, LLC pursuant to BID #25-052 for Collector Street Panel Replacement in an amount not to exceed \$2,000,000.00 annually, for a total three-year contract amount not to exceed \$6,000,000.00.

# Collector Street Program

Price Agreement 25-052



**Legend**

-  Planned Projects
-  Street Centerline
-  City of Carrollton



<b>Event Number</b>	BID #25-052 Addendum 2	<b>Organization</b>	City of Carrollton Purchasing
<b>Event Title</b>	Collector Street Panel Replacement	<b>Workgroup</b>	Purchasing
<b>Event Description</b>	The City of Carrollton is soliciting sealed bids	<b>Event Owner</b>	Priscilla Gonzalez
<b>Event Type</b>	Low Bid	<b>Email</b>	priscillaA.gonzalez@cityofcarrollton.com
<b>Issue Date</b>	8/18/2025 10:00:02 AM (CT)	<b>Phone</b>	(972) 466-3384
<b>Close Date</b>	9/4/2025 03:00:00 PM (CT)	<b>Fax</b>	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
B & E CONCRETE PAVING LLC	FRISCO	TX	9/3/2025 04:35:24 PM (CT)	20	\$2,215,200.00
Vernara	Dallas	TX	9/4/2025 02:57:04 PM (CT)	20	\$2,343,900.00
HD Way Concrete Service, LLC	Grand Prairie	TX	9/1/2025 03:27:41 AM (CT)	20	\$2,471,400.00
R&A Legacy Construction LLC	fort worth	TX	9/4/2025 11:45:13 AM (CT)	20	\$2,494,000.00
SAZ Global Inc.	DALLAS	TX	9/4/2025 11:42:21 AM (CT)	20	\$2,588,900.00
BCR2, LLC	Fairview	TX	9/4/2025 02:11:44 PM (CT)	20	\$2,643,100.00
Garret Shields Infrastructure	Garland	TX	9/4/2025 08:33:01 AM (CT)	20	\$2,955,000.00
CAM-CRETE CONTRACTING INC	cedar hill	TX	9/4/2025 09:13:50 AM (CT)	20	\$2,955,500.00
CI Pavement (Alderink Enterprises,	Grand Prairie	TX	9/3/2025 03:13:33 PM (CT)	20	\$3,114,900.00
HQS Construction, LLC	Plano	TX	9/3/2025 02:19:51 PM (CT)	20	\$3,247,500.00
Axis Contracting, Inc.	Dallas	TX	9/4/2025 11:30:40 AM (CT)	20	\$3,594,100.00
GRod Construction LLC	Boyd	TX	9/3/2025 03:06:54 PM (CT)	20	\$4,431,400.00

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7371

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*20.

**CC MEETING: September 23, 2025**

**DATE:** September 10, 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 Ratliff Hardscape, Ltd. Pursuant To BID #25-053 For Brick Screening Wall And Retaining Wall Facades Repairs In An Amount Not To Exceed \$200,000.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$600,000.00.**

### **BACKGROUND:**

The service and materials to be purchased from this annual contract will include repairs and/or replacements to the brick screening walls and retaining walls that are maintained by the City.

On August 25, 2025, the City issued BID #25-053 for Brick Screening Wall and Retaining Wall Facades Repairs. Bid notifications were posted online, and interested vendors were contacted, as well as advertisements placed in the Dallas Morning News. Four vendors submitted responses.

The Public Works Department reviewed the submissions based on the lowest responsive and responsible vendor. The selected vendor is Ratliff Hardscape, Ltd. based on price and ability to meet the requirements of the City, including several previously successful projects and contracts for the City of Carrollton.

### **FINANCIAL IMPLICATIONS:**

The services on BID #25-053 will be purchased from budgeted funds from the cost center and in the amount listed below.

<u>ACCOUNTING UNIT</u>	<u>ACTIVITY NUMBER</u>	<u>BUDGET AMOUNT</u>
854460 - Streets Consolidated	113190499	\$200,000.00

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with the City Council's goals and objectives to manage infrastructure with fiduciary care.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council authorize the City Manager to enter into an agreement with Ratliff Hardscape, Ltd. pursuant to BID #25-053 for Brick Screening Wall and Retaining Wall Facades Repairs in an amount not to exceed \$200,000.00 annually, for a total three-year contract amount not to exceed \$600,000.00.

<b>Event Number</b>	BID #25-053	<b>Organization</b>	City of Carrollton Purchasing
<b>Event Title</b>	Brick Screening Wall & Retaining Wall Facade	<b>Workgroup</b>	Purchasing
<b>Event Description</b>	The City of Carrollton is soliciting sealed bids	<b>Event Owner</b>	Priscilla Ann Gonzalez
<b>Event Type</b>	Low Bid	<b>Email</b>	priscillaA.gonzalez@cityofcarrollton.com
<b>Issue Date</b>	8/25/2025 10:00:03 AM (CT)	<b>Phone</b>	(972) 466-3384
<b>Close Date</b>	9/10/2025 03:00:00 PM (CT)	<b>Fax</b>	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Ratliff Hardscape, Ltd	Lewisville	TX	9/10/2025 10:04:30 AM (CT)	10	\$2,262.00
Concord Commercial Services, Inc.	Balch Springs	TX	9/10/2025 01:58:09 PM (CT)	10	\$2,928.15
Gomez Floor Covering, Inc.	Dallas	TX	9/10/2025 10:21:23 AM (CT)	10	\$3,504.00
AMBERCREST CONSTRUCTION	Dallas	TX	9/9/2025 03:28:18 PM (CT)	10	\$4,338.00

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**







# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7372

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*21.

**CC MEETING: September 23, 2025**

**DATE:** September 8, 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 Roadway Asset Services, LLC Through An Interlocal Agreement With HGACBuy For Paving And Asset Management Services To Perform A Citywide Sidewalk Condition Assessment Survey In An Amount Not To Exceed \$597,700.00.**

### **BACKGROUND:**

This contract will be utilized by the Public Works Department to perform a Citywide sidewalk condition assessment survey of all City maintained sidewalks and pedestrian curb ramps located within all street rights-of-way in the City. Sidewalk and ramp assessment surveys are performed to identify barriers to accessibility, ensuring compliance with legal standards like the Americans With Disabilities Act (ADA) and the Public Right-of-Way Accessibility Guidelines (PROWAG). The work will consist of collecting data on approximately 700 miles of sidewalk and 8,400 pedestrian curb ramps to provide a sidewalk, ramp and obstruction inventory in the form of a GIS geodatabase to be delivered to the City. Imagery of all sidewalks, distresses, ramps and obstructions will also be included in the geodatabase.

### **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>
854201 - Neighborhood Partnership	100750299	\$597,700.00

### **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 Roadway Asset Services LLC through an interlocal agreement with HGACBuy for paving and asset management services to perform a citywide sidewalk condition assessment survey in an amount not to exceed \$597,700.00.

## Attachment A

### Scope of Work: Detailed Sidewalk Condition Assessment

#### Section I – Scope of Work Description:

Roadway Asset Services, LLC (RAS) understands that the City of Carrollton desires to conduct a condition assessment of all City maintained sidewalks and pedestrian curb ramps. This scope of work defines network-level data collection, which covers approximately 700 linear miles of sidewalk and 8,400 pedestrian curb ramps within the City's public right-of-way. The RAS team retains a fleet of 13 sidewalk collection vehicles and can also lease additional units from strategic business partners (such as Cole & Associates) should capacity and collection timing require it. RAS will post-process GPS data and imagery/video photolog's to perform the attribute extraction and condition assessment as outlined in this scope of work.

The CONSULTANT (Roadway Asset Services, LLC.) shall provide the following services to the OWNER (City Carrollton, TX):

- Project Management and Status Meetings
- Project Initiation, Administration, & Existing Geodatabase Review
- GIS sidewalk linework adoption
- Missing sidewalks/ramp review using aerial photography
- Sidewalk Imagery Field Collection
- Sidewalk, Ramp, & Obstruction Attribution
- Quality Control Plan
- Onsite RAS Attribution Validation
- Sidewalk Condition Index (SCI) 0-100 Rating

#### Section II – Project Tasks and Deliverables:

##### Task 1 – Project Initiation, Sidewalk Centerline Review, & PM

###### **1.1 Project Initiation**

CONSULTANT will review the OWNER's existing sidewalk GIS inventory for use and adoption in this project. After an initial review, CONSULTANT will conduct the Kickoff Meeting to discuss the GIS files, requirements/considerations, deliverable formats, and additional data needed by CONSULTANT for preparation and project administration. During the kickoff meeting, CONSULTANT will review the scope with the OWNER's team by presenting a project schedule and fees, identify tasks and milestones, review the methodology utilized, review the detailed quality assurance/quality control (QA/QC) plan, suggest a schedule for biweekly progress meetings, and discuss goals for the project. In addition, team members will also determine a pilot area of approximately 1 to 2 miles for collection and review of all deliverables by OWNER Staff. CONSULTANT will also obtain a collection letter on City letterhead for field crew use and determine areas that require special timing for collection due to festivals or events.

Project communication protocol, documentation, accounting methodologies, and data format will be confirmed during the meeting.

## **1.2 Project Management**

CONSULTANT will provide project management for the duration of the project, including data research and assessment as required, preparing progress and schedule updates. CONSULTANT will schedule bi-weekly meetings to ensure all stakeholders are informed on the project status.

## **1.3 Status Meetings & Updates**

Status meetings will be conducted over the duration of the project, including coordinating and attending virtual meetings with OWNER.

### **Task 1 Deliverables:**

1. The CONSULTANT will schedule a kick-off meeting, gain access to the sidewalk linework (GIS files), pedestrian curb ramp inventory, and deliver bi-weekly progress/schedule updates.

## **Task 2 – Sidewalk Inventory Adoption, Field Mapping, & Missing Sidewalk/Ramp**

CONSULTANT will adopt and consume the OWNER's most current aerial imagery for the development of a missing sidewalk segment. While the CONSULTANT will be adopting the existing sidewalk inventory a review will be completed to identify potential missing sidewalks that may be required for survey yet do not exist in the OWNER's sidewalk GIS layer. The newly developed sidewalk inventory and pedestrian curb ramp inventory will be configured for loading within the CONSULTANT's field routing and data processing software. Field collection route planning and load to the CONSULTANT's field mapping application for field crew's use with mobile survey vehicles, will be completed.

### **Sidewalk Inventory Development Sub-tasks:**

- OWNER to provide access to the existing sidewalks inventory and available aerial photography. CONSULTANT will link all field data to the OWNER's existing sidewalk line features for eventual Sidewalk Condition Index (SCI) calculation.
- Sidewalk segmentation will be discussed with OWNER's staff prior to initiation and at this time the scope does not include modifying the existing segmentation geometry. New sidewalks found during the missing sidewalk review will be digitized on an intersection-to-intersection basis. If the OWNER wishes to modify the segmentation, the scope will need to be modified accordingly.
- CONSULTANT will develop a pedestrian curb ramp inventory during the field surveys. Only ramps within the survey extents (adjoining to a sidewalk) will be inventoried and rated. Field capture will include imagery for post processing as well as a geographic point location and a single running slope measurement of the ramp feature itself (no slope measurement on the flare or landing).
- CONSULTANT will not survey areas of the street centerline where sidewalks are not present. The OWNER's available aerial imagery will be used to identify where sidewalks are present and where they are not. The core objective is to utilize the existing sidewalk inventory for routing and if the OWNER can supply GIS sidewalk line work for any newly constructed sidewalks that do not exist in the current aerial imagery, those can be added to the scope of work for survey.

### **Task 2 Deliverables:**

1. The CONSULTANT will adopt the OWNER's existing sidewalk feature class.
2. Missing sidewalks will be identified using the OWNER's available aerial photography.
3. CONSULTANT to configure the feature class for import into the field mapping and post-processing applications.

4. CONSULTANT to load the feature class into the field mapping and post-processing applications.
5. CONSULTANT and OWNER to confirm the field pilot locations for data verification.

### **Tasks 3 – Mobilization and Collect Sidewalk Network**

#### ***3.1 Collect Sidewalk Network***

CONSULTANT will mobilize a maximum of two (2) mobile data collection vehicles from the RAS fleet of 13 sidewalk vehicles or even lease additional equipment from our strategic business partner (Cole & Associates) depending on contract execution, timing, and capacity. The equipment will be utilized to acquire field imagery and IMU sensor data for the identification of sidewalk distress data and attributes in the post-processing phase of the scope. Sidewalk, ramp, and obstruction attribution will be performed in the field and verified using the high-definition video.

##### **Mobile Data Collection Vehicle Technology Includes:**

- Multiple cameras (minimum of forward and rear) for extraction, QC/QA and deliverable.
- Integrated IMU for roll/pitch/yaw raw measurements that will be post-processed into running/cross slope for sidewalks and ramps (physical ramp feature only).
- An integrated field map allows for GPS tracking by the operator and “fly-by” notes for any comments related to the field survey.



#### ***3.2 Quality Assurance and Quality Control and Field Verification***

##### ***Quality Assurance Step #1 – Field Pilot Study***

CONSULTANT to extract, process, and review sidewalk attribute data on a data set of approximately 1 to 2 miles with OWNER staff to ensure accuracy with the attribute definitions while completing full extraction network-wide. This Pilot Study will commence concurrently with the network-level survey tasks to ensure the timely completion of the project and reduce the need for multiple mobilizations.



### ***Quality Assurance Step #2 – Imagery & IMU Coverage Checks***

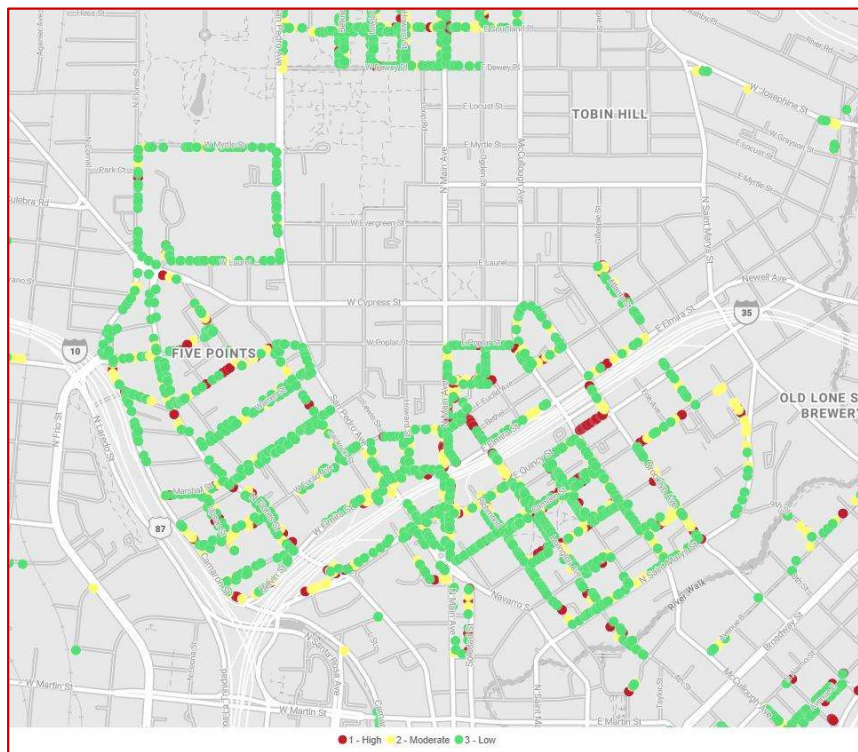
At the end of each data collection day, the CONSULTANT will confirm that field imagery and database attribution exists on all OWNER maintained sidewalks that were surveyed. If sidewalks are found to be missing imagery or attribution after this review, the GIS linework will be flagged for re-inspection prior to demobilization. The roll/pitch/yaw raw data will be confirmed to exist on all OWNER maintained sidewalks and ramps. If any sidewalk or ramp is missing readings from the IMU, it will be flagged for re-inspection.

### ***Quality Assurance Step #3 – Independent Technician Review***

The CONSULTANT will perform quality assurance and quality control on the completed dataset. This will include a technician/engineer review of up to 10% of the processed sidewalk imagery. If the review fails to identify systemic gaps in the inventory or attribution, QC will be completed. If the QC identifies gaps in the database attribution or systemic anomalies, additional QC will commence until the gaps are resolved.

### **Task 3 Deliverables:**

1. Completion, delivery, and review of the 1 to 2-mile field pilot deliverables with OWNER Staff.
2. CONSULTANT implementation and execution of the 10% QC/QA review of attribution.



## **Task 4 – Sidewalk, Ramp, & Obstruction Attribution from HD Imagery**

### ***4.1 Data Dictionary***

Fields used in the sidewalk, ramp, and obstruction feature class are discussed herein. The data dictionaries illustrated below were developed by the CONSULTANT and provided to the OWNER for scope of work development.

**City of Carrollton**  
**Detailed Sidewalk Condition Assessment**

Sidewalk			
Field Name	Data Type	Responses	Definition
RASSWID	Integer	Unique ID	Unique identifier for the asset
SW_GLOBALID	ESRI GUID	Unique ID	Stores the global asset ID from the GIS
StreetID	Integer	Unique ID	Stores the asset ID for the adjacent roadway
StreetName	Text	Variable	Name of predominant adjacent roadway
SCI	Integer	Calculated	The sidewalk condition index (0-100) calculated from distress rating matrix
ConstructionStyle	Text	Subtype	The primary method of construction/style of the sidewalk for the length being examined
		Mono Curb and Walk	The curb and sidewalk form one structure
		Stand Alone	There is no boulevard or curbing between the roadway structure and the sidewalk
		Boulevard Walk	The sidewalk has grass areas or landscaping on both sides
		Meandering	The sidewalk does not follow a straight line and may be both mono and boulevard
		Commercial	The sidewalk is very wide, reaching from the road to store-fronts or businesses
		Lead	The sidewalk is a short, perpendicular segment that connects the adjacent curb to the primary sidewalk
		Other	The sidewalk is some other type than those areas listed above
		No Sidewalk	County's legacy inventory shows sidewalk existence yet no sidewalk is present at this location
		N/A	Not Available, not rated
SurfaceType	Text	Subtype	The predominant construction material for the length of the sidewalk
		Concrete	The material used is concrete
		Stamped Concrete	The concrete surface has patterns impressed into it
		Exposed Aggregate	The concrete surface is exposed aggregate or combination of concrete and exposed aggregate
		Bricks or Pavers	The sidewalk is constructed of pavers or brick or a combination of pavers/brick and concrete
		Asphalt	The material used is asphalt
		Gravel	The material used is gravel, shale, or any crushed aggregate
		Other	The material is something other than those listed above
		No Sidewalk	County's legacy inventory shows sidewalk existence yet no sidewalk is present at this location
		N/A	Not Available, not rated
Width	Integer	Calculated	Measurement of sidewalk width in inches (+/- 6")
PassingSpace	Text	Subtype	Determines need for passing spaces based on the PROWAG sec. R302.3
		Not Needed	Sidewalk is at least 60 inches wide, or the length is less than 200 ft
		Sufficient	Adequately wide passing spaces are present at least every 200 ft
		Insufficient	No passing spaces are present, or inadequately wide, or spaced at an inadequate interval
		No Sidewalk	County's legacy inventory shows sidewalk existence yet no sidewalk is present at this location
		N/A	Not Available, not rated
CountVDModerate	Integer	Variable	Number of locations with moderate vertical discontinuities per segment
CountVDSevere	Integer	Variable	Number of locations with severe vertical discontinuities per segment
CountHDLow	Integer	Variable	Number of locations with low severity horizontal displacements per segment
CountHDModerate	Integer	Variable	Number of locations with moderate severity horizontal displacements per segment
CountHDSevere	Integer	Variable	Number of locations with severe severity horizontal displacements per segment
CountXSModerate	Integer	Variable	Number of locations with moderately excessive cross slope per segment
CountXSSevere	Integer	Variable	Number of locations with severely excessive cross slope per segment
CountGradeModerate	Integer	Variable	Number of locations with moderately excessive grade per segment
CountGradeSevere	Integer	Variable	Number of locations with severely excessive grade per segment
CountObsLow	Integer	Variable	Number of locations with minor obstructions per segment
CountObsModerate	Integer	Variable	Number of locations with moderate obstructions per segment
CountObsSevere	Integer	Variable	Number of locations with severe obstructions per segment
RRXPresence	Text	Subtype	Railroad crossing present along segment
		Yes	There is a railroad crossing present along the segment
		No	There is not a railroad crossing present along the segment
		No Sidewalk	County's legacy inventory shows sidewalk existence yet no sidewalk is present at this location
		N/A	Not Available, not rated
Length	Integer	Calculated	GIS length of sidewalk segment in feet
SurveyDate	Date	Variable	Data collection date
Comments	Text	Variable	General comments about the asset

**City of Carrollton**  
**Detailed Sidewalk Condition Assessment**

Obstructions			
Field Name	Data Type	Responses	Definition
RASOBID	Integer	Unique ID	Unique identifier for the asset
RASSWID	Integer	Unique ID	The RAS identifier of the parent sidewalk segment
SW_GLOBALID	ESRI GUID	Global ID	Stores the parent sidewalk asset global ID
OBS_GLOBALID	ESRI GUID	Global ID	The global ID of the obstruction observation
StreetID	Integer	Unique ID	Stores the asset ID for the adjacent roadway
StreetName	Text	Variable	Name of predominant adjacent roadway
ObstructionType	Text	Subtype	Type of obstruction reducing width or clearance
		Sign Pole or Post	Any sign support
		Utility Box / Cabinet	Any type of utility such as a control box, cabinet or underground access
		Manhole	Any type of manhole cover protruding above surface of sidewalk
		Light Standard	Any street light standard, davit or pole
		Traffic Signal	Any traffic signal or ped head support, standard, davit or pole
		Power Pole	Any power pole, standard, davit or stay
		Street Furniture	Any bench, chair, bicycle rack, bench garbage receptacle, mailbox, basketball hoop or other fixture
		Bus Stop Shelter	Any type of bus stop shelter or shade structure
		Tree / Vegetation	Any type of tree or planting, including overhanging branches
		Guy Wire / Support	Any type of guy wire, suspension wire or support
		Grating	Any in-ground type of open grate that may trap a wheel - measure the clearance, not the grate
		Fire Hydrant	Any type of fire hydrant assembly
		Fence/Wall	Any type of fencing material
		Other	All other obstructions not listed above
ObstructionSeverity	Text	Subtype	The approximate impact of the obstruction to the overall sidewalk width or clearance
		Low	The obstruction impacts 20-30% of the pedestrian path of travel
		Moderate	The obstruction impacts 30-50% of the pedestrian path of travel
		Severe	The obstruction impacts >=50% of the pedestrian path of travel
SurveyDate	Date	Variable	Data collection date
ImageLink	Text	URL	Hyperlink to image of obstruction captured during data collection
Comments	Text	Variable	General comments about the asset



**City of Carrollton**  
**Detailed Sidewalk Condition Assessment**

Pedestrian Curb Ramps			
Field Name	Data Type	Responses	Definition
RID	Integer	Unique ID	Unique identifier for the asset
SWID	Integer	Unique ID	The SWID of the parent sidewalk segment
Street_Name	Text	Variable	Name of adjacent roadway
DetectableWarning	Text	Subtype	Determines presence and type of detectable warning feature
		Truncated Domes - Contrasting	The pedestrian ramp has a contrasting truncated dome plate
		Truncated Domes - Non-Contrasting	The pedestrian ramp has a non-contrasting truncated dome plate
		Texture	The pedestrian ramp has tinning or texturing at the entrance
		No Detectable Warning	The pedestrian ramp does not have a detectable warning feature
		N/A	Not Available, not rated
ObstructionsPresent	Text	Subtype	Confirms presence or lack of obstructions preventing or limiting pedestrian travel
		Yes	Obstructions were observed
		No	Obstructions were not observed
		N/A	Not Available, not rated
Running Slope	Text	Percentage Value	The measured running slope of the ramp run where applicable
Comments	Text	Variable	General comments about the asset
X	Double	Calculated	The longitude of the asset in desired coordinate system
Y	Double	Calculated	The latitude of the asset in desired coordinate system
Condition	Text	Subtype	The visual assessment of the surface condition of the ramp
		Good	Ramp appears to be in good condition
		Fair	Ramp appears to be in fair condition
		Poor	Ramp appears to be in poor condition
		N/A	Not Available, not rated
SurfaceType	Text	Subtype	The predominant construction material of the ramp
		Concrete	The material used is concrete
		Bricks or Pavers	The sidewalk is constructed of pavers or brick or a combination of pavers/brick and concrete
		Asphalt	The material used is asphalt
		N/A	Not Available, not rated
RampType	Text	Subtype	The predominant construction style of the ramp
		Perpendicular	The ramp entrance is perpendicular to the path of pedestrian travel
		Parallel	The ramp entrance is parallel to the pedestrian path of travel
		Blended	The ramp is part of a complex that lowers the level of the sidewalk to the grade of the street
		Cut-through	The feature is level and facilitates crossing through and island or median
		N/A	Not Available, not rated
RampOrientation	Text	Subtype	Assesses the alignment of the ramp with the crossing area
		Diagonal	The ramp serves two crossing directions and is not contained within the crossing area
		Aligned	The ramp entrance is perpendicular or parallel to the path of travel and contained within the crossing area
		Misaligned	The ramp entrance is perpendicular or parallel to the path of travel and <i>not</i> contained within the crossing area
		Directional	The ramp is oriented such that a straight line of travel is created with the receiving ramp
		N/A	Not Available, not rated
RampLocation	Text	Subtype	Where the ramp is located along a roadway
		Intersection	The ramp is located at an intersection
		Mid block	The ramp is located mid-block
		Island	The ramp is located on a traffic island or pedestrian refuge location
		Median	The ramp is located in a median
		N/A	Not Available, not rated
SignalizedIntersection	Text	Subtype	Confirms if ramp facilitates crossing through a signalized intersection
		Yes	The ramp serves a signalized intersection
		No	The ramp does not serve a signalized intersection
		N/A	Not Available, not rated
Crosswalk	Text	Subtype	Confirms if ramp is adjacent to a crosswalk
		Yes	The ramp is adjacent to a crosswalk
		No	The ramp is not adjacent to a crosswalk
		N/A	Not Available, not rated

Distress Points			
Field Name	Data Type	Responses	Definition
RASDISID	Integer	Unique ID	Unique identifier for the asset
RASSWID	Integer	Unique ID	The RAS identifier of the parent sidewalk segment
SW_GLOBALID	ESRI GUID	Global ID	Stores the parent sidewalk asset global ID
DIS_GLOBALID	ESRI GUID	Global ID	The global ID of the distress observation
StreetID	Integer	Unique ID	Stores the asset ID for the adjacent roadway
StreetName	Text	Variable	Name of predominant adjacent roadway
DistressName	Text	Subtype	The type of observed distress
		Vertical Discontinuity	Distresses that occur vertically, to include faulting, sag/heaving, etc
		Horizontal Discontinuity	Distresses that occur horizontally, to include cracking, joint spalling, shattering, etc
		Excessive Grade	Locations along a segment where the running slope exceeds recommended thresholds
		Excessive Cross Slope	Locations along a segment where the cross slope exceeds recommended thresholds
DistressSeverity	Text	Subtype	The severity of the observed distress
		Low (horizontal discontinuities only)	· Horizontal discontinuities that are visible, but not open
		Moderate	· Horizontal discontinuities that have opened slightly and are potential tripping hazards · Vertical discontinuities approximately 1/4" to 1/2" tall that are potential tripping hazards · 2-8% cross slopes · >5-10% grade
		Severe	· Horizontal discontinuities that have opened significantly and are likely tripping hazards · Vertical discontinuities approximately >1/2" tall that are likely tripping hazards · >8% cross slopes · >10% grade
DistressDeduct	Double	Calculated	The deduct value of the distress as determined by type and severity in rating matrix
ImageLink	Text	URL	Hyperlink to image of distress captured during data collection
Notes:			
a.	Distresses are rated individually and tagged with an XY		
b.	A single Sidewalk Condition Index (SCI) score will be calculated from the distress points per segment (this is an RAS activity)		
c.	For most categories, low severity distress are not captured or rated (too much data with zero action)		

#### **Task 4 Deliverables:**

1. CONSULTANT will deliver a sidewalk, ramp, & obstruction inventory with the attributes identified in the referenced data dictionary and the assumptions defined above. Deliverable will be a GIS file geodatabase to OWNER.
2. An image of the sidewalk distress, ramp, & obstruction inventory will be included as a hyperlink in the geodatabase.

## **Task 5 – Sidewalk Data Processing & SCI Calculation**

### ***5.1 Condition Scoring Matrix***

The scoring system for each sidewalk segment will be developed in collaboration with OWNER Staff to ensure distress deducts are applied appropriately to the density of distresses present. The OWNER's matrix will be developed using the distress information identified in this scope of work (vertical discontinuities, horizontal discontinuities, obstructions, running slope, and cross slope). The image below is simply an example of the matrix CONSULTANT will develop in conjunction with OWNER's input.

Sidewalk Condition Index				
Segment 300001				
Slab Count	43			
<b>Distress</b>	<b>Slab Count</b>	<b>Panel Density (0-100)</b>	<b>Weight Factor</b>	<b>Deduct</b>
Horizontal Separation Low	0	0.00	10	0.0
Horizontal Separation Moderate	2	4.65	50	2.3
Horizontal Separation Severe	1	2.33	100	2.3
Vertical Displacement Low	0	0.00	100	0.0
Vertical Displacement Moderate	0	0.00	150	0.0
Vertical Displacement Severe	0	0.00	500	0.0
Obstructions	0	0.00	100	0.0
Total Deducts				4.7
Sidewalk Condition Index				95.3

### **TASK 5 Deliverables:**

1. CONSULTANT will calculate a Sidewalk Condition Index (SCI) for each sidewalk segment.
2. The math behind the SCI calculations will be developed in consultation with OWNER.
3. All algorithms will be available to the OWNER.
4. An ESRI File Geodatabase containing feature classes for:
  - Sidewalks: a polyline feature class representing the sidewalks collected with the CONSULTANT data dictionary.
  - Obstructions: a point feature class representing obstructions observed during the sidewalk collection utilizing the CONSULTANT data dictionary.
  - Ramps: a point feature class representing curb ramps collected utilizing the CONSULTANT data dictionary.
  - Distress Points: a point feature class representing distresses observed during the sidewalk collection utilizing the CONSULTANT data dictionary.
    - Distresses to include locations of detected vertical and horizontal gaps, run slope, and cross slope.
5. ArcGIS source and processed results data:
  - Collected pedestrian curb ramp pictures as Jpg files
  - Collected video as MPG files

### Section III – Fee Schedule

CONSULTANT team members have managed, provided asset digitization, asset attribution, performed QA/QC, and developed sidewalk feature classes on numerous projects. The CONSULTANT fee structure for this assignment can be found below with itemized tasks to illustrate the full scope of this project. The rates are derived directly from our cooperative contract published via HGACBuy. CONSULTANT is a subconsultant to H2O Partners on the HGAC contract.

**Total Project Fee: \$597,700**

The fee schedule is included on the following page.

#### ***Assumptions:***

- Data collection must be performed when the sidewalks are free of leaves, standing water, and debris.
  - If significant leaf or debris impacts the daily production, collection may need to be scheduled after such events.
    - Should annual leaf drop impact the completion of the survey, the remaining network collection will need to pause until the leaves are removed from sidewalks. We expect minimal delays due to leaves in Carrollton when compared to other RAS clients across the Country.
  - Field production can only commence when daily temperatures are between 45-degrees Fahrenheit and 100-degrees Fahrenheit. Should winter or summer temperatures prevent at least 6 hours of daily production, the collection may need to be postponed until favorable weather returns.
    - The operators are completely exposed to the elements, and this is a safety procedure put in place for the protection of our field crews.
- GIS is to be provided to the CONSULTANT upon receipt of Notice to Proceed
- Data will only be collected on the existing sidewalks identified in the OWNER's centerline layer and those sidewalks approved by OWNER staff upon completion of the CONSULTANT identification of missing sidewalks using the OWNER's available aerial photography.
  - The ramp inventory will be developed only along the survey (sidewalk) routes.
- It is possible that a safety escort or presence may be required in certain areas of the OWNER. If safety for the field crew becomes a concern, CONSULTANT will discuss mitigation options with OWNER. Traffic control or safety escorts have not been scoped as a part of this assignment.

**City of Carrollton**  
Detailed Sidewalk Condition Assessment

<b>HGACBuy</b>	<b>CONTRACT PRICING WORKSHEET</b> For Catalog & Price Sheet Type Purchases	Contract No.:	HP08-25	Date Prepared:	7/24/2025
<b><i>This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents <u>MUST</u> be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.</i></b>					
Buying Agency:	City of Carrollton, Texas	Contractor:	Roadway Asset Services, LLC		
Contact Person:	Kirk Iverson	Prepared By:	Bart Williamson		
Phone:	972-466-3482	Phone:	210-837-5249		
Fax:		Fax:			
Email:	<a href="mailto:Kirk.Iverson@cityofcarrollton.com">Kirk.Iverson@cityofcarrollton.com</a>	Email:	<a href="mailto:bwilliamson@roadwayassetservices.com">bwilliamson@roadwayassetservices.com</a>		
Catalog / Price Sheet Name:	HP08-25_Response_Price_List_Form (RAS)_JUN25				
General Description of Product:	Pavement & Asset Management Services				
<b>A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary</b>					
Quan	Description	Unit Pr	Total		
1	Centerline Identification (lump sum)	\$ 1,950.00	\$ 1,950.00		
1	Field Setup and GPS Creation (lump sum)	\$ 5,500.00	\$ 5,500.00		
700	PROWAGon Mobilization and Data Collection (Sidewalk Miles)	\$ 350.00	\$245,000.00		
700	PROWAGon Enhanced Sidewalk Distress Identification/Attribution (Sidewalk Miles)	\$ 150.00	\$105,000.00		
700	PROWAGon Enhanced Ramp Condition Assessment/Attribution (Sidewalk Miles)	\$ 151.00	\$105,700.00		
700	PROWAGon Sidewalk Condition Rating and Index (SCI) Development (Sidewalk Miles)	\$ 99.00	\$ 69,300.00		
120	Senior GIS Analyst (Hours)	\$ 150.00	\$ 18,000.00		
80	Project Manager (Hours)	\$ 200.00	\$ 16,000.00		
<b>Total From Other Sheets, If Any:</b>					
<b>RAS will bill lump sum based on percent complete for each task item</b>			<b>Subtotal A:</b>	\$566,450.00	
<b>B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary</b> (Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)					
Quan	Description	Unit Pr	Total		
1	Virtual Validation Pilot (Lump Sum)	\$ 16,500.00	\$ 16,500.00		
1	Missing Sidewalk Review and Analysis (Lump Sum)	\$ 14,750.00	\$ 14,750.00		
		\$	-		
		\$	-		
<b>Total From Other Sheets, If Any:</b>					
<b>Subtotal B:</b>			\$ 31,250.00		
<b>Check:</b> Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).			<b>For this transaction the percentage is:</b>		6%
<b>C. Other Allowances, Discounts, Trade-Ins, Freight, Make Ready or Miscellaneous Charges</b>					
<b>Subtotal C:</b>					\$ -
<b>Delivery Date:</b>		<b>D. Total Purchase Price (A+B+C):</b>		\$597,700.00	





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7376

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*22.

**CC MEETING: September 23, 2025**

**DATE:** September 4, 2025

**TO:** Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Renew The Agreement With Amazon Business, LLC Through Omnia Partners Purchasing Cooperative For Three (3), One (1) Year Terms In An Amount Not To Exceed \$303,500.00 Annually, For A Total Contract Amount Not To Exceed \$910,500.00.**

### **BACKGROUND:**

In October 2024, the City of Carrollton entered into an agreement with Amazon Business to establish a citywide Amazon Business Prime account. The account consolidated individual accounts to one city-wide managed account, which gave discounts, provided the ability to track spend, receive annual rebates, and conduct analysis over the contract term to ensure compliance with City policies, overall enhancing internal controls.

In addition to the benefits listed, the citywide Prime account provides employees access to a curated selection of items on Amazon that can be purchased that meet the day-to-day needs of the City. The convenience that Amazon provides has made it the go-to solution for employees to order and receive goods that range from office supplies and furniture to technology equipment and accessories. This request is to renew and extend the agreement with Amazon Business for three (3), one (1) year terms to continue enjoying the benefits a citywide account offers.

### **FINANCIAL IMPLICATIONS:**

The Amazon Business membership will be maintained by the Finance Department's budget (145001-61350) in an amount of \$3,500.00. Other supplies will be ordered and purchased from various department budgets in an amount not to exceed \$300,000.00. The contract also includes an annual rebate on purchases which could offset some of the city's costs.

**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 renew the agreement with Amazon Business, LLC through the Omnia Partners purchasing cooperative for three (3), one (1) year terms in an amount not to exceed \$303,500.00 annually, for a total contract amount not to exceed \$910,500.00.





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7342

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Ordinances

**Agenda Number:** \*23.

**CC MEETING:** September 23, 2025

**DATE:** August 28, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Roberto Arredondo, Chief of Police  
Rex Redden, Executive Director of Public Safety

Consider An **Ordinance Amending Ordinance No. 4033 By Designating The Number of Police Sergeant Positions In The Carrollton Police Department.**

### **BACKGROUND:**

The purpose of this agenda item is to amend Ordinance No. 4033 which was passed by City Council on September 24, 2024, designating the number of positions authorized at the sergeant rank in the Carrollton Police Department. This amendment shall reflect changes in the number of authorized sergeants from 22 to 23. The change in the numbers of these positions allows the department to increase their span of control, create internal movement within the organization and ensure long-term sustainability and retention.

### **FINANCIAL IMPLICATIONS:**

Funding for the increased of these authorized positions has no financial implication due to these positions being included in the approved budget for FY2026.

### **IMPACT ON COMMUNITY SUSTAINABILITY:**

The Carrollton Police Department reorganization will ensure that the Carrollton Police Department remains within adequate staffing levels to safely police the City of Carrollton.

### **STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council approval of the attached ordinance amending Ordinance No. 4033 to increase the number of sergeants to 23.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, PRESCRIBING THE NUMBER OF POSITIONS IN EACH CLASSIFICATION OF POLICE OFFICER IN THE CITY OF CARROLLTON POLICE DEPARTMENT; PROVIDING REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Local Government Code Section 143.021 provides that a municipality's governing body shall establish the classifications, and shall prescribe the number of positions in each classification of police officers by ordinance; and

**WHEREAS**, the City of Carrollton police department has identified the anticipated needs in personnel for each classification of police officers; and

**WHEREAS**, the City Council of the City of Carrollton, Texas ("City Council") finds that it is in the best interest of the residents of the City of Carrollton to adopt the number of positions for the police department as set forth below.

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

**SECTION 1**

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

**SECTION 2**

The number of authorized positions and classifications of sworn officers within the City of Carrollton police department shall be:

<u>Classification</u>	<u>Positions</u>
Police Officer	146
Sergeant	23
Commander	8
Assistant Chief	2

### **SECTION 3**

This Ordinance does not affect the right of the Chief of Police to make appointments to the classification of Assistant Chief of Police.

### **SECTION 4**

This Ordinance shall be cumulative of all provisions of ordinances of the City of Carrollton, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Any remaining portions of said ordinances shall remain in full force and effect.

### **SECTION 5**

The sections, paragraphs, sentences, phrases, clauses and words of the Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

### **SECTION 6**

This Ordinance shall take effect immediately upon its adoption in accordance with and as provided by law and the City Charter.

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas  
THIS 23<sup>rd</sup> day of September, 2025.

CITY OF CARROLLTON, TEXAS

By: \_\_\_\_\_  
Steve Babick, Mayor

ATTEST:

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Lisa King, Assistant City Attorney

\_\_\_\_\_  
Roberto Arredondo, Jr., Chief of Police





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7368

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*24.

**CC MEETING: September 23, 2025**

**DATE:** September 8, 2025

**TO:** Erin Rinehart, City Manager

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

**Consider A Resolution Nominating A Candidate To Be A Member Of The Board Of Directors For The Denton Central Appraisal District.**

### **BACKGROUND:**

In accordance with Section 6.03(g) of the Texas Property Code, each taxing entity entitled to vote in the election of appraisal district directors is hereby notified of its responsibility to submit nominations for the upcoming Denton Central Appraisal District (DCAD) Board of Directors election. Each taxing entity may nominate one individual per open place, for a total of up to two nominees. Nominations must be submitted by written resolution before October 15, 2025.

In accordance with Section 6.031(e) of the Texas Property Tax Code, the two board members selected will serve a four-year term from January 1, 2026 through December 31, 2029.

Once nominations are received, the cities will later receive a ballot for official voting for the Board of Directors.

### **IMPACT ON COMMUNITY SUSTAINABILITY:**

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

### **STAFF RECOMMENDATION/ACTION DESIRED:**

To pass a resolution nominating a candidate to the Board of Directors of Denton Central Appraisal District.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, NOMINATING \_\_\_\_\_ AS A CANDIDATE TO BE A MEMBER OF THE BOARD OF DIRECTORS OF THE DENTON CENTRAL APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Carrollton, Texas (“City”) is a member of the Denton Central Appraisal District and is entitled to nominate by an official resolution up to two (2) candidates for membership in the election for the Board of Directors; and

**WHEREAS**, the City must submit its nominations by written resolution and submit it to the Chief Appraiser before October 15, 2025; and

**WHEREAS**, the City Council of the City (“City Council”), has determined that it is in the best interest of the citizens of the City to nominate \_\_\_\_\_ ( ) candidate(s) for membership of the Board of Directors of the Denton Central Appraisal District.

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

**SECTION 1**

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

**SECTION 2**

The City Council hereby nominates:

Place 4: \_\_\_\_\_; and

Place 7: \_\_\_\_\_

as candidates for membership with the Board of Directors of the Denton Central Appraisal District.

**SECTION 3**

This Resolution shall take effect upon passage.

**DULY PASSED AND APPROVED** this 23<sup>rd</sup> day of September, 2025.

**CITY OF CARROLLTON, TEXAS**

By: \_\_\_\_\_  
Steve Babick, Mayor

**ATTEST:**

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Meredith A. Ladd, City Attorney

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Diana Vaughn, Chief Financial Officer







# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7373

**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*25.

**CC MEETING:** September 23, 2025

**DATE:** September 11, 2025

**TO:** Erin Rinehart, City Manager

**FROM:** Jenny Zeilfelder, Director of Economic Development

Ravi Shah, Executive Director of Development

Shannon Hicks, Assistant City Manager

Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Economic Development Incentive Agreement With Pennymac Loan Services, LLC, Establishing A Program Of Grants To The Company For Its Relocation And The Creation Of Jobs At 5025 Plano Parkway To Promote Local Economic Development And Stimulate Business And Commercial Activity Within The City For A Job Creation Grant Amount Not To Exceed \$1,800,000.

### BACKGROUND:

This agenda item is to consider a resolution authorizing the City Manager to negotiate and execute an economic development incentive agreement with Pennymac Loan Services, LLC.

Pennymac Loan Services, LLC is a residential mortgage lender and servicer.

Pennymac Loan Services, LLC is considering establishing its second headquarters to 5025 Plano Parkway and transferring or creating up to 1,800 Full-Time Employees at the Real Property, over the next ten (10) years of operations. The Company will lease and occupy an initial 150,000 square feet of office space at the Real Property for the first two years of the Agreement term and will increase its leased and occupied space to approximately 300,000 square feet of office space for a minimum ten (10) years at the Real Property.

### FINANCIAL IMPLICATIONS:

Staff recommends a Job Creation Grant of up to \$1,800,000 for the lease and occupancy of the Real Property and the creation of 1,800 Full-Time Employees over the term of the Agreement. No incentives to the Company will be derived from the City's General Fund.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

Should Pennymac Loan Services, LLC choose to relocate to 5025 Plano Parkway, the Company will create new jobs, as well as increase the ad valorem value of the property by occupying the building and adding new business personal property.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council approval of a Resolution authorizing the City Manager to negotiate and execute an economic development incentive agreement with Pennymac Loan Services, LLC.



AmerisourceBergen



ASD Healthcare  
a company of...



HEB DFW Training  
& Tech Hub



Securlock St  
at Carrollton

reek Path

Hollow Creek Trail

Edgecreek Path

Creekbluff Cir

Hollow Creek Trail

Creekbluff Cir

N Jossey Ln

Plano Pkwy

Plano Pkwy

Parker Rd

544

Parker Rd

Dr

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT BY AND BETWEEN THE CITY OF CARROLLTON AND PENNYMAC LOAN SERVICES, LLC ESTABLISHING A PROGRAM OF GRANTS TO THE COMPANY, FOR ITS RELOCATION AND FOR THE CREATION OF JOBS AT 5025 PLANO PARKWAY TO PROMOTE LOCAL ECONOMIC DEVELOPMENT AND STIMULATE BUSINESS AND COMMERCIAL ACTIVITY WITHIN THE CITY FOR A JOB CREATION GRANT AMOUNT NOT TO EXCEED ONE MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$1,800,000); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Pennymac Loan Services, LLC is a residential mortgage lender and servicer; and

**WHEREAS**, the Company is considering establishing its second headquarters to 5025 Plano Parkway (the “Real Property”), and transferring or creating up to one thousand eight hundred (1,800) Full-Time Employees at the Real Property, over the next ten (10) years of operations; and

**WHEREAS**, the Company will lease and occupy an initial 150,000 square feet of office space at the Real Property for the first two years of the Agreement term and will increase its leased and occupied space to approximately 300,000 square feet of office space for a minimum for ten (10) years at the Real Property; and

**WHEREAS**, the viability of the City’s business community is important to enhancing the quality of life for Carrollton residents through the creation of jobs and the expansion of local commerce; and

**WHEREAS**, Chapter 380 of the Texas Local Government Code authorizes the City to provide grants to promote state or local economic development and to stimulate business and commercial activity in the municipality; and

**WHEREAS**, the Company has advised the City that a contributing factor that would induce it to expand and create new jobs in Carrollton would be an agreement wherein the City provides a program of grants to the Company that would enable the Company to add new capital investment and jobs; and

**WHEREAS**, the City Council of the City of Carrollton, Texas (the “City Council”) has determined that making an economic development grant to the Company in accordance with this Agreement will further the objectives of the City, will benefit the City and the City’s residents, and will promote local economic development and stimulate business and commercial activity in the City; and

**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 a copied in their entirety.

### Section 2

The terms and conditions of the proposed Agreement shall include a Job Creation Grant of One Thousand Five Hundred Dollars (\$1,500) per Full-Time Employee created at the Real Property for up to One Thousand Eight Hundred (1,800) Full-Time Employees by December 31, 2030 for a total Job Creation Grant amount not to exceed One Million Eight Hundred Dollars (\$1,800,000).

### Section 3

The City Manager is hereby authorized to negotiate and execute the Agreement and all other documents in connection therewith on behalf of the City of Carrollton, substantially according to the terms and conditions set forth in this Resolution.

### Section 4

This Resolution shall take effect upon passage.

PASSED AND APPROVED ON September 23, 2025.

City of Carrollton, Texas

\_\_\_\_\_  
Steve Babick, Mayor

ATTEST:

\_\_\_\_\_  
Chloe Sawatzky, City Secretary

Approved as to form:

Approved as to content:

\_\_\_\_\_  
Meredith Ladd  
City Attorney

\_\_\_\_\_  
Jenny Zeilfelder  
Director of Economic Development





# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 7387

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**Agenda Date:** 9/23/2025

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*26.

**CC MEETING:** September 23, 2025

**DATE:** September 16, 2025

**TO:** City Council

**FROM:** Erin Rinehart, City Manager

**Consider A Resolution Supporting Individual Representation For Each Member City On The DART Board Of Directors With Weighted Voting.**

### **BACKGROUND:**

Consider a resolution, declaring support for each Dallas Area Rapid Transit (DART) Member City to have individual representation on the DART Board of Directors with a weighted vote. On August 15, 2025, the City Managers and Mayors of the Member Cities met to discuss the required five-year apportionment of the DART Board. At that meeting, it was agreed that rather than simply proceed with the standard reapportionment process, the Member Cities would collectively pursue legislative action to amend Chapter 452 of the Texas Transportation Code to provide each city with an individual representative on the Board. Adoption of this resolution affirms agreement to maintain the current Board apportionment and weighting while Member Cities work cooperatively toward future legislative changes.

### **STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends approval of the resolution supporting individual representation for each DART Member City on the DART Board of Directors through a weighted voting structure. Approval will affirm the City's commitment to equitable governance, ensure Carrollton's interests are directly represented, and demonstrate cooperation with other Member Cities and the Texas Legislature in pursuing amendments to Chapter 452 of the Transportation Code.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, DECLARING SUPPORT FOR EACH MEMBER OF THE DALLAS AREA RAPID TRANSIT (“DART”) TO HAVE A MEMBER ON THE DART BOARD OF DIRECTORS (“DART BOARD”) ENTITLED TO A WEIGHTED VOTE; EXPRESSING AGREEMENT AND CONSENT TO THE CONTINUATION OF THE CURRENT APPORTIONMENT OF THE DART BOARD WHILE DART MEMBER CITIES DISCUSS LEGISLATIVE CHANGES TO TRANSPORTATION CODE CHAPTER 452 TO AMEND THE GOVERNANCE FOR THE DART BOARD; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the DART Board of Directors (“DART Board”) is apportioned based on the population of the cities represented which currently consists of eight (8) Dallas representatives and seven (7) representatives from the surrounding cities which apportionment is redetermined each fifth year as of September 1, after consideration of latest population estimates; and

**WHEREAS**, several cities share a seat on the DART Board, reflecting the population distribution among the member cities with Dallas, having a larger population, holding multiple seats on the DART Board and some smaller Member Cities sharing a single seat on the DART Board; and

**WHEREAS**, the City of Richardson and the Towns of Addison, Highland Park and University Park share a seat on the DART Board, the Cities of Plano and Farmers Branch share a seat on the DART Board, City of Dallas and Cockrell Hill share a seat on the DART Board, the Cities of Garland, Rowlett and Glenn Heights share a seat on the DART Board, and the Cities of Carrollton and Irving share a seat on the DART Board (all the cities and towns are collectively referred to as “Member Cities” or individually as “Member City”); and

**WHEREAS**, the City of Carrollton, Texas (“City”) desires that each member of DART have a member on the DART Board entitled to a weighted vote, such weighted vote to be determined at a future date; and

**WHEREAS**, the City desires to continue the current apportionment of the DART Board while the Member Cities explore and discuss legislative changes which would allow each member to have a member on the DART Board with a weighted vote; and

**WHEREAS**, the City agrees to work cooperatively with the other Member Cities and with the Texas Legislature during the next legislative session to amend Texas Transportation Code Chapter 452 governance for the DART Board.

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



**SECTION 1**

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

**SECTION 2**

The City desires that each member of DART Board have a member on the DART Board entitled to a weighted vote, such weighted vote to be determined at a future date.

**SECTION 3**

The City desires to continue the current apportionment of the DART Board while the Member Cities explore and discuss legislative changes which would allow each Member City to have a member on the Board with a weighted vote.

**SECTION 4**

The City agrees to work cooperatively with the other Member Cities and with the Texas Legislative during the next legislative session to amend Texas Transportation Code Chapter 452 governance for the DART Board.

**SECTION 5**

It is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

**SECTION 6**

This Resolution shall take effect upon passage.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF CARROLLTON**

\_\_\_\_\_  
Steve Babick, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Chloe Sawatzky  
City Secretary

\_\_\_\_\_  
Meredith A. Ladd  
City Attorney





## Agenda Memo

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**Agenda Date:**

**Version:** 1

**Status:** Public Forum

**In Control:** City Council

**File Type:** Public Forum

**Agenda Number:** 27.

**Public Forum** is the opportunity for citizens/visitors to speak on items not listed on the posted meeting agenda. Citizens/visitors wishing to address the Council regarding items on the posted meeting agenda will have the opportunity to speak during the Citizen Comment.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and city of residence prior to beginning your remarks; Speakers will be allowed up to 3 minutes for testimony; Speakers making loud, abusive, personal, defamatory, impertinent, profane, threatening, or impertinent remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, booing, and similar demonstrations will not be permitted; No placards, banners, or signs will be permitted in the Chambers or in any other room in which the Council is meeting. Any person who does not comply with these provisions is subject to removal or forfeiting their right to attend a future meeting. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.