

# City of Carrollton

1945 E. Jackson Road  
Carrollton, TX 75006



## REGULAR WORKSESSION & MEETING

Tuesday, November 5, 2024

5:45 PM

CITY HALL, 2nd Floor

### City Council

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

**\*\*\*PRE-MEETING / EXECUTIVE SESSION\*\*\*****5:45 P.M. – COUNCIL BRIEFING ROOM**

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

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

4. Receive **A Presentation Regarding Carrollton’s Business Retention And Industrial Development Program.**
5. Receive **Update On The EPA Lead And Copper Rule Revisions.**
6. Receive **Update On Managed Competition.**
7. **Mayor And Council Reports And Information Sharing.**

**\*\*\*REGULAR MEETING 7:00 PM\*\*\*****INVOCATION - Councilmember Jason Carpenter****PLEDGE OF ALLEGIANCE - Councilmember Christopher Axberg**

**PUBLIC COMMENT**

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

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

**CONSENT AGENDA**

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

**MINUTES**

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

**CONTRACTS & AGREEMENTS**

- \*11. Consider Authorizing The City Manager To Enter Into An Agreement With Vertosoft LLC, Through The TIPS Purchasing Cooperative, For The Purchase Of Invoice Cloud Credit Card Gateway Payment Processing Services In An Annual Amount Not To Exceed \$150,000, For A Five-Year Total Amount Not To Exceed \$750,000.00.**
- \*12. Consider Authorizing The City Manager To Enter Into A Contract Pursuant To RFP #24-022 With ByWater Solutions, Inc. For Integrated Library System In An Amount Not To Exceed \$42,380.00 For Year One And A Total Five-Year Contract Amount Not To Exceed \$124,821.00.**

- \*13.** Consider Authorizing The City Manager To Execute An Amendment To The Contract With Dallas Harmony Construction, Through BuyBoard, For Historical Restorations To A.W. Perry Homestead Museum, Increasing The Total Compensation By \$145,807.20 For A New Total Amount Not To Exceed \$680,031.00.
- \*14.** Consider Authorizing The City Manager To Execute An Amendment To The Contract With Dunaway Associates, LLC, Pursuant To RFQ# 23-017 Parks And Recreation Master Plan, For Increased Scope Of Services Increasing The Total Compensation By \$30,000.00 For A New Total Amount Not To Exceed \$265,155.00.
- \*15.** Consider Authorizing The City Manager To Enter Into An Agreement With MCCi, LLC Through BuyBoard Purchasing Cooperative For Records Management Software In An Amount Of \$448,613.96 For The First Year And A Five-Year Total Amount Not To Exceed \$1,018,068.56.
- \*16.** Consider Authorizing The City Manager To Enter Into Agreements With Brodart Inc. And Midwest Tape, Through An Interlocal Agreement With The State Of Texas, For Library Materials In An Amount Not To Exceed \$270,000 For Fiscal Year 2025.
- \*17.** Consider Authorizing The City Manager To Enter Into An Agreement With AVI Systems, Inc. Through An Interlocal Agreement With TIPS Purchasing Cooperative For Audio Visual Equipment, Installation, And Support Services In The Council Chambers And Council Briefing Room In City Hall In An Amount Not To Exceed \$1,195,700.00.

## **ORDINANCES**

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

## **RESOLUTIONS**

- \*19.** Consider A Resolution Appointing Members To Serve On The Traffic Advisory Committee.
- \*20.** Consider A Resolution Authorizing The City Manager To Negotiate And Execute Contract Amendment No. 1 With APM & Associates, Inc For Additional Professional Engineering Services On Windmill Hill Street Reconstruction Project In An Amount Not To Exceed \$81,800.00, Increasing The Total Project Contract To An Amount Not To Exceed \$1,273,883.00.

- \*21.** Consider A Resolution Authorizing The City Manager To Negotiate And Execute All Necessary Documents For The Purchase of Approximately 0.3015 Acres As Public Right Of Way At 1308 Clint Street For The Carrollton Heights Reconstruction Project In The Amount Not To Exceed \$235,000.00.
- \*22.** Consider A Resolution Authorizing The City Manager To Enter Into A Jail Management System Services Agreement With Black Creek Integrated Systems Corporation For An Amount Not To Exceed \$50,616.50 For the First Year And A Five Year Total Not To Exceed Amount Of \$245,173.50

### **PUBLIC HEARING - INDIVIDUAL CONSIDERATION**

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

### **PUBLIC FORUM**

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

*CERTIFICATE - I certify that the above agenda giving notice of meeting was posted on the bulletin board at the City Hall of Carrollton, Texas on the 1st day of November 2024 at 12:00pm.*

*Chloe Sawatzky*

*Chloe Sawatzky, City Secretary*

*This building is wheelchair accessible. For accommodations or sign interpretive services, please contact City Secretary's Office at least 72 hours in advance at 972-466-3001. Opportunities and services are offered by the City of Carrollton without regard to race, color, age, national origin, religion, sex or disability.*

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

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



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6937

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**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 4.

**CC MEETING:** November 5, 2024

**DATE:** October 24, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Ravi Shah, Executive Director of Development  
Shannon Hicks, Assistant City Manager

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



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6947

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**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 5.

**CC MEETING: November 5, 2024**

**DATE:** October 29, 2024

**TO:** Erin Rinehart, City Manager

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

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

**BACKGROUND:**

Staff will present a summary of the Water Service Line Inventory and Communication Plan from the EPA's Lead and Copper Rule Revisions.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6938

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**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Work Session

**In Control:** City Council

**File Type:** Work Session Item

**Agenda Number:** 6.

**CC MEETING:** November 5, 2024

**DATE:** October 24, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Krystle Boise, Strategic Services Director

**Receive Update On Managed Competition.**

**BACKGROUND:**

The purpose of this worksession is to brief the City Council on the Managed Competition program.



# 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.**



## Agenda Memo

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**Agenda Date:**

**Version:** 1

**Status:** Public Forum

**In Control:** City Council

**File Type:** Public Forum

**Agenda Number:** 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.**

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# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6950

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**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** \*9.

**CC MEETING:** November 5, 2024

**DATE:** October 30, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider **Approval Of The September 24, 2024 Regular Meeting Minutes.**

**CARROLLTON CITY COUNCIL  
REGULAR MEETING AND WORKSESSION  
SEPTEMBER 24, 2024**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, September 24, 2024 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Richard Fleming, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Daisy Palomo, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

Deputy Mayor Pro Tem Christopher Axberg was absent.

**5:45 P.M. – COUNCIL BRIEFING ROOM**

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

Mayor Babick called the meeting to order at 5:46 p.m.

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

Agenda items were reviewed. Staff responded to Council's questions. Regarding Consent Item 1, Mayor Babick advised there would be an edit to the minutes on Item 9.

The following Consent Items will include stipulations in the motions due to the following:

Consent Item 17- Mayor Babick recommended that Mike Hennifer be nominated to serve on the Denton Central Appraisal District Board. Mayor Babick stated he would notify the Lewisville Independent School District that Carrollton will support Mr. Hennifer.

Consent Item 23 – Mayor Babick stated this is a resolution establishing a Music Advisory Board to be appointed by the Council, adding that the Governor requires a board for Carrollton to be included in The Texas Music Industry Directory. This will be a five-member board with the initial appointment of three members having 2-year terms and two members having 1-year terms. Subsequent terms will be for two years. Appointments will be made at a future meeting.

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

*Worksession ended at 7:57 p.m. and Executive Session was convened.*

- 2. Council convened into Executive Session at 7:57 p.m. pursuant to Texas Government Code:**
- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
  - **Section 551.074 to discuss personnel matters.**
    - Boards & Commissions

3. Council reconvened in Open Session at 9:05 p.m. to consider action, if any, on matters discussed in the Executive Session. No action was taken.

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

4. Present **Information Technology project Updates And A Brief Demonstration Of The New Mobile App, Chatbot and VoiceBot.**

Chris Chiancone, Chief Information Officer, provided an overview of IT projects for 2024-2025. The status of projects In Progress, Completed, In Planning, and On Hold were provided. He stated that the Fiber project will include 41 sites, with 24 of those sites currently underway in various stages. In response to Council's questions, Mr. Chiancone stated that the fiber is not actually owned by the City but is leased for 20 years. The Fiber project is expected to be completed in the first quarter of 2026.

Mr. Chiancone provided a demonstration of Carrollton's new mobile app that, once completed, will include Chatbot and VoiceBot. These programs have been largely completed however both are undergoing third party reviews. Demonstrations of Chatbot and VoiceBot provided examples of how these programs will be used. Councilmember Palomo suggested that a City calendar be included in the mobile app and if possible, some type of response to the user when appropriate.

5. Discuss **Community Funding Policy.**

Councilmember Cline, representing the Community Funding Committee, stated that the Old Downtown Carrollton Association had been approved for a grant for the next year but also had requested the fee for use of the Downtown Gazebo for one 8-hour day be waived. Clarification of Council's intent on this matter was requested. Following discussion, Councilmember Cline recommended the application forms be updated to be clearer on what is being requested by the organizations. Attorney Meredith Ladd added she would include language in the contracts regarding facility use fees/waiving of fees.

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

Council reviewed their recent activities and upcoming events.

Attorney Meredith Ladd advised that the Police Department is required to notify the City Council if they purchase certain types of military equipment. She advised that the Carrollton Police Department is obtaining, by asset forfeiture, 26 rifles. Information on this acquisition is available on the Police Department website.

Mayor Babick and the Council adjourned the Worksession and met outside the Council Briefing Room for a group photo.

*At 7:02 p.m. the Worksession adjourned to convene the Regular Meeting.*

*The Worksession continued at 7:50 p.m. following the conclusion of the Regular Meeting,*

City Secretary Chloe Sawatzky provided details on the upcoming TML session to be held in Houston, October 9-11, 2024.

Assistant City Manager Shannon Hicks was introduced. This was his first meeting.

*Worksession ended at 7:57 p.m. and Executive Session was convened.*

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

Mayor Babick called the Regular meeting to order at 7:14 p.m.

**INVOCATION** – Councilmember Andrew Palacios

**PLEDGE OF ALLEGIANCE** – Councilmember Rowena Watters

**PRESENTATIONS**

7. Present A **Proclamation Recognizing Live United Month.**

Mayor Babick read a proclamation declaring September 2024 as:

**“Live United Month”**

and recognized representatives from United Way of Denton County who were present to receive the proclamation. Carrollton Fire Chief Mike Thompson, Chair of the Board for United Way of Denton County, expressed his appreciation to the various partnerships that help United Way serve Denton County’s residents.

**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.**

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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 9-25 (Nos. 17 & 23 as stipulated); second by Councilmember Palacios. The motion was approved with a unanimous 6-0 vote. (Deputy Mayor Pro Tem Christopher Axberg absent)**

Mayor Babick recognized former Councilmember Mike Hennifer as Carrollton’s nominee for the Denton County Appraisal District.

**MINUTES**

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

**BIDS & PURCHASES**

- \*10. Consider Approval Of Bid #24-063 For Water Meters From Zenner USA And Neptune Technology Group Inc. In An Amount Not To Exceed \$160,000.00 Annually For A Total Four-Year Contract Amount Not To Exceed \$640,000.00.**

**CONTRACTS & AGREEMENTS**

- \*11. Consider Authorizing The City Manager To Approve A Construction Contract With 3D Paving & Contracting, LLC For The Webb Chapel Road Reconstruction Project In An Amount Not To Exceed \$3,945,845.00.**
- \*12. Consider Authorizing The City Manager To Exercise The Renewal Of The Contract With Vector Fleet Management, LLC For Management Of Fleet Services In An Amount Not To Exceed \$2,743,798.00 Annually, For A Total Amount Not To Exceed \$5,487,578.00 For The Two-Year Term.**

**ORDINANCES**

- \*13. Consider An Ordinance Amending Ordinance No. 4033 By Designating The Number Of Police Officer And Sergeant Positions In The Carrollton Police Department.**
- \*14. Consider An Ordinance Amending Title XVII, Chapter 171, “Wastewater Pretreatment” Of The City Of Carrollton Code Of Ordinances To Regulate Industrial Pretreatment Wastewater Operations.**

**RESOLUTIONS**

- \*15. Consider A Resolution Authorizing The City Manager To Enter Into Agreements With Cigna, MetLife / Superior Vision, and Standard Insurance In An Amount Not To Exceed \$716,735.00 Per Year, For A (3) Three-Year Total Contract Amount Not To Exceed \$2,150,208.00.**
- \*16. Consider A Resolution Authorizing The City Manager To Enter Into Agreement With WEX Health, Inc. For Flexible Spending Account (FSA) And Health Reimbursement Account (HRA) Administration In An Annual Amount Of \$41,237 And A Five-Year Total Contract Amount Not To Exceed \$206,184.00.**

- \*17. Consider A Resolution Nominating A Candidate To Be A Member Of The Board Of Directors For The Denton Central Appraisal District.
- \*18. Consider A Resolution Authorizing The City Manager To Enter Into An Agreement With Frost Bank, To Provide Depository And Banking Services In An Amount Of \$120,000 Per Year, For A Total Five-Year Contract Amount Not To Exceed \$600,000; And Further Authorizing The City Manager To Be And To Appoint Signatories, And Persons Authorized To Give Investment Settlement Instructions.
- \*19. Consider A Resolution Amending Resolution No. 4753 To Allow The Total Funding Amount Of The Contract With Children’s Advocacy Center For North Texas To Be Determined By Council Each Year.
- \*20. Consider A Resolution Amending Resolution No. 4754 To Allow The Total Funding Amount Of The Metrocrest Contract To Be Determined By Council Each Year.
- \*21. Consider A Resolution Authorizing The Continuation Of The City Of Carrollton's Pretreatment Program For The Trinity River Authority Central Regional Wastewater System (CRWS).
- \*22. Consider A Resolution Authorizing The City Manager To Negotiate And Execute An Agreement With The Texas Music Office Within The Office Of The Governor For Maintenance Of The Texas Music Industry Directory.
- \*23. Consider A Resolution Establishing A Music Advisory Board And Setting Forth Duties, Membership Requirements, A Term, And A Minimum Number of Annual Meetings.
- \*24. Consider A Resolution Authorizing The City Manager To Enter Into An Agreement With Articulation Art, LLC In An Amount Not To Exceed \$150,000.00, To Paint The Downtown Silos Located At 1003 4th Street For A Total Fiscal Year Expenditure In An Amount Not To Exceed \$200,000.00.
- \*25. Consider A Resolution Authorizing The City Manager To Extend An Easement Agreement For An Additional Twenty-Year Term And Provide Consideration In An Amount Not To Exceed \$21,398.00, By And Between The City And The Silos Carrollton LLC, Located At 1003 4th Street.

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

- 26. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow Short-Term Rental On An Approximately 0.23-Acre Lot Zoned (SF-10/18) Single-Family Residential District And Located At 2510 Canterbury Drive; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2024-097 2510 Canterbury Drive Short-Term Rental.

Loren Shapiro, Planning Manager, presented this item. He advised it is a request for a special use permit for a short term rental. The property is a single-family, five bedroom home, that if approved, would be authorized for six adults. A floor plan was provided. Mr. Shapiro advised that staff recommended approval due to there being no previous violations on the property, however, the Planning and Zoning Commission voted to recommend denial due to several neighbors being opposed.

He advised the Council that for them to approve this item, it must be a unanimous vote of the Council members present.

Mayor Babick asked if the applicant was present and wished to speak. The applicant was not present.

Mayor Babick stated he had four public comments cards from individuals who did not wish to speak but wanted their opposition recorded. Those were from Jim Henegar, Mary Kilgore, Richard Kilgore, and Mark Timme.

Mayor Babick opened the public hearing. The following individuals spoke in opposition to this request:

Brady Barnett, 2514 Canterbury Drive  
Johnny Fuentes, 2512 Canterbury Drive  
Conchita Delgado Timme, 2503 Hawthorne St

Mayor Babick closed the public hearing.

Councilmember Palomo asked what the current status is for this property. Mr. Shapiro responded that it is unknown whether it is rented at this time however it is being advertised as a short term rental. He added that any rental for less than one month must get a special use permit and register with the City.

**Councilmember Cline moved to deny Item 26; second by Councilmember Palacios. The motion was approved with a 5-1 vote. Mayor Pro Tem Fleming voted in opposition. (Deputy Mayor Pro Tem Christopher Axberg absent)**

**27. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow An Amusement Arcade (Excluding Adult Arcade) In An Approximately 1,039 Square Foot Lease Space Zoned For The (LR-2) Local Retail District And Located At 2540 Old Denton Road, Suite 308, Amending The Official Zoning Map Accordingly. Case No. PLSUP 2024-096 Kiddleton Arcade.**

Loren Shapiro, Planning Manager, presented this item. He advised this is the third location for this applicant to establish an arcade. The other locations are inside the H-Mart and inside 99-Ranch. This third site will be a stand-alone suite and will not be not inside another retailer. There will be 113 games that will cater to children. Photos showing examples of the arcade machines were provided. Mr. Shapiro stated that no gambling machines or alcohol will be on site. The hours of operation will be 11 a.m. to 9 p.m., Saturday through Sunday. Staff is recommending approval.

Mayor Babick asked if the applicant was present and wished to speak. The applicant was not present.

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

**Councilmember Palacios moved to approve Item 27; second by Councilmember Palomo. The motion was approved with a unanimous vote of 6-0. (Deputy Mayor Pro Tem Christopher Axberg absent)**

**PUBLIC FORUM**

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

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

Mayor Babick commented on the recent LIV Team Championship Golf Tournament held in Carrollton. He advised it was a successful event and plans are to have it return again next year.

*At 7:45 p.m. the Regular Meeting concluded. The Worksession continued and the Executive Session was convened afterward.*

**ADJOURNMENT** - Mayor Babick adjourned the meeting at 9:05 p.m.

**ATTEST:**

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

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

*Time Stamp Summary:*

<i>Call to Order</i>	<i>5:46 p.m.</i>
<i>Worksession</i>	<i>5:46 p.m.- 7:02 p.m.</i>
<i>Regular Meeting</i>	<i>7:14 p.m. - 7:45 p.m.</i>
<i>Worksession cont'd</i>	<i>7:50 p.m.- 7:57 p.m.</i>
<i>Executive Session</i>	<i>7:57 p.m.- 9:05 p.m.</i>
<i>Meeting Adjourned</i>	<i>9:05 p.m.</i>



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6951

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**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** \*10.

**CC MEETING:** November 5, 2024

**DATE:** October 30, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider **Approval Of The October 22, 2024 Regular Meeting Minutes.**

**CARROLLTON CITY COUNCIL  
REGULAR MEETING AND WORKSESSION  
OCTOBER 22, 2024**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, October 22, 2024 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Richard Fleming, Deputy Mayor Pro Tem Christopher Axberg, Councilmembers Nancy Cline, Jason Carpenter, Andrew Palacios, Daisy Palomo, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

**5:45 P.M. – COUNCIL BRIEFING ROOM**

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

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

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

Agenda items were reviewed. Staff responded to Council's questions. Mayor Babick noted that Agenda Items 29-38 will be discussed in Executive Session.

Item 4 was addressed at this time.

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

- 2.** Council convened into Executive Session at 6:25 p.m. pursuant to Texas Government Code:
- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
  - **Section 551.074 to discuss personnel matters.**
    - Boards & Commissions Appointments
- 3.** Council reconvened in Open Session at 7:16 p.m. to consider action, if any, on matters discussed in the Executive Session.

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

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

Council reviewed their recent activities and upcoming events. Executive Session followed.

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

Mayor Babick called the Regular meeting to order at 7:25 p.m.

**INVOCATION** – Councilmember Daisy Palomo

Mayor Babick asked for a moment of silence, advising this is the second anniversary of the death of Carrollton Police Officer Steven Robert Nothem who died in the line of duty.

**PLEDGE OF ALLEGIANCE** – Councilmember Nancy Cline

**PRESENTATIONS**

**5. Present Achievement In Excellence In Procurement To The Finance Department.**

National Procurement Institute representative, Dawn Berry, presented the Achievement In Excellence In Procurement Award to Carrollton’s Finance Purchasing Team. Ms. Berry provided some background information on the award and noted that this is the first such award received by the City of Carrollton. Mayor Babick offered congratulatory remarks.

**PUBLIC COMMENT**

**6. 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 Palacios moved to approve Consent Agenda Items 7-38 (30, 32, 35, 36, and 37 as stipulated); second by Councilmember Palomo. The motion was approved with a unanimous 7-0 vote.**

Mayor Babick congratulated Terry Sullivan, Roger Giddan, and former Rising Star Award Recipient Susan Thomas for being appointed to Boards and Commissions.

**CONTRACTS & AGREEMENTS**

- \*7. Consider Authorizing The City Manager To Enter Into An Agreement With Oracle USA, Through Texas DIR Purchasing Cooperative, For Work Order Asset Management Software Maintenance, In An Amount Not To Exceed \$131,624.00.**
- \*8. Consider Authorizing The City Manager To Enter Into A Contract Pursuant To RFP #24-014 With Jet Security For Court Security Guard Services In An Amount Not To Exceed \$65,000.00 Annually For A Total Five-Year Contract amount Not To Exceed \$325,000.00.**
- \*9. Consider Authorizing The City Manager To Enter Into A Contract Pursuant To Bid #24-064 With Advance Contracting Group As The Primary Vendor And To V.A. Construction, Inc. As The Secondary Vendor For The Neighborhood Improvement Program In An Amount Not To Exceed \$1,100,000.00 Annually For A Total Three-Year Contract Amount Not To Exceed \$3,300,000.00.**
- \*10. Consider Authorizing The City Manager To Enter Into An Agreement With Lake Country Chevrolet For The Purchase Of Tahoes Through The TIPS Purchasing Cooperative In An Amount Not To Exceed \$826,937.00.**
- \*11. Consider Authorizing The City Manager To Enter Into An Agreement With Rush Truck Center For The Purchase Of One Isuzu NRR Jetter Sewer Truck Through BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$172,772.00.**
- \*12. Consider Authorizing The City Manager To Enter Into An Agreement With Houston Freightliner For The Purchase Of One 114SD Sewer Truck Through HGACBUY Purchasing Cooperative In An Amount Not To Exceed \$522,413.75.**
- \*13. Consider Authorizing The City Manager To Enter Into An Agreement With Sole Source Provider WeeDoo For The Purchase Of An Environmental Workboat In An Amount Not To Exceed \$126,325.00.**
- \*14. Consider Authorizing The City Manager To Enter Into An Agreement With Master Systems Courts, Through TIPS Purchasing Cooperative, For Tennis And Pickleball Court Resurfacing And Repairs In An Amount Not To Exceed \$72,176.08.**
- \*15. Consider Authorizing The City Manager To Enter Into An Agreement With Fleetwood Services, LLC, Through BuyBoard Purchasing Cooperative, For Bunker Repair Of Indian Creek Golf Course In An Amount Not To Exceed \$1,206,674.00.**
- \*16. Consider Authorizing The City Manager To Enter Into An Agreement With Catapult Staffing, LLC, Through GSA Purchasing Cooperative, For Staffing Services In A Total Amount Not To Exceed \$1,200,000.00.**
- \*17. Consider Authorizing The City Manager To Execute Change Orders For The Contracts With Richardson Ready Electrical And Nema 3 Electric, Inc. For As-Needed Electrical Services Pursuant To RFP 21-007, In A Cumulative Amount Not To Exceed \$225,000.00, Increasing The Total Value For Both Contracts For A Cumulative Amount Not To Exceed \$1,125,000.00.**

- \*18. Consider Authorizing The City Manager To Enter Into An Agreement With AVI Systems, Inc. For Audio-Visual Equipment And Installation And Support Services Through An Interlocal Agreement With TIPS For Two Court Rooms In The Municipal Court Building In An Amount Not To Exceed \$133,107.21.**
- \*19. Consider Authorizing The City Manager to Enter Into An Agreement With Thyssen Krup Elevator For The Replacement Of The City Hall Elevator Through The Omnia Purchasing Cooperative In An Amount Not To Exceed \$191,844.00.**
- \*20. Consider Authorizing The City Manager To Enter Into An Agreement With Siddons Martin Emergency Group For The Replacement Of One (1) Ferrara Fire Pumper Truck With One (1) Pierce Commercial Freightliner M2-106 Pumper Truck Through HGAC Purchasing Cooperative In An Amount Not To Exceed \$601,430.00.**
- \*21. Consider Authorizing The City Manager To Enter Into An Agreement With Siddons-Martin Emergency Group For The Purchase Of Fire Hoses And Fire Nozzles Through Buy-Board In An Amount Not To Exceed \$81,000.00.**
- \*22. Consider Authorizing The City Manager To Enter Into An Agreement With Stryker Medical For The Sole Source Purchase Of Four (4) Stryker MTS Patient Power-LOAD Systems, Three (3) Stryker Power-PRO 2 Patient Transport Cots, And Associated Installation And Charging Equipment In An Amount To Not Exceed \$276,000.00.**

## RESOLUTIONS

- \*23. Consider A Resolution Authorizing The City Manager To Negotiate And Execute Contract Amendment No. 2 With AECOM For General Engineering Consultant Services Related To Project Management In An Amount Not To Exceed \$600,000.00, For A Revised Contract Amount Not To Exceed \$1,362,500.00.**
- \*24. Consider A Resolution Authorizing An Agreement With Oncor Electric Delivery Company, LLC For Street Lighting Services.**
- \*25. Consider A Resolution Approving An Interlocal Agreement With Dallas County Health And Human Services For Coordinated Health Services In The Amount Of \$23,823.00 For A Five-Year Amount Not To Exceed \$119,115.00.**
- \*26. Consider A Resolution Authorizing The City Manager To Enter Into A Community Development Block Grant Funding Subrecipient Agreement With Metrocrest Services, In An Amount Not To Exceed \$106,650.00.**
- \*27. Consider A Resolution Authorizing The City Manager To Enter Into Agreements With Various Furniture Vendors Through Interlocal Cooperative Agreements With Collin County Governmental Purchaser's Forum And Collin County College In An Amount Not To Exceed \$550,000.00.**
- \*28. Consider A Resolution Authorizing The City Manager To Take All Necessary Action Related To Execution Of An Interlocal Cooperation Agreement With The North Texas Emergency Communications, Inc., The Town Of Addison, The City Of Coppell, And The**

**City Of Farmers Branch For The Acquisition Of Property From The Metrocrest Hospital Authority For The New North Texas Emergency Communications Center Consolidated Public Safety Communications Center; Authorizing The Expenditure Of The City Of Carrollton's Share Of The Purchase Price In An Amount Not To Exceed \$1,561,020.80; And Providing An Effective Date.**

- \*29. Consider A Resolution Appointing Members To Serve On The Capital Improvements Plan Advisory Committee And Naming A Chair.**
- \*30. Consider A Resolution Appointing Members To Serve On The Library Board And Naming A Chair.**
- \*31. Consider A Resolution Appointing Members To Serve On The Museum And Historic Advisory Committee And Naming A Chair.**
- \*32. Consider A Resolution Appointing Members To Serve On Music Advisory Board And Naming A Chair.**
- \*33. Consider A Resolution Appointing Members To Serve On The Neighborhood Advisory Commission And Naming A Chair.**
- \*34. Consider A Resolution Appointing Members To Serve On The Parks And Recreation Board And Naming A Chair.**
- \*35. Consider A Resolution Appointing Members To Serve On The Planning And Zoning Commission And Naming A Chair.**
- \*36. Consider A Resolution Appointing Members To Serve On The Property Standards Board And Naming A Chair.**
- \*37. Consider A Resolution Appointing Members To Serve On The Traffic Advisory Committee And Naming A Chair.**
- \*38. Consider A Resolution Ratifying Members To Serve On The Civil Service Commission And Naming A Chair.**

## **PUBLIC FORUM**

- 39. 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.

Mary Forbes- inquired regarding repairs on Frankford Road, and how it will impact the adjacent homeowners.

Doug Forbes- expressed concerns regarding water bill fees and the number of days in which bills must be paid prior to the assessment of late fees.

John Gastaldi - Indian Springs Homeowners Association President spoke regarding the proposed wrought iron fence and offered alternatives to spending city funds on it. He also stated the drainage area and creek in that area tend to flood during heavy rains.

Anonymous Speaker- expressed concerns over police response times to home alarm systems.

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

**ADJOURNMENT** - Mayor Babick adjourned the meeting at 7:38 p.m.

**ATTEST:**

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

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



**Agenda Memo**  
**File Number: 6899**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*11.

**CC MEETING: November 5, 2024**

**DATE:** October 29, 2024

**TO:** Erin Rinehart, City Manager

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

Consider **Authorizing The City Manager To Enter Into An Agreement With Vertosoft LLC, Through The TIPS Purchasing Cooperative, For The Purchase Of Invoice Cloud Credit Card Gateway Payment Processing Services In An Annual Amount Not To Exceed \$150,000, For A Five-Year Total Amount Not To Exceed \$750,000.00.**

**BACKGROUND:**

The City currently utilizes Invoice Cloud as the gateway for credit card processing services for Building Inspection and Environmental Services under one contract and there is a separate contract for Utility Customer Service. The objective now is to consolidate the contracts. The current Utility Customer Service contract’s payment terms, in which VertexOne covers up to \$130,000 of expenses, are nearly exhausted, making this an ideal time for consolidation. The new contract will allow staff to continue with essential payment processing services that are critical to operations under a single contract. This consolidation was a planned part of the implementation.

**FINANCIAL IMPLICATIONS:**

Credit Card gateway fees will be purchased from budgeted funds.

<u>COST CENTER</u>	<u>LINE-ITEM</u>	<u>BUDGET AMOUNT</u>
441001	61805	\$10,000.00
144001	61805	\$140,000.00

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with the City Council’s goals and objectives to leverage technology to improve our effectiveness and efficiency.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends Council authorize a contract with Vertosoft LLC for the purchase of Invoice Cloud credit card gateway payment processing services in the amount of \$150,000 for year one and a five-year contract total amount not to exceed \$750,000.00.



**Agenda Memo**  
**File Number: 6931**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*12.

**CC MEETING: NOVEMBER 05, 2024**

**DATE:** October 22, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Jonathan Scheu, Library Director  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into A Contract Pursuant To RFP #24-022 With ByWater Solutions, Inc. For Integrated Library System In An Amount Not To Exceed \$42,380.00 For Year One And A Total Five-Year Contract Amount Not To Exceed \$124,821.00.**

**BACKGROUND:**

This Request for Proposal is to establish an annual contract for the integrated library system for the City of Carrollton’s libraries. An Integrated Library System (ILS) functions as the backbone of library operations managing material procurement, cataloging, circulation, and patron records. The software touches nearly every aspect of the library and is the public face for customer account management, catalog interactions, and resource integrations.

Bid notifications were posted online, previous and interested vendors were contacted, and advertisements were placed in the Dallas Morning News. Five (5) vendors submitted responses. Submissions were evaluated based on criteria related to quality of proposed solution, pricing, solution delivery, and work history. Interviews were conducted with the top three vendors and ByWater Solutions, Inc. was selected as the best value based on the factors described above.

ByWater Solutions, Inc. currently supports over 2,500 individual library sites worldwide, including 11 public library systems in the North Texas region. This is the city’s first time using ByWater Solutions, Inc.

The award will be for a one-year initial term and four (4) additional, one-year renewal options, if mutually agreed upon by the City and the vendor, for a potential five-year total contract.

**FINANCIAL IMPLICATIONS:**

Approved funding for Integrated Library System Services is set at \$124,821.00 with a 10% contingency built into the total budgeted amount.

<u>ACCTNG UNIT</u>	<u>ACCOUNT</u>	<u>BUDGET AMOUNT</u>
854105	61350-124830199	\$124,821.00

**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 enter into a contract pursuant to RFP #24-022 with ByWater Solutions, Inc. for an Integrated Library System in an amount not to exceed \$42,380.00 for year one and \$82,441.00 for four, one-year renewals for a total five-year contract amount not to exceed \$124,821.00.



**Agenda Memo**  
**File Number: 6939**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*13.

**CC MEETING: Tuesday, November 5, 2024**

**DATE:** October 17, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Heather Smith, Recreation Manager  
Chrystal Davis, ACM - Culture, Leisure & Support Services

Consider **Authorizing The City Manager To Execute An Amendment To The Contract With Dallas Harmony Construction, Through BuyBoard, For Historical Restorations To A.W. Perry Homestead Museum, Increasing The Total Compensation By \$145,807.20 For A New Total Amount Not To Exceed \$680,031.00.**

**BACKGROUND:**

At the July 2, 2024, Council meeting, staff presented a historical restoration plan for the A.W. Perry Homestead, addressing key considerations from the 2020 Historical Structures Report. The project is now underway, with exterior restorations nearly complete.

As the contractor began interior work, they discovered that water damage and age had produced more extensive wall repairs than originally anticipated. Some areas require plaster and potential sheetrock overlays for repair or replacement, which will also necessitate re-wallpapering the first floor, as the original wallpaper is no longer available. Additionally, staff decided to replace the UV protective film on all exterior windows to improve artifact preservation. This change order request is for an additional \$145,807.20.

**FINANCIAL IMPLICATIONS:**

A 10% contingency is included to cover any additional costs that may arise during the renovation process.

Competitive pricing was secured through BuyBoard. The renovations of the museum will be funded by Capital Accounting Unit: 854360 - Perry Museum Improvements

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with Council goals and objectives through the fiduciary care and maintenance of our infrastructure.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommend Council authorize a contract with Dallas Harmony Construction for restoration services in an amended amount not to exceed \$680,031.00.



**Agenda Memo**  
**File Number: 6940**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*14.

**CC MEETING: Tuesday, November 5, 2024**

**DATE:** October 9, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Heather Smith, Recreation Manager  
Chrysal Davis, ACM - Culture, Leisure & Support Services

Consider **Authorizing The City Manager To Execute An Amendment To The Contract With Dunaway Associates, LLC, Pursuant To RFQ# 23-017 Parks And Recreation Master Plan, For Increased Scope Of Services Increasing The Total Compensation By \$30,000.00 For A New Total Amount Not To Exceed \$265,155.00.**

**BACKGROUND:**

August 15, 2023, City Council awarded a contract to Dunaway for the development of Carrollton's Parks, Recreation, and Open Space Master Plan. During the process, it was identified that the Elm Fork Nature Center and Preserve required additional attention.

The proposed additional funding will support an expanded scope, focusing on a multi-year plan for the Preserve's growth, visibility, programming, and design.

**FINANCIAL IMPLICATIONS:**

The amendment for services for RFP #23-017 will be purchased from budgeted funds for the cost center and amount as listed below:

<b>ACCTG UNIT</b>	<b>BUDGET AMOUNT</b>
854360 - Elm Fork Improvements	\$30,000.00
For a Project total not to exceed \$265,155.00	

A 10% contingency was added to the total project amount.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This project supports and aligns with Council goals and objectives through the fiduciary care and

maintenance of our infrastructure.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council approval for an amendment to the contract with Dunaway Associates, LLC pursuant to RFP#23-017 Parks and Recreation Master Plan in an amount not to exceed \$265,155.00.



**Agenda Memo**  
**File Number: 6942**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*15.

**CC MEETING: November 5, 2024**

**DATE:** October 29, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With MCCi, LLC Through BuyBoard Purchasing Cooperative For Records Management Software In An Amount Of \$448,613.96 For The First Year And A Five-Year Total Amount Not To Exceed \$1,018,068.56.**

**BACKGROUND:**

The FY24 budget included an approved ATB for Records Management Software to replace the City’s current records software. This upgrade will include the subscription, integration, implementation, and training. The City will utilize MCCi as the provider for the new software, Laserfiche.

Laserfiche is the leading provider of content management and process automation, offering the tools needed to effectively and efficiently store documents in a digital environment. This digital solution will assist with increasing transparency, digitizing of records, processing open records requests, and offering expedient service to customers. Laserfiche allows for multi-system integration, which will provide additional uses once records have been migrated and digitized.

The City will use a project manager to oversee the project from beginning to end, ensuring MCCi and staff have the tools they need for a successful migration and implementation. This project is expected to take approximately 9 months to complete.

**FINANCIAL IMPLICATIONS:**

MCCi and the Laserfiche implementation was approved as an ATB for FY24. The account that will be utilized is listed below. The project manager is budgeted through the same account but was requested through a previous agenda item. The year one amount includes a 25% contingency to account for the volume of data to index and migrate. Subsequent years include a 10% contingency.

The contract will be systematically renewed on an annual basis.

	<u>Accounting Unit</u>	<u>Amount</u>
Year 1	854105-124600199	\$448,613.96
Years 2-5	102001-61350	\$142,363.65

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends Council authorize the purchase of Records Management Software from MCCi through BuyBoard Purchasing Cooperative in an amount not to exceed \$448,613.96 for the first year and a five-year total amount not to exceed \$1,018,068.56.



**Agenda Memo**  
**File Number: 6944**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*16.

**CC MEETING: NOVEMBER 05, 2024**

**DATE:** October 30, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Jonathan Scheu, Library Director  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into Agreements With Brodart Inc. And Midwest Tape, Through An Interlocal Agreement With The State Of Texas, For Library Materials In An Amount Not To Exceed \$270,000 For Fiscal Year 2025.**

**BACKGROUND:**

The Library is requesting to purchase print and audiovisual materials from vendors, Brodart, Inc. and Midwest Tape in an amount not to exceed \$270,000 during fiscal year 2025.

The purchase of these materials is essential for an up-to-date and sustainable library collection and provides value to the public experience.

The materials will be purchased through an Inter-Local agreement, # 715-M2, with the State of Texas in which both companies were awarded and meet all state of Texas bidding requirements.

**FINANCIAL IMPLICATIONS:**

The library materials will be purchased from budgeted funds for the cost center, line items and amounts as indicated below:

<u>ACCTNG UNIT</u>	<u>ACCOUNT</u>	<u>BUDGET AMOUNT</u>
321001	68600 Books & Films	\$245,000
321001	68600 Audio Books	\$25,000
Total		\$270,000

**IMPACT ON COMMUNITY SUSTAINABILITY:**

This expense delivers on Council goals to deliver comfortable, informative customer experiences that

are inclusive and responsive.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends approval to purchase library materials from Brodart Inc. and Midwest Tape through an Inter-Local Agreement with the State of Texas in an amount not to exceed \$270,000 for Fiscal Year 2025.



## Agenda Memo File Number: 6953

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:**  
Contracts/Agreements

**Agenda Number:** \*17.

**CC MEETING: November 5, 2024**

**DATE:** October 30, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary  
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With AVI Systems, Inc. Through An Interlocal Agreement With TIPS Purchasing Cooperative For Audio Visual Equipment, Installation, And Support Services In The Council Chambers And Council Briefing Room In City Hall In An Amount Not To Exceed \$1,195,700.00.**

### **BACKGROUND:**

The current AV equipment has become outdated with the core system being over 12 years old. The refresh will include upgrades to the core system, AV equipment, sound system, lighting, and an addition of acoustic paneling. The upgrade to the systems and AV equipment will allow for greater efficiency and reliability when hosting meetings in both areas. This item will be funded through accumulated Public, Educational, and Governmental (PEG) funds.

PEG funds are used to support non-commercial, local cable television channels. These funds can be used to upgrade and enhance equipment that is used for the production and broadcasting of meetings to the general public. PEG-generated revenue is accounted for in the General Facilities and Capital Project account and is recorded in a specific activity to ensure compliance for use of the funds. The revenue accumulates over time and can only be used on special projects related to the production and broadcasting of meetings, which would include the AV system refresh and equipment referenced above.

### **FINANCIAL IMPLICATIONS:**

The total cost of the equipment, installation, and one year of maintenance for both the Council Briefing Room and Council Chambers is \$1,195,700.00, including a 10% contingency. Three years of support services are included with the overall purchase price. The funding for this purchase will come from the General Facilities and Capital Project Fund - PEG Fund Activity 854105-106980199.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends authorizing the city manager to approve the agreement with AVI Systems, Inc. through TIPS Purchasing Cooperative, for a total amount not to exceed \$1,195,700.00.



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo

File Number: 6943

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**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Ordinances

**Agenda Number:** \*18.

**CC MEETING:** November 5, 2024

**DATE:** October 29, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

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

**BACKGROUND:**

This ordinance is revising the Traffic Advisory Committee article to increase the number of members on TAC from 7 members to 9 members. This change is consistent with member numbers from the other boards, commissions, and committees.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends approval of the ordinance amending chapter 34 of the code of ordinances.

ORDINANCE NO \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY BY AMENDING CHAPTER 34, “MUNICIPAL BOARDS, COMMISSIONS AND ADVISORY COMMITTEES” BY REVISING THE “TRAFFIC ADVISORY COMMITTEE” ARTICLE TO INCREASE THE NUMBER OF MEMBERS OF THE COMMITTEE; REPEALING ALL CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION.**

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

**SECTION 1.**

The Code of Ordinances, City of Carrollton, Texas is hereby revised by amending the “Traffic Advisory Committee” article of Chapter 34, “Municipal Boards, Commissions, and Advisory Committees”, to read as follows:

**“Sec. 34.100. - Created; composition; appointment of members.**

(A) There is hereby created and established by the city a Traffic Advisory Committee composed of nine (9) members appointed by the City Council.

(B) The committee should endeavor to include at least one member who is an engineer, or has an engineering background, who is not an employee or official of a political subdivision or governmental entity.”

**SECTION 2.**

This Ordinance shall be cumulative of all other ordinances of the City, and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance; provided, however, that any complaint, notice, action, cause of action, or claim which prior to the effective date of this Ordinance has been initiated or has arisen under or pursuant to such other ordinance(s) shall continue to be governed by the provisions of that ordinance or those ordinances, and for that purpose that ordinance or those ordinances shall be deemed to remain and shall continue in full force and effect.

**SECTION 3.**

If any section, subsection, sentence, paragraph, clause, phrase or provision in this Ordinance, or application thereof to any person or circumstance, shall be adjudged invalid or held 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 it would have

passed such remaining portions of the Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 4.**

This Ordinance shall become and be effective on and after its adoption.

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas, this \_\_\_\_\_ day of November, 2024.

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



# City of Carrollton

1945 E. Jackson Rd  
Carrollton TX 75006

## Agenda Memo File Number: 6949

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**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*19.

**CC MEETING:** November 5, 2024

**DATE:** October 30, 2024

**TO:** Erin Rinehart, City Manager

**FROM:** Chloe Sawatzky, City Secretary

Consider A **Resolution Appointing Members To Serve On The Traffic Advisory Committee.**

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

**A RESOLUTION OF THE CITY COUNCIL OF CITY OF CARROLLTON, TEXAS, APPOINTING MEMBERS TO SERVE ON THE TRAFFIC ADVISORY COMMITTEE; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1**

The following are appointed to serve on the Traffic Advisory Committee at the pleasure of the City Council for the term specified or from the date of their qualification to serve until their successors are appointed and qualified to serve.

Joanna Thompson	2026
Alexandra Fincher	2026

**SECTION 2**

This resolution shall take effect on the 6<sup>th</sup> day of November, 2024.

**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas this 5<sup>th</sup> day of November, 2024.

**CITY OF CARROLLTON, TEXAS**

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

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



## Agenda Memo File Number: 6932

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*20.

**CC MEETING: November 5, 2024**

**DATE:** October 23, 2024

**TO:** Erin Rinehart, City Manager

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

Consider A **Resolution Authorizing The City Manager To Negotiate And Execute Contract Amendment No. 1 With APM & Associates, Inc For Additional Professional Engineering Services On Windmill Hill Street Reconstruction Project In An Amount Not To Exceed \$81,800.00, Increasing The Total Project Contract To An Amount Not To Exceed \$1,273,883.00.**

### **BACKGROUND:**

The City hired APM & Associates, Inc to design the reconstruction of the Windmill Hill Subdivision in an amount not to exceed one million one hundred ninety-two thousand eighty-three dollars and no cents (\$1,192,083.00).

The original design contract stipulates that the existing street width be updated from 27 ft to 31 ft. The 31 ft width is the standard residential road width in the Carrollton General Design Standards. However, during design it became clear that widening the roadway will cause large grading issues, many trees to be removed and impact the neighborhood significantly.

### **FINANCIAL IMPLICATIONS:**

APM & Associates, Inc has submitted a proposal to the City of Carrollton to perform the additional engineering design services for the project for an amount not to exceed \$81,800.00. The revised contract amount would be \$1,273,883.00. Funding is available in the Streets Consolidated Fund.

### **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:  
Maintaining the 27ft street width will allow the project to be completed with minimal impact to the

residential properties and reduce impact on the trees/vegetation located along the existing street.

Sustaining quality of life - Improvements in the subdivision and alleys 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 and alley pavement should reduce the need for non-scheduled or emergency repairs.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends authorizing the City Manager to amend the existing engineering design services contract with APM & Associates, Inc. for the proposed design changes for the Windmill Hill Street Reconstruction project in an amount not to exceed \$81,800.00.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACT AMENDMENT No. 1 WITH APM & ASSOCIATES, INC FOR ADDITIONAL PROFESSIONAL ENGINEERING SERVICES ON WINDMILL HILL STREET RECONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$81,800.00, INCREASING THE TOTAL PROJECT CONTRACT TO AN AMOUNT NOT TO EXCEED \$1,273,883.00; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1:**

The City Manager is authorized to negotiate and execute a contract amendment with APM & Associates, Inc. for professional engineering services in an amount not to exceed \$81,800.00 for a revised contract amount not to exceed \$1,273,883.00.

**SECTION 2:**

The City Manager, or designee, is authorized to take those steps reasonable and necessary to comply with the intent of this Resolution.

**SECTION 3:**

This Resolution shall take effect immediately from and after its passage.

**PASSED and APPROVED on this 5th day of November 2024.**

**CITY OF CARROLLTON, TEXAS**

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

**ATTEST:**

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

Approved as to form:

Approved as to content:

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

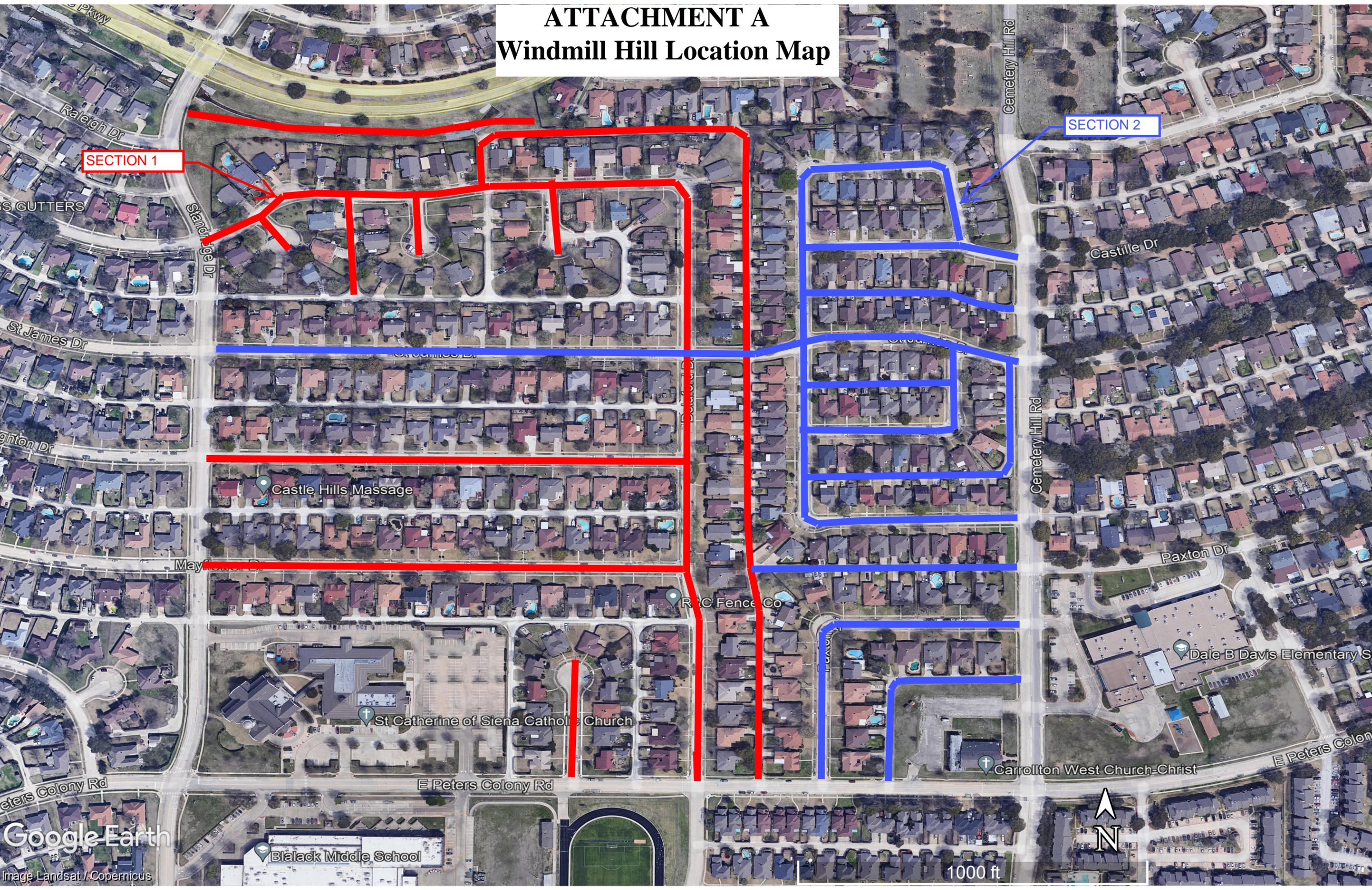
\_\_\_\_\_  
Jonathan Wheat, P.E.,  
Director of Engineering

# ATTACHMENT A

## Windmill Hill Location Map

SECTION 1

SECTION 2





**Agenda Memo**  
**File Number: 6941**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*21.

**CC MEETING: November 5, 2024**

**DATE:** October 28, 2024

**TO:** Erin Rinehart, City Manager

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

Consider A **Resolution Authorizing The City Manager To Negotiate And Execute All Necessary Documents For The Purchase of Approximately 0.3015 Acres As Public Right Of Way At 1308 Clint Street For The Carrollton Heights Reconstruction Project In The Amount Not To Exceed \$235,000.00.**

**BACKGROUND:**

This resolution will provide authorization to purchase the necessary right-of-way to construct the planned improvements to the Carrollton Heights neighborhood. To facilitate the construction of the project, it is necessary for the City to acquire this parcel for right-of-way. The specific parcel being authorized for purchase at this time is identified in Attachment A and the Location Map (P11).

The reconstruction of the Carrollton Heights Subdivision is part of the 2018 Bond Election.

Angel Valuation Services and JLL Valuation & Advisory Services were contracted to appraise 10 properties in Phase 1 of Carrollton Heights. The property being purchased at this time was appraised at a total of \$191,213.00. During 2023 & 2024 Stateside Right of Way Services negotiated on the City’s behalf with the property owners. In August of 2024 staff recommended accepting the Parcel 11 owner’s counteroffer. The total offer for the parcel is \$230,000.00.

Closing costs for the parcel is estimated to bring the total cost of acquisition to \$235,000.00.

Staff expects the project to bid within the month after this parcel closes and the construction contract ready for Council approval in early 2025.

**FINANCIAL IMPLICATIONS:**

Funding is available in the 2018 Bond Election allocated to Carrollton Heights.

**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 should reduce the need for non-scheduled or emergency repairs.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends authorizing the City Manager to take all steps necessary to acquire the needed property rights in compliance with all applicable laws and resolutions.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE ALL NECESSARY DOCUMENTS FOR THE PURCHASE OF APPROXIMATELY 0.3015 ACRES AS PUBLIC RIGHT OF WAY AT 1308 CLINT STREET FOR THE CARROLLTON HEIGHTS RECONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$235,000.00; AUTHORIZING THE CITY MANAGER TO TAKE ALL STEPS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Carrollton, Texas (“City Council”), has authority to purchase and sell real property to promote economic development in the City of Carrollton, Texas (“City”); and

**WHEREAS**, the City Council directed staff to work with Chuck Hung Wong & Tranh Uyen Hua (“Owners”) to acquire certain real property, public right of way, located at 1308 Clint Street, within the City of Carrollton, Dallas County, Texas, (the “Property”), and as further described in Exhibit “A,” attached hereto by reference for all purposes; and

**WHEREAS**, the Property is necessary for the completion of the Carrollton Heights Reconstruction Project; and

**WHEREAS**, the Owners and the City have negotiated and agreed upon a total purchase price of \$230,000.00 for the Property, in its “as is” condition; and

**WHEREAS**, the expenses incurred acquisition and closing costs related to the purchase of these Property is estimated to be approximately \$235,000.00.

**NOW, THEREFORE, BE IT RESOLVED BY THE 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 Manager is hereby authorized to execute all documents necessary to purchase a portion of the following properties from the respective owners, to wit:

Chuck Hung Wong & Tranh Uyen Hua

1308 Clint Street

in connection therewith on behalf of the City, for a total collective compensation to all Owners

in an amount not to exceed \$230,000.00 and with closing costs the total cost of acquisition shall be an amount not to exceed \$235,000.00, substantially according to the terms and conditions set forth in this Resolution.

**Section 3**

This Resolution shall take effect upon passage.

PASSED AND APPROVED ON NOVEMBER 5, 2024

CITY OF CARROLLTON, TEXAS

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

ATTEST:

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

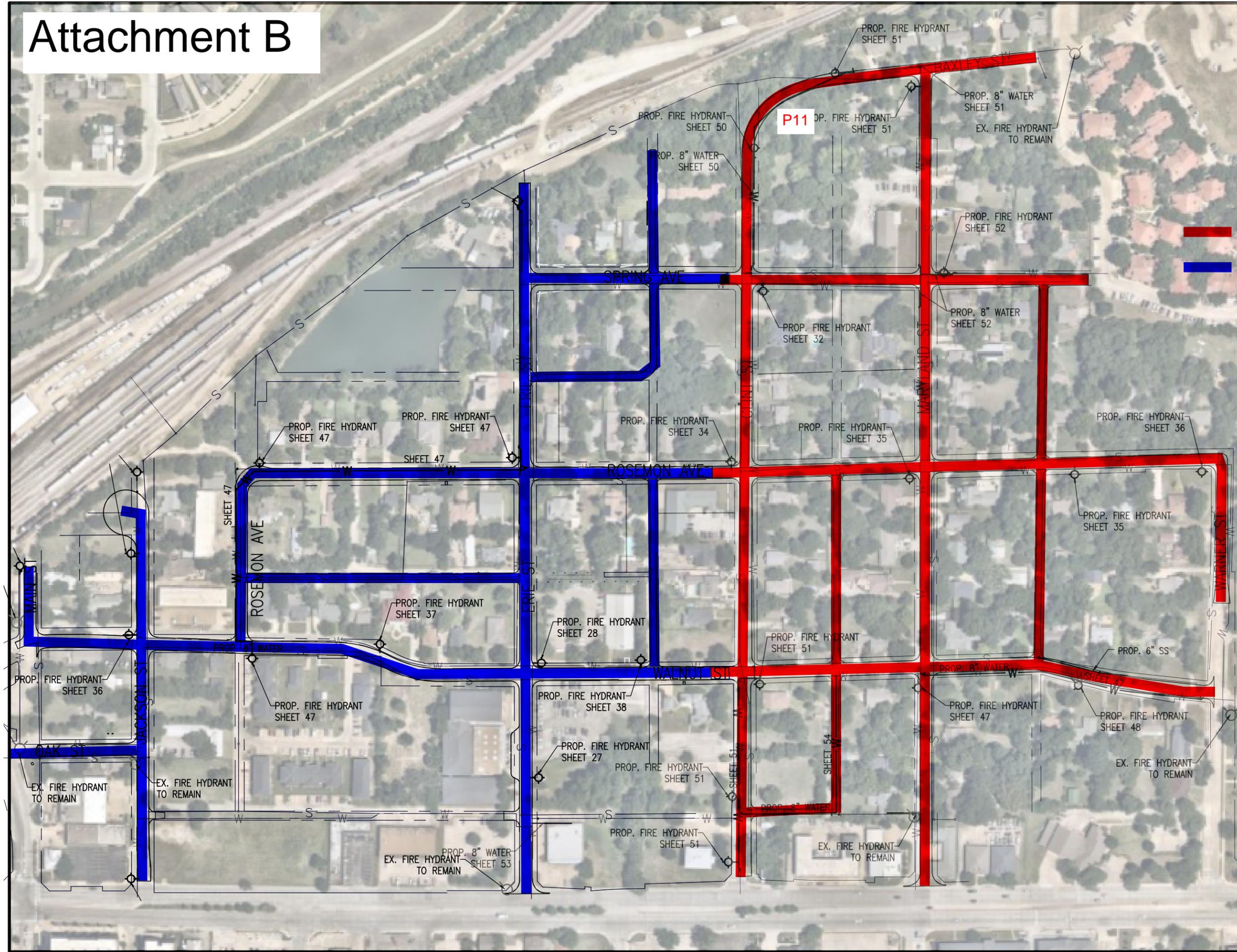
APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

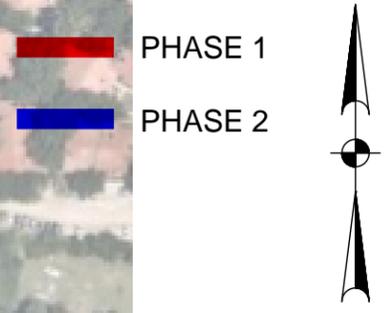
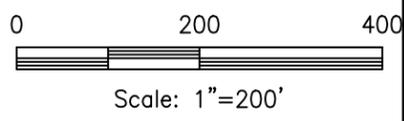
\_\_\_\_\_  
Meredith A. Ladd, City Attorney

\_\_\_\_\_  
Jonathan Wheat, Engineering Director

# Attachment B



**CAUTION!!!**  
 EXISTING PHONE, GAS, ELECTRICAL, FIBER OPTIC & CATV LINES IN PROJECT AREA. CONTRACTOR SHALL VERIFY LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. NOTIFY TEXAS ONE CALL SYSTEM (811) AT LEAST 48 HOURS PRIOR TO CONSTRUCTION.



**PHASE 1** (Red line)  
**PHASE 2** (Blue line)

**INTERIM REVIEW ONLY**  
 Document Incomplete: Not intended for permit or construction.  
 Engineer: **JEFFREY J. FRISON, P.E.**  
 P.E. Serial No.: **86915**  
 Date: **MARCH 9, 2023**  
 Walter P. Moore and Associates, Inc.  
 TBPE Firm Registration No. 1856

REVISION NO.	DESCRIPTION	BY	DATE

**CITY OF CARROLLTON, TEXAS**  
 DEPARTMENT OF ENGINEERING  
**CARROLLTON HEIGHTS STREETS RECONSTRUCTION**

**OVERALL PHASING LAYOUT**

**walter p moore**  
 Walter P Moore and Associates, Inc.  
 500 North Akard Street, Suite 2300  
 Dallas, Texas 75201  
 214.740.6200  
 TBPE Firm Registration No. 1856



DESIGN: LJM	SCALE: AS NOTED
DRAWN: ED	SHEET
APPROVED:	46 OF 132
DATE: MAR 2023	

**Attachment A**

<b>Parcel Number</b>	<b>Property Address</b>	<b>Property Owner</b>	<b>Acquisition Size (AC)</b>
<b>11</b>	<b>1308 Clint St</b>	<b>Chuck Hung Wong &amp; Tranh Uyen Hua</b>	<b>0.3015</b>



**Agenda Memo**  
**File Number: 6948**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** \*22.

**CC MEETING: November 5, 2024**

**DATE:** October 29, 2024

**TO:** Erin Rinehart, City Manager

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

**Consider A Resolution Authorizing The City Manager To Enter Into A Jail Management System Services Agreement With Black Creek Integrated Systems Corporation For An Amount Not To Exceed \$50,616.50 For the First Year And A Five Year Total Not To Exceed Amount Of \$245,173.50**

**BACKGROUND:**

In 2018, the City Council approved the initial five-year contract with Black Creek Integrated Systems Corporation (“Black Creek”) to provide a new jail management system in an amount of \$323,334. Today, Black Creek serves as the SallyPort Jail Management System in the Carrollton Detention Center. SallyPort is used to gather all pertinent information about arrested persons who are housed in the Detention Center to include biographical information, criminal charges filed, and medical information specific to each arrestee. The software is also used to track jail population and document the method of release for each arrestee.

As of August 8, 2024, the total amount of expenditures on the original contract is \$311,000. The Police Department is seeking to extend the Black Creek licensing subscription agreement for another 5-year period. The first year of this agreement is in the amount of \$50,616.50 and four additional years in the amount of \$194,557.00, for a total amount not to exceed \$245,173.50.

**FINANCIAL IMPLICATIONS:**

The total cost of this five-year contract is \$245,173.50

The funding for this purchase will come from budgeted departmental funding. This purchase will be made through Black Creek Integrated Systems Corporation as a sole source provider.

**IMPACT ON COMMUNITY SUSTAINABILITY:**

Maintaining the Software Support plan will ensure the availability of 24-hour technical support which in turn will ensure the accuracy of the information gathered on each arrestee as well as provide an accurate count of the current Detention Center population.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends City Council approval of a resolution authorizing the City Manager to enter into an agreement for renewal of the Black Creek JMS licensing subscription agreement for a five-year total not to exceed amount of \$245,173.50.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A FIVE YEAR AGREEMENT WITH BLACK CREEK INTEGRATED SYSTEMS CORPORATION FOR THE SOLE SOURCE PURCHASE OF THE SALLYPORT JAIL MANAGEMENT SYSTEM (JMS) SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$245,173.50; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1:**

The City Manager is hereby authorized to enter into an agreement with Black Creek Integrated Systems Corporation for the sole source purchase of the SallyPort Jail Management System (JMS) in an amount not to exceed \$50,616.50 for the first year, for a total not to exceed amount for the five-year aggregate total not to exceed \$245,173.50

**SECTION 2:**

The City Manager, or designee, is authorized to take those steps reasonable and necessary to comply with the intent of this Resolution.

**SECTION 3:**

This Resolution shall take effect immediately from and after its passage.

**DULY PASSED and APPROVED** by the City Council of the City of Carrollton, Texas this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**APPROVED AS TO CONTENT:**

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



**Agenda Memo**  
**File Number: 6935**

**Agenda Date:** 11/5/2024

**Version:** 1

**Status:** Public Hearing/Individual Consideration

**In Control:** City Council

**File Type:** Public Hearing

**Agenda Number:** 23.

**CC MEETING: November 5, 2024**

**DATE:** October 28, 2024

**TO:** Erin Rinehart, City Manager

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

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

**BACKGROUND:**

This is a request for approval of a Special Use Permit (SUP) to allow a smoking lounge (hookah lounge) at 2640 Old Denton Road, Suites 132 and 140 (adjoining suites).

A Certificate of Occupancy was issued in 2017 for Suite 140 allowing a tobacco store, which also allowed a hookah lounge under the definition of tobacco stores before the zoning regulations changed in 2022 requiring a SUP for smoking lounges (includes hookahs).

A Certificate of Occupancy was issued in 2022 for Suite 132 allowing a full-service restaurant and prohibiting a smoking and hookah lounge.

A public comment card was received.

**STAFF RECOMMENDATION/ACTION DESIRED:**

On September 5, 2024, the Planning and Zoning Commission recommended **DENIAL** of the request. The applicant submitted a written request to appeal the Commission’s decision and requested the case be scheduled for the November 5, 2024, City Council meeting. A three-fourth (3/4) affirmative vote by all members of the City Council is required to overrule the Commission’s recommendation of denial.

Staff is recommending denial of the SUP request; however, should the City Council approve the SUP, the attached ordinance provides staff's recommended stipulations for Council's consideration.

**RESULTS SHEET**

**Date:** 11/05/24

**Case No./Name:** PLSUP 2024-115 Hookah Lounge Extension

**A. STAFF STIPULATIONS AND RECOMMENDATIONS**

Staff recommends **DENIAL** for a Special Use Permit (SUP) to allow a smoking lounge (hookah lounge) at 2640 Old Denton Road, Suites 132 and 140. However, should the Commission decide to recommend approval, the following stipulations are proposed:

1. Permitted use: Smoking Lounge.
2. Suites 132 and 140 shall be combined and internally opened to each other.
3. The existing restaurant shall be closed.
4. Restaurants shall be prohibited
5. The TABC license will be revoked.
6. Alcohol shall not be sold, consumed, or available on site.
7. Venues, events and entertainment are prohibited on site.
8. Fees may be charged
9. The business daily operating hours shall be limited to 6pm – 2am.

**B. P&Z ACTION** from P&Z meeting: 09/05/24

Result: **DENIED** /Vote: 1-6 (Powell in favor, Yarbrough and Doyle absent)

**C. CC PUBLIC HEARING / ORDINANCE ACTION** from CC meeting: 11/05/24

Result: /Vote:

-  Subject Property
-  Planned Development
-  Special Use Permit
-  Local Retail
-  Freeway



SUP 376

Old Denton Rd

Old Denton Rd

(LR-2)

(LR-2)

SUP 495

(LR-2)  
PD 045

PD 005

(LR-2)

(FWY)

SUP 328

0 0.01 0.01 0.03 0.04 0.06 Miles

Trinity Mills Rd

**APPLICANT'S NARRATIVE**

Application Explanation and Description of Request or Project

Extend Hookah lounge

Already Existing Hookah lounge over 5 years,  
Suite #140, Extend to Suite #132.

Only Small wall demo to Join Both Suite  
together.

Wall Demo Have no Plumbing or Electric work.  
Small wood wall.

Both Suite Have Fire Sprinkler. More Bathroom,  
More Exit & Entrance Doors.

As doing business over 5 years, we experienced  
to run and maintain business with all  
permits and in laws by City. Always  
cooperated with City. Joining both Suites  
will give us more space and it will  
help us during hard time. Please let us  
Join Both Suite.

**SPECIAL USE PERMIT**

Case Coordinator: Michael McCauley

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**GENERAL PROJECT INFORMATION**

**SITE ZONING:** PD-05 for the (LR-2) Local Retail District.

	<b><u>SURROUNDING ZONING</u></b>	<b><u>SURROUNDING LAND USES</u></b>
NORTH	PD-05 for the (LR-2) Local Retail District	Retail
SOUTH	(FWY) Freeway District	Retail / Restaurants
EAST	PD-05 for the (LR-2) Local Retail District	Retail
WEST	(FWY) Freeway District	Billiards Academy and Office

**REQUEST:** Approve a Special Use Permit (SUP) to allow the expansion of an existing smoking lounge

**PROPOSED USE:** Smoking Lounge

**ACRES/LOTS:** 3,370 square foot suite with combined suites (140 and 132)

**LOCATION:** 2640 Old Denton Road, Suite 140 with adjoining Suite 132

**HISTORY:** A Certificate of Occupancy was issued in 2017 for Suite 140 allowing a tobacco store, which also allowed a hookah lounge under the definition of tobacco stores before the zoning regulations changed in 2022 requiring a SUP for smoking lounges (includes hookahs).

A Certificate of Occupancy was issued in 2022 for Suite 132 allowing a full-service restaurant and prohibiting a smoking and hookah lounge.

**COMPREHENSIVE PLAN:** Commercial – High Intensity

**TRANSPORTATION PLAN:** Old Denton Road is designated as an (A8D) Eight-Lane Divided Arterial.

**OWNER:** AMAFHH Group, Inc.

**REPRESENTED BY:** Kashish Chadha

## **STAFF ANALYSIS**

### **REQUEST**

This is a request for approval of a SUP to allow a smoking lounge (hookah lounge).

The applicant proposes to expand Suite 140 and the existing smoking lounge into suite 132 (restaurant) and close the restaurant.

### **ORDINANCE REQUIREMENTS**

Article V. of Carrollton's Comprehensive Zoning Ordinance (CZO) requires a SUP for a smoking lounge in the (LR-2) Local Retail District.

### **ELEMENTS TO CONSIDER**

1. On April 5, 2022, City Council approved Ordinance 4066, further regulating smoking lounges (including hookah lounges) to be allowed only with an approved SUP in certain zoning districts, including the (LR-2) Local Retail District.
2. Per CZO Article 34 Definitions, a smoking lounge is defined as "An establishment that allows for the gathering of persons to smoke. This term includes, but is not limited to, a cigar lounge, hookah lounge, entertainment lounge or venue, tobacco or vapor bar, and similar establishments."
3. The applicant currently has a Certificate of Occupancy issued on March 28, 2017, for a tobacco store in Suite 140 (Hookah Hut Lounge). In 2017 a tobacco store also allowed a smoking lounge prior to Council approving Ordinance 4066. Therefore, the current tobacco store may operate a smoking lounge in the same suite, without expansion, as it predates current regulations (Ordinance 4066).
4. Per the Carrollton Police Department, the following information is provided relating to the subject property and use:
  - a. Since January 2022, there have been 13 offenses at 2640 Old Denton.
  - b. The Hookah Hut is the largest contributor to offenses at this commercial center.
  - c. Thirty-eight percent (38% or 5/13) of the offenses at 2640 Old Denton occurred at the Hookah Hut Lounge.
  - d. Sixty percent (60% or 3/5) of offenses were for violating the BYOB permit at the Hookah Hut Lounge. Employees allowed patrons to remain on premises and consume alcoholic beverages after hours. Customers were loitering, the parking lot was filled with vehicles, and the business was operating after hours.
  - e. The remaining 40% (2/5) of offenses at the Hookah Hut Lounge included the theft of AirPods (wireless Bluetooth earbuds) and a drug related offense.
  - f. A known gang member advertised he would be hosting a party at the Hookah Hut Lounge back in June 2022. Due to the potential for violence, CPD and ATF collaborated to gather intel on this event. The event was eventually cancelled due to police intervention.

- g. Thirty-one percent (31%) of Calls For Service at 2640 Old Denton were in reference to the Hookah Hut Lounge.
  - h. The majority (76% or 19/25) of Calls For Service at the Hookah Hut Lounge were burglary alarm calls.
5. Each SUP application is discretionary and must be evaluated as to its probable effect on the adjacent properties and the community welfare and may be approved or denied as the findings indicate appropriate.
  6. A SUP should not have negative impacts that exceed the impacts associated and anticipated with a use permitted “as-of-right” in the zoning district.
  7. The concern and input of neighbors affected by a proposed use is a component of the zoning process.
  8. A public comment card was received.
  9. A three-fourth (3/4) affirmative vote by all members of the City Council is required to overrule the Commission’s recommendation of denial.

**PURPOSE OF THE SPECIAL USE PERMIT**

The purpose of the Special Use Permit is to authorize and regulate uses which may be beneficial in a specific instance to the general welfare of the community yet ensure that such uses are not detrimental to surrounding property and are consistent with the stated purpose of the zoning district in which such uses are located regarding conditions of operation, location, arrangement, and construction.

**CONCLUSION**

Staff believes the request for a Special Use Permit to allow for the expansion of the smoking lounge is not appropriate at this location.

THESE PLANS PREPARED BY F4 SOLUTIONS, ALONG WITH SPECIFICATIONS AND DRAFTS INCLUDING ANY PROGRAMMING AND ESTIMATES ARE THE PROPERTY OF F4 SOLUTIONS. THE PREPARATION BY F4 SOLUTIONS IS FOR ITS INTERNAL USE ONLY. THE INFORMATION IS DEEMED RELIABLE FOR F4 SOLUTIONS USE ONLY. ANY OTHER USE SHALL BE THE SOLE RESPONSIBILITY OF THE USER WHO IS TO VERIFY, EVALUATE, INTERPRET, SUPPLEMENT OR MODIFY THE INFORMATION. SHOULD THEY USE THESE DOCUMENTS ON THEIR OWN OR WITH OTHERS RATHER THAN THROUGH F4 SOLUTIONS.

F4 SOLUTIONS  
635 FARR ALTON RD  
COMBINE, TX 75159  
2147943064

HOOKAH HUT  
2640 OLD DENTON RD  
Suite 140  
CARROLTON, TX 75007

VICINITY PLAN  
AND  
ELEVATIONS

**A2**

PG 2 OF 2

Date: 07/24/24  
Revised: 07/31/24



STE 140



STE 132

**A 01** VICINITY PLAN  
Scale: NTS

**A 02** ELEVATIONS OF STORE FRONT  
Scale: NTS



**Excerpt From Minutes  
Planning & Zoning Commission  
Meeting of September 5, 2024**

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

Michael McCauley, Senior Planner, advised this item is a request to expand an existing smoking lounge from Suite 140 and combine it with Suite 132. In 2017 Suite 140 was issued a Certificate of Occupancy for a tobacco store, which was allowed by right, and a tobacco store use also allowed as part of its use a smoking lounge. Currently our CZO requires a SUP for a smoking lounge, which includes in its term a cigar lounge, hookah lounge, entertainment lounge or venue, tobacco or vapor bar, and similar establishments.

Mr. McCauley noted that there are records of several police calls to this area. Staff received one public comment card in support. Staff is not recommending approval, however, should the Commission recommend approval for this item, stipulations for consideration are recommended.

Commissioner Overholt requested clarification regarding a current SUP for #140. Mr. McCauley stated there is not one as it was grandfathered in 2017.

Commissioner Powell confirmed with Mr. McCauley that once the two suites are merged there will be one SUP for both suites areas. McCauley confirmed that once the suites are combined there would only be one suite number and thus one SUP.

Chair Windrow asked if the applicant would like to speak.

Applicant Kashish Chadha, 2640 Old Denton Rd., #140, Carrollton, explained his request to join the two suites for additional space, and additional entrances and exits. There is no request for an increase in occupancy. He provided commentary on the previous police calls.

Commissioner Martin asked whether there have been any police issues since he took over ownership in 2022. Mr. Chadha explained that some calls are regarding parking and other issues in the parking lot. He stated he changed his request to no longer have a kitchen, that no alcohol will be served, and this would simply be a smoking lounge/hookah.

Chair Windrow opened the public hearing. There being no speakers he asked if the Commissioners had any questions or motions.

***\* Commissioner Foster moved to close the public hearing and approve Case No. PLSUP 2024-115 Hookah Lounge Extension with stipulations; second by Commissioner Powell. The motion failed with a 1-6 vote. Commissioner Powell voted in favor; Commissioner***

***Martin; Commissioner Windrow, Commissioner Kramer, Commissioner Overholt, Commissioner Foster and Commissioner Hermon were opposed, (Yarbrough and Doyle absent).***

Chair Windrow advised that since this item was not approved by the Planning and Zoning Commission, the applicant has 10 days from today to file a written appeal to the City Council.

**PUBLIC COMMENTS**

**Name:** James Lee - JGED INVEST CORP

**Address:** 6509 Terrace Dr

**City, ST, ZIP:** The Colony, TX 75056

For your opinion of opposition or support on the proposed change to be considered by the Planning & Zoning Commission or City Council, you must **completely** fill out this form, sign and date it and return it before end of business day one day prior to the public hearing.

**Received**  
**AUG 29 2024**

I hereby register my:  Support       Opposition

Planning  
City of Carrollton

**To Case No./Name:** PLSUP 2024-115

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** [Signature]      **Date:** AUG 26 24

PLANNING DEPARTMENT  
CITY OF CARROLLTON  
DATE: 11/05/2024

SPECIAL USE PERMIT NO. 506  
DEVELOPMENT NAME: HOOKAH  
LOUNGE EXTENSION

ORDINANCE NUMBER \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING ITS COMPREHENSIVE ZONING ORDINANCE BY ESTABLISHING SPECIAL USE PERMIT NUMBER 506 PROVIDING FOR A SMOKING LOUNGE IN AN APPROXIMATELY 3,370 SQUARE FOOT SPACE ZONED PD-05 FOR THE (LR-2) LOCAL RETAIL DISTRICT AND LOCATED AT 2640 OLD DENTON ROAD, SUITES 132 AND 140; AMENDING THE OFFICIAL ZONING MAP; PROVIDING PENALTY, SEVERABILITY, REPEALER, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

**WHEREAS**, at a public hearing held on the Fifth day of September 2024, the Planning & Zoning Commission considered and made recommendation on a certain request for a Special Use Permit (Case No. PLSUP 2024-115); and

**WHEREAS**, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

**WHEREAS**, the City Council conducted a public hearing on the Fifth day of November 2024, at which all persons were given an opportunity to present testimony; and

**WHEREAS**, the City Council has determined the following amendment to the zoning laws to allow the requested use is not detrimental to the surrounding property, and is consistent with the purpose of the zoning district in which the above-described property is located; and

**WHEREAS**, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals, and general welfare:

**NOW, THEREFORE, BE IT ORDAINED BY THE 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 Ordinance as if copied in their entirety.

Section 2.

Special Use Permit Number 506 is hereby established for a certain approximately 3,370 square foot space, located at 2640 Old Denton Road, Suites 132 and 140, and being more generally depicted on Exhibit A, providing for the following:

I. Permitted Use

Smoking Lounge

II. Special Development Standards

Development shall be in accordance with the following special conditions, restrictions, and regulations:

1. Suites 132 and 140 shall be combined and internally opened to each other.
2. The existing restaurant shall be closed.
3. A restaurant shall be prohibited.
4. The TABC license shall be revoked.
5. Alcohol shall not be sold, consumed, or available on site.
6. Venues, events and entertainment are prohibited on site.
7. Admission fees may be charged.
8. The business daily operating hours shall be limited to 6pm – 2am.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating a provision of this ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

The provisions of this ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

Section 6.

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.

Section 7.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance and the Official Zoning Map, as amended, shall remain in full force and effect.

Section 8.

This ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Fifth day of November 2024.

CITY OF CARROLLTON

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

ATTEST:

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

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Albert Thomas  
Assistant City Attorney II

\_\_\_\_\_  
Michael McCauley  
Senior Planner

## EXHIBIT A GENERAL DEPICTION



<p style="text-align: center;"><b>VICINITY PLAN</b> Scale: 275'</p>	<p style="text-align: center;"><b>ELEVATIONS OF STORE FRONT</b> Scale: 275'</p>
<p><b>F4 Solutions, LLC</b></p> <p><small>THIS PLAN IS PREPARED BY F4 SOLUTIONS, LLC, A PROFESSIONAL ENGINEERING FIRM LICENSED BY THE STATE OF TEXAS. THE ENGINEER'S SIGNATURE AND SEAL ARE REQUIRED FOR THIS PLAN TO BE VALID. THE ENGINEER'S SIGNATURE AND SEAL ARE NOT VALID UNLESS THEY ARE CURRENT AND VALID. THE ENGINEER'S SIGNATURE AND SEAL ARE NOT VALID UNLESS THEY ARE CURRENT AND VALID. THE ENGINEER'S SIGNATURE AND SEAL ARE NOT VALID UNLESS THEY ARE CURRENT AND VALID.</small></p> <p><b>HOOKAH HUT</b> 2846 OLD DENTON RD CARROLLTON, TX 75007</p> <p><small>VICINITY PLAN SCALE: 275'</small></p> <p style="font-size: 2em; font-weight: bold;">A2</p> <p style="font-size: 0.8em;">PG 2 OF 2</p> <p><small>DATE: 07/24/24 REVISION: 07/31/24</small></p>	



## Agenda Memo

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**Agenda Date:**

**Version:** 1

**Status:** Public Forum

**In Control:** City Council

**File Type:** Public Forum

**Agenda Number:** 24.

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

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