



Meeting Location:
City Council Chambers
Allen City Hall
305 Century Parkway, Allen, Texas 75013

AGENDA
CITY COUNCIL REGULAR MEETING
Tuesday, January 13, 2026, 7:00 PM

1. Call to Order and Announce a Quorum is Present

2. Pledge of Allegiance

3. Public Recognition

3.1 Presentation of Proclamations by the Office of the Mayor.

3.2 Presentation of the Dr. Martin Luther King, Jr. Community Courage and Service Award.

4. Citizens' Comments

[The City Council invites citizens to speak to the Council on any topic not on the agenda or not already scheduled for Public Hearing. Prior to the meeting, please complete a "Public Meeting Appearance Card" and present it to the City Secretary. The time limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers.]

5. Consent Agenda

[Routine Council business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Councilmember or member of staff.]

5.1 Approve Minutes from the December 9, 2025, Regular City Council Meeting.

5.2 Adopt an Ordinance amending the Allen Land Development Code, Article XI, Section 11.06 relating to Impact Fee Credits.

5.3 Adopt a Resolution authorizing the City Manager to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, providing for a Digital Forensics Examiner.

5.4 Adopt a Resolution authorizing the City Manager to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, Texas Homeland Security State Administrative Agency, providing for a 3D Scanner.

5.5 Adopt a Resolution authorizing the City Manager to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, providing for a Crime Scene Alternate Light Source Image Device.

5.6 Authorize the City Manager to execute an agreement with Convergent Technologies, LLC, for security and access controls at City Facilities and the Municipal Service Center for \$181,384.

5.7 Authorize the purchase of Direct Purchase Uniforms and Screen-Print Tees from Just Right Products, Inc., dba Fwpromo, for an annual amount of \$270,661.

5.8 Award bid and authorize the City Manager to execute a contract with S&J Officials, LLC, for officiating services for adult recreation leagues in the amount of \$223,480 for a one-year term with two additional one-year renewal options.

5.9 Authorize the City Manager to execute an agreement for the purchase and installation of fitness equipment from Team Marathon Fitness for Joe Farmer Recreation Center in the amount of \$264,280.

5.10 Motion to accept the resignation of Dr. Joe Farmer on the North Texas Municipal Water District Board of Directors.

6. Regular Agenda

6.1 Conduct a Public Hearing and adopt an Ordinance to amend Planned Development No. 5 with a base zoning of Shopping Center, regulating the development and use of Lot 1, Block 1, La Petite Academy Allen. [Sharon Fellowship Church of North Dallas]

7. Other Business

7.1 Calendar

7.2 Items of Interest

8. Executive Session

Legal, Section 551.071.

As authorized by Section 551.071(2) of the Texas Government Code, the Workshop Meeting and/or the Regular Agenda may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the City Attorney on any Agenda Item Listed Herein. (Closed to Public as Provided in the Texas Government Code.)

8.1 Pursuant to Texas Government Code, Section 551.074 - Personnel Matters. Discuss appointment of a representative to the North Texas Municipal Water District Board.

8.2 Pursuant to Texas Government Code, Section 551.072 - Deliberation Real Property. Discuss lease proposals for former Hydrous site.

8.3 Reconvene and Consider Action on Items Resulting from Executive Session.

9. Adjournment

This notice was posted at Allen City Hall, 305 Century Parkway, Allen, Texas, at a place convenient and readily accessible to the public at all times, in accordance with state law.

Shelley B. George, City Secretary

Allen City Hall is wheelchair accessible. Access to the building and special parking are available at the entrance facing Century Parkway. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 214.509.4105.

Date Posted: January 6, 2026

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE: Tuesday, January 13, 2026, 7:00 PM

AGENDA CAPTION: Presentation of Proclamations by the Office of the Mayor.

STAFF RESOURCE: Shelley B. George, City Secretary

BOARD/COMMISSION ACTION: None

PREVIOUS COUNCIL ACTION: None

STRATEGIC PLANNING GOAL: Engaged and connected Allen community.

BACKGROUND:

- Allen Heritage Guild Year
- Biscuit the Bulldog Year
- Martin Luther King, Jr. Day

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE: Tuesday, January 13, 2026, 7:00 PM

AGENDA CAPTION: Presentation of the Dr. Martin Luther King, Jr. Community Courage and Service Award.

STAFF RESOURCE: Shelley B. George, City Secretary

BOARD/COMMISSION ACTION: None

PREVIOUS COUNCIL ACTION: None

STRATEGIC PLANNING GOAL: Engaged and connected Allen community.

BACKGROUND:

The *Dr. Martin Luther King, Jr. Community Courage & Service Award* honors individuals in the Allen community who embody the core values championed by Dr. Martin Luther King, Jr.: generosity, service, equity and the unwavering belief that communities flourish when people uplift one another.

Nominations from the community were accepted from December 1, 2025 through January 5, 2026, with the winner selected by members of the Allen Community Engagement Advisory Board.

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE: Tuesday, January 13, 2026, 7:00 PM

AGENDA CAPTION: Approve Minutes from the December 9, 2025, Regular City Council Meeting.

STAFF RESOURCE: Shelley B. George, City Secretary

BOARD/COMMISSION ACTION: None

PREVIOUS COUNCIL ACTION: None

STRATEGIC PLANNING GOAL: Financially sound and transparent City government.

Attachments

[Minutes](#)

ALLEN CITY COUNCIL

REGULAR MEETING

DECEMBER 9, 2025

Present:

Baine L. Brooks, Mayor

Allen City Council:

Ben Trahan, Mayor Pro Tem

Michael Schaeffer

Tommy Baril

Ken Cook

Amy Gnad

Carl Clemencich (absent)

City Staff:

Eric Ellwanger, City Manager

Eric Strong, Deputy City Manager

Tim Dentler, Assistant City Manager

Rebecca Vice, Assistant City Manager

Shelley B. George, City Secretary

Rocio Gonzalez, Deputy City Secretary

Chelsey Aprill, Director, Public and Media Relations (absent)

Kristi Soto, Communications Manager

Pete Smith, City Attorney

Workshop Session

1. Call to Order and Announce a Quorum is Present

With a quorum of the Allen City Council present, the Workshop of the Allen City Council was called to order by Mayor Brooks at 6:15 p.m. on Tuesday, December 9, 2025, in Basement Meeting Rooms A and B at Allen City Hall, 305 Century Parkway, Allen, Texas.

2. Discussion Items

2.A. Presentation regarding the Steering Committee of Cities Served by Oncor and Atmos.

2.B. Committee Updates from City Council Liaisons.

2.C. Questions on the Current Agenda.

3. Executive Session.

An Executive Session was not held.

4. Adjourn to Regular Meeting

With no further discussion, Mayor Brooks adjourned the Workshop of the Allen City Council at 6:50 p.m. on Tuesday, December 9, 2025, in Basement Meeting Rooms A and B at Allen City Hall, 305 Century Parkway, Allen, Texas.

Regular Meeting

1. Call to Order and Announce a Quorum is Present

With a quorum of the Allen City Council present, the Regular Meeting of the Allen City Council was called to order by Mayor Brooks at 7:02 p.m. on Tuesday, December 9, 2025, in the Council Chambers at Allen City Hall, 305 Century Parkway, Allen, Texas.

2. Pledge of Allegiance

Mayor Brooks and the Allen City Council observed a moment of silence.

3. Public Recognition

3.1 Presentation of Proclamations by the Office of the Mayor.

- Faizan Zaki Year - 2025 Scripps National Spelling Bee Champion
- The Salvation Army of Plano Mayoral Red Kettle Challenge

3.2 Presentation recognizing the City Secretary's Office as recipient of the Texas Municipal Clerk's Excellence Award.

4. Citizens' Comments

- Paula Ross with the Allen Heritage Guild invited the Council and residents to attend the Allen Heritage Guild's "Christmas through the Decades" event on December 14.

5. Consent Agenda

MOTION: Upon a motion made by Mayor Pro Tem Trahan and a second by Councilmember Baril, the Council voted six (6) for and none (0) opposed to approve the Consent Agenda as follows:

5.1 Approve Minutes from the November 11, 2025, Regular City Council Meeting.

5.2 Adopt an Ordinance amending the Code of Ordinances, Chapter 9, 'Motor Vehicles and Traffic' amending the maximum prima facie speed limit on segments of Ridgeview Drive.

ORDINANCE NO. 4191-12-25: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE CODE OF ORDINANCES, BY AMENDING THE TABLE IN CHAPTER 9, "MOTOR VEHICLES AND TRAFFIC," ARTICLE V, "OPERATION OF VEHICLES," DIVISION 2, "SPEED REGULATIONS," SECTION 9-135(a), TO AMEND THE MAXIMUM PRIMA FACIE SPEED LIMIT FOR RIDGEVIEW DRIVE WITHIN THE CORPORATE LIMITS OF THE CITY OF ALLEN; PROVIDING FOR A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO HUNDRED DOLLARS (\$200) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

5.3 Authorize the City Manager to execute a contract with Forte for Audio/Visual Replacement Equipment at Credit Union of Texas Event Center for \$996,000.

- 5.4 **Authorize the City Manager to execute a contract with Garland/DBSA, Inc., for the roof replacement, waterproofing, and sealing at the Joe Farmer Recreation Center for \$1,119,668.**

The motion carried.

6. **Regular Agenda**

- 6.1 **Award Bid and authorize the City Manager to execute a contract with North Rock Construction & Associates, LLC, for the Reconstruction of the City Hall Front Steps Project for \$567,839.33.**

MOTION: Upon a motion made by Councilmember Baril and a second by Councilmember Cook, the Council voted six (6) for and none (0) opposed to authorize the City Manager to execute a contract with North Rock Construction & Associates, LLC, for the reconstruction of the City Hall Front Steps Project. The motion carried.

- 6.2 **Adopt an Ordinance amending the Code of Ordinances, Chapter 10, "Offenses-Miscellaneous" by adding a new Article IX, " Public Camping and Sleeping."**

ORDINANCE NO. 4192-12-25: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 10, "OFFENSES—MISCELLANEOUS" BY ADDING A NEW ARTICLE IX, "PUBLIC SLEEPING AND CAMPING"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500); AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION: Upon a motion made by Mayor Pro Tem Trahan and a second by Councilmember Schaeffer, the Council voted six (6) for and none (0) opposed to adopt Ordinance No. 4192-12-25, as previously captioned, amending the Code of Ordinances, Chapter 10, "Offenses-Miscellaneous." The motion carried.

- 6.3 **Adopt an Ordinance amending the Code of Ordinances, Chapter 10, "Offenses-Miscellaneous" Article VI, Regulation of Sex Offender Residency" by amending Section 10-55 "Definitions," 10-56 "Offenses," Section 10-59(1) "Affirmative Defenses," and Section 10-60 "Penalty Provisions."**

ORDINANCE NO. 4193-12-25: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 10, "OFFENSES—MISCELLANEOUS," "ARTICLE VI, "REGULATION OF SEX OFFENDER RESIDENCY"; BY AMENDING SECTION 10-55 "DEFINITIONS" TO ADD DEFINITIONS FOR "DEPARTMENT OF PUBLIC SAFETY'S SEXUAL OFFENDER DATABASE," "HALLOWEEN," "PRIVATE RECREATIONAL FACILITY," AND "PUBLIC PARK," AND TO AMEND THE DEFINITION OF "PREMISES WHERE CHILDREN COMMONLY GATHER"; BY AMENDING SECTION 10-56 "OFFENSES" TO MODIFY EXISTING LANGUAGE AND TO ADD A NEW SUBSECTION (b) ESTABLISHING A SEPARATE OFFENSE; BY AMENDING SECTION 10-59(1) "AFFIRMATIVE DEFENSES"; BY AMENDING SECTION 10-60 TO REVISE THE PENALTY PROVISION; PROVIDING FOR A

REPEALING CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE NOW.

MOTION: Upon a motion made by Councilmember Cook and a second by Councilmember Gnad, the Council voted six (6) for and none (0) opposed to adopt Ordinance No. 4193-12-25, as previously captioned, amending the Code of Ordinances, Chapter 10, "Offenses-Miscellaneous" Article VI, Regulation of Sex Offender Residency. The motion carried.

6.4 Conduct a Public Hearing and adopt an Ordinance establishing Standards of Care necessary for a Daycare Licensing Exemption for youth camp programs operated by the Allen Parks and Recreation Department.

Mayor Brooks opened the public hearing and asked anyone registered to speak for or against this item to do so at this time.

With no one speaking, Mayor Brooks closed the Public Hearing.

ORDINANCE NO. 4194-12-25: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ESTABLISHING STANDARDS OF CARE NECESSARY FOR A DAY CARE LICENSING EXEMPTION FOR YOUTH CAMP PROGRAMS OPERATED BY THE CITY OF ALLEN PARKS AND RECREATION DEPARTMENT; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION: Upon a motion made by Councilmember Schaeffer and a second by Mayor Pro Tem Trahan, the Council voted six (6) for and none (0) opposed to adopt Ordinance No. 4194-12-25, as previously captioned, establishing Standards of Care necessary for a Daycare Licensing Exemption for youth camp programs operated by the Allen Parks and Recreation Department. The motion carried.

6.5 Conduct a Public Hearing and adopt an Ordinance amending Planned Development No. 58 with a base zoning of Shopping Center, regulating the development and use of Lot 1, Block A, Cornerstone/Allen Addition. [1300 Central Expy N- Additional Land Uses]

Mayor Brooks opened the public hearing and asked anyone registered to speak for or against this item to do so at this time.

With no one speaking, Mayor Brooks closed the Public Hearing.

ORDINANCE NO. 4195-12-25: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE ZONING REGULATIONS AND ZONING MAP, AS PREVIOUSLY AMENDED, BY AMENDING THE USE AND DEVELOPMENT REGULATIONS OF TRACT 1 OF PLANNED DEVELOPMENT "PD" NO. 58 RELATING TO THE USE AND DEVELOPMENT OF LOT 1, BLOCK A, CORNERSTONE/ALLEN ADDITION; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE

SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION: Upon a motion made by Councilmember Gnadt and a second by Councilmember Cook, the Council voted six (6) for and none (0) opposed to adopt Resolution No. 4195-12-25, as previously captioned, amending Planned Development No. 58 with a base zoning of Shopping Center, regulating the development and use of Lot 1, Block A, Cornerstone/Allen Addition. The motion carried.

6.6 Conduct a Public Hearing and adopt an Ordinance to amend and restate Planned Development No.134A, regulating the development and use of 135.35± acres out of the John Phillips Survey, Abstract No. 718, J.W. Parson Survey, Abstract No.705 and the J.W. Roberts Survey, Abstract No. 762, in the City of Allen, Collin County, Texas. [The Farm Signage]

Mayor Brooks opened the public hearing and asked anyone registered to speak for or against this item to do so at this time.

Bruce Heller, 714 S. Greenville, Allen, Texas, applicant, spoke in support of the item.

With no one else speaking, Mayor Brooks closed the Public Hearing.

ORDINANCE NO. 4196-12-25: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE AND ZONING MAP, AS PREVIOUSLY AMENDED, RELATING TO THE USE AND DEVELOPMENT OF 135.35± ACRES TRACT OF LAND IN THE JOHN PHILLIPS SURVEY, ABSTRACT NO. 718, J.W. PARSONS SURVEY, ABSTRACT NO. 705 AND THE J.W. ROBERTS SURVEY, ABSTRACT NO. 762, BY AMENDING AND RESTATING IN THEIR ENTIRETY THE DEVELOPMENT AND USE REGULATIONS OF PLANNED DEVELOPMENT "PD" NO. 134A MIXED USE FOR SINGLE-FAMILY, MULTIFAMILY, OFFICE, AND RETAIL USES, AS ADOPTED PURSUANT TO ORDINANCE NO. 3761-7-20 AND AMENDED BY ORDINANCE NO. 3861-9-21 AND ADOPTING A ZONING EXHIBIT, SCHEDULE OF USES, REGULATING PLAN, OPEN SPACE PLAN, STREET PLAN, STREET CROSS SECTIONS, DRIVEWAY PLAN, WEST LAKE PARK CONCEPTUAL PLAN, LOT PLAN, AND RIDGEVIEW PARKWAY CROSS SECTIONS; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Upon a motion made by Councilmember Cook and a second by Councilmember Schaeffer, the Council voted six (6) for and none (0) opposed to adopt Ordinance No. 4196-12-25, as previously captioned, amending and restating Planned Development No. 134A. The motion carried.

6.7 Conduct a Public Hearing and adopt an Ordinance to amend the Allen Land Development Code (ALDC), including the following: Section 4.06, "Change and amendments" by amending requirements of zoning change voting and protest procedures; amending Section 8.02.4, "Administrative approval of certain Amending Plats, Minor Plats and Replats" by retitling to "Administrative approval of plats" and

amending which plats the Director of Community Development is authorized to approve; Section 8.03.1, "General plat regulations" amending the statutory compliance procedure for plat applications; Section 8.03.3, "Preliminary plat" by changing who may approve preliminary plats; Section 8.03.4, "Final plat" amending plat regulations to exempt the requirement for tax certificates and who may approve final plats; Section 8.03.9, "Conveyance plat" amending plat regulations to exempt the requirement for tax certificates and who may approve conveyance plats; Section 11.03, "Advisory committee" relating to the composition of the advisory committee; Appendix A, "Definitions" adding a definition for "Manufactured Home" and amending a definition for "Manufactured Home – HUD Code." [ALDC Amendments].

Mayor Brooks opened the public hearing and asked anyone registered to speak for or against this item to do so at this time.

With no one speaking, Mayor Brooks closed the Public Hearing.

ORDINANCE NO. 4197-12-25: AN ORDINANCE OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE, AS AMENDED, BY AMENDING SECTION 4.06 "CHANGES AND AMENDMENTS" BY AMENDING THE REQUIREMENTS OF ZONING CHANGE VOTING AND PROTEST PROCEDURES; BY AMENDING SECTION 8.02.4 "ADMINISTRATIVE APPROVAL OF CERTAIN AMENDING PLATS, MINOR PLATS AND REPLATS" BY RETITLING TO "ADMINISTRATIVE APPROVAL OF PLATS" AND AMENDING WHICH PLATS THE DIRECTOR OF COMMUNITY DEVELOPMENT IS AUTHORIZED TO APPROVE; BY AMENDING SECTION 8.03.1 "GENERAL PLAT REGULATIONS" BY AMENDING THE STATUTORY COMPLIANCE PROCEDURE FOR PLAT APPLICATIONS; BY AMENDING SECTION 8.03.3 "PRELIMINARY PLAT" BY CHANGING WHO MAY APPROVE PRELIMINARY PLATS; BY AMENDING SECTION 8.03.4 "FINAL PLAT" TO DELETE TAX CERTIFICATES FROM REQUIRED INFORMATION AND RENUMBERING THEREFROM AND AMENDING WHO MAY APPROVE FINAL PLATS; BY AMENDING SECTION 8.03.9 "CONVEYANCE PLATS" TO DELETE TAX CERTIFICATES FROM REQUIRED INFORMATION AND AMENDING WHO MAY APPROVE CONVEYANCE PLATS; BY AMENDING SECTION 11.03 "ADVISORY COMMITTEE" RELATING TO THE COMPOSITION OF THE ADVISORY COMMITTEE; AND APPENDIX A "DEFINITIONS" BY AMENDING THE DEFINITION FOR "MANUFACTURED HOME" AND ADDING A DEFINITION FOR "MANUFACTURE HOME – HUD CODE"; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION: Upon a motion made by Councilmember Gnadt and a second by Councilmember Baril, the Council voted six (6) for and none (0) opposed to adopt Ordinance No. 4197-12-25, as previously captioned, amending the Allen Land Development Code. The motion carried.

7. **Other Business**

7.1 **Calendar.**

- December 23 - City Council meeting – Canceled

- December 24, 25 and January 1 – City Hall and other city facilities closed in observance of the Christmas and New Year Holidays.
- January 13, 2026 – next City Council meeting

7.2 Items of Interest.

- Councilmember Baril expressed congratulations to area students graduating from college.
- Councilmember Cook encouraged the public to support the Allen Americans Professional Hockey Team during the upcoming games.
- Councilmember Baril wished Happy Chanukkah and encouraged the public to attend the Menorah Lighting at The Watters Creek Village on December 14.
- Mayor Brooks and the Council wished happy birthday to Councilmember Cook and Mayor Pro Tem Trahan.
- Mayor Brooks shared the following Good News happening in Allen:
 - Texas Health Allen is celebrating its 25th anniversary as a valued member of our community. In celebration of Allen’s own 150th birthday next year, the hospital was presented with 100 newborn onesies for the first 100 babies born at Texas Health Allen in 2026.
 - Allen was named the best city to move to in Texas by Consumer Affairs, recognized for our parks, safety, affordability, and overall quality of life.
 - Allen advances to the state semi-finals against Duncanville on Saturday at Mesquite Memorial Stadium.

8. Executive Session

An Executive Session was not held.

9. Adjournment

Mayor Brooks adjourned the Regular Meeting of the Allen City Council at 8:06 p.m. on Tuesday, December 9, 2025.

These minutes were approved on the 13th day of January 2026.

APPROVED:

Baine L. Brooks, MAYOR

ATTEST:

Shelley B. George, TRMC, CITY SECRETARY

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE:	Tuesday, January 13, 2026, 7:00 PM
AGENDA CAPTION:	Adopt an Ordinance amending the Allen Land Development Code, Article XI, Section 11.06 relating to Impact Fee Credits.
STAFF RESOURCE:	Chris Flanigan, Engineering Director
BOARD/COMMISSION ACTION:	None
PREVIOUS COUNCIL ACTION:	July 12, 2022 - Adopted Ordinance 3928-7-22 amending the City's Land Use Assumptions, Capital Improvements Plan, and Impact Fees.
STRATEGIC PLANNING GOAL:	Financially sound and transparent City government.

BACKGROUND:

Impact fees, which are based on projected growth, land-use, and planned construction, were updated and adopted in 2022.

The development community pays transportation impact fees when applying for a building permit, to help fund the infrastructure necessary to accommodate growth of our community. Similarly, water and sewer impact fees are paid with each new account established, based on meter size – the larger the meter, the more water a user consumes, and thus impacts the water and sewer system accordingly. The impact fee concept is a way to distribute the cost of infrastructure across new users and growth, easing the burden on existing tax- and rate-payers (residents and businesses). Impact fees may only be used to pay for growth-related infrastructure within a published study (not the reconstruction of an old asset).

In the latest legislative session, Senate Bill 14 was passed and signed into law by Governor Abbott on September 17, 2025. It requires cities to offer some credit in offset to water and/or wastewater impact fees for conservation efforts. Specifically, the language of the law, is as follows:

Sec. 395.0231. CONSERVATION AND REUSE CREDITS AGAINST WATER AND WASTEWATER FEES.

(a) A political subdivision shall provide a credit against water and wastewater impact fees otherwise assessed to a development to a builder or developer for the construction, contribution, or dedication of an eligible facility, system, or product that results in water reuse, conservation, or savings.

(b) A facility, system, or product eligible for a credit under this section includes a facility, system, or product that:

(1) reduces per service unit water consumption, supply requirements, or necessary treatment and distribution infrastructure per service unit;

(2) decreases the need of wastewater collection and

treatment facilities per service unit;

(3) diminishes the demand for stormwater and drainage facilities per service unit; or

(4) integrates practices or technologies that achieve water efficiency, reuse, or conservation performance that exceeds standard compliance requirements.

(c) A political subdivision that provides a credit under this section shall establish procedures for:

(1) calculating and applying the credits in a fair and consistent manner; and

(2) reviewing and approving credits under this section

In November, Collin County communities met in the City of McKinney to discuss a consistent approach to this new law. The City of Allen was represented. A consultant working for the City of Fort Worth was present as well, sharing that the City of Fort Worth was ahead of this and intending to establish a 2.5% credit. Consequently, representatives in Collin County all indicated it would be practical to do likewise.

Our approach outlined in this ordinance is simple, easy to administer, matches the intended credit percentage discussed for the region, and complies with this new law.

BUDGETARY IMPACT:

As an example for scale, the average home uses a 5/8" water meter. The current impact fee is \$3,137 for each meter. A 2.5% credit equates \$78 per meter, assuming an applicant qualifies for the credit, demonstrating conservation efforts that comply with this ordinance.

STAFF RECOMMENDATION:

Staff recommends approval.

MOTION:

I make a motion to adopt Ordinance No. _____ amending the Allen Land Development Code, Article XI, Section 11.06 relating to Impact Fee Credits.

Attachments

[Ordinance](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE, AS AMENDED, BY AMENDING ARTICLE XI “IMPACT FEES,” SECTION 11.06 “CREDITS” RELATING TO IMPACT FEE CREDITS FOR THE USE OF MORE EFFICIENT WATER AND WASTEWATER INFRASTRUCTURE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000) DOLLARS FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Allen, Texas, finds it to be in the public interest to amend the Allen Land Development Code of the City of Allen, Texas, as previously amended, relating to impact fee credits for the use of more efficient water and wastewater infrastructure in compliance S.B. 14, 89th Leg., 2d C.S. (Tex. 2025).

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:

SECTION 1. Article XI “Impact Fees,” Section 11.06 “Credits,” Subsection 5 of the Allen Land Development Code, is amended as follows:

“Sec. 11.06. - Credits.

...

5. Any construction, contribution, or dedication of an eligible facility, system or product that results in water reuse, conservation or savings shall earn a credit equal to 2.5% of the assessed impact fee otherwise due from the new development. To qualify as an eligible facility, at the time of water or wastewater impact fee is due, the applicant must submit certification from a professional engineer or architect, to the satisfaction of the director of engineering, that such facility:
 - a) reduces per service unit water consumption, supply requirements, or necessary treatment and distribution infrastructure per service unit; or,
 - b) decreases the need of wastewater collection and treatment facilities per service unit; or,
 - c) diminishes the demand for stormwater and drainage facilities per service unit; or,
 - d) integrates practices or technologies that achieve water efficiency, reuse or conservation performance that exceeds standard compliance requirements set forth in section 14-14.1 of Code of Ordinances.”

SECTION 2. In the event of an irreconcilable conflict between the provisions of another previously adopted ordinance of the City of Allen and the provisions of this Ordinance, the provisions of this Ordinance shall be controlling.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of

the remaining portions of said Ordinance, or the Allen Land Development Code, as amended hereby, which shall remain in full force and effect.

SECTION 4. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Allen Land Development Code, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 5. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Allen Land Development Code, as amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 6. This Ordinance shall take effect immediately from and after its passage and publication in accordance with its provisions of the Charter of the City of Allen, and it is accordingly so ordained.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 13TH DAY OF JANUARY 2026.

APPROVED:

Baine L. Brooks, MAYOR

APPROVED AS TO FORM:

ATTEST:

Peter G. Smith, CITY ATTORNEY

Shelley B. George, TRMC, CITY SECRETARY

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE: Tuesday, January 13, 2026, 7:00 PM

AGENDA CAPTION: Adopt a Resolution authorizing the City Manager to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, providing for a Digital Forensics Examiner.

STAFF RESOURCE: Steve Dye, Chief of Police

BOARD/COMMISSION ACTION: None

PREVIOUS COUNCIL ACTION: September 23, 2023 - Resolution No. 4028-9-23 - approval to apply for Digital Forensics Examiner grant.
October 22, 2024 - Resolution No. 4120-10-24 - approval to apply for Digital Forensics Examiner grant.

STRATEGIC PLANNING GOAL: Safe and livable community for all.

BACKGROUND:

City Council authorized the City Manager to apply for this grant in October 2025 by resolution; however, the State has requested the resolution language be revised to specify that the funds will be for Fiscal Year 2026 and to list the City Manager as the Authorized Official who will administer the grant.

No other information in the resolution or grant application has changed.

As previously mentioned, these funds are used to fund our second Digital Forensics Examiner position. Their work is essential in the investigation and prosecution for crimes ranging from organized retail theft, child exploitation crimes, narcotics distribution, and murder. Suspects' dependency on their cell phones and other digital devices make this investigative position essential in increasing the sociability of the department's criminal cases.

BUDGETARY IMPACT:

The grant application is for \$85,202. The city will cover all expenses over this amount, which could include fringe benefits, overtime, and other miscellaneous expenses. This amount should not exceed \$30,000 annually.

STAFF RECOMMENDATION:

Staff recommends approval.

MOTION:

I make a motion to adopt Resolution No. _____ authorizing the City Manager to apply for, accept, reject, alter, or terminate a grant to continue funding the position of a Digital Forensics Examiner.

Attachments

[Resolution](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, TO APPLY FOR, ACCEPT, REJECT, ALTER, OR TERMINATE GRANT # 4781003, A GRANT FROM THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PROVIDING FUNDING FOR A DIGITAL FORENSICS EXAMINER FOR FISCAL YEAR 2026, IN THE AMOUNT OF EIGHTY-FIVE THOUSAND TWO HUNDRED TWO AND 00/100 DOLLARS (\$85,202), IF AWARDED.

WHEREAS, the City of Allen, and its police department, have encountered hundreds of digital devices such as computers, tablets, cellular phones, and other electronics containing digital media; and,

WHEREAS, the City of Allen Police Department knows that evidence of crimes that have occurred are sometimes stored on these devices; and,

WHEREAS, the City of Allen Police Department believes that the addition of a Digital Forensics Examiner will lead to better criminal investigations because the resources exist to find digital evidence on the devices used by criminals; and,

WHEREAS, the City of Allen Police Department has agreed to provide matching funds, cash or in-kind, for a Digital Forensics Examiner to conduct these electronic investigations, as it appears in the grant application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:

SECTION 1. That the City of Allen has agreed that in the event of loss or misuse of State of Texas, Office of the Governor Funds for the Digital Forensics Examiner Grant (application # 4781003), they will be returned to the State of Texas, Office of the Governor, Criminal Justice Division in full.

SECTION 2. That the City of Allen is committed to funding all required and applicable matching funds through cash and/or in-kind.

SECTION 3. That the City Manager is hereby designated as the Authorized Official and authorized to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, Criminal Justice Division to assist the City of Allen and the Allen Police Department to fund a Digital Forensics Examiner (application # 4781003).

SECTION 4. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Allen, and it is accordingly so resolved.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 13TH DAY OF DECEMBER 2026.

APPROVED:

Baine L. Brooks, MAYOR

ATTEST:

Shelley B. George, TRMC, CITY SECRETARY

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE: Tuesday, January 13, 2026, 7:00 PM

AGENDA CAPTION: Adopt a Resolution authorizing the City Manager to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, Texas Homeland Security State Administrative Agency, providing for a 3D Scanner.

STAFF RESOURCE: Steve Dye, Chief of Police

BOARD/COMMISSION ACTION: None

PREVIOUS COUNCIL ACTION:

STRATEGIC PLANNING GOAL: Safe and livable community for all.

BACKGROUND:

City Council authorized the City Manager to apply for this grant in October 2025 by resolution; however, the State has requested the resolution language be revised to specify that the funds will be for Fiscal Year 2026 and to list the City Manager as the Authorized Official who will administer the grant.

No other information in the resolution or grant application has changed.

As previously stated, the Allen Police Department (APD) conducts crime scene investigations with this technology which creates crime scene maps with very specific and exact measurements and locations of critical evidence. Not only will this technology allow for successfully processing of crime scenes it will also allow for crime scenes to be processed more thoroughly and efficiently. The grant has awarded APD \$101,800 to be used for the purchase of 3D mapping equipment and training for 15 APD staff members. No cash or in-kind matching funds are required from the City of Allen.

STAFF RECOMMENDATION:

Staff recommends approval.

MOTION:

I make a motion to adopt Resolution No. _____ authorizing the City Manager apply for, accept, reject, alter, or terminate a Grant from the State of Texas, Office of the Governor, Texas Homeland Security State Administrative Agency providing funding for a 3D scanner.

Attachments

[Resolution](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, TO APPLY FOR, ACCEPT, REJECT, ALTER, OR TERMINATE GRANT # 5601101, A GRANT FROM THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY PROVIDING FUNDING FOR A 3D SCANNER FOR FISCAL YEAR 2026, IN THE AMOUNT OF ONE HUNDRED ONE THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS (\$101,800), IF AWARDED.

WHEREAS, the City of Allen and its police department conduct crime scene investigations, which require specific technology for locating and mapping evidence; and,

WHEREAS, the City of Allen Police Department knows that the evidence located by this technology is often critical in identifying suspects and successfully prosecuting crimes; and,

WHEREAS, the City of Allen Police Department believes that the addition of this technology will lead to better criminal investigations because the resources exist to map evidence; and,

WHEREAS, the City of Allen Police Department has agreed to provide matching funds, cash or in-kind, for a 3D Scanner to aid in these investigations, as it appears in the grant application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:

SECTION 1. That the City of Allen has agreed that in the event of loss or misuse of State of Texas, Office of the Governor Funds for the 3D Scanner Grant (application # 5601101), they will be returned to the State of Texas, Office of the Governor.

SECTION 2. That the City of Allen is committed to funding all required and applicable matching funds through cash and/or in-kind.

SECTION 3. That the City Manager is hereby designated as the Authorized Official and authorized to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, to assist the City of Allen and the Allen Police Department to fund the 3D Scanner (application # 5601101).

SECTION 4. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Allen, and it is accordingly so resolved.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 13TH DAY OF JANUARY 2026.

APPROVED:

Baine L. Brooks, MAYOR

ATTEST:

Shelley B. George, TRMC, CITY SECRETARY

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE: Tuesday, January 13, 2026, 7:00 PM

AGENDA CAPTION: Adopt a Resolution authorizing the City Manager to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, providing for a Crime Scene Alternate Light Source Image Device.

STAFF RESOURCE: Steve Dye, Chief of Police

BOARD/COMMISSION ACTION: None

PREVIOUS COUNCIL ACTION: None

STRATEGIC PLANNING GOAL: Safe and livable community for all.

BACKGROUND:

City Council authorized the City Manager to apply for this grant in October 2025 by resolution; however, the State has requested the resolution language be revised to specify that the funds will be for Fiscal Year 2026 and to list the City Manager as the Authorized Official who will administer the grant.

No other information in the resolution or grant application has changed.

As was previously stated, the Allen Police Department (APD) conducts crime scene investigations, which require specific technology for locating latent evidence. The evidence located by this technology is often critical in identifying suspects, which lead to successful prosecutions. This evidence is not visible to the naked eye and can routinely be missed. APD believes that the addition of this technology will lead to better criminal investigations because the resources exist to find evidence that would otherwise not be located. The grant awards the Allen Police Department \$44,000 to purchase this technology. There are no cash or in-kind matching funds required from the City of Allen.

BUDGETARY IMPACT:

This grant covers the entire cost of the Alternative Light Source Image Device. No matching funds are required by the City.

STAFF RECOMMENDATION:

Staff recommends approval.

MOTION:

I make a motion to adopt Resolution No. _____ authorizing the City Manager to accept a Grant from the State of Texas, Office of the Governor, to provide funding for a Crime Scene Alternate Light Source Image Device.

Attachments

[Resolution](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, TO APPLY FOR, ACCEPT, REJECT, ALTER, OR TERMINATE GRANT # 5479201, A GRANT FROM THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PROVIDING FUNDING FOR A CRIME SCENE ALTERNATE LIGHT SOURCE IMAGING DEVICE FOR FISCAL YEAR 2026, IN THE AMOUNT OF FORTY-FOUR THOUSAND AND NO/100 DOLLARS (\$44,000), IF AWARDED.

WHEREAS, the City of Allen and its police department conduct crime scene investigations, which require specific technology for locating latent evidence; and,

WHEREAS, the City of Allen Police Department knows that the evidence located by this technology is often critical in identifying suspects, which leads to successful prosecutions; and,

WHEREAS, the City of Allen Police Department believes that this technology will lead to better criminal investigations because the resources exist to find evidence that would otherwise not be located; and,

WHEREAS, the City of Allen Police Department has agreed to provide matching funds, cash or in-kind, for a Crime Scene Alternate Light Source Imaging Device to aid in these investigations, as it appears in the grant application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:

SECTION 1. That the City of Allen has agreed that in the event of loss or misuse of State of Texas, Office of the Governor Funds for the Digital Forensics Examiner Grant (application # 5479201), they will be returned to the State of Texas, Office of the Governor, Criminal Justice Division in full.

SECTION 2. That the City of Allen is committed to funding all required and applicable matching funds through cash and/or in-kind.

SECTION 3. That the City Manager is hereby designated as the Authorized Official and authorized to apply for, accept, reject, alter, or terminate a grant from the State of Texas, Office of the Governor, Criminal Justice Division to assist the City of Allen and the Allen Police Department to fund the Alternate Light Source Imaging Device (application # 5479201).

SECTION 4. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Allen, and it is accordingly so resolved.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 13TH DAY OF JANURY 2026.

APPROVED:

Baine L. Brooks, MAYOR

ATTEST:

Shelley B. George, TRMC, CITY SECRETARY

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE: Tuesday, January 13, 2026, 7:00 PM

AGENDA CAPTION: Authorize the City Manager to execute an agreement with Convergent Technologies, LLC, for security and access controls at City Facilities and the Municipal Service Center for \$181,384.

STAFF RESOURCE: Steve Massey, Director, Community Services

BOARD/COMMISSION ACTION: None

PREVIOUS COUNCIL ACTION: January 30, 2025, and July 14, 2025 - agreements with Convergent Technologies, LLC, for security and access controls at City Facilities.

STRATEGIC PLANNING GOAL: Safe and livable community for all.

BACKGROUND:

The proposed contractor, Convergent Technologies, LLC, has worked with the city on two previous contracts for facility access control and security. The proposed contract is created using a Sourcewell Cooperative Purchasing Agreement. The proposed contract is to install access controls and security cameras at the Municipal Service Center (MSC) and City Water Facilities.

The City's MSC improvements include the installation of supplemental devices that will further protect and improve security at facilities that are used 24/7/365 by multiple departments including Police, Fire, Community Services, and Parks and Recreation.

Some of the preparatory electrical work and installation of concrete pads for the improvements are being completed by the city before the new systems are installed. Funds are budgeted in the FY26 water and sewer budget to fund these activities.

This procurement was done using a Cooperative Purchasing Agreement, Sourcewell Contract #121024-CTL. This method of procurement ensures compliance with all applicable purchasing regulations while decreasing contract negotiation length. Using the Sourcewell Contract provides the best value and will deliver a complete and extensive security and access control system within budget.

BUDGETARY IMPACT:

The total project budget of \$181,384 is funded from the FY26 Water and Sewer (W&S) Enterprise Funds Operational Budget. Future maintenance and repair activities will be funded using the annual Information Technology Department's preventative maintenance agreement. Funds for the W&S Fund's project components will be budgeted to transfer from the W&S budget to the Information Technology (IT) master maintenance contract on an annual basis.

STAFF RECOMMENDATION:

Staff recommends approval.

MOTION:

I make a motion to authorize the City Manager to execute an agreement with Convergent Technologies, LLC, for security and access controls at City Water Facilities and the Municipal Service Center for a project cost of \$181,384.

Attachments

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE:	Tuesday, January 13, 2026, 7:00 PM
AGENDA CAPTION:	Authorize the purchase of Direct Purchase Uniforms and Screen-Print Tees from Just Right Products, Inc., dba Fwpromo, for an annual amount of \$270,661.
STAFF RESOURCE:	Pete Phillis, Chief Financial Officer
BOARD/COMMISSION ACTION:	None
PREVIOUS COUNCIL ACTION:	None
STRATEGIC PLANNING GOAL:	Financially sound and transparent City government.

BACKGROUND:

The purchase of uniforms for employees, not including firemen and/or police officers, as well as screen print tees is a citywide contract which also promotes the City's brand via the professional display of our city logo in an approved and consistent manner for all departments and members of council.

This Request for Proposal will provide uniforms and screen print services for employees citywide as required to perform their daily duties. Uniforms are a key element in identifying City employees and assist in maintaining the professionalism of the city.

The city standard embroidered logo will be sewn on all department uniform shirts, pants, and jackets. Items covered under this agreement include, but are not limited to:

- Long/short sleeve shirts and sweatshirts
- Pants
- Caps and hats
- Jackets

The City issued a Request for Proposal ("RFP") #2025-2-25 to solicit responses from qualified vendors for Direct Purchase Uniforms & Screen-Print Tees on July 11, 2025.

- Publicly advertised in the Allen American Newspaper on July 11, 2025, and July 18, 2025.
- 277 Electronic Bid (eBid) supplier notifications.
- Including 999 Historically Underutilized Businesses ("HUB") supplier notifications.

A committee comprised of city staff from the Police Department, Sewer Division, Water Division, Street/Drainage Division, Parks Department, Parks - Special Events, and Purchasing Division reviewed and scored the proposal responses on the following criteria outlined in the RFP:

Round One - RFP written response:

- 30 Points: Price
- 25 Points: Bidder Qualifications and Experience
- 30 Points: Demonstrated User Friendly Customer Portal
- 15 Points: Turnaround time and demonstrated ability to meet deadlines

Round Two – Short List:

- 40 Points: Verified Reference Checks
- 60 Points: Quality and Workmanship – Sample Embroidery and Screen Printing (3 Colors)

Of the eleven (11) proposal responses, Just Right Products, Inc., was selected as the top ranked vendor.

BUDGETARY IMPACT:

The funds for services have been included in FY 26 in the budget of each department citywide. Each department will utilize the contract on an "as needed" basis to replace worn and/or damaged uniforms and/or to outfit a new employee. Each department was contacted to provide what their budgeted and expected expenditure amount would be for uniforms and screen printing, not to include uniforms worn by either police officers and/or firemen and/or apparel distributed during timed race events.

STAFF RECOMMENDATION:

Staff recommends approval.

MOTION:

I make a motion to award proposal and authorize the purchase of Direct Purchase Uniforms and Screen-Print Tees for an annual amount of \$270,661.

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE:

Tuesday, January 13, 2026, 7:00 PM

AGENDA CAPTION:

Award bid and authorize the City Manager to execute a contract with S&J Officials, LLC, for officiating services for adult recreation leagues in the amount of \$223,480 for a one-year term with two additional one-year renewal options.

STAFF RESOURCE:

Elissa Malone, Assistant Director, Parks and Recreation

BOARD/COMMISSION ACTION:

PREVIOUS COUNCIL ACTION:

December 13, 2022 - awarded a bid and authorized the a contract with S&J Officials, LLC, for officiating services.

STRATEGIC PLANNING GOAL:

Financially sound and transparent City government.

BACKGROUND:

The Recreation Division issued a request for proposals (RFP) for officiating services for adult sports leagues. Sports included in the RFP are basketball, volleyball, softball, and kickball. Staff believes it is in the best interest of the City to award to the overall lowest-priced, most responsive bidder(s) based on the vendor which can provide officiating services which meet the specifications for each specific sport. Another bid was received by North Texas Softball Officials; however, their bid was for kickball and softball only.

The Purchasing Division advertised a Request for Proposal number 2026-10-2. There were two (2) responsive proposals received. All proposals submitted have been evaluated based on the following Best Value Criteria: Purchase Price, Bidder Qualifications and Experience, and Verified References Check and Timeline.

BUDGETARY IMPACT:

This contract is funded through the Parks and Recreation Division's operational budget. The Recreation Division generates adult league revenue through team entry fees, which offset expenses associated with league officials.

STAFF RECOMMENDATION:

Staff recommends approval.

MOTION:

I make a motion to Award bid and authorize the City Manager to execute a contract with S&J Officials, LLC, for officiating services for adult recreation leagues in the amount of \$223,480 for a one-year term with two additional one-year renewal options.

Attachments

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE:	Tuesday, January 13, 2026, 7:00 PM
AGENDA CAPTION:	Authorize the City Manager to execute an agreement for the purchase and installation of fitness equipment from Team Marathon Fitness for Joe Farmer Recreation Center in the amount of \$264,280.
STAFF RESOURCE:	Kate Meacham, Director, Parks and Recreation
BOARD/COMMISSION ACTION:	December 8, 2025 - Parks and Recreation Board recommended approval for the purchase and installation of fitness equipment for Joe Farmer Recreation Center.
PREVIOUS COUNCIL ACTION:	May 10, 2022 - approved a Team Marathon Fitness bid for the purchase and installation of cardio fitness equipment for city recreation facilities, including Joe Farmer Recreation Center, in the amount of \$136,208.
STRATEGIC PLANNING GOAL:	Safe and livable community for all.

BACKGROUND:

Community and member feedback at Joe Farmer Recreation Center consistently requests expanded and enhanced fitness offerings, particularly additional cardio and strength training options. This purchase replaces existing cardio equipment that is at or near the end of life and expands the overall fitness footprint.

The equipment purchase includes a significant expansion of cardio capacity, most notably increasing the number of treadmills from three to six to address a high-demand and well-documented need. Additional cardio enhancements include new stair climbers, ellipticals, and recumbent bikes. Strength training improvements include expanded free weight equipment such as racks, Smith machines, benches, bars, and weight plates. Functional training enhancements include equipment such as ropes, dumbbells, stability balls, and fitness tires, supporting a broader range of training styles and group exercise use.

BUDGETARY IMPACT:

This purchase includes a \$3,100 buyback of some existing equipment and utilizes operational funds. It is part of a Buyboard cooperative agreement, contract #764-25.

STAFF RECOMMENDATION:

Authorize the City Manager to execute an agreement for the purchase and installation of fitness equipment from Team Marathon Fitness for Joe Farmer Recreation Center in the amount of \$264,280.

MOTION:

I make a motion to Authorize the City Manager to execute an agreement for the purchase and installation of fitness equipment from Team Marathon Fitness for Joe Farmer Recreation Center in the amount of \$264,280.

Attachments

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE:	Tuesday, January 13, 2026, 7:00 PM
AGENDA CAPTION:	Motion to accept the resignation of Dr. Joe Farmer on the North Texas Municipal Water District Board of Directors.
STAFF RESOURCE:	Shelley B. George, City Secretary
BOARD/COMMISSION ACTION:	None
PREVIOUS COUNCIL ACTION:	April 9, 2024 - Reappointed Dr. Joe Farmer to the NTMWD Board for a two-year term set to expire May 31, 2026. 1998 - Appointed to the Board of Directors on the North Texas Municipal Water District.
STRATEGIC PLANNING GOAL:	Engaged and connected Allen community.

BACKGROUND:

Mr. Steve Terrell and Dr. Joe Farmer serve as the appointed Directors representing the City of Allen on the NTMWD Board of Directors. Each member serves a two-year term and terms are staggered with Dr. Farmer's term expiring May 31, 2026. After 28 years of dedicated service as one of Allen's Directors on the NTMWD Board of Directors, Dr. Farmer has asked not to be reappointed and has submitted his resignation effective upon the acceptance of the Allen City Council. The City of Allen joins with the NTMWD in expressing our appreciation for the commitment and dedication that Dr. Farmer has shown to the City of Allen, NTMWD and the Region. He was appointed by the City of Allen in 1998 and has been a prominent leader on the Board.

In accordance with the statute creating the District (Article 8280-141), the qualifications of a Director include the following: "No person shall be appointed a Director unless he resides in and owns taxable property in the city from which he is appointed. No member of a governing body of a city, and no employee of a city, shall be appointed as a Director." Under other state laws, no other public official that receives compensation could be appointed.

MOTION:

I make a motion to accept the resignation of Dr. Joe Farmer on the North Texas Municipal Water District Board of Directors.

Attachments

[Resignation Letter](#)

December 18, 2025

Baine Brooks, Mayor
City of Allen
305 Century Pkwy
Allen, Texas 75013

Dear Mayor Brooks,

After much reflection, I am submitting my resignation from the North Texas Municipal Water District Board of Directors, effective Wednesday, December 31, 2025.

This decision has not been easy. [REDACTED]

[REDACTED] I feel it is in the best interest of both the City of Allen and the District that I step aside at this time.

I am deeply grateful to the Mayors and City Council members of Allen for the confidence they placed in me by appointing me to the North Texas Municipal Water District Board of Directors for more than 35 years. Serving the City of Allen in this role has been a meaningful and rewarding experience.

It has truly been an honor and a privilege to represent the City of Allen in this capacity. I am sincerely thankful for the trust placed in me and for the opportunity to serve the citizens of Allen.

With sincere appreciation,



Joe Farmer

CITY COUNCIL REGULAR MEETING AGENDA COMMUNICATION

AGENDA DATE:	Tuesday, January 13, 2026, 7:00 PM
AGENDA CAPTION:	Conduct a Public Hearing and adopt an Ordinance to amend Planned Development No. 5 with a base zoning of Shopping Center, regulating the development and use of Lot 1, Block 1, La Petite Academy Allen. [Sharon Fellowship Church of North Dallas]
STAFF RESOURCE:	Matt Bechtluft, Senior Planner
BOARD/COMMISSION ACTION:	On December 16, 2025, the Planning and Zoning Commission voted 5 to 1 to recommend approval of the request.
PREVIOUS COUNCIL ACTION:	October 19, 1981 - Planned Development No. 5 - Approved - Ordinance No. 370-10-81 September 4, 1986 - Planned Development No. 5 - Approved - Ordinance No. 730-9-86 January 16, 1992 - Planned Development No. 5 - Approved - Ordinance No. 1070-1-92
STRATEGIC PLANNING GOAL:	Vibrant community with lively destinations and successful commercial centers.

BACKGROUND:

The subject property is generally located 308± feet north of the intersection of Fountain Gate Drive and Main Street and west of Fountain Gate Drive. The zoning designations of the surrounding properties are as follows:

- North: Single-Family Residential District R-5.
- East (across Fountain Gate Drive): Local Retail.
- South: Planned Development No. 5 (PD-5) with a base zoning of Multi-Family Density-18 (MF-18).
- West: PD-5 with a base zoning of MF-18.

The subject property retains a zoning designation of PD-5 with a base zoning of Shopping Center (SC). The applicant proposes to include "Church, Temple, Rectory, or other Religious Facility" as an allowed use.

The Allen Land Development Code (ALDC) does not allow "Church, Temple, Rectory, or other Religious Facility" use in SC districts. Thus, the applicant has applied for a Planned Development Text Amendment to allow such use to be permitted. It is important to note that the site was built in 1986, therefore, should the applicant choose to undergo an expansion project or alter the exterior layout of the site, they must abide by all current regulations of the ALDC.

The subject property is currently developed with a single structure previously used as a Day Care. The applicant does not propose changes affecting the layout of the property. The current parking provided has the ability to support the applicant's proposed use. Should City Council approve the request, a Certificate of Occupancy application accompanied by a floor plan of the use would have to be submitted to the City for review.

The request has been reviewed by staff.

LEGAL NOTICES:

Legal Notice published on December 26, 2025.

STAFF RECOMMENDATION:

Staff recommends approval.

MOTION:

I make a motion to adopt Ordinance No. _____ to amend the development regulations of Planned Development No. 5 with a base zoning of Shopping Center.

Attachments

[Ordinance](#)

[Minutes of the December 16, 2025, Planning and Zoning Commission Meeting](#)

[Notification Map](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE AND ZONING MAP, AS PREVIOUSLY AMENDED, BY AMENDING THE USE AND DEVELOPMENT REGULATIONS OF PLANNED DEVELOPMENT “PD” NO. 5 RELATING TO THE USE AND DEVELOPMENT OF LOT 1, BLOCK 1, LA PETITE ACADEMY ALLEN ADDITION BY ADDING AN ADDITIONAL PERMITTED USE; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Allen, Texas, in compliance with the laws of the State of Texas and the ordinances of the City of Allen, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, have concluded that the Allen Land Development Code Zoning Regulations and Zoning Map of the City of Allen, Texas, as previously amended, should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:

SECTION 1. The Allen Land Development Code Zoning Regulations and the Zoning Map of the City of Allen, Collin County, Texas, as previously amended, be further amended by amending the regulations of Planned Development “PD” No. 5 with a based zoning of Shopping Center, as amended, relating to the development and use of Lot 1, Block 1, La Petite Academy Allen, an addition to the City of Allen, Collin County, Texas, according to the plat thereof recorded in Volume G, Page 5, Map Records, Collin County, Texas (“the Property”), by authorizing the Property to be developed and used for a Church, Temple, Rectory, or other Religious Facility use in addition to the uses for which the Property may otherwise be permitted in Planned Development “PD” No. 5.

SECTION 2. To the extent of any irreconcilable conflict with the provisions of this Ordinance and other ordinances of the City of Allen governing the use and development of the Property and which are not expressly amended by this Ordinance, the provisions of this Ordinance shall be controlling.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this Ordinance, or the Allen Land Development Code Zoning Regulations, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of the said Ordinance or the Allen Land Development Code Zoning Regulations, as amended hereby, which shall remain in full force and effect.

SECTION 4. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Allen Land Development Code Zoning Regulations, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 5. Any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Allen Land Development Code Zoning Regulations of the City of Allen, as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

SECTION 6. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Allen, and it is accordingly so ordained.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 13TH DAY OF JANUARY 2026.

APPROVED:

Baine L. Brooks, MAYOR

APPROVED AS TO FORM:

ATTEST:

Peter G. Smith, CITY ATTORNEY

Shelley B. George, TRMC, CITY SECRETARY

December 16, 2025 Planning and Zoning Commission Meeting Minutes

Conduct a Public Hearing and consider a request to amend Planned Development No. 5 with a base zoning of Shopping Center, regulating the development and use of Lot 1, Block 1, La Petite Academy Allen. [103 N. Fountain Gate Drive - Additional Land Use]

Mr. Bechtluft, Senior Planner, presented the item to the Commission and stated that staff recommends approval of the item.

Chair Metevier opened the Public Hearing.

Chair Metevier mentioned receipt of the following letter in support of the item:

- Shan Sabapathy, 103 N. Fountain Gate Drive, Allen, TX

The following individuals registered their support but did not wish to speak on the item:

- Molly George, applicant, 14009 Sowell Drive, Frisco, TX
- Charlie Price, 205 N. Fountain Gate Drive, Allen, TX

Chair Metevier closed the Public Hearing.

The Commission discussed requirements for potential future alterations to the structure and the use of the property.

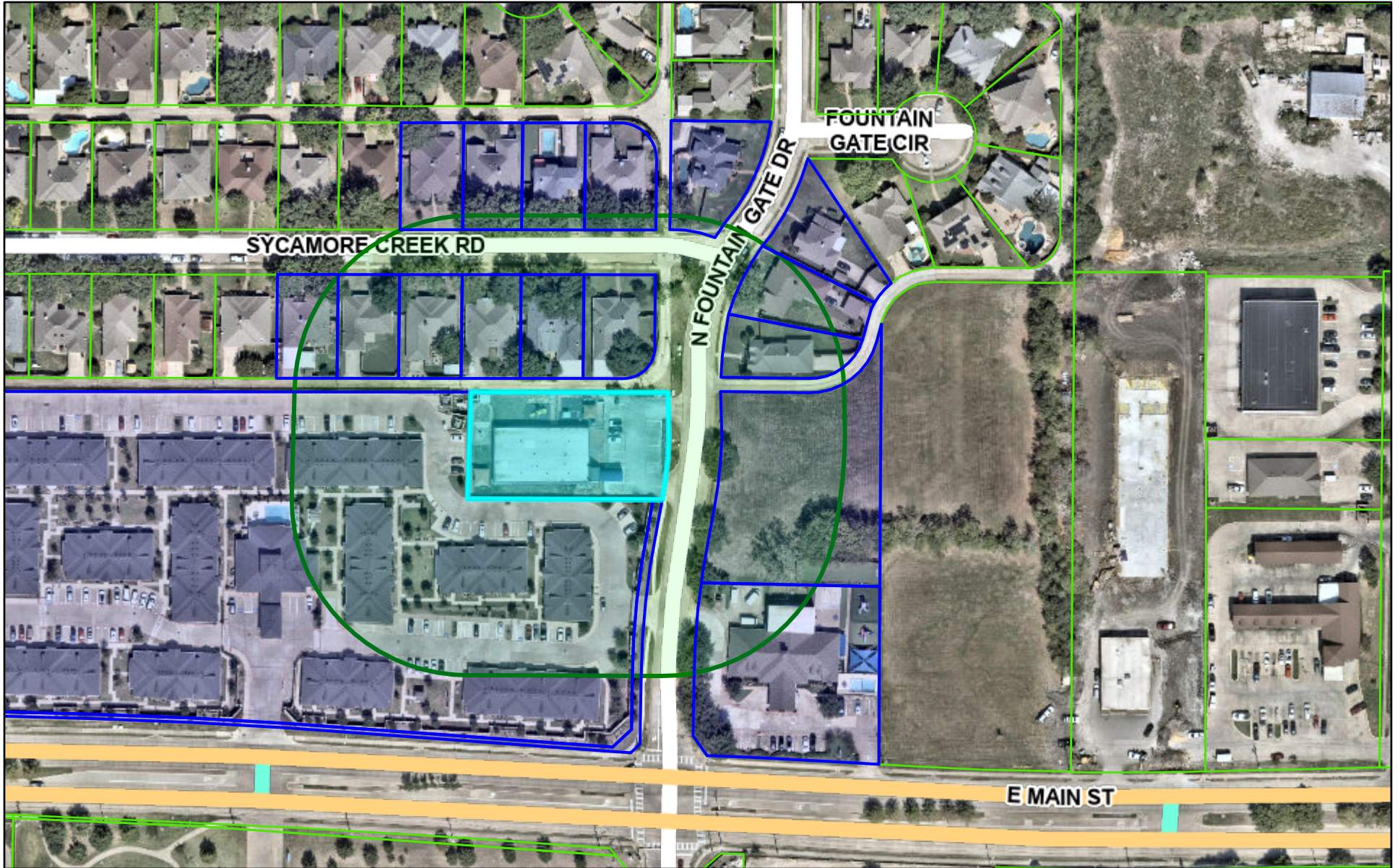
Motion: Upon a motion by 2nd Vice-Chair Kathuria and a second by Commissioner Galletti, the Commission voted 5 IN FAVOR and 1 OPPOSED by Commissioner Walker to recommend approval of the request to amend the development regulations of Planned Development No. 5 with a base zoning of Shopping Center. The motion carried.

ATTENDANCE:

Commissioners:

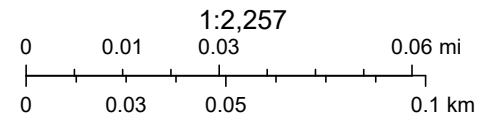
Dan Metevier, Chair
Gary Stocker, 1st Vice-Chair
Sandeep Kathuria, 2nd Vice-Chair
Doug Galletti
Tim Voss
Cynthia Walker
Danielle Westgard (absent)

103 N Fountain Gate Dr - Public Notification Map



12/3/2025, 9:55:05 AM

 Collin County Appraisal District Parcels



Esri Community Maps Contributors, City of Allen, City of Plano, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,

City of Allen