



# City of Farmers Branch Action Meeting Minutes City Council

Farmers Branch City Hall  
13000 Wm Dodson Pkwy  
Farmers Branch, TX 75234

---

Tuesday, April 16, 2024

6:00 PM

Council Chambers

---

*The full video of this meeting is available on the City website at <https://farmersbranch.legistar.com/Calendar.aspx>.*

**Council Present:** Mayor Terry Lynne, Mayor Pro Tem Richard Jackson, Deputy Mayor Pro Tem Omar Roman, Councilmember Martin Baird (6:00 p.m.), Councilwoman Tina Bennett-Burton, Councilmember David Merritt

**City Staff Present:** City Manager Ben Williamson, Deputy City Manager Jawaria Tareen, Director of Administrative Services/City Secretary Stacy Henderson, City Attorney David Berman, Police Chief Kevin McCoy, Fire Chief Daniel Latimer, Director of Economic Development Allison Cook, Director of Finance Tammy Zimmerman, Director of Communications Jeff Brady, and other City staff

## **CALL TO ORDER - STUDY SESSION (3 P.M.)**

Mayor Lynne called the meeting to order at 3:00 p.m.

### **A.1 Discuss regular agenda items.**

There were no regular agenda items the Council wished to discuss.

Mayor Lynne announced Item A.2 would be postponed until Dallas County Elections Administrator Heider Garcia arrived.

### **A.3 Receive a report from City staff on the 2023 Water Conservation Plan.**

Special Projects Manager John Roach gave a presentation explaining the state requirements for reporting and explained the contents of the report.

The Council discussed the requirements of the plan and methods for public outreach and education.

### **A.4 Discuss City website improvements and data accessibility.**

Director of Innovation and Technology Mark Samuels gave a presentation with details regarding the current City website, current challenges, recommended changes to enhance the website and data access, and the process for implementing changes to the website.

The Council discussed event calendars, having creation dates on webpages, the use of videos, having a review process, and listing contractors in the staffing pages.

### **A.2 Receive a presentation from Dallas County Elections Administrator Heider Garcia regarding**

**enhancements made to the elections process and security measures.**

Dallas County Elections Administrator Heider Garcia gave a presentation on enhancements and updates to the elections process.

The Council discussed the process of recertifying machines, poll worker training, the amount of election staff, the number of polling places, and how often voter rolls are updated.

**A.5 Discuss and review the City's financial status, revenues, expenditures, projects, balances, capital projects, fixed assets, and other items related to the 2023-24 Mid-Year Budget, future City budgets, and long-range planning activities.**

Finance Director Tammy Zimmerman gave an overview of Council approved revisions, requests for additional funding, needed fixed assets, and the proposed midyear budget summary.

The Council had questions regarding the requested budget items and if the reserve fund balance could be extended.

**A.6 Discuss and give staff direction regarding Firehouse Theatre's Facility Use Agreement updates.**

Assistant to the City Manager Jennifer Rainey gave a presentation on the background of recommended changes to the Facility Use Agreement.

The Council discussed additional changes and directed staff to bring back an amended agreement for approval.

**A.7 Receive an update from the Mayor and Councilmembers regarding board liaison information from outside organizations.**

The Council discussed updates regarding outside organizations.

**A.8 Discuss future agenda items.**

Councilwoman Burton requested to add an item related to the soft opening of Venue 1842.

Mayor Pro Tem Jackson requested a Study Session item with a recap of the Multicultural Event.

Mayor Lynne adjourned the Study Session at 5:07 p.m.

**CALL TO ORDER - REGULAR MEETING (6 P.M.)**

Mayor Lynne called the Regular Meeting to order at 6:00 p.m.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Jackson led the Invocation and Pledge of Allegiance.

**CEREMONIAL ITEMS**

**E.1 Presentation of a Proclamation declaring April 22 - May 12 and September 5 - October 29, 2024 as Lights Out Nights.**

Mayor Lynne presented the Proclamation for Lights Out Night.

**E.2 Presentation of the Employee of the Month for March to Josephine Nunez from the Public Works Department.**

Mayor Lynne presented Josephine Nunez with the Employee of the Month Award.

**ITEMS OF COMMUNITY INTEREST**

Communications Director Jeff Brady presented items of community interest.

**REPORT ON STUDY SESSION ITEMS**

Mayor Lynne reported on items discussed during the Study Session.

**CITIZEN COMMENTS**

Michael Murph of the Make It Count program spoke on the services the program provides for underprivileged children.

Vicky Harrison, 3706 Ridgeoak Way, spoke on open communication during Council meetings.

Doug Polk, 1401 South I-35 Frontage Road, Round Rock, Texas, spoke in favor of having a card room in Farmers Branch.

Michael Reisman, 1401 South I-35 Frontage Road, Round Rock, Texas, spoke in favor of having a card room in Farmers Branch.

Jason Levin, 1401 South I-35 Frontage Road, Round Rock, Texas, spoke in favor of having a card room in Farmers Branch.

Rick Johnson, 2930 Harlee Drive, spoke in opposition to having a card room in Farmers Branch.

Rick Epstein, 1401 South I-35 Frontage Road, Round Rock, Texas, spoke in favor of having a card room in Farmers Branch.

John Green, 1401 South I-35 Frontage Road, Round Rock, Texas, spoke in favor of having a card room in Farmers Branch.

**CONSENT AGENDA**

**I.1 Consider approving the following City Council meeting minutes; and take appropriate action.**  
• April 2, 2024 Regular Meeting

**I.2 Consider approving Resolution No. 2024-052, authorizing the City Manager to award the 2024 annual concrete purchase to Big D Concrete, in the amount of \$111,750; and take appropriate action.**

- I.3 Consider approval of Ordinance No. 3860 amending the Code of Ordinances by adding Article X, "Paving on Private Property," to Chapter 22, "Buildings and Building Regulations, amending Chapter 56 "Property Maintenance" by Retitling and amending Section 56-73 "Parking Surface Requirements and Maintenance" and retitling and amending Section 56-74 as "Paving on Unimproved Surfaces" and repealing Code of Ordinances Section 82-92 "Parking on Unimproved Surfaces"; and take appropriate action.
- I.4 Consider approving Resolution No. 2024-033 authorizing the City Manager to execute a Commercial Façade Revitalization Grant Agreement for 2330 Jett Street; and take appropriate action.
- I.5 Consider approving Resolution No. 2024-047, adopting the City's Water Conservation Plan; and take appropriate action.
- I.6 Consider approving Resolution No. 2024-050 approving a detailed site plan for two lots on two tracts, totaling approximately 6.49 acres, located at 13737 and 13757 North Stemmons Freeway; and take appropriate action.
- I.7 Consider adopting Ordinance No. 3856, amending the Code of Ordinances, by amending Appendix A "Fee Schedule," by adding fees for the "Mobile Food Unit Location Permit" and take appropriate action.

**A motion was made by Councilmember Merritt, seconded by Councilwoman Burton, to approve the Consent Agenda as presented. The motion carried with the following vote:**

**Aye:** Mayor Pro Tem Jackson, Deputy Mayor Pro Tem Roman, Councilmember Baird, Councilmember Merritt, Councilwoman Burton

**PUBLIC HEARING**

- J.1 Conduct a public hearing and consider adopting Ordinance No. 3852 amending the Comprehensive Zoning Ordinance related to Home Occupation; and take appropriate action.

Deputy Director of Planning Marcos Narvaez gave a presentation explaining the proposed changes to the Comprehensive Zoning Ordinance as it relates to Home Occupation.

**A motion was made by Councilmember Baird, seconded by Mayor Pro Tem Jackson, to close the public hearing. The motion passed with the following vote:**

**Aye:** Mayor Pro Tem Jackson, Deputy Mayor Pro Tem Roman, Councilmember Merritt, Councilmember Baird, Councilwoman Burton

**A motion was made by Councilmember Baird, seconded by Deputy Mayor Pro Tem Roman, to approve Ordinance No. 3852, as amended to exempt music lessons and tutoring. The motion passed with the following vote:**

**Aye:** Mayor Pro Tem Jackson, Deputy Mayor Pro Tem Roman, Councilmember Merritt, Councilmember Baird, Councilwoman Burton

**REGULAR AGENDA ITEMS**

**K.1 Consider approving Resolution No. 2024-041 authorizing the City Manager to execute Change Order No. 2 for the design-build contract for the Multisport Facility with Lee Lewis Construction Inc., allowing for the construction of a parking lot, fire lane, and utilities in the amount of \$1,486,459.00; and take appropriate action.**

Public Works Director Ryan Sarton gave a presentation explaining the change order request details and the funding source.

**A motion was made by Councilmember Merritt, seconded by Councilwoman Burton, to approve Resolution No. 2024-041 as presented. The motion passed with the following vote:**

**Aye:** Mayor Pro Tem Jackson, Deputy Mayor Pro Tem Roman, Councilmember Merritt, Councilmember Baird, Councilwoman Burton

Mayor Lynne announced that Items K.2 and K.3 would be discussed in Executive Session, and that the citizens who signed up to speak regarding this Item would be allowed to do so beforehand.

Vicky Harrison, 3706 Ridgeoak Way, spoke in opposition to continuing with the NJDHS firm.

Rick Johnson, 2930 Harlee Drive, spoke in opposition to continuing with the NJDHS firm.

Mayor Lynne convened the Council into Executive Session at 7:25 p.m. to discuss items K.2 and K.3.

Mayor Lynne reconvened the Regular Agenda at 8:45 p.m.

**K.2 Consider taking action to terminate the Legal Services Contract with Nicholas, Jackson, Dillard, Hager, and Smith, L.L.P. (NJDHS); and take appropriate action.**

**A motion was made by Mayor Pro Tem Jackson, seconded by Councilwoman Burton, to deny terminating the contract with NJDHS for legal services effective September 30, 2024. The motion passed with the following vote:**

**Aye:** Mayor Pro Tem Jackson, Deputy Mayor Pro Tem Roman, Councilmember Merritt, Councilmember Baird, Councilwoman Burton

**K.3 Consider obtaining RFP to solicit legal services for the City; and take appropriate action.**

**A motion was made by Councilmember Merritt, seconded by Councilwoman Burton, to approve obtaining RFP to solicit legal services for the City. The motion passed with the following vote:**

**Aye:** Mayor Pro Tem Jackson, Deputy Mayor Pro Tem Roman, Councilmember Merritt, Councilmember Baird, Councilwoman Burton

**K.4 Consider setting goals and objectives for the City Manager for the contract year December 2023 through December 2025; and take appropriate action.**

**A motion was made by Deputy Mayor Pro Tem Roman, seconded by Councilwoman Burton, to accept the goals and objectives for the City Manager as discussed:**

Aye: Mayor Pro Tem Jackson, Deputy Mayor Pro Tem Roman, Councilmember Merritt, Councilmember Baird, Councilwoman Burton

**ADJOURNMENT**

  
City Secretary Stacy Henderson, TRMC

  
Mayor Terry Lynne