



City of Farmers Branch

Action Meeting Minutes

City Council

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

Tuesday, June 30, 2026

4:00 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 David Reid, Deputy Mayor Pro Tem Roger Neal, Councilwoman Lupe Gonzalez, Councilwoman Tina Bennett-Burton, Councilwoman Elizabeth Villafranca

City Staff Present: Deputy City Manager Jawaria Tareen, Director of Administrative Services Stacy Henderson, Director of Finance Jay Patel, Director of Parks and Recreations Rob Diaz, Deputy Director of Economic Development Darren Harris, Director of Community Services Derek Hull, Police Chief Kevin McCoy, Fire Chief Daniel Latimer, Director of Innovation and Technology Joey Brock, Director of Human Resources Jeffrey Ross, Senior Management Analyst Erin Flores, and other City staff

CALL TO ORDER – SPECIAL CALLED MEETING (4:00 P.M.)

Mayor Lynne called the meeting to order at 4:00 p.m.

PUBLIC COMMENTS ON STUDY SESSION ITEMS

- Tim Ramsey, 1735 Wittington Place, Farmers Branch, Texas, highlighted his volunteer service with the Police Department, expressed appreciation for the Manske Library and its Innovation Zone, and requested consideration for appointment to the Library Advisory Board.

REGULAR AGENDA ITEMS

C.1 Discuss and review procedures for Board and Commission Subcommittees and determine if amendments are needed.

Interim City Secretary Stacy Henderson presented an overview of the City's current board and commission subcommittee practices. Highlights of the presentation included:

- Subcommittees have been a longstanding practice in Farmers Branch and are created for specific projects or community events.
- Subcommittees provide residents opportunities to participate in City projects without committing to a full board term.
- Resident volunteers assist with project planning and implementation and report recommendations to the full board.
- Each board determines when a subcommittee is needed, appoints board members to serve, and authorizes the recruitment of resident volunteers.
- Because subcommittees operate with fewer than a quorum, they are not required to post agendas or take minutes.
- Subcommittees may meet at City facilities or off-site locations and provide periodic updates to the full board.
- Neighboring municipalities vary in their use of subcommittees, with Coppell prohibiting them, Addison requiring posted agendas, and Carrollton following a process similar to Farmers Branch.

Council Discussion

Council discussed the purpose and operation of board and commission subcommittees, including the distinction between subcommittees and Council-appointed task forces, the creation and dissolution of subcommittees, and their advisory role to the boards that establish them. Discussion also included the value of subcommittees in conducting focused research, planning events, engaging resident volunteers, and reporting recommendations to the full board. Council further discussed the continued need for certain longstanding subcommittees, opportunities for resident participation, geographic representation, volunteer screening and safety considerations, and the appropriate use of City staff resources.

Council Requests/Follow-Up Items

- Evaluate the continued need and purpose of the Arts & Culture Committee's Festivals and Contests Subcommittee. (Councilmember Villafranca)
- Review volunteer screening and safety practices for resident volunteers participating in board and commission subcommittees, particularly for events involving children. (Councilmember Villafranca)

Council Requests/Follow-Up Items

C.1 Discuss and review Board and Commission appointments and reappointments for 2026-27 and conduct a slate list exercise.

The Council gave its preference on appointments and reappointments to be brought back for approval at the July 21, 2026, City Council meeting.

Council Requests/Follow-Up Items

Council requested that staff continue recruiting applicants for remaining board and commission vacancies, including a licensed veterinarian for the Animal Shelter Advisory Committee and applicants for the Arts & Culture Committee, and consider current subcommittee volunteers as potential candidates. Council also requested that staff explore options for filling vacancies when the number of qualified applicants is insufficient.

ADJOURNMENT

There being no further business to come before the City Council, Mayor Lynne adjourned the meeting at 5:30 p.m.

Interim City Secretary Stacy Henderson, TRMC

Mayor Terry Lynne