



City of Farmers Branch Action Meeting Minutes City Council

Farmers Branch City Hall
13000 Wm Dodson Pkwy
Farmers Branch, Texas

Tuesday, June 6, 2023

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, Councilwoman Tina Bennett-Burton, Councilmember David Merritt

Staff Present: City Manager Ben Williamson, Deputy City Manager Mike Mashburn, Chief of Staff Jawaria Tareen, City Secretary Stacy Henderson, City Attorney Pete Smith, Police Chief Kevin McCoy, Fire Chief Daniel Latimer, Director of Parks and Recreation Rachael Arroyo, Director of Sustainability & Public Health Shane Davis, Director of Economic Development Allison Cook, Director of Finance Tammy Zimmerman, Director of Communications Jeff Brady, Director of Innovation and Technology Mark Samuels, Director of Public Works Ryan Sartor, Director of Neighborhood Services, Leo Bonanno.

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

Mayor Lynne called the Study Session to order at 3:00 p.m. Jeff Brady, Director of Communications made an announcement that a power surge had occurred, and the meeting would be recorded but unable to be live streamed.

A.1 Discuss regular agenda items.

Mayor Pro Tem Jackson had questions related to Agenda Item I.9, the CDBG program, regarding the allocation of funding provided. Ryan Sartor, Director of Public Works explained the allocation would be approximately \$200,000, used for infrastructure purposes.

A.2 Discuss the Charter Review Process.

City Secretary Stacy Henderson gave a presentation regarding the Charter Review process and proposed timeline. The proposed slate list of Charter members was discussed along with a proposed chair for the Charter Committee.

Council direction was given to provide any other names for the chair position to the City Secretary by June 16, 2023 and to bring forward the slate list of Committee member names and chair consideration to the June 20, 2023 City Council meeting.

A.3 Review Results of the 2023 City-Wide Single-Family Property Assessment by Masterplan.

Amy Matthews with Masterplan provided an overview of the city wide single-family property assessment conducted. Items discussed included criteria for the assessment, district by district assessments, grading criteria, driveway scores and nuisance scores completed by Masterplan.

The Council discussed how the listing of single-family homes was obtained, how the scoring was conducted, and the reasoning behind entire streets that were labeled red and other nearby homes that back up to the same area were scored green.

Councilmember Baird asked to see a report that showed which rental properties had the most code violations. Council requested the report be used to apply the information obtained to the areas in the City that need attention, as well as ways in which to improve properties that were graded in the red category.

A.4 Receive a general update from the Code Enforcement Division.

Leo Bonanno, Director of Neighborhood Services gave a presentation on code enforcement processes for issuing notices and citations. Specific enforcement actions were discussed, easement maintenance requirements, education opportunities, partnership with Oncor, and allocation of enforcement resources.

Mr. Bonanno also discussed RV parking on residential properties and ways other cities handled RV storage. Mayor Lynne asked to review this topic further addressing storage concerns.

The Council discussed the number of registered rental properties in the City and ways in which to ensure rental properties were registered. Mr. Bonanno explained the current registration process and ways in which Code Officers obtain that information.

A.5 Discuss three new policies that address the petition for Traffic Calming Measures, Stop Sign Addition or Illumination, and Traffic Signal Addition or Removal.

Ryan Sartor, Director of Public Works discussed policy proposals related to traffic calming measures, stop signs or illumination requests, and traffic signal additions or removals. The Council discussed with Mr. Sartor steps for submitting a petition and cost analysis associated with implementation of various traffic calming measures.

Deputy Mayor Pro Tem Roman suggested a time frame of 90 days be given to collect signatures for the petition, and to also consider using lot size as a way to gather a majority of signatures as well as a majority of residents within a neighborhood. Deputy Mayor Pro Tem Roman also asked that a letter be sent by the City to the neighborhood letting residents know that a resident would be inquiring about a petition signatures.

Mayor Pro Tem Jackson asked to review and bring forward additional information regarding solar powered speed limit signs, and to update the policy to give some flexibility regarding the minimum of 500 cars as some streets may not have that much traffic.

The Council also asked that the policy include the various phases of the process to educate residents on the process.

A.6 Discuss future agenda items.

Mayor Lynne asked that the following items be added to the future agenda items list:

- Consider implementing a start time for Study Session and City Council meetings of 4:00 p.m. and 7:00 p.m.
- Consider implementing a Yard of the Month program.

Deputy Mayor Pro Tem Roman suggested the following items be added:

- Rezoning the property at the southwest corner of Luna Road and Valley View Lane.
- Garage conversions
- Amending the noise ordinance to include objective criteria to determine when a resident is in violation

B. EXECUTIVE SESSION

There was no Executive Session held at this meeting.

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

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

D. INVOCATION & PLEDGE OF ALLEGIANCE

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

E. CEREMONIAL ITEMS

E.1 Consider accepting a donation in the amount of \$1,800 for The Branch Connection from the Farmers Branch Woman's Club; and take appropriate action.

Mayor Lynne presented this item to the Farmers Branch Women's Club in support of The Branch Connection.

A motion was made by Mayor Lynne, seconded by Deputy Mayor Pro Tem Roman, that the donation of \$1,800 be accepted. The motion carried by the following vote:

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

E.2 Presentation of a Proclamation declaring June 3, 2023 as Pride Day.

Mayor Lynne presented this Proclamation and Deputy Mayor Pro Tem Roman made a statement regarding Pride Day.

F. ITEMS OF COMMUNITY INTEREST

Jeff Brady, Director of Communications presented items of Community Interest.

G. REPORT ON STUDY SESSION ITEMS

Mayor Lynne reported on items discussed at the Study Session that included the Charter Review Committee, Citywide property assessment conducted, and code enforcement notice processes.

H. DISCUSS THE STATE OF THE CITY

There were no items discussed for the State of the City.

H.1 Presentation of Economic Development seasonal update.

Allison Cook, Director of Economic Development and Tourism presented an update on economic development efforts thus far for 2023.

I. CONSENT AGENDA

A motion was made by Mayor Pro Tem Jackson, seconded by Councilmember Merritt, to approve the Consent Agenda as presented. The motion carried by the following vote:

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

I.1 Consider approving the following City Council meeting minutes; and take appropriate action.
• May 16, 2023 Regular Meeting

- I.2 Consider approving Resolution No. 2023-080 authorizing the execution of a Residential Demolition/Rebuild Program Incentive Agreement for the owner of the property located at 13539 Glenside Drive; and take appropriate action.
- I.3 Consider approving Resolution No. 2023-081 authorizing the execution of a Residential Demolition/Rebuild Program Incentive Agreement for the owner of the property located at 3322 Dorado Beach Drive; and take appropriate action.
- I.4 Consider approving Resolution No. 2023-054 authorizing the City Manager to execute a professional services agreement with Kimley-Horn and Associates, Inc. for the development of an Active Transportation Plan in the amount of \$75,000; and take appropriate action.
- I.5 Consider approving Resolution No. 2023-071, awarding unit price bids for the annual purchase of chemicals to various vendors in the amount of \$83,507 for the Parks and Recreation Department; and take appropriate action.
- I.6 Consider approving Resolution No. 2023-082 authorizing the City Manager to approve the purchase of one new Ford F550 Bucket Truck in the amount of \$185,464 from Rockdale Country Ford through the Buyboard Purchasing Contract; and take appropriate action.
- I.7 Consider approving Resolution No. 2023-083 authorizing the City Manager to approve the purchase of one new Stryker Power Pro 2 COT System in the amount of \$67,645.30 from Stryker; and take appropriate action.
- I.8 Consider approving Resolution No. 2023-085 authorizing the City Manager to approve the purchase of two new 2023 Ford Explorers in the amount of \$89,134 from Sam Pack's Five Star Ford through the Buyboard Purchasing Contract; take appropriate action.
- I.9 Consider approving Resolution No. 2023-086 authorizing the Mayor to execute an Agreement of Cooperation for Community Development Block Grant HOME Program with Dallas County for a period of three years; and take appropriate action.
- I.10 Consider approving Resolution No. 2023-092 authorizing the City Manager to execute a Professional Services Agreement with Nathan D. Maier, in the amount of \$124,500 for the Farmers Branch Creek Emergency Erosion Control downstream of Ford Road; and take appropriate action.

J. PUBLIC HEARINGS

There were no public hearings scheduled for this meeting.

K. REGULAR AGENDA ITEMS

K.1 Receive an update from the Family Place.

Cody Pinkman, Assistant Program Director of The Family Place. discussed the programs offered, participant levels, and support groups offered. The Family Place requested funding of \$15,000 for the upcoming fiscal year.

There was no action taken on this item.

K.2 Receive an annual update from Metrocrest Services.

Tracy Eubanks, Chief Executive Officer for Metrocrest Services gave a presentation discussing their mission, core values and programs offered. Mr. Eubanks discussed the number of Farmers Branch residents served throughout the year, and their request for funding of \$227,060 and funding for the child homelessness program in the amount of \$29,920.

The City Council discussed with Mr. Eubanks the number of participants participating and graduating from the various programs, requirements for volunteerism from program participants, and other funding options researched by Metrocrest Services.

There was no action taken on this item.

K.3 Receive an update from Metrocrest Chamber of Commerce

Hayden Austin, President of the Metrocrest Chamber of Commerce, discussed challenges within the last year, membership benefits, and highlights for 2022. Mr. Austin discussed with the Council the amount of services provided to each City, business visits based on the deliverable contract with the City, and business leads provided to the City. Funding request was \$15,000.

K.4 Receive an update from the Farmers Branch Chamber of Commerce.

Grace Speese, President of the Farmers Branch Chamber of Commerce. reviewed reporting goals for the year, business leads, ribbon cutting events, events recap for 2022, and membership growth since 2020.

The following individuals requested to speak on this item:

Dr. Noah Cruz, 13001 Bee Street, Suite 140, Farmers Branch
Discussed his business growth being part of the Farmers Branch Chamber.

Heather Davila, 2935 Marsann, Farmers Branch
Discussed how her business changed being part of the Farmers Branch Chamber.

Rob Bliss, 13612 Midway Road, Farmers Branch
Discussed how the Farmers Branch Chamber affected his business in a positive way.

The City Council discussed with Ms. Speese performance measures, business leads shared with the City, membership growth, and the monetary value brought to the City. Ms. Speese noted that 90% of the Chamber's operating budget goes back to the city. Ms. Speese requested \$30,000 in funding for the next fiscal year. She noted that an earlier request of \$50,000 had been requested for funding for staffing and software upgrades.

Deputy Mayor Pro Tem Roman stated he supported the full funding request of \$50,000. There was no action taken on this item.

K.5 Consider adopting Ordinance No. 3802, amending the Code of Ordinances, Chapter 54, "Peddlers and Solicitors," of the City of Farmers Branch; and take appropriate action.

Police Chief Kevin McCoy presented this item discussing the proposed changes to the solicitation ordinance that were updated to comply with current laws and for the ordinance to be more enforceable. Proposed amendments included removing requirements related to obtaining a permit and addressing safety concerns created by solicitation and peddling at intersections, medians, and high crash locations.

The Council discussed solicitation signage for neighborhoods that have single and multiple points of entry. Chief McCoy noted that each residence would be required to have their own signage related to "no solicitation" even if signage was posted at neighborhood points of entry. It was noted that political, and religious organizations would be allowed to solicit. Chief McCoy also discussed the communication plan to educate residents on what to do should they see someone soliciting in the middle of the road or an easement.

Mayor Pro Tem Jackson asked that the ordinance be updated to include commercial solicitors abiding by identification requirements when soliciting.

City Attorney Pete Smith read the following language that would be added to the ordinance:

- Section 54.4 be amended to include "it shall be unlawful for a person to engage in commercial solicitation without having a drivers license or state or federal identification card, or other form of identification in their immediate possession.
- Add language to Section 54-3 that states the ordinance does not apply to those persons engaged in solicitation for religious, political or other constitutionally protected activities.

A motion was made by Deputy Mayor Pro Tem Roman, seconded by Councilwoman Burton, to approve Ordinance No. 3802 as amended by the City Attorney. The motion carried by the following vote:

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

K.6 Consider approving Resolution No. 2023-075 authorizing the purchase of replacement desktops, laptops and associated accessories from Dell Marketing, L.P. in the amount of \$239,000, utilizing the State of Texas Department of Information Resources contract pricing; and take appropriate action.

Steven Schwiebert, Technical Operations Manager, discussed the phased approach used for upgrading computers throughout the City. The City Council requested that the five-year window for computers in Police vehicles be shortened given the potential wear and tear received inside the vehicle. Warranties for each computer were also discussed along with repairs or replacement that occurred should a computer not be functioning at its highest level.

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

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

L. TAKE ANY ACTION NECESSARY AS A RESULT OF THE CLOSED EXECUTIVE SESSION

There was no Executive Session held at this meeting.

M. CITIZEN COMMENTS

The following individual requested to speak during Citizen Comments:

Pam Silver, Millwood Circle, Farmers Branch
Discussed speeding vehicles in Farmers Branch near their residence, and businesses being run out of residences.

ADJOURNMENT

Mayor Lynne adjourned the meeting at 8:52 p.m.

Approved by: _____
Mayor Terry Lynne

Signed By: _____
City Secretary Stacy Henderson