



# City of Farmers Branch Action Meeting Minutes City Council

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

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Tuesday, November 12, 2024

6:00 PM

Council Chambers

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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 Omar Roman, Deputy Mayor Pro Tem Richard Jackson, Councilmember David Reid, Councilmember Roger Neal, Councilwoman Tina Bennett-Burton

**City Staff Present:** City Manager Ben Williamson, Assistant to the City Manager Jennifer Rainey, Director of Administrative Services Stacy Henderson, City Attorney Nicole Corr, Director of Public Works Ray Silva-Reyes, Director of Parks Rob Diaz, Director of Economic Development Perla Tavera, Director of Finance, Fleet, and Facilities Tammy Zimmerman, and other City staff

## **CALL TO ORDER - STUDY SESSION (4 P.M.)**

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

## **PUBLIC COMMENTS ON STUDY SESSION ITEMS**

There were no members of the public wishing to address the Council.

## **STUDY SESSION ITEMS**

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

There were no questions from the Council on regular agenda items.

Mayor Pro Tem Roman had questions on Item L.1 related to the Youth Standards of Care Program and Item M.5 related to an Advanced Funding Agreement with the Texas Department of Transportation for Valley View Lane and Mercer Parkway pedestrian crossing.

Councilmember Neal had questions on Item M.3 related to a reallocation of American Rescue Plan Act Grant funds.

### **C.2 Receive Year-in-Review updates from the City Boards and Commissions.**

The Arts and Culture Committee, Historical Preservation and Restoration Board, Library Board, Senior Advisory Board, and Sustainability Committee gave an update on the activities of their respective boards for the year-end-review.

## **EXECUTIVE SESSION**

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Mayor Lynne convened the meeting into Executive Session at 5:01 p.m.

- D.4 The City Council will convene into closed Executive Session pursuant to Texas Government Code, Section 551.074, Personnel Deliberation, to review goals and objectives as presented by the City Manager for contract year 2025-2026.**

**RECEPTION – FRONT LOBBY AREA (5:30 P.M.)**

- E.1 Reception honoring outgoing City Councilmember Martin Baird.**

**CALL TO ORDER - REGULAR MEETING**

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

**INVOCATION & PLEDGE OF ALLEGIANCE**

Mayor Lynne led the invocation and pledge of allegiance.

**CEREMONIAL ITEMS**

- H.1 Receive remarks from outgoing City Councilmember Martin Baird.**

Councilmember Baird gave outgoing remarks.

**ITEMS OF COMMUNITY INTEREST**

Public Information Officer Ashtyn Anders presented items of community interest.

**CITIZEN COMMENTS**

There were no citizens wishing to address the Council.

**CONSENT AGENDA**

Councilmember Neal requested that Item K.17 be moved to the Regular Agenda.

- K.1 Consider approving the following City Council meeting minutes; and take appropriate action.**
- **October 22, 2024, City Council Meeting**
- K.2 Consider excusing the absence of Deputy Mayor Pro Tem Richard Jackson from the October 22, 2024 City Council Study Session and Regular meeting; and take appropriate action.**
- K.3 Consider excusing the absence of Councilmember David Reid from the October 22, 2024 Study Session portion of the meeting; and take appropriate action.**
- K.4 Consider approving Resolution No. 2024-221 authorizing the City Manager to enter into an Enterprise Agreement for GIS Software licensing and maintenance with Environmental Systems Research Institute (ESRI) in the amount of \$122,700; and take appropriate action.**

- K.5** Consider approving Resolution No. 2024-220 authorizing an agreement with Honeywell International, Inc. for the purchase of US Digital Designs G2 Fire Station Alerting Systems and implementation services, utilizing a cooperative purchasing agreement with the Houston-Galveston Area Council (H-GAC) in the amount of \$157,116.40; and take appropriate action.
- K.6** Consider approving Resolution No. 2024-193 authorizing the purchase of EMS Fire Department Medical Supplies for the Farmers Branch Fire Department from Bound Tree Medical, LLC in excess of \$50,000; and take appropriate action.
- K.7** Consider approving Resolution No. 2024-194 authorizing the purchase of uniforms and related equipment for the Farmers Branch Fire Department from Galls, LLC in excess of \$50,000; and take appropriate action.
- K.8** Consider approving Resolution No. 2024-195 authorizing the purchase of firefighter bunker gear from Casco Industries, Inc. through the City's cooperative purchasing agreement with BuyBoard in the amount of \$78,483.09; and take appropriate action.
- K.9** Consider approving Resolution No. 2024-196 authorizing the purchase of four LUCAS Chest Compression System devices from Stryker Medical in the amount of \$80,621.52; and take appropriate action.
- K.10** Consider approving Resolution No. 2024-197 authorizing the agreement with Life Scan for wellness and fitness exams for Farmers Branch Fire Department staff in compliance with the National Fire Protection Association (NFPA) in the amount of \$74,617.20; and take appropriate action.
- K.11** Consider approving Resolution No. 2024-199 authorizing the submission of a grant application and agreement with the Motor Vehicle Crime Prevention Authority under the Catalytic Converter Grant Program to support law enforcement agencies in preventing economic motor vehicle theft; and take appropriate action.
- K.12** Consider approving Resolution No. 2024-215 authorizing the purchase of uniforms and related equipment for the Farmers Branch Police Department from Galls, LLC in excess of \$50,000; and take appropriate action.
- K.13** Consider approving Resolution No. 2024-207 endorsing the implementation of a continuing pretreatment program as required by 40 CFR 403 for the Central Regional Wastewater System; and take appropriate action.
- K.14** Consider adopting Ordinance No. 3895, amending Chapter 86 Utilities, Article III, Division 2, providing updated pretreatment requirements; and take appropriate action.
- K.15** Consider approving Resolution No. 2024-187 authorizing a contract with Groves Electrical Service, Inc., for the Branch Connection emergency backup generator, in the amount of \$167,120; and take appropriate action.
- K.16** Consider approving Resolution No. 2024-224 awarding a bid to Longhorn Incorporated for the annual purchase of irrigation equipment and supplies for the Parks and Recreation Department in the amount of \$133,660.96; and take appropriate action.
- ~~**K.17** Consider adopting Ordinance No. 3879, amending the Farmers Branch Code of Ordinances, Appendix A Fee Schedule, and related Chapters 18, 26, 56, and 66 of the Code of Ordinances; and take appropriate action. (Moved to Regular Agenda Item M.6)~~

**A motion was made by Councilmember Reid, seconded by Councilmember Baird, to approve the Consent Agenda as amended. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Richard Jackson, Councilmember Baird, Councilmember Neal, Councilmember Reid

### **PUBLIC HEARING**

**L.1 Conduct a public hearing and consider adopting Ordinance No. 3886 relative to the Farmers Branch Youth Program Standards of Care in compliance with the Texas Human Resource Code, Chapter 42.041(b)(14); and take appropriate action.**

Recreation Manager Ashley Munoz gave a presentation explaining the background of the program, staff trainings given, and the purpose of the public hearing.

**A motion was made by Councilmember Neal, seconded by Councilmember Reid, to approve the Ordinance No. 3886 as presented. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Richard Jackson, Councilmember Baird, Councilmember Neal, Councilmember Reid

### **REGULAR AGENDA ITEMS**

**M.1 Consider approving Resolution No. 2024-182 authorizing the City Manager to negotiate and execute a contract with QBE for Medical Stop-Loss Insurance for the plan year 2025 in an amount not to exceed \$603,076.92; and take appropriate action.**

Human Resources Director Yoko Matsumoto introduced Ryan Wiggins with McGriff Insurance Services, who gave a presentation explaining the purpose of Stop-Loss Insurance, explained requests for proposals performed for the insurance, the bids received, and the specifics of the proposed contract.

**A motion was made by Mayor Pro Tem Roman, seconded by Deputy Mayor Pro Tem Jackson, to approve Resolution No. 2024-182 as presented. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Jackson, Councilmember Baird, Councilmember Reid, Councilmember Neal

### **PUBLIC HEARING**

**L.1 Conduct a public hearing and consider adopting Ordinance No. 3886 relative to the Farmers Branch Youth Program Standards of Care in compliance with the Texas Human Resource Code, Chapter 42.041(b)(14); and take appropriate action.**

Mayor Lynne announced this item was being reopened to conduct the public hearing. The public hearing was opened at 6:24 p.m.

There were no members of the public wishing to address this item.

**A motion was made by Mayor Pro Tem Roman, seconded by Deputy Mayor Pro Tem Jackson, to close the public hearing. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Richard Jackson, Councilmember Baird, Councilmember Neal, Councilmember Reid

The public hearing was closed at 6:24 p.m.

### **REGULAR AGENDA ITEMS**

**M.2 Consider approving Resolution No. 2024-191 authorizing the City Manager to enter into an agreement with Stovall Commercial Contractors LLC for construction services at the Justice Center through the Texas Local Government Purchasing Cooperative BuyBoard in an amount not to exceed \$582,135.84; and take appropriate action.**

Deputy Director of Finance, Fleet, and Facilities Catherine Lee gave a presentation explaining the expired life span of the current storage tank, the scope of the project, the funding source for the project, and the timeline for installation.

**A motion was made by Deputy Mayor Pro Tem Jackson, seconded by Mayor Pro Tem Roman, to approve Resolution No. 2024-191 as presented. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Jackson, Councilmember Baird, Councilmember Reid, Councilmember Neal

**M.3 Consider approving Resolution No. 2024-190 authorizing the reallocation of American Rescue Plan Act Grant Funds; and take appropriate action.**

Grant Coordinator Addison Holmes gave a presentation explaining the background of the movement of American Rescue Plan Act Grant funds, the timeline for the funds' use, and the purpose of reallocating some of the funds to the Justice Center renovation project.

**A motion was made by Mayor Pro Tem Roman, seconded by Deputy Mayor Pro Tem Jackson, to approve Resolution No. 2024-190 as presented. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Jackson, Councilmember Baird, Councilmember Reid, Councilmember Neal

**M.4 Consider approving Resolution No. 2024-209 authorizing the purchase of two Type I 14' Module 2024 Ram 5500 4x4 Diesel ambulances for the Fire Department from Frazer, Ltd. through the City's cooperative purchasing agreement with the Houston-Galveston Area Council of Governments Cooperative in the amount of \$825,432.18; and take appropriate action.**

Deputy Director of Finance, Fleet, and Facilities Catherine Lee gave a presentation explaining the lead-time for ambulance purchases, the funding source for the ambulances, the total cost, and the fleet replacement schedule.

**A motion was made by Mayor Pro Tem Roman, seconded by Councilmember Neal, to approve Resolution No. 2024-209 as presented. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Jackson, Councilmember Baird, Councilmember Reid, Councilmember Neal

**M.5 Consider approving Resolution No. 2024-216 authorizing the City Manager to execute an Advance Funding Agreement with the Texas Department of Transportation for the Valley View Lane and Mercer Parkway Pedestrian Crossing in the amount of \$290,180; and take appropriate action.**

Managing Superintendent of Public Works Maria Minter gave a presentation explaining the background of the project, the scope of the project, the benefits of the project, and the next steps in the process.

**A motion was made by Mayor Pro Tem Roman, seconded by Councilmember Baird, to approve Resolution No. 2024-216 as presented. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Jackson, Councilmember Baird, Councilmember Reid, Councilmember Neal

**K.17 Consider adopting Ordinance No. 3879, amending the Farmers Branch Code of Ordinances, Appendix A - Fee Schedule, and related Chapters 18, 26, 56, and 66 of the Code of Ordinances; and take appropriate action.**

Director of Finance, Fleet, and Facilities Tammy Zimmerman gave a breakdown of the proposed changes being made to the fee schedule.

**A motion was made by Deputy Mayor Pro Tem Jackson, seconded by Mayor Pro Tem Roman, to approve Ordinance No. 3879 as presented. The motion carried with the following vote:**

Aye: Mayor Pro Tem Roman, Deputy Mayor Pro Tem Jackson, Councilmember Baird, Councilmember Reid

Nay: Councilmember Neal

### **EXECUTIVE SESSION**

Mayor Lynne reconvened the meeting into Executive Session at 6:50 p.m.

**D.1 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.072 (Real Property), Section 551.073 (Proposed Donation), and Section 551.071 (Consultation with Attorney) to discuss, deliberate, and receive legal advice from the City Attorney, regarding a proposed redevelopment and possible land exchange relating to Farmers Branch Elementary and Cox Park.**

**D.2 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.071 (Consultation with Attorney) to discuss, deliberate, and receive legal advice from the City Attorney regarding joint jail/detention facilities.**

**D.3 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.087 to discuss economic incentives for Project Fly.**

Mayor Lynne reconvened the Regular Agenda at 8:11 p.m.

**TAKE ANY ACTION AS A RESULT OF THE CLOSED EXECUTIVE SESSION**

**D.1 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.072 (Real Property), Section 551.073 (Proposed Donation), and Section 551.071 (Consultation with Attorney) to discuss, deliberate, and receive legal advice from the City Attorney, regarding a proposed redevelopment and possible land exchange relating to Farmers Branch Elementary and Cox Park.**

**A motion was made by Mayor Pro Tem Roman, seconded by Councilmember Baird, to approve an exchange of land between the City of Farmers Branch and the Carrollton-Farmers Branch Independent School District for the redevelopment of Farmers Branch Elementary and Cox Park and authorize the City Manager or his designee to negotiate and execute an interlocal agreement and such other documents as necessary to complete the transaction. The motion passed with the following vote:**

**Aye:** Mayor Pro Tem Roman, Deputy Mayor Pro Tem Jackson, Councilmember Baird, Councilmember Reid, Councilmember Neal

**D.3 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.087 to discuss economic incentives for Project Fly.**

**A motion was made by Mayor Lynne, seconded by Councilmember Baird, to authorize the City Manager to appropriate interest earned from project bonds for the StarCenter project in an amount not to exceed \$500,000 to be used for Oncor utility relocation expenses and other necessary project expenses and to authorize the City Manager to execute such purchase orders and contract documents as may be necessary to effectuate the same. The motion passed with the following vote:**

**Aye:** Mayor Pro Tem Roman, Deputy Mayor Pro Tem Jackson, Councilmember Baird, Councilmember Reid, Councilmember Neal

**STUDY SESSION**

**C.3 Discuss reinstating the Multi-Cultural Event Task Force Committee.**

Parks and Recreation Director Robert Diaz opened the discussion regarding reinstating the Multi-Cultural Event Task Force Committee.

The majority of Council directed to develop a subcommittee under the Arts and Culture Committee for the Multi-Cultural Event Task Force.

**C.4 Receive an update from Human Resources regarding the City of Farmers Branch 4/10 work schedule.**

Human Resources Director Yoko Matsumoto gave a presentation explaining the background of the shift to a 4/10 work week, the research performed on the impact of the change, and answered questions from Council related to the work schedule.

**C.5 Review the City Council meeting dates calendar for 2025 and discuss any proposed amendments.**

Director of Administrative Services and City Secretary Stacy Henderson gave a presentation explaining the proposed Council calendar dates for 2025. Council gave feedback on the proposed dates.

**C.6 Discuss amending the start time of City Council Study Session workshops to begin at 3:00 p.m. preceding regular City Council meetings.**

The majority of Council was in favor of leaving the start time for Study Sessions flexible depending on the complexity of the agenda.

**C.7 Receive an update from the Mayor and Council Members regarding board liaison information from outside organizations and other meetings attended.**

The Council gave updates related to outside organizations and other meetings attended.

**C.8 Discuss future agenda items.**

Mayor Pro Tem Roman requested to add an item related to the mission, vision, values, and culture of the City's organization.

Councilmember Baird relayed a request from incumbent Councilmember Tina Bennett-Burton related to crime statistics that exclude traffic violations and information on gang activity in the City.

Councilmember Reid requested an item related to discussing an overarching committee for City events.

Councilmember Neal requested an item related to reducing trash fees for veterans.

**ADJOURNMENT**

Mayor Lynne adjourned the Regular Meeting at 9:47 p.m.

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City Secretary Stacy Henderson, TRMC

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Mayor Terry Lynne