



# 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, December 9, 2025

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

**City Staff Present:** City Manager Ben Williamson, Deputy City Manager Jawaria Tareen, Director of Administrative Services Stacy Henderson, City Secretary/Deputy Director of Administrative Services, City Attorney David Berman, Director of Public Works Ray Silva-Reyes, Director of Finance Jay Patel, Deputy Director of Planning and Zoning Sam Chavez, Director of Parks and Recreations Rob Diaz, Deputy Director of Economic Development Darren Harris, Fire Chief Daniel Latimer, Police Chief Kevin McCoy, Director of Innovation and Technology Joey Brock, and other City staff

## **CALL TO ORDER - STUDY SESSION (4:00 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 Review and discuss Consent and Regular agenda items.**

Council had no questions related to Consent and Regular agenda items.

### **C.2 Discuss the Sister City Program and the costs associated with potential future expansion.**

Deputy Director of Economic Development Darren Harris gave a presentation on the following:

- Background of the Sister City Program and details on potential expansion to Taiwan, South Korea, and Mexico, including costs associated with travel and economic and cultural benefits.

Council requested the following:

- Consideration of reestablishing current Sister City relationships (Councilwoman Gonzalez)
- Consideration of establishing a Sister City relationship with Mexico City (Councilmember Villafranca)
- Consideration of reestablishing current Sister City relationships (Councilmember Neal)

- Research on business opportunities in relation to potential Sister City relationships (Mayor Lynne)

**C.3 Provide an update on the Garage Conversion Amnesty Permit Program for single-family homes with unauthorized garage conversions.**

Director of Community Services Sam Chavez gave a presentation on the following:

- Background of the Garage Conversion Amnesty Permit Program
- Statistics on permits issued and homes that achieved compliance
- Statistics on homes remaining as non-conforming structures
- Community outreach efforts performed on the program
- Next steps in the process

Council requested the following:

- Staff research be performed to ensure notices are being sent to homeowners and not renters (Mayor Pro Tem Bennett-Burton)
- Begin enforcement action following the deadline of the program (Councilmember Reid)
- A letter to be distributed to non-conforming properties warning of the impending deadline for the program (Councilmember Neal)
- Hand delivery of the warning letter (Councilwoman Gonzalez)
- Staff to prepare a list by Council district of non-conforming properties for Council distribution of letters (Mayor Lynne)
- Follow up from staff on the program in February 2026 (Councilmember Neal)

**C.4 Discuss an amendment to the Code of Ordinances related to parking regulations for oversized vehicles in residential areas.**

Director of Community Services Sam Chavez gave a presentation on the following:

- Details on current ordinance provisions, including definitions and parking regulations
- Information on the proposed ordinance amendments
- Plan for communication with residents

Council requested the following:

- Include restrictions on parking in the front yard (Councilmember Neal)
- Allow for temporary parking of oversized vehicles for cleaning or temporary holiday stays (Councilmember Neal)
- Flexibility be allowed for temporary parking (Councilmember Reid and Councilmember Villafranca)
- Allow for a final update from the Mayor's Task Force on the subject (Mayor Lynne)

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

**EXECUTIVE SESSION**

**D.1 The City Council will convene into a closed Executive Session pursuant to Section 551.071 of the Texas Government Code, Consultation with Attorney, to seek legal advice regarding matters related to Dallas Area Rapid Transit (DART), including but not limited to correspondence, programs, funding, agreements, and any associated legal rights, obligations, or potential actions.**

D.2 The City Council will convene into a closed Executive Session pursuant to Section 551.087 of the Texas Government Code to discuss economic development incentives for Farmers Branch Project 2025.021.

D.3 The City Council will convene into a closed Executive Session pursuant to Section 551.071 of the Texas Government Code, Consultation with Attorney, to seek legal advice regarding administrative investigations.

D.4 The City Council will convene into a closed Executive Session pursuant to Section 551.074 of the Texas Government Code, Personnel, to discuss and consider submission of a request for qualifications for the City's legal representation.

Mayor Pro Tem Bennett-Burton requested that Item D.2 be discussed in the regular portion of the meeting. Mayor Lynne announced that the item would be discussed in both the Executive Session and the regular portion of the meeting.

#### **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 pledges of allegiance.

#### **CEREMONIAL ITEMS**

G.1 Presentation of a Proclamation to the Farmers Branch Codgers Softball team.

Mayor Lynne presented a proclamation to the Farmers Branch Codgers Softball team.

#### **ITEMS OF COMMUNITY INTEREST**

Public Information Officer Christian Grisales presented items of community interest.

#### **CITIZEN COMMENTS**

David Jones, 3554 Golfing Green Drive, Farmers Branch, spoke on concerns regarding the Dallas Rapid Area Transit System (DART) election.

James Gonzalez, 2719 Mark Twain Drive, Farmers Branch, spoke on concerns related to Flock safety cameras.

#### **CONSENT AGENDA**

J.1 Consider approving the following City Council meeting minutes; and take appropriate action.

- November 17, 2025, Special Called City Council Meeting Minutes.
- November 18, 2025, City Council Meeting Minutes.

J.2 Consider excusing the absence of Councilmember David Reid from the November 17, 2025, Special Called City Council meeting; and take appropriate action.

J.3 Consider excusing the absence of Deputy Mayor Pro Tem Roger Neal from the November 17, 2025, Special Called City Council meeting; and take appropriate action.

J.4 Consider approving Resolution No. 2025-238 authorizing the City Manager to negotiate and execute an agreement for the installation of new cameras at the City Jail, in an amount not to exceed \$49,990; and take appropriate action.

J.5 Consider approving Resolution No. 2025-233 reaffirming the City's authorization of the purchase of traffic control equipment for the Josey Lane and Rawhide Parkway improvements project from Consolidated Traffic Control, Inc., in an amount not to exceed \$57,361; and take appropriate action.

J.6 Consider approving Resolution No. 2025-220 authorizing the City Manager to enter into an agreement with Tartan Oil through the Tarrant County Interlocal Agreement for the purchase of unleaded and diesel fuel in an amount not to exceed \$400,000; and take appropriate action.

J.7 Consider approving Resolution No. 2025-232 authorizing the City Manager to execute a contract with Meca Construction, LLC., for construction of the Josey Lane and Rawhide Parkway Intersection Improvements in the amount of \$496,716; and take appropriate action.

J.8 Consider approving Resolution No. 2025-223 authorizing the City Manager to purchase fleet parts and supplies from multiple vendors using cooperative purchasing and interlocal agreements (BuyBoard, Sourcewell, and OMNIA Partners) in an amount not to exceed \$950,000 for Fiscal Year 2025-26; and take appropriate action.

J.9 Consider approving Resolution No. 2025-240 authorizing the City Manager to approve the application submittal for the TxDOT Green Ribbon Program for funding for landscape enhancements along the IH-35E Corridor TxDOT right-of-way within the City limits; and take appropriate action.

**A motion was made by Councilmember Reid, seconded by Mayor Pro Tem Bennett-Burton, to approve the Consent Agenda as presented. The motion carried with the following vote:**

Aye: Mayor Pro Tem Bennett-Burton, Deputy Mayor Pro Tem Neal, Councilwoman Gonzalez, Councilmember Reid, Councilmember Villafranca

### **PUBLIC HEARING**

There were no public hearing items during this meeting.

### **REGULAR AGENDA ITEMS**

#### **L.1 Receive a Year-in-Review update from the Animal Shelter Advisory Committee.**

Animal Shelter Supervisor Valerie Pena gave a presentation on the following:

- Statistics on animal intakes for the shelter
- Recent events held for animal adoption promotion
- Upcoming events for animal adoption promotion
- Current outreach efforts
- Updates on the Trap, Neuter, Release Program

There were no requests from the Council for additional information.

**L.2 Receive a Year-in-Review update from the Historical Preservation and Restoration Board.**

Ginny Welch, Chair of the Historical Preservation and Restoration Board, gave a presentation on the following:

- Current Board members and attendance rates
- Opportunities for services to the community and engagement
- Accomplishments of the Board in 2025
- Future goals of the Board

There were no requests from the Council for additional information.

**L.5/D.2 The City Council will convene into a closed Executive Session pursuant to Section 551.087 of the Texas Government Code to discuss economic development incentives for Farmers Branch Project 2025.021.**

The Council discussed the existing apartment complex related to this item, and its allowed existence by right.

**L.3 Consider approving Resolution No. 2025-239, casting a vote for member representation to the Board of Directors of the Dallas Central Appraisal District; and take appropriate action.**

City Secretary and Deputy Director of Administrative Services Erin Flores gave a presentation on the following:

- Background of the Dallas Central Appraisal District election process
- Nominees eligible for votes by the City

Council requested the following:

- Allocate votes between Pauline Medrano and Clyde Hairston (Mayor Lynne)
- Allocate all votes to William Palmer (Mayor Pro Tem Bennett-Burton)
- Allocate votes between Pauline Medrano and Kevin Carbo (Councilmember Reid)
- Allocate votes between Pauline Medrano and Clyde Hairston (Councilmember Villafranca)
- Allocate votes between Pauline Medrano and Clyde Hairston (Councilmember Neal)

**A motion was made by Councilmember Villafranca, seconded by Councilmember Neal, to cast seven votes for Pauline Medrano and seven votes for Clyde Hairston for the Dallas County Appraisal District election. The motion carried with the following vote:**

Aye: Deputy Mayor Pro Tem Neal, Councilwoman Gonzalez, Councilmember Villafranca, Councilmember Reid

Nay: Mayor Pro Tem Bennett-Burton

**L.4 Consider approving Resolution No. 2025-249 authorizing an addition to the appointees for the Charter Review Committee, and review and discuss the Council-requested topics of discussion for the Charter Review Committee; and take appropriate action.**

City Secretary and Deputy Director of Administrative Services Erin Flores gave a presentation on the following:

- Information regarding an additional applicant

- Topics given to staff by Council

Council requested the following:

- Additional topics be added to the list (Mayor Lynne)

**A motion was made by Councilmember Gonzalez, seconded by Councilmember Neal, to appoint Elizabeth Aviles to the Charter Review Committee. The motion carried with the following vote:**

Aye: Mayor Pro Tem Bennett-Burton, Deputy Mayor Pro Tem Neal, Councilwoman Gonzalez, Councilmember Villafranca, Councilmember Reid

### **STUDY SESSION**

**C.5 Discuss and provide direction regarding City Council liaison appointments to external organizations, and a new appointment related to the Carrollton-Farmers Branch Independent School District (CFBISD) Education Liaison.**

City Secretary and Deputy Director of Administrative Services Erin Flores gave a presentation on the following:

- Current liaison vacancies
- Information regarding a new liaison appointment for the CFBISD

The majority of Council were in favor of appointing the following:

- Councilmember Gonzalez – Liaison to the CFBISD
- Councilmember Villafranca – Liaison to the Sister City Program
- Councilmember Reid – Liaison to the Travel Expense Review Committee
- Councilmember Neal – Liaison to the North Texas Commission
- Mayor Pro Tem Bennett-Burton – Liaison to TML

**C.6 Receive an update from the Mayor and Council Members regarding board liaison information from outside organizations and other meetings attended.**

Council gave updates regarding outside organizations and other meetings attended.

**C.7 Review and discuss future agenda items.**

The following future agenda items were requested:

- Review the past 12 months of attorney invoices to verify accuracy, billing practices, and compliance with the City's legal services agreement, and to confirm that the amounts billed are consistent with the work performed on behalf of the City (Mayor Pro Tem Bennett-Burton)
- Council to get an update to our trade area using cell phone data versus the "Walmart Method" versus the census (Mayor Pro Tem Bennett-Burton)
- Review the credit card fees charged by the City to ensure we are balancing the costs incurred, including the costs for accepting credit cards and the fees to show the cost of doing business (Councilmember Reid)
- Composting options to be discussed as options for the City (Councilmember Villafranca)
- Review the new water sewer rates to ensure we have a full understanding of the impacts and options to help residents mitigate the impacts, including sustainability initiatives (Mayor Lynne)

Mayor Lynne convened in Executive Session at 7:19 p.m.

**EXECUTIVE SESSION**

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- D.4 The City Council will convene into a closed Executive Session pursuant to Section 551.074 of the Texas Government Code, Personnel, to discuss and consider submission of a request for qualifications for the City's legal representation.**

Mayor Lynne reconvened the regular meeting at 9:00 p.m.

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

There was no action taken as a result of Executive Session.

**ADJOURNMENT**

Mayor Lynne adjourned the meeting at 9:00 p.m.

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City Secretary Erin Flores, TRMC

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Mayor Terry Lynne