



# 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, September 10, 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 Martin Baird, Councilmember David Reid, Councilmember Roger Neal

**City Staff Present:** City Manager Ben Williamson, Deputy City Manager Jawaria Tareen, Assistant to the City Manager Jennifer Rainey, Director of Administrative Services Stacy Henderson, City Attorney David Berman, 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.**

Councilmember Baird requested Item J.10 related to the purchase of three pickup trucks be moved to the Regular Agenda.

### **C.2 Receive a presentation regarding the contract renewal with the City's health plan, United Medical Resources (UMR), and ProAct for medical insurance for 2025.**

Yoko Matsumoto, Director of Human Resources, and Lance Pendley, Senior Vice President of McGriff, gave a presentation explaining the background of the company, the cost of healthcare plans currently, the current medical premiums, health claim costs for fiscal year 2024-2025, trending increases, and the proposed rate increase.

The majority of the Council was in favor of bringing back this item for further discussion.

### **C.3 Receive a report and discuss updates to the Minor Home Repair Program.**

Jennifer Rainey, Assistant to the City Manager, gave a presentation explaining the objectives of the program, the recent updates to the program, and the options for requirements for senior applicants.

The majority of the Council was in favor of allowing eligibility on homes that are of median value plus or minus 2%.

Mayor Lynne recessed the Study Session and convened into Executive Session at 5:05 p.m.

### **EXECUTIVE SESSION**

- D.1 The City Council will convene into closed Executive Session pursuant to Section 551.074, Personnel, of the Texas Government Code to deliberate the appointment of the City's Municipal Court Judge.**
- D.2 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.072 to discuss the sale of real property located at 2837 Ermine Way.**
- D.4 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.072 to discuss the sale of real property located at 1349/1399 Valley View Lane.**

### **CALL TO ORDER - REGULAR MEETING**

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

### **INVOCATION & PLEDGE OF ALLEGIANCE**

Deputy Mayor Pro Tem Jackson led the invocation and pledge of allegiance.

### **CEREMONIAL ITEMS**

- G.1 Recognize the Farmers Branch Fire Department for receiving the nationally recognized American Heart Association's Mission: Lifeline® EMS Gold Achievement Award.**

Mayor Lynne presented the Fire Department with the Lifeline® EMS Gold Achievement Award.

- G.2 Presentation by the State Fire Marshal's Office recognizing Farmers Branch Insurance Services Office (ISO) Class 1 Public Protection Classification.**

Mayor Lynne introduced Assistant State Fire Marshall Chuck Allen who presented the Fire Department with a plaque recognizing the Class 1 ISO rating.

### **ITEMS OF COMMUNITY INTEREST**

Deputy Mayor Pro Tem Jackson recognized the Fire Department and the emergency personnel who gave their lives during the September 11, 2001 terrorist attack.

Mayor Lynne presented items of community interest.

### **CITIZEN COMMENTS**

Rick Johnson of Harlee Drive, Farmers Branch, spoke on various budget items.

## **CONSENT AGENDA**

Mayor Lynne announced Item K.7 would move to Regular Agenda Item M.4.

- J.1 Consider approving the following City Council meeting minutes; and take appropriate action.**
- August 13, 2024, Special City Council Meeting
  - August 20, 2024, City Council Meeting
- J.2 Consider approving Resolution No. 2024-139 authorizing the execution of a Residential Demolition/Rebuild Program Incentive Agreement for the owner of the property located at 14561 Tamerisk Lane; and take appropriate action.**
- J.3 Consider approving Resolution No. 2024-147 adopting the City of Farmers Branch Investment Policy; and take appropriate action.**
- J.4 Consider adopting Ordinance No. 3889 authorizing the acceptance of payments of utility bill charges and fees by credit card; establishing a processing fee to be collected at the point of sale for the use of a credit card; providing for the collection of a service charge if, for any reason, a payment by credit card is not honored by the credit card company on which funds are drawn; and take appropriate action.**
- J.5 Consider adopting Ordinance No. 3883, approving an amendment to Chapter 82, Traffic and Vehicles, of the Code of Ordinances by adding a new Division 8 providing for removing and towing uninsured vehicles; and take appropriate action.**
- J.6 Consider approving Resolution 2024-162, accepting a grant award from 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.**
- J.7 Consider approving Resolution No. 2024-167 authorizing an addendum to the existing Master Services Agreement with MCCi for the purchase of an automated contract management workflow system in the amount of \$61,762.50; and take appropriate action.**
- J.8 Consider approving Resolution No. 2024-146 adopting the 2024-25 Operating Fund Budget of the North Dallas County Water Supply Corporation; and take appropriate action.**
- J.9 Consider approving Resolution No. 2024-154 authorizing the approval of a development contract between the City of Farmers Branch, Fairfield Farmers Branch LP, the Developer, and Fairfield Development L.P., the Contractor for infrastructure improvements for the multi-family residential development located at 13342 Midway Road; and take appropriate action.**
- ~~**J.10 Consider approving Resolution No. 2024-138 authorizing the purchase of two new 2023 Ford F-150 Lightning pickup trucks and a 2024 Ford F-250 pickup truck from Rush Truck Center through the Texas Local Government Purchasing Cooperative BuyBoard in the amount of \$185,554.55; and take appropriate action. (Moved to Item L.7 on the Regular Agenda.)**~~

**A motion was made by Mayor Lynne, 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**

**K.1 Conduct a public hearing and consider approving Resolution No. 2024-151 for a detailed site plan with a special exception related to building setbacks for approximately five acres located at 11494 Luna Road within Planned Development District No. 22 (PD-22); and take appropriate action.**

Lead Planner Sarah Bergman gave a presentation on the site layout, the requested exception, and the recommendation from the Planning and Zoning Commission.

**A motion was made by Councilmember Neal, seconded by Councilmember Reid, to close the public hearing. The motion carried with the following vote:**

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

**A motion was made by Mayor Pro Tem Roman, seconded by Councilmember Neal, to approve Resolution No. 2024-151 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.2 Conduct a public hearing on the Proposed Fiscal Year 2024-25 Operating and Capital Improvement Program Budget in accordance with Article IV of the City Charter and take appropriate action.**

Finance Director Tammy Zimmerman gave a presentation explaining the background of budget discussions, the next steps in the process, the comparison of tax rates compared to neighboring entities, and the history of property tax rates in the City.

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

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

### **STUDY SESSION ITEMS**

**C.4 Receive an update regarding the Pickleball World Championship 2024 to be held at Brookhaven Country Club in the Farmers Branch.**

Meredith Dowdy, Tourism Manager, gave an update on the upcoming Pickleball World Championship.

### **REGULAR AGENDA ITEMS**

**L.1 Consider approving Resolution No. 2024-129 authorizing the City Manager to execute a Commercial Façade Revitalization Grant Agreement for 4880 Alpha Road; and take appropriate action.**

Economic Development Director Perla Tavera gave a presentation explaining the façade upgrades being proposed, nearby business exteriors, the grant request amount, and the zoning of the property.

**A motion was made by Deputy Mayor Pro Tem Jackson, seconded by Mayor Pro Tem Roman, to approve Resolution No. 2024-129 with a modification to include a claw-back provision in the grant agreement. The motion carried with the following vote:**

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

**L.2 Consider approving Resolution No. 2024-149 authorizing the purchase of ballroom chairs for the Branch Connection in the amount of \$22,697.25; and take appropriate action.**

Parks and Recreation Director Rob Diaz gave a presentation explaining the background of the purchase of the chairs, the type of chairs, and the vendors who presented quotes.

**This item was tabled for further discussion.**

**L.3 Consider approving Resolution No. 2024-127 awarding a contract to VLEX Construction, LLC, with a fixed bid amount of \$515,510 for the Rawhide Trail Phase 1 Project; and take appropriate action.**

Maria Minter, Managing Superintendent of Public Works, gave a presentation on the background of the Rawhide Trail project, the improvements that will be made, the bids received, and the recommended bid winner.

**A motion was made by Mayor Pro Tem Roman, seconded by Councilmember Reid, to approve Resolution No. 2024-127 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

**L.4 Consider adopting Ordinance No. 3888 authorizing the issuance of General Obligation Bonds, Series 2024, in an aggregate principal amount not to exceed \$2,500,000; levying a tax in payment thereof; authorizing the execution and delivery of a bond purchase agreement, and paying agent/registrar agreement and a bond counsel engagement letter; and take appropriate action.**

Finance Director Tammy Zimmerman gave a presentation explaining the background of the bond discussions and the financial details of the 2024 bond issuance, and introduced Marti Shew from Hilltop Securities who gave information regarding the sale of the bonds.

**A motion was made by Deputy Mayor Pro Tem Jackson, seconded by Councilmember Neal, to approve Ordinance No. 3888 providing for the issuance of City of Farmers Branch, Texas, General Obligation Bonds, Series 2024, in an aggregate principal amount not to exceed \$2,500,000; levying a tax in payment thereof; authorizing the execution and delivery of a bond purchase agreement, a paying agent/registrars agreement and a bond counsel engagement letter; approving the Official Statement; enacting other provisions relating thereto; and declaring an effective date, 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

**L.5 Consider adopting Ordinance No. 3887 authorizing the issuance and sale of Combination Tax and Revenue Certificates of Obligation, Series 2024, in an aggregate principal amount not to exceed \$10,000,000; levying a tax in payment thereof; authorizing the execution and delivery of a purchase agreement, a paying agent/registrars agreement and a bond counsel engagement letter; approving the Official Statement; enacting other provisions relating thereto; and take appropriate action.**

**A motion was made by Deputy Mayor Pro Tem Jackson, seconded by Councilmember Reid, to approve Ordinance No. 3887 authorizing the issuance and sale of the City of Farmers Branch, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2024, in an aggregate principal amount not to exceed \$10,000,000; levying a tax in payment thereof; authorizing the execution and delivery of a purchase agreement, a paying agent/registrars agreement and a bond counsel engagement letter; approving the Official Statement; enacting other provisions relating thereto; declaring an effective date, 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

**L.6 Consider approving Resolution No. 2024-170, approving an engagement letter with Wyatt Hamilton Findlay, PLLC, to serve as City Attorney, providing for termination of the City's current engagement letter with Nichols, Jackson, Dillard, Hagar and Smith, LLP; and take appropriate action.**

**A motion was made by Mayor Pro Tem Roman, seconded by Councilmember Baird, to approve Resolution No. 2024-170 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

**L.7 Consider approving Resolution No. 2024-138 authorizing the purchase of two new 2023 Ford F-150 Lightning pickup trucks and a 2024 Ford F-250 pickup truck from Rush Truck Center through the Texas Local Government Purchasing Cooperative BuyBoard in the amount of \$185,554.55; and take appropriate action.**

Deputy Director of Finance Catherine Lee answered questions from Council regarding the purchase of electric vehicles.

**A motion was made by Deputy Mayor Pro Tem Jackson, seconded by Councilmember Reid, to approve Resolution No. 2024-138 as amended to only purchase the Ford F-250 pickup. The motion carried with the following vote:**

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

Mayor Lynne recessed the Regular Agenda at 7:51 p.m.

Mayor Lynne reconvened the Study Session at 7:59 p.m.

### **STUDY SESSION ITEMS**

#### **C.5 Review and discuss the property located at 1600 Valley View Lane.**

Economic Development Director Perla Tavera gave a presentation explaining the location of the property, the grocery store analysis comparison, the site layout, the current grocery stores in the city, and demographic information gained from the analysis.

The majority Council directed this item be brought back for further discussion after more information is gathered on density and store options.

#### **C.6 Discuss the City's Proclamation Policy and if amendments are needed.**

Deputy Director of Administrative Services Erin Flores gave a presentation on the current guidelines in place related to proclamations.

Deputy Mayor Pro Tem Jackson requested research on neighboring cities' proclamation be performed.

The majority of Council determined that no changes to the policy were needed.

#### **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 regarding outside organizations.

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

Deputy Mayor Pro Tem Jackson requested the existing future agenda item related to franchise trash services be brought forward before the end of the year.

Mayor Pro Tem Roman requested an item related to reinstating the Multicultural Committee and other duties the Committee may have and an item related to board involvement in purchasing decisions.

Mayor Lynne recessed the Regular Agenda at and convened into Executive Session at 8:46 p.m.

### **EXECUTIVE SESSION**

- D.5 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.071 for the purpose of seeking confidential legal advice from the City Attorney regarding the Firehouse Theatre’s Facility Use Agreement.**
- D.3 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.072 to discuss the sale of real property located at 13330 Veronica.**

Mayor Lynne reconvened the Regular Meeting at 9:15 p.m.

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

- D.3 The City Council will convene into a closed Executive Session pursuant to Texas Government Code Section 551.072 to discuss the sale of real property located at 13330 Veronica.**

**A motion was made by Councilmember Baird, seconded by Councilmember Reid, that the City Manager be authorized to execute on behalf of the city as may be reasonable and necessary to purchase or authorize the purchase of Lot 17, Block 3, Green Meadow Estates Addition, also known as 13330 Veronica Lane for a purchase price not to exceed \$240,000 plus all closing and acquisition costs and to sign or authorize the city’s agent to sign such other agreements, documents, and any amendments thereto as the city manager in consultation with the city attorney deems reasonable and necessary in respect with the closing of said transaction.**

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

**ADJOURNMENT**

Mayor Lynne adjourned the Regular Meeting at 9:17 p.m.

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City Secretary Stacy Henderson, TRMC

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Mayor Terry Lynne