



**City of Farmers Branch
City Council Minutes
3 p.m. Study Session
6 p.m. Regular Meeting**

Tuesday, January 9, 2018

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

Council Chambers

- Presiding:** 1 - Mayor Robert C. Dye
- Present:** 4 - Mayor Pro Tem John Norwood, Council Member Ana Reyes, Council Member Bronson Blackson, Council Member Terry Lynne
- Absent:** 1 - Deputy Mayor Pro Tem Mike Bomgardner
- Staff:** - Charles Cox, City Manager; John Land, Deputy City Manager; Amy Piukana, City Secretary; Braden Metcalf, City Attorney; David Hale, Police Chief; Jay Siegel, Deputy Police Chief; Sherrelle Evans-Jones, Finance Director; Hugh Pender, Director of Community Services; Marc Bentley, Director of Public Works; Shane Davis, Director of Sustainability and Public Health; Katy Evans, Public Health Manager; Brian Beasley, Director of Human Resources; Andreea Udrea, Planning Manager; Benjamin Williamson, Assistant to City Manager; Ray Mendez, Code Enforcement Manager

A. STUDY SESSION

Mayor Dye called the Study Session meeting to order 3:00 p.m. Mayor Dye explained two Board Members have recently passed away, and urged everyone to keep TIF Board Member James Goode and Senior Advisory Board Member Sharon Aston's families in their thoughts and prayers.

A.1 TMP-2511 Discuss regular City Council meeting agenda items.

There was no discussion regarding this item.

A.2 TMP-2511 Discuss 2018-19 budget and strategic plan process.

Director of Finance Sherrelle Evans-Jones briefed City Council regarding this item. Ms. Evans-Jones reviewed the following Key 2018-19 Financial Planning Dates:

- | | |
|---------------------|--|
| 1/23/18 (Tues) | 2017-18 Q1 Financial Update |
| 1/30/18 (Tues) | Option – 5th Tuesday – Discuss Budget (Parks Department) * |
| | Other 5th Tuesday Options in 2017-18: 5/29/18 and 7/31/18 |
| 2/6/18 (Tues am) or | Council One-on-One's – Communicate Vision and Goals |
| 2/7/18 (Wed pm) | |

2/28/18 (Wed) or 2/23/18 (Fri)	Strategic Planning Retreat – 1 Day – Local
3/29/18 (Thurs)	Farmers Branch Night Out**
4/17/18 (Tues)	2017-18 Q2 Financial Update
7/24/18 (Tues)	2017-18 Q3 Financial Update
7/31/18 (Tues)	Deadline to deliver 2018-19 Budget to Council
8/15 & 8/16/18 (Wed/Thurs) or 8/9/18 & 8/10/18 (Thurs/Fri)	Budget Retreat – 2 Day – Away
10/16/18 (Tues)	2017-18 Q4 Financial Update***

City Manager Charles Cox explained some Council Members have expressed individual department reviews, and some have requested a high-level approach. He explained we need to decide if we want to have a comprehensive approach or detailed approach. He further stated it may be difficult to have the detailed approach due to time constraints.

Mr. Cox stated some cities utilize an audit committee that is comprised of two or three Council Members.

Mayor Pro Tem Norwood stated he supports an audit committee.

Council Member Lynne suggested waiting until after the first meeting, then reassess to see if an audit committee is necessary.

Ms. Evans-Jones asked for consensus if February 28th or February 23rd work best for retreat dates. She further stated on February 6th, if Council would be willing to meet with our Meeting Facilitator Randy Pennington, on an individual basis to discuss vision and goals.

After discussion, the Council came to a consensus that February 28th works for everyone.

City Manager Charles Cox tasked the City Secretary to follow up with Deputy Mayor Pro Tem Bomgardner to see if he is available to meet February 6th and February 28th. The City Council agreed to reserve dates August 15 & 16th for a two-day Council retreat.

A.3 [TMP-2512](#) Discuss preliminary schedule of events related to Series 2018 General Obligation Bonds and Certificates of Obligation.

Finance Director Sherrelle Evans-Jones briefed City Council regarding this item. Ms. Evans Jones reviewed the following key dates for series 2018 GO and CO Issuance:

26-Jan-18	Friday	First Southwest requests information for preparation of the Official Statement
2-Feb-18	Friday	First Southwest receives requested information. First Southwestern begins preparation of the Official Statement.
6-Feb-18	Tuesday	Council meeting to approve publication of the Notice of Intent
9-Feb-18	Friday	First Notice of Intent published for CO's.
9-Feb-18	Friday	Draft Official Statements distributed to the City and Bond Counsel
16-Feb-18	Friday	Second Notice of Intent published for CO's.
16-Feb-18	Friday	First Southwest receives comments on Official

Statement		
23-Feb-18	Friday	Distribute POS to Rating Agencies
Week of March 5-9 th		Rating Calls
19-Mar-18	Monday	Receive Ratings
20-Mar-18	Tuesday	Electronically Post Official Statement & NOS to Potential Purchasers
3-Apr-18	Tuesday	City Council passes Ordinance authorizing issuance of Bonds
1-May-18	Tuesday	Bond Closing and Delivery of Funds to the City

Ms. Evans-Jones reviewed the following financial details for May 2018 Issuance:

\$23.67M Issuance

- \$14.22M General Obligation Bonds = \$9M Street Bonds (Phase II) + \$5M Quality of Life Bonds (leaves \$10M for May 2020 Issuance) + \$220K Cost of Issuance.
- \$9.45M Certificate of Obligation = \$5.5M for Fire Station No. 2 + \$3.8M Landfill + \$150K Cost of Issuance.

Ms. Evans-Jones reviewed the following key details on May 2018 issuance:

- Anticipate May 2018 Issuance
- Debt Service Payments to begin in 2019
- Interest rate not anticipated to exceed 3.5%
- 20 year maturity – except Landfill with 5 year maturity
- Considers \$5.1B valuation – assumes no growth in valuation
- Debt Service (I&S) Rate – 2016-17: \$0.087; 2017-18: \$0.0846
- Highest Calculated Debt Service (I&S) Rate – 2020 -21: \$0.0915 (Impact = \$0.0069)
- No Property Tax Increase Planned

Director of Sustainability and Public Health Shane Davis briefed City Council regarding the Camelot Landfill Scalehouse Project. Mr. Davis provided background information as to why a new scalehouse needs to be constructed. He stated the City is contractually obligated and the estimated cost is \$5.5 million, with additional liability the road construction would cost \$700,000. Mr. Davis explained with the Corporate Drive extension, the timing for this project is now. He further stated this aids in operational efficiency and allows a financial incentive. He reviewed the potential revenue increase estimating additional net revenue to the City due to C&D volume is \$9.5 million.

Mr. Davis reviewed the following potential agreements with Republic Services:

- Mothball Lewisville Landfill until 2027 or DFW Landfill closes
- Republic will strive to redirect all Lewisville Landfill volume to Camelot Landfill
- City proceeds with design, permitting, and construction of scalehouse and maintenance building
- 3 inbound scales, 1 outbound
- Maintenance building with office, locker room, 2 maintenance bays, and wash bay
- Designed to manage 5,000 tons per day of waste
- Royalty payments on C&D material will be 12%, except for 2027 which is 4%
- Republic takes ownership of panhandle portion of landfill and is responsible to fund \$700K of infrastructure to extend Huffines Road

Mr. Davis reviewed Landfill related Debt Issuance noting the estimated cost of new scalehouse and associated infrastructure is \$5.45 million. The Sale of the old landfill maintenance building is \$1.65 million; potential debt issuance \$3.8 million. Expected

payback from additional landfill revenue is at 5 years. Shane Davis briefed City Council regarding the \$3.8 m debt landfill. We are contractually obligated; the estimated cost is \$5.5M.

The City Council discussed right of way negotiations, site location, ownership of area properties, and maintenance of the road.

The City Council agreed to move forward with the project.

A.4 [TMP-2377](#) Receive a staff report regarding the latest residential property conditions survey completed by MetroStudy.

Building Official Hugh Pender briefed City Council regarding this item. Mr. Pender reviewed a map with property condition survey metrics showing colors of metrics such as green (Adequate), yellow (Slight deterioration), red (Inadequate exterior), and blue (Dilapidated/Uninhabitable). He stated surveys are conducted every two to three years. He explained in the past, these studies have been conducted by Staff, however; in 2017, the City decided to use a consultant to provide unbiased data.

Mr. Pender explained the 2017 Consultant property condition results were:

- 87% (6325) of the lots were graded as “good”
- 12% (886) of the lots were in need of “minor repair”
- 1% (91) of the lots were in need of “major repair”
- A very minor percentage .03% (2) of the lots were considered “dilapidated”

Mr. Pender reviewed the 2015 Staff property condition results:

- 89% (6852) of the lots were graded as “good”
- 8% (584) of the lots were in need of “minor repair”
- 3% (195) of the lots were in need of “major repair”
- A very minor percentage .2% (17) of the lots were considered “dilapidated”

Mr. Pender provided the following property condition survey statistics for non-homestead exempt properties in 2017:

- 25% (1598) of the lots were graded as “good”
- 29% (255) of the lots were in need of “minor repair”
- 27% (25) lots were in need of “major repair”
- 100% (2) lots were considered “dilapidated”

Mr. Pender provided the following 2017 statistics for all properties:

- 87% (6325) of the lots were graded as “good”
- 12% (886) of the lots were in need of “minor repair”
- 1% (91) of the lots were in need of “major repair”
- A very minor percentage .03% (2) of the lots were considered “dilapidated”

Council Member Blackson asked what the difference was between dilapidated structures and uninhabitable, and how renters are verified.

Mr. Pender replied stating we verify through the tax rolls. Mr. Cox stated we also verify through the census. Code Enforcement Manager Ray Mendez stated the difference between dilapidated and uninhabitable has to do with structure safety.

The City Council discussed ways to track renters, notification process to renters and home owners.

Mayor Pro Tem Norwood expressed concerns regarding the percentage of rental properties that are in need of repair. He states we need to address this issue.

A.5 [18-06](#) Receive an update regarding the City of Farmers Branch Demolition Rebuild Program.

Director of Economic Development Allison Cook briefed City Council regarding this item. Ms. Cook reviewed a map showing property values in shaded area. She stated the program would be beneficial if the Council wishes to target specific areas for the neighborhood renaissance program. Ms. Cook reviewed residential construction in Farmers Branch, and 2016 Demolition Rebuild permits. She reviewed residential construction with the demolition rebuild program in 2017, and reviewed residential construction Certificate of Occupancies obtained.

Mayor Pro Tem Norwood suggested utilizing the map to target properties valued at \$50,000 and below to help increase the property values.

Council Member Lynne stated he does not support interior renovations, but does support exterior renovations.

Mr. Cox suggested utilizing the Renaissance Program by targeting areas to the north.

Council Member Blackson explained Richland Street south to Dennis could benefit from the program.

Ms. Cook stated she will review the properties and bring back a recommendation on target areas at a future Council meeting.

A.6 [18-03](#) Discuss agenda items for future City Council meetings.

Mayor Dye asked for an update on the water well bids. Mayor Pro Tem Norwood confirmed with the City Manager that chickens would be added to the January 23, 2018 Council agenda.

The City Council recessed at 4:44 p.m. for a break.

Mayor Dye reconvened at 5:00 p.m. and skipped to Agenda Item J.1.

The City Council recessed into closed executive session at 5:01 p.m.

J. EXECUTIVE SESSION

**J.1 [18-04](#) City Council may convene into a closed executive session pursuant to Section 551.072 of the Texas Government Code to deliberate regarding:
(a) *Discuss the purchase, exchange, lease, or sale of real property located at 3062 Primrose, Farmers Branch, Texas.***

Mayor Dye recessed from closed Executive Session at 5:22 p.m.

B. CALL REGULAR MEETING TO ORDER AT 6 P.M.

Mayor Dye called the regular meeting to order at 6 p.m.

C. INVOCATION & PLEDGE OF ALLEGIANCE

Council Member Blackson provided the invocation and led the Pledge of Allegiance.

D. CEREMONIAL ITEM

- D.1 [TMP-2514](#) Consider accepting a donation in the amount of \$5,000 from Mrs. Jeanne Sawyer for the Farmers Branch Senior Center; and take appropriate action.**

Mayor Dye thanked Jeanne Sawyer for her generous donation. He stated this money will be used to purchase exercise equipment for the Senior Center.

Motion made by Mayor Dye to approve acceptance of a donation in the amount of \$5,000 from Mrs. Jeanne Sawyer for the Farmers Branch Senior Center. Motion seconded by Council Member Lynne. Motion prevailed by the following vote:

Aye: 4 - Mayor Pro Tem Norwood, Council Member Reyes, Council Member Blackson, Council Member Lynne

E. REPORT ON STUDY SESSION ITEMS

Council Member Lynne provided a report on Study Session items.

F. MAYOR AND CITY MANAGER'S REPORT ON ITEMS OF COMMUNITY INTEREST

- The 2017 edition of the Farmers Branch Christmas Tour of Lights is in the books as one of the most successful on record. A total of 16,576 vehicles traversed the tour during its 35 nights, stretching from Thanksgiving to New Year's weekends. Community non-profits collected a season total of \$50,872.
- Tickets are on sale for the annual Daddy-Daughter Dance coming up February 3 at the Community Recreation Center. Call them at 972.247.4607 for availability and further information.
- Teams will be forming to voluntarily jump into freezing water at the annual Polar Plunge to benefit Special Olympics Texas, coming up Saturday, February 10 at the Farmers Branch Aquatics Center. For more information, visit sotx.org/polarplunge.
- The Parks and Recreation Department's annual series of winter gardening classes kicks off tonight at the Community Recreation Center and continues through February on select nights with various topics designed to appeal to gardeners of all skill levels. Call 972.919.2625 for more information.
- We do want to remind everyone that the Farmers Branch Historical Park is closed on Sundays through the month of February. Historically, the park has had very low attendance on Sundays through the cold weather months so they will remain closed on Sundays until the first weekend in March.
- Members of the community are invited to a pair of information meetings, designed to answer questions and provide information about the pending relocation of Farmers Branch Fire Station No. 2 from its current location on Spring Valley Road to a new location at Holiday Park, near the Brookhaven College campus, at Valley View Lane and Alpha Link.

Meetings will be held February 8 and April 12 at 7 p.m. each night at the Bob Phelps Fire Administration Building, 13333 Hutton Drive. For more information, call 972.919.2640.

- Finally, I am pleased to announce that Tina Firgens will be joining the Farmers Branch team as our new Director of Planning. Tina is returning to Farmers Branch, having worked here a decade ago, bringing with her a wealth of experience from work in Richardson, Plano and McKinney. Tina begins her new position on Monday, January 22.

G. CITIZEN COMMENTS

There was no one present that wished to speak.

H. CONSENT AGENDA

- H.1 [18-01](#) Consider approving City Council minutes of the regular meeting held on December 12, 2017; and take appropriate action.
- H.2 [R2018-03](#) Consider approving Resolution No. 2018-03 awarding the purchase of replacement treadmills for the Farmers Branch Community Recreation Center and take appropriate action.
- H.3 [R2018-02](#) Consider approving Resolution No. 2018-02 authorizing the City Manager to execute a Project Specific Agreement with Dallas County for roadway repairs and improvements to Valley View Lane between Webb Chapel Road and Marsh Lane; and take appropriate action.

Motion made by Council Member Blackson to approve Consent Agenda items H.1 through H.3, as presented. Motion seconded by Council Member Reyes. Motion prevailed by the following vote:

Aye: 4 - Mayor Pro Tem Norwood, Council Member Reyes, Council Member Blackson, Council Member Lynne

I. REGULAR AGENDA ITEMS

- I.1 [TMP-2505](#) Receive an update on Farmers Branch's organizational performance management system; and take appropriate action.

Assistant to City Manager Ben Williamson briefed City Council regarding this item. He reviewed the balanced scorecards, explaining these utilize four perspectives: 1) Learning & Growth Perspective, 2) The Financial Perspective, 3) The Business Perspective, 4) The Customer Perspective. Mr. Williamson noted the City has 19 scorecards with over 500 measures that reflect performance, workload, and data information. He explained currently 11 scorecards are posted on the website. The Departments include Animal Services, Building Inspections, City Secretary, Fire Department, Manske Library, Parks & Recreation, Code Enforcement, Communications, EDC, Police, and Public Works.

Council Member Lynne asked if the system would replace the customer service surveys distributed in the past, and how the system will work with the new ERP system.

Mr. Williamson replied, stating the current system tracks performance standards, and is updated manually. He noted in the future, data tracking could be automatic, and utilized with the ERP system.

Mayor Pro Tem Norwood asked what the average time is for a Department to enter the data in to the system, and if it allows you to drill down, or is it set at a high measure.

Mr. Williamson asked the Fire Chief if he could provide the amount of time it takes him to update his data.

Chief Parker replied stating it currently takes him about 5 minutes to complete. Mr. Williamson stated these are high level measures.

Council Member Lynne stated this is great, and suggested an annual review to see how each Department is functioning.

J. EXECUTIVE SESSION

- J.1 [18-04](#) City Council may convene into a closed executive session pursuant to Section 551.072 of the Texas Government Code to deliberate regarding:**
(a) Discuss the purchase, exchange, lease, or sale of real property located at 3062 Primrose, Farmers Branch, Texas.

This item was discussed earlier in the meeting.

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

Motion made by Council Member Lynne that the City Manager be authorized to negotiate and sign contracts and such other documents that are reasonable and necessary to sell to the Farmers Branch Local Government Corporation for the purpose of resale to Derek Whitener and Victor Brackwell and/or assigns, the property described as Lot 10, Block B, of Valley View Estates #3, save and except that portion conveyed to Dallas County, more commonly known as 3062 Primrose, for a purchase and sales price of not less than \$150,000 with the resale of said property to be subject to a restriction agreement requiring construction of a single family residence of not less than 3,000 square feet of air conditioned space with an assessed value of the property upon completion of construction, inclusive of both land and improvements, to be not less than \$550,000; and further authorizing payment of a real estate commission not to exceed 3% of the sales price to a real estate agent representing the buyer in this transaction, if any. Motion seconded by Council Member Blackson. Motion prevailed by the following vote.

Aye: 4 - Mayor Pro Tem Norwood, Council Member Reyes, Council Member Blackson, Council Member Lynne

L. ADJOURNMENT

Motion made by Council Member Blackson to adjourn the meeting. Motion seconded by Mayor Pro Tem Norwood. Motion prevailed by the following vote:

Aye: 4 - Mayor Pro Tem Norwood, Council Member
Reyes, Council Member Blackson, Council
Member Lynne

The meeting adjourned at 6:40 p.m.

SIGNED: _____
Mayor

ATTEST: _____
City Secretary