



City of Farmers Branch City Council Minutes

3 p.m. Study Session
6 p.m. Regular Meeting

Tuesday, May 1, 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 Bronson Blackson; Council Member Ana Reyes; Deputy Mayor Pro Tem Mike Bomgardner
- Absent:** 1 - Council Member Terry Lynne
- Staff:** - Charles Cox, City Manager; John Land, Deputy City Manager; Amy Piukana, City Secretary; Pete Smith, City Attorney; Tina Figgins, Director of Planning; Benjamin Williamson, Assistant to City Manager; Allison Cook, Director of Economic Development; Jeff Harting, Director of Parks and Recreation; Brian Beasley, Director of Human Resources; David Hale, Police Chief; Jay Siegel, Deputy Police Chief; Steve Parker, Fire Chief; Shane Davis, Director of Sustainability and Environmental Services; Marc Bentley, Director of Public Works; Mitzi Davis, Project Manager; Renee Estes, Special Project Manager

A. CALL TO ORDER - STUDY SESSION

Mayor Dye called the Study Session meeting to order at 3:00 p.m.

A.1 18-59 Discuss regular City Council meeting agenda items.

Council Member Blackson asked that Agenda Item I.7, be removed and not discussed.

Council Member Reyes stated she understands not wanting to lose experienced members, and suggested utilizing the Emeritus status.

Council Member Blackson stated City Council could appoint the Board Chairs and remove term limits for the Chair positions only. This would allow Council to identify qualified candidates for Chair positions.

Mayor Pro Tem Norwood stated he disagrees with establishing term limits for one person with one position. He stated by implementing term limits, it opened seats that had been occupied for 10-15 years, and suggested allowing new people to rotate on and off the boards. He further stated he spoke with P&Z Chairman Jason O'Quinn who serves on another board (non-city board), stating they identify future leaders within the board and utilize a leadership step process. For example, they serve as a regular member, elevate to a Vice Chair, then Chair. He stated we could establish a similar process, and begin

with creating alternate positions to bring in new people and allow more train up time to the various positions. He stated this process could help phase future board leaders.

Deputy Mayor Pro Tem Bomgardner suggested if a board has 50% membership turnover, you could extend a member for one year to allow an established member to train the newly appointed members.

Council Member Reyes stated she supports this idea, noting she is unopposed to no term limits.

Mayor Pro Tem Norwood asked City Secretary Amy Piukana, and City Manager Charles Cox to review boards to identify any boards with a 50% turnover. He suggested offering more training and tools to help advance future leaders in their roles.

A.2 TMP-2633 Introduction of new Parks and Recreation Department team members.

Director of Parks and Recreation Jeff Harting introduced new Parks and Recreation Department staff members: Existing Staff Member Kim Chapman, Historical Park Coordinator; Geoff Fairchild, Special Events Manager; Mike Mashburn Assistant Director; Bonnie Neuman, Program Coordinator; Victoria Anderson Museum Educator; Hillary Kidd, Historical Park Curator.

A.3 TMP-2703 Receive the Fiscal Year 2017-18 Second Quarter Financial Report.

Director of Finance Sherrelle Evans-Jones briefed City Council regarding this item. Ms. Evans-Jones reviewed General Fund Results Summary March 2018 to Fiscal Year to Date and Budget to Actuals. She stated property taxes are performing slightly better than budget due to the timing of payments and several parcels converting from Agriculture to Residential (5 years of property taxes paid.) She reviewed charges for services, which includes several smaller revenue items, is performing behind budget due to the timing of receipt of some of those revenue items. She further stated refuse services is performing behind budget due to the tonnage received into the landfill as a result of the routing of trucks. She noted Licenses and Permits is performing significantly better than budget due to West Side Development. She noted fines, forfeits and assessments are behind budget due to the vacancy of the second Marshal position.

Ms. Evans-Jones explained property taxes are performing better than budget due to the timing of payments and growth of property tax base. She explained interest, contributions are included with the \$75K of revenue at 3/31/17 related to Mercer Developer advances. She stated this revenue was a gross up of the income statement as there was also a corresponding \$75K of expense related to this item.

Ms. Evans-Jones noted August 15, and August 16 are the set dates for the City Council budget retreat. She reviewed three retreat options, with locations for the City Council to consider. Option 1) Tanglewood Resort & Conference Center; Option 2) The Inn on Lake Grandbury; Option 3) Rough Creek Lodge and Resort.

Council Member Reyes stated she understands having an offsite retreat but had some concerns with residents being able to attend and addressing questions or concerns.

Ms. Evans-Jones stated residents may contact her now with any questions or concerns, noting residents would be provided many opportunities to have questions addressed about budget items.

Deputy Mayor Pro Tem Bomgardner stated he also had those concerns with citizen participation. He stated within the past two years, less than two residents have attended the retreats, noting it may not be an issue.

Mayor Dye suggested recording or broadcasting online to allow the public to view.

City Manager Charles Cox stated he would check with Communications to see if this is an option.

Mayor Pro Tem Norwood stated the Lake Granbury location has a historical area, and suggested meeting with the Granbury City Manager to educate the Council and City Staff on their setup.

Deputy Mayor Pro Tem Bomgardner stated he would not be in town during the month of August.

City Manager Charles Cox stated he would follow up on the Granbury option to see if the City Manager would be available to speak at the retreat.

A.4 TMP-2682 Receive an update on Fire Station No. 2 Conceptual Design Development.

Fire Chief Steve Parker provided an update and budget review. He stated on April 12, 2018 the second of two community meetings was held regarding the development of a conceptual design for the new Fire Station. He explained at this meeting PGAL Architects presented a conceptual site location and building design based on the Fire Department and the community's input. He further stated PGAL Architects are developing a budget based on the conceptual design.

Deputy Mayor Pro Tem Bomgardner asked about heating and cooling costs associated with having all glass at the building entrance.

PGAL Architect Julio Noriega replied stating the current Building Code requires thermal efficiency glass to be installed.

Council Member Blackson asked if a third bay is necessary, and if future needs have been addressed.

Council Member Reyes stated if a third bay is necessary, funding needs to be addressed now.

Chief Parker stated a third bay is not necessary at this time, noting drone technology may be utilized in the future.

Mayor Pro Tem Norwood stated the Fire Chief is not asking for a third bay, noting expansion could be made in other areas.

Deputy Mayor Pro Tem Bomgardner stated if we construct a third bay now, we could end up accruing heating and cooling costs with a space that may be unutilized for the next twenty years.

Council Member Reyes asked Fire Chief Steve Parker if the proposed station is sufficient.

Chief Parker replied stating he feels the project is sufficient for current Fire needs. He further stated a more conceptual plan will be presented at the May 15, 2018 City Council meeting by PGAL Architects, which includes 3D visual perception.

City Manager Charles Cox asked if the two bays would allow for stacking.

Chief Parker replied yes.

Council Member Blackson clarified, by stacking, do you mean the space allows for stacking of two ambulances, not Fire Trucks.

Chief Parker stated two ambulances could be stacked.

Council Member Reyes suggested using ballistic glass in Fire facilities.

Mr. Cox explained all city facilities have resistant film installed.

Mayor Pro Tem Norwood stated he supports ballistic glass to protect employees.

Mayor Pro Tem Norwood asked if the proposed Fire Station is energy efficient.

Building Official Hugh Pender stated the glass is double paned glass with special coating to protect from solar heat and provide insulation. He stated this is more efficient than the other stations.

Chief Parker provided a recap of the public meetings, noting citizens provided positive feedback on the new Fire Station design.

A.5 18-64 Receive an update on the Employee Engagement Survey.

Assistant to City Manager Ben Williamson briefed City Council regarding the employee engagement survey. Mr. Williamson stated the City began measuring employee engagement in 2017, utilizing the Gallup Q12 platform. He reviewed the definition of employee engagement, and components the City measures. He explained managers are the secret to success. He stated the results indicated 330 respondents this year, noting participation is up with a 5 to 1 ratio of engaged employees to non-engaged employees. He stated this is above average ratings.

Council Member Blackson asked how many participants the survey had last year, and if the data could be reviewed with Federal and State numbers.

Mr. Williamson replied stating the process is to hire the right folks, and get them into the City's Vision and Mission. He further stated 270 respondents participated last year.

Council Member Reyes asked what is the approach to encourage participation.

Mr. Williamson stated he actively went out and fixed internal errors such as emails to increase participation. He stated every team exceeded from last years numbers.

Mr. Cox stated employees felt that management was listening and had reacted to employee concerns.

Deputy Mayor Pro Tem Bomgardner asked if there was any feedback on the City Council.

Mr. Williamson stated questions were specific, and none related to elected officials.

Director of Human Resources Brian Beasley stated staff feels support from this Council, noting many of his staff members watch the Council meetings.

Mr. Cox stated the support from Council is top priority.

Deputy City Manager John Land stated instead of focusing on the low scores, Management focused on the green (higher ratings) to see what drives success in these departments.

Council Member Blackson stated this is a great example of employee successes.

Mr. Beasley stated the REACT model, if adopted by Council, could push the culture forward to future Councils.

A.6 TMP-2718 Receive an update on a City Facility Rental Policy.

Assistant to City Manager Ben Williamson reviewed City facility rental updates. He explained the goal is to increase access to meeting space in Farmers Branch, develop a baseline rental policy for all City Facilities, keep the policy efficient, add alcohol to the policy mix, keep facility specific policies to one page. He reviewed rooms, which included Recreation Center, Senior City, Aquatics Center, City Hall and Library. He explained the HUB is a room update, which just opened the end of April. He explained the rental policy updates include sponsored programs and events, aligned fee structures, basic language updates, and an alcohol policy. He stated the next steps are to update the alcohol policy, bring facilities to ActiveNet software to provide online reservations, and update all fees as part of the FY 19 budget.

Council Member Reyes asked if residents could pay online.

Mr. Williamson stated the goal would be to reserve and pay online through the software.

Mr. Cox stated staff is hearing we need more meeting room space. He stated the city has spaces; they are merely underutilized. He thanked Mr. Williamson for his assistance on this proposed policy.

Mayor Pro Tem Norwood suggested reviewing data collected in the future to see how we are utilizing facilities.

Council Member Blackson suggested adding sports fields, and pavilions. He asked how soon the program would go into effect.

Mr. Williamson stated he is aligning the structure and fees to be included in the FY19 budget.

A.7 TMP-2418 Discuss agenda items for future City Council meetings.

Deputy Mayor Pro Tem Bomgardner asked for an update on the Holiday Lighting program, and an update on the Oncor street lighting breakdown of old vs new street lights.

Council Member Reyes asked for an update on Camelot.

Mayor Pro Tem Norwood asked for a future agenda item to discuss speed limits.

Mayor Dye recessed the meeting for a break at 5:08 p.m.

Mayor Dye reconvened the meeting at 5:19 p.m. and recessed into closed executive session at 5:20 p.m.

B. EXECUTIVE SESSION

- B.1 18-65 Council may convene into a closed executive session pursuant to Section 551.072 of the Texas Government Code to deliberate regarding:**
- ***Discuss the purchase, exchange, lease, or sale of real property located at 13811 Lillard Lane.***

Mayor Dye recessed from closed executive session at 5:34 p.m.

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

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

D. INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Pro Tem Norwood provided the invocation, and led the Pledge of Allegiance and Pledge to the Texas Flag.

E. CEREMONIAL ITEMS

- E.1 TMP-2680 Proclamation recognizing the month of May as Older Americans Month in Farmers Branch.**

Mayor Dye read aloud a proclamation recognizing the month of May as Older Americans Month in Farmers Branch. Ms. Roberts spoke thanking the City Council and staff for supporting the Senior Center and Senior Advisory Board.

- E.2 TMP-2688 Proclamation recognizing the month of May as National Bike Month in Farmers Branch.**

Mayor Dye read aloud a proclamation recognizing the month of May as National Bike month in Farmers Branch.

- E.3 TMP-2676 Consider accepting an anonymous donation in the amount of \$10,000 for landscaping at the Farmers Branch Historical Park; and take appropriate action.**

Motion made by Mayor Dye to accept an anonymous donation in the amount of \$10,000 for landscaping at the Farmers Branch Historical Park. Motion seconded by Mayor Pro Tem Norwood. Motion prevailed by the following vote:

Aye: 4 - Mayor Pro Tem Norwood, Deputy Mayor Pro Tem Bomgardner, Council Member Blackson; Council Member Ana Reyes

F. REPORT ON STUDY SESSION ITEMS

Council Member Blackson provided a report on Study Session items.

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

City Manager Charles Cox provided the City Manager's report on items of community interest.

- After months of planning and preparation, it is finally opening weekend for the Farmers Branch Market and it's new Twilight hours schedule. This year, the market will operate every Saturday from 5 until 8 p.m. through September. This opening weekend will feature live music from the Royal Dukes Band, more than 40 vendors, special activities and much more. Find out all about the 2018 Farmers Branch Market at farmersbranchmarket.com.
- Big thanks go out to the thousands that helped make the 2018 edition of Fishin' Fun in Farmers Branch one of the most successful ever. The kids fishing tournament saw lots of kids, ages 16 and under, pulling large catfish and blue gill out of Rawhide Creek. We hope to see everyone back out again next year.
- Early voting for the Charter Amendment Special Election ends within the hour at 7 p.m. tonight. Election Day is Saturday, May 5. Find out more about the Charter Amendments at farmersbranchtx.gov/elections.
- Please mark your calendars for the Metrocrest Law Enforcement 2018 Memorial Service. The Farmers Branch Police Department is hosting officers from Addison, Carrollton and Coppell for this year's service, planned for Thursday, May 17 at 6 p.m. at Parish Episcopal School, 4101 Sigma Road.
- And, if you're fond of caffeine, there are two events coming up you want to be aware of:
- The "Local Fuel" pop-up coffee shop will be popping up at the Farmers Branch Historical Park on Tuesday, May 15 from 8 until 11 a.m.
- And, the next edition of "Coffee with a Cop" is coming up on Saturday, May 19 from 9 until 11 a.m. at the McDonalds at Josey and Valley View.
- Finally, please be aware that a document shredding event has been planned for Saturday, May 19 from 9 a.m. until 12 noon at City Hall. Farmers Branch residents are encouraged to bring personal documents for destruction on site. The event is free.
- You can sign up for that eNews at farmersbranchtx.gov to have current City news and information delivered directly to your eMail box.

H. CITIZEN COMMENTS

There were no citizens that wished to speak.

I. CONSENT AGENDA

- I.1 18-60 Consider approving minutes of the regular City Council meeting held on April 17, 2018 and the Special Called City Council meeting held on April 23, 2018; and take appropriate action.**

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| I.2 | 18-68 | Consider excusing the absence of Council Member Mike Bomgardner from the April 23, 2018, Special Called City Council meeting; and take appropriate action. |
| I.3 | R2018-41 | Consider approving Resolution No. 2018-41, authorizing the City Manager to enter into all necessary agreements with the Texas Municipal Retirement System to extend Federal Health Insurance Benefits (Medicare) to the officers and employees of the City of Farmers Branch; and take appropriate action. |
| I.4 | R2018-42 | Consider approving Resolution No. 2018-42, approving the Amended and Restated Bylaws for the North Texas Emergency Communications Center; and take appropriate action. |
| I.5 | R2018-46 | Consider approving Resolution No. 2018-46, denying the Oncor Electric Delivery Company LLC's application for approval of a Distribution Cost Recovery Factor to increase distribution rates within the City of Farmers Branch; and take appropriate action. |
| I.7 | ORD-3500 | Consider adopting Ordinance No. 3500 amending Chapter 2, Section 2.37(f), eliminating term limits for Board of Adjustment and Planning and Zoning Commission members; and take appropriate action. <i>(This item was pulled and no action was taken.)</i> |

Motion made by Council Member Blackson to approve Consent Items I.1 through I.6, as presented. Motion seconded by Deputy Mayor Pro Tem. Motion prevailed by the following vote:

Aye: 4 - Mayor Pro Tem Norwood, Deputy Mayor Pro Tem Bomgardner, Council Member Blackson; Council Member Ana Reyes

J. REGULAR AGENDA ITEMS

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| J.1 | R2018-34 | Consider approving Resolution No. 2018-34 authorizing execution of a Residential Demolition/Rebuild Program Incentive Agreement for the owner of the property located at 3061 Selma Lane; and take appropriate action. |
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Economic Development Director Allison Cook briefed City Council regarding this item. Ms. Cook explained the applicant Cynthia Garcia is applying for the Demo Rebuild incentive based on the program details prior to the February 2018 change. Due to her contract timing, she is eligible for the former grant structure. This includes an incentive that is based on the increase over the course of five (5) years in the City Property taxes paid on the difference between the original and new home appraised values (excluding the land value), as determined by the Dallas County Appraisal District. This option also includes a reimbursement of up to \$12,500.00 of the cost of demolition of the original home following completion of demolition.

Council Member Reyes asked the applicant if there are any sustainable aspects.

Ms. Jessica Garcia spoke stating she is using stone, and block materials for the balcony.

Council Member Reyes asked Ms. Garcia if she is a current Farmers Branch resident.

Ms. Garcia stated she grew up here and loves the City of Farmers Branch.

Motion made by Council Member Reyes to approve Resolution No. 2018-34, as presented. Motion seconded by Deputy Mayor Pro Tem Bomgardner. Motion prevailed by the following vote:

Aye: 4 - Mayor Pro Tem Norwood, Deputy Mayor Pro Tem Bomgardner, Council Member Blackson; Council Member Ana Reyes

K. TAKE ANY ACTION AS A RESULT OF EXECUTIVE SESSION.

As a result of closed executive session, motion made by Deputy Mayor Pro Tem Bomgardner to authorize 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 Christopher and Kristina Johnson and/or assigns the property described as Lot 16, Block 7 Valwood Park 27th installment, known as 13811 Lillard Lane for a purchase and sales price of not less than \$130,000 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 \$500,000. Motion seconded by Council Member Blackson. Motion prevailed by the following vote:

Aye: 4 - Mayor Pro Tem Norwood, Deputy Mayor Pro Tem Bomgardner, Council Member Blackson; Council Member Ana Reyes

L. ADJOURNMENT

Council Member Blackson made a motion to adjourn the meeting. Motion seconded by Deputy Mayor Pro Tem Bomgardner. Motion prevailed by the following vote:

Aye: 4 - Mayor Pro Tem Norwood, Deputy Mayor Pro Tem Bomgardner, Council Member Blackson; Council Member Ana Reyes

The meeting adjourned at 6:21 p.m.

Signed: _____
Mayor

Attest: _____
City Secretary