City of Farmers Branch

Meeting Minutes

City Council

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

Tuesday, May 2, 2017 | 6:00 PM | Council Chambers

Study Session Meeting to be held at 4:00 PM in the Study Session Room

Presiding: 1 - Mayor Bob Phelps

Present: 5 - Mayor Pro Tem Harold Froehlich, Deputy Mayor Pro Tem Ana Reyes, Council Member John Norwood, Council Member Terry Lynne, Council Member Mike Bomgardner

Staff: - Charles Cox City Manager, John Land Deputy City Manager, Amy Piukana City Secretary, Pete Smith City Attorney, Benjamin Williamson Assistant to City Manager, Tom Bryson Communications Director, David Hale Police Chief, Dean Habel Deputy Police Chief, Andy Gillies Community Services Director, John Roach Interim Public Works Director, Steve Parker Fire Chief, Brian Beasley Human Resources Director, Sherrelle Evans-Jones Finance Director, Allison Cook Economic Development Director

A. STUDY SESSION

Mayor Phelps called the Study Session meeting to order at 4:00 p.m.

A.1 17-450 **Discuss regular City Council meeting agenda items.**

Council Member Lynne asked for an amendment to Agenda Item I.1, to add wording stating, "Council Member Lynne recommends soliciting benefactors to fund desired improvements," under page 2.

Council Member Bomgardner asked for discussion regarding Agenda Item I.3, Audit. City Manager Charles Cox and Sherrelle Evans-Jones answered questions regarding the annual audit, which will be conducted over a five-year period. Council Member Bomgardner explained he was a part of the Auditor Selection Committee who recommends

Grant Thornton. He further stated in his opinion, they are the best firm to provide external audit services to the City.

Council Member Norwood asked for clarification on Agenda Item I.4, Demolition Rebuild being considered as a consent item. Ms. Cook replied the applicant has a reduced budget and has proposed to decrease the square footage and proposed value. She noted the item was placed on Consent, since Council has previously reviewed the property for a demolition rebuild project.

Council Member Bomgardner asked for discussion regarding Agenda Item E.5, regarding appointing members to the Trinity River Authority's Central Wastewater Treatment System. Council Member Norwood volunteered to serve on the board. Council Member Lynne reminded Council of the the importance of attending these meetings to keep the City better informed.

Council Member Bomgardner asked for clarification regarding changes to Agenda Items I.6 and I.7. Mr. Cox explained the interest rate on item I.6, dropped and the underwriter wants clear information in the agreements. On, Agenda Item I.7, Mr. Cox explained the bank changed for the underwriter, noting this is a minor change in the agreement.

A.2 17-458 **Receive a staff presentation regarding the bulky collection and enforcement policy.**

Environmental Services Manager Shane Davis provided a presentation on Brush and Bulky Service. Mr. Davis reviewed the brush and bulky collection service, the issue of early bulky setouts, once per month bulky collection, and discussed the "Cost of Service" for additional collection requests. Mr. Davis stated the Sustainability Committee recommended a review of Code Enforcement Policies and recommended use of transitory fines, an education campaign, a "Pick Up request form" for additional pick ups, and to allow three free pick-ups per year with the fourth having a Cost of Service charge. Mr. Davis explained Code Enforcement would assist with resident complaints. Residents would be required to separate brush and bulky material at the curb for brush diversion.

Mr. Davis stated no changes will be made to the brush and bulky collection re-education campaign will be conducted to identify all communications internal and externally. He stated consistent language will be used, dual language communications, and the ability to direct residents to the website for detailed information. A communication plan to target different topics throughout the year is being developed, and message boards and signs will be used. Mr. Davis explained under Code Enforcement, two warnings will be issued then an immediate citation and fine. Mr. Davis explained brush diversion is a phased approach. He explained the City could divert all at a specific account to be spent, and then send the rest to the landfill. Mr. Davis stated a long term plan would be to establish a permanent facility at Camelot Landfill with an operator. He explained segregation of brush from bulk would require an ordinance amendment.

After discussion, Council Member Bomgardner asked for more information between costs and savings for divertion. Mr. Davis replied stating he will review and provide these numbers to City Council.

Mayor Pro Tem Froehlich recommended ensuring a notice goes to the property owner and occupant.

Council Member Norwood recommended keeping bulk and brush separate, since they are handled separately. He stated he would love to see a brush program in the future, if funds become available.

Deputy Mayor Pro Tem Reyes recommended having the materials in English and Spanish to reach all residents. Mr. Cox stated the City has authority to translate materials to residents when it involves public safety or court.

A.3 17-451 **Discuss agenda items for future City Council meetings.**

Council Member Lynne asked that a joint meeting with City and The Firehouse Theatre be set. Council Member Bomgardner asked that this topic include fundraising activities and efforts.

Mayor Pro Tem Froehlich asked for an Economic Development update. He asked that more information be placed on the website in regards to Development Projects, Demolition Rebuild, to include amounts, locations, and estimated date of proposed completion. Ms. Cook replied she will add this information online along with a GIS mapping overlay for demolition rebuilds. Mayor Phelps recommended adding Residential Projects to the online information list.

Council Member Bomgardner asked for an update regarding multi-family housing and asked for a future agenda item on the Marshal Program.

Deputy Mayor Pro Tem Reyes asked for an update regarding underutilized properties north of Valley View to include Josey and Valley View.

Resident Robin Bernier, spoke stating she is very pleased with the Code reminder flyer that was inserted with the water bill.

City Council recessed into closed executive session at 5:13 p.m.

B. EXECUTIVE SESSION

B.1 17-456 **City Council may convene into a closed executive session pursuant to Section 551.074 of the Texas Government Code to deliberate regarding:**

- *Conduct an annual evaluation of the City Manager.*

City Council recessed from closed executive session at 5:55 p.m.

C. RECONVENE INTO REGULAR MEETING AT 6 P.M.

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

D. INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Phelps provided the invocation and led the pledge of allegiance and pledge to the Texas flag.

E. CEREMONIAL ITEMS

(Council discussed items in the following order)

E.3 17-452 Consider accepting a donation of a scoreboard for Jaycee Park valued at $6,385 from the Carrollton - Farmers Branch Baseball Association to the Parks and Recreation Department; and take appropriate action.

Mr. Jason Sanders Vice President of the CFBBA was recognized for the donation.

Deputy Mayor Pro Tem Reyes made a motion to approve accepting a donation of a scoreboard for Jaycee Park valued at $6,385 from the Carrollton Farmers Branch Baseball Association, as presented. Motion seconded by Mayor Pro Tem Froehlich. Motion prevailed by the following vote:

Aye: 5 - Mayor Pro Tem Froehlich, Deputy Mayor Pro Tem Reyes, Council Member Norwood, Council Member Bomgardner, Council Member Lynne

E.4 17-464 Consider accepting a donation of $2,700 from the Farmers Branch Police Association for the Farmers Branch Police Department and take appropriate action.

Officer Jim Richardson, President of the Farmers Branch Police Association presented Police Chief David Hale with a donation in an amount of $2,700. Mayor Phelps thanked the Farmers Branch Police Association for supporting the Police Department.

Motion made by Council Member Lynne to accept the donation of $2,700 from the Farmers Branch Police Association. Motion seconded by Deputy Mayor Pro Tem Reyes. Motion prevailed by the following vote:

Aye: 5 - Mayor Pro Tem Froehlich, Deputy Mayor Pro Tem Reyes, Council Member Norwood, Council Member Bomgardner, Council Member Lynne

E.1 17-461 **Proclamation recognizing May as National Bike Month in Farmers Branch.**

Mayor Phelps presented a proclamation to Parks and Recreation Project Manager Mitzi Davis declaring the month of May as National Bike Month in Farmers Branch.

E.2 17-462 **Proclamation recognizing May as Older Americans Month in Farmers Branch.**

Mayor Phelps presented a proclamation to Senior Advisory Board Chairman Matt Rice declaring May as Older Americans Month in Farmers Branch.

E.5 17-449 **Consider appointing an Advisory Committee Representative and Alternate Representative to the Trinity River Authority's Central Wastewater Treatment System; and take appropriate action.**

Motion made by Mayor Pro Tem Froehlich to appoint Council Member John Norwood as representative and Craig Hahn as alternate representative to the Trinity River Authority's Central Wastewater Treatment System Advisory Committee. Motion seconded by Council Member Lynne. Motion prevailed by the following vote:

Aye: 5 - Mayor Pro Tem Froehlich, Deputy Mayor Pro Tem Reyes, Council Member Norwood, Council Member Bomgardner, Council Member Lynne

F. REPORT ON STUDY SESSION ITEM

Council Member Lynne provided a report on Study Session items.

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

City Manager Charles Cox provided the following announcements:

• The 2017 edition of Tastes & Tunes kicks off this Thursday, May 4 at The Grove @ Mustang Crossing. Some of DFW's most popular food trucks will be there along with live music from Country/Rock group 'Big City Outlaws.' Hours are 6 to 9 p.m. and admission is free. Then, the series continues on the next two Thursdays with food trucks and live entertainment. On May 11, the Beatles tribute band 'Me and My Monkey' will take the stage. Then, on May 18, the series will close with high energy Cuban/Tropical/Salsa sounds of 'Havana NRG.' Go to fbspecialevents.com for more.

• A community garage sale will be the featured event at the Farmers Branch Market this Saturday from 9 a.m. til 1 p.m. Forty booths have been rented by local residents to sell their stuff, in addition to the eclectic selection of vendors always found at the market. Find out more at farmersbranchmarket.com.

• Early voting for the May 6 City Election closes in less than an hour, at 7 p.m. tonight, at any Dallas County Early Voting location, including Farmers Branch City Hall. Voting on Election Day will take place at designated voting precinct polling places. Check out dallascountyvotes.org for more details.

• Anyone interested in serving on a City board or commission is invited to a Boards & Commissions Recruiting Event here at City Hall on Tuesday, May 9 at 6 p.m. Applications for Board service are being accepted now through May 12. Eligible applicants may be asked to attend a followup interview session with the City Council on May 22. For more information, call the City Secretary's office at 972.919.2503.

• Kids 16 and under will want to be in Gussie Field Watterworth Park on Saturday, May 13 for the annual Fishin' Fun event. Rawhide Creek will be stocked with one ton of fish for the tournament that gets underway at 8 a.m. No registration is required, the event is free

and loaner equipment is available. In addition, there will be a catch and release tank, a KidZone, awards, prizes and kayaking. Find out more at farmersbranchtx.gov/fish.

• You can sign up for eNews at farmersbranchtx.gov to have current City news and information delivered directly to your eMail box.

H. CITIZEN COMMENTS

The following citizens wished to speak:

Darion Herman spoke reading an excerpt from Dr. Gilbert's Historical diary from May 2, 1872.

I. CONSENT AGENDA

I.1 17-448 **Consider approving minutes of the special called joint City Council and Historical Park Board meeting held on April 11, 2017 and the regular City Council meeting held on April 18, 2017; and take appropriate action.**

I.2 17-460 **Consider accepting a $4,756 grant from PetSmart Charities for city participation in the May National Adoption Weekend Event to be held May 5th through May 7th, 2017; and take appropriate action.**

I.3 R2017-067 **Consider approving Resolution No. 2017-067 designating Grant Thornton, LLP as the City's Independent Auditor and authorizing the City Manager to execute a letter of agreement for Financial Audit Services beginning with the Fiscal Year End September 30, 2017; and take appropriate action.**

I.4 R2017-063 **Consider approving Resolution No. 2017-063 authorizing execution of a Residential Demolition/Rebuild Program Incentive Agreement for the owner of the property located at 13426 Castleton Drive; and take appropriate action.**

I.5 R2017-061 **Consider approving Resolution No. 2017-061 authorizing the First Amended and Restated Professional Services Agreement with TRC Environmental Corporation for services relating to the waters of Farmers Branch Creek not to exceed $195,000; ratifying past actions of the City Manager and others; and take appropriate action.**

I.6 R2017-068 **Consider approving Resolution No. 2017-068 approving the amended and restated Mercer Crossing Public Improvement District Reimbursement Agreement between City of Farmers Branch and CADG Mercer Crossing Holdings, LLC; and take appropriate action.**

I.7 R2017-069 **Consider approving Resolution No. 2017-069 approving an amended and restated Continuing Disclosure Agreement by and among City of Farmers Branch, Texas, FMSbonds, Inc., Public**

Finance Authority, and Municap, Inc. with respect to the Public Finance Authority for Contract Revenue Bonds, Series 2017 (Mercer Crossing Public Improvement District Project); and take appropriate action.

Motion made by Mayor Pro Tem Froehlich to approve Consent Items I.1 and I.7, as amended. Motion seconded by Council Member Bomgardner. Motion prevailed by the following vote:

Aye: 5 - Mayor Pro Tem Froehlich, Deputy Mayor Pro Tem Reyes, Council Member Norwood, Council Member Bomgardner, Council Member Lynne

J. REGULAR AGENDA ITEMS

J.1 17-459 **Receive a Mid-Year Update from Chief Executive Officer Tracy Eubanks with Metrocrest Services.**

Chief Executive Officer Tracy Eubanks, with Metrocrest Services provided a mid-year update. Mr. Eubanks spoke reviewing the Mission and Core Values for Metrocrest Services. He reviewed the following Farmers Branch Key 2016 Statistics:

- 65 Families received Rent Assistance
- 44 Families received Utility Assistance
- 62 individuals received Job Assistance
- 61 Families participated in a Financial Literacy Class/Module
- 464 Families utilized the Food Pantry (1,472 individuals)
- 223 Families received gifts, toys, and food during the Holiday Programs.
- 539 Farmers Branch Students Served
- Senior Services 2016, which included transportation, home delivered meals, and home repairs.

Deputy Mayor Pro Tem Reyes asked if he could outline the current rate and asked if any changes will be requested. Mr. Eubanks noted the current contract is $175,000 annually. He explained Metrocrest does not receive Federal funds, stating monies are raised. He explained the cost of services have increased, and his budget has doubled.

Deputy Mayor Pro Tem Ana Reyes asked for more information regarding the screening process for rent and utility assistance. Mr. Eubanks explained the applicant must prove their low income by providing a social service worker a copy of their tax returns, prior to receiving financial assistance. He stated funding is provided utilizing a partnership agreement. He further stated rent and utility assistance is only available once annually.

Deputy Mayor Pro Tem Reyes asked if any City allows residents to participate in donations. Mr. Eubanks replied TXU has had a program in the past that assists with utilities. Deputy Mayor Pro Tem Reyes asked the City Manager to research any assistance the City might be able to offer to allow resident participation to charities.

Mr. Cox replied the best option for tax right off would be through Metrocrest Services. He stated he would research to see if it is feasible.

Council Member Lynne asked if test drive fund raiser with Sam Pack Ford was successful. Mr. Eubanks replied stating the event raised over $8,000 in funds and was very successful.

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

As a result of executive session, motion made by Mayor Phelps to extend term to one year and increase base salary by 4%. Motion seconded by Mayor Pro Tem Froehlich. Motion approved by the following vote:

Aye: 5 - Mayor Pro Tem Froehlich, Deputy Mayor Pro Tem Reyes, Council Member Norwood, Council Member Bomgardner, Council Member Lynne

L. ADJOURNMENT

Motion made by Council Member Lynne to adjourn the meeting at 6:58 p.m. Motion seconded by Deputy Mayor Pro Tem Reyes. Motion prevailed by the following vote:

Aye: 5 - Mayor Pro Tem Froehlich, Deputy Mayor Pro Tem Reyes, Council Member Norwood, Council Member Bomgardner, Council Member Lynne

The meeting adjourned at 6:58 p.m.

SIGNED:

Mayor

ATTEST:

City Secretary