

Town Council Work Session



April 18, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:00 p.m.

Comments regarding any agenda item can be sent to the Town Council by emailing towncouncil@flower-mound.com or by calling 972.874.6005 and leaving a message.

AGENDA

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND TO THE TEXAS FLAG

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

D. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Town Council regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972.874.6000 during business hours.

In accordance with the Texas Open Meetings Act, the Town Council is restricted from discussing or acting on items not listed on the agenda.

To speak to Council during public comment, please fill out a [comment form \(PDF\)](#).

- Speakers are limited to 3 minutes, a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the mayor
- Speakers must address their comments to the Town Council
- Please state your name and address when speaking

E. WORK SESSION ITEM

1. FloMo Convo - Development
2. Merchant Card Processing Fees
3. Budget Strategies FY 2025

F. ADJOURN

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Flower Mound, Texas, in a place convenient and readily accessible to the general public at all times and said Notice was also posted on the Town's website in accordance with GC Section 551.056 on the following date and time: April 15, 2024, at 2:48 p.m., at least 72 hours prior to the scheduled time of said meeting.

Theresa Scott, Town Secretary

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.



TOWN COUNCIL AGENDA E.1. WORK SESSION ITEM

DATE: April 18, 2024
FROM: Lexin Murphy, Director of Development Services
ITEM: FloMo Convos - Development

BACKGROUND: The second installment in the FloMo Convos series, Development Community edition, was launched in August 2023. These interactive meetings with staff included registered contractors, consultants, and developers who work in Flower Mound on a regular basis and were willing to share feedback on their experience with the development process. A couple of recurring themes that were seen in responses were concerns about the level of detail the Town requires for applications and the associated time delays that are potentially involved in reviewing these detailed submittals, as well as Flower Mound's rigidity in conforming to adopted ordinances, with little opportunity for variability or discretion. The number one positive comment that was heard throughout the process was the responsiveness and availability of Town staff in addressing questions.

The full details of all the comments staff received during these sessions, as well as a summary document of potential opportunities for improvement, were provided to Town Council during a regular meeting on January 16, 2024. At this time, Council asked staff to bring this item back for a work session, so that any requests that required Town Council direction could be explored in more detail.

- [January 16, 2024 FloMo Convos Development Packet Materials](#)

Since the time the FloMo Convos meetings for the development community were held, staff has been working internally to make service improvements where possible. Below is a list of the updates that staff have already implemented.

- Begun clarifying the scheduling process for pre-construction inspections during the Pre-Construction meetings to alert applicants of their ability to schedule all three inspections at the same time.
- Composed an ordinance update addressing when model home and early release home permits can be issued, which Town Council approved on April 1, 2024.
- Updated Building Inspections' webpage to include a section on [Emergency Permits](#): what are they, how are they reviewed and inspected, and how to apply for them.
- Composed an update to the Urban Design Plan within the Town's Master Plan that recognized infill sites in the Long Prairie District as more likely to require modifications or exceptions, but still expected to meet the Town's design goals and intent.
- Composed an ordinance update based on changes to state platting laws that allows for administrative approval of plats, unless an exception is required, and only requires a Development Plan application if an applicant is requesting to plat their project in phases. This ordinance was approved by Town Council on November 6, 2023.
- Created a residential Building Final Certificate that can be printed upon request.
- Begun clarifying that staff will accept either a handwritten yellow card signature or an approval online in TRAKiT in order to close a DEV permit.

- Started offering a follow-up DRC meeting to review staff comments with applicants after the 2nd round of reviews.
- Created an opt-in feature on contractor registrations to allow contractors to request a personal notification of any future proposed changes to building code requirements.
- Created a user guide on [How to Apply for a Permit Using eTRAKiT](#) (in addition to the other How-to information that already existed.)
- Created a [Development Process Overview](#) online resource documenting all major steps in the development process and including detailed timelines.
- Published a [Franchise Utility Contact List](#) on Engineering's webpage.

However, there are some requests that would either require dedicated funding or specific direction from Town Council before staff could make any potential changes. Below is a list of items staff will discuss and present accompanying data on for Town Council's consideration during the work session.

- Due to limited staff capacity, there can be a wait to have tree surveys verified for larger projects with a significant number of trees.
- Amount of time staff takes to review submittals is too long; reduce resubmittal review time to two weeks.
- Would like to have an expedited review process.
- The process is too long and/or inflexible for approving infill sites in the Long Prairie District.
- There is too much detail and engineering required before you know if your zoning is approved, particularly in the case of MPA requests, which are more difficult to get approved.
- Incorporate more flexibility into PD standards, so that small changes don't have to go back to Town Council for approval.
- Would like to have more direct contact with inspectors outside of inspection times.
- Have a position dedicated to answering code questions and providing information.
- Empower staff to make more decisions and/or have more flexibility.
- More consistency between building and development in working times.
- Allow review of building permits concurrently with site plan applications.
- Ensure all development standards are codified in a timely manner.
- Provide additional training to boards and commissions on their roles and responsibilities.

BOARD REVIEW/CITIZEN FEEDBACK: [Table Notes](#) from FloMo Convos Meetings

ALTERNATIVES: N/A

FISCAL IMPACT: Potential fiscal impacts associated with the different requests will be presented during the work session.

LEGAL REVIEW: N/A

ATTACHMENTS:

None

DRAFT MOTION: Discuss and provide staff with direction.



TOWN COUNCIL AGENDA E.2. WORK SESSION ITEM

DATE: April 18, 2024
FROM: John Zagurski, Chief Financial Officer
ITEM: **Merchant Card Processing Fees**

BACKGROUND: During the FY 23-24 Budget preparation, Town Council requested that staff research the increasing costs of credit card merchant fees prior to the FY 24-25 Budget. Merchant card processing fees have increased over the past four years primarily due to the increasing number of online payments processed as well as the increase in the rate of the fees themselves. As our model shifts to more online payments, we need to evaluate our philosophy. The current model is a 2/3rds cost recovery through a flat \$3.00 fee on all online payments.

The Finance Department worked alongside Strategic Services to analyze the Town's cost recovery on merchant card processing fees and provide solutions toward ensuring 100% cost recovery. As a part of this review, Julie Taylor, Director of Treasury, negotiated the current merchant card processing fees to half their prior rate, providing substantive savings to the Town of Flower Mound. Town Council approved this item at the February 19th, Town Council Meeting.

This Work Session item is to discuss next steps and provide Town Council with additional opportunities to consider to improve cost recovery on merchant card processing fees.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

None

DRAFT MOTION: N/A



TOWN COUNCIL AGENDA E.3. WORK SESSION ITEM

DATE: April 18, 2024
FROM: John Zagurski, Chief Financial Officer
ITEM: **Budget Strategies FY 2025**

BACKGROUND: Annually, the Town holds a spring work session to discuss the upcoming budget process. This allows staff to engage Town Council on important issues and to provide an opportunity to share their budget priorities with staff for the upcoming fiscal year. The FY 2025 Budget process will provide challenges brought on by the Town finally feeling the limiting impacts of the 3.5% revenue caps of SB2 (2019), looming capital costs and the use of debt to address them, and decisions on increasing exemptions to provide residents tax relief. The purpose of this work session is to discuss these challenges and for Town Council to provide their budget priorities in preparation for the FY 25 Budget process.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:
None

DRAFT MOTION: N/A