



City of Farmers Branch

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

Meeting Agenda - Final City Council

Thursday, January 21, 2016

9:00 AM

Fire Station Administration Building
13333 Hutton Drive
Farmers Branch, TX 75234

City Council Retreat

- A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**
- B. REGULAR AGENDA ITEMS**
 - B.1 TMP-1584** Welcome, retreat overview, and video presentation
 - B.2 TMP-1586** Review Financial Information from 1st Quarter of Fiscal Year 2015-16
 - B.3 TMP-1590** Discussion concerning collaboration for a successful future
 - B.4 TMP-1559** Review 2015 Strategic Plan
 - B.5 TMP-1588** Discuss City Council topics regarding the operations, services and fiscal affairs of the City including Economic Development, land use, and public safety.
 - B.6 TMP-1560** Presentation of City Manager's Proposed 2016 Strategic Plan
 - B.7 TMP-1589** Provide direction and policy priorities concerning 2016 strategic plan
 - B.8 TMP-1598** Resources

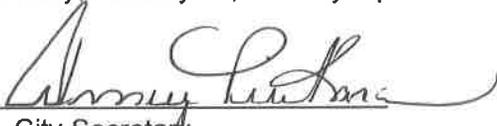
The City Council may convene into executive session at anytime during the Study Session or Regular Session pursuant to Texas Government Code Section 551.071(2) for the purpose of seeking confidential legal advice from the City Attorney on any regular or study session agenda item.

D. ADJOURNMENT

Farmers Branch Fire Administration is wheelchair accessible. Persons with disabilities planning to attend this meeting who are deaf, hearing impaired or who may need auxiliary aids such as sign interpreters or large print, are requested to contact the City Secretary at (972) 919-2503 at least 72 hours prior to the meeting.

Certification

I certify that the above notice of this meeting was posted on the bulletin board at City Hall on Friday, January 15, 2016 by 5 p.m.



Amy Lusk
City Secretary



City of Farmers Branch

Farmers Branch City Hall
13000 Wm Dodson Pkwy
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Staff Report

File Number: TMP-1584

Agenda Date:

Version: 1

Status: Draft

In Control: City Council

File Type: Report

Agenda Number: B.1

Welcome, retreat overview, and video presentation



City of Farmers Branch

Farmers Branch City Hall
13000 Wm Dodson Pkwy
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Staff Report

File Number: TMP-1586

Agenda Date: 1/21/2016

Version: 1

Status: Draft

In Control: City Council

File Type: Report

Agenda Number: B.2

Review Financial Information from 1st Quarter of Fiscal Year 2015-16



MEMORANDUM

FINANCE

TO: Mayor Bob Phelps and the
City Council

THRU: Gary D. Greer
City Manager

FROM: Charles S. Cox
Managing Director – Finance & Administration

DATE: January 12, 2016

SUBJECT: Financial Report – December 2015

Revenue and Expenditure Reports for December 2015 are attached. Revenues for this report include a column entitled "Expected as % of Budget Year-to-Date." This column, used primarily for revenues with budgets exceeding \$200,000, is used to more quickly identify revenue fluctuations based on a five-year historical trend.

The attached Pooled Cash and Investments report represents cash and investment totals by fund as of the end of December 2015.

CSC/sp

Attachments

**GENERAL FUND
STATEMENT OF REVENUE
December 2015
(UNAUDITED)**

	ADOPTED BUDGET 2015-16	ACTUAL REVENUES Y-T-D 12/31/15	ACTUAL AS % OF BUDGET (Y-T-D)	EXPECTED AS % OF BUDGET (Y-T-D)	ACTUAL AS % OF EXPECTED (Y-T-D)
<u>TAXES</u>					
PROPERTY - CURRENT	\$22,775,000	\$7,199,206	31.61%	26.00%	121.58%
PROPERTY - PRIOR YEAR	50,000	-149,930	-299.86%		
SALES & USE TAXES	14,100,000	3,579,560	25.39%	26.00%	97.64%
MIXED BEVERAGE	85,000	18,500	21.76%		
FRANCHISE FEES	4,651,000	992,729	21.34%	23.00%	92.80%
PENALTIES & INTEREST	100,000	11,980	11.98%		
SUB-TOTAL	\$41,761,000	\$11,652,045	27.90%	26.00%	107.31%
<u>LICENSES & PERMITS</u>					
HEALTH	\$45,000	\$12,780	28.40%		
BUILDING	1,059,000	129,960	12.27%	24.00%	51.13%
PLUMBING	100,000	20,133	20.13%		
ELECTRICAL	95,000	21,250	22.37%		
HVAC	60,000	27,623	46.04%		
MULTI-FAMILY INSPECTION	100,000	20,385	20.39%		
SUB-TOTAL	\$1,459,000	\$232,131	15.91%	24.00%	66.29%
<u>CHARGES FOR SERVICES</u>					
ZONING	\$20,000	\$6,840	34.20%		
PRINTING & DUPLICATING	12,000	2,890	24.08%		
POLICE SERVICES	120,000	19,363	16.14%		
AMBULANCE & 911 SERVICES	1,610,000	337,173	20.94%	25.00%	83.77%
FIRE SERVICES	20,000	6,645	33.23%		
REFUSE SERVICES	2,282,000	362,260	15.87%	19.00%	83.55%
HEALTH & INSPECTION FEE	85,000	22,087	25.98%		
ANIMAL CONTROL & SHELTER	35,000	8,205	23.44%		
SWIMMING POOL FEES	419,000	27,874	6.65%	25.00%	26.61%
SENIOR CENTER FEES	35,000	7,162	20.46%		
PARKS & REC CONCESSIONS	205,000	47,947	23.39%	25.00%	93.56%
BUILDING USE FEES	490,000	82,469	16.83%	19.00%	88.58%
EVENTS	5,700	701	12.30%		
SUB-TOTAL	\$5,338,700	\$931,616	17.45%	22.00%	79.32%
<u>FINES, FORFEITS & ASSESSMENTS</u>					
COURT	\$2,557,000	\$403,958	15.80%	22.00%	71.81%
LIBRARY	160,000	49,990	31.24%		
SUB-TOTAL	\$2,717,000	\$453,948	16.71%	22.00%	75.94%

**GENERAL FUND
STATEMENT OF REVENUE
December 2015
(UNAUDITED)**

	ADOPTED BUDGET 2015-16	ACTUAL REVENUES Y-T-D 12/31/15	ACTUAL AS % OF BUDGET (Y-T-D)	EXPECTED AS % OF BUDGET (Y-T-D)	ACTUAL AS % OF EXPECTED (Y-T-D)
<u>INTEREST/RENTS/CONTRIBUTIONS</u>					
INTEREST	\$75,700	\$31,982	42.25%		
RENTS	560,000	193,063	34.48%	28.00%	123.13%
SUB-TOTAL	\$635,700	\$225,045	35.40%	28.00%	126.43%
<u>MISCELLANEOUS</u>					
MISCELLANEOUS	\$34,000	\$21,153	62.21%		
RECYCLING	10,000	506	5.06%		
SALE OF ASSETS	10,000	0	0.00%		
INSURANCE RECOVERY	21,500	0	0.00%		
SUB-TOTAL	\$75,500	\$21,659	28.69%	25.00%	114.75%
 GRAND TOTAL	\$51,986,900	\$13,516,444	26.00%	25.00%	104.00%

**ENTERPRISE FUNDS
STATEMENT OF REVENUE
December 2015
(UNAUDITED)**

	ADOPTED BUDGET 2015-16	ACTUAL REVENUES Y-T-D 12/31/15	ACTUAL AS % OF BUDGET (Y-T-D)	EXPECTED AS % OF BUDGET (Y-T-D)	ACTUAL AS % OF EXPECTED (Y-T-D)
<u>INTEREST/RENTS/CONTRIBUTIONS</u>					
INTEREST	\$8,000	(\$3,743)	-46.79%		
SUB-TOTAL	\$8,000	(\$3,743)	-46.79%	25.00%	-187.15%
<u>MISCELLANEOUS</u>					
RECONNECTS/SVC CHARGE	\$48,000	\$12,175	25.36%		
LATE FEES	175,000	58,381	33.36%		
SALE OF ASSETS	10,000	0	0.00%		
MISCELLANEOUS	2,800	351	12.54%		
SUB-TOTAL	\$235,800	\$70,907	30.07%	25.00%	120.28%
<u>WATER/SEWER SALES</u>					
WATER SALES	\$13,397,500	\$3,733,095	27.86%	27.00%	103.20%
SEWER SERVICE	5,716,800	1,462,339	25.58%	26.00%	98.38%
ADDISON SEWER	18,000	6,299	34.99%		
BACKFLOW PROGRAM	30,000	5,180	17.27%		
TAPPING FEES	11,000	350	3.18%		
SUB-TOTAL	\$19,173,300	\$5,207,263	27.16%	27.00%	100.59%
<u>STORMWATER UTILITIES</u>					
CHARGES FOR SERVICES	\$1,284,000	\$321,404	25.03%	25.00%	100.13%
SUB-TOTAL	\$1,284,000	\$321,404	25.03%	25.00%	100.13%
 GRAND TOTAL	 \$20,701,100	 \$5,595,831	 27.03%	 27.00%	 100.12%

**HOTEL/MOTEL FUND
STATEMENT OF REVENUE
December 2015
(UNAUDITED)**

	ADOPTED BUDGET 2015-16	ACTUAL REVENUES Y-T-D 12/31/15	ACTUAL AS % OF BUDGET (Y-T-D)	EXPECTED AS % OF BUDGET (Y-T-D)	ACTUAL AS % OF EXPECTED (Y-T-D)
<u>OTHER TAXES</u>					
HOTEL/MOTEL TAX	\$2,750,000	\$699,946	25.45%	26.00%	97.89%
SUB-TOTAL	\$2,750,000	\$699,946	25.45%	26.00%	97.89%
<u>INTEREST/RENTS/CONTRIBUTIONS</u>					
INTEREST	\$4,000	\$2,042	51.05%		
SUB-TOTAL	\$4,000	\$2,042	51.05%	25.00%	204.20%
<u>SPECIAL REVENUES</u>					
MISCELLANEOUS	\$2,500	\$978	39.12%		
HISTORICAL PARK RENTALS	15,000	3,688	24.59%		
HISTORICAL PARK TEAS	5,300	4,951	93.42%		
EVENTS	33,200	12,311	37.08%		
SUB-TOTAL	\$56,000	\$21,928	39.16%	25.00%	156.63%
GRAND TOTAL	\$2,810,000	\$723,916	25.76%	26.00%	99.09%

**GENERAL FUND
STATEMENT OF EXPENDITURES
December 2015
(UNAUDITED)**

DIVISION	ADOPTED BUDGET 2015-16	ACTUAL EXPENDITURES AND ENCUMBRANCES 12/31/2015	ACTUAL AS % OF BUDGET (Y-T-D)
GENERAL GOVERNMENT	\$221,800	\$126,653	57.10%
GENERAL CONTRACTS	292,000	0	0.00%
ADMINISTRATION	1,013,400	229,737	22.67%
LEGAL	320,000	68,862	21.52%
NON-DEPARTMENTAL	(1,362,200)	(508,113)	37.30%
COMMUNICATIONS	376,100	92,253	24.53%
ECONOMIC DEVELOPMENT	583,900	144,244	24.70%
HUMAN RESOURCES	1,036,500	211,968	20.45%
FINANCE ADMINISTRATION	779,600	230,499	29.57%
ACCOUNTING	599,500	136,072	22.70%
INFORMATION SERVICES	2,369,500	584,708	24.68%
MUNICIPAL COURT	637,000	113,884	17.88%
PURCHASING	125,600	29,190	23.24%
PLANNING	347,400	156,327	45.00%
COMMUNITY SERVICES ADMIN.	459,300	90,298	19.66%
BUILDING INSPECTION	1,090,000	221,824	20.35%
ANIMAL SERVICES	603,900	142,833	23.65%
PUBLIC WORKS ADMINISTRATION	755,500	155,902	20.64%
SOLID WASTE COLLECTION	2,344,300	766,384	32.69%
STREET MAINTENANCE	4,053,500	1,275,792	31.47%
ENVIRONMENTAL SERVICES	503,600	105,459	20.94%
POLICE ADMINISTRATION	1,611,900	419,467	26.02%
POLICE INVESTIGATIONS	1,925,900	424,296	22.03%
POLICE PATROL	6,411,000	1,679,277	26.19%
POLICE DETENTION	1,075,400	254,035	23.62%
POLICE COMMUNICATIONS	1,908,900	350,586	18.37%
POLICE TRAINING	159,900	64,280	40.20%
FIRE ADMINISTRATION	1,095,600	286,807	26.18%
FIRE PREVENTION	492,200	118,470	24.07%
FIRE OPERATIONS	8,559,300	2,150,972	25.13%
PARKS & RECREATION ADMIN.	529,500	143,174	27.04%
PARK MAINTENANCE	5,174,200	1,327,945	25.66%
RECREATION	1,770,800	382,707	21.61%
SWIMMING POOL	951,300	139,326	14.65%
SENIOR CENTER	821,700	181,926	22.14%
PARK BOARD	9,800	592	6.04%
SENIOR ADVISORY BOARD	4,800	708	14.75%
EVENTS	549,600	163,874	29.82%
LIBRARY	1,784,900	423,670	23.74%
GRAND TOTAL	<u>\$51,986,900</u>	<u>\$12,886,888</u>	<u>24.79%</u>

**ENTERPRISE FUNDS
STATEMENT OF EXPENDITURES
December 2015
(UNAUDITED)**

DIVISION	ADOPTED BUDGET 2015-16	ACTUAL EXPENDITURES AND ENCUMBRANCES 12/31/15	ACTUAL AS % OF BUDGET (Y-T-D)
WATER & SEWER ADMINISTRATION	\$4,437,100	\$1,124,976	25.35%
WATER & SEWER OPERATIONS	14,293,900	3,158,392	22.10%
STORMWATER UTILITIES	<u>1,172,700</u>	<u>55,674</u>	<u>4.75%</u>
GRAND TOTAL	<u><u>\$19,903,700</u></u>	<u><u>\$4,339,042</u></u>	<u><u>21.80%</u></u>

HOTEL/MOTEL FUND
 STATEMENT OF EXPENDITURES
 December 2015
 (UNAUDITED)

DIVISION	ADOPTED BUDGET 2015-16	ACTUAL EXPENDITURES AND ENCUMBRANCES 12/31/15	ACTUAL AS % OF BUDGET (Y-T-D)
HISTORICAL PRESERVATION	\$1,119,600	\$316,452	28.26%
PROMOTION OF TOURISM	1,156,500	497,409	43.01%
CONVENTION CENTER	<u>19,000</u>	<u>4,783</u>	<u>25.17%</u>
GRAND TOTAL	<u><u>\$2,295,100</u></u>	<u><u>\$818,644</u></u>	<u><u>35.67%</u></u>

Pooled Cash and Investments

Including Premiums/(Discounts)

December, 2015 (unaudited)



Cash and Investments

FARMERS
BRANCH
Dec-30-2015

Fund No.	Fund Name	Dec-30-2014	Oct-01-2015	Dec-30-2015
General Fund:				
101	General	\$6,068,224	\$7,634,019	\$5,799,217.76
102	Payroll	760,582	817,225	882,342
103	Fixed Assets	622,631	878,540	946,586
105	Economic Development	3,216,397	3,135,203	3,090,085
Sub-Total		10,667,834	12,464,987	10,718,231
Special Revenue Fund:				
201	Hotel-Motel	648,343	1,303,023	1,422,079
202	Police Forfeitures	162,311	198,826	199,227
203	Special Revenue Donations	173,314	270,004	169,927
204	Dividend	0	0	0
205	Youth Scholarship	16,371	16,555	16,617
206	Grant	4,512	74	13,180
207	Building Security	108,460	116,072	99,352
208	LF Closure/Post Closure	5,431,498	4,793,090	3,849,385
209	Court Technology Fund	111,443	103,808	102,643
210	Local Law Enforcement Block Grant	0	0	0
211	Stars Center	1,165,751	1,216,097	1,235,054
212	Cemetery	39,130	21,142	14,586
213	Legal Defense	0	0	0
214	Photographic Light System	375,934	531,000	529,732
215	Dangerous Structures	1,194,741	271,693	184,281
216	PEG Access channel	31,152	7,614	19,855
217	Farmers Branch Local Gov. Corp.	40,683	40,683	40,683
222	Police Forfeitures - Federal	75,410	69,840	66,539
233	Fixed Assets	55,543	152,694	152,694
Sub-Total		9,634,596	9,112,215	8,115,834
Capital Fund:				
301	Non-Bond Capital Improvement Programs	372,420	770,713	1,114,227
302	DART	(4,504)	0	0
303	Hotel/Motel Capital Improvement	14,736	33,499	33,580
304	* PID Debt Service	0	0	0
305	Hotel/Motel Bond	0	0	0
306	Street Improvement/Animal Shelter	0	0	0
307	Fire Station	0	0	0
308	Dangerous Structures	0	0	0
309	Radio System	1,442,682	757,223	793,705
313	Non-Bond Convention Center	0	0	0
318	Street Bond	0	0	0
321	Stars/Conference Cntr Bond	0	0	0
323	Aquatics Center Bond	2,486,119	352,998	254,071
324	Drainage Bond	0	0	0
325	Water Bond	0	0	0
326	* Sewer Interceptor Bond	0	0	0
327	* Non-Bond Utility fund	4,662,956	2,546,318	2,346,617
328	TIF District #1	49,421	52,751	53,311
329	TIF District #2	213,370	521,036	522,503
330	Consolidated Dispatch	1,608,902	491,702	489,235
332	Street Improvements	13,456,824	10,883,332	10,256,029
334	Historical Park Education Center Bond	0	0	0
Sub-Total		24,302,925	16,409,573	15,863,278
Debt Service Fund:				
401	Debt Service	1,034,860	154,756	1,008,028
402	Debt Service Convention Center	0	0	0
403	Stars Center	(258,070)	106,073	(263,612)
Sub-Total		776,791	260,830	744,417
Enterprise Fund:				
501	Water And Sewer	(1,971,039)	(1,003,705)	(8,090)
503	Fixed Assets	422,114	468,305	537,428
511	Storm Water Utility	0	(1,058)	222,612
513	Fixed Assets - Storm Water	0	53	(110,872)
Sub-Total		(1,548,925)	(536,406)	641,078
Internal Service Fund:				
601	Internal Services	259,258	686,742	531,880
602	Worker's Comp	712,774	771,809	788,314
603	Fixed Assets	402,739	182,865	301,994
604	Health Claims	958,606	1,315,612	1,335,801
Sub-Total		2,333,376	2,957,028	2,957,989
GRAND TOTAL		\$46,166,597	\$40,668,227	\$39,040,827

* Reported in Enterprise Fund at year-end.

**City of Farmers Branch
Portfolio Summary Report
Quarter ending 12/31/15**

This quarterly report is in full compliance with the City of Farmers Branch's investment strategy as established for operating and pooled funds and the Public Funds Investment Act (Chapter 2256). Beginning period information is as of September 30, 2015.

Beginning Book Value	\$42,966,475
Beginning Market Value	\$43,045,880
WAM ¹ at Beginning Date	635 days
Ending Book Value	\$39,475,095
Ending Market Value	\$39,330,684
Unrealized Gain/(Loss)	\$ (144,411)
WAM at Ending Date	591 days
Change in Market Value	\$ (3,715,196) ²
Yield Calculated on Weighted Average of Total Portfolio's Average Daily Balance	.901%
Fiscal Year to Date Average Monthly Yield	.914%
591 Day T-Bill at Dec. 31, 2015	1.015%

¹ WAM = Weighted Average Maturity

² Change in market value is due primarily to cash flow changes or new investments and investment maturities during the period. Cash from maturing investments is either reinvested or used to pay the City's bills.

The City follows a policy of holding investments to maturity. This policy would prevent any unrealized loss (or gain) noted above from actually occurring.

Approved by:

Charles S. Cox

Charles S. Cox
Managing Director of Finance & Administration

The City of Farmers Branch

Investment Portfolio

December 31, 2015

Trade Date	Maturity Date	Rating Moody/S&P	Type/ Broker Dealer	CUSIP	Weighted Average Maturity	Coupon	Yield	PAR Value	Purchase Principal	Market Value Dec-2015	Current Book Value	Unrealized Gain/(Loss)	Accrued Interest Receivable	Percent of Total Portfolio
Jan-14-2015	Jul-01-2016	Aa3/AA-	Florida Hurr. Ser-A Wells Fargo	34074GDF8	43	1.298%	0.550%	4,805,000	4,856,702	4,817,637	4,823,670	(6,033)	25,987	12.20%
Feb-24-2015	Jul-01-2016	Aa3/AA-	Florida Hurr. Ser-A Wells Fargo	34074GDF8	12	1.298%	0.650%	1,300,000	1,311,323	1,303,419	1,304,329	(910)	7,031	3.30%
Aug-26-2014	Dec-01-2016	/AAA	Sth San Antonio Sch BOSC/Bank of Tx	8398562J9	11	4.250%	0.608%	630,000	681,509	649,102	651,155	(2,054)	0	1.60%
Mar-26-2015	May-01-2017	/AA-	New Jersey ST HSG Cantor Fitzgerald	646108QB9	47	1.210%	1.161%	2,000,000	2,002,000	1,992,640	2,001,269	(8,629)	2,017	5.08%
Feb-10-2015	Jan-01-2018	A2/A	Georgia ST Muni Elec Cantor Fitzgerald	3735412D2	15	3.520%	1.438%	410,000	434,088	424,038	426,861	(2,823)	6,013	1.04%
Feb-20-2015	Nov-01-2018	Aa1/AAA	NYC TRANS FIN Auth Wells Fargo	64971QH55	358	1.280%	1.363%	7,200,000	7,178,472	7,117,128	7,183,495	(66,367)	7,680	18.29%
Jan-15-2015	Nov-01-2018	Aa1/AA+	Mass. ST BDS Raymond James	57582RAN6	201	1.400%	1.321%	4,000,000	4,011,600	3,998,400	4,008,700	(10,300)	4,667	10.16%
Feb-13-2015	Dec-01-2018	/AA	St. Clair CO SD Raymond James	788420FS1	15	1.700%	1.329%	285,000	288,905	284,766	288,013	(3,247)	0	0.72%
TOTAL MUNICIPAL OBLIGATIONS					701	1.443%	1.079%	20,630,000	20,764,598	20,587,130	20,687,494	(100,363)	53,395	52.40%
Aug-27-2014	Aug-25-2016	FDIC Ins	CDAR (2-yr) BOSC/Bank of Tx	1003743426	65	0.600%	0.600%	1,270,000	1,270,000	1,270,000	1,270,000	0	10,478	3.23%
Jan-21-2015	Jan-21-2018	FDIC Ins	CDAR (3-yr) BOSC/Bank of Tx	1003743426	90	1.050%	1.050%	550,000	550,000	550,000	550,000	0	5,534	1.40%
Feb-11-2015	Feb-10-2018	FDIC Ins	CDAR (3-yr) BOSC/Bank of Tx	1003743426	468	1.070%	1.070%	2,800,000	2,800,000	2,800,000	2,800,000	0	26,215	7.11%
TOTAL CERTIFICATES of DEPOSITS					623	0.938%	0.938%	4,620,000	4,620,000	4,620,000	4,620,000	0	42,227	11.73%
Feb-06-2015	Feb-02-2017	Aaa/AA+	FAMCA Wells Fargo	31315PK73	164	0.650%	0.635%	3,500,000	3,501,050	3,483,200	3,500,591	(17,391)	7,583	8.89%
Apr-03-2014	Apr-20-2017	Aaa/AA+	FNMA Cantor Fitzgerald	3135G0ZB2	84	0.750%	0.997%	1,500,000	1,488,924	1,495,680	1,495,231	449	1,875	3.81%
Jan-15-2015	Jan-04-2019	Aaa/AA+	FHLB Raymond James	3130A0G87	452	1.670%	1.171%	3,450,000	3,518,437	3,473,474	3,500,580	(27,106)	24,006	8.76%
TOTAL AGENCY OBLIGATIONS					701	1.084%	0.918%	8,450,000	8,508,411	8,452,354	8,496,402	(44,048)	33,465	21.46%
Dec-31-2015	May-31-2014	FDIC/Col	DEPOSITORY JPMorgan-Chase		1	0.200%	0.200%	5,565,694	5,565,694	5,565,694	5,565,694	0	0	14.14%
TOTAL DEPOSITORY (Collateralized)					1	0.200%	0.200%	5,565,694	5,565,694	5,565,694	5,565,694	0	0	14.14%
Dec-31-2015	Dec-31-2015	AAAm	Repo/BoA-Flexicash/TexPool		47	0.185%	0.185%	105,505	105,505	105,505	105,505	0	0	0.27%
TOTAL REPO AGREEMENTS (Collateralized)					47	0.185%	0.185%	105,505	105,505	105,505	105,505	0	0	0.27%
TOTAL INVESTMENTS							1.099%	39,371,199	39,564,208	39,330,684	39,475,095	(144,411)	129,086	100.00%

This Month's Yield Calculated on Weighted Average of Total Portfolio

0.901%

Year to Date Average Monthly Yield through

December 31, 2015

0.914%

591 Day T-Bill Dated As of

December 31, 2015

Aug-2017

1.015%

Portfolio Weighted Average Maturity (WAM) in Days

591

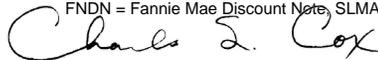
Portfolio Market to Book Value Percentage Gain/Los

-0.37%

All securities are recorded in a commingled pool entitled "Pooled Equity Fund".

For purposes of this report, all repurchase agreements are assumed to mature as of the reporting period end date.

Key: CDAR = Certificate of Deposit Account Registry Service, TB= US Treasury Bill, TN = US Treasury Note, FHLB = Federal Home Loan Bank Note, Repo = Repurchase Agreement, FFCB - Federal Farm Credit Bank Note.
 FNDN = Fannie Mae Discount Note, SLMA = Student Loan Marketing Association Note, FNMA = Fannie Mae Note, FHLMC = Freddie Mac, FAMCA = Farmer Mac Note



Managing Director

ALL INSTRUMENTS ARE HELD TO MATURITY



City of Farmers Branch

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

Staff Report

File Number: TMP-1590

Agenda Date: 1/21/2016

Version: 1

Status: Draft

In Control: City Council

File Type: Report

Agenda Number: B.3

Discussion concerning collaboration for a successful future



City of Farmers Branch

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

Staff Report

File Number: TMP-1559

Agenda Date:

Version: 1

Status: Draft

In Control: City Council

File Type: Report

Agenda Number: B.4

Review 2015 Strategic Plan



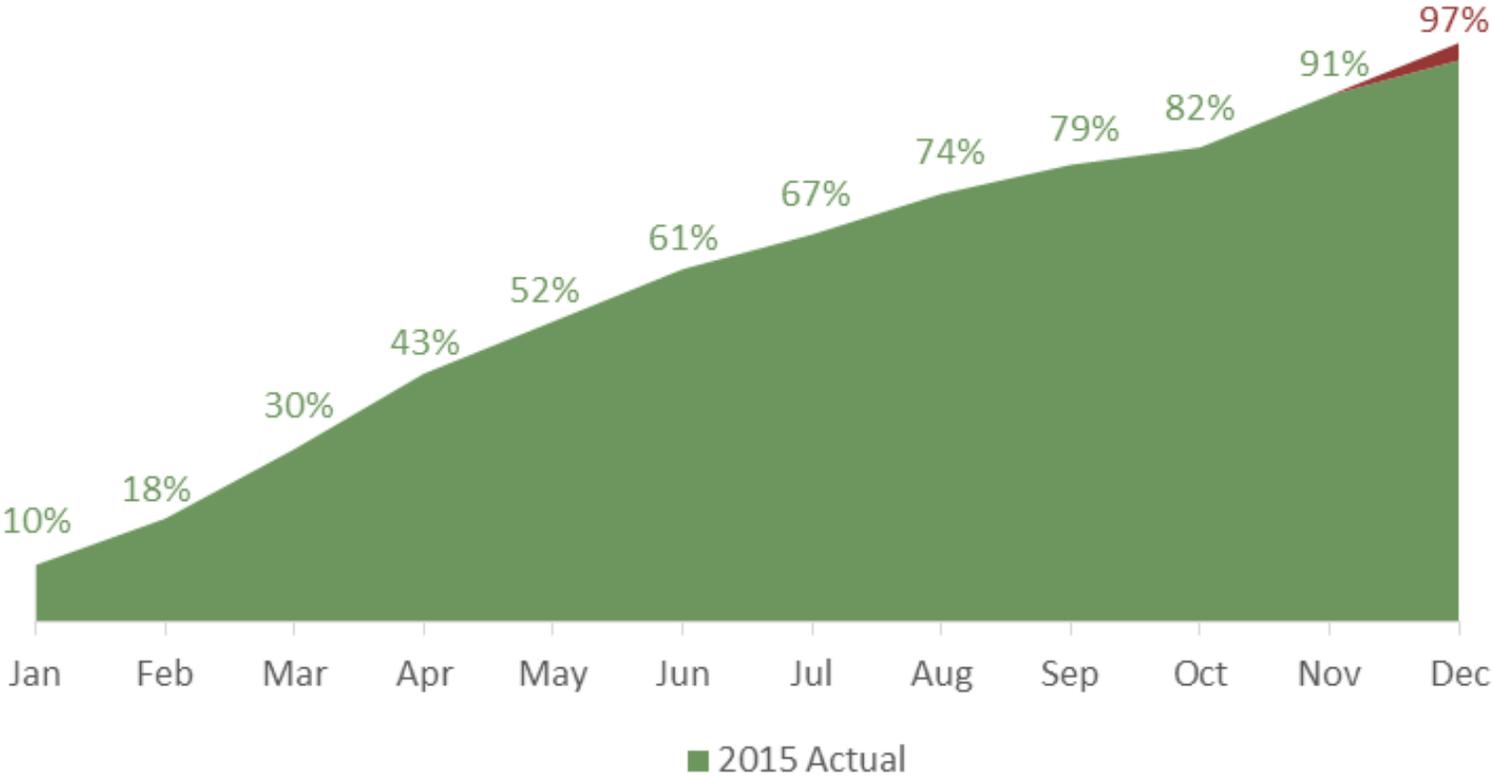
**FARMERS
BRANCH**

2015 STRATEGIC PLAN Report

January 21, 2016

Overall Success

2015 Strategic Plan Progress



Guiding Principle

Doing the right things for the right reasons delivers appropriate results.

GOALS

Pursue transparency and accountability wherever possible.

100%

Establish standard operational practices designed to deliver consistent high performance.

100%

Pursue opportunities to strengthen relationships across internal departments and with area cities, counties, school districts, and chambers of commerce

100%

BUILD · DYNAMIC · QUALITY

Guiding Principle

Doing the right things for the right reasons delivers appropriate results.

HITS

Records Management Program Updates

Updated Code of Ethics

Expanded Centralized Training Efforts

Expanded Partnerships

Completed Service Evaluations

Completed Reorganizations

MISSES

None

Guiding Principle

Stakeholders' investments should be protected through conservative budgeting, spending, and resource management.

GOALS

Maintain responsible stewardship of taxpayers' investments in the community.



100%

Guiding Principle

Stakeholders' investments should be protected through conservative budgeting, spending, and resource management.

HITS

Completed Three Efficiency Audits
Improved Risk Management Practices
Fund Balance Improvements
Fiscal Policies Adhered To

MISSES

None

Guiding Principle

Stakeholders deserve to know what is happening in the community and should have the opportunity to participate in its governance.

GOALS

Improve internal and external communications efforts.



Guiding Principle

Stakeholders deserve to know what is happening in the community and should have the opportunity to participate in its governance.

HITS

- Improved Internal Communications
- Well Attended Town Hall Meeting
- High Quality Video Productions
- Successful Events Promotions
- Improved Social Media Presence

MISSES

- New Employee Training on Communications
- Marketing Strategy Renewal
- “Virtual Newsroom” for Media Partners

Guiding Principle

Provide safety and security for citizens, visitors, and businesses through progressive public safety programs.

GOALS

Provide professional and timely public safety services which meet or exceed industry benchmarks.



97%

Engage stakeholders to employ best practices in the proactive planning for and prevention of public safety incidents.



98%

Guiding Principle

Provide safety and security for citizens, visitors, and businesses through progressive public safety programs.

HITS

Police Response Times

“Juvenile Now Adult” Court Case Processing

Utstein Cardiac Arrest Treatment Benchmarking

UCR Crime Rate Benchmarking

CPR and “Branch Brigade” Training

MISSES

NFPA 1710 Standard Fire/EMS Response Benchmarking

2015 Hazard Mitigation Plan Adoption

Smoke Alarm Installations

BUILD · DYNAMIC · QUALITY

Guiding Principle

A strong, diversified economic base provides sustainable growth.

GOALS

Promote business expansion, retention, and relocations to Farmers Branch.

99%

Promote tourism in and around the City.

100%

BUILD · DYNAMIC · QUALITY

Guiding Principle

A strong, diversified economic base provides sustainable growth.

HITS

Residential Property Valuation Increase

Commercial Property Valuation Increase

Hotel Occupancy Tax Fund Revenue Increase

MISSES

Business Licensing Proposal

Guiding Principle

Effective planning, land use, development, code enforcement, and revitalization activities yield strong, thriving commercial and residential neighborhoods.

GOALS

Plan, provide for, and promote the maintenance of vibrant residential and commercial neighborhoods.



98%

Guiding Principle

Effective planning, land use, development, code enforcement, and revitalization activities yield strong, thriving commercial and residential neighborhoods.

HITS

Solid Waste Management Plan Update

Code Enforcement Improvements

MISSES

Comprehensive Zoning Ordinance Amendment

City Entry Sign Prototype

Senior Housing Plans

BUILD · DYNAMIC · QUALITY

Guiding Principle

Beautifully maintained natural environments, parks, trails, rights-of-way, and green space paired with a wide variety of quality recreational and entertainment opportunities for all ages enhance quality of life.

GOALS

Provide community center spaces in which the public can gather for collaboration, cultural development, and individual improvement.

100%



Maintain and develop infrastructure and beautification of City parks, trails, rights-of-way, and other green spaces.

80%



Guiding Principle

Beautifully maintained natural environments, parks, trails, rights-of-way, and green space paired with a wide variety of quality recreational and entertainment opportunities for all ages enhance quality of life.

HITS

Aquatics Center Grand Opening
Expanded & Improved Events Offerings
Expanded Library Collection
Library Facility Improvements
Trail Master Plan Adoption

MISSES

- Brush Mulching Program
- John Burke Nature Preserve Improvements

Guiding Principle

Functional, sustainable, and well-maintained infrastructure, facilities, and equipment are essential elements which allow the City to achieve its potential.

GOALS

Plan and prepare for the future infrastructure, facilities, and equipment needs of the City.

100%



Maintain and improve the current infrastructure, facilities, and equipment assets of the City.

98%



Guiding Principle

Functional, sustainable, and well-maintained infrastructure, facilities, and equipment are essential elements which allow the City to achieve its potential.

HITS

Landfill Expansion Progress
Street Bond Project Implementation
Bond Election Priorities and Process
Mallon & Winn Park Lakes Dredging
Improved A/V in Chambers
Improved Network Security
Building Updates

MISSES

Design of Josey Lane Reconstruction
PC Lifecycle Management Tool

BUILD · DYNAMIC · QUALITY

Guiding Principle

A motivated, educated, experienced workforce is needed to carry out our mission.

GOALS

Provide workforce investments to maximize employee expertise, wellness, safety, and effectiveness.



99%

BUILD · DYNAMIC · QUALITY

Guiding Principle

A motivated, educated, experienced workforce is needed to carry out our mission.

HITS

Organizational Culture Initiative Implementation

Safety Program and Training

Employee Incentive Program Implementation

Wellness Program Implementation

Employee Training

MISSES

City Clinic Delays

BUILD · DYNAMIC · QUALITY

Guiding Principle

Phenomenal service sets us apart as a community of choice.

GOALS

Employ innovative programs, updated technologies, and objective analytics to optimize efficiencies and enhance services.



99%

BUILD · DYNAMIC · QUALITY

Guiding Principle

Phenomenal service sets us apart as a community of choice.

HITS

Organizational Structure Reviews and Improvements

Marshall Program Implementation

Technology System Improvements

MISSES

Harris Radio System Delays

NTECC Delays

Fleet/Facilities Asset Management Implementation

BUILD • DYNAMIC • QUALITY

Our mission at the City of Farmers Branch is to build a vibrant, dynamic community that consistently seeks to improve the quality of life for our residents.

Guiding Principles

- Doing the right things for the right reasons delivers appropriate results.
- Stakeholders' investments should be protected through conservative budgeting, spending, and resource management.
- Stakeholders deserve to know what is happening in the community and should have the opportunity to participate in its governance.
- Safety is the foundation on which vibrant communities are built.
- A strong, diversified economic base provides sustainable growth.
- Effective planning, land use, development, code enforcement, and revitalization activities yield strong, thriving commercial and residential neighborhoods.
- Beautifully maintained natural environments, parks, trails, rights-of-way, and green space paired with a wide variety of quality recreational and entertainment opportunities for all ages enhance quality of life.
- Functional, sustainable, and well-maintained infrastructure, facilities, and equipment are essential elements which allow the City to achieve its potential.
- A motivated, educated, experienced workforce is needed to carry out our mission.
- Phenomenal service sets us apart as a community of choice.

Doing the right things for the right reasons delivers appropriate results.

- Pursue transparency and accountability wherever possible.
 - Implement recommendations of the 2014 Records Management Study.
 - Update the City Code of Ethics.
 - Draft language to amend the Charter and/or legal services contract to better clarify the service obligation to City Council as the client.
 - Draft for Council consideration proposed Charter amendment language to alter the election cycle to provide for alternate year Council elections to four-year terms.
 - Provide analytics and benchmarking through improved reporting mechanisms.

- Establish standard operational practices designed to deliver consistent high performance.
 - Institutionalize operational policies and procedures throughout the organization.
 - Develop a succession planning process for each department.
 - Constantly scan the organization for possible reorganizations which can serve to increase efficiency and effectiveness.
 - Evaluate the need for current services and for future services.

- Pursue opportunities to strengthen relationships across internal departments and with area cities, counties, school districts, chambers of commerce, and state and federal agencies.
 - Explore and implement opportunities for shared service delivery.

Stakeholders' investments should be protected through conservative budgeting, spending, and resource management.

- Maintain responsible stewardship of taxpayers' investments in the community.
 - Strive to achieve the highest possible bond rating for the City
 - Work with Economic Development to develop, present for City Council approval, and implement programs aimed at increasing/maintaining Visitors Tax, Sales Tax, and Property Tax revenues
 - Conduct an efficiency audit on three departments to seek possible efficiency and effectiveness measures
 - Seek to augment taxpayers' investments with grant funding.
 - Work with risk management consultants to identify areas for program improvement and implement recommendations.

Stakeholders deserve to know what is happening in the community and should have the opportunity to participate in its governance.

- Improve internal and external communications efforts.
 - Develop internal communications channels to exchange accurate and timely information that advances an effective work culture, in cooperation with Human Resources' 'Branch Life' program.
 - Increase organizational awareness of the best use of internal and external communications channels and tools.
 - Facilitate Town Hall and Council planning meetings as needed to engage citizens and provide direction for City initiatives.
 - Work with the news media more efficiently and effectively.
 - Use professional, high-quality media and programs that reflects the City's reputation for excellence and reinforces the City's brand.
 - Update the overall marketing strategy for the City.
 - Develop and implement a comprehensive communication strategy for changes in City solid waste services and implementation of the curbside recycling program.
 - Increase public awareness of water/sewer funding challenges.
 - Promote the Aquatics Center
 - Increase the City's activity and popularity on social media channels.
 - Increase public awareness of City trails through the City website.
 - Work with Parks to grow attendance at Bluegrass, Date Night and Tour of Lights.

Safety is the foundation on which vibrant communities are built.

- Provide professional and timely public safety services which meet or exceed industry benchmarks.
 - Perform at or above National Fire Service Benchmark standards.
 - Address the Emergency Management needs of the community.
 - Respond quickly and effectively to our customers' needs.
 - Provide professional and timely police service to our citizens.
 - Maintain a level of proactive patrol hours for patrol to build partnerships, practice problem solving, and perform self-initiated enforcement activities.
 - Pursue compliance on outstanding Juvenile Now Adult (JNA) cases.

- Engage stakeholders to employ best practices in the proactive planning for and prevention of public safety incidents.
 - Ensure that citizens are prepared to handle emergency events.
 - Focus efforts on keeping the crime rate low.
 - Enhance security of the Justice Center facility and surrounding property to better protect the safety of officers and the public.
-

A strong, diversified economic base provides sustainable growth.

- Promote business expansion, retention, and relocation to Farmers Branch.
 - Increase residential property valuation.
 - Increase commercial property valuation.
 - Strengthen existing corporate relationships.
 - Recruit high impact (significant employment and/or tax ramifications) businesses.
 - Develop and propose to Council an annual business licensing program designed to help determine the volume of local businesses and changes in that population.

 - Promote visits to and around the City.
 - Increase Hotel Occupancy Tax Fund revenues.
-

Effective planning, land use, development, code enforcement, and revitalization activities yield strong, thriving commercial and residential neighborhoods.

- Plan, provide for, and promote the maintenance of vibrant residential and commercial neighborhoods.
 - Evaluate land use policies and make changes as dictated by the market and the community.
 - Begin the implementation of the Central Area Neighborhood Revitalization Plan.
 - Seek and develop plans for senior housing.
 - Implement a curbside recycling program.
 - Quantifiably improve the maintenance and appearance of both residential and commercial properties in the City.
 - Develop a strategic plan to serve and protect the animal population as development occurs around the City.

Beautifully maintained natural environments, parks, trails, rights-of-way, and green space paired with a wide variety of quality recreational and entertainment opportunities for all ages enhance quality of life.

- Provide community center spaces in which the public can gather for collaboration, cultural development, and individual improvement.
 - Provide the Manske Library as a community hub for access to information resources, cultural enrichment, social interaction and lifelong learning.
 - Caregivers, children, and students will have programs and services available through the Manske Library.
 - Residents will have the resources they need to support their success in reaching professional goals.
 - Residents will have a welcoming and engaging space to meet and share with others or to sit quietly to read and study.
 - Provide excellent quality of life recreational programming.
 - Conduct a Parks & Recreation fee analysis.
 - Initiate a study to determine the best use of monies available in the Hotel/Motel Fund.

- Maintain and develop infrastructure and beautification of City parks, trails, rights-of-way, and other green spaces.
 - Improve non-motorized transportation opportunities.
 - Enhance City in a Park infrastructure.
 - Implement a brush mulching program.

Functional, sustainable, and well-maintained infrastructure, facilities, and equipment are essential elements which allow the City to achieve its potential.

- Plan and prepare for the future infrastructure, facilities, and equipment needs of the City.
 - Continue the process of the landfill expansion.
 - Continue to advance the Service Center design project.
 - Bring to Council a proposed bond election process to including working committees to identify, prioritize, and propose bond projects for Council consideration.
 - Initiate a traffic study to assess and make recommendations on the use of road diets to implement the Trail Master Plan in consideration of public safety and infrastructure impacts.

- Maintain and improve the current infrastructure, facilities, and equipment assets of the City.
 - Design, engineer, conduct, and manage contracted street construction, resurfacing, and maintenance projects.
 - Design, engineer, and manage contracted utility maintenance and improvement projects.
 - Provide professional engineering services for the design of minor CIP projects, Community development review, plat review, & Floodplain administration.
 - Implement the Storm Water Utility Program.
 - Collaborate with Oakbrook HOA to develop an infrastructure maintenance and rehabilitation plan for privately owned HOA infrastructure.
 - Improve network security posture.
 - Complete an AV System review.
 - Complete technology infrastructure upgrades.
 - Implement a PC Lifecycle Management tool.
 - Complete the City Hall Makeover project.
 - Pursue Facilities Building Project Catchup
 - Initiate Facilities Long-term Revitalization plan
 - Continue Fleet Vehicle Replacement Plan

A motivated, educated, experienced workforce is needed to carry out our mission.

- Provide workforce investments to maximize employee expertise, wellness, safety, and effectiveness.
 - Continue implementation of the Branch Life organizational culture program.
 - Implement recommended policies and procedures made by the Safety Committee.
 - Continue to support initiatives toward the opening of a City clinic.
 - Develop structured process for position classifications, reclassifications, and department structure.
 - Implement an updated incentive program for all City employees.
 - Support firefighter health, wellness, and safety initiatives.
 - Provide quality fire and EMS training programs.
 - Provide for professional development and the opportunity and incentive for all police employees to stay physically and mentally fit for duty and fit for life.
 - Expand technology end users' learning opportunities to increase knowledge and maximize utilization of available technology resources.
 - Initiate an organization-wide compensation study.

Phenomenal service sets us apart as a community of choice.

- Employ innovative programs, updated technologies, and objective analytics to optimize efficiencies and enhance services.
 - Maximize operational efficiency through the use of technology and data analysis.
 - Ensure that firefighters and citizens have access to modern public safety dispatch and radio systems.
 - Ensure that firefighters/paramedics utilize the latest technology, tools, and equipment to deliver emergency services to our citizens.
 - Maximize the use of innovative programs, social media, and technology to increase service levels to the citizens.
 - Complete installation of the Harris P-24 Digital Public Safety 800MHz radio system.
 - Develop a new Planning Resource Center.
 - Develop building inspection division metrics for plan review and inspection response times.
 - Develop environmental health division metrics for storm water management plan, mosquito control, public pool inspection, health permits and health inspections.
 - Implement a SunGard/Naviline interface.
 - Implement Facilities Asset Management Software.
 - Implement Facilities Organization Efficiency Plan.
 - Implement Court website improvements.
 - Support the opening of NTECC through warrant process improvements.
 - Pursue implementation of recommendations made in the 2014 warrant officer efficiency study.
 - Aggressively develop and promote original ideas and creative solutions for Council consideration.



City of Farmers Branch

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

Staff Report

File Number: TMP-1588

Agenda Date: 1/21/2016

Version: 1

Status: Draft

In Control: City Council

File Type: Report

Agenda Number: B.5

Discuss City Council topics regarding the operations, services and fiscal affairs of the City including Economic Development, land use, and public safety.

Council Topics Brought Up During Randy Pennington Interviews

Economic development

- Development of the city center
- Development along LBJ

Housing re-development

- Future of the demo re-build program
- Other strategies to increase property values
- How do we address aging apartments?
- How do we better market the great story we have in Farmers Branch?

Vision for commercial development

- West side (now) – what are our goals and how do we want to move forward
- East side (future) – what are our plans to prepare for re-development on east side?

Next generation of re-cycling

- Compost program

Quality of life

- How do we decrease the poverty rate in Farmers Branch?
- Update on Farmers Market?
- What is the plan to move forward on the Visitor's Center?
- Continuing the emphasis on code enforcement
- Do we need to address our policy on charging for use of the athletic fields?

Bond election

- Timing for second election (November 2016 or May 2017)
- Issues that we would place in second bond election
- Demo-Build program
- Economic development
- Purchase of apartments
- Other?

Overall Council Governance and City operations

- Need for increased consistency of focus to ensure that issues don't continually come up
- Council needs clarity and consensus on how we will operate
- Do we need to set 5-7 big goals rather than setting goals for every area of the operation?
- Can we move the Charter committee to sooner rather than later to change election schedule

Harold Froehlich Topics for Discussion

1. Economic Development Presentation/Update for remainder of the year

2. Update on Medical Budget Costs through 12/31

3. Potential Code Enforcement issues & Ordinances
 - Rental Ordinance Application
 - Stumps
 - House Painting

4. West Side Development Plan – Houses vs. Apartments
Who is in charge of this process at City Staff?

Kirk C.

1-11-16

Topics for retreat discussion

Education/Visitors Center – Has the study started?

Farmers Market – Where are we on this? I was hoping that we would have it in place by now.

Continuing press on Code Enforcement – Status of house on Janlyn. Are there others in similar condition?

Bond Wants – Purchasing distressed properties. Apartment, commercial buildings etc.

Neighborhood redevelopment – how can we expand the program? Need about 100 rebuilds a year.

Recycling and composting of yard waste. Trees and bushes as well as grass.

Putting well and pump in Farmers Branch to solve the Creek issue.

Mike Bomgardner Topics for Discussion

From: Mike Bomgardner <mike.bomgardner@farmersbranchtx.gov>

Date: January 3, 2016 at 5:57:01 PM CST

To: Amy Piukana <amy.piukana@farmersbranchtx.gov>

Cc: City Council <council@farmersbranchtx.gov>, Pete Smith <Psmith@njdhs.com>, Kevin Laughlin <klaughlin@njdhs.com>, Charles Cox <charles.cox@farmersbranchtx.gov>, John Land <JOHN.LAND@FARMERSBRANCHTX.GOV>

Subject: Re: City Council Packet 1-5-16 is now available

Amy, since I will be out of town for the Council meeting Tuesday there were a few things I would like to have included for discussion during the retreat.

- 1) A discussion related to the city's plan for Recycling execution. What is our plan to reach citizens to insure if they want a care and possibly what size for recycling.
- 2). What is the city's plans for "enforcement" to insure carts are not left out?
- 3). Sr. living update--what is happening with the land across from the library and other potential sites?
- 4). I know that there will be a discussion during the executive session this Tuesday related to the land West of Marsh, south of Valwood/Brookhaven Club Dr, East of I35 and North of I635. Since I will not be available for that I would like to have a quick update (during executive session if needed) on the update.
- 5). An update on Camelot progress would also be good.

Perhaps some of these are scheduled/and or could be covered during the regular meeting scheduled for Jan 19.

I will miss you all Tuesday. Good Luck

Mike Bomgardner
Farmers Branch City Council
Sent from my iPad



City of Farmers Branch

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

Staff Report

File Number: TMP-1560

Agenda Date: 1/21/2016

Version: 1

Status: Draft

In Control: City Council

File Type: Report

Agenda Number: B.6

Presentation of City Manager's Proposed 2016 Strategic Plan

BUILD • DYNAMIC • QUALITY

Our mission at the City of Farmers Branch is to build a vibrant, dynamic community that consistently seeks to improve the quality of life for our residents.

2016 STRATEGIC PLAN

Guiding Principles

- Doing the right things for the right reasons delivers appropriate results.
- Stakeholders' investments should be protected through conservative budgeting, spending, and resource management.
- Stakeholders deserve to know what is happening in the community and should have the opportunity to participate in its governance.
- Safety is the foundation on which vibrant communities are built.
- A strong, diversified economic base provides sustainable growth.
- Effective planning, land use, development, code enforcement, and revitalization activities yield strong, thriving commercial and residential neighborhoods.
- Beautifully maintained natural environments, parks, trails, rights-of-way, and green space paired with a wide variety of quality recreational and entertainment opportunities for all ages enhance quality of life.
- Functional, sustainable, and well-maintained infrastructure, facilities, and equipment are essential elements which allow the City to achieve its potential.
- A motivated, educated, experienced workforce is needed to carry out our mission.
- Phenomenal service sets us apart as a community of choice.

Doing the right things for the right reasons delivers appropriate results.

- I. Establish standard operational practices designed to deliver consistent high performance.
 - a. Institutionalize standard operational practices designed to deliver consistent high performance.
 - b. Evaluate the need for current services and for future services.
 - c. Implement organizational development initiatives designed to deliver increased performance.
- II. Pursue transparency and accountability wherever possible.
 - a. Continue to implement improvements to the City Records Management Program.
 - b. Develop Council and citizen directed bond initiatives.
- III. Pursue opportunities to strengthen relationships across internal departments and with area cities, counties, school districts, chambers of commerce, and state and federal agencies.
 - a. Explore and implement opportunities for shared service delivery.

Stakeholders' investment should be protected through conservative budgeting, spending, and resource management.

- IV. Maintain responsible stewardship of taxpayers' investments in the community.
 - a. Monitor implementation of the current fiscal year budget to maintain or improve fund balance levels.
 - b. Develop a conservative, balanced budget proposal for the coming fiscal year.
 - c. Seek to augment taxpayers' investments with grant funding.
 - d. Review current Risk Management strategies to minimize risk exposure.
 - e. Ensure City Court fines are comparable to similar cities.
 - f. Conduct an independent analysis to determine the highest and best use of available funds in the Hotel/Motel Fund.

Stakeholders deserve to know what is happening in the community and should have the opportunity to participate in its governance.

- V. Improve internal and external communications efforts.
- a. Use professional, high quality media and programs that reflect the City's reputation for excellence and reinforces the City's brand.
 - b. Increase public awareness of library resources offered.
 - c. Increase Library Board involvement and development.
 - d. Create a global strategic 3-year marketing plan and guide for implementation.
 - e. Promote the City as a great place to live, work, and play.
 - f. Improve the City's marketing efforts.
 - g. Improve external communication efforts.
 - h. Improve internal communication efforts.
 - i. Enhance public engagement through improved feedback.
 - j. Work more effectively with the news media.

Safety is the foundation on which vibrant communities are built.

- VI. Provide professional and timely public safety services which meet or exceed industry benchmarks.
- a. Continue implementation of the Marshal's Office.
 - b. Research alternative means of final adjudication.
 - c. Ensure Courtroom security is adequate.
 - d. Perform at or above National Fire Service Benchmark Standards.
 - e. Address the emergency management needs of the community.
 - f. Improve efficiency for the 2016 Warrant Roundup Program.
- VII. Engage stakeholders to employ best practices in the proactive planning for and prevention of public safety incidents.
- a. Perform at or above National Fire Service Benchmark Standards.
 - b. Address the emergency management needs of the community.
 - c. Ensure that citizens are prepared to handle emergencies.
 - d. Focus efforts on keeping the crime rate low.

A strong, diversified economic base provides sustainable growth.

- VIII. Promote business expansion, retention, and relocation to Farmers Branch.
 - a. Increase residential valuation by \$18,000,000.
 - b. Increase commercial valuation by \$125,000,000.
- IX. Promote visits to and around the City.
 - a. Increase Hotel Occupancy Tax Fund revenues.

Effective planning, land use, development, code enforcement, and revitalization activities yield strong, thriving commercial and residential neighborhoods.

- X. Plan, provide for, and promote the maintenance of vibrant residential and commercial neighborhoods.
 - a. Develop the East Side Plan.
 - b. Develop a new Landscape Ordinance.
 - c. Develop a Multi-Family Market Study.
 - d. Amend the Food Truck Ordinance.
 - e. Update City policy for Code enforcement.
 - f. Improve Code Enforcement responsiveness to the community.
 - g. Continue to implement the Central Area Neighborhood Revitalization Plan.

Beautifully maintained natural environments, parks, trails, rights-of-way, and green space paired with a wide variety of quality recreational and entertainment opportunities for all ages enhance quality of life.

- XI. Provide community center spaces in which the public can gather for collaboration, cultural development, and individual improvement.
 - a. Enhance library customer service through the expedited return of materials to the public floor for patron accessibility.
 - b. Review Library current programming for effectiveness and customer satisfaction.

- XII. Maintain and develop infrastructure and beautification of City parks, trails, rights-of-way, and other green spaces.
- a. Maintain and improve playground facilities throughout the City.
 - b. Maintain and improve park facilities throughout the City.
 - c. Work with Dallas County on a Westside Trail connecting the DART station to the John Burke Nature Preserve and the Campion Trail.

Functional, sustainable, and well-maintained infrastructure, facilities, and equipment are essential elements which allow the City to achieve its potential.

- XIII. Maintain and improve the current infrastructure, facilities, and equipment assets of the City.
- a. Continue implementation of the Long Range Building Revitalization Plan.
 - b. Design, engineer, conduct, and manage contracted street construction, resurfacing, and maintenance projects.
 - c. Provide professional engineering services for the design of minor CIP projects, Community development review, plat review, and Floodplain administration.
 - d. Improve the safety and functionality to the Justice Center facility.
 - e. Improve information technology business continuity.
 - f. Design, engineer, and manage contracted utility maintenance and improvement projects.
- XIV. Plan and prepare for the future infrastructure, facilities, and equipment needs of the City.
- a. Complete a traffic impact study to assess road diet impacts in the central part of the City.
 - b. Continue efforts to prepare for the future solid waste management needs of the community.
 - c. Address the current and future needs of Fleet Technicians and field crews working in or from the Senlac Service Center.

A motivated, educated, experienced workforce is needed to carry out our mission.

- XV. Provide workforce investments to maximize employee expertise, wellness, safety, and effectiveness.
- a. Support firefighter health, wellness, and safety initiatives.
 - b. Provide quality fire and emergency medical services (EMS) training programs.
 - c. Continue to advance the Branch Life cultural initiative.
 - d. Ensure the compensation policies and practices of the City align with comparable market ranges.

- e. Provide for professional development and the opportunity and incentive for all police employees to stay physically and mentally fit for duty and fit for life.

Phenomenal service sets us apart as a community of choice.

- XVI. Employ innovative programs, updated technologies, and objective analytics to optimize efficiencies and enhance services.
- a. Aggressively develop and promote original ideas and creative solutions for Council consideration.
 - b. Improve Facilities Team service and performance.
 - c. Ensure that our Firefighters and citizens have access to modern public safety dispatch and radio systems.
 - d. Ensure that Firefighters and Paramedics utilize the latest technology, tools, and equipment to deliver emergency services to our citizens.
 - e. Ensure that City staff has access to a fully functional Emergency Operations Center.

- f. Open a City Clinic for use by employees and residents.
 - i. Work with internal and external partners to advance the City Clinic project.
 1. *Break ground at the City Clinic site. (3/15/2016 to 4/30/2016)*
 2. *Complete construction of the City Clinic. (5/1/2016 to 12/31/2016)*
- g. Create a more centralized file system for all planning related documents.
 - i. Review all paper files within the Planning Office.
 1. *Consolidate all paper Planning Office records into a central area. (1/1/2016 to 3/31/2016)*
 - ii. Review all digital files on all Planning Office computerized file drives.
 1. *Consolidate all digital Planning Office records into a central network shared file drive. (4/1/2016 to 9/30/2016)*
- h. Complete the relocation of dispatch operations to the North Texas Emergency Communications Center (NTECC).
 - i. Participate with NTECC staff to develop and deploy SunGard CAD and SunGard Police mobile software.
 1. *Train end users on SunGard CAD. (1/1/2016 to 1/31/2016)*
 2. *Complete setup and installation of SunGard CAD and SunGard Mobile. (1/1/2016 to 1/31/2016)*
 - ii. Identify and address ancillary issues related to the relocation of dispatch to NTECC.
 1. *Establish TCIC workflow for Omnix with the Texas Department of Public Safety and NTECC. (1/1/2016 to 1/31/2016)*
 2. *Establish a workflow for Jail processes with Jail staff and NTECC. (1/1/2016 to 1/31/2016)*
- i. Maximize the use of innovative programs, social media, and technology to increase police service levels to the citizens.
 - i. Use computer hardware and software to enhance law enforcement efforts, prevent crime, and make deployment decisions.
 1. *Implement body worn cameras. (1/1/2016 to 3/31/2016)*
 - ii. Reduce the occurrence of false alarm calls for patrol officers.
 1. *Train businesses and members of the public on the False Alarm ordinance and how to avoid false alarms. (1/1/2016 to 9/30/2016)*
 2. *Monitor response times to keep at or below 4:00. (1/1/2016 to 9/30/2016)*
 3. *Maintain a minimum of 40% of patrol officers' time as uncommitted. (1/1/2016 to 9/30/2016)*
 4. *Draft and submit for Council consideration a comprehensive ordinance aimed at reducing the occurrence of false alarms at businesses and residences. (1/1/2016 to 9/30/2016)*
 - iii. Gain officer input on equipment and equipment implementation.
 1. *Implement a Police Vehicle buildout committee. (1/1/2016 to 9/30/2016)*
- j. Leverage new or expanded technologies to improve services.
 - i. Assess and implement new technologies for improved organizational efficiencies.

1. *Implement the Naviline interface for the City finance and UB packages. (1/1/2016 to 3/31/2016)*
2. *Complete an ERP system needs assessment. (1/1/2016 to 5/31/2016)*
3. *Conduct an enterprise work order needs assessment. (5/1/2016 to 10/31/2016)*



City of Farmers Branch

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

Staff Report

File Number: TMP-1589

Agenda Date: 1/21/2016

Version: 1

Status: Draft

In Control: City Council

File Type: Report

Agenda Number: B.7

Provide direction and policy priorities concerning 2016 Strategic Plan



City of Farmers Branch

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

Staff Report

File Number: TMP-1598

Agenda Date: 1/21/2016

Version: 1

Status: Draft

In Control: City Council

File Type: Report

Agenda Number: B.8

Resources

UNITED HEALTHCARE
January 1, 2016 to December 31, 2016

Enrollment		
United BD-F (Plan 116)	Full Time Employees	Retirees (under 65)
EE only	173	53
EE + 1	65	0
EE + 2 or more	75	0
Totals	313	53
Totals	313	53
Medical Totals	313	53

Core Benefits**	366
Retiree 65+ Medicare Supp. Stipend	5

HSA employer contribution	
HSA employer admin cost	

Wellness Incentive	280
--------------------	-----

** Basic Life, Basic AD&D, Core Long Term Disability
*** Annual amounts

Total / month- Proposed 2016 plan year	
Total / year- Proposed CY 2016	
Total / year- Current CY	
Change vs. Current - per Year (\$)	
Change vs. Current - per Year (%)	
Employee & Retiree Annual Deductible Out-of-Pocket Expense CY '15 Est.	
Total Estimated Annual Employee & Retiree Contribution Cost	

- (1) Includes Retiree under 65 employee only premium
- (2) Retirees over 65 move to AARP Medicare Supplement
- (3) HSA Employer Contribution Cost is included in Total Estimated Monthly Premium
- (4) Assumption is made that Retirees will have premiums on the CONEXIS option equivalent to City Active

City Actuarial Adjusted rates are:
\$1,022.98 Retiree
\$2,045.96 Retiree +1
\$3,068.94 Family

Unit Costs/Rates			
TOTAL Monthly Rates	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
\$555.56	\$500.00	90.0000%	\$55.56
\$1,111.12	\$877.78	79.0000%	\$233.34
\$1,666.68	\$1,316.68	79.0000%	\$350.00
TOTAL Monthly Rates	City Contribution (\$)	City Contribution (%)	Retiree Contribution (\$)
\$1,022.98	\$500.00	NA	\$0.00
\$2,045.96	\$500.00	NA	\$0.00
\$3,068.94	\$500.00	NA	\$0.00

\$15.84
\$225

Employee Only	Employee + 1	Employee +2
\$500	\$750	\$1,000
\$21.60		

\$700.00
\$0.00
\$180,000.00
65 ACA chargeand 5 Compass
Hold back to build up

Total Estimated Monthly Premium			
City (1)	Employee	Retiree (2)	TOTAL
\$113,000.90	\$9,611.19	\$0.00	\$122,612.09
\$87,056.01	\$15,168.79	\$0.00	\$72,222.80
\$98,750.79	\$26,250.21	\$0.00	\$125,001.00
\$268,807.71	\$51,028.19	\$0.00	\$319,835.89
TOTAL ESTIMATED ANNUAL PREMIUM			
\$3,225,692.47	\$612,338.23	\$0.00	\$3,838,030.70

Total budget for City and Active

\$5,797.44			\$69,561.28
\$1,125.00			\$1,125.00

EO	E1	E2
\$236,750.00	\$48,750.00	\$6,250.00
\$7,905.60		
\$217,910.00		

\$217,910.00			\$217,910.00
--------------	--	--	--------------

City Cost	Employee Cost	Retiree Cost	TOTAL
\$313,246.03	\$51,028.19	\$0.00	\$364,274.22
\$3,522,202.35	\$612,338.23	\$0.00	\$4,134,540.58
\$3,641,677.00	\$664,671.98	\$0.00	\$4,306,348.98
-\$119,474.65	-\$52,333.75	\$0.00	-\$171,808.40
-3.28%	-7.87%	0.00%	-3.99%

\$740,000.00	\$0.00	\$740,000.00
\$1,352,338.23	\$0.00	\$1,352,338.23

69%	includes a hold back
31%	

RED - denotes variable that can be changed



[/www.census.gov/en.html](http://www.census.gov/en.html))



Search

U.S. Census Quick Facts

QuickFacts

Farmers Branch city, Texas

QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

All Topics ▼	FARMERS BRANCH CITY, TEXAS	TEXAS
<i>People</i>		
<i>Population</i>		
Population estimates, July 1, 2015, (V2015)	NA	27,469,114
Population estimates, July 1, 2014, (V2014)	32,560	26,956,958
Population estimates base, April 1, 2010, (V2015)	NA	25,146,105
Population estimates base, April 1, 2010, (V2014)	28,616	25,146,104
Population, percent change - April 1, 2010 (estimates base) to July 1, 2015, (V2015)	NA	9.2%
Population, percent change - April 1, 2010 (estimates base) to July 1, 2014, (V2014)	13.8%	7.2%
Population, Census, April 1, 2010	28,616	25,145,561
<i>Age and Sex</i>		
Persons under 5 years, percent, July 1, 2014, (V2014)	X	7.3%
Persons under 5 years, percent, April 1, 2010	6.6%	7.7%
Persons under 18 years, percent, July 1, 2014, (V2014)	X	26.4%
Persons under 18 years, percent, April 1, 2010	23.9%	27.3%
Persons 65 years and over, percent, July 1, 2014, (V2014)	X	11.5%
Persons 65 years and over, percent, April 1, 2010	13.3%	10.3%
Female persons, percent, July 1, 2014, (V2014)	X	50.4%
Female persons, percent, April 1, 2010	50.8%	50.4%
<i>Race and Hispanic Origin</i>		
White alone, percent, July 1, 2014, (V2014) (a)	X	80.0%
White alone, percent, April 1, 2010 (a)	73.4%	70.4%

Black or African American alone, percent, July 1, 2014, (V2014) (a)	X	12.5%
Black or African American alone, percent, April 1, 2010 (a)	4.8%	11.8%
American Indian and Alaska Native alone, percent, July 1, 2014, (V2014) (a)	X	1.0%
American Indian and Alaska Native alone, percent, April 1, 2010 (a)	0.7%	0.7%
Asian alone, percent, July 1, 2014, (V2014) (a)	X	4.5%
Asian alone, percent, April 1, 2010 (a)	4.4%	3.8%
Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2014, (V2014) (a)	X	0.1%
Native Hawaiian and Other Pacific Islander alone, percent, April 1, 2010 (a)	Z	0.1%
Two or More Races, percent, July 1, 2014, (V2014)	X	1.8%
Two or More Races, percent, April 1, 2010	2.9%	2.7%
Hispanic or Latino, percent, July 1, 2014, (V2014) (b)	X	38.6%
Hispanic or Latino, percent, April 1, 2010 (b)	45.4%	37.6%
White alone, not Hispanic or Latino, percent, July 1, 2014, (V2014)	X	43.5%
White alone, not Hispanic or Latino, percent, April 1, 2010	44.2%	45.3%
Population Characteristics		
Veterans, 2010-2014	1,580	1,564,501
Foreign born persons, percent, 2010-2014	23.3%	16.5%
Housing		
Housing units, July 1, 2014, (V2014)	X	10,426,080
Housing units, April 1, 2010	11,549	9,977,436
Owner-occupied housing unit rate, 2010-2014	59.1%	62.7%
Median value of owner-occupied housing units, 2010-2014	\$144,700	\$131,400
Median selected monthly owner costs -with a mortgage, 2010-2014	\$1,440	\$1,443
Median selected monthly owner costs -without a mortgage, 2010-2014	\$547	\$459
Median gross rent, 2010-2014	\$1,071	\$870
Building permits, 2014	X	166,982
Families and Living Arrangements		
Households, 2010-2014	11,091	9,013,582
Persons per household, 2010-2014	2.72	2.83
Living in same house 1 year ago, percent of persons age 1 year+, 2010-2014	82.1%	83.0%
Language other than English spoken at home, percent of persons age 5 years+, 2010-2014	41.6%	34.9%
Education		
High school graduate or higher, percent of persons age 25 years+, 2010-2014	82.8%	81.6%
Bachelor's degree or higher, percent of persons age 25 years+, 2010-2014	33.3%	27.1%
Health		
With a disability, under age 65 years, percent, 2010-2014	5.0%	8.2%
Persons without health insurance, under age 65 years, percent	▲ 26.9%	▲ 21.3%

Economy

In civilian labor force, total, percent of population age 16 years+, 2010-2014	69.2%	64.4%
In civilian labor force, female, percent of population age 16 years+, 2010-2014	62.7%	57.9%
Total accommodation and food services sales, 2007 (\$1,000) (c)	76,760	42,054,592
Total health care and social assistance receipts/revenue, 2007 (\$1,000) (c)	278,754	113,830,198
Total manufacturers shipments, 2007 (\$1,000) (c)	1,417,513	593,541,502
Total merchant wholesaler sales, 2007 (\$1,000) (c)	3,631,936	424,238,194
Total retail sales, 2007 (\$1,000) (c)	619,852	311,334,781
Total retail sales per capita, 2007 (c)	\$23,544	\$13,061

Transportation

Mean travel time to work (minutes), workers age 16 years+, 2010-2014	20.7	25.2
--	------	------

Income and Poverty

Median household income (in 2014 dollars), 2010-2014	\$58,666	\$52,576
Per capita income in past 12 months (in 2014 dollars), 2010-2014	\$28,738	\$26,513
Persons in poverty, percent	 13.4%	 17.2%

Businesses

Total employer establishments, 2013	X	547,190 ¹
Total employment, 2013	X	9,663,567 ¹
Total annual payroll, 2013	X	468,417,086 ¹
Total employment, percent change, 2012-2013	X	3.3% ¹
Total nonemployer establishments, 2013	X	2,039,732
All firms, 2007	4,158	2,164,852
Men-owned firms, 2007	2,030	1,090,854
Women-owned firms, 2007	914	609,947
Minority-owned firms, 2007	883	723,057
Nonminority-owned firms, 2007	2,608	1,341,716
Veteran-owned firms, 2007	363	199,491
Nonveteran-owned firms, 2007	3,041	1,799,977

Geography

Population per square mile, 2010	2,426.3	96.3
Land area in square miles, 2010	11.79	261,231.71
FIPS Code	4825452	48

1. Includes data not distributed by county.

 This geographic level of poverty and health estimates are not comparable to other geographic levels of these estimates

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info  icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2015) refers to the final year of the series (2010 thru 2015). Different vintage years of estimates are not comparable.

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

- D Suppressed to avoid disclosure of confidential information
- F Fewer than 25 firms
- FN Footnote on this item in place of data
- NA Not available
- S Suppressed; does not meet publication standards
- X Not applicable
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

ABOUT US

- Are You in a Survey?
<http://www.census.gov/programs-surveys/are-you-in-a-survey.html>
- FAQs <http://ask.census.gov/>
- Director's Corner
<http://www.census.gov/about/leadership.html>
- Regional Offices
<http://www.census.gov/regions/>
- History
<http://www.census.gov/history/>
- Research
<http://www.census.gov/research/>
- Scientific Integrity
http://www.census.gov/about/policies/quality/sch/sci_integrity.html
- Census Careers
<http://www.census.gov/about/census-careers.html>
- Diversity @ Census
<http://www.census.gov/about/diversity-networks.html>
- Business Opportunities
<http://www.census.gov/about/business-opportunities.html>
- Congressional and Intergovernmental
<http://www.census.gov/about/cong-gov-affairs.html>
- Contact Us
<http://www.census.gov/about/contact-us.html>

FIND DATA

- QuickFacts
<http://quickfacts.census.gov/>
- American FactFinder
<http://factfinder2.census.gov/>
- Easy Stats
<http://www.census.gov/easystats/>
- Population Finder
<http://www.census.gov/popfinder/>
- 2010 Census
<http://www.census.gov/2010census/>
- Economic Census
<http://www.census.gov/econ/census/>
- Interactive Maps
<http://www.census.gov/geography/interactive/>
- Training & Workshops
<http://www.census.gov/mso/www/training/>
- Data Tools
<http://www.census.gov/data/data-tools.html>
- Developers
<http://www.census.gov/developers/>
- Catalogs
<http://www.census.gov/mp/www/cat/>
- Publications
<http://www.census.gov/library/publications.html>

BUSINESS & INDUSTRY

- Help With Your Forms
<http://bhs.econ.census.gov/bhs/>
- Economic Indicators
<http://www.census.gov/economic-indicators/>
- Economic Census
<http://www.census.gov/econ/census/>
- E-Stats
<http://www.census.gov/econ/estats/>
- International Trade
<http://www.census.gov/foreign-trade/>
- Export Codes
<http://www.census.gov/foreign-trade/schedules/b/>
- NAICS
<http://www.census.gov/eos/www/naics/>
- Governments
<http://www.census.gov/govs/>
- Local Employment Dynamics
<http://lehd.ces.census.gov/>
- Survey of Business Owners
<http://www.census.gov/econ/sbo/>

PEOPLE & HOUSEHOLDS

- 2020 Census
<http://www.census.gov/2020census/>
- 2010 Census
<http://www.census.gov/2010census/>
- American Community Survey
<http://www.census.gov/programs-surveys/acs/>
- Income
<http://www.census.gov/hhes/www/income/>
- Poverty
<http://www.census.gov/hhes/www/poverty/>
- Population Estimates
<http://www.census.gov/popest/>
- Population Projections
<http://www.census.gov/topics/population/projections.html>
- Health Insurance
<http://www.census.gov/hhes/www/hlthins/>
- Housing
<http://www.census.gov/topics/housing/>
- International
<http://www.census.gov/population/international/>
- Genealogy
<http://www.census.gov/topics/population/genealogy/>

SPECIAL TOPICS

- Advisors, Centers and Research Programs
<http://www.census.gov/about/partners.html>
- Statistics in Schools
<http://www.census.gov/schools/>
- Tribal Resources (AIAN)
<http://www.census.gov/aian/>
- Emergency Preparedness
<http://www.census.gov/topics/preparedness.html>
- Statistical Abstract
http://www.census.gov/library/publications/titles/stat/statistical_abstracts.html
- Special Census Program
<http://www.census.gov/programs-surveys/specialcensus.html>
- Identity Theft Activity & Scams
<http://www.census.gov/programs-surveys/are-you-in-a-survey/fraudulent-activity-and-scams.html>
- Recovery Act
<http://www.census.gov/recovery/>
- USA.gov
<http://www.usa.gov/>
- BusinessUSA.gov
<http://business-usa.gov/>

NEWSROOM

- News Releases
<http://www.census.gov/newsroom/press-releases.html>
- Release Schedule
[http://www.calendarwiz.com/calendars/calendar?crd=cens1sample&cid\[\]=31793](http://www.calendarwiz.com/calendars/calendar?crd=cens1sample&cid[]=31793)
- Facts for Features
<http://www.census.gov/newsroom/facts-for-features.html>
- Stats for Stories
<http://www.census.gov/newsroom/stories.html>
- Blogs
http://www.census.gov/about/contact-us/social_media.html

CONNECT WITH US
http://www.census.gov/about/contact-us/social_media.html 
<http://twitter.com/uscensusbureau>



<http://www.facebook.com/uscensusbureau>  <http://www.youtube.com/user/uscensusbureau> 

<http://public.govdelivery.com/accounts/USCENSUS/subscriber/new> | Information Quality <http://www.census.gov/quality/> | FOIA <http://www.census.gov/foia/> | Data Protection and Privacy Policy <http://www.census.gov/privacy/> | U.S. Department of Commerce <http://www.commerce.gov/>



City of Farmers Branch
13000 William Dodson Parkway
Farmers Branch, Texas 75234
972.247.3131

SINGLE FAMILY RENTAL LICENSE APPLICATION FEE \$120.00

SINGLE-FAMILY TOWNHOUSE DUPLEX CONDOMINIUM

PHYSICAL ADDRESS OF RENTAL PROPERTY: _____

NUMBER OF BEDROOMS IN HOME: _____

IS PROPERTY OWNED BY A BUSINESS/CORPORATION? Yes No

PROPERTY OWNER INFORMATION:

BUSINESS OR CORPORATION INFORMATION:

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

PHONE _____

PHONE _____

E-MAIL _____

E-MAIL _____

IS PROPERTY MANAGED (OTHER THAN OWNER)? Yes No

IS PROPERTY MORTGAGED? Yes No

COMPANY NAME _____

NAME _____

CONTACT PERSON _____

ADDRESS _____

ADDRESS _____

PHONE _____

PHONE _____

E-MAIL _____

****NOTE: ALL FIELDS IN THE SECTION ABOVE MUST BE FILLED OUT COMPLETELY BEFORE SIGNING THIS APPLICATION.****

AS THE APPLICANT, I HEREBY CERTIFY THAT THE PROPERTY REFERENCED ABOVE IS NOT CURRENTLY RENTED TO MORE THAN TWO AND/OR THREE UNRELATED INDIVIDUALS, AS DEFINED BY "FAMILY" IN ARTICLE III, SECTION 26.71 OF THE CODE OF ORDINANCES. (SEE BELOW) I HAVE MADE THE CURRENT TENANTS, AND WILL MAKE ALL FUTURE TENANTS, AWARE OF THE DEFINITION OF A "FAMILY" AS DEFINED IN ARTICLE III, SECTION 26.71 OF THE CODE OF ORDINANCES, AS AMENDED.

FAMILY: A FAMILY MEANS ANY NUMBER OF INDIVIDUALS LIVING TOGETHER AS A SINGLE HOUSEKEEPING UNIT IN WHICH NOT MORE THAN TWO INDIVIDUALS ARE UNRELATED BY BLOOD, MARRIAGE OR ADOPTION WHEN RESIDING IN MULTIFAMILY ZONING DISTRICTS, OR HIGH-DENSITY RESIDENTIAL AREAS, OR IN A SINGLE-FAMILY DWELLING CONTAINING ONE OR TWO BEDROOMS; OR NOT MORE THAN THREE INDIVIDUALS UNRELATED BY BLOOD, MARRIAGE OR ADOPTION WHEN RESIDING IN A SINGLE-FAMILY DWELLING CONTAINING THREE OR MORE BEDROOMS. FOSTER CHILDREN SHALL BE CONSIDERED AS A RELATED MEMBER OF THE FAMILY.

SINGLE-FAMILY RESIDENCE: A SINGLE-FAMILY RESIDENCE AS REFERRED TO IN THIS ARTICLE INCLUDES THE FOLLOWING:

- 1) *ONE-FAMILY DWELLING (DETACHED):* A DWELLING DESIGNED AND CONSTRUCTED FOR OCCUPANCY BY ONE FAMILY AND LOCATED ON A LOT OR SEPARATE BUILDING TRACT AND HAVING NO PHYSICAL CONNECTION TO A BUILDING LOCATED ON ANY OTHER LOT OR TRACT.
- 2) *ONE-FAMILY DWELLING (ATTACHED):* A DWELLING WHICH IS JOINED TO ANOTHER DWELLING AT ONE OR MORE SIDES BY A PARTY WALL OR ABUTTING SEPARATE WALL AND WHICH IS DESIGNED FOR OCCUPANCY BY ONE FAMILY AND IS LOCATED ON A PLATTED SEPARATE LOT, DELINEATED BY FRONT, SIDE AND REAR LOT LINES.
- 3) *TWO-FAMILY DWELLING:* A SINGLE STRUCTURE DESIGNED AND CONSTRUCTED WITH TWO DWELLINGS UNITS UNDER A SINGLE ROOF FOR OCCUPANCY BY TWO FAMILIES, ONE IN EACH UNIT.
- 4) *CONDOMINIUM:* THE SEPARATE OWNERSHIP OF SINGLE DWELLING UNITS IN A MULTIPLE UNIT STRUCTURES WITH COMMON ELEMENTS.

RECORD KEEPING: THE LICENSEE SHALL KEEP RECORDS THAT REFLECT THE FOLLOWING INFORMATION IN A CURRENT MANNER:

- 1) NAMES OF ALL TENANTS OCCUPYING EACH UNIT.
- 2) NAME OF THE HEAD OF HOUSEHOLD.
- 3) DEGREE OF RELATION, IF ANY, BY BLOOD, MARRIAGE, OR ADOPTION OF TENANTS IN EACH UNIT TO EACH OTHER.

THE RECORDS SHALL BE AVAILABLE FOR REVIEW BY THE BUILDING OFFICIAL.

I CERTIFY THAT THE INFORMATION ON THIS FORM IS TRUE, CORRECT, AND COMPLETE. I FULLY UNDERSTAND THAT IT IS A CRIME TO KNOWINGLY MAKE ANY FALSE STATEMENTS CONCERNING ANY OF THE INFORMATION PROVIDED IN THIS APPLICATION.

SIGNATURE OF LICENSEE (OWNER/NON-RESIDENT AGENT) ATTESTING TO CERTIFICATION

DATE

PRINTED NAME

ARTICLE I. INCORPORATION; FORM OF GOVERNMENT: POWERS

[Sec. 1.01. Incorporation.](#)

[Sec. 1.02. Boundary.](#)

[Sec. 1.03. Annexation of property.](#)

[\[Sec. 1.04. Reserved.\]](#)

[Sec. 1.05. Form of government.](#)

[Sec. 1.06. Powers of city.](#)

[Sec. 1.07. General powers adopted.](#)

[Sec. 1.08. Power to acquire property for public purposes.](#)

Sec. 1.01. Incorporation.

The inhabitants of the City of Farmers Branch, Dallas County, Texas, within the corporate limits as now established or as hereafter established in the manner provided by law, shall continue to be a municipal body politic and corporate in perpetuity, under the name of the "City of Farmers Branch."

(Amd. no. 1, 5-1-1999)

Sec. 1.02. Boundary.

Boundary description: (Omitted).

Editor's note—

Section 1.02 sets out the metes and bounds description of the city limits. Since subsequent boundary changes may have rendered the description obsolete, it has been omitted.

Sec. 1.03. Annexation of property.

The City may annex and disannex property by following the procedure and requirements set out in the Texas Local Government Code and other applicable state statutes as they are from time to time amended.

(Amd. no. 1, 1-15-1983; amd. no. 27, 1-21-1989; amd. no. 1, 11-5-2013)

[Sec. 1.04. Reserved.]

Sec. 1.05. Form of government.

The municipal government provided by this Charter shall be known as the "council-manager form of government." Pursuant to its provisions and subject only to the limitations imposed by the Texas Constitution, and the laws of the State of Texas, and by this Charter, all powers of the City shall be vested in an elective council, hereinafter referred to as "the Council", which shall enact local legislation, adopt budgets, determine policies, appoint the judge of the municipal court, and appoint the City Manager, who shall execute the laws and administer the government of the City. All powers of the City shall be exercised in the manner prescribed by this Charter, or if the manner be not prescribed, then in such manner as may be prescribed by ordinance.

ARTICLE I. INCORPORATION; FORM OF GOVERNMENT: POWERS

(Amd. no. 1, 5-1-1999; amd. no. 14, 5-9-2009)

Sec. 1.06. Powers of city.

The City shall have all powers that now are or hereafter may be granted to municipalities by the constitution or laws of the State of Texas, and all such powers, whether expressed or implied, shall be exercised and enforced in the manner prescribed by this Charter, and when not prescribed therein, in such manner as may be provided by ordinance or resolution of the City Council of the City of Farmers Branch.

(Amd. no. 1, 5-1-1999)

Sec. 1.07. General powers adopted.

The enumeration of particular powers in the Charter shall not be held or deemed to be exclusive, but in addition to the powers enumerated herein, implied thereby to appropriate to the exercise thereof, the City shall have and may exercise all other powers which, under the constitution and laws of the State of Texas, it would be competent for the Charter specifically to enumerate. The City of Farmers Branch shall have and exercise all the powers conferred upon cities by what is known as the Home Rule Amendment to the constitution of the State of Texas and the enabling act relative thereto, passed by the Thirty-Third Legislature of the State of Texas, found in the published laws of said Legislature, Regular Session, pages 307 to 317, and effective July 7, 1913, and all other laws passed [by] the legislature of the State of Texas, relating thereto, or which may hereafter be passed by said legislature in relation to such matters.

Sec. 1.08. Power to acquire property for public purposes.

The City of Farmers Branch shall have the power to acquire, by condemnation, either private or public property located inside or outside of the corporate limits for the extension, improvement and enlargement of its water system, including riparian rights, water supply reservoirs, standpipes, water sheds, dams, the laying, building, maintenance and construction of water mains and the laying, erection, establishment or maintenance and construction of water mains and the laying, erection, establishment or maintenance of any appurtenances or facilities which will furnish to the inhabitants of the City an abundant supply of wholesome water; for sewerage plants and systems; rights-of-way for water and sewer lines; parks, playgrounds and schools, hospitals, fire stations, police stations, burial grounds and cemeteries, incinerators or other garbage disposal plants, streets, boulevards and alleys or other public ways, city jails, city halls and other municipal buildings or any right-of-way needed in connection with any property used for any purpose herein-above named; for the straightening or improving of the channel of any stream, branch or drain and for any other public purpose or public use. The procedure to be followed in any condemnation proceeding hereunder and authorized herein shall be in accordance with the provisions of the State law with reference to eminent domain.

(Amd. no. 27, 1-21-1989; amd. no. 1, 5-9-2009)

ARTICLE II. THE COUNCIL

[Sec. 2.01. Number, selection, term.](#)

[Sec. 2.02. Qualifications; code of ethics; removal from office.](#)

[Sec. 2.03. Compensation; expenditures; and travel policy.](#)

[Sec. 2.04. Vacancies in council.](#)

[Sec. 2.05. Presiding officer; Mayor; Mayor Pro Tempore; Deputy Mayor Pro Tempore.](#)

[Sec. 2.06. Powers.](#)

[Sec. 2.07. Appointment of city manager.](#)

[Sec. 2.08. Removal of city manager.](#)

[Sec. 2.09. Removal of other appointive officials.](#)

[Sec. 2.10. Council not to interfere in city manager's appointments or removals.](#)

[Sec. 2.11. Creation of new departments or offices.](#)

[Sec. 2.12. City Judge.](#)

[Sec. 2.13. Induction of council into office; meetings.](#)

[Sec. 2.14. Quorum; voting.](#)

[Sec. 2.15. Rules of procedure; minutes.](#)

[Sec. 2.16. Ordinances.](#)

[Sec. 2.17. Publication of ordinances.](#)

[Sec. 2.18. Independent annual audit.](#)

[Sec. 2.19. Council to be judge of qualifications of its members: procedure for removal.](#)

Sec. 2.01. Number, selection, term.

The Council shall consist of six members, a mayor and five Councilmembers, elected by the voters from the City at large in the manner provided in Article VII, for a term of three years or until their successors have been elected and take office as provided in [section 2.04](#).

(Amd. nos. 2, 28, 1-21-1989)

Sec. 2.02. Qualifications; code of ethics; removal from office.

(a) The members of the Council shall be qualified voters of the City who have been residents of the City for at least one (1) year prior to the date of election and who shall never have been convicted of a felony offense or any offense involving moral turpitude. Members of the Council shall hold no other public office except that of a Notary Public or they may be a member of the National Guard or naval or military reserve. When any elective or appointed official of the City, including members of appointed commissions or boards, files for election for any elected office or position, including but not limited to Federal, State, County or City office, other than the position presently held by that person and where the term of said position does not expire either before or simultaneously with the commencement of the term of the office or position that is being sought, his or her existing office shall be deemed vacated as of the date of filing.

(Amd. no. 2, 11-5-2013)

(b) The City Council shall by ordinance adopt a Code of Ethics applicable to members of the City Council and to all appointed officers of the City.

ARTICLE II. THE COUNCIL

- (c) A member of the Council may be removed from office, in accordance with the procedures set out herein in [Section 2.19](#) if the Councilmember:
- (1) lacks at any time during his or her term of office any qualification for the office prescribed by this Charter or by law,
 - (2) willfully violates any express prohibition of this Charter,
 - (3) is guilty of official misconduct as defined in [Section 9.18](#)
 - (4) is incompetent, as defined in [Section 9.17](#)
 - (5) is convicted of a felony offense or any offense involving moral turpitude,
 - (6) fails to attend three (3) regular meetings or 25% of the regular meetings in any six (6) month period, without being excused by the City Council, or
(Amd. no. 3, 11-5-2013)
 - (7) knowingly violates the City Council Code of Ethics.
(Amd. no. 1, 4-20-1968; amd. no. 1, 4-3-1971; amd. no. 3, 1-15-1983; amd. nos. 3, 28, 1-21-1989; amd. nos. 1, 3, 5-1-1999; amd. No. 14, 5-9-2009)

State law reference— Conflicts of interest, V.T.C.A., Government Code § 171.001 et seq.

Sec. 2.03. Compensation; expenditures; and travel policy.

- (a) Members of the Council shall serve without pay or compensation provided, however, they shall be entitled to reimbursement of necessary expenses incurred in the performance of their official duties from funds budgeted for such purposes.
(Amd. no. 4, 11-5-2013)
- (b) The City Council shall by ordinance adopt a policy addressing expenditures by members of the Council in the performance of their official duties and providing methods for reporting and verifying such expenditures. The policy shall include provisions addressing expenditures for travel by members of the Council and their spouses.

Sec. 2.04. Vacancies in council.

Vacancies occurring in all Council positions shall be filled by a special election to be held within one hundred twenty (120) days after the vacancy occurred.

(Amd. no. 2, 4-3-1971; amd. no. 4, 1-15-1983; amd. nos. 2, 4, 1-21-1989; amd. no. 2, 5-1-1999; amd. no. 2, 5-9-2009)

Sec. 2.05. Presiding officer; Mayor; Mayor Pro Tempore; Deputy Mayor Pro Tempore.

The Mayor shall preside at meetings of the Council, and shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The Mayor may participate in the discussion of all matters coming before the Council, but shall not be entitled to vote on legislative or other matters except in case of a tie, when the Mayor shall have the right to cast the deciding vote, or unless such right to vote in other specific cases is expressly provided for in this Charter. The Council shall elect from among the Councilmembers a Mayor Pro Tempore and a Deputy Mayor Pro Tempore who shall perform the duties of Mayor in case of the absence or disability of the Mayor. In case of the absence or disability of the Mayor, the Mayor Pro Tempore, [and] the Deputy Mayor Pro Tempore, the remaining members of the Council shall elect one of their members to act as Mayor temporarily during such absence or disability. The Mayor Pro Tempore or

ARTICLE II. THE COUNCIL

Deputy Mayor Pro Tempore shall not be deprived of the right to vote on matters coming before the Council when acting as mayor. A vacancy in the office of Mayor shall be filled by the Council in the same manner as provided in [section 2.04](#).

(Amd. no. 3, 4-3-1971; amd. no. 28, 1-21-1989; amd. no. 4, 5-1-1999)

Sec. 2.06. Powers.

Except as otherwise provided by this Charter, all powers of the City and the determination of all matters of policy shall be vested in the Council. Without limitation of the foregoing powers of the Council, the Council shall also have the power to:

- (1) Appoint and remove the City Manager and the City Judge;
- (2) Upon the recommendation of the City Manager, establish other administrative departments and distribute the work of divisions;
- (3) Adopt the budget of the City;
- (4) Authorize the issuance of bonds by a bond ordinance;
- (5) Inquire into the conduct of any office, department or agency of the City and make investigations as to municipal affairs;
- (6) Appoint the members of the Planning and Zoning Commission;
- (7) Appoint the members of the Zoning Board of Adjustment;
- (8) Adopt and modify the official map of the City;
- (9) Regulate and restrict the area, height, and number of stories of buildings and other structures, the size of yards and courts, the density of populations and the location and use of buildings for trade, industry, business, residence or other purpose, and such other zoning regulations as may be authorized by law;
- (10) Adopt, modify and carry out plans proposed by the Planning and Zoning Commission for the replanning, reconstruction or redevelopment of any area or district;
- (11) Provide for an independent audit;
- (12) Appoint any and all other committees, commissions, and advisory boards it deems necessary;
- (13) Exercise all other powers authorized under State law for Home Rule Cities.

(Amd. no. 4, 4-3-1971; amd. no. 5, 1-15-1983; amd. no. 27, 1-21-1989; amd. no. 5, 5-1-1999)

Sec. 2.07. Appointment of city manager.

The Council, including the Mayor (who shall have the right to vote), upon the affirmative vote of four (4) members (which may include the Mayor), shall appoint a City Manager for an indefinite term who shall be the chief administrator and executive officer of the City. No member or former member of the Council shall ever be appointed City Manager. The City Manager shall have no authority over any appointive board or committee, which is appointed by the Council and receives its authority from the Council.

(Amd. 4-20-1968; amd. no. 5, 4-3-1971; amd. no. 6, 1-15-1983; amd. no. 14, 5-9-2009; amd. no. 5, 11-5-2013)

Sec. 2.08. Removal of city manager.

The Council, including the Mayor (who shall have the right to vote), may, upon the affirmative vote of four (4) members, remove the City Manager from office. The action of the Council in removing the City

ARTICLE II. THE COUNCIL

Manager shall be final, it being the intention of this Charter to vest all authority and fix all responsibility for such removal in the Council.

(Amd. no. 6, 4-3-1971; amd. no. 6, 1-15-1983)

Sec. 2.09. Removal of other appointive officials.

The Council may, upon affirmative vote of a majority of a quorum of the Council, remove members of its appointive boards or commissions without notice, except to the extent that such removal shall be otherwise controlled by State law.

(Amd. no. 7, 1-15-1983)

Sec. 2.10. Council not to interfere in city manager's appointments or removals.

Neither the City Council nor any of its members shall direct or request the appointment to or removal from office of any person by the City Manager or any of the City Manager's subordinates. However, the Council may consult with and advise the City Manager, make inquiry regarding the appointments or removals and may express their opinion in regard thereto. In regard to administrative and executive duties under the City Manager, the Council and its members shall deal solely through the City Manager and neither the Council nor any member thereof shall give orders to any subordinates of the City Manager, either publicly or privately. Willful violations of the foregoing provision shall constitute an act of official misconduct and a ground for removal as set out in [section 2.02](#).

(Amd. no. 7, 4-3-1971; amd. no. 28, 1-21-1989; amd. no. 18, 11-5-2013)

Sec. 2.11. Creation of new departments or offices.

The Council, upon the recommendation of the City Manager, may, by ordinance, create, change, and abolish offices, departments or agencies, other than the offices, departments and agencies established by this Charter.

(Amd. no. 6, 11-5-2013)

Sec. 2.12. City Judge.

The Council shall appoint a magistrate of the Municipal Court to be known as the City Judge to serve a term of one (1) year. The City Judge may be removed by the Council at any time for incompetence, misconduct, malfeasance, and nonfeasance, or disability. The City Judge shall receive such salary as may be fixed by the Council from time to time. The Council may appoint such alternate city judges as it may deem necessary from time to time, prescribe their compensation, and designate the order of priority to act in place of the City Judge in the event of the City Judge's unavailability, disability, or failure to act for any reason. Any person or persons so appointed to act as City Judge or alternate City Judge shall be an attorney at law who is duly licensed to practice law in the State of Texas and whose license is currently in good standing. All costs and fines imposed by the Municipal Court shall be paid into the City Treasury for the use and benefit of the City. In the event the municipal court is converted to a court of record, all aspects of the Court, including the selection and tenure of the judge, shall be consistent with the existing statute.

(Amd. no. 8, 4-3-1971; amd. no. 8, 1-15-1983; amd. no. 8, 1-21-1989; amd. no. 2, 5-1-1999)

Sec. 2.13. Induction of council into office; meetings.

The first meeting of each newly elected Council, for induction into office, shall be on the first Tuesday following its election or the earliest date authorized by the Texas Election Code for the canvassing of local

ARTICLE II. THE COUNCIL

elections if such date is later than the first Tuesday following the election.. At such meeting, the first order of business shall be the canvassing of returns, declaring the results and the swearing in of such newly elected Councilmembers. The Council shall meet regularly at such times as it may decide, but not less frequently than once each month. Special meetings of the Council may be called by the Mayor or any two Councilmembers giving written notice of such meetings to the City Secretary, who shall notify each member of the Council and the City Manager of the time and place of each meeting and the purpose for which it was called. All meetings of the Council shall be open to the public except as provided by State law.

(Amd. no. 9, 4-3-1971; amd. nos. 5, 28, 1-21-1989; amd. no. 3, 5-9-2009)

Sec. 2.14. Quorum; voting.

Any four (4) members of the Council (which may include the Mayor) shall constitute a quorum necessary for the transaction of official business at any meeting of the Council. Voting shall be by "aye" or "no" on roll call or by a show of hands and a simple majority shall be required to carry a motion, unless otherwise specifically provided for in this Charter or by state law. Any member may call for a roll call vote at any time on any matter being voted on by the Council, and the vote of each member shall be recorded in the minutes of the meeting. Any Councilmember abstaining from voting, except when disqualified, shall be taken as an affirmative vote.

(Amd. no. 10, 4-3-1971)

Sec. 2.15. Rules of procedure; minutes.

The Council shall determine its own rules and order of business. It shall keep minutes of its proceedings and the minutes shall be open to public inspection. Minutes of all meetings of the Council shall be prepared for review and acceptance by the Council at its next subsequent regular meeting. Upon their acceptance by the Council, the minutes shall be entered in the minute book of the Council and the City Secretary shall at the same time provide a permanent and adequate index showing the action of the Council in regard to all matters submitted to it at both regular and special meetings.

(Amd. no. 6, 1-21-1989; amd. no. 14, 5-9-2009)

Sec. 2.16. Ordinances.

In addition to such acts of the Council as are required by statute or by this Charter to be by Ordinance, every act of the Council establishing a fine or other penalty or providing for the expenditure of funds or for the contracting of indebtedness, shall be by Ordinance. The enacting clause of all ordinances shall be: "Be it ordained by the City Council of the City of Farmers Branch."

Sec. 2.17. Publication of ordinances.

All ordinances required to be published in a newspaper by State Law shall be published in accordance with the law.

(Amd. no. 6, 5-1-1999)

Sec. 2.18. Independent annual audit.

Prior to the end of each fiscal year as defined in [section 4.01](#) of this Charter, the Council shall designate certified public accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the City government and shall submit their report to the Council and to the City Manager. Such accountants shall have no personal interest,

ARTICLE II. THE COUNCIL

direct or indirect, in the fiscal affairs of the City government or of any of its officers. They shall not maintain any accounts or records of the city business, but, within specifications approved by the Council, shall postaudit the books and documents kept by the Department of Finance and any separate subordinate accounts kept by any other office, department or agency of the City Government. A copy of such audit shall be kept in the Office of the City Secretary subject to inspection by any citizen and officer during regular office hours.

(Amd. no. 7, 1-21-1989; amd. no. 1, 5-1-1999)

Sec. 2.19. Council to be judge of qualifications of its members: procedure for removal.

The Council shall be the judge of the election and qualifications of its members. If a member of the Council is charged with a ground for removal, as set out in [section 2.02](#), such charges shall be set for hearing not less than ten (10) nor more than thirty (30) days from the date on which the written charges are presented. At such hearing, the accused shall have the right to present evidence in his or her defense, but shall be disqualified from voting as to his or her innocence or guilt. At the conclusion of the evidence, a vote shall be taken, and upon the affirmative vote of four (4) Councilmembers (excluding the Mayor), the accused member shall be removed from office and the member's seat declared vacant. The Council shall have the power to subpoena witnesses and require the production of records, but the decision of the Council in the exercise of such power shall be subject to review by the courts.

(Amd. no. 11, 4-3-1971; amd. nos. 8, 28, 1-21-1989)

ARTICLE III. THE CITY MANAGER

[Sec. 3.01. The city manager; qualifications.](#)

[Sec. 3.02. The city manager; powers and duties.](#)

[Sec. 3.03. Absence of city manager.](#)

[Sec. 3.04. Administrative departments.](#)

[Sec. 3.05. Directors of departments.](#)

[Sec. 3.06. City secretary.](#)

Sec. 3.01. The city manager; qualifications.

The City Manager shall be chosen by the Council solely on the basis of his or her executive and administrative training, experience and ability, and without regard to political consideration. The City Manager need not when appointed be a resident of the City of Farmers Branch or the State of Texas, but during his or her tenure of office shall reside in the City of Farmers Branch.

(Amd. no. 28, 1-21-1989)

Sec. 3.02. The city manager; powers and duties.

The City Manager shall be chief executive officer and the head of the administrative branch of the City government. The City Manager shall be responsible to the Council for proper administration of all affairs of the City under the City Manager's jurisdiction and, to that end, shall have power and shall be required to:

- (1) Appoint and when necessary for the welfare of the City, remove any officer or employee of the City except as otherwise provided by this Charter and except as the City Manager may authorize the head of a department to appoint and remove subordinates in such department;
- (2) Prepare and submit to the Council an annual budget and be responsible for its administration after adoption;
- (3) Prepare and submit to the Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year. The report shall be prepared on a basis prescribed by generally accepted accounting principles as applied to municipal governments. The report shall be submitted to the Council within 120 days of the end of the fiscal year. An extension of this deadline may be granted by the Council at its discretion;
- (4) Keep the Council advised of the financial condition and future needs of the City and make such recommendations as may seem desirable;
- (5) Perform such other duties as may be prescribed by this Charter or required by the Council, not inconsistent with this Charter;
- (6) Attend all meetings of the City Council, except when the City Manager is under discussion, with the right to take part in the discussions, but having no vote; and he shall be notified of all special meetings of the Council;
- (7) Establish and maintain, for submission to the council, basic organizational charts setting forth department heads, responsibilities and duties of each and a brief job description of all employees under such department heads;
- (8) Submit a report to the City Council no later than ninety (90) days after the independent auditor's report has been submitted to the Council. The City Manager's report shall outline actions to be taken concerning the auditor's recommendations, including, but not limited to, specific

ARTICLE III. THE CITY MANAGER

responses to any internal control weakness identified by the auditors. The report shall include expected dates of implementations of any remedial action warranted;

(9) Provide recommendations to the City Council for the establishments of departments.

(Amd. no. 12, 4-3-1971; amd. nos. 9, 10, 28, 1-21-1989; amd. no. 1, 5-1-1999; amd. no. 14, 5-9-2009; amd. no. 7, 11-5-2013)

Sec. 3.03. Absence of city manager.

To perform the City Manager's duties during his or her temporary absence or disability, the City Manager may designate by letter filed with the City Secretary a qualified administrative officer of the City. In the event of failure of the Manager to make such designation, the Council may by resolution appoint an officer of the City to perform the duties of the City Manager until the City Manager returns or his or her disability shall cease.

(Amd. no. 28, 1-21-1989; amd. no. 1, 5-1-1999, amd. nos. 18 and 19, 11-5-2013)

Sec. 3.04. Administrative departments.

The City Council shall establish departments by ordinance upon the recommendation of the City Manager.

(Amd. no. 7, 5-1-1999)

Sec. 3.05. Directors of departments.

At the head of each department there shall be a director, who shall be an officer of the City and shall have supervision and control of the department subject to the City Manager. Two or more departments may be headed by the same individual, the City Manager may head one or more departments, and directors of departments may also serve as chiefs of divisions.

(Amd. no. 19, 11-5-2013)

Sec. 3.06. City secretary.

The City Manager shall appoint an officer of the City, who shall have the title of the City Secretary, shall give notice of the Council meetings, shall keep minutes of its proceedings, shall authenticate by his or her signature and record in full in a book kept for the purpose all ordinances and resolutions and shall perform such other duties as shall be required by this Charter or by the City Manager.

(Amd. no. 28, 1-21-1989)

ARTICLE IV. BUDGET

[Sec. 4.01. Fiscal year: Budget year: Accounting year.](#)

[Sec. 4.02. Preparation and submission of budget.](#)

[Sec. 4.03. Budget form.](#)

[Sec. 4.04. Budget a public record.](#)

[Sec. 4.05. Publication and notice of public hearing.](#)

[Sec. 4.06. Hearing and adoption of budget.](#)

[Sec. 4.07. Budget establishes appropriations and amount to be raised by ad valorem taxation.](#)

[Sec. 4.08. Unallocated reserve fund.](#)

[Sec. 4.09. Amendment and supplemental budgets.](#)

[Sec. 4.10. Defect shall not invalidate tax levy.](#)

[Sec. 4.11. Budget establishes appropriations; transfer of unencumbered appropriations.](#)

Sec. 4.01. Fiscal year: Budget year: Accounting year.

The fiscal year of the City government shall begin on the first day of October and shall end on the last day of September of each calendar year. The fiscal year shall constitute the budget and the accounting year.

Sec. 4.02. Preparation and submission of budget.

Prior to the 1st day of August in each year, the City Manager shall prepare, file with the City Secretary, and furnish to each member of the Council a carefully itemized budget outlining anticipated receipts and proposed expenditures of the City, showing as definitely as possible appropriations desired for each project and the operation for the next succeeding fiscal year, comparing the same with the budget of the then current fiscal year, and stating the estimated receipts and expenditures of the current year. Concurrently with the submission of an operating budget, the City Manager shall prepare and present a capital projects budget outlining all proposed capital projects and sources of funding for a period of at least three years. The City Manager shall also outline all debt service payments and sources of funding. Each employee, officer, board and department shall furnish the City Manager such information as may be required by the City Manager for the proper preparation of each budget. The proposed budget shall contain an estimate of the rate of tax required for the then current calendar year.

(Amd. no. 10, 1-15-1983; amd. nos. 11, 12, 28, 1-21-1989; amd. no. 8, 5-1-1999; amd. no. 19, 11-5-2013)

Sec. 4.03. Budget form.

At the head of the budget there shall appear a summary of the budget in such a manner as to present to taxpayers a simple and clear summary of the detailed estimates of the budget. The City Manager shall at the same time submit a budget message explaining the need of the requested appropriations and stating what pending capital projects, if any, will likely require the issuance of bonds or warrants.

(Amd. no. 14, 5-9-2009)

ARTICLE IV. BUDGET

Sec. 4.04. Budget a public record.

The budget and budget message and all supporting schedules shall be a public record in the office of the City Secretary open to public inspection by anyone.

Sec. 4.05. Publication and notice of public hearing.

The budget shall be filed with the City Secretary before the 30th day before the City establishes and sets its tax rate. The City Council shall call and hold a public hearing on the budget after the 25th day after the budget is filed with the City Secretary. Notice of the public hearing shall be published at least one time in a newspaper of general circulation not earlier than thirty (30) days nor later than ten (10) days before the date of the public hearing.

(Amd. no. 5, 4-20-1968; amd. no. 2, 5-1-1999)

Sec. 4.06. Hearing and adoption of budget.

At the time advertised or at any time to which public hearing shall be adjourned, the Council shall hold a public hearing on the budget as submitted, at which all interested persons shall be given an opportunity to be heard for or against the estimates or any item therein. After the conclusion of such public hearing, the Council may make such changes, if any, in the budget as in their judgment the law warrants and the best interests of the taxpayers of the City demand. The budget, as amended, if there be changes, shall then be adopted by Ordinance which shall also fix the tax rate per \$100.00 assessed value which shall apply to the current tax year. The City Manager shall file a copy of the budget with the County Clerk of Dallas County and with the Comptroller of the State of Texas.

Sec. 4.07. Budget establishes appropriations and amount to be raised by ad valorem taxation.

The budget shall state the amount of money to be raised by ad valorem taxation.

(Amd. nos. 13, 14, 1-21-1989)

Sec. 4.08. Unallocated reserve fund.

When recommended by the City Manager and in the discretion of the Council, the budget may contain a reasonable sum set aside as an unallocated reserve fund to meet unexpected and unforeseen contingencies in current operating costs of any budget project.

Sec. 4.09. Amendment and supplemental budgets.

In case of grave public necessity, emergency expenditures to meet unusual and unforeseen conditions which could not, by reasonable diligent thought and attention, have been included in the original budget may from time to time be authorized, upon the affirmative vote of a majority of a quorum of the Council, as amendments or supplements to the original budget. Such supplements and amendments shall be approved in an Ordinance and shall be filed with the original budget.

(Amd. no. 10, 1-15-1983)

Sec. 4.10. Defect shall not invalidate tax levy.

Defects in the form or preparation of the budget or the failure to perform any procedural requirement shall not invalidate any tax levy or the tax roll.

ARTICLE IV. BUDGET

Sec. 4.11. Budget establishes appropriations; transfer of unencumbered appropriations.

Amounts set forth in the budget as approved expenditures shall be appropriated to the objects and purposes identified therein. The City Council may authorize the City Manager to transfer unencumbered appropriations within a department to an extent identified by the Council in its grant of such authorization. The Council, by ordinance, may amend the budget by transferring any unencumbered amounts within any fund of the City.

(Amd. no. 14, 1-21-1989)

ARTICLE V. BONDS, WARRANTS AND OTHER EVIDENCES OF INDEBTEDNESS

[Sec. 5.01. Power to issue.](#)

[Sec. 5.02. Manner of issuance.](#)

Sec. 5.01. Power to issue.

In keeping with the Constitution of the State of Texas, and not contrary thereto, the City of Farmers Branch, shall have the right to issue all tax bonds, revenue bonds, funding and refunding bonds, time warrants and other evidences of indebtedness for any public purpose, so long as not prohibited by the general laws of the State of Texas, including, but not limited to, bonds or other evidences of indebtedness to promote or finance economic development within the City.

(Amd. no. 8, 11-5-2013)

Sec. 5.02. Manner of issuance.

Bonds and warrants of the City of Farmers Branch shall be issued in the manner provided by the general laws of the State of Texas applicable to cities and towns.

ARTICLE VI. ASSESSMENT AND COLLECTION OF TAXES ^[2]

[Sec. 6.01. Power to tax.](#)

[Sec. 6.02. Where payable.](#)

[Sec. 6.03. Property subject to tax.](#)

[Sec. 6.04. Appraisal of property; method of assessment.](#)

[Sec. 6.05. Tax liens, liabilities and suits.](#)

[Sec. 6.06. Ratification.](#)

[Sec. 6.07. General powers.](#)

[Sec. 6.08. Assessor and collector of taxes.](#)

Sec. 6.01. Power to tax.

- (a) The Council shall have the power to levy, assess, and collect any tax authorized by the Constitution and the general laws of the State of Texas to be levied, assessed, and collected by a municipal corporation.
- (b) The council shall have the power to grant tax exemptions in accordance with the Constitution and statutes of the State of Texas.

Sec. 6.02. Where payable.

- (a) All taxes shall be payable at the Office of the Assessor and Collector of Taxes in the City of Farmers Branch at the City Hall Building or at such places both within and without the City of Farmers Branch as may be specifically designated by the Council.
- (b) No demand for such taxes shall be necessary, but it is the duty of the taxpayer to make payment of all such taxes in cash within the time specified.

Sec. 6.03. Property subject to tax.

All real and tangible personal property located in the City of Farmers Branch on January 1 of each year is taxable by the City unless exempt by law.

Sec. 6.04. Appraisal of property; method of assessment.

All taxable property located within the corporate limits of the City of Farmers Branch shall be appraised and assessed in accordance with the Texas Property Tax Code.

Sec. 6.05. Tax liens, liabilities and suits.

All taxable property located in the City on January 1 of each year shall stand charged from that date with a lien as allowed by the Texas Property Tax Code in favor of the City for the taxes due.

Sec. 6.06. Ratification.

All taxes heretofore assessed are ratified and all ordinances relating to taxes now in force shall continue until amended or repealed by the Council.

ARTICLE VI. ASSESSMENT AND COLLECTION OF TAXES

Sec. 6.07. General powers.

Unless otherwise provided by this Charter and by ordinances passed hereunder or by the Property Tax Code of the State of Texas, all property in the City liable for taxation shall be assessed in accordance with the general laws of the State of Texas insofar as applicable. In addition to the powers herein conferred with reference to the assessment and collection of taxes, the City of Farmers Branch shall have and may exercise all powers and authority now conferred or which may hereafter be conferred upon cities having a population of more than 5,000 inhabitants by the general laws of the State of Texas.

Sec. 6.08. Assessor and collector of taxes.

The City Manager shall appoint a Tax Assessor and Collector for the City who meets all statutory requirements for the position. The Tax Assessor and Collector shall give bonds as may be required by the Council.

FOOTNOTE(S):

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Editor's note— Article VI, sections 6.01 through 6.08 inclusive, were amended at an election held January 21, 1989. ([Back](#))

ARTICLE VII. NOMINATIONS AND ELECTIONS

[Sec. 7.01. Elections.](#)

[Sec. 7.02. Regulation of elections.](#)

[Sec. 7.03. Nominations.](#)

[Sec. 7.04. Number, selection and term of city council.](#)

[Sec. 7.05. The official ballot.](#)

[Sec. 7.06. Qualified voter.](#)

[Sec. 7.07. Laws governing city elections.](#)

[Sec. 7.08. Conducting and canvassing elections; runoff elections.](#)

[Sec. 7.09. Oath of office.](#)

Sec. 7.01. Elections.

The regular City election shall be held annually on the uniform election date in May of each year as set by State law, at which time officers will be elected to fill those offices which become vacant that year. The City Council shall fix the hours and place for holding such election in accordance with State law. The City Council may, by resolution, order a special election, fix the time and place for holding same, and provide all means for holding such special election as set by State Law.

At the regular City Council election in 1989, Council places 1, 3 and 5 shall be filled by filling one place for a three-year term and two places for two-year terms. The place to be filled for the three-year term shall be selected by lot. At the regular City Council election in 1990, Council places 2 and 4 and the Mayor shall be filled by electing one position for a two-year term and two positions for three-year terms. The position to be filled for the two-year term shall be selected by lot. At the regular City Council election in 1991 and in all subsequent City Council elections, all Council places and the Mayor shall be filled for three-year terms.

(Amd. no. 1, 4-4-1964; amd. nos. 16, 17, 1-21-1989)

Sec. 7.02. Regulation of elections.

The City Council shall make all regulations which it considers needful or desirable, not inconsistent with this Charter or the laws of the State of Texas, for the conduct of municipal elections, for the prevention of fraud in such elections and for the recount of ballots in case of doubt or fraud. Municipal elections shall be conducted by the appointed election authorities as specified in [section 7.09](#) who shall also have power to make regulations not inconsistent with this Charter or with any regulations made by the Council or the laws of the State of Texas.

(Amd. no. 1, 5-1-1999)

Sec. 7.03. Nominations.

Any person, having the qualifications required by this Charter, may be nominated for the Council by petition of sufficient qualified voters of the City to satisfy the requirements of State law, who shall be designated as the candidate's sponsors. Such petition must comply in all respects with the requirements of this Charter and State law. No voter shall sign more than one such petition for any one Council place and should a voter do so, the voter's signature shall be void except as to the petition first filed. With each signature shall be stated the place of residence of the signer, giving the street and number or other description sufficient to identify it and such other information as shall be required by State law. Nominating petitions shall be signed and filed not earlier than ninety days nor later than thirty (30) days

ARTICLE VII. NOMINATIONS AND ELECTIONS

before the election with the City Secretary. Nominations shall be accepted in writing by the nominees, and shall be acknowledged by such nominee before the City Secretary or other person authorized to administer oaths under the law of the State of Texas. The petition shall be in substantially the following form:

"We, the undersigned voters of the City of Farmers Branch, hereby nominate and sponsor _____, whose residence is _____, for the office of _____, place _____, to be voted for at the election to be held on the ;daterule; day of ;daterule;, 20 _____; and we individually certify that we are qualified to vote for a candidate for the Council and that during the current election we have not signed any other nominating petition for the one council place for which we are now nominating the above candidate."

Name, Street Number and Address from which last registered (if different)

_____ Date of Signing

(SPACES FOR SIGNATURES AND REQUIRED DATA)

Acceptance of Nomination

"I do hereby declare that I accept the nomination for the Council and agree to serve if elected. I am _____ years of age, a qualified voter of the City of Farmers Branch, a resident of the United States, and have been a resident of the City of Farmers Branch or an area now within the corporate limits of the City for at least one year. I am not in arrears in the payment of any taxes or other liability due the City. At the present time I reside at _____ Street in the City of Farmers Branch."

Signature of candidate _____ Date and hour of filing _____ Received by _____ (Signature of city secretary)

STATE OF TEXAS

COUNTY OF DALLAS

BEFORE ME the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and who acknowledged to me that the same was subscribed as his or her free act and deed for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ;daterule; Day of ;daterule;, 20_____.

_____ Notary Public, Dallas County, Texas

(Amd. no. 14, 4-3-1971; amd. nos. 18, 28, 1-21-1989)

Sec. 7.04. Number, selection and term of city council.

The Council, consisting of a Mayor and five Councilmembers, shall be selected as follows:

- (a) The Mayor shall be elected by a majority vote of the qualified voters voting at the election.
- (b) The five Councilmembers shall be elected to individual places, designated by number, from the City at large and each shall be elected by a majority vote of the qualified voters voting at the election.
- (c) The Mayor and each Councilmember shall hold office for a period of three years and until his or her successor is duly elected and qualified.
- (d) Commencing with the regular municipal election held in 2011 and continuing thereafter:

ARTICLE VII. NOMINATIONS AND ELECTIONS

- (1) No person elected to the office of Mayor may serve in such office for more than two consecutive terms until at least three years have elapsed from the expiration of such person's previous term of office as Mayor; provided however such person is eligible to become a candidate for, and may serve two terms of office as a Councilmember;
- (2) No person elected to the office of Councilmember may serve in such office for more than two consecutive terms until at least three years have elapsed from the expiration of such person's previous term of office as a Councilmember; provided however such is eligible to become a candidate for, and may serve two terms of office as Mayor;
- (3) No person elected to the Council may serve more than two consecutive terms of office as Mayor and two consecutive terms of office as a Councilmember, or a maximum of four consecutive terms of office on the Council whether as Mayor or as a Councilmember, until at least three years have elapsed from the expiration of such person's previous term of office on the Council, whether as Mayor or as a Councilmember.

(Amd. nos. 2, 28, 1-21-1989; Ord. No. 3141, 5-25-2011)

Sec. 7.05. The official ballot.

The names of all candidates for office, except such as may have been withdrawn, died or become ineligible, shall be placed on the ballot without party designations and in the order determined in a drawing of lots conducted by the City Council.

Sec. 7.06. Qualified voter.

Every person resident in the City of Farmers Branch who is a qualified voter under the laws of the State of Texas shall be entitled to vote in any City election.

(Amd. no. 12, 1-15-1983; amd. no. 1, 5-1-1999)

Sec. 7.07. Laws governing city elections.

All City elections shall be governed, except as otherwise provided by this Charter, by the laws of the State of Texas governing general and municipal elections.

Sec. 7.08. Conducting and canvassing elections; runoff elections.

The election judges and other necessary election officials for conducting all such elections shall be appointed by the City Council. The election judges shall conduct the elections, determine, record and report the results as provided by the general election laws of the State of Texas. In accordance with the provisions of the Texas Election Code, the City Council shall meet after election day, open the returns, canvass and officially declare the results of the election as to candidates and questions and issue certificates of election to candidates elected as hereinbefore provided. In the event no candidate for a given office has received the necessary majority, the Mayor shall, on the first day following the completion of the official canvas, call a second election to be held on a date authorized for such purpose by State law as adopted by resolution of the City Council. At the second election, the ballot shall list the names of the two (2) candidates receiving the first and second highest number of votes for a given office (in the first election) in the order determined in a drawing of lots conducted by the City Council. Should one of such candidates withdraw, die, or become ineligible, the other shall be declared elected to office without a second election. Any tie shall be decided by lot. All elections shall be governed by the Texas Election Code and the laws applicable to municipal elections.

(Amd. no. 13, 1-15-1983; amd. no. 19, 1-21-1989; amd. no. 2, 5-1-1999; amd. no. 9, 11-5-2013)

ARTICLE VII. NOMINATIONS AND ELECTIONS

Sec. 7.09. Oath of office.

Every officer of the City shall, before entering upon the duties of the office, take and subscribe to the statement of elected or appointed officer and the oath of office pursuant to the Texas Constitution Art. XVI, Sec. 1(e) and (f).

(Amd. no. 28, 1-21-1989; amd. no. 2, 5-1-1999)

ARTICLE VIII. FRANCHISES AND PUBLIC UTILITIES

[Sec. 8.01. Powers of the city.](#)

[Sec. 8.02. Franchises, use of city property, power of council.](#)

[Sec. 8.03. Franchise value not to be allowed.](#)

[Sec. 8.04. Right of regulation.](#)

[Sec. 8.05. Consent of property owners.](#)

[Sec. 8.06. Extensions.](#)

[Sec. 8.07. Temporary permits.](#)

[Sec. 8.08. Other conditions.](#)

[Sec. 8.09. Franchise records.](#)

[Sec. 8.10. Accounts of municipally owned utilities.](#)

[Sec. 8.11. Relations of rates and services.](#)

[Sec. 8.12. Rate changes.](#)

Sec. 8.01. Powers of the city.

In addition to the city's power to buy, own, construct, maintain, and operate utilities, within or without the City limits, and to manufacture and distribute electricity, gas, or anything else that may be needed or used by the public, the City shall have further powers as may now or hereafter be granted under the Constitution and laws of the State of Texas.

Sec. 8.02. Franchises, use of city property, power of council.

The City Council shall have power to control and to grant, amend, renew or extend by ordinance all franchises, and all use of the City's property, owned in fee title or otherwise, streets, alleys, easements, right-of-ways and all commercial and business uses of said City property by public utilities and all providers of radio, television transmission, cable, internet communications, telecommunications service, electronic communication and all other uses of City property. The City's exercise of power shall be in conformity with applicable Federal and State laws, rules and regulations and applicable City ordinances that implement this section.

(Amd. No. 10, 5-1-1999)

Sec. 8.03. Franchise value not to be allowed.

In fixing reasonable rates and charges for utility service within the City and in determining the just compensation to be paid by the City for public utility property which the City may acquire by condemnation or otherwise, nothing shall be included as the value of any franchise granted by the City under this Charter.

Sec. 8.04. Right of regulation.

All grants, renewals, extensions, or amendments or public utility franchises, whether it be so provided in the ordinance or not, shall be subject to the right of the City:

ARTICLE VIII. FRANCHISES AND PUBLIC UTILITIES

- (1) To repeal the same by ordinance at any time for failure to begin construction or operation within the time prescribed or for failure otherwise to comply with the terms of the franchise, such power to be exercised only after due notice and hearing.
- (2) To require an adequate and reasonable extension of plant and service, and the maintenance of the plant and fixtures at the standard necessary to render the highest reasonable quality of utility service to the public.
- (3) To establish reasonable standards of service and quality of products and prevent unjust discrimination in service or rates.
- (4)
 - (a) To prescribe the form of accounts kept by each such utility; provided, that if the utility shall keep its accounts in accordance with the uniform system of accounts for said utility prescribed by the National Association of Railroad and Public Utility Commissioners, the Federal Power Commission, the Federal Communications Commission, the Railroad Commission of Texas, or their successors, or other State or Federal utility regulating agencies, this shall be deemed sufficient compliance with this paragraph.
 - (b) At any time to examine and audit the accounts and other records of any such utility and to require annual and other reports, including reports on local operations by each such public utility.
- (5) To impose such reasonable regulations and restrictions as may be deemed desirable or conducive to the safety, welfare, and accommodation of the public.

Sec. 8.05. Consent of property owners.

The consent of abutting and adjacent property owners shall not be required for the construction, extension, maintenance or operation of any public utility; but nothing in this Charter or in any franchise granted thereunder shall ever be construed to deprive any such property owners of any right of action for damage or injury to his or her property as now or hereafter provided by law.

(Amd. no. 28, 1-21-1989)

Sec. 8.06. Extensions.

All extensions of public utilities within the City limits shall become a part of the aggregate property of the public utility, shall be operated as such, and shall be subject to all the obligations and reserved rights contained in this Charter and in any original grant hereafter made. The right to use and maintain any extension shall terminate with the original grant and shall be terminable as provided in [section 8.04](#)(1). In case of an extension of public utility operated under a franchise hereafter granted, such right shall be terminable at the same time and under the same conditions as the original grant.

Sec. 8.07. Temporary permits.

Permits unconditionally revocable at the will of the governing body for minor or temporary privileges in the streets, public ways and public places of the city may be granted and revoked by ordinance from time to time, and such permits shall not be deemed franchises as the term is used in this Charter.

Sec. 8.08. Other conditions.

All franchises heretofore granted are recognized as contracts between the City of Farmers Branch and the grantee, and the contractual rights as contained in any such franchises, shall not be impaired by the provisions of this Charter, except that the power of the City of Farmers Branch to exercise the right of eminent domain in the acquisition of any utility property is in all things reserved, as is the right to require adequate and reasonable extension of plant and service and the maintenance of the plant fixtures at the

ARTICLE VIII. FRANCHISES AND PUBLIC UTILITIES

standard necessary to render the highest reasonable quality of utility service to the public. Every public utility franchise hereafter granted shall be held subject to all the terms and conditions contained in the various sections of this article to the full extent permitted by State and Federal law whether or not such terms are specifically mentioned in the franchises. Nothing in this Charter shall operate to limit in any way, as specifically stated, the discretion of the council of the electors of the City in imposing terms and conditions as may be reasonable and lawful in connection with any franchise grant, including the right to require such compensation or rental as may be permitted by the laws of the State of Texas and the United States.

(Amd. nos. 20, 27, 1-21-1989)

Sec. 8.09. Franchise records.

Within six months after this Charter takes effect, every public utility and every owner of public utility franchises shall file with the City, as may be prescribed by ordinance, certified copies of all franchises owned or claimed, or under which such utility is operated in the City of Farmers Branch. The City shall compile and maintain a public record of public utility franchises.

Sec. 8.10. Accounts of municipally owned utilities.

Accounts shall be kept for each public utility owned or operated by the City, in such manner as to show the true and complete financial results of such city ownership and operation, including all assets, appropriately subdivided into different classes, all liability subdivided by classes, depreciation reserve, other reserves, and surplus; also revenues; operating expenses including depreciation, interest payments, rental, and other disposition of annual income. The accounts shall show the actual capital cost to the City of each public utility owned, also the cost of all extensions, additions, and improvements and the source of the funds, expended for such capital purposes. They shall show as nearly as possible the cost of any service furnished to or rendered by any such utility to any other City or governmental department. The Council shall annually cause to be made by a certified public accountant, and shall publish, a report showing the financial condition of said public utility and the financial results of such City ownership and operation, giving the information specified in this section and such additional data as the council shall deem expedient.

Sec. 8.11. Relations of rates and services.

The City Council shall have all powers now or hereafter granted to municipalities by the Constitution and laws of the State of Texas, to regulate by ordinance the rates and service of every public utility operating in the City of Farmers Branch. Notwithstanding the foregoing, the Public Utility Regulatory Act of Texas as it shall from time to time be amended, or any succeeding legislation, shall control where applicable.

(Amd. no. 14, 1-15-1983; amd. no. 20, 1-21-1989)

ARTICLE VIII. FRANCHISES AND PUBLIC UTILITIES

Sec. 8.12. Rate changes.

No person or corporation enjoying any franchise to operate a public utility within the City of Farmers Branch shall ever make any change to fix any rate for public service to its patrons or the inhabitants of the City of Farmers Branch without first being authorized by the governing body of the City by an ordinance or order approving the same, and no public utility shall contest any rate or charge or order fixed by the governing body of the City under the authority otherwise conferred in the Charter of the City in any suit or cause of action in any court until after such utility has filed a motion for a rehearing with the governing body of the City specifically setting out the grounds of complaint or charge and until the governing body of the City shall have passed upon the said motion for rehearing. Notwithstanding the foregoing, the Public Utility Regulatory Act of Texas shall control where applicable.

(Amd. no. 14, 1-15-1983)

ARTICLE IX. MISCELLANEOUS PROVISIONS

[Sec. 9.01. No officer or employee to accept gift, etc., from public utility.](#)

[Sec. 9.02. Personal financial interest in contracts or sales to the city; disclosure; violations.](#)

[Sec. 9.03. Church and school property not exempt from special assessments.](#)

[Sec. 9.04. Notice of damage or injury required.](#)

[Sec. 9.05. City exempt from appeal bonds.](#)

[Sec. 9.06. Execution, garnishment and assignment.](#)

[Sec. 9.07. No lien on public property; contractors, etc., to notify city of claims.](#)

[Sec. 9.08. Bonds of contractors.](#)

[Sec. 9.09. Condemnation of dangerous structures.](#)

[Sec. 9.10. Building permits.](#)

[Sec. 9.11. Bonds of city official, employee or department director.](#)

[Sec. 9.12. When provisions take effect.](#)

[Sec. 9.13. Right to amend the Charter.](#)

[Sec. 9.14. Ordinances, rules and relations validated.](#)

[Sec. 9.15. Separability clause.](#)

[Sec. 9.16. Nepotism.](#)

[Sec. 9.17. Incompetency.](#)

[Sec. 9.18. Official misconduct.](#)

[Sec. 9.19. Indemnification of officials and employees.](#)

[Sec. 9.20. Charter review.](#)

Sec. 9.01. No officer or employee to accept gift, etc., from public utility.

No officer or employee of the City of Farmers Branch shall ever accept, directly or indirectly, any gift, favor, privilege or employment from any public utility corporation enjoying a grant of any franchise, privilege or easement from said City, during the term of office of such officer, or during such employment of such employee, except as may be authorized by law or ordinance. Any officer or employee of the City who shall violate the provisions of this section shall be guilty of a misdemeanor and may be punished by any fine that may be prescribed by ordinance for this offense, and shall forthwith be removed from office.

Sec. 9.02. Personal financial interest in contracts or sales to the city; disclosure; violations.

- (a) No City officer or employee shall have a personal financial interest, whether direct or indirect, in any contract with or sale to the city of land, materials, supplies or services, provided, however, the term "personal financial interest" does not include employee wages, salaries or benefits and no City officer or employee shall act as agent, broker or representative for other persons or corporations in dealing with the City, whether financially remunerated or not for performing such services. Any City officer or employee who has such a personal financial interest, whether direct or indirect, shall declare that interest to the council or board or department involved and shall refrain from voting upon or otherwise participating in his or her capacity as a City officer or employee in the making of a sale or in the making or performing of such contract or in appearing or acting in such representative

ARTICLE IX. MISCELLANEOUS PROVISIONS

capacity. Any City officer or employee who willfully conceals such a personal financial interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit his or her office or position. Violation of this section with the knowledge, express or implied, of the person or corporation contracted with or making a sale to the City shall render the contract or sale voidable by the City Manager or the City Council.

- (b) A City officer having a personal interest in a matter other than as described in Subsection (a) hereof shall use individual discretion in deciding whether to abstain from voting on the matter. Officers shall adhere to the highest ethical standards in making such determination. An officer who abstains from voting because of any personal interest described in this [section 9.02](#) shall be "disqualified" within the meaning of [section 2.14](#) hereof.

(Amd. no. 6, 4-20-1968; amd. nos. 21, 22, 28, 1-21-1989)

Sec. 9.03. Church and school property not exempt from special assessments.

No property owned by any party or entity shall be exempt from any special taxes, assessments, permit fees, impact fees, or similar charges or fees authorized by this Charter or City Ordinance.

(Amd. no. 5, 5-9-2009)

Sec. 9.04. Notice of damage or injury required.

The City shall receive written verified notice as a condition precedent to the filing of a claim or law suit against the City not later than six (6) months after the day that the incident occurred. The notice shall be filed with the City Secretary and shall describe the following: (1) damage or injury claim; (2) time, date and location where incident occurred; (3) description of incident; (4) estimate of damages.

The City of Farmers Branch shall never be liable on account of any damage or injury to person or to personal property arising from or occasioned by any defect in any public street, highway, alley, grounds or public work of the City of Farmers Branch unless the specific defect causing the damage or injury shall have been actually known to the City Manager at least twenty-four (24) hours prior to the occurrence of the injury or damage or unless the attention of the City Manager shall have been called thereto by a notice thereof in writing at least twenty-four (24) hours prior to the occurrence of the injury or damage and proper diligence has not been exercised to rectify the defect. The notice herein required to be given to the City Manager of the specific defect causing the damage or injury shall apply where the defect arose from any omission of the City itself, through its agents, servants or employees, or acts of third parties.

(Amd. no. 23, 1-21-1989; amd. no. 6, 5-9-2009; amd. no. 18, 11-5-2013)

Sec. 9.05. City exempt from appeal bonds.

It shall not be necessary in any action, suit or proceeding in which the City of Farmers Branch is a part, for any bond, undertaking or security to be executed in behalf of said City, but all such actions, suits, appeals or proceedings shall be conducted in the same manner as if such bond, undertaking or security had been given, and said City shall be liable as if such obligation had been duly given and executed.

Sec. 9.06. Execution, garnishment and assignment.

The property, real and personal, belonging to said City shall not be liable to be sold or appropriated under any writ of execution or cost bill, nor shall the funds belonging to said City, in the hands of any person, be liable to garnishment on account of any debt it may owe to funds it may have on hand due any person, nor shall the City or any of its officers or agents be required to answer to writ of garnishment on any account whatsoever, nor shall said City be liable to the assignee of any wages of any officer, agent or

ARTICLE IX. MISCELLANEOUS PROVISIONS

employee of said City, whether earned or unearned, upon any claim or account whatsoever, and as to the City such assignment shall be absolutely void.

Sec. 9.07. No lien on public property; contractors, etc., to notify city of claims.

No lien of any kind can ever exist against the public buildings, public halls, parks or public works of the City of Farmers Branch. All subcontractors, materialmen, mechanics and laborers upon any public works of the City of Farmers Branch are hereby required to notify the City of all claims they may have on account of such work against the City, and when such notice has been given, the City shall have required a statutory Payment Bond and the City may retain an amount from any funds due the contractor sufficient to satisfy all valid claims; provided that such notice shall be given timely as it relates to the Payment Bond and prior to any final settlement.

(Amd. no. 7, 5-9-2009)

Sec. 9.08. Bonds of contractors.

The governing body of the City shall require good and sufficient bonds of all contractors in accordance with applicable state statutes and to the extent the governing body deems it necessary and advisable.

(Amd. no. 15, 1-15-1983; amd. no. 27, 1-21-1989)

Sec. 9.09. Condemnation of dangerous structures.

Whenever, in the opinion of the governing body of the City, any building, fence, shed, awning or structure of any kind or part thereof is liable to fall down and injure persons or property, the governing body may order the owner or agent of the same, or occupant of the premises, to take down and remove the same within such time as it may direct, and may punish by fine all persons failing so to do. Upon failure to comply, the governing body shall have the additional power to remove the same at the expense of the City on account of the owner of the property and assess the expenses thereof, including condemnation proceedings, as a special tax against the land, and the same may be collected as other special taxes provided for in this Charter, or by suit in any court of competent jurisdiction.

The governing body of the City shall have full power to condemn all dangerous buildings or obstructions of any kind and may provide regulations therefor by Ordinance.

(Amd. no. 28, 1-21-1989)

Sec. 9.10. Building permits.

The City of Farmers Branch shall have power to prohibit the erection or construction of any building or structure of any kind within the City of Farmers Branch without a permit first having been issued by the City for the construction or erection of such building or structure, and may authorize a fee to be charged for such permit, and in pursuance of said authority may authorize the inspection by the City of all buildings or structures during the progress of their construction and may require that all buildings shall be constructed in conformity with the building regulations which exist in said City or which shall hereafter be passed.

Sec. 9.11. Bonds of city official, employee or department director.

In addition to any bonding provisions herein provided, the City Council may require any City official, department director or City employee, before entering upon his or her duties, to execute a good and sufficient bond with a surety company doing business in the State of Texas, and approved by the City

ARTICLE IX. MISCELLANEOUS PROVISIONS

Council, as surety thereon, said bond to be in such amount as the Council may demand, payable to the City of Farmers Branch, and conditioned for the faithful performance of the duties of his or her office; premium of such bond to be paid by the City.

(Amd. no. 28, 1-21-1989)

Sec. 9.12. When provisions take effect.

This Charter and all amendments thereto shall be in effect from and after approval by the voters of the City and the approval of an ordinance of the City by the City Council declaring the same adopted.

(Amd. no. 12, 5-1-1999)

Sec. 9.13. Right to amend the Charter.

This Charter may be amended no more than once every two years as provided by the laws of the State of Texas.

Sec. 9.14. Ordinances, rules and relations validated.

All ordinances, resolutions, rules and regulations of the City of Farmers Branch heretofore ordained, passed or enacted, that are in force at the time this Charter becomes effective, and which are not in conflict with such Charter, shall remain in full force and vigor until altered, amended or repealed by the governing body of the City after such Charter takes effect.

Sec. 9.15. Separability clause.

If any section or part of [a] section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which such section or part of [a] section so held invalid may appear, except to the extent that an entire section or part of [a] section may be inseparably connected in meaning and effect with the section or part to which holding shall directly apply.

Sec. 9.16. Nepotism.

- (a) No person shall be hired to be an employee of the City, or appointed to any paid office of the City, if that person's relationship to the Mayor, any member of the City Council, or the City Manager is any of the following: (1) Spouse; (2) Father; (3) Mother; (4) Stepfather; (5) Stepmother; (6) Daughter; (7) Son; (8) Sister; (9) Brother; (10) Stepbrother; (11) Stepsister; (12) Brother-in-law; (13) Sister-in-law; (14) Grandfather; (15) Grandmother; (16) Granddaughter; (17) Grandson; (18) Aunt; (19) Uncle; (20) Nephew; (21) Niece; (22) First Cousin; (23) Great Grandfather; (24) Great Grandmother; (25) Great Granddaughter; (26) Great Grandson; (27) Great Uncle; (28) Great Aunt; (29) Great Nephew; (30) Great Niece; (31) Second Cousin; or (32) Stepchild.

(Amd. no. 10, 11-5-2013)

- (b) No person shall be hired to be an employee of the City, or appointed to any paid office of the City, if the relationship of that person's spouse to the Mayor, any member of the City Council, or the City Manager is any of the following: (1) Father; (2) Mother; (3) Brother; (4) Sister; (5) Daughter; (6) Son; (7) Grandmother; (8) Grandfather; (9) Granddaughter; (10) Grandson; (11) Aunt; (12) Uncle; (13) Nephew; (14) Niece; or (15) First Cousin.

(Amd. no. 15, 4-3-1971; amd. no. 24, 1-21-1989)

ARTICLE IX. MISCELLANEOUS PROVISIONS

Sec. 9.17. Incompetency.

By "incompetency", as used herein, is meant gross ignorance of official duties, or gross carelessness in the discharge of them; or an officer may be found to be incompetent when, by reason of some serious physical or mental defect, not existing at the time of the officer's election, he or she has become unfit or unable to discharge promptly and properly the duties of his or her office.

(Amd. no. 16, 4-3-1971; amd. no. 28, 1-21-1989)

Sec. 9.18. Official misconduct.

By "official misconduct", as used herein with reference to City officials, is meant any unlawful behavior in relation to the duties of office, which is willful in its character and includes any willful or corrupt failure, refusal or neglect of an officer to perform any duty enjoined on such officer by law and also shall include knowing violation of the City Council's Code of Ethics.

(Amd. no. 17, 4-3-1971; amd. nos. 3, 28, 1-21-1989)

Sec. 9.19. Indemnification of officials and employees.

The City Council shall purchase or provide and maintain liability insurance to protect City employees and elected and appointed officers in connection with claims brought against such persons arising out of acts or omissions of such persons in the course and scope of the performance of their City duties.

(Amd. no. 25, 1-21-1989)

Sec. 9.20. Charter review.

Prior to the first day of July of each year ending in "3" or "8", the City Council shall appoint a committee for the purpose of determining whether amendments to this Charter are needed and to make appropriate recommendations to the City Council. The committee shall include no fewer than one (1) representative from every voting precinct in the City, unless the precinct includes fewer than 100 registered voters, in which case the precinct would be combined with one or more contiguous City precincts.

(Amd. no. 26, 1-21-1989; amd. no. 13, 5-1-1999)

ARTICLE X. RECALL ^[3]

[Sec. 10.01. Scope of recall.](#)

[Sec. 10.02. Petitions for recall.](#)

[Sec. 10.03. Form of recall petition.](#)

[Sec. 10.04. Various papers constituting petition.](#)

[Sec. 10.05. Presentation of petition to the council.](#)

[Sec. 10.06. Public hearing to be held.](#)

[Sec. 10.07. Election to be called.](#)

[Sec. 10.08. Ballots in recall election.](#)

[Sec. 10.09. Result of recall election.](#)

[Sec. 10.10. Recall, restrictions thereon.](#)

[Sec. 10.11. Failure of the council to call an election.](#)

Sec. 10.01. Scope of recall.

Any elected City official shall be subject to recall and removal from office by the qualified voters of the City eligible to vote to elect people to the office which is the subject of the recall on grounds of incompetency, misconduct or malfeasance in office.

(Amd. no. 2, 5-1-1999; Amd. no. 11, 11-5-2013)

Sec. 10.02. Petitions for recall.

Before an election may be called regarding the question of recall of an elected City official, a petition demanding such question to be so submitted shall first be filed with the person performing the duties of City Secretary; which petition shall be signed by qualified voters equal in number to at least fifteen percent (15%) of those who were qualified voters eligible to vote for the office which is the subject of said petition on the date of the last regular municipal election as determined from the list of qualified voters maintained by the designated authority of Dallas County. Each signer of such recall petition shall personally sign his or her name thereto in ink or indelible pencil, and shall write after his or her name and place of residence, giving name of street and number, or place of residence, and shall also write thereon the day, the month and the year his or her signature was affixed.

(Amd. no. 28, 1-21-1989; amd. nos. 12 and 13, 11-5-2013)

Sec. 10.03. Form of recall petition.

The recall petition mentioned above must be addressed to the Council of the City of Farmers Branch, must distinctly and specifically point out the ground or grounds upon which such petition for removal is predicated, and, if there be more than one ground, such as for incompetency, misconduct or malfeasance in office, shall specifically state each ground with such certainty as to give the officer sought to be removed notice of the matters and things with which he or she is charged. The signature shall be verified by oath in the following form:

ARTICLE X. RECALL

STATE OF TEXAS

COUNTY OF DALLAS

I, _____, being first duly sworn, on oath depose and say that I am one of the signers of the above petition; and that the statements made therein are true, and that each signature appearing thereto was made in my presence on the day and date it purports to have been made, and I solemnly swear that the same is the genuine signature of the person whose name it purports to be.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public, Dallas County, Texas

(Amd. no. 28, 1-21-1989; amd. no. 18, 11-5-2013)

Sec. 10.04. Various papers constituting petition.

The petition may consist of one or more copies, or subscription lists, circulated separately, and the signatures thereto may be upon the paper or papers containing the form of petition, or upon other paper attached thereto. Verifications provided for in the next preceding section of this article may be made by one or more petitioners, and the several parts of copies of the petition may be filed separately and by different persons, but no signatures to such petition shall remain effective or be counted which were placed thereon more than forty-five (45) days prior to the filing of such petition or petitions with the person performing the duties of City Secretary. All papers comprising a recall petition shall be filed with the person performing the duties of City Secretary on the same day, and the said secretary shall immediately notify, in writing, the officer so sought to be removed, by mailing such notice to his or her Farmers Branch address.

Sec. 10.05. Presentation of petition to the council.

Within fifteen (15) days after the date of the filing of the papers constituting the recall petition, the person performing the duties of City Secretary shall verify the petition and the signatures and certify the petition as to all of the legal requirements as established by this Charter and State law. The City Secretary shall submit the petition and the certification of same to the City Council. The City Secretary's certification shall be final and not subject to change or challenge.

(Amd. no. 8, 5-9-2009)

Sec. 10.06. Public hearing to be held.

The officer whose removal is sought may, within five (5) days after such recall petition has been presented to council, request that a public hearing be held to permit the officer to present facts pertinent to the charges specified in the recall petition. In this event, the Council shall order such public hearing to be held, not less than five (5) days nor more than fifteen (15) days after receiving such request for a public hearing.

(Amd. no. 28, 1-21-1989)

ARTICLE X. RECALL

Sec. 10.07. Election to be called.

If the petition has been certified to be in accordance with the Charter, and the officer whose removal is sought does not resign, then it shall be the duty of the City Council to order an election for the next uniform election date as authorized by the Texas Election Code.

(Amd. no. 4, 1-15-1983; amd. no. 9, 5-9-2009)

Sec. 10.08. Ballots in recall election.

Ballots used at recall elections shall conform to the following requirements:

- (1) With respect to each person whose removal is sought, the question shall be submitted:
"Shall _____ be removed from the office of _____ by recall?"
- (2) Immediately below each such question there shall be printed the following words, one above the other, in the order indicated:
"Yes" "No"

Sec. 10.09. Result of recall election.

If a majority of the votes cast at a recall election shall be "No", that is, against the recall of the person named on the ballot, he or she shall continue in office for the remainder of his or her unexpired term, subject to recall as before. If a majority of the votes cast at such an election be "Yes", that is, for the recall of the person named on the ballot, he or she shall, regardless of any technical defects in the recall petition, be deemed removed from office and the vacancy be filled as vacancies in the council are filled, as provided in this Charter.

(Amd. no. 28, 1-21-1989)

Sec. 10.10. Recall, restrictions thereon.

No recall petition shall be filed against any officer of the city within three (3) months after his or her election, nor within three (3) months after an election for such officer's recall.

(Amd. no. 28, 1-21-1989)

Sec. 10.11. Failure of the council to call an election.

In case all of the requirements of this Charter shall have been met and the Council shall fail or refuse to receive the recall petition, or order such recall election, or discharge any other duties imposed upon said Council by the provisions of this Charter with reference to such recall, then the County Judge of Dallas County, Texas, shall discharge any of such duties herein provided to be discharged by the person performing the duties of City Secretary or by the Council. Notwithstanding the foregoing, the dates of all City elections shall be governed by the Texas Election Code.

(Amd. no. 4, 1-15-1983)

ARTICLE X. RECALL

FOOTNOTE(S):

--- (3) ---

Editor's note— Article X, sections 10.01 through 10.11 were added at an election held April 20, 1968.
[\(Back\)](#)

ARTICLE XI. INITIATIVE AND REFERENDUM ^[4]

[Sec. 11.01. General power of initiative and referendum.](#)

[Sec. 11.02. Initiative.](#)

[Sec. 11.03. Form of initiative and referendum petition.](#)

[Sec. 11.04. Various papers constituting petition.](#)

[Sec. 11.05. Referendum.](#)

[Sec. 11.06. Voluntary submission of legislation.](#)

[Sec. 11.07. Form of ballots.](#)

[Sec. 11.08. Publication of proposed and referred ordinances.](#)

[Sec. 11.09. Adoption of ordinances.](#)

[Sec. 11.10. Inconsistent ordinances.](#)

[Sec. 11.11. Ordinances passed by popular vote, repeal or amendment.](#)

[Sec. 11.12. Further regulations by the council.](#)

[Sec. 11.13. Franchise ordinances.](#)

Sec. 11.01. General power of initiative and referendum.

The qualified voters of the City of Farmers Branch, in addition to the method of legislation hereinbefore provided, shall have the power of direct legislation by the initiative and referendum.

Sec. 11.02. Initiative.

Qualified voters of the City may initiate legislation by submitting a petition addressed to the Council which requests the submission of a proposed ordinance or resolution to a vote of the qualified voters of the City said petition must be signed by qualified voters equal in number to at least ten percent (10%) of those who were qualified voters on the date of the last regular municipal election as determined from the list of qualified voters maintained by the designated authority of Dallas County, and each copy of the petition shall have attached to it a copy of the proposed legislation. Each signer of such petition shall personally sign his or her name and address in ink or indelible pencil, and shall write after his or her name, place of residence, giving the name of the street and number, or place of residence, and shall also write thereon the date, the month and the year his signature was affixed.

(Amd. no. 28, 1-21-1989; amd. no. 11, 5-9-2009; amd. no. 19, 11-5-2013)

Sec. 11.03. Form of initiative and referendum petition.

The petition mentioned above must be addressed to the City Council of the City of Farmers Branch, and must have attached to it a copy of the proposed legislation. The signature shall be verified by oath in the following form:

STATE OF TEXAS

COUNTY OF DALLAS

I, _____, being first duly sworn, on oath depose and say that I am one of the signers of the above petition: and that the statements made therein are true, and that each signature appearing thereto was made in my presence on the day and date it purports to have been made, and I solemnly swear that the same is the genuine signature of the person whose name it purports to be.

ARTICLE XI. INITIATIVE AND REFERENDUM

Sworn to and subscribed before me this ;daterule; day of ;daterule; 20_____.

Notary Public, Dallas County, Texas

Sec. 11.04. Various papers constituting petition.

The petition may consist of one (1) or more copies, or subscription lists, circulated separately, and the signatures thereto may be upon the paper or papers containing the form of petition, or upon other paper attached thereto. Verifications provided for in the next preceding section of this article may be made by one or more petitioners, and the several parts of copies of the petition may be filed separately and by different persons; but no signatures to such petition shall remain effective or be counted which were placed thereon more than forty-five (45) days prior to the filing of such petition or petitions with the person performing the duties of City Secretary. All papers comprising an initiative or referendum petition shall be filed with the person performing the duties of City Secretary on the same day. Within fifteen (15) days after the filing of such petition, the person performing the duties of City Secretary shall verify the petition and the signatures and certify the petition as to all of the legal requirements as established by this Charter and State law. The City Secretary shall submit the petition and the certification of same to the City Council.

Upon receipt of the petition, certification and ordinance or resolution, it shall become the duty of the City Council, within twenty (20) days after the receipt thereof, to pass and adopt such ordinance or resolution without alteration except with the written approval of all of the circulators of the petition (Section [11.03](#)), or to call a special election on the next uniform election date on the question of adopting or rejecting the proposed ordinance or resolution.

(Amd. no. 4, 1-15-1983; amd. no. 12, 5-9-2009)

Sec. 11.05. Referendum.

Qualified voters of the City of Farmers Branch may require that any ordinance or resolution, with the exception of ordinances or resolutions appropriating money, fixing salaries or levying taxes, zoning or granting of franchises passed by the Council be submitted to the voters of the City for approval or disapproval, by submitting a petition for this purpose within forty-five (45) days after the final passage of said ordinance or resolution, or within forty-five (45) days after its publication. Said petition must be signed by qualified voters equal in number to at least ten percent (10%) of those who were qualified voters on the date of the last regular municipal election as determined from a list of qualified voters maintained by the designated authority of Dallas County. Each signer of such petition shall personally sign his or her name and address in ink or indelible pencil, and shall write after his or her name his or her place or residence, giving the name of the street and number, or place of residence, and shall write thereon the date, the month and the year his signature was affixed. Said petition shall be submitted to the person performing the duties of City Secretary. Immediately upon the filing of said petition, the person performing the duties of City Secretary shall verify the petition and the signatures and certify the petition as to all of the legal requirements as established by this Charter and State law. The City Secretary shall submit the petition and the certification of same to the City Council. The City Secretary's certification shall be final and not subject to change or challenge. Thereupon, the Council shall immediately reconsider such ordinance or resolution and, if it does not entirely repeal the same, shall submit it to a proper vote as provided in Section 11.04 of this Charter. Such ordinance or resolution shall remain in effect unless the majority of the qualified voters voting thereon at such election shall vote against such ordinance or resolution. Notwithstanding the foregoing, the dates of all City elections shall be governed by the Texas Election Code.

(Amd. no. 28, 1-21-1989; amd. no. 2, 5-1-1999; amd. no. 13, 5-9-2009; amd. no. 15 and 16, 11-5-2013)

Sec. 11.06. Voluntary submission of legislation.

The Council, upon its motion and by a majority vote of its members, may submit to popular vote at any election for adoption or rejection any proposed ordinance, resolution or measure or may submit for repeal any existing ordinance, resolution or measure, in the same manner and with the same force and effect as provided in this article for submission on petition, and may in its discretion call a special election for this purpose.

Sec. 11.07. Form of ballots.

The ballots used when voting upon such proposed and referred ordinance, resolution or measure shall set forth their nature sufficiently to identify them and shall also set forth upon separate lines the words:

"For the Ordinance" and "Against the Ordinance" or "For the Resolution" and "Against the Resolution".

Sec. 11.08. Publication of proposed and referred ordinances.

The person performing the duties of City Secretary shall publish at least once in the official newspaper of the City and on the City's Internet web site the proposed or referred ordinance or resolution within fifteen (15) days before the date of the election, and shall give such other notices and do such other things relative to such election as are required in general municipal elections or by the ordinance or resolution calling said election.

(Amd. no. 17, 11-5-2013)

Sec. 11.09. Adoption of ordinances.

If a majority of the qualified voters voting on any proposed ordinance or resolution or measure shall vote in favor thereof, it shall thereupon, or at any time fixed therein, become effective as a law or as a mandatory order to the Council.

Sec. 11.10. Inconsistent ordinances.

If the provisions of two (2) to [or] more proposed ordinances or resolutions approved at the same election are inconsistent, the ordinance or resolution receiving the highest number of votes shall prevail.

Sec. 11.11. Ordinances passed by popular vote, repeal or amendment.

No ordinance or resolution which may have been passed by the Council upon a petition or adopted by popular vote under the provisions of this article shall be repealed or amended except by the Council in response to the referendum petition or submission as provided in [section 11.05](#) of this Charter.

Sec. 11.12. Further regulations by the council.

The Council may pass ordinances or resolutions providing other and further regulations for carrying out the provisions of this article consistent herewith.

ARTICLE XI. INITIATIVE AND REFERENDUM

Sec. 11.13. Franchise ordinances.

Nothing contained in this Article shall be construed to be in conflict with any of the provisions of this Charter, pertaining to ordinances granting franchises when valuable rights shall have accrued thereunder.

FOOTNOTE(S):

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Editor's note— Article XI, sections 11.00 through 11.13 were added at an election April 20, 1968. ([Back](#))