City of Farmers Branch
Action Meeting Minutes
Charter Review Committee

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

Wednesday, June 17, 2026 **6:00 PM** **Training HUB**

The full video of this meeting is available on the City website at https://www.youtube.com/watch?v=SnEG6RtG_uQ.

In attendance:

- Vice Chair David Koch
- Member John Vickers
- Member Michael Rogan
- Member Todd Warren
- Member Patrick Trapp
- Member Janet Melancon
- Member Pam Capener
- Member Elizabeth Aviles
- Member Chris Flower
- Member Al Mahesh
- Member James Bagby
- Member Kevin Caldwell
- Member Polly Prado
- Member Dan Bergeron
- Member Brian Kosley
- Member David Griggs
- City Attorney David Berman

Absent:

- Member Veronica Vallejo
- Member Chase Johnson
- Chair Cristal Retana
- Member Scott Noris

CALL TO ORDER - MEETING

Vice Chair Koch called the Regular Meeting to order at 6:00 p.m.

CITIZEN COMMENTS

There were no members of the public wishing to address the Committee.

REGULAR AGENDA ITEMS

C.1 Consider approval of the May 20, 2026, Charter Review Committee Minutes, and take appropriate action.

Member Rogan requested the May 20, 2026, Charter Review Committee Minutes be amended to correct the recorded vote on the motion regarding Section 2.14. The correction reflects that Member Rogan voted Nay. Member Bergeron stated that he was not present and therefore did not cast a vote.

The requested corrections were as follows:

A motion was made by Vice Chair Koch, seconded by Member Flower, to amend Section 2.14. The motion carried as follows:

Aye: **Chair Retana, Vice Chair Koch, ~~Member Rogan~~, Member Warren, Member Trapp, Member Melancon, Member Johnson, Member Capener, ~~Member Bergeron~~, Member Flower, Member Vickers, Member Caldwell, Member Aviles, Member Prado, Member Mahesh, Member Bagby**

Nay: **Member Rogan**

A motion was made by Member Rogan, seconded by Member Mahesh, to approve the May 20, 2026 minutes as amended. The motion carried unanimously.

C.2 Consider items requested for review by the City Attorney.

- Grammatical, Spelling, and Punctuation Errors – City Attorney Berman reviewed whether grammatical, spelling, typographical, and punctuation errors in the Charter could be corrected without placing each correction on the ballot. He explained that state law allows provisions to be interpreted despite grammatical or punctuation errors and that some identified errors may have occurred during codification rather than in the adopted Charter language. The Committee discussed recommending a Charter amendment to Section 9.21 authorizing City Council to correct grammatical or punctuation errors by ordinance, without altering the substantive meaning or intent of the Charter. Staff was asked to track identified errors and first compare the codified Charter language to the original adopted Charter language.

- Residency Requirements for City Council – City Attorney Berman explained that residency is governed by state law. He advised that state law defines residency based on a person's home and intent to remain, and that attempts to impose more restrictive local requirements in the Charter could be unenforceable. The Committee discussed candidate residency verification and election challenge procedures. No action was taken.

- Remote Attendance – City Attorney Berman reviewed whether remote attendance requirements should be incorporated into the Charter. The Committee discussed in-person attendance expectations, special meetings, executive sessions, quorum requirements, and possible limits on remote attendance. Following discussion, an initial show of hands indicated a slight preference (8-7) for pursuing a Charter amendment. After the City Council's recently adopted Rules of Procedure regarding remote attendance were brought to the Committee's attention, the Committee expressed a preference not to recommend a Charter amendment at that time.

C.3 Consider proposed Charter amendments for final recommendation by the Charter Review Committee.

- Section 2.20 – A discussion was held regarding the proposed creation of a Transit Committee. Discussion included the committee's purpose, appointment process, timing, representation from each council district, and whether the committee's composition should be prescribed in the Charter. Vice Chair Koch will present updated language to the Committee for review by the Committee and City Attorney at the July 15, 2026, meeting.

- Section 4.06 - A discussion was held regarding revisions to align Charter language governing the public hearing and adoption of the budget with current state law requirements.

A motion was made by Member Trapp, seconded by Member Rogan, to approve Section 4.06 as presented, with the proposed revision as follows. The motion carried unanimously.

> ~~At the time advertised or at any time to which public hearing shall be adjourned,~~ **In accordance with State law,** 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.

- Section 4.08 – A discussion was held regarding grammatical revisions to clarify the language and intent of the Charter provision related to unallocated reserve funds.

  A motion was made by Member Griggs, seconded by Member Trapp, to approve Section 4.08 as presented, with the proposed revision as follows. The motion carried unanimously.

  When recommended by the City Manager and, ~~in~~ **at** 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.

- Section 4.09 – A discussion was held regarding grammatical revisions to clarify the language and intent of the Charter provision related to budget amendments and supplemental appropriations.

  A motion was made by Member Trapp, seconded by Member Rogan, to approve Section 4.09 as presented, with the proposed revision as follows. The motion carried unanimously.

  In case of grave public necessity, emergency expenditures to meet unusual and unforeseen conditions which could not, by reasonabl**ey** 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.

C.4 Review, discuss, and determine if amendments are needed to Article V - Bonds, Warrants, and other Evidences of Indebtedness, and Article VI. Assessment and Collection of Taxes of the City Charter.

- Article V – Bonds, Warrants, and Other Evidences of Indebtedness - The Committee reviewed Article V, including Section 5.01, Power to Issue, and Section 5.02, Manner of Issuance. No changes were recommended.

- Article VI – Assessment and Collection of Taxes - The Committee reviewed Article VI. Discussion included a possible typographical or codification error in Section 6.02 referencing "City of Fanners Branch." Staff was asked to compare the codified Charter to the original adopted Charter to determine whether the error occurred during codification. No changes were recommended to Article VI.

C.5 Charter Review Committee's opportunity to request future discussion on items not on the agenda.

No Committee members requested discussion of additional items or future agenda topics.

ADJOURNMENT

Vice Chair Koch adjourned the meeting at 7:27 p.m.

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Interim City Secretary Chair