

## ARTICLE III. THE CITY MANAGER

### 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 thereafter shall reside within the city at a time to be determined by the Council.

(Amd. no. 28, 1-21-1989; Ord. No. 3868, § 1(Exh. A, Prop. G), 6-4-2024)

### 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;
- (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 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; Ord. No. 3240, Exh. A, 8-20-2013; Ord. No. 3252, Exh. A, 11-19-2013; Ord. No. 3868, § 1(Exh. A, Prop. H), 6-4-2024)

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### **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; Ord. No. 3240, Exh. A, 8-20-2013; Ord. No. 3252, Exh. A, 11-19-2013)

### **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.

(Ord. No. 3240, Exh. A, 8-20-2013; Ord. No. 3252, Exh. A, 11-19-2013)

### **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)