

**MINUTES OF THE REGULAR MEETING OF THE CHARTER REVIEW
COMMITTEE OF THE CITY OF BAYTOWN**

October 19, 2020

The Charter Review Committee of the City of Baytown, Texas, met in a Regular Meeting on Monday, October 19, 2020, at 5:18 P.M. in the Baytown Conference Room of the Baytown City Hall, 2401 Market Street, Baytown, Texas with the following in attendance:

Rhonda Lopez	Vice-Chairperson (In Person)
Mike Beard	Committee Member (Teleconference)
Richard Rayon	Committee Member (In Person)
Jo Ann Fenley	Committee Member (In Person)
Pi-Yi Mayo	Committee Member (Teleconference)
Jim Coker	Committee Member (In Person)
Briceida Alcaraz	Chairperson (In Person)
Karen L. Horner	City Attorney
Angela Jackson	Deputy City Clerk

Chairperson Briceida Alcaraz convened the October 19, 2020, Charter Review Committee Meeting with a quorum present at 5:18 P.M., all members were present.

Due to the COVID 19 Disaster and the CDC's recommendation regarding social distancing measures there was limited amount of space when maintaining the required 6-foot separation from others. However, the meeting allowed for two-way communications for members of the public who were not allowed to be physically present at this meeting.

1. MINUTES

a. Consider approving the minutes of the Charter Review Committee Meeting held on September 21, 2020.

Committee Member Mike Beard asked for the meeting minutes of the September 21, 2020, Charter Review Committee Meeting to reflect that he did not vote on item 1.a., regarding the election of officers, and item 3.a., regarding setting the meeting times, dates, and place for the recurring Charter Review Committee meetings.

A motion was then made by Vice-Chairperson Rhonda Lopez to approve the minutes of the Charter Review Committee Meeting held on September 21, 2020 with the noted corrections by Committee Member Mike Beard; the motion was seconded by Committee Member Jim Coker. The vote was as follows:

Ayes: Committee Member Rhonda Lopez, Committee Member Mike Beard,
Committee Member Richard Rayon, Committee Member Jo Ann Fenley,

Committee Member Briceida Alcaraz and Committee Member Pi-Yi Mayo

Nays: None

Approved

2. DISCUSSIONS

a. Discuss possible amendments to the Baytown City Charter.

City Attorney Karen Horner presented the item and stated that she wanted to give a brief overview of where the committee had left off at the last meeting. She stated that City Clerk Leticia Brysch had included in the agenda packet all of the previous committee reports submitted to council pertaining to revisions to the Charter. Ms. Horner provided a slide show presentation and noted the changes by categories and rankings over the past four committees, which included categories in housekeeping, efficiency, conform to law, and substantive changes. She proceeded to go over the two proposed staff recommended changes to the Charter. First one pertaining to Section 22, “Administrative Departments,” which back in 2018 they amended it to include all of the departments of the City, however it does state that City Council can “consolidate and change offices, departments or agencies via ordinance.” The City has chosen to consolidate the Public Works and Engineering departments under one department director, therefore, the handouts provided to the committee members at the meeting and shared screened to the committee members on zoom teleconferencing, includes a red-line copy of the proposed changes to reflect the consolidation of these departments and remove the verbiage “consolidate, change,” and state that “The council by ordinance may create and abolish offices, departments, or agencies other than the offices, department and agencies established by this charter.”

Ms. Horner proceeded with the second proposed change to the charter pertaining to Section 29, “Procedure for passage of ordinances,” which conforms the city ordinances to be consistent. All of the city ordinances are valid upon the first reading except for franchises, which are addressed in section 117 of the charter and annexations, which are address in section 9 of the charter. Therefore, the red-line copy indicates the inclusion of section 9 to indicate that annexations are not valid until the second reading. She indicated that these were the only two possible changes that staff recommended, however, at the last meeting they had asked the committee members to check with the council members that appointed them to see if they had any proposed changes or if the committee members themselves had any questions in reviewing the current charter. Committee Member Mike Beard, who was connected via teleconferencing, asked if they could obtain copies of the handouts considered at the meeting and Ms. Horner answered that they would email them.

The committee members had a few questions pertaining to the current proposed changes. Committee Member Mike Beard asked if the first and second public readings for annexations were being held in the same council meeting and Ms. Horner answered that they had made the revision that the annexation readings would be held within ten days versus fourteen days so that they could be held at consecutive council meetings. Mr. Beard stated that it would be nice to remove the requirement of posting them in the newspaper, but Ms. Horner stated that was a legislative decision.

Committee member Pi-Yi Mayo asked if there were any significant state law changes that they should be looking at that would require for them to change in the charter and Ms. Horner stated no, they have not found anything that they need to change based on that.

City Attorney Horner asked the committee members if there was anything that the committee members wanted staff to research and bring back for the next meeting. She stated that they could vote on these two proposed changes at their next meeting if they wished to proceed with them and they could also discuss any other changes that they would like to bring forward. They had a brief discussion in regards to setting up public hearings and publishing them on website and newspaper to obtain public input on proposed changes. Staff will look into the process and timeline for publishing public hearings or information on proposed changes on the back of water bills.

3. BUSINESS ITEMS

a. Discuss and take appropriate action on the Charter Review Committee schedule for the November and December meeting dates and time.

Committee Member Mike Beard asked if the committee would consider pushing the meeting time from 5:15 p.m. to 5:30 p.m., in order to allow him sufficient time to be able to be present at the start of the meeting. Chairperson Briceida Alcaraz stated they would have staff present the item and then they would entertain Mr. Beard's suggestion on the meeting time change. Deputy City Clerk Angela Jackson stated the committee's scheduled meeting on November 23rd falls on the same week as the Thanksgiving Holiday, as well their scheduled meeting on December 21st falls on the same week as the Christmas Holiday, therefore, staff is recommending that the committee meet on Thursday, November 19th, at 5:15 p.m., and Monday, December 14th, at 5:15 p.m. The other option would be for the committee to not hold a meeting on either of these months.

A motion was made by Committee Member Mike Beard to schedule the upcoming meetings for November and December on Monday, November 16th, and Monday, December 14th, at 5:30 p.m., and was seconded by Committee Member Richard Rayon. The vote was as follows:

Ayes: Chairperson Briceida Alcaraz, Committee Member Rhonda Lopez, Committee Member Mike Beard, Committee Member Richard Rayon, Committee Member Jo Ann Fenley, and Committee Member Pi-Yi Mayo

Nays: None

Approved

City Attorney Karen Horner stated that they can discuss at their November 16th meeting as to whether a December meeting would be needed or they can cancel it at that time.

b. Consider setting any tasks and processes for future meetings.

City Attorney Horner stated that the staff has been tasked with looking into obtaining more public input and attempting to include it on the utility bills, and the committee members would visit with their council members to see if they wanted to bring any items forward. If they do have items, she asked if they could

please email City Clerk Leticia Brysch so that staff could research and be prepared to discuss at their next meeting.

4. ADJOURN

With there being no further business to discuss, Chairperson Alcaraz adjourned the October 19, 2020, Charter Review Committee Regular Meeting at 5:52 P.M.



Leticia Brysch, City Clerk
City of Baytown

