



ANIMAL CONTROL ADVISORY COMMITTEE



Objective

An advisory board that works with the Baytown Animal Shelter to comply with applicable law; formulate future animal control plans, strategies, education, and to recommend revision in the animal control ordinances.



Duties

- Work alongside the Health Director to modify the Baytown City Code where necessary
- Maintain communication with the Council Members as it relates to support and needs of the Baytown Animal Shelter
- Formulate plans based upon the needs of the Baytown Animal Shelter
- Support and promote Baytown Animal Shelter accomplishments



Details

- Composed of: Seven (7) members including the Director of Health or designee, the Chief of Police or designee, one (1) licensed veterinarian, one (1) representative from an animal welfare organization, and three (3) interested citizens, who shall not have any professional or personal affiliations similar to those represented by other appointees to the committee
- Qualifications: Interested Citizen must Reside within City Limits
- Appointed By: Five (5) City Council; One (1) Director of Health or designee and One (1) Chief of Police or designee
- Term of Office: 2 Years
- Term Limit: None
- Meetings: Third (3rd) Thursday - First month of the quarter. (Jan., April, July and Oct.) at 4:30pm

Resources:

Liaison: Health Department, Office: 281-420-5384, Health@baytown.org



BAYTOWN HOSPITALITY PUBLIC FACILITIES CORPORATION (BHPFC)

Objective



A nonprofit public facility corporation and is not organized for the private gain of any person. It is organized under Local Government Code Chapter 303, as amended, and under the Texas Business Organizations Code, as amended, to assist the City of Baytown, Texas in financing, refinancing, or providing public facilities.

Duties



- Assist the City of Baytown, Texas in financing, refinancing, or providing public facilities

Details



- Seven (7) Members of City Council
- Appointed By: City Council
- Term of Office: 2 Years
- Term Limit: None
- Meetings: As Needed

Resources:

Liaison: City Clerk's Office, Office: 281-420-6504, Email: CityClerk@baytown.org



BAYTOWN LIBRARY BOARD

Objective



An advisory board that works with Library staff to craft general rules and regulations covering the policies and operations of the Library Department. The Library Board members also play an important role in the Library's request for reconsideration procedure.

Duties



- Promote Library services that meet the needs of Baytown residents through the lens of equity
- Work alongside Library Director to modify the Baytown City Code where necessary in order to make library services more equitable and accessible to residents in Baytown,
- Maintain communication with the Council Members as it relates to support and needs of the Library
- Support and promote Library accomplishments

Details



- Composed of: Seven (7) Residents of the City
- Qualifications: Must be a Registered Voter
- Appointed By: City Manager with approval of City Council
- Term of Office: 2 Years
- Term Limit: Three (3) consecutive two-year terms
- Meetings: Third (3rd) Tuesday of the month at 4:30 p.m., or when necessary

Resources:

Liaison: Michelle Gorrell, Office: 281-422-1121, Email: Michelle.Gorrell@baytown.org



BAYTOWN AREA WATER AUTHORITY BOARD (BAWA)



Objective

The Baytown Area Water authority presides over the City's wholesale supplier of water utilities and its facilities, equipment and supplies.



Duties

- Discuss all matters pertaining to the business of the Authority, including the vetting of work, purchase of existing facilities, and matters relating to the construction work.



Details

- Composed of: Five (5) Members
- Qualifications: Four (4) Members must reside within the BAWA District and One (1) Member must reside outside the city limits of Baytown but within the boundaries of the BAWA District
- Appointed By: City Council
- Term of Office: 2 Years
- Term Limit: None
- Meetings: Third (3) Wednesday of every month, except December at 4:30pm in the Council Chamber

Resources:

Liaison: City Clerk's Office, Office: 281-420-6504, Email: CityClerk@baytown.org



BAYTOWN HOUSING AUTHORITY BOARD (BHA)



Objective

The Baytown Housing Authority provides leadership, set policy, approve budgets, and earn support in the community for housing programs.



Duties

- Provides leadership, set policy, approve budgets, and earn support in the community for housing programs.



Details

- Composed of: Five (5) Commissioners
- Qualifications: Reside within or no more than 5 miles beyond City Limits
- Appointed By: Mayor
- Term of Office: Two (2) year terms for Citizen Commissioners; One (1) year term for the Resident Commissioner
- Term Limit: None
- Meetings: Outside Board, Third (3rd) Monday of every month at 5:30pm at 1805 Cedar Bayou Road, Baytown, TX

Resources:

Liaison: Baytown Housing Authority, Office: 281-427-6686



BAYTOWN MUNICIPAL DEVELOPMENT DISTRICT (MDD)

Objective



The Baytown Municipal Development District (MDD) seeks to facilitate economic growth and enhance the quality of life for the City of Baytown. In doing so, the MDD may help develop and finance any permissible project as defined in Chapter 377 of the Texas Local Government Code that benefits, strengthens and diversifies the economic base of Baytown. The MDD jurisdiction includes the City of Baytown and its extra-territorial jurisdiction.

Duties



- Provide strategic direction concerning development projects and ensure financial accountability for MDD funds
- Promote the retention and expansion of existing businesses for a sustainable economy that leads to primary job creation, and provide opportunity for new business development
- Position Baytown as an attractive destination for visitors and further cultivate a desirable community for residents to live, work and play
- Facilitate infrastructure projects and strategic investments that will enhance the quality of life and sense of place needed to foster sustainable and quality development

Details



- Composed of: Seven (7) Members of City Council
- Appointed By: City Council
- Term of Office: 2 Years
- Term Limit: None
- Meetings: As Needed

Resources:

Liaison: City Clerk's Office, Office: 281-420-6504, Email: CityClerk@baytown.org



BAYTOWN POLICE ADVISORY COMMITTEE (BPAC)



Objective

The Baytown Police Advisory Committee holds public forums to receive input from diverse community groups to enhance understanding through communication and education, to improve and maintain the public trust of the Baytown Police Department.



Duties

- Provide input from the community to enhance understanding through communication and education, to improve and maintain the public trust of the Baytown Police Department



Details

- Composed of: Nine (9) Committee Members
- Qualifications: Reside within City Limits
- Appointed By: Seven (7) - Each City Council, Two (2) Police Chief appointments
- Term of Office: Two (2) years
- Term Limit: None
- Meetings: Fourth (4th) Tuesday of every month at 6:00pm, locations varies

Resources:

Liaison: City Clerk's Office, Office: 281-420-6504, Email: CityClerk@baytown.org



BAYTOWN REDEVELOPMENT AUTHORITY (BRA)



Objective

The Authority is organized for the purpose of aiding, assisting and acting on behalf of the City in the performance of its governmental functions to promote the common good and general welfare of the area included in Baytown Reinvestment Zone One and neighboring areas.



Duties

- To aid, assist and act on behalf of the City and Board of Directors of Baytown Reinvestment Zone Number One in the development and implementation of the Project and Financing Plan of residential, educational facilities, commercial, and park/open space properties in the Baytown Area.



Details

- Composed of: Nine (9) Members
- Qualifications: The board is the same as the Reinvestment Zone Number One, City of Baytown
- Appointed By: City Council appoints 8 Members At Large and Harris County appoints 1 Member as the entity assessing taxes in the zone.
- Term of Office: Two (2) years
- Term Limit: None
- Meetings: First (1st) Tuesday of every month, except December at 4:00pm in Baytown Conference Room

Resources:

Liaison: Brian Moran, Office: 281-420-6530, Email: Brian.Moran@baytown.org



BOARD OF ADJUSTMENT (BOA)



Objective

The Board of Adjustment hears and decides on appeals to application and interpretation of zoning code as well as requested variances to zoning code.



Duties

- Hear and decide appeals where it is alleged that there is an error in any order or decision by city officials in the administration and enforcement of the Unified Land Development Code
- Hear and decide appeals of any interpretation of the text of the zoning regulations contained in the Unified Land Development Code made by the Director of Planning and Development Services
- Hear and decide requests for variances from the terms of the Unified Land Development Code pursuant to the procedures and standards set for therein
- Hear and decide requests for special exceptions, as determined by the Unified Land Development Code
- Hear and decide other matters as authorized by the Unified Land Development Code



Details

- Composed of: Six (6) Members
- Qualifications: Resident of the City
- Appointed By: City Council At Large
- Term of Office: 2 Years
- Term Limit: None
- Meetings: Second (2nd) Tuesday of the month or as needed

Resources:

Liaison: Nai Mongiello, Office: 281-420-6556, Email: Helen.Mongiello@baytown.org



CIVIL SERVICE COMMISSION



Objective

The Civil Service Commission is composed of three (3) members and the primary function is to administer the rules of the fire fighters' and police officers' civil service system for the City of Baytown. Common functions of the Commission include administering processes regarding the selection, advancement, and conditions of employment in accordance with Chapter 143 of the Texas Local Government Code and Civil Service Local Rules.



Duties

- Recommends rules and regulations regarding Civil Service and acts as an Appeal Board.

Details



- Composed of: Three (3) Commissioners
- Qualifications: Resident of the City
- Appointed By: City Manager and Confirmed by City Council
- Term of Office: 3 Years
- Term Limit: None
- Meetings: Quarterly as needed

Resources:

Liaison: Agnes McKay, Office: 281-420-5362, Email: Agnes.McKay@baytown.org



COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)



Objective

The CDAC acts as an advisory board to the Community Development Program, which administers the Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD).



Duties

- Develop the annual Community Development budget for the City of Baytown
- Provides input on local policies relating to the CDBG program



Details

- Composed of: Nine (9) residents of the city and shall have representation of low- to moderate-income areas of the city, as defined by the Department of Housing and Urban Development.
- Qualifications: Must reside within City Limits. This board must be composed of a diverse background.
- Appointed By: City Council Member - District Specific (1-6); 3 At-Large
- Term of Office: 2 Years
- Term Limit: None
- Meetings: When necessary on Tuesday at 5:30 p.m.

Resources:

Liaison: Stephany Medina, Office: 281-420-5398, Email: Stephany.Medina@baytown.org



CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

Objective



The Construction Board of Adjustments works with Building Services staff and citizens to hear and decide appeals of orders, decisions or determinations made by the Chief Building Official relative to the application and interpretation of adopted International Codes.

Duties



- Determine the true intent of all adopted International Codes or that the rules legally adopted thereunder have been legally interpreted
- To ensure the adopted International Codes and rules thereunder have been legally and rightfully interpreted
- Determine if all the provisions of the adopted International Codes fully apply or an equivalent or better form of construction is proposed
- The Construction Board of Adjustments shall not have the authority to wave requirements of the adopted International Codes or interpret the administration of said code

Details



- Composed of: Seven (7) Members: One (1) Architect, One (1) General Contractor, One (1) Engineer, Two (2) Members At Large, One (1) Journeyman or Master Electrician, and one (1) Journeyman or Master Plumber
- Qualifications: At Large positions must be City Residents
- Appointed By: City Manager with approval of City Council
- Term of Office: 4 Years
- Term Limit: None
- Meetings: Whenever necessary, which is within 30 calendar days after notice of appeal has been received by Chief Building Official

Resources:

Liaison: Nai Mongiello, Office: 281-420-6556, Email: Helen.Mongiello@baytown.org



CRIME CONTROL AND PREVENTION DISTRICT (CCPD)



Objective

The Crime Control and Prevention board maintains and implements new initiatives to continue the reduction in the crime rate and enhancing public safety without a substantial increase in the ad valorem tax rate.



Duties

- Manages sales taxes received for the City's crime control and prevention programs.



Details

- Composed of: Seven (7) Members
- Qualifications: Reside in City Limits
- Appointed By: Each Member of City Council - At Large
- Term of Office: 2 Years
- Term Limit: None
- Meetings: Second (2nd) Tuesday - First month of the quarter. (Jan., April, July and Oct.) at 4:30pm in Council Chamber

Resources:

Liaison: City Clerk's Office, Office: 281-420-6504, Email: CityClerk@baytown.org



ECONOMIC DEVELOPMENT ADVISORY COMMITTEE



Objective

The Economic Development Advisory Committee will work with City economic development staff to identify and review opportunities that will grow and enhance the quality of life for the City of Baytown.



Duties

- Assist in the conduct of the operation of the City government and work with City economic development staff to identify and review opportunities that will grow and enhance the quality of life for the City of Baytown, including, but not limited to, reviewing Business Improvement Grants or other economic development projects of high-community interest, and making recommendations to the City Council.



Details

- Composed of: Seven (7) Members
- Qualifications: one (1) person representing the real estate industry, one (1) person representing the finance/banking industry, one (1) person representing large business development groups, one (1) person representing small business development groups, and three (3) interested citizens who do not have a professional or personal affiliation similar to those represented by other appointees, one of whom shall be a resident of the extraterritorial jurisdiction (ETJ) of the City of Baytown.
- Appointed By: Each Member of City Council - At Large
- Term of Office: 2 Years
- Term Limit: None
- Meetings: Quarterly as needed

Resources:

Liaison: Brian Moran, Office: 281-420-6530, Email: Brian.Moran@baytown.org



FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)



Objective

The Fire Control, Prevention and EMS Board works to maintain and implement new initiatives to continue the reduction in the number of fires and enhancing public safety through Emergency Medical Services without a substantial increase in the ad valorem tax rate.



Duties

- Work alongside the Fire Chief to maintain and implement new initiatives to continue the reduction in the number of fires
- Enhance public safety for the residents of Baytown through Emergency Medical Services without a substantial increase in the ad valorem tax rate



Details

- Seven (7) residents of the city
- Qualifications: Reside within the Fire Control District
- Appointed By: Each Member of City Council - At Large
- Term of Office: 2 Years
- Term Limit: None
- Meetings: Third (3rd) Tuesday - First month of the quarter. (Jan., April, July and Oct.) at 4:30pm in Baytown Conference Room

Resources:

Liaison: City Clerk's Office, Office: 281-420-6504, Email: CityClerk@baytown.org



PARKS AND RECREATION BOARD



Objective

This board studies the parks and recreational facilities and policies of the City of Baytown and makes recommendations to City Council on any changes, modifications, and other improvements needed.



Duties

- Assists and advises the City Council on the proper operation of the City's parks and recreational facilities



Details

- Composed of: Seven (7) Committee Members - At Large
- Qualifications: Reside within City Limits
- Appointed By: Mayor
- Term of Office: Three (3) years
- Term Limit: None
- Meetings: First (1st) Wednesday of each month, except December, at 5:30 p.m. in the Community Center

Resources:

Liaison: Holly Pinkston, Office: 281-420-6590, Email: Holly.Pinkston@baytown.org



PLANNING AND ZONING COMMISSION (P&Z)

Objective



The Planning and Zoning Commission approves subdivision plats and acts as an advisory group to the City Council on issues and policies related to planning, land use regulation, and community development.

Duties



- To review and recommend proposed changes in all land development ordinances
- Study plans and plats of proposed developments and approve plats that meet all standards
- Perform all duties and functions of a capital improvements advisory committee
- Recommend changes in the thoroughfare plan and traffic control devices, regulations and improvements
- Hear and decide requests for special use permits
- Develop an action strategy to accomplish the objectives of the City's comprehensive plan
- Recommend the boundaries of the zoning district and recommend appropriate regulations for each zoning district
- Perform such other duties assigned by City Council

Details



- Composed of: Nine (9) Commissioners
- Qualifications: Council appointments must be City Residents. City Manager appointments, one in the real estate or development industry (1) and one (1) residing in the City's extra-territorial jurisdiction
- Appointed By: City Council and City Manager
- Term of Office: 2 Years
- Term Limit: None
- Meetings: Third (3rd) Tuesday of each Month at 5:30 p.m. in the Council Chamber and as necessary.

Resources:

Liaison: Nai Mongiello, Office: 281-420-6556, Email: Helen.Mongiello@baytown.org



REINVESTMENT ZONE NUMBER ONE (TIRZ)



Objective

To prepare and approve project plan and financing plan for the Zone, to approve participation agreements for the Zone, all subject to City Council approval.



Duties

- To prepare and approve project plan and financing plan for the Zone, to approve participation agreements for the Zone, all subject to City Council approval.



Details

- Composed of: Nine (9) Members
- Qualifications: The board is the same as the Baytown Redevelopment Authority
- Appointed By: Eight members At Large are appointed by City Council and one member by Harris County as the entity assessing taxes in the zone
- Term of Office: Two (2) years
- Term Limit: None
- Meetings: First (1st) Tuesday of every month, except December at 4:00pm in the Baytown Conference Room

Resources:

Liaison: Brian Moran, Office: 281-420-6530, Email: Brian.Moran@baytown.org



SIGN COMMITTEE



Objective

The Sign Committee decides on appeals regarding the decision of the sign administrator where an applicant believes there has been an error in interpretation of the sign code.



Duties

- Hear appeals regarding the decision of the sign administrator, or Chief Building Official, on the grounds that the decision misconstrues or wrongly interprets City Code related to signs



Details

- Composed of: Five (5) Members - At Large
- Qualifications: Two (2) real estate appraisers, each of whom must be a member in good standing of a nationally recognized professional appraiser society or trade organization that has an established code of ethics, educational program, and professional certification program; One (1) resident engaged in the sign business in the municipality; One (1) employee of the Texas Department of Transportation who is familiar with real estate valuations in eminent domain proceedings; and One (1) architect or landscape architect licensed by this state.
- Appointed By: Mayor
- Term of Office: 2 Years
- Term Limit: None
- Meetings: When necessary

Resources:

Liaison: Nai Mongiello, Office: 281-420-6556, Email: Helen.Mongiello@baytown.org