

**MINUTES  
CHARTER REVIEW COMMISSION  
NOVEMBER 14, 2016  
CITY OF ALVIN, TEXAS  
216 W. SEALY STREET  
6:00 P.M.**

**Call to order.**

BE IT REMEMBERED that, on the above date, the Charter Review Commission of the City of Alvin, Texas, met in regular session at 6:11 P.M. in the Downstairs Conference Room at City Hall, with the following members present: Chad Gormly, Chairman; Jimmy Kitchens, Vice Chair; Santos Garza, Marisol Jimenez Rios, Kerry Ulm and Roger Stuksa.

Staff member present: Bobbi Kacz, City Attorney, Michelle Segovia, City Engineer and Junru Roland, Chief Finance Officer/Assistant City Manager.

**Petitions and requests from the public.**

There were no petitions or requests from the public.

**Approval of October 17, 2016 Minutes.**

Commission member Garza moved to approve the minutes of October 17, 2016. Seconded by Commission member Stuksa; motion carried on a vote of 6 Ayes.

**City Attorney update.**

Council / Boards Code of Conduct

Bobbi Kacz, City Attorney, explained that Council will be considering a resolution at its December 1, 2016 meeting adopting a code of conduct for council and all boards. The Commission requested a copy after it is adopted.

Citizens Academy

Bobbi Kacz, City Attorney, provided information on the Alvin Citizens Academy program and invited the Commission to apply.

**Review and discuss proposed amendments to the Charter by legal counsel and staff.**

Junru Roland, Chief Finance Officer/Assistant City Manager, addressed the commission to answer questions on **Article VII. Municipal Finance**. He explained to the Commission the recommended changes to **Sec. 3, Budget a public record**.

A discussion was held on **Sec. 8. Date of adoption**. Commission Member Kitchens moved to leave the language as currently written in the Charter. Seconded by Commission Member Stuksa; motion carried on a vote of 6 Ayes.

A discussion was on held on **Sec. 10. Budget establishes appropriations**. Mr. Roland explained the intent of the proposed changes. The Commission concurred to the recommended changes.

The Commission reviewed the recommended changes to **Sec. 11 purchase procedure; Sec. 15. Annual audited financial report and Sec. 23 Ad Valorem Taxes**.

A discussion was held on the recommended changes to **Sec. 29. Use of sales and use tax.** Mr. Roland addressed the Commission to answer questions. Michelle Segovia, City Engineer, provided information on the current and future infrastructure projects of the city. The Commission requested that the City Attorney provide an explanation of the first part of Sec. 29. Following discussion, Commission Member Stuksa moved to remove the first seven words of Sec. 29, that being “Except as otherwise approved by the voters” and put in language that gives the percentage that is applied to street, sidewalks and drainage and the percentage that is applied to the general fund. Seconded by Commission Member Jimenez; motion carried on a vote of 6 Ayes.

The Commission recessed at 7:28 p.m. and reconvened at 7:33 p.m.

The Commission continued its review of **Article VII Municipal Finances** and concurred to the recommended changes.

### **Article VIII. Municipal Planning**

Michelle Segovia, City Engineer, explained the recommended changes to sections of **Article VIII Municipal Planning.**

Commission Member Santos moved to accept the recommended changes to **Sec. 1 Planning commission.** Seconded by Commission member Stuksa; motion carried on a vote of 6 Ayes.

Commission member Kitchens moved to accept the recommended changes to **Sec. 3 Vacancies.** Seconded by Commission member Ulm; motion carried on a vote of 6 Ayes.

Additional information was requested on **Sec. 5 Powers and duties.** The Commission requested that the City Attorney research whether the Planning Commission duties could be more than a recommending body. The Commission recommended that City Engineer be authorized to approve abbreviated plats. The Commission requested that the City Attorney work on language on Sec. 5 (c).

A discussion was held on removing the word “Zoning” from **Sec. 6 Zoning and land use agency** since the city does not have zoning. Also discussed was **Sec. 7 Adoption of zoning ordinance.** Following discussion, the Commission requested that the city attorney provide more information on these sections.

(Commission member Jimenez’s absence was noted at this time of the meeting.)

The Commission members reviewed through the recommended changes of **Article IX-Parks and Recreation** and concurred with the changes with the exception of **Section 4 Duties of Board Generally.** The Commission discuss leaving the original language and adding verbiage to include park related capital project with the capital improvement plan. City Attorney to work on language.

The Commission concurred to the recommended changes of **Article X. Franchises and Public Utilities.**

The Commission concurred to the recommended changes of **Article XI. General Provisions.** A vote was taken on **Sec. 8 Nepotism.** Commission member Stuksa moved to accept the

recommended changes. Seconded by Commission member Ulm; motion carried on a vote of 5 Ayes.

**Review and discuss proposed amendments to the Charter submitted by Charter Review Commission.**

No discussion was held.

**Discuss preparation of the Charter Commission Report of the commission's findings and proposed amendments to be presented to the city council.**

Commission member Gormly discussed how past Commissions submitted its report to Council.

**Set next meeting date to approve the Charter Commission Report or any other meeting dates, if needed.**

The next meeting was set for Monday, December 5, 2016 at 6 p.m.

**Adjournment.**

Commission member Kitchens moved to adjourn the meeting at 8:58 p.m. Seconded by Commission member Ulm; motion to adjourn carried on a vote of 5 Ayes.

PASSED and APPROVE the 5<sup>th</sup> day of December, 2016.