

**CITY OF INGLESIDE
REGULAR CHARTER REVIEW COMMISSION MEETING
MINUTES
AUGUST 29, 2024
6:30 PM**

Opening Agenda

1. Call Meeting to Order.

The Regular Charter Review Commission Meeting of the City of Ingleside was called to order by Chair Courtney Shane 6:31 p.m. on August 29, 2024, at City Hall 2671 San Angelo Ave., Ingleside, TX and live video streaming.

2. Roll Call.

With Charter Review Commission Board Members present a quorum was established.

Board Members Present: Chair Courtney Shane, Ricardo Trevino, Jr., Robert Vana, and Cindy Wilson (arrived at 6:54 p.m.).

Absent: Co-Chair Tom Bell

3. Pledge of Allegiance.

Chair Shane led the Pledge of Allegiance to the U.S. flag.

4. Citizen Comments and Reports.

No Citizen Comments and Reports.

Regular Agenda

5. Deliberate and take appropriate action on the appointment of a Secretary for the Charter Review Commission.

Motion: Commission Member Trevino made a motion to nominate himself as the Secretary for the Charter Review Commission. Chair Shane seconded the motion. Motion carried with all present voting in favor.

6. Deliberate and take appropriate action on the acceptance of the Regular Charter Review Commission Minutes of August 15, 2024 and Regular Charter Review Commission Minutes of August 22, 2024.

Motion: Chair Shane made a motion to approve the acceptance of the Regular Charter Review Commission Minutes of August 15, 2024 and Regular Charter Review Commission Minutes of August 22, 2024. Board Secretary Trevino seconded the motion. Motion carried with all present voting in favor.

7. Deliberate and take appropriate action on the review of the following Articles in the City of Ingleside Home Rule Charter.

1. ARTICLE I. Form of Government and Boundaries
2. ARTICLE II. Powers of the City
3. ARTICLE III. City Council
4. ARTICLE IV. Administrative Services
5. ARTICLE V. Elections
6. ARTICLE VI. Initiative, Referendum and Recall
7. ARTICLE VII. Municipal Finance
8. ARTICLE VIII. Tax Administration
9. ARTICLE IX. Public Utilities and Franchises
10. ARTICLE X. Planning and Zoning
11. ARTICLE XI. General Provisions
12. ARTICLE XII. Transitional Provisions

The Board deliberated on ARTICLE IV. Administrative Services.

Section 4.01. City ~~Mm~~anager.

- A. Appointment and Qualifications: ~~Appointment and Qualifications:~~ The City Council shall, by majority vote of the entire City Council, appoint a City Manager who shall be responsible to the City Council for administration of all affairs of the City. The City Manager shall be appointed solely upon the basis of ~~his/her~~ executive and administrative qualifications and need not, when appointed, be a resident of the City. The City Manager shall have the following minimum qualifications: (1) A Bachelor's Degree and at least three (3) years of municipal government managerial experience or (2) a minimum of six (6) years of municipal government managerial experience. Within six months after appointment, the City Manager must reside in the City unless specifically excused by the City Council.
- B. Compensation: The City Manager shall receive compensation as may be fixed by the City Council according to ~~his/her~~ qualifications and experience. ~~He/she-The City Manager~~ shall be bonded at City expense in an amount deemed adequate by the City Council.
- C. Term and Removal: The City Manager shall not be appointed for a definite term but shall serve at the pleasure of the City Council. The City Council may remove the City Manager from office by majority vote of the entire City Council.
- D. Interim City Manager: In the event the City Manager resigns, is terminated, or is unable to fulfill the duties of City Manager, the City Council may appoint an Interim City Manager until the City Manager is able to fulfill his duties or a new City Mnanger is appointed. No ~~memembr~~ member of the City Council shall serve as Interim City Manager.
- E. Duties of the City Manager: The City Manager shall be required to:
 1. Appoint, and when ~~he/she~~ deems necessary for the welfare of the City, suspend or remove all City employees and appointive administrative

- officers provided for by or under this Charter, except as otherwise provided by law or personnel rules adopted pursuant to this Charter;
2. Direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided by this Charter or by law;
 3. Assure that all laws, provisions of this Charter, and acts of the City Council, subject to enforcement by ~~him/her~~ City Manager or by officers and employees subject to his/her direction or supervision, are faithfully executed;
 4. Attend all City Council meetings and have the right to take part in discussions; however, ~~he/she~~ may not vote;
 5. Prepare and submit to the City Council the annual budget and capital program and administer the budget as adopted by the City Council;
 6. Prepare and submit to the City Council, within ~~90~~ 180 days of the end of the fiscal year, an Annual Report on the finances and administrative activities of the City, as of the end of each fiscal year;
 7. Keep the City Council fully advised as to the financial condition and future needs of the City and make such recommendations concerning the affairs of the City as ~~he/she~~ deems desirable or necessary;
 8. Make reports as the City Council may require concerning the operations of the City Departments, offices, or agencies subject to ~~his/her~~ the City Managers direction or supervision;
 9. Prepare and accept items for inclusion on the agenda of all official meetings; and
 10. Perform such other duties as are specified in this Charter or may be required by the City Council and not inconsistent with this Charter.
 11. When the hiring or firing of a ~~Director department head~~ is deemed necessary, the City Manager shall inform the City Council prior to the action to be taken.
 12. Sign contracts the Council has approved.

Section 4.02. Municipal Court.

- A. Establishment: The City Council shall establish and cause to be maintained a Municipal Court, for the trial of misdemeanor offenses, with all powers and duties as are now or may be prescribed by the laws of the State of Texas.
- B. Judge of the Court: The City Council shall appoint a Judge of the Municipal Court, who shall serve a term of two years and may be appointed to additional consecutive terms upon completion of ~~his/her~~ term of office. The appointment of the Judge may be terminated for just cause by the City Council. The Judge shall receive such compensation as may be determined by the City Council commensurate with the duties performed by the Judge.
- C. Associate Judge of the Court: The City Council may appoint an Associate Judge, to assist the Municipal Court, or to serve in the absence or disability of the Municipal Court Judge.
- D. Clerk of the Court: The City Manager shall appoint a Clerk and a Relief Clerk of the Municipal Court. The Clerk and the Relief Clerk shall be bonded at City

- expense, and shall receive such compensation as may be determined by the City Manager.
- E. Powers of the Clerk: The Clerk of the Municipal Court shall keep minutes of the proceedings of the court, issue process, and generally perform the duties for the Municipal Court that a County Clerk performs for a County Court.
- F. Fines and Penalties: All monies received as court-imposed fines on penalties shall be paid into the General Fund of the City Treasury.

Commission Member Wilson joined the meeting at 6:54 p.m.

Section 4.03. City ~~S~~ecretary.

- A. Appointment: The City Manager shall appoint, as provided in Section 4.01E of this Charter, a City Secretary.
- B. Duties of the City Secretary: The City Secretary shall be required to:
1. Give notice of, and attend all official public meetings and hearings of the City Council;
 2. Keep the minutes of the proceedings of all official public meetings and hearings of the City Council. Be responsible for the electronic taping or recording of the entire proceedings of all the official public meetings and hearings of the City Council. Be responsible for the care, maintenance and filing of such tapes or recordings for a period ~~as required by law of not less than two years following each meeting or hearing so taped or recorded;~~
 3. Act as custodian of all official records of the City Council;
 4. Hold and maintain the Seal of the City of Ingleside and affix this Seal to all appropriate documents;
 5. Authenticate by signature and Seal, and record in a book kept and indexed for the purpose, all ordinances and resolutions of the City; and
 6. Perform such other duties as may be required by the City Manager, this Charter, or other laws of the State of Texas and not inconsistent with other provisions of this Charter.

Chair Shane acknowledged Citizen Paul Baen to speak.

Paul Baen, 2177 Glenwood, Addressed the Commission and stated that prior to 2018 the City of Ingleside had a Finance Committee. Baen encouraged the Commission to look into adding a Finance Committee with residency requirements to be adjusted for a majority of the members to reside in the City. By doing so it broadens the number of potential members with financial experience. Baen wanted to know if the Commission could skip around to allow citizens to be present during the section of the review that they want to speak on. In addition, spoke about not knowing what section of the Charter the Commission was starting with and requested consideration for clarity on the agenda.

Discussion was held between the Commission, City Manager, City Secretary, and Attorney with a decision to make some changes to the agenda to accommodate citizens to know where the Commission finished the review and would start for each meeting.

Section 4.04. City Attorney.

- A. Appointment and Qualifications: The City Council, in consultation with the City Manager, shall appoint a competent, duly qualified, licensed and practicing attorney in the State of Texas who shall serve as the City Attorney.
- B. Removal: The City Attorney may be removed by a majority vote of the entire City Council.
- C. Duties: The City Attorney shall be required to:
 - 1. Serve as the legal advisor to the City Council and City Manager.
 - 2. Represent the City in litigation and legal proceedings as directed by the City Council and City Manager.
 - 3. Review and provide opinions as requested by the City Council or City Manager on contracts, legal instruments, and ordinances of the City.
- D. Limitation: The City Council shall have the right to retain special counsel at any time that it may deem necessary and appropriate.
- E. ~~Compensation:~~ The City Attorney shall receive compensation as may be determined by the City Council.
- F. ~~Selection of Additional Attorneys:~~ The City Attorney, with approval of the City Council, may select additional attorneys to act for him/her and the City in its representation and litigation.
- G. ~~City Council May Contract With Attorney:~~ The City Council may contract with an attorney or with a firm of attorneys who shall designate one member of said firm to serve as City Attorney.

Section 4.05. Administrative departments, offices and agencies.

- A. General Provisions:
 - 1. The City Council may create or establish departments, offices, or agencies in addition to those provided for by this Charter and may prescribe the functions and duties of such departments, offices and agencies.
 - 2. The City Council may abolish, redesignate, or combine any of the departments, offices, or agencies it has established.
 - 3. The City Council shall take none of the foregoing actions until the recommendations of the City Manager shall have been heard by the City Council.
- B. Direction and Supervision: Except as provided in Section 4.02 of this Charter, all departments, offices and agencies of the City shall be under the direction and supervision of the City Manager and shall be administered by officers appointed by and subject to the direction and supervision of the City Manager. The City Manager may, with the consent of the City Council, serve as the head of one or more City departments, offices, or agencies, or appoint one person as the head of two or more of them.
- C. City Assessor-Collector: The City Manager shall appoint, as ~~proved~~ ~~provided~~ in Section 4.01E of this Charter, a person who shall serve as the Assessor-Collector for the City, and whose functions shall be those usual to the office; provided, however, that the City Council may prescribe such additional functions as may be appropriate for the City.

Section 4.06. Boards, Commissions and Committees.

The City Council shall create, establish, or appoint, as may be required by law, circumstance, or this Charter, those Boards, Commissions and Committees which are deemed necessary to carry out the functions and obligations of the City. The City Council shall prescribe the purpose, composition, function, duties and accountability of such Board, Commission and Committee where such are not prescribed by law or this Charter.

Members of such Boards, Commissions and Committees unless addressed elsewhere shall be appointed each year. They may be reappointed for additional terms of one year each. All members of all boards and commissions, whether created by Charter, the Council or otherwise, must be residents of the City, unless and except to the extent otherwise required by state law.

Section 4.07. Oath of office.

Every appointive officer of the City, and every member appointed to a Board, Commission, or Committee under the provisions of this Charter, before entering upon the duties of the office, shall take and subscribe to the appropriate oath or affirmation prescribed in Article 11 of this Charter. Each such oath or affirmation shall be filed and kept in the office of the City Secretary.

Section 4.08. Personnel system.

- A. Merit Principle: Appointments and promotions of all city employees and appointive administrative officers shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.
- B. Personnel Rules: Personnel rules shall be prepared by the City Manager and presented to the City Council which may by ordinance adopt them with or without amendment. The adopted rules shall govern the equitable administration of the personnel system of the City and shall provide for the following requirements, among others:
 - 1. A pay and benefit plan for all City positions. Social Security benefits may be considered a benefit plan under provisions of this Charter.
 - 2. A plan for working hours, attendance regulation, and provision for sick and vacation leave.
 - 3. Procedures for the hearing adjudication of grievances; and
 - 4. Other practices and procedures necessary to the equitable administration of the personnel system of the city.
- C. Residency: Except for the City Manager ~~and the Chief of Police~~, no City employee is required to reside within the City limits. The City Council may prescribe reasonable standards with respect to the time within which City employees who reside outside the City limits must respond to civil emergencies.

Motion: Chair Shane made a motion to Amend Article VI. Administrative Services, as discussed, allow the City Secretary to strikeout or amend any pronouns, and allow the City Attorney to confirm compliance with State Law. Commission Member Wilson seconded the motion. Motion carried with all present voting in favor.

Motion: Chair Shane made a motion to close agenda Item 7 and reconvene the Charter Review process at the next scheduled meeting starting with Article V. Elections. Commission Member Wilson seconded the motion. Motion carries with all present voting in favor.

Closing Agenda

8. Items to consider for placement on future agendas.

Chair Shane requested revise the agenda to reflect where the Commission finished the review and would start the next review for each meeting.

9. Adjourn.

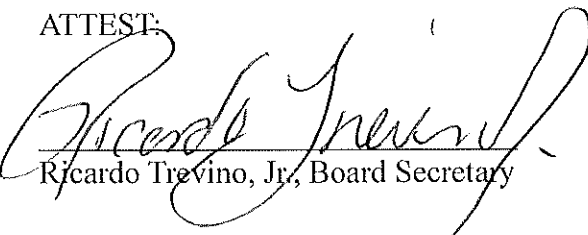
Chair Shane adjourned the Regular Charter Review Commission Meeting at 8:01 p.m.

APPROVED:



Tom Bell, Board Co-Chair

ATTEST:



Ricardo Trevino, Jr., Board Secretary