



AGENDA
Charter Review Commission Meeting

Wednesday, May 21, 2025 @ 6:00 PM

Anna Municipal Complex - Council Chambers
120 W. 7th Street, Anna, Texas 75409

The Charter Review Commission will meet on Wednesday, May 21, 2025 at 6:00 PM, in the Anna Municipal Complex – Council Chambers, located at 120 W. 7th Street, to consider the following items.

1. **Call to Order, Roll Call, and Establishment of Quorum.**
2. **Invocation and Pledge of Allegiance.**
3. **Neighbor Comments.**
At this time, any person may address the Commission regarding an item on this meeting Agenda. Also, at this time, any person may address the Commission regarding an item that is not on this meeting Agenda. Each person will be allowed up to three (3) minutes to speak. No discussion or action may be taken at this meeting on items not listed on this Agenda, other than to make statements of specific information in response to a citizen's inquiry or to recite existing policy in response to the inquiry.
4. **Work Session.**
 - a. Consider/Discuss/Action on Meeting Minutes for May 14, 2025.
 - b. Consider/Discuss/Action on Charter Article 3 - The City Council.
 - c. Consider/Discuss/Action on Charter Article 4 - City Administration.
 - d. Consider/Discuss/Action on any other parts of the City Charter as necessary.
5. **Adjourn.**

This is to certify that I, Carrie L. Land, City Secretary, posted this Agenda on the City's website (www.annatexas.gov) and at the Anna Municipal Complex bulletin board at or before 5:00 p.m. on 05/16/2025.

Carrie L. Land, City Secretary

Persons with a disability who want to attend this meeting who may need assistance should contact the City Secretary at (972) 924-3325 two working days prior to the meeting so that appropriate arrangements can be made.



MINUTES

Charter Review Commission Meeting

Wednesday, May 14, 2025 at 6:00 PM

The Charter Review Commission of the City of Anna met on 5/14/2025 at 6:00 PM in the Anna Municipal Complex-Council Chambers, located at 120 W. 7th Street, to consider the following items.

1. Call to Order, Roll Call, and Establishment of Quorum.

Vice Chair Norwood called the meeting to order at 6:00 p.m.

Members Present:

Bruce Norwood, Vice Chair
Theresa King-Bell
Gretchen Stewart
Susan Jones
Katherine Swafford

Justin Inesta
Randy Sachs
Lynn Bryan
Choya Morrison
Robbie Sell

Alternates:

Nathan Wilbur

Officials/Staff:

Ryan Henderson
Clark McCoy

Carrie L. Land
Taylor Lough

Members Absent:

Jessica Walden, Chair

2. Invocation and Pledge of Allegiance.

Vice Chair Norwood led the Invocation and Pledge of Allegiance.

3. Neighbor Comments

No public comments.

4. Reports.

- a. Review the Open Meeting Act.
- b. Discussed the Charter Amendment Process.
- c. Discuss Meeting Policies and Procedures.

5. Work Session.

- a. Consider/Discuss/Action on Article 1 – Form of Government and Boundaries.
No action was taken.
- b. Consider/Discuss/Action on Article 2 – Powers of the City.
No action was taken.
- c. Consider/Discuss/Action on any other parts of the City Charter as necessary.
No action was taken.

6. Adjourn.

Vice Chair Norwood adjourned the meeting at 7:56 PM.

APPROVED the _____ day of _____, 2025.

Vice Chairperson Bruce Norwood

ATTEST:

City Secretary Carrie L. Land



Item No. 4.b.

City Council Agenda
Staff Report

Meeting Date: 5/21/2025
Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Charter Article 3 - The City Council.

SUMMARY:

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:

1. Article 3

ARTICLE 3

THE CITY COUNCIL

§ 3.01 Composition.

- (a) The City Council includes a “Mayor” and six “Council Members” elected under the Place System, with there being Places 1, 2, 3, 4, 5 and 6. The Mayor and each Council Member are elected at large, and unless sooner removed under the provisions of this Charter, serve for a term of no longer than three years. All of the City Council holding office at the time of passage of this Charter or any amendments to this Charter may continue to hold their respective office until the respective term for which they were elected expires.
- (b) Terms of the Council Members and the Mayor are staggered and the staggering of terms will be initiated as follows:
 - (1) in the May 2013 election, voters will elect Council Members for Places 2, 4, and 6, each for three-year terms;
 - (2) in the May 2014 election, voters will elect Council Members for Places 3 and 5, each for three-year terms;
 - (3) in the May 2015 election, voters will elect a Council Member for Place 1 and the Mayor, each for three-year terms; and
 - (4) all subsequent regular City Council and Mayoral elections will be for three-year terms.

§ 3.02 Qualifications of City Council.

In addition to any other qualifications prescribed by law, the Mayor and each Council Member must meet the qualifications set forth in Article 5 of this Charter while in office.

§ 3.03 Compensation.

Compensation of the City Council may be determined by the City Council by ordinance, but no increase in compensation may take effect until commencement of the terms of Mayor and/or Council Members elected at the next regular election. The City Council is entitled to reimbursement for actual expenses incurred in the performance of official duties with the approval of the City Council at a public meeting.

§ 3.04 Mayor, Mayor Pro-Tem and Deputy Mayor Pro-Tem.

- (a) The person elected Mayor is the presiding officer of all Council meetings, is the official head of the City government, and is entitled to vote on all items before the City Council, except as otherwise restricted by this Charter.
- (b) The Mayor Pro-Tem is a Council Member elected by the City Council at the first regular meeting after each election of Council Members and/or Mayor. The Mayor Pro-Tem must act as Mayor during the disability or absence of the Mayor, and in this capacity has the rights conferred upon the Mayor.
- (c) The Deputy Mayor Pro-Tem is a Council Member elected by the City Council at the first regular meeting after each election of Council Members and/or Mayor. The Deputy Mayor Pro-Tem must act as Mayor during the disability or absence of the Mayor and Mayor Pro-Tem, and in this capacity has the rights conferred upon the Mayor.

§ 3.05 Vacancies, Forfeiture and Filling of Vacancies.

- (a) The office of a Council Member or the Mayor becomes vacant upon death, resignation, forfeiture of, or removal from office by any manner authorized by law.
- (b) If any Member of the City Council is absent from three consecutive regular meetings, without explanation acceptable to a majority of the remaining Council Members, his or her office becomes vacant at the next regular meeting of the City Council by resolution.
- (c) Any person on the City Council who ceases to possess the required qualifications for office or who is convicted of a felony or of a misdemeanor involving moral turpitude or is convicted of violating any state laws regulating conflicts of interest of municipal officers must forfeit his or her office. Every forfeiture must be declared and enforced by the City Council.
- (d) If for any reason a single vacancy or multiple vacancies exist on the City Council, the vacancy must be filled by majority vote of the qualified voters at a special election called for such purpose within 120 days after such vacancy occurs as required by article XI, section 11 of the Texas Constitution; provided, however, that the Council may opt to fill by appointment any such vacancy occurring for an unexpired term of 12 months or less. The person elected or appointed to fill the vacancy must meet the qualifications referenced in section 3.02 of this Charter. The person elected or appointed to fill the vacancy serves until the next regular municipal election for that Place on the City Council. If the position of Mayor becomes vacant, then the City Council must—as soon as is practicable after a

Mayor is elected or appointed to fill the vacancy—elect the positions of Mayor Pro-Tem and Deputy Mayor Pro-Tem.

(Ordinance 764-2018, sec. 2.3 (prop. B), adopted 2/13/18, approved at election of 5/5/18)

§ 3.06 Powers of the City Council.

All powers of the City and the determination of all matters of policy are vested in the City Council. Except where in conflict with and otherwise expressly provided by this Charter, the City Council has all powers authorized to be exercised by the Constitution and laws of the United States and the State of Texas as amended. Without limiting the broad powers vested in the City Council—and only to provide more certainty with respect to certain other powers—the City Council may also:

- (a) appoint and remove the City Manager, Municipal Judge, City Attorney, and City Secretary;
- (b) establish administrative departments;
- (c) adopt the City budget;
- (d) collectively inquire into the conduct of any office, department or agency of the City and make investigations as to municipal affairs;
- (e) provide for a Planning & Zoning Commission and a Board of Adjustment and other boards as deemed necessary, and appoint the members of all such boards and commissions. (Such boards and commissions retain all powers possessed before the adoption of this Charter and those conferred and created by this Charter, by City ordinance or by other law);
- (f) adopt and modify the official map of the City;
- (g) adopt, modify and carry out plans in cooperation with the Planning & Zoning Commission for the replanning, improvement and redevelopment of specific areas of the City;
- (h) adopt, modify and carry out plans in cooperation with the Planning & Zoning Commission for the replanning, reconstruction or redevelopment of any area or district which may have been destroyed in whole or part by disaster;
- (i) regulate, license and fix the charges or fares made by any person owning, operating or controlling any vehicle of any character used for the carrying of passengers for hire on the public streets and

alleys of the City;

- (j) provide for the establishment and designation of fire limits and prescribe the kind and character of structures or improvements to be erected; provide for the erection of fire-resistant structures within certain limits; and provide for the abatement of dangerous or dilapidated structures;
- (k) fix and regulate rates and charges of all utilities and public services; and
- (l) adopt plats, unless the City Council votes to give this authority exclusively to the Planning & Zoning Commission.

§ 3.07 Prohibitions.

- (a) Except where authorized by law or by this Charter, no Mayor or Council Member may hold any other City office or City employment during his or her term as Mayor or Council Member. No former Mayor or Council Member may hold any compensated appointive office or City employment until one year after the expiration of the term for which they were elected or appointed to the City Council.
- (b) Members of the City Council may not in any way dictate the appointment or removal of the City administrative officers or employees whom the City Manager or any of the City Manager's subordinates are empowered to appoint. The City Council, at a meeting called for that purpose, may express its views and fully and freely discuss with the City Manager anything pertaining to appointment and removal of such officers and employees.
- (c) Except for the purpose of inquiries and investigations as provided by this Charter, the City Council must deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager. The City Council may not give orders to any such officer or employee either publicly or privately except as otherwise provided in this Charter.

§ 3.08 Meetings of the City Council.

- (a) The City Council must schedule at least two regular meetings each month and as many additional meetings as it deems necessary to transact the business of the City. The City Council may fix by ordinance the date and time of the regular meetings.
- (b) Special meetings of the City Council must be held at the call of the Mayor or a majority of the Council Members upon provision of public notice in accordance with state law.

- (c) Except as otherwise permitted by state law, all City Council meetings must be open to the public and must be held and notice given in accordance with the Texas Open Meetings Act.

§ 3.09 Quorum.

- (a) There must be a quorum present for the City Council to take action or transact business. Except as specifically provided by Section 3.10 or another Section of this Charter, four Council Members constitute a quorum for the purpose of transaction of business. The Mayor shall be counted towards a quorum. No action of the City Council, except as specifically provided in this Charter, is valid or binding unless adopted by the affirmative vote of a majority of the City Council present at a meeting and having the authority to vote.
- (b) Solely for the purpose of canvassing an election, two Council Members constitute a quorum.

§ 3.10 Conflict of Interest.

- (a) Should any person on the City Council have a conflict of interest—under any state laws or City ordinances regulating conflicts of interest of municipal officers—regarding an agenda item then before the City Council, he or she lacks authority to vote, and must:
 - (1) openly declare the conflict before discussion proceeds;
 - (2) not participate in the discussion of that item; and,
 - (3) not vote on that item.
- (b) Solely for an agenda item over which one or more Council Members have a conflict of interest, the number of Council Members required to be present to constitute a quorum for the purpose of transacting business is reduced by the number of Council Members who are present but lack authority to vote on that item because of a conflict of interest.

§ 3.11 Abstention.

Should any person on the City Council choose—for any reason other than a conflict of interest—to abstain from voting on any question before the City Council, that person's vote is counted and recorded as a negative vote in the official minutes of the meeting.

§ 3.12 Rules of Procedure.

The City Council may determine its own rules of order and business. The City Council must provide that

the citizens of the City have a reasonable opportunity to clearly hear and be heard at public hearings with regard to specific matters under consideration. The City Council must provide for minutes to be taken and recorded for all public meetings as required by law. Once approved by the Council, such minutes are a public record and must be kept and maintained by the person performing the duties of the City Secretary. Minutes must be approved no later than the third regularly-scheduled Council meeting after the meeting for which the minutes are under consideration for approval, however the failure to abide by this time period does not invalidate actions taken at a meeting.

§ 3.13 Passage of Ordinances in General.

- (a) The City Council may legislate only by ordinance, and the enacting clause of every ordinance must be “Be it ordained by the City Council of the City of Anna, Texas...”. Each proposed ordinance must be introduced in the written or printed form required for adoption. No ordinance may contain more than one general subject which must be clearly expressed in its title, except that general appropriation ordinances may contain various subjects and accounts for which monies are to be appropriated. After adoption, an ordinance may not be amended or repealed except by the adoption of another ordinance amending or repealing the original ordinance. Copies of any proposed ordinance, in the form required for adoption, must be furnished to the City Council. Copies of the proposed ordinance, in the form required for adoption, must be available at the City offices and must be furnished to citizens upon request to the City Secretary from and after the date on which such proposed ordinance is posted as an agenda item for a City Council meeting and, if amended, must be available and furnished in amended form for as long as the proposed ordinance is before the City Council.
- (b) Every ordinance is effective upon adoption or at any later time(s) specified in the ordinance, except that every ordinance imposing any penalty, fine or forfeiture is effective only after having been published twice in its entirety or summary form after adoption, in a newspaper designated as the official newspaper of the City. Notwithstanding the foregoing and to the extent state law provides for an applicable alternate method for publication, the City may forgo newspaper publication and publish the ordinance or its caption in accordance with the applicable state law.
- (c) If a majority of the City Council present requests that the ordinance title and caption or its entirety be read, it must be read.

(Ordinance 764-2018, sec. 2.6 (prop. E), adopted 2/13/18, approved at election of 5/5/18)

§ 3.14 Emergency Ordinances.

- (a) The City Council may adopt emergency ordinances only to meet public emergencies affecting life, health, property or the public peace. In particular, such ordinances may not levy taxes, grant or renew or extend a franchise, or regulate the rate charged by any public utility for its services. Neither may they authorize the borrowing of money except as provided elsewhere in this Charter.
- (b) An emergency ordinance may be introduced in the form and manner generally prescribed for ordinances, except that they must be plainly designated in the title as an emergency ordinance and must contain—after the enacting clause—a declaration stating that an emergency exists and describing the emergency in clear and specific terms.
- (c) An emergency ordinance may be introduced at any City Council meeting and may be adopted with or without amendment or rejected at the meeting at which it is introduced.
- (d) Emergency ordinances are effective upon adoption and must be published as soon as practicable. Every emergency ordinance so adopted, except one authorizing the borrowing of money as described in this Charter, is automatically repealed as of the 61st day following the day on which it became effective. The ordinance may be re-enacted if the emergency still exists.

§ 3.15 Authentication, Recording, Codification, Printing and Distribution.

- (a) All ordinances and resolutions adopted by the City Council must be authenticated by seal and signature of the person performing the duties of the City Secretary and numbered consecutively as adopted. They must be properly indexed and placed in a book kept open for public inspection.
- (b) The City Council may maintain the codification of ordinances of the City. This codification must be known and cited as “The Anna City Code of Ordinances” and is in full force and effect without the necessity of such code or any part of it being published in any newspaper. The caption, descriptive clause and other formal parts of the ordinances of the City may be omitted without affecting the validity of such ordinances when codified. Every general ordinance enacted after codification must be enacted as an amendment to the code. For the purpose of this section, general ordinances are deemed to be those ordinances of a permanent or continuing nature which affect the residents of the City at large. Copies of the code must be furnished to City Officers, placed in City offices and made available for purchase by the public at a reasonable price to be fixed by the City Council.
- (c) The City Council must cause all ordinances and amendments to this Charter to be printed promptly

following their adoption. A copy of each ordinance and amendment must be placed in appropriate City offices for public reference. Printed ordinances and Charter amendments may be sold to the public at a reasonable price to be fixed by the City Council.

§ 3.16 Investigations by the City Council.

The City Council has the power to inquire into the official conduct of any department, agency, office, officer or employee of the City. For that purpose, the City Council has the power to administer oaths, subpoena witnesses and compel the production of books, papers or other evidence material to the inquiry. The City Council may provide, by ordinance, penalties for contempt for failing or refusing to obey any such subpoena or to produce any such books, papers, or other evidence, and has the power to punish any such contempt in the manner provided by the ordinance.

§ 3.17 Bond.

The City Council may require bonds of all municipal officers and employees who receive or pay out any monies of the City. The amount of the bonds may be determined by the City Council and the cost must be borne by the City.



Item No. 4.c.

City Council Agenda
Staff Report

Meeting Date: 5/21/2025

Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Charter Article 4 - City Administration.

SUMMARY:

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:

1. Article 4

ARTICLE 4

CITY ADMINISTRATION

§ 4.01 City Manager.

- (a) The City Council must appoint, upon the affirmative vote of a majority of the full membership of the City Council, a City Manager to serve as Chief Administrative Officer of the City. The City Manager is responsible to the City Council for administration of all the affairs of the City, with only those exceptions that are named in this Charter. The City Manager must be appointed based upon the applicant's educational qualifications and executive or administrative experience. The City Manager need not be a resident of the City when appointed, but must, within one year after such appointment, reside within the City during the balance of the tenure of his or her appointment, with up to a six-month extension granted by the City Council upon a showing of good cause.
- (b) Only the City Council may fix the compensation of the City Manager, and the City Manager's compensation may be amended, from time to time, in accordance with the City Manager's experience, qualifications and performance.
- (c) The City Manager may be appointed for an indefinite term, and may be removed at the discretion of the City Council by the affirmative vote of a majority of the full membership of the City Council. Upon decision to remove the City Manager, notice, in writing, of such decision must be immediately furnished to the City Manager and the City Council may then suspend him or her from duty and the following procedures will apply.
 - (1) If, within five days after being notified of termination and removal, the City Manager files a written request to the City Council requesting that the termination be reconsidered, the City Council must, as soon as practical, meet with the City Manager in accordance with the Texas Open Meetings Act to review its decision to terminate.
 - (2) After such review, and after affording the City Manager an opportunity to respond to such initial decision to terminate, a new vote must be taken with regard to termination of the City Manager.
 - (3) The City Manager is entitled, from the date of suspension, to continue to receive his or her salary pending the final decision of the City Council.
- (d) This procedure for a review meeting with the City Manager does not alter the fact that the City

Manager serves at the pleasure of the City Council and the City Manager does not have, nor should this procedure be construed to grant to the City Manager, any right to continued employment.

- (e) Acting City Manager: The City Manager, within 60 days after taking office, must designate by letter filed with the City Secretary, a qualified administrative officer of the City to perform the duties of the City Manager in his or her absence or disability. Such designation is subject to approval by the City Council. No member of the Council may serve as Acting City Manager. From time to time the City Manager may remove and/or appoint another Acting City Manager.
- (f) The City Manager's duties are to:
 - (1) appoint, suspend and remove all City employees and appointive administrative officers provided for in this Charter, except as otherwise provided by this Charter or personnel rules adopted by the City Council in accordance with this Charter;
 - (2) direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by law or this Charter;
 - (3) see that all state laws and city ordinances are effectively enforced;
 - (4) if at all practicable, attend all City Council meetings—or if absent designate another City employee to attend—with the right to take part in discussion, but the City Manager may not vote;
 - (5) prepare and accept, or designate an appropriate department head or City employee to prepare and accept, items for inclusion in the official agenda of all City Council meetings and meetings of all boards and commissions;
 - (6) prepare and recommend to the City Council the annual budget and capital program, and administer the budget as adopted by the City Council;
 - (7) keep the City Council fully advised at least quarterly as to the financial conditions and future needs of the City, and make such recommendations concerning the affairs of the City, as the City Manager or the City Council deems desirable or necessary;
 - (8) make reports as the City Manager or the City Council may require concerning the operations of the City departments, offices, or agencies subject to the City Manager's direction or supervision; and

(9) perform such other duties as are specified in this Charter or may be required by the City Council, and are consistent with this Charter or state and federal law.

§ 4.02 City Secretary.

- (a) The City Council may appoint or remove, without cause, the City Secretary, upon the affirmative vote of a majority of the full membership of the City Council.
- (b) Only the City Council may fix the compensation of the City Secretary, and the City Secretary's compensation may be amended, from time to time, in accordance with the City Secretary's experience, qualifications and performance.
- (c) The City Secretary is responsible for verifying that proper notice—under state laws and this Charter—has been given for all meetings of the City Council and other municipal Boards, Commissions and Corporations.
- (d) The City Secretary must also:
 - (1) if at all practicable, attend all public meetings and hearings of the City Council or if absent designate another City employee to attend;
 - (2) keep the minutes of the proceedings of all public official meetings and hearings of the City Council in a manner prescribed by the City Council consistent with applicable law;
 - (3) act as custodian of all official records of the City Council;
 - (4) hold and maintain the seal of the City and affix this seal to all appropriate documents;
 - (5) authenticate by signature and seal and record all ordinances, resolutions and proclamations of the City; and
 - (6) perform such other duties as may be required by the City Council consistent with this Charter and state and federal law.

§ 4.03 Municipal Court.

- (a) The City Council must establish and cause to be maintained a Municipal Court. The Court has all the powers and duties as are now, or as may be, prescribed by state law.
- (b) Upon the City Manager's recommendation, the City Council may appoint or reject by the affirmative

vote of a majority of the full membership of the City Council a Municipal Judge(s) of the Municipal Court as may be necessary, who must be a competent, duly qualified attorney licensed and practicing for at least two years in the State of Texas. In the event a duly qualified attorney is not available, the City Council may then select a qualified person to be the Municipal Judge(s). The Municipal Judge(s) of the Municipal Court(s) must be appointed to a term of two years and may be appointed to additional consecutive terms upon completing a term of office. The appointment of the Municipal Judge(s) may be terminated, without cause, at any time by the affirmative vote of a majority of the full membership of the City Council. The Municipal Judge(s) may receive compensation as determined by the City Council.

- (c) In the event of failure of any Municipal Judge to perform his or her duties, the Mayor may act in the Municipal Judge's place and stead (and in the event of a vacancy, until a Municipal Judge is appointed by the City Council to fill the vacancy). If the Mayor acts as Municipal Judge, the Mayor may be compensated at the same salary, if any, as the Municipal Judge for whom the Mayor is acting.
- (d) The Clerk and Deputy Clerks of the Municipal Court(s) have the power to administer oaths, certify affidavits, make certificates, affix the seal of the Court, and perform all usual and necessary clerical acts in conducting the business of the Court(s) including but not limited to, the keeping of records and accounts of the Municipal Court(s).
- (e) All special expenses and fines imposed by the Municipal Court(s) must be paid into the City Treasury for the use and benefit of the City, as may be consistent with present and future laws.

§ 4.04 City Attorney.

- (a) The City Council must appoint by the affirmative vote of a majority of the full membership of the City Council a competent, duly qualified licensed and practicing attorney in the State of Texas to serve as the City Attorney.
- (b) The City Attorney must:
 - (1) Serve as the legal advisor to the City Council and City Manager, except when there is a conflict of interest, in which case the City Attorney's duty is strictly to the City Council.
 - (2) Represent the City in litigation and legal proceedings as directed by the City Council and the City Manager; and

- (3) Review and provide opinions as requested by the City Council or City Manager on contracts, legal instruments, ordinances of the City and other City business.
- (c) The City Council has the right to retain special counsel at any time that it may deem necessary and appropriate.
- (d) The City Attorney and Special Counsel may receive compensation as may be determined by the City Council.
- (e) The City Attorney, with approval of the City Council, may select an additional attorney(s) to assist in representing the City in any matter. However, under no circumstances may the City Attorney receive a referral fee or other remuneration solely for referring any part of the City's legal work to an attorney outside the office of the City Attorney.
- (f) The City Attorney may be removed, without cause, by the affirmative vote of a majority of the full membership of the City Council.

§ 4.05 Administrative Departments, Offices and Agencies.

- (a) The City Council may, after hearing recommendations of the City Manager, establish, abolish, redesignate and/or combine 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.
- (b) Except as provided elsewhere in this Charter, all departments, offices and agencies of the City are under the direction and supervision of the City Manager, and are 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 head of two or more of them.
- (c) The City Manager may appoint a City Tax Collector, whose duties and functions are those usual to the office and consistent with existing or future laws of the State of Texas as they may apply to City or County Tax Collectors. The City Manager may recommend that the City Council enter into an outside contract for such services.

§ 4.06 Personnel System.

- (a) Personnel rules must be prepared by the City Manager and presented to the City Council, who may adopt them by resolution, with or without amendment. The adopted rules must establish the City as

an Equal Opportunity Employer and must govern the equitable administration of the Personnel System of the City.

(b) The adopted rules must provide for the following requirements:

- (1) a pay and benefit plan for all City employment positions;
- (2) a plan for working hours, attendance policy and regulation and provision for sick and vacation leave;
- (3) procedure for the hearing and adjudication of grievances;
- (4) additional practices and procedures necessary to the beneficial and equitable administration of the City's personnel system; and
- (5) a plan for annual oral and written evaluation based on a job description for all City employees by their immediate supervisor, including evaluation of the City Manager, City Secretary, Municipal Judge, and City Attorney by the City Council.

(Ordinance 764-2018, sec. 2.2 (prop. A), adopted 2/13/18, approved at election of 5/5/18)



Item No. 4.d.

City Council Agenda
Staff Report

Meeting Date: 5/21/2025

Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on any other parts of the City Charter as necessary.

SUMMARY:

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS: