



AGENDA
Charter Review Commission Meeting

Wednesday, June 4, 2025 @ 6:00 PM

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

The Charter Review Commission will meet on Wednesday, June 4, 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. **Old Business.**
 - a. Consider/Discuss/Action on Charter Article 5 - Nominations and Elections
 - b. Consider/Discuss/Action on Charter Article 6- Recall, Initiative, Referendum
 - c. Consider/Discuss/Action on Charter Article 7 - Financial Procedures
5. **New Business.**
 - a. Consider/Discuss/Action on Meeting Minutes for May 28, 2025.
 - b. Consider/Discuss/Action on Charter Article 8 - Boards and Commissions.
 - c. Consider/Discuss/Action on Charter Article 9 - Planning & Zoning Commission.
 - d. Consider/Discuss/Action on Charter Article 10 - Utility and Public Service Franchises and Licenses.
 - e. Consider/Discuss/Action on any other parts of the City Charter as necessary.
6. **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 05/30/2025.

Carrie L. Land, City Secretary

In accordance with the Americans with Disabilities Act, it is the policy of the City of Anna to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at least 48 hours in advance of the event. Email adacompliance@annatexas.gov. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. ADA grievances may also be directed to the ADA Coordinator or filed online at <https://annatexas.gov/ada>.

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.



Item No. 3.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025
Staff Contact:

AGENDA ITEM:
Neighbor Comments.

SUMMARY:

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.

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:



Item No. 4.a.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025
Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Charter Article 5 - Nominations and Elections

SUMMARY:

See recommended changes attached.

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:

1. Charter Commission Amendments Art 5 mc

ARTICLE 5
NOMINATIONS AND ELECTIONS

§ 5.02. Filing for Office.

- (a) Candidates for elective City offices must file for office in accordance with the Texas Election Code.
- (b) Candidates for elective City offices must:
 - (1) be at least 21 years of age at the time of the election for which they are filing;
 - (2) be a qualified voter;
 - (3) have resided exclusively within the corporate limits of the City, or recently annexed territory, for at least 12 months before the filing date;
 - (4) at the time of filing or while in office, be current in payment of taxes or other liabilities due the City after notice of any delinquency;
 - (5) not file in a single election for more than one office or position as provided by this Charter; and
 - (6) comply with all other City ordinances or resolutions that may be applicable.
- (c) If an incumbent elected City official elected to serve a four-year term shall announce their candidacy, or shall in fact become a candidate, in any General, Special or Primary Election, for any office of profit or trust under the laws of this State or the United States other than the office then held, at any time when the unexpired term of the office then held shall exceed one year, such announcement or such candidacy shall constitute an automatic resignation of the office then held, and the vacancy thereby created shall be filled under this Charter in the same manner as other vacancies for such office are filled.
- (d) A City employee or officer may not continue in such employment or office after filing for an elective office provided for in this Charter.

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Item No. 4.a.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025
Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Charter Article 6- Recall, Initiative, Referendum

SUMMARY:

No amendments recommended. Take no action.

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:



Item No. 4.a.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025

Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Charter Article 7 - Financial Procedures

SUMMARY:

See attached recommended changes.

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:

1. Charter Commission Amendments Art 7 mc

ARTICLE 7 FINANCIAL PROCEDURES

§ 7.05. Public Hearing on Budget.

At the City Council meeting when the budget is submitted, the City Council must name the date and place of a public hearing and have published in the official newspaper of the City, at least once, the time and place, which will be not less than ten days nor more than 30 days after the date of notice. At this hearing, interested citizens may express their opinions concerning items of expenditures, giving their reasons for wishing to increase or decrease any items of expense. 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 time and place of the hearing in accordance with the applicable state law.

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§ 7.11. Capital Program.

The City Manager must submit a multi-year capital program as an attachment to the annual budget. The program as submitted must include:

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- (1) a clear summary of its contents;
- (2) a list of all capital improvements which are proposed to be undertaken during the five fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;
- (3) cost estimates, method of financing, and recommended time schedules for each improvement; and
- (4) the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. The above information may be revised and extended each year with regard to capital improvements still pending or in the process of construction or acquisition.

§ 7.18. Independent Audit.

When deemed necessary by the City Council, it may call—and at the close of each fiscal year—must call for an independent audit of all accounts of the City by a certified public accountant. No more than five consecutive annual audits may be completed by the same firm. The certified public accountant selected may have no personal interest, directly or indirectly, in the financial affairs of the City or any of its officers. The report of audit, with the auditor's recommendations, will be made to the City Council. Upon completion of the audit, a summary must be published on the City's website and copies of the audit must be placed on file in the office of the person performing the duties of City Secretary, as a public record. 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 summary in accordance with the applicable state law.
(Ordinance 764-2018, sec. 2.9 (prop. E), adopted 2/13/18, approved at election of 5/5/18)

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Item No. 4.b.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025
Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Meeting Minutes for May 28, 2025.

SUMMARY:

Review, approve or amend meeting minutes.

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:

1. CRCmin2025-05-28 Draft



MINUTES

Charter Review Commission Meeting

Wednesday, May 28, 2025 at 6:00 PM

The Charter Review Commission of the City of Anna met on 5/28/2025 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.

Chair Walden called the meeting to order at 6:01 p.m. A quorum was present.

Members Present:

Jessica Walden, Chair
Theresa King-Bell
Gretchen Stewart
Susan Jones
Katherine Swafford
Justin Inesta

Bruce Norwood, Vice Chair
Randy Sachs
Lynn Bryan
Choya Morrison
Robbie Sell

Alternate:

Nathan Wilbur

Officials and Staff:

Ryan Henderson
Clark McCoy

Carrie L. Land
Taylor Lough

Members Absent:

None

2. Invocation and Pledge of Allegiance.

Commissioner Jones led the Invocation and Pledge of Allegiance.

3. Neighbor Comments.

No comments were made.

4. Old Business.

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

MOTION: Commissioner Sachs moved to approve the red line changes.

Commissioner Morrison seconded. Motion carried 11-0.

b. Consider/Discuss/Action on Charter Article 4 – Administration.

MOTION: Chairperson Walden moved to approve the red line changes.

Commissioner Stewart seconded. Motion carried 11-0.

5. New Business.

a. Consider/Discuss/Action on Meeting Minutes for May 21, 2025.

MOTION: Commissioner Sachs moved to approve. Commissioner Swafford seconded. Motion carried 11-0.

c. Consider/Discuss/Action on Charter Article 5 - Nominations and Elections

d. Consider/Discuss/Action on Charter Article 6 - Recall, Initiative, and Referendum.

e. Consider/Discuss/Action on Charter Article 7 - Financial Procedures.

6. Adjourn.

MOTION: Commissioner Sachs moved to adjourn. Vice Chairperson Norwood seconded. Motion carried 11-0.

Chair Walden adjourned the meeting at 7:17 PM.

APPROVED the _____ day of _____, 2025.

Chairperson Jessica Walden

ATTEST:

City Secretary Carrie L. Land



Item No. 4.b.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025
Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Charter Article 8 - Boards and Commissions.

SUMMARY:

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:

1. Article 8

ARTICLE 8

BOARDS AND COMMISSIONS

§ 8.01 Authority, Composition and Procedures.

- (a) The City Council may create, establish or appoint, as may be required by state law or this Charter, or deemed desirable by the City Council, such boards, commissions and committees as it deems necessary to carry out the functions and obligations of the City. The City Council may, by ordinance or resolution, prescribe the purpose, composition, function, duties, accountability and tenure of each board, commission and committee where such are not prescribed by law or this Charter.
- (b) Individuals who are qualified voters in the City may be appointed by the City Council to serve on one or more boards, commissions or committees. Such appointees serve at the pleasure of the City Council and may be removed at the discretion of the City Council. Except as otherwise provided in this Charter, members of any such board, commission or committee serve without compensation but may be reimbursed for actual expenses as approved by the City Council.
- (c) All boards, commissions or committees of the City must keep and maintain minutes of any proceedings held and must submit a written report of such proceedings to the City Council no more than three weeks following each meeting.
- (d) No City officer or employee nor any person who holds a compensated appointive position with the City may be appointed to any board, commission or committee created or established by this Charter other than in an advisory capacity.
- (e) Any member of a board, commission or committee who is absent from three consecutive regular meetings, or 25% of regularly scheduled meetings during the 12-month period immediately preceding and including the absence in question, without explanation acceptable to a majority of the other members, must forfeit his or her position on the board, commission, or committee.



Item No. 4.b.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025
Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Charter Article 9 - Planning & Zoning Commission.

SUMMARY:

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:

1. Article 9

ARTICLE 9

PLANNING & ZONING COMMISSION

§ 9.01 Organization.

- (a) There is hereby established a Planning & Zoning Commission consisting of seven members appointed by the City Council to staggered terms of two years.
- (b) The Commission members must be qualified City voters.
- (c) No member may serve on the Commission for more than three completed consecutive terms, exclusive of any unexpired term to which the member may have been appointed to fill due to a vacancy on the Commission. Any vacancy occurring during the unexpired term of a member may be filled by the City Council for the remainder of the unexpired term. In July of each year, or during the Commission's next meeting after July if the Commission does not meet in July, the Commission must elect from its members a Chairman, Vice Chairman, and Secretary to serve for one year beginning in that month. Members of the Commission may be removed, without cause, by an affirmative vote of a majority of the full membership of the City Council.
- (d) The Commission must meet at least once a month. If, however, there is no required business before the Commission during a given month, then the Commission may cancel or refrain from scheduling a meeting during that month. The Commission must keep minutes of its proceedings which must be of public record. Minutes will be recorded by the Commission Secretary. The Commission serves without compensation.
- (e) Four voting Commission members constitute a quorum for the purpose of transaction of business. No action or recommendation of the Commission, except as specifically provided in this Charter, is valid or binding unless adopted by the affirmative vote of a majority of the Commission members present.

§ 9.02 Duties and Powers.

- (a) The Commission is responsible to and acts as an advisory board to the City Council. The Commission has the duty to:
 - (1) review all current and proposed ordinances and amendments pertaining to planning and zoning and make recommendations to the City Council for action to be taken;

- (2) make proposals to the City Council to amend, extend and add to the Comprehensive Plan for the physical development of the City;
 - (3) keep public records of its resolutions, findings and determinations; and
 - (4) review plats and zoning requests and make recommendations to the City Council for approval or disapproval of same.
- (b) The Commission has full power to:
- (1) exercise the authority of the Commission as provided by state law, this Charter and City ordinances;
 - (2) make reports and recommendations relating to the Comprehensive Plan and development of the City; and
 - (3) approve plats, if it has been given that authority by the City Council.
- (c) A vote of three-fourths of the Council Members present, or four votes, whichever is greater, is required to overrule a recommendation of the Commission that a proposed zoning amendment, supplement, or change be denied.

§ 9.03 Procedure.

- (a) Each August, all rules and regulations adopted by the Commission must be forwarded in writing to the City Manager who must submit them to the City Council with the City Manager's recommendations. The City Council may amend, adopt or reject any such rules or regulations. If any rules or regulations should be rejected, the Commission may modify them and submit such modified rules and recommendations to the City Council.
- (b) Should any person on the Commission have a conflict of interest, under any state law or City ordinances regulating conflicts of interest of municipal officers, with an agenda item then before the Commission, he or she must openly declare same before discussion proceeds, and is then prohibited from discussing or voting on, and is not considered as present and voting for the purposes of the tally.
- (c) Should any person on the Commission choose to abstain from voting on any question before the Commission, where no conflict of interest exists, the person's vote must be recorded as a negative vote in the official minutes of the meeting.

§ 9.04 The Comprehensive Plan: Procedure and Legal Effect.

- (a) The Comprehensive Plan must include, but not be limited to, the Future Land Use Plan, Thoroughfare Use Plan, and Parks and Open Space Plan. The existing Comprehensive Plan for the physical development of the City contains recommendations for the growth, development and beautification of the City and its extraterritorial jurisdiction. Additions to and amendments of the Comprehensive Plan must be by ordinance or resolution, but before any such revision, the Commission must hold at least one public hearing on the proposed action.
- (b) A copy of the proposed revisions to the Comprehensive Plan must be forwarded to the City Manager who must submit the proposal to the City Council, together with the City Manager's recommendations, if any. The City Council, after a public hearing, may adopt or reject such proposed revision or any part of it as submitted within 60 days following its submission by the City Manager. If all or part of the proposed revisions are rejected by the City Council, the City Council may request the Commission to make other modifications and again forward it to the City Manager for submission to the City Council.
- (c) Following the adoption by the City Council of the Comprehensive Plan, and any revisions thereto, it must serve as a guide to all future City Council action concerning land use and development regulations and expenditures for capital improvements. Any proposal which deviates from the Comprehensive Plan is not authorized until and unless the location and extent of the deviation has been submitted to and approved by the Commission. In case of denial, the Commission must communicate its reasons to the City Council, which has the power to overrule such denial with a vote of the majority of the Council Members present, and upon such overruling, the City Council or the appropriate office, department or agency has authority to proceed.

§ 9.05 Board of Adjustment.

The City Council must create and establish or maintain a board of adjustment. The City Council must, by ordinance, provide standards and procedures for such board to hear and determine appeals of administrative decisions, petition for variances in the case of peculiar and unusual circumstances which would prevent the reasonable use of land and such other matters as may be required by the City Council or by law. Appointment and removal of members of the board of adjustment must be in accordance with the provisions of Article 8, Sec. 8.01(b) of this Charter and state law.



Item No. 4.b.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025

Staff Contact:

AGENDA ITEM:

Consider/Discuss/Action on Charter Article 10 - Utility and Public Service Franchises and Licenses.

SUMMARY:

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS:

1. Article 10

ARTICLE 10

UTILITY AND PUBLIC SERVICE FRANCHISES AND LICENSES

§ 10.01 Authority.

The City has the power to buy, own, sell, construct, lease, maintain, operate or regulate public services and utilities and to manufacture, distribute and sell the output of such services and utility operations. The City may not supply any utilities service outside the City limits, except by a written contract. The City has such regulatory and other power granted under state law.

§ 10.02 Ordinance Granting Franchise.

No franchise may be granted for a term of more than 20 years from the date of the grant, renewal or extension of any franchise.

§ 10.03 Transfer of Franchise.

No public service or utility franchise is transferable, except with the approval of the City Council. However, the franchisee may pledge franchise assets as security for a valid debt or mortgage.

§ 10.04 Franchise Value Not to be Allowed.

Franchises granted by the City are of no value in fixing rates and charges for public services or utilities within the City and in determining just compensation to be paid by the City for property that the City may acquire by condemnation or otherwise.

§ 10.05 Right of Regulation.

In granting, amending, renewing and extending public service and utility franchises, the City reserves unto itself all the usual and customary rights, including, but not limited to, the right to:

- (1) repeal the franchise by ordinance for failure to begin construction or operation within the time prescribed, or for failure to comply with terms of the franchise;
- (2) require all extensions of service within the City limits to become part of the aggregate property of the service and operate subject to all obligations and reserved rights contained in this Charter, with any such extension being considered part of the original grant and terminable at the same time and under the same conditions as the original grant;

- (3) require expansion and extension of facilities and services and require maintenance of existing facilities to provide adequate service at the highest level of efficiency;
- (4) require reasonable standards of service and quality of product and prevent rate discrimination;
- (5) impose reasonable regulations and restrictions to insure the safety and welfare of the public;
- (6) examine and audit accounts and records and require annual reports on local operations of the public service or utility;
- (7) require the franchisee to restore, at franchisee's expense, all public or private property to a condition as good as or better than before disturbed by the franchisee for construction, repair or removal;
- (8) require the franchisee to furnish to the City, from time to time within a reasonable time following request of the City, at franchisee's expense a general map outlining current location, character, size, length, depth, height and terminal of all facilities over and under property within the City and its extraterritorial jurisdiction; and
- (9) require compensation, rent or franchise fees to be paid to the City as may be permitted by state law.

§ 10.06 Regulation of Rates.

- (a) The City Council has the power to fix and regulate the rates and charges of all utilities and public services, consistent with state law.
- (b) Upon receiving written request from a utility or public service requesting a change in rates, or upon a recommendation from the City that rates for services provided by or owned by the City be changed, the City Council must call a public hearing for consideration of the change.
- (c) The City, public service or utility must show the necessity for the change by any evidence required by the City Council, including but not limited to, the following:
 - (1) cost of its investment for service to the City;
 - (2) amount and character of expenses and revenues connected with rendering the service;
 - (3) copies of any reports or returns filed with any state or federal regulatory agency within the last three years; or

- (4) demonstration that the return on investment, if any, is within state and federal limitations.
- (d) If not satisfied with the sufficiency of evidence, the City Council may hire rate consultants, auditors and attorneys to investigate and, if necessary, litigate requests for rate changes, the expense of which must be reimbursed to the City by the franchisee.

§ 10.07 Licenses.

The City has the power to license, levy and collect fees in order to license any lawful business, occupation or calling subject to control under the police powers of the State of Texas or for any other purpose not contrary to state or federal law.



Item No. 4.b.

City Council Agenda
Staff Report

Meeting Date: 6/4/2025
Staff Contact:

AGENDA ITEM:

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

SUMMARY:

FINANCIAL IMPACT:

BACKGROUND:

STRATEGIC CONNECTIONS:

ATTACHMENTS: