

**RESOLUTION NO. 2024-89**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING AND PUBLISHING THE REPORT AND RECOMMENDATION OF THE 2024 CHARTER REVIEW COMMISSION FOR THE CITY OF JERSEY VILLAGE.**

**WHEREAS**, on July 15, 2024, the 2024 Charter Review Commission was appointed by the City Council of the City of Jersey Village to inquire into the operation of city government and propose, if desirable, amendments to the City’s Charter that would improve the effective application of the Charter to current conditions; and,

**WHEREAS**, after conducting several meetings with staff, this Council, and the public, the Commission, makes its report and recommendation as more specifically outlined in the attached “Exhibit A,” **NOW THEREFORE;**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:**

Section 1. That the report and recommendation from the 2024 Charter Review Commission which is attached hereto as “Exhibit A” is hereby received and ordered published in accordance with Section 9.14(b) of the City’s Charter.

**PASSED AND APPROVED** this 19th day of November 2024.

S/Bobby Warren, Mayor

**ATTEST:**

S/Lorri Coody, City Secretary





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# CITY OF JERSEY VILLAGE, TEXAS

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October 30, 2024

The Mayor and City Council  
City of Jersey Village  
16327 Lakeview Drive  
Jersey Village, Texas 77040

Honorable Mayor and City Council:

As required by Section 9.14 of the City Charter (the “Charter”) of the City of Jersey Village, Texas (the “City”), the 2024 Charter Review Commission (the “Commission”) has taken the following measures in considering amendments to the Charter:

- **Reviewed the Charter section by section, considering areas for amendment.** The Commission discussed, among other things, three specific proposed changes to the Charter:
  1. Amending Section 2.01 of the Charter to require two (2) years between the time a Councilmember exhausts his/her consecutive term limit and when that Councilmember can file to run for the office of the Mayor;
  2. Amending Section 3.01 of the Charter to require the Election Judge to wait until all polls have closed before ordering any ballots to be counted in a City-run election; and,
  3. Requiring the Charter to include restrictions on the Council’s ability to commit City funds for certain expenditures – that the Charter should provide prohibitions on the Council’s ability to commit City funds for any expenditure beyond some agreed-upon amount.

Based on the discussion of the item listed above, the Commission took the following action:

1. For the proposed change to Section 2.01, the Commission voted 7-0 to not amend the Charter to require a two (2) year wait for term-limited Councilmembers to file for the office of the Mayor.
2. For the proposed change to Section 3.01, the Commission voted 7-0 to amend the Charter to provide the following “As allowed by applicable law, for City-run elections, the Election Judge shall not direct the counting of ballots until all polls have closed.”

3. After open discussion with the Council and with City Staff at Commission meetings, the Commission decided that amending the Charter to provide for such expenditure limitations was not warranted due several reasons, including the impact the limitations would have on the City's procurement process. So, the Commission took no action to recommend that the Council direct that the Charter be amended to require any expenditure limitations for City purchases or projects.
- **Conducted a public hearing to receive citizen recommendations for amendments to the Charter and considered any recommendations.** No input was received from any member of the public at any meeting of the Commission.
  - **Received input from City Council (the "Council") on how well the City is operating under the Charter.** The Council did not have any specific recommendations to the Commission on changes to the Charter. However, Councilwoman Mitcham recommended, either in the Charter or in some other City policy, that a localized orientation packet and meeting procedure be adopted by the City to better prepare incoming Council members for City-specific issues. The Commission discussed this recommendation but felt that the Charter was not the appropriate place to require such recommendation, but that City administration should amend its Council member orientation polices to allow for Councilwoman Mitcham's recommendation.
  - **Received input from the City Manager and City Staff on how departments operate under the existing Charter.** There were no recommendations from City Staff to the Commission regarding any Charter amendments – City Staff was satisfied with the existing language and function of the Charter. The Commission inquired to the City Manager about amending Section 5.05 of the Charter to clarify whether or not the City Manager had oversight of the City Secretary. Section 5.05 seems to include conflicting statements that place the City Secretary under the direct oversight of the Council, while also granting the City Manager to have oversight of the City Secretary. Due to the perceived conflict in the Charter regarding the City Manager's oversight of the City Secretary, the Commission, in a 5-2 vote, recommended that Section 5.05 be amended to remove any reference to the City Manager's oversight of the City Secretary.

## **CONCLUSION**

Having met with the public, Councilmembers, and City Staff to review the operations of the City government under the provisions of the Charter, and having conducted a public hearing to receive citizen input regarding the Charter, the Commission recommends that:

- *Section 2.01 of the Charter remain as it now exists.*
- *Section 3.01 of the Charter be amended to add the following sentence to the end of the Section: "As allowed by applicable law, for City-run elections, the Election Judge shall not direct the counting of ballots until all polls have closed."*

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- *Section 5.05 of the Charter be amended to read as follows:* “The city secretary or an assistant city secretary shall give notice of council meetings; shall keep the minutes of proceedings of council meetings; shall authenticate by signature and record in full, in a book kept and indexed for that purpose, all ordinances and resolutions; shall hold and maintain the city seal, and affix the seal to all instruments requiring it; and, shall perform other duties required by the council, this Charter, or the laws of the State of Texas.”

Respectfully submitted,

**Charter Review Commission 2024**

Rick Faircloth, Chairperson  
Ashley Hart, Vice Chairperson  
Erik Robertson  
Beatriz Menendez  
Brian McCauley – Alternate 2

Denise Reaneau  
Simon Hughes  
Sean Anger  
William Walker – Alternate 1

CERTIFICATE OF POSTING

THE STATE OF TEXAS           §  
COUNTY OF HARRIS           §

I, Lorri Coody, City Secretary for the City of Jersey Village, Texas, the undersigned, hereby certify that I posted an electronic copy of the 2024 Charter Review Commission Report on the **City of Jersey Village Municipal Webpage** on the 20th day of November, 2024 at 8:00 a.m.



S/Lorri Coody, City Secretary  
City of Jersey Village, Texas