



## AGENDA

### HOME RULE CHARTER COMMISSION MEETING

**JUNE 25, 2019 @ 7:00 P.M.**

Notice is hereby given the Home Rule Charter Commission (HRCC) for the City of Parker will meet in a Regular Meeting on Tuesday, June 25, 2019 at 7:00 P.M. at the Parker City Hall, 5700 E. Parker Road, Parker, Texas, 75002.

#### **CALL TO ORDER – Roll Call and Determination of a Quorum**

#### **PLEDGE OF ALLEGIANCE**

AMERICAN PLEDGE: I pledge allegiance to the flag of the United States of America; and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

TEXAS PLEDGE: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

**PUBLIC COMMENTS** The City Council invites any person with business before the Council to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

#### **INDIVIDUAL CONSIDERATION ITEMS**

1. CONSIDERATION AND APPROVAL OF MEETING MINUTES FOR MAY 13, 2019. [SCOTT GREY]
2. CONSIDERATION AND APPROVAL OF MEETING MINUTES FOR JUNE 10, 2019. [BARRON]
3. WORK SESSION [LEVINE/SHELBY]
  - DISCUSSION RELATED TO THE STRUCTURE OF A CHARTER AND THE SCHEDULING AND ORDER OF TIME FOR CONSIDERATION.

#### **ROUTINE ITEMS**

4. FUTURE AGENDA ITEMS
5. ADJOURN

In addition to any specifically identified Executive Sessions, Council may convene into Executive Session at any point during the open meeting to discuss any item posted on this Agenda. The Open Meetings Act provides specific exceptions that require that a meeting be open. Should Council elect to convene into Executive Session, those exceptions will be specifically identified and announced. Any subsequent action, as a result of this Executive Session, will be taken and recorded in open session.

I certify that this Notice of Meeting was posted on or before June 21, 2019 by 5:00 p.m. at the Parker City Hall, and as a courtesy, this Agenda is also posted to the City of Parker Website at [www.parkertexas.us](http://www.parkertexas.us).

Date Notice Removed

Patti Scott Grey  
City Secretary

The Parker City Hall is Wheelchair accessible. Sign interpretations or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972 442 6811.



## Council Agenda Item

Item 1  
C'Sec Use Only

Budget Account Code:	Meeting Date: June 25, 2019
Budgeted Amount:	Requestor: HRCC Chair Levine
Fund Balance-before expenditure:	Prepared by: City Secretary Scott Grey
Estimated Cost:	Date Prepared: June 19, 2019
Exhibits:	<a href="#">Proposed Minutes</a>

### AGENDA SUBJECT

APPROVAL OF MEETING MINUTES FOR MAY 13, 2019. [SCOTT GREY]

### SUMMARY

Please review the attached minutes. If you have any questions, comments, and/or corrections, please contact the City Secretary at [PGrey@parkertexas.us](mailto:PGrey@parkertexas.us) prior to the Home Rule Charter Commission meeting.

### POSSIBLE ACTION

HRCC may direct staff to take appropriate action.

Inter – Office Use			
<b>Approved by:</b>			
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	06/20/2019
City Attorney:		Date:	
HRCC Chair:	<i>Scott D. Levine</i>	Date:	06/21/2019

MINUTES  
**HOME RULE CHARTER COMMISSION (HRCC) MEETING**  
May 13, 2019

**CALL TO ORDER – Roll Call and Determination of a Quorum**

The Home Rule Charter Commission (HRCC) met on the above date. Mayor Lee Pettle called the meeting to order at 7:00 p.m., noted there was a quorum; HRCC Member Scott Douglas Levine was absent; there was a bit of housekeeping that needed to take place first, regarding newly elected Councilmember Diana M. Abraham; and finally announced the HRCC members and alternates for the record.

**HOUSEKEEPING ITEMS**

Mayor Pettle stated Diana M. Abraham withdrew from the HRCC due to her election to the Parker City Council.

[See Exhibit 1 – Diana M. Abraham withdrew, dated May 9, 2019.]

**HOME RULE CHARTER COMMISSION MEMBERS AND ALTERNATES**

**HRCC Members**

- X     1. Scott Douglas Levine (*Appointed Chair*)
- ✓     2. Z Marshall
- ✓     3. James A. “Andy” Redmond
- ✓     4. Billy Barron
- ✓     5. David Gilmore
- ✓     6. Tom Macduff
- ✓     7. Randy Kercho
- ✓     8. Homer Adams II
- ✓     9. Scott Livesay (*Moved from Alternate 1, replacing Diana M. Abraham*)

**HRCC Alternates**

- ✓     1. Todd Fecht (*Moved from Alternate 2, replacing Scott Livesay*)
- ✓     2. Terry M. Lynch (*Moved from Alternate 3, replacing Todd Fecht*)

Staff/Others Present:

- ✓ City Attorney Brandon S. Shelby
- ✓ City Administrator Luke B. Olson
- ✓ ACA/CS Patti Scott Grey
- ✓ Police Chief Richard D. Brooks

- ✓ Mayor Lee Pettle
- ✓ Mayor Pro Tem Cleburne Raney
- ✓ Councilmember Cindy Meyer
- ✓ Councilmember Ed Standridge

**PLEDGE OF ALLEGIANCE**

AMERICAN PLEDGE: Stephanie Casson led the pledge.

TEXAS PLEDGE: Joe Cordina led the pledge.

**PUBLIC COMMENTS**

No Comments

**INDIVIDUAL CONSIDERATION ITEMS**

1. ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED HOME RULE CHARTER COMMISSION (HRCC) MEMBERS. [PETTLE]
2. ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED HOME RULE CHARTER COMMISSION (HRCC) ALTERNATE MEMBERS. [PETTLE]  
Mayor Lee Pettle administered the Oath of Office to the HRCC Members and Alternates.
3. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON APPOINTING A CHAIR, VICE CHAIR, AND SECRETARY FOR THE HOME RULE CHARTER COMMISSION (HRCC). [CHAIR/VICE CHAIR]  
HRCC unanimously appointed Scott Douglas Levine to serve as their Chair. Mayor Pettle asked the HRCC to wait until their Chair was present to determine who would be appointed HRCC Vice Chair and Secretary. They agreed.
4. WORK SESSION [CHAIR/VICE CHAIR]
  - SCHEDULING OF REGULAR MEETINGS; DUTIES, INCLUDING WHETHER CHAIR VOTES (IN CASE OF A TIE); ABSENTEEISM; QUORUM, ETC.

The Commission decided their next meeting would be Monday, June 10, 2019 at 7:00 p.m. Mayor Pettle again asked that any further actions and/or decisions wait until their Chair was present.

Ms. Pettle noted the HRCC meetings were open to the public and residents were welcome to attend.

**ROUTINE ITEMS**

5. ADJOURN

Mayor Pettle adjourned the meeting at 7:15 p.m.

Minutes Approved on 25th day of June, 2019.

\_\_\_\_\_  
Chairperson Scott Douglas Levine

Attest:

\_\_\_\_\_  
Commission Secretary Billy Barron

\_\_\_\_\_  
Prepared by City Secretary Patti Scott Grey

**Exhibit(s):**

1 - Diana M. Abraham's withdrawn certificate, dated May 9, 2019



## Council Agenda Item

Item 2  
C'Sec Use Only

Budget Account Code:	Meeting Date: June 25, 2019
Budgeted Amount:	Requestor: HRCC Chair Levine
Fund Balance-before expenditure:	Prepared by: HRCC Secretary Barron
Estimated Cost:	Date Prepared: June 20, 2019
Exhibits:	<a href="#">Proposed Minutes</a>

### AGENDA SUBJECT

APPROVAL OF MEETING MINUTES FOR JUNE 10, 2019. [SCOTT GREY]

### SUMMARY

Please review the attached minutes. If you have any questions, comments, and/or corrections, please contact the City Secretary at [PGrey@parkertexas.us](mailto:PGrey@parkertexas.us) prior to the Home Rule Charter Commission meeting.

### POSSIBLE ACTION

HRCC may direct staff to take appropriate action.

Inter – Office Use			
<b>Approved by:</b>			
HRCC Secretary:	<i>Billy Barron</i>	Date:	06/20/2019
City Attorney:		Date:	
HRCC Chair:	<i>Scott D. Levine</i>	Date:	06/21/2019

MINUTES  
HOME RULE CHARTER COMMISSION (HRCC) MEETING

June 10, 2019

**CALL TO ORDER – Roll Call and Determination of a Quorum**

The Home Rule Charter Commission (HRCC) met on the above date. Mayor Lee Pettle opened the meeting and immediately turned it over to HRCC Chair Scott Douglas Levine, who called the meeting to order at 7:00 p.m. and noted there was a quorum, which was defined later in the meeting.

**HOME RULE CHARTER COMMISSION MEMBERS AND ALTERNATES**

**HRCC Members**

- ✓ 1. Scott Douglas Levine, Chair
- ✓ 2. Z Marshall
- ✓ 3. James A. “Andy” Redmond
- ✓ 4. Billy Barron (Appointed Secretary)
- ✓ 5. David Gilmore
- ✓ 6. Tom Macduff (Appointed Vice Chair)
- ✓ 7. Randy Kercho
- ✓ 8. Homer Adams II
- ✓ 9. Scott Livesay

**HRCC Alternates**

- ✓ 1. Todd Fecht
- ✓ 2. Terry M. Lynch

**Staff/Others Present:**

- X City Attorney Brandon S. Shelby
- ✓ City Administrator Luke B. Olson
- ✓ ACA/CS Patti Scott Grey

✓ Police Chief Richard D. Brooks

✓ Mayor Lee Pettle

✓ Mayor Pro Tem Ed Standridge

✓ Councilmember Cindy Meyer

## PLEDGE OF ALLEGIANCE

HRCC recited both the American and Texas Pledges

## PUBLIC COMMENTS

No Comments

## INDIVIDUAL CONSIDERATION ITEMS

1. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON APPOINTING A VICE CHAIR AND SECRETARY FOR THE HOME RULE CHARTER COMMISSION (HRCC). [LEVINE]

HRCC unanimously appointed Tom Macduff to serve as their Vice Chair and Billy Barron to serve as their Secretary.

2. WORK SESSION [LEVINE]

- SCHEDULING OF REGULAR MEETINGS; DUTIES, INCLUDING WHETHER CHAIR VOTES (IN CASE OF A TIE); ABSENTEEISM; QUORUM, ETC.

### CHAIR AND TIE VOTES:

Chair Levine said he hopes the HRCC never ends in a situation where there an issue and is so diverse that he would have to split the tie. He would suggest that the Commission would continue discussion in those cases to come to a consensus. He also said that if there is ever an issue where the HRCC has multiple schools of thought on an issue, the Commission would include all the options and the reasons why to the City Council.

MOTION: HRCC Member Marshall moved to allow the Chair to vote. HRCC Member Kercho seconded with HRCC Members Marshall, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ voting for the motion and HRCC Members Kericho, Barron, \_\_\_\_\_, and \_\_\_\_\_ voting against the motion. Motion failed 4-4 (tie).

MOTION: HRCC Member Randy Kercho moved to allow the Chair to vote only in case of a tie. HRCC Members Redmond seconded with \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ voting for the motion and HRCC Members Marshall voting against the motion. Motion passed 6-1 (Someone did not vote – Vote should total 8 or 9, if Chair votes)

Chair Levine stated that he did not think there would be many controversial issues in writing a charter especially for a city like ours.



**QUORUM:**

Five (5) Commissioners constitutes a quorum (to be verified by City Attorney Shelby) as there are a total of nine (9) Commissioners (including the Chair, voting only in case of a tie) and two (2) Alternates.

**FUTURE MEETINGS:**

Chair Levine suggests that we generally try to schedule one article per meeting. He does not feel that the work can be done in time for the May 2020 election. Mayor Lee Pettle said that the City Council's position is that it is more important to get the charter right than to get it completed fast.

It was decided that the HRCC will generally meet once monthly at 7:00 p.m. at Parker City Hall, usually on the 4th Monday of the month. Sometimes the 2<sup>nd</sup> Monday will be used, if needed. The November meeting will be moved to a different date to avoid Thanksgiving week possibly November 21<sup>st</sup> this year (Commissioners/Staff will check their schedules for availability). The December meetings will be cancelled.

An extra meeting scheduled for Monday June 24<sup>th</sup> was discussed, but after several Commissioners voiced conflicts. The date was changed to Tuesday, June 25. The purpose of the June 25th meeting is to plan out the work at future meetings. The following 2019 dates were noted, June 25, July 22, August 26, September 23, October 28, possibly November 21 (to be confirmed), no December meeting and the following 2020 dates were noted, January 27, February 24, March 23, April 27, May 25, June 29, July 27, August 24, September 28, October 26. Again, the November 2020 will be discussed if needed and December meeting canceled.

City Attorney Brandon Shelby should walk through what the commission is trying to do at that meeting. Chair Levine would work with City Staff to assemble a notebook of charters from other cities probably next week. At the June meeting, the commission will try to decide what order the articles in the charter should be attacked.

Chair Levine thinks that HRCC should not need subcommittees due to the small size of the group and there was no need to rush the process.

**TIMEFRAME:**

Chair Levine noted, with input from Mayor Pettle, City Council had no preconceived timeframe for HRCC to complete the process thoroughly.

**PUBLIC COMMENTS:**

Chair Levine said HRCC should not default to asking for public comments.

If there is an issue where there are multiple options and HRCC wants public feedback, HRCC can hold a Public Hearing for that or get the input through other means.

Generally, public comments will only be accepted at the beginning of the meetings, but if the commission wants to allow public comments elsewhere during the meeting, that can be done at the HRCC's option.

**ALTERNATES:**

Randy Kericho asked if we needed to add another alternate to replace Diana Abraham. Chair Levine said only the council can add members.

Chair Levine said that he will recognize the alternates at the meetings and they will be allowed to take part of the discussions.

**ABSENTEEISM:**

No rule was set for absenteeism. The secretary will keep track of attendance at meetings. An Absentee Policy will be developed with advice City Attorney Brandon Shelby and attendance will be reported to City Council.

At the next meeting, City Attorney Shelby is expected to provide clarification on when alternates are allowed to vote. Mr. Shelby will also walk the commissioners through the process of developing a Home Rule Charter, review charter from other cities, and finally determine what order will be followed for items to be considered for the Home Rule Charter.

**FUTURE AGENDA ITEMS:**

Chair Levine noted there needed to be “future agenda items” on each agenda and he asked HRCC members forward him any items.

**ROUTINE ITEMS**

3. ADJOURN

Mayor Pettle adjourned the meeting at 8:05 p.m.

Minutes Approved on 25th day of June, 2019.

\_\_\_\_\_  
Chairperson Scott Douglas Levine

Attest:

\_\_\_\_\_  
Commission Secretary Billy Barron

\_\_\_\_\_  
Prepared by City Secretary Patti Scott Grey

**Exhibit(s):**            **None**