

**COUNCIL POLICY & VALUATION COUNCIL COMMITTEE**  
**April 17, 2024**  
**DRAFT MINUTES**

Council present:

Dan McClendon, Chair  
Larry Scott  
Adam Russell

Council Absent:

Staff present

Tommy Ludwig, City Manager  
Harlan Jefferson, Deputy City Manager  
Eric Oscarson, Deputy City Manager  
Matt Ribitzki, Deputy City Attorney  
Amanda Campos, City Secretary  
Monica Solko, Deputy City Secretary

**1. CALL TO ORDER – Time: 11:00 a.m.**

Chair Dan McClendon called the meeting to order. **Time: 11:11 a.m.**

**2. CITIZEN APPEARANCES**

- None.

**3. GENERAL**

**A. Consider approval of the minutes from the January 24, 2024 Council Policy and Valuation Committee meeting. (Staff Contact: Amanda Campos, City Secretary)**

Motion made by Larry Scott and seconded by Adam Russell to approve.

Motion passed 3-0.

**B. Receive a report, hold a discussion, and provide staff direction on the City's Newspaper Service for public and legal notices. (Staff Presenter: Richard Abernethy, Administrative Services Director)**

Richard Abernethy, Administrative Services Director, reported on the city's newspaper service to the committee.

Presentation included background, cost comparisons, current contract, legal requirements, and options.

Options:

- Competitively bid advertisement of official city notices:
  - Consider having a primary and secondary newspaper for legal notices and go under contract with both the Fort Worth Star Telegram (McClatchy) and Cleburne Times Review.
- Track spending with McClatchy and bring forward to City Council should spending \$50,000 threshold be reached.
- Go under annual contract with the Cleburne Times Review in an amount not to exceed \$50,000 and utilize them along with the Fort Worth Star-Telegram

The committee was in favor competitive bid process with both newspaper options and for staff to bring an item forward to the full council for consideration.

**C. Review, discuss, and provide feedback on possible amendments to City Council Policy #17 Establishing City Council Rules and Procedure for City Council Meetings. (Staff Presenter: Amanda Campos, City Secretary)**

Amanda Campos, City Secretary, reviewed City Council Policy #17 with the committee.

The committee discussion included:

Citizen Appearance:

- Council should not address citizen unless referencing policy best practice is to direct them to staff or legal.
- Council can direct citizen to speak with staff, City Manager, or legal so they can address the citizens concern.

Executive Session:

- Try not to convene into executive session before the consent agenda
- If an executive session is needed in regards to a consent agenda item, pull item from the consent agenda.
- Add a section regarding: Rules of executive session to help council understand
  - Recording meeting vs. certified agenda
  - Confidentiality of all discussion during executive session
  - Council nor staff may secretly record executive session (Texas Open Meetings Act)

Committee member Larry Scott requested the following:

- To ensure complete transparency and efficient budget oversight, the City Manager is to present all initiated requests from city management made by an elected official for approval during the upcoming regular city council meeting. Requests from elected officials should be formally documented using the appropriate form.
- The City Manager must present project details, including associated costs.

- Requests not beyond routine maintenance operations will be exempt from this policy; for example, potholes, plugged drainage, renewal of roadway traffic control markings, signage, mowing, code enforcement, etc.

The committee requested staff to make the changes and to bring an item forward to the full council for consideration.

#### **4. EXECUTIVE SESSION**

In accordance with Chapter 551 of the Texas Government Code, the Committee may convene in Executive Session in the City Council Workroom at City Hall to conduct a closed meeting to discuss any item listed on this agenda.

##### **A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071**

- No executive session needed.

#### **5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

- None.

#### **6. ADJOURN**

There being no further business Chair Dan McClendon adjourned the meeting.

**Time: 12:30 p.m.**

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Monica Solko  
Deputy City Secretary