

**COUNCIL POLICY & VALUATION COUNCIL COMMITTEE**  
**NOVEMBER 11, 2025**  
**DRAFT MINUTES**

Council present:

Dan McClendon, Chair  
Larry Scott  
Adam Russell, Vice Chair

Council Absent:

Staff present

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

**1. CALL TO ORDER – Time: 9:00 a.m.**

Chair Dan McClendon called the meeting to order. **Time: 9:00 a.m.**

**2. CITIZEN APPEARANCES**

- None.

**3. GENERAL**

**A. Consider approval of the minutes from the July 23, 2025 Council Policy and Valuation Committee meeting. (Staff Contact: Monica Solko, Deputy City Secretary)**

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

Motion passed 3-0.

**4. REPORTS AND PRESENTATIONS**

**A. Receive a report, hold a discussion, and provide recommendations to the City Council on revisions to the current hotel/motel occupancy tax grant guidelines. (Staff Contact: Alex Philips, Director of Economic Development)**

Eric Oscarson, Deputy City Manager, requested this item be tabled until the January meeting.

Motion made by Larry Scott and seconded by Adam Russell to approve tabling the item until January meeting.

Motion passed 3-0.

**B. Receive a report, hold a discussion, and provide recommendations for the city council considering regarding Council Policy #17 – Establishing City Council Rules of Procedure for City Council Meetings. (Staff Contact: Amanda Campos, City Secretary)**

Amanda Campos, City Secretary, presented Council Policy #17 for the committee to review and update if needed.

Discussion included:

- New state requirements requiring agendas to be posted three business days prior to meetings.
- Security concerns related to including quotes, contracts, and requests for bids (RFBs) in publicly posted agenda packets. Staff noted that a supplemental packet may be provided to Council but would be excluded from the public packet to reduce the risk of fraud.
- Executive Session procedures, the removal of votes to convene and reconvene.
- Speaker rules for applicants, removing the “no time limit” provision, retaining a reasonable time limit, and updating the deadline for submitting handouts or materials from 72 hours to five days prior to submission to the City Secretary.
- Removal of online speaker cards, which were implemented during COVID.
- City Secretary responsibilities, announcing that a quorum is present and stating the time for the meeting to be called to order.
- Removal of the Texas flag pledge.
- Proclamation requests, noting the need for a formal policy.
- Citizen Appearance section, adding language allowing removal for aggressive behavior.
- Adjournment procedures, removing the requirement for a vote.

The committee expressed support for the proposed changes and recommended that they be forwarded to the full City Council for consideration. The committee also directed staff to develop and return a proclamation/presentation policy for further committee review.

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

- None.

**6. RECESS INTO 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.

- **Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071**

No executive session needed.

**7. ADJOURN**

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

**Time: 10:38 a.m.**

---

Monica Solko  
Deputy City Secretary