

**COUNCIL POLICY & VALUATION COUNCIL COMMITTEE**  
**August 26, 2026**  
**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  
Matt Ribitzki, Deputy City Attorney

**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 January 14, 2026 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 possible recommendations to the full council concerning amendments to Chapter 2, Article II on various sections. (Staff contact: Amanda Campos, City Secretary)**

Amanda Campos, City Secretary presented to the committee addition of an ADA representative to all boards, the requirements of the Building Codes & Standard members, the term of the Animal Welfare Representative on the Animal Shelter Advisory committee, and the appointment of members to multiple boards.

Discussion and recommendations for each topic were as follows:

### **Addition of an ADA representative to all boards**

Staff presented several questions to the committee members to consider - would the new member need to fill Section 2.36 requirements, if not required what would designate them differently than the other members, would the addition be to all the other boards or only select ones, would they be full voting member or ex-officio, and would it change the scope of the ADA Board

The committee discussed the current structure of the ADA board, the frequency of the meetings, and if there is any formal charge or specific direction given to the board from the city council.

There has not been any clarified direction or mission given to the board. The primary issues are all staff initiated and the biggest initiative has been the city's ADA Transition Plan and providing feedback and recommendations.

Bill Janusch citizen, spoke to the committee advising them he attended the Joint meeting of the ADA board and the Park & Recreation Board. He is also a member of the Ad Hoc staff created Cohort to discuss ADA perspective on topics staff presents to them.

The committee's recommendation is to provide a clarified mission to the staff to bring forward to the ADA committee. Keep in front of the ADA committee large issues that would be served better with perspectives from the ADA members. This should be done by having Joint Meetings with boards that are reviewing such topics.

### **Requirements of the Building Codes & Standard members**

Staff presented the question of whether the required electrician and plumber members should be required to have a Master license. The members of the committee asked the staff to define the different level of licenses. Dylan Whitehead, Deputy Director of Development Services explained the different levels and required experience.

Discussion continued with the state law requirement that are stated for the Building Codes board. Staff stated the only requirement was for the members to have knowledge of the subject matter before them to consider on appeal. Staff further informed the committee that the board also serves as the appeal board listed in the substandard building ordinance.

The committee reviewed and discussed whether the change to remove the required master license would help or make it easier for the board to meet. The consensus of the committee and staff was the removal of the master requirement would have no effect on the board nor increase interest. With limited scope of their charge the committee discussed the possibility of moving the responsibility of the Building Code and Standard to another board or to the city council.

After discussion with the staff and thought of what the board actually does or could do if they had full membership, the committee recommended absorbing the responsibilities of the board into the Zoning Board of Adjustments. This would utilize a board that currently serves as an appeal board and has decision making authority, any decision would need to be appealed to the district court.

This requires change in the Building Codes ordinance and the Substandard ordinance.

Staff will bring forward to the full council the proposed changes at a regular council meeting.

#### **Term of the Animal Welfare Representative on the Animal Shelter Advisory committee**

Staff presented to the committee members a staff initiated request amending the Animal Welfare representative member on the Animal Shelter Advisory Committee. Staff presented the term and updated the committee on the membership of the ASA committee, stating there are 4 specific position that must be filled by the following: 1 licensed veterinarian, 1 municipal official, 1 person whose duties include daily operations of the animal shelter, and **1 Animal Welfare Organization representative**. Of the 4 specific position only the Animal Welfare representative member has term limits. Staff would like to remove the term limits of the Animal Welfare representative.

The committee asked staff about the process to find the Animal Welfare representative, and was it a difficult task to find someone. Staff explained that it was difficult to find a representative that is committed to attending meetings and the fact the ASA has been without a representative for almost 2 years. The previous Animal Welfare representative is willing to serve and would like to continue and regularly attended meetings.

The committee agreed with staff and would like this amendment to be presented to the full council for action at a regular council meeting.

#### **Appointment of members to multiple boards**

Staff presented to the committee the question of whether an individual should be appointed to serve on more than one board or commission. There is currently no regulation or rule against this. There was general discussion of the application process, the number of members of each board/commission, and where would the amendment or additional requirement needed to be stated.

After discussion of the number of applicants and increased number of members per board/commission the committee would like staff to present to the full

council an amendment to Policy #40 City Boards, Commissions & Committee Appointment Process. The amendment would add verbiage stating the preference of the city council not to appoint one person to multiple boards/commissions if possible. To give preference to all applicants allowing them to serve.

## **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: 10:12 a.m.**

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Amanda Campos  
City Secretary