

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE

August 21, 2024
DRAFT MINUTES

Council present:

Dan McClendon, Chair
Larry Scott

Council Absent:

Adam Russell

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: 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 April 17, 2024 Council Policy and Valuation Committee meeting. (Staff Contact: Amanda Campos, City Secretary)

Motion made by Larry Scott and seconded by Dan McClendon to approve.

Motion passed 2-0, with Adam Russell absent.

B. Consider approval of a recommendation for the Council to review and approve the City Council Policy #30, as required annually by the Public Funds Investment Act and the City's charter for the City of Burleson. (Staff Contact: Harlan Jefferson, Deputy City Manager)

Harlan Jefferson, Deputy City Manager, reported on Council Policy #30 to the committee.

Discussion included:

- No significant changes to Investment
- Minor changes proposed as follows:

- Add: Deputy City Manager, Chief Accountant, Accounting Supervisory
- Removed: Controller
- Minor indentations and typo corrections

The committee was in favor of the changes and to bring an item forward to the full council for consideration.

C. Receive a report, hold a discussion and provide staff direction on the proposed Newspaper Services contracts for publishing legal notices. (Staff Contact: Richard Abernethy, Director of Administrative Services)

Richard Abernethy, Administrative Services Director, gave an update on the city's newspaper service bids to the committee.

Option 1:

- Reject the one submission we have received
- Execute an administrative contract with McClatchy Services for one-year at the rate of \$4.06 per line.

Option 2:

- Enter into a separate agreements with both publications
- Utilize the Cleburne Times-Review for general publications and the Fort Worth Star-Telegram (McClatchy) for election, tax rate and development notices.

Under both options, staff recommends re-evaluating the service contract at the end of the term and considering re-bidding for a longer-term contract. A one-year contract could be executed administratively.

The committee was in favor of option 1 and to bring an item forward to the full council for consideration.

D. Receive a report, hold a discussion and provide staff direction regarding Municipal Utility Districts and Public Improvement Districts. (Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)

Tony McIlwain, Development Services Director, reported on the Municipal Utility Districts and Public Improvement Districts to the committee.

Discussion included brief recap of PIDs and MUDs, review of city's current PID policy, and requested direction on a MUD policy.

The committee requested staff to amend the PID policy that would be overarching for all special districts for consideration of each but with the flexibility to review each on a case-by-case basis. Staff will draft and policy and bring back to the committee for review.

RECESS AND BACK TO ORDER

Chair McClendon recessed for a short break at 10:13 a.m. and called the meeting back to order at 10:22 a.m. with all members present.

E. Receive a report, hold a discussion and provide staff direction regarding neighborhood empowerment zones (NEZs). (Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)

Tony McIlwain, Development Services Director, reported on the neighborhood empowerment zones (NEZs) to the committee.

Discussion included three target areas (residential area), creating a policy, promoting the creation of affordable housing, including manufactured housing, in the zone; an increase in economic development in the zone; an increase in the quality of social services, education or public safety provided to residents of the zone; or the rehabilitation of affordable housing in the zone.

The committee requested staff to bring an item (policy) forward to the full council for consideration.

F. Receive a report, hold a discussion and provide staff direction regarding a possible use policy for the City Hall Annex balcony. (Staff Contact: Janalea Hembree, Assistant to the City Manager)

Janalea Hembree, Assistant to the City Manager, reported on the City Hall Annex balcony to the committee.

Presentation included background, policies, legal requirements, and options. Staff recommends that city staff be allowed to utilize the balcony for business use only and within the guidelines establish by the existing Building Access Policy.

The committee was in favor of the recommendation and requested an item be brought forward to the full council for consideration.

4. BOARD REQUEST FOR FUTURE AGENDA ITEMS OR REPORTS

- Spending cap for City Manager.

5. 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.

6. ADJOURN

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

Time: 11:12 a.m.

Monica Solko
Deputy City Secretary