



Council Policy and Valuation Committee Agenda

Wednesday, June 04, 2025
9:00 AM

City Hall Annex - 135 W. Ellison,
Suite 109, Second Floor
Conference Room #1
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Committee on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

3. **GENERAL**

A. Consider and take action on the minutes from the April 23, 2025 Council Policy and Valuation Committee meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)

4. **REPORTS AND PRESENTATIONS**

A. Receive a report, discuss, and provide possible recommendations for all boards, commissions, and committees - Council Policy #40 and various chapters in Code of Ordinances amendments. (*Staff Contact: Amanda Campos, City Secretary*)

5. **REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS**

6. **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**

7. **ADJOURN**

Staff Contact
DeAnna Phillips
Director of Community Services
(817) 426-9622

CERTIFICATE

I hereby certify that the above agenda was posted on this the 28th of May 2024, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

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Council Policy and Valuation Committee

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: June 4, 2025

SUBJECT:

Consider and take possible action of the minutes from the April 23, 2025 Council Policy and Valuation committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

SUMMARY:

The Council Policy and Valuation committee duly and legally met on April 23, 2025 for a regular meeting.

OPTIONS:

Committee may approve the minutes as presented or approve with amendments.

RECOMMENDATION:

Approve.

STAFF CONTACT:

Monica Solko, TRMC
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE
APRIL 23, 2025
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
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: 9:12 a.m.**

2. CITIZEN APPEARANCES

- None.

3. GENERAL

- A. Consider approval of the minutes from the April 16, 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 make possible recommendations regarding a neighborhood empowerment zone (NEZ) program, criteria and incentives. (Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)**

Tony McIlwain, Development Services Director, presented a neighborhood empowerment zone (NEZ) program to the committee. Presentation included the creation criteria, municipality adoption, Texas Tax Code criteria, possible incentives and benefits, staff research on potential target areas. Staff narrowed the targeted area to one “target pilot area” (Hilary-Montclair). Discussed comparison city incentive options with waiver of fees (such as tax abatement, lien waivers,

construction abatement, platting fees, preliminary plan fees, zoning fees, sign permit fees, demolition fees, building permit fees, one-trade permit fees, plan review fees, inspection fees, CO fees, and water and sewer tap fees). The BTX Home Improvement Rebate Program is a current program the city has to help citizens with improvements.

Options:

Implement NEZ program

- Development Investment criteria
- What fees (development/building permit fee waivers)?
- Release of liens
- Reduce city property tax (3-10 years)
- Eliminate Keep BTX rebate program or keep both?

After a brief discussion and questions, the committee discussed the possibility of releasing mowing liens and requested information on mowing liens in the target area. Committee discussed tax abatement, how staff would need to track progress and if the owner sold the property, the incentive would end.

Dan step out of the room at 9:51am and returned at 9:53am.

The committee was in favor of moving forward with the implementation of NEZ program and keep the BTX program. The NEZ program could forgive future taxes each year as long the home was still owned by the applicant, waive permit fees and mowing liens (owner occupied homes).

Tommy Ludwig, City Manager, stated that staff would prepare specific policies looking at the abatements, lien forgiveness and bring back with specific goals of the program and BTX program. Staff will prepare an ordinance for the NEZ program with a policy under it. Prefer to site the code so not be offended residents in the target areas. The committee requested the information go before the full council for their input.

Committee member Adam Russell left the meeting at 10:19 a.m.

B. Receive a report, hold a discussion, and make possible recommendations regarding a new master policy for Municipal Utility Districts (MUDs) and Municipal Management Districts (MMDs). (Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)

Tony McIlwain, Development Services Director, presented a policy to the committee. Presentation included background, purpose, MUDs and MMDs recap, SPD master policy, and Strategic Partnership Agreement (SPA).

After a brief discussion and questions, the committee was in favor of the item and requested that it be brought forward to the full council for consideration.

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.

7. ADJOURN

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

Time: 10:26 a.m.

Monica Solko
Deputy City Secretary

Council Policy and Valuation Committee

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: June 4, 2025

SUBJECT:

Receive a report, discuss, and provide possible recommendations for all boards, commissions, and committees - Council Policy #40 and various chapters in Code of Ordinances amendments. (Staff Contact; Amanda Campos, City Secretary)

SUMMARY:

This committee met on April 16, 2025 to begin the process of review of all the city boards, commissions, and committee ("boards") to evaluate the function, structure, and process of the boards. The majority of the boards have not been reviewed in over 10 years as it relates to function and it's relation to the community growth. The committee reviewed the creation, purpose, and membership of all boards. This is a continuation of the review prior to bringing any recommendations forward to the full city council.

The city council reviewed the membership in 2022 and 2023 including terms, and after review by the committee there is no recommendation for changes to the memberships or terms of the boards. In accordance with Chapter 2 of the Code of Ordinances the membership of each board will remain at 9 members except the Planning & Zoning Commission that will have 10 with the added ex-officio youth member. The terms will also remain unchanged with term limits of 2 full terms for all boards except Planning & Zoning commission which is 3 full terms. All youth appointments will have no term limits as their age regulates their term of service.

The committee reviewed the absence rule as stated in the code Chapter 2 Section 2-34 and provided the following recommendations for amendment:

- Section 2-34 (a) When a member of any city board or commission is absent for three consecutive meetings unless prevented by sickness **and notice provided to the city secretary in accordance with the process of absences in Council Policy #40,** ~~without first having obtained a leave of absence at a regular meeting,~~ the member shall be deemed to have vacated the member's position. The city secretary shall notify the city council of such absences within ten days of the third consecutive unexcused absence.
- Section 2-34 (b) ~~If any board or commission member shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30, such board or commission member shall be deemed to have vacated their position on~~

~~that board or commission (the 75 percent rule shall only apply to boards or commissions which meet at least once a month on a called basis)~~ **may not be eligible to continue to serve their current term or not be re-appointed as determined by the city council in their review of membership when presented by the city secretary.**

Review of all the boards, commissions, and committees function, process of recommendations made to the city council, and quorum requirements. The following amendments were made:

Texas Open Meetings Act (TOMA)– “ an advisory committee that does not control or supervise public business or policy is not subject to the Act”

- Advisory Committee on People with Disabilities, Animal Shelter Advisory Committee, Cemetery Board, and Citizens Public Art Committee were reviewed to see if we could remove the Texas Open Meetings Act helping with distance attendance and strict quorum requirements. After review by our legal department although not required best practice would keep them under TOMA but we are allowed to make policy determinations as it pertains to quorum needed to call to order.
- Boren Property Advisory Council – was created by an agreement in acceptance of property donation and therefore can be changed by amending the agreement. This will allow the membership that is all over the state meet virtually.
- Amendments will be made to Council Policy #40 to address the requirement quorum, functions, and process for bringing forward anything to the city council.

Functions of all boards, commissions, and committees. (“boards”)

- The city council via Council Policy #40 add definition of boards role and consideration of items presented to them. Remove from their purview any items that concern budget, finances of the city, fees/fines, and maintenance operation functions or actions.
- Boards should not “vote” on any item presented to the boards; consensus will move a recommendation forward.
- Any recommendations by the boards will be first presented by the Director to either a council committee or directly to the full council as a report presentation to be fully discussed by the city council before being added to any agenda for action. Items presented by this process does not automatically determine it will be added for action.
- Items referred to a board by the city council will be an item that council is requesting more public feedback prior to consideration. This item will likely be sent out a survey or marketing item.

Current boards structure and number of boards

- Full review keep unchanged because of their legal requirements
Planning & Zoning Commission
Board of Adjustments
Capital Improvement Advisory
- Combine into new board
Cemetery
Citizens Public Art
- Rename
Park to become Parks & Recreation Board
- Change

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Parks & Recreation Board – Remove Russell Farms this property will continue under the Boren Property Advisory
Animal Shelter Advisory - Remove cost effectiveness from their function – it is stated in the code

- Expand
Old Town Development Standards
- New
Public Spaces & Cultural Heritage

This new board would encompass cemetery, public art, senior citizens, and public spaces that are not parks or the recreations center operations.

RECOMMENDATION:

Staff recommends reviewing these proposed changes to move forward to the city council as a report item.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Council Policies and Valuation Committee meeting April 16, 2025

REFERENCE:

Chapter 2 Code and Policy #40

FISCAL IMPACT:

N/A

STAFF CONTACT:

Amanda Campos
City Secretary
acampos@burlesontx.com
817-426-9665 or 817-291-5846



Boards, Commissions, & Committees

Council Policy & Valuation Committee
June 4, 2025



Review & Recommendation Agenda

- Membership & Term
- Absence
- Texas Open Meetings Act & Functions of boards
- Current boards structure & Number of boards



Membership & Terms


Does membership and terms still work?

Short answer to YES.

The council reviewed and amended in 2022 and 2023.

Memberships = 9 (exception P&Z with 10 that includes ex-officio youth member)

Term = 2 full terms (exception P&Z = 3; Youth no limit, age will determine)



ON LEAVE

Absence

Do we need a rule change?

YES let's change Chapter 2 to better serve the members.

Section 2-34 (a) When a member of any city board or commission is absent for three consecutive meetings unless prevented by sickness **and notice provided to the city secretary in accordance with the process of absences in Council Policy #40**, ~~without first having obtained a leave of absence at a regular meeting~~, the member shall be deemed to have vacated the member's position. The city secretary shall notify the city council of such absences within ten days of the third consecutive unexcused absence.

☐ Section 2-34 (b) ~~If any board or commission member shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30, such board or commission member shall be deemed to have vacated their position on that board or commission (the 75 percent rule shall only apply to boards or commissions which meet at least once a month on a called basis)~~ **may not be eligible to continue to serve their current term or not be re-appointed as determined by the city council in their review of membership when presented by the city secretary**

A photograph of a stage setup. A bright spotlight shines from the top right, illuminating a microphone on a stand and a wooden stool. The background is dark.

Texas Open Meeting Act - TOMA

“an advisory committee that does not control or supervise public business or policy is not subject to the Act”

We are NOT saying people can't talk! We just need help to meet.

Discussed the following boards and TOMA: General discussion was quorum issues, ability to hold virtual meetings, items not requiring council actions, and general ability to utilize the full potential

- Advisory Committee on People with Disabilities
 - Remain under TOMA with amendments to Policy #40
- Animal Shelter Advisory Committee
 - Remain under TOMA with amendments to Policy #40
- Cemetery Board
 - Combined with new board – Public Spaces & Cultural Heritage
- Citizens Public Art Committee
 - Committee ending December 2025 will now be combined with new board – Public Spaces & Cultural Heritage

Boren Property Advisory Council – created via agreement of donation will be amended in the agreement to better serve Russell Farm

Council Policy #40



Quorum definition taking into consideration vacancies, number of members needed for valid and clear discussion.

- Advisory Committee on People with Disabilities
- Animal Shelter Advisory Committee
- Public Spaces & Cultural Heritage
- Board of Adjustments
- Additional boards to consider?

Internal review by City Manager's Office on requirements of packet elements



Board Roles & Responsibilities

Item A.



Texas Open Meetings & Function of Boards

How do we support the boards better and provide clear direction?

Utilize Council Policy #40 – Boards & Commissions

Add wording to existing - VI. Board/Commission/Committee Members responsibilities

- Items that concerns budget, finances of the city, fees/fines, and maintenance operation function or actions shall not be under the purview of the board to consider or make recommendations.
- Boards should not “vote” on any item presented; consensus will move the recommendations forward – recommendations can be presented as a split decision
- Any recommendations by the boards will be first presented by the Director to either a council committee or directly to the full council as a report presentation to be fully discussed by the city council before being added to any agenda for action. Items presented by this process does not automatically determine it will be added for action
- Items referred to a board by the city council will be an item that council is requesting more public feedback prior to consideration. This item may be sent out as a survey in addition.

How
Many?



Current Boards structure & Number of Boards

Do we need more or what change makes sense?

Keep unchanged – legal requirements

Planning & Zoning Commission

Board of Adjustments

Capital Improvement Advisory

Combine into new board

Cemetery

Citizens Public Art

Rename

Park Board to Parks & Recreation Board

Change

Parks & Recreation Board – Remove Russell Farm this property will continue under Boren Property Advisory

Animal Shelter Advisory – Remove cost effectiveness from their function as stated in the code

Expand

Old Town Development Standards

New

Public Spaces & Cultural Heritage

Advisory Committee on People with Disabilities

Item A.

Creation

Ordinance CSO#760-02-2018 (1-22-2018)

Purpose

The committee is established to encourage, assist, and enable persons with disabilities to participate in the social and economic life of the city, achieve maximum personal independence, and use and enjoy fully all public facilities available within the community

Duties

- Serve as an advisory body to the city council regarding problems affecting disabled persons in the city
- Recommend to the city council measures aimed at improving city facilities to accommodate disabled persons
- Recommend to the city council measures aimed at improving the ability of various city departments and contractors at providing services for disabled persons
- Perform additional duties and functions as required by the city council.



QUESTIONS?