

City of Alpine
Regular City Council Meeting
Tuesday, January 16, 2018
5:30 P.M.
Minutes

1. Call to Order, Invocation and Pledge of allegiance to the flags. – Mayor Ramos called the meeting to order. The meeting was held in the Council Chambers at 803 West Holland in the City of Alpine, Texas. Virginia Knab gave the invocation. Mayor Ramos led the pledge of allegiance to the flags
2. Determination of quorum and proof of notice of the meeting. – Councilor Curry, Councilor Olivas, Councilor Fitzgerald, Councilor Escovedo, Councilor Stephens and Mayor Ramos were present. City Secretary Cynthia Salas reported that the meeting notice had been posted at 1:00 P. M. on January 12, 2018. City Manager Jessica Garza, Assistant City Manager/Finance Director Antrim, and Abel Hinojos were also present.
3. Presentations, recognitions and proclamations. – (A. Ramos, Mayor) – NONE
4. Reports –

City Mayor's Report – (Andy Ramos, Mayor) – NONE

City Manager Report – (Jessica Garza, City Manager) – Jessica addressed the Honorable Mayor and City Council and welcomed the citizens that have braved this lovely winter weather. Jessica stated they were working on getting in sync with Cynthia's agenda posting so a copy of the City Managers report was passed out. You have noticed that the electronic message board from the Police Dept have been placed in high traffic areas alerting travelers, drivers to their speeds we are hoping that it will work to address some of the comments that were made at the last meeting for speeding. In the report that Jessica passed out you will see a graph with the police department monthly statics that had been reported to the City Manager by the chief of Police. The report is very basic and still working on putting in some definitions and providing more detail. In the current budget we allocated \$188.19 per capita per year and the average cost per call right now based in our budget is \$224.30 so it is running a little high on those numbers compared to year per capita. Jessica and Megan did some research this afternoon and the national average per capita is closer to \$1000. So the City is way below what the national average is, which means we either need to beef up some numbers or our police department is great. Councilor Stephens commented that at \$1000 that is 6 million dollars a year and the City budget is only 12 million. Jessica stated that generally police departments take up the majority of the Cities budget. The Alpine Volunteer Fire Department and Brewster County Services is ongoing, the inter local is in the agenda for those fire services. Jessica has met with the volunteer fire department and has asked them for some documentation and also indicated to them that financial support from the County if this inter local is approved by both entities will stop and the financial support will come through the City of Alpine and not directly to them. There are some documentation issues that hopefully will get cleared out so that we can continue to pay them per call rate that is currently in place. Jessica has not met with the Fire Chief and will meet with him as soon as he feels better. Jessica hoping to have the meeting soon to be

able to discuss some of the issues, working on clarifying an equipment vehicles and equipment list so the City knows where everything is and what belongs to who so when the agreement does move forward we know for sure where all the equipment coming and going and if anything needs to be auctioned off. In the street repairs we have initiated a process for street repairs, complaints, and pot holes and it will be tried on a trial bases internally for 60 days and will incorporate different assets to it and if everything works out well then we will open it up for the public so the public will have a number to call and report a pot hole or a street issue to make sure that the appropriate work order gets out to the department. This will also give us better number, one of the line items in the budget transfers funds from utilities into the streets departments so that was an issue of discussion within the departments, so this way we will be able to be more concise with that allocation when transferring fund for the departments. Jessica stated that you can call Diana DeLaO to report any issues. Jessica stated that the City has been asked for some waivers and discounts on the water, sewer, gas connection fees and we are working on a policy to present to Council for Council approval authorizing the City to issue those waivers and those discounts. The policy draft has been sent to the City Attorney for review and there are some Ordinance issues that need clarifying before we move forward with the policy. Councilor Stephens asked Jessica if she will have rationales on why the discounts are appropriate. Jessica stated that the Ordinance will be very clear, that nothing will be given outside of the scope of that policy. Fiscal policies as we discussed at the last meeting that we wanted to make sure that all the Department heads had the tools to do their jobs some of that comes back to a lack of or some amhumity in the physical policies that we have and how they get equipment and supplies so Jessica is proposing a couple of items in the agenda the policies to clarify credit card use and reestablish the petty cash fund. In talking to the City Attorney Jessica understands that the City has had issues with these two items in the past. The Attorney provided Jessica with minutes from 2013, one of the comments from the auditor was that what exited lacked the control tools and the internal oversight that was necessary. So these policies do have those preventive and detective measures within them so that upfront people know what the expectations and risk are in using this privilege and at the end how this process will be determined if it is being abused. The issue with the petty cash is really the number of small checks we issue on a weekly basis, and the cost to the City based on the time that staff has to take to process and being able to reduce that time and to process more efficient through a petty cash fund. The petty cash is \$250.00 to reconcile every month and as for the credit card, there is already a credit card issued for the City and the City has already incurred there is just no documentation with guidelines by the City on the use of that card. This process is just so that people know what the City is doing, it is important that we have this in place if the public should ask we have written documentation outlining what we do. Councilor Stephens asking how many cash transactions are they there that are \$50.00 or less? Jessica stated that they average about 40 transactions a month. Councilor Stephens asked that the petty cash policy be pulled out of the consent agenda and stated the amount of cash is to low. Jessica stated that Mr. Polanco our Code Enforcement is leaving the City of Alpine at the end of this month. Jessica is proposing on the agenda one of the positions and that is a Permit Technician that will need approval from Council which in the interim will continue with the building permits and processes until the Code Enforcer position is filled. Long term Jessica believes that it is in the best interest of the department to have someone that can work Code Enforcement, inspections and provide that assistance. Mr. Polanco

has been both Building Inspector and Code Enforcer, researcher, mapper, tagger for the City for many years and that department between Polanco and Patsy could use some administrative lead in the office to keep everything together and to be there to answer the phone and when someone walks in. It is an entry level position. The position will hopefully be filled internally and rather quickly so some of Polanco's knowledge and we can train someone on the software and the permits that are ongoing. Jessica has a meeting next week with company out of Lubbock called Texas Communities and they offer services like the one we are needing, so we will see what kind of services they offer and what the cost is to have someone come in and do those inspections for us. Jessica also stated that in the Human Resources they are still working on some policies, they have been sent to the City Attorney for review, there are other policies that have issues that need cleaning up before presented to Council . There has been some discussion on the training that is being proposed to the department heads, there were no negative comments and some of them seemed eager to have the ability to be able to get their people trained. Hector Ramirez in the street department was the one that was most vocal about having opportunities to send his staff to get licensed that they need for the heavy equipment and trained on additional equipment for the future. This was well received by the department heads. At the last meeting there was a request for some financial assistance from Fiesta Del Barrio, Jessica met with Norma Olivo and by the next council meeting there will be an itemized list of the support that Norma is asking for. The tourism office has worked hard on updating our video and event cards that are in our hotels. Jessica spoke to the Chamber about the grant received for the historic markers, but with the change over and some other issues this summer the project was put on hold. The Chamber is looking for a project coordinator to pick up the project back up and complete it. The back of some of the markers are coming apart and fallen off because of the weather. The money is available they are just needing a coordinator to push the project through. Staff is still working on door prizes for the quarterly TML meeting on February 2, 2018 invitations went out and another reminder went out again on January 16, 2018 from TML and our lapel pins are in. The lapel pins passed out to Council are for Council to pass out and the other will be distributed through the visitor center.

- A. October 2017 Monthly Revenue/Expense Report – (M. Antrim, Director of Finance) – Megan Antrim stated that the October and November 2017 reports are in Council packets. Megan went over the highlights of the report. October is the first month of our fiscal year 2017-2018. What is looked at as an average is a percentage of what is being brought in and what is being spent. Roughly the City should average about 8% of the budget every month, expenditures, revenues, in order to meet our budget. Megan broke the budget down a little different, it does have the same format as last year but this breakdown will explain better. The budget is looked at as two different options, you have your employee expenditures and the operating expenditures. The employees are always your biggest asset. Megan broke it down in more detail to show what is being spent for employees based on the different funds. The first part covers just the general fund and for the month of October the city spent \$178,893 on just employees, please be aware that it does include salaries, overtime, retirement, unemployment, health insurance, workman's comp, so it includes everything. This is what it would cost for an

employee to be employed full time with the City which is only 7% of the budget. This shows that we are 1% below the average. The operating expenses for the general fund \$104,609 for October or just 9% so this is below the estimated cost. The City does not get the sales tax in October, it actually comes in 2 months later, so what is being reported is not actually October's sale tax, it is the money received in October but actually it is for August. October's sales tax collected was \$177,602 this was a 26% increase from last year for August of last year, so Megan stated this was real good, with the trend for sales increasing steadily, it could fluctuate a little with a slight decrease but that hasn't been noticed yet. The revenues for October for the general fund was \$454,649 so the general fund consist of your administration, municipal court, police department, property taxes, code enforcement, animal control, parks & streets, sales tax, and your franchise tax. Last year's sales and property tax were 71% accounted for our budget and those are our two main sources of revenue for the general fund and this year it increased to 73%. October is when everyone gets their tax notices so taxes start coming in at the end of October, November, December and January and will taper off in February. The cash flow purpose is the strongest in the winter months. There is a good collection rate for the City of Alpine so it may give us that boost but until it set in Megan doesn't want to make an assumption. Moving on to the general fund expenditures, the whole total was \$283,502 which was 7%, so for October we are on budget and on task 7%. The water/sewer/sanitation for the month of October \$542,122 or 12%, this is what is billed out to the different entities, all of your clients, customers. The expenditures for the employees at the water/sewer/sanitation were \$60,463 and the biggest assets. Total expenses including all employees was \$111,846 which was 3%, so expenditure wise we are on task, even with the employee expenses it was only 7% of the budget with that still being within the 8%. The airport total revenue was \$46,919 and the total expenses was \$13,462. The number one expense at the airport and number one revenue are the exact same thing and it is fuel. If we buy the fuel, we are selling it which is a good thing. The reserves fluctuate every month, trying not to keep much fuel on hand because you want to be selling it, buying it, selling it. There are two full time employees at the airport which is great and they have been doing a lot of repairs and maintenance with the terminal, runway. The other source of income is the lease payments, with Council approving the one cent raise in September 2017 for those who actually lease property from the airport. It is a good percent increase but it is only \$14,000 of the whole airport budget. It is not one of the big revenue sources out there. The new City contract will be based on the CPI consumer price index so notifications will be going out to them soon. The hotel/motel funds for October it was \$101,527 in revenue, once again this is what is collected in October and not what is actually spent, so if you stayed in a hotel in October, the revenue will not be received till November or January. Some of the hotels report quarterly, while others report monthly, depending on their gross receipts determines on how they report, so the more they make the more they report, the less they make the less often they have to report. Councilor Stephens stated that the last time he looked there were two hotels that brought in half of the hotel funds, seemed like there were more hotels that had versified and more

hotels had been added. Megan stated that some of the hotels had stepped up as far as maintenance, advertising, there are more sources with the City using jack rabbit on the website to reserve hotels, so if you go to visit alpine on the website you can actually reserve through the website and there is a gentleman in Alpine that has purchased multiple hotels in town, so that gentleman has higher standards and wants obviously make money and bring people in. City Manager Jessica Garza asking if all the hotels and Airbnb complying or do we have some stragglers. Megan stated there are stragglers, there are also several hotels that are not paying and there is an issue that has come up, the state has reinforced the state side with Airbnb. The airbnb are very hard to track especially if they do them for one weekend or they don't do it at all it's because they have so many choices. The state has cracked down on the airbnb and has an enforcement site to make them pay the state site. Megan stated that when she figures out who owns the airbnb and gets address tries to send them a welcome to Alpine letter. State law states that if you rent out a room for more than \$2.00 dollars a night taxes should be paid, if they stay in the airbnb 30 days or more they are not required to pay the occupancy tax. Councilor Stephens stated property tax evaluations for hotels is changing, a consultant was brought in through Brewster County Assessment District to make sure the proper evaluation that is based upon their annual sales to see what they are reporting in sales and sales tax, that may be another angle to come back and see what it is they are reporting which ties into the evaluation of the property which gives the City an angle. Megan stated the state used to have the website setup where anyone could go in there and pull up and it would list all the hotels and could see what they were reporting to the state, then you would get a letter from the City saying we know you reported this, so you owe the 7% to the City. The state has taken that down from the website so know there has to be a TPIA with the state to find out how much the hotels are paying in, you don't just get the hotel itself but the whole city. The expenditures for the hotel funds were \$31,084, there is a full time and part time employee who run the Visitor Center, if anyone has not been by, Megan encouraging them to stop by. There are also events that were approved by Council, there are events based on the time frame, when the events actually occur, there is a lot of advertising for the art walk that takes place in November. The Gas Department total revenue is 60,833 with expenses being \$66,196, the gas department just like the water department is seasonal, today is great for the gas department , they have their heaters on and it is bringing in revenue, in the summer everyone wants green grass so they use more water. In the winter months the gas department will have a higher revenue source and during the warmer month it will be lower. The gas department is still within their budget at 4% and expenditures 4%. The miscellaneous is when a meter, pole get hit that doesn't go into the billing and it is reimbursed this goes into miscellaneous. Every now and then we will get an odd reimbursement or something will come up and Megan does a lot of searching under the Texas Comptroller site for unclaimed, cities, counties and people have unclaimed funds so it is grouped into the miscellaneous for funds that do not have a designated account

B. November 2017 Monthly Revenue/Expense Report – (M. Antrim, Director of Finance)-

Megan Antrim stated that the general fund for the month of November employee expenses was \$180,881 so combined for October and November we are at 14% of the budget, we are within our limits. Operating cost for the month of November was \$57,464 or 8% of the budget. The sales tax was \$135,208 a slight decrease from the month before, but still above what we were at last year. Councilor Stephens asked if the big spike in February because of the December sales? Megan said yes to Councilor Stephens question. The general fund as a whole in November was \$391,790 for a combined total of \$846,438 so far at 18% of what was predicted. The expenditures of the month of November we spent \$238,345 which is a combined total of \$521,846 which is 12%. A lot of the expenditures will hit till the summer months, March, April that is when the paving season starts so that will be a huge chunk of our expenditures for the street department. The pool and parks will start getting into the maintenance that is an added expense. Councilor Stephens asked how do we get the revenue for streets? Megan stated the big side of it is re-pavement from the utilities, cutting the streets, the street departments should come back and fix them and cross charge. There is a slight revenue source when the street department does work or the destruction of that trailer and a lien gets put on the property or an abatement, this is not on a regular basis that we do every month. The Water/Solid Waste/Sanitation for the month of November there is a little bit of a change \$162,256 there was an adjustment for \$-316,213 in some of the reports we record some of the adjustments if the billing was incorrect on a reread, the one particular that is listed is a reread on Sul Ross State University with the current meter is reading correctly but before instead of reading \$5,000,000 it was reading \$50,000,000 so it was trying to bill at the \$50,000,000 so we had to go back and make the adjustments based on the history of the usage of Sul Ross it was way off. If there had been a leak all of Alpine would have noticed it. That is what reflects at the bottom of the revenue that there was an incorrect meter reading and was adjusted for two months. J and his team are working on getting that fixed. The expenditures for November were \$316,314 there is a difference from the prior month because of sanitation, we get billed monthly on sanitation which is a huge chunk of the expenses which runs between \$125,000 to \$155,000, so that is a big expense for this month, again revenue is at 16% of total budget and expenses are at 10%. The airport is balancing out bringing in \$64,688 and \$65,610 so we should start seeing an increase in the revenue in the next couple of months because their big season is hunting, there are quite a few airplanes for the area ranches and with the summer there is a slight increase with some of the extra activities going on in and around the area and if we are lucky a lot of people will do destination weddings and have brought in several airplanes, renting every vehicle, have to get them to make Alpine the destination. The revenue for the hotel fund for November was \$41,386 with this being a change from the prior month because it is an off month because in November you are not collecting a quarterly payment. Overall it is still at 20%, expenditures were \$17,725. The gas department revenue for November was \$100,697 The whole expenditures were \$161,531 with only 9% of the budget where typically they would be at 16%, the expenditures are \$104,732 with a total of \$179,928 with 10% of the budget. The

interest and sinking, this is where the debt is, it is included in the report to show the general fund and what the water and sewer revenue is. As people are paying their property taxes we are collecting our I&S so for the month of November the revenue was \$16,922, for the whole year so far as of November so far is \$27,653 or 5%. The water sewer revenue does significantly has more invested in the debt then the general fund. The debt for this year which is paid out twice a year in March and in September which is 608,827 this is a decrease from the prior years. We were paying closer to \$800,000.

City Staff Updates – NONE.

5. Public Hearings – NONE

6. Consent Agenda – (Minutes, Financial Reports, Department written reports, board appointments etc.) – Notice to the public – The following items is of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote –

A. Approval of minutes from City Council meeting on January 16, 2018. (Jessica Garza City Manager) –

B. Approve October 2017 Monthly Revenue/Expense Reports. (Jessica Garza, City Manager)

C. Approve November 2017 Monthly Revenue/Expense Reports. (Jessica Garza, City Manager)

D. Approve the Petty Cash Policy for the City of Alpine. (Jessica, Garza, City Manager)- Motion by Councilor Stephens to pull out. Motion seconded by Councilor Escovedo. Motion unanimously carried. Motion was made by Councilor Stephens by Resolution 20018-01-04 to approve the petty cash policy. Motioned seconded by Councilor Fitzgerald. Motion unanimously carried. Councilor proposed to amend the Resolution as written to have City Council establish a petty cash fund in the amount of \$1000.00. Motioned seconded by Councilor Escovedo. Motion unanimously carried.

E. Approve the Credit Card Policy for the City of Alpine. (Jessica Garza, City Manager) – Motion made by Councilor Stephens to pull out. Motion was seconded by Councilor Escovedo. Motion unanimously carried. Motion was made by Councilor Stephens by Resolution 2018-01-05 for the credit card policy for the City of Alpine. Motion was seconded by Councilor Fitzgerald. Motion unanimously carried. Councilor Stephens had a question about controls particularly as it relates to City Council expenditures relative to the City Council travel budgets whether or not there is a

mechanism in place not for the full year but during election year. As we recall, Council passed a Resolution a couple of years ago that stated that when it comes time for an election that a particular City Council member can only spend 7/12 of the budget for the year in which they are up for reelection therefore insuring whoever is elected has sufficient money for the next year. Councilor Stephens just making sure that we have those processes in place. Jessica stated that Megan had mentioned that the signed resolution documents were not able to be located, there was discussion in the minutes and the intention was to bring the formal resolution to Council for approval.

Motion was made by Councilor Stephens, by Resolution 2018-01-06, to approve the consent agenda for A, B and C. Motion was seconded by Councilor Fitzgerald. Motion unanimously carried.

7. Information or Discussion Items –

- A. The City of Alpine and Brewster County Interlocal Agreement Regarding Alpine Volunteer Fire Department Firefighting and Fire Protection Service. (Jessica Garza, City Council) –** City Manager Jessica Garza stated the draft was in the packet, giving Council an opportunity to make any comments on the inter local agreement. The City Attorney has reviewed and the County and County Attorney are in the process of reviewing it. Councilor Stephens commented that he liked the inter local agreement and that it looks good. Mayor Ramos had a question, with the City taking over; will Council be held liable in case we can't get to a fire outside the city? Jessica stated that we already carry liability insurance through TML, so Council is already open to some liability. The Mayor was asking about City Council as individuals as they are part of the City government. Jessica stated she didn't think so but that would be a question for the City Attorney to answer. Councilor Olivas had a couple of questions, stating that the way he reads the inter local, the fire department will in essence be having the appropriate personnel to do the firefighting with the City providing training, the equipment and the maintenance and the insurance on the equipment and liability, then planning to maintain and operate the fire department. On the training the City is going to provide the training be sure it is from an accredited training center when the volunteers go to for the amount of hours needed. Jessica gave Councilor Olivas some background. As of right now, the County has an agreement with the fire department and the City has an agreement with the fire department. The purpose of the agreement is to put the fire department under one administrative office so the County will now be funding through the City of Alpine to the fire department as opposed to both of us funding the fire department. The fire department receives funds from the County and the City. There are in the City budget as the only department and we will be able to show the income from the county to cover some of the expenses in the future. There was an assessment done by the Fire Marshall out of Austin that pointed out about 18 issues with the volunteer fire department. There were also some additional appropriations made for an administrative person to be hired by the City to oversee and make sure that the issues were addressed and so the purpose of this agreement is to create a chain of command for the fire department as opposed of having to take orders from both sides. As for the training they are required to take, the agreement presented states the EMC will be assisting with arranging those trainings to make sure they take the appropriate training that is required for the fire department. Councilor Olivas asked if in

essence we were taking over the administrative function. Item F of section 1 stated that it would be the assignment of the city employee administer the fire department under supervision. Then on item 8 it states to advise the emergency management coordinator, is that the same individual being the city employee? Jessica stated no it is not, the Emergency Management Coordinator is a County employee so he over sees all the emergency management so he will be working together with the fire department but the city administrator will be a city employee and the EMC is a county employee. The city employee will report only to the City Manager and the EMC will continue to report to the County Judge. Councilor Stephens asked if there are 4 fire departments in the county being Terlingua, Marathon, Big Bend National Park and Alpine. Jessica stated Terlingua and Big Bend National Park are under an Emergency Service District (ESD). Jessica stated that if there are no other concerns or questions we will wait to hear back from the County and if they have no issues than we will place on the agenda for final approval and then we will start working on a job description for the administrator.

Action items should be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to (up to) 10 per meeting). (Citizens are allowed to comment – limited to 3 minutes – after being called upon by Mayor or Mayor Pro Tem. Citizens are required to state their name and the Ward in which they reside. Priority will be given to citizens of Alpine and those who own businesses or property in the City. Individuals who do not live in, own a business or property in the city limits of Alpine, will be allowed to speak if there is time available.) -

8. Discuss and take action to appoint Troy Sheldon for Building & Standards for Alternate for Ward 1.(M. Curry, City Council) – Motion made by Councilor Curry to table until Mr. Sheldon is present. Motion was seconded by Councilor Escovedo. Motion unanimously carried.
9. Discuss and take action to approve a job description for a Permit Technician for the Code Enforcement Department and authorize the position to be filled. (Jessica Garza, City Manager) – Motion made by Councilor Fitzgerald, by Resolution 2018-01-07. Motion was seconded by Councilor Olivas. Motion unanimously carried.
10. City Councilmember Comments and Answers – No discussion or action may take place.

Councilor Stephens – Great agenda, great discussion, glad everyone is here and hope everyone stays warm at least through tonight.

Councilor Escovedo – Glad everyone is here and reminding everyone about the Town Hall meeting that will take place on January 20, 2018 at Our Lady of Peace Parish Hall from 2:00pm till 4:00pm

Councilor Fitzgerald – Thank you everyone for being here and great to see the massive crowd

Councilor Olivas – Thank you for coming and it was a great meeting and discussion and stay warm

Councilor Curry – Glad everyone showed up and Megan good job on your report it was great

Mayor Ramos – Megan, thank you for the great report, appreciate that and my apologies that we do not have valet to go warm up your vehicles.

11. Executive Session – Pursuant to Texas Government Code Section 551.071 (consultation with attorney), 551.072 (deliberations about real property), and Section 551.074 (personnel matters).

A. City Secretary Cynthia Salas 90-day evaluation. (Jessica Garza, City Manager)

Motion made by Councilor Stephens, by Resolution 2018-01-08. Motioned seconded by Councilor Fitzgerald. Motion unanimously carried. (6:38pm)

12. Action after Executive Session -

A. Take, action if any, concerning City Secretary Cynthia Salas 90-day evaluation. (Jessica Garza, City Manager) Motion was mad by Councilor Fitzgerald, by Resolution 2018-01-08 to increase Cynthia Salas's salary by giving her a \$3000.00 raise. Motion was seconded by Councilor Escovedo. Motion unanimously passed. (7:20p.m.)

13. ADJOURNMENT – There being no further business, meeting was adjourned.

NOTICE: The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development.)

I certify that this notice was posted at 1:00 P.M on January 12, 2018, pursuant to Texas Open Meetings Act. (Texas Vernon's Annotated Civil Statutes, section 551.043, Texas Government Code.) This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (432) 837-3301 or fax (432) 837-2044 for further information.

Andres "Andy" Ramos, Mayor

Attest:

Cynthia Salas, City Secretary

I, Cynthia Salas, City Secretary, do certify that this notice was posted at 1:00 P. M. on January 12, 2017, and remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.

Cynthia Salas, City Secretary