



The City of Liberty City Council

Special Called Meeting

~ Minutes ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, November 22, 2011

6:00 PM

City Council Chambers

I. CALL TO ORDER

The Meeting was called to order on November 22, 2011 at the City Council Chambers, 1829 Sam Houston, Liberty, TX at 6:05 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Mike McCarty	Mayor Pro-Tem	Absent	
Dennis Beasley	Councilperson	Present	
Diane Huddleston	Councilperson	Present	
Frank Jordan	Councilperson	Present	
Louie Potetz	Councilperson	Present	
Libby Simonson	Councilperson	Present	
Gary Broz	City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Randy Gunter	City Attorney	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Mayor Pickett welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. There were no comments.

City Manager Gary Broz reported on the following:

- 1) Council will soon receive an invitation from Boomerang Tube, LLC to an Open House and Facility Tour to be held on December 2nd,
- 2) new utility billing is working well, past due notices are no longer sent out,
- 3) expressed appreciation to Council for the Employee Appreciation Dinner held on November 17th, and
- 4) received information from Comcast Cable regarding potential programming changes.

Mayor Pickett reported on the following:

- 1) expressed appreciation for the efforts of Daneille Abt, Humane Officer, for the Dog Adoption Day held on November 12th,
- 2) stated that Councilperson Huddleston had scheduled a "Shred-It" day from 9 a.m. until Noon on Saturday, December 3rd,
- 3) remarked on a recent Houston Chronicle newspaper article regarding electric rates in the Houston area, and that the City of Liberty is in the normal range for the area, and
- 4) wished everyone a Happy Thanksgiving with friends and family.

III. PRESENTATIONS / REPORTS

A. Information Item (ID # 2233)

Financial Report**COMMENTS - Current Meeting:**

Finance Director Naomi Herrington reported that the financials for the month of October have now been closed, stating that October is a slow month as the City has yet to receive any property tax revenues. However, the City should begin receiving property tax revenues within the next month. Ms. Herrington further reported that the General Fund revenues for October were in the amount of \$344,765, and expenditures in the amount of \$567,121. This leaves the General Fund expenses, over revenue, in the amount of \$222,000. Ms. Herrington stated that the City is doing well on sales tax revenue.

Ms. Herrington further reviewed the various funds, along with their revenue and expenditure totals. Discussion included Bommerang payment for usage, SRMPA, payments for Certificates of Obligation, and other related matters. Ms. Herrington reported that the financial books have been closed for the previous fiscal year and sent to the auditors. The auditors will begin work on the City's audit in early December.

B. Information Item (ID # 2237)

Annual Review and Update of the Community Development Capital Improvement Program.

COMMENTS - Current Meeting:

This agenda item was passed on until a later date.

IV. WORK SESSION**1. Work Session (ID # 2234)**

Discussion of Round 2 Disaster Funds and Issuance of Certificates of Obligation for Construction of a Police Department Facility.

COMMENTS - Current Meeting:

City Manager Gary Broz presented a financing timeline for the proposed issuance of certificates of obligation and a draft copy of the City's Plan of Finance 2011. Mr. Broz reported this issuance would include funding for a new police station, replacement of HVAC units at the Humphreys Cultural Center, and construction of an equipment shed at the Public Works Service Center. Mr. Broz further reported that along with the proposed issuance, management is working on an application for Round 2 Disaster Recovery Funds, in the amount of \$1 million to assist in funding the police department facility. The police department will fit the criteria for the application as the facility "failed to function". Mr. Broz further reported that the application deadline is December 9.

Further discussion included engineering and administrative costs, handling certain administrative costs in-house, including additional funds in the proposed CO issuance for a bell tower and grounds improvements, library architect issues, special called meeting on December 6 for a public hearing and action on this issue. Mr. Broz reported that he is also working with Public Management to complete other necessary items related to this proposed project.

2. Work Session (ID # 2235)

Discussion of City Elections and Possible Changes as a Result of SB 100.

COMMENTS - Current Meeting:

Discussion was held regarding the various options for conducting a City's election due to SB 100. Those options discussed were:

- 1) the City can purchase voting equipment and continue to conduct its own annual elections in May,
- 2) the City can move to November uniform election date, allowing for a joint election with the County on each annual November uniform election date,
- 3) the City can unstagger Council Member terms and conduct elections on May uniform election date in odd-numbered years only. This would dictate that all seven Council seats are up for election every two years, or
- 4) the City can continue to conduct its own annual election on the May uniform election date, if the County is willing to provide voting equipment or by holding joint elections with the County.

After further discussion of the costs related to the various options, the process for changing election dates or terms, contracts for services and/or election equipment, and other related matters, it was the consensus of the Council to continue the lease of voting equipment from the County and conduct our own elections on the uniform election date in May of each year.

V. REGULAR AGENDA

A. Regular Session

1. Council Action 2011-115

Consider Approval of a Change Order for the Boomerang Substation Construction Project.

COMMENTS - Current Meeting:

General Manager Gary Broz reported that a tie-breaker had been left out of the original schematics of the Boomerang Substation Project. In order to remedy this situation, Mr. Broz requested approval of a change order in the amount of \$16,569.00, that would provide for a cubicle and tie-breaker which would tie all feeders together. Mr. Broz also reviewed the status of the project budget, stating that approximately \$458,000 had been spent out of the budgeted \$600,000 for controls and switchgear.

Motion was made to approve the Change Order in the amount of \$16,569.00.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Louie Potetz, Councilperson
SECONDER:	Frank Jordan, Councilperson
AYES:	Pickett, Beasley, Huddleston, Jordan, Potetz, Simonson
ABSENT:	Mike McCarty

2. Council Action 2011-116

Consider Acceptance of Round 2 Disaster Funds and Issuance of Certificates of Obligation for Construction of a Police Department Facility.

COMMENTS - Current Meeting:

This agenda item was passed on.

RESULT: NO ACTION TAKEN

B. Executive Session

Personnel Matters. Gov. Code §551.074

Consultation with Attorney. Gov. Code §551.071

1. Deliberation regarding employment of a City Engineer.

At 7:09 p.m., Mayor Pickett closed the open meeting and opened the Executive Session as authorized above.

C. Reconvene into Regular Session

At 7:44 p.m., Mayor Pickett closed the Executive Session and reconvened the open meeting.

1. Council Action 2011-117

Consider and Take Action, If Any, on the Item as Discussed in the Executive Session.

RESULT: NO ACTION TAKEN

VI. ADJOURNMENT

Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, the meeting was adjourned at 7:45 p.m.

RESULT: APPROVED [UNANIMOUS]
MOVER: Louie Potetz, Councilperson
SECONDER: Libby Simonson, Councilperson
AYES: Pickett, Beasley, Huddleston, Jordan, Potetz, Simonson
ABSENT: Mike McCarty

Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary