



AGENDA
FRITCH CITY COUNCIL SPECIAL SESSION
TUESDAY OCTOBER 25, 2016
CITY ANNEX 509 W. BROADWAY FRITCH, TEXAS
7:00 P.M.

All agenda items are subject to action.

1. Call to order; Welcome Citizens and Visitors

2. Invocation and Pledge of Allegiance.

3. Open forum – Comments/Concerns from Citizens

Individual citizen comments are normally limited to five (5) minutes (time limits can be adjusted by the Mayor). The purpose of this item is to allow citizens an opportunity to address the City Council regarding any topic not necessarily on the agenda. The City Council is not allowed to respond to comments and questions asked of them by the speaker, with a few exceptions. In accordance with the "Texas Open Meetings Act," Government Code Chapter 551, any response by a member of the City Council must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future City Council meeting.

4. Consent Items:

This section shall provide for items that require action by the council, but where little or no discussion is anticipated. By a single motion, second and affirmative majority vote, items under this section are approved without further discussion or action. Any council member desiring more discussion on an item may move to withdraw it to the New Business section.

- A. Consider **Resolution No. 2016-7** to appoint the Eagle Press as the official newspaper for the City of Fritch for FY2017.

5. New business:

- A. Ratify decision to change Emergency Notification System providers from 'Code Red' to 'Fully Connected.'
- B. Discuss and take action on selecting an entity to aid in the performance of an executive search for a permanent city manager and appoint a sub-committee to work with staff and the consultant in preparation for finalist interviews before the full city Council.
- C. Discuss and take action regarding **Resolution No. 2016-8** adopting a temporary policy to allow customers a payment plan option for currently past due utility bill payments.

6. City officers' reports.

- A. None

7. Mayoral/councilmember announcements

8. Questions from the Media

9. Future agenda items

10. Executive Session

The Fritch City Council reserves the right to adjourn into closed meeting at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code;

- A. **Section 551.071 (consultation with attorney)**
- B. **Section 551.072 (deliberations regarding real property)**
- C. **Section 551.073 (deliberations regarding prospective gift)**
- D. **Section 551.074 (personnel matters)**
- E. **Section 551.076 (deliberations about security devices)**
- F. **Section 551.087 (Economic Development)**

11. Adjournment

Persons who plan to attend this public meeting and who may require auxiliary aid or services are requested contact Cindy Cook, City Secretary at (806) 857-3143 within 48 business hours of the scheduled meeting date. Reasonable accommodations will be made to assist your needs.

The City Council may vote and/or act upon each of the items listed on this agenda.

This is to certify that I, Jeffrey Howell, Interim City Manager, posted this agenda on the front window of City Hall on the _____ day of _____ 20____ at _____ -- Posted in accordance with the Texas Government Code, Chapter 551,

By: _____
Jeffrey Howell, Interim City Manager

By: _____
Witness

Removed from posting:

Date: _____ Time: _____

Signature of person removing from posting

Call to Order, Invocation, Pledge of Allegiance & Citizen Comments Items 1 & 2

Call to order; Welcome Citizens and Visitors

Called to Order at: _____ pm

Suggested Action: Mayor Kelly Henderson to call the meeting to order and welcome visitors and citizens

Invocation: led by: _____

Pledge of Allegiance – U.S. Flag led by: _____

Citizen Comments Item 3

Open forum – Comments/Concerns from Citizens

Individual citizen comments are normally limited to five (5) minutes (time limits can be adjusted by the Mayor). The purpose of this item is to allow citizens an opportunity to address the City Council regarding any topic not necessarily on the agenda. The City Council is not allowed to respond to comments and questions asked of them by the speaker, with a few exceptions. In accordance with the "Texas Open Meetings Act," Government Code Chapter 551, any response by a member of the City Council must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future City Council meeting.

Executive Summary: The City Council welcomes public comments at this point on items **not** specifically listed on the agenda. Speakers are limited to five(5) minutes each. The Council cannot discuss or deliberate subject matter; only agree to place on a future meeting agenda.

Consent Items: Item 4

Consent Items:

- A. Consider **Resolution No. 2016-7** to appoint the Eagle Press as the official newspaper for the City of Fritch for FY2017.

Executive Summary:

Item A. is required annually by the Local Government Code Section 52.004

Suggested Action: I, _____ move that the City Council (approve/not approve) the consent items as submitted.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

**CITY OF FRITCH
RESOLUTION 2016-8**

**A RESOLUTION BY THE CITY OF FRITCH CREATING A TEMPORARY POLICY ALLOWING
PAY-OUT OF PAST DUE WATER BILLS**

WHEREAS, staff has discovered a significant amount of past due water accounts; and
WHEREAS, Section 13.04.031 of the Fritch City Code provides the Billing procedure and policy. Bills are produced by the end of the month and are due and payable no later than 5:00p.m. on the 15th. A 10% penalty is posted for late bills. Any account not paid in full by the 25th is subject to disconnection; and,
WHEREAS, Section 13.04.032 specifically requires collection of all amounts due at the same time and does not allow for partial payments. Therefore staff does not have the authority to grant extensions or other payment considerations; and,
WHEREAS, a temporary policy is necessary to deviate from the ordinance requirements for payment of utility bills, and
WHEREAS, the City Council has determined a temporary policy is in order to resolve this situation.
NOW THEREFORE, BE IT RESOLVED BY THE FRITCH CITY COUNCIL;

1. That this policy is temporary and shall lapse once the current past due amounts for current customers are collected
2. Customers with past due amounts shall be required to pay their current bill and at least 10% of the outstanding balance to continue services.
3. Any customer not adhering to the provision in item 2 above shall be subject to cut-off in accordance with Section 13.04.031 for non-payment.

CONSIDERED AND APPROVED THIS THE _____ DAY OF _____, 2016.

Mayor W. Kelly Henderson

ATTEST:

City Secretary, Cindy Cook

New Business: Item 5

New business:

5A. Ratify decision to change Emergency Notification System providers from 'Code Red' to 'Fully Connected.'

Executive Summary: On April 19, 2016 City Council approved the purchase of Code Red services. In the meantime Chief Leggett discovered a comparable system, Fully Connected, through PRPC and opted for it instead. The difference is Code Red was a \$2,000 annual subscription rate and capped the registrants at 3,000. Fully Connected was a \$240 setup and \$185 per year thereafter. We are also not limited on the number of registrants.

Suggested Action: I, _____ move the City Council (ratify/not ratify) the Chief's decision to utilize the Fully Connected System in lieu of Code Red and authorize entering into an agreement with PRPC for the same.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

5B. Discuss and take action on selecting an entity to aid in the performance of an executive search for a permanent city manager.

Executive Summary: On October 18, 2016 City Council heard a presentation from PRPC regarding their approach to executive recruitment for a city manager position. Joe Price mentioned their services run between \$3,000 and \$6,000. Provided with this packet is the Strategic Government Resources (SGR) brochure for Component Search Services. With either entity the City can then select what services the Search firm will provide and what services staff can provide in-house to try and keep costs down. Staff also recommends appointing a sub-committee to work with staff and the consultant for reviewing documents and other submittals paring down the candidate list in preparation for finalist on-site interviews with the full Council.

Suggested Action: I, _____ move the City Council select _____ to provide executive search services at a cost not to exceed \$_____ authorizing the Mayor to execute an agreement regarding same and further that _____, _____, _____ and _____ be appointed to a sub-committee to assist in the process.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

5C. Discuss and take action regarding **Resolution No. 2016-8** adopting a temporary policy to allow customers a payment plan option for currently past due utility bill payments.

Executive Summary: Staff has discovered a significant amount of customers owing past due amounts on water bills. In order to address this issue and help those customers get caught up on their delinquent accounts staff is recommending a temporary policy to require customers to pay their current bill and include 10% of their past due amount.

Section 13.04.031 of the Fritch City Code provides the Billing procedure and policy. Bills are produced by the end of the month and are due and payable no later than 5:00p.m. on the 15th. A 10% penalty is posted for late bills. Any account not paid in full by the 25th is subject to disconnection.

Section 13.04.032 specifically requires collection of all amounts due at the same time and does not allow for partial payments. Therefore staff does not have the authority to grant extensions or other payment considerations.

This limited policy would allow a temporary exemption from Sections 13.04.031 & .032 regarding allowing customers to pay-out their past dues amounts over-time. Once the current list of past due amounts is caught up this policy will lapse and no longer be allowed.

Suggested Action: I, _____ move the City Council (adopt/not adopt) **Resolution No. 2016-8** creating a temporary policy to allow customers a payment plan option for any current past due utility bill payments.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

**CITY OF FRITCH
RESOLUTION 2016-8**

**A RESOLUTION BY THE CITY OF FRITCH CREATING A TEMPORARY POLICY ALLOWING
PAY-OUT OF PAST DUE WATER BILLS**

WHEREAS, staff has discovered a significant amount of past due water accounts; and

WHEREAS, Section 13.04.031 of the Fritch City Code provides the Billing procedure and policy. Bills are produced by the end of the month and are due and payable no later than 5:00p.m. on the 15th. A 10% penalty is posted for late bills. Any account not paid in full by the 25th is subject to disconnection; and,

WHEREAS, Section 13.04.032 specifically requires collection of all amounts due at the same time and does not allow for partial payments. Therefore staff does not have the authority to grant extensions or other payment considerations; and,

WHEREAS, a temporary policy is necessary to deviate from the ordinance requirements for payment of utility bills, and

WHEREAS, the City Council has determined a temporary policy is in order to resolve this situation.

NOW THEREFORE, BE IT RESOLVED BY THE FRITCH CITY COUNCIL;

4. That this policy is temporary and shall lapse once the current past due amounts for current customers are collected
5. Customers with past due amounts shall be required to pay their current bill and at least 10% of the outstanding balance to continue services.
6. Any customer not adhering to the provision in item 2 above shall be subject to cut-off in accordance with Section 13.04.031 for non-payment.

CONSIDERED AND APPROVED THIS THE _____ DAY OF _____, 2016.

Mayor W. Kelly Henderson

ATTEST:

City Secretary, Cindy Cook

City Officers' Reports Item 6

No Reports for the Special meeting

Mayoral/councilmember announcements Item 7

Questions from the Media Item 8

Future agenda items Item 9

Executive Session Item 10

Executive Session

Adjourn into Executive Session: *Mayor Kelly Henderson* "The Fritch City Council will adjourn into executive session at _____ p.m. as authorized by the Texas Government Code under." (check all that apply and provide specifics under the heading)

- A. Section 551.071 (consultation with attorney)
- B. Section 551.072 (deliberations regarding real property)
- C. Section 551.073 (deliberations regarding prospective gift)
- D. Section 551.074 (personnel matters)
- E. Section 551.076 (deliberations about security devices)
- F. Section 551.087 (Economic Development)

Reconvene out of Executive Session

Mayor Kelly Henderson "The Fritch City council is coming out of executive session at _____ p.m.

Action from discussion held in Executive Session

Adjournment Item 11

Adjournment

Executive Summary:

Adjournment -- *Mayor Kelly Henderson* –

- The City Council will be meeting for a:
 - Regular Meeting at the City Annex on Tuesday November 15, 2016 at 7:00 pm.
 - Persons desiring to present business to the city council at that meeting are directed to submit a request in writing to the City Secretary by Monday, November 7, 2016 in order to be included on the agenda.
- There being no other business, the meeting is hereby adjourned.

Called Adjournment at _____pm