

City of Alpine

Special City Council Meeting, Tuesday, February 19, 2013, 6:00 P.M.

Notice is hereby given that the City Council of the City of Alpine, Texas will hold a **Special** meeting at **6:00 P.M. on Tuesday, February 19th, 2013 in the City Council Chambers, at 803 West Holland, in the City of Alpine, Texas** for the purpose of considering the attached agenda. This notice is posted pursuant to the Texas Open Meetings Act. (Section 551.043, Texas Government Code).

PUBLIC NOTICE – THE USE OF CELLULAR PHONES AND SOUND ACTIVATED PAGERS ARE PROHIBITED IN THE CITY COUNCIL CHAMBERS DURING MEETINGS OF THE CITY COUNCIL.

Members of the audience will be provided an opportunity to address the Council before agenda items are discussed. The audience is also allowed to comment during the discussion of the agenda items with the Council. Please speak into the microphone located at the podium and state your name and address. If you have a petition or other information pertaining to your subject, please present it to the City Secretary. State law generally prohibits the Council from discussing or taking any action on any issue not included on the agenda, but, if appropriate, the Council may schedule the topic for future discussion or refer the matter to staff. **NO PERSONAL ATTACKS ON COUNCIL MEMBERS OR CITY STAFF WILL BE ALLOWED.**

Agenda

1. Call to Order, Invocation and pledge of allegiance to the flag —
2. Determination of a quorum and proof of notice of the meeting –
3. Presentations, recognitions and proclamations –
4. Reports –

City Mayor's Report -

City Attorney Report –

City Manager Report –

City Staff Updates –

5. **Citizens Comments (on agenda items) –**
6. **Public Hearings –**
7. **Consent Agenda – (Minutes, Financial reports, Department written reports, board appointments, etc.) –**
8. **Information or Discussion items –**

- A. Report from City Manager detailing steps to correct accounting deficiencies detected in preliminary Audit results. (Carlos Lujan)
 - 1) Review and Control of City Credit Cards usage;
 - 2) Removing all charging privileges by City Personnel;
 - 3) Cash advances taken by City Employees;
 - 4) Status of pay back of cash advances taken by City Employees;
 - 5) Checks written by City Finance Director to himself;
 - 6) Status of pay back of money City Finance director paid to himself;

- 7) **Status of pervasive abuse of overtime by Employees, including employees taking overtime not yet worked;**
 - 8) **Status of tightening general ledger controls, and general lack of documentation and oversight of city accounts and funds;**
 - 9) **Select new signature cards for all city accounts; and**
 - 10) **Request all names of everyone who has had access to city credit cards prior to the month of January, 2013. (Carlos Lujan)**
- B. **Discuss directing City Attorney to immediately contact proper authorities to report accounting problems for a full investigation of city accounts and funds. (Carlos Lujan)**
- C. **Discuss contracting a forensic auditor either from the Attorney General's office, if able and available, or a private concern licensed by the Association of Certified Auditors, to conduct a forensic audit retroactive 6 years, more or less, depending on the auditor findings. (Carlos Lujan)**
- 9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 15 per meeting.)**
- A. **Consider job status of City Manager, including possible termination, and if necessary, appoint an interim City Manager for a period of six months. (Carlos Lujan)**
 - B. **Consider implementation of item A,9 (above, under Discussion items). (Carlos Lujan)**
 - C. **Consider implementation of item B (above, under Discussion items) (Carlos Lujan)**
 - D. **Consider implementation of item C (above, under Discussion items) (Carlos Lujan)**
- 10. Citizen's Comments (limit 3 minutes) –**
- 11. Council Member's Comments and Answers -**
- 12. Executive Session –**
- 13. Action- Executive Session –**
- 14. Adjournment –**

I certify that this notice was posted at 5:00 P.M. on February 15th, 2013 pursuant to Texas Open Meetings Act (Texas Government Code Section 51.043). This facility is Wheel Chair 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.

Margaret "Molly" Taylor, City Secretary