

THE STATE OF TEXAS §
COUNTY OF DIMMIT §
CITY OF CARRIZO SPRINGS §

NOTICE IS HEREBY GIVEN THAT the City Council of the City of Carrizo Springs, Texas has called a **Regular Session** at the Carrizo Springs Civic Center, 405 North 7th Street, Carrizo Springs, Texas, 78834 on **Tuesday, August 9, 2022**, commencing at **5:30 p.m.** for considering the following items of business:

CALL THE MEETING TO ORDER

Mayor Oscar E. Puente called meeting to order at approximately 5:30 p.m.

ROLL CALL & ESTABLISHMENT OF QUORUM

The Council conducted their own roll call and declared the following Councilmembers present:

Oscar E. Puente	Mayor
Sofia Morones	Mayor Pro Tem
Ashley Moreno	Councilor (Arrived at 5:41 p.m.)
Mario Ruiz	Councilor
Chris A. Castaneda	City Manager
Melissa M. Guerra	City Clerk

Absent

David Balderas	Councilor
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A quorum was established.

STAFF

Edgar Castillo, Finance Director	John Camarillo, Public Works Director
Marisela Tristan, Accounting Specialist	Ramsey Castillo, Water Department Supervisor
Juan Martinez, City Marshal Deputy	

WELCOME & RECOGNITION OF GUESTS

Mayor Oscar E. Puente welcomed and recognized all guests present.

PLEDGE OF ALLEGIANCE

The City Council recited the Pledge of Allegiance.

CITIZEN'S COMMENTS

No public comments.

PROCLAMATION(S)

1. SOUTH TEXAS BABE RUTH PROCLAMATION PRESENTATION

City Manager Chris A. Castaneda states that the South Texas Babe Ruth team had a game and could not attend the meeting.

PLANNING & ZONING COMMISSION

- 2. DISCUSSION AND APPROPRIATE ACTION TO APPROVE APPLICANT CHIP BRISCOE (RANCHO LA COCHINA MINERALS LTD) REQUEST FOR A NON-CONFORMING VARIANCE AND/OR REZONE FOR THE PURPOSE OF USING AND R-1 ZONE PROPERTY FOR COMMERCIAL USE, SAID PROPERTY IS LOCATED AT 804 SOUTH 5TH STREET, CS-SOUTH HTS, BLOCK 2, LOT 6 & 7, PTL 45 10-13, AB 774 S 11, B 40 PTT 13, CITY OF CARRIZO SPRINGS, DIMMIT COUNTY TEXAS**

City Manager Chris A. Castaneda states that Chip Briscoe, Rancho La Cochina Minerals LTD will be using the property for an administrative office only.

Leigh Briscoe states that the property will be used for an administrative office only.

Motion made by Councilor Mario Ruiz, seconded by Mayor Pro Tem Sofia Morones to approve applicant Chip Briscoe's (Rancho La Cochina Minerals, LTD) request for a 5 year non-conforming variance for the purpose of using and R-1 Zone Property for commercial use, said property is located at 804 South 5th Street, CS-South HTS, Block 2, Lot 6 & 7, PTL 45 10-13, AB 774 S 11, B 40 PTT 13, City of Carrizo Springs, Dimmit County Texas.

Vote for approval 3-0 (unanimous).

Motion carried.

DIMMIT COUNTY TAX ASSESSOR COLLECTOR - MARY SANDOVAL

- 3. DISCUSSION AND APPROPRIATE ACTION REGARDING TAX RATES - MARY SANDOVAL, DIMMIT COUNTY TAX ASSESSOR COLLECTOR**
- A. 2022 PLANNING CALENDAR**
 - B. TAX RATE WORKSHEETS**
 - C. SCHEDULE TAX RATE PUBLIC HEARING**

Dimmit County Tax Assessor Collector Mary Sandoval presents Council with 2022 Planning Calendar and Tax Rate Worksheets. The proposed tax rate for the City of Carrizo Springs is \$0.755735 per \$100 valuation.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to schedule a Public Hearing for August 22, 2022 and adopt the tax rate of \$0.755735 per \$100 valuation.

City Clerk Melissa M. Guerra took a roll call vote:

Councilor Mario Ruiz – Aye

Councilor Ashley Moreno – Aye

Mayor Oscar E. Puente - Aye

Mayor Pro Tem Sofia Morones – Aye

Councilor David Balderas - Absent

Vote for approval 4-0 (unanimous).

The motion passed.

INTERLOCAL AGREEMENT(S)**4. DISCUSSION AND APPROPRIATE ACTION TO APPROVE BRUSH INTERLOCAL AGREEMENT BETWEEN THE CITY OF CARRIZO SPRINGS AND DIMMIT COUNTY**

Commissioner Jose Urenda presents Council with the Brush Interlocal Agreement between the City of Carrizo Springs.

City Manager Chris A. Castaneda thanks Commissioner Jose Urenda for assisting the city with repairing and paving the streets.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to approve the Brush Interlocal Agreement between the City of Carrizo Springs and Dimmit County.

Vote for approval 3-0 (unanimous).

Motion carried.

5. DISCUSSION AND APPROPRIATE ACTION TO APPROVE INTERLOCAL AGREEMENT BETWEEN THE CITY OF CARRIZO SPRINGS AND COMMUNITY SERVICES AGENCY OF SOUTH TEXAS, INC. (ELDERLY NUTRITION PROGRAM)

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to approve Interlocal Agreement between the City of Carrizo Springs and Community Services Agency of South Texas, Inc. (Elderly Nutrition Program).

Vote for approval 4-0 (unanimous).

Motion carried.

6. DISCUSSION AND APPROPRIATE ACTION TO APPROVE INTERLOCAL AGREEMENT BETWEEN THE CITY OF CARRIZO SPRINGS AND THE DIMMIT COUNTY PUBLIC LIBRARY

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to approve Interlocal Agreement between the City of Carrizo Springs and the Dimmit County Public Library.

Vote for approval 4-0 (unanimous).

Motion carried.

APPROVAL OF MINUTES**7. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MINUTES****A. REGULAR SESSION - JULY 12, 2022**

Motion made by made by Mayor Pro Tem Sofia Morones, seconded by Councilor Ashley Moreno to approve minutes as presented.

Vote for approval 4-0 (unanimous).

Motion carried.

ACCOUNTS PAYABLE**8. DISCUSSION AND APPROPRIATE ACTION TO APPROVE ACCOUNTS PAYABLE FOR THE MONTH OF JULY**

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Ashley Moreno to approve accounts payable for the month of July 2022.

Vote for approval 4-0 (unanimous).

Motion carried.

FINANCE DIRECTOR MONTHLY REPORTS**9. FINANCIAL REPORT - JULY 2022**

Finance Director Edgar Castillo presented Council with July 2022 Financial Report.

NEW BUSINESS**10. DISCUSSION AND APPROPRIATE ACTION TO SCHEDULE FISCAL YEAR 2022-2023 BUDGET WORKSHOP**

Finance Director Edgar Castillo states that City Manager Chris A. Castaneda has reviewed the budget and recommends scheduling the budget workshops for August 18, 2022 through September 1, 2022.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to schedule Fiscal Year 2022-2023 Budget Workshops on August 22, 2022 and August 29, 2022 at 5:30 p.m.

Vote for approval 4-0 (unanimous).

Motion carried.

11. DISCUSSION AND APPROPRIATE ACTION TO APPROVE COST OF LIVING AND EFFECTIVE DATE

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to table item.

Vote for approval 4-0 (unanimous).

Motion carried.

12. DISCUSSION AND APPROPRIATE TO PURCHASE TRACTOR SHREDDER FOR THE CARRIZO SPRINGS MUNICIPAL LANDFILL DEPARTMENT

Public Works Director John Camarillo states that the tractor shredder is needed to maintain the landfill.

Motion made by Councilor Mario Ruiz, seconded by Councilor Ashley Moreno to approve John Deere quote for \$30,868.74 to purchase tractor shredder for the Carrizo Springs Municipal Landfill Department.

Vote for approval 4-0 (unanimous).

Motion carried.

13. DISCUSSION AND APPROPRIATE ACTION TO PURCHASE MOTOROLA COMMUNICATION EQUIPMENT AND SERVICES FOR THE CITY MARSHAL DEPARTMENT 2022 DODGE DURANGO

Motion made by Councilor Mario Ruiz, seconded by Councilor Ashley Moreno to approve the purchase of a Motorola communication and services for the City Marshal Department 2022 Dodge Durango.

Vote for approval 4-0 (unanimous).

Motion carried.

14. DISCUSSION AND APPROPRIATE ACTION TO APPROVE DOWNTOWN DECORATIONS QUOTE FOR \$8,314.22 FOR STREET BANNERS

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to table item.

Vote for approval 4-0 (unanimous).

Motion carried.

15. DISCUSSION AND POSSIBLE ACTION REGARDING CITY OF CARRIZO SPRINGS ACTUAL & YEAR TO DATE BUDGET REPORTS

Mayor Pro Tem Sofia Morones inquiries on being over the budget and how many times do other cities amend the budget. Mayor Pro Tem Sofia Morones recommends for the City Manager and Finance Director to meet once a month to review the budget.

Special Counsel Bobby Maldonado states that other cities amend their budget once a year.

Motion made by Mayor Pro Tem Sofia Morones, Councilor Mario Ruiz to include a budget report and overtime pay every month.

Vote for approval 4-0 (unanimous).

Motion carried.

16. DISCUSSION AND APPROPRIATE ACTION REGARDING PAY RATES FOR CITY OF CARRIZO SPRINGS SPECIAL EVENTS

Special Counsel Bobby Maldonado states that very few cities adopt a special events and premium pay, 4th of July triggered this item. This will benefit all employee's exempt and nonexempt will be paid "premium pay" at double their normal hourly rate. Payroll employees that have not worked a full 40-hour week will still get paid double pay for the special events.

Mayor Pro Tem Sofia Morones asks if the employees get paid for working special events from General Funds or HOT Funds. Finance Director Edgar Castillo states that the employees are paid for special events with HOT Funds. Mayor Pro Tem Sofia Morones recommends for salaried employees to have a choice to take comp time or get paid time and half if they work special events.

Finance Director Edgar Castillo asks Special Counsel Bobby Maldonado if hourly or salary employees will have taxes deducted from the special event pay. Special Counsel Bobby Maldonado states that the employees will have taxes deducted for special event pay.

Motion made by Mayor Pro Tem Sofia Morones to approve Section 6 Leaves and Absences: New Section 6.13 Special Events and Premium Pay to pay double time for non-exempt employees and exempt employees to have a choice to choose comp time hour to hour or get paid time and half.

Motion not seconded; motion failed.

Mayor Pro Tem Sofia Morones withdraws her motion.

Councilor Mario Ruiz states that exempt employees should get comp time if they work special events instead of getting compensated time and a half. Mayor Pro Tem Sofia Morones states that the exempt employees give up their holidays and they would appreciate having a choice between comp time and premium pay.

Special Counsel Bobby Maldonado recommends the city adopt a comp time policy.

Councilor Ashley Moreno also recommends that exempt employees have a choice between comp time and premium pay.

Councilor Mario Ruiz states that he just wants to be transparent. Mayor Oscar E. Puente and Mayor Pro Tem Sofia Morones state that the Council is being transparent and want to recognize all employees.

Motion made by Councilor Mario Ruiz, seconded by Mayor Pro Tem Sofia Morones to adopt a comp time policy and for exempt employees to get comp time hour per hour and non-exempt employees to get paid double their hourly rate when working special events.

Vote for approval 4-0 (unanimous).

Motion carried.

17. DISCUSSION AND APPROPRIATE ACTION REGARDING PAY RATES FOR CERTIFIED AND/OR LICENSED EMPLOYEES

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to table item.

Vote for approval 4-0 (unanimous).

Motion carried.

18. DISCUSSION AND APPROPRIATE ACTION REGARDING CITY COUNCIL WORKSHOPS/TRAININGS & CONFERENCES

Councilor Mario Ruiz states that he would like a monthly report regarding the budget for City Council workshops/trainings and conferences.

Mayor Pro Tem Sofia Morones asks Special Counsel Bobby Maldonado if Council approves the budget for trainings and travel accommodations. Special Counsel Bobby Maldonado states that Council approves all training and travel accommodations during the budget approval process.

Mayor Oscar E. Puente states that the TML Conference benefits all staff. Special Counsel Bobby Maldonado states that the TML Conference benefits City Clerk, Finance Director, Public Works Director, City Manager and other staff.

Discussion only.

19. DISCUSSION REGARDING DRONE REGULATIONS

City Manager Chris A. Castaneda states that there was a complaint regarding a drone breaking a property owners window. Special Counsel Bobby Maldonado states that the city cannot regulate drone use.

Discussion only.

20. DISCUSSION AND APPROPRIATE ACTION REGARDING CITY MANAGER 6 MONTH EVALUATION

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to schedule the city manager's 6-month evaluation for August 22, 2022.

Vote for approval 4-0 (unanimous).

Motion carried.

OLD BUSINESS**21. DISCUSSION AND POSSIBLE ACTION REGARDING 16 DE SEPTEMBIER**

Discussion only.

CITY MANAGER REPORT**22. ORGANIZATIONAL UPDATES****Leave Request:**

City Manager Chris A. Castaneda states that he will be out of the office on August 12-15, 2022.

Gas Department:

The gas department had its annual audit with the Texas Railroad commission and had no findings or violations. City Manager Chris A. Castaneda thanks Abelardo Puente, and the Gas department staff for the work they have done to keep the city gas running in the right direction. The city needs to stay focused on future upgrades to the gas infrastructure replacing the iron gas line as required by the state. Gas Consultant Simon Pena the has been a major help.

Civic Center Ramps:

Eagle Builders was hired to fix the issue with handicap ramps at the Civic Center.

Dollar Tree Update (drainage):

City Manager Chris A. Castaneda met with Garcia and Wright Engineer Raul Garcia Jr. regarding the drainage issues with Dollar Tree and Grace of God store. Mr. Rual Garcia Jr. will put together a report and forward it to City Manager Chris A. Castaneda and Special Counsel Bobby Maldonado. Mr. Raul Garcia Jr. stated that the property does sit outside of the City Limits. Not sure if this was done when the city annexed that property.

HEB Building:

Ron Alvarado will be working on a report regarding the use of old HEB building. He states the best use would be for city offices. It will cost about 5 million just to renovate the building to be used as office space or anything else. Just the restrooms alone would be about \$500,000. City Manager Chris A. Castaneda will provide an update once he gets a report.

Water Dept:

With the severe heat and drought, the water department has been having an increase with water leaks. We are still shorthanded in this department and fixing the leaks as they are being reported and as soon as all the lines are marked and located.

Flow Meter:

Water Department is waiting on a price for the flow meter to be installed on sewer line coming in from Carrizo Hill. The best place to install it will be on Veteran Blvd and FM 1917. We are waiting on a price for the installation and meter cost. We are also looking into it being solar or electrically powered.

ADJOURNMENT

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to adjourn.

Vote for approval 4-0 (unanimous).

Motion carried.

Meeting adjourned approximately 8:06 p.m.

Oscar E. Puente, Mayor
City of Carrizo Springs

ATTEST:

Melissa M. Guerra, City Clerk
City of Carrizo Springs