

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 City Hall, 308 West Pena Street, Carrizo Springs, Texas, 78834 on **Tuesday, September 10, 2019** commencing at **6:00 p.m.** for considering the following items of business:

CALL THE MEETING TO ORDER

Mayor Wayne Seiple called meeting to order at approximately 6:01 p.m.

ROLL CALL & ESTABLISHMENT OF QUORUM

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

Wayne Seiple	Mayor
Oscar E. Puente	Mayor Pro Tem
Sandra C. Little	Councilor
Benny Rocha	Councilor
Jesse Johnson	Councilor
John Camarillo	Interim City Manager
Melissa M. Guerra	City Clerk

A quorum was established.

STAFF:

Gloria Martinez, Finance Director	Hugo Sulaica, City Marshal
Ramsey Castillo, Water Dept.	Jesse Mendoza, Landfill
Hope Rojas, Utility Clerk	Angie Rios, Utility Supervisor
Brenda Reyes, HR Specialist	Joe Mata, Parks & Recreation/Gas Dept. Supervisor

WELCOME & RECOGNITION OF GUESTS

Mayor Wayne Seiple welcomed and recognize all guests present.

Patsy Galvan, Fire Chief Noel Galvan, Juan J. Ortiz, Tax Assessor Collector Mary Sandoval, Erica Bustamante-Women's Shelter, Gabrielle Mauldin-University of Texas, Jacob Middleton-University of Texas, Oscar Ortiz, James Cabello-Delinquent Tax Attorney, Eliseo Martinez, Claudia McDaniel-Javelin, Esmeralda Alcazar, Brett Bousman

PLEDGE OF ALLEGIANCE

The City Council recited the Pledge of Allegiance.

CITIZEN'S COMMENTS

**Citizen comments will be limited to 3 minutes.*

Commissioner Alonso Carmona states to Council his concerns regarding Ordinance No. 797 that requires a minimum of 1,200 square foot size of a single-family residential dwelling within its corporate limits. Mr. Carmona would like for the city council to amend the ordinance to accommodate low income families that cannot afford to build a 1,200 square foot home.

Fire Chief Noel Galvan invites Council to attend a NIMS training that will take place on September 18-19, 2019 at the fire station and that his guest speaker will be State Representative Tracy King.

Jacob Middleton and Gabrielle Mauldin from the University of Austin Architectural School state to Council that they are doing a research project in small towns in south and west Texas on historical buildings. They would also like to extend an invitation to the community for interviews to learn more about the City of Carrizo Springs history on the historical community buildings and the identity of the community.

Eliseo R. Martinez states to Council his concerns on the flooding issue when it rains in front of his house on 1603 W. Houston Street. Interim City Manager John Camarillo states that the city has pumped the water out in the past when the area has flooded and will look more into the issue to resolve it.

APPROVAL OF MINUTES

1. DISCUSSION AN APPROPRIATE ACTION TO APPROVE MINUTES FOR THE MONTH OF AUGUST 2019

Motion made by Mayor Pro Tem Oscar E. Puente, second by Councilor Jesse Johns to approve minutes for the month of August 2019.

Vote for approval 5-0 (unanimous.)

Motion carried.

PUBLIC HEARING

2. RECESS SPECIAL CITY COUNCIL MEETING FOR CITY OF CARRIZO SPRINGS 2019 PROPOSED TAX RATE

Mayor Wayne Seiple recessed Special City Council meeting at 6:15 p.m.

A. OPEN PUBLIC HEARING

Mayor Wayne Seiple asks if there are any public comments in regards to City of Carrizo Springs 2019 proposed tax rate.

B. PUBLIC COMMENTS

There were no public comments.

C. CLOSE PUBLIC HEARING

Mayor Wayne Seiple closed the Public Hearing at 6:15 p.m.

NEW BUSINESS**3. JAMES E. CABELLO ATTORNEY AT LAW DELINQUENT PROPERTY TAX QUARTERLY REPORT**

James E. Cabello presented Council with the City of Carrizo Springs Delinquent Tax Report as of September 10, 2019 with the amount collected for the past quarter totaling \$33,056.15.

4. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO DIMMIT PUBLIC LIBRARY & WADE HOUSE MEMORIAL MUSEUM HOT FUND REQUEST

Joe Ortiz requests help to install electronic signs that were purchased last year with HOT Funds. Councilor Jesse Johnson states to Mr. Ortiz to meet with the City Manager to make arrangements to get help to install the electronic signs at the museum.

Mayor Wayne Seiple states to Mr. Ortiz that he is doing a tremendous job at the museum and thanks him for his services.

Motion by Councilor Benny Rocha, second by Councilor Jesse Johnson to approve an amount that qualifies under the room tax fund guidelines and not to exceed the requested amount.

Vote for approval 5-0 (unanimous).

Motion carried.

5. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO DIMMIT COUNTY WOMEN'S SHELTER REQUEST FOR CONTRIBUTIONS

Wintergarden Women's Shelter Executive Director Erica Bustamante states to Council that the agency is anticipating a reduction in funding for the next two years and is requesting any financial assistance from the city to meet their budget deficit. The agency does provide services in Dimmit, LaSalle, Maverick and Zavala Counties.

Finance Director Gloria Martinez recommends contributing \$1,500 to \$2,000 to the Wintergarden Women's Shelter from the general fund. Councilor Jesse Johnson recommends to budget for the Women's Shelter in next year's budget.

Motion made by Councilor Benny Rocha, second by Councilor Sandra C. Little to approve a contribution of \$2,000 for the Dimmit County Women's Shelter.

Vote for approval 5-0 (unanimous).

Motion carried.

6. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO PAY PLAN COMMITTEE RECOMMENDATIONS

Motion made by Councilor Benny Rocha, second by Councilor Sandra C. Little to approve Pay Plan Committee recommendations as presented by Finance Director Gloria Martinez.

Vote for approval 5-0 (unanimous).

Motion carried.

7. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO ANNUAL TML CONFERENCE IN SAN ANTONIO, TEXAS OCTOBER 8-11, 2019

A. APPROVE CITY COUNCIL AND CITY STAFF TO ATTEND ANNUAL TML CONFERENCE IN SAN ANTONIO, TEXAS ON OCTOBER 8-11, 2019

B. SCHEDULE REGULAR SESSION TO OCTOBER 15, 2019 DUE TO CITY COUNCIL & STAFF ATTENDING TML CONFERENCE

Motion made by Mayor Pro Tem Oscar E. Puente, second by Councilor Jesse Johnson to approve City Council and Staff to attend the Annual TML Conference in San Antonio on October 8-11, 2019 and to schedule Regular Session to October 15, 2019.

Vote for approval 5-0 (unanimous).

Motion carried.

DEPARTMENT MONTHLY REPORTS

8. ADMINISTRATION MONTHLY REPORTS

A. CITY CLERK

City Clerk Melissa M. Guerra reports to Council her daily activities for the month of August 2019. Mrs. Guerra also attended the TMCCA Legislative Update and made the Council aware of the new HB 2840 that allows the public to address the Council on every item on the agenda before or during the meeting with a 3-minute time limit.

B. MUNICIPAL COURT

Municipal Court reports 8 cases dismissed and a total of 53 citations issued by the Sheriff's Department.

C. FINANCE DIRECTOR

1. REVIEW MONTHLY INVESTMENT REPORTS

Finance Director Gloria Martinez presented Council with the monthly investment report for period ending September 10, 2019 with a book value ending of \$92,776.53.

2. UTILITY AGING REPORT

The utility aging report has a balance of \$390,841.40 as of September 5, 2019.

3. AUGUST 2019 MONTHLY FINANCIAL REPORT

The month of August represents 92% of the Fiscal Year and the total debt service payments spent to date is \$1,452,970.

4. UTILITY DEPARTMENT REPORT

The Utility Department reported a total revenue of \$280,724.77 for the month of August 2019.

5. ACCOUNTS PAYABLE

Discussion only.

6. CIVIC CENTER CONSTRUCTION PROJECT FINANCIAL REPORT

The Civic Center Construction Project Financial Report as of June 2019 has paid AG Associates \$151,865.76 and Davila Construction a total of 1,203,813.88 for a total of \$1,355,679.64.

D. CITY MANAGER

1. SCADA

Interim City Manager John Camarillo states to Council that the SCADA is 20 years old and will be obsolete. The city will need to have a survey completed by the SCADA company and once the survey is completed with all the specifications the city may start applying for bids.

2. CIVIC CENTER & PARKING LOT UPDATE

Interim City Manager John Camarillo states that he spoke to Pastor Hunter about the 2 handicap parking spaces to be placed on 7th Street and Nopal. Mr. Camarillo will meet with Engineer Raul Garcia to design a new plan for the parking lot and present the plan to Pastor Hunter.

3. UTILITY DEPARTMENT RATES AND BILLING

The utility department rates will expire on July 2020 and the city will need to have a new utility rate study with Jeff Snowden to establish a new 5-year schedule of rates. The utility department also had a glitch in billing that charged the city limit customers out city limit rates and the customers were notified to pay the previous months bill total until the issue is resolved.

4. WATER CONSERVATION & DROUGHT CONTINGENCY PLAN

The city is required to establish a water conservation and drought contingency plan every 5 years and the last plan that was established was in 2010. Engineer Raul Garcia will start working on the plan in the next two weeks. The water conservation and drought contingency plan is also required by the NAD Bank project.

5. WATER LINE REQUEST - ESMERALDA ALCAZAR

Interim City Manager John Camarillo recommends to Ms. Esmeralda Alcazar to contact TX Dot for a permit to install the water line she is requesting.

9. PUBLIC SAFETY MONTHLY REPORTS

A. CITY MARSHAL

City Marshal Hugo Sulaica reports to Council a total of 249 citations issued for the month of August 2019.

B. CODE ENFORCEMENT

Code Enforcement Department responded to 57 calls and citizen contact for different city code issues for the month of August 2019.

C. ANIMAL CONTROL

Animal Control Department reported 18 cats and 22 dogs taken to the veterinarian's office to be euthanized and were disposed of at the landfill. The Animal Control Officer picked up a total of 17 dead animals in the month of August 2019. He also issued a total of 9 permits. The Animal Control Officer attended a training for code enforcement in Laredo, Texas.

10. PUBLIC WORKS MONTHLY REPORTS

The department supervisors updated the Council with their daily activities. Mayor Wayne Seiple thanks the departments for all their hard work.

- A. WATER DEPARTMENT**
- B. WASTEWATER DEPARTMENT**
- C. STREET DEPARTMENT**
- D. GAS DEPARTMENT**
- E. PARK & RECREATION DEPARTMENT**
- F. LANDFILL**

BUDGET WORKSHOP**11. RECESS REGULAR CITY COUNCIL MEETING FOR BUDGET WORKSHOP**

Mayor Wayne Seiple recessed Regular City Council Meeting at 8:41 p.m.

Finance Director Gloria Martinez presented Council with the following revenues and expenditures:

A. ROOM OCCUPANCY TAX BUDGET

REVENUE	<u>2,243,807</u>
----------------	-------------------------

B. WATER FUND

REVENUE	<u>1,977,635</u>
----------------	-------------------------

(1) WATER DISTRUBUTION

EXPENDITURES	<u>1,023,989</u>
---------------------	-------------------------

(2) WASTEWATER

EXPENDITURES	<u>610,451</u>
---------------------	-----------------------

(3) WATER UTILITIES

EXPENDITURES	<u>343,195</u>
---------------------	-----------------------

C. GAS FUND

REVENUE	<u>536,693</u>
----------------	-----------------------

(1) GAS – UTILITIES

EXPENDITURES	<u>85,727</u>
---------------------	----------------------

(2) GAS DISTRIBUTION

EXPENDITURES	<u>450,966</u>
---------------------	-----------------------

D. DEBT SERVICE

<u>REVENUE</u>	<u>1,546,616</u>
<u>EXPENDITURES</u>	<u>1,647,252</u>

E. GENERAL FUND

<u>REVENUE</u>	<u>3,578,518</u>
<u>EXPENDITURES</u>	<u>3,578,518</u>

Mayor Wayne Seiple closed the budget workshop at 9:02 p.m.

EXECUTIVE SESSION

Mayor Wayne Seiple convened into Executive Session at 9:02 p.m.

12. **EXECUTIVE SESSION PURSUANT TO SECTION 551.074 TEXAS GOVERNMENT CODE – TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, SALARY ADJUSTMENTS AND/OR REASSIGNMENT OF DUTIES OF PUBLIC WORKS DIRECTOR**
13. **EXECUTIVE SESSION PURSUANT TO SECTION 551.074 TEXAS GOVERNMENT CODE – TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, SALARY ADJUSTMENTS AND/OR REASSIGNMENT OF DUTIES OF FINANCE DIRECTOR.**

Mayor Wayne Seiple reconvened into Regular Session at 9:45 p.m.

No action was taken for items discussed in Executive Session. Items will be added for discussion and action in Special Session, September 19, 2019.

ADJOURNMENT

Motion made by Councilor Jesse Johnson, second by Mayor Pro Tem Oscar E. Puento to adjourn.

Vote for approval 5-0 (unanimous).

Motion carried.

Meeting adjourned approximately 9:45 p.m.

/s/Wayne Seiple
Wayne Seiple, Mayor
City of Carrizo Springs

ATTEST:

/s/Melissa M. Guerra
Melissa M. Guerra, City Clerk
City of Carrizo Springs