

**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 7<sup>th</sup> Street, Carrizo Springs, Texas, 78834 on **Tuesday, January 9, 2024**, commencing at **5:30 p.m.** for considering the following items of business:

**CALL THE MEETING TO ORDER**

Mayor Oscar E. Puente called the 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:

<b>Oscar E. Puente</b>	<b>Mayor</b>
<b>Mario Ruiz</b>	<b>Mayor Pro Tem</b>
<b>Noel Galván</b>	<b>Councilor</b>
<b>Estanislado Z. Martinez</b>	<b>Councilor</b>
<b>Sofia Morones</b>	<b>Councilor</b>
<b>Azalia Garcia</b>	<b>City Manager</b>
<b>Melissa M. Guerra</b>	<b>City Clerk</b>

A quorum was established.

**STAFF**

**Edgar Castillo, Finance Director**      **John Camarillo, Public Works Director**

**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 citizen's comment.

**APPROVAL OF MINUTES**

**1. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MINUTES**

**A. REGULAR SESSION - DECEMBER 12, 2023**

**B. SPECIAL SESSION - DECEMBER 26, 2023**

Motion made by Councilor Noel Galvan, seconded by Mayor Pro Tem Mario Ruiz to approve minutes as presented.

Vote for approval 5-0 (unanimous)

Motion carried.

## **FINANCE DEPARTMENT**

### **2. DISCUSSION AND APPROPRIATE ACTION TO APPROVE DECEMBER 2023 ACCOUNTS PAYABLE**

Motion made by Councilor Estanislado Z. Martinez, seconded by Mayor Pro Tem Mario Ruiz to approve December 2023 Accounts Payable.

Vote for approval 5-0 (unanimous).

Motion carried.

### **3. FINANCIAL DEPARTMENT**

#### **A. FINANCIAL ANALYSIS**

#### **B. DEPARTMENTAL EXPENDITURES**

Finance Director Edgar Castillo presented Council with the Financial Report and Departmental Expenditures for the month of December 2023.

## **PUBLIC SAFETY QUARTERLY REPORTS**

### **4. DIMMIT COUNTY SHERIFF'S DEPARTMENT**

No one was present for the Dimmit County Sheriff's Department quarterly report.

### **5. CARRIZO SPRINGS VOLUNTEER FIRE DEPARTMENT**

Carlos Lara presented Council with the Carrizo Springs Volunteer Fire Department quarterly report.

### **6. VICTORY AMBULANCE**

No one was present for Victory Ambulance quarterly report.

### **7. MUNICIPAL COURT**

Municipal Judge Sonia G. Perez presented Council with the Carrizo Springs Municipal Court quarterly report.

## **MEMORANDUM(S) OF UNDERSTANDING**

### **8. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CARRIZO SPRINGS VOLUNTEER FIRE DEPARTMENT AND THE CARRIZO SPRINGS CONSOLIDATED INDEPENDANT SCHOOL DISTRICT**

Motion made by Councilor Estanislado Z. Martinez, seconded by Mayor Pro Tem Mario Ruiz to approve Memorandum of Understanding between the City of Carrizo Springs Volunteer Fire Department and the Carrizo Springs Consolidated Independent School District.

Vote for approval 3-2. Councilor Sofia Morones and Councilor Noel Galvan abstained.

Motion carried.

**9. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CARRIZO SPRINGS CITY MARSHAL'S OFFICE AND THE CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

Motion made by Councilor Noel Galvan, seconded by Councilor Estanislado Z. Martinez to approve Memorandum of Understanding between the City of Carrizo Springs City Marshal's Office and the Carrizo Springs Consolidated Independent School District.

Vote for approval 4-1. Councilor Sofia Morones abstained.

Motion carried.

**10. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CARRIZO SPRINGS & THE COMMISSION SHIFT**

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to table item.

Vote for approval 5-0 (unanimous).

Motion carried.

**LEASE AGREEMENT(S)**

**11. DISCUSSION AND APPROPRIATE ACTION TO APPROVE THE TEXAS DEPARTMENT OF TRANSPORTATION MUNICIPAL MAINTENANCE AGREEMENT**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Estanislado Z. Martinez to approve the Texas Department of Transportation Municipal Maintenance Agreement.

Vote for approval 5-0 (unanimous).

Motion carried.

**12. DISCUSSION REGARDING RELINQUISHING THE CITY OF CARRIZO SPRINGS AND LION'S CLUB LEASE AGREEMENT TO DIMMIT COUNTY AND TO ASSUME FULL RESPONSIBILITY OF THE LIONS PARK**

Discussion only.

**13. DISCUSSION AND APPROPRIATE ACTION TO APPROVE CIVIC CENTER LEASE AGREEMENT FOR NON-PROFIT ORGANIZATIONS**

Motion made by Councilor Noel Galvan, seconded by Mayor Pro Tem Mario Ruiz to table item for further review.

Vote for approval 5-0 (unanimous).

Motion carried.

**REQUEST FOR QUALIFICATION(S)**

**14. CONSIDERATION AND POSSIBLE ACTION TO APPROVE REQUEST FOR QUALIFICATIONS FOR THE LANDSCAPE ARCHITECT SELECTION AND AUTHORIZE CITY MANAGER TO NEGOTIATE A CONTRACT FOR COUNCIL APPROVAL**

Motion made by Councilor Estanislado Z. Martinez, seconded by Councilor Sofia Morones to approve Stantec Request for Qualifications (RFQ) for Landscape Architect Services for the Veterans Park Project and authorize City Manager Azalia Garcia to negotiate a contract for Council approval.

Vote for approval 5-0 (unanimous).

Motion carried.

**OLD BUSINESS**

**15. DISCUSSION AND APPROPRIATE ACTION REGARDING CITY MARSHAL CERTIFICATION PAY**

Motion made by Councilor Noel Galvan, seconded by Councilor Sofia Morones not to approve an additional certification pay for the City Marshal and to pay an additional \$1,000 certification pay to Public Works Director John Camarillo.

Vote for approval 4-1. Mayor Pro Tem Mario Ruiz abstained.

Motion carried.

**16. DISCUSSION REGARDING PROSECUTING ATTORNEY COMPARISON FEES FOR CITY OF CARRIZO SPRINGS MUNICIPAL COURT**

City Manager Azalia Garcia presented Council with her Prosecutor Fee Comparison Analysis.

Discussion only.

**NEW BUSINESS**

**17. DISCUSSION AND APPROPRIATE ACTION TO APPROVE HANDICAP RAMP BID FOR THE SUPERVISOR'S OFFICE BUILDING LOCATED ON 908 SOUTH 5TH STREET**

**A. RYNO SERVICES**

**B. R & J EAGLE CONTRACTORS**

**C. BUDDY VASQUEZ**

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to award ramp bid to R & J Eagle Contractors for \$8,594 and not to exceed that amount.

Vote for approval 4-1. Mayor Pro Tem Mario Ruiz opposed.

Motion carried.

**18. DISCUSSION AND APPROPRIATE ACTION TO APPROVE QUOTE TO BUILD A PRIVACY FENCE AROUND LIFT STATION LOCATED AT THE WESTWIND VILLAGE APARTMENTS, 1702 NORTH 17TH STREET**

**A. R & J EAGLE CONTRACTORS**

**B. RYNO SERVICES**

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to approve R & J Eagle Contractors quote for \$9,187.35 and not to exceed that amount.

Vote for approval 5-0 (unanimous)

Motion carried.

**19. DISCUSSION AND APPROPRIATE ACTION TO APPROVE QUOTE TO INSTALL PUMP FOR LIFT STATION 1407**

**A. ALVIN E. STOCK CONTRACTORS, LLC**

**B. ALL AMERICAN PUMP SOLUTIONS**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Noel Galvan to approve Alvin E. Stock Contractors, LLC quote for \$20,913.00, the bypass pump for the Wastewater Treatment Plant will be purchased with ARPA Funds.

Vote for approval 5-0 (unanimous).

Motion carried.

**20. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MANSFIELD PUMP COMPANY QUOTES TO PURCHASE VACUUM PUMP FOR THE WASTEWATER TREATMENT PLANT**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Sofia Morones to approve Mansfield Pump Company quotes for \$54,856.17, the vacuum pump for the Wastewater Treatment Plant will be purchased with ARPA Funds.

Vote for approval 5-0 (unanimous).

Motion carried.

**21. DISCUSSION AND POSSIBLE ACTION REGARDING PURCHASING A PROPERTY FOR THE CARRIZO SPRINGS MUNICIPAL LANDFILL**

Discussion only.

**22. DISCUSSION AND POSSIBLE ACTION REGARDING PURCHASING SOLAR PANELS**

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

Vote for approval 5-0 (unanimous).

Motion carried.

## **CITY MANAGER REPORT**

### **23. ORGANIZATIONAL UPDATES**

#### **Wastewater Treatment Plant**

Two of the Lift station pumps located on E. Avenue were repaired and are in good working condition.

#### **Water**

The water department completed major water repairs by the tennis courts and Thompson street.

#### **Landfill**

Utility Clerk Lashawn McNeil successfully kept the landfill open during Landfill Supervisor Brenda Reyes' absence.

#### **Human Resource Department**

City Clerk Melissa M. Guerra obtained access to conduct background checks for new hires until an HR Specialist is hired.

City Manager Azalia Garcia held interviews for HR Specialist and custodian, however, there were no hires made.

#### **Vacancies**

HR Specialist, Custodian, Landfill Clerk, Gas Service Worker, Parks Service Worker, Water Service Worker.

#### **Street/Parks/Rec**

Street Department Supervisor Nestor Montalvo obtained bids for 3 lift station projects and ramp project.

#### **Gas Department**

Texian Geospacial completed the mapping of the gas lines and has moved onto mapping the water lines.

The Gas Department received a letter from the Railroad Commission in which the city was charged an administrative penalty for not reporting the list of steel gas lines in 2021, 2022 and 2023.

Gas Consultant Martin Pichardo will no longer be working for the city after January 2024.

## **ADJOURNMENT**

Motion made by Councilor Noel Galvan , seconded by Councilor Estanislado Z. Martinez to adjourn.

Vote for approval 5-0 (unanimous).

Motion carried.

Meeting adjourned at approximately 8:59 p.m.

/s/Oscar E. Puente  
Oscar E. Puente, Mayor  
City of Carrizo Springs

**ATTEST:**

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