

**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 Special Session at the Carrizo Springs Civic Center, 405 North 7<sup>th</sup> Street, Carrizo Springs, Texas, 78834 on Tuesday, December 14, 2021, 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 5:31 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>Sofia Morones</b>	<b>Mayor Pro Tem</b>
<b>David Balderas</b>	<b>Councilor</b>
<b>Ashley Moreno</b>	<b>Councilor (Arrived at 5:38 p.m. and left meeting at 5:53 p.m.)</b>
<b>Mario Ruiz</b>	<b>Councilor</b>
<b>Melissa M. Guerra</b>	<b>Interim City Manager, City Clerk</b>

A quorum was established.

**STAFF:**

<b>Edgar Castillo, Interim Finance Director</b>	<b>John Camarillo, Public Works Director</b>
<b>Brenda Reyes, HR Specialist</b>	<b>Alfredo Castaneda, Marshal Deputy</b>

**WELCOME & RECOGNITION OF GUESTS**

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

**PLEDGE OF ALLEGIANCE & PRAYER**

The City Council recited the Pledge of Allegiance.

**CITIZEN’S COMMENTS**

No citizen’s comments.

**Mayor Oscar E. Puente moves to Item 12.**

**APPROVAL OF MINUTES**

**1. DISCUSSION AND APPROPRIATE ACTION TO APPROVE NOVEMBER 2021 MINUTES**

**A. REGULAR SESSION - NOVEMBER 9, 2021**

**B. SPECIAL SESSION - NOVEMBER 18, 2021**

Motion made by Councilor Mario Ruiz, seconded by Mayor Pro Tem Sofia Morones to approve minutes with corrections.

Vote for approval 5-0 (unanimous).

Motion carried.

## **DIMMIT COUNTY**

### **2. DISCUSSION AND APPROPRIATE ACTION TO APPROVE INTERLOCAL LAW ENFORCEMENT MEMORANDUM OF UNDERSTANDING**

Interim City Manager Melissa M. Guerra states to Council that the Memorandum of Understanding between the County of Dimmit and the City of Carrizo Springs was pending a correction on the amount due. The County of Dimmit made the correction and the total monies due to the county is \$467,737.00 which will be paid in quarterly installments of \$25,000.00 for a total of \$100,000.00 per year until the balance is paid in full.

Motion made by Councilor Mario Ruiz, seconded by Councilor Ashley Moreno to approve the Memorandum of Understanding between the County of Dimmit and the City of Carrizo Springs with the total monies due of \$ 457,737.00 from previous years.

Vote for approval 4-0 (unanimous).

Motion carried.

### **3. DISCUSSION AND POSSIBLE ACTION TO SELL THE OLD WASTEWATER TREATMENT PLANT LAGOON SYSTEM FOR DEVELOPMENT AS BASEBALL FIELDS AND COMMUNITY LAKE - COMMISSIONER JUAN CARMONA**

Commissioner Jaun Carmona states to Council that the County of Dimmit would like to purchase the Old Wastewater Treatment Plant city property for the development of baseball fields and a community lake for the citizens of Carrizo Springs. The County of Dimmit has agreed to pay for the cost to survey the city property in lieu of the city allowing the county to purchase the property.

Mayor Pro Tem Sofia Morones suggests donating the property to Dimmit County.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to donate the Old Wastewater Treatment Plant city property to the County of Dimmit and have the county pay to survey the property.

Vote for approval 4-0 (unanimous).

Motion carried.

## **EXECUTIVE SESSION**

*CITY COUNCIL WILL CONVENE IN CLOSED MEETING AS AUTHORIZED BY THE PROVISION OF THE OPEN MEETING ACT, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE. THIS CLOSED SESSION IS IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE SECTION: PERSONNEL 551.074*

Mayor Oscar E. Puente convened into Executive Session at 5:42 p.m.

### **4. DISCUSSION IN REGARDS TO CITY MANAGER RESUMES**

**OPEN SESSION**

Mayor Oscar E. Puente reconvened into Regular Session at 5:53 p.m.

**5. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO CITY MANAGER RESUMES**

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to schedule City Manager interviews for the first week of January 2022.

Vote for approval 5-0 (unanimous).

Motion carried.

**ACCOUNTS PAYABLE****6. DISCUSSION AND APPROPRIATE ACTION TO APPROVE NOVEMBER 2021 ACCOUNTS PAYABLE**

Motion made by Councilor David Balderas, seconded by Councilor Mario Ruiz to approve November 2021 Accounts Payable.

Vote for approval 4-0 (unanimous).

Motion carried.

**INTERIM FINANCE DIRECTOR****7. NOVEMBER 2021 FINANCIAL REPORT**

Interim Finance Director Edgar Castillo was not available to present November 2021 Financial Report.

**AGREEMENT(S)****8. DISCUSSION APPROPRIATE ACTION TO APPROVE GARZA/GONZALES & ASSOCIATES LETTER OF ENGAGEMENT FOR FISCAL YEAR 2020-2021 ANNUAL AUDIT AND TECHNICAL SERVICE AGREEMENT**

Interim City Manager Melissa M. Guerra states to Council that the Garza/Gonzales & Associates Letter of Engagement for Fiscal Year 2021-2021 Annual Audit includes a Technical Service Agreement for technical assistance/consulting services needed by the city to bring the books to auditable condition and will be billed separately based on an average billable rate of \$140 per hour.

Motion made by Councilor David Balderas, seconded by Councilor Mario Ruiz to approve Garza/Gonzales & Associates Letter of Engagement for Fiscal Year 2020-2021 Annual Audit and Technical Service Agreement.

Vote for approval 4-0 (unanimous).

Motion carried.

**9. DISCUSSION AND APPROPRIATE ACTION TO APPROVE CITY OF CARRIZO SPRINGS AND CARRIZO HILL WATER SUPPLY CORPORATION AGREEMENT**

Jeff Snowden joins meeting via telephone to present Council with the Carrizo Hill Water Supply Agreement with a 5 year plan for residential sewer connection monthly rate of \$14.00 with an increase of \$2.00 per year. Mayor Pro

Tem Oscar E. Puente states that the city cannot continue charging Carrizo Hill a \$14.00 rate for sewer connections when the residents in the city limits pay \$21.48 for sewer connections.

Jeff Snowden states that rate increase for Carrizo Hill will be a 17% increase minus an allowance of \$3.00 administrative fees versus a 3% increase for residents in the city limits. Mayor Pro Tem Sofia Morones states that the Carrizo Hill rates have not increased in 25 years. Interim City Manager Melissa M. Guerra states that there was an increase, Jeff Snowden states that there was an increase for the sewer rate connections from \$10.50 to \$12.00 in February 2017.

Jeff Snowden states to Council that the Carrizo Hill sewer connection rates could be increased up to \$14.86 for sewer connections with a 17% increase per year. Public Works Director John Camarillo recommends installing a meter to measure the discharge from Carrizo Hill. Mayor Oscar E. Puente recommends a 3 year plan for Carrizo Hill.

Jeff Snowden recommends installing a meter to measure the discharge and creating a one year agreement with Carrizo Hill to bill the actual discharge coming into the sewer plant. Jeff Snowden states to Public Works Director John Camarillo to purchase a meter as soon as possible.

Motion made by Councilor Mario Ruiz, seconded by Councilor David Balderas to table item for further review.

Vote for approval 4-0 (unanimous).

Motion carried.

#### **10. DISCUSSION AND APPROPRIATE ACTION TO APPROVE COMMUNITY SERVICES AGENCY OF SOUTH TEXAS, INC. INTERLOCAL AGREEMENT**

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to approve Community Services Agency of South Texas, Inc. Interlocal Agreement.

Vote for approval 3-1. Councilor David Balderas abstained.

Motion carried.

#### **ORDINANCE(S)**

#### **11. DISCUSSION AND APPROPRIATE ACTION TO APPROVE ORDINANCE NO. 826 AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CARRIZO SPRINGS, TEXAS TO AMEND ORDINANCE NOS. 673, 665, 674 AND 757 OF THE CODE OF MUNICIPAL ORDINANCES OF THE CITY OF CARRIZO SPRINGS, TEXAS BY ADOPTING REVISED SCHEDULES FOR WATER, WASTEWATER, AND NATURAL GAS RELATED RATES TO BE EFFECTIVE OCTOBER 1, 2021; PROVIDING AN EFFECTIVE DATE; PROVIDING FOR PUBLICATION; AND REPEALING AND REVOKING ALL PRIOR ORDINANCE AND AMENDMENTS RELATING TO WATER, WASTEWATER, AND NATURAL GAS RATES**

Jeff Snowden joined meeting via telephone to present the Water and Wastewater Rate Study with a 5 year 3% increase per year Long-Term Financial Plan beginning January 2022.

Motion made by Councilor David Balderas, seconded by Mayor Pro Tem Sofia Morones to approve Ordinance No. 826 an amendment to Ordinance Nos. 673 (water) and 665 (wastewater) of the Code of Municipal Ordinances of the City of Carrizo Springs, Texas by adopting revised schedules for water and wastewater related rates to be effective January 12, 2022; providing an effective date; providing for publication; and repealing and revoking all prior ordinances and amendments relating to water and wastewater contingent upon attorneys review.

Vote for approval 4-0 (unanimous).

Motion carried.

## **NEW BUSINESS**

### **12. DISCUSSION AND POSSIBLE ACTION IN REGARDS TO INTERIM CITY MANAGER'S RECOMMENDATION FOR DIRECTOR OF FINANCE**

Mayor Pro Tem Oscar E. Puente dismissed the Interim City Manager's recommendation for Director of Finance and wait for the new city manager to have interviews with the applications received for the Director of Finance position.

Interim Finance Director Edgar Castillo asks for permission to discuss the recommendation for the Director of Finance position. Councilor Mario Ruiz states that his name is not on the agenda and may not discuss the position. Interim Finance Director Edgar Castillo states that he will step down as the Interim Finance Director and withdraw his application.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to dismiss the recommendation for the Director of Finance.

Vote for approval 3-1. Councilor David Balderas opposed.

Motion carried.

Mayor Oscar E. Puente moves to Item 4, Executive Session: City Manager Resumes.

### **13. DISCUSSION AND APPROPRIATE TO APPROVE HYDRA-STOP INVOICE TO PURCHASE MATERIALS AND SUPPLIES NEEDED FOR WATER DISTRIBUTION LINE MAINTENANCE & SERVICE REPAIRS**

Motion made by Councilor David Balderas, seconded by Councilor Mario Ruiz to approve Hydra-Stop invoice for \$16,220.00 to purchase materials and supplies needed for water distribution line maintenance and service repairs.

Vote for approval 4-0 (unanimous).

Motion carried.

### **14. DISCUSSION AND APPROPRIATE ACTION TO APPROVE COVID-19 POLICY AND GUIDELINES**

Motion made by Councilor David Balderas, seconded by Councilor Mario Ruiz to approve COVID-19 Policy and Guidelines.

Vote for approval 4-0 (unanimous).

Motion carried.

### **15. DISCUSSION AND APPROPRIATE ACTION TO APPROVE 2022 HOLIDAY SCHEDULE**

Motion made by Councilor Mario Ruiz, seconded by Mayor Pro Tem Sofia Morones to approve 2022 Holiday Schedule.

Vote for approval 4-0 (unanimous).

Motion carried.

**City of Carrizo Springs  
2022 Holiday Schedule**

<b>New Year's Day</b>	<b>Monday, January 3, 2022</b>
<b>Martin Luther King Day</b>	<b>Monday, January 17, 2022</b>
<b>President's Day</b>	<b>Monday, February 21, 2022</b>
<b>Good Friday</b>	<b>Friday, April 15, 2022</b>
<b>Memorial Day</b>	<b>Monday, May 30, 2022</b>
<b>Juneteenth</b>	<b>Monday, June 20, 2022</b>
<b>Independence Day</b>	<b>Monday, July 4, 2022</b>
<b>Labor Day</b>	<b>Monday, September 5, 2022</b>
<b>Columbus Day</b>	<b>Monday, October 10, 2022</b>
<b>Veterans Day</b>	<b>Friday, November 11, 2022</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 24, 2022</b>
<b>Thanksgiving Holiday</b>	<b>Friday, November 25, 2022</b>
<b>Christmas Eve</b>	<b>Friday, December 23, 2022</b>
<b>Christmas Holiday</b>	<b>Monday, December 26, 2022</b>
<b>New Year's Eve</b>	<b>Friday, December 30, 2022</b>

**OLD BUSINESS**

**16. DISCUSSION AND POSSIBLE ACTION IN REGARDS TO GREENSPACE PROJECT**

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

Vote for approval 4-0 (unanimous).

Motion carried.

**17. DISCUSSION IN REGARDS TO REQUEST FOR PROPOSAL FOR CASH AUDIT**

Interim City Manager Melissa M. Guerra states to Council that the city did not receive any proposals for the cash audit.

**CITY MANAGER REPORT**

**18. ORGANIZATIONAL UPDATES**

**CHRISTMAS LIGHTING OF THE PARK EVENT**

Interim City Manager Melissa M. Guerra states to Council that the Christmas Lighting of the Park and night parade were a great success.

**ARPA FUNDS**

Interim City Manager Melissa M. Guerra thanks the Council for being so generous with the hazardous pay for the employees. They city employees have worked diligently through the COVID-19 providing services to the community and they appreciated being recognized.

**NAD Bank**

Interim Finance Director Edgar Castillo, Public Works Director John Camarillo and Interim City Manager Melissa M. Guerra had a teleconference with NAD Bank and USDA in regards to applying for a loan to match the funds that are approved by NAD Bank.

**ADJOURNMENT**

Meeting adjourned at 7:48 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**