

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, November 9, 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 6:00 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 (Arrived at 5:56 p.m.)
David Balderas	Councilor
Ashley Moreno	Councilor
Mario Ruiz	Councilor
Melissa M. Guerra	Interim City Manager/City Clerk

A quorum was established.

STAFF:

Edgardo Castillo, Interim Finance Director	John Camarillo, Public Works Director
Brenda Reyes, HR Specialist	Vennette Aguirre, Receptionist

WELCOME & RECOGNITION OF GUESTS

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

Melissa Talamantes, Velma McNeil, Chief Luciano Quintanilla

PLEDGE OF ALLEGIANCE & PRAYER

The City Council recited the Pledge of Allegiance.

CITIZEN'S COMMENTS

No citizen's comments.

APPROVAL OF MINUTES

- 1. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MINUTES**
 - A. SPECIAL SESSION - SEPTEMBER 21, 2021**
 - B. SPECIAL SESSION - SEPTEMBER 27, 2021**
 - C. SPECIAL SESSION - OCTOBER 14, 2021**

D. REGULAR SESSION - OCTOBER 19, 2021

Motion made by Councilor David Balderas, seconded by Councilor Mario Ruiz to approve minutes for September and October 2021 as presented.

Vote for approval 4-0 (unanimous).

Motion carried.

ACCOUNTS PAYABLE

2. DISCUSSION AND APPROPRIATE ACTION TO APPROVE OCTOBER 2021 ACCOUNT PAYABLES

Motion made by Councilor David Balderas, seconded by Councilor Ashley Moreno to approve October 2021 accounts payable.

Vote for approval 4-0 (unanimous).

Motion carried.

AGREEMENT(S)

3. DISCUSSION AND APPROPRIATE ACTION TO APPROVE THE CITY OF CARRIZO SPRINGS AND DIMMIT COUNTY INTERLOCAL LAW ENFORCEMENT AGREEMENT

Mayor Oscar E. Puente asked if there were any changes made to the interlocal agreement compared to last year. Interim City Manager Melissa M. Guerra states that the Interlocal Law Enforcement Agreement is renewed every year and the amount for Fiscal Year October 1, 2021, through September 30, 2022, is \$300,000 in which \$200,000 will be for the current fiscal year service and the remaining \$100,000 will be applied and credited to outstanding debt owed to the County.

Councilor Mario Ruiz asked what the total amount was for the Interlocal Law Enforcement Agreement last year. Interim City Manager Melissa M. Guerra states that the total amount for the Interlocal Law Enforcement agreement last year was \$350,000 and that \$100,000 of that total was applied to the outstanding debt owed to the County.

Motion made by Councilor Mario Ruiz, seconded by Councilor Ashley Moreno to approve the City of Carrizo Springs and Dimmit County Interlocal Law Enforcement Agreement for a total of \$300,000 in which \$200,000 will be for Fiscal Year October 1, 2021, through September 30, 202 for the current Fiscal Year service and the remaining \$100,000 will be applied and credited to outstanding debt owed to the County.

Vote for approval 4-0 (unanimous).

Motion carried.

ORDINANCE(S)

4. DISCUSSION AND APPROPRIATE ACTION TO APPROVE ORDINANCE NO. 825 AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CARRIZO SPRINGS, TEXAS DESIGNATING ADAM STREET AS A "ONE WAY" ROADWAY BETWEEN THE INTERSECTION OF 15TH STREET AND 13TH STREET

Velma McNeil states to Council that an incident had occurred at the Kids are First Headstart, Inc. where a child ran unaccompanied across the street to his parents' car and the child was almost hit by a car. The child's dad was able to get off the car and protect his child from getting struck by the vehicle.

Kids are First Headstart is requesting to make Adams Street a one-way between the roadway of 15th and 13th streets. Ms. McNeil and Ms. Talamante stated that Adams Street had a speed bump, but it was removed and requested to have the speed bump be re-installed.

Public Works Director John Camarillo states that he performed a traffic study November 3, 2021, on West Adams Street and the traffic was heavy between the hours of 7:30 a.m. to 8:30 a.m. and also between 2:00 p.m. and 4:00 p.m. with several vehicles making U-turns that made the street very congested with high traffic and putting the children's safety in danger. Public Works Director John Camarillo recommended installing a speed bump in the middle of Adams Street.

Councilor Mario Ruiz asks about posting one-way signs and where the signs will be installed. Public Works Director John Camarillo states that they will be installed on both ends of Adams Street. Ms. Velma McNeil also suggested installing a sign with flashing lights.

Interim City Manager Melissa M. Guerra asked Ms. Velma McNeil what hours the Kids are First Headstart, Inc. are requesting for the one-way street so she can update the ordinance. Ms. McNeil states that the hours should be from 7:30 a.m. – 9:00 a.m. and from 2:30 p.m. to 4:00 p.m.

Motion made by Councilor Mario Ruiz, seconded by Councilor Ashley Moreno to approve Ordinance No. 824 an ordinance by the City Council of the City of Carrizo Springs, Texas designating Adam Street as a "One Way" roadway between the intersection of 15th Street and 13th Street with the updated hours and to install a speed bump on Adams Street.

Vote for approval 4-0 (unanimous).

Motion carried.

NEW BUSINESS

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

Interim City Manager Melissa M. Guerra states to Council that Commissioner Juan Carmona could not attend the meeting due to being out of town on business.

Motion made by Councilor David Balderas, seconded by Councilor Mario Ruiz to table item for the next scheduled meeting.

Vote for approval 4-0 (unanimous).

Motion carried.

6. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO ASSISTING DIMMIT REGIONAL HOSPITAL WITH A DEMOLITION PROJECT

Councilor Mario Ruiz states to Council that the Dimmit Regional Hospital is going to demolish a building that the hospital owns and would like the city's assistance to dispose of the demolition material at the city landfill.

Councilor Mario Ruiz also states that Dimmit County will also be assisting the hospital with the demolition project.

Motion made by Councilor Ashley Moreno, seconded by Councilor David Balderas to assist Dimmit Regional Hospital with their demolition project to allow them to dispose of the demolition materials at the city landfill.

Vote for approval 4-1. Councilor Mario Ruiz abstained.

Motion carried.

7. DISCUSSION AND POSSIBLE ACTION IN REGARDS TO INSTALLING LIGHTS AT THE WATER TOWER LOCATED ON 9TH STREET

Interim City Manager Melissa M. Guerra recommends getting additional quotes for a multi color light system for the water tower located on 9th Street that can be used year round with a cost of \$30,000 or more, instead of only installing white lights at the tower.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor David Balderas to table item.

Vote for approval 5-0 (unanimous).

Motion carried.

8. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO HUMAN RESOURCE REQUIRED POLICIES

A. HAZARD COMMUNICATION PROGRAM

B. PEACE OFFICER MENTAL HEALTH LEAVE POLICY

HR Specialist Brenda Reyes states to Council that the Hazard Communication Program is required by the Texas Hazard Communication Act (THCA) for all public employers in Texas to provide the employees with information regarding hazardous chemicals to which employees may be exposed. Councilor Mario Ruiz asks where the information will be posted. HR Specialist Brenda Reyes states the master copy of the written hazard communication program will be maintained at City Hall and all the departments will have a copy of the program at their location.

HR Specialist Brenda Reyes states to Council as per Government Code, Chapter 614.015, Subchapter A-1 Mental Health Leave for Peace Officers that each law enforcement agency shall develop and adopt a policy allowing the use of mental health leave by the peace officers employed by the agency who experience a traumatic event in the scope of their employment.

Councilor Mario Ruiz asked if the city currently has a policy in effect. HR Specialist Brenda Reyes states that she is working on a safety manual that will include the hazard communication program and the Peace Officer Mental Health Leave Policy.

Motion made by Councilor David Balderas, seconded by Councilor Ashley Moreno to adopt the Hazard Communication Program and Peace Officer Mental Health Policy.

Vote for approval 5-0 (unanimous).

Motion carried.

REQUEST FOR QUALIFICATIONS - CASH AUDIT**9. DISCUSSION AND APPROPRIATE ACTION TO APPROVE REQUEST FOR QUALIFICATIONS (RFQ) FOR CASH AUDIT**

Interim City Manager Melissa M. Guerra states to Council that RFQ's for the cash audit were mailed and the city only received one response declining the offer because their audit schedule is full.

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

Vote for approval 5-0 (unanimous).

Motion carried.

REQUEST FOR PROPOSAL(S)**10. DISCUSSION AND APPROPRIATE ACTION TO ADVERTISE FOR REQUEST FOR PROPOSAL (RFP) FOR FISCAL YEAR 2020-2021 ANNUAL AUDIT**

Motion made by Councilor David Balderas, seconded by Councilor Ashley Moreno to advertise for Request for Proposal for Fiscal Year 2020-2021 Annual Audit.

Voter for approval 5-0 (unanimous).

Motion carried.

AMERICAN RESCUE PLAN**11. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO AMERICAN RESCUE PLAN FUNDS**

Interim Finance Director Edgar Castillo presented Council with two options to allocate the American Rescue Plan Funds as shown below:

American Rescue Plan Act Funds - \$664,314.13**Option 1**

Utility Program	\$40,000
Small Business	\$50,000
Premium Pay	\$63,000
Administrative Cost	\$30,000
EMS	\$20,000
Infrastructure	\$182,608.60
Total Allocated	\$386,008.60
Unallocated	\$278,305.53

Option 2

Utility Program	\$40,000
Small Business	\$40,000
Premium Pay	\$96,400
Administrative Cost	\$20,000
EMS	\$10,000
Infrastructure	\$220,000
Fire Department	\$9,000
Total Allocated	\$435,400
Unallocated	\$228,914.13

Mayor Pro Tem Sofia Morones recommends premium pay of \$2,500 for the city employees from the American Rescue Plan Funds. Councilor Mario Ruiz agrees with Mayor Pro Tem Sofia Morones recommendation.

Interim City Manager Melissa M. Guerra states to Council that a \$5,000 premium pay was discussed with Interim Finance Director Edgar Castillo, the premium pay would be disbursed in a split payment of which ½ would be paid this year and the other ½ of the premium pay would be paid next year when the city receives the second payment from the American Rescue Plan Funds in March 2022.

Mayor Pro Tem Sofia Morones recommends paying a lump sum of \$5,000 to the city employees this year and discussing the allocation of American Rescue Plan Funds next year when the funds are received in March 2022.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to approve allocation of American Rescue Plan Funds as shown below:

American Rescue Plan Act Funds - \$664,314.13

Utility Program	\$40,000
Small Business	\$40,000
Premium Pay	\$229,528.40
Administrative Cost	\$20,000
EMS	\$10,000
Infrastructure	\$220,000
Fire Department	\$9,000
Unallocated Funds	\$95,785.73

Vote for approval 5-0 (unanimous).

Motion carried.

CITY MANAGER REPORT

12. ORGANIZATIONAL UPDATES

Interim City Manager Melissa M. Guerra updates Council with the status of the City of Carrizo Springs, Texas Limited Tax Refunding Bonds, Taxable Series 2021. Mayor Oscar E. Puente asked how much the city saved with the refunding bonds. Interim City Manager Melissa M. Guerra states that the refunding of the Refunded Bonds will result in a net present value savings of \$569,837.65 and a gross saving of \$612,043.75. The closing date for the sale of the Bonds was on November 4, 2021.

Mayor Pro Tem Sofia Morones asked if the bonds were budgeted. Interim City Manager Melissa M. Guerra states that the Limited Tax Refunding Bonds, Taxable Series 2021 Bond was to refinance some of the city's debt and the bonds were budgeted for Fiscal Year 2021-2022.

ADJOURNMENT

Meeting adjourned at 7:15 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