

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 7th Street, Carrizo Springs, Texas, 78834 on Thursday, October 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 5:30 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
Mario Ruiz	Councilor
Melissa M. Guerra	Interim City Manager, City Clerk
Bobby Maldonado	Special Counsel

Absent:

David Balderas	Councilor
Ashley Moreno	Councilor

A quorum was established.

STAFF:

John Camarillo, Public Works Director	Brenda Reyes, HR Specialist
Edgar Castillo, Accounting Specialist/IT	Alfredo Castaneda, Marshal Deputy

WELCOME & RECOGNITION OF GUESTS

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

Rebekah Pullara, Brett Bousman. Donnie Tollett, Peter Perez III

PLEDGE OF ALLEGIANCE & PRAYER

The City Council recited the Pledge of Allegiance.

CITIZEN'S COMMENTS

No citizen's comments.

NEW BUSINESS

1. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO A CASH AUDIT

Mayor Pro Tem Mayor Pro Tem Sofia Morones requests an internal cash audit for the best interest of the City of Carrizo Springs. Councilor Mario Ruiz agrees with Mayor Pro Tem Sofia Morones that the city should perform a

cash audit since the Finance Director left abruptly during the budget and wants to show the public that everything is accounted for. Mayor Pro Tem Sofia Morones states that there were amendments, budget allocations and transfers made and does not know if the transactions were done accurately.

Mayor Oscar E. Puente asks if there is anything in particular Mayor Pro Tem Sofia Morones is requesting for the cash audit. Mayor Pro Tem Sofia Morones states she would like an overall view on all the departments, debts and finances of the city.

Mayor Oscar E. Puente asks Special Counsel Bobby Maldonado if other cities perform cash audits. Special Counsel Bobby Maldonado states that other cities that typically perform cash audits other than the annual audit, is if there is a reason behind it like fraud or suspensions. Special Counsel Bobby recommends going into closed session to answer any questions in regards to the cash audit request.

Mayor Pro Tem Sofia Morones states that Councilor Mario Ruiz requested a cash audit in addition to any financial service to assist the finance department in the next couple of months until a full time Finance Director and City Manager becomes available.

Special Counsel Bobby Maldonado asks if the current auditors have a contract with the city. Interim City Manager Melissa M. Guerra states that the auditors do not have a contract and that an Request for Qualifications will be required for a cash audit. Special Counsel Bobby Maldonado states that if the city is going to secure an auditor the city will have to go out for a Request for Qualifications (RFQ).

Special Counsel Bobby Maldonado states to Council that they have to be specific on their request for a cash audit. Special Counsel Bobby Maldonado recommends for Council to direct city staff to engage in services with a certified public account for the cash audit and issue a Request for Qualifications.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to direct Interim City Manager Melissa M. Guerra to issue a Request for Qualifications for a cash audit as of September 30, 2021.

Vote for approval 3-0 (unanimous).

Motion carried.

2. DISCUSSION AND APPROPRIATE ACTION IN REGARDS TO REQUIRED EMPLOYEE TRAININGS & ANNUAL TML CONFERENCE

Mayor Pro Tem Sofia Morones states in her experience with trainings everyone has a designated trainings to attend and would like to know what the process is to replace someone that cannot attend trainings.

Mayor Pro Tem Oscar Puente stated that Finance Specialist Edgardo Castillo attended the conference for the finance department. Finance Specialist Edgardo Castillo states that he benefited from the conference by attending a class regarding the American Rescue Plan Funds. Mr. Castillo also stated that the staff attend trainings that pertain to their departments.

Councilor Mario Ruiz states that he was not aware of city staff attending the Annual TML Conference. Councilor Mario Ruiz states that only a few selected staff members get to attend conferences. Interim City Manager Melissa M. Guerra states that different department supervisors have attended the Annual TML Conference.

Councilman Mario Ruiz asks how city staff gets selected to go to the Annual TML Conference. Interim City Manager Melissa M. Guerra states that every year the Annual TML Conference is budgeted for, Council and city staff including the City Manager, City Clerk, Finance Director, Public Works Director attend the conference.

Special Counsel Bobby Maldonado states that the Annual TML Conference is for Council and city staff to attend. The conference is for everyone including Attorneys, Police, Parks & Rec, Street Department, Water Department, etc. The TML Conference consists of training and exhibitions where the city staff can make contact with vendors and see equipment on display.

Motion made by Mayor Pro Tem Sofia Morones, seconded by Councilor Mario Ruiz to have a protocol, process and procedures in place to send city staff to the Annual TML Conference and attend trainings.

Vote for approval 3-0 (unanimous).

Motion carried.

EXECUTIVE SESSION

CITY COUNCIL WILL CONVENE IN CLOSED MEETING AS AUTHORIZED BY THE PROVISION OF THE OPEN MEETINGS ACT, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE. THIS CLOSED SESSION IS IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE SECTION: LEGAL 551.071

Mayor Oscar E. Puente convened into Executive Session at 6:29 p.m.

3. DISCUSSION IN REGARDS TO LEGAL MATTERS

A. TERRY MCCALPIN

OPEN SESSION

Mayor Oscar E. Puente reconvened into Special Session at 7:19 p.m.

4. DISCUSSION AND POSSIBLE ACTION IN REGARDS TO LEGAL MATTERS

A. TERRY MCCALPIN

No action.

ADJOURNMENT

Meeting adjourned approximately at 7:19 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