

**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, December 12, 2023**, 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>Azalia Garcia</b>	<b>City Manager</b>
<b>Melissa M. Guerra</b>	<b>City Clerk</b>

**Absent:**

<b>Sofia Morones</b>	<b>Councilor</b>
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A quorum was established.

**STAFF**

<b>John Camarillo, Public Works Director</b>	<b>Alfred Castaneda, City Marshal Deputy</b>
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**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 comments.

**APPROVAL OF MINUTES**

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

**A. REGULAR SESSION - NOVEMBER 14, 2023**

**B. SPECIAL SESSION - NOVEMBER 17, 2023**

**C. SPECIAL SESSION - NOVEMBER 29, 2023**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Noel Galvan to approve minutes with corrections made to Regular Session, November 14, 2023, Item 6 to state the cost of the Civic Center Balcony Deck Project should not exceed \$17,985.

Vote for approval 3-1. Councilor Estanislado Z. Martinez opposed.

Motion carried.

## **FINANCE DEPARTMENT**

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

Motion made by Councilor Estanislado Z. Martinez, second by Councilor Noel Galvan to approve November 2023 Accounts Payable.

Vote for approval 4-0 (unanimous).

Motion carried.

### **3. FINANCE DEPARTMENT**

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

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

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

## **OLD BUSINESS**

### **4. DISCUSSION AND APPROPRIATE ACTION REGARDING PROPOSING A SETTLEMENT TO TERMINATE GAS UTILITY SERVICES**

#### **A. MERCEDES PUENTE - 401 HEMPSTEAD**

#### **B. RICHARD BRAUNE - 905 SOUTH 5TH STREET**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Estanislado Z. Martinez to approve proposing a settlement of \$6,000 to utility customers Mercedes Puente and Richard Braune to terminate gas utility services.

Vote for approval 4-0 (unanimous).

Motion carried.

### **5. DISCUSSION AND APPROPRIATE TO APPROVE CITY OF CARRIZO SPRINGS PERSONNEL POLICY**

Motion made by Councilor Estanislado Z. Martinez, seconded by Councilor Noel Galvan to approve the City of Carrizo Springs Personnel Policy Manual as presented by City Manager Azalia Garcia with recommended changes in Section 4.8 License and Certification Compensation Plan.

Vote for approval 4-0 (unanimous).

Motion carried.

**6. DISCUSSION AND APPROPRIATE ACTION TO RATIFY THE CHANGE ORDER FOR THE CIVIC CENTER BALCONY DECK PROJECT**

Motion made by Mayor Pro Mario Ruiz, seconded by Councilor Estanislado Z. Martinez to approve ratifying Ryno Services Change Order of \$9,750 for the Civic Center Balcony Deck Project and to authorize City Manager Azalia Garcia to approve change orders for up to \$10,000 for all future construction projects.

Vote for approval 4-0 (unanimous).

Motion carried.

**NEW BUSINESS**

**7. DISCUSSION AND APPROPRIATE ACTION TO APPROVE CARRIZO SPRINGS HIGH SCHOOL ROTC SERVICE AGREEMENT FOR FIRE HYDRANT PROJECT**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Noel Galvan to approve the Carrizo Springs High School ROTC Service Agreement for the fire hydrant project.

Vote for approval 4-0 (unanimous).

Motion carried.

**8. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MARTINEZ SANTOS LAW FIRM, PLLC INVOICE FOR FRANCISCO R. PONCE VS. CITY OF CARRIZO SPRINGS**

Motion made by Councilor Noel Galvan, seconded by Councilor Estanislado Z. Martinez to approve Martinez Santos Law Firm, PLLC invoice of \$8,700.20 for the Francisco R. Ponce vs. City of Carrizo Springs.

Vote for approval 4-0 (unanimous).

Motion carried.

**9. CONSIDERATION AND POSSIBLE ACTION TO APPROVE SALARY ADJUSTMENT FOR HR, GAS AND WATER DEPARTMENTS**

Mayor Pro Tem Mario Ruiz motions to approve the salary adjustments as presented.

Motion not seconded; motion failed.

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Mayor Oscar E. Puente to approve salary adjustments for Human Resources to \$45,000 per year, Gas Department Supervisor salary increase to \$40,000 per year and Water Department Supervisor salary increase to \$40,000 per year.

Vote for approval 3-1. Councilor Noel Galvan opposed.

Motion carried.

**RESOLUTION(S)**

- 10. DISCUSSION AN APPROPRIATE ACTION TO APPROVE RESOLUTION NO. 595 A RESOLUTION OF THE CITY OF CARRIZO SPRINGS, TEXAS AUTHORIZING PARTICIPATION WITH THE CITIES SERVED BY AEP TEXAS; AUTHORIZING HIRING OF LEGAL COUNSEL; FINDING THAT THE CITY’S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO LEGAL COUNSEL**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Noel Galvan to approve Resolution No. 595 a resolution of the City of Carrizo Springs, Texas authorizing participation with the cities served by AEP Texas; authorizing hiring of legal counsel; finding that the city’s reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of the this resolution to legal counsel.

Vote for approval 4-0 (unanimous).

Motion carried.

- 11. DISCUSSION AND APPROPRIATE ACTION TO APPROVE RESOLUTION NO. 596 A RESOLUTION TO PARTNER WITH THE WATER FINANCE EXCHANGE TO PURSUE FUNDING FOR WATER AND/OR WASTEWATER INFRASTRUCTURE PROJECTS**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Estanislado Z. Martinez to approve Resolution No. 596 a resolution to partner with the Water Finance Exchange to pursue funding for water and/or wastewater infrastructure projects.

Vote for approval 4-0 (unanimous).

Motion carried.

**WATER FINANCE EXCHANGE**

- 12. DISCUSSION AND APPROPRIATE ACTION TO APPROVE WATER FINANCE EXCHANGE LETTER OF ENGAGEMENT**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Noel Galvan to approve the Water Finance Exchange Letter of Engagement.

Vote for approval 4-0 (unanimous).

Motion carried.

**CITY MANAGER REPORT**

- 13. ORGANIZATIONAL UPDATES**

City Manager Azalia Garcia began holding weekly meetings with Public Works Director John Camarillo and Supervisors. City Manager Azalia Garcia has been providing weekly reports to City Councilmembers.

The Christmas Night Parade was a huge success thanks to the teamwork of city employees.

Mario Vargas provided the City with Active Shooter Course at the Civic Center on Monday, Nov 27, 2023 and scenarios at City Hall.

The new rates for the residents of Carrizo Hill are completed.

The Tax Note Series 2023 was approved, the city will be purchasing new vehicles for the Public Works Department and new equipment for the landfill.

The new supervisor's office has been painted and new tile has been installed on the floors.

### **Street/Park/Recreation Departments**

Decorations at City Park were completed and look amazing. Materials have been ordered to begin the underlayment of potholes, potholes have been patched and the route for the Christmas Night Parade is being cleaned.

Contractors have been selected by city council for the balcony deck project at the civic center.

### **Water Department**

Water Department Supervisor Octavio Sierra and Public Works Director John Camarillo worked together to resolve several water leak issues.

### **Wastewater Treatment Plant**

Wastewater Department Supervisor Ramsey Castillo and Public Works Director John Camarillo have been working on resolving issues with the lift stations to continue providing services.

### **Gas Department**

Texian Geospatial has completed the mapping of the gas lines and will begin working on the water lines next.

### **Landfill**

The landfill purchased a new dozer.

### **Animal Control/Code Enforcement/City Marshal**

The City Marshal participated in the school safety committee to develop an MOU and conduct a safety assessment of the schools.

City Marshal Arnold Aguilar and Animal Control Officer Carlos Ramos attended the TX Animal Control Association conference/training.

### **ADJOURNMENT**

Motion made by Councilor Noel Galvan , seconded by Mayor Pro Tem Mario Ruiz to adjourn.

Vote for approval 4-0 (unanimous).

Motion carried.

Meeting adjourned at approximately 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