

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, June 13, 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:

Oscar E. Puente	Mayor
Mario Ruiz	Mayor Pro Tem
Noel Galván	Councilor
Estanislado Z. Martinez	Councilor
Sofia Morones	Councilor
Chris A. Castaneda	City Manager
Melissa M. Guerra	City Clerk

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

Municipal Judge Francisco R. Ponce addressed the Council with his concerns regarding his authority of the City of Carrizo Springs and the relocation of the Municipal Court. Mr. Ponce requested that the items be put on the next agenda.

GARZA/GONZALES & ASSOCIATES

1. DISCUSSION AND APPROPRIATE ACTION TO APPROVE GARZA/GONZALES & ASSOCIATES AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2022

Ely Mendoza Audit Manager with Garza/Gonzales & Associates presented Council the City of Carrizo Springs Fiscal Year Ending September 30,2022 Audit.

The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of Fiscal Year by \$15,261,306 (net position). Of this amount, \$10,705,705 represents unrestricted net position, which may be used to meet the government's ongoing obligations to citizens and creditors.

The City's total net position increased by \$1,766,532 for the year ended September 30, 2022. Net position of governmental activities increased by \$996,474; and net position of the business-type activities increased by \$770,058.

The City's governmental funds reported combined fund balances of \$10,568,536, an increase of \$873,215 for the year ended September 30, 2022. The unassigned fund balance of the General Fund totals \$7,858,518.

Ruben Martinez states to Council that the city obtained quotes instead of competitive bids for a project that was over \$50,000. The city needs to follow Local Government Code Chapter 252.01 when making purchases over \$50,000.

Ely Mendoza also states that a number of payroll liability accounts have not been reconciled and recommends the liability accounts be reviewed and reconciled monthly to ensure that balances are fairly stated.

APPROVAL OF MINUTES

2. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MINUTES

A. REGULAR SESSION - MAY 9, 2023

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

Vote for approval 4-1. Councilor Estanislado Z. Martinez opposed.

Motion carried.

FINANCE DEPARTMENT

3. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MAY 2023 ACCOUNTS PAYABLE

Motion made by Councilor Sofia Morones, seconded by Councilor Estanislado Z. Martinez to approve May 2023 accounts payable.

Vote for approval 5-0 (unanimous).

Motion carried.

4. FINANCE MONTHLY REPORTS

A. FINANCIAL ANALYSIS

B. DEPARTMENTAL EXPENDITURES

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

5. DISCUSSION AND APPROPRIATE ACTION TO APPROVE ORDINANCE NO. 836 AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CARRIZO SPRINGS AUTHORIZING AMENDING THE CITY OF CARRIZO SPRINGS ANNUAL BUDGET FOR FISCAL YEAR 2022 – 2023

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to approve Ordinance No. 836 an ordinance by the City Council of the City of Carrizo Springs authorizing amending the City of Carrizo Springs annual budget for Fiscal Year 2022-2023.

Vote for approval 5-0 (unanimous).

Motion carried.

DIMMIT CENTRAL APPRAISAL DISTRICT

6. DISCUSSION REGARDING DIMMIT CENTRAL APPRAISAL DISTRICT'S 2024 PROPOSED BUDGET

Chief Appraiser Norma Carrillo presented Council with the Dimmit Central Appraisal District's 2024 proposed budget.

7. DISCUSSION AND APPROPRIATE ACTION REGARDING 2022 SURPLUS AMOUNT DUE TO THE CITY OF CARRIZO SPRINGS

Motion made by Councilor Noel Galvan, seconded by Councilor Sofia Morones to approve Dimmit Central Appraisal District request to retain the City of Carrizo Springs 2022 Surplus amount due to the city of \$531.

Vote for approval 5-0 (unanimous).

Motion carried.

NEW BUSINESS

8. DISCUSSION AND APPROPRIATE ACTION REGARDING KIDS ARE FIRST AND OLD SOUTH TEXAS RURAL HEALTH CLINIC BUILDING

Motion made by Councilor Sofia Morones, seconded by Mayor Pro Tem Mario Ruiz to direct Special Counsel Bobby Maldonado to create an agreement with the Kids are First and the City of Carrizo Springs regarding the remodeling of the old South Texas Rural Health Clinic building for a head start center.

Vote for approval 5-0 (unanimous).

Motion carried.

9. DISCUSSION REGARDING PIPELINE INTEGRITY IN-LINE INSPECTION AND REROUTING & REPLACING GAS LINE ON CLARK STREET

Discussion only.

10. DISCUSSION AND APPROPRIATE ACTION TO APPROVE QUOTE #28986793 IN THE AMOUNT OF \$15,187.59 TO PURCHASE A 2023 JOHN DEERE GATOR WITH HOT FUNDS

Motion made by Councilor Sofia Morones, seconded by Mayor Pro Tem Mario Ruiz to approve quote #289867793 in the amount of \$15,187.59 to purchase a 2023 John Deere Gator with HOT Funds.

Vote for approval 5-0 (unanimous).

Motion carried.

11. DISCUSSION AND APPROPRIATE ACTION REGARDING CITY MANAGER CHRIS A. CASTANEDA'S RESIGNATION LETTER

Motion made by Councilor Sofia Morones, seconded by Mayor Pro Tem Mario Ruiz to approve City Manager Chris A. Castaneda resignation letter effective June 13, 2023 and pay out his vacation.

Vote for approval 5-0 (unanimous).

Motion carried.

OLD BUSINESS

12. DISCUSSION AND APPROPRIATE ACTION REGARDING 4TH OF JULY FESTIVAL

Motion made by Councilor Noel Galvan, seconded by Councilor Estanislado Z. Martinez to compensate the Carrizo Springs Volunteer Fire Department \$20 per hour for the 4th of July Display with HOT Funds.

Vote for approval 5-0 (unanimous).

Motion carried.

13. DISCUSSION AND POSSIBLE ACTION REGARDING CITY OF CARRIZO SPRINGS EMERGENCY MANAGEMENT DEPARTMENT

Motion made by Councilor Sofia Morones, seconded by Mayor Pro Tem Mario Ruiz to recommend staff to create an Emergency Management Department.

Vote for approval 5-0 (unanimous).

Motion carried.

ORDINANCE(S)

14. DISCUSSION AND APPROPRIATE ACTION TO APPROVE ORDINANCE NO. 835 AN ORDINANCE REVOKING THE CITY OF CARRIZO SPRINGS' 2001 ELECTION TO NOT PROVIDE FIVE-YEAR VESTING FOR EMPLOYEES WHO ARE MEMBERS OF THE TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS) AND PROVIDING SUCH EMPLOYEES WITH FIVE-YEAR VESTING

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Sofia Morones to approve Ordinance No. 835 and ordinance revoking the City of Carrizo Springs' 2001 Election to not provide five-year vesting for employees who are members of the Texas Municipal Retirement System (TMRS) and providing such employees with five-year vesting.

Vote for approval 5-0 (unanimous).

Motion carried.

15. DISCUSSION AND APPROPRIATE ACTION REGARDING REGULATIONS OF RECREATIONAL VEHICLES

Motion made by Councilor Sofia Morones, seconded by Mayor Pro Tem Mario Ruiz to direct Special Counsel Bobby Maldonado to draft a resolution for recreational vehicles.

Vote for approval 5-0 (unanimous).

Motion carried.

RESOLUTION(S)

16. DISCUSSION AND APPROPRIATE ACTION TO APPROVE RESOLUTION NO. 583 A RESOLUTION REGARDING STREET CLOSURE FOR 4TH OF JULY PARADE

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to approve Resolution No. 583 a resolution by the City Council of the City of Carrizo Springs requesting a temporary street closure from the Texas Department of Transportation (TXDOT) for the 4th of July Parade to be held on July 1, 2023 between the hours of 10:00 a.m. – 12:00 p.m. to accommodate the parade participants.

Vote for approval 5-0 (unanimous).

Motion carried.

REQUEST FOR PROPOSAL(S)

17. DISCUSSION AND APPROPRIATE ACTION TO AWARD REQUEST FOR PROPOSAL FOR VETERANS PARK STAGE ADDITION

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to award Request for Proposal for Veterans Park stage addition to Calvillos Concrete Construction for \$6,604.10.

Vote for approval 5-0 (unanimous).

Motion carried.

18. DISCUSSION AND APPROPRIATE ACTION TO AWARD REQUEST FOR PROPOSAL TO RELOCATE PORTABLE BUILDING

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to award Request for Proposal to Ernesto Zapata Mobile Home Services for \$9,300.00 to relocate portable building donated by Dimmit Regional Hospital.

Vote for approval 5-0 (unanimous).

Motion carried.

EXECUTIVE SESSION

Mayor Oscar E. Puente convened into Executive Session at 8:40 p.m.

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

19. DISCUSSION REGARDING SALARY AND APPOINTMENT OF INTERIM CITY MANAGER

OPEN SESSION

Mayor Oscar E. Puente convened into Regular Session at 8:56 p.m.

20. DISCUSSION AND APPROPRIATE ACTION REGARDING SALARY AND APPOINTMENT OF INTERIM CITY MANAGER

Motion made by Councilor Noel Galvan, seconded by Councilor Estanislado Z. Martinez to appoint City Clerk Melissa M. Guerra as Interim City Manager with the City Manager salary.

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

Motion carried.

CITY MANAGER REPORT

21. ORGANIZATIONAL UPDATES

Gas Department

Gas Department Supervisor Avelardo Puente has submitted his letter of resignation effective June 23rd, 2023.

Pending Work Projects: Flow meter & Dollar Tree

Engineer Stacy Barna with CDM Engineers and her associates will be here on June 28th to work on issues with the Dollar Tree and the flow meter for Carrizo Springs and other pending projects.

Street Department.

The Street Department has repaved 2nd street from Thompson to San Pedro and other streets will be worked on with the help of the County's equipment and material available. The Street Department will start to clean the city right of ways and remove a tree on Johnson Ave.

Monomoy Property:

The Railroad property belonging to the City of Carrizo Springs from North 9th street up to Loop 517 has been surveyed and the next step is to look for a land appraiser.

This will also be my final report and would like to give each and every one of you thanks for giving me the opportunity to serve as City Manager for the City of Carrizo Springs. I have enjoyed my time working here with you, the Council and all the city staff.

ADJOURNMENT

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

Vote for approval 5-0 (unanimous).

Motion carried.

Meeting. adjourned at approximately 9:10 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