

**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, September 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>Sofia Morones</b>	<b>Councilor</b>
<b>Melissa M. Guerra</b>	<b>Interim City Manager</b>

A quorum was established.

### **STAFF**

<b>Edgar Castillo, Finance Director</b>	<b>John Camarillo, Public Works Director</b>
<b>Marisela Tristan, Accounting Clerk</b>	<b>Vennette Aguirre, Accounts Payable</b>
<b>Brenda Reyes, HR Department</b>	

### **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.

Sergio Gonzales, Anna Gonzales, Kelly Balderas, Juan Lerma, Jr., Patsy M. Galvan, Mary Sandoval – Dimmit County Tax Assessor Collector, Sergio Prieto – Dimmit County Sheriff's Office, Carlos Lara – CSVFD, Ruth A. Ceniseros - Dimmit County Sheriff's Office

### **PUBLIC HEARING**

#### **1. CITY OF CARRIZO SPRINGS 2023 PROPOSED TAX RATE PUBLIC HEARING**

##### **A. OPEN PUBLIC HEARING**

Mayor Oscar E. Puente opens the 2023 Proposed Tax Rate Public Hearing at 5:31.

**B. PUBLIC COMMENTS**

No public comments.

**C. CLOSE PUBLIC HEARING**

Mayor Oscar E. Puente closed the Public Hearing at 5:31 p.m.

**ORDINANCE(S)**

**2. DISCUSSION AND APPROPRIATE ACTION TO APPROVE ORDINANCE NO. 840 AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CARRIZO SPRINGS AUTHORIZING THE APPROVAL OF THE CITY OF CARRIZO SPRINGS 2023-2024 FISCAL YEAR ANNUAL BUDGET**

Motion made by Councilor Estanislado Z. Martinez, seconded by Councilor Sofia Morones to approve Ordinance No. 840 an ordinance by the City Council of the City of Carrizo Springs authorizing the approval of the City of Carrizo Springs 2023-2024 Fiscal Year Annual Budget.

Vote for approval 5-0 (unanimous).

Motion carried.

**3. DISCUSSION AND APPROPRIATE ACTION TO APPROVE ORDINANCE NO. 838 AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CARRIZO SPRINGS FIXING THE TAX LEVY FOR THE CITY OF CARRIZO SPRINGS BEGINNING JANUARY 1, 2023 UPON TAXABLE PROPERTY IN SAID CITY OF CARRIZO SPRINGS IN CONFORMITY WITH THE GENERAL LAWS OF THE STATE OF TEXAS AND THE CITY CHARTER AND ORDINANCE OF THE CITY OF CARRIZO SPRINGS, TEXAS**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Noel Galvan to approve Ordinance No. 838 an ordinance by the City Council of the City of Carrizo Springs fixing the tax levy for the City of Carrizo Springs beginning January 1, 2023 upon taxable property in said City of Carrizo Springs in conformity with the general laws of the State of Texas and the City Charter and Ordinance of the City of Carrizo Springs, Texas.

Vote for approval 5-0 (unanimous).

Motion carried.

**4. DISCUSSION AND APPROPRIATE ACTION TO APPROVE ORDINANCE NO. 839 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 Noel Galvan, seconded by Councilor Estanislado Z. Martinez to approve Ordinance No. 839 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.

## **INTERLOCAL AGREEMENT**

### **5. DISCUSSION AND APPROPRIATE ACTION TO APPROVE INTERLOCAL LAW ENFORCEMENT AGREEMENT BETWEEN THE CITY OF CARRIZO SPRINGS AND DIMMIT COUNTY**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Sofia Morones to approve Interlocal Law Enforcement Agreement between the City of Carrizo Springs and Dimmit County.

Vote for approval 5-0 (unanimous).

Motion carried.

## **PLANNING & ZONING COMMISSION**

### **6. DISCUSSION AND APPROPRIATE ACTION TO APPROVE APPLICANTS KELLY BALDERAS & JUAN ROMAN LERMA REQUEST FOR A NON-CONFORMING VARIANCE PERMIT FOR THE PURPOSE OF PLACING A (DOUBLE-WIDE) MANUFACTURED HOME IN AN R-1 ZONED PROPERTY, SAID PROPERTY IS LOCATED AT 1611 LEE STREET, CS-LINDA VISTA ADDN, BLOCK 2A, LOT 7, CITY OF CARRIZO SPRINGS, DIMMIT COUNTY, TEXAS**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Noel Galvan to approve applicants Kelly Balderas & Jaun Roman Lerma request for a five year non-conforming variance permit for the purpose of placing a (double-wide) manufactured home in an R-1 Zoned Property, said property is located at 1611 Lee Street, CS-Linda Vista ADDN, Block 2A, Lot 7, City of Carrizo Springs, Dimmit County, Texas.

Vote for approval 5-0 (unanimous).

Motion carried.

## **APPROVAL OF MINUTES**

### **7. DISCUSSION AND APPROPRIATE ACTION TO APPROVE MINUTES**

**A. REGULAR SESSION - AUGUST 8, 2023**

**B. SPECIAL SESSIOIN - AUGUST 15, 2023**

**C. SPECIAL SESSION - AUGUST 28, 2023**

Motion made by Councilor Noel Galvan, seconded by Councilor Estanislado Z. Martinez to approve minutes with corrections.

Vote for approval 3-2. Councilor Sofia Morones and Mayor Pro Tem Mario Ruiz abstained.

Motion carried.

## **FINANCE DEPARTMENT**

### **8. DISCUSSION AND APPROPRIATE ACTION TO APPROVE AUGUST 2023 ACCOUNTS PAYABLE**

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to approve August 2023 Accounts Payable.

Vote for approval 5-0 (unanimous).

Motion carried.

**9. FINANCE DEPARTMENT**

**A. FINANCIAL ANALYSIS**

**B. DEPARTMENTAL EXPENDITURES**

Finance Director Edgar Castillo presented Council with the Financial Report and departmental expenditures for the August 2023.

**NEW BUSINESS**

**10. DISCUSSION AND APPROPRIATE ACTION TO APPROVE QUOTE TO PURCHASE A PUMP FOR THE WALMART LIFT STATION**

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to approve quote for \$11,000 to purchase a pump with ARPA Funds for the Walmart Lift Station.

Vote for approval 5-0 (unanimous).

Motion carried.

**11. DISCUSSION AND APPROPRIATE ACTION TO APPROVE QUOTE TO REPLACE THE CIVIC CENTER BALCONY DECK**

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to approve Everado Ortiz's quote for \$10,094.70 to replace the Civic Center Balcony Deck to be funded by HOT Funds.

Vote for approval 5-0 (unanimous).

Motion carried.

**12. DISCUSSION AND APPROPRIATE ACTION TO APPROVE SOUTHWEST OVERHEAD DOOR LLC QUOTE FOR \$10,413.00 TO PURCHASE A BAY DOOR FOR THE CARRIZO SPRINGS VOLUNTEER FIRE DEPARTMENT**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Sofia Morones to approve Southwest Overhead Door LLC quote for \$10,413.00 to purchase a bay door for the Carrizo Springs Volunteer Fire Department.

Vote for approval 4-0. Councilor Noel Galvan abstained.

Motion carried.

**13. DISCUSSION AND APPROPRIATE ACTION TO APPROVE CITY OF CARRIZO SPRINGS CITY MARSHAL'S OFFICE BODY-WORN CAMERA POLICY 5.3**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Estanislado Z. Martinez to approve City of Carrizo Springs City Marshal's Office Body Worn Camera Policy 5.3.

Vote for approval 5-0 (unanimous).

Motion carried.

**14. DISCUSSION AND APPROPRIATE ACTION TO APPROVE CITY COUNCIL AND CITY STAFF TO ATTEND THE TML CONFERENCE IN DALLAS, TEXAS OCTOBER 4-6, 2023**

Motion made Mayor Pro Tem Mario Ruiz, seconded by Councilor Sofia Morones to approve City Council and City Staff to attend the TML Conference in Dallas, Texas October 4-6, 2023.

Vote for approval 5-0 (unanimous).

Motion carried.

**15. DISCUSSION AND APPROPRIATE ACTION TO RESCHEDULE OCTOBER 10, 2023 REGULAR SESSION TO ATTEND THE TML CONFERENCE IN DALLAS, TEXAS**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Noel Galvan to reschedule the October 10, 2023 Regular Session to October 17, 2023 to attend the TML Conference in Dallas, Texas.

Vote for approval 5-0 (unanimous).

Motion carried.

**16. DISCUSSION AND POSSIBLE ACTION TO APPROVE PROPOSED VACATION BENEFITS**

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

Vote for approval 5-0 (unanimous).

Motion carried.

**17. DISCUSSION AND POSSIBLE ACTION TO ALLOW CITIZEN'S COMMENTS TO BE HEARD WHEN THEY ARE NOT RELATED TO ANY AGENDA ITEM**

Motion made by Mayor Pro Tem Mario Ruiz, seconded by Councilor Sofia Morones to allow comments to be heard when they are not related to any agenda item.

Vote for approval 3 noes – 2 ayes.

Motion dies.

**18. DISCUSSION AND POSSIBLE ACTION TO ALLOW COUNCILMEMBERS TO JOIN MEETINGS REMOTELY WHEN THEY HAVE A MEDICAL OR FAMILY EMERGENCY**

Mayor Pro Tem Mario Ruiz, seconded by Councilor Sofia Morones to join meetings remotely when they have a medical or family emergency with guidelines.

Vote for approval 5-0 (unanimous).

Motion carried.

**19. DISCUSSION AND POSSIBLE ACTION REGARDING LICENSES & CERTIFICATIONS COMPENSATION**

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

Vote for approval 5-0 (unanimous).

Motion carried.

## **20. DISCUSSION AND POSSIBLE ACTION REGARDING IT POSITION**

Motion made by Councilor Sofia Morones, seconded by Councilor Estanislado Z. Martinez to advertise and contract a person with a maximum of \$30,000 per year for IT Services.

Vote for approval 5-0 (unanimous).

Motion carried.

## **VETERANS PARK**

### **21. DISCUSSION AND POSSIBLE ACTION TO APPROVE QUOTE FOR THE VETERANS PARK PAVILLION ADDITION**

Motion made by Councilor Sofia Morones, seconded by Councilor Estanislado Z. Martinez to table item.

Vote for approval 5-0 (unanimous).

Motion carried.

### **22. DISCUSSION AND POSSIBLE ACTION TO DESIGNATE THE HEB BUILDING SALES PROCEEDS FOR PUBLIC IMPROVEMENTS TO VETERANS PARK AS DETERMINED BY THE CITY COUNCIL**

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to designate the HEB Building sales proceeds for public improvements for the Veterans Park as determined by the City Council.

Vote for approval 5-0 (unanimous).

Motion carried.

## **EXECUTIVE SESSION**

Mayor Oscar E. Puente convened into Executive Session at 6:26 p.m.

*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: PERSONNEL 551.074*

### **23. DISCUSSION REGARDING CITY MANAGER RESUMES**

#### **OPEN SESSION**

Mayor Oscar E. Puente convened into Regular Session at 7:51 p.m.

### **24. DISCUSSION AND POSSIBLE ACTION REGARDING CITY MANAGER RESUMES**

Motion made by Councilor Sofia Morones, seconded by Councilor Noel Galvan to schedule interviews on September 25 & 26, 2023 with all the candidates.

Vote for approval 5-0 (unanimous).

Motion carried.

## **DEPARTMENTAL MONTHLY REPORTS**

### **25. ORGANIZATIONAL UPDATES**

Interim City Manager Melissa M. Guerra stated that on September 8, 2023 there was a major water leak located on Austin Street between 3<sup>rd</sup> & 4<sup>th</sup> Street. Dimmit County provided water for the community. The water department worked on the leak and completed the repair on September 9, 2023.

## **ADJOURNMENT**

Motion made by Councilor Sofia Morones, 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**