

The Board of Commissioners for the City of Alamo, Texas met for the Second Regular Meeting on Tuesday, June 16, 2020 at 7:00 p.m, at the City of Alamo Municipal Building.

**COMMISSION PRESENT:**

Mayor Diana Martinez  
Robert De La Garza, Mayor Pro-Tem  
Okie Salinas, Commissioner  
Pilar Garza, Commissioner  
Pete Morales, Commissioner

**COMMISSION ABSENT:**

**STAFF PRESENT:**

Robert L. Salinas, City Manager  
Rick Palacios, City Attorney  
Alexandra Rangel, City Secretary  
Richard Ozuna, Police Chief  
Roy Contreras, Fire Chief  
Rafael Tapia, AEDC Director

**I. CALL MEETING TO ORDER**

*Mayor Diana Martinez called the regular meeting held on Tuesday, June 16, 2020 to order at 7:00 p.m. at the City of Alamo Municipal Building. Mayor Diana Martinez led the Pledge of Allegiance and Cris Palacios led the Invocation.*

**C. Presentation and Announcements**

*Mayor Diana Martinez asked Chief Ozuna how many cases do we have currently*

*Chief Ozuna responded we currently we have 15 within the city*

*Mayor Diana Martinez stated she received a call this morning of a family of 10 and pending results, my question is how are we monitoring these individuals?*

*Chief Ozuna responded with the updated budget we will have funds for officers to provide officers overtime to monitor these individuals to help. We have a list of the individuals that tested positive which is confidential*

*City Manager Robert Salinas stated to specify through a grant by the state we are given funds just for COVID purposes.*

*Commissioner Pete Morales asked if the officers have to sign a form to not disclose any information*

*Chief Ozuna responded no, since it's a federal Law through HIPPA not to disclose any information*

**D. Consideration and action to approve the minutes for the first regular meeting of June 02, 2020.**

*Commissioner Pete Morales motioned to approve, and Commissioner Pilar Garza seconded. Motion carried.*

**E. Updated Mayoral Declaration of Local State of Disaster Due to Public Health Emergency.**

*City Manager Robert Salinas stated the difference is based on Governor Abbotts Order GA26, basically giving certain limits to businesses. For example, on religious services and local government, as for gathering do not exceed more than 500 people and must be approved by the Mayor. The following outdoor establishments/venues shall operate at no more than 50 percent of the normal operating limits as determined by the owner:*

- 1) Professional, collegiate, or similar sporting events*
- 2) Swimming pools*
- 3) Water Parks*

- 4) *Museums and libraries*
- 5) *Zoos, aquariums, natural caverns, and similar facilities; and*
- 6) *Rodeos*

*Barbershops, cosmetologists, nail salons, and tanning salons may also open at 50 percent occupancy.*

*The only ones who will increase are dine-in restaurants that have less than 51 % percent of their gross receipts from the sale of alcohol. If it's a true restaurant then they can operate at a 75% occupancy. Schools are still closed; nursing homes are still closed other than that is it. We have heard about other cities doing curfew, but we will leave our order to mirror to Governor Abbotts.*

*Mayor Diana Martinez asked the time of Missions curfew*

*City Manager Robert Salinas responded from 12am-5am*

*Mayor Diana Martinez asked is this targeting parties*

*City Manager Robert Salinas responded he believes so, I believe it targets the bars and parties*

*Chief Roy Contreras provided an update on the nursing home, all patients have been moved back to their room.*

*Mayor Diana Martinez stated she has seen many individuals without masks*

*City Manager Robert Salinas responded the masks are not required, but it is up to the business to require them.*

*Commissioner Pete Morales asked the status on the baseball fields been utilized*

*City Manager Robert Salinas responded we will open the tennis courts soon, we can look into opening them up.*

*Commissioner Pete Morales stated in McAllen there are banners stating social distancing and capacity*

*City Manager Robert Salinas responded later in this meeting we will discuss signage throughout the city*

*Commissioner Pete Morales stated in San Juan are limiting the amount of kids per coach, he asked the City Attorney does the city have a liability*

*City Attorney Cris Palacios responded no, as long they are following your rules*

*Commissioner Pete Morales asked do they have to sign a form*

*City Attorney Cris Palacios responded you can*

*Mayor Pro-Tem Robert De La Garza motioned to approve, and Commissioner Pete Morales seconded. Motion Carried.*

**F. Consideration and action to enter into an interlocal agreement with the County of Hidalgo in regards to the CARES Act.**

*City Manager Robert Salinas stated I am sure many of you all have heard regarding funding from the county in regards of the CARES Act, this agreement has been issued by the county. The county stated this agreement is to obtain funding, funding will be reimbursed after purchase. They are utilizing the population estimate of 19,910 from July 2019. Once the agreement along with the budget are approved, they will forward a 20% per capita amount. The county has*



*submitted instructions on the application, this was given to us on June 11<sup>th</sup>, it will be a lot of paper work but all the cities are in the same boat.*

*City Manager Robert Salinas continued to state, currently but we have to indicate COVID related, for example signage. He stated he has been in communication with other cities regarding how they will spend the money, one thing he proposed if all the cities submit a similar proposal it will be difficult for the county to reject it. The budget has 6 different categories medical expenses, public health expenses, payroll, expenses of actions to facilitate compliance with COVID-19, expenses associated with economic support in connection with COVID19 and any other COVID-19 related to the function of government.*

*Mayor Diana Martinez asked if we approve this today can we submit invoices already?*

*City Manager Robert Salinas responded that is correct*

*Commissioner Pete Morales asked if he can give them a recap on what has been spent, can this money be used for the glass and plexi glass?*

*City Manager Robert Salinas responded that is correct, we are finding ways to prevent as much physical contact with customers. For example, using technology such as zoom meetings and thermal temperature readings.*

*Commissioner Okie Salinas stated it was mentioned this will consist of more paper work, will this be an issue to our staff, will this take extra personnel?*

*City Manager Robert Salinas responded I don't believe extra personnel is needed but it will burden us a little, this will be added on towards COVID. I have not heard any staff yet ask for more help. We have been doing the paper work very early on, which we are a step ahead. The first submission will be the biggest we can get after that will be minor.*

*Commissioner Pete Morales asked what are we doing for our City Secretary*

*City Manager Robert Salinas responded as much as possible we are minimizing public contact. The majority is through phone calls.*

*Commissioner Okie Salinas asked have we come across anyone not wanting to wear a mask*

*City Manager Robert Salinas responded everyone has been cooperative*

*Mayor Diana Martinez stated she just received a call from Mr. Eddie Olivarez and now has reported 140 new cases in the county and 9 cases in Alamo*

*Mayor Pro-Tem Robert De La Garza motioned to approve, and Commissioner Pete Morales seconded. Motion Carried.*

#### **G. Consideration and action to approve the City of Alamo COVID-19 Budget.**

*City Manager Robert Salinas stated this form was created by Palmview's, Michael Leo who is the City Manager and he is familiar with county forms. As we go through Public Health, I have listed the amount utilized and proposed utilized for the last 3 months for example; thermal biometrics, cameras for parks, disinfectants, building modifications, in payroll expenses, city attorney fees. Next is payroll expenses this will be for PD, FD officers and employee repurposed. We have included medical expenses for our employees to get tested, but Alicia has stated TML does cover the testing. Remote technology has been added to provide all department heads with a surface pro for zoom meetings. I did meet with someone to provide wifi, they can do it in parks such as a hot spot or such as antennas and can reach a mile long, roughly it will be \$300,000. I will be approaching the county if they are still moving forward with wifi initiative and we can piggy back.*

*Mayor Diana Martinez asked have we reached out to the school district and see if they will partner with us.*

*City Manager Robert Salinas responded we have not, I know Donna ISD with working with them already*

*Commissioner Pete Morales asked can some of the money be utilized for translators*

*City Manager Robert Salinas responded that will be difficult to justify through the COVID side.*

*Mayor Diana Martinez asked is that part of the county*

*City Manager Robert Salinas responded I believe the commissioner is asking in general for the public. The next item is for economic support it the next item on the agenda as well. Basically 25% of \$132 per capita which is \$651,882, that's 25%. Total is 3.8 million, which is a little over but it is better to be over than under.*

*Commissioner Pete Morales motioned to approve and Mayor Pro-Tem Robert De La Garza seconded. Motion carried.*

#### **H. Consideration and action on a rental, mortgage and small business assistance program for business and citizens affected by COVID-19.**

*City Manager Robert Salinas stated he advise Mr. Rafael Tapia to create a proposal to help our community with rental, mortgage and small business assistance. Before when the city was allocated \$80 per capita, the county had set aside money to utilize for this program but since they went up, it was removed now the city is responsible for the program.*

*Mr. Tapia stated the purpose of the COVID-19 Assistance Recovery Program ("CARP" or "Program") is to assist in the recovery from financial hardship due to the adverse economic impact as a result of Federal, state, county and local government efforts to protect the public from the COVID-19 Pandemic.*

*Objective 1:*

*To assist Alamo residents with financial assistance for rent/mortgage payments*

*Objective 2: To assist Alamo small businesses with financial assistance for operating expenses.*

*We are expecting over 1,000 applicants*

*Mayor Diana Martinez asked what about the individuals who applied through the government*

*Mr. Tapia responded that is up to the commission, for example the City of Weslaco started the program with \$2,000 and gave \$5,000 to nonessential business addition to their loan.*

#### **Section 2**

*This program is being created by the City of Alamo, Hidalgo County, Texas. As such CARP falls under the authority of the City of Alamo Commission ("Commission").*

- a) The Commission shall have the right to establish and amend these program policies*
- b) The Commission shall have the right to establish a review process for award of financial assistance under this program.*
- c) The Commission shall have the right to appoint a program manager or program management team to manage the program.*



d) *The Commission shall have the right to determine final approval of an award or to delegate this authority to another party such as a program review board*

#### *Program Management*

*The daily program management of the CARP shall be the responsibility of the Program Manager. The Program Manager shall be designated by the City Commission or a program review board acting on behalf of the City Commission. The Program Manager shall be responsible for:*

- a) *Marketing the Program*
- b) *Explaining the Program to prospective applicants*
- c) *Providing prospective applicants with application materials*
- d) *Reviewing and analyzing submitted application for completeness and eligibility*
- e) *Ensuring eligible applications go through the review process in a proper fashion*
- f) *Supervise the distribution of funds*
- g) *Monitoring and reporting on the progress of the Program*
- h) *Maintenance of Program files*

#### *Section 3*

- a) *Applicants must reside within the City of Alamo city limits*
- b) *Applicant must provide proof of residing in qualify location on or before March 1, 2020*
- c) *Applicant must demonstrate need for assistance (i.e. loss of job, laid off, reduce time, loss of income, etc.)*
- d) *Qualifying location must be the applicants primary place of residence*
- e) *Only one award per qualifying location will be allotted*
- f) *Applicants can submit for up to three months of mortgages or rents with a maximum of \$5,000, after thinking of this I believe it should be 4 months. If someone had a rent of \$900 a month then they will be short of the maximum.*

*Commissioner Pete Morales asked is this only for those behind on their rent?*

*Mr. Tapia responded since it is a working progress it is up to the commission on how to distribute the funds.*

*Commissioner Pete Morales asked what if they did pay the rent?*

*Mr. Tapia responded perhaps they did, but to do so they gave up something along the way to make up the rent*

*City Manager Robert Salinas stated for example they paid the rent, but perhaps that owner missed a car payment or groceries just to make a payment on time.*

*Commissioner Pete Morales asked if you are a business owner but do not live in Alamo, do they count*

*Mr. Tapia responded this one is just for residents, but there is one for business owners. He continued:*

- g) *Qualifying applicants will be limited to households earning a combined \$60,000/year or less*

*City Manager Robert Salinas stated that is both combined if the husband and wife work they are eligible*

*Mayor Diana Martinez asked about a single person for \$30,000 will they qualify*

*Mr. Tapia responded yes, he continued:*

- h) *Applications will be approved on the first come basis and while funds remain available.*

#### *Application Documents*

- a) *Application Form*
- b) *W-9 Form*
- c) *Proof of residency (Water Bill, Driver License, ID Card, etc.)*
- d) *Proof of need (Letter of termination/furlough, TWC letter qualifying for unemployment, etc.)*
- e) *2019 or 2018 income tax return*

#### *Section 4*

*This section describes the eligibility for applications seeking assistance for small business operating expenses.*

- a) *Business must be located within the City of Alamo city limits*
- b) *Business must be located in a commercial setting (i.e. freestanding commercial building, shopping center/plaza, office complex, etc.); home-based businesses will not be considered*
- c) *Business must be in good standing with the City, compliant with City codes and ordinances*
- d) *Business must be current on all property and sales tax due*
- e) *Business must be engaged in business that is legal under City and State Law (Franchise Status)*
- f) *Business must be an established business with a minimum of 6 of operations*
- g) *Business must be locally owned and operated*
- h) *Business must have been in business in the City of Alamo on or before March 1, 2020*

#### *Eligible Use of Funds*

*Commercial Operating Expenses; this includes but is not limited to payroll, commercial mortgage/rent, utilities, supplies, inventory, etc.*

- a) *Application Form*
- b) *W-9 Form*
- c) *Proof of Business Ownership and Good Standing (franchise status, business permit, etc)*
- d) *Proof of Business Location (Certificate of Occupancy, lease agreement)*

e) *Sample of Expenses to be paid (payroll record, utility payment, receipt of commercial mortgage/rent, invoices, etc.)*

*Section 5 Review Process*

- a) *Applications are submitted to the Alamo Economic Development Corporation*
- b) *Only completed applications will be considered*
- c) *Applications will be considered on a first come basis and while funds remain available*
- d) *Applications will be review by the AEDC project review committee*
- e) *EARC will select applications for consideration and final approval by [Program Review Board/City Commission]*
- f) *[Program Review Board/City Commission] will have final approval/ denial on applications From application submission to funding process should take approximately 30 to 45 days*  
*or*
- g) *Applications are submitted to the Alamo EDC by predetermined deadline*
- h) *Applications reviewed for completeness and eligibility*
- i) *Review committee vetted applications shall proceed to a lottery pool*
- j) *Program Review Board shall select applications via lottery selection until funds are exhausted; no later than 15 days from predetermined deadline.*

*Commissioner Pete Morales stated when you do your presentations on the monthly reports, you can give us updates on the monthly reports.*

*Mr. Tapia responded well these applicants will go through the commission*

*City Manager Robert Salinas we are going to set it up where people are applying through the EDC and bring it forth to the commission for approval. My question is what type of information is the commission wanting to be presented?*

*Mr. Tapia stated he can present an excel sheet with the company name and a few details, once the details become finalized it will be presented to the EDC board afterwards it will be presented to the commission.*

*Mayor Diana Martinez asked will this information be on the EDC website*

*Mr. Tapia responded we will post the Advance and Valley Business Report, as well we have a call list to ask to spread the word.*

*Commissioner Okie Salinas asked is this lottery or first come first serve*

*Mr. Tapia responded right now it's a first come first serve*

*Commissioner Okie Salinas stated because it is highlighted in the document*

*City Manager Robert Salinas responded the highlighted portions are the questions Mr. Tapia had.*

*Mr. Tapia stated this is up to the commission, this is still up for review*

*Commissioner Pete Morales motioned to approve, and Commissioner Pilar Garza seconded. Motion carried.*



**I. Consideration and action on an emergency collapse sewer line repair on FM907 between Crockett St and Ellis Ave.**

*City Manager Robert Salinas stated on June 3th, we received several complaints regarding sewer issues from residents. It turned out it was a large sewer stoppage along our 18" sewer main line on Alamo Rd. from Crockett Ave. to Ellis Ave. After further investigation, we found large amounts of debris caused by broken manhole covers that were left in the sewer line. Due to the depth of the line and the amount of sewage building up in the system, we contacted Saenz Brothers to remove the debris using required safety masks for confined spaces. They ended up clearing out debris from three different manholes. The total cost for this project was \$19,000. This item is before you since the costs to repair was over \$15,000.*

*Mayor Diana Martinez stated the employees have been out there since 5am, and she received several calls to thank the workers*

*Commissioner Pete Morales motioned to approve, and Commissioner Oscar Salinas seconded. Motion carried.*

**J. Consideration and action to approve a Census commercial by Maverick Media.**

*City Manager Robert Salinas stated he asked Gilbert to do a census commercial, He mentioned that it would be \$2,700 per month for the next three months (\$8,100) and another \$1,500 to produce the commercial for a total of \$9,600. In reviewing the existing contract, we have with Maverick Media there is still \$3,000 available. If the wishes of the Commission are to move forward with the Census commercial, I would need an approval of the additional \$6,500.*

*Mayor Diana Martinez stated we are at a 38% response rate, I have also seen the Royal Court produce a video and I thanked them. She asked Gilbert, do you think this will help?*

*Mr. Gilbert Saenz responded yes*

*Mayor Pro-Tem Robert De La Garza asked if there is \$3,000 available and the bill \$9,600, shouldn't it be \$6,600 instead of \$6,500.*

*City Manager Robert Salinas responded I just rounded off on the amount*

*Commissioner Pete Morales motioned to approve, and Commissioner Pilar Garza seconded. Motion carried.*

**K. Consideration and action to approve the 2020 population estimate for wrecker services.**

*City Manager Robert Salinas stated in the past few weeks we have received great interest regarding our wrecker service list. From what I understand, it is due to the upcoming U.S. Census numbers and the increase in our population. In looking into how many of wrecker companies can be placed on rotation, the last time it was updated was in 2010. According to the July, 2019 Census Estimates for the City of Alamo, there were a total of 19,910 people within our City, an 8.4% increase from April, 2010. Using the same formula on a yearly average, the population from July, 2019 to July, 2020 is estimated to be 20,077. 20,000 in population allows for a total of 10 wreckers to be on rotation. According to the PD, there are currently 8 wreckers on rotation-see wrecker's list. This allows 2 additional wreckers to be placed in the list, he asked Chief Richard Ozuna if there are two applicants.*

*Chief Richard Ozuna responded that is correct*

*Mayor Diana Martinez do they have their own facility*



*City Manager Robert Salinas responded yes, that is required by the state; they need to have a vehicle storage facility.*

*Mayor Diana Martinez asked Chief Ozuna if everyone complies*

*Chief Richard Ozuna responded yes, I have a designated officer who checks in a monthly and quarterly basis*

*Mayor Diana Martinez who are the new 2 wreckers*

*Chief Richard Ozuna responded Towing Express and the other is Auto Rescue*

*Commissioner Oscar Salinas motioned to approve, and Commissioner Pete Morales seconded. Motion carried.*

**L. Consideration and action for a change order to increase the capacity of the electrical system for the Alamo Youth Center A/C project.**

*City Manager Robert Salinas stated we received a letter from George Garcia in regards to the Youth Center A/C project. Apparently, there is a need to increase the capacity of the electrical system for the new equipment. A new 75Kva step down transformer and a new 208/3 phase panel need to be added to the project. The contractor has submitted a quote for the transformer in the amount of \$7,800. According to George there is a betterment allowance that was budgeted into the project for cases like this that could be utilized for this transformer upgrade. The betterment allowance is in the amount of \$2,000. If we utilize the \$2,000 allowance, we would still have a remaining balance of \$5,800.00. Since this is an increase to the project budget, we are looking for approval for the remaining \$5,800 cost to complete the A/C project. I want to make sure the funding is still available since the project was not underfunded, and we do not have to comeback again in the next meeting.*

*Commissioner Pete Morales motioned to approve, and Commissioner Oscar Salinas seconded. Motion Carried.*

**PUBLIC HEARING**

**Public Hearing on a re-zone from a C (Commercial District) to a R-1 (Single Family Dwelling District) physically located 1103 Nogal Ave., legally described as Lot 2, Southwind Subdivision for Robert & Jennifer Rodriguez.**

*No citizen participation*

**M.Consideration and action on a re-zone from a C (Commercial District) to a R-1 (Single Family Dwelling District) physically located 1103 Nogal Ave., legally described as Lot 2, Southwind Subdivision for Robert & Jennifer Rodriguez.**

*City Manager Robert Salinas stated the site is located approximately 130' west of Alamo Rd. and on the south side of Nogal Ave. The applicant is currently attempting to refinance their home; however, the bank is requesting that the property be zoned properly for a single family residential home. This area was part of the mass re-zoning the City did back in 2009 along Alamo Rd. which converted several existing homes to commercial. The majority of the re-zoning had a depth of 150' from SH 495 south to Rancho Blanco Rd.*

*Staff spoke to the applicant regarding his request to change the zone from Commercial to R-1 to try and convince them to simply apply for a conditional use permit for a single family home in a commercial zone which is permitted by code. However, the applicant stated that the bank was holding off on the refinancing of the home until they receive the actual change of zone. Staff is recommending for the change to revert back to R-1 in order to allow the applicant to be able to refinance his home. This item was approved by the P&Z Commission on May 20, 2020.*

*Mayor Pro-Tem Robert De La Garza motioned to approve, and Commissioner Oscar Salinas seconded. Motion Carried.*

**CITIZEN PARTICIPATION:** The city will be accepting public comments from 8am-5pm on the day of the meeting to be announced during the meeting. Email comments to [arangel@alamotexas.org](mailto:arangel@alamotexas.org). Five minutes per person with no response from the City Commission. Residents must sign up prior to the city meeting.

*Commissioner Pete Morales suggested to promote this on the website*

*No citizen participation*

## **I. ADJOURNMENT**

Citizens are encouraged to sign the attendance sheet.

*There being no further business, Mayor Diana Martinez adjourned the meeting at 8:11 pm*

  
Mayor Diana Martinez

**ATTEST:**  
  
Alexandra Rangel, City Secretary

