

The Board of Commissioners for the City of Alamo, Texas met for the Regular Meeting on Tuesday, July 05, 2022 at 6:00 p.m., at the City of Alamo Municipal Building.

**COMMISSION PRESENT:**

Mayor Diana Martinez  
Pete Morales, Mayor Pro-Tem  
J.R. Garza, Commissioner  
Okie Salinas, Commissioner  
Pilar Garza, Commissioner

**COMMISSION ABSENT:**

**STAFF PRESENT:**

Robert L. Salinas, City Manager  
Alexandra Rangel, City Secretary  
Cris Palacios, City Attorney  
Richard Ozuna, Police Chief  
Roy Contreras, Fire Chief  
Rafael Tapia, AEDC Director  
Lori Solis, Library Director  
Michael Torres, IT Director

Sergio Zavala, Planning Director  
Adela Perez, Purchasing Agent  
Alex Oyoque, Museum Director  
Ronnie Cruz, City Engineer  
Julio Villareal, Public Works Director  
Yvette Mendoza, Finance Director  
Melisa Gonzales, Special Projects Director  
Melissa Leal, Water Billing Supervisor

**1. CALL MEETING TO ORDER**

*Mayor Diana Martinez called the regular meeting held on Tuesday July 05, 2022 to order at 6:00 p.m. at the City of Alamo Municipal Building. Isiah Rodriguez led the Pledge of Allegiance and Pastor Tuttle led the Invocation.*

**C. Presentations and Announcements**

*Mayor Diana Martinez asked for it to be a moment of silence to be taken for former Commissioner Ricardo Chavez.*

*Mayor Pro-Tem Pete Morales congratulated the Alamo Allstars 6U 2022 South Zone SHETLAND Section Tournament Champion Baseball Team. He also congratulated all the coaches and parents for their dedication and will be competing in Louisiana from July 19-23.*

*Library Director Lori Solis announced on Friday July 8<sup>th</sup> at 8:15PM the City will host Movie in the Park and the Alamo Track and Field will be competing in Regionals this Thursday and Friday in Brownsville.*

*Mayor Diana Martinez thanked the all the volunteers for the freedom bash event.*

*Mayor Pro-Tem Pete Morales announced he received a call from our high school coach that is holding the tennis program for the city he has 8 boys and 8 girls competing in the state games this year in Corpus Christi.*

*Commissioner Okie Salinas wished the Alamo Allstars good luck in Louisiana*

**D. Consideration and Action to approve the minutes for the second regular meeting of June 21, 2022.**

*Commissioner J.R. Garza motioned to approve, and Commissioner Okie Salinas seconded. Motion carried.*

**E. Consideration and Action to approve a resolution for the closure of Business 83 and FM 907 for the Inaugural Moonlight Runner 5k Run / Walk.**

*Special Projects Melisa Gonzales stated Mr. Leonel Alvarado is requesting an Inaugural Moonlight Runner 5K Run/Walk October 29, 2022 from 7am to 11am, this will be the same as the Watermelon Festival.*

*Mayor Pro-Tem Pete Morales motioned to approve, and Commissioner J.R. Garza seconded. Motion carried.*

**F. Consideration and Action to approve a Memorandum of Understanding with South Texas ISD for the use of City of Alamo Sports Complex, Alamo Skate Park parking lot for the 2022-2023 school year.**

*City Manager Robert Salinas stated this is an annual renewal from South Texas ISD regarding their pick up and drop off for the students. We have an existing MOU for 2021-2022 now asking for renewal for 2022-2023.*

*Commissioner Pilar Garza motioned to approve, and Commissioner Okie Salinas seconded. Motion carried.*

**G. Consideration and Action to approve a Memorandum of Understanding with Community Loan Center.**

*Rose Jaramillo presented to provide financial products and services to the employees in consumer lending and financial literacy education. As part of this mission, Local Lender is engaged in the Community Loan Center Affordable Small Dollar Loans Program, this can be as little as \$10.*

*City Manager Robert Salinas asked what is the interest rate?*

*Rose Jaramillo responded the max of the loan is \$1,000 and the max the employee pays back \$120. We do not do loan over loan.*

*Commissioner J.R. Garza asked what was the interest rate?*

*Rose Jaramillo responded within the pamphlet it states the amounts.*

*City Manager Robert Salinas stated this is just a program that is being offered, but is not required during open enrollment.*

*Commissioner Okie Salinas motioned to approve, and Commissioner Pilar Garza seconded. Motion carried.*

**H. Consideration and Action to Approve a Contract Renewal for Solid Waste Services with Republic Services**

*City Manager Robert Salinas stated the new contract stated the compliance of our requests and is pending legal's review, once it's approved today we will get in touch with republic services.*

*Commissioner Okie Salinas asked if it is approved, do we still have to go through legal?*

*City Manager Robert Salinas responded yes*

*Mayor Diana Martinez asked what is part of the contract?*

*City Manager Robert Salinas stated it is a 4 Year Extension, Republic Services agrees to provide 2X per year curbside tire pick up, Republic Services agrees to pick up 30 cubic yards of brush from active residential accounts which is an increase from the current 10 cubic yards, Republic Services agrees to a one-time city-wide cleanup per year, Republic services agrees to provide 8 industrial roll off containers per quarter (32 annually) to coincide with quarterly MSW clean-ups in the 4 city quadrants (2 roll off containers per quadrant and two brush trucks.*

*Commissioner J.R. Garza motioned to approve, and Commissioner Okie Salinas seconded. Motion carried.*

**I. Consideration and Action to Approve a Memorandum of Understanding with Alamo Country Club Home Owner's Association**

*City Manager Robert Salinas stated Alamo Country Club has maintained and will continue to maintain the City of Alamo properties defined as twenty-foot (20') alleyways along Alamo Country Club perimeter wall and the twenty-foot (20') alleyways included within Alamo*



*Country Club properties. This MOU is conditioned on Alamo Country Club ability and authority to restrict access to these alleyways as they may deem necessary. In the event that Alamo Country Club and/or a homeowner wants to make a structural change and/or landscaping project, the project lead is required to follow Alamo Country Club approval process through the Alamo Country Club Planning and Project Review Committee and the Board of Directors. After approval is obtained, Alamo Country Club City Liaison will present the project to the City of Alamo for their concurrence and awareness.*

*Mayor Pro-Tem Pete Morales address Mr. Dave Rossignol that he has been informed by other members of the community that they are unaware on the information presented to the board, and is concerned the LJ Geoni who is president is not here.*

*Mr. Dave Rossignol responded yes, they have been and the ACC has been maintaining the alley ways for many years, the additional language is for safety reasons. It is not a cost to the city, we do maintain it.*

*Commissioner Okie Salinas asked do we have any part of the golf course, tee box or cart pass that belong to the city?*

*Mr. Dave Rossignol responded yes, a cart pass, we have done maintance regarding the concrete. Palm tree trimming, this is why we have that language for safety language.*

*Commissioner J.R. Garza asked has this information been shared to the rest of the club?*

*Mr. Dave Rossignol responded yes*

*Commissioner J.R. Garza stated to his understanding  $\frac{3}{4}$  have not been informed*

*Mr. Dave Rossignol responded well if they have attended our board meetings then they will be aware.*

*Commissioner J.R. Garza stated some of these residents live up north, can you tell me why are they in a disagreement?*

*Mr. Dave Rossignol responded he has not had a conversation with them and he can not speak on their behalf.*

*Commissioner Okie Salinas stated if it doesn't get approved, then will the ACC stop the maintenance?*

*Mr. Dave Rossignol responded yes*

*Mayor Pro-Tem Pete Morales address a concern from a citizen residing in Minnesota. This is the first they hear about this MOU and wish to table it or veto it all together.*

*Mr. Dave Rossignol responded this is the first he hears of it, and it seems a lot of people are not aware that they are unaware of the alleyways.*

*Mayor Pro-Tem Pete Morales stated the concern is the flooding, something was done years ago and caused flooding in the ACC. If you are tax payer you should be reaching out to the city manager or public works.*

*Mr. Dave Rossignol responded that is just a few residents who do not represent the majority*

*Commissioner Okie Salinas is there an understanding that city property as an alleyway can be used for tee boxes and cart passes?*

*City Manager Robert Salinas stated the ACC is different from a regular plat, when the subdivision was done in the 80s, they did include an alley in the rear of certain lots it just happened to be adjacent to the golf course. They are areas that we have an alley and a 20 foot irrigation easement.*

*Mr. Dave Rossignol responded there is a map online and, on the county, it will show all the alleyways and the ones taxes are been paid on.*

*Commissioner J.R. Garza asked if the ACC has mowed the grass for the last 30 years?*

*Mr. Dave Rossignol responded yes*

*Commissioner J.R. Garza asked as well along the terrace of Tower, Nebraska and 495?*

*Mr. Dave Rossignol responded yes*

*Commissioner Okie Salinas stated regarding the amount of concerns he is against this, as well what will stop people blocking alleyways. If this is denied, will the ACC stop their maintenance and be placed in a rotation.*

*Commissioner motioned to deny, and Mayor Pro-Tem Pete Morales seconded. Motion carried.*

*Mayor Diana Martinez in dissent*

**J. Consideration and Action on a Proposed Vehicle Purchase for Code Enforcement**

*City Manager Robert Salinas stated back in November, 2021, staff had requested authorization of a purchase for a 2022 Ford F-150 for the Code Enforcement Department. The cost of the vehicle at the time was coming out to \$28,832.00 as per Caldwell Country Chevrolet. As of the date on this memo, we are still waiting on the vehicle and were recently told that there may be another price increase due to the 2022 model builds ending and the new 2023 models starting as well as the increase in vehicle pricing due to the shortages being experienced throughout the U.S. With this item I am asking the for the City Commission's authorization to cancel the previous order with Caldwell Country Chevrolet and move forward with a local purchase through Boggus Ford in the amount of \$31,000. Once again, we will be using ARPA funding as previously approved. The original budget given for this vehicle was \$28,000, which will require an additional \$3,000. We are anticipating a surplus on some of the other items that were included on the first half of the ARPA funds, allowing us to make this purchase without necessarily having to worry about the overage. Keep in mind that this purchase does not include the tool box, steps, and lights that we usually add to such vehicles for another \$2,000+. We will attempt to accommodate these purchases through other means. This item is before you since the cost is over \$15,000.*

*Commissioner Okie Salinas asked what is the wait on it?*

*City Manager Robert Salinas responded ready at the lot, we can begin the process.*

*Commissioner J.R. Garza asked this is for code enforcement*

*City Manager Robert Salinas responded yes*

*Commissioner Okie Salinas motioned to approve, and Commissioner J.R. Garza seconded. Motion carried.*

**K. Consideration and Action to approve housing expenses for the Alamo All Stars 6U Baseball and 14U Softball South Zone World Series.**

*City Manager Robert Salinas stated the Alamo All Stars 6U Baseball will be attending the South Zone World Series in Youngsville, Louisiana and are asking for housing expenses. We were also anticipating the girls 14U softball to be moving forward. We just got word they will be playing in Laredo. This item is to utilize monies from the parks department budget to pay for expenses.*

*Commissioner J.R. Garza asked do we have an idea of how much?*

*City Secretary Alex Rangel responded around \$11,000*



*Mayor Diana Martinez stated we have done this before*

*City Manager Robert Salinas stated when the Diamond Divas went to Laredo, the commission gave travel.*

*Commissioner J.R. Garza motioned to approve, and Commissioner Pilar Garza seconded. Motion carried.*

*City Manager Robert Salinas asked for clarification, if needed we get travel funds from the commission travel budget.*

*Commission responded yes*

**L. Consideration and Action on an Ordinance Approving Negotiated Resolution Between Alamo and Texas Gas Service**

*City Manager Robert Salinas stated in April 28, 2022, Texas Gas Service filed for a rate increase pursuant to the Cost of Service Adjustment tariff adopted by the Rio Grande Valley Service Area Cities. TGS claimed an entitlement to rate relief under the tariff in the amount of \$3,717,040 on a system-wide basis. Attorney, Thomas Brocato, and consultant, Karl Nalepa, relied upon by the city coalition to review the TGS filing and negotiate a settlement, agreed to recommend a settlement of \$2,750,000 on a system-wide basis.*

*Commissioner J.R. Garza asked do we have a map of the neighborhoods that have natural gas?*

*City Manager Robert Salinas responded there are large lines that do run through the city but a map we do not have. We have tried getting one from Texas Gas Services for many years.*

*Commissioner J.R. Garza stated it would be nice for residents to know, he states the city of McAllen does have a map.*

*Commissioner Okie Salinas motioned to approve, and Commissioner J.R. Garza seconded. Motion carried.*

**M. Consideration and Action to Adopt a Citizen Participation Plan, the Procurement Policies and Procedures, and the Procedures for Financial Payments for the City of Alamo.**

*City Manager Robert Salinas responded the office of Texas General Land Office is requiring a procurement process to be in place to continue the process of applying for the 2018 and 2019 flood applications.*

*Commissioner Okie Salinas motioned to approve, and Commissioner Pilar Garza seconded. Motion carried.*

**N. Consideration and Action to Adopt a Resolution Authorizing Submission of the Community Development Block Grant-Disaster Recovery (CDBG-DR) 2018 South Texas Flooding application administered through the Texas General Land Office for the City of Alamo.**

*City Manager Robert Salinas stated this is related to the CDBG-DR 2018 South Texas Floods Recovery Funding, an eligible federally declared disaster in 2018. We will be having a meeting later this week regarding the open ditch by ACC and the drainage on Alamo Rd, 13<sup>th</sup> and 9<sup>th</sup> street.*

*Commissioner Okie Salinas motioned to approve, and Commissioner Pilar Garza seconded. Motion carried.*

**O. Consideration and Action to Adopt Resolution Authorizing Submission of the Community Development Block Grant-Disaster Recovery (CDBG-DR) 2019 Disasters Infrastructure application administered through the Texas General Land Office for the City of Alamo**



*Commissioner Okie Salinas motioned to approve, and Mayor Pro-Tem Pete Morales seconded. Motion carried.*

**PUBLIC HEARING**

**Public Hearing on an Annexation Ordinance of properties to be voluntarily annexed being described as a 9.975 Acre Tract out of Lot 16, Block 29, Alamo Land and Sugar Company's Subdivision**

*No Citizen participation*

**P. Consideration and Action on an Annexation Ordinance of properties to be voluntarily annexed being described as a 9.975 Acre Tract out of Lot 16, Block 29, Alamo Land and Sugar Company's Subdivision**

*Planning Director Sergio Zavala stated a voluntarily annexed being described as a 9.975 Acre tract out of lot 16, Block 29, Alamo Land and Sugar Company's Subdivision. The acreage is undergoing the subdivision approval process where the developer desires voluntary annexation, the property is vacant/open, i.e., there are no structures on them. Planner Dalia Zuniga conducted the first Public Hearing on Wednesday, June 23, 2022. There was no opposition. The next step in the process is for the Board of Commissioners to conduct a 2<sup>nd</sup> Public Hearing; thereafter, they may adopt the Annexation Ordinance.*

*Mayor Pro-Tem Pete Morales motioned to approve, and Commissioner Okie Salinas seconded. Motion carried.*

**Q. Consideration and Action on Ordinance Repealing Section 1-6-3 as it relates to the Office of the City Inspector**

*Planning Director Sergio Zavala stated in recent review of Chapter 1 of Alamo's Code of Ordinances, planning observed Section 1-6-3 wherein the "office of city inspector" was created via a 1979 ordinance - 43 years ago. In 1979, no 'inspector' position was evident in the organizational chart; thus, with a sense of urgency, the Board of Commissioners approved the ordinance citing that an "emergency" was perceived. See original Ordinance No. 682, attached herein. Section 1-6-3 requires that the slot of 'City Inspector' be appointed by the City Manager with required "advice and consent of the Board of Commissioners". The City of Alamo has evolved and grown since 1979; and Planning now feels that this subordinate slot should be appointed (hired) via the same typical employment protocol that's afforded to other subordinate positions in all other departments, i.e., by the department head. The proposed ordinance seeks to reconcile what's been customary in such hiring by simply repealing 1979's Section 1-6-3. Since 1979, the position of City Inspector has consistently appeared on the City's organizational chart; and this position is always funded via the annual approval of the city's budget; thus, approving the positions' funding approves the position. If deleted, the position will continue 'as is' under the Community Planning & Development Department. This department head will continue to supervise the position, and oversee the position as with any other position in CP&D.*

*Commissioner Okie Salinas motioned to approve, and Mayor Pro-Tem Pete Morales seconded. Motion carried*

**R. Consideration and Possible Action to Approve 2022-Updated Job Descriptions for the Community Planning & Development Department**

*Planning Director Sergio Zavala stated in recent observation where a job description within the CP&D Department needed to be updated, this induced a review of the other CP&D job descriptions.*

*Below you will see when the current job descriptions were approved by the Board of Commissioners:*

*CP&D Director*

*October 2022*

*19+ years ago*



Planner 1	October 2000	21+ years ago
Code Enforcement Officer	October 2004	17+ years ago
City Building Inspector	April 1995	27+ years ago
Clerk	September 2021	9+ month

*the most significant changes made were to the CP&D Director's job description.*

*Planning has attached the current & updated job descriptions for your review. In conferring with HR, any job description updates require the procedural review and (hopeful) approval of the Board of Commissioners.*

*Commissioner Okie Salinas asked how much are the changes for the CP&D is substantial.*

*City Manager Robert Salinas responded in the past the CP&D was treated like an assistant city manager with zoning, what Sergio is doing he is modernizing the position and focusing on planning.*

*Commissioner J.R. Garza motioned to approve, and Commissioner Okie Salinas seconded. Motion carried.*

**S. Consideration and Action on Ordinance to Amend Title 4 Public Health and Safety, Chapter 1 Fire Marshal, to include a new Section 4-1-4 'Burn Permit Regulations' (Tabled on 6/17/22)**

*Commissioner Okie Salinas motioned to remove from table, and Mayor Pro-Tem Pete Morales seconded. Motion carried.*

*Planning Director Sergio Zavala stated in the City Council's review on June 21<sup>st</sup> they desired to see what other cities impose for their burn permits, with specificity to similar sized cities. Below, see what data that was accumulated in this regard; it shows Alamo, as well; and several larger cities, too:*

- *Alamo ..... No burn permit policies; Alamo does not allow burning in the city limits.*
- *Donna ..... No burn permit policies; Donna does not allow burning in their city limits.*
- *San Juan....No burn permit policies; San Juan does not allow burning in their city limits.*
- *Mercedes ..... \$50/hr.; Burn Permit policies adopted in 2017*
- *Alton ..... \$75 residential burn permit (15' x 15' pile)*
  - *\$150 commercial burn permit (25' x 25') + \$60 fire watch/day*
- *Pharr ..... There is no charge for Pharr's burn permit nor their oversight services.*
- *Edinburg ..... \$50 base fee.*
- *Mission ..... \$50 base fee.*
- *McAllen ..... \$50 base fee.*
- *Hidalgo Co .... \$50 base fee.*

*If Alamo is going to establish a burn permit as a city service, there should be a service fee. The \$50 base fee of the larger cities shown above, with no regard to the# of piles or possible FD standby, appears outdated and not well vetted. In Planning's assessment, there are 2 primary things to consider:*

- 1) the time spent by the Fire Marshal to site inspect the pile (walking and measuring to assure compliance); checking the disked area; plus checking the County's determination on burning or not; wind speed; confirming a substantial water supply to be at the site; confirming heavy equipment to be at the site; discussing the burn's control measures with the applicant's site supervisor; alert any school or medical facility of the upcoming burn event; take before/after pics; and post-inspection walk-throughs & any continual vigilance to have all burned debris removed; if extinguished, Fire Marshal has to coordinate a date/time via protocol; and*
- 2) the number of piles, i.e., the more piles, the higher the service and measure of vigilance simple as that.*

*Planning's proposed burn permit fee is a hybrid of other cities' fee rate structure being as follows: (Foundation Data: piles to be approximately 25' x 25' areas with a 10' height.)*

*\$50 base fee for the first 3 piles*

*\$30 fee for each additional pile above 4 piles*

*No standby fire watch/standby fee; however, should Alamo's FD need to intervene to control or extinguish the burn, then a statement will be prepared by the Fire Marshal & approved by the Fire Chief & City Manager to reimburse the City of Alamo for this service ... again, this is ONLY IF IT BECOMES NECESSARY.*

***SOME OTHER TERMS OF THE BURN PERMIT POLICIES***

- Permitted only on development tract(s) of 20+ continuous acres. However, City Mngr. may discern if lower acreage is ok dependent on acreage configuration/location.*
- Burn pile to be 150 to structures; 300' to streets, parks, schools, medical facilities.*
- Only dead trees, limbs, shrubs to be burned; no construction material, trash, etc.*
- Applicant's on-site supervisor to have substantial water source & heavy equipment capable to extinguish burn (if deemed necessary).*
- Burn pile(s) to be cleared/disked at a 100' radius around pile(s).*
- Applicant to notify Fire Marshal person-to-person of when they'd start.*
- Applicants' on-site supervisor to always be on site during entire burn process.*
- City of Alamo to follow County Fire Marshal's daily determination to burn or not.*
- No burning shall ever occur should the County authorities impose a burn ban.*
- If complaints come in (smoke too intense, odor, visibility, health), pile must be extinguished.*
- Only 1 pile shall be burned at any one time. NO multiple piles burning.*
- No minors present during burning process.*
- City of Alamo held harmless for injuries and/or damages of burn process.*

*Commissioner J.R. Garza asked how long do they last?*

*Fire Marshal Emanuel Garza responded they can start burning at 8am and can not continue to burn after 12pm and should be done by 3pm.*

*Mayor Pro-Tem Pete Morales asked early like sunrise*

*Fire Marshal Emanuel Garza responded yes and if only Hidalgo County allows it*

*Mayor Pro-Tem Pete Morales asked what happens if there are several complaints?*

*Fire Marshal Emanuel Garza responded the fees stay there and they have to figure out to move it*

*Commissioners Okie Salinas stated you just have to keep an eye on the complaints*

*Fire Marshal Emanuel Garza responded yes, we will go out there to check on it*

*Mayor Pro-Tem Pete Morales asked is this something we can put on code red*

*City Manager Robert Salinas responded yes*

*Commissioner Okie Salinas motioned to approve, and Mayor Pro-Tem Pete Morales seconded. Motion carried.*


**CITIZEN PARTICIPATION:** Five minutes per person with no response from the City  
*Ruben Cepeda voiced his concern regarding needed lighting on the corner Palm Dr. and Business 83.*



**I. ADJOURNMENT**

Citizens are encouraged to sign the attendance sheet.

*There being no further business, Mayor Diana Martinez adjourned the meeting at 6:59PM*

  
\_\_\_\_\_  
Mayor Diana Martinez

**ATTEST:**  
  
\_\_\_\_\_  
Alexandra Rangel, City Secretary



