

**CITY OF CASTROVILLE CITY COUNCIL
SPECIAL CALLED COUNCIL MEETING
1209 Fiorella
City Council Chambers
Tuesday
July 28, 2020
3:00 p.m.
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Mayor Pro Tem Schroeder

II. ROLL CALL

Present:

Mayor Pro Tem Darrin Schroeder
Councilmember Sheena Martinez
Councilmember Paul Carey
Councilmember Phil King
Councilmember Todd Tschirhart

Leroy Vidales, Interim City Administrator/Finance Director
Debra Howe, City Secretary
Brian Jackson, Police Chief
John Gomez, Public Works
Hilda Bernal-Chavez, Accounts Manager

III. CITIZEN COMMENTS

The public was permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. Written questions or comments could be submitted up to two hours before the meeting. A recording of the telephonic meeting was made and available to the public in accordance of the Texas Public Information Act upon request.

No one requested to speak.

IV. Presentation from Departments in the FY2021 General Fund (continued).

(Leroy Vidales, Interim City Administrator, Brian Jackson, Police Chief, Debra Howe, City Secretary)

Interim City Administrator Leroy Vidales briefed the city council on the overview of the City Administrator's office and how it worked with the city council and citizens. Mr. Vidales said the increases shown were in the salary having increased to \$150,000, car allowance increased from \$200 to \$400, additional funds for related to moving expenses and SGR recruitment expenses. Mr. Vidales said added to the City Administrator budget was leasing of defibrillators for all buildings, reduction of city engineer services (moved to Community Development budget), contracted services increased from \$12,000 to \$27,000 (included IT services). City Council spoke on building maintenance shown and the needs for improvement. City Secretary Debra Howe suggested replacement of ceiling tiles due to water damage and carpet throughout.

Interim City Administrator Leroy Vidales briefed city council on the Finance Department and the responsibilities of the department. Mr. Vidales reviewed the changes showing the decreases due to moving the audit under contracted services, moving postage meter and copy leases to non-departmental. It was noted there were 3.5 persons shown in that department.

Interim City Administrator Leroy Vidales briefed city council on the Human Resource Department noting this was included in the duties of the account manager/payroll clerk.

Interim City Administrator Leroy Vidales briefed city council on the non-departmental funds, included under this department was: unemployment insurance, utilities expenses, postage meter rental, and copier leases. Interim City Administrator Leroy Vidales briefed city council on the Special Revenue Funds including the Drainage Fund, Hotel/Motel Fund/Budget, Biry House, Court Security and Technology, Library Memorial, Police DEA Forfeiture Funds and Police Training Fund provided by state funding. City Secretary Debra Howe reviewed the budget of the Steinbach Haus that was supported by the Hotel/Motel Funds collected by the city. Ms. Howe said the increases shown was for maintenance on the roof and sealing the wooden beams. Ms. Howe spoke on the Court Security and Technology Funds saying they were restricted in what they could be used for. Ms. Howe said they were looking at purchasing a laptop for court and additional InCode software to improve police warrant searches. Police Chief Brian Jackson briefed the city council on the DEA Funds and Training Funds. Chief Jackson said the DEA funds received from the courts had limited uses as did the state funds received for advanced training. Councilmember King asked for clarification on the Drainage Fund balance, and a history on the bond payments. This fund had been created for a drainage project by a previous council. Mr. Vidales said he would research and update the council. The next budget work session would be scheduled for August 11th at 2pm (before the regular scheduled council meeting) for the Utility Funds. Mayor Pro Tem Schroeder requested at the next budget session to include a discussion on the city water rights.

V. **Adjourn.**

Mayor Pro Tem Schroeder adjourned the meeting at 4:34 p.m.

Darrin Schroeder
Mayor Pro Tem

ATTEST:

Debra Howe
City Secretary