

Public Sign-In Sheet

Your co-cooperation is appreciated.

Special meeting

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CITY OF BRACKETTVILLE
SPECIAL COUNCIL MEETING
June 2, 2025
CITY ANNEX, 1459 WEST HWY 90
BRACKETTVILLE, TEXAS 78832
6:00 P.M.

1. Invocation
2. Pledge of Allegiance
3. Call of Order
4. Roll Call and Establishment of Quorum
5. Citizens Recognition and Communication

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

6. Consideration and possible action regarding participation in the TEXTMYGOV program.
7. Consideration and possible action regarding Financial Management System Self-Assessment from TxCDGB.
8. Consideration and possible action regarding advertising for City Administrator position.
9. Consideration and possible action regarding quote from Maguire, Inc. for necessary repairs to stand pipe.
10. Consideration and possible action regarding quotes for necessary repairs to ground storage tank on Sweeney St.
11. Consideration and possible action regarding the hiring of KFORD group to provide accounting services to the City.

EXECUTIVE SESSION

12. Executive session pursuant to Section 551.071 and 551.074, Chapter 551, of the Texas Government Code; consultation with attorney and discussion of personnel matters

regarding current office responsibilities of Claudia Pacheco; possible action in open session regarding same, which may include wage and job description adjustments.

13. Executive session pursuant to Section 551.071 and 551.074, Chapter 551, of the Texas Government Code; consultation with attorney and discussion of personnel matters regarding current office responsibilities of Bella Guajardo; possible action in open session regarding same, which may include wage and job description adjustments.
14. Executive session pursuant to Section 551.071, Texas Government Code; consultation with attorney regarding legal issues related to the resignation of former City Administrator, including potential claims or litigation; possible action in open session regarding same.

ADJOURNMENT:

15. Adjourn

The City Council reserves the right to consider business out of the posted order and the right to adjourn into executive session to discuss items, which are not listed as Executive Session items but which qualify to be discussed in closed session under Chapter 551 of the Texas Government Code, including attorney-client matters.

The undersigned does hereby attest that the agenda mentioned above was posted on the Bulletin Board located at City Hall, 119 West Spring Street on Thursday, May 29, 2025 at 4:00p.m.


Michael Ford
Interim City Administrator

WWW.TEXTMYGOV.COM



TextMyGov

PROPOSAL

DATE: 05/06/2025

Prepared For:

Brackettville TX
119 West Spring Street P.O. Box 526 Brackettville, TX 78832

Prepared By:

Edwin van Renselaar | Account Executive
TextMyGov

INTRODUCTION TO TEXTMYGOV

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.

TEXTMYGOV SOLUTION

Summary for: Brackettville

FEATURE	SOLUTION
FIND INFORMATION	- TextMyGov allows citizens to find information using our smart texting solution. Citizens can ask questions via text messages and receive automatic responses based on Key Words in their initial text. - Residents can text in to ask questions and find information by texting in Key Words like for tornado siren testing or city events
REPORT ISSUES	- TextMyGov allows citizens to report issues such as "Stray Dog" or "Pothole" via text messaging from their phone. - Agencies can customize a text thread to help gather important information such as citizen name, address of reported issue, and even allow citizens to send a picture of the reported issue. - TextMyGov will automatically notify the correct department of the reported issue via email or text message. - Residents can text in to report issues such as gas leaks, water leaks, and potholes, and the correct department can be sent an email, cutting down on call volume and making it easier to create work orders
SEND ALERTS	- TextMyGov gives agencies the ability to send out notifications/alerts as a text message. - Agencies can create different notification groups like "City Events" or "County Elections" and citizens can choose what notification group to Opt-In to. - Send notifications out to the whole city or to just specific areas with our geofencing mapping tool for water leaks, hot water advisories, and gas leaks
DEMO RECORDING	Full Demo Recording

COST BREAKDOWN

This quote represents a subscription to TextMyGov with an initial TERM Three-Years. The agreement is set to be automatically renewed after the initial TERM. Support and services fees may increase in subsequent years but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as **Exhibit A** or viewed at www.TextMyGov.com/terms

Package Details

TextMyGov Standard:

- TextMyGov web-based software
- Local phone number
- Short code number (outgoing messages)
- Unlimited users & departments
- Unlimited support for every user
- 10 GB managed online data storage
- 25000 text messages per year

Price

\$2,500.00

Billing

Annual

Setup Fee \$1,300.00

One-Time

First year total \$3,800.00

Year One

Total Recurring \$2,500.00

Annual

TERMS

- This is a Three-Year term.
- After the initial Three-Years, the agreement will revert to year-to-year
- Cancellation requires a 60-day written notice
- Customer is required to put TextMyGov widget on agency's website
- This proposal is valid for 30-days
- Customer is required to provide a copy of W-9.
- The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60-days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time). See more information on our widget by clicking visiting textmygov.com/textmygov-widget/

ADDITIONAL SERVICES

<i>Service</i>	<i>Price</i>	<i>Billing</i>
Premium Package - Enhanced Media Care Package - Citizen Surveys - Facebook Integration	Price based on Population. Please contact your Account Executive for more details.	Annual
Additional Storage 100 GB of Storage	\$250 per unit	Annual
Additional Text Messages 25,000 additional text messages 50,000 additional text messages 100,000 additional text messages	\$300 \$550 \$750	Annual
Database - Database of your local residence to improve citizen engagement and opt-in rate. - Database could have already been included in the original quote. Please refer to the "Package Details" section.	Price based on Population. Please contact your Account Executive for more details.	Annual

IMPLEMENTATION

GETTING STARTED

- After the basic service agreement is executed, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

CONFIGURATION

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

MEDIA KIT

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

UNLIMITED TRAINING AND SUPPORT

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am5pm MST.

Financial Management System Self-Assessment

All TxCDBG Grant Recipients must demonstrate financial capacity to receive and manage the grant. In this context, financial capacity means:

- In accepting CDBG funds, the Grant Recipient must demonstrate sound financial management and may be required to adopt additional controls for financial management of the grant funds.

Authorization for Direct Deposit

TDA Use Only: Updated Direct Deposit form provided

Note: To request warrant payments in lieu of direct deposit, upload form 74-176 marked "Warrant Only"

Authorization for Direct Deposit, updated form (if banking instructions are updated during the grant period)

Effective Date of updated form

Does the Grant Recipient have an annual audit (Comprehensive Annual Financial Report) for the fiscal year ending on or after 9/30/2023?

See [TxCDBG Project Implementation Manual](#) for audit requirements.

Annual Audit

Fiscal year end date of most recent annual audit:

Opinion letter of most recent annual audit

Disclose all audit findings or material noncompliance within the last five years.

Audit (Ex: single audit 2023, CAFER 2018, etc.)	Description of Findings	Schedule of Findings
Federal, state, or program policy: Segregation of Duties		
Accounting Responsibility	Name of Individual Staff/Official	Title
Sign checks (at least two signatures required)		
Sign checks (at least two signatures required)		
Federal, state, or program policy: Controls and safeguards to prevent fraud, abuse, and waste		
Grant Recipient requires fidelity bond or employee dishonesty coverage in place for staff with access to project funds.		
Grant Recipient requires local governing body (city Council, or County Commissioner's Court) approval of disbursements.		
Oversight Responsibility	Name	Job Title
Name of individual responsible for oversight of person(s) that handle local funds on a daily basis		
Federal, state, or program policy: Controls and safeguards to prevent fraud, abuse, and waste		
Grant Recipient requires mandatory personnel ethics training for all staff with access to local funds.		
Grant Recipient requires mandatory fraud prevention training for all staff with access to local funds.		
Federal, state, or program policy: Accounting Systems		
Name of Accounting Software		

Type of local ledger system	
Note: A separate ledger must be maintained for the grant project, including grant fund, matching funds, and any additional funds required to complete the project.	
Grant Recipient uses separate checking accounts for federal grants (recommended).	
Written financial procedures for obligations, costs, and payments	

Disbursement Process

Do you pay vendors prior to requesting funds from TDA?	
Name of individual responsible for oversight of person(s) that handle local funds on a daily basis	Job Title
How often does local staff check the bank account to ensure that all grant funds are disbursed to service providers within 5 business days of being deposited?	
Identify local staff responsible for identification of receipt of grant funds into local accounts:	Job Title

By submitting you acknowledge your understanding:

If local processes include formal approval steps that will prevent you from dispersing funds prior to 5 days after receiving TDA deposit, you must plan your process ahead of time.

Additional Documentation

Description of Document

Upload Document

Always SAVE changes (top right) and SUBMIT when complete (left navigation pane under 'Status Options')

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and that I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Certified By	Title	Date
HIDE ROW		

Federal, state, or program policy: Cost Allowability

Identify staff responsible for knowledge of federal and state cost principles. Do not include admin.

Name	Title	Experience with 2 CFR Part 200 Subpart E and the Texas Grant Management Standards

Other:

Frequency with which transactions are reviewed	
Performs analysis of risk, including assessing fraud risk	
Other:	

Describe all steps/procedures taken by the Grant Recipient after costs are incurred (i.e. vendor invoices received) to ensure that all grant funds are disbursed to service providers within 5 business days of being deposited.

CITY OF BRACKETTVILLE

JOB ANNOUNCEMENT

JOB TITLE: City Administrator

FLSA: Exempt

The City of Brackettville, Texas, a Type-A general law municipality, is accepting applications for a full-time City Administrator. The City of Brackettville, located in Kinney County, Texas, is a rural community with a population of approximately 1700.

GENERAL SUMMARY

The City Administrator is the chief administrative officer of the City of Brackettville. The City Administrator is responsible for implementing policy as directed and established by the Mayor and City Council.

SETTING

The Council would prefer the City Administrator to reside in the City of Brackettville.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meets with and answers to the Mayor and members of the City Council on all matters relating to the City's operations, management and policy implementation;
- Works with the City's attorney, and other consultants when appropriate, to review and discuss projects, programs, and related matters impacting city government;
- Manages all City employees and makes recommendations to the City Council on personnel decisions such as hiring, discipline, termination, benefits and staffing;
- Reviews and edits reports and statements prepared for the attention of the Mayor and City Council, including but not limited to preparing the City's annual budget and reporting on the City's financial condition and operations;
- Meets with citizens to exchange information and review current or proposed programs and projects;
- Coordinates activities to determine the needs of the City, including the procurement of goods and services through competitive bidding procedures, and establishes priorities for on-going and proposed programs and projects;
- Ensures that all laws and ordinances of the City are duly enforced and that all franchises, permits, licenses, and privileges granted by the City are faithfully performed and observed;
- Prepares the agenda and attends all meetings of the City Council, unless otherwise excused;
- Receives and coordinates responses to requests for information under the Texas Public Information Act; and

- Ensures all official records of the City, including but not limited to minutes, ordinances, resolutions, contracts, deeds, titles and abstracts of City property, and other related documents are properly maintained.

PREFERRED JOB REQUIREMENTS

Education: Associates degree from an accredited college or university with coursework in Public Administration, Finance, Business Administration (or related field); is preferred. Proficiency in Spanish is also preferred.

Experience: A minimum of three (3) years of experience working for a governmental entity, municipal or otherwise, with preference given to candidates with previous experience in a chief administrative or managerial role.

Licenses: Possession of a valid Class C Texas driver's license. If not currently a Texas resident, must obtain a Texas Driver's License within sixty (60) days after entering Texas as a new resident.

SKILLS

The City Administrator will be expected to understand the City of Brackettville's local ordinances and relevant state law, as well as have a general understanding of municipal administration. The position requires effective writing and oral communication skills, and knowledge of computer programs such as Microsoft Word, Excel and PowerPoint. Consistent attendance and punctuality is also expected.

CONDITIONS OF EMPLOYMENT

- Acceptable criminal history background check.
- Must pass motor vehicle records check.

If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable and original documents to prove your identity and authorization to work in the United States. Documents need to be presented no later than the third day of employment. Failure to do so will result in loss of employment.

The City of Brackettville, Texas is an Equal Opportunity Employer.



MAGUIRE

1610 North Minnesota Ave
Sioux Falls, SD 57104
Phone: (605) 334-9749
Fax: (605) 334-9752
info@maguirewater.com

CONTRACT FOR SERVICES

This contract made and entered into this 09 day of December, 2024, by and between BRACKETTVILLE, TX - CITY OF hereinafter called the "Owner" or "Customer" and Maguire Iron, Inc., a South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" or "Company" for and in consideration of the mutual covenants and promises hereinafter contained.

Bracketville, TX-Standpipe Leak Repair

WITNESSETH:

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

Misc Steel Repair - Repair Leak in Standpipe by welding a patch over the hole

Contract notes

- Estimated time for the repair is 5 hours. Any additional time will be billed at \$675 per hour. Minimum repair cost is \$4500

Owner will inspect the work as it progresses and upon completion and acceptance by Owner of the above work, the sum of \$ 4,500.00 plus applicable sales, excise, and/or use tax shall become due and payable in full. Contractor may issue a partial invoice for materials, mobilization, and labor for projects exceeding \$50,000.00 prior to the completion of the contracted work.

Terms: Net 30 days from acceptance and invoicing, plus applicable sales, use, excise, transfer or similar taxes required by law. A service charge of 1½% per month (annual rate of 18%) will be charged on past due accounts. During any exterior painting, Owner shall assist in removing any vehicles in the area which might receive paint damage. Contractor will exercise reasonable care and caution to avoid, but will accept no liability for damage to antenna, communication, telemetry and/or electrical system(s) which may be attached to the structure. Removal, repair and/or replacement of the antenna, communication, telemetry and/or electrical system(s) shall be the responsibility of the Owner. Contractor may apply a temporary surcharge to amounts otherwise payable under this Agreement to reflect significant cost increases for materials, supplies, and/or fuel during high inflationary periods. Owner and the authorized agents signing this contract as such agents do hereby expressly warrant that Owner has authority to make and enter into this contract and that it becomes a party hereto pursuant to a lawful resolution duly and regularly adopted by the governing board of said Owner pursuant to the applicable statutes of this State. Customer shall reimburse Company for all travel, meal and entertainment expenses incurred by Company and its employees in connection with Company's performance under the contract. To the extent that any meal or entertainment expenses incurred by Company or its employees are subject to the limitation on deductibility under IRC Section 274(n) (1) and the Regulations thereunder, Customer shall be subject to the limitation and shall reduce its deduction accordingly. **This is included in the contract amount.**



Quote ID: DQ010217-1



CONTRACT FOR SERVICES

This contract made and entered into this 20 day of May, 2025, by and between BRACKETTVILLE, TX - CITY OF hereinafter called the "Owner" or "Customer" and Maguire Iron, Inc., a South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" or "Company" for and in consideration of the mutual covenants and promises hereinafter contained.

Brackettville-GST Roof & Repairs

WITNESSETH:

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

Exterior Renovation

- Contractor will pressure wash the complete exterior (100%) in accordance with SSPC SP No. 12 "Waterjetting."
- Contractor will SSPC SP No. 2 / 3 Hand tool clean / Power tool clean all rusted areas.
- Contractor will apply one (1) full prime coat of epoxy to the complete exterior (100%) shall be applied to manufacturer's recommended film thickness (2.0 - 4.0 mils DFT).
- Contractor will apply one (1) finish coat of polyurethane to the complete exterior (100%) shall be applied to the manufacturer's recommendations (2.5 - 4.0 mils DFT).

Interior Wet Renovation

- Contractor will abrasive blast clean the complete interior (100%) to an SSPC - SP No. 10 "Near White Metal". After abrasive blast cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
- Contractor will apply one (1) prime coat of NSF-61 approved zinc rich primer to the complete interior (100%) shall be applied to manufacturer's recommended film thickness (2.5 - 3.5 mils DFT).
- Contractor will apply one (1) additional coat of NSF-61 approved epoxy to be applied by brush and roller to all edges, weld seams and sharp angles.
- Contractor will apply one (1) intermediate coat of NSF-61 approved epoxy to the complete interior (100%) shall be applied to the manufacturer's recommendations (4.0 - 6.0 mils DFT).
- Contractor will apply one (1) finish coat of NSF-61 approved epoxy to the complete interior (100%) shall be applied to the manufacturer's recommendations (4.0 - 6.0 mils DFT).

Interior Wet Disinfection Method

- Contractor will disinfect the interior of the tank as per AWWA Standard C652-02, Chlorine Method #3 prior to the owner filling the tank.
- Water samples and testing is the responsibility of the owner.



Anti Climb

- Contractor will install an anti-climb device on the exterior ladder approximately 15 ft above grade.

Safety Climb

- Contractor will provide and install new exterior galvanized safety climb system meeting current ANSI and OSHA standards.

Misc Steel Repair - Remove Existing Tank Level Indicator

Misc Steel Repair - Remove Ladder Cage

Misc Steel Repair - Remove Existing Interior Ladder

Misc Steel Repair - Install New Roof - See Notes

Notes:

- Roof will be a self-supporting steel dome roof. Roof will have a TCEQ compliant frost-proof vent, a 30" TCEQ compliant manway, and 2 x 6' sections of OSHA compliant handrail at the roof-ladder transition.
- Roof plates will receive the same interior coating system as listed under the interior paint specifications. Exterior plates will receive one (1) full intermediate coat of epoxy prior to the application of the urethane per the exterior coating specification.
- Maguire is an awarded member of The Interlocal Purchasing System (TIPS) under Non-JOC # 23010401.

Owner will inspect the work as it progresses and upon completion and acceptance by Owner of the above work, the sum of **See Schedule A Below** plus applicable sales, excise, and/or use tax shall become due and payable in full. Contractor may issue a partial invoice for materials, mobilization, and labor for projects exceeding \$50,000.00 prior to the completion of the contracted work.



Terms: Net 30 days from acceptance and invoicing, plus applicable sales, use, excise, transfer or similar taxes required by law. A service charge of 1½% per month (annual rate of 18%) will be charged on past due accounts. During any exterior painting, Owner shall assist in removing any vehicles in the area which might receive paint damage. Contractor will exercise reasonable care and caution to avoid, but will accept no liability for damage to antenna, communication, telemetry and/or electrical system(s) which may be attached to the structure. Removal, repair and/or replacement of the antenna, communication, telemetry and/or electrical system(s) shall be the responsibility of the Owner. Contractor may apply a temporary surcharge to amounts otherwise payable under this Agreement to reflect significant cost increases for materials, supplies, and/or fuel during high inflationary periods. Owner and the authorized agents signing this contract as such agents do hereby expressly warrant that Owner has authority to make and enter into this contract and that it becomes a party hereto pursuant to a lawful resolution duly and regularly adopted by the governing board of said Owner pursuant to the applicable statutes of this State. Customer shall reimburse Company for all travel, meal and entertainment expenses incurred by Company and its employees in connection with Company's performance under the contract. To the extent that any meal or entertainment expenses incurred by Company or its employees are subject to the limitation on deductibility under IRC Section 274(n) (1) and the Regulations thereunder, Customer shall be subject to the limitation and shall reduce its deduction accordingly. **This is included in the contract amount.**

HAZARDOUS MATERIAL DISCLAIMER: *In the event that hazardous materials are on the water tank and this information is not addressed in the specification or made known to Maguire Iron, Inc. prior to the price or bid being supplied by Maguire Iron, Inc., any additional means of hazardous material abatement or disposal costs will be born upon the Owner.*

IN WITNESS WHEREOF, we have set our hands and seals the day and year above written.

Date Accepted: _____
Upon acceptance, please provide two (2) signatures and date the agreement.



MAGUIRE

1610 North Minnesota Ave
Sioux Falls, SD 57104
Phone: (605) 334-9749
Fax: (605) 334-9752
info@maguirewater.com

Schedule A: Cost Schedule

BRACKETTVILLE, TX - CITY OF GST/STP/PT 226		
Year	Service	Annual Spend
Year: 1	Paint - Exterior Paint - Interior Wet Steelwork Repairs	\$234,000.00
Year: 2	No Service	\$289,900.00

Accounts Payable Clerk- this position primarily consist of managing and processing a company's outgoing payments, ensuring accuracy and timely payment to vendors. This involves receiving, verifying, and coding invoices, processing payments, reconciling accounts, and resolving discrepancies. They also maintain records and generate reports related to accounts payable.

Key Responsibilities of an Accounts Payable Clerk:

Invoice Processing: Receiving, verifying, and coding invoices to ensure they are accurate and complete.

Payment Processing: Processing payments to vendors, including preparing checks, bank transfers, or other payment methods.

Reconciling Accounts: Reconciling accounts payable statements with vendor statements to ensure accurate balances.

Resolving Discrepancies: Researching and resolving discrepancies and issues related to invoices, such as incorrect amounts, late payments, or missing documentation.

Record Keeping: Maintaining accurate and organized records of invoices, payments, and other relevant documents.

Generating Reports: Generating periodic reports related to accounts payable, such as monthly payment reports or aged trial balances.

Communication: Responding to inquiries from vendors and internal staff regarding invoices and payments.

Other Duties: May also include tasks such as maintaining supplier records, processing expense reports, or assisting with other accounting tasks as needed.

Payroll Specialist: responsible for accurate and timely processing of employee paychecks, ensuring compliance with all relevant laws and regulations, and maintaining accurate payroll records. They also handle employee payroll inquiries and assist with related tasks.

Key Responsibilities:

Processing Payroll: Calculate and process employee wages, deductions, taxes, and benefits, including overtime and other pay variations.

Maintaining Payroll Records: Accurately update and maintain employee payroll data, including changes in pay rates, deductions, and other relevant information.

Tax Compliance: Ensure compliance with federal, state, and local tax laws, including the proper calculation and remittance of payroll taxes.

Benefits Administration: Manage and process deductions for employee benefits, such as health insurance, retirement plans, and other deductions.

Employee Support: Address employee inquiries and concerns related to payroll issues and discrepancies.

Reports & Analysis:

Generate payroll reports, analyze payroll data, and assist with financial audits.

General Clerk - performs a variety of administrative and clerical tasks to support the smooth functioning of an office or organization. Their duties include answering phones, filing, data entry, and managing office supplies. They also handle incoming and outgoing mail, prepare reports, and may assist with bookkeeping and record-keeping tasks. Here's a more detailed breakdown of common General Clerk duties:

General Administrative Tasks:

Answering phones and providing information: Taking calls, transferring them, and taking messages.

Filing and record keeping: Maintaining both electronic and paper files, ensuring accuracy and accessibility.

Data entry: Entering information into databases, spreadsheets, and other software programs.

Office supply management: Ordering and maintaining supplies, ensuring the office is well-stocked.

Mail handling: Processing incoming and outgoing mail, including sorting and distributing it.

Typing and document preparation: Preparing reports, presentations, and other documents.

Appointment scheduling: Assisting with scheduling appointments and maintaining calendars

Utility Clerk- Job description varies depending on the industry but generally involves a range of administrative and clerical tasks related to utility services. This can include managing customer accounts, processing payments, answering inquiries, and maintaining records. They may also perform general maintenance and cleaning duties or engage with customers in a retail setting.

Administrative and Clerical Duties:

Customer Service: Answering phone calls, addressing customer inquiries, and resolving billing issues.

Data Entry & Processing: Inputting and maintaining customer information, processing payments, and preparing reports.

Record keeping: Maintaining accurate records of customer accounts, transactions, and service request.

Billing & Payments: Preparing and processing utility bills, tracking payments, and managing account balances.

Mail & Office Support: Sorting, delivering, and processing mail, maintaining office supplies, and assisting with other clerical tasks.

Office supply management: ordering and maintaining supplies.

Generating reports: generating periodic reports related to accounts payable, such as monthly payment reports.

Processing payroll: Entering payroll or initiating direct deposit with bank.

Daily Allocations: In putting daily allocations in utility accounts, and operating accounts.

Payment processing: processing payments to vendors including preparing checks, bank transfers, or other payments

Public Sign-In Sheet

Your co-cooperation is appreciated.

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MINUTES
CITY OF BRACKETTVILLE
REGULAR COUNCIL MEETING
MAY 13, 2025
CITY ANNEX, 1459 WEST HWY 90
6:00 P.M.

The City Council of the City of Brackettville held a Regular Meeting on May 13, 2025, at 6:00 P.M. at the City Annex located at 1459 W. Hwy 90, Brackettville, TX 78832. All notices were duly posted in accordance with the law.

1. Invocation

Led by Alderman Charles W. Hall.

2. Pledge of Allegiance

Pledge of Allegiance led by Mayor Miguel Aguirre.

3. Call of Order

Mayor Miguel Aguirre called the meeting to order at 6:11 P.M.

4. Roll Call and Establishment of Quorum

Roll Call led by Interim City Administrator Mike Ford.

Present: Alderman Refugio Martinez, Alderman Charles W. Hall, Alderman Jesus Zamora, Alderwoman Fransisca Hernandez and Mayor Miguel Aguirre.

Staff Present: Interim City Administrator, Mike Ford, General Clerk, Bella Guajardo, Utility Clerk, Claudia Pacheco, Operations Supervisor, Michael Falcon, Animal Control Officer, Damian Villarreal.

City Attorney Ruben O. Valadez

Not Present: Alderman Isauro Rivas.

5. Citizens Recognition and Communication

Cindy Hayter presented suggestions for animal control warnings to be issued to pet owners when they are not properly taking care of their pets or neglecting them.

CANVASSING OF ELECTION

6. Canvassing of City general elections. No election was held. Both candidates ran unopposed.

No Election.

7. Oath of office for elected Alderperson for Refugio Martinez.

Sworn in by Justice of Peace, Narce Villarreal.

8. Oath of office for elected Alderperson for Jesus Zamora.

Sworn in by Justice of Peace, Narce Villarreal.

9. Election of Mayor Pro-Tem.

Alderwoman Fransisca Hernandez nominated Alderman Charles Hall Mayor Pro-Tem. Seconded by Alderman Refugio Martinez. All in favor. Motions carries.

MINUTES

10. Consideration and possible approval of minutes for regular Council meeting on April 15, 2025.

Alderman Charles Hall motioned to approve minutes from April 15, 2025. Seconded by Alderwoman Fransisca Hernandez. All in favor. Motion carries.

MONTHLY REPORTS

11. Consideration and discussion of the monthly report presented by Animal Control Officer, Damian Villarreal regarding work performed and pending projects in the city public works department.

- a. Monthly report for April 2025.

See attachment.

12. Consideration and discussion on monthly report presented by Operations Supervisor, Michael Falcon.

- b. Monthly report for April 2025.

See attachment.

13. Consideration and discussion of the monthly report presented by Interim City Administrator, Mike Ford, regarding City business.

- c. Monthly report for April 2025.

See attachment.

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS

14. Consideration and possible action regarding ratification of Michael Ford as interim City Administrator.

Aldermanwoman Fransisca Hernandez motioned to ratify action making Michael Ford Interim City Administrator. Seconded by Alderman Charles Hall. All in favor. Motion carries.

15. Consideration and possible action regarding hiring of front office worker from Texas Workforce Commission (TWC) Out-of-School Youth Program.

Aldermanwoman Fransisca Hernandez motioned to approve hiring of front office worker from TWC. Seconded by Alderman Refugio Martinez.

16. Update from City Grant Writers regarding CDV25-036 CBDG Grant Application; possible action regarding same.

City Grant Writer, Alma Gutierrez stated that the estimate came in over one million dollars. As a result, some of the previously discussed streets to be fixed would become alternates. Also, some of the streets that had been selected had already been done.

17. Update from City Grant Writers regarding the adoption of the Multi-Jurisdictional Hazard Mitigation Plan; possible action regarding same.

Alderman Charles Hall motioned to adopt Multi-Jurisdictional Hazard Plan. Seconded by Alderman Refugio Martinez. All in favor. Motion carries.

ORDINANCE

18. Consideration and possible action on second reading of Ordinance #2025-15-04 BA amending the 2024-2025 budget adopted by Ordinance #2024-10-09 BO to adjust Election Expense revenue and appropriations to maintain and repair sewer for manholes and replace sewer lines by Community Center on Spring St.

Alderman Charles Hall motioned to approve ordinance #2025-15-04 BA. Seconded by Alderman Refugio Martinez. All in favor. Motion carries.

EXECUTIVE SESSION

19. Executive session pursuant to Section 551.071 and 551.074, Chapter 551, of the Texas Government Code; consultation with Attorney and discussion of personnel matters regarding temporary hourly wage adjustment for Michael Ford; possible action in open session regarding same, which may include salary and job description adjustments.

Alderdwoman Fransisca Hernandez motioned to adjust hourly wages temporarily for Michael Ford. Seconded by Alderman Charles Hall. All in favor. Motion carries.

20. Executive session pursuant to Section 551.071 and 551.074, Chapter 551, of the Texas Government Code; consultation with Attorney and discussion of personnel matters regarding temporary hourly wage adjustment for Claudia Pacheco; possible action in open session regarding same, which may include salary and job description adjustments.

No action.

21. Executive session pursuant to Section 551.071 and 551.074, Chapter 551, of the Texas Government Code; consultation with Attorney and discussion of personnel matters regarding temporary hourly wage adjustment for Bella Guajardo; possible action in open session regarding same, which may include salary and job description adjustments.

No action.

22. Executive session pursuant to Section 551.071 and 551.074, Chapter 551, of the Texas Government Code; consultation with Attorney and discussion of personnel matters regarding Annual Evaluation of Maintenance Employee Jose Castillo job performance; possible action in open session regarding same, which may include salary and job description adjustments.

Alderdwoman Fransisca Hernandez motioned to approve evaluation and salary adjustment. Seconded by Alderman Charles Hall. All in favor. Motion carries.

23. Executive session pursuant to Section 551.071 and 551.074, Chapter 551, of the Texas Government Code; consultation with Attorney and discussion for the purchase, lease, or value of real property, regarding offer from Ricardo Rojas Jr. for the purchase of land on Sheedy and Henderson; possible action in open session regarding same.

No action. Reason being that it is part of the cemetery.

ADJOURNMENT

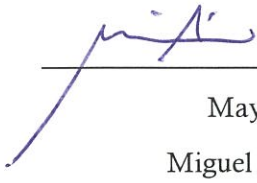
24. Adjourn

Alderman Charles W. Hall moved to adjourn the meeting. Seconded by Alderdwoman Francisca Hernandez. All in favor. Motions carries.

Meeting end time- 7:34pm.

Approved and passed on June 10, 2025.

Attest:



Mayor
Miguel Aguirre



Interim City Administrator
Michael Ford

MINUTES
CITY OF BRACKETTVILLE
SPECIAL COUNCIL MEETING
JUNE 2,2025
CITY ANNEX, 1459 W. HWY 90

The City Council of the City of Brackettville held a Regular Council meeting on June 2,2025 at 6:00 p.m. at the City Annex located on 1459 W Hwy 90 Brackettville, TX 78832. All notices were duly posted in accordance with the law.

1. Invocation

Invocation led by Alderman Charles Hall

2. Pledge of Allegiance

Pledge of Allegiance led by Mayor Mike Aguirre

3. Call of Order

Mayor Mike Aguirre called meeting to order at 6:00 p.m.

4. Roll call and Establishment of Quorum

Interim-City Administrator Mike Ford led roll call.

Present: Alderman Charles Hall, Alderman Antonio Zamora, Alderman Refugio Martinez, Alderwoman Francisca Hernandez, Alderman Isauro Rivas

City Staff: Interim-City Administrator Mike Ford and Utility Clerk Claudia Pacheco
City Attorney: Ruben Valadez, Jaime Rodriguez

5. Citizens Recognition and Communication

None

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

6. Consideration and possible action regarding participation in the TEXTMTGOV program.

Alderman Isauro Rivas moved to approve the purchase of TEXTMYGOV, seconding by Alderman Refugio Martinez. Alderman Charles Hall opposed. Motion carries.

7. Consideration and possible action regarding Financial Management System Self-Assessment from TXCDGB.

Grant writer Alma Gutierrez advised the council that they were required to complete a financial management System Self-Assessment to demonstrate financial control when handling TxCDGB funds. Audits and findings from the previous audits were also included in the assessment. City grant writer Alma Gutierrez indicated Interim- City Administrator Mike Ford has secured the audit and had indicated they were no previous findings.

Alderwoman Francisca Hernandez moved to authorize Mayor Mike Aguirre and Interim- City Administrator Mike Ford to assist the grant writers, seconded by Alderman Charles Hall. All in favor. Motion carries.

8. Consideration and possible action regarding advertising for City Administrator position.

Alderman Francisca Hernandez moved to table advertising for City Administrator and authorized Interim- City Administrator Mike Ford to change the job title from City Administrator to Secretary / City Administrator on the job description, seconded by Alderman Charles Hall. All in favor. Motion carries.

9. Consideration and possible action regarding quote from Maguire, Inc. for necessary Repairs to stand pipe.

Alderman Refugio Martinez moved to proceed with the necessary repairs with Maguire, Inc., seconded by Alderman Charles Hall. All in favor. Motion carries.

10. Consideration and possible action regarding quotes for necessary repairs to ground storage tank on Sweeney ST.

Alderwoman Francisca Hernandez moved to table item to check for funding, seconded by Alderman Charles Hall. All in favor. Motion carries.

11. Consideration and possible action regarding the hiring of KFORD group to provide accounting services to the city.

Alderwoman Francisca Hernandez moved item to executive session, seconded by Alderman Isauro Rivas to consult with attorney. All in favor. Motion carries.

Alderwoman Francisca Hernandez moved to approve to hire KFORD group, seconded by Alderman Isauro Rivas. All in favor. Motion carries.

EXECUTIVE SESSION:

Mayor Mike Aguirre called meeting into executive session @ 6:30 p.m.

Mayor Mike Aguirre reconvened the meeting into open session @7:28p.m.

12. Executive session pursuant to Section 551.071 and 551.074, Chapter 551, of the Texas government Code- Consultation with attorney and discussion of personal matters- regarding current office responsibilities of Claudia Pacheco; possible action in open session regarding same, which may include wage and job description adjustments.

Alderman Isauro Rivas moved to approve job wages and responsibilities as discussed in executive session, seconded by Alderwoman Francisca Hernandez. Alderman Charles Hall opposed. Motion carries.

13. Executive session pursuant to Section 551.071, Chapter 551.074, of the Texas government Code- Consultation with attorney and discussion of personal matters regarding current office responsibilities of Bella Guajardo; possible action in open session regarding same, which may include wage and job description adjustments.

Alderwoman Francisca Hernandez moved to approve job wages and responsibilities as discussed in executive session, seconded by Alderman Isauro Rivas. All in favor. Motion carries.

14. Executive session pursuant to Section 551.071 of the Texas government Code- Consultation with attorney regarding legal issues related to the resignation of former City Administrator, including potential claims or litigations: possible action in open session regarding same.

Alderwoman Francisca Hernandez moved to table item pending findings, seconded by Alderman Isauro Rivas. All in favor. Motion carries.

ADJOURNMENT:

15. Adjourn

Alderman Charles Hall moved to adjourn, seconded by Alderwoman Francisca Hernandez. All in favor. Motion carries.

Meeting adjourned @7:32 p.m.

Approved and passed on June 10, 2025.

Attest:


Mike Aguirre
Mayor


Mike Ford
Interim-City
Administrator

CITY OF BRACKETTVILLE
REGULAR COUNCIL MEETING
JUNE 10, 2024
CITY ANNEX, 1459 WEST HWY 90
6:00 P.M.

1. Invocation
2. Pledge of Allegiance
3. Call of Order
4. Roll Call and Establishment of Quorum
5. Citizens Recognition and Communication

MINUTES

6. Discussion and possible approval of minutes for Regular Council Meeting on May 13, 2025 and Special Meeting on June 2, 2025.

MONTHLY REPORTS:

7. Consideration and discussion on monthly report presented by Animal Control Damian Villareal
 - a. Monthly Reports for May to June 2025
8. Consideration and discussion of the monthly report presented by the Operations Supervisor Michael Falcon regarding work performed and pending projects in the city public works department.
 - a. Monthly report for May 2025
9. Consideration and discussion of the monthly report presented by Interim City Administrator Michael Ford regarding City business.
 - a. Monthly report for May 2025

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

10. Consideration and possible action regarding advertising for City Secretary/Administrator position, including job description and wage information.
11. Consideration and possible action regarding updates by City grant writers on ARP Funds.
12. Consideration and possible action regarding updates by City grant writers on USDA Grant
13. Consideration and possible action regarding public hearing on the Safe Street and Roads for All Grant.

ADJOURNMENT:

14. Adjourn

The City Council reserves the right to consider business out of the posted order and the right to adjourn into executive session to discuss items, which are not listed as Executive Session items but which qualify to be discussed in closed session under Chapter 551 of the Texas Government Code, including attorney-client matters.

The undersigned does hereby attest that the agenda mentioned above was posted on the Bulletin Board located at City Hall, 119 West Spring Street on Friday, June 6, 2025 at 4:00p.m.

A handwritten signature in blue ink, appearing to read "Michael Ford", is written over a horizontal line.

Michael Ford
City Administrator

Animal Control Report

June 5, 2025

Total Dogs: 4

Dogs taken to Clinic: 2

Dogs Adopted: 0

Currently Dogs held: 2

Notes:

All 4 dogs caught in traps

3 total calls

Superintendent of Operations Report

May 4, 2025

Major jobs:

1. City well burned 2 times on May 10th-11th
2. Ditch clean up along E Edwards, spray weed killer, clear of big debris
3. Brush-pick up for both sides
4. Bulk-pick up for both sides.
5. Cleared brush- opened up a new road on E 2nd street
6. Fix Road on Thomas St
7. 2 Water Leak at Veltman and Brown
8. Waste plant was down

UP Coming jobs:

1. Continue with Water meter replacements.
2. Continue with gas meter replacements.
3. Repairs adding material to some roads
4. 6 inch loop on Fulton street
5. Isolating tower at track field for maintenance on leaking tank

Ongoing jobs:

1. Continue with brush when able to
2. Bulk-pick up and containers sent out
3. Trimming
4. Mosquito Spraying

<u>Work Orders</u>	6/4/2025
Water turn on & New Service	8
Turn off Services	4
Water/ Gas Turn on / Off (temp)	2
GAS TURN ON	1
GAS TURN OFF	0
TRANSFER OF SERVICES	0
GAS / GET READING	4
WATER/ GET READING	47
DISCONNECTS	1
RECONNECTS	1
GAS LEAK /SMELL	0
WATER LEAK	1
GAS METER CHANGE OUT/ INSTALL/REMOVE/CHECK	3
WATER METER CHANGE OUT/ INSTALL/REMOVE/CHECK	0
SHUT IN TEST	0
REPLACE METER BOX	0
REPLACE LID ON METER	0
REPLACE WATER VALVE	0
SEWER PROBLEM	1
WATER / SEWER TAP	0
BUILDING PERMIT INSPECTION	0
SET ANIMAL TRAP	0
Pick up Animal	4
Pick up Brush	0
Pick up Metal	0
MISC.	11

City Administrator Report

June 9, 2025

Current

1. Bella has been moved over to accounts payable desk, and covering the greeter position long with Claudia.
2. Out side operations are moving smoothly. Michael is making sure the workers are staying hydrated and not over heated.
3. Our cybersecurity assessment for the month with 0 vulnerabilities, 0 Potential Risky services, 0 Hosts with unsupported software.
4. Job description for greeter position has been given to Middle Rio Grande Out-of-School Youth Program.
5. CCR Reports are printed and will be going out with July's water bill.
6. Maguire was notified on the standpipe repair. They are drafting a plan for the repair.
7. City well level is at 34.5 feet. As of June 9 2025.

Upcoming

1. Continue with trying to pick up any pending information needed by the grant writers or other projects that were being worked on.
2. Take applications to permanently fill the city administrator position.