

Public Sign-In Sheet

Your co-cooperation is appreciated.

Regular Council Meetings	
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MINUTES
CITY OF BRACKETTVILLE
REGULAR COUNCIL MEETING
JUNE 10, 2025
CITY ANNEX, 1459 WEST HWY 90
6:00 P.M.

The City Council of the City of Brackettville held a Regular Meeting on June 10, 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 6:00 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 Isauro Rivas, Alderwoman Fransisca Hernandez and Mayor Miguel Aguirre.

Staff Present: Interim City Administrator, Mike Ford, Accounts Payable, Bella Guajardo, Operations Supervisor, Michael Falcon, Animal Control Officer, Damian Villarreal.

Alderman Antonio Zamora arrived at 6:02 P.M.

5. Citizens Recognition and Communication

Dr. Worrell of United Medical Center of Brackettville spoke of unmet goals with number of patients at the Brackettville location and invited the community to take advantage of the services provided locally.

MINUTES

Mayor Miguel Aguirre read information given by City grant writers regarding ARP Funds.

12. Consideration and possible action regarding updates by City grant writers on USDA Grant.

Mayor Miguel Aguirre read information given by City grant writers regarding USDA Grant. This grant is no longer available, and they were not aware of any additional funds regarding it.

13. Consideration and possible action regarding public hearing on the Safe Streets and Roads for All Grant.

Mayor Miguel Aguirre read information given by City grant writers regarding Safe Streets and Roads for All Grant and stated that the financial aspect of the grant was completed.

ADJOURNMENT

14. Adjourn

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

Meeting adjourn at 6:44pm.

Approved and passed on July 15, 2025.

Attest:

Mayor
Miguel Aguirre

Interim City Administrator
Michael Ford

CITY OF BRACKETTVILLE
REGULAR COUNCIL MEETING
July 15, 2025
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. Consideration and possible approval of minutes for June 10 regular council meeting

MONTHLY REPORTS:

7. Consideration and discussion on monthly report presented by Animal Control
Damian Villareal
 - a. Monthly Reports for June to July.
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.
 - b. Monthly report for June 2025.
9. Consideration and discussion of the monthly report presented by Interim City
Administrator Michael Ford regarding City business.
 - c. Monthly report for June 2025.

10. Presentation on information from grant writers on updates on the TXCDBG25-0367 Grant.
11. Presentation on information from grant writers on Financial Procedures Policy required for the TXCDBG25-0367 Grant.

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

12. Consideration and possible action pursuant to Texas Local Government Code Section 22.101 regarding the current vacancy for City Council Place 2.
13. Oath of Office for new City Councilmember Place 2.
14. Consideration and possible action regarding nominations for Mayor Pro Tempore.
15. Consideration and possible approval and adoption of Financial Procedures required for the TXCDBG25-0367 Grant.
16. Consideration and possible action on sending a second employee to animal control training
17. Consideration and possible action on advertising for greeter position.
18. Consideration and possible action regarding appointment of City Secretary.
19. Consideration and possible action regarding an ordinance establishing the position of City Administrator for the City of Brackettville.
20. Consideration and possible action regarding the appointment of a City Administrator.

EXECUTIVE SESSION

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 – Annual job performance evaluation of Maintenance Supervisor Michael Falcon; possible action in open session regarding same, which may include salary and job description adjustments.

ADJOURNMENT:

22. 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, July 11, 2025 at 5:00pm



Michael Ford
Interim City Secretary

MINUTES
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Roll Call led by Interim City Administrator Mike Ford.

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

Staff Present: Interim City Administrator, Mike Ford, Accounts Payable, Bella Guajardo, Operations Supervisor, Michael Falcon, Animal Control Officer, Damian Villarreal.

Alderman Antonio Zamora arrived at 6:02 P.M.

5. Citizens Recognition and Communication

Dr. Worrell of United Medical Center of Brackettville spoke of unmet goals with number of patients at the Brackettville location and invited the community to take advantage of the services provided locally.

MINUTES

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

Alderman Charles Hall motioned to approve Regular Council Meeting minutes. Seconded by Alderwoman Fransisca Hernandez. Alderman Isauro Rivas abstained. Motion passes.

MONTHLY REPORTS

7. 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 May to June 2025.

Animal Control Officer, Damian Villarreal, presented monthly animal control report.

8. Consideration and discussion on monthly report presented by Operations Supervisor, Michael Falcon, regarding work performed and pending projects in the city public works department.

- b. Monthly report for May 2025.

Operations Supervisor, Michael Falcon, presented monthly report.

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

- c. Monthly report for May 2025.

Interim City Administrator, Mike Ford, presented monthly city business report.

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS

10. Consideration and possible action regarding advertising for the City Secretary/Administrator position, including job description and wage information.

Alderman Isauro Rivas motioned to move forward with advertising the City Secretary/Administrator position starting at \$40,000 annual salary depending on education and experience. Seconded by Alderwoman Fransisca Hernandez. All in favor. Motion carried.

11. Consideration and possible action regarding updates by City grant writers on ARP Funds.

Mayor Miguel Aguirre read information given by City grant writers regarding ARP Funds.

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ADJOURNMENT

14. Adjourn

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

Meeting adjourn at 6:44pm.

Approved and passed on July 15, 2025.

Attest:

Mayor
Miguel Aguirre

Interim City Administrator
Michael Ford

Superintendent of Operations Report

July 8th, 2025

Major jobs:

1. Water tower was down Weds-Tuesday & fuses kept burning. Had to do it by hand
2. Brush-pick up both sides
3. Bulk-pick up for both sides.
4. Water Leak on Remote ally
5. Sewer 111W Fulton had sewer issues/ issue fixed
6. Locates all on 4th St
7. Water Leak on Spring St
8. Tapped a water line in on Edwards St to a 4 inch
9. Water leak on Beaumont St caused road to close

UP Coming jobs:

1. Continue with Water meter replacements.
2. Continue with gas meter replacements.
3. Continue patching potholes
4. Putting in coverts on Gove St
5. Putting fire hydrants on thorn and ross St so water can circulate

Note// Alvin stock quoted \$247,170.00. If the city of Brackettville does it it'll cost a total of \$37,000.

Ongoing jobs:

1. Continue with brush
2. Bulk-pick up and containers sent out
3. Trimming trees
4. Cutting grass

Animal Control Report

July 8, 2025

Total of Dogs caught: 5

Dogs taken to Clinic: 4

Dog return to owner: 1

Dogs Adopted out : 0

Currently Dogs held: 0

Notes: Pedestrian let dog out of trap & 8 total calls

City Administrator Report

July 11, 2025

Current

1. Water Conservation Plan being worked on with GHD, Michael Pankratz.
2. CCR Reports were included in July's bill. As well as posted on the city website under the Water tab. The certification was sent in to TCEQ
3. Lead and Copper Testing results were returned. Results were given to the testing sites.
4. CISA Report on our cyber security had 0 findings. Clean report.
5. Amanda Frerich is working on the Cyber Security plan is almost completed. Training for staff will be in early August.
6. City well level is at 36 feet. As of July 14, 2025.
7. Updates to website. TextMygov. Widget installed.

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. Budget workshops. July 22.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRACKETTVILLE, TEXAS,
ESTABLISHING THE POSITION OF CITY ADMINISTRATOR; PROVIDING FOR
APPOINTMENT, DUTIES, AND REMOVAL; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Brackettville, Texas is a general law city operating under the laws of the State of Texas; and

WHEREAS, the City Council of Brackettville, Texas (hereinafter "the City Council") desires to improve the efficiency and effectiveness of city operations through the creation of the position of City Administrator to serve as the chief administrative officer of the city under the direction of the City Council; and

WHEREAS, the City Council finds it in the best interest of the citizens of Brackettville, Texas to establish such a position by ordinance;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRACKETTVILLE, TEXAS, that:

SECTION 1. ESTABLISHMENT OF POSITION

There is hereby established the position of City Administrator for the City of Brackettville, Texas. The City Administrator shall be an officer of the city and shall serve at the pleasure of the City Council.

SECTION 2. APPOINTMENT AND REMOVAL

- The City Administrator shall be appointed by a majority vote of the City Council.
- The City Administrator shall serve at the will of the City Council and may be removed by a majority vote of the Council at any time, with or without cause.

SECTION 3. QUALIFICATIONS

- The City Administrator shall be chosen based on education, experience, administrative ability, and qualifications.
- Residency within the city limits is preferred but not required unless mandated by City Council.

SECTION 4. DUTIES AND RESPONSIBILITIES

The City Administrator shall be responsible for the day-to-day operations of the city and shall have the following duties, subject to the direction and oversight of the City Council:

1. Personnel Management

Supervise, direct, and evaluate all city employees, except those appointed directly by the City Council.

2. Budget and Finance

Prepare and submit the annual budget to the City Council; administer the budget as adopted; oversee purchasing and financial operations.

3. Council Support

Attend all City Council meetings and provide regular reports and recommendations regarding city operations, policies, and procedures.

4. Policy Implementation

Ensure that all laws, ordinances, and policies of the City Council are faithfully executed.

5. Contract and Vendor Oversight

Manage contracts, vendors, and service providers in accordance with city policy and state law.

6. Liaison Role

Act as liaison between the City Council, city departments, and the public.

7. Other Duties

Perform other duties as assigned by the City Council.

SECTION 5. LIMITATIONS OF AUTHORITY

- The City Administrator shall not vote in City Council meetings.
- The City Administrator shall not appoint or remove elected officials or any positions the City Council has reserved the right to fill.

SECTION 6. COMPENSATION

Compensation for the City Administrator shall be set by the City Council and may be modified from time to time by council action.

SECTION 7. SEVERABILITY

If any section or part of this ordinance is found to be invalid or unconstitutional by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

SECTION 8. EFFECTIVE DATE

This ordinance shall take effect immediately upon passage.

READ, PASSED, AND APPROVED this ____th Day of _____, 2025.

ATTEST:

Miguel Aguirre
Mayor

Mike Ford
Interim City Administrator

City of Brackettville
Financial Procedures for Texas Community Development Block Grant (TxCDBG)
Program

Effective Date: July 15, 2025

Applicable Grant(s):

1. Purpose

These procedures establish financial management guidelines to ensure the proper use, accounting, and reporting of funds provided under the TxCDBG Program in compliance with applicable federal, state, and local requirements.

2. Roles and Responsibilities

- **City Council:** Authorizes execution of grant agreements and financial commitments.
- **Mayor/City Administrator:** Authorized to sign draw requests, contracts, and other grant documents.
- **City Secretary/Finance Officer:** Maintains financial records, prepares draw requests, and ensures proper documentation and compliance.
- **Grant Administrators:** Oversee grant implementation and reporting.

3. Accounting System

- A separate general ledger account shall be maintained for each TxCDBG contract to ensure clear tracking of revenues and expenditures.
- All grant-related transactions shall be supported by adequate source documentation, including invoices, timesheets, and contracts.
- Records shall be maintained for a minimum of **five (5) years** after grant closeout.

4. Bank Account and Fund Control

- A separate **non-interest-bearing checking account** shall be established solely for TxCDBG funds (unless otherwise approved).
- Funds must be drawn only to cover immediate cash needs, and disbursed within **five (5) days** of receipt.
- Monthly bank reconciliations shall be performed and reviewed by a designated official.

5. Obligating Funds

All obligations must be:

- In accordance with the approved grant budget;
- Documented via written contracts, purchase orders, or signed agreements;
- Pre-approved by the City Council (or designated signatory if delegated);
- Reviewed for cost reasonableness per 2 CFR §200.404.
- The City will not obligate funds prior to the TDA contract start date.

6. Drawdown Procedures

- Draw Requests shall be prepared by the Finance Officer or City Secretary and reviewed by the Authorized Signatory.
- Supporting documentation must accompany each draw request (invoices, pay requests, payroll records, etc.).
- Funds must be disbursed within five (5) business days of deposit, per TDA requirements.

7. Eligible Costs

- Only costs that meet the following criteria may be charged to the grant:
- Necessary and reasonable for program objectives;
- Allocable and properly documented;
- Not otherwise covered by other funding sources;
- Incurred during the contract period.
- All costs must adhere to TXCDBG Implementation Manual.

8. Procurement Compliance

- All procurement using TxCDBG funds must follow federal procurement standards, standards pursuant to Texas Local Government Code Chapter 252, and TDA requirements.
- Procurement files must include:
 - Procurement method and justification
 - Bid advertisements or quotes
 - Bid tabulations and selection criteria
 - Executed contracts

9. Internal Controls

- Segregation of duties must be maintained to the extent feasible (e.g., different individuals for authorization, payment, and reconciliation).
- All expenditures must be approved by the Mayor or designee and documented with a purchase order or approval form.
- All grant funds must be used solely for eligible TxCDBG activities as outlined in the grant agreement.

10. Reporting and Recordkeeping

- The City will submit all required reports, including Quarterly Progress Reports and Closeout Reports, in a timely manner.
- Financial records, including ledgers, bank statements, drawdown requests, and backup documentation, must be organized and accessible for review or audit.

11. Audit and Monitoring

- The City will participate in audits as required under 2 CFR Part 200 Subpart F.
- TDA or its representatives may monitor the project, and staff will ensure full cooperation.
- Corrective actions will be taken if deficiencies are found.

12. Conflict of Interest

- No City official or employee with decision-making authority over the TxCDBG program may have a financial interest in any contract or activity funded through the program.
- Any potential conflict must be disclosed in writing and submitted to TDA for review.

13. Amendments

These procedures may be amended by City Council resolution to remain in compliance with current laws and guidance from the Texas Department of Agriculture.

Approved on this ____ day of July, 2025.

Mayor
City of Brackettville

City Administrator
Attest

Public Sign-In Sheet

Your co-cooperation is appreciated.

Date: 7-22-25

Budget workshop

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