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**NOTICE OF CITY COMMISSION SPECIAL MEETING**


**THE STATE OF TEXAS**  
**COUNTY OF WILLACY COUNTY** §

**TO ALL PERSONS INTERESTED:**

**NOTICE IS HEREBY GIVEN** in accordance with V.T.C.A. Government Code, Chapter 551, that the City Commission of the City of Lyford, Texas, will meet, in person, in a Special Meeting to be held at **6:30 p.m., the 25<sup>th</sup> day of March 2024**, at the City Commissioners' Meeting Room at 13550 Main Avenue, Lyford, Tx. the following subjects to be considered:

Dated this the 22nd day of March 2024

**City of Lyford**

  
**Jose G. Solis, Mayor**

The City Commission of the City of Lyford reserves the right to adjourn into executive session at any time during this meeting to discuss any matters listed in the agenda that are eligible to be discussed in executive session, as authorized by Texas Government Code Sections 551.071 (Consultation with an attorney), 551.072 (Deliberations about Real Property), and 551.074 (Personnel Matters).

**THIS MEETING IS ACCESSIBLE TO THE DISABLED. IF YOU NEED AN INTERPRETER OR SPECIAL ASSISTANCE, CALL 956-347-3512 AT LEAST 48 HOURS PRIOR TO THE SCHEDULED MEETING.**

I, Juan Cedillo, hereby certify that the above agenda is publicly posted on and/or before 5:00 p.m. on this 22nd day of March 2024.

  
**JUAN CEDILLO, City Secretary**

**CITY OF LYFORD**

**SPECIAL CITY MEETING**

**March 25, 2024, at 6:30 p.m.**

**LYFORD CITY HALL  
13550 MAIN AVENUE  
LYFORD, TX 78569**

**NOTE:** If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the city commission will convene in such executive or closed session whether or not such item is posted as an executive session item at any time during the meeting when authorized by the provisions of the Texas Open Meetings Act.

**A G E N D A**

**I. Meeting Called to Order**

**II. Pledge of Allegiance**

**III. Roll Call:**

\_\_\_\_\_ Mayor Jose G. Solis

\_\_\_\_\_ Mayor Pro-Tem Tony Chavez

\_\_\_\_\_ Commissioner Pablo Morales

\_\_\_\_\_ Commissioner Albert Cavazos

\_\_\_\_\_ Commissioner Letty De la Paz

\_\_\_\_\_ Commissioner Lucio Esparza

**IV. Visitors:** A person intending to address the governing may speak at a scheduled meeting of the governing body following registration with the presiding clerk and prior to the scheduled meeting. A registered speaker may speak only on items on the agenda and may not exceed 3 minutes when addressing the Board regarding agenda item.

**V. Approval of Minutes:** February 12, 2024                      October 23, 2023  
March 11, 2024

**VI. Regular Agenda:**

(A) Discussion and appropriate action on the presentation by Schneider Electric Buildings Americas.

(B) Discussion and appropriate action to approve Pay Application No. 4 in the amount of \$ **256,934.24** for JMJ Construction on FHMGP DR No. 4377 006-TX Storm Water Pump Station, Detention Facility and Force Main.

(C) Discussion and appropriate action to approve Invoice No. 5590 in the amount of \$ **3,525.00** for Langford Community Management Services on Lyford Drainage Improvement Project DR - 4377-006.

- (D) Discussion and appropriate to approve payment on Invoice No. 10173 in the amount of \$ **1,185.00** for Marcia Appia on City of Lyford Willacy County Contract CDM22-0133– Sidewalk and ADA Improvements.
- (E) Discussion and appropriate action to approve materials for street improvements (**27' x 200'**).
- (F) Discussion and appropriate action on the repair, replacement and/or purchase of fire hydrants.
- (G) Discussion and appropriate action to contract with American Safety Consulting for Outreach Training as an orientation to occupational safety and health for workers.
- (H) Discussion and appropriate action on the policies and procedures, if any, on the employment of contract labor employees.
- (I) Discussion and appropriate action to review, revise and/or establish policies and procedures for the take-home of city vehicles.
- (J) Discussion and appropriate action to authorize an internal audit of all city equipment and inventory supplies.
- (K) Discussion and appropriate action to review and revise established Purchasing Policies and Procedures.
- (L) Discussion and appropriate action to review and revise Policies and Procedures for overtime pay.
- (M) Discussion and appropriate action to establish a Chain of Command Policy.
- (N) Discussion and appropriate action to review and approve Organizational Chart Pt. 1.
- (O) Discussion and appropriate action to amend charges for Water / Sewer Ordinance 95-2, Sections 4, 5, 6 and 7.
- (P) Discussion and appropriate action to approve Board members and/or employee(s) to attend 2024 TML Budget and Tax Rate Workshop in Bastrop, on May 23, 2024.
- (Q) Discussion and appropriate action to employ an independent consultant to conduct a Needs Assessment for the City of Lyford. Things to consider in the assessment will include but are not limited to budget procedures/requirements, personnel duties, audit policy/procedures to ensure local and state compliance, personnel training, etc. The Independent Evaluator will be hired at 50 dollars an hour for a minimum of 20 hours. Evaluator will report directly to the City Commission/City with findings and develop a plan to improve City of Lyford daily operations.
- (R) Discussion and appropriate action on purchase of a Zero Turn Riding Mower.

- (S) Discussion and appropriate action to purchase stop signs and/or stickers.
- (T) Discussion and appropriate action on purchase of steel toe boots, caps and/or polo shirts for Public Works employees.
- (U) Discussion and appropriate action on pay raises for Public Works employees.
- (V) Discussion and appropriate action to approve Proposed 4-inch Storm Sewer Improvements.
- (W) Discussion and appropriate action to approve the purchase and installation of 4-inch Gate Valve and Megalocks.
- (X) Discussion and appropriate action to approve the development and printing of Customer Consumer Report and payment in the amount of \$ 1,589 to Perret, Water Wastewater Services.
- (Y) Discussion and appropriate action to approve Southern Trenchless Solutions for Sludge Removal at Lift Station located at Simo St.

**VII. Closed Session in accordance with the Texas Government Code 551:**

**Pursuant to Sec. 551.074**, the Board may convene in a closed non-public meeting to discuss any matters related to appointment, employment, evaluation, reassignment, duties and dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.

- A) Appointment of Assistant City Secretary
- B) Mr. Ben Vera, Fire Chief
- C) Contract employment for Water Treatment Plant
- D) Mr. Gilbert Vela, Public Works Supervisor

**VIII. Reconvene:** Into Regular Session and consider action, if necessary, on any item(s) discussed in closed session.

**IX. Adjournment.**

**WITNESS MY HAND AND SEAL, this 22nd day of March 2024.**

  
JUAN CEDILLO, City Secretary