



MINUTES

City of Taft City Council Workshop Meeting

Monday, January 13, 2025 at 5:30 pm

Taft City Hall- Council Chambers

230 Green Ave., Taft, TX 78390

1. Call to order

Jessica Gonzalez called the meeting to order at 5:35pm.

2. Roll call and certify a quorum

Roll call was conducted with Mayor Vasquez and Mayor Pro Tem Castillo Absent. Alderman Garza, Molina, and Keeney present

3. Pledge of Allegiance and Texas Pledge

Council and staff conducted the pledge to the US and Texas Flag

Due to the fact that the mayor and mayor pro tem were absent, City Secretary Gonzalez asked the council if they would like to elect a member to lead the meeting. Alderman Molina Motioned for Alderman Keeney to lead the meeting with a second from Alderman Garza. A roll call was held with Alderman Molina and Garza in favor and Alderman Keeney abstaining.

4. Citizen Communication

None

5. Discussion items

a. Ethics discussion

Discuss different ethics policies from surrounding cities in reference to council and board ethics. Council discussed the City of Victoria's code of conduct and their enforcement mechanism. The council also discussed the City of Portland's process for enforcement and how they like their enforcement mechanism.

b. Delegation of City Manager duties to the City Secretary

Discussion of City Manager duties from local cities and discussion of what duties should be fulfilled in the absence of the City Manager.

Delegation limited to day-to-day management—not budget preparation or hiring/firing authority. City Secretary may sign contracts previously approved by Council. Chain of command clarification: add "Acting City Manager" block to organization chart. Secretary authorized to manage department heads temporarily. Explicit prohibition on signing checks during acting period for internal control.

c. Language for the Citizen Communication section of the City Council Agenda

Item tabled for a future workshop or meeting where the mayor pro tem is present.

d. Review of City of Taft Code of Ordinances

i. Chapter 1- General Provisions

ii. Chapter 2- Administration

City council discussed the needed changes in Chapter 2 of the codified code and came up with the following list of items to change.

Agenda deadlines (5:00 p.m. Wednesday) reaffirmed; action items must meet deadline.

Special meetings section confirmed updated in prior ordinance; ensure codification.

Section 2.5 (Credit Cards): remove outdated language authorizing Mayor to seize credit cards.

Managerial supervision references: replace “Mayor and City Manager” with “City Council.”

Education requirements: clarify Bachelor’s in Public or Business Administration accepted.

City Manager compensation and benefits: remove fixed \$400 car allowance; make negotiable.

Surety Bonds: maintain for City Manager, Secretary, and Finance Director; consider raising above \$25,000.

Annual performance evaluations: retain requirement; Council to complete annually.

Boards and Commissions: ensure proper notice language (“quorum may attend”); fix term-tracking system.

Planning & Zoning: must hold monthly meetings (3rd Tuesday) and elect Chair in October; to be enforced.

Economic Development Board: clarify as Type B EDC; codify 2008 bylaw change allowing San Patricio County residency.

Records Management: re-establish Records Committee, add City Secretary to membership, and modernize for digital records (replacing “micrographics”).

Open Meetings and Audio/Visual Recording: adopt revised section compliant with Texas Government Code Chapter 551—public recording permitted if non-disruptive; add media area and removal authority for disruptions.

6. Adjournment

Alderman Garza motioned to adjourn and Alderman Molina seconded the motion and all in attendance were in favor.



Chris Keeney (Oct 21, 2025 19:17:56 CDT)

Chris Keeney
Council Member, Presiding Officer



Ryan Smith (Oct 21, 2025 08:41:06 CDT)

Ryan Smith
City Manager

Approved on: 18 October 2025












Binder1

Final Audit Report

2025-10-24

Created:	2025-10-21
By:	Ryan Smith (rsmith@tafttx.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3odqn4EK6slq5YSm7B8qW0yLP-ETqzbx

"Binder1" History

-  Document created by Ryan Smith (rsmith@tafttx.gov)
2025-10-21 - 1:39:50 PM GMT- IP address: 47.161.77.124
-  Document emailed to Leonard Vasquez (lvasquez@tafttx.gov) for signature
2025-10-21 - 1:39:55 PM GMT
-  Document emailed to Ryan Smith (rsmith@tafttx.gov) for signature
2025-10-21 - 1:39:55 PM GMT
-  Document emailed to Elida Castillo (ecastillo@tafttx.gov) for signature
2025-10-21 - 1:39:55 PM GMT
-  Document emailed to Chris Kenney (ckeeney@tafttx.gov) for signature
2025-10-21 - 1:39:56 PM GMT
-  Email viewed by Ryan Smith (rsmith@tafttx.gov)
2025-10-21 - 1:40:43 PM GMT- IP address: 47.161.77.124
-  Document e-signed by Ryan Smith (rsmith@tafttx.gov)
Signature Date: 2025-10-21 - 1:41:06 PM GMT - Time Source: server- IP address: 47.161.77.124
-  Email viewed by Chris Kenney (ckeeney@tafttx.gov)
2025-10-22 - 0:15:02 AM GMT- IP address: 166.137.115.54
-  Signer Chris Kenney (ckeeney@tafttx.gov) entered name at signing as Chris Kenney
2025-10-22 - 0:17:54 AM GMT- IP address: 166.137.115.54
-  Document e-signed by Chris Kenney (ckeeney@tafttx.gov)
Signature Date: 2025-10-22 - 0:17:56 AM GMT - Time Source: server- IP address: 166.137.115.54
-  Email viewed by Leonard Vasquez (lvasquez@tafttx.gov)
2025-10-22 - 2:13:55 AM GMT- IP address: 159.118.64.60



Adobe Acrobat Sign



Document e-signed by Leonard Vasquez (lvasquez@tafttx.gov)

Signature Date: 2025-10-23 - 2:21:32 AM GMT - Time Source: server- IP address: 159.118.64.60



Email viewed by Elida Castillo (ecastillo@tafttx.gov)

2025-10-23 - 9:00:15 PM GMT- IP address: 166.137.115.7



Document e-signed by Elida Castillo (ecastillo@tafttx.gov)

Signature Date: 2025-10-24 - 7:48:39 PM GMT - Time Source: server- IP address: 166.137.115.7



Agreement completed.

2025-10-24 - 7:48:39 PM GMT

