

1. January 5, 2016 Agenda

Documents:

[A-01-05-2016.PDF](#)

2. January 5, 2016 Meeting Binder

Documents:

[BINDER01-05-2016V2.PDF](#)

**THE STATE OF TEXAS §**  
**CITY OF BROWNSVILLE §**  
**COUNTY OF CAMERON §**

Cesar de Leon, At-large Commissioner “A”  
Ricardo Longoria, Jr., District Commissioner 1  
Deborah Portillo, District Commissioner 3

Rose M.Z. Gowen, M.D., At-large Commissioner “B”  
Jessica Tetreau, District Commissioner 2  
John Villarreal, District Commissioner 4

Antonio Martinez, Mayor

**NOTICE OF A PUBLIC MEETING OF THE  
CITY COMMISSION OF THE CITY OF BROWNSVILLE**

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meetings Act, notice is hereby given that the City Commission of the City of Brownsville, Texas, in accordance with Article V, Section 12, of the Charter of said City, will convene a **Workshop**, and a **Regular Meeting**, on **Tuesday, January 05, 2016, at 5:50 P.M., and at 6:00 P.M.** in the Commission Chambers, on the Second Floor of the Brownsville City Hall – Old Federal Building, located at 1001 East Elizabeth Street, Brownsville, Cameron County, Texas, 78520.

\*\*\*\*\*

**WORKSHOP: 5:50 P.M.**

- a) Presentation regarding Audio & Visual upgrades at the City Commission Chambers. (Michael L. Lopez – City Secretary – 10 mins)

\*\*\*\*\*

**REGULAR MEETING: 6:00 P.M.**

**PLEDGE OF ALLEGIANCE: UNITED STATES PLEDGE \* TEXAS PLEDGE**

**INVOCATION:**

\*\*\*\*\*

- 1. **MAYOR’S ACTIVITY UPDATE:**
- 2. **COMMISSIONERS’ ACTIVITY UPDATE:**
- 3. **PRESENTATIONS:** *Employee of the Month*  
(Charlie Cabler – City Manager)
- 4. **CONSENT AGENDA ITEMS:**

All consent Agenda Items listed are considered to be routine by the City Commission and will be approved by one motion. There will be no separate discussion of these items unless a City Commissioner so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

**ITEMS No. “a” through “e”**

- a) Approval of the Minutes of the Regular Meeting of December 01, 2015.
- b) Approval of the Minutes of the Regular Meeting of December 08, 2015.
- c) To acknowledge the following individuals to incur travel expense:

Employee	Department	Destination	Date
Michael D. Jones	Aviation	San Juan, Puerto Rico	Feb. 16-20, 2016
Norma Zamora	BMetro	Austin, TX	Jan. 26-28, 2016
Edgar I. Garcia	Grants	New York City, NY	Jan. 13-16, 2016
Arturo Rodriguez	Health	Austin, TX	Jan. 07-08, 2016
Paul Cantu	Police	Conroe, TX	Jan. 26-29, 2016
Jose Sanchez	Police	Conroe, TX	Jan. 26-29, 2016

- d) **APPROVAL** on **SECOND** and **FINAL READING** on **Ordinance Number 2015-235.83**, to amend Chapter 348, "Zoning"; Article VIII "Specific Uses"; by adding Section 348-1430, "Mobile Vendor Food Courts"; to include the definition and requirements of Mobile Vendor Food Courts developed on private property, with Sections 348-1420 through 348-1429 and Sections 348-1431 through 348-1490, to remain reserved, and dealing with related matters. (Constanza Miner – Planning & Zoning Interim Director)
- e) Consideration and **ACTION** to Award a Contract for Training Lab use for Force Training Simulator for the Brownsville Police Department. (Chief Orlando Rodriguez – Police)

\* \* \* \* \*

**BOARDS AND COMMISSIONS:**

- 5. Consideration and **ACTION** to appoint one (1) member to the Parks and Recreation Advisory Board Committee. (Damaris McGlone – Parks)

\* \* \* \* \*

**PUBLIC HEARINGS:**

- 6. Public Hearing and **ACTION** on **FIRST READING** on **Ordinance Number 235-2015-040**, to rezone from Professional Office “G” (1CG) to General Retail “H” (4CH) for 0.4925 acres for North ½ of Lot 4 of Hunter Subdivision located at 796 Billy Mitchell Blvd. (District 3) (Constanza Miner – Planning and Zoning Interim Director)
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- 9. Public Hearing and **ACTION** on **FIRST READING** on **Ordinance Number 235-2015-044**, to rezone from Dwelling “A” (Da) to Professional Office “A” (1CA) for 0.202 acres for Block 103 and 104 of Los Ebanos Properties Subdivision located at 2358 Los Ebanos Boulevard. (District 2) (Constanza Miner – Planning and Zoning Interim Director)

10. Public Hearing and **ACTION** to authorize the issuance of a new taxi cab permit to Mr. Juan De Dios Montalvo on a 2005 Ford Crown Victoria who will be operating for Longoria Taxi. (Chief Orlando Rodriguez – Police)

\* \* \* \* \*

11. ***PUBLIC COMMENT PERIOD: PLEASE NOTE:***

<p>THE PUBLIC COMMENT PERIOD IS DESIGNATED FOR HEARING CONCERNS REGARDING CITY OF BROWNSVILLE PUBLIC POLICY OR CITY OF BROWNSVILLE BUSINESS THAT IS NOT ON THE AGENDA.</p>
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**DO NOT REQUEST A PUBLIC COMMENT FORM  
IF YOU WISH TO COMMENT ON AN ITEM THAT IS ALREADY ON THE AGENDA**

**“PUBLIC HEARING” ITEMS ARE OPEN FOR COMMENT (ON THAT PARTICULAR ITEM)  
UPON NOTICE FROM THE PRESIDING OFFICER**

- THE “PUBLIC COMMENT FORM” IS DESIGNATED FOR SPEAKERS TO BE RECOGNIZED AND ADDRESS THE COMMISSION ON A SUBJECT THAT IS **NOT A PUBLIC HEARING**.
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- “PUBLIC COMMENT FORMS” **ARE NOT ACCEPTED AFTER 6:00 P.M.**
- **POWERPOINT PRESENTATIONS ARE NOT CONDUCTED DURING THE PUBLIC COMMENT PERIOD.** [For further information, contact The Office of the City Secretary at 548-6001]

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**PRESENTATIONS:**

**PERSONS/GROUPS SCHEDULED TO CONDUCT A PRESENTATION OR DISTRIBUTING HANDOUTS ASSOCIATED WITH A PRESENTATION TO THE COMMISSION MUST PROVIDE A COPY OF SAME TO THE CITY SECRETARY FOR THE RECORD.**

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***ACTION ITEMS:***

12. Discussion regarding the schedule of events that must be followed for a possible bond election in 2016. (Pete Gonzalez – Deputy City Manager)
13. Discussion regarding the results of the 1986, 1991, and 2001 Bond Elections. (Pete Gonzalez – Deputy City Manager)
14. Discussion regarding the proposed estimated debt to be issued in Fiscal Year 2016. (Pete Gonzalez – Deputy City Manager)

- 15. Consideration and **ACTION** to approve the Cross Border Contingency Plan for the U.S./Mexico Sister Cities of City of Brownsville, Texas, City of Harlingen, Texas, City of Matamoros, Tamaulipas, and the City of Valle Hermoso, Tamaulipas. (Odee Leal – Emergency Management)
- 16. Consideration and **ACTION** to adopt **Resolution Number 2016-001**, re-accepting, reviewing, amending and re-adopting all of the provisions listed in the documents, titled, “City of Brownsville, Texas Amended Investment Policy”, and “City of Brownsville, Texas, Amended Investment Strategy Statement”. (Lupe Granado – Finance)
- 17. Consideration and **ACTION** to approve a Mutual Aid Agreement between the Brownsville Police Department and the Brownsville Independent School District Police Department, Special Weapons and Tactics Unit. (Chief Orlando Rodriguez – Police)

\* \* \* \* \*

***PURCHASES/BIDS/CONTRACTS:***

- 18. Consideration and **ACTION** to request authorization to approved advertising and promotion services under current term contract for Brownsville South Padre Island International Airport with Millar & Hollander Advertising Design Marketing. (Sesha Vorrey – Airport Interim Director)

\* \* \* \* \*

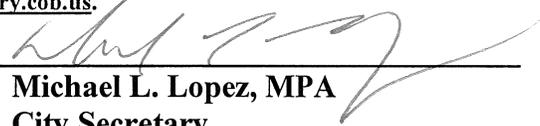
***ADJOURNMENT:***

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By; Antonio Martinez  
Mayor of the City of Brownsville

I certify that a copy of the **January 05, 2016**, Agenda of items to be considered by the Brownsville City Commission was posted on the Bulletin Area at City Hall – Federal Building, on December 31, 2015. I further certify that the Agenda was posted on the City’s website and can be downloaded by accessing: <http://citysecretary.cob.us>.

  
 \_\_\_\_\_  
**Michael L. Lopez, MPA**  
 City Secretary

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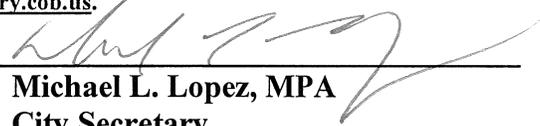
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**Michael L. Lopez, MPA**  
 City Secretary

**MAYOR'S  
ACTIVITY  
UPDATE**

**COMMISSIONERS’  
ACTIVITY  
UPDATE**

3.

*The City of Brownsville*

*Presents the*

*Employee of the Month*

*to*

***YESSENIA GONZALEZ***  
***ADMINISTRATIVE SUPERVISOR***

*WITH*

***POLICE ADMINISTRATION***

*In recognition for outstanding services rendered to the City of Brownsville*

*For the Month of JANUARY, 2016*

*Presented on this 5<sup>TH</sup> day of JANUARY, 2016*

THE STATE OF TEXAS §  
CITY OF BROWNSVILLE §  
COUNTY OF CAMERON §

**MINUTES** of a **Regular Meeting** of the City Commission of the City of Brownsville, Texas, held in the Commission Chambers, on the Second Floor of the Brownsville City Hall – Old Federal Building, located at 1001 East Elizabeth Street, Brownsville, Cameron County, Texas, on **Tuesday, December 1, 2015, at 6:00 P.M.** with the following members present:

- |                              |   |                               |
|------------------------------|---|-------------------------------|
| <b>ANTONIO MARTINEZ</b>      | ) | <b>MAYOR</b>                  |
|                              |   | <b>COMMISSIONERS</b>          |
| <b>RICARDO LONGORIA, JR.</b> | ) | <b>District 1</b>             |
| <b>JESSICA TETREAU</b>       | ) | <b>District 2</b>             |
| <b>DEBORAH PORTILLO</b>      | ) | <b>District 3</b>             |
| <b>JOHN VILLARREAL</b>       | ) | <b>District 4</b>             |
| <b>CESAR DE LEON</b>         | ) | <b>At-Large “A”</b>           |
| <b>ROSE M.Z. GOWEN, M.D.</b> | ) | <b>At-Large “B”</b>           |
| <b>CHARLIE CABLER</b>        |   | <b>CITY MANAGER</b>           |
| <b>PETE GONZALEZ</b>         |   | <b>DEPUTY CITY MANAGER</b>    |
| <b>RUTH OSUNA</b>            |   | <b>ASSISTANT CITY MANAGER</b> |
| <b>STEPHANIE REYES</b>       |   | <b>ASSISTANT CITY MANAGER</b> |
| <b>MARK E. SOSSI</b>         |   | <b>CITY ATTORNEY</b>          |
| <b>MICHAEL L. LOPEZ</b>      |   | <b>CITY SECRETARY</b>         |
| <b>ABSENT:</b>               |   | <b>NONE</b>                   |

A quorum being present, Mayor Antonio Martinez, asked Mr. Michael L. Lopez, City Secretary, to read the call to consider the following matters as posted and filed for the record in The Office of the City Secretary on November 25, 2015.

\*\*\*\*\*

**REGULAR MEETING: 6:00 P.M.**

***PLEDGE OF ALLEGIANCE: UNITED STATES PLEDGE \* TEXAS PLEDGE***

The Pledge of Allegiance was led by Mayor Antonio Martinez and the Texas Pledge was led by Commissioner Ricardo Longoria, Jr.

***INVOCATION:***

The invocation was delivered by Pastor Brad Burkes, from Embassy of the Spirit, of Brownsville, Texas.

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**1. MAYOR'S ACTIVITY UPDATE:**

Mayor Antonio Martinez mentioned that he attended the “My Brother’s Keeper” Action Plan Launch Ceremony hosted by Cummings Middle School, as part of the My Brother’s Keeper Community Challenge, to build and execute robust plans to ensure that all young people, can achieve their full potential. Mayor Martinez, offered his deepest condolences to the Torres family, for the passing of Mr. Bob Torres, Sr.

**2. COMMISSIONERS' ACTIVITY UPDATE:**

**Commissioner Jessica Tetreau** announced that the Brownsville Animal Regulation and Care Center (BARCC) had partnered with Texas Roadhouse in Brownsville for a fundraising night to be held on Saturday, December 19, 2015, from 11:00 a.m. to 2:00 p.m., where ten percent of sales would be donated to BARCC.

**Commissioner Rose Gowen**, announced that on Wednesday, December 2, 2015, the American Association of Retired Persons (AARP), would be providing a Caregiver workshop, at the Brownsville Event Center, free of charge to the public, registration could be done over the phone at 1-877-926-8300, or online at [www.aarp.cvent.com](http://www.aarp.cvent.com). Commissioner Gowen congratulated Community Development Corporation of Brownsville, for being awarded \$1 million from J. P. Morgan Chase to offer alternative loans to citizens, which has proven to be a great success. Commissioner Gowen announced that Cyclobia, would be held on Friday, December 18, 2015, from 6:00 p.m. to 9:00 p.m., the route would be announced on the website. Commissioner Gowen further announced, that the University of Texas Rio Grande Valley, are currently conducting two surveys regarding transportation needs the survey would help evaluate the establishment of a *bikeshare* program in order to improve mobility options for the community.

**Commissioner Deborah Portillo** reminded the public of the Brownsville Police Department, accepting donations for their toy drive, on Saturday, December 12, 2015.

**Commissioner Jessica Tetreau** reminded everyone, it is the season of giving, and the Brownsville Police and Fire Departments are collecting any donations, for their toy drives.

**3. PROCLAMATIONS:**

**Youth in Philanthropy**  
(Mayor A. Martinez/J. Villarreal)

Mayor Antonio Martinez, asked the **Brownsville Independent School District students** to step forward and accept a proclamation in recognition of the Youth in Philanthropy Initiative, and their commitment to exploring nonprofit and service careers.

The proclamation was read by Commissioner Rose Gowen.

***My Brother's Keeper***

(Mayor A. Martinez/Commissioner R. Gowen)

Mayor Antonio Martinez, asked ***Grants Department staff, Brownsville Independent School District students, and Mr. Elias Alcantara, Associate Director of Intergovernmental Affairs,*** to step forward and accept a proclamation, proclaiming the City of Brownsville a “***My Brother's Keeper Community*”**.

The proclamation was ready by Mayor Antonio Martinez.

Agenda Item #14 was moved out of sequence for Action.

**14. Consideration and ACTION to adopt the My Brother's Keeper Community Challenge Action Plan.**

Ms. Carla Mancha, Housing Authority CEO, delivered a PowerPoint presentation which encourages communities to improve the life outcomes to ensure that all young people can reach their full potential, and begin the review of local statistics, gaps, and opportunities for improvement.

Commissioner Jessica Tetreau moved that My Brother's Keeper Community Challenge Action Plan, **adopted** and **approved**. The motion was seconded by Commissioner Deborah Portillo and carried unanimously.

***Texas Main Street***

(Commissioners J. Villarreal/R. Gowen)

Mayor Antonio Martinez, asked ***Mr. Roman McAllen, Heritage Officer,*** to step forward and accept a proclamation, proclaiming the City of Brownsville a ***2016 Texas Main Street City***, and further recognize that downtown revitalization is a crucial tool for enhancing the economic and social health of a community.

The proclamation was read by Commissioner Ricardo Longoria, Jr.

***Mayors Challenge***

(Mayor A. Martinez/Commissioner R. Gowen)

Mayor Antonio Martinez, asked ***Grants Department and staff*** to step forward and accept a proclamation in recognition of the “***Mayor's Challenge for Safer People, Safer Streets*”**, and proclaim a greater commitment to pedestrian and bicycle safety for all people in our City.

The proclamation was read by Mayor Antonio Martinez.

Ms. Eva Garcia, Planner II, delivered a PowerPoint presentation regarding the Mayors' Safer People Safer Streets Challenge, by identifying and addressing barriers to make streets safe and convenient for all road users, improve walking and biking safety laws and regulations, and educate and enforce proper road use behavior by all.

4. **PRESENTATIONS:**

**Employee of the Month**  
(Charlie Cabler – City Manager)

Mr. Charlie Cabler, City Manager, recognized **Mr. Ruben Hinojosa, Jr., Traffic Signal Tech II**, with the Traffic Department, as December’s Employee of the month.

5. **CONSENT AGENDA ITEMS:**

All consent Agenda Items listed were considered to be routine by the City Commission and were approved by one motion.

Upon motion by Commissioner John Villarreal seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously, Consent Agenda Items “a through h” were approved.

**ITEMS No. “a” through “h”**

- a) Approval of the Minutes of the Regular Meeting of November 17, 2015.
- b) To acknowledge the following individuals to incur travel expense:

<u>Employee</u>	<u>Department</u>	<u>Destination</u>	<u>Date</u>
Lupe Granado III	Finance	San Antonio, TX	Dec. 06-08, 2015
Jorge Santillan	Finance	San Antonio, TX	Dec. 09-11, 2015
Ben R. Neece	Municipal Court	San Antonio, TX	Jan. 05-07, 2016
Phil Bellamy	Municipal Court	San Antonio, TX	Jan. 05-07, 2016
John Williamson	Municipal Court	Houston, TX	Feb. 14-16, 2015
Valerie Garcia	Municipal Court	Houston, TX	Feb. 14-16, 2015
Roberto Baez	Municipal Court	Austin, TX	Dec. 07-11, 2015
Evelyn De Leo	Municipal Court	Austin, TX	Dec. 07-11, 2015
Edith Acevedo	Municipal Court	Austin, TX	Dec. 07-11, 2015
John B. Puckett IV	Police	Austin, TX	Dec. 01-03, 2015

- c) **APPROVAL on SECOND and FINAL READING on Ordinance Number 235-2015-035: to rezone from Dwelling “Z” (DZ) to Professional Office “G” (1CG) for .0323 acres for Lots 14, 15, 16, and 17, Block 2 of Naranja Vista Subdivision located near Anacua Street and Palo Azul Drive. (District 3)**
- d) **APPROVAL on SECOND and FINAL READING on Ordinance Number 235-2015-035-S: to allow Apartments in a Professional Office “G” (1CG) for 0.32 acres for Lots 14, 15, 16, and 17, Block 2 of Naranja Vista Subdivision, located near Anacua Street and Palo Azul Drive. (District 3)**
- e) **APPROVAL on SECOND and FINAL READING on Ordinance Number 235-2015-036: to rezone from Dwelling “G” (DG) to General Retail “G” (4CG) for 1.137 acres for Lot 2 of Espiritu Santo Grant, Share 22 Tract Q-1 and Unsubdivided Share 22 located at 50 Duncan Road. (District 3)**
- f) **APPROVAL on SECOND and FINAL READING on Ordinance Number 235-2015-037-CO: to rezone from General Retail “G” (4CG) to Light Commercial “G” (5CG) for .1377 acres for Lot 8, Block 6, of East Brownsville Addition located at 1732 Southmost Road. (District 1)**

- g) **APPROVAL on SECOND and FINAL READING on Ordinance Number 235-2015-039-S: to allow a Duplex in a Dwelling “Z” (DZ) for Lot 8 of Bautista Subdivision located at 687 N. Dakota Avenue. (District 2)**
- h) **APPROVAL on SECOND and FINAL READING on Ordinance Number 2015-1606, an ordinance of the Brownsville City Commission Amending by Repealing Chapter 312-Heritage and Chapter 348, Article IX-Heritage Zoning and Replacing them with Chapter 348-Article IX-Historic Preservation.**

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**BOARDS AND COMMISSIONS:**

**6. Consideration and ACTION to appoint two (2) members to the Greater Brownsville Incentive Corporation (GBIC) Board.**

Commissioner Rose Gowen moved that *Commissioner Deborah Portillo* be **appointed** to the Greater Brownsville Incentive Corporation (GBIC) Board. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

Commissioner Jessica Tetreau moved that *Commissioner Cesar de Leon* be **appointed** to the Greater Brownsville Incentive Corporation (GBIC) Board. The motion was seconded by Commissioner Deborah Portillo and carried unanimously.

**7. Consideration and ACTION to appoint four (4) members to the Brownsville Community Improvement Corporation (BCIC) Board.**

Commissioner Cesar de Leon moved that *Mr. Celestino Villarreal*, be **appointed** to the Brownsville Community Improvement Corporation (BCIC) Board. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

Commissioner Ricardo Longoria, Jr., moved that *Mr. Jesus De La LLata, Jr.*, be **appointed** to the Brownsville Community Improvement Corporation (BCIC) Board. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

Commissioner Jessica Tetreau moved that *Ms. Anisa Gonzalez*, be **appointed** to the Brownsville Community Improvement Corporation (BCIC) Board. The motion was seconded by Commissioner Rose Gowen and carried unanimously.

Commissioner John Villarreal moved that *Mr. Everardo Galvan*, be **appointed** to the Brownsville Community Improvement Corporation (BCIC) Board. The motion was seconded by Commissioner Rose Gowen and carried unanimously.

**8. Consideration and ACTION to appoint six (6) members to the Bicycle and Pedestrian Advisory Committee.**

Commissioner Cesar de Leon moved that *Mr. Edgar Gaucin* be **appointed** to the Bicycle and Pedestrian Advisory Committee. The motion was seconded by Commissioner John Villarreal and carried unanimously.

Commissioner Rose Gowen moved that *Mr. Fernando Martinez* be **appointed** to the Bicycle and Pedestrian Advisory Committee. The motion was seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously.

Commissioner Jessica Tetreau moved that *Mr. Gerardo Ruiz* be **appointed** to the Bicycle and Pedestrian Advisory Committee. The motion was seconded by Commissioner John Villarreal and carried unanimously.

Commissioner Rose Gowen moved that *Ms. Susana G. Pablo* be **appointed** to the Bicycle and Pedestrian Advisory Committee. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

Commissioner Deborah Portillo moved that *Mr. Isaias Presas* be **appointed** to the Bicycle and Pedestrian Advisory Committee. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

Commissioner Ricardo Longoria, Jr., moved that *Mr. Joe Lee Rubio* be **appointed** to the Bicycle and Pedestrian Advisory Committee. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

**9. Consideration and ACTION to appoint eleven (11) and seven (7) alternate members to the Historic Preservation and Design Review Board.**

Mr. Roman McAllen, Heritage Officer, gave a brief explanation of the Historic Preservation and Design Review Board.

Commissioner Rose Gowen moved to **accept** staff recommendations as presented, and appoint the following members to the Historic Preservation and Design Review Board:

*Mr. Juan Velez – Architect, Mr. Larry Lof, Ph.D. – Architectural Historian, Mr. Rolando Garza – Archeologist, Ms. Serena Putegnat, J.D. – Attorney, Ms. Reba McNair, M.A. – Banker, Mr. Anthony Knopp, Ph.D. – Historian, Hugo Colon, MLA – Landscape Architect, Mr. Murad Abusalim, Ph.D. – Planner, Mr. Fernando Balli – Residential Property Owner, Mr. Trey Mendez, J.D. – Commercial Property Owner, and Luis Alaniz – Draftsman/Designer, as voting members, and Mr. Eric Wolf, Ms. Rene Sanchez, J.D., Mr. Richard Abete, Mr. Calvin Walker, AIA, Ms. Hilda Lund, Ms. Vanessa Mancha, and Ms. Maria Valdez, as alternates.*

The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

Commissioner Ricardo Longoria, Jr., expressed concern the process in where City staff provides a list of recommendation for appointments and disregards the Commissions options regarding appointments. Staff informed the Commission that these are solely recommendations and it is the Commission's decision on who to appoint. Commissioner Cesar de Leon questioned the difference between a regular member and an alternate. Mr. Roman McAllen, Heritage Officer, noted that a regular member would be based on seniority or directly qualified, and an alternate would be present at a meeting in case a regular member is unable to attend.

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***PUBLIC HEARINGS:***

**10. Public Hearing and ACTION on FIRST READING on Ordinance Number 2015-1612, to authorize the City Manager to abandon and close a portion of a 10' drainage and utility easement in Lot 1, Block 1 San Antonio Estates Subdivision.**

Mr. Eddie Santillan, Right-of-Way Acquisition Specialist, gave a brief explanation of the proposed ordinance, to abandon and close a portion of an easement.

Upon motion by Commissioner John Villarreal seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously, the public hearing was **closed**.

Commissioner John Villarreal moved that Ordinance Number 2015-1612, be **adopted** at first reading, to authorize the City Manager to abandon and close a portion of a 10' drainage and utility easement in Lot 1, Block 1 San Antonio Estates Subdivision. The motion was seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously.

**11. Public Hearing and ACTION on FIRST READING on Ordinance Number 2015-235.83, to amend Chapter 348, "Zoning"; Article VIII "Specific Uses"; by adding Section 348-1430, "Mobile Vendor Food Courts"; to include the definition and requirements of Mobile Vendor Food Courts developed on private property, with Sections 348-1420 through 348-1429 and Sections 348-1431 through 348-1490, to remain reserved, and dealing with related matters.**

Ms. Miriam Suarez, Planner I, delivered a PowerPoint presentation of the proposed ordinance, noting that the ordinance would include the development of food truck parks on private property, through the issuance of a special use permit.

Commissioner Cesar de Leon expressed concern of the location as to where the food trucks were going to be able to conduct business. Ms. Suarez, noted that in order to avoid any problems, there were options, in which food trucks be allowed on private property located within the limits of the City of Brownsville, and located within the zoning districts.

Upon motion by Commissioner Rose Gowen seconded by Commissioner Cesar de Leon and carried unanimously, the public hearing was **closed**.

Commissioner Rose Gowen moved that Ordinance Number 2015-235.83, be **adopted** at first reading, to amend Chapter 348, "Zoning"; Article VIII "Specific Uses"; by adding Section 348-1430, "Mobile Vendor Food Courts"; to include the definition and requirements of Mobile Vendor Food Courts developed on private property, with Sections 348-1420 through 348-1429 and Sections 348-1431 through 348-1490, to remain reserved, and dealing with related matters. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

**12. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2015-038-CO, to rezone from General Retail "G" (4CG) to General Retail "J" (4CJ) for 2.18 acres for all of Reserve area "C" of Galeno Crossing Subdivision located near Morrison Road and Galeno Crossing. (District 3) [TABLED 11-17-2015]**

Ms. Monique Mercado, Planner I, delivered a brief explanation of the ordinance, noting that the Planning and Zoning Commission recommended approval from General Retail G to General Retail J, with a Conditional Use Overlay to exclude the use for apartments.

Upon motion by Commissioner John Villarreal seconded by Commissioner Rose Gowen and carried unanimously, the public hearing was closed.

Commissioner Jessica Tetreau moved that Ordinance Number 235-2015-038-CO, to rezone from General Retail "G" (4CG) to General Retail "J" (4CJ) for 2.18 acres for all of Reserve area "C" of Galeno Crossing Subdivision located near Morrison Road and Galeno Crossing. (District 3) The motion was seconded by Commissioner Deborah Portillo and carried as follow:

Ayes: Commissioners de Leon, Tetreau, Portillo, Gowen, Villarreal, and Mayor Martinez

Nays: Commissioner Longoria, Jr.

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**13. PUBLIC COMMENT PERIOD: PLEASE NOTE:**

Mr. Eloy Garcia, mentioned that in 2016 would be a fresh start for electric revolution and would increase the awareness of an electronic playground.

Mr. Fernando, citizen, expressed concern regarding the Tenaska Power Plant, street safety issues at the intersection of Old Port Isabel and Robindale.

Mr. William Berg, invited the public for the Climate March, to be held on Sunday, December 6, 2015, at the Washington Park, at 2:00 p.m., to raise awareness and demand local and state action on climate change.

**ACTION ITEMS:**

**15. Consideration and ACTION to approve the 2016 City Commission meeting schedule.**

Commissioner John Villarreal moved that the 2016 City Commission meeting schedule be **approved**. The motion was seconded by Commissioner Deborah Portillo and carried unanimously.

**16. Consideration and ACTION to acknowledge the Finance Director’s Financial Statements and Cash Investment Report for the City of Brownsville for the Fiscal Year ended September 30, 2015.**

Mr. Lupe Granado, Finance Director delivered a PowerPoint presentation regarding the Finance Director’s Financial Statements and Cash Investment Report.

Commissioner Ricardo Longoria, Jr., moved that the Finance Director’s Financial Statements and Cash Investment Report for the City of Brownsville for the Fiscal Year ended September 30, 2015, be **acknowledged**. The motion was seconded by Commissioner Rose Gowen, and carried unanimously.

**17. Consideration and ACTION to approve the release of the Food Truck Park Request for proposal.**

Ms. Miriam Suarez, Planner I, delivered a PowerPoint presentation regarding the request for proposal for a public-private partnership to develop public land in Downtown Core, six public sites for development, an overview of the requirements, and licensing and permitting process.

Commissioner Rose Gowen moved that the release of the Food Truck Park Request for proposal, be approved. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

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***PURCHASES/BIDS/CONTRACTS:***

**18. Consideration and ACTION to award a term contract for Legislative Consulting Services for the City of Brownsville.**

Mr. Mark Sossi, City Attorney, gave a brief explanation of the term contract noting that the City Commission had previously approved going out for proposals for a Legislative Consultant to assist in the drafting and advancing of a legislative agenda for the City. He further noted that the City Attorney’s Office position was that by retaining a legislative consultant, the City of Brownsville may effectively advance its interests at the State Capitol.

Commissioner Cesar de Leon moved that a term contract for Legislative Consulting Services for the City of Brownsville, be awarded to Martinez & Associated, of Austin, Texas, for a total proposal amount of \$96,000.00 per Fiscal Year. The motion was seconded by Commissioner John Villarreal and carried unanimously.

**19. Consideration and ACTION on Resolution Number 2015-089, to approve the application to the Fiscal Year 2016-2017 Regional Solid Waste Grants Program with the Lower Rio Grande Valley Development Council (LRGVDC) in cooperation with the Texas Commission on Environmental Quality (TCEQ).**

Commissioner Jessica Tetreau moved that Resolution Number 2015-089, the application to the Fiscal Year 2016-2017 Regional Solid Waste Grants Program with the Lower Rio Grande Valley Development Council (LRGVDC) in cooperation with the Texas Commission on Environmental Quality (TCEQ), be **approved**. The motion was seconded by Commissioner Deborah Portillo and carried unanimously.

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**ADJOURNMENT:**

There being no further business to come before the Commission, upon duly made motion, the meeting adjourned at 6:45 p.m.

Approved this 5<sup>th</sup> day of January, 2016.

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**Antonio Martinez**  
**Mayor**

**Attest:**

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**Michael L. Lopez, MPA**  
**City Secretary**

*Respectfully submitted by:*  
*Yolanda Galarza-Gomez, Administrative Specialist II*  
*Office of the City Secretary*

THE STATE OF TEXAS §  
CITY OF BROWNSVILLE §  
COUNTY OF CAMERON §

**MINUTES** of a **Regular Meeting** of the City Commission of the City of Brownsville, Texas, held in the Commission Chambers, on the Second Floor of the Brownsville City Hall – Old Federal Building, located at 1001 East Elizabeth Street, Brownsville, Cameron County, Texas, on **Tuesday, December 08, 2015**, at **5:00 P.M.**, **5:30 P.M.**, and **6:00 P.M.** with the following members present:

- |                              |   |                               |
|------------------------------|---|-------------------------------|
| <b>ANTONIO MARTINEZ</b>      | ) | <b>MAYOR</b>                  |
|                              |   | <b>COMMISSIONERS</b>          |
| <b>RICARDO LONGORIA, JR.</b> | ) | <b>District 1</b>             |
| <b>JESSICA TETREAU</b>       | ) | <b>District 2</b>             |
| <b>DEBORAH PORTILLO</b>      | ) | <b>District 3</b>             |
| <b>JOHN VILLARREAL</b>       | ) | <b>District 4</b>             |
| <b>CESAR DE LEON</b>         | ) | <b>At-Large “A”</b>           |
| <b>ROSE M.Z. GOWEN, M.D.</b> | ) | <b>At-Large “B”</b>           |
| <b>CHARLIE CABLER</b>        |   | <b>CITY MANAGER</b>           |
| <b>PETE GONZALEZ</b>         |   | <b>DEPUTY CITY MANAGER</b>    |
| <b>RUTH OSUNA</b>            |   | <b>ASSISTANT CITY MANAGER</b> |
| <b>STEPHANIE REYES</b>       |   | <b>ASSISTANT CITY MANAGER</b> |
| <b>MARK E. SOSSI</b>         |   | <b>CITY ATTORNEY</b>          |
| <b>MICHAEL LOPEZ</b>         |   | <b>CITY SECRETARY</b>         |

**ABSENT:**

A quorum being present, Mayor Antonio Martinez, asked Mr. Michael Lopez, City Secretary, to read the call to consider the following matters as posted and filed for the record in The Office of the City Secretary on December 04, 2015.

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**WORKSHOP: 5:00 P.M.**

**a) Brownsville Economic Development Corporation annual update report.**

Mr. Jason Hilts, President/CEO, of Brownsville Economic Development Council, and Mr. Gilbert Salinas, Executive Vice President, delivered a PowerPoint presentation regarding the annual update report, which their mission is to build economic prosperity, enhance community sustainability and create employment opportunities by utilizing the resources and expertise of public institutions and the private sector in collaboration with the Greater Brownsville Incentives Corporation. Mr. Salinas, also informed the Commission of the Greater Brownsville Incentives Corporation (GBIC) Incentives Program, the Lead Generation Program, the Project Activity, Business Retention & Expansion, and the

Marketing Initiatives, in which BEDC works on to build bridges with stakeholders, legislatures, industry experts and business leaders in an effort to promote Brownsville and create opportunities for the community.

Commissioner Deborah Portillo questioned if there were any metrics established on how abatements are awarded for companies or land deals.

Mr. Salinas, briefly explained to the Commission the process on how the system works.

Commissioner De Leon requested that BEDC provide a summary of jobs that were developed in the last year. BEDC informed the Commission that they will provide that information.

Mayor Antonio Martinez suggested that BEDC establishes a three (3) or five (5) year economic plan.

**b) Workshop presentation regarding the Annual Point in Time Count scheduled for January 21, 2016.**

Ms. Julia Lash, Community Development Block Grant Manager, delivered a PowerPoint presentation regarding the Annual Point in Time Count scheduled for January 21, 2016, which the survey would give a comprehensive and accurate count and give the community a good baseline on ending homelessness, and address local needs, measure progress in decreasing homelessness, and identify strengths and gaps in a community's current homelessness assistance system. Ms. Lash, further noted that the survey would also focus on youth homelessness, which have not been included in local point-in-time counts, which their needs had been under-represented as governments, nonprofits, and key stakeholders at the federal, state, and local level plan to respond to the problem.

Commissioner De Leon requested that the Commission be provided a list of grants that were applied for and granted within the last year. The Department stated they will prepare that for the Commission.

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**EXECUTIVE SESSION: 5:30 P.M.**

Upon motion by Commissioner Ricardo Longoria, Jr., seconded by Commissioner Rose Gowen and carried unanimously, the Executive Session convened at 6:00 p.m. to discuss the following items:

**A) Discussion of evaluation and review of City Manager, pursuant to Section 551.074, of the Texas Government Code.**

Upon conclusion of Executive Session Mayor Antonio Martinez, convened the Regular Meeting at 6:42 p.m. No action was taken in Executive Session.

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**REGULAR MEETING: 6:00 P.M.**

**PLEDGE OF ALLEGIANCE: UNITED STATES PLEDGE \* TEXAS PLEDGE**

The Pledge of Allegiance was led by Mayor Antonio Martinez and the Texas Pledge was led by Commissioner Ricardo Longoria, Jr.

**INVOCATION:**

The invocation was delivered by Pastor Brad Burkes, from Embassy of the Spirit, of Brownsville, Texas.

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**ACTION ON ITEM DISCUSSED IN EXECUTIVE SESSION:**

**A) Discussion and POSSIBLE PERSONNEL ACTION related to evaluation / review of City Manager.**

Commissioner Ricardo Longoria, Jr., moved that after a review of the City Manager’s annual salary, that an increase in the amount of \$220,000.00 annual salary, and continue to receive the cost of living adjustment, be **approved**. The motion was seconded by Commissioner Deborah Portillo and carried unanimously.

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**1. MAYOR’S ACTIVITY UPDATE:**

*Mayor Antonio Martinez* wished everyone a Merry Christmas and a Happy New Year. He also announced that he had been informed by Ms. Lily F. Tercero, Texas Southmost College President, that they had been granted membership to the Southern Association of Colleges and Schools Commission on Colleges, and awarded accreditation on December 8, 2015.

**2. COMMISSIONERS’ ACTIVITY UPDATE:**

*Commissioner John Villarreal* informed the public that the Brownsville Police Department were currently working with taxi cab companies to be allowed to park outside the clubs, or party halls for the use of the citizen, if unable to drive during the holiday season, which more information can be obtained on the Facebook page of the Brownsville Police Department.

*Commissioner Jessica Tetreau* informed the public that the Annual Brownsville Police Department Toy Drive would take place on December 19, 2015, and tickets were available at the Brownsville Police Department Booth.

**Commissioner Deborah Portillo** announced that the 9<sup>th</sup> Annual Christmas for Kids Bowling Tournament fundraising would take place on Saturday, December 12, 2015, from 11:00 a.m. to 3:00 p.m., at the Galaxy Bowling Center. She also announced that the 33<sup>rd</sup> Annual Employee Awards Banquet, had taken place on Friday, December 4, 2015, hosted by the City Manager's Office was a success.

**Commissioner Rose Gowen** announced that the last Cyclobia of the year would take place on Friday, December 18, 2015, from 6:00 to 9:00 p.m., in the Downtown Brownsville.

**Commissioner Ricardo Longoria, Jr.**, invited the public to join him at the Southmost Public Library for story time, on December 19, 2015, from 1:00 pm to 2:00 pm, sponsored by United Way, and wished everyone a Merry Christmas.

**3. PROCLAMATIONS:**

**Workforce Development**

(Mayor A. Martinez/Commissioner J. Villarreal)

Mayor Antonio Martinez asked the **Workforce Board of Directors and staff** to step forward and accept a proclamation for their significant statewide performance achievement for 2014-2015 and earning the *Texas Workforce Commission W.I.A. Exemplary Recognition Award*.

The proclamation was ready by Commissioner John Villarreal.

**Bronze Level Bicycle Friendly Community**

(Commissioners R. Gowen/J. Villarreal)

Commissioner Rose Gowen introduced Mr. Bill Nespore, with the League of American Bicyclists, and Mr. Robin Stallings, Executive Director, with Bike Texas, and invited staff and everyone involved with cycling, for a group picture.

Mr. Bill Nespore, gave a brief explanation of what the League of American Bicyclists purpose and commitment to lead the movement to create a Bicycle Friendly America for everyone, and as leaders, their commitment is to listen and learn, define standards and share best practices to engage diverse communities and build a powerful, unified voice for a change. Furthermore, Mr. Nespore recognized the City of Brownsville, as a Bronze Level Bicycle Friendly Community, for transforming neighborhoods and providing safe accommodations for bicycling and encouraging people, of all ages and abilities, to bike for transportation and recreation.

**4. PRESENTATIONS:**

**Street Condition Survey**

(Ruth Osuna – Assistant City Manager)

Ms. Ruth Osuna, Assistant City Manager, Mr. Carlos Lastra, Engineering Director, and Mr. Doroteo Garcia, Assistant Engineering Director, delivered a PowerPoint presentation regarding the Street Condition Survey, which would be used to plan and prioritize maintenance and reconstruction

of City roadways based condition. Staff will also create an asset management system and a work order system to manage the City's street maintenance program. During this process, every street within the City limits was entered into a computerized program called Pavement Condition Index (PCI), which lists each condition of the street, analyze, and categorize based on traffic volumes. The information would be used to improve or lengthen the life cycle of City streets based on existing street conditions.

Furthermore, they also presented recommendations to be considered by the Commission, by establishing a street maintenance program, increase the City resources in staffing and funding, with increased funding, the City can contract out street maintenance, the City can address lack of existing drainage, and complete and adopt the Neighborhood Revitalization Strategy Area, which is currently being worked on by the Grants Department.

Commissioner Cesar de Leon mentioned that if Ms. Osuna can provide the Commission with solutions, so they may take action as soon as possible.

Commissioner Deborah Portillo suggested that this information be part of a Town Hall meeting to educate the public.

Commissioner Rose Gowen mentioned that she would like to see the same study be done on sidewalks, and how can Finance Department help with this project.

Mr. Pete Gonzalez, Deputy City Manager, noted that staff has already started working on a Bond, in order to fund the street projects, and hoping that in November can be presented.

Commissioner Deborah Portillo suggested that this information be part of a Town Hall meeting to educate the public.

**5. CONSENT AGENDA ITEMS:**

**All consent Agenda Items listed were considered to be routine by the City Commission and were approved by one motion.**

Upon motion by Commissioner Ricardo Longoria, Jr., seconded by Commissioner John Villarreal and carried unanimously, Consent Agenda Items "a through f" were **approved**.

***ITEMS No. "a" through "f"***

**a) To acknowledge the following individuals to incur travel expense:**

<u>Employee</u>	<u>Department</u>	<u>Destination</u>	<u>Date</u>
Norma Zamora	BMetro	Houston, TX	Dec. 10-12, 2015
Griselda Rosas	City Secretary	Frisco, TX	Jan. 19-22, 2016
Yolanda Galarza	City Secretary	Frisco, TX	Jan. 19-22, 2016
Georgina Lopez	Planning	Austin, TX	Dec. 13-14, 2015
Georgina Mota	Public Works	College Station, TX	Jan. 13-15, 2016

- b) **Consideration and ACTION to authorize Parks and Recreation Supervisors and Maintenance Workers I & II, ten (10) employees, to attend the 2016 Texas Recreation & Parks Society (TRAPS) South Region Maintenance Rodeo, on January 21, 2016, in Portland, Texas.**
- c) **Consideration and ACTION to award a contract for the Recreation Center Roof to TADCO Roofing for the sum total of \$95,700.00.**
- d) **Consideration and ACTION to award a contract to Facilities, LLC., OF Brownsville, Texas, for the contract sum total of \$57,900.00 for the Brownsville Golf Course retaining wall and pipeline crossing project; which pose risk management and safety issues and require immediate repair.**
- e) **APPROVAL on SECOND and FINAL READING on Ordinance Number 2015-1612, to authorize the City Manager to abandon and close a portion of a 10' drainage and utility easement in Lot 1, Block 1, San Antonio Estates Subdivision.**
- f) **APPROVAL on SECOND and FINAL READING on Ordinance Number 235-2015-038-CO, to rezone from General Retail "G" (4CG) to General Retail "J" (4CJ) for 2.18 acres for all of Reserve area "C" of Galeno Crossing Subdivision located near Morrison Road and Galeno Crossing. (District 3)**

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**BOARDS AND COMMISSIONS:**

- 6. **Consideration and ACTION to appoint a City Representative to the West Morrison Road Public Improvement District.**

Commissioner Jessica Tetreau moved that *Ms. Constanza Miner, Planning & Zoning Interim Director*, be appointed as a City Representative to the West Morrison Road Public Improvement District. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

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**PUBLIC HEARINGS:**

- 7. **Public Hearing and ACTION on FIRST READING on Ordinance Number 2015-235.83, to amend Chapter 348, "Zoning"; Article VIII "Specific Uses"; by adding Section 348-1430, "Mobile Vendor Food Courts"; to include the definition and requirements of Mobile Vendor Food Courts developed on private property, with Sections 348-1420 through 348-1429 and Sections 348-1431 through 348-1490, to remain reserved, and dealing with related matters.**

Ms. Miriam Suarez, Planner I, gave a brief explanation of the changes that were made from the previous Commission meeting on the proposed ordinance. Ms. Suarez requested that the Commission accept the Ordinance with changes discussed.

Upon motion by Commissioner Rose Gowen seconded by Commissioner Cesar de Leon, and carried unanimously, the public hearing was **closed**.

Commissioner Rose Gowen moved that Ordinance Number 2015-235.83, be **adopted** at first reading, with changes as outlined, to amend Chapter 348, "Zoning"; Article VIII "Specific Uses"; by adding Section 348-1430, "Mobile Vendor Food Courts"; to include the definition and requirements of Mobile Vendor Food Courts developed on private property, with Sections 348-1420 through 348-1429 and Sections 348-1431 through 348-1490, to remain reserved, and dealing with related matters. The motion was seconded by Commissioner Deborah Portillo and carried unanimously.

**8. Public Hearing and ACTION to authorize the issuance of a new taxi cab permit to Mr. Alberto De La Rosa on a 2005 Chrysler Town & Country who will be operating for Brownsville Cab Company.**

Commander James Paschall, noted that Mr. Alberto De La Rosa had met all requirements under the City Taxi Ordinance, and if approved by the Commission the number of permits would increase by one and will be under the maximum number of 125 permits allowed.

Upon motion by Commissioner Cesar de Leon seconded by Commissioner John Villarreal, and carried unanimously, the public hearing was **closed**.

Commissioner Jessica Tetreau moved that the issuance of a new taxi cab permit to Mr. Alberto De La Rosa on a 2005 Chrysler Town & Country who will be operating for Brownsville Cab Company, be **approved**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

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**9. PUBLIC COMMENT PERIOD: PLEASE NOTE:**

Dr. Osbert Haro-Rodriguez III, read a scripture of the bible in regards to the Jubilee of Mercy, which is announced by a trumpet, and occurs every fifty years.

Mr. Eloy Garcia, informed the public that he would be working on a playground so children can ride their electric skateboard, bike, and motorcycle.

***ACTION ITEMS:***

**10. Consideration and ACTION to adopt reimbursement Resolution Number 2015-090 expressing official intent to reimburse with tax-exempt obligation proceeds costs associated with certain capital improvements.**

Commissioner Rose Gowen moved that the reimbursement **Resolution Number 2015-090** expressing official intent to reimburse with tax-exempt obligation proceeds costs associated with

certain capital improvements, be approved. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

**11. Consideration and ACTION to direct staff to pursue demolition of 805 E. Tyler, in compliance with the requirements of the Heritage Ordinance and to explore options for secondary usage.**

Ms. Stephanie Reyes, Assistant City Manager, gave a brief explanation of the building located on 805 E. Tyler, in which she noted that the City’s intent of acquiring the building was to demolish, reconstruct, and convert the building into a resource center for the Buena Vida neighborhood. She further noted that in order to proceed with the demolition of the property, it must be presented to the Historic Preservation and Design Review Board for review, and if approved, a release for demolition would be issued, if denied, the item can be appealed and presented to the Planning and Zoning Commission, and if there is no resolution, item can be appealed to the City Commission.

Commissioner Jessica Tetreau moved that staff pursue demolition of 805 E. Tyler, in compliance with the requirements of the Heritage Ordinance and to explore options for secondary usage, be **approved**. The motion was seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously.

**12. Consideration and ACTION to adopt budget amendment Resolution Number 2015-091 to amend the General Fund and Streetscape Fund expenditures budget, and to amend the budget for additional expenditures and revenues in Capital Projects Fund, Airport Fund, and Public Transit Fund.**

Commissioner Ricardo Longoria, Jr., moved that budget amendment Resolution Number 2015-091 to amend the General Fund and Streetscape Fund expenditures budget, and to amend the budget for additional expenditures and revenues in Capital Projects Fund, Airport Fund, and Public Transit Fund, be **adopted** and **approved**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

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*Commissioner Jessica Tetreau stepped out at 7:57 p.m. and did not vote.*

**PURCHASES/BIDS/CONTRACTS:**

**13. Consideration and ACTION to award a contract for the Brownsville Golf Course for the contract sum total \$267,400.00 for a new fleet of Golf Carts.**

Ms. Damaris McGlone, Parks and Recreation Director, delivered a PowerPoint presentation regarding the Golf Cart replacement, noting that the opportunity to rent golf carts (\$30 one day

rental/per cart) would help additional revenue to pay for upkeep and replacement fleet when the lifespan expires.

Commissioner John Villarreal moved that a contract for the Brownsville Golf Course for new fleet of Golf Carts, be awarded to **RGV Cars**, of **Harlingen, Texas**, for a total purchase and delivery amount of **\$227,400.00**, be **approved**. The motion was seconded by Commissioner Rose Gowen and carried unanimously.

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**ADJOURNMENT:**

There being no further business to come before the Commission, upon duly made motion, the meeting adjourned at 8:08 p.m.

Approved this 5<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
**Antonio Martinez**  
**Mayor**

**Attest:**

\_\_\_\_\_  
**Michael L. Lopez, MPA**  
**City Secretary**

*Respectfully submitted by:*  
*Yolanda Galarza-Gomez, Administrative Specialist II*  
*Office of the City Secretary*



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 4c.

DEPT. MAKING REQUEST: Aviation DATE SUBMITTED: 12/22/2015

CONTACT PERSON(S) NAME: Sesha S. Vorrey, Interim Airport Director Sesha S. Vorrey Digitally signed by Sesha S. Vorrey  
DN: cn=Sesha S. Vorrey, o=Interim  
Airport Director, ou=City of Brownsville,  
email=sesah@cob.us, c=US  
Date: 2015.12.18 16:23:12 -0600

PHONE: 956-542-4373 FAX: 956-542-4374 E-MAIL: labrown@cob.us

AGENDA CATEGORY: (TIME LIMIT)

- EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

- CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

Consideration and ACTION to authorize Michael D. Jones, Business Development Manager, to travel to San Juan, Puerto Rico, on February 16-20, 2015, to attend the Routes Americas Conference and meet with airlines regarding airline service.

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL:  YES     NO  
\_\_\_\_\_  
City Manager



# CITY OF BROWNSVILLE

## TRAVEL REQUEST FORM

This form must be included with all travel requests submitted for placement on the City Commission Agenda. Failure to do so will result in having the item pulled from the agenda. A **Travel Expenditure Report** form must be filled out **within five (5) days** after completion of travel. **Travel reports which remain outstanding will result in suspension of further travel until all reports are completed.**

TO: **FINANCE DIRECTOR**

DATE: December 18, 2015

FROM: Sesha S. Vorrey

DEPARTMENT Interim Airport Director

I hereby request authorization for travel, at City expense, for the following employee as follows:

Michael Jones

Business Development Manager

EMPLOYEE NAME

POSITION

1. Destination: San Juan, Puerto Rico

2. Est. date and time leaving: February 16, 2016 at 6:00am Est. date and time returning: February 20, 2016 at 9:00am

3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:

Attend Routes Americas Conference, meet with at least 8 airlines regarding air service to BRO, attend air service development strategy summit, Network with other airports.

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? (*attach additional memo as needed.*)

~~Meeting with airlines can bring additional air service to Brownsville. Each new flight with 50 seats flying 80%full adds more then 200 permanent jobs and \$300.000 sales tax revenue to the economy and has an economic impact of \$20,000,000.~~

6. Will any costs be paid by a grant or sponsor: YES  NO  (List) \_\_\_\_\_

**Meals & Incidental Expenses are based on a per diem M&IE rate when conducting City business away from home.**

REFER TO THE CITY'S **TRAVEL EXPENSE POLICY** FOR FURTHER INFORMATION REGARDING TRAVEL ON CITY BUSINESS.

7. Calculate costs on the space below: (Private vehicle mileage: @ the latest Federal Reimbursement Rate)	Estimated Cost to the City:
a. Transportation _____ miles x 50.5 cents a mile for private vehicle (list other) _____	\$ <u>938.81</u>
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ <u>315.00</u>
c. Lodging \$ <sup>265.43.00 event hotel</sup> _____ per night x (1) person	\$ <u>1,061.72</u>
d. Registration Fees \$ <sup>Includes annual dues</sup> _____ per person x (1) person	\$ <u>2,006.75</u>
e. Other costs (explain) <u>taxi</u>	\$ <u>60.00</u>
<b>TOTAL:</b>	\$ <u>4,382.28</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 4382.28 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

\* Employee Signatures:

9. Charges to be made to line item # 61 - 540-767 which has a balance of \$ 17,114.72 as of this date.

10. This request is hereby  APPROVED  DENIED The Accounting Department is instructed to issue a check in the amount of \$ \_\_\_\_\_ as an advance expense.

/S/ \_\_\_\_\_  
Finance Director

**City of Brownsville, Texas**  
**Analysis of Meal & IE Per Diem Allowance**  
**in San Juan, Puerto Rico**  
**From February 16, 2016 - February 20, 2016**  
**The Daily Meal & IE for San Juan, Puerto Rico, Perdiem: \$71.00**

Travel Date	Destination	Max Lodgging Allowed	Meal Per Diem Daily Rate	First Day & Last Day at 75% of Daily Rate	Total Daily Allowance	
February 16, 2016	Tuesday	San Juan, Puerto Rico	0.00	70.00	0.75      53.25	52.50
February 17, 2016	Wednesday	San Juan, Puerto Rico	0.00	70.00		70.00
February 18, 2016	Thursday	San Juan, Puerto Rico	0.00	70.00		70.00
February 19, 2016	Friday	San Juan, Puerto Rico	0.00	70.00		70.00
February 20, 2016	Saturday	Brownsville, Texas		70.00	0.75	52.50
			-			
<b>Total Meal &amp; IE Allowance</b>					<b>315.00</b>	



# Routes Americas 2016

The route development forum for the Americas

San Juan, Puerto Rico • 17 - 19 February 2016

## Event Programme

### Tuesday 16 February

TBC	Pre-event Tour
<i>Wednesday 17 February</i>	
12:30	Registration, Diary Advice and Networking Area Open
14:00 - 17:45	Routes Americas Strategy Summit Location: Puerto Rico Convention Centre
15:40 - 15:55	Refreshment Break Location: Networking Area
15:55 - 17:45	Routes Americas Strategy Summit Location: Puerto Rico Convention Centre
18:30 - 20:30	Welcome Reception hosted by Puerto Rico Tourism Company Location: El Capitolio

### Thursday 18 February

08:00 - 17:30	Registration, Diary Advice and Networking Area Open
08:30 - 10:55	Face-to-Face Meetings Location: Airline Meeting Hall
10:55 - 11:25	Refreshment Break Location: Networking Area
11:25 - 12:35	Face-to-Face Meetings Location: Airline Meeting Hall
12:35 - 14:00	Networking Lunch Location: Puerto Rico Convention Centre
14:00 - 15:35	Face-to-Face Meetings Location: Airline Meeting Hall

15:35 – 16:05	Refreshment Break Location: Networking Area
16:05 – 17:40	Face-to-Face Meetings Location: Airline Meeting Hall
17:40	Final Meeting ends
19:30 – 00:00	Networking Evening hosted by Puerto Rico Tourism Company Location: Caribe Hilton Hotel
20:00 – 20:20	Routes Americas Marketing Awards
00:00	Networking Evening Ends

*Friday 16 February*

08:00 – 16:00	Registration, Diary Advice and Networking Area Open
08:30 – 10:55	Face-to-Face Meetings Location: Airline Meeting Hall
10:55 – 11:25	Refreshment Break Location: Networking Area
11:25 – 12:35	Face-to-Face Meetings Location: Airline Meeting Hall
12:35 – 14:00	Networking Lunch and Handover Ceremony Location: Puerto Rico Convention Centre
14:00 – 16:25	Face-to-Face Meetings Location: Airline Meeting Hall
16:25	Final Meeting Ends

*Saturday 20 February*

All day	Post-event Tour
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# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 4c.

DEPT. MAKING REQUEST: BMetro Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Norma Zamora, B-Metro Director Norma H. Zamora

Digitally signed by Norma H. Zamora  
DN: CN = Norma H. Zamora, C = US, O = B.U.S., OU = Director  
Date: 2004.06.15 14:24:03 -05'00'

PHONE: (956) 541-4881 FAX: (956) 544-7603 E-MAIL: normaz@cob.us

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

"Consideration and ACTION authorizing Norma H. Zamora, BMetro Director to travel to Austin, TX on January 26-28, 2016 to attend the TxDOT Transit Operators Semi-Annual Business Meeting."

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:  
65-560-770

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL:  YES     NO  
\_\_\_\_\_  
City Manager



# Memo

---

To: Charlie Cabler, City Manager  
Cc: Pete Gonzalez, Deputy Chief/CFO  
From: Norma H. Zamora, Director  
Date: December 23, 2015  
Re: BMetro Dept. Agenda Request for Travel

---

I, Norma H. Zamora, Director hereby request authorization to travel to Austin, Texas to attend TxDOT Transit Operators Semi-Annual Business Meeting on January 26-28, 2016.

Please see attached documents;

- Agenda Request Form
  - Travel Request Form
5. Travel information
    - TxDOT Transit Operators Semi-Annual Business Meeting Agenda
  - 7b. Meals & IE Per Diem Allowance
  - 7c. lodging information

I hope this information will suffice and should you have any questions please feel free to contact me at (956) 541-4881.





# CITY OF BROWNSVILLE

## TRAVEL REQUEST FORM

This form must be included with all travel requests submitted for placement on the City Commission Agenda. Failure to do so will result in having the item pulled from the agenda. A **Travel Expenditure Report** form must be filled out **within five (5) days** after completion of travel. **Travel reports which remain outstanding will result in suspension of further travel until all reports are completed.**

TO: **FINANCE DIRECTOR**

DATE: Dec. 23, 2015

FROM: Norma H. Zamora

DEPARTMENT BMetro

I hereby request authorization for travel, at City expense, for the following employee as follows:

Norma H. Zamora

Director

EMPLOYEE NAME

POSITION

1. Destination: Austin, Texas

2. Est. date and time leaving: Jan. 26, 2016

Est. date and time returning: Jan. 28, 2016

3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:

To attend the TxDOT Transit Operators Semi-Annual Business Meeting.

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? *(attach additional memo as needed.)*

6. Will any costs be paid by a grant or sponsor: YES  NO  (List)

65-560-770

**Meals & Incidental Expenses are based on a per diem M&IE rate when conducting City business away from home.**

REFER TO THE CITY'S **TRAVEL EXPENSE POLICY** FOR FURTHER INFORMATION REGARDING TRAVEL ON CITY BUSINESS.

7. Calculate costs on the space below: (Private vehicle mileage: @ the latest Federal Reimbursement Rate)	Estimated Cost to the City:
a. Transportation _____ miles x 50.5 cents a mile for private vehicle (list other) <u>city vehicle</u>	\$ <u>80.00</u>
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ <u>147.50</u>
c. Lodging \$ <u>159.00</u> per night x (1) person	\$ <u>365.70</u>
d. Registration Fees \$ <u>n/a</u> per person x (1) person	\$ <u>n/a</u>
e. Other costs (explain) <u>n/a</u>	\$ <u>n/a</u>
<b>TOTAL:</b>	\$ <u>593.20</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 593.20 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

\* Employee Signatures:

9. Charges to be made to line item # 65\_560-770 which has a balance of \$ 1716.40 as of this date.

10. This request is hereby  APPROVED  DENIED The Accounting Department is instructed to issue a check in the amount of \$ \_\_\_\_\_ as an advance expense.

/S/ \_\_\_\_\_  
Finance Director



## MEETING AGENDA

### Transit Operators Semi-Annual Business Meeting

Wednesday, January 27 | 8:30 A.M. – 4:00 P.M.

200 E. Riverside Drive - Auditorium

Austin, TX

<b>8:30 – 8:40 A.M.</b>	<b>Settling In</b>
1.	Welcome / Safety Briefing
2.	Director's Report / Opening Remarks
3.	Advisory Committee and Association Updates <ul style="list-style-type: none"> <li>• PTAC TTA</li> <li>• ACT</li> </ul>
4.	FTA Region VI – Updates / Topics of Interest
5.	FAST Act
	<b>Break</b>
6.	Rural Transit Asset Replacement Project (R-TARP) / TIGER
7.	Best Practice Cost Allocation Methodology
<b>11:30 A.M. – 12:50 P.M.</b>	<b>Lunch (on your own)</b>
<b>12:50 – 1:00 P.M.</b>	<b>Settling In</b>
8.	Ethics / EEO
9.	5310 Best Practices Panel Discussion
10.	Compliance Program (5339, DBE, Risk Assessment, D&A Outsourcing)
	<b>Break</b>
11.	E-Grants
12.	Q & A / Closing

**City of Brownsville, Texas**  
**Analysis of Meal & IE Per Diem Allowance**  
**TxDOT Transit Operatos Semi-Annual Business Meeting**  
**Austin, Texas**  
**January 26-28, 2016**  
**The Daily Meal & IE For Austin, Texas \$59.00**

<u>Date</u>		<u>Meal Per Diem Daily Rate</u>	<u>First Day &amp; Last Day at 75% of Daily Rate</u>	<u>Total Daily Allowance</u>
Jan. 26, 2016	Tuesday	0.00	44.25	44.25
Jan. 27, 2016	Wednesday	59.00	0.00	59.00
Jan. 28, 2016	Thursday	0.00	44.25	44.25
<b>Total Meal &amp; IE Per diem</b>		<u><u>59.00</u></u>	<u><u>88.50</u></u>	<u><u>147.50</u></u>



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 4c.  
 DEPT. MAKING REQUEST: Grants DATE SUBMITTED: 12/28/2015  
 CONTACT PERSON(S) NAME: Marina Zolezzi  
 PHONE: 956-548-6151 FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

AGENDA CATEGORY: (TIME LIMIT)  
 EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

**AGENDA ITEM:** (Attach back up material)

Consideration and ACTION to authorize Edgar I. Garcia, Assistant Director to attend the Beyond Housing A National Conversation on Child Homelessness and Poverty 2016 being held in New York, New York, on January 13-16, 2016.

**AGENDA ITEM HISTORY:**  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

**FINANCIAL:** Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

**STAFF RECOMMENDATION: (mark your selection)**  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

**OTHER RECOMMENDATION:** (Write in advisory board or committee name and recommendation if applicable)

**ADMINISTRATIVE APPROVAL:**  YES     NO  
 \_\_\_\_\_  
 City Manager



# CITY OF BROWNSVILLE

## TRAVEL REQUEST FORM

This form must be included with all travel requests submitted for placement on the City Commission Agenda. Failure to do so will result in having the item pulled from the agenda. A **Travel Expenditure Report** form must be filled out **within five (5) days** after completion of travel. **Travel reports which remain outstanding will result in suspension of further travel until all reports are completed.**

TO: **FINANCE DIRECTOR**

DATE: 12/28/2015

FROM: Marina Zolezzi

DEPARTMENT Grants

I hereby request authorization for travel, at City expense, for the following employee as follows:

Edgar I. Garcia  
EMPLOYEE NAME

Assistant Director  
POSITION

1. Destination: New York City, New York

2. Est. date and time leaving: 01/13/2016 Est. date and time returning: 01/16/2016

3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? *(attach additional memo as needed.)*

The training will give me the experience in best practices used by HUD Representative when managing Emergency Solutions Grant (ESG)

6. Will any costs be paid by a grant or sponsor: YES  NO  (List) \_\_\_\_\_

**Meals & Incidental Expenses are based on a per diem M&IE rate when conducting City business away from home.**

REFER TO THE CITY'S **TRAVEL EXPENSE POLICY** FOR FURTHER INFORMATION REGARDING TRAVEL ON CITY BUSINESS.

7. Calculate costs on the space below: (Private vehicle mileage: @ the latest Federal Reimbursement Rate)	Estimated Cost to the City:
a. Transportation _____ miles x 50.5 cents a mile for private vehicle (list other) _____	\$ <u>430.20</u>
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ <u>185.00</u>
c. Lodging \$ <u>209+Tax</u> per night x (1) person	\$ <u>729.98</u>
d. Registration Fees \$ <u>125.00</u> per person x (1) person	\$ <u>125.00</u>
e. Other costs (explain) <u>Baggage 50.00 Taxi 150.00</u>	\$ <u>200.00</u>
<b>TOTAL:</b>	\$ <u>1670.18</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 1,114.98 FOR THE PURPOSE OF THIS TRIP.

<b>Department Director Signature:</b>	<b>* Employee Signatures:</b>
---------------------------------------	-------------------------------

9. Charges to be made to line item # 17-7394 7140 which has a balance of \$ \_\_\_\_\_ as of this date.

10. This request is hereby  APPROVED  DENIED The Accounting Department is instructed to issue a check in the amount of \$ \_\_\_\_\_ as an advance expense.

/S/ \_\_\_\_\_  
Finance Director



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 4c.  
 DEPT. MAKING REQUEST: PUBLIC HEALTH DATE SUBMITTED: 12/29/2015  
 CONTACT PERSON(S) NAME: ARTURO RODRIGUEZ  
 PHONE: 956.542.3437 FAX: 956.546.4355 E-MAIL: art.rodriquez@cob.us

AGENDA CATEGORY: (TIME LIMIT)  
 EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)  
 \_\_\_\_\_  
 (No time limit)  
 CONSENT     PUBLIC HEARING     ACTION  
 \_\_\_\_\_

**AGENDA ITEM:** (Attach back up material)

CONSIDERATION AND ACTION TO APPROVE TRAVEL FOR ARTURO RODRIGUEZ, PUBLIC HEALTH DIRECTOR, TO ATTEND A MEETING WITH THE TEXAS ENVIROMENTAL HEALTH ASSOCIATION, IN AUSTIN, TEXAS ON JANUARY 7-8, 2016.

**AGENDA ITEM HISTORY:**  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

**FINANCIAL:** Budgeted:     YES     NO     N/A  
 Grant/Matching Funds From:

**STAFF RECOMMENDATION: (mark your selection)**  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

**OTHER RECOMMENDATION:**(Write in advisory board or committee name and recommendation if applicable)

**ADMINISTRATIVE APPROVAL:**     YES     NO  
 \_\_\_\_\_  
 City Manager



# CITY OF BROWNSVILLE

## TRAVEL REQUEST FORM

This form must be included with all travel requests submitted for placement on the City Commission Agenda. Failure to do so will result in having the item pulled from the agenda. A **Travel Expenditure Report** form must be filled out **within five (5) days** after completion of travel. **Travel reports which remain outstanding will result in suspension of further travel until all reports are completed.**

TO: **FINANCE DIRECTOR**

DATE: 12/29/2015

FROM: Arturo Rodriguez

Public Health

DEPARTMENT

I hereby request authorization for travel, at City expense, for the following employee as follows:

Arturo Rodriguez

EMPLOYEE NAME

Public Health Director

POSITION

1. Destination: Austin, Texas

2. Est. date and time leaving: Thursday January 7, 2016 @ 8:00 a.m.

Est. date and time returning: Friday January 8, 2015 @ 11:00 p.m.

3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:

To attend a Texas Environmental Health Association Board Meeting.

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? (attach additional memo as needed.)

Input on recent Texas Food Establishment (TFER) rules and policies will be discussed and shared at this Board Meeting.

6. Will any costs be paid by a grant or sponsor: YES  NO  (List)

**Meals & Incidental Expenses are based on a per diem M&IE rate when conducting City business away from home.**

REFER TO THE CITY'S **TRAVEL EXPENSE POLICY** FOR FURTHER INFORMATION REGARDING TRAVEL ON CITY BUSINESS.

7. Calculate costs on the space below: (Private vehicle mileage: @ the latest Federal Reimbursement Rate) Estimated Cost to the City:

a. Transportation  miles x 44.5 cents a mile for private vehicle (list other)  \$ 120.00

b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] \$ 88.50

c. Lodging \$ 159 x 1 per night x (1) person \$ 159.00

d. Registration Fees \$ 0 per person x (1) person \$ 0

e. Other costs (explain)  \$ 0

**TOTAL:** \$ 367.50

8. I HEREBY REQUEST AN ADVANCE OF \$  FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

\* Employee Signatures:

9. Charges to be made to line item #  -  which has a balance of \$  as of this date.

10. This request is hereby  APPROVED  DENIED The Accounting Department is instructed to issue a check in the amount of \$  as an advance expense.

/s/ \_\_\_\_\_  
Finance Director

City of Brownsville, Texas  
 Analysis of Meal & IE Per Diem Allowance  
 During The Texas Environmental Health Association Board Meeting  
 in Austin Texas  
 From January 7, to January 8, 2016  
 The Daily Meal & IE For Austin, Texas is \$59.00

<u>Date</u>	<u>Meal Per Diem Daily Rate</u>	<u>First Day &amp; Last Day at 75% of Daily Rate</u>	<u>Total Daily Allowance</u>
Thursday	January 7, 2015	44.25	44.25
Friday	January 8, 2015	44.25	44.25
Total Meal & IE Allowance	<u>0.00</u>	<u>88.50</u>	<u>88.50</u>

Nightly Lodging from January 7 through January 8, 2016 and checked out on Friday, January 8, 2016. Thursday, January 7, 2016 (first day), and January 8, 2016 (last day) were traveling days.



# TEXAS ENVIRONMENTAL HEALTH ASSOCIATION

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## Governing Council Meetings

Host Hotel :

DoubleTree Hotel, Austin

[Proxy-GovCouncil\\_doc2013\(1\).pdf](#)

## Governing Council Meetings » January 2016

[« December 2015](#)

[February 2016 »](#)

There are currently no events available for this month.

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### Texas Environmental Health Association

PO Box 889  
Wolfforth, TX 79382  
Fax: (806) 855-4277

Phone: (806) 855-4277  
[www.myteha.org](http://www.myteha.org)



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[Central Texas Chapter](#)  
[Gulf Coast Texas Chapter](#)  
[Governing Council](#)





# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 4c.

DEPT. MAKING REQUEST: Police Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Orlando Rodriguez, Police Chief Orlando Rodriguez  
Digitally signed by Orlando Rodriguez  
 DN: cn=Orlando Rodriguez, o=Brownsville Police Department, ou=Interim Chief of Police, email=orodriguez@cob.us, c=US  
 Date: 2015.01.05 09:32:42 -0500

PHONE: 956-548-7050 FAX: 956-548-7058 E-MAIL: ocrodriguez@cob.us

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

Consideration and Action to authorize Public Information System Manager , Paul Cantu # 3881 and Public Information System Coordinator, Jose A. Sanchez # 4889 to attend the "Crystal Reports Training" in Conroe, Texas on January 26 - 29, 2016.

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:  
 General fund 01-310-770

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL:     YES     NO

\_\_\_\_\_ City Manager



# CITY OF BROWNSVILLE

## TRAVEL REQUEST FORM

This form must be included with all travel requests submitted for placement on the City Commission Agenda. Failure to do so will result in having the item pulled from the agenda. A **Travel Expenditure Report** form must be filled out **within five (5) days** after completion of travel. **Travel reports which remain outstanding will result in suspension of further travel until all reports are completed.**

TO: **FINANCE DIRECTOR**

DATE: 12/23/2015

FROM: Orlando Rodriguez

Police

DEPARTMENT

I hereby request authorization for travel, at City expense, for the following employee as follows:

Paul Cantu, III #3881

Public Information System Manager

EMPLOYEE NAME

POSITION

1. Destination: Conroe TX

2. Est. date and time leaving: 01/26/2016 08:00 AM

Est. date and time returning: 01/29/2016 05:00 PM

3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:

To attend the "Crystal Reports Training"

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? (attach additional memo as needed.)

By attending this training Mr. Cantu will learn about new and different Crystal Reports tools and programming procedures that he is not familiar with and will help provide a better service to the department and the public.

6. Will any costs be paid by a grant or sponsor: YES  NO  (List)

**Meals & Incidental Expenses are based on a per diem M&IE rate when conducting City business away from home.**

REFER TO THE CITY'S TRAVEL EXPENSE POLICY FOR FURTHER INFORMATION REGARDING TRAVEL ON CITY BUSINESS.

7. Calculate costs on the space below: (Private vehicle mileage: @ the latest Federal Reimbursement Rate) Estimated Cost to the City:

a. Transportation \_\_\_\_\_ miles x 44.5 cents a mile for private vehicle (list other) \_\_\_\_\_ \$ 172.92

b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] \$ 206.50

c. Lodging \$ 148.03 per night x (1) person \$ 444.09

d. Registration Fees \$ 750.00 per person x (1) person **MAILED IN** \$ 750.00

e. Other costs (explain) \_\_\_\_\_ \$ 000.00

**TOTAL:** 1573.51

8. I HEREBY REQUEST AN ADVANCE OF \$ 823.51 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

\* Employee Signatures:

9. Charges to be made to line item # 01 - 310-770 which has a balance of \$ 25,097.00 as of this date.

10. This request is hereby  APPROVED  DENIED The Accounting Department is instructed to issue a check in the amount of \$ \_\_\_\_\_ as an advance expense.

/S/ \_\_\_\_\_  
Finance Director

# City of Brownsville, Texas

## Analysis of Meal & IE Per Diem Allowance

### State and Local Law Enforcement Training Symposium

	in	<b>Conroe</b>	TX	<b>77301</b>	
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	From:	1/26/2016	8:00 AM	to	1/29/2016	5:00 PM
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The Daily Meal & IE for :	<b>Conroe</b>	TX	is	<b>\$59.00</b>	
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Date	Meal Per Diem Daily Rate	First Day & Last Day	at 75% of Daily Rate	Total Daily Allowance
<b>Tuesday, January 26, 2016</b>	Travel Date	\$59.00	0.75	\$ 44.25
<b>Wednesday, January 27, 2016</b>	\$59.00			\$ 59.00
<b>Thursday, January 28, 2016</b>	\$59.00			\$ 59.00
	\$0.00			\$ -
	\$0.00			\$ -
<b>Friday, January 29, 2016</b>	Return Date	\$59.00	0.75	\$ 44.25
<b>Total Meal &amp; IE Allowance</b>	<b>118.00</b>	<b>\$</b>	<b>88.50</b>	<b>206.50</b>

Nightly Lodging from:	Tuesday, January 26, 2016	and check out is on	Friday, January 29, 2016
	Tuesday, January 26, 2016	(First Day) and	Friday, January 29, 2016 (Last Day) were traveling days

**MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW**



# CITY OF BROWNSVILLE

## TRAVEL REQUEST FORM

This form must be included with all travel requests submitted for placement on the City Commission Agenda. Failure to do so will result in having the item pulled from the agenda. A **Travel Expenditure Report** form must be filled out **within five (5) days** after completion of travel. **Travel reports which remain outstanding will result in suspension of further travel until all reports are completed.**

TO: **FINANCE DIRECTOR**

DATE: 12/23/2015

FROM: Orlando Rodriguez

Police

DEPARTMENT

I hereby request authorization for travel, at City expense, for the following employee as follows:

Jose A. Sanchez #4889

Public Information System Coordinator

EMPLOYEE NAME

POSITION

1. Destination: Conroe TX

2. Est. date and time leaving: 01/26/2016 08:00 AM

Est. date and time returning: 01/29/2016 05:00 PM

3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:

To attend the "Crystal Reports Training"

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? (attach additional memo as needed.)

By attending this training Mr. Cantu will learn about new and different Crystal Reports tools and programming procedures that he is not familiar with and will help provide a better service to the department and the public.

6. Will any costs be paid by a grant or sponsor: YES  NO  (List)

**Meals & Incidental Expenses are based on a per diem M&IE rate when conducting City business away from home.**

REFER TO THE CITY'S TRAVEL EXPENSE POLICY FOR FURTHER INFORMATION REGARDING TRAVEL ON CITY BUSINESS.

7. Calculate costs on the space below: (Private vehicle mileage: @ the latest Federal Reimbursement Rate) Estimated Cost to the City:

a. Transportation  miles x 44.5 cents a mile for private vehicle (list other)  \$ 000.00

b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] \$ 206.50

c. Lodging \$ 000.00 per night x (1) person \$ 000.00

d. Registration Fees \$ 750.00 per person x (1) person **MAILED IN** \$ 750.00

e. Other costs (explain)  \$ 000.00

**TOTAL:** 956.50

8. I HEREBY REQUEST AN ADVANCE OF \$ 206.50 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

\* Employee Signatures:

9. Charges to be made to line item # 01 - 310-770 which has a balance of \$ 23,523.49 as of this date.

10. This request is hereby  APPROVED  DENIED The Accounting Department is instructed to issue a check in the amount of \$  as an advance expense.

/S/ \_\_\_\_\_  
Finance Director

# City of Brownsville, Texas

## Analysis of Meal & IE Per Diem Allowance

### State and Local Law Enforcement Training Symposium

	in	<b>Conroe</b>	TX	<b>77301</b>	
--	----	---------------	----	--------------	--

	From:	1/26/2016	8:00 AM	to	1/29/2016	5:00 PM
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The Daily Meal & IE for :	<b>Conroe</b>	TX	is	<b>\$59.00</b>	
---------------------------	---------------	----	----	----------------	--

Date	Meal Per Diem Daily Rate	First Day & Last Day	at 75% of Daily Rate	Total Daily Allowance
<b>Tuesday, January 26, 2016</b>	Travel Date	\$59.00	0.75	\$ 44.25
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	\$0.00			\$ -
	\$0.00			\$ -
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<b>Total Meal &amp; IE Allowance</b>	<b>118.00</b>	<b>\$</b>	<b>88.50</b>	<b>206.50</b>

Nightly Lodging from:	Tuesday, January 26, 2016	and check out is on	Friday, January 29, 2016
	Tuesday, January 26, 2016	(First Day) and	Friday, January 29, 2016 (Last Day) were traveling days

**MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW**



# **CRYSTAL REPORTS TRAINING**

## ***Spillman Public Safety Software***

**Course Description:** With the power of this industry-leading report-writing tool, Crystal Reports users and developers can integrate their organization's data, making sophisticated reports readily available to support critical public safety decisions. In this hands-on course, you gain extensive experience using Crystal Reports to connect to databases, retrieve raw data, format data, and create and present reports for widespread distribution. You will return to your organization with a detailed process to help you connect to data sources and create useful reports right away. Students will design crystal reports with that can be saved and used as templates with their own agency data.

**Course Length:** Classroom training totals 24 hours beginning at 8:30am and ending at 4:30pm each day.

**Course Location:** January 27-29, 2016 City of Conroe - EOC 300 W. Davis Street Conroe, TX 77301

**Prerequisites:** Students are not required to have any prior knowledge of Crystal Reports or SAP products. Participants must bring their own laptop/PC computer pre-loaded with one of the following licensed versions of Crystal Reports: Crystal Reports 2008, Crystal Reports 2011, Crystal Reports 2013. Students may remote connect to their host agency data source as public internet access will be provided. For questions related to connectivity or IT requirements please contact [nwillhoite@cityofconroe.org](mailto:nwillhoite@cityofconroe.org).

### **Course Contents:**

#### **Overview of Crystal Reports:**

- Formatting and summarizing data
- Filtering, sorting and grouping data
- Customizing reports with business logic
- Connecting to ODBC Spillman Data Sources
- Adding charts and sub-reports to a report

#### **The Crystal Report Writer:**

- Writing a basic report
- Selecting a format
- Adding text and fields
- Connecting to remote data sources
- Configuring the reporting environment

#### **Formatting and styling:**

- Tailoring sections within a report
- Annotating header and footer fields
- Designing fields for quality presentations
- Adding color, borders and pictures
- Highlighting data with Highlight Expert

#### **Interpreting Structures and Retrieving Data:**

- Navigating complex data
- Deciphering data structures
- Identifying data relationships

**Gathering the right data:**

- Merging data from multiple tables
- Building queries
- Optimizing data retrieval

**Combining Powerful Report Techniques:**

- Organizing and summarizing reports
- Sorting user sort control and grouping
- Grouping with formulas
- Shared Variables
- Summary and Rolling Total fields

**Building advanced reports:**

- Embedding linked and unlinked sub-reports into reports
- Designing dynamic and cascading prompts

**Visualizing complex data:**

- Simplifying data with charts and graphs
- Organizing fields into sections
- Adding, merging, suppressing sections

**Programming Data Functionality:**

- Coding in formula language
- Working with variables and operators
- Deciphering formula syntax
- Adding and modifying formulas with the Formula Workshop
- Calling and working with functions

**Writing effective formulas:**

- Building if/then/else statements
- Converting and comparing data
- Debugging the code
- Employing the Formula Workshop

**Who Should Attend:** Clients new to SAP wanting to learn the Crystal Reports platform.

**Benefits to You:** Confidence in your ability to design, publish and distribute eye catching reports against any data source. Automate advanced user reports and form templates that take hours to generate manually.

**Instructor:**

Darrell Kelemen,  
Support Services Bureau Commander  
Police Officer - Law Enforcement Consortium Administrator  
League City Police Department

Darrell Kelemen is a graduate of Sam Houston State University and holds a Bachelors of Science Degree in Criminal Justice. He has 17 years of law enforcement experience as a TCOLE instructor and holds a master peace officer certification. Darrell Kelemen is employed as the Administrative Bureau Manager at the League City Police Department where he serves as master instructor and OSSI Sungard/OneSolution administrator for one of the Country's largest public safety software consortiums. He has been recognized by the OSSI Sungard National User Group Board for providing outstanding training during National Conferences.



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 4d.

DEPT. MAKING REQUEST: Planning DATE SUBMITTED: 12/28/2015

CONTACT PERSON(S) NAME: Constanza Miner-Planning & Zoning Interim Director

PHONE: 956-548-6150 FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

AGENDA CATEGORY: (TIME LIMIT)

- EXECUTIVE SESSION
- WORKSHOP
- PRESENTATION
- DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

- CONSENT
- PUBLIC HEARING
- ACTION

AGENDA ITEM: (Attach back up material)

**APPROVAL** on **SECOND** and **FINAL READING** on **Ordinance Number 2015-235.83**, to amend Chapter 348, "Zoning"; Article VIII "Specific Uses"; by adding Section 348-1430, "Mobile Vendor Food Courts"; to include the definition and requirements of Mobile Vendor Food Courts developed on private property, with Sections 348-1420 through 348-1429 and Sections 348-1431 through 348-1490, to remain reserved, and dealing with related matters.

AGENDA ITEM HISTORY:  Second Reading  Tabled on \_\_\_\_\_  Discussed on \_\_\_\_\_  
 Pending Info Received  Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES  NO  N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve  Deny  
 Table for \_\_\_\_\_ weeks  Table Indefinitely  Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL:  YES  NO

\_\_\_\_\_  
City Manager



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 4e.

DEPT. MAKING REQUEST: Police Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Orlando Rodriguez, Police Chief

PHONE: 956-548-7050 FAX: 956-548-7058 E-MAIL: ocrodriguez@cob.us

AGENDA CATEGORY: (TIME LIMIT)

- EXECUTIVE SESSION
- WORKSHOP
- PRESENTATION
- DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

- CONSENT
- PUBLIC HEARING
- ACTION

AGENDA ITEM: (Attach back up material)

Consideration and ACTION to Award a Contract for Training Lab use for Force Training Simulator for the Brownsville Police Department.

AGENDA ITEM HISTORY:  Second Reading  Tabled on \_\_\_\_\_  Discussed on \_\_\_\_\_

Pending Info Received  Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES  NO  N/A

Grant/Matching Funds From:

US DOJ, BJA JAG # 2013-DJ-BX0437 #01-313 \$35,916.00 and BPD Federal Forfeiture Fund # 28 \$34,084.00

STAFF RECOMMENDATION: (mark your selection)  Approve  Deny

Table for \_\_\_\_\_ weeks  Table Indefinitely  Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

Brownsville Police Department  
FTS-12-0116

ADMINISTRATIVE APPROVAL:  YES  NO

\_\_\_\_\_  
City Manager



## PURCHASING & CONTRACT SERVICES DEPARTMENT PROCUREMENT ANALYSIS

---

Date: December 24, 2015

To: Mr. Charlie Cabler, City Manager

CC: Mr. Pete Gonzalez, Deputy Assistant City Manager  
Mrs. Stephanie Reyes, Assistant City Manager  
Ms. Ruth Osuna, Assistant City Manager  
Mr. Orlando Rodriguez, Police Chief  
Mr. Michael L. Lopez, City Secretary  
Mr. Lupe Granado III, Finance Director

From: Mr. Roberto C. Luna, Jr., Purchasing & Contract Services Director

Subject: Agenda Item for the City Commission meeting of January 2, 2016:  
"Consideration and Action to Award a Contract for Training Lab use for Force Training Simulator for the Brownsville Police Department."

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At the request of the Police Chief Orlando Rodriguez, the Purchasing & Contract Services Department has solicited a "TXMAS" proposal for the subject procurement. Under Section § 791.025, "Contracts for Purchases" and Section § 271.101 of the Texas Government Code, the bidding requirement has been satisfied. Therefore, advertisement or invitations for sealed formal bids were not required for this procurement [Bookmark "A" - Section § 791.025, "Contracts for Purchases" and Section § 271.101 of the Texas Government Code]

The Police Department has worked together with TI Training Corporation representatives, to develop a three day Master Instructor Certification Course and education scenarios that will challenge their decision making ability and develop life-savings skills [Bookmark "B" – TXMAS "TI Training Corporation proposal"]

### RECOMMENDATION

Staff recommends the following:

1. Consideration and Action to Award a Contract for Training Lab use for Force Training Simulator for the Brownsville Police Department TI Training Corporation, of Golden, CO in the amount of **\$69,946.07**. This procurement reflects TXMAS contract pricing.
2. Funding for this procurement is available through account US DOJ, BJA JAG # 2013-DJ-BX0437 #01-313 \$35,916.00 and BPD Federal Forfeiture Fund # 28 \$34,084.00
3. The administration of the Police Department concurs with this recommendation. Please see the attached memorandum from Orlando Rodriguez, Chief of Police. [Bookmark "C"- Police Department Recommendation]

# BROWNSVILLE POLICE DEPARTMENT



## OFFICE OF THE CHIEF OF POLICE

### MEMORANDUM

---

TO: ROBERT LUNA  
PURCHASING DIRECTOR

FROM: ORLANDO RODRIGUEZ  
CHIEF OF POLICE

A handwritten signature in black ink, appearing to read "Orlando Rodriguez".

**SUBJECT: REQUEST FOR AGENDA ITEM  
TI TRAINING SIMULATOR**

DATE: DECEMBER 29, 2015

I am requesting an agenda item for Ti Training Corporation Training Lab Use of Force Training Simulator for the Brownsville Police Department for January 5, 2016 City Commission Meeting. The Ti Simulator technology offers various training scenarios that will provide quality firearms and use of force training. A three day Master Instructor Certification Course is also part of this training that will teach our department instructor(s) to further train our department sworn officers with educational scenarios that will challenge their decision making ability and help develop life-saving skills.

I have enclosed a quote from Ti Training Corporation in the amount of \$70,000.00, which will be purchased under TXMAS contract # TXMAS-14-874020.

This procurement will be partially funded with the US Department of Justice, Bureau of Justice, 2013 JAG #2013-DJ-BX-0437 funds of \$35,916.00. The remaining balance of \$34,084.00 will be funded through BPD Federal Forfeiture Funds, Fund #28.

Respectfully submitted,

Enclosures: Quote -TI Training Corp.



## Training Lab Use of Force Training Simulator Proposal for:

December 3, 2015



**David Dale**  
Lieutenant

City of Brownsville | Police Department / Training Center

1763 U.S Hwy 281 | Brownsville, TX 78520  
Tel: 956-548-7012 | Fax: 956-542-6673  
[dale@cob.us](mailto:dale@cob.us)



**Ti Training Corp.**  
**16050 Table Mountain Parkway Suite 100**  
**Golden, CO 80403**

**Humberto Perez**  
**Humberto@Titraining.com**  
**1.800.634.1936 X 310**  
**562-324-1532 Cell**  
**303-414-3556 Fax**

**CONTRACTOR INFORMATION**

FULL LEGAL FIRM/COMPANY NAME: Ti Training LE LLC.

BUSINESS MAILING/ STREET ADDRESS: 16050 Table Mountain Parkway #100 Golden, CO. 80403

BUSINESS TELEPHONE NUMBER: 303-414-3555

BUSINESS FAX NUMBER: 303-414-3556

COUNTY: Jefferson                      MINORITY OWNED: NO

.....  
NATURE OF BUSINESS: Design, Mfg., Sales and Maintenance of LE Simulators

PRINCIAPALS:

NAME: Gregory Otte                      TITLE: President

NAME: Joe Mason                      TITLE: Vice President

NAME: Kila Otte                      TITLE: Director of Sales

.....  
YEARS EST: 2006

FEDERAL TAX ID # 46-4301759

CCR# X9HJR5

DUNS # 7806 80802

GSA# GS-02F-161AA

**TXMAS # 14-874020**

**TL-100 Training Lab STANDARD FEATURES: Turn Key System**

- Ti** Windows 7 Professional Operating platform
- Ti** System is Self Calibrating under any lighting conditions
- Ti** 22" Monitor with Wireless Keyboard and Mouse
- Ti** HD 3D Video Projector (16:9 aspect Ratio)
- Ti** Projection Screen, HD – 16 X 9 Aspect ratio (12' x 6'11") W/Case
- Ti** 5.1 Surround Sound Speaker System
- Ti** Extended cables and mounting hardware for permanent installation
- Ti** Scenario Editing Software to implement custom scenarios
- Ti** Exclusive Scenario and "On-the-Fly" 3-D Audio
- Ti** Up to 12 Independently Detected Devices (e.g. 12 Separate Shooters)
- Ti** PiP - Recording and Playback of Trainee – Audio and Video (Camera)
- Ti** Training Scenario Library 570+ pre-loaded
- Ti** New Scenarios (10-12 every 4 months) for life of system
- Ti** Exclusive Certified TASER Trainer Content (Courses and Scenarios)
- Ti** Lowlight Simulator includes 1 Flashlight with Filter
- Ti** Baton Branching
- Ti** 1- OC Spray
- Ti** 1- Dvorak Handgun Recoil Kit with 1 Magazine TRS-226
- Ti** Report Generation w/ Template Designer
- Ti** All necessary cables, connections, software.
- Ti** 12 Month Warranty – Extended System Warranties Available
- Ti** Onsite Master Instructor Course Included

**TL-100 Training Lab Base System Price: \$38,085.64**

**Training Lab Requested Add On Options:**

- Ti** 1- TL-112 OC Sprays \$1,269.52
- Ti** 1- TL-119 Additional Flashlights with Filters \$226.70
- Ti** 2- TRL1 Weapon Mounted Lights with Filters \$500ea \$1,000
- Ti** 2- TL-201 TASER X26 Package \$1,994.96ea \$3,989.92
- Ti** 1- TRS-226 Dvorak Handgun Recoil Kit with 1 Magazine \$2,675.06
- Ti** 1- TRS-GL22 Dvorak Handgun Recoil Kit with 1 Magazine \$2,675.06
- Ti** 2- TRS-AR15 Dvorak Rifle Recoil Kits with 1 Mag per kit \$2,675.06ea \$5,350.12
- Ti** 3- TL-MAG Additional Handgun Magazines (2 Sigs & 1 Glock) \$204.03ea \$612.09
- Ti** 2- TL-MAG Additional Rifle Magazines \$204.03ea \$408.06
- Ti** 1- TL-REFILL Dvorak Refill Nozzle \$400
- Ti** 1- TL-TANK Co2 Tank (Shipped empty) \$300
- Ti** 1- TL-331 Aim Trace Software Upgrade with Laser \$3,700
- Ti** 1- TL-192 Firing Line Full Marksmanship COF Designer \$3,853.90

**Ti** 4YW Ti "Mile High" Warranty Upgrade Package - Additional 4 Year Warranty with Training Lab Upgrade Included \$10,500 (details listed below)

TXMAS/GSA Pricing per contracts

TXMAS # 14-874020

GSA# GS-02F-161AA

	<b>Add On Options</b>	<b>\$36,960.43</b>
	<b>SUB-TOTAL</b>	<b>\$75,046.07</b>
	<b>Trade In Discount</b>	<b>-\$5,100</b>
	<b>TOTAL</b>	<b>\$69,946.07</b>
<b>Shipping:</b> There is no additional charge for shipping. Shipping is FOB destination.		
<b>Terms:</b> FOB: Destination Delivery: 45 days Warranty: 60 Months from delivery. Extended Warranty available for 5% of total purchase price. Partial Shipment and/or Partial Invoices are accepted. Please note otherwise. Screen: Shipped direct from the factory. Payment cannot be held for training completion. Training dates are set by the end user to accommodate schedule and are not controlled by Ti Training.		

Proposal Acceptance

\_\_\_\_\_

Agency Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

## **Ti "Mile High" Warranty Upgrade Package**

This package includes 4 Years Additional Coverage that starts after the initial 1 year included in the base system package. Anytime within the 5th year of ownership of your Training Lab you can trade it in for a NEW Training Lab for no additional charge! This insures that your training technology is never out of date, always operational and includes the latest in advanced features.

Below are the bullet points of the upgrade plan:

- Ti New Training Lab Computer with latest software pre-installed.
- Ti New Cameras and Cables
- Ti New HDMI Short Throw Projector (3D Ready)
- Ti Complete Refurbish of All Laser Devices
- Ti

## **Ti "Mile High" Support**

- Ti 24 Hours a day, 7 days a week, 365 days a year Hot Line Technical Support via telephone
- Ti On-line Remote Maintenance
- Ti Diagnostics, Repair Parts and Labor 100% covered at the Ti Repair Facility in Colorado
- Ti Free Software Updates
- Ti Unlimited Credits to a Instructor Operation / Technical Course offered monthly, based on availability, Golden, Colorado
- Ti Loaner system while yours is in repair.

## Training Lab™ Master Instructor Initial Certification Course

Ti Training Corp.'s course of simulation instruction is designed to train selected students in the set-up, function, operation, and maintenance of the Training Lab™ and Training Room™ interactive simulation systems, manufactured by Ti Training Corp. These systems utilize the latest advances video, laser, RF and programming technology to provide an intuitive, easy to maintain training tools. These tools are designed to aid in teaching Public Safety Personnel to effectively and safely perform their duties. This course begins with classroom theory and progresses to "hands on", proficiency based exercises. We at Ti Training Corp recognize that even the most advanced technology is useless in the hands of someone who cannot effectively operate and maintain that technology.

In addition to setup, operation and troubleshooting of the simulator, this course includes an Instructor development block entitled "Effective Simulation Training." Developed in conjunction with an accredited college and backed by scientific research, this portion of the course contains the latest training techniques and methodologies for providing effective training in a simulated environment. Some of the components of this section of the course are listed below for reference:

Need and Justification for Simulation Based Training

Training Area Set Up

Training Objectives

Training Evolution Lesson Planning

Scenario Implementation

Effective Debriefing and Documentation of the Training

Successful completion of the entire course of instruction provided by Ti Training Corp. certifies the attendees as "Master Simulation Instructors." As such they can not only provide training to members of your agency but they are also able to certify others within your agency as "Simulation Instructors."

## LINE ITEM DETAILS

### **Ti** Windows 7 Operating System with Office

*The system comes with Windows Office for running any type of PowerPoint, Word Doc. Excel for the purpose of using the entire system with both the Training room Classroom training system and for any multimedia training the department sees fit.*

### **Ti** Computer is 100% COTS

- *The computer box is 100% commercially available off the shelf (COTS).*
- *Allows for ease of maintenance.*
- *Allows for inexpensive hardware upgrades.*
- *Video card is High Definition (HD)*

**Ti Ruggedized, Wheeled Travel Cases (Portable Configuration)**

**Ti Mounting Hardware (Permanent Configuration)**

**Ti 1 Year Warranty – Extended System Warranties Available**  
*All inclusive, “bumper to bumper” warranty on all system components. See warranty description attached below.*

**Ti Training Scenario Library 570+**  
*All Law Enforcement scenarios created by Ti Training are available FREE of CHARGE to our customers for the life of the system. These scenarios are professionally filmed and edited scenarios created by our in house production team. All Scenario are in High Definition video.*

**Ti Report Generation w/ Template Designer**  
*Reports as simple as Name, Time, Date and Scenario Title to intricate reports detailing time and location of shots can be created using this software. This software can output reports electronically, or into standard formats such as Microsoft Excel, Microsoft Word, etc.*

**Ti PiP - Recording and Playback of Trainee – Audio and Video**  
*The student’s actions are recorded during the training session by a video camera. This footage, with audio, is then available for playback, picture in picture format, synchronized with the scenario. This allows the instructor and the student to view what actually occurred during the session removing any guesswork.*



**Ti Low Light / Flashlight**  
*The Training Lab allows for the use of actual flashlights (covered by special filters). The instructor can set any lighting level for the scenario forcing the use of a flashlight to light up the portion of the screen that the student wants to see. Multiple flashlights can be used. This does not affect the use of any laser device*



**Ti Hit/Kick/Baton Branching**



Instructor driven branching that shows the appropriate on screen reaction to a strike should the student feel that was the correct force option.

**Ti Lock Back Counting Magazine for Glock Full Size Pistols (includes 2 Counting Magazines)**

*This is a recoil kit that is exclusively offered by Ti. The kit drops into any Glock without any permanent modifications. Recoil is powered by CO2 in the magazine and the kit counts rounds fired until empty and will lock back forcing a reload drill. This kit can also induce a force failure drill. Additional Counting Magazines available for \$300 Each)*



**Ti Dvorak Handgun Recoil kit w/Laser**

*This is a recoil kit by Dvorak. It is a drop in kit with no modifications for the weapon (the weapon is not included). The recoil cycles the weapon and is powered by CO2. The weapon does not lock back when empty.*



**Ti Dvorak Rifle Recoil kit w/Laser**

*This is a recoil kit by Dvorak. It is a drop in kit with no modifications for the weapon (the weapon is not included). The recoil cycles the weapon and is powered by CO2 in the magazine.*



**Ti TL-270 Dry Fire Laser Insert for Handgun**

*This is a drop in dry fire laser for and double action handgun. The laser simply drops into the barrel and when the trigger is pulled the firing pin sets the laser off. The Training Lab will detect exactly where the laser hit. This laser works well with the Glock resetting Trigger kit, which modifies a Glock weapon into a resetting trigger.*



**Ti Dry Fire Laser Adapter Kits**

*These kits drops work with the Laser Bullet (TL-270) with no permanent modification and allow dry fire shooting with a variety of guns on the Training Lab.*



Adapter Kits available: 40mm,308,223,.45,.44, shotgun & Rifle)



**Ti All Metal or Polymer Slide SIRT Training Device**

*This is a non-gun training device and does not require an FFL. Includes a laser and realistic trigger action this gun like device is perfect for applications where a live gun cannot be used.*



**Ti Training is proud to be the EXCLUSIVE TASER Trainer® Simulation partner for TASER International®.**

**Ti X-26 TASER®** weapon is manufactured by TASER for Ti Training. It is a non-firing weapon. The weapon has the real Laser sight and countdown timer. The cartridges have 2 lasers at an 8 degree spread. A real TASER cartridge can NOT be fired by this "Safe" weapon. The operator can force fail this device to facilitate a transition drill.



**Ti TASER X2®, Laser Cartridge**

*X2 TASER Cartridge is manufactured by TASER for Ti Training. It is a 2 cartridge kit (each cartridge houses 2 lasers) that works with your existing LIVE X2. Once inserted these smart cartridges interact with the Training Lab system. All the functionality of the Live X2 is available in simulation with the Training Lab.*



**Ti TASER Trainer Package**

*Ti Training is proud of our Exclusive Partnership with TASER International to offer our The TASER Trainer Package for upgrade on the Training Lab System. This package includes a TASER Device (X26 or X2 Laser Cartridges), Approved TASER Scenario and Marksmanship Content, Training Room Keypad Set with 10 Keypads.*

**Ti OC Spray Canister**

*Realistically sized and shaped, pulsing laser canister that fits into standard duty gear OC holsters. Non-tethered, The operator can force fail this device to facilitate a transition drill.*



**Ti Live Fire Upgrade**

*Ti Training is extremely proud to offer the latest in innovation in Live Fire simulation training. There is no need for a specialized screen. The only additional hardware required is a Live Fire Laser added to the rail of your weapon. This allows for low cost, reliable Live Fire training that can also simulation training in live fire excluded these laser based options but not with the Training Lab.*



**Ti Vest Hostile Fire Packages**

*This is a vest that is worn by the trainee during a training scenario. If the trainee is behind cover the trainee will not suffer any effects. If not the vest activates with an Audible Alarm, Bright Light, and Intense Vibration to indicate a hit. The Vest Hostile Fire simulation is also very safe because no projectiles are flying that can injure trainee, instructor or damage the walls.*

**Force on Force Package:** *The kit includes 2- Vests, 2-Hostile Fire gun lasers*

**Simulation Package:** *The kit includes 1- Vest, 1 Auxiliary Control Box, and 1 Room Laser*



**Ti Deluxe Pan & Tilt Return Fire Simulator**

*This return fire cannon is instructor controlled by the use of a monitor and joystick. Single and multiple shot burst are available. This return fire option is not tethered to the Training Lab and can be used in outside training activities the warrant the use of a shoot back.*



**Ti The "Firing Line" Marksmanship Program**

*This software add on program will extend the Training Lab from a judgment trainer to a true marksmanship training system. You can customize it to include photos of your actual range and targets as well as your exact Course of Fire with scoring. The program is perfect for Handgun and Long Gun training with environmental and ballistics functions.*



**Ti TL Self Paced Software and Additional Gaming Content Packs \$500 each**

*The Training Lab can be upgraded to run in self paced mode. The trainee can shoot the menu on the screen to run themselves through training scenarios, marksmanship modules and gaming content. All without the assistance of an instructor onsite, and giving the trainee training trigger time. You can add additional gaming content (Zombies, Bowling Shoot and Cowboy Action) and competition content packages (Bianchi Cup, Steel Challenge etc.) for an additional fee. New gaming titles will be available throughout the year and are available for purchase on the Ti Outdoors Web store or contact your representative.*



**Ti Active Eyewear 3D**

*The Ti Training Lab™ system now offers a proprietary module that includes fully branching, high definition (HD 1080i) 3 Dimensional video. The video not only represents true-life proportional height and width accuracy but also adds the element of depth, giving the viewer a fully immersed experience. This type of 3 Dimensional training provides a realistic simulation and forces the brain to process the perceived information consistent with a real world event.*



- Ti** 20+ 3D scenarios come with the system and will be updated for free as we grow the library.
- Ti** 3D CGI graphical background and Live video 3D green screen drills (Hogan's Ally)
- Ti** 2 pair of active 3D eyewear come with the 3D system

**Ti Auxiliary Device Control Box**



*The wireless control box works with the instructor interface on the Training Lab to turn on and off any device that you have in the training environment. Devices that can be plugged in to this control box can be anything from a light bar, to siren, to fog machine etc.*

**Ti Aim Trace Software Upgrade with Laser**

*This laser drops into any double action handgun with no modification and allows the tracking of the muzzle during a training scenario. This tracking is played during the scenario debrief.*

**Ti Scenario Editor/Software**

*The Scenario editing software allows you to take any video file footage (standard definition or High Definition) and create multiple branching scenarios for use on the system. It includes an easy to use and intuitive system for defining scenes, hitzones (for firearm, OC, TASER, etc.) and branching options.*

**Ti Master Instructor Training @ Customer Site or Ti Academy (Golden, CO)**

*Training is for 6 Students at the customers' site, 3 consecutive days 24 Hours)*

**or**

*At the Ti Training Academy in Golden, CO (Denver): includes Airfare, Hotel, Breakfast, and Training (24 Hours) for 2 students. Ti will provide transportation to/from Denver International airport, hotel and academy or it is the responsibility of the students to rent a car. Additional Students can be added for \$1,000 each.*

*Ti Training recommends the students attend the academy for a full tour of the facility, meeting customer service personnel, sitting with the video production crew for future scenario ideas, learning all options and future options being designed for the system and most important, for the undivided attention of the students allowing the ability for the greatest possible learning.*



## Training Lab Ultra Wide 4K Projection Upgrade

Ti Training is very proud to release the absolute latest in technology for completely immersive training environments. Our Ultra Wide Projection package utilizes 4K technology combined with the ultimate in judgment training scenarios to draw the trainee into a world that forces true scanning and realistic tactical movement. This is not the outdated multi screen technology that is heavily laden with hardware and expense. The Ultra Wide Training Lab projects up to 28' wide and any flat wall can be used. Numerous studies have shown that officers react on the street the way they have been trained so use of cover and tactical movement is paramount in a Use of Force Scenario. Multiple screens that wrap around the trainee restrict this movement and force the trainee to wait for the action to come to them creating a training scar that could be deadly. Even worse, create a mindset of failure because the majority of the training value in wrap around screen is an ambush style situation that is a no win for the officer. Research has also shown that the human eye can only focus on a 5 Degree area at a time so our Ultra Wide System forces the trainees to move their head to scan not just their eyes. This coupled with freedom to move in the training room to get behind cover, clear the space with back up officers, and incorporate active role players in the scenario insures the officer leaves the training environment with the feeling that they were engulfed in "REAL" simulation.



12' Screen



20' Screen



28' Screen



## Training Lab™ Master Instructor Initial Certification Course

Ti Training Corp. is committed to providing the best, most advanced and effective training to our customers. It is critical that our customers not only know how to operate the Training Lab™ system and its components, but also how to safely and effectively provide training in the simulated environment. All of this not only provides your agency's officers with the best possible training, it also can reduce agency liability due to the depth of the training received by your instructors

**Course Description:**

Ti Training Corp.'s course of simulation instruction is designed to train selected students in the set-up, function, operation, and maintenance of the Training Lab™ and Training Room™ interactive simulation systems, manufactured by Ti Training Corp. These systems utilize the latest advances video, laser, RF and programming technology to provide an intuitive, easy to maintain training tools. These tools are designed to aid in teaching Public Safety Personnel to effectively and safely perform their duties. This course begins with classroom theory and progresses to “hands on”, proficiency based exercises. We at Ti Training Corp recognize that even the most advanced technology is useless in the hands of someone who cannot effectively operate and maintain that technology.

In addition to setup, operation and troubleshooting of the simulator, this course includes an Instructor development block entitled “Effective Simulation Training.” Developed in conjunction with an accredited college and backed by scientific research, this portion of the course contains the latest training techniques and methodologies for providing effective training in a simulated environment. Some of the components of this section of the course are listed below for reference:

<p><b>MASTER INSTRUCTOR CERTIFICATION</b> Successful completion of the entire course of instruction provided by Ti Training Corp. certifies the attendees as “Master Simulation Instructors.” As such they can not only provide training to members of your agency but they are also able to certify others within your agency as “Simulation Instructors.”</p>	<p><b>Topics Include:</b> -Training Area Set Up -Training Objectives -Training Evolution -Lesson Planning -Scenario Implementation -Effective Debriefing</p>
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## **Tr** Training Room

### INTERACTIVE CLASSROOM

#### SIMULATOR

##### **Features Highlights**

- Ti** PowerPoint based for ease of use
- Ti** Unlimited Keypads
- Ti** Self Creation of Training Content
- Ti** Repeatable Training
- Ti** Electronic Polling and Testing
- Ti** Immediate Student Feedback
- Ti** Non- Hardware Dependent
- Ti** Inexpensive
- Ti** Courseware available by experts in the field
- Ti** Load existing PowerPoint lessons making them interactive
- Ti** Free Software



The Training Room is a keypad system that allows an instructor to have everyone in the class connected to the system in real time. While presenting material in either video or verbal format the instructor can poll the class, test on a topic, or can create a discussion on student responses. This powerful training tool helps tremendously in the retention levels of a class and will keep the entire class focused and alert.

The students can answer true or false, multiple choice, or rank answers in order. When presenting an instructor knows if his class is following along or should more time be spent on one topic. If there is no need to remediate, the class moves forward with total understanding, saving time and money.

### **Ti “Mile High” Support    1 Year included with purchase! Additional Years can be purchased for 5% of total purchase price.**

Ti Training has a full time customer support representative who is available in the Colorado office, toll free phone, land line, fax and e-mail. The office hours in the Golden Colorado customer support department are: M – F, 7am – 6pm. Weekends and after hours the customer support tech is available 24/7 via cellular phone and e-mail. In addition to the full time customer support tech there are two trainers that have the knowledge of system operation. These two support people have the same office hours and are available via cellular phone and e-mail. If a system has to be mailed back for repair the turnaround time is 24 hours, if 24 hours cannot be met, a loaner system will be sent overnight. You can load your content and be up and training with minimal down time. In addition to the regular support Ti Training has an open training policy. Here in the Golden Office Ti hold monthly training session in both technical issues and user interface issue. These monthly classes are free of charge to attend. They are scheduled months out and a simple confirmation assures your people will never go untrained. It is the philosophy of Ti Training the system we manufacture and sell and only as good as the end user and their expectation. With that in mind we do everything possible to maintain an

“The Strongest Element in Training”



**Training Corp.**

*The Strongest Element in Training*



open dialog and continued training to make your training the best it can be.

**Below are the bullet points of the customer support plan:**

- Ti** 24 Hours a day, 7 days a week, 365 days a year Hot Line Technical Support via telephone
- Ti** On-line Remote Maintenance
- Ti** Diagnostics, Repair Parts and Labor 100% covered at the Ti Repair Facility in Colorado
- Ti** Free Software Updates
- Ti** Unlimited Credits to a Instructor Operation / Technical Course offered monthly, based on availability, Golden, Colorado
- Ti** Loaner system while yours is in repair.

**Ti "Mile High" Warranty Upgrade Package**

This package includes 4 Years Additional Coverage that starts after the initial 1 year included in the base system package. Anytime within the 5th year of ownership of your Training Lab you can trade it in for a NEW Training Lab for no additional charge! This insures that your training technology is never out of date, always operational and includes the latest in advanced features.

“The Strongest Element in Training”



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 5.

DEPT. MAKING REQUEST: Parks & Recreation DATE SUBMITTED: 12/18/2015

CONTACT PERSON(S) NAME: Damaris McGlone, PARD Director Damaris McGlone

PHONE: 956-547-6870 FAX: 956-982-1049 E-MAIL: damaris.mcglone@cob.us

Digitally signed by Damaris McGlone  
DN: cn=Damaris McGlone, o=Parks,  
ou=PARDD,  
email=damaris.mcglone@cob.us, c=US  
Date: 2015.12.08 16:52:07 -0500

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

Consideration and ACTION to appoint one (1) member to the Parks and Recreation Advisory Board Committee.

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

To replace Rocio Mayes who was appointed on 09/15/2015 but did not meet the City of Brownsville Policy on Board and Commission Member Appointment and Eligibility, section IV. - Eligibility Criteria (b) Residency. Parks Advisory Board Committee has recommended Arlene Laboy.

ADMINISTRATIVE APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	_____ City Manager
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# **PARKS AND RECREATION ADVISORY COMMITTEE**

## **AUTHORITY FOR CREATION AND OPERATION:**

The Parks and Recreation Advisory Committee was created by Ordinance No. 91-1232, amending Chapter 24 the Code of Ordinances by adding a new section 24-15.

**COMPOSITION:** Seven (7) members.

The Committee shall consist of:

- Seven (7) members.

## **METHOD OF APPOINTMENT:**

Each member shall be appointed by the City Commission.

## **TERMS OF OFFICE:**

The terms of said members initially shall be three (3) members for three (3) year terms, two (2) members for two (2) year terms, and two (2) for one (1) year terms. The successors thereof shall each be appointed to three (3) year terms.

## **GENERAL POWERS AND DUTIES:**

The purpose of the committee shall be to:

- A. Serve as a fact finding and advisory body and make recommendations with reference to park management, and operations. Said committee shall provide guidance and advice regarding improvement and maintenance of the City's parks, and on all matters involving Parks and Recreation thereon.
- B. Perform any additional duties as determined by the City Commission.

## **MEETING TIME AND PLACE:**

The Parks and Recreation Advisory Committee meet on the first Thursday of every month, at 12:00 noon, at different locations.

A quorum consists of four (4) voting members.

<b>PRESENT MEMBERS:</b>	<b>TERM:</b>	<b>EFFECTIVE DATE:</b>	<b>TERM EXPIRES:</b>	<b>APPOINTED BY:</b>	<b>APPOINTED DATE:</b>
Jerry L. Hatley <sup>6</sup>	2 <sup>nd</sup> 3-yr. term	08/18/2015	08/18/2018	Comm. Gowan (B)	08/18/2015
Tito Mata, Jr. <sup>5</sup>	1 <sup>st</sup> 3-yr. term	03/19/2013	03/19/2016	Comm. Gowan (B)	03/19/2013
Dillon Vanderford <sup>4</sup>	1 <sup>st</sup> 3-yr. term	08/18/2015	08/18/2018	Comm. Longoria (1)	08/18/2015
Anisa Gonzalez <sup>7</sup>	2 <sup>nd</sup> 3-yr. term	08/18/2015	08/18/2018	Comm. Tetreau (2)	08/18/2015
Myrta I. Garza <sup>3</sup>	1 <sup>st</sup> 3-yr. term	08/18/2015	08/18/2018	Comm. Longoria (1)	08/18/2015
Derek Benavides <sup>2</sup>	1 <sup>st</sup> 3-yr. term	03/19/2013	03/19/2016	Comm. Villarreal (4)	03/19/2013
Vacant <sup>1</sup>	1 <sup>st</sup> 3-yr. term				

### **EX-OFFICIO – NON-VOTING MEMBERS**

Vacant

### **CHAIRPERSON:**

Derek A. Benavides, 7018 Blanco River St., Brownsville, Texas 78526  
Cell: 956-466-5014; e-mail: [dbenavides@twfg.com](mailto:dbenavides@twfg.com)

### **CITY STAFF CONTACT:**

Damaris McGlone, Parks & Recreation Director  
956/243-7970 (cell); 982-1049 (fax)  
E-mail: [Damaris.mcglone@cob.us](mailto:Damaris.mcglone@cob.us)

<sup>1</sup> Vacant position to replace Rocio Mayes appointed (09/15/15) who replaced Leo Rosales whose term expired.\*\*\*

<sup>2</sup> Derek A. Benavides appointed (3/19/13) replace Mike Jones who resigned.

<sup>3</sup> Myrta I. Garza appointed (8/18/15) replaced Meri Heggie whose term expired.

<sup>4</sup> Dillon Vanderford appointed (8/18/15) replaced Sergio Zarate whose term expired

<sup>5</sup> Tito Mata Jr. appointed (3/19/13) to replace Chuck Hoskins who resigned before term expired.

<sup>6</sup> Jerry L. Hatley was re-appointed (8/18/15)

<sup>7</sup> Anisa Gonzalez re-appointed (8/18/15)

\*\*\*due to not living within the Brownsville city limits





# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 6.

DEPT. MAKING REQUEST: Planning Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Constanza Miner, Planning & Zoning Interim Director

PHONE: 956 548-6150 FAX: 956 548-6144 E-MAIL: constanza.miner@cob.us

AGENDA CATEGORY: (TIME LIMIT)

- EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

- CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

PUBLIC HEARING and ACTION on FIRST READING on ORDINANCE NUMBER 235-2015-040: To rezone from Professional Office "G" (1CG) to General Retail "H" (4CH) for 0.4925 acres for North 1/2 of Lot 4 of Hunter Subdivision located at 796 Billy Mitchell Blvd., Brownsville, Texas 78521. (District 3)

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

On December 03, 2015 the Zoning Commission voted unanimously to recommend approval.

ADMINISTRATIVE APPROVAL:     YES     NO  
\_\_\_\_\_  
City Manager

ORDINANCE NUMBER 235-2015-040

AN ORDINANCE AMENDING THE “CITY ZONING ORDINANCE” BY AMENDING THE OFFICIAL ZONING ATLAS; AND DEALING WITH RELATED MATTERS INCLUDING \$2000 PENALTIES.

WHEREAS, this ordinance is in accordance with the City’s comprehensive plan; is consistent with the existing zoning surrounding the area to be rezoned; and bears a substantial relationship to the public health, safety, morals or general welfare; and all procedural requirements for the passage hereof have been met;

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so to rezone from Professional Office “G” (1CG) to General Retail “H” (4CH) for 0.4925 acres for North ½ of Lot 4 of Hunter Subdivision located at 796 Billy Mitchell Blvd., Brownsville, Texas 78521. (District 3); the area rezoned by this amendment being situated entirely within the corporate limits of Brownsville, Cameron County, Texas.

Section 2. That all provisions of Sections 180 through 221 of the City Zoning Ordinance are incorporated herein by reference and declared to be a part hereof; and that this ordinance shall become effective on the earliest date allowed by law.

INTRODUCED at a public hearing on **January 05, 2016**. Passed at First Reading on **January 05, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **January 19, 2016**.

(SEAL)

BY: \_\_\_\_\_  
Antonio Martinez  
Mayor

ATTEST: \_\_\_\_\_  
Michael L. Lopez  
City Secretary



# BROWNSVILLE

IGNITING THE FUTURE OF TEXAS

## ZONING APPLICATION

City of Brownsville  
Planning Department  
(956) 548-6150

1150 E. Adams St. # F1  
Brownsville, Texas 78520

- Planning and Zoning Commission
- City Commission

Tentative Date: 12-03-15  
Tentative Date: 01-05-16 & 01-19-16

\* For additional requirements see Appendix A Zoning Permitting Fees

Geographic ID #: 03-9320-0040-0010-00  
 Project Address: 796 Billy Mitchell Blvd  
 Subdivision: Hunter Subdivision, Brownsville  
 Lot(s)/Block: NORTH 1/2 of Lot 4  
 Current Area Classification: G Proposed Area Classification: H Gross Acreage: 0.4925  
 Current Zoning: 1<sup>st</sup> Commercial Proposed Zoning: 4<sup>th</sup> Commercial ACRES  
 Proposed Used: Professional Doctor Facility Overlay Districts: N/A

\* If property is not subdivided you will need to provide survey map and/or notes and bounds.  
 \* If the application is signed by the representative we need a notarized authorization letter from the owner.

### Owner Information

Name: ARVAL MARY HEADRICK  
 Address: 2507 TRAIL RIVER DRIVE  
 City: KINGWOOD  
 State: TEXAS Zip Code: 77345  
 Telephone: (1) (713) 628-2061  
 Fax: \_\_\_\_\_  
 Email: arval\_headrick@tpdglobal.com  
 Signature: [Signature]  
Special Note: UNNOTARIZED APPLICATIONS WILL NOT BE ACCEPTED

### Representative/Agent Information

Name: Luis Alvarez  
 Address: 8393 E. Avenue Green  
 City: Brownsville  
 State: Tx Zip Code: 78526  
 Telephone: (956) 561-0360  
 Fax: n/a  
 Email: A3D-DESIGN@YAHOO.COM  
 Signature: [Signature]

### Office Use Only

Date Submitted: October 29, 2015 Application Fee: \$500.00 Electoral District: 1  
 Accepted by: Erika Espinoza Dept. Director: [Signature] Case Number: 235-2015-040



# City of Brownsville Zoning Map

## Use Districts

### ZONING

-  Dwelling (D)
-  Dwelling/Retail (DR)
-  Apartment (A)
-  Professional Office (1C)
-  Light Retail (2C)
-  Medium Retail (3C)
-  General Retail (4C)
-  Light Commercial (5C)
-  Medium Commercial (6C)
-  Light Industrial (7C)
-  Medium Industrial (8C)
-  Heavy Industrial (9C)

## Rezoning Request :

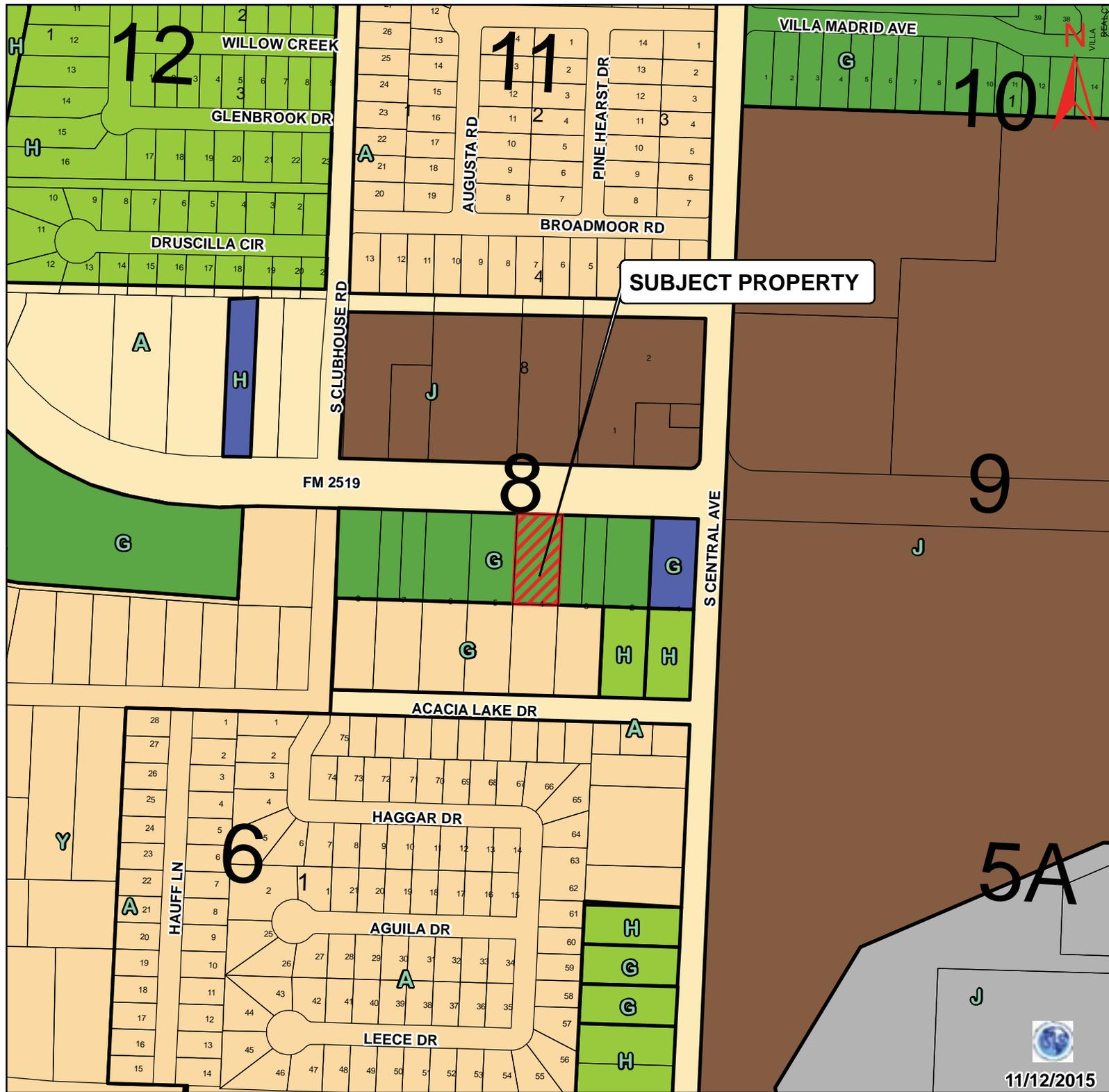
**Case # 235-2015-040**  
**Arval & Mary Headrick**

Current Zoning:

**Professional Office(1C) "G"**

Proposed Zoning:

**General Retail (4C) "H"**





# City of Brownsville

## FUTURE LAND USE PLAN

### DISTRICTS NAME

- Core Central
- Core East
- Core West
- Downtown Enterprise
- Downtown Riverside
- Emerging City Central
- Emerging City East
- Emerging City West
- Employment Hub
- Future Employment Hub
- Reserve Future City
- Transition Central
- Transition East
- Transition West
- Water Management

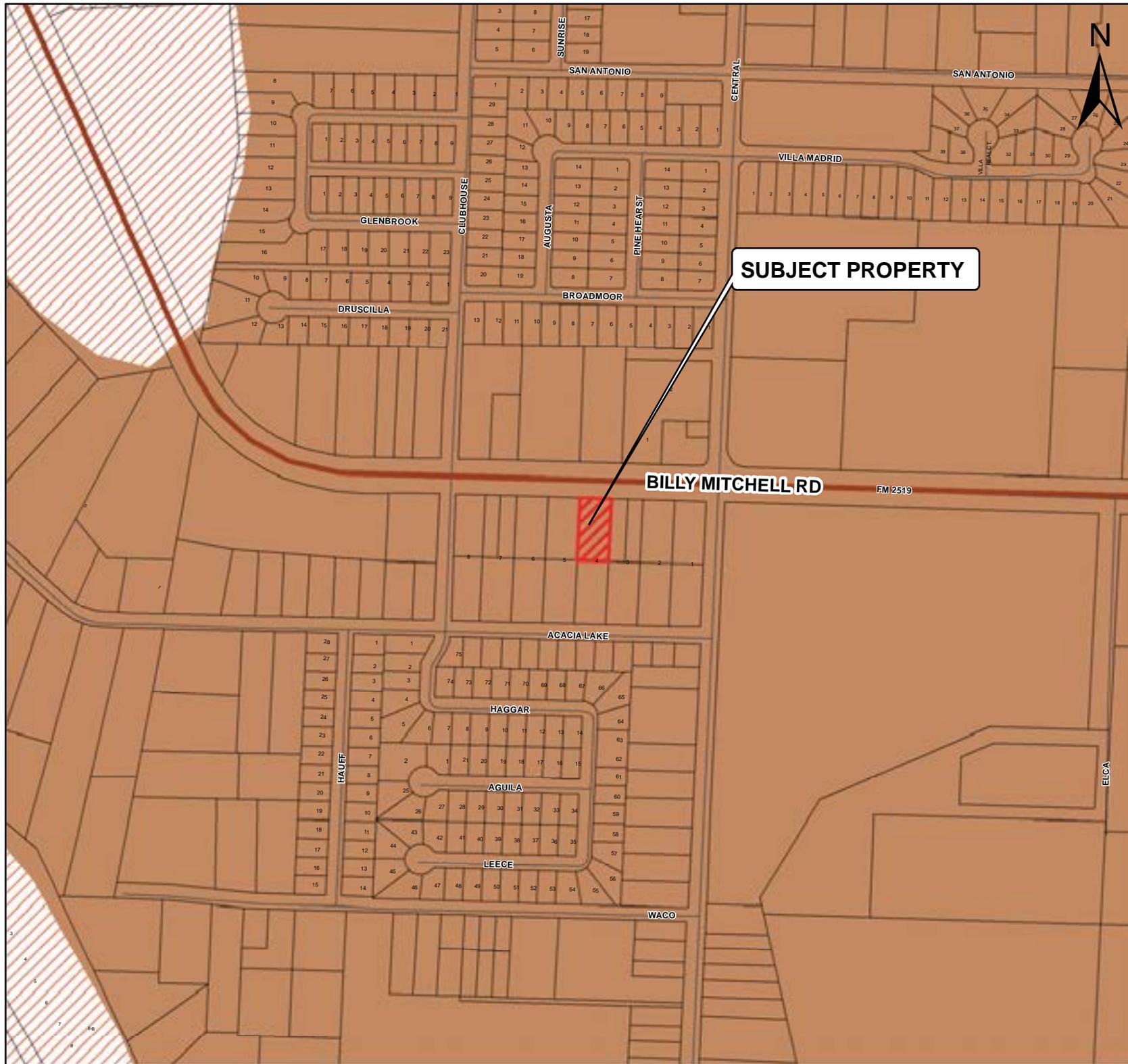
### NODES NAME

- Downtown Node
- Primary Regional Node
- Secondary Regional Node
- Sub Regional Node

### CORRIDORS

- Gateway Corridor
- Linkage Corridor
- Loop Corridor
- Town Corridor
- Brownsville's City Limits
- Brownsville's ETJ Boundary

**Zoning Case No.  
235-2015-040**





# Staff Report

## A. Application Information

Applicant/Property Owner:	Arval & Mary Headrick
Property ID:	03-9320-0040-0010-00
Case Number:	235-2015-040
Application Type:	<b>Rezoning</b>
Proposed Use:	Professional Doctor Facility
Current Zoning District:	Professional Office "G" (1CG)
Proposed Zoning District:	General Retail "H" (4CH)
Date Application Submitted:	October 29, 2015
Planning & Zoning Commission Meeting Date:	December 03, 2015
City Commission Meeting Dates:	January 05, 2016 & January 19, 2016
City Commission District:	1
Overlay in area:	N/A

## B. Application Type/Background

The applicant is requesting to rezone 0.49 acres of land from "Professional Office G" to "General Retail H".

## C. Subject Property

The subject property has an area of approximately 0.49 acres out of North ½ of Lot 4 of Hunter Subdivision. It is located on Billy Mitchell Blvd, a secondary arterial roadway. Apartments, single family homes, and warehouses are the predominant existing land uses within the subject property's immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Brownsville Public Utilities Board (PUB).

Existing land uses abutting the subject property are identified below and illustrated in Figure 2.

- North of the subject property are apartments and a warehouse.
- East of the subject property are single family homes, a Laundromat, and warehouses.
- South of the subject property are single family homes.
- West of the subject property are single family homes.

**Figure 1: Existing Zoning Map**

The following map illustrates existing zoning of the subject property and zoning of properties within the immediate area. The abutting properties to the north are zoned “Light Industrial”, the properties to the south are zoned “Dwelling”, to the east and west of the property are zoned “Professional Office”.



**Figure 2: Existing Land Use Map**

The following map illustrates existing land uses surrounding the subject property. The existing land uses of the surrounding properties to the north are apartments and a warehouse. Properties to the south and west are single family homes. The properties to the east is a Laundromat, single family homes, and warehouses.

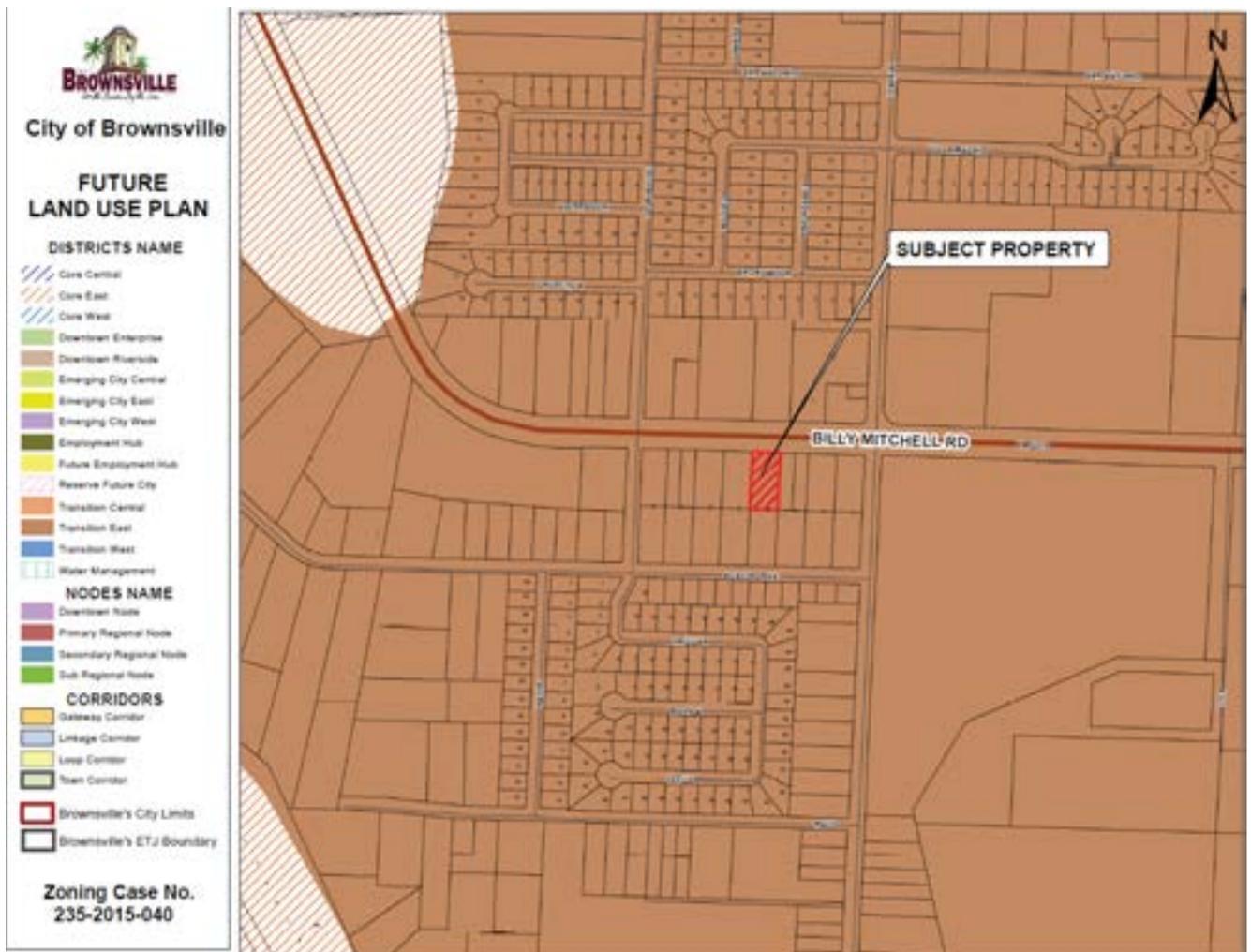


#### D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Transition East District”. According to this plan, the Transition East should be approximately half residential, with the remaining uses a balance of community facilities, commercial, institutional, and industrial land uses. Land uses should range from community and convenience retail to recreation centers to light manufacturing and storage facilities. This district represent a range from community and convenience retail to recreation centers to light manufacturing and storage facilities. Flexibility in this district is greatest for commercial and industrial land uses. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

**Figure 3: Future Land Use Map (Transition East District)**

The following map illustrates the Future Land Use Map. The subject property is within the Transition East District.



## E. Review Criteria

***Is the proposed amendment consistent with all applicable provisions of the Comprehensive Plan and Future Land Use Plan?***

It is the opinion of staff that the request is generally consistent with the goals, objectives, and policies of the Comprehensive Plan and Future Land Use Plan.

***Will the proposed district amendment be compatible with the character of the existing land uses in the adjacent and surrounding area and the peculiar suitability of the property for the proposed zoning use?***

The area surrounding the subject property is developed primarily for apartments, single family homes, and warehouses. It is the opinion of staff that the proposed zoning would generally be compatible.

***Will the proposed amendment result in significant or burdensome demands on existing public facilities?***

It is the opinion of staff that the proposed zoning would not create significant or burdensome demands on public facilities such as water, wastewater, transportation, or schools.

***Will the proposed amendment result in logical, timely and orderly development patterns that preserve the value of existing development?***

It is the opinion of staff that the proposed zoning would generally complement the area and it would not have adverse impacts on area property values.

## F. Staff Recommendation

Based upon the analysis presented in this report and based on observations from the Planning Department staff, staff recommends to support.



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 7.

DEPT. MAKING REQUEST: Planning Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Constanza Miner, Planning & Zoning Interim Director

PHONE: 956 548-6150 FAX: 956 548-6144 E-MAIL: constanza.miner@cob.us

AGENDA CATEGORY: (TIME LIMIT)

- EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

- CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

PUBLIC HEARING and ACTION on FIRST READING on ORDINANCE NUMBER 235-2015-042: To rezone from General Retail "F" (4CF) to General Retail "G" (4CG) for Lots 11 and 12 Block 142 of Brownsville Original Townsite located at 945 E. Monroe Street, Brownsville Texas, 78520. (District 4)

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_

Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny

Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

On December 03, 2015 the Zoning Commission voted unanimously to recommend approval.

ADMINISTRATIVE APPROVAL:     YES     NO

\_\_\_\_\_ City Manager

ORDINANCE NUMBER 235-2015-042

AN ORDINANCE AMENDING THE “CITY ZONING ORDINANCE” BY AMENDING THE OFFICIAL ZONING ATLAS; AND DEALING WITH RELATED MATTERS INCLUDING \$2000 PENALTIES.

WHEREAS, this ordinance is in accordance with the City’s comprehensive plan; is consistent with the existing zoning surrounding the area to be rezoned; and bears a substantial relationship to the public health, safety, morals or general welfare; and all procedural requirements for the passage hereof have been met;

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so to rezone from General Retail “F” (4CF) to General Retail “G” (4CG) for Lots 11 and 12 Block 142 of Brownsville Original Townsite located at 945 E. Monroe Street, Brownsville Texas, 78520. (District 4); the area rezoned by this amendment being situated entirely within the corporate limits of Brownsville, Cameron County, Texas.

Section 2. That all provisions of Sections 180 through 221 of the City Zoning Ordinance are incorporated herein by reference and declared to be a part hereof; and that this ordinance shall become effective on the earliest date allowed by law.

INTRODUCED at a public hearing on **January 05, 2016**. Passed at First Reading on **January 05, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **January 19, 2016**.

(SEAL)

BY: \_\_\_\_\_  
Antonio Martinez  
Mayor

ATTEST: \_\_\_\_\_  
Michael L. Lopez  
City Secretary



# BROWNSVILLE

IGNITING THE FUTURE OF TEXAS

## ZONING APPLICATION

City of Brownsville  
 Planning Department  
 (956) 548-6150

1150 E. Adams St. 3<sup>rd</sup> FL.  
 Brownsville, Texas 78520

- Planning and Zoning Commission
- City Commission

Tentative Date: 12-03-15

Tentative Date: 01-05-16 & 01-19-16

• For submittal requirements, see Appendix A. Zoning Processing Fees

Geographic ID #: 01/0000/1420/0110/00

Project Address: 945 E. MONROE ST., BROWNSVILLE, TX. 78520

Subdivision: BROWNSVILLE ORIGINAL TOWNSITE

Lot(s)/Block: LOTS ELEVEN AND TWELVE, BLOCK ONE HUNDRED FORTY-TWO

Current Area Classification: \_\_\_\_\_ Proposed Area Classification: \_\_\_\_\_ Gross Acreage: \_\_\_\_\_

Current Zoning: 4<sup>TH</sup> COMMERCIAL F Proposed Zoning: 4<sup>TH</sup> COMMERCIAL G

Proposed Used: \_\_\_\_\_ Overlay Districts: \_\_\_\_\_

*\* If property is not subdivided you will need to provide survey map and/or metes and bounds*

*\* If the application is signed by the representative we need a notarized authorization letter from the owner.*

### Owner Information

Name: NOE D. GARZA, JR.

Address: 854 E. VAN BUREN ST.

City: BROWNSVILLE

State: TX Zip Code: 78520

Telephone: 956-544-2911

Fax: 956-544-7530

Email: noe@noedgarzajr.com

Signature:

### Representative/Agent Information

Name: GREGORIO PADILLA

Address: 854 E. VAN BUREN ST.

City: BROWNSVILLE

State: TX Zip Code: 78520

Telephone: 956-495-9967

Fax: 956-544-7530

Email: gollo@noedgarzajr.com

Signature:

### Office Use Only

Date Submitted: November 6, 2015 Application Fee: \$500.00 Electoral District: 4

Accepted by: Frika Espinoza Dept. Director:  Case Number 235- 2015.042



# City of Brownsville Zoning Map

## Use Districts

### ZONING

-  Dwelling (D)
-  Dwelling/Retail (DR)
-  Apartment (A)
-  Professional Office (1C)
-  Light Retail (2C)
-  Medium Retail (3C)
-  General Retail (4C)
-  Light Commercial (5C)
-  Medium Commercial (6C)
-  Light Industrial (7C)
-  Medium Industrial (8C)
-  Heavy Industrial (9C)

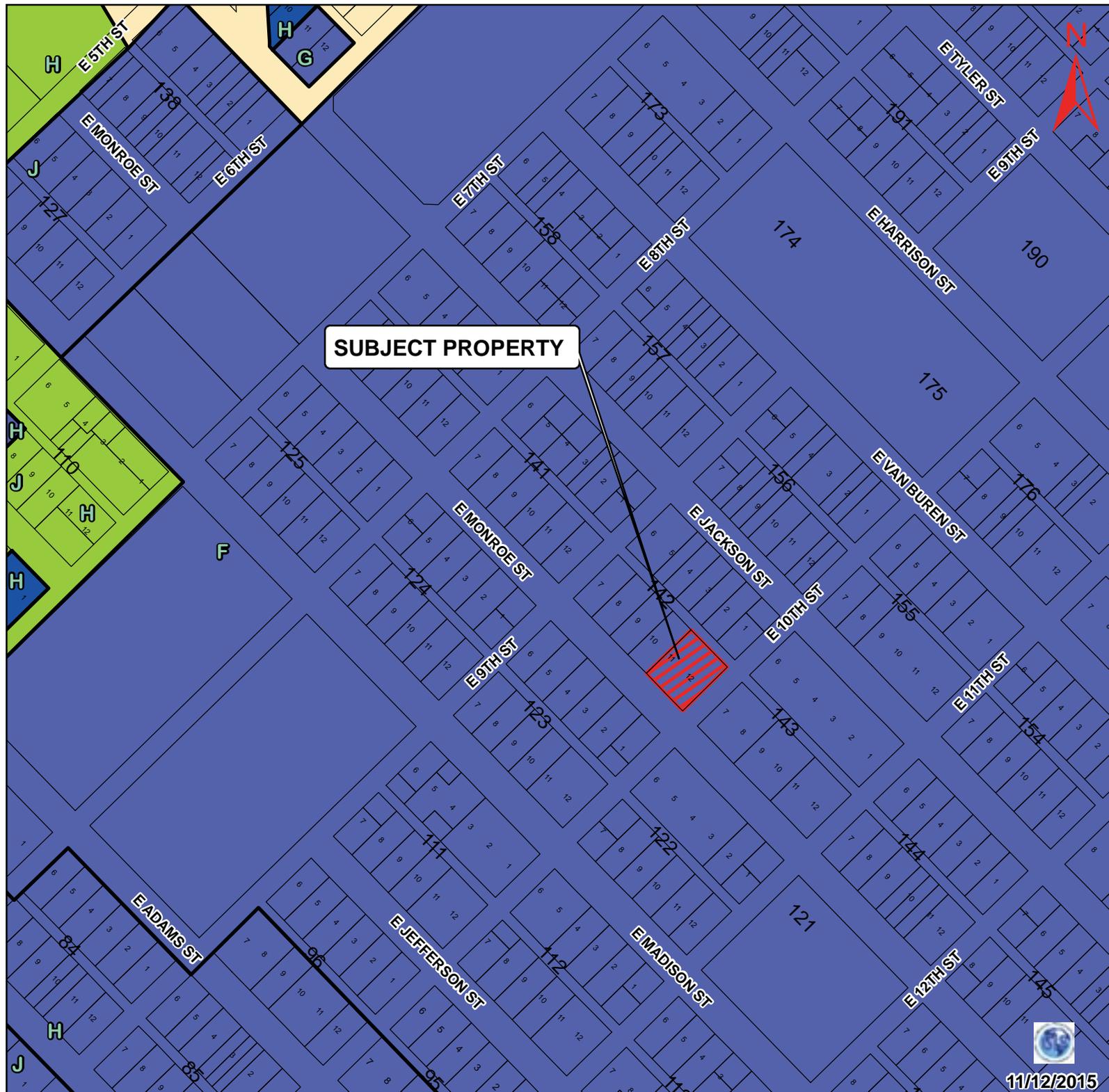
## Rezoning Request :

**Case # 235-2015-042**

**Noe D. Garza Jr.**

**Current Zoning:  
General Retail (4C) "F"**

**Proposed Zoning:  
General Retail (4C) "G"**





# City of Brownsville

## FUTURE LAND USE PLAN

### DISTRICTS NAME

- Core Central
- Core East
- Core West
- Downtown Enterprise
- Downtown Riverside
- Emerging City Central
- Emerging City East
- Emerging City West
- Employment Hub
- Future Employment Hub
- Reserve Future City
- Transition Central
- Transition East
- Transition West
- Water Management

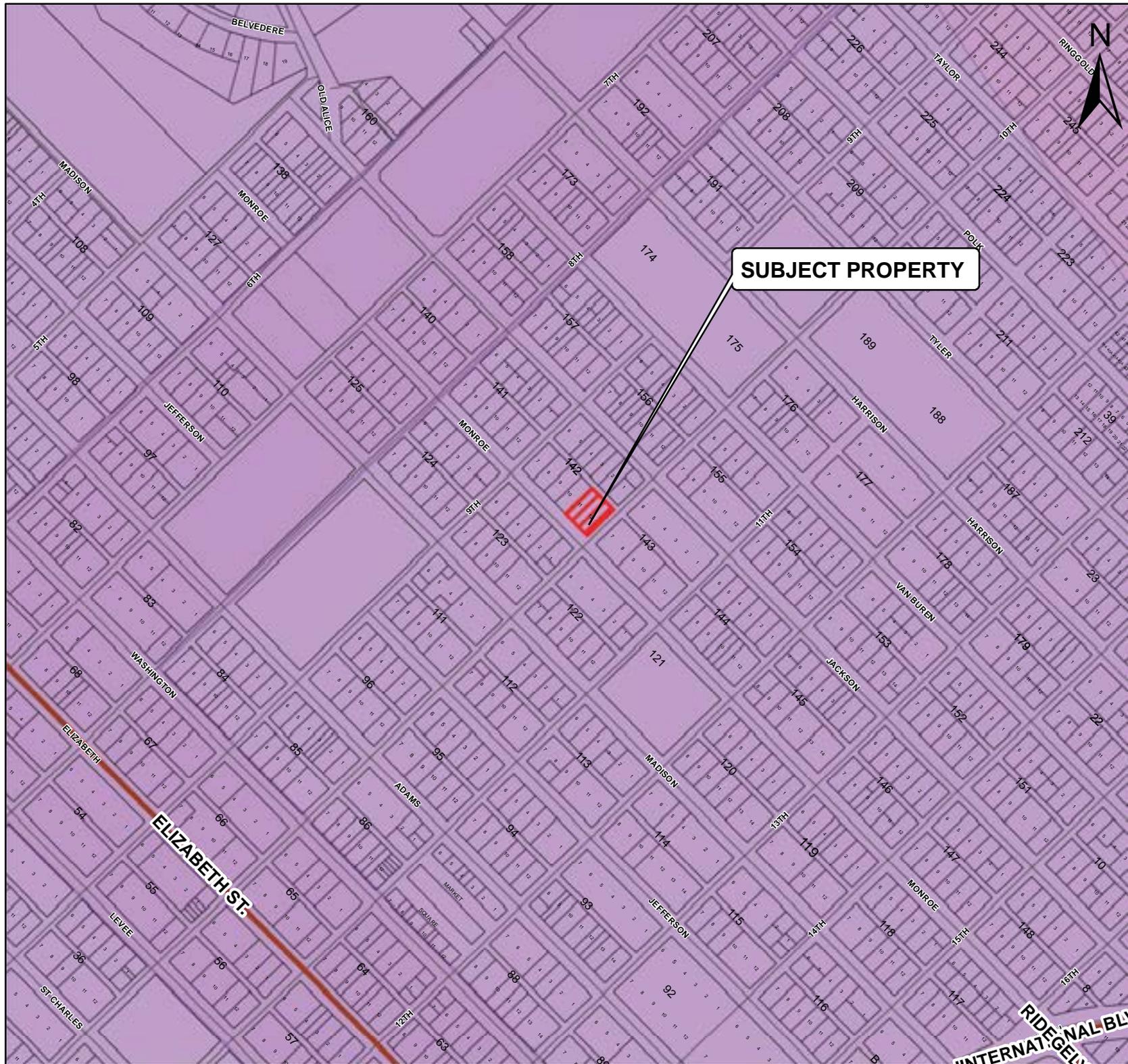
### NODES NAME

- Downtown Node
- Primary Regional Node
- Secondary Regional Node
- Sub Regional Node

### CORRIDORS

- Gateway Corridor
- Linkage Corridor
- Loop Corridor
- Town Corridor
- Brownsville's City Limits
- Brownsville's ETJ Boundary

Zoning Case No.  
235-2015-042





# Staff Report

## A. Application Information

Applicant/Property Owner:	Noe D. Garza Jr.
Property ID:	01-0000-1420-0110-00
Case Number:	235-2015-042
Application Type:	<b>Rezoning</b>
Proposed Use:	N/A
Current Zoning District:	General Retail "F" (DF)
Proposed Zoning District:	General Retail "G" (4CG)
Date Application Submitted:	November 06, 2015
Planning & Zoning Commission Meeting Date:	December 03, 2015
City Commission Meeting Dates:	January 05, 2016 & January 19, 2016
City Commission District:	4
Overlay in area:	O11

## B. Application Type/Background

The applicant is requesting to rezone from "General Retail F" to "General Retail G".

## C. Subject Property

The subject property is located on Lot 11 and 12 of Block 142 of Brownsville Original Townsite Subdivision. It is located on E. Monroe Street, a collector roadway. Apartments, single family homes, and vacant property are the predominant existing land uses within the subject property's immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Brownsville Public Utilities Board (PUB).

Existing land uses abutting the subject property are identified below and illustrated in Figure 2.

- North of the subject property are single family homes and apartments.
- East of the subject property is a Funeral Home, a parking lot, and vacant property.
- South of the subject property are single family homes and the Cameron County Records Warehouse.
- West of the subject property are apartments and single family homes.

**Figure 1: Existing Zoning Map**

The following map illustrates existing zoning of the subject property and zoning of properties within the immediate area. The abutting properties to the north, south, east, and west are zoned “General Retail”.



**Figure 2: Existing Land Use Map**

The following map illustrates existing land uses surrounding the subject property. The existing land uses of the surrounding properties to the north are single family homes and apartments. Properties to the south are single family homes and Cameron County Records Warehouse. Properties to the east are vacant, a parking lot, and a Funeral Home. Properties to the west are apartments and single family homes.

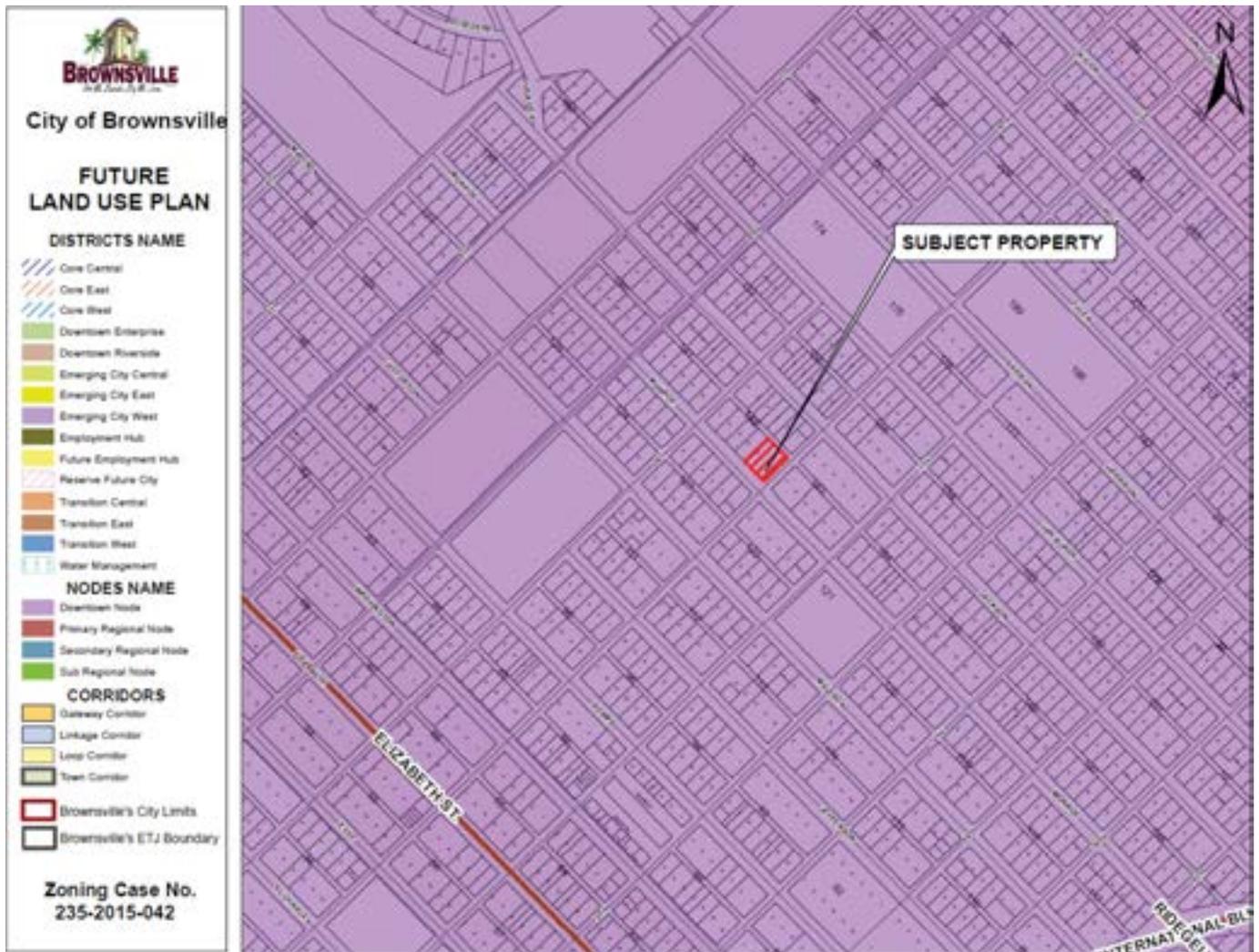


#### D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Downtown Node”. According to this plan, commercial land uses are the most dominant in the Downtown Node, and residential, community facilities, and institutional uses are also present. No industrial land uses should be allowed in the Downtown Node. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

#### **Figure 3: Future Land Use Map (Downtown Node)**

The following map illustrates the Future Land Use Map. The subject property is within the Downtown Node.



## E. Review Criteria

***Is the proposed amendment consistent with all applicable provisions of the Comprehensive Plan and Future Land Use Plan?***

It is the opinion of staff that the request is generally consistent with the goals, objectives, and policies of the Comprehensive Plan and Future Land Use Plan.

***Will the proposed district amendment be compatible with the character of the existing land uses in the adjacent and surrounding area and the peculiar suitability of the property for the proposed zoning use?***

The area surrounding the subject property is developed primarily for single family homes, and apartments. It is the opinion of staff that the proposed zoning would generally be compatible.

***Will the proposed amendment result in significant or burdensome demands on existing public facilities?***

It is the opinion of staff that the proposed zoning would not create significant or burdensome demands on public facilities such as water, wastewater, transportation, or schools.

***Will the proposed amendment result in logical, timely and orderly development patterns that preserve the value of existing development?***

It is the opinion of staff that the proposed zoning would generally complement the area and it would not have adverse impacts on area property values.

## F. Staff Recommendation

Based upon the analysis presented in this report and based on observations from the Planning Department staff, staff recommends to support the request to rezone from General Retail “F” to General Retail “G”.



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 8.

DEPT. MAKING REQUEST: Planning Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Constanza Miner, Planning & Zoning Interim Director

PHONE: 956 548-6150 FAX: 956 548-6144 E-MAIL: constanza.miner@cob.us

AGENDA CATEGORY: (TIME LIMIT)

- EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

- CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

PUBLIC HEARING and ACTION on FIRST READING on ORDINANCE NUMBER 235-2015-043: To rezone from Dwelling "F" (DF) to Dwelling "G" (DG) for Lots 5 and 6 of Block 35 of West Brownsville Addition NW 1/2 located at 1351 W. Washington Street, Brownsville, Texas 78521. (District 4)

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

On December 03, 2015 the Zoning Commission voted unanimously to recommend approval.

ADMINISTRATIVE APPROVAL:     YES     NO  
\_\_\_\_\_  
City Manager

ORDINANCE NUMBER 235-2015-043

AN ORDINANCE AMENDING THE “CITY ZONING ORDINANCE” BY AMENDING THE OFFICIAL ZONING ATLAS; AND DEALING WITH RELATED MATTERS INCLUDING \$2000 PENALTIES.

WHEREAS, this ordinance is in accordance with the City’s comprehensive plan; is consistent with the existing zoning surrounding the area to be rezoned; and bears a substantial relationship to the public health, safety, morals or general welfare; and all procedural requirements for the passage hereof have been met;

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so to rezone from Dwelling “F” (DF) to Dwelling “G” (DG) for Lots 5 and 6 of Block 35 of West Brownsville Addition NW ½ located at 1351 W. Washington Street, Brownsville, Texas 78521. (District 4); the area rezoned by this amendment being situated entirely within the corporate limits of Brownsville, Cameron County, Texas.

Section 2. That all provisions of Sections 180 through 221 of the City Zoning Ordinance are incorporated herein by reference and declared to be a part hereof; and that this ordinance shall become effective on the earliest date allowed by law.

INTRODUCED at a public hearing on **January 05, 2016**. Passed at First Reading on **January 05, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **January 19, 2016**.

(SEAL)

BY: \_\_\_\_\_  
Antonio Martinez  
Mayor

ATTEST: \_\_\_\_\_  
Michael L. Lopez  
City Secretary



# ZONING APPLICATION

City of Brownsville  
Planning Department  
(956) 548-6150

1150 E. Adams St. 3<sup>rd</sup> FL  
Brownsville, Texas 78520

- Planning and Zoning Commission
- City Commission

Tentative Date: 12-03-15

Tentative Date: \_\_\_\_\_

• For submittal requirements, see Appendix A. Zoning Processing Fees

Geographic ID #: 07-6890-0350-0050-00

Project Address: 1351 Washington W ST BROWNSVILLE TX

Subdivision: WEST BROWNSVILLE ADDITION NW 1/2

Lot(s)/Block: LOT 5 + LOT 6 BLK 35

Current Area Classification: F Proposed Area Classification: G Gross Acreage: \_\_\_\_\_

Current Zoning: Dwelling Proposed Zoning: Dwelling

Proposed Used: \_\_\_\_\_ Overlay Districts: \_\_\_\_\_

*\* If property is not subdivided you will need to provide survey map and/or metes and bounds*

*\* If the application is signed by the representative we need a notarized authorization letter from the owner.*

### Owner Information

Name: Murphy Poy

Address: 2707 Old Oak Trl

City: Brownsville TX

State: TX Zip Code: 78520

Telephone: 592-7758-592-33-89

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: Murphy Poy

### Representative/Agent Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Special Note: INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.

### Office Use Only

Date Submitted: November 9, 2015 Application Fee: \$500.<sup>00</sup> Electoral District: 4

Accepted by: Erika Espinoza Dept. Director: [Signature] Case Number 235- 2015-043



# City of Brownsville Zoning Map

## Use Districts

### ZONING

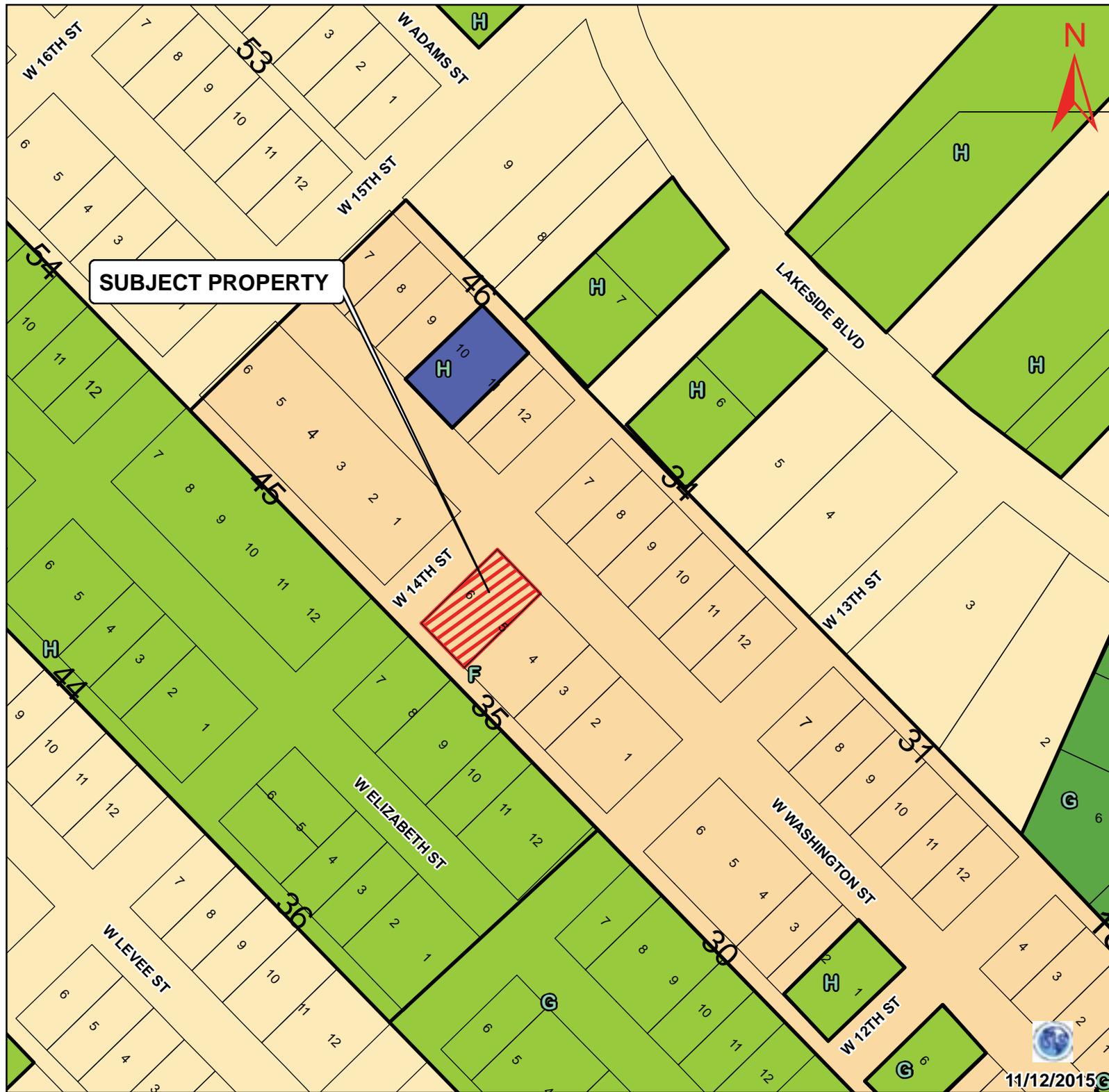
-  Dwelling (D)
-  Dwelling/Retail (DR)
-  Apartment (A)
-  Professional Office (1C)
-  Light Retail (2C)
-  Medium Retail (3C)
-  General Retail (4C)
-  Light Commercial (5C)
-  Medium Commercial (6C)
-  Light Industrial (7C)
-  Medium Industrial (8C)
-  Heavy Industrial (9C)

## Rezoning Request :

**Case # 235-2015-043**  
**Guadalupe Poy**

**Current Zoning:**  
**Dwelling (D) "F"**

**Proposed Zoning:**  
**Dwelling (D) "G"**





# City of Brownsville

## FUTURE LAND USE PLAN

### DISTRICTS NAME

- Core Central
- Core East
- Core West
- Downtown Enterprise
- Downtown Riverside
- Emerging City Central
- Emerging City East
- Emerging City West
- Employment Hub
- Future Employment Hub
- Reserve Future City
- Transition Central
- Transition East
- Transition West
- Water Management

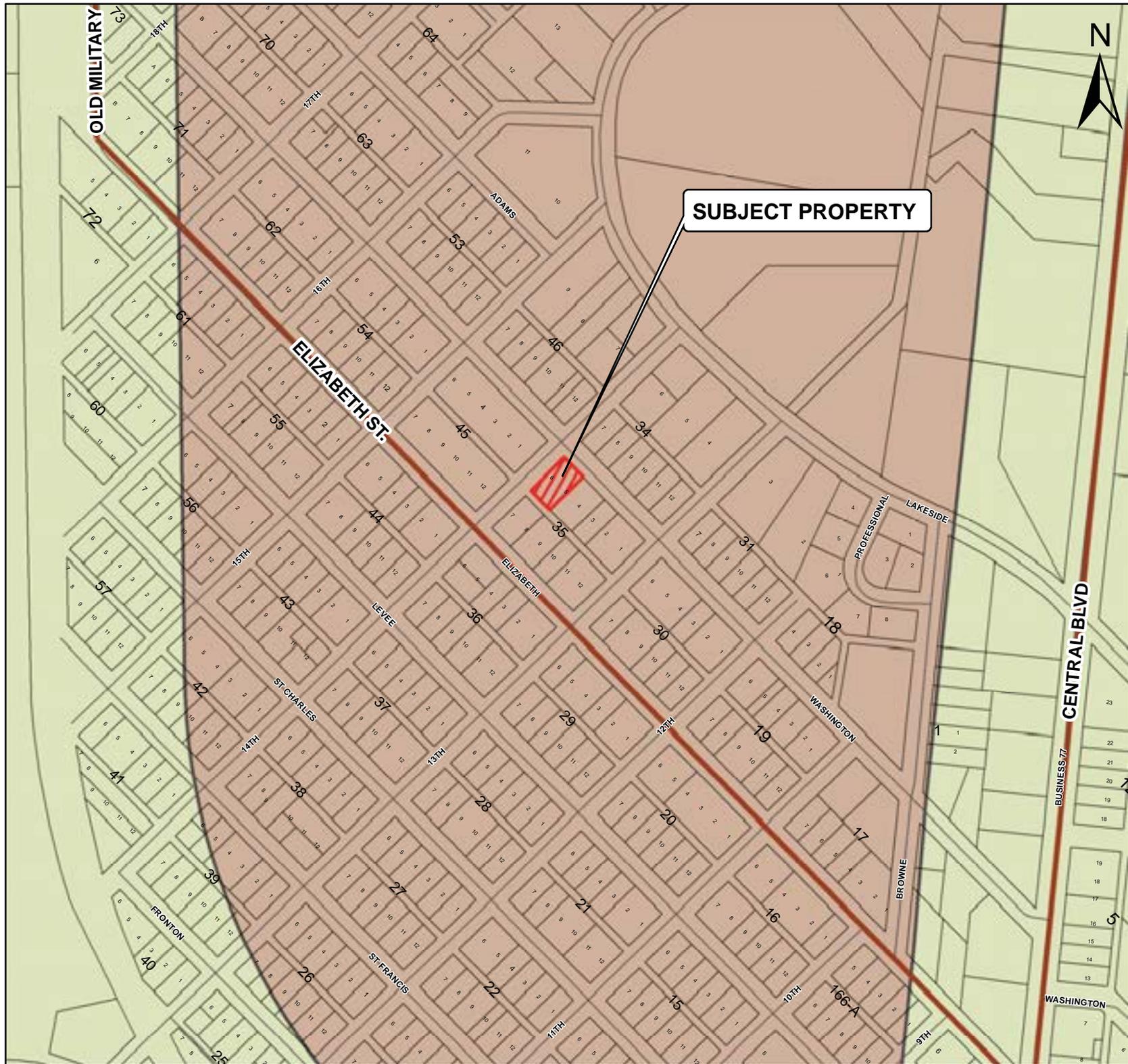
### NODES NAME

- Downtown Node
- Primary Regional Node
- Secondary Regional Node
- Sub Regional Node

### CORRIDORS

- Gateway Corridor
- Linkage Corridor
- Loop Corridor
- Town Corridor
- Brownsville's City Limits
- Brownsville's ETJ Boundary

Zoning Case No.  
235-2015-043





# Staff Report

## A. Application Information

Applicant/Property Owner:	Guadalupe Poy
Property ID:	07-6890-0350-0050-00
Case Number:	235-2015-043
Application Type:	<b>Rezoning</b>
Proposed Use:	N/A
Current Zoning District:	Dwelling "F" (DF)
Proposed Zoning District:	Professional Office "G" (ICG)
Date Application Submitted:	November 9, 2015
Planning & Zoning Commission Meeting Date:	December 03, 2015
City Commission Meeting Dates:	January 05, 2016 & January 19, 2016
City Commission District:	4
Overlay in area:	O11

## B. Application Type/Background

The applicant is requesting to rezone from "Dwelling F" to "Dwelling G".

## C. Subject Property

The subject property is located on Lot 5 and 6 of Block 35 of West Brownsville Addition Subdivision. It is located on W. Washington Street, a collector roadway. Apartments, single family homes, and duplexes are the predominant existing land uses within the subject property's immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Brownsville Public Utilities Board (PUB).

Existing land uses abutting the subject property are identified below and illustrated in Figure 2.

- North of the subject property are single family homes and apartments.
- East of the subject property are single family homes.
- South of the subject property are single family homes.
- West of the subject property are apartments and a Health Care Center.

**Figure 1: Existing Zoning Map**

The following map illustrates existing zoning of the subject property and zoning of properties within the immediate area. The abutting properties to the north, east, and west are zoned “Dwelling”. The property to the south is zoned “Apartment”.



**Figure 2: Existing Land Use Map**

The following map illustrates existing land uses surrounding the subject property. The existing land uses of the surrounding properties to the north are single family homes and apartments. Properties to the south and to the east are single family homes. Properties to the west are apartments and a Health Care Center.

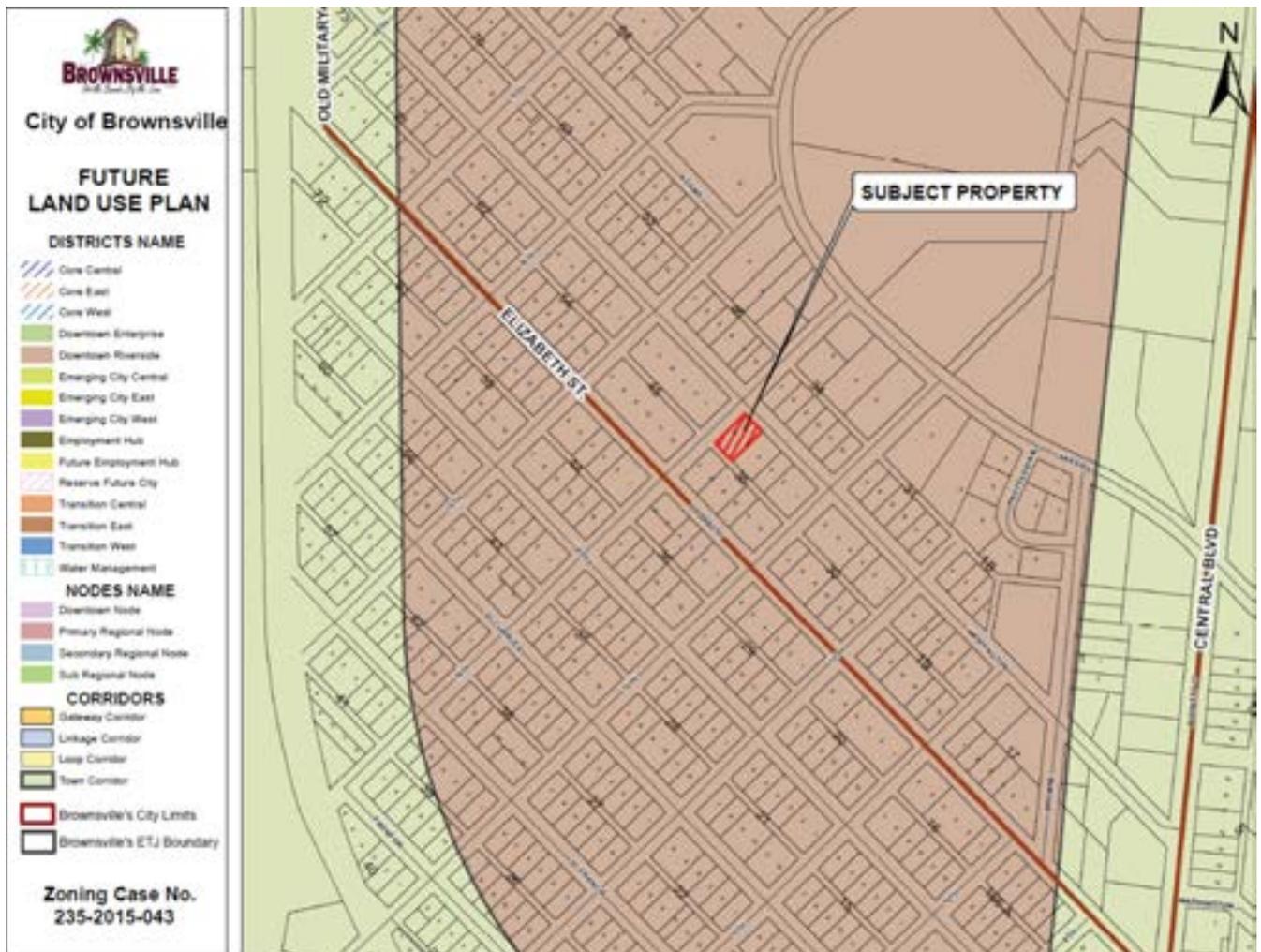


#### D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Downtown Riverside District”. According to this plan, this district should have a balance mixture of residential, community facilities, and commercial, with some institutional land uses. Residential land uses should have an average density of 10 dwelling units per acre and should consist of single family houses, duplexes, triplexes, row houses, and some apartment buildings. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

**Figure 3: Future Land Use Map (Downtown Riverside District)**

The following map illustrates the Future Land Use Map. The subject property is within the Downtown Riverside District.



## E. Review Criteria

***Is the proposed amendment consistent with all applicable provisions of the Comprehensive Plan and Future Land Use Plan?***

It is the opinion of staff that the request is generally consistent with the goals, objectives, and policies of the Comprehensive Plan and Future Land Use Plan.

***Will the proposed district amendment be compatible with the character of the existing land uses in the adjacent and surrounding area and the peculiar suitability of the property for the proposed zoning use?***

The area surrounding the subject property is developed primarily for single family homes, apartments, and duplexes. It is the opinion of staff that the proposed zoning would generally be compatible.

***Will the proposed amendment result in significant or burdensome demands on existing public facilities?***

It is the opinion of staff that the proposed zoning would not create significant or burdensome demands on public facilities such as water, wastewater, transportation, or schools.

***Will the proposed amendment result in logical, timely and orderly development patterns that preserve the value of existing development?***

It is the opinion of staff that the proposed zoning would generally complement the area and it would not have adverse impacts on area property values.

## F. Staff Recommendation

Based upon the analysis presented in this report and based on observations from the Planning Department staff, staff recommends to support the request to rezone from Dwelling “F” to Dwelling “G”.



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 9.

DEPT. MAKING REQUEST: Planning Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Constanza Miner, Planning & Zoning Interim Director

PHONE: 956 548-6150 FAX: 956 548-6144 E-MAIL: constanza.miner@cob.us

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

PUBLIC HEARING and ACTION on FIRST READING on ORDINANCE NUMBER 235-2015-044: To rezone from Dwelling "A" (DA) to Professional Office "A" (1CA) for 0.202 acres for Block 103 and 104 of Los Ebanos Properties Subdivision located at 2358 Los Ebanos Blvd., Brownsville, Texas 78521. (District 2)

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_

Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny

Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

On December 03, 2015 the Zoning Commission voted unanimously to recommend approval.

ADMINISTRATIVE APPROVAL:  YES     NO

\_\_\_\_\_  
City Manager

ORDINANCE NUMBER 235-2015-044

AN ORDINANCE AMENDING THE “CITY ZONING ORDINANCE” BY AMENDING THE OFFICIAL ZONING ATLAS; AND DEALING WITH RELATED MATTERS INCLUDING \$2000 PENALTIES.

WHEREAS, this ordinance is in accordance with the City’s comprehensive plan; is consistent with the existing zoning surrounding the area to be rezoned; and bears a substantial relationship to the public health, safety, morals or general welfare; and all procedural requirements for the passage hereof have been met;

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so to rezone from Dwelling “A” (DA) to Professional Office “A” (1CA) for 0.202 acres for Block 103 and 104 of Los Ebanos Properties Subdivision located at 2358 Los Ebanos Blvd., Brownsville, Texas 78521. (District 2); the area rezoned by this amendment being situated entirely within the corporate limits of Brownsville, Cameron County, Texas.

Section 2. That all provisions of Sections 180 through 221 of the City Zoning Ordinance are incorporated herein by reference and declared to be a part hereof; and that this ordinance shall become effective on the earliest date allowed by law.

INTRODUCED at a public hearing on **January 05, 2016**. Passed at First Reading on **January 05, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **January 19, 2016**.

(SEAL)

BY: \_\_\_\_\_  
Antonio Martinez  
Mayor

ATTEST: \_\_\_\_\_  
Michael L. Lopez  
City Secretary



**BROWNSVILLE**  
IGNITING THE FUTURE OF TEXAS  
**ZONING APPLICATION**

City of Brownsville  
Planning Department  
(956) 548-6150

1150 E. Adams St. 3<sup>rd</sup> FL  
Brownsville, Texas 78520

- Planning and Zoning Commission
- City Commission

Tentative Date: 12-03-15

Tentative Date: 01-05-16 & 01-19-16

• For submittal requirements, see Appendix A. Zoning Processing Fees

Geographic ID #: 04-9200-1030-3000-00 \* See Attachment A-f  
 Project Address: 2358 Los Ebanos Blvd, Brownsville, TX 78521  
 Subdivision: Los Ebanos Properties Subdivision  
 Lot(s)/Block: Block 103 + 104  
 Current Area Classification: \_\_\_\_\_ Proposed Area Classification: \_\_\_\_\_ Gross Acreage: 0.202  
 Current Zoning: dwelling Proposed Zoning: 1C  
 Proposed Used: Daycare Overlay Districts: \_\_\_\_\_

*\* If property is not subdivided you will need to provide survey map and/or metes and bounds*

*\* If the application is signed by the representative we need a notarized authorization letter from the owner.*

Owner Information

Name: Brenda Garcia  
 Address: 1885 Royal Oak  
 City: Brownsville, TX 78520  
 State: TX Zip Code: 78520  
 Telephone: (956) 466-8165  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: [Handwritten Signature]

Representative/Agent Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Special Note: **INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

*Office Use Only*

Date Submitted: November 9, 2015 Application Fee: \$500.00 Electoral District: \_\_\_\_\_  
 Accepted by: Erika Espinoza Dept. Director: [Handwritten Signature] Case Number 235- 2015-044



# City of Brownsville Zoning Map

## Use Districts

### ZONING

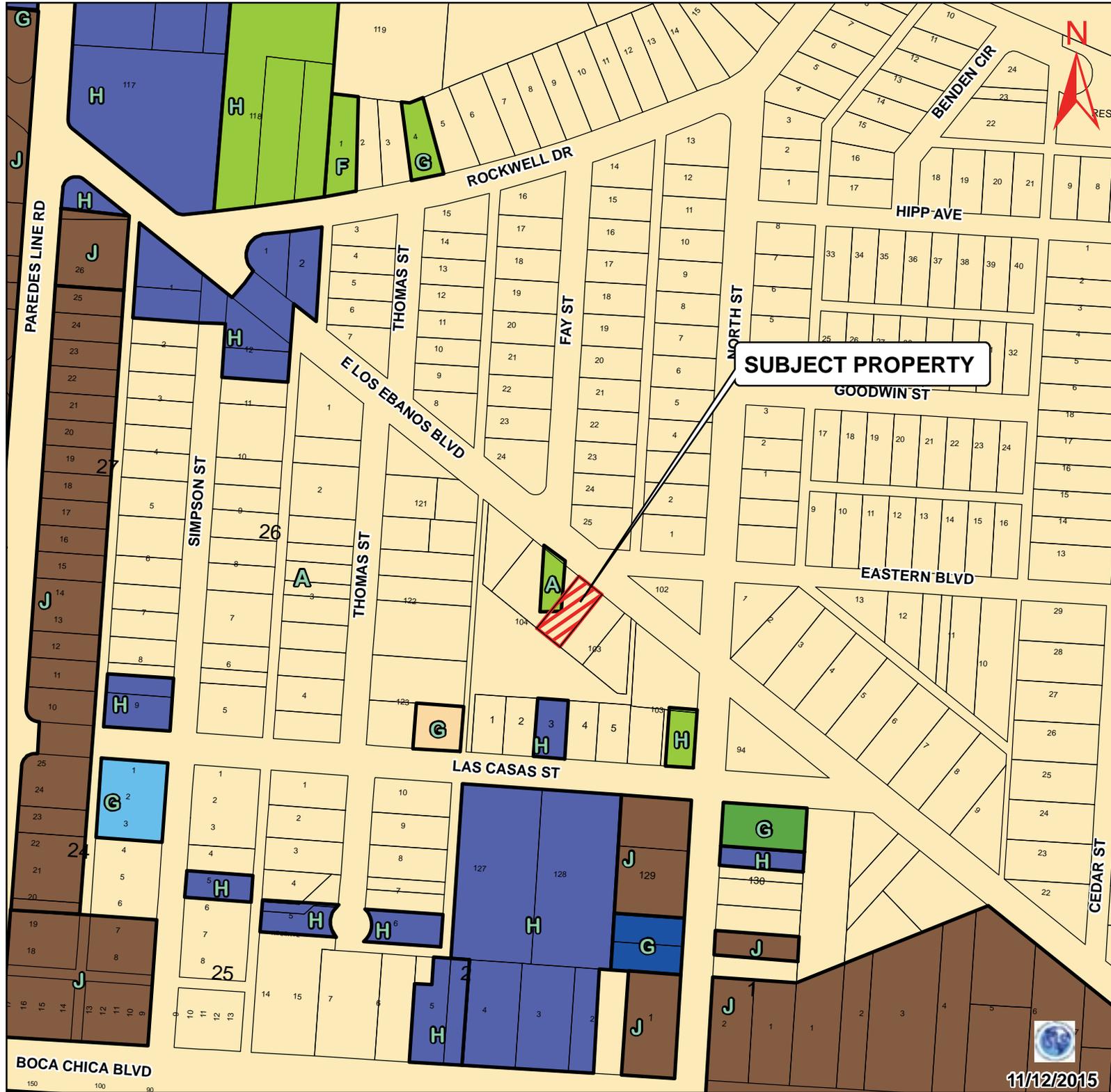
-  Dwelling (D)
-  Dwelling/Retail (DR)
-  Apartment (A)
-  Professional Office (1C)
-  Light Retail (2C)
-  Medium Retail (3C)
-  General Retail (4C)
-  Light Commercial (5C)
-  Medium Commercial (6C)
-  Light Industrial (7C)
-  Medium Industrial (8C)
-  Heavy Industrial (9C)

### Specific Use Permit Request :

**Case # 235-2015-044**  
**Brenda Garcia**

**Current Zoning:**  
**Dwelling (D) "A"**

**Proposed Zoning:**  
**Professional Office(1C) "A"**





# City of Brownsville

## FUTURE LAND USE PLAN

### DISTRICTS NAME

-  Core Central
-  Core East
-  Core West
-  Downtown Enterprise
-  Downtown Riverside
-  Emerging City Central
-  Emerging City East
-  Emerging City West
-  Employment Hub
-  Future Employment Hub
-  Reserve Future City
-  Transition Central
-  Transition East
-  Transition West
-  Water Management

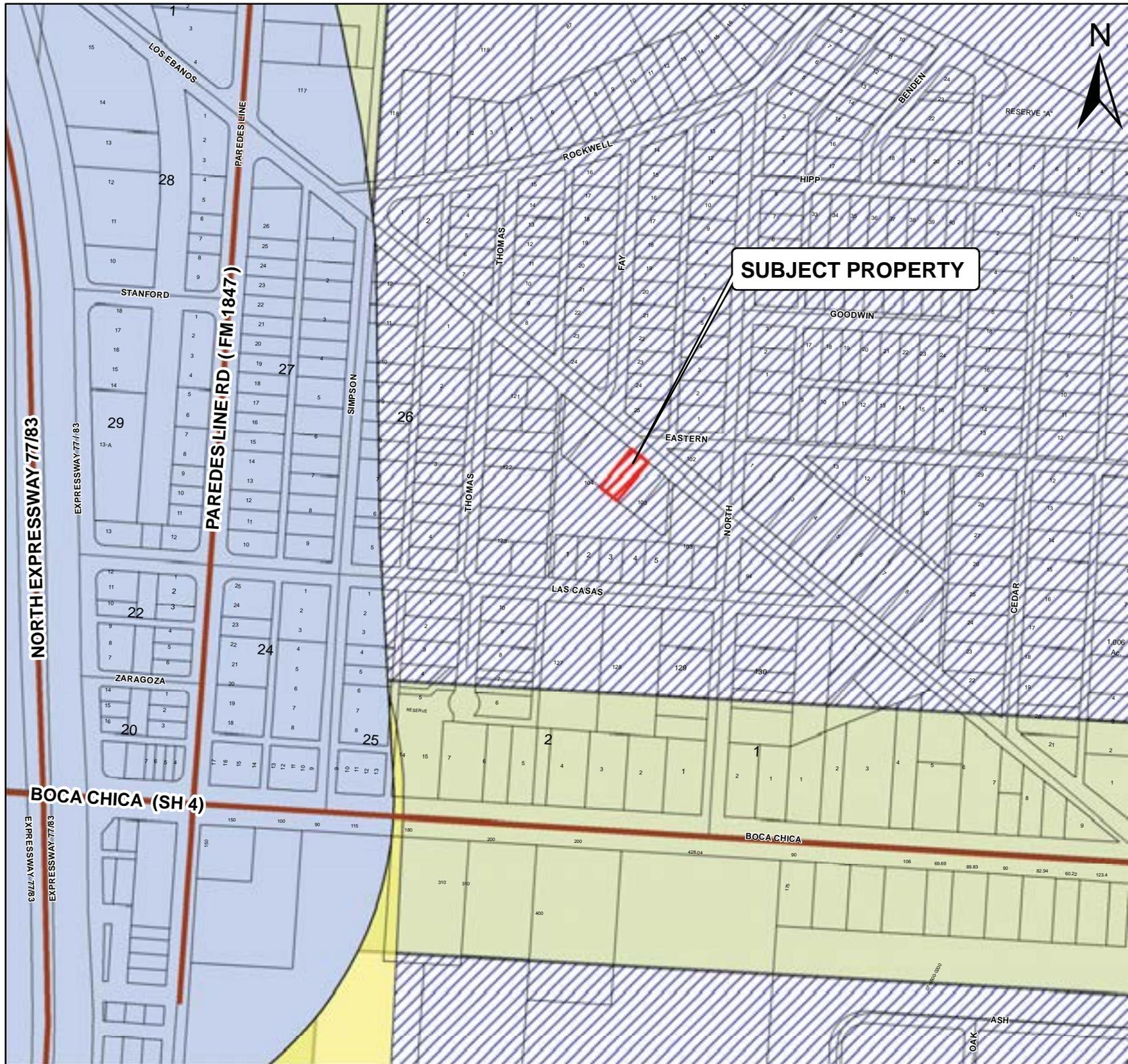
### NODES NAME

-  Downtown Node
-  Primary Regional Node
-  Secondary Regional Node
-  Sub Regional Node

### CORRIDORS

-  Gateway Corridor
-  Linkage Corridor
-  Loop Corridor
-  Town Corridor
-  Brownsville's City Limits
-  Brownsville's ETJ Boundary

**Zoning Case No.  
235-2015-044**





# Staff Report

## A. Application Information

Applicant/Property Owner:	Brenda Garcia
Property ID:	04-9200-1030-3000-00
Case Number:	235-2015-044
Application Type:	<b>Rezoning</b>
Proposed Use:	Daycare
Current Zoning District:	Dwelling "A" (DA)
Proposed Zoning District:	Professional Office "A" (1CA)
Date Application Submitted:	November 9, 2015
Planning & Zoning Commission Meeting Date:	December 03, 2015
City Commission Meeting Dates:	January 05, 2016 & January 19, 2016
City Commission District:	2
Overlay in area:	N/A

## B. Application Type/Background

The applicant is requesting to rezone 0.20 acres of land from "Dwelling A" to "Professional Office A".

## C. Subject Property

The subject property has an area of approximately 0.20 acres out of Block 103 and 104 of Los Ebanos Properties Subdivision. It is located on Los Ebanos Boulevard, a collector roadway. Apartments, single family homes, and duplexes are the predominant existing land uses within the subject property's immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Brownsville Public Utilities Board (PUB).

Existing land uses abutting the subject property are identified below and illustrated in Figure 2.

- North of the subject property are single family homes.
- East of the subject property are single family homes and duplexes.
- South of the subject property are single family homes.
- West of the subject property are single family homes and apartments.

**Figure 1: Existing Zoning Map**

The following map illustrates existing zoning of the subject property and zoning of properties within the immediate area. The abutting properties to the north, south, and to the east are zoned “Dwelling”. The property to the west is zoned “Apartment”.



**Figure 2: Existing Land Use Map**

The following map illustrates existing land uses surrounding the subject property. The existing land uses of the surrounding properties to the north and south are single family homes. Properties to the east and west are single family homes, apartments, and duplexes.

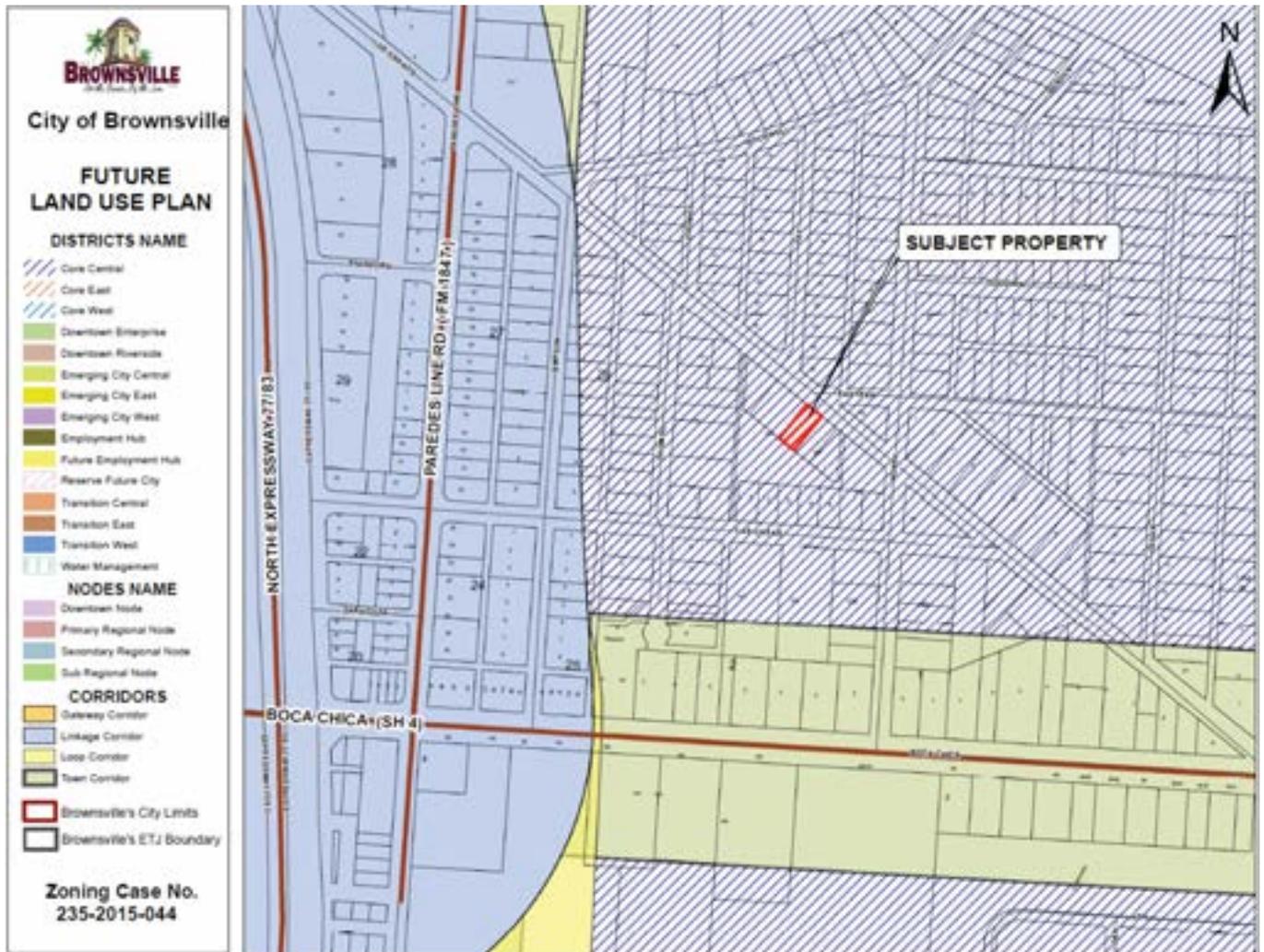


#### D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Central Core District”. According to this plan, commercial uses should be neighborhood and service oriented, with some light industrial that is compatible with close proximity to residences. Residential uses should be primarily single family homes and have an average density of 3 dwelling units per acre. The greatest flexibility is allowed in residential and commercial uses to allow a transition through this district from residential to commercial and to allow more clusters of commercial and industrial mixed use areas. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

**Figure 3: Future Land Use Map (Central Core District)**

The following map illustrates the Future Land Use Map. The subject property is within the Central Core District.



## E. Review Criteria

***Is the proposed amendment consistent with all applicable provisions of the Comprehensive Plan and Future Land Use Plan?***

It is the opinion of staff that the request is generally consistent with the goals, objectives, and policies of the Comprehensive Plan and Future Land Use Plan.

***Will the proposed district amendment be compatible with the character of the existing land uses in the adjacent and surrounding area and the peculiar suitability of the property for the proposed zoning use?***

The area surrounding the subject property is developed primarily for single family homes, apartments, and duplexes. It is the opinion of staff that the proposed zoning would generally be compatible.

***Will the proposed amendment result in significant or burdensome demands on existing public facilities?***

It is the opinion of staff that the proposed zoning would not create significant or burdensome demands on public facilities such as water, wastewater, transportation, or schools.

***Will the proposed amendment result in logical, timely and orderly development patterns that preserve the value of existing development?***

It is the opinion of staff that the proposed zoning would generally complement the area and it would not have adverse impacts on area property values.

## F. Staff Recommendation

Based upon the analysis presented in this report and based on observations from the Planning Department staff, staff recommends to support the request to rezone from Dwelling “A” to Professional Office “A”.



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 10.

DEPT. MAKING REQUEST: Police Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Orlando Rodriguez, Police Chief Orlando Rodriguez  
Digitally signed by Orlando Rodriguez  
 DN: cn=Orlando Rodriguez, o=Brownsville Police Department, ou=Interim Chief of Police, email=orodriguez@cob.us, c=US  
 Date: 2015.01.05 09:32:42 -0500

PHONE: 956-548-7050 FAX: 956-548-7058 E-MAIL: ocrodriguez@cob.us

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

Public Hearing and ACTION to authorize the issuance of a new taxi cab permit to Mr. Juan De Dios Montalvo on a 2005 Ford Crown Victoria who will be operating for Longoria Taxi.

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL:  YES     NO

\_\_\_\_\_  
City Manager

# BROWNSVILLE POLICE DEPARTMENT



## OFFICE OF THE CHIEF OF POLICE MEMORANDUM

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**TO:** CHARLIE CABLER  
CITY MANAGER

**FROM:** ORLANDO RODRIGUEZ  
CHIEF OF POLICE 

**SUBJECT:** PUBLIC HEARING AND AGENDA ITEM REQUEST/NEW MOTOR CAB PERMIT

**DATE:** DECEMBER 28, 2015

Mr. Juan De Dios Montalvo has filed an application for a new motor cab permit with Longoria Taxi. Mr. Barrios will operate a 2005 Ford Crown Victoria, Vin # 2FAFP71WX5X176246. All requirements under the City Taxi Ordinance have been met to include a public notice with the local newspaper. If approved, the number of permits will increase by one and will be under the maximum number of 125 permits allowed. Longoria Taxi will acquire permit # 1805.

I am respectfully requesting that his application be placed on the next City Commission Agenda for a public hearing and consideration for approval.

If you have any questions on this matter, please call upon me. Thank you.

OR/cs

## City of Brownsville PUBLIC COMMENT PERIOD

**THE PUBLIC COMMENT PERIOD IS DESIGNATED FOR HEARING CONCERNS REGARDING CITY OF BROWNSVILLE PUBLIC POLICY OR CITY OF BROWNSVILLE BUSINESS THAT IS *NOT ON THE AGENDA*.**

- DO NOT REQUEST A PUBLIC COMMENT FORM IF YOUR COMMENT DEALS WITH ANY ITEM ON THE AGENDA OR A PUBLIC HEARING ITEM ON THE AGENDA.
- THE “PUBLIC COMMENT FORM” IS DESIGNATED FOR SPEAKERS TO BE RECOGNIZED AND ADDRESS THE COMMISSION ON A SUBJECT THAT IS **NOT AN AGENDA ITEM OR A PUBLIC HEARING**.
- **ADDRESS THE COMMISSION AS A WHOLE – DO NOT DIRECT YOUR COMMENTS TO ANY INDIVIDUAL MEMBER OF THE COMMISSION.**
- **THE PUBLIC COMMENT PERIOD IS A TOTAL OF 15 MINUTES.**
- THERE IS A **THREE (3)-MINUTE TIME LIMIT** PER SPEAKER.
- NO **FORMAL** ACTION CAN BE TAKEN.
- FOR THE RECORD, THE SPEAKER **MUST IDENTIFY BY NAME** BEFORE SPEAKING.
- “PUBLIC COMMENT FORMS” ARE LOCATED ON THE SECOND FLOOR AT THE DESK OF CITY SECRETARY STAFF IN THE COMMISSION CHAMBERS (on the day of the meeting).
- “**PUBLIC COMMENT FORMS**” ARE NOT RESERVED FOR ANYONE.
- “PUBLIC COMMENT FORMS” Must be filled out and presented to THE CITY SECRETARY STAFF **NO LATER THAN 6:00 P.M.** TO BE RECOGNIZED.
- “**PUBLIC COMMENT FORMS**” ARE NOT ACCEPTED AFTER 6:00 P.M.
- **POWERPOINT PRESENTATIONS ARE NOT CONDUCTED DURING THE PUBLIC COMMENT PERIOD.** [For further information, contact The Office of the City Secretary at 548-6001]

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### PRESENTATIONS:

**PERSONS/GROUPS SCHEDULED TO CONDUCT A PRESENTATION OR DISTRIBUTING HANDOUTS ASSOCIATED WITH A PRESENTATION TO THE COMMISSION MUST PROVIDE A COPY OF SAME TO THE CITY SECRETARY FOR THE RECORD.**

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# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 12.  
 DEPT. MAKING REQUEST: Finance/City Manager DATE SUBMITTED: 12/21/2015  
 CONTACT PERSON(S) NAME: Pete Gonzalez *Pete Gonzalez*  
 PHONE: 956-548-6020 FAX: 956-546-2270 E-MAIL: peteg@cob.us

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: 15 (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

**AGENDA ITEM:** (Attach back up material)

Presentation and discussion regarding the schedule of events that must be followed for a possible bond election in 2016

**AGENDA ITEM HISTORY:**  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

**FINANCIAL:** Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

**STAFF RECOMMENDATION: (mark your selection)**  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

**OTHER RECOMMENDATION:**(Write in advisory board or committee name and recommendation if applicable)

<b>ADMINISTRATIVE APPROVAL:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <div style="text-align: right; margin-top: 10px;">       _____        City Manager     </div>
--

# **Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code**

## **DATE**

**Sunday, February 7, 2016**  
(90th day prior to Election Day)

**Friday, February 19, 2016**  
(78th day prior to Election Day)

## **ACTION TO BE TAKEN**

Earliest day to order May 7, 2016 Bond Election. TEXAS GOVERNMENT CODE § 1251.003(c).

Last day to order May 7, 2016 Bond Election. TEXAS ELECTION CODE § 3.005(c)(1).

# **Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code**

## **DATE**

## **ACTION TO BE TAKEN**

**Tuesday, March 8, 2016**  
(60th day prior to Election Day)

Last day to deliver notice of the election to the county clerk and voter registrar of each county in which the city is located. TEXAS ELECTION CODE § 4.008(a).

# Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code

## DATE

**Thursday, April 7, 2016**  
(30th day prior to Election Day)

## ACTION TO BE TAKEN

Earliest day that the Notice of Election, in English and Spanish, may be published in the newspaper. TEXAS ELECTION CODE § 4.003(a)(1). The notice must be published on the same day in each of two successive weeks. TEXAS GOVERNMENT CODE § 1251.003(e). **We recommend that the first publication occur prior to Monday, April 25, 2016 - the first day of early voting, with the second publication occurring exactly one week after the first publication.**

# Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code

## DATE

**Monday, April 18, 2016**  
(21st day prior to Election Day)

## ACTION TO BE TAKEN

Last day a copy of the Election Ordinance/Order and Notice of Election, both in English and in Spanish, must be posted on the bulletin board in City Hall (for city bond elections) or the County Courthouse (for county bond elections) used for posting notices of meetings of the governing body.

*The Notice of Election must remain posted continuously through election day.* TEXAS ELECTION CODE § 4.003(b); Texas Government Code § 1251.003(d)(1)(B).

# Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code

## DATE

**Monday, April 18, 2016**  
(21st day prior to Election Day)

## ACTION TO BE TAKEN

Last day the Election Ordinance/Order must be posted in three other public places in the county or city holding the election. TEXAS ELECTION CODE § 4.003(f)(2); TEXAS GOVERNMENT CODE § 1251.003(d)(1)(A).

# Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code

## DATE

**Monday, April 18, 2016**  
(21st day prior to Election Day)

## ACTION TO BE TAKEN

Last day the Election Ordinance/Order, Notice of Election, and contents of the Proposition must be posted prominently and together on the political subdivision's website if the political subdivision maintains a website.

*The Election Ordinance/Order, Notice of Election, and contents of the Proposition must remain posted continuously on the website through Tuesday, May 7, 2016.*

TEXAS ELECTION CODE

§ 4.003(f)(3).

# Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code

## DATE

**Monday, April 25, 2016**  
(12th day prior to Election Day)

## ACTION TO BE TAKEN

Early Voting Begins. TEXAS ELECTION CODE §85.001(a), (c) and (e).

The Election Ordinance/Order must be posted in a prominent location at each polling place throughout the early voting period. TEXAS ELECTION CODE § 4.003(f)(1).

# Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code

## DATE

**Wednesday, April 27, 2016**  
(14th day prior to Election Day)

## ACTION TO BE TAKEN

Last day for first publication of Notice of Election, both in English and Spanish, to be published in the newspaper. As noted above **(1)the notice must be published on the same day in each of two successive weeks, and (2) were commend that this first publication occur prior to Monday, April 25, 2016 - the first day of early voting.**

TEXAS ELECTION CODE §4.003(a)(1);  
TEXAS GOVERNMENT CODE §1251.003(e).

# **Schedule of Events for Saturday, May 7, 2016, City Bond Election As Per Texas Government Code**

## **DATE**

## **ACTION TO BE TAKEN**

**Tuesday, May 3, 2016**

Early Voting Ends.

(4th day prior to Election Day)

TEXAS ELECTION CODE

§ 85.001(a).

# **SCHEDULE OF EVENTS FOR TUESDAY, NOVEMBER 8, 2016 CITY AND COUNTY BOND ELECTIONS**

## **DATE**

**Wednesday, August 10, 2016**  
(90th day prior to Election Day)

**Monday, August 22, 2016**  
(78th day prior to Election Day)

## **ACTION TO BE TAKEN**

Earliest day to order November 8, 2016  
Bond Election. TEXAS G  
Last day to  
order November 8, 2016 Bond

Last day to order November 8, 2016  
Bond Election. TEXAS ELECTION  
CODE § 3.005(c)(1).

# **SCHEDULE OF EVENTS FOR TUESDAY, NOVEMBER 8, 2016 CITY AND COUNTY BOND ELECTIONS**

## **DATE**

**Friday, September 9, 2016**

(60th day prior to Election Day)

## **ACTION TO BE TAKEN**

Last day to deliver notice of the election to the county clerk and voter registrar of each county in which the city is located. TEXAS ELECTION CODE§ 4.008(a).

# SCHEDULE OF EVENTS FOR TUESDAY, NOVEMBER 8, 2016 CITY AND COUNTY BOND ELECTIONS

## DATE

**Sunday, October 9, 2016**  
(30th day prior to Election Day)

## ACTION TO BE TAKEN

Earliest day that the Notice of Election, in English and Spanish, may be published in the newspaper. TEXAS ELECTION CODE § 4.003(a)(1). The notice must be published on the same day in each of two successive weeks. TEXAS GOVERNMENT CODE § 1251.003(e).

**We recommend that the first publication occur prior to Monday, October 24, 2016 - the first day of early voting, with the second publication occurring exactly one week after the first publication.**

# SCHEDULE OF EVENTS FOR TUESDAY, NOVEMBER 8, 2016 CITY AND COUNTY BOND ELECTIONS

## DATE

**Tuesday, October 18, 2016**

(21st day prior to Election Day)

## ACTION TO BE TAKEN

Last day a copy of the Election Ordinance/Order and Notice of Election, both in English and in Spanish, must be posted on the bulletin board in City Hall (for city bond elections) or the County Courthouse (for county bond elections) used for posting notices of meetings of the governing body. *The Notice of Election must remain posted continuously through election day.* TEXAS ELECTION CODE § 4.003(b); Texas Government Code § 1251.003(d)(1)(B).

**SCHEDULE OF EVENTS  
FOR TUESDAY, NOVEMBER 8, 2016 CITY AND  
COUNTY BOND ELECTIONS**

**DATE**

**Tuesday, October 18, 2016**

(21st day prior to Election Day)

**ACTION TO BE TAKEN**

Last day the Election Ordinance/Order must be posted in three other public places in the county or city holding the election.

TEXAS ELECTION CODE  
§4.003(f)(2); TEXAS GOVERNMENT  
CODE§ 1251.003(d)(1)(A).

# SCHEDULE OF EVENTS FOR TUESDAY, NOVEMBER 8, 2016 CITY AND COUNTY BOND ELECTIONS

## DATE

**Tuesday, October 18, 2016**

(21st day prior to Election Day)

## ACTION TO BE TAKEN

Last day the Election Ordinance/Order, Notice of Election, and contents of the Proposition must be posted prominently and together on the political subdivision's website if the political subdivision maintains a website.

*The Election Ordinance/Order, Notice of Election, and contents of the Proposition must remain posted continuously on the website through Tuesday, November 8, 2016.*

TEXAS ELECTION CODE

§ 4.003(f)(3).

# **SCHEDULE OF EVENTS FOR TUESDAY, NOVEMBER 8, 2016 CITY AND COUNTY BOND ELECTIONS**

## **DATE**

**Monday, October 24, 2016**

(Since the 17th day prior to Election Day falls on a weekend, the beginning of early voting moves to the next regular business day pursuant to Texas Election Code § 85.001(c).)

## **ACTION TO BE TAKEN**

Early Voting Begins.

TEXAS ELECTION CODE §85.001(a), (c) and (e).

The Election Ordinance/Order must be posted in a prominent location at each polling place throughout the early voting period.

TEXAS ELECTION CODE §4.003(f)(1).

# **SCHEDULE OF EVENTS FOR TUESDAY, NOVEMBER 8, 2016 CITY AND COUNTY BOND ELECTIONS**

## **DATE**

**Tuesday, October 25, 2016**

(14th day prior to Election Day)

## **ACTION TO BE TAKEN**

Last day for first publication of Notice of Election, both in English and Spanish, to be published in the newspaper. As noted above **(1) the notice must be published on the same day in each of two successive weeks, and (2) we recommend that this publication occur prior to Monday, October 24, 2016 - the first day of early voting.** TEXAS ELECTION CODE § 4.003(a)(1); TEXAS GOVERNMENT CODE § 1251.003(e).

**SCHEDULE OF EVENTS  
FOR TUESDAY, NOVEMBER 8, 2016 CITY AND  
COUNTY BOND ELECTIONS**

**DATE**

**ACTION TO BE TAKEN**

**Friday, November 4, 2016**  
(4th day prior to Election Day)

Early Voting Ends. TEXAS  
ELECTION CODE § 85.001(a).

**Tuesday, November 8, 2016**

Election Day. TEXAS ELECTION  
CODE §41.001(a)(3).

The Election Ordinance/Order must  
be posted in a prominent location at  
each polling place on Election Day.  
TEXAS ELECTION CODE § 4.003.

**SCHEDULE OF EVENTS  
FOR TUESDAY, NOVEMBER 8, 2016 CITY AND  
COUNTY BOND ELECTIONS**

**DATE**

**ACTION TO BE TAKEN**

**Wednesday, November 16, 2016**  
(8th day after Election Day)

First day to canvass election returns.  
TEXAS ELECTION CODE § 67.003(a).

**Tuesday, November 22, 2016**  
(14th day after Election Day)

Last day to canvass election returns.  
TEXAS ELECTION CODE § 67.003(a)  
and § 65.051(a-1).



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 13.  
DEPT. MAKING REQUEST: Finance/City Manager DATE SUBMITTED: 12/30/2015  
CONTACT PERSON(S) NAME: Pete Gonzalez *Pete Gonzalez*  
PHONE: 956-548-6020 FAX: 956-546-2270 E-MAIL: peteg@cob.us

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: 15 (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

Presentation and discussion regarding the results of the 1986, 1991, and 2001 bond elections.

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
_____ City Manager

City Brownsville, Texas  
Bond Election of July 22, 1986  
Regarding The Authorization of Issuing \$12,500,000  
in General Obligation Bonds  
and Final Voting Results

	Bond Authorization Amount	Voting	Results
Proposition:			
The issuance of \$12,500,000 of General Obligation Bonds for Street Improvements & Incidental Drainage	\$12,500,000	For: Against:	1,019 915

City Brownsville, Texas  
 Bond Election of August 10, 1991  
 For Authorizing an Additional One Cent Sales Tax  
 For Authorizing the Issuance of \$36,350,000 in G.O. Bonds  
 And Reporting the Bond Election Voting Results

	Bond Authorization Amount	Voting	Results
Proposition No. 1: The adoption of an additional one-half of one percent (1/2%) local sales and use tax within the City to be used to reduce the property tax rate	Non-Applicable	For: Against:	2,950 1,063
Proposition No. 2 The adoption of an additional one-half of one percent (1/2%) local sales and use tax within the City to be used for improving and promoting economic & industrial development	Non-Applicable	For: Against:	2,674 1,267
Proposition No. 3 The issuance of \$23,140,000 of street, sidewalk, and drainage improvement general obligation bonds	\$ 23,140,000	For: Against:	2,816 1,154
Proposition No. 4 The issuance of \$3,550,000 of park & recreation improvement general obligation bonds	3,550,000	For: Against:	2,766 1,199
Proposition No. 5 The issuance of \$1,745,000 of public safety improvement general obligation bonds	1,745,000	For: Against:	2,892 1,083
Proposition No. 6 The issuance of \$6,415,000 of public improvements improvement general obligation bonds	6,415,000	For: Against:	2,606 1,343
Proposition No. 7 The issuance of \$1,500,000 of airport runways landscape and signage improvement general obligation bonds	1,500,000	For: Against:	2,638 1,333
Total	<u>\$ 36,350,000</u>		

City Brownsville, Texas  
 Bond Election of November 6, 2001  
 For Reducing Existing Section 4A Sales and Use Tax to 1/4 Cent and  
 Concurrently Adopt a Section 4B Sales & Use Tax at the Rate of 1/4 cent  
 And Authorizing the Issuance of \$48,430,000 in G.O. Bonds  
 And The Bond Election Voting Results

	Bond Authorization Amount	Voting	Results
Proposition No. 1: Reduce existing Section 4A Sales and Use Tax to 1/4 cent and concurrently adopt a Section 4B Sales and Use Tax at the rate of 1/4 cent	Non-Applicable	For: Against:	2,840 2,086
Proposition No. 2 The issuance of \$35,700,000 in general obligation bonds for streets, sidewalks, & drainage improvements	\$ 35,700,000	For: Against:	4,077 1,075
Proposition No. 3 The issuance of \$5,435,000 in general obligation bonds for park & recreation improvements	5,435,000	For: Against:	3,474 1,525
Proposition No. 4 The issuance of \$2,080,000 in general obligation bonds for public safety improvement	2,080,000	For: Against:	3,464 1,439
Proposition No. 5 The issuance of \$1,000,000 in general obligation bonds for landfill improvements	1,000,000	For: Against:	3,357 1,553
Proposition No. 6 The issuance of \$500,000 in general obligation bonds for public buildings	500,000	For: Against:	3,061 1,880
Proposition No. 7 The issuance of \$715,000 in general obligation bonds for vehicles and equipment	715,000	For: Against:	2,834 2,043
Proposition No. 8 The issuance of \$3,000,000 in general obligation bonds a public library in the Southmost Area	3,000,000	For: Against:	3,775 1,382
Total	<u>\$ 48,430,000</u>		



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 14.  
 DEPT. MAKING REQUEST: Finance/City Manager DATE SUBMITTED: 12/28/2015  
 CONTACT PERSON(S) NAME: Pete Gonzalez *Pete Gonzalez*  
 PHONE: 956-548-6020 FAX: 956-546-2270 E-MAIL: peteg@cob.us

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: 15 (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

**AGENDA ITEM:** (Attach back up material)

Presentation and discussion regarding the proposed estimated debt to be issued in fiscal year 2016

**AGENDA ITEM HISTORY:**  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

**FINANCIAL:** Budgeted:     YES     NO     N/A

Grant/Matching Funds From:

**STAFF RECOMMENDATION: (mark your selection)**  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

**OTHER RECOMMENDATION:**(Write in advisory board or committee name and recommendation if applicable)

<b>ADMINISTRATIVE APPROVAL:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  <p style="text-align: right;">_____ City Manager</p>
---

City of Brownsville, Texas  
List of Capital Expenditures  
To Be Financed With  
2016 Certificates of Obligation

Computer Network System Upgrade - 10-year Life	\$ 2,000,000.00
Streets, Drainage, & Sidewalk/Bicycle Construction - 20-year Life	5,000,000.00
Traffic Signal - 10-year Life	150,000.00
City Buildings Roof Replacements - 20-year Life	<u>500,000.00</u>
Total	<u><u>\$ 7,650,000.00</u></u>

	A	B	C	D	E	F	G	H	I	J	K	L	
1	<b>CITY OF BROWNSVILLE, TEXAS</b>											<b>CASE A</b>	
2	<b>Tax Rate Impact 2016 -- Certificates of Obligation</b>							<b>Project Fund Deposit: \$7,650,000</b>					
3						=SUM([D]:[E])			=SUM([F]:[H])		=[I]		
4						<b>CM+35BPS</b>							
5		Collections Rate				<b>Property Tax</b>							
6		98.00%		Par Amount:	\$	<b>7,645,000</b>							
7				Delivery Date:		<b>03/30/16</b>							
8				TIC:		<b>3.33%</b>							
9	<b>FYE 9/30</b>	<b>Net Assessed Valuation</b>	<b>NAV Growth</b>	<b>Existing Debt Service</b>	<b>[New Money] 2016 C/O Debt Service</b>	<b>Total Existing &amp; New Debt Service</b>	<b>Less: Self-Supporting Debt</b>	<b>Less: Issuer Contribution</b>	<b>Total Net Existing &amp; New Debt Service</b>	<b>Required I&amp;S</b>	<b>I&amp;S Tax Rate Increase</b>	<b>FYE 9/30</b>	
10	2016	\$ 6,039,624,579				\$ -			\$ -			2016	
11	2017	6,039,624,579	0.00%		650,925	650,925			650,925	0.0110	0.0110	2017	
12	2018	6,039,624,579	0.00%		649,900	649,900			649,900	0.0110		2018	
13	2019	6,039,624,579	0.00%		646,650	646,650			646,650	0.0109		2019	
14	2020	6,039,624,579	0.00%		651,050	651,050			651,050	0.0110		2020	
15	2021	6,039,624,579	0.00%		648,000	648,000			648,000	0.0109		2021	
16	2022	6,039,624,579	0.00%		644,650	644,650			644,650	0.0109		2022	
17	2023	6,039,624,579	0.00%		645,925	645,925			645,925	0.0109		2023	
18	2024	6,039,624,579	0.00%		646,750	646,750			646,750	0.0109		2024	
19	2025	6,039,624,579	0.00%		647,125	647,125			647,125	0.0109		2025	
20	2026	6,039,624,579	0.00%		645,775	645,775			645,775	0.0109		2026	
21	2027	6,039,624,579	0.00%		392,125	392,125			392,125	0.0066		2027	
22	2028	6,039,624,579	0.00%		392,500	392,500			392,500	0.0066		2028	
23	2029	6,039,624,579	0.00%		391,800	391,800			391,800	0.0066		2029	
24	2030	6,039,624,579	0.00%		394,900	394,900			394,900	0.0067		2030	
25	2031	6,039,624,579	0.00%		392,500	392,500			392,500	0.0066		2031	
26	2032	6,039,624,579	0.00%		394,600	394,600			394,600	0.0067		2032	
27	2033	6,039,624,579	0.00%		391,200	391,200			391,200	0.0066		2033	
28	2034	6,039,624,579	0.00%		392,300	392,300			392,300	0.0066		2034	
29	2035	6,039,624,579	0.00%		392,800	392,800			392,800	0.0066		2035	
30	2036	6,039,624,579	0.00%		392,700	392,700			392,700	0.0066		2036	
31	2037	6,039,624,579	0.00%			-							
32	<b>TOTAL</b>			\$ -	\$ 10,404,175	\$ 10,404,175	\$ -	\$ -	\$ 10,404,175			<b>TOTAL</b>	
33													
34													

City of Brownsville, Texas  
Combination Tax & Revenue Certificates of Obligation,  
Alternative Minimum Tax (AMT) Series 2016

Passenger Terminal Moderization Program Construction	\$ 21,050,000
Engineering, Architectural and Inspections	2,500,000
Construction Materials Quality Assurance Services (Testing)	200,000
Contingenies 5% (Minimum Recommended)	<u>1,187,500</u>
Total	<u>\$ 24,937,500</u>
Less: Projected FAA Grant Funds	
Airport Self-Supporting Debt - FAA AIP Discretionary (7/1/2016) New FAA Grant Application by June 2016	\$ (5,000,000)
Airport Self-Supporting Debt - FAA AIP Entitement (7/1/16)	<u>(1,200,000)</u>
Total Projected FAA Grant Funds	<u>\$ (6,200,000)</u>
Net Amount Needed For Financing	<u><u>\$ 18,737,500</u></u>

Notes:

Complete Final Desgn Including Final Terminal Façade by Mid-2016

Ready for Construction Bids by September 2016

Complete Construction by Mid-2018

City of Brownsville, Texas  
Combination Tax & Revenue Certificates of Obligation,  
Alternative Minimum Tax (AMT) Series 2016  
Sources & Uses of Funds

Sources of Funds:

Par Amount	19,040,000
Projected FAA Grant Funds	<u>6,200,000</u>
Total Sources of Funds	<u>\$ 25,240,000</u>

Uses of Funds:

Project Fund Deposit - Bond Proceeds	18,737,500
Project Fund Deposit - Grant	6,200,000
Cost of Issuance	178,740
Underwriters Discount	<u>123,760</u>
Total Uses of Funds	<u>\$ 25,240,000</u>

CITY OF BROWNSVILLE, TEXAS										POST-2016							
2016 Certificates of Obligation, AMT Series 2016 (Airport Terminal)																	
										= (G)							
Collections Rate										CPI + 50 BPS							
98.50%										Par Amount \$ 19,040,000							
										Delivery Date 07-01-16							
										PIC 4.63%							
											2016 Airport Self Supporting Debt-FAA AIP	2016 Airport Self Supporting Debt-PIC	2016 GRIC Contribution	Total Net Existing & New Debt Service	Debt Required	I&S Tax Rate Increase	FYE
8	FYE 2016	Net Assessed Valuation	NAV Growth	Existing Debt Service	2016 AIRPORT Certificates of Obligation, AMT Series 2016 Principal	Interest	Debt Service	Total Existing & New Debt Service									
9	2016	\$ 5,984,082,644	1.5%											\$ 0.0000	0.0000		2016
10	2016	6,105,761,901	2.00%											0.0000	0.0000		2016
11	2017	6,195,721,969	1.50%		600,000	388,015	1,188,015	1,188,015	1,500,000	1,500,000	(300,000)	(300,000)		0.0000			2017
12	2018	6,288,250,783	1.50%		680,000	311,599	1,451,599	1,451,599	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2018
13	2019	6,382,575,545	1.50%		695,000	361,111	1,456,111	1,456,111	1,680,000	1,680,000	(300,000)	(300,000)		0.0000			2019
14	2020	6,446,400,250	1.00%		715,000	347,462	1,456,462	1,456,462	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2020
15	2021	6,510,564,291	1.00%		740,000	319,258	1,459,258	1,459,258	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2021
16	2022	6,575,972,916	1.00%		760,000	694,381	1,454,381	1,454,381	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2022
17	2023	6,642,732,665	1.00%		790,000	656,816	1,456,816	1,456,816	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2023
18	2024	6,708,149,992	1.00%		820,000	636,818	1,456,818	1,456,818	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2024
19	2025	6,768,149,992	0.00%		850,000	624,321	1,451,321	1,451,321	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2025
20	2026	6,708,149,992	0.00%		855,000	569,177	1,454,177	1,454,177	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2026
21	2027	6,708,149,992	0.00%		925,000	530,920	1,455,920	1,455,920	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2027
22	2028	6,708,149,992	0.00%		985,000	489,151	1,454,151	1,454,151	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2028
23	2029	6,708,149,992	0.00%		1,015,000	443,870	1,458,870	1,458,870	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2029
24	2030	6,708,149,992	0.00%		1,050,000	396,474	1,456,474	1,456,474	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2030
25	2031	6,708,149,992	0.00%		1,110,000	347,314	1,457,314	1,457,314	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2031
26	2032	6,708,149,992	0.00%		1,160,000	295,096	1,455,096	1,455,096	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2032
27	2033	6,708,149,992	0.00%		1,220,000	237,559	1,457,559	1,457,559	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2033
28	2034	6,708,149,992	0.00%		1,280,000	174,428	1,454,428	1,454,428	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2034
29	2035	6,708,149,992	0.00%		1,350,000	107,555	1,457,555	1,457,555	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2035
30	2036	6,708,149,992	0.00%		1,420,000	36,563	1,456,563	1,456,563	1,680,000	1,680,000	(200,000)	(200,000)		0.0000			2036
31	TOTAL			\$	\$ 19,040,000	\$ 10,118,119	\$ 29,158,119	\$ 29,158,119	\$ (12,000,000)	\$ (12,000,000)	\$ (10,158,119)	\$					TOTAL
32																	
33					Airport Terminal Project Fund	\$ 18,535,500	from Bond Proceeds										
34					Assesses Collection Rate of 98.50%												



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 15.  
 DEPT. MAKING REQUEST: EMERGENCY MANAGEMENT DATE SUBMITTED: 12/28/2015  
 CONTACT PERSON(S) NAME: Odee Leal  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

AGENDA CATEGORY: (TIME LIMIT)  
 EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

**AGENDA ITEM:** (Attach back up material)

Consideration and ACTION to approve the Cross Border Contingency Plan for the U.S./Mexico Sister Cities of City of Brownsville, Texas, City of Harlingen, Texas, City of Matamoros, Tamaulipas, and the City of Valle Hermoso, Tamaulipas.

**AGENDA ITEM HISTORY:**  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

**FINANCIAL:** Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

**STAFF RECOMMENDATION: (mark your selection)**  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

**OTHER RECOMMENDATION:** (Write in advisory board or committee name and recommendation if applicable)

**ADMINISTRATIVE APPROVAL:**     YES     NO  
 \_\_\_\_\_  
 City Manager

**CROSS BORDER CONTINGENCY PLAN**  
**U.S./MEXICO SISTER CITIES**  
**BROWNSVILLE/HARLINGEN, TEXAS and**  
**MATAMOROS/VALLE HERMOSO, TAMAULIPAS**

**2015**

## TABLE OF CONTENTS

SECTION	PAGE
FOREWARD.....	i
MEMORANDUM OF UNDERSTANDING ON COOPERATION .....	ii
<b>100 INTRODUCTION.....</b>	<b>1</b>
101 Brownsville/Harlingen and Matamoros/Valle Hermoso Area .....	2
102 Coordinating Authority .....	4
103 Statutes .....	4
104 Regulations .....	4
105 Bi-National Agreements .....	4
106 Other Applicable Contingency Plans .....	4
107 Local Contingency Plans .....	4
108 State Contingency Plans .....	5
109 Federal Contingency Plans .....	5
110 International Contingency Plans .....	6
<b>200 CONCEPT OF OPERATIONS .....</b>	<b>7</b>
201 Notification .....	7
202 Private Response Mechanisms .....	7
203 Local Response .....	7
204 State Response in Texas .....	7
205 Federal Response in Texas .....	8
<b>300 INCIDENT RESPONSE OPERATIONS .....</b>	<b>9</b>
301 Discovery and Verification .....	9
302 Preliminary Assessment and Initiation of Action .....	9
303 Containment .....	10
304 Documentation and Cost Recovery .....	10
305 Evacuation or Shelter-In-Place .....	11
306 Documentation for Sister City Response .....	11
307 Post Incident Management .....	12
308 Communications .....	12
309 Health and Safety .....	13
<b>400 INTERNATIONAL NOTIFICATION AND/OR RESPONSE .....</b>	<b>14</b>
401 Mutual Aid Response .....	14
402 Joint Response Team .....	16
403 JRT Responsibilities .....	16
<b>500 TRAINING AND EXERCISES .....</b>	<b>18</b>
501 Training .....	18

**LIST OF FIGURES**

Figure 1            Regional Map

**LIST OF APPENDICES:**

APPENDIX A	Emergency Response Assistance Directory
APPENDIX B	Proposed Customs and Immigration Response
APPENDIX C	Action by Law Enforcement Agencies
APPENDIX D	Standard Operating Procedures for Fire Agencies
APPENDIX E	Action by Social Services Departments
APPENDIX F	Cross Border EMS Response Sequence
APPENDIX G	Abbreviations and Acronyms
APPENDIX H	Definitions
APPENDIX I	Revision Log

This contingency plan between the cities of Brownsville/Harlingen and Matamoros/Valle Hermoso is the second update of the original plan signed on May 6, 1997 and updated on May 13, 2002. This update was funded by an EPA Border 2012 grant awarded to the City of Brownsville.

## CROSS BORDER CONTINGENCY PLAN

### STANDARD OPERATING PROCEDURES FOR THE CITIES OF BROWNSVILLE /HARLINGEN, TEXAS, UNITED STATES, AND MATAMOROS/VALLE HERMOSO, TAMAULIPAS, MEXICO

#### FORWARD

Whereas the Federal governments of the United States of America and Mexico have recognized that it is advantageous for each to share resources and manpower in times of national disasters, so too the cities of Brownsville/Harlingen in Texas, and the cities of Matamoros/Valle Hermoso, in Tamaulipas, recognize their need to cooperate with each other in times of local disasters.

In the event of a disaster of serious proportions which may require a great deal of coordination and cooperation, a plan between these cities to meet emergencies and disasters will assure a full and effective utilization of resources and manpower essential to the safety, care and welfare of all people, property and environment within the two affected federal boundaries.

This standard Operating Procedure (SOP) provides an outline of the immediate action to be taken by elected and appointed officials, and organizations which would be involved dependent on the extent and nature of the disaster.

When a disaster has been declared, this SOP will not supersede any local, state, or Federal plan in effect, and authority of any local, state or regional plans still lies with the respective municipalities.

Moreover, nothing within this SOP, including but not limited to the attached Memorandum of Understanding and appendices, is intended as legally binding.

This Cross Border Contingency Plan will become an annex to existing city, state, regional and federal plans and an emergency under this plan will be declared if the severity and geography of the event warrant outside support services.

All regional, county, and local municipal elected and appointed officials with emergency responsibilities should be fully knowledgeable of the content of this document and be prepared to fulfill their responsibilities when requested.

**MEMORANDUM OF UNDERSTANDING  
ON CROSS BORDER COMMUNICATIONS AND EMERGENCY RESPONSE  
STRATEGIES BETWEEN THE CITIES OF BROWNSVILLE/HARLINGEN, TEXAS /  
AND MATAMOROS/VALLE HERMOSO, TAMAULIPAS, IN THE CASE OF AN  
ACCIDENTAL RELEASE OF HAZARDOUS MATERIALS AND OTHER HAZARDS**

Due to the threat to the public health and safety of the communities of Brownsville/Harlingen, Texas and Matamoros/Valle Hermoso, Tamaulipas, from the accidental release of hazardous materials into the environment, and natural disasters, this Memorandum of Understanding (MOU) is intended to reinforce the cooperation between the cities to be able to respond more efficiently to these hazards. The cities of Brownsville/Harlingen and Matamoros/Valle Hermoso have agreed to provide mutual cooperation to effectively respond to these releases as well as properly and timely notifying counterpart agencies in the event of an incident on either side of the border.

The following statement of principles is intended to be used as a guide to civil emergency authorities in both countries:

1. Nothing in this MOU is intended to revoke or diminish the application of United States law in the United States, or Mexican law in Mexico.
2. The agencies of all cities charged with emergency responsibilities will seek to ensure that in areas of common concern, plans of the cities for the emergency use of manpower, material resources, supplies, systems, and services shall, where feasible and practicable, be compatible. To this end, a binational exercise will be conducted at least every two years to evaluate the coordination of the sister cities' contingency plans.
3. Necessary personnel would work under the direction of supervisors and the assigned equipment, under ordinary circumstances, will be operated by the personnel of the city providing the assistance. The general directions related to work will be given by the authorized persons for the group receiving aid. The Potentially Responsible Party (PRP) for the spill receiving the assistance will be responsible for providing the necessary materials, food, shelter, temporary housing, gasoline and lubricants for the equipment any other such items needed to respond adequately, at the job site for the personnel lending their services.
4. In agreement with this MOU the cities mentioned above will provide voluntarily and to the extent possible support to implement actions to mitigate environmental contingencies.
5. With the exception of the ruling to carry out the assistance mentioned above, no other party in this agreement will be required to pay compensation to the other group, for services rendered. The mutual advantage and protection given by this agreement is of mutual consideration.

6. Each party agrees to retain responsibility for any act or omission of its own fire personnel during such time that said personnel are serving in the jurisdiction of any party for assistance pursuant to the terms of this agreement.

7. Every two years, the parties will examine the present agreement and contingency plan in light of its application, in order to decide if it must be modified. Nevertheless, the parties may examine this matter and propose changes to the other parties by personal service or registered mail. Changes will be considered effective starting on the date of the amendments' signing by all parties.

8. Any party to this agreement may withdraw at any time, giving thirty days' prior written notice to all the parties. On the thirty-first day after the notice, such withdrawal will become effective.

9. Any party may change its service address by five days' written notice to each of the other parties. On the sixth day after the notice, such change of address is effective.

10. Notice of withdrawal and change of address shall be served by personal service or by the respective party's Postal Service certified mail, addressed to:

Mayor, City of Brownsville, P.O. Box 911, Brownsville, TX, USA, 78522

Mayor, City of Harlingen, 118 E. Tyler Street, Harlingen, TX, USA, 78550

Presidente Municipal, Calle Sexta González y Morelos s/n, Zona Centro, H. Matamoros, Tamaulipas, México, C.P, 87300

Presidente Municipal, Calle Ing. Eduardo Chavez entre Tamaulipas e Hidalgo, Cd. Valle Hermoso, Tamaulipas, Mexico, C.P. 87500

In witness, whereof, this Agreement has been executed on the

Agreed and its validity and force that date of 10/20/15.  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office of the City Attorney  
1001 E. Elizabeth Street  
Brownsville, TX 78520  
Phone (361) 548-6011  
Fax (361) 524-4291



Antonio 'Tony' Martinez  
Mayor  
Brownsville, Texas

Chris Boswell  
Mayor  
Harlingen, Texas

Lic. Norma Leticia Salazar Vazquez

Ing. Jose Luis Hernandez Castellon

**Presidente Municipal**  
**H. Matamoros, Tamaulipas**

**Presidente Municipal**  
**Cd. Valle Hermoso, Tamaulipas**

## 100 INTRODUCTION

In January 1988, the United States of America and the United Mexican States signed the Joint United States of America - United Mexican States Contingency Plan for Accidental Releases of Hazardous Substances along the Border. The Joint Contingency Plan (JCP) provides a framework for cooperation between Mexico and the United States in response to an accidental chemical release incident that may pose a significant threat to both countries, and that affects one country to such an extent that assistance is necessary. As a part of the preparedness and response component of the JCP, a Sister Cities program was established, which pairs 28 cities along opposite sides of the U.S./Mexico border from California through Texas. This program calls for the preparation of Sister City Hazardous Materials Incident Contingency Plans for each of 15 the pairs of cities.

This document is a first step in the preparation of a joint contingency plan for the Brownsville, Texas and Matamoros, Tamaulipas area, which includes the cities of Harlingen and Valle Hermoso, Tamaulipas. It represents a summary of the hazardous materials notification and response protocols in place for Brownsville/Harlingen, Texas, Matamoros/Valle Hermoso, Tamaulipas, and other jurisdictions, as promulgated by local plans. This plan specifically addresses the requirement under the JCP to prepare Sister City plans. It is not intended to replace or supplant any other plans in effect in the region, but is designed to aid in a binational response to hazardous materials emergencies, natural disasters, or other disasters or hazards that may affect the border.

This plan at no time usurps existing federal, state, county, regional, or municipal plans within the jurisdictional boundary addressed by this plan.

If the region affected declares an emergency under this plan to be in effect, the municipality affected will, subject to its own disaster plan, inform State and Federal officials, as identified in their respective plans. The Cross Border Contingency Plan is activated for the short term only and it will provide specifics for the coordination of resources and equipment.

The initial and prime responsibility for providing immediate assistance rests with the city, county or regional government affected. It is at this level that services such as fire, police, health, and social services, public works, and public utilities are located. An emergency under the Cross Border Contingency Plan may be declared when (1) a city, county or region so requests the head of government, (2) the emergency, due to geography, may dictate evacuation into a neighboring region, (3) that the city, county or region affected may request mutual aid support, supplying manpower, resources, social services, fire, public works, emergency health services, and other specialized expertise as deemed necessary by the affected municipality, or (4) the emergency may affect a neighboring municipality, county, or region.

The Plan promotes timely and effective coordination and response between private sectors (industry, other potentially responsible parties and citizens) and public sectors (local, state, and federal governments). The primary objective of the plan is to develop communication capabilities and encourage coordination of independent response resources acting within local

jurisdictions. The plan aids understanding of regional capabilities and resources and provides a background for planning coordination with state and local officials. Secondary objectives include the development of notification systems between response organizations in the different countries, and developing international mutual aid agreements. The secondary objectives are being addressed through ongoing cooperative efforts between local planners in Brownsville/Harlingen, Texas and Matamoros/Valle Hermoso, Tamaulipas, United States Environmental Protection Agency (U.S. EPA Region 6), the Mexican Civil Protection Agency (Protección Civil), the Mexican Federal Attorney for Environmental Protection (PROFEPA) and the Secretaría de Gobernación. (SEGOB)

#### **101 Brownsville/Harlingen, Texas and Matamoros/Valle Hermoso, Tamaulipas Area**

This plan covers the U.S./Mexico Sister City pair of Brownsville, Texas and Matamoros, Tamaulipas, as well as the cities of Harlingen, Texas and Valle Hermoso, Tamaulipas which is located just to the southwest of Matamoros (Figure 1).

**Brownsville** is the seat of Cameron County and is located in South Texas at latitude 25.55°N and longitude 97.30°W (Figure 2). Brownsville is the 16th largest city in the state of Texas and the 131st largest in the United States. As of April 1, 2010 the population was 175,023 as per the 2010 census. Brownsville is also the southernmost city in Texas and largest by both population and geographic size in the Lower Rio Grande Valley. Brownsville is the principal city of the Brownsville–Harlingen Metropolitan Statistical Area. Brownsville has three international bridges: The Brownsville & Matamoros International Bridge (B&M), known locally as the "Old Bridge", Gateway International Bridge, known locally as the "new bridge" despite the fact that it's no longer the city's newest international bridge, Veteran's International Bridge at Los Tomates, or locally simply known as the "Los Tomates" or "Veteran's" bridge. Brownsville has its own city-owned airport, the Brownsville/South Padre Island International Airport. Brownsville is served by the following U.S. Highways: U.S. Route 77 to Kingsville, Corpus Christi (U.S. 77 is a proposed part of the North American Free Trade Agreement's future Interstate 69), U.S. Route 83 to McAllen and U.S. Route 281 to Edinburg. The Rio Grande River is an integral component of the physical environment of the Sister Cities.

**Harlingen** is a city in Cameron County in the heart of the Rio Grande Valley of south Texas, United States, about 30 miles (48 km) from the coast of the Gulf of Mexico. The city covers more than 34 square miles (88 km<sup>2</sup>), and is the second largest city in Cameron County and the sixth largest in the Rio Grande Valley. As of the 2010 Census the city had a total population of 64,849 and grew 12.5% since the 2000 Census. It is also the city with the least expensive cost of living in the United States.

Harlingen is a principal city of the Brownsville–Harlingen metropolitan area, which is part of the larger Brownsville–Harlingen–Raymondville combined statistical area, included in the Matamoros–Brownsville metropolitan area.

**Matamoros** is a city in the northeast of the Mexican state of Tamaulipas. It is located at 25°52'N 97°30'W 25.867°N 97.5°W, across the Rio Grande (Rio Bravo) from Brownsville, Texas in the United States. In the 2010 census the city of Matamoros had a population of 493,308. Matamoros is located across the Rio Grande River, southwest of Brownsville. By highway, the Sister Cities are approximately 275 miles southeast of San Antonio, Texas and 210 miles northeast of Monterrey, Mexico.

The climate is subtropical and humid with an average annual temperature of 74°F. The average summer temperature is 84°F, while the average winter temperature is 60°F. Average annual humidity is 75 percent. Prevailing winds are from the southeast at 15 mph. Rainfall averages about 25 inches per year, and even though the construction of dams and levees has mitigated most of the flood problems posed by sudden storms in the study area, hurricanes from the Gulf of Mexico may occasionally cause heavy rainfall and flooding. Flooding could pose a significant hazard due to the existence of some chemical facilities within the 100-year floodplain. Flooding of these facilities could result in the contamination of local waterways, including the Rio Grande River (U.S. EPA, 1992).

**Valle Hermoso** is a city in the northeastern part of the Mexican State of Tamaulipas, immediately southwest of Matamoros. At the census of 2010 the city had a population of 48,918 inhabitants.

The municipality of Valle Hermoso is located in the northeastern part of the State of Tamaulipas and belongs to the subregion Reynosa No. 2. The municipality covers an area of 916.43 square kilometers, accounting for 2.2% of the state total and is bordered on the north and east and southwest with the municipality of Matamoros and west and southwest by the Rio Grande.

The municipal seat is located in the city of Valle Hermoso, located at the 25° 40' north latitude and 97° 49' west longitude at an altitude of 27 meters above sea level. It is divided into 57 localities, most important are: Colonia Agricola, The Realito, Agricultural Colonia Anahuac, Town Empalme Ejido Ignacio Manuel Altamirano and Agricultural Colony Magueyes. The climate is semi-dry, with no well-defined dry season, semi with mild winter temperatures average 24 °C, with maximum of 2 °C.

The annual rainfall is 600 mm and the wettest months from July to October.

The prevailing winds are west: in winter blowing the "North" high speed, though short-lived. The municipality is located within the path of tropical cyclones originating in the Caribbean, which is exposed to such disturbances, especially between the months of July to September.

The municipal area, part of the irrigation district number 25 of the lower Rio Bravo, is superbly irrigated by canals and drains, as well as storage Palito Blanco.

## **102 Authority**

This plan was developed in accordance with the following federal statutes and agreements for both countries.

### **103 Statutes**

- "Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980," PL 96-510; and
- "Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986," PL 99-499 (Title III of "Superfund Amendments and Reauthorization Act (SARA) of 1986," PL 99-499).

### **104 Regulations**

- 40 Code of Federal Regulations, Part 300, "National Oil and Hazardous Substances Pollution Contingency Plan," (Revised March 8, 1990); and
- 29 Code of Federal Regulations, Part 1910.120, "Hazardous Waste Operations and Emergency Response," (Revised July 1, 1989).

### **105 Binational Agreements**

- Agreement between the United States of America and the United Mexican States on Cooperation for the Protection and Improvement of the Environment in the Border Area (August 14, 1983); and
- Annex II to the Agreement (July 18, 1985).
- "Joint United States-Mexico Contingency Plan" for preparedness for and response to environmental emergencies caused by releases, spills, fires, or explosions of hazardous substances in the inland border area. June 1999. EPA 550-R-99-006
- Annex III- Hazardous Materials Response Plan- agreement on the 16<sup>th</sup> day of August of 2001.

### **106 Other Applicable Contingency Plans**

Sections of the plans described below were adapted for use in various components of this plan.

### **107 Local Contingency Plans**

- Brownsville/Harlingen/Cameron County Local Emergency Planning Committee (LEPC) Emergency Management Plan: Annex Q, Hazardous Materials Response (1989)

This annex creates an umbrella to protect the health, safety and property of the public from hazardous material incidents. The plan identifies mitigation, preparedness, response, and recovery activities relevant to hazardous material response.

- Matamoros/Protección Civil/Comité Local de Ayuda Mutua (CLAM) Emergency Management Plan: Annex III- Hazardous Materials Response Plan (2001).

This annex creates an umbrella to protect the health, safety and property of the public from hazardous material incidents for Matamoros. The plan identifies mitigation, preparedness, response, and recovery activities relevant to hazardous material response.

- General manual of operations for state of emergencies/ municipal guidelines by Protección Civil (1999).

#### **108 State Contingency Plans**

- State of Texas DEM 10 Plan.

The state response plan, developed by the Texas Department of Public Safety (DPS) Division of Emergency Management (DEM), describes the procedures, responsibilities and methodology by which the State of Texas will respond to hazardous materials incidents. This plan provides for the support of many state agencies in large-scale hazardous materials incidents by establishing clear methods for interacting with local government.

- State of Tamaulipas Contingency Plan

Protección Civil of the State of Tamaulipas is responsible for developing a state contingency plan. This plan will be based on the Guía Técnica Para Implementación Del Plan Municipal De Contingencias. This guide, which is printed by the National Civil Protection Agency, provides a guideline by which the state and municipal civil protection agencies will prepare their plans.

#### **109 Federal Contingency Plans**

- National Contingency Plan (9/5/94)

The National Response Team (NRT) developed the National Contingency Plan (NCP) for responding to releases or spills involving oil or hazardous material throughout the United States.

### National System For Civil Protection Plan (1990)

Gobernación developed the National System for Civil Protection for responding to all disasters including releases or spills involving oil or hazardous material throughout the United Mexican States.

### Civil Protection General Law (2012)

<http://www.proteccioncivil.gob.mx/work/models/ProteccionCivil/Resource/6/1/images/lgrc.pdf>

### U.S. EPA Region VI - Regional Response Team (RRT 6)

RRT 6 is the federal component of the National Response System for the states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. The Region 6 RRT is composed of representatives from sixteen federal departments and agencies and each of the five States.

The mission of the Region 6 Regional Response Team (RRT) is to protect public health and safety and the environment by ensuring coordinated, efficient, and effective support of the federal, state, tribal, local, and international responses to significant oil and hazardous substance incidents within Region 6, as mandated by the National Contingency Plan (NCP).

## 110 International Contingency Plans

### Joint United States of America - United Mexican States Contingency Plan for Accidental Releases of Hazardous Substances along the Border (January, 1988).

The Joint Response Team (JRT) has developed a contingency plan to respond to spills requiring international coordination between the United States and Mexico.

### Mexico-United States Joint Contingency Plan Preparedness for and Response to Emergencies and Contingencies Associated with Chemical Hazardous Substances in the Inland Border (March 2009) <http://www.epa.gov/oem/docs/chem/ipmjcp-e.pdf>

The U.S. Coast Guard, U.S. Department of Transportation and the Mexican Navy have developed a Gulf Coast Response Plan for hydrocarbon and other noxious substances spills in the marine environment requiring international coordination between the United States and Mexico.

## **200 CONCEPT OF OPERATIONS**

This concept of operations provides an integrated and coordinated joint binational response effort to supplement the local emergency response plans following the release of hazardous materials or other hazards or disasters in the geographical area covered under this plan.

### **201 Notification**

Any release or substantial threat of a release of a hazardous material, or any threat or occurrence of natural disasters, or other emergencies affecting or likely to affect another party shall be reported to that party without delay. Appendix A is an emergency response assistance directory that provides contact information.

### **202 Private Response Mechanisms**

As Potentially Responsible Parties (PRPs), owners or operators of fixed facilities and transportation facilities, including truck and rail lines and pipelines, must comply with all local, state, and Federal hazardous material planning and reporting requirements.

### **203 Local Response**

In Brownsville or Harlingen, the Fire Department will assume the lead role as Incident Commander (IC). If the incident is beyond the control and/or capabilities of the Fire Department, or the incident might impact the border with the United Mexican States, the IC will request activation of the City's Emergency Operations Center (EOC). This request will initiate a binational notification response. This response will either be a request for mutual aid from Matamoros or Valle Hermoso, or a request for the State of Texas to initiate a JRT (Joint Response Team) response.

In Matamoros or Valle Hermoso, the system of response will follow established response Standard Operating Procedures (SOPs). This response will be similar to the response in Brownsville or Harlingen. If the IC feels that the incident will exhaust the resources available, or that the incident might impact the border, a request will be initiated to the Brownsville or Harlingen Police Dispatch to request a binational response. As with the Brownsville or Harlingen response, the binational response will involve requesting mutual aid from Brownsville, or a request to Protección Civil to initiate a JRT response.

### **204 State Response**

The State of Texas can provide assistance for hazardous materials incidents, natural disasters, or other emergencies to Brownsville/Harlingen, Cameron County, if the combined PRP and local capabilities or resources prove to be insufficient or inadequate. The State will appoint a State On-Scene-Coordinator (SOSC) who will assist the IC by providing and overseeing needed State resources.

The State of Tamaulipas can provide assistance through the State's Civil Protection System Coordinator for hazardous materials incidents, natural disasters, or other emergencies to Matamoros, if the combined PRP and local capabilities or resources prove to be insufficient or inadequate. The State will appoint a State On-Scene-Coordinator (SOSC) who will assist the IC by providing and overseeing needed State resources.

## **205 Federal Response**

The U.S. Federal government can provide assistance for hazardous materials incidents, natural disasters, or other emergencies if combined local and state capabilities or resources prove insufficient or inadequate. Once the National Response Center (NRC) has been notified of a release, they alert the Federal On-Scene-Coordinator (FOSC), who may activate the Regional Response Team (RRT) or the National Response Team (NRT), depending on the severity of the incident. For incidents occurring in Brownsville/Harlingen the FOSC will be from the U.S. EPA Region VI, headquartered in Dallas, Texas.

Normally, the U.S. EPA contributes to hazard materials incidents responses by working with the local, state, tribal and Federal agencies and citizens to assure that the information needed to maximize the effectiveness of the response effort is easily accessible. If there is a spill where the PRP is not identified, does not respond to contain or clean up the material, or does an inadequate job responding, Federal responsibilities outlined in the NCP include assisting local responders in the response or, in some circumstances, taking over the response.

Federal agreements between the U.S. and Mexico require that each country notify the other of hazardous materials incidents if there is a release or substantial threat of release, which may impact both sides of the border.

If it appears that incidents will reach a level at which local and state resources will be insufficient to bring the event to a successful conclusion, the FOSC in conjunction with the RRT, will initiate a JRT response, and implement the JCP. Procedures for following the JCP, and initiating a U.S./Mexico JRT operation are detailed in Section 400.

The Mexico Federal Government can provide assistance through the National Civil Protection System for hazardous materials incidents, natural disasters, or other emergencies to Matamoros, if the combined PRP and local capabilities or resources prove to be insufficient or inadequate. The State will appoint a State On-Scene-Coordinator (SOSC) who will assist the IC by providing and overseeing needed State resources.

## **300 INCIDENT RESPONSE OPERATIONS**

This plan employs the phases of operational response to an incident as outlined in the JCP.

### **301 Discovery and Notification**

Upon the discovery of a hazardous materials release or threatened release, or either an occurring natural disaster or threatened natural disaster or other emergency with or potentially with binational implications within the City of Brownsville, a notification is made to the appropriate emergency organization. The initial notification will involve calling 911 or the local fire department. The agency receiving the initial contact will follow the Brownsville/Harlingen Police Department's Standard Operating Procedure (SOP) for the notification of all other appropriate agencies. The PRP is also required to notify appropriate Federal and state agencies by contacting the National Response Center (NRC)

The City of Matamoros/Valle Hermoso will follow their standard reporting procedures for that include calling 066, Protección Civil and/or the Fire Department. Also, is required to notify the appropriate Federal and State agencies by contacting the National Communications Center (CENACOM) see Appendix A for the Emergency Response Assistance Directory.

The authority of local government, municipalities, and counties for spill response is similar to authority for other emergency responses for protection of public health and safety, such as response to fire, flood, and civil disturbance. Federal and state laws impose notification requirements to ensure a coordinated response.

Agreements between the Governments of the United States and Mexico require that the countries notify each other in the event of a release or substantial threat of a release of a hazardous substance, pollutant, or contaminant affecting, or likely to affect the other country (JCP Section 202.1). Brownsville/Harlingen and Matamoros/Valle Hermoso shall also notify each other during occurring or threatened natural disasters, or other emergencies with or potentially with binational implications according to the terms of this plan.

### **302 Preliminary Assessment and Initiation of Action**

The first official on a disaster or hazard scene will assume the role of IC. This duty will be relinquished to the appropriate official upon their arrival at the incident. All agencies report to the established IC for all response and recovery operations. Each agency will provide its own special equipment and reference data, and will function within its field of expertise. If an incident exceeds the resources of the local or county agencies, the appropriate state agency may assume IC duty and coordinate the response and resources of the state agencies. This function may be transferred to the FOOSC, if a Federal response is activated.

#### **302-1 Preliminary Assessment**

The first response unit to arrive at a disaster or hazard scene will determine whether a potentially hazardous material was released. The first official on the scene assumes the role of IC until the designated official arrives to coordinate the response.

### **302-2 Initiation of Action**

Upon arrival on-scene, the pre-designated IC will implement the following actions:

- Relieve the first official on-site;
- Establish an Incident Command Post (ICP) and implement the Incident Command System (ICS); and
- If the incident threatens the border or the cities of Brownsville/Harlingen and Matamoros/Valle Hermoso, the IC will insure the appropriate notifications are made to the JRT, and if mutual aid will be required, insure that the proper notifications are made to implement a binational response.

### **303 Containment**

The IC will implement appropriate measures to contain, restrict, reduce or eliminate the release or threat of release of hazardous materials at the incident, as well as downstream or downwind from the site. This includes defensive action to prevent, minimize, or mitigate an incident to protect public health and the environment.

### **304 Documentation and Cost Recovery**

All actions taken during hazardous materials incidents will be carefully documented so that sufficient and accurate information is available to support the response and recovery operations, and to recover costs, if applicable. Documentation should be self-descriptive to prove the source and circumstances of the incident, identity of the PRPs, and impact or potential impact to public health and the environment. Documentation may be written, graphic, audiovisual, or in other form and will include the location of the incident, time, date and duration of the spill, source and cause of the incident, name of the PRPs, description of the released material, resources affected or threatened, status of response and cleanup efforts, and accurate accounting of public costs incurred.

Examples of other forms of documentation of hazardous materials incidents include:

- Daily or personal logs in bound notebooks, to record all relevant response activities for evidential purposes;
- Photographic documentation at the source of the release, pathway of discharge, and affected biota;

- **Samples of released material and material from the suspected source collected according to established chain of custody procedures; and/or**
- **Statements of witnesses identifying the source of a release.**

### **305 Evacuation or Shelter-In-Place**

**It is the responsibility of the IC to assess the hazardous materials release or potential release. If there is a threat to the public, immediate action needs to be taken for their protection. Actions that protect the public include first aid, search and rescue, designation of an exclusion zone, shelter-in-place, fire suppression and evacuation.**

**If evacuation is necessary, the IC will determine the area that will require evacuation. The IC is also responsible for estimating the number of people in the evacuation area and number of people needing transportation assistance. The IC will follow all the appropriate Standard Operating Procedures (SOPs) outlined in the local plans.**

**The IC will coordinate with law enforcement to identify major evacuation routes and establish traffic control points. Law enforcement will establish evacuation assembly points, monitor traffic flow on evacuation routes and establish security patrols and access control procedures. In a toxic environment, agencies with more appropriate protective clothing and equipment may be called upon to perform these tasks.**

**If the incident is of sufficient magnitude that the potential for a cross border evacuation exists, the IC will insure that the appropriate border agencies such as immigration, customs, and bridge authorities are notified (see Appendix B).**

### **306 Post Incident Management**

**The IC, or a designated replacement, is required to remain on-scene until the immediate danger to public health and the environment has been abated. Primary responsibility for the actual cleanup and restoration costs will remain with the PRP. In the event that the PRP is unknown, cleanup is the responsibility of the parcel manager, the lessee, the landowner, the affected jurisdiction, the county agency, the state agency, or the Federal agency having jurisdiction.**

**Cleanup and disposal of the spill should be accomplished as soon as possible. Prompt action is important to minimize damage to the environment. The first step is to establish the cleanup priorities at the site. Once the priorities are set, determinations of appropriate cleanup methods are necessary. The cleanup actions must be constantly monitored to ensure the cleanup priorities are being properly addressed.**

Specific methods should be utilized to evaluate the cleanup and determine its effectiveness. The evaluation process should assess impacts on the habitat and organisms, effectiveness of removal, public concerns, aesthetics, and costs. The IC must develop criteria to determine when the cleanup is complete, using applicable or relevant and appropriate requirements. The IC will ensure proper transportation and disposal of hazardous substances in compliance with local, state and Federal laws.

### **307 Response and Cleanup Funding Availability**

The IC will attempt to identify and have the party accountable for the release assumes responsibility for containment, removal and disposal. In Mexico, this will be responsibility of the Civil Protection Authorities in accordance with the National Protection System.

If it is determined that the PRP is not acting promptly, taking or proposing to take appropriate actions, or if the PRP is unknown, state and Federal funds may be made available to ensure proper cleanup.

Funds may be made available by the SOSOC or the FOSOC. Depending on the circumstances, money may be made available from one or more of the following funds.

#### **307-1 State Funds**

The Texas Commission on Environmental Quality (TCEQ) Emergency Response Strike Team maintains funds that can be used for the response to hazardous materials incidents. These funds are available on a case-by case basis, generally for incidents that a responsible party has not been identified, or when there is an immediate threat to life and health. Contacting the TCEQ at (512) 239-1000 can access these funds.

#### **307-2 Federal Funds**

Hazardous Substance Response Trust Fund (Section 2.1.1, "Comprehensive Environmental Response, Compensation and Liability Act") is administered by the U.S. EPA. The fund can be accessed by contacting the NRC at (800) 424-8802, or the FOSOC.

Local Government Reimbursement Program is administered by the U.S. EPA. Contacting the RCRA-Superfund Hotline at (800) 424 9346 can access the fund.

<http://www2.epa.gov/emergency-response/local-governments-reimbursement-program>

### **308 Communications**

Communications will be established as per the local municipal SOPs. In the event of a multinational response, communications must be effectively established as soon as possible.

Due to the numerous radio frequencies used by the various response agencies in the sister cities area, the IC must define a primary response channel or rely on cellular communications. Appendix A provides a listing of the various phone numbers available. The communications between the Brownsville/Harlingen and Matamoros/Valle Hermoso Commands must be established and maintained throughout a binational response. This will ensure a secure and reliable flow of information between the commands.

### **309 Health and Safety**

The IC will be responsible for appointing a Site Safety Officer (SSO) for the incident. The IC and SSO will be responsible for developing and implementing a Site Safety Plan to ensure the health and safety of all response personnel. For response across the border, the IC and senior official of each response agency will ensure that the appropriate state and Federal worker health and safety laws of their country are observed while in the neighboring country.

### **400 INTERNATIONAL NOTIFICATION AND/OR RESPONSE**

The JCP has been signed and implemented by the United States and the United Mexican States.

### **401 Mutual Aid Response**

In the event that a hazardous materials incident or natural disaster or other disaster with or potentially with binational implications has overwhelmed the resources of either, Brownsville/Harlingen or Matamoros/Valle Hermoso, the IC or the Comandante de Protección Civil will implement a request for mutual aid from the other sister city.

#### **401-1 City of Matamoros/Valle Hermoso Request**

Protección Civil Matamoros/Valle Hermoso will initiate a request for mutual aid by contacting the Brownsville Police Dispatch. Upon receipt of this request, the Brownsville/Harlingen Fire Chief will make a determination of appropriate actions. The City of Brownsville/Harlingen will decide if they may respond with the appropriate resources to aid in the request utilizing the 911 Emergency Dispatch.

A Joint Command established between the Brownsville/Harlingen and Matamoros/Valle Hermoso Fire Chiefs will determine these resources. The responding resources will report to the IC and work under the IC's direction. Brownsville/Harlingen will also activate an EOC on the Brownsville/Harlingen side of the border. The EOC will evaluate the ongoing situation, and will assist the IC with resources and technical information. The EOC will also be responsible for ensuring that response personnel from Brownsville/Harlingen are adequately utilized in an effective and safe manner, by coordinating with the senior on-scene response official from each responding agency.

The Mayor of Matamoros/Valle Hermoso may initiate a request for mutual aid assistance to chemical spills emergency events by contacting the Brownsville/Harlingen Mayor directly. Upon receipt of this request, the Brownsville/Harlingen Mayor will make a determination of appropriate actions. The City of Brownsville/Harlingen will decide if they will respond with the appropriate resources to aid in the request.

#### **401-2 City of Brownsville/Harlingen Request**

The Brownsville/Harlingen Fire Department may initiate a request for mutual aid by contacting Matamoros/Valle Hermoso Protección Civil representative. Upon receipt of this request, the Protección Civil representative may implement the mutual aid request by providing necessary action, information and/or assistance resources.

The City of Matamoros/Valle Hermoso may respond with the appropriate resources to aid in the request. The IC's of both cities will determine these resources. The responding resources will report to the IC and work under the IC's direction. Matamoros/Valle Hermoso may activate its equivalent EOC in accordance with the Protección Civil municipal authorities. The EOC will evaluate the ongoing situation, and assist the IC with resources and technical information.

The IC is also responsible for ensuring that response personnel from Matamoros/Valle Hermoso are adequately utilized in an effective and safe manner by coordinating with the senior on-scene response official from each responding agency.

The Mayor of Brownsville/Harlingen may initiate a request for mutual aid assistance to chemical spills emergency events by contacting the Matamoros/Valle Hermoso Mayor directly. Upon receipt of this request, the Mayor of Matamoros/Valle Hermoso will make a determination of appropriate actions. The City of Matamoros/Valle Hermoso may respond with the appropriate resources to aid in the request.

#### **401-3 Response Duties**

Local agencies are responsible for emergency planning and preparedness within their jurisdictions. The agencies are expected to assume lead roles during the emergency phase of the incident. Local agencies will conduct response activities within the scope of department training and capabilities. Local agencies will provide emergency response services including, but not limited to:

- notification;
- initial hazard identification;
- initial sampling to determine concentrations of materials, if possible;

- communications;
- rescue and emergency medical service;
- firefighting;
- security (site perimeter, traffic, and crowd control);
- on-scene liaison with other agencies and organizations; provide public information;
- evacuation; and shelter.

Local government assignments in Brownsville and Harlingen, Texas are generally shared among the Fire Department, Police Department, Cameron County Sheriff's Department, Cameron County Emergency Services, emergency medical services, public works and health department. Detailed roles and responsibilities of these agencies can be found in the Brownsville/Harlingen and Cameron County plan. Specific actions to be taken in response to a binational response can be found in Appendix D through G of this plan.

When responding to requests for mutual aid, local response agencies from both sides of the border will adhere to their department SOPs. At no time should personnel from either city be requested to perform duties outside their training and capabilities; nor shall personnel from either City be compelled to perform duties under this agreement when personal safety issues related to country/regional stability are a concern. Incident Commanders in both cities will become familiar with the capabilities of the agencies available for response, and use the personnel from the agencies in an appropriate manner. If concerns arise, the IC's and respective EOCs will be notified and an appropriate decision will be made at that level.

#### **402 Joint Response Team**

When the magnitude of an incident exceeds local and state response capabilities, or when a response involves more than one state jurisdiction, or Federal lands, the Federal government will coordinate the response operation and provide assistance as necessary.

The U.S. EPA RRT and national level contingency planning through the National Response Team (NRT) perform regional level contingency planning. In Mexico, Protección Civil has jurisdiction of hazardous materials incident planning. The JRT performs U.S./Mexico border area contingency planning and training activities. The JRT is chaired by the U.S. EPA for the U.S. and by Gobernación for Mexico.

##### **402-1 U.S. Environmental Protection Agency**

The U.S. EPA activates and operates the Federal response system for inland hazardous materials incidents and provides an FOSC who can assess technical resources to provide expert advice on public health and environmental effects of a release.

##### **402-2 Regional Response Team**

The Regional Response Team (RRT) is co-chaired by the U.S. EPA and the U.S. Coast Guard and consists of representatives from selected state and Federal agencies. It plans, prepares and responds to hazardous materials incidents, providing advice and recommendations to the FOSC. It may request resources from local, state or Federal agencies and the private sector.

#### **402-3 Protección Civil**

The Sistema Nacional de Protección Civil shall establish, in each federal and municipal entity, civil defense organizations to handle emergencies occurring in each jurisdiction. Protección Civil has prepared the "ANEXO III - Plan de Respuesta a Emergencia Con Materiales Peligrosos de la ciudad de Matamoros" (Annex III - Hazardous Materials Response Plan). This plan is designed to be used by all entities in Mexico to aid in developing contingency plans for Hazardous Materials.

#### **403 JRT Responsibilities**

For inland releases, the U.S. EPA provides the FOSC. Upon notification of a release of hazardous substances that is crossing or is likely to cross the U.S./Mexico border, the NRC will notify the FOSC, who will determine as quickly as possible the need for activating the RRT, the JRT, the Environmental Response Team (ERT), or the NRT. For incident notification in Mexico, Protección Civil maintains a 24 hour telephone number in Mexico City.

When the U.S. and Mexico have agreed to initiate a joint response to an incident, the function and responsibilities of the JRT include:

- Advise the FOSC about measures needed to respond to the incident and what resources are available to carry out those measures;
- Evaluate and make recommendations concerning the measures taken by the FOSC;
- Provide continuing advice to the FOSC;
- Coordinate and use as appropriate the resources that agencies or persons of the U.S. or Mexico or a third party can contribute;
- Assist the FOSC in preparing information releases for the public; and
- Participate in the termination of response.

#### **500 TRAINING AND EXERCISES**

The Cross Border Contingency Plan, as written pursuant to the U.S./Mexico JCP, is an administrative summary of the relevant hazardous materials emergency response plans, which have jurisdiction within the planning area. Each of the operational plans referenced require training and exercising to ensure that responders are always in a state of readiness. The concepts and resources for training and exercising are important to emphasize as binational relationships and activities develop.

Preparing a written plan with well-defined operational roles, policies and resource acquisition procedures is an essential step. The written plan should contain training requirements and procedures for responders. Exercising the plan provides training, allows response personnel to become thoroughly familiar with response procedures, resources and systems, and enables planners to identify areas of the plan that need improvement.

### 501 Training

Individual agencies are responsible for their own training. Internal training, private contractors, and state or regional training resources are some of the options available to local agencies. Agencies must ensure that personnel are adequately trained for response operations that they may perform. This training must comply with all applicable local, state, and Federal worker health and safety regulations.

### 502 Exercises

Local and regional hazardous materials contingency plan exercises, as well as exercises of local and regional contingency plans in response to natural disasters, or other hazards are encouraged, as they are the best means of keeping the plans current and active. Brownsville/Matamoros routinely conduct joint exercises that allow for cross training of personnel. This ensures that deficiencies in response activities are identified. In keeping the Brownsville/Harlingen and Matamoros/Valle Hermoso Sister Cities Hazardous Materials Incident Contingency Plan current, the plan should be exercised every two years.



## **FIGURES**

**FIGURE 1: BROWNSVILLE/HARLINGEN AND MATAMAORS/VALLE HERMOSO**



## **APPENDIX A**

### **EMERGENCY RESPONSE ASSISTANCE DIRECTORY**

## FEDERAL GOVERNMENT

MEXICO	U.S.
<b>Telefono de Emergencia: 066</b> To dial to Mexico from U.S, dial the code (01152) + (area code) + phone number	<b>Emergency Phone: 911</b> To dial to U.S from Mexico Dial (001) + (area code) + phone number
Centro Nacional de Comunicaciones (CENACOM) Desde México 01 800 0041 300 (55) 5128 0000 Ext 11470 al 11475 <a href="mailto:cenacom@argob.gob.mx">cenacom@argob.gob.mx</a>	National Response Center (NRC) † 800 424 8802 † 202 267 3675
PROFEPA Oficina Central Ciudad de México COATEA / PROFEPA 01 800 710 4943 (55) 5449 6300 Ext 16129 <a href="mailto:coatea@profeпа.gob.mx">coatea@profeпа.gob.mx</a>	U.S. Customs and Border Protection
Secretaría de la Defensa Nacional (SEDENA) (55) 2122-8800	US EPA Office of Emergency Management, Emergency Operations Center (202) 554-3850 (phone) (202) 554 8729 (dedicated fax)
Comisión Nacional de Seguridad (55) 1103 6000	
Secretaría de Marina (SEMAR) (55) 5624 6500 01 800 627 4621	
Dirección General de Protección Civil 01 800 0041 300	
Comisión Internacional de Límites y Aguas (CILA) Representación de la CILA en Reynosa, Tamaulipas (899) 924 8249 <a href="mailto:cila_reynosa@cilamexcom.gob.mx">cila_reynosa@cilamexcom.gob.mx</a>	International Boundary & Water Commission (IBWC) (956) 565-3150 or (956) 565-3159

## STATE GOVERNMENT

TAMAULIPAS	TEXAS
To dial to Mexico from U.S , dial the code (01 52) + (area code) + phone number	To dial to U.S from Mexico (001) + (area code) + phone number
Delegación de la PROFEPA en Tamaulipas (834) 312 8663 (834) 312 2456	Texas Commission on Environmental Quality (512) 239-1000  State of Texas Spill Reporting Hotline <b>SERC: 1-800-832-8224</b>
Coordinación General de Protección Civil en Tamaulipas (834) 305 6596 (834) 305 7132 01 800 718 89 88 (834) 305 7052 (834) 305 7134 <a href="http://proteccioncivil.tamaulipas.gob.mx">proteccioncivil.tamaulipas.gob.mx</a>	State of Texas State Operations Center (SOC) (512) 424-2208
Secretaría de Seguridad Pública / Policía Estatal Tamaulipas (834) 318 6200 01 800 633 3333	



**LOCAL GOVERNMENTS**

<b>MEXICO</b>		<b>U.S.</b>	
<b>Telefono de Emergencia: 066</b>		<b>Emergency Phone: 911</b>	
To dial to Mexico from U.S., dial the code (01152) + (area code) + phone number		To dial to U.S from Mexico (001) + (area code) + phone number	
<b>MATAMOROS, TAMAULIPAS</b>		<b>BROWNSVILLE, TEXAS</b>	
Presidencia Municipal Matamoros, Tamaulipas (868) 810 8000 (868) 810 8000 Ext. 53256 Dirección de Protección Civil y Bomberos de Matamoros (868) 824 4721 (868) 824 4722 (868) 816 6141 <a href="mailto:proteccioncivil@matamoros.gob.mx">proteccioncivil@matamoros.gob.mx</a>		Mayor of Brownsville, Texas (956) 548-6007 Fire Department of Brownsville, Texas 911 Emergency Management Coordinator (956)504.7405 ext. 2802 Fire Department 956.546.3195	
Policia Municipal de Matamoros 066		Police Department of Brownsville, Texas 911 (956) 548.7050	
<b>VALLE HERMOSO, TAMAULIPAS</b>		<b>HARLINGEN, TEXAS</b>	
Presidencia Municipal Valle Hermoso, Tamaulipas (894) 84 2 0829		Mayor of Harlingen, Texas (956) 428-9191	
Dirección de Protección Civil y Bomberos de Valle Hermoso (894) 8420202 (894) 8420829		Fire Department of Harlingen, Texas 911 (956) 216-5701	
Policia Municipal de Valle Hermoso 066		Police Department of Harlingen, Texas 911 (956) 216-5404	
Administración General de Aduanas, Aduana Matamoros (868) 811 0101 (868) 811 0130			

**APPENDIX B**

## **PROPOSED U.S. CUSTOMS AND BORDER PROTECTION RESPONSE**

In the case of an emergency and/or disaster that may occur in Mexico or the United States which requires emergency aid from various U.S. local, state or federal agencies, including the Brownsville Fire and Police Departments, a call from the municipality which has requested the aid will be made notifying one of the following:

- 1) U.S. Customs and Border Protection
- 2) Cameron County Bridge Department

Upon receipt of the call from the municipality which has requested the emergency aid, Customs and Border Protection or Bridge personnel will immediately notify their "cross the border" counterpart. Figure A-1 presents a flow diagram of response notification phone numbers.

The U.S. Customs and Border Protection shift supervisor at the bridge of concern will be contacted and will take whatever immediate action is necessary to facilitate the crossing of the emergency equipment and personnel. Once arrangements have been made to facilitate the cross border emergency aid, the supervisor will notify the Assistant Director, Inspection and Control or in his/her absence any available Chief Inspector.

Emergency equipment of this nature is admissible under section 10.107 of the Customs Regulations.

**APPENDIX B (cont.)**

**PROPOSED UNITED MEXICAN STATES CUSTOMS CROSS BORDER  
CONTINGENCY PLAN**

In the case of an emergency and/or disaster that may occur in Mexico or the United States which requires emergency aid from various local, state or federal agencies, including the Matamoros Fire and Police departments or aid from a similar U.S. agency, a call from the municipality which has requested the aid will be made notifying one of the following:

- 1) Mexico Customs Service
- 2) Mexico Immigration and Naturalization Service
- 3) Matamoros Bridge Department

Upon receipt of the call from the municipality which has requested the emergency aid, the Customs, Immigration or Bridge personnel will immediately notify the other two groups, who will be responsible for notifying the "cross the border" counterpart.

The Mexico Customs shift supervisor at the bridge of concern will be contacted and will take whatever immediate action is necessary to facilitate the crossing of the emergency equipment and personnel. Once arrangements have been made to facilitate the cross border emergency aid, the supervisor will notify Protección Civil.

## APPENDIX C

### ACTION BY LAW ENFORCEMENT AGENCIES

#### GENERAL

In any type of disaster that evokes an international response, law enforcement will be involved in a multitude of areas. The need for security, traffic control, crowd control, and to supply effective information on separated persons, specifically in relocation areas, will be paramount.

#### PROCEDURES

In the event of a disaster being declared by the municipalities, counties, states, or countries represented in this plan, Law Enforcement Agencies will follow their appropriate municipal, county, or regional contingency plans. The Cross Border Plan is considered an annex to the standing municipal, county, or regional plans and law enforcement agencies responsible to these plans will work within the same framework of the individual plans adopted by law.

In the event that evacuation from a disaster area into another municipality, county or country takes place, Law Enforcement Agencies will supply the following:

#### RESPONSIBILITIES AND FUNCTIONS

- i. To protect life and property and prevent and investigate crime that may be generated due to the evacuation.
- ii. To alert persons endangered by the effects of the disaster.
- iii. To alert and assist other emergency services, including Protección Civil.
- iv. To control traffic and crowds and ensure clear entrance and exit to and from cross border bridges and the control of traffic to designated holding areas.
- v. To maintain law and order at the holding (reception) areas to prevent unauthorized entry into these areas.
- vi. To evacuate citizens from danger areas when necessary.

To establish communication links with all law enforcement agencies affected and to supply constant information through the affected municipality, subject to law enforcement needs.

## APPENDIX D

### STANDARD OPERATING PROCEDURES FOR FIRE AGENCIES

**GENERAL:** Three distinct fire disaster situations could arise requiring the assistance of cross border fire service. A level-one incident or situation occurs when specialized equipment and/or manpower are most readily or exclusively available across the border or the municipalities usual local mutual aid resources are fully engaged. Second-level situations are defined as incidents where countywide or region-wide fire resources are fully engaged and additional fire service assistance is needed beyond the capability of the county or region. Level-three fire disasters require an executive declaration of the emergency by Protección Civil, being either from a state or local executive.

#### I. Worker's Compensation Benefit

- A. Liability for workers' compensation for fire fighters involved in a cross border situation remains with the fire fighters' home fire company.

#### II. Procedure

Agencies will operate according to the standard operating procedures of individual fire agencies.

## APPENDIX E

### ACTION BY SOCIAL SERVICES DEPARTMENTS

#### GENERAL

1. In any type of disaster that invokes an international response, there will be a need to house, feed, and provide medical and support services to a large number of people. Coincidental to the meeting of these needs will be a requirement to register displaced persons, effect reconciliation between the separated persons within the disaster area and provide information and respond to inquiries from outside the disaster area.

NOTE: EACH OF THE DEPARTMENTS AND AGENCIES HAVING RESPONSIBILITIES UNDER THIS PROCEDURE MAINTAIN INDIVIDUAL OPERATING PLANS.

IN ALL CIRCUMSTANCES, THE OPERATING PROCEDURE OF THE REQUESTING AUTHORITY WILL PREVAIL.

#### PROCEDURE

2. In the event of a disaster, the services of Social Services staff, on either side of the border, will be activated through a call-out originating as provided for in their respective Standard Operating Procedure.
3. Requesting authority:
  - a. The requesting authority will establish an assembly point as close as possible to an international border crossing point. This location should be on a main highway or an easily accessed secondary highway that is well marked and easy to locate.
  - b. It will be the responsibility of the responding agency to assemble their personnel at a site of their choice and to provide transportation from that site to the assembly point as designated by the requesting authority.
  - c. The requesting authority will provide sufficient space to receive and, if necessary, store any transportation used by the responding authority in travelling to the assembly area.

- d. The requesting authority will provide transportation to move the responding personnel to the respective work areas.

#### APPENDIX E (cont.)

- e. During the time that the responding personnel are on the site, it will be the responsibility of the requesting authority to provide shelter, food, equipment, and any medical needs to the responding personnel.
- f. The responding authority will arrange for all necessary relief for any and all responding personnel.
- g. The requesting authority will arrange to register and provide identification of responding personnel and will keep this information updated and available at the EOC.
- h. Upon receipt of an official declaration that the emergency situation has been terminated, the requesting authority will ensure that all personnel are so advised and will provide the necessary transportation to return the responding personnel to either (1) their own transportation or (2) to a satisfactory drop-off spot in the responding agency's area.
- i. The responding agency will be attached to and will work under the command of the requesting authority.

#### GENERAL

It is generally understood that the responding authority will be asked to provide personnel to assist in the following areas:

- (i) registration
- (ii) care and supervision of evacuees
- (iii) assistance at emergency welfare centers in areas of counseling; grief counseling; general inquiries; location of persons; reconciliation of families; supervision of children; etc.

## APPENDIX F

### CROSS BORDER EMS RESPONSE SEQUENCE

- Report is made.
- Confirm the incident.
- Activate the Response Plan; request that neighboring municipality be placed on standby alert.
- Place hospital on standby.
- Request status of available resources.
- Assume EMS command and report to Unified Command Post.
- Decon Sector established.
- Staging Sector established.
- Triage Sector established.
- Establish hospital communications.
- Obtain initial hospital capability/bed inventory from hospitals.
- Upgrade neighboring municipality from standby to operational mode if mutual aid will be necessary, and advise the municipality of resource needs.
- Establish Treatment Sector (Pre-Hospitalization).
- Develop listing of receiving hospitals and identify access routes.
- Begin transportation of patients from Transportation Sector by priority to appropriate hospital. (Patients being transported across the border will be double tagged per guidelines by the triage.)
- Provide appropriate pre-hospital care prior to transport if treatment sector has been established.
- Continue to monitor hospital candidates.
- Advise Medical Examiners and mortuaries if necessary.

**APPENDIX F  
(Continued)**

**GUIDELINES FOR AMBULANCES  
REQUESTED TO PROVIDE CROSS BORDER ASSISTANCE**

When requested by to provide assistance to EMS across the border for major incident/disaster situations, etc., all ambulance crews will follow these guidelines:

- 1) Report to meeting area as directed by dispatch (usually a border crossing).
- 2) Police will meet and escort vehicles to site.
- 3) Maintain communications with dispatch on assigned channel.
- 4) On arrival at site, report to staging area as directed or site commander.
- 5) Advise EMS command whether crew is Advanced Life Support (ALS) or Mobile Intensive Care Unit (MICU).
- 6) Provide appropriate pre-hospital care prior to transport if treatment sector has been established as directed by EMS command.
- 7) Transportation of patients from transportation sector by priority to appropriate hospital as directed by the triage. Patients being transported cross border will be double tagged as per guidelines by the triage.
- 8) Return to site, of transportation sector, after delivering patients to appropriate hospital.

**Clear and return to home base when directed by dispatch.**

## APPENDIX G

### ABBREVIATIONS AND ACRONYMS

AGA	General Customs Administration (Mexico)
CERCLA	Comprehensive Environmental Response Compensation and Liability Act (US)
CBP	Customs and Border Protection (US)
CENACOM	National Communications Center (Mexico)
CENAPRED	National Center for Disaster Prevention (Mexico)
CLAM	Local Committee of Mutual Support (Mexico)
COATEA	Orientation Center for the Attention of Environmental Emergencies (Mexico)
CONAGUA	National Water Commission (Mexico)
DHS	Department of Homeland Security (US)
DOD	Department of Defense (US)
DOS	Department of State (US)
DOT	Department of Transportation (US)
DPS	Department of Public Safety (US)
EOC	Emergency Operations Center (US)
EMS	Emergency Medical Services (US)
EPA	Environmental Protection Agency (US)
ERC	Environmental Response Team (US)
FEMA	Federal Emergency Management Agency (US)
GSA	General Services Administration (US)
HAZMAT	Hazardous Materials
HHS	Department of Health and Human Services (US)
IBWC	International Boundary and Water Commission (US-Mexico)
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JCP	Joint Contingency Plan US-Mexico)
JRT	Joint Response Team (US-Mexico)
LEPC	Local Emergency Planning Committee (US)
MOU	Memorandum of Understanding
NCP	National Contingency Plan (US)
NOAA	National Oceanic and Atmospheric Administration (US)
NRC	National Response Center (US)
NRT	National Response Team (US)
DEM	Office of Emergency Management (US)
OSC	On-Scene Coordinator (US)
PFJ	Preventive Federal Police (Mexico)
PROFEPA	Federal Attorney General for Environmental Protection (Mexico)

## **APPENDIX G (cont.)**

### **ABBREVIATIONS AND ACRONYMS**

<b>PRP</b>	<b>Potentially Responsible Party (US)</b>
<b>RCRA</b>	<b>Resource Conservation and Recovery Act (US)</b>
<b>RP</b>	<b>Responsible Party (US)</b>
<b>RRT</b>	<b>Regional Response Team (US)</b>
<b>SCT</b>	<b>Secretariat of Communications and Transport (Mexico)</b>
<b>SEDENA</b>	<b>Secretariat of National Defense (Mexico)</b>
<b>SEGOB</b>	<b>Secretariat of the Government (Mexico)</b>
<b>SEMARNAT</b>	<b>Secretariat of Environment and Natural Resources (Mexico)</b>
<b>SINAPROC</b>	<b>National Civil Protection System (Mexico)</b>
<b>SOP</b>	<b>Standard Operating Procedures</b>
<b>SRE</b>	<b>Secretariat of Foreign Relations (Mexico)</b>
<b>SS</b>	<b>Secretariat of Health (Mexico)</b>
<b>SSP</b>	<b>Secretary of Federal Public Safety (Mexico)</b>
<b>USCG</b>	<b>United States Coast Guard (US)</b>
<b>USDA</b>	<b>United States Department of Agriculture (US)</b>
<b>TCEQ</b>	<b>Texas Commission on Environmental Quality (US)</b>
<b>TGLO</b>	<b>Texas General Land Office (US)</b>

## APPENDIX H

### DEFINITIONS

**Area Contingency Plan:** As defined by sections 311(a) (19) and (j) (4) of CWA, as amended by OPA, means the plan prepared by an Area Committee, that in conjunction with the NCP, shall address the removal of a discharge including a worst-case discharge and the mitigation or prevention of a substantial threat of such a discharge from a vessel, offshore facility, or on-shore facility operating in or near an area designated by the President.

**Bulk:** Material that is stored or transported in a loose, unpacked, liquid, powder, or granular form capable of being conveyed by a pipe, bucket, chute or belt system.

**Cleanup:** For the purposes of this document, cleanup refers to the removal and/or treatment of oil, hazardous substances, and/or the waste or contaminated materials generated by the incident. Cleanup includes restoration of the site and its natural resources.

**Coastal Waters:** The waters of the coastal zone (except for the Great Lakes and specified ports and harbors on inland rivers). Precise boundaries are identified in USCG/EPA agreements, Federal Regional Contingency Plans and Area Contingency Plans.

**Comité Local Ayuda de Mutua (CLAM):** A group of local representatives from Mexican industries and agencies who assist in the preparation plans for emergencies involving hazardous materials along the Mexican Border.

**Decontamination:** The removal of hazardous substances from personnel and their equipment necessary to prevent adverse health effects and secondary contamination.

**Discharge:** Any spilling, leaking, pumping, pouring, emitting, emptying or dumping.

**Dispersant:** Those chemical agents that emulsify, disperse, or solubilize oil into the water column or induce the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.

**Drinking Water Supply:** As defined by section 101(7) of CERCLA, means any raw or finished water source that is or may be used by a public water system (as defined in the Safe Drinking Water Act) or as drinking water by one or more individuals.

**Environmentally Sensitive Area:** An especially delicate or sensitive natural resource that requires protection in the event of a pollution incident.

**Ground Water:** As defined by section 101(12) of CERCLA, means water in a saturated zone or stratum beneath the surface of land or water.

**Hazardous Material:** Any non-radioactive solid, liquid, or gaseous substance which, when uncontrolled, may be harmful to humans, animals, or the environment: including, but not limited to, substances otherwise defined as hazardous wastes, dangerous wastes, extremely hazardous wastes, oil or pollutants.

**Incident:** Any event that results in a discharge of oil or hazardous materials. Action by emergency service personnel may be required to prevent or minimize loss of life or damage to property and/or natural resources.

**Inland Waters:** Those waters of the United States in the inland zone, waters of the Great Lakes, Lake Champlain, and specified ports and harbors on inland rivers.

**Inland Zone:** The environment inland of the coastal zone excluding the Great Lakes, Lake Champlain, and the specified ports and harbors on inland rivers. The term inland zone delineates an area of Federal responsibilities for response actions. Precise boundaries are determined by EPA/USCG agreements and identified in Federal Regional Contingency Plans.

**Local Emergency Planning Committee (LEPC):** A group of local representatives appointed by the State Emergency Response Commission (SERC) to prepare local oil and hazardous materials spill response plans as per the mandates of the Superfund Amendments and Reauthorization Act, Title III.

**Natural Resources:** Land, fish, wildlife, biota, air, water, ground water, drinking water supplies, and other such resources belonging to, managed by, held in trust by, appertaining to, or otherwise controlled by municipal, state, or federal governments or private parties.

**On-Scene Coordinator (OSC):** The government official at an incident scene responsible for coordinating response activities.

**Primary Response Contractor or Contractors:** An individual, company, or cooperative that has contracted directly with the plan holder to provide equipment and/or personnel for the containment or cleanup of spilled oil or hazardous material.

**Regional Response Team (RRT):** The federal response organization (consisting of representatives from selected federal and state agencies) which acts as a regional body responsible for planning and preparedness before an oil spill occurs and for providing advice to the OSC in the event of a major or substantial spill.

**State Emergency Response Commission (SERC):** A group of officials appointed by the state governor to implement the provisions of Title III of the Federal Superfund Amendments and Reauthorization Act of 1986 (SARA). The SERC approves the State Oil and Hazardous Substances Discharge Prevention and Contingency Plan and Local Emergency Response Plans.





# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 16.

DEPT. MAKING REQUEST: Finance DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Lupe Granado **Lupe** Digitally signed by Lupe  
DN: cn=Lupe, o=City of  
Brownsville, ou=Finance,  
email=lupe@cob.us, c=US  
Date: 2015.12.24 11:41:36 -0800

PHONE: 956-548-6019 FAX: 956-546-2270 E-MAIL: lupe@cob.us

AGENDA CATEGORY: (TIME LIMIT)

- EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: Five (minutes)

(No time limit)

- CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

Consideration and action to adopt Resolution Number 2016-001 re-accepting, reviewing, amending and re-adopting all of the provisions listed in the documents, titled, "City of Brownsville, Texas Amended Investment Policy" and "City of Brownsville, Texas, Amended Investment Strategy Statement".

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL:  YES     NO  
\_\_\_\_\_  
City Manager

RESOLUTION 2016-001

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BROWNSVILLE, TEXAS REACCEPTING, REAPPROVING, REVIEWING OR AMENDING AND RE-ADOPTING ALL OF THE PROVISIONS LISTED IN THE DOCUMENTS ENTITLED "CITY OF BROWNSVILLE, TEXAS AMENDED INVESTMENT POLICY" AND "CITY OF BROWNSVILLE, TEXAS AMENDED INVESTMENT STRATEGY STATEMENT" WHICH ARE ATTACHED HERETO AND MADE A PART HEREOF.

WHEREAS, documents entitled "City of Brownsville, Texas Amended Investment Policy," and "City of Brownsville, Texas Amended Investment Strategy Statement" dated January 5, 2016, have been reviewed establishing the guidelines to be used by the City for investing the City's idle cash.

NOW, THEREFORE, BE IT RESOLVED THE CITY COMMISSION OF THE CITY OF BROWNSVILLE, TEXAS:

Section 1. That from and after the effective date of this resolution the attached City of Brownsville, Texas Amended Investment Policy and Amended Investment Strategy Statement are hereby reaccepted reviewed, reapproved, and readopted.

Section 2. This resolution shall be and become effective immediately upon its adoption by the City Commission.

ADOPTED, approved and accepted by the City Commission at a regular meeting thereof held on Tuesday, January 5, 2016.

---

ANTONIO (TONY) MARTINEZ  
MAYOR

ATTEST:

---

MICHAEL LOPEZ  
CITY SECRETARY

**CITY OF BROWNSVILLE, TEXAS  
OFFICE OF THE FINANCE DIRECTOR  
PHONE: 956-548-6019  
FAX: 956-546-1763  
956-546-2270  
Email: lupe@cob.us  
MEMORANDUM**

**TO: CHARLIE CABLER, CITY MANAGER**

**CC: PETE GONZALEZ, DEPUTY CITY MANAGER**

**FROM: LUPE GRANADO, FINANCE DIRECTOR**

**DATE: DECEMBER 24, 2016**

**SUBJECT: INVESTMENT POLICY REVIEW AND AMENDMENT**

The Texas Government Code, Chapter 2256, of the Public Funds Investment Act, Subchapter A, Authorized Investments for Governmental Entities, Section 2256.003 of Subsection ( e ) states, “the governing body of an investing entity shall review its investment policy and investment strategies not less than annually. The governing body shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record and any changes made to either the investment policy or investment strategies.”

- The City Commission approved our investment and investment strategy policies on September 24, 1996. Our investment policy has been amended seventeen times: on December 21, 1998, September 28, 1999, January 4, 2000, December 11, 2001, September 17, 2002, December 2, 2003, December 14, 2004, December 13, 2005, January 4, 2007, January 8, 2008, January 6, 2009, January 5, 2010, January 4, 2011, January 3, 2012, January 8, 2013, January 7, 2014 and January 6, 2015. Because we are recommending that various changes be made to the investment policy, we are asking the City Commission to approve a resolution that adopts the investment committee’s amendments to the City’s investment and strategy policies. The City’s investment committee has reviewed and recommends that various changes be made to the City’s investment and strategy policies. These amendments include:
  - On page 12 under “Responsibility and Controls”, we have updated investment officers, update required training hours from 10 hours to 8 hours every two years, and listed approved independent training sources.
  - On pages 17-19 under “Investment Strategy” under the letter “a”, we have updated the entire City’s operating funds.
  - On pages 19-20 under “b”, we have updated the entire City’s Construction and Capital Improvement Funds.

We are asking that the City Commission readopt by resolution this amended annual review and investment and strategy statement.

# TABLE OF CONTENTS

## INVESTMENT POLICY

<b>TITLE PAGE</b>	<b>1</b>
<b>PREFACE</b>	<b>2</b>
<b>I. PURPOSE</b>	<b>3</b>
<b>II. INVESTMENT OBJECTIVES</b>	<b>4</b>
<b>III. INVESTMENT POLICIES</b>	<b>4</b>
A. Authorized Investments	4
B. Protection of Principal	6
C. Investment Advisors and Investment Providers	10
D. Responsibility and Controls	11
<b>IV. CURRENT LIST OF INVESTMENT BROKERS     AUTHORIZED TO DO BUSINESS WITH THE CITY</b>	<b>14</b>
<b>INVESTMENT STRATEGY STATEMENT</b>	<b>15</b>
<b>PREFACE</b>	<b>16</b>
<b>INVESTMENT STRAGTEGY</b>	<b>17</b>
A. Operating Funds	17
B. Construction & Capital Improvement Funds	19
C. Debt Service Funds	21

**CITY OF BROWNSVILLE, TEXAS**

**AMENDED INVESTMENT AND  
STRATEGY STATEMENT POLICY**

**READOPTED JANUARY 5, 2016**

## **PREFACE**

It is the policy of the City of Brownsville, Texas and its component units, that in regards to the safety and risk of investments, all available funds shall be invested in conformance with state and federal regulations, applicable bond resolution requirements, adopted investment policy, and adopted investment strategy.

Effective cash management is recognized as essential to good fiscal management. Comprehensive cash management and effective strategy development will be pursued to take advantage of interest earnings as practical and material revenue to all City of Brownsville funds. The City of Brownsville's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with this policy.

Investments shall be made with the primary objective of:

- Preservation of capital,
- Safety of city funds,
- Maintenance of sufficient liquidity,
- Maximization of return within acceptable risk constraints, and
- Diversification of investments.

## **I. PURPOSE**

### **A. Formal Adoption**

This Investment Policy is authorized by the City of Brownsville in accordance with Chapter 2256, of the Texas Government Code, the Public Funds Investment Act.

### **B. Scope**

This Investment Policy applies to all of the investment activities of the City of Brownsville, Texas and its component units. This policy establishes guidelines for: (1) who can invest the City of Brownsville funds, (2) how the City of Brownsville funds will be invested, and (3) when and how a periodic review of investments will be made. In addition to this policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable state and federal law.

All investments made with the City of Brownsville funds prior to the adoption of this Investment Policy shall be held or liquidated as determined by the Investment Committee to be in the best interest of the financial well being of the City of Brownsville.

### **C. Review and Amendment**

The City Commission shall review this policy annually. Amendments must be approved by the Investment Committee and adopted by the City Commission.

### **D. Investment Strategy**

In conjunction with the annual policy review, the City Commission shall review the separate written investment strategy for each of the City of Brownsville's funds. The investment strategy must describe the investment objectives for each particular fund according to the following priorities:

- 1) Investment suitability,
- 2) Preservation and safety of principal,
- 3) Liquidity,
- 4) Marketability prior to maturity of each investment,
- 5) Diversification, and
- 6) Yield.

## II. INVESTMENT OBJECTIVES

### A. Safety of Principal

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are avoided, whether they are from securities defaults or erosion of market value.

### B. Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements, by investing in securities with active secondary markets, and by maintaining appropriate portfolio diversification.

## III. INVESTMENT POLICIES

### A. Authorized Investments

The Public Funds Investment Act authorizes investments described below as eligible securities for the City of Brownsville. The City of Brownsville's funds governed by this policy may be invested in:

1. **Obligations of Governmental Entities.** Except for the items listed in (f) below, the following are authorized investments for obligations of governmental agencies:
  - a. Obligations of the United States or its agencies and instrumentalities;
  - b. Direct obligations of the State of Texas or its agencies and instrumentalities;
  - c. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
  - d. Obligations of states, agencies, counties, cities, and other political subdivisions of any State having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent; and

- e. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States
- f. The following *are not authorized investments* for the City of Brownsville:
  - (1) Obligations whose payments represent the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (Interest Only CMO);
  - (2) Obligations whose payments represent the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (Principal only CMO);
  - (3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
  - (4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in the market index (Inverse Floater CMO).

The City of Brownsville expressly prohibits the acceptance for collateralized deposits interest-only and principal-only mortgage backed securities and collateralized mortgage obligations with stated final maturities in excess of ten years or with coupon rates that float inversely to market index movements.

- 2. **Certificates of Deposit.** Certificates of deposit issued by state and national banks and savings and loan associations that are:
  - a. Guaranteed or insured by the Federal Deposit Insurance Corporation or its successors; or
  - b. Secured by obligations that are described by 1 above, which are intended to include all direct Federal agency or instrumentality issued mortgage backed securities, but excluding those mortgage backed securities of the nature described in 1.f. above, that have a market value of not less than the principal amount of the certificates; or
  - c. Secured in any other manner and amount provided by law for deposits of the City of Brownsville; or
  - d. Governed by a Depository Agreement as described in B.4. of this section that complies with Federal and State regulation to properly secure a pledged security interest.
- 3 **CDARS Banks of Texas.** CDARS (Certificate of Deposits Account Registry)

Banks of Texas are network banks in Texas that offer certificates of obligations (CD) in increments below the standard FDIC insurance maximum (\$250,000) so that both principal and interest are eligible for FDIC insurance. Everything is handled through a CDARS Network member to the City's choice. Financial institutions that can offer CDARS are members of a unique network. When the City places a large deposit with A CDARS Network member, that institution uses the CDARS service to place the City's funds into CDs issued by other members of the CDARS Network.

4. **Repurchase Agreements.** Fully collateralized repurchase agreements with a defined termination date that are placed with a primary government securities dealer or financial institution doing business in the State of Texas, and are secured by obligations of the United States or its agencies and instrumentalities which are pledged in the City of Brownsville's name and deposited with a third party selected and approved by the City of Brownsville.
5. **Commercial Paper.** Commercial paper with a stated maturity date of 270 days or less from the date of its issuance and is rated not less than "A-1" or "P-1" or an equivalent rating by at least two nationally recognized credit rating agencies.
6. **Mutual Funds.** Money market mutual funds regulated by the Securities & Exchange Commission with a dollar weighted average portfolio maturity of 90 days or less that fully invest dollar-for-dollar all the City of Brownsville's funds without sales commissions or loads and whose investment objectives include seeking to maintain a stable net asset value of \$1 per share. The City of Brownsville may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund or exceeds 15% of its monthly average fund balance excluding bond proceeds and reserves and other funds held for debt service in money market mutual funds.
7. **Investment Pools.** Eligible investment pools organized and operating in compliance with the Public Funds Investment Act that have been authorized by the City Commission and whose investment philosophy and strategy are consistent with this policy and the City of Brownsville's ongoing investment strategy. The City will monitor investment pool ratings on a regular basis.
8. **Interest Bearing Demand Accounts.** Fully collateralized demand accounts held at the at City's depository.

The City of Brownsville expressly allows money market mutual funds and eligible investment pools, authorized by the City Commission to invest to the full extent permissible within the Public Funds Investment Act.

## **B. Protection of Principal**

The City of Brownsville shall seek to control the risk of loss due to the failure of a security issuer of grantor. Such risk shall be controlled by investing only in the safest

types of securities as defined in the policy; by collateralization as required by law and through portfolio diversification by maturity and type.

The purchase of individual securities shall be executed “delivery versus payment” (DVP) through the City of Brownsville’s Safekeeping Agent. By so doing, the City of Brownsville’s funds are not released until the City of Brownsville has received, through the Safekeeping Agent, the securities purchased.

### **1. Diversification by Investment Type**

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio investments and by controlling the market and opportunity risks associated with specific investment types.

Diversification by investment type shall be established by the following maximum percentages of investment type to the total City of Brownsville’s investment portfolio at the time of each investment transaction:

- |                                      |      |
|--------------------------------------|------|
| a. U.S. Treasury Bills/Notes/Bonds   | 50%  |
| b. U.S. Agencies & Instrumentalities | 50%  |
| c. States, Counties, Cities & Other  | 25%  |
| d. Certificates of Deposit           | 75%  |
| e. CDARS of Texas Banks              | 75%  |
| f. Money Market Mutual Funds         | 75%  |
| g. Eligible Investment Pools         | 75%  |
| h. Repurchase Agreements             | 75%  |
| i. Commercial Paper                  | 50%  |
| j. Interest Bearing Demand Accounts  | 100% |

Bond proceeds may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with federal arbitrage restrictions or to facilitate arbitrage record keeping and calculation.

### **2. Diversification by Investment Maturity**

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Maturity

guidelines by fund are as follows: (Investment transactions made prior to the adoption of the policy are not subject to these guidelines)

a. **Operating Funds**

The weighted average days to maturity for the operating fund portfolio shall be less than 270 days and the maximum allowable maturity shall be two years. Certificates of Deposits may have term maturities of up to five (5) years.

b. **Construction and Capital Improvement Funds**

The investment maturity of construction and capital improvement funds shall generally be limited to the anticipated cash flow requirement or the “temporary period,” as defined by federal tax law. During the temporary period bond proceeds may be invested at an unrestricted yield. After the expiration of the temporary period bond proceeds subject to yield restriction shall be invested considering the anticipated cash flow requirements of the funds and market conditions to achieve compliance with the applicable regulations. The maximum maturity for all construction or capital improvement funds shall be five years.

c. **Debt Service Funds**

Debt Service Funds shall be invested to ensure adequate funding for each consecutive debt service payment. The Investment Officers shall invest in such manner as not to exceed an “unfunded” debt service date with the maturity of any investment. An unfunded debt service date is defined as a coupon or principal payment date that does not have cash or investment securities available to satisfy said payment.

The City of Brownsville’s funds that are considered “bond proceeds” for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules require rebate excess earnings. All earnings in excess of the allowable arbitrage earnings (“rebate liability”) will be segregated and made available for any necessary payments to the U.S. Treasury.

3. **Ensuring Liquidity**

Liquidity shall be achieved by anticipating cash flow requirements, by investing in security with active secondary markets and by investing in eligible money market mutual funds and local government investment pools.

A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or otherwise to adjust the portfolio.

#### 4. **Depository Agreements**

Consistent with the requirements of state law, the City of Brownsville requires all bank and savings and loan association deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as the City of Brownsville's depositories will be required to sign a Depository Agreement with the City of Brownsville and the City of Brownsville's safekeeping agent. The safekeeping portion of the agreement shall define the City of Brownsville's rights to the collateral in case of default bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the depository and the City of Brownsville contemporaneously with the acquisition of the asset;
- The agreement must be approved by the Board of Directors or the loan committee of the Depository and a copy of the meeting minutes must be delivered to the City of Brownsville; and
- The agreement must be part of the depository's "official record" continuously since its execution.

##### a. **Allowable Collateral**

In accordance with state law and the depository contract, all demand deposits and all time deposits will be collateralized by the pledging of investment securities or irrevocable letters of credits. Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act, as amended and meet the constraints of this policy.

##### b. **Collateral Levels**

The market value of the principal portion of collateral pledged for all demand deposits and all time deposits must at all times be 102% or greater than the par value of pledging securities or irrevocable letters of credits. The City Manager, Deputy City Manager, and/or Director of Finance or his designee must approve the security prior to its pledging. Pledged securities shall always be held by a third party and evidenced by a current safekeeping receipt.

##### c. **Monitoring Collateral Adequacy**

The City of Brownsville shall require monthly reports with market values of pledged securities from all financial institutions with which the City of Brownsville has collateralized deposits. The Investment Officers will monitor

adequacy of collateralization levels to verify market values and total collateral positions.

**d. Additional Collateral**

If the collateral pledged for a deposit falls below the par value of the deposit, plus accrued interest and less FDIC insurance, the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional securities no later than the end of the next succeeding business day.

**e. Security Substitution**

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contract the Investment Officers for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible to minimize potential administrative problems and transfer expense. The Investment Officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

**5. Safekeeping**

**a. Safekeeping**

The City of Brownsville shall contract with a bank or banks for the safekeeping of securities either owned by the City of Brownsville as a part of its investment portfolio or as part of its depository agreements.

**b. Safekeeping of Deposit Collateral**

A third-party banking institution must hold all collateral securing bank and savings and loan deposits acceptable to and under contract with the City of Brownsville or by the Federal Reserve Bank.

**C. Investment Advisors and Investment Providers**

Investment Advisors shall adhere to the spirit, philosophy and specific term of this Policy and shall invest within the same "Standard of Care." Investment Providers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that "Standard of Care."

The Investment Officers will perform selection of Investment Advisors and Investment Providers. The Investment Officers will establish criteria to evaluate Investment Advisors and Investment Providers including:

- a. Adherence to the City of Brownsville policies and strategies.
- b. Investment performance and transaction pricing within accepted risk constraints,
- c. Responsiveness to the City of Brownsville's request for services, information and open communication.
- d. Understanding of the inherent fiduciary responsibility of investing public funds,
- e. Similarity in philosophy and strategy with the City of Brownsville's objectives,
- f. Investment officers must suggest and monitor broker/dealers certification, and
- g. Investment officers must monitor broker/dealers credit ratings.

Selected Investment Advisors and Investment Providers shall provide timely transaction confirmations and monthly activity reports.

Business organizations eligible to transact investment business with the City of Brownsville shall be presented a written copy of this Investment Policy. Additionally, the registered principal of the business organization seeking to transact investment business shall execute a written instrument substantially to the effect that the registered principal has:

- 1) Received and thoroughly reviewed this Investment Policy; and
- 2) Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities with the City of Brownsville.

The City of Brownsville shall not enter into an investment transaction with a business organization prior to receiving the written instrument described above.

#### **D. Responsibility and Controls**

##### **1. Authority to Invest**

The City of Brownsville's deputy city manager, The City of Brownsville's finance director, The City of Brownsville's assistant finance director, and one accountant are the "Investment Officers" of the City of Brownsville: Acting as a committee, the Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage the City of Brownsville's funds according to this policy. The Investment Officers may authorize one Investment Officer to deposit, withdraw or transfer funds out of or in to an investment pool or money market mutual fund in order to meet daily operating needs of the City of Brownsville.

The Investment Officers shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustment, oversee the City of Brownsville's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage the City of Brownsville's funds.

The Investment Officers shall attend at least one training session within twelve months of assuming these duties that addresses investment controls, security risks, strategy risks, market risks, and compliance with the Public Fund Investment Act. All investment officers of the City shall also attend an investment training session not less than once in a two-year period (training cycle begins on the first day of the fiscal year) and receive not less than eight hours of instruction from an independent source endorsed by the Governmental Treasurers Organization of Texas, Texas Municipal League, or the University of North Texas Center for Public Management..

## **2. Prudent Investment Management**

The designated Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility, rather than the prudence of a single investment shall be considered. Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

## **3. Standard of Care**

The standard of care used by the City of Brownsville shall be the "prudent investor rule" and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Public Funds Investment Act states:

"Investments shall be made with judgment and care, under circumstances then prevailing, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived."

#### **4. Standards of Ethics**

The designated Investment Officers shall act as custodians of the public trust avoiding any transaction, which might involve a conflict of interest, the appearance of a conflict of interest, or any activity, which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Additionally, all Investment Officers shall file with the Texas Ethics Commission and the City of Brownsville a statement disclosing any personal business relationship with an entity seeking to sell investments to the City of Brownsville or any relationship within the second degree by affinity or consanguinity to an individual seeking to sell investments to the City of Brownsville.

#### **6. Establishment of Internal Controls**

The City of Brownsville's Investment Officers will maintain a system of internal controls over the investment activities of the City of Brownsville.

#### **7. Reporting**

Investment performance will be monitored and evaluated by the Investment Officers. The Investment Officers will provide a quarterly comprehensive report signed by all Investment Officers to the City Commission. This investment report shall:

- 1) Describe in detail the investment position of the City of Brownsville,
- 2) State the reporting period beginning book and market value additions or changes to the book and market value during the period and ending book and market value for the period of each pooled fund group,
- 3) State the reporting period beginning book market value and reporting period ending book and market value for each investment security by asset type and fund type,
- 4) State the maturity date of each investment security,
- 5) State the fund for which each investment security was purchased, and
- 6) State the compliance of the investment portfolio with the City of Brownsville Investment Policy and strategy and the Public Funds Investment Act.

The City of Brownsville, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City of Brownsville's Investment Policy and Investment Strategy Statement.

**CITY OF BROWNSVILLE  
CURRENT LIST OF INVESTMENT BROKERS  
AUTHORIZED TO DO BUSINESS WITH THE  
CITY OF BROWNSVILLE AS OF  
JANUARY 5, 2016**

First Community Bank-Brownsville

Wells Fargo

BBVA Compass

Frost Bank

TexPool Investment Pool

Lone Star Investment Pool

Local Government Investment Cooperative ("LOGIC")

Texas Class Investment Pool

TexasTERM Local Government Investment Pool

Estrada/Hinojosa

**CITY OF BROWNSVILLE, TEXAS**  
**AMENDED INVESTMENT STRATEGY STATEMENT**  
**READOPTED JANUARY 5, 2016**

## PREFACE

It is the policy of the City of Brownsville and its component units, that in regards to the safety and risk of investments, all available funds shall be invested in conformance with state and federal regulations, applicable bond resolution requirements, adopted investment policy, and adopted

In accordance with the Public Funds Investment Act, the City of Brownsville investment strategies shall address the following priorities (in order of importance):

- Understanding the suitability of the investment to the financial requirements of the City of Brownsville and its component units,
- Preservation and safety of principal,
- Liquidity,
- Marketability of the investment prior to maturity,
- Diversification of the investment portfolio, and
- Yield.

Effective investment strategy development coordinates the primary objectives of the City of Brownsville's Investment Policy and cash management procedures to enhance interest earnings and reduce investment risk. Aggressive cash management will increase the available "investment period" and subsequently interest earnings. Maturity selections shall be based on cash flow and market conditions to take advantage of various interest rate cycles. The City of Brownsville's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore specific strategies shall be implemented considering the fund's unique requirements. The City of Brownsville's funds shall be analyzed and invested according to the following major fund types:

- a. Operating Funds,
- b. Construction and Capital Improvement Funds, and
- c. Debt Service Funds.

## **INVESTMENT STRATEGY**

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Investment guidelines by fund-type are as follows:

### **a. Operating Funds**

The City of Brownsville's accounts included are:

- General Fund
- Library Credit Card
- EMS Fund
- West Morrison Road PID
- PID Fund
- GBIC Fund
- Convention & Tourism Fund
- United Brownsville. Coordinating Board, Inc.
- CDBG Housing Notes
- Community Development Fund
- Planning Non-CDBG Grants Fund
- Fire Dept. Forfeiture Fund
- Brownsville Comm. Improvement Corp. Fund
- Municipal Housing Finance Corp. Fund
- BPD Federal Forfeiture Fund
- BPD Forfeiture Fund
- BPD Credit Card
- Landfill Tipping Fee Increase Fund

- Landfill Credit Card
- Airport Fund
- Bridge Fund
- Motor Vehicle Parking System Fund
- Public Transit Fund
- Brownsville Golf Center Fund
- Employee Benefit fund, Employee Medical Insurance Fund
- Employee Benefit Fund TML
- Sick/Annual Leave Fund
- Workers' Compensation Fund
- Workers' Comp-Barron Acct
- Social Security Fund
- Withholding Tax Fund
- Payroll Account Fund
- Accounts Payable Fund
- Other Operating Funds

Suitability - Any investment eligible in the Investment Policy is suitable for the Operating Funds.

Safety of Principal - All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will however occur, by managing the weighted average days to maturity for the Operating Fund portfolio to less than 270 days and restricting the maximum allowable maturity to two years, the price volatility of the overall portfolio will be minimized.

Marketability- Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point shall define an efficient secondary market.

Liquidity - The Operating Fund requires the greatest short-term liquidity of any of the fund types. Short-term investment pools and money market mutual funds shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification - Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City of Brownsville. Diversifying the appropriate maturity structure out through two years will reduce market cycle risk.

Yield - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted rolling three-month Treasury bill portfolio shall be the minimum yield objective.

**b. Construction and Capital Improvement Funds**

The City of Brownsville's accounts included are:

- BCIC Construction Fund
- Streetscape Project Fund
- Street Improvement Fund
- Capital Projects Fund
- 2008 Airport C.O. (GBIC)
- Airport Construction Fund
- Airport Construction II Fund
- Airport Construction III Fund
- 2007 C.O. Fund
- 2007 G.O. Fund
- 2008 C.O. Fund
- 2008 G.O. Fund
- 2011 C.O. Fund

- 2012 C.O. Fund
- 2013 C.O. Fund
- 2015 C.O. Fund
- Other Capital Project or Construction Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Construction and Capital Improvement Funds.

Safety of Principal - All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will however occur, by managing the Construction and Capital Improvement Fund's portfolio to exceed the anticipated expenditure schedule the market risk of the overall portfolio will be minimized.

Marketability - Securities with active and efficient secondary market are necessary in the event of an unanticipated cash requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point shall define an efficient secondary market.

Liquidity - The City of Brownsville's funds used for construction and capital improvement programs have reasonably predictable draw down schedules. Therefore, investment maturities shall generally follow the anticipated cash flow requirements. Investment pools and money market mutual funds shall provide readily available funds generally equal to one month's anticipated cash flow needs, or a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification - Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for bond proceeds and other construction and capital improvement funds. With bond proceeds, if investment rates exceed the applicable arbitrage yield, the City of Brownsville's is best served by locking in most investments. If the arbitrage yield cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger lumps. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield with any the City of Brownsville's funds.

Yield - Achieving a positive spread to the applicable arbitrage yield is the desired objective for bond proceeds. Non-bonded proceeds and capital project funds will target a rolling portfolio of three-month treasury bills shall be the minimum yield objective.

### C. Debt Service Funds

The City of Brownsville's accounts included are:

- General Non-bonded Debt Service Fund
- Debt Service Bond Fund
- BCIC Debt Service Fund
- BCIC Sales Tax Reserve Fund
- Other Debt Service Funds

Suitability - Any investment eligible in the investment policy is suitable for the Debt Service Fund.

Safety of Principal - All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will however occur, by managing the Debt Service Fund's portfolio to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

Marketability-Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash requirement is not probable.

Liquidity - Debt service funds have predictable payment schedules. Therefore investment maturates shall not exceed the anticipated cash flow requirements. Investment pools and money market mutual funds shall provide a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification - Market conditions influence the attractiveness of fully extending maturity to the next "unfounded" payment date. Generally if investment rates are trending down, the City of Brownsville's is best served by locking in most investments. If interest rates are flat or trending up, then concurrent market conditions will determine the attractiveness of extending maturity or investing in shorter alternatives. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

Yield - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury bill portfolio shall be the minimum yield objective.



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 17.

DEPT. MAKING REQUEST: Police Department DATE SUBMITTED: 12/23/2015

CONTACT PERSON(S) NAME: Orlando Rodriguez, Police Chief Orlando Rodriguez  
Digitally signed by Orlando Rodriguez  
 DN: cn=Orlando Rodriguez, o=Brownsville Police Department, ou=Interim Chief of Police, email=orodriguez@cob.us, c=US  
 Date: 2015.01.05 09:32:42 -0500

PHONE: 956-548-7050 FAX: 956-548-7058 E-MAIL: ocrodriguez@cob.us

AGENDA CATEGORY: (TIME LIMIT)

EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

Consideration and Action to approve a Mutual Aid Agreement between the Brownsville Police Department and the Brownsville Independent School District Police Department, Special Weapons and Tactics Unit.

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL:  YES     NO

\_\_\_\_\_ City Manager

**Brownsville Independent School District**  
**Dr. Esperanza Zendejas, Superintendent of Schools**



**TRANSMITTAL**

**TO:** Sgt. Saucedo  
Brownsville Police Dept.

**FROM:** Oscar Garcia *O.G.*  
Chief of Police  
BISD Police & Security Department

**DATE:** Dec. 16, 2015

**Re:** MOU Special Weapons and Tactics Unit

For Your Signature

Per Your Request

For Approval

For Your Review

Please Handle

Urgent

**Please see attached, three originals that need to be signed. If you have any questions please call my Secretary, Erika Chapa at 698-0243 or 956-459-7617.**

*Thank you.*

*BISD does not discriminate on basis of race, color, national origin, gender, religion,*



# Brownsville Independent School District

Agenda Category: General Function  
Contracts/MOU Board of Education Meeting: 12/08/2015

Item Title: Mutual Aid Agreement between BISD X Action  
Police Dept. and the Brownsville Information  
Police Dept. Special Weapons and Discussion  
Tactics Unit.

### BACKGROUND:

The purpose of this agreement is to establish a mutual aid between both entities in meeting any critical emergency or disaster, from any cause, natural or otherwise. The agreement recognizes that in the event of a major critical incident full and effective utilization of the resources of the parties is essential to the safety and welfare of the students and staff of the Brownsville Independent School District.

### FISCAL IMPLICATIONS:

None.

### RECOMMENDATION:

Recommend approval of the Mutual Aid Agreement between the Brownsville ISD Police Dept. and the Brownsville Police Dept. Special Weapons and Tactics Unit.



Submitted by: Principal/Program Adm.

Approved for Submission to Board of Education:

Recommended by: AA Supt/Asst Supt/CFO

Miguel Salinas 

Reviewed by: Staff Attorney



Dr. Esperanza Zendejas  
Superintendent of Schools



Dr. Esperanza Zendejas  
Superintendent of Schools

## Brownsville Independent School District Police & Security Services

Office of Emergency Management  
2477 E. Price Road, Brownsville, Texas 78521-2417  
(956) 698-2085 Fax: (956) 548-8989



Oscar Garcia, LCC  
Chief of Police

To: Dr. Esperanza Zendejas  
Superintendent of Schools

From: Chief Oscar Garcia, LCC  
Brownsville ISD Police Department

Date: Monday, November 16, 2015

RE: **Agenda item request- Mutual Aid Agreement between the Brownsville ISD Police Department and the Brownsville Police Department Special Weapons and Tactics unit.**

Enclosed is a Mutual Aid Agreement between the Brownsville ISD Police Department and the Brownsville Police Department Special Weapons and Tactics Unit. The purpose of this agreement is to establish a mutual aid between both entities in meeting any critical emergency or disaster, from any cause, natural or otherwise.

The agreement recognizes that in the event of a major critical incident full and effective utilization of the resources of the parties is essential to the safety and welfare of the students and staff of the Brownsville Independent School District.

I hereby respectfully request this item be placed on the next Board Meeting for consideration and action.

Should I be of any further assistance please call upon me.

Enclosures:  
Memorandum of Understanding

*"BISD, an equal opportunity employer, does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities."*

(12/04/15) RRBM 12-08-15:00406

## Mutual Aid Agreement

The Brownsville Independent School District and the Brownsville Independent School District Police Department and the City of Brownsville and Brownsville Police Department Special Weapons and Tactics Unit solemnly agree.

### SECTION ONE-Purpose

The purpose of this agreement is to provide mutual aid between the following entities: The Brownsville Independent School District and the Brownsville Independent School District Police Department and the City of Brownsville and Brownsville Police Department (herein referred to as "party" or jointly as "parties") in meeting any critical emergency or disaster, from any cause, natural or otherwise. This agreement is made pursuant to the Inter Local Cooperation Act, V.T.C.A. Government Code, Chapter 791 and Government Code Chapter 418, commonly known as the Texas Disaster Act of 1975.

This agreement recognizes that in the event of a major critical incident, such as Hostage Situations, Barricaded Suspect Situations, Sniper Situations, High Risk Warrants, High Risk Apprehensions, Personal Protection, Special Assignments and Acts of Terrorism, Supporting Special Events, Riots, Border Violence or any threat against our National Security or other Civil Unrests, the prompt, full and effective utilization of the resources of the parties is essential to the safety and welfare of the people of the Brownsville Independent School District.

The Law Enforcement Director of all parties shall appoint a representative to manage their Special Weapons and Tactics Unit. The managing commander shall formulate plans and take all necessary steps for the implementation of this agreement. Such planning shall incorporate the use of resources, including personnel, equipment and supplies necessary to provide mutual aid.

### SECTION TWO-Responsibilities

It shall be the duty of each party to formulate critical incident trainings and plans for application within its respective jurisdiction. There shall be frequent trainings between the representatives of the parties. The Law Enforcement Director of each agency shall establish working procedures and measures as they deem necessary for the control and direction of police officers, personnel, and equipment that are acting within the jurisdiction of a requesting agency pursuant to this agreement, provided, however, that until such working procedures and measures are established, the police officers, personnel and equipment of a responding agency shall be subject to the direction and control of the Law Enforcement Director of the requesting agency.

Any party requested to render mutual aid shall take such action as necessary to provide and make available the resources covered by this agreement in accordance with the terms thereof, provided that it is understood that the party rendering aid may withhold reasonable protection for its jurisdiction. Each party to this agreement, while operating according to the terms of this agreement within the lines of Cameron County and the corporate limits of a party to this agreement, shall retain the same powers, duties, rights, privileges and immunities as it would in performing these duties within its jurisdiction.

Each party shall retain command and control of its Law Enforcement personnel, with the exception that organizational units will come under the operational control of the recipient party.

All request for mutual aid under this agreement shall be made through the Law Enforcement Director of the requesting agency.

### **SECTION THREE -Liability**

No party to this agreement, nor the officers or employees of the party, while engaged in rendering aid to another party to this agreement, shall be liable for any act or omission in good faith, or on account of the maintenance or use of any supplies or equipment obtained through this agreement.

### **SECTION FOUR -Supplementary Agreements**

Nothing in this agreement shall preclude parties to the agreement from entering into supplementary agreements with another city or country.

### **SECTION FIVE – Compensation**

Each party to this agreement shall compensate its employees or their survivors for injury or death sustained while performing services under this agreement in the same manner as the party provides compensation for injury or death sustained while working within the jurisdiction of that party.

### **SECTION SIX -Reimbursement**

The law enforcement agency requesting the assistance is under no obligation to compensate the other for services rendered. Additionally, the law enforcement agency requesting the assistance will not be responsible for injuries to team members who are members of the other law enforcement agency, nor for the use of and/or damage to team equipment.

### **SECTION SEVEN -Effective Period**

This agreement shall continue in force and remain binding on each party in perpetuity until the governing body of such party takes action to withdraw. Such action shall not be effective until ninety days after the Law Enforcement Director of the withdrawing party has served notice to the Law Enforcement Director of all parties.

Notice under this provision shall be made using certified mail, delivered to the administrative or municipal office of the parties of this agreement.

### **SECTION EIGHT - Severability**

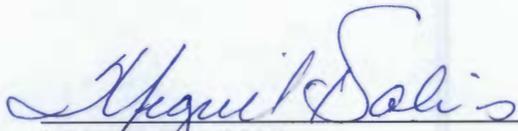
This agreement shall be construed to place into effect the purpose stated in Section One. If any provision of this agreement is declared unconstitutional, or the applicability thereof is held invalid, the constitutionality or applicability of the remainder of the agreement shall not be affected.

In the event any party withdraws from the agreement, the agreement shall continue in force among the remaining parties.

MUTUAL AID AGREEMENT

BETWEEN THE BROWNSVILLE INDEPENDENT SCHOOL DISTRICT POLICE DEPARTMENT AND THE CITY OF BROWNSVILLE POLICE DEPARTMENT SPECIAL WEAPONS AND TACTICS UNIT.

THIS MUTUAL AID AGREEMENT WAS APPROVED BY THE FOLLOWING:

  
MIGUEL SALINAS  
BISD STAFF ATTORNEY

12/16/15  
DATE

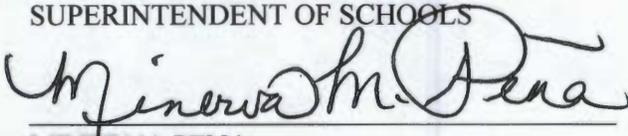
  
OSCAR GARCIA, CHIEF OF POLICE  
BISD POLICE DEPARTMENT

12/15/15  
DATE

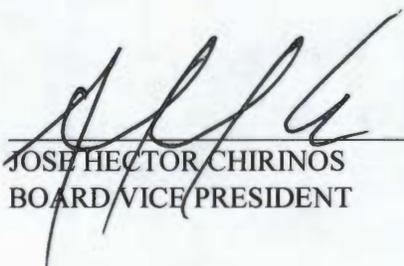
BROWNSVILLE INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

  
DR. ESPERANZA ZENDEJAS  
SUPERINTENDENT OF SCHOOLS

12/15/15  
DATE

  
MINERVA PENA  
BOARD PRESIDENT

\_\_\_\_\_  
DATE

  
JOSE HECTOR CHIRINOS  
BOARD VICE PRESIDENT

\_\_\_\_\_  
DATE

Approved as to legality and form  
this 15 day of Dec, 2015  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office of the City Attorney  
1001 E. Elizabeth Street  
Brownsville, TX 78520  
Phone (936) 548-6011  
Fax (936) 546-4291



**SECTION NINE-Applicability**

This agreement shall take effect immediately upon its approval by two or more parties. Signed and sealed copies of this agreement shall be retained by each party, and shall be forwarded by the Brownsville Independent School District to the Brownsville Independent School District Police Department and other appropriate Local and Federal agencies.

This agreement shall become binding and obligatory upon the party when it has been approved by the governing body of the party and executed by the presiding or chief administrative officer of the party.

Signed, this \_\_\_ day of \_\_\_\_ . 2015

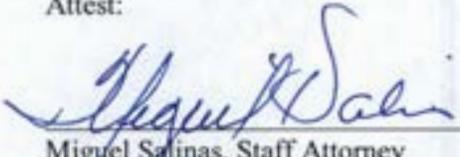


Oscar Garcia, Chief of Police  
Brownsville ISD Police Department



Dr. Esperanza Zendejas, Superintendent of Schools  
Brownsville Independent School District

Attest:



Miguel Salinas, Staff Attorney  
Brownsville Independent School District

Orlando Rodriguez, Chief of Police  
City of Brownsville Police Department

Antonio Martinez, Mayor  
City of Brownsville

Attest:

Michael L. Lopez, City Secretary  
City of Brownsville

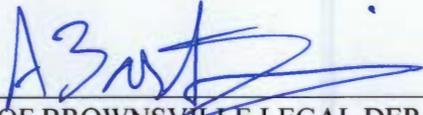
Approved as to legality and form  
this 13 day of Dec, 2015  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office of the City Attorney  
1001 E. Elizabeth Street  
Brownsville, TX 78520  
Phone (956) 548-6014  
Fax (956) 546-4291



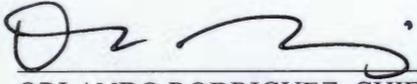
MUTUAL AID AGREEMENT

BETWEEN THE BROWNSVILLE INDEPENDENT SCHOOL DISTRICT POLICE DEPARTMENT  
AND THE CITY OF BROWNSVILLE POLICE DEPARTMENT SPECIAL WEAPONS AND  
TACTICS UNIT.

THIS MUTUAL AID AGREEMENT WAS APPROVED BY THE FOLLOWING:

  
\_\_\_\_\_  
CITY OF BROWNSVILLE LEGAL DEPARTMENT

12/23/15  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
ORLANDO RODRIGUEZ, CHIEF OF POLICE  
CITY OF BROWNSVILLE POLICE DEPARTMENT

12/23/2015  
\_\_\_\_\_  
DATE

THE BROWNSVILLE CITY COMMISSION:

\_\_\_\_\_  
ANTONIO MARTINEZ, MAYOR  
CITY OF BROWNSVILLE

\_\_\_\_\_  
DATE



# AGENDA REQUEST FORM

CITY COMMISSION MEETING DATE: 01/05/2016 ITEM NUMBER: 18.

DEPT. MAKING REQUEST: Airport DATE SUBMITTED: 12/18/2015

CONTACT PERSON(S) NAME: Sesha Vorrey, Interim Airport Director  Sesha S. Vorrey

Digitally signed by Sesha S. Vorrey  
DN: cn=Sesha S. Vorrey, o=Interim  
Airport Director, ou=City of Brownsville,  
email=sesah@cob.us, c=US  
Date: 2015.12.18 13:15:39 -0600

PHONE: (956) 542-4373 FAX: (956) 542-4374 E-MAIL: sesha@cob.us

AGENDA CATEGORY: (TIME LIMIT)

- EXECUTIVE SESSION     WORKSHOP     PRESENTATION     DISCUSSION

Length of Time Needed for The Item Above: \_\_\_\_\_ (minutes)

(No time limit)

- CONSENT     PUBLIC HEARING     ACTION

AGENDA ITEM: (Attach back up material)

Consideration and Action to Request Authorization to Approved Advertising and Promotion Services under current term contract for Brownsville South Padre Island International Airport with Millar & Hollander Advertising Design Marketing.

AGENDA ITEM HISTORY:  Second Reading     Tabled on \_\_\_\_\_     Discussed on \_\_\_\_\_  
 Pending Info Received     Other \_\_\_\_\_

FINANCIAL: Budgeted:  YES     NO     N/A

Grant/Matching Funds From:  
Account #61-766

STAFF RECOMMENDATION: (mark your selection)  Approve     Deny  
 Table for \_\_\_\_\_ weeks     Table Indefinitely     Other: \_\_\_\_\_

OTHER RECOMMENDATION: (Write in advisory board or committee name and recommendation if applicable)

ADMINISTRATIVE APPROVAL:     YES     NO  
\_\_\_\_\_  
City Manager



To: Robert Luna  
Purchasing Director

CC: Jose F. Perez  
Assistant Purchasing Director

From: Sesha S. Vorrey   
Interim Aviation Director

Date: December 29, 2015

Re: Advertising budget approval under current term contract

I recommend approval of current FY 2015-2016 budget for Advertising and Promotion Services under current term contract for airport with MillarHollander Advertising Design Marketing.

The budget is categorized and allocated as follows:

- Digital and Broadcast           \$25,800
- Outreach Advertising         \$62,800
- Out of Home Advertising     \$71,400

Should you have any question please contact me.

SSV:mez



# QUOTE

1805 E Ruben Torres Suite A-18  
Brownsville, TX 78521  
956-541-4909

6-Dec-15

Phelps Hollander Millar, Inc. (DBA Millar Hollander / DBA Tequila Group)  
Jeffrey Millar - jeffrey@tequilagroup.com

## **Brownsville South Padre Island International Airport** **Digital and Broadcast**

<u>Item</u>	<u>Quantity</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Radio Time	1			\$ 8,500.00
Radio Voice				\$ 250.00
Radio copywriting		10	45 \$	450.00
Radio Production		10	45 \$	450.00
Website Updates		111.111	45 \$	5,000.00
Online Advertising				\$ 7,550.00
Banner Ad designs		40	45 \$	1,800.00
Campaign Management*		40	45 \$	1,800.00
Total				<u>\$ 25,800.00</u>

Purchase order Number: \_\_\_\_\_

\*Campaign management includes: insertion orders, reconciliation, accounting



**QUOTE**

1805 E Ruben Torres Suite A-18  
 Brownsville, TX 78521  
 956-541-4909

6-Dec-15

Jeffrey Millar - Jeffrey@tequilagroup.com

**Brownsville South Padre Island International Airport**  
**Outreach Advertising Purchase Order request**

<u>Item</u>	<u>Quantity</u>	<u>Hourly Rate</u>	<u>Amount</u>
Boys and Girls Club Event			\$ 500.00
Sand Castle Days			\$ 500.00
Laguna Madre Yellow Pages			\$ 1,500.00
Chamber Directory			\$ 1,500.00
CVB Visitors Guides			\$ 6,900.00
Spring Break			\$ 2,000.00
Promotional items			\$ 2,000.00
Texas Monthly			\$ 10,000.00
Promotional printing			\$ 5,000.00
World Shrimp Cook Off			\$ 1,500.00
Minority Review			\$ 544.00
Printing Distribution			\$ 500.00
Outreach Advertising (examples)			\$ 15,776.00
Sombreofest			
Charro Days			
Latin Jazz Festival			
Festival Mexicanos			
Festival Otoño			
Historical Events			
New Service Announcements			
New Airport Progress			
Airsho			
Tickets			
Lit Terminal Displays			
Banners			
Photography			
Posters			
Models			
Outreach Design**	324	\$ 45.00	\$ 14,580.00
Total			<u>\$ 62,800.00</u>

Purchase Order Number: \_\_\_\_\_

\*\*Design Includes: Design, meetings, accounting, quotes, insertion orders, and print management



**QUOTE**

1805 E Ruben Torres Suite A-18

Brownsville, TX 78521

956-541-4909

Revised 12/6/15

Jeffrey Millar - jeffrey@tequilagroup.com

**Brownsville South Padre Island International Airport**  
**Out-of-Home Advertising**

<u>Item</u>	<u>Quantity</u>	<u>Size</u>	<u>Amount</u>	<u>Quantity</u>	<u>Hourly Rate</u>
Lamar Outdoor		2 10 x40', 10'x22'	\$ 21,973.32		
KEM Outdoor		1 14'x48'	\$ 19,000.00		
Ken Outdoor		1 14'x48'	\$ 5,936.68		
Vinyl	3 Campaigns	Various	\$ 13,015.00		
Design	3 Campaigns	Various	\$ 11,475.00	255	45
			<hr/> <hr/>		
			\$ 71,400.00		

Purchase order Number: \_\_\_\_\_

\*Design includes: Design, location selection, meetings with reps, meeting with client in-house photography and accounting

\*Vinyl@ \$2.25per square foot



## AGENCY OF RECORD AGREEMENT

### I. PARTIES

This agreement, made and entered into on this 19th day of August, 2008, between THE CITY OF BROWNSVILLE (aka Brownsville South Padre International Airport) (hereafter referred to as "CLIENT") and MILLAR HOLLANDER, INC. (hereafter referred to as "AGENCY")

### II. REPRESENTATIONS

1. CLIENT represents that it has the power and authority to carry on the business in which it is engaged and to perform its obligations under this agreement.
2. AGENCY represents that it is a corporation in good standing and has the authority to carry on the business in which it is engaged and to perform its obligations under this agreement.

### III. CONSIDERATION

For and in consideration of the mutual promises set out below and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree as follows:

### IV. TERM

The term of this agreement will begin August 19, 2008 and will expire September 30, 2011. CLIENT will have the option to renew this agreement for an additional (2) additional three (3) year terms by giving AGENCY written notice of renewal. Should Airport/City determine to exercise each option, Airport/City will notify the Contractor of its determination, in writing, at least ninety (90) days prior to the end of the base term or option term for the same fixed rate.

### V. DEFAULT AND TERMINATION

In the event of a material failure by a party to this Agreement to perform in accordance with the terms of this Agreement ("default") the other party may terminate this agreement upon thirty (30) days' written notice of termination setting forth the nature of the material failure; provided, that, the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the thirty-day period.

### VI. CONDITIONS

1. AGENCY will act as an agent of CLIENT to purchase media on behalf of CLIENT and to receive media purchases.
2. AGENCY may or may not receive agency commission on media placed by AGENCY on the behalf of CLIENT. In the event AGENCY is paid a commission on media placement, AGENCY is to receive no more than 15% of the gross cost of the placement.
3. AGENCY is specifically authorized to quote on advertising materials for CLIENT including, but not limited to, videography, copy writing, transcription, website development, electronic production, graphic design, photography and production of materials to be printed.
4. AGENCY is to receive \$45 per hour for services rendered to CLIENT.
5. **CLIENT must approve, in writing via CLIENT purchase order, all budgets, concepts, designs, and media placements prior to any work being performed.**
6. In the event CLIENT requests via purchase order, AGENCY to provide sketches, drawings, concepts, or otherwise work on a project and CLIENT subsequently cancels or delays the project, CLIENT agrees to pay AGENCY for the time and materials expended by AGENCY up to the time of cancellation or change.
7. Logos, brands, slogans, and research, developed by AGENCY for CLIENT become the property of CLIENT. All artwork produced by AGENCY for CLIENT including photographs, brochure designs, templates designed or produced may be used in perpetuity by CLIENT, but may not be transferred, sold, or distributed to a third party for "USE." Any other "USE" is strictly prohibited. Any third party created materials will be subject to the licensing terms of that party.

## VII. PAYMENTS

1. CLIENT shall pay AGENCY for all media buys, artwork, design, (services) provided by AGENCY to CLIENT. CLIENT shall pay AGENCY within 15 days of invoice date. In the event of a payment delay, CLIENT shall make a reasonable effort to resolve payment issues on the behalf of AGENCY.
2. AGENCY will provide CLIENT with appropriate form sheets, and/or media affidavits as proof of media performance. AGENCY will audit and reconcile all media invoices and will report to CLIENT media partner's performance if said performance is less than the issued purchase order. AGENCY will report under performance to the media partner and request a "make good" when applicable or post the actual expenditure against the proper purchase order in the event the media under performs and the actual cost of the advertising is less than the assigned purchase order. AGENCY agrees to place insert on the behalf of CLIENT with an AGENCY INSERTION ORDER, which shall serve as a written agreement between the AGENCY and media partner. CLIENT agrees to pay AGENCY, in addition, any extraordinary out-of-pocket expenses including, but not limited to, facsimile transmissions, long distance phone charges, photocopies and materials and supplies, delivery charges, labs, and travel which is pre-approved in writing by CLIENT.

## VIII. ASSIGNMENTS

Neither party may assign any right or obligation under this Agreement without the prior written consent of the other party to the Agreement. The services performed under this agreement shall apply only in scope to the Brownsville South Padre Island International Airport.

**IX. AMENDMENT**

This agreement shall not be amended, altered, or changed except written agreement signed by both parties.

**X. WAIVER OR BREACH**

A waiver by either party of a breach or failure to perform under this Agreement shall not constitute a waiver of any subsequent breach or failure.

**XI. NOTICE**

Service of all notices under the Agreement shall be sufficient if mailed to the party involved at respective addresses set forth herein, by certified or registered mail, return receipt requested. Notices shall be effective when deposited in the United States mail, postage prepaid, addresses to the appropriate party as follows:

Alvin Hollander  
Vice President Millar Hollander  
1805 E. Ruben Torres Blvd., Suite A-18  
Brownsville, Texas 78526

Alvin Hollander  
Vice President Millar Hollander  
1805 E. Ruben Torres Blvd., Suite A-18  
Brownsville, Texas 78526

Roberto Luna  
Director of Purchasing  
City of Brownsville  
1001 E. Elizabeth St  
Brownsville, TX 78520

**XII. GOVERNING LAW**

This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Texas other than its conflict of laws principles applicable to contracts between residents of Texas that are to be wholly performed within such state. CLIENT agrees that any action or proceeding arising out of or related in any way to this agreement shall be brought solely in a court of competent jurisdiction sitting in Brownsville, Cameron County, Texas. CLIENT hereby waives any defense of an inconvenient forum, to the maintenance of any action or proceeding, and any right of objection to venue with respect to any such action or proceeding, and any right of jurisdiction on account of the place of residence or domicile of any third party thereto.

**XIII. ARTICLES AND OTHER HEADINGS**

The articles and other headings contained in this agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

**XIV. SEVERABILITY**

In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement which shall remain in full force and effect enforceable in accordance with its terms.

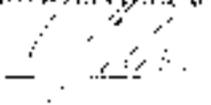
**XV. CONTRACT FUNCTION**

This agreement and amendments hereto shall be in writing and executed in multiple copies by AGENCY and CLIENT. Each multiple copy shall be deemed an original, but all multiple copies together shall constitute one and the same instrument.

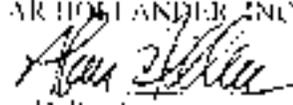
**XVI. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, and supersedes all proposals or prior agreements, oral or written, and all other communications, oral or written, and all other communication.

CITY OF BROWNSVILLE d/b/a Brownsville South Padre Island International Airport

By  \_\_\_\_\_  
City of Brownsville, Texas

MILLER HOLLANDER, INC.

By  \_\_\_\_\_ 9/2/08  
Alan Hollander  
Vice President

BROWNSVILLE SOUTH PADRE ISLAND INTERNATIONAL AIRPORT  
EXCELLENCE IN MARKETING



FY 2016 MARKETING STRATEGY

OCT. 1 2015 - SEPT. 30, 2016

## EXCELLENCE IN MARKETING AWARDS

### *BROWNSVILLE SOUTH PADRE ISLAND INTERNATIONAL AIRPORT*

- Airport Council International Excellence in Marketing, Flight Guides 1st place
- Airport Council International Excellence in Marketing, Electronic Billboard 2nd place
- Airport Council International Excellence in Marketing, Flight Guides 1st place
- Airport Council International Excellence in Marketing, Black & White print ads 2nd place
- Airport Council International Excellence in Marketing, Flight Guides 2nd place
- Airport Council International Excellence in Marketing, Electronic Billboard 2nd place

*Note: The Airport Council International Excellence in Marketing Awards is an annual contest in which the Airport competes against all the other Airports in North America*

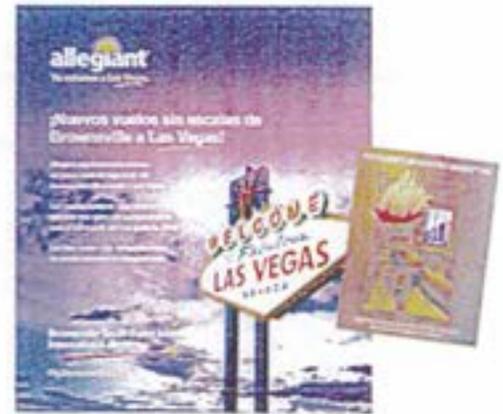
- ProdigyQ, Composing Competition, article, Why an Official Smart Phone App is essential for your airport to enhance customer service."
- South Padre Island Chamber of Commerce, Outstanding Community Partner
- American Advertising Federation Addy Awards, Are We There Yet ? Billboard
- American Advertising Federation Addy Awards, Midnight Express, Black and White print ads
- American Advertising Federation Addy Awards, Midnight Express, Color print ads
- American Advertising Federation Addy Awards, 80th Anniversary Poster, Color poster competition
- American Advertising Federation Addy Awards, 80th Anniversary Logo, Logo competition
- American Advertising Federation Addy Awards, Fly to America's Best Beach, Magazine full page ads (Texas Monthly)
- American Advertising Federation Addy Awards, Flight Guide, Color Brochure competition
- American Advertising Federation Addy Awards, 75th Anniversary Poster, Color Poster competition
- American Advertising Federation Addy Awards, CAF Air Fiesta spot, 60 second spot competition
- American Advertising Federation Addy Awards, 75th Anniversary First Flight radio post, 60 second spot competition
- American Advertising Federation Addy Awards, Vamos a la Playa, Magazine Full Page color ads, (Texas Monthly)
- American Advertising Federation Addy Awards, Hike and Bike Trail, 4 color brochure, developed and paid for by Airport
- American Advertising Federation Addy Awards, Your Ticket, Magazine Full Page color ads (Texas Monthly)
- American Advertising Federation Addy Awards, Sand Castle Days, Magazine Full page color ad (Texas Monthly)

*NOTE: The American Advertising Federation Addy Awards is a competition in which the Airport competes not only with other area, statewide and nationwide airports but also will all other advertisers.*

**1. Outreach advertising** **\$ 12,845**

This is one of the best ways to use our brand to win back travelers who are using other airports. It targets a specific demographic with a specific branded message. It includes some print advertising such as catchment area newspapers but also seizes key opportunities as they occur to boost the Airport's brand awareness with the flying public. Trade Missions and Travel Shows are key to reaching our target demographic to grow passenger service. Events such as Sombrofest, Charro Days, the Latin Jazz festival, Festival Mexicanos, Festival Otoño, can also place our brand on center stage.

*2016 Budget Request: \$42,045* *Approved: \$12,845*



**2. Billboards (6 months)** **\$ 31,700**

Our billboards are strategically placed to put our brand in the face of passengers who use other airports. The boards serve as a constant reminder that Brownsville has an airport, something many travelers do not know or do not remember.

*2016 Budget Request: \$36,200* *Approved: \$31,700*



**3. Billboard Vinyl** **\$ 4, 500**

*2016 Budget Request: \$4,500* *Approved: \$4,500*



**4. Digital Billboards** **\$ 0**

Our international award-winning ads on the Los Tomates International Bridge DiamondVision Billboard. We also have a prominent electronic billboard on Expressway 83 between Weslaco and Mercedes before the exit to the Rio Grande Valley Premium Outlet Mall. If non-stop service to Mexico returns we will need to add an additional electronic billboard.

*2016 Budget Request: \$39,000* *Approved: \$0*



**5. Scholarship Gala** **\$ 0**

Sponsorship for largest gathering of frequent flyers in the Rio Grande Valley to support scholarships for students interested in careers in travel and hospitality.

*2016 Budget Request: \$1,600* *Approved: \$0*



## 6. Portable Display Unit

\$ 0

Updating and celebrating our brand.

2016 Budget Request: \$1,200

Approved: \$0



## 7. Boys & Girls Club Event

\$ 500

Puts our brand in front of our demographic target who tend to use other airports.

2016 Budget Request: \$500

Approved: \$500



BOYS & GIRLS CLUB

## 8. Sand Castle Days

\$ 500

The Airport's brand on all marketing and on the face of the feature giant Sand Castle at the 26th annual Sand Castle Days.

2016 Budget Request: \$1,000

Approved: \$500



## 9. Laguna Madre Yellow Pages

\$ 1,500

Yellow page ad in extremely popular phone book delivered to all residences, hotels, and other businesses in the Laguna Madre Area.

2016 Budget Request: \$1,500

Approved: \$1,500



## 10. Billboards (6 months)

\$ 30,700

Our billboards are strategically placed to put our brand in the face of passengers who use other airports. The boards serve as a constant reminder that Brownsville has an airport, something many travelers do not know or do not remember.

2016 Budget Request: \$35,000

Approved: \$30,700



## 11. Billboard Vinyl

\$ 4,500

2016 Budget Request: \$4,500

Approved: \$4,500



## 12. Airport ad in Brownsville Chamber of Commerce Semi-Annual Directory \$ 1,500

Our brand on the face of the Maquiladora Map showing how to get to the Airport from the Industrial Parks and other parts of the catchment area.

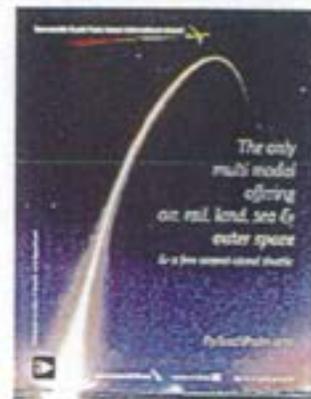
2016 Budget Request: \$1,500      Approved: \$1,500



## 13. Visitors Guides \$ 6,900

If the Brownsville CVB decides to publish a visitor's Guide for 2014 we would want to co-op the inside cover with the Island as we have done in the past. Guide to South Padre Island: Minimum 150,000 copies of the guide are published and distributed all over Texas, Mexico and Canada. The award winning guide is also available on line. We have the inside front cover. Port Isabel Visitor's Guide minimum 30,000 copies. We would be on the back cover.

2016 Budget Request: \$6,900      Approved: \$6,900



## 14. Spring Break Ads \$ 2,000

Spring Break brings us new travelers, or new business, year after year helping build our brand awareness. Many spring breakers think another airport is South Padre Island's Airport and are not aware of our existence. Spring break brings more travelers to our Airport than Thanksgiving and Christmas combined. We plan two ads, one co-opted with South Padre Island, in the Coca Cola Spring Break Guide and a small ad in the Texas publication Study Breaks. We also will participate with Inertia Tours and South Padre Island's Convention and Visitor's Bureau to promote our brand for Spring Break travel.

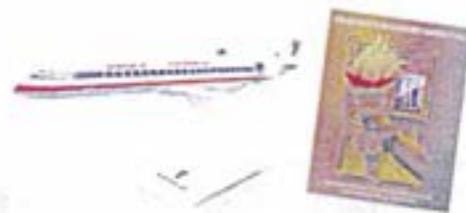
2016 Budget Request: \$2,000      Approved: \$2,000



## 15. Promotional Items \$ 1,000

Branded promotional items reminding passengers of our brand and first class service. Possible items are toy or model airplanes, cups, pencils, and other items not designated as Outreach Advertising.

2016 Budget Request: \$5,000      Approved: \$1,000



## 16. Texas Monthly \$ 10,500

Ad putting our brand first in the annual South Padre Island edition of Texas most read publication.

2016 Budget Request: \$10,500      Approved: \$10,500



**17. Airport Brochure Distribution**      **\$ 2,400**

*2016 Budget Request: \$2,400*

*Approved: \$2,400*

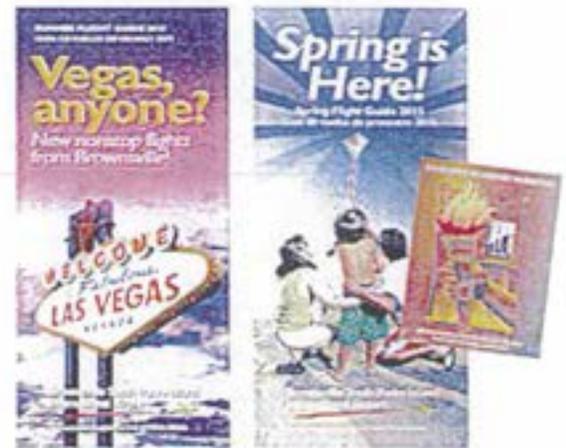


**18. Flight Guides**      **\$ 42,000**

This is the Airport's signature advertising piece, three times selected as the best in the Americas. It is key to our branding campaign. Several local business have purchased ads in the flight guide adding to the City's revenue. The quarterly Flight Guide is distributed at more than 200 hotels, restaurants, tourism centers and travel agencies across the Valley and in Northern Mexico as well as in our sister cities of San Miguel de Allende, Queretaro, San Pedro Garza Garcia, Monterrey, and in Mexico City. The guide contains useful information for travelers such as the flight schedule and commercial messages from our tourism partners.

*2016 Budget Request: \$42,000*

*Approved: \$42,000*



**19. Broadcast Campaign**      **\$ 0**

Limited campaign on cable and radio to boost brand awareness of the Airport across the catchment area.

*2016 Budget Request: \$20,000*

*Approved: \$0*



**20. World Shrimp Cook Off**      **\$ 1,500**

The Airport has won this contest twice in the three years in which it competed.

*2016 Budget Request: \$1,500*

*Approved: \$1,500*



**21. Minority Review** **\$ 455**

DBE required for FAA grants.

*2016 Budget Request: \$455* *Approved: \$455*



**22. Website Updates** **\$ 5,000**

Maintenance and updates to web sites.

*2016 Budget Request: \$5,000* *Approved: \$5,000*



**23. Business Elite** **\$ 0**

New frequent flyer program rewards passengers additional miles for flying BRO instead of our competitors. Huge for frequent flyer brand awareness.

*2016 Budget Request: \$5,000* *Approved: \$0*



**24. Online Advertising (PPC's only)** **\$ 0**

Pay Per Click and banner campaigns through social media and major search engines such as FaceBook, etc. Due to inadequate budget funds we have only been able to occasionally purchase one month mini ppc campaigns. However in each case we used all the clicks and enjoyed a very low cost per click.

*2016 Budget Request: \$24,000* *Approved: \$0*



**25. Google Campaign** **\$ 0**

Our competition trumps us 24/7 spreading their brands with Google and other internet advertising. Inadequate marketing budgets have prevented us from using Google. This amount would allow us to do one three month campaign to fly our brand ahead of our competing airports.

*2016 Budget Request: \$30,000* *Approved: \$0*



**Total Budget** **\$160,000**

*2016 Budget Request: \$350,000* *Approved: \$160,000*

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**- \$ 30,000**

*\*Income from sales of ads on terminal monitors and from Dura Trans displays in the consourses*



1. *MAYOR'S ACTIVITY REPORT:*
2. *COMMISSIONERS' REPORT:*
3. *PROCLAMATIONS:*

*PUBLIC POWER MONTH (BPUB)*  
(Charlie Cabler, City Manager)

*BROWNSVILLE POLICE DEPARTMENT  
JUNIOR EXPLORERS*  
(Commissioners J. Tetreau/J. Villarreal)

4. *CONSENT AGENDA ITEMS:*

All consent Agenda Items listed are considered to be routine by the City Commission and will be approved by one motion. There will be no separate discussion of these items unless a City Commissioner so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

*ITEMS No. "a" through "f"*

- a) Approval of the Minutes of the Special Meeting of August 27, 2013.
- b) Approval of the Minutes of the Regular Meeting of September 03, 2013.
- c) Authorization for the following individuals to incur travel expense:

<u>Employee</u>	<u>Department</u>	<u>Destination</u>	<u>Date</u>
Michael Jones	Aviation	Las Vegas, NV	Oct. 05-08, 2013
Norma H. Zamora	BMetro	Dallas, TX	Oct. 07-09, 2013
Alex Lorio	BMetro	Dallas, TX	Oct. 07-09, 2013
Griselda Rosas	City Secretary	South Padre Island, TX	Oct. 24-25, 2013
Beatriz Valdez	City Secretary	South Padre Island, TX	Oct. 24-25, 2013
Yolanda Galarza	City Secretary	South Padre Island, TX	Oct. 24-25, 2013
Stephanie Reyes	Grants	San Antonio, TX	Oct. 24-25, 2013
Stephanie Reyes	Grants	Baltimore, MD	Nov. 12-16, 2013
Roxanna Rosas	Grants	Baltimore, MD	Nov. 12-16, 2013
Chris Patterson	Parks	McAllen, TX	Sept. 20-23, 2013
Ray Arellano	Parks	McAllen, TX	Sept. 20-23, 2013
Cassandra Guerrero	Parks	McAllen, TX	Sept. 20-23, 2013
Raul Maraboto	Parks	McAllen, TX	Sept. 20-23, 2013
Luis Uresti	Parks	McAllen, TX	Sept. 20-23, 2013
Ramiro Gonzalez	Planning	Galveston, TX	Oct. 01-04, 2013
Noe Puga	Planning	Galveston, TX	Oct. 01-04, 2013
Troy Whittemore	Planning	Galveston, TX	Oct. 01-04, 2013
Adolfo Pereira	Planning	Galveston, TX	Oct. 01-04, 2013
Michael Grove	Planning	Galveston, TX	Oct. 01-04, 2013
Alberto Gonzalez	Police	San Antonio, TX	Oct. 06-09, 2013
Johnny Torres	Police	San Antonio, TX	Oct. 06-09, 2013
Ramon Ortiz	Police	Corpus Christi, TX	Oct. 06-10, 2013
Robert Tyler	Police	Corpus Christi, TX	Oct. 06-10, 2013
David Dale	Police	Corpus Christi, TX	Oct. 06-10, 2013
Napoleon Gonzalez	Police	Corpus Christi, TX	Oct. 06-10, 2013
Georgina Mota	Public Works	Waco, TX	Oct. 02-04, 2013

- d) **APPROVAL** on **SECOND** and **FINAL READING** of **Ordinance Number 2013-1580**, approving a negotiated resolution between City and Texas Gas Service ("TGS" or "The Company") regarding The company's May 1, 2013 cost of service adjustment ("COSA") filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement and finding the rates to be set by the attached tariffs to be just and reasonable; providing for the recovery of the city's reasonable and necessary rate case expenses; adopting a savings clause; determining that this ordinance was passed in accordance with the requirements of the Texas Open Meeting Act; declaring an effective date; repealing any prior ordinances inconsistent with this ordinance; and requiring delivery of this ordinance to the company and the city's legal counsel, and declaring an effective date. (Mark Sossi – City Attorney)
  
- e) **APPROVAL** on **SECOND** and **FINAL READING** of **Ordinance Number 2013-1581**, levying Ad Valorem Taxes for the Tax Year 2013 for the use and support of the Municipal Government of the City of Brownsville, Texas, for the Fiscal Year 2014, providing for the interest and sinking fund for the Fiscal Year 2014 of the City of Brownsville, Texas, General Obligation Bonds. (Pete Gonzalez – Deputy City Manager)
  
- f) **APPROVAL** on **SECOND** and **FINAL READING** of **Ordinance Number 235-2013-038-S**, to allow Apartment Use in a Dwelling "A" (DA) for 3.00 acres out of Block 22 of Chicago Gardens Subdivision located near McKenzie Drive and Iowa Avenue. (District 2) (Noe D. Puga – Planning)

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***BOARDS AND COMMISSIONS:***

- 5. Consideration and **ACTION** to appoint one (1) member to the Brownsville Beautification Committee. (Charlie Cabler – City Manager)

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***PUBLIC HEARINGS:***

- 6. Public Hearing and **ACTION** on **Ordinance Number 2013-1582**, to approve and authorize the issuance of the City of Brownsville, Texas Utilities System Commercial Paper Notes, Series A; in an aggregate principal amount not to exceed \$100,000,000.00 to provide financing to pay project costs for eligible projects and to refund obligations issued in connection with an eligible project and for other purposes authorized herein; prescribing the terms, features and characteristics of such commercial paper notes approving and authorized certain authorized officers and employees to act on behalf of the City in the selling and delivery of such commercial paper notes, within the limitations and procedures specified herein; making certain covenants and agreements in connection therewith; resolving other matters incident and related to the issuance, sale, security and delivery of such commercial paper notes including the approval of an issuing and paying agent agreement, credit agreements and declare agreements; approving the use of an offering memorandum in connection with such sale; and providing an effective date. (Pete Gonzalez – Deputy City Manager/Leandro Garcia – BPUB)

7. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2013-039, to rezone from Dwelling (DG) classification to Apartments (AG) classification for Lot 4, Block 1 of Thirlwall Subdivision, located at 2661 Dana Avenue. (District 2) (Ramiro Gonzalez – Planning)
8. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2013-041-CO, to rezone from Dwelling (DG), General Retail (4CG) and Light Commercial (5CG) classification to Light Commercial (5CG) for 19 acres out of the Espiritu Santo Grant, located near Sports Park Boulevard and US 77/83. (District 3) (Noe D. Puga – Planning/Zoning)
9. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2013-042, to rezone from Professional Office classification (1CJ) to General Retail (4CJ) classification for Lot 8, Block 45 of Brownsville Original Townsite, located at 15 East St. Charles Street. (District 4) (Noe D. Puga – Planning/Zoning)
10. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2013-043, to rezone from Light Retail (2CG) classification to General Retail (4CG) classification for 4.29 acres of Block 12 of Emilia Subdivision, located Emilia Lane and Old Alice Road. (District 3) (Noe D. Puga – Planning/Zoning)
11. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2013-043-S, to allow a Medium Commercial (6CG) Use in a General Retail (4CG) classification for 4.29 acres of Block 12 of Emilia Subdivision, located Emilia Lane and Old Alice Road. (Noe D. Puga – Planning/Zoning)

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12. **PUBLIC COMMENT PERIOD: PLEASE NOTE:**

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**PRESENTATIONS:**

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***ACTION ITEMS:***

13. Consideration and **ACTION** to award the specific and aggregate stop-loss medical insurance coverage contract to an insurance carrier. (Pete Gonzalez – Deputy City Manager)
14. Consideration and **ACTION** to authorize the acceptance and expenditure of the Texas Department of Public Safety/Texas Division of Emergency Management (TDEM) Fiscal Year 2013 Emergency Management Performance Grant (EMPG) awarded to the Brownsville Office of Emergency Management and Homeland Security in the amount of \$56,829.79. (Jeff Johnston – Assistant City Manager)
15. Consideration and **ACTION** to approve an Encroachment License for City easement at Lots one (1), two (2), and three (3), Rio Viejo Addition to the City of Brownsville, Cameron County, Texas. (Carlos Lastra – Engineering)
16. Consideration and **ACTION** to authorize the City of Brownsville to enter into a contract with Cameron County Emergency Service District No. 1 to furnish firefighting services to the unincorporated area of Cameron County designed by Zone number 1 on the Official Fire Protection Service Zone Map of the CCESD No. 1. (Leonardo L. Perez – Fire)
17. Consideration and **ACTION** to authorize the City of Brownsville to enter into a contract with Cameron County Emergency Service District No. 1 to furnish ambulance and emergency medical services to the unincorporated area of Cameron County designed by Zone number 1 on the Official Fire Protection Service Zone Map of the CCESD No. 1. (Leonardo L. Perez – Fire)
18. Consideration and **ACTION** to authorize and execute a Memorandum of Understanding Agreement between the City of Brownsville and the Texas Commission on Environmental Quality, to provide citizens with a mechanism to report illegal dumping that affects surface waters of Texas in the City of Brownsville, through participation in the *DON'T MESS WITH TEXAS WATER* Program. (Arturo Rodriguez – Health)
19. Consideration and **ACTION** to execute a License Agreement between the City of Brownsville and Cameron County Drainage District No. 1 for the development of future trails along Drainage Right of Way. (Ramiro Gonzalez – Planning)

20. Consideration and **ACTION** to accept the Impact Fee Semi-Annual Progress Report beginning on July 1, 2012 and ending on December 30, 2012. (Ramiro Gonzalez – Planning)
21. Consideration and **ACTION** to approve a Memorandum of Understanding between the City of Brownsville and Sombrero Festival, LTD for Washington Park Improvements. (Ramiro Gonzalez – Planning)

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**PURCHASES/BIDS/CONTRACTS:**

22. **Consideration and ACTION to renew a term contract for Advertising and Promotion Services for the Brownsville South Padre Island International Airport. (Larry Brown – Aviation)**
23. Consideration and **ACTION** to award a contract for the purchase, delivery, and installation of Bus GPS and Communication Software upgrades for the City of Brownsville Buses. (Norma Zamora – B-Metro)
24. Consideration and **ACTION** to award a contract for Washington Park landscape and irrigation upgrades. (Ramiro Gonzalez – Planning)

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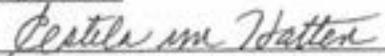
**ADJOURNMENT:**

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By; Antonio Martinez  
Mayor of the City of Brownsville

I certify that a copy of the September 17, 2013, Agenda of items to be considered by the Brownsville City Commission was posted on the Bulletin Area at City Hall – Federal Building, on September 13, 2013. I further certify that the Agenda was posted on the City's website and can be downloaded by accessing: [www.cob.us/agendas.asp](http://www.cob.us/agendas.asp).

  
\_\_\_\_\_  
Estela Von Hatten, City Secretary

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**To:** Brownsville City Commission

Attention: Roberto Luna

**From:** Larry A. Brown

**Subject:** Ad Agency Contract Extension

**cc:** Millar Hollander Advertising

**Date:** September 10, 2013

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Roberto,

This is to advise you that the Airport is recommending the City Commission exercise the first of two three year extensions of our marketing contract with Millar Hollander. The current contract which expires September 30.

Since Millar Hollander started assisting the Airport with its marketing the Airport has experience unprecedented growth and has received more than two dozen marketing awards. Starting with only 3 daily flights in 2005 and fewer than 100,000 annual passengers up to 12 daily flights and close to 200,000 annual passengers.

A detailed list of awards follows:

## Brownsville South Padre Island International Airport Marketing Awards

- Airport Council International North America Excellence in Marketing, Flight Guides 1st place
- Airport Council International North America Excellence in Marketing, Digital Billboard 2nd place
- Airport Council International North America Excellence in Marketing, Flight Guides 1st place

- Airport Council International North America Excellence in Marketing, Black & White print ads 2nd place
- Airport Council International North America Excellence in Marketing, Flight Guides 2nd place
- Airport Council International North America Excellence in Marketing, Digital Billboard 2nd place

Note: The Airport Council International Excellence in Marketing Awards is an annual contest in which the Airport competes against all the other Airports in North America

- Prodigiq, Writing Competition, article, "Why an Official Smart Phone App is essential for your airport to enhance customer service."
- South Padre Island Chamber of Commerce, Outstanding Community Partner
- American Advertising Federation Addy Awards, Are We There Yet ? Billboard
- American Advertising Federation Addy Awards, Midnight Express, Black and White print ads
- American Advertising Federation Addy Awards, Midnight Express, Color print ads
- American Advertising Federation Addy Awards, 80th Anniversary Poster, Color poster competition
- American Advertising Federation Addy Awards, 80th Anniversary Logo, Logo competition
- American Advertising Federation Addy Awards, Fly to America's Best Beach, Magazine full page ads (Texas Monthly)
- American Advertising Federation Addy Awards, Flight Guide, Color Brochure competition
- American Advertising Federation Addy Awards, 75th Anniversary Poster, Color Poster competition
- American Advertising Federation Addy Awards, CAF Air Fiesta spot, 60 second spot competition
- American Advertising Federation Addy Awards, 75th Anniversary First Flight radio post, 60 second spot competition

- American Advertising Federation Addy Awards, Vamos a la Playa, Magazine Full Page color ads, (Texas Monthly)
- American Advertising Federation Addy Awards, Hike and Bike Trail, 4 color brochure, developed and paid for by Airport
- American Advertising Federation Addy Awards, Your Ticket, Magazine Full Page color ads (Texas Monthly)
- American Advertising Federation Addy Awards, Sand Castle Days, Magazine Full page color ad (Texas Monthly)

NOTE: The American Advertising Federation Addy Awards is a competition in which the Airport competes not only with other area, statewide and nationwide airports but also will all other advertisers.

THE STATE OF TEXAS §  
CITY OF BROWNSVILLE §  
COUNTY OF CAMERON §

Cesar de Leon, At-large Commissioner "A"  
Ricardo Longoria, Jr., District Commissioner 1  
Deborah Portillo, District Commissioner 3

Rose M.Z. Gowen, M.D., At-large Commissioner "B"  
Jessica Tetreau, District Commissioner 2  
John Villarreal, District Commissioner 4

Antonio Martinez, Mayor

**NOTICE OF A PUBLIC MEETING OF THE  
CITY COMMISSION OF THE CITY OF BROWNSVILLE**

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meetings Act, notice is hereby given that the City Commission of the City of Brownsville, Texas, in accordance with Article V, Section 12, of the Charter of said City, will convene a **Special Meeting**, on **Monday, September 14, 2015, at 6:00 P.M.**, in the Commission Chambers, on the Second Floor of the Brownsville City Hall – Old Federal Building, located at 1001 East Elizabeth Street, Brownsville, Cameron County, Texas, 78520.

\*\*\*\*\*

**SPECIAL MEETING: 6:00 P.M.**

**PLEDGE OF ALLEGIANCE:** *UNITED STATES PLEDGE \* TEXAS PLEDGE*

**INVOCATION:**

\*\*\*\*\*

1. **MAYOR'S ACTIVITY UPDATE:**
2. **COMMISSIONERS' ACTIVITY UPDATE:**

\*\*\*\*\*

**PUBLIC HEARINGS:**

3. Public Hearing and **ACTION** on **Resolution Number 2015-066**, of the City of Brownsville, Texas, to adopt the Fiscal Year 2016 Annual Budget and resolving other matters thereof. (Lupe Granado III – Finance)
4. Public Hearing and **ACTION** on **FIRST READING** on **Ordinance Number 2015-1609**, levying Ad Valorem Taxes for the Tax Year 2015, for the use and support of the Municipal Government of the City of Brownsville, Texas, for the Fiscal Year 2016, providing for the interest and sinking fund for the Fiscal Year 2016 of the City of Brownsville, Texas, General Obligation Bonds. (Lupe Granado III – Finance)

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By: Antonio Martinez  
Mayor of the City of Brownsville

I certify that a copy of the September 14, 2015, Agenda of items to be considered by the Brownsville City Commission was posted on the Bulletin Area at City Hall – Federal Building, on September 11, 2015. I further certify that the Agenda was posted on the City's website and can be downloaded by accessing: <http://citysecretary.cob.us>.

  
Michael L. Lopez, MPA  
City Secretary