

1. April 5, 2016 Agenda

Documents:

[A-04-05-2016.PDF](#)

2. April 5, 2016 Meeting Binder

Documents:

[BINDER04-05-2016.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 an **Executive Session** and a **Regular Meeting**, on **Tuesday, April 05, 2016, at 5:30 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.

\*\*\*\*\*

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

- A) Discussion pursuant to Section 551.072, of the Texas Government Code deliberations regarding real property. (Constanza Miner – Planning Director of Operations – 15 mins)
- B) Consultation with attorney pursuant to Section §551.071(2) of the Texas Government Code, on a matter in which the duty of the attorney to the governmental body, under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with the duties under Chapter 551 of the Texas Government Code. (Mark Sossi – City Attorney – 15 mins)

\*\*\*\*\*

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

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

**INVOCATION:**

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- 1. **MAYOR’S ACTIVITY UPDATE:**
- 2. **COMMISSIONERS’ ACTIVITY UPDATE:**
- 3. **PROCLAMATIONS:**
  - The University of Texas Rio Grande Valley Chess Team*  
(Mayor A. Martinez/Commissioner D. Portillo)
  - Youth in Philanthropy*  
(Mayor A. Martinez/Commissioner J. Tetreau)
  - Cupcakes by Cory*  
(Commissioners J. Tetreau/J. Villarreal)

**Child Abuse Prevention Month**  
(Commissioners D. Portillo/R. Longoria, Jr.)

4. **PRESENTATIONS:**

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

**Run Ride Share Awareness Program**  
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5. **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 “g”**

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- b) Approval of the Minutes of the Regular Meeting of March 15, 2016.
- c) To acknowledge the following individuals to incur travel expense:

<u>Employee</u>	<u>Department</u>	<u>Destination</u>	<u>Date</u>
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Josh Perez	Human Resources	Houston, TX	Apr. 12, 2016
Oscar Salinas	Human Resources	San Marco, TX	May 25-26, 2016
Ramiro Gonzalez	Planning	Detroit, MI	June 08-11, 2016
Miriam Suarez	Planning	Milwaukee, WI	May 23-25, 2016
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\* \* \* \* \*

***PUBLIC HEARINGS:***

- 6. Public Hearing and **ACTION** on **FIRST READING** of **Ordinance Number 2016-1367-B**, an ordinance adopting the Texas Food Establishment Rules of the Texas Department of State Health Services as made effective October 11, 2015, providing for penalties thereof and related matters. (Arturo Rodriguez – Health)

\* \* \* \* \*

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

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 YOU WISH TO COMMENT ON AN ITEM THAT IS ALREADY ON THE AGENDA  
“PUBLIC HEARING” ITEMS ARE OPEN FOR COMMENT (ON THAT PARTICULAR ITEM)  
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**PRESENTATIONS:**

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***ACTION ITEMS:***

- 8. Consideration and **ACTION** on **Resolution Number 2016-021**, authorizing the purchase of two tracts of land for future park purposes from the Estate of Delia Angelina Spencer located off the intersection of La Posada and Esperanza and dealing with related matters. (Constanza Miner – Planning Director of Operations)
- 9. Consideration and **ACTION** to adopt **Resolution Number 2016-022**, to approve a Memorandum of Agreement with buildingcommunityWORKSHOP (bcWORKSHOP) regarding the Activating Vacancy Incubator for the amount of \$100,000. (Constanza Miner – Planning)

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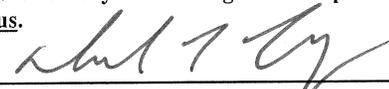
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By; Antonio Martinez  
Mayor of the City of Brownsville

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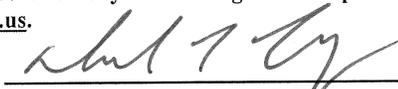
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\_\_\_\_\_  
**Michael L. Lopez, MPA**  
**City Secretary**



Submit

# AGENDA REQUEST FORM

Item Number: **Executive A**

COMMISSION MEETING DATE: 4/05/16

DEPT: Planning

CONTACT Constanza Miner

## AGENDA

Select One:

<b>Executive Session</b> (City Attorney Only)  Time needed: <u>15</u> Action Item: _____	<b>Workshop</b>  Time Needed: _____	<b>Presentation</b>  Time Needed: _____	<b>Agenda</b>  <input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input type="checkbox"/> Consent	<b>Ordinance</b>  <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading
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**Brief Description of Agenda Item:**

Discussion pursuant to Section 551.072, of the Texas Government Code, deliberations regarding real property.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_

**Date:** \_\_\_\_\_



Submit

# AGENDA REQUEST FORM

Item Number: **Executive B**

COMMISSION MEETING DATE: 4/05/16

DEPT: Legal

CONTACT Mark Sossi

## AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: <u>15</u> Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

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Comments: \_\_\_\_\_

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Comments: \_\_\_\_\_

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Comments: \_\_\_\_\_

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**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_      Date: \_\_\_\_\_

**MAYOR'S  
ACTIVITY  
UPDATE**

**COMMISSIONERS’  
ACTIVITY  
UPDATE**



## PROCLAMATION

A PROCLAMATION OF THE CITY COMMISSION  
OF BROWNSVILLE, TEXAS,  
RECOGNIZING AND HONORING  
**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
CHESS TEAM**

**WHEREAS**, The University of Texas Rio Grande Valley (UTRGV) Chess Team is based in Brownsville, Texas, and competes at the highest level within state, national, and international tournaments, under the leadership of Chess Coach (International Grandmaster) Bartek Macieja, and Senior Program Coordinator (International Master) Alfonso Almeida;

**WHEREAS**, The UTRGV Chess Team is comprised of the following members: GM Anton Kovalyov (Canada), GM Andrey Stukopin (Russia), GM Holden Hernandez (USA), GM Carlos Hevia (Cuba), IM Joshua Ruiz (Colombia), IM Felix Ynojosa (Venezuela), IM Guillermo Vazquez (Paraguay), Jeffrey Serna (USA), Armando Cortez (Mexico), and Mkhitar Hobosyan (Armenia);

**WHEREAS**, During its inaugural year of competition, the UTRGV Chess Team developed into a force to be reckoned with in the world of collegiate chess. Among the team's highlights in 2015 was being recognized by the House of Representatives of the State of Texas, and by the Senate of the State of Texas for its numerous accomplishments;

**WHEREAS**, Most recently, the UTRGV Chess Team was awarded 2<sup>nd</sup> Place in the 2015 Pan-American Intercollegiate Team Chess Championship, and qualified to play in the Final Four Tournament, also known as the President's Cup – the most prestigious collegiate chess tournament in the nation; and

**WHEREAS**, Chess is an integral part of UTRGV, acting as a metaphor of the vast human potential that our region holds. UTRGV is proud to have one of the greatest chess championship teams in the nation, formed by grandmasters, international masters, and young, talented players representing nine countries.

**NOW THEREFORE, WE THE MEMBERS OF THE CITY COMMISSION** of the City of Brownsville, Texas, by virtue of the authority vested by the Charter of said City, and on behalf of all our citizens, do hereby recognize and honor **THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY CHESS TEAM**.

**DONE**, on this, the 5<sup>th</sup> day of April 2016.

**ANTONIO MARTINEZ  
MAYOR**

**CESAR DE LEON  
CITY COMMISSIONER**

**ROSE M.Z. GOWEN, MD  
CITY COMMISSIONER**

**RICARDO LONGORIA, JR.  
CITY COMMISSIONER**

**JESSICA TETREAU-KALIFA  
CITY COMMISSIONER**

**DEBORAH PORTILLO  
CITY COMMISSIONER**

**JOHN L. VILLARREAL  
CITY COMMISSIONER**

**MICHAEL L. LOPEZ  
CITY SECRETARY**



## PROCLAMATION

### A PROCLAMATION OF THE CITY COMMISSION OF BROWNSVILLE, TEXAS, IN RECOGNITION OF THE YOUTH IN PHILANTHROPY INITIATIVE

**WHEREAS**, the Youth in Philanthropy Initiative is made up of dedicated administrators and educators within the Brownsville Independent School District that are charged with the task of helping teach and involve youth in philanthropy;

**WHEREAS**, the Youth in Philanthropy Initiative was established by the Brownsville Community Foundation and the Brownsville Foundation for Health and Education;

**WHEREAS**, the goals of the Youth in Philanthropy Initiative includes the following goals:

- Develop communications tools to encourage the development of youth in philanthropy programming at various levels and to provide resources and share information;
- Create “turn-key” products, such as the Youth in Philanthropy curriculum, for teachers to implement in their classrooms;
- Provide information, advice, support, training and mentoring to students engaged in youth philanthropy efforts;
- Support the work of local non-profit organizations; and
- Create, maintain and deepen collaborative relationships with Youth in Philanthropy students and local non-profit organizations; and

**WHEREAS**, the City of Brownsville supports the development of the next generation of philanthropists, and understands that in order to ensure interest in the nonprofit and service sectors, students should be exposed to philanthropy in a meaningful way at a young age.

**NOW THEREFORE, WE THE MEMBERS OF THE CITY COMMISSION** of the City of Brownsville, Texas, by virtue of the authority vested by the Charter of said City, and on behalf of all our citizens, do hereby recognize the **YOUTH IN PHILANTHROPY INITIATIVE**, and further support participating educators and students, and their commitment to exploring nonprofit and service careers.

**DONE**, on this, the 5<sup>th</sup> day of April 2016.

**ANTONIO MARTINEZ**  
MAYOR

**CESAR DE LEON**  
CITY COMMISSIONER

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CITY COMMISSIONER

**DEBORAH PORTILLO**  
CITY COMMISSIONER

**JOHN L. VILLARREAL**  
CITY COMMISSIONER

**MICHAEL L. LOPEZ**  
CITY SECRETARY



## PROCLAMATION

### A PROCLAMATION OF THE CITY COMMISSION OF BROWNSVILLE, TEXAS, RECOGNIZING AND HONORING CUPCAKES BY CORY

**WHEREAS**, Cupcakes by Cory is a family-owned and operated small business, located on Price Road in Brownsville, Texas;

**WHEREAS**, Since 2010, Cupcakes by Cory has been serving baked goods and more, that are rich in quality, flavor, and a strong history of good old fashioned love for baking;

**WHEREAS**, Even though Cory Bryan always dreamed of owning her own shop, her dream did not become a reality until her three children grew up. Today, Lonnie – her eldest son, Brittney – a multi-talented cake artist, and Ben – her youngest, help grow the business by her side;

**WHEREAS**, Cory Bryan is proud of many accomplishments to date, but most honored to have received The Brownsville Herald's Readers' Choice Award, back to back, in 2012 and 2013; and

**WHEREAS**, the City of Brownsville is proud to recognize Cupcakes by Cory, and Cory Bryan – for her commitment, dedication, energetic work ethic, and for serving the community of Brownsville.

**NOW THEREFORE, WE THE MEMBERS OF THE CITY COMMISSION** of the City of Brownsville, Texas, by virtue of the authority vested by the Charter of said City, and on behalf of all our citizens, do hereby **RECOGNIZE AND HONOR CUPCAKES BY CORY**, and further encourage the citizens of Brownsville to support local businesses that create jobs, boost our local economy and preserve our neighborhoods.

**DONE**, on this, the 5<sup>th</sup> day of April 2016.

**ANTONIO MARTINEZ  
MAYOR**

**CESAR DE LEON  
CITY COMMISSIONER**

**ROSE M.Z. GOWEN, MD  
CITY COMMISSIONER**

**RICARDO LONGORIA, JR.  
CITY COMMISSIONER**

**JESSICA TETREAU-KALIFA  
CITY COMMISSIONER**

**DEBORAH PORTILLO  
CITY COMMISSIONER**

**JOHN L. VILLARREAL  
CITY COMMISSIONER**

**MICHAEL L. LOPEZ  
CITY SECRETARY**



## PROCLAMATION

A PROCLAMATION OF THE CITY COMMISSION  
OF BROWNSVILLE, TEXAS,  
**PROCLAIM THE MONTH OF APRIL 2016 AS  
NATIONAL CHILD ABUSE PREVENTION MONTH**

**WHEREAS**, Every child is born into a world filled with limitless possibilities, and as a community, we must ensure all our young people have the support they need to realize their vast potential;

**WHEREAS**, Regardless of who, where they come from, or the circumstances of their birth, each child deserves to be cared for, cherished, and kept safe from harm. Abuse and neglect is contrary to the values of good caretaking, and it must not be tolerated;

**WHEREAS**, A strong, stable family is the best foundation for a promising childhood, and when parents and caregivers have support -- from loved ones, friends, and their community -- they are more likely to provide safe and healthy environments for children;

**WHEREAS**, This month, our community celebrates the love and courage it takes to raise a child; reaffirming the fundamental human rights of all children to live free from violence and abuse; and

**WHEREAS**, Tip of Texas Family Outreach is proud to be a part of this national effort, renewing its commitment to protect the safety and well-being of every child, and ensuring they have the opportunity to grow up in safe, healthy, and nurturing environments.

**NOW THEREFORE, WE THE MEMBERS OF THE CITY COMMISSION** of the City of Brownsville, Texas, by virtue of the authority vested by the Charter of said City, and on behalf of all our citizens, do hereby proclaim **APRIL 2016** as **NATIONAL CHILD ABUSE PREVENTION MONTH**, and further encourage the citizens of Brownsville to observe this month with programs and activities that help prevent child abuse and provide for children's physical, emotional, and developmental needs.

**DONE**, on this, the 5<sup>th</sup> day of April 2016.

**ANTONIO MARTINEZ  
MAYOR**

**CESAR DE LEON  
CITY COMMISSIONER**

**ROSE M.Z. GOWEN, MD  
CITY COMMISSIONER**

**RICARDO LONGORIA, JR.  
CITY COMMISSIONER**

**JESSICA TETREAU-KALIFA  
CITY COMMISSIONER**

**DEBORAH PORTILLO  
CITY COMMISSIONER**

**JOHN L. VILLARREAL  
CITY COMMISSIONER**

**MICHAEL L. LOPEZ  
CITY SECRETARY**

4.

*The City of Brownsville*

*Presents the*

*Employee of the Month*

*to*

**ROBERTO LEAL**

**CARPENTER**

*(OLD FEDERAL COURTHOUSE) – CITY HALL*

*WITH*

**PUBLIC WORKS DEPARTMENT**

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

*For the Month of APRIL, 2016*

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



Submit

# AGENDA REQUEST FORM

Item Number: **4.**

COMMISSION MEETING DATE: 4/5/16

City Manager's Office  
DEPT: \_\_\_\_\_

CONTACT Charlie Cabler

## AGENDA

Select One:

<b>Executive Session</b> (City Attorney Only)  Time needed: _____ Action Item: _____	<b>Workshop</b>  Time Needed: _____	<b>Presentation</b>  Time Needed: <u>10</u>	<b>Agenda</b> <input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input type="checkbox"/> Consent	<b>Ordinance</b>  <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading
--	---	---	--	---

**Brief Description of Agenda Item:**

Presentation regarding the Run Ride Share Awareness Program.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_

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



JAMES E. DARLING, Mayor  
HILDA SALINAS, Mayor Pro-Tem and Commissioner District 3  
AIDA RAMIREZ, Mayor Pro-Tem and Commissioner District 4  
RICHARD F. CORTEZ, Commissioner District 1  
TREY PEBLEY, Commissioner District 2  
JOHN J. INGRAM, Commissioner District 5  
VERONICA VELA WHITACRE, Commissioner District 6

ROEL RODRIGUEZ, P.E., City Manager

March 10, 2016

Mayor Tony Martinez  
City of Brownsville  
1001 E. Elizabeth  
Brownsville, Texas

Dear Mayor Martinez:

I would like to present our *Run Ride Share Awareness Program* to you and the Commission at your regular city commission meeting and am asking to be placed on the agenda. I understand you meet the first and third Tuesday of every month.

The Run Ride Share Program is aimed at raising safety awareness among drivers, runners, pedestrians and cyclists to decrease the risk involved with outdoor activities. I am also currently working with state leaders to get this initiative implemented across the state.

I am attaching information regarding Run Ride Share for your review.

Thank you,

Sincerely,

A handwritten signature in black ink that reads "Veronica V. Whitacre". The signature is fluid and cursive, with the first name being the most prominent.

Veronica Whitacre  
City Commissioner – District 6

Cc: Charlie Cabler, City Manager  
Griselda Rosas, Assistant City Secretary



RUN

RIDE



SHARE



CITY OF  
McAllen



# Run Ride Share

**Purpose:**

To create a unified regional effort to educate our community on safety issues for runners, cyclists, and motorists; to reduce pedestrian and cyclist accidents and fatalities.

**Chair and Co-Chairs:**

Chair: Veronica Vela Whitacre, Co-Chair Travis Hughes, Secretary: Laura Alvarez.

**Legal Council:**

Oscar Gomez

**Current Funding Sources:**

Texas Department of Transportation (TX.D.O.T.)- Ruby Martinez  
Hidalgo County Metropolitan Planning Organization (H.C.M.P.O.)- Andrew Cannon.

**Sub-Committees****Communications:**

Blanca Cardenas- McAllen Chamber of Commerce, Sandra Sanchez- The Monitor, Fernando Martinez-Bike Texas

**Network Infrastructure and Traffic:**

Eduardo Mendoza, City of McAllen

**Education:**

Debbie Aliseda, McAllen ISD

**Enforcement:**

Mario Delgado, Metro McAllen & Metro Connect

**Road Maintenance:**

Carlos Sanchez, City of McAllen

**Run Ride Share Campaign Investment:**

Funds invested by your city will be utilized for the following: (These funds will be utilized only when state and federal funds cannot be used)

Community event expenses

Advertisement (T.V., Radio, Newspaper, Social, Print Materials, Other Media, and Production Costs)

Marketing Tools

- Arm bands
- Helmets
- Decals
- Banners
- Posters for schools and businesses

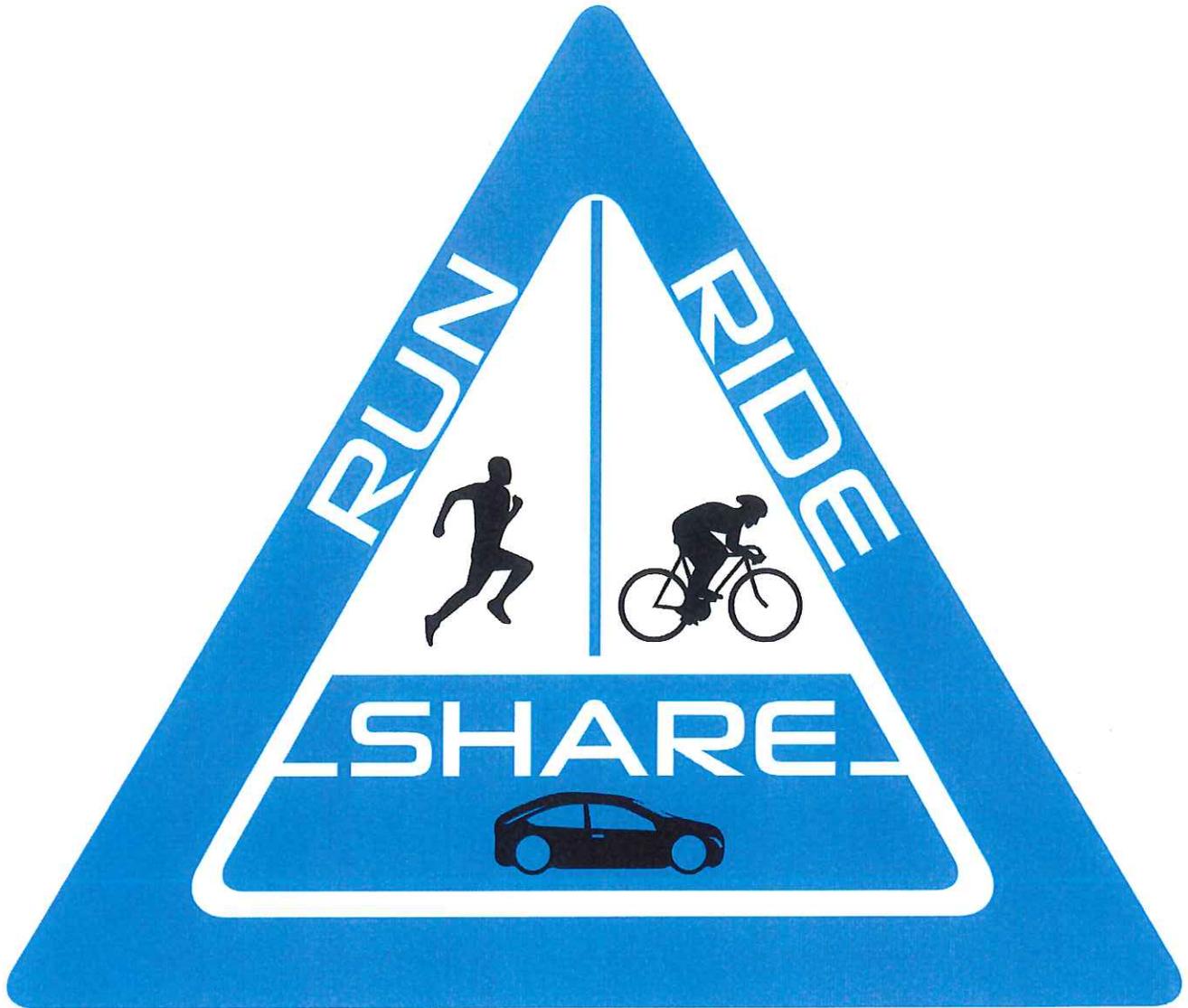
**City Expectations and Commitment to the Campaign**

Create Bike Boxes and Bike Lanes

Post Run Ride Share Signage, and additional safety pedestrian/cyclists signage

Promote Run, Ride, Share at city events and functions

Bike Rodeos



**City of McAllen**  
**Veronica Vela Whitacre, Commissioner**  
**[veronica\\_whitacre@mcallen.net](mailto:veronica_whitacre@mcallen.net)**  
**956-607-4110**

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, March 01, 2016, (Addendum)** at **5:30 P.M.**, and at **6:00 P.M.** with the following members present:

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

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 February 24, 2016.

\*\*\*\*\*

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

Upon motion by Commissioner Rose Gowen, seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously, the Executive Session convened at 5:30 p.m. to discuss the following items:

- B) Discussion pursuant to Section 551.072, of the Texas Government Code, deliberations regarding real property.**

Upon conclusion of Executive Session Mayor Antonio Martinez, convened the Regular Meeting at 6:00 p.m. No action was taken in Executive Session.

Commissioner John Villarreal arrived at 6:05 p.m.

\*\*\*\*\*

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

**B) ACTION on item as discussed in Executive Session.**

Commissioner Rose Gowen moved to **proceed** as advised by Legal Counsel. The motion was seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously.

\*\*\*\*\*

***ADJOURNMENT:***

There being no further business to come before the Commission, upon duly made motion, the meeting adjourned at 6:21 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 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*

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, March 15, 2016**, at **5:30 P.M.**, and at **6:00 P.M.** with the following members present:

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

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 March 11, 2016.

\*\*\*\*\*

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

Upon motion by Commissioner Rose Gowen, seconded by Commissioner Cesar de Leon and carried unanimously, the Executive Session convened at 5:30 p.m. to discuss the following items:

- A) **Discussion pursuant to Section §551.072, of the Texas Government Code, regarding properties struck off to Cameron County for itself and other taxing jurisdictions from a tax resale held on November 3, 2015.**
- B) **Consultation with attorney pursuant to Section §551.071(2) of the Texas Government Code, on a matter in which the duty of the attorney to the governmental body, under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with the duties under Chapter 551 of the Texas Government Code.**

Upon conclusion of Executive Session Mayor Antonio Martinez, convened the Regular Meeting at 6:00 p.m. No action was taken in Executive Session.

\* \* \* \* \*

**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 Jessica Tetreau.

***INVOCATION:***

The invocation was delivered by Reverend Jay Clason, from Brownsville, Texas.

\* \* \* \* \*

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

**A) Discussion and POSSIBLE ACTION on Resolution Numbers 2016-014 through Resolution Number 2016-018, approving or rejecting the bid/offer(s) received on the Tax Resale properties on November 3, 2015.**

**2016-014** – Lot 12 in Block 3 of La Lomita Section II, a subdivision of Block Fourteen (14), Lenena Subdivision, an addition to the City of Brownsville, Cameron County, Texas, according to Volume 26 Page 32, map records, Cameron County, Texas (04-2120-0030-0120-00)

**2016-015** – the Northwest One-Half (NW ½) of Lot Eight (8), Block One Hundred Thirty Four (134), Original Townsite of the City of Brownsville, Cameron County, Texas, said tract fronting 25 feet on Monroe Street and running back between parallel lines 120 feet to the Alley dividing said Block and being that same tract of land conveyed to Pedro Sanchez in a Partition Deed dated 13 January 1931, recorded in Volume 227, Page 117, Deed Records, Cameron County, Texas. (01-0000-1340-0081-00)

**2016-016** – Lot Number Seven (7), Block Number twenty-nine (29), Paredes Tract Addition, an Addition to the City of Brownsville, Cameron County, Texas, according to the Map or Plat thereof recorded in the Map Records of Cameron County, Texas. (01-5690-0290-0070-00)

**2016-017** – the North 25.00 feet of Lot 46, Block 50, East Brownsville, Sixth Section Addition, an Addition to the City of Brownsville, Cameron County, Texas, as described in Volume 1027, Page 309, Deed Records of Cameron County, Texas. (02-5610-0500-0460-00)

**2016-018** – 30.00 feet Private Road No. 4 lying North of I.B.W.C Levee Easement, La Lomita Subdivision, Section II, a subdivision to Cameron County, Texas, according to the map or plat thereof, recorded in Volume 26, Page 32, map records of Cameron County, Texas. (04-2120-1000-0100-00)

Commissioner Cesar de Leon moved that Resolution Numbers 2016-014 through Resolution Number 2016-017, approving or rejecting the bid/offer(s) received on the Tax Resale properties on November 3, 2015, be **approved**, with the exception of Resolution Number 2016-018. The motion was seconded by Commissioner Rose Gowen and carried unanimously.

\*\*\*\*\*

**1. MAYOR’S ACTIVITY UPDATE:**

Mayor Antonio Martinez thanked City Staff and everyone that participated in the coordination of the Mr. Amigo and Charro Days. Mayor Martinez noted that the State of the City Address & Symposium, would be held on Tuesday, March 22, 2016, at the Brownsville Event Center, and encouraged everyone to attend.

**2. COMMISSIONERS’ ACTIVITY UPDATE:**

*Commissioner Rose Gowen* announced that the next Cyclobia would be held on Sunday, March 20, 2016, from 1:00 pm to 4:00 p.m., in Downtown Brownsville, and invited everyone to join the celebration themed “Fun in the Sun”.and the ribbon cutting ceremony of the KaBOOM Park.

*Commissioner Jessica Tetreau* thanked City staff for installing the stoplight at the intersection of Austin and Minnesota Road. Commissioner Tetreau noted that City staff are also working on installing sidewalks around Perkins Middle School, before next school year.

*Commissioner Cesar de Leon* thanked Mr. Charlie Cabler, City Manager and staffs continued efforts on traffic congestion throughout the City.

**3. 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 Cesar De Leon, seconded by Commissioner JessicaTetreau and carried unanimously, Consent Agenda Items “a through k” were **approved**.

**ITEMS No. “a” through “k”**

- a) Approval of the Minutes of the Regular Meeting of February 16, 2016.
- b) Approval of the Minutes of the Regular Meeting of March 1, 2016.
- c) To acknowledge the following individuals to incur travel expense:

<u>Employee</u>	<u>Department</u>	<u>Destination</u>	<u>Date</u>
Nayade Garza	City Secretary	Austin, TX	Apr. 03-08, 2016
Juan Carlos Gutierrez	City Secretary	Austin, TX	Apr. 03-08, 2016
Luis Salinas	Finance	San Antonio, TX	Mar. 30-Apr. 1, 2016
Miriam Camacho	Finance	Fort Worth, TX	Apr. 17-19, 2016

Raymond Harris	Fire	Austin, TX	Mar. 20-25, 2016
Ana Hernandez	Grants	San Antonio, TX	Mar. 22-24, 2016
Efren Trujillo	Grants	San Antonio, TX	Mar. 22-24, 2016
Julia Lash	Grants	Nashville, TN	May 03-07, 2016
David De Leon	Police	Fredericksburg, TX	Mar. 29-Apr. 1, 2016
Liliana De La Garza	Police	Fredericksburg, TX	Mar. 29-Apr. 1, 2016
Alejandro Alviar	Police	Fredericksburg, TX	Mar. 29-Apr. 1, 2016
Veronica G. Garza	Police	Beaumont, TX	Mar. 29-Apr. 1, 2016
Eric J. Garza	Police	Beaumont, TX	Mar. 29-Apr. 1, 2016
Melissa Gonzalez	Police	Beaumont, TX	Mar. 29-Apr. 1, 2016
Juanita Castro	Police	Galveston, TX	Apr. 03-06, 2016
Lilia Banuelos	Police	Galveston, TX	Apr. 03-06, 2016
Reynaldo Ybarra	Police	Dallas, TX	Apr. 03-07, 2016
Juan A. Gaytan	Police	Dallas, TX	Apr. 03-07, 2016
Joe D. Flores	Police	Dallas, TX	Apr. 03-07, 2016
Jaime A. Garcia	Police	Dallas, TX	Apr. 03-07, 2016
Joe Villarreal III	Police	San Marcos, TX	Apr. 04-10, 2016

- d) **To acknowledge travel request regarding Odee Ann Leal, Emergency Management Director, Bianca Villanueva, Emergency Management Planner, Alfredo Santillana, Automation Technologist, James McCoy, Public Information Services Assistant Director, and Luis Herrera, System Analyst, to attend the Texas Emergency Management Conference which will be held in San Antonio, Texas, on April 04-08, 2016.**
- e) **To acknowledge travel request regarding Tactical Team Members Sergeants Felix Saucedo, Reynaldo Ordonez, Eric I. Castillo, and Officers Arturo Flores, Carlos A. Castillo, Adrian Zarate, and Salvador Rosas, to attend the 2016 Texas Tactical Police Officers Association (TTPOA) SWAT Conference in San Marco, Texas, on April 06-10, 2016.**
- f) **APPROVAL on SECOND and FINAL READING of Ordinance Number 2016-1220-J, amending Chapter 2 “Administration”; Article V. “Finance”; Division 2 “Fees” Section 2-432 entitled “Fees and Charges for Administrative Services”, and dealing with related matters.**
- g) **APPROVAL on SECOND and FINAL READING of Ordinance Number 2016-1613, amending Chapter 2 “Administration”; Article IV, “Boards, Committees, Commissions”; by adding Division 5, Sections 2374 through 2-381, “Main Street Advisory Board”; to establish the structure and guidelines to advise City staff on all matters relating to the Historic Preservation, Economic Development, and Revitalization of Downtown Brownsville, in accordance with the Main Street Four Point Approach.**
- h) **APPROVAL on SECOND and FINAL READING of Ordinance Number 2016-1600.02, repealing current Section 320-37 of Chapter 320, Article II, and replacing it with new Section 320-37 Design Standards.**
- i) **APPROVAL on SECOND and FINAL READING of Ordinance Number 2016-1479-C, repealing current Section 332-171 of Chapter 332, Article IV, of the City of Brownsville Subdivision Code and replacing it with new Section 332-171 Fees in Lieu of Dedication.**

- j) **Consideration and ACTION to request for the purchase of the Stormwater Camera for the Stormwater Rover Project.**
- k) **Consideration and ACTION to request authorization to renew term contract for City Fleet Maintenance Services for the City of Brownsville.**

\* \* \* \* \*

**BOARDS AND COMMISSIONS:**

- 4. **Consideration and ACTION to appoint or re-appoint two (2) members to the Parks and Recreation Advisory Board Committee.**

Commissioner Jessica Tetreau moved that *Mr. Pablo Leal, Jr.*, be appointed to the Parks and Recreation Advisory Board Committee. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

Commissioner Cesar de Leon moved that *Mr. Richard M. Perez*, be appointed to the Parks and Recreation Advisory Board Committee. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

\* \* \* \* \*

**PUBLIC HEARINGS:**

- 5. **Public Hearing and ACTION on Ordinance Number 2016-1614, regarding an Interlocal Agreement governing a territory exchange between the City of Brownsville and the City of Los Fresnos.**

Ms. Allison Bastian, Deputy City Attorney, noted that the agreement was ratified in 2015, and provided a brief explanation of a potential territory exchange between the City of Brownsville and the City of Los Fresnos.

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

Commissioner Rose Gowen moved that Ordinance Number 2016-1614, regarding an Interlocal Agreement governing a territory exchange between the City of Brownsville and the City of Los Fresnos, be **approved**. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

- 6. **Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-007, to rezone from Dwelling “A” (DA) to General Retail “G” (4CG) for Lots 21 & 22 of Block 2 of Alamo Heights Subdivision located at 6066 South Padre Island Highway. (District 2)**

Ms. Monique Mercado, Planner I, gave a brief explanation of the ordinance, noting that the current zoning was Dwelling A (DA), and the applicant was requesting to rezone to General Retail G

(4CG), on a property located on South Padre Island Highway, and further noting that the Planning and Zoning Commission recommended approval of the proposed ordinance.

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

Commissioner Jessica Tetreau moved that Ordinance Number 235-2016-007, be **adopted** at first reading, to rezone from Dwelling "A" (DA) to General Retail "G" (4CG) for Lots 21 & 22 of Block 2 of Alamo Heights Subdivision located at 6066 South Padre Island Highway. (District 2) The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

**7. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-013, to rezone from Medium Commercial "X" (6CX) to Dwelling "X" (DX) for Lot 2 of Block 205 of El Jardin Resubdivision located at 6780 California Road. (District 1)**

Ms. Monique Mercado, Planner I, gave a brief explanation of the ordinance, noting that the current zoning was Medium Commercial X (6CX), and the applicant was requesting to rezone to Dwelling X (DX), on a property located on California Road, and further noting that the Planning and Zoning Commission recommended approval of the proposed ordinance.

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

Commissioner Rose Gowen moved that Ordinance Number 235-2016-013, be **adopted** at first reading, to rezone from Medium Commercial "X" (6CX) to Dwelling "X" (DX) for Lot 2 of Block 205 of El Jardin Resubdivision located at 6780 California Road. (District 1) The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

**8. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-015, to rezone from Dwelling "G" (DG) to Professional Office "G" (1CG) for Block 13 of Share 19, Tract 9 of El Jardin Subdivision located near Old Port Isabel Road and FM 802. (District 2)**

Ms. Monique Mercado, Planner I, gave a brief explanation of the ordinance, noting that the current zoning was Dwelling G, and the applicant was requesting to rezone to Professional Office G on a property located on Old Port Isabel Road, for the purpose of building an assisted living facility, and further noting that the Planning and Zoning Commission recommended approval of the proposed ordinance.

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 235-2016-015, be **adopted** at first reading, to rezone from Dwelling "G" (DG) to Professional Office "G" (1CG) for Block 13 of Share

19, Tract 9 of El Jardin Subdivision located near Old Port Isabel Road and FM 802. (District 2) The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

**9. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-016, to rezone from General Retail “H” (4CH) & Apartment “H” (AH) to General Retail “H” (4CH) for Blocks 22 & 23 of Los Ebanos Properties Subdivision located at 704 Paredes Line Road. (District 2)**

Ms. Monique Mercado, Planner I, gave a brief explanation of the ordinance, noting that the current zoning was General Retail H (4CH) and Apartment H (AH), and the applicant was requesting to rezone to General Retail H (4CH), on a property located on Paredes Line Road, for the purpose of a medical office, retail, or restaurant, and further noting that the Planning and Zoning Commission recommended approval of the proposed ordinance.

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

Commissioner Rose Gowen moved that Ordinance Number 235-2016-016, be **adopted** at first reading, to rezone from General Retail “H” (4CH) & Apartment “H” (AH) to General Retail “H” (4CH) for Blocks 22 & 23 of Los Ebanos Properties Subdivision located at 704 Paredes Line Road. (District 2) The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

\*\*\*\*\*

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

Mr. Eloy Garcia, signed up for Public Comment, but left prior to time period.

***ACTION ITEMS:***

**11. Consideration and ACTION on Resolution Number 2016-013, and application to the Local Border Security Grant Program (BorderStar) through the Texas Homeland Security State Administrative Agency.**

Commissioner Rose Gowen moved that Resolution Number 2016-013, and application to the Local Border Security Grant Program (BorderStar) through the Texas Homeland Security State Administrative Agency, be **approved**. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

**12. Consideration and ACTION on Resolution Number 2016-019, to execute an Advanced Funding Agreement between the City of Brownsville and the Texas Department of Transportation, regarding the Transportation Alternatives Program District 3 Rapid Implementation Project.**

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the funding agreement the City of Brownsville received from the Texas Department of Transportation

(TxDOT) noting that the grant total amount was \$178,375.00, which the original match amount was \$35,675.00 and TxDOT EDC approved a match for a total of \$6,605.00, which the City would pay for Engineering costs and TxDOT would be managing construction, inspection, and oversight of the District 3 Rapid Implementation Project.

Commissioner Rose Gowen moved that Resolution Number 2016-019, to execute an Advanced Funding Agreement between the City of Brownsville and the Texas Department of Transportation, regarding the Transportation Alternatives Program District 3 Rapid Implementation Project, be **approved**. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

**13. Consideration and ACTION on Resolution Number 2016-020 to execute an Advanced Funding Agreement, between the City of Brownsville and the Texas Department of Transportation, regarding the Transportation Alternatives Program International Boulevard Area Bicycling Routes.**

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the funding agreement the City of Brownsville received from the Texas Department of Transportation (TxDOT) noting that the grant total amount was \$177,250.00, which the original match amount was \$29,424.00 and TxDOT EDC approved match was \$6,026.00, and the City would pay for Engineering Costs and TxDOT would be managing construction, inspection, and oversight, of the International Boulevard Bicycle Routes Project.

Commissioner Rose Gowen moved that Resolution Number 2016-020 to execute an Advanced Funding Agreement, between the City of Brownsville and the Texas Department of Transportation, regarding the Transportation Alternatives Program International Boulevard Area Bicycling Routes, be **approved**. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

\*\*\*\*\*

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

**14. Consideration and ACTION to award a contract for engineering services for the contract sum total \$40,209.00 for the Transportation Alternatives Program projects, International Boulevard Area Bicycling Routes and the District 3 Rapid Implementation Project.**

Commissioner Jessica Tetreau moved that a contract for engineering services be awarded to **Naismith Engineering, Inc.**, a cost of \$20,171.00 for International Boulevard Area Bicycling Routes, and \$20,038.00 for the District 3 Rapid Implementation Project, a **sum total of \$40,209.00** for the Transportation Alternatives Program Projects. The motion was seconded by Commissioner Rose Gowen and carried unanimously.

\*\*\*\*\*

**ADJOURNMENT:**

There being no further business to come before the Commission, upon duly made motion, the meeting adjourned at 6:28 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 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*



**Submit**

**AGENDA REQUEST FORM**

**Item Number: 5c.**

COMMISSION MEETING DATE: 4/5/16

Brownsville Metro  
 DEPT: Department CONTACT Norma H. Zamora, Director

**AGENDA**

**Select One:**

<b>Executive Session</b> (City Attorney Only)	<b>Workshop</b>	<b>Presentation</b>	<b>Agenda</b>	<b>Ordinance</b>
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**  
 "Consideration and ACTION authorizing Norma H. Zamora, Director to travel on April 23-28, 2016 to attend the Texas Transit Association (TTA) 2016 Roadeo, Conference, & Expo in Waco, Texas."

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

Sponsors: TxDOT and TTA

**City Manager Approval**  
 \_\_\_\_\_ **Date:** \_\_\_\_\_



# 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: March 28, 2016

FROM: Norma H. Zamora

DEPARTMENT Brownsville Metro

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

Norma H. Zamora

Director

EMPLOYEE NAME

POSITION

1. Destination: Waco, Texas

2. Est. date and time leaving: April 23, 2016

Est. date and time returning: April 28, 2016

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

4. Purpose of Trip:

Attend the Texas Transit Association (TTA) 2016 Rodeo, Conference, & Expo.

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 1148 miles x 50.5 cents a mile for private vehicle (list other) city vehicle \$ 200.00

b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ] \$ 324.50

c. Lodging \$ 93.00 per night x (1) person \$ 525.45

d. Registration Fees \$ 350.00 per person x (1) person \$ 350.00

e. Other costs (explain) n/a \$ n/a

**TOTAL:** \$ 1399.95

8. I HEREBY REQUEST AN ADVANCE OF \$ 1049.95 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 \$ \_\_\_\_\_ 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  
 Texas Transit Association (TTA) 2016 Rodeo, Conference, & Expo  
 Waco, Texas  
 April 23-28, 2015  
 The Daily Meal & IE For Waco, 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>
23-Apr-16	Saturday	0.00	44.25	44.25
24-Apr-16	Sunday	59.00	0.00	59.00
25-Apr-16	Monday	59.00	0.00	59.00
26-Apr-16	Tuesday	59.00	0.00	59.00
27-Apr-16	Wednesday	59.00	0.00	59.00
28-Apr-16	Thursday	0.00	44.25	44.25
		236.00	88.50	324.50

Nightly lodging will be from Saturday, April 23, 2016 and checking out on April 28, 2016.  
 Saturday, April 23, 2016 (first day) and Thursday, April 28, 2016 (last day) will be the  
 traveling days.



## MEMO

---

To: Charlie Cabler, City Manager  
Cc: Pete Gonzalez, Deputy Chief/CFO  
From: Norma H. Zamora, Director  
Date: March 28, 2016  
Re: BMetro Dept. Agenda Request for Travel

---

I, Norma H. Zamora, Director, hereby request authorization to travel to Waco, Texas to attend The Texas Transit Association (TTA) 2016 Roadeo, Conference, & Expo.

Please see attached documents;

- Agenda Request Form
- Travel Request Form

7b. Meals & IE Per Diem Allowance

7c. Lodging information

7d. TTA 2016 Roadeo, Conference, & Expo receipt

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





Submit

# AGENDA REQUEST FORM

Item Number: **5c.**

COMMISSION MEETING DATE: 4/5/16

Brownsville Metro  
Department  
CONTACT Norma H. Zamora, Director

## AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

"Consideration and ACTION authorizing Arturo Herrera, Lead Supervisor, to travel on May 01-06, 2016 to attend the Transit Supervisor Certification Course in Denton, Texas."

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

applied for TxDOT Scholarship Application / 65-562-770

Sponsors: - Transporation Safety Institute (TSI)

### City Manager Approval

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



# 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: March 28, 2016

FROM: Norma H. Zamora

DEPARTMENT Brownsville Metro

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

Arturo Herrera  
EMPLOYEE NAME

Lead Supervisor  
POSITION

- 1. Destination: Denton, Texas
- 2. Est. date and time leaving: May 01, 2016 Est. date and time returning: May 06, 2016
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
Attend the Transportation Safety Institute to obtain the Transit Supervisor Certification Training.

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

~~Course Overview~~ ~~Develop new supervisory skills learning the fundamental and regulatory responsibilities of supervisors. Discover the four "S's" of supervision, safety, security, service and schedule.~~

6. Will any costs be paid by a grant or sponsor: YES  NO  (List) TxDOT Scholarship Application - 65-562-770

**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 <u>1148</u> miles x 50.5 cents a mile for private vehicle (list other) <u>private vehicle</u>	\$ <u>579.74</u>
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ <u>280.50</u>
c. Lodging \$ <u>89.00</u> per night x (1) person	\$ <u>502.85</u>
d. Registration Fees \$ <u>65.00</u> per person x (1) person	\$ <u>65.00</u>
e. Other costs (explain) _____	\$ <u>.00</u>
<b>TOTAL:</b>	\$ <u>1428.09</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 1363.09 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:	* Employee Signatures:
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9. Charges to be made to line item # 65 562-770 which has a balance of \$ 1428.09 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  
 The Smith System Managing DOT Compliance Certification Course  
 Denton, Texas  
 May 01-06, 2016  
 The Daily Meal & IE For Denton, Texas is \$51.00

<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>
1-May-16	Sunday	0.00	38.25	38.25
2-May-16	Monday	51.00	0.00	51.00
3-May-16	Tuesday	51.00	0.00	51.00
4-May-16	Wednesday	51.00	0.00	51.00
5-May-16	Thursday	51.00	0.00	51.00
6-May-16	Friday	0.00	38.25	38.25
		204.00	76.50	280.50

Nightly lodging will be from Sunday, May 01, 2016 and checking out on Friday May 06, 2016.  
 Sunday, May 01, 2016 (first day) and Friday, May 06, 2016 (last day) will be the traveling days.



## MEMO

---

To: Charlie Cabler, City Manager  
Cc: Pete Gonzalez, Deputy Chief/CFO  
From: Norma H. Zamora, Director  
Date: March 28, 2016  
Re: BMetro Dept. Agenda Request for Travel

---

We hereby request authorization for Arturo Herrera, Lead Supervisor to travel to Denton, Texas to attend The Transit Supervisor (TSI) Certification Course on May 01-06, 2016.

Please see attached documents;

- Agenda Request Form
  - Travel Request Form
6. TxDOT Scholarship Application
- 7b. Meals & IE Per Diem Allowance
- 7c. Lodging information
- 7d. TSI Supervisor Certification Training information

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





Submit

# AGENDA REQUEST FORM

Item Number: **5c.**

COMMISSION MEETING DATE: 4/5/16

ENGINEERING

DEPT: \_\_\_\_\_ CONTACT CARLOS LASTRA, P.E.

## AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

### Brief Description of Agenda Item:

CONSIDERATION and ACTION authorizing Mr. Luis F. Alonso, Assistant City Engineer and Mr. David Licon, Jr., Engineer I, attend the Pumps & Pump Systems Specification, Installation and Operation Conference that will be held in Arlington, Texas from May 3 thru May 5, 2016.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_

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



# 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: 3/24/2016

FROM: CARLOS LASTRA, P.E. DEPARTMENT ENGINEERING

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

DAVID LICON, JR ENGINEER I  
EMPLOYEE NAME POSITION

- 1. Destination: ARLINGTON, TEXAS
- 2. Est. date and time leaving: MAY 3, 2016 Est. date and time returning: MAY 5, 2016
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
To attend the Pumps & Pump Systems Specification, Installation & Operation Conference.

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? *(attach additional memo as needed.)*  
Attending the conference will help maintain a high level of professionalism while conducting city business learning the new guidelines and focus on issues of economic development, health, safety and many other topics relevant to advancing pump systems.

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>256.00</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>149.00</u> per night x (1) person	\$ <u>298.00</u>
d. Registration Fees \$ <u>990</u> per person x (1) person	\$ <u>990.00</u>
e. Other costs (explain) _____	\$ _____
<b>TOTAL:</b>	\$ <u>1,691.50</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 701.50 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:	* Employee Signatures:
--------------------------------	------------------------

9. Charges to be made to line item # 620 - 770 which has a balance of \$ 10,000 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

## 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: 3/24/2016

FROM: CARLOS LASTRA, P.E. DEPARTMENT ENGINEERING

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

LUIS F. ALONSO ASSISTANT CITY ENGINEER  
EMPLOYEE NAME POSITION

- 1. Destination: ARLINGTON, TEXAS
- 2. Est. date and time leaving: MAY 3, 2016 Est. date and time returning: MAY 5, 2016
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
To attend the Pumps & Pump Systems Specification, Installation & Operation Conference.

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? *(attach additional memo as needed.)*  
Attending the conference will help maintain a high level of professionalism while conducting city business learning the new guidelines and focus on issues of economic development, health, safety and many other topics relevant to advancing pump systems.

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>256.00</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>149.00</u> per night x (1) person	\$ <u>298.00</u>
d. Registration Fees \$ <u>990</u> per person x (1) person	\$ <u>990.00</u>
e. Other costs (explain) _____	\$ _____
<b>TOTAL:</b>	\$ <u>1,691.50</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 701.50 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:	* Employee Signatures:
--------------------------------	------------------------

9. Charges to be made to line item # 620 - 770 which has a balance of \$ 10,000 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  
 to attend the Pumps & Pump System Specification Conference  
 in Arlington, Texas  
 From May 3 thru May 5, 2016  
 The Daily Meal & IE For Arlington, 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>
5/3/16	44.25	44.25	44.25
5/4/16	59.00	59.00	59.00
5/5/16	44.25	44.25	44.25
Total Meal & IE Allowance	<u>147.50</u>	<u>147.50</u>	<u>147.50</u>

Nightly Lodging: check in on Tuesday May 3, 2016 Check out on Thursday May 5, 2016.



Submit

**AGENDA REQUEST FORM**

Item Number: **5c.**

COMMISSION MEETING DATE: 4/5/16

DEPT: Public Health

CONTACT Arturo Rodriguez

**AGENDA**

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

Consideration and Action to approve travel for Nellie Zamora, Brownsville Animal Regulation and Care Center Supervisor, to attend the Texas Unites for Animals 2016 conference, in Austin, Texas on April 22-25, 2016.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much n/a

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

**City Manager Approval**

\_\_\_\_\_

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



# 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: 04/05/2016

FROM: Arturo Rodriguez

Public Health

DEPARTMENT

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

Nellie Zamora

Brownsville Animal Regulation and Care Center Supervisor

EMPLOYEE NAME

POSITION

1. Destination: Austin, Texas

2. Est. date and time leaving: Friday, April 22, 2016 @ 8:00 a.m.

Est. date and time returning: Monday, April 25, 2016

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

4. Purpose of Trip:

To attend the Texas Unites for Animals 2016 conference.

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

Topics to be discussed are Leadership, Field Services, Adoption and Rescue; Health & Behavior; Marketing & Professional Development.

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	<input type="text"/> miles x 44.5 cents a mile for private vehicle (list other)	<input type="text"/>	\$ 120.00
b. Meals:	PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL]		\$ 206.50
c. Lodging	\$ $136.85 \times 3 = 410.55$ per night x (1) person		\$ 410.55
d. Registration Fees	\$ 1 per person x (1) person		\$ 250.00
e. Other costs (explain)	<input type="text"/>		\$ 0
<b>TOTAL:</b>			\$ 987.10

8. I HEREBY REQUEST AN ADVANCE OF \$ 737.05 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

\* Employee Signatures:

9. Charges to be made to line item # 01 - 01-531-767 which has a balance of \$ 1,600.00 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  
 During Texas Unites for Animals 2016 Conference  
 in Austin Texas  
 From April 22, to April 25, 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>
Friday	April 22, 2016	44.25	44.25
Saturday	April 23, 2016	59.00	59.00
Sunday	April 24, 2016	59.00	59.00
Monday	April 25, 2016	44.25	44.25
Total Meal & IE Allowance	<u>118.00</u>	<u>88.50</u>	<u>206.50</u>

Nightly Lodging from April 22 through April 25, 2016 and checked out on Monday, April 25, 2016. Friday, April 22, 2016 (first day), and April 25, 2016 (last day) were traveling days.

# CONFERENCE INFORMATION

## WORKSHOPS

Texas Unites for Animals 2016 includes 50 workshops in six tracks:

- Leadership
- Field Services
- Adoptions & Rescue
- Health & Behavior
- Marketing & Professional Development
- Shelter Medicine (limited registration for DVMs and LVTs)

## CEUS

Texas Unites for Animals has been approved for the following CEUs:

- The Texas Department of State Health Services (DSHS) has approved all conference workshops for CE credit for ACOs, up to a maximum of 15 hours per Officer.
- The Texas Board of Veterinary Medical Examiners (TBVME) has approved a total of 21.5 hours (14.25 hours in the clinical category and 7.25 hours in the practice management category) for Veterinarians and Licensed Veterinary Technicians up to a maximum of 17 hours per individual.
- The Society of Animal Welfare Administrators (SAWA) has approved all conference workshops for CE credit for Certified Animal Welfare Administrators (CAWA) up to a maximum of 15 hours.

## HOTEL RESERVATIONS

Texas Unites for Animals 2016 will be held at the **PET-FRIENDLY** Renaissance Austin Hotel in Austin, Texas. To reserve your room, call 1-800-468-3571 or visit [www.texasunites.com/travel](http://www.texasunites.com/travel) for our unique reservation link. The special Texas Unites for Animals room rate is \$149 per night, while they last, and must be reserved by March 31, 2016. Please refer to "Texas Unites for Animals" when booking your reservation. Additional travel and overflow hotel information is available at [www.texasunites.com](http://www.texasunites.com).

## MEALS

Your registration fee includes a daily continental breakfast, lunch, snacks, and drinks/refreshments at evening receptions. See the complete schedule on pages 6-11 for additional details.

## EXHIBIT HALL EVENTS

### **Friday, April 22nd 6:00 - 8:00 p.m.**

Get a first look at the exhibitors, mingle with your colleagues, and say howdy to your hosts, the Texas Unites Board of Directors, at the Exhibit Hall Opening & Welcome Reception in the Rio Grande Exhibit Hall. We'll have a cash bar and several door prizes to kick off the conference!

### **Saturday, April 23rd 5:30 - 7:00 p.m.**

Join us for a fun filled networking event with prizes! We'll have complimentary appetizers and a cash bar, so come on down to the Rio Grande Exhibit Hall and make some new friends.

The Exhibit Hall will be open during breakfasts, lunches, breaks, and evening events, providing you many opportunities to check out all of the exhibitors and participate in several contests and raffles!



Submit

**AGENDA REQUEST FORM**

Item Number: **5c.**

COMMISSION MEETING DATE: 4/5/16

Public Health  
 DEPT: \_\_\_\_\_ CONTACT Arturo Rodriguez

**AGENDA**

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

Consideration and Action to approve travel for Christopher Haggstrom, Assistant Public Health Director, to attend the Texas Environmental Health Association Governign Council Meeting in Austin, Texas on April 7-8, 2016.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

**City Manager Approval**

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



# 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: 04/05/2016

FROM: Arturo Rodriguez

Public Health

DEPARTMENT

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

Christopher Haggstrom

Assistant Public Health Director

EMPLOYEE NAME

POSITION

1. Destination: Austin, Texas

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

Est. date and time returning: Friday April 8, 2016

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

4. Purpose of Trip:

To attend a Texas Environmental Health Association Governing Council Meeting.

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

Discussion on the 2016 Advanced Energy Conference Program/Planning and Legislative updates.

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 \$  $103 \times 1 + 16.22 \text{ Taxes} = 119.22$  per night x (1) person \$ 119.22

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

e. Other costs (explain)  \$ 0

**TOTAL:** \$ 327.72

8. I HEREBY REQUEST AN ADVANCE OF \$ 327.72 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

\* Employee Signatures:

9. Charges to be made to line item # 01 - 01-535-767 which has a balance of \$ 3,000 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.

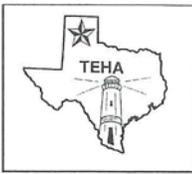
/S/ \_\_\_\_\_

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 April 7, to April 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	April 7, 2016	44.25	44.25
Friday	April 8, 2016	44.25	44.25
Total Meal & IE Allowance	<u>0.00</u>	<u>88.50</u>	<u>88.50</u>

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



**Texas Environmental Health Association  
Preliminary Agenda of the Governing Council  
Friday, April 8th, 2016  
DoubleTree Hotel Austin  
Time: 8:30 am**

- |   |                                  |
|---|----------------------------------|
| <b>1. Call to Order and Welcome</b>                           | <b>Monty McGuffin, President</b> |
| <b>2. Invocation</b>  |                                  |
| <b>3. Roll Call and Attendance Report</b>                     | <b>Jodie Halter</b>              |
| <b>4. Approval of Minutes of January 8<sup>th</sup>, 2016</b> | <b>Monty McGuffin, President</b> |
| <b>5. Report from the Executive Director</b>                  | <b>Jodie Halter</b>              |
| <b>a. Membership/Financial Report</b>                         |                                  |
| <b>b. Correspondence</b>                                      |                                  |
| <b>c. Website, Beacon Update</b>                              |                                  |
| <b>6. Report from the President</b>                           | <b>Monty McGuffin, President</b> |
| <b>7. Legislative Update</b>                                  | <b>Duane Galligher</b>           |
| <b>8. Standing Committee and Other Reports</b>                |                                  |
| <b>a. Professional Education</b>                              | <b>Victor Baldovinos</b>         |
| <b>b. Legislation and Guidance</b>                            | <b>Victor Baldovinos</b>         |
| <b>c. Membership/Visions in EH</b>                            | <b>Lisa Pomroy</b>               |
| <b>d. Site Selection Committee</b>                            | <b>Jodie Halter</b>              |
| <b>e. I.E. Scott Committee</b>                                | <b>Victor Baldovinos</b>         |
| <b>f. Awards Committee</b>                                    | <b>Jodie Halter</b>              |
| <b>g. Nomination Committee</b>                                | <b>Joanna Meyers</b>             |
| <b>9. 2016 AEC Program Planning Report</b>                    | <b>Zachary Holbrooks</b>         |
| <b>10. New Business</b>                                       | <b>Monty McGuffin</b>            |
| <b>a. By-law and Policy Review</b>                            | <b>Lisa Pomroy</b>               |
| <b>11. Chapter Activity and Financial Reports</b>             |                                  |
| <b>Central Texas</b>  | <b>Lania Sibley</b>              |
| <b>East Texas</b>   | <b>Tommy Wheeler</b>             |
| <b>Gulf Coast</b>   | <b>John Shrader</b>              |
| <b>North Texas</b>  | <b>Leticia Cordero</b>           |
| <b>South Texas</b>  | <b>Lee Kelley</b>                |
| <b>West Texas/Panhandle</b>                                   | <b>Renee Witherspoon</b>         |
| <b>12. Next Governing Council Meeting Date</b>                | <b>DoubleTree Hotel, Austin</b>  |
| <b>July 15th, 2016</b>  | <b>Monty McGuffin, President</b> |
| <b>13. Adjournment</b>  |                                  |



Submit

**AGENDA REQUEST FORM**

Item Number: **5c.**

COMMISSION MEETING DATE: 4/5/16

DEPT: Human Resources

CONTACT Oscar Salinas

**AGENDA**

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

Consideration and action to authorize Ivan Reyes, Safety & Risk Specialist and Monica Moreno, Benefit Specialist to attend the 2016 Annual ASO Regional Meeting; held in Austin, Texas on April 6-7, 2016.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

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**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

**City Manager Approval**

\_\_\_\_\_

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



# 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:** \_\_\_\_\_

**FROM:** Oscar Salinas **DEPARTMENT:** Human Resources

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

Ivan Reyes Safety/Risk Specialist  
EMPLOYEE NAME POSITION

- 1. Destination: San Antonio, Texas
- 2. Est. date and time leaving: Wed. April 6, 2016 Est. date and time returning: Thur. April 7, 2016
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
To attend the 2016 ASO Regional Meeting .

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

Prepare for plan renewal meetings. Get updates on Health Care Reform. Information to be shared on pre-renewal meetings.

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) _____	\$ 120.00
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ 88.50
c. Lodging \$ _____ per night x (1) person	\$ 344.94
d. Registration Fees \$ _____ per person x (1) person	\$ _____
e. Other costs (explain) _____	\$ _____
<b>TOTAL:</b>	<b>\$ 553.44</b>

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

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

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

## 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: 03/22/2016

FROM: Oscar Salinas

DEPARTMENT Human Resources

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

Monica Moreno  
EMPLOYEE NAME

Benefits Specialist  
POSITION

1. Destination: San Antonio, Texas
2. Est. date and time leaving: Wed. April 6, 2016 Est. date and time returning: Thur. April 7, 2016
3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
To attend the 2016 ASO Regional Meeting .

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

Cross training. Employee directly assists with insurance matters

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)_____               | \$ _____        |
| b. Meals:                | PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ] | \$ <u>88.50</u> |
| c. Lodging               | \$ _____ per night x (1) person   | \$ _____        |
| d. Registration Fees     | \$ _____ per person x (1) person  | \$ _____        |
| e. Other costs (explain) | _____   | \$ _____        |
| <b>TOTAL:</b>            |   | \$ <u>88.50</u> |

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

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

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



**Thursday, April 7,  
2016  
10 am to 2 pm**

**Topics**

- Interoperability (Migration)
- PPACA Benefits Update
- Regulatory Reporting Update
- Health Information Technology (HITECH) / Medical Technology: Payor & Provider Changes
- Stop Loss Trends & Purchasing Options
- Networks – IEBP’s, Marketplace Plans, Carriers, & Other Solutions being presented in Texas
- Retiree Solutions – Pre & Post 65
- Public & Private Exchanges
- Prescription Management
- PEBA Requests for Proposals (RFP’s)
- Network Management
- Business Model

**Meeting Location**

Texas Municipal Center  
1821 Rutherford Lane  
Austin TX 78754  
(800) 348-7879  
(512) 719-6500

*No cost to attend &  
Lunch will be provided*

# 2016 ASO Regional Meeting

You are cordially invited to an important annual meeting hosted by TML MultiState IEBP concerning effective and efficient management of partially self-funded healthcare benefit plans. If you are involved with employee benefit/healthcare costs, you are welcome to attend!

**Registration Information**

Group Name: City of Brownsville

Contact Name: Ivan Reyes

Contact Phone: (956) 548-6064

Contact Email: ivanr@cob.us

# for Dinner: 0

Attendee Name	Title
Ivan Reyes	Safety/Risk Specialist
Monica Moreno	Benefit Specialist

\*If any in your group are interested in attending dinner on Wednesday, April 6<sup>th</sup>, please indicate “# for Dinner” above and we will contact you to make arrangements.

**Please send this completed form by  
March 29th to Jessica.Stovall@iebp.org or  
Fax to 512-719-6769**

City of Brownsville, Texas  
 Analysis of Meal & IE Per Diem Allowance  
 During the 2016 ASO Regional Meeting  
 in Austin, Texas  
 From April 6, 2016 Through April 7, 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>
April 6, 2016 Wednesday	0.00	44.25	44.25
April 7, 2016 Thursday	0.00	44.25	44.25
Total Meal & IE Allowance	<u>0.00</u>	<u>88.50</u>	<u>88.50</u>

Nightly Lodging from April 06 through November April 07, 2016 and checked out on Thursday, April 07, 2016. Wednesday, April 06, 2016 (first day), and Thursday, April 07, 2016 (last day) were traveling days.



Submit

# AGENDA REQUEST FORM

Item Number: **5c.**

COMMISSION MEETING DATE: 4/5/16

DEPT: HR

CONTACT: Oscar Salinas

## AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

### Brief Description of Agenda Item:

Consideration and action to authorized Josh Perez, Assistant HR Director to attend the Texas Employment and Immigration Law Briefings; held in Houston, Texas on April 12, 2016

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_

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



# 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:** \_\_\_\_\_

**FROM:** Oscar Salinas **DEPARTMENT:** Human Resources

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

Josh Perez Asst. Human Resources Director  
EMPLOYEE NAME POSITION

- 1. Destination: Houston, Texas
- 2. Est. date and time leaving: Tue. April 12, 2016 Est. date and time returning: Tue. April 12, 2016
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
To attend the Texas Employment and Immigration Law Briefings

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

Knowledge about new labor laws that will be in place in 2016.

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>Airline Tickets</u>	\$ _____
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ <u>51.00</u>
c. Lodging \$ _____ per night x (1) person	\$ _____
d. Registration Fees \$ _____ per person x (1) person	\$ _____
e. Other costs (explain) <u>Car Rental</u>	\$ <u>103.43</u>
<b>TOTAL:</b>	\$ <u>482.63</u>

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

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

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 TMRS Correspondent Certification Program  
 in Houston, Texas  
 From April 12 Through April 12, 2016  
 The Daily Meal & IE For Houston, Texas is \$51

<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>
April 12, 2016	Wednesday	0.00	51.00	51.00
Total Meal & IE Allowance		<u>0.00</u>	<u>51.00</u>	<u>51.00</u>

Tuesday, April 12, 2016 (first day), and Tuesday, April 12, 2016 (last day) were traveling days.

# YOU'RE INVITED

Ogletree  
Deakins

The Texas offices of  
**OGLETREE DEAKINS**

present a complimentary  
**EMPLOYMENT AND IMMIGRATION LAW BRIEFING**

8:00 – 10:00 a.m.

#### **PRIVATE EYES: CONDUCTING EFFECTIVE WORKPLACE INVESTIGATIONS**

Join us for an informative and interactive session that will describe the mechanics of a good investigation, best practices to follow when conducting an investigation, and common mistakes employers make when investigating employee complaints. With over 1,200 investigations under her belt, presenter Patti Perez will lead you through a fast-paced discussion of how to hone your skills as a workplace sleuth.

#### **WAGE AND HOUR UPDATE**

Learn how the U.S. Department of Labor's proposed Part 541 regulations will change the various overtime exemptions.

#### **HEADLINE NEWS**

Learn about the latest labor and employment law developments.

10:00 a.m. – Noon

#### **SPECIAL IMMIGRATION SYMPOSIUM**

This symposium will address the most effective strategies businesses can use to deal successfully with today's evolving immigration landscape, including: ensuring immigration compliance beyond the I-9, tackling the ongoing shortage of H-1B visas for skilled and educated foreign professionals, dealing with mounting difficulties in obtaining L-1 visas for intracompany transfers, and navigating the labyrinth of immigration laws that can hinder the ability of employees to work remotely.

#### **HOUSTON – TUESDAY, APRIL 12**

Studio Movie Grill – City Centre  
822 Town & Country Boulevard  
Houston, TX 77024 • (713) 461-4449

#### **SAN ANTONIO – THURSDAY, APRIL 14**

Plaza Club  
100 West Houston Street, 21st Floor  
San Antonio, TX 78205 • (210) 227-4191

#### **TIME**

First Session: 8:00 a.m. – 10:00 a.m.  
Second Session: 10:00 a.m. – Noon  
(Registration and breakfast will begin at 7:30 a.m.)

#### **DALLAS – WEDNESDAY, APRIL 13**

Studio Movie Grill – Dallas Royal Lane  
11170 North Central Expressway  
Dallas, TX 75243 • (214) 361-2966

#### **AUSTIN – FRIDAY, APRIL 15**

Hilton Austin  
500 East 4th Street  
Austin, TX 78701 • (512) 482-8000

#### **COST**

Complimentary  
(Continental breakfast and program materials are included.)

## REGISTRATION

Register online at [www.ogletreedeakins.com](http://www.ogletreedeakins.com), or contact Lori Arnoldy at [lori.arnoldy@ogletreedeakins.com](mailto:lori.arnoldy@ogletreedeakins.com), or (713) 655-5759.

We have submitted this program to the HR Certification Institute and SHRM for review. This program has been approved for 4.0 hours of Texas CLE credit.

When registering, please be sure to indicate which location you will attend, and whether you will attend the employment law segment, Special Immigration Symposium, or both sessions.



Submit

**AGENDA REQUEST FORM**

Item Number: **5c.**

COMMISSION MEETING DATE: 4/5/16

DEPT: HR

CONTACT: Oscar Salinas

**AGENDA**

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

Consideration and action to authorized Oscar Salinas, HR Director to attend the 2016 Hog Wild educational seminar; held in San Marcos, Texas on May 25-27, 2015

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

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**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

**City Manager Approval**

\_\_\_\_\_

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



# 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:** \_\_\_\_\_

**FROM:** Oscar Salinas **DEPARTMENT:** Human Resources

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

Oscar Salinas Human Resources Director  
EMPLOYEE NAME POSITION

- 1. Destination: San Antonio, Texas
- 2. Est. date and time leaving: May 25, 2016 Est. date and time returning: May 27, 2016
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
To attend the Hog Wild 2016 educational seminar.

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

To Keep abreast of Human Resources / Civil Service updates and case from around TX and the USA

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) _____	\$ 120.00
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ 127.50
c. Lodging \$ _____ per night x (1) person	\$ 190.90
d. Registration Fees \$ _____ per person x (1) person	\$ _____
e. Other costs (explain) _____	\$ _____
<b>TOTAL:</b>	<b>\$ 438.40</b>

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

<b>Department Director Signature:</b>	<b>* Employee Signatures:</b>
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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 TMRS Correspondent Certification Program  
 in San Marcos, Texas  
 From May 25 Through May 27, 2016  
 The Daily Meal & IE For San Marcos, Texas is \$51

<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>
May 25, 2016	Wednesday	0.00	38.25	38.25
May 26, 2016	Thursday	0.00	51.00	51.00
May 27, 2016	Friday	<u>0.00</u>	<u>38.25</u>	<u>38.25</u>
Total Meal & IE Allowance		<u><u>0.00</u></u>	<u><u>127.50</u></u>	<u><u>127.50</u></u>

Nightly Lodging from May 25 through May 27, 2016 and checked out on Friday, May 27, 2016. Wednesday, May 25, 2016 (first day), and Friday, May 27, 2016 (last day) were traveling days.

# SAVE THE DATE!

## 2 DAY HOG WILD 2016!

**MAY 26<sup>th</sup> - May 27<sup>th</sup>**

The **FREE** Continuing Education Seminar for  
All Local Government Officials & Employees

**Presented in collaboration with, and held at**



*The rising STAR of Texas*

Session Topics Include:

- 21<sup>st</sup> Century Law Enforcement, post-Ferguson
- Civil Service & Non-Civil Service Police Issues
- Human Resources – Employment Topics
- Public Information & Retention Rules Explained
- Developments in use of Social Media
- Land Use & Development Issues
- Water resources and Wastewater regulation
- Economic Development trends
- Texas Legislative Updates & What to Expect
- MORE.....

**For more information please call:**



(210) 227-3243 San Antonio



Submit

# AGENDA REQUEST FORM

Item Number: **5c.**

COMMISSION MEETING DATE: 4-5-16 DEPT: Planning CONTACT Ramiro Gonzalez

## AGENDA

Select One:

<b>Executive Session</b> (City Attorney Only)  Time needed: _____ Action Item: _____	<b>Workshop</b>  Time Needed: _____	<b>Presentation</b>  Time Needed: _____	<b>Agenda</b>  <input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<b>Ordinance</b>  <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading
--	---	---	--	---

**Brief Description of Agenda Item:**

Consideration and Action for travel request for Ramiro Gonzalez, Special Project Manager to Detroit, MI to attend the Congress for the New Urbanism Conference.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

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**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_ **Date:** \_\_\_\_\_



# 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: \_\_\_\_\_

FROM: Ramiro Gonzalez DEPARTMENT Planning

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

Ramiro Gonzalez Special Project Manager  
EMPLOYEE NAME POSITION

- 1. Destination: Detroit, MI
- 2. Est. date and time leaving: June 7th 2016 9:00 am Est. date and time returning: June 11th 2016 11:00 pm
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
Attending the Congress for the New Urbanism Conference

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

Attending the Congress for the New Urbanism Conference

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>American Airlines</u>	\$ <u>591.20</u>
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ <u>243.00</u>
c. Lodging \$ <u>139.00</u> per night x (1) person	\$ <u>600.00</u>
d. Registration Fees \$ _____ per person x (1) person	\$ _____
e. Other costs (explain) <u>Taxi</u>	\$ <u>50.00</u>
<b>TOTAL:</b>	\$ <u>1,484.20</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 1,484.20 FOR THE PURPOSE OF THIS TRIP.

<b>Department Director Signature:</b>	<b>* Employee Signatures:</b>
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9. Charges to be made to line item # 01 613-770 which has a balance of \$ 2755.40 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

City of Brownsville, Texas  
 Analysis of Meal & IE Per Diem Allowance  
 Congress for the New Urbanism Conference  
 Detroit, MI  
 June 7-11, 2016  
 The Daily Meal & IE For Detroit, MI \$54.00

<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>
June 7, 2016	Tuesday	\$0.00	\$40.50	\$40.50
June 8, 2016	Wednesday	\$54.00	\$0.00	\$54.00
June 9, 2016	Thursday	\$54.00	\$0.00	\$54.00
June 10, 2016	Friday	\$54.00	\$0.00	\$54.00
June 11, 2016	Saturday	<u>\$0.00</u>	<u>\$40.50</u>	\$40.50
Total Meal & IE Allowance		\$162.00	\$81.00	\$243.00



The 24th annual Congress for the New Urbanism in Detroit will bring together over 1,500 individuals from North America and around the world for four days of education, collaboration, discussion, and debate on the policies, designs, and emerging approaches that create great places.

Detroit and its residents have endured the trauma of transformation from an industrial economy to the information age. They have confronted social, political, and economic challenges familiar to many other urban areas, only at a scale and complexity beyond what most could imagine. Now, Detroiters are emerging from that experience as pioneers of innovation at every level from neighborhood to region.

**SP**



Submit

# AGENDA REQUEST FORM

Item Number: 5c.

COMMISSION MEETING DATE: 4/05/16

DEPT: Planning

CONTACT Miriam Suarez

## AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

### Brief Description of Agenda Item:

Consideration and Action for travel request for Miriam Suarez, Main Street Manager to Milwaukee, WI to attend the Main Street Now- Conference of the National Street Center in May 23-25, 2016.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

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**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_

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



# 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: \_\_\_\_\_

FROM: Miriam Suarez DEPARTMENT Planning

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

Mariam Suarez Main Street Manager  
EMPLOYEE NAME POSITION

- 1. Destination: Milwaukee, WI
- 2. Est. date and time leaving: May 23rd 2016 9:00 am Est. date and time returning: May 25th 2016 11:00 pm
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
Attending the Main Street Now-Conference of the National Main Street Center

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

Attending the Main Street Now- Conference of the National Main Street Center

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>American Airlines</u>	\$ <u>425.20</u>
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ <u>160.00</u>
c. Lodging \$ <u>134.00</u> per night x (1) person	\$ <u>500.00</u>
d. Registration Fees \$ _____ per person x (1) person	\$ _____
e. Other costs (explain) <u>Taxi</u>	\$ <u>50.00</u>
<b>TOTAL:</b>	\$ <u>1,135.20</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 1,135.20 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:	* Employee Signatures:
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9. Charges to be made to line item # 01 613-770 which has a balance of \$ 1,841.14 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  
 Main Street Now- Conference of the National Main Street Center  
 Milwaukee, WI  
 May 23-25, 2016  
 The Daily Meal & IE For Milwaukee, WI \$64.00

<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>
May 23, 2016	Monday	\$0.00	\$48.00	\$48.00
May 24, 2016	Tuesday	\$64.00	\$0.00	\$64.00
May 25, 2016	Wednesday	<u>\$0.00</u>	<u>\$48.00</u>	\$48.00
Total Meal & IE Allowance		\$64.00	\$96.00	\$160.00



Submit

# AGENDA REQUEST FORM

Item Number: **5c.**

COMMISSION MEETING DATE: 4-5-16

DEPT: Planning/MPO

CONTACT Alfonso Vallejo

## AGENDA

Select One:

<b>Executive Session</b> (City Attorney Only)  Time needed: _____ Action Item: _____	<b>Workshop</b>  Time Needed: _____	<b>Presentation</b>  Time Needed: _____	<b>Agenda</b>  <input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<b>Ordinance</b>  <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading
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**Brief Description of Agenda Item:**

Consideration and Action for travel request for Alfonso Vallejo, Deputy MPO Director, to Corpus Christi, TX to attend the Model Applications Training Using TransCAD & TexPACK Software on May 9-13, 2016.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

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**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

To be 100% reimbursed by the Texas Department of Transportation.

**City Manager Approval**

\_\_\_\_\_

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



# 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: 03/28/2016

FROM: Alfonso Vallejo

DEPARTMENT Planning

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

Alfonso Vallejo  
EMPLOYEE NAME

Deputy MPO Director  
POSITION

- 1. Destination: Corpus Christi, TX
- 2. Est. date and time leaving: 05/09/2016 6:00 am Est. date and time returning: 05/13/2016 1:00 pm
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
Attend the Model Applications Training Using TransCAD & TexPACK Software on May 9-13, 2016.

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

Attend the Model Applications Training Using TransCAD & TexPACK Software on May 9-13, 2016.

6. Will any costs be paid by a grant or sponsor: YES  NO  (List) \_\_\_\_\_  
To be 100% reimbursed by the Texas Department of Transportation.

**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 <u>320</u> miles x 50.5 cents a mile for private vehicle (list other) _____	\$ _____
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ <u>265.50</u>
c. Lodging \$ _____ per night x (1) person	\$ <u>473.80</u>
d. Registration Fees \$ _____ per person x (1) person	\$ <u>0.00</u>
e. Other costs (explain) _____	\$ <u>0.00</u>
<b>TOTAL:</b>	\$ <u>912.10</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 900.00 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:	* Employee Signatures:
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9. Charges to be made to line item # 614 - 770 which has a balance of \$ 5,398.07 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  
 Model Applications Training Using TransCAD & TexPACK Software  
 Corpus Christi, Texas  
 May 9-13, 2016  
 The Daily Meal & IE For Corpus Christi, TX 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>
May 9, 2016	Monday	\$0.00	\$44.25	\$44.25
May 10, 2016	Tuesday	\$59.00	\$0.00	\$59.00
May 11, 2016	Wednesday	\$59.00	\$0.00	\$59.00
May 12, 2016	Thursday	\$59.00	\$0.00	\$59.00
May 13, 2016	Friday	<u>\$0.00</u>	<u>\$44.25</u>	<u>\$44.25</u>
Total Meal & IE Allowance		\$177.00	\$88.50	\$265.50



Submit

# AGENDA REQUEST FORM

Item Number: **5c.**

COMMISSION MEETING DATE: 4/5/16

DEPT: Police Department

CONTACT Orlando Rodriguez, Chief of Police

## AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

### Brief Description of Agenda Item:

Consideration and Action to authorize Animal Control Officer II Robert Dippong # 5765 and Animal Control Officer Peter Juarez # 7614 to attend the "Texas Unites for Animals" conference in Austin, Texas April 22-25, 2016.

FINANCIAL: Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

FINANCE DEPARTMENT:      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

PURCHASING DEPARTMENT: Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

CITY ATTORNEY:      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

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ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_

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



# 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: 03/28/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Robert G. Dippong, Jr. #5765

Animal Control Officer II

EMPLOYEE NAME

POSITION

1. Destination: Austin, TX

2. Est. date and time leaving: 04/22/2016 08:00 AM

Est. date and time returning: 04/25/2016 05:00 PM

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

4. Purpose of Trip:

To attend the "Texas Unites for Animals Conference"

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

This conference will provide training in areas of the newest updates laws, techniques and equipment used by ACO's.

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	<input type="text"/> miles x 44.5 cents a mile for private vehicle (list other)	<input type="text"/>	\$ 158.84
b. Meals:	PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL]		\$ 150.50
c. Lodging	\$ 133.01 per night x (1) person Tax Included		\$ 399.05
d. Registration Fees	\$ 225.00 per person x (1) person	MAIL IN	\$ 225.00
e. Other costs (explain)	<input type="text"/>		\$ 000.00
<b>TOTAL:</b>			933.39

8. I HEREBY REQUEST AN ADVANCE OF \$ 708.39 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

\* Employee Signatures:

9. Charges to be made to line item # 01 - 311A-770 which has a balance of \$ 3,510.00 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>Austin</b>	TX	<b>78759</b>	
--	----	---------------	----	--------------	--

	From:	4/22/2016	8:00 AM	to	4/25/2016	5:00 PM
--	-------	-----------	---------	----	-----------	---------

The Daily Meal & IE for :	<b>Austin</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>Friday, April 22, 2016</b>	Travel Date	\$59.00	0.75	\$ 44.25
<b>Saturday, April 23, 2016</b>	\$31.00			\$ 31.00
<b>Sunday, April 24, 2016</b>	\$31.00			\$ 31.00
				\$ -
				\$ -
<b>Monday, April 25, 2016</b>	Return Date	\$59.00	0.75	\$ 44.25
<b>Total Meal &amp; IE Allowance</b>	<b>62.00</b>	<b>\$</b>	<b>88.50</b>	<b>150.50</b>

Nightly Lodging from:	Friday, April 22, 2016	and check out is on	Monday, April 25, 2016
	Friday, April 22, 2016	(First Day) and	Monday, April 25, 2016 (Last Day) were traveling days

**MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW**

**BREAKFAST AND LUNCH PROVIDED DURING TRAINING ONLY DINNER FOR APRIL 23 & 24**



# 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: 03/28/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Peter D. Juarez #7614

Animal Control Officer

EMPLOYEE NAME

POSITION

1. Destination: Austin, TX

2. Est. date and time leaving: 04/22/2016 08:00 AM

Est. date and time returning: 04/25/2016 05:00 PM

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

4. Purpose of Trip:

To attend the "Texas Unites for Animals Conference"

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

This conference will provide training in areas of the newest updates laws, techniques and equipment used by ACO's.

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	<input type="text"/> miles x 44.5 cents a mile for private vehicle (list other)	<input type="text"/>	\$ 000.00
b. Meals:	PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL]		\$ 150.50
c. Lodging	\$ 000.00 per night x (1) person		\$ 000.00
d. Registration Fees	\$ 225.00 per person x (1) person	<b>MAIL IN</b>	\$ 225.00
e. Other costs (explain)	<input type="text"/>		\$ 000.00
<b>TOTAL:</b>			<b>375.50</b>

8. I HEREBY REQUEST AN ADVANCE OF \$ 150.50 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 \$ 2,801.61 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>Austin</b>	TX	<b>78759</b>	
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	From:	4/22/2016	8:00 AM	to	4/25/2016	5:00 PM
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The Daily Meal & IE for :	<b>Austin</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>Friday, April 22, 2016</b>	Travel Date	\$59.00	0.75	\$ 44.25
<b>Saturday, April 23, 2016</b>	\$31.00			\$ 31.00
<b>Sunday, April 24, 2016</b>	\$31.00			\$ 31.00
				\$ -
				\$ -
<b>Monday, April 25, 2016</b>	Return Date	\$59.00	0.75	\$ 44.25
Total Meal & IE Allowance		<b>62.00</b>	<b>\$ 88.50</b>	<b>150.50</b>

Nightly Lodging from:	Friday, April 22, 2016	and check out is on	Monday, April 25, 2016
	Friday, April 22, 2016	(First Day) and	Monday, April 25, 2016 (Last Day) were traveling days

**MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW**

**BREAKFAST AND LUNCH PROVIDED DURING TRAINING ONLY DINNER FOR APRIL 23 & 24**

# CONFERENCE INFORMATION

## WORKSHOPS

Texas Unites for Animals 2016 includes 50 workshops in six tracks:

- Leadership
- Field Services
- Adoptions & Rescue
- Health & Behavior
- Marketing & Professional Development
- Shelter Medicine (limited registration for DVMs and LVTs)

## CEUS

Texas Unites for Animals has been approved for the following CEUs:

- The Texas Department of State Health Services (DSHS) has approved all conference workshops for CE credit for ACOs, up to a maximum of 15 hours per Officer.
- The Texas Board of Veterinary Medical Examiners (TBVME) has approved a total of 21.5 hours (14.25 hours in the clinical category and 7.25 hours in the practice management category) for Veterinarians and Licensed Veterinary Technicians up to a maximum of 17 hours per individual.
- The Society of Animal Welfare Administrators (SAWA) has approved all conference workshops for CE credit for Certified Animal Welfare Administrators (CAWA) up to a maximum of 15 hours.

## HOTEL RESERVATIONS

Texas Unites for Animals 2016 will be held at the **PET-FRIENDLY** Renaissance Austin Hotel in Austin, Texas. To reserve your room, call 1-800-468-3571 or visit [www.texasunites.com/travel](http://www.texasunites.com/travel) for our unique reservation link. The special Texas Unites for Animals room rate is \$149 per night, while they last, and must be reserved by March 31, 2016. Please refer to "Texas Unites for Animals" when booking your reservation. Additional travel and overflow hotel information is available at [www.texasunites.com](http://www.texasunites.com).

## MEALS

Your registration fee includes a daily continental breakfast, lunch, snacks, and drinks/refreshments at evening receptions. See the complete schedule on pages 6-11 for additional details.

## EXHIBIT HALL EVENTS

### **Friday, April 22nd 6:00 - 8:00 p.m.**

Get a first look at the exhibitors, mingle with your colleagues, and say howdy to your hosts, the Texas Unites Board of Directors, at the Exhibit Hall Opening & Welcome Reception in the Rio Grande Exhibit Hall. We'll have a cash bar and several door prizes to kick off the conference!

### **Saturday, April 23rd 5:30 - 7:00 p.m.**

Join us for a fun filled networking event with prizes! We'll have complimentary appetizers and a cash bar, so come on down to the Rio Grande Exhibit Hall and make some new friends.

The Exhibit Hall will be open during breakfasts, lunches, breaks, and evening events, providing you many opportunities to check out all of the exhibitors and participate in several contests and raffles!



**Submit**

**AGENDA REQUEST FORM**

**Item Number: 5c.**

COMMISSION MEETING DATE: 4/5/16

DEPT: Police Department

CONTACT Orlando Rodriguez, Chief of Police

**AGENDA**

**Select One:**

<b>Executive Session (City Attorney Only)</b>	<b>Workshop</b>	<b>Presentation</b>	<b>Agenda</b>	<b>Ordinance</b>
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

Consideration and Action to authorize Public Safety Records Supervisor Albesa Elias-Calles # 7464, Records Processor Gloria Gonzalez # 7463 and Public Information Officer Roxanna G. Rosas to attend the " Texas Public Information Seminar " in Austin, Texas April 17 - 20, 2016.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

**City Manager Approval**

\_\_\_\_\_

**Date:** \_\_\_\_\_



# 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: 03/28/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Albesa Elias-Calles #7464

Public Safety Records Supervisor

EMPLOYEE NAME

POSITION

1. Destination: Austin TX

2. Est. date and time leaving: 04/17/2016

Est. date and time returning: 04/20/2016

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

4. Purpose of Trip:

To attend the "Texas Public Information Seminar"

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

This course is designed for law enforcement personnel for Open Records-Public Information to provide staff with definitive answers to questions on open records and how to fulfill responsibilities. A practical guide to those officials who have the responsibility to respond to open cords/public information requests.

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	<input type="text"/> miles x 44.5 cents a mile for private vehicle (list other)	<input type="text"/>	\$ 147.84
b. Meals:	PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL]		\$ 191.50
c. Lodging	\$ 156.26 per night x (1) person	Tax Included	\$ 468.78
d. Registration Fees	\$ 280.00 per person x (1) person	<b>Paid by PCARD</b>	\$ 280.00
e. Other costs (explain)	<input type="text"/>		\$ 15.00
	HOTEL PARKING \$5.00 PER DAY	<b>TOTAL:</b>	1103.12

8. I HEREBY REQUEST AN ADVANCE OF \$ 823.12 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 \$ 15,543.26 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>Austin</b>	TX	<b>78752</b>	
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	From:	4/17/2016	8:00 AM	to	4/20/2016	5:00 PM
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The Daily Meal & IE for :	<b>Austin</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>Sunday, April 17, 2016</b>	Travel Date	\$59.00	0.75	\$ 44.25
<b>Monday, April 18, 2016</b>	\$59.00			\$ 59.00
<b>Tuesday, April 19, 2016</b>	\$44.00			\$ 44.00
				\$ -
				\$ -
<b>Wednesday, April 20, 2016</b>	Return Date	\$59.00	0.75	\$ 44.25
<b>Total Meal &amp; IE Allowance</b>				
	<b>103.00</b>	<b>\$</b>	<b>88.50</b>	<b>191.50</b>

Nightly Lodging from:	Sunday, April 17, 2016	and check out is on	Wednesday, April 20, 2016
	Sunday, April 17, 2016	(First Day) and	Wednesday, April 20, 2016 (Last Day) were traveling days

**MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW**

**Only on 04-19-2016 Lunch provided**



# 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: 03/28/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Gloria Gonzalez #7463

Public Safety Records Processor

EMPLOYEE NAME

POSITION

1. Destination: Austin TX

2. Est. date and time leaving: 04/17/2016 08:00 AM

Est. date and time returning: 04/20/2016 05:00 PM

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

4. Purpose of Trip:

To attend the "Texas Public Information Seminar"

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

This course is designed for law enforcement personnel for Open Records-Public Information to provide staff with definitive answers to questions on open records and how to fulfill responsibilities. A practical guide to those officials who have the responsibility to respond to open cords/public information requests.

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] \$ 191.50

c. Lodging \$ 156.26 per night x (1) person Tax Included \$ 468.78

d. Registration Fees \$ 280.00 per person x (1) person **Paid by PCARD** \$ 280.00

e. Other costs (explain)  \$ 000.00

**TOTAL:** 940.28

8. I HEREBY REQUEST AN ADVANCE OF \$ 660.28 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 \$ 14,720.14 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>Austin</b>	TX	<b>78752</b>	
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	From:	4/17/2016	8:00 AM	to	4/20/2016	5:00 PM
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The Daily Meal & IE for :	<b>Austin</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>Sunday, April 17, 2016</b>	Travel Date	\$59.00	0.75	\$ 44.25
<b>Monday, April 18, 2016</b>	\$59.00			\$ 59.00
<b>Tuesday, April 19, 2016</b>	\$44.00			\$ 44.00
				\$ -
				\$ -
<b>Wednesday, April 20, 2016</b>	Return Date	\$59.00	0.75	\$ 44.25
<b>Total Meal &amp; IE Allowance</b>				
	<b>103.00</b>	<b>\$</b>	<b>88.50</b>	<b>191.50</b>

Nightly Lodging from:	Sunday, April 17, 2016	and check out is on	Wednesday, April 20, 2016
	Sunday, April 17, 2016	(First Day) and	Wednesday, April 20, 2016 (Last Day) were traveling days

**MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW**

**Only on 04-19-2016 Lunch provided**



# 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: 03/28/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Roxanna G. Rosas

Public Relations Officer

EMPLOYEE NAME

POSITION

1. Destination: Austin TX

2. Est. date and time leaving: 04/17/2016 08:00 AM

Est. date and time returning: 04/20/2016 05:00 PM

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

4. Purpose of Trip:

To attend the "Texas Public Information Seminar"

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

This course is designed for personnel dealing with Open Records-Public Information to provide staff with definitive answers to questions on open records and how to fulfill responsibilities. A practical guide to those officials who have the responsibility to respond to open cords/public information requests.

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	<input type="text"/> miles x 44.5 cents a mile for private vehicle (list other)	<input type="text"/>	\$ 000.00
b. Meals:	PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL]		\$ 191.50
c. Lodging	\$ 156.26 per night x (1) person Tax Included		\$ 468.78
d. Registration Fees	\$ 280.00 per person x (1) person	Paid by PCARD	\$ 280.00
e. Other costs (explain)	<input type="text"/>		\$ 000.00
<b>TOTAL:</b>			940.28

8. I HEREBY REQUEST AN ADVANCE OF \$ 660.28 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 \$ 14,059.86 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>Austin</b>	TX	<b>78752</b>	
--	----	---------------	----	--------------	--

	From:	4/17/2016	8:00 AM	to	4/20/2016	5:00 PM
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The Daily Meal & IE for :	<b>Austin</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>Sunday, April 17, 2016</b>	Travel Date	\$59.00	0.75	\$ 44.25
<b>Monday, April 18, 2016</b>	\$59.00			\$ 59.00
<b>Tuesday, April 19, 2016</b>	\$44.00			\$ 44.00
				\$ -
				\$ -
<b>Wednesday, April 20, 2016</b>	Return Date	\$59.00	0.75	\$ 44.25
<b>Total Meal &amp; IE Allowance</b>				
	<b>103.00</b>	<b>\$</b>	<b>88.50</b>	<b>191.50</b>

Nightly Lodging from:	Sunday, April 17, 2016	and check out is on	Wednesday, April 20, 2016
	Sunday, April 17, 2016	(First Day) and	Wednesday, April 20, 2016 (Last Day) were traveling days

**MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW**

**Only on 04-19-2016 Lunch provided**



# TEXAS PUBLIC INFORMATION ACT (OPEN RECORDS)

April 18 – 19, 2016

## Double Tree Hotel

**Cost: TPA Member-\$250.00 / Non-Member \$280.00**

**Includes Lunch on Tuesday and coffee breaks**

TCOLE hours:12

MCLE Hours: **12 pending approval from the State Bar**

Register: [Click Here](#)

Become a TPA Member: [Click Here](#)

Dear Colleague:

The Texas Police Association will sponsor a 12 hour seminar on the "**Public Information Act**" at the Double Tree Hotel in Austin on Monday and Tuesday, April 18—April 19, 2016.

This course, which is designed for law enforcement personnel, government attorneys and government staff responsible for Open Records/Public Information Requests and will include legislation enacted by the 83<sup>rd</sup> Texas Legislature and the most current Case Law, Attorney General decisions and their application.

The seminar will begin at 1:00 p.m. on Monday, April 18<sup>th</sup> and conclude at 5:00 p.m. on Tuesday, April 19<sup>th</sup>. Registration will open at 12:30 p.m. on Monday, April 18<sup>th</sup>. Lunch will be provided for all seminar attendees at the hotel on Tuesday, April 19<sup>th</sup>. Coffee and soft drinks will be provided during the breaks.

As "Transparency in Government" continues to be a political issue, the number of requests for information from government agencies continues to increase. The timely responses to these requests are often complicated by changes in the law through court opinions. These challenges can easily lead to frustration on the part of the public and/or mistakes in releasing protected information by the government agency. The increasing number of opinions on what and how information is released under the Act from the Attorney General's office add to the potential for confusion in determining what information is subject to release and what information falls within the exceptions to the Act.

This training is designed to provide you and your staff with definitive answers to your questions on open records and how you and your staff fulfill your responsibilities to open government. This training is designed to give a practical guide to those officials who have the responsibility to respond to open records/public information requests. While the legal aspects of the Act will be covered, they will be taught in a manner which provides guidance in interpreting the Act along with instruction in drafting requests for opinions from the Attorney General's office.

The training is organized in such a manner that it covers all the statutory material and case law in a logical, self-paced presentation which is designed to facilitate questions and class participation.

**Counsel:** The course will be taught by Mr. John C. West, Jr., J.D. Mr. West is currently on the General Council for the Office of the Inspector General of the Texas the Dept. of Criminal Justice. Mr. West was formerly the Chief of Legal Services for the Texas Department of Public Safety. Prior to his appointment as Chief, Mr. West served as General Counsel and Assistant General Counsel for D.P.S. Mr. West has been involved with Public Information Act since it was passed in 1973. Mr. West has been licensed to practice law since 1969



Submit

# AGENDA REQUEST FORM

Item Number: 5c.

COMMISSION MEETING DATE: 4/5/16

PUBLIC WORKS  
DEPT: \_\_\_\_\_ CONTACT SANTANA TORRES

## AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

### Brief Description of Agenda Item:

Consideration and action to authorize Martino Trevino, Public Works Superintendent and Stephen Graybill, Asst. Public Works Director/Landfill to attend the Texas Solid Waste Association of North America (TxSWANA) conference in Corpus Christi, TX on April 11-13,2016.

FINANCIAL: Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

FINANCE DEPARTMENT:      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

PURCHASING DEPARTMENT: Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

CITY ATTORNEY:      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)

TxSWANA

### City Manager Approval

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



# 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:** 3/28/16

**FROM:** SANTANA TORRES **DEPARTMENT:** PUBLIC WORKS

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

MARTINO TREVINO PUBLIC WORKS SUPERINTENDENT  
EMPLOYEE NAME POSITION

1. Destination: CORPUS CHRISTI, TX
2. Est. date and time leaving: APR 11, 2016 8:00A Est. date and time returning: APR 13, 2016 8:00PM
3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
ATTEND THE 2016 TxSWANA CONFERENCE.

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? *(attach additional memo as needed.)*  
ATTENDEES WILL LEARN NEW INNOVATIVE WAYS AND DEVELOP IDEAS ON HOW TO IMPROVE THE CITY OF BROWNSVILLE MUNICIPAL SOLID WASTE LANDFILL THROUGH HIGH-QUALITY TRAINING AND NETWORKING OPPORTUNITIES. THE CONFERENCE WILL ALSO OFFER CEUs TOWARDS CERTIFICATIONS AND LICENSES.

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>CITY VEHICLE</u> | \$ <u>100.00</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>105.00</u> per night x (1) person  | \$ <u>315.00</u> |
| d. Registration Fees     | \$ <u>225.00</u> per person x (1) person   | \$ <u>225.00</u> |
| e. Other costs (explain) | _____  | \$ _____         |
| <b>TOTAL:</b>            |  | \$ <u>787.50</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 247.50 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 44 415-770 which has a balance of \$ 1,406.94 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

## 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:** 3/28/16

**FROM:** SANTANA TORRES **DEPARTMENT:** PUBLIC WORKS

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

STEPHEN GRAYBILL ASST. PUBLIC WORKS DIRECTOR/LANDFILL  
EMPLOYEE NAME POSITION

- 1. Destination: CORPUS CHRISTI, TX
- 2. Est. date and time leaving: APR 11, 2016 8:00A Est. date and time returning: APR 13, 2016 8:00PM
- 3. Transportation mode:  City Vehicle  Private Vehicle  Airplane (scheduled)  No Transportation Cost

4. Purpose of Trip:  
**ATTEND THE 2016 TxSWANA CONFERENCE.**

5. Anticipated benefit to the City for allowing this trip and how will information be disseminated? *(attach additional memo as needed.)*  
ATTENDEES WILL LEARN NEW INNOVATIVE WAYS AND DEVELOP IDEAS ON HOW TO IMPROVE THE CITY OF BROWNSVILLE MUNICIPAL SOLID WASTE LANDFILL THROUGH HIGH-QUALITY TRAINING AND NETWORKING OPPORTUNITIES. THE CONFERENCE WILL ALSO OFFER CEUs TOWARDS CERTIFICATIONS AND LICENSES.

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) _____	\$ 0.00
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [ @ 75% FOR FIRST & LAST DAY OF TRAVEL ]	\$ 147.50
c. Lodging \$ 105.00 per night x (1) person	\$ 315.00
d. Registration Fees \$ 225.00 per person x (1) person	\$ 225.00
e. Other costs (explain) _____	\$ _____
<b>TOTAL:</b>	<b>\$ 687.50</b>

8. I HEREBY REQUEST AN ADVANCE OF \$ 147.50 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 44 415-770 which has a balance of \$ 1,406.94 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 2016 TxSWANA Conference  
 in Corpus Christi, TX  
 From April 11-13, 2016  
 The Daily Meal & IE For Corpus Christi 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>
April 11, 2016	Monday	0.00	44.25	44.25
April 12, 2016	Tuesday	59.00	0.00	59.00
April 13, 2016	Wednesday	0.00	44.25	44.25
Total Meal & IE Allowance		<u>59.00</u>	<u>88.50</u>	<u>147.50</u>

Lodging: Check-in April 11th, Check-out April 13th.  
 Monday April 11th and Thursday April 13th are traveling days.



## Memorandum

**To:** Finance Department

**From:** Martino Trevino, Public Works Superintendent

**CC:** Stephen Graybill, Asst. Public Works Director/Landfill  
Santana Torres, Director of Public Works  
Ruth Osuna, Asst. City Manager

**Date:** 3/28/2016

**Re:** Travel to TxSWANA

---

Please find attached for your review and consideration a travel request package to allow Mr. Stephen Graybill and me to attend the annual Texas Solid Waste Association of North America (TxSWANA) conference in Corpus Christi, TX on April 11-13, 2016. There, we will have the opportunity to learn new innovative ways on how to improve the City Landfill and were informed of upcoming legislative acts that will impact our facility. It will give us the opportunity to be educated on beneficial programs such as landfill gas collection systems which include potential revenue and renewable energy for the City. We will have the chance to network and coordinate with members of the solid waste/construction industries in the future to implement projects that will greatly benefit our City infrastructure and the environment. I have also been asked to assist in a technical session with SCS Engineers to present on the subject of Landfill Leachate Management, which will showcase the leachate management system at the Brownsville Landfill.

The conference will offer continuing education credits that will qualify towards our Manager of Landfill Operations certifications and Class "A" Municipal Solid Waste Landfill Operator's license, which is a requirement of the Texas Commission on Environmental Quality.

As members of TxSWANA, we are qualified to receive a \$50 discount off the standard rate for non-member attendees. The Omni Hotel will be the hosting hotel and has been designated a block discount rate of \$129.00/night plus taxes. This is above the government per diem rate, but will compensate with convenience and savings on transportation costs (City Travel Policy Sec. 3.G).



# Blue Skies Ahead

[ TxSWANA Annual Conference  
Corpus Christi, TX | April 10-13, 2016 ]

## Conference Packet





Submit

# AGENDA REQUEST FORM

Item Number: **5d.**

COMMISSION MEETING DATE: 4/5/16

Brownsville Metro  
DEPT: Department CONTACT Norma H. Zamora, Director

## AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

"Consideration and ACTION to Request Authorization to Renew the Term Contract for Uniform Purchase and Delivery for the B-Metro Department."

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

Funding for this procurement is from the operating budget line items 65-562-704 and 65-564-704.

Other Recommendations:  
BUS-82-0911  
B-Metro (BUS) Department

### City Manager Approval

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

BUS-82-0911  
Addendum #1

LYNX UNIFORMS  
355 W. JEFFERSON ST.  
BROWNSVILLE, TX. 78520  
(956) 544-6661



**ELIANA GIFTS INC.**  
**DBA LYNX UNIFORMS**

CUSTOMER B METRO DATE 02/05/15 NAME MR. ANDREW MONOZ  
TELEPHONE 459-4208 ORDER N° \_\_\_\_\_ PLACED BY QUOTE  
FAX: \_\_\_\_\_

QTY	DESCRIPTION	REG SIZES	2XL	3XL	4XL
1	SP66 MB SHORT SLEEVE, UNISEX SHIRT	20.45 .80	24.50 1.00	24.50 1.00	24.50 1.00
1	SP56 MB LONG SLEEVE, UNISEX SHIRT	22.80 1.45	23.50 1.00	23.50 1.00	N/A 24.50
1	HS2370 / HS2371 SECURITY PANTS, 100% POLY, MAN/LADY	SIZE 28-42 MAN 6-14 LADY 25.46 .89	SIZE 44-50 MAN 18-24 LADY 31.15 1.35		
1	1535 EDWARDS UNISEX POLO SHIRT	19.20	24.96	24.96	24.96
1	BCOO EDWARDS BELT, UNISEX	SIZE 34 - 44 18.28 1.7	SIZE 44-50 23.78 .22	SIZE 50-56 25.98	
1	B METRO LOGO EMBROIDERY	5.50			
1	U. S. FLAG PATCH	4.00			

AGREEMENT RENEWAL

MR. CHARLIE CABLER:  
CITY MANAGER

DATE:

2/12/15

MRS. SILVIA MARTINEZ:  
LYNX VICE PRESIDENT

DATE:

02-11-2015



# Memo

**To:** Roberto Luna, Purchasing Director  
**From:** Andrew Munoz, Asst. B Metro Director  
**Date:** December 15, 2015  
**CC:** Norma Zamora, B Metro Director *nmz*  
 Georgina Gonzalez, Accountant  
**Re:** BID: BUS-82-0911 Uniforms for B Metro Operation's Personnel

Brownsville Metro respectfully submits and requests this memorandum, regarding BID: BUS-82-0911 departmental uniforms, be placed on the next available City Commission Meeting.

Brownsville Metro has received a request from Eliana Gifts Inc. D/B/A Lynx uniforms to exercise a renewal option of one (1) year as per the original agreement signed back in 2012 as approved by the City Commission in 2011.

In addition to the request for a one (1) year renewal option, Lynx has requested to exercise a price adjustment as per the original agreement. Pricing is as follows (the difference in pricing from the current year is highlighted in red):

QTY	DESCRIPTION	REG SIZES	2XL	3XL	4XL
1	<b>SP66 MB</b> SHORT SLEEVE, UNISEX SHIRT	21.25 <b>(0.80)</b>	25.50 <b>(1.00)</b>	25.50 <b>(1.00)</b>	25.50 <b>(1.00)</b>
1	<b>SP56 MB</b> LONG SLEEVE, UNISEX SHIRT	24.25 <b>(1.45)</b>	24.50 <b>(1.00)</b>	24.50 <b>(1.00)</b>	24.50 <b>(1.00)</b>
1	<b>HS2370 / HS2371</b> SECURITY PANTS, 100% POLY, MAN/LADY	SIZE 28-42 MAN 6-14 LADY 26.35 <b>(0.89)</b>	SIZE 44-50 MAN 18-24 LADY 32.50 <b>(1.35)</b>		
1	<b>1535 / 1505</b> EDWARDS UNISEX POLO SHIRT	19.20	24.96	24.96	24.96
1	<b>BCOO</b> EDWARDS BELT, UNISEX	SIZE 34 - 44 19.98 <b>(1.70)</b>	SIZE 46-50 24.00 <b>(0.22)</b>	SIZE 50-56 <b>25.98</b> <b>added</b>	

**BROWNSVILLE METRO**

1	<b>B METRO LOGO EMBROIDERY</b>	5.50			
1	<b>U. S. FLAG PATCH</b>	4.00			

B Metro recommends approval of the one (1) year renewal option to include the amended requests to the agreement.

Should you have any comments or questions, please do hesitate to ask.



**VENDOR PERFORMANCE QUESTIONNAIRE  
ANNUAL TERM CONTRACTS  
FOR GOODS & SERVICES**



Vendor Name	Bid/Contract Number	Contract Dates
Eliana Gifts Inc. DBA Lynx Uniforms	BUS-82-0911	02/05/2015

Must select one

1. Is vendor performing their services in accordance with contract terms and conditions (If no, requires comment)?      1 Yes       No
2. Does the vendor respond to your calls or e-mails in a timely manner?      2 Yes       No
3. Are work orders completed on time?  
If work orders are not on time, does the vendor advise the end user department of the status?      3 Yes       No
4. *Are uniforms* Is equipment/vehicle delivered immediately to City department after repairs?      4 Yes       No
5. Is the service cost consistent with the contract pricing?      5 Yes       No
6. *Are uniforms* Is equipment and/or vehicle returned to vendor for failure and/or warranty repairs too often?      6 Yes       No
7. Does the invoice reference the work order and/or purchase order?      7 Yes       No
8. Does the vendor follow up with pending warranties?      8 Yes       No
9. Is vendor keeping adequate maintenance of City used building(s) and/or maintenance equipment?      9 Yes       No
10. Does the vendor physically inspect and verify that the ~~repairs~~ *uniforms* were actually performed?      10 Yes       No

Any additional Comments:

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Department Response by:			
<i>Norma H. Zamora</i>	<i>Norma</i>	<i>Director</i>	<i>541-4891</i>
Printed Name and Signature	Title	Phone #:	Date
			<i>12/8/15</i>

City Purchasing Use Only:		
Date Received	Date Entered	Entered By



Submit

# AGENDA REQUEST FORM

Item Number: **5e.**

COMMISSION MEETING DATE: 4/5/16

DEPT: Planning

CONTACT Constanza Miner

## AGENDA

Select One:

<b>Executive Session</b> (City Attorney Only)  Time needed: _____ Action Item: _____	<b>Workshop</b>  Time Needed: _____	<b>Presentation</b>  Time Needed: _____	<b>Agenda</b>  <input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<b>Ordinance</b>  <input type="checkbox"/> First Reading <input checked="" type="checkbox"/> Second Reading
--	---	---	--	--

**Brief Description of Agenda Item:**

APPROVAL on SECOND and FINAL READING on ORDINANCE NUMBER 235-2016-007: To rezone from Dwelling "A" (DA) to General Retail "G" (4CG) for Lots 21 & 22 of Block 2 of Alamo Heights Subdivision located at 6066 South Padre Island Highway, Brownsville, Texas 78520. (District 2)

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

On March 03, 2016 the Zoning Commission voted unanimously to recommend approval.

### City Manager Approval

\_\_\_\_\_

**Date:** \_\_\_\_\_



Submit

**AGENDA REQUEST FORM**

Item Number: **5f.**

COMMISSION MEETING DATE: 4/5/16

DEPT: Planning

CONTACT Constanza Miner

**AGENDA**

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input checked="" type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

APPROVAL on SECOND and FINAL READING on ORDINANCE NUMBER 235-2016-015: To rezone from Dwelling "G" (DG) to Professional Office "G" (1CG) for Block 13 of Share 19, Tract 9 of El Jardin Subdivision located near Old Port Isabel Road and FM 802. (District 2)

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

On March 03, 2016 the Zoning Commission voted unanimously to recommend approval.

**City Manager Approval**

\_\_\_\_\_

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



Submit

**AGENDA REQUEST FORM**

Item Number: **5g.**

COMMISSION MEETING DATE: 4/5/16

DEPT: Planning

CONTACT Constanza Miner

**AGENDA**

Select One:

<p><b>Executive Session</b> (City Attorney Only)</p> <p>Time needed: _____ Action Item: _____</p>	<p><b>Workshop</b></p> <p>Time Needed: _____</p>	<p><b>Presentation</b></p> <p>Time Needed: _____</p>	<p><b>Agenda</b></p> <p><input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant</p> <p><input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent</p>	<p><b>Ordinance</b></p> <p><input type="checkbox"/> First Reading <input checked="" type="checkbox"/> Second Reading</p>
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**Brief Description of Agenda Item:**

APPROVAL on SECOND and FINAL READING on ORDINANCE NUMBER 235-2016-016: To rezone from General Retail "H" (4CH) & Apartment "H" (AH) to General Retail "H" (4CH) for Blocks 22 & 23 of Los Ebanos Properties Subdivision located at 704 Paredes Line Road, Brownsville, Texas 78520. (District 2)

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

On March 03, 2016 the Zoning Commission voted unanimously to recommend approval.

**City Manager Approval**

\_\_\_\_\_ **Date:** \_\_\_\_\_



Submit

**AGENDA REQUEST FORM**

**Item Number: 6.**

COMMISSION MEETING DATE: 4/5/16

Public Health  
 DEPT: \_\_\_\_\_ CONTACT Arturo Rodriguez

**AGENDA**

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: _____	Time Needed: _____	Time Needed: _____	<input checked="" type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input type="checkbox"/> Consent	<input checked="" type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

**Brief Description of Agenda Item:**

Public Hearing and ACTION on FIRST READING of Ordinance Number 2016-1367-B, an ordinance adopting the Texas Food Establishment Rules of the Texas Department of State Health Services as made effective October 11, 2015, providing for penalties thereof and related matters.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much n/a

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

**City Manager Approval**

\_\_\_\_\_

**Date:** \_\_\_\_\_

ORDINANCE NUMBER 2016-1367 B

AN ORDINANCE ADOPTING THE TEXAS FOOD ESTABLISHMENT RULES OF THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES AS MADE EFFECTIVE OCTOBER 11, 2015 PROVIDING FOR PENALTIES THEREOF AND RELATED MATTERS.

**WHEREAS**, in order to better promote the health, safety and general welfare of the citizens and the City of Brownsville, the Commission finds and determines that said rules set forth be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF BROWNSVILLE:

**SECTION 1.** That, Texas Food Establishment Rules, PROMULGATED BY THE Texas Department of State Health Services on October 11, 2015, are hereby adopted by the City Commission of the City of Brownsville for the purpose of establishing rules and regulations governing food establishment within the corporate limits of the City. A copy of said Rules are now on file in the office of the City Secretary in the permanent files of the City; and the provisions thereof shall be controlling within the corporate limits of the City.

**SECTION 2.** All ordinances, and parts of Ordinance, in conflict with this Ordinance specifically including Ordinance 2008-1367-A and hereby superseded by this Ordinance.

**SECTION 3:** That if any provision of this ordinance, or the application of same to any particular set of persons or circumstances, should for any reason be held by the courts to be invalid, such invalidity shall not affect the remaining portions of this ordinance and to such end each provision of this ordinance is declared to be severable.

**SECTION 4:** All ordinances, or parts of ordinances, in conflict herewith or not in conformance with state statutes are hereby repealed or void.

**SECTION 6:** This ordinance shall become effective 60 calendar days from and after its final passage and publication as provided by the Charter of the City of Brownsville and the laws of the State of Texas.

INTRODUCED and passed on FIRST READING on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

PASSED on SECOND AND FINAL and APPROVED on this, the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF BROWNSVILLE

BY: \_\_\_\_\_  
Antonio "Tony" Martinez,  
Mayor

ATTEST:

\_\_\_\_\_  
Michael Lopez, City Secretary

## 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]

---

### 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.**

---



Submit

**AGENDA REQUEST FORM**

**Item Number: 8.**

COMMISSION MEETING DATE: 4/05/16

DEPT: Planning

CONTACT Constanza Miner

**AGENDA**

Select One:

<p><b>Executive Session</b> (City Attorney Only)</p> <p>Time needed: _____ Action Item: _____</p>	<p><b>Workshop</b></p> <p>Time Needed: _____</p>	<p><b>Presentation</b></p> <p>Time Needed: _____</p>	<p><b>Agenda</b></p> <p><input checked="" type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant</p> <p><input checked="" type="checkbox"/> Action <input type="checkbox"/> Consent</p>	<p><b>Ordinance</b></p> <p><input checked="" type="checkbox"/> First Reading <input type="checkbox"/> Second Reading</p>
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**Brief Description of Agenda Item:**

Consideration and Action on Resolution Number 2016-021 authorizing the purchase of two tracts of land for future park purposes from the Estate of Delia Angelina Spencer located off the intersection of La Posada and Esperanza and dealing with related matters

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

On February 4, 2016 the Zoning Commission voted unanimously to recommend approval.

**City Manager Approval**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Resolution No. 2016-021**

**A Resolution of the City Commission of Brownsville, Texas, authorizing the purchase of two tracts of land for future park purposes from the Estate of Delia Angelina Spencer, designating signatories for the purchase, and related matters.**

**Whereas**, the City of Brownsville had the opportunity to purchase two tracts of land for future park land purposes and protection of pristine natural habitat;

**Whereas**, these two tracts are 1.95 acres and 1.92 acres for a total amount of 3.87 acres in the heart of Southmost;

**Whereas**, this land is suitable for future park purposes given its location at the terminus of the Southmost Trail and also has an amazing array of natural not seen anywhere else in Brownsville; and

**Whereas**, the price of \$175,000 is supported by an independent appraisal hired by the City and the City has received a letter from the owner expressing her willingness to sell;

Now, therefore, be it **Resolved by the City Commission of the City of Brownsville, Texas:**

1. That the City of Brownsville shall purchase from the Estate of Delia Angelina Spencer two tracts of land legally described as: Tract 1: ABST 2- ESPIRITU SANTO GRANT SH 23 TRACT E PT, 1.9200 ACRE and Tract 2; ABST 2-ESPIRITU SANTO GRANT SH 23 TRACT E PT, 1.9500 ACRE in the amount of \$175,000; and
2. The City Manager, Deputy City Manager, and Assistant City Managers are each authorized to execute any documents necessary or appropriate to the closing of this transaction.

Adopted by the City Commission of the City of Brownsville, Texas on April 5, 2016

(Seal)

**BY:** \_\_\_\_\_  
Antonio "Tony" Martinez  
Mayor

**ATTEST:** \_\_\_\_\_  
Michael Lopez  
City Secretary

Approved as to form and legality:

\_\_\_\_\_  
Mark Sossi, City Attorney



Submit

**AGENDA REQUEST FORM**

Item Number: **9.**

COMMISSION MEETING DATE: 4/05/16

DEPT: Planning

CONTACT Constanza Miner

**AGENDA**

Select One:

<p><b>Executive Session</b> (City Attorney Only)</p> <p>Time needed: _____ Action Item: _____</p>	<p><b>Workshop</b></p> <p>Time Needed: _____</p>	<p><b>Presentation</b></p> <p>Time Needed: _____</p>	<p><b>Agenda</b></p> <p><input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Action <input type="checkbox"/> Consent</p>	<p><b>Ordinance</b></p> <p><input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading</p>
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**Brief Description of Agenda Item:**

Consideration and Action to adopt Resolution Number 2016-022, to approve a Memorandum of Agreement with buildingcommunityWORKSHOP (bcWORKSHOP) regarding the Activating Vacancy Incubator for the amount of \$100,000.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

**REVIEWING DEPARTMENTS ONLY**

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS: (Write in advisory board or committee name and recommendation if applicable)**

**City Manager Approval**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Resolution No. 2016-022**

**A Resolution of the City Commission of Brownsville, Texas, approving a Memorandum of Agreement with buildingcommunityWORKSHOP (bcWORKSHOP) regarding the Activating Vacancy Arts Incubator**

**Whereas**, the City of Brownsville strives to create a robust economy, quality infrastructure, healthy communities, and an engaged civically responsible community which is conscious of its environment ; and

**Whereas**, [bc] is a nonprofit community design center in Brownsville and working daily to improve the livability and viability of communities through the practice of thoughtful design and decision making; and

**Whereas**, the MOA aligns with the Brownsville City Commission’s goals of encouraging art to thrive in the region.

**Now, therefore, be it resolved by the City Commission of the City of Brownsville, Texas:**

**Section 1.** The City Commission, as the governing body of the City of Brownsville, approves the bcWORKSHOP Memorandum of Agreement and authorizes the execution of same. The MOA is attached to this resolution as Attachment “A”.

**Section 2.** This resolution takes effect upon City Council approval.

Approved and Passed on this the 5th day of April, 2016.

City of Brownsville, Texas

---

Antonio Martinez  
Mayor

**Attest:**

---

Michael L. Lopez, MPA  
City Secretary



Submit

# AGENDA REQUEST FORM

Item Number: **10.**

COMMISSION MEETING DATE: 4/05/16

DEPT: Planning

CONTACT Ramiro Gonzalez

## AGENDA

Select One:

<b>Executive Session</b> (City Attorney Only)  Time needed: _____ Action Item: _____	<b>Workshop</b>  Time Needed: _____	<b>Presentation</b>  Time Needed: _____	<b>Agenda</b> <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input type="checkbox"/> Consent	<b>Ordinance</b>  <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading
--	---	---	--	---

**Brief Description of Agenda Item:**

Consideration and Action to approve Lease agreement between City of Brownsville and Verizon Wireless (Read Lease for exact name).

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      Date Reviewed: \_\_\_\_\_      By: \_\_\_\_\_

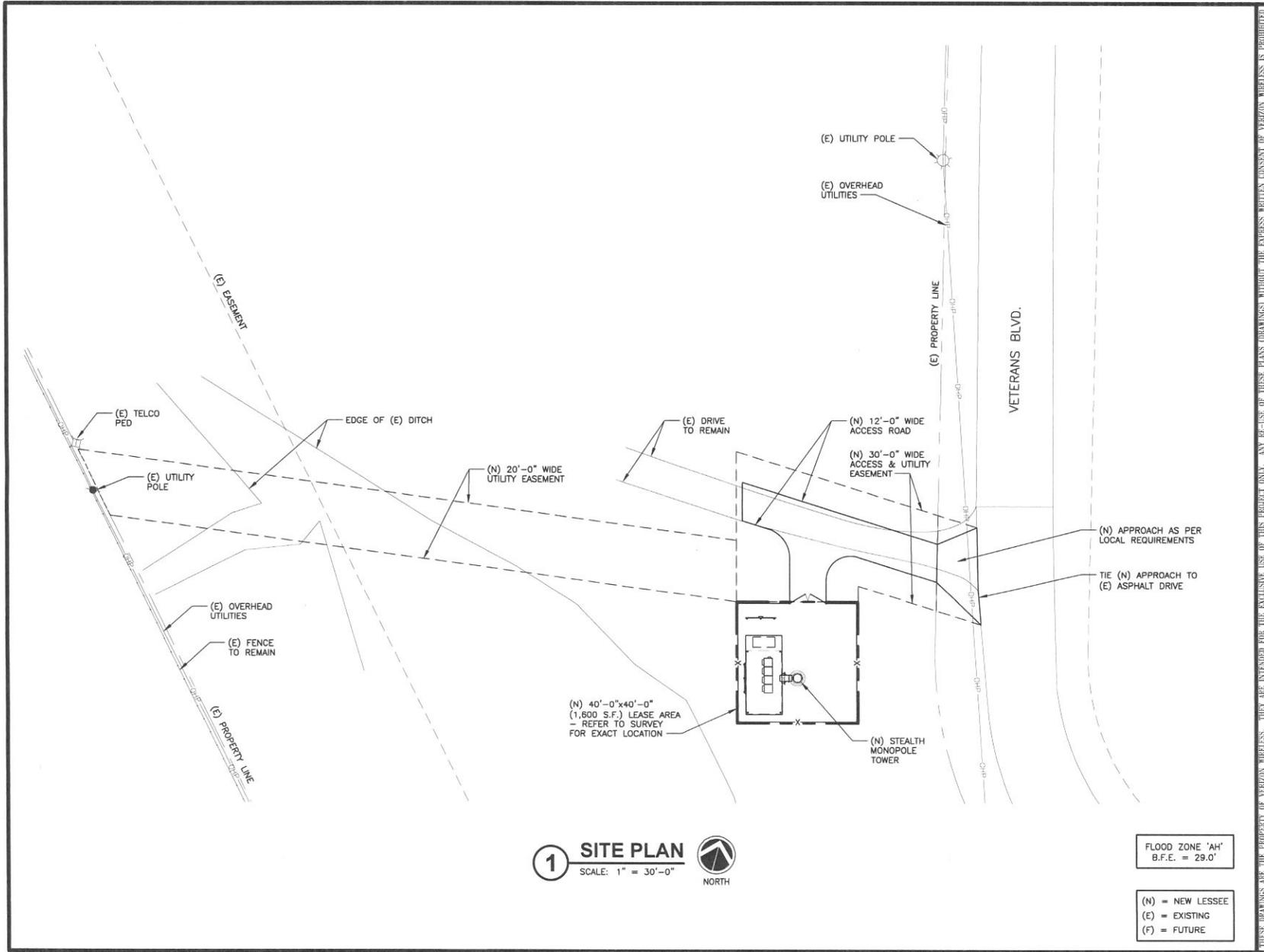
Comments: \_\_\_\_\_

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**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

### City Manager Approval

\_\_\_\_\_

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



**1 SITE PLAN**  
SCALE: 1" = 30'-0"  
NORTH

FLOOD ZONE 'AH'  
B.F.E. = 29.0'

(N) = NEW LESSEE  
(E) = EXISTING  
(F) = FUTURE

THESE DRAWINGS ARE THE PROPERTY OF ARCHCOMM, L.L.C. ANY REUSE OR REPRODUCTION OF THESE DRAWINGS WITHOUT THE EXPRESS WRITTEN CONSENT OF VERIZON WIRELESS IS PROHIBITED.

**DINDA**  
 \*\*\*  
 VETERANS BLVD  
 BROWNSVILLE, CAMERON COUNTY, TEXAS  
 (301835)

APPROVAL SIGNATURES
LANDLORD
LEASING
CONSTRUCTION

**THIS IS AN INCOMPLETE SET NOT FOR CONSTRUCTION OR PERMITTING. APPROPRIATE PROFESSIONAL SEAL WILL BE APPLIED TO FINAL CONSTRUCTION SET**

**ARCHCOMM, L.L.C.**  
 1006 Beckett  
 San Antonio, Texas 78213  
 (210) 308-9905  
 TBPE NO. F-15659

SHEET TITLE

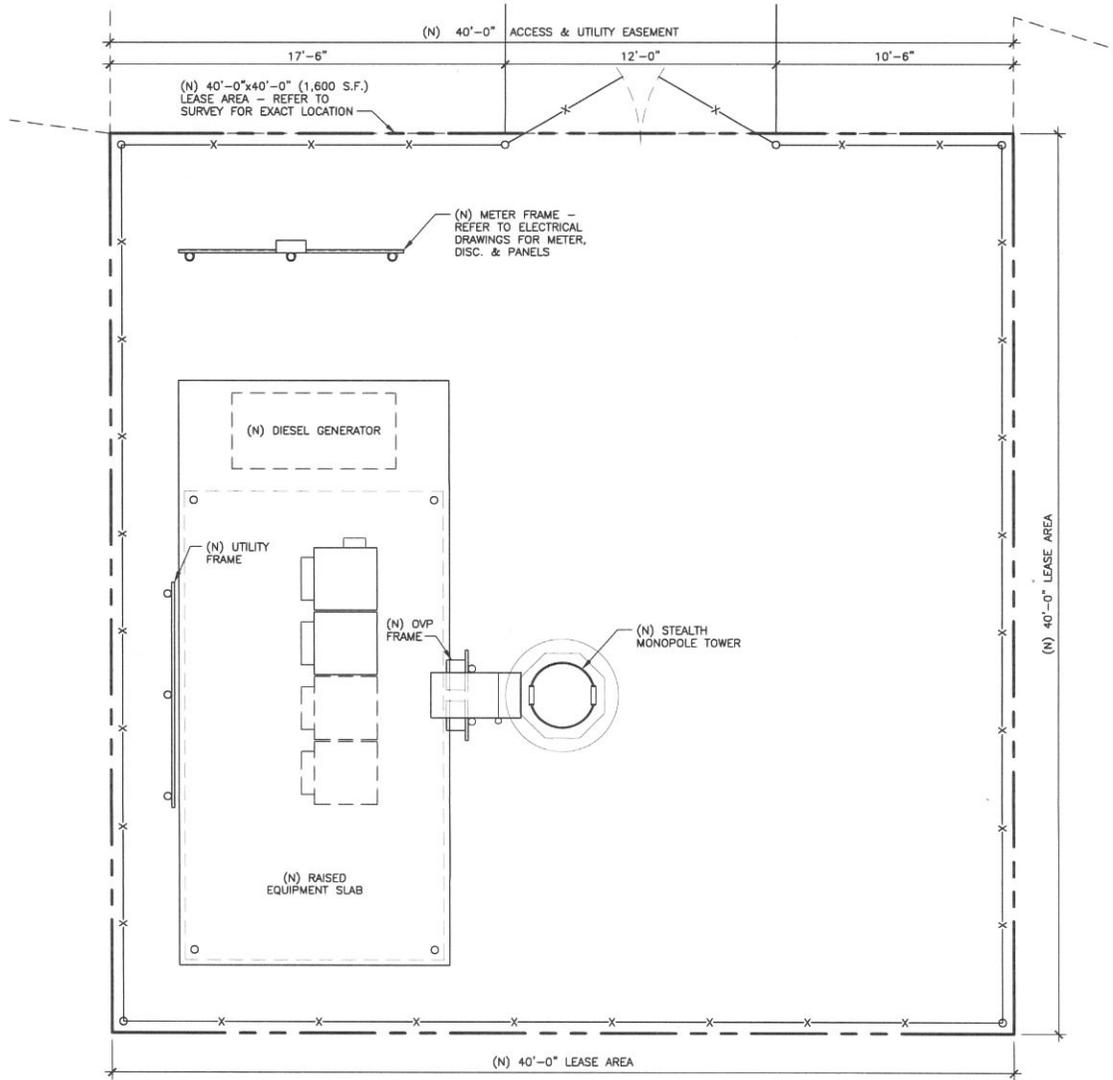
**SITE PLAN**

SHEET HISTORY

07.21.16	ISSUE

EN1

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**1** **DETAIL SITE PLAN**  
 SCALE: 3/32" = 1'-0"  
 NORTH

FLOOD ZONE 'AH'  
 B.F.E. = 29.0'

(N) = NEW LESSEE  
 (E) = EXISTING  
 (F) = FUTURE



**DINDA**  
 \*\*\*  
 VETERANS BLVD  
 BROWNSVILLE, CAMERON COUNTY, TEXAS  
 (301835)

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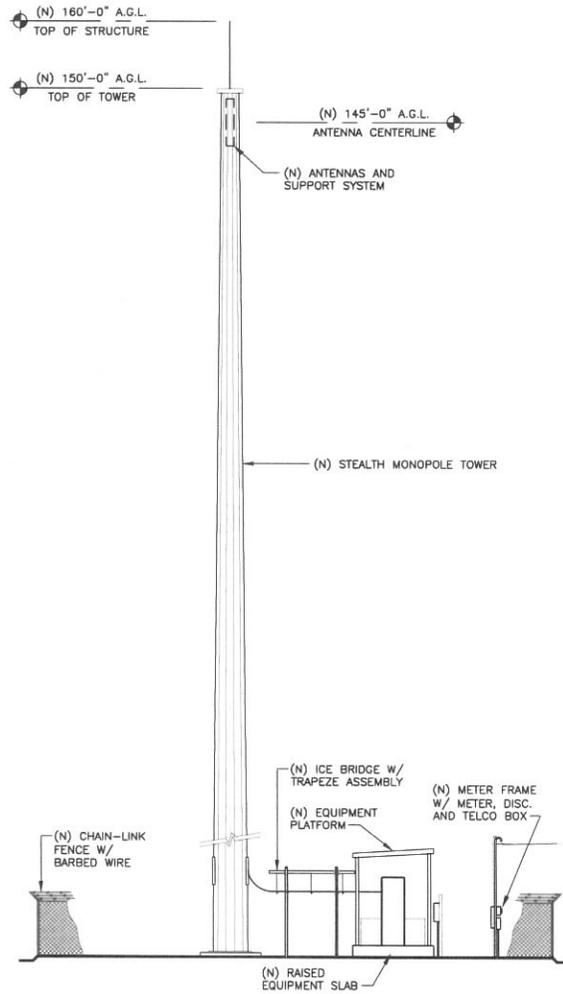
**ARCHCOMM, LLC.**  
 1006 Beckitt  
 San Antonio, Texas 78213  
 (210) 308-9905  
 TBPE NO. F-15659

SHEET TITLE  
**DETAIL SITE PLAN**  
 SHEET HISTORY

DATE	ISSUE
07.21.15	ISSUE

**EN2**

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**1** **SITE ELEVATION**  
SCALE: N.T.S.

FLOOD ZONE 'AH'  
B.F.E. = 29.0'

(N) = NEW LESSEE  
(E) = EXISTING  
(F) = FUTURE

REVISIONS: THE USE OF THIS DRAWING FOR THE EXCLUSIVE USE OF THIS PROJECT ONLY. ANY REUSE OF THIS DRAWING WITHOUT THE EXPRESS WRITTEN CONSENT OF VERIZON WIRELESS IS PROHIBITED.

**DINDA**  
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 VETERANS BLVD  
 BROWNSVILLE, CAMERON COUNTY, TEXAS  
 (301835)

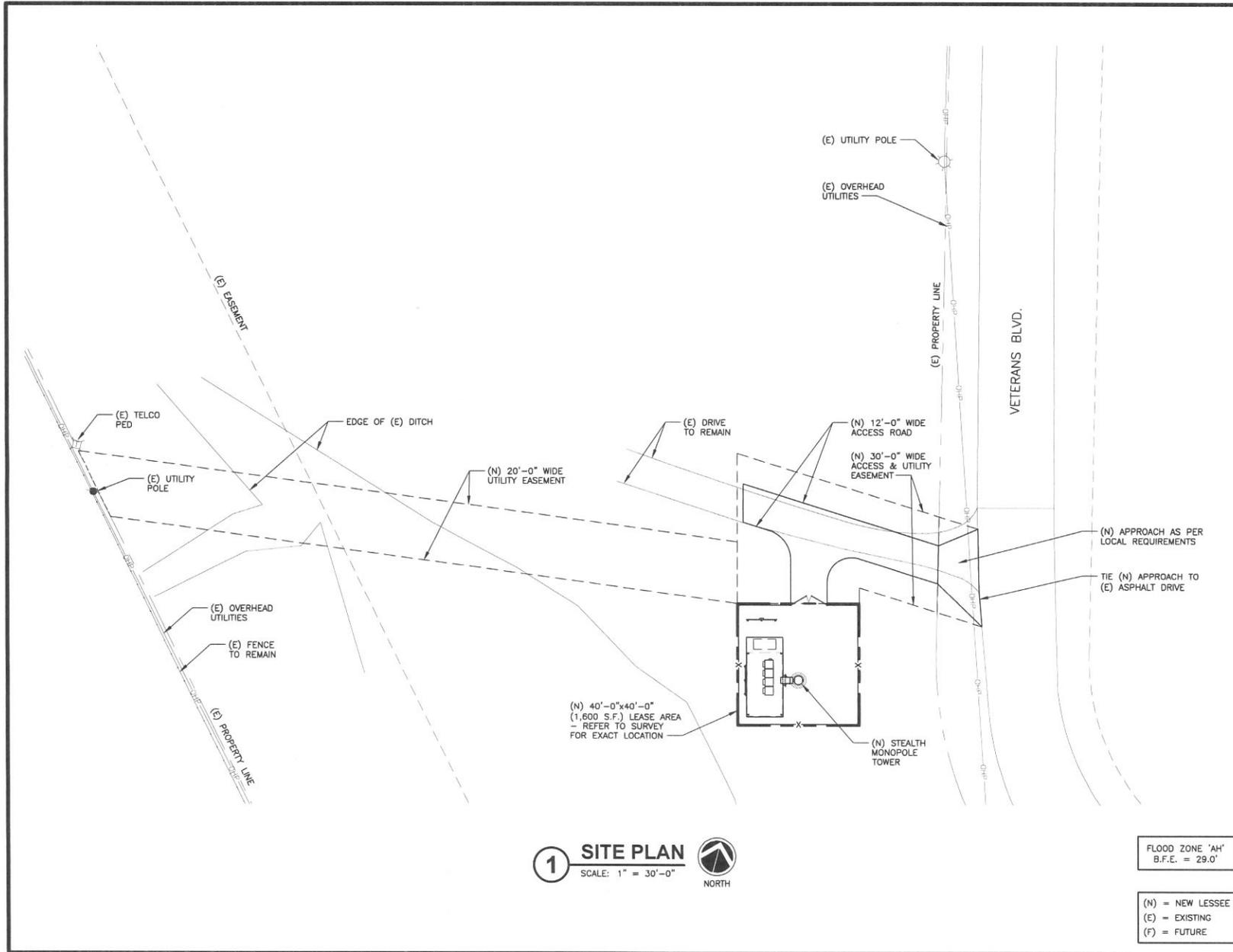
APPROVAL SIGNATURES
LANDLORD
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**ARCHCOMM, LLC.**  
 1006 Beckett  
 San Antonio, Texas 78213  
 (210) 308-9905  
 TBPE NO. F-15659  
 SHEET TITLE

SITE ELEVATION
SHEET HISTORY
07.21.15 ISSUE

EN3



FLOOD ZONE 'AH'  
B.F.E. = 29.0'

(N) = NEW LESSEE  
(E) = EXISTING  
(F) = FUTURE

**verizon wireless**

**DINDA**  
\*\*\*  
VETERANS BLVD  
BROWNSVILLE, CAMERON COUNTY, TEXAS  
(301835)

APPROVAL SIGNATURES  
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**ARCHCOMM, LLC.**  
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San Antonio, Texas 78213  
(210) 308-9905  
TBPE NO. F-15659

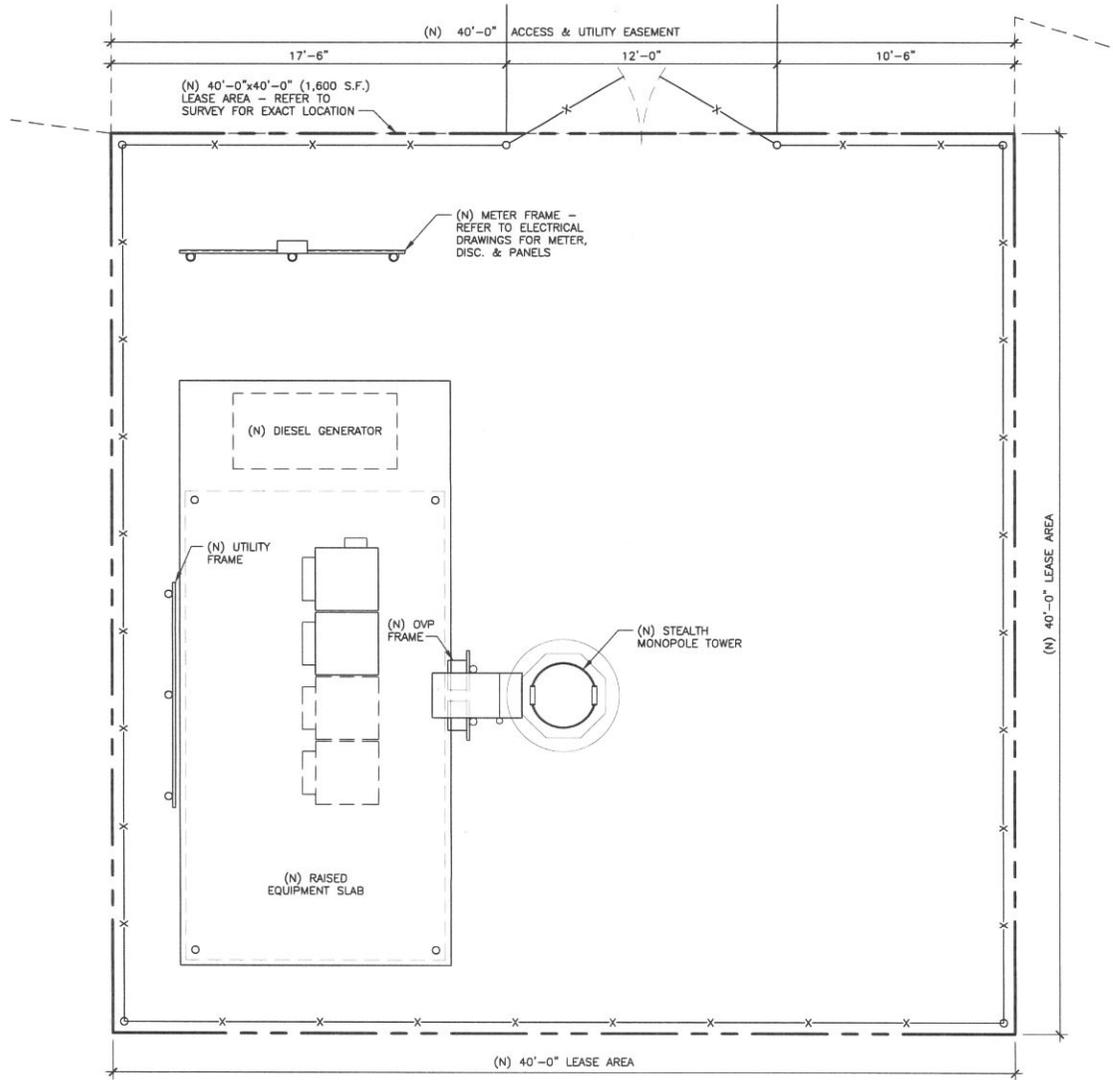
SHEET TITLE  
**SITE PLAN**

SHEET HISTORY  
07.21.16 ISSUE

**EN1**

REUSE DRAWINGS, THE USE OF THIS DRAWING FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY ARCHCOMM, LLC, IS PROHIBITED. VERIZON WIRELESS IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING. VERIZON WIRELESS IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING.

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**1** **DETAIL SITE PLAN**  
SCALE: 3/32" = 1'-0"  
NORTH

FLOOD ZONE 'AH'  
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**verizon**wireless

**DINDA**  
\*\*\*  
VETERANS BLVD  
BROWNSVILLE, CAMERON COUNTY, TEXAS  
(301835)

APPROVAL SIGNATURES

LANDLORD

LEASING

CONSTRUCTION

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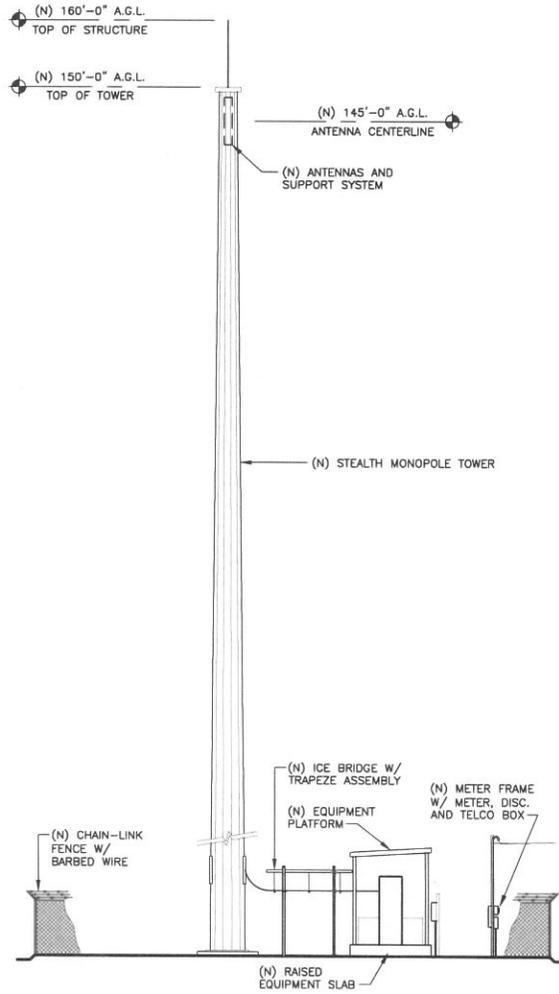
SHEET TITLE  
**DETAIL SITE PLAN**

SHEET HISTORY  
07.21.15 ISSUE

**EN2**

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**1 SITE ELEVATION**  
SCALE: N.T.S.

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**verizon**wireless

**DINDA**  
\*\*\*  
VETERANS BLVD  
BROWNSVILLE, CAMERON COUNTY, TEXAS  
(301835)

APPROVAL SIGNATURES

LANDLORD \_\_\_\_\_

LEASING \_\_\_\_\_

CONSTRUCTION \_\_\_\_\_

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**ARCHCOMM, LLC.**  
1006 Beckett  
San Antonio, Texas 78213  
(210) 308-9905  
TBPE NO. F-15659

SHEET TITLE  
**SITE ELEVATION**

SHEET HISTORY  
07.21.15 ISSUE

**EN3**

a



## LAND LEASE AGREEMENT

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2015 between the City of Brownsville, Texas with its principal offices located at 1001 E. Elizabeth Street, Brownsville, Texas 78520, hereinafter designated LESSOR, and San Antonio MTA, L.P. d/b/a Verizon Wireless, with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404), hereinafter designated LESSEE. LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

1. PREMISES. Upon LESSEE obtaining all required approvals from the City of Brownsville City Commission, City of Brownsville Planning and Zoning Commission, and if appropriate the City of Brownsville Board of Adjustments, LESSOR hereby leases to LESSEE a portion of that certain parcel of property (the entirety of LESSOR's property is referred to hereinafter as the Property), located at \_\_\_\_\_, and being described as a 40' by 40' parcel containing 1,600 square feet (the "Land Space"), together with the non-exclusive right (the "Rights of Way") for ingress and egress, seven (7) days a week twenty-four (24) hours a day, on foot or motor vehicle, including trucks over or along a twenty (20') foot wide right-of-way extending from the nearest public right-of-way, Veterans Boulevard, to the Land Space, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along one or more rights of way from the Land Space, said Land Space and Rights of Way (hereinafter collectively referred to as the "Premises") being substantially as described herein in Exhibit "A" attached hereto and made a part hereof. The Property is further described in Deed Book \_\_\_\_\_ at Page \_\_\_\_\_ as recorded in the County Clerk's Office of Cameron County, Texas. LESSOR shall retain the right to access the property in order to perform necessary governmental tasks and functions upon providing LESSEE with prior written notice except an emergency situation whereupon LESSEE will be notified by LESSOR promptly after such emergency situation of LESSOR's access.

In the event any public utility is unable to use the Rights of Way, LESSOR hereby agrees to grant an additional right-of-way either to LESSEE or to the public utility at no cost to LESSEE.

2. SURVEY. LESSOR also hereby grants to LESSEE the right to survey the Property and the Premises, and said survey shall then become Exhibit "B" which shall be attached hereto and made a part hereof, and shall control in the event of boundary and access discrepancies between it and Exhibit "A". Cost for such work shall be borne by LESSEE.

3. TERM; RENTAL.

a. This Agreement shall be effective as of the date of execution by both Parties, provided, however, the initial term shall be for five (5) years and shall commence on the Commencement Date (as hereinafter defined) at which time rental payments shall commence and be due at a total annual rental of \$12,000.00 to be paid in equal monthly installments on the first day of the month, in advance, to LESSOR or to such other person, firm or place as LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date by notice given in accordance with Paragraph 23 below. The Agreement shall commence based upon the date LESSEE commences installation of the equipment on the

Premises. In the event the date LESSEE commences installation of the equipment on the Premises falls between the 1<sup>st</sup> and 15<sup>th</sup> of the month, the Agreement shall commence on the 1<sup>st</sup> of that month and if the date installation commences falls between the 16<sup>th</sup> and 31<sup>st</sup> of the month, then the Agreement shall commence on the 1<sup>st</sup> day of the following month (either the "Commencement Date"). LESSOR and LESSEE agree that they shall acknowledge in writing the Commencement Date. LESSOR and LESSEE acknowledge and agree that initial rental payment(s) shall not actually be sent by LESSEE until thirty (30) days after a written acknowledgement confirming the Commencement Date. By way of illustration of the preceding sentence, if the Commencement Date is January 1 and the written acknowledgement confirming the Commencement Date is dated January 14, LESSEE shall send to LESSOR the rental payments for January 1 and February 1 by February 13.

Upon each anniversary of the Commencement Date during the initial term and any extension of the initial term, rental shall be increased by two percent (2%) per annum.

Upon agreement of the Parties, LESSEE may pay rent by electronic funds transfer and in such event, LESSOR agrees to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

b. LESSOR hereby agrees to provide to LESSEE certain documentation (the "Rental Documentation") evidencing LESSOR's interest in, and right to receive payments under, this Agreement, including without limitation: (i) documentation, acceptable to LESSEE in LESSEE's reasonable discretion, evidencing LESSOR's good and sufficient title to and/or interest in the Property and right to receive rental payments and other benefits hereunder; (ii) a complete and fully executed Internal Revenue Service Form W-9, or equivalent, in a form acceptable to LESSEE, for any party to whom rental payments are to be made pursuant to this Agreement; and (iii) other documentation requested by LESSEE in LESSEE's reasonable discretion. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. The Rental Documentation shall be provided to LESSEE in accordance with the provisions of and at the address given in Paragraph 23. The Parties agree and acknowledge that LESSEE shall be responsible for rental payments due under this Agreement commencing on the Commencement Date and for each month thereafter throughout the term of this Agreement (except as otherwise provided herein), but that LESSEE will be unable to process any rental payment until the Rental Documentation has been supplied to LESSEE as provided herein.

Within fifteen (15) days of obtaining an interest in the Property or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall provide to LESSEE Rental Documentation in the manner set forth in the preceding paragraph. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. Delivery of Rental Documentation to LESSEE by any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall be a prerequisite for the payment of any rent by LESSEE to such party and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments to

any assignee(s), transferee(s) or other successor(s) in interest of LESSOR until Rental Documentation has been supplied to LESSEE as provided herein.

4. EXTENSIONS. This Agreement shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term.

5. EXTENSION RENTALS. INTENTIONALLY DELETED.

6. ADDITIONAL EXTENSIONS. INTENTIONALLY DELETED.

7. TAXES. LESSEE shall have the responsibility to pay any personal property, assessments, or charges owed on the Property resulting from the installation, maintenance, and operation of LESSEE's improvements, and any sales tax imposed on the rent (except to the extent that LESSEE is or may become exempt from the payment of sales tax in the jurisdiction in which the Property is located).

LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE at LESSEE's expense in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment.

8. USE; GOVERNMENTAL APPROVALS. LESSEE shall use the Premises solely for the purpose of constructing, maintaining, repairing and operating a communications facility and uses incidental thereto. A security fence consisting of a solid wooden fence eight feet in height with drought-tolerant plants or other plants native to South Texas shall be placed around the perimeter of the Premises by LESSEE (not including the access easement). LESSEE shall grant LESSOR, without cost, antenna space as well as space for a remote-controlled tower-mounted camera for use by the City of Brownsville Police Department. All improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right, upon obtaining written approval from LESSOR, to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term. It is understood and agreed that LESSEE's ability to use the Premises is contingent upon its obtaining after the execution date of this Agreement all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any Federal, State or Local authorities, as well as satisfactory soil boring tests which will permit LESSEE use of the Premises as set forth above. LESSOR shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by LESSEE. In the event that (i) any of such

applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to LESSEE is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) LESSEE determines that such Governmental Approvals may not be obtained in a timely manner; (iv) LESSEE determines that any soil boring tests are unsatisfactory; (v) LESSEE determines that the Premises is no longer technically compatible for its use, or (vi) LESSEE, in its sole discretion, determines that the use the Premises is obsolete or unnecessary, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE's exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE. All rentals paid to said termination date shall be retained by LESSOR. Upon such termination, this Agreement shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each Party to the other hereunder. Otherwise, LESSEE shall have no further obligations for the payment of rent to LESSOR. LESSEE also agrees to comply with all applicable Federal, State, and Local laws (including but not limited to Chapter 338 of the City of Brownsville Code of Ordinances) in the construction, maintenance, repair, and operation of its wireless communication facility pursuant to this lease.

9. INDEMNIFICATION. INTENTIONALLY DELETED.

10. INSURANCE.

a. INTENTIONALLY DELETED.

b. LESSEE will maintain at its own cost:

i. Commercial General Liability insurance with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$500,000 for damage or destruction to property in any one occurrence;

ii. Commercial Auto Liability insurance on all owned, non-owned and hired automobiles with a minimum combined limit of not less than one million (\$1,000,000) per occurrence; and

iii. Workers Compensation insurance providing the statutory benefits and not less than one million (\$1,000,000) of Employers Liability coverage.

LESSEE will include LESSOR as an additional insured on the Commercial General Liability and Auto Liability policies.

c. LESSOR will maintain at its own cost commercial general liability insurance with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$500,000 for damage or destruction to property in any one occurrence. LESSOR will include LESSEE as an additional insured.

11. LIMITATION OF LIABILITY. Neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, lost rights,

incidental, punitive, indirect, special or consequential damages, or loss of data, whether under theory of contract, tort (including negligence), strict liability or otherwise.

12. ANNUAL TERMINATION. Notwithstanding anything to the contrary contained herein, provided LESSEE is not in default hereunder beyond applicable notice and cure periods, LESSEE shall have the right to terminate this Agreement upon the annual anniversary of the Commencement Date provided that three (3) months prior notice is given to LESSOR.

13. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any equipment of LESSOR. In the event any after-installed LESSEE's equipment causes such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including immediately powering down such equipment and later powering up such equipment for intermittent testing, but only powering up such equipment upon written approval by LESSOR.

14. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Agreement, remove its building(s), antenna structure(s), footings and foundations three feet (3') below grade, equipment, conduits, fixtures and all personal property and restore the Premises to its original condition, reasonable wear and tear and casualty damage excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws (as defined in Paragraph 33 below). If such time for removal causes LESSEE to remain on the Premises after termination of this Agreement, LESSEE shall pay rent at the then existing monthly rate or on the existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the building, antenna structure, fixtures and all personal property are completed.

15. HOLDOVER. LESSEE has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 14 herein, unless the Parties are negotiating a new lease or lease extension in good faith. In the event that the Parties are not in the process of negotiating a new lease or lease extension in good faith, LESSEE holds over in violation of Paragraph 14 and this Paragraph 15, then the rent then in effect payable from and after the time of the expiration or earlier removal period set forth in Paragraph 14 shall equal to the rent applicable during the month immediately preceding such expiration or earlier termination.

16. RIGHT OF FIRST REFUSAL. If LESSOR elects, during the Term (i) to sell or otherwise transfer all or any portion of the Property, whether separately or as part of a larger parcel of which the Property is a part, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of this Agreement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of sale or transfer on the

same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer by submitting it in writing via certified mail pursuant to paragraph 23 and within fifteen (15) days after written notice thereof from LESSOR, LESSOR may sell or grant the easement or interest in the Property or portion thereof to such third person in accordance with the terms and conditions of such third party offer.

17. RIGHTS UPON SALE. Should LESSOR, at any time during the Term decide (i) to sell or transfer all or any part of the Property to a purchaser other than LESSEE, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, such sale or grant of an easement or interest therein shall be under and subject to this Agreement and any such purchaser or transferee shall recognize LESSEE's rights hereunder under the terms of this Agreement. To the extent that LESSOR grants to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE for the purpose of operating and maintaining communications facilities or the management thereof and in conjunction therewith, assigns this Agreement to said third party, LESSOR shall not be released from its obligations to LESSEE under this Agreement, and LESSEE shall have the right to look to LESSOR and the third party for the full performance of this Agreement.

18. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises.

19. TITLE. LESSOR represents and warrants to LESSEE as of the execution date of this Agreement, and covenants during the Term that LESSOR is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute this Agreement. LESSOR further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting LESSOR's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by LESSEE as set forth above.

20. INTEGRATION. It is agreed and understood that this Agreement contains all agreements, promises and understandings between LESSOR and LESSEE and that no verbal or oral agreements, promises or understandings shall be binding upon either LESSOR or LESSEE in any dispute, controversy or proceeding at law, and any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph 3. In the event any provision of the Agreement is found to be invalid or unenforceable, such finding shall not affect the validity and enforceability of the remaining provisions of this Agreement. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under the Agreement shall not waive such rights and such Party shall have the right to enforce such rights at any time and take such action as may be lawful and authorized under this Agreement, in law or in equity.

21. GOVERNING LAW. This Agreement and the performance thereof shall be governed, interpreted, construed and regulated by the Laws of the State in which the Property is located.

22. ASSIGNMENT; SUBLEASE.

a. This Agreement may be sold, assigned or transferred by LESSEE without any approval or consent of LESSOR to LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of LESSOR, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder.

b. LESSEE may sublease any portion of the Property as its sole discretion, upon notice to LESSOR. Any sublease that is entered into by LESSEE shall be subject to the provisions of this Agreement and shall be binding upon the successors, assigns, heirs and legal representatives of the respective parties hereto. The term "Sublease", "Sublet", "Sublessee" and any other similar term shall apply to any situation by which LESSEE allows a their party use of the Property for collocation, whether it be by formal sublease, license or other agreement. All rights and responsibilities of LESSEE set forth in this Agreement shall be enjoyed by and binding on any Sublessee.

c. In the event LESSEE subleases any portion of the Property, in accordance with this Agreement, any rental paid by any Sublessee(s) shall be divided between LESSOR and LESSEE in the following manner: 25% to LESSOR and 75% to LESSEE. Any Sublessee shall be instructed to pay the foregoing percentage amounts directly to LESSOR and LESSEE. LESSEE shall not be responsible to LESSOR for the collection or payment of rents by the Sublessee to LESSOR, and LESSEE shall have no liability to LESSOR in the event of failure to payment by the Sublessee. In this event: (i) LESSEE shall have no liability of any nature to LESSOR for failure to sublet all or any of the premises to any or all potential Sublessee(s); and (ii) LESSEE will provide LESSOR with a tri-party agreement to be executed by LESSEE, its Sublessee, and LESSOR to confirm direct payment obligation from Sublessee to LESSOR and to indicate LESSOR has been notified of the sublease.

d. It is understood and agreed by the Parties that the foregoing rental percentage amounts shall only apply if LESSEE is able to accommodate all Sublessee's facilities within LESSEE's Property. If LESSEE is unable to accommodate any or part of Sublessee's facilities within the Property, then LESSOR may enter into an agreement with the Sublessee for a portion of the property Sublessee requires to locate its facilities. In this event, LESSEE shall receive 100% of the rental for that portion of the facilities that are located within the limits of the Property and LESSOR shall receive 100% of the rental, negotiated by LESSOR and Sublessee, for the portion of Sublessee's facilities that are located on the Property outside LESSEE's Premises.

e. Notwithstanding any other provision of this Agreement, LESSEE shall not be required to obtain approval from LESSOR for the Subletting of the Premises or part thereof. LESSEE shall have the sole right to determine whether it will Sublet any portion of the Premises or whether it will sublease to any specific Sublessee.

f. The rental provisions of this section shall not apply to any subletting for public emergency and/or safety systems purposes (i.e. police, ambulance and/or fire), that may be required or ordered by any government authority having jurisdiction over LESSEE of the Property. LESSEE shall not be required to pay any amount to LESSOR in connection with the subletting for public emergency and/or safety system purposes that may be required or ordered by any governmental authority having jurisdiction. Notwithstanding any other provision of this Agreement, LESSEE shall not be required to obtain any approval from LESSOR for the subletting for public emergency and/or safety system purposes.

23. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR: The City of Brownsville, Texas  
1001 E. Elizabeth Street  
Brownsville, Texas 78520

LESSEE: San Antonio MTA, L.P.  
d/b/a Verizon Wireless  
180 Washington Valley Road  
Bedminster, New Jersey 07921  
Attention: Network Real Estate

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

24. SUCCESSORS. This Agreement shall extend to and bind the heirs, personal representative, successors and assigns of the Parties hereto.

25. SUBORDINATION AND NON-DISTURBANCE. At LESSOR's option, this Agreement shall be subordinate to any future master lease, ground lease, mortgage, deed of trust or other security interest (a "Mortgage") by LESSOR which from time to time may encumber all or part of the Property or right-of-way; provided, however, as a condition precedent to LESSEE being required to subordinate its interest in this Agreement to any future Mortgage covering the Property, LESSOR shall obtain for LESSEE's benefit a non-disturbance and attornment agreement for LESSEE's benefit in the form reasonably satisfactory to LESSEE, and containing the terms described below (the "Non-Disturbance Agreement"), and shall recognize LESSEE's right to remain in occupancy of and have access to the Premises as long as LESSEE is not in

default of this Agreement beyond applicable notice and cure periods. The Non-Disturbance Agreement shall include the encumbering party's ("Lender's") agreement that, if Lender or its successor-in-interest or any purchaser of Lender's or its successor's interest (a "Purchaser") acquires an ownership interest in the Property, Lender or such successor-in-interest or Purchaser will (1) honor all of the terms of the Agreement, (2) fulfill LESSOR's obligations under the Agreement, and (3) promptly cure all of the then-existing LESSOR defaults under the Agreement. Such Non-Disturbance Agreement must be binding on all of Lender's participants in the subject loan (if any) and on all successors and assigns of Lender and/or its participants and on all Purchasers. In return for such Non-Disturbance Agreement, LESSEE will execute an agreement for Lender's benefit in which LESSEE (1) confirms that the Agreement is subordinate to the Mortgage or other real property interest in favor of Lender, (2) agrees to attorn to Lender if Lender becomes the owner of the Property and (3) agrees to accept a cure by Lender of any of LESSOR's defaults, provided such cure is completed within the deadline applicable to LESSOR. In the event LESSOR defaults in the payment and/or other performance of any mortgage or other real property interest encumbering the Property, LESSEE, may, at its sole option and without obligation, cure or correct LESSOR's default and upon doing so, LESSEE shall be subrogated to any and all rights, titles, liens and equities of the holders of such mortgage or other real property interest and LESSEE shall be entitled to deduct and setoff against all rents that may otherwise become due under this Agreement the sums paid by LESSEE to cure or correct such defaults.

26. RECORDING. LESSOR agrees to execute a Memorandum of this Agreement which LESSEE may record with the appropriate recording officer. The date set forth in the Memorandum of Lease is for recording purposes only and bears no reference to commencement of either the Term or rent payments.

27. DEFAULT.

a. In the event there is a breach by LESSEE with respect to any of the provisions of this Agreement or its obligations under it, including the payment of rent, LESSOR shall give LESSEE written notice of such breach. After receipt of such written notice, LESSEE shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days in which to cure any non-monetary breach, provided LESSEE shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSEE commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSOR may not maintain any action or effect any remedies for default against LESSEE unless and until LESSEE has failed to cure the breach within the time periods provided in this Paragraph.

b. In the event there is a breach by LESSOR with respect to any of the provisions of this Agreement or its obligations under it, LESSEE shall give LESSOR written notice of such breach. After receipt of such written notice, LESSOR shall have thirty (30) days in which to cure any such breach, provided LESSOR shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSOR commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSEE may not maintain any action or effect any remedies for default against LESSOR unless and until

LESSOR has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business on the Property; provided, however, that if the nature of LESSOR's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion.

28. REMEDIES. Upon a default which has not been cured pursuant to paragraph 26(b), the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material provision of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises are located; provided, however, both parties shall use reasonable efforts to mitigate its damages in connection with a default by the other.

29. ENVIRONMENTAL.

a. LESSOR will comply with all applicable Federal, State and Local requirements governing environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene conditions or concerns as may now or at any time hereafter be in effect, that are or were in any way related to activity now conducted in, on, or in any way related to the Property, unless such conditions or concerns are caused by the specific activities of LESSEE in the Premises.

b. LESSEE, in conducting its activities pursuant to this Agreement, will comply with all applicable Federal, State and Local requirements governing environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene conditions or concerns as may now or at any time hereafter be in effect, unless such conditions or concerns are caused by the specific activities of LESSOR in the Premises.

c. LESSEE shall hold LESSOR harmless and indemnify LESSOR from and assume all duties, responsibility and liability, at LESSEE's sole cost and expense, for all duties, responsibilities, and liability (for payment of penalties, sanctions, forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which results from any (i) failure by LESSEE to comply

with any applicable legal requirement governing environmental or industrial hygiene matters except to the extent that any such non-compliance is caused by LESSOR; and (ii) any environmental or industrial hygiene conditions to the extent resulting from the activities of LESSEE. LESSEE shall not be responsible for any existing environmental conditions, including any contamination, which existed prior to the date of this Agreement or to any environmental conditions or contamination to the extent not caused by LESSEE or those acting on its behalf.

30. CASUALTY. In the event of damage by fire or other casualty to the Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty, provided LESSOR has not completed the restoration required to permit LESSEE to resume its operation at the Premises, terminate this Agreement upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired.

31. CONDEMNATION. In the event of any condemnation of all or any portion of the Property, this Agreement shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever occurs first. If as a result of a partial condemnation of the Premises or Property, LESSEE, in LESSEE's sole discretion, is unable to use the Premises for the purposes intended hereunder, or if such condemnation may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, LESSEE may, at LESSEE's option, to be exercised in writing within fifteen (15) days after LESSOR shall have given LESSEE written notice of such taking (or in the absence of such notice, within fifteen (15) days after the condemning authority shall have taken possession) terminate this Agreement as of the date the condemning authority takes such possession. LESSEE may on its own behalf make a claim in any condemnation proceeding involving the Premises for losses related to the equipment, conduits, fixtures, its relocation costs and its damages and losses (but not for the loss of its leasehold interest). Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment as of such termination date with respect to payments due to the other under this Agreement. If LESSEE does not terminate this Agreement in accordance with the foregoing, this Agreement shall remain in full force and effect as to the portion of the Premises remaining, except that the rent shall be reduced in the same proportion as the rentable area of the Premises taken bears to the total rentable area of the Premises. In the event that this Agreement is not terminated by reason of such condemnation, LESSOR shall promptly repair any damage to the Premises caused by such condemning authority.

32. SUBMISSION OF AGREEMENT/PARTIAL INVALIDITY/AUTHORITY. The submission of this Agreement for examination does not constitute an offer to lease the Premises and this Agreement becomes effective only upon the full execution of this Agreement by the Parties and approval by the City of Brownsville City Commission, Planning and Zoning Commission and/or City of Brownsville Board of Adjustments. If any provision herein is invalid, it shall be considered deleted from this Agreement and shall not invalidate the remaining provisions of this Agreement. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

33. APPLICABLE LAWS. During the Term, LESSOR shall maintain the Property in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with (a) all Laws relating solely to LESSEE's specific and unique nature of use of the Premises (other than general office use); and (b) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE in the Premises. LESSEE understands this lease is subject to approval by the City of Brownsville City Commission, Planning and Zoning Commission, and (if applicable) Board of Adjustments.

34. CAPTIONS. The captions contained in this Agreement are inserted for convenience only and are not intended to be part of the Agreement. They shall not affect or be utilized in the construction or interpretation of the Agreement.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

**LESSOR:**

**The City of Brownsville, Texas**

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

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

Approved as to legality and form  
this 5 day of March, 2016.

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

Office of the City Attorney  
1001 E. Elizabeth Street  
Brownsville, TX 78520  
Phone (956) 548-8011  
Fax (956) 546-4291



**LESSEE:**

**San Antonio MTA, L.P.  
d/b/a Verizon Wireless**

By: **Verizon Wireless, LLC,  
its General Partner**

By: \_\_\_\_\_

LESSEE SITE NAME: Dinda\_FINAL2-22-16

Aparna Khurjekar  
Its: Area Vice President Network

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

Exhibit "A" (Sketch of Premises within Property)

Exhibit "B"

(See attached Survey)

(to be added at a later date)



Submit

# AGENDA REQUEST FORM

Item Number: **11.**

COMMISSION MEETING DATE: 4/05/16

Brownsville Metro  
DEPT: \_\_\_\_\_ CONTACT Norma Zamora, Director

## AGENDA

Select One:

<b>Executive Session</b> (City Attorney Only)  Time needed: _____ Action Item: _____	<b>Workshop</b>  Time Needed: _____	<b>Presentation</b>  Time Needed: _____	<b>Agenda</b>  <input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant  <input checked="" type="checkbox"/> Action <input type="checkbox"/> Consent	<b>Ordinance</b>  <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading
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**Brief Description of Agenda Item:**  
Consideration and Action authorizing Change Order #6 to Brownsville Metro's Transit Fleet Maintenance Contract.

**FINANCIAL:** Budgeted Y / N      Matching Funds Required Y / N If yes, how much \_\_\_\_\_

### REVIEWING DEPARTMENTS ONLY

**FINANCE DEPARTMENT:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**PURCHASING DEPARTMENT:** **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY ATTORNEY:**      **Date Reviewed:** \_\_\_\_\_      **By:** \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
**ADDITIONAL COMMENTS:** (Write in advisory board or committee name and recommendation if applicable)

**City Manager Approval**

\_\_\_\_\_ **Date:** \_\_\_\_\_



# MEMORANDUM

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**TO:** Roberto Luna, Director  
Purchasing & Contract Services Department  
  
Lupe Granado III, Director, Finance Department

**FROM:** Eddie Velarde, Fleet Maintenance Contract Manager, B Metro *EV*

**CC:** Norma Zamora, Director, Brownsville Metro  
Andrew Muñoz, Assistant Director, Brownsville Metro

**DATE:** February 4, 2016

**SUBJECT:** First Transit's proposed Amendment 6 to current contract with  
City of Brownsville to provide transit fleet and equipment  
maintenance services

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Mssrs. Luna and Granado:

Thank you, gentlemen, for your guidance and support regarding my oversight of the transit fleet maintenance services contract between City of Brownsville and First Transit.

Contingent on your respective considerations and acceptance of First Transit's submittal, in context of the current contract, I recommend City of Brownsville ratifies Amendment 6.

Thank you.



**BROWNSVILLE METRO**

755 International Boulevard, Brownsville, Texas 78520 Telephone: 956-541-4881 Fax: 956-574-6675 [bmetro.cob.us](http://bmetro.cob.us)

**AMENDMENT # 6**  
**TO THE FLEET MAINTENANCE AND MANAGEMENT CONTRACT BETWEEN**  
**THE CITY OF BROWNSVILLE, TEXAS**  
**AND**  
**FIRST TRANSIT, Inc.**

**This Amendment** is made this \_\_\_\_ day of \_\_\_\_\_, 2016 by and between the City of Brownsville, Texas (“the City”) and First Transit, Inc. (“the Contractor”).

**WHEREAS** the City and the Contractor now desire to renew the Current Contract for an additional (1) year period; and

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and undertakings contained in the Contract and this Amendment, the City and the Contractor agree to amend and reaffirm the contract as follows:

1. In accordance with section 5.01 “All further contract year adjustments will be based on C.P.I. Series Id: CUUR0000SETD, CUUS0000SETD, U.S. City Average Motor Vehicle Maintenance and Repair, not to exceed 5%”. The current 12 month CPI increase is 1.9% therefore, the Approved Budget for the period of October 1, 2015 through September 30, 2016 shall be One Million Five Hundred Twenty Nine Thousand, One Hundred Forty Six Dollars (\$1,529,146). Non-Contract Labor Rate \$36.61.
2. For contract year 2015/2016, FVS proposes to cap the maintenance costs on the seven 2001 Gillig buses at an aggregate of \$210,000.00, annually. Once the \$210,000.00 cap is reached, any additional maintenance and repairs will be invoiced to the City as Non-Target.
3. For the renewal period (October 1, 2015 to September 30, 2016) the target price will be the shared responsibility by the City of Brownsville and First Transit, split 50/50 up to 110% over target for the contract year.
4. 9.05 Performance Standards – Is hereby amended as follows:

The Contractor agrees to meet minimum performance standards.

1. The Contractor shall be measured based on the following performance standard categories:
2. Performance standards shall be measured quarterly
3. Performance standards below do not include Non-Target work

<b>KEY PERFORMANCE INDICATORS (KPIs)</b>			
	<b>PERFORMANCE MEASURES CRITERIA</b>	<b>ACCEPTABLE RANGE</b>	<b>POINTS</b>
<b>I</b>	<b>VEHICLE AVAILABILITY -</b> Minimum daily required vehicles to meet operational demand Fixed Route - 16 Vehicles Paratransit - 6 Vehicles Metro Connect - 2 Vehicles Non-Revenue - 7 of 9 Vehicles  Note: Measured per contractual obligations, FT shall substitute vehicles to meet minimum requirements throughout each service day. *based on 30 day month	<b>1.5 Points/Day*</b>	<b>45</b>
<b>II</b>	<b>PREVENTIVE MAINTENANCE -</b>  PM services scheduled and completed on time according to current Preventive Maintenance Plan  Exceptions: 1. Metro Connect Units 404 and 405 PMs may be completed up to 1000 miles prior to target mileage.  2. Any deviation from performing a PM + or – 500 miles to the target mileage, must be preapproved by the Fleet Maintenance Contract Manager.	<b>90%</b>	<b>25</b>
<b>III</b>	<b>REPAIR TURNAROUND TIME -</b> Repair work orders completed within 48 hours of vehicle being delivered to shop	<b>85%</b>	<b>10</b>
<b>IV</b>	<b>RE-WORK -</b> Total Count Per Quarter	<b>&lt; 3%</b>	<b>5</b>
<b>V</b>	<b>MILES BETWEEN BREAKDOWNS -</b> Total Count Per Quarter  Measured per contractual obligations, and “Major Mechanical Failures” and “Revenue Miles Between Failure” as defined in PTN-128 Texas Transit Provider Performance Reporting, FT shall substitute vehicles to meet minimum requirement throughout each service day.	<b>&gt; 5500 Miles</b>	<b>15</b>
	<b>TOTAL POINTS</b>		<b>100</b>

Exceptions to the standards as stated above must be documented by the Contractor. The Fleet Maintenance Contract Manager and Contractor will discuss exceptions monthly. Exceptions will include but are not limited to the following reasons:

- A. Parts Availability
- B. Manufacturer’s Warranty and Recalls
- C. Acts of God and State Emergency
- D. Non-contract Repairs
- E. Major Components as strictly described in “Exhibit D”

5. This Amendment supersedes all oral negotiations and prior contemporaneous writings with respect to the subject matter hereof and is intended by the City and Contractor as the final expression of the agreement with respect to the terms and conditions set forth herein and as the complete and exclusive statement of the terms agreed to by the City and Contractor. If there is any conflict between the terms, conditions, and provisions of the Amendment and those of any other agreement or instrument, the terms, conditions and provisions of this Amendment shall prevail.

Except as expressly amended by this document, the Contract as previously executed remains in full force and effect and legally binding upon the City and the Contractor.

IN WITNESS WHEREOF, the City and Contractor hereto have affixed their respective signatures as of the dates below.

**Attest:**

**CITY OF BROWNSVILLE (City)**

\_\_\_\_\_

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Attest:**

**FIRST TRANSIT, Inc.**

\_\_\_\_\_

\_\_\_\_\_  
**Dale Domish, Senior Vice President,  
First Transit, Inc.**

\_\_\_\_\_  
**Date**

February 3, 2016

Roberto Luna, Jr.  
Purchasing and Contract Services Department  
City of Brownsville  
Brownsville, TX 78520

Dear Mr. Luna,

I would like to thank your team for another great year of cooperation. I feel we have accomplished all our goals so far this contract year as set forth in our prior meetings. It is our intention to continue providing a high level of service to the City of Brownsville as we continue to strengthen our partnership going forward. Enclosed is our 2015/2016 contract year renewal request.

There are several factors that attribute to the budget/renewal request and they are listed below:

1. Pursuant to Amendment #3 of the Contract, we are requesting an increase equal to the past twelve month average C.P.I. Index for Motor Vehicle Maintenance and Repair, which was 1.9%. I have included the information for your review.
2. For contract year 2015/2016, FVS proposes to cap the maintenance costs on the seven 2001 Gillig buses at an aggregate of \$210,000.00, annually. Once the \$210,000.00 cap is reached, any additional maintenance and repairs will be invoiced to the City as Non-Target.
3. For the renewal period (October 1, 2015 to September 30, 2016) the target price will be the shared responsibility by the City of Brownsville and First Transit, split 50/50 up to 110% over target for the contract year.

We feel the best approach for both parties in this long-standing relationship is to work diligently to insure operating costs do not exceed the current CPI Index indicated above. As a continued effort to show our commitment to a long-term relationship we propose the following contract adjustment for the upcoming year.

## City of Brownsville Annual Budget 2015/2016

**Contract Term**  
**10/1/2015 - 9/30/2016**

	<u>BUDGET</u> 2014/2015	<u>CPI</u>	<u>BUDGET</u> 2015/2016
<b>PARTS</b>	<b>\$448,483</b>	<b>1.9%</b>	<b>\$457,004</b>
<b>LABOR</b>	<b>\$754,403</b>	<b>1.9%</b>	<b>\$768,737</b>
<b>OVERHEAD EXPENSES</b>	<b>\$92,668</b>	<b>1.9%</b>	<b>\$94,429</b>
<b>ADMINISTRATIVE EXPENSES</b>	<b>\$102,540</b>	<b>1.9%</b>	<b>\$104,488</b>
<b>MANAGEMENT FEE</b>	<b>\$102,540</b>	<b>1.9%</b>	<b>\$104,488</b>
<b>SUBTOTAL</b>	<b>\$1,500,634</b>		<b>\$1,529,146</b>

**Non-Contract Labor Rate \$36.61**

Consumer Price Index – Motor Vehicle Maintenance and Repair – Sept 2015															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2005	2.9	2.9	3.1	3.2	3.3	3.2	3.2	3.2	4.0	4.0	3.7	3.6			
2006	3.5	4.4	4.3	4.3	4.5	4.6	4.8	4.3	4.0	4.1	3.8	3.8			
2007	3.8	3.6	3.6	3.6	3.3	3.3	3.1	3.6	3.4	2.9	3.3	3.3			
2008	3.9	3.7	3.9	4.1	4.4	4.8	5.1	5.4	5.7	5.9	5.9	5.9			
2009	5.9	5.7	5.4	5.3	4.6	4.1	3.5	3.1	3.1	3.0	2.7	2.5			
2010	1.9	1.8	1.9	1.9	2.0	2.0	1.9	2.0	1.9	1.8	1.8	1.9			
2011	2.1	2.0	1.7	1.7	2.0	2.0	2.1	2.0	2.4	2.4	2.3	2.2			
2012	2.3	2.4	2.3	2.0	2.0	2.0	1.8	1.7	1.1	1.1	1.3	1.3			
2013	1.3	1.3	1.4	1.5	1.4	1.4	1.9	1.9	1.9	1.7	1.5	1.6			
2014	1.5	1.6	1.5	1.6	1.5	1.6	1.5	1.4	1.6	1.9	2.1	2.1			
2015	2.0	1.7	1.8	2.1	2.2	2.0	1.8	1.8	1.4				1.9		

### 12-Month Percent Change

**Series Id:** CUUR0000SETD,CUUS0000SETD  
**Not Seasonally Adjusted**  
**Area:** U.S. city average  
**Item:** Motor Vehicle Maintenance and Repair  
**Base Period:** 1982-84=100  
**Years:** 2005 to 2015

# First Vehicle Services

1000 W. McNab Road  
Suite 103  
Pompano Beach, FL 33069  
Tel: 954-946-5775  
Fax: 954-946-0024

We are respectfully requesting a contract rate increase beginning October 1, 2015 equal to 1.9 %, which will increase the yearly contract amount from \$1,500,634 to \$1,529,146.

We hope you will agree this request more than fairly addresses the needs of the City. We appreciate your business and look forward to working in partnership with you and the City of Brownsville for many years to come. Please feel free to call me directly with any questions you may have.

Best regards,



Robert Staff  
Regional Vice President