

1. AGENDA FOR OCTOBER 11, 2016

Documents:

[AGENDA-10-11-2016.PDF](#)

[AGENDA-10-11-2016-ADDENDUM.PDF](#)

2. BINDER FOR OCTOBER 11, 2016

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[BINDER10-11-2016.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, October 11, 2016**, at **5:20 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: 5:20 P.M.

- A) Consultation with legal counsel pursuant to Texas Government Code §551.071 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 Texas Open Meetings Act and regarding real property pursuant to Texas Government Code §551.072. (Mark Sossi – City Attorney – 10 mins)
- B) Consultation with legal counsel pursuant to Texas Government Code §551.071 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 Texas Open Meetings Act and regarding real property pursuant to Texas Government Code §551.072. (Mark Sossi – City Attorney – 10 mins)
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- D) 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 July 05, 2016. (Lupe Granado III – Finance – 10 mins)

REGULAR MEETING: 6:00 P.M.

PLEDGE OF ALLEGIANCE: UNITED STATES PLEDGE * TEXAS PLEDGE

INVOCATION:

ACTION ON ITEM DISCUSSED IN EXECUTIVE SESSION:

- A)** Discussion and **ACTION** to approve **Resolution Number 2016-060** in support of the City of Brownsville implementing a 1982 MOU by negotiating directly with Union Pacific Railroad to acquire the downtown switchyard. (Mark Sossi – City Attorney)
- B)** Discussion and **ACTION** to approve **Resolution Number 2016-061** regarding the purchase of real estate. (Mark Sossi – City Attorney)
- D)** Discussion and **POSSIBLE ACTION** on **Resolution Numbers 2016-050** through **Resolution Number 2016-059**, approving or rejecting the bid/offer(s) received on the Tax Resale properties on July 05, 2016. (Lupe Granado III – Finance)

2016-050 - Lot 107, Block 10, Virginia Heights Industrial Properties, an addition to the City of Brownsville, Cameron County, Texas, according to the map or plat thereof, recorded in Volume 11, Page 36 Map Records of Cameron County, Texas. (Account No. 07-5850-0100-1070-00)

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2016-054 – the Front ½ of Lot 3, Block 158, City of Brownsville, Cameron County, Texas according to the map or plat thereof, recorded in Volume 5, Page 13, Map Records of Cameron County, Texas. (Account No. 01-0000-1580-0030-00)

2016-055 – Lot East ½ 8 Block 8, Brownsville Original Townsite Volume 5, and Page 13 MRCC (Account No. 01-0000-0080-0082-00)

2016-056 – Lot 4, Block 1 Villa Vera Subdivision, an addition to the City of Brownsville, Cameron County, Texas, according to the map or plat thereof, recorded in Cabinet 1, Slots 976-B and 977-A, Map Records of Cameron County, Texas. (Account No. 02-7955-0010-0040-00)

2016-057 – All of Lot 16 in Block 4, of the Dunlap Subdivision of Block 33, of the Brownell Tract in Share 28, Espiritu Santo Grant in Cameron County, Texas, according to the map or plat of said Dunlap Subdivision recorded in Volume 15, Page 51 of the Map Records of Cameron County, Texas. (Account No. 74-7100-0040-0160-00)

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1. MAYOR’S ACTIVITY UPDATE:

2. COMMISSIONERS’ ACTIVITY UPDATE:

3. PROCLAMATION: *Breast Cancer Awareness Month*
(Commissioners J. Villarreal/R. Gowen/J. Tetreau)

National Domestic Violence Awareness Month
(Commissioners C. de Leon/J. Tetreau)

4. CONSENT AGENDA ITEMS:

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

ITEMS No. “a” through “g”

- a) Approval of the Minutes of the Regular Meeting of September 20, 2016.
- b) Approval of the Minutes of the Regular Meeting of October 04, 2016.
- c) To acknowledge the following individuals to incur travel expense:

<u>Employee</u>	<u>Department</u>	<u>Destination</u>	<u>Date</u>
Desiderio Tristan	Fire	Copperas Cove, TX	Nov. 03-04, 2016
Carlos A. Elizondo	Fire	Dallas, TX	Nov. 20-23, 2016
Ernesto Estrada	Fire	Dallas, TX	Nov. 20-23, 2016
Jarrett V. Sheldon	Fire	Dallas, TX	Nov. 20-23, 2016
Cesar J. Pedraza	Fire	Dallas, TX	Nov. 20-23, 2016
James McCoy	PISD	Austin, TX	Oct. 18-20, 2016
Ramiro Gonzalez	Planning	San Antonio, TX	Nov. 01-04, 2016
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d) Consideration and ACTION for authorization for 26 employees to attend the ARFF Live Fire Training on November 20-21, 2016, and November 28, 2016, at the Laredo International Fire & Law Enforcement Training Center in Laredo, Texas. (Chief Carlos A. Elizondo – Fire)

e) Consideration and ACTION on RESOLUTION NUMBER 2016-049, to execute an Advance Funding Agreement between the City of Brownsville and the Texas Department of Transportation (TxDOT) for Morrison Road from FM 1847 to SH550. (Carlos Lastra – Engineering)

- f) Consideration and **ACTION** for the City of Brownsville to enter into contract with the Town of Rancho Viejo to furnish EMS Services. (Chief Carlos A. Elizondo – Fire)
- g) Consideration and **ACTION** to approve a three (3) year software service maintenance agreement (SSMA) to Tyler Technologies, Inc. for the ERP Software New World Logos. (Gail Bruciak – MIS)

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PUBLIC HEARINGS:

- 5. Public Hearing and **ACTION** on **FIRST READING** on **Ordinance Number 235-2016-079**, to rezone from Dwelling “A” (DA) to General Retail “G” (4CG) for 0.08 acres for Lot 1 Block P of Brownsville Land and Improvement Company located near FM 802 and La Feria Road. (District 4) (Constanza Miner – Planning Director of Operations)
- 6. Public Hearing and **ACTION** on **FIRST READING** on **Ordinance Number 235-2016-080**, to rezone from Dwelling “Z” (DZ) to Light Retail “G” (2CG) for 1. acre of Lot 13, Block 1 of Country Garden Subdivision located at 8725 FM 803. (District 3) (Constanza Miner – Planning Director of Operations)
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- 8. Public Hearing and **ACTION** on **FIRST READING** on **Ordinance Number 235-2016-082**, to rezone from Dwelling “A” and General Retail “G” (DA & 4CG) to Apartment “H” (AH) for 1.032 acres for Blocks 37 of Media Luna Addition located at 423 Ruben Torres. (District 4) (Constanza Miner – Planning Director of Operations)
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10. ***PUBLIC COMMENT PERIOD: PLEASE NOTE:***

THE PUBLIC COMMENT PERIOD IS DESIGNATED FOR HEARING CONCERNS
REGARDING CITY OF BROWNSVILLE PUBLIC POLICY
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IF YOU WISH TO COMMENT ON AN ITEM THAT IS ALREADY ON THE AGENDA**

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

- THE “PUBLIC COMMENT FORM” IS DESIGNATED FOR SPEAKERS TO BE RECOGNIZED AND ADDRESS THE COMMISSION ON A SUBJECT THAT IS **NOT A PUBLIC HEARING**.
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- “PUBLIC COMMENT FORMS” 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.

ACTION ITEMS:

11. Consideration and **ACTION** on **Ordinance Number 2016-1620**, authorizing the issuance of City of Brownsville, Texas, General Obligation Refunding Bonds, Series 2016A, approving and authorizing the execution of an Escrow Agreement, a Paying Agent/Registrar Agreement, a purchase contract and other instruments and procedures related thereto; delegating authority to certain City Officials to select outstanding obligations to be refunded and approve all final terms of the Bonds; approving an official statement; and calling certain obligations for redemption. (Lupe Granado III – Finance)
12. Consideration and **ACTION** on **Resolution Number 2016-062**, to support and honor May 3rd, 2017 as the BIG GIVE. (Commissioners J. Tetreau/C. de Leon)
13. Consideration and **ACTION** to approve the Rio Grande Valley Storm Water Task Force Interlocal Membership Agreement between the University of Texas Rio Grande Valley and the City of Brownsville and name the City of Brownsville representative, Jose Figueroa, to the Task Force. (Santana Torres – Public Works)

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ADJOURNMENT:

NOTE: The City Commission of the City of Brownsville reserves the right to discuss any items in Executive Session whenever authorized under the Texas Open Meetings Act, Chapter 551, Title 5 of the Texas Government Code.

NOTE: The City of Brownsville does not discriminate on the basis of disability in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the ADA Coordinator at 956/548-6037 (voice or Relay TX) by Monday, no later than 5:00 P.M., to make proper arrangements.

By; Antonio Martinez
Mayor of the City of Brownsville

I certify that a copy of the **October 11, 2016**, Agenda of items to be considered by the Brownsville City Commission was posted on the Bulletin Area at City Hall – Federal Building, on October 07, 2016. I further certify that the Agenda was posted on the City’s website and can be downloaded by accessing: <http://citysecretary.cob.us>.



Michael L. Lopez, MPA
City Secretary

THE STATE OF TEXAS §
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Rose M.Z. Gowen, M.D., At-large Commissioner "B"
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**ADDENDUM TO CITY COMMISSION MEETING
SCHEDULED FOR OCTOBER 11, 2016**

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REGULAR MEETING: 6:00 P.M.

- 14. Consideration and **ACTION** to develop a workgroup to review the adopted codes. (Commissioners C. de Leon/J. Tetreau)

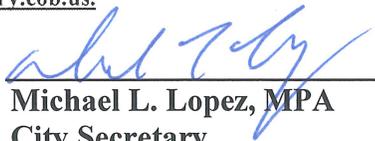
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ACTION ITEMS:

11. Consideration and **ACTION** on **Ordinance Number 2016-1620**, authorizing the issuance of City of Brownsville, Texas, General Obligation Refunding Bonds, Series 2016A, approving and authorizing the execution of an Escrow Agreement, a Paying Agent/Registrar Agreement, a purchase contract and other instruments and procedures related thereto; delegating authority to certain City Officials to select outstanding obligations to be refunded and approve all final terms of the Bonds; approving an official statement; and calling certain obligations for redemption. (Lupe Granado III – Finance)
12. Consideration and **ACTION** on **Resolution Number 2016-062**, to support and honor May 3rd, 2017 as the BIG GIVE. (Commissioners J. Tetreau/C. de Leon)
13. Consideration and **ACTION** to approve the Rio Grande Valley Storm Water Task Force Interlocal Membership Agreement between the University of Texas Rio Grande Valley and the City of Brownsville and name the City of Brownsville representative, Jose Figueroa, to the Task Force. (Santana Torres – Public Works)

* * * * *

ADJOURNMENT:

NOTE: The City Commission of the City of Brownsville reserves the right to discuss any items in Executive Session whenever authorized under the Texas Open Meetings Act, Chapter 551, Title 5 of the Texas Government Code.

NOTE: The City of Brownsville does not discriminate on the basis of disability in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the ADA Coordinator at 956/548-6037 (voice or Relay TX) by Monday, no later than 5:00 P.M., to make proper arrangements.

By; Antonio Martinez
Mayor of the City of Brownsville

I certify that a copy of the **October 11, 2016**, Agenda of items to be considered by the Brownsville City Commission was posted on the Bulletin Area at City Hall – Federal Building, on October 07, 2016. I further certify that the Agenda was posted on the City’s website and can be downloaded by accessing: <http://citysecretary.cob.us>.



Michael L. Lopez, MPA
City Secretary



Submit

AGENDA REQUEST FORM

Item Number: **Executive A**

COMMISSION MEETING DATE: 10/11/16

DEPT: Legal

CONTACT Mark Sossi

AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: <u>10 mi</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

Brief Description of Agenda Item:

Consultation with legal counsel pursuant to Texas Government Code §551.071 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 Texas Open Meetings Act and regarding real property pursuant to Texas Government Code §551.072.

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: 10/11/16

DEPT: Legal

CONTACT Mark Sossi

AGENDA

Select One:

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

Consultation with legal counsel pursuant to Texas Government Code §551.071 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 Texas Open Meetings Act and regarding real property pursuant to Texas Government Code §551.072

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 C**

COMMISSION MEETING DATE: 10/11/16

DEPT: Legal

CONTACT Mark Sossi

AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: <u>10 mi</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

Brief Description of Agenda Item:

Consultation with legal counsel pursuant to Texas Government Code §551.071 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 Texas Open Meetings Act

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 D

COMMISSION MEETING DATE: 10/11/16

DEPT: Finance

CONTACT Lupe Granado III

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

Brief Description of Agenda Item:

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 July 05, 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: _____



Submit

AGENDA REQUEST FORM

Action
Item Number: Executive A

COMMISSION MEETING DATE: 10/11/16

DEPT: Legal

CONTACT Mark Sossi

AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: <input checked="" type="checkbox"/>	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

Brief Description of Agenda Item:

Discussion and ACTION to approve Resolution Number 2016-060, in support of the City of Brownsville implementing a 1982 MOU by negotiating directly with Union Pacific Railroad to acquire the downtown switchyard.

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 NUMBER: 2016-060
IN SUPPORT OF
IMPLEMENTING THE 1982 MOU WITH THE BROWNSVILLE NAVIGATION
DISTRICT
BY COMMENCING NEGOTIATIONS TO ACQUIRE THE DOWNTOWN
SWITCHYARD PROPERTY
DIRECTLY FROM UNION PACIFIC RAILROAD

WHEREAS, in 1982 the City of Brownsville executed a written agreement with Union Pacific Railroad, Cameron County, Texas and the Brownsville Navigation District which provide that upon the completion of certain project milestones, property belonging to Union Pacific Railroad (including the downtown switchyard), would be first conveyed to the Brownsville Navigation District in their capacity as the project sponsor, and then from the Brownsville Navigation District to the City of Brownsville, and

WHEREAS in February of 2016, the City of Brownsville and the Brownsville Navigation District entered into a second Interlocal Agreement pursuant to Texas Interlocal Cooperation Act, in an attempt to implement the 1982 MOU, which provided the City with two options to acquire said property, through the Navigation District acting as project sponsor as was originally specified in the 1982 MOU and

WHEREAS, in September of 2016 the Brownsville Navigation District, through their Director, and CEO contacted the City of Brownsville in writing, stating the Navigation District was willing to implement the 1982 MOU by allowing UP railroad to convey the downtown switchyard directly to the City of Brownsville, and

WHEREAS, Brownsville, in reliance on the Ports' representations concedes that it would be more practical to acquire the downtown switchyard directly from UP, rather than through the Brownsville Navigation District acting in its capacity as project sponsor and

WHEREAS, the City of Brownsville is willing to conduct discussions directly with Union Pacific Railroad as to how the Switchyard property might be conveyed from UP directly to the City of Brownsville and

WHEREAS, the City of Brownsville waives no right or equitable title in the property arising under the 1982 MOU, notwithstanding its willingness to deal directly with Union Pacific railroad on this issue,

IT IS THEREFORE RESOLVED AS FOLLOWS:

The City of Brownsville, without waiving any right or interest in "The Property" acquired under the 1982 MOU, is willing to enter into discussions directly with Union Pacific Railroad to acquire the downtown Switchyard property.

In the event that UP covenants with the City to convey "The Property" directly from UP Railroad to the City, the City would waive any right to receive or exercise an option to acquire said property through the Navigation District as set forth in the February 2016 Agreement with the Navigation District as there would be no need to do so,

The City's disclaimer of these options is not intended to waive any right or equitable interest Brownsville has in the downtown switchyard property under the 1982 MOU, or any other right to said property.

The City of Brownsville's willingness to acquire "The Property" from Union Pacific Railroad is specifically conditional on mutually agreeable terms being reached as to the conveyance and utilization of "The Property" with Union Pacific Railroad.

**RESOLVED BY THE BROWNSVILLE CITY COMISSION, THIS ____ DAY OF
OCTOBER, 2016**

BY: _____
Antonio Martinez
Mayor, City of Brownsville

(SEAL)

ATTEST: _____
Michael Lopez
City Secretary, City of Brownsville



Submit

AGENDA REQUEST FORM

Action

Item Number: Executive B

COMMISSION MEETING DATE: 10/11/16

DEPT: Legal

CONTACT Mark Sossi

AGENDA

Select One:

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

Discussion and ACTION to approve Resolution Number 2016-061, regarding the purchase of real estate.

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 NUMBER: 2016-061
RESOLUTION AUTHORIZING THE PURCHASE OF
272.6 ACRES OF LAND FROM 1419 RANCH LLC
FOR FAIR MARKET VALUE

WHEREAS, the City of Brownsville, deems it in the best interests to enter into an agreement with 1419 RANCH, L.L.C., (“Seller”) and to purchase 272.6 acres located at 2870 South Oklahoma Avenue, Brownsville, TX 78520 (“The Property”)

WHEREAS, the City of Brownsville finds that the purchase price of “The Property”, of two million three hundred and seventeen dollars and zero cents (\$2, 317,000.00), is at fair market value as established by an independent certified appraisal, and

WHEREAS, the City of Brownsville further finds that acquiring “The Property” is in the best interest of the City of Brownsville, Texas,

IT IS THEREFORE RESOLVED, that the City of Brownsville acquire the Property for the fair market value price of approximately **\$2,317,000.00 (Two Million Three Hundred and Seventeen Thousand and No/100 Dollars)** as further set forth in a purchase and sales agreement.

The undersigned is hereby authorized and directed to execute, on behalf of City of Brownsville and it its name as purchaser, any and all agreements, certificates, declarations, licenses and other documents, all as required in connection with the purchase of the Property.

By: _____
Charlie Cabler
City Manager, City of Brownsville

**RESOLVED BY THE BROWNSVILLE CITY COMMISSION, THIS _____ DAY
OF OCTOBER, 2016, IN BROWNSVILLE, CAMERON COUNTY, TEXAS**

By: _____
Antonio Martinez
Mayor, City of Brownsville

Attest: _____ (SEAL)
Michael Lopez
City Secretary, City of Brownsville



Submit

AGENDA REQUEST FORM

Action

Item Number: **Executive D**

COMMISSION MEETING DATE: 10/11/16

DEPT: Finance

CONTACT Lupe Granado III

AGENDA

Select One:

Executive Session (City Attorney Only)	Workshop	Presentation	Agenda	Ordinance
Time needed: _____ Action Item: <input checked="" type="checkbox"/>	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

Brief Description of Agenda Item:

Discussion and POSSIBLE ACTION on Resolution Numbers 2016-050 through Resolution Number 2016-059, approving or rejecting the bid/offer(s) received on the Tax Resale properties on July 05, 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: _____

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

**RESOLUTION NUMBERS 2016-050 THROUGH RESOLUTION
NUMBER 2016-059**

2016-050 - Lot 107, Block 10, Virginia Heights Industrial Properties, an addition to the City of Brownsville, Cameron County, Texas, according to the map or plat thereof, recorded in Volume 11, Page 36 Map Records of Cameron County, Texas. (Account No. 07-5850-0100-1070-00)

2016-051 - Lot No. Twenty Two (22), in Block No. Eight (8), of Colonia Acacia, an addition to the City of Brownsville in Cameron County, Texas, according to the map or plat Book no. 16, at page 6, Map Records of Cameron County, Texas to which said map and its record, reference is here now made for greater certainty of description. (Account No. 02-2170-0080-0220-00)

2016-052 - 0.40 acre, more or less, being a portion of Lot 6, Block "HH", Brownsville Land & Improvement Company Subdivision, Cameron County, Texas, as described in deed dated March 6, 1990, from TDHR-Price to Jimmy E. Nix, in Volume 1152, Page 85, Official Records of Cameron County, Texas. (Account No. 01-9330-1080-0066-00)

2016-053 – One-half of Lot 6, Block 15, East Brownsville Addition, an addition to Cameron County, Texas, as described in Volume 3663, Page 327, Official Records of Cameron County, Texas also known as 1915 East Ringgold. (Account No. 02-5610-0150-0051-00)

2016-054 – the Front ½ of Lot 3, Block 158, City of Brownsville, Cameron County, Texas according to the map or plat thereof, recorded in Volume 5, Page 13, Map Records of Cameron County, Texas. (Account No. 01-0000-1580-0030-00)

2016-055 – Lot East ½ 8 Block 8, Brownsville Original Townsite Volume 5, and Page 13 MRCC (Account No. 01-0000-0080-0082-00)

2016-056 – Lot 4, Block 1 Villa Vera Subdivision, an addition to the City of Brownsville, Cameron County, Texas, according to the map or plat thereof, recorded in Cabinet 1, Slots 976-B and 977-A, Map Records of Cameron County, Texas. (Account No. 02-7955-0010-0040-00)

2016-057 – All of Lot 16 in Block 4, of the Dunlap Subdivision of Block 33, of the Brownell Tract in Share 28, Espiritu Santo Grant in Cameron County, Texas, according to the map or plat of said Dunlap Subdivision recorded in Volume 15, Page 51 of the Map Records of Cameron County, Texas. (Account No. 74-7100-0040-0160-00)

2016-058 – El Lago II-Block 5 Lot 13 0.115 Acres (Account No. 74-7543-0050-0130-00)

2016-059 – the North 63 feet of Lot 3, lying West of U.S. Highway 77, Baytes Circle Homesites, an addition to the City of Brownsville, Cameron County, Texas, according to the map or plat thereof, recorded in Volume 15, Page 32, Map Records of Cameron County, Texas. (Account No. 01-5430-0000-0020-00)



PROCLAMATION

A PROCLAMATION OF THE CITY COMMISSION
OF BROWNSVILLE, TEXAS,
**RECOGNIZING OCTOBER 2016 AS
BREAST CANCER AWARENESS MONTH**

WHEREAS, Breast cancer is the most prevalent cancer and second most common cause of cancer-related deaths among Texas women. It is expected that as many as 16,000 new cases will be diagnosed in Texas alone this year;

WHEREAS, It is important to realize that breast cancer does not only affect women. According to the American Cancer Society, about one in 1,000 men will be diagnosed with breast cancer in their lifetime;

WHEREAS, Prevention and early detection are the keys to the survival of patients diagnosed with breast cancer. Knowing your body and your family history are also critical to lowering your risk for breast cancer;

WHEREAS, October is nationally recognized as Breast Cancer Awareness Month, and provides an opportunity to increase awareness of the disease and to encourage individuals to have a plan to detect the disease in its early stages; and

WHEREAS, It is vital that those affected by breast cancer have access to quality, affordable care, and that research of all forms of breast cancer continues to be vigorously supported.

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 OCTOBER 2016 AS BREAST CANCER AWARENESS MONTH**, and further call upon the citizens of Brownsville to participate in this effort and to support breast cancer patients, the families and friends of those affected by this disease, and the medical professionals who provide invaluable care.

DONE, on this, the 11th day of October 2016.

PROCLAMATION

NATIONAL DOMESTIC
VIOLENCE
AWARENESS MONTH

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, September 20, 2016**, at **5:40 P.M.**, and **6:00 P.M.** with the following members present:

- | | | |
|------------------------------|---|---|
| ANTONIO MARTINEZ |) | MAYOR |
| COMMISSIONERS | | |
| 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 |
| RUTH OSUNA | | ASSISTANT CITY MANAGER |
| MARK E. SOSSI | | CITY ATTORNEY |
| MICHAEL L. LOPEZ | | ASSISTANT CITY MANAGER/
CITY SECRETARY |
| ABSENT: | | NONE |

A quorum being present, Mayor Antonio Martinez, asked Ms. Griselda Rosas, Assistant 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 September 16, 2016.

EXECUTIVE SESSION: 5:40 P.M.

Upon motion by Commissioner Ricardo Longoria, Jr., seconded by Commissioner John Villarreal and carried unanimously, the Executive Session convened at 5:40 p.m. to discuss the following items:

- A) Attorney consultation pursuant to Section 551.071, Texas Gov't. Code, to provide legal advice and counsel in connection with the City's rights, duties, privileges and obligations regarding collective bargaining negotiations with the Brownsville Fire Fighters Association, IAFF Local 970, and related matters.**

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

Commissioners Rose Gowen and Deborah Portillo arrived during 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 Ricardo Longoria, Jr.

INVOCATION:

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

* * * * *

ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION:

- A) **Consideration and appropriate action, if any, to ratify a newly negotiated collective bargaining labor agreement between the duly recognized majority bargaining agent for the Brownsville firefighters and the City of Brownsville, Texas or, alternatively, consideration and appropriate action, if any, to adopt a Resolution to preserve the current compensation levels to the extent authorized under Chapter 143, Texas Local Gov't Code.**

Commissioner Cesar de Leon moved that the collective bargaining agreement, **be approved**, with the Firefighters tentatively agree to, at the negotiation table, subject to approval, of the Firefighters Association and **adopt** the resolution to preserve certain pay and benefits and that the Firefighters Association does not ratify the agreement. The motion was seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously.

1. MAYOR'S ACTIVITY UPDATE:

Mayor Antonio Martinez, briefly informed the public that he had attended and accepted the 2016 U.S. Department of Transportation Mayors' Challenge Ladders of Opportunity Award at the 2016 Safer People, Safer Streets Summit held on Friday, September 16, 2016, at the U.S. Department of Transportation's headquarters in Washington, D.C.

2. COMMISSIONERS' ACTIVITY UPDATE:

Commissioner Ricardo Longoria, Jr., thanked Mr. John Bruciak, CEO Brownsville Public Utilities and his personnel, noting that the Southwaste Water Plant on East Avenue is 100% odor free complete.

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

ITEMS No. "a" through "h"

- a) Approval of the Minutes of the Regular Meeting of September 06, 2016.
- b) Approval of the Minutes of the Regular Meeting of September 12, 2016.
- c) Approval of the Minutes of the Regular Meeting of September 13, 2016.
- d) To acknowledge the following individuals to incur travel expense:

<u>Employee</u>	<u>Department</u>	<u>Destination</u>	<u>Date</u>
David Licon	Engineering	Oklahoma City, OK	Oct. 01-06, 2016
Anali Ybarra	Grants	Philadelphia, PA	Sept. 27-Oct. 01, 2016
Erika Mata	Grants	Philadelphia, PA	Sept. 27-Oct. 01, 2016
Mark Lund	MPO	Austin, TX	Oct. 04-07, 2016
Alfonso Vallejo	MPO	Fort Worth, TX	Oct. 24-28, 2016
Joe Villarreal	Police	Burnett, TX	Sept. 21-25, 2016
Reynaldo Ordonez	Police	San Antonio, TX	Sept. 27-29, 2016
Gregorio Rodriguez	Police	San Antonio, TX	Sept. 27-29, 2016
Eric Castillo	Police	Corpus Christi, TX	Oct. 02-06, 2016
John B. Puckett	Police	Corpus Christi, TX	Oct. 02-06, 2016
Julio Briones	Police	Corpus Christi, TX	Oct. 02-06, 2016
Joe D. Flores	Police	Corpus Christi, TX	Oct. 02-06, 2016

- e) **Consideration and ACTION to authorize the City Manager to accept and execute a grant awarded by the Texas Department of Transportation under the 5311 (f) Intercity Bus Program.**
- f) **APPROVAL on SECOND and FINAL READING of Ordinance Number 2016-898-CC, to amend Chapter 74 "Parks and Recreation", of the City Code of Ordinances by adding Section 74-18 "Local Standards of Care for the City Parks and Recreation Department's Children's Recreation Programs", and dealing with related matters.**
- g) **Consideration and ACTION to award a contract for sidewalk improvements for Avenida Rancho Viejo Boulevard.**
- h) **Consideration and ACTION to request authorization to extend term contract for Procurement and Travel Card Services "PCard" through the State of Texas Comptroller of Public Accounts to CitiBank.**

BOARDS AND COMMISSIONS:

- 4. **Consideration and ACTION on Resolution Number 2016-043, to appoint or re-appoint a Board member to the Cameron Appraisal District Board of Directors.**

Commissioner Ricardo Longoria, Jr., moved that Resolution Number 2016-043, be **approved** and **Mr. Vicente Mendez** be **re-appointed** as a Board member to the Cameron Appraisal District Board of Directors. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

PUBLIC HEARINGS:

- 5. **Public Hearing and ACTION on Ordinance Number 2016-1619, an ordinance supplementing Ordinance Number 2013-1582 relating to the issuance of the City of Brownsville, Texas Utilities System Commercial Paper Notes, Series A; authorizing the substitution of the credit facility related thereto; resolving other matters incident and**

related to the replacement of the Credit Facility, including the approval, execution and delivery of the reimbursement agreement, bank fee letter, and approving an offering memorandum in connection therewith; resolving other matters related thereto; and providing an effective date.

Mr. Leandro Garcia, Brownsville Public Utilities Board Chief Financial Officer, gave a brief explanation of the ordinance.

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

Commissioner Rose Gowen moved that Ordinance Number 2016-1619, an ordinance supplementing Ordinance Number 2013-1582 relating to the issuance of the City of Brownsville, Texas Utilities System Commercial Paper Notes, Series A; authorizing the substitution of the credit facility related thereto; resolving other matters incident and related to the replacement of the Credit Facility, including the approval, execution and delivery of the reimbursement agreement, bank fee letter, and approving an offering memorandum in connection therewith; resolving other matters related thereto; and providing an effective date, be **approved**. The motion was seconded by Commissioner Deborah Portillo and carried unanimously.

6. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-042, to rezone from Dwelling “Z” (DZ) to General Retail “G” (4CG) for 2.3 acres of Block 2 and 3 of R.B. Rentrfo located near FM 802 and Chachalaca Drive. (District 4) [TABLED 09-06-2016]

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the proposed ordinance, noting that the applicant would agree with the conditions as requested by the citizens around the area.

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

Commissioner Ricardo Longoria, Jr., moved that Ordinance Number 235-2016-042, be **adopted** at first reading, to rezone from Dwelling “Z” (DZ) to General Retail “G” (4CG) for 2.3 acres of Block 2 and 3 of R.B. Rentrfo located near FM 802 and Chachalaca Drive. (District 4) The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

7. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-058, to rezone from Dwelling “Z” (DZ) to General Retail “G” (4CG) for 0.480 acres for Lots 4, 5, & 6, Block 8 of Villanueva Subdivision located at 3095 US Military 281. (District 4)

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the proposed ordinance.

Ms. Lupita Garza a concerned citizen expressed opposition of the ordinance.

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

Commissioner Ricardo Longoria, Jr., moved that Ordinance Number 235-2016-058, be **adopted** at first reading, to rezone from Dwelling “Z” (DZ) to General Retail “G” (4CG) for 0.480 acres for Lots 4, 5, & 6, Block 8 of Villanueva Subdivision located at 3095 US Military 281. (District 4) The motion was seconded by Commissioner John Villarreal and carried unanimously.

8. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-073, to rezone from Dwelling “Z” (DZ) to General Retail “G” (4CG) for .6248 acres for Lots 9, 10, 11 & 12 of Block 107 of Olmito Original Townsite located near Expressway 77/83 and Hargill Street.

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the proposed ordinance.

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

Commissioner Rose Gowen moved that Ordinance Number 235-2016-073, be **adopted** at first reading, to rezone from Dwelling “Z” (DZ) to General Retail “G” (4CG) for .6248 acres for Lots 9, 10, 11 & 12 of Block 107 of Olmito Original Townsite located near Expressway 77/83 and Hargill Street. The motion was seconded by Commissioner John Villarreal and carried unanimously.

9. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-074-CO, to rezone from Dwelling “Z” (DZ) to Apartment “H” (AH) for 6.65 acres for Blocks 3 & 4 of Rentfro Subdivision located at 950 W. FM 802.

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, noted that the applicant, if rezoning of the property was approved, 70 apartment units were to be built and a 30 ft. buffer along the Resaca, with a 30’ ft. Resaca setback for the entire width of the property from the water’s edge, a 32’ ft. building setback line for a length of 140’ ft. from the water’s edge, additionally any construction within the 140’ ft. would be restricted to one-story buildings.

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

Commissioner John Villarreal moved that Ordinance Number 235-2016-074-CO, be **adopted** at first reading, to rezone from Dwelling “Z” (DZ) to Apartment “H” (AH) for 6.65 acres for Blocks 3 & 4 of Rentfro Subdivision located at 950 W. FM 802. The motion was seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously.

10. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-076, to rezone from Dwelling “A” (DA) General Retail “A” (4CA) for 1.96 acres for Lots 1, 2, 3 and 4 of Block 1 of Los Ebanos Properties Subdivision Lots S. Resubdivision located at 950 Paredes Line Road.

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the proposed ordinance.

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

Commissioner Ricardo Longoria, Jr., moved that Ordinance Number 235-2016-076, be **adopted** at first reading, to rezone from Dwelling “A” (DA) General Retail “A” (4CA) for 1.96 acres for Lots 1, 2, 3 and 4 of Block 1 of Los Ebanos Properties Subdivision Lots S. Resubdivision located at 950 Paredes Line Road. The motion was seconded by Commissioner John Villarreal and carried unanimously.

11. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-077-CO, to rezone from Dwelling “A” (DA) to Apartment “A” (AA-CO) for 6.38 acres for Lots 7, 8, and 9 of Block U of Brownsville Land & Improvement Company Subdivision located at 454 Los Ebanos & 504 Los Ebanos.

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the proposed ordinance.

Mr. Pat Pace, Jr., representing the Stovall Creek Homeowners Associations as well as all the forty (40) or so property owners in the Los Ebanos, Honeydale, Honey Dr. and Rosemond expressed concern and were opposed to the proposed ordinance.

Brief discussion ensued amongst the Commission.

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

Upon motion by Commissioner Rose Gowen seconded by Commissioner Ricardo Longoria, Jr., and carried unanimously, this item was **tabled**.

12. Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-078, to rezone from Professional Office “G” (ICG) to Dwelling “G” (DG) for Lot 9 of Block 1 of Acacia Lake Subdivision located at 524 Billy Mitchell Boulevard.

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the proposed ordinance.

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

Commissioner Ricardo Longoria, Jr., moved that Ordinance Number 235-2016-078, be **adopted** at first reading, to rezone from Professional Office “G” (ICG) to Dwelling “G” (DG) for Lot 9 of Block

1 of Acacia Lake Subdivision located at 524 Billy Mitchell Boulevard. The motion was seconded by Commissioner John Villarreal and carried unanimously.

- 13. Public Hearing and ACTION on FIRST READING on Ordinance Number 2016-1217-D, amending Ordinance Number 2009-1217-C of April 21, 2009 by (A) adopting the maximum allowable and actual water and wastewater impact fees; (B) providing for certain qualified exemptions; (C) providing for severability; and (D) providing for an effective date.**

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, introduced Mr. Richard Campbell, whom delivered a PowerPoint presentation regarding the Water & Wastewater Impact Fee Results.

Mr. Rafael Chacon, Developer expressed concern regarding the impact fees and how it affects developers.

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

* * * * *

- 14. PUBLIC COMMENT PERIOD: PLEASE NOTE:**

No one signed up for Public Comment period.

ACTION ITEMS:

- 15. Consideration and ACTION on Resolution Number 2016-048, in support of the Raul Alcalá Fondo Challenge.**

Commissioner Rose Gowen moved that Resolution Number 2016-048, in support of the Raul Alcalá Fondo Challenge, be **approved**. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

- 16. Consideration and ACTION to accept a Routine Airport Maintenance Grant in the amount of \$50,000.00 from the Texas Department of Transportation (M1721BNVL) for projects at the Brownsville South Padre Island International Airport.**

Commissioner Ricardo Longoria, Jr., moved that a Routine Airport Maintenance Grant in the amount of **\$50,000.00** from the Texas Department of Transportation (M1721BNVL) for projects at the Brownsville South Padre Island International Airport, be **accepted** and **approved**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

- 17. Consideration and ACTION to authorize the City Manager to execute the FY 2017 Brownsville Sports Park Maintenance & Operations Agreement between the City of Brownsville and the Brownsville Community Improvement Corporation (BCIC).**

Commissioner Jessica Tetreau moved that the City Manager to execute the FY 2017 Brownsville Sports Park Maintenance & Operations Agreement between the City of Brownsville and the Brownsville

Community Improvement Corporation (BCIC), be **authorized** and **approved**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

18. Consideration and ACTION to authorize the City Manager to execute the FY 2017 Administrative Service Agreement between the City of Brownsville and the Brownsville Community Improvement Corporation (BCIC).

Commissioner Rose Gowen moved that the City Manager to execute the FY 2017 Administrative Service Agreement between the City of Brownsville and the Brownsville Community Improvement Corporation (BCIC), be **authorized** and **approved**. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

19. Discussion and ACTION regarding the City of Brownsville's participation in the development of a Disaster Recovery Housing Program.

Commissioner Rose Gowen moved that the City of Brownsville's participation in the development of a Disaster Recovery Housing Program be **approved** with the **acceptance** of a grant in the amount of **\$10,000.00**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

20. Consideration and ACTION to adopt budget amendment Resolution Number 2016-047, to amend the Streetscape Fund expenditures budget, and to amend the budget for additional expenditures and revenues in the General Fund and Capital Projects Fund.

Commissioner Rose Gowen moved that a budget amendment Resolution Number 2016-047, to amend the Streetscape Fund expenditures budget, and to amend the budget for additional expenditures and revenues in the General Fund and Capital Projects Fund, be **adopted**. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

21. Consideration and ACTION on Resolution Number 2016-044, to adopt the Lower Rio Grande Valley Active Transportation and Active Tourism Plan, The Active Plan, as a part of the imagine Brownsville Comprehensive Plan.

Commissioner John Villarreal moved that Resolution Number 2016-044, to adopt the Lower Rio Grande Valley Active Transportation and Active Tourism Plan, The Active Plan, as a part of the imagine Brownsville Comprehensive Plan, be **approved**. The motion was seconded by Commissioner Rose Gowen and carried unanimously.

22. Consideration and ACTION on Resolution Number 2016-045, to endorse and support the Development of a Hike and Bike trail through the Bahia Grande Unit of the United States Fish and Wildlife Service's Laguna Atascosa National Wildlife Refuge.

Commissioner Rose Gowen moved that Resolution Number 2016-045, to endorse and support the Development of a Hike and Bike trail through the Bahia Grande Unit of the United States Fish and

Wildlife Service's Laguna Atascosa National Wildlife Refuge, be **approved**. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

PURCHASES/BIDS/CONTRACTS:

- 23. Consideration and ACTION to award Amendment number two (2) for architectural services for the Bus Maintenance Rehabilitation Project (Jose Colunga BMetro Maintenance Facility) BMR-66-0813.**

Commissioner Rose Gowen moved that Amendment number two (2) for architectural services for the Bus Maintenance Rehabilitation Project (Jose Colunga BMetro Maintenance Facility) BMR-66-0813, be **awarded** to **K+ Architect**, of **Brownsville, Texas**, in the amount of **\$77,000.00**, with a total architectural design in the amount of **\$135,000.00** (original amount plus amendment #1 and #2). The motion was seconded by Commissioner John Villarreal and carried as follow:

Ayes: Commissioners Gowen, Longoria, Jr., Villarreal, Portillo, Tetreau, and Mayor Martinez
Nays: Commissioner de Leon

- 24. Consideration and ACTION authorizing the City Manager to extend Brownsville Metro's Transit Fleet Maintenance Contract with First Transit for up to three (3) month beyond the current contract's term date of September 30, 2016.**

Commissioner Rose Gowen moved that the City Manager to extend Brownsville Metro's Transit Fleet Maintenance Contract with First Transit for up to three (3) months beyond the current contract's term date of September 30, 2016, be **authorized**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

- 25. Consideration and ACTION on approval of real estate contract between University of Texas at Rio Grande Valley (UTRGV) and the City of Brownsville for the purchase of the Armory Complex located at 340 Porter Drive.**

Commissioner Ricardo Longoria, Jr., moved that a real estate contract between University of Texas at Rio Grande Valley (UTRGV) and the City of Brownsville for the purchase of the Armory Complex located at 340 Porter Drive, be **approved**. The motion was seconded by Commissioner Rose Gowen and carried unanimously.

- 26. Consideration and ACTION to request authorization to extend term contract for Commercial and Industrial Solid Waste Collections Services on a month to month term not to exceed six (6) months.**

Commissioner Ricardo Longoria, Jr., moved that the request of an extended term contract for Commercial and Industrial Solid Waste Collections Services on a month to month term not to exceed six (6) months, be **authorized**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

27. Consideration and ACTION to award a term contract for the purchase and delivery of Traffic Aluminum sign Blanks.

Commissioner Rose Gowen moved that a term contract for the purchase and delivery of Traffic Aluminum sign Blanks, be **awarded** to **Vulcan Signs of Foley, Alabama** at the **stipulated prices**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

28. Consideration and ACTION to award a contract for refurbishment of three (3) ambulances for the Brownsville Fire & EMS Department.

Commissioner John Villarreal moved that a contract for refurbishment of three (3) ambulances for the Brownsville Fire & EMS Department, be **approved**. The motion was seconded by Commissioner Rose Gowen and carried unanimously.

29. Consideration and ACTION on Resolution Number 2016-046 ratifying acceptance of Grant Number 3-48-0031-044-2016 from the Federal Aviation Administration (FAA) in the amount of \$837,000.00 for various projects at the Brownsville South Padre Island International Airport.

Commissioner Rose Gowen moved that Resolution Number 2016-046 **ratifying acceptance** of Grant Number 3-48-0031-044-2016 from the Federal Aviation Administration (FAA) in the amount of **\$837,000.00** for various projects at the Brownsville South Padre Island International Airport, be **approved**. The motion was seconded by Commissioner John Villarreal and carried unanimously.

* * * * *

ADJOURNMENT:

There being no further business to come before the Commission, upon duly made motion, the meeting adjourned at 7:53 p.m.

Approved this 4th day of October, 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, October 04, 2016, at 6:00 P.M.** with the following members present:

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

A quorum being present, Mayor Antonio Martinez, asked Ms. Griselda Rosas, Assistant 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 September 30, 2016.

REGULAR MEETING: 6:00 P.M.

PLEDGE OF ALLEGIANCE: UNITED STATES PLEDGE * TEXAS PLEDGE

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

INVOCATION:

The invocation was delivered by Pastor Arturo Torres, of Templo Nueva Vida, from Brownsville, Texas.

1. *MAYOR’S ACTIVITY UPDATE:*

Mayor Antonio Martinez did not deliver a report.

2. COMMISSIONERS' ACTIVITY UPDATE:

Commissioner Ricardo Longoria, Jr., reminded everyone of the recognitions and celebrations for the month of October.

Commissioner Deborah Portillo arrived at 6:05 p.m.

3. PRESENTATIONS: *Employee of the Month*
(Charlie Cabler – City Manager)

Mr. Charlie Cabler, City Manager, recognized **Mr. Fernando Arellano, Jr., Health/Food Sanitation Inspector I**, from the Public Health Department, as October's Employee of the Month.

4. CONSENT AGENDA ITEMS:

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

Upon motion by Commissioner Ricardo Longoria, Jr., seconded by Commissioner Cesar de Leon and carried unanimously, Consent Agenda Items "a through j" were **approved**.

ITEMS No. "a" through "j"

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

<u>Employee</u>	<u>Department</u>	<u>Destination</u>	<u>Date</u>
Dorene Fourar	BMetro	Corpus Christi, TX	Oct. 09-12, 2016
Tracie Orcillez	BMetro	Corpus Christi, TX	Oct. 09-12, 2016
Nancy Garcia	BMetro	Chicago, IL	Oct. 23-28, 2016
Gerardo Garcia	Finance	Phoenix, AZ	Nov. 02-04, 2016
Fernando Arellano, Jr.	Health	Corpus Christi, TX	Oct. 18-20, 2016
Andres Macias	Health	Corpus Christi, TX	Oct. 18-20, 2016
Jesus Rodriguez	Health	Corpus Christi, TX	Oct. 18-20, 2016
Arturo Rodriguez	Health	Princeton, NJ	Oct. 18-21, 2016
Juan Velez	Planning	Galveston, TX	Oct. 19-22, 2016
Francesca Linder	Planning	Galveston, TX	Oct. 19-22, 2016
Albesa Elias Calles	Police	San Antonio, TX	Oct. 04-07, 2016
Lisa Reyes	Police	San Antonio, TX	Oct. 04-07, 2016
Gloria Gonzalez	Police	San Antonio, TX	Oct. 04-07, 2016
Jose J. Trevino	Police	Montgomery, TX	Oct. 09-12, 2016
Reynaldo Ordonez	Police	San Antonio, TX	Oct. 24-28, 2016
Andres Trevino	Police	San Antonio, TX	Oct. 24-28, 2016
Santiago Navarro Jr.	Police	San Antonio, TX	Oct. 24-28, 2016

b) **Consideration to award a three (3) year Technical Service Support Agreement for the maintenance and servicing of Physio Control LifePak 12 Heart Monito/Defibrillator and LifePak 1000 AEDs currently used by the department.**

c) **Consideration and ACTION to award a term contract for Temporary Employment Services for the City of Brownsville.**

- d) **Consideration and ACTION to authorize and execute an Interlocal Agreement between the City of Brownsville, Texas, the Cameron County District Attorney’s Office, the City of McAllen, Texas, the City of Pharr, Texas, and the City of Edinburg, Texas regarding a Mutual Aid (Burglary and Theft of Motor Vehicle) Law Enforcement Task Force to cooperate in certain criminal investigations.**
- e) **APPROVAL on SECOND and FINAL READING of Ordinance Number 235-2016-042, to rezone from Dwelling “Z” (DZ) to General Retail ‘G” (4CG) for 2.3 acres of Block 2 and 3 of R.B. Rentrfo located near FM 802 and Chachalaca Drive. (District 4)**
- f) **APPROVAL on SECOND and FINAL READING of Ordinance Number 235-2016-058, to rezone from Dwelling “Z” (DZ) to General Retail “G” (4CG) for 0.480 acres for Lots 4, 5, & 6, Block 8 of Villanueva Subdivision located at 3095 US Military 281. (District 4)**
- g) **APPROVAL on SECOND and FINAL READING of Ordinance Number 235-2016-073, to rezone from Dwelling “Z” (DZ) to General Retail “G” (4CG) for .6248 acres for Lots 9, 10, 11 & 12 of Block 107 of Olmito Original Townsite located near Expressway 77/83 and Hargill Street.**
- h) **APPROVAL on SECOND and FINAL READING of Ordinance Number 235-2016-074-CO, to rezone from Dwelling “Z” (DZ) to Apartment “H” (AH) for 6.65 acres for Blocks 3 & 4 of Rentfro Subdivision located at 950 W. FM 802.**
- i) **APPROVAL on SECOND and FINAL READING of Ordinance Number 235-2016-076, to rezone from Dwelling “A” (DA) General Retail “A” (4CA) for 1.96 acres for Lots 1, 2, 3 and 4 of Block 1 of Los Ebanos Properties Subdivision Lots S. Resubdivision located at 950 Paredes Line Road.**
- j) **APPROVAL on SECOND and FINAL READING of Ordinance Number 235-2016-078, to rezone from Professional Office “G” (1CG) to Dwelling “G” (DG) for Lot 9 of Block 1 of Acacia Lake Subdivision located at 524 Billy Mitchell Boulevard.**

* * * * *

Commissioner John Villarreal arrived at 6:06 p.m.

BOARDS AND COMMISSIONS:

- 5. **Consideration and ACTION to appoint a Commissioner to the Brownsville Beautification Committee.**

Commissioner Cesar de Leon moved that Commissioner Rose Gowen be appointed to the Brownsville Beautification Committee. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

- 6. **Consideration and ACTION to re-appoint two (2) members and appoint three (3) new members to the Brownsville Metro Transit Advisory Committee.**

Commissioner Jessica Tetreau moved that *Ms. Sylvia Berry*, be **re-appointed** to the Brownsville Metro Transit Advisory Committee. The motion was seconded by Commissioner John Villarreal and carried unanimously.

Commissioner Ricardo Longoria, Jr., moved that *Mr. Julian O. Lopez*, be **re-appointed** to the Brownsville Metro Transit Advisory Committee. The motion was seconded by Commissioner John Villarreal and carried unanimously.

Commissioner John Villarreal moved that *Ms. Teresa Saldivar*, be **appointed** to the Brownsville Metro Transit Advisory Committee. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

Commissioner John Villarreal moved that *Ms. Sandra Gomez*, be **appointed** to the Brownsville Metro Transit Advisory Committee. The motion was seconded by Commissioner Cesar de Leon and carried unanimously.

Commissioner Ricardo Longoria, Jr., moved that *Ms. Crystal Contreras* be **appointed** to the Brownsville Metro Transit Advisory Committee. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

* * * * *

PUBLIC HEARINGS:

7. **Public Hearing and ACTION on FIRST READING on Ordinance Number 235-2016-077-CO, to rezone from Dwelling “A” (DA) to Apartment “A” (AA-CO) for 6.38 acres for Lots 7, 8, & 9 of Block U of Brownsville Land & Improvement Company Subdivision located at 454 Los Ebanos & 504 Los Ebanos. [TABLED 09/20/2016]**

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, gave a brief explanation of the proposed ordinance, noting that Planning and Zoning Commission recommended approval of the rezoning with a conditional use overlay for apartment buildings to a one (1) story units; if approved, the applicant agreed to double the drainage capacity and add a 15% landscape, which he sent by email to the Planning Department.

Mr. Frank B. Klinger, with the Stovall Creek Homeowner’s Association, Inc., and Mr. Joe Olivares, expressed concern regarding the drainage issues within the area, and opposed to the proposed rezoning ordinance.

Upon motion by Commissioner Jessica Tetreau seconded by Commissioner John Villarreal and carried unanimously, the public hearing was **closed**.

Commissioner Jessica Tetreau moved that Ordinance Number 235-2016-077-CO, to rezone from Dwelling “A” (DA) to Apartment “A” (AA-CO) for 6.38 acres for Lots 7, 8, & 9 of Block U of Brownsville Land & Improvement Company Subdivision located at 454 Los Ebanos & 504 Los Ebanos, **be denied**. The motion was seconded by Commissioner Cesar de Leon and carried as follow:

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

Nays: Commissioner Longoria, Jr.

8. Public Hearing and ACTION on Ordinance Number 2016-1217-D, amending Ordinance Number 2009-1217-C of April 21, 2009 by: (A) adopting the maximum allowable and actual water and wastewater impact fees; (B) providing for certain qualified exemptions; (C) providing for severability; and (D) providing for an effective date.

Mr. Ramiro Gonzalez, Assistant Planning Director of Operations, introduced Mr. Richard Campbell, representative from Arcadis Design & Consultancy, whom delivered a PowerPoint presentation regarding the Water & Wastewater Impact Fee Results in Water Service Area & Growth, Capital Improvement Projects and Maximum allowable Impact Fees.

Brief discussion ensued amongst the Commission.

Upon motion by Commissioner Jessica Tetreau seconded by Commissioner Ricardo Longoria, Jr, and carried unanimously, the public hearing was closed.

Commissioner Cesar de Leon moved that Ordinance Number 2016-1217-D, amending Ordinance Number 2009-1217-C of April 21, 2009 by: (A) adopting the maximum allowable and actual water and wastewater impact fees; (B) providing for certain qualified exemptions; (C) providing for severability; and (D) providing for an effective date, be **amended** and **approved** with the following maximum allowable Water and Wastewater Impact Fees:

Impact Fee:	Water	Wastewater
Zone 1	\$300.00	\$500.00
Zone 2 & 3	\$600.00	\$1,000.00

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

9. PUBLIC COMMENT PERIOD: PLEASE NOTE:

Ms. LeeAnn Greer, expressed gratitude to the Commission and the opportunity for serving on the Capital Improvement Advisory Committee.

PURCHASES/BIDS/CONTRACTS:

10. Consideration and ACTION to award the contract to Facilities USA, LLP for the Market Square Building-Bell Tower & Dome rehabilitation.

Commissioner John Villarreal moved that the contract to **Facilities USA, LLP** for the Market Square Building Bell Tower & Dome rehabilitation, be approved for the amount of **\$223,600.00**. The motion was seconded by Commissioner Jessica Tetreau and carried unanimously.

ADJOURNMENT:

There being no further business to come before the Commission, upon duly made motion, the meeting adjourned at 7:52 p.m.

Approved this 20th day of September, 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: **4c.**

COMMISSION MEETING DATE: 10/18/16

DEPT: Fire

CONTACT Carlos A. Elizondo

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 authorization for Fire Truck Operator Desiderio Tristan to attend the Tactical Emergency Casualty Care training in Copperas Cove, Texas on November 3 - 4, 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: 10/3/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Desiderio Tristan

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Copperas Cove, Texas

2. Est. date and time leaving: 11/02/2016

Est. date and time returning: 11/05/2016

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

4. Purpose of Trip:

To attend the Tactical Emergency Casualty Care training.

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

This will allow the department to learn how to work in conjunction with law enforcement during an active shooter call and how to provide medical care during these type of incidents.

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>150.00</u>
b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL]	\$ <u>178.50</u>
c. Lodging \$ <u>79.99</u> per night x (1) person	\$ <u>239.97</u>
d. Registration Fees \$ <u>200.00</u> pre-paid per person x (1) person	\$ <u>200.00</u>
e. Other costs (explain) _____	\$ _____
TOTAL:	\$ <u>768.47</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 568.47 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature: _____

* Employee Signatures: _____

9. Charges to be made to line item # 01 - 320-770 which has a balance of \$ 7,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 568.47 as an advance expense.

/S/ _____
Finance Director

City of Brownsville, Texas
 Analysis of Meal & IE Per Diem Allowance
 Attending the Tactical Emergency Casualty Care Training
 in Copperas Cove, Texas.
 From November 3 - 4, 2016
 The Daily Meal & IE Copperas Cove, TX, is \$51

<u>Date</u>		<u>Meal Per Diem Daily Rate</u>	<u>First Day & Last Day at 75% of Daily Rate</u>	<u>Total Daily Allowance</u>
Nov. 2, 2016	Wednesday	0.00	38.25	38.25
Nov. 3, 2016	Thursday	51.00	0.00	51.00
Nov. 4, 2016	Friday	51.00	0.00	51.00
Nov. 5, 2016	Saturday	0.00	38.25	38.25
Nov. 6, 2016	Sunday	0.00	0.00	0.00
Nov. 7, 2016	Monday	0.00	0.00	0.00
Total Meal & IE Allowance		<u>102.00</u>	<u>76.50</u>	<u>178.50</u>

*****Each employee will be receiving the same Per Diem amount.**

Nightly Lodging from November 2 - 5, 2016 and checked out on November 5, 2016.

Wednesday, November 2, 2016 (first day), and November 5, 2016 (last day) were traveling days.



Submit

AGENDA REQUEST FORM

Item Number: **4c.**

COMMISSION MEETING DATE: 10/18/16

DEPT: Fire

CONTACT Carlos A. Elizondo

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 authorization for Fire Chief Carlos A. Elizondo, Deputy Fire Chief Ernesto Estrada, Deputy Fire Chief Jarrett V. Sheldon, and Assistant Fire Chief Cesar J. Pedraza to attend the Texas EMS Conference held at the Dallas Convention Center in Dallas, Texas on November 20 - 23, 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, Texas
 Analysis of Meal & IE Per Diem Allowance
 Attending the Texas EMS Conference
 in Dallas, Texas.
 From November 20 - 23, 2016
 The Daily Meal & IE Dallas, TX, is \$64

<u>Date</u>		<u>Meal Per Diem Daily Rate</u>	<u>First Day & Last Day at 75% of Daily Rate</u>	<u>Total Daily Allowance</u>
Nov. 20, 2016	Sunday	0.00	48.00	48.00
Nov. 21, 2016	Monday	64.00	0.00	64.00
Nov. 22, 2016	Tuesday	64.00	0.00	64.00
Nov. 23, 2016	Wednesday	0.00	48.00	48.00
Nov. 24, 2016	Thursday	0.00	0.00	0.00
Nov. 25, 2016	Friday	0.00	0.00	0.00
Total Meal & IE Allowance		<u>128.00</u>	<u>96.00</u>	<u>224.00</u>

*****Each employee will be receiving the same Per Diem amount.**

Nightly Lodging from November 20 - 23, 2016 and checked out on November 23, 2016.

Sunday, November 20, 2016 (first day), and November 23, 2016 (last day) were traveling days.



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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Carlos A. Elizondo

Fire Chief

EMPLOYEE NAME

POSITION

1. Destination: Dallas, Texas
2. Est. date and time leaving: 11/20/2016 Est. date and time returning: 11/23/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the Texas EMS Conference.

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

~~For continuing education on skills and procedures that will keep the City of Brownsville compliant with State Health Agencies as well as Federal/State mandated laws.~~

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>150.00</u> |
| b. Meals: | PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] | \$ <u>224.00</u> |
| c. Lodging | \$ <u>117.00</u> per night x (1) person | \$ <u>351.00</u> |
| d. Registration Fees | \$ <u>235.00</u> pre-paid per person x (1) person | \$ <u>235.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>960.00</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 725.00 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 01 - 320-770 which has a balance of \$ 7,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 725.00 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Ernesto Estrada

Deputy Fire Chief

EMPLOYEE NAME

POSITION

1. Destination: Dallas, Texas
2. Est. date and time leaving: 11/20/2016 Est. date and time returning: 11/23/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the Texas EMS Conference.

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

~~For continuing education on skills and procedures that will keep the City of Brownsville compliant with State Health Agencies as well as Federal/State mandated laws.~~

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>224.00</u> |
| c. Lodging | \$ <u>117.00</u> per night x (1) person | \$ <u>351.00</u> |
| d. Registration Fees | \$ <u>235.00</u> pre-paid per person x (1) person | \$ <u>235.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>810.00</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 575.00 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 01 - 320-770 which has a balance of \$ 7,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 575.00 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Jarrett V. Sheldon

Deputy Fire Chief

EMPLOYEE NAME

POSITION

1. Destination: Dallas, Texas
2. Est. date and time leaving: 11/20/2016 Est. date and time returning: 11/23/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the Texas EMS Conference.

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

~~For continuing education on skills and procedures that will keep the City of Brownsville compliant with State Health Agencies as well as Federal/State mandated laws.~~

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>224.00</u> |
| c. Lodging | \$ <u>117.00</u> per night x (1) person | \$ <u>351.00</u> |
| d. Registration Fees | \$ <u>235.00</u> pre-paid per person x (1) person | \$ <u>235.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>810.00</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 575.00 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 01 - 320-770 which has a balance of \$ 7,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 575.00 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Cesar J. Pedraza

Assistant Fire Chief

EMPLOYEE NAME

POSITION

1. Destination: Dallas, Texas
2. Est. date and time leaving: 11/20/2016 Est. date and time returning: 11/23/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the Texas EMS Conference.

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

~~For continuing education on skills and procedures that will keep the City of Brownsville compliant with State Health Agencies as well as Federal/State mandated laws.~~

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>224.00</u> |
| c. Lodging | \$ <u>117.00</u> per night x (1) person | \$ <u>351.00</u> |
| d. Registration Fees | \$ <u>235.00</u> pre-paid per person x (1) person | \$ <u>235.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>810.00</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 575.00 FOR THE PURPOSE OF THIS TRIP.

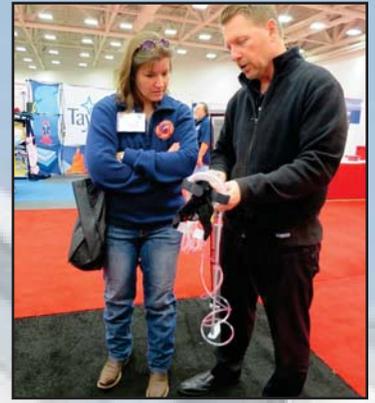
Department Director Signature: _____

* Employee Signatures: _____

9. Charges to be made to line item # 01 - 320-770 which has a balance of \$ 7,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 575.00 as an advance expense.

/S/ _____
Finance Director



Texas EMS Conference

Dallas

November 20-23, 2016

Exhibit Hall

New Exhibit Hall hours so you can check out the latest in EMS services, supplies, equipment and vehicles in our 200,000-square-foot exhibit halls!

Sunday 1 pm to 7 pm

Monday 11 am to 6 pm

**REGISTER TODAY
ONLY \$235**

www.TexasEMSConference.com

Prices increase 10/24/16

Education

Attend Texas EMS Conference 2016 and earn up to 15 hours of the best education available! Choose from more than 100 lectures, hands-on workshops or preconference classes covering all the topics you want to know about!

Great Pricing!

Conference attendees may choose from several options, including full-conference, Monday only, Tuesday only, and preconference class only. Conference registration and preconference registration include admittance to the Texas EMS Exhibit Hall. If you are not registered for the Texas EMS Conference or a preconference class, you will need an Exhibit Hall Pass to access the Texas EMS trade show!

Lunches and snacks – included!

Buffet lunch on Monday; Awards Luncheon on Tuesday; afternoon snacks on Monday and Tuesday; and coffee on Monday, Tuesday and Wednesday. And join us for a Welcome Reception on Sunday afternoon in the Exhibit Hall.

Bring a Friend!

Exhibit Hall passes can be purchased for non-attendees – \$10 online and \$15 onsite.





Submit

AGENDA REQUEST FORM

Item Number: **4c.**

COMMISSION MEETING DATE: 10/11/16

Public Information Services Dept. CONTACT Jerry Hedgecock, PISD 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 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 James McCoy, Assistant Director of PISD to attend the 2016 Dell EMC World Conference which will be held in Austin, Texas, on October 18, 19 and 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: 09/27/2016

FROM: Jerry Hedgcock, Director

DEPARTMENT 491/PISD

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

James McCoy

Assistant Director

EMPLOYEE NAME

POSITION

1. Destination: Austin, Texas

2. Est. date and time leaving: October 18, 2016

Est. date and time returning: October 20, 2016

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

4. Purpose of Trip:

Attend the Dell EMC World Conference

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

Exposure to engineers, architects and developers from design centers around the world and gaining practical benefit of our communities and organization.

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 <u>796</u> miles x 50.5 cents a mile for private vehicle (list other) _____	\$ <u>429.84</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>162.15</u> per night x (1) person	\$ <u>324.30</u>
d. Registration Fees \$ <u>250.00</u> per person x (1) person	\$ <u>250.00</u>
e. Other costs (explain) _____	\$ _____
TOTAL:	\$ <u>1151.64</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 901.64 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature: _____

* Employee Signatures: _____

9. Charges to be made to line item # 490 - 770 which has a balance of \$ 10,000.00 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

Memo



To: Charlie Cabler, City Manager
From: Jerry Hedgecock, PISD Director
Cc: Lupe Granado, Finance Director
Date: September 27, 2016
Re: Dell EMC World Conference

Please find attached a travel request for James McCoy, PISD Assistant Director to attend the Dell EMC World Conference that will be held in Austin, Texas on October 18, 19 and 20, 2016.

Mr. McCoy will be attending in-depth training, networking with industry experts and peers, gathering information on new technology trends. All of which he can share with his IT colleagues and staff to better service the City of Brownsville.

Thank you.



Submit

AGENDA REQUEST FORM

Item Number: **4c.**

COMMISSION MEETING DATE: 10/11/2016

DEPT: Planning

CONTACT Ramiro Gonzalez

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 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 Ramiro Gonzalez, Assistant Planning Director, to San Antonio, TX to attend the 2016 American Planning Association (APA) Texas Chapter Conference on November 1-4, 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: 10/03/2016

FROM: Constanza Miner

DEPARTMENT Planning

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

Ramiro Gonzalez

Assistant Planning Director

EMPLOYEE NAME

POSITION

1. Destination: San Antonio, TX
2. Est. date and time leaving: 11/01/2016 8:00 am Est. date and time returning: 11/04/2016 6:00 pm
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

Attend the 2016 American Planning Association (APA) Texas Chapter Conference.

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

Attend the 2016 American Planning Association (APA) Texas Chapter 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>City Vehicle</u> | \$ <u>0.00</u> |
| b. Meals: | PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] | \$ <u>224.00</u> |
| c. Lodging | \$ <u>124.00</u> per night x (1) person | \$ <u>372.00</u> |
| d. Registration Fees | \$ <u>445.00</u> per person x (1) person | \$ <u>445.00</u> |
| e. Other costs (explain) | <u>Gas</u> | \$ <u>100.00</u> |
| TOTAL: | | \$ <u>1,141.00</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 700.00 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature: _____

* Employee Signatures: _____

9. Charges to be made to line item # 610 - 767 which has a balance of \$ 3,000.00 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
 2016 APA Texas Chapter Conference
 San Antonio, TX
 November 1-4 2016
 The Daily Meal & IE For San Antonio, TX is \$64.00

<u>Date</u>		<u>Meal Per Diem Daily Rate</u>	<u>First Day & Last Day at 75% of Daily Rate</u>	<u>Total Daily Allowance</u>
November 1, 2016	Tuesday	\$0.00	\$48.00	\$48.00
November 2, 2016	Wednesday	\$64.00	\$0.00	\$64.00
November 3, 2016	Thursday	\$64.00	\$0.00	\$64.00
November 4, 2016	Friday	<u>\$0.00</u>	<u>\$48.00</u>	<u>\$48.00</u>
Total Meal & IE Allowance		\$128.00	\$96.00	\$224.00

APA Texas Chapter Conference and Short Course

Save the Date - Conference registration opens July 1, 2016!



Location: Hyatt Regency Riverwalk Hotel
123 Losoya Street
San Antonio , Texas 78205

Date: Nov. 2, 2016, 9 a.m. - Nov. 4, 2016, 5 p.m.



Submit

AGENDA REQUEST FORM

Item Number: **4c.**

COMMISSION MEETING DATE: 10/11/16

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 Commander Henry Etheridge # 2914 and Lieutenant Mark G. Elbert # 2793 to attend the " ABTPA Commission Meeting " in San Antonio, Texas on October 24, 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: 09/30/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Henry B. Etheridge #2914

Commander

EMPLOYEE NAME

POSITION

1. Destination: San Antonio, TX

2. Est. date and time leaving: 10/24/2016 08:00 AM

Est. date and time returning: 10/24/2016 05:00 PM

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

4. Purpose of Trip:

So as to attend the "ABTPA Commission Meeting"

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

Will be attending in behalf of the South Texas Auto Theft Enforcement Task Force.

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]	\$ 048.00
c. Lodging	\$ 000.00 per night x (1) person	\$ 000.00
d. Registration Fees	\$ 000.00 per person x (1) person	\$ 000.00
e. Other costs (explain)	<input type="text"/>	\$ 000.00
TOTAL:		048.00

8. I HEREBY REQUEST AN ADVANCE OF \$ 048.00 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 01 - 306-770 which has a balance of \$ 5,826.00 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	San Antonio	TX	78213	
--	----	-------------	----	-------	--

	From:	10/24/2016	8:00 AM	to	10/24/2016	5:00 PM
--	-------	------------	---------	----	------------	---------

The Daily Meal & IE for :	San Antonio	TX	is	\$64.00	
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Date	Meal Per Diem Daily Rate	First Day & Last Day	at 75% of Daily Rate	Total Daily Allowance
Monday, October 24, 2016	Travel Date	\$64.00	0.75	\$ 48.00
				\$ -
				\$ -
				\$ -
				\$ -
	Return Date		0.75	\$ -
Total Meal & IE Allowance		0.00	\$ 48.00	48.00

Nightly Lodging from:	Monday, October 24, 2016	and check out is on	Saturday, January 00, 1900
	Monday, October 24, 2016	(First Day) and	Saturday, January 00, 1900 (Last Day) were traveling days

MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW



CITY OF BROWNSVILLE

TRAVEL REQUEST FORM

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

TO: **FINANCE DIRECTOR**

DATE: 09/30/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Mark G. Elbert #2793

Lieutenant

EMPLOYEE NAME

POSITION

1. Destination: San Antonio, TX

2. Est. date and time leaving: 10/24/2016 08:00 AM

Est. date and time returning: 10/24/2016 05:00 PM

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

4. Purpose of Trip:

So as to attend the "ABTPA Commission Meeting"

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

Will be attending in behalf of the South Texas Auto Theft Enforcement Task Force.

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) \$ 126.00

b. Meals: PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] \$ 048.00

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

d. Registration Fees \$ 000.00 per person x (1) person \$ 000.00

e. Other costs (explain) \$ 000.00

TOTAL: 174.00

8. I HEREBY REQUEST AN ADVANCE OF \$ 174.00 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 01 - 306-770 which has a balance of \$ 6,000.00 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	San Antonio	TX	78213	
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	From:	10/24/2016	8:00 AM	to	10/24/2016	5:00 PM
--	-------	------------	---------	----	------------	---------

The Daily Meal & IE for :	San Antonio	TX	is	\$64.00	
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Date	Meal Per Diem Daily Rate	First Day & Last Day	at 75% of Daily Rate	Total Daily Allowance
Monday, October 24, 2016	Travel Date	\$64.00	0.75	\$ 48.00
				\$ -
				\$ -
				\$ -
				\$ -
	Return Date		0.75	\$ -
Total Meal & IE Allowance		0.00	\$ 48.00	48.00

Nightly Lodging from:	Monday, October 24, 2016	and check out is on	Saturday, January 00, 1900
	Monday, October 24, 2016	(First Day) and	Saturday, January 00, 1900 (Last Day) were traveling days

MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW

Henry Etheridge

From: Wilson, Bryan [Bryan.Wilson@txdmv.gov]
Sent: Monday, September 26, 2016 4:37 PM
To: Wilson, Bryan
Cc: Chief Carlos Garcia; Menoskey, Mary; Richards, David; Mellott, Shelly
Subject: Executive Level Discussion with ABTPA Chairman Chief Carlos L. Garcia

ABTPA Program Directors and/or Designated Program Managers (sent blind copy to multiple recipients),

Please join Automobile Burglary and Theft Prevention Authority (ABTPA) Chairman, Chief Carlos L. Garcia at 4:00 PM to 6:00PM on Monday, October 24, 2016 in the main ballroom at San Antonio Marriott Northwest, 3233 NW Loop 410 San Antonio Texas 78213. This meeting is not a posted public meeting and no action will be taken on behalf of the ABTPA board at this time. This meeting is an **executive level** discussion for program directors (and/or agency designated program managers).

You are invited to have a discussion with Chief Garcia on the issues below:

1. Motor Vehicle Burglary and Theft Investigator Training
2. ABTPA Legislative Priorities and Strategy
3. FY18-19 Request for Proposals
 - a. Lining up funding priorities with the ABTPA strategic plan
 - b. Discussion of considered biennial funding plan
 - c. Allocation of funds (Command structure, regional, activity)
 - d. The use of crime analyst and Trend Analysis
 - e. The priority of pattern, organized and economic crime
 - f. Competitive versus cooperative approaches to Taskforce operations and funding
 - g. Taskforce Co-location
 - h. Including prosecutorial functions with Taskforces
 - i. Extra-jurisdictional Overtime
4. FY18 Grant Timing Issues
 - i. Legislative session
 - ii. Local budget development

The TAVTI Conference will start the following day at this facility. Please notify Marybeth Menoskey at Mary.Menoskey@txdmv.gov via email who will attend from your jurisdiction. I hope to see you there. Call or e-mail if you have any questions.

Best Regards.

BW

BRYAN E. WILSON

ABTPA Director

4000 Jackson Avenue

Austin, Texas 78731

Phone: (512) 465-4012

Cell: (512) 431-3489

Fax: (512) 465-3775





Submit

AGENDA REQUEST FORM

Item Number: **4c.**

COMMISSION MEETING DATE: 10/11/16

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 Sergeant Sergio Perez # 5609, Agent Selene Fuentes # 6285, Agent Luis Perez # 5316 and Agent Teodulo Torres Jr. # 4944 to attend the " 2016 TAVTI Training Seminar " in San Antonio, Texas on October 24-28, 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: 10/03/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Sergio H. Perez. Jr. #5609

EMPLOYEE NAME

Sergeant

POSITION

1. Destination: San Antonio TX

2. Est. date and time leaving: 10/24/2016

Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the "2016 TAVTI Training Seminar"

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

There will be several training classes and networking opportunities being provided at the 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	<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]		\$ 288.00
c. Lodging	\$ 134.25 per night x (1) person Tax Included		\$ 537.00
d. Registration Fees	\$ 200.00 per person x (1) person	MAILED IN	\$ 200.00
e. Other costs (explain)	<input type="text"/>		\$ 000.00
TOTAL:			1025.00

8. I HEREBY REQUEST AN ADVANCE OF \$ 825.00 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 01 - 306-770 which has a balance of \$ 5,874.00 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	San Antonio	TX	78213	
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	From:	10/24/2016	8:00 AM	to	10/28/2016	5:00 PM
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The Daily Meal & IE for :	San Antonio	TX	is	\$64.00	
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Date	Meal Per Diem Daily Rate	First Day & Last Day	at 75% of Daily Rate	Total Daily Allowance
Monday, October 24, 2016	Travel Date	\$64.00	0.75	\$ 48.00
Tuesday, October 25, 2016	\$64.00			\$ 64.00
Wednesday, October 26, 2016	\$64.00			\$ 64.00
Thursday, October 27, 2016	\$64.00			\$ 64.00
				\$ -
Friday, October 28, 2016	Return Date	\$64.00	0.75	\$ 48.00
Total Meal & IE Allowance		192.00	\$ 96.00	288.00

Nightly Lodging from:	Monday, October 24, 2016	and check out is on	Friday, October 28, 2016
	Monday, October 24, 2016	(First Day) and	Friday, October 28, 2016 (Last Day) were traveling days

MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW



CITY OF BROWNSVILLE

TRAVEL REQUEST FORM

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

TO: **FINANCE DIRECTOR**

DATE: 10/03/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Selene Fuentes #6285

Agent

EMPLOYEE NAME

POSITION

1. Destination: San Antonio TX

2. Est. date and time leaving: 10/24/2016

Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the "2016 TAVTI Training Seminar"

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

There will be several training classes and networking opportunities being provided at the 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 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] \$ 288.00

c. Lodging \$ 134.25 per night x (1) person Tax Included \$ 537.00

d. Registration Fees \$ 200.00 per person x (1) person **MAILED IN** \$ 200.00

e. Other costs (explain) _____ \$ 000.00

TOTAL: 1025.00

8. I HEREBY REQUEST AN ADVANCE OF \$ 825.00 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 01 - 306-770 which has a balance of \$ 4,849.00 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	San Antonio	TX	78213	
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	From:	10/24/2016	8:00 AM	to	10/28/2016	5:00 PM
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The Daily Meal & IE for :	San Antonio	TX	is	\$64.00	
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Date	Meal Per Diem Daily Rate	First Day & Last Day	at 75% of Daily Rate	Total Daily Allowance
Monday, October 24, 2016	Travel Date	\$64.00	0.75	\$ 48.00
Tuesday, October 25, 2016	\$64.00			\$ 64.00
Wednesday, October 26, 2016	\$64.00			\$ 64.00
Thursday, October 27, 2016	\$64.00			\$ 64.00
				\$ -
Friday, October 28, 2016	Return Date	\$64.00	0.75	\$ 48.00
Total Meal & IE Allowance		192.00	\$ 96.00	288.00

Nightly Lodging from:	Monday, October 24, 2016	and check out is on	Friday, October 28, 2016
	Monday, October 24, 2016	(First Day) and	Friday, October 28, 2016 (Last Day) were traveling days

MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW

City of Brownsville, Texas

Analysis of Meal & IE Per Diem Allowance

State and Local Law Enforcement Training Symposium

	in	San Antonio	TX	78213	
--	----	--------------------	----	--------------	--

	From:	10/24/2016	8:00 AM	to	10/28/2016	5:00 PM
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The Daily Meal & IE for :	San Antonio	TX	is	\$64.00	
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Date	Meal Per Diem Daily Rate	First Day & Last Day	at 75% of Daily Rate	Total Daily Allowance
Monday, October 24, 2016	Travel Date	\$64.00	0.75	\$ 48.00
Tuesday, October 25, 2016	\$64.00			\$ 64.00
Wednesday, October 26, 2016	\$64.00			\$ 64.00
Thursday, October 27, 2016	\$64.00			\$ 64.00
				\$ -
Friday, October 28, 2016	Return Date	\$64.00	0.75	\$ 48.00
Total Meal & IE Allowance		192.00	\$ 96.00	288.00

Nightly Lodging from:	Monday, October 24, 2016	and check out is on	Friday, October 28, 2016
	Monday, October 24, 2016	(First Day) and	Friday, October 28, 2016 (Last Day) were traveling days

MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW



CITY OF BROWNSVILLE

TRAVEL REQUEST FORM

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

TO: **FINANCE DIRECTOR**

DATE: 10/03/2016

FROM: Orlando Rodriguez

Police

DEPARTMENT

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

Teodulo Torres, Jr. #4944

Agent

EMPLOYEE NAME

POSITION

1. Destination: San Antonio TX

2. Est. date and time leaving: 10/24/2016

Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the " 2016 TAVTI Training Seminar "

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

There will be several training classes and networking opportunities being provided at the 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	<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]		\$ 288.00
c. Lodging	\$ 000.00 per night x (1) person		\$ 000.00
d. Registration Fees	\$ 200.00 per person x (1) person	MAILED IN	\$ 200.00
e. Other costs (explain)	<input type="text"/>		\$ 000.00
TOTAL:			488.00

8. I HEREBY REQUEST AN ADVANCE OF \$ 288.00 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 01 - 306-770 which has a balance of \$ 2,650.00 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	San Antonio	TX	78213	
--	----	--------------------	----	--------------	--

	From:	10/24/2016	8:00 AM	to	10/28/2016	5:00 PM
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The Daily Meal & IE for :	San Antonio	TX	is	\$64.00	
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Date	Meal Per Diem Daily Rate	First Day & Last Day	at 75% of Daily Rate	Total Daily Allowance
Monday, October 24, 2016	Travel Date	\$64.00	0.75	\$ 48.00
Tuesday, October 25, 2016	\$64.00			\$ 64.00
Wednesday, October 26, 2016	\$64.00			\$ 64.00
Thursday, October 27, 2016	\$64.00			\$ 64.00
				\$ -
Friday, October 28, 2016	Return Date	\$64.00	0.75	\$ 48.00
Total Meal & IE Allowance		192.00	\$ 96.00	288.00

Nightly Lodging from:	Monday, October 24, 2016	and check out is on	Friday, October 28, 2016
	Monday, October 24, 2016	(First Day) and	Friday, October 28, 2016 (Last Day) were traveling days

MODIFY ONLY THE ONES HIGHLIGHTED IN YELLOW

TAVTI / SCRC

(<http://tavti.org/>) IAATI South Central Regional Chapter



Conference

Home (<http://tavti.org/>) / Conference

The 2016 TAVTI/SCRC (Texas Association of Vehicle Theft Investigators/South Central Regional Chapter – IAATI) Annual Conference will be held in San Antonio, Texas at the Marriott Northwest Hotel, 3233 NW Loop 410, San Antonio, TX, 78213. The conference will begin on Monday, October 24, 2016, and run through Friday, October 28, 2016. The conference is certified for approximately 24 hours of TCOLE credit. Registration for the seminar is \$200. Attendees are responsible for making their own lodging arrangements. The Marriott Northwest Hotel room rate is \$115 for a single room or \$120 for a double room. The hotel phone number is 210-377-3900, and when making phone reservations, please refer to the “Texas Association of Vehicle Theft Investigators” to get the conference rate. You may also make reservations online at <http://www.marriott.com/hotels/travel/satnw-san-antonio-marriott-northwest/> (<http://www.marriott.com/hotels/travel/satnw-san-antonio-marriott-northwest/>), and use corporate code “TAVN”, or you may use this direct link: [TAVTI Reservation Link](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkIdData=TAVTI%5ESATNW%60TAVTAVA%60115.00%60USD%60false%602%6010/23/16%6010/28/16%6010/2/16&app=resvlink&stop_mobi=yes) (http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkIdData=TAVTI%5ESATNW%60TAVTAVA%60115.00%60USD%60false%602%6010/23/16%6010/28/16%6010/2/16&app=resvlink&stop_mobi=yes). If you have questions about the conference, please contact Kat Anderson, SCRC treasurer, at 806-787-5133 / texkat52@yahoo.com, or contact Michelle Snyder at 254-757-0701 / adminattf@burnetcountytexas.org.

REGISTRATION: Please click [HERE](#) to access the conference registration form. (http://tavti.org/wp-content/uploads/2016/04/16.TAVTI_.registration-3.doc)

EXHIBITOR/SPONSOR: Please click [HERE](#) to access the vendor/sponsor form. (http://tavti-secure46.ezhostingserver.com/wp-content/uploads/2016/01/16.TAVTI_.vendor.doc)

GOLF: Please click [HERE](#) for golf (<http://tavti.org/wp-content/uploads/2016/07/2016-TAVTI-Golf.doc>) tournament information. (<http://tavti.org/wp-content/uploads/2016/07/2016-TAVTI-Golf.doc>)



Submit

AGENDA REQUEST FORM

Item Number: **4d.**

COMMISSION MEETING DATE: 10/18/16

DEPT: Fire

CONTACT Carlos A. Elizondo

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 authorization for 26 employees to attend the ARFF Live Fire Training on November 20 - 21, 2016 and November 28, 2016 at the Laredo International Fire & Law Enforcement Training Center in Laredo, Texas. Please see attachment of employees.

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: _____

Thursday, October 20, 2016
C Shift

Lt. Rogelio Del Toro
Dr. Joseph Goulding
FF Patrick Lerud
Dr. Fabian Martinez
FF Juan R. Martinez
FF Jesus Perez
FF Shannon Seay
FF Hugo J. Solis
FF Ramon Santillana

Friday, October 21, 2016
A Shift

Dr. Antonio Elizondo
Deputy Fire Chief Ernesto Estrada
FF Dorian Hopperstad
FF Gustavo Mendoza
Lt. Larry H. Stambaugh
Dr. Agustin O. Paredes
FF Jose G. Martinez

Friday, October 28, 2016
B Shift

Dr. Oscar Anguiano
FF Samuel Garcia
Dr. Jorge Lozano
FF Adolfo Marks
FF Roger L. McArdle
FF Joseph Prosisie
Capt. Eduardo Robertson
FF Javier Sanchez
Dr. Daniel Avila
Dr. Peter Avila

City of Brownsville, Texas
 Analysis of Meal & IE Per Diem Allowance
 Attending the ARFF Live Fire Training
 in Laredo, Texas.
 From October 20, 2016
 The Daily Meal & IE Laredo, TX, is \$59

<u>Date</u>		<u>Meal Per Diem Daily Rate</u>	<u>First Day & Last Day at 75% of Daily Rate</u>	<u>Total Daily Allowance</u>
Oct. 20, 2016	Thursday	0.00	44.25	44.25
Oct. 21, 2016	Friday	0.00	0.00	0.00
Oct. 22, 2016	Saturday	0.00	0.00	0.00
Oct. 23, 2016	Sunday	0.00	0.00	0.00
Oct. 24, 2016	Monday	0.00	0.00	0.00
Oct. 25, 2016	Tuesday	0.00	0.00	0.00
Total Meal & IE Allowance		<u>0.00</u>	<u>44.25</u>	<u>44.25</u>

*****Each employee will be receiving the same Per Diem amount.**

Thursday, October 20, 2016 (first day), and October 20, 2016 (last day) were traveling days.



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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Rogelio Del Toro Jr.

Fire Lieutenant

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>80.00</u> |
| b. Meals: | PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] | \$ <u>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>449.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 124.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 124.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Joseph Goulding

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>369.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Patrick Lerud

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Fabian Martinez

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>369.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Juan R. Martinez

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Jesus Perez

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Shannon Seay

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Hugo J. Solis

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>369.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 as an advance expense.

/S/ _____
Finance Director



CITY OF BROWNSVILLE

TRAVEL REQUEST FORM

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TO: **FINANCE DIRECTOR**

DATE: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Ramon Santillana

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/20/2016 Est. date and time returning: 10/20/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 as an advance expense.

/S/ _____
Finance Director

City of Brownsville, Texas
 Analysis of Meal & IE Per Diem Allowance
 Attending the ARFF Live Fire Training
 in Laredo, Texas.
 From October 21, 2016
 The Daily Meal & IE Laredo, TX, is \$59

<u>Date</u>		<u>Meal Per Diem Daily Rate</u>	<u>First Day & Last Day at 75% of Daily Rate</u>	<u>Total Daily Allowance</u>
Oct. 20, 2016	Thursday	0.00	0.00	0.00
Oct. 21, 2016	Friday	0.00	44.25	44.25
Oct. 22, 2016	Saturday	0.00	0.00	0.00
Oct. 23, 2016	Sunday	0.00	0.00	0.00
Oct. 24, 2016	Monday	0.00	0.00	0.00
Oct. 25, 2016	Tuesday	0.00	0.00	0.00
Total Meal & IE Allowance		<u>0.00</u>	<u>44.25</u>	<u>44.25</u>

*****Each employee will be receiving the same Per Diem amount.**

Friday, October 21, 2016 (first day), and October 21, 2016 (last day) were traveling days.



CITY OF BROWNSVILLE

TRAVEL REQUEST FORM

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TO: **FINANCE DIRECTOR**

DATE: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Antonio Elizondo

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/21/2016 Est. date and time returning: 10/21/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Ernesto Estrada

Deputy Fire Chief

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/21/2016 Est. date and time returning: 10/21/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>80.00</u> |
| b. Meals: | PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] | \$ <u>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>449.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 124.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 124.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Dorian Hopperstad

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/21/2016 Est. date and time returning: 10/21/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>369.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Gustavo Mendoza

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/21/2016 Est. date and time returning: 10/21/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>44.25</u>
c. Lodging \$ _____ per night x (1) person	\$ _____
d. Registration Fees \$ <u>325.00 pre-paid</u> per person x (1) person	\$ <u>325.00</u>
e. Other costs (explain) _____	\$ _____
TOTAL:	\$ <u>369.25</u>

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Larry H. Stambaugh

Fire Lieutenant

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/21/2016 Est. date and time returning: 10/21/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>369.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

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

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Agustin O. Paredes

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/21/2016 Est. date and time returning: 10/21/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>369.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Jose G. Martinez

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/21/2016 Est. date and time returning: 10/21/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 as an advance expense.

/S/ _____
Finance Director

City of Brownsville, Texas
 Analysis of Meal & IE Per Diem Allowance
 Attending the ARFF Live Fire Training
 in Laredo, Texas.
 From October 28, 2016
 The Daily Meal & IE Laredo, TX, is \$59

<u>Date</u>		<u>Meal Per Diem Daily Rate</u>	<u>First Day & Last Day at 75% of Daily Rate</u>	<u>Total Daily Allowance</u>
Oct. 28, 2016	Friday	0.00	44.25	44.25
Oct. 29, 2016	Saturday	0.00	0.00	0.00
Oct. 30, 2016	Sunday	0.00	0.00	0.00
Oct. 31, 2016	Monday	0.00	0.00	0.00
Nov. 1, 2016	Tuesday	0.00	0.00	0.00
Nov. 2, 2016	Wednesaday	0.00	0.00	0.00
Total Meal & IE Allowance		<u>0.00</u>	<u>44.25</u>	<u>44.25</u>

*****Each employee will be receiving the same Per Diem amount.**

Friday, October 28, 2016 (first day), and October 28, 2016 (last day) were traveling days.



CITY OF BROWNSVILLE

TRAVEL REQUEST FORM

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TO: **FINANCE DIRECTOR**

DATE: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Oscar Anguiano

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Samuel Garcia

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 as an advance expense.

/S/ _____
Finance Director



CITY OF BROWNSVILLE

TRAVEL REQUEST FORM

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TO: **FINANCE DIRECTOR**

DATE: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Jorge Lozano

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 as an advance expense.

/S/ _____
Finance Director



CITY OF BROWNSVILLE

TRAVEL REQUEST FORM

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TO: **FINANCE DIRECTOR**

DATE: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Adolfo Marks

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Roger L. McArdle

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Joseph Prorise

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Eduardo Robertson

Fire Captain

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>80.00</u> |
| b. Meals: | PER DIEM AS PER CITY TRAVEL EXPENSE POLICY [@ 75% FOR FIRST & LAST DAY OF TRAVEL] | \$ <u>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>449.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 124.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 124.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Javier Sanchez

Firefighter

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Daniel Avila

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas

2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016

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

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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] \$ 44.25

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

d. Registration Fees \$ 325.00 pre-paid per person x (1) person \$ 325.00

e. Other costs (explain) _____ \$ _____

TOTAL: \$ 369.25

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 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: 10/4/2016

FROM: Carlos A. Elizondo

DEPARTMENT Fire

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

Peter Avila

Fire Truck Operator

EMPLOYEE NAME

POSITION

1. Destination: Laredo, Texas
2. Est. date and time leaving: 10/28/2016 Est. date and time returning: 10/28/2016
3. Transportation mode: City Vehicle Private Vehicle Airplane (scheduled) No Transportation Cost

4. Purpose of Trip:

To attend the ARFF Live Fire Training.

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

To keep up with the FAA requirements.

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>44.25</u> |
| c. Lodging | \$ _____ per night x (1) person | \$ _____ |
| d. Registration Fees | \$ <u>325.00</u> pre-paid per person x (1) person | \$ <u>325.00</u> |
| e. Other costs (explain) | _____ | \$ _____ |
| TOTAL: | | \$ <u>369.25</u> |

8. I HEREBY REQUEST AN ADVANCE OF \$ 44.25 FOR THE PURPOSE OF THIS TRIP.

Department Director Signature:

* Employee Signatures:

9. Charges to be made to line item # 61 - 321-770 which has a balance of \$ 18,000.00 as of this date.

10. This request is hereby APPROVED DENIED The Accounting Department is instructed to issue a check in the amount of \$ 44.25 as an advance expense.

/S/ _____
Finance Director

Laredo Fire Department Training Center Fee Schedule

Industrial Fire-Fighting

<u>Course</u>	<u>Number of Hours</u>	<u>Course Fees</u>
Firefighter I	40 hrs.	\$500
Firefighter II	40 hrs.	\$500
Firefighter III	40 hrs.	\$500

Aircraft Rescue and Fire-Fighting (ARFF)

<u>Course</u>	<u>Number of Hours</u>	<u>Course Fees</u>
Aircraft Fire Training, Interior & Exterior OPS	8 hrs.	\$250
Fuel Spill Fire Control, Hand-Line OPS	8 hrs.	\$325
Specialized Aircraft Fire Training & Fuel Spill Fires	16 hrs.	\$500
ARFF Vehicle, Large Fuel Spill Fire Applications	8 hrs.	\$500
Advanced Aircraft Fire Control & Rescue	40 hrs.	\$650
Basic ARFF Certification	120 hrs.	\$2,000

Additional Courses

<u>Course</u>	<u>Number of Hours</u>	<u>Course Fees</u>
Miscellaneous 8 hr. Course	8 hrs.	\$150
Miscellaneous 24 hr. Course	24 hrs.	\$400
Miscellaneous 40 hr. Course	40 hrs.	\$500

Dorm Facility

<u>Course</u>	<u>Number of Hours</u>	<u>Course Fees</u>
Rooming Fees for the Week	Monday thru Friday	\$100
Additional Days	Daily or Additional Days	\$25



Submit

AGENDA REQUEST FORM

Item Number: **4e.**

COMMISSION MEETING DATE: 10/11/26

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 checked="" 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 on RESOLUTION NUMBER 2016-049, to execute an Advance Funding Agreement between the City of Brownsville and the Texas Department of Transportation (TxDOT) for Morrison Road from FM 1847 to SH550.

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. 2016-049

Commissioner _____ introduced the following resolution and moved its adoption; the motion was duly seconded by

Commissioner _____ and carried by the following vote:

AYES:

NAYS:

The resolution thus adopted is as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BROWNSVILLE, TEXAS, AUTHORIZING THE EXECUTION OF AN ADVANCED FUNDING AGREEMENT BETWEEN THE CITY OF BROWNSVILLE AND THE TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT) FOR MORRISON ROAD, FROM FM 1847 TO SH 550

WHEREAS, Texas Transportation Code Sections 201.103 and 222.052 establish that the State shall design, construct, and operate a system of highways in cooperation with local governments; and

WHEREAS, federal and state laws require local governments to meet certain contract standards relating to management and administration of State and federal funds; and

WHEREAS, the Texas Transportation Commission passed Minute Order Number 114585, authorizing the State to undertake and complete a highway improvement generally described as a construction of new 4 lane roadway of Morrison Road from FM 1847 to FM 511 called the "Project"; and,

WHEREAS, the advanced funding agreement will provide funds for the schematic and environmental document on Morrison Road, and in order to utilize these funds, an Advance Funding Agreement (AFA) must be executed between the City of Brownsville and TxDOT; and

WHEREAS, the City of Brownsville will contribute \$20,000 to cover the City's estimated share of preliminary Engineering Direct State Costs associated with this project.

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, do hereby resolve to enter into an Advanced Funding Agreement between the City of Brownsville and the Texas Department of Transportation (TxDot) for Morrison Road, from 1847 to SH 550.

DONE THIS _____ day of _____, 2016

CITY OF BROWNSVILLE

ANTONIO "TONY" MARTINEZ
Mayor

ATTEST

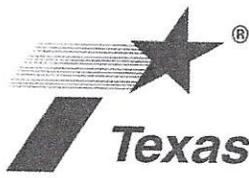
Michael Lopez
City Secretary



Inter-departmental Memorandum Engineering Department

TO: Charlie Cabler, City Manager
CC: Ruth Osuna, Assistant City Manager
FROM: Carlos Lastra, P.E., City Engineer *CL*
DATE: October 3, 2016
RE: Recommending approval of the Advance Funding Agreement for Morrison Road

The Engineering Department recommends approval of the Advance Funding Agreement between the City of Brownsville and the Texas Department of Transportation for Morrison Road from FM 1847 to SH550. This will provide funding for the schematic and environmental document for Morrison Road. The City's share for this environmental assessment is the total of \$20,000.



Texas Department of Transportation

600 W. Interstate 2 | Pharr, Texas 78577-1231 | (956) 702-6100 | www.txdot.gov

September 23, 2016

The Honorable Tony Martinez
Mayor, City of Brownsville
P.O. Box 911
Brownsville, Texas 78522-0911

**RE: Advance Funding Agreement (AFA)
Morrison Road, from FM 1847 to SH 550
CSJ: 0921-06-291**

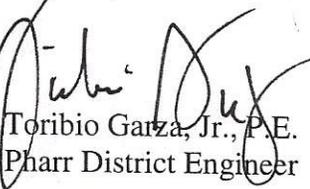
Dear Mayor Martinez:

As you know, the Brownsville Metropolitan Planning Organization has authorized \$200,000 in Category 7, Metropolitan Mobility and Rehabilitation (7MM) funds for the schematic and environmental document on Morrison Road. In order to utilize these funds, an Advance Funding Agreement (AFA) must be executed between the City of Brownsville and TxDOT. Attached for your signature are two originals of the AFA.

Please sign and return both originals, along with the City's resolution authorizing the AFA, to the attention of Mr. Homero Bazan, Jr., our Director of Transportation Planning and Development, at the above address for further processing. Please also include a check in the amount of \$20,000 to cover the City's estimated share of Preliminary Engineering Direct State Costs associated with this project, made payable to the Texas Department of Transportation Trust Fund.

Please contact Mr. Bazan or me at 702-6100 if you have any questions regarding this submission.

Sincerely,



Toribio Garza, Jr., P.E.
Pharr District Engineer

Attachments

cc: Hector Gonzalez, Jr., P.E., Deputy District Engineer
Homero Bazan, Jr., P.E., Director of Transportation Planning and Development
Juan Bosquez, P.E., San Benito Area Engineer
Eduardo Saenz, P.E., Project Manager

CSJ # 0921-06-291
District # 21 – Pharr
Code Chart 64 # 05950
Project: **Morrison Road from
FM 1847 to FM 511**
Federal Highway Administration
CFDA Title: **Highway Planning
and Construction**
CFDA No.: **20.205**
Not Research and Development

STATE OF TEXAS §
COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT
For A
Metropolitan Mobility Project
Off-System**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation called the “State”, and the **City of Brownsville**, acting by and through its duly authorized officials, called the “Local Government.”

WITNESSETH

WHEREAS, federal law establishes federally funded programs for transportation improvements to implement its public purposes; and

WHEREAS, the Texas Transportation Code, Sections 201.103 and 222.052 establish that the State shall design, construct and operate a system of highways in cooperation with local governments; and

WHEREAS, federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and federal funds; and

WHEREAS, the Texas Transportation Commission passed Minute Order Number **114585**, authorizing the State to undertake and complete a highway improvement generally described as a **construction of new 4 lane roadway of Morrison Road from FM 1847 to FM 511** called the “Project”; and,

WHEREAS, the Governing Body of the Local Government has approved entering into this agreement by resolution or ordinance dated _____, 20__, which is attached to and made a part of this agreement as Attachment “A” for the improvement covered by this agreement. A map showing the Project location appears in Attachment “B,” which is attached to and made a part of this agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties, to be by them respectively kept and performed as set forth in this agreement, it is agreed as follows:

CSJ # 0921-06-291
District # 21 – Pharr
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Project: **Morrison Road from
FM 1847 to FM 511**
Federal Highway Administration
CFDA Title: **Highway Planning
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CFDA No.: **20.205**
Not Research and Development

AGREEMENT

1. Period of the Agreement

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed. This agreement shall remain in effect until the Project is completed or unless terminated as provided below.

2. Scope of Work

The Local Government will prepare the schematic and environmental document including public involvement for Morrison Road from FM 1847 to FM 511 as shown on Attachment "B".

3. Local Project Sources and Uses of Funds

- A. The total estimated cost of the Project is shown in the Project Budget – Attachment “C”, which is attached to and made a part of this agreement. The expected cash contributions from the Federal or State government, the Local Government, or other parties are shown in Attachment “C”. The State will pay for only those project costs that have been approved by the Texas Transportation Commission. The State and the Federal Government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated to the Project by the Federal Highway Administration. After federal funds have been obligated, the State will send to the Local Government a copy of the formal documentation showing the obligation of funds including federal award information. The Local Government is responsible for 100% of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.
- B. If the Local Government will perform any work under this contract for which reimbursement will be provided by or through the State, the Local Government must complete training before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled *Local Government Project Procedures and Qualification for the Texas Department of Transportation*. The Local Government shall provide the certificate of qualification to the State. The individual who receives the training certificate may be an employee of the Local Government or an employee of a firm that has been contracted by the Local Government to perform oversight of the Project. The State in its discretion may deny reimbursement if the Local Government has not designated a qualified individual to oversee the Project.
- C. The Project cost estimate shows how necessary resources for completing the Project will be provided by major cost categories. These categories may include but are not limited to: (1) costs of real property; (2) costs of utility work; (3) costs of environmental assessment and remediation; (4) cost of preliminary engineering and design; (5) cost of construction and construction management; and (6) any other local project costs.
- D. The State will be responsible for securing the Federal and State share of the funding required for the development and construction of the local Project. If the Local

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Government is due funds for expenses incurred, these funds will be reimbursed to the Local Government on a cost basis.

- E. The Local Government will be responsible for all non-federal or non-state participation costs associated with the Project, otherwise provided for in this agreement or approved otherwise in an amendment to this agreement. Where Special Approval has been granted by the State, the Local Government shall only in that instance be responsible for overruns in excess of the amount to be paid by the Local Government.
- F. Prior to the performance of any engineering review work by the State, the Local Government will pay to the State the amount specified in Attachment C. At a minimum, this amount shall equal the Local Government's funding share for the estimated cost of preliminary engineering for the Project. At least sixty (60) days prior to the date set for receipt of the construction bids, the Local Government shall remit its remaining financial share for the State's estimated construction oversight and construction cost.
- G. Whenever funds are paid by the Local Government to the State under this agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation." The check or warrant shall be deposited by the State and managed by the State. The funds may only be applied by the State to the Project.
- H. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due by the Local Government, the State, or the Federal government will be promptly paid by the owing party. If after final Project accounting any excess funds remain, those funds may be applied by the State to the Local Government's contractual obligations to the State under another advance funding agreement with approval by appropriate personnel of the Local Government.
- I. The State will not pay interest on any funds provided by the Local Government.
- J. If a waiver has been granted, the State will not charge the Local Government for the indirect costs the State incurs on the local Project, unless this agreement is terminated at the request of the Local Government prior to completion of the Project.
- K. If the Project has been approved for a specified percentage or a "periodic payment" non-standard funding or payment arrangement under 43 TAC §15.52, the budget in Attachment C will clearly state the specified percentage or the periodic payment schedule.
- L. If the Local government is an Economically Disadvantaged County (EDC) and if the State has approved adjustments to the standard financing arrangement, this agreement reflects those adjustments.
- M. When Special Approval has been granted by the State so that the Local Government bears the responsibility for paying cost overruns, the Local Government shall make payment to the State within thirty (30) days from the receipt of the State's written notification of those amounts.
- N. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those

funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

- O. Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to either party.
- P. The Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by the State no more frequently than monthly, and no later than ninety (90) days after costs are incurred. If the Local Government submits invoices more than ninety (90) days after the costs are incurred, and if federal funding is reduced as a result, the State shall have no responsibility to reimburse the Local Government for those costs.
- Q. The State will not execute the contract for the construction of the Project until the required funding has been made available by the Local Government in accordance with this agreement.

4. Termination of this Agreement

This agreement shall remain in effect until the project is completed and accepted by all parties, unless:

- A. The agreement is terminated in writing with the mutual consent of the parties;
- B. The agreement is terminated by one party because of a breach, in which case any cost incurred because of the breach shall be paid by the breaching party;
- C. The Local Government elects not to provide funding after the completion of preliminary engineering, specifications, and estimates (PS&E) and the Project does not proceed because of insufficient funds, in which case the Local Government agrees to reimburse the State for its reasonable actual costs incurred during the Project; or
- D. The Project is inactive for thirty-six (36) months or longer and no expenditures have been charged against federal funds, in which case the State may in its discretion terminate this agreement.

5. Amendments

Amendments to this agreement due to changes in the character of the work, terms of the agreement, or responsibilities of the parties relating to the Project may be enacted through a mutually agreed upon, written amendment.

6. Remedies

This agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this agreement and shall be cumulative.

7. Utilities

The Local Government shall be responsible for the adjustment, removal, or relocation of utility facilities in accordance with applicable State laws, regulations, rules, policies, and procedures,

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including any cost to the State of a delay resulting from the Local Government's failure to ensure that utility facilities are adjusted, removed, or relocated before the scheduled beginning of construction. The Local Government will not be reimbursed with federal or state funds for the cost of required utility work. The Local Government must obtain advance approval for any variance from established procedures. Before a construction contract is let, the Local Government shall provide, at the State's request, a certification stating that the Local Government has completed the adjustment of all utilities that must be adjusted before construction is completed.

8. Environmental Assessment and Mitigation

Development of a transportation project must comply with the National Environmental Policy Act and the National Historic Preservation Act of 1966, which require environmental clearance of federal-aid projects.

- A. The Local Government is responsible for the identification and assessment of any environmental problems associated with the development of a local project governed by this agreement.
- B. The Local Government is responsible for the cost of any environmental problem's mitigation and remediation.
- C. The Local Government is responsible for providing any public meetings or public hearings required for development of the environmental assessment. Public hearings will not be held prior to the approval of project schematic.
- D. The Local Government is responsible for the preparation of the NEPA documents required for the environmental clearance of this Project.
- E. Before the advertisement for bids, the Local Government shall provide to the State written documentation from the appropriate regulatory agency or agencies that all environmental clearances have been obtained.

9. Compliance with Texas Accessibility Standards and ADA

All parties to this agreement shall ensure that the plans for and the construction of all projects subject to this agreement are in compliance with the Texas Accessibility Standards (TAS) issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Article 9102, Texas Civil Statutes. The TAS establishes minimum accessibility requirements to be consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) (ADA).

10. Architectural and Engineering Services

The **Local Government** has responsibility for the performance of architectural and engineering services. The engineering plans shall be developed in accordance with the applicable *State's Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges* and the special specifications and special provisions related to it. For projects on the state highway system, the design shall, at a minimum conform to applicable State manuals. For projects not on the state highway system, the design shall, at a minimum, conform to applicable *American Association of State Highway and Transportation Officials*

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design standards. In procuring professional services, the parties to this agreement must comply with federal requirements cited in 23 CFR Part 172 if the project is federally funded and with Texas Government Code 2254, Subchapter A, in all cases. Professional contracts for federally funded projects must conform to federal requirements, specifically including the provision for participation by Disadvantaged Business Enterprises (DBEs), ADA, and environmental matters.

11. Construction Responsibilities – Not Applicable

- A. The State shall advertise for construction bids, issue bid proposals, receive and tabulate the bids, and award and administer the contract for construction of the Project. Administration of the contract includes the responsibility for construction engineering and for issuance of any change orders, supplemental agreements, amendments, or additional work orders that may become necessary subsequent to the award of the construction contract. In order to ensure federal funding eligibility, projects must be authorized by the State prior to advertising for construction.
- B. The State will use its approved contract letting and award procedures to let and award the construction contract.
- C. Upon completion of the Project, the party constructing the Project will issue and sign a “Notification of Completion” acknowledging the Project’s construction completion.
- D. For federally funded contracts, the parties to this agreement will comply with federal construction requirements cited in 23 CFR Part 635 and with requirements cited in 23 CFR Part 633, and shall include the latest version of Form “FHWA-1273” in the contract bidding documents. If force account work will be performed, a finding of cost effectiveness shall be made in compliance with 23 CFR 635, Subpart B.

12. Project Maintenance - Not Applicable

The Local Government shall be responsible for maintenance of locally owned roads after completion of the work and the State shall be responsible for maintenance of state highway system after completion of the work if the work was on the state highway system, unless otherwise provided for in existing maintenance agreements with the Local Government.

13. Right of Way and Real Property – Not Applicable

The State is responsible for the provision and acquisition of any needed right of way or real property.

14. Notices

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

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 and Construction
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Local Government:	State:
Mayor City of Brownsville PO Box 911 Brownsville, TX 78522-0911	Director of Contract Services Texas Department of Transportation 125 E. 11 th Street Austin, Texas 78701

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

15. Legal Construction

If one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

16. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

17. Ownership of Documents

Upon completion or termination of this agreement, all documents prepared by the State shall remain the property of the State. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. All documents produced or approved or otherwise created by the Local Government shall be transmitted to the State in the form of photocopy reproduction on a monthly basis as required by the State. The originals shall remain the property of the Local Government. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

18. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, the Local Government shall furnish the State with satisfactory proof of this compliance.

19. Sole Agreement

This agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the agreement's subject matter.

20. Cost Principles

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in 2 CFR 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to the Project.

21. Procurement and Property Management Standards

The parties shall adhere to the procurement standards established in Title 49 CFR §18.36 and with the property management standard established in Title 49 CFR §18.32.

22. Inspection of Books and Records

The parties to this agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the Federal Highway Administration (FHWA), and the U.S. Office of the Inspector General, or their duly authorized representatives for review and inspection at its office during the contract period and for four (4) years from the date of completion of work defined under this contract or until any impending litigation, or claims are resolved. Additionally, the State, the Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

23. Civil Rights Compliance

A. Compliance with Regulations: The Local Government will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time.

B. Nondiscrimination: The Local Government, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 45 CFR Part 21.

C. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Local Government for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Local

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Government of the Local Government's obligations under this contract and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

D. Information and Reports: The Local Government shall provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

E. Sanctions for Noncompliance: In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this contract, the State will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the Local Government under the contract until the Local Government complies and/or
- b. cancellation, termination, or suspension of the contract, in whole or in part.

F. Incorporation of Provisions: The Local Government will include the provisions of paragraphs (A) through (E) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event an Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Local Government may request the Texas Department of Transportation to enter into such litigation to protect the interests of the State; and, in addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

24. Disadvantaged Business Enterprise (DBE) Program Requirements

- A. The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B. The Local Government shall adopt, in its totality, the State's federally approved DBE program.
- C. The Local Government shall set an appropriate DBE goal consistent with the State's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Local Government shall follow all other parts of the State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas

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Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by Entity, and attachments found at web address

http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf.

- E. The Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Local Government of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Local Government signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

25. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Local Government certifies that it and its principals are not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549 and further certifies that it will not do business with any party, to include principals, that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive federal funds and, when requested by the State, to furnish a copy of the certification.

26. Lobbying Certification

In executing this agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any

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federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for the Local Government shall complete and submit the Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

27. Insurance

If this agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

28. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.
- B. The Local Government agrees that it shall:
 - 1. Obtain and provide to the State a System for Award Management (SAM) number (Federal Acquisition Regulation, Part 4, Sub-part 4.11) if this award provides more than \$25,000 in Federal funding. The SAM number may be obtained by visiting the SAM website whose address is: <https://www.sam.gov/portal/public/SAM/>
 - 2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows Federal government to track the distribution

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of federal money. The DUNS may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet (D&B) on-line registration website <http://fedgov.dnb.com/webform>; and

3. Report the total compensation and names of its top five (5) executives to the State if:
 - i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
 - ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

29. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR 200.
- B. If threshold expenditures of \$750,000 or more are met during the fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at <http://www.txdot.gov/inside-txdot/office/audit/contact.html>.
- C. If expenditures are less than the threshold during the Local Government's fiscal year, the Local Government must submit a statement to TxDOT's Audit Office as follows: "We did not meet the \$_____ expenditure threshold and therefore, are not required to have a single audit performed for FY _____."
- D. For each year the project remains open for federal funding expenditures, the Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

30. Pertinent Non-Discrimination Authorities

During the performance of this contract, the Local Government, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- C. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E. The Age Discrimination Act of 1975, as amended, (49 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).

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- F. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).
- H. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- I. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100). Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

31. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

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THIS AGREEMENT IS EXECUTED by the State and the Local Government in duplicate.

THE LOCAL GOVERNMENT

Signature

Typed or Printed Name

Title

Date

THE STATE OF TEXAS

Kenneth Stewart
Director of Contract Services
Texas Department of Transportation

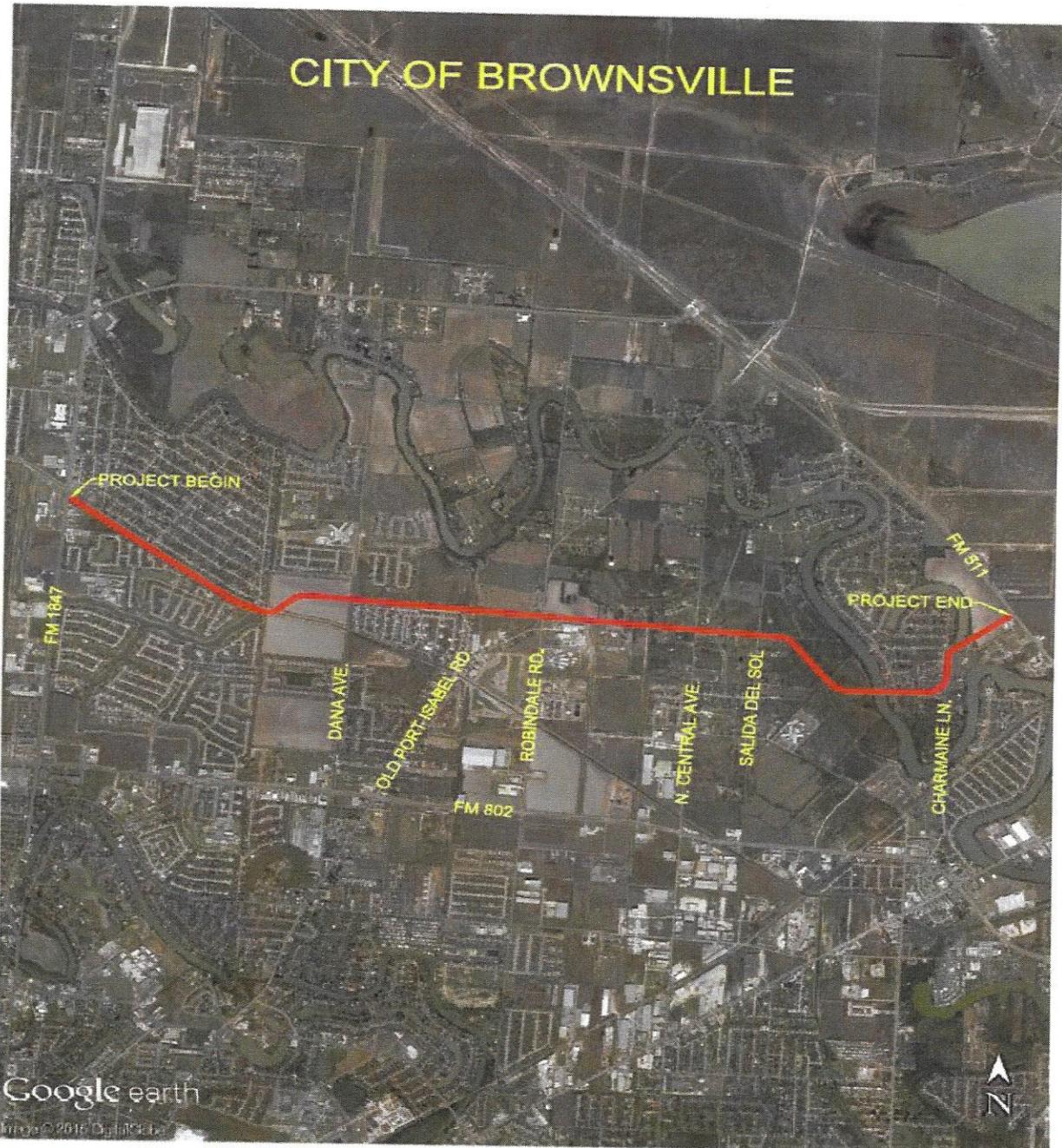
Date

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**ATTACHMENT A
RESOLUTION OR ORDINANCE**

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ATTACHMENT B
LOCATION MAP SHOWING PROJECT



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ATTACHMENT C PROJECT BUDGET

This project received a total of \$200,000 in Category 7, Metropolitan Mobility funds from the Brownsville Metropolitan Planning Organization. These funds are for preparation of the schematic and environmental document including public involvement, considering an 83% Economically Disadvantaged County Program reduction to the project's preliminary engineering, the federal share is 80%, the state share is 16.6% and the local government share is 3.4% until the Federal funding reaches the maximum obligated amount. The Local Government will be responsible for 100% of all project costs exceeding the approved federal funding. The following is an estimated breakdown of the project costs and funding participation:

Description	Total Estimated Cost	Federal Participation		State Participation			Local Participation			
		%	Cost	% Before EDC Adj.	% After EDC Adj.	Cost After EDC Adj.	% Before EDC Adj.	% After EDC Adj.	Cost After EDC Adj.	
Preliminary Engineering (by LG) Cat 7	\$ 200,000	80%	\$ 160,000	0%	16.6%	\$ 33,200	20%	3.4%	\$ 6,800	
Subtotal	\$ 200,000		\$ 160,000			\$ 33,200			\$ 6,800	
Direct State Cost for Prelim. Engineering \$20,000	Environm. Direct State Costs (30%)	\$ 6,000	0%	\$ 0	0%	0%	\$ 0	0%	100%	\$ 6,000
	Right of Way Direct State Costs (10%)	\$ 2,000	0%	\$ 0	0%	0%	\$ 0	0%	100%	\$ 2,000
	Engineer. Direct State Costs (50%)	\$ 10,000	0%	\$ 0	0%	0%	\$ 0	0%	100%	\$ 10,000
	Utility Direct State Costs (10%)	\$ 2,000	0%	\$ 0	0%	0%	\$ 0	0%	100%	\$ 2,000
Indirect State Costs (6.2%)	\$ 12,400	0%	\$ 0	100%	0%	\$ 12,400	0%	0%	\$ 0	
Subtotal	\$ 32,400		\$ 0			\$ 12,400			\$ 20,000	
TOTAL	\$ 232,400		\$ 160,000			\$ 45,600			\$ 26,800	

Initial payment by the Local Government to the State: \$ 20,000
 Payment by the Local Government to the State before construction: \$ 0
 Estimated total payment by the Local Government to the State: \$ 20,000

This is an estimate. The final amount of Local Government participation will be based on actual costs.



Submit

AGENDA REQUEST FORM

Item Number: **4f.**

COMMISSION MEETING DATE: 10/18/16

DEPT: Fire

CONTACT Carlos A. Elizondo

AGENDA

Select One:

<p>Executive Session (City Attorney Only)</p> <p>Time needed: _____ Action Item: _____</p>	<p>Workshop</p> <p>Time Needed: _____</p>	<p>Presentation</p> <p>Time Needed: _____</p>	<p>Agenda</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>Ordinance</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 for the City of Brownsville to enter into contract with the town of Rancho Viejo to furnish EMS services.

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:** _____

**INTERLOCAL AGREEMENT BETWEEN
THE TOWN OF RANCHO VIEJO,
TEXAS AND
THE CITY OF BROWNSVILLE REGARDING
THE PROVISION OF EMERGENCY
(EMS) SERVICES**

THIS INTERLOCAL AGREEMENT is entered into between the City of Brownsville, Texas (“Brownsville” or “Brownsville EMS”) and the Town of Rancho Viejo (“Town”) pursuant to the Texas Interlocal Cooperation Act, Texas Local Government Code _____, on this, the ____ day of September, 2016 in Cameron County, Texas:

WHEREAS, the continuance of such public ambulance and emergency medical services to the citizens of Rancho Viejo is important to the health, safety, and welfare of the citizens of Rancho Viejo; and

WHEREAS, the contract for public ambulance and emergency medical services is to be entered into on behalf of and for the benefit of the public need and necessity for such public ambulance and emergency medical services; and further the provision of such public ambulance and emergency medical services is intended to be and is a valid exercise of the TOWN's police power; and

WHEREAS, Brownsville EMS has agreed to furnish such public ambulance and emergency medical services as, in the judgment of the TOWN, are necessary and reasonable for the continuing health, safety, and welfare of the citizens of Rancho Viejo, subject to the TOWN entering into a contract with Brownsville (EMS) for the furnishing of such services;

NOW, THEREFORE, by virtue of the vital necessity of maintaining public ambulance and emergency medical services for the citizens of Rancho Viejo, TOWN herewith grants to Brownsville (EMS) this express license and service contract to operate an ambulance and emergency medical service in the TOWN, such license and the term of this contract being for a period of time beginning at _____ o'clock a.m., October _____, 2016, and ending at _____ o'clock p.m., September 30, 202__.

Pursuant to the furnishing of public ambulance and emergency medical services to the Citizens of Rancho Viejo under such license, the TOWN and Brownsville (EMS) enter into the following contract for public ambulance and emergency medical services.

1. Brownsville (EMS) shall maintain an adequate number of fully qualified operators to fully and efficiently operate ambulances for the public ambulance and emergency medical services to be provided during the term of this contract.

2. In fulfilling the needs of the citizens of Rancho Viejo for public ambulance and emergency medical services, the license and service contract herein granted to Brownsville (EMS) shall include its authorized use of ambulances (and personnel to operate the same), as may be borrowed, rented, leased, or otherwise lawfully arranged for, from services to be determined by Brownsville EMS for such period of time or times as may be necessary under public disaster or other demanding conditions during the term hereof, such ambulances and personnel being in addition to ambulances operated by Brownsville (EMS); provided further that such ambulances and personnel shall meet the same qualifications and requirements as the ambulances and personnel otherwise required of Brownsville (EMS) by this contract.

3. Brownsville (EMS) hereby promises, agrees, and shall be obligated to render and perform for the benefit of TOWN all emergency medical services for the general public in the Town of Rancho Viejo on all emergency ambulance calls. TOWN promises and agrees that all emergency ambulance service calls initiated by the Rancho Viejo Fire Department and the Rancho Viejo Police Department will be referred exclusively to Brownsville EMS. Brownsville (EMS) also agrees to respond to any emergency medical services calls with the limits of the TOWN initiated by anyone other than the Rancho Viejo Fire Department and the Rancho Viejo Police Department.

4. Emergency medical services personnel of Brownsville (EMS) shall deliver emergency patients to hospitals in Cameron County as requested by such patients or their authorized agents. In the absence of any such request, the emergency medical service personnel shall deliver such patients to the nearest hospital emergency room capable of handling the emergency or as otherwise directed by an emergency physician in radio contact with the emergency medical service personnel.

5. Brownsville (EMS) shall be solely responsible for billing and collecting for ambulance and emergency medical services to be furnished by it hereunder, and all such collections shall be the sole property of the City of Brownsville, Texas.

6. The TOWN acknowledges the public nature and necessity of furnishing public ambulance and emergency medical services to the citizens of and general public within the TOWN and further recognizes and acknowledges that the emergency nature of such services makes full or substantial collection of charges by Brownsville EMS for such services risky and speculative to the extent that the economic feasibility of such public ambulance and emergency medical services is imperiled. The TOWN represents that its duly elected governing body has made a finding that public ambulance and emergency medical services are necessary for the health, safety and welfare of the citizens of the TOWN. Therefore, in consideration for the furnishing of adequate public ambulance and emergency medical services to the citizens of the TOWN under this license and contract and the willingness of Brownsville EMS to forego any payment from the TOWN, the TOWN, as an exercise of its police power, has agreed to the provisions hereof including but not limited to the five (5) year term described in the recitals and the exclusivity described in Paragraph 19 hereof.

7. Brownsville (EMS) shall certify and show proof that it can and will comply with all license requirements and rules and regulations prescribed by state statutes pertaining to the operation of ambulance service and hold valid permits for providing said services.

8. Upon request of the TOWN, Brownsville (EMS) shall provide TOWN with written reports which shall include the necessary data required to insure that the contractual obligations are being satisfied. Brownsville EMS shall not in any event be required to provide such reports to TOWN more frequently than once per month or to include in any such report any private, privileged or confidential information regarding any patient or person to or for whom emergency medical services have been provided including but not limited to name, address, medical condition or treatment information, or other information determined by Brownsville EMS to be protected from disclosure by any applicable federal or state law or regulation.

9. TOWN reserves the right to own, maintain, and operate emergency ambulance equipment which shall be limited in use to supplemental ambulance and emergency service in the TOWN resulting from unusual conditions which cannot be served by Brownsville EMS.

10. Brownsville (EMS) shall obtain and maintain liability insurance to cover any automobile accident in an amount of at least \$500,000.00 each person, \$1,000,000.00 each accident for bodily injury including death and \$250,000.00 for property damage and a professional liability policy and comprehensive general liability policy with minimum limits of \$300,000.00 for each occurrence, \$500,000.00 general aggregate.

11. Brownsville (EMS) agrees to include its personnel (to include but not limited to medical ambulance attendants, drivers, and dispatchers) as well as emergency medical service vehicles in its liability insurance policy.

12. Brownsville (EMS) shall make adequate public notice of its emergency medical services and facilities, and how to contact same. In this connection, TOWN shall endeavor to generally publicize in the Rancho Viejo area, through the available press media, the name and availability of such emergency services by Brownsville EMS.

13. The Police Department and Fire Department of TOWN and Brownsville (EMS) shall communicate and negotiate from time to time, to enable such police and fire departments to properly and timely refer all emergency medical needs and calls to Brownsville (EMS); as such calls may be received by such police department and fire department from time to time.

14. This contract shall not be assignable in whole or in part by either party without written consent of the other party.

15. Brownsville (EMS) agrees to comply with state licensing statutes and agrees to acquire all applicable permits required by TOWN, the State of Texas, and any department, board, commission or agency thereof which is necessary to operate an emergency medical service set forth hereinabove.

16. Any unenforceable provision of this contract shall be severable from the remainder hereof and the remainder shall continue in full force and effect.

17. This contract is entered into for the exclusive benefit of the parties, and the parties expressly disclaim any intent to benefit anyone not a party. This contract does not create any third party beneficiary rights for or on behalf of any person or person.

18. The TOWN, acting by and through its duly elected governing body, acknowledges that insuring that both emergency and non-emergency ambulance services and emergency medical services are available to the citizens of the Town of Rancho Viejo is crucial to the health, welfare, and safety of the public and those citizens and that entering into this contract with Brownsville EMS to

secure the availability of such public emergency and non-emergency ambulance services and emergency medical services is a valid exercise of the police power of the TOWN to preserve and protect the health, welfare, and safety of the public and those citizens. Accordingly, during the term of this contract, Brownsville EMS is hereby awarded exclusive rights and responsibilities for provision of all emergency and non-emergency ambulance services and emergency medical services, including special events coverage, originating within the Town of Rancho Viejo, regardless of the manner in which the request for service is conveyed.

19. This Agreement does not constitute a waiver of governmental immunity under the Texas Tort Claims Act as to either "Town" or The City of Brownsville.

EXECUTED IN DUPLICATE, this the _____ day of _____, 2016 but effective as of this the _____ day of October 1, 2016.

TOWN OF RANCHO VIEJO, TEXAS

ATTEST:

Cyndie Rathbun
Mayor

By: _____
Fred Blanco
Town Administrator

"Approved as to Form and Legality
This 3 day of Oct 2016

Title _____
Office of the Brownsville City Attorney"

**BROWNSVILLE EMERGENCY MEDICAL
SERVICES**

By: _____
Carlos Elizondo
Fire Chief

ATTEST:

By: _____
Charlie Cabler
City Manager



Submit

AGENDA REQUEST FORM

Item Number: **4g.**

COMMISSION MEETING DATE: 10/11/2016 DEPT: MIS CONTACT Gail Bruciak

AGENDA

Select One:

Executive Session (City Attorney Only) Time needed: _____ Action Item: _____	Workshop Time Needed: _____	Presentation Time Needed: _____	Agenda <input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Consent	Ordinance <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading
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Brief Description of Agenda Item:
 Consideration and action to approve a three (3) year software service maintenance agreement (SSMA) to Tyler Technologies, Inc. for the ERP software New World Logos.

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:** _____



INTERDEPARTMENTAL CORRESPONDANCE

TO: Roberto Luna, Purchasing/Contracts Director
FROM: Gail M. Bruciak, MIS Director
CC: Charlie Cabler, City Manager
Ruth Osuna, Assistant City Manager
Guadalupe Granado III, Finance Director
DATE: 09/29/17
SUBJECT: Tyler Technologies, Inc. software maintenance contract (SSMA)

I am requesting and recommending approval of the standard software maintenance agreement (SSMA) for the software, Tyler Technologies, Inc., New World LOGOS product. This is a 3 year contract for continued maintenance for fiscal year 2017 thru 2019 (see attached contract).

The software is a Windows .NET platform using a SQL server database and includes 400 software licenses for city employees' use for the following major modules: Financial Management (procurement, receipts, general ledger, budget, projects, and asset management), Human Resources/Payroll, and Community (building permits and inspections, restaurant inspections and business management, parcel management, and code enforcement). A detail list of software modules is available in the attached contract.

Management Information Systems (MIS) staff will be responsible for implementing all software system upgrades from Tyler Technologies, Inc., New World Logos, maintaining security configurations and end user training. Tyler Technologies will be responsible for providing software system support and maintenance. This includes, program "hot fixes", software enhancements, and other software modifications labeled as "warranty items", year-end updates for W-2, 1099 and EOC reporting requirement changes. It also includes phone in, person-to-person help desk and email support, participation in users groups. Tyler Technologies, Inc. company headquarters is located in Troy, Michigan.

The invoicing will be billed by fiscal years as follows: year 1 - \$190,053., year 2 - \$195,588, year 3 - \$201,124 as indicated in the contract.

The vendor is considered a sole source because the software programs are proprietary and no other company may disassemble and modify the software and therefore will not be able to provide support.

Funding for the first year of the contract will be provided for in the FY 2017 MIS Departmental operating budget line item 01-241-759, Maintenance - Other.

Support Agreement

This Support Agreement is made, as of the date set forth below (the "Effective Date") by and between Tyler Technologies, Inc. with offices at 840 West Long Lake Road, Troy, MI 48098 ("Tyler") and the client identified below ("Client").

WHEREAS, Tyler and Client are parties to an original agreement ("Agreement") under which Client licensed the New World software itemized therein; and

WHEREAS, Tyler and New World merged effective November 16, 2015, with Tyler as the surviving entity; and

WHEREAS, Tyler and Client desire to update the applicable maintenance and support services terms;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and Client agree as follows:

1. The New World software Client licensed under the Agreement, and on which Client has paid maintenance and support fees through the Effective Date, shall mean the "Tyler Software" for purposes of this Support Agreement.
2. Tyler shall provide maintenance and support services on the Tyler Software according to the terms of Exhibit 1 to this Support Agreement.
3. For the term specified in the applicable invoice, Client shall remit to Tyler maintenance fees in the amount set forth therein. Payment is due within thirty (30) days of the invoice date.
4. This Support Agreement shall be governed by and construed in accordance with the terms and conditions of the Agreement.
5. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Support Agreement as of the dates set forth below.

Tyler Technologies, Inc.

Client: City of Brownsville, TX

By: _____

By: _____

Name: Abby Diaz

Name: _____

Title: Associate General Counsel

Title: _____

Date: _____

Date: _____



Exhibit 1

Maintenance and Support Agreement

Tyler (“we”) will provide Client (“you”) with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Support Agreement.

1. **Term.** We provide maintenance and support services on an annual basis. The initial term commences on the Effective Date, and remains in effect for three (3) years. The term will renew automatically for additional one (1) year terms after the initial three (3) years term, unless terminated in writing by either party at least ninety (90) days prior to the end of the then-current term.
2. **Maintenance and Support Fees.** Your maintenance and support fees for the Tyler Software are listed in the applicable invoice and are as follows for the next three (3) years and thereafter at our then current rates:

<u>Period Covered</u>	<u>Annual Amount</u>	<u>Billing Date</u>
10/1/2016 to 9/30/2017	\$190,053	9/15/2016
10/1/2017 to 9/30/2018	\$195,588	9/15/2017
10/1/2018 to 9/30/2019	\$201,124	9/15/2018

We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.

3. **Maintenance and Support Services.** As long as you are not using the Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:
 - 3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects, as defined in the Agreement, in the Tyler Software (limited to the then-current version and the immediately prior version); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;
 - 3.2 provide telephone support during our established support hours, currently Monday through Friday from 8:00 a.m. to 8:00 p.m (Eastern Time Zone)
 - 3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and third party software, if any, in order to provide maintenance and support services;



3.4 provide you with a copy of all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support services remotely. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain a VPN for backup connectivity purposes.
5. Hardware and Other Systems. If in the process of diagnosing a software support issue it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain third party products except as expressly set forth in the Agreement.

In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

- (a) All infrastructure executing Tyler Software shall be managed by you;
 - (b) You will maintain support contracts for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
 - (c) You will perform daily database backups and verify that those backups are successful.
6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware; (f) support outside our established support hours; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.
 7. Current Support Call Process. Our current Support Call Process for the Tyler Software is provided Schedule A to Exhibit 1.



Exhibit 1 Schedule A Support Call Process

If, after you have cut over to live production use of the Tyler Software, you believe that the Tyler Software is Defective, as "Defect" is defined in the Agreement, then you will notify us by phone, in writing, by email, or through the support website. Please reference the applicable Customer Support page at www.tylertech.com/client-support for information on how to use these various means of contact.

Documented examples of the claimed Defect must accompany each notice. We will review the documented notice and when there is a Defect, we shall resolve it at no additional cost to you beyond your then-current maintenance and support fees.

In receiving and responding to Defect notices and other support calls, we will follow the priority categorizations below. These categories are assigned based on your determination of the severity of the Defect and our reasonable analysis. If you believe a priority categorization needs to be updated, you may contact us again, via the same methods outlined above, to request the change.

In each instance of a Priority 1 or 2 Defect, prior to final Defect correction, the support team may offer you workaround solutions, including patches, configuration changes, and operational adjustments, or may recommend that you revert back to the prior version the Tyler Software pending Defect correction.

- (a) **Priority 1:** *A Defect that renders the Tyler Software inoperative; or causes the Tyler Software to fail catastrophically.*

After initial assessment of the Priority 1 Defect, if required, we shall assign a qualified product technical specialist(s) within one business (1) hour. The technical specialist(s) will then work to diagnose the Defect and to correct the Defect, providing ongoing communication to you concerning the status of the correction until the Tyler Software is operational without Priority 1 defect.

The goal for correcting a Priority 1 Defect is 24 hours or less.

- (b) **Priority 2:** *A Defect that substantially degrades the performance of the Tyler Software, but does not prohibit your use of the Tyler Software.*

We shall assign a qualified product technical specialist(s) within four (4) business hours of our receipt of your notice. The product technical specialist will then work to diagnose and correct the Defect. We shall work diligently to make the correction, and shall provide ongoing communication to you concerning the status of the correction until the Tyler Software is operational without Priority 2 Defect.

The goal for correcting a Priority 2 event is to include a correction in the next Tyler Software release.

- (c) **Priority 3:** *A Defect which causes only a minor impact on the use of the Tyler Software.*

We may include a correction in subsequent Tyler Software releases.



Submit

AGENDA REQUEST FORM

Item Number: **5.**

COMMISSION MEETING DATE: 10/11/16

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 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 on ORDINANCE NUMBER 235-2016-079: To rezone from Dwelling "A" (DA) to General Retail "G" (4CG) for 0.08 acres for Lot 1 Block P of Brownsville Land and Improvement Company located near FM 802 and La Feria Road. (District 4)

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 October 6, 2016 the Planning and Zoning Commission voted unanimously to recommend approval.

City Manager Approval

_____ Date: _____

ORDINANCE NUMBER 235-2016-079

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

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

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so to rezone from Dwelling “A” (DA) to General Retail “G” (4CG) for 0.08 acres for Lot 1 Block P of Brownsville Land and Improvement Company located near FM 802 and La Feria Road. (District 4); the area rezoned by this amendment being situated entirely within the corporate limits of Brownsville, Cameron County, Texas.

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

INTRODUCED at a public hearing on **October 11, 2016**. Passed at First Reading on **October 11, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **November 1, 2016**.

(SEAL)

BY: _____
Antonio Martinez
Mayor

ATTEST: _____
Michael L. Lopez
City Secretary



Zoning Application

Multi-Family/Office/Commercial/Retail/Industrial

- 0-1 Acres\$500.00
- 1.-5. Acres\$750.00
- 5.-10. Acres ...\$1,000.00
- 10. and Up\$1,500.00

- Planning and Zoning Commission
- City Commission

Single Family

- 0-1 Acres\$250.00
- 1.-10. Acres\$500.00
- 10. and Up\$1,000.00

Tentative Date: _____

Tentative Date: _____

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

Geographic ID #: 0193300160010001

Project Address: FM 802

Subdivision: Krystal Subdivision

Lot(s)/Block: Lot 1, BIKP

Current Area Classification: Residential Proposed Area Classification: _____ Gross Acreage: _____

Current Zoning: Residential Proposed Zoning: General Retail

Proposed Used: apartments Overlay Districts: _____

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

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

Owner Information

Representative/Agent Information

Name: Eva Alejandro
 Address: 914 E. Los Rhanos Blvd.
 City: Brownsville
 State: Tx Zip Code: 78520-8727
 Telephone: 956-346-4868
 Fax: 956-544-4561
 Email: evaalj@aol.com
 Signature: Eva Alejandro

Name: _____
 Address: _____
 City: _____
 State: _____ Zip Code: _____
 Telephone: _____
 Fax: _____
 Email: _____
 Signature: _____

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

Office Use Only

Date Submitted: August 18, 2016 Code: ZN30 Application Fee: \$500.00

Accepted By: Enika Espinoza Case Number 235- 2016-079



City of Brownsville Zoning Map



Use Districts	
ZONING	
Dwelling (D)	[Light Orange Box]
Dwelling/Retail (DR)	[Yellow Box]
Apartment (A)	[Light Green Box]
Professional Office (1C)	[Green Box]
Light Retail (2C)	[Light Blue Box]
Medium Retail (3C)	[Blue Box]
General Retail (4C)	[Purple Box]
Light Commercial (5C)	[Red Box]
Medium Commercial (6C)	[Orange Box]
Light Industrial (7C)	[Brown Box]
Medium Industrial (8C)	[Grey Box]
Heavy Industrial (9C)	[Black Box]

Rezoning Request :

Case # 235-2016-079
Eva Alejandro

Current Zoning:
Dwelling (D) "A"

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



City of Brownsville

FUTURE LAND USE PLAN

DISTRICTS NAME

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

CORRIDORS

- Gateway Corridor
- Linkage Corridor
- Loop Corridor
- Town Corridor

NODES NAME

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

- Brownsville's City Limits
- Brownsville's ETJ Boundary

Zoning Case No.
235-2016-079



SUBJECT PROPERTY

HONEY BEE

FM 1802 (RUBEN TORRES BLVD)

COUNTRY CLUB

WATERFRONT

LA FERIA

TARA

MARIAN

CHAUCER

DIX

HACIENDA

C



Staff Report

A. Application Information

Applicant/Property Owner:	Eva Alejandro
Property ID:	01-9330-0160-0100-01
Case Number:	235-2016-079
Application Type:	Rezoning
Proposed Use:	Apartments
Current Zoning District:	Dwelling "A" (DA)
Proposed Zoning District:	General Retail "G" (4CG)
Date Application Submitted:	August 18, 2016
Planning & Zoning Commission Meeting Date:	October 6, 2016
City Commission Meeting Dates:	October 18, 2016 & November 1, 2016
City Commission District:	4
Overlay in area:	N/A

B. Application Type/Background

The applicant is requesting to rezone his property from "Dwelling A" to "General Retail G".

C. Subject Property

The subject property is located on Lot 1 of Block P of Brownsville Land and Imp. Co. Subdivision. This property is fronting W. Ruben M. Torres Blvd, a primary arterial. Single family homes and businesses are the predominant existing land uses within the subject property's immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Brownsville Public Utilities (BPUB).

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

- North of the subject property are single family homes.
- East of the subject property is vacant property and storage warehouses.
- South of the subject property are single family homes.
- West of the subject property are single family homes and a mobile home park.

Figure 1: Existing Zoning Map

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

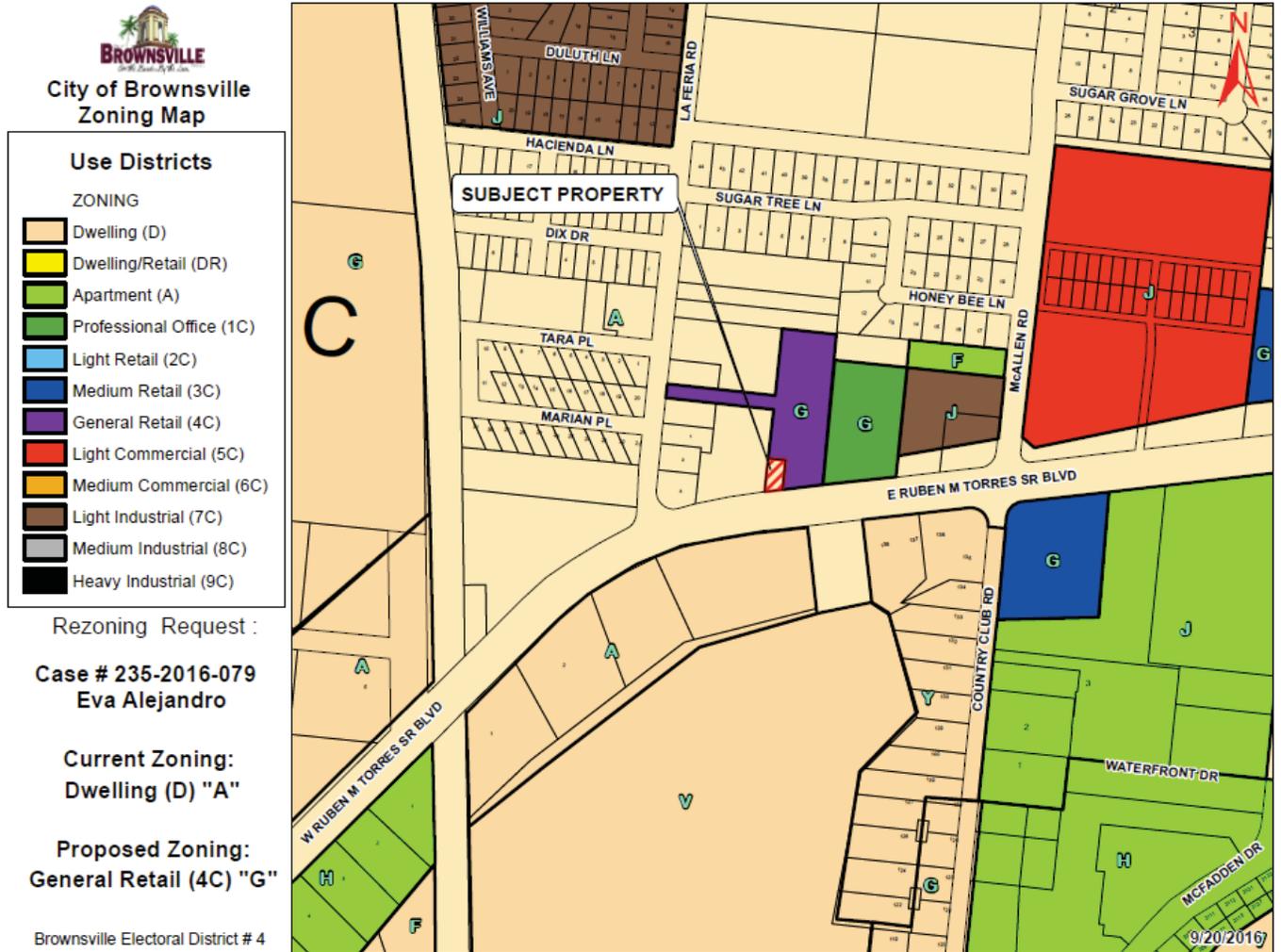
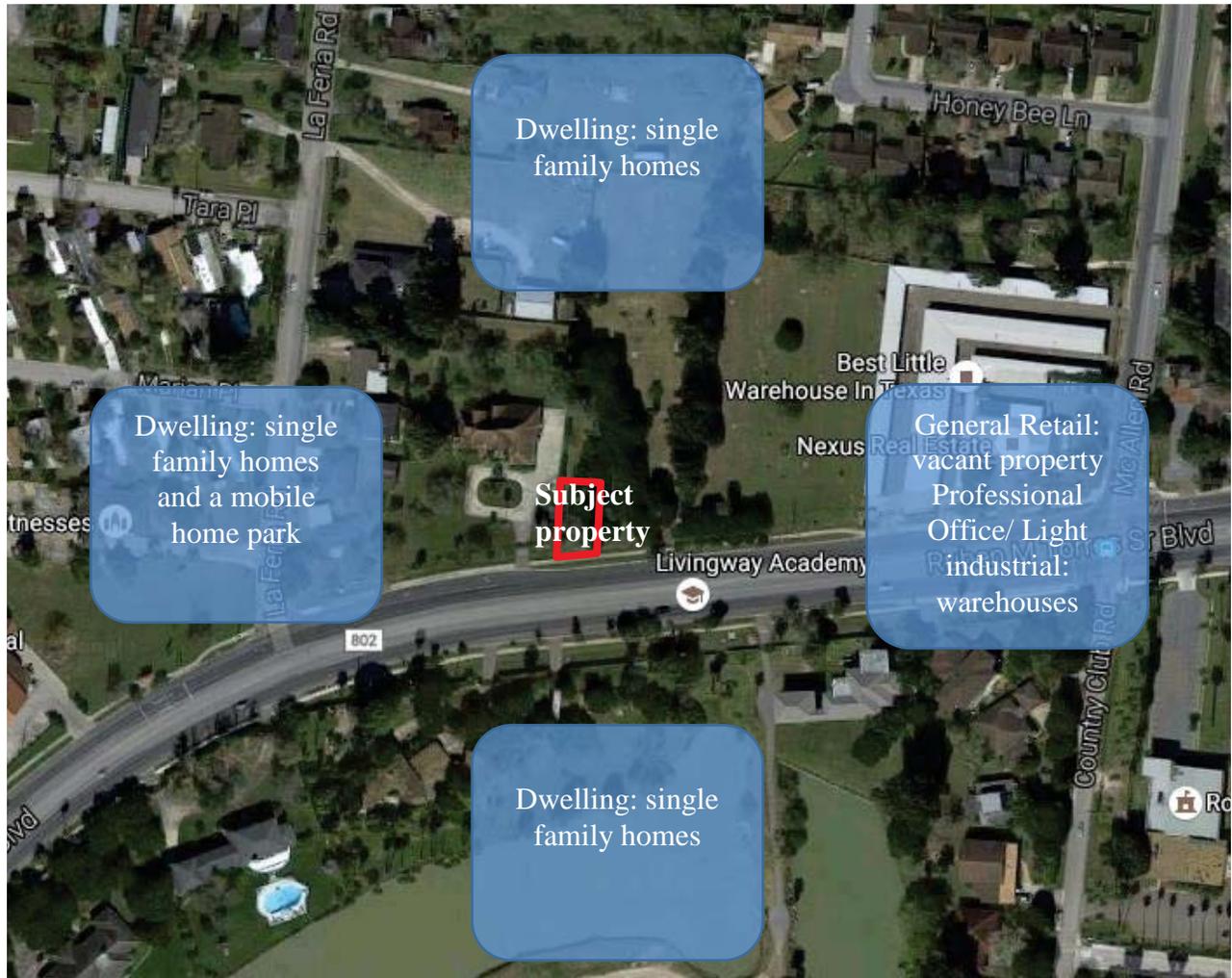


Figure 2: Existing Land Use Map

The following map illustrates existing land uses surrounding the subject property. The existing land uses of the surrounding properties to the north and south are single family homes. To the west of the subject property are single family homes and a mobile home park. East of the subject property is vacant property and storage warehouses.

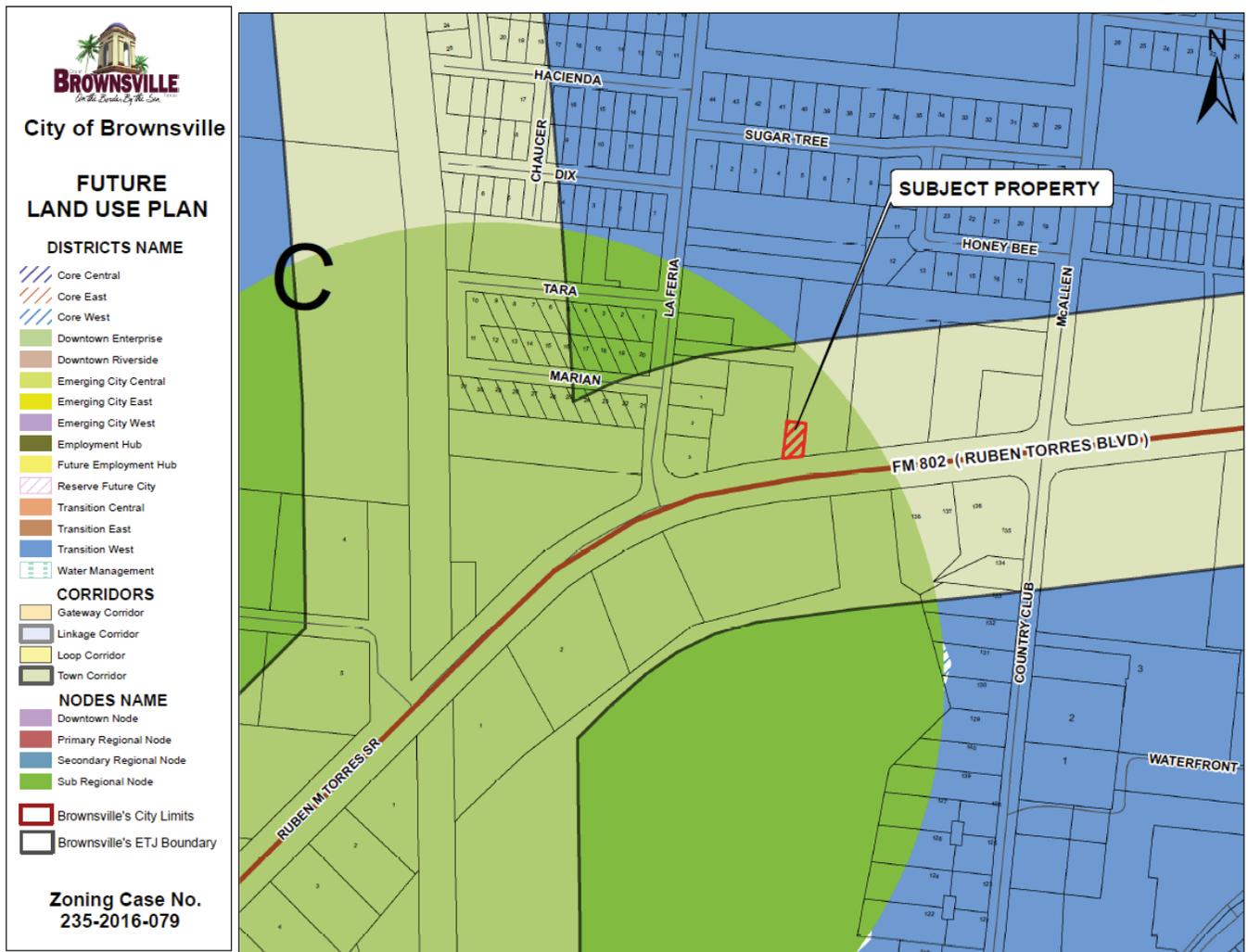


D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Town Corridor”. According to this plan, the Town Corridors are primarily residential, with small clusters of commercial land uses at regularly spaced intervals, mostly found at intersections of Sub-Regional roadways with City streets. Commercial uses should be neighborhood office and retail, ideally independently owned businesses and shops that serve the local residents. Town Corridors are also highly suitable areas for adult and child daycare facilities, schools, and education and recreation centers. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

Figure 3: Future Land Use Map (Town Corridor)

The following map illustrates the Future Land Use Map. The subject property is within the Town Corridor.



E. Review Criteria

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

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

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

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

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

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

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

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

F. Staff Recommendation

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



Submit

AGENDA REQUEST FORM

Item Number: **6.**

COMMISSION MEETING DATE: 10/11/16

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 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 on ORDINANCE NUMBER 235-2016-080: To rezone from Dwelling "Z" (DZ) to Light Retail "G" (2CG) for 1. acre of Lot 13, Block 1 of Country Garden Subdivision located at 8725 FM 803, Brownsville, Texas 78526. (District 3)

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 October 6, 2016 the Planning and Zoning Commission voted unanimously to recommend approval.

City Manager Approval

Date: _____

ORDINANCE NUMBER 235-2016-080

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

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

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so To rezone from Dwelling “Z” (DZ) to Light Retail “G” (2CG) for 1. acre of Lot 13, Block 1 of Country Garden Subdivision located at 8725 FM 803, Brownsville, Texas 78526. (District 3);the area rezoned by this amendment being situated entirely within the corporate limits of Brownsville, Cameron County, Texas.

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

INTRODUCED at a public hearing on **October 11, 2016**. Passed at First Reading on **October 11, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **November 1, 2016**.

(SEAL)

BY: _____
Antonio Martinez
Mayor

ATTEST: _____
Michael L. Lopez
City Secretary



Zoning Application

Multi-Family/Office/Commercial/Retail/Industrial

- 0-1 Acres\$500.00
- 1-5. Acres\$750.00
- 5.-10. Acres ...\$1,000.00
- 10. and Up\$1,500.00

- Planning and Zoning Commission
- City Commission

Single Family

- 0-1 Acres\$250.00
- 1.-10. Acres\$500.00
- 10. and Up\$1,000.00

Tentative Date: _____

Tentative Date: _____

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

Geographic ID #: 74-4750-0010-0130-00

Project Address: 8725 FM 803

Subdivision: Country Garden Subdivision

Lot(s)/Block: lot 13, Block 1

Current Area Classification: Dwelling Proposed Area Classification: _____ Gross Acreage: 1

Current Zoning: _____ Proposed Zoning: Light Retail

Proposed Used: _____ Overlay Districts: _____

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

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

Owner Information

Representative/Agent Information

Name: Juan Mejia

Name: _____

Address: P.O. Box 177

Address: _____

City: Olmito

City: _____

State: Texas Zip Code: 78525

State: _____ Zip Code: _____

Telephone: (956) 350-4108

Telephone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Signature: Juan Mejia

Signature: _____

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

Office Use Only

Date Submitted: September 7, 2016 code: 2N30 Application Fee: \$ 500.00

Accepted By: Erika Espinoza Case Number 235- 2016. 080



City of Brownsville Zoning Map

Use Districts

ZONING

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

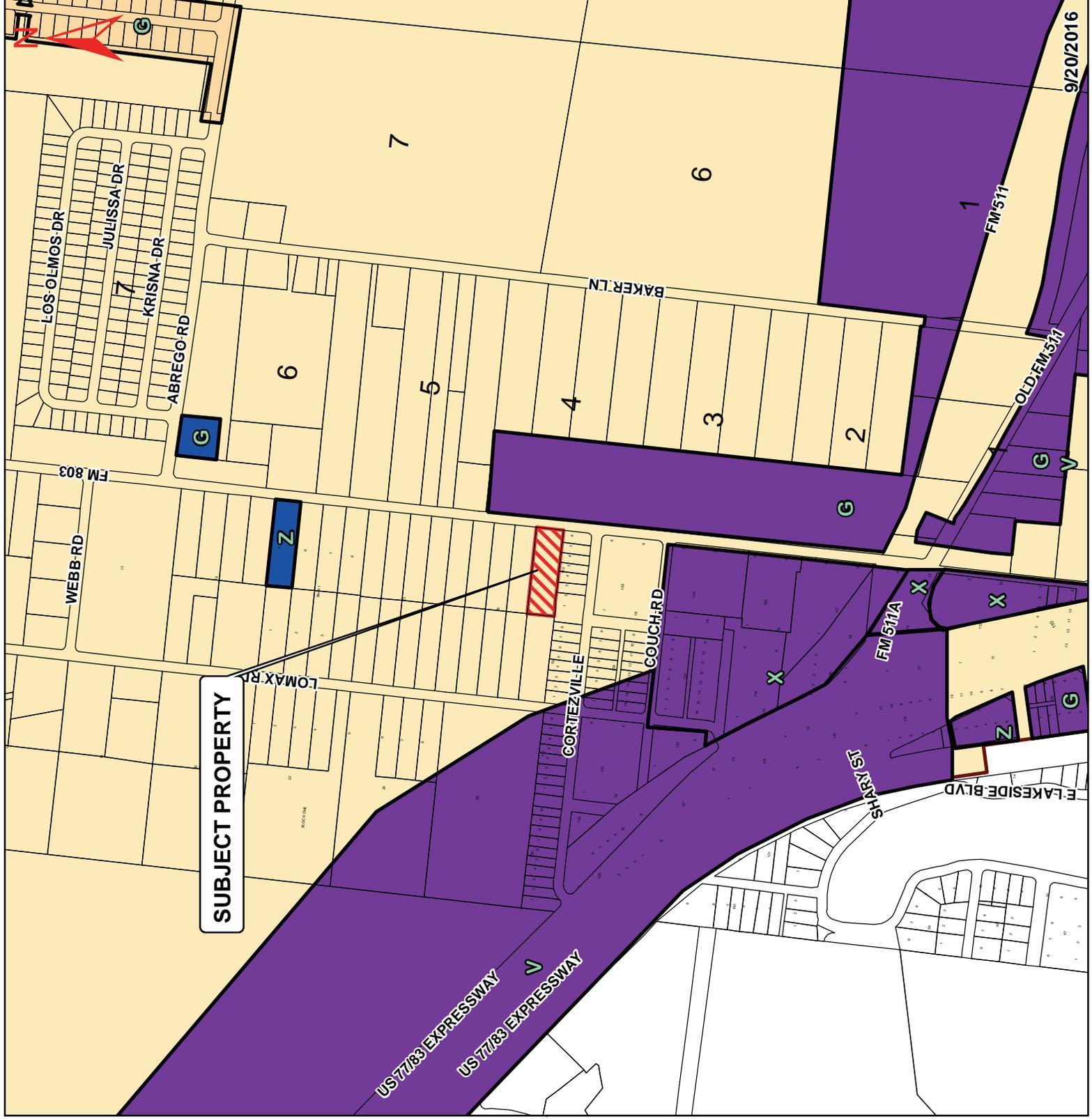
Rezoning Request :

Case # 235-2016-080
Juan Mejia

Current Zoning:
Dwelling (D) "Z"

Proposed Zoning:
Light Retail (2C) "G"

Brownsville Electoral District # 3





City of Brownsville

FUTURE LAND USE PLAN

DISTRICTS NAME

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

CORRIDORS

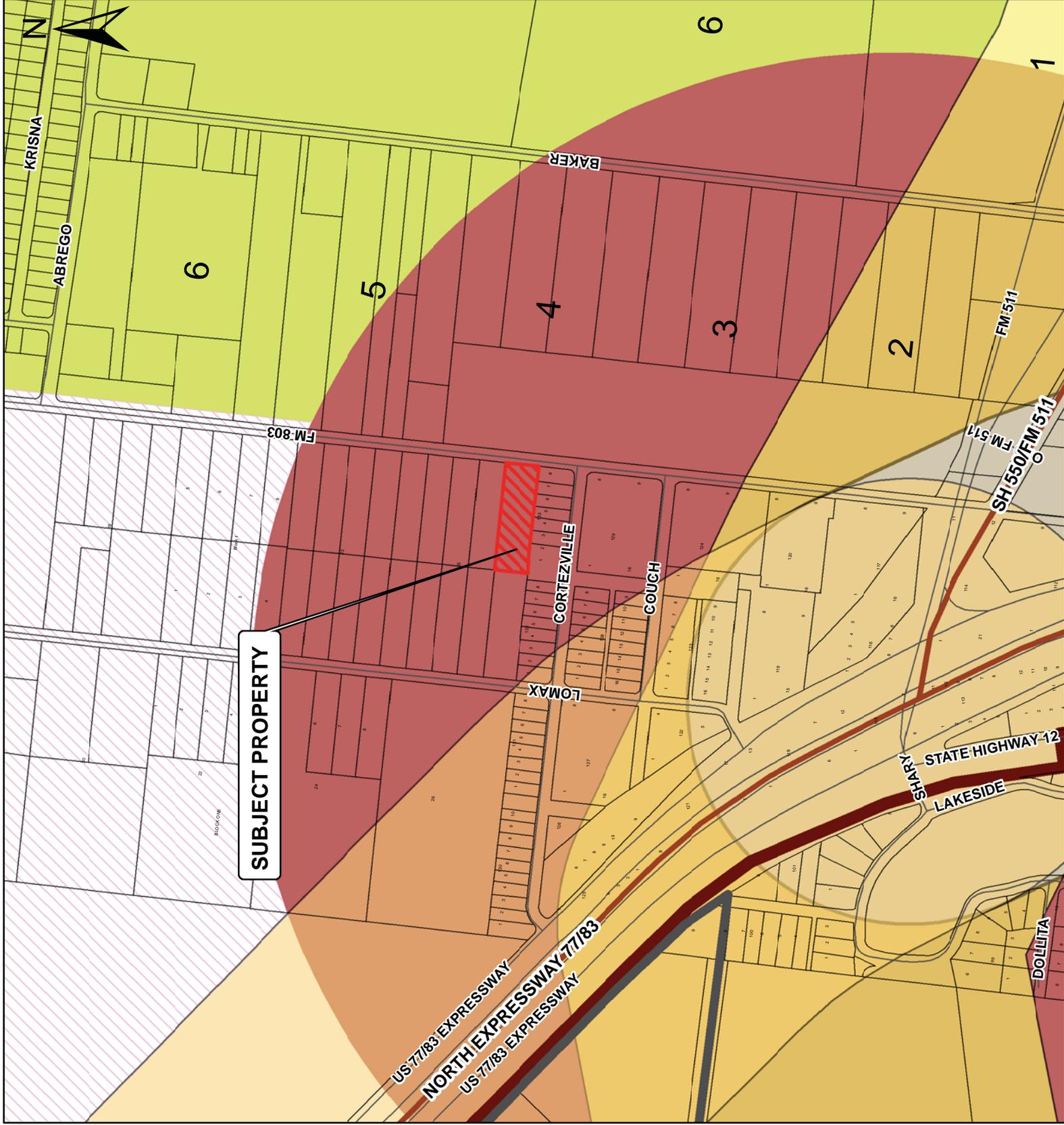
- Gateway Corridor
- Linkage Corridor
- Loop Corridor
- Town Corridor

NODES NAME

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

- Brownsville's City Limits
- Brownsville's ETJ Boundary

**Zoning Case No.
235-2016-080**





Staff Report

A. Application Information

Applicant/Property Owner:	Juan Mejia
Property ID:	74-4750-0010-0130-00
Case Number:	235-2016-080
Application Type:	Rezoning
Proposed Use:	
Current Zoning District:	Dwelling “Z” (DZ)
Proposed Zoning District:	Light Retail “G” (2CG)
Date Application Submitted:	September 7, 2016
Planning & Zoning Commission Meeting Date:	October 6, 2016
City Commission Meeting Dates:	October 18, 2016 & November 1, 2016
City Commission District:	3
Overlay in area:	N/A

B. Application Type/Background

The applicant is requesting to rezone his property from “Dwelling Z” to “Light Retail G”.

C. Subject Property

The subject property is located on of Lot 13, Block 1 of Country Garden Subdivision. This property is fronting FM 803, a primary arterial. Single family homes are the predominant existing land uses within the subject property’s immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Olmito Water Supply Corporation.

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

- North of the subject property are single family homes.
- East of the subject property is vacant property.
- South of the subject property are single family homes.
- West of the subject property are single family homes.

Figure 1: Existing Zoning Map

The following map illustrates existing zoning of the subject property and zoning of properties within the immediate area. The abutting properties to the north, south, and west are zoned “Dwelling”. The properties to the east across FM 803 are zoned “General Retail”.

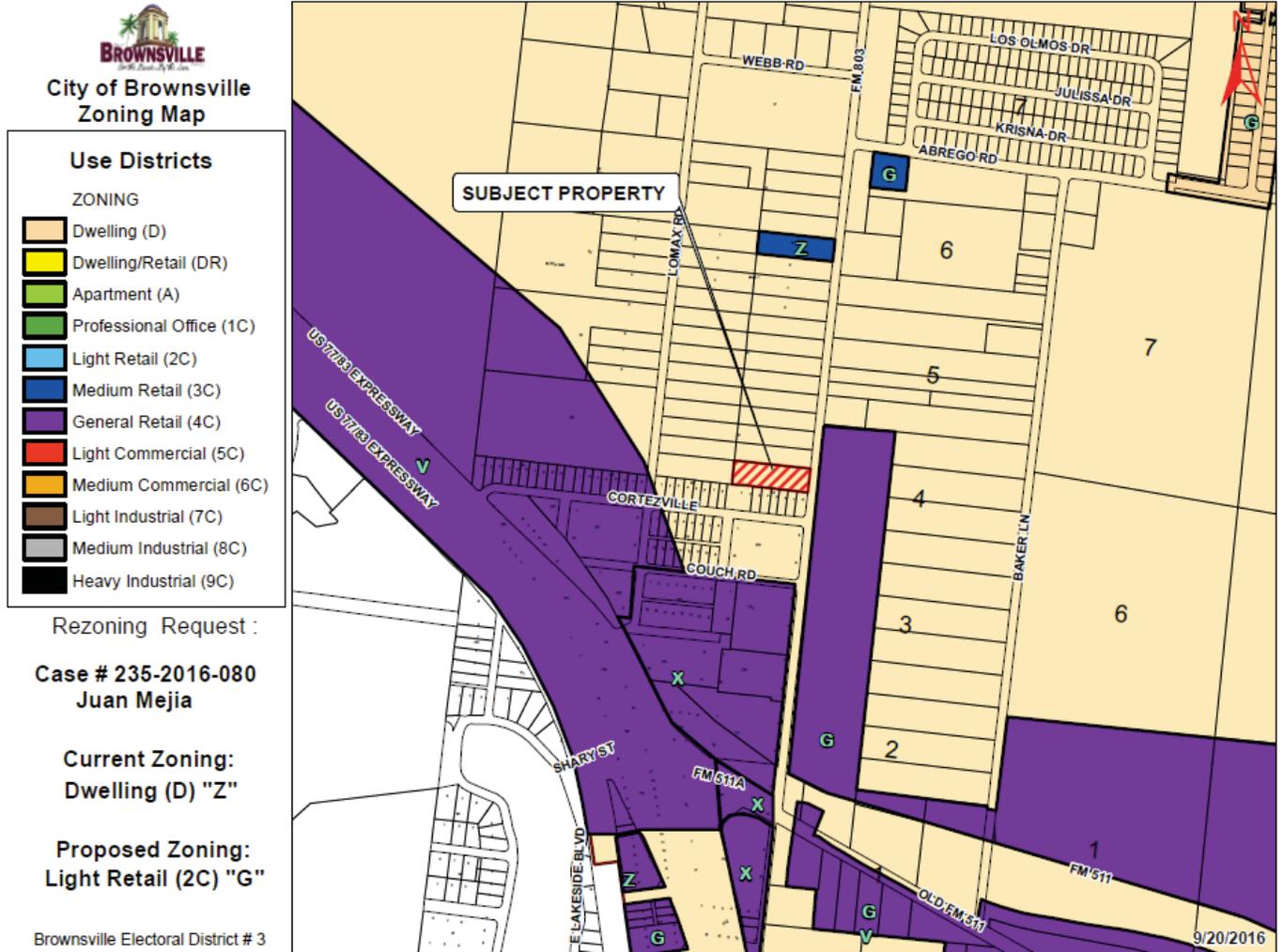
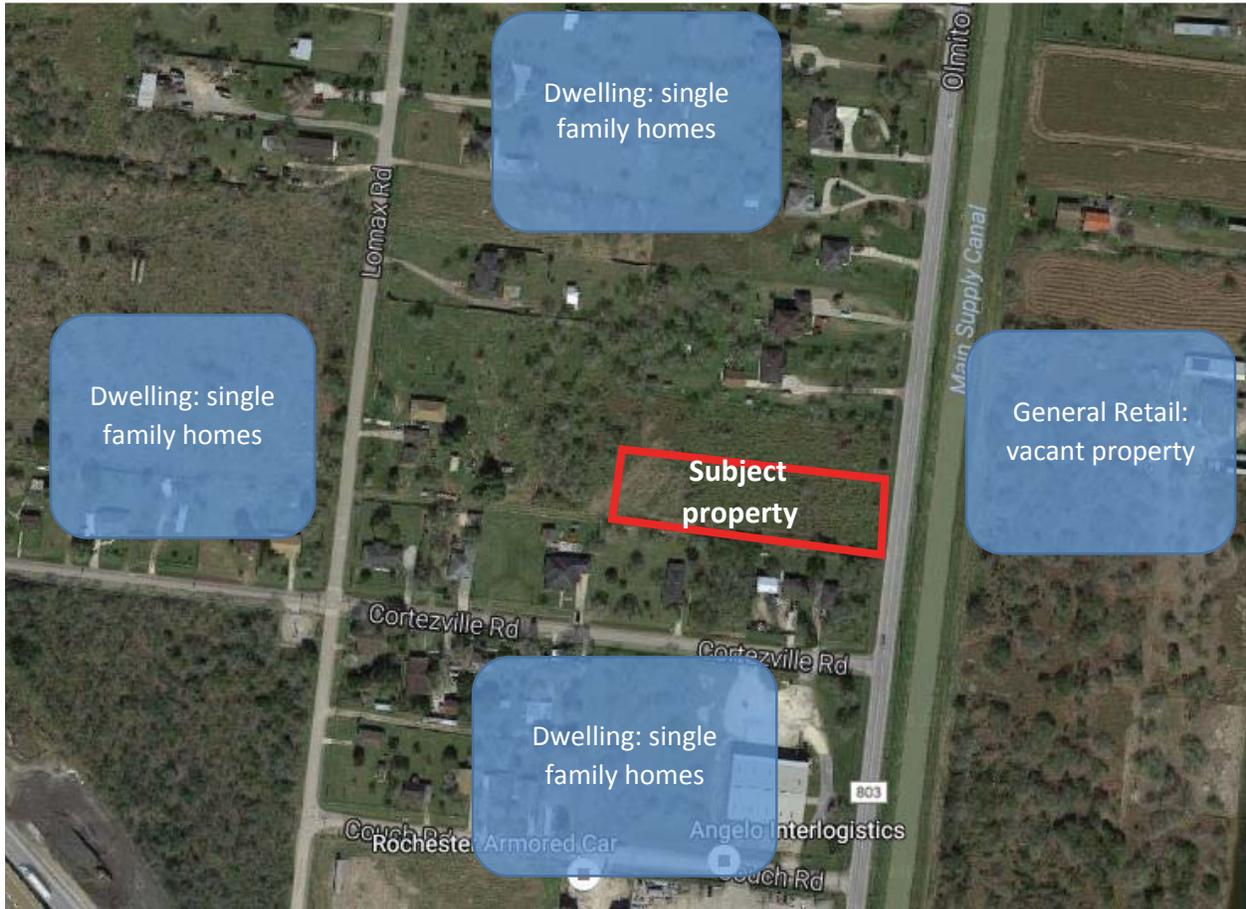


Figure 2: Existing Land Use Map

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

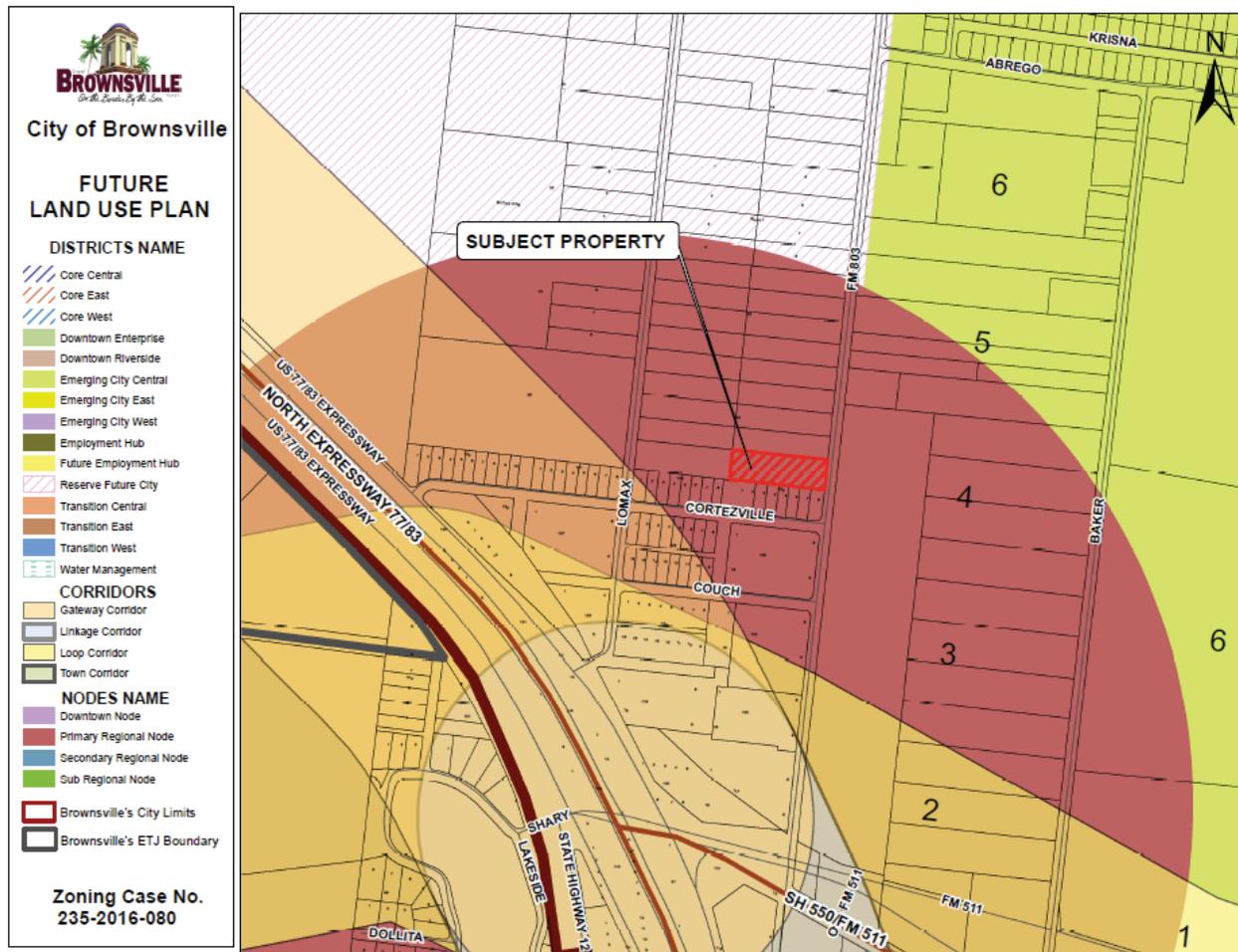


D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Primary Regional Node”. According to this plan, commercial uses should be dominant in the Primary Regional Nodes and should strive for a vibrant and urban character. Some lodging and smaller, service-oriented office and retail are appropriate in these Nodes as well. Residential uses should consist primarily of apartment buildings and higher density, attached, multi-family housing, with an average density of 15 dwelling units per acre. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

Figure 3: Future Land Use Map (Primary Regional Node)

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



E. Review Criteria

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

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

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

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

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

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

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

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

F. Staff Recommendation

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



Submit

AGENDA REQUEST FORM

Item Number: **7.**

COMMISSION MEETING DATE: 10/11/16

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 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 on ORDINANCE NUMBER 235-2016-081-CO: To rezone from Dwelling "Z" (DZ) to Dwelling "A" (DA) for 32.38 acres for Lots 7 and 8 of Block 4 of Samano Partition of Wymore Estates located near Dennet Road and Stone Oak Drive. (District 3)

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 October 6, 2016 the Planning and Zoning Commission voted unanimously to recommend approval.

City Manager Approval

_____ Date: _____

ORDINANCE NUMBER 235-2016-081-CO

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

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

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so as to rezone from Dwelling “Z” to Dwelling “A” with a Conditional Overlay (DA-CO) for an area described as:

Being a 32.38 Acre Tract of land, more or less, out of Lots 7, and 8, of Block 4 of Samano Partition of Wymore Estates Subdivision in the City of Brownsville, Cameron County, Texas.

Section 2. The property described above and within the boundaries of the conditional overlay established by the ordinance is subject to the following conditions:

- A. For the purposes of continuity duplex units will also be allowed in Lot 1, 2, 17, 18, 19, 20, 28, 36, 37
- B. Minimum Square Footage to allow duplex will be 7,500 square feet
- C. Rear Setbacks for entire subdivision will be 15’ Feet

Part 3. That all provisions of Sections 180 through 221 of the City Zoning Ordinance are incorporated herein by reference and declared to be a part hereof; and that this ordinance shall become effective on the earliest date allowed by law.

INTRODUCED at a public hearing on **October 11, 2016**. Passed at First Reading on **October 11, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **November 1, 2016**.

(SEAL)

BY: _____
Antonio Martinez,
Mayor

ATTEST: _____
Michael Lopez, City Secretary



Zoning Application

Multi-Family/Office/Commercial/Retail/Industrial

- 0-1 Acres ... \$500.00
- 1.-5. Acres ... \$750.00
- 5.-10. Acres ... \$1,000.00
- 10. and Up ... \$1,500.00

Planning and Zoning Commission

City Commission

Single Family

- 0-1 Acres ... \$250.00
- 1.-10. Acres ... \$500.00
- 10. and Up ... \$1,000.00

Tentative Date: _____

Tentative Date: _____

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

Geographic ID #: 78-9640-0040-0070-00; 78-9640-0040-0080-00

Project Address: Dennet Road

Subdivision: Samano Partition of the Wymore Estates, Volume 14, Page 49

Lot(s)/Block: Lot 7 & 8, Block 4

Current Area Classification: Z Proposed Area Classification: G Gross Acreage: 32.38

Current Zoning: Dwelling Proposed Zoning: Dwelling

Proposed Used: Duplexes Overlay Districts: _____

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

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

Owner Information

Representative/Agent Information

Name: Gloor Development Corporation

Address: 1600 E. Alton Gloor Blvd.

City: Brownsville

State: Texas Zip Code: 78526

Telephone: (956) 546-4244

Fax: (956) 546-1736

Email: lesgloor@gloordev.com

Signature: _____

Name: Robert Closner, Jr.

Address: PO Box 170

City: Mercedes

State: Texas Zip Code: 78570

Telephone: (956) 565-2688

Fax: (956) 565-0347

Email: bclosner@jimmysclosner.com

Signature: Robert Closner

Special Note: INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

Office Use Only

Date Submitted: September 7, 2016 Code: ZN30 Application Fee: \$1,500.⁰⁰

Accepted By: Erika Espinoza Case Number 235- 2016-081

1034 E. LEVEE STREET 2ND FLOOR • CITY PLAZA • BROWNSVILLE, TEXAS 78520

PHONE (956) 548-6150 • FAX (956) 548-6144

Form-04-1003U



City of Brownsville Zoning Map

Use Districts

ZONING

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

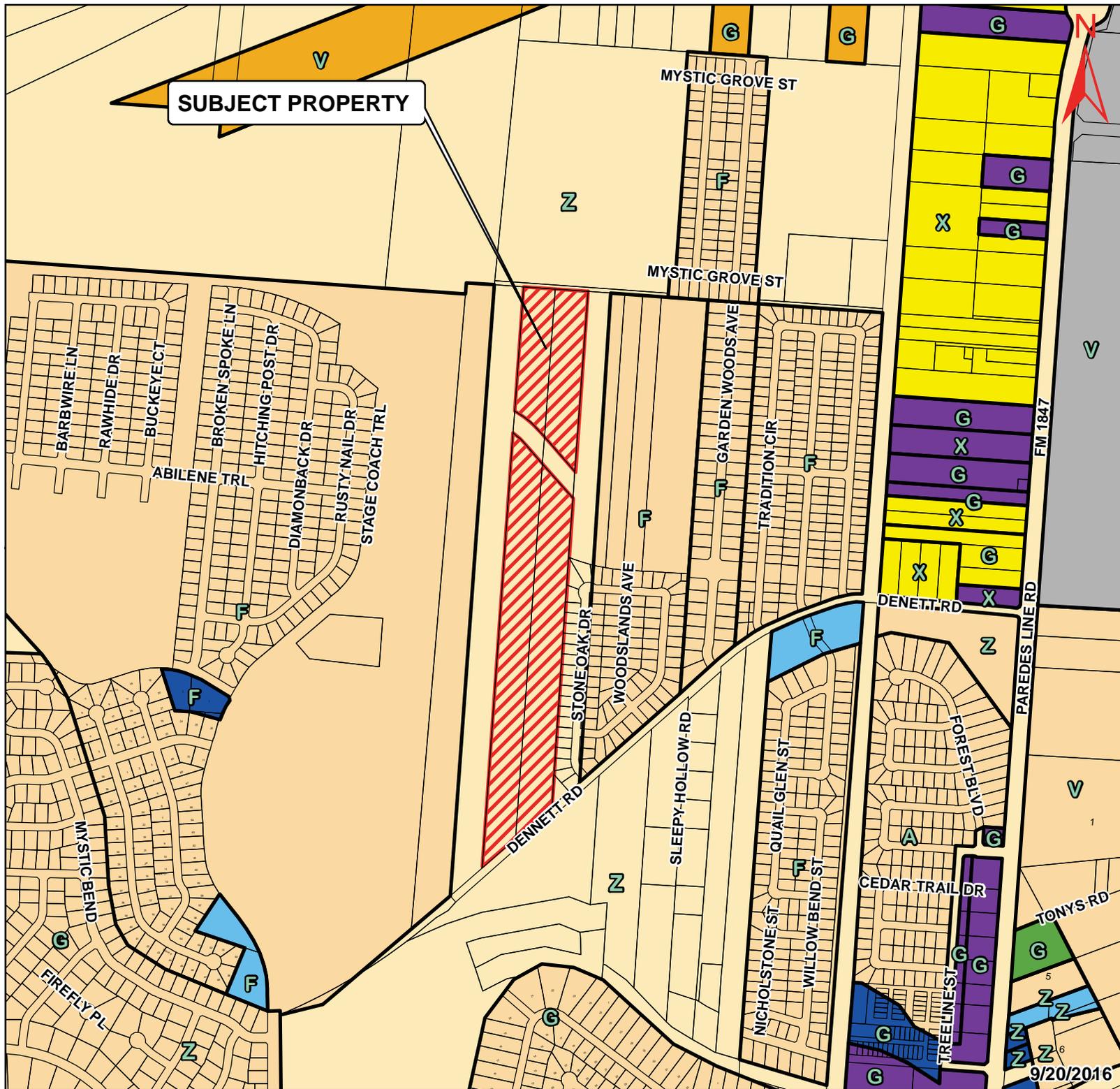
Rezoning Request :

Case # 235-2016-081-CO
Gloor Development Corp.

Current Zoning:
Dwelling (D) "Z"

Proposed Zoning:
Dwelling (D) "A"

Brownsville Electoral District # 3





City of Brownsville

FUTURE LAND USE PLAN

DISTRICTS NAME

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

CORRIDORS

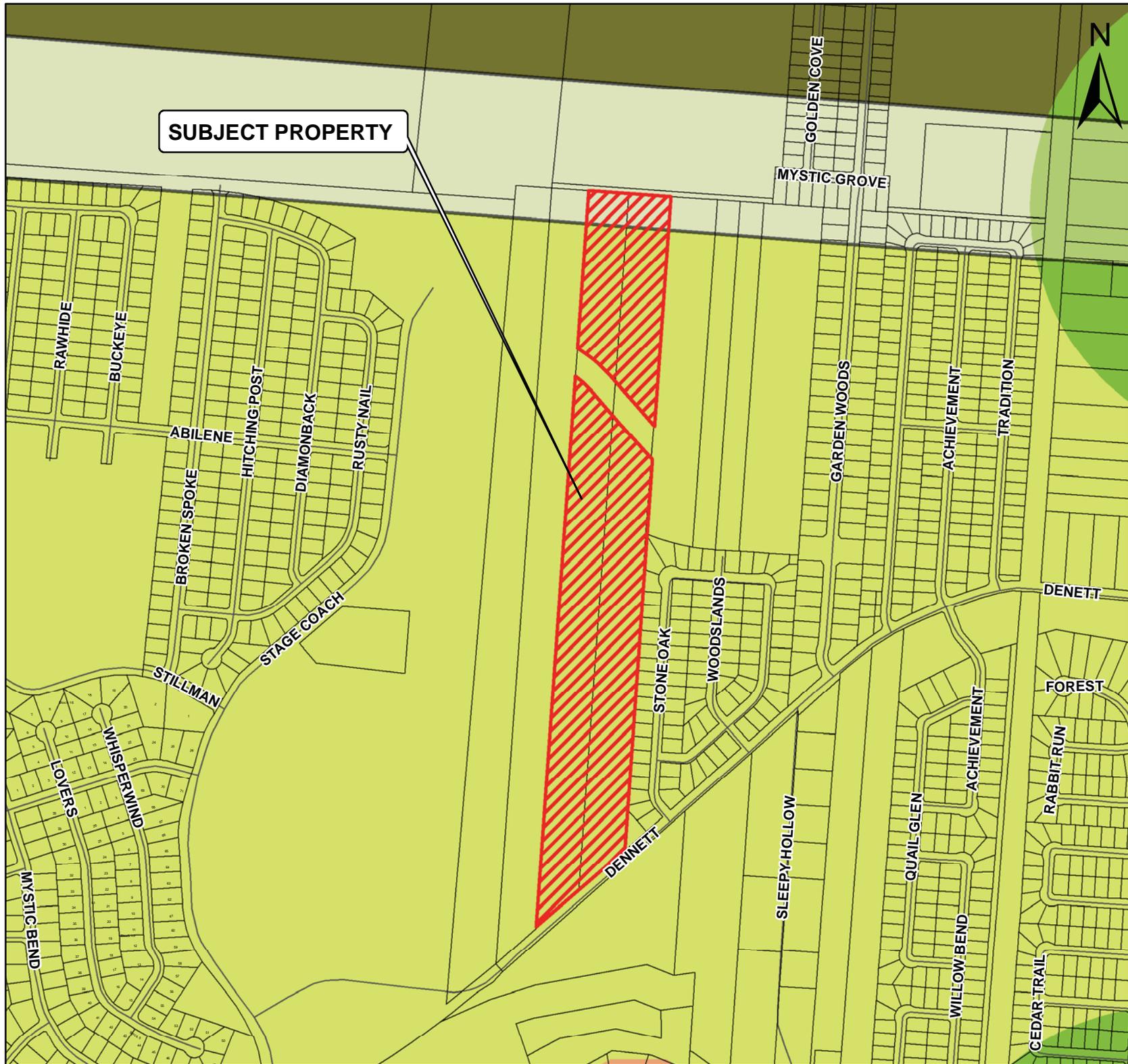
-  Gateway Corridor
-  Linkage Corridor
-  Loop Corridor
-  Town Corridor

NODES NAME

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

-  Brownsville's City Limits
-  Brownsville's ETJ Boundary

Zoning Case No.
235-2016-081-CO





Staff Report

A. Application Information

Applicant/Property Owner:	Gloor Development
Property ID:	78-9640-0040-0070-00 / 78-9640-0040-0080-00
Case Number:	235-2016-081-CO
Application Type:	Rezoning
Proposed Use:	
Current Zoning District:	Dwelling “Z” (DZ)
Proposed Zoning District:	Dwelling “G” (DG)
Date Application Submitted:	September 7, 2016
Planning & Zoning Commission Meeting Date:	October 6, 2016
City Commission Meeting Dates:	October 18, 2016 & November 1, 2016
City Commission District:	3
Overlay in area:	N/A

B. Application Type/Background

The applicant is requesting to rezone his property from “Dwelling Z” to “Dwelling G”.

C. Subject Property

The subject property is located on Lot 7 and 8, Block 4 of Samano Partition of the Wymore Estates Subdivision. This property is fronting Dennet Road, a secondary arterial. Single family homes are the predominant existing land uses within the subject property’s immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Brownsville Public Utilities Board (PUB).

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

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

Figure 1: Existing Zoning Map

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

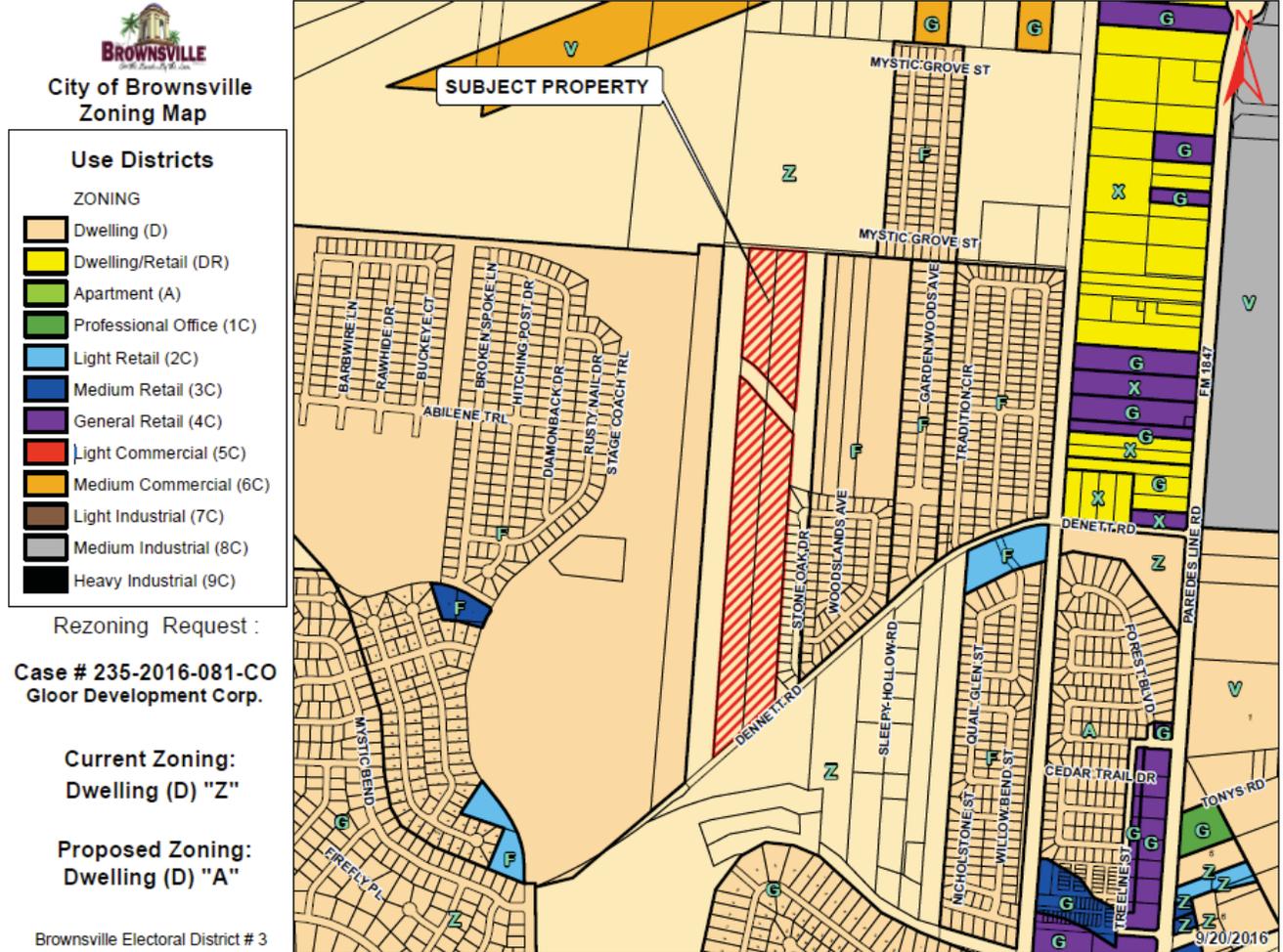


Figure 2: Existing Land Use Map

The following map illustrates existing land uses surrounding the subject property. The existing land uses of the surrounding properties to the north and south are vacant property. East of the subject property are single family homes and duplexes. West of the subject property are single family homes.

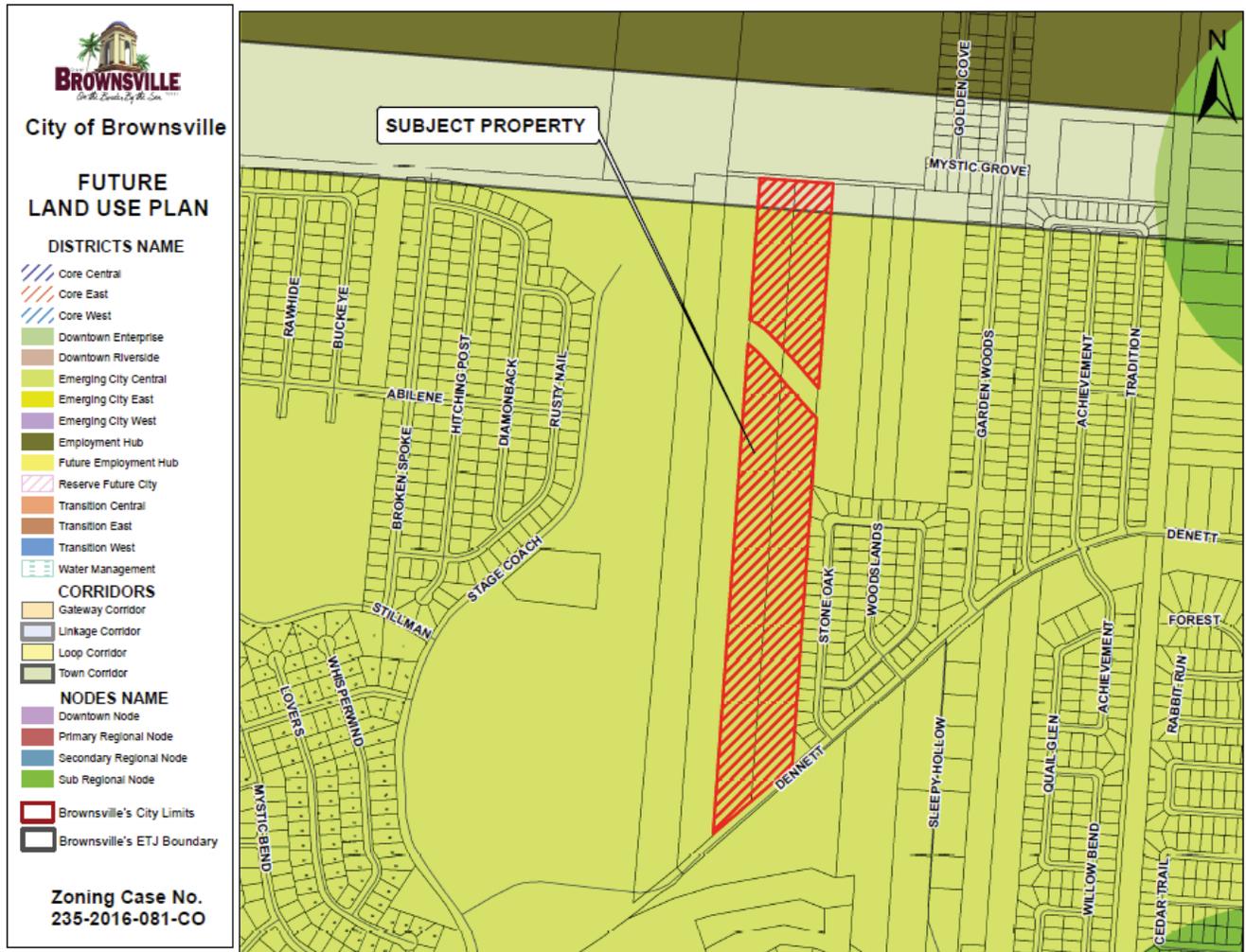


D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Emerging City Central”. According to this plan, the central emerging district should consist of single family houses with an average lot size of 1 acre. A balanced mix of commercial, community facility, and institutional land uses are encouraged to provide services and support to residents and, to a lesser degree, adjacent Loop Corridor and Employment Hub District. Flexibility in this district is fairly low, as it is important to maintain the low density and primarily residential character of this outlying area. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

Figure 3: Future Land Use Map (Emerging City Central)

The following map illustrates the Future Land Use Map. The subject property is within the Emerging City Central.



E. Review Criteria

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

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

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

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

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

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

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

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

F. Staff Recommendation

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



Submit

AGENDA REQUEST FORM

Item Number: **8.**

COMMISSION MEETING DATE: 10/11/16

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 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 on ORDINANCE NUMBER 235-2016-082: To rezone from Dwelling "A" and General Retail "G" (DA & 4CG) to Apartment "H" (AH) for 1.032 acres for Blocks 37 of Media Luna Addition located at 423 Ruben Torres, Brownsville, Texas 78521. (District 4)

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 October 6, 2016 the Planning and Zoning Commission voted unanimously to recommend approval.

City Manager Approval

_____ Date: _____

ORDINANCE NUMBER 235-2016-082

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

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

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so to rezone from Dwelling “A” and General Retail “G” (DA & 4CG) to Apartment “H” (AH) for 1.032 acres for Blocks 37 of Media Luna Addition located at 423 Ruben Torres, Brownsville, Texas 78521. (District 4);the area rezoned by this amendment being situated entirely within the corporate limits of Brownsville, Cameron County, Texas.

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

INTRODUCED at a public hearing on **October 11, 2016**. Passed at First Reading on **October 11, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **November 1, 2016**.

(SEAL)

BY: _____
Antonio Martinez
Mayor

ATTEST: _____
Michael L. Lopez
City Secretary



Zoning Application

Multi-Family/Office/Commercial/Retail/Industrial

- 0-1 Acres\$500.00
- 1.-5. Acres\$750.00
- 5.-10. Acres ...\$1,000.00
- 10. and Up\$1,500.00

- Planning and Zoning Commission
- City Commission

Single Family

- 0-1 Acres\$250.00
- 1.-10. Acres\$500.00
- 10. and Up\$1,000.00

Tentative Date: October 6, 2016
 Tentative Date: Oct. 18 or Nov. 1, 2016

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

Geographic ID #: 050000037006000, 0500000370005000, 0500000370010000

Project Address: 423 Ruben TORRES

Subdivision: Media Lane Addition, .025 Ac. of 53 Ac BLK 37

Lot(s)/Block: TR 37, TR 5 & 6 - BLK 37 TRACK 10

Current Area Classification: G Proposed Area Classification: H Gross Acreage: 1.03

Current Zoning: 4C / Dwelling Proposed Zoning: APARTMENTS

Proposed Used: APARTMENTS / 25 units Overlay Districts: _____

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

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

Owner Information

Representative/Agent Information

Name: TORRES Plaza, LLC
 Address: 202 W. Tyler Ave.
 City: HARLINGEN
 State: TX Zip Code: 78550
 Telephone: 956-465-6067
 Fax: _____
 Email: RAUL.TORRES@SBCGLOBAL.NET
 Signature: Paul Torres

Name: JOSE M. CARPIO
 Address: 418 CHAMPION DR. #14
 City: BROWNSVILLE TX 78520
 State: TX Zip Code: 78520
 Telephone: 956-592-2991
 Fax: _____
 Email: JOSEM.CARPIO@gmail.com
 Signature: [Signature]

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

Office Use Only

Date Submitted: September 9, 2016 Code: ZN30 Application Fee: \$ 750.⁰⁰
 Accepted By: Enika Espinoza Case Number 235- 2016-082



City of Brownsville Zoning Map

Use Districts

ZONING

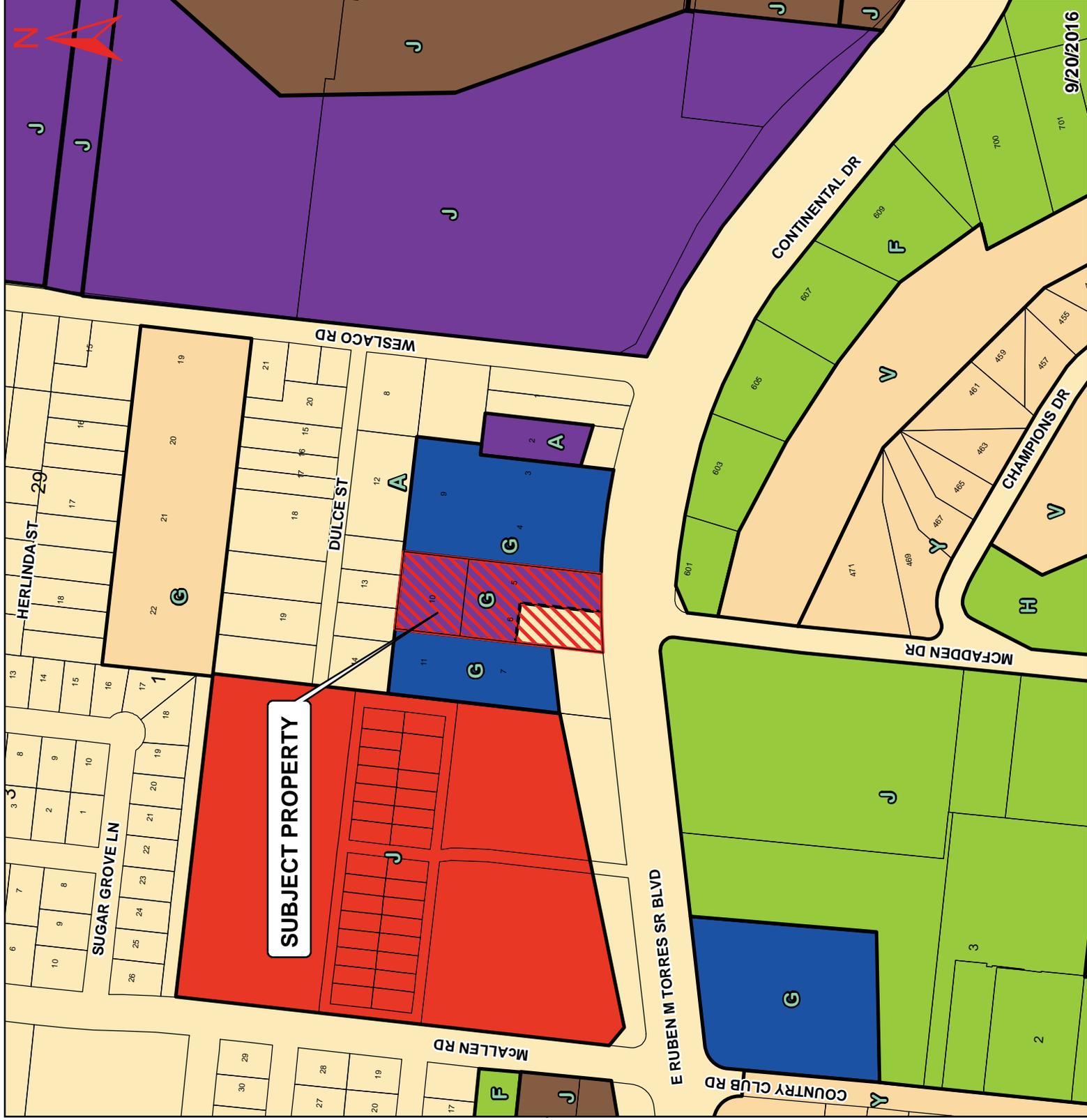
-  Dwelling (D)
-  Dwelling/Retail (DR)
-  Apartment (A)
-  Professional Office (1C)
-  Light Retail (2C)
-  Medium Retail (3C)
-  General Retail (4C)
-  Light Commercial (5C)
-  Medium Commercial (6C)
-  Light Industrial (7C)
-  Medium Industrial (8C)
-  Heavy Industrial (9C)

Rezoning Request :

Case # 235-2016-082
Torres Plaza, LLC

Current Zoning:
Dwelling (D) "A"
General Retail (4C) "G"

Proposed Zoning:
Apartment (A) "H"





City of Brownsville

FUTURE LAND USE PLAN

DISTRICTS NAME

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

CORRIDORS

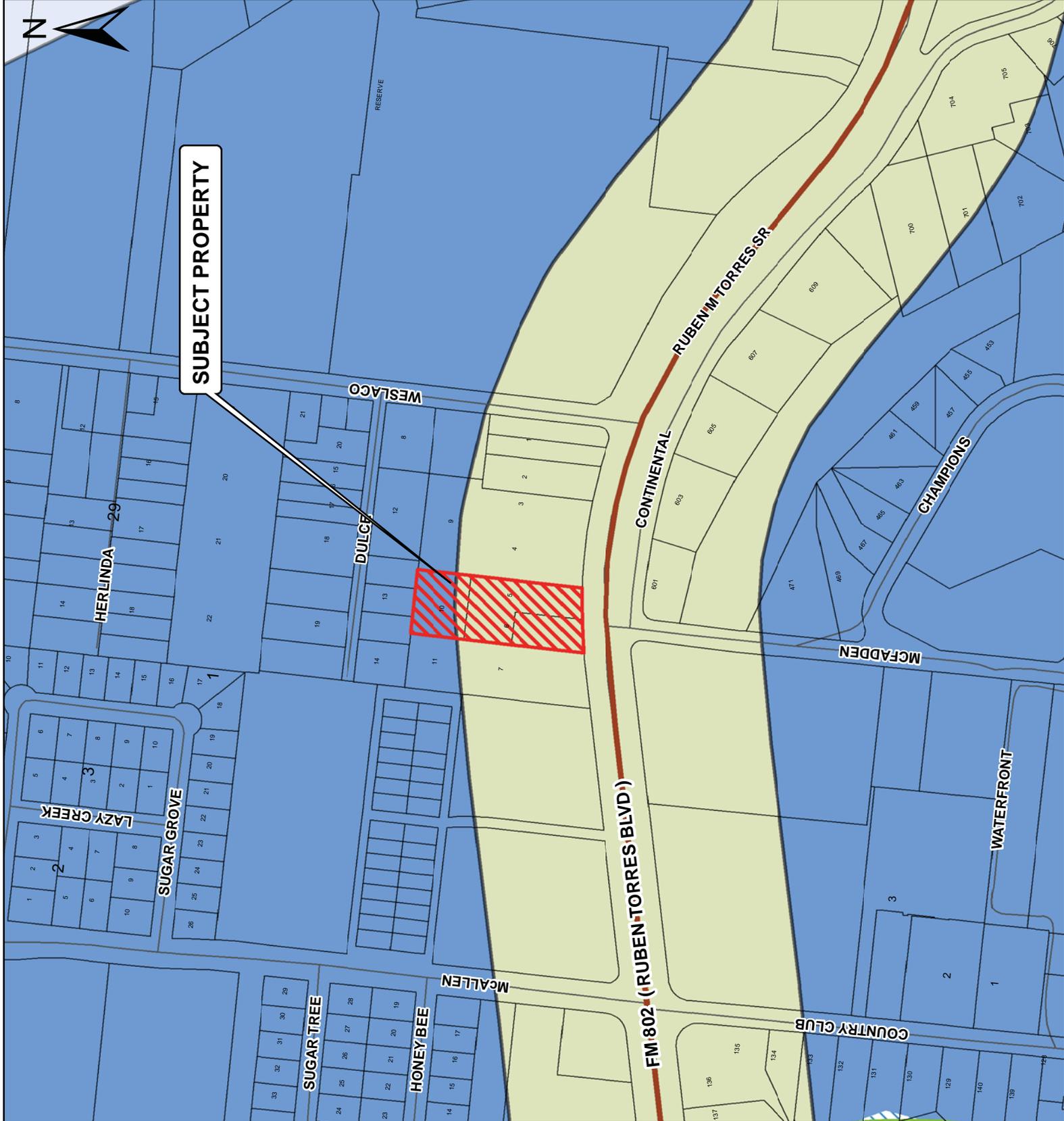
- Gateway Corridor
- Linkage Corridor
- Loop Corridor
- Town Corridor

NODES NAME

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

- Brownsville's City Limits
- Brownsville's ETJ Boundary

Zoning Case No.
235-2016-082





Staff Report

A. Application Information

Applicant/Property Owner:	Torres Plaza, LLC
Property ID:	05-0000-0370-0600-00/ 05-0000-0370-0050-00/ 05-0000-0370-0100-00
Case Number:	235-2016-082
Application Type:	Rezoning
Proposed Use:	Apartments-25 units
Current Zoning District:	Dwelling "A" (DA) / General Retail "G" (4CG)
Proposed Zoning District:	Apartment "H" (AH)
Date Application Submitted:	September 9, 2016
Planning & Zoning Commission Meeting Date:	October 6, 2016
City Commission Meeting Dates:	October 18, 2016 & November 1, 2016
City Commission District:	4
Overlay in area:	N/A

B. Application Type/Background

The applicant is requesting to rezone his property from "Dwelling A" "General Retail G" to "Apartment H".

C. Subject Property

The subject property is located on of TR 5, 6, 10 Block 37 of Media Luna Addition Subdivision. This property is fronting W. Ruben M. Torres Blvd, a primary arterial. Single family homes, a plaza, and businesses are the predominant existing land uses within the subject property's immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Brownsville Public Utilities Board (PUB).

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

- North of the subject property are single family homes.
- East of the subject property is a Security First Credit Union.
- South of the subject property is Spanish Meadows assisted living.
- West of the subject property is a plaza.

Figure 1: Existing Zoning Map

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

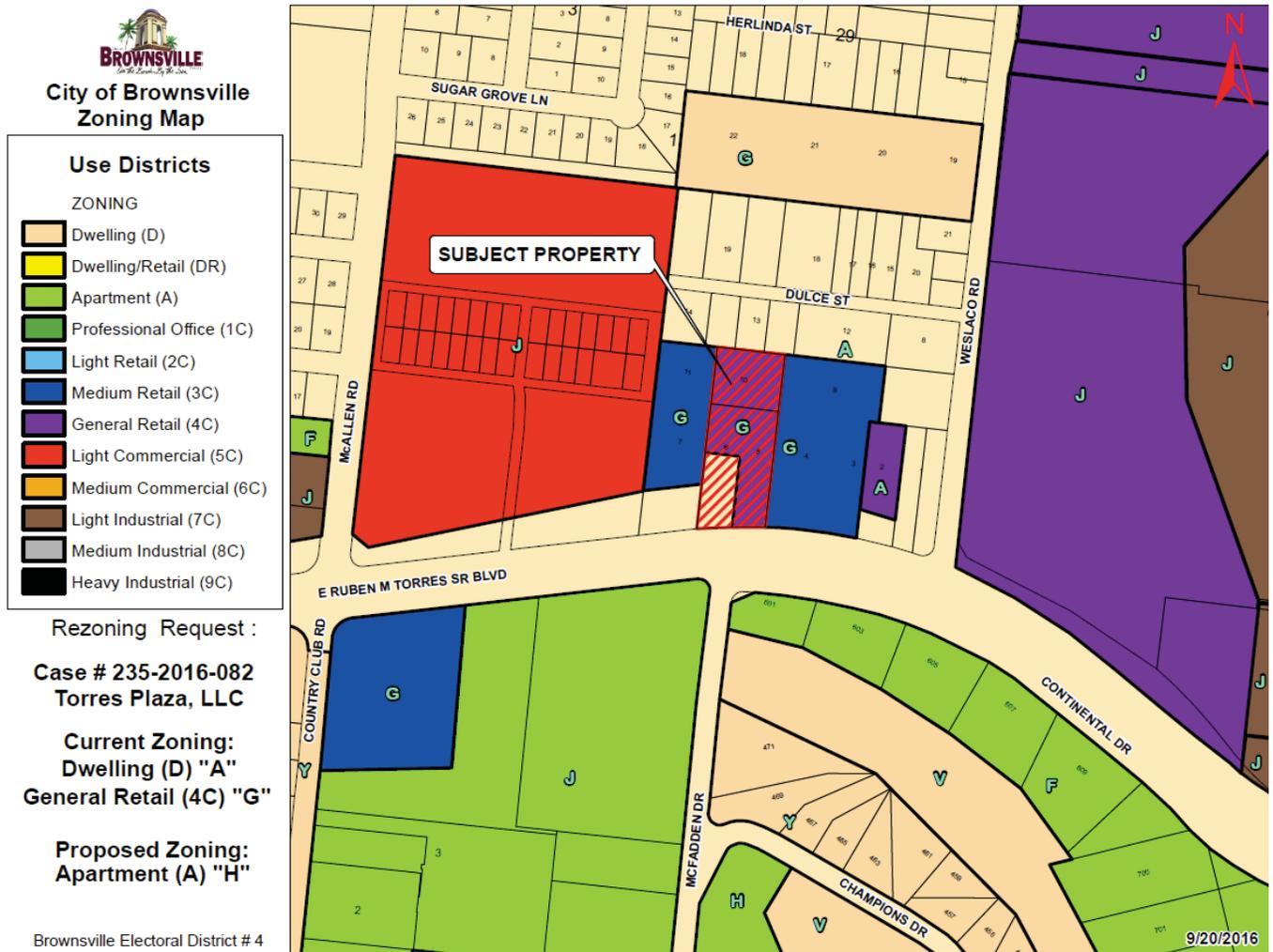


Figure 2: Existing Land Use Map

The following map illustrates existing land uses surrounding the subject property. The existing land uses of the surrounding properties to the north are single family homes. West of the subject property is a plaza. East of the subject property is a credit union. South across W. Ruben Torres is a nursing home.

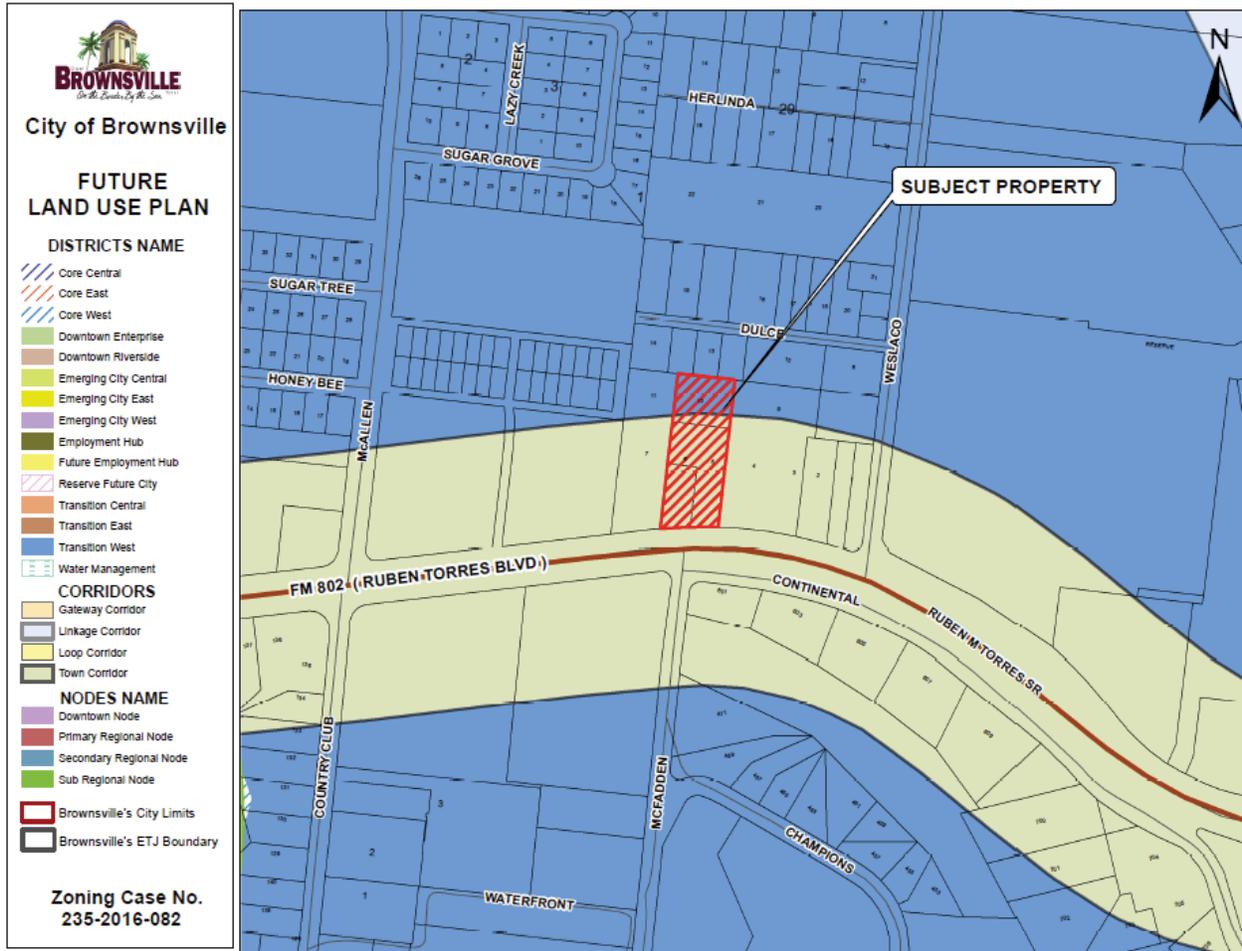


D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Town Corridor”. According to this plan, the Town Corridors are primarily residential, with small clusters of commercial land uses at regularly spaced intervals, mostly found at intersections of Sub-Regional roadways with City streets. Commercial uses should be neighborhood office and retail, ideally independently owned businesses and shops that serve the local residents. Town Corridors are also highly suitable areas for adult and child daycare facilities, schools, and education and recreation centers. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

Figure 3: Future Land Use Map (Town Corridor)

The following map illustrates the Future Land Use Map. The subject property is within the Town Corridor.



E. Review Criteria

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

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

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

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

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

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

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

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

F. Staff Recommendation

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



Submit

AGENDA REQUEST FORM

Item Number: **9.**

COMMISSION MEETING DATE: 9/6/16

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 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 235-2016-087: To rezone from Professional Office "F" (1CF) to General Retail "G" (4CG) for Lot 2 of Block 1 of Guevara Subdivision located at 425 E. Los Ebanos, Brownsville, Texas 78520. (District 4)

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 August 4, 2016 the Planning and Zoning Commission voted unanimously to recommend approval.

City Manager Approval

_____ Date: _____

ORDINANCE NUMBER 235-2016-087

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

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

Be It Ordained by the City of Brownsville:

Section 1. That the City Commission of the City of Brownsville, Texas, hereby amends the “City Zoning Ordinance” by amending the Official Zoning Atlas so to rezone from Professional Office “F” (1CF) to General Retail “G” (4CG) for Lot 2 of Block 1 of Guevara Subdivision located at 425 E. Los Ebanos, Brownsville, Texas 78520. (District 4);the area rezoned by this amendment being situated entirely within the corporate limits of Brownsville, Cameron County, Texas.

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

INTRODUCED at a public hearing on **October 11, 2016**. Passed at First Reading on **October 11, 2016**. PASSED at Second and Final Reading and ADOPTED, APPROVED, and ENACTED on **November 1, 2016**.

(SEAL)

BY: _____
Antonio Martinez
Mayor

ATTEST: _____
Michael L. Lopez
City Secretary



Zoning Application

Multi-Family/Office/Commercial/Retail/Industrial

- 0-1 Acres\$500.00
- 1.-5. Acres\$750.00
- 5.-10. Acres\$1,000.00
- 10. and Up\$1,500.00

- Planning and Zoning Commission
- City Commission

Single Family

- 0-1 Acres\$250.00
- 1.-10. Acres\$500.00
- 10. and Up\$1,000.00

Tentative Date: _____

Tentative Date: _____

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

Geographic ID #: See attached list

Project Address: 425 East Los Ebanos, Brownsville, TX 78520

Subdivision: Guevara Subdivision

Lot(s)/Block: Lot 2 Block 1

Current Area Classification: _____ Proposed Area Classification: _____ Gross Acreage: _____

Current Zoning: 1C Proposed Zoning: 4C

Proposed Used: _____ Overlay Districts: _____

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

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

Owner Information

Name: Springman Professional Plaza

Address: 425 East Los Ebanos

City: Brownsville

State: Texas Zip Code: 78520

Telephone: (956) 546-3116

Fax: (956) 546-8791

Email: dpatton@maeb.net

Signature: _____

Representative/Agent Information

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____

Special Note: INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

Office Use Only

Date Submitted: September 13, 2016 Code: ZN30 Application Fee: \$1,000.00

Accepted By: Krika Espinosa Case Number 235- 2016-087

1034 E. LEVEE STREET 2ND FLOOR • CITY PLAZA • BROWNSVILLE, TEXAS 78520

PHONE (956) 548-6150 • FAX (956) 548-6144

Form-04-1003U



City of Brownsville Zoning Map

Use Districts

ZONING

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

Rezoning Request :

Case # 235-2016-087

**Springman Professional
Plaza**

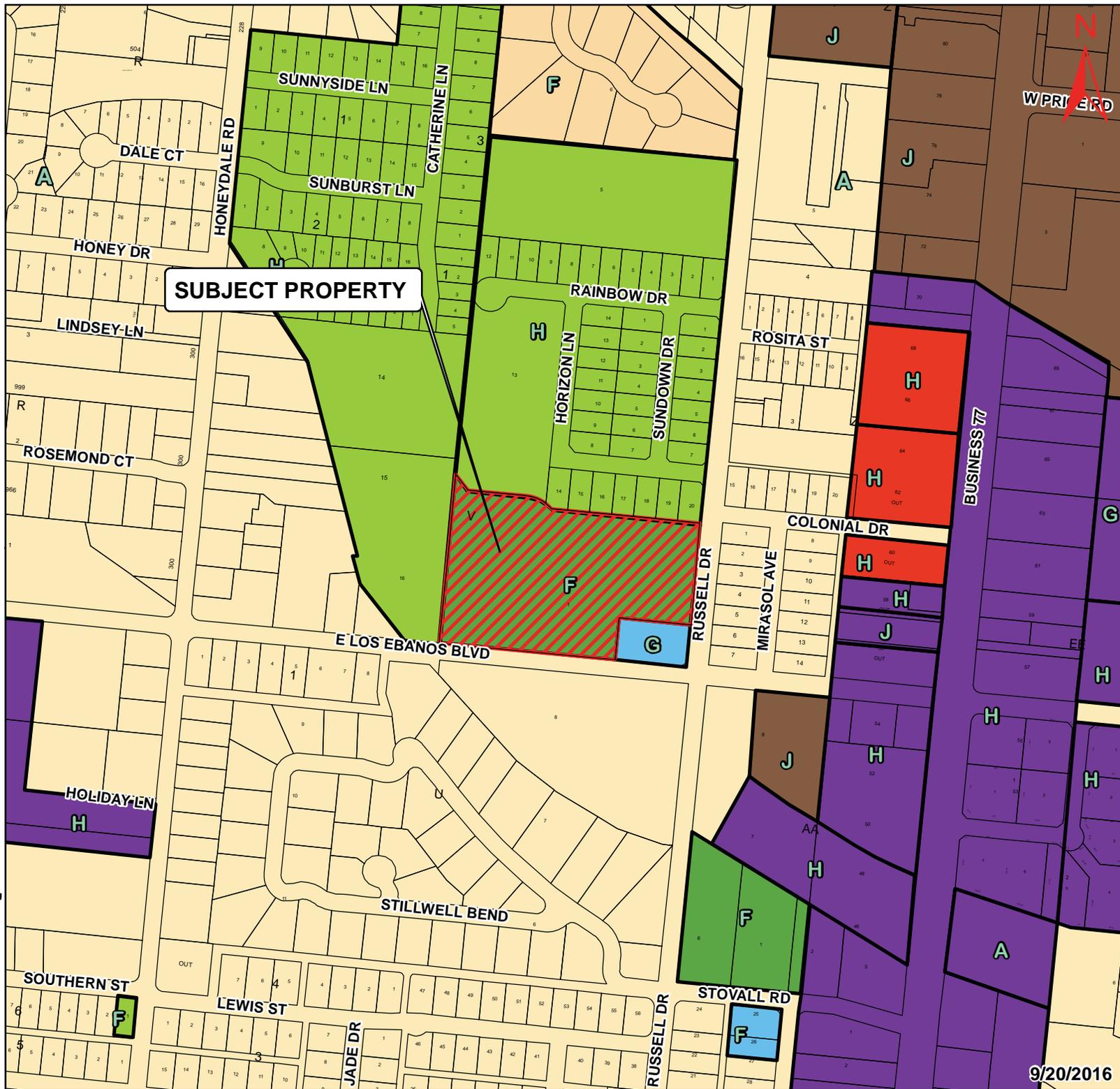
Current Zoning:

Professional Office (1C) "G"

Proposed Zoning:

General Retail (4C) "G"

Brownsville Electoral District # 4



9/20/2016



City of Brownsville

FUTURE LAND USE PLAN

DISTRICTS NAME

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

CORRIDORS

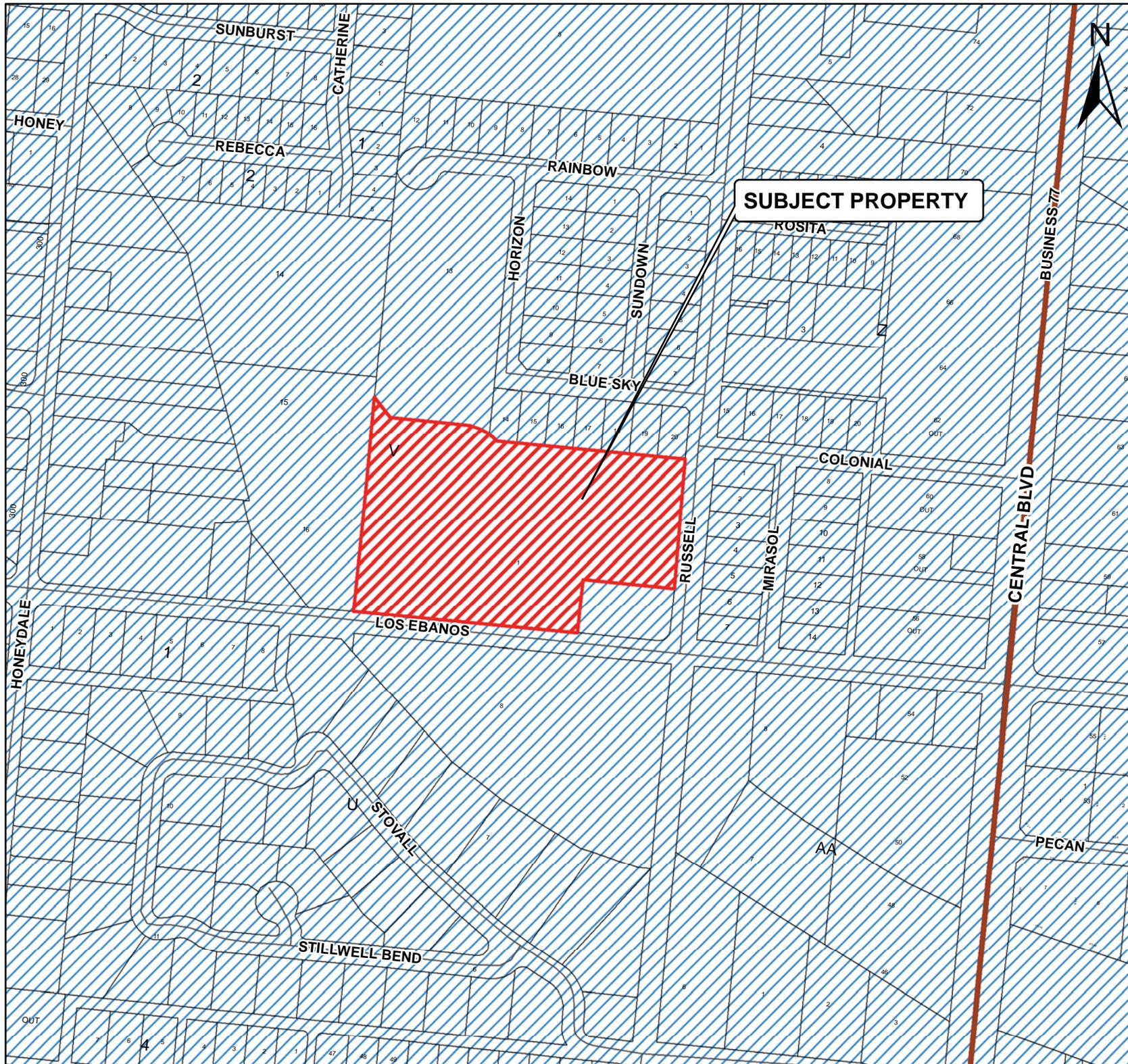
-  Gateway Corridor
-  Linkage Corridor
-  Loop Corridor
-  Town Corridor

NODES NAME

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

-  Brownsville's City Limits
-  Brownsville's ETJ Boundary

Zoning Case No.
235-2016-087





Staff Report

A. Application Information

Applicant/Property Owner:	Springman Professional Plaza
Property ID:	01-9367-0010-0010-00
Case Number:	235-2016-087
Application Type:	Rezoning
Proposed Use:	
Current Zoning District:	Professional Office “G” (1CG)
Proposed Zoning District:	General Retail “G” (4CG)
Date Application Submitted:	September 13, 2016
Planning & Zoning Commission Meeting Date:	October 6, 2016
City Commission Meeting Dates:	October 18, 2016 & November 1, 2016
City Commission District:	4
Overlay in area:	N/A

B. Application Type/Background

The applicant is requesting to rezone his property from “Professional Office G” to “General Retail G”.

C. Subject Property

The subject property is located on of Lot 2 of Block 1 of Guevara Subdivision. This property is fronting Los Ebanos, a collector roadway. Single family homes and apartments are the predominant existing land uses within the subject property’s immediate area. There are no major transportation improvements planned or programmed in the immediate area. The area is served with water and wastewater by Brownsville Public Utilities Board (PUB).

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

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

Figure 1: Existing Zoning Map

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

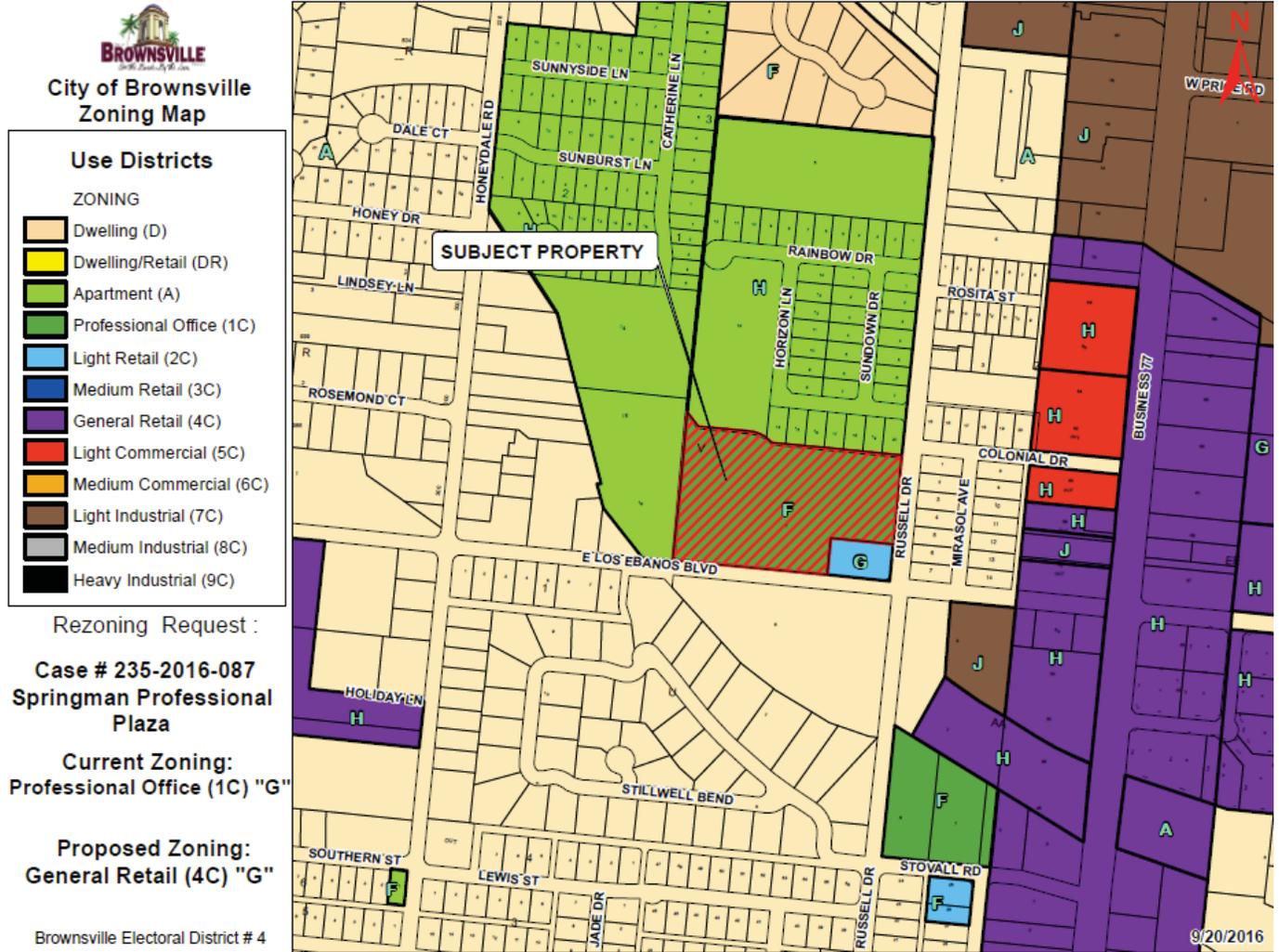


Figure 2: Existing Land Use Map

The following map illustrates existing land uses surrounding the subject property. The existing land uses of the surrounding properties to the north and east are apartments and single family homes. West and south of the subject property is vacant property.

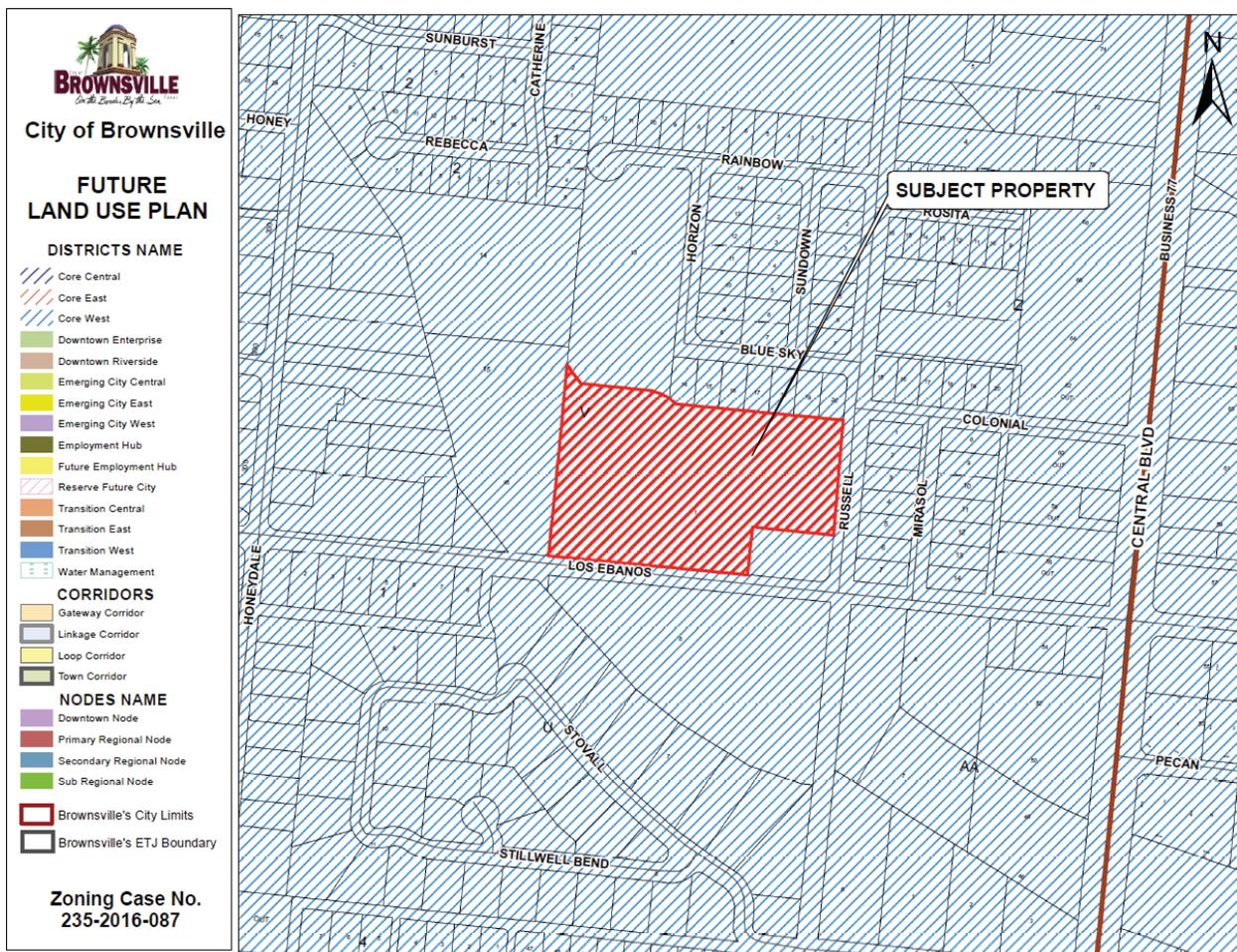


D. Future Land Plan Consistency

A review of the adopted City of Brownsville Comprehensive Plan and its Future Land Use Plan indicates that the subject property is located within the “Core West District”. According to this plan, the Core West District’s land use is predominately residential, with substantial allotments of community facilities and institutional uses. Only small portions of commercial and institutional uses are permitted, and these uses should be neighborhood and service oriented. Residential uses should have an average density of 3 dwelling units per acre and should consist of mostly single family homes. There is a large amount of flexibility permitted for residential and institutional uses to ensure that these uses are able to become and remain prominent. It is the opinion of staff that the request is consistent with the Comprehensive Plan and Future Land Use Plan.

Figure 3: Future Land Use Map (Core West District)

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



E. Review Criteria

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

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

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

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

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

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

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

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

F. Staff Recommendation

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

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: **11.**

COMMISSION MEETING DATE: 10/11/16

Finance
DEPT: _____ CONTACT Lupe Grando

AGENDA

Select One:

Executive Session (City Attorney Only) Time needed: _____ Action Item: _____	Workshop Time Needed: _____	Presentation Time Needed: <u>5</u>	Agenda <input type="checkbox"/> Public Hearing <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Action <input type="checkbox"/> Consent	Ordinance <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading
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Brief Description of Agenda Item:

CONSIDERATION AND ACTION TO APPROVE ORDINANCE 2016-1620 AUTHORIZING THE ISSUANCE OF CITY OF BROWNSVILLE, TEXAS GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016A, APPROVING AND AUTHORIZING THE EXECUTION OF AN ESCROW AGREEMENT, A PAYING AGENT/REGISTRAR AGREEMENT, A PURCHASE CONTRACT AND OTHER INSTRUMENTS AND PROCEDURES RELATED THERETO; DELEGATING AUTHORITY TO CERTAIN CITY OFFICIALS TO SELECT OUTSTANDING OBLIGATIONS TO BE REFUNDED AND APPROVE ALL FINAL TERMS OF THE BONDS; APPROVING AN OFFICIAL STATEMENT; AND CALLING CERTAIN OBLIGATIONS FOR REDEMPTION.

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: **12.**

COMMISSION MEETING DATE: 10/11/2016

City Commission DEPT: _____ CONTACT: Commissioners J. Tetreau/C. de Leon

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 type="checkbox"/> Consent	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading

Brief Description of Agenda Item:

Consideration and ACTION on Resolution Number 2016-062, to support and honor May 3rd, 2017 as the BIG GIVE.

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 NUMBER 2016-062

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BROWNSVILLE, TEXAS, IN SUPPORT AND HONORING MAY 3RD AS THE BIG GIVE.

WHEREAS, the City Commission of Brownsville, Texas does hereby find as follows:

WHEREAS, May 3, 2017 is the BIG Give in our city;

WHEREAS, the BIG Give Brownsville, a 24-hour giving challenge starting at midnight and ending at 11:59 p.m. on May 3, hopes to raise unrestricted funds for the nonprofits which serve the city and engage donors with the excitement of the day and the movement;

WHEREAS, the BIG Give Brownsville is led by a partnership between the Brownsville Community Foundation, other local foundations, Brownsville Independent School District (BISD), the nonprofit participants and the entire Brownsville community;

WHEREAS, the BIG GIVE Brownsville's participating nonprofits are a large economic engine that offers opportunities for giving, volunteerism, and community involvement that enhance community life and make our city a better place to live;

WHEREAS, the BIG GIVE Brownsville has enlisted many outreach and business partners to act as ambassadors to help publicize the event and encourage the community-at-large to give;

NOW, THEREFORE, BE IT HEREBY by the City Commission of Brownsville, Texas that May 3rd, 2017 be recognized as the BIG GIVE, a 24 hour day of giving, Brownsville to raise the level of philanthropy in the city for the sole purpose of The Greater Good!

City of Brownsville

Antonio Martinez
Mayor

Attest:

Michael L. Lopez, MPA
City Secretary