

**BROWNSVILLE COMMUNITY IMPROVEMENT CORPORATION
FISCAL YEAR 2011 FUNDING APPLICATION**

I. ORGANIZATION

Name of Organization: City of Brownsville – Purchasing

Years in Existence: 157

Contact/Executive Director: Roberto C. Luna

Mailing Address:
Box 911
Brownsville, TX 78520

Physical Address:
1001 E. Elizabeth St.
Brownsville, TX 78520

Business Telephone: (956) 548-6081

Other Telephone: N/A

Fax: (956) 546-2711

E-Mail: purchasing@cob.us

II. FUNDING

How is your organization currently funded? List any supplemental funding sources below or on a separate attachment.

Purchasing is a department funded by the City of Brownsville.

Are there any outstanding judgments, loans, liens or delinquent payments owed to creditors? (If yes, please attach detailed information including amounts and source.)

YES NO

III. SERVICES PROVIDED

Please **briefly** describe the services your organization normally provides:
To efficiently and effectively manage, facilitate and provide the highest quality,
value-added procurement services that exceed the needs and expectations of our
of our customers through knowledge and a strong understanding of the market.

IV. AUDITS

Was your organization audited by an independent authority last year?

YES NO

Were there any adverse findings in last year's audit?

(If yes, please attach an explanation of the findings and the corrective actions.)

YES NO

V. PROJECT PROPOSAL

A. *Title of Project:*

Restore Brownsville History

B. *Project Budget:*

	<i>\$ Amount</i>	<i>% of Total Project</i>
BCIC Funds:	\$188,000	100%
Matching Funds:	<u>-0-</u>	<u>0%</u>
Total Budget	\$188,000	100%

Matching Fund Source(s): No Match Required

C. *Project Timeline (must be completed within one year)*

Start date:

October 1, 2011

Completion date:

March 31, 2011

D. *The target population and the number of beneficiaries who will receive services as a result of this project:*

Target Population Citizens and visitors of the community of Brownsville.

Families

974 (Estimated
number of families
visiting in 2010.)

Individuals

8052 (Estimated
number of visitors
during 2010.)

E. Project Management.

Please describe your capacity to manage the project.

Purchasing has been managing the planning, organizing and directing of the annual purchase.
of goods and services for COB departmental usage; developing and preparing specifications
for services, supplies, materials and equipment purchased and or/leased by the COB by using
best practice procurement methods; and other purchasing-related duties. Additionally, the
Purchasing department is responsible for management of the Disadvantaged Business
Program and contract administration for all COB departmental services undertaken by
private contractors, Purchasing Card Program, and assists with construction supervision on
major construction projects.

VI. PROJECT DESCRIPTION

Please attach the following information that clearly describes the project.

- Include the Project Goals, Measurable Objectives, and Associated Timeline.
- Include the Project Impact: How will this project contribute to the Quality of Life and Economic Development and/or add to the tax base for the City of Brownsville.
- Include a Project Maintenance and Sustainability Plan: How this project will be maintained, operated and sustained. This should include a business plan.
- Include Community Involvement in Project Development: Describe the extent to which the local community was involved in developing the project proposal or commented on the issue the project addresses.
- Include a cash draw timeline (commitment funding payments schedule), and the processes and procedures for maintaining these draws.

VII. PROJECT BUDGET

Please attach a separate sheet that itemizes the project budget. Define the amounts and percentage being funded by BCIC and the amounts and percentage being funded through applicants' sources (define sources). Provide written bids and estimates for all projected expenses. Please include the following information in your budget:

- A list of all project personnel, salaries, fringe benefits and travel amounts.
- A list of all project supplies, equipment, and contractual purchases (item and cost).
- Whether the purchases occur locally?

VIII. ATTACHMENTS CHECKLIST-in addition to the application and its attachments, the following items are also required:

- A. Articles of Incorporation & Bylaws
- B. Financial Audit Report
- C. Organizational Current and Prior Year Budget
- C. Governing Board and if applicable Membership Roster
- D. Tax status Documentation-IRS Determination Letter of 501(c) 3
- E. Annual Performance Report
- F. Organizational Mission Statement, Goals and Objectives
- G. Significant Projects undertaken in the Community/Accomplishments.
- H. Other Factors that should be considered about your organization
- I. Resolution by the Governing Board authorizing the submitted application
- J. A Statement by the Chief Administrator of the Organization authorizing the submitted application
- K. If applicable, for capital projects, proof of real property ownership or proof of a minimum 30 year land use agreement
- L. N/A If applicable, Documentation/Proof of Matching Funds

I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct, and complete. I also acknowledge that failure to complete the application will disqualify this application from consideration.

Signature: _____
Title: _____

VI. PROJECT DESCRIPTION

Goal

This project seeks the use of Brownsville Community Improvement Corporation (BCIC) funds for expenses associated with the restoration of the original clay roof of the Historic Brownsville Museum (Museum) located at 641 E. Madison Street. The City of Brownsville (City) owns the former old Southern Pacific Depot building that now serves as a prime example of Spanish colonial revival architecture and is dedicated to preserving the history of the community for future generations.

Objectives

The City of Brownsville – Purchasing department’s objectives for this project are:

- To maintain significant feature of building by closely matching original tile
- To increase percentage of annual attendees and visitors
- To increase frequency of traveling exhibits
- To restore staff operations to maximum capacity

Timeline

- | | |
|---------------------------|---------------------------|
| ● Award Contract | October 2011 |
| ● Bidding Process | November 2011 |
| ● Award Contract Bid | December 2011 |
| ● Project Activity Period | January 2012 – March 2012 |

Project Impact

The completion of this project will impact both quality of life and economic development in Brownsville.

Quality of Life

Historic preservation enhances the quality of life through cultural and economic contributions. Although determining a specific dollar value for quality of life contributions is difficult, utilization of community indicators such as creation of historic districts, the number and type of local ordinances, and increased numbers of visitors to historic museums can assist a community measure an increased quality of life for its residents and visitors. Recent efforts in the City to recreate its historical downtown district and undergo extensive local ordinance changes, along with the number of yearly Museum visitors—an estimated 8,052 for calendar year 2010—has inspired the City of Brownsville to further protect its historically valuable assets by moving forward with roof renovation efforts. Without much needed repairs, the Historic Brownsville Museum is forced to close its doors every time rainfall occurs. Delicate Museum exhibits are often stored in the fear they will become damaged. Additionally, traveling exhibits are often kept from the Historic Brownsville Museum due to fear of incurring exorbitant fees if exhibit items are damaged.

Economic Development

Studies show that cities with concentrations of historical districts, museums and zoos often enjoy considerable tourist-related tax revenues. The City of Brownsville contains all three components and is actively seeking to improve its economy through historic protection,

rehabilitation and revitalization efforts. The roof restoration at the Historic Brownsville Museum will further promote City efforts to expand its tourist population-a move that will provide the City of Brownsville with increased revenue.

Project Maintenance and Sustainability Plan

Once the Museum roof has been completely renovated, this project will be complete. The City of Brownsville – Purchasing will ensure the following regular maintenance measures take place:

- Cleaning of gutters and downspouts
- Periodic inspection of facility after heavy rainfall

Community Involvement in Project Development

The Board of the Historic Brownsville Museum holds monthly meetings in respect to all matters related to Museum activities, events and opportunities. The general community is always invited to attend and participate. Discussion regarding the current state of roof disrepair is a frequent topic. Additionally, visitors often view the state of the museum as a result of the rain damage and comment on the need for roof repairs.

Cash Draw Timeline

The City of Brownsville follows all guidelines, policies and procedures required as per City Charter. Furthermore, the City of Brownsville receives a substantial portion of its funding from the federal government. As such it is required to follow strict guidelines regarding the organization plan, methods and procedures adopted to insure that resources are properly used and safeguarded, and that necessary information is provided to the respective Federal agency officials. Cash draws will be in accordance with completion of work phases which require that funds be obligated.

Terms of payment are as follows:

- 50% (Fifty Percent) - \$94,000 upon signing of the contract for mobilization
- 25% (Twenty Five Percent) \$47,000 upon half completion
- 25% (Twenty Five Percent) \$47,000 upon completion

Project Timeline

Oct 2011	Award Contract
Nov 2011	Bidding Process
Dec 2011	Award Contract Bid
	Invoice City of Brownsville for 50% of Project Total (\$94,000)
Jan 2012	Start Project

	<ul style="list-style-type: none"> • Remove all existing roof materials • Replacement of wood decking • Installation of poly TU Plus under layment • Install Clay Tile
Feb 2012	Invoice City of Brownsville for 25% of Project Total (47,000)
	<ul style="list-style-type: none"> • Removal existing AC condensing units • Remove modified roofing material and repair rotted wood • Modify existing roof pitch • Install modify base roofing system
Mar 2012	<ul style="list-style-type: none"> • Reinstall all AC condensing units • Inspection by Texas Certified Engineer and provide WPI-8 Forms
	Project Completion
	Invoice City of Brownsville for 25% of Project Total (\$47,000)

The project will commence on or before 7 days after effective date and will be completed on or before 90 days from commencement date allowing for non-working days due to bad weather

Project Budget

The total cost of removing the existing roof clay tile on the Historic Brownsville Museum and replacing it with a new clay tile system is an estimated \$188,000. The total project cost includes equipment and labor. Funding for personnel, salaries, fringe benefits and travel do not apply to the scope of the project. An itemized budget of equipment and project supplies is as follows:

<i>Project Budget</i>		
Item		Total
Labor/Supplies	2x10x14 Wood Decking	
	Poly TU Plus	
	Clay Tile	
	Galvanized Nails	
		\$145,000
Contracts	Structural Engineer	\$14,500
	(10% of Project Cost)	

	Certified Windstorm Engineer	\$11,500
	(8% of Project Cost)	
Contingency	(10% of Project Cost	\$17,000
Total Project Cost		\$188,000

City of Brownsville is exempt from providing an in-kind- or cash match contribution. Therefore, the City is requesting 100% of the total project cost be funded by the Brownsville Community Improvement Corporation. However, according to Section 3 of the lease between the City of Brownsville and Historic Brownsville Museum Association, "Lessor shall maintain the fences and the outer walls and roof of the Southern Pacific Railroad Depot and other structures situated on leased premises"; therefore, any necessary permits required for the project will be waived by the City of Brownsville.

Project Budget

Item	City of Brownsville	BCIC	Total
Roof Replacement	(0%)	\$188,000 (100%)	\$188,000
Total Project Cost			\$188,000

VIII. ATTACHMENTS CHECKLIST

A. Articles of Incorporation and Bylaws:

The City of Brownsville was incorporated on February 7, 1853. The City of Brownsville is a Texas municipality established under 1165 et. Seq. of the Texas Revised Civil Statutes. The City of Brownsville's Home Rule Charter was adopted at an election held on December 13, 1915 with subsequent amendments made to the charter thereafter. The Charter is available at the City Secretary's office located at City Plaza 1034 E. Levee, Brownsville, Texas and on the City of Brownsville website www.cob.us on the left hand column of the home page and entitled City Charter.

B. Financial Audit Report:

The City of Brownsville has an independent annual audit of financial statements conducted and produces a document entitled the "Comprehensive Annual Financial Report" (CAFR). The most recent CAFR was presented on May 4, 2010 for the fiscal year ending September 30, 2010. This information is available in the City of Brownsville Finance Department located on the 2nd floor of City Hall at 1001 E. Elizabeth, Brownsville, Texas and on the City of Brownsville website www.cob.us under the in the Finance Department's web page located under the City Departments heading.

C. Organizational Current and Prior Year Budget:

The City of Brownsville produces an annual budget with the Fiscal Year beginning on October 1, 2010 and ending on September 30, 2012. The current Fiscal Year 2011 budget was adopted by the City Commission on September 24, 2010. The budget is currently available in the City of Brownsville Finance Department located on the 2nd floor of City Hall at 1001 E. Elizabeth, Brownsville, Texas and should be available on the City of Brownsville website www.cob.us under the in the Finance Department's web page located under the City Departments heading. The prior year budget is available both in the City of Brownsville's Finance Department and on the website. Attached is the departmental budget.

D. Governing Board

A city commission-manager form of government was adopted on January 1, 1916. Policy-making and legislative authority are vested in a governing city commission consisting of a mayor at large, two city commissioners at large and four district commissioners. The current city commission is outlined below:

Mayor

Commissioner at Large "A"

Commissioner at Large "B"

Commissioner District 1

Commissioner District 2

Commissioner District 3

Commissioner District 4

Pat M. Ahumda, Jr.

Anthony Troiani

Rose M.Z. Gowen, M.D.

Ricardo Longoria, Jr.

Charlie Atkinson

Melissa A. Zamora

Edward C. Camarillo

E. Tax Status Documentation

The City of Brownsville by state law is considered a political subdivision and is exempt from federal income tax “as an instrumentality of a governmental unit.”

F. Annual Performance Report

The City of Brownsville does not have a specific annual performance report; however, the CAFR serves as a basis for performance for the City of Brownsville. In addition to the internal controls that are conducted as a part of the independent audit the City of Brownsville also has an Internal Auditor to review the management of the city. Furthermore, the City of Brownsville does produce an Annual Report that provides a general overview of the services, functions, operations, and projects of the City of Brownsville.

G. Organizational Mission, Goals and Objectives

The mission statement for the City of Brownsville is “To provide customers efficient and quality municipal services with courtesy and concern.”

H. Significant Projects undertaken in the Community/Accomplishments

The City of Brownsville – Purchasing department has recently worked on various capital projects, including roof renovations for the Brownsville / South Padre International Airport.

I. Resolution by the Governing Board

See attached

J. A Statement by the Chief Administrator

See attached

K. Proof of a minimum 30 year land use agreement

See attached

L. If applicable, Documentation/Proof of Matching Funds

N/A