



## City of Starbase

### Notice of City Commission Meeting

39046 L B J Boulevard

Brownsville, TX 78521

Thursday, May 29, 2025

9:00 AM

*Pursuant to Section 551.127, Texas Government Code, one member of the City Commission may attend this meeting remotely using videoconferencing technology. A quorum of the Commission will be physically present at the location provided above.*

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#### Public Comment Policy:

*Pursuant to Texas Government Code 551.007, citizens wishing to address the Commission may do so during the listed public comment sessions. A person who addresses the Commission, including during a public hearing, must limit his/her remarks to the agenda items only. Citizens wishing to address the Commission on items requiring a public hearing, shall address the Commission during the public hearing. The public comment sessions are reserved for items on the agenda that do not have a public hearing.*

*Citizens wishing to speak during Public Comment or Public Hearing must first complete a speaker card and submit it to the City Clerk fifteen minutes before the beginning of the meeting. Once recognized by the Mayor, please step forward to the speaker's podium, state your name and address and speak directly into the microphone. No discussion or action may be taken by the Commission at this meeting on any item not listed on the agenda, other than to make statements of factual information or recite existing policy in response to a citizen's inquiry.*

#### *Time limits:*

- *Public comment period: citizen comments are limited to two (2) minutes per individual per public comment period.*
- *Public hearing: citizen comments are limited to three (3) minutes per individual per public hearing.*
- *Mayor's discretion: if ten (10) or more speakers sign up to speak per public hearing, the Mayor may reduce the time allotted to each speaker to no less than one minute per speaker.*
- *Translator: members of the public requiring the use of a translator shall be given twice the amount of time to speak than speakers who do not require the assistance of a translator.*
- *Time limits do not apply to the Commission, city staff, or guests invited by the Commission to provide input on an agenda item.*

**City of Starbase**  
**City Commission Meeting Agenda**  
**Thursday, May 29, 2025**  
**9:00 AM**

**A. Call to Order and Quorum Determination**

**B. Pledge of Allegiance**

**C. Oaths of Office**

**1. Mayor Robert Peden**

**2. Commissioner Jordan Buss**

**3. Commissioner Jenna Petrzelka**

**D. Proclamation designating May 29 as Starbase Day.**

**E. Public Comment on Items Listed in Sections (F), (G), and (H) – comments limited to two minutes per individual, as set forth above.**

**F. Regular Session**

1. Discussion and action on a proposal from Texas Municipal League Intergovernmental Risk Pool for insurance coverage for general liability, law enforcement liability and errors & omissions liability, and authorize the City Administrator to execute same.
2. Discussion and action on a resolution establishing rules of procedure and decorum for City Commission meetings governing public conduct and citizen comments addressing the City Commission.
3. Discussion and action to appoint a City Attorney.

**G. Executive Session:** In accordance with Texas Government Code, Chapter 551, the City Commission will recess into Executive Session (closed meeting) to discuss the following:

1. **Section 551.071(2):** Consultation with attorney 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 Chapter 551, regarding:
  - a. The roles and duties of the City Attorney, City Administrator, City Clerk, City Engineer, Fire Marshal, municipal inspection and permitting services, and municipal information technology services.

**2. Section 551.074(a)(1):** Deliberation regarding the appointment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, regarding:

- a. City Attorney;
- b. City Administrator;
- c. City Clerk;
- d. City Engineer;
- e. Fire Marshal; and
- f. Building Official.

**H. Reconvene into Open Session:** In accordance with Texas Government Code, Chapter 551, the City Commission will reconvene into Regular Session to consider and take appropriate action, if any, regarding any items discussed in Executive Session.

**I. Public Comment on Items Listed in Section (J) – comments limited to two minutes per individual, as set forth above**

**J. Regular Session**

- 1. Discussion and action on an agreement with Messer Fort, PLLC to provide City Attorney services and authorize the Mayor to execute a waiver.
- 2. Discussion and action on an ordinance creating the City Administrator position.
- 3. Discussion and action on an agreement with Clear Career Professionals to provide City Administrator services.
- 4. Discussion and action to appoint a City Administrator.
- 5. Discussion and action on an ordinance setting forth the duties of the City Clerk position.
- 6. Discussion and action on an agreement with Clear Career Professionals to provide City Clerk services.
- 7. Discussion and action to appoint a City Clerk.
- 8. Discussion and action on an agreement with SAFEbuilt to provide municipal inspection, permitting and fire marshal services.
- 9. Discussion and action on an agreement with SAFEbuilt to provide Community Core software for municipal inspections, permits and zoning applications.
- 10. Discussion and action to appoint a Fire Marshal.
- 11. Discussion and action to appoint the Building Official.
- 12. Discussion and action on an agreement with Halff Associates, Inc. to provide City Engineer services.
- 13. Discussion and action on a contractual relationship with Tec-Refresh, Inc. to provide municipal information technology services and maintenance of the official city website.

**14.** Discussion and action on an assignment agreement with JustFOIA, Inc. to provide an online submission portal and management system for public information requests.

**K. Public Hearing Items** – *comments limited to three minutes per individual, as set forth above.*

1. Discuss, hold a public hearing and act on an ordinance adopting the International Building Code.
2. Discuss, hold a public hearing and act on an ordinance adopting the International Residential Code.
3. Discuss, conduct a public hearing and act on an ordinance adopting the city's fee schedule.

**L. Public Comment on Items Listed in Section (M)** – *comments limited to two minutes per individual, as set forth above.*

**M. Regular Session**

1. Discussion and action on a resolution adopting an official city newspaper for the publication of public notices required by law.
2. Discussion and action on an ordinance adopting the International Energy Conservation Code.
3. Discussion and action on an ordinance adopting the International Fire Code.
4. Discussion and action on an ordinance adopting the International Mechanical Code.
5. Discussion and action on an ordinance adopting the International Plumbing Code.
6. Discussion and action on an ordinance adopting the International Swimming Pool & Spa Code.
7. Discussion and action on an ordinance adopting the National Electric Code.
8. Discussion and action on an ordinance establishing a process for accepting and approving requests for controlled access devices on public and private streets.

**N. Public Comment on Items Listed in Section (O)** – *comments limited to two minutes per individual, as set forth above.*

**O. Regular Session**

1. Discussion and action on a resolution designating the City Administrator as the designated officer to give notice to banks, credit unions or savings associations requesting proposals.
2. Discussion and action on a resolution adopting a written policy permitting the consideration of applications from banks, credit unions and savings associations not doing business in the city.

3. Discussion and action on the issuance and publication of a request for proposal for the provision of municipal depository and banking services.
4. Discussion and action on a Spacecraft Infrastructure Permit Agreement with Space Exploration Technologies, Corp.
5. Discussion and action on a resolution creating the Starbase Long-Term Development Planning Committee.
6. Discussion and action to appoint members to the Starbase Long-Term Development Planning Committee.

**P. Public Comment on Items Listed in Section (Q)** – *comments limited to two minutes per individual, as set forth above.*

**Q. Regular Session**

1. Discussion and action on a resolution adopting procedures for the submission of Public Information Requests and identifying the Public Information Officer.
2. Discussion and action on a resolution declaring the number of inhabitants residing in city limits.
3. Discussion and action on an ordinance requiring a survey to be made of the city's boundaries.
4. Discussion and action on a license agreement with Space Exploration Technologies, Corp. for the provision of meeting space to hold City Commission Meetings, office space for city staff, and equipment use for City Commission Meetings.
5. Discussion and action on a resolution adopting an official city website, city logo and city flag.

**R. Adjourn**

*NOTE: The City Commission reserves the right to meet in executive session closed to the public at any time during the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including § 551.071 (private consultation with the attorney for the city); § 551.072 (discussing purchase, exchange, lease or value of real property); § 551.073 – (deliberation regarding prospective gift); § 551.074 (discussing personnel or to hear complaints against personnel); § 551.076 (deliberation regarding security devices or security audit); § 551.087 (discussing economic development negotiations); § 551.089 (deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code). Any decision on such matters will be taken or conducted in open session following the conclusion of the executive session.*

*Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office.*

I, City Clerk Caroline Cole, certify that this notice of meeting and agenda of items was posted in accordance with Chapter 551, Texas Government Code, at least 72 hours prior to the commencement of the meeting and shall remain posted until the meeting is adjourned.

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Caroline Cole, City Clerk

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