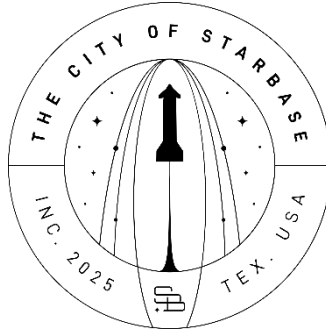




City of Starbase
Notice of City Commission Special Meeting
48491 State Highway 4
Starbase, TX 78521
July 14, 2026
9:00 AM

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.

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 five 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 Special Meeting Agenda
July 14, 2026
9:00 AM

A. Call to Order and Quorum Determination

B. Pledge of Allegiance

C. Public Comment on All Agenda Items - comments limited to two minutes per individual, as set forth above.

D. Consent Agenda

1. Action regarding the minutes of the City Commission meetings held on June 19, 2026, and June 23, 2026.
2. Action regarding the approval of bonds for the Mayor and both Commissioners.
3. Discussion and action on an ordinance designating the Data Governance and Project Manager as Acting City Clerk during the City Clerk's absence.

E. Regular Session

1. Discussion and action upon an ordinance updating the powers, duties, and compensation of the City Administrator, and repealing and replacing Ordinance No. 2025-05-29-J02-OR.

F. Commission/City Administrator Comments

1. Items of Community Interest: Pursuant To Texas Government Code Section 551.0415 The Mayor, Commission And City Administrator May report on the following items: (1) Expression Of Thanks, Congratulations Or Condolences; (2) Information Regarding Holiday Schedules; (3) Recognition Of Individuals; (4) Reminders About Upcoming City Commission Events; (5) Information Regarding Community Events; (6) Announcements Involving Imminent Threat To Public Health And Safety.
2. Future agenda item requests – no discussion or action may be taken by the Commission on future agenda item requests.

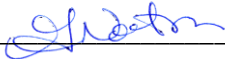
G. Adjourn

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

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 Gretchen Norton, certify that this notice of meeting and agenda of items were posted on the official bulletin board of the City of Starbase, Texas and on the City's website at <https://starbase.texas.com/> in accordance with Chapter 551, Texas Government Code at least 3 business days prior to the start of the meeting, and shall remain posted until the meeting is adjourned.



Gretchen Norton, City Clerk

Date: **July 8, 2026**

S T A R B A S E

CITY COMMISSION AGENDA MEMO

TO: Mayor and City Commission

FROM: City Administrator

MEETING DATE: July 14, 2026

ITEM: Consent Agenda

SUMMARY: The City Commission is requested to approve the following items as part of the Consent Agenda.

BACKGROUND: The Consent Agenda includes routine and non-controversial items that may be approved in a single motion, unless a Commissioner asks that an item be pulled for separate discussion. The following items are included:

- **Meeting minutes.** Approval of the minutes of the City Commission meetings held on June 19, 2026 and June 23, 2026.
- **Official bonds.** Approval of the official bonds for the Mayor and both Commissioners, as required for elected officers before taking office.
- **Acting City Clerk.** Approval of an ordinance designating the Data Governance and Project Manager to serve as Acting City Clerk during the City Clerk's absence, so that City Clerk duties can continue without interruption.

STAFF RECOMMENDATIONS: It is recommended that the City Commission approve the Consent Agenda as presented.

MOTION: "I move to approve the Consent Agenda as presented."

ATTACHMENTS:

- Minutes – June 19, 2026 City Commission Meeting
- Minutes – June 23, 2026 City Commission Meeting
- Official bond documents for the Mayor and Commissioners
- Ordinance designating the Data Governance and Project Manager as Acting City Clerk

CITY OF STARBASE
City Commission Special Meeting
MINUTES

Date: Friday, June 19, 2026

Time: 7:00 p.m. – 7:28 p.m.

Location: 48491 State Highway 4, Starbase, Texas 78521

A. CALL TO ORDER AND QUORUM DETERMINATION

The special meeting of the City Commission of the City of Starbase was called to order at 7:00 p.m. by Mayor Bobby Peden. Commissioner Jordan Buss was also present in the meeting room. City Administrator Cayetana Polanco and City Data Governance & Project Manager Keila Tuttle were also in attendance. Commissioner Lois Wallace was absent.

Two (2) of three (3) Commissioners were present in person, constituting a quorum.

B. PLEDGE OF ALLEGIANCE

Mayor Peden led those present in the Pledge of Allegiance.

C. PUBLIC COMMENT ON ALL AGENDA ITEMS

Mayor Peden opened the floor for public comment on all agenda items. Citizens wishing to speak were required to have submitted a speaker card to the City Clerk at least five (5) minutes before the start of the meeting. Comments were limited to two (2) minutes per individual.

City Data Governance & Project Manager Keila Tuttle confirmed that no speakers had submitted cards. The public comment period was closed.

D. CONSENT AGENDA

Mayor Peden introduced the Consent Agenda, noting that it includes routine, non-controversial matters that may be approved in a single motion. City Administrator Cayetana Polanco presented the following three items:

Item D.1 – Minutes of the June 3, 2026 City Commission Special Meeting

City Administrator Polanco noted that the minutes of the June 3, 2026 City Commission Special Meeting were attached for review. Approval confirms that the record of actions taken at that meeting is true and correct.

Item D.2 – Resolution No. 2026-19: Radio Communications MOU with SpaceX

City Administrator Polanco presented Resolution No. 2026-19, approving a Memorandum of Understanding between the City of Starbase and Space Exploration Technologies Corp. (SpaceX) regarding radio communications services. She explained that radio communications are essential for City public safety operations, and that SpaceX owns and operates the only land mobile radio system within and around the City limits. The proposed MOU would allow the City to share use of that existing system. Because SpaceX is the sole owner and operator of radio infrastructure in the City's service area, the resolution recognizes the arrangement as a sole-source procurement not requiring a competitive bidding process. The resolution authorizes the City Administrator to negotiate and execute the MOU, subject to approval by the City Attorney. The City Administrator noted that the final MOU document was still being finalized and would not be included in the meeting packet.

Mayor Peden noted that constructing independent radio communications infrastructure would be prohibitively expensive for the City and expressed support for the arrangement.

Item D.3 – Ordinance No. 2026-18: Records Management Officer Designation Amendment

City Administrator Polanco presented Ordinance No. 2026-18, which amends Ordinance No. 2025-05-30-F05-OR to redesignate the Records Management Officer (RMO) position. The original ordinance named the City Clerk as the RMO. This amendment transfers the designation to the Data Governance and Project Manager, whose duties make that position well-suited to oversee the City's records program. The ordinance also provides that the RMO responsibilities may be extended to records of the Starbase Economic Development Corporation, should the EDC request it, enabling consistent records management across both organizations.

Mayor Peden stated that consistent records management is prudent and responsible. No further questions or comments were offered by the Commission.

Motion: Commissioner Buss moved to approve the Consent Agenda as presented.

Second: Mayor Peden

Vote: 2–0. Motion passed unanimously.

E. REGULAR SESSION

Item E.1 – Ordinance No. 2026-17: Rezoning – Mixed Use to Heavy Industrial District

City Administrator Polanco presented Ordinance No. 2026-17, which amends the Official Zoning Map of the City of Starbase by changing the zoning classification of approximately 33.93 acres of property generally located west of Kingstone Avenue on State Highway 4 from the Mixed Use District to the Heavy Industrial District. The property is legally described as 33.93 acres out of a 38.81-acre tract, out of Share 3, San Martin Grant, City of Starbase, Cameron County, Texas, Tract III in Warranty Deed recorded in Document No. 2021-14444, Official Records of Cameron County.

City Administrator Polanco noted that the subject property is currently zoned Mixed Use, which permits a blend of residential, commercial, and light industrial uses. The applicant has requested rezoning to the Heavy Industrial District to accommodate uses consistent with the industrial character of the surrounding area. The Heavy Industrial District is intended for manufacturing,

processing, storage, and other intensive industrial operations. A public hearing on this item was held at the May 28, 2026 City Commission meeting, at which public comments were received. With the required public notice posted and the public hearing completed, the Commission was now in a position to take action.

Mayor Peden noted that based on his knowledge of the area, he was not aware of any residential or incompatible uses in or adjacent to the subject property that would be negatively affected by a Heavy Industrial designation. He confirmed that the property has highway frontage on State Highway 4. Commissioner Buss offered no further questions or comments.

Motion: Commissioner Buss moved to approve Ordinance No. 2026-17 amending the Official Zoning Map of the City of Starbase, Texas by changing the zoning classification of approximately 33.93 acres of property generally located west of Kingstone Avenue on State Highway 4 from the Mixed Use District to the Heavy Industrial District.

Second: Mayor Peden

Vote: 2–0. Motion passed unanimously.

Item E.2 – Ordinance No. 2026-19: Establishing a Police Reserve Force

City Administrator Polanco presented Ordinance No. 2026-19, which establishes a Police Reserve Force for the City of Starbase pursuant to Texas Local Government Code Section 341.012. She provided the following summary of the ordinance’s key provisions:

- **Size:** The reserve force is limited to a maximum of 20 members. This number reflects the City’s TCOLE business plan application and budget projections, and may be adjusted in the future.
- **Appointment:** Reserve officers are appointed by the Police Chief following Commission approval of the ordinance. The Chief may remove reserve officers at any time.
- **Nature of Service:** Reserve service does not constitute guaranteed employment and carries no civil service protections.
- **Qualifications:** Each reserve officer must hold and maintain a current TCOLE peace officer license and meet all applicable state training standards.
- **Duties:** Reserve officers work under the direction of the Police Chief, act as peace officers only while on official duty, and may carry a weapon only when authorized and on duty.
- **Compensation:** Reserve officers serve as volunteers without pay unless the Commission determines otherwise.

City Administrator Polanco noted that TCOLE had specifically requested the City adopt this ordinance as part of the accreditation process. She acknowledged that reserve programs can be operationally complex and that much of the program’s development will be shaped by the incoming Police Chief. She cited the South Padre Island Police Department’s reserve program, led by Chief Claudine O’Carroll, as a potential model given its successful handling of seasonal demand.

Mayor Peden explained the intended operational model: the City plans to staff the Police Department at a minimal level sufficient for routine day-to-day coverage, and the reserve force

would allow the City to call in additional officers on an as-needed basis during special events, high-profile visits, or other situations that would otherwise strain regular staffing. He also suggested that the Commission may wish to consider in the future whether the City would sponsor reserve candidates in obtaining their TCOLE accreditation.

Commissioner Buss asked about the time commitment and training duration required for reserve officer candidates. City Administrator Polanco confirmed that TCOLE certification is mandatory and that the timeline varies depending on each candidate's current stage in the training process. She noted the City does not currently have any qualified reserve candidates identified, though some patrol officer candidates from the prior chief search had shown promise in terms of attitude and may be considered.

Motion: Commissioner Buss moved to approve Ordinance No. 2026-19 establishing a Police Reserve Force for the City of Starbase pursuant to Texas Local Government Code Section 341.012, including qualifications, training standards, size limitations, and appointment procedures.

Second: Mayor Peden

Vote: 2-0. Motion passed unanimously.

F. COMMISSION / CITY ADMINISTRATOR COMMENTS

Item F.1 – Items of Community Interest

Pursuant to Texas Government Code Section 551.0415, the following items of community interest were shared:

- City Administrator Polanco announced the City's upcoming July 4th celebration to be held at Boca Chica Beach, a collaboration between the City and SpaceX. The event is expected to draw a large crowd; approximately 5,000 people attended last year's event. Planned enhancements based on lessons learned include additional portable restrooms, food trucks, a stage with live music, and SpaceX CyberTruck activations distributing merchandise. Fireworks were selected as the primary entertainment. City Administrator Polanco noted that the beach entrance will be graded on July 3rd to improve accessibility.
- Mayor Peden wished a Happy Juneteenth to those in attendance and expressed enthusiasm for the upcoming July 4th event, noting that beach cleaning efforts and entrance improvements should enhance the experience for attendees.

Item F.2 – City Administrator's Report

a. Financial and Budget Update

City Administrator Polanco reported that the City is in the middle of a significant transition in its finance processes, software, and team. Doug Martello, President of ZacTax, the City's finance services contractor, is leading efforts to build automation across the finance stack and develop live data dashboards to enable faster, real-time decision-making. The first dashboards are expected to be ready in July, coinciding with the start of budget deliberations.

The City Administrator outlined the following budget schedule:

- July Commission Meeting: Presentation of the preliminary budget for Commission feedback, including a preliminary tax rate estimate based on figures received from Cameron County. The City Administrator noted this schedule may be adjusted if a special meeting is held for Police Chief hiring. The county's final certified tax roll is expected in the last week of July.
- August Commission Meeting: Presentation of the final tax rate; posting of all required public notices and the proposed budget.
- September Commission Meeting: Public hearings on the tax rate and budget; action to adopt both.

Mayor Peden clarified that the county provides an appraisal of properties within the City, and the City then sets a tax rate based on that appraisal to fund City operations.

City Administrator Polanco noted that two bond notes are coming due: the first on June 29, 2026, and the second in September 2026. The City is processing the first payment. The overall cash position is healthy; however, several significant Police Department purchases are expected, requiring close budget monitoring. She expressed more concern about the months following fiscal year-end in October — specifically the gap between October and February, when the City expects to receive the bulk of its property tax revenue — than about closing out the current fiscal year. Commissioner Buss noted that the Police Department budget is approximately \$1.1 million and asked whether the City expected to close the year short; City Administrator Polanco estimated the deficit would be approximately \$100,000, though she noted the budget projection work is ongoing.

b. Building Permit Report – May 2026

City Administrator Polanco reported that construction activity is slowing as anticipated. Both commercial and residential inspections declined sharply in May, consistent with the completion of many active projects. Residential permits issued increased, reflecting projects coming online. No new commercial permits were issued in May. New applications have also declined, and the City expects this lower trend to continue through the summer before picking up in the fall.

c. Police Department Update

City Administrator Polanco reported the following:

- Chief Recruitment: Two in-person interviews were held during the week of the meeting, with additional candidates moving through the pipeline. The City Administrator expressed confidence that the current recruitment approach will result in a selection, and indicated a decision may be made as early as that weekend, potentially followed by an executive session to bring final candidates before the Commission.
- TCOLE: The updated business plan has been submitted and reviewed. Feedback was positive. TCOLE's only outstanding question concerned the reserve force and whether the budget supports part-time officer pay in the next year — an issue addressed by Ordinance No. 2026-19 and confirmed in the budget.
- Facility: The Police Department facility is nearly ready. The City Administrator invited Commissioners to visit separately during the latter part of the following week to avoid triggering a quorum.
- Major Upcoming Expenditures: Three significant purchases are being tracked — radios, cameras, and Tasers. Cameras and Tasers are expected to be procured through Axon. The

City Administrator emphasized that the SpaceX radio infrastructure sharing arrangement (addressed in Agenda Item D.2) represents an enormous cost savings, as independent radio infrastructure would have been unaffordable for the City.

- Policies: Draft Lexipol policies are complete and ready for review by the incoming Chief and City Attorney.

d. Boca Chica Beach Update

City Administrator Polanco provided the following updates:

- Dune Restoration Feasibility Study: The survey team completed the dune survey and completed approximately half of the wade survey before being interrupted by weather. The team is scheduled to resume the wade and hydrographic survey on June 27, with a preliminary data review meeting planned for June 30.
- Beach Cleaning: Gulf Coast Contractors, led by Charlie Crockett, launched beach cleaning operations during the week of the meeting, working through rain. In the first three days of operations, the crew removed approximately six truckloads of material from the beach entrance extending to the Mexican border. The City Administrator noted that Gulf Coast is documenting all work with metrics and photos, which will be included in future administrator reports and shared on social media. A full first pass of the beach is expected to take two to three weeks.
- Sea Turtle Rescue: City Administrator Polanco reported a notable sea turtle rescue involving Sea Turtle, Inc. A large loggerhead turtle — described as being the size of the bed of a Cybertruck — became trapped in the jetty rocks. Sea Turtle, Inc. mobilized a team including medical personnel and a specialized structure to safely retrieve the animal, which was transported to the Sea Turtle, Inc. facility. The turtle, now named Arlen, laid approximately 600 eggs that night and was released the following day in good health. The eggs are now in a federally protected corral. Mayor Peden noted this is the first loggerhead turtle ever documented at this location. The story will be shared on the City's social media channels.

e. Library Update

City Administrator Polanco reported the following progress on the Starbase Library:

- Two part-time librarians have been hired.
- Security contracts for software, hardware, and book ordering have been finalized.
- Approximately 300 book donations have been processed, with an additional 300 donations in progress.
- Eight new community volunteers have been onboarded.

Commissioner Buss noted the upcoming July 4th celebration and requested that City communications encourage attendees to respect sea turtle nesting markers on the beach, refrain from accessing the dunes, and carry out any trash they bring. City Administrator Polanco confirmed these messages would be incorporated into event communications.

SUMMARY OF ACTIONS TAKEN

Item	Description	Vote
D	Consent Agenda: Minutes of June 3, 2026 meeting; Resolution No. 2026-19 (SpaceX radio MOU); Ordinance No. 2026-18 (RMO designation amendment)	2-0 Unanimous
E.1	Ordinance No. 2026-17: Rezoning – approximately 33.93 acres from Mixed Use to Heavy Industrial District (west of Kingstone Ave. on SH 4)	2-0 Unanimous
E.2	Ordinance No. 2026-19: Establishing a Police Reserve Force pursuant to Texas Local Government Code § 341.012	2-0 Unanimous

G. ADJOURNMENT

There being no further business to come before the Commission, Mayor Peden moved to adjourn. The motion was seconded by Commissioner Buss. The motion passed unanimously. The meeting was adjourned at 7:28 p.m.

Respectfully submitted,

Gretchen Norton, City Clerk

City of Starbase

Approved by the City Commission on: _____

CITY OF STARBASE
City Commission Special Meeting
MINUTES

Date: Friday, June 26, 2026

Time: 2:01 p.m. – 3:15 p.m.

Location: 48491 State Highway 4, Starbase, Texas 78521

A. CALL TO ORDER AND QUORUM DETERMINATION

The special meeting of the City Commission of the City of Starbase was called to order at 2:01 p.m. by Mayor Bobby Peden. Also present were Commissioner Jordan Buss and Commissioner Lois Wallace. City Administrator Cayetana Polaco and City Clerk Gretchen Norton were also in attendance.

Three (3) of three (3) Commissioners were present, constituting a quorum.

B. PLEDGE OF ALLEGIANCE

Mayor Peden led those present in the Pledge of Allegiance.

C. PUBLIC COMMENT ON ALL AGENDA ITEMS

Mayor Peden opened the public comment period at 2:02 p.m. for all listed agenda items. Citizens wishing to speak were required to have submitted a speaker card to the City Clerk at least five (5) minutes before the start of the meeting. Comments were limited to two (2) minutes per individual.

City Clerk Gretchen Norton confirmed that no speakers had submitted cards. The public comment period was closed.

D. EXECUTIVE SESSION

Mayor Peden recessed the City Commission into Executive Session (closed meeting) at 2:03 p.m. pursuant to Chapter 551 of the Texas Government Code to discuss the following:

- Section 551.074: Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Public Safety Director/Police Chief for the City of Starbase.

The Executive Session was closed to the public.

E. RECONVENE INTO OPEN SESSION

Mayor Peden reconvened the City Commission into open session at 3:14 p.m. No action was announced as having been taken during Executive Session.

F. REGULAR SESSION

Item F.1 – Approval of Offer Letter: Public Safety Director / Police Chief

Mayor Peden introduced the item regarding discussion and action on the approval of an offer letter to hire a Public Safety Director/Police Chief for the City of Starbase.

Commissioner Buss expressed appreciation to City Administrator Cayetana Polanco and her team for their sustained efforts in sourcing and vetting candidates over the course of several months. He stated his confidence that the Commission has identified a strong candidate well-suited to the City.

Mayor Peden echoed Commissioner Buss's remarks, acknowledging the weight of the decision and the significant effort invested in the process by City staff. No further questions or comments were offered by the Commission.

Motion: Commissioner Buss moved to authorize the City Administrator to negotiate and extend an offer of employment to Glenn Bennett for the position of Public Safety Director/Police Chief for the City of Starbase.

Second: Commissioner Wallace

Vote: 3–0. Motion passed unanimously.

SUMMARY OF ACTIONS TAKEN

Item	Description	Vote
F.1	Authorization for City Administrator to negotiate and extend an offer of employment to Glenn Bennett for the position of Public Safety Director/Police Chief	3–0 Unanimous

G. ADJOURNMENT

There being no further business to come before the Commission, Mayor Peden moved to adjourn. The motion was seconded by Commissioner Buss. The motion passed unanimously. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Gretchen Norton, City Clerk
City of Starbase

Approved by the City Commission on: _____

**CITY OF STARBASE, TEXAS
ORDINANCE NO. 2026-20**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF STARBASE,
TEXAS, DESIGNATING THE DATA GOVERNANCE AND PROJECT MANAGER
AS ACTING CITY CLERK IN THE ABSENCE OF THE CITY CLERK;
AUTHORIZING THE ACTING CITY CLERK TO ATTEST OFFICIAL DOCUMENTS
AND AFFIX THE CITY SEAL; AND PROVIDING FOR RELATED MATTERS**

WHEREAS, the City of Starbase, Texas (the “City”) is a Type C General Law municipality under the laws of the State of Texas; and

WHEREAS, Texas Local Government Code § 24.052 requires the City to appoint a competent person as the Clerk of the City; and

WHEREAS, the City set forth the duties and powers of the City Clerk in Ordinance 2025-05-29-JO5-OR; and

WHEREAS, the City appointed Gretchen Norton as City Clerk on February 3, 2026, and administered to Ms. Norton the Oath of Office on the same day; and

WHEREAS, Texas Local Government Code § 24.052 authorizes the City to appoint municipal officers that the City Commission considers necessary and to define the powers of those officers; and

WHEREAS, the City Commission finds it necessary and in the public interest to ensure uninterrupted execution of official City business by designating an Acting City Clerk for periods when the City Clerk is absent or temporarily unable to perform such duties; and

WHEREAS, the Data Governance and Project Manager is a senior administrative officer of the City with custody of official City records and is well suited to perform the duties of City Clerk on a temporary basis;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF
STARBASE, TEXAS:**

Section 1. Designation of Acting City Clerk. The individual serving as the Data Governance and Project Manager of the City of Starbase, Texas, is hereby designated as Acting City Clerk and shall assume all statutory and administrative duties of the City Clerk whenever the City Clerk is absent from the City, temporarily incapacitated, or otherwise temporarily unable to perform the duties of the office.

Section 2. Authority to Attest Documents. While serving as Acting City Clerk, the Data Governance and Project Manager is authorized to sign, attest, certify, and otherwise authenticate all ordinances, resolutions, minutes, contracts, and other official documents of the City to the same extent and with the same legal effect as if performed by the City Clerk.

Section 3. Authority to Affix the City Seal. While serving as Acting City Clerk, the Data Governance and Project Manager is authorized to hold and affix the official corporate seal of the City of Starbase to any document that the City Clerk would be authorized to seal, including but not limited to ordinances, resolutions, contracts, certifications, and instruments filed with any governmental entity.

Section 4. Triggering Conditions. The authority granted in Sections 2 and 3 is effective automatically upon the City Clerk's absence or temporary inability to perform the duties of the office. No formal proclamation, resolution, or additional action by the City Commission is required to activate this designation. The Acting City Clerk shall note on any document attested or sealed during an absence: "Attested by Acting City Clerk pursuant to Ordinance No. 2026-20."

Section 5. Limitations. The authority conferred by this Ordinance is temporary in nature and does not constitute appointment to or vacation of the office of City Clerk. The Data Governance and Project Manager shall not exercise the authority granted herein while the City Clerk is present and able to perform the duties of the office. Nothing in this Ordinance shall be construed to affect the City Clerk's permanent duties, compensation, or status.

Section 6. In the event that the Data Governance and Project Manager is unavailable to serve as Acting City Clerk, in the determination of the City Administrator, the City Administrator shall designate another City staff member to serve as the Acting City Clerk.

Section 7. Conflicts. Any prior ordinances, resolutions, or provisions of the Starbase City Code inconsistent with this Ordinance are hereby superseded to the extent of the conflict.

Section 8. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

Section 9. Effective Date. This Ordinance shall take effect immediately upon adoption, as provided by Texas Local Government Code § 52.011.

PASSED AND APPROVED by the City Commission of the City of Starbase, Texas, on this 14th day of July, 2026.

CITY OF STARBASE, TEXAS

Bobby Peden, Mayor

ATTEST:

Gretchen Norton, City Clerk

APPROVED AS TO FORM:

Caleb Rush, City Attorney

S T A R B A S E

CITY COMMISSION AGENDA MEMO

TO: Mayor and City Commission

FROM: City Administrator

MEETING DATE: July 14, 2026

ITEM: E.1 – Ordinance No. 2026-21

SUMMARY: The City Commission is requested to consider and approve Ordinance No. 2026-21, which updates the office, duties, and compensation of the City Administrator and repeals and replaces Ordinance No. 2025-05-29-J02-OR in its entirety.

BACKGROUND: This ordinance restates the City Administrator's role in a single, current document and makes two additions to the position's authority:

- **Authority to sign no-cost agreements.** The City Administrator may sign MOUs, letters of intent, and other agreements that create no financial obligation for the City.
- **Tax-rate responsibilities.** The City Administrator is designated as the officer responsible for calculating the City's tax rates under Section 26.04 of the Texas Tax Code, along with the related certification and posting duties.

STAFF RECOMMENDATIONS: It is recommended that the City Commission approve Ordinance No. 2026-21 as presented.

MOTION: “I move to approve Ordinance No. 2026-21 updating the powers, duties, and compensation of the City Administrator, and repealing and replacing Ordinance No. 2025-05-29-J02-OR.”

ATTACHMENTS:

- Ordinance No. 2026-21 – City Administrator Roles and Responsibilities

CITY OF STARBASE, TEXAS
ORDINANCE NO. 2026-21

**AN ORDINANCE OF THE CITY OF STARBASE, TEXAS, REPEALING AND REPLACING
ORDINANCE NO. 2025-05-29-J02-OR; PROVIDING FOR THE OFFICE, TERM,
COMPENSATION, AND DUTIES OF THE CITY ADMINISTRATOR, INCLUDING THE
EXERCISE OF DELEGATED POWERS SUBJECT TO STATED CONDITIONS; PROVIDING
FOR A REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR ENGROSSMENT
AND ENROLLMENT OF THIS ORDINANCE; AND PROVIDING FOR PUBLICATION AND AN
EFFECTIVE DATE.**

WHEREAS, the City of Starbase, Texas (“City”) is a Type C general-law municipality located in Cameron County, Texas, created in accordance with Chapter 8 of the Texas Local Government Code and operating under the commission form of government; and

WHEREAS, under Section 24.051, Texas Local Government Code, the governing body of the City may appoint a municipal attorney and other officers that the governing body considers necessary, and may define the duties of those officers; and

WHEREAS, the City Commission created the office of city administrator by Ordinance No. 2025-05-29-J02-OR, passed and approved on May 29, 2025; and

WHEREAS, the City Commission finds and determines that the office of City Administrator remains necessary to the good government and efficient administration of the City; and

WHEREAS, by Ordinance No. 2025-11-19-F02-OR, passed and approved on November 19, 2025, the City adopted the powers and authority of a Type A general-law municipality, without limitation, under Section 51.052, Texas Local Government Code; and

WHEREAS, Section 22.072, Texas Local Government Code, authorizes the governing body to prescribe the powers and duties of a municipal officer whose duties are not otherwise set by statute; and

WHEREAS, the City Commission adopted the City of Starbase Purchasing Policies by Resolution No. 2026-8, effective March 18, 2026, which govern the procurement of goods and services by the City and the thresholds at which City Commission approval is required; and

WHEREAS, the City Commission deems it necessary and in the public interest, in order to provide for the good and efficient administration of the City, to further define the powers and duties of the City Administrator; and

WHEREAS, the City Commission finds that repealing and replacing Ordinance No. 2025-05-29-J02-OR in its entirety, as provided in this Ordinance, is in the best interest of the public health, safety, and general welfare of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF STARBASE, TEXAS:

SECTION 1. Recitals. The City Commission finds all of the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

SECTION 2. Repeal and Replacement. Ordinance No. 2025-05-29-J02-OR is hereby repealed in its entirety and replaced by this Ordinance.

SECTION 3. Office. Subject to the terms hereof, there is hereby continued the office of City Administrator, and the person filling such office shall be responsible for the day-to-day, non-legislative functions of the City as may be specifically directed by the Mayor and approved by the City Commission of the City.

SECTION 4. Term. The term of employment of any person employed to fill such office shall be at the will of the City Commission of the City.

SECTION 5. Compensation. The compensation for such employee shall be as determined by the City Commission and such compensation shall be reviewed annually by the City Commission.

SECTION 6. Continued Service of Current City Administrator. The person serving as City Administrator on the effective date of this Ordinance shall continue to serve in that office upon the same terms of employment and without the need for reappointment or new hiring, and nothing in this Ordinance requires the appointment or hiring of a new City Administrator.

SECTION 7. City Administrator Duties. The City Administrator, subject to limitations defined in resolutions and ordinances of the City and state statutes, shall be the chief administrative officer of the City, responsible directly to the Mayor and City Commission for the proper administration and management of the business affairs of the City including individual City departments, pursuant to the statutes of the State and the ordinances of the City, and the resolutions, board motions and directives of the City Commission, with powers and duties as follows:

A. General Duties

1. Exercise discretionary power to manage the City and all departments in order to carry out directives of the Mayor and City Commission which require administrative implementation, reporting promptly to the Mayor any difficulties encountered;
2. Exercise discretionary power to manage and be responsible for the administration of all day-to-day operations of the City government including the monitoring of all city ordinances, resolutions, Commission meetings and state statutes;

3. Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all non-statutory positions of the City; and submit it to the City Commission for adoption as the official organization and administrative procedure for the City;
4. Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of the city government according to current practices in local government, not inconsistent with paragraph 2 above or directives of the Mayor and City Commission;
5. Attend, or appoint a representative to attend, as a non-voting staff member, all meetings of boards, commissions and committees of the City;
6. Keep informed, under the guidance of the City Attorney, concerning current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations on those matters to the City Commission;
7. Represent the Mayor and City Commission in matters involving the city.
8. Facilitate communications between citizens and city government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention by a city official, and to ensure that all such matters are resolved;
9. Communicate and correspond on behalf of the City with the public, the news media, other governmental entities, and state and federal agencies, and serve as the City's spokesperson on administrative and operational matters, consistent with the policies and directives of the Mayor and City Commission.
10. Promote the economic well-being and growth of the City through public and private sector cooperation.

B. Responsibilities to City Commission

1. Attend all meetings of the City Commission required in the performance of their duties, unless excused by the Mayor;
2. In coordination with the Mayor, the City Commission and the City Clerk, ensure that agendas are prepared for all meetings of the City Commission, together with such supporting material as may be required; with nothing in this subsection being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the City Commissioners;
3. Assist the City Attorney in the preparation of ordinances and resolutions as requested by the Mayor or the City Commission, or as needed;

4. Keep the Mayor and City Commission regularly informed about the activities of the Administrator's office by oral or written reports at regular and special meetings of the City Commission;
5. Receive directives from the Mayor in the event that action normally requiring City Commission approval is necessary in emergency situations at a time when the City Commission cannot meet.

C. Personnel

1. Be responsible for the administrative direction and coordination of all employees of the City;
2. Manage and direct the work of City employees;
3. Appoint, promote, discipline, suspend, and remove any employee of the City whose appointment is not required by law to be made by the City Commission. Any such action is effective immediately and remains in effect unless the City Commission, by majority vote, overturns the action within sixty (60) calendar days after it is taken;
4. For any position for which appointment is required by law to be made by the City Commission, the City Administrator may (i) make a temporary or acting appointment effective immediately, subject to confirmation by the City Commission within sixty (60) calendar days; and (ii) suspend or remove the officer effective immediately, subject to affirmative ratification by the City Commission within sixty (60) calendar days. If the City Commission does not ratify a removal within that period, the officer shall be reinstated with back pay for the interim period. Reinstatement with back pay under this paragraph applies only to the interim period and does not create a property interest in, or a just-cause standard for, continued employment;

D. Budgeting, Taxing, and Financial Authority

1. Be responsible for preparation, posting and publishing including all official notices required, of the annual City budget and City budget proceedings in accordance with guidelines as may be provided by the City Commission and pursuant to State statutes, for review and approval by the Mayor and City Commission;
2. Administer the budget as adopted by the City Commission;
3. Report regularly to the City Commission on the current fiscal position of the City;
4. Supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting procedures established by the City Commission and any limitations contained in the State statutes.

5. Calculate the no-new-revenue tax rate and the voter-approval tax rate for the City as required by Section 26.04(c), Tax Code; the City Administrator is designated as the officer of the City responsible for that calculation under that Section and shall perform the related certification, submission, and posting duties required by Section 26.04;

E. Contracts and Agreements

1. Negotiate, execute, modify, and terminate memoranda of understanding, letters of intent, and similar instruments that impose no financial obligation on the City;
2. Negotiate, execute, modify, and terminate contracts and agreements for which neither the City's Purchasing Policies nor state law requires City Commission approval, including agreements under which the City's only obligation is to provide services or perform duties within the authority of the City and its staff;
3. Accept and provide for receipt of funds owed to the City, and promptly deliver them to the City's financial officer or depository for deposit and custody, consistent with the City's financial management and investment policies;
4. Apply for any grant, gift, or award on behalf of the City, and accept any grant, gift, or award for which the grant and any required matching funds are already identified in the adopted budget, except where acceptance requires City Commission action under the terms of the grant or applicable law;
5. With the concurrence of the City Attorney, settle or compromise a claim against or by the City involving payment of \$50,000 or less, provided the settlement is payable from appropriated funds or insurance and does not require amendment of an ordinance, resolution, or the budget;
6. Make and document in writing a determination that a procurement is exempt from competitive bidding as a sole-source procurement under Section 252.022, Local Government Code; for any such procurement at or above \$50,000, the determination requires the concurrence of the City Attorney. A determination under this paragraph exempts the procurement from competitive bidding only and does not authorize award of a contract that otherwise requires City Commission approval, and each such determination shall be included in the quarterly report required under this Subsection;

The exercise of authority under paragraphs (1) through (6) of this Subsection is subject to the following conditions:

- (a) any contract or agreement involving payment by or to the City of more than \$50,000 shall be reviewed and approved as to form by the City Attorney before execution;

- (b) each action shall be consistent with the adopted budget and applicable City policies and shall not conflict with any ordinance, resolution, or directive of the City Commission;
- (c) if a proposed action would require the City Administrator to file an affidavit under Chapter 171, Local Government Code, the City Administrator shall not act under this Subsection with respect to that matter and shall instead file the required affidavit and refer the matter to the City Commission for action, and each member of the City Commission required to file an affidavit under Chapter 171 shall do so before the City Commission acts on the matter;
- (d) the City Administrator shall keep a written record of the contracts, agreements, funds, grants, settlements, and sole-source determinations made under this Subsection; and
- (e) the City Administrator shall report to the City Commission at least quarterly regarding the actions taken under this Subsection, and shall promptly notify the Mayor of any matter that, in the City Administrator's judgment, involves significant public interest or policy sensitivity.

F. Administration, Rules, and Delegation

1. In furtherance of paragraph 4 of Subsection A, adopt administrative rules, procedures, and directives that are binding on the City's departments, officers, and employees;
2. Adopt reasonable rules to implement and administer any ordinance or resolution of the City that does not expressly provide otherwise, provided such rules are consistent with the ordinance or resolution and do not violate other law; a rule adopted under this paragraph is enforceable against the public only to the extent the underlying ordinance so provides, and only after the rule is made available to the public, including by posting on the City's website;
3. Serve as, and designate in writing the individuals who serve as, the City's Investment Officer under Chapter 2256, Government Code, the City's Records Management Officer under Chapter 203, Local Government Code, the City's public information coordinator, and any deputy officers; each designation shall be documented in writing, made available to the public, including by posting on the City's website, and filed with any state agency as required by law;
4. Appoint a person to serve in an acting capacity in any non-elected office or position of the City that is temporarily vacant, if no other ordinance or law of the City provides who is to serve in that acting capacity during the temporary vacancy;
5. Delegate in writing any authority under this Section to an appropriate City employee, provided the delegated authority remains subject to the same limitations that apply to the City Administrator, who remains accountable for the authority so delegated;

6. Designate in writing an Acting City Administrator to exercise all or part of the authority of the office during the City Administrator's temporary absence or incapacity.

SECTION 8. Reimbursable Expenses. The City Administrator shall be entitled to have expenses reimbursed as would any other employee or officer of the City of Starbase, Texas.

SECTION 9. Penalty. Any person, firm, or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punishable by a fine not to exceed \$2,000 for all violations involving fire safety, or public health and sanitation, and shall be fined not more than \$500 for all other violations of this Ordinance. Each day or any portion thereof during which any violation of this Ordinance occurs or continues shall be deemed a separate offense and upon conviction thereof shall be punishable as herein provided.

SECTION 10. Severability. It is hereby declared to be the intention of the City Commission that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Commission without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 11. Repealer. This Ordinance shall be cumulative of all provisions of the ordinances and resolutions of the City of Starbase, as amended, affecting the office and duties of the City Administrator, and shall not repeal any of the provisions of such ordinances and resolutions except in those instances where provisions of such ordinances and resolutions are in direct conflict with the provisions of this Ordinance.

SECTION 12. Engrossment/Enrollment. The City Clerk is hereby directed to enroll and engross this Ordinance by copying the exact Caption and Effective Date clause in the minutes of the City Commission and by filing this Ordinance in the Ordinance Records of the City.

SECTION 13. Publication. The City Clerk is hereby directed to publish the caption, penalty clause, and effective date of this Ordinance as provided by law.

SECTION 14. Effective Date. This Ordinance shall become effective upon its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED by the City Commission of the City of Starbase, Texas, on this 14th day of July, 2026.

CITY OF STARBASE, TEXAS

Bobby Peden, Mayor

ATTEST:

Gretchen Norton, City Clerk

APPROVED AS TO FORM:

Caleb Rush, City Attorney