

**MINUTES OF A REGULAR MEETING
OF THE CITY OF PORT ISABEL COMMISSION**

DATE: January 25, 2022
TIME: 7:00 p.m.
PLACE: City Commission Chambers Meeting Room

MEMBERS PRESENT: Juan Jose "JJ" Zamora Mayor
Martin Cantu Jr., Commissioner Place No. 1
Martin C. Cantu, Commissioner Place No. 3
Jared Hockema, City Manager
Gilbert Hinojosa, City Attorney
Susie Alcocer, City Secretary
Nadini Jee, Assistant City Secretary

MEMBERS ABSENT Carmen Rios, Commissioner Place No. 2 &
Jeffery David Martinez, Commissioner Place No. 4

ALSO PRESENT: Sandra Holland

ORDER OF BUSINESS

I. CALL TO ORDER

Juan Jose "JJ" Zamora Mayor called the meeting to order at 7:00 pm.

II. INVOCATION

City Attorney Gilbert Hinojosa gave the invocation.

III. PLEDGE OF ALLEGIANCE

City Commission led the Pledge of Allegiance.

IV. PUBLIC COMMENT/ OPEN FORUM: PLEASE NOTE :

- o Any person with business before the Commission, not scheduled on the Agenda as a Public hearing may speak to the commission.
- o Public Comment Forms are located on the table at the entrance of the City Chambers meeting Room.
[For further information, contact the Office of the City Secretary]
- o Public Comment Forms must be filled out and presented to the City no later than fifteen (15) minutes prior to scheduled start of the meeting, to be considered and recognized.
- o The speaker must state his/her full name before speaking.
- o There is a three (3) minute time limit per speaker .
- o Public Comment Forms are not accepted after 6:45 p.m.
- o PowerPoint Presentations are not conducted during the public comment period.

Mr. Spencer McNeil approached the City Commission asking if the bond for his deck can be waived.

V. CONSENT AGENDA ITEMS :

1. 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.

a. Consideration and approval of budget amendments and/or salary schedule.
None

b. Minutes of:

Special Meeting November 30, 2021

Special Meeting December 20, 2021

Commissioner Martin C. Cantu motioned second by Commissioner Martin Cantu Jr., and all voting

"aye" to approve the above minutes.

VI. REGULAR REPORTS

- **Update reports from Department Heads [Administration, EDC Revolving Loan, EMS, Fire, Public Works, Museum, PI Event & Cultural Center, Library and Police]**

City Manager Jared Hockema informed the City Commission on the following:

- With COVID it impacts the employees a lot and we've had a few employees out so I have ordered many COVID tests also a testing machine. The employees get tested in the office and take some home to test their families.
- We are making progress on the installation on the Lighthouse lens Texas Historic Commission came to see Valerie on the platform that is being constructed to hold the lens. As soon as we receive the Lighthouse lens, we will have a big announcement it will be in display for awhile and later it will be installed in the Lighthouse.
- We would like to have a plan to expend the payment to the Port Isabel Volunteer Fire Fighters by having them to stay at the Fire Department over night in case of an emergency. Maybe we will have more participants at fire calls.
- Siglar Winston Engineer, Isaac was out at the medians doing inspections and informed me that in the next two weeks they will be working on landscape and doing the letters on the sign at Port Road. The parking lot on the "Welcome Sign" has been done they will start working on the landscaping next.
- On Galvan Park a letter has been sent to the Contractor's Bond Company on the obligations they have to complete the project. The Contractor has finished the punch list items and it's already passed the deadline that we gave them to finish the project.
- The Boat Program with GLO to pick up old vessels has had good coverage KRGV came and interviewed Assistant to the City Manager John Sandoval. It will go through Saturday Commissioner Martin Cantu Jr., asked about courts, why it was closed he had received many complaints. We let him know that the Court Clerk Employee had COVID and she would be in tomorrow.
Mayor Juan Jose "JJ" Zamora received complaints about the rip raft behind city hall. John Sandoval stated that they sent him a letter stating that no permits will be issue to this property until they clean all the rip raft.

VII. NEW BUSINESS

Commissioner Martin C. Cantu motioned second by Commissioner Martin Cantu Jr., and all voting "aye" to wave reading the caption of Resolution No. 01-25-2022-01.

1. **Discussion and potential action to approve Resolution No. 01-25-2022 -01: A Resolution by the Port Isabel City Commission approving Mayor's Order of Election and Notice of Municipal Election of May 7, 2022 for the purpose of electing the Mayor, City Commissioner Place 1, City Commissioner Place 2. Authorizing the City Secretary to arrange the costs for the election; Designating election precincts; Appointing Election Officials; Establishing pay rates for election workers; Providing for Notice of said election; Providing for Early Voting; providing for the use of the ES&S Automark System to comply with the Help America Vote Act (HAVA); Providing for the Early Voting Ballot Board; Establishing regular business hours of the City Secretary's Office. [City Secretary, Susie Alcocer]**

Discusión y posible acción para aprobar la Resolución 01-25-2022 -01: Una Resolución de la Comisión de la Ciudad de Puerto Isabel aprobada por la Orden de Elección y Notificación de la Elección Municipal del Alcalde - día siete de mayo de 2022 - para el fin de elegir al Alcalde, Comisionada de la Ciudad Lugar 1 y una Comisionada de la Ciudad de Lugar 2. Autorizar la Secretaría de la Ciudad para organizar los gastos de la elección; designar precinto electoral; Nombrar Oficiales Electorales; El establecimiento de tasas de remuneración para los trabajadores electorales; Proveer Anuncio de dicha elección; Proveer para votación temprana; por el uso de la ES & S Automark sistema para dar cumplimiento a la Ley Ayuda a América a Votar (HAVA), para la Prestación de la Junta de Boleta de votación temprana, que establece el horario de atención normal del Secretario. [secretaría de la Ciudad, Susie Alcocer]

Commissioner Martin C. Cantu motioned second by Commissioner Martin Cantu Jr., and all voting "aye" to approve Resolution No. 01-25-2022-01: A Resolution by the Port Isabel City Commission approving Mayor's Order of Election and Notice of Municipal Election of May 7, 2022 for the purpose of electing the Mayor, City Commissioner Place 1, City Commissioner Place 2.

Authorizing the City Secretary to arrange the costs for the election; Designating election precincts; Appointing Election Officials; Establishing pay rates for election workers; Providing for Notice of said election; Providing for Early Voting; providing for the use of the ES&S Automark System to comply with the Help America Vote Act (HAVA); Providing for the Early Voting Ballot Board; Establishing regular business hours of the City Secretary's Office.

2. **Discussion and potential action to approve a request from Cameron County to designate Port Isabel City Commission Chambers Meeting Room as the Early Voting and Election Day site for the Democratic and Republican Primary Election from Monday, February 14 thru Friday February 25 to be held on Tuesday, March 01, 2022 . [City Manager Jared Hockema]**
Commissioner Martin C. Cantu motioned second by Commissioner Martin Cantu Jr., and all voting "aye" to approve a request from Cameron County to designate Port Isabel City Commission Chambers Meeting Room as the Early Voting and Election Day site for the Democratic and Republican Primary Election from Monday, February 14 thru Friday February 25 to be held on Tuesday, March 01, 2022.
3. **Discussion and potential action to approve the bills . [City Manager Jared Hockema]**
Commissioner Martin C. Cantu motioned second by Commissioner Martin Cantu Jr., and all voting "aye" to approve the bills.
4. **Discussion and potential action to allow Building Inspector Joshua Garza and Building Administrative Myra Cruz to attend the Building Professional Institute in Houston, Texas March 7-9, 2022. [Building Inspector Joshua Garza]**
Mayor Juan Jose "JJ" Zamora motioned second by Commissioner Martin Cantu Jr., and all voting "aye" to allow Building Inspector Joshua Garza and Building Administrative Myra Cruz to attend the Building Professional Institute in Houston, Texas March 7-9, 2022.
5. **Discussion and possible action to enter into a contract with Holt for preventative maintenance for generators located at the Police Department and EOC. [Assistant to the City Manager John Sandoval]**
Commissioner Martin C. Cantu motioned second by Commissioner Martin Cantu Jr., and all voting "aye" to enter into a contract with Holt for preventative maintenance for generators located at the Police Department and EOC.
6. **Discussion and potential action to enter in to a service agreement with Smartcom for dedicated internet service. [Assistant to the City Manager John Sandoval]**
Commissioner Martin Cantu Jr., motioned second by Commissioner Martin C. Cantu and all voting "aye" to enter in to a service agreement with Smartcom for dedicated internet service.
7. **Discussion and possible action to enter into a service agreement with 8x8 for a hosted phone system. [Assistant to the City Manager John Sandoval]**
Mayor Juan Jose "JJ" Zamora motioned second by Commissioner Martin C. Cantu and all voting "aye" to enter into a service agreement with 8x8 for a hosted phone system.
8. **Discussion and potential action to appoint Jerry Lopez and Hector Valdez as a reserve officer , pursuant to the requirements of Chapter 341 of the Texas Local Government Code . [Chief Robert Lopez]**
Commissioner Martin C. Cantu motioned second by Commissioner Martin Cantu Jr., and all voting "aye" to appoint Jerry Lopez and Hector Valdez as a reserve officer, pursuant to the requirements of Chapter 341 of the Texas Local Government Code.
9. **Discussion and potential action to establish Section 457 retirement plan for city employees . [City Manager Jared Hockema]**
Mayor Juan Jose "JJ" Zamora motioned, second by Commissioner Martin C. Cantu and all voting "aye" to approve to deduct 2% of every employee's paycheck and the City will pay the administration fee for the Section 457 Retirement Plan.

VIII. ADJOURNMENT

Commissioner Martin C. Cantu motioned, second by Commissioner Martin Cantu Jr., and all voting "aye" to adjourn at 7:40 pm.

CITY OF PORT ISABEL, TEXAS

Juan Jose "JJ" Zamora Mayor

ATTEST:

Susie Alcocer, CITY SECRETARY