



AGENDA MEMORANDUM

First Reading Ordinance for the City Council Meeting July 15, 2025
Second Reading Ordinance for the City Council Meeting July 22, 2025

DATE: June 24, 2025

TO: Peter Zaroni, City Manager

FROM: Sergio Villasana, Director of Finance and Procurement
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Ordinance authorizing submission of reimbursement requests to the Texas Department of Emergency Management, Coastal Bend Regional Advisory Council, Texas A&M University—Extension Service, and the Texas Emergency Medical Task Force; and, upon receipt of funds, acceptance and appropriation in the Emergency Management Grants Fund for budgeting and accounting purposes, and execution of all necessary documents.

CAPTION:

Ordinance authorizing submission of reimbursement requests to the Texas Department of Emergency Management, Coastal Bend Regional Advisory Council, Texas A&M University—Extension Service, and the Texas Emergency Medical Task Force; and, upon receipt of funds, accepting and appropriating in the Emergency Management Grants Fund for budgeting and accounting purposes; and execution of all necessary documents.

SUMMARY:

This ordinance will authorize the Corpus Christi Fire Department to submit reimbursement requests for costs incurred during emergency response deployments requested by the Texas Department of Emergency Management (TDEM), Coastal Bend Regional Advisory Council (CBRAC), Texas A&M University – Extension Service (TEEX), and the Texas Emergency Medical Task Force (EMTF) under existing Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs). These reimbursements cover personnel costs, overtime, backfill expenses, lodging, supplies, and equipment usage (e.g., fire trucks, ATVs, trailers) incurred during state-authorized deployments.

Unlike competitive grants, which involve applications, these funds are reimbursement for expenses already incurred during deployments. For budgeting and accounting consistency, these funds are recorded in the Emergency Management Grants Fund due to their external funding source and associated compliance requirements. This ordinance ensures efficient processing of reimbursements while adhering to City financial protocols.

The City Manager, or designee, may reject or terminate these reimbursement agreements. Furthermore, the City Manager, or designee, is authorized to execute contract amendments pertaining to these reimbursement funds in the following instances: a) for the carry-over of funds, when ascertained and approved by the funding agency through a revised notice of award; b) a no-cost extension; c) when an amendment will provide supplemental funds in an amount not to exceed 20% of the original reimbursement amount; d) for reimbursement increases of administration funds for each participant served; e) to comply with applicable State or federal laws and regulations; and f) for matters which do not change the essential purpose of the reimbursement agreement.

Furthermore, this ordinance authorizes the City Manager or his designee to execute MOUs and MOAs, to include Data Use Agreements and Business Associate Agreements, that enhance program services with no exchange of funds.

BACKGROUND AND FINDINGS:

The Texas Department of Emergency Management (TDEM), Coastal Bend Regional Advisory Council (CBRAC), Texas A&M University – Extension Service (TEEX), and the Texas Emergency Medical Task Force (EMT-F) coordinate emergency medical resources and assets for both disaster response and training across the State of Texas and the United States. TDEM is a key state agency providing disaster preparedness and response. CBRAC works with regional healthcare providers and emergency management agencies to coordinate medical disaster response and preparedness. TEEX is an internationally recognized leader in emergency response training, workforce training and technical assistance. EMTF mobilizes medical resources, including personnel and assets from emergency services, fire departments, and government agencies, to support scalable disaster response.

These agencies operate under MOUs or MOAs with the Corpus Christi Fire Department, requesting deployments of personnel and equipment for state-authorized emergency response activities. The agencies fully reimburse the City for associated costs, including salaries, overtime, backfill, lodging, supplies, and equipment usage. Unlike traditional grants, these reimbursements are not competitively awarded; they are contractual repayments for expenses incurred while fulfilling state requests. However, because the funds often originate from state or federal programs (e.g. FEMA Public Assistance) and carry strict documentation and auditing requirements, the City's Finance Department classifies them as grants for budgeting and accounting purposes to ensure compliance and streamlined tracking.

In FY 2025, the City received approximately \$361,661.29 for five emergency response deployments. The City has participated in these types of programs for 26 years, demonstrating a longstanding partnership with the State of Texas during emergency response needs.

ALTERNATIVES:

The Council may choose not to approve this ordinance, requiring the Fire Department to present each reimbursement request individually to City Council as they occur, which could delay fund processing and impact operational efficiency.

FISCAL IMPACT:

There will be no impact in the form of a cash match, as the agreements cover actual costs incurred during deployments.

Funding Detail:

Fund: 1063 Emergency Management Grant Fund
Organization/Activity: 89 Grants & Capital Project Funds/ various
Department: 10 Fire Department
Account: various

RECOMMENDATION:

Staff recommend approval of the ordinance to authorize reimbursement requests, acceptance, and appropriation as presented.

LIST OF SUPPORTING DOCUMENTS:

Ordinance
Presentation