



**TAKE NOTICE THAT A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE CITY OF PHARR, TEXAS
WILL BE HELD AT CITY HALL, COMMISSIONERS' ROOM,
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS
COMMENCING AT 5:00 P.M. ON
MONDAY, JUNE 6, 2016**

The City of Pharr has called this meeting as allowed pursuant to Texas law, city charter, and Ordinance O-2015-28. The governing body may recess from day to day when it does not complete consideration of a particularly long subject as authorized by law. All persons desiring to address the governing body must register with the presiding city clerk prior to the scheduled meeting.

1. CALL TO ORDER:

- A) Roll call and possible action on the excusing of any absent member of the governing body.
- B) Pledge of Allegiance/Invocation.

2. CITY MANAGER'S REPORTS: *(City Manager's Administrative Reports and discussion, if any, with governing body. The City Manager may also assign a designated spokesperson for any particular listed topic)*

- A) City Engineer's Report
- B) City Events of Interest
- C) Special Recognitions

3. PUBLIC COMMENTS/PUBLIC HEARINGS:

- A) **PUBLIC COMMENTS:** *(Ordinance No. O-2015-28) A registered speaker may speak on several items or topics of public concern; however, a speaker may not exceed three (3) minutes as a whole when addressing the board. A registered speaker may not donate time to another speaker. No more than five (5) registered persons may speak at a scheduled meeting. A sign-in form must be filled out prior to the meeting to allow the registered speaker to address the governing body.*
- B) **PUBLIC HEARING on Development Services Cases:** *(Ordinance No. O-2015-28). A registered speaker during the public hearing may not exceed three (3) minutes when addressing the board. A sign-in form for participation in public a hearing shall be promulgated by the city clerk and be made available at the city clerk's office. The public hearing sign-in form shall include the person or entity's name, address, telephone number, other contact information, organization if applicable, and other notices, authorizations, and acknowledgements as may be allowed by law from time to time. No registered speaker may be allowed to address the governing body once the public hearing has closed.*

4. **CONSENT AGENDA:** *(All items listed under consent Agenda are considered to be routine and non-controversial by the Governing Body and will be enacted by one motion. Any Commissioner may remove items from the consent agenda by making such request prior to a motion and vote on the Consent Agenda)*
- A) Approval of minutes for May 16, 2016 – Regular Called Meeting; and May 23, 2016 – Special Called Meeting. (ADMINISTRATION)
- B) Consideration and action, if any, approving list and authorize public auction of City of Pharr Departments' surplus, awarded, unclaimed and seized property. (POLICE)
- C) Consideration and action, if any, on Ordinance amending Ordinance No. O-2015-29 adopting the City of Pharr Purchasing Manual. (FINANCE) **2nd Reading**
- D) Consideration and action, if any, on Development Services Cases:
1. Aurelio Cadena, d/b/a Tejas Restaurant, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C). The property is legally described as Lot 11, Maco Industrial Park Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 1308 Maco Drive. **CUP#970325**
 2. Luby's Bevco Inc. d/b/a Luby's Cafeteria, is requesting renewal of the Conditional Use Permit and Late Hours Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C). The property is legally described as Lot 1, El Centro Mall No. 2 Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 1900 West Expressway 83. **CUP#130419**
 3. Alba Dora Pedraza, d/b/a Sepi's is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Business District (C-2). The property is legally described as Lot 22, Block 30, Pharr Original Townsite Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 212 West State Street. **CUP#120423**
 4. Juan F. Garza, d/b/a Muelle 37, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C). The property is legally described as being a 0.073-acre tract of land, more or less, out of Lot 2, Browning Commercial Area Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 1000 North Cage Boulevard, Suite A. **CUP#150325**
 5. Maria Dolores Montenegro, d/b/a Pato's Place, is requesting the renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Business District (C-2). The property is legally described as the West 8.6 feet of Lot 29 and all of Lot 30, Block 30, Pharr Original Townsite Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 226 West State Avenue. **CUP#990583**

6. Gumercindo Ortega and Maria Luica Ortega have filed with the Planning and Zoning Commission a request for a change of zone from an Office Professional District (O-P) to a Neighborhood Commercial District (N-C). The property is legally described as being Lot 1, Block 2, San Patricia Acres Subdivision, Pharr, Hidalgo County, Texas. The property is physically located at 901 West Lee Street. **COZ#160421**
7. Gumercindo Ortega representing Gloria Ortega de Baez, has filed with the Planning and Zoning Commission a request for a change of zone from an Office Professional District (O-P) to a Neighborhood Commercial District (N-C). The property is legally described as being Lot 2, Block 2, San Patricia Acres Subdivision, Pharr, Hidalgo County, Texas. The property is physically located at 901 West Lee Street. **COZ#160422**

REGULAR AGENDA – OPEN SESSION:

5. ORDINANCES AND RESOLUTIONS:

- A) Consideration and action, if any, on Ordinance amending Ordinance No. O-2015-44 rental of city facilities. (EVENTS CENTER)
- B) Consideration and action, if any, on Ordinance establishing and creating the Mayor's Chairman Commission; providing and prescribing for powers, duties and responsibilities of all chairmen; and providing for an appointment process for all chairmen. (ADMINISTRATION)
- C) Consideration and action, if any, on Resolution appointing one board member as Chairman of their respective board and/or committee to the Mayor's Chairman Commission. (ADMINISTRATION)
- D) Consideration and action, if any, on Resolution cancelling/re-scheduling the City Commission meeting of July 4, 2016. (ADMINISTRATION)
- E) Consideration and action, if any, on Resolution adopting the updated Other Post-Employment Benefit Program Investment Policy. (FINANCE)
- F) Consideration and action, if any, on Resolution approving the City of Pharr Investment Policy. (FINANCE)
- G) Consideration and action, if any, on Resolution authorizing BBVA Compass Bank account for the procurement card (P-Cards) program. (FINANCE)
- H) Consideration and action, if any, on Resolution appointing/re-appointing one (1) regular member to the Planning & Zoning Commission. (DEVELOPMENT SERVICES)
- I) Consideration and action, if any, on Resolution authorizing the City of Pharr to submit a grant application to the Texas Water Development Board for a City-wide Flood Protection Planning Study. (ENGINEERING)

6. ADMINISTRATIVE:

- A) Consideration and action, if any, awarding bid for Concrete Repair Work for Single Machine Repaving Project Year 1 – Phase B. (ENGINEERING)
- B) Consideration and action, if any, on request to the Texas Department of Transportation for traffic signal improvements at Newcombe (Park) Avenue and South Cage Blvd. (ADMINISTRATION)
- C) Consideration and action, if any, on request to the Texas Department of Transportation for traffic improvements at South Jackson Road. (ADMINISTRATION)
- D) Consideration and action, if any, on letter of support to Pharr-San Juan-Alamo Independent School District for Emergency Medical Technician (EMT) Program through the Texas Workforce Commission. (ADMINISTRATION)
- E) Consideration and action, if any, on plat deferral request for 615 West Expressway 83. (DEVELOPMENT SERVICES)
- F) Consultation with Board of Commissioners on review of Department Directors. (ADMINISTRATION)

7. PURCHASING:

- A) Consideration and action, if any, authorizing the purchase of emergency vehicle for police equipment in the amount of \$236,392.58. (POLICE)

8. CONTRACTS/AGREEMENTS:

- A) Consideration and action, if any, on agreement between City of Pharr and Bond & Bond Auctioneers & Realty for an auction of city surplus property. (POLICE)
- B) Consideration and action, if any, authorizing City Manager to negotiate and execute contract with TEDSI Infrastructure Group, Inc. for additional engineering services for Owassa Road (Jackson to US 281). (ENGINEERING)

9. LEGAL:

- A) Consideration and action, if any, on attorney consultation concerning pending lawsuit against Aurora Motel.
- B) Consultation with Bond Counsel on waterworks and sewer system bonds 2015. (FINANCE)

- 10. CLOSED SESSION:** *In accordance with Chapter 551 of the Texas Gov't. Code, the Pharr Board of Commissioners hereby gives notice that it may meet in a closed (non-public) executive session to discuss the items listed on the public portion of the meeting agenda, including items 4 - 9 in accordance with the following below:*

Pursuant to Section 551.071, the City may convene in a closed, non-public meeting with its attorney and discuss any matters related to **lawsuit against Aurora Motel, legal advice concerning pending or contemplated litigation, settlement offer, and/or 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 this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.072, the City may convene in a closed, non-public meeting to discuss any matters related to **real property and deliberate the purchase, exchange, lease, or value of real property as such would be detrimental to negotiations between the City and a third party in an open meeting.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.074, the City may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.076, the City may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.084, the City may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.087, the City may convene in a closed, non-public meeting to discuss any matters regarding **economic development issues.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

- 11. RECONVENE** into Regular Session, and consider action, if necessary on any item(s) discussed in closed session.

- 12. ADJOURNMENT.**

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's Office at 956/402-4100 ext. 1003/1007 or FAX 956/702-5313 or E-mail hilda.pedraza@pharr-tx.gov or imelda.barrera@pharr-tx.gov for further information. Braille is not available.

I, the undersigned authority, do hereby certify that the above notice of said Regular Meeting of the City Commission of the City of Pharr was posted on the bulletin board at City Hall and on the City's web page at www.pharr-tx.gov. This Notice was posted on the 3rd day of June, 2016, at 4:00 P.M. and will remain posted continuously for at least 72 hours preceding the scheduled time of said Meeting, in compliance with Chapter 551 of the Government Code, Vernon's Texas Codes, Annotated (Open Meetings Act).

WITNESS MY HAND AND SEAL, this 3rd DAY OF JUNE 2016.



Hilda Pedraza

HILDA PEDRAZA, TRMC
CITY CLERK

I certify that the attached notice and agenda of items to be considered by the City Commission was removed from the bulletin board of City Hall on the _____ day of _____, 2016 by,

Title: _____

**City Engineer's Report
June 6, 2016**

Design Projects:

Cage Boulevard Traffic Signal Improvements – Polk Ave to Ridge Road

TxDOT has agreed to oversee this project with some city participation.

City of Pharr Bicycle Accessible Improvements

Consultant has completed plans and specifications for Bike Trail on Cage Blvd and submitted to TxDOT for review. Plans are currently being prepared to have the Bike Trail transverse the floodway.

Sugar & El Dora Traffic Signal Improvements

Contract were submitted to the contractor to execute. A pre-construction will be scheduled within two weeks.

Wastewater Treatment Plant – Secondary Clarifier No. 2 Replacement

Project is currently under design.

Lift Station No. 25 (Nolana Loop & Raiders Drive) – Lift Station Replacement

Bids were open bids on April 29, 2016.

Kelly & Veterans Traffic Signal Improvements

The project is currently under design.

South Pharr Development and Research Center

Warren Group – Architects have completed 60% Design Plans and Specifications. A meeting is scheduled with staff, architect and construction manager sometime this week or next week to review the 60% plans and specifications.

Jones Box Park Improvements

Melden & Hunt – Engineers has completed preliminary plans of the master plans.

Owassa Road

TEDSI Engineers have submitted 60% of the plans to TxDOT for review. Right of Way information has been submitted to TxDOT to approval.

Construction Projects:

Hi-Line Road

Public Works forces has begun to reconstruct road on December 1, 2015. There is a delay in the construction of the road due to recent rains. Estimated completion date is June 30, 2016.

Single Machine Repaving Project – Year 1 – Phase A – Las Milpas

Contractor has begun construction on January 4, 2016. Construction is completed. A punch is being developed by Engineering Department for the contractor to address.

Contract Amount: \$1,377,768.35

Current Expenditures: \$ 919,915.38

Percent Completed: 99%

Navarro Street Roadway & Drainage Improvements

Contractor has begun construction on the project.

Contract Amount: \$ 817,648.70

Current Expenditures: \$ 480,935.00

Percent Completed: 59%

Ridge Road and Cage Blvd Sidewalk Improvements

Contractor has begun construction on the project. Project is 80% complete.

Contract Amount: \$ 234,153.00

Current Expenditures: \$ 154,118.75

Percent Completed: 95%

Water Line Transmission Improvements

Contractor has begun Construction

Contract Amount: \$ 6,591,196.00

Current Expenditures \$ 357,683.53

Percent Complete 2.41%



Hi-Line Road Improvements



Hi-Line Road Improvements



Repaving Year 1 – Phase A Project



Repaving Year 1 – Phase A Project



Repaving Year 1 – Phase A Project



Repaving Year 1 – Phase A Project



Navarro Street Improvements



Navarro Street Improvements



Navarro Street Improvements



Navarro Street Improvements



Navarro Street Improvements



Navarro Street Improvements



Ridge Road and Cage Blvd Sidewalk Improvements



Ridge Road and Cage Blvd Sidewalk Improvements



Ridge Road and Cage Blvd Sidewalk Improvements



Water Line Transmission Improvements



Water Line Transmission Improvements



Water Line Transmission Improvements



**CITY COMMISSION
AGENDA MEMORANDUM**

TO: Mayor and Commissioners
FROM: Hilda Pedraza, TRMC City Clerk

SUBJECT: PUBLIC COMMENTS

No backup information is needed for this item.

THANK YOU



**CITY COMMISSION
AGENDA MEMORANDUM**

TO: Mayor and Commissioners
FROM: Hilda Pedraza, TRMC City Clerk

SUBJECT: PUBLIC HEARING

No backup information is needed for this item.

THANK YOU

**MINUTES
BOARD OF COMMISSIONERS
REGULAR CALLED MEETING
MONDAY, MAY 16, 2016 AT 5:00 P.M.
118 SOUTH CAGE 2ND FLOOR**

The Board of Commissioners of the City of Pharr, Texas, met in a Regular Called Meeting on Monday, May 16, 2016 and following is the record of attendance.

BOARD OF COMMISSIONERS PRESENT: Mayor Pro-Tem Oscar Elizondo, Jr.
Comm. Eleazar Guajardo
Comm. Roberto Carrillo
Comm. Edmund Maldonado
Comm. Ricardo Medina

BOARD OF COMMISSIONERS ABSENT: Mayor Ambrosio Hernandez
Comm. Mario Bracamontes

STAFF PRESENT: Juan G. Guerra, City Manager
Ed Wylie, Asst. City Manager
Hilda Pedraza, City Clerk
Imelda Barrera, Asst. City Clerk
William Ueckert, City Engineer
Gary Rodriguez, Events Center Dir.
Karla Moya, Finance Director
Anali Cantu, HR Director
Lenny Perez, Fire Chief
Roland Gomez, Development Services
Roy Garcia, Public Works Director
Roel Garza, Parks & Rec. Director
Raul Garza, CDBG Director
Adolfo Garcia, Library Director
Jason Arms, IT Director
Luis Bazan, Bridge Director
Sergio Contreras, PEDC Director

CITY ATTORNEY Patricia Rigney, Attorney

ITEM 1 CALL TO ORDER:

Mayor Pro-Tem Elizondo called the meeting to order at 5:00 p.m. Roll Call established a quorum.

**A) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY
ABSENT MEMBER OF THE GOVERNING BODY**

Comm. Guajardo **moved** to excuse Mayor Hernandez and Comm. Bracamontes. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

Comm. Carrillo was not present at the time of roll call but arrived at 5:05 p.m.

B) PLEDGE OF ALLEGIANCE / INVOCATION

Juan Guerra, City Manager, led in the pledge of allegiance and Pastor Magallan said the prayer.

C) PUBLIC COMMENTS (ORDINANCE NO. O-2015-28)

Charlie Gagen, American Cancer Society Cancer Action Network, thanked the Board for supporting the comprehensive non-smoking ordinance and briefly spoke about health risks involved by secondhand smoking. Lastly, he spoke about there being no negative effect to local businesses.

Comm. Carrillo arrived at this time being 5:05 p.m.

Jerry Saavedra, American Heart Association, thanked the Board for taking into consideration the concerns shared in last meeting and for supporting the 100% comprehensive ordinance. He also shared the experience he had with secondhand smoke.

Gilda Bowen thanked the City Commission for their support regarding the smoke-free Ordinance and shared her experience in approaching businesses in support of a smoke-free environment. Businesses mentioned were Pappadeux, Sepi's, Junction Café, Pharr West, and the Practice Tee.

ITEM 2 PROCLAMATIONS:

A) PRESENTATION OF PROCLAMATION PROCLAIMING PUT ON PURPLE DAY

Mayor Pro-Tem Elizondo read proclamation proclaiming the May 20, 2016 as Put on Purple Day in Pharr and presented proclamation to Belinda Garcia. Ms. Garcia stated May 20th was to raise awareness for Lupus and encouraged everyone to wear the color purple to show support.

B) PROCLAMATION PROCLAIMING NATIONAL PUBLIC WORKS WEEK

Mayor Pro-Tem Elizondo read proclamation proclaiming the week of May 15th thru 21st, 2016 as National Public Works Week in Pharr and presented proclamation to Roy Garcia, Public Works Director, and Rene Saenz, Assistant Public Works Director. Mr. Garcia presented a short video to showcase some of the services Public Works Department provides and thanked the City Commission, City Manager, and the public for the recognition and opportunities.

**C) PROCLAMATION PROCLAIMING NATIONAL HURRICANE
PREPAREDNESS WEEK**

Mayor Pro-Tem Elizondo read proclamation proclaiming the week of May 15th thru 21st, 2016 as National Hurricane Preparedness Week in Pharr and presented proclamation to Jason Arms, Emergency Management Coordinator; Pilar Rodriguez, Assistant Emergency Management Coordinator; Ricardo Saldana, Hidalgo County Emergency Management; Cynthia Salazar, Hidalgo County Emergency Management; and Nancy Cuellar, McAllen Emergency Management. Mr. Arms further thanked the Commission for their dedication and support to Emergency Management.

D) PROCLAMATION PROCLAIMING NATIONAL POLICE MEMORIAL WEEK

Mayor Pro-Tem Elizondo read proclamation proclaiming the week of May 15th thru 21st, 2016 as National Police Memorial Week in Pharr and presented proclamation to Ruben Villegas, Police Chief; Osiel Reyes, Police Officer; and Miguel Yarena, Police Officer. Chief Ruben Villegas extended an invitation to everyone to attend a Police Memorial Day Ceremony on Tuesday, May 17, 2016 at the Police Department at 10:00 a.m. and a Memorial Blue Mass at Resurrection Catholic Church in Alamo, Texas on Wednesday, May 18, 2016 at 12:00 noon.

ITEM 3 CITY MANAGER'S REPORTS: (City Manager's Administrative Reports and discussion, if any, with governing body. The City Manager may also assign a designated spokesperson for any particular listed topic)

- A) CITY ENGINEER'S REPORT**
- B) SUBMISSION OF MONTHLY REPORT – PHARR MUNICIPAL COURT**
- C) SUBMISSION OF APRIL 2016 TAX COLLECTION REPORT**
- D) SUBMISSION OF MAY 2016 SALES TAX REPORT**
- E) PRESENTATION OF 2ND QUARTERLY FINANCIAL REPORT FOR FY 2015-2016**
- F) PRESENTATION BY LINEBARGER GOGGAN BLAIR & SAMPSON ON DELINQUENT TAX REPORT FOR FY 2015-2016**
- G) PRESENTATION OF PHARR ENVIRONMENTAL SUSTAINABILITY SCHOLARSHIP**
- H) CITY EVENTS OF INTEREST**

Juan Guerra, City Manager, introduced the item and stated questions on City Engineer's report could be entertained at this time. There were no questions.

Juan Guerra, City Manager, introduced the monthly report for the Pharr Municipal Court and stated that the City was up in collections by \$14,000.

Commissioner Maldonado asked what the reason for increase was. Rudy Martinez, Municipal Court Judge, stated they had upped their collection efforts with in-house collections department. He also stated for the month of April the Municipal Court had received 1,172 new cases from the Police Department.

Commissioner Guajardo asked if there was data being kept for past years on a month-to-month basis to compare with the current year and month. Judge Martinez stated the Municipal Court had data for the past ten years and stated last year for the month of April there were under 1,000 cases and this year for the month of April there was 1,732 cases, which was a good increase in cases.

Juan Guerra, City Manager, introduced the April 2016 Tax Collection Report and briefly stated taxes for the City were up but delinquent taxes were down by 1.1%.

Juan Guerra, City Manager, introduced the submission of May 2016 Sales Tax Report and stated sales tax were currently up by 11.5%.

Juan Guerra, City Manager, introduced the 2nd Quarterly Financial Report for FY 2015-2016 and stated fiscally the City was in good standing and currently nothing negative to report.

Juan Guerra, City Manager, introduced presentation by Linebarger Goggan Blair & Sampson on delinquent tax report for FY 2015-2016.

Michael Cano, Linebarger Firm Tax Attorney, went over delinquent tax report and stated delinquent tax collections were slightly down. Mr. Cano stated collections for the first six months last fiscal year amount was \$534,000 and the first six months for current fiscal year is \$508,000 which showed a decrease of approximately \$22,000. He further explained older taxes were the hardest to collect for any municipality. Lastly, he stated he was very confident that the second half of fiscal year would show a significant increase.

Juan Guerra, City Manager, introduced presentation of Pharr Environmental Sustainability Scholarship.

Rene Saenz, Assistant Public Works Director, read a synopsis on the Sustainability Scholarship. Mr. Saenz stated the City of Pharr Environmental Services Division offered a \$1,000 scholarship sponsored by David Avila from RDA Technologies to high school seniors who demonstrated leadership in environmental sustainability and community involvement activities throughout the 2015–2016 school year. He went over the minimum requirements for scholarship and recognized Diana Maciel, a senior from Hidalgo ISD High School, as this year's recipient for the 2015–2016 Pharr Environmental Sustainability Scholarship.

Diana Maciel thanked the City Commission, the Pharr Environmental Division, and the sponsor for awarding her with scholarship.

Juan Guerra, City Manager, introduced City Events of Interest and reported the following events:

- Galleria 121 PSJA High School Art Show at Pharr Memorial Library, May 19, 2016.

- 1st Annual Adult Spelling Bee at Pharr Memorial Library, May 26, 2016.
- Summer Reading Program “On Your Mark, Get Set, Read” at Pharr Memorial Library. Registration to start May 23, 2016.
- National Police Memorial Day Ceremony at Pharr Police Department, May 17, 2016.
- Police Memorial Blue Mass at Resurrection Church in Alamo, Texas on May 18, 2016.
- Dora Garza Ribbon Cutting at 300 E. Gumwood Dr. on May 19, 2016

ITEM 4 **CONSENT AGENDA:** *(All items listed under consent Agenda are considered to be routine and non-controversial by the Governing Body and will be enacted by one motion. Any Commissioner may remove items from the consent agenda by making such request prior to a motion and vote on the Consent Agenda)*

- A) APPROVAL OF MINUTES FOR MAY 2, 2016 – REGULAR CALLED MEETING (ADMINISTRATION)**
- B) CONSIDERATION AND ACTION, IF ANY, AUTHORIZING CITY MANAGER TO ADVERTISE FOR USED TIRE AND RUBBER SCRAP DISPOSAL SERVICES (PUBLIC WORKS)**
- C) CONSIDERATION AND ACTION, IF ANY, ON DONATION TO CHILDREN’S MIRACLE NETWORK HOSPITALS PROGRAM (ADMINISTRATION / PEDC II)**
- D) CONSIDERATION AND ACTION, IF ANY, RATIFYING REQUEST FROM BOYS & GIRLS CLUB ANNUAL WINE AND FOOD FESTIVAL SPONSORSHIP (ADMINISTRATION)**
- E) THIRD PUBLIC HEARING: SOLICITATION OF COMMENTS ON THE DESIGNATION OF EVERGREEN COLD STORAGE, LLC AS A TEXAS ENTERPRISE ZONE PROJECT (PEDC)**
- F) CONSIDERATION AND ACTION, IF ANY, ON ORDINANCE DESIGNATING EVERGREEN COLD STORAGE, LLC AS A TEXAS ENTERPRISE ZONE PROJECT (PEDC) 3RD READING**
- G) CONSIDERATION AND ACTION ON DEVELOPMENT SERVICES CASES:**

PUBLIC HEARING:

1. SERGIO R. GARCIA, D/B/A ARAGON MUSIC HALL, REQUESTED RENEWAL OF THE CONDITIONAL USE PERMIT TO ALLOW THE SALE OF ALCOHOLIC BEVERAGES FOR ON-PREMISE CONSUMPTION IN A GENERAL BUSINESS DISTRICT (C). THE PROPERTY IS LEGALLY DESCRIBED AS LOTS 1, 2 & 4, REPLAT OF LOT 1, MEXICAN FIESTA SUBDIVISION UNIT NO. 1 AND LOT 1, MEXICAN FIESTA SUBDIVISION UNIT NO. 2 PHARR, HIDALGO COUNTY, TEXAS. THE PROPERTY’S PHYSICAL ADDRESS IS 1300 WEST NOLANA. CUP#100313

2. RAUL FONG, D/B/A JUNCTION CAFE, REQUESTED RENEWAL OF THE CONDITIONAL USE PERMIT TO ALLOW THE SALE OF ALCOHOLIC BEVERAGES FOR ON-PREMISE CONSUMPTION IN A BUSINESS DISTRICT (C-2). THE PROPERTY IS LEGALLY DESCRIBED AS LOT 1 AND THE S7' OF LOT 2, BLOCK 1, J.T. DOSTER SUBDIVISION, PHARR, HIDALGO COUNTY, TEXAS. THE PROPERTY'S PHYSICAL ADDRESS IS 11 SOUTH CAGE BOULEVARD. CUP#911291
3. OSCAR BARRERA, D/B/A TEXAS THEATER BALLROOM, REQUESTED RENEWAL OF THE CONDITIONAL USE PERMIT TO ALLOW THE SALE OF ALCOHOLIC BEVERAGES FOR ON-PREMISE CONSUMPTION IN A BUSINESS DISTRICT (C-2). THE PROPERTY IS LEGALLY DESCRIBED AS LOTS 10-12 AND N11.5' OF LOT 13, BLOCK 1, J.T. DOSTER SUBDIVISION, PHARR, HIDALGO COUNTY, TEXAS. THE PROPERTY'S PHYSICAL ADDRESS IS 115 EAST NEWCOMB (PARK) AVENUE. CUP#080419

Juan Guerra, City Manager, opened the two public hearings and stated no one signed up to speak. He recommended approval of the consent agenda.

Comm. Carrillo **moved** to approve as recommended. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

Ordinance No. O-2016-16 is filed with the City Clerk's Office.

REGULAR AGENDA – OPEN SESSION:

ITEM 5 ORDINANCES AND RESOLUTIONS:

A) CONSIDERATION AND ACTION, IF ANY, ON ORDINANCE AMENDING ORDINANCE NO. O-96-35, CHAPTER 62 – HEALTH AND SANITATION TO ADD SMOKING REGULATIONS (DEV. SERVICES) 3RD READING

Juan Guerra, City Manager, introduced the item and stated the ordinance was similar to the City of Edinburg with no smoking within twenty (20) feet of any door to include electronic cigarettes. He further stated this was the third and final reading of the ordinance and recommended approval.

Comm. Maldonado **moved** to approve as recommended. Comm. Carrillo seconded the motion and when put to a vote, it carried unanimously.

Ordinance No. O-2016-23 is filed with the City Clerk's Office.

B) CONSIDERATION AND ACTION, IF ANY, ON ORDINANCE AMENDING ORDINANCE NO. O-2015-29 ADOPTING THE CITY OF PHARR PURCHASING MANUAL (FINANCE)

Juan Guerra, City Manager, introduced the item and stated the purchasing manual needed to be reviewed and updated on an annual basis. He stated the major change this year was the adding of the Fleet Maintenance Policy and recommended approval.

Comm. Carrillo **moved** to approve as recommended. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

C) CONSIDERATION AND ACTION, IF ANY, ON RESOLUTION APPOINTING/RE-APPOINTING CITY CLERK AND ASSISTANT CITY CLERK (ADMINISTRATION)

Juan Guerra, City Manager, introduced the item and recommended to re-appoint Hilda Pedraza as City Clerk and Imelda Barrera as Assistant City Clerk.

Comm. Carrillo **moved** to approve as recommended. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

Resolution No. R-2016-25 is filed with the City Clerk's Office.

D) CONSIDERATION AND ACTION, IF ANY, ON RESOLUTION IN REFERENCE TO TEXAS GAS SERVICE COMPANY'S ("TGS") COST OF SERVICE ADJUSTMENT ("COSA") TARIFF (ADMINISTRATION)

Juan Guerra, City Manager, introduced the item.

Edward Wylie, Assistant City Manager, stated the Lower Rio Grande Development Council gave a proposal to all cities to allow them to fight on behalf of the cities for Tariff not to go into effect. He stated this resolution would support those efforts and advised Mr. Ken Jones from the Development Council was in the audience for any questions.

Ken Jones, Lower Rio Grande Development Council, stated this was the 2016 Texas Gas Service Cost of Service filing for a rate increase and as in the past, the resolution would re-affirm the City of Pharr's participation with the valley cities gas coalition. In addition, he stated the resolution would acknowledge the City's approval for hiring a rate consultant as done in the past to do the actual review of those rate increases. He further stated the expenses incurred by the cities for legal or consultant services will be reimbursed by Texas Gas Service.

Comm. Carrillo **moved** to approve as recommended. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

Resolution No. R-2016-26 is filed with the City Clerk's Office.

E) CONSIDERATION AND ACTION, IF ANY, ON RESOLUTION APPOINTING ONE (1) MEMBER TO THE GOLF COURSE ADVISORY BOARD (PARKS & REC.)

Juan Guerra, City Manager, introduced the item and recommended Eliseo Avendano.

Comm. Medina **moved** to appoint Eliseo Avendao to the Golf Course Advisory Barod. Comm. Maldonado seconded the motion and when put to a vote, it carried unanimously.

Resolution No. R-2016-27 is filed with the City Clerk's Office.

F) CONSIDERATION AND ACTION, IF ANY, ON RESOLUTION ADOPTING THE HIDALGO COUNTY HAZARD MITIGATION ACTION PLAN (EMERGENCY MANAGEMENT)

Juan Guerra, City Manager, introduced the item and recommended approval.

Comm. Carrillo **moved** to approve as recommended. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

Resolution No. R-2016-28 is filed with the City Clerk's Office.

ITEM 6 ADMINISTRATIVE:

A) CONSIDERATION AND ACTION, IF ANY, ON REQUEST FROM 2017 MCALLEN MEMORIAL HIGH SCHOOL STEERING COMMITTEE FOR THEIR KICKER DANCE EVENT TO BE HELD ON SATURDAY, MAY 13, 2017 (EVENTS CENTER)

Juan Guerra, City Manager, introduced the item and briefly explained the standard rate would be \$10,000 but last year they were given the rate of \$5,000 which was what they fundraised for. However, the most they could pay was \$8,000. Mr. Guerra recommended the approval of \$8,000 subject to the following years being \$10,000 as required.

Comm. Carrillo stated he was not being bias in any way but now the City would owe it to anyone who wants to use facility and request a discounted rate. He further stated the City might as well decrease the rate.

Comm. Guajardo stated requests should be on a case by case basis and they should be allowed this one time.

Comm. Medina **moved** to approve as recommended. Comm. Maldonado seconded the motion and when put to a vote, the motion carried by a majority of four (4) ayes and one (1) nay. Comm. Carrillo voted against the motion.

B) CONSIDERATION AND ACTION, IF ANY, AWARING BID FOR SUGAR ROAD AND EL DORA ROAD TRAFFIC SIGNAL PROJECT (ENGINEERING)

Juan Guerra, City Manager, introduced the item and recommended the item be tabled.

Comm. Carrillo **moved** to table. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

C) CONSIDERATION AND ACTION, IF ANY, AWARDING BID FOR FINANCIAL INSTITUTION PROVIDING PROCUREMENT CARD PROGRAM (FINANCE)

Juan Guerra, City Manager, introduced the item and briefly stated the P-Card program would allow the City to earn rebate rewards and organize the purchasing operations. Mr. Guerra further stated only one (1) bid was received and recommended approval.

Comm. Carrillo **moved** to award bid to BBVA Compass Commercial Banking. Comm. Maldonado seconded the motion and when put to a vote, it carried unanimously.

D) CONSIDERATION AND ACTION, IF ANY, ON PHARR INTERNATIONAL BRIDGE SUBMITTING PROPOSAL FOR A PARTNERSHIP WITH DONNA ALLIANCE BRIDGE (BRIDGE)

Juan Guerra, City Manager, introduced the item and stated it would be discussed in closed session.

E) CONSULTATION WITH BOARD OF COMMISSIONERS ON REVIEW OF DEPARTMENT DIRECTORS (ADMINISTRATION)

Juan Guerra, City Manager, introduced the item and stated it would be discussed in closed session.

7. PURCHASING:

A) CONSIDERATION AND ACTION, IF ANY, ON CHANGE ORDER NO.1 IN THE ADDITIONAL AMOUNT OF \$17,761.50 TO TEXAS CORDIA CONSTRUCTION, LLC. CONTRACT FOR NAVARRO STREET IMPROVEMENTS PROJECT (ENGINEERING)

Juan Guerra, City Manager, introduced the item and stated at the last meeting the Commission approved a change order for the engineering services to correct the existing waterline. He stated this change order would be for the actual construction cost to fix the waterline and recommended approval.

Comm. Medina **moved** to approve as recommended. Comm. Guajardo seconded the motion and when put to a vote, it carried unanimously.

B) CONSIDERATION AND ACTION, IF ANY, ON CHANGE ORDER NO. 1 IN THE ADDITIONAL AMOUNT OF \$21,033.50 AND THIRTY (30) DAY EXTENSION TO CONTRACT WITH GARCO INDUSTRIES INC. FOR SUGAR & EGLY ROAD DRAINAGE DETENTION POND OFFSITE IMPROVEMENTS PROJECT (ENGINEERING)

Juan Guerra, City Manager, introduced the item and recommended the item be tabled.

Comm. Medina **moved** to table. Comm. Carrillo seconded the motion and when put to a vote, it carried unanimously.

C) CONSIDERATION AND ACTION, IF ANY, ON ACCEPTANCE OF THE SUGAR & EGLY ROAD DRAINAGE DETENTION POND OFFSITE IMPROVEMENTS PROJECT WITH GARCO INDUSTRIES INC. AND RELEASE OF FINAL PAYMENT AND RETAINAGE IN THE AMOUNT OF \$20,404.05 (ENGINEERING)

Juan Guerra, City Manager, introduced the item and recommended the item be tabled.

Comm. Carrillo **moved** to table. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

8. CONTRACTS/AGREEMENTS:

A) CONSIDERATION AND ACTION, IF ANY, ON CONTRACT EXTENSION WITH CERES ENVIRONMENTAL FOR THE SERVICES OF CATASTROPHIC EVENT DEBRIS REMOVAL (PUBLIC WORKS)

Juan Guerra, City Manager, introduced the item and recommended approval.

Comm. Carrillo **moved** to approve as recommended. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

B) CONSIDERATION AND ACTION, IF ANY, AUTHORIZING CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACT WITH THE WARREN GROUP FOR ADDITIONAL SERVICES FOR SOUTH PHARR DEVELOPMENT AND RESEARCH CENTER (ENGINEERING)

Juan Guerra, City Manager, introduced the item and briefly stated in order to expedite the project, the City was dividing the construction process from the subdividing process. He stated the infrastructure improvements needed to be done before construction of the building and recommended approval.

Comm. Maldonado **moved** to approve as recommended. Comm. Medina seconded the motion and when put to a vote, it carried unanimously.

C) CONSIDERATION AND ACTION, IF ANY, AUTHORIZING CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACT WITH S&B ENGINEERS TO EVALUATE SOUTH DAHLIA STREET (ENGINEERING)

Juan Guerra, City Manager, introduced the item and recommended approval with addition to a second project.

Comm. Medina asked about the sink hole on Dahlia Street.

Juan Guerra, City Manager, stated S&B Engineers would conduct an evaluation into what is causing the pavement dips and recent sink hole and stated they were on the rotation list of engineers.

Mayor Pro-Tem Elizondo recommended they also look into other streets in the area for any manhole collapse.

Comm. Carrillo **moved** to approve as recommended. Comm. Guajardo seconded the motion and when put to a vote, it carried unanimously.

At this time, Mayor Pro-Tem Elizondo stated they would deviate from the agenda and go into closed session. There was no objection.

9. CLOSED SESSION: IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS GOV'T. CODE, THE PHARR BOARD OF COMMISSIONERS HEREBY GIVES NOTICE THAT IT MAY MEET IN A CLOSED (NON-PUBLIC) EXECUTIVE SESSION TO DISCUSS THE ITEMS LISTED ON THE PUBLIC PORTION OF THE MEETING AGENDA, INCLUDING ITEMS 4 - 8 IN ACCORDANCE WITH THE FOLLOWING BELOW

Mayor Pro Tem Elizondo stated the time being 5:53 p.m.; the Board of Commissioners would be entering a closed session in accordance with Chapter 551 of the Texas Govt. Code to discuss agenda items listed in the public portion of the agenda and Pursuant to Sections 551.071, 551.072, 551.074, 551.076, 551.084 and 551.087.

10. RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN CLOSED SESSION

Mayor Pro Tem Elizondo stated the time being 6:34 p.m.; the board had completed its closed session and would be resuming the open meeting.

6. ADMINISTRATIVE:

D) CONSIDERATION AND ACTION, IF ANY, ON PHARR INTERNATIONAL BRIDGE SUBMITTING PROPOSAL FOR A PARTNERSHIP WITH DONNA ALLIANCE BRIDGE (BRIDGE)

Juan Guerra, City Manager, re-introduced the item and recommended approval as discussed in closed session.

Comm. Carrillo **moved** to approve as recommended. Comm. Guajardo seconded the motion and when put to a vote, it carried unanimously.

E) CONSULTATION WITH BOARD OF COMMISSIONERS ON REVIEW OF DEPARTMENT DIRECTORS (ADMINISTRATION)

Juan Guerra, City Manager, re-introduced the item and stated no action was needed.

8. CONTRACTS/AGREEMENTS:

D) CONSIDERATION AND ACTION, IF ANY, AMENDING COMPREHENSIVE ECONOMIC STIMULUS PACKAGE FOR EVERGREEN COLD STORAGE LLC. (PEDC II)

Juan Guerra, City Manager, introduced the item and recommended approval as discussed in closed session.

Comm. Carrillo **moved** to approve as recommended. Comm. Guajardo seconded the motion and when put to a vote, it carried unanimously.

E) CONSIDERATION AND ACTION, IF ANY, AMENDING COMPREHENSIVE ECONOMIC STIMULUS PACKAGE FOR SPRING VALLEY FRUITS (PEDC II)

Juan Guerra, City Manager, introduced the item and recommended approval as discussed in closed session.

Comm. Carrillo **moved** to approve as recommended. Comm. Guajardo seconded the motion and when put to a vote, it carried unanimously.

F) CONSIDERATION AND ACTION, IF ANY, AMENDING COMPREHENSIVE ECONOMIC STIMULUS PACKAGE FOR GRUPO INTERENLACE (PEDC II)

Juan Guerra, City Manager, introduced the item and recommended approval as discussed in closed session.

Comm. Carrillo **moved** to approve as recommended. Comm. Guajardo seconded the motion and when put to a vote, it carried unanimously.

11. ADJOURNMENT

There being no other business to come before the board, Comm. Carrillo **moved** to adjourn. Comm. Medina seconded the motion and when put to a vote, the motion carried unanimously. Meeting adjourned at 6:36 p.m.

CITY OF PHARR

OSCAR ELIZONDO, JR.
MAYOR PRO TEM

**STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF PHARR**

ON THIS THE 16th DAY OF MAY, 2016 the Board of Commissioners of the City of Pharr, Texas convened in a **REGULAR CALLED MEETING** at the Commissioner's Room located at 118 S. Cage, 2nd Floor, Pharr, Texas. The meeting being open to the public and notice of said meeting, giving the date, place, subject, hereof, having been posted in accordance with Chapter 551, Texas Government Code (Open Meetings Act) and there being present a quorum, I, **HILDA PEDRAZA, CITY CLERK**, of the City of Pharr, Texas, certify that this is a true and correct copy of the minutes.

ATTEST:

HILDA PEDRAZA, CITY CLERK

APPROVED:

**MINUTES
BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING
MONDAY, MAY 23, 2016 AT 5:30 P.M.
118 SOUTH CAGE 2ND FLOOR**

The Board of Commissioners of the City of Pharr, Texas, met in a Special Called Meeting on Monday, May 23, 2016 and following is the record of attendance.

BOARD OF COMMISSIONERS PRESENT: Mayor Ambrosio Hernandez
Mayor Pro-Tem Oscar Elizondo, Jr.
Comm. Eleazar Guajardo
Comm. Roberto Carrillo
Comm. Mario Bracamontes

BOARD OF COMMISSIONERS ABSENT: Comm. Edmund Maldonado, Jr.
Comm. Ricardo Medina

STAFF PRESENT: Juan G. Guerra, City Manager
Ed Wylie, Asst. City Manager
Hilda Pedraza, City Clerk
Imelda Barrera, Asst. City Clerk
Raul Garza, CDBG Director
Karla Moya, Finance Director
Ruben Villescas, Police Chief
Lenny Perez, Fire Chief
Roy Garcia, Public Works Director
Luis Bazan, Bridge Director
Gary Rodriguez, Events Center
Tony Sandoval, Asst. PEDC Director
Jason Arms, IT Director
William Ueckert, City Engineer

CITY ATTORNEY Patricia Rigney, City Attorney

ITEM 1 CALL TO ORDER:

Mayor Pro Tem Elizondo called the meeting to order at 5:30 p.m. Roll Call established a quorum.

**A) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY
ABSENT MEMBER OF THE GOVERNING BODY**

Comm. Guajardo moved to excuse Comm. Medina and Comm. Maldonado. Comm. Carrillo seconded the motion and when put to a vote, it carried unanimously.

Mayor Hernandez was not present at the time of roll call but arrived at 5:32 p.m.

B) PLEDGE OF ALLEGIANCE/INVOCATION

Juan Guerra, City Manager, led in the pledge of allegiance and Ruben Villescascas said the prayer.

C) PUBLIC COMMENTS (ORDINANCE NO. O-2015-28)

None.

At this time, Juan Guerra, City Manager stated they would deviate from the agenda and go into closed session. There was no objection.

ITEM 5 CLOSED SESSION: IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS GOV'T. CODE, THE PHARR BOARD OF COMMISSIONERS HEREBY GIVES NOTICE THAT IT MAY MEET IN A CLOSED (NON-PUBLIC) EXECUTIVE SESSION TO DISCUSS THE ITEMS LISTED ON THE PUBLIC PORTION OF THE MEETING AGENDA, INCLUDING ITEMS 2-4

The time being 5:32 p.m., Mayor Hernandez stated the commission would be entering a closed session in accordance with Chapter 551 of the Texas Govt. Code to discuss agenda items listed in the public portion of the agenda and Pursuant to Sections 551.071, 551.072, 551.074, 551.076, 551.084 and 551.087.

ITEM 6 RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN CLOSED SESSION

The time being 6:21 p.m., Mayor Hernandez stated the commission had completed its closed session would be resuming the open meeting.

ITEM 2 ORDINANCES AND RESOLUTIONS:

A) CONSIDERATION AND ACTION, IF ANY, ON RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PHARR, TEXAS APPROVING AND ESTABLISHING THE CITY OF PHARR ECONOMIC DEVELOPMENT PROGRAM POLICIES PURSUANT TO CHAPTER 380 OF THE TEXAS LOCAL GOVERNMENT CODE; ESTABLISHING THE JACKSON PLACE APARTMENTS CHAPTER 380 ECONOMIC DEVELOPMENT PROGRAM AND APPROVING THE RELATED CHAPTER 380 ECONOMIC DEVELOPMENT AGREEMENT AND ECONOMIC DEVELOPMENT SUPPORT AGREEMENT AND RELATED LOAN AND SECURITY DOCUMENTS; AND AUTHORIZING THE MAYOR AND/OR THE CITY MANAGER TO EXECUTE THE APPROVED AGREEMENTS AND ANY OTHER INSTRUMENTS DEEMED NECESSARY AND PROPER TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION

Juan Guerra, City Manager, introduced the item and recommended approval as discussed in closed session.

Comm. Carrillo **moved** to approve as recommended. Comm. Elizondo seconded the motion.

Comm. Elizondo asked for the record, if legal counsel, City Manager, and Finance Director were good with the terms of the resolution. They all responded yes based on what was discussed in closed session.

The motion was put to a vote and it carried unanimously.

Resolution No. R-2016-29 is filed with the City Clerk's office.

ITEM 3 ADMINISTRATIVE:

A) CONSIDERATION AND ACTION, IF ANY, AWARDED BID FOR SUGAR ROAD AND EL DORA ROAD TRAFFIC SIGNAL PROJECT (ENGINEERING) (TABLED)

Juan Guerra, City Manager, introduced the item.

Comm. Elizondo **moved** to untable. Mayor Hernandez seconded the motion and when put to a vote, it carried unanimously.

Comm. Elizondo **moved** to award bid to Austin Traffic Signal. Mayor Hernandez seconded the motion and when put to a vote, it carried unanimously.

B) CONSULTATION WITH BOARD OF COMMISSIONERS ON REVIEW OF DEPARTMENT DIRECTORS (ADMINISTRATION)

Juan Guerra, City Manager, introduced the item and stated no action was needed.

ITEM 4 PURCHASING:

A) CONSIDERATION AND ACTION, IF ANY, ON CHANGE ORDER NO. 1 IN THE ADDITIONAL AMOUNT OF \$21,033.50 AND THIRTY (30) DAY EXTENSION TO CONTRACT WITH GARCO INDUSTRIES INC. FOR SUGAR AND EGLY ROAD DRAINAGE DETENTION POND OFFSITE IMPROVEMENTS PROJECT (ENGINEERING) (TABLED)

Juan Guerra, City Manager, introduced the item.

Comm. Elizondo **moved** to untable. Mayor Hernandez seconded the motion and when put to a vote, it carried unanimously.

Comm. Elizondo **moved** to approve. Comm. Carrillo seconded the motion.

Mayor Hernandez asked what the purpose of the change order was. Juan Guerra, City Manager, stated the contractor had completed the project and was requesting payment.

Comm. Guajardo stated there was a difference in the estimated amount and the actual amount. Ed Wylie, Assistant City Manager, stated there was a 42% difference due an extra 4 feet of road between the saw cut and the curb were deteriorated and needed to be rebuilt. The HMAC overlay could not be re-done therefore the change order was needed.

The motion and when put to a vote and it carried unanimously.

B) CONSIDERATION AND ACTION, IF ANY, ON ACCEPTANCE OF THE SUGAR AND EGLY ROAD DRAINAGE DETENTION POND OFFSITE IMPROVEMENTS PROJECT WITH GARCO INDUSTRIES INC. AND RELEASE OF FINAL PAYMENT AND RETAINAGE IN THE AMOUNT OF \$20,404.05 (ENGINEERING) (TABLED)

Juan Guerra, City Manager, introduced the item.

Comm. Elizondo **moved** to untable. Mayor Hernandez seconded the motion and when put to a vote, it carried unanimously.

Comm. Elizondo **moved** to approve. Comm. Carrillo seconded the motion and when put to a vote, it carried unanimously.

ITEM 5 ADJOURNMENT:

There being no other business to come before the board, Comm. Elizondo **moved** to adjourn. Mayor Hernandez seconded the motion and when put to a vote, the motion carried unanimously. Meeting adjourned at 6:26 p.m.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

**STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF PHARR**

ON THIS THE 23rd DAY OF MAY, 2016 the Board of Commissioners of the City of Pharr, Texas convened in a **SPECIAL CALLED MEETING** at the Commissioner's Room located at 118 S. Cage, 2nd Floor, Pharr, Texas. The meeting being open to the public and notice of said meeting, giving the date, place, subject, hereof, having been posted in accordance with Chapter 551, Texas Government Code (Open Meetings Act)

MINUTES: SPECIAL CALLED MEETING
May 23, 2016

and there being present a quorum, I, **HILDA PEDRAZA, CITY CLERK**, of the City of Pharr, Texas, certify that this is a true and correct copy of the minutes.

ATTEST:

HILDA PEDRAZA, CITY CLERK

APPROVED:

DRAFT



CITY COMMISSION AGENDA MEMORANDUM

DATE: June 1, 2016

TO: Juan G. Guerra, City Manager

FROM: Chief Ruben Villescas

<p>SUBJECT: Consideration and Action, if any, Approving List and Public Auction of City of Pharr Departments Surplus/Salvage Equipment/Material</p>
--

ISSUE

The City of Pharr departments have property that it considers to be surplus. City of Pharr purchasing manual Chapter 8 addresses procedures for the Disposal of Surplus/Salvage Equipment/Material.

8.A – SURPLUS EQUIPMENT AND PROPERTY

Any property that is movable or not attached to the land (referred to as personal property) such as furniture, fixtures, vehicles, equipment, tools, instruments, clothing, or other such items of value, which has lost its useful value to the City or has become obsolete, may be disposed of by any of the following methods.

1. Sold competitively by accepting sealed bids or by public auction.
2. Traded in for new equipment;
3. Donated to an entity with City Commission approval;
4. Recycled; or
5. If the item has no value except for salvage, the procedure will take place per section 8.B.

The City of Pharr Police Department had compiled a list of surplus, awarded, unclaimed and seized property for auction. This list also includes all city departments as surplus equipment and property. We will be using the services of Bond and Bond Auctioneers of San Juan, Texas who has held past public auctions for this City. Pursuant to Local Government Code, §253.008, a notice was published once a week for at least three consecutive weeks, with the first publication at least 20 days before the date the auction is to be held, in a newspaper of general circulation in both the county in which the City is located and the county in which the property is located.

FINANCIAL CONSIDERATION

Bond and Bond Auctioneers would receive a commission of 9.5 % from actual auction sales. Proceeds from sale would be deposited into general fund or seized asset fund.

STAFF RECOMMENDATION

I recommend that the city commission approve for the listed surplus, awarded, unclaimed and seized property and authorize its auction.

ALTERNATIVES

Not approve the property as surplus and not authorize its auction.



Vehicles Surplus Auction

Unit	Year	Make	Model	Color	License Plate	Vin Number
5	2008	Dodge	magnum	BLACK	106-2149	2D4GV4728H252312
10	2010	Ford	Crown Vic	Blk/Wht	103-3657	2FABP7BV9AX124315
11	2010	Ford	Crown Vic	Blk/Wht	103-3656	2FABP7BV7AX124314
12	2010	Ford	Crown Vic	Blk/Wht	103-3658	2FABP7BV0AX124316
15	2010	Ford	Crown Vic	Blk/Wht	109-7130	2FABP7BV7AX127441
19	2010	Ford	Crown Vic	Blk/Wht	112-1122	2FABP7BV9AX127439
24	2010	Ford	Crown Vic	Blk/Wht	103-3669	2FABP7BV0AX110139
26	2010	Ford	Crown Vic	Blk/Wht	109-7131	2FABP7BV5AX127440
32	2005	Ford	Crown Vic	Blk/Wht	102-5321	2FAFP71W25X142186
	2004	Chevy	Malibu	White	865-371	1G1ZS52874F135666
2003	2003	GMC	Yukon	Gold	DC9-R749	1GKEC13V93R294187
61	1996	Ford	E350	Blk/Wht	101-9821	1FDKE30F6THB41432
125	2011	Chevy	Tahoe	Blk/Wht	107-0137	1GNLC2E08BR212921
126	2011	Chevy	Tahoe	Blk/Wht	107-0126	1GNLC2E00BR258713
128	2011	Chevy	Tahoe	Blk/Wht	107-0197	1GNLC2E09BR260962
50	2002	Dodge	Ram	Black	109-7169	1B7HA18N32J100984
150	2005	Chevy	Silverado	Blk/Wht	112-1342	1GCHK23U45F928583
84	1995	Ford	Swat Van	Blk/Wht	109-7233	1FDJE30F0SHB78504
M-006	2008	Yamaha	Grizzly	white		JY4AM154Y8C005519

Vehicles Awarded By Court

2001	DODGE	RAM	CCP 18.17	3B7HC13Y21G722715
2008	CHEVY	Z-71	CCP 18.17	1GCDS13EX88162191
2001	TRL		CCP 18.17	1PTO1JAH716006061
2007	FREIGHTLINER		CCP 18.17	IFUJA6CV47LX32886
2006	FORD	F-150	CCP 18.17	IFTRX12W66KD14033
2000	GMC	SUB	CCP 18.17	3GKGK26UBYG165028
2008	SATURN	ASTRA	CHAPTER 59	W08AR671685066149
1999	BMW	B528I	CHAPTER 59	WBADM5347XBY16815
2007	FORD	MUSTANG	CHAPTER 59	1ZVFT82H875356208
2003	GMC	YUKON	CHAPTER 59	1GKEK62U73J14222
2001	FORD	F-150	CHAPTER 59	IFTRW07L81K340494
1999	VW	GTI	CHAPTER 59	WVWDC31J5XW479525
2009	CRY	TOWN CTY	CCP 18.17	2A8HR44EX9R607010
2006	HONDA	JET SKI		HPSA0499F506
2005	HONDA	JET SKI		HPSB0827C505

SAFEKEEPING 2016

AWARDED	AUCTION		
CASE NUMBER	DESCRIPTION/SERIAL NUMBER IF ANY	DATE RECEIVED	TYPE
15-3763	GREY BIKE S/N WFDM13H23656	01-30-2015	SAFEKEEPING
15-22269	BLUE YAMAHA BIKE S/N DQ13H39931	06-08-2015	SAFEKEEPING
15-25603	BLACK SAMSUNG CELLPHONE W/ BLACK CASE S/N R28G115IYPL	07-03-2015	SAFEKEEPING
15-12405	SHOVEL W/ RED HANDLE	03/31/2015	SAFEKEEPING
15-12405	GRN. WEEDEATER S/N 08301N400535-2 MOD# FX285	03/31/2015	SAFEKEEPING
13-29754	RED HOMELITE WEEDEATER S/N N/A	07-10-2013	SAFEKEEPING
13-29754	BLACK WEEDEATER S/N N/A	07-10-2013	SAFEKEEPING
15-26054	BLACK CELLPHONE (CRICKET ZTE) S/N 327B50635B32	07-06-2015	SAFEKEEPING
15-26785	BLUE & GRAY LG CELLPHONE S/N 503CYEA708740	07-10-2015	SAFEKEEPING
15-26520	BLACK GARAGE DOOR OPENER	07-08-2015	SAFEKEEPING
15-47255	BLACK 1080P FULL HD CAMERA	12-08-2015	SAFEKEEPING
15-5887	BLACK I-PHONE W/ CLEAR CASE S/N 850270H8A4T	02-18-2015	SAFEKEEPING
15-43618	SONY CD RADIO S/N 1505403	11-11-2015	SAFEKEEPING
15-43618	SILVER COLOR RINGS W/ CLEAR STONES	11-11-2015	SAFEKEEPING
15-21411	LG CELLPHONE W/ CASE & CELLPHONE CHARGER S/N 412CYWC541385	06-02-2015	SAFEKEEPING
15-37815	BOX W/ MISC. CLOTHING, SHOES, PURSE, MISC. JEWELARY,	09-29-2005	SAFEKEEPING
15-29708	SILVER (RELIC) WATCH	08-01-2015	SAFEKEEPING
15-29708	BLACK ALCATEL CELLPHONE S/N 013325004847402	08-01-2015	SAFEKEEPING
15-29708	BLACK SAMSUNG CELLPHONE S/N A0000024160CB4	08-01-2015	SAFEKEEPING
15-29708	BLACK NOKIA CELLPHONE S/N 025909X6FS29HD205	08-01-2015	SAFEKEEPING
15-29708	HP I-PAD S/N 3CC92403NO	08-01-2015	SAFEKEEPING
15-47255	BLACK SENTRY SAFE BOX	12-09-2015	SAFEKEEPING
15-47255	WHITE COLOR DIESEL BOX	12-09-2015	SAFEKEEPING
15-47255	MAROON COLOR WATCH (ICE KING 5742-PB)	12-09-2015	SAFEKEEPING
15-47255	SILVER COLOR LIGHTER (ZIPPO)	12-09-2015	SAFEKEEPING
15-47255	SILVER COLOR EARRINGS	12-09-2015	SAFEKEEPING
15-47255	SILVER COLOR CHAIN W/ CHARM	12-09-2015	SAFEKEEPING
15-47255	BLACK COLOR WALLET (FOSSIL)	12-09-2015	SAFEKEEPING
15-47255	RED COLOR DUFFLE BAG	12-09-2015	SAFEKEEPING
15-47255	BLACK & PINK COLOR BAG PACK	12-09-2015	SAFEKEEPING
15-47255	BALCK COLOR MONITOR S/N CK5059TBBQ	12-09-2015	SAFEKEEPING
15-47255	JVC CAR CD RADIO S/N 176X2636	12-09-2015	SAFEKEEPING
15-47255	PIONEER CAR CD RADIO S/N KLGE025326UC	12-09-2015	SAFEKEEPING
09-34660	DEWALT FRAMING SAW DW378GT S/N 95669020044049		SAFEKEEPING
15-42583	BLACK BACKPACK W/ MISC. TOOLS	11-04-2015	SAFEKEEPING
15-42583	RED & BRAY COLOR FLOOR JACK	11-04-2015	SAFEKEEPING
15-42583	GRAY COLOR WRENCH	11-04-2015	SAFEKEEPING
15-42583	BLACK BOX W/ SCALE	11-04-2015	SAFEKEEPING
15-16234	CAMO COLOR BUSHNELL BINOCULARS	04-26-2015	SAFEKEEPING
16-2401	BLACK SAMSUNG CELLPHONE S/N A3SCHU365	01-18-2016	SAFEKEEPING
16-2401	BLUE CELLPHONE S/N 328451431406	01-18-2016	SAFEKEEPING
16-2401	BLACK SAMSUNG CELLPHONE NOTE S/N A3LSMN900T	01-18-2016	SAFEKEEPING
16-2558	ECHO WEEDEATER S/N T74514133079	01-20-2016	SAFEKEEPING

ART 18.16

COPIES

CASE NUMBER	DESCRIPTION/SERIAL NUMBER IF ANY	DATE RECEIVED	TYPE
03-33534	1 CLEAR PLASTIC CONTAINER WITH GRN TOP		ART. 18.16
03-33534	4 WRENCHES AND 3 SCREW DRIVERS		ART. 18.16
03-33534	1 GRN AND 1 BLACK PLASTIC CD COVERS		ART. 18.16
03-33534	1 TEXAS INSTRUMENTS TI-83 PLUS CALCULATOR		ART. 18.16
03-33534	22 MISC CD'S		ART. 18.16
03-33534	1 SILVER BOX W/MISC JEWELRY		ART. 18.16
03-33534	3 BLACK CD CASES W/ MISC CD'S INSIDE		ART. 18.16
03-33534	1 BLACK IBM FLOOPY DISK DRIVE		ART. 18.16
NO CASE NUMBER	ONE GRN/BLK CANON POWER SHOT A1000IS CAMERA		ART. 18.16
NO CASE NUMBER	CLEAR CROSSMAN CONTAINER WITH RED BB'S		ART. 18.16
13-2918	CLEAR CONTAINER WITH WHITE BB'S		ART. 18.16
NO CASE NUMBER	ONE NOC BREEZE 8 INCH TABLET SN/M02BA17SD1684 ✓		ART. 18.16
06-24079	CAR CD PLAYER SN/UJTM028223UC PIONEER ✓		ART. 18.16
06-24079	CAR CD PLAYER SN/3592970 SONY ✓		ART. 18.16
06-24079	CAR CD PLAYER SN/90305024 KENWOOD ✓		ART. 18.16
06-24079	6 INCH SPEAR BLACKCATE 400 WATTZ		ART. 18.16
06-24079	CD CASES VARIOUS CDS		ART. 18.16
11-20900	BLACK BLANKET		ART. 18.16
11-40423	BLK/BLU MOTOROLA CELLPHONE		ART. 18.16
11-40423	1 BLK NEXTEL RADIO CELL PHONE		ART. 18.16
11-40423	1 BLK MP4 PLAYER		ART. 18.16
11-40423	2 WHITE WATCHES		ART. 18.16
11-40423	6 MISC COINS		ART. 18.16
11-40423	2 YELLOW GLD BRACLETES		ART. 18.16
11-40423	2 YELLOW NECKLACES		ART. 18.16
11-40423	2 MISC YELLOW EARRINGS		ART. 18.16
11-40423	4 MISC JEWELRY		ART. 18.16
06-14095	BLK DUFFLE BAG		ART. 18.16
06-14095	BLK HOLSTER GOULD & GOODRICH		ART. 18.16
15-14537	BROWN FOSSIL BACKPACK W/MISC ITEMS		ART. 18.16
05-43495	BLACK AMPLIFIER		ART. 18.16
05-43495	MULTIPLE CD'S		ART. 18.16
05-43495	CLOTHING		ART. 18.16
05-43495	BOLT CUTTERS		ART. 18.16
05-43495	HOUSE HOLD ARTICLES		ART. 18.16
05-48238	BLACK ALPINE CD RECEIVER SN/S70125401 ✓		ART. 18.16
05-40462	WHITE PLASTIC BAG W/TOYS		ART. 18.16
05-56642	WHITE BIKE X-GAMES STICKERS ON IT		ART. 18.16
05-56642	OUTBROOK WOMENS BLUE JACKET		ART. 18.16
05-55312	BLK YELLOW BACK PACK		ART. 18.16
05-55312	YELLOW/BLK SCREW DRIVER		ART. 18.16
12-27635	BLK LADIES HAND BAG		ART. 18.16
06-23545	BLK BAG W/CLOTHING SUNGLASSES, BLK WALLET		ART. 18.16

FOUND PROPERTY 2016

CASE NUMBER	DESCRIPTION/SERIAL NUMBER IF ANY	DATE RECEIVED	TYPE
15-5900 (A)	BLACK/GRAY AM/FM CD VEHICLE STEREO S/N#9BAYH0802567	02/12/15	FOUND
15-5900 (A)	RED HOMELITE LEAF BLOWER S/N#BHJ2420114	02/12/15	FOUND
15-7411 (A)	BOX CUTTER KNIFE- SILVER IN COLOR	02/23/15	FOUND
15-10255 (A)	2 SAMSUNG FLIP PHONES	03/16/15	FOUND
15-10255 (A)	BLACK GARMIN GPS	03/16/15	FOUND
15-6608 (A)	SUNGLASSES, BLACK SILVER RIMS	02/18/15	FOUND
13-18578 (A)	BLACK BAG	02/01/14	FOUND
14-20225 (A)	BLACK & RED FLAT HEAD SCREW DRIVER	05/18/14	FOUND
14-48012 (A)	WHITE CONTROLLER FOR A NINTENDO WII & 2 PANASONIC BATTERIES	11/28/14	FOUND
14-37147 (A)	PINK WALLET	09/11/14	FOUND
14-38148 (A)	RED CD CASE	09/18/14	FOUND
14-38148 (A)	GREEN PSP2 SER#AZ064202440-PSP3001	09/18/14	FOUND
14-38148 (A)	NINTENDO DS SER#TW74393787 (BLUE COLOR)	09/18/14	FOUND
14-38148 (A)	BLACK CD CASE	09/18/14	FOUND
14-38148 (A)	10 MOVIES VARIETY OF TITLES	09/18/14	FOUND
14-38148 (A)	BLACK LIGHT	09/18/14	FOUND
14-38148 (A)	1 GREEN FEATHER LIGHT WEEDEATER AND 1 GREY CRAFTSMAN WEEDEATER	09/18/14	FOUND
14-38148 (A)	BLACK FOSSIL WATCH	09/18/14	FOUND
15-8429 (A)	HUFFY BICYCLE BLUE WITH PINK LETTERS WHITE TIRES SERIAL #NE03B35062	03/02/15	FOUND
15-8429 (A)	BICYCLE HUFFY WHITE WITH GRAY LETTERS WHITE TIRES SERIAL #SNHTJ14G42272	03/02/15	FOUND
15-8429 (A)	DP FIT FOR LIFE TRAMPOLINE/ GRAY & BLACK	03/02/15	FOUND
15-8429 (A)	ZONE TEAM 2 (SCOOTER) BLUE/BACK TIRES SERIAL #AL00J25872	03/02/15	FOUND

FOUND PROPERTY 2016

CASE NUMBER	DESCRIPTION/SERIAL NUMBER IF ANY	DATE RECEIVED	TYPE
15-8429 (A)	QUICK SHADE WEEDEATER WITH BLACK CARRYING BAG CANOPY IS BLUE WITH WHITE FRAME	03/02/15	FOUND
15-8429 (A)	BICYCLE HUFFY/BLUE WITH PINK LETTERS, WHITE TIRES SERIAL #NE03B36957	03/02/15	FOUND
15-10652 (A)	ONE BLACK HYPER BIKE VIN#DMDM14F0019227	03/18/15	FOUND
15-10652 (A)	ONE PINK MONGOOSE BIKE VIN#SNFSD08050870	03/18/15	FOUND
15-10652 (A)	ONE BLUE MONGOOSE BIKE VIN#SNFSD13M90054	03/18/15	FOUND
15-22251 (A)	BRO PAIR GLASSES	06/08/15	FOUND
15-22251 (A)	BLK NEXTEL CELLPHONE W/CLIP	06/08/15	FOUND
12-22817 (A)	GREEN, SMALL, KENT 20 DIRT RACER BICYCLE S/N:WMGS4932-0614 MOD#GS32004	06/12/15	FOUND
15-25164 (A)	SAMSUNG TV BLACK MODEL HD 550S3 SN: B1943CNL5018730	06/29/15	FOUND
15-25164 (A)	BLACK IN COLOR HP LAPTOP 2CE2231GVK	06/29/15	FOUND
15-25164 (A)	BLACK IN COLOR DELL LAPTOP S/N HF89GR1	06/29/15	FOUND
15-25164 (A)	BLACK IN COLOR SAMSUNG TV S/N Z4N23CQLA49935A MODEL#- PN43E450A1FXZA	06/29/15	FOUND
15-27909 (A)	BROWN, LARGE, LEATHER, WALLET	07/19/15	FOUND
15-28711 (A)	BLUE IN COLOR GLASSES (ARMANI EXCHANGE)	07/25/15	FOUND
15-29258 (A)	GRAY IN COLOR RING	07/29/15	FOUND
15-30651 (A)	BLACK AND GRAY MEDIUM SIZE DUFFLE BAG	08/08/15	FOUND
15-30651 (A)	SILVER AND RED IN COLOR COLD AIR INTAKE SYSTEM AIR FILTER AND TUBE SPECTRE	08/08/15	FOUND
15-30651 (A)	BLACK IN COLOR SONY CAR STERO FACEPLATE GT 250MP	08/08/15	FOUND
15-30651 (A)	BLACK IN COLOR EVERSTART CAR BATTERY	08/08/15	FOUND
15-30651 (A)	GRAY IN COLOR JET BEAM TACTICAL LED FLASHLIGHT	08/08/15	FOUND
15-30651 (A)	BLACK AND RED AUTOMOTIVE JUMPER CABLES	08/08/15	FOUND
15-30651 (A)	BLACK IN COLOR AUXILLARY CORD	08/08/15	FOUND

FOUND PROPERTY 2016

CASE NUMBER	DESCRIPTION/SERIAL NUMBER IF ANY	DATE RECEIVED	TYPE
15-30651 (A)	BROWN BELT	08/08/15	FOUND
15-30651 (A)	BLACK IN COLOR BERKLEY SUNGLASSES	08/08/15	FOUND
15-32446 (A)	2 BLUE IN COLOR CROCS SLIP ONS	08/20/15	FOUND
15-32446 (A)	WHITE WITH BROWN IN COLOR MONGOOSE REBEL BICYCLE SERIAL #8NACB08D27259	08/20/15	FOUND
15-32446 (A)	PINK WITH GRAY IN COLOR NEXT POWER CLIMBER BICYCLE SERIAL #78587276	08/20/15	FOUND
15-32486 (A)	BLACK GMX BIKE SERIAL #R3502WMT07515JJ	08/21/15	FOUND
15-32811 (A)	ORANGE/BLACK HOMELITE WEEDEATER S/N:HR0430159	08/23/15	FOUND
15-33517 (A)	PRESCRIBED GLASSES	08/28/15	FOUND
15-33517 (A)	BLACK CASE	08/28/15	FOUND
15-33517 (A)	SUNGLASSES	08/28/15	FOUND
15-34831 (A)	BLACK PLAYSTATION DUALSHOCK 2 CONTROLLER	09/07/15	FOUND
15-34831 (A)	BLACK MAD CATZ PLAYSTATION CONTROLLER	09/07/15	FOUND
15-34831 (A)	BLACK KONAMI MICROPHONE	09/07/15	FOUND
15-34831 (A)	BLACK HIGH SCHOOL MUSICAL MICROPHONE	09/07/15	FOUND
15-34831 (A)	BLACK WITH PURPLE TIP AC POWER ADAPTER	09/07/15	FOUND
15-34831 (A)	BLACK PLAYSTATION 2 EYE TOY CAMERA	09/07/15	FOUND
15-34831 (A)	BLACK WITH RED/WHITE/YELLOW TIP RCA CABLE	09/07/15	FOUND
15-34831 (A)	BLACK AC POWER ADAPTER CABLE	09/07/15	FOUND
15-34831 (A)	BRONZE MEDAL WITH PURPLE CLOTH NECKLACE	09/07/15	FOUND
15-35259 (A)	BLUE LARGE PURSE WITH BROWN STRAP	09/10/15	FOUND
15-35323 (A)	NATIVITY DECORATION	09/11/15	FOUND
15-35323 (A)	BLACK BAG LONGHORN	09/11/15	FOUND
15-27811 (A)	3 BOXES OF MISC MAKEUP	09/03/15	FOUND

FOUND PROPERTY 2016

CASE NUMBER	DESCRIPTION/SERIAL NUMBER IF ANY	DATE RECEIVED	TYPE
15-27811 (A)	2 BOXES OF PLASTIC CONTAINERS	09/03/15	FOUND
15-27811 (A)	1 PURPLE IN COLOR BLOW DRYER	09/03/15	FOUND
15-31165 (A)	YELLOW IN COLOR JUMPER CABLES	08/12/15	FOUND
15-31165 (A)	YELLOW/BLACK IN COLOR JUMPER CABLES	08/12/15	FOUND
15-31165 (A)	BLACK IN COLOR 752/PS3 AUDIO/VIDEO WIRES	08/12/15	FOUND
15-31165 (A)	BLACK CAR CHARGER FOR ELECTRONICS	08/12/15	FOUND
15-31165 (A)	BLACK MOTOROLA WELL CHARGER	08/12/15	FOUND
15-31165 (A)	WHITE IN COLOR HOT TIPS WELL ADAPTER	08/12/15	FOUND
15-31165 (A)	BLACK IN COLOR ADAPTER, A/C / USB	08/12/15	FOUND
15-31165 (A)	GRAY IN COLOR ENERGIZER BATTERY CHARGER	08/12/15	FOUND
15-31165 (A)	RED COLOR GLASSES	08/12/15	FOUND
15-31165 (A)	RED FRAME SUNGLASSES	08/12/15	FOUND
15-31165 (A)	BLACK ALTER BOX CASE WITH SCREEN	08/12/15	FOUND
15-31165 (A)	BLACK OTTERBOX CASE	08/12/15	FOUND
15-14828 (A)	PVC PIPE	04/17/15	FOUND
14-48007 (A)	1 BLACK JACKET	11/28/14	FOUND
14-48086 (A)	YELLOW DEWALT POWER DRILL	11/29/14	FOUND
14-48086 (A)	RED SNAP ON WIRE CUTTERS	11/29/14	FOUND
15-12434 (A)	LARGE BLACK JL AUDIO SPEAKER	03/31/15	FOUND
15-13360 (A)	RED HUSKY COMPRESSOR #VT631505AJ(AGMOS)	04/06/15	FOUND
15-25893/15-25895 (A)	RED AND BLACK IN COLOR HUFFY BICYCLE SN: NHEJ07F02494	07/04/15	FOUND
15-18013 (A)	BLACK BACKPACK	05/09/15	FOUND

FOUND PROPERTY 2016

CASE NUMBER	DESCRIPTION/SERIAL NUMBER IF ANY	DATE RECEIVED	TYPE
15-261 (A)	GREEN CRAFTSMAN PUSH LAWNMOWER, SERIAL #040502M044067	01/02/15	FOUND
15-35618 (A)	YELLOW, RING, COLLEGE GRADUATION RING FROM TEXAS A&M CORPUS CHRISTI	09/13/15	FOUND
15-37731 (A)	WHITE MICROSOFT CELLPHONE (IMEI 357782060031087)	09/29/15	FOUND
15-38734 (A)	WHITE SILICONE COVERS & G'Z ONE BOULDER BY VERIZON WIRELESS IN PLASTIC PACKAGE BROWN BOX	10/6/15	FOUND
15-33083 (A)	GREEN IN COLOR BACKPACK	08/25/15	FOUND
15-34397 (A)	BROWN LEATHER WALLET	10/04/15	FOUND
15-43702 (A)	BLK CELL PHONE "ZTE" S/N:9B05148110E9	11/12/2015	FOUND
15-44706 (A)	WOOD ROUTER CRAFTSMAN SILVER/BLACK MODEL 315.175341 SER:G0442	11/19/2015	FOUND
15-44706 (A)	RYOBI ELECTRIC DRILL BLUE/BLACK CORDLESS BATTERY PACK MODEL P231 SER: CS113304027	11/19/2015	FOUND
15-44706 (A)	RYOBI BATTERY CHARGER BLUE/BLK MODEL P115 SER: EA1119	11/19/2015	FOUND
15-44706 (A)	ONE RYOBI 18V BATTERY YELLOW MODEL P100 SER: EG1130	11/19/2015	FOUND
15-45151 (A)	8- RED PLASTIC CASE 8PC PITTSBURGH COMPRESSION KIT	11/22/2015	FOUND
15-45151 (A)	BLACK AND GRAY PLASTIC TOOL BOX CONTAINING MISCELLANEOUS HAND TOOLS	11/22/2015	FOUND
15-45151 (A)	MAKITO CIRCULAR SAW 4200N SN:72849E GREEN	11/22/2015	FOUND
15-45151 (A)	AIRCOMPRESSOR MOTOR SILVER	11/22/2015	FOUND
15-45151 (A)	WHITE PLASTIC LAUNDRY BASKET	11/22/2015	FOUND
15-45151 (A)	PINK AND WHITE PLASTIC BABY CHAIR SWING	11/22/2015	FOUND
15-45151 (A)	BLUE BIKE 26" MOUNTAIN BIKE S/N:M980251234	11/22/2015	FOUND
15-39742 (A)	SILVER SOUTHPOLE SUNGLASSES	10/14/2015	FOUND
15-39742 (A)	BLACK SOLAR ACCENTS SUNGLASSES	10/14/2015	FOUND
15-47840 (A)	SILVER ALUMINUM BAT WITH BLACK TAPE ON BOTH ENDS	12/11/2015	FOUND
15-48185 (A)	WHITE SAMSUNG GALAXY CELLPHONE	12/14/2015	FOUND

FOUND PROPERTY 2016

CASE NUMBER	DESCRIPTION/SERIAL NUMBER IF ANY	DATE RECEIVED	TYPE
15-48368 (A)	RED IN COLOR MURRAY LAWNMOWER (S/N:032405M004747)	12/15/2015	FOUND
15-48536 (A)	GRAY/PINK EVENFLO CARSEAT	12/17/2015	FOUND
15-48536 (A)	BROWN/BROWN STROLLER	12/17/2015	FOUND
15-48536 (A)	BLK/GRAY JVC RADIO LD, KD-AR370 SERIAL#081X2894	12/17/2015	FOUND
15-48536 (A)	BLACK TOOL BOX WITH MISC TOOLS	12/17/2015	FOUND
15-49237 (A)	BLUE, MEDIUM, AERO OZONE 500 BICYCLE (SN#A7A25443)	12/21/2015	FOUND
15-49278 (A)	LIGHT BLUE "HUFFY" BICYCLE SN#AL08A02643Q	12/22/2015	FOUND
15-49939 (A)	SILVER WEIGHT BAR AND SIX WEIGHT PLATES (2-RED WEIGHT PLATES 5LBS EACH, 2-SILVER WEIGHT PLATES 10LBS EACH, 2-RUSTED WEIGHT PLATES 5LBS EACH)	12/26/2015	FOUND
16-1757 (A)	GREEN BOLENS LAWNMOWER 4.5 HP SN:1B216KB0331	01/14/2016	FOUND
16-4761 (A)	WHITE RING	02/04/2016	FOUND
16-5177 (A)	WHITE IN COLOR SAMSUNG GALAXY S6	02/07/2016	FOUND
16-5249 (A)	RED/GRAY/BLACK AND SILVER NEXT WIPE OUT BIKE MODEL #811013WA, SERIAL #DWGI147132	02/08/2016	FOUND

MEMORANDUM

DATE: May 12, 2016
TO: Juan G Guerra, City Manager 
FROM: Karla Moya, Finance Director

SUBJECT: Purchasing Manual Revision-Fleet Policy Addition

ISSUE

Purchasing Manual requires revision to include the addition of fleet purchasing policy. Fleet policy will provide the necessary procedures for purchasing of fleet vehicles.

STAFF RECOMMENDATION

It is recommended that the current Purchasing Manual be revised and approved to include the Fleet Policy as to ensure proper purchasing controls are taken for fleet management within the City.

Please feel free to contact me should the need arise, I am at extension 1907.

THANK YOU

ORDINANCE NO: _____

AN ORDINANCE AMENDING ORDINANCE NOS. O-2015-29; O-2012-33; O-2010-29; AND 1985-8527, PROVIDING FOR THE DELEGATION OF THE DUTIES OF THE CITY MANAGER AS PURCHASING AGENT; ADOPTING THE CITY OF PHARR PURCHASING MANUAL AS THE AUTHORITATIVE GUIDE TO PURCHASING ACTIONS; INCLUSION IN PHARR CODE OF ORDINANCES; INCORPORATION OF OTHER ORDINANCES; REPEALING CONFLICTING ORDINANCES; SEVERABILITY; AND EFFECTIVE DATE

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSIONERS OF THE CITY OF THE CITY OF PHARR TEXAS, THAT:

Section 1: The City Manager or his designated representative shall act as purchasing agent for the City and shall purchase all merchandise material and supplies needed by the City and will establish a suitable storehouse where such supplies shall be kept and from which the same shall be issued as needed. He shall adopt such rules and regulations as he shall deem necessary governing requisitions and transaction of business between himself and the department heads, officers and employees of the City.

SECTION 2: REPEALING CLAUSE. This Ordinance, as well as the attached purchasing policies, shall be enforce and apply to all personnel and agents of the City of Pharr and vendors. This ordinance shall incorporate herein all other ordinances that exist in the Pharr Code of Ordinances not in direct conflict with this Ordinance as such are hereby abolished, and repealed to the extent of the conflict, and this Ordinance shall supersede any provisions in conflict herewith. All other provisions of the above described ordinance shall remain in full force and effect.

SECTION 3: SEVERABILITY CLAUSE. If any section, part of provisions of this Ordinance is declared unconstitutional or invalid, such declaration shall not affect the validity of the remaining sections, parts or provision of this Ordinance.

SECTION 4: EFFECTIVE DATE. This Ordinance shall take effect upon receiving final approval by the governing body following three (3) readings of the Board of Commissioners.

CONSIDERED PASSED AND APPROVED ON FIRST READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of _____, 2016.

CITY OF PHARR

Ambrosio Hernandez Mayor

ATTEST:

Hilda Pedraza, City Clerk

CONSIDERED PASSED AND APPROVED ON SECOND READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of _____, 2016.

CITY OF PHARR

Ambrosio Hernandez, Jr., Mayor

ATTEST:

Hilda Pedraza, City Clerk

CONSIDERED PASSED AND APPROVED ON THIRD AND FINAL READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of _____, 2016.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Hilda Pedraza, City Clerk



PURCHASING MANUAL

MAY 2016

Recipients of:



Prepared By: Finance Department

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serves an interest of the City as a whole by assisting local vendors stay in business.

1.D – RESPONSIBILITIES OF CITY EMPLOYEES

The City wants to promote and protect its governmental integrity. Public employees must, therefore, discharge their duties impartially to assure fair, competitive access to City procurement. All City Staff engaged in procurement for the City shall comply with the ethical standards set forth in the following section.

The employees of the City responsible for purchasing activities should:

- Purchase the proper goods or services to suit the City's need;
- Get the best possible price for the goods or services using City policies;
- Have the goods or services available when and where the City needs it;
- Assure a continuing supply of needed goods and services;
- Guard against misappropriation of City funds;
- Facilitate cooperation with other governmental units;
- Maximize competition from responsible bidders;
- Safeguard public funds and receive the best value for the public dollar;
- Never use public spending to enrich elected officials or City employees; and
- Never make purchases for personal use in the City's name.

1.E – PURCHASING MANUAL REVIEW

This Purchasing Manual will be reviewed at least annually and approved by the City Commission at least every two fiscal years.

CHAPTER 2 – PURCHASING ETHICS (For City Representatives & Vendors)

The statutes governing local government purchasing impose criminal penalties for violating the provisions of the various Acts enacted by the Legislature to oversee purchasing. Any misuse of the City's purchasing power carries various legal and/or future employment consequences.

The City also requires ethical conduct from those who do business with the City. City representatives and vendors/entities are required to adhere to all federal, state, and municipal laws and ordinances.

2.A – DISCLOSURE OF CERTAIN RELATIONSHIPS

Effective January 1, 2006, pursuant to H.B.914 and per Chapter 176, LGC, conflict of interest should be disclosed at all times. Vendors/entities wishing to do business with the City, including those who submit bids on city contracts, make purchases of surplus city property, or participate in any other purchase or sales transactions with a city, must disclose any potential conflict of interest (example: elected member/employee of the City that provide services to the City for

2.C – PERSONAL GAIN

It shall be a breach of ethics to attempt to realize unauthorized personal gain through employment with the City or by any conduct inconsistent with the proper discharge of the employee's duties. Any personal gain by a representative of the City must be disclosed and a conflict of interest form submitted to the City.

2.D – INFLUENCE OF A PUBLIC EMPLOYEE

It shall be a breach of ethics to attempt to influence any City representative to violate the standards of conduct set forth by the City.

2.E – PARTICIPATING IN PROCUREMENT'S WITH FAMILY

It shall be a breach of ethics for any representative of the City to participate directly or indirectly in procurement activity for the City, and failing to disclose it, when the employee knows that:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement

2.F – GRATUITIES

It shall be a breach of ethics of city employment to offer, give or agree to give any representative of the City or for any representative of the City to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or sub-contract, or to any solicitation or proposal therefore pending before the City.

2.G – KICKBACKS

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Pharr, or any person associated therewith, as an inducement for the award of a subcontract or order.

The Purchase Order authorizes the supplier to ship and invoice for the goods ordered and acts as a contract between the City and the supplier. The primary purpose of the Purchase Order is to expedite and control the buying activities of the City.

3.B – PURCHASING LIMITS AND REQUIREMENTS – NON-MAINTENANCE

At no time shall purchases be broken down into smaller quantities or specialized activities so as to avoid the requirements stated below. It is against state law and City policy to do so.

1. Purchases less than \$2,000

Purchases less than \$2,000 do not require competitive bidding, quotation forms. Quotes may be advantageous to obtain them regardless of the purchase price, so the City encourages them at all prices. Directors may, without further approval of the Division, make purchases less than \$2,000. Directors must authorize invoices for payment and forward to the Division.

This purchase order requires approval by the following City representatives: Department Director.

2. Purchases of \$2,000 to less than \$5,000

Purchases \$2,000 to less than \$5,000 will require written quotations with at least three quote prices. This is an informal process. The Department Director will validate the authenticity of the quotations. If the department solicits only one quotation because of the lack of bidders, the department Director shall note that explanation on a quotation page. The Director will authorize the invoice for payment once the items are received. Something documenting the original quotations, supporting documentation, and invoice shall be forwarded to the Division for payment processing.

This purchase order requires approval by the following City representatives: Department Director.

3. Purchases of \$5,000 to less than \$50,000

The Department Director must submit every purchase request for \$5,000 or more to the City Manager for approval prior to purchasing the item. This is a formal process; quotes must be on the vendor's official letterhead/form.

The City Commission must approve in advance all capital expenditures for \$5,000 or more if the City administration proposes to award the bid to other than the low bidder meeting specifications.

This purchase order requires approval by the following City representatives: Department Director, City Manager.

- Medicine;
- Optometry;
- Professional engineering;
- Real estate appraisal; or
- Nursing.

Professional services may include “members of disciplines requiring special knowledge or attainment and a high order of learning, skill and intelligence,” according to the Texas Attorney General’s Office.

Some of the areas not mentioned in the Professional Services Procurement Act that state courts and Texas attorneys general have ruled as excused under the professional and personal exemption include:

- Contracts for preparing tax rolls, tax reports, tax statements, inventory and proof rolls;
- Contracts involving the coordination of investigation of crimes;
- Contracts for services of a construction manager;
- Contracts for services of a third-party administrator of insurance benefits;
- Employment of an auditor; and
- Contracts for plat books and abstracts

Except for those professions specifically covered under the Professional Services Procurement Act and listed above, the City may still ask for competitive bids for professional services if it believes it is in the City’s best interests.

4.ii Other Exemptions

The following is a list of other areas that are exempt from competitive bidding requirements.

- Any land or right-of-way;
- An item that can be obtained from only one source, including:
- items for which competition is precluded because of the existence of patents, copyrights, secret processes or monopolies;
- films, manuscripts or books;
- electric power, gas, water, and other utility services; and
- captive replacement parts or components for equipment;
- An item of food;
- Personal property sold:
- at an auction by a state licensed auctioneer;
- at a going-out-of-business sale; or
- by a political subdivision of the state, a state agency, or an entity of the federal government; or
- Any work performed under a contract for community and economic development made by a county designed to reasonably increase participation by historically underutilized businesses in public contract awards by establishing a contract percentage goal for those businesses.

are received or the date that the invoice is received, whichever is later. This Act also requires that vendors follow the same rules for payments to their subcontractors,

When the City believes there is an error on an invoice received from a vendor, it has until the 21st day after receipt to notify the vendor of the dispute. Then, if the dispute is resolved in favor of the City, the vendor must submit a new invoice and the City has 30 days from receipt of the new invoice in which to pay. If the dispute is resolved in favor of the vendor, interest is due from the original date the invoice became overdue.

Other times when the Act provides exceptions are:

- When there is a bona fide dispute between the City and a vendor, contractor, subcontractor or a supplier concerning the supplies, materials or equipment delivered or the services performed which causes the payment to be late;
- When there is a bona fide dispute between the vendor and a subcontractor, or between a subcontractor and its supplier concerning the supplies, materials or equipment delivered or the services performed which causes the payment to be late;
- When the terms of a federal contract, grant, regulation or statute prevent the City from making a timely payment with federal funds; or
- When the invoice is not mailed to the proper office, if an office address is specified in the instructions on the purchase order.

1. Standard Accounts Payable Cycle

The Accounts Payable Division (AP) is in the Finance Department. AP works closely with the Division in ensuring the prompt payment of City purchasing liabilities.

AP's standard payment cycle is posted twice a month, on the 15th and at the end of the month. The payment cycle is as follows:

1. Invoices/statements are sent to AP AT LEAST 4 DAYS PRIOR TO PAYMENT DATE.
2. The department director responsible for the purchase liability must approve the invoice and submit the associated PO form for proper documentation
3. AP will enter the information into accounting system
4. Once all documentation is turned in and approved for payment, checks will be processed
5. Checks will then be mailed out unless specifically requested otherwise

2. Check Request Purpose and Use

Check Request forms are to be used for prompt payments and do not go through the standard City policy of using a semi-monthly payment cycle. They are only to be used for certain time-sensitive payment requests. Constant use of this procedure goes against the purchase order process and standard payment cycle, which leaves the door open to possible discrepancies in

cover the cost of the unbudgeted purchase via reallocation of another department's budget within the same fund (everyone will be notified of the budget reallocation). If reallocation of funds is not possible, Finance will not allow the purchase.

3.H – RECEIVING AND INSPECTION

After an item is purchased, the task of receiving and inspection rests with all City representatives accepting the materials, goods, or supplies. This should be done as promptly as possible to take advantage of early payment discounts and/or to give the Division the processing time needed to avoid interest and penalties. All items must be inspected upon receipt, and whenever possible, in the presence of the vendor or shipper. Inspection should include:

- Verification of correct delivery site
- Verification of correct quantities
- Verification of correct PO number on the packing slip
- Checking for damaged or defective goods
- Receiving Complete Orders: sign and date the packing slip, attach the packing slip to the PO, and immediately submit it to the Division
- Receiving Partial Orders: make a copy of the P.O. and cross out any items that are not received, sign and date the partial packing slip, and submit it to the Division for processing. The original PO will be submitted for the final payment of the PO.

3.I – INVOICES

An invoice is an itemized statement of merchandise or service provided by the vendor. Invoices are sent by the vendor for payment by the City after purchases are made. It contains the same information as the purchase order and is the means of settlement of financial obligations incurred when the PO is issued.

- All invoices must be sent directly to the Division where they are held until the PO receiving or partial (copy of original) has been processed
- Should the using department receive an invoice, the department will forward it immediately to the Division for prompt payment and to avoid interest penalty. Vendors should be notified that all future invoices are to be sent directly to the Division
- Payment is overdue on the 31st day after the later of: (Texas Government Code, Chapter 2251.021)
 - ✓ The date the City receives the goods under the contract
 - ✓ The date the performance of the service under the contract is completed; or
 - ✓ The date the City receives an invoice for the goods or services

CHAPTER 4 – QUOTATION PROCESS – FORMAL/INFORMAL

The quotation process is the documentation of the City's purchasing representative's attempt to obtain the best purchase price available. This documentation can be informal and formal, based on the cost of the item being purchased per section 3.B.

REQUESTING DEPARTMENT. The Finance Department will assist the requesting department in any way necessary, but will not be responsible for the final content of the specifications. The City Clerk is responsible for all remaining parts of the bids/proposals terms, conditions and document requirements including any legal terminology required by law.

Vendors can be consulted as a source for specification information as long as they are advised that a sealed bid procedure will be used and the vendor cannot be treated with any type of favoritism. Specifications used by other governmental entities or sources is acceptable, and therefore, should be contacted if needed for this assistance. In addition, previous specifications submitted to Finance will be kept available for reference.

In order to assure fair and competitive bids, brand names should not be used in specifications unless it is made clear to each bidder that the brand name is being used for reference only. This can be accomplished by adding an "or equal" statement behind the brand name. This statement will indicate to the bidder that other brand names will be considered if they offer specifications that are equal or better than the specifications listed in the bid. Brand names can be specified, as the only brand that will be accepted in cases where the brand specified is the only product that will work with the existing parts or equipment.

An approved purchase order must be submitted to Finance for all formal bids and proposals. The requisition must include the funding account number and budgeted amount authorized for the purchase. The requisition along with the specifications should be submitted for approval as called for in the purchasing manual. **WITHOUT THE AUTHORIZED APPROVALS INDICATING SUFFICIENT FUNDS ARE AVAILABLE FINANCE WILL NOT PROCESS A BID.**

5.5 – BID PREPARATION AND ADMINISTRATION

All sealed bids and proposals will be prepared and administered by the requesting department and coordinated with the City Clerk. The only exceptions are projects that involve engineering and architect design services. The requesting department will be responsible for notifying the City Clerk on any bid or proposal that they issue, the dates of any advertisements, pre-bid conferences and bid opening dates. The City Clerk will be responsible for posting the bids on the City Internet Web site to insure all bid information is available on the Web site. On both bids and proposals, a bid number will be assigned and advertising dates, pre-bid meeting dates and the bid opening date set. The Finance Director or his designee or the designee assigned for bids/proposals will be responsible for the bid opening and reading of the bids received. Once opened, a pre-audit bid tabulation will be created. Once a complete audit and bid tabulation is completed by the requesting department, the tabulation along with all bids will be sent to the City Clerk. When all bids have been reviewed, the requesting department will be responsible for submitting to the City Clerk a recommendation of bid award and background wording to be included in the Agenda Memo to the City Commission.

Sub-section (b) In determining the best value for the municipality, the municipality may consider:

- (1) the purchase price;
- (2) the reputation of the bidder and of the bidder's goods or services;
- (3) the quality of the bidder's goods or services;
- (4) the extent to which the goods or services meet the municipality needs;
- (5) the bidder's past relationship with the municipality;
- (6) the impact on the ability of the municipality to comply with laws and rules relating to contacting with historically underutilized businesses and non-profit organizations employing persons with disabilities;
- (7) the total long-term cost to the municipality to acquire the bidder's goods or services; and
- (8) any relevant criteria specifically listed in the request for bids or proposals.

Sub-section (c) Before awarding a contract under this section, a municipality must indicate in the bid specifications and requirements that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.

Sub-section (f) The Governing body may reject any and all bids.

Sub-section (h) If the competitive sealed proposals requirement applies to the contract, the contract must be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the municipality considering the relative importance of price and the other evaluation factors included in the request for proposals.

In addition under the State of Texas Local Government Code Chapter 271, Sub Chapter 271.9051 a Municipality may consider a bidders principal place of business where the Municipality has a population of 250,000 or less. The sections of this Sub Chapter states:

(b) In purchasing under this title any real property, personal property that is not affixed to real property, or services, if a municipality receives one or more competitive sealed bids from a bidder whose principal place of business is in the municipality and whose bid is within five percent of the lowest bid price received by the municipality from a bidder who is not a resident of the municipality, the municipality may enter into a contract with:

- (1) the lowest bidder; or
- (2) the bidder whose principal place of business is in the municipality if the governing body of the municipality determines, in writing, that the local bidder offers the municipality the best combination of contract price and additional economic development opportunities for the municipality created by the contract award, including the employment of residents of the municipality and increased tax revenues to the municipality.

(c) This section does not prohibit a municipality from rejecting all bids.

Other considerations of a bid award may be:

5.11 – CHANGE ORDERS

After awarding the contract, the governing body may make changes to plans, specifications or quantities if necessary. But the total contract amount may not be increased unless the increase will be paid from current funds, or is provided for by issuing debt. If a change order involves a decrease or an increase of \$25,000 or less, the governing body may grant general authority to an administrative official of the municipality to approve the change orders. No increase of more than 25 percent may be made, and the contractor must agree to any decrease of 25 percent or more.

5.12 – BONDING

By State Statute, any person, persons, firm, or corporation (prime contractor) entering into a contract in excess of \$ 50,000.00 with the City for the construction, alteration or repair of any public building or prosecution of completion of any public work, shall be required before commencing such work, to provide the following bonds, issued by a corporate Surety duly authorized and admitted to do business in the State of Texas.

PUBLIC WORK: Although the term public work is not defined by statute, it is generally understood to mean construction, repair, or renovation of a structure, road, highway, or other improvement or addition to real property. Contracting for demolition of real property would also fall under this definition.

5.12.1 – BONDING REQUIREMENTS

To ensure that the successful bidder will enter into a contract with the City and complete the project as defined by the bid specifications, bidders may be required to provide the City with surety bonds guaranteeing successful completion of the contract. There are three types of surety bonds commonly used with City contracts; the bid bond, performance (and maintenance) bond, and the payment bond. A surety is a firm (usually an insurance company) that will guarantee that the bidder will perform as defined by the specifications. The City will only accept corporate sureties as bonding entities. Personal sureties are unacceptable.

5.12.2 – BID BOND

It is the City's option whether or not to require bidders to provide the City with a bid bond along with their bid submissions. State statutes do not address bid bonds for Municipalities.

Bid bonds are issued by a Surety financially guaranteeing that the successful bidder will enter into an agreement with the City to perform the project or provide the service as defined by the specifications. The City requires that the bid bond be accompanied with an appropriately completed "Power of Attorney" executing the bid bond for the bidder. As an alternative, the City may accept a cashier's check, with the City named as payee, to be held in escrow until the

to be executed upon award of the contract, that transfers the risk of the project from the City to the contractor. Because the contractor may or may not have the financial resources to handle the risks that are transferred in the contract, the City requires that insurance be purchased and maintained by the contractor for financial security.

Most contracts are tailored for individual projects and programs; therefore, certain elements of the insurance required should be addressed in every contract document. One of the most important elements is the actual insurance coverage, which include the coverage types and limits that are dependent upon the nature of the project/program.

Although not all of the coverage's are required for every project (and limits will vary by exposure), understanding the coverage's provided by these policies is important to assure that all of the City's potential liabilities and exposures from the project are properly protected. Should any questions arise about the amounts of types of insurance requirements the initiating department should contact the Risk Managers office.

5.14 – TECHNOLOGY COMPETITIVE SEALED PROPOSALS

Municipalities may use the Competitive Sealed Proposal procedure for high technology procurements. Local Government Code 252.021. High technology procurement is defined as the procurement of equipment, goods, or services of a highly technical nature, including, but not limited to: data processing equipment, software, and firmware used in conjunction with data processing equipment, telecommunications equipment, radio and microwave systems, and electronic distributed control systems (including building energy management systems), and technical services relating to such items.

Notice requirements for high technology proposals are the same as for general contracts. Requests for Proposals must solicit quotations and must specify the relative importance of price and other evaluation factors. The City may hold discussions with bidders who submit proposals and are determined to be responsibly qualified for the award of the contract. Each bidder must be treated fairly and equally with respect to any opportunity for discussion and revision.

Proposals are evaluated one against the other, and then initially ranked. The proposals are then negotiated, and re-ranked. Further negotiations will be required and a final selection made. A department head or his designee may meet in private session with each proposer, and negotiate for exactly what is needed. Negotiations are not limited to one meeting.

Offers shall be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. To obtain the final offers, revisions may be permitted after submissions and before the award of the contract. Throughout the proposal process, information identified by the vendor as trade secrets or proprietary information, and contained in the proposals, must be kept confidential by law.

After proposals are received, the City may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best possible proposal for each vendor.

from sole sources are correctly classified as such. Materials, goods, and/or supplies cannot be requested so as to remove other suitable alternative vendors/sources. Sole source purchases are subject to possible review by the City Attorney.

For a sole source purchase, at least one (1) of the following must exist:

- Available from only one source because of patents, copyrights, secret processes, or natural monopolies
- Films, manuscripts, or books
- Gas, water, and other utility services, (in most instances)
- Captive replacement parts or components for equipment
- Books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
- Sole source purchases are approved only after the lack of alternate sources has been determined and proof of sole source is documented via memo by the department director.

The requesting department should do everything possible to strengthen the City's bargaining position. Costs related to procurement should always be considered before an order is issued. Post-purchase costs could include multi-year maintenance contracts, replacement parts or trade-in value.

7.A – Procedure for Sole Source Purchases

Sole source purchases are handled the same as other purchases, with these exceptions:

1. The Finance Director must approve all sole source purchases. The approval should be done before a PO is issued.
2. The PO is then completed in accordance with the standard purchasing procedures.
3. If the item is a sole source purchase, the requesting department director must prepare a statement and attached it to the PO that says a sufficient number of vendors have been contacted to determine that only one practical source of supply exists or states the reasons only one source exists. This statement must be attached to the PO.

CHAPTER 8 – DISPOSAL OF SURPLUS/SALVAGE EQUIPMENT/MATERIAL

8.A – SURPLUS EQUIPMENT AND PROPERTY

Any property that is movable or not attached to the land (referred to as personal property) such as furniture, fixtures, vehicles, equipment, tools, instruments, clothing, or other such items of value, which has lost its useful value to the City or has become obsolete, may be disposed of by any of the following methods.

1. Sold competitively by accepting sealed bids or by public auction.
2. Traded in for new equipment or equivalent service;
3. Donated to an entity with City Commission approval;

➤ **Department Representative**

- Receive daily all receipts, charge slips, invoices and credit slips.
- Verify receipt total and charge slip total agree.
- Write general ledger account number on each receipt.
- If the card is used for meals, must write on receipt who was present and purpose of the meal.
- Have cardholder sign each receipt as a validated charge.
- Reconcile monthly card statement total for agreement with receipts.
- Submit cardholder statement and supporting receipts in a timely manner (2 days after the purchase) to the Finance Department.
- Comply with all purchasing policies and procedures.

➤ **Finance/Account Administrator**

- Monitor charges for proper account codes and fund availability.
- Receive approved cardholder statements, receipts and supporting documentation.
- Confirm charges/receipts are authorized by department representatives and/or cardholder.
- Check individual receipts for account coding accuracy.
- Notify departments when approved monthly department statements are not received.
- Notify Credit Card Company of any disputes.
- Initiate training program for all cardholders/department representatives.
- Cancellation/termination of credit cards.
- Coordinate and maintain internal controls.
- Receive monthly City statements.
- Receive approved cardholder statements, receipts, and summary reconcile statements to City Total Summary.
- Pay all non-disputed monthly charges for consolidated statement.
- Process accounting data and issue accounts payable check.
- File and store statements, receipts, monthly check and etc.

9.C – LIMITATIONS ON USE OF CREDIT CARD

The credit card is to be used for City authorized purchases only. The card cannot be used for any personal use. Any such use will require immediate reimbursement and will result in disciplinary action, which may include dismissal.

9.D – MISSING DOCUMENTATION

If for some reason the cardholder does not have documentation of the transaction to send with the statement, the cardholder must try to obtain a copy and if this is not possible, detail the purchase must be attached via memorandum. The detail will include a description of each item, the number of items purchased, the unit cost, the date of purchase, the vendor name and why there is no supporting documentation. Continued incidents of missing documentation will result in disciplinary action, to include cancellation of credit card for six months.

in comparison to non-Pharr vendors. This preference applies to items under the State of Texas bid mandated purchasing per section 3.B.

10.C – PURCHASING THROUGH STATE CONTRACTS

Through cooperative purchasing, the City can save time and money in our purchasing procedures. The Local Government Code (§§271.081 - 271.083) provides for purchasing by the City through state contracts. This frequently saves time and effort in local purchasing. In addition, all statutory bidding requirements are satisfied when purchases are made through state contracts, and the vendors are frequently the same ones with whom the City is already dealing.

There may be some drawbacks. Some prices on state contracts may not be as low as a local contract. Requesting departments should also consider levels of service and other service related options not included on the contract or in the quoted price.

10.D – PURCHASES OTHER THAN COOPERATIVE PURCHASING USING FEDERAL & HOMELAND SECURITY FUNDS

If purchases are made from other than a cooperative purchasing contract using federal funds, example: Homeland Security Funds, the department purchasing shall:

1. Check with the GSA Excluded Parties List System (EPLS) website www.epls.gov to verify that the vendor to be used by the City is not on the excluded parties list. Due to the EPLS constantly changing, this action needs to be done every time a purchase order is issued.
2. Attach a copy of the screen indicating the vendor is not debarred at the time of the procurement and include that copy with the procurement records for audit and monitoring purposes. If the vendor is debarred, we cannot do business with that vendor.

10.E – EMPLOYEE REIMBURSEMENT FOR CITY EXPENSES

The City will reimburse purchases made by employees on behalf of City business. Items that are not reimbursable include: tobacco products, alcoholic beverages, and other questionable expenses. Questionable expenses will ultimately be decided upon by the City Manager.

10.F – PURCHASING LAWS

Texas purchasing law is located in a number of places in the statutes. City purchasing is primarily in Chapter 252 of the Local Government Code. Statutes pertaining to both cities and counties, plus other types of local governments, are included in Chapter 271 of the Local Government Code. Conflicts of interest by local government officials are covered in Chapter 171 of the Local Government Code.

Other statutes pertaining to purchasing or contracting are in Vernon's Civil Statutes or in other

Style, model and make will ultimately be proposed by the Department Head and approved by the City Manager. Police and Fire Departments are exempt from ordering standard white color vehicles and marked units. All others are required.

All new vehicles are to be delivered to the Service Center for inventory process.

Maintenance: The goal of Public Works vehicle and equipment maintenance practices is to keep vehicles and equipment in sound operating condition. Preventive maintenance routines and intervals followed by our mechanics and are based on local driving conditions and manufacturer's recommendations, for each type of vehicle or equipment and each type of maintenance service. Maintenance costs represent a significant portion of the total cost to own and operate a vehicle or piece of heavy equipment and tend to increase as a vehicle or equipment ages. Escalating maintenance costs are a key factor in determining when to replace a fleet vehicle. In addition to the added cost of maintenance as a vehicle ages, there is an additional cost to the municipality when a vehicle is in the garage receiving maintenance and not available for use. Preventive maintenance is the key to avoiding the repair or replacement of costly major vehicle components such as engines, transmissions and drive trains. Our mechanics make adjustments to the manufacturer's recommendations based on the specific vehicle's use. For example, a police vehicle may idle for an extended period of time while an officer monitors a high-risk area. When an engine idles, it incurs wear and tear that will require future maintenance. So the maintenance schedule for a vehicle that runs idle 50 percent of the time may be as frequent as that of a comparable one that drives more miles.

Accurate and complete vehicle maintenance records are a key tool for making fleet management decisions. Vehicle maintenance costs are variable and distinct to each vehicle. Pertinent records maintained for each vehicle are:

- Vehicle maintenance logs
- Cumulative costs of parts, labor, and overhead by a vehicle over its life.

Replacement: As with other aspects of fleet management, replacing a vehicle too soon or too late wastes money. Together with All Departments we are developing replacement standards based on APWA, industry guidelines and years of experience in operating and maintaining vehicles and equipment. The goal is to analyze the costs associated with a vehicle and identifying the point when, on average, a vehicle is reasonably depreciated but not yet incurring significant maintenance costs. By replacing vehicles at this point, we can avoid escalating maintenance costs and optimize vehicle resale value. The three criteria that we considered when establishing the vehicle replacement schedule were vehicle mileage, age and use. Because each municipality's fleet and usage is unique, a universal management guide does not exist that can be applied to all types of fleets for every locality. For example, a police vehicle has a different maintenance demand and useful life than a pickup truck in the Department of Public Works.

Reassignment and Disposal of Vehicles and Equipment: The vehicle and equipment fleet is sized to meet the current needs of the Municipality. Fleet vehicles and heavy equipment will not be reassigned unless it is used to replace unit currently assigned to other departments. In those

- Fire
- Pharr Police Athletic League (PAL)
- Public Works
- Innovated Technology
- Library
- Parks & Recreation
- Community Development
- Development Services
- Engineering
- Public Utilities

Key In-house Services

- Oil Change and Lube
- Brakes
- Radiator
- Fuel Pump
- Heater Core
- Evaporator Core
- Transmission Service- Oil and Filter
- Tire Repair
- Tire Rotation
- Hydraulics
- Belts
- Thermostat
- Gaskets
- Electrical
- Diagnostic Testing

functionality and overall condition of the vehicle. Priority is given to those departments whose services relate to public health and safety and law enforcement.

As vehicles reach the threshold miles or age of replacement criteria, a vehicle maintenance evaluation is performed by the Service Center Supervisor of the Public Works Department. If the evaluation proves the vehicle would be economical to retain for an additional year, the vehicle will be targeted for retention or reassignment. In some cases, it may be reassigned to other departments with "low usage" requirements. The Fleet Management Team will jointly review and approve all specifications for new purchases of Municipal vehicles and motorized equipment. Depending on the availability of funds, vehicles and equipment will be replaced when they are at the end of their economic life, no longer safe to operate, not reliable enough to perform their intended function, or there is a demonstrated cost saving to the City of Pharr.

Vehicle and Equipment Replacement and Depreciation

Purpose:

To provide a fiscally responsible vehicle and equipment replacement and depreciation policy that will enable the City of Pharr to maximize vehicle utilization while maintaining a good public image.

Policy:

Replacement criteria for City-owned vehicles will depend primarily on a point system, which is based upon:

1. Age
2. Miles/Hour Usage
3. Type of Service
4. Reliability
5. Maintenance and Repair Costs (not to include incident repairs)
6. Condition

Point Range Chart Note: The City may decide to retain a vehicle beyond the stated criteria after evaluation of anticipated usage, repairs and operating costs.

Each City Vehicle has been placed in a category, as listed below, so a replacement standard can be followed:

Category "A-1"

This category consists of the Police Department's One Officer Patrol Car Program, which is used primarily in dealing with the public. Because these cars are assigned to one officer only, the targeted cycle is 100,000 miles.

full purchase price the following year. The cost of upgrading a piece of equipment will be the responsibility of the operating division.

ATTACHMENT "A"

Guide for Early Replacement of City-Owned Vehicles

The consideration of early replacement of a vehicle often arises when major expenditures are necessary to restore it to a safe operating condition (e.g., major component failure or incident damage). The economic effect of such repairs cannot be avoided because the cost to the City is normally about the same whether the vehicle is sold in un-repaired condition or restored to repaired condition.

However, replacement prior to the normal criteria for vehicles will result in an acceleration of all future replacement cost cycles required to satisfy a continuing vehicle need. This acceleration of cost cycles causes a sizable increase in total present value cost of all future cycles and should be avoided whenever possible. Major vehicle repairs should always be made, with two exceptions:

1. Major expenditures for repair should not be made when the cost of the repair plus the vehicle salvage in un-repaired condition exceeds its wholesale value in repaired condition.
2. Major deferrable expenditures should not be made when a vehicle is in the final six months of its retention cycle. During this period the penalty for early replacement is small and, therefore, the vehicle should be replaced rather than repaired.

ATTACHMENT "B"

Depreciation Formula

Current acquisition price of each vehicle divided by the utilization cycle (mileage, hours or total maintenance cost) will provide the yearly depreciation allowance.

Example A

Engine Hours: \$300,000.00 fire truck divided by the target replacement cycle of 5,000 engine hours will give you a depreciation cost of \$60.00 per engine hour.

Taking the \$60.00 times the number of engine hours (560) the vehicle was operated the previous year will give you the yearly depreciation amount \$33,600.00.

Example B

Mileage: \$30,000.00 police vehicle divided by the target replacement cycle of 100,000 miles will

ATTACHMENT "D"

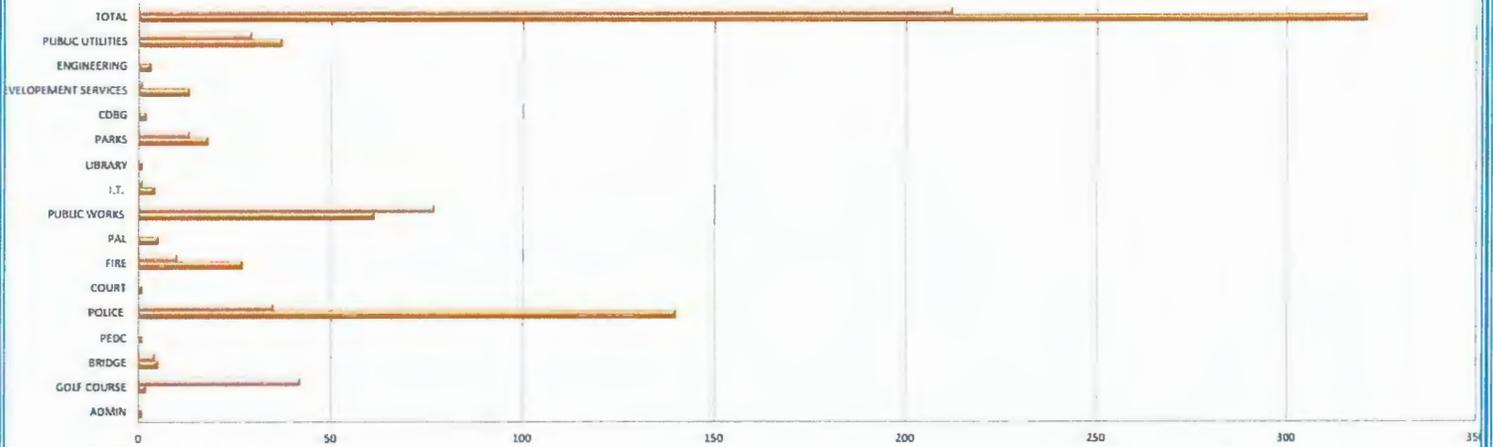
Point Range Detail for Sedans, SUV's, Trucks (1 Ton and Less)

Replacement Guidelines

Factor	Points	Description
Age Hours/Usage Type of Service	1	Each Year of Chronological Age
	1	Each 10,000 miles or 250 hours of usage
	1	Standard sedans, SUV's, pickups
	2	Standard vehicles with occasional off-road use
	3	Any vehicle that pulls trailers, hauls heavy loads and has continued off-road usage
	4	Any vehicle involved in debris removal
Reliability	5	Police units
	1	In shop one time within three month time period, no major breakdowns or road calls
	2	In shop one time within three month time period, 1 breakdown/road call within 3 month period
	3	In shop more than once within 3 month time period, 1 breakdown/road call within same period
	4	In shop more than twice within one month time period, 1 or more breakdowns/road call in same time period
PM Work Not Included	5	In shop more than twice monthly, two or more breakdowns within one month time period
	1	Maintenance costs are less than or equal to 20% of replacement cost
	2	Maintenance costs are 21-40% of replacement cost
	3	Maintenance costs are 41-60% of replacement cost
	4	Maintenance costs are 61-80% of replacement cost
M&R Costs Incident Repair Not Included	5	Maintenance costs are greater than or equal to 81% of replacement costs
	1	No visual damage or rust, good drive train
	2	Minor imperfections in body and paint, interior fair (no rips, tears, burns), good drive train
	3	Noticeable imperfections in body and paint surface, minor rust, minor damage for add-on equipment, worn interior (one or more rips, tears, burns) and weak or noisy drive train
	4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (rips, tears, cracked dash) major damage for add-on equipment and on drive train component bad
5	Previous accident damage, poor paint and body condition, rust (holes), bad interior (rips, tears, cracked dash) drive train is damaged or inoperative and major damage from add-on equipment	
Point Ranges	Condition	Description
0-23	Excellent	Do not replace
24-28	Very Good	Re-evaluate for next year's budget
29-33	Good	Qualifies for replacement this year if M/R cost exceed 60% of cost
34-38	Fair	Qualifies for replacement this year if budget allows
39+	Poor	Needs priority replacement

Inventory 2015*

City of Pharr Fleet and Equipment Inventory



	ADMIN	GOLF COURSE	BRIDGE	PEDC	POLICE	COURT	FIRE	PAL	PUBLIC WORKS	I.T.	LIBRARY	PARKS	CDBG	DEVELOPMENT SERVICES	ENGINEERING	PUBLIC UTILITIES	TOTAL
MOBILE	0	42	4	0	35	0	10	0	77	1	0	13	0	1	0	29	212
MUNIT	1	2	5	3	140	1	27	5	61	4	1	18	2	13	3	37	321



“Triple Crown City”



MAYOR
Ambrosio “Amos” Hernández

COMMISSIONERS
Eleazar Guajardo
Roberto “Bobby” Carrillo
Oscar Elizondo, Jr.
Edmund Maldonado, Jr.
Ricardo Medina
Mario Bracamontes

CITY MANAGER
Juan G. Guerra, CPA

Executive Summary Letter

June 06, 2016

Conditional Use Permit Renewal for ABC –

Tejas Restaurant

Background:

Aurelio Cadena, d/b/a Tejas Restaurant, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverage for on-premise consumption. This request constitutes the 19th renewal for Tejas Restaurant.

The property is located at 1308 Maco Dr. It is zoned General Business District (C) and is in conformance with the Future Land Use Plan. All required inspections have been conducted and have passed.

Recommendations:

Staff recommends **approval** of the renewal of the Conditional Use Permit to allow the sale of alcoholic beverage for on-premise consumption subject to the site and applicant being in compliance with all City Ordinances and City Department requirements.

P:\Admin\MY FILES\CUPs\ABC\ABC_A CADENA dba TEJAS RESTAURANT_1997

MEMORANDUM

DATE: MONDAY, JUNE 06, 2016
TO: MAYOR AND CITY COMMISSION
FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES
THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT **RENEWAL** FOR ABC
FILE NO. **CUP#970325** (TEJAS RESTAURANT)

GENERAL INFORMATION:

APPLICANT: Aurelio Cadena, d/b/a Tejas Restaurant, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C).

LEGAL DESCRIPTION: The property is legally described as Lot 11, Maco Industrial Park Subdivision, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 1308 Maco Drive.

ZONING: The property is currently zoned General Business District (C). The surrounding area is zoned General Business District (C) to the north, south and west. The property to the east is outside city limits therefore is not zoned. The area is generally designated for commercial use in the Land Use Plan.

COMMENTS: **CODE ENFORCEMENT** Recommends approval of the Conditional Use Permit. (See attached memo)

FIRE MARSHAL: Recommends approval of the Conditional Use Permit. (See attached memo)

POLICE CHIEF:

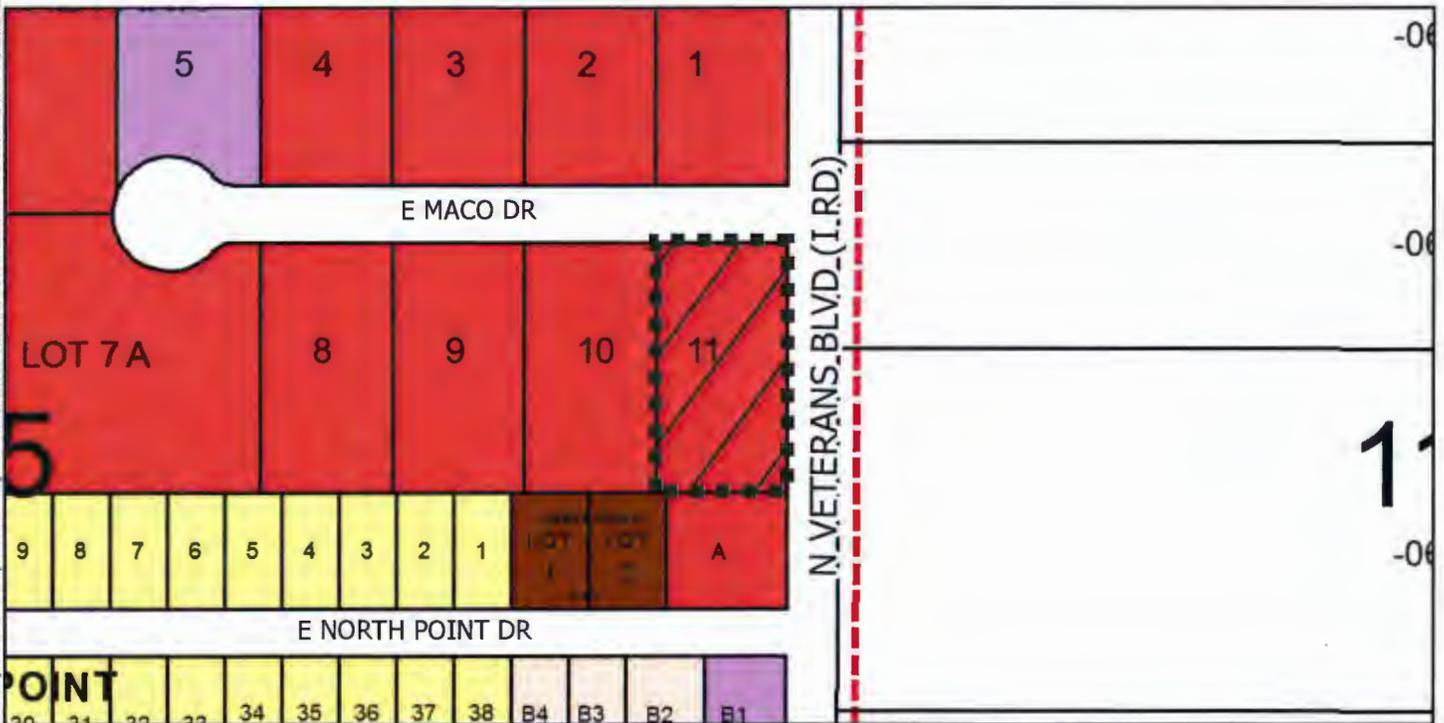
Recommends approval of the Conditional Use Permit.
(See attached memo)

PLANNING DEPT.:

Recommends approval of the Conditional Use Permit.
(See attached memo)

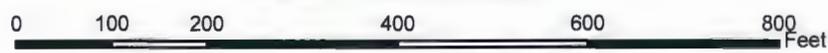
**DEVELOPMENT
SERVICES STAFF
RECOMMENDATIONS:**

Development Services Staff recommends **approval** of the request for renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C) subject to site and applicant being in compliance with all City Ordinances and City Department requirements.



- | | | | | |
|-----------------------------|---------------------------|-------------------|-------------------------|--------------------------|
| Agricultural Open Space | High Density Multi-Family | Government Owned | Heavy Industrial | Hidalgo ISD |
| Single Family | Mobile Home | General Business | Limited Industrial | Valley View ISD |
| Single Family Small Lot | Townhouse | Business District | Neighborhood Commercial | Planned Unit Development |
| Two Family | HUD Code | Drainage Easement | Office Professional | |
| Medium Density Multi-Family | Rail Road R.O.W. | Heavy Commercial | PSJA ISD | |

Scale: 1 inch = 200 feet



**CITY OF PHARR
COMMUNITY PLANNING & DEVELOPMENT
CERTIFICATE OF OCCUPANCY & CONDITIONAL USE PERMIT
INSPECTION FORM**

3439

OWNER/APPLICANT: Arnelio Cadena PHONE: 787-1916
 ADDRESS: 1308 Marco Drive
 TYPE OF BUSINESS: RESTAURANT NAME OF BUSINESS: Tejas Restaurant
 LEGAL: _____ SUBD.: _____

EXISTING BUILDING YES NO
 IF YES, PREVIOUS TYPE OF OCCUPANCY(S) _____
 MIXED OCCUPANCY YES NO
 IF YES, TYPE OF ADJACENT OCCUPANCY(S) _____
 CHANGE OF OCCUPANCY FROM PREVIOUS? YES NO
 IS CHANGE OF WALL ASSEMBLY REQUIRED? YES NO
 IS FIRE PROTECTION REQUIRED? YES NO
 IF SO, WHAT TYPE? _____

BUILDING STATUS/STRUCTURAL:
 1. FLOOR OK SUBSTANDARD
 2. WALLS: - EXTERIOR OK SUBSTANDARD
 - INTERIOR OK SUBSTANDARD
 3. CEILING OK SUBSTANDARD
 4. ROOF OK SUBSTANDARD

MEANS OF EGRESS:
 1. OCCUPANT LOAD (IF APPLICABLE) 325 OK SUBSTANDARD
 2. NUMBER OF EXITS 5 OK SUBSTANDARD
 3. MEANS OF EGRESS LIGHTING OK SUBSTANDARD
 4. EXIT SIGNS OK SUBSTANDARD
 5. DOOR HARDWARE OK SUBSTANDARD

ACCESSIBILITY:
 1. RESTROOMS OK SUBSTANDARD
 2. PATH OF EGRESS OK SUBSTANDARD
 3. RAMPS (HANDRAILS/GUARDS) OK SUBSTANDARD
 4. DOORS OK SUBSTANDARD

ELECTRICAL:
 1. SERVICE ENTRANCE OK SUBSTANDARD
 2. SERVICE EQUIPMENT OK SUBSTANDARD
 3. WIRING SYSTEM OK SUBSTANDARD
 4. LIGHT FIXTURE OK SUBSTANDARD
 5. RECEPTACLE OUTLETS (G.F.C.I. WHERE REQUIRED) OK SUBSTANDARD

MECHANICAL:
 1. REGISTERS OK SUBSTANDARD
 2. GRILL OK SUBSTANDARD
 3. DRAIN OK SUBSTANDARD
 4. EQUIPMENT OK SUBSTANDARD

PLUMBING:
 1. P. TRAPS OK SUBSTANDARD
 2. VENTS OK SUBSTANDARD
 3. DRAINS OK SUBSTANDARD
 4. PLUMBING FIXTURES OK SUBSTANDARD
 5. WATER SERVICE LINE OK SUBSTANDARD
 6. DISTRIBUTION LINES OK SUBSTANDARD
 7. GREASE TRAP (INTERCEPTOR/SEPARATOR) OK SUBSTANDARD
 8. BACKFLOW PREVENTION OK SUBSTANDARD

WATER HEATER:
 1. LOCATION Back Room OK SUBSTANDARD
 2. T.P. VALVE & DRAIN OK SUBSTANDARD
 3. SHUT-OFF VALVE OK SUBSTANDARD
 4. VENT OK SUBSTANDARD

GAS SYSTEM OK OK SUBSTANDARD
PREMISE OK SUBSTANDARD
GARBAGE CONTAINER OK SUBSTANDARD

PASSED

FAILED:

PASSED WITH CONDITIONS:

RE-INSPECT DATE:

BUILDING/SITE NEEDS IMPROVEMENT TO MEET THE FOLLOWING CONDITIONS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

PREPARED BY: [Signature] DATE: 4/19/16
 RECEIVED BY: [Signature] DATE: _____

Please note: Owner/Applicant is responsible to contact the City of Pharr Community Planning & Development Dept. at 702-5399 when improvements have been completed. Any permits with regard to this location will remain on hold until full compliance is met.



Prevention Division
118 S. Cage Blvd., 3rd Fl
Pharr, Texas 78577
Ph: 956-402-4400
Fax: 956-475-3433
fireprevention@pharrfd.net

April 15, 2016

TEJAS RESTAURANT
1308 MACO DR
PHARR, TX 78577

INSPECTION STATUS - PASSED

An inspection of your facility on Apr 15, 2016 revealed no violations.

2960 EDUARDO LUGO
Inspector

Efrain Gonzalez

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

APR 18 2016

BY: 

To: Melanie Cano, Interim Director City Planning
From: Joel Robles, Asst. Chief of Police
Date: 04/08/2016
Re: Conditional use Permit Renewal for ABC – File No. CUP#970325 (Tejas Restaurant)

Aurelio Cadena, , d/b/a Tejas Restaurant is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on premise consumption in a General Business District (C). The property is more fully described as follows:

- **Legal Description:** Lot 11, Maco Industrial Park Subdivision, Pharr, Hidalgo County, Texas.
- **Physical Address:** 1308 Maco Dr.
- **Contact Number:** 956-787-1916

In keeping with the requirements of ordinance # 0-84-44, I am providing you with the following comments:

REPLY

Ms. Cano, I have reviewed the proposed application. Based on the information we have on file for this establishment at this time, I recommend approval subject to the following documented requirements.

1. All state and local ordinances that currently exist or that may be enacted in the future that affect this business must be strictly adhered to. Personnel such as bartenders, waitresses and hostesses must be required to wear identifying insignia such as, name tags and or uniforms that clearly identify them as employees.
2. The owners, managers and or operators must agree not to use any advertisement on the property that is offensive, distasteful and or creates a visual impairment to traffic.
3. In the event that the manner the applicant conducts its business, endangers the general welfare, health, peace, morals, or safety of the community, the Chief of Police will exercise his authority under Section 11.612 of the Texas Alcoholic Beverage Code to recommend the cancellation of any and all permits for the same premises for up to one year after the date of cancellation.
4. The sale of alcoholic beverages to a minor inside the premises or on any area controlled by the aforementioned business will be considered an act that endangers the general welfare, health, peace, morals and or safety of the community.

Asst. Chief of Police



Joel Robles
Office: 956-402-4739
Mobile: 956-878-3233
joel.robles@pd.pharr-tx.gov

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

APR 11 2016



MEMORANDUM

DATE: MONDAY, JUNE 06, 2016

TO: MAYOR AND CITY COMMISSION

FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC
FILE NO. CUP#970325 (TEJAS RESTAURANT)

Aurelio Cadena, d/b/a Tejas Restaurant, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C). The property is more fully described as follows:

Legal description: Being Lot 11, Maco Industrial Park Subdivision, Pharr, Hidalgo County, Texas.

Physical Address: 1308 Maco Drive.

Planning staff is recommending **approval** of the request for renewal of the Conditional Use Permit provided the site and applicant being in compliance with all City Ordinances and City Department requirements.



MAYOR
Ambrosio “Amos” Hernández

COMMISSIONERS
Eleazar Guajardo
Roberto “Bobby” Carrillo
Oscar Elizondo, Jr.
Edmund Maldonado, Jr.
Ricardo Medina
Mario Bracamontes

CITY MANAGER
Juan G. Guerra, CPA

Executive Summary Letter

June 06, 2016

Conditional Use Permit and Late Hours Permit **Renewal** for ABC – Luby’s Cafeteria

Background:

Luby’s Bevco Inc., d/b/a Luby’s Cafeteria, is requesting the renewal of the Conditional Use Permit and Late Hours Permit to allow the sale of alcoholic beverages for on-premise consumption. This request constitutes the 3rd renewal for Luby’s Cafeteria.

The property is located at 1900 West Expressway 83. It is zoned General Business District (C) and is in conformance with the Future Land Use Plan. All required inspections have been conducted and have passed.

Recommendations:

Staff recommends **approval** of the renewal of the Conditional Use Permit and Late Hours Permit to allow the sale of alcoholic beverages for on-premise consumption subject to the site and applicant being in compliance with all City Ordinances and City Department requirements.

P:\Admin\MY FILES\CUPs\ABC\ABC_LUBY’S BEVCO CO dba LUBY’S CAFETERIA_2013



MEMORANDUM

DATE: MONDAY, JUNE 06, 2016
TO: MAYOR AND CITY COMMISSION
FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES
THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC
FILE NO. CUP#130419 (LUBY'S CAFETERIA)

GENERAL INFORMATION:

APPLICANT: Luby's Bevco Inc. d/b/a Luby's Cafeteria, is requesting renewal of the Conditional Use Permit and Late Hours Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C).

LEGAL DESCRIPTION: The property is legally described as Lot 1, El Centro Mall No. 2 Subdivision, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 1900 West Expressway 83.

ZONING: The property is currently zoned General Business District (C). The surrounding area is zoned General Business District (C) to the north, south, west and east. The area is generally designated for commercial use in the Land Use Plan.

COMMENTS:

CODE ENFORCEMENT	Recommends approval of the Conditional Use Permit. (See attached memo)e
FIRE MARSHAL:	Recommends approval of the Conditional Use Permit. (See attached memo)e

POLICE CHIEF:

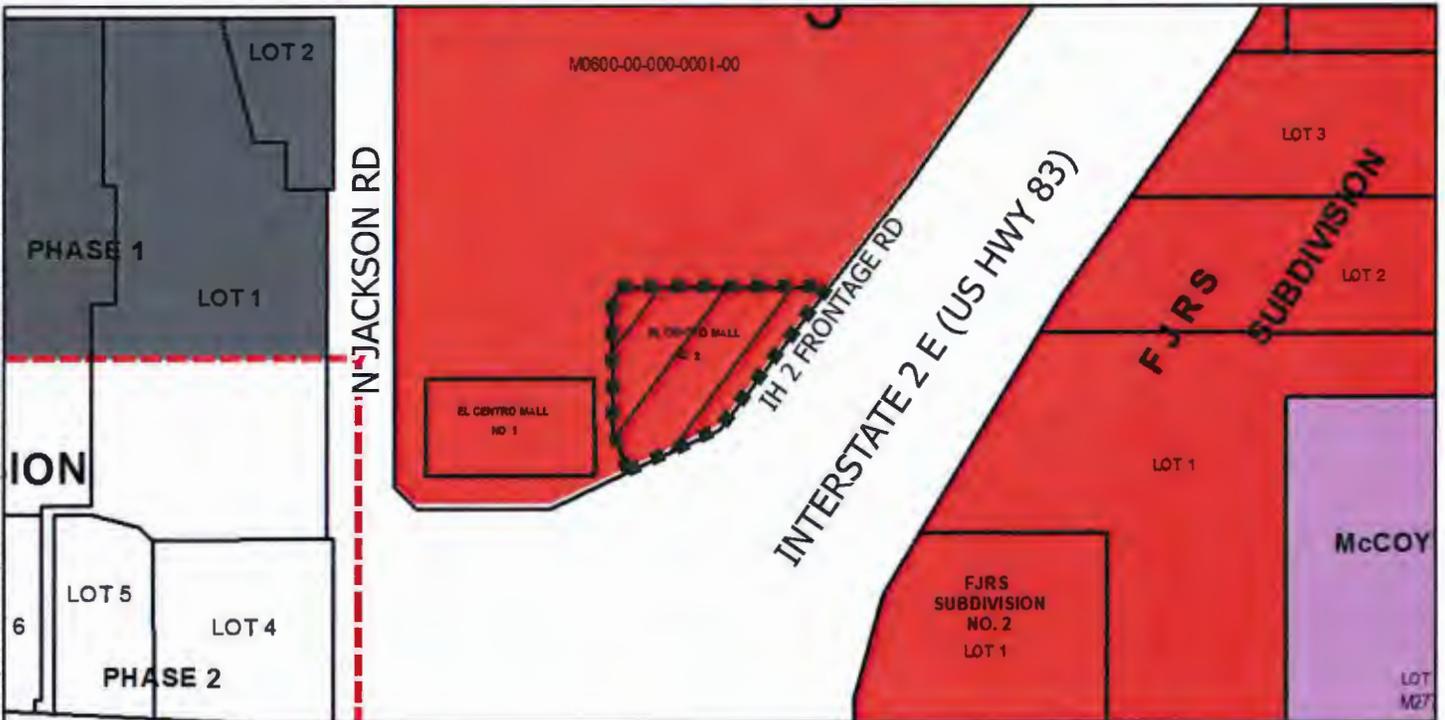
Recommends approval of the Conditional Use Permit. (See attached memo)

PLANNING DEPT.:

Recommends approval of the Conditional Use Permit. (See attached memo)

DEVELOPMENT SERVICES STAFF RECOMMENDATIONS:

Development Services Staff recommends **approval** of the request for a Conditional Use Permit and Late Hours Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C) subject to site and applicant being in compliance with all City Ordinances and City Department requirements.



- | | | | | |
|-----------------------------|---------------------------|-------------------|-------------------------|--------------------------|
| Agricultural Open Space | High Density Multi-Family | Government Owned | Heavy Industrial | Hidalgo ISD |
| Single Family | Mobile Home | General Business | Limited Industrial | Valley View ISD |
| Single Family Small Lot | Townhouse | Business District | Neighborhood Commercial | Planned Unit Development |
| Two Family | HUD Code | Drainage Easement | Office Professional | |
| Medium Density Multi-Family | Rail Road R.O.W. | Heavy Commercial | PSJA ISD | |



**CITY OF PHARR
COMMUNITY PLANNING & DEVELOPMENT
CERTIFICATE OF OCCUPANCY & CONDITIONAL USE PERMIT
INSPECTION FORM**

3438

OWNER/APPLICANT: Luhy's Fuddrucker Rest LLC PHONE: 781-7717
 ADDRESS: 1900 W. Expressway 83
 TYPE OF BUSINESS: Cafeteria NAME OF BUSINESS: Luhy's Cafeteria
 LEGAL: _____ SUBD.: _____

EXISTING BUILDING YES _____ NO
 IF YES, PREVIOUS TYPE OF OCCUPANCY(S) _____
 MIXED OCCUPANCY _____ YES NO
 IF YES, TYPE OF ADJACENT OCCUPANCY(S) _____
 CHANGE OF OCCUPANCY FROM PREVIOUS? _____ YES NO
 IS CHANGE OF WALL ASSEMBLY REQUIRED? _____ YES NO
 IS FIRE PROTECTION REQUIRED? YES _____ NO
 IF SO, WHAT TYPE? _____

BUILDING STATUS/STRUCTURAL:

1. FLOOR _____ SUBSTANDARD
 2. WALLS: _____ SUBSTANDARD
 - EXTERIOR _____ SUBSTANDARD
 - INTERIOR _____ SUBSTANDARD
 3. CEILING _____ SUBSTANDARD
 4. ROOF _____ SUBSTANDARD

MEANS OF EGRESS:

1. OCCUPANT LOAD (IF APPLICABLE) 240 _____ SUBSTANDARD
 2. NUMBER OF EXITS 5 _____ SUBSTANDARD
 3. MEANS OF EGRESS LIGHTING _____ SUBSTANDARD
 4. EXIT SIGNS _____ SUBSTANDARD
 5. DOOR HARDWARE _____ SUBSTANDARD

ACCESSIBILITY:

1. RESTROOMS _____ SUBSTANDARD
 2. PATH OF EGRESS _____ SUBSTANDARD
 3. RAMPS (HANDRAILS/GUARDS) _____ SUBSTANDARD
 4. DOORS _____ SUBSTANDARD

ELECTRICAL:

1. SERVICE ENTRANCE _____ SUBSTANDARD
 2. SERVICE EQUIPMENT _____ SUBSTANDARD
 3. WIRING SYSTEM _____ SUBSTANDARD
 4. LIGHT FIXTURE _____ SUBSTANDARD
 5. RECEPTACLE OUTLETS (G.F.C.I. WHERE REQUIRED) _____ SUBSTANDARD

MECHANICAL:

1. REGISTERS _____ SUBSTANDARD
 2. GRILL _____ SUBSTANDARD
 3. DRAIN _____ SUBSTANDARD
 4. EQUIPMENT _____ SUBSTANDARD

PLUMBING:

1. P. TRAPS _____ SUBSTANDARD
 2. VENTS _____ SUBSTANDARD
 3. DRAINS _____ SUBSTANDARD
 4. PLUMBING FIXTURES _____ SUBSTANDARD
 5. WATER SERVICE LINE _____ SUBSTANDARD
 6. DISTRIBUTION LINES _____ SUBSTANDARD
 7. GREASE TRAP (INTERCEPTOR/SEPARATOR) _____ SUBSTANDARD
 8. BACKFLOW PREVENTION _____ SUBSTANDARD

WATER HEATER:

1. LOCATION Out Side Storage Room _____ SUBSTANDARD
 2. T.P. VALVE & DRAIN _____ SUBSTANDARD
 3. SHUT-OFF VALVE _____ SUBSTANDARD
 4. VENT _____ SUBSTANDARD

GAS SYSTEM

PREMISE _____ SUBSTANDARD
 GARBAGE CONTAINER _____ SUBSTANDARD

PASSED

FAILED:

PASSED WITH CONDITIONS:

RE-INSPECT DATE:

BUILDING/SITE NEEDS IMPROVEMENT TO MEET THE FOLLOWING CONDITIONS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

PREPARED BY: Bob Hill DATE: 4/19/16
 RECEIVED BY: [Signature] DATE: 4/19/16

Please note: Owner/Applicant is responsible to contact the City of Pharr Community Planning & Development Dept. at 702-5399 when improvements have been completed. Any permits with regard to this location will remain on hold until full compliance is met.



Prevention Division
118 S. Cage Blvd., 3rd Fl
Pharr, Texas 78577
Ph: 956-402-4400
Fax: 956-475-3433
fireprevention@pharrfd.net

April 4, 2016

LUBY'S CAFETERIA
1900 W EXPRESSWAY 83
PHARR, TX 78577

INSPECTION STATUS - PASSED

An inspection of your facility on Apr 4, 2016 revealed no violations.

2960 EDUARDO LUGO
Inspector

George Aguilar

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

APR 04 2016

BY: _____

To: Melanie Cano, Interim Director City Planning
From: Joel Robles, Asst. Chief of Police
Date: 04/08/2016
Re: Conditional use Permit Renewal for ABC – File No. CUP#130419 (Luby's Cafeteria)

Luby's Cafeteria, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on premise consumption in a General Business District (C). The property is more fully described as follows:

- **Legal Description:** Lot 1, El Centro Mall No. 2 Subdivision, Pharr, Hidalgo County, Texas.
- **Physical Address:** 1900 W. Expressway 83
- **Contact Number:** 956-781-7717

In keeping with the requirements of ordinance # 0-84-44, I am providing you with the following comments:

REPLY

Ms. Cano, I have reviewed the proposed application. Based on the information we have on file for this establishment at this time, I recommend approval subject to the following documented requirements.

1. All state and local ordinances that currently exist or that may be enacted in the future that affect this business must be strictly adhered to. Personnel such as bartenders, waitresses and hostesses must be required to wear identifying insignia such as, name tags and or uniforms that clearly identify them as employees.
2. The owners, managers and or operators must agree not to use any advertisement on the property that is offensive, distasteful and or creates a visual impairment to traffic.
3. In the event that the manner the applicant conducts its business, endangers the general welfare, health, peace, morals, or safety of the community, the Chief of Police will exercise his authority under Section 11.612 of the Texas Alcoholic Beverage Code to recommend the cancellation of any and all permits for the same premises for up to one year after the date of cancellation.
4. The sale of alcoholic beverages to a minor inside the premises or on any area controlled by the aforementioned business will be considered an act that endangers the general welfare, health, peace, morals and or safety of the community.

Asst. Chief of Police



Joel Robles
Office: 956-402-4739
Mobile: 956-878-3233
joel.robles@pd.pharr-tx.gov

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

APR 11 2016



MEMORANDUM

DATE: MONDAY, JUNE 06, 2016
TO: MAYOR AND CITY COMMISSION
FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES
THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC
FILE NO. **CUP#130419** (LUBY'S CAFETERIA)

Luby's Bevco Inc, d/b/a Luby's Cafeteria, is requesting renewal of the Conditional Use Permit and Late Hours Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C). The property is more fully described as follows:

Legal description: Lot 1, El Centro Mall No. 2 Subdivision, Pharr, Hidalgo County, Texas.

Physical Address: 1900 West Expressway 83.

Planning staff is recommending **approval** of the request for renewal of the Conditional Use Permit and Late Hours Permit provided that the site and applicant being in compliance with all City Ordinances and City Department requirements.



MAYOR
Ambrosio "Amos" Hernández

COMMISSIONERS
Eleazar Guajardo
Roberto "Bobby" Carrillo
Oscar Elizondo, Jr.
Edmund Maldonado, Jr.
Ricardo Medina
Mario Bracamontes

CITY MANAGER
Juan G. Guerra, CPA

Executive Summary Letter

June 06, 2016

Conditional Use Permit **Renewal** for ABC – Sepi's

Background:

Alba Dora Pedraza, d/b/a Sepi's, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. This request constitutes the 4th renewal for Sepi's.

The property is located at 212 West State Street. It is zoned Business District (C-2) and is in conformance with the Future Land Use Plan. All required inspections have been conducted and have passed.

Recommendations:

Staff recommends **approval** of the renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption subject to the site and applicant being in compliance with all City Ordinances and City Department requirements.

P:\Admin\MY FILES\CUPs\ABC\ABC_A PEDRAZA dba SEPI'S_2012



MEMORANDUM

DATE: MONDAY, JUNE 06, 2016
TO: MAYOR AND CITY COMMISSION
FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES
THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC –
FILE NO. **CUP#120423** (SEPI'S)

GENERAL INFORMATION:

APPLICANT: Alba Dora Pedraza, d/b/a Sepi's is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Business District (C-2).

LEGAL DESCRIPTION: The property is legally described as Lot 22, Block 30, Pharr Original Townsite Subdivision, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 212 West State Street.

ZONING: The property is currently zoned Business District (C-2). The property to the north, east and west is zoned Business District (C-2) and the property to the south is zoned General Business District (C). The area is generally designated for commercial use in the Land Use Plan.

COMMENTS:

CODE ENFORCEMENT	Recommends approval of the Conditional Use Permit. (See attached memo)
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FIRE MARSHAL:	Recommends approval of the Conditional Use Permit. (See attached memo)
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POLICE CHIEF:

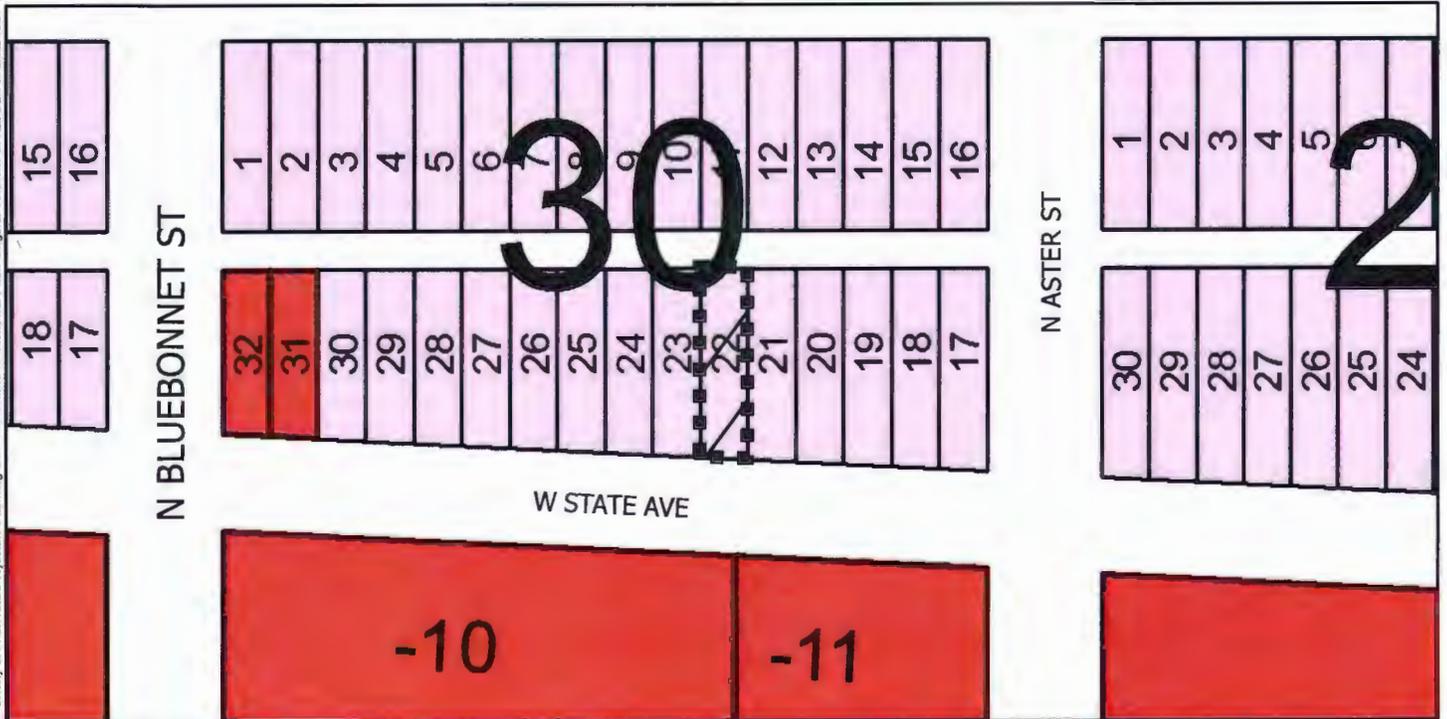
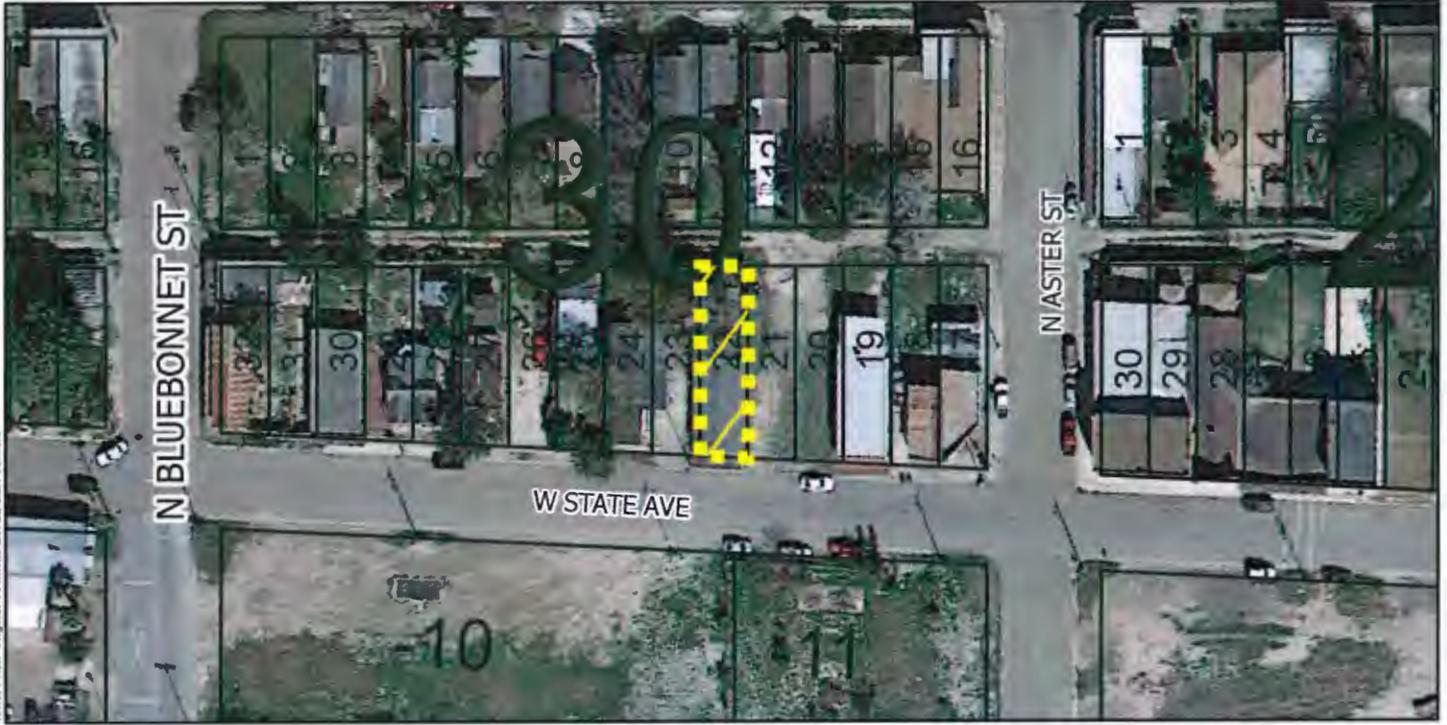
Recommends approval of the Conditional Use Permit.
(See attached memo)

PLANNING DEPT.:

Recommends approval of the Conditional Use Permit.
(See attached memo)

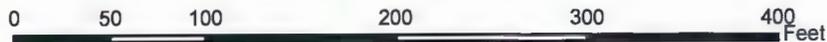
**DEVELOPMENT
SERVICES STAFF
RECOMMENDATIONS:**

Development Services Staff is recommending **approval** of the request for renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Business District (C-2) subject to site and applicant being in compliance with all City Ordinances and City Department requirements.



- | | | | | |
|-----------------------------|---------------------------|-------------------|-------------------------|--------------------------|
| Agricultural Open Space | High Density Multi-Family | Government Owned | Heavy Industrial | Hidalgo ISD |
| Single Family | Mobile Home | General Business | Limited Industrial | Valley View ISD |
| Single Family Small Lot | Townhouse | Business District | Neighborhood Commercial | Planned Unit Development |
| Two Family | HUD Code | Drainage Easement | Office Professional | |
| Medium Density Multi-Family | Rail Road R.O.W. | Heavy Commercial | PSJA ISD | |

Scale: 1 inch = 100 feet



**CITY OF PHARR
COMMUNITY PLANNING & DEVELOPMENT
CERTIFICATE OF OCCUPANCY & CONDITIONAL USE PERMIT
INSPECTION FORM**

3446

OWNER/APPLICANT: Alba Pedraza PHONE: 956-787-6651
 ADDRESS: 212 W. State St
 TYPE OF BUSINESS: Bar NAME OF BUSINESS: Sepi's
 LEGAL: lot 22 Blk 30 SUBD.: Pharr Original town site

EXISTING BUILDING _____ YES _____ NO
 IF YES, PREVIOUS TYPE OF OCCUPANCY(S) _____
 MIXED OCCUPANCY _____ YES _____ NO
 IF YES, TYPE OF ADJACENT OCCUPANCY(S) _____
 CHANGE OF OCCUPANCY FROM PREVIOUS? _____ YES _____ NO
 IS CHANGE OF WALL ASSEMBLY REQUIRED? _____ YES _____ NO
 IS FIRE PROTECTION REQUIRED? _____ YES _____ NO
 IF SO, WHAT TYPE? _____

BUILDING STATUS/STRUCTURAL:

1. FLOOR _____ OK _____ SUBSTANDARD
 2. WALLS: _____ OK _____ SUBSTANDARD
 - EXTERIOR _____ OK _____ SUBSTANDARD
 - INTERIOR _____ OK _____ SUBSTANDARD
 3. CEILING _____ OK _____ SUBSTANDARD
 4. ROOF _____ OK _____ SUBSTANDARD

MEANS OF EGRESS:

1. OCCUPANT LOAD (IF APPLICABLE) _____ OK _____ SUBSTANDARD
 2. NUMBER OF EXITS _____ 2 _____ SUBSTANDARD
 3. MEANS OF EGRESS LIGHTING _____ OK _____ SUBSTANDARD
 4. EXIT SIGNS _____ OK _____ SUBSTANDARD
 5. DOOR HARDWARE _____ OK _____ SUBSTANDARD

ACCESSIBILITY:

1. RESTROOMS _____ OK _____ SUBSTANDARD
 2. PATH OF EGRESS _____ OK _____ SUBSTANDARD
 3. RAMPS (HANDRAILS/GUARDS) _____ OK _____ SUBSTANDARD
 4. DOORS _____ OK _____ SUBSTANDARD

ELECTRICAL:

1. SERVICE ENTRANCE _____ OK _____ SUBSTANDARD
 2. SERVICE EQUIPMENT _____ OK _____ SUBSTANDARD
 3. WIRING SYSTEM _____ OK _____ SUBSTANDARD
 4. LIGHT FIXTURE _____ OK _____ SUBSTANDARD
 5. RECEPTACLE OUTLETS (G.F.C.I. WHERE REQUIRED) _____ OK _____ SUBSTANDARD

MECHANICAL:

1. REGISTERS _____ OK _____ SUBSTANDARD
 2. GRILL _____ OK _____ SUBSTANDARD
 3. DRAIN _____ OK _____ SUBSTANDARD
 4. EQUIPMENT _____ OK _____ SUBSTANDARD

PLUMBING:

1. P. TRAPS _____ OK _____ SUBSTANDARD
 2. VENTS _____ OK _____ SUBSTANDARD
 3. DRAINS _____ OK _____ SUBSTANDARD
 4. PLUMBING FIXTURES _____ OK _____ SUBSTANDARD
 5. WATER SERVICE LINE _____ OK _____ SUBSTANDARD
 6. DISTRIBUTION LINES _____ OK _____ SUBSTANDARD
 7. GREASE TRAP (INTERCEPTOR/SEPARATOR) _____ OK _____ SUBSTANDARD
 8. BACKFLOW PREVENTION _____ OK _____ SUBSTANDARD

WATER HEATER:

1. LOCATION _____ OK _____ SUBSTANDARD
 2. T.P. VALVE & DRAIN _____ OK _____ SUBSTANDARD
 3. SHUT-OFF VALVE _____ OK _____ SUBSTANDARD
 4. VENT _____ OK _____ SUBSTANDARD

GAS SYSTEM

PREMISE

GARBAGE CONTAINER

_____ OK _____ SUBSTANDARD
 _____ OK _____ SUBSTANDARD
 _____ OK _____ SUBSTANDARD

PASSED ✓

FAILED:

PASSED WITH CONDITIONS:

RE-INSPECT DATE:

BUILDING/SITE NEEDS IMPROVEMENT TO MEET THE FOLLOWING CONDITIONS:

1. At time of inspection premise
2. was found to be in reasonable compliance
3. with building codes
4. _____
5. _____

PREPARED BY: [Signature] DATE: 5/18/16

RECEIVED BY: Alba Pedraza DATE: 5-18-16

Please note: Owner/Applicant is responsible to contact the City of Pharr Community Planning & Development Dept. at 702-5399 when improvements have been completed. Any permits with regard to this location will remain on hold until full compliance is met.



Prevention Division
118 S. Cage Blvd., 3rd Fl
Pharr, Texas 78577
Ph: 956-402-4400
Fax: 956-475-3433
fireprevention@pharrfd.net

May 24, 2016

GILBERT PEDRAZA SEPIS
212 W STATE AVE
PHARR, TX 78577

INSPECTION STATUS - PASSED

An inspection of your facility on May 24, 2016 revealed no violations.

Inspection Note AT TIME OF CUP INSPECTION BUILDING WAS FOUND TO BE IN REASONABLE COMPLIANCE.

8108 MARTIN TORRES
Inspector

ALBA DORA PEDRAZA

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

MAY 27 2016

BY: _____

To: Melanie Cano, Interim Director City Planning
From: Joel Robles, Asst. Chief of Police
Date: 05/11/2016
Re: Conditional use Permit Renewal for ABC – File No. CUP#120423 (Sepi's)

Alba Dora Pedraza, d/b/a Sepi's, is requesting a renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on premise consumption in a Business District (C-2). The property is more fully described as follows:

- **Legal Description:** Lot 22, Block 30, Pharr Original Townsite Subdivision, Pharr, Hidalgo County, Texas
- **Physical Address:** 212 W. State Ave.
- **Contact Number:** 956-787-6651

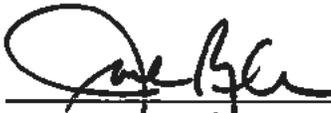
In keeping with the requirements of ordinance # 0-84-44, I am providing you with the following comments:

REPLY

Ms. Cano, I have reviewed the proposed application. Based on the information we have on file for this establishment at this time, I recommend approval subject to the following documented requirements.

1. All state and local ordinances that currently exist or that may be enacted in the future that affect this business must be strictly adhered to. Personnel such as bartenders, waitresses and hostesses must be required to wear identifying insignia such as, name tags and or uniforms that clearly identify them as employees.
2. The owners, managers and or operators must agree not to use any advertisement on the property that is offensive, distasteful and or creates a visual impairment to traffic.
3. In the event that the manner the applicant conducts its business, endangers the general welfare, health, peace, morals, or safety of the community, the Chief of Police will exercise his authority under Section 11.612 of the Texas Alcoholic Beverage Code to recommend the cancellation of any and all permits for the same premises for up to one year after the date of cancellation.
4. The sale of alcoholic beverages to a minor inside the premises or on any area controlled by the aforementioned business will be considered an act that endangers the general welfare, health, peace, morals and or safety of the community.

Asst. Chief of Police



Joel Robles

Office: 956-402-4739

Mobile: 956-878-3233

joel.robles@pd.pharr-tx.gov

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

MAY 11 2016





MEMORANDUM

DATE: MONDAY, JUNE 06, 2016
TO: MAYOR AND CITY COMMISSION
FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES
THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT **RENEWAL** FOR ABC –
FILE NO. **CUP#120423** (SEPI'S)

Alba Dora Pedraza, d/b/a Sepi's, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Business District (C-2). The property is more fully described as follows:

Legal Description: Being Lot 22, Block 30, Pharr Original Townsite, Pharr, Hidalgo County, Texas.

Physical Address: 212 West State Street.

Planning Staff is recommending **approval** of the request for renewal of the Conditional Use Permit provided the site and applicant being in compliance with all City Ordinances and City Departments requirements.



MAYOR
Ambrosio “Amos” Hernández

COMMISSIONERS
Eleazar Guajardo
Roberto “Bobby” Carrillo
Oscar Elizondo, Jr.
Edmund Maldonado, Jr.
Ricardo Medina
Mario Bracamontes

CITY MANAGER
Juan G. Guerra, CPA

Executive Summary Letter

June 06, 2016

Conditional Use Permit for ABC –

Muelle 37

Background:

Juan F. Garza, d/b/a Muelle 37, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. This request constitutes the 1st renewal for Muelle 37.

The property is located at 1000 North Cage Boulevard, Suite A. It is zoned General Business District (C) and is in conformance with the Future Land Use Plan. All required inspections have been conducted and have passed.

Recommendations:

Staff recommends **approval** of the renewal of the Conditional Use Permit to allow the sale of alcoholic beverage for on-premise consumption subject to the site and applicant being in compliance with all City Ordinances and City Department requirements.

P:\Admin\MY FILES\CUPs\ABC\ABC_J GARZA dba MUELLE 37_2015



MEMORANDUM

DATE: MONDAY JUNE 06, 2016
TO: MAYOR AND CITY COMMISSION
FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES
THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC
FILE NO. CUP#150325 (MUELLE 37)

GENERAL INFORMATION:

APPLICANT: Juan F. Garza, d/b/a Muelle 37, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C).

LEGAL DESCRIPTION: The property is legally described as being a 0.073 acre tract of land, more or less, out of Lot 2, Browning Commercial Area Subdivision, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 1000 North Cage Boulevard, Suite A.

ZONING: The property is currently zoned General Business District (C). The surrounding area is zoned General Business District (C) to the North, South, East and West. The area is generally designated for commercial use in the Land Use Plan.

COMMENTS: **CODE COMPLIANCE:** Recommends approval of the Conditional Use Permit. (See attached memo)

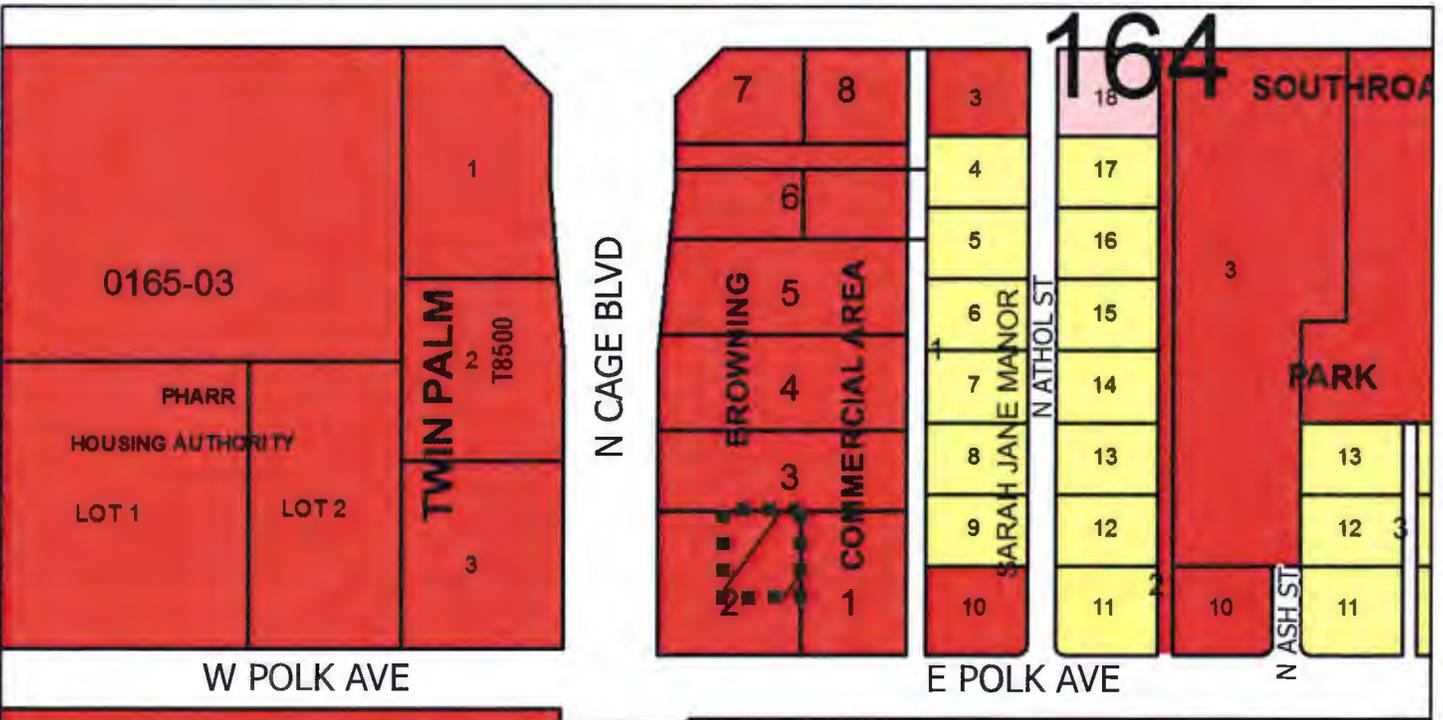
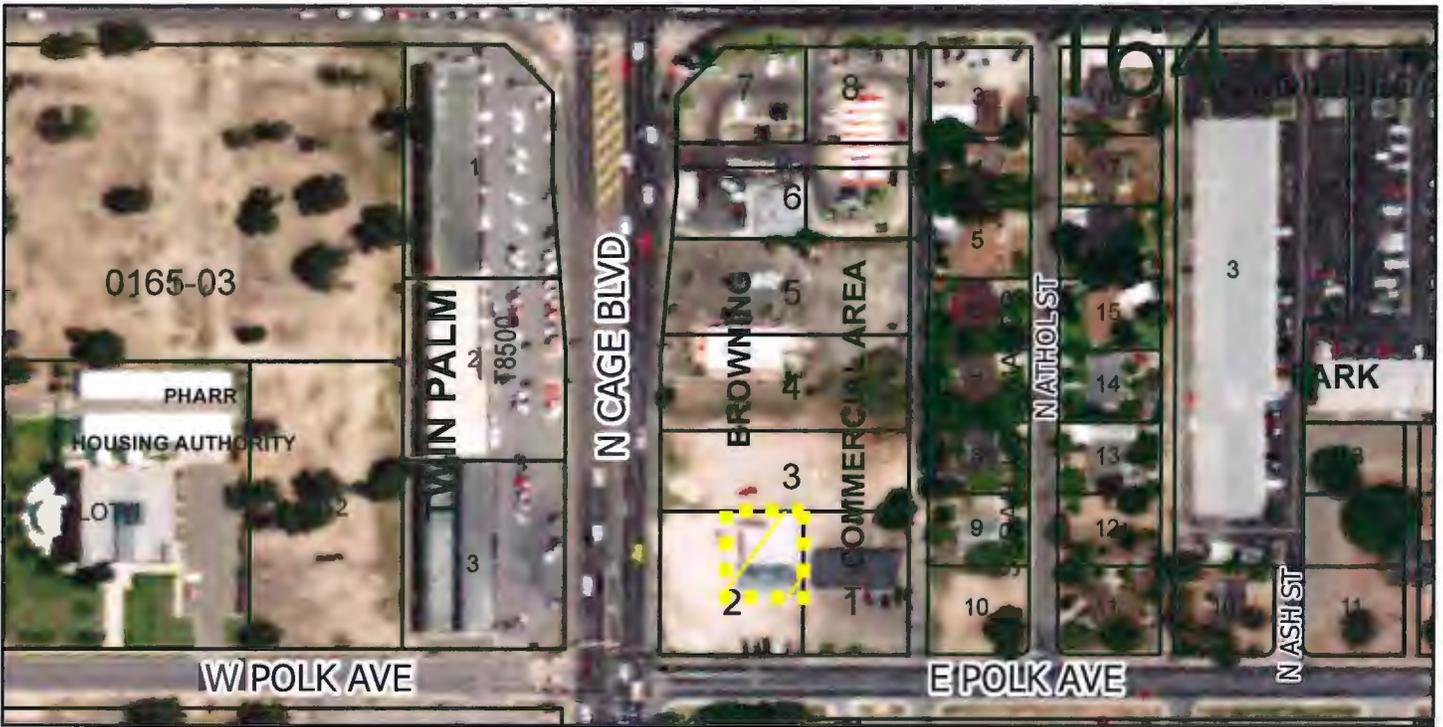
FIRE DEPARTMENT: Recommends approval of the Conditional Use Permit. (See attached memo)

POLICE CHIEF: Recommends approval of the Conditional Use Permit. (See attached memo)

PLANNING DEPARTMENT: Recommends approval of the Conditional Use Permit. (See attached memo)

DEVELOPMENT SERVICES STAFF RECOMMENDATIONS: Development Services Staff recommends **approval** of the request for renewal for the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C) subject to site and applicant being in compliance with all City Ordinances and City Department requirements.

Conditional Use Permit Renewal
 .073Ac out of Lot 2 Browning Commercial Area
 Juan F. Garza/ Muelle 37



- | | | | | |
|-----------------------------|---------------------------|-------------------|-------------------------|--------------------------|
| Agricultural Open Space | High Density Multi-Family | Government Owned | Heavy Industrial | Hidalgo ISD |
| Single Family | Mobile Home | General Business | Limited Industrial | Valley View ISD |
| Single Family Small Lot | Townhouse | Business District | Neighborhood Commercial | Planned Unit Development |
| Two Family | HUD Code | Drainage Easement | Office Professional | |
| Medium Density Multi-Family | Rail Road R.O.W. | Heavy Commercial | PSJA ISD | |

City of Pharr, Texas
 Engineering Department
 956.702.5355



Date: 5/18/2016

G:\City of Pharr\GIS\Projects\1-Pharr\GIS\Projects\CUP Renewal\CUP Browning Commercial Area Lot 2 .073Ac\MXD\CUP Renewal Base.mxd

**CITY OF PHARR
COMMUNITY PLANNING & DEVELOPMENT
CERTIFICATE OF OCCUPANCY & CONDITIONAL USE PERMIT
INSPECTION FORM**

3419

OWNER/APPLICANT: Juan Garza PHONE: 956-227-6644
 ADDRESS: 1000 W Cage
 TYPE OF BUSINESS: Restaurant NAME OF BUSINESS: Mdolle 37
 LEGAL: 0.073 acre tract on land SUBD.: Browning Commercial
out of 10+2

EXISTING BUILDING _____ YES _____ NO
 IF YES, PREVIOUS TYPE OF OCCUPANCY(S) _____
 MIXED OCCUPANCY _____ YES _____ NO
 IF YES, TYPE OF ADJACENT OCCUPANCY(S) _____
 CHANGE OF OCCUPANCY FROM PREVIOUS? _____ YES _____ NO
 IS CHANGE OF WALL ASSEMBLY REQUIRED? _____ YES _____ NO
 IS FIRE PROTECTION REQUIRED? _____ YES _____ NO
 IF SO, WHAT TYPE? _____

BUILDING STATUS/STRUCTURAL:

1. FLOOR _____ OK _____ SUBSTANDARD
 2. WALLS: - EXTERIOR _____ OK _____ SUBSTANDARD
 - INTERIOR _____ OK _____ SUBSTANDARD
 3. CEILING _____ OK _____ SUBSTANDARD
 4. ROOF _____ OK _____ SUBSTANDARD

MEANS OF EGRESS:

1. OCCUPANT LOAD (IF APPLICABLE) _____ OK _____ SUBSTANDARD
 2. NUMBER OF EXITS 3 _____ OK _____ SUBSTANDARD
 3. MEANS OF EGRESS LIGHTING _____ OK _____ SUBSTANDARD
 4. EXIT SIGNS _____ OK _____ SUBSTANDARD
 5. DOOR HARDWARE _____ OK _____ SUBSTANDARD

ACCESSIBILITY:

1. RESTROOMS _____ OK _____ SUBSTANDARD
 2. PATH OF EGRESS _____ OK _____ SUBSTANDARD
 3. RAMPS (HANDRAILS/GUARDS) _____ OK _____ SUBSTANDARD
 4. DOORS _____ OK _____ SUBSTANDARD

ELECTRICAL:

1. SERVICE ENTRANCE _____ OK _____ SUBSTANDARD
 2. SERVICE EQUIPMENT _____ OK _____ SUBSTANDARD
 3. WIRING SYSTEM _____ OK _____ SUBSTANDARD
 4. LIGHT FIXTURE _____ OK _____ SUBSTANDARD
 5. RECEPTACLE OUTLETS (G.F.C.I. WHERE REQUIRED) _____ OK _____ SUBSTANDARD

MECHANICAL:

1. REGISTERS _____ OK _____ SUBSTANDARD
 2. GRILL _____ OK _____ SUBSTANDARD
 3. DRAIN _____ OK _____ SUBSTANDARD
 4. EQUIPMENT _____ OK _____ SUBSTANDARD

PLUMBING:

1. P. TRAPS _____ OK _____ SUBSTANDARD
 2. VENTS _____ OK _____ SUBSTANDARD
 3. DRAINS _____ OK _____ SUBSTANDARD
 4. PLUMBING FIXTURES _____ OK _____ SUBSTANDARD
 5. WATER SERVICE LINE _____ OK _____ SUBSTANDARD
 6. DISTRIBUTION LINES _____ OK _____ SUBSTANDARD
 7. GREASE TRAP (INTERCEPTOR/SEPARATOR) _____ OK _____ SUBSTANDARD
 8. BACKFLOW PREVENTION _____ OK _____ SUBSTANDARD

WATER HEATER:

1. LOCATION Back Storage (Kitchen) _____ OK _____ SUBSTANDARD
 2. T.P. VALVE & DRAIN _____ OK _____ SUBSTANDARD
 3. SHUT-OFF VALVE _____ OK _____ SUBSTANDARD
 4. VENT _____ OK _____ SUBSTANDARD

GAS SYSTEM

PREMISE

GARBAGE CONTAINER

_____ OK _____ SUBSTANDARD
 _____ OK _____ SUBSTANDARD
 _____ OK _____ SUBSTANDARD

PASSED
FAILED: _____
PASSED WITH CONDITIONS: _____
RE-INSPECT DATE: _____

BUILDING/SITE NEEDS IMPROVEMENT TO MEET THE FOLLOWING CONDITIONS:

1. At time of inspection, Premise was
2. found to be in reasonable compliance
3. with building codes
4. _____
5. _____

PREPARED BY: Edgar E... DATE: 4-12-16
 RECEIVED BY: [Signature] DATE: 4-13-16

Please note: Owner/Applicant is responsible to contact the City of Pharr Community Planning & Development Dept. at 702-5399 when improvements have been completed. Any permits with regard to this location will remain on hold until full compliance is met.



Prevention Division
118 S. Cage Blvd., 3rd Fl
Pharr, Texas 78577
Ph: 956-402-4400
Fax: 956-475-3433
fireprevention@pharrfd.net

April 6, 2016

MUELLE 37
1000 N CAGE, 1
PHARR, TX 78577

INSPECTION STATUS - PASSED

An inspection of your facility on Apr 6, 2016 revealed no violations.

Inspection Note AT TIME OF RE-INSPECTION, BUILDING WAS FOUND TO BE IN REASONABLE COMPLIANCE.

8108 MARTIN TORRES
Inspector

KIOSKI YUNIVE TORRES

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

APR 06 2016

BY: _____

To: Melanie Cano, Interim Director City Planning
From: Joel Robles, Asst. Chief of Police
Date: 04/08/2016
Re: Conditional use Permit for ABC – File No. CUP#150325 (Muelle 37)

Juan F. Garza d/b/a Muelle 37, has filed with the Planning and Zoning Commission requesting for a Conditional Use Permit to allow the sale of alcoholic beverages for on premise consumption in a General Business District (C). The property is more fully described as follows:

- **Legal Description:** Being a 0.073 acre tract of land, more or less, out of Lot 2 Browning Commercial Area Subdivision, Pharr, Hidalgo County, Texas.
- **Physical Address:** 1000 N. Cage Blvd.
- **Contact Number:** 956-227-6644

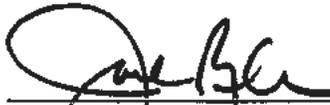
In keeping with the requirements of ordinance # 0-84-44, I am providing you with the following comments:

REPLY

Ms. Cano, I have reviewed the proposed application. Based on the information we have on file for this establishment at this time, I recommend approval subject to the following documented requirements.

1. All state and local ordinances that currently exist or that may be enacted in the future that affect this business must be strictly adhered to. Personnel such as bartenders, waitresses and hostesses must be required to wear identifying insignia such as, name tags and or uniforms that clearly identify them as employees.
2. The owners, managers and or operators must agree not to use any advertisement on the property that is offensive, distasteful and or creates a visual impairment to traffic.
3. In the event that the manner the applicant conducts its business, endangers the general welfare, health, peace, morals, or safety of the community, the Chief of Police will exercise his authority under Section 11.612 of the Texas Alcoholic Beverage Code to recommend the cancellation of any and all permits for the same premises for up to one year after the date of cancellation.
4. The sale of alcoholic beverages to a minor inside the premises or on any area controlled by the aforementioned business will be considered an act that endangers the general welfare, health, peace, morals and or safety of the community.

Asst. Chief of Police



Joel Robles
Office: 956-402-4739
Mobile: 956-878-3233
joel.robles@pd.pharr-tx.gov

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

APR 11 2016



MEMORANDUM

DATE: MONDAY, JUNE 06, 2016

TO: MAYOR AND CITY COMMISSION

FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC
FILE NO. **CUP#150325** (MUELLE 37)

Juan F. Garza, d/b/a Muelle 37, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a General Business District (C). The property is more fully described as follows:

Legal Description: Being a 0.073 acre tract of land, more or less, out of Lot 2, Browning Commercial Area Subdivision, Pharr, Hidalgo County, Texas.

Physical Address: 1000 North Cage Boulevard, Suite A.

Planning staff is recommending **approval** of the request for renewal of the Conditional Use Permit provided the site and applicant being in compliance with all City Ordinances and City Department requirements.



MAYOR
Ambrosio “Amos” Hernández

COMMISSIONERS
Eleazar Guajardo
Roberto “Bobby” Carrillo
Oscar Elizondo, Jr.
Edmund Maldonado, Jr.
Ricardo Medina
Mario Bracamontes

CITY MANAGER
Juan G. Guerra, CPA

Executive Summary Letter

June 06, 2016

Conditional Use Permit **Renewal** for ABC –

Pato’s Place

Background:

Maria Dolores Montenegro, d/b/a Pato’s Place, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. This request constitutes the 16th renewal for Pato’s Place.

The property is located at 226 West State Avenue. It is zoned Business District (C-2) and is in conformance with the Future Land Use Plan. All required inspections have been conducted and have passed.

Recommendations:

Staff recommends **approval** of the renewal of the Conditional Use Permit to allow the sale of alcoholic beverage for on-premise consumption subject to the site and applicant being in compliance with all City Ordinances and City Department requirements.

P:\Admin\MY FILES\CUPs\ABC\ABC_Patos Place_Maria Dolores Montenegro_1999



MEMORANDUM

DATE: MONDAY JUNE 06, 2016

TO: MAYOR AND CITY COMMISSION

FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC
FILE NO. CUP#990583 (PATO'S PLACE)

GENERAL INFORMATION:

APPLICANT: Maria Dolores Montenegro, d/b/a Pato's Place, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Business District (C-2).

LEGAL DESCRIPTION: The property is legally described as the West 8.6 feet of Lot 29 and all of Lot 30, Block 30, Pharr Original Townsite Subdivision, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 226 West State Avenue.

ZONING: The property is currently zoned Business District (C-2). The surrounding area is zoned Business District (C-2) to the North, East and West. The property to the South is zoned General Business District (C). The area is generally designated for commercial use in the Land Use Plan.

COMMENTS:

CODE ENFORCEMENT	Recommends approval of the Conditional Use Permit. (See attached memo)
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FIRE MARSHAL:	Recommends approval of the Conditional Use Permit. (See attached memo)
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POLICE CHIEF:

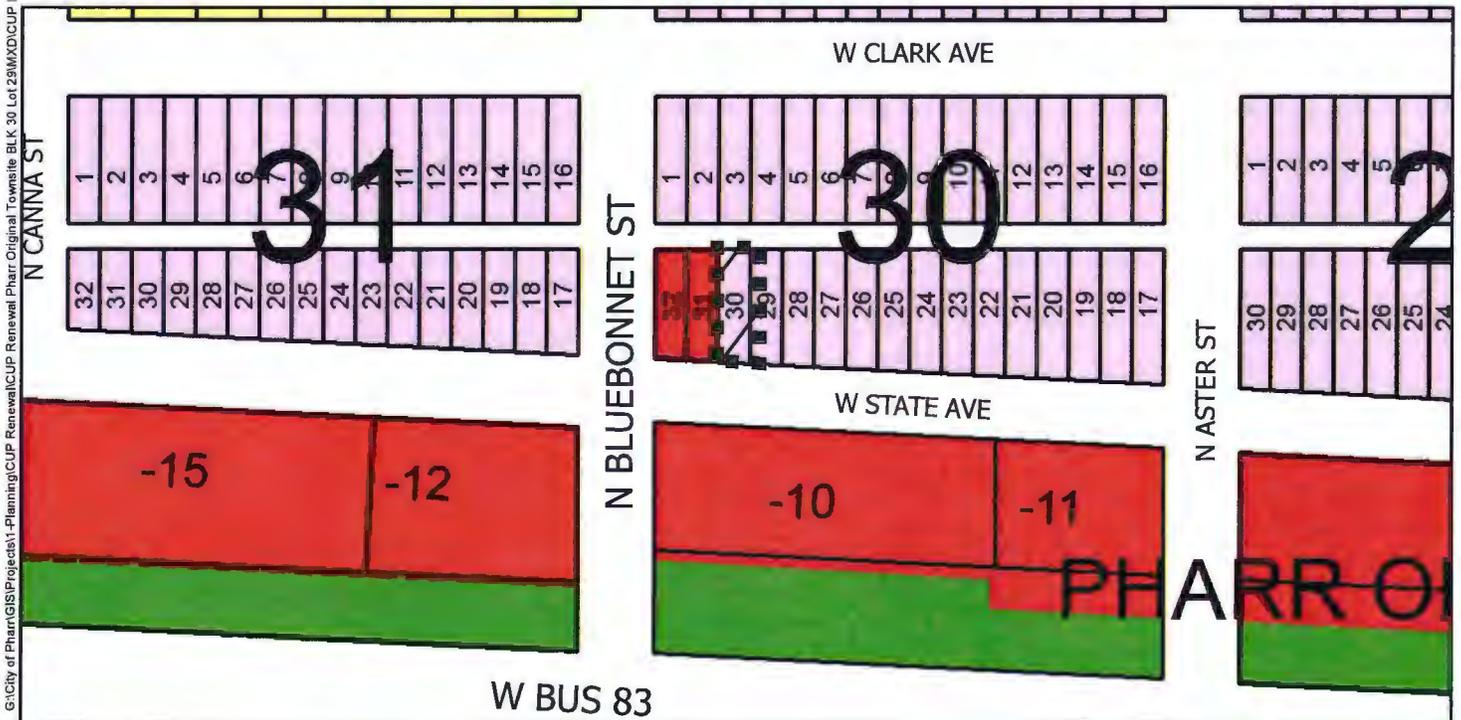
Recommends approval of the Conditional Use Permit.
(See attached memo)

PLANNING DEPT.:

Recommends approval of the Conditional Use Permit.
(See attached memo)

**DEVELOPMENT
SERVICES STAFF
RECOMMENDATIONS:**

Development Services Staff recommends **approval** of the request for renewal for the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Business District (C-2) subject to site and applicant being in compliance with all City Ordinances and City Department requirements.



- | | | | | |
|-----------------------------|---------------------------|-------------------|-------------------------|--------------------------|
| Agricultural Open Space | High Density Multi-Family | Government Owned | Heavy Industrial | Hidalgo ISD |
| Single Family | Mobile Home | General Business | Limited Industrial | Valley View ISD |
| Single Family Small Lot | Townhouse | Business District | Neighborhood Commercial | Planned Unit Development |
| Two Family | HUD Code | Drainage Easement | Office Professional | |
| Medium Density Multi-Family | Rail Road R.O.W. | Heavy Commercial | PSJA ISD | |

Scale: 1 inch = 150 feet



**CITY OF PHARR
COMMUNITY PLANNING & DEVELOPMENT
CERTIFICATE OF OCCUPANCY & CONDITIONAL USE PERMIT
INSPECTION FORM**

3420

OWNER/APPLICANT: Maria Montenegro PHONE: 956-783-3190
 ADDRESS: 220 W. State
 TYPE OF BUSINESS: Bar NAME OF BUSINESS: Papa's
 LEGAL: lot 29 Blk 3D SUBD.: Pharr original Townsite

EXISTING BUILDING _____ YES _____ NO
 IF YES, PREVIOUS TYPE OF OCCUPANCY(S) _____
 MIXED OCCUPANCY _____ YES _____ NO
 IF YES, TYPE OF ADJACENT OCCUPANCY(S) _____
 CHANGE OF OCCUPANCY FROM PREVIOUS? _____ YES _____ NO
 IS CHANGE OF WALL ASSEMBLY REQUIRED? _____ YES _____ NO
 IS FIRE PROTECTION REQUIRED? _____ YES _____ NO
 IF SO, WHAT TYPE? _____

BUILDING STATUS/STRUCTURAL:

1. FLOOR _____ OK _____ SUBSTANDARD
 2. WALLS: _____ OK _____ SUBSTANDARD
 - EXTERIOR _____ OK _____ SUBSTANDARD
 - INTERIOR _____ OK _____ SUBSTANDARD
 3. CEILING _____ OK _____ SUBSTANDARD
 4. ROOF _____ OK _____ SUBSTANDARD

MEANS OF EGRESS:

1. OCCUPANT LOAD (IF APPLICABLE) _____ OK _____ SUBSTANDARD
 2. NUMBER OF EXITS 2 _____ OK _____ SUBSTANDARD
 3. MEANS OF EGRESS LIGHTING _____ OK _____ SUBSTANDARD
 4. EXIT SIGNS _____ OK _____ SUBSTANDARD
 5. DOOR HARDWARE _____ OK _____ SUBSTANDARD

ACCESSIBILITY:

1. RESTROOMS _____ OK _____ SUBSTANDARD
 2. PATH OF EGRESS _____ OK _____ SUBSTANDARD
 3. RAMPS (HANDRAILS/GUARDS) _____ OK _____ SUBSTANDARD
 4. DOORS _____ OK _____ SUBSTANDARD

ELECTRICAL:

1. SERVICE ENTRANCE _____ OK _____ SUBSTANDARD
 2. SERVICE EQUIPMENT _____ OK _____ SUBSTANDARD
 3. WIRING SYSTEM _____ OK _____ SUBSTANDARD
 4. LIGHT FIXTURE _____ OK _____ SUBSTANDARD
 5. RECEPTACLE OUTLETS (G.F.C.I. WHERE REQUIRED) _____ OK _____ SUBSTANDARD

MECHANICAL:

1. REGISTERS _____ OK _____ SUBSTANDARD
 2. GRILL _____ OK _____ SUBSTANDARD
 3. DRAIN _____ OK _____ SUBSTANDARD
 4. EQUIPMENT _____ OK _____ SUBSTANDARD

PLUMBING:

1. P. TRAPS _____ OK _____ SUBSTANDARD
 2. VENTS _____ OK _____ SUBSTANDARD
 3. DRAINS _____ OK _____ SUBSTANDARD
 4. PLUMBING FIXTURES _____ OK _____ SUBSTANDARD
 5. WATER SERVICE LINE _____ OK _____ SUBSTANDARD
 6. DISTRIBUTION LINES _____ OK _____ SUBSTANDARD
 7. GREASE TRAP (INTERCEPTOR/SEPARATOR) _____ OK _____ SUBSTANDARD
 8. BACKFLOW PREVENTION _____ OK _____ SUBSTANDARD

WATER HEATER:

1. LOCATION _____ OK _____ SUBSTANDARD
 2. T.P. VALVE & DRAIN _____ OK _____ SUBSTANDARD
 3. SHUT-OFF VALVE _____ OK _____ SUBSTANDARD
 4. VENT _____ OK _____ SUBSTANDARD

GAS SYSTEM

PREMISE

GARBAGE CONTAINER

_____ OK _____ SUBSTANDARD
 _____ OK _____ SUBSTANDARD

PASSED
 FAILED: _____
 PASSED WITH CONDITIONS: _____
 RE-INSPECT DATE: _____

BUILDING/SITE NEEDS IMPROVEMENT TO MEET THE FOLLOWING CONDITIONS:

1. At time of inspection, premise was found
2. to be in reasonable compliance
3. with Building codes
4. _____
5. _____

PREPARED BY: Edna E... DATE: 5/18/14

RECEIVED BY: Maria Montenegro DATE: 05-18-2016

Please note: Owner/Applicant is responsible to contact the City of Pharr Community Planning & Development Dept. at 702-5399 when improvements have been completed. Any permits with regard to this location will remain on hold until full compliance is met.



Prevention Division
118 S. Cage Blvd., 3rd Fl
Pharr, Texas 78577
Ph: 956-402-4400
Fax: 956-475-3433
fireprevention@pharrfd.net

May 31, 2016

PATO'S PLACE
226 W STATE AVE
PHARR, TX 78577

INSPECTION STATUS - PASSED

An inspection of your facility on May 31, 2016 revealed no violations.

Inspection Note AT TIME OF CUP RE-INSPECTION BUILDING WAS FOUND TO BE IN REASONABLE COMPLIANCE.

8108 MARTIN TORRES
Inspector

MARIA DELORES MONTENEGRO

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

MAY 31 2016

BY: _____

To: Melanie Cano, Interim Director City Planning
From: Joel Robles, Asst. Chief of Police
Date: 05/11/2016
Re: Conditional use Permit Renewal for ABC – File No. CUP#990583 (Pato’s Place)

Maria Dolores Montenegro d/b/a Pato’s Place, is requesting a renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on premise consumption in a Business District (C-2). The property is more fully described as follows:

- **Legal Description:** Lot 29, Block 30, Pharr Original Townsite Subdivision, Pharr, Hidalgo County, Texas
- **Physical Address:** 226 W. State Ave.
- **Contact Number:** 956-783-3190

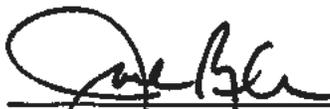
In keeping with the requirements of ordinance # 0-84-44, I am providing you with the following comments:

REPLY

Ms. Cano, I have reviewed the proposed application. Based on the information we have on file for this establishment at this time, I recommend approval subject to the following documented requirements.

1. All state and local ordinances that currently exist or that may be enacted in the future that affect this business must be strictly adhered to. Personnel such as bartenders, waitresses and hostesses must be required to wear identifying insignia such as, name tags and or uniforms that clearly identify them as employees.
2. The owners, managers and or operators must agree not to use any advertisement on the property that is offensive, distasteful and or creates a visual impairment to traffic.
3. In the event that the manner the applicant conducts its business, endangers the general welfare, health, peace, morals, or safety of the community, the Chief of Police will exercise his authority under Section 11.612 of the Texas Alcoholic Beverage Code to recommend the cancellation of any and all permits for the same premises for up to one year after the date of cancellation.
4. The sale of alcoholic beverages to a minor inside the premises or on any area controlled by the aforementioned business will be considered an act that endangers the general welfare, health, peace, morals and or safety of the community.

Asst. Chief of Police



Joel Robles
Office: 956-402-4739
Mobile: 956-878-3233
joel.robles@pd.pharr-tx.gov

RECEIVED
PHARR DEVELOPMENT
SERVICES DEPT.

MAY 11 2016



MEMORANDUM

DATE: MONDAY JUNE 06, 2016

TO: MAYOR AND CITY COMMISSION

FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT **RENEWAL** FOR ABC
FILE NO. **CUP#990583** (PATO'S PLACE)

Maria Dolores Montenegro, d/b/a Pato's Place, is requesting a renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Business District (C-2). The property is legally described as follows:

Legal description: Being the West 8.6 feet of Lot 29 and all of Lot 30, Block 30, Pharr Original Townsite Subdivision, Pharr, Hidalgo County, Texas.

Physical Address: 226 West State Avenue.

Planning Staff is recommending **approval** of the renewal of the Conditional Use Permit provided the site and applicant being in compliance with all City Ordinances and City Departments requirements.

MEMORANDUM

DATE: MONDAY, JUNE 06, 2016

TO: MAYOR AND CITY COMMISSION

FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: Re-zoning Request: From Single-Family Residential District (R-1) to General Business District (C): Being 1.039 acres, more or less, out of Lot 30, L.R. Bell Development "E" Subdivision, Pharr, Hidalgo County, Texas. The property is physically located at 1208 East Polk Avenue.

REZONING CHECKLIST / GOALS:

Comprehensive zoning and rezoning regulations and ordinances should be adopted and designed to facilitate, as much as possible, the following items:

1. To lessen congestion;
2. Secure safety from fire, panic and other dangers;
3. To promote health and general welfare;
4. To provide adequate light and air;
5. To protect the overcrowding of land and abutting traffic ways;
6. Avoid undue concentration of population, and;
7. To facilitate the adequate provisions of transportation, water, sewage, schools, parks, and other public requirements as per Local Government Code, Sect. 211.004.

DESCRIPTION OF PROPERTY:

Gumercindo Ortega and Maria Luica Ortega, owners of Block 2, Lot 1, and Gumercindo Ortega representing Gloria Ortega de Baez, owner of Block 2, Lot 2, is requesting a change of zone from Office Professional District (O-P) to Neighborhood Commercial District (N-C). The property is physically located at 901 West Lee St. The property consists of two (2) lots and is legally described as being 0.103 acres, more or less, out of Lot 1, Block 2, and Lot 2, Block 2, San Patricia Acres Subdivision, Pharr, Hidalgo County, Texas.

The property fronts West Lee Street, a 40 foot local street with a posted speed limit of 30 miles per hour as identified in the City of Pharr's Thoroughfare Plan.

The property is designated for residential use in the Land Use Plan. The owner of the property is requesting a change of zone to Neighborhood Commercial District (N-C) in order to lease the property for offices and retail businesses that correspond to this type of zoning.

The properties were rezoned from Single Family Residential District (R-1) to Office Professional District (O-P) on the June 6, 2006.

The adjacent zonings are Single Family Residential District (R-1) to the North, South, West and East.

The Neighborhood Commercial District is established as a limited retail category intended for use near neighborhood areas for the purpose of supplying day-to-day retail needs of the residents in the area. The city will not zone for NC usage in advance unless asked to do so by the property owner. This district could therefore, be considered a "floating zone". Since the site is typically small, and surrounded by residential type land uses, this zoning would have the appearance of a spot zone. It is not an illegal spot zone, however, if it is called for in the comprehensive plan, or if it serves a need in the neighborhood.

Five (5) letters were mailed out to the surrounding property owners and a legal notice published in the Advance News Journal. Staff received one call for information only.

Planning staff is recommending approval of the request to re-zone to Neighborhood Commercial District (N-C) as the property meets area requirements and has adequate ingress and egress. If approved, applicant must comply with all City Ordinances and City Department requirements.

PLANNING AND ZONING COMMISSION:

The Planning and Zoning Commission voted unanimously to **approve** the rezoning request **COZ#160421** and **COZ#160422** from Office Professional District (O-P) to a Neighborhood Commercial District (N-C) subject to staff's recommendations.

CITY COMMISSION OPTIONS:

- 1. Approve the rezoning request;**
- 2. Table the item for:**
 - a) consideration by the full board;**
 - b) additional information;**
 - c) additional time for applicant and adjacent property owners to meet;**
- 3. Disapprove the request.**



REQUEST FOR CHANGE OF ZONE & AMENDMENT TO LAND USE PLAN

Gumercindo Ortega and Maria Luica Ortega and Gumercindo Ortega representing Gloria Ortega de Baez
 APPLICANT

901 W. Lee St.
 ADDRESS

Office Professional District (O-P)
 CURRENT ZONE

Neighborhood Commercial District (N-C)
 PROPOSED ZONE

		YES	NO
1	Does the property meet the minimum area requirements for the proposed zone?	YES	
2	Does the property have adequate ingress and egress?	YES	
3	Will the change of zone be compatible with surrounding properties? (Zoning and Land Use)		NO
4	Is the property located along a major thoroughfare?	YES	
5	Will the property have adequate parking for the proposed use?	YES	
6	Will the property have adequate landscaping as per City Ordinance?	YES	
7	Will the zone change increase the volume of traffic?		NO
8	Will a buffer be required?	YES	
9	Is the proposed change in line with the Future Land Use Plan?		NO

STAFF RECOMMENDATIONS:

Approval

The property is an existing business that is changing the zoning from Office Professional

District (O-P) to Neighborhood Commercial District (N-C).

Roland Gomez, Interim Assistant Director

PREPARED BY

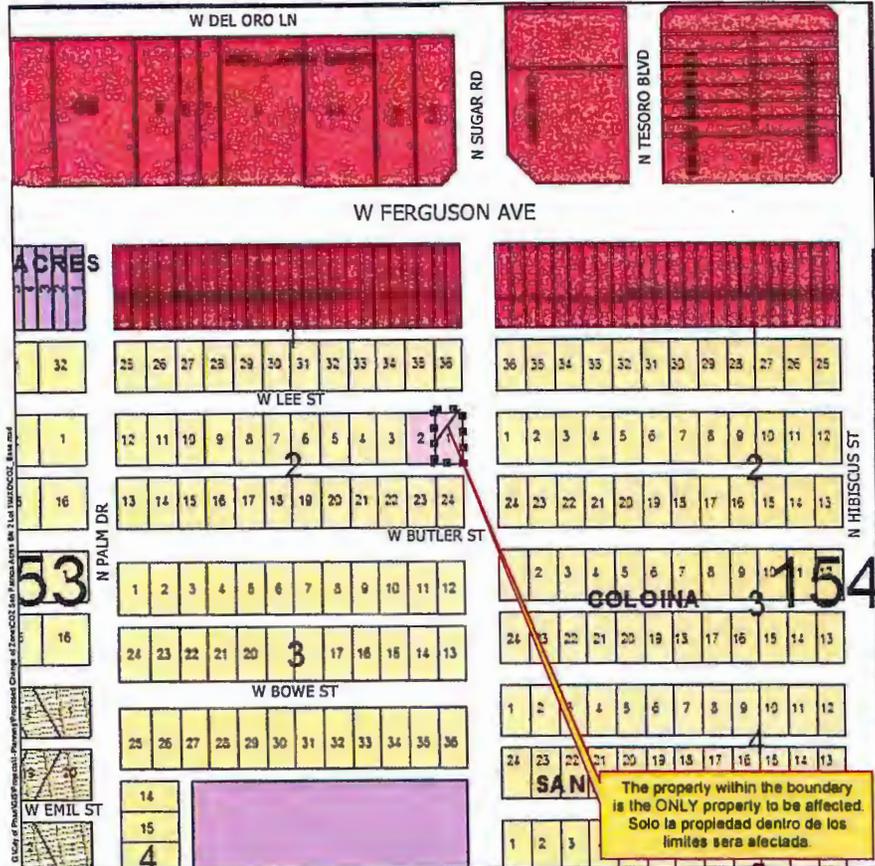
May 23, 2016

DATE

Proposed Change of Zone
 San Patricia Acres Blk 2 Lot 1
 Piazza Di Affari/ Gumerindo Ortega



Pharr
 Engineering



Agricultural Open Space	High Density Multi-Family	Government Owned	Heavy Industrial	Hidalgo ISD
Single Family	Mobile Home	General Business	Limited Industrial	Valley View ISD
Single Family Small Lot	Townhouse	Business District	Neighborhood Commercial	Planned Unit Development
Two Family	HUD Code	Drainage Easement	Office Professional	
Medium Density Multi-Family	Rail Road R.O.W.	Heavy Commercial	PSJA ISD	

City of Pharr, Texas
 Engineering Department
 956.702.5355

Scale: 1 inch = 200 feet

0 100 200 400 600 800 Feet

North Arrow

Date: 4/26/2016

Proposed Change of Zone
 San Patricia Acres Blk 2 Lot 1
 Piazza Di Affari/ Gumerindo Ortega



Pharr
 Engineering



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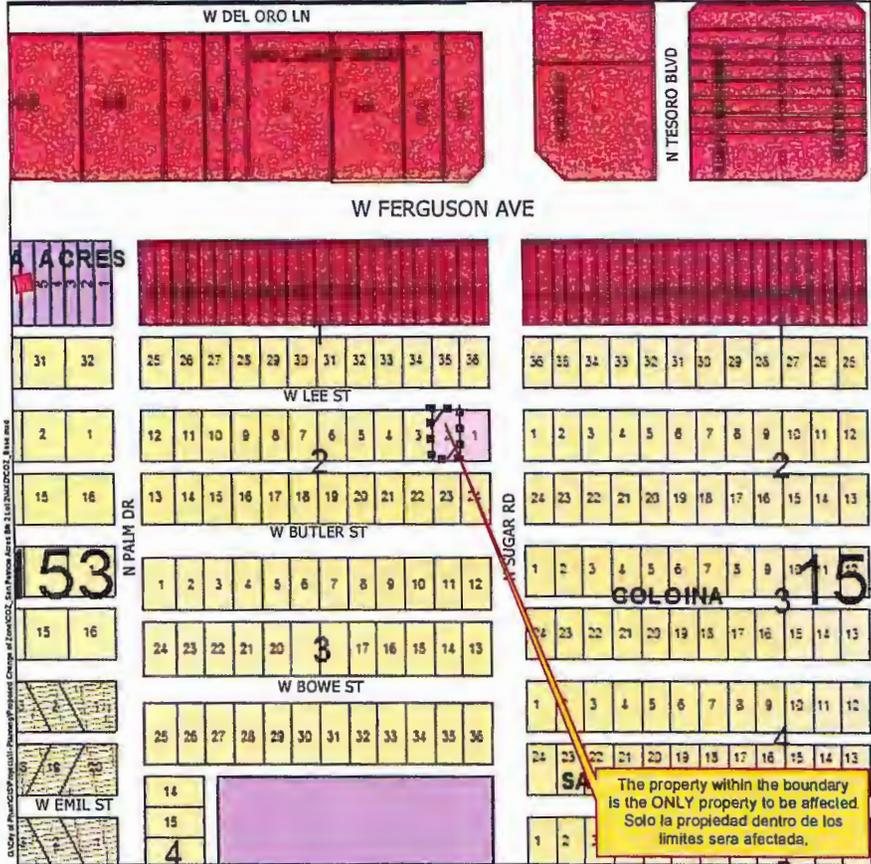
North Arrow

Date: 4/26/2016

Proposed Change of Zone
 San Patricia Acres Blk 2 Lot 2
 Piazza di Affari/Gumerlindo Ortega



Pharr
 Engineering



Agricultural Open Space	High Density Multi-Family	Government Owned	Heavy Industrial	Hidalgo ISD
Single Family	Mobile Home	General Business	Limited Industrial	Valley View ISD
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Pharr
 Engineering



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City of Pharr, Texas
 Engineering Department
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Scale: 1 inch = 200 feet

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Date: 4/26/2016

SCALE: 1"=20'

20' ALLEY

EX. PP.
100.0'

OFF TRASH ENCLOSURE

HEIGHT: 20FT

(60' ROW) SUGAR ROAD

EXIST. S/W

LANDSC./DET.

LANDSC./DET.

HEIGHT: 15FT

LANDSC./DET.

LANDSC.

LANDSC.

EX. RAMP

SIGN HEIGHT=15FT

(40' ROW) LEE STREET

SITE PLAN

SCALE: 1"=20'

20' ALLEY

EXIST. F.H.

CURRENT BUILDING USE: (OFFICE PROFESSIONAL)
PROPOSED BUILDING USE: N-C (NEIGHBORHOOD COMMERCIAL)

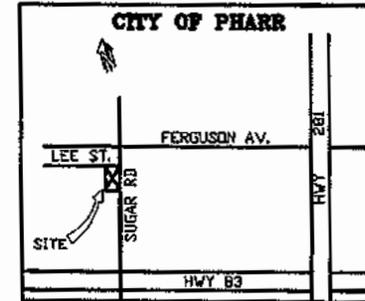
TABLE AREAS

ITEM	PROPOSED	CITY RULE
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PARKING	3503 SF	
SIDEWALK	654 SF	
LANDSCAPING	2176 SF (24.1%)	20% REQ.
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TOTAL AREA	9020 SF	

LOTS AREA = 9020 SF

LEGEND:

- BM BENCH MARK (xxx) EXISTING ELEVATION
- FF FINISHED FLOOR (xxx) PROPOSED ELEVATION
- NG NATURAL GROUND E.P. EDGE OF PAVEMENT
- PL PROPERTY LINE S/W SIDEWALK
- TC TOP OF CURB 2% SLOPE
- ROW RIGHT OF WAY



PIAZZA DI AFFARI
SITE PLAN
901 LEE ST. PHARR, TEXAS.

04-28-16

01
JOB NO. 14015





Rick Gamboa
May 16, 2016 3:34:37 PM



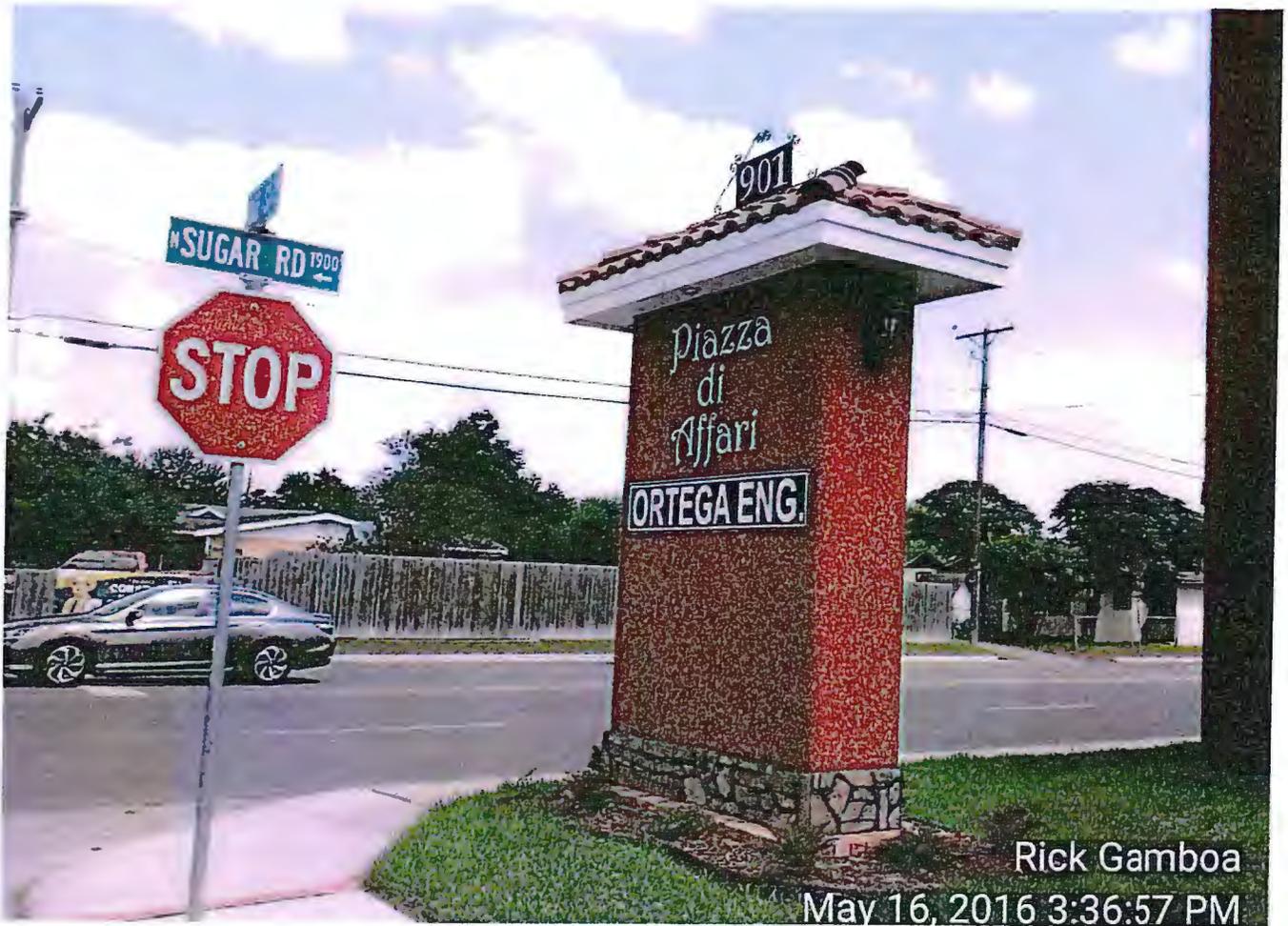
Rick Gamboa
May 16, 2016 3:34:41 PM



Rick Gamboa
May 16, 2016 3:34:45 PM



Rick Gamboa
May 16, 2016 3:35:03 PM



Rick Gamboa

May 16, 2016 3:36:57 PM

MEMORANDUM

DATE: MONDAY, JUNE 06, 2016

TO: MAYOR AND CITY COMMISSION

FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JUAN GUERRA, CITY MANAGER

SUBJECT: Re-zoning Request: From Single-Family Residential District (R-1) to General Business District (C): Being 1.039 acres, more or less, out of Lot 30, L.R. Bell Development "E" Subdivision, Pharr, Hidalgo County, Texas. The property is physically located at 1208 East Polk Avenue.

REZONING CHECKLIST / GOALS:

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DESCRIPTION OF PROPERTY:

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The property is designated for residential use in the Land Use Plan. The owner of the property is requesting a change of zone to Neighborhood Commercial District (N-C) in order to lease the property for offices and retail businesses that correspond to this type of zoning.

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The Neighborhood Commercial District is established as a limited retail category intended for use near neighborhood areas for the purpose of supplying day-to-day retail needs of the residents in the area. The city will not zone for NC usage in advance unless asked to do so by the property owner. This district could therefore, be considered a "floating zone". Since the site is typically small, and surrounded by residential type land uses, this zoning would have the appearance of a spot zone. It is not an illegal spot zone, however, if it is called for in the comprehensive plan, or if it serves a need in the neighborhood.

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PLANNING AND ZONING COMMISSION:

The Planning and Zoning Commission voted unanimously to **approve** the rezoning request **COZ#160421** and **COZ#160422** from Office Professional District (O-P) to a Neighborhood Commercial District (N-C) subject to staff's recommendations.

CITY COMMISSION OPTIONS:

- 1. Approve the rezoning request;**
- 2. Table the item for:**
 - a) consideration by the full board;**
 - b) additional information;**
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REQUEST FOR CHANGE OF ZONE & AMENDMENT TO LAND USE PLAN

Gumercindo Ortega and Maria Luica Ortega and Gumercindo Ortega representing Gloria Ortega de Baez
 APPLICANT

901 W. Lee St.
 ADDRESS

Office Professional District (O-P)
 CURRENT ZONE

Neighborhood Commercial District (N-C)
 PROPOSED ZONE

		YES	NO
1	Does the property meet the minimum area requirements for the proposed zone?	YES	
2	Does the property have adequate ingress and egress?	YES	
3	Will the change of zone be compatible with surrounding properties? (Zoning and Land Use)		NO
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9	Is the proposed change in line with the Future Land Use Plan?		NO

STAFF RECOMMENDATIONS:

Approval

The property is an existing business that is changing the zoning from Office Professional

District (O-P) to Neighborhood Commercial District (N-C).

Roland Gomez, Interim Assistant Director

PREPARED BY

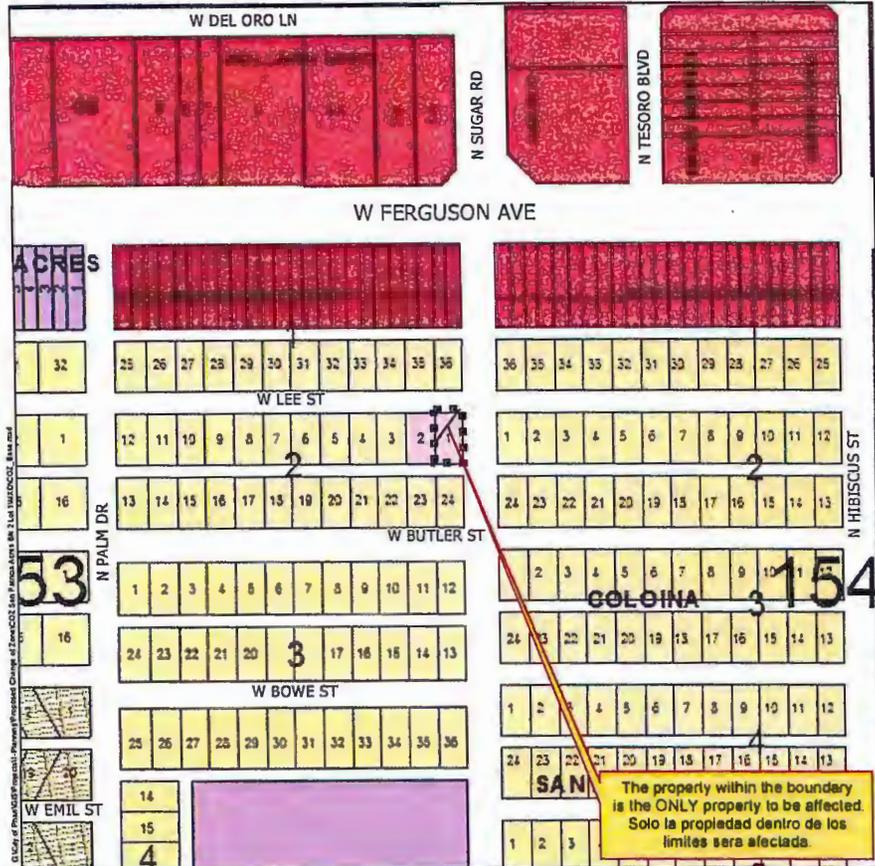
May 23, 2016

DATE

Proposed Change of Zone
 San Patricia Acres Blk 2 Lot 1
 Piazza Di Affari/ Gumerindo Ortega



Pharr
 Engineering



Agricultural Open Space	High Density Multi-Family	Government Owned	Heavy Industrial	Hidalgo ISD
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City of Pharr, Texas
 Engineering Department
 956.702.5355

Scale: 1 inch = 200 feet

0 100 200 400 600 800 Feet

North Arrow

Date: 4/28/2016

Proposed Change of Zone
 San Patricia Acres Blk 2 Lot 1
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Pharr
 Engineering



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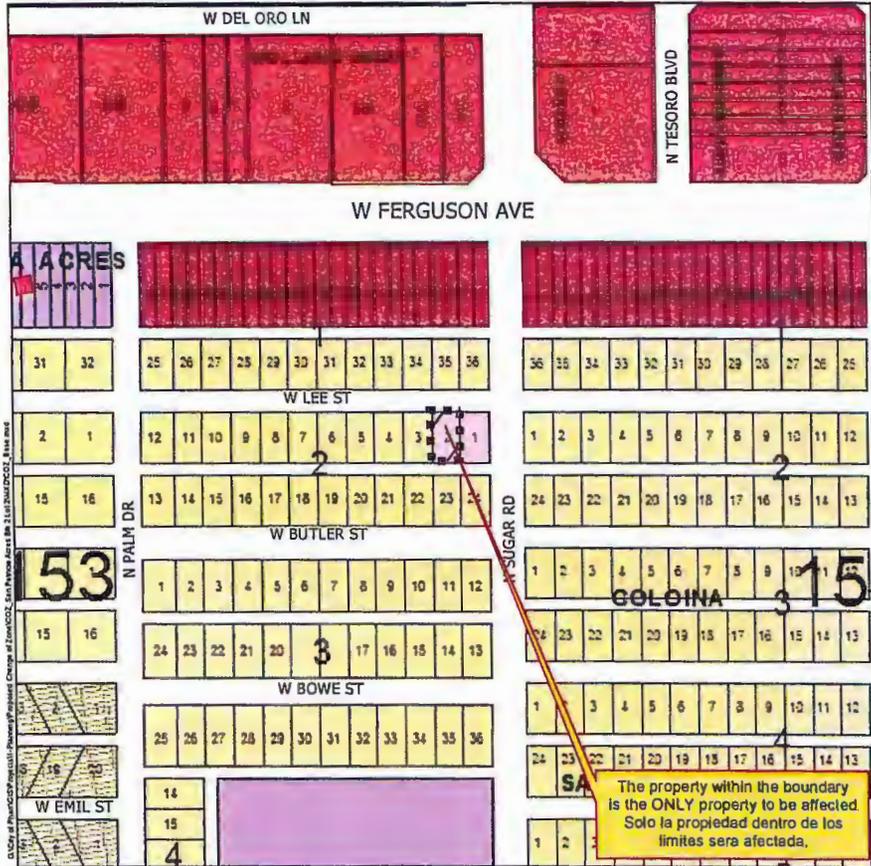
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Pharr
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Pharr
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Date: 4/26/2016

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20' ALLEY

EX. PP.
100.0'

OFF TRASH ENCLOSURE

HEIGHT: 20FT

(60' ROW) SUGAR ROAD

EXIST. S/W

LANDSC./DET.

LANDSC./DET.

HEIGHT: 15FT

LANDSC./DET.

TOTAL ACRES: 0.21

20' SET BACK

EX. RAMP

SIGN HEIGHT: 15FT

(40' ROW) LEE STREET

EXIST. F.H.

SITE PLAN

SCALE: 1"=20'

EXIST. F.H.

20' ALLEY

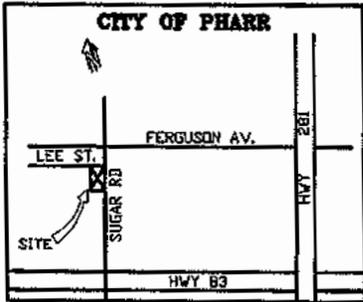
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# OF PARKING	11	11 REQ.
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LEGEND:

- BM BENCH MARK (xxx) EXISTING ELEVATION
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PIAZZA DI AFFARI
SITE PLAN
901 LEE ST. PHARR, TEXAS.

04-28-16

01
JOB NO. 14015



Rick Gamboa

May 16, 2016 3:37:02 PM



Rick Gamboa

May 16, 2016 3:37:15 PM



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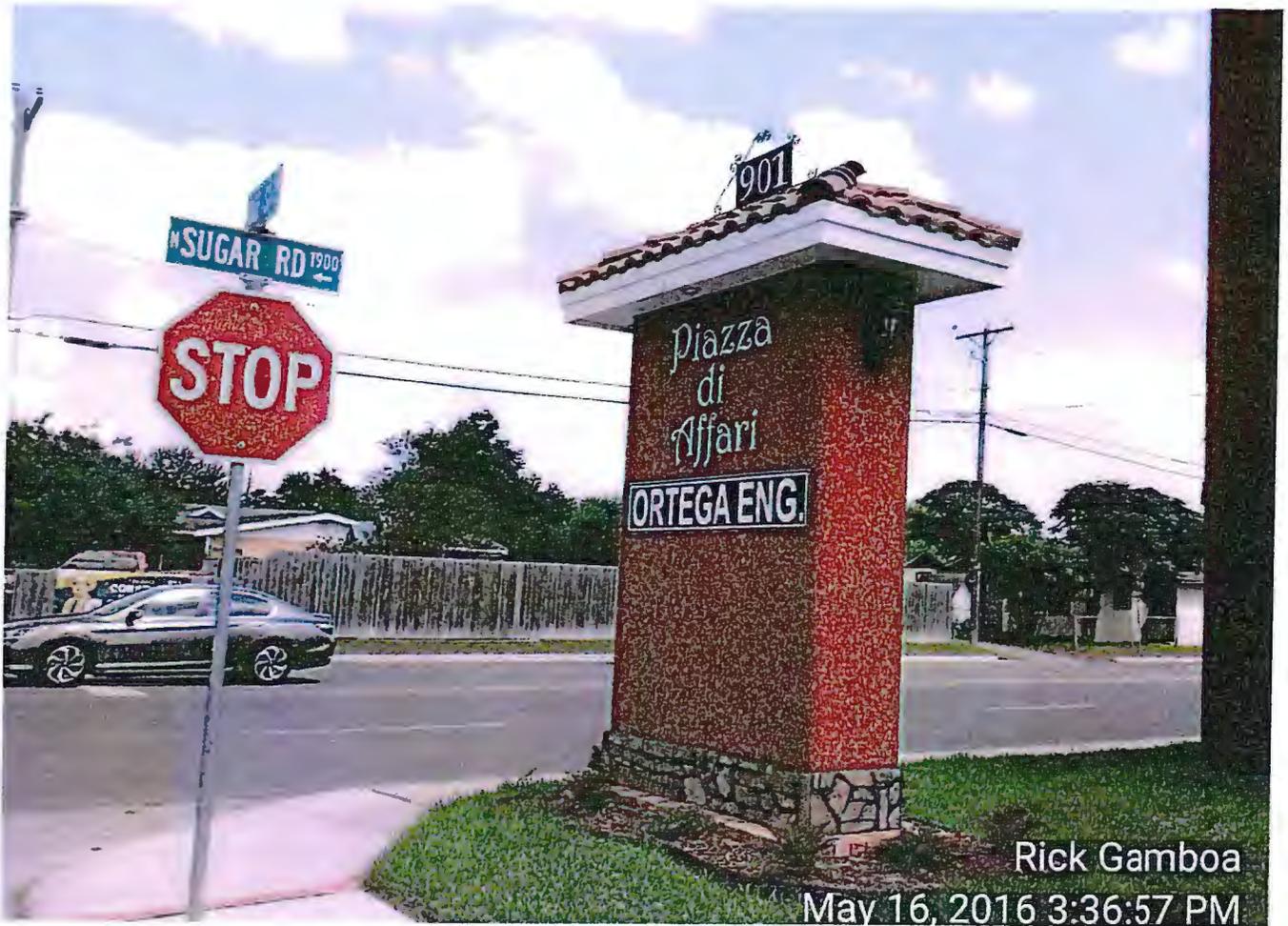
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Rick Gamboa

May 16, 2016 3:36:57 PM

CITY COMMISSION AGENDA MEMORANDUM

DATE: June 6, 2016

TO: Juan G Guerra, City Manager

FROM: Gary Rodriguez, Director, Community Events



SUBJECT: City Facilities Rental Fee Modifications

ISSUE

With the intent of attracting promoters and events to the Boggus Ford Events Center, it is suggested the rental fees for non-ticketed events be modified from \$10,000 for rentals September – May of the Calendar year; Thursdays – Saturdays to \$8,000.

Currently, the requirement is for promoters to bring (12) events to the Boggus Ford Events Center to qualify for the In-House promoter discount. It is suggested the discount for In-House Promoter rates now be set at \$2,500 for promoters bringing four (4) events annually to the Boggus Ford Events Center; with an additional exception made for boxing and MMA style events qualifying for In-House promoter rates when bringing three (3) events annually to the Boggus Ford Events Center.

FINANCIAL CONSIDERATION

While decreasing the Boggus Ford Events Center rental fee for non-ticketed events for these time periods, the end-result should be an INCREASE in events held at the Boggus Ford Events Center; which will generate more income for the City of Pharr through more opportunities for concession sales.

STAFF RECOMMENDATION

Staff recommends approval

ALTERNATIVES

The alternative would be to maintain the ordinance as it is written and to be enforced.

ORDINANCE NO. O-2016-___

AN ORDINANCE AMENDING ORDINANCES O-2015-44; O-2015-38, O-2015-11, O-2014- 48, O-2013-41, O-2013-22, O-2012-41; O-2011-50, O-2011-23, O-2009-25, O-97-14, CITY CODE, CHAPTER 30, SECTION 30-26, 30-27, 30-38, 30-40, AND 30-41; ESTABLISHING PROCEDURES AND RATES FOR RENTAL OF CITY FACILITIES; AND ESTABLISHING AN EFFECTIVE DATE

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS:

SECTION 1: SECTION 30-37 OF THE CITY CODE IS AMENDED TO READ AS FOLLOWS:

“Sec. 30-37. Rental reservations, advanced reservations, limitations of serial reservations”

To reserve a City facility, renter/lessee must execute a lease agreement and pay the rental and rental deposit as set out in Section 30-41. To maintain the reservation, all rental fees must be paid within the time limitations set out in Section 30-41. Advanced reservations may be made as set out in Section 30-41. If the lessee desires to make a series of reservations, the director shall be authorized to limit the number of serial reservations by a single lessee in order to ensure varied public availability of facilities. (Ord. No. O-94-12, & IV (J), 4-5-94; Ord. No. O-97-14, & 2, 3- 97). Rental fees and charges may be determined by an Interlocal agreement for political subdivisions.

SECTION 2: SECTION 30-40 OF THE CITY CODE IS AMENDED TO READ AS FOLLOWS:

“Sec. 30-40. Rental fee classes”

For the purpose of the rental fee schedule set out in section 30-41, except for the Pharr Events Center, the following rental fee classes are established:

- (1) **Class I** (Commercial / Profit-making) shall apply to any and all activities such as exhibitions, sporting events, shows, dances, and all other activities sponsored by private entities for the purpose of profit-making; such as through charging of admission fees at the door or in advance. Examples are boxing matches, commercial exhibitions, indoor flea markets, concerts, etc.
- (2) **Class II** (Non-Commercial / Non-Profit-making) shall apply to any and all activities sponsored by public or private non-profit entities for the expressed purpose of raising funds either through the charging of admission fees or the solicitation of donations. Examples are dances sponsored by non-profit corporations and church events.

- (3) **Class III (Non-commercial / Private)** shall apply to any and all activities sponsored by private entities to which admission might be restricted; but to which an admission fee will not be charged and profit-making is not intended. These activities may include weddings, quinceañeras, receptions, birthday parties and company banquets, etc.

SECTION 3: SECTION 30-41 OF THE CITY CODE IS AMENDED TO READ AS FOLLOWS:

“Sec. 30-41. Rental fee schedule”

The following rental fees shall be charged for the use of city-owned public facilities, by rental fee classes as defined in this article.

City of Pharr Management and City Police Department will decide ancillary charges. The standard ancillary fees for all locations are as follows:

Ancillary charges:

- Security:
 - \$35/hour per certified City of Pharr Police Officer (minimum of 3 certified officers)
 - Greater of \$15/hour or actual cost per non-certified security personnel
 - \$15/hour Ushers/Custodians/Ticket Takers

(1) BOGGUS FORD EVENTS CENTER:

		Rate Per Day*	
		June thru August	
<u>NON-TICKETED</u> Gala's, Weddings, Quinceaneras, Conventions, Other	Thursday thru Saturday		Sunday thru Wednesday
		\$5,000	\$5,000
	September thru May		
	Thursday thru Saturday		Sunday thru Wednesday
		\$8,000	\$5,000

NON-PROFIT EVENT

- 501c3 from \$2,500
- Provide letter to City Commission with at least 45 days of notice.

NOTE: Rent does not include ancillary charges required: security

TICKETED
 Concerts/Sporting/Other

Rate Per Day*	
June thru August	
Thursday thru Saturday	Sunday thru Wednesday
\$5,000	\$3,000

September thru May	
Thursday thru Saturday	Sunday thru Wednesday
\$5,000	\$3,000

All Pre-Box tickets are due when doors open on day of show. Any Pre-Box tickets not turned in are the sole responsibility of the promoter.

NOTE: Rent does not include ancillary charges required: security

Half-Day Events	Rate
Breakfast - 6am-10am	\$ 1,000
Lunch - 11am - 3pm	\$ 1,000
Dinner - 5pm - 9pm	\$ 1,000

NOTE: Half-Day events will only be allowed so long as they do not interfere with daily rental events. Events that continue in duration than the time stated will incur a charge of \$150/hour over the stated time, starting the first minute over allotted time.

Rate per day includes set-up and/or take down day of use, unless there is no event the day of the set-up and/or take down, at which point it will be \$150/hour.

Day of event is defined, as 8:00 a.m. thru 2:00 a.m. DJ events must end at 2:00 a.m.

Charge for the use of the 2 projectors is \$150.00 each, per day. Charge for the use of the pipe drape/booths for Expos is \$1,000.00 per day.

PSJA school graduations and any other events including Church events or dinners non-profits events shall be held on Sunday thru Wednesday only.

Any all items brought into the venue for your event must be taken out after the event is over (for example decorations, catering items, etc.)

All Pre-Box tickets must be returned to the box office no LATER than 3:00 p.m. day of the event; any and all tickets not returned will be considered as sold tickets.

a. In-House Promoter Exception Dates may be reserved without deposit and rental fees reduced to \$2,500 for ticketed events; so long as the promoter commits - in writing - to bring four (4) events annually to the Events Center. In-House Promoter rates for Boxing and MMA style entertainment will apply to promoters holding three (3) events annually.

- b. Discount for In-Kind Media Rental Event.** Rental fees and security costs will be discounted \$0.50 per dollar in exchange for media promotional coverage of City and Events Center considered in-kind. Rental fees for media company promotional events will not be limited (rental fee may be \$0).
- c. Rental Deposit and Payment (Non-House Promoters).** Twenty-five percent (25%) of the rent must be paid to reserve a rental date. The full amount of the rental fee must be paid at least 30 days prior to reserved date. Failure to timely pay in full may result in cancellation of the event without refund.
- d. Conflicting Reservation Date.** When two or more renters want to reserve the same date, priority will be given to the renter with a signed contract by the artist (or the artist's manager) that will be performing. If a deposit was provided and the date revoked due to the conflicting reservation date, the deposit will be returned. Costs incurred to move the event to another venue will not be the responsibility of the City.
- e. Security Personnel.** All activities involving dancing, and the selling, serving and / or consumption of alcoholic beverages will require a minimum of three certified City of Pharr Police Officers to be contracted by the renter. The City of Pharr Police Department will designate the number of certified police officers required for functions. If more than 3 officers are required, they may be either certified police officers and / or security personnel from a licensed and bonded security company.
- f. Support Personnel Included in the Price.** Included in the price, if needed, the venue will provide each promoter / renter with the following personnel at the venue: three Box-Office, two Ticket-Scanners, two (2) Ushers, and a crew of 4 to set-up and / or takedown the layout for the event. Any additional staff will incur the greater of \$15/hour or actual cost. Layout will be discussed on a one to one basis one week prior to event. If layout needs changes after the layout has been done, this will fall solely on the rental party not on the venue employees. Venue staff will do the modification of the layout for an additional \$150 per hour.
- g. Additional Rent Discount (Hotel / Motel Use).** The Rental Fee can be further discounted dollar for dollar on every Hotel / Motel room paid for the renter's occasion, limited to the night of the event. This discount is limited to no more than \$1,000. The Hotel / Motel must be located in Pharr city limits. A receipt must be provided identifying the PAYMENT of the rooms. The Pharr Events Center will not make reservations for any guests nor are rooms permitted to be reserved in the name of the Pharr Events Center.
- h. Rental Rates 30 Days From Event (Non-Ticketed Events Only).** If there are no "Ticketed" events scheduled 30 days from the day of the proposed "Non-Ticketed" event, the "Non-Ticketed" rental rate will be \$5,000. Venue reserves the right to move any "Non-Ticketed" event 30 days prior to the event.

(2) TIERRA DEL SOL: (Hall and Bar Area)

a. Payment of rental. The full amount of the rental fee must be paid at least 30 days prior to reserved date. Any amount paid by lessee less than 30 days prior to reserved date will be cancelled and any amount previously paid will not be returned.

Rental Period	Time	Deposit	Rental Rate Class I	Rental Rate Class II	Rental Rate Class III
Sunday-Thursday	8:00 a.m. – 1:00 p.m.	\$200.	\$400.	\$350.	\$300.
	8:00 a.m. – 7:00 p.m.	\$200.	\$900.	\$800.	\$700.
	1:00 p.m. – 12 MID.	\$200.	\$900.	\$800.	\$700.
Friday	8:00 a.m. – 1:00 p.m.	\$200.	\$500.	\$450.	\$400.
	8:00 a.m. – 7:00 p.m.	\$200.	\$1000.	\$900.	\$800.
	1:00 p.m. – 12 MID.	\$200.	\$1000.	\$900.	\$800.
Saturday	8:00 a.m. – 1:00 p.m.	\$200.	\$500.	\$450.	\$400.
	8:00 a.m. – 7:00 p.m.	\$200.	\$1100.	\$1000.	\$900.
	1:00 p.m. – 1:00 a.m.	\$200.	\$1200.	\$1100.	\$1000.

b. Rental and damage deposit. \$200.00 to be paid at the time reservation is made. This deposit will be deducted from the total amount due.

c. Security personnel. All activities involving dancing, and the selling, serving and/or consumption of alcoholic beverages will require a minimum of three certified City of Pharr Police Officers to be contracted by the renter. The City of Pharr Police Department will designate the number of certified police officers required for functions. If more than 3 officers are required, they may be either certified police officers and/or security personnel from a licensed and bonded security company.

d. Advanced reservations. Class I reservations will be accepted for up to two years to the month in advance of the reserved date. Class II and III reservations will not be accepted more than one year to the month in advance of reserved date.

(3) LAS MILPAS COMMUNITY CENTER:

Rental Period	Time	Deposit (not refunded)	Rental Rate
Monday-Sunday	8 a.m.-12 MID.	\$50.00	\$50.00 Per hr.

- a. **Payment of rental.** The full amount of the rental fee must be paid at least 30 days prior to reserved date. Any amount paid by lessee less than 30 days prior to reserved date will be cancelled and any amount previously paid will not be returned.
- b. **Advanced reservations.** Reservations will not be accepted more than 90 days in advance of reserved date.
- c. **Restricted usage.** No alcoholic beverages will be allowed on premises.

(4) VICTOR GARCIA MUNICIPAL PARK:

Rental Period	Time	Deposit (not refunded)	Rental Rate
MUNICIPAL PARK 205 W. Polk Monday-Sunday	1 p.m.-10 p.m.	\$25.00	\$100.00

- a. **Payment of rental.** The full amount of the rental fee must be paid at least 30 days prior to reserved date. Any amount paid by lessee less than 30 days prior to reserved date will be cancelled and any amount previously paid will not be returned.
- b. **Advanced reservations.** Reservations will not be accepted more than 90 days in advance of reserved date.
- c. **Restricted usage.** No Class I or Class II activities will be allowed. No activity which involve dancing and/or the live playing of electronically amplified music will be permitted. The playing of prerecorded is allowed provided the volume is not such as to disturb nearby residents.

(5) PHARR SPORTS COMPLEX:

Rental Period	Time	Deposit (not refunded)	Rental Rate
Monday-Thursday	6 p.m.-10 p.m.	\$50.00	\$375.00
Friday	6 p.m.-10 p.m.	\$50.00	\$375.00
Saturday and Sunday	8 a.m. to 10 p.m.	\$50.00	\$375.00

- a. **Payment of rental.** The full amount of the rental fee must be paid at least 30 days prior to reserved date. Any amount paid by lessee less than 30 days prior to reserved date will be cancelled and any amount previously paid will not be returned.
- b. **Advanced reservations.** Reservations will not be accepted more than 90 days in advance of reserved date.
- c. **Restricted usage.** Parks will be used for practice and tournaments only. **No alcoholic beverages will be allowed on premises.**

6) WITTEN PARK:

Rental Period	Time	Deposit (not refunded)	Rental Rate
Saturday and Sunday	8 a.m. to 10 p.m.	\$50.00	\$250.00

- a. **Payment of rental.** The full amount of the rental fee must be paid at least 30 days prior to reserved date. Any amount paid by lessee less than 30 days prior to reserved date will be cancelled and any amount previously paid will not be returned.
- b. **Advanced reservations.** Reservations will not be accepted more than 90 days in advance of reserved date.
- c. **Restricted usage.** Parks will be used for practice and tournaments only. **No alcoholic beverages will be allowed on premises.**

(7) CIVIC CENTER (LARGE HALL):

Rental Period	Rental Period	Time	Deposit	Rental Rate Class I	Rental Rate Class II	Rental Rate Class III
Sunday-Thursday	Morning	8:00 a.m. – 1:00 p.m.	\$200.00	\$400.00	\$360.00	\$300.00
	Day	8:00 a.m. – 7:00 p.m.	\$200.00	\$900.00	\$800.00	\$700.00
	Evening	1:00 p.m. – 12 MID.	\$200.00	\$900.00	\$800.00	\$700.00
Friday	Morning	8:00 a.m. – 1:00 p.m.	\$200.00	\$450.00	\$400.00	\$360.00
	Day	8:00 a.m. – 7:00 p.m.	\$200.00	\$1000.00	\$900.00	\$800.00
	Evening	1:00 p.m. – 12 MID.	\$200.00	\$1000.00	\$900.00	\$800.00
Saturday	Morning	8:00 a.m. – 1:00 p.m.	\$200.00	\$500.00	\$450.00	\$400.00
	Day	8:00 a.m. – 7:00 p.m.	\$200.00	\$1,100.00	\$1,000.00	\$900.00
	Evening	1:00 p.m. – 1:00 a.m.	\$200.00	\$1,100.00	\$1,000.00	\$900.00

a. Payment of rental. The full amount of the rental fee must be paid at least 30 days prior to reserved date. Any amount paid by lessee less than 30 days prior to reserved date will be cancelled and any amount previously paid will not be returned.

b. Rental and damage deposit. \$200.00 to be paid at the time reservation is made. This deposit will be deducted from the total amount due.

c. Security personnel. All activities involving dancing, the selling, serving and/or consumption of alcoholic beverages will require a minimum of two City of Pharr Police Officers to be contracted by the lessee. Lessor will designate the number of City of Pharr Police Officers required for functions.

SECTION 4: EFFECTIVE DATE

This Ordinance shall take effect upon receiving final approval by the governing body following three (3) readings of the Board of Commissioners.

CONSIDERED PASSED AND APPROVED ON FIRST READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of _____, 2016, A.D.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ, MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK

CONSIDERED PASSED AND APPROVED ON SECOND READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of _____, 2016, A.D.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ, MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK

CONSIDERED PASSED AND APPROVED ON THIRD AND FINAL READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of _____ 2016, A.D.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ, MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK



MEMORANDUM

DATE: May 16, 2016
TO: Juan G. Guerra, City Manager
FROM: Ed Wylie, Asst. City Manager 

SUBJECT: Mayor's Chairman Committee

ISSUE

In order for the City to run effectively and efficiently all boards and commissions must be in line with the elected officials goals and objectives for the City of Pharr. The appointment of a progressive, effective chairman for all boards and commissions is of the utmost importance for good corporate governance. Through this new ordinance all chairmen for all boards will be appointed on a one year term and the Mayor's Chairman Committee will be created and will meet to further the wishes of the elected officials.

FINANCIAL CONSIDERATION

The evaluation will be at no cost to the City.

STAFF RECOMMENDATION

Staff is recommending approval of the new ordinance.

ALTERNATIVES

Not to adopt the ordinance

Please feel free to contact me with any questions

THANK YOU

ORDINANCE NO. 0-2016_____

AN ORDINANCE ESTABLISHING AND CREATING THE “ MAYOR’S CHAIRMAN COMMISSION”; PROVIDING AND PRESCRIBING FOR POWERS, DUTIES AND RESPONSIBILITIES OF ALL CHAIRMEN; PROVIDING FOR AN APPOINTMENT PROCESS FOR ALL CHAIRMEN; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERIBILITY CLAUSE; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS:

SECTION 1. The City of Pharr hereby creates the “Mayor’s Chairman Commission”, and is referred to in this ordinance as the “Commission”.

SECTION 2. The purpose of this ordinance is to establish procedures and standards for the appointment of the Commission. The Commission shall consist of the Chairmen of all the appointed boards and commissions within the City of Pharr. Members shall not be entitled to compensation for the performance of their duties. The Commission shall act in an advisory capacity to the Mayor and Board of Commissioners. The Mayor shall serve as the chairman of the Commission.

SECTION 3. Members shall serve for a one year term from January 1st to December 31st. Members will serve at the pleasure of the Mayor.

SECTION 4. Members shall meet at least twice a year at such time and place to be determined by the Mayor. The Commission shall serve to brief the Mayor on the status of their respective board or commission, the status of their decisions and impacts thereof upon the City, and are encouraged to provide feedback on the ideal characteristics and experience for potential new board or commission members.

SECTION 5. In order to run an efficient and effective City, all boards and commissions must be in line with the Mayor and Board of Commissioners goals and objectives. The choosing of an independent chairman for each board or commission is paramount to the successful implementation of good corporate governance and the wishes and vision of the Mayor and Board of Commissioners. The chairman of each individual board or commission is charged with the following duties and responsibilities:

- Provide the board or commission with leadership and harness the talents and energy contributed by each individual member of their board or commission;
- Serve as the board or commission’s lead representative which will involve the presentation of the City’s goals, objectives and policies to the outside world;

- Determine the order of the agenda; ensuring the board or commission receives timely, accurate and clear information to enable them to reach an informed decision;
- Govern the workings of the board or commission, including directing the meetings and acting as a conciliatory element when the board or commission differ;
- Keep track of the contribution of individual members of the board or commission and ensure that they are involved in discussion and decision making;
- Direct all discussion towards the emergence of a consensus view and sum up all discussions so everyone understands what has been agreed upon;
- Setting the ethical tone for the board or commission;
- Presiding over board meetings and ensuring that time in the meeting is used productively;
- Act as the link between the board or commission and the city management and elected officials;
- Engaging the board or commission in assessing and improving its performance;
- Overseeing the induction and development of new board or commission members;
- Monitoring how the board works together and how individual members perform and interact at meetings;
- Encourage and ensuring that all members play a full and constructive role in the affairs of the City board and commission and taking a lead role in the process for removing non-performing or unsuitable members from the board or commission;
- Upholding rigorous standards of preparation for meetings;
- The chairman is obligated to use his or her power appropriately and not to influence the outcome of the meetings towards a specific agenda; and
- Ensuring that decisions of the board or commission are executed.

SECTION 6. Given the vast importance of an active and committed chairman for each and every board or commission and thru this ordinance the Mayor shall recommend the appointment of the chairman of each respective board or commission. The Board of Commissioners shall approve the recommendation by a majority vote of a Resolution during the annual appointment process (prior to August 1st of each calendar year). Should the Mayor fail to recommend a chairman for each board or commission, and/or the Board of Commissioners fails to approve any Chairman recommended by the Mayor, a majority of the Board of Commissioners plus one (Super-majority) may approve appointment of any and all chairman.

SECTION 7: Severability Clause

The invalidity of any section, clause, sentence or provision of this ordinance shall not effect the validity of any other part thereof.

SECTION 8: Repealing Clause

All existing ordinances or by-laws and parts of ordinances or by-laws that are in conflict herewith are hereby repealed.

SECTION 9: Effective Date

This Ordinance shall be effective immediately upon passage.

SECTION 10: Declaring an Emergency Clause: The importance of the subject matter hereof creates an emergency and an imperative public necessity requiring the suspension of the rule that Ordinance be read on three separate days, and such rule is hereby suspended and said requirement is dispensed with by a vote of not less than a majority of all the members of the Board of Commissioners. This Ordinance shall take effect and be in full force from and after its passage and approval.

READ, CONSIDERED, PASSED AND APPROVED at a regular meeting of the City Commission of the City of Pharr, Texas, at which a quorum was present and which was held in accordance with Vernon's Texas Codes Ann., Government Code, Section 551.041, on this the _____ day of _____, 2016, A.D.

CITY OF PHARR

AMBROSIO HERNANDEZ, MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK

STATE OF TEXAS 0

COUNTY OF HIDALGO 0

CITY OF PHARR 0

RESOLUTION
NO: R-2016-____

WHEREAS, the Chairman on any city board or committee serves a vital role in executing the wishes on the Board of Commissioners. Furthermore, the choosing of a knowledgeable and independent chairman for each board or commission is paramount to the successful implementation of good governance; and

WHEREAS, as required by ordinance of the City of Pharr that the Mayor may recommend the appointment of the individual chairmen of each and every board or commission create by the City of Pharr for a period of a one (1) year term; and

WHEREAS, the appointment of the chairmen will constitute and create the "Mayor's Chairman Committee" which will serve to advise and mayor on the status of their respective boards or commissions, the status of their decision and impacts thereof upon the City and will provide feedback on the ideal characteristics and expertise for potential new board or commission members appointed by the Board of Commissioners of the City of Pharr, Texas.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, THAT:

The following persons are hereby appointed as chairman of their respective boards of Pharr, Texas, and that this appointment shall be for the term of one (1) year or until their successors are appointed and qualified, unless terminated sooner in accordance with the city ordinance or the law.

- | | |
|----------|--|
| 1. _____ | BOARD OF ADJUSTMENT |
| 2. _____ | BUILDING STANDARDS COMMITTEE |
| 3. _____ | CIVIL SERVICE COMMISSION |
| 4. _____ | COMMUNITY DEVELOPMENT COUNCIL |
| 5. _____ | LIBRARY BOARD |
| 6. _____ | PARKS & RECREATION COMMITTEE |
| 7. _____ | PHARR INTERNATIONAL BRIDGE |
| 8. _____ | PLANNING & ZONING COMMISSION |
| 9. _____ | TIERRA DEL SOL GOLF COURSE
ADVISORY BOARD |

APPROVED AND PASSED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS on this the 16th day of May, 2016.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ, MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK



**CITY COMMISSION
AGENDA MEMORANDUM**

DATE: June 6, 2016
TO: Juan G. Guerra, City Manager
FROM: Hilda Pedraza, TRMC City Clerk

OK
W

SUBJECT: Resolution cancelling/re-scheduling City Commission Regular Meeting of July 4th, 2016

ISSUE

The regular City Commission meeting of Monday, July 4th, 2016 needs to be cancelled or re-scheduled due to July 4, 2016 being a holiday.

FINANCIAL CONSIDERATION

N/A

STAFF RECOMMENDATION

Cancel or re-schedule meeting.

ALTERNATIVES

N/A

Please feel free to contact me with any questions.

THANK YOU

STATE OF TEXAS { }

COUNTY OF HIDALGO { }

CITY OF PHARR { }

RESOLUTION
NO: R-2016-

WHEREAS, Article III, Section 1 of the Charter of the City of Pharr authorizes the Board of Commissioners to fix the time for the two (2) regular meetings per month of the Board of Commissioners of the City of Pharr; and

WHEREAS, The Board of Commissioners have by motion made and seconded unanimously agreed to designate the time of 5:00 p.m. on every first and third (1st & 3rd) Monday of every month for the regular City Commission Meetings; and

WHEREAS, The City Commission Regular Meeting of Monday, July 4, 2016 needs to be cancelled or re-scheduled to _____ due to July 4, 2016 being a holiday.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, THAT:

The meeting of the Board of Commissioners of Monday, July 4, 2016 is cancelled or scheduled for _____.

PASSED, APPROVED, AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR this the 6th day of June, 2016.

CITY OF PHARR

AMBROSIO HERNANDEZ, MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK

STATE OF TEXAS §
HIDALGO COUNTY § RESOLUTION NO.
CITY OF PHARR §

WHEREAS, the City of Pharr Post Employment Benefit Plan (the "Plan"), a retirement plan qualified under Internal Revenue Code Section 115, provides retirement benefits to be eligible employees of the City of Pharr; and

WHEREAS, the City Commission is responsible for overseeing and monitoring the investment of the Plans' assets, with the guidance of the City's Finance Director; and

WHEREAS, the Post Employment Benefit Plan of the City of Pharr is in compliance with the Investment Policy Statement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, THAT;

SECTION 1: That the City of Pharr Post Employment Benefit Plan, attached hereto as Exhibit "A" and made a part hereof for all legal purposes, provides a source of retirement income to employees from accumulated contributions and investment returns.

SECTION 2: That the City Manager and Finance Director of the City of Pharr are authorized to provide such plan.

PASSED, APPROVED AND ADOPTED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS this 6th day of June 2016.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Hilda Pedraza, City Clerk

City of Pharr

**OTHER POST-EMPLOYMENT
BENEFIT TRUST FUND
INVESTMENT POLICY**

JUNE 2016

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Section 1 — INTRODUCTION

The City of Pharr Post Employment Benefit Plan (the “Plan”), a retirement plan qualified under Internal Revenue Code Section 115, provides retirement benefits to eligible employees of City of Pharr.

The assets of the Plan are held in a tax-exempt trust for the benefit of the Plans’ participants and beneficiaries. The objective of the Plan is to provide employees with a source of retirement income from accumulated contributions and investment returns.

The Pension Plan City Investment Officers (the “City Investment Officers”) is responsible for overseeing and monitoring the investment of the Plans’ assets. It will generally be responsible for:

- A. Promulgating the Plans’ Investment Policy Statement.
- B. Selecting the investment funds in which the Plans’ assets will be invested and/or the investment managers who will be responsible for investing the Plans’ assets.
- C. Reviewing and making changes in the investment funds and/or investment managers for compliance with the Investment Policy Statement.
- D. Making revisions to the Investment Policy Statement to reflect changing conditions within the Plans or the investment environment or to make it more effective.

The City Investment Officers is authorized to retain professional investment advisory services to provide advice with respect to the investment and monitoring of the Plans’ assets under the guidance of the City Investment Officers.

This Investment Policy Statement is intended to set forth the general policies that the City Investment Officers will apply in selecting, monitoring and modifying the investments and/or investment managers for the Plans. While the City Investment Officers intends for this Investment Policy Statement to assist the City Investment Officers in satisfying its fiduciary duties and in making prudent investment decisions, no investment results or performance is, or can be, guaranteed; and no such guarantee is intended.

***Section 2* — PURPOSE**

This Investment Policy Statement contains guidelines regarding the investment of the assets held in trust for the Plan to assist the members of the City Investment Officers in effectively selecting, monitoring and evaluating the investments and/or investment managers for the Plan.

The purposes of this Investment Policy Statement are to:

- A. Set forth the investment objectives, policies and guidelines, which the City Investment Officers judges to be appropriate and prudent, in consideration of the needs of the Plan.
- B. Establish the criteria against which the investments and/or the investment management organizations selected by City Investment Officers are to be measured.
- C. Set forth the target asset mix for the investment of the Plans' assets.
- D. Serve as a review document to guide the City Investment Officers' ongoing oversight of the investment of the Plans' assets.

***Section 3* — INVESTMENT OBJECTIVES**

It is the intention of the City Investment Officers to build and maintain the Plans' trust through employer contributions that satisfy legal requirements and investment returns. The City Investment Officers expects that the amount of investment income plus capital appreciation from the Plans' trust combined with contributions to the trust will exceed the amount of pension payments. Over shorter periods, City Investment Officers understands that at times investment income plus capital appreciation plus contributions to the trust may, in total, be less than the amount of pension payments.

Because of the long-term nature of the Plans' obligations, City Investment Officers' intent is to consider the following goals in managing the trust:

- A. Long-term (*i.e.*, five years and more) performance objectives;
- B. Maintenance of cash reserves sufficient to pay benefits under the Plan; and
- C. Achievement of the highest long-term rate of return practicable without taking excessive risk that could jeopardize the Plans' funding policy or subject the Plans' sponsors to undue funding volatility. **Due to the long-term nature of this investment, the standard risk of safety over liquidity and return will be adjusted to be balances over safety and return.**

The specific investment performance objective is for the trust to achieve a rate of investment return over any five-year period that both:

- A. Meets or exceeds the Plans' actuarial interest rate assumption,
- B. Exceeds the return of the following custom market index: 2% cash, 30% S&P 500, 5% Russell 2000 index, 5% Russell Midcap index, 15% EAFE index, and 43% Barclays Capital Aggregate Bond index.

In carrying out the foregoing policy and objectives, the trust will be invested in accordance with the guidelines set forth in Section 4.

***Section 4* — INVESTMENT GUIDELINES FOR ASSET MANAGEMENT**

The assets of the Plans will be invested in a manner consistent with generally accepted standards of fiduciary responsibility. City Investment Officers will act with the care, skill, prudence and diligence under the prevailing circumstances that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. The City Investment Officers will discharge its duties with respect to the investment of the trust solely in the interest of the participants and beneficiaries of the Plan.

The City Investment Officers will select appropriate investment alternatives using the following criteria:

- A. The City Investment Officers may select investment managers from one or more of the following:
 - 1) Mutual fund management companies;
 - 2) Banks;
 - 3) Registered investment advisory firms; and
 - 4) Insurance companies.
- B. Each investment manager must clearly articulate for the City Investment Officers the investment strategy that will be followed and document that the strategy has been successfully adhered to over time.
- C. Each investment manager must be able to provide for the City Investment Officers historical quarterly performance numbers calculated on a time-weighted basis and reported net of all fees.
- D. Each investment manager must provide for the City Investment Officers volatility measurements so that an appropriate risk/return profile can be evaluated.
- E. Each investment manager must be able to provide for City Investment Officers information on its history, key personnel, fee schedules and expenses, and current investment exposure.
- F. A City of Pharr designated Investment Officer may change the Target Allocation and ranges and shall report any change to the City Commission

The City Investment Officers recognizes that the trust's long-term investment performance will be greatly affected by the mix of the asset classes in which it is invested; accordingly, because of the policy and objectives stated in Section 3, the trust's asset allocation will favor equity investments.

Specifically, the City Investment Officers has identified the following asset classes to be appropriate for investment by the trust. In addition, the City Investment Officers has defined the following ranges to be used as parameters of investment percentages the Plans' assets:

	<i>RANGE</i>		
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>TARGET</i>
Fixed Income Assets:	38%	48%	43%
Large cap	25%	35%	30%
Mid cap	0%	10%	5%
Small cap	0%	10%	5%
International	10%	20%	15%
Cash/Money Market Assets	0%	7%	2%
Total			100%

Managers that manage a separate account for the trust shall have full discretion over portfolio investment decisions, subject to the following guidelines and restrictions. To the extent that commingled or mutual fund vehicles are utilized, the investment policies of those vehicles are the operative documents established herein:

- A. Investment managers will be delegated full discretion to exercise all voting rights including, but not limited to, voting proxies.
- B. For purposes of the foregoing, real estate, and securities convertible to common stock shall be classified as equity assets; money held by an insurance company in its general account shall be classified as fixed income assets

- C. Each investment manager will diversify each asset class appropriately and will seek to moderate volatility and risk as is appropriate for the asset class. The investment manager will not invest in commodities, private placements, or letter stock. The investment manager will not engage in non-covered short sales or margin trading. Transactions consisting of the purchase or sale of futures or options contracts may be permitted to the extent that they are used to diversify or equitize the portfolio and not used as speculative investments. Speculative investment in these derivatives is not permitted without the previous written approval of the City Investment Officers.
- D. The investment manager must ensure, to the extent practicable, that all equity transactions (whether agency or principal) are executed at competitive rates and all fixed income transactions are competitively bid and must explain in writing to the City Investment Officers the reasons for any unusually high transaction costs.
- E. The investment manager, when practicable, will disclose to the City Investment Officers any significant change in the investment manager's personnel, organization, ownership, or asset management policy or method.

***Section 5* — PERFORMANCE EVALUATION**

The investment performance of the individual investments and/or investment managers will be monitored quarterly and reviewed at least annually relative to the objectives and guidelines described herein. The investment performance evaluations may include performance analyses and comparisons with the appropriate indices and investment fund universes.

The City Investment Officers do not expect to respond to short-term investment developments, recognizing that the accumulation of value for eventual retirement benefit payout is generally a long-term objective and that investment competence must be measured over a complete market cycle. The City Investment Officers, nevertheless, may act on interim qualitative judgments. Qualitative factors which will be reviewed on an ongoing basis include any fundamental changes in a manager's investment philosophy, organizational structure, financial condition (including any significant changes in total assets under management), personnel and fee structure.

The City Investment Officers has established as one of its investment fund and/or investment manager selection criteria that, as a general proposition, over a complete market cycle, each of the Plans' investment funds and/or investment managers should typically rank in the upper half of the universe of all active investment funds and/or active managers in the same asset class with similar investment objectives.

Performance Review

The investment options will be reviewed at least annually. Among other things, the performance review of the investment options may include the following:

- A. The measurement of investment returns.
- B. A comparison of investment returns to their appropriate benchmarks.
- C. A ranking of investment returns within their appropriate universes.
- D. The measurement of risk.
- E. An assessment of each investment's adherence to the stated policies and objectives.

Termination of Investment Options

Reasons for considering replacing an investment and/or investment manager may include, but are not limited to:

- A. Significant under-performance relative to the appropriate benchmark.
- B. Significant under-performance relative to the appropriate universe average.
- C. Significant change in risk (increase or decrease).
- D. Change or loss of key personnel, relative to the significance of the particular investment.
- E. Significant increase or decrease in assets under management.
- F. A change in business practices.
- G. A change in investment style or discipline.
- H. Failure to alert the City Investment Officers to pertinent changes, lawsuits or regulatory violations.
- I. Investing in non-approved securities.
- J. Identification by the City Investment Officers of a more suitable investment option.
- K. City Investment Officers decision to change investment managers.

Other Review

The Investment Policy Statement will be reviewed at least annually to determine the continued appropriateness of the Investment Policy Statement in achieving the stated purpose. However, it is not expected that the Investment Policy Statement will change frequently. In particular, short-term changes in the financial markets will not require adjustments to the Investment Policy Statement.

A review of the program concerning the diversity of options, the use of the options, the growth of the program, and any strategic planning concerning demographics will also be conducted periodically. The City Investment Officers will receive a report on investment performance quarterly.

***Section 6* — INVESTMENT MANAGER SELECTION**

The assets of the Plan are invested under the supervision of the City Investment Officers. The City Investment Officers has chosen to select investment managers from the following asset classes. In addition the City Investment Officers has established an investment objective for each asset class and established appropriate benchmarks and universes to be used to evaluate the investment options.

The City Investment Officers understands that the indexes selected have no fees associated with their returns and the universe average is net of the fees of the underlying funds. The investment options are not required to exceed their benchmarks and universes every quarter, but are used as a basis for judging the appropriateness of the investment option selected over a full market cycle.

The asset class, objective, benchmark and comparative universe are outlined in Attachment A.

***Section 7* — DEFINITIONS**

The following terms will have the following meanings:

Investment Manager

“Investment manager” means the asset manager or managers expressly authorized and empowered to cause its portion of the trust to be invested and reinvested in its sole discretion (but governed by the provisions of this Investment Policy Statement) within the asset class or classes for which it is employed to manage.

Investment Return

“Investment return” means investment income and realized and unrealized gains and losses, all net of investment fees and expenses.

Market Cycle

For purposes of this Investment Policy Statement a “market cycle” will be defined as a market peak-to-trough-to-peak (or a trough-to-peak-to-trough).

Rate of Return

“Rate of return” means the annual rate of investment return.

Investment Officer

“Investment Officer” refers to the council or charter designated officials with the responsibility of investing City funds. Investment officers are required to meet educational requirements under the Public funds Investment Act.

Attachment A

A. Fixed Income Options

Asset Class	Objective	Benchmark	Universe
Cash/Cash Equivalents	The investment objective of the Cash Option is to provide capital preservation.	The 3-Month Treasury Bill is the benchmark.	N/A
Intermediate Bond	The investment objective of the Bond Option is to provide income with a minor focus on capital growth.	The Barclays Capital Aggregate Bond Index is the benchmark.	The Bond Option selected will be compared to a universe of Intermediate-Term Bond mutual funds.

B. Equity Options - Domestic

Asset Class	Objective	Benchmark	Universe
Large Capitalization Blend	The investment objective of the Stock Index option is to track the performance and risk of the Standard & Poor's 500 index.	The S&P 500 Index is the benchmark. The investment options will be compared to the return and the risk of the benchmark.	The investment option selected will be compared to a universe of Large Capitalization Blend mutual funds.
Mid Capitalization Blend Style	The investment objective of the Mid Capitalization Blend Option is to provide long-term growth of capital primarily using domestic mid capitalization securities with a blend of value and growth oriented styles of management.	The Russell Mid-cap Index is the benchmark. The investment option will be compared to the return and the risk of the benchmark.	The investment option selected will be compared to a universe of Mid Capitalization Blend mutual funds.
Small Capitalization Blend Style	The investment objective of the Small Capitalization Blend Option is to provide long-term growth of capital primarily using domestic small-cap securities with a blend of value and growth oriented styles of management.	The Russell 2000 Stock Index is the benchmark. The investment option will be compared to the return and the risk of the benchmark.	The investment option selected will be compared to a universe of Small Capitalization Blend mutual funds.

C. Equity Options – Non U.S.

Asset Class	Objective	Benchmark	Universe
International Stock	The investment objective of the International Stock Option is to provide long-term growth of capital primarily using securities of companies located outside of the United States.	The Morgan Stanley/Capital International (MSCI) Europe, Australia and Far East (EAFE) Stock Index is the benchmark. The investment option will be compared to the return and the risk of the benchmark.	The investment option selected will be compared to a universe of International Stock mutual funds.

Appendix A

SELECTED INVESTMENT OPTIONS

The following Asset Classes and investment options have been selected for the Plan:

Asset Class	Investment Option	Ticker
Intermediate Bond	JPMorgan Core Bond R5	JCBRX
Large Blend Index	Vanguard 500 Index Signal	VIFSX
Mid-Cap Blend	Dreyfus Opportunistic Midcap Value I	DVLIX
Small-Cap Blend	Invesco Small Companies Inst	ATIIX
International	American Funds EuroPacific Gr R6	RERGX

Investment Policy



MEMORANDUM

DATE: May 24, 2016
TO: Juan G Guerra, City Manager
FROM: Karla Moya, Finance Director

[Handwritten signature]
6/24/16

SUBJECT: Approval of Investment Policy and OPEB

ISSUE

The City's Investment Policy and OPEB require to City Commission to maintain updated status. No change has occurred to the Investment Policy or OPEB.

STAFF RECOMMENDATION

It is recommended that the current Investment Policy and OPEB be approved as to meet the updated status as required.

Please feel free to contact me should the need arise, I am at extension 1907.

THANK YOU

REC'D *[Signature]*
CC _____

MAY 24 2016

CITY OF PHARR
CITY CLERKS OFFICE
PHARR, TEXAS

STATE OF TEXAS §
HIDALGO COUNTY § RESOLUTION NO.
CITY OF PHARR §

WHEREAS, Article 842a-2, V.A.C.S., known as the Public Funds Investment Act of 1987, provides for the investment of City funds in certain authorized securities; and

WHEREAS, the City Commission finds it to be in the public interest to approve the investment policy which authorizes the investment of City funds and provides for the preservation of City capital; and

WHEREAS, the Investment Portfolio of the City of Pharr is in compliance with applicable State Law and the Investment Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, THAT;

SECTION 1: The City of Pharr Investment Policy, attached hereto as Exhibit "A" and made a part hereof for all legal purposes, provides for the investment of City funds and the preservation of City capital.

SECTION 2: The City Manager and Finance Director of the City of Pharr are authorized to provide such policy.

PASSED, APPROVED AND ADOPTED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS this 6th day of June, 2016.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Hilda Pedraza, City Clerk

CITY OF PHARR
INVESTMENT POLICY

June 6, 2016

1.0 POLICY:

It is the policy of the City of Pharr, Texas and its component units to invest public funds in a manner which will provide the safest and most liquid opportunity with the highest investment return while meeting the daily cash flow demands of the City and conforming to the statutes governing the investment of public funds. This policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy. The policy and strategy shall be reviewed by the City Commission annually. Any modifications will be formally approved by the City Commission. This investment policy, as approved, is in compliance with the provisions of the Public Funds Investment Act of the Texas Government Code Chapter 2256 (Public Funds Investment Act, PFIA). This investment policy addresses the methods, procedures, and practices that must be exercised to ensure effective and judicious fiscal management of City's funds. This policy does not include the investment of Other Post Employment Benefit Trust Funds, a separate investment policy is available for that purpose.

2.0 SCOPE:

This policy applies to all aspects of investing the financial assets of the City and its component units. These funds are accounted for in the City's Comprehensive Annual Financial Report and include: General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, Trust and Agency Funds, and any new fund created by legislative body, unless specifically exempted or excluded. All funds will be pooled for investment purposes. The strategy developed for this pooled fund group will address the varying needs, goals, and objectives of each fund.

This policy shall not govern funds which are managed under separate investment programs in accordance with Section 2256.004 of the Public Fund investment act. Such funds currently include Retirement/Pension Fund and Deferred Compensation Fund.

2.1 Bond Proceeds: Funds received from the sale of general obligation bonds or certificates of obligation will be segregated and will be invested under a separate strategy.

3.0 OBJECTIVES:

The following are the primary investment objectives of the City of Pharr, in order of priority:

3.1 Safety: Safety of principal is the foremost objective of the City of Pharr's investment policy. Safety is defined as the undiminished return of the principal of the City's investments and deposits. Investment officers must have an adequate understanding of the suitability of individual investment instruments in light of the City's financial needs. This understanding is gained through experience of the investment officers and through training designed to increase the expertise of the investment officers.

3.2 Liquidity: Liquidity is important to insure sufficient cash to meet all operating requirements. A liquid investment is one that can be easily and quickly converted into cash without a substantial loss of value.

3.3 Yield: For the City of Pharr, the yield objective is secondary to those of safety and liquidity. Yield is defined as the rate of annual income return on an investment, expressed as a percentage. The six-month U.S. Treasury Bill will be used as a prudent yield target.

4.0 STANDARDS OF CARE:

4.1 Prudence: Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the persons' own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

Persons who act in good faith, exercising due diligence, and in compliance with this policy, shall be relieved of any personal liability arising from the investment activities of the City of Pharr. In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration: (1) the investment of all funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and (2) whether the investment decision was consistent with this written investment policy of the City of Pharr.

4.2 Ethics: Investment officers shall refrain from any activity that conflicts, or appears to conflict, with the officer's proper execution of the investment program or which could impair the officer's ability to make impartial investment decisions.

4.3 Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of investment programs, or which could impair their ability to make impartial investment decisions. Employees and investment officers shall disclose to the Texas Ethics Commission and the City Manager, and the City Manager discloses to the City Commission if:

- a) The officer has a personal business relationship with a business organization offering to engage in an investment transaction with the City; or
- b) The officer is related within the second degree by affinity of consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the City.

4.4 Delegation of Authority: In accordance with the PFIA, the responsibility for conducting investment transactions resides with the City Commission. The daily operation and management of the City of Pharr's investments are delegated to the following persons:

- a) **Investment Officers:** The City Manager shall name two investment officers from among the employees with the following job titles: City Manager, Assistant City Manager, and Finance Director. The investment officers are authorized to deposit, withdraw, invest, transfer, or manage in any other manner funds of the City of Pharr.

- b) **Other Investment Authorizations:** The City Manager, Assistant City Manager, Finance Director, and Assistant Finance Director, are authorized and responsible for depositing of funds into the bank depository.

4.5 Quality and Capability of Investment Management: Recognizing that the investment officers of the City have many other duties and that they may lack formal education in investing, this policy allows the City to use only the more basic and easily understood types of investments available to local governments.

4.6 Training of Investment Officers: All investment officers of the City shall attend an investment training session not less than once in a two-year period (training cycle begins on the first day of the fiscal year) and receive not less than ten hours of instruction from an independent source endorsed by the Governmental Treasurers Organization of Texas, Texas Municipal League, or the University of North Texas Center for Public Management.

5.0 STRATEGIES:

The investment strategy is the logical product of the investment objectives. As such, it emphasizes low credit risk, diversification, and the management of maturities. The strategy also takes into account the expertise and time constraints of the investment officers. The allowable investments listed in Section 7 of this policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of securities offering independent returns. This strategy uses investment pools to achieve diversification. The management of maturities refers to structuring the maturity dates of the direct investments so that, while funds are initially invested for a longer period of time, some investments mature each calendar month.

A basic strategy governs the investment of all funds under this policy. A separate strategy applies to the investment of bond proceeds.

5.1 Depository Bank: Funds at the depository bank are to be managed to a level that minimizes the cost of the relationship to the City. In instances where the depository contract allows for the payment of fees by maintaining balances at the depository, every effort is to be made to minimize the amount of money held at the depository in excess of that needed to compensate the bank for its services. Concerns about safety are to be addressed by the pledging requirements of the depository, in accordance with state law. This strategy specifies that sufficient funds to support daily operations are maintained in the depository bank, but that any funds in excess of that be held to a minimum.

5.2 Investment Pools: An investment pool is an entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are safety, liquidity, and yield. Funds are usually available from investment pools on a next day basis, meaning the pools have a high degree of liquidity. Because of the size and expertise of their staffs, investment pools are able to prudently invest in a variety of the investment types allowed by state law. In this manner, investment pools achieve diversification. The strategy of the City of Pharr calls for the use of investment pools as a primary source of diversification and a supplemental source of liquidity. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit in investment pools.

5.3 Direct Investments: The City of Pharr purchases securities of the U.S. Treasury and U.S. Agencies in the secondary market. For purposes of this policy, the term "U. S. Agencies" shall refer to obligations of agencies or instrumentalities of the United States. The majority of the direct investments have a remaining maturity of two years or less. The City employs a laddered maturity strategy for these instruments. With that method, some investments reach maturity each month, enhancing liquidity. However, the yields are those of two year investments rather than securities having a single month to maturity, enhancing yield. The investment officers must give consideration to the over-all liquidity of the portfolio before making a direct investment. Additionally, the City occasionally purchases a U. S. Treasury or Agency security with maturities as long as two years. See Section 5.5 below.

5.4 Hold until Maturity: The strategy of the City is to maintain enough liquidity in its portfolio that it never needs to sell a security. This will protect the principal of the investment against market risk. Should it become necessary to sell a security prior to maturity, the prior written consent of the City Manager must be obtained.

5.5 Investment of Reserve Funds: Up to one-third of the funds held in reserve are available for investment in Treasury or Agency securities with remaining maturities up to two years.

5.6 Separate Strategy for Bond Proceeds: Proceeds from the sale of general obligation bonds or certificates of obligation will be segregated from the other investments of the City. The basic intent is to match the availability of funds to the cash requirements of the capital projects. Therefore, the maturity limits of Section 9.0 do not apply. The following investments are available for this strategy: treasury securities, demand deposits, time deposits, and investment pools. Ten percent of anticipated costs of the projects must be kept in demand deposits or pooled investments to cover unanticipated cash demands. The remaining proceeds are to be invested so as to match anticipated demands for cash. Except for the requirement for demand deposits or investment pools above, there is no restriction on the percentage of the bond proceeds that may be invested in any authorized investment vehicle.

6.0 Authorized Financial Dealers and Institutions:

6.1 Approved List of Investment Service Providers: All banking services will be governed by the depository contract. In addition, the Finance Director shall maintain a list of security brokers, dealers, and investment pools that are authorized by the City Commission. To be eligible to be approved to do business with the City of Pharr, a seller of securities must be a primary dealer, a regional dealer that qualifies under SEC Rule 15C3-1, or regulated by Federal banking authorities. To be eligible to be approved to do business with the City of Pharr, an investment pool must meet all the requirements of State law. More details on investment pool qualifications are listed in Section 7.5. Annually, the Investment Committee must review, revise and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City.

6.2 Acknowledgment of Investment Policy: A written copy of this investment policy shall be presented to any person or firm seeking to sell to the City any investment. An authorized

representative of the business organization seeking to sell an investment shall execute a written instrument substantially to the effect that the registered principal has: (1) received and thoroughly reviewed the City's investment policy; and (2) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization. The City's investment officers are expressly prohibited from buying any security from a person or firm which has not delivered a document that complies with the requirements of this section of the investment policy to the City.

7.0 Authorized Investments, Including Diversification Limits and Maximum Maturities:

Following is a list of investments that are authorized by this policy for inclusion in the City of Pharr's portfolio of investments. Also shown are the limits on the amount of that type of security that can be held, expressed as a percentage of the entire City portfolio. Also, the maximum maturity that is allowable for each type of security is specified.

7.1 Demand Deposits at Depository Bank: Governed by the depository contract and provisions of State law, collateralized demand deposits at the depository bank have unsurpassed liquidity and safety but do not usually provide the highest yield. By definition their maturity is immediate. One hundred percent (100%) of the City's portfolio may be maintained in properly collateralized demand deposits at the depository bank.

7.2 Time Deposits at Depository Bank: Certificates of Deposit at the depository bank are authorized if they are guaranteed or insured by the Federal Deposit Insurance Corporation or its successor and are collateralized by obligations that are allowable under state law. The maximum authorized length of maturity for certificates of deposit is two years. The target investment level is ten percent (10%), and the portfolio cap is thirty percent (30%). The target investment level is that level of investment, expressed as a percentage of the total portfolio, which the City should strive not to exceed. The portfolio cap is that level of investment, also expressed as a percentage of total portfolio, which the City must not exceed.

7.3 Obligations of the United States Treasury: United States Treasury Bills, Notes and Bonds are authorized investments of the City of Pharr. For purposes of direct investment by the City, the maximum length of remaining maturity is two years. The target investment level is thirty percent (30%), and the portfolio cap is eighty percent (80%). For purposes of collateral against the City's deposits, the maximum length of remaining maturity may be two years, as long as the total market value of the securities pledged against the City's deposits always exceeds those deposits.

7.4 Obligations of Agencies or Instrumentalities of the United States: United States Agency securities are authorized investments of the City provided that they are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States or its respective agencies and instrumentalities. For purposes of direct investment by the City, the maximum length of remaining maturity is two years. The target investment level is thirty percent (30%) and the portfolio cap is fifty percent (50%). For purposes of collateral against the City's deposits, the maximum length of remaining maturity may be two years, as long as the total market value of the securities pledged against the City's deposits always exceeds those deposits.

7.5 Investment Pools: Public funds investment pools which have been created to function as a money market mutual fund are authorized investments of the City provided that they meet the following criteria: (1) they are continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service; (2) they mark their portfolio to market daily; (3) they maintain a stable net asset value of no less than .995; (4) they limit their investments to those allowable to local governments by state law; and, (5) they meet or exceed the initial and monthly disclosure requirements of applicable state law. The target investment level and portfolio cap are thirty percent (30%), and the portfolio cap is eighty percent (80%). Deposits in investment pools that contain commercial paper are not authorized.

7.6 Repurchase Agreements; Bankers' Acceptances: These investment options are authorized for the City of Pharr only to the extent that they are contained in the portfolios of approved public funds investment pools in which the City invests. The direct investment in repurchase agreements, and bankers' acceptances by the City of Pharr is not authorized. However, indirect investment in repurchase agreements by the City's depository under a sweep arrangement is allowable for purposes of this policy.

8.0 Prohibited Securities:

8.1 Allowed by State Law but Prohibited by This Policy: The following instruments are eligible for investment by local governments according to state law, but have been intentionally prohibited for the City by this policy: collateralized mortgage obligations; commercial paper; and investment pools except those pools which are created to function as money market mutual funds. This prohibition is in view of the time constraints on and the expertise level of the investment officers.

8.2 Expressly Prohibited by State Law and This Policy: The following securities are expressly prohibited by state law and this policy: (1) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal; (2) obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest; (3) collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and (4) collateralized mortgage obligations the interest rate of which is determined by an index that adjust opposite to the changes in a market index (inverse floaters).

9.0 Limits on Maturity of Entire Portfolio:

The following limits on the maturities of investments apply to the entire City portfolio, except for the bond proceeds. The funds on deposit at the bank depository are included in the calculation of these percentages:

Available within 1 month	At least 25% of the portfolio
Available within 3 months	At least 33% of the portfolio
Available within 6 months	At least 50% of the portfolio
Available within 1 year	At least 70% of the portfolio
Available within 2 years	100% of the portfolio

For the City portfolio, excluding any bond proceeds, the maximum average dollar-weighted maturity shall be 200 days.

10.0 Collateralization:

In accordance with state law and the depository contract, all demand deposits and all time deposits will be collateralized by the pledging of investment securities or irrevocable letters of credits. The City Manager and/or Director of Finance or his designee must approve the security prior to its pledging. Pledged securities shall always be held by a third party and evidenced by a current safekeeping receipt.

11.0 Safekeeping:

All investment transactions, other than those with investment pools, shall be conducted on a delivery-versus-payment basis. Securities shall be held by a third party custodian and evidenced by current safekeeping receipts.

12.0 Internal Control:

The Finance Director shall establish a system of internal controls designed to prevent the loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The system shall contain, but is not limited to, the following items:

12.1 Competitive Bids: To purchase a direct investment, the Finance Director or his designee shall seek at least three bids from firms listed on the approved list of brokers and dealers. Bids shall be in writing and may be delivered to the City in person, email, or via electronic facsimile. The award shall be on the basis of safety, liquidity, and highest U.S. Government Equivalent Yield. Records of the bids and award shall be maintained by the Finance Director's office.

12.2 Delivery-Versus-Payment: The safekeeping agent must receive all investments, other than investment pool funds, before funds are released for their purchase.

12.3 Compliance Audit: In conjunction with its annual financial audit, the City shall require a compliance audit of management controls on investments and adherence to this policy.

12.4 Collateral Comparison: The market value of the collateral pledged against the funds maintained at the bank depository shall be compared to the amount of those deposits. If the total funds in the depository approach the market value of the collateral, the Finance Director shall take appropriate action. Records of this comparison shall be maintained in the Finance Director's office.

12.5 Other Components: Other sections of this policy contain aspects of internal control procedures. These include holding securities until maturity, providing adequate training for all investment officers, requiring vendors to meet minimum qualifications before selling securities to the City, disclosing personal or business relationships between investment officers and vendors, and regular reporting of investments to the City Commission.

13.0 Valuation:

The market value of each investment in the City's portfolio will be calculated quarterly, on the following basis:

13.1 Bank Deposits: Bank deposits are denominated in cash and, therefore, their face value and market value are identical. Deposit levels will be monitored daily via telephone or electronic means and confirmed on the monthly bank statement.

13.2 Investment Pools: Monthly statements are received from the investment pools which show the amount on deposit and the market value of the pool as a percentage of the book value. The market value of the investment pools will be the product of these two figures.

13.3 Treasury Notes: The market value of Treasury Notes will be calculated as the product of the face value of the Note and the bid price for that Note as quoted in the *Wall Street Journal*, or will be obtained from the City's third-party securities custodian.

13.4 Treasury Bills: The market value of Treasury Bills will be the face value of the Bill discounted at the bid yield as quoted in the *Wall Street Journal* for the appropriate number of days, or will be obtained from the City's third-party securities custodian.

13.5 Agencies: For Agency securities listed in the *Wall Street Journal*, the valuation method will be the same as those of the Treasury securities. For those not listed, the market value will be obtained from the City's third-party securities custodian.

14.0 Performance Standards:

For each of the City's investment objectives, following are the performance standards:

14.1 Safety: All investment principal is maintained.

14.2 Liquidity: Sufficient cash is maintained or can be generated to pay all current obligations without selling direct securities or incurring loss of principal.

14.3 Yield: Yield on the portfolio of City funds, except for Bond Proceeds and excluding demand deposits at the bank depository, should be no less than the yield on the six month Treasury Bill. Because of the nature of Bond Proceeds investments, the yield on Bond Proceeds should approximate the Treasury Bill yield having similar weighted-average maturities.

15.0 Reporting:

Not less than quarterly, the investment officers shall prepare, sign, and present to the City Commission a report of the City's investments. The report must contain all the disclosures mandated by state law. An example of the report is included in Appendix C.

16.0 Investment Policy Adoption and Revision:

The City Commission shall adopt the written investment policy by resolution. Annually the City Commission shall review the investment policy and strategy. Revisions to the policy shall be made by City Commission resolution.

APPENDIX A

GLOSSARY OF COMMON TREASURY TERMINOLOGY

Agencies: Federal agency securities.

Amortized cost: Cost of investments adjusted for amortized premiums and discounts.

Asked: The price offered for securities.

Bid: The price offered by a buyer of securities.

Book value: A term synonymous with amortized cost.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Commercial Paper (CP): An unsecured short-term promissory note issued by corporations, with maturities ranging from 2-270 days.

Coupon: (a) the annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

Credit Risk: The risk of loss of principal and interest due to a failure of the security or broker.

Dealer: A dealer, as opposed to a broker, acts as a principal in all

transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$100,00 per deposit.

Federal Funds Rate: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB): The institutions that regulate and lend

savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

Federal National Mortgage Association (FNMA): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal reserve guidelines regarding purchases and sales of Government Securities in the open-market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C. 12 regional banks and about 5,700 commercial banks that are members of the system.

Government National Mortgage Association (GNMA or Ginnie Mae): Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations,

and other institutions. Security holder is protected by full faith and credit of the U.S. Government, Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term pass-through is often used to describe Ginnie Maes.

Laddered Portfolio: Investment portfolio with securities in each maturity range (e.g. monthly) over a specified period of time.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Local Government Investment Pool (LGIP): The aggregate of all funds from political subdivisions that are placed in custody for investment and reinvestment.

Market Risk: The risk that the market value and interest earnings of an investment or a portfolio will fall due to changes in general interest rates.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: To protect investors, many public investors will request that repurchase agreements be preceded by a master repurchase agreement between the investor and the financial institution or dealer. The master agreement should define the nature of the transaction, identify the relationship between the parties, establish normal practices regarding ownership and custody of the collateral securities during the term of the investment, provide remedies in the case of default by either party and clarify issues of ownership. The master repurchase agreement protects the investor by eliminating the uncertainty of ownership and hence, allowing investors to liquidate collateral if a bank

or dealer defaults during the term of the agreement.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Offer: The price asked by a seller of securities.

Open Market Operations: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

Prudent Person Rule: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Qualified Public Depositories: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Repurchase Agreement (RP or REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bonds: Long-term U.S. Treasury securities having initial maturities of more than ten years.

Treasury Notes: Intermediate term coupon bearing U.S. Treasury securities having initial maturities from one to ten years.

Unrealized Gains (Losses): Increases (decreases) in the value of investments representing the difference between the amortized cost of the investments and their current market value. Increases (decreases) in value are caused primarily by changes in market interest rates subsequent to purchasing investments.

Weighted Average Rate of Return: Rate of return calculated based on

interest earnings and the length of actual holding for each individual security.

Yield: The rate of annual income return on an investment, expressed as a percentage. (a) **Income Yield** is obtained by dividing the current dollar income by the current market price of the security. (b) **Net Yield** or **Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Yield: The rate of annual income return on investment, expressed as a percentage.

APPENDIX B

APPROVED LIST OF BROKER/DEALERS

First Southwest Company
Dallas, TX

First Tennessee Financial Bank
Dallas, TX

JPMorgan Securities, Inc.
Dallas, TX

Merrill Lynch Pierce Fenner & Smith, Inc.
Dallas, TX

SAMCO Capital Markets
Dallas, TX

Southwest Securities
Dallas, TX

GFOA Yield Advantage – Web Based Marketplace
Chicago, IL

TexStar Participant Services
Dallas, TX

Any regional area bank that meets criteria listed within Section 5 – Section 11.

APPENDIX C

QUARTERLY INVESTMENT REPORT SAMPLE

**CITY OF PHARR, TX
Detailed Investment Report
As of December 31, 2007**

Investment	Par	VALUES - Sept. 30, 2007		Book Increase/(Decrease)		Market Increase/(Decrease)		VALUES - Dec. 31, 2007	
		Book	Market	Purchases/ Withdrawals	Accruals/ Amortizations	Purchases & Withdrawals	Change In Market Price	Book	Market
DEMAND DEPOSITS									
Depository Bank	\$1,000	\$1,000	\$1,000	1,000		1,000		\$2,000	\$2,000
Repurchase Agreement	10	10	10	0		0		10	10
Savings Account	10	10	10	0	0	0	0	10	10
	1,020	1,020	1,020	1,000	-	1,000	-	2,020	2,020
INVESTMENT POOLS									
Tex-Pool	100	100	100	10		10		110	110
TexStar	10	10	9	1	-	1	-	11	10
	110	110	109	11	-	11	-	121	120
SECURITY INVESTMENTS									
Treasury Note 2 5/8% 11-15-06	1,000,000	996,852	983,500	-	672	-	1,100	997,524	984,600
FMNT 3.25% 5/18/07	1,000,000	1,009,545	979,100	-	(1,434)	-	(1,400)	1,008,111	977,700
	<u>\$2,000,000</u>	<u>\$2,006,397</u>	<u>\$1,962,600</u>	<u>\$0</u>	<u>(\$762)</u>	<u>\$0</u>	<u>(\$300)</u>	<u>\$2,005,635</u>	<u>\$1,962,300</u>
	<u>\$2,001,130</u>	<u>\$2,007,527</u>	<u>\$1,963,729</u>	<u>\$1,011</u>	<u>(\$762)</u>	<u>\$1,011</u>	<u>(\$300)</u>	<u>\$2,007,776</u>	<u>\$1,964,440</u>

QUARTERLY INVESTMENT REPORT SAMPLE - Continued

CITY OF PHARR, TX
Comparison of Portfolio to Policy Limits
As of December 31, 2007

<u>LIMITS ON TYPES OF SECURITIES</u>	<u>Target Investment Level</u>	<u>Portfolio Cap</u>	<u>Actual Percentage of Portfolio</u>	<u>Positive/(Negative) % Variance Policy Limits</u>
Demand Deposits	100%	100%	0.10%	99.90%
Bank Time Deposits	25%	30%	0.00%	30.00%
U. S. Treasury Securities	80%	85%	49.68%	35.32%
U. S. Agency Securities	45%	50%	50.21%	-0.21%
Investment Pools	45%	50%	0.01%	49.99%

<u>LIMITS ON MATURITIES</u>	<u>Minimum Allowable Percentage of Portfolio</u>	<u>Actual Percentage of Portfolio</u>	<u>Positive/(Negative) % Variance Policy Limits</u>
Available within 1 month	25%	78.00%	53.00%
Available within 3 months	33%	80.00%	47.00%
Available within 6 months	45%	90.00%	45.00%
Available within 1 year	60%	100.00%	40.00%
Available within 2 years	70%	100.00%	30.00%
Available within 3 years	80%	100.00%	20.00%
Available within 4 years	90%	100.00%	10.00%
Available within 5 years	100%	100.00%	0.00%

	<u>Maximum Allowable</u>	<u>Actual Average Maturity</u>	<u>Policy Limit Days Available</u>
Weighted Average Days to Maturity	200	2.90	197.10

QUARTERLY INVESTMENT REPORT SAMPLE - Continued

CITY OF PHARR, TX
Market Value Analysis
As of December 31, 2007

CHANGES IN MARKET VALUE:

BEGINNING MARKET VALUE - September 30, 2007		\$1,963,729
INVESTMENT ACTIVITY:		
Purchases	\$0	
Maturities	\$0	
Net Changes in Market Price	(\$300)	(\$300)
Bank and Pooled Investment Deposits/(Withdrawals) - Net		<u>\$1,011</u>
ENDING MARKET VALUE - December 31, 2007		<u>\$1,964,440</u>

COMPARISON OF BOOK VALUE TO MARKET VALUE:

<u>BEGINNING VALUE - September 30, 2007</u>		
Market Value	\$1,963,729	
Book Value	\$2,007,527	
Ratio of Market Value to Book Value		97.82%
 <u>ENDING VALUE - December 31, 2007</u>		
Market Value	\$1,964,440	
Book Value	\$2,007,776	
Ratio of Market Value to Book Value		97.84%

QUARTERLY INVESTMENT REPORT SAMPLE - Continued

CITY OF PHARR, TX

Calculation of Weighted Average Maturity and Yield

As of December 31, 2007

	<u>Market Value</u>	<u>Book Value</u>	<u># of Days To Maturity</u>	<u>Original Yield to Maturity</u>	<u>Percent of Portfolio</u>
Demand Deposits					
Depository Bank - Operating	\$2,000	\$2,000	0	0.00%	0.10%
Repurchase Agreement	\$10	\$10	0	2.80%	0.00%
Saving Account	\$10	\$10	0	4.33%	0.00%
	\$2,020	\$2,020			0.10%
Investment Pools					
Tex-Pool	\$110	\$110	1	4.21%	0.01%
TexStar	\$10	\$11	1	4.29%	0.00%
	\$120	\$121			0.01%
Federal Securities and Notes					
Treasury Note 2 5/8% 11-15-06	\$997,524	\$997,524	319	2.63%	49.68%
FMNT 3.25% 5/18/07	\$1,008,111	\$1,008,111	503	3.25%	50.21%
	\$2,005,635	\$2,005,635			99.89%
TOTAL	\$2,007,775	\$2,007,776			100.00%
Weighted Average Maturity					
Weighted Average Days to Maturity				411.05	
Weighted Average Days to Maturity - Operating (excl. depository bank)				411.46	
Weighted Average Yield					
Weighted Average Yield				2.94%	
Weighted Average Yield - Operating (excluding depository bank)				2.94%	
Yield to Maturity of 180 day T-Bill at December 31, 2007				3.00%	

QUARTERLY INVESTMENT REPORT SAMPLE - Continued

CITY OF PHARR, TX
Year To Date Investment Transaction Report
As of December 31, 2007

PURCHASES

<u>Date</u>	<u>Type</u>	<u>Investment #</u>	<u>Principal Purchase Price</u>	<u>Market/Par Value</u>	<u>Yield/Int. Discount Rate</u>	<u>Maturity Date</u>
Total Purchases			<u>\$0.00</u>	<u>\$0.00</u>		

MATURITIES

<u>Date</u>	<u>Type</u>	<u>Investment #</u>	<u>Principal Purchase Price</u>	<u>Par Value</u>	<u>Yield/Int. Discount Rate</u>	<u>Maturity Date</u>
10/14/2007	FHLB Note	3133X1GU5	\$1,514,331	\$1,500,000	2.040%	10/14/2007
11/14/2007	Treasury Note	912828BN9	\$1,007,210	\$1,000,000	1.625%	11/14/2007
12/14/2007	Treasury Note	912828BS8	\$1,493,213	\$1,500,000	1.875%	12/14/2007
12/14/2007	FFCB Note	31331TPA3	\$1,511,700	\$1,500,000	2.000%	12/14/2007
Total Maturities			<u>\$5,526,454.50</u>	<u>\$5,500,000.00</u>		

MEMORANDUM

DATE: June 1, 2016
TO: Juan G. Guerra, City Manager
FROM: Karla Moya, Finance Director



SUBJECT: APPROVAL OF BBVA COMPASS BANK RESOLUTION

ISSUE

The City of Pharr Finance Department is requesting to have the Resolution presented by BBVA Compass Bank approved/passed for the purpose of obtaining a business bank account to debit payments on the procurement cards (P- Cards) that were approved at the City Commission meeting held on May 16, 2016.

Please see "*Public Entity Governing Body Authorizing Resolution*"

FINANCIAL CONSIDERATION

\$30.00 Expedited Delivery Fee
\$300.00 Company Logo Fee

Please see "*Exhibit III BBVA Compass Commercial Card Application Information Fees*"

STAFF RECOMMENDATION

The City of Pharr Finance department recommends the approval of the Bank Resolution presented by BBVA Compass Bank, so that we may begin the process of obtaining P-Cards.

Please feel free to contact me should the need arise, I am at extension 1907.

THANK YOU

RESOLUTION NO. R-2016-___

WHEREAS, the City of Pharr, a body politic and corporate duly organized and existing as a political subdivision of the State of Texas, is authorized by the laws of the State of Texas to conduct financial business and engage in this resolution; and

WHEREAS, the Financial Institution, Compass Bank is designated as a depository for the funds for this public entity; and

WHEREAS, this resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution; and

WHEREAS, all transactions, if any with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this public entity with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed; and

WHEREAS, any of the persons named below, so long as they act in a representative capacity as agents of this public entity, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this public entity and this Financial Institution subject to any restrictions stated below; and

WHEREAS, an and all prior resolutions adopted by the Governing Body of this public entity and certified to this Financial Institution as governing the operation of this public entity's account (s) are in full force and effect, unless supplemented or modified by this authorization; and

WHEREAS, this public entity agrees to the terms and conditions of any account agreement, properly opened by and authorized representative(s) of this public entity, and authorizes the Financial Institution named above. at any time, to charge this public entity for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in section C. (or the facsimile signature specimens that this public entity files with this Financial Institution from time to time and contain the required number of signatures for this purpose.

NOW, THEREFORE, BE IT RESOLVED AND ENACTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS THAT:

Section 1. The persons listed below (subject to any expressed restrictions) are authorized to:

Name and Title	Signature	Facsimile Signature (if used)
<u>Juan G. Guerra, City Manager</u>		
<u>Edward Wylie, Assistant City Manager</u>		
<u>Karla Moya, Finance Director</u>		
<u>Hilda Pedraza, City Clerk</u>		

- ___ (1) Exercise all of the powers listed in (2) through (6)
- ___ (2) Open any deposit or checking account(s) in the name of the public entity.
- ___ (3) Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.

Number of authorized signatures required for this purpose _____

- ___ (4) Borrow money on behalf in the name of this public entity, sign, execute and deliver promissory notes or other evidences of indebtedness;

Number of authorized signatures required for this purpose _____

- ___ (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this public entity as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.

Number of authorized signatures required for this purpose _____

- ___ (6) Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution.

Number of authorized signatures required for this purpose _____

Section 2. The Governing Body of this public entity, has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise

Section 3. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS THIS 6th DAY OF JUNE, 2016.

CITY OF PHARR:

Ambrosio "Amos" Hernandez- Mayor

ATTEST:

By: _____
Hilda Pedraza, City Clerk

Exhibit II
BBVA Compass Commercial Card Application Information
Fees

All Fees are nonrefundable.

Annual Fee \$ Waived /year for each issued and outstanding Commercial Card

The annual fee shall be due and payable at the time of the first periodic billing on Company's Commercial Card Account and annually thereafter. The annual fee shall be charged on each issued Commercial Card unless BBVA Compass has received written notice to cancel that Commercial Card at least one month prior to the assessment of the annual fee.

Expedited Delivery Fee	\$ <u>30.00</u>
Company Logo Fee	\$ <u>300.00</u>
BBVA Compass internet Card Management Tool Setup Fee	\$ <u>Waived</u>
BBVA Compass internet Card Management Tool Monthly Fee	\$ <u>Waived</u>



**CITY COMMISSION
AGENDA MEMORANDUM**

DATE: MONDAY, JUNE 06, 2016
TO: JUAN G. GUERRA, CITY MANAGER
FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

A handwritten signature in black ink, appearing to be "Melanie Cano", written over the "FROM:" line.

SUBJECT: RE-APPOINTMENT / APPOINTMENT TO THE PLANNING AND ZONING COMMISSION

ISSUE

Due to the term of regular member Thomas Greuner expiring on June 19, 2016, the re-appointment/appointment of one (1) regular member is needed at this time to the Planning and Zoning Commission.

FINANCIAL CONSIDERATION

There will be no cost for the re-appointment/appointment to the Planning and Zoning Commission.

STAFF RECOMMENDATION

Planning staff is recommending the re-appointment/appointment of a regular member to the Planning and Zoning Commission.

Mr. Thomas Greuner has expressed his desire to continue serving as a regular member.

Attached please find a resolution and an attendance chart for your consideration.

Please feel free to contact me with any questions

THANK YOU

STATE OF TEXAS

§

CITY OF PHARR

§

§

RESOLUTION

NO: R-1016-_____

WHEREAS, there is hereby a City Planning and Zoning Commission which shall function by making plans and acting as a Zoning Commission being composed of seven (7) members and four (4) alternates to be appointed by the Board of Commissioners, and

WHEREAS, re-appointment/appointment of one (1) regular member needs to be made at this time in accordance with City Ordinance No. 0-2007-48 whereby a person, either citizen/resident or Pharr business owner, shall not serve as an officer or member on more than two (2) Pharr board or committee concurrently.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, THAT:

The following resident of the City of Pharr is hereby re-appointed/appointed as a regular member of the Planning and Zoning Commission.

NAME:

LENGTH OF TERM

1.

PASSED, APPROVED AND MADE EFFECTIVE BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of _____, 2016.

CITY OF PHARR

Ambrosio "Amos" Hernandez, Mayor

ATTEST

Hilda Pedraza, City Clerk



CITY COMMISSION AGENDA MEMORANDUM

DATE: 06/01/2016

TO: Juan G. Guerra, City Manager

FROM: William F. Ueckert Jr., P.E. – Engineering Director

SUBJECT: Consideration and action, if any, on Resolution authorizing to submit application to Texas Water Development Board for a City Wide Flood Protection Planning Study and commit the required local matching funds.

ISSUE

In order to apply for grants and loans for city storm drainage improvements to different funding agencies (Federal and State) a comprehensive Flood Protection Study is required. This resolution is to submit a application to Texas Water Development Board for possible funding of the study.

FINANCIAL CONSIDERATION

Texas Water Development Board will fund 50% of the study cost and the city will match the balance. The estimated cost for this study is \$600,000 and city match will be \$300,000.

STAFF RECOMMENDATION

Staff recommends submitting the application and resolution to the Texas Water Development Board for consideration.

ALTERNATIVES

Please feel free to contact me with any questions

THANK YOU

STATE OF TEXAS §

COUNTY OF HIDALGO §

CITY OF PHARR §

**RESOLUTION
NO: R-2016-_____**

**A RESOLUTION AUTHORIZING THE CITY OF
PHARR'S APPLICATION FOR CITY WIDE FLOOD
PROTECTION PLANNING STUDY GRANT
ASSISTANCE TO BE FILED WITH THE TEXAS
WATER DEVELOPMENT BOARD.**

WHEREAS, the City of Pharr, Texas, desires to develop a City-wide Flood Protection Planning Study; and

WHEREAS, the City of Pharr, Texas, ensures that the proposed planning does not duplicate existing projects with the exception of updating existing flood protection plans; and

WHEREAS, the City of Pharr, Texas, will appropriate matching funds and in-kind services, if the grant is awarded, for the Flood Protection Planning Study;

WHEREAS, the City of Pharr, Texas, will attempt to pursue implementation of viable solutions identified through the proposed planning effort and will pursue and identify potential sources of funding for implementation of viable solutions;

WHEREAS, the City of Pharr is currently participating in the National Flood Insurance Program making flood insurance available for all insurable structures in their respective incorporated and unincorporated areas.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE CITY OF PHARR, TEXAS, THAT:**

1. The City authorizes the application to the Texas Water Development Board for flood protection planning grant assistance in a total amount not to exceed \$600,000.
2. That the City will enter into a contract with the Texas Water Development Board and commit the required local matching funds or in-kind services of

at most 50% of the project amount, if a grant is awarded for the Flood Protection Planning Study.

PASSED and APPROVED BY THE BOARD OF COMMISSIONER OF THE CITY OF PHARR on the ____th day of June, 2016.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ, MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK



CITY COMMISSION AGENDA MEMORANDUM

DATE: 06/01/2016

TO: Juan G. Guerra, City Manager

FROM: William F. Ueckert Jr., P.E. – Engineering Director

SUBJECT: Consideration and action, if any, on awarding bid for Concrete Repair Work for Single Machine Repaving Project Year 1 - Phase B.

ISSUE

Only one (1) bid was submitted for the above project. Bid Notices were sent to three other contractors and the notice was published in the Advance Newspaper twice (2). Attached is the bid tabulation.

FINANCIAL CONSIDERATION

The low and only bid submitted was in the amount of \$139 150.00.

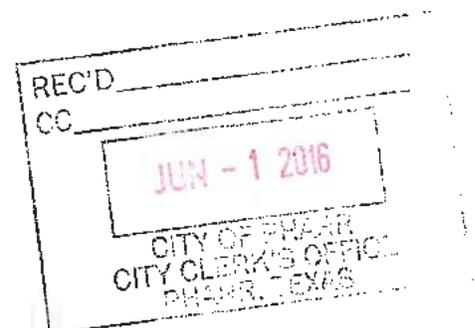
STAFF RECOMMENDATION

Staff recommends awarding the bid to Artillery, LLC in the amount of \$139,150.00.

ALTERNATIVES

Please feel free to contact me with any questions

THANK YOU



BID TABULATION

PROJECT: CONCRETE REPAIR WORK FOR SINGLE MACHINE REPAVING PROJECT YEAR 1 - PHASE A

BID NO: 1516-01-528-0033

DATE: THURSDAY, MAY 26, 2016

TIME: 2:00 PM

LOCATION: CITY COMMISSION ROOM, 2ND FLOOR, PHARR CITY HALL

BASE BID				ARTILLERY, LLC	
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	REMOVE AND REPLACE CURB & GUTTER (3,000 PSI) (REINFORCED). ALL COMPLETE IN PLACE	3,262.00	LF	\$ 18.00	\$ 58,716.00
2	REMOVE AND REPLACE VALLEY GUTTER & APRON (4,000 PSI) (REINFORCED). ALL COMPLETE IN PLACE.	140	SY	\$ 72.00	\$ 10,080.00
3	REMOVE AND REPLACE DRIVEWAY APPROACH (4,000 PSI) (REINFORCED). ONLY AT LOCATIONS ADJOINING GUTTER REPAIR AREAS. ALL COMPLETE IN PLACE.	250	SY	\$ 72.00	\$ 18,000.00
4	REMOVE AND REPLACE SIDEWALK (3,000 PSI) (5 FT WIDE) (REINFORCED). ONLY AT LOCATIONS ADJOINING CURB & GUTTER REPAIR AREAS. ALL COMPLETE IN PLACE.	254	SY	\$ 63.00	\$ 16,002.00
5	TY D HMAC (LIMESTONE AGGREGATE). MATCH EXISTING DEPTH. ALL COMPLETE IN PLACE.	758	SY	\$ 32.00	\$ 24,256.00
6	TY F GR 3 CALICHE. ALL COMPLETE IN PLACE.	758	SY	\$ 12.00	\$ 9,096.00
7	ALLOWANCE	1	LS	\$ 3,000.00	\$ 3,000.00
TOTAL BASE BID				\$	139,150.00

MEMORANDUM

DATE: June 6, 2016
TO: Juan G. Guerra, City Manager 
FROM: Ed Wylie, Asst. City Manager

SUBJECT: Traffic Signal Improvements – Newcombe and S. Cage Blvd.

ISSUE

Staff has been working diligently to improve traffic flow in the City of Pharr, specifically in the downtown area. One area of improvement is to eliminate the traffic signal at Newcombe Ave. and S. Cage Blvd. The elimination of this signalized intersection will increase the traffic flow and allow the timing of existing traffic lights to be more efficient.

The Texas Department of Transportation has verbally agreed to the removal of the signal at the City's expense. A letter formally requesting the removal of the traffic signal is required to finalize the process.

FINANCIAL CONSIDERATION

\$4,000.00 is needed to remove the traffic lights and all base materials.

STAFF RECOMMENDATION

Staff is recommending approval of letter and submittal to TxDOT.

ALTERNATIVES

Disapproval of the action item.

Please feel free to contact me with any questions

THANK YOU

“Triple Crown City”



MAYOR
Ambrosio "Amos" Hernández

May 16, 2016

Texas Department of Transportation
Att: Mr. Toribio Garza, P.E., Pharr District Engineer
600 West Interstate 2
Pharr, Texas 78577

COMMISSIONERS
Eleazar Guajardo
Roberto "Bobby" Carrillo
Oscar Elizondo, Jr.
Edmund Maldonado, Jr.
Ricardo Medina
Mario Bracamontes

CITY MANAGER
Juan G. Guerra, CPA

Re.: CSJ No.: Traffic Signal Improvements
Highway: US 281 (Cage Road)
County: Hidalgo
Limits: From: xxxx To: xxxx

Dear Mr. Garza:

The City of Pharr staff has met with Mr. Jesus Leal, P.E. and his staff to discuss the above mentioned project. At the meeting, it was discussed and the city agrees with TxDOT that the traffic light located at Cage Street and Park Street should be removed prior to the letting of the project CSJ 0000-00-000 in order to improve the traffic mobility along Cage Street. The city would begin the process to remove this traffic signal light as soon as possible.

As always thank you for your quick response to this matter and please coordinate with my office and/or Mr. Jose F. Torres, P.E. (BTI, Inc.) so that the city can act expeditiously and provide TxDOT with all the information and documents necessary for this improvement.

Sincerely,

Juan Guerra
City of Pharr Manager

Cc: File

Dr. Ambrosio Hernandez, City of Pharr Mayor
Hector P. Gonzalez, Jr., P.E. TxDOT Deputy District Engineer
Jesse Leal, P.E., TxDot Traffic Engineer
City of Pharr Staff



MEMORANDUM

DATE: June 6, 2016
TO: Juan G. Guerra, City Manager
FROM: Ed Wylie, Asst. City Manager

EW

SUBJECT: Traffic Improvements within the City of Pharr – S. Jackson Rd.

ISSUE

Staff has been working diligently to improve traffic flow in the City of Pharr, specifically in the areas of North and South Jackson Road. One area of improvement is to eliminate the left turn onto Interstate 2 east and west bound from South Jackson Road. The elimination of two left turns will increase the traffic flow and will remove the bottleneck when one car tries to make a left turn under the expressway.

The Texas Department of Transportation has verbally agreed to the removal of the two left turns. A letter formally requesting the removal is required to finalize the process.

FINANCIAL CONSIDERATION

\$0

STAFF RECOMMENDATION

Staff is recommending approval of letter and submittal to TxDOT.

ALTERNATIVES

Disapproval of the action item.

Please feel free to contact me with any questions

THANK YOU



“Triple Crown City”



MAYOR
Ambrosio “Amos” Hernández

May 16, 2016

Texas Department of Transportation
Att: Mr. Toribio Garza, P.E., Pharr District Engineer
600 West Interstate 2
Pharr, Texas 78577

COMMISSIONERS
Eleazar Guajardo
Roberto “Bobby” Carrillo
Oscar Elizondo, Jr.
Edmund Maldonado, Jr.
Ricardo Medina
Mario Bracamontes

CITY MANAGER
Juan G. Guerra, CPA

Re.: CSJ No.: Jackson Road Mobility Improvements
Highway: FM 3072 Jackson Road
County: Hidalgo
Limits: From: Bus 83 to I-2 Frontage

Dear Mr. Garza:

The City of Pharr is recommending for your consideration the elimination of both left turns underneath the Interstate 2 at the intersection of I-2 and Jackson Ave. Our city staff has met with Mr. Jesse Leal, P.E, and his staff to discuss this matter. At the meeting, it was mutually agreed by both parties that by eliminating both left turns it would improve the traffic mobility along Jackson Road thus reducing the congestion created by the economic growth within the area. Furthermore, the city is also willing to participate financially in whatever financial programs are available for creating this improvement.

As always thank you for your quick response to this matter and please coordinate with my office and/or Mr. Jose F. Torres, P.E. (BTI, Inc.) so that the city can act expeditiously and provide TxDOT with all the information and documents necessary for this improvement.

Sincerely,

Juan Guerra
City of Pharr Manager

Cc: File
Dr. Ambrosio Hernandez, City of Pharr Mayor
Hector P. Gonzalez, Jr., P.E. TxDOT Deputy District Engineer
Jesse Leal, P.E., Traffic Engineer
City of Pharr Staff

MEMORANDUM

DATE: June 6, 2016
TO: Juan G. Guerra, City Manager *GW*
FROM: Ed Wylie, Asst. City Manager

SUBJECT: Letter of Support for PSJA

ISSUE

Pharr-San Juan-Alamo ISD is request a letter of support for the funding of a Emergency Medical Technician (EMT) program thru the Texas Workforce Commission.

FINANCIAL CONSIDERATION

\$0

STAFF RECOMMENDATION

Staff is recommending approval of letter and submittal to PSJA ISD.

ALTERNATIVES

Disapproval of the action item.

Please feel free to contact me with any questions

THANK YOU

“Triple Crown City”



MAYOR
Ambrosio “Amos” Hernández

COMMISSIONERS
Eleazar Guajardo
Roberto “Bobby” Carrillo
Oscar Elizondo, Jr.
Edmund Maldonado, Jr.
Ricardo Medina
Mario Bracamontes

CITY MANAGER
Juan G. Guerra, CPA

June 1, 2016

Texas Workforce Commission
101 E. 15th Street, Room 350T
Austin, Texas 78778-0001

Dear Sir or Madam,

It is my pleasure to write a letter in support of the Emergency Medical Technician program being submitted for funding to the Texas Workforce Commission for funding.

Emergency Medical Technicians are in high demand. The Workforce Training and Education Coordinating Board estimates a shortage of EMTs between the years 2016-2021.

I fully support the efforts of the Pharr-San Juan-Alamo Career and Technical Education Department as they seek external funding to support a program designed to meet the high demand for EMTs that is critical to our local economy.

Warm regards,

Ambrosio Hernandez
Mayor



**CITY COMMISSION
AGENDA MEMORANDUM**

DATE: JUNE 02, 2016
TO: JUAN G. GUERRA, CITY MANAGER
FROM: MELANIE CANO, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

SUBJECT: SUBDIVISION- PLAT DEFERRAL REQUEST FOR 615 WEST EXPRESSWAY 83

ISSUE

The Department of Development Services has received a request from Tomas Corona, representative for Cor-Can Inc., for a plat deferral. The Board of Commissioners may grant a deferral of the requirement to plat for a subdivision of four (4) or fewer lots to allow a submittal for a building permit and/or utility service prior to plat approval. The time period for which the platting requirement can be deferred shall not exceed one hundred and eighty (180) days.

Legal Description: Kelly-Pharr Tract S4.15AC-W10AC Lot 166, Pharr, Hidalgo County, Texas

Physical Address: 615 West Expressway 83, Pharr, Hidalgo County, Texas.

Map Exhibit Attached

FINANCIAL CONSIDERATION

There will be no costs associated for the request of a plat deferral.

STAFF RECOMMENDATION

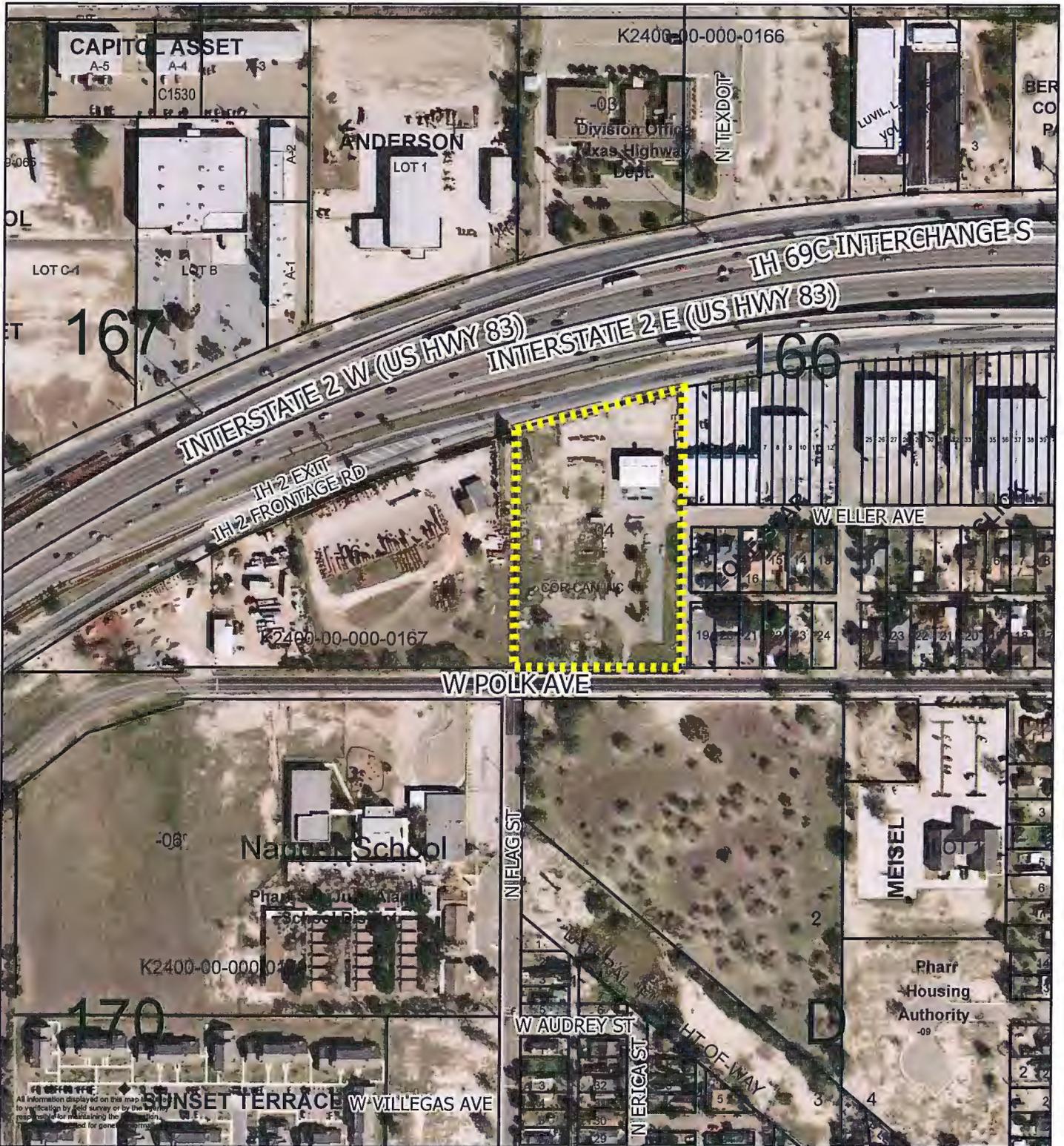
Staff recommends approval for the request of the plat deferral, subject to the conditions being met as outlined in the attached and executed affidavit.

ALTERNATIVES

N/A

Please feel free to contact me with any questions

THANK YOU



AFFIDAVIT

STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned Notary, on this the 3rd day of June, 2016, personally appeared Tomas Corona, President of Cor-Can Inc., property described as:

Property Owner: COR-CAN INC.

Legal Description: KELLY PHARR TRACT S4.15AC-W10AC LOT 166, Pharr, Hidalgo County, Texas (see Exhibit)

Physical Address: 615 W. Expressway 83, Pharr, Hidalgo County, Texas

Known to me to be a credible person and of lawful age, who being by me first duly sworn, on oath deposes and says:

I am the owner of the above-referenced property and hereby acknowledge that I am submitting this request to the Board of Commissioners, who may grant a plat deferral, if the following conditions are met:

A deferral of the requirement to plat for a subdivision of four (4) or fewer lots to allow a submittal for a building permit and/or utility service prior to plat approval. The time period for which the platting requirement can be deferred shall not exceed one hundred and eighty (180) days. An application to defer platting may be filed if the following conditions are met:

- 1) The proposed plat is not part of a planned unit development and/or other city approved applicable plan;
- 2) The proposed project will not require a floodplain development permit from the Federal Emergency Management Agency;
- 3) The proposed project is not a replat which requires a public hearing involving notification;
- 4) Construction will not encroach onto an existing or proposed easement, right-of-way, or building setback;
- 5) The proposed plat will not require a variance to this Code;
- 6) The proposed project is not contingent upon a change of zone;
- 7) All the proposed lots have existing frontage and access to a public street;
- 8) All utilities are existing and no public improvements will be required to reach the boundaries of the proposed plat;
- 9) Does not require closure or vacating of a public right-of-way.

I acknowledge that a plat deferral may only be processed if approval is granted by the Board of Commissioners and adheres to the requirements as set forth by the Department of Development Services. Additionally, if approved by the Board of Commissioners a plat application, plat deferral fee, and a letter of application signed by the land owner or his authorized agent shall be filed with the Director of Development Services.

I further acknowledge that the plat deferral may be revoked if any conditions set forth below apply:

- 1.) Deferral Condition Not Applicable. If any of the conditions relating to the applicability of plat deferral are found and determined not to apply to the proposed application, or if the applicant requests a variance, the Director may revoke the plat deferral.
- 2.) Failure to Submit Plat. If final submittal for plat approval is not complete within one-hundred and thirty five (135) days of the date the plat deferral was granted by the City Commission, the Director of Development Services shall notify the applicant by certified mail that failure to file a plat within forty-five (45) days may result in termination of electrical service and/or revocation of the building permit or any other issued City permit. Prior to revoking a plat deferral the City Commission shall formally consider and adopt a resolution authorizing the termination of electrical service and/or revocation of the building permit and/or any related City issued permit until such time as plat is approved and recorded.

I acknowledge that if the property is sold and/or there is a transfer of ownership, the new property owner will be responsible to fulfill all City requirements and regulations as listed in the above-mentioned statement. This covenant shall run with the land.

If this Affidavit is violated, I freely and willingly admit guilt and responsibility.

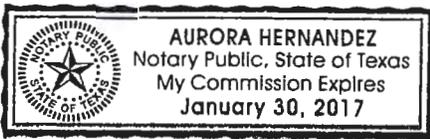
Thomas Corona
Signature

TOMAS CORONA
Printed Name of Affiant

STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

This instrument was acknowledged before me on this the 3rd day of June, 2016 by

Aurora Hernandez
Notary Public





**CITY COMMISSION
AGENDA MEMORANDUM**

DATE: June 6, 2016
TO: Mayor and Commissioners
FROM: Hilda Pedraza, TRMC City Clerk

**SUBJECT: CONSULTATION WITH BOARD OF COMMISSIONERS ON
REVIEW OF DEPARTMENT DIRECTORS**

No backup information is needed for this item.

THANK YOU



CITY COMMISSION AGENDA MEMORANDUM

DATE: June 1, 2016
TO: Juan G. Guerra, City Manager
FROM: Chief Ruben Villescas

SUBJECT: Consideration and Action Authorizing the purchase of Emergency Vehicle Police Equipment for the amount of \$236,392.58

ISSUE

The year 2016-17 budget funded (15) new model police vehicles for Public Safety. The Pharr Police Department conducted a review and assessment of five models of police vehicles in 2016. This department recommended and were authorized to purchase (15) Fifteen – 2017 Ford Explorer Utility vehicles. The change in vehicles created certain equipment obsolete. This department was able to salvage certain equipment that will be transferred and used in these fifteen new police vehicles. This department will need to equip and purchase certain items that were not able to be re-used.

This purchase of Emergency Vehicle Police Equipment will allow the Pharr Police Department to expand its current fleet from 54 to 60 Police Vehicles. The purchase of this equipment is necessitated to provide proper Public Safety Services to our community.

FINANCIAL CONSIDERATION

The Pharr Police Department will incur the cost of purchasing Emergency Vehicle Police Equipment to deploy the fifteen new police vehicles; e.g. Mobile Data Terminals, Coban Video Recording equipment, Light Bars & Accessory Lights, Audible Notification Devices Siren & Howler System, push bumpers, center partitions, radars, gun racks, etc. The cost is estimated at \$ 236,392.58 for this purchase. Seized asset funds will be used for the purchase.

EXPENDITURE REQUIRED:

Item	Company	State Contract	Cost
Mobile Data Terminal	CDW-G	TCPN-R5106	\$25,597.90
Mobile Radar	MPH Industries	HGAC-EF-04-15	\$26,940.00
Emergency Lights / Siren	GT Distributors	#432-13	\$92,894.68
Mobile Video Recording	Coban Inc.	HGAC-EF-04-13	\$54,935.00
Unit Decals & Installation	AmeriSign	Lowest Bid	\$11,025.00
Equipment Installation	Loud & Clear	Lowest Bid	\$25,000.00
Total Expenditure			\$236,392.58

STAFF RECOMMENDATION

I recommend that approval be given for this department to purchase the Emergency Vehicle Police Equipment from listed companies

ALTERNATIVES

The alternative is not to approve the purchase of the police service equipment



CITY COMMISSION AGENDA MEMORANDUM

DATE: June 1, 2016
TO: Juan G. Guerra, City Manager
FROM: Chief Ruben Villescascas

SUBJECT: Consideration and Action to Approve Agreement Between City of Pharr and Bond and Bond Auctioneers & Realty for an Auction of City Surplus Property

ISSUE

The Pharr Police Department seeks to hold an auction of city surplus equipment and property approved as surplus by this commission.

The department seeks to obtain approval from the commission to allow Pharr Police Chief Ruben Villescascas to enter an agreement with Bond & Bond Auctioneers & Realty to conduct the auction. The auctioneers would receive 9.5 % commission and pay approximately \$1,155.00 for required advertising deducting costs from the sales.

The City of Pharr Police Department as well as neighboring police departments have used Bond & Bond Auctioneers for multiple years. In the past years we have found that other auctioneers do not auction motor vehicles and other surplus property, they only do one or the other. It is of benefit to this department to use an auctioneer that can auction both types of property.

FINANCIAL CONSIDERATION

Bond and Bond Auctioneers would receive a commission of 9.5 % from actual auction sales.

STAFF RECOMMENDATION

Based on the foregoing discussion, I hereby recommend that the city commission approve the Police Chief entering an agreement with Bond and Bond Auctioneers & Realty.

ALTERNATIVES

Not approve the company to conduct auction and seek other vendor for services.

**BOND & BOND
AUCTIONEERS & REALTY**

2301 N. Cesar Chavez Rd
San Juan, Tx 78589
Oscar Ed "Pete" Bond - AUC#7134
Real Estate Broker #0294141

Ph. (956) 283-0422
Fax (956) 283-0452

EMAIL ADDRESS: pbond1@rgv.rr.com
WEBSITE: www.bondauctioneers.com

AGREEMENT FOR SALE OF PERSONAL & CHATTEL PROPERTY AUCTION

AGREEMENT MADE THIS 31st DAY OF MAY '2016 BETWEEN CHIEF VILLES CAS
OF CITY OF PHARR, PH# (956) 460-1007

HEREAFTER CALLED SELLER, AND BOND AND BOND AUCTIONEERS, HEREAFTER CALLED AUCTIONEERS. THE SELLER HEREBY AGREES TO TURN OVER AND DELIVER TO THE AUCTIONEERS, TO BE SOLD AT PUBLIC AUCTION THE ITEMS LISTED. NO ITEM SHALL BE SOLD OR WITHDRAWN FROM THE SALE. IF ANY ITEM IS WITHDRAWN OR SOLD THE AUCTIONEERS SHALL RECEIVE FULL COMMISSION ON THE ITEM. IF THE AUCTION IS CANCELLED BY THE SELLER, THE AUCTIONEER RECEIVES FULL COMMISSION ON ALL PROPERTY THAT WAS TO BE AUCTIONED, PLUS ADVERTISEMENT, AND AUCTION PREPARATION FEES. LIST ITEMS TO SELL. USE ADDENDUM SHEET IF NEEDED.

VEHICLES, EQUIPMENT & SURPLUS TO BE SOLD TO THE HIGHEST BIDDER WITH NO RESERVES.

THE AUCTION IS TO BE HELD AT BOND AUCTION CENTER – SAN JUAN, TX., ON SAT. AT 10:00 AM/PM

9TH DAY OF JULY 2016 AND IN THE CASE OF POSTPONEMENT DUE TO THE INCLEMENT WEATHER SAID AUCTION WILL TAKE PLACE ON A LATER DATE AGREEABLE TO BOTH PARTIES. IT IS MUTUALLY AGREED THAT ALL SAID GOODS BE SOLD TO THE HIGHEST BIDDER. IT IS FURTHER MUTUALLY AGREED THAT THE AUCTIONEERS MAY DEDUCT THEIR FEES AT THE SET RATE BELOW FROM THE GROSS SALES RECEIPTS, RESULTING FROM SAID AUCTION SALE. THE AUCTIONEERS AGREE TO TURN OVER THE NET PROCEEDS FROM THE SALE OVER TO SELLER WITHIN 5 BUSINESS DAYS OF AUCTION, ALONG WITH SALE RECORDS AND RECEIPTS. THE SELLER AGREES THAT ALL EXPENSES INCURRED FOR THE ADVERTISEMENT, PROMOTION AND CONDUCTING SAID AUCTION SHALL BE FIRST PAID FROM THE PROCEEDS REALIZED FROM SAID AUCTION BEFORE THE PAYMENT AND SATISFACTION OF ANY LIENS OR ENCUMBRANCES. THE SELLER COVENANTS AND AGREES THAT HE HAS GOOD TITLE AND THE RIGHT TO SELL, AND THE SAID GOODS ARE FREE FROM ALL LIENS. THERE ARE NO LIENS ON ANYTHING I HAVE CONSIGNED TO AUCTION. IF I HAVE ANY LIENS, I WILL LIST THE LIEN HOLDERS INFORMATION BELOW OR ON A BOND & BOND AUCTIONEERS ADDENDUM SHEET. IF ANY LIENS ARE FOUND, I AGREE TO PAY ALL COSTS INCLUDING UCC RESEARCHES, ATTORNEY FEES AND COURT COSTS.

SELLERS SIGNATURE _____ **DATE:** _____

ITEMS WITH LIENS: _____ LIEN HOLDERS NAME & ADDRESS: _____ LIEN HOLDER OFFICER/LOAN OFFICER: _____

1. _____

2. _____

SELLER AGREES TO PROVIDE MERCHANTABLE TITLE TO ALL ITEMS SOLD AND DELIVER TITLE TO PURCHASERS, SELLER AGREES TO HOLD HARMLESS, THE AUCTIONEERS AGAINST ANY CLAIMS OF THE NATURE REFERRED TO IN THIS CONTRACT. IF THE HIGHEST BIDDER DOES NOT ACCEPT OR TAKE THE SELLERS PROPERTY, IT IS MUTUALLY AGREED THE SELLER TAKES IT BACK WITH NO RECOURSE AGAINST THE AUCTIONEERS.

MAKE CHECK PAYABLE TO: _____ **MAIL CHECK:** YES NO

IF YES, TO WHAT ADDRESS? _____

AUCTIONEERS % OF SALE OR BASE GUARANTEE: 9.5% COMMISSION ACROSS THE BOARD

ADVERTISEMENT PAID BY SELLER TO BE DEDUCTED FROM PROCEEDS: \$1,155.00 (MONITOR, VMS, HERALD, LEGAL NOTICE FOR THE MONITOR & COLOR SIGN) AMOUNTS MAY FLUCTUATE DEPENDING ON THE RATES FROM THE NEWSPAPERS.

OTHER: _____

Joe Galindo

AGENTS SIGNATURE

X

SELLER SIGNATURE

THE AUCTION COMPANY ASSUMES NO RESPONSIBILITY FOR ANY DAMAGE, THEFT OR SHORTAGES, BEFORE, DURING OR AFTER THE AUCTION. THE SELLER IS RESPONSIBLE FOR SECURING THE PROPERTY AFTER IT HAS BEEN OFFERED BY SIGNING THIS CONTRACT. SELLER AGREES THAT THEY HAVE THEIR OWN INSURANCE TO COVER ANY AND ALL DAMAGES INCLUDING THEFT, VANDALISM, PAINT & BODY DAMAGES INCLUDING VEHICLES, AND UNDERSTANDS THAT THE AUCTION COMPANY WILL NOT BE RESPONSIBLE FOR ANY SUCH LOSS. THE AUCTION COMPANY ALSO CHARGES A 10% BUYERS PREMIUM TO BUYERS ON ALL SALES. INDIVIDUAL AUCTIONEERS CONDUCTING THE AUCTION ARE LICENSED BY THE TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR), P.O. BOX 12157, AUSTIN, TX 78711 (512) 463-2906. TDLR'S RECOVERY FUND MAY PROTECT SELLERS AND PURCHASERS FROM ANY WRONGFUL CONDUCT BY AUCTIONEER. ANY UNRESOLVED COMPLAINT ABOUT AUCTIONEERS CAN BE DIRECTED TO TDLR.



CITY COMMISSION AGENDA MEMORANDUM

DATE: 06/01/2016

TO: Juan G. Guerra, City Manager

FROM: William F. Ueckert Jr., P.E. – Engineering Director

SUBJECT: Discussion and possible action, if any, on authorizing City Manager to negotiate additional engineering services with TEDSI Infrastructure Group, Inc. for Owassa Road (Jackson to US 281).

ISSUE

Utility companies (AEP, ATT, Time Warner, Texas Gas) have requested that the Street Right of Way be identified in the field. Also, The existing waterline along Owassa Road is required to be relocated from under the proposed pavement and increased in size from Jackson Road to Sugar Road. These items are not in TEDSI scope of work.

FINANCIAL CONSIDERATION

Additional Services amount is \$61,550.07. See attached breakdown.

STAFF RECOMMENDATION

Staff recommends approval of additional services.

Current Contract Amount - \$360,938.00 + \$61,550.07 (additional services) = \$422,488.07 Revised Contract Amount

ALTERNATIVES

Please feel free to contact me with any questions

THANK YOU

**PROJECT AGREEMENT FOR
PROFESSIONAL ENGINEERING
SERVICES**

AMENDMENT No.3

The Contract between **TEDSI Infrastructure Group, Inc.** and the **City of Pharr** which was executed by the parties on **September 18, 2012** for **Owassa Road from Jackson Road to US 281 – Street and Drainage Improvements – CSJ: 0921-02-140** is hereby amended by mutual agreement to include Water & Sewer relocation and Right-of-Way Staking as follows:

- A. Modification to **Section 1 - "General Scope of Service and Project Description"**, Attachment No 1 Scope of Services - Exhibit B, -Service to be provide by the Engineer (Additional Scope of Services), attached hereto:

- B. Modification to **Section 5 "Professional Services Fee"** - Increase to Fee
 - a. Task I - \$ 3,680.06
 - b. Task II - \$32,120.34
 - c. Task II - \$18,894.27
 - d. Task IV - \$ 6,855.40Total Fee Increase - \$61,550.07

This amendment adds \$ 61,550.07 to the contract and the maximum total payable under the entire contract, including all amendments, is changed from \$360,938.00 to \$422,488.07.

All other terms and conditions of the existing contract not changed by this Amendment shall remain in full force and effect.

Attachments:

- Exhibit A- Service to be provided by the Owner
- Exhibit B – Services to be provided by the Engineer (Additional Scope of Services)
- Exhibit C- Fee Proposal

Approval of Amendment No. 3

TEDSI Infrastructure Group, Inc.
1201 East Expressway 83
Mission, TX
78572

By: _____
Signature
ENGINEER

SIGNED on this the ____ day of _____, 2016.

City of Pharr
118 South
Cage
Pharr, TX 78577

Juan Guerra
City Manager
City of Pharr, Texas

SIGNED on this the ____ day of _____, 2016.

EXHIBIT A

Services to be Provided by the Owner

City of Pharr Water & Sanitary Sewer Relocations along Owassa Road/ Minnesota Road, and Right-of Way Staking on Owassa Road From Jackson Road to I-69C (US 281 Expressway SB FR)

The following provides an outline of the services to be provided by the **Owner**.

The **Owner** will provide to the **Engineer** the following:

- 1) Prepare and execute a contract
- 2) Authorization to the **Engineer** to begin work.
- 3) Payment for work performed by the **Engineer**.
- 4) Assistance to the **Engineer**, as necessary, to obtain required data and information from other local, regional, and state agencies that the **Engineer** cannot easily obtain.
- 5) Provide any available relevant data that may on file concerning the Project, such as information on existing water and wastewater facilities along south side of Owassa Road from Jackson Road to I-69C (US 281 Expressway southbound frontage Road), include but are not limited to future Subdivision development, water, natural gas, electrical, telephone, television / communication cable and storm drainage.
- 6) Provide points of connection (beginning and ending) with the existing water main lines and size for the proposed water line improvements.
- 7) Provide points of connection (beginning and ending) with the existing sanitary sewer lines and size for the proposed sanitary sewer relocations or improvements.
- 8) Provide digital design file or other GIS information related to the utilities owned by the City of Pharr, if available.
- 9) Provide support marking, potholing existing water lines and water services (If required).
- 10) Provide support marking, potholing existing sanitary sewer lines, sewer services lines and stub-outs.
- 11) Provide timely review and decisions in response to the **Engineers** request for information and/or submittals and deliverables. This may include assistance with the Fire Department or the Public Works Department.
- 12) Attend and participate in progress meetings as required and as coordinated and conducted by the **Engineer**.
- 13) Responsible for preparing all required documents for joint bidding of utilities with TxDOT let construction of the Owassa Road project.
- 14) Provide **Owner** information / resources to ensure project is completed within timely/efficient basis.
- 15) Prepare and execute local permitting that may be required in the course of the project.
- 16) Acquire additional Easement and/or Right of Way identified by the **Engineer** if required.
- 17) Provide all other information and/or professional services needed for the **Engineer** to complete the contracted work that is not specifically identified in Exhibit B.

EXHIBIT B

Services to be Provided by the Engineer

City of Pharr Water & Sanitary Sewer Relocations along Owassa Road/ Minnesota Road, and Right-of Way Staking on Owassa Road From Jackson Road to I-69C (US 281 Expressway SB FR)

The engineer shall provide the following engineer services required for the preparation of the plans, specification and estimate, and related documents for joint bidding with the Owassa Road project by TxDOT under CSJ 0921-02-140. The Engineer shall maintain a direct line of communication and coordinate very closely with the Owner (City of Pharr).

The City of Pharr Water and Sanitary Sewer relocations project includes the 12" (twelve inch) Owassa Road Water line improvement/relocation and upgrade of the existing 8" (eight inch) water main line along the south side of the Owassa Road from Jackson Road to Sugar Road, adjustment/relocation of existing 8" water line west of Sugar Road, and the Sanitary Sewer relocation of the existing sanitary sewer lines in conflict with the proposed Owassa Road West and East Outfall along Minnesota Road at the crossing west of Sugar Road and along the center line of Minnesota Road between Sugar Road and West of the I-69C (US 281 Expressway southbound frontage road).

TASK I: General Management / Coordination

- 1) The Engineer shall design, develop and prepare all documents in English units.
- 2) The Engineer shall follow the City of Pharr Standard Design Guide, Section IV Water and Sewer, the Fire Department Construction and Development Guide as well as in accordance with Rules and Regulations for Public Water Systems by the Texas Commission on Environmental Quality (TCEQ).
- 3) The Engineer shall utilize Microstation V8.I computer graphics system. Water line design for the route study will be developed in GEOPAK.
- 4) The Engineer shall be required to meet with designated City's representatives, utility companies, adjacent and affected landowners as required for coordination during the development of the project.
- 5) The Engineer shall be required to prepare the minutes for any meeting as required for documentation purpose.
- 6) The Engineer shall perform quality control and assurance (QC/QA) on all deliverables associated with this project.

TASK II: Water Line Design Plans

- 1) The Engineer shall prepare and submit work under this task in accordance to the City of Pharr Standard Design Guide, Section IV Water and Sewer, the Fire Department Construction and Development Guide as well as in accordance with Rules and Regulations for Public Water Systems by the Texas Commission on Environmental Quality (TCEQ). The location of project should depict the entire project with beginning and ending (Station Numbers/Reference Markers) for each noted CSJ. Mapping landmarks (side streets, creeks, etc.) along with North Arrow and a scale should be shown to help relate the physical location of the project.
- 2) Water lines and related quantities, the Engineer shall prepare and submit work under this task in accordance to the City of Pharr Standard Design Guide and other deemed necessary State approved manuals.
- 3) The Engineer will develop only conceptual traffic control plan (TCP), narrative and

EXHIBIT B

Services to be Provided by the Engineer

City of Pharr Water & Sanitary Sewer Relocations along Owassa Road/ Minnesota Road, and Right-of Way Staking on Owassa Road From Jackson Road to I-69C (US 281 Expressway SB FR)

Sequence of Construction following TxDOT and MUTCD regulations. This information will be submitted to the City of Pharr for review. Modifications or more detailed TCP plans requested by the City of other entities will be considering additional work and be added by supplemental agreement.

- 4) The Engineer shall use the latest TCP TxDOT standards as part of this project.
- 5) Design Plans for the water main will be develop based on the water line sizes provided by the Owner:
 - a) Title sheet.
 - b) Index sheet.
 - c) Estimate and quantities.
 - d) General Notes.
 - e) Traffic control notes and sequence of construction.
 - f) Plan and Profile sheets for water main, plans sheets will be produced on 11"x17" sheets, scale will be 1":50' horizontal and the vertical scale will be set by the Engineer.
 - g) Crossing Utilities Details at Irrigation, Storm sewer, culverts or other utility lines crossing identified.
 - h) Select TCP standard applicable and other miscellaneous details required.
 - i) Select City of Pharr Water line applicable standards.
 - j) Submittals. Prepare submittals, bid items, quantities and estimates for:
 - i) 90 %
 - ii) Final
- 6) Review meetings; attend review meetings for the above submittals and as necessary to coordinate the design with City of Pharr (CoP).
- 7) Utility Coordination
 - a) Determine potential locations of utility conflicts
 - b) Develop list of locations for "Pot Holes". Pot Holes will not be included in the scope of work and will be added by supplemental agreement if necessary or to be provided by the City of Pharr.
 - c) Develop plan for conflict avoidance/resolution
 - d) Attend and participate in two (2) utility coordination meetings to be held at City of Pharr offices
- 8) Hidalgo County Irrigation District No 2 (HCID No 2) Coordination/ permitting support
 - a) Develop Irrigation crossing details.
 - b) Respond to comments from HCID No 2 and modify to obtain HCID No 2 approval.
 - c) Attendance to 2 (two) review meeting with HCID No 2.
 - d) Prepare final plans and assist the City of Pharr permit for submission to HCID No 2.
 - e) Final Submission of permit to be completed by City of Pharr or to be added by supplemental agreement.
 - f) City of Pharr will be responsible for all required fees.
- 9) Bid Documents
 - a) Final plans will be combined with the overa! PS&E of CSJ 0921-02-140 for letting by TxDOT.
 - b) Respond to questions from TxDOT to obtain approval of plans for letting by TxDOT.
- 10) Services not included
 - a) Development of bid documents other than items indicated in Line 9 above.
 - b) No attendance to pre-bid, bidding, bid opening, preconstruction or construction meetings
 - c) Construction Services
 - d) Response to Request for Information or Submittals

EXHIBIT B

Services to be Provided by the Engineer

City of Pharr Water & Sanitary Sewer Relocations along Owassa Road/ Minnesota Road, and Right-of Way Staking on Owassa Road From Jackson Road to I-69C (US 281 Expressway SB FR)

- e) Development of record drawings

TASK III: Sanitary Sewer Relocation Design Plans

- 1) The Engineer shall prepare and submit work under this task in accordance to the City of Pharr Standard Design Guide, Section IV Water and Sewer, the Fire Department Construction and Development Guide as well as in accordance with Rules and Regulations for Public Water Systems by the Texas Commission on Environmental Quality (TCEQ). The location of project should depict the entire project with beginning and ending (Station Numbers/Reference Markers) for each noted CSJ. Mapping landmarks (side streets, creeks, etc.) along with North Arrow and a scale should be shown to help relate the physical location of the project.
- 2) Sanitary Sewer and related quantities.
- 3) The Engineer will develop only conceptual traffic control plan (TCP), narrative and Sequence of Construction following TxDOT and MUTCD regulations. This information will be submitted to the City of Pharr for review. Modifications or more detailed TCP plans requested by the City of other entities will be considering additional work and be added by supplemental agreement.
- 4) The Engineer shall use the latest TCP TxDOT standards as part of this project.
- 5) Design Plans for the sanitary sewer relocations will be develop based on the sizes provided by the Owner:
 - a) Title sheet.
 - b) Index sheet.
 - c) Estimate and quantities.
 - d) General Notes.
 - e) Traffic control notes and sequence of construction.
 - f) Plan and Profile sheets for sanitary sewer, plans sheets will be produced on 11"x17" sheets, scale will be 1":50' horizontal and the vertical scale will be set by the Engineer.
 - g) Crossing Utilities Details at Irrigation, Storm sewer, culverts or other utility lines crossing identified.
 - h) Select TCP standard applicable and other miscellaneous details required.
 - i) Select City of Pharr Sanitary Sewer applicable standards.
 - j) Submittals. Prepare submittals, bid items, quantities and estimates for:
 - i) 90 %
 - ii) Final
- 6) Review meetings; attend review meetings for the above submittals and as necessary to coordinate the design with City of Pharr (CoP).
- 7) Utility Coordination
 - a) Determine potential locations of utility conflicts
 - b) Develop list of locations for "Pot Holes". Pot Holes will not be included in the scope of work and will be added by supplemental agreement if necessary or to be provided by the City of Pharr.
 - c) Develop plan for conflict avoidance/resolution
 - d) Attend and participate in two (2) utility coordination meetings to be held at City of Pharr offices
- 8) Hidalgo County Irrigation District No 2 (HCID No 2) Coordination/ permitting support
 - a) Develop Irrigation crossing details.
 - b) Respond to comments from HCID No 2 and modify to obtain HCID No 2 approval.

EXHIBIT B

Services to be Provided by the Engineer

City of Pharr Water & Sanitary Sewer Relocations along Owassa Road/ Minnesota Road, and Right-of Way Staking on Owassa Road From Jackson Road to I-69C (US 281 Expressway SB FR)

- c) Attendance to two (2) reviews meeting with HCID No 2.
- d) Prepare final plans and assist the City of Pharr permit for submission to HCID No 2.
- e) Final Submission of permit to be completed by City of Pharr or to be added by supplemental agreement.
- f) City of Pharr will be responsible for all required fees.
- 9) Bid Documents
 - a) Final plans will be combined with the overall PS&E of CSJ 0921-02-140 for letting by TxDOT.
 - b) Respond to questions from TxDOT to obtain approval of plans for letting by TxDOT.
- 10) Services not included
 - a) Development of bid documents other than items indicated in Line 9 above.
 - b) No attendance to pre-bid, bidding, bid opening, preconstruction or construction meetings
 - c) Construction Services
 - d) Response to Request for Information or Submittals

TASK IV: Staking of Existing/Proposed Right-of Way

- 1) The Consultant shall stake out the existing and proposed right-of-way, based on CADD files provided by Engineers, to delineate the right-of way boundary for use by the utility companies in adjusting their facilities. Staking will be done with both wooden hubs and fence T-Posts. Staking shall be done at minimum 500-foot intervals on tangents and 100-foot intervals on curves. Staking shall be done as well at locations where there are offset on the existing right-of-way.

A. DELIVERABLES

PS&E for Water and Sanitary Sewer Relocations

The Engineer shall deliver to the City of Pharr and Project Manager in charge two copies and one CD's containing PDF's of the plan sheets provided, respective of the 70 and 90% submittal. For the final submittal, the Engineer shall submit one set in Mylar accompanied by a paper copy and two CD's containing PDF's of the final plans.

90% Submittal –

- 1) Title Sheet.
- 2) Index of Sheets.
- 3) Corresponding Quantity Summary Sheets
- 4) General Notes
- 5) Traffic Control Notes and Sequence of Constructions.
- 6) Plan & Profile sheets (for Water and Sewer).
- 7) Irrigation Crossing Details.
- 8) Utility and/or Storm drainage Details.
- 9) Corresponding Standard Detail Sheets for all Items of Work in this submittal.
- 10) Corresponding Updated Estimate

Final Submittal –

EXHIBIT B

Services to be Provided by the Engineer

City of Pharr Water & Sanitary Sewer Relocations along Owassa Road/ Minnesota Road, and Right-of Way Staking on Owassa Road From Jackson Road to I-69C (US 281 Expressway SB FR)

- 1) PS&E Package 100% Complete.
- 2) Final Engineering Opinion of Probable Cost.

B. ADDITIONAL SERVICES NOT INCLUDED AS PART OF THIS PROJECT:

- 1) Review of Utility Companies Relocation Permits.
- 2) Construction Staking.
- 3) Utility Survey.
- 4) Project Bidding Services.
- 5) Construction Management Services.
- 6) Right of Way acquisition negotiations.
- 7) Storm water Pollution Prevention Plan.
- 8) Full Time Inspections
- 9) Geotechnical and other Testing by Others.
- 10) Permitting others than what is identified in our scope.
- 11) Obtaining Rights of Entry.
- 12) Post Construction Services such as Final project site visit with City of Pharr, Final over/under review of estimate, development of record drawings and other not specify in our scope.
- 13) Other Services not identified above.

City of Pharr Water & Sanitary Sewer Relocations along Owassa Road/ Minnesota Road,
and Right-Of-Way Staking on Owassa Road Fee Proposal

Description	Total
Task I: General Management / Coordination	\$3,680.06
Task II: 12" Water Line Design Plans	\$32,120.34
Task III: Sanitary Sewer Relocation Design Plans	\$18,894.27
Task IV: Staking of Existing/Proposed Right-of-Way	\$6,855.40
Total Basic Service Fee	\$61,550.07



**CITY COMMISSION
AGENDA MEMORANDUM**

DATE: June 6, 2016
TO: Mayor and Commissioners
FROM: Hilda Pedraza, TRMC City Clerk

**SUBJECT: ATTORNEY CONSULTATION CONCERNING PENDING
LAWSUIT AGAINST AURORA MOTEL**

This item will be discussed in closed session.

THANK YOU



**CITY COMMISSION
AGENDA MEMORANDUM**

DATE: June 6, 2016
TO: Mayor and Commissioners
FROM: Hilda Pedraza, TRMC City Clerk

**SUBJECT: CONSULTATION WITH BOND COUNSEL ON
WATERWORKS AND SEWER SYSTEM BONDS 2015**

This item will be discussed in closed session.

THANK YOU