

**MINUTES
BOARD OF COMMISSIONERS
WORKSHOP SESSION
NOVEMBER 6, 2017 AT 12:00 P.M.
118 SOUTH CAGE 2nd FLOOR**

The Board of Commissioners of the City of Pharr, Texas, met in a Workshop Session Meeting on Monday, November 6, 2017 and following is the record of attendance.

BOARD OF COMMISSIONERS PRESENT: Mayor Pro-Tem Roberto "Bobby" Carrillo
Comm. Eleazar Guajardo
Comm. Ramiro Caballero
Comm. Daniel Chavez
Comm. Ricardo Medina

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

STAFF PRESENT: Juan G. Guerra, City Manager
Edward Wylie, Asst. City Manager
Hilda Pedraza, City Clerk
Imelda Barrera, Asst. City Clerk
Omar Anzaldua, City Engineer
Karla Moya, Finance Director
Melanie Cano, Development Services Dir.
Sergio Alanis, Parks & Rec. Director
Rick Pedraza, Public Works Director
Luis Bazan, Bridge Director

CITY ATTORNEY: Patricia Rigney, City Attorney

CALL TO ORDER

Mayor Pro Tem Carrillo called the meeting to order at 12:01 p.m. Roll call established a quorum.

Comm. Guajardo moved to excuse the absent member. Comm. Caballero seconded the motion and when put to a vote, it carried unanimously.

1. ADMINISTRATIVE

**A) PRESENTATION ON PURCHASING, PROCUREMENT, AND CONTRACTS
(ADMINISTRATION)**

Juan G. Guerra, City Manager, introduced the item.

Karla Moya, Finance Director, gave a presentation on purchasing policies and procedures for the City of Pharr and stated the main goal was to have fiscal transparency and to ensure state and local laws were not violated. She went over the five categories of purchasing policies, goals, and employee responsibilities. Ms. Moya also went over the purchasing limits and requirements for non-maintenance services and purchasing requirements for repairs and maintenance services.

Comm. Medina suggested that a purchasing software could be used as a tool for new Purchasing Department.

Omar Anzaldua, City Engineer, went over the criteria on awarding contracts and competitive bidding. He stated the four methods used for competitive bidding on construction and repairs and roads were competitive bidding, competitive sealed proposals, Construction Manager-Agent, and Construction Manager-At-Risk methods.

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Omar Anzaldúa, City Engineer, further presented the project development phases. He explained the pre-design phase – selecting the Engineer, design phase – monitoring design progress and project delivery methods, Construction Management At Risk, procurement phase, construction phase, and project closeout phase.

Discussion ensued on ways to maximize exposure of bid projects.

3. 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

None.

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

None.

5. ADJOURNMENT

There being no other business to come before the board, Comm. Guajardo moved to adjourn. Comm. Medina seconded the motion and when put to a vote, the motion carried unanimously. Budget Workshop adjourned at 2:23 p.m.

CITY OF PHARR



AMBROSIO HERNANDEZ
MAYOR

STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF PHARR

ON THIS THE 6TH DAY OF NOVEMBER 2017 the Board of Commissioners of the City of Pharr, Texas convened in a **WORKSHOP SESSION** 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: November 20, 2017