

**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 4:00 PM ON
MONDAY, JULY 19, 2021**

The City of Pharr has called this meeting as allowed pursuant to Texas law, city charter, and city ordinances. 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 board.

B) Pledge of Allegiance/Invocation

2. PUBLIC TESTIMONY: *(Ordinance No. O-2019-45). A person intending on addressing the governing body may speak at a scheduled meeting of the governing body following registration with the presiding clerk and prior to the scheduled meeting. A registered speaker may speak only on items on the agenda and may not exceed 1.5 minutes when addressing the board regarding an agenda item. A registered speaker may not donate time to another speaker. A sign-in form for public testimony shall be promulgated by the presiding clerk and be made available at the city clerk's office. A person may sign up for public testimony beginning at the time the agenda is posted for the meeting. A person may not sign up later than one hour before the posted meeting is scheduled to begin. No registered speaker may be allowed to speak regarding an item once the public testimony portion of the agenda has ended.*

3. PUBLIC HEARINGS: *(Ordinance No. O-2019-31). A registered speaker during the public hearing may not exceed 1.5 minutes when addressing the board. A sign-in form for participation in public a hearing shall be promulgated by the presiding 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.*

A) Public hearing on development services cases.

4. 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)*

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- A) Submission of Sales Tax Collection Report for July 2021.
- B) Submission of Property Tax Collection Report for June 2021.
- C) Submission of 3rd Quarter 2020-2021 City of Pharr Investment Report.

5. 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) Consideration and action, if any, on Ordinance amending Ordinance No. O-2016-20 adopting the Purchasing Policies and Procedures Manual. (PURCHASING) **(3rd and Final Reading)**

B) Consideration and action, if any, on Ordinance amending O-2016-34 and adopting the Development and Maintenance Codes 2017 and 2018. (DEVELOPMENT SERVICES) **(2nd Reading)**

C) Consideration and action, if any, on Ordinance adopting a fee schedule for municipal fiber optic services. (ADMINISTRATION) **(2nd Reading)**

D) Consideration and action, if any, authorizing the City Manager to advertise for bids for the installation of thermoplastic pavement marking for the Public Works Department. (PUBLIC WORKS)

E) Consideration and action, if any, authorizing the City Manager to advertise for bids for a supply contract for the purchase of Prime Coat and Tack Coat material for the Public Works Department. (PUBLIC WORKS)

F) Consideration and action, if any, authorizing the City Manager to advertise for bids for a supply contract for the purchase and delivery of Reinforced Concrete Pipe, Manholes and Inlets for the Public Works Department. (PUBLIC WORKS)

G) Consideration and action, if any, rejecting bids for the PSJA Tri-City Pedestrian Safety Improvements Project Phase I (CSJ: 0921-02-391), and authorizing the City Manager to re-advertise for bids. (ENGINEERING)

H) Consideration and action, if any, authorizing City Manager to advertise for Request for Proposals for Self-Funded Employee Health Insurance Benefit Plans, Self-Funded Pharmacy Benefit Management Services, and Individual & Aggregate Stop Loss Insurance. (HR)

AGENDA REGULAR MEETING

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I) Consideration and action, if any, authorizing City Manager to advertise for Request for Proposals for Supplemental Insurance including 125 Cafeteria plan products at no additional cost to the City. (HR)

J) Consideration and action, if any, on Development Services Cases:

1. Melden & Hunt, Inc., representing Maria D. Alvarez, owner, has filed with the Planning and Zoning Commission a request for a Change of Zone from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD). The property is legally described as being .538 acres, more or less, out of Lots 1 and 2, Block 1, The Van Williams Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 229 West Sam Houston Avenue. **COZ#210634** (DEVELOPMENT SERVICES)

2. Dr. Narciso Garcia, representing Vanguard Academy Inc., owner, has filed with the Planning and Zoning Commission a request for a Life of Use Conditional Use Permit to allow an Institutional Use in an Agricultural and/or Open Space District (A-O). The property is legally described as being all of Lot 1, Oratory Academy of St. Philip Neri Subdivision and a 10.56 acres tract of land, more or less, out of Lot 6, Block 8, A.J. McColl Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 1407 West Moore Road. **CUP#210635** (DEVELOPMENT SERVICES)

3. Kans & Kegs #4 LLC. 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 all of Lots 30 and 31, Block 5, Evans Subdivision No. 3, Pharr, Hidalgo County, Texas. The property's physical address is 6804 South Cage Boulevard. **CUP#200525** (DEVELOPMENT SERVICES)

4. Edinburg RAM, LLC, d/b/a Khan's Grill, 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 being Lot 6A, Jackson Ridge Court Subdivision Phase III – Amended Plat, Pharr, Hidalgo County, Texas. The property's physical address is 1005 South Jackson Road. **CUP#180644** (DEVELOPMENT SERVICES)

5. Khanh Nguyen, d/b/a Snow Bite, 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 being 0.078-acre tract of land, more or less, out of Lot 4A, Replat of Vacated Car-Mel Subdivision, Vacated El Centro Mall No. 3 & 4 Subdivision Pharr, Hidalgo County, Texas. The property's physical address is 500 North Jackson Road, Suite L-2. **CUP#190536** (DEVELOPMENT SERVICES)

6. City of Pharr, d/b/a Tierra del Sol Golf Club, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Planned Unit Development District (PUD). The property is legally described as being a tract of land containing 139.37 acres, more or less, out of Lots 225, 226, 238, 239, 240, 241, 242 and 243 and all land comprising of the Golf Course, Kelly-Pharr Subdivision, Pharr, Hidalgo County, Texas. The property is physically located at 700 East Hall Acres Road. **CUP#160628** (DEVELOPMENT SERVICES)

REGULAR AGENDA - OPEN SESSION:

6. ORDINANCES AND RESOLUTIONS:

- A) Consideration and action, if any, on Ordinance approving Texas Gas Service company's (TGS) Cost of Service Adjustment (COSA) Tariffs. **(1st and Final Reading)** (ADMINISTRATION)
- B) Consideration and action, if any, on Ordinance amending Ordinance O-2021-17 relating to the number of authorized civil service positions within the Fire and Police Departments. **(1st Reading)** (HR)
- C) Consideration and action, if any, on Resolution authorizing the City Manager to submit a grant application, and commit local funds, to the Rio Grande Valley Metropolitan Planning Organization's (RGVMPO) Fiscal Year 2021-2022 Transportation Alternatives Set-Aside (TASA) Call for Projects for the I Road Hike & Bike Phase I Project. (ENGINEERING)
- D) Consideration and action, if any, on Resolution authorizing the reimbursement of expenditures on certain City Capital Projects to include a Bridge Expansion with City of Pharr, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2021. (FINANCE)
- E) Consideration and action, if any, on Resolution appointing/re-appointing two (2) members of the Bridge Board. (BRIDGE)
- F) Consideration and action, if any, on Resolution authorizing the reimbursement of expenditures on certain City Capital Projects to include a Fiber Optic Project with City of Pharr, Texas, Revenue Bonds, Series 2021. (FINANCE)

7. ADMINISTRATIVE:

- A) Consideration and action, if any, on Pharr Aquatic Facility Change Order No. 2 (ADMINISTRATION)
- B) Consideration and action, if any, on soliciting a scope and fee proposal from the approved list of Architectural Service Pool and authorizing City Manager to negotiate and enter into an agreement for the design of the City of Pharr EMS remodeling and new helicopter hangar facility. (ENGINEERING)
- C) Consideration and action, if any, on soliciting a scope and fee proposal from the approved list of Architectural Service Pool and authorizing City Manager to negotiate and enter into an agreement for the design of the Volunteer Fire Fighters BBQ House facility. (ENGINEERING)

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D) Consideration and action, if any, authorizing the City Manager solicit a scope and fee proposal and negotiate and enter into a contract for Professional Geological Services for a groundwater availability study. (ENGINEERING)

8. PURCHASING:

A) Consideration and action, if any, on contract with Medix - Southwest Ambulance Sales for the purchase of Type I and Type III ambulances. (ADMINISTRATION)

9. CONTRACTS/AGREEMENTS:

A) Consideration and action, if any, on Memorandum of Understanding between Hidalgo Police Department and Pharr Police Department over Jurisdictional and Interagency Support. (POLICE)

B) Consideration and action, if any, authorizing the City Manager to enter into an agreement with Anderson Equipment out of Pharr, Texas for rental of a full depth Recycler for six (6) months to repair various roadways. (PUBLIC WORKS)

C) Consideration and action, if any, on award of contract for the Construction Manager at Risk (CMAR) for the UTRGV Pharr Nursing School Facility (ENGINEERING)

D) Consideration and action, if, any, on Letter of Intent (LOI) for Project Farmer. (PEDC II)

E) Consideration, and action, if any on approval of Change Order No. 1 for the Pharr Various Parking Lot Improvements Project. (ENGINEERING)

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 in accordance with the following below:*

Pursuant to Section 551.071, the Board may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on 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 Board 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**

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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 Board 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 Board 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 Board 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 Board 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 items(s) discussed in closed session.*

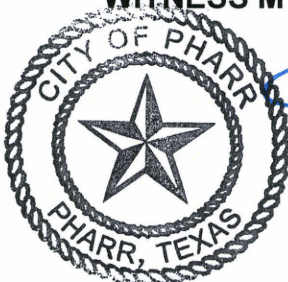
12. ADJOURNMENT:

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. 1007 or FAX 956-702-5313 or E-mail 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 16th day of July 2021 at 3:55 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 16th day of July 2021.



Imelda Barrera
IMELDA BARRERA, TRMC
ASSISTANT CITY CLERK

AGENDA REGULAR MEETING
July 19, 2021

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 _____, 20__ by,

Title: _____



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 3.A.

DATE SUBMITTED:

MEETING DATE: July 19, 2021

FROM: Hilda Pedraza, City Clerk

DEPARTMENT: Administration

DIRECTOR:

Agenda Item: Public hearing on development services cases

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue:

Fiscal Consideration:

Staff Recommendation:

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Hilda Pedraza

Karla Saavedra

Patricia Rigney

City Management Office

Created -



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 4.A.

DATE SUBMITTED: July 16, 2021

MEETING DATE: July 19, 2021

FROM: Karla Saavedra, Finance Director

DEPARTMENT: Finance

DIRECTOR: Karla Saavedra

Agenda Item: Submission of Sales Tax Collection Report for July 2021.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue:

SALES TAX HIGHLIGHTS

City of Pharr shows an **INCREASE** of 22.08% YTD TRUE GROWTH compared to last Year 2020 and a 16.37% compared to last July 2020 Payments.

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

Fiscal Consideration:

n/a

Staff Recommendation: Approve

Alternatives: n/a

Exclude Material from Public Packet? No

Reason: n/a

ROUTING:

Karla Saavedra
City Management Office

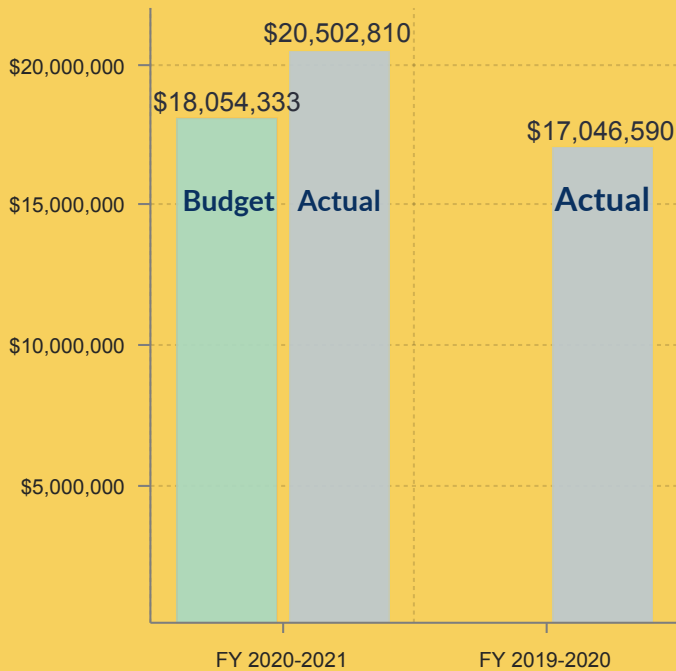
Created/Initiated - 7/16/2021
Final Approval - 7/16/2021



CITY OF PHARR SALES TAXES

July 2021
FY 2020-2021

SALES TAXES COLLECTIONS



22.08% YTD

Increase in Sales Tax from Last Year*

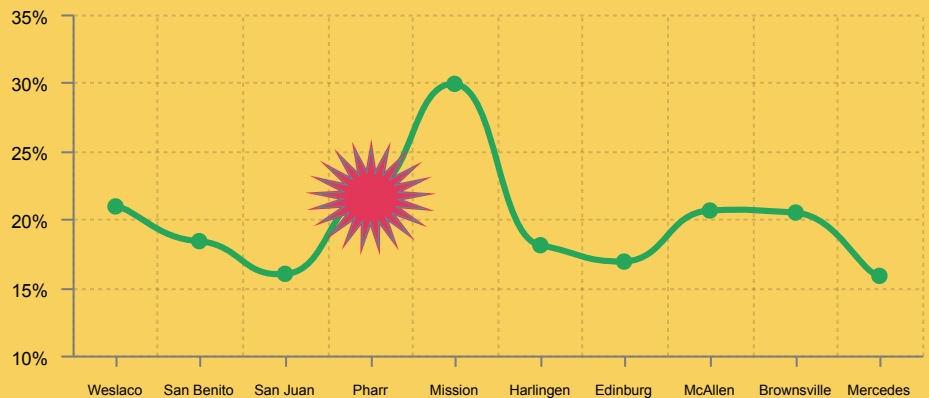


16.37%

Compared to July 2020 Sales Collections

**Ranked
No. 2**

compared to neighbor Cities



*Growth is based on Calendar Year per Texas State Comptroller

CREATED BY
Karla Saavedra, CGFO





AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 4.B.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Karla Saavedra, Finance Director

DEPARTMENT: Finance

DIRECTOR: Karla Saavedra

Agenda Item: Submission of Property Tax Collection Report for June 2021.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue:

Current Property Tax Collections

Current Levy Collections as of June 30, 2021 are **\$22,971,715** which is a 95.26% collection rate, an **INCREASE of .98%** compared to last year

Delinquent Property Tax Collections

Delinquent Tax Collections as of June 30, 2021 are **\$713,448** which is an **INCREASE 7.17%** compares to last year.

Fiscal Consideration: n/a

Staff Recommendation: n/a

Alternatives: n/a

Exclude Material from Public Packet? No

Reason:

n/a

ROUTING:

Karla Saavedra

Karla Saavedra

Patricia Rigney

City Management Office

Created/Initiated - 7/14/2021

Approved - 7/14/2021

Approved - 7/14/2021

Final Approval - 7/16/2021

**PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
CITY OF PHARR TAXES COLLECTED FOR:
JUNE 2021**

COMPARATIVE RATE OF COLLECTIONS

CITY OF PHARR CPR (33)	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2020/2021	COLLECTED 2019/2020
2020 TAX ROLL	23,908,465.77	22,971,714.55	-	205,273.03	1,142,024.25	95.26%	94.28%
2019 & PRIOR YRS	2,737,130.81	713,448.40		8,013.52	2,031,695.93	25.99%	18.82%
ROLLBACK	14,669.19	14,669.19	-	22,879.17	22,879.17	39.07%	95.98%
TOTALS	26,660,265.77	23,699,832.14	-	236,165.72	3,196,599.35		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JUNE 2021

	CITY OF PHARR	MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	161,866.73	(13,608.71) CURRENT
CURRENT YEAR-P&I	23,732.33	
PRIOR YEARS-BASE TAX	46,431.79	(901.05) PRIOR
PRIOR YEARS-P&I	20,102.26	
ROLLBACK	4,002.72	22,879.17 ROLLBACK
ROLLBACK P&I	600.41	
ATTORNEY FEES	9,407.84	PURGED
TOTAL COLLECTIONS	266,144.08	8,369.41
LESS TRANSFERRED	157,909.75	
LESS IN TRANSIT	102,401.81	
LESS DUE TO HCAD COMM. FEE	44.52	
LESS DUE TO CO TREASURER	5,788.00	
BALANCE	-	

*****AFFIDAVIT*****

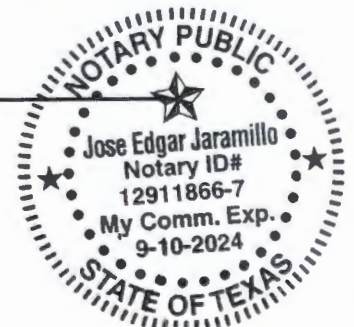
I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE CITY OF PHARR, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF JUNE 2021 IS CORRECT.

Pablo (Paul) Villarreal Jr. JE
ASSESSOR-COLLECTOR OF TAXES FOR CITY OF PHARR, TEXAS



SWORN AND SUBSCRIBED BEFORE ME THIS 9TH DAY OF JULY 2021 A.D.

Jose E. Jaramillo
NOTARY PUBLIC, HIDALGO COUNTY, TEXAS



PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
CITY OF PHARR
TAX COLLECTION REPORT
FOR THE MONTH OF JUNE 2021

<u>AD VALOREM - CITY OF PHARR</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>DIFFERENCE</u>
<u>2020 CURRENT</u>			
ORIGINAL LEVY	23,908,465.77	22,493,508.68	1,414,957.09
MODIFICATIONS	205,273.03	(104,627.90)	309,900.93
CURRENT LEVY	24,113,738.80	22,388,880.78	1,724,858.02
CURRENT COLLECTIONS THIS MONTH	161,866.73	265,870.00	(104,003.27)
CURRENT COLLECTIONS TO DATE	22,971,714.55	21,107,990.63	1,863,723.92
OUTSTANDING TO DATE	1,142,024.25	1,280,890.15	(138,865.90)
PERCENT COLLECTED/ORIGINAL	96.08%	93.84%	2.24%
PERCENT COLLECTED/MODIFIED	95.26%	94.28%	0.98%
TOTAL COLLECTIONS FISCAL YEAR	22,971,714.55	21,107,990.63	
<u>DELINQUENT</u>			
ORIGINAL LEVY	2,737,130.81	2,556,147.78	180,983.03
MODIFICATIONS	8,013.52	(34,399.99)	42,413.51
DELINQUENT LEVY	2,745,144.33	2,521,747.79	223,396.54
DELINQUENT COLLECTIONS THIS MONTH	46,431.79	55,274.94	(8,843.15)
DELINQUENT COLLECTIONS TO DATE	713,448.40	474,625.01	238,823.39
OUTSTANDING TO DATE	2,031,695.93	2,047,122.78	(15,426.85)
PERCENT COLLECTED/ORIGINAL	26.07%	18.57%	7.50%
PERCENT COLLECTED/MODIFIED	25.99%	18.82%	7.17%
TOTAL COLLECTIONS FISCAL YEAR	713,448.40	474,625.01	
<u>ROLLBACK</u>			
ORIGINAL LEVY	14,669.19	96,895.20	(82,226.01)
MODIFICATIONS	22,879.17	74,974.76	(52,095.59)
ROLLBACK LEVY	37,548.36	171,869.96	(134,321.60)
ROLLBACK COLLECTIONS THIS MONTH	4,002.72	0.00	4,002.72
ROLLBACK COLLECTIONS TO DATE	14,669.19	164,965.42	(150,296.23)
OUTSTANDING TO DATE	22,879.17	6,904.54	15,974.63
PERCENT COLLECTED/ORIGINAL	100.00%	170.25%	-70.25%
PERCENT COLLECTED/MODIFIED	39.07%	95.98%	-56.91%
TOTAL COLLECTIONS FISCAL YEAR	14,669.19	164,965.42	

PABLO (PAUL) VILLARREAL, JR., TAX ASSESSOR/COLLECTOR
CITY OF PHARR
TAX COLLECTIONS AS OF JUNE 2021

33

REPORT DATE	CURR BASE	CURR P&I	CURR RB	CURR RB P&I	PRIOR BASE	PRIOR P&I	PRIOR RB	RB P&I	ATTY FEES	ATTY RBFEEs	TOTAL	TRANSF.	DIFF.	DATE OF TRANSF.
2-Jun	7,100.80	890.08			1,230.94	338.17			192.16		9,752.15		9,752.15	
3-Jun	23,031.25	2,900.48			1,561.62	726.93			339.33		28,559.61		28,559.61	
4-Jun	8,177.00	1,039.49			2,070.74	1,278.97			477.81		13,044.01		13,044.01	
7-Jun	6,485.88	803.70			554.28	252.80			102.47		8,199.13	53,766.90	(45,567.77)	11-Jun
8-Jun	4,495.18	574.93			917.64	359.14			154.58		6,501.47	6,501.47	0.00	14-Jun
9-Jun	4,784.42	627.65			2,030.59	1,079.42			327.14		8,849.22	8,849.22	-	15-Jun
10-Jun	5,458.44	741.09			1,341.59	752.27			346.94		8,640.33	8,640.33	-	16-Jun
11-Jun	3,916.43	496.36			2,768.65	951.23			451.31		8,583.98	8,583.98	-	17-Jun
12-Jun	(13,094.14)										(13,094.14)		(13,094.14)	
14-Jun	4,497.82	570.38			1,870.96	566.92			315.64		7,821.72		7,821.72	
15-Jun	5,213.90	671.68			750.22	267.31			163.69		7,066.80	1,794.38	5,272.42	21-Jun
16-Jun	2,491.96	315.96			1,555.03	486.33			291.35		5,140.63	5,140.63	-	22-Jun
17-Jun	6,488.24	933.67			4,879.64	1,581.42			1,311.90		15,194.87	15,194.87	(0.00)	23-Jun
18-Jun	2,936.84	407.39			1,675.95	574.58			232.35		5,827.11	5,827.11	0.00	24-Jun
21-Jun	4,921.64	380.60			1,310.09	575.74			197.35		7,385.42	7,385.42	0.00	25-Jun
21-Jun							4,002.72	600.41			4,603.13	4,603.13	-	25-Jun
22-Jun	6,849.14	986.53			1,505.07	598.11			255.49		10,194.34	10,194.34	-	28-Jun
23-Jun	5,422.22	739.31			1,304.21	476.53			276.99		8,219.26	8,219.26	-	29-Jun
24-Jun	7,437.54	1,039.75			2,993.37	1,215.39			522.66		13,208.71	13,208.71	-	30-Jun
25-Jun	2,716.67	360.21			989.17	333.86			177.28		4,577.19	4,577.19	-	1-Jul
28-Jun	7,049.09	927.63			2,358.07	557.29			338.20		11,230.28	11,230.28	0.00	2-Jul
29-Jun	15,057.44	2,203.30			3,563.84	1,278.43			718.13		22,821.14	22,821.14	0.00	6-Jul
30-Jun	40,428.97	6,122.14			9,200.12	5,851.42			2,215.07		63,817.72	63,773.20	44.52	9-Jul
											-		-	
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TTL	161,866.73	23,732.33	0.00	0.00	46,431.79	20,102.26	4,002.72	600.41	9,407.84	0.00	266,144.08	260,311.56	5,832.52	

OVERALL TOTAL	266,144.08
LESS REFUNDS	0.00
LESS HCAD COMM FEES	44.52
LESS COMM/COST	5,788.00
BALANCE	260,311.56
LESS TRANSFERRED	157,909.75
LESS TRANSF IN TRANSIT	102,401.81
BALANCE PENDING	0.00

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TAX COLLECTION SYSTEM
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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2020	M & O	.567100	127,918.93	.00	18,755.10	2,743.36-	143,930.67	889.24	.00	.00	147,563.27
	I & S	.150500	33,947.80	.00	4,977.23	728.04-	38,196.99	.00	.00	.00	38,925.03
	TOTAL	.717600	161,866.73	.00	23,732.33	3,471.40-	182,127.66	889.24	.00	.00	186,488.30
2019	M & O	.567100	21,337.10	.00	5,822.32	.00	27,159.42	4,789.86	.00	.00	31,949.28
	I & S	.150500	5,662.63	.00	1,545.18	.00	7,207.81	.00	.00	.00	7,207.81
	TOTAL	.717600	26,999.73	.00	7,367.50	.00	34,367.23	4,789.86	.00	.00	39,157.09
2018	M & O	.567100	6,572.44	.00	2,397.18	.00	8,969.62	1,338.54	.00	.00	10,308.16
	I & S	.081900	949.21	.00	346.18	.00	1,295.39	.00	.00	.00	1,295.39
	TOTAL	.649000	7,521.65	.00	2,743.36	.00	10,265.01	1,338.54	.00	.00	11,603.55
2017	M & O	.567100	1,982.20	.00	860.38	.00	2,842.58	379.97	.00	.00	3,222.55
	I & S	.081900	286.30	.00	124.24	.00	410.54	.00	.00	.00	410.54
	TOTAL	.649000	2,268.50	.00	984.62	.00	3,253.12	379.97	.00	.00	3,633.09
2016	M & O	.582100	1,949.10	.00	1,166.52	.00	3,115.62	478.15	.00	.00	3,593.77
	I & S	.071900	240.80	.00	144.07	.00	384.87	.00	.00	.00	384.87
	TOTAL	.654000	2,189.90	.00	1,310.59	.00	3,500.49	478.15	.00	.00	3,978.64
2015	M & O	.582100	1,072.20	.00	687.62	.00	1,759.82	246.64	.00	.00	2,006.46
	I & S	.071900	132.45	.00	84.93	.00	217.38	.00	.00	.00	217.38
	TOTAL	.654000	1,204.65	.00	772.55	.00	1,977.20	246.64	.00	.00	2,223.84
2014	M & O	.608100	438.48	.00	320.15	.00	758.63	82.64	.00	.00	841.27
	I & S	.071900	51.86	.00	37.85	.00	89.71	.00	.00	.00	89.71
	TOTAL	.680000	490.34	.00	358.00	.00	848.34	82.64	.00	.00	930.98
2013	M & O	.605000	1,303.35	.00	822.28	.00	2,125.63	77.72	.00	.00	2,203.35
	I & S	.075000	161.59	.00	101.94	.00	263.53	.00	.00	.00	263.53
	TOTAL	.680000	1,464.94	.00	924.22	.00	2,389.16	77.72	.00	.00	2,466.88
2012	M & O	.602600	785.68	.00	737.56	.00	1,523.24	168.03	.00	.00	1,691.27
	I & S	.077400	100.93	.00	94.73	.00	195.66	.00	.00	.00	195.66
	TOTAL	.680000	886.61	.00	832.29	.00	1,718.90	168.03	.00	.00	1,886.93
2011	M & O	.602100	808.14	.00	917.95	.00	1,726.09	264.22	.00	.00	1,990.31
	I & S	.077900	104.56	.00	118.77	.00	223.33	.00	.00	.00	223.33
	TOTAL	.680000	912.70	.00	1,036.72	.00	1,949.42	264.22	.00	.00	2,213.64
2010	M & O	.601800	270.17	.00	226.80	.00	496.97	23.01	.00	.00	519.98
	I & S	.078200	35.11	.00	29.47	.00	64.58	.00	.00	.00	64.58
	TOTAL	.680000	305.28	.00	256.27	.00	561.55	23.01	.00	.00	584.56
2009	M & O	.601800	293.82	.00	300.75	.00	594.57	44.10	.00	.00	638.67
	I & S	.078200	38.17	.00	39.10	.00	77.27	.00	.00	.00	77.27
	TOTAL	.680000	331.99	.00	339.85	.00	671.84	44.10	.00	.00	715.94

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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2008	M & O	.602940	232.49	.00	296.21	.00	528.70	55.03	.00	.00	583.73
	I & S	.078910	30.42	.00	38.76	.00	69.18	.00	.00	.00	69.18
	TOTAL	.681850	262.91	.00	334.97	.00	597.88	55.03	.00	.00	652.91
2007	M & O	.596130	466.40	.00	675.51	.00	1,141.91	144.51	.00	.00	1,286.42
	I & S	.086990	68.08	.00	98.56	.00	166.64	.00	.00	.00	166.64
	TOTAL	.683120	534.48	.00	774.07	.00	1,308.55	144.51	.00	.00	1,453.06
2006	M & O	.593130	326.47	.00	556.90	.00	883.37	131.82	.00	.00	1,015.19
	I & S	.089990	49.54	.00	84.48	.00	134.02	.00	.00	.00	134.02
	TOTAL	.683120	376.01	.00	641.38	.00	1,017.39	131.82	.00	.00	1,149.21
2005	M & O	.593130	324.65	.00	631.60	.00	956.25	163.36	.00	.00	1,119.61
	I & S	.089990	49.24	.00	95.83	.00	145.07	.00	.00	.00	145.07
	TOTAL	.683120	373.89	.00	727.43	.00	1,101.32	163.36	.00	.00	1,264.68
2004	M & O	.601650	78.10	.00	163.22	.00	241.32	41.10	.00	.00	282.42
	I & S	.081470	10.57	.00	22.10	.00	32.67	.00	.00	.00	32.67
	TOTAL	.683120	88.67	.00	185.32	.00	273.99	41.10	.00	.00	315.09
2003	M & O	.596220	9.70	.00	18.04	.00	27.74	.00	.00	.00	27.74
	I & S	.086900	1.41	.00	2.63	.00	4.04	.00	.00	.00	4.04
	TOTAL	.683120	11.11	.00	20.67	.00	31.78	.00	.00	.00	31.78
2002	M & O	.590210	33.87	.00	63.18	.00	97.05	13.12	.00	.00	110.17
	I & S	.099790	5.73	.00	10.69	.00	16.42	.00	.00	.00	16.42
	TOTAL	.690000	39.60	.00	73.87	.00	113.47	13.12	.00	.00	126.59
2000	M & O	.533960	65.62	.00	149.74	.00	215.36	33.84	.00	.00	249.20
	I & S	.108350	13.32	.00	30.39	.00	43.71	.00	.00	.00	43.71
	TOTAL	.642310	78.94	.00	180.13	.00	259.07	33.84	.00	.00	292.91
1998	M & O	.505610	31.85	.00	89.51	.00	121.36	22.68	.00	.00	144.04
	I & S	.124390	7.84	.00	22.02	.00	29.86	.00	.00	.00	29.86
	TOTAL	.630000	39.69	.00	111.53	.00	151.22	22.68	.00	.00	173.90
1997	M & O	.524810	40.53	.00	102.39	.00	142.92	20.26	.00	.00	163.18
	I & S	.075190	5.81	.00	14.66	.00	20.47	.00	.00	.00	20.47
	TOTAL	.600000	46.34	.00	117.05	.00	163.39	20.26	.00	.00	183.65
1992	M & O	.447640	3.09	.00	7.89	.00	10.98	.00	.00	.00	10.98
	I & S	.112360	.77	.00	1.98	.00	2.75	.00	.00	.00	2.75
	TOTAL	.560000	3.86	.00	9.87	.00	13.73	.00	.00	.00	13.73

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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
ALL	M & O		166,344.38	.00	35,768.80	2,743.36-	199,369.82	9,407.84	.00	.00	211,521.02
ALL	I & S		41,954.14	.00	8,065.79	728.04-	49,291.89	.00	.00	.00	50,019.93
ALL	TOTAL		208,298.52	.00	43,834.59	3,471.40-	248,661.71	9,407.84	.00	.00	261,540.95
DLQ	M & O		38,425.45	.00	17,013.70	.00	55,439.15	8,518.60	.00	.00	63,957.75
DLQ	I & S		8,006.34	.00	3,088.56	.00	11,094.90	.00	.00	.00	11,094.90
DLQ	TOTAL		46,431.79	.00	20,102.26	.00	66,534.05	8,518.60	.00	.00	75,052.65
CURR	M & O		127,918.93	.00	18,755.10	2,743.36-	143,930.67	889.24	.00	.00	147,563.27
CURR	I & S		33,947.80	.00	4,977.23	728.04-	38,196.99	.00	.00	.00	38,925.03
CURR	TOTAL		161,866.73	.00	23,732.33	3,471.40-	182,127.66	889.24	.00	.00	186,488.30

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TAX COLLECTION SYSTEM
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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2020	M & O	.567100	127,918.93	.00	18,755.10	2,743.36-	143,930.67	889.24	.00	.00	147,563.27
	I & S	.150500	33,947.80	.00	4,977.23	728.04-	38,196.99	.00	.00	.00	38,925.03
	TOTAL	.717600	161,866.73	.00	23,732.33	3,471.40-	182,127.66	889.24	.00	.00	186,488.30
2019	M & O	.567100	21,337.10	.00	5,822.32	.00	27,159.42	4,789.86	.00	.00	31,949.28
	I & S	.150500	5,662.63	.00	1,545.18	.00	7,207.81	.00	.00	.00	7,207.81
	TOTAL	.717600	26,999.73	.00	7,367.50	.00	34,367.23	4,789.86	.00	.00	39,157.09
2018	M & O	.567100	10,070.04	.00	2,921.82	.00	12,991.86	1,338.54	.00	.00	14,330.40
	I & S	.081900	1,454.33	.00	421.95	.00	1,876.28	.00	.00	.00	1,876.28
	TOTAL	.649000	11,524.37	.00	3,343.77	.00	14,868.14	1,338.54	.00	.00	16,206.68
2017	M & O	.567100	1,982.20	.00	860.38	.00	2,842.58	379.97	.00	.00	3,222.55
	I & S	.081900	286.30	.00	124.24	.00	410.54	.00	.00	.00	410.54
	TOTAL	.649000	2,268.50	.00	984.62	.00	3,253.12	379.97	.00	.00	3,633.09
2016	M & O	.582100	1,949.10	.00	1,166.52	.00	3,115.62	478.15	.00	.00	3,593.77
	I & S	.071900	240.80	.00	144.07	.00	384.87	.00	.00	.00	384.87
	TOTAL	.654000	2,189.90	.00	1,310.59	.00	3,500.49	478.15	.00	.00	3,978.64
2015	M & O	.582100	1,072.20	.00	687.62	.00	1,759.82	246.64	.00	.00	2,006.46
	I & S	.071900	132.45	.00	84.93	.00	217.38	.00	.00	.00	217.38
	TOTAL	.654000	1,204.65	.00	772.55	.00	1,977.20	246.64	.00	.00	2,223.84
2014	M & O	.608100	438.48	.00	320.15	.00	758.63	82.64	.00	.00	841.27
	I & S	.071900	51.86	.00	37.85	.00	89.71	.00	.00	.00	89.71
	TOTAL	.680000	490.34	.00	358.00	.00	848.34	82.64	.00	.00	930.98
2013	M & O	.605000	1,303.35	.00	822.28	.00	2,125.63	77.72	.00	.00	2,203.35
	I & S	.075000	161.59	.00	101.94	.00	263.53	.00	.00	.00	263.53
	TOTAL	.680000	1,464.94	.00	924.22	.00	2,389.16	77.72	.00	.00	2,466.88
2012	M & O	.602600	785.68	.00	737.56	.00	1,523.24	168.03	.00	.00	1,691.27
	I & S	.077400	100.93	.00	94.73	.00	195.66	.00	.00	.00	195.66
	TOTAL	.680000	886.61	.00	832.29	.00	1,718.90	168.03	.00	.00	1,886.93
2011	M & O	.602100	808.14	.00	917.95	.00	1,726.09	264.22	.00	.00	1,990.31
	I & S	.077900	104.56	.00	118.77	.00	223.33	.00	.00	.00	223.33
	TOTAL	.680000	912.70	.00	1,036.72	.00	1,949.42	264.22	.00	.00	2,213.64
2010	M & O	.601800	270.17	.00	226.80	.00	496.97	23.01	.00	.00	519.98
	I & S	.078200	35.11	.00	29.47	.00	64.58	.00	.00	.00	64.58
	TOTAL	.680000	305.28	.00	256.27	.00	561.55	23.01	.00	.00	584.56
2009	M & O	.601800	293.82	.00	300.75	.00	594.57	44.10	.00	.00	638.67
	I & S	.078200	38.17	.00	39.10	.00	77.27	.00	.00	.00	77.27
	TOTAL	.680000	331.99	.00	339.85	.00	671.84	44.10	.00	.00	715.94

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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2008	M & O	.602940	232.49	.00	296.21	.00	528.70	55.03	.00	.00	583.73
	I & S	.078910	30.42	.00	38.76	.00	69.18	.00	.00	.00	69.18
	TOTAL	.681850	262.91	.00	334.97	.00	597.88	55.03	.00	.00	652.91
2007	M & O	.596130	466.40	.00	675.51	.00	1,141.91	144.51	.00	.00	1,286.42
	I & S	.086990	68.08	.00	98.56	.00	166.64	.00	.00	.00	166.64
	TOTAL	.683120	534.48	.00	774.07	.00	1,308.55	144.51	.00	.00	1,453.06
2006	M & O	.593130	326.47	.00	556.90	.00	883.37	131.82	.00	.00	1,015.19
	I & S	.089990	49.54	.00	84.48	.00	134.02	.00	.00	.00	134.02
	TOTAL	.683120	376.01	.00	641.38	.00	1,017.39	131.82	.00	.00	1,149.21
2005	M & O	.593130	324.65	.00	631.60	.00	956.25	163.36	.00	.00	1,119.61
	I & S	.089990	49.24	.00	95.83	.00	145.07	.00	.00	.00	145.07
	TOTAL	.683120	373.89	.00	727.43	.00	1,101.32	163.36	.00	.00	1,264.68
2004	M & O	.601650	78.10	.00	163.22	.00	241.32	41.10	.00	.00	282.42
	I & S	.081470	10.57	.00	22.10	.00	32.67	.00	.00	.00	32.67
	TOTAL	.683120	88.67	.00	185.32	.00	273.99	41.10	.00	.00	315.09
2003	M & O	.596220	9.70	.00	18.04	.00	27.74	.00	.00	.00	27.74
	I & S	.086900	1.41	.00	2.63	.00	4.04	.00	.00	.00	4.04
	TOTAL	.683120	11.11	.00	20.67	.00	31.78	.00	.00	.00	31.78
2002	M & O	.590210	33.87	.00	63.18	.00	97.05	13.12	.00	.00	110.17
	I & S	.099790	5.73	.00	10.69	.00	16.42	.00	.00	.00	16.42
	TOTAL	.690000	39.60	.00	73.87	.00	113.47	13.12	.00	.00	126.59
2000	M & O	.533960	65.62	.00	149.74	.00	215.36	33.84	.00	.00	249.20
	I & S	.108350	13.32	.00	30.39	.00	43.71	.00	.00	.00	43.71
	TOTAL	.642310	78.94	.00	180.13	.00	259.07	33.84	.00	.00	292.91
1998	M & O	.505610	31.85	.00	89.51	.00	121.36	22.68	.00	.00	144.04
	I & S	.124390	7.84	.00	22.02	.00	29.86	.00	.00	.00	29.86
	TOTAL	.630000	39.69	.00	111.53	.00	151.22	22.68	.00	.00	173.90
1997	M & O	.524810	40.53	.00	102.39	.00	142.92	20.26	.00	.00	163.18
	I & S	.075190	5.81	.00	14.66	.00	20.47	.00	.00	.00	20.47
	TOTAL	.600000	46.34	.00	117.05	.00	163.39	20.26	.00	.00	183.65
1992	M & O	.447640	3.09	.00	7.89	.00	10.98	.00	.00	.00	10.98
	I & S	.112360	.77	.00	1.98	.00	2.75	.00	.00	.00	2.75
	TOTAL	.560000	3.86	.00	9.87	.00	13.73	.00	.00	.00	13.73

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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
ALL	M & O		169,841.98	.00	36,293.44	2,743.36-	203,392.06	9,407.84	.00	.00	215,543.26
ALL	I & S		42,459.26	.00	8,141.56	728.04-	49,872.78	.00	.00	.00	50,600.82
ALL	TOTAL		212,301.24	.00	44,435.00	3,471.40-	253,264.84	9,407.84	.00	.00	266,144.08
DLQ	M & O		41,923.05	.00	17,538.34	.00	59,461.39	8,518.60	.00	.00	67,979.99
DLQ	I & S		8,511.46	.00	3,164.33	.00	11,675.79	.00	.00	.00	11,675.79
DLQ	TOTAL		50,434.51	.00	20,702.67	.00	71,137.18	8,518.60	.00	.00	79,655.78
CURR	M & O		127,918.93	.00	18,755.10	2,743.36-	143,930.67	889.24	.00	.00	147,563.27
CURR	I & S		33,947.80	.00	4,977.23	728.04-	38,196.99	.00	.00	.00	38,925.03
CURR	TOTAL		161,866.73	.00	23,732.33	3,471.40-	182,127.66	889.24	.00	.00	186,488.30

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TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 06/01/2021 TO 06/30/2021

EXCLUDES AG ROLLBACK

PAGE: 22

FISCAL START: 10/01/2020 END: 09/30/2021 JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	3,391,107,862	30,532,530	3,421,640,392	00.717600	24,113,738.80	26,155
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2020	23,908,465.77	13,608.71-	205,273.03	161,866.73	22,971,714.55	1,142,024.25	95.26	168.80-
2019	879,229.02	151.73	12,820.04	26,999.73	428,545.75	463,503.31	48.04	406.44-
2018	350,539.61	139.68-	2,031.91-	7,521.65	104,953.81	243,553.89	30.12	346.96-
2017	223,790.66	140.24-	358.32-	2,268.50	47,868.16	175,564.18	21.42	140.24-
2016	182,058.92	141.11-	1,538.90-	2,189.90	32,633.33	147,886.69	18.08	1,704.20-
2015	133,898.07	128.47-	10.34-	1,204.65	21,317.71	112,570.02	15.92	128.47-
2014	113,597.10	136.42-	136.42-	490.34	14,507.71	98,952.97	12.79	136.42-
2013	89,492.45	136.89-	136.89-	1,464.94	12,820.43	76,535.13	14.35	136.89-
2012	88,081.44	129.25-	129.25-	886.61	13,409.39	74,542.80	15.25	129.25-
2011	80,430.71	100.72-	129.16-	912.70	7,085.98	73,215.57	8.82	100.72-
2010	77,311.33	.00	28.44-	305.28	5,722.47	71,560.42	7.40	0.00
2009	74,906.82	.00	28.44-	331.99	4,520.36	70,358.02	6.04	0.00
2008	60,733.71	.00	28.51-	262.91	4,115.57	56,589.63	6.78	0.00
2007	53,283.37	.00	20.36-	534.48	3,187.46	50,075.55	5.98	0.00
2006	49,700.57	.00	20.36-	376.01	2,383.77	47,296.44	4.80	0.00
2005	43,366.19	.00	20.36-	373.89	2,306.80	41,039.03	5.32	0.00
2004	42,793.04	.00	20.36-	88.67	1,982.93	40,789.75	4.64	0.00
2003	33,659.51	.00	20.36-	11.11	1,007.14	32,632.01	2.99	0.00
2002	31,272.67	.00	20.57-	39.60	1,074.73	30,177.37	3.44	0.00
2001	23,027.25	.00	19.74-	0.00	773.08	22,234.43	3.36	0.00
2000	20,470.42	.00	19.15-	78.94	949.74	19,501.53	4.64	0.00
1999	85,487.95	.00	88.68-	89.89	2,282.08	83,117.19	2.67	0.00
****	26,645,596.58	14,509.76-	213,286.55	208,298.52	23,685,162.95	3,173,720.18		3,398.39-

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 06/01/2021 TO 06/30/2021

AG ROLLBACK ONLY

FISCAL START: 10/01/2020 END: 09/30/2021 JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	0	0	0	00.717600	16,561.36	2
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2019	2,638.45	13,922.91	13,922.91	0.00	2,638.45	13,922.91	15.93	0.00
2018	7,999.75	5,949.58	5,949.58	4,002.72	7,999.75	5,949.58	57.35	0.00
2017	4,030.99	3,006.68	3,006.68	0.00	4,030.99	3,006.68	57.28	0.00
2016	0.00	.00	0.00	0.00	0.00	0.00		0.00
2015	0.00	.00	0.00	0.00	0.00	0.00		0.00
2014	0.00	.00	0.00	0.00	0.00	0.00		0.00
****	14,669.19	22,879.17	22,879.17	4,002.72	14,669.19	22,879.17		0.00

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 06/01/2021 TO 06/30/2021

FISCAL START: 10/01/2020 END: 09/30/2021 JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	3,391,107,862	30,532,530	3,421,640,392	00.717600	24,113,738.80	26,155
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2020	23,908,465.77	13,608.71-	205,273.03	161,866.73	22,971,714.55	1,142,024.25	95.26	168.80-
2019	881,867.47	14,074.64	26,742.95	26,999.73	431,184.20	477,426.22	47.46	406.44-
2018	358,539.36	5,809.90	3,917.67	11,524.37	112,953.56	249,503.47	31.16	346.96-
2017	227,821.65	2,866.44	2,648.36	2,268.50	51,899.15	178,570.86	22.52	140.24-
2016	182,058.92	141.11-	1,538.90-	2,189.90	32,633.33	147,886.69	18.08	1,704.20-
2015	133,898.07	128.47-	10.34-	1,204.65	21,317.71	112,570.02	15.92	128.47-
2014	113,597.10	136.42-	136.42-	490.34	14,507.71	98,952.97	12.79	136.42-
2013	89,492.45	136.89-	136.89-	1,464.94	12,820.43	76,535.13	14.35	136.89-
2012	88,081.44	129.25-	129.25-	886.61	13,409.39	74,542.80	15.25	129.25-
2011	80,430.71	100.72-	129.16-	912.70	7,085.98	73,215.57	8.82	100.72-
2010	77,311.33	.00	28.44-	305.28	5,722.47	71,560.42	7.40	0.00
2009	74,906.82	.00	28.44-	331.99	4,520.36	70,358.02	6.04	0.00
2008	60,733.71	.00	28.51-	262.91	4,115.57	56,589.63	6.78	0.00
2007	53,283.37	.00	20.36-	534.48	3,187.46	50,075.55	5.98	0.00
2006	49,700.57	.00	20.36-	376.01	2,383.77	47,296.44	4.80	0.00
2005	43,366.19	.00	20.36-	373.89	2,306.80	41,039.03	5.32	0.00
2004	42,793.04	.00	20.36-	88.67	1,982.93	40,789.75	4.64	0.00
2003	33,659.51	.00	20.36-	11.11	1,007.14	32,632.01	2.99	0.00
2002	31,272.67	.00	20.57-	39.60	1,074.73	30,177.37	3.44	0.00
2001	23,027.25	.00	19.74-	0.00	773.08	22,234.43	3.36	0.00
2000	20,470.42	.00	19.15-	78.94	949.74	19,501.53	4.64	0.00
1999	85,487.95	.00	88.68-	89.89	2,282.08	83,117.19	2.67	0.00
****	26,660,265.77	8,369.41	236,165.72	212,301.24	23,699,832.14	3,196,599.35		3,398.39-

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 06/01/2021 TO 06/30/2021

EXCLUDES AG ROLLBACK

JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	3,391,107,862	30,532,530	3,421,640,392	0.717600	24,113,738.80	26,155
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2020	23,908,465.77	13,608.71-	205,273.03	161,866.73	22,971,714.55	1,142,024.25	95.26	168.80-
	ADJUSTMENT REFUNDS	13,587.62-	72,822.27-					
2019	879,229.02	151.73	12,820.04	26,999.73	428,545.75	463,503.31	48.04	406.44-
	ADJUSTMENT REFUNDS	.00	12,495.51-					
2018	350,539.61	139.68-	2,031.91-	7,521.65	104,953.81	243,553.89	30.12	346.96-
	ADJUSTMENT REFUNDS	.00	1,795.67-					
2017	223,790.66	140.24-	358.32-	2,268.50	47,868.16	175,564.18	21.42	140.24-
	ADJUSTMENT REFUNDS	.00	403.36-					
2016	182,058.92	141.11-	1,538.90-	2,189.90	32,633.33	147,886.69	18.08	1,704.20-
	ADJUSTMENT REFUNDS	.00	32.70-					
2015	133,898.07	128.47-	10.34-	1,204.65	21,317.71	112,570.02	15.92	128.47-
2014	113,597.10	136.42-	136.42-	490.34	14,507.71	98,952.97	12.79	136.42-
2013	89,492.45	136.89-	136.89-	1,464.94	12,820.43	76,535.13	14.35	136.89-
2012	88,081.44	129.25-	129.25-	886.61	13,409.39	74,542.80	15.25	129.25-
2011	80,430.71	100.72-	129.16-	912.70	7,085.98	73,215.57	8.82	100.72-
2010	77,311.33	.00	28.44-	305.28	5,722.47	71,560.42	7.40	0.00
2009	74,906.82	.00	28.44-	331.99	4,520.36	70,358.02	6.04	0.00
2008	60,733.71	.00	28.51-	262.91	4,115.57	56,589.63	6.78	0.00
2007	53,283.37	.00	20.36-	534.48	3,187.46	50,075.55	5.98	0.00
2006	49,700.57	.00	20.36-	376.01	2,383.77	47,296.44	4.80	0.00
2005	43,366.19	.00	20.36-	373.89	2,306.80	41,039.03	5.32	0.00
2004	42,793.04	.00	20.36-	88.67	1,982.93	40,789.75	4.64	0.00
2003	33,659.51	.00	20.36-	11.11	1,007.14	32,632.01	2.99	0.00
2002	31,272.67	.00	20.57-	39.60	1,074.73	30,177.37	3.44	0.00
2001	23,027.25	.00	19.74-	0.00	773.08	22,234.43	3.36	0.00
2000	20,470.42	.00	19.15-	78.94	949.74	19,501.53	4.64	0.00
1999	85,487.95	.00	88.68-	89.89	2,282.08	83,117.19	2.67	0.00
****	26,645,596.58	14,509.76-	213,286.55	208,298.52	23,685,162.95	3,173,720.18		3,398.39-
	ADJUSTMENT REFUNDS	13,587.62-	87,549.51-					

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TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 06/01/2021 TO 06/30/2021

AG ROLLBACK ONLY

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JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	0	0	0	0.717600	16,561.36	2
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2019	2,638.45	13,922.91	13,922.91	0.00	2,638.45	13,922.91	15.93	0.00
ADJUSTMENT REFUNDS		.00	12,495.51-					
2018	7,999.75	5,949.58	5,949.58	4,002.72	7,999.75	5,949.58	57.35	0.00
ADJUSTMENT REFUNDS		.00	1,795.67-					
2017	4,030.99	3,006.68	3,006.68	0.00	4,030.99	3,006.68	57.28	0.00
ADJUSTMENT REFUNDS		.00	403.36-					
2016	0.00	.00	0.00	0.00	0.00	0.00		0.00
ADJUSTMENT REFUNDS		.00	32.70-					
2015	0.00	.00	0.00	0.00	0.00	0.00		0.00
2014	0.00	.00	0.00	0.00	0.00	0.00		0.00
****	14,669.19	22,879.17	22,879.17	4,002.72	14,669.19	22,879.17		0.00
ADJUSTMENT REFUNDS		.00	14,727.24-					

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 06/01/2021 TO 06/30/2021

INCLUDES AG ROLLBACK

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JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	3,391,107,862	30,532,530	3,421,640,392	0.717600	24,113,738.80	26,155
	-----	-----	-----	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2020	23,908,465.77	13,608.71-	205,273.03	161,866.73	22,971,714.55	1,142,024.25	95.26	168.80-
	ADJUSTMENT REFUNDS	13,587.62-	72,822.27-					
2019	881,867.47	14,074.64	26,742.95	26,999.73	431,184.20	477,426.22	47.46	406.44-
	ADJUSTMENT REFUNDS	.00	12,495.51-					
2018	358,539.36	5,809.90	3,917.67	11,524.37	112,953.56	249,503.47	31.16	346.96-
	ADJUSTMENT REFUNDS	.00	1,795.67-					
2017	227,821.65	2,866.44	2,648.36	2,268.50	51,899.15	178,570.86	22.52	140.24-
	ADJUSTMENT REFUNDS	.00	403.36-					
2016	182,058.92	141.11-	1,538.90-	2,189.90	32,633.33	147,886.69	18.08	1,704.20-
	ADJUSTMENT REFUNDS	.00	32.70-					
2015	133,898.07	128.47-	10.34-	1,204.65	21,317.71	112,570.02	15.92	128.47-
2014	113,597.10	136.42-	136.42-	490.34	14,507.71	98,952.97	12.79	136.42-
2013	89,492.45	136.89-	136.89-	1,464.94	12,820.43	76,535.13	14.35	136.89-
2012	88,081.44	129.25-	129.25-	886.61	13,409.39	74,542.80	15.25	129.25-
2011	80,430.71	100.72-	129.16-	912.70	7,085.98	73,215.57	8.82	100.72-
2010	77,311.33	.00	28.44-	305.28	5,722.47	71,560.42	7.40	0.00
2009	74,906.82	.00	28.44-	331.99	4,520.36	70,358.02	6.04	0.00
2008	60,733.71	.00	28.51-	262.91	4,115.57	56,589.63	6.78	0.00
2007	53,283.37	.00	20.36-	534.48	3,187.46	50,075.55	5.98	0.00
2006	49,700.57	.00	20.36-	376.01	2,383.77	47,296.44	4.80	0.00
2005	43,366.19	.00	20.36-	88.67	1,982.93	41,039.03	5.32	0.00
2004	42,793.04	.00	20.36-	11.11	1,007.14	40,789.75	4.64	0.00
2003	33,659.51	.00	20.36-	39.60	1,074.73	32,632.01	2.99	0.00
2002	31,272.67	.00	20.57-	19.74-	773.08	30,177.37	3.44	0.00
2001	23,027.25	.00	19.74-	0.00	949.74	22,234.43	3.36	0.00
2000	20,470.42	.00	19.15-	78.94	2,282.08	19,501.53	4.64	0.00
1999	85,487.95	.00	88.68-	89.89		83,117.19	2.67	0.00
****	26,660,265.77	8,369.41	236,165.72	212,301.24	23,699,832.14	3,196,599.35		3,398.39-
	ADJUSTMENT REFUNDS	13,587.62-	87,549.51-					

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TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 10/01/2020 THRU 06/30/2021
 JURISDICTION: 0033 CITY OF PHARR

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 EXCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2020	M & O	.567100	18,153,928.99	.00	166,368.15	1,336,257.20-	16,984,039.94	6,036.08	.00	.00	18,326,333.22
	I & S	.150500	4,817,785.56	.00	44,151.24	354,622.89-	4,507,313.91	.00	.00	.00	4,861,936.80
	TOTAL	.717600	22,971,714.55	.00	210,519.39	1,690,880.09-	21,491,353.85	6,036.08	.00	.00	23,188,270.02
2019	M & O	.567100	338,668.07	.00	74,613.85	2,209.36-	411,072.56	70,447.61	.00	.00	483,729.53
	I & S	.150500	89,877.68	.00	19,801.29	586.33-	109,092.64	.00	.00	.00	109,678.97
	TOTAL	.717600	428,545.75	.00	94,415.14	2,795.69-	520,165.20	70,447.61	.00	.00	593,408.50
2018	M & O	.567100	91,709.40	.00	31,392.74	63.44-	123,038.70	19,059.51	.00	.00	142,161.65
	I & S	.081900	13,244.41	.00	4,533.58	9.16-	17,768.83	.00	.00	.00	17,777.99
	TOTAL	.649000	104,953.81	.00	35,926.32	72.60-	140,807.53	19,059.51	.00	.00	159,939.64
2017	M & O	.567100	41,827.42	.00	18,579.94	.00	60,407.36	9,204.05	.00	.00	69,611.41
	I & S	.081900	6,040.74	.00	2,683.26	.00	8,724.00	.00	.00	.00	8,724.00
	TOTAL	.649000	47,868.16	.00	21,263.20	.00	69,131.36	9,204.05	.00	.00	78,335.41
2016	M & O	.582100	29,045.63	.00	15,719.26	.00	44,764.89	6,393.18	.00	.00	51,158.07
	I & S	.071900	3,587.70	.00	1,941.59	.00	5,529.29	.00	.00	.00	5,529.29
	TOTAL	.654000	32,633.33	.00	17,660.85	.00	50,294.18	6,393.18	.00	.00	56,687.36
2015	M & O	.582100	18,974.03	.00	12,225.08	.00	31,199.11	4,381.68	.00	.00	35,580.79
	I & S	.071900	2,343.68	.00	1,510.02	.00	3,853.70	.00	.00	.00	3,853.70
	TOTAL	.654000	21,317.71	.00	13,735.10	.00	35,052.81	4,381.68	.00	.00	39,434.49
2014	M & O	.608100	12,973.75	.00	9,656.52	.00	22,630.27	3,059.53	.00	.00	25,689.80
	I & S	.071900	1,533.96	.00	1,141.76	.00	2,675.72	.00	.00	.00	2,675.72
	TOTAL	.680000	14,507.71	.00	10,798.28	.00	25,305.99	3,059.53	.00	.00	28,365.52
2013	M & O	.605000	11,406.36	.00	9,495.55	.00	20,901.91	2,498.54	.00	.00	23,400.45
	I & S	.075000	1,414.07	.00	1,177.07	.00	2,591.14	.00	.00	.00	2,591.14
	TOTAL	.680000	12,820.43	.00	10,672.62	.00	23,493.05	2,498.54	.00	.00	25,991.59
2012	M & O	.602600	11,883.06	.00	11,455.96	.00	23,339.02	2,920.23	.00	.00	26,259.25
	I & S	.077400	1,526.33	.00	1,471.44	.00	2,997.77	.00	.00	.00	2,997.77
	TOTAL	.680000	13,409.39	.00	12,927.40	.00	26,336.79	2,920.23	.00	.00	29,257.02
2011	M & O	.602100	6,274.22	.00	6,367.15	.00	12,641.37	1,684.16	.00	.00	14,325.53
	I & S	.077900	811.76	.00	823.77	.00	1,635.53	.00	.00	.00	1,635.53
	TOTAL	.680000	7,085.98	.00	7,190.92	.00	14,276.90	1,684.16	.00	.00	15,961.06
2010	M & O	.601800	5,064.39	.00	5,270.77	.00	10,335.16	1,141.09	.00	.00	11,476.25
	I & S	.078200	658.08	.00	684.91	.00	1,342.99	.00	.00	.00	1,342.99
	TOTAL	.680000	5,722.47	.00	5,955.68	.00	11,678.15	1,141.09	.00	.00	12,819.24
2009	M & O	.601800	4,000.53	.00	4,532.09	.00	8,532.62	919.23	.00	.00	9,451.85
	I & S	.078200	519.83	.00	588.94	.00	1,108.77	.00	.00	.00	1,108.77
	TOTAL	.680000	4,520.36	.00	5,121.03	.00	9,641.39	919.23	.00	.00	10,560.62

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 TC298-D SELECTION: SYSTEM
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TAX COLLECTION SYSTEM
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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2008	M & O	.602940	3,639.27	.00	4,395.19	.00	8,034.46	881.86	.00	.00	8,916.32
	I & S	.078910	476.30	.00	575.21	.00	1,051.51	.00	.00	.00	1,051.51
	TOTAL	.681850	4,115.57	.00	4,970.40	.00	9,085.97	881.86	.00	.00	9,967.83
2007	M & O	.596130	2,781.56	.00	3,587.00	.00	6,368.56	667.20	.00	.00	7,035.76
	I & S	.086990	405.90	.00	523.39	.00	929.29	.00	.00	.00	929.29
	TOTAL	.683120	3,187.46	.00	4,110.39	.00	7,297.85	667.20	.00	.00	7,965.05
2006	M & O	.593130	2,069.74	.00	3,227.39	.00	5,297.13	670.11	.00	.00	5,967.24
	I & S	.089990	314.03	.00	489.63	.00	803.66	.00	.00	.00	803.66
	TOTAL	.683120	2,383.77	.00	3,717.02	.00	6,100.79	670.11	.00	.00	6,770.90
2005	M & O	.593130	2,002.92	.00	3,323.32	.00	5,326.24	715.73	.00	.00	6,041.97
	I & S	.089990	303.88	.00	504.27	.00	808.15	.00	.00	.00	808.15
	TOTAL	.683120	2,306.80	.00	3,827.59	.00	6,134.39	715.73	.00	.00	6,850.12
2004	M & O	.601650	1,746.43	.00	2,936.50	.00	4,682.93	469.20	.00	.00	5,152.13
	I & S	.081470	236.50	.00	397.63	.00	634.13	.00	.00	.00	634.13
	TOTAL	.683120	1,982.93	.00	3,334.13	.00	5,317.06	469.20	.00	.00	5,786.26
2003	M & O	.596220	879.02	.00	1,558.36	.00	2,437.38	241.94	.00	.00	2,679.32
	I & S	.086900	128.12	.00	227.14	.00	355.26	.00	.00	.00	355.26
	TOTAL	.683120	1,007.14	.00	1,785.50	.00	2,792.64	241.94	.00	.00	3,034.58
2002	M & O	.590210	919.28	.00	1,647.40	.00	2,566.68	234.06	.00	.00	2,800.74
	I & S	.099790	155.45	.00	278.54	.00	433.99	.00	.00	.00	433.99
	TOTAL	.690000	1,074.73	.00	1,925.94	.00	3,000.67	234.06	.00	.00	3,234.73
2001	M & O	.564720	659.16	.00	1,366.59	.00	2,025.75	151.71	.00	.00	2,177.46
	I & S	.097590	113.92	.00	236.16	.00	350.08	.00	.00	.00	350.08
	TOTAL	.662310	773.08	.00	1,602.75	.00	2,375.83	151.71	.00	.00	2,527.54
2000	M & O	.533960	789.51	.00	1,632.21	.00	2,421.72	237.14	.00	.00	2,658.86
	I & S	.108350	160.23	.00	331.19	.00	491.42	.00	.00	.00	491.42
	TOTAL	.642310	949.74	.00	1,963.40	.00	2,913.14	237.14	.00	.00	3,150.28
1999	M & O	.529360	613.59	.00	1,438.25	.00	2,051.84	295.11	.00	.00	2,346.95
	I & S	.112950	130.92	.00	306.90	.00	437.82	.00	.00	.00	437.82
	TOTAL	.642310	744.51	.00	1,745.15	.00	2,489.66	295.11	.00	.00	2,784.77
1998	M & O	.505610	193.40	.00	537.83	.00	731.23	136.67	.00	.00	867.90
	I & S	.124390	47.58	.00	132.31	.00	179.89	.00	.00	.00	179.89
	TOTAL	.630000	240.98	.00	670.14	.00	911.12	136.67	.00	.00	1,047.79
1997	M & O	.524810	413.25	.00	1,092.80	.00	1,506.05	231.04	.00	.00	1,737.09
	I & S	.075190	59.22	.00	156.56	.00	215.78	.00	.00	.00	215.78
	TOTAL	.600000	472.47	.00	1,249.36	.00	1,721.83	231.04	.00	.00	1,952.87

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TAX COLLECTION SYSTEM
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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
1996	M & O	.516090	241.74	.00	667.04	.00	908.78	142.49	.00	.00	1,051.27
	I & S	.083910	39.31	.00	108.46	.00	147.77	.00	.00	.00	147.77
	TOTAL	.600000	281.05	.00	775.50	.00	1,056.55	142.49	.00	.00	1,199.04
1995	M & O	.510030	142.59	.00	446.30	.00	588.89	103.92	.00	.00	692.81
	I & S	.089970	25.15	.00	78.73	.00	103.88	.00	.00	.00	103.88
	TOTAL	.600000	167.74	.00	525.03	.00	692.77	103.92	.00	.00	796.69
1994	M & O	.471740	131.88	.00	428.61	.00	560.49	101.59	.00	.00	662.08
	I & S	.098260	27.47	.00	89.28	.00	116.75	.00	.00	.00	116.75
	TOTAL	.570000	159.35	.00	517.89	.00	677.24	101.59	.00	.00	778.83
1992	M & O	.447640	6.52	.00	16.65	.00	23.17	.00	.00	.00	23.17
	I & S	.112360	1.63	.00	4.18	.00	5.81	.00	.00	.00	5.81
	TOTAL	.560000	8.15	.00	20.83	.00	28.98	.00	.00	.00	28.98
1991	M & O	.464340	106.57	.00	384.73	.00	491.30	88.88	.00	.00	580.18
	I & S	.095660	21.96	.00	79.26	.00	101.22	.00	.00	.00	101.22
	TOTAL	.560000	128.53	.00	463.99	.00	592.52	88.88	.00	.00	681.40
1990	M & O	.473940	65.94	.00	245.94	.00	311.88	56.26	.00	.00	368.14
	I & S	.096060	13.36	.00	49.85	.00	63.21	.00	.00	.00	63.21
	TOTAL	.570000	79.30	.00	295.79	.00	375.09	56.26	.00	.00	431.35
ALL	M & O		18,743,158.22	.00	394,609.17	1,338,530.00-	17,799,237.39	133,169.80	.00	.00	19,270,937.19
ALL	I & S		4,942,004.73	.00	85,077.56	355,218.38-	4,671,863.91	.00	.00	.00	5,027,082.29
ALL	TOTAL		23,685,162.95	.00	479,686.73	1,693,748.38-	22,471,101.30	133,169.80	.00	.00	24,298,019.48
DLQ	M & O		589,229.23	.00	228,241.02	2,272.80-	815,197.45	127,133.72	.00	.00	944,603.97
DLQ	I & S		124,219.17	.00	40,926.32	595.49-	164,550.00	.00	.00	.00	165,145.49
DLQ	TOTAL		713,448.40	.00	269,167.34	2,868.29-	979,747.45	127,133.72	.00	.00	1,109,749.46
CURR	M & O		18,153,928.99	.00	166,368.15	1,336,257.20-	16,984,039.94	6,036.08	.00	.00	18,326,333.22
CURR	I & S		4,817,785.56	.00	44,151.24	354,622.89-	4,507,313.91	.00	.00	.00	4,861,936.80
CURR	TOTAL		22,971,714.55	.00	210,519.39	1,690,880.09-	21,491,353.85	6,036.08	.00	.00	23,188,270.02

TAX COLLECTION SYSTEM
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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2020	M & O	.567100	18,153,928.99	.00	166,368.15	1,336,257.20-	16,984,039.94	6,036.08	.00	.00	18,326,333.22
	I & S	.150500	4,817,785.56	.00	44,151.24	354,622.89-	4,507,313.91	.00	.00	.00	4,861,936.80
	TOTAL	.717600	22,971,714.55	.00	210,519.39	1,690,880.09-	21,491,353.85	6,036.08	.00	.00	23,188,270.02
2019	M & O	.567100	340,753.17	.00	74,613.85	2,209.36-	413,157.66	70,447.61	.00	.00	485,814.63
	I & S	.150500	90,431.03	.00	19,801.29	586.33-	109,645.99	.00	.00	.00	110,232.32
	TOTAL	.717600	431,184.20	.00	94,415.14	2,795.69-	522,803.65	70,447.61	.00	.00	596,046.95
2018	M & O	.567100	98,699.63	.00	31,917.38	63.44-	130,553.57	19,059.51	.00	.00	149,676.52
	I & S	.081900	14,253.93	.00	4,609.35	9.16-	18,854.12	.00	.00	.00	18,863.28
	TOTAL	.649000	112,953.56	.00	36,526.73	72.60-	149,407.69	19,059.51	.00	.00	168,539.80
2017	M & O	.567100	45,349.72	.00	18,579.94	.00	63,929.66	9,204.05	.00	.00	73,133.71
	I & S	.081900	6,549.43	.00	2,683.26	.00	9,232.69	.00	.00	.00	9,232.69
	TOTAL	.649000	51,899.15	.00	21,263.20	.00	73,162.35	9,204.05	.00	.00	82,366.40
2016	M & O	.582100	29,045.63	.00	15,719.26	.00	44,764.89	6,393.18	.00	.00	51,158.07
	I & S	.071900	3,587.70	.00	1,941.59	.00	5,529.29	.00	.00	.00	5,529.29
	TOTAL	.654000	32,633.33	.00	17,660.85	.00	50,294.18	6,393.18	.00	.00	56,687.36
2015	M & O	.582100	18,974.03	.00	12,225.08	.00	31,199.11	4,381.68	.00	.00	35,580.79
	I & S	.071900	2,343.68	.00	1,510.02	.00	3,853.70	.00	.00	.00	3,853.70
	TOTAL	.654000	21,317.71	.00	13,735.10	.00	35,052.81	4,381.68	.00	.00	39,434.49
2014	M & O	.608100	12,973.75	.00	9,656.52	.00	22,630.27	3,059.53	.00	.00	25,689.80
	I & S	.071900	1,533.96	.00	1,141.76	.00	2,675.72	.00	.00	.00	2,675.72
	TOTAL	.680000	14,507.71	.00	10,798.28	.00	25,305.99	3,059.53	.00	.00	28,365.52
2013	M & O	.605000	11,406.36	.00	9,495.55	.00	20,901.91	2,498.54	.00	.00	23,400.45
	I & S	.075000	1,414.07	.00	1,177.07	.00	2,591.14	.00	.00	.00	2,591.14
	TOTAL	.680000	12,820.43	.00	10,672.62	.00	23,493.05	2,498.54	.00	.00	25,991.59
2012	M & O	.602600	11,883.06	.00	11,455.96	.00	23,339.02	2,920.23	.00	.00	26,259.25
	I & S	.077400	1,526.33	.00	1,471.44	.00	2,997.77	.00	.00	.00	2,997.77
	TOTAL	.680000	13,409.39	.00	12,927.40	.00	26,336.79	2,920.23	.00	.00	29,257.02
2011	M & O	.602100	6,274.22	.00	6,367.15	.00	12,641.37	1,684.16	.00	.00	14,325.53
	I & S	.077900	811.76	.00	823.77	.00	1,635.53	.00	.00	.00	1,635.53
	TOTAL	.680000	7,085.98	.00	7,190.92	.00	14,276.90	1,684.16	.00	.00	15,961.06
2010	M & O	.601800	5,064.39	.00	5,270.77	.00	10,335.16	1,141.09	.00	.00	11,476.25
	I & S	.078200	658.08	.00	684.91	.00	1,342.99	.00	.00	.00	1,342.99
	TOTAL	.680000	5,722.47	.00	5,955.68	.00	11,678.15	1,141.09	.00	.00	12,819.24
2009	M & O	.601800	4,000.53	.00	4,532.09	.00	8,532.62	919.23	.00	.00	9,451.85
	I & S	.078200	519.83	.00	588.94	.00	1,108.77	.00	.00	.00	1,108.77
	TOTAL	.680000	4,520.36	.00	5,121.03	.00	9,641.39	919.23	.00	.00	10,560.62

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YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2008	M & O	.602940	3,639.27	.00	4,395.19	.00	8,034.46	881.86	.00	.00	8,916.32
	I & S	.078910	476.30	.00	575.21	.00	1,051.51	.00	.00	.00	1,051.51
	TOTAL	.681850	4,115.57	.00	4,970.40	.00	9,085.97	881.86	.00	.00	9,967.83
2007	M & O	.596130	2,781.56	.00	3,587.00	.00	6,368.56	667.20	.00	.00	7,035.76
	I & S	.086990	405.90	.00	523.39	.00	929.29	.00	.00	.00	929.29
	TOTAL	.683120	3,187.46	.00	4,110.39	.00	7,297.85	667.20	.00	.00	7,965.05
2006	M & O	.593130	2,069.74	.00	3,227.39	.00	5,297.13	670.11	.00	.00	5,967.24
	I & S	.089990	314.03	.00	489.63	.00	803.66	.00	.00	.00	803.66
	TOTAL	.683120	2,383.77	.00	3,717.02	.00	6,100.79	670.11	.00	.00	6,770.90
2005	M & O	.593130	2,002.92	.00	3,323.32	.00	5,326.24	715.73	.00	.00	6,041.97
	I & S	.089990	303.88	.00	504.27	.00	808.15	.00	.00	.00	808.15
	TOTAL	.683120	2,306.80	.00	3,827.59	.00	6,134.39	715.73	.00	.00	6,850.12
2004	M & O	.601650	1,746.43	.00	2,936.50	.00	4,682.93	469.20	.00	.00	5,152.13
	I & S	.081470	236.50	.00	397.63	.00	634.13	.00	.00	.00	634.13
	TOTAL	.683120	1,982.93	.00	3,334.13	.00	5,317.06	469.20	.00	.00	5,786.26
2003	M & O	.596220	879.02	.00	1,558.36	.00	2,437.38	241.94	.00	.00	2,679.32
	I & S	.086900	128.12	.00	227.14	.00	355.26	.00	.00	.00	355.26
	TOTAL	.683120	1,007.14	.00	1,785.50	.00	2,792.64	241.94	.00	.00	3,034.58
2002	M & O	.590210	919.28	.00	1,647.40	.00	2,566.68	234.06	.00	.00	2,800.74
	I & S	.099790	155.45	.00	278.54	.00	433.99	.00	.00	.00	433.99
	TOTAL	.690000	1,074.73	.00	1,925.94	.00	3,000.67	234.06	.00	.00	3,234.73
2001	M & O	.564720	659.16	.00	1,366.59	.00	2,025.75	151.71	.00	.00	2,177.46
	I & S	.097590	113.92	.00	236.16	.00	350.08	.00	.00	.00	350.08
	TOTAL	.662310	773.08	.00	1,602.75	.00	2,375.83	151.71	.00	.00	2,527.54
2000	M & O	.533960	789.51	.00	1,632.21	.00	2,421.72	237.14	.00	.00	2,658.86
	I & S	.108350	160.23	.00	331.19	.00	491.42	.00	.00	.00	491.42
	TOTAL	.642310	949.74	.00	1,963.40	.00	2,913.14	237.14	.00	.00	3,150.28
1999	M & O	.529360	613.59	.00	1,438.25	.00	2,051.84	295.11	.00	.00	2,346.95
	I & S	.112950	130.92	.00	306.90	.00	437.82	.00	.00	.00	437.82
	TOTAL	.642310	744.51	.00	1,745.15	.00	2,489.66	295.11	.00	.00	2,784.77
1998	M & O	.505610	193.40	.00	537.83	.00	731.23	136.67	.00	.00	867.90
	I & S	.124390	47.58	.00	132.31	.00	179.89	.00	.00	.00	179.89
	TOTAL	.630000	240.98	.00	670.14	.00	911.12	136.67	.00	.00	1,047.79
1997	M & O	.524810	413.25	.00	1,092.80	.00	1,506.05	231.04	.00	.00	1,737.09
	I & S	.075190	59.22	.00	156.56	.00	215.78	.00	.00	.00	215.78
	TOTAL	.600000	472.47	.00	1,249.36	.00	1,721.83	231.04	.00	.00	1,952.87

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 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
1996	M & O	.516090	241.74	.00	667.04	.00	908.78	142.49	.00	.00	1,051.27
	I & S	.083910	39.31	.00	108.46	.00	147.77	.00	.00	.00	147.77
	TOTAL	.600000	281.05	.00	775.50	.00	1,056.55	142.49	.00	.00	1,199.04
1995	M & O	.510030	142.59	.00	446.30	.00	588.89	103.92	.00	.00	692.81
	I & S	.089970	25.15	.00	78.73	.00	103.88	.00	.00	.00	103.88
	TOTAL	.600000	167.74	.00	525.03	.00	692.77	103.92	.00	.00	796.69
1994	M & O	.471740	131.88	.00	428.61	.00	560.49	101.59	.00	.00	662.08
	I & S	.098260	27.47	.00	89.28	.00	116.75	.00	.00	.00	116.75
	TOTAL	.570000	159.35	.00	517.89	.00	677.24	101.59	.00	.00	778.83
1992	M & O	.447640	6.52	.00	16.65	.00	23.17	.00	.00	.00	23.17
	I & S	.112360	1.63	.00	4.18	.00	5.81	.00	.00	.00	5.81
	TOTAL	.560000	8.15	.00	20.83	.00	28.98	.00	.00	.00	28.98
1991	M & O	.464340	106.57	.00	384.73	.00	491.30	88.88	.00	.00	580.18
	I & S	.095660	21.96	.00	79.26	.00	101.22	.00	.00	.00	101.22
	TOTAL	.560000	128.53	.00	463.99	.00	592.52	88.88	.00	.00	681.40
1990	M & O	.473940	65.94	.00	245.94	.00	311.88	56.26	.00	.00	368.14
	I & S	.096060	13.36	.00	49.85	.00	63.21	.00	.00	.00	63.21
	TOTAL	.570000	79.30	.00	295.79	.00	375.09	56.26	.00	.00	431.35
ALL	M & O		18,755,755.85	.00	395,133.81	1,338,530.00-	17,812,359.66	133,169.80	.00	.00	19,284,059.46
ALL	I & S		4,944,076.29	.00	85,153.33	355,218.38-	4,674,011.24	.00	.00	.00	5,029,229.62
ALL	TOTAL		23,699,832.14	.00	480,287.14	1,693,748.38-	22,486,370.90	133,169.80	.00	.00	24,313,289.08
DLQ	M & O		601,826.86	.00	228,765.66	2,272.80-	828,319.72	127,133.72	.00	.00	957,726.24
DLQ	I & S		126,290.73	.00	41,002.09	595.49-	166,697.33	.00	.00	.00	167,292.82
DLQ	TOTAL		728,117.59	.00	269,767.75	2,868.29-	995,017.05	127,133.72	.00	.00	1,125,019.06
CURR	M & O		18,153,928.99	.00	166,368.15	1,336,257.20-	16,984,039.94	6,036.08	.00	.00	18,326,333.22
CURR	I & S		4,817,785.56	.00	44,151.24	354,622.89-	4,507,313.91	.00	.00	.00	4,861,936.80
CURR	TOTAL		22,971,714.55	.00	210,519.39	1,690,880.09-	21,491,353.85	6,036.08	.00	.00	23,188,270.02

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TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 10/01/2020 TO 06/30/2021

EXCLUDES AG ROLLBACK

PAGE: 22

FISCAL START: 10/01/2020 END: 09/30/2021 JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	3,391,107,862	30,532,530	3,421,640,392	00.717600	24,113,738.80	26,155
	-----	-----	-----	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2020	23,908,465.77	205,273.03	205,273.03	22,971,714.55	22,971,714.55	1,142,024.25	95.26	168.80-
2019	879,229.02	12,820.04	12,820.04	428,545.75	428,545.75	463,503.31	48.04	406.44-
2018	350,539.61	2,031.91-	2,031.91-	104,953.81	104,953.81	243,553.89	30.12	346.96-
2017	223,790.66	358.32-	358.32-	47,868.16	47,868.16	175,564.18	21.42	140.24-
2016	182,058.92	1,538.90-	1,538.90-	32,633.33	32,633.33	147,886.69	18.08	1,704.20-
2015	133,898.07	10.34-	10.34-	21,317.71	21,317.71	112,570.02	15.92	128.47-
2014	113,597.10	136.42-	136.42-	14,507.71	14,507.71	98,952.97	12.79	136.42-
2013	89,492.45	136.89-	136.89-	12,820.43	12,820.43	76,535.13	14.35	136.89-
2012	88,081.44	129.25-	129.25-	13,409.39	13,409.39	74,542.80	15.25	129.25-
2011	80,430.71	129.16-	129.16-	7,085.98	7,085.98	73,215.57	8.82	100.72-
2010	77,311.33	28.44-	28.44-	5,722.47	5,722.47	71,560.42	7.40	0.00
2009	74,906.82	28.44-	28.44-	4,520.36	4,520.36	70,358.02	6.04	0.00
2008	60,733.71	28.51-	28.51-	4,115.57	4,115.57	56,589.63	6.78	0.00
2007	53,283.37	20.36-	20.36-	3,187.46	3,187.46	50,075.55	5.98	0.00
2006	49,700.57	20.36-	20.36-	2,383.77	2,383.77	47,296.44	4.80	0.00
2005	43,366.19	20.36-	20.36-	2,306.80	2,306.80	41,039.03	5.32	0.00
2004	42,793.04	20.36-	20.36-	1,982.93	1,982.93	40,789.75	4.64	0.00
2003	33,659.51	20.36-	20.36-	1,007.14	1,007.14	32,632.01	2.99	0.00
2002	31,272.67	20.57-	20.57-	1,074.73	1,074.73	30,177.37	3.44	0.00
2001	23,027.25	19.74-	19.74-	773.08	773.08	22,234.43	3.36	0.00
2000	20,470.42	19.15-	19.15-	949.74	949.74	19,501.53	4.64	0.00
1999	85,487.95	88.68-	88.68-	2,282.08	2,282.08	83,117.19	2.67	0.00
****	26,645,596.58	213,286.55	213,286.55	23,685,162.95	23,685,162.95	3,173,720.18		3,398.39-

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TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 10/01/2020 TO 06/30/2021

AG ROLLBACK ONLY

PAGE: 14

FISCAL START: 10/01/2020 END: 09/30/2021 JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	0	0	0	00.717600	16,561.36	2
	-----	-----	-----	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2019	2,638.45	13,922.91	13,922.91	2,638.45	2,638.45	13,922.91	15.93	0.00
2018	7,999.75	5,949.58	5,949.58	7,999.75	7,999.75	5,949.58	57.35	0.00
2017	4,030.99	3,006.68	3,006.68	4,030.99	4,030.99	3,006.68	57.28	0.00
2016	0.00	.00	0.00	0.00	0.00	0.00		0.00
2015	0.00	.00	0.00	0.00	0.00	0.00		0.00
2014	0.00	.00	0.00	0.00	0.00	0.00		0.00
****	14,669.19	22,879.17	22,879.17	14,669.19	14,669.19	22,879.17		0.00

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 10/01/2020 TO 06/30/2021

INCLUDES AG ROLLBACK

FISCAL START: 10/01/2020 END: 09/30/2021 JURISDICTION: 0033 CITY OF PHARR

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	3,391,107,862	30,532,530	3,421,640,392	00.717600	24,113,738.80	26,155
	-----	-----	-----	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2020	23,908,465.77	205,273.03	205,273.03	22,971,714.55	22,971,714.55	1,142,024.25	95.26	168.80-
2019	881,867.47	26,742.95	26,742.95	431,184.20	431,184.20	477,426.22	47.46	406.44-
2018	358,539.36	3,917.67	3,917.67	112,953.56	112,953.56	249,503.47	31.16	346.96-
2017	227,821.65	2,648.36	2,648.36	51,899.15	51,899.15	178,570.86	22.52	140.24-
2016	182,058.92	1,538.90-	1,538.90-	32,633.33	32,633.33	147,886.69	18.08	1,704.20-
2015	133,898.07	10.34-	10.34-	21,317.71	21,317.71	112,570.02	15.92	128.47-
2014	113,597.10	136.42-	136.42-	14,507.71	14,507.71	98,952.97	12.79	136.42-
2013	89,492.45	136.89-	136.89-	12,820.43	12,820.43	76,535.13	14.35	136.89-
2012	88,081.44	129.25-	129.25-	13,409.39	13,409.39	74,542.80	15.25	129.25-
2011	80,430.71	129.16-	129.16-	7,085.98	7,085.98	73,215.57	8.82	100.72-
2010	77,311.33	28.44-	28.44-	5,722.47	5,722.47	71,560.42	7.40	0.00
2009	74,906.82	28.44-	28.44-	4,520.36	4,520.36	70,358.02	6.04	0.00
2008	60,733.71	28.51-	28.51-	4,115.57	4,115.57	56,589.63	6.78	0.00
2007	53,283.37	20.36-	20.36-	3,187.46	3,187.46	50,075.55	5.98	0.00
2006	49,700.57	20.36-	20.36-	2,383.77	2,383.77	47,296.44	4.80	0.00
2005	43,366.19	20.36-	20.36-	2,306.80	2,306.80	41,039.03	5.32	0.00
2004	42,793.04	20.36-	20.36-	1,982.93	1,982.93	40,789.75	4.64	0.00
2003	33,659.51	20.36-	20.36-	1,007.14	1,007.14	32,632.01	2.99	0.00
2002	31,272.67	20.57-	20.57-	1,074.73	1,074.73	30,177.37	3.44	0.00
2001	23,027.25	19.74-	19.74-	773.08	773.08	22,234.43	3.36	0.00
2000	20,470.42	19.15-	19.15-	949.74	949.74	19,501.53	4.64	0.00
1999	85,487.95	88.68-	88.68-	2,282.08	2,282.08	83,117.19	2.67	0.00
****	26,660,265.77	236,165.72	236,165.72	23,699,832.14	23,699,832.14	3,196,599.35		3,398.39-

07/07/2021 08:42:49 3783721
TC298-X4 SELECTION: DEPOSIT

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
JURISDICTION SUMMARY

PAGE: 3
INCLUDES AG ROLLBACK

FROM: 06/01/2021 THRU 06/30/2021

UPDATE MODE

JURISDICTION: ALL

ACCOUNT	YEAR	DEPOSIT	LEVY COLLECTED	RENDITION PENALTY	P & I COLLECTED	RENDITION P & I	RENDITION DISCOUNT	APPRAISAL COMMISSION	DISBURSEMENT AMOUNT
CURR FOR 0032 CITY OF MISSION			1,384.83	141.65	205.37	20.99	0.00	8.15	1,582.05
BY COUNTY 108			1,384.83	141.65	205.37	20.99	0.00	8.15	1,582.05
DELQ FOR 0032 CITY OF MISSION			546.32	50.97	175.12	16.29	0.00	3.36	718.08
BY COUNTY 108			546.32	50.97	175.12	16.29	0.00	3.36	718.08
TOTAL FOR 0032 CITY OF MISSION			1,931.15	192.62	380.49	37.28	0.00	11.51	2,300.13
BY COUNTY 108			1,931.15	192.62	380.49	37.28	0.00	11.51	2,300.13
CURR FOR 0033 CITY OF PHARR			3,961.85	385.04	588.09	57.18	0.00	22.11	4,527.83
BY COUNTY 108			3,961.85	385.04	588.09	57.18	0.00	22.11	4,527.83
DELQ FOR 0033 CITY OF PHARR			3,755.73	344.35	1,126.06	103.85	0.00	22.41	4,859.38
BY COUNTY 108			3,755.73	344.35	1,126.06	103.85	0.00	22.41	4,859.38
TOTAL FOR 0033 CITY OF PHARR			7,717.58	729.39	1,714.15	161.03	0.00	44.52	9,387.21
BY COUNTY 108			7,717.58	729.39	1,714.15	161.03	0.00	44.52	9,387.21
CURR FOR 0034 CITY OF PENITAS			127.07	11.55	19.06	1.74	0.00	0.66	145.47
BY COUNTY 108			127.07	11.55	19.06	1.74	0.00	0.66	145.47
DELQ FOR 0034 CITY OF PENITAS			0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR 0034 CITY OF PENITAS			127.07	11.55	19.06	1.74	0.00	0.66	145.47
BY COUNTY 108			127.07	11.55	19.06	1.74	0.00	0.66	145.47
CURR FOR 0035 CITY OF LA JOYA			166.76	46.11	25.02	6.92	0.00	2.66	189.12
BY COUNTY 108			166.76	46.11	25.02	6.92	0.00	2.66	189.12
DELQ FOR 0035 CITY OF LA JOYA			0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR 0035 CITY OF LA JOYA			166.76	46.11	25.02	6.92	0.00	2.66	189.12
BY COUNTY 108			166.76	46.11	25.02	6.92	0.00	2.66	189.12
CURR FOR 0037 CITY OF SAN JUAN			253.73	23.07	38.06	3.46	0.00	1.32	290.47
BY COUNTY 108			253.73	23.07	38.06	3.46	0.00	1.32	290.47
DELQ FOR 0037 CITY OF SAN JUAN			39.12	9.09	16.12	3.60	0.00	0.63	54.61
BY COUNTY 108			39.12	9.09	16.12	3.60	0.00	0.63	54.61
TOTAL FOR 0037 CITY OF SAN JUAN			292.85	32.16	54.18	7.06	0.00	1.95	345.08
BY COUNTY 108			292.85	32.16	54.18	7.06	0.00	1.95	345.08
CURR FOR 0039 CITY OF SULLIVAN			14.98	1.36	1.95	0.18	0.00	0.08	16.85
BY COUNTY 108			14.98	1.36	1.95	0.18	0.00	0.08	16.85
DELQ FOR 0039 CITY OF SULLIVAN			73.74	8.30	42.51	4.52	0.00	0.65	115.60
BY COUNTY 108			73.74	8.30	42.51	4.52	0.00	0.65	115.60
TOTAL FOR 0039 CITY OF SULLIVAN			88.72	9.66	44.46	4.70	0.00	0.73	132.45
BY COUNTY 108			88.72	9.66	44.46	4.70	0.00	0.73	132.45
CURR FOR 0040 CITY OF WESLACO			345.42	33.22	51.81	4.98	0.00	1.93	395.30
BY COUNTY 108			345.42	33.22	51.81	4.98	0.00	1.93	395.30
DELQ FOR 0040 CITY OF WESLACO			27.69	9.13	14.69	4.84	0.00	0.70	41.68
BY COUNTY 108			27.69	9.13	14.69	4.84	0.00	0.70	41.68
TOTAL FOR 0040 CITY OF WESLACO			373.11	42.35	66.50	9.82	0.00	2.63	436.98
BY COUNTY 108			373.11	42.35	66.50	9.82	0.00	2.63	436.98



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 4.C.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Karla Saavedra, Finance Director

DEPARTMENT: Finance

DIRECTOR: Karla Saavedra

Agenda Item: Submission of 3rd Quarter 2020-2021 City of Pharr Investment Report.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: This report is to comply with the Public Funds Investment Act Reporting requirements. In the past, we used to report Investments in the Quarterly Report. Finance is now recommending to issue a separate report as part of City Manager's Report every quarter.

Fiscal Consideration: n/a

Staff Recommendation: n/a

Alternatives: n/a

Exclude Material from Public Packet? No

Reason: n/a

ROUTING:

Karla Saavedra
Karla Saavedra
Patricia Rigney
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Final Approval - 7/16/2021

City of Pharr Investment Report 3rd Quarter FY 2020-2021



Contents



Investment Report Summary -	01
Comparison of Portfolio -	02
Change in Market Value-	03
Weighted Average Maturity and Yield-	04
Benchmarks and Depository Collateral-	05

City of Pharr, TX

Investment Report Summary

June 30, 2021



COMPLIANCE

This report complies with the requirements of the Public Funds Investment Act as well as the City of Pharr's adopted investment policy. The City is in compliance with all provisions of the Public Funds Investment Act and the City of Pharr's investment policy. The City's investment portfolio includes activity in demand deposits, Certificates of Deposits and Investment Pools.

LIQUIDITY

The greatest length of maturity for all of our investments is 327 days. The weighted average maturity including demand deposits is 12.69 day and 131.04 days without demand deposits. Both of these amounts are within legal and City requirements.

CHANGE IN BOOK AND MARKET VALUE

The investment book value was roughly **\$86.35 million** and increased by approximately \$9.1 million from the previous quarter. This increase is mainly due to the cash inflow of Recovery Act Funds distributed in May 2021.

PORTFOLIO YIELD

The portfolio yield of 1.15% was higher than the benchmark yields on the six month T-Bill and Average Federal Funds Rate, which were 0.05% and 0.08% respectively (per Federal Reserve website yield postings). The spread between the portfolio yield and the benchmark yield is mainly due to the depository's favorable interest rate. Safety and liquidity is a greater concern than yield.

INVESTMENT MATURITIES/PURCHASES

This quarter, \$5,000,000 were invested in TexPool from Funds received from the Recovery Act. All other transactions were routine. The attached schedules are also a part of this investment report.

Karla Saavedra, CGFO
Finance Director



City of Pharr, TX

Comparison of Portfolio to Policy Limits

as of June 30, 2021

Limits on Types of Securities	Target Investment Level	Portfolio Cap	Actual Percentage of Portfolio	Positive/(Negative) % Variance Policy Limits
Demand Deposits	N/A	N/A	91.01%	N/A
Certificates of Deposits	10%	30%	0.71%	29.29%
U.S. Treasury Obligations	30%	80%	0.00%	80.00%
U.S. Government Securities	30%	50%	0.00%	50.00%
Public Funds Investment Pools	30%	80%	8.27%	71.73%

Limits on Maturities	Minimum Allowable % of Portfolio	Actual Percentage of Portfolio	Positive/(Negative) % Variance Policy Limits
Available within 1 month	25%	91.01%	66.01%
Available within 3 months	33%	91.01%	58.01%
Available within 6 months	50%	91.37%	41.37%
Available within 1 year	70%	93.50%	23.50%
Available within 2 years	100%	100%	N/A

	Maximum Allowable	Maximum Actual Maturity	Policy Limit Days Available
Days to Maturity	730	327	403

City of Pharr, TX
Market Value Analysis
June 30, 2021

Beginning Value-March 31, 2021

\$77,177,810

Investment Activity:

Purchases

5,000,000

Net Changes in Market Price

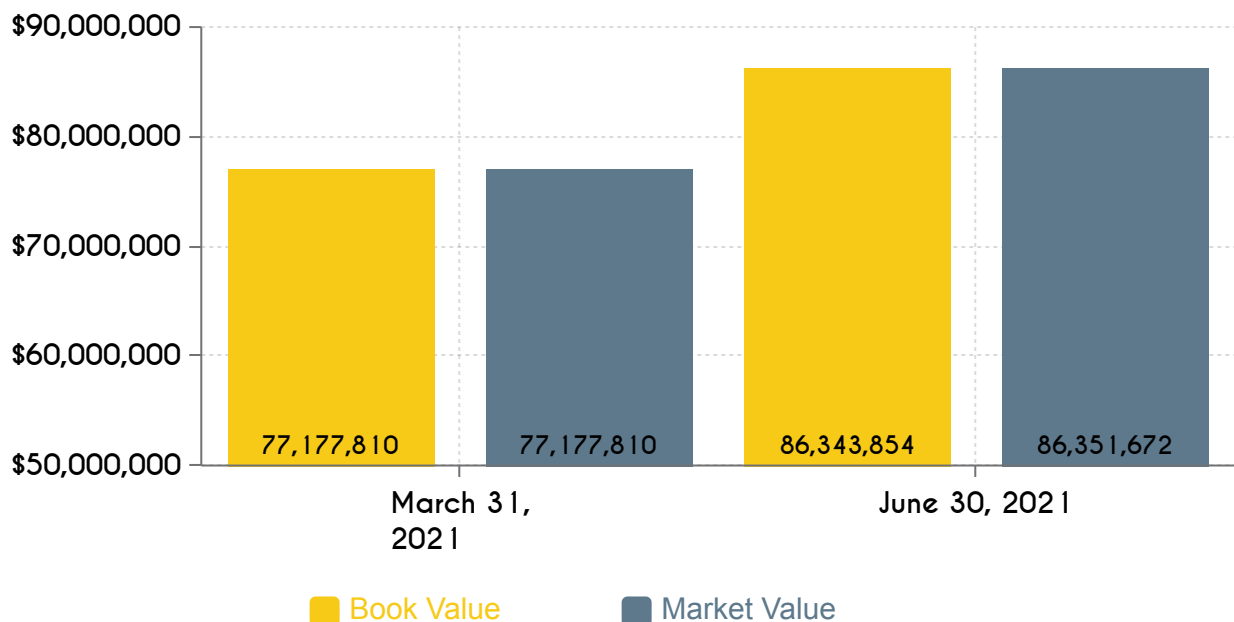
7,818

Bank and Pooled Investment Deposits/(Withdrawals)-Net

\$4,166,044

Ending Value-June 30, 2021

\$86,351,672





91.01%

or \$78.59 Million
in Demand Deposits
at Lone Star National Bank
at 1.25% YTM



.71%

or \$616,718 thousand
in Certificates of Deposit
at Lone Star National Bank
at 1.5% YTM



8.27%

or \$7.14
in Investment Pool at TexPool
.05% YTM

12.69

Weighted Average Days to
Maturity

131.04

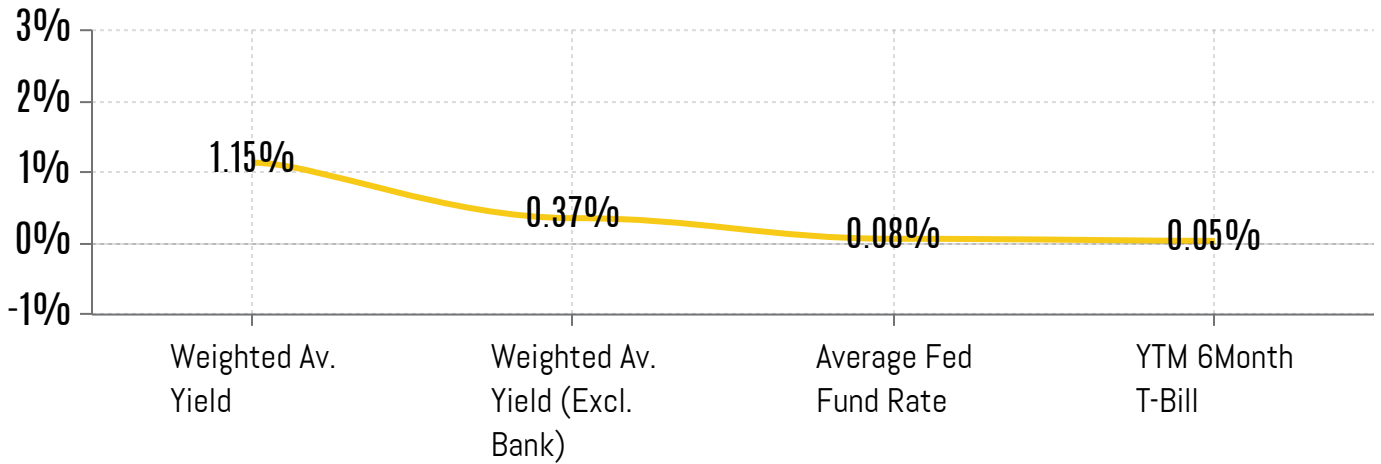
Weighted Average Days to
Maturity-(Excl. depository bank)

City of Pharr, TX

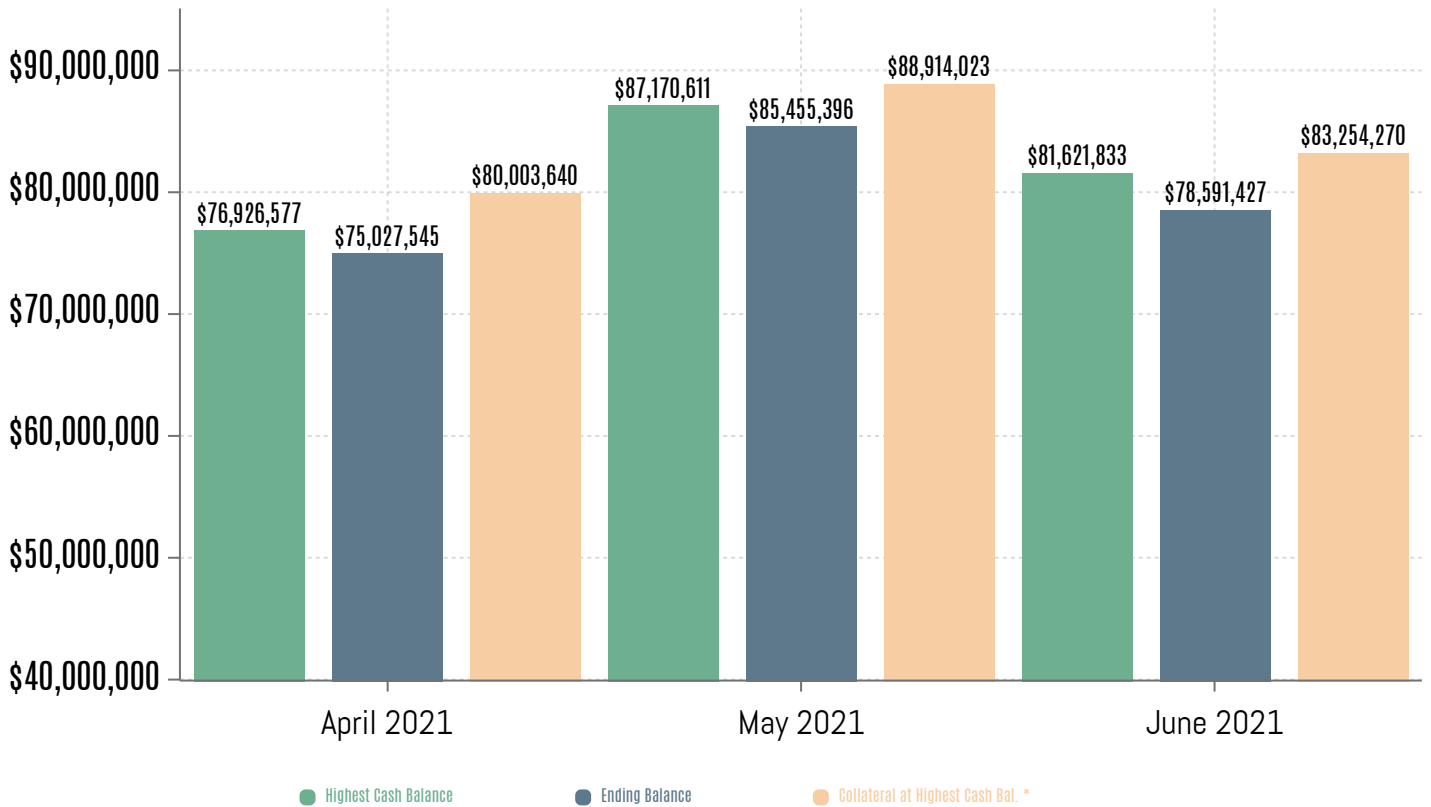
Market Value Analysis

June 30, 2021

Benchmark Rates



Depository Security Collateral Analysis



* Calculated as percentage above highest cash balance per LSNB



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.A.

DATE SUBMITTED: July 12, 2021

MEETING DATE: July 19, 2021

FROM: Imelda Barrera, Assistant City Clerk

DEPARTMENT: Purchasing

DIRECTOR: Ignacio Amezcua

Agenda Item: Consideration and action, if any, on Ordinance amending Ordinance No. O-2016-20 adopting the Purchasing Policies and Procedures Manual. **(3rd and Final Reading)**

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: As part of our commitment to be transparent and to demonstrate good internal control practices, the City of Pharr is revising its Purchasing Policies and Procedures Manual adopted on November 2016 by ordinance. This is a revision amending some sections to improve our Purchasing internal control policies.

Fiscal Consideration: N/A

Staff Recommendation: N/A

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Barrera
Ignacio Amezcua
Karla Saavedra
Patricia Rigney
Anali Alanis
City Management Office

Created/Initiated - 7/12/2021
Approved - 7/12/2021
Approved - 7/12/2021
Approved - 7/12/2021
Approved - 7/13/2021
Final Approval - 7/16/2021

ORDINANCE NO. O-2021-__

AN ORDINANCE AMENDING ORDINANCE NOS. O-2016-20; 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 and procedures, 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 21st day of June, 2021.

CITY OF PHARR

Ambrosio Hernandez Mayor

ATTEST:

Imelda Barrera, Assistant City Clerk

CONSIDERED PASSED AND APPROVED ON SECOND READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the 6th day of July, 2021.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Barrera, Assistant 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 19th day of July, 2021.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Barrera, Assistant City Clerk



CITY OF PHARR

PURCHASING DEPARTMENT

POLICIES AND PROCEDURES MANUAL

Edward Wylie, Interim City Manager

Ignacio Amezcua, MBA, CTCD, CTCM

Purchasing Director

Adopted Date: July 19, 2021



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PURCHASING DEPARTMENT POLICIES AND PROCEDURES MANUAL

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CHAPTER I. INTRODUCTION

A. AUTHORITY

As per the City of Pharr's Code of Ordinances; Chapter 2 – Administration, Article IV –Finance, Division 2 – Purchasing, Sections 2-196 through 2-201. The Purchasing Agent by virtue of being the City Manager's designated representative shall have full authority to purchase or provide for the purchasing of merchandise, materials, services, supplies, and equipment for the use of all departments, commissions, and boards comprising the City government. The Purchasing Agent shall establish Rules and Regulations deemed necessary to govern requisitions and business transactions between Department Heads, Officers, Employees of the City, as well as External Businesses. The Purchasing Agent shall have full authority in the monitoring the activity of all purchasing for the City of Pharr and keep proper documentation of same.

The Purchasing Department is located at City Hall, City of Pharr. The Purchasing Department will provide assistance in all purchasing activities. Each department head is responsible for their department's purchases.

This Purchasing Policies and Procedures Manual is established as a guide and an introduction to Federal and State of Texas laws and regulations as set forth by the Federal Government and the State of Texas Local Government Code, City Charter, and City Ordinances. Furthermore, this Policies and Procedures manual is not intended to be a manual on the law of contracts or constitute legal advice.

B. PURCHASING POLICIES & PROCEDURES MANUAL REVIEW

This Purchasing Policies and Procedures Manual will be reviewed at least annually and approved by the City Commission at least every four (5) fiscal years.

This manual cannot address every situation. When an unusual situation occurs, or a difficult legal problem arises, the City Manager, or his designee, may approve exceptions to this Policy, when in the best interest of the City, so long as the proposed exception(s) are consistent with local, State, and Federal laws. The final authority for City purchasing procedures is the law itself.

C. GOALS OF THIS POLICIES AND PROCEDURES MANUAL

The goals of the Purchasing Policies and Procedures Manual are to:

- Acquaint all persons (internal and external) in respect to the City's purchasing policies and procedures;
- Attempt to gain the best value for every purchase;
- Provide added security in attempting to ensure public spending is not used to enrich Elected Officials or Government/City employees or to confer favors on favored constituents;

- Establish and maintain mutually strong business-like relationship(s) with all interested vendors;
- Ensure public funds are safeguarded. Although the purchasing office does not usually designate the types of purchases to be made, purchases are reviewed for completeness and are tested on a sample basis for adequate departmental purchasing methods compliance;
- Ensure fair and open competition among vendors; and
- Ensure local businesses have an added opportunity in the contract award process. This serves an interest of the City by supporting local vendors so that they stay in business.

D. CENTRALIZED PURCHASING DEPARTMENT

The Purchasing Department is the central authority for all purchasing activity over \$2,000.01. Some benefits of a centralized purchasing department include:

- A professional staff of buyers that are knowledgeable on the statutory requirements of public purchasing.
- Purchasing office personnel accumulate a solid foundation of knowledge and experience about public purchasing trends, prices, and vendors.
- It allows for the consolidation of smaller expenditures by individual departments into larger purchases for the entire City, resulting in lower unit prices and savings.
- Existing and potential vendors have a single, central link to the City's procurement process to facilitate consistent communication and understanding.
- Promotes a more efficient procurement process which will inspire public confidence in the public expenditures made by the City.

The Purchasing Department is responsible to assist all City departments in the acquisition of goods and services in the most cost-effective manner. The Purchasing Department is the central point for all requisitions, purchase orders, service, supply, professional services, and construction related contracts.

It is the objective of the City's Purchasing Department to assure fair and open competition while maintaining a level playing field for all responsive and responsible vendors/contractors as they conduct business activities. The City of Pharr seeks to foster public confidence in the integrity of the City. The City of Pharr strives to adhere to all Federal, State of Texas laws, rules, and regulations as set forth in the State of Texas Local Government Code, and as published in the City of Pharr's Purchasing Policies and Procedures Manual and as approved by the City Commission.

This manual has been prepared to inform, to serve as a guide, and to instruct each department, division, and their staff of the many methods of procurement, as well as the duties and responsibilities affecting all those involved in the procurement process.

The City shall make expenditures to promote the best interests of the citizens of the City of Pharr. The City shall encourage free and unrestricted competition on all purchases, ensuring the taxpayers the best possible return on and use of their tax dollars. It shall be the policy of the City to fully comply with and make purchases or expenditures pursuant to this Manual which includes reference to policies, rules, regulations, procedures, City, State, and Federal law.

E. GOALS OF THE PURCHASING DEPARTMENT

The goals of public purchasing:

- Purchase quality goods and services
- Obtain the best value for goods and services
- Encourage and promote inter-local cooperation among area agencies
- Accept delivery of goods and services when and where needed
- Assure a continuing supply of needed goods and services
- Guard against any misappropriation of any assets procured

CHAPTER II. DUTIES AND RESPONSIBILITIES

A. RESPONSIBILITIES OF THE PURCHASING DEPARTMENT

The Purchasing Department responsibilities include:

- 1) Recommend to the City Commission and City Manager those policies and procedures needed to ensure that goods are acquired, stored, disbursed, utilized, and disposed of in a uniform and economical manner.
- 2) Assist City departments and divisions in understanding established purchasing and warehousing policies and procedures to ensure that they are consistently followed (Note there is no centralized warehouse currently).
- 3) Assist City departments and divisions in any procurement needs.
- 4) Coordinate the publication of all Bid Notices regarding advertising, solicitations for competitive sealed bids, competitive sealed proposals, pre-bid conferences, pre-proposal conferences, bid openings, the receiving of proposals, the receiving of statements of qualifications, and the sale of surplus property and/or proper disposal of salvage materials.
- 5) Assist City departments and divisions in the preparation/presentation of recommendations for award of contract to the City Commission for all materials, equipment, supplies, services, and construction contracts.
- 6) Assist City departments and divisions in developing quality and quantity specifications for goods and services to be purchased along with required delivery schedules.
- 7) Encourage competition between vendors through negotiations, competitive bidding, and quantity buying by continuously monitoring requisitions by all departments to facilitate consolidation of purchases where possible.
- 8) Solicit, evaluate, and review recommendations from departments on bids, proposals, requests for quotes, and request for statements of qualifications received from vendors, suppliers, consultants, and/or contractors.
- 9) Explore the use of cooperative purchasing programs with the State of Texas and other Texas recognized government agencies at the local, State, and/or Federal level.

B. RESPONSIBILITIES OF CITY DEPARTMENT HEADS

The Department Heads shall:

- 1) Familiarize themselves with the Purchasing Policies and Procedures Manual.
- 2) Ensure that all subordinates involved in the procurement process is/are introduced and familiarized with the City of Pharr's Purchasing Policies and Procedures Manual.
- 3) Review all Purchasing activities of all subordinates.
- 4) Select responsible and trustworthy individuals to participate in procurement activities.
- 5) Select responsible and trustworthy individuals to participate in the P-Card Program.
- 6) Provide sufficient internal departmental controls with separation of duties (where feasible) for requisition entry, requisition approval, receiving of goods and services, and payment of same.
- 7) Guard against misappropriation of City funds.

- 8) Facilitate cooperation with other City and governmental departments/units.
- 9) Maximize competition from responsible bidders seeking the best price for goods and/or services.
- 10) Safeguard public funds and receive the best value for the public dollar.
- 11) Never use public spending to enrich elected officials or City employees.
- 12) Never make purchases for personal use in the City's name or using P-card.

C. RESPONSIBILITIES OF CITY DEPARTMENT REPRESENTATIVES (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 activities. All City Staff engaged in the procurement process for the City shall comply with the ethical standards set forth in the following section.

The employees of the City responsible for purchasing activities shall:

- 1) Thoroughly familiarize themselves with the contents of the Purchasing Policies and Procedures Manual.
- 2) Should not obligate the City without a Purchase Order. (Emergency Purchases are Exempt under Emergency situations, as outlined in this manual).
- 3) Purchase the proper goods and/or services to suit the City's need(s); Employees should "Requisition" items with a complete, clear, concise description of the item(s), and/or service(s) needed including estimated quantities. Obtain proper approval of all "Request for Purchase" (Requisition) form and obtain a "Purchase Order" prior to ordering items and/or services.
- 4) Assist the Purchasing Department with accurate specifications that may require an engineering or technical background.
- 5) Supply the Purchasing Department with a list of anticipated requirements in advance to ensure the coordination of proper procurement activities.
- 6) Inform the Purchasing Department of any abnormal or unusual demands/needs.
- 7) Allow enough time for the Purchasing Department to review or obtain additional quotes, to issue a purchase order, and allow the successful vendor a reasonable time to make delivery.
- 8) Maximize competition from responsible bidders seeking the best price for goods and/or services.
- 9) Safeguard public funds and receive the best value for each public dollar spent.
- 10) Never use public spending to enrich elected officials or City employees.
- 11) Never make purchases for personal use in the City's name.
- 12) Follow the Procurement Card (P-Card) Guidelines insuring proper use of the P-Card for all expenses less than \$2,000.00.

CHAPTER III. PURCHASING ETHICS (FOR CITY REPRESENTATIVES & VENDORS)

City of Pharr representatives (Employees), as well as, vendors/entities conducting business with the City of Pharr are expected to conduct themselves in an ethical, fair, legal manner free of conflict of interests.

Representatives are expected to adhere to moral, professional, and legal standards of conduct in the fulfillment of their professional responsibilities.

The statutes governing local government purchasing impose criminal penalties for violating the provisions of the various laws enacted by the Legislature that govern purchasing. Any misuse of the City's purchasing power may convey legal ramifications which may affect current and/or future employment.

The City also requires ethical conduct from those who do business with the City. City representatives (employees) and vendors/entities are required to adhere to the following:

- Uphold all Federal, State, and Municipal laws, ordinances, policies and procedures of the City of Pharr
- Be honest and trustworthy
- Be dedicated to providing quality products/services

This Code of Ethics requires hard work, courage, and difficult choices. In the long run, however, representatives (employees) and citizens will always be better served by doing what is right, rather than what is expedient.

A. DISCLOSURE OF CERTAIN RELATIONSHIPS

Pursuant to Local Government Code Chapter 176, as amended, conflict of interest shall be disclosed when applicable to conflicts affecting members of the City Commission, officers, and employees of the City and shall comply with State law pertaining to conflicts of interest. Vendors or persons considering doing business with the City, including those who submit bids, proposals, and statements of qualification(s) on City contracts, make purchases of surplus City property, or participate in any other purchase or sales transactions with the City, must disclose any potential conflict of interest (example: elected member/employee of the City that provide services to the City for compensation). The City may not disqualify a vendor or other person with a conflict of interest, so long as the conflict is disclosed.

It is the vendor or other person's responsibility to notify the City of a potential conflict of interest and to fill-out the conflict disclosure statement. It is the responsibility of the City's Local Government Officer to inform the City Commission, City Manager, Deputy City Manager, City Secretary, and the Purchasing Department of a potential conflict of interest. Failure to do so results in a breach of ethics and may lead to legal repercussions.

Pursuant to the requirements of Section 176 of the Texas Local Government Code, conflict of interest questionnaires are due no later than the 7th business day after the person begins contract discussions or negotiations with the City or submits to the City an application, response to a request for proposals, request for statement of qualification, request for bid, correspondence, or another writing related to a potential agreement/contract with the City.

An offense under this chapter carries the following consequences (Refer to Section 176.013 for additional details):

- a Class C misdemeanor if the contract amount is less than \$1 million or if there is no contract amount for the contract;
- a Class B misdemeanor if the contract amount is at least \$1 million but less than \$5 million; or
- a Class A misdemeanor if the contract amount is at least \$5 million.

Conflict of interest forms are maintained by the City Clerk's Office. Forms are available on the City's website under Online Services, Document Center, Applications and Forms. Quick-link: <http://pharr-tx.gov/online-services/document-center/download-category/applications-forms/>

The forms required to comply with the above Local Government Code are also available on the Texas Ethics Commission website at https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm.

B. CONFLICTS OF INTEREST

It shall be a breach of ethics for a City Employee to participate directly or indirectly in a procurement 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.

C. CERTIFICATE OF INTERESTED PARTIES

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. Portions of the text of various subsection(s) have been amended by Acts 2017, 85th R.S., Ch. 526 (SB 255). The law states that a governmental entity or State agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or State agency at the time the business entity submits the signed contract to the governmental entity or State agency.

The law applies (with a few exceptions) only to a contract between a business entity and a governmental entity or State agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The forms required to comply with the above House Bill 1295 are available on the Texas Ethics Commission website at <https://www.ethics.state.tx.us/File/>

D. 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 must be submitted to the City.

E. 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.

F. PARTICIPATING IN PROCUREMENTS 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.

G. 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.

H. 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 vendor, supplier, contractor, subcontractor, consultant, and/or sub-consultant 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 contract, subcontract, or order of any sort.

I. CONFIDENTIAL INFORMATION

It shall be a breach of ethics for any representative of the City to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person, employee, and/or family member.

J. PURCHASE OF MATERIALS, EQUIPMENT, AND SUPPLIES FOR PERSONAL USE

No City representative may purchase City property for their own personal use unless it is purchased through the City's public auction or through the competitive sealed bid process of the City. This includes new and used equipment, materials, supplies, or property.

Public auctions are conducted by licensed auctioneer, after items have been declared "surplus" by the City Commission. Public auction(s) are advertised. If "surplus" items are to be sold through the competitive sealed bid process by the City, invitations to bids or requests for proposals will be advertised and issued in accordance with statutory requirements.

K. PRIVATE PURCHASES THROUGH CITY FACILITIES

No City representative may use the purchasing power of the City to make private purchases. In addition, they should not have private purchases sent to a City facility or City address C.O.D. to be paid for by a City representative.

City representative(s) are reminded that this Purchasing Policies and Procedures Manual cannot address every situation. When an unusual situation occurs, or a difficult legal problem arises, the City Manager, or his designee, may approve exceptions to this Policy, when in the best interests of the City, so long as the proposed exceptions are consistent with local, State, and Federal laws. The final authority for the City's purchasing policies and procedures is the law itself.

CHAPTER IV. STATUTORY LAWS AND LEGAL REQUIREMENTS

Texas purchasing law is in several places within the State of Texas Statutes. The Purchasing and Contracting Authority of Municipalities is primarily found in Chapter 252 of the Local Government Code (LGC). Statutes pertaining to both cities and counties, and 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. Disclosure of Certain Relationships with Local Government Officials are covered in Chapter 176 of the Local Government Code.

Other valuable statutes pertaining to purchasing, payment, bonds, contracting, professional services, and other related topics are also found in the Local Government Code under Chapters such as: 2251, 2253, 2254, 2258, 2269 or in other parts of Vernon's Civil Statutes and Vernon's Texas Codes. Because the law is so fragmented, it is helpful to keep this listing handy noting pertinent statutes and where they can be found.

In the following sections we shall provide a general introduction to each act mentioned above. It should be noted that there are other laws at the State and Federal level and this is not an "all inclusive" list, just an introduction to some of the laws that govern municipal procurement. Another resource that can be used for reference are the Attorney General's Opinions; this is a very valuable and respected resource that offers guidance in the interpretation and applicability of the law(s). Consult them whenever questions arise. The attorney general's opinions are available at:

**Attorney General of Texas
Opinion Committee
209 West 14th Street
Austin, TX 78701-1614**

Telephone (512) 463-1722 or 1-844-829-2843

<https://www.texasattorneygeneral.gov/opinion/index-to-opinions>

LAWS

A. TEXAS LOCAL GOVERNMENT CODE CHAPTER 171 REGULATION OF CONFLICTS OF

INTEREST OF OFFICERS OF MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS Texas Local Government Code, Chapter 171 prohibits local public officials from discussing, deciding, or voting on issues that the local public official (Elected Officials and Appointed Officials) has a substantial interest in a business entity or Real Property.

There are two (2) types of conflict of interest:

- 1) Substantial interest in a Business Entity: Conflict due to a local public official's substantial financial interest in a business entity that has an issue before the governmental unit.
- 2) Substantial Interest in Real Property: Conflict due to a local public official's substantial financial interest in real property that would be affected by the governmental unit's action.

A person has a substantial interest in a business entity if the person:

- 1) owns 10 percent or more of the voting stock or shares of the business entity;
- 2) owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
- 3) receives funds from the business entity that exceed 10 percent of the person's gross income for the preceding year.

Prohibited Acts; Penalty.

(a) A local public official commits an offense if the official knowingly:

- (1) violates Section 171.004;
- (2) acts as surety for a business entity that has work, business, or a contract with the governmental entity; or
- (3) acts as surety on any official bond required of an officer of the governmental entity.

(b) An offense under this section is a Class A misdemeanor.

B. TEXAS LOCAL GOVERNMENT CODE CHAPTER 252 PURCHASING AND CONTRACTING AUTHORITY FOR MUNICIPALITIES

Texas Local Government Code, Chapter 252 outlines the competitive bidding requirements and the exemptions to competitive bidding. LGC 252 also provides that certain municipal charter provisions prevail over the statute. It covers areas such as public notice requirements, awarding bids, time warrants, changes to plans and specifications, the alternative competitive proposal for goods, services and civil construction contracts for \$1.5 million or less. This chapter also includes enforcement provisions including civil and criminal penalties for violations.

C. TEXAS LOCAL GOVERNMENT CODE, CHAPTER 253 SALE OR LEASE OF PROPERTY BY MUNICIPALITIES AND CHAPTER 272 SALE OR LEASE OF PROPERTY BY MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS

Texas Local Government Code, Chapter 253 Sale or Lease of Property by Municipalities and Chapter 272 Sale or Lease of Property by Municipalities, Counties, and Certain Other Local Governments governs the terms, conditions and notice requirements which the City may convey, lease or sell real property owned by the City.

D. TEXAS LOCAL GOVERNMENT CODE CHAPTER 271, SUBCHAPTER D. PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS

Texas Local Government Code, Chapter 271, Subchapter D provides for the extension of State contract prices/bids to participating local governments when the General Services Commissions considers it feasible.

E. TEXAS LOCAL GOVERNMENT CODE CHAPTER 271, SUBCHAPTER F. PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS

Texas Local Government Code, Chapter 271, Subchapter F allows the City to participate in cooperative purchasing program(s) with another local government or a local government organization.

F. TEXAS LOCAL GOVERNMENT CODE CHAPTER 271, SUBCHAPTER G. PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS

Texas Local Government Code, Chapter 271, Subchapter G allows the City to purchase goods or services available under Federal supply schedules of the United States General Services Administration (GSA) to the extent permitted by Federal Law. (Schedule 70 Technology contracts, IT Products, Services, and Solutions; Schedule 84 Law Enforcement and Security Products, Services, and Solutions).

G. TEXAS GOVERNMENT CODE 791 INTERLOCAL COOPERATION CONTRACTS

Texas Government Code 791 Interlocal Cooperation Contracts authorizes local governments to enter into cooperative purchasing agreements and other agreements for government functions with one another and with agencies of the State. See Chapter 18 - Inter local Cooperative Purchasing Agreements for more information regarding cooperative purchasing.

H. TEXAS GOVERNMENT CODE 2161 HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

Texas Government Code 2161 Historically Underutilized Businesses "HUB" requires that a City, making an expenditure of more than \$3,000.00 but less than \$50,000.00, must contact at least two HUBs on a rotating basis, based on information provided by the Texas Comptroller's Office pursuant to Chapter 2161 of the Government Code (<http://cpa.state.tx.us/procurement/prog/hub/>). If the list fails to identify a HUB in the county in which the City is located, the City is exempt. TEX. LOC. GOV'T CODE §252.0215.

I. TEXAS GOVERNMENT CODE 2251 PAYMENT FOR GOODS AND SERVICES

Texas Government Code 2251 Prompt Payment Act stipulates that the City shall pay all payments owed not later than thirty (30) days after the goods or services are received, or the date that the invoice is received, whichever is later. This acts also requires that when payment is not made as required, the City shall automatically add interest to the payment at the rate of one percent (1%) per month.

J. TEXAS GOVERNMENT CODE 2253 PUBLIC WORK PERFORMANCE & PAYMENT BONDS

Texas Government Code 2253 Public Work Performance & Payment Bonds requires payment and performance bonds for contracts on certain public works projects and sets the standards for when the bonds are required and the amount of the bond. The City of Pharr requires a Payment Bond and a Performance Bond, in the amount of 100% of the contract amount, on all contracts that will equal to or exceed \$50,000.00. Payment Bonds and Performance Bonds must be provided from a surety that is licensed in the State of Texas. In the event that the total amount bid is \$50,000.00 or less, the successful contractor has the option to enter into a "single payment contract" with the City of Pharr in lieu of a Payment Bond and Performance Bond.

K. TEXAS GOVERNMENT CODE 2254 PROFESSIONAL AND CONSULTING SERVICES

Texas Government Code 2254 Professional and Consulting Services, Subchapter A, Professional Services authorizes the procurement of professional services which states that professional services may not be awarded based on competitive bids. Instead, they must be awarded on the basis of demonstrated competence and qualifications to perform the services, so long as the professional fees are consistent with, and not higher than the published recommended practices and fees of the various professional associations and do not exceed any maximums provided by law.

Professional services refer to services that are either:

- 1) within the scope of the practice, as defined by State law, of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing; or
- 2) provided in connection with the professional employment or practice of a person who is licensed or registered as one of the following: a certified public accountant, an architect, a landscape architect, a land surveyor, a physician, including a surgeon, an optometrist, a professional engineer, a State certified or State licensed real estate appraiser, or a registered nurse.

Professional Services are to be procured utilizing a 2-Step process. Below is a brief outline:

- 1) Step 1 - A Request for Qualifications (RFQ) is generally used for the procurement of professional services wherein the respondents provide statements of qualifications (Standard Form 330 is sometimes used). All responses are reviewed, evaluated, scored, and ranked based solely on the consultant(s) demonstrated competence and qualifications to perform the services.
- 2) Step 2 – Once respondents are scored and ranked from high to low. Negotiations can begin with the highest ranked firm to establish a fair and reasonable price.

The award of a professional services contract is based on (1) demonstrated competence and qualifications *to perform the services*, and (2) a fair and reasonable price. The professional fees under the contract may not exceed any maximum provided by law.

**L. TEXAS GOVERNMENT CODE 2254 PROFESSIONAL AND CONSULTING SERVICES,
SUBCHAPTER B, CONSULTING SERVICES**

Texas Government Code 2254 Professional and Consulting Services, Subchapter B, Consulting Services authorizes the procurement of consulting services. "Consulting Service" means the service of studying or advising a State agency under a contract that does not involve the traditional relationship of employer and employee. An agency may contract with a consultant only if there is a substantial need for the consulting services and the agency cannot adequately perform the services with its own personnel or obtain the consulting services through a contract with a State governmental entity. Consulting services procurements are usually advertised as an "RFP" Request for Proposals solicitation. In selecting a consultant, a State agency shall: (1) base its choice on demonstrated competence, knowledge, and qualifications and on the reasonableness of the proposed fee for the services; and (2) if other considerations are equal, give preference to a consultant whose principal place of business is in the State or who will manage the consulting contract wholly from an office in the State.

M. TEXAS GOVERNMENT CODE 2258 PREVAILING WAGE RATES

Texas Government Code 2258 Prevailing Wage Rates requires paying the prevailing wage rates to laborers and mechanics employed by or on behalf of the City engaged in the construction of any public works. This applies both to contractors and subcontractors, and any lower-tier sub-contractors. The wage rate for these jobs shall be not less than the general prevailing rate of per diem wages for similar work in the area the work is performed and not less than the general prevailing rate of per diem wages for legal holiday and overtime work. The public body awarding the contract must ascertain the prevailing wage rates for each type of workman or craftsman in the contract and must specify the wage rates in the bid specifications and in the contract itself. To determine the prevailing wage rate, the public body shall either conduct a survey of prevailing wages, in a manner complying with the Information Resources Management Act or shall adopt the prevailing wage rate as determined by the U.S. Department of Labor in accordance with the Davis Bacon Act, if the survey by the U.S. Department of Labor was conducted within the last three years.

The Federal Government requires the payment of Prevailing Wages for all Construction Contracts that have Federal funding that exceeds \$2,000.00, which includes Federal, State and local public works projects. The Federal Davis/Bacon Act was signed into law by President Hebert Hoover in 1931 and amended in 1935 with wage conditions and amended again in 1964 to include the consideration of fringe benefits.

Texas adopted a prevailing wage statute in 1933 that was titled Vernon's Civil Statutes 5159a and then amended and re-codified in 1995 to Texas Government Code Chapter 2258.

Chapter 2258 was amended by HB 2625 in the 80th Legislative Session in 2007. The Legislature removed language that restricted political subdivisions in the State from adopting or using the Federal Davis/Bacon Wage Determinations, if the publication of that survey was over three (3) old. Effective September 1, 2007, all political subdivisions in the State of Texas may adopt the Federal Davis/Bacon Wage Determinations and subsequent modifications without having to spend taxpayer dollars to conduct new wage surveys.

N. TEXAS GOVERNMENT CODE 2269 CONTRACTING AND DELIVERY PROCEDURES

FOR CONSTRUCTION PROJECTS

Texas Government Code 2269 Contracting and Delivery Procedures for Construction Projects governs the contracting and delivery procedures for facility construction contracts including alternative delivery methods for certain projects. When entering into a construction contract for a public facility, public work, or a public improvement the City may use alternative methods that provide best value for the City. However, the City must, before advertising, first determine the method that provides best value. The Competitive Sealed Bid/Proposal Method, Construction Manager-Agent Method, Construction Manager-At Risk Method, Design-Build Method and Job Order Contracting are part of this law.

CITY ATTORNEY REVIEW:

O. CITY ATTORNEY APPROVAL

In addition to the statutory requirements provided in this chapter, the following administrative legal requirements must be adhered to:

a) Review by the City Attorney

The City Attorney shall review all documents, contracts, and legal instruments in which the City may have an interest. Departments should allow at least ten (10) working days for the review of changes to standard contracts and at least thirty (30) working days for the review of all other non-standard documents. Review should be completed prior to Commission approval.

b) Previously Reviewed Terms and Conditions

Purchase orders, supply and service agreements, and contracts containing only City of Pharr standard terms and conditions, which have once been approved by the City Attorney, are considered to have been reviewed by the City Attorney.

c) Contract Review Committee

Modified standard contracts, non-standard contracts, or any agreement bearing any special terms and conditions, not previously approved by the City Attorney, shall be submitted for approval by a contract review committee. This committee may consist of representatives from Legal, Risk Management, Purchasing, the requesting Department, Deputy City Manager, and City Manager.

CHAPTER V. PURCHASING THRESHOLDS

A. GENERAL INFORMATION

This section serves as a guide for the acquisition of goods, non-professional and professional service contract(s).

B. REQUEST FOR PURCHASE FORM (REQUISITION FORM)

The Requisition form is the source document for all purchasing activity. This form communicates a department's need(s) to the Purchasing Department and authorizes the Purchasing Department to enter into a contractual relationship for delivery of the goods and/or services. A requisition is for communicating internal requirements and should not be used by the departments for placing the order(s) and/or delivery of goods and/or services. The department requisition must be approved in accordance with the department's approval hierarchy. The information called for on the requisition must also be entered into the City's Financial System for electronic processing and approval.

C. REQUEST FOR AVAILABILITY OF FUNDS FORM-ROLLING STOCK

(RFAOFF-ROLLING STOCK)

The Request for Availability of Funds form is to be utilized by the requesting departments when identifying their needs for the procurement of on-road and off-road vehicles. This is the initial form required in a formal solicitation process.

D. REQUEST FOR AVAILABILITY OF FUNDS FORM (RFAOFF)

The Request for Availability of Funds form is to be utilized by the requesting departments when identifying their needs for the procurement of Purchase, Service, Supply, and Construction related projects. This is the initial form required in a formal solicitation process.

E. PURCHASE ORDERS

A Purchase Order is a formal, binding, legal agreement issued by the City's Purchasing Department which may be used in lieu of a written contract for goods and/or services. A Purchase Order is requested by a departmental requisition that details the merchandise or services required. A purchase order is a contract between the City and a vendor. The contract is not binding until it is accepted by both parties. The City will not recognize the issuance of orders by unauthorized individuals and payment of these types of obligations will not be approved. The Purchase Order authorizes the supplier to ship and invoice for the goods and/or services ordered. The primary purpose of the Purchase Order is to encumber the funds, document the procurement details, and it ensures payment to external vendors.

F. SEPARATE PURCHASES

Separate purchase means purchases, made separately, of items that in normal purchasing practices would be purchased as one purchase.

G. SEQUENTIAL PURCHASES

Sequential purchase means purchases, made over a period of time, of items that in normal purchasing practices would be purchased as one purchase.

H. COMPONENT PURCHASES

Component purchase means purchases of the component parts of an item that in normal purchasing practices would be purchased as one purchase.

At no time shall an employee intentionally, knowingly or willingly make or authorize separate, sequential, or component purchases to avoid competitive bidding requirements. In accordance with the Texas Local Government Code Chapter 252.062, such offense is considered a Class B misdemeanor.

I. EXPENSES NOT REQUIRING PURCHASE ORDERS

- Utility services (example: water, electricity, gas, etc.)
- Payroll-related expenses (pension, some health insurance(s), etc.)

J. PURCHASING LIMITS

- 1) **Purchases greater than \$1.00 but less than \$2,000.00 - Require informal competitive bidding, quotation forms.** This is an informal process. Directors may make purchases less than \$2,000.00 (Primary Use: P-Card; Alternate Use: PO). Directors must approve invoices for payment (by way of signature) once the items are received and forward to Accounts Payable.
 - **Document (P-Card):** P-Card transaction and receipt(s)
 - **Approvals Required (P-Card):** Department Head/ADH, Cardholder, Department Administrators Assistant
 - **Document (PO):** PO, delivery ticket(s), invoice(s)
 - **Approvals Required (PO):** Department Head/ADH
- 2) **Purchases greater than \$2,000.01 but less than \$25,000.00 – Require informal competitive bidding (verbal, written, or electronic price quotations).** This is an informal process. The Department Head will validate the authenticity of the (3) quotations. Directors must approve invoices for payment (by way of signature) once the items are received and forward to Accounts Payable.
 - **Document:** Request for Purchase form (Requisition) and Purchase Order
 - **Approvals Required:** Department Head, Purchasing Director
- 3) **Purchases greater than \$25,000.01 but less than \$50,000.00 – Require competitive bidding (written or electronic price quotations).** This is an informal written process coordinated with the Purchasing Department. The Department Head will validate the authenticity of the (3) quotations. Directors must approve invoices for payment (by way of signature) once the items are received and forward to Accounts Payable.
 - **Document:** Request for Purchase form (Requisition) and Purchase Order
 - **Approvals Required:** Department Head, Purchasing Director, City Manager
- 4) **Purchases for \$50,000.01 or More – Require a formal competitive sealed solicitation. Requires City Commission authorization to advertise.** This is a formal process managed by the Purchasing Department. The Department Head must submit technical specifications for solicitation purposes.
 - **Document:** Request for Availability of Funds form (RFAOFF), Request for Purchase form (Requisition), and Purchase Order, other documents as applicable.
 - **Approvals Required:** Department Head, Purchasing Director, City Manager, City Commission

- 5) **Procurement of Professional Services for More Than \$2,000.00 But Less Than \$50,000.00 – Require a Request for Qualification (RFQ) process in accordance with Chapter IX of this Manual (LGC 2254).** This is an informal process managed by the Purchasing Department. The Department Head must submit technical requirements for solicitation purposes. Rotation List may be used (if applicable).
- **Document:** Request for Purchase form (Requisition) and Purchase Order, other documents as applicable.
 - **Approvals Required:** Department Head, Purchasing Director, City Manager
- 6) **Procurement of Professional Services \$50,000.01 or More – Require a Request for Qualification (RFQ) process in accordance with Chapter IX of this Manual (LGC 2254). Requires City Commission authorization to advertise.** This is a formal process managed by the Purchasing Department. The Department Head must submit technical requirements for solicitation purposes.
- **Document:** Request for Availability of Funds form, Request for Purchase form (Requisition) and Purchase Order, other documents as applicable.
 - **Approvals Required:** Department Head, Purchasing Director, City Manager, City Commission

CHAPTER VI. PROCUREMENT CARD POLICIES AND PROCEDURES

A. INTRODUCTION

Welcome to the City of Pharr's Procurement Card Program. This program is designed to reduce the flow of paperwork and at the same time provide better controls on all low-dollar purchases made at the department level. The Procurement Card can and may be utilized for larger purchases if approved by the City Manager.

The City of Pharr departments shall provide an opportunity for competitive bidding, on request(s) for informal verbal and/or written bids, proposals, and/or price quotations when the anticipated expense is expected to exceed \$2,000.01. Informal bids, proposals, and/or price quotations may be delivered electronically, by e-mail, fax, phone, by person, and/or courier. Informal price quotes must be listed in the comments area of the transaction detail. In a case of emergency the requirement for solicitation for bid(s), proposal(s), and/or request for informal price quotation(s) may be waived by the Department Head at the department level and must be documented accordingly. Departments shall be responsible to ensure compliance with the Purchasing Policies and Procedures Manual (i.e., Insurance Requirements, State and Federal Funding Requirements, etc.)

The success of the Procurement Card Program and its continuing use depends on the participation and cooperation of all City employees that will be issued Procurement Cards. The primary responsibility for ensuring compliance with these Policies and Procedures belongs to the individual Department Heads. Department Heads shall ensure that Assistant Department Head/Division Manager/First Line Supervisors and Cardholders are in strict compliance with this Purchasing Manual.

B. GENERAL INFORMATION

The Procurement Card is a credit tool that is issued by a bank. This credit card offers an extremely efficient and effective method of purchasing and paying for small dollar items.

In the rare instance that a vendor is not set-up to accept credit cards, the department has the option of entering a small dollar amount Request for Purchase (Requisition) through the City's Financial Management system (Incode).

The Procurement Card shall enable employees of the City of Pharr to purchase non-restrictive commodities, by telephone, on the Internet, or in person, direct from the vendors. The Procurement Cards shall be issued in the employee's name and the City of Pharr's name shall be clearly indicated on each card.

All purchases made with the Procurement Card shall be paid by the bank that the City of Pharr contracts with for the Procurement Card Service. The Bank on contract will then bill the City of Pharr.

C. PROCUREMENT CARD PROGRAM DESIGNEE(S)

The City of Pharr's Procurement Card Program shall be utilized and/or administered by City employees in one of the following designations:

DEPARTMENT HEAD

The Department Head shall select responsible and trustworthy individuals to participate in the P-Card Program. Department Head (DH) shall select Assistant Department Head (ADH), Division Manager(s), First Line Supervisor(s) and Cardholder(s) to participate in the P-Card Program. In the absence of the DH, he/she may authorize his/her ADH to approve P-Card transactions online and on paper. Under normal circumstances, the DH shall approve all P-Card transactions on the P-Card Program software, affix signature on receipts and support documentation for all cardholder(s) transaction(s). DH shall ensure that all transactions are supported with proper documentation and that this documentation reaches the Finance Department (Accounts Payable) in an organized and timely manner. DH shall be responsible to provide sufficient internal department controls with separation of duties to guard against misappropriation of products and/or services. Periodic reporting shall be reviewed monthly, quarterly, semi-annually, and annually for auditing, planning, and efficiency purposes.

ASSISTANT DEPARTMENT HEAD (ADH)/DIVISION MANAGER/FIRST LINE SUPERVISOR

Assistant Department Head/Division Manager(s)/First Line Supervisor(s) shall be selected by their respective Department Head. In the absence of the Department Head, the ADH may authorize and/or approve P-Card transactions. ADH shall approve all P-Card transactions on the P-Card Program software, affix signature on receipts and support documentation for all cardholder(s) transaction(s). ADH shall ensure that all transactions are supported with proper documentation and that this documentation reaches the Finance Department (Accounts Payable) in an organized and timely manner. Similarly, ADH, Division Managers, and First Line Supervisors shall be responsible for activity of subordinates. Periodic reporting shall be reviewed monthly, quarterly, semi-annually, and annually for auditing, planning, and efficiency purposes.

CARDHOLDER

Cardholders shall be selected by their respective Department Head. City employees selected to participate as a "Cardholder" shall utilize the Procurement Card as a resource for non-routine purchases of authorized goods and services in strict compliance with the City of Pharr's Purchasing Policies and Procedures Manual. The Cardholder shall approve his/her transaction activity. The Cardholder is responsible for reviewing his/her transactions and shall report any suspicion of fraudulent activity to the Bank on record and to the Purchasing Department. The Cardholder is responsible for resolving disputes and issues associated with his/her P-card transactions. The Cardholder is responsible to review periodic reporting for efficiency purposes.

PROGRAM ADMINISTRATOR (PURCHASING DEPARTMENT)

The Director of Purchasing and/or his/her designated representative shall be the first point of contact for the Department Administrators Assistants regarding the proper use of the Procurement Card. The Program Administrator - Purchasing shall be completely knowledgeable in every aspect of the program and as such shall be responsible for all Cardholders in respect to the proper use of the Procurement Card.

PROGRAM ADMINISTRATOR (FINANCE DEPARTMENT)

The Finance Department shall designate one (1) or more persons as Program Administrators. The Program Administrator – Finance shall be the first point of contact for the Department Administrators Assistants in respect to reconciliation, verification of purchase activities, and/or correct any potential problems in respect to account codes, hierarchy of department account structure, disputes, etc. The Program Administrator - Finance shall be completely knowledgeable in every aspect of the program and as such shall be responsible for the proper training of all Cardholders in understanding and utilizing the reports, statements, reconciliations, etc.

D.SEGREGATION OF DUTIES

To ensure proper internal controls, each department must maintain a separation of duties for the electronic review and approval of all transactions in the P-card program. Cardholder, Department Head and/or Assistant Department Head/Division Manager/First Line Supervisor(s) must approve transactions in the Procurement Card program software. Under no circumstances should the same individual be the reviewer and the approver.

E. RENEWAL OF EXISTING P-CARD

Renewed procurement cards are automatically sent to the Purchasing Department thirty (30) days prior to the expiration date. The Purchasing Department shall notify individuals when cards are available to be picked up.

F. ISSUANCE OF P-CARDS

Cards will be issued in the name of the individual employee and the City of Pharr. Any Department may request a P-Card be issued to a full-time regular employee (who has successfully passed his/her introductory period), who has been selected by the Department Head to perform the duties of procuring goods and/or services for that department in strict compliance with the existing Purchasing Policies and Procedures Manual.

G. CRITERIA TO RECEIVE A P-CARD

- 1) Applicant must be a full-time employee of the City of Pharr, with no less than six (6) months of employment (Under special circumstances this requirement may be waived by the City Manager and/or Deputy City Manager, or their designated representative(s).
- 2) Applicant's request for a P-Card must be approved by his/her Department Head. (Request for P-Card shall be submitted in e-mailing via the application process.)
- 3) Applicant must be assigned to a department Administrator Assistant selected by his/her Department Head.
- 4) Each individual cardholder must sign a Cardholder Agreement (see Attachment "A") in the presence of the Department Head, Assistant Department Head/Division Manager/First Line Supervisor or P-Card Administrator – Purchasing Department.

H. DEPARTMENT HEAD RESPONSIBILITIES

- 1) Ensure that the Cardholder(s) and Department Administrators Assistant (s) comply with the P-Card Policies and Procedures as outlined in the Purchasing Policies and Procedures Manual.
- 2) Responsible to give the City of Pharr assurances that the Cardholder(s) are in strict compliance with these Policies and Procedures.
- 3) Responsible for reviewing/approving transaction activity in the P-Card software, as well as in hard-copy form, ensuring proper support documentation is maintained and turned in to the Finance Department (5 days after the P-card is closed) in an organized and timely manner.
- 4) Responsible to be thoroughly familiar with the program guidelines.
- 5) Responsible for taking disciplinary action when necessary. A copy of the action form shall be submitted to the City Manager and/or Assistant City Manager, as required.
- 6) Responsible for obtaining the P-Card from cardholder upon termination of employment (resignation or termination) and returning the card to the Purchasing Department.
- 7) Responsible for obtaining the P-Card from cardholder upon transfer to other City of Pharr department, and returning the card to the Purchasing Department.
- 8) Responsible to review periodic reporting: monthly, quarterly, semi-annually, and annually for auditing, planning, and efficiency purposes (i.e., recommend item(s)).

I. ASSISTANT DEPARTMENT HEAD/DIVISION MANAGER/FIRST LINE SUPERVISOR RESPONSIBILITIES

- 1) Ensure that the Cardholder(s) comply with the P-Card Policies and Procedures as outlined in the Purchasing Policies and Procedures Manual.
- 2) Responsible to be thoroughly familiar with the program guidelines.
- 3) Responsible for reviewing transaction activity and support documentation.
- 4) In the absence of the Department Head, is responsible for reviewing/approving transaction activity in the P-Card software, as well as in hard-copy form, ensuring proper support documentation is maintained and turned in to the Finance Department (5 days after the P-card is closed) in an organized and timely manner.
- 5) Responsible to review periodic reporting: monthly, quarterly, semi-annually, and annually for auditing, planning, and efficiency purposes (i.e., recommend item(s)).

J. CARDHOLDER RESPONSIBILITIES

- 1) Responsible to ensure that products and/or services are procured in strict compliance with the Purchasing Policies and Procedures Manual.
- 2) Ensure the P-Card is used for legitimate City business purposes.
- 3) Ensure that Insurance Requirements are met before services are rendered.
- 4) Responsible to ensure that products and/or services being procured have been delivered and are accounted for.
- 5) Always maintain the P-Card in a secure location.
- 6) Must not allow other individuals to use their P-Card.
- 7) Must use the P-Card within its purchase limits and restrictions.
- 8) Receive and inspect all ordered materials and/or services for discrepancies.
- 9) Obtain, sign, and reconcile all receipts against corresponding weekly report.
- 10) Must match receipts to appropriate transaction(s), indicating proper charge-to account for expenses.
- 11) Must upload scanned receipts to P-Card software and check-off transaction approval noting price quotes obtained, charge-to account(s), etc.
- 12) Submit reconciled weekly report to Department Administrator Assistants along with receipts, in an organized manner. If receipts are not submitted, justification memo must accompany weekly report.
- 13) Must never accept cash, gift cards, or gift certificates in lieu of credit to the P-Card.
- 14) Ensure that Sales Taxes are not charged (cardholder is responsible for obtaining City reimbursement of sales tax)
- 15) Immediately notify to the Purchasing Department and bank institution of a lost or stolen P-Card.
- 16) Attempt to resolve disputes or billing errors, if any, with the vendor. The Finance Department must be notified of all disputes. All documentation concerning the disputed items will be turned in to the Finance Department as soon as possible. Finance will follow dispute procedures.
- 17) Report any erroneous transactions to the Purchasing Department.
- 18) Report/notify fraudulent activity to Purchasing Department.
- 19) Report lost or stolen cards to the Purchasing Department and Bank on record.
- 20) Must return P-Card to Department Administrator Assistants upon transfer to another department.
- 21) Must return P-Card to the Purchasing Department upon resignation/termination of employment.
- 22) Must request a "new card" and turn-in "existing" P-Card if legal name changes. (i.e.: marriage, divorce, etc.).
- 23) Cardholder must mark reviewed for each transaction at least weekly thus indicating the transaction is valid.
- 24) Save all sale(s) receipts, credit-memos, and pertinent documentation.

- 25) 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, details of the purchase must be attached via memorandum (with Department Head signature). 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 may result in disciplinary action.
- 26) The Cardholder is responsible for obtaining a credit memo from a supplier, when the merchandise that was purchased with the City P-Card is returned to the supplier. The credited amount will be applied to the cardholder's account. Cash refunds are prohibited.
- 27) Responsible to review periodic reporting: monthly, quarterly, semi-annually, and annually for auditing, planning, and efficiency purposes.

K. DEPARTMENT ADMINISTRATIVE ASSISTANTS RESPONSIBILITIES

- 1) Coordinate meeting with card holders within the department for reconciling receipts against weekly reports.
- 2) Ensure that all complete and reconciled weekly reports are submitted monthly to the Finance Department for review and reconciliation by scheduled due date.
- 3) Responsible for verifying and/or changing accounting codes for all transactions, when necessary, on the weekly Department reports prior to the cut-off date established by the P-Card Program Administrator (Finance)
- 4) Must notify P-Card Program Administrator (Purchasing Department) of any purchase violations, lost or stolen cards.
- 5) Must advise P-Card Program Administrator (Purchasing Department) to cancel a Cardholder's card (i.e., department transfer, loss of P-Card privileges due to misuse/violations, etc.) with the approval of the Department Head.
- 6) Responsible for collecting and turning in "canceled procurement cards" to the P-Card Program Administrator (Purchasing Department).

L. PROGRAM ADMINISTRATOR RESPONSIBILITIES (PURCHASING DEPARTMENT)

- 1) Responsible for Policy interpretations and/or clarifications.
- 2) Review P-Card applications turned in by the Departments for completeness of required information.
- 3) Approve application(s), request new, renewal, or replacement P-Card(s), and disburse upon receipt.
- 4) Responsible for training, as to the proper use of the P-Card, Department Administrative Assistants and Cardholder(s) before releasing P-Cards.
- 5) Responsible for having all Cardholders sign the Cardholder Agreement(s) signifying agreement with the terms of the P-Card Program.

- 6) Responsible for securing all canceled P-Cards and advising Bank (electronically).
- 7) Responsible for updating P-Card system, assigning access and removing users as necessary.
- 8) Responsible to maintaining P-Card Policies and Procedures updated.

M. PROGRAM ADMINISTRATOR FINANCE DEPARTMENT RESPONSIBILITIES

- 1) Responsible for the training of all Department Administrator Assistants and Cardholders in the proper way of reconciling and properly coding all transactions against weekly reports.
- 2) Understanding the electronic media that the City will use to communicate with the contracted Bank. Be familiar with all report formats to be used with the program.
- 3) Responsible for reconciling weekly transactions totals to Bank statement.
- 4) Responsible for advising of cut-off date for approvals and/or changes to default account code changes.
- 5) Notify the department when approved monthly department statements are not received. Responsible for preparing bill for payment to the Bank on contract.
- 6) Responsible for reconciling the hard copy of the bank's bill against the bank's electronic file and to the transaction totals posted to the City's Financial Management system.
- 7) Responsible for establishing hierarchy of department account code structure.
- 8) Responsible for providing charge to chart of accounts for each respective department.
- 9) Keep all necessary documentation in respect to all transactions for audits by the internal and external auditors.
- 10) Report P-Card misuse to the Finance Director and cc to the Purchasing Department

N. PROHIBITED USES OF PROCUREMENT CARD

The below may result in Disciplinary Action (City Manager and/or Assistant City Manager can only waive any of these prohibited uses).

- 1) The P-Card is used for personal or unauthorized purposes.
- 2) The Cardholder receives cash, gift cards, or certificates in lieu of credit.
- 3) The Cardholder purchases gift cards without proper written approval unless approved, in writing, by the City Manager and/or Assistant City Manager.
- 4) The Cardholder purchases gifts for employees.
- 5) The Cardholder allows the card to be used by another individual for valid purchases.
- 6) The Cardholder splits a purchase to circumvent the card limits.
- 7) The Cardholder uses another Cardholder's card to circumvent the authorized purchase limits assigned to either the Cardholder or the limitations of the Card.

- 8) The Cardholder fails to ensure the receipt of products and/or services procured with their card have been delivered and are accounted for.
- 9) The Cardholder refuses and/or fails to provide Department Administrator Assistant with required receipts.
- 10) The Cardholder refuses and/or fails to provide information about any specific purchase.
- 11) Sponsorship(s)/donation(s) are prohibited.

O. DISCIPLINARY ACTION

Disciplinary actions shall be in conjunction with the Personnel Policy Manual.

P. P-CARD SAFEGUARDING PRACTICES

It is the cardholder(s) responsibility to safeguard the P-Card.

Tips to Safeguarding the P-Card:

- Keep a record of your account number, expiration date and phone number to report fraud in a secure place.
- Do not allow anyone to use the card on your behalf.
- Do not give your account number to anyone over the phone unless you've confirmed they are a reliable source. If you've never done business before with an entity, conduct an on-line research prior to making a transaction.
- During a transaction, keep your eye on the card and ensure you get it back before you walk away.
- Keep the P-card in a safe place and only carry it with you when you need it.
- Draw a line through any blank spaces on the receipt.
- Reconcile all receipts.

Q. P-CARD EMPLOYEE AGREEMENT (ATTACHMENT "A")



PROCUREMENT CARD EMPLOYEE AGREEMENT

The City of Pharr is allowing you the privilege of being assigned a Procurement Card. This privilege represents trust in you as a responsible agent of the City capable of protecting the City's assets.

I, {type name} _____, Employee # _____ on this the ____ day of _____, 20__, as a cardholder, agree to comply with the terms and conditions of this Agreement, Procurement Card Policies and Procedures as well as the Purchasing and Contracting Policies and Procedures. I understand that the Procurement Card limit per transaction shall be \$2,000.00 or less. I also understand that I am not to split any transaction(s) in an attempt to circumvent the single transaction limit. I also understand that all transactions with a potential of exceeding \$2,000.00 must be submitted to the Purchasing Department on a Purchase Requisition.

I acknowledge that I have received orientation in respect to the Purchasing Department Policies and Procedures and the Procurement Card Policies and Procedures.

I acknowledge that I have received training in the proper use of the Procurement Card.

I acknowledge that the Procurement Card will not affect my personal credit rating.

I acknowledge that the City of Pharr may terminate my right to use this card at any time for any reason.

I further acknowledge that I understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize the City of Pharr to deduct from my salary an amount equal to the total of the discrepancy. I also allow the City of Pharr to collect any amounts owed by me even if the City of Pharr no longer employs me.

I agree to return the card to the City of Pharr immediately upon request or upon termination of employment.

I acknowledge receipt of said Agreement and confirm, by my original signature below, that I am in full understanding of all requirements, term and conditions, in respect to the Procurement Card Program.

Cardholder:

Procurement Card Administrator

Signature: _____

Signature: _____

Type Name: _____

Name: _____
Purchasing Director

Department: _____

Date: _____

R. APPLICATION FORM FOR A PROCUREMENT CARD (ATTACHMENT "B")



Purchasing Department
APPLICATION FORM FOR A P-CARD

THIS FORM REQUIRES A SIGNATURE BY RESPECTIVE DEPARTMENT HEAD. THIS APPLICATION FORM MUST BE PROPERLY FILLED OUT TO ITS ENTIRETY. EACH APPLICATION FORM SHOULD REFLECT ONLY (1) ONE EMPLOYEE PER FORM (SELECTED BY THE DEPARTMENT HEAD). INCOMPLETE FORMS OR FORMS SUBMITTED WITHOUT DEPARTMENT HEAD SIGNATURE ARE VOID AND SHALL BE DISCARDED. SELECTED EMPLOYEE MUST BE A FULL-TIME REGULAR EMPLOYEE (EMPLOYED FOR AT LEAST 6 MONTHS). **(ALL FORMS ARE TO BE SUBMITTED ELECTRONICALLY).**

DATE: _____

Name of Employee designated as Department Cardholder (type): _____

Employee #: _____

Employee's Position/Title: _____

Department/Division: _____

Dept./Div. Acct #: _____

Employee's length of employment months/years: _____

Phone #: _____

Employee Signature: _____

Date: _____

Employee Email: _____

Department Information:

Department Submitting Request: _____

Department Name (Type) _____

Department Telephone Number: _____

Name of Department Head submitting application: _____

Department Head Name (Type) _____

Department Head's signature: _____

Date: _____

Purchasing Department Use Only

Monthly P-Card Limit:

Director: ☐ \$10,000

Asst. Director: ☐ \$5,000

Other: ☐ \$2,500

Specify Other

Amount \$ _____

Date Received: _____

Entered Card Request: _____

Card Number Assigned: _____

Date Card Received: _____

Processed By: _____

Card-Holder Signature: _____

Date Card P/U: _____

CHAPTER VII. PURCHASE ORDER PROCESS

The Purchasing Department requires that Department(s) follow the Purchase Order process. All expenses to the City of Pharr should be accompanied by a "P-Card transaction" or a "Purchase Order". Purchase Orders are issued by the Purchasing Department after the electronic approvals of the Requisition accompanied by support documents are approved and converted to Purchase Order(s). All Requisitions require electronic approval by the Department Head and the Finance Director or his/her designated representative. All Requisitions over \$2,000.01 will require the Purchasing Department Head's approval. If expense is going to exceed \$25,000.01, Requisition will require the Deputy City Manager's approval. If expense is going to exceed \$50,000.01, Requisition will require City Commission's approval.

A. REQUEST FOR PURCHASE FORM (REQUISITION)

The Request for Purchase (Requisition) form is initiated by the department. The department is responsible for entering a purchase requisition in the City's Financial Management System. Before requesting the purchase, the department is responsible to ensure that budgeted funds are available. All requisitions must include information as called for on the form in addition to support documentation (i.e., quotes, requisition form in pdf format). Requisition must be submitted electronically by uploading the form through the City of Pharr's Financial Management System (requisition will go through an electronic approval process).

B. PURCHASE ORDER

The Purchase Order (PO) form is centralized and issued by the Purchasing Department. Once a requisition is reviewed and approved by the Purchasing Department, a Purchase Order Number will be issued. The Purchase Order document will be forwarded to the Requesting Department for ordering purposes. On projects solicited by the Purchasing Department, the Purchase Order document will be forwarded to the vendor by Purchasing staff for commitment purposes (vendor shall be instructed to coordinate delivery of goods/services with the requesting department(s)).

C. 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 Accounts Payable 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
- Correct item(s)
- Correct quantities
- Correct PO number on the packing slip and/or invoice(s)
- Checking for damaged or defective goods

- Receiving Complete Orders (sign and date the packing slip and attach the packing slip to the signed invoice(s) and signed PO).
- Receiving Partial Orders (sign and date the partial packing slip, attach the signed and dated invoice(s) make a copy of the P.O. and cross out any items that are not received, sign and date the PO and submit to Accounts Payable for partial payment).

Non-Compliant Deliveries:

- Non-Compliant Deliveries: All supplies, materials, and/or equipment received (on projects exceeding \$50,000.01) that are not in compliance with the contract, should be reported to the Purchasing Department in writing as soon as possible. All relevant documentation should be retained by the department. The Purchasing Department will notify the vendor and prescribe corrective action. Departments are responsible to communicate with vendor(s) regarding non-compliance for purchases less than \$50,000.00.
- Shortages, Damages, or Overages: Requesting departments should inspect items received on purchase orders promptly after receipt. If a shortage in items ordered or damage to items received is discovered, the department representative should contact the vendor immediately. If an overage in items is received, a determination of whether to keep overages of shipment and/or arrangements are to be made with the vendor to return over shipment. (return authorization voucher and credit-memo(s) are to be obtained)
 - Damage: Damaged freight should always be reported to the freight line, within the same day of the delivery, if possible. Types of damage:
 - Visible damage - If freight is visibly damaged, receiving personnel should instruct the freight line driver to note the damage on the freight bill and sign the freight bill.
 - Concealed damage - If there has been concealed damage, save the shipping cartons. Notify the freight line and request an "inspection report of concealed damage." The receiving report should note the damage also.
- Packing Materials - All boxes and packing materials should be kept in the event of visible or concealed damage freight shipments.
- Returns: Damaged supplies, equipment, and/or materials should not be returned to the freight line, or the vendor. If the vendor requests return of the items, the Purchasing Department should be notified. The items should be returned after determining that a claim has been filed, and that authorization has been given by the vendor (return authorization voucher) and /or the Purchasing Department.

D. PURCHASE ORDER PAYMENT PROCESS

The timely processing of payments to vendors is addressed in Government Code, Chapter 2251 Prompt Payment Act which sets out:

- Required deadlines for payment to vendors;
- Requirements for vendors' payments to their subcontractors;

- Penalties for failure to comply with the Act; and
- Exceptions to the Act.

The law requires that the City pay all payments owed not later than thirty (30) days after the goods or services are received or the date that the invoice is received, whichever is later. It 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 thirty (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.

Receiving Complete Orders (sign and date the packing slip, attach the packing slip to the original signed and dated PO, attach the signed and dated invoice, and submit paperwork to Accounts Payable for payment processing).

Receiving Partial Orders (make a copy of the original PO and cross-out any items that are not received, sign and date the partial packing slip, attach the signed and dated invoice, and submit paperwork to Accounts Payable for processing). The original PO will be submitted for the final payment of the PO.

Department Heads must sign and date all invoices being submitted for payment. Department Heads must sign, and date all PO's being submitted for partial and/or complete delivery payment.

E. 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 received must be date stamped and initialed by the recipient.
- All invoices should reflect a distinct invoice number.
- All invoices should reflect the purchase order number.
- All invoices must be sent directly to the Accounts Payable Division where they are held until the PO receiving or partial (copy of original) has been processed.
- All invoices received by departments should be forwarded immediately to the Accounts Payable Division for prompt payment and to avoid interest penalty. Vendors should be notified that all future invoices are to be sent directly to the City of Pharr, Finance Department, Accounts Payable Division, 118 S. Cage Blvd., (2nd Floor), Pharr, TX 78577 (Telephone: 956-402-4150).
- 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

F. CONSTRUCTION PAY APPLICATION

An application for payment is a construction document that outlines how a contractor will be paid. A Requisition and a Purchase Order is issued for construction and demolition related projects. They are typically accompanied by a "Schedule of Values" which outlines in detail the services and materials to be used in accordance with the executed contract agreement. This document is usually presented as a list and includes the description, unit price, unit of measure, and quantity of each item being furnished. Construction pay applications must be reviewed by and signed by the Contractor's authorized representative, this document must be notarized before it can be processed for payment. If the City contracted a "consultant" for the project, the "consultant" must review and approve the "Pay Application" checking for accuracy. All construction related "Pay Applications" must be turned in to the City Engineer for review and approval by signature. Additional signors are required before payment can be released, these approvers are: City Manager, Deputy City Manager, Purchasing Director, and Finance Director. The City of Pharr has a standard Pay Application template which is provided to contractors to facilitate the payment process.

G. PROFESSIONAL SERVICES PAY APPLICATION

Consultants typically use their own formatted invoice to bill the City of Pharr for Professional Services. A Requisition and a Purchase Order is issued for consulting and professional services. Invoices for consulting and professional services must coincide with the contract agreement, this document typically outlines the tasks and/or milestones including the description, unit price, unit of measure and/or lump-sum amounts. These types of Pay Application must be reviewed and signed by the consultants authorized representative. All professional services pay applications for engineers and/or architects must be turned in to the City Engineer for review and approval by signature. Additional signors may be required before payment can be released, these approvers are: City Manager, Deputy City Manager, Purchasing Director, and Finance Director.

The City of Pharr has a standard Pay Application template which is provided to consultants to facilitate the payment process.

CHAPTER VIII. SOLICITATION PROCESS

The solicitation process is the documentation of the City's purchasing representative's attempt to purchase quality items and/or services at the best possible price available and or best value.

A. INFORMAL (UP TO \$2,000.00)

The requesting department may ask the vendor(s) to provide a verbal/written/electronic quote for the item(s) being purchased. Quotes may be documented on a Purchase Request form.

B. INFORMAL (BETWEEN \$2,000.01 - \$25,000.00)

The requesting department shall obtain (3) written or electronic quotes from vendors or (1) written or electronic quote from a Cooperative vendor. A Purchase Request form (Requisition) must be submitted to the Purchasing Department along with supporting documents (quotes).

C. INFORMAL (BETWEEN \$25,000.01 - \$50,000.00)

Solicitations for these purchases shall be managed by the Purchasing Department. The requesting department shall submit a Request for Availability of Funds form (RFAOFF) along with semi-formal technical specifications to the Purchasing Department for review and solicitation purposes. The Purchasing Department will then prepare a solicitation document (based on the type of procurement) using the City's Online Procurement software. Once responses are obtained, they will be tabulated and sent to the department for review and recommendation. Departments shall be required to provide a written recommendation to the Purchasing Department for review and approval. Note: Depending on the type of purchase, City Commission approval may be required. A Purchase Request form (Requisition) must be submitted to the Purchasing Department in hardcopy form and electronically through the City's Financial Management System for further processing.

D. FORMAL (GREATER THAN \$50,000.01)

Solicitations for these purchases shall be managed by the Purchasing Department. The requesting department must seek the City Commission's approval to advertise. The requesting department shall submit a Request for Availability of Funds form (RFAOFF) along with formal solicitation specifications, requirements, and technical specifications to the Purchasing Department for review and solicitation purposes. The Purchasing Department will then prepare a solicitation document (based on the type of procurement). The Purchasing Department shall utilize the City's Online Procurement software to post the project, send out notifications/invitations. Once responses are obtained, they will be tabulated and sent to the department for review and recommendation. Departments shall be required to provide a written recommendation to the Purchasing Department for review and approval. A Purchase Request form (Requisition) must be submitted to the Purchasing Department in hardcopy form and electronically through the City's Financial Management System for further processing.

Below is a more detailed description of the Formal Solicitation process:

E. REQUIREMENTS UNDER STATE LAW

The Texas Local Government Code requires that before a municipality may enter into a contract that requires an expenditure of more than \$50,000.00 from one or more municipal funds, the municipality must comply with the procedure prescribed by Chapter 252.021 for competitive sealed bidding or competitive sealed proposals.

F. ADVERTISING AND ADVERTISING TIME REQUIREMENTS

Authorization to post/advertise a solicitation must be obtained from the City Commission. Texas Local Government Code 252.041 requires that the solicitation be advertised publicly with notice of the time and place at which the bids will be publicly opened and read aloud. The public notice must be published at least once a week for two (2) consecutive weeks in a newspaper published in the municipality that is listed as the City's paper of record (Advance News). The date of the first publication must be before the 14th day before the date set to publicly open the bids and read them aloud. In addition to the paper of record, the City, at its option, may also advertise online and with other publications and/or organizations. In addition, the advertisement for competitive sealed bids and the advertisement for competitive sealed proposals shall be handled in the same manner.

G. BID SPECIFICATIONS AND DEPARTMENT REQUISITIONS

All solicitations for competitive sealed bids and/or competitive sealed proposals must include a set of complete and detailed specification requirements of the item(s) and/or services to be purchased.

The creation of the solicitation requirements is the sole responsibility of the requesting department. The Purchasing Department will assist the requesting department in any way necessary but will not be responsible for the final content of the solicitation document(s). The Purchasing Department shall be responsible for all remaining sections of the solicitation document including bid/proposal form, terms, conditions, and document requirements including any legal terminology required by law.

Vendors can be consulted as a source for technical specifications and/or pictured literature information as long as they are advised that a formal sealed bid/proposal process will be used, and the vendor cannot be treated with any type of favoritism. Solicitation documents and/or specifications used by other governmental entities or sources is also acceptable, and therefore, can be contacted if needed for assistance. In addition, the Purchasing Department can be contacted as a resource for providing assistance with regards to previously used specifications or research guidance.

To assure fair and competitive bids/proposals, brand names should not be used in specifications unless it is made clear to each bidder/respondent 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 to or better than the specifications listed in the solicitation document. 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. Brand names can also be specified, when there are multiple dealers and/or distributors that can bid the brand being specified.

An approved Request for Availability of Funds (RFAOFF) form and Request for Purchase (Requisition) form must be submitted to the Purchasing Department for all formal solicitation for bids/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 Policies and Procedures Manual. Without the authorized approvals indicating sufficient funds are available, the Purchasing Department will not proceed with the solicitation process. Any unbudgeted solicitations shall require the City Manager(s) written approval.

H. BID PREPARATION AND ADMINISTRATION

All solicitation documents for competitive sealed bids and/or competitive sealed proposals will be preliminarily prepared by the requesting department and sent to the Purchasing Department for posting. All projects that involve engineering and architectural design services shall be channeled through the City Engineer. The City Engineer shall be responsible to provide all necessary solicitation documents to the Purchasing Department.

I. The Purchasing Department is responsible for coordinating all dates for advertisements, Pre-bid Conferences, Pre-proposal Conferences, Bid Opening dates, Proposal Opening dates, and deadline dates. The Purchasing Department is responsible for posting solicitation documents, sending out solicitation invitations, and posting any related addendums on the City's bidding portal (website). On formal solicitations, a project number will be assigned. The Purchasing Director or his/her designee or the designee assigned to the project will be responsible for the bid/proposal opening and reading of the bids/proposals received (If a deadline date is set, no formal reading will take place). Once a complete audit and bid tabulation is completed by the Purchasing Department, the tabulation along with a Memo requesting a Department recommendation will be sent out too the requesting Department. All bids/ Proposals responses shall be available on the City's bidding portal (website) for review by the requesting department. When all bids/proposals have been reviewed, the requesting department will be responsible for submitting to the Purchasing Department, a written recommendation for award of contract, along with background wording to be included inthe agenda packet to the City Commission. The requesting department is responsible to prepare the agenda item in civic clerk for review and concurrence by the Purchasing Department. The Purchasing Department may provide guidance as necessary. Pre-Bid / Pre Prosopal procedures:

- 1) The Purchasing Director or his/her designee or the designee assigned to the project shall conduct the pre-bid / pre-proposal conference.
- 2) The requesting Department Head or his/her designee is required to attend the meeting. The department representative shall be knowledgeable of the solicitation documents and shall be prepared to answer all questions that pertain to the specifications.
- 3) If a contracted consultant is involved with the project, they are required to have representation available at the pre-bid / pre-proposal conference. Depending on the project at hand the consultant may be asked to take lead. If an Addendum is necessary, consultant is responsible to draft the Addendum for review and concurrence by the City.

- 4) Typically, these meeting(s) are informal by nature, held to allow any interested concerns to ask any questions regarding the project at hand. Formal changes are sent out via an Addendum. Addendum(s) are posted on the City's Bidding Portal (website)
- 5) Attendees are asked to introduce themselves and a sign-in sheet is passed around.
- 6) A general overview of the project is given, the documents are outlined, and the floor is opened for questions. Attendees are asked to post their questions on the City's Bidding Portal (website) for an informal response. Formal changes to solicitation documents are released through issuance of an Addendum.

J. "SINGLE BID POLICY" (APPLICABLE TO BID/PROPOSAL/STATEMENT OF QUALIFICATION)

It shall be the City of Pharr's "Single Bid Policy" that upon receipt of a "Single" bid, proposal, or statement of qualification submittal to automatically reject and reschedule solicitation dates. If the second time the City solicits for the same project, we receive for a second time a "Single" bid, proposal, or statement of qualification the Purchasing Department shall open, tabulate, and consider the response for possible award of contract.

If the Requesting Department(s) has/have an urgent need for the project, the Department Head may visit with the City Manager providing his/her justification and request the City Manager's authorization to open, tabulate, and consider the "Single" bid, proposal or statement of Qualification. The City Manager may or may not elect to present the "Single" bid to the City Commission at their regularly scheduled meeting for this determination. If the City Manager elects to present the "Single" bid, proposal or statement of qualification response to the City Commission, the submittal shall be opened, and consideration may be given to award a contract at their level (on the same date) or the Commission may direct staff to review and present a recommendation in a subsequent meeting.

K. BID/PROPOSAL OPENING PROCEDURES

Receiving competitive sealed bids and proposals must be done properly in order to ensure that no possibility of favoritism or even the appearance of favoritism exists.

Each bid or proposal must be turned in to the Purchasing Department in a sealed envelope, with the bid/proposal project identification number noted on the outside of the envelope/box. Only one bid/proposal should be submitted per envelope. If more than one bid/proposal is to be submitted, it is required that the vendor/respondent use separate envelopes for each one. The bid/proposal envelope/box should also bear the name of the respondent and the title of the project on the outside of the envelope/box. Upon receipt from the City the bid/proposal envelope/box should be initialed by recipient, time, and date stamped in the designated office as soon as it is received. The bid/proposal envelope should then be filed unopened together with the other bids/proposals for the same project number.

- 1) Bids/proposals are opened on the date and at the hour specified at the place named in the invitation published or as may be changed through formal Addendum. At specified

bid/proposal closing time, a password-enabled employee in the Purchasing Department will open (unlock) the bids/proposals, a preliminary bid/proposal tabulation will be displayed electronically. The Purchasing Department staff shall download and print all bids/proposals and the bid/proposal tabulation summary assembled by City's service provider or purchasing staff. The printing of all bids/proposal shall occur in a controlled environment in the Purchasing Department. A bid/proposal submitted non-electronically within the bidding period will be considered as per the bid and proposal document terms and conditions. Vendors and the public are invited and encouraged to attend the bid/proposal opening. In case no observers attend the bid/proposal opening, the Purchasing Department always extends the invitation to the requesting department to send a member of their staff to witness the opening.

In order to establish a standardized format of bid/proposal openings the following procedures should be followed:

- 1) The Purchasing Director or his/her designee or the designee assigned shall conduct the bid/proposal opening(s). If a contracted consultant is involved with the project, they may be asked to conduct the bid/proposal opening(s).
- 2) In addition to the Purchasing Director or his/her representative, there will be at least one (1) other City employee from the requesting department.
- 3) All attendee(s) are asked to sign-in.
- 4) Purchasing staff will then open and read aloud all bid/proposal responses received by closing time and date to any interested parties present at the bid/proposal opening (Company names shall be read for proposals or statements of qualifications).
- 5) The recorder will document all information that is read at the bid/proposal opening and will confirm by tabulating all responses completely and truthfully.
- 6) At bid/proposal openings, the requesting department representative will act as the witness that all bids/proposals were read.
- 7) After award by City Commission, the City will post award tabulation on the Bidding Portal (website)

L. BID RECOMMENDATIONS AND STATE LAW REGARDING BID AWARDS

The requesting department is primarily/solely responsible for reviewing the respondents' offer(s). Requesting department is responsible to review all submittals, specifications offered in each bid/proposal to ensure the specifications/submittals meet the bid/proposal requirements. The requesting department must provide a review of any bid/proposal that did not meet the specifications. If recommending other than the low bid, the requesting department must provide written justification for their recommendation.

If the competitive sealed bidding requirement applies to the contract for goods or services, the bid/proposal offered meets the specifications requested, the recommendation may then be made based on the procedures set out in the State of Texas Local Government Code Chapter 252, Sub Chapter C, 252.043. Under this chapter entitled Award of Contract, the City may award the contract based on:

Sub-section (a) If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or the bidder who provides goods or services at the best value for the municipality.

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 (g) A bid that has been opened may not be changed for the purpose of correcting an error in the bid price. This chapter does not change the common law right of a bidder to withdraw a bid due to a material mistake in the bid.

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.

M. COMPETITIVE SEALED PROPOSALS

Municipalities may use the Competitive Sealed Proposal procedure for high technology procurements set forth in Local Government Code 252.021 (b). 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 Proposal(s) solicitation documents must solicit proposals and must specify the relative importance of price and other evaluation factors. Evaluation factors and point scheme must be incorporated into the solicitation document. The City may hold discussions with respondents who submit proposals and are determined to be responsibly qualified for the award of the contract. Each respondent 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 recommendation is to be made to the City Commission for final award (formal solicitations). 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.

N. PROJECT NUMBER SEQUENCES

Prior to 2018 the bid/project number consisted of four (4) sections totaling 13 digits. The first section consisted of four digits indicating the fiscal year. The second section consisted of two digits indicating the fund. The third section consisted of three digits identifying the requesting department's departmental account number. The last section consisted of the number of bids the City as a whole has managed throughout the fiscal year. The City Clerk's office was responsible for assigning the bid/project number to the requesting department.

The Purchasing Department is now responsible for assigning bid/project number(s).

Project numbers shall be assigned in the following manner, the first section four digits Fiscal Year i.e.: 2021. Second section two digits Fund i.e.: 01. Third section is the Department Number ie:517. The four section is the type of Project and sequence i.e.: P-Purchase, S-Service, SP-Supply, C-Construction, IPQ- Informal Price Quote. Last section is the number of invitations sent. Example 1819-01-C001-115 which represents FY18-19, bids opened in January of 2019, this is the 1st construction project in fiscal year 18-19 and 115 invitations were sent out.

O. BID/PROPOSAL DISCREPANCIES AND DISQUALIFICATIONS (TECHNICALITY)

There are several reasons that require a bid/proposal to be disqualified. These reasons are as follows:

- 1) Any bid/proposal received that is not signed by an authorized company representative.

- 2) Any bid/proposal received that did not return required information such as addendum(s), contractors' statement of qualifications, or required certifications. This requirement may be waived as a technicality but must be approved, in writing, by the City Manager and City Attorney's office.

P. BID DISCREPANCIES AND DISQUALIFICATIONS (NON-RESPONSIVE)

- 1) Any bid/proposal received that did not return required information such as a bid/proposal bond.
- 2) Late bid/proposal or request for statement of qualifications.
- 3) Any bid/proposal with a mathematical discrepancy.
- 4) Bids/proposals where prices are conditional on award of another bid, bids/proposals subject to minimum order quantities, or when prices are subject to unlimited escalation or "all or none" clauses. If allowed by the specification, prices may be subject to escalation based on an independent wholesale or specified published index. (e.g., for oil and gas products, the net terminal price or current Oil Price Information Service index.)

Q. REJECTION OF BIDS, PROPOSALS, AND/OR STATEMENTS OF QUALIFICATIONS

The City of Pharr reserves the right to refuse and reject any or all bids, proposals, and/or statements of qualification, with or without cause, to waive any or all formalities, or technicalities, and to accept the bid, proposal, and/or statement of qualification to be the best and most advantageous to the City.

The City Commission may "Reject" of all bids, proposals, and/or statements of qualification for projects in excess of \$50,000.01. The City Commission may delegate the "Rejection" of all bids, proposals, and/or statements of qualification to the Purchasing Agent for projects less than \$50,000.00.

R. AGENDA REQUIREMENT RESPONSIBILITIES (ALL CAPITAL PURCHASES/PROJECTS)

All capital outlay item(s)/capital asset(s) to be purchased by the City must be submitted to the City Commission for approval. During the budget process, all capital item(s)/capital assets are budgeted and approved by the City Commission during the budget approval process. Any capital item(s)/capital asset(s) needed after the adopted budget process must be submitted to the City Commission (budget amendment process) for approval after ensuring adequate funds are available. Approval/adoption of the budget does not authorize or establish contract(s), agreement(s), or automatic contract extensions. Expenses exceeding \$50,000.01 require City Commission action. The City Commission must approve, in advance, all capital expenditures for \$50,000.01 or more if the City Administration proposes to award the bid to other than the low bidder meeting specifications.

Any commitment(s), regardless of dollar amount, which require(s) a signed agreement, must be presented to the City Commission for official approval (City Attorney must pre-approve draft agreement).

S. BID/PROPOSAL TABULATIONS

Bid/Proposal tabulations shall be posted on the City's Bidding Portal (website). Award information shall be posted on the City's Bidding Portal (website).

T. RELEASE OF BID/PROPOSAL INFORMATION

All requests for historic information concerning a bid/proposal solicitation, specification requirements or other matters relating to bids/proposals of the City can only be conveyed via an open records request and should be made through the City Clerk's Office PIR process. All open records request forms are to be kept and filed in a manner that makes retrieval of the information that was requested and the information that was returned easily accessible.

U. 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/proposal solicitation/specifications, bidders/respondents may be required to provide the City with surety bonds guaranteeing successful completion of the contract. There are three (3) types of surety bonds commonly used with City contracts; the bid/proposal bond, performance bond, and the payment bond. A surety is a firm (usually an insurance company) that will guarantee that the bidder/respondent will perform as defined by the specifications. The City will only accept corporate sureties as bonding entities. Only Surety Companies licensed to operate in the State of Texas shall be acceptable. Personal sureties are unacceptable.

V. BID BOND/PAYMENT BOND/PERFORMANCE BOND

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

The City of Pharr shall require a five percent (5%) bid/proposal bond on projects for which the City solicits competitive sealed bids and/or proposals in order to deter the receiving of frivolous bids/proposals and to assure the City that the recommended bidder/respondent will enter into a contract with the City if tendered and shall comply with all specifications and/or delivery dates.

Construction Contracts (Heavy and Highway, Above-Surface Structures):

The City of Pharr shall require a five (5%) percent bid/proposal bond on all construction contracts that equal to or exceed \$50,000.01. All bid/proposal bonds for construction project(s) shall be in the form of a Cashier's Check or a Surety Bond issued by a Surety Company licensed to operate in the State of Texas. Original Bid/Proposal bond(s) must be submitted with the bid/proposal response. The City reserves the right to require five (5%) percent bid/proposal bonds on constructions projects under \$50,000.00, but more than \$25,000.00. Bid/Proposal bonds shall be returned to all unsuccessful bidders/respondents. Bid/Proposal bond shall be returned to successful bidder/respondent upon execution of a contract.

Procurement of Rolling Stock

The City of Pharr shall require a five percent (5%) bid/proposal bond to be submitted within ten (10) working days after official award of Purchase Contract for all Procurement(s) of Rolling Stock over \$50,000.01. All bid/proposal bonds provided to the City of Pharr shall be in the form of a Cashier's Check or a Surety Bond issued by a Surety Company licensed to operate in the State of Texas. No other forms of bid/proposal bonds shall be accepted. Bid/Proposal bond requirements shall not apply to Cooperative Contract purchases. Upon complete performance of contract, bid/proposal bond shall be returned to vendor(s).

Procurement of Equipment or High Technology Procurement(s)

The City of Pharr shall require a five percent (5%) bid/proposal bond on all High Technology procurement contracts that equal to or exceed \$50,000.01. All bid/proposal bonds provided to the City of Pharr shall be in the form of a Cashier's Check or a Surety Bond issued by a Surety Company licensed to operate in the State of Texas; bond must be submitted with the bid/proposal. No other forms of bid/proposal bonds shall be accepted. Bid/proposal bond requirements shall not apply to Cooperative Contract purchases. Upon complete performance of contract, bid/proposal bond shall be returned to vendor(s).

Procurement of Professional Services, Service Contracts, Supply Contracts, and some Construction related Services

The City of Pharr shall **not** require five percent (5%) bid bonds for Procurement of Professional Services, Service Contracts, Supply Contracts, and some Construction related Services such as: Janitorial Services, Uniform Cleaning Services, Weedy Lot Mowing, Various Types of Concrete Work, Striping Contracts, Flat Tire Repair, Supply Contracts for the Purchase of Tires, Janitorial Products, Traffic Control Products, Safety Boots, etc., as these items and/or services are typically ordered, purchased, and paid for on an "as needed" basis.

Special Circumstances:

The City of Pharr reserves the right to require bid/proposal bond(s) in amounts greater than five percent (5%) and/or to designate a specific dollar amount as a bid/proposal bond for projects not specifically outlined above (i.e., Fire Apparatus, Concessionaire Contracts, Revenue Generating Contracts, Sales Contracts, etc.)

Bid/Proposal bonds are issued by a Surety financially guaranteeing that the successful bidder/respondent will enter into an agreement with the City to perform the project or provide the service(s) as defined by the specifications/solicitation document(s). The City requires that the bid/proposal bond be accompanied with an appropriately completed "Power of Attorney" executing the bid/proposal bond for the bidder/respondent. As an alternative, the City may accept a cashier's check, with the City named as payee, to be held in escrow until the successful bidder signs and enters into the City's contract (in the case of a construction contract). In the case of Purchase, Sales, or other types of contracts the bid/proposal bond may be held until complete delivery and/or performance of the project is completed.

BID BOND AMOUNT: Typically, the bid/proposal bond (or cashier's check) is five percent (5%) of the total amount bid/proposed.

PUBLIC WORK CONTRACT: Is defined in Texas Government Code 2253 it is generally understood to mean a contract for constructing, altering, or repairing a public building or carrying out or completing any public work i.e.: 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.

BONDING

By State Statute, any person, persons, firm, or corporation (prime contractor) entering into a contract 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 licensed to do business in the State of Texas in excess of \$100,000.00 must provide a Performance bond, and a Payment bond if the contract amount is in excess of \$50,000.00.

W. PERFORMANCE BOND

Performance bonds financially guarantee that once the successful bidder enters into a contract with the City to perform work, the contractor will complete the project. All performance bonds provided to the City of Pharr shall be in the form of a Surety Bond issued by a Surety Company licensed to operate in the State of Texas; bond must be submitted during contract execution stage. No other form performance bond(s) shall be acceptable. Original Performance Bond shall remain on file in the Purchasing Department (bond is not returned to vendor(s)/contractor).

PERFORMANCE BOND AMOUNT: Performance bonds must be written for one hundred percent (100%) of the total awarded contract price.

X. PAYMENT BOND

A payment bond will pay any outstanding bills for labor, materials, and supplies used in the City's project from the contractor's subcontractors and suppliers should the prime contractor default on their payment. All payment bonds provided to the City of Pharr shall be in the form of a Surety Bond issued by a Surety Company licensed to operate in the State of Texas; bond must be submitted during contract execution stage. No other form payment bond(s) shall be acceptable. Original Payment Bond shall remain on file in the Purchasing Department (bond is not returned to vendor(s)/contractor).

PAYMENT BOND AMOUNT: Payment bonds must be written for one hundred percent (100%) of the total awarded contract price.

Y. MAINTENANCE BOND

Maintenance bonds financially guarantee that the Contractor will maintain and keep in good repair the work contracted to be done and performed from the date of acceptance of the work by the City

for a predetermined period of time (typically 1-yr). For public works projects, the bond would also include any necessary back filling that may arise because of sunken conditions in ditches.

The maintenance bond is designed to provide financial protection to the City for all defective conditions arising by reason of defective material, work, or labor performed by the Contractor. In the event the Contractor does not fulfill its maintenance obligation, the bonding company will pay to maintain the project as defined in the contract specifications.

Z. CHANGE ORDERS

INFORMAL (UP TO \$2,000.00)

The department head has the authority to accept change orders on purchase, service, supply, or construction projects not to exceed overall single transaction limit of \$2,000.00 or less.

INFORMAL (BETWEEN \$2,000.01 - \$25,000.00)

The Purchasing Director has the authority to accept change orders on purchase, service, supply, or construction projects not to exceed overall single transaction limit greater than \$2,000.01 and less than \$25,000.00 (excludes change orders for projects that were previously authorized by City Commission).

INFORMAL (BETWEEN \$25,000.01 - \$50,000.00)

The Deputy City Manager has the authority to accept change orders on purchase, service, supply, or construction projects not to exceed overall single transaction limit greater than \$25,000.01 and less than \$50,000.00 (excludes change orders for projects that were previously authorized by City Commission).

FORMAL (GREATER THAN \$50,000.01)

After awarding contracts, in excess of \$50,000.01 (by the governing body) all change order requests to increase or decrease such contracts, regardless of dollar amount must be presented to the City Commission for approval (includes changes in number of days to complete the project).

After awarding a public works (construction) contract, the governing body may make changes to plans, specifications, time, and/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 \$50,000.01 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 twenty-five percent (25%) of the original contract amount may be made, and the contractor must agree, in writing, to any decrease in the contract amount that is more than twenty-five percent (25%).

CHAPTER IX. PROCUREMENT OF PROFESSIONAL SERVICES

All Professional and Consulting Services must be procured in accordance with Chapter 252 of the Texas Local Government Code, Chapters 2254 and 2269 of the Texas Government Code, as well as other applicable law, as amended.

A. POLICY

It shall be the policy of the City of Pharr to develop and follow a qualifications-based selection procedure, that complies with Federal, State, and Local laws, rules and regulations, when procuring Professional and Consulting services. These qualifications-based selection procedures shall require that a contract for professional and consulting services be awarded pursuant to a fair and open process based on qualifications and demonstrated competence. The fees for such services shall be established following selection of a firm through a negotiation process to determine a fair and reasonable price. Final contract negotiations exceeding \$50,000.01 shall require City Commission approval.

B. OBJECTIVE

It shall be the objective of the City of Pharr to select professional and consulting services based on competence and qualifications to perform the services needed, and to negotiate fair and equitable fees by utilizing solicitation and selection procedures that are professionally acceptable and that ensure open and free competition, so as to avoid any suggestion of unfair or unethical conduct.

C. PROCEDURES PROFESSIONAL SERVICES OF ARCHITECT, ENGINEER, OR LAND SURVEYOR

Pursuant to Government Code Chapter 2254, Subchapter A. Professional Services, Consultants shall be engaged on the basis of their qualifications and demonstrated competence to perform the services, with fees to be determined through negotiations following selection (professional fees under the contract may not exceed any maximum provided by law).

Formal solicitation for statements of qualifications shall be requested from a number of sources. Public announcements (Requests for statements of Qualifications - RFQ) shall be advertised, two (2) publications a week apart, in a newspaper of general circulation. The Public announcement shall be posted on the City of Pharr's website/portal. The public announcement shall include such information as the deadline date and time for submitting response, information regarding where a complete solicitation document can be obtained, a brief description of the services being requested, proposed project, and its location. Notice regarding Requests for statements of Qualification(s) shall be e-mailed to those consultants that are registered on the City of Pharr's list of potential sources.

D. EVALUATION CRITERIA (RFQ)

The Request for statements of Qualifications document shall incorporate the evaluation criteria and weight factors to be utilized by the Evaluation Committee in the review and recommendation.

The following are some example criteria:

- 1) Demonstrated competence on previous projects done for the City of Pharr;
- 2) Recent experience on other municipal projects comparable to the one being solicited;
- 3) Key personnel's professional background, caliber and availability for the proposed project.

E. SELECTION PROCEDURES

The City Manager or his designated representative shall assign the task of evaluating all the respondent's submittals to an evaluation committee comprised of no less than three (3) City employees. The employees making up the committee shall be those employees designated by the City Manager i.e., Deputy City Manager, City Engineer, Public Works Director, Public Utilities Director, Development Services Director and/or any additional member selected by the City Manager that can relate to and understand the entire scope of the project being proposed.

The evaluation committee shall assess weight factors to each of the approved factors. The evaluation committee shall work independent from each other in the first phase of the evaluation process. The evaluation committee shall then proceed to coordinate their weight factors aggregately.

Based on the committee's review, it is expected that several firms may be short-listed for further consideration and may be required to submit supplemental information. The three (3) respondents with the greatest number of points (weight factors) will make up the short list. This short list shall be submitted to the City Commission or the City Manager, as applicable, along with a written recommendation stating that the short list represents those consultants that best meet the qualifications and demonstrated competence. Additionally, after review of the findings of the committee, selected firms may be required to make a formal presentation before the Mayor and City Commission. Interviews with selected firms may or may not be requested by the City after the closing date. Selection may be made strictly from the information provided in the RFQ. However, the City of Pharr reserves the right to conduct interviews with and request presentations from any respondents.

The City Commission or City Manager, as applicable, may accept any of the proposed consultants or reject all and give authorization to the City Engineer to proceed with contract negotiations with the selected consultant.

Upon award by the City Commission or City Manager, as applicable, the City will enter into contract negotiations with the selected firm(s) for the purpose of reaching an agreement. If negotiation efforts are successful, a contract will be executed for the required services. If negotiations are unsuccessful, the City will terminate negotiation efforts and will open negotiations with next firm. This process will continue until negotiation efforts are successful. The City Commission decision will be final.

F. SCOPE OF SERVICES

The City Engineer shall proceed in providing the selected consultant with a "Scope of Services". This shall be a very important step towards reaching a complete and mutual understanding of the scope of services to be provided for the project. The scope of services shall be sufficiently detailed so that the selected consultant can make and submit a reasonable cost estimate to the City of Pharr.

The scope of services that will be provided to the selected consultant by the evaluations' committee may include but not be restricted to the following:

- 1) Design schedule
- 2) Special services required
- 3) Complexity of design
- 4) Safety and operational considerations
- 5) Environmental considerations
- 6) Survey and geotechnical testing requirements
- 7) Inspection services during construction
- 8) Quality control during construction
- 9) Preparation of forms, letters, and documents
- 10) Property map preparation

G. PROPOSED FEE SUBMITTAL

The selected consultant shall be required to submit to the City of Pharr the proposed fee and supporting cost breakdown. The selected consultant shall prepare and submit a detailed estimate of the hours and cost required for each of the major tasks. In addition to charges for labor, the consultant shall indicate the costs for subcontractors, travel, living expenses, reproductions, and other out-of-pocket expenses expected to be incurred. The fee for the contract to be executed shall be on a lesser than an established fixed fee or a fee based on the negotiated percentage of actual construction cost.

Negotiations shall be based upon the data submitted by the consultant and an evaluation of the specific work hours required for each task. The City may subject the consultant's data to be compared to a technical/engineering analysis put together, as a preliminary cost estimate, by the City Engineer or a certified consultant. If a consultant's services were procured to put together the scope of services and do the cost comparisons against the selected consultant's proposed fee, then, the such consultant shall not have submitted a statement of qualifications themselves for this same project.

If a mutually satisfactory contract cannot be negotiated with the first-ranked consultant by the City Engineer shall report such information to the City Commission or City Manager, as applicable, City Manager shall order the negotiations be terminated and the consultant shall be notified. Negotiations shall then be initiated with the consultant that was ranked second. This procedure shall be continued with the consultants in order of rank until a mutually satisfactory contract has been negotiated and finally approved by the City Commission or City Manager, as applicable. Once negotiations have been terminated with a firm and begun with another, the negotiations cannot be reopened with the previous consultant's firm.

The City of Pharr shall keep a record of the negotiations and same shall be made a part of the permanent contract file. This record shall contain sufficient detail to reflect any changes in the scope of the work controlling the establishment of the cost and other terms of the contract. An explanation shall be provided for any significant differences between the City of Pharr's original estimate and the cost finally agreed upon.

H. AGREEMENT

The approved selected firm will be asked to provide and negotiate scope and fee proposal. Once scope and fee proposal has been negotiated, the firm(s) must agree to enter into a professional services agreement. Selected consultant shall be required to maintain a current certificate of insurance on file for the duration of the project.

I. NOTIFICATION OF SELECTION

Upon completion of successful negotiations and an execution of a professional services contract, all consultants interviewed by the City of Pharr shall be informed, in writing, of the consultant selected for the project.

J. PROCEDURES FOR THE PROCUREMENT, MANAGEMENT AND ADMINISTRATION OF ENGINEERING DESIGN RELATED TO CONSULTANT SERVICES FOR FEDERALLY FOUNDED HIGHWAY PROGRAMS

The policies and procedures described in this manual have been adopted by the City of Pharr ("City") to comply with 23 CFR Part 172.5(c) which states that the contracting agency shall prepare and maintain written policies and procedures for the procurement, management, and administration of engineering and design related consultant services for federally funded highway programs.

The requirements are issued to ensure that a qualified consultant is obtained through an equitable qualifications-based selection procurement process, that prescribed work is properly accomplished in a timely manner, and at fair and reasonable cost.

The Texas Department of Transportation (“TxDOT”) shall approve the written policies and procedures, including all revisions to such policies and procedures, of the City to assess compliance with Federal and State laws.

The City Manager or his/her designee shall administer and implement the provisions of this manual and other appropriate sections of 23 CFR 172 and the Brooks Act.

In accordance with 23 CFR Part 172.5(c), the following are the City’s policies and procedures:

- 1) THE SOLICITATION**—To evaluate the demonstrated competence and qualifications of consultants, the City shall solicit interest and invite consultants to submit their proposals to provide such professional services as specified in a Request for Proposals (“RFP”) issued by the City.
 - a) Procurement procedures shall involve a single step process with issuance of a Request for Proposal (RFP) to all interested consultants. The RFP shall be specific to the project, task, or service for the evaluation of a consultant’s specific technical approach and qualifications.
 - b) The RFP shall contain the following information:
 - i) A concise scope of work that identifies a set of deliverables that must be performed by the consultant during the contract time. To the extent practicable, the scope of work must detail the purpose and description of the project, services to be performed, deliverables to be provided, schedule for performance, and applicable standards, specifications, and policies;
 - ii) The qualifications-based evaluation factors and their relative weight of importance that will be used in the evaluation, ranking, and selection of consultants. The factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
 - c) Each RFP shall contain the following information:
 - i) The contract type and method of payment;
 - ii) Any special provisions, assurances, and certifications associated with the solicited services, including the Conflict of Interest Questionnaire, a copy of which shall be included in the procurement packet;

- iii) The contact and location from which prospective engineering and design related consultants may request the RFP;
- iv) The date, time and place for receiving and opening responses to the solicitation and the name and position of the employee to whom the solicitations are sent.
- d) TxDOT must approve the RFP and any subsequent modifications prior to publishing notice.
- e) In lieu of publishing a notice of RFP, the City may publish the content of the RFP itself.
- f) The City shall publish on its website the solicitation at least fourteen (14) calendar days prior to the deadline for receiving responses.
- g) The City shall also solicit by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. In the past, the City has advertised in the Monitor Newspaper, The Advance Newspaper, and the Electronic State Business Daily.
- h) The City shall not require or accept concealed cost proposals. Any cost proposals received will be promptly returned.
- i) The deadline for submission of RFPs may be extended if the City Manager determines that the extension is in the best interest of the City.
- j) The City shall retain documentation of solicitation in accordance with 2 CFR 200.333 —Retention Requirements for Records. The provision includes the following:
 - i) All project records must be retained for a period of three (3) years from the date of submission of the final payment.
 - ii) All project records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - iii) The City shall make all records accessible to TxDOT for the purpose of audits and reviews.

2) EVALUATION, RANKING, AND SELECTION OF CONSULTANTS—The City shall evaluate, rank, and select a consultant based on their demonstrated competence, qualifications to perform the services, and ability to perform the services in a timely manner and at a fair and reasonable price.

- a) The City shall select qualified providers of professional services by first submitting all responses to a selection committee (“Committee”) assigned by the City Manager for scoring of the responses based on the criteria published in the RFP. The Committee shall be composed of three (3) members and shall include at least one (1) licensed engineer. Members and alternates may include the City Engineer, Public Works

Director, Development Services Director, or other employees experienced with engineering and design related consultant services and knowledgeable with the project's scope.

- b) The Committee shall review, score, and rank responses to an RFP based on the criteria set forth in the RFP. No less than the top three (3) firms may be short listed to make a formal presentation before the Committee if the Committee determines it is needed based on size and complexity of the project. At least three (3) responses are required to satisfy the adequate number of qualified sources reviewed.
- c) In the instances where only two (2) qualified firms respond to the solicitation, the City may re-issue the solicitation or proceed with evaluation and selection if the solicitation did not contain criteria that arbitrarily limited competition.
- d) If only one (1) consultant responds to the solicitation, the City may re-issue the solicitation or follow a noncompetitive procurement procedure in which the City submits a justification letter to TxDOT for review and approval prior to negotiations with sole respondent.
- e) After scoring, the Committee shall submit final scores and ranks to the City Commission for approval to begin negotiations with the highest-ranking firm.

3) CONTRACT NEGOTIATIONS AND EXECUTION

- a) The City shall prepare an independent estimate breakdown of the work or labor hours, types of classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work, which shall serve as the basis for negotiations. This independent estimate shall be reviewed and approved by TxDOT prior to negotiations.
- b) The City shall determine cost allowances separately for contract costs such as indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs.
- c) The professional fees under the contract may be consistent with and must not be higher than the recommended practices and fees published by any applicable professional associations and which are customary for the same or similar services. Fees may not exceed any maximum provided by law.
- d) The City shall attempt to negotiate a contract with the most highly qualified firm. If the City is unable to negotiate a satisfactory contract with the firm, the City shall formally terminate negotiations and then undertake negotiations with the next most qualified firm. The City shall continue the process until a contract is entered or until it determines that the services are no longer needed or cannot be procured in an economically feasible manner.

- e) The City shall retain documentation of negotiation activities in accordance with 2 CFR 200.333—Retention Requirements for Records.
- f) The City may terminate a procurement of professional services pursuant to this manual at any time upon determination that a continuation of the process is not in the City's best interest.
- g) TxDOT must review and approve the rates, hours and contract prior to execution of the contract.

4) CONFLICT OF INTEREST—The City shall take all reasonable steps to prevent, identify, and mitigate conflicts of interest for its officers, employees, agents, elected officials, consultants, and sub-consultants, and will promptly disclose any potential conflict of interest in writing to TxDOT.

- a) No employee, officer, agent, or elected official of the City shall participate in the selection, or in the award or administration of a contract if a conflict of interest, real or apparent would be involved. Such a conflict arises when there is a financial or other interest in the consultant selected for award by:
 - i) The employee, officer, agent, or elected official;
 - ii) Any member of his or her family within the third degree of consanguinity or 2nd degree affinity, as determined under Chapter 573 of Government Code; or
 - iii) An organization that employs or is about to employ any of the above
- b) The City's officers, employees, agents, or elected officials shall neither solicit nor accept gratuities, favors, or anything of monetary value from consultants, potential consultants, or parties to sub agreements.
- c) Affected City officers, employees, agents, and elected officials must disclose by submitting a Certificate of Interest Questionnaire (Form CIQ) to the City Manager within three (3) working days of discovery. The City shall promptly disclose the conflicts in writing.
- d) The City requires that its consultant and subconsultants be able to work solely in the City's interest, without conflicting financial or personal incentives. Therefore, the consultant(s) that enters into a contract with the City must submit a Certificate of Interested Parties (Form 1295) to the City at the time the firm submits the signed contract to the City as required by State law.
- e) The City reserves the right to disqualify any consultant or subconsultant, or to place contractual limits on work or on personnel, if there is a conflict of interest that might affect or might be seen to affect the consultants or subconsultants duty to act solely in the interest of the City.

- f) The City Manager shall ensure that any employee, officer, agent, or elected official with a conflict of interest is removed from participating in the procurement, management or administration of the contract.
- g) For the same project, the firm contracted to design cannot be contracted as the construction engineering and inspection firm.

Debarment

The Purchasing Department shall verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract by searching:

- a) System for Award Management (SAM) – U.S. government official website; and
- b) Texas Comptroller of Public Accounts – List of vendors debarred from doing business with the State of Texas.

5) CONTRACT ADMINISTRATION AND MONITORING

The City Manager shall assign a full-time employee, the Responsible Person in Charge ("RPIC"), who participated in the selection committee, and who is qualified to enforce the contract and ensure that the work delivered under contract is complete, accurate, and consistent with the terms, conditions, and specifications of the contract, to be in responsible charge. The RPIC's responsibilities shall include:

- a) Administering inherently governmental activities including, but not limited to, contract negotiation, contract payment, and evaluation of compliance, performance, and quality of services provided by consultant;
- b) Being familiar with the contract requirements, scope of services to be performed, and products to be produced by the consultant;
- c) Being familiar with the qualifications and responsibilities of the consultant's staff and evaluating any requested changes in key personnel;
- d) Scheduling and attending progress and project review meetings, commensurate with the magnitude, complexity, and type of work, to ensure the work is progressing in accordance with established scope of work and scheduled milestones;
- e) Ensuring consultant costs billed are allowable in accordance with the Federal cost principles and consistent with the contract terms as well as the acceptability and progress of the consultant's work;
- f) Evaluating and participating in decisions for contract modifications; and

g) Documenting contract monitoring activities and maintaining supporting contract records, as specified in 2 CFR 200.333—Retention Requirements for Records.

Disputes and failures will be subject to the provisions of the contract and will be handled as follows:

Errors and Omissions

- a) At any phase of the project, the RPIC shall notify the consultant of the error or omission in writing within five (5) business days of discovery.
- b) The consultant will be allowed fifteen (15) business days to respond to the RPIC and correct failure.
- c) The consultant will be responsible for costs incurred as a result of the error or omission in accordance with the professional service agreement and the following schedule:
 - a) Schematic Phase: Consultant shall cover one hundred percent (100%) of cost
 - b) PS&E Phase: Consultant shall cover one hundred percent (100%) of cost
 - c) Construction Phase: Consultant shall observe Section 11.6 of the Professional Service Agreement which says that if the cumulative cost of a change order resulting from an error or omission exceeds two percent (2%) of the original construction contract amount, the consultant shall be obligated to reimburse the City for one hundred percent (100%) of such excess cost. The consultant shall not be required to reimburse the City if the cumulative cost of design error or omission does not exceed two percent (2%) of the original construction contract amount.
- d) If the consultant does not respond and correct the failure in a satisfactory manner, the City may institute legal proceedings to collect damages.

Violations or Breach of Contract

- a) At any phase of the project, the RPIC shall notify the consultant of the violation or breach of contract in writing within five (5) business days of discovery.
- b) The consultant will be allowed fifteen (15) business days to respond and correct failure.
- c) If the consultant does not respond and correct the failure in a satisfactory manner, the City may take over the project and prosecute the work to completion.

Resolving Disputes

- a) All disputes in the procurement, management, and administration of engineering and design related consultant services must be submitted to the RPIC in writing within five (5) business days from onset of the dispute. Each written dispute must include the following information:
 - i) Name and address of the protester, and the vendor it represents, if different;
 - ii) The identification/reference number specified in the RFQ to identify the procurement in question;
 - iii) A statement of the grounds for protest; and
 - iv) All documentation supporting the protest.
- b) A decision and response to the protest will be prepared by the RPIC within a reasonable time after receipt of a properly prepared written protest.
- c) Appeals to the RPIC's decision and response must be made to the City Commission in writing within fifteen (15) business days after RPIC's decision and response are issued.
- d) Written appeals must include all information contained in the original written protest, as well as any newly discovered documentation supporting the protest that was not reasonably available to the protester when the original protest was filed.
- e) Subject to all applicable laws governing the City, the decision of the City Commission regarding the appeal shall be final.

- 6) CONTRACT COMPLETION—** At contract completion, the City will verify that all work has been completed correctly and satisfactorily, update contract records to reflect results, and archive information, including performance evaluations, for future use and in accordance with 2 CFR 200.333—Retention Requirements for Records. All information must be accounted for by RPIC with checklist, and made available to TxDOT for their review, concurrence, and use.

Performance Evaluation

- a) The RPIC shall complete an evaluation summarizing the consultant's performance on a contract within fifteen (15) business days after consultant's final pay application is approved by RPIC. The RPIC may complete interim performance evaluations based

- on the scope, complexity, and size of the contract. Additional evaluations may be completed to recognize outstanding performance, poor performance, or at the consultant's request based on possible improved performance.
- b) The City shall provide the consultant a copy of the performance evaluation and an opportunity to provide written comments to be attached to the evaluation.
 - c) Completed performance evaluations shall be archived for consideration as an element of past performance in the future evaluation of the consultant to provide similar services.
 - d) Performance Evaluations will be submitted to TxDOT for their review and record.

CHAPTER X. INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

The City requires proof of insurance for certain projects relating to construction and/or services.

Although not all coverages are required for every project (and limits will vary by project), understanding the coverages required by these policies is important to assure that all 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 Manager's office for guidance.

Depicted below are the Standard Insurance Requirements for Construction/Services/Professional Services for projects less than \$50,000.00:

The Certificate of Insurance should be made to the City of Pharr, P.O. Box 1729, Pharr, TX 78577 (118 S. Cage Blvd, Purchasing Department 2nd Floor) and should reference the operation.

All certificates must be received prior to commencement of service/work. All Certificates of insurance shall be approved by the Risk Manager and/or his/her designated representative prior to the commencement of any work.

In the event the insurance coverage expires prior to the completion of this contract, a renewal certificate shall be issued thirty (30) days prior to said expiration date. The City must be notified at least thirty (30) days prior to any material change in and/or cancellation and/or non-renewals of such policies.

The term "City" shall include The City of Pharr and their employees, officers, officials, agent, and volunteers in respect to the contracted services. Any failure on the part of the City to request required insurance documentation shall not constitute a waiver of the insurance requirement.

The City reserves the right to request higher types and limits for projects in excess of \$50,000.01.

During the term of the Contract, the successful contractor/respondent/selected firm shall acquire and maintain, for the duration of the contract period the following insurances:

- A. **Comprehensive Commercial General Liability:** The Contractor/Respondent/Selected Firm shall provide minimum limits of \$1,000,000 each occurrence, \$2,000,000 annual aggregate combined single limit for bodily injury and property damage liability. This shall include premises/operations, independent contractors, products, completed operations, personal and advertising injury, and contractual liability. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs maintained by the City and shall name the "City of Pharr" as an additional insured with a waiver of subrogation. The policy of insurance shall be written on an "occurrence" form.

Blanket "XCU" – Explosion, Collapse & Underground
Independent Contractors
Care, Custody and Control
Contractual Liability

No endorsements excluding these coverages are allowed.
Additional Insured Requirement:

To the fullest extent of coverage allowed under Chapter 151 of the Texas Insurance Code, the City of Pharr shall be included as additional insured under the CGL policy, using ISO Additional Insured Endorsements CG20101001 and CG20371001, or endorsements providing equivalent coverage, including products completed operations

- B. **Business Automobile Liability:** The Contractor/Respondent/Selected Firm shall maintain limits of no less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage, and \$2,000,000 annual aggregate. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs maintained by the City and shall name the "City of Pharr" as an additional insured with a waiver of subrogation. The policy of insurance shall be written on an "occurrence" form.

Applicable as long as no fragile or perishable products are transported; otherwise, Cargo Insurance is required.

Additional Insured Requirement:

To the fullest extent of coverage allowed under Chapter 151 of the Texas Insurance Code, the City of Pharr shall be included as additional insured under the CGL policy, using ISO Additional Insured Endorsements CG20101001 and CG20371001, or endorsements providing equivalent coverage, including products completed operations

- C. **Builder's Risk/Fire & Extended Coverage**

The Contractor shall insure the building or other work included in any City contract on an all-risk (special causes of loss) policy, with an insurance company or companies acceptable to the Owner. The amount of the insurance at all times to be at least equal to the amount paid on account of work and material and plus the value of the work or materials furnished or delivered but not yet paid for by the Owner. Builder's Risk Policies shall cover loss of materials by theft, vandalism, malicious mischief or other loss whether materials are incorporated in the work or not.

The policies shall be in the names of the City and the Contractor, as their interests may appear, and certificates of insurance shall be delivered to the Owner before monthly partial payments are made. The policy shall provide for the inclusion of names of all other contractors, subcontractors and other employed on the premises as ensured and shall stipulate that the insurance companies shall have no right to subrogation against any contractors, subcontractors or other parties employed on the premises for any work building alterations, construction or erection to the described property.

- D. **Workers' Compensation:** The contractor/respondent/selected firm shall provide and maintain workers' compensation insurance for all employees in the full amount required by statute and full compliance with the applicable laws of the State of Texas. Employer's Liability insurance shall be provided in amounts not less than \$1,000,000 per accident for bodily injury by accident;\$1,000,000 policy limit by disease; and \$1,000,000 employee for bodily injury by disease."
- In addition, a Waiver of Subrogation Endorsement shall be provided by the contractor naming the City of Pharr in said policy for Worker's Compensation Insurance. Contractor/Respondent/Selected Firm shall further ensure that all of its sub-contractors maintain appropriate levels of workers' compensation insurance.
- E. **Professional Services - Insurance Provisions:** Errors & Omissions (Professional Liability): \$1,000,000 Each Claim Limit \$2,000,000 Aggregate Limit. If coverage is written on a claims-made basis, the retroactive date shall be on or prior to the date of the contractual Agreement. The certificate of insurance shall state that the coverage is claims-made and include the retroactive date. The insurance shall be maintained for the duration of the contractual Agreement and for four (4) years following completion of the services provides under the contractual Agreement or for the warranty period, whichever is longer. An annual certificate of insurance submitted to the City shall evidence coverage.
- F. **Deductible Clause:** Contractor/Respondent/Selected Firm to declare self-insured retention or deductible amounts in excess of \$25,000.
- Other Provisions:** All insurance carriers shall be rated A6 or better and be published on a current A.M. Best Rating Guide, or some other recognized equivalent rating service (e.g., Moody's, Standard & Poor's). The City may request a copy of the insurance policy according to the nature of the project. City reserves the right to accept or reject the insurance carrier. All Certificates of Insurance shall be provided on the Acord Form 25. All insurance requirements are imposed and must be complied with by any and all sub-contractors, and/or lower-tier sub-contractors. A copy of endorsements providing Additional Insured, Primary Insurance and Waiver of Subrogation wording shall be attached to the certificates of insurance.

CHAPTER XI. EMERGENCY PURCHASES

(Texas Local Government Code Chapter Section 262.024)

The City may make emergency or exempted purchases without competitive bidding under specific circumstances. Purchases that are required immediately for purposes that could not reasonably have been foreseen are generally exempt from bids. They may be subject to other requirements, however, such as certification that an emergency exists. When it is necessary to preserve or protect the public health, competitive bidding requirements are waived regardless of how the conditions were brought about. If there is time to give proper notice and for an advertisement to be made, then it is not an emergency situation.

EMERGENCY PURCHASES

An emergency purchase occurs when the City must make the procurement quickly to prevent a hazard to life, health, safety, welfare. Emergencies may occur as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat or to avoid undue additional cost to the City, property or life, safety or welfare to person(s). Proper procurement planning for this anticipated business need is expected. Pending expiration of funds does not constitute an emergency, nor does poor planning.

The City Manager may delegate the authority to make emergency procurements, notwithstanding this delegation, emergency procurements are subject to rules and procedures. Upon request, the Purchasing Department will assist in advising department personnel on the proper procedures for emergency purchases, the Purchasing Department will not certify the existence of an emergency.

This section establishes procedures for the use of emergency purchases to procure goods or services, other than those constituting a public work, needed by the City to respond to an emergency.

An emergency purchase is defined as:

- 1) a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipalities residents or to preserve the property of the municipality; or
- 2) a procurement necessary to preserve or protect the public health or safety of the municipality's residents; or
- 3) a procurement necessary because of unforeseen damage to public machinery, equipment, or other property; and
- 4) which, due to circumstances beyond the City's control, must be procured immediately and without following established procurement procedures.

If an emergency exists, a written determination of the basis for the emergency and for the selection of a particular vendor shall be included in the procurement file. The notification must be provided as soon as reasonably practical given the nature of the emergency.

Notwithstanding the immediate nature of an emergency, all procurements conducted as emergencies should be made as competitive as possible under the circumstances. The agency should make a reasonable attempt to obtain at least three (3) informal bids. Expedited reviews are available upon request, emergency purchases of goods or services should not exceed the scope or duration of the emergency.

Procedures Responsibility

There are separate procedures to be followed for emergencies occurring during regular working hours and those occurring at all other times.

A. During regular working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.), all emergency purchases are to be handled through the Purchasing Department. It will be left to the discretion of the Purchasing Department to either handle the purchase directly or to delegate authority to the requesting department. If the purchase is more than \$50,000.01, the Department Head (or designee) requesting the purchase is responsible for obtaining the approval of the City Manager (or designee) and the Purchasing Director prior to making the purchase. A copy of the approvals shall be forwarded to the Purchasing Department.

- 1) The Department Head will notify the Purchasing Department by telephone and e-mail immediately, with as much information as possible about the emergency purchase required, so that the purchasing action can be initiated immediately;
- 2) Simultaneously, a "Request for Purchase" form is to be prepared and hand-carried through the approval process;
- 3) The requesting Department Head (or designee) should contact as many vendors as necessary to arrange for the emergency purchase. If there is not enough time to get authorization, the purchase can be completed by telephone, and the purchase order can be completed after-the- fact and delivered to the vendor; and
- 4) If the buyer requests expedited delivery. The person making the requisition may be required to pick-up the emergency purchase from the vendor, if timely delivery is not available.

B. After regular working hours and on weekends and/or holidays, the following procedures shall apply:

- 1) Emergency purchase may be authorized by the Department Head (or designee) requiring the purchase and confirmed by transmitting a purchase requisition noted as an "EMERGENCY" to the Purchasing Department. The requisition should be submitted no later than noon of the next normal workday, along with a brief, but complete, explanation of the emergency and justification for the procurement action taken.

The purchase requisition and explanatory information shall be approved by the initiating Department Head (or designee).

2) Within one (1) working day after the emergency procurement, the department shall notify the City Manager in writing of the procurement actions taken. A copy of the notification shall be forwarded to the Purchasing Department.

C. When purchasing support is unavailable, process "Emergency Purchase" as follows:

- 1) The department head shall take whatever steps are necessary to procure needed supplies, services, or equipment to relieve the emergency. If possible, only those goods or services needed during the evening, weekend, or holiday are procured; and
- 2) On the first working day following the emergency, the department head prepares a "Request for Purchase" form and hand carries it to the Purchasing Department.
- 3) The person making the purchase must attach the invoices, bills of materials, receipts and other pertinent documents related to the purchase.
- 4) The official in charge of the requesting department must certify in writing on the next working day, or as soon as possible, why the emergency purchase was necessary.

All emergency purchases costing more than \$50,000.01 must be ratified by the City Commission on the first possible (regularly) scheduled meeting date. The end user department shall prepare the Request for City Commission action item memorandum to ratify the contract and authorize payment. All ratifications require the approval of the City Manager (or designee) and the Purchasing Director.

The Department Head (or designee) shall be responsible for determining the validity of an emergency purchase request and shall be held fully accountable for any actions requested or subsequently taken to procure emergency goods or services.

CHAPTER XII. SOLE SOURCE PURCHASES

(Texas Local Government Code Chapter 262.024)

Quotes are not required if the materials, goods, or supplies can only be purchased from a sole vendor, in other words, a sole source. Reasonable efforts must be made to ensure purchases 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.

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 head.

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.

Procedure for Sole Source Purchases

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

- 1) The Purchasing Director must approve all sole source purchases. The approval should be done before a Requisition is submitted, before a PO is issued and before a commitment is made to a vendor.
- 2) The Request for Purchase form (Requisition) is then completed in accordance with the standard purchasing procedures.
- 3) A sole source affidavit letter shall be required from the manufacturer, to be attached to the requisition.
- 4) If the item is a sole source purchase, the requesting department head must prepare a statement and attach it to the Requisition 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 Requisition.

CHAPTER XIII. COOPERATIVE PURCHASING

PURCHASING THROUGH STATE CONTRACT OR STATE-RECOGNIZED COOPERATIVE CONTRACTS

Through cooperative purchasing, the City can save time and money in our purchasing procedures. The Texas Local Government Code (§§271.081 - 271.083) provides for purchasing by the City through State-recognized cooperative 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 or State-recognized cooperative contracts, and the vendors are frequently the same ones with whom the City may have dealt with in the past.

There may be some drawbacks. Some prices on State or State-recognized cooperative contracts may not be as low as a locally solicited project. Requesting departments should also consider levels of service and other service related options not included on the contract or in the quoted price.

State Contract or State recognized co-operatives contract(s) can be used in place of soliciting informal and/or formal quotes as established agencies have already awarded vendor contracts on a competitively solicited basis. These types of quotes should indicate the co-operative agency by name, co-operative contract number, purchase item description, unit price, total price and other pertinent details. Department should verify as much of the quote as possible by visiting the pertinent online website. The contract number, contract expiration dates, and contract details are usually available on the co-operative agencies website.

Purchases can be made through any of these Purchasing Co-operative contracts (this list is not all inclusive, there are many co-operative agencies):

- TASB - BuyBoard Co-operative Purchasing
- DIR - Department of Information Resources - Information Technology and Services hardware and software contracts competitively awarded by DIR.
- H-GAC - Houston-Galveston Area Council
- NIPA – National Intergovernmental Purchasing Alliance formerly TCPN (The Cooperative Purchasing Network)
- SOURCEWELL – Formerly NJPA – National Joint Powers Alliance
- STATE - Managed Term Contracts - Index of competitively awarded managed term contracts established for unique items for specific entities or distinct ordering processes. Customers will issue an internal purchase order.
- TARRANT – Tarrant County

- TCI – Texas Correctional Industries - Per the Texas Prison Made Goods Act, TCI manufactures goods and provides services to State and local government agencies, public educational systems and other tax-supported entities.
- TIBH – Texas Industries for the Blind and Handicapped (TIBH) offers products, services and temporary personnel services to State and local government entities through Statewide Community Rehabilitation Programs that employ Texans with disabilities.
- TIPS - The Interlocal Purchasing System
- TXMAS - Texas Multiple Award Schedule - Texas contracts established as an alternative procurement method. These contracts are based upon active General Services Administration's (GSA) Federal Supply Service or another State or local government entity, as authorized by Texas Government Code, Chapter 2155.
- TXSmartBuy Term Contracts - Index of competitively awarded term contracts with related terms and conditions, items, pricing and Contractors - purchased through the TxSmartBuy Online Ordering System.

The City of Pharr, as a local government, may purchase goods or services available under Federal supply schedules of the United States General Services Administration to the extent permitted by Federal Law.

CHAPTER XIV. PURCHASES OTHER THAN COOPERATIVE PURCHASING USING FEDERAL AND STATE GRANTS

A. GENERAL INFORMATION

This chapter applies to all City procurements made in whole or in part with money received from Federal and/or State grant programs. This includes grant funds that the City may receive directly, as well as, indirectly. An example of receiving indirect Federal grant money is when Federal transportation funding is disbursed to the City via the Texas Department of Transportation.

Some Federal Funding sources are:

CDBG – Community Development Block Grant
DOJ – Department of Justice
EDA – Economic Development Agency
EPA – Environmental Protection Agency
FEMA – Federal Emergency Management Agency
FHWA – Federal Highway Administration
FTA – Federal Transit Administration

Some State Funding sources are:

TXDOT – Texas Department of Transportation
TXP&WL – Texas Parks & Wildlife
TWDB – Texas Water Development Board

The requirements of this chapter must be met, as well as, all other applicable chapters in this manual.

Each procurement funded with (State and/or Federal) grant funds must comply with the terms of the specific grant involved. The department applying for and using grant money is ultimately responsible for complying with the grant terms and conditions. The awarded department is responsible to coordinate all procurement related activities with the Purchasing Department. The awarded department is responsible to coordinate relative activities with the Grants, Finance, Engineering, and other departments as necessary.

In cases where conflicts between the terms of the grant and this manual may exist, the stricter requirement(s) shall apply.

The City's Grant Department serves as a resource for all departments to use during the grant application process, procurement(s) with grant funds, and ongoing compliance with grant monitoring, and reporting requirements.

Department(s) that have been awarded grant funds are advised to coordinate all procurement activities with the Purchasing Department prior to beginning the solicitation process.

The Purchasing Department must be notified of all proposed procurements that involve awarded grant funds.

Federal and State grant programs may have different and/or overlapping requirements.

B. FEDERAL GRANT REQUIREMENTS

The most common requirements that must be met when receiving Federal funds are:

- 1) System for Award Management (SAMs) – Exclusion Record Verification
- 2) Buy American Preference
- 3) Section 3 Preference
- 4) Davis-Bacon and Related Acts
- 5) Non-discrimination Clauses
- 6) Equal Opportunity Requirements (Fair Housing, Civil Rights Act, Americans with Disabilities Act)
- 7) Hiring of Veterans

This list is not all inclusive. It should be noted that not all requirements listed above may apply to a grant; therefore, the recipient department is responsible for doing all necessary research and ensuring compliance. Department(s) are highly encouraged to coordinate all activities with the Purchasing Department and the Grant Department when it comes to expending State and/or Federal Grant monies.

As we noted earlier in this manual the law very fragmented, there are many statutes, Federal regulations, and funding agencies with their own requirements. If your department is awarded a grant you are also encouraged to visit their website for procurement guidelines.

The following are some OMB circulars that should be consulted as a starting point in determining what requirements may apply to a Federal grant:

- 23 CFR 172 Procurement, Management, and Administration of Engineering and Design Related Services
- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR 225 - Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)

2 CFR 200 is sometimes referred to as “The Super Circular” it is a final guidance that supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidance's); Circular A-89, A102 and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

C. SYSTEM FOR AWARD MANAGEMENT (SAM) CHECK

The System for Award Management (SAM) provides a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or federally-approved subcontracts and from certain types of Federal financial and non-financial assistance and benefits.

The Purchasing Department in conjunction with the recipient department must do a check on all prospective participants and may not contract with any entity or individual that has been found guilty of unfair business practices and subsequently debarred or suspended. Website is currently accessible at <https://www.sam.gov/SAM/>. This check must be done prior to the purchase of any Federal funding acquisition regardless of the purchasing method: contract, purchase order, procurement card, etc. 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.

D. CONFLICT OF INTEREST FOR FEDERAL GRANTS

Pursuant to 24 CFR Part § 85.36, no employee, officer for Federal Grants or agent of the grantee (City) or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer or agent,
- b. Any member of his immediate family,
- c. His or her partner, or
- d. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

CHAPTER XV. EXEMPT PURCHASES (Texas Government Code Chapter 2254)

State law provides a number of exemptions to the competitive bidding process. Under the State of Texas' Professional Services Procurement Act, a contract for the purchase of a personal, professional or planning service(s) are exempt from competitive bidding requirements.

The City may not select providers of professional services based on competitive bids. In these situations, the City must make the selection and award based on demonstrated competence and qualifications for performing the services for a fair and reasonable price.

The professional fees under the contract must be consistent with the recommended practices and fees published by the applicable professional associations and may not exceed any maximum provided by law. Professional services include:

- Accounting;
- Architecture;
- Landscape architecture;
- Land surveying;
- 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

Purchases Exempt from Competitive Bidding - Other Exemptions

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

1. a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;
2. a procurement necessary to preserve or protect the public health or safety of the municipality's residents;
3. a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
4. a procurement for personal, professional, or planning services;
5. a procurement for work that is performed and paid for by the day as the work progresses;
6. a purchase of land or a right-of-way;
7. a procurement of items that are available from only one source, including:
 - a) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
 - b) films, manuscripts, or books;
 - c) gas, water, and other utility services
 - d) captive replacement parts or components for equipment;
 - e) 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
 - f) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;
8. a purchase of rare books, papers, and other library materials for a public library;
9. paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;
10. a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;
11. a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;
12. personal property sold:
 - a) at an auction by a State licensed auctioneer;
 - b) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
 - c) by a political subdivision of this State, a State agency of this State, or an entity of the Federal government; or
 - d) under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;

13. services performed by blind or severely disabled persons;
14. goods purchased by a municipality for subsequent retail sale by the municipality;
15. electricity; or
16. advertising, other than legal notices.

CHAPTER XVI. DISPOSAL OF SURPLUS/SALVAGE EQUIPMENT/MATERIAL

(Texas Government Code Chapter 2175)

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;
4. Recycled

At the City Manager's discretion, the compiled list of items which are to be declared "obsolete" or "surplus" shall be placed on the City Commission agenda for proper approval and authorization by the Mayor and City Commissioners. Upon approval, items shall be marked for disposal through the sealed bid process, public auction, recycled, trade-in, or donated.

1. In the case that disposition is designated as "sealed bid or trade-in" the Purchasing Department shall send out formal sealed bid requests to all interested concerns and post bid package on the internet.
2. In the case that disposition is designated as public auction the Department shall coordinate all activities with the Purchasing Department and the auctioneer.
3. In the case that disposition is designated as recycled coordination shall be handled by the Public Works department coordinating with the Purchasing Department.
4. In the case that the disposition is donation the Purchasing Department shall coordinate with City Attorney and affected department.

B. SALVAGE MATERIAL

Disposal of salvage materials, scrap metals, copper, brass, etc., may be sold after attempting to obtain three (3) written offers. If disposition of "Salvage" items is unsuccessful the Purchasing Director shall request authorization from the City Manager to discard salvage/obsolete items.

C. SALE OF PERSONAL PROPERTY

Personal property does not include real estate such as land, including the building or improvements on it, or its natural assets, such as minerals and water. The City may sell real property owned by the City by sealed bid under the Texas Local Government Code §272.001 or by public auction under this section.

To sell real property by public auction, the City must publish notice of the auction. According to the Texas Local Government Code §253.008, the notice must be published once a week for at least three (3) consecutive weeks, with the first publication at least (20) days before the date the auction is 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. The notice must contain a description of the property, including location, and the date, time and location at which the auction is to be held.

CHAPTER XVII. CONTRACT RENEWALS

EXTENSIONS AND RENEWALS

The Requesting Department and the Purchasing Department are responsible to review and monitor their contracts periodically to avoid contract expiration. If the contract has an option to extend or renew, the Requesting Department must assess whether the option will be exercised by the City prior to the expiration of the current contract term. The number, length, and process for exercising renewals and extensions should be specified in the contract. The Requesting Department is responsible to notify the Purchasing Department of the intent to extend the contract, at least sixty (60) days prior to the expiration. Determination to extend the contract shall be made upon discussion and mutual agreement between the Requesting Department, vendor under contract, the Purchasing Department and upper management (as applicable).

The Purchasing Department shall proceed in obtaining the vendor's written agreement to extend or as provided in contract. If the vendor agrees with the renewal, a renewal agreement must be executed by the vendor and the City Manager (or designee). If the renewal is over \$50,000.01, it will require City Commission approval. The Requesting Department is responsible to prepare the agenda item, in coordination with the Purchasing Department. The Requesting Department shall also be required to submit a properly filled out Request for Availability of Funds form to the Purchasing Department.

Contract terms may vary depending on the contract. Typical terms are for one year, with two 1-year options or two years, with two, 2-year options. It is recommended that contracts not exceed five (5) years, although in some cases the City may execute contracts more than this time period.

CHAPTER XVIII. MISCELLANEOUS

A. SPONSORSHIPS

All Sponsorships, regardless of dollar amount, will require City Manager approval. Sponsorships over \$50,000.01 will require City Commission approval. A requisition is required to be submitted to the Purchasing Department for Sponsorships over \$2,000.01.

B. SALES TAX

The City of Pharr is exempt from all Federal Excise Tax and the State of Texas Limited Sales Excise and User Tax. All purchases should be tax exempt.

C. PREFERENCE TO LOCAL VENDORS

The City will always make every effort to purchase from Pharr vendors. This preference is deemed as being in the best interest of the City. Local vendors are afforded a 5% cost difference in comparison to non-Pharr vendors. This preference applies to items under the State of Texas bid mandated purchasing per section 3.B.

D. PURCHASING REQUIREMENTS – REPAIR & MAINTENANCE

Purchase of repair and maintenance services will require a PO to be issued. The requesting department in conjunction with the Service Center Supervisor will solicit an hourly rate from at least three (3) businesses. During the bidding process, the department must inform the vendors that priority will need to be given to emergency vehicle(s) or emergency equipment repair(s). The procurement of maintenance parts shall comply with the Purchasing Policies & Procedures as outlined in this manual.

As vehicles reach the threshold of miles or age of potential replacement, the Service Center Supervisor of the Public Works Department shall be responsible to perform a vehicle/off-road equipment maintenance evaluation to determine if replacement is warranted. 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 Service Center Supervisor/Fleet Management Team will jointly review and approve all specifications for new vehicle/off-road equipment purchases. Depending on the availability of funds, vehicles and equipment which shall 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 savings to the City of Pharr.

All new on-road vehicle(s), emergency vehicles, and off-road equipment purchased shall be delivered to the Service Center for inventory processing. Title(s) and Certificates of Origin are to be turned over to the City of Pharr's Risk Manager.

The requesting Department Director/Representative, the Service Center Supervisor, and the Purchasing Director shall be responsible for reviewing all new vehicles and off-road equipment for specification compliance.

E. PROCUREMENTS REGARDING COMMUNICATION AND/OR HIGH-TECH ITEMS

City departments are advised that communication equipment such as: telephones, radios, computer software, computer hardware, and related peripheral items must be cleared through the Information Technology Department prior to finalizing a purchase. It is the Department Head's responsibility to ensure that communication and/or high-tech procurement of products and/or services are coordinated with the Information Technology Department.

F. PROCUREMENTS REGARDING BUILDING MAINTENANCE

City departments are advised that any building and/or facility maintenance and repair must be coordinated through the Parks & Recreation, Building Maintenance department. All quotes for such services shall be coordinated through the Parks & Recreation, Building Maintenance department. It is the Department Heads responsibility to ensure that selected contractor/vendor has been cleared through the Purchasing Department regarding insurance before performing any work. If the department will require demolition service(s) they must seek the approval of the City Engineer before proceeding. If anticipated construction, demolition, or remodeling work is more than \$25,000.00 the requesting Department should seek the approval of the City Engineer before proceeding.

G. 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. Depending on the dollar amount, Employee reimbursable expenses may be made through Petty Cash or Check Request.

H. ELECTRONIC PROCUREMENT POLICY

Electronic sealed bids (CSB & CSP), proposals (RFP), requests for statements of qualification (RFQ) shall be received electronically through the City of Pharr's Bidding Portal (website) in accordance with Section 252.0415 (a) of the Texas Local Government Code requiring the identification, security, and confidentiality of electronic bids, proposals, or statements of qualification to remain effectively unopened until the proper date and time. (Bidding Portal has lock-box technology which requires (password) protected access to "un-lock" submittal(s).

I. IDENTICALS BIDS

Pursuant to Texas Local Government Code 271.901, if the City receives two (2) or more bids from responsible bidders that are identical, in nature and amount, as the lowest and best bids, the governing body shall enter into a contract with only one of those bidders and must reject all other bids.

If only one of the bidders submitting identical bids is a resident of the City, the City must select that bidder. However, if two or more of the bidders (or none of the bidders) are residents of the City, the City must select one of the bidders by the casting of lots.

For projects under \$50,000.00, the casting of lots is prescribed by the Purchasing Director in the presence of the Requesting Department Director (or designee). For projects over \$50,000.01, the casting of lots is prescribed by the Mayor and must be conducted in the presence of the governing body.

CHAPTER XIX. PROTEST

A. BID PROTEST PROCEDURES

Protests shall be submitted in writing and filed with Purchasing Department. Protests will be handled as follows:

- Protests regarding the terms, conditions or specifications in the solicitation (pre-bid or pre-proposal protests) must be filed no less than five (5) business days before the opening of the bid or proposal.
- Protests regarding the evaluation of bids, qualifications, or proposals (pre-award protest) must be filed no later than three (3) business days prior to the City Commission meeting at which the award appears on the agenda.
- Protests made after City Commission's decision to award a contract must be received by the City no later than three (3) business days after the date of City Commission award. Protests may be hand-delivered by the Protester or the Protester's representative, or they may be mailed, but regardless of the method of delivery, they must be received by the City no later than the deadline(s) identified above.

B. PROTEST APPEALS

If the protesting vendor does not agree with the staff's recommendation, they may appeal to the City Commission in accordance with the procedures above. Protesting vendors must contact the City Secretary in order to be acknowledged and heard by City Commission at the first available Commissioner's meeting.

Departments should contact the vendor, or Purchasing Department, if materials and/or services are not received or performed by the due date. Always keep the Purchasing Department apprised of the situation.

Since there is no central receiving point, each department is responsible for inspecting, testing and receiving commodities and services. Any shortages, late deliveries, damaged merchandise or other problems relating to the vendors' performance should be reported to the Purchasing Department as soon as possible. Initially, affected Departments should call the Purchasing Department, and follow-up with a written explanation of the situation utilizing the Vendor Performance Form (available upon request from the Purchasing Department).



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.B.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Imelda Barrera, Assistant City Clerk

DEPARTMENT: Development Services

DIRECTOR: Roland Gomez

Agenda Item: Consideration and action, if any, on Ordinance amending O-2016-34 and adopting the Development and Maintenance Codes 2017 and 2018. (*2nd Reading*)

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Development Services is updating the current Development and Maintenance Code ordinance to be in compliance with ISO's Building Code Effectiveness Grading Schedule.

Fiscal Consideration: n/a

Staff Recommendation: Staff recommends approval.

Alternatives: n/a

Exclude Material from Public Packet? No

Reason: n/a

ROUTING:

Imelda Barrera
Roland Gomez
Patricia Rigney
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Final Approval - 7/16/2021

ORDINANCE NO: O-2021-_____

**AN ORDINANCE AMENDING ORDINANCE NO. ~~O-2013-32~~ ~~O-2016-34~~ AND
ADOPTING THE DEVELOPMENT AND MAINTENANCE CODES ~~2011~~ ~~2017~~, ~~2012~~
AND ~~2015~~ ~~2018~~; REPEALING ORDINANCES IN CONFLICT HERewith;
PROVIDING FOR SEVERABILITY; PROVIDING FOR A PENALTY CLAUSE; AND
PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE**

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

Section 1: City of Pharr Development and Maintenance Codes adopted:

- ~~2012~~ ~~2018~~ International Building Code, excluding E, L, M
- ~~2015~~ ~~2018~~ International Energy Conservation Code, excluding appendices RA and RB
- ~~2011~~ ~~2017~~ National Electrical Code
- ~~2012~~ ~~2018~~ International Residential Code to include Appendices A through Q, excluding L and I
- ~~2012~~ ~~2018~~ International Plumbing Code, excluding A
- ~~2012~~ ~~2018~~ International Swimming Pool and Spa Code
- ~~2012~~ ~~2018~~ International Fuel Gas Code
- ~~2012~~ ~~2018~~ International Existing Building Code
- ~~2012~~ ~~2018~~ International Property Maintenance Code
- ~~2012~~ ~~2018~~ International Fire Code

Section 2: Addendums

A. Schedule of Permit Fees Total Valuation

\$1,000.00 and less

Fees

No Fee, unless inspection required, in which case a \$15.00 fee for each inspection shall be charged, re-inspections included.

\$1,000.00 to \$50,000.00

\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.

\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof to and including \$100,000.00.

\$100,000.00 to \$500,000.00	\$460.00 for the first \$500,000.00 plus \$3.00 for each additional thousand or fraction thereof to and including \$500,000.00.
\$500,000.00 and up	\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.
	Plan checking fee for commercial buildings shall be equal to one-half of the building permit fee. The plan checking fee is in addition to the building permit fee.

B. Moving Permits (Manufactured Homes Excluded)

- 1) A new wood frame house (driveway included): \$100.00.
 - a) A building code compliance report must be submitted to this department prior to moving the house. The inspections for the house must have been made by the jurisdiction having authority where the house was built or by a certified building inspector.
 - b) The seller or buyer must submit to the Development Services Department a site plan showing the house setbacks and location of the driveway.
 - c) The house mover must be licensed and bonded with the City of Pharr. With the approval of the house mover, the seller or buyer may obtain the moving permit.

- 2) A used house older than five (5) years (driveway included): \$100.00.
 - a) The house must comply with the 2012 2018 International Residential Code.
 - b) The building official or his deputy must conduct a visual inspection of the house prior to it being moved.
 - c) A \$100.00 inspection fee, in addition to the moving permit, shall be paid by the seller or buyer before the moving permit is issued.
 - d) If the application for the moving permit is approved, the seller or buyer must submit to this department a site plan showing the house setbacks and location of the driveway.
 - e) The house mover must be licensed and bonded with the City of Pharr. With the approval of the house mover, the seller or buyer may obtain the moving permit.
 - f) \$0.50 per mile of travel round trip from Pharr City Hall (non- refundable), if outside city limits.

C) Demolition Permits

- 1) \$50.00 for a building of 500 sq. ft. or less + .10¢ per sq. ft. after 500 sq. ft.

D) Inspections' Certificate of Occupancy

- 1) It shall be illegal to occupy a house or building without a certificate of occupancy issued by the City of Pharr.
 - a) The construction of the house must be finished completely.
 - b) All-weather surface parking must be provided.
 - c) All utilities must be connected, (water, electricity and sewer drain)
 - d) All landscaping must meet ordinance requirements.

E) Manufactured Homes

- 1) [New manufactured homes] A \$50.00 placement fee (driveway included) shall be charged for the placement of a new manufactured home in a legally recorded subdivision for manufactured homes.
 - a) Prior to moving the home, the seller or buyer must submit to this department a manufactured home application and obtain the City of Pharr Planning Divisions approval.
- 2) [Used manufactured homes] A \$50.00 placement fee (driveway included) shall be charged for the placement of a used manufactured home in a legally recorded subdivision for manufactured homes.
 - a) The building official or his deputy must conduct a visual inspection of the manufactured home prior to it being moved.
 - b) A \$100.00 inspection fee shall be paid by the seller or buyer before the placement fee permit is issued. \$0.50 per mile of travel round trip from City Hall (non-refundable), if outside city limits.
 - c) If the manufactured home is in good condition and it complies with all applicable codes, the seller or buyer must submit to this department a manufactured home application. Prior to moving the home, the seller or buyer must obtain the City of Pharr Planning Divisions approval.

F) Valuations

- 1) The City of Pharr will determine the valuations of a building or an alteration by the use of "Valuation Data" as attached (see exhibit 1).

G) Contractors Responsibilities

It shall be the duty of every contractor or builder who makes contracts for the construction or repairs of buildings or structures for which a permit is required to submit to the Building Safety Division a License & Permit Bond in the amount of five-thousand dollars (\$5,000.00) or a one hundred thousand dollars (\$100,000.00) General Liability Insurance and pay license fee of fifty dollars (\$50.00) annually. The term of such license shall be twelve (12) months after the license was issued. Said license may be revoked by the

Planning Development Services Director upon complaint from the Building Official for violation of said code. The contractor may appeal such ruling before the Board of Adjustments and Appeals by filing a written application for appeal, stating the grounds therefore within seven (7) days from the time of such revocation. The contractor shall be ineligible to apply for a new license after such revocation for a period of six months.

A contractor or builder shall be identified as a person who makes contract for construction purposes and makes his/her livelihood in the construction business.

- 1) All house movers shall furnish a good and sufficient bond in the sum of five thousand dollars (\$5,000.00) to be approved by the building official, conditioned upon compliance with all building regulation and related ordinances of the City of Pharr and laws of the State of Texas and the United States.
- 2) The contractor/builder or house mover shall be responsible for code compliance and for any damages caused to City property.
- 3) The building contractor shall maintain the construction site clean of all debris. Building inspections will not be conducted until the construction debris is removed. A dumpster or a fenced area for debris is required at the construction site. A fifty dollar (\$50.00) re-inspection fee must be paid by the building contractor if an inspection was denied because of construction debris.

H) Schedule of Permit Fees Mechanical (mechanical work, other than gas piping systems)

- 1) For issuing each permit ten dollars (\$10.00).
- 2) Fee for inspecting heating, ventilating, duct work, air-conditioning, exhaust, venting, combustion air, pressure vessel, solar, fuel oil and refrigeration systems and appliance installations shall be:

Fees

1 - 2	\$20.00 for the first ton plus \$20.00 for the additional ton. A fraction of a ton is \$10.00.
2 - 4	\$40.00 for the first 2 tons plus \$10.00 for each additional ton. A fraction of a ton is \$5.00.
4 -10	\$60.00 for the first 4 tons plus \$5.00 for each additional ton. A fraction of a ton is \$2.50.
More than 10	\$90.00forthe first 10tons plus\$2.00foreach additional ton or fraction thereof.

Note: 400 square feet of air conditioned area = 1 ton air conditioning = 12,000 BTU 3412 BTU= 1 KWH

- 3) Fee for inspecting repairs, alterations and additions to an existing system or for re-inspections shall be \$10.00.
- 4) Fee for inspecting boilers \$30.00.
For S 1: 1 British Thermal Unit= 0.2931W, 1 BHP= 33,475 BTU/hr.

- 5) Fee for temporary operation of a heating, ventilating, refrigeration, or air-conditioning system or portion thereof \$20.00.

TYPE OF CONSTRUCTION	EXHIBIT 1				
	TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V
Apartment (R)	\$37.00	\$35.00	\$33.00	\$33.00	\$32.00
Automobile Parking					
Structure (S)	\$26.00	\$24.00	\$21.00	\$21.00	\$21.00
Church (A)	\$43.00	\$40.00	\$36.00	\$35.00	\$35.00
Convalescent (I)	\$51.00	\$48.00	\$43.00	\$43.00	\$41.00
Dwelling (R)	\$41.00	\$40.00	\$37.00	\$36.00	\$34.00
Educational (E)	\$42.00	\$40.00	\$36.00	\$36.00	\$36.00
Factory-Industrial	\$26.00	\$24.00	\$20.00	\$20.00	\$20.00
Hazardous (H)	\$22.00	\$20.00	\$18.00	\$18.00	\$18.00
Hospital (I)	\$73.00	\$70.00	\$68.00	\$68.00	\$64.00
Hotel (R)	\$41.00	\$39.00	\$35.00	\$34.00	\$33.00
Office	\$44.00	\$41.00	\$37.00	\$33.00	\$32.00
Private Garage and/or Shed (S)	\$20.00	\$18.00	\$16.00	\$16.00	\$16.00
Public Garage (S)	\$26.00	\$24.00	\$21.00	\$19.00	\$19.00
Restaurant (A or B)	\$44.00	\$43.00	\$39.00	\$37.00	\$37.00
Retail Store (M)	\$35.00	\$32.00	\$28.00	\$27.00	\$26.00
Service Station (B)	\$41.00	\$39.00	\$35.00	\$35.00	\$34.00
Theater (A)	\$48.00	\$46.00	\$37.00	\$36.00	\$36.00
Warehouse (S)	\$21.00	\$19.00	\$17.00	\$17.00	\$17.00
Carport	NP	NP	NP	\$7.00	\$6.00

Patio	NP	NP	NP	\$8.00	\$8.00
Screened Patios	NP	NP	NP	\$19.00	\$19.00

A deduction of \$1,400.00 shall be made to structures that are not air conditioned with the exception of storage and factory occupancies.

- 6) In all buildings, except 1 & 2 family dwellings, where self-contained air-conditioning units less than 2 tons are to be installed, the fee charged shall be that of the total tonnage combined (refer to Section 2, sub-section A-2).

Section 3: Repealing Clause

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4: Severability Clause

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

Section 5: Penalty

Anyone who violates this ordinance shall upon conviction thereof be fined in any amount not less than one and no/100 (\$1.00) dollar nor more than one thousand dollars (\$1,000). Each day that the violation continues to exist is a separate offense.

Section 6: Publication, Effective Date

This ordinance shall be published after its passage and approval and shall take effect and be in force on January 1, 2022 following such publication in the official newspaper.

PASSED AND APPROVED ON THE FIRST READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

AMBROSIO HERNANDEZ

MAYOR

ATTEST:

IMELDA BARRERA, ASSISTANT CITY CLERK

PASSED AND APPROVED ON THE SECOND READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

AMBROSIO HERNANDEZ

MAYOR

ATTEST:

IMELDA BARRERA, ASSISTANT CITY CLERK

PASSED AND APPROVED ON THE THIRD READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

AMBROSIO HERNANDEZ

MAYOR

ATTEST:

IMELDA BARRERA, ASSISTANT CITY CLERK

2018 Significant Changes from the 2012 IBC

For:
City of Pharr, TX



1

International Building Code

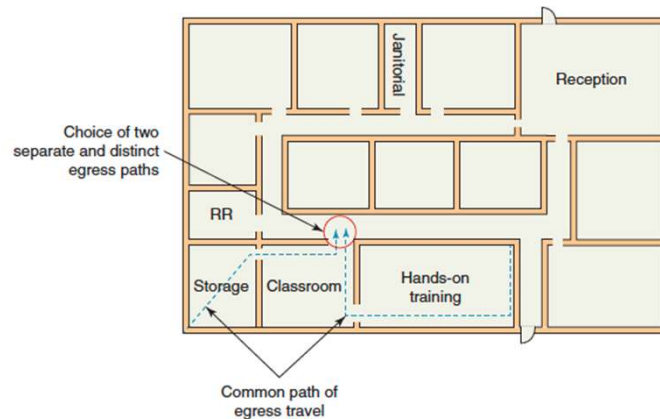


2

1017.3, 202 Measurement of Egress Travel

2018

- Additional language clarifies that the common path of egress travel limitations must be applied to each room or space on every story.



3

1607.12.5 Photovoltaic Panel Systems

2015

- Design requirements for roof structures supporting photovoltaic (PV) solar panels and modules have been added to Section 1607.



4

1705.12.6 Fire Sprinkler Clearance

2018

- Section 1705.12.6 adds a provision for special inspection of minimum clearance of fire sprinkler components to mechanical, electrical and plumbing systems.



5

2304.10.6 Load Path

2015

- The minimum required thickness of steel straps used to splice discontinuous framing members has been modified to be consistent with the standard thickness established in the new AISI Product Data Standard, S201.



6

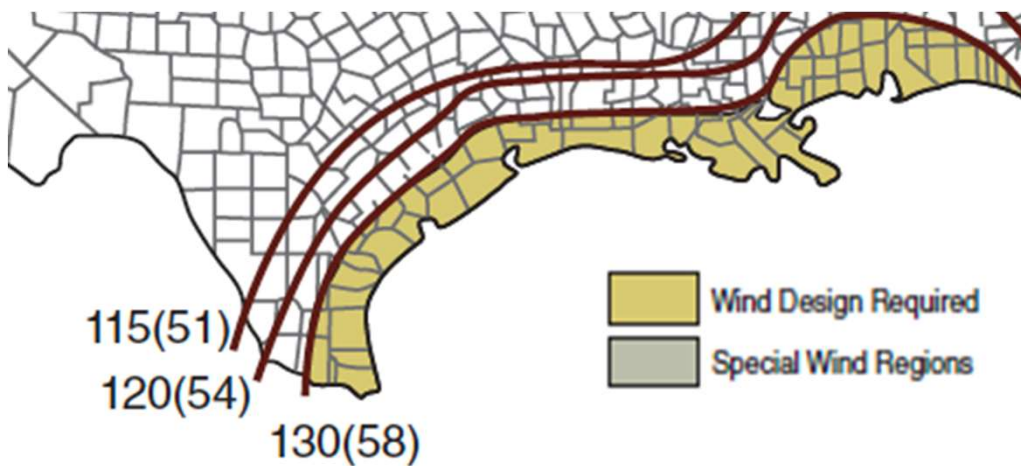
International Residential Code



7

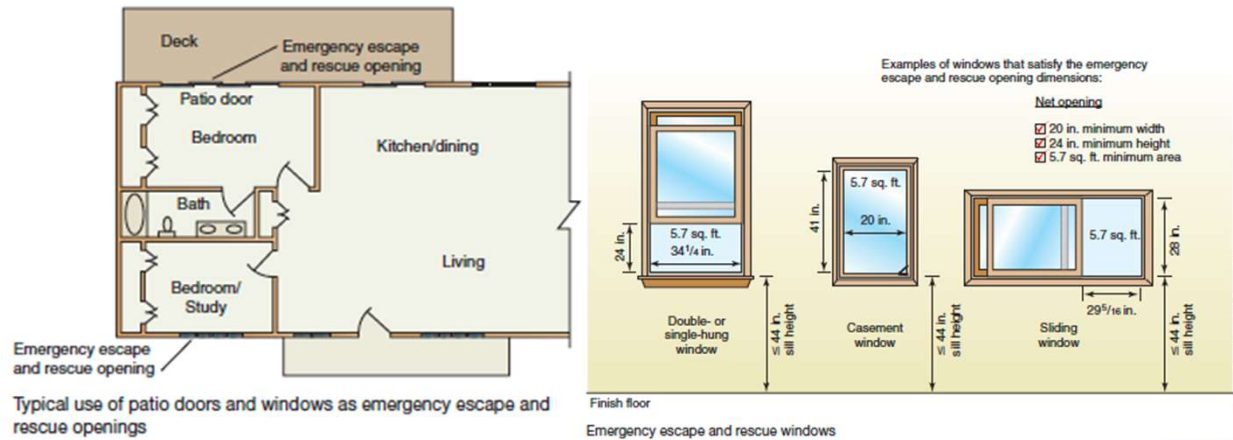
R301.2 Wind Design Criteria

2015



8

2015 R310 Emergency Escape and Rescue Openings



9

International Mechanical Code

10

Table 403.3.1.1 Manicure & Pedicure Station 2015 Exhaust Rate

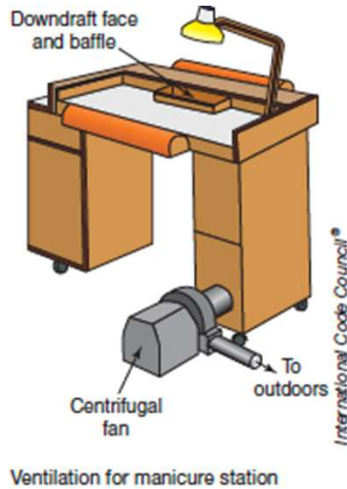


TABLE 403.3.1.1 Minimum Ventilation Rates

Occupancy Classification	Occupant Density #/1000 Ft ² ^a	People Outdoor Airflow Rate in Breathing Zone, R _p Cfm/Person	Area Outdoor Airflow Rate in Breathing Zone, R ^a Cfm/Ft ² ^a	Exhaust Airflow Rate Cfm/Ft ² ^a
Specialty shops				
Nail salons ^{b, h}	25	20	0.12	0.6

- h. For nail salons, each ~~nail~~ manicure and pedicure station shall be provided with a source capture system capable of exhausting not less than 50 cfm per station. Exhaust inlets shall be located in accordance with Section 502.20. Where one or more required source capture systems operate continuously during occupancy, the exhaust rate from such systems shall be permitted to be applied to the exhaust flow rate required by Table 403.3.1.1 for the nail salon.



11

504.4 Sealing of Clothes Dryer Exhaust Ducts 2018

- The code now speaks to the sealing of clothes dryer exhaust ducts.



Joints in dryer exhaust duct must be sealed.



12

504.5, 504.8.4.3 Dryer Exhaust Duct Power Ventilators 2015

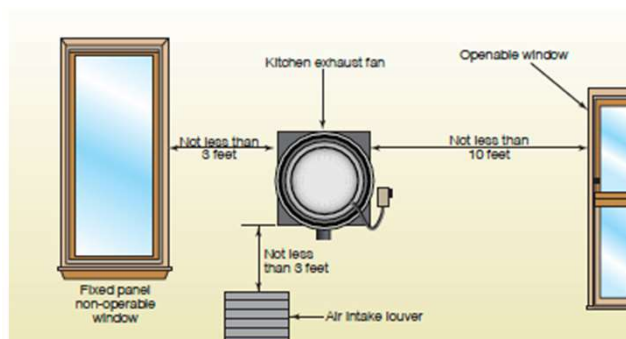
- New text recognizes the use of dryer exhaust duct power ventilators (DEDPVs) for installations that exceed the allowable exhaust duct length for clothes dryers.



13

506.3.13 Type I Hood Exhaust Termination 2018

- The intent was clarified regarding clearance to openings to prevent other requirements from being overlooked.



Clearances to openings for Type I exhaust duct terminations



14

International Plumbing Code



15

308.10 Thermal Expansion Tank Support

2018

- A thermal expansion tank cannot be supported by the piping connected to the tank.



One method of independent tank support



Unsupported thermal expansion tank



16

504.6 Temperature & Pressure Relief Discharge 2015 Piping

- The temperature and pressure relief valve discharge pipe termination must have an air gap suitable to protect the potable water supply distribution system of the building.



T and P discharge to the floor



17

International Fire Code



18

2015

611 Hyperbaric Facilities

- A new Section 611 on hyperbaric facilities has been added to the IFC.
- According to the provisions of this section, these facilities shall be inspected, tested and maintained in accordance with NFPA 99.
- Records shall be kept and made available to the fire code official.



19

2018

903.3.1.2.3 Protection of Attics in Group R Occupancies

- Sprinkler protection of acceptable alternative methods for the protection of attics are now addressed for mid-rise buildings housing multifamily occupancies and equipped with an NFPA 13R sprinkler system.



20

2303.2.1 Height of Emergency Disconnect Switch

2018

- This new section provides specific height limitations for emergency disconnect switches for fuel dispensing operations.



The emergency disconnect switch must be in a location that is provided with ready access.



21

International Fuel Gas Code

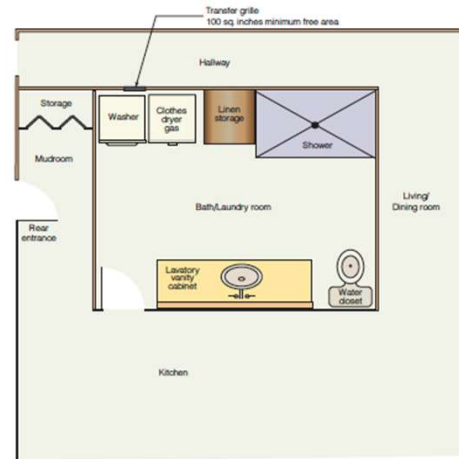


22

2018

303.3 Gas-Fired Clothes Dryer in Bathrooms

- A new option was added to allow a gas-fired clothes dryer to be installed in a toilet room or bathroom.



A gas clothes dryer is permitted in a bathroom where a permanent opening is installed for ventilation/makeup air.

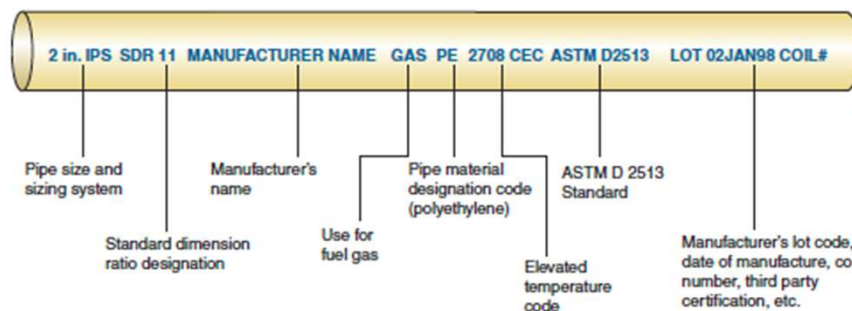


23

2015

403.6 Plastic Pipe, Tubing and Fittings

- PVC and CPVC pipe are expressly prohibited materials for supplying fuel gas.



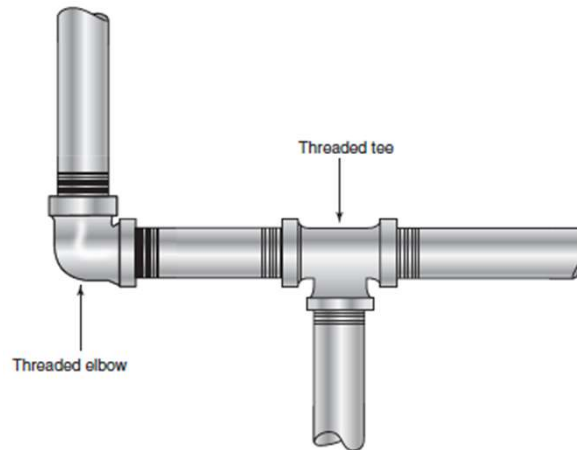
Approved polyethylene gas piping with markings in accordance with the code and ASTM D 2513



24

404.5 Fittings in Concealed Locations

2015



Threaded elbows, tees and couplings for Schedule 40 steel gas piping are permitted in concealed locations.

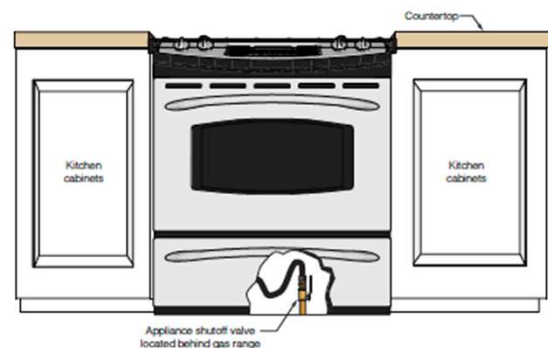


25

409.5.1 Access to Shutoff Valves for Movable Appliances

2018

- For shutoff valves installed behind movable appliances, the required access is provided by moving the appliance.



Shutoff valves behind movable appliances are considered as meeting the requirement for access.



26

Thank You For Your Time





AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.C.

DATE SUBMITTED: July 15, 2021

MEETING DATE: July 19, 2021

FROM: Imelda Barrera, Assistant City Clerk

DEPARTMENT: Development Services

DIRECTOR: Melanie Cano

Agenda Item: Consideration and action, if any, on Ordinance adopting a fee schedule for municipal fiber optic services. *(2nd Reading)*

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: The Board of Commissioners of the City of Pharr desires to provide reliable, high-speed internet to the residents and businesses of Pharr, for the benefit and growth of economic and community goals and finds that providing fiber-optic services will provide reliable, high-speed internet serves a public purpose. Therefore, the City desires to adopt a schedule of fees, charges, expenses and a collection procedure for municipal fiber optic services and other such matters pertaining to this ordinance

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends approval.

Alternatives: Approve/Deny/Table

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Barrera
Melanie Cano
City Management Office

Created/Initiated - 7/15/2021
Approved - 7/16/2021
Final Approval - 7/16/2021

ORDINANCE NO. O-2021-_____

AN ORDINANCE CREATING AND ADOPTING THE MUNICIPAL FIBER OPTIC SERVICE FEE SCHEDULE, PROVIDING FOR REPEALING OF CONFLICTING ORDINANCE(S) CLAUSE, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the City of Pharr desire to provide reliable, high-speed internet to the residents and businesses of Pharr, for the benefit and growth of economic and community goals; and

WHEREAS, the Board of Commissioners find that providing fiber-optic services will provide reliable, high-speed internet serves a public purpose; and

WHEREAS, the Board of Commissioners has approved a municipally owned fiber-optic broadband network in order to provide fast and reliable internet service to residential and commercial customers; and

WHEREAS, a community survey was conducted for residents and businesses to determine the appropriate monthly service rates; and

WHEREAS, home-ruled cities may take actions authorized by the City charter and not specifically prohibited or preempted by the Texas Constitution, state, or federal law; and

WHEREAS, Cities may regulate a range of local services to promote the general welfare of the City's residents; and

WHEREAS, the City, as a home-rule municipality, can provide a service and charge a user fee for its use; and

WHEREAS, the Board of Commissioners seeks to establish user fees for the cost of providing the services; and

WHEREAS, the City desires to adopt a schedule of fees, charges, expenses and a collection procedure for municipal fiber optic services and other such matters pertaining to this ordinance.

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

SECTION 1: Ordinance No. 2021-__ is hereby created and adopted.

SECTION 2. RATES AND FEES.

A. FIBER OPTIC MONTHLY SERVICE RATES

1. Residential Monthly Rates

Residential	Speed (Mbps)	Monthly Rate
Blue Plan	500	\$25.00
Gold Plan	1,000	\$50.00

2. **Small Business Commercial Monthly Rates** – shall apply to small and medium sized businesses requiring a wireless modem.

Small Business	Speed (Mbps)	Monthly Rate
Gold Plan	200	\$100.00

3. **Enterprise Commercial Monthly Rates** – shall apply to businesses that require dedicated fiber connection.

Enterprise	Speed (Mbps)	Monthly Rate
Green Plan	200	\$250.00
Blue Plan	600	\$350.00
Gold Plan	1,000	\$500.00

B. DEPOSIT FEES

A deposit of one month service shall be made for residential, small business, and enterprise commercial connections to the city's broadband internet services. Deposit shall be reimbursed or applied to any unpaid bill after service is discontinued.

C. MISCELLANEOUS FEES

Type	Fee
No Premise Access	\$25.00
Missed Appointment	\$25.00
Reconnection	\$25.00
*Wireless Modem	\$5.00

(*Note) – Standard modem is included at no charge.

SECTION 3: REPEALING CLAUSE.

All ordinances or parts of ordinances or conflict with this ordinance are hereby repealed.

SECTION 4: SEVERABILITY CLAUSE.

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

SECTION 5: EFFECTIVE DATE; PUBLICATION.

The Ordinance shall take effect and be in force from and after its passage and approval on three (3) separate readings in accordance with Section 8, Article 3 of the Charter of the City of Pharr, Texas.

Publication, if necessary, may also be in caption form as allowed under Section 9 of the Pharr City Charter.

SECTION 6: PROPER NOTICE AND MEETING.

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED ON THE FIRST READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA BARRERA, ASSISTANT CITY CLERK

PASSED AND APPROVED ON THE SECOND READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA BARRERA, ASSISTANT CITY CLERK

PASSED AND APPROVED ON THE THIRD AND FINAL READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA BARRERA, ASSISTANT CITY CLERK



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.D.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Pilar Rodriguez, Director

DEPARTMENT: Public Works

DIRECTOR: Pilar Rodriguez

Agenda Item: Consideration and action, if any, authorizing the City Manager to advertise for bids for the installation of thermoplastic pavement marking for the Public Works Department.

Classification: Consent

(* If closed session, City Attorney must review and approve.)

Issue: The Public Works Department maintains an annual service and delivery contract for the installation of thermoplastic pavement markings for application on City roadways. The pavement markings are utilized to delineate traffic lanes, cross walks, parking spaces, school zones, speed cushions, stop bars, arrows, only and various other symbols that are in compliance with the Texas Manual on Uniform Traffic Control Devices.

The current contract will expire on August 31, 2021, with no time extensions left to exercise. Staff is requesting authorization to solicit bids for consideration by the City Commission at a future meeting date.

Project# 2021-01-517-C007-126

Fiscal Consideration: Works will be ordered on an as needed basis based on available funding.

Staff Recommendation: Based on review by this office, staff recommends approval of authorization for the City Manager to advertise for bids for the installation of thermoplastic roadway pavement markings.

Alternatives: Solicit quotes on the open market on an as needed basis.

Exclude Material from Public Packet? No

Reason: Not applicable

ROUTING:

Pilar Rodriguez
Pilar Rodriguez
Ignacio Amezcua
Patricia Rigney
Karla Saavedra

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Approved - 7/16/2021
Approved - 7/16/2021

Anali Alanis
City Management Office

Approved - 7/16/2021
Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.E.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Pilar Rodriguez, Director

DEPARTMENT: Public Works

DIRECTOR: Pilar Rodriguez

Agenda Item: Consideration and action, if any, authorizing the City Manager to advertise for bids for a supply contract for the purchase of Prime Coat and Tack Coat material for the Public Works Department.

Classification: Consent

(* If closed session, City Attorney must review and approve.)

Issue: The Public Works Department has a contract to supply prime coat and tack coat material to utilize for repair of asphalt pavement roadways. The current contract will expire on September 25, 2021, with no contract time extensions available to exercise.

Staff is requesting authorization for the City Manager to advertise for bids for a supply contract for the purchase tack and prime coat.

Project#2021-01-517-SP004-110

Fiscal Consideration: This supply contract will be utilized on an as needed basis to repair roadways.

Staff Recommendation: Based on review by this office, staff recommends approval of the authorization for the City Manager to advertise for bids for a supply contract to purchase prime coat and tack coat for use by the Public Works Department to repair asphalt roadways.

Alternatives: Request quotes on the open market on an as needed basis

Exclude Material from Public Packet? No

Reason: Not applicable

ROUTING:

Pilar Rodriguez

Created/Initiated - 7/14/2021

Pilar Rodriguez

Approved - 7/14/2021

Ignacio Amezcua

Approved - 7/14/2021

Patricia Rigney

Approved - 7/16/2021

Karla Saavedra

Approved - 7/16/2021

Anali Alanis

Approved - 7/16/2021

City Management Office

Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.F.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Pilar Rodriguez, Director

DEPARTMENT: Public Works

DIRECTOR: Pilar Rodriguez

Agenda Item: Consideration and action, if any, authorizing the City Manager to advertise for bids for a supply contract for the purchase and delivery of Reinforced Concrete Pipe, Manholes and Inlets for the Public Works Department.

Classification: Consent

(* If closed session, City Attorney must review and approve.)

Issue: The Public Works Department utilizes a supply contract to purchase and deliver RCP, Manholes and Inlets to repair drainage infrastructure in the city. The current supply contract is set to expire on September 24, 2021, with no contract time extensions available to exercise.

Staff is requesting authorization for the City Manager to advertise for a new supply contract for the purchase RCP, Manholes and Inlets.

Project#2021-01-517-SP005-073

Fiscal Consideration: These items will be purchased on an as needed basis.

Staff Recommendation: Based on review by this office, staff recommends approval of authorization for the City Manager to advertise for bids for a supply contract to purchase RCP, Manholes and inlets for used by the Public Works Department.

Alternatives: Request quotes for RCP, Manholes and Inlets on the open market.

Exclude Material from Public Packet? No

Reason: Not applicable

ROUTING:

Pilar Rodriguez

Created/Initiated - 7/14/2021

Pilar Rodriguez

Approved - 7/14/2021

Ignacio Amezcua

Approved - 7/14/2021

Patricia Rigney

Approved - 7/14/2021

Karla Saavedra

Approved - 7/16/2021

Anali Alanis

Approved - 7/16/2021

City Management Office

Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.G.

DATE SUBMITTED: July 12, 2021

MEETING DATE: July 19, 2021

FROM: Maria Rangel, Engineer in Training

DEPARTMENT: Engineering

DIRECTOR: Omar Anzaldua

Agenda Item: Consideration and action, if any, rejecting bids for the PSJA Tri-City Pedestrian Safety Improvements Project Phase I (CSJ: 0921-02-391), and authorizing the City Manager to re-advertise for bids.

Classification: Consent

(* If closed session, City Attorney must review and approve.)

Issue: TxDOT has indicated that since a portion of the works is being constructed in TxDOT Right of Way, the contractor performing that work is required to be TxDOT Pre-Qualified. To remedy, potential bidders will be required to be pre-qualified by TxDOT, and a team of staff will thoroughly check bids against a checklist before the bid amount is read.

Additionally the Disadvantaged Business Enterprise (DBE) requirements will be further clarified as to require the DBE Commitments at time of Bid.

In the re-bid, the City will update the language in the bid documents to reflect the changes TxDOT wants to see.

Fiscal Consideration: Re-advertising the project may result in higher bid prices.

Staff Recommendation: Staff recommends rejecting bids for the PSJA Tri-City Pedestrian Safety Improvements Project Phase I (CSJ: 0921-02-391), and authorizing the City Manager to re-advertise for bids.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: Not applicable.

ROUTING:

Maria Rangel
Omar Anzaldua
Ignacio Amezcua
Karla Saavedra
Patricia Rigney
City Management Office

Created/Initiated - 7/12/2021
Approved - 7/14/2021
Approved - 7/14/2021
Approved - 7/16/2021
Approved - 7/16/2021
Final Approval - 7/16/2021



600 WEST INTERSTATE 2, PHARR, TEXAS 78577-6535 | 956.702.6100 | WWW.TXDOT.GOV

July 8, 2021

Omar Anzaldua Jr., P.E.
City Engineer, City of Pharr
118 S. Cage Blvd., 1st Floor
Pharr, Texas 78577

RE: Local Let Project Advertisement, Bid Analysis and Recommendation for Award
HWY: Various Locations within Hidalgo County
CSJ: 0921-02-391
From: Within the Cities of Alamo & Pharr & San Juan

Dear Mr. Anzaldua,

Referencing your letter on May 17, 2021, we are not in agreement with the City of Pharr bid analysis and recommendation for award of the construction contract.

1) At the bid opening April 26, 2021, all bids were read aloud. The bidders were not evaluated for responsiveness based on the City's Eligibility of Bidders/qualification requirements in Item 2L. Bidders #1 and #2 should have been evaluated as non-responsive and set aside at the bid opening. Non-Responsive bids must not be read aloud at the bid opening to avoid publishing critical results that prompt the lowest bidder to consider the specified DBE goal and respond accordingly. Since Bidder #1 and Bidder #2 are deemed non-responsive (did not meet the written requirements of the bid solicitation) these are not bids & should not be part of the bid analysis.

2) Bidder #3 was identified as apparent low bidder and provided a DBE commitment letter. We have confirmed that the commitment letter does not meet the DBE commitment requirements as specified in special provisions 000-394L ("By signing the Contract proposal, the Bidder is certifying that the DBE goal as stated in the proposal will be met by obtaining commitments from eligible DBEs") and 002-0011L ("The apparent low bidder must submit DBE commitment information on federally funded projects with DBE goals within 5 calendar days (as defined in 49 CFR Part 26, Subpart A) of bid opening."). The DBE commitment letter from Bidder #3 described how they intended to meet the assigned DBE. However, the SMS.4901 form containing commitment signatures from both the prime contractor and eligible DBE certified sub-contractors was not included.

As a reminder, the procedures you will need to follow can be found at
<http://www.dot.state.tx.us/business/governments/lgpp.htm>.

If you have any questions, feel free to call me at (956) 702-6247 or via USPS at 600 W. Interstate 2, Pharr, TX 78577.

Omar Anzaldua, Jr. P.E.

2

July 8, 2021

Sincerely,

DocuSigned by:
Joseph E. Leal Jr
8CB58F9AB5674D8...

Joseph E. Leal, Jr., P.E.
Pharr District Project Manager

Cc: Norma Y. Garza, P.E., Director of Transportation Planning & Development
Rene Garza, P.E., Pharr Area Engineer
Margil Maldonado, Jr., P.E., Advance Project Delivery Supervisor
Craig Wuensche, RLA, Project Development Deputy Project Manager
Agustin Ramirez, P.E., Design Support and Special Projects Supervisor
Jesus Noriega, P.E., Assistant Pharr Area Engineer
Maria Rangel, EIT, City of Pharr Project Engineer



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.H.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Veronica Ramirez, HR Director

DEPARTMENT: HR

DIRECTOR: Veronica Ramirez

Agenda Item: Consideration and action, if any, authorizing City Manager to advertise for Request for Proposals for Self-Funded Employee Health Insurance Benefit Plans, Self-Funded Pharmacy Benefit Management Services, and Individual & Aggregate Stop Loss Insurance.

Classification: Consent

(* If closed session, City Attorney must review and approve.)

Issue: Project#2021-01-526-S028-088

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends approval

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: Recommending approval

ROUTING:

Veronica Ramirez

Created/Initiated - 7/14/2021

Veronica Ramirez

Approved - 7/14/2021

Anali Alanis

Approved - 7/15/2021

Karla Saavedra

Approved - 7/16/2021

Patricia Rigney

Approved - 7/16/2021

City Management Office

Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.I.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Veronica Ramirez, HR Director

DEPARTMENT: HR

DIRECTOR: Veronica Ramirez

Agenda Item: Consideration and action, if any, authorizing City Manager to advertise for Request for Proposals for Supplemental Insurance including 125 Cafeteria plan products at no additional cost to the City.

Classification: Consent

(* If closed session, City Attorney must review and approve.)

Issue: Project#2021-01-526-S029-161

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends approval

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Veronica Ramirez

Created/Initiated - 7/14/2021

Veronica Ramirez

Approved - 7/14/2021

Anali Alanis

Approved - 7/15/2021

Karla Saavedra

Approved - 7/16/2021

Patricia Rigney

Approved - 7/16/2021

City Management Office

Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.J.

DATE SUBMITTED:

MEETING DATE: July 19, 2021

FROM: Hilda Pedraza, City Clerk

DEPARTMENT: Administration

DIRECTOR:

Agenda Item: Consideration and action, if any, on Development Services Cases:

Classification: Public Hearing

(* If closed session, City Attorney must review and approve.)

Issue:

Fiscal Consideration:

Staff Recommendation:

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Hilda Pedraza

Karla Saavedra

Patricia Rigney

City Management Office

Created -



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.J.1.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Carolina Herrera, Secretary

DEPARTMENT: Development Services

DIRECTOR: Roland Gomez

Agenda Item: Melden & Hunt, Inc., representing Maria D. Alvarez, owner, has filed with the Planning and Zoning Commission a request for a Change of Zone from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD). The property is legally described as being .538 acres, more or less, out of Lots 1 and 2, Block 1, The Van Williams Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 229 West Sam Houston Avenue. **COZ#210634**

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Melden & Hunt, Inc., representing Maria D. Alvarez, owner, has filed with the Planning and Zoning Commission a request for a Change of Zone from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD). **COZ#210634**

Fiscal Consideration: N/A

Staff Recommendation: Development Services is recommending **approval** of the request to re-zone from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD) as the property meets area requirements and has adequate ingress and egress. The property is not currently compatible with the future land use plan; however, the zoning will allow for reasonable use of the property and granting the request results in equal treatment of similarly situated properties. If approved, the owner must comply with all City Ordinances and City Department requirements.

The Planning and Zoning Commission voted unanimously to approve the request for a change of zone from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD) subject to staff's recommendations.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Carolina Herrera
Roland Gomez

Created/Initiated - 7/14/2021
Approved - 7/14/2021

Patricia Rigney
City Management Office

Approved - 7/14/2021
Final Approval - 7/16/2021



Pharr

Development Services



STANDARDIZED RECOMMENDATION FORM

MEETING DATE: July 19, 2021

ROUTE TO BOARD:

☒ CITY COMMISSION

AGENDA ITEM: COZ#210634

☐ PLANNING & ZONING COMMISSION

DATE SUBMITTED: June 11, 2021

1. Applicant: Melden and Hunt, Inc., representing Maria D. Alvarez, owner
2. Requested Action: Re-zoning request from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD).
3. Nature / Intent of Request: In order to develop and construct 12 apartments.

4. Routing to Staff:

A. Roland Gomez, Interim Director

[Signature]
Initials

7-13-21
Date

☒ Approval ☐ Denial

B. Planning Staff Recommendations

[Signature]
Initials

7/13/21
Date

☒ Approval ☐ Denial

C. Planning and Zoning Commission

Initials

7/12/2021
Date

☒ Approval ☐ Denial

D. City Attorney

Initials

Date

☐ Approval ☐ Denial

E. City Manager

Initials

Date

☐ Approval ☐ Denial

MEMORANDUM

DATE: MONDAY, JULY 19, 2021

TO: MAYOR AND CITY COMMISSION

FROM: DEVELOPMENT SERVICES

THROUGH: EDWARD WYLIE, INTERIM CITY MANAGER

SUBJECT: Re-zoning Request: From Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD). The property is legally described as being .538 acres out of Lots 1 & 2, Block 1, The Van Williams Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 229 West Sam Houston Avenue.

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:

Melden and Hunt, Inc., representing Maria D. Alvarez, owner, has filed with the Planning and Zoning Commission a request for a Change of Zone from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD) in order to develop and construct 12 apartments.

The subject site is located on the south side of West Sam Houston Avenue and has a physical address of 229 West Sam Houston Avenue. The property is legally described as being a 0.538 of 1 acre out of Lots 1 & 2, Block 1, The Van Williams Subdivision, Pharr, Hidalgo County, Texas.

The property fronts West Sam Houston Avenue, an 80' major collector that runs east and west with a posted speed limit of 30 miles per hour or less as identified in the City of Pharr's Thoroughfare Plan.

The property is currently zoned Residential Multi-Family District (R-MF). On March 30, 1982, the property, and the property to the north, east, west and south were zoned to Single Family Residential District (R-1) when the city adopted the zoning ordinance we use today. On August 2, 2010, a portion of the property was rezoned to Neighborhood Commercial District (N-C) and later on August 19, 2019, the other portion was rezoned to Neighborhood Commercial District (NC). A portion of the property to the north was rezoned to General Business District (C) on May 15, 2007 and the other portion to the north was rezoned to Residential Multi-Family High Density District (R-MFHD). On May 3, 2021 the subject property was rezoned to Residential Multi-Family District (R-MF). There have been no other zoning requests within the vicinity of the subject property since that time. The property is generally designated for commercial use in the Land Use Plan.

The Residential Multi-Family High Density District is established to provide adequate space and site diversification for medium to high density areas. This may be a zone for transitional areas developed for single-family usage, but because of the need for rehabilitation, or changes in the character of the neighborhood, are now deemed suitable for some multifamily development. This zone allows medium to high density developments, and should be located where additional requirements for streets, water and fire protection, wastewater, drainage and adequate open space shall be met. R-MFHD uses should not run traffic over long distances of single-family residential-sized streets or neighborhoods and should be located close to arterials or collectors capable of carrying the additional traffic. Multi-family developments are not a buffer between single-family and commercial uses and should be property buffered from nonresidential land uses and traffic, or from pollution and environmental hazards.

Twenty-five (25) letters were mailed out to the surrounding property owners and a legal notice was published in the Advance News Journal. Staff received no response to the letters or the legal notice.

Development Services is recommending approval of the request to re-zone from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD) as the property meets area requirements and has adequate ingress and egress. The property is not currently compatible with the future land use plan; however, the zoning will allow for reasonable use of the property and granting the request results in equal treatment of similarly situated properties. If approved, the owner must comply with all City Ordinances and City Department requirements.

The Planning and Zoning Commission voted unanimously to approve the request for a change of zone from Residential Multi-Family District (R-MF) to Residential Multi-Family High Density District (R-MFHD) 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.**



Pharr

Development Services



REQUEST FOR CHANGE OF ZONE & AMENDMENT TO LAND USE PLAN

Melden and Hunt, Inc., representing Maria D. Alvarez, owner
APPLICANT

229 West Sam Houston Avenue
ADDRESS

Residential Multi-Family District (R-MF)
CURRENT ZONE

Residential Multi-Family High Density
District (R-MFHD)

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

STAFF RECOMMENDATIONS:

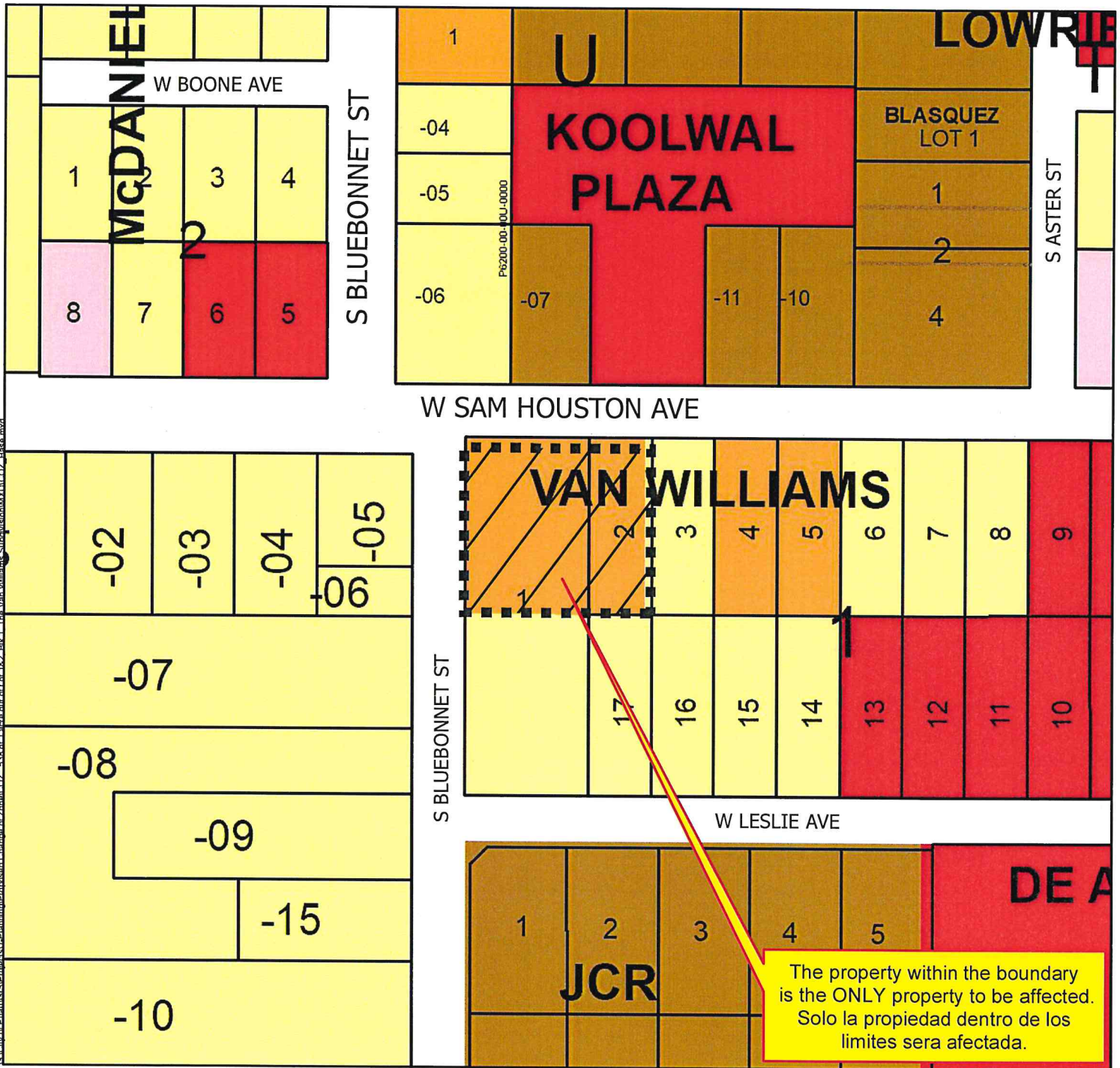
Approval

The property meets area requirements and has adequate ingress and egress. The property is not currently
compatible with the future land use plan; however, the zoning will allow for reasonable use of the property and
granting the request results in equal treatment of similarly situated properties. If approved, the owner must comply
with all City Ordinances and City Department requirements.

Anaisa Licerio
PREPARED BY

July 6, 2021
DATE

Proposed Change of Zone
.538 of 1 acre out of Lot 1&2, Blk 1,
The Van Williams Subdivision
Melden & Hunt, Inc/ Mario Reyna

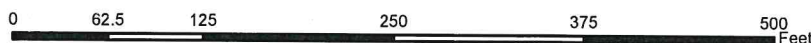


The property within the boundary
is the ONLY property to be affected.
Solo la propiedad dentro de los
limites sera afectada.

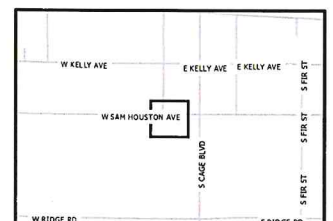
- | | | |
|---------------------------------------|--------------------|--------------------------|
| Agricultural Open Space | Rail Road R.O.W | Neighborhood Commercial |
| Single Family | Government Owned | Office Professional |
| Single Family Small Lot | General Business | PSJA ISD |
| Residential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

City of Pharr, Texas
Engineering Department
956.402.4242

Scale: 1 inch = 125 feet

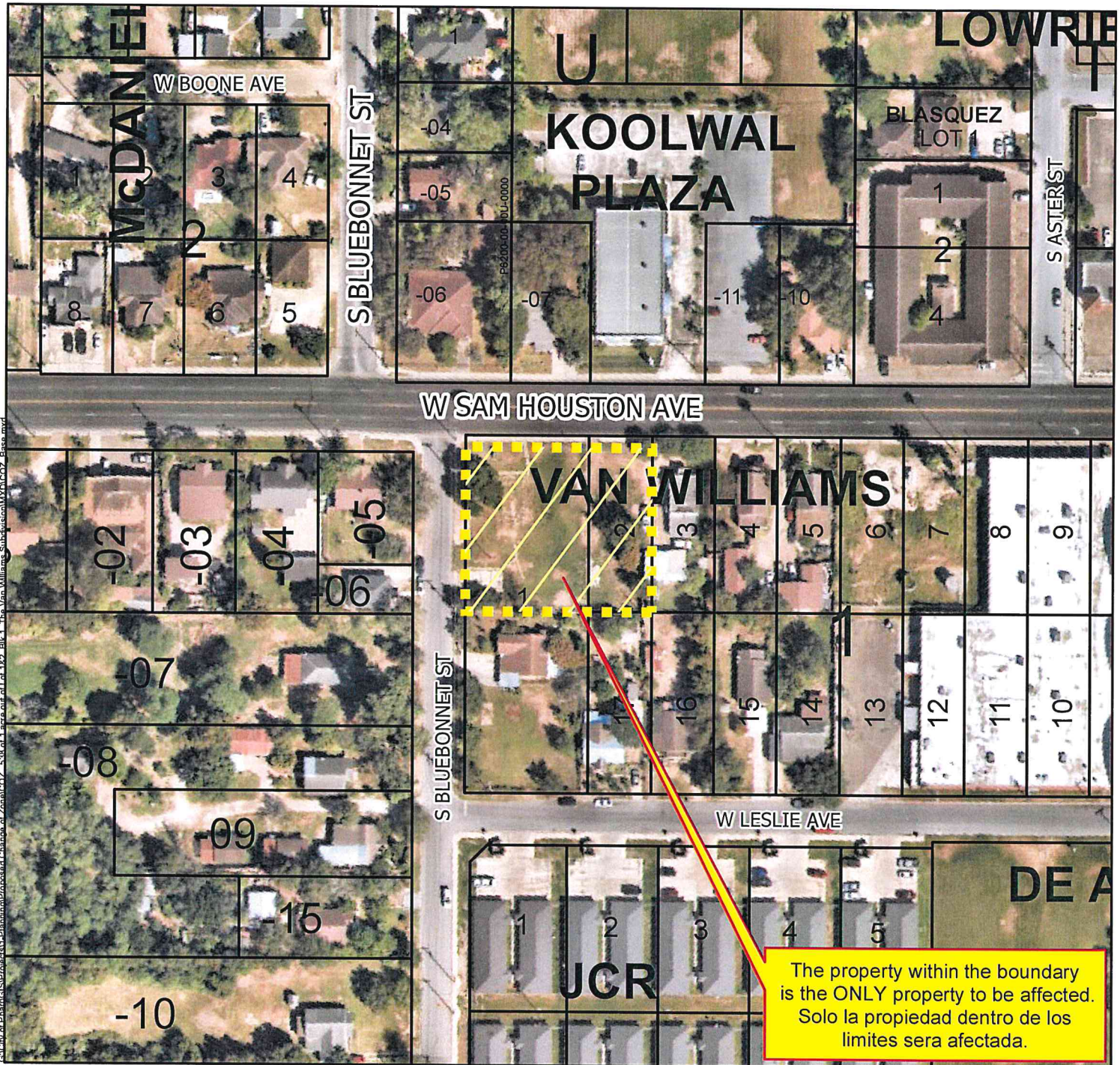


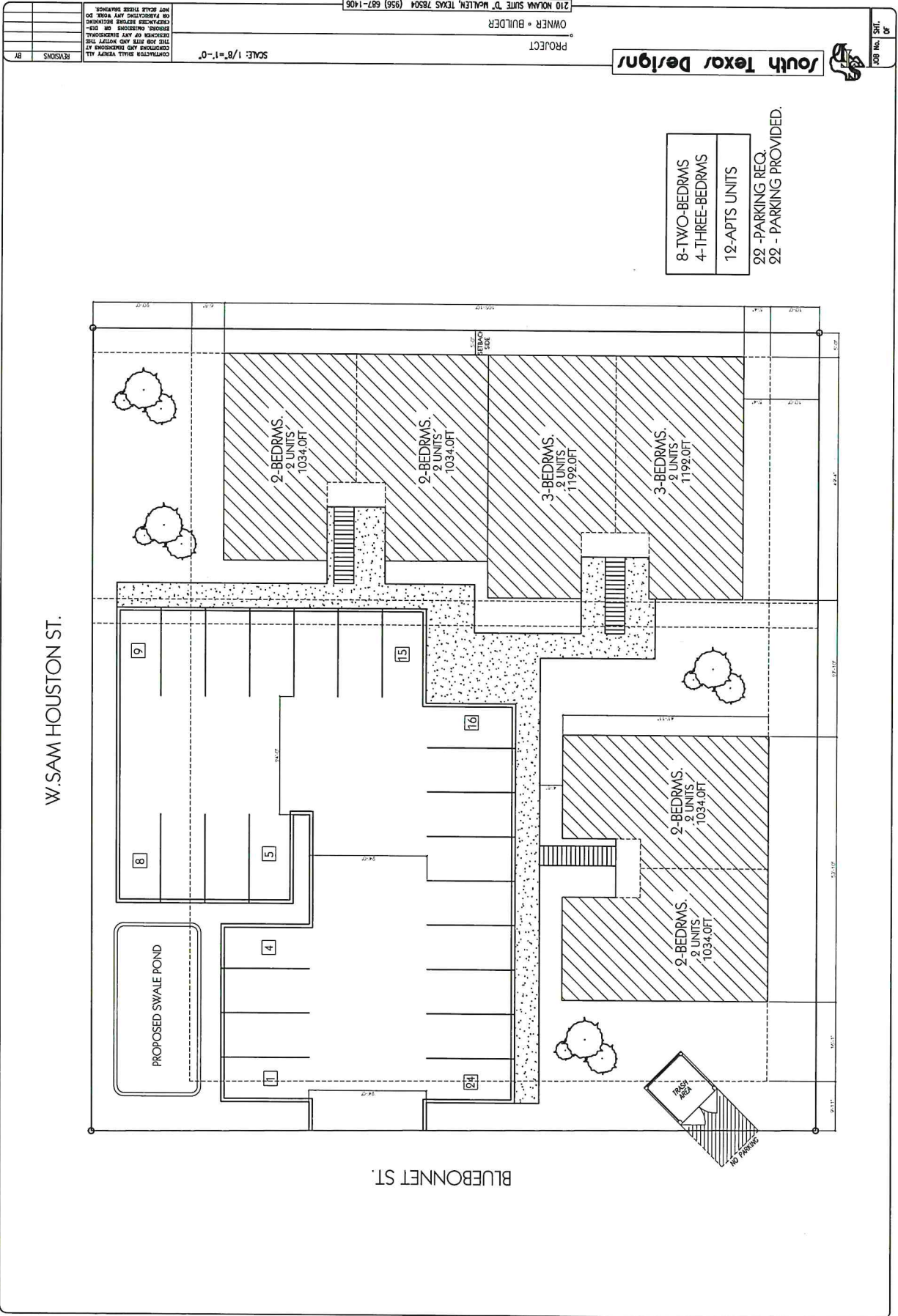
All information displayed on this map is subject
to verification by field survey or by the agency
responsible for maintaining the information.
This map is intended for general information only.



Date: 6/17/2021

Proposed Change of Zone
 .538 of 1 acre out of Lot 1&2, Blk 1,
 The Van Williams Subdivision
 Melden & Hunt, Inc/ Mario Reyna





W. SAM HOUSTON ST.

BLUEBONNET ST.

South Texas Design

PROJECT

OWNER • BUILDER

210 NOLAN SUITE D WILKIN, TEXAS 78504 (956) 687-1406

SCALE: 1/8"=1'-0"

CONTRACTOR SHALL VERIFY ALL
DIMENSIONS AND LOCATIONS AT
THIS JOB SITE AND NOTIFY THE
OWNER IMMEDIATELY IN WRITING
OF ANY DISCREPANCIES.
CONTRACTOR SHALL BE RESPONSIBLE
FOR OBTAINING ALL NECESSARY
PERMITS AND RECORDS
ON PLANNING ANY WORK, DO
NOT SCALE THESE DIMENSIONS.

REVISIONS	BY

8-TWO-BEDRMS
4-THREE-BEDRMS
12-APTS UNITS
22 -PARKING REQ.
22 - PARKING PROVIDED.



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.J.2.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Carolina Herrera, Secretary

DEPARTMENT: Development Services

DIRECTOR: Roland Gomez

Agenda Item: Dr. Narciso Garcia, representing Vanguard Academy Inc., owner, has filed with the Planning and Zoning Commission a request for a Life of Use Conditional Use Permit to allow an Institutional Use in an Agricultural and/or Open Space District (A-O). The property is legally described as being all of Lot 1, Oratory Academy of St. Philip Neri Subdivision and a 10.56 acres tract of land, more or less, out of Lot 6, Block 8, AJ. McColl Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 1407 West Moore Road. **CUP#210635**

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Dr. Narciso Garcia, representing Vanguard Academy Inc., owner, has filed with the Planning and Zoning Commission a request for a Life of Use Conditional Use Permit to allow an Institutional Use in an Agricultural and/or Open Space District (A-O). **CUP#210635**

Fiscal Consideration: N/A

Staff Recommendation: Development Services is recommending **approval** of the request for Life-of-the-Use Conditional Use Permit to allow a school in a Agricultural and/or Open Space District (A-O). Applicant shall obtain a Certificate of Occupancy and meet all City Department requirements prior to the issuance of the Conditional Use Permit as well as being subject to the following conditions:

The Planning and Zoning Commission carried the motion unanimously to **approve** the request for Life-of-the-Use Conditional Use Permit to allow a school in a Agricultural and/or Open Space District (A-O) subject to site being in compliance with all City Ordinances and City Departments requirements.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Carolina Herrera
Roland Gomez
Patricia Rigney
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Final Approval - 7/16/2021



Pharr

Development Services



MEMORANDUM

DATE: MONDAY, JULY 19, 2021

TO: MAYOR AND CITY COMMISSION

THROUGH: EDWARD WYLIE, INTERIM CITY MANAGER

FROM: ROLAND GOMEZ, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

SUBJECT: LIFE-OF-THE-USE CONDITIONAL USE PERMIT TO ALLOW A SCHOOL FILE NO. CUP#210635 (VANGUARD ACADEMY INC.)
--

GENERAL INFORMATION:

APPLICANT: Dr. Narciso Garcia, representing Vanguard Academy Inc., owner, has filed with the Planning and Zoning Commission a request for a Life of Use Conditional Use Permit to allow an Institutional Use in an Agricultural and/or Open Space District (A-O).

LEGAL DESCRIPTION: The property is legally described as being all of Lot 1, Oratory Academy of St. Philip Neri Subdivision, and a 10.56 acres tract of land, more or less, out of Lot 6, Block 8, AJ. McColl Subdivision, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 1407 West Moore Road.

ZONING: The property is currently zoned Agricultural and/or Open Space District (A-O). The surrounding area is zoned Single Family Residential District (R-1) and Townhouse Residential District (R-TH) to the North, Single Family Residential District (R-1) to the East, Residential Multi-Family High Density District (R-MFHD) to the South, General Business District (C) and Agricultural and/or Open Space District (A-O) and City of Pharr Limits lie to the West. This area is generally designated for Commercial and Public/Semi-Public Use in the Land Use Plan.

COMMENTS:	FIRE DEPARTMENT:	Recommends approval of the Conditional Use Permit.
------------------	-------------------------	--

**CODE COMPLIANCE
DIVISION:**

Recommends approval of
the Conditional Use Permit.

HEALTH DIVISION:

Recommends approval of
the Conditional Use Permit.

PLANNING DIVISION:

Recommends approval of
the Conditional Use Permit.

**NOTIFICATION
OF PUBLIC:**

One-hundred and twenty-two (122) surrounding property owners were notified of the request by letter and a legal notice was published in the Advance News Journal. Staff received one (1) telephone call for information only.

**DEVELOPMENT
SERVICES
RECOMMENDATIONS:**

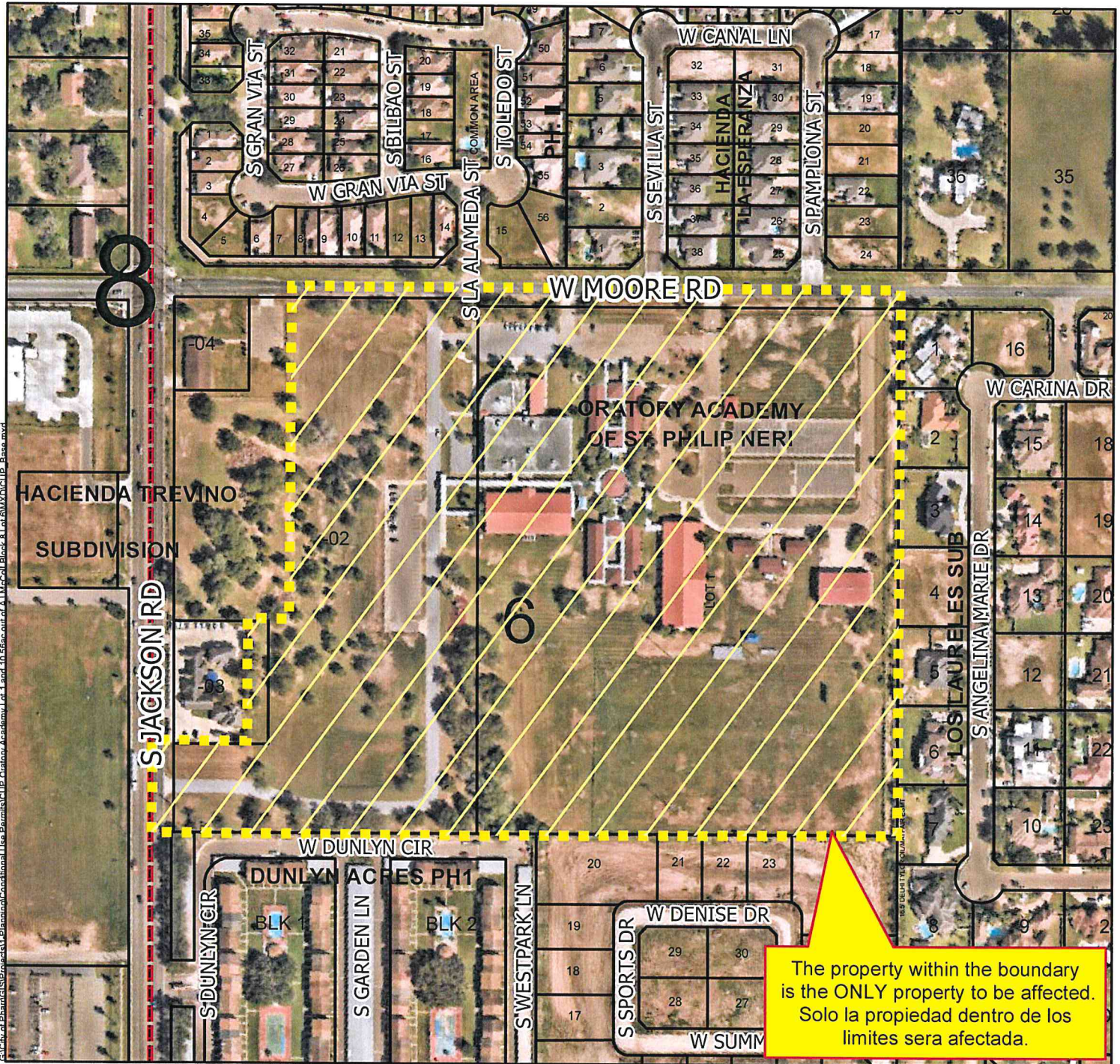
Development Services is recommending **approval** of the request for Life-of-the-Use Conditional Use Permit to allow a school in a Agricultural and/or Open Space District (A-O). Applicant shall obtain a Certificate of Occupancy and meet all City Department requirements prior to the issuance of the Conditional Use Permit as well as being subject to the following conditions:

- 1.This permit shall be for the Life-of-the-Use and issued to the current owner only;
- 2.Applicant shall comply with all City of Pharr Ordinances and codes, any violation will terminate this Conditional Use Permit;
- 3.A fire alarm system must be installed in every unit and/or classroom;
- 4.An all-weather surface must be provided for emergency access; and
- 5.The following shall be considered as grounds for revocation of the Conditional Use Permit; and
 - Any change in use or change in extent of use, area or location
 - Failure to allow periodic inspections by representatives of the City of Pharr at any reasonable time
 - Conditional Use Permits that have been revoked may not be applied for again until a period of one (1) year has lapsed from the date of revocation.

**PLANNING & ZONING
COMMISSION:**

The Planning and Zoning Commission carried the motion unanimously to **approve** the request for Life-of-the-Use Conditional Use Permit to allow a school in a Agricultural and/or Open Space District (A-O) subject to site being in compliance with all City Ordinances and City Departments requirements.

Proposed Conditional Use Permit
 All of Lot 1 Oratory Academy of St. Philip Neri Subdivision and
 10.56ac out of AJ.McColl Sub Lot 6 Block 8
 Vanguard Academy, Inc.



The property within the boundary
 is the ONLY property to be affected.
 Solo la propiedad dentro de los
 limites sera afectada.

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

City of Pharr, Texas
 Engineering Department
 956.402.4242

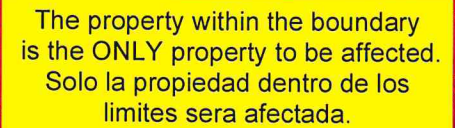
Scale: 1 inch = 280 feet



All information displayed on this map is subject
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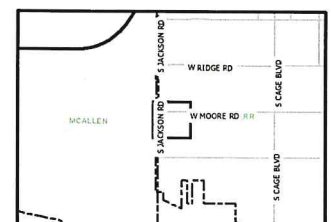
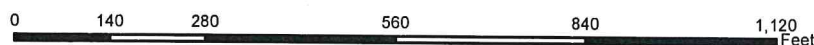
All of Lot 1 Oratory Academy of St. Philip Neri Subdivision and 10.56ac out of AJ.McColl Sub Lot 6 Block 8 Vanguard Academy, Inc.



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

All information displayed on this map is subject to verification by field survey or by the agency responsible for maintaining the information. This map is intended for general information only.

Scale: 1 inch = 280 feet

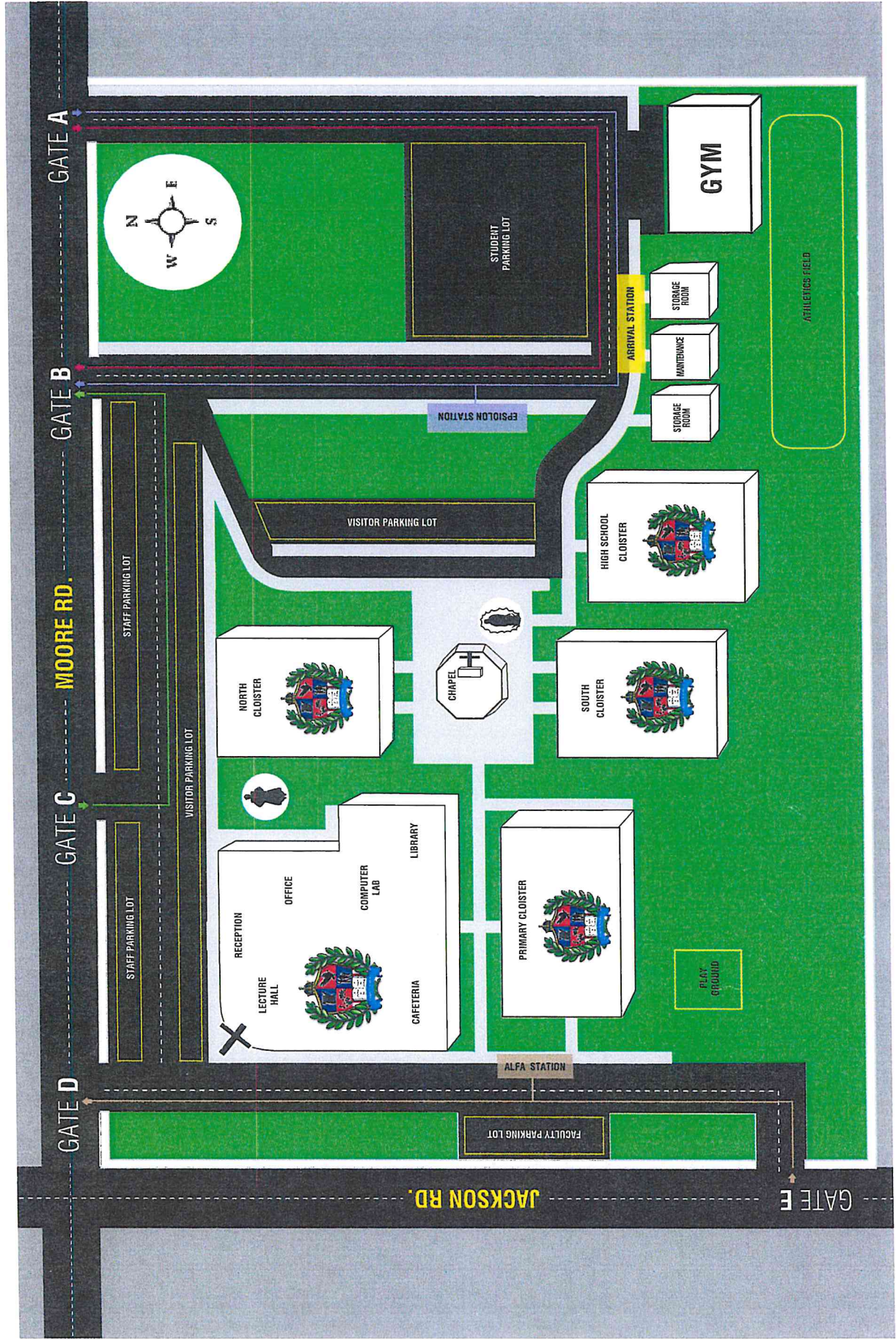


Date: 6/17/2021



Vanguard Van Gogh
1407 W. Moore Rd.
Pharr, TX 78577

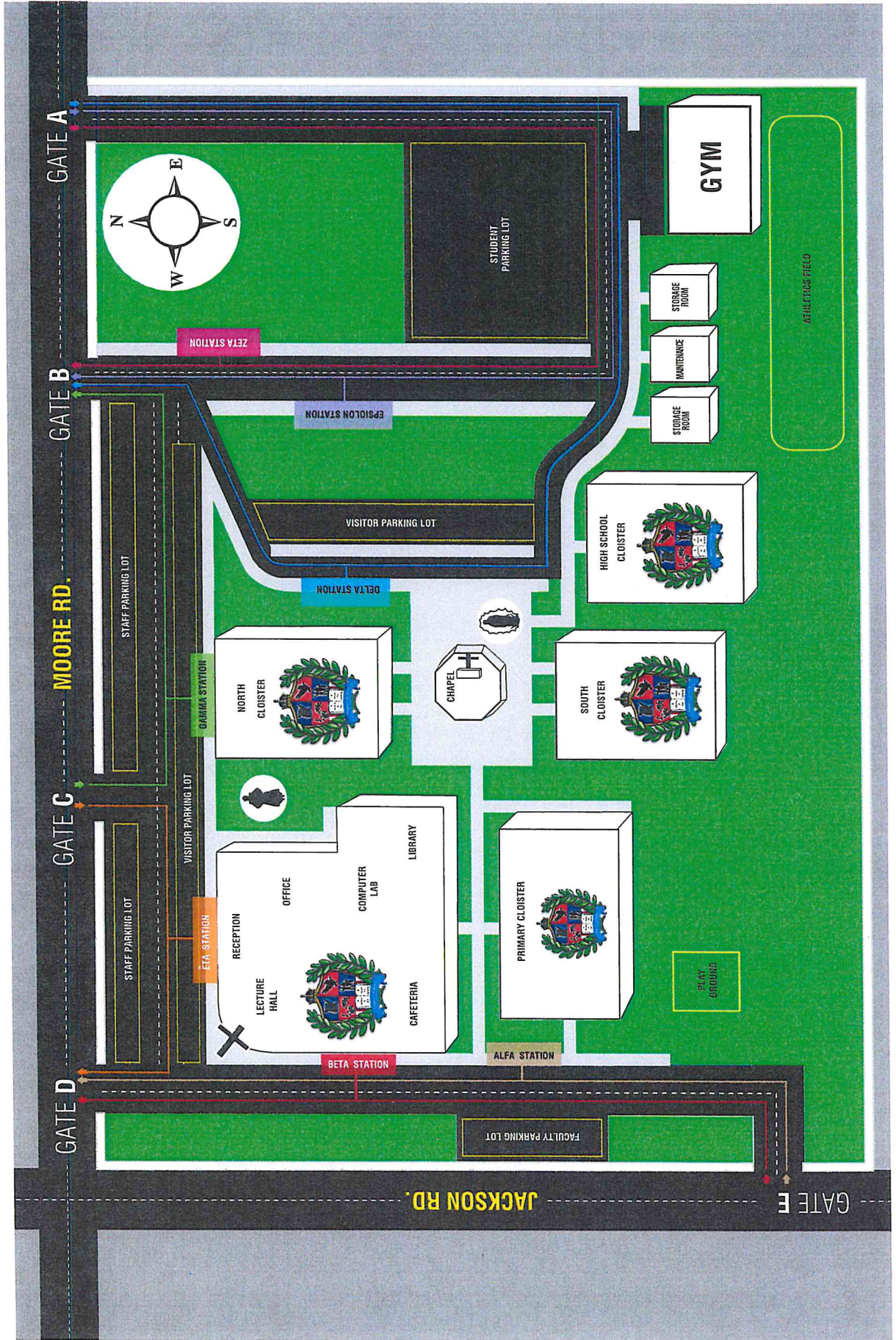
ARRIVAL MAP





Vanguard Van Gogh
1407 W. Moore Rd.
Pharr, TX 78577

DISMISSAL MAP





AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.J.3.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Carolina Herrera, Secretary

DEPARTMENT: Development Services

DIRECTOR: Roland Gomez

Agenda Item: Kans & Kegs #4 LLC. 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 all of Lots 30 and 31, Block 5, Evans Subdivision No. 3, Pharr, Hidalgo County, Texas. The property's physical address is 6804 South Cage Boulevard. **CUP#200525**

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Kans & Kegs #4 LLC. 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). **CUP#200525**

Fiscal Consideration: N/A

Staff Recommendation: Development Services 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 applicant and site being in compliance with all City Ordinances and City Department requirements.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Carolina Herrera
Roland Gomez
Patricia Rigney
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Final Approval - 7/16/2021



Pharr



MAYOR Ambrosio Hernandez, MD

COMMISSIONERS Eleazar Guajardo | Roberto "Bobby" Carrillo | Ramiro Caballero, MD | Daniel Chavez | Ricardo Medina | Itza Flores

Executive Summary Letter

July 19, 2021

Conditional Use Permit **Renewal** for ABC -

Kans & Kegs #4 LLC

Background:

Kans & Kegs #4 LLC., 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). This request constitutes the 1st renewal for Kans & Kegs #4 LLC.

The property is located at 6804 South Cage Boulevard. 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 beverages for on-premise consumption subject to the site and applicant being in compliance with all City Ordinances and City Department requirements.



Pharr

Development Services



MEMORANDUM

DATE: MONDAY, JULY 19, 2020

TO: MAYOR AND CITY COMMISSION

THROUGH: EDWARD WYLIE, INTERIM CITY MANAGER

FROM: ROLAND GOMEZ, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC FILE NO. CUP#200525 (KANS & KEGS #4, LLC)

GENERAL INFORMATION:

APPLICANT: Kans & Kegs #4 LLC. 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 all of Lots 30 and 31, Block 5, Evans Subdivision No. 3, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 6804 South Cage Boulevard.

ZONING: The property is currently zoned General Business District (C). The surrounding area is zoned General Business District (C) to the north, south, and east and Single-Family Residential District (R-1) to the west. This area is generally designated for commercial use in the Land Use Plan.

COMMENTS:

POLICE CHIEF:	Recommends approval of the Conditional Use Permit.
FIRE DEPARTMENT:	Recommends approval of the Conditional Use Permit.

**CODE COMPLIANCE
DIVISION:**

Recommends approval of
the Conditional Use Permit.

HEALTH DIVISION:

Recommends approval of
the Conditional Use Permit.

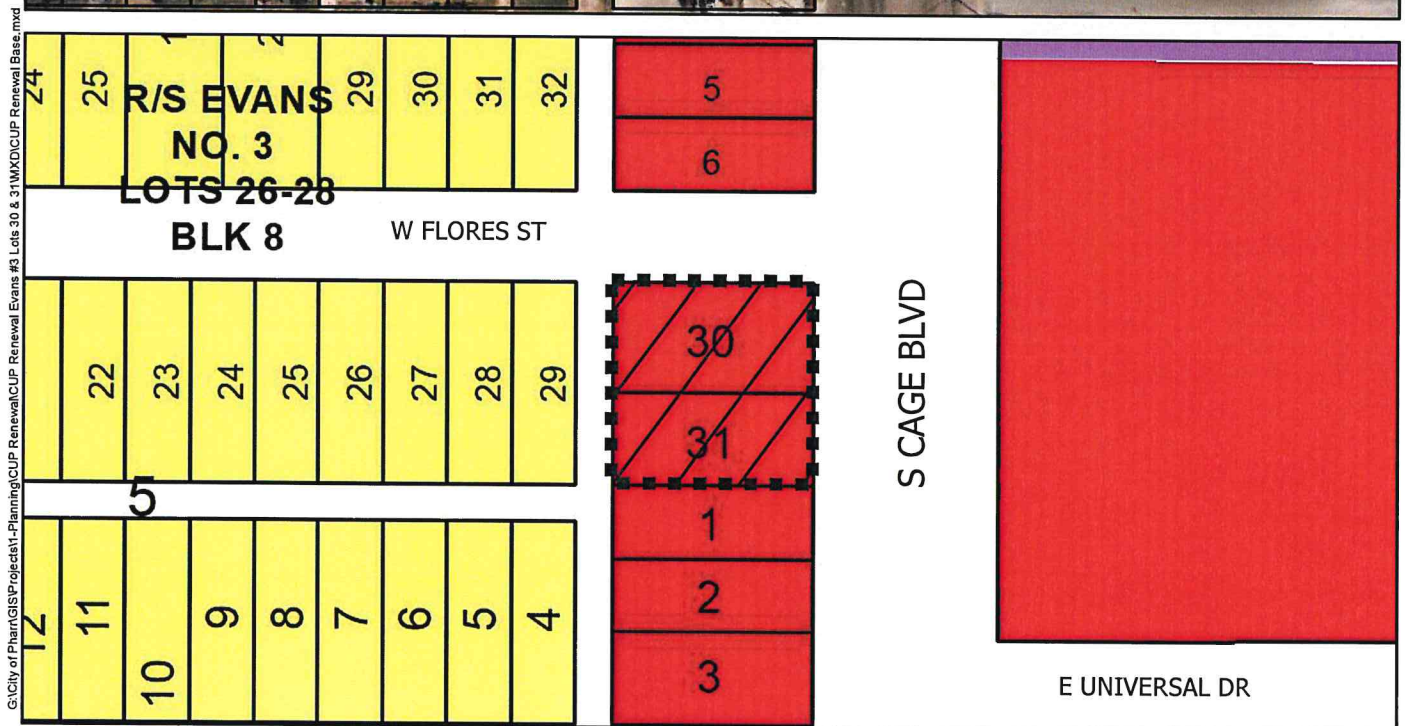
PLANNING DIVISION:

Recommends approval of
the Conditional Use Permit.

**DEVELOPMENT
SERVICES
RECOMMENDATIONS:**

Development Services 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 applicant and site being in compliance with all City Ordinances and City Department requirements.

Conditional Use Permit Renewal
 Evans #3 Lots 30 & 31
 Kans & Kegs #4, LLC/ Nora Rodriguez



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

City of Pharr, Texas
 Engineering Department
 956.702.5355

Scale: 1 inch = 100 feet



Date: 5/24/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.J.4.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Carolina Herrera, Secretary

DEPARTMENT: Development Services

DIRECTOR: Roland Gomez

Agenda Item: Edinburg RAM, LLC, d/b/a Khan's Grill, 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 being Lot 6A, Jackson Ridge Court Subdivision Phase III – Amended Plat, Pharr, Hidalgo County, Texas. The property's physical address is 1005 South Jackson Road. **CUP#180644**

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Edinburg RAM, LLC, d/b/a Khan's Grill, 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). **CUP#180644**

Fiscal Consideration: N/A

Staff Recommendation: Development Services is recommending **approval** of the 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) to applicant and site being in compliance with all City Ordinances and City Department requirements.

Alternatives: N/A

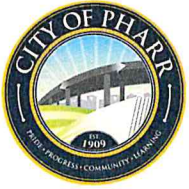
Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Carolina Herrera
Roland Gomez
Patricia Rigney
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Final Approval - 7/16/2021



Pharr



MAYOR Ambrosio Hernandez, MD

COMMISSIONERS Eleazar Guajardo | Roberto "Bobby" Carrillo | Ramiro Caballero, MD | Daniel Chavez | Ricardo Medina | Itza Flores

Executive Summary Letter

July 19, 2021

Conditional Use Permit **Renewal** for ABC –

Khan's Grill

Background:

Edinburg RAM, LLC., d/b/a Khan's Grill, is requesting 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 Khan's Grill.

The property is located at 1005 South Jackson Road. 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.



Pharr

Development Services



MEMORANDUM

DATE: MONDAY, JULY 19, 2021

TO: MAYOR AND CITY COMMISSION

THROUGH: EDWARD WYLIE, INTERIM CITY MANAGER

FROM: ROLAND GOMEZ, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

SUBJECT: CONDITIONAL USE PERMIT & LATE HOURS PERMIT RENEWAL FOR ABC – FILE NO. CUP#180644 (KHAN'S GRILL)

GENERAL INFORMATION:

APPLICANT: Edinburg RAM, LLC, d/b/a Khan's Grill, 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 being Lot 6A, Jackson Ridge Court Subdivision Phase III – Amended Plat, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 1005 South Jackson Road.

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

COMMENTS:	POLICE CHIEF:	Recommends approval of the Conditional Use Permit.
------------------	----------------------	--

FIRE DEPARTMENT:	Recommends approval of the Conditional Use Permit.
-------------------------	--

**CODE COMPLIANCE
DIVISION:**

Recommends approval of
the Conditional Use Permit.

HEALTH DIVISION:

Recommends approval of
the Conditional Use Permit.

PLANNING DIVISION:

Recommends approval of
the Conditional Use Permit.

**DEVELOPMENT
SERVICES**

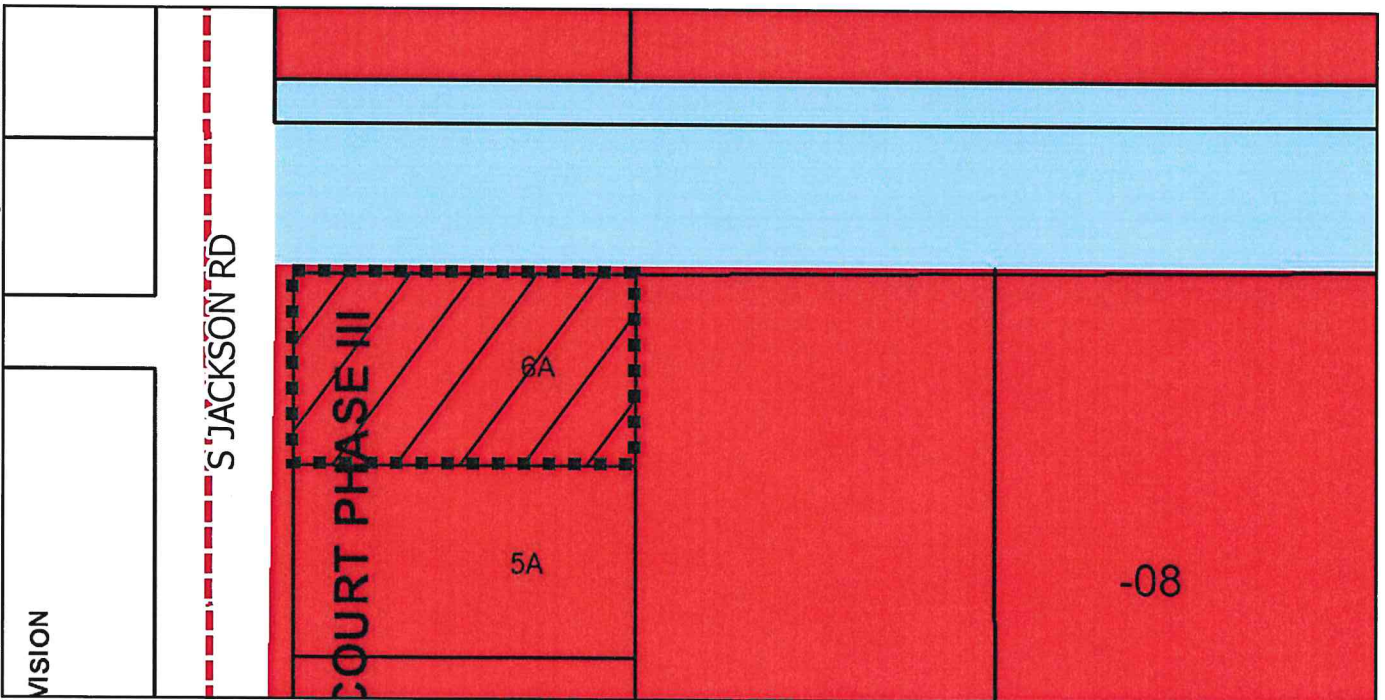
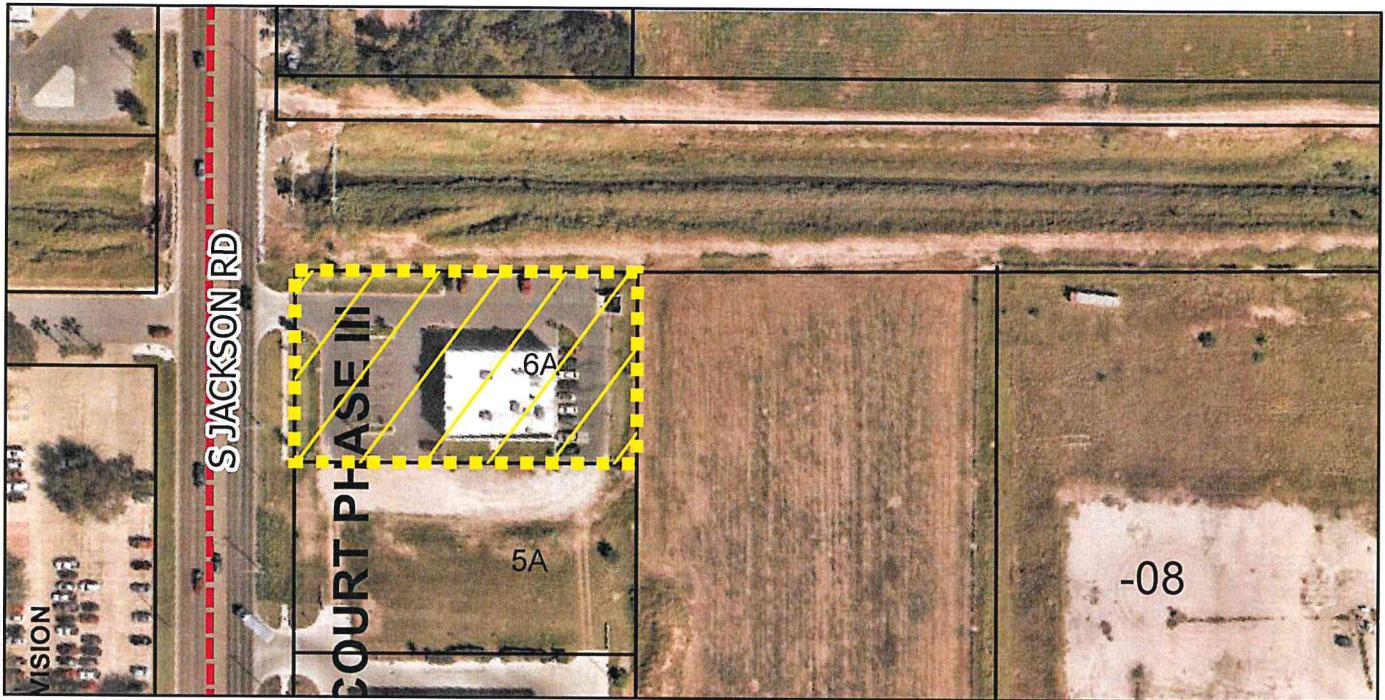
RECOMMENDATIONS:

Development Services is recommending **approval** of the 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) to applicant and site being in compliance with all City Ordinances and City Department requirements.

Conditional Use Permit Renewal
Jackson Ridge Phase III Lot 6
Khan's Grill/ Rafael Caballero



G:\City of Pharr\GIS\Projects\1-Planning\CUP Renewal\CUP Renewal Jackson Ridge Court Phase III Lot 6\MXDCUP Renewal Base.mxd



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 = 150 feet



Date: 6/23/2011



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.J.5.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Carolina Herrera, Secretary

DEPARTMENT: Development Services

DIRECTOR: Roland Gomez

Agenda Item: Khanh Nguyen, d/b/a Snow Bite, 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 being 0.078-acre tract of land, more or less, out of Lot 4A, Replat of Vacated Car-Mel Subdivision, Vacated El Centro Mall No. 3 & 4 Subdivision Pharr, Hidalgo County, Texas. The property's physical address is 500 North Jackson Road, Suite L-2. **CUP#190536**

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Khanh Nguyen, d/b/a Snow Bite, 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). **CUP#190536**

Fiscal Consideration: N/A

Staff Recommendation: Development Services is recommending **approval** of the 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) subject to applicant and site being in compliance with all City Ordinances and City Department requirements.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Carolina Herrera
Roland Gomez
Patricia Rigney
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Final Approval - 7/16/2021



Pharr



MAYOR Ambrosio Hernandez, MD

COMMISSIONERS Eleazar Guajardo | Roberto "Bobby" Carrillo | Ramiro Caballero, MD | Daniel Chavez | Ricardo Medina | Itza Flores

Executive Summary Letter

July 19, 2021

Conditional Use Permit **Renewal** for ABC –

Snow Bite

Background:

Khanh Nguyen, d/b/a Snow Bite, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverage for on-premise consumption. This request constitutes the 2nd renewal for Snow Bite.

The property is located at 500 North Jackson Road, Suite L-2. 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.



MEMORANDUM

DATE: MONDAY, JULY 19, 2021

TO: MAYOR AND CITY COMMISSION

THROUGH: EDWARD WYLIE, INTERIM CITY MANAGER

FROM: ROLAND GOMEZ, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

SUBJECT: CONDITIONAL USE PERMIT AND LATE HOURS ABC FILE NO. CUP#190536 (SNOW BITE)
--

GENERAL INFORMATION:

APPLICANT: Khanh Nguyen, d/b/a Snow Bite, 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 being 0.078-acre tract of land, more or less, out of Lot 4A, Replat of Vacated Car-Mel Subdivision, Vacated El Centro Mall No. 3 & 4 Subdivision Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 500 North Jackson Road, Suite L-2.

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

COMMENTS: **POLICE CHIEF:** Recommends approval of the Conditional Use Permit

FIRE DEPARTMENT:

Recommends approval of
the Conditional Use Permit

**CODE COMPLIANCE
DIVISION:**

Recommends approval of
the Conditional Use Permit

HEALTH DIVISION:

Recommends approval of
the Conditional Use Permit

PLANNING DIVISION:

Recommends approval of
the Conditional Use Permit.

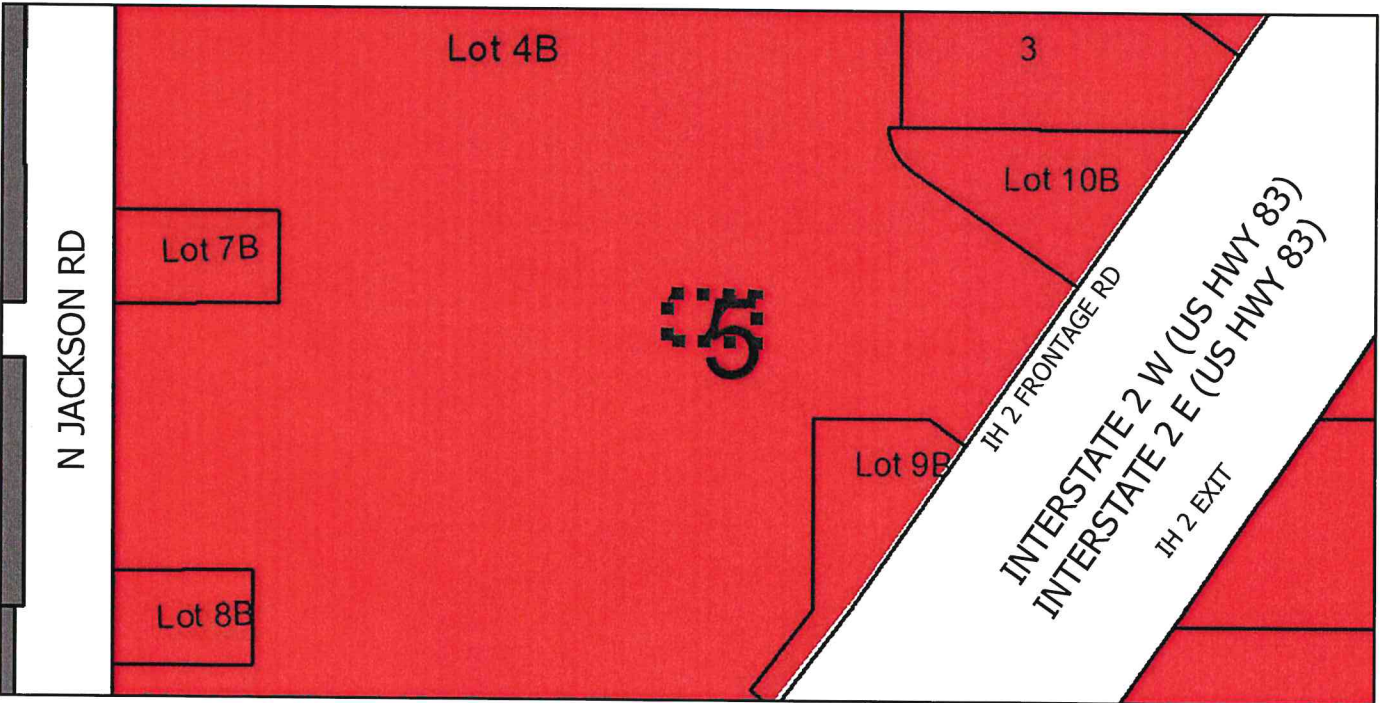
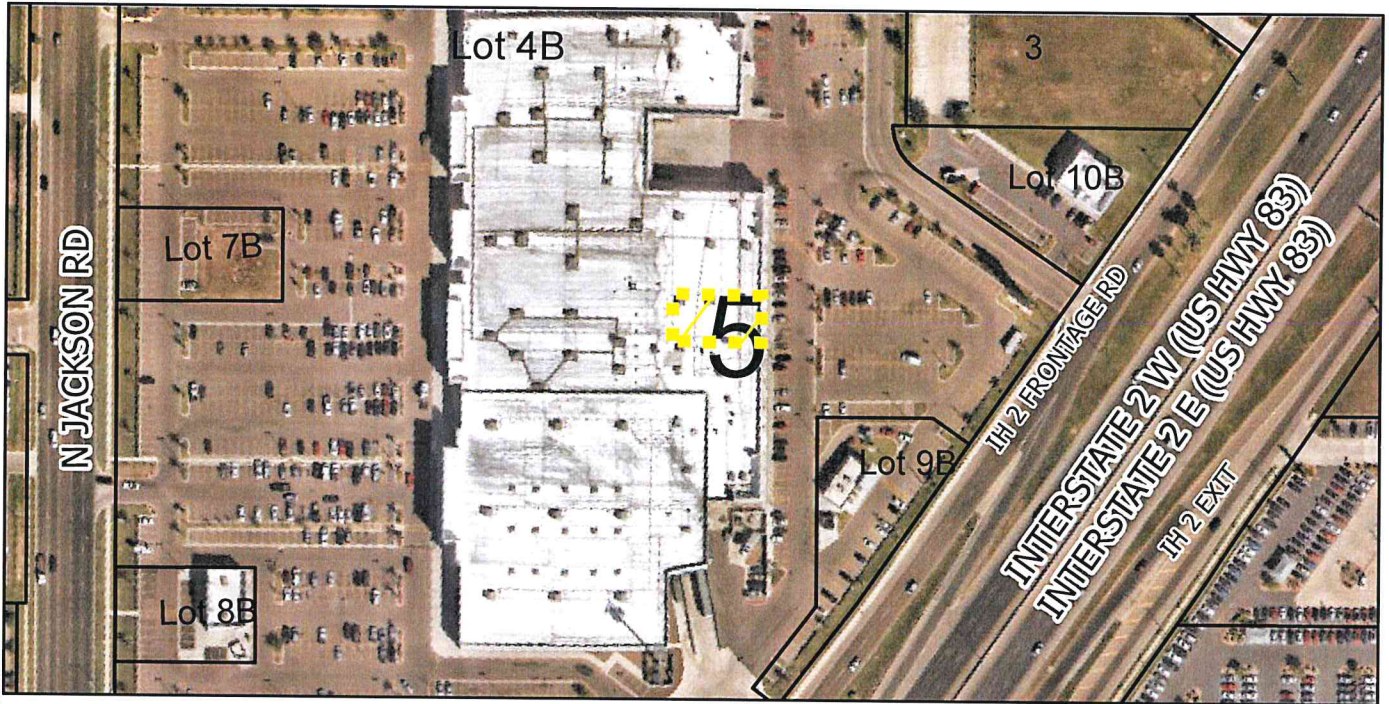
**DEVELOPMENT
SERVICES
RECOMMENDATIONS:**

Development Services is recommending **approval** of the 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) subject to applicant and site being in compliance with all City Ordinances and City Department requirements.

Conditional Use Permit Renewal
 El Centro Mall No.3
 Khanh Nguyen/Snowbite



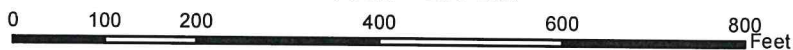
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- | | | | |
|---------------------------------------|-------------------|-------------------------|--------------------------|
| Agricultural Open Space | Townhouse | Drainage Easement | PSJA ISD |
| Single Family | HUD Code | Heavy Commercial | Hidalgo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

City of Pharr, Texas
 Engineering Department
 956.702.5355

Scale: 1 inch = 200 feet



Date: 6/23/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 5.J.6.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Carolina Herrera, Secretary

DEPARTMENT: Development Services

DIRECTOR: Roland Gomez

Agenda Item: City of Pharr, d/b/a Tierra del Sol Golf Club, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Planned Unit Development District (PUD). The property is legally described as being a tract of land containing 139.37 acres, more or less, out of Lots 225, 226, 238, 239, 240, 241, 242 and 243 and all land comprising of the Golf Course, Kelly-Pharr Subdivision, Pharr, Hidalgo County, Texas. The property is physically located at 700 East Hall Acres Road. **CUP#160628**

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: City of Pharr, d/b/a Tierra del Sol Golf Club, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Planned Unit Development District (PUD). **CUP#160628**

Fiscal Consideration: N/A

Staff Recommendation: Development Services 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 Planned Unit Development District (PUD) subject to the site and applicant being in compliance with all City Ordinances and City Department requirements.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Carolina Herrera
Roland Gomez
Patricia Rigney
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Final Approval - 7/16/2021



Pharr



MAYOR Ambrosio Hernandez, MD

COMMISSIONERS Eleazar Guajardo | Roberto "Bobby" Carrillo | Ramiro Caballero, MD | Daniel Chavez | Ricardo Medina | Itza Flores

Executive Summary Letter

July 19, 2021

Conditional Use Permit **Renewal** for ABC –

Tierra del Sol Golf Club

Background:

City of Pharr, d/b/a Tierra del Sol Golf Club, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. This request constitutes the 5th renewal for Tierra del Sol Golf Club.

The property is located at 700 East Hall Acres Road. It is zoned Planned Unit Development District (PUD) 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 request for 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 Departments requirements.

P:\Admin\CUPs\ABC\ABC_TIERRA DEL SOL GOLF CLUB_CITY OF PHARR_2016



Pharr

Development Services



MEMORANDUM

DATE: MONDAY, JULY 19, 2021

TO: MAYOR AND CITY COMMISSION

THROUGH: EDWARD WYLIE, INTERIM CITY MANAGER

FROM: ROLAND GOMEZ, INTERIM DIRECTOR OF DEVELOPMENT SERVICES

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC – FILE NO. CUP#160628 (TIERRA DEL SOL GOLF CLUB)
--

GENERAL INFORMATION:

APPLICANT: City of Pharr, d/b/a Tierra del Sol Golf Club, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Planned Unit Development District (PUD).

LEGAL DESCRIPTION: The property is legally described as being a tract of land containing 139.37 acres, more or less, out of Lots 225, 226, 238, 239, 240, 241, 242 and 243 and all land comprising of the Golf Course, Kelly-Pharr Subdivision, Pharr, Hidalgo County, Texas.

LOCATION: The property is physically located at 700 East Hall Acres Road.

ZONING: The property is currently zoned Planned Unit Development District (PUD). The surrounding area is zoned Agricultural and/or Open Space District (A-O) to the north, Planned Unit Development District (PUD) to north, south, east and west, Mobile Home Residential District (R-TH) west, and city limits lie to the east. The area is generally designated for single-family residential, manufactured homes, parks and public/semi-public use in the Land Use Plan.

POLICE CHIEF: Recommends approval of the Conditional Use Permit.

FIRE DEPARTMENT: Recommends approval of the Conditional Use Permit.

CODE COMPLIANCE DIVISION: Recommends approval of the Conditional Use Permit.

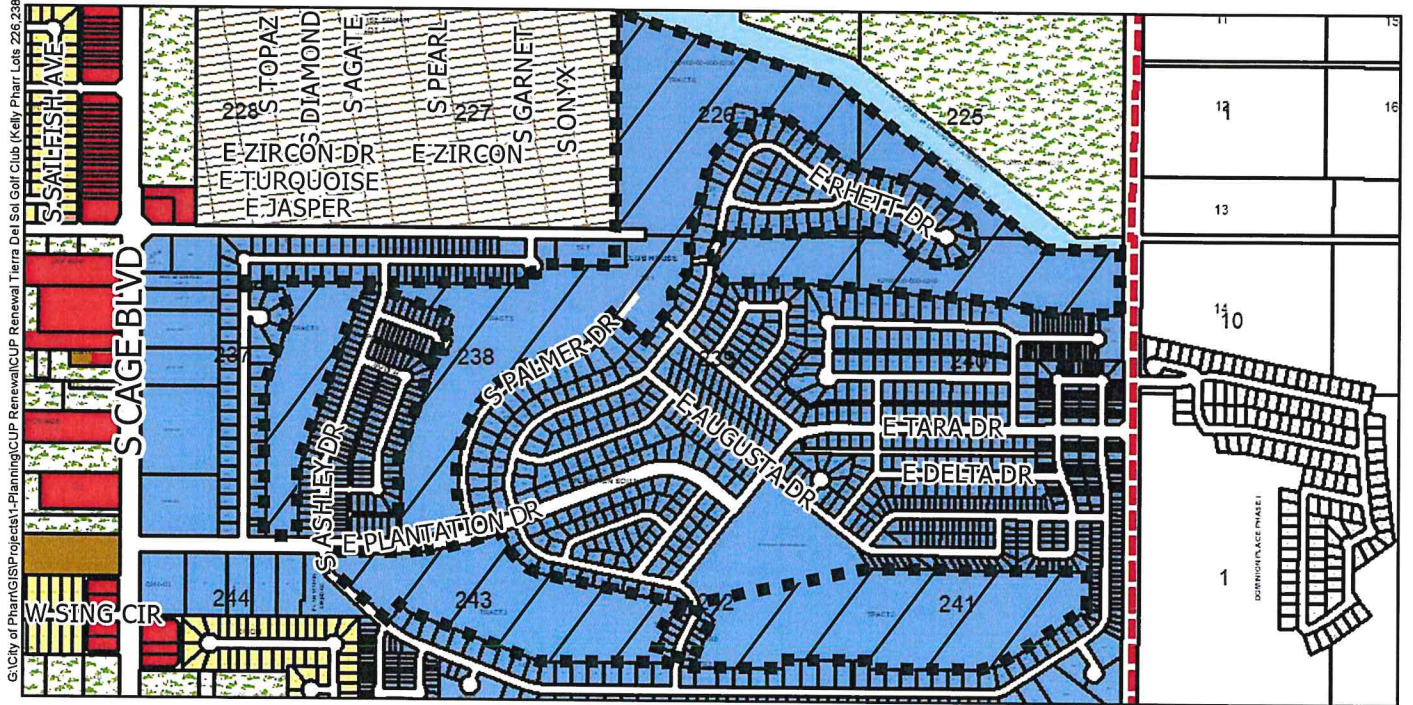
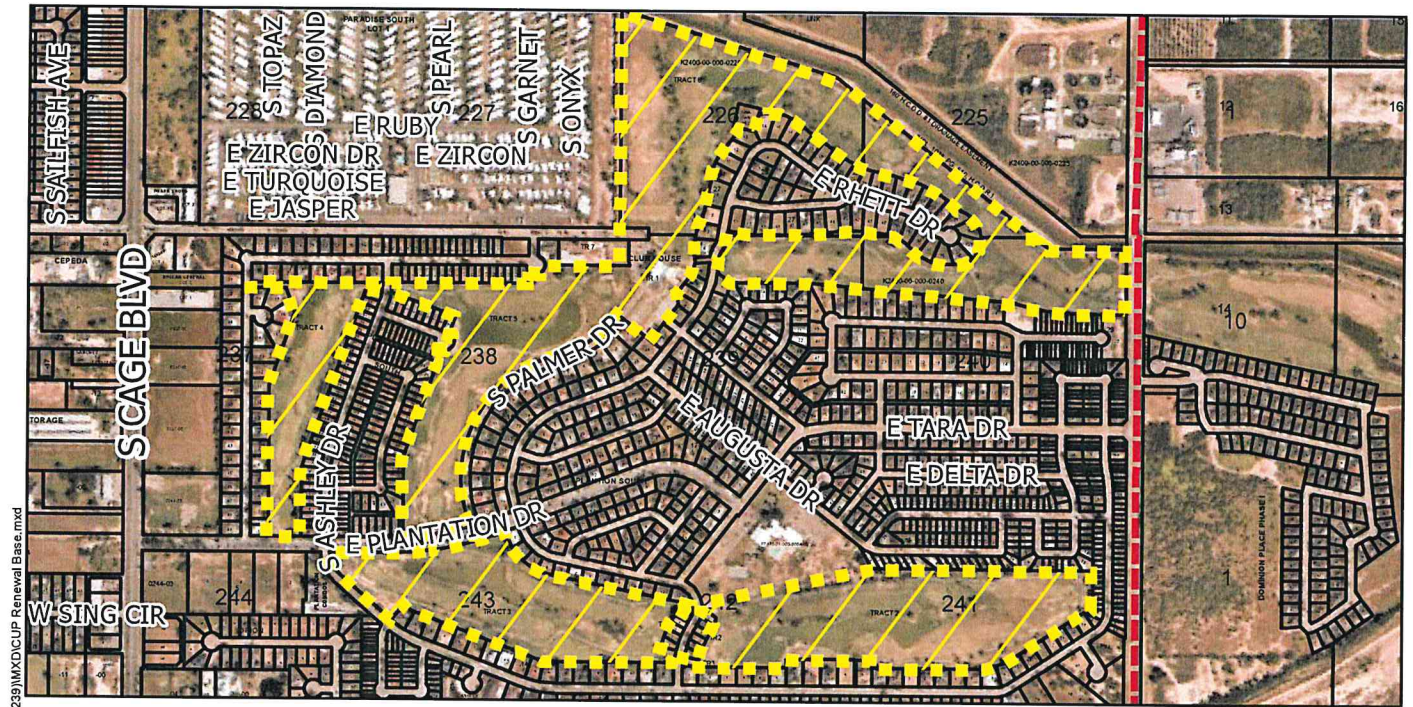
HEALTH DIVISION: Recommends approval of the Conditional Use Permit.

PLANNING DEPARTMENT: Recommends approval of the Conditional Use Permit.

**DEVELOPMENT
SERVICES
RECOMMENDATION:**

Development Services 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 Planned Unit Development District (PUD) subject to the site and applicant being in compliance with all City Ordinances and City Department requirements.

Conditional Use Permit Renewal
 139.37 Ac of Lots 226, 238, and 239 and all
 land comprising of the Golf Course
 City of Pharr d/b/a Tierra del Sol Golf Club



- | | | | | |
|-----------------------------|---------------------------|-------------------|-------------------------|--------------------------|
| 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 = 1,000 feet



Date: 6/23/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 6.A.

DATE SUBMITTED: July 15, 2021

MEETING DATE: July 19, 2021

FROM: Imelda Barrera, Assistant City Clerk

DEPARTMENT: Administration

DIRECTOR: Edward Wylie

Agenda Item: Consideration and action, if any, on Ordinance approving Texas Gas Service company's (TGS) Cost of Service Adjustment (COSA) Tariffs. *(1st and Final Reading)*

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: On April 29, 2021, Texas Gas Service (TGS) Company filed for a rate increase pursuant to the Cost of Service Adjustment (COSA) tariff adopted by the Rio Grande Valley Service Area Cities. TGS claimed an entitlement to rate relief under the tariff in the amount of \$4,262,987 on a system-wide basis. Attorney, Thomas Brocato, and consultant, Karl Nalepa, relied upon by the city coalition to review the TGS filing and negotiated a settlement and agreed to recommend a settlement of \$3,842,357 on a system-wide basis.

Cities' consultant found that TGS' Cost of Service calculations were consistent with the terms of the COSA tariff. However, he identified several adjustments that were appropriate. After meeting to discuss the adjustment, the parties were able to reach negotiated resolution of the 2021 COSA.

In summary, the parties agreed to a total revenue requirement adjustment of \$780,364 off of the Company's original request of \$4,262,987. The agreed reductions to the revenue requirement results in a total increase of \$3,842,357.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends adoption of the Ordinance and tariffs establishing new rates.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Barrera

Created/Initiated - 7/15/2021

Karla Saavedra
Patricia Rigney
City Management Office

Approved - 7/16/2021
Approved - 7/16/2021
Final Approval - 7/16/2021

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PHARR, TEXAS, (“CITY”) APPROVING A NEGOTIATED RESOLUTION BETWEEN THE CITY AND TEXAS GAS SERVICE (“TGS” OR “THE COMPANY”) REGARDING THE COMPANY’S APRIL 29, 2021 COST OF SERVICE ADJUSTMENT (“COSA”) FILING; DECLARING EXISTING RATES TO BE UNREASONABLE; ADOPTING NEW TARIFFS THAT REFLECT RATE ADJUSTMENTS CONSISTENT WITH THE NEGOTIATED SETTLEMENT AND FINDING THE RATES TO BE SET BY THE ATTACHED TARIFFS TO BE JUST AND REASONABLE; PROVIDING FOR THE RECOVERY OF THE CITY’S AND TGS’ REASONABLE AND NECESSARY RATE CASE EXPENSES; ADOPTING A SAVINGS CLAUSE; DETERMINING THAT THIS ORDINANCE WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; REPEALING ANY PRIOR ORDINANCES INCONSISTENT WITH THIS ORDINANCE AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY’S AND THE CITY’S LEGAL COUNSEL.

WHEREAS, the City of Pharr, Texas (“City”) is a gas utility customer of Texas Gas Service (“TGS” or “the Company”), and a regulatory authority with an interest in the rates and charges of TGS; and

WHEREAS, pursuant to the terms of the agreement settling TGS’ 2017 Statement of Intent to increase rates, to which City was a signatory, the City and other municipalities within the Rio Grande Valley Service Area and TGS worked collaboratively to develop the Cost of Service Adjustment (“COSA”) tariff that allows for an expedited comprehensive rate review process; and

WHEREAS, on or about April 29, 2021, TGS filed with the City a COSA tariff seeking to increase natural gas rates to all customers residing in the City; and

WHEREAS, the Company requested a system-wide increase of \$4,262,987; and

WHEREAS, the City coordinated a review of TGS' COSA filing and designated attorneys and consultants to resolve issues in the Company's COSA filing; and

WHEREAS, the Company has filed evidence that existing rates are unreasonable and should be changed; and

WHEREAS, independent analysis by the City's rate expert concluded that TGS is able to justify an increase over current rates; and

WHEREAS, the City's attorney and consultant recommend that the City approve the Settlement Agreement reflecting increased revenues of \$3,842,357 on a system-wide basis; and

WHEREAS, the attached tariffs implementing new rates are consistent with the negotiated resolution reached by the City and are just, reasonable, and in the public interest; and

WHEREAS, the negotiated resolution of the Company's COSA filing and the resulting rates are, as a whole, in the public interest; and

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

Section 1. That the City Council finds that the existing rates for natural gas service provided by TGS are unreasonable and the new tariffs implementing this Ordinance, which are attached hereto and incorporated herein as Attachment A, are just and reasonable and are hereby adopted.

Section 2. That a rate increase of \$3,842,357 on a system-wide basis is reasonable.

Section 3. That TGS shall reimburse the reasonable ratemaking expenses of the City in processing the Company's rate application.

Section 4. That to the extent any resolution or ordinance previously adopted by the Council is inconsistent with this Ordinance, it is hereby repealed.

Section 5. That the meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 6. That if any one or more sections or clauses of this Ordinance is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance and the remaining provisions of the Ordinance shall be interpreted as if the offending section or clause never existed.

Section 7. That the tariffs attached as Attachment A to this Ordinance shall become effective for meters read on and after July 28, 2021 consistent with the COSA tariff.

Section 9. That a copy of this Ordinance shall be sent to TGS, care of Stephanie Houle, 1301 South Mopac, Suite 400, Austin, Texas 78746, and to Thomas L. Brocato, Special Counsel to the City, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED this _____ day of _____, 2021.

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Barrera, Assistant City Clerk

APPROVED AS TO FORM:

Patricia Rigney, City Attorney

COST OF SERVICE ADJUSTMENT CLAUSE

A. APPLICABILITY

This Cost of Service Adjustment Clause applies to all gas sales and standard transportation rate schedules of Texas Gas Service, a division of ONE Gas, Inc. (the "Company") currently in force in the incorporated areas of the Company's Rio Grande Valley Service Area ("RGVSA"). All rate calculations under this tariff shall be made on a RGVSA system wide basis. If, through the implementation of the provisions of this mechanism, it is determined that rates should be decreased or increased, then rates will be adjusted accordingly in the manner set forth herein. The rate adjustments implemented under this mechanism will reflect annual changes in the Company's cost of service and rate base as computed herein. This Rate Schedule 1-1 is authorized for an initial implementation period of three years commencing with the Company's filing under this rate schedule for the calendar year 2017, effective the first billing cycle of August 2018 and shall automatically renew for successive annual periods unless either the Company or the regulatory authority having original jurisdiction gives written notice to the contrary to the other by February 1, 2021, or February 1 of each succeeding year. Both the cities and the Company retain their statutory right to initiate a rate proceeding at any time.

B. EFFECTIVE DATE

Rate adjustments shall be made in accordance with the procedures described below on an annual basis. The Company shall make its annual filing no later than May 1, with the rate adjustments to be effective for meters read on or after the first billing cycle of August each year. The first filing pursuant to this Rider shall be no later than May 1, 2018 and shall be based on the financial results for the calendar year ending December 31, 2017.

C. COMPONENTS OF THE RATE ADJUSTMENT

Calculation of the rate adjustment will be based on operating expenses, return on investment, and Federal Income Tax. The first \$0.50 of the residential rate adjustment shall be included in the residential monthly Customer Charge of the applicable rate schedules with the excess of that amount applied to the Commodity Charge. The rate adjustment shall be included in the monthly Customer Charge of all other applicable rate schedules. The actual percentage change in total calendar year operating expenses shall not exceed five percent (5%), provided that the costs for the Company to provide public notice and reimburse City and Company rate case expenses as required herein, shall not be included in calculating the five (5%) limitation. The Company shall file with each regulatory authority having original jurisdiction over the Company's rates the schedules specified below, by FERC Account, for the prior calendar year period. The schedules will be based upon the Company's audited financial data, as adjusted, and provided in a format that will allow for the same analysis as that undertaken of a Company Statement of Intent filing, and shall include the following information:

C.1 Operating Expenses - Operating expenses will be those reported as part of our audited financials that are reconciled to the general ledger and assigned to the RGVSA level (either directly or allocated) in a manner consistent with the most recent RGVSA rate case.

The applicable expenses are:

Depreciation and Amortization Expense (Account Nos. 403-405) *

Taxes Other Than FIT (Account No. 408) **

Operation and Maintenance Expenses (Account Nos. 850-894, excluding any cost of gas related expenses)

Customer Related Expenses (Account Nos. 901-916) ***

Administrative & General Expenses (Account Nos. 920-932)

Interest on Customer Deposits (Account No. 431)

This information will be presented with supporting calculations.

* Based on the last approved depreciation methods and lives.

** Includes Texas Franchise Tax. Excludes City Franchise Fees, Gross Receipts, and any other revenue-based tax.

COST OF SERVICE ADJUSTMENT CLAUSE

*** Account 9040, bad debt reserve accruals, will be replaced by Account 1440, bad debt actual write-offs, beginning with the COSA filed for calendar year ending December 31, 2021.

All shared expenses allocated to the RGVSA must be supported by workpapers containing the allocated amount, methodology and factors. The Company shall provide additional information for all operating expenses upon request by the regulatory authority during the ninety (90) day review period specified in Section D.

C.2 Return on Investment - The rate of return will remain constant at the Weighted Cost of Capital authorized in the most recent RGVSA rate case. The return on investment is the rate of return multiplied by the rate base balance for the applicable calendar year.

The rate base balance is composed of:

Net Utility Plant in Service at year-end *
RRC 8.209 Regulatory Asset Balance

Plus:

Other Rate Base Items:

Materials and Supplies Inventories -13-month average
Prepayments (including Prepaid Pension) – 13-month average
Cash Working Capital – shall be calculated using the lead/lag days from the most recent RGVSA rate case

Less:

Customer Deposits (Account No. 235) at year-end
Customer Advances (Account No. 252) at year-end
Deferred Federal Income Taxes at year-end, adjusted to reflect the federal income tax rate in C.3.

* Net Utility Plant in Service as shown by FERC account. Gross utility plant in service and accumulated depreciation by account will be shown separately

Supporting information for all rate base items shall be provided to the regulatory authority during the ninety (90) day review period specified in Section D upon request by the regulatory authority.

C.3 Federal Income Tax

Applicable calendar year federal income taxes will be calculated as follows:

Net Taxable Income (applicable calendar-year end rate base multiplied by rate of return from the most recent RGVSA rate case included in Section C.2.)

Less: Interest on Long Term Debt (applicable calendar-year end rate base multiplied by debt cost component of return from the most recent RGVSA rate case)

Multiplied by: Tax Factor $(.21 / (1-.21))$ or .265823.

The Tax Factor will be calculated using the federal income tax rate(s) in effect during the period revenues from the COSA will be collected, including newly enacted federal tax rates to the extent such new rates are known at the time of the annual filing.

COST OF SERVICE ADJUSTMENT CLAUSE

C.4 Cost of Service Adjustment - The amount to be collected through the Cost of Service Adjustment will be the sum of the amounts from Sections C.1, C.2, and C.3 that total to the revenue requirement, less the calendar year actual non-gas revenue and other revenue (i.e., transportation revenue and service charges), adjusted for the revised Texas Franchise Tax described in Chapter 171 of the Texas Tax Code.

The formula to calculate the Cost of Service Adjustment is:

$$[(C.1 \text{ Operating Expenses} + C.2 \text{ Return on Investment} + C.3 \text{ Federal Income Tax} - \text{Actual Non-Gas and Other Revenues})] \div (1 - \text{Texas Franchise Tax statutory rate})$$

C.5 Cost of Service Adjustment Rate and Cost of Service Adjustment Volumetric Rate

The Cost of Service Adjustment as calculated in Section C.4 will be allocated among the customer classes in the same manner as the cost of service was allocated among classes of customers in the Company's latest effective rates for the RGVSA. The cost of service adjustment for each customer class will then be converted into a per-customer per-month amount to produce the Cost of Service Adjustment Rate. The per customer adjustment will be the Cost of Service Adjustment as allocated to that class, divided by the average number of gas sales customers in each class for the RGVSA. The Cost of Service Adjustment Rate will be this per customer adjustment amount divided by 12 to produce a monthly adjustment amount, either an increase or decrease, which will be included in the gas sales and standard transportation customer charges. For the residential class only, the Cost of Service Adjustment rate will be limited to \$0.50 in any one year, and the remaining portion of the Cost of Service Adjustment allocated to the residential class will be recovered through a Cost of Service Adjustment Volumetric Rate, which will be calculated by dividing the remaining portion to be recovered from residential customers by annual, weather-normalized residential volumes.

C.6 Attestation

A sworn statement shall be filed by the Company's Director of Rates, affirming that the filed schedules are in compliance with the provisions of this tariff and are true and correct to the best of his/her knowledge, information, and belief. No testimony shall be filed.

C.7 Proof of Revenues

The Company shall also provide a schedule demonstrating the "proof of revenues" relied upon to calculate the proposed Cost of Service Adjustment rate. The proposed rates shall conform as closely as practicable to the revenue allocation principles in effect prior to the adjustment.

C.8 Notice

Notice of the annual Cost of Service Adjustment shall be provided in a form similar to that required under Section 104.103, TEX. UTIL. CODE ANN not later than the 60th day after the date the utility files the COSA with the regulatory authority. The notice to customers shall include the following information:

- a) a description of the proposed revision of rates and schedules;
- b) the effect the proposed revision of rates is expected to have on the rates applicable to each customer class and on an average bill for each affected customer class;
- c) the service area or areas in which the proposed rate adjustment would apply;

COST OF SERVICE ADJUSTMENT CLAUSE

- d) the date the proposed rate adjustment was filed with the regulatory authority; and
- e) the Company's address, telephone number, and website where information concerning the proposed cost of service adjustment may be obtained.

D. REGULATORY REVIEW OF ANNUAL RATE ADJUSTMENT

The regulatory authority with original jurisdiction will have a period of not less than ninety (90) days within which to review the proposed annual rate adjustment. During the review period, Company shall provide additional information and supporting documents as requested by the regulatory authority and such information shall be provided within ten (10) working days of the original request.

The rate adjustment shall take effect for meters read on or after the first billing cycle of August each year. This Cost of Service Adjustment Rate Schedule does not limit the legal rights and duties of the regulatory authority. The Company's annual rate adjustment will be made in accordance with all applicable laws. If at the end of the ninety (90) day review period, the Company and the regulatory authority with original jurisdiction have not reached an agreement on the proposed Cost of Service Adjustment Rate, the regulatory authority may take action to deny such adjustment or approve a different adjustment. If at the end of the ninety (90) day review period, the regulatory authority takes no action, the proposed Cost of Service Adjustment Rate will be deemed approved.

The Company shall have the right to appeal any action by the regulatory authority to the Railroad Commission of Texas not later than the 30th day after the date of the final decision by the regulatory authority. Upon the filing of any appeal, the Company shall have the right to implement its Cost of Service Adjustment Rate, subject to refund.

To defray the cost, if any, of regulatory authorities conducting a review of Company's annual rate adjustment, Company shall reimburse the regulatory authorities for their reasonable expenses for such review. Any reimbursement contemplated hereunder shall be deemed a reasonable and necessary operating expense of the Company in the year in which the reimbursement is made.

A regulatory authority seeking reimbursement under this provision shall submit its request for reimbursement to the Company following the final approval of the COSA but no later than October 1 of the year in which the adjustment is made. The Company shall reimburse the regulatory authorities in accordance with this provision no later than thirty (30) days of receiving the request for reimbursement.

Texas Gas Service Company, a Division of ONE Gas, Inc.

Rio Grande Valley Service Area

RATE SCHEDULE 10

RESIDENTIAL SERVICE RATE

APPLICABILITY

Applicable to a residential customer in a single dwelling, or in a dwelling unit of a multiple dwelling or residential apartment, for domestic purposes. A residential consumer includes an individually-metered residential unit or dwelling that is operated by a public housing agency acting as an administrator of public housing programs under the direction of the U.S. Department of Housing and Urban Development. This rate is only available to full requirements customers of Texas Gas Service Company, a Division of ONE Gas, Inc.

TERRITORY

The Rio Grande Valley Service Area includes the incorporated areas of Alamo, Alton, Brownsville, Combes, Donna, Edcouch, Edinburg, Elsa, Harlingen, Hidalgo, La Feria, La Joya, La Villa, Laguna Vista, Los Fresnos, Lyford, McAllen, Mercedes, Mission, Palm Valley, Palmhurst, Palmview, Penitas, Pharr, Port Isabel, Primera, Progreso, Rancho Viejo, Raymondville, Rio Hondo, San Benito, San Juan, Santa Rosa, and Weslaco, Texas.

COST OF SERVICE RATE

During each monthly billing period:

A Customer Charge per meter per month of	\$17.52 plus
All Ccf @	\$0.74376 per Ccf

OTHER ADJUSTMENTS

Cost of Gas Component: The basic rates for cost of service set forth above shall be increased by the amount of the Cost of Gas Component for the billing month computed in accordance with the provisions of Rate Schedule 1-INC.

Weather Normalization Adjustment: The billing shall reflect adjustments in accordance with the provisions of the Weather Normalization Adjustment Clause, Rate Schedule WNA.

Energy Efficiency Program: Adjustments in accordance with the provisions of the Energy Efficiency Program, Rate Schedule 1EE, if applicable.

Excess Deferred Income Taxes Rider: The billing shall reflect adjustments in accordance with provisions of the Excess Deferred Income Taxes Rider, Rate Schedule EDIT-Rider.

Pipeline Integrity Testing Rider: The billing shall reflect adjustments in accordance with provisions of the Pipeline Integrity Testing Rider, Rate Schedule PIT.

Rate Schedule RCE: Adjustments in accordance with provisions of the Rate Case Expense Surcharge Rider.

Taxes: Plus applicable taxes and fees (including franchises fees) related to above.

CONDITIONS

Subject to all applicable laws and orders, and the Company's rules and regulations on file with the regulatory authority.

Supersedes Same Sheet Dated
July 29, 2020

Meters Read On and After
July 28, 2021

Texas Gas Service Company, a Division of ONE Gas, Inc.

Rio Grande Valley Service Area

RATE SCHEDULE 20

COMMERCIAL SERVICE RATE

APPLICABILITY

Applicable to commercial consumers and to consumers not otherwise specifically provided for under any other rate schedule. This rate is only available to full requirements customers of Texas Gas Service Company, a Division of ONE Gas, Inc.

TERRITORY

The Rio Grande Valley Service Area includes the incorporated areas of Alamo, Alton, Brownsville, Combes, Donna, Edcouch, Edinburg, Elsa, Harlingen, Hidalgo, La Feria, La Joya, La Villa, Laguna Vista, Los Fresnos, Lyford, McAllen, Mercedes, Mission, Palm Valley, Palmhurst, Palmview, Penitas, Pharr, Port Isabel, Primera, Progreso, Rancho Viejo, Raymondville, Rio Hondo, San Benito, San Juan, Santa Rosa, and Weslaco, Texas.

COST OF SERVICE RATE

During each monthly billing period:

A Customer Charge per meter per month of	\$122.11 plus (For Commercial Service)
	\$104.11 plus (For Church Service)

All Ccf @	\$0.31650 per Ccf
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OTHER ADJUSTMENTS

Cost of Gas Component: The basic rates for cost of service set forth above shall be increased by the amount of the Cost of Gas Component for the billing month computed in accordance with the provisions of Rate Schedule 1-INC.

Weather Normalization Adjustment: The billing shall reflect adjustments in accordance with the provisions of the Weather Normalization Adjustment Clause, Rate Schedule WNA.

Energy Efficiency Program: Adjustments in accordance with the provisions of the Energy Efficiency Program, Rate Schedule 1EE, if applicable.

Excess Deferred Income Taxes Rider: The billing shall reflect adjustments in accordance with provisions of the Excess Deferred Income Taxes Rider, Rate Schedule EDIT-Rider.

Pipeline Integrity Testing Rider: The billing shall reflect adjustments in accordance with provisions of the Pipeline Integrity Testing Rider, Rate Schedule PIT.

Rate Schedule RCE: Adjustments in accordance with provisions of the Rate Case Expense Surcharge Rider.

Taxes: Plus applicable taxes and fees (including franchises fees) related to above.

CONDITIONS

Subject to all applicable laws and orders, and the Company's rules and regulations on file with the regulatory authority.

Supersedes Same Sheet Dated
July 29, 2020

Meters Read On and After
July 28, 2021

Texas Gas Service Company, a Division of ONE Gas, Inc.

Rio Grande Valley Service Area

RATE SCHEDULE 30

INDUSTRIAL SERVICE RATE

APPLICABILITY

Applicable to any qualifying industrial customer whose primary business activity at the location served is included in one of the following classifications of the Standard Industrial Classification Manual of the U.S. Government.

Division B - Mining - all Major Groups

Division D - Manufacturing - all Major Groups

Divisions E and J - Utility and Government - facilities generating power for resale only

TERRITORY

The Rio Grande Valley Service Area includes the incorporated areas of Alamo, Alton, Brownsville, Combes, Donna, Edcouch, Edinburg, Elsa, Harlingen, Hidalgo, La Feria, La Joya, La Villa, Laguna Vista, Los Fresnos, Lyford, McAllen, Mercedes, Mission, Palm Valley, Palmhurst, Palmview, Penitas, Pharr, Port Isabel, Primera, Progreso, Rancho Viejo, Raymondville, Rio Hondo, San Benito, San Juan, Santa Rosa, and Weslaco, Texas.

COST OF SERVICE RATE

During each monthly billing period:

A Customer Charge per meter per month of \$712.83 plus

All Ccf @ \$0.30336 per Ccf

OTHER ADJUSTMENTS

Cost of Gas Component: The basic rates for cost of service set forth above shall be increased by the amount of the Cost of Gas Component for the billing month computed in accordance with the provisions of Rate Schedule 1-INC.

Excess Deferred Income Taxes Rider: The billing shall reflect adjustments in accordance with provisions of the Excess Deferred Income Taxes Rider, Rate Schedule EDIT-Rider.

Pipeline Integrity Testing Rider: The billing shall reflect adjustments in accordance with provisions of the Pipeline Integrity Testing Rider, Rate Schedule PIT.

Rate Schedule RCE: Adjustments in accordance with provisions of the Rate Case Expense Surcharge Rider.

Taxes: Plus applicable taxes and fees (including franchises fees) related to above.

CONDITIONS

Subject to all applicable laws and orders, and the Company's rules and regulations on file with the regulatory authority.

PUBLIC AUTHORITY SERVICE RATE

APPLICABILITY

Applicable to any qualifying public authority, public and parochial schools and colleges, and to all facilities operated by Governmental agencies not specifically provided for in other rate schedules or special contracts. This rate is only available to full requirements customers of Texas Gas Service Company, a Division of ONE Gas, Inc.

TERRITORY

The Rio Grande Valley Service Area includes the incorporated areas of Alamo, Alton, Brownsville, Combes, Donna, Edcouch, Edinburg, Elsa, Harlingen, Hidalgo, La Feria, La Joya, La Villa, Laguna Vista, Los Fresnos, Lyford, McAllen, Mercedes, Mission, Palm Valley, Palmhurst, Palmview, Penitas, Pharr, Port Isabel, Primera, Progreso, Rancho Viejo, Raymondville, Rio Hondo, San Benito, San Juan, Santa Rosa, and Weslaco, Texas.

COST OF SERVICE RATE

During each monthly billing period:

A Customer Charge per meter per month of	\$112.04 plus
All Ccf @	\$0.38068 per Ccf

OTHER ADJUSTMENTS

Cost of Gas Component: The basic rates for cost of service set forth above shall be increased by the amount of the Cost of Gas Component for the billing month computed in accordance with the provisions of Rate Schedule 1-INC.

Excess Deferred Income Taxes Rider: The billing shall reflect adjustments in accordance with provisions of the Excess Deferred Income Taxes Rider, Rate Schedule EDIT-Rider.

Weather Normalization Adjustment: The billing shall reflect adjustments in accordance with the provisions of the Weather Normalization Adjustment Clause, Rate Schedule WNA.

Pipeline Integrity Testing Rider: The billing shall reflect adjustments in accordance with provisions of the Pipeline Integrity Testing Rider, Rate Schedule PIT.

Rate Schedule RCE: Adjustments in accordance with provisions of the Rate Case Expense Surcharge Rider.

Taxes: Plus applicable taxes and fees (including franchises fees) related to above.

CONDITIONS

Subject to all applicable laws and orders, and the Company's rules and regulations on file with the regulatory authority.

TRANSPORTATION SERVICE RATE

APPLICABILITY

Applicable to customers who have elected Transportation Service not otherwise specifically provided for under any other rate schedule.

Service under this rate schedule is available for the transportation of customer-owned natural gas through Texas Gas Service Company, a Division of ONE Gas, Inc.'s (the "Company") distribution system. The customer must arrange with its gas supplier to have the customer's gas delivered to one of the Company's existing receipt points for transportation by the Company to the customer's facilities at the customer's delivery point. The receipt points shall be specified by the Company at its reasonable discretion, taking into consideration available capacity, operational constraints, and integrity of the distribution system.

AVAILABILITY

Natural gas service under this rate schedule is available to any individually metered, non-residential customer for the transportation of customer owned natural gas through the Company's Rio Grande Valley distribution system which includes the incorporated areas of Alamo, Alton, Brownsville, Combes, Donna, Edcouch, Edinburg, Elsa, Harlingen, Hidalgo, La Feria, La Joya, La Villa, Laguna Vista, Los Fresnos, Lyford, McAllen, Mercedes, Mission, Palm Valley, Palmhurst, Palmview, Penitas, Pharr, Port Isabel, Primera, Progreso, Rancho Viejo, Raymondville, Rio Hondo, San Benito, San Juan, Santa Rosa, and Weslaco, Texas. Such service shall be provided at any point on the Company's System where adequate capacity and gas supply exists, or where such capacity and gas supply can be provided in accordance with the applicable rules and regulations and at a reasonable cost as determined by the Company in its sole opinion.

COST OF SERVICE RATE

During each monthly billing period, a customer charge per meter per month listed by customer class as follows:

Commercial	\$464.11 per month
Industrial	\$962.83 per month
Public Authority	\$467.04 per month

Plus – All Ccf per monthly billing period listed by customer class as follows:

Commercial	The First 5000 Ccf @	\$0.31650 per Ccf
	All Over 5000 Ccf @	\$0.01777 per Ccf

TRANSPORTATION SERVICE RATE
(Continued)

Industrial	The First 5000 Ccf @	\$0.30336 per Ccf
	All Over 5000 Ccf @	\$0.03453 per Ccf
Public Authority	The First 5000 Ccf @	\$0.38068 per Ccf
	All Over 5000 Ccf @	\$0.01595 per Ccf

ADDITIONAL CHARGES

- 1) A charge will be made each month to recover the cost of taxes paid to the State of Texas pursuant to Texas Utilities Code, Chapter 122 as such may be amended from time to time which are attributable to the transportation service performed hereunder.
- 2) A charge will be made each month to recover the cost of any applicable franchise fees paid to the cities.
- 3) In the event the Company incurs a demand or reservation charge from its gas supplier(s) or transportation providers in the unincorporated areas of the Rio Grande Valley Service Area, the customer may be charged its proportionate share of the demand or reservation charge based on benefit received by the customer.
- 4) Adjustments in accordance with provisions of the Rate Case Expense Surcharge Rider RCE.
- 5) The billing shall reflect adjustments in accordance with provisions of the Pipeline Integrity Testing Rider, Rate Schedule PIT.
- 6) The billing shall reflect adjustments in accordance with provisions of the Excess Deferred Income Taxes Rider, Rate Schedule EDIT-Rider.

SUBJECT TO

- 1) Tariff T-TERMS, General Terms and Conditions for Transportation.
- 2) Transportation of natural gas hereunder may be interrupted or curtailed at the discretion of the Company in case of shortage or threatened shortage of gas supply from any cause whatsoever, to conserve gas for residential and other higher priority customers served. The curtailment priority of any customer served under this schedule shall be the same as the curtailment priority established for other customers served pursuant to the Company's rate schedule which would otherwise be available to such customer.
- 3) Subject to all applicable laws and orders, and the Company's rules and regulations on file with the regulatory authority.

Model Staff Report in Support of TGS COSA Rate Increase Ordinance

Background

On April 29, 2021, Texas Gas Service Company (“TGS” or “Company”) filed for a rate increase pursuant to the Cost of Service Adjustment (“COSA”) tariff adopted by the Rio Grande Valley Service Area (“RGVSA”) Cities. TGS claimed an entitlement to rate relief under the tariff in the amount of \$4,262,987 on a system-wide basis. Attorney, Thomas Brocato, and consultant, Karl Nalepa, relied upon by the city coalition to review the TGS filing and negotiate a settlement, agreed to recommend a settlement of \$3,842,357 on a system-wide basis.

Purpose of the COSA

The Texas Legislature allows gas utilities to annually adjust rates based on changes to invested capital. That statutory provision is referred to as the Gas Reliability Infrastructure Program (“GRIP”). In a GRIP proceeding, cities are not allowed to intervene at the Railroad Commission, cannot challenge the reasonableness of any investment, and may not recover rate case expenses. In 2009, RGVSA Cities negotiated a COSA tariff as a three year experimental substitute for the GRIP process. Finding the COSA process to be mutually beneficial, the COSA process was renewed at the end of the experiment. In 2012, Cities and TGS agreed to a revised COSA tariff. In 2017, Cities and TGS agreed to revise the existing COSA tariff. This is the third filing under the revised tariff.

Resolution of the 2021 Filing

Cities’ consultant found that TGS’ cost of service calculations were consistent with the terms of the COSA tariff. However, he identified several adjustments that were appropriate. After meeting to discuss the adjustment, the parties were able to reach negotiated resolution of the 2021 COSA.

In summary, the parties agreed to a total revenue requirement adjustment of \$780,364 off of the Company’s original request of \$4,262,987. The agreed reductions to the revenue requirement results in a total increase of \$3,842,357.

EXPLANATION OF “BE IT ORDAINED” PARAGRAPHS IN THE ORDINANCE

- Section 1. When rates change, it is critical for the regulatory authority to find existing rates to be unreasonable and for the new rates to be just and reasonable. This section finds that the new rates reflected in tariffs for each customer class attached to the Ordinance are reasonable.
- Section 2. This paragraph authorizes TGS to collect an additional \$3,842,357 in revenue.
- Section 3. This paragraph requires the Company to reimburse the City for consulting and legal costs associated with the requested increase.

- Section 4. This paragraph repeals any prior City action that might be inconsistent with the new tariffs adopted by the Council.
- Section 5. This paragraph recites compliance with the Open Meetings Act.
- Section 6. This paragraph is a typical savings clause, preserving the remaining provisions of the Ordinance should any one provision be determined to be invalid.
- Section 7. Pursuant to the COSA tariff, the new rates are to become effective on or after the first billing cycle of August each year. This paragraph allows the Company to implement the new rates on meter reads that occur on or after July 28, 2021.
- Section 8. This paragraph requires that an adopted and signed copy of the Ordinance be sent to the Company and outside counsel to the City.

RECOMMENDATION

The City staff recommends adoption of the Ordinance and tariffs establishing new rates.



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 6.B.

DATE SUBMITTED: July 13, 2021

MEETING DATE: July 19, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on Ordinance amending Ordinance O-2021-17 relating to the number of authorized civil service positions within the Fire and Police Departments. **(1st Reading)**

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Reclassification between the rank of Firefighter and Engineer necessary to accommodate addition to fleet.

Fiscal Consideration: The difference between Firefighter pay \$40,700 and Engineer pay \$44,700 (x3) for a total of \$12,000.00

Staff Recommendation: Staff recommends approval.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Beatriz Fuentes

Anali Alanis

Karla Saavedra

Patricia Rigney

City Management Office

Created/Initiated - 7/13/2021

Approved - 7/14/2021

Approved - 7/16/2021

Approved - 7/16/2021

Final Approval - 7/16/2021

ORDINANCE NO. O-2021-_____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES NO. O- 2021-17 OF THE
CITY OF PHARR BY PROVIDING FOR AMENDMENT TO ARTICLE IX,
FIREFIGHTERS AND POLICE OFFICERS CIVIL SERVICE ORDINANCE BY
INCREASING THE AUTHORIZED POSITIONS IN THE DIFFERENT
CLASSIFICATIONS DECLARING ALL ORDINANCES IN CONFLICT NULL AND
VOID; DECLARING AN EMERGENCY; AND PROVIDING FOR AN EFFECTIVE
DATE**

**BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF
PHARR, TEXAS AS FOLLOWS:**

SECTION 1: It is necessary for the Board of Commission to make amendments to Article IX, Firefighters and Police Officers Civil Service Ordinance relating to the number of authorized civil service position in certain specified ranks to better serve the needs of the citizens of the City.

SECTION 2: Therefore, the Code of Ordinance of the City of Pharr, Article IX, Firefighters and Police Officers Civil Service Ordinance is hereby amended to provide for the following modifications to the number of authorized and budgeted positions in the existing rank structure of the City Fire Department and City Police Department as follows:

1) an increase in the Police Department authorized strength, new total is as follows:

Police Department			
	Current Positions	Increase By	New Total
Police Officer	112	0	112
Sergeant	16	0	16
Lieutenant	7	0	7
Deputy Chief	2	0	2
Assistant Chief	1	0	1
Police Chief	1	0	1

2) an increase in the Fire Department authorized strength, new total is as follows:

Fire Department			
	Current Positions	Increase By	New Total
Firefighter	45	-3	42
Engineer	19	3	22
Lieutenant/Asst. Fire Marshal	14	0	14
Deputy Chief/Fire Marshal	3	0	3
Assistant Chief	1	0	1
Fire Chief	1	0	1

- 3) any vacancies created are to be filled by civil service procedures. Deputy Chief positions within the Police Department shall be filled in accordance to Memorandum of Understanding executed on 09/18/2020.

SECTION 3: The foregoing modifications to the number of authorized positions are hereby made so as to better serve the interests of the department and public and in keeping with the fiscal and administrative efficiency of the City of Pharr, Texas.

SECTION 4: The foregoing modifications made to the number of authorized positions at the rank of Firefighter will be effective only **after** the new positions of Engineer and Lieutenant/Asst. Fire Marshal are filled.

SECTION 5: Provisions of any Ordinances in conflict herewith are hereby expressly repealed.

SECTION 6: Nothing in the Ordinance is intended to modify or create any additional statutory or contractual rights or obligations of the employees of the Fire or Police Departments.

SECTION 7: This Ordinance shall take effect upon receiving final approval by the governing body following three (3) readings of the Board of Commissioners.

PASSED AND APPROVED ON FIRST READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

ATTEST:

Ambrosio "Amos" Hernandez, Mayor

Imelda Barrera, TRMC Asst. City Clerk

PASSED AND APPROVED ON SECOND READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

ATTEST:

Ambrosio “Amos” Hernandez, Mayor

Imelda Barrera, TRMC Asst. City Clerk

PASSED AND APPROVED ON THIRD READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the _____ day of _____, 2021.

CITY OF PHARR

ATTEST:

Ambrosio “Amos” Hernandez, Mayor

Imelda Barrera, TRMC Asst. City Clerk



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 6.C.

DATE SUBMITTED: July 12, 2021

MEETING DATE: July 19, 2021

FROM: Maria Rangel, Engineer in Training

DEPARTMENT: Engineering

DIRECTOR: Omar Anzaldua

Agenda Item: Consideration and action, if any, on Resolution authorizing the City Manager to submit a grant application, and commit local funds, to the Rio Grande Valley Metropolitan Planning Organization's (RGVMPO) Fiscal Year 2021-2022 Transportation Alternatives Set-Aside (TASA) Call for Projects for the I Road Hike & Bike Phase I Project.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: The RGVMPO's FY2021 TASA Call for Projects opened on June 01, 2021, and will be closing on July 30, 2021. Approximately \$2.3 million in Category 9 funds are available, with 90% allocated for construction and the remaining 10% for planning.

The City is prepared to respond to the Call for Projects with an application for funding of the I Road Hike & Bike Phase I Project. Phase I will connect the County's Regional Linear Park to E. Javelina Dr.--a total of 1.2 miles of trail--and is estimated to cost \$1,165,800.

The application requires a resolution to show the City's commitment, if awarded, to a local match of 20% minimum. The anticipated local match is 41% or \$473,160 out of a total project cost of \$1,165,800. The amount requested will be \$692,640.

Fiscal Consideration: At this time, the City only needs to commit to a local match. The local minimum match is 20% of the Grant Funds.

Staff Recommendation: Staff recommends approval of Resolution to submit a grant application to the RGVMPO's FY 2021 TASA Call for Projects, and commit local match funds for the I Road Hike & Bike Phase I Project.

Alternatives: Forgo opportunity for grant funding.

Exclude Material from Public Packet? No

Reason: Not applicable.

ROUTING:

Maria Rangel
Omar Anzaldua

Created/Initiated - 7/12/2021
Approved - 7/14/2021

Karla Saavedra
Patricia Rigney
City Management Office

Approved - 7/16/2021
Approved - 7/16/2021
Final Approval - 7/16/2021

**RESOLUTION AUTHORIZING APPLICATION SUBMISSION, COMMITMENT OF
LOCAL MATCH, AND SUPPORT FOR THE “I ROAD HIKE & BIKE PHASE I” UNDER
THE RIO GRANDE VALLEY METROPOLITAN PLANNING ORGANIZATION’S
FISCAL YEAR 2021-2022 TRANSPORTATION ALTERNATIVES SET-ASIDE (TASA)
CALL FOR PROJECTS**

AMBROSIO HERNANDEZ, MAYOR



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 6.D.

DATE SUBMITTED: July 16, 2021

MEETING DATE: July 19, 2021

FROM: Karla Saavedra, Finance Director

DEPARTMENT: Finance

DIRECTOR: Karla Saavedra

Agenda Item: Consideration and action, if any, on Resolution authorizing the reimbursement of expenditures on certain City Capital Projects to include a Bridge Expansion with City of Pharr, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2021.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue:

A reimbursement resolution is needed in order to reimburse City from Bond Proceeds expenses already incurred related to that project.

Fiscal Consideration: n/a

Staff Recommendation: To approve.

Alternatives: n/a

Exclude Material from Public Packet? No

Reason: n/a

ROUTING:

Karla Saavedra
Karla Saavedra
Patricia Rigney
City Management Office

Created/Initiated - 7/16/2021
Approved - 7/16/2021
Approved - 7/16/2021
Final Approval - 7/16/2021

RESOLUTION DECLARING EXPECTATION TO REIMBURSE EXPENDITURES WITH PROCEEDS OF FUTURE DEBT

STATE OF TEXAS §
COUNTY OF HIDALGO §
CITY OF PHARR §

WHEREAS, the City of Pharr, Texas (the “City”) intends to issue debt for the construction and improvements of certain public works to include: (i) the design, engineering, acquisition, construction, and equipping the expansion of the City owned International Bridge System including the addition of new lanes and (ii) professional services rendered in connection with the above listed project (the “Project”).

WHEREAS, under Treas. Reg. § 1.150-2 (the “Regulation”), to fund such reimbursement with proceeds of tax-exempt obligations, the City must declare its expectation to make such reimbursement; and

WHEREAS, the City desires to preserve its ability to reimburse the capital expenditures with proceeds of tax-exempt obligations.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PHARR, TEXAS:

The City reasonably expects to reimburse capital expenditures with respect to the Project with proceeds of debt hereafter to be incurred by the City, and that this resolution shall constitute a declaration of official intent under the Regulation. The maximum principal amount of obligations expected to be issued for the Project is \$45,000,000.

PASSED, APPROVED, AND RESOLVED this the day of July 2021.

Mayor
City of Pharr, Texas

ATTEST:

Assistant City Clerk
City of Pharr, Texas

(SEAL)



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 6.E.

DATE SUBMITTED: July 13, 2021

MEETING DATE: July 19, 2021

FROM: Vanessa Guzman, Administrative Assistant

DEPARTMENT: Bridge

DIRECTOR: Luis Bazan

Agenda Item: Consideration and action, if any, on Resolution appointing/re-appointing two (2) members of the Bridge Board.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: The terms of two board members, Edgar Delgadillo and Tony Martinez, expire on August 1, 2021. Both members have expressed interest in continuing to serve.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends re-appointment of members.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Vanessa Guzman

Luis Bazan

Karla Saavedra

Patricia Rigney

City Management Office

Created/Initiated - 7/13/2021

Approved - 7/13/2021

Approved - 7/16/2021

Approved - 7/16/2021

Final Approval - 7/16/2021

STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF PHARR

§
§
§

RESOLUTION
NO. R-2021- _____

WHEREAS, the International Bridge is of great importance to the trade and commerce of the City of Pharr, and the Board of City Commissioners desires to foster and encourage the promotion of the bridge project; and

WHEREAS, there is therefore, created a Toll Bridge Board consisting of five (5) resident qualified voters of the City of Pharr and shall include as ex-officio members the Mayor, Mayor Pro-Tem and the City Manager; and

WHEREAS, Ordinance No. O-2007-48 allows for the appointment of a person to a board or committee, without regard to residency, if that person is an owner of a business in which the primary location of the business and central decision-making authority is physically located within the boundaries of the City of Pharr; and

WHEREAS, the terms of Edgar Delgadillo (Position #3) and Tony Martinez (Position #4) expired on August 1, 2021 and appointment/re-appointment of two (2) members to the Toll Bridge Board is needed at this time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, THAT: The following members are hereby appointed/re-appointed to the Toll Bridge Board:

- | <u>NAME</u> | <u>POSITION # 3</u>
LENGTH OF TERM
(3-Year term to expire 8/01/24) |
|-------------|---|
| 1. | |
| 2. | <u>POSITION # 4</u>
LENGTH OF TERM
(3- Year term to expire 8/01/24) |

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the 19th day of July, 2021.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ
MAYOR

ATTEST:

IMELDA BARRERA, ASST. CITY CLERK



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 6.F.

DATE SUBMITTED: July 16, 2021

MEETING DATE: July 19, 2021

FROM: Karla Saavedra, Finance Director

DEPARTMENT: Finance

DIRECTOR: Karla Saavedra

Agenda Item: Consideration and action, if any, on Resolution authorizing the reimbursement of expenditures on certain City Capital Projects to include a Fiber Optic Project with City of Pharr, Texas, Revenue Bonds, Series 2021.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue:

A reimbursement resolution is needed in order to reimburse City from Bond Proceeds expenses already incurred related to that project.

Fiscal Consideration: n/a

Staff Recommendation: To approve.

Alternatives: n/a

Exclude Material from Public Packet? No

Reason: n/a

ROUTING:

Karla Saavedra
Karla Saavedra
Patricia Rigney
City Management Office

Created/Initiated - 7/16/2021
Approved - 7/16/2021
Approved - 7/16/2021
Final Approval - 7/16/2021

RESOLUTION DECLARING EXPECTATION TO REIMBURSE EXPENDITURES WITH PROCEEDS OF FUTURE DEBT

STATE OF TEXAS §
COUNTY OF HIDALGO §
CITY OF PHARR §

WHEREAS, the City of Pharr, Texas (the “City”) intends to issue debt for the construction and improvements of certain public works to include: installation of all infrastructure, cabling, fiber optics, labor, and equipment for city-wide high-speed internet service (the “Project”).

WHEREAS, under Treas. Reg. § 1.150-2 (the “Regulation”), to fund such reimbursement with proceeds of tax-exempt obligations, the City must declare its expectation to make such reimbursement; and

WHEREAS, the City desires to preserve its ability to reimburse the capital expenditures with proceeds of tax-exempt obligations.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PHARR, TEXAS:

The City reasonably expects to reimburse capital expenditures with respect to the Project with proceeds of debt hereafter to be incurred by the City, and that this resolution shall constitute a declaration of official intent under the Regulation. The maximum principal amount of obligations expected to be issued for the Project is \$46,000,000.

PASSED, APPROVED, AND RESOLVED this the day of 2021.

Mayor
City of Pharr, Texas

ATTEST:

Assistant City Clerk
City of Pharr, Texas

(SEAL)



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 7.A.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Edward Wylie, City Manager

DEPARTMENT: Administration

DIRECTOR: Edward Wylie

Agenda Item: Consideration and action, if any, on Pharr Aquatic Facility Change Order No. 2

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Change order No 2 is to add time to the contract. 101 days due to weather related events

Fiscal Consideration: N/A - time only

Staff Recommendation: Approval

Alternatives: deny

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Edward Wylie
Karla Saavedra
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/16/2021
Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 7.B.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Omar Anzaldua, City Engineer

DEPARTMENT: Engineering

DIRECTOR: Omar Anzaldua

Agenda Item: Consideration and action, if any, on soliciting a scope and fee proposal from the approved list of Architectural Service Pool and authorizing City Manager to negotiate and enter into an agreement for the design of the City of Pharr EMS remodeling and new helicopter hangar facility.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Remodeling of the existing Pharr EMS Facility and a new Helicopter Hanger.
Project#1920-01-528-S015-001B

Fiscal Consideration: To Be Negotiated

Staff Recommendation: Staff recommends approval authorizing the solicitation of a scope and fee proposal from the approved list of Architectural Service Pool and authorizing City Manager to negotiate and enter into an agreement for the design of the City of Pharr EMS remodeling and new helicopter hangar facility.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Omar Anzaldua
Omar Anzaldua
Ignacio Amezcua
Patricia Rigney
Karla Saavedra
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Approved - 7/16/2021
Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 7.C.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Omar Anzaldua, City Engineer

DEPARTMENT: Engineering

DIRECTOR: Omar Anzaldua

Agenda Item: Consideration and action, if any, on soliciting a scope and fee proposal from the approved list of Architectural Service Pool and authorizing City Manager to negotiate and enter into an agreement for the design of the Volunteer Fire Fighters BBQ House facility.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Construction of a Volunteer Fire Fighters BBQ House facility located at Fire Station No. 1.

Fiscal Consideration: To Be Negotiated

Staff Recommendation: Staff recommends approval authorizing the solicitation of a scope and fee proposal from the approved list of Architectural Service Pool and authorizing City Manager to negotiate and enter into an agreement for the design of the Volunteer Fire Fighters BBQ House facility .

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Omar Anzaldua
Omar Anzaldua
Ignacio Amezcua
Patricia Rigney
Karla Saavedra
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Approved - 7/14/2021
Approved - 7/16/2021
Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 7.D.

DATE SUBMITTED: July 16, 2021

MEETING DATE: July 19, 2021

FROM: Omar Anzaldua, City Engineer

DEPARTMENT: Engineering

DIRECTOR: Omar Anzaldua

Agenda Item: Consideration and action, if any, authorizing the City Manager solicit a scope and fee proposal and negotiate and enter into a contract for Professional Geological Services for a groundwater availability study.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Groundwater Availability Study for a prospective property.

Fiscal Consideration: To be negotiated

Staff Recommendation: Staff recommends authorizing the City Manager solicit a scope and fee proposal and negotiate and enter into a contract for Professional Geological Services for a groundwater availability study.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Omar Anzaldua
Omar Anzaldua
Karla Saavedra
City Management Office

Created/Initiated - 7/16/2021
Approved - 7/16/2021
Approved - 7/16/2021
Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 8.A.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Edward Wylie, City Manager

DEPARTMENT: Administration

DIRECTOR: Edward Wylie

Agenda Item: Consideration and action, if any, on contract with Medix - Southwest Ambulance Sales for the purchase of Type I and Type III ambulances.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: The City of Pharr is wanting to invest in new fleet. Dealers will buy old ambulances and guarantee delivery of 7 new ones

Fiscal Consideration: \$1,054,864.76

Staff Recommendation: Approval

Alternatives: deny

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Edward Wylie
Karla Saavedra
City Management Office

Created/Initiated - 7/14/2021
Approved - 7/16/2021
Final Approval - 7/16/2021



Physical Office Location:
107 Meadowview Drive / P. O. Box 917
Kennedale, TX 76060
972-278-0911
www.swambulancesales.com

SALES QUOTE
City of Pharr

Medix MSV II 170 Type 1 Ford F-450 Diesel 4x2 (Ready in August)

- Ambulance Purchase Price	\$ 191,593.00
- Graphics/Wrap	\$ 5500.00
- Med Fridge Installed by Dealer	\$ 3500.00
- Danhard A/C W/30 Amp Shoreline	\$ 5500.00
- Vehicle Inventory Tax	\$ 443.66
- HGAC Fee	\$ 1000.00
Total Price	\$ 208,049.59
Trade Allowance	\$-126,500.00

PURCHASE PRICE: \$ 81,549.59

Medix MSV II 170 Type 1 Ford F-450 Diesel 4x2 (Ready 1st week of October)

- Ambulance Purchase Price	\$ 202,750.00
- Graphics/Wrap	\$ 5500.00
- Vehicle Inventory Tax	\$ 469.43
- HGAC Fee	\$ 1000.00

PURCHASE PRICE: \$ 209,719.43

Medix MSV II 170 Type 1 Ford F-450 Diesel 4x2 (Ready last week of October)

- Ambulance Purchase Price	\$ 202,750.00
- Graphics/Wrap	\$ 5500.00
- Vehicle Inventory Tax	\$ 469.43
- HGAC Fee	\$ 1000.00

PURCHASE PRICE: \$ 209,719.43



SALES AGREEMENT

PLEASE ENTER MY ORDER FOR THE FOLLOWING:

City of Pharr EMS

New

YEAR 2021 MAKE/MODEL Ford F-450 4x2 COLOR White

TO BE DELIVERED ON/ABOUT

VIN Not Available

VEHICLE DESCRIPTION		
2021 Medix MSV II 170 F-450	\$	196,393.00
GPC Discount	\$	4,800.00
Total	\$	191,593.00
Graphics	\$	5,500.00
Med Fridge Dealer Installed	\$	3,500.00
Danhard A/C Dealer Installed	\$	5,500.00
HGAC	\$	1,000.00
Total	\$	207,093.00
2021 Medix MSV II 170 F-450	\$	207,550.00
GPC Discount	\$	4,800.00
Total	\$	202,750.00
Graphics	\$	5,500.00
HGAC	\$	1,000.00
Total	\$	209,250.00
2021 Medix MSV II 170 F-450	\$	207,550.00
GPC Discount	\$	4,800.00
Total	\$	202,750.00
Graphics	\$	5,500.00
HGAC	\$	1,000.00
Total	\$	209,250.00
Total Purchase	\$	625,593.00
Tax	\$	-
Vehicle Inventory Tax X 3	\$	1,382.52
TITLE APPLICATION FEE:		
REGISTRATION: X 3	\$	375.00
STATE INSPECTION: X 3	\$	21.00
DELIVERY FEE:	\$	-
TOTAL	\$	627,371.52
Trade in Allowance		126,500.00
BALANCE DUE	\$	500,871.52

7/12/2021

City of Pharr EMS

ADDRESS: 3000 N Cage Blvd

CITY/STATE/ZIP: Pharr, TX 78577

CONTACT: Danny Ramirez

PHONE: 956-249-7183

FAX:

Email : danny.ramirez@pharr-tx.gov

TRADE IN : See Attached

MAKE YEAR:

MODEL: BODY STYLE:

MILEAGE:

VIN#

USED VEHICLE ALLOWANCE: \$126,500.00

The front of this order comprises the entire agreement affecting this purchase and no other agreement or understanding of any other nature has been made or entered into, or will be recognized. I have read the matter printed and agree to it as part of this order the same as if it were printed above my signature I certify that I am 18 years or older and hereby acknowledge receipt of a copy of this order. Southwest Ambulance Sales hereby expressly disclaims all warranties either express or implied, including any implied warranty or merchantability or fitness for a particular purpose and Southwest Ambulance Sales neither assumes nor authorizes any other person to assume to it any liability in connection with the sale of the vehicle.

PURCHASER

SALESMAN



Physical Office Location:
107 Meadowview Drive / P. O. Box 917
Kennedale, TX 76060
972-278-0911
www.swambulancesales.com

SALES QUOTE
City of Pharr

Medix 2022 RP90 ES Gasoline E-350 Type III

- Ambulance Purchase Price	\$ 132,559.00 Each
- Graphics/Wrap	\$ 4500.00 Each
- Vehicle Inventory Tax	\$ 307.31 Each
- <u>HGAC Fee</u>	<u>\$ 1000.00 Each</u>
Total Price	\$ 138,366.31 Each

Medfridge and 110/12V A/C factory installed.



SALES AGREEMENT

PLEASE ENTER MY ORDER FOR THE FOLLOWING:

City of Pharr EMS

New

YEAR 2022 MAKE/MODEL Ford E-350 4x2 COLOR White

TO BE DELIVERED ON/ABOUT

VIN Not Available

VEHICLE DESCRIPTION	
Medix RP 90 ES Type III	\$ 137,559.00
GPC Discount	\$ 5,000.00
Total	\$ 132,559.00
Graphics	\$ 4,500.00
HGAC	\$ 1,000.00
Medix RP 90 ES Type III	\$ 137,559.00
GPC Discount	\$ 5,000.00
Total	\$ 132,559.00
Graphics	\$ 4,500.00
HGAC	\$ 1,000.00
Medix RP 90 ES Type III	\$ 137,559.00
GPC Discount	\$ 5,000.00
Total	\$ 132,559.00
Graphics	\$ 4,500.00
HGAC	\$ 1,000.00
Medix RP 90 ES Type III	\$ 137,559.00
GPC Discount	\$ 5,000.00
Total	\$ 132,559.00
Graphics	\$ 4,500.00
HGAC	\$ 1,000.00
Total Purchase	\$ 552,236.00
Tax	\$ -
Vehicle Inventory Tax X 4	\$ 1,229.24
TITLE APPLICATION FEE: X4	
REGISTRATION: X	\$ 500.00
STATE INSPECTION: X 4	\$ 28.00
DELIVERY FEE:	\$ -
TOTAL	\$ 553,993.24
Trade in Allowance	
BALANCE DUE	\$ 553,993.24

DATE: 07/12/2021

City of Pharr EMS

ADDRESS: 3000 N Cage Blvd

CITY/STATE/ZIP: Pharr, TX 78577

CONTACT: Danny Ramirez

PHONE: 956-249-7183

FAX:

Email : danny.ramirez@pharr-tx.gov

TRADE IN :

MAKE

YEAR:

MODEL:

BODY STYLE:

MILEAGE:

VIN#

USED VEHICLE ALLOWANCE: \$

The front of this order comprises the entire agreement affecting this purchase and no other agreement or understanding of any other nature has been made or entered into, or will be recognized. I have read the matter printed and agree to it as part of this order the same as if it were printed above my signature I certify that I am 18 years or older and hereby acknowledge receipt of a copy of this order. Southwest Ambulance Sales hereby expressly disclaims all warranties either express or implied, including any implied warranty or merchantability or fitness for a particular purpose and Southwest Ambulance Sales neither assumes nor authorizes any other person to assume to it any liability in connection with the sale of the vehicle.

PURCHASER

SALESMAN



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 9.A.

DATE SUBMITTED: July 15, 2021

MEETING DATE: July 19, 2021

FROM: Joel Robles, Assistant Police Chief

DEPARTMENT: Police

DIRECTOR: Andrew Harvey

Agenda Item: Consideration and action, if any, on Memorandum of Understanding between Hidalgo Police Department and Pharr Police Department over Jurisdictional and Interagency Support.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Memorandum of Understanding between Pharr Police Department and Hidalgo Police Department to collaborate on Jurisdictional and Interagency Support. This partnership is intended to outline each department's responsibility regarding Valley View ISD Schools in both cities. The Hidalgo Police Department has agreed to provide School Resource Police Officers for Valley View Schools within Pharr jurisdiction. The Hidalgo Police Department has agreed to have jurisdiction over school matters & school property and Pharr Police has agreed to continue with jurisdiction of all areas outside of school property.

Fiscal Consideration: There will be no additional costs to Pharr Pd for this Memorandum of Understanding.

Staff Recommendation: Staff recommends approval

Alternatives: Not approve this Memorandum of Understanding

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Joel Robles
Anali Alanis
Karla Saavedra
Patricia Rigney
City Management Office

Created/Initiated - 7/15/2021
Approved - 7/15/2021
Approved - 7/16/2021
Approved - 7/16/2021
Final Approval - 7/16/2021

JURISDICTIONAL AND INTERAGENCY SUPPORT
MEMORANDUM OF UNDERSTANDING

HIDALGO POLICE DEPARTMENT AND PHARR POLICE
DEPARTMENT

WHEREAS. The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the City of Pharr, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the Hidalgo Police Department (HPD) and the Pharr Police Department (PPD) shall abide by the following articles:

ARTICLE 1:

HPD will assume primary jurisdiction within property owned, operated, rented, or leased by Valley View Independent School District within the City of Pharr (Valley View ISD/HPD jurisdiction site), and PPD shall retain concurrent jurisdiction.

ARTICLE 2:

HPD may exercise police powers outside of VVISD property as required by and/or authorized by law. PPD may exercise police powers within Valley View ISD property located within the city of Pharr as required and/or authorized by law.

ARTICLE 3:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 4:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 5:

Federal Clery Act Compliance

- A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and

immediately adjacent to school-owned buildings and property.

- B. HPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

ARTICLE 6:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

Chief of Police
Hidalgo Police Department

Chief of Police
Pharr Police Department

Date

Date



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 9.B.

DATE SUBMITTED: July 9, 2021

MEETING DATE: July 19, 2021

FROM: Pilar Rodriguez, Director

DEPARTMENT: Public Works

DIRECTOR: Pilar Rodriguez

Agenda Item: Consideration and action, if any, authorizing the City Manager to enter into an agreement with Anderson Equipment out of Pharr, Texas for rental of a full depth Recycler for six (6) months to repair various roadways.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: The Public Works Department is in need of a full depth recycler to repair various roadway segments throughout the city. Due to the frequent flooding that has occurred this year, several roadway segments have experience base failure and are in need of reconstruction. A full depth recycler is the most expedient and efficient method to pulverize the asphalt surface course and rework the base material, while adding a stabilizer in a single pass versus the traditional method of ripping and windrowing materials.

Staff is proposing to rent the recycler for six (6) months at a rate of \$9,021.69 per month for at total of \$54,130.14.
(Project# 2021-01-517-S027-001)

Fiscal Consideration: Funding is budgeted as part of the Public Works budget.

Staff Recommendation: Staff recommends approval of authorization for the City Manager enter into an agreement with Anderson Equipment Company for rental of a full depth recycler for six (6) months in the amount of \$54,130.14.

Alternatives: Continue to repair roadways utilizing the traditional method of ripping and windrowing.

Exclude Material from Public Packet? No

Reason: Not applicable

ROUTING:

Pilar Rodriguez
Pilar Rodriguez
Ignacio Amezcua
Patricia Rigney
Karla Saavedra

Created/Initiated - 7/9/2021
Approved - 7/9/2021
Approved - 7/12/2021
Approved - 7/12/2021
Approved - 7/16/2021

Anali Alanis
City Management Office

Approved - 7/16/2021
Final Approval - 7/16/2021



Pharr

Public Works



DATE: July 9, 2021

TO: Ignacio Amezcua, Purchasing Director

FROM: Pilar Rodriguez, PE, Interim Director of Public Works

PR

SUBJECT: Anderson Equipment – Rental of Asphalt Recycler

I am requesting to extend the rental of the Asphalt Recycler from Anderson Equipment for an additional six (6) months. Anderson Equipment's rental rate for the recycler is \$9,021.98 per month for a total of \$54,131.88 for the six month period.

The Public Works Department needs to complete repair work on various segments of roadway that have failed due to the recent flooding. The Asphalt Recycler is the most efficient and expedient mechanical means to repair the various roadway segments utilizing City forces.

If you should have any questions or require additional information, please feel free to contact me.

cc: Luis Marin, Interim Assistant Director of Public Works



UNIQUELY VERSATILE.

THE NEW RS 360 SOIL STABILIZER/RECYCLER.



10 of 3

①



ANDERSON EQUIPMENT COMPANY
700 WEST INTERSTATE 2
P.O. BOX 662
PHARR, TX 78577

PHONE: (956) 781-5995
FAX: (956) 781-8863

CUSTOMER:

SOLD TO: City of Pharr - Public Works
1015 E Ferguson
PHARR, TX

6/4/2020

ATTENTION: Gilbert Galvan

MONTHLY RENTAL QUOTE

Br	Trk Make	Model	Serial	Equipment	Meter	Sls	Customer P.O #
2							
Order	Ship	B/O	Description			CLAY SHOTTS	Amount
1			Bomag MPH364R Mixer/Recycler				
			EQUIP#	SERIAL#		\$	9,000.00

DELIVERY TO JOBSITE LOCATION
DELIVERY FROM JOBSITE LOCATION
JOBSITE LOCATION:

Unit in Pharr yard now.

SALES TAX		
FUEL TAX		
HEAVY DUTY TAX	\$	21.98
	\$	21.98

Mani
12/22/2020

TOTAL \$ 9,021.98



RENTAL QUOTE

2

HOUSTON
7667 N. Sam Houston
Pky E.
Humble, Texas
77396

CORPUS CHRISTI
7510 IH 37 Corpus Christi,
Corpus Christi, TX
78469
Phone 361-289-0066
Fax 361-289-7424

VICTORIA
5201 US Hwy 59 N
Victoria, TX
77905
Phone 361-576-0066
Fax 361-576-1141

SAN BENITO
One Industrial Way
San Benito, TX
78586
Phone 956-361-0066
Fax 956-399-0407

LAREDO
101 Oil Patch
Laredo, TX
78043
Phone 956-725-0066
Fax 956-725-6466

SAN ANTONIO
4697 FM 1516 N.
Converse, TX
78109
Phone 210-310-0066
Fax 210-666-2071

EL PASO
8241 S. Desert Blvd
Vinton, TX
79821
Phone 915-886-9933
Fax 915-886-9997

263

Company: City of Pharr Public Works Dept.

Address: 1015 East Ferguson

City: Pharr

State: Tx

Zip

78577

e-mail

luis.marin@pharr-tx.gov

Date 12/16/2020

Attn: Luis Marin

Phone# 956-402-4350

Fax#

		Quote#			
Qty.	Description	* Day	* Week	* Month	R/T Haul Permits included
1	Wirtgen WR200XLI		\$5,250.00	\$15,500.00	\$1,000.00
	PLUS TAXES				

SPECIAL REQUEST/INFORMATION:

Customer to provide insurance on rental equipment

Delivery and Pick up to Pharr, Tx

* DAILY = 8 HOURS IN 24 HOUR PERIOD (WHICHEVER COMES FIRST)

* WEEKLY = 40 HOURS OR 7 DAYS (WHICHEVER COMES FIRST)

* MONTHLY = 172 HOURS IN 28 DAY PERIOD (WHICHEVER COMES FIRST)

This order, when accepted, shall be subject to conditions and applicable warranties of the respective manufacturers, if they apply.

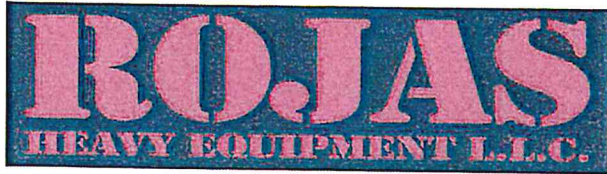
JOB INFORMATION

PO#

Job#

Salesman: Ray Perez

Accepted by:



3
QUOTE

240 FRONTAGE RD.
ALAMO, TX 78516
956.787.8778

302 BOOMTOWN DR.
LAREDO, TX 78043
956.787.8778

7700 PADRE ISLAND HWY.
BROWNSVILLE, TX 78521
956.545.0022

329 LOOP 517
CARRIZO SPRINGS, TX 78834
830.325.5756

NAME / ADDRESS
CITY OF PHARR PUBLIC WORKS
1015 E. FERGUSON AVE
PHARR, TX 78577
T: 956.402.4360 LUIS MARIN

SHIP TO

DATE 12/22/2020

QUOTE # 919

DESCRIPTION	QTY	RATE	TOTAL
ROAD RECLAIMER RATE: \$12,000.00/MTHLY		12,000.00	12,000.00T
Environmental Fee 1.5%		180.00	180.00T

SUBTOTAL \$12,180.00

SALES TAX (0.0%) \$0.00

TOTAL \$12,180.00



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 9.C.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Omar Anzaldua, City Engineer

DEPARTMENT: Engineering

DIRECTOR: Omar Anzaldua

Agenda Item: Consideration and action, if any, on award of contract for the Construction Manager at Risk (CMAR) for the UTRGV Pharr Nursing School Facility

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Construction of an approximately 50,000 sf UTRGV Nursing School Facility that will be located 2800 N. Cage Blvd.

On July 14, 2021 three formal proposals were received. The proposal were scored and rank in accordance with the established grading criteria.

Project# 2021-40-510-S024-344

Fiscal Consideration: To be negotiated.

Staff Recommendation: Staff recommends award of contract for the Construction Manager at Risk (CMAR) for the UTRGV Pharr Nursing School Facility to the highest scoring proposal.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Omar Anzaldua

Created/Initiated - 7/14/2021

Omar Anzaldua

Approved - 7/14/2021

Ignacio Amezcua

Approved - 7/15/2021

Patricia Rigney

Approved - 7/15/2021

Karla Saavedra

Approved - 7/16/2021

City Management Office

Final Approval - 7/16/2021



**City of Pharr
Evaluation Matrix**

Project No. 2021-40-510-S024-344 - Request for Proposals for Construction Manager at Risk for UTRGV Pharr Nursing School Facility

Evaluator 1		Holchemont LTD	Noble Texas Builders	D. Wilson Construction
Criteria	Max Pts	Awarded Pts	Awarded Pts	Awarded Pts
Construction Phase Fee Percentage	20	17.1	17.1	20
General Conditions Percentage	20	20	15.9	11.9
General Experience	20	14	19	20
Understanding of the Project as Demonstrated in the Proposal	20	16	18	20
Previous Similar Project Experience	20	16	18	20
Evaluator Sub-Total:	100	83.1	88	91.9

Evaluator 2		Holchemont LTD	Noble Texas Builders	D. Wilson Construction
Criteria	Max Pts	Awarded Pts	Awarded Pts	Awarded Pts
Construction Phase Fee Percentage	20	17.1	17.1	20
General Conditions Percentage	20	20	12.9	11.9
General Experience	20	15	18	20
Understanding of the Project as Demonstrated in the Proposal	20	13	18	20
Previous Similar Project Experience	20	15	19	20
Evaluator Sub-Total:	100	80.1	85	91.9

Evaluator 3		Holchemont LTD	Noble Texas Builders	D. Wilson Construction
Criteria	Max Pts	Awarded Pts	Awarded Pts	Awarded Pts
Construction Phase Fee Percentage	20	17.1	17.1	20
General Conditions Percentage	20	20	15.9	11.9
General Experience	20	16	18	20
Understanding of the Project as Demonstrated in the Proposal	20	16	19	20
Previous Similar Project Experience	20	16	18	20
Evaluator Sub-Total:	100	85.1	88	91.9

Point Totals	Max Pts	Holchemont LTD	Noble Texas Builders	D. Wilson Construction
Grand Total:	300	248.3	261	275.7

Ranking based on Point Totals	Holchemont LTD	Noble Texas Builders	D. Wilson Construction
Final Ranking:	3	2	1



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 9.D.

DATE SUBMITTED: July 14, 2021

MEETING DATE: July 19, 2021

FROM: Maribel Garcia , Executive
Administrative Assistant

DEPARTMENT: PEDC II

DIRECTOR: Victor Perez

Agenda Item: Consideration and action, if, any, on Letter of Intent (LOI) for Project Farmer.

Classification: Closed Session

(* If closed session, City Attorney must review and approve.)

Issue: To be discussed in executive session.

Fiscal Consideration: NA

Staff Recommendation: To be discussed in executive session.

Alternatives: NA

Exclude Material from Public Packet? No

Reason: NA

ROUTING:

Maribel Garcia

Victor Perez

City Management Office

Created/Initiated - 7/14/2021

Approved - 7/14/2021

Final Approval - 7/16/2021



AGENDA MEMORANDUM



BOARD: City Commission

AGENDA ITEM #: 9.E.

DATE SUBMITTED: July 16, 2021

MEETING DATE: July 19, 2021

FROM: Omar Anzaldua, City Engineer

DEPARTMENT: Engineering

DIRECTOR: Omar Anzaldua

Agenda Item: Consideration, and action, if any on approval of Change Order No. 1 for the Pharr Various Parking Lot Improvements Project.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Change Order No. 1 in the amount of \$130,259.50 is for the additional parking lot behind the Police Department that will provide access to the Hike & Bike Trail. Change Order No. 1 will increase the contract by 21.14% from \$616,151.50 to \$746,411.00

Fiscal Consideration: Original Contract	\$616,151.50
Change Order No. 1	\$130,259.50
Revised Contract	\$746,411.00

Staff Recommendation: Staff recommends approval of Change Order No. 1 in the amount of \$130,259.50 for the Pharr Various Parking Lot Improvements Project.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Omar Anzaldua
Omar Anzaldua
Ignacio Amezcua
Patricia Rigney
Karla Saavedra
City Management Office

Created/Initiated - 7/16/2021
Approved - 7/16/2021
Approved - 7/16/2021
Approved - 7/16/2021
Approved - 7/16/2021
Final Approval - 7/16/2021



07.01.2021

Proposal

2

PHARR P.D. PARKING LOT

To:
CITY OF PHARR

VARIOUS PARKING LOT IMPROVEMENT PROJECT

Description	Unit of Measure	Quantity	Price	Total Amount
				\$ -
REMOVE AND PROPERLY DISPOSE OF CONCRETE CURB (6") MATERIAL.	LF	47	\$10.50	\$ 493.50
EARTHWORK (EXCAVATION AND DISPOSAL OF 12" OF IN-SITU MATERIAL TO ACCOMMODATE 10" OF NO. 57 STONE AND 2" OF TRUEGRID)	SY	1,937	\$7.00	\$ 13,559.00
TRUEGRID PRO PLUS. INCLUDE PLACEMENT.	SF	17,110	\$1.50	\$ 25,665.00
TRUEGRID PRO PLUS DECK. INCLUDE PLACEMENT.	SF	324	\$1.50	\$ 486.00
NO. 57 STONE. INCLUDE DELIVERY AND PLACEMENT.	CY	634	\$44.00	\$ 27,896.00
TOP SOIL (2"). INCLUDE DELIVERY AND PLACEMENT.	CY	106	\$26.00	\$ 2,756.00
REINFORCED 5" CONCRETE SIDEWALK (3,000 PSI)(4"). ALL COMPLETE IN PLACE.	SY	338	\$44.00	\$ 14,872.00
REINFORCED CONCRETE RIP RAP (3,000 PSI)(4"). ALL COMPLETE IN PLACE.	SY	752	\$45.00	\$ 33,840.00
SILT FENCE	LF	423	\$4.00	\$ 1,692.00
STABILIZED CONSTRUCTION ENTRANCE.	LS	1	\$1,500.00	\$ 1,500.00
CLEARING AND GRUBBING	LS	1	\$7,500.00	\$ 7,500.00
				\$ -
Total Lump Sum Amount		Total items: 11		\$ 130,259.50
Sales Tax Rate:		0.0%		\$ -
			Total	\$ 130,259.50

If you have any questions concerning
this Proposal , contact:

RDH Site and Concrete, LLC

Dianaly De Hoyos-General Manager

956-502-5426 Office

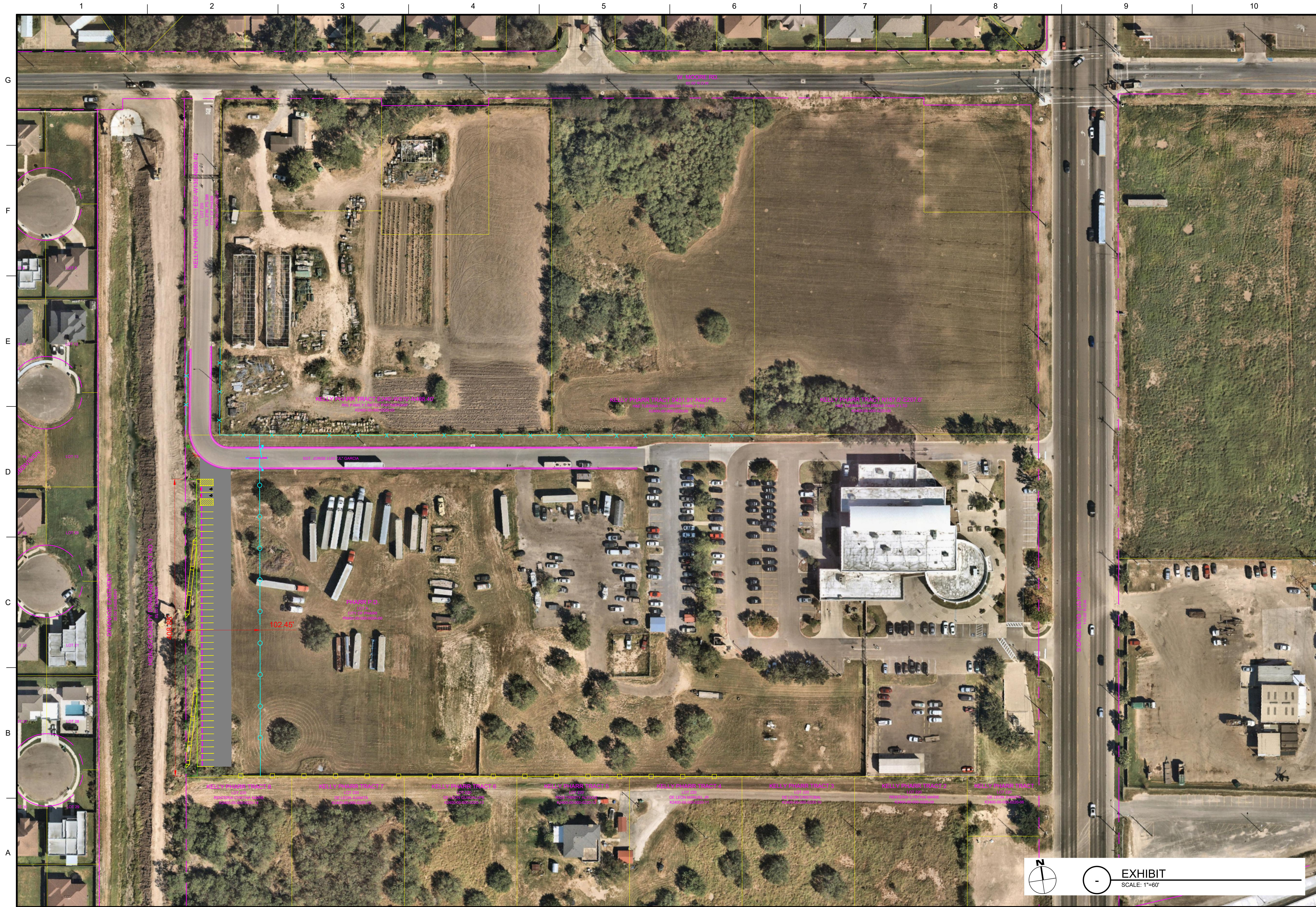
956-475-3917 Fax

3809 Clavel St, Suite D

Palmview, Texas 78572

dianaly@rdhcompany.com

Comments:



Pharr
Engineering

DESIGNED BY:
OAJ

DRAWN BY:
JAC

CHECKED BY:
OAJ

SUBMITTED BY:
OAJ

ISSUE DATE:
JUNE 2021

PROJECT NO.:

CONTRACT NO.:

CAD DWG FILE:

MARK

DESCRIPTION

DATE

CITY OF PHARR
VARIOUS PARKING LOT
IMPROVEMENT PROJECTS

W. MOORE RD. HIKE AND BIKE TRAIL PARKING LOT
EXHIBIT

SHEET ID
V-000

EXHIBIT

SCALE: 1"=60'

100%