



**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, SEPTEMBER 15, 2025**

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. PROCLAMATIONS:

- A) Proclamation proclaiming September 16 – 20, 2025 as Mexican Independence Week.
- B) Proclamation proclaiming September 25, 2025, as National Day of Remembrance for Murder Victims.

3. 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.

4. 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:** Solicitation of comments from the general public on the FY 2025-2026 Proposed Property Tax Rate for the City of Pharr.

B) **Public Hearing:** Solicitation of comments from the general public on Budget for Fiscal Year 2025-2026.

C) Public hearing on development services cases

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

A) Trailblazer Recognition

B) City Events of Interest

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

A) Approval of Minutes for August 25, 2025 - Budget Workshop Meeting and September 02, 2025 - Regular Called Meeting. **This item supports SG - Sound Governance and Fiscal Sustainability.** (ADMINISTRATION)

B) Consideration and action, if any, on Ordinance amending Ordinance No. O-2024-06 updating Procurement Policy Manual. **(3rd and Final Reading) This item supports SE - Service Excellence.** (PURCHASING)

C) Consideration and action, if any, on Ordinance amending Ordinance No. O-2024-07 updating Procurement Card Policy Manual. **(3rd and Final Reading) This item supports SE - Service Excellence.** (PURCHASING)

D) Consideration and action, if any, ratifying Resolution No. R-2025-45 in support of Aster Villas , LP to submit an application to the Texas Department of Housing and Community Affairs for 2025 Competitive 4% housing credit for Aster Villas Apartments. **This item supports QL - Quality of Life.** (ADMINISTRATION)

E) Consideration and action, if any, on Interlocal Cooperative Agreement between the City of Pharr and South Texas College for Pharr Fire Department to use the Regional Center for Public Safety Excellence (RCPSE) campus for the Fire Academy program. **This item supports SSC - Safe and Secure Community.** (FIRE)

F) Consideration and action, if any, authorizing City Manager to advertise for Request for Proposals (RFPs) for Records Management Scanning Services. **This item supports SE - Service Excellence.** (PURCHASING)

G) Consideration and action, if any, on request from Hidalgo County Elections Department on use of Jose "Pepe" Salinas Civic Center and Development and Research Center for Election Day polling locations on Tuesday, November 4, 2025 and possible runoff election in December 2025. **This item supports SG - Sound Governance and Fiscal Sustainability.** (ADMINISTRATION)

H) Consideration and action, if any, authorizing the City Manager to ratify Emergency repairs of headworks at the Wastewater Treatment Plant. **This item supports IF - Infrastructure.** (PUBLIC UTILITIES)

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

1. Carlos Torres, d/b/a Rudy's Texas Bar-B-Q, L.L.C., is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. The property is legally described as being Lot 1, Los Hoteles Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 209 West Nolana Loop. CUP#040644 **This item supports EV - Economic Vitality.**

2. 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. The property is legally described as being 2.95 acres, more or less, out of Lots 226, 238, and 239, Kelly-Pharr Subdivision, Pharr, Hidalgo County, Texas. The property is physically located at 700 East Hall Acres Road. CUP#160628 **This item supports EV - Economic Vitality.**

3. 7-Eleven INC. dba 7-Eleven Convenience Store's and Stripes Stores, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. The property is legally described as being Lot 2, Newt's Corner, an addition to the City of Pharr, Hidalgo County, Texas. The property is physically located at 10701 South Cage Boulevard. CUP#240614 **This item supports EV - Economic Vitality.**

4. 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. The property is legally described as being a 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 **This item supports EV - Economic Vitality.**

REGULAR AGENDA - OPEN SESSION:

7. ORDINANCES AND RESOLUTIONS:

A) Consideration and action, if any, on Ordinance adopting Tax Rate for FY 2025-2026 (**Adoption on One Reading**). **This item supports SG - Sound Governance and Fiscal Transparency.** (FINANCE)

B) Consideration and action, if any on Ordinance adopting and approving budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026 (**Adoption on One Reading**). **This item supports SG - Sound Governance and Fiscal Transparency.** (FINANCE)

C) Consideration and action, if any on Ordinance amending Ordinance No. O-2024-31 for budget amendment to the Fiscal Year 2024-2025 Budget. (**Adoption on One Reading**). **This item supports SG-Sound Governance and Fiscal Sustainability.** (FINANCE)

D) Consideration and action, if any, on Ordinance amending Ordinance No. O-2015-10 related to Chapter 10 Alcoholic Beverages permitting. (**Adoption on One Reading**) **This item supports SG - Sound Governance and Fiscal Sustainability.** (ADMINISTRATION)

E) Consideration and action, if any, on Ordinance renaming public roadway from West Doffing to Doffing Canal. (Control Section AA4018 and Official Route Number 109AA4018) **(1st Reading) This item supports SG - Sound Governance and Fiscal Sustainability.** (ADMINISTRATION)

F) Consideration and action, if any, on Ordinance creating the Maintenance Department. **(1st Reading) This item supports SG - Sound Governance and Fiscal Sustainability.** (ADMINISTRATION)

G) Consideration and action, if any, on Resolution authorizing publication of Notice of Intention to Issue Certificates of Obligation, Series 2025, for the design, acquisition, construction, and improvement of certain public works, and authorizing certain other matters relating thereto. **This item supports SG - Sound Governance and Fiscal Sustainability.** (ADMINISTRATION)

H) Consideration and action, if any, on Resolution for nomination of candidates to the Hidalgo County Appraisal District Board of Directors for 2026-2029. **This item supports SG - Sound Governance and Fiscal Sustainability.** (ADMINISTRATION)

I) Consideration and action, if any, on Resolution appointing/reappointing one (1) member to the Civil Service Commission. **This item supports SG - Sound Governance and Fiscal Sustainability.** (HR)

J) Consideration and action, if any, on Resolution appointing/reappointing one (1) member to the Keep Pharr Beautiful Committee. **This item supports SG -Sound Governance and Fiscal Sustainability.** (PARKS)

8. CONTRACTS/AGREEMENTS:

A) Consideration and action, authorizing City Manager to negotiate and award a service contract for Self-Funded or Level-Funded Employee Health Insurance Benefit Plans and Pharmacy Benefit Management Services, and Individual & Aggregate Stop Loss Insurance. **This item supports QL - Quality of Life.** (HR)

B) Consideration and action, if any, authorizing City Manager to negotiate a Guaranteed Maximum Price with the top ranked Construction Manager at Risk for the proposed Pharr Event Center. **This item supports QL - Quality of Life.** (ENGINEERING)

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

10. RECONVENE: *into Regular Session and consider action, if necessary, on any items(s) discussed in closed session.*

11. 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 956-402-4200 Ext 1201 or FAX 956-475-3442 or Email cityclerksoffice@pharr-tx.gov for further information. Braille is not available.2

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 9th day of September 2025 at 4: 30 p.m. and will remain posted continuously for at least three (3) business days 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 9th day of September 2025

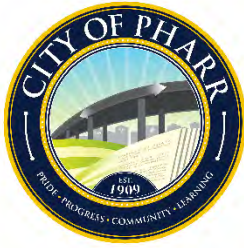



IMELDA PEREZ, TRMC
CITY CLERK

I certify that the attached notice and agenda of items to be considered by the City Commission was removed from the bulletin board of City Hall on the _____ day of _____, 20____ by,

Name: _____

Title: _____



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 2.A.

DATE SUBMITTED: September 9, 2025

MEETING DATE: September 15, 2025

FROM: Alessandra Garcia, Assistant City Clerk

DEPARTMENT: Administration

DIRECTOR: Imelda Perez

Agenda Item: Proclamation proclaiming September 16 – 20, 2025 as Mexican Independence Week.

Classification: Regular

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

Issue: Proclamation proclaiming September 16 – 20, 2025 as Mexican Independence Week.

Fiscal Consideration: N / A

Staff Recommendation: Presentation of Proclamation

Alternatives: N / A

Exclude Material from Public Packet? No

Reason: N / A

ROUTING:

Alessandra Garcia

Imelda Perez

City Management Office

Created/Initiated - 09/09/2025

Approved - 09/09/2025

Final Approval - 09/09/2025

Proclamation



WHEREAS, on September 16, 1810, Father Miguel Hidalgo y Costilla issued the historic Grito de Dolores, sparking Mexico's fight for independence and marking the birth of a nation grounded in freedom, identity, and justice; and

WHEREAS, Día de la Independencia de México stands as a deeply significant cultural celebration for Mexican and Mexican-American communities, whose heritage, traditions, and contributions have enriched the social, civic, and cultural life of the City of Pharr and the Rio Grande Valley; and

WHEREAS, the City of Pharr recognizes the importance of celebrating this legacy through community engagement, intergenerational learning, and cultural pride; and

WHEREAS, AVE FRONTERA, Inc. is a nonprofit organization that serves as a family-centered vehicle of engagement, committed to instilling cultural pride and awareness while meeting the physical, emotional, social, spiritual, and intellectual needs of the families it serves; and

WHEREAS, the vision of AVE FRONTERA is to become a national model for empowering families to lead and advocate for the cultural and educational well-being of their communities; and

WHEREAS, on Saturday, September 20, 2025, AVE FRONTERA will host a community-wide celebration at the Development & Research Center (DRC) in South Pharr, featuring live cultural performances, a reenactment of El Grito de Dolores, and a variety of free, family-centered activities—including Mexican Folklórico dance, interactive workshops, and educational exhibits—all designed to strengthen community identity, promote cultural pride, and foster cross-generational connection.

NOW THEREFORE, I, Ambrosio Hernandez, Mayor of the City of Pharr, Texas by virtue of the authority vested in me and on behalf of the City Commission, do hereby proclaim the week of September 16 - 20, 2025, as:

“Mexican Independence Week”

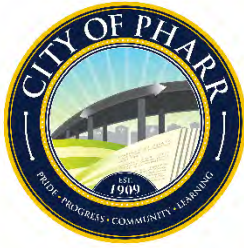
IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Pharr to be affixed on this 15th day of September 2025.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Perez, City Clerk



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 2.B.

DATE SUBMITTED: September 9, 2025

MEETING DATE: September 15, 2025

FROM: Alessandra Garcia, Assistant City Clerk

DEPARTMENT: Administration

DIRECTOR: Imelda Perez

Agenda Item: Proclamation proclaiming September 25, 2025, as National Day of Remembrance for Murder Victims.

Classification: Regular

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

Issue: Proclamation proclaiming September 25, 2025 as National Day of Remembrance for Murder Victims.

Fiscal Consideration: N / A

Staff Recommendation: Staff recommends presentation of Proclamation.

Alternatives: N / A

Exclude Material from Public Packet? No

Reason: N / A

ROUTING:

Alessandra Garcia

Imelda Perez

City Management Office

Created/Initiated - 09/09/2025

Approved - 09/09/2025

Final Approval - 09/09/2025

Proclamation



WHEREAS, the National Parents of Murdered Children (POMC) established September 25th as the National Day of Remembrance for Murder Victims, following the unanimous resolutions passed by the U.S. Senate on October 16, 2007, and the U.S. House of Representatives on May 14, 2007; and

WHEREAS, POMC is dedicated to honoring the memory of those lost to violence and recognizing the profound and lasting trauma that families and communities endure, alongside the work of the Rio Grande Valley Families and Friends of Murdered Children (RGVFFOMC), which has served more than 2,200 families in our region since 2014; and

WHEREAS, in 2024, Texas recorded 1,847 homicides, impacting over 18,470 close relatives, with the Rio Grande Valley alone suffering 53 murders and more than 530 surviving family members directly affected; and

WHEREAS, the murder of a loved one steals from a family a mother, father, sister, brother, son, daughter, husband, wife, partner, grandparent, aunt, or uncle, leaving an unfillable void and an overwhelming challenge to cope with their absence; and

WHEREAS, survivors of homicide victims channel their pain and grief into powerful stories of courage that reject retaliation and isolation, instead embracing compassion, peace, and justice for others; and

WHEREAS, families and survivors in our community remind us that behind every statistic is a life of significance, and through their resilience they honor their loved ones by advancing advocacy, providing support, promoting prevention, and contributing to policy change.

NOW THEREFORE, I, Ambrosio Hernandez, Mayor of the City of Pharr, Texas by virtue of the authority vested in me and on behalf of the Mayor and the City Commission, do hereby proclaim the 25th day of September 2025 as:

“National Day of Remembrance for Murder Victims”

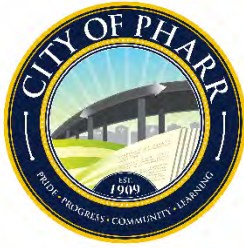
IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Pharr to be affixed on this 15th day of September 2025.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Perez, City Clerk



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 4.A.

DATE SUBMITTED: September 8, 2025

MEETING DATE: September 15, 2025

FROM: Jamison Merrick, Finance Director

DEPARTMENT: Finance

DIRECTOR: Jamison Merrick

Agenda Item: Public Hearing: Solicitation of comments from the general public on the FY 2025-2026 Proposed Property Tax Rate for the City of Pharr.

Classification: Public Hearing

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

Issue: Public Hearing - FY 2025 - 2026 Proposed Property Tax Rate

Fiscal Consideration: N / A

Staff Recommendation: N / A

Alternatives: N / A

Exclude Material from Public Packet? No

Reason: N / A

ROUTING:

Jamison Merrick

Created/Initiated - 09/08/2025

Jamison Merrick

Approved - 09/08/2025

Ricardo Rodriguez

Approved - 09/08/2025

Jamison Merrick

Approved - 09/08/2025

City Management Office

Final Approval - 09/09/2025

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.7676 per \$100 valuation has been proposed by the governing body of City of Pharr.

PROPOSED TAX RATE	\$0.7676 per \$100
NO-NEW-REVENUE TAX RATE	\$0.7248 per \$100
VOTER-APPROVAL TAX RATE	\$0.8370 per \$100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for City of Pharr from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that City of Pharr may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that City of Pharr is proposing to increase property taxes for the 2025 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON SEPTEMBER 15, 2025 AT 4:00 PM AT CITY OF PHARR CITY HALL, 118 S. CAGE BLVD, PHARR TEXAS 78577.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Pharr is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Commission of City of Pharr at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

FOR the proposal:	Mayor Ambrosio "Amos" Hernandez	Commissioner Michael Pacheco
	Commissioner Ramiro Caballero	Commissioner Ricardo Medina
	Commissioner Itza Flores	

AGAINST the proposal: N/A

PRESENT and not voting: N/A

ABSENT:	Commissioner Roberto "Bobby" Carrillo	Commissioner Daniel Chavez

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by City of Pharr last

year to the taxes proposed to be imposed on the average residence homestead by City of Pharr this year.

	2024	2025	Change
Total tax rate (per \$100 of value)	\$0.7676	\$0.7676	increase of 0.0000 per \$100, or 0.00%
Average homestead taxable value	\$140,441	\$172,393	increase of 22.75%
Tax on average homestead	\$1,078.03	\$1,323.29	increase of 245.26, or 22.75%
Total tax levy on all properties	\$32,002,446	\$34,817,654	increase of 2,815,208, or 8.80%

For assistance with tax calculations, please contact the tax assessor for City of Pharr at 956-318-2157 or propertytax@hidalgocountytax.org, or visit www.hidalgocountytax.org for more information.

TAXPAYER IMPACT STATEMENT FOR 2025 TAX YEAR FOR CITY OF PHARR

A tax rate of \$0.7676 per \$100 valuation has been proposed for adoption by the governing body of City of Pharr.

PROPOSED TAX RATE	\$0.7676	per \$100
NO-NEW TAX REVENUE RATE	\$0.7248	per \$100
VOTER APPROVAL RATE	\$0.8370	per \$100

The no-new revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for City of Pharr from the same properties in both the 2025 tax year and the 2026 tax year.

The voter approval rate is the highest tax rate that City of Pharr may adopt without holding an election to seek voter approval rate.

The proposed tax rate is greater than the no-new revenue tax rate. This means that City of Pharr is proposing to increase property taxes for the 2025 tax year.

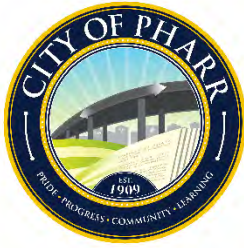
The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Pharr is not required to hold an election at which voters may accept or reject the proposed tax rate.

YOUR TAX OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

Property tax amount= (rate) x (taxable value of your property)/100

The following table compares the taxes imposed on the average residence homestead by City of Pharr last year to the taxes proposed to be imposed on the average residence homestead by City of Pharr this year.

	2025	2024	Change
Total Tax Rate (Per \$100 of Value)	0.7676	0.7676	0.0%
Average Homestead Taxable Value	\$172,393	\$140,441	22.75%
Tax on Average Homestead	\$1,323.29	\$1,078	\$245.26 or 22.75%
Total Tax Levy on All Properties	\$34,817,654	\$32,002,446	8.80%



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 4.B.

DATE SUBMITTED: September 8, 2025

MEETING DATE: September 15, 2025

FROM: Jamison Merrick, Finance Director

DEPARTMENT: Finance

DIRECTOR: Jamison Merrick

Agenda Item: Public Hearing: Solicitation of comments from the general public on Budget for Fiscal Year 2025-2026.

Classification: Public Hearing

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

Issue: Solicitation of comments on the budget for Fiscal Year 2025-2026.

Fiscal Consideration: N/A

Staff Recommendation: N/A

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Jamison Merrick

Created/Initiated - 09/08/2025

Jamison Merrick

Approved - 09/08/2025

Ricardo Rodriguez

Approved - 09/08/2025

Jamison Merrick

Approved - 09/08/2025

City Management Office

Final Approval - 09/09/2025

CITY OF PHARR

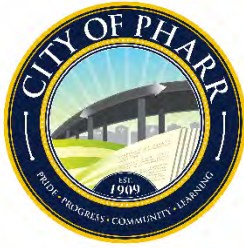
BUDGET PUBLIC HEARING

This budget will raise more total property taxes than last year by \$2,914,933. A 9.14% increase, and of that amount, \$963,614.48 is tax revenue to be raised from new property added to the tax roll this year.

You are hereby notified that the proposed General, Special Revenue, Capital Project, Debt Service, and Enterprise Funds, as well as TIRZ, No. 1 and No. 2, and Economic Development Fund's budgets for the City of Pharr, Texas for the year ending September 30, 2025 will be filed by the City Manager with the City Clerk on the 9th day of September 2025 and the same will be available for public inspection at all reasonable times.

The Board of Commissioners of the City of Pharr, Texas has ordered the Budget Hearing to be held on Monday, September 16th, 2025, at 4:00 pm at Pharr City Hall City Commissioners' Room, 2nd Floor 118 S. Cage Blvd., Pharr, Texas.

All interested citizens of Pharr, Texas are urged to attend said hearing and present their views and suggestions. Persons desiring to speak during the public hearing shall sign in with the City Clerk prior to the scheduled public hearing. (Ordinance No. O-2019-31).



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 4.C.

DATE SUBMITTED: September 3, 2025

MEETING DATE: September 15, 2025

FROM: Alessandra Garcia, Assistant 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:

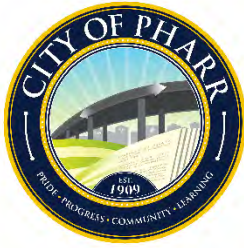
Exclude Material from Public Packet? No

Reason:

ROUTING:

Alessandra Garcia

Created/Initiated - 09/03/2025



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 5.A.

DATE SUBMITTED: September 2, 2025

MEETING DATE: September 15, 2025

FROM: Imelda Perez, City Clerk

DEPARTMENT: Administration

DIRECTOR: Jonathan Flores

Agenda Item: Trailblazer Recognition

Classification: Regular

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

Issue: Trailblazer Recognition

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends Trailblazer Recognition.

Alternatives: N/A

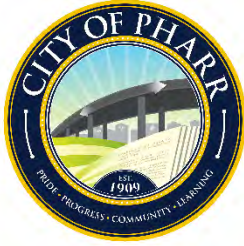
Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Perez
City Management Office

Created/Initiated - 09/02/2025
Final Approval - 09/03/2025



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 5.B.

DATE SUBMITTED: September 3, 2025

MEETING DATE: September 15, 2025

FROM: Alessandra Garcia, Assistant City Clerk

DEPARTMENT: Administration

DIRECTOR:

Agenda Item: City Events of Interest

Classification: Regular

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

Issue:

Fiscal Consideration:

Staff Recommendation:

Alternatives:

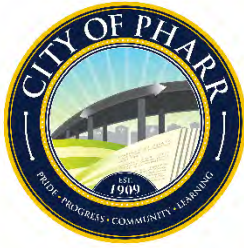
Exclude Material from Public Packet? No

Reason:

ROUTING:

Alessandra Garcia

Created/Initiated - 09/03/2025



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.A.

DATE SUBMITTED: September 8, 2025

MEETING DATE: September 15, 2025

FROM: Alessandra Garcia, Assistant City Clerk

DEPARTMENT: Administration

DIRECTOR: Imelda Perez

Agenda Item: Approval of Minutes for August 25, 2025 - Budget Workshop Meeting and September 02, 2025 - Regular Called Meeting. **This item supports SG - Sound Governance and Fiscal Sustainability.**

Classification: Consent

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

Issue: Approval of Minutes for August 25, 2025 - Budget Workshop Meeting and September 02, 2025 - Regular Called Meeting.

Fiscal Consideration: N / A

Staff Recommendation: Staff recommends approval of minutes as presented.

Alternatives: N / A

Exclude Material from Public Packet? No

Reason: N / A

ROUTING:

Alessandra Garcia
City Management Office

Created/Initiated - 09/08/2025
Final Approval - 09/08/2025

**MINUTES
BOARD OF COMMISSIONERS
BUDGET WORKSHOP
MONDAY, AUGUST 25, 2025
118 SOUTH CAGE 2nd FLOOR**

The Board of Commissioners of the City of Pharr, Texas, met in a Budget Workshop on Monday, August 25, 2025, and following is the record of attendance.

BOARD OF COMMISSIONERS PRESENT: Mayor Ambrosio Hernandez
Comm. Michael Pacheco
Comm. Roberto Carrillo
Comm. Ramiro Caballero
Comm. Ricardo Medina

BOARD OF COMMISSIONERS ABSENT: Comm. Daniel Chavez
Comm. Itza Flores

STAFF PRESENT: Jonathan Flores, City Manager
Cynthia Garza, Deputy City Manager
David Friedlein, Assistant City Manager
Hilda Pedraza, Assistant City Manager
Imelda Perez, City Clerk
Pilar Rodriguez, Interim City Engineer
Jamison Merrick, Finance Director
Veronica Ramirez, HR Director
Juan Villescas, Municipal Court Judge
Juan Gonzalez, Chief of Police
Pilar Rodriguez, Fire Chief
Roland Gomez, Code Compliance Director
Kimberly Mendoza, Dev. Svcs. Director
Luis Marin, Public Works Director
Melanie Cano, O.S.E. Director
Ruben Rosales, Public Utilities Director
Sergio Alanis, Parks & Rec. Director
Adolfo Garcia, Library Director
Jose Pena, I.T. Director
Luis Bazan, Bridge Director
Maritza Magallan, Interim Purchasing Dir.
Danny Ramirez, EMS Chief
CJ Sanchez, Pharr Chamber President
Yuri Gonzalez, Chief Comm. Officer
Kenneth Ennis, P.S. Communications Dir.
Niko Tapangan, Public Health Director
Abel Molina, Interim Special Events Director
Elizabeth Diaz, Grants Management Director

CITY ATTORNEY

Ricardo Rodriguez, City Attorney

August 25, 2025

ITEM 1. CALL TO ORDER

A) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE GOVERNING BOARD.

Mayor Hernandez called the meeting to order at 8:37 a.m. Roll call established a quorum.

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

ITEM 2. PUBLIC TESTIMONY

There were no comments from the public.

ITEM 3. ADMINISTRATIVE

A) WELCOMING REMARKS BY CITY MANAGER AND/OR MAYOR.

Jonathan Flores, City Manager, welcomed everyone in attendance and stated they would deviate from the agenda and go to Item C. There was no objection.

C) TAXPAYER IMPACT STATEMENT FOR 2025 TAX YEAR. THIS ITEM SUPPORTS SG - SOUND GOVERNANCE AND FISCAL SUSTAINABILITY

Jonathan Flores, City Manager, introduced the item and briefly stated additional information was available in the packet. He further state Jamison Merrick, Finance Director, was in the audience and questions could be entertained at this time.

B) DISCUSSION OF PENDING AND/OR PROPOSED CITY PROJECTS, PROGRAMS AND INDIVIDUAL DEPARTMENTAL DIVISIONS, DUTIES, ROLES, STRUCTURE, EVALUATION; DISCUSSION OF THE FISCAL YEAR 2025-2026 BUDGET FOR ALL CITY GENERALLY AND INCLUDING THE FOLLOWING ENTITIES; TAX INCREMENT REINVESTMENT ZONE (TIRZ); TAX INCREMENT REINVESTMENT ZONE II (TIRZ II); PHARR ECONOMIC DEVELOPMENT CORPORATION II (PEDC II); AND PHARR PUBLIC FACILITIES CORPORATION; DISCUSSION ON CAPITAL PURCHASES, PERSONNEL, AND DEBT. THIS ITEM SUPPORTS SG - SOUND GOVERNANCE AND FISCAL SUSTAINABILITY. (ADMINISTRATION)

Jonathan Flores, City Manager, introduced the item and called upon Melanie Cano, Office of Organizational Strategic Excellence Director, for a report on the budget priorities citizen survey results.

August 25, 2025

Melanie Cano, Office of Organizational and Strategic Excellence Director, went over the 2025-2026 budget priorities citizen survey results. She reported top priority areas were identified from the strategic priorities such as Service Excellence, City Infrastructure, Quality of Life, Economic Development and Public Safety. She stated the survey resulted in 1,253 responses and went over survey results by city-wide segmented data by geographical location from north, central and south side, and the percentages for their top priorities and focus areas.

At this time, Jonathan Flores, City Manager, called upon Jamison Merrick, Finance Director, for presentation on the city-wide budget.

Jamison Merrick, Finance Director, gave an overview of the proposed budget for fiscal year 2025-2026 went over property taxes, the city tax rate and history, sales taxes, general fund proposed budget revenues, expenditures, general fund summary, utility funds, Pharr EMS revenues and expenditures, TeamPharr.Net revenues and expenditures, Pharr International Bridge revenues and expenditures, and city-wide debt. He further went over current budget and adopted budget changes.

At this time, Mayor Hernandez stated they would go into closed session. There was no objection.

ITEM 4. CLOSED SESSION

The time being 9:19 a.m., Mayor Hernandez stated the commission would be entering into closed session in accordance with Chapter 551 of the Texas Govt. Code to discuss agenda items listed in the public portion of the agenda and Pursuant to Sections 551.071, 551.072, 551.074, 551.076, 551.084 and 551.087.

Comm. Carrillo left the workshop meeting at 11:22 a.m.

ITEM 5. RECONVENE

The time being 11:26 a.m., Mayor Hernandez stated the commission would resume the open meeting.

Jonathan Flores, City Manager, provided closing remarks.

ITEM 6. ADJOURNMENT

There being no other business to come before the board, Comm. Medina **moved** to adjourn. Comm. Pacheco seconded the motion and when put to a vote, the motion carried unanimously. Meeting adjourned at 11:26 a.m.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

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

ON THIS THE 25th DAY OF AUGUST 2025 the Board of Commissioners of the City of Pharr, Texas convened in a **BUDGET WORKSHOP** at Pharr One located at 1121 E. Nolana Loop, Pharr, Texas. The meeting being open to the public and notice of said meeting, giving the date, place, subject, hereof, having been posted in accordance with Chapter 551, Texas Government Code (Open Meetings Act) and there being present a quorum, I, **IMELDA PEREZ, CITY CLERK**, of the City of Pharr, Texas, certify that this is a true and correct copy of the minutes.

ATTEST:

IMELDA PEREZ, CITY CLERK

APPROVED:

**MINUTES
BOARD OF COMMISSIONERS
REGULAR CALLED MEETING
TUESDAY, SEPTEMBER 2, 2025
118 SOUTH CAGE 2nd FLOOR**

The Board of Commissioners of the City of Pharr, Texas, met in a Regular Called Meeting on Tuesday, September 2, 2025, and following is the record of attendance.

BOARD OF COMMISSIONERS PRESENT: Mayor Ambrosio Hernandez
Comm. Michael Pacheco
Comm. Roberto Carrillo
Comm. Daniel Chavez
Comm. Ricardo Medina
Comm. Itza Flores

BOARD OF COMMISSIONERS ABSENT: Comm. Ramiro Caballero

STAFF PRESENT: Jonathan Flores, City Manager
Cynthia Garza, Deputy City Manager
David Friedlein, Assistant City Manager
Hilda Pedraza, Assistant City Manager
Imelda Perez, City Clerk
Pilar Rodriguez, Interim City Engineer
Jamison Merrick, Finance Director
Veronica Ramirez, HR Director
Juan Villescas, Municipal Court Judge
Juan Gonzalez, Chief of Police
Pilar Rodriguez, Fire Chief
Roland Gomez, Code Compliance Director
Kimberly Mendoza, Dev. Svcs. Director
Luis Marin, Public Works Director
Melanie Cano, O.S.E. Director
Ruben Rosales, Public Utilities Director
Sergio Alanis, Parks & Rec. Director
Adolfo Garcia, Library Director
Jose Pena, I.T. Director
Luis Bazan, Bridge Director
Maritza Magallan, Interim Purchasing Dir.
Ben Martinez, Assistant EMS Chief
CJ Sanchez, Pharr Chamber President
Yuri Gonzalez, Chief Comm. Officer
Kenneth Ennis, P.S. Communications Dir.
Niko Tapangan, Public Health Director
Abel Molina, Interim Special Events Director
Elizabeth Diaz, Grants Management Director

CITY ATTORNEY

Ricardo Rodriguez, City Attorney

ITEM 1. CALL TO ORDER

A) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE GOVERNING BOARD.

Mayor Hernandez called the meeting to order at 4:01 p.m. Roll call established a quorum.

Comm. Carrillo moved to excuse absent members. Comm. Chavez seconded the motion and when put to a vote, it carried unanimously.

Comm. Pacheco was not present at the time of roll call but arrived at 4:11 p.m.

B) PLEDGE OF ALLEGIANCE/INVOCATION

Luis Bazan, Bridge Director, led the pledge of allegiance and said the invocation.

ITEM 2. PROCLAMATIONS

A) PROCLAMATION PROCLAIMING OCTOBER 23-31, 2025 AS NATIONAL RED RIBBON WEEK.

Jonathan Flores, City Manager, introduced the item.

Rolando Garcia, PSJA ISD Police Chief, thanked the Commission for the proclamation and extended an invitation to attend the upcoming Red Ribbon Week parade on Saturday, October 18, 2025, in Pharr. He stated the purpose of the parade was to promote drug awareness and encourage a drug free lifestyle.

Mayor Hernandez read the proclamation proclaiming October 23-31, 2025, as Red Ribbon Week and presented it to PSJA ISD Police Chief Roland Garcia, Pharr Police Chief Juan Gonzalez, and his staff.

ITEM 3. PUBLIC TESTIMONY

There were no comments from the public.

ITEM 4. PUBLIC HEARINGS

A) PUBLIC HEARING ON DEVELOPMENT SERVICES CASES

There were no comments from the public.

ITEM 5. CITY MANAGER'S REPORTS

A) CITY ENGINEER'S REPORT

September 2, 2025

Jonathan Flores, City Manager, introduced the item. He stated Pilar Rodriguez, Interim City Engineer, was in the audience and questions could be entertained at this time. There were no questions.

B) RECOGNITION OF PUBLIC UTILITIES DEPARTMENT - WATER PARTNERS: WATER SYSTEMS HELPING WATER SYSTEMS AWARD.

Jonathan Flores, City Manager, introduced the item and called upon Oscar De Leon, Assistant Public Utilities Director.

Oscar De Leon, Assistant Public Utilities Director, introduced Omahar Badillo, Water Meter Supervisor; Manuel Ponce, Water Plant Supervisor; and Jesse Trejo, Superintendent of Operations. He announced Public Utilities received the Water Systems Helping Water Systems Award for the fourth time and stated the City of Pharr was the only city in Texas to receive this recognition.

At this time, the Commission congratulated staff on their outstanding work.

C) CITY EVENTS OF INTEREST

Jonathan Flores, City Manager, called upon Yuri Gonzalez, Chief Communications Officer, for a report on upcoming city events.

Yuri Gonzalez, Chief Communications Officer, presented video recaps highlighting the Lucha Libros event, City of Pharr Employee Tuition Reimbursement Program, and 109th Birthday Celebration for Juanita Salas.

Yuri Gonzalez, Chief Communications Officer, reported the Pharr Police Department will host their 5th Annual Stick By Me event on Friday, September 12, 2025, from 7:00 p.m. to 9:00 p.m. at the Pharr Vanguard Academy & Birding Center, 1025 S. Richmond Rd. She stated that the event was focuses on suicide prevention and encouraged the community to attend and support this cause.

Yuri Gonzalez, Chief Communications Officer, reported Building and Code Compliance Department would be hosting the 16 de Septiembre – Cody's Block Party on Tuesday, September 16, 2025, from 5:30 p.m. to 7:00 p.m. at Jones Box Park, 805 Rosa Lane. She stated there would be music, games, and food and invited the community to attend.

Lastly, Yuri Gonzalez, Chief Communications Officer, reported the 31st Rio Reforestation would take place on Saturday, October 18, 2025, from 8:00 a.m. to 12:00 p.m. at Milagro Tract, 904 W. Doffin Rd. She encouraged volunteers to participate and noted this event was a multi-agency collaboration involving restoration efforts across 100,000 acres.

September 2, 2025

ITEM 6. CONSENT AGENDA

- A) APPROVAL OF MINUTES FOR AUGUST 18, 2025 - REGULAR CALLED MEETING. THIS ITEM SUPPORTS SG - SOUND GOVERNANCE AND FISCAL SUSTAINABILITY. (ADMINISTRATION)**
- B) CONSIDERATION AND ACTION, IF ANY, ON RENEWAL OF CLOUD MANAGEMENT SUBSCRIPTION SERVICES FROM CALIX, INC. FOR PHARR CONNECT. THIS ITEM SUPPORTS SE - SERVICE EXCELLENCE. (IT)**
- C) CONSIDERATION AND ACTION, IF ANY, AUTHORIZING CITY MANAGER TO ADVERTISE FOR REQUEST FOR QUALIFICATIONS (RFQ) FOR COMMISSIONING AGENT FOR THE PHARR EVENTS CENTER. THIS ITEM SUPPORTS SE - SERVICE EXCELLENCE. (PURCHASING)**
- D) CONSIDERATION AND ACTION, IF ANY, ON DEVELOPMENT SERVICES CASES:**
- 1. OCTAVIO CANTU, REPRESENTING MICKEY ELIZONDO, OWNER, REQUESTED A CHANGE OF ZONE FROM OFFICE AND PROFESSIONAL DISTRICT (O-P) TO GENERAL BUSINESS DISTRICT (C). THE PROPERTIES ARE LEGALLY DESCRIBED AS LOTS 9 & 10, BLOCK 1, ORANGE GROVE SUBDIVISION, AN ADDITION TO THE CITY OF PHARR, PHARR, HIDALGO COUNTY, TEXAS. THE PROPERTIES ARE PHYSICALLY LOCATED AT 817 AND 821 SOUTH CAGE BOULEVARD. COZ#250714 THIS ITEM SUPPORTS EV - ECONOMIC VITALITY.**
 - 2. RAUL FONG, D/B/A JUNCTION CAFÉ, REQUESTED RENEWAL OF THE CONDITIONAL USE PERMIT TO ALLOW THE SALE OF ALCOHOLIC BEVERAGES FOR ON-PREMISE CONSUMPTION. THE PROPERTY IS LEGALLY DESCRIBED AS LOT 1 AND THE SOUTH 7 FT. OF LOT 2, BLOCK 1, J.T. DOSTER SUBDIVISION, PHARR, HIDALGO COUNTY, TEXAS. THE PROPERTY'S PHYSICAL ADDRESS IS 11 SOUTH CAGE BOULEVARD. CUP#911291 THIS ITEM SUPPORTS EV - ECONOMIC VITALITY.**
- E) PLATS:**
- 1. M2 ENGINEERING, PLLC., REPRESENTING ABEL HERNANDEZ, MANAGING MEMBER FOR HDZ HOLDINGS LLC., REQUESTED FINAL PLAT APPROVAL OF THE PROPOSED VETERANS OAKS APARTMENTS SUBDIVISION. THE PROPERTY IS LEGALLY DESCRIBED AS BEING A 5.576 ACRE TRACT OF LAND, OUT OF LOT 129, KELLY-PHARR SUBDIVISION, PHARR, HIDALGO COUNTY, TEXAS. THE PROPERTY IS LOCATED WITHIN THE 3100 BLOCK OF NORTH VETERANS BOULEVARD. THIS ITEM SUPPORTS EV - ECONOMIC VITALITY.**

Jonathan Flores, City Manager, introduced consent agenda and recommended approval of items.

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

Ordinance No. O-2025-29 is filed with the City Clerk's Office.

REGULAR AGENDA - OPEN SESSION

ITEM 7. ORDINANCES AND RESOLUTIONS

- A) CONSIDERATION AND ACTION, IF ANY, ON RESOLUTION APPOINTING/RE-APPOINTING FOUR (4) MEMBERS OF THE PHARR ECONOMIC DEVELOPMENT CORPORATION II BOARD OF DIRECTORS. THIS ITEM SUPPORTS SG - SOUND GOVERNANCE AND FISCAL SUSTAINABILITY. (PEDC II)**

Jonathan Flores, City Manager, introduced the item and recommended the reappointment of Mayor Ambrosio Hernandez, Comm. Ramiro Caballero, Comm. Ricardo Medina and appointment of Comm. Itza Flores.

Comm. Chavez **moved** to reappoint Mayor Ambrosio Hernandez, Comm. Ramiro Caballero, Comm. Ricardo Medina and appointment of Comm. Itza Flores. to the Pharr Economic Development Corporation II Board. Comm. Carrillo seconded the motion and when put to a vote, it carried unanimously.

Resolution No. R-2025-44 is filed with the City Clerk's Office.

ITEM 8. CONTRACTS/AGREEMENTS

- A) CONSIDERATION AND ACTION, IF ANY, ON CHANGE ORDER NO.3 IN THE AMOUNT OF \$15,206.86 AND THE ADDITION OF 2 CALENDAR DAYS TO THE PHARR INTERNATIONAL BRIDGE EXPANSION. THIS ITEM SUPPORTS IF - INFRASTRUCTURE. (ENGINEERING)**

Jonathan Flores, City Manager, introduced the item and recommended approval.

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

- B) CONSIDERATION AND ACTION, IF ANY, ON CHANGE ORDER NO. 1 IN THE AMOUNT OF \$10,075.45 AND THE ADDITION OF SEVEN WORKING DAYS TO THE CONSTRUCTION CONTRACT FOR THE SUGAR AND MINNESOTA TRAFFIC SIGNAL. THIS ITEM SUPPORTS IF - INFRASTRUCTURE. (ENGINEERING)**

Jonathan Flores, City Manager, introduced the item and recommended approval.

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

ITEM 9. CLOSED SESSION

None

ITEM 10. RECONVENE

None

ITEM 11. ADJOURNMENT

There being no other business to come before the board, Comm. Carrillo **moved** to adjourn. Comm. Chavez seconded the motion and when put to a vote, the motion carried unanimously. Meeting adjourned at 4:29 p.m.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

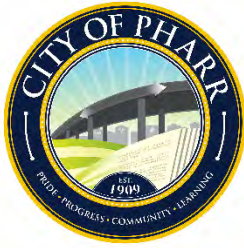
**STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF PHARR**

ON THIS THE 2nd DAY OF SEPTEMBER 2025 the Board of Commissioners of the City of Pharr, Texas convened in a **REGULAR CALLED MEETING** at the Commissioner's Room located at 118 S. Cage, 2nd Floor, Pharr, Texas. The meeting being open to the public and notice of said meeting, giving the date, place, subject, hereof, having been posted in accordance with Chapter 551, Texas Government Code (Open Meetings Act) and there being present a quorum, I, **IMELDA PEREZ, CITY CLERK**, of the City of Pharr, Texas, certify that this is a true and correct copy of the minutes.

ATTEST:

IMELDA PEREZ, CITY CLERK

APPROVED:



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.B.

DATE SUBMITTED: July 24, 2025

MEETING DATE: September 15, 2025

FROM: Daniela Villarreal, Buyer II

DEPARTMENT: Purchasing

DIRECTOR: Maritza Magallan

Agenda Item: Consideration and action, if any, on Ordinance amending Ordinance No. O-2024-06 updating Procurement Policy Manual. *(3rd and Final Reading)* This item supports **SE - Service Excellence**.

Classification: Regular

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

Issue: The Purchasing Department recommends amending the City's Procurement Policy Manual to strengthen internal control measures governing the purchasing process. The proposed updates are intended to enhance transparency, ensure compliance with applicable regulations, and align procurement practices with industry standards and best practices. The revisions will also serve to align the City's policy with recent changes introduced under both House Bill and Senate Bill legislation, which are scheduled to take effect on September 1, 2025.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends approval

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Daniela Villarreal

Maritza Magallan

Hilda Pedraza

Ricardo Rodriguez

Jamison Merrick

City Management Office

Created/Initiated - 07/24/2025

Approved - 09/05/2025

Approved - 09/08/2025

Approved - 09/08/2025

Approved - 09/08/2025

Final Approval - 09/09/2025

ORDINANCE NO. O-2025-__

AN ORDINANCE AMENDING ORDINANCE NO'S. O-2024-06; O-2021-38; 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 **business transactions** 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 be read in three (3) separate readings and shall take effect on September 1, 2025, upon receiving final approval by the governing body following three (3) readings of the Board of Commissioners.

CONSIDERED PASSED AND APPROVED ON FIRST READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of July, 2025.

CITY OF PHARR

Ambrosio Hernandez Mayor

ATTEST:

Imelda Perez, City Clerk

CONSIDERED PASSED AND APPROVED ON SECOND READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of August, 2025.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Perez, City Clerk

CONSIDERED PASSED AND APPROVED ON THIRD AND FINAL READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of September, 2025.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Perez, City Clerk



Pharr
Purchasing



PROCUREMENT POLICY MANUAL

PHARR CITY HALL | 118 S. CAGE BLVD. PHARR, TX 78577
P.O. BOX 1729 | (956) 402-4231

SEPTEMBER 2025

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PURCHASING DEPARTMENT POLICIES AND PROCEDURES MANUAL

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MISSION, VISION AND GOALS

MISSION

Our mission is to procure goods, services, and contracts in a fair, transparent, and cost-effective manner while ensuring compliance with legal and ethical standards. We strive to deliver efficient, innovative, and accessible services that foster a thriving, safe, and sustainable community.

VISION

To be a trusted leader in public procurement, recognized for excellence, integrity, and innovation in delivering value to our organization and the community we serve.

GOALS

- **Fair and Competitive Procurement** – Promote fairness and competition by providing equal opportunities for all qualified vendors.
- **Transparency and Accountability** – Maintain open, fair, and competitive bidding processes. Ensure accountability and transparency in all procurement processes.
- **Sustainability and Social Responsibility** – Support environmentally friendly and sustainable purchasing practices. Promote the use of green products and services and consider the long-term social and economic impact of purchasing decisions.
- **Efficiency and Process Improvement** – Streamline procurement process to reduce delays and bureaucracy. Enhance efficiency through innovation, technology, and continuous process improvement.

CHAPTER 1. INTRODUCTION

AUTHORITY

As per the City of Pharr Code of Ordinances (Chapter 2 – Administration, Article IV – Finance, Division 2 – Purchasing), the City Manager’s designated Purchasing Agent has full authority to purchase goods, services, materials, supplies, and equipment for all City departments, boards, and commissions.

The Purchasing Department, located on the second floor of City Hall, provides assistance with all purchasing needs. Department Directors remain responsible for their own department’s purchases.

The Purchasing Department is responsible for:

- Establishing purchasing rules and procedures
- Overseeing requisitions and transactions with departments and vendors
- Maintaining records of all purchasing activity

This Purchasing Policies and Procedures Manual is established as a guide to applicable 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. This manual is not intended to be a manual on the law of contracts or constitute legal advice.

PURCHASING POLICIES & PROCEDURES MANUAL REVIEW

The Purchasing Policies and Procedures Manual will be reviewed annually and approved by the City Commission at least once every four 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.

GOALS OF THIS POLICIES AND PROCEDURES MANUAL

The goal of this manual is designed (internal and external) to guide personnel to :

- Familiarize staff and vendors with City purchasing policies
- Ensure best value for all purchases
- Safeguard public funds and prevent conflicts of interest
- Maintain fair, open competition among vendors
- Support local businesses whenever possible
- Promote strong vendor relationships

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

CENTRALIZED PURCHASING DEPARTMENT

The Purchasing Department is the City's central authority for all purchases above the established dollar threshold. A centralized system ensures:

- Professional, knowledgeable staff familiar with public purchasing laws and trends
- Consolidation of smaller departmental purchases into larger City-wide orders for cost savings
- A single point of contact for vendors
- Consistent, efficient processes that build public trust
- Cost-effective acquisition of goods, services, and contracts across all departments

The department manages all requisitions, purchase orders, professional services, construction contracts, and related procurements. Its objective is to maintain fair and open competition, ensure equal opportunity for qualified vendors, and safeguard public funds.

The City of Pharr is committed to full compliance with all applicable Federal, State, and local laws, encouraging free and open competition, supporting local businesses, and securing the best possible value for taxpayer dollars

GOALS OF THE PURCHASING DEPARTMENT

The goals of public purchasing:

- Purchase quality goods and services at the best value
- Ensure timely delivery of goods and services
- Maintain a reliable supply chain
- Promote interlocal cooperation with other agencies
- Protect City assets and prevent misuse of resources

CHAPTER 2. DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES OF THE PURCHASING DEPARTMENT

The Purchasing Department oversees all procurement to ensure compliance with City policies, ordinances, and applicable laws. Responsibilities include:

- Recommending and implementing purchasing policies and procedures for uniform, economical, and lawful acquisition of goods and services.
- Assisting departments in procurement needs, specifications, delivery schedules, and compliance with policies.
- Managing all bid and proposal processes, including publication, solicitation, receipt, opening, and evaluation.
- Coordinating contract award recommendations to the City Commission.
- Encouraging vendor competition through bidding, negotiations, consolidated purchasing, and cooperative purchasing programs at local, state, and federal levels.
- Reviewing and evaluating bids, proposals, and quotes with input from departments.
- 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.

RESPONSIBILITIES OF DEPARTMENT DIRECTORS

The Department Directors are accountable for procurement activities within their areas and must:

- Know and enforce the Purchasing Policies and Procedures Manual.
- Ensure staff involved in purchasing are trained and follow all policies.
- Ensure sufficient budget is available before making purchases, except in authorized emergencies.
- Assign responsible personnel for procurement and P-Card use.
- Maintain internal controls with separation of duties for requisitioning, approval, receiving, and payment.
- Promote competition, safeguard funds, and ensure best value.
- Prevent misuse of public funds to enrich elected officials or City employees, including personal purchases in the City's name

RESPONSIBILITIES OF CITY DEPARTMENT REPRESENTATIVES (EMPLOYEES)

The City is committed to maintaining integrity and fairness in all procurement activities, Employees involved in purchasing must act impartially, follow established procedures, and uphold the highest ethical standards.

Employees responsible for procurement must:

- Be familiar with and follow the Purchasing Policies and Procedures Manual.
- Avoid obligating the City without an approved Purchase Order, except in emergencies as defined in this manual.
- Request goods or services that meet the City's needs with clear, complete descriptions, quantities, and required approvals before ordering.
- Provide accurate specifications to the Purchasing Department, including technical details when necessary.

- Submit anticipated purchasing needs in advance to support efficient procurement.
- Notify the Purchasing Department of unusual or urgent needs.
- Allow sufficient time for competitive quotes, Purchase Order processing, and vendor delivery.
- Promote competition and seek the best value from responsible vendors.
- Protect public funds and ensure prudent spending.
- Avoid any action that could financially benefit elected officials or City employees.
- Refrain from making personal purchases using the City's name.
- Follow P-Card guidelines insuring proper use of the P-Card for all authorized small purchases. (less than \$3,000.00)

CHAPTER 3. PURCHASING ETHICS (For City Representatives and Vendors)

The City of Pharr is committed to a procurement process that requires all employees, officials, and vendors to conduct business ethically, legally, and free of conflicts of interest. All City employees, officials, and vendors conducting business with the City must act with integrity, follow applicable Federal, State, and Municipal laws, and maintain the highest professional standards.

GENERAL ETHICAL STANDARDS

- Act honestly, fairly, and in the public's best interest.
- Avoid situations that create real or perceived conflicts of interest.
- Uphold all City policies, ordinances, and procurement laws.
- Maintain confidentiality of information and never use it for personal gain.
- Promote open and fair competition in all procurement activities.

DISCLOSURE OF CERTAIN RELATIONSHIPS & CONFLICTS OF INTEREST

Under **Texas Local Government Code Chapters 171 and 176**, all members of the City Commission, officers, employees, and vendors must disclose any potential conflict of interest, including situations where:

- The employee, an immediate family member, or their business has a financial interest in the procurement.
- The employee or family member is negotiating employment with a vendor.
- A City official or employee (or their family) provides services to the City for compensation.

REQUIREMENTS:

- Vendors must submit a **Conflict of Interest Questionnaire** within **7 business days** of starting contract discussions, negotiations, or submitting a bid/proposal.
- City representatives must notify the City Commission, City Manager, Deputy City Manager, City Secretary, and Purchasing Department of any known conflict.
- The City will not automatically disqualify vendors with a disclosed conflict, but **failure to disclose** is a breach of ethics and may lead to legal consequences.

PENALTIES (Texas Local Government Code §176.013):

- Class C misdemeanor – Contract less than \$1 million or no stated amount.
- Class B misdemeanor – Contract \$1 million to less than \$5 million.
- Class A misdemeanor – Contract \$5 million or more.

Conflict of Interest forms are available at:

- **City of Pharr** – <https://pharr-tx.gov/government/departments/purchasing/forms-documents/> or
- **Texas Ethics Commission** – [Conflict of Interest Forms](#)

GIFTS, GRATUITIES, AND KICKBACKS

- Do not solicit, accept, or offer gifts, favors, employment offers, or payments that could influence decision-making.
- Kickbacks or inducements for contract awards are strictly prohibited.

PERSONAL GAIN & PRIVATE PURCHASES

- No personal purchases may be made using City resources, accounts, or facilities.

- City property may only be purchased for personal use through public auction or competitive bid, once declared surplus.

CONFIDENTIALITY

- Do not share or misuse confidential or proprietary information obtained through City business for personal benefit or the benefit of others.

VENDOR CODE OF ETHICS

Vendors doing business with the City of Pharr must:

- Submit competitive and compliant bids or proposals.
- Avoid collusion or actions that limit competition.
- Perform contracts fully and in good faith.
- Submit accurate and timely invoices for goods/services provided.
- Refrain from offering anything of value to influence City staff or officials.
- Avoid any conduct that could impair the integrity of the procurement process.

Note: Violations of these ethics rules may result in legal penalties, disqualification from current or future contracts, and disciplinary action, including termination of City employment.

CHAPTER 4. PURCHASING THRESHOLDS

GENERAL INFORMATION

The City of Pharr Purchasing Department follows the procurement procedures outlined in Texas Local Government Code, Chapter 252 (Purchasing by Municipalities). This section serves as a guide for the acquisition of goods, non-professional and professional service contract(s).

REQUEST FOR PURCHASE FORM (REQUISITION FORM)

The Requisition Form is the official document used to request goods or services. It informs the Purchasing Department what is needed and authorizes them to begin the procurement process. Requisitions are for internal use only and cannot be used to place orders directly. All requisitions must be approved by the department and entered into the City's financial system for electronic approval.

REQUEST FOR AVAILABILITY OF FUNDS FORM-ROLLING STOCK (RFAOFF-ROLLING STOCK)

The Request for Availability of Funds form is required when departments request on-road or off-road vehicles. It is the first step in the formal purchasing process.

REQUEST FOR AVAILABILITY OF FUNDS FORM (RFAOFF)

The Request for Availability of Funds form is required when departments request Purchase, Service, Supply, and Construction related projects. This is the initial form required in a formal solicitation process.

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. It is created by the requesting department, which specifies the items or services needed. A purchase order is a contract between the City and a vendor and is not binding until it is accepted by the vendor. The City will not honor or pay for purchases made by unauthorized individuals. A PO authorizes the vendor to deliver and invoice for the order, ensures funds are reserved, records the purchase details, and guarantees proper payment. .

SEPARATE, SEQUENTIAL, COMPONENT PURCHASES

At no time shall an employee intentionally, knowingly or willingly make or authorize **separate purchases** (buying items individually that should normally be bought together), **sequential purchases** (buying items over time that should normally be bought together), or **component purchases** (buying parts of an item separately that should normally be bought together) to avoid competitive bidding requirements. In accordance with the Local Government Code, such offense is considered a Class B misdemeanor.

EXPENSES NOT REQUIRING PURCHASE ORDERS

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

PURCHASING LIMITS

Purchases greater than \$0.01 but less than \$3,000 (Informal Procurement)

- No competitive quotes required.
- Primary use: P-Card; Alternate use: Purchase Order.
- Purchases must follow internal approval and documentation processes with Director signature
- Approvals Required: Department Director/Assistant Department Director

Purchases greater than \$3,000.01 but less than \$100,000 (Informal Competitive Bidding)

- Document Requirement: Request for Purchase (Requisition Form) and Purchase order
 - Documentation of quotes and vendor responses must be provided.
 - Minimum of three (3) quotes (verbal, written, or electronic).
 - Must include outreach to at least two (2) Historically Underutilized Businesses (HUBs)
- Approvals Required: Department Director/Assistant Department Director, Purchasing Director, City Manager

Purchases over \$100,000.01 require Formal Competitive Sealed solicitation.

- Document Requirement: Request for Availability of Funds Form (RFAOFF), Request for Purchase (Requisition Form) and Purchase order, and/or other documents as applicable.
- City Commission authorization required to solicit and award.
- Requires formal sealed bids or proposals.
- Advertisement in accordance with Texas Local Government Code 252.
- Applicable contracts may require bid security, performance bonds, and payment bonds (particularly for construction-related contracts).
- This is a formal process managed by the Purchasing Department. The Department Director must submit technical specifications for solicitation purposes.
- Full documentation of solicitation, evaluation, and award must be maintained.
- Approvals Required: Department Director/Assistant Department Director, Purchasing Director, City Manager, City Commission

CHAPTER 5. PURCHASE ORDER PROCESS

All City expenses must follow the Purchase Order process. Purchases below the dollar threshold may use a P-card, while those above the threshold require a Purchase Order. Requisitions must be electronically approved by the Department Director, and Finance Director with additional approvals required from the Purchasing Director, Deputy City Manager, or City Manager based on the applicable dollar thresholds.

REQUEST FOR PURCHASE FORM (REQUISITION)

Departments initiating a purchase must begin by submitting a Request for Purchase, also known as a Requisition. This form serves as the official request to acquire goods or services and must be entered into the City's financial management system (Incode).

Before submitting a requisition, the department must ensure the following:

- Sufficient budgeted funds are available for the requested purchase.
- All required fields in the requisition form are completed accurately.
- Supporting documentation is attached (e.g., at least three vendor quotes, completed Acrobat requisition form, and any relevant approvals).
- The form is submitted electronically through the Incode system for automated routing and approval.

Each requisition undergoes an electronic approval process, which includes reviews and authorizations in the following order:

- Up to \$3,000 – Department Director, Finance Director and Senior Buyer
- \$3,000 - \$50,000 - Department Director, Finance Director, Senior Buyer, and Purchasing Director
- \$50,000.01 and above - Department Director, Finance Director, Senior Buyer, City Manager and Purchasing Director

PURCHASE ORDER

Once a requisition is reviewed and approved through the appropriate process, the Purchasing Department issues a Purchase Order (PO). This document authorizes a vendor to provide goods or services.

- A PO number is assigned and sent to the requesting department for order placement, or directly to the vendor if Purchasing is managing the solicitation.
- Vendors then coordinate delivery with the requesting department.

RECEIVING AND INSPECTION

Departments must promptly receive and inspect all goods or services to ensure accuracy, avoid payment delays, and take advantage of available discounts.

Inspection Checklist:

- Correct delivery location.
- Correct items and quantities.

- PO number matches packing slip and/or invoice.
- Condition of goods — no damage, defects, or shortages.

If Issues Are Found:

- Report shortages, damages, or overages to the vendor immediately.
- For projects over the competitive bidding threshold, also notify the Purchasing Department in writing and keep all documentation.
- For overages, decide whether to keep or return; obtain a return authorization and credit memo if returned.
- For damaged freight:
 - **Visible damage:** Ask the freight driver to note and sign the damage on the freight bill.
 - **Concealed damage:** Save all packaging, contact the freight line for an inspection report, and document the damage in the receiving report.
- Do not return damaged goods without authorization from the vendor or Purchasing Department.

INVOICES

An invoice is the vendor's itemized statement for goods or services provided. It must match the PO and serve as the official record for payment.

Invoice Requirements:

- Date-stamped and initialed upon receipt.
- Must include a unique invoice number and the PO number.
- Sent directly to **Accounts Payable** until receiving paperwork is processed.
- Departments must forward any invoices they receive immediately to avoid late payment penalties.

Invoice Mailing Address for Vendors:

City of Pharr – Finance Department
Accounts Payable Division – 2nd Floor
118 S. Cage Blvd., Pharr, TX 78577
Phone: (956) 402-4150

Purchase Order Payment Process

The City follows the Texas Prompt Payment Act (Government Code, Chapter 2251), which requires:

- Payment to vendors within 30 days after the later of receiving goods/services or receiving an invoice.
- Vendors must follow the same rules with subcontractors.

Disputes:

- The City has 21 days from invoice receipt to notify the vendor of any dispute.
- If resolved in the City's favor, the vendor must send a corrected invoice; payment is due within 30 days of receiving it.

- If resolved in the vendor's favor, interest accrues from the original overdue date.

Exceptions to Payment Deadlines:

- Bona fide disputes about goods, services, or payments between parties.
- Restrictions from federal contracts, grants, or regulations.
- Invoice sent to the wrong address (when a specific address is stated in the PO).

Documentation for Payment:

- **Complete Orders:** Sign and date the packing slip, attach it to the signed PO and invoice, then submit to Accounts Payable.
- **Partial Orders:** Make a copy of the PO and cross out items not received, sign and date the partial packing slip, attach to invoice, and submit to Accounts Payable. Keep the original PO for final payment.
- Department Directors must sign all invoices before submission for payment.

PAYMENT APPLICATIONS

- **Construction Projects:** Require a Pay Application with a Schedule of Values, notarized, and reviewed/approved by the City Engineer and designated signers (City Manager, Deputy City Manager, Purchasing Director, Finance Director).
- **Professional Services:** Invoices must align with the contract and be reviewed/approved by the City Engineer and other required signers. (City Manager, Deputy City Manager, Purchasing Director, Finance Director).

CHAPTER 6. ENFORCEMENT OF PROCUREMENT COMPLIANCE

Habitual Policy Violations and infractions: Failure to comply with established procurement policies and procedures will result in documented infractions. Departments that accumulate habitual discrepancies defined as repeated non-compliance or violations within a three (3) month timeframe will be subject to a temporary suspension of procurement privileges. For the purposes of this policy, a discrepancy is defined as any violation of procurement procedures, including but not limited to the untimely submission of required documents, incomplete or inaccurate requisitions, failure to follow established approval processes, or unauthorized purchases.

- Upon five (5) documented discrepancies within three (3) months, the department's procurement privileges will be suspended for one (1) month.

First & Second Discrepancy – The Purchasing Department will notify the department of the violation and provide guidance on corrective actions. Documentation of the infraction will be kept on file.

Third Discrepancy - A formal written notice will be sent to the Department Director, outlining the violations and corrective measures required. At this stage, the department may be asked to attend a compliance review with Purchasing.

Fourth Discrepancy – The Department Director and aligned Assistant City Manager (ACM) will be formally notified of the continued non-compliance

Fifth Discrepancy – Procurement privileges for the department will be suspended for one (1) month.

- During the suspension period, the Purchasing Department will assume full responsibility for processing all procurement activities on behalf of the affected department. Departments must submit all purchase requests and supporting documentation through the Purchasing Department for review, approval, and processing.
- Further non-compliance may lead to extended suspension periods or further administrative action.

The Purchasing Department will track and notify departments of all discrepancies and infractions and will work collaboratively with management to implement corrective actions and ensure future compliance.

Departments may request a review of discrepancies prior to the enforcement of suspension, which will be evaluated by Purchasing in consultation with the Assistant City Manager.

CHAPTER 7. SOLICITATION PROCESS

The solicitation process documents the City's efforts to obtain quality goods and services at the best available price or best value, while complying with applicable federal, state, and local procurement laws.

INFORMAL (UP TO \$3,000.00)

The requesting department shall obtain at least one (1) verbal, written, or electronic quote from the vendor for the item(s) being purchased. The quote must be documented on the Purchase Request form. Competitive quotes are not required for these purchases.

INFORMAL (BETWEEN \$3,000.01 - \$100,000.00)

The requesting department shall obtain a minimum of three (3) written or electronic quotes from vendors and must include outreach to at least two (2) Historically Underutilized Businesses (HUBs). A Purchase Request form (Requisition) must be submitted to the Purchasing Department along with supporting documents (quotes).

FORMAL (GREATER THAN \$100,000.01)

All purchases shall be managed by the Purchasing Department. Advertisements for formal solicitations must be approved by the City Commission prior to posting.

The requesting department is responsible for preparing specifications, requirements, and technical details, which must be submitted to the Purchasing Department along with a Request for Availability of Funds (RFAOFF). The Purchasing Department will then prepare the solicitation documents using the City's online procurement system. If the solicitation is not based on a pre-approved template, it must also be reviewed and approved by the City Attorney.

Once bid responses are received, the Purchasing Department will compile and tabulate results, forwarding them to the requesting department for review and recommendation. The department must provide a written recommendation of the selected vendor(s) to the Purchasing Department.

Upon receipt, the Purchasing Department will proceed with City Commission approval and issue the official Letter of Award. At that time, the department will be notified to submit a Purchase Request (Requisition) electronically through the City's Financial Management System for processing.

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

REQUIREMENTS UNDER STATE LAW

As per The Texas Local Government Code 252.021 before a municipality may enter into a contract that requires an expenditure of more than \$100,000.01 from municipal funds, the municipality must comply for competitive sealed bidding or competitive sealed proposals. The municipality may also elect to comply with a method described by Chapter 2269 Alternative Procurement methods

ADVERTISING AND ADVERTISING TIME REQUIREMENTS

In accordance with Chapter 252, Section 252.041 of the Texas Local Government Code, all solicitations must be authorized by the City Commission before posting handled by the Purchasing Department. Public notice must be published once a week for two consecutive weeks in the City's paper of record, with the first publication occurring at least 14 days before the public bid opening. The City may also choose to advertise online or through other publications. Requirements for competitive sealed bids and competitive sealed proposals follow the same process.

BID SPECIFICATIONS AND SOLICITATION ADMINISTRATION

All competitive sealed bids and proposals must include complete and detailed specifications of the items or services being procured. The requesting department is solely responsible for preparing the technical specifications and requirements. The Purchasing Department will provide assistance as needed but will not be responsible for the final technical content. Purchasing will prepare the remaining portions of the solicitation, including the bid/proposal form, terms, conditions, and all legally required language.

Vendors may be consulted for technical information or product literature; however, they must be advised that the procurement will be conducted as a formal sealed process, and no vendor may receive preferential treatment. Specifications from other governmental entities or previously used solicitations may also be referenced. Brand names should only be used as a point of reference and must include an "or equal" clause, unless the specified brand is the only product compatible with existing systems or there are multiple distributors available.

For all formal solicitations, departments must submit a Request for Availability of Funds (RFAOFF). This must include the funding source and authorized budget. The solicitation will not proceed without proper approvals confirming sufficient funds are available. Any unbudgeted requests require written approval by the City Manager.

The Purchasing Department is responsible for administering the solicitation process, including advertisement dates, pre-bid or pre-proposal conferences, deadlines, and openings. Purchasing will post solicitations and addenda on the City's procurement portal, assign a project number, and conduct official bid or proposal openings. Following receipt, Purchasing will tabulate responses and provide them to the requesting department for review. The department must then submit a written recommendation for award, including justification, to the Purchasing Department. Agenda items for City Commission must be prepared by the requesting department in Civic Clerk with concurrence from Purchasing.

Pre-bid and pre-proposal conferences are coordinated by Purchasing. The requesting Department Director or designee must attend and be prepared to address technical questions. Consultants involved in the project are also required to participate and may take the lead if necessary. Any formal changes to the solicitation will be issued by Purchasing in the form of an Addendum and posted on the City's procurement portal.

"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 the City of Pharr will reject the submission and reschedule the

solicitation. If, after re-solicitation, only one response is received again, the Purchasing Department will open, tabulate, and evaluate the submission for possible award.

In cases of urgent need, the requesting Department Director may submit written justification to the City Manager requesting authorization to proceed with the single response. The City Manager may or may not authorize the Purchasing Department to evaluate the submission or present it to the City Commission for determination. The City Commission may choose to award the contract, reject the submission, or direct staff to review and return with a recommendation at a later meeting.

BID/PROPOSAL OPENING PROCEDURES

All competitive sealed bids and proposals shall be received electronically through the City's online procurement system in compliance with the Texas Local Government Code. When required by the solicitation, original bid bonds must be submitted in hard copy form by the published deadline. Each solicitation will clearly specify submittal requirements, including whether hard copy documents are required, based on the nature and scope of the project.

Bid and proposal openings shall be conducted on the date, time, and location stated in the solicitation. Openings will be administered by the Purchasing Director or designee, with at least one representative of the requesting department present. If a consultant is engaged for the project, they shall also be required to attend. Openings are conducted virtually through the City's online procurement system, with the option for in-person attendance determined on a case-by-case basis depending on project needs.

At the designated opening time, Purchasing staff will formally access and tabulate submissions. For competitive sealed bids, bid amounts will be read aloud. For competitive sealed proposals or statements of qualifications, only the names of respondents will be publicly announced. Purchasing will prepare an official record of the opening and compile a complete tabulation of responses in accordance with state law.

Pursuant to Texas Local Government Code Section 252.041, all formal solicitations must meet statutory notice and advertising requirements prior to opening. Following City Commission award, the final bid tabulation shall be posted on the City's Bidding Portal for public access.

BID RECOMMENDATIONS AND STATE LAW REGARDING BID AWARDS

The requesting department is responsible for reviewing all bids and proposals to confirm compliance with specifications. Non-compliant bids must be documented, and any recommendation other than the lowest bid requires written justification.

Under Texas Local Government Code §252.043, contracts must be awarded to either the lowest responsible bidder or to the bidder offering the best value to the City. Best value determinations may consider purchase price, reputation, quality, compliance with City needs, vendor history with the City, HUB participation, long-term cost, and any other factors listed in the solicitation. Competitive sealed proposals shall be awarded to the proposer determined to be most advantageous to the City, in accordance with evaluation criteria.

The City Commission reserves the right to reject any or all bids and may delegate rejection authority to the Purchasing Director for contracts under \$100,000.00. Award recommendations

must be submitted in writing and processed through the agenda process for City Commission approval.

COMPETITIVE SEALED PROPOSALS

For high technology procurements, the City may use the Competitive Sealed Proposal process under Local Government Code §252.021. RFPs must clearly state the importance of price and evaluation factors. Proposals are compared, ranked, and negotiated, with all vendors treated equally throughout. Multiple rounds of negotiation may occur before a final recommendation is presented to the City Commission. Confidential information identified as proprietary must remain protected.

PROJECT NUMBER SEQUENCES

The Purchasing Department assigns project numbers, which include the fiscal year, fund, department, project type, and the number of invitations sent. The numbering system ensures consistency and tracking of solicitations.

BID/PROPOSAL DISCREPANCIES AND DISQUALIFICATIONS (Technicality)

Bids may be disqualified for reasons such as missing signatures, required forms, bonds, or late submissions. Mathematical errors, conditional pricing, or bids with escalation clauses outside specification also render bids non-responsive. Exceptions for technicalities may only be approved in writing by the City Manager and City Attorney.

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

The City reserves the right to reject any or all bids, proposals, or qualifications. The City Commission handles rejections for projects over \$100,000, but may delegate authority to the Purchasing Agent for smaller projects.

AGENDA REQUIREMENT RESPONSIBILITIES (ALL CAPITAL PURCHASES/PROJECTS)

All capital purchases must be approved by the City Commission. Budget adoption does not authorize contracts; new purchases or amendments must be submitted for approval. Any expenditure over \$100,000 or contracts awarded to other than the lowest bidder require Commission action. Contracts requiring signatures must be pre-approved by the City Attorney and approved by the Commission.

BID/PROPOSAL TABULATIONS

Award results are posted on the City's bidding portal. Historic bid information can only be released through the City Clerk's open records process.

BONDING REQUIREMENTS

To ensure contract performance the city may require for contracts exceeding \$100,000.01 surety bonds to guarantee performance and payment. All bonds must be issued by surety companies licensed in Texas; personal sureties are not accepted. A 5% bid bond is typically required at submission to confirm the bidder's commitment. Upon award, a Performance Bond (100% of contract value) and a Payment Bond (100% of contract value) must be provided for public works projects. When applicable, a Maintenance Bond may also be required to ensure the contractor maintains the work after acceptance. 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.

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 \$100,000.01.

Procurement of Rolling Stock

The City of Pharr shall require a five (5) percent 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 \$100,000.01. 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 (5) percent (%) bid/proposal bond on all High Technology procurement contracts that equal to or exceed \$100,000.01. 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 (5) percent (%) 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 greater than 5% or a set bond amount for specific projects (e.g., fire apparatus, concessionaire, revenue-generating contracts). Cashier's checks may be accepted in place of bonds.

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 Government Code 2253 it is generally understood to mean means 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 \$100,000.01.

PERFORMANCE BOND

Guarantees project completion. Required for public works contracts over \$100,000.01, must equal 100% of contract price. Filed with Purchasing; not returned.

PAYMENT BOND

Protects subcontractors and suppliers if the contractor defaults. Required for contracts over \$100,000.01, equal to 100% of contract price. Filed with Purchasing; not returned.

MAINTENANCE BOND

Ensures the contractor repairs or maintains work (typically for 1 year) after acceptance. Covers defects or backfilling issues.

CONTRACT REVIEW AND APPROVAL

In accordance with applicable provisions of the Texas Local Government Code, any contract, agreement, or document, regardless of title or format that includes a signature line or establishes terms and conditions is considered a binding instrument and must be subjected to the City's formal review and approval process prior to execution. All contracts under \$100,000.00 must be routed through the Purchasing Department, the City's Legal Department and the City Manager to ensure compliance with City policies and procurement regulations prior to execution.

Department Directors, managers, or staff are not authorized to sign any contracts, agreements, or binding documents under any circumstances.

This process ensures legal compliance, protects the City's interests, and maintains consistency with procurement procedures.

CHAPTER 8. 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.

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. Contracts must be awarded through a fair and open process based on demonstrated competence and qualifications. Fees are negotiated after selection to ensure they are fair and reasonable. Final contract negotiations exceeding \$100,000.01 require City Commission approval.

OBJECTIVE

It shall be the objective of the City of Pharr to ensure that professional and consulting services are selected based on qualifications, negotiated at equitable fees, and procured in a manner that is open, competitive, and ethical.

PROCEDURES PROFESSIONAL SERVICES OF ARCHITECT, ENGINEER, OR LAND SURVEYOR

Under Government Code Chapter 2254, Subchapter A, consultants are engaged based on qualifications and competence, with fees negotiated after selection (not to exceed any maximum provided by law).

Formal solicitations for Statements of Qualifications (RFQs) must be publicly advertised twice in a local newspaper (one week apart), posted on the City of Pharr's website/portal, and sent to registered consultants. The public announcement must include the deadline, submission instructions, project description, and location.

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.

SELECTION PROCEDURES

The City Manager or his designated representative shall appoint an Evaluation Committee of at least three and/or five qualified City staff members to review all submittals. Each member scores proposals independently using weighted evaluation criteria, then consolidates scores to identify top firms.

Based on the committee's review, several firms may be short-listed for further consideration and asked to submit supplemental information. The three firms with the highest total scores will form

the short list, which will be submitted to the City Manager or City Commission, as applicable, along with a written recommendation confirming that these firms best meet the required qualifications and demonstrated competence.

Selected firms may be required to make a formal presentation before the Mayor and City Commission. Interviews may or may not be requested after the submission deadline. The City reserves the right to make a final selection based solely on RFQ responses or to request interviews and presentations from any respondents.

The City may accept one of the short-listed firms or reject all proposals. Upon approval, the City Engineer will begin contract negotiations with the selected firm. If negotiations fail, the City will move to the next-ranked firm, continuing until an agreement is reached. The City Commission's decision is final.

SCOPE OF SERVICES

The City Engineer provides a detailed scope of services to ensure clear understanding and accurate cost estimates.

The scope of services that will be provided to the selected consultant by the evaluation's 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

PROPOSED FEE SUBMITTAL

The selected consultant must submit a proposed fee with a detailed cost breakdown, including estimated hours per major task, labor, subcontractors, travel, living expenses, reproduction, and other anticipated costs. The contract fee will be based on either a negotiated percentage of actual construction cost or a fixed fee, whichever is less.

Negotiations will be based on the consultant's data and evaluated against a preliminary cost estimate prepared by the City Engineer or an independent consultant. Any consultant involved in preparing the scope or cost comparison is ineligible to submit for the same project.

If a satisfactory agreement cannot be reached with the top-ranked consultant, the City Engineer will notify the City Commission or City Manager, and negotiations will move to the next ranked consultant. Once negotiations are ended with one consultant, they will not be reopened.

The City will maintain a detailed record of negotiations, documenting any changes in scope, cost adjustments, and explanations for differences between the original estimate and final agreed cost.

AGREEMENT & NOTIFICATION

The approved selected firm will be asked to provide and negotiate scope and fee proposal. Once scope and fee are finalized, the City executes a professional services agreement. Insurance must be maintained throughout the project. All firms that submitted qualifications are notified in writing of the City's selection.

PROCEDURES FOR THE PROCUREMENT, MANAGEMENT AND ADMINISTRATION OF ENGINEERING DESIGN RELATED TO CONSULTANT SERVICES FOR FEDERALLY FUNDED 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 City shall obtain qualified consultants through a fair, qualifications-based selection process to ensure timely completion of work 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 (Form 1295), a copy of which shall be included in the procurement packet;

- iii) The contact and location from which perspective 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 in the qualifications stage. 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 of Pharr.
- 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 its rankings to the City Commission. The Commission must approve negotiations with the highest-ranked 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 customary, consistent with industry standards, and may not exceed legal limits.
- 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 into 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 the 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 shall 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 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 affinity, as determined under Chapter 573 of Government Code;
 - iii) His or her close friend or romantic partner; or
 - iv) 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 to TxDOT 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 City 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) Alternatively, the consultant may raise the issue with the City Manager and/or City Commission.
- d) 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.
- e) 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**. The **RPIC** shall use a close-out checklist to ensure all required documentation is complete and shall make records available to **TxDOT** for review and concurrence.

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 allow the consultant to submit written comments, which will 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 shall be submitted to TxDOT for their review and record.

CHAPTER 9. EXEMPT PURCHASES

Under Texas Local Government Code §252.022, certain purchases are exempt from the competitive bidding and competitive sealed proposal processes. Departments considering an exempt purchase must first confer with the Purchasing Division, which will assist in confirming the applicability of the exemption.

One key exemption is for professional, personal, or planning services, governed by the Texas Professional Services Procurement Act (Texas Government Code Chapter 2254). The City may not select professional service providers based on competitive bids. Instead, selection and award must be made on the basis of:

- Demonstrated competence and qualifications to perform the services; and
- A fair and reasonable price, consistent with recommended practices or fee schedules published by applicable professional associations and not exceeding any statutory maximum.

Professional services include:

- Accounting
- Architecture
- Landscape architecture
- Land surveying
- Medicine
- Optometry
- Professional engineering
- Real estate appraisal
- Nursing

In addition, the Texas Attorney General's Office and State Courts have recognized other services as exempt under the "professional and personal" exemption, including:

- Preparation of tax rolls, tax reports, tax statements, and inventory rolls
- Coordination of criminal investigations
- Construction management services
- Third-party administration of insurance benefits
- Employment of auditors
- Preparation of plat books and abstracts

All professional service contracts must be properly documented and supported with justification of the exemption.

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 10. EMERGENCY PURCHASES

The City may make emergency or exempt purchases without competitive bidding under Texas Local Government Code §252.022 when immediate action is required. Purchases that are required immediately for purposes that could not reasonably have been foreseen are generally exempt from bids. If there is time to give proper notice and for an advertisement to be made, then it is not an emergency.

EMERGENCY PURCHASES

An emergency purchase is made when the City must act quickly to prevent a hazard to life, health, safety, welfare, or property. Emergencies result from unforeseen events and require immediate response; they do **not** include poor planning or expiring funds.

The City Manager may delegate authority for emergency purchases; however, all such purchases must still follow City rules and documentation requirements. The Purchasing Department can advise on procedures but will not determine whether an emergency exists .

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 may be made when:

- 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;
- it is necessary to preserve or protect the public health or safety of the municipality's residents;
- unforeseen damage to public machinery, equipment, or other property;
- Circumstances require immediate procurement without following standard procedures.

A written justification, including the basis for the emergency and vendor selection, must be added to the procurement file as soon as practical. While expedited, purchases should remain as competitive as possible, with efforts to obtain at least three (3) informal quotes when time allows. Emergency purchases must not exceed the scope or duration of the emergency

EMERGENCY PURCHASE PROCEDURES

Emergency purchases must follow different procedures depending on when they occur

A. Regular Working Hours (M–F, 8:00 a.m.–5:00 p.m.)

- All requests go through the Purchasing Department, which may handle the purchase or delegate it to the requesting department.
- For purchases over \$50,000, approval from the City Manager (or designee) and Purchasing Director is required before proceeding.
- Department Director must immediately notify Purchasing by phone/email, submit a Request for Purchase form, and contact vendors. If time does not allow, purchases may be made by phone and documented after the fact.
- Requestors may be responsible for pick-up if expedited delivery is not available.

B. After Hours, Weekends, or Holidays

- The Department Director (or designee) may authorize the purchase and must submit a requisition marked “EMERGENCY” by noon of the next workday with justification.

- Within one business day, the Department must notify the City Manager in writing, with a copy sent to Purchasing.

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

- The Department Director shall procure only the goods or services needed to address the immediate emergency. If possible, only those goods or services needed during the evening, weekend, or holiday are procured; and
- On the next workday, a Request for Purchase form and supporting documents (invoices, receipts, etc.) must be submitted to Purchasing, along with a written certification explaining the necessity.

All emergency purchases over \$100,000.01 must be ratified by the City Commission at the next scheduled meeting. The 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 Director (or designee) is accountable for determining the validity of an emergency purchase request and ensure compliance with all documentation and approvals.

CHAPTER 11. SOLE SOURCE PURCHASES

In accordance with Section 252.022 of the Texas Local Government Code, the City may use a non-competitive process to acquire goods or services available from only one source. Quotes are not required when a true sole source exists; however, reasonable efforts must be made to confirm and document that no other vendors can meet the City's requirements. Departments may not request goods or services in a manner that intentionally excludes other qualified vendors. All sole source purchases are subject to review and approval, including possible review by the City Attorney.

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

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

- **Approval:** All sole source purchases must be approved by the Purchasing Director before a requisition is submitted, a purchase order is issued, or a commitment is made to a vendor.
- **Requisition:** A Request for Purchase form (Requisition) must be completed in accordance with standard procedures.
- **Affidavit:** A sole source affidavit letter from the manufacturer must be attached to the requisition.
- **Department Statement:** The requesting Department Director must provide a written statement confirming that multiple vendors were considered and only one practical source exists, or explaining why only one source is available. This statement must be attached to the requisition.

CHAPTER 12. COOPERATIVE PURCHASING

PURCHASING THROUGH STATE CONTRACT OR STATE-RECOGNIZED COOPERATIVE CONTRACTS

Through cooperative purchasing, the City can save both time and money. Under Texas Local Government Code (§§271.081–271.083), the City is authorized to purchase through State-recognized cooperative contracts. These contracts meet statutory bidding requirements and often involve vendors the City has worked with before.

While cooperative contracts simplify procurement, departments should be aware that prices may not always be lower than locally solicited bids, and service levels or options may vary. Departments must evaluate both price and service when considering cooperative purchasing.

When using a State contract or State-recognized cooperative contract, the following must be documented:

- Cooperative agency name and contract number
- Item description, unit price, and total price
- Contract expiration date and other relevant details

Departments should verify contract information through the cooperative agency's website before proceeding with the purchase.

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

- TASB - BuyBoard Cooperative Purchasing
- DIR - Department of Information Resources - Information Technology and Services hardware and software contracts competitively awarded by DIR.
- H-GAC - Houston-Galveston Area Council
- NPPGov – National Purchasing Partners
- OMNIA Partners – (formerly National Purchasing Alliance)
- SAVVIK Buying Group (EMS, Fire, Law Enforcement)
- 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 13. PURCHASES OTHER THAN COOPERATIVE PURCHASING USING FEDERAL AND STATE GRANTS

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.

Examples of Federal Funding sources include:

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

Examples of State Funding sources include:

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. To ensure consistency, federal regulations (e.g., 2 CFR 200) supersede local guidance in the event of a conflict.

The City's Grants 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.

FEDERAL GRANT REQUIREMENTS

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

- 1) Verification in the System for Award Management (SAMs) – Exclusion Record Verification
- 2) Buy American/Build America (BABA) provisions (where applicable)
- 3) Section 3 requirements (e.g., HUD programs)
- 4) Davis-Bacon and Related Acts

- 5) Non-discrimination Clauses
- 6) Equal Opportunity Requirements (Fair Housing, Civil Rights Act, Americans with Disabilities Act)
- 7) Veteran hiring preferences

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 Grants 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.

- Key federal guidance documents include: 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as the “Uniform Guidance”)
-
- 23 CFR 172 – Procurement and Administration of Engineering and Design Services (transportation-related grants)
-

2 CFR 225 – Cost Principles for State, Local, and Tribal Governments (OMB Circular A)

2 CFR 200 – also known as the “Uniform Guidance” – is the governing regulation for Federal grant administration and supersedes prior OMB circulars.

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.

CONFLICT OF INTEREST FOR FEDERAL GRANTS

Pursuant to **24 CFR § 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 14. CONTRACT RENEWALS

EXTENSIONS AND RENEWALS

The Requesting Department and the Purchasing Department are responsible for reviewing and monitoring their contracts periodically to avoid contract expiration. All contracts are entered into the City's ProcureWare system and managed through the Purchasing Department. While Purchasing receives a 90-day renewal notice from ProcureWare, this only applies to contracts that are already in the system. Departments must therefore notify Purchasing of any upcoming renewals to ensure proper tracking and avoid lapses

The renewal process is as follows:

1. **Vendor Evaluation Survey** – Purchasing sends a survey to the department(s) using the contract for vendor performance.
2. **Department Recommendation** – Departments indicate whether they want an extension, renewal, new terms, or best recommendation.
3. **Vendor Communication** – Based on the department's response, Purchasing will contact the vendor to proceed.

If the original agenda item included language for the option to extend with City Manager approval, then the Purchasing department shall proceed accordingly. Contract terms may vary depending on the contract.

Typical contract terms are:

- One year, with the option to extend for two additional years in one-year increments; or
- Two years, with the option to extend for three additional years in one-year increments.

It is recommended that contracts not exceed five (5) years in total duration, although in some cases the City may execute contracts more than this time period.

CHAPTER 15. CHANGE ORDERS

INFORMAL (up to \$3,000.00)

Department directors may approve change orders up to \$3,000 per transaction (excludes change orders for projects that were previously authorized by City Commission)

INFORMAL (between \$3,000.01 - \$50,000.00)

The Purchasing Director may approve change orders on purchase, service, supply, or construction projects not to exceed overall transaction limit greater than \$3,000.01 and less than \$50,000.00 (excludes change orders for projects that were previously authorized by City Commission).

INFORMAL (between \$50,000.01 - \$100,000.00)

The City Manager/Deputy City Manager may approve change orders on purchase, service, supply, or construction projects not to exceed overall transaction limit greater than \$50,000.01 and less than \$100,000.00 (excludes change orders for projects that were previously authorized by City Commission).

FORMAL (greater than \$100,000.01)

After awarding contracts, in excess of \$100,000.01 (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 \$100,000.01 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 (25) percent (%) 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 (25) percent (%).

CHAPTER 16. DISPOSAL OF SURPLUS/SALVAGE EQUIPMENT/MATERIAL

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.

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

- 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.
- In the case that disposition is designated as public auction the Police Department shall coordinate all activities with the Purchasing Department and the auctioneer.
- In the case that disposition is designated as recycled coordination shall be handled by the Public Works department coordinating with the Purchasing Department.
- In the case that the disposition is donation the Purchasing Department shall coordinate with City Attorney and affected department.

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.

SALE OF PERSONAL PROPERTY

Personal property does not include real estate such as land, including the building or improvements on it, or it's natural assets, such as minerals and water. The City may sell real property owned by the City by sealed bid under 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 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 17. MISCELLANEOUS

SPONSORSHIPS

All Sponsorships up to \$25,000 may be approved at the Department Director level. Sponsorships over \$25,000 require City Manager approval, and those exceeding \$50,000 require City Commission approval. All sponsorships, regardless of dollar amount, must be processed through a Purchase Order (PO).

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.

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.

PURCHASING REQUIREMENTS – REPAIR & MAINTENANCE

All repair and maintenance services require a Purchase Order (PO). The requesting department, along with the Service Center Supervisor, must obtain hourly rate quotes from at least three vendors. During this process, vendors must be informed that priority must be given to emergency vehicle or equipment repairs. Procurement of maintenance parts must follow the City's established Purchasing Policies and Procedures.

FLEET REPLACEMENT & MANAGEMENT

As vehicles reach age or mileage thresholds, the Service Center Supervisor will conduct an evaluation to determine whether replacement is necessary. If a vehicle is still economically viable, it may be retained or reassigned to a department with lower usage needs. All specifications for new vehicle and off-road equipment purchases must be reviewed and approved by the Fleet Management Team.

Vehicles and equipment may be replaced if they:

- Are at the end of their useful life
- Are unsafe or unreliable
- Result in cost savings to the City

All new on-road vehicles, emergency vehicles, and off-road equipment must be delivered to the Service Center for inventory processing. Titles and Certificates of Origin must be submitted to the City's Risk Manager. Final specification compliance must be confirmed by the Department Director, Service Center Supervisor, and Purchasing Director.

PROCUREMENTS REGARDING COMMUNICATION AND/OR HIGH-TECH ITEMS

All purchases of communication and technology equipment—including telephones, radios, computer hardware, software, and related peripherals—must be coordinated and processed

through the Information Technology (IT) Department. Department Directors are responsible for ensuring sufficient funds are available within their department's budget before submitting requests to IT for purchase coordination and approval.

PROCUREMENTS REGARDING BUILDING MAINTENANCE

All building and facility maintenance and repair requests must be coordinated through the Parks & Recreation, Building Maintenance Department, which is responsible for obtaining and managing all quotes for these services. Department Directors are responsible for ensuring that any contractor or vendor has been cleared through the Purchasing Department for insurance compliance before work begins and for confirming that adequate funds are available within their department's budget. Any request involving demolition services requires prior approval from the City Engineer. Additionally, if anticipated construction, demolition, or remodeling costs exceed \$25,000, the requesting department must obtain approval from the City Engineer before proceeding. No work may begin until all required approvals and procurement procedures have been completed in accordance with City policy.

EMPLOYEE REIMBURSEMENT FOR CITY EXPENSES

The City will reimburse purchases made by employees on behalf of City business. Employees may be reimbursed for approved City-related purchases. Prohibited reimbursements include tobacco, alcohol, and other questionable expenses subject to final approval by the City Manager. Reimbursements are processed via Petty Cash or Check Request, depending on the amount.

ELECTRONIC PROCUREMENT POLICY

All electronic sealed bids (CSB & CSP), proposals (RFP), and statements of qualifications (RFQ) must be submitted through the City of Pharr's official Bidding Portal. In compliance with Section 252.0415(a) of the Local Government Code, the portal ensures secure, confidential, and time-locked submissions that remain inaccessible until the designated opening date and time. The system uses lock-box technology with password-protected access to maintain bid integrity.

IDENTICAL BIDS

Pursuant to 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 \$100,000.00, the casting of lots is prescribed by the Purchasing Director in the presence of the Requesting Department Director (or designee). For projects over \$100,000.01, the casting of lots is prescribed by the Mayor and must be conducted in the presence of the governing body.

CHAPTER 18. INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

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

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.

All Certificates of Insurance must be received prior to commencement of service/work and shall be reviewed by the Purchasing department. Any exceptions or variations to these insurance requirements shall be approved by the City Manager or his/her designated representative **prior** to the commencement of any work. These insurance requirements shall be complied with by all subcontractors.

All insurance carriers shall be rated A6 or better and be published in a current A.M. Best Rating Guide, or some other recognized equivalent rating service (e.g., Moody's, Standard & Poor's). The City of Pharr reserves the right to accept or reject the insurance carrier. All Certificates of Insurance shall be provided on an Acord 25 Form.

The following information shall be listed under "Certificate Holder": City of Pharr, P.O. Box 1729, (118 S. Cage Blvd.) Pharr TX 78577. Email: bids@pharr-tx.gov

In the event the insurance coverage expires prior to the completion of the 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 City reserves the right to make reasonable requests or revisions pertaining to the types and limits of that coverage.

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 \$250,000 Each Occurrence, \$500,000 General 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 \$500,000 combined single limit (each accident). 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 this 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 \$500,000 per accident for bodily injury by accident; \$500,000 policy limit by disease; and \$500,000 per 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 \$1,000,000 Aggregate Limit. If coverage is written on a claim 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 more than \$25,000.

CHAPTER 19. 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, plus other types of local governments, are included in Chapter 271 of the Local Government Code. Conflicts of interest by local government officials are covered in Chapter 171 of the Local Government Code. 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, 2252, 2253, 2254, 2258, 2269 or in other parts of Vernon's Civil Statutes and Vernon's Texas Codes. Since 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 of some of the laws that govern municipal procurement. Another resource that can be used for reference is the Attorney General's Opinions; this is a very valuable and respected resource that offer's guidance in the interpretation and applicability of the law(s). Consult them whenever questions arise. The attorney general's opinions are available from:

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

LOCAL GOVERNMENT CODE CHAPTER 171 REGULATION OF CONFLICTS OF INTEREST OF OFFICERS OF MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS

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.

LOCAL GOVERNMENT CODE CHAPTER 176 DISCLOSURE OF CERTAIN RELATIONSHIPS WITH LOCAL GOVERNMENT OFFICERS; PROVIDING PUBLIC ACCESS TO CERTAIN INFORMATION

Local Government Code, Chapter 176, requires certain local government officers (such as city officials and employees) and vendors to disclose potential conflicts of interest when doing business with a city or other local government entity.

LOCAL GOVERNMENT CODE CHAPTER 252 PURCHASING AND CONTRACTING AUTHORITY FOR MUNICIPALITIES

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.

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

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.

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

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.

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

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.

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

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)

GOVERNMENT CODE 791 INTERLOCAL COOPERATION CONTRACTS

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 - Interlocal Cooperative Purchasing Agreements for more information regarding cooperative purchasing.

GOVERNMENT CODE 2161 HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

Government Code 2161 Historically Underutilized Businesses authorizes a City, making an expenditure of more than \$3,000.00 but less than \$100,000.00, shall 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.

GOVERNMENT CODE 2251 PAYMENT FOR GOODS AND SERVICES

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.

GOVERNMENT CODE 2252 CONTRACTS WITH GOVERNMENTAL ENTITY

Government Code 2252 Contracts with Governmental Entity for general construction, an improvement, a service, or a public works project or for a purchase of supplies, materials, or equipment.

GOVERNMENT CODE 2253 PUBLIC WORK PERFORMANCE & PAYMENT BONDS

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.

GOVERNMENT CODE 2254 PROFESSIONAL AND CONSULTING SERVICES

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.

GOVERNMENT CODE 2254 PROFESSIONAL AND CONSULTING SERVICES, SUBCHAPTER B, CONSULTING SERVICES

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.

GOVERNMENT CODE 2258 PREVAILING WAGE RATES

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 subcontractors. 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.

GOVERNMENT CODE 2269 CONTRACTING AND DELIVERY PROCEDURES FOR CONSTRUCTION PROJECTS

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:

CITY ATTORNEY APPROVAL

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

- **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.
- **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.
- **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, Assistant City Manager, and City Manager.

CHAPTER 20. PROTEST

BID PROTEST PROCEDURES

All protests must be submitted in writing to the Purchasing Department and will be addressed as follows:

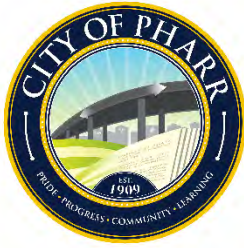
- **Pre-bid/Pre-proposal protests** (solicitation terms, conditions, or specifications) must be filed at least five (5) business days before the bid/proposal opening.
- **Pre-award protests** (evaluation of bids, qualifications, or proposals) must be filed no later than three (3) business days before the City Commission meeting where the award is scheduled.
- **Post-award protests** must be filed within three (3) business days after the City Commission's award decision. Protests may be delivered in person or by mail but must be received by the stated deadlines.

PROTEST APPEALS

If the protesting vendor disagrees with staff's recommendation, they may appeal to the City Commission. Vendors must contact the City Secretary to be placed on the first available Commission meeting agenda.

VENDOR PERFORMANCE ISSUES

Departments are responsible for inspecting and receiving goods or services. Any shortages, delays, damages, or performance issues must be reported to the Purchasing Department promptly. Departments should first notify Purchasing by phone, followed by a written Vendor Performance Form for documentation.



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.C.

DATE SUBMITTED: July 24, 2025

MEETING DATE: September 15, 2025

FROM: Daniela Villarreal, Buyer II

DEPARTMENT: Purchasing

DIRECTOR: Maritza Magallan

Agenda Item: Consideration and action, if any, on Ordinance amending Ordinance No. O-2024-07 updating Procurement Card Policy Manual. *(3rd and Final Reading)*
This item supports SE - Service Excellence.

Classification: Regular

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

Issue: The Purchasing Department recommends amending the City's Procurement Card Policy Manual to strengthen internal control measures governing the purchasing process. The proposed updates are intended to enhance transparency, ensure compliance with applicable regulations, and align procurement practices with industry standards and best practices. The revisions will also serve to align the City's policy with recent changes introduced under both House Bill and Senate Bill legislation, which are scheduled to take effect on September 1, 2025.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends approval

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Daniela Villarreal
Maritza Magallan
Hilda Pedraza
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 07/24/2025
Approved - 09/05/2025
Approved - 09/08/2025
Approved - 09/08/2025
Approved - 09/08/2025
Final Approval - 09/09/2025

ORDINANCE NO. O-2025-__

AN ORDINANCE AMENDING ORDINANCE NO. O-2024-07, THE CITY OF PHARR PURCHASING PROCUREMENT CARD 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 **business transactions** 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 be read in three (3) separate readings and shall take effect on September 1, 2025, upon receiving final approval by the governing body following three (3) readings of the Board of Commissioners.

CONSIDERED PASSED AND APPROVED ON FIRST READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of July, 2025.

CITY OF PHARR

Ambrosio Hernandez Mayor

ATTEST:

Imelda Perez, City Clerk

CONSIDERED PASSED AND APPROVED ON SECOND READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of August, 2025.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Perez, City Clerk

CONSIDERED PASSED AND APPROVED ON THIRD AND FINAL READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the ____ day of September, 2025.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Perez, City Clerk



Pharr
Purchasing



PROCUREMENT CARD POLICY MANUAL

PHARR CITY HALL | 118 S. CAGE BLVD. PHARR, TX 78577
P.O. BOX 1729 | (956) 402-4231

SEPTEMBER 2025

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PROCUREMENT CARD POLICIES AND PROCEDURES

INTRODUCTION

Welcome to the City of Pharr's Procurement Card (P-Card) Program. This program streamlines low-dollar purchases (under \$3,000) at the department level, reducing paperwork while maintaining strong purchasing controls. The Procurement Card can and may be utilized for larger purchases if approved by the City Manager.

The success and continuation of this program depends on the cooperation of all City cardholders. Department Directors have primary responsibility for enforcing policy compliance and ensuring that Assistant Directors, Managers, Supervisors, and Cardholders strictly comply with this manual.

GENERAL INFORMATION

The Procurement Card is a City issued credit tool provided through the contracted bank. This credit tool provides an efficient and effective way to purchase approved items or services for a small-dollar amount with a total transaction limit not to exceed \$3,000.00

The Procurement Card allows City of Pharr employees to purchase approved, non-restricted commodities and services by phone, online, or in person directly from vendors. If a vendor does not accept credit cards, departments may submit a small-dollar Request for Purchase (Requisition) in the City's Financial Management System. Each card is issued in the employee's name and clearly marked with "City of Pharr."

All purchases made with the P-Card are paid by the contracted bank, which then bills the City of Pharr.

P-CARD USE AND GUIDELINES

The P-Card is issued in the Cardholder's name with a unique number. Only the individual to whom the card is issued may make purchases. The Cardholder is responsible for the security of the P-Card and the transactions made with it.

Failure to follow the guidelines of the P-Card Program could result in disciplinary action, including termination.

The P-Card is a corporate credit card authorized for City of Pharr purchases only.

Cardholders may use the P-Card to purchase supplies, materials, and services related to City business, which do not exceed the single dollar transaction limit that was established by Purchasing Director.

Cardholders must not exceed the maximum monthly dollar limit assigned in any given month without prior authorization from the Purchasing Director or designee.

Cardholders must resolve disputes with suppliers or report unresolved issues to their Department P-Card Liaison .

*The P-Card is **NOT** for **PERSONAL** use.*

P-CARD ROLES AND RESPONSIBILITIES

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

DEPARTMENT DIRECTOR

The Department Director is responsible for ensuring proper oversight, accountability and compliance within the P-Card Program and selecting trustworthy staff to participate in the P-Card Program including Assistant Directors, Managers, Supervisors and cardholders. If unavailable, they may authorize the Assistant Director to approve P-Card transactions online or in writing.

The Department Director is responsible for the following:

- Compliance oversight - confirming that cardholders and department liaisons follow all P-Card Policies and Procedures as outlined in the P-Card policy.
- Review & Approve Transactions – Approve all P-Card activity in the procurement card software and on hard copies, ensuring complete and accurate supporting documentation is maintained, signed, and submitted to the Purchasing Department in an organized and timely manner.
- Audit & Reporting – Regularly review transaction reports to monitor compliance, identify trends, and recommend improvements for efficiency.
- Disciplinary Action – Take corrective or disciplinary action when necessary, submitting copies of action forms to the City Manager and/or Deputy/Assistant City Manager, as required.
- Card Retrieval – Retrieve and return the P-Card to the Purchasing Department when a Cardholder resigns, is terminated, or transfers to another City department.
- Maintain Internal Controls – Implement strong separation of duties to prevent misuse of goods or services and review periodic transaction reports (monthly, quarterly, semi-annual, and annual) for audit, planning, and operational efficiency.
- Stay fully informed of program guidelines, requirements, and policy updates.

The Director plays a critical role in safeguarding public funds, ensuring all P-Card activities are conducted with integrity, and maintaining the highest level of fiscal responsibility for the City.

ASSISTANT DIRECTOR/MANAGER/SUPERVISOR

Assistant Director/Manager(s)/Supervisor(s) are selected by the Department Director and are responsible for overseeing P-Card activities within their department. In the absence of the Department Director, the Assistant Director may authorize and approve P-Card transactions. These roles are responsible for the following:

- Compliance Oversight – Ensure that all Cardholders comply with the Procurement Card Policy Manual and program guidelines.
- Documentation Management – Review transaction activity and supporting documentation for accuracy, completeness, and compliance with procurement requirements.
- Transaction Review & Approval – In the absence of the Director, the Assistant Director is responsible to approve all P-Card transactions in the program software, sign receipts, and ensure that all supporting documentation is complete, accurate, and submitted to the Purchasing Department in an organized and timely manner.

- Stay fully informed of program guidelines, requirements, and policy updates.

CARDHOLDER

Cardholders, selected by their Department Director, are authorized City employees who may use the P-Card for legitimate, non-routine City purchases in strict compliance with the City of Pharr's Procurement Policy Manual.

Cardholders are accountable for the following:

- Ensure the Procurement Card is used for legitimate City business purposes and products procured in strict compliance with the Procurement Policy Manual.
- Ensure goods/services are properly received, inspected, and documented.
- Always maintain the Procurement Card in a secure location.
- Must not allow other individuals to use their Procurement Card.
- Use the P-Card within its purchase limits and restrictions.
- Upload receipts and submit reconciled weekly reports with supporting documentation assigning the correct account codes to Department Liaison in an organized manner; provide a signed justification memo if receipts are missing
- Never accept cash, gift cards, or store credits in place of a credit to the P-Card account.
- Ensure that Sales Taxes are not charged (cardholder is responsible for obtaining City reimbursement of sales tax)
- Report lost, stolen, or fraudulent card activity immediately to the bank and Purchasing Department and/or Department Liaison
- Attempt to Resolve discrepancies, billing errors, or disputes with vendors; notify Purchasing of unresolved or disputed transactions.
- Return the card upon transfer, resignation, termination, or legal name change.
- Maintain complete records, including sales receipts, credit memos, and required memos for missing documentation
- Save all sale(s) receipts, credit-memos, and pertinent documentation.
- If documentation is lost or unobtainable, a memo detailing the purchase (description, quantity, unit cost, date, vendor, reason for missing documentation) and signed by the Department Director is required. Consistent failure to provide documentation may lead to disciplinary action.
- If P-Card purchased items are returned, ensure you receive a credit memo from the supplier. The credited amount must be applied back to your cardholder account; cash refunds are not permitted
- Review monthly, quarterly, semi-annual, and annual reports to support auditing, planning, and efficiency (i.e., recommend item(s)).
- Stay fully informed of program guidelines, requirements, and policy updates.

DEPARTMENT LIAISON

The Department Liaison serves as the designated point of contact and primary coordinator for the Procurement Card program within their assigned department, facilitating seamless communication and operations between department cardholders and the Purchasing Department.

Key responsibilities include:

- Coordinate meeting with card holders within the department for reconciling receipts against weekly reports.
- Organize and oversee the department's cardholders' receipts and reconciliation process and ensure reports are submitted to Purchasing.

- Responsible for verifying and/or changing accounting codes for all transactions on the weekly Department reports prior to the cut-off date established by the P-Card Program Administrator (Purchasing Analyst)
- Submit all reconciliation reports and hard copies by the assigned deadlines.
- Ensure that all receipts/invoices are itemized
- Provide Meals form for all meals
- Must notify Program Administrator (Purchasing Department) of any purchase violations, lost or stolen cards.
- Must advise Program Administrator (Purchasing Department) to cancel a Cardholder's card (i.e., department transfer, loss of Procurement Card privileges due to misuse/violations, etc.) with the approval of the Department Director.
- Responsible for collecting and returning canceled procurement cards to the Program Administrator (Purchasing Department).
- Stay fully informed of program guidelines, requirements, and policy updates.

PROGRAM ADMINISTRATOR (PURCHASING DEPARTMENT)

The Director of Purchasing and/or their designated representative serves as the Program Administrator for the City of Pharr's Procurement Card program. The Program Administrator shall be the first point of contact and acts as the central authority for all aspects of the City's Procurement Card program, overseeing its administration, user compliance, and policy adherence. This role involves comprehensive knowledge of the program and ensuring compliance.

Key responsibilities include:

- Interpreting and clarifying P-Card policies
- Review and approve P-Card Applications, P-Card assessment, requesting and disbursing cards, and maintaining account information to their assigned hierarchy level.
- Manage the cancellation and security of cards, electronically advising the bank of cancellations, and updating the P-Card system, including assigning and removing user access.
- Provide mandatory training to Cardholders and Liaisons and ensure all cardholders sign the P-Card Agreement.
- Maintain updated Procurement Card Policies and Procedures Manual

PURCHASING ANALYST

The Purchasing Analyst serves as the primary point of contact for all P-Card reconciliation, verification, and issue resolution, including account coding, departmental hierarchy, disputes, and compliance matters. They perform the final verification and approval of all P-Card statements, enter all data into the City's financial management system (Incode), and ensure accurate monthly reporting

Key Responsibilities include:

- Provide training to Department Liaisons and Cardholders on proper reconciliation and account coding.
- Reconcile weekly transactions to bank statements and ensure timely approval of changes to account codes

- Monitor receipt of departmental statements; prepare and reconcile the bank bill for payment
- Ensure all transactions are accurately coded to the correct account
- Maintain complete transaction documentation for internal and external audits
- Report any suspected misuse to the Purchasing Director
- Maintain full knowledge of P-Card program processes and complete annual training
- Responsible for enforcing statement submission deadlines to ensure timely entry into financial management system
- Stay fully informed of program guidelines, requirements, and policy updates.

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 Director and/or Assistant Director/Manager/Supervisor(s) must approve transactions in the Procurement Card program software.

Under no circumstances should the same individual be both the reviewer and the approver.

ISSUANCE OF PROCUREMENT CARDS

P-Cards will be issued in the name of the individual employee and the City of Pharr. Any department may request that a P-Card be issued to a full-time, regular employee who:

- Has successfully passed his/her introductory employment period.
- Has been selected by the Department Director to perform procurement responsibilities on behalf of the department.
- Will procure goods and/or services strictly in accordance with the City's Procurement Policy Manual.

Department Directors are strongly encouraged to select only responsible, detail-oriented personnel. Improper use of the P-Card, including non-compliance with policy, may result in disciplinary action and revocation of card privileges.

RENEWAL OF EXISTING PROCUREMENT CARD

Renewed p-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.

TERMINATED EMPLOYEES

When an employee separates from the City of Pharr, the Department Liaison must retrieve the P-Card and notify the P-Card Program Administrator. The Administrator will close the account in the banking system, properly dispose of the card, and file the confirmation in the Cardholder's records.

CRITERIA TO RECEIVE A PROCUREMENT CARD

To qualify for issuance of a P-Card, the following criteria must be met:

- The applicant must be a full-time employee of the City of Pharr with no less than six (6) months of continuous employment.
(This requirement may be waived under special circumstances by the City Manager.)
- The applicant's request for a P-Card must be approved by their Department Director and submitted via the official application process (email).
- The cardholder must be assigned to a department liaison, as designated by the Department Director. The liaison will serve as the point of contact for all procurement-related communication, transaction monitoring, and documentation tracking with the Cardholder, P-Card Administrator and Purchasing Analyst.
- Mandatory Procurement Training & Testing Requirements:
 - Each individual cardholder must complete the annual Procurement Card Policy Training, hosted by the Purchasing Department.
 - If the cardholder has not attended an in-person training session, they are required to complete a Procurement Policy Assessment.
 - A minimum passing score of 80% is required.
 - If the cardholder does not pass, they may retake the test after one (1) week.
 - Upon successful completion and a passing score, the individual's P-Card application will be processed.
 - Failure to complete training or meet the minimum passing score will result in delayed or denied issuance of the Procurement Card.
- Each cardholder must sign a Cardholder Agreement (see Attachment "A") in the presence of their Department Director, Assistant Director, Supervisor, or the Procurement Card Administrator from the Purchasing Department.

SECURITY OF THE P-CARD

The Cardholder is responsible for the security of the P-card and should be treated with the same level of care as the Cardholder would his/her own personal funds. Guard the account number, CVV, PIN, etc. carefully. The card should not be posted in a work area or left in a conspicuous place. The card is for the City of Pharr business purposes only and only by the cardholder.

SAFEGUARDING PRACTICES

It is the cardholder(s) responsibility for safeguarding their Procurement Card at all times. To help protect your card and prevent misuse, follow these best practices:

- 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.
- Research unfamiliar entities prior to making a transaction.
- During a transaction, keep the card in sight and ensure its returned.
- Keep the P-card in a safe place and only carry it when needed.
- Draw a line through any blank spaces on the receipt.
- Reconcile all receipts.

REBATES AND PROMOTIONAL ITEMS

Any manufacturer rebates, credits, or promotional items received from a P-Card purchase must be credited back to the P-Card account. Supporting documentation for these transactions must be included with the cardholder's monthly statement. All rebates and promotional items become the property of the City of Pharr and are to be used by the respective department. Misuse of such items may result in disciplinary action.

PROCUREMENT CARD DOLLAR LIMITS

Credit Limits shall be provided as follows:

- Procurement Card Administrator: \$500,000
 - Department Director: \$15,000
 - Assistant Director: \$10,000
 - Other Staff: \$5,000
-
- Single Transaction Credit Limit is \$3,000.00 for all P-Card holders, any purchase exceeding this threshold requires prior written approval from the City Manager.

Note: Procurement Card Administrator shall be responsible for all utility payments citywide and all waste management fees.

SALES AND USE TAX

The City of Pharr is exempt from Texas Sales and Use Tax as noted on each card. The Cardholder should inform the vendor before making a transaction. If a supplier is requesting a tax-exempt number, please contact the Finance Department with the supplier's name, address, and a description of the purchase. It is recommended that Cardholders request the form prior to making a purchase.

MERCHANT CATEGORY CODE (MCC) BLOCKING

Merchant Category Codes (MCCs) classify vendors by the types of goods or services they provide. Transactions with vendors categorized under blocked MCCs, as determined and managed by the Program Administrator, the transaction will be automatically declined (whether in person, online, or over the phone). Cardholders are advised to familiarize themselves with the list of blocked MCCs to prevent transaction interruptions.

CARD DECLINES

P-Card transactions may decline for the following reasons:

- The transaction is greater than the Cardholder's single transaction limit.
- The P-Card has reached its assigned monthly transaction limit amount.
- The Supplier's Merchant Category Code has been purposely excluded from the P-Card program by the City.
- The P-Card system has flagged the account for potential fraud.

In the event a decline occurs the Cardholder should contact the issuing bank, The Program Administrator or their Department Liaison to determine the reason for the decline. In most

cases, the Cardholder should then contact the Purchasing Department to inform him/her of the decline, the reason, and to request resolution.

If purchase is attempted outside normal business hours, an alternate payment method should be found or the purchase should be terminated.

SPLIT TRANSACTIONS

CHARGES FOR AN ITEM MUST NOT BE SPLIT INTO SEPARATE PAYMENTS TO CIRCUMVENT THE SINGLE TRANSACTION LIMIT.

- Always remember your single transaction limit.
- If your limit is not sufficient, do not continue with the purchase without having prior approval from the P-Card Administrator and verification that a one-time change to your profile has been made.
- If purchase is made over the phone or internet, confirm full transactional pricing with shipping and handling before approving the charge. Be sure that the purchase excludes sales and use tax and is not split into separate transactions. Some suppliers will take it upon themselves to split transactions in order to complete the sale.
- Contact your P-Card Administrator or Department Liaison for assistance with reviewing your limits.
- Purchases cannot be paid partially with a P-Card and partially with a Purchase Order (PO). All transactions must be completed as a single full payment

MEALS

Meal expenses may be authorized for elective/appointive officials and City employees when attending business meetings or training sessions that benefit the City of Pharr and meet all of the following requirements:

- The meeting is to conduct official City business or provide training to employees or officials
- Work-through meals during scheduled breaks for official business meeting or training
- The meeting or training is a special situation or occasion outside normal daily business (not routine meetings, staff parties, or social gatherings) City funds may not be used to provide meals for staff parties, routine staff meetings, routine departmental meetings, or any event deemed to be social in nature; AND
- Original, detailed itemized receipt for the actual meal cost AND Exceptions to these guidelines must be pre-approved by the City Manager.
- Any added tip may not exceed 15% of the cost of the food, excluding tax; AND
- Sales tax will only be allowed in instances where meals are purchased in a restaurant and the process to obtain a sales tax exemption is not realistic in such a setting. This exception does not apply to meals that are pre-ordered and delivered to City facilities for meetings and or banquets
- Meals with Meetings Form must be complete when submitting receipts for authorized business meeting meals and shall indicate name of attendees and meeting purpose.

P-card meal purchases are allowed only when they directly support City business, meet all policy requirements, and are properly authorized and documented.

TRAVEL

Procurement cards may be used for *authorized travel-related expenses*, including but not limited to:

- Hotel lodging

- Parking fees
- Rental car services
- Transportation network companies (e.g., Uber, Lyft)

Note: Gratuities/tips associated with travel (e.g., rideshare) may be charged to the procurement card but must not exceed 15% of the transaction total.

PUBLIC SAFETY AND EMERGENCY RESPONSE TRAVEL

In special circumstances, designated employees within Public Safety departments including Police, Fire, EMS, and Communications may require temporary procurement card limit increases during deployment or emergency response events. These increases must be supported by written justification and approved by the City Manager. Approved limit changes will apply only for the duration of the deployment and must be used solely for travel-related expenses.

PURCHASE PROCEDURES

When making purchases whether in person, by phone, online, or by mail, Cardholders must ensure proper documentation, tax exemption compliance, and City fund accountability. The following practices apply:

- **Over the Counter** – Keep Itemized receipts and transaction slips; destroy any copies showing the full card number
- **Telephone Orders** - Ensure charges occur only after shipment/service; request an itemized invoice; do not allow vendors to store card information
- **Online Orders** – Check charges and tax-exempt status; print itemized order and confirmation for records
- **Mail Orders** – Verify shipping and billing details, accuracy, and tax-exempt status; keep a copy of the order form

Indicate purpose of purchase on the p-card statement including all supporting information attached.

RECEIPT AND RETURN OF GOODS

It is the Cardholder's responsibility to verify receipt of all goods and services and promptly address delivery issues, discrepancies, or damaged items with the supplier.

When returning goods, Cardholders must:

- Request a credit transaction slip to confirm the credit to their P-Card
- Obtain a credit memo stating the reason for the return.
- Include both documents with your statement

UNDER NO CIRCUMSTANCE SHOULD A CARDHOLDER ACCEPT CASH OR GIFTCARDS OR STORE CREDIT IN LIEU OF A P-CARD CREDIT RETURN.

TRANSACTION DOCUMENTATION AND RECONCILIATION REQUIREMENTS

All P-Card transactions including credit or return transactions, must be supported by valid and complete documentation and submitted in a timely manner to ensure compliance, transparency, and audit readiness. Not providing supporting documentation for all transactions within established deadlines is a Cardholder violation.

Receipt Requirements:

- All original receipts must be initialed by the cardholder prior to being submitted to the assigned department liaison.
- Receipts **must be itemized** and clearly show the vendor name, date, description of purchase, and amount.

Reconciliation Form Requirements:

- A Reconciliation Form must be completed in full and submitted with the supporting receipts for each billing cycle.
- The form must be signed by the cardholder, department liaison, and Department Director.

Exceptions:

- If the cardholder is unavailable at the time of submission, the liaison must notate "Cardholder Not Available" in the signature field and retain any related documentation.
- If the Department Director is unavailable, the Assistant Director, Manager, or Supervisor may sign in lieu of the Director, provided there is written approval via email or a signed note attached to the statement.

*The Department Liaison is responsible for submitting all reconciliation documents by the deadlines established by the Purchasing Department. **All receipts and statements must be signed/initialed by the Cardholder**, and the reconciliation form must be signed by the Cardholder, Departmental Liaison, and Department Director. Failure to submit complete and accurate documentation on time may result in the temporary suspension of P-Card privileges.*

Acceptable Supporting Documentation:

- Original Detailed itemized receipt/invoice and MasterCard transaction slip from the Supplier.
- A packing slip which shows the cost of each item.
- Order forms, or a copy of the form used to pay memberships, subscriptions, registration fees and similar items.

Itemized Acceptable Receipt:

ITEMIZED RECEIPT

 CHECK # 738719 DATE 6/18/12
 TABLE # 67 TIME 3:53PM

-- : LEAH --

ITEMS ORDERED	AMOUNT
2 ICE TEA	5.90

FOOD	5.90
TAX	0.58

TOTAL DUE 6.48

FOR RESERVATION CALL
 425)255-8543
 yankee.grill@yahoo.com

Find us on FACEBOOK

Follow us on TWITTER

CREDIT CARD RECEIPT

 DATE 6/18/12 TIME 4:01:37PM
 MID 000016149227 0194509601

YankeeGrill
 1 S. Grady Way
 Renton, WA
 98055
 425-783-1864

THANKS FOR VISITING THE YANKEE GRILL

MstrCa XXXXXXXXXXXX0540 S
 AUTH 034578 TBL 67 CHECK 738719
 PRE-AUTH BAR LEAH

AMOUNT	5.90
TAX	0.58

SUBTOTAL \$ 6.48

TIP \$ 1.00

TOTAL \$ 7.48

=====

CUSTOMER COPY

Not Acceptable:

MODOO DONUTS
 5411 BEACH BLVD
 BUENA PARK, CA 90621
 (714)523-7700

SALE

TID: 001 REF#: 00000007
 Batch #: 859 16:18:30
 02/18/19 V-CODE: M

APPR CODE: 0687C
 VISA Manual CNP
 *****5283

AMOUNT \$63.96

APPROVED

THANK YOU
 PLEASE COME AGAIN

CUSTOMER COPY

PROHIBITED USES OF PROCUREMENT CARD

The following restrictions apply to all P-Card transactions. Cardholders must ensure all purchases comply with these guidelines and applicable procurement laws. Violations may result in Disciplinary Action (**only City Manager and/or Deputy/Assistant City Manager can waive any of these prohibited uses in writing prior to purchase**).

- The Procurement Card is used for personal or unauthorized purposes.
- The Cardholder receives cash, gift cards, or certificates in lieu of credit.
- Purchasing gift cards is strictly prohibited unless prior written approval is obtained from the City Manager or Deputy City Manager for special occasions or seasonal purposes
- Gifts for employee annual events, promotional events, and/or Retirement parties, luncheons, or dinner.
- The Cardholder allows the card to be used by another individual for valid purchases.
- No City employee shall be issued more than one p-card.
- The Cardholder splits a purchase to circumvent the card limits.
- The Cardholder uses another Cardholder's card to circumvent the authorized purchase limits assigned to either the Cardholder or the limitations of the Card.
- The Cardholder fails to ensure the receipt of products and/or services procured with their card has been delivered and are accounted for.
- The Cardholder refuses and/or fails to provide Department Liaison with required receipts and information about any specific purchase
- Sponsorship(s)/donation(s) are prohibited.
- Alcohol Beverages are prohibited.
- Technology Equipment (i.e. PCs, laptops, projectors, mobile radios etc.)
- The use of Venmo, PayPal, Zelle or any other payment application, is prohibited
- Amazon purchases (must use City's Amazon Business Prime account handled by the Purchasing Department)

- Entertainment Acts/Artists/Performers (i.e. DJs, Bands, Public Speakers, Comedians, etc.)
- Items not for official City business
- Vendors under existing contracts or cooperative agreements, unless authorized (e.g., Fuel)
- Software Services (Adobe, Remarkable, QuickBooks, etc.)
- Contractual services (e.g., janitorial, security, IT support, temp staffing, etc.)
- Professional services (e.g., legal, engineering, architectural, consulting, auditing, etc.)
- Construction services (repairs, maintenance, remodels, or alterations to facilities or infrastructure)

Note: Contractual, Professional and Construction services must be procured through formal or informal procurement processes per Texas Local Government Code and City policy, and may require contracts, insurance verification, or bonds.

PROGRAM INFRACTIONS

Failure to comply with the program guidelines or the purchasing Cardholder Agreement may result in one or more of the following circumstances:

- Oral or written warning.
- Cancellation of the card.
- Oral or written reprimand.
- Termination of employment.

See below table for a sample of standard responses to an infraction. The severity of the infraction can affect the standard response. These are recommendations, but departments may establish internal disciplinary policies.

Type of Infraction	1st offense	2nd offense	3rd offense
Perpetrate a fraud or theft. Card given to non City of Pharr employees to perpetrate fraud or theft.	Card is canceled, employment terminated, possible criminal charges.	n/a	n/a
Taxes Charged	Department Director is contacted. A written warning to the Cardholder is required from Department.	Department Director is contacted; card suspended 30 days. Memo from Director will be required to reinstate.	Card is canceled.
Split Purchases	Department Director is contacted. A written warning to the Cardholder is required from Department.	Department Director is contacted; card suspended 30 days. Memo from Director will be required to reinstate.	Card is canceled.
Failure to turn in receipts	Written warning – CH should submit a memo to the P-Card Administrator with description of purchase and reason for missing receipt.	Second written warning and card suspended for 30 days.	Card is canceled.

PROCUREMENT CARD PROGRAM CARDHOLDER AGREEMENT (ATTACHMENT “A”)

APPLICATION FORM FOR A PROCUREMENT CARD (ATTACHMENT “B”)

APPLICATION FORM FOR P-CARD LIAISON (ATTACHMENT “C”)

ATTACHMENT "A"



**CITY OF PHARR PROCUREMENT CARD PROGRAM
CARDHOLDER AGREEMENT**

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE CITY OF PHARR PROCUREMENT CARD ASSIGNED TO ME FOR OFFICIAL CITY BUSINESS ONLY:

I understand that the City of Pharr is allowing me the privilege of being presented with a Procurement Card. This privilege represents trust and I am responsible and capable of protecting the City's assets.

I agree to comply with the terms and conditions of this Agreement, the Procurement Card Policy as well as the Purchasing Policies. I understand that the Procurement Card limit per transaction shall be \$3,000.00 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 \$3,000.00 must be submitted to the Purchasing Department via the requisition process.

I understand that I may not use the P-Card for personal purchases. I further understand that the P-Card cannot be used for purchasing items on the Prohibited Purchases/Exceptions List. Further, where the City of Pharr has approved Prime Vendor Contracts, purchases must be made from those contracted vendors. I further understand that the P-Card is to be used only by the named Cardholder and is not to be loaned to any person.

If the Card is lost, stolen or misplaced, I understand that it is my responsibility to immediately notify the Bank and the P-Card Administrator.

I acknowledge that I have read and understood the Procurement Card Policy Manual and have received training and/or passed the p-card test.

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

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

As Cardholder, I agree to surrender the P-Card to my department Liaison upon termination of employment or transfer between departments.

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.

Date: _____

Cardholder Name (Printed)

Cardholder Signature

Department

ATTACHMENT "B"



APPLICATION FORM FOR A PROCUREMENT 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 EMAILED TO: pcard@pharr-tx.gov

CARDHOLDER INFORMATION

DATE: _____
Name of Employee designated as Department Cardholder: _____
Employee #: _____ Employee's Position/Title: _____
Department/Division _____ Dept./Div. Acct # _____
Employee's length of employment months/years: _____ Phone #: _____
Employee Signature: _____ E-Mail: _____

DEPARTMENT INFORMATION

Department Submitting Request: _____
Department Telephone Number: _____ (956) _____
Name of Department Head submitting application: _____
Department Head's signature: _____ Date: _____

PURCHASING DEPARTMENT USE ONLY

Monthly P-Card Limit
Director: ☐ \$15,000 Asst. Director: ☐ \$10,000 Other: ☐ \$5,000 Specify Other Amount: \$ _____
Date Received: _____ Entered Card Request: _____
Processed By: _____

ATTACHMENT "C"



APPLICATION FORM FOR A DEPARTMENT LIAISON

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

DEPARTMENT LIAISON INFORMATION

DATE: _____

Name of Employee designated as Department Liaison: _____

Employee #: _____ Employee's Position/Title: _____

Department/Division _____ Dept./Div. Acct # _____

Employee's length of employment months/years: _____ Phone #: _____

Employee Signature: _____ E-Mail: _____

DEPARTMENT INFORMATION

Department Submitting Request: _____
Department Name (Type)

Department Telephone Number: _____ (956) _____

Name of Department Head submitting application: _____
Department Head Name (Type)

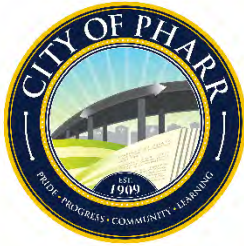
Department Head's signature: _____ Date: _____

PURCHASING DEPARTMENT USE ONLY

Date Received: _____ Entered Request: _____

Level Assigned: _____ Hierarchy Assigned: _____

Processed By: _____



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.D.

DATE SUBMITTED: September 4, 2025

MEETING DATE: September 15, 2025

FROM: Imelda Perez, City Clerk

DEPARTMENT: Administration

DIRECTOR: Jonathan Flores

Agenda Item: Consideration and action, if any, ratifying Resolution No. R-2025-45 in support of Aster Villas , LP to submit an application to the Texas Department of Housing and Community Affairs for 2025 Competitive 4% housing credit for Aster Villas Apartments. **This item supports QL - Quality of Life.**

Classification: Consent

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

Issue: Ratifying Resolution No. R-2025-45 in support of Aster Villas , LP to submit an application to the Texas Department of Housing and Community Affairs for 2025 Competitive 4% housing credit for Aster Villas Apartments.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends ratification of Resolution No. R-2025-45.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Perez
Hilda Pedraza
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 09/04/2025
Approved - 09/08/2025
Approved - 09/08/2025
Approved - 09/08/2025
Final Approval - 09/09/2025

RESOLUTION NO. R-2025-45

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PHARR, TEXAS
SUPPORTING THE PROPOSED DEVELOPMENT OF ASTER VILLAS, AN
AFFORDABLE HOUSING COMMUNITY, AN APPLICATION TO THE TEXAS
DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS FOR FOUR PERCENT
HOUSING TAX CREDITS AND PROVIDING AN IN-KIND CONTRIBUTION TO
ASSIST AND BENEFIT SUCH COMMUNITY**

WHEREAS, Aster Villas, LP has proposed a development for affordable rental housing at **102 W. Polk Ave.** named **Aster Villas Apartments** in the **City of Pharr, Hidalgo County, Texas**; and

WHEREAS, Aster Villas, LP has advised that it intends to submit an application to the Texas Department of Housing and Community Affairs for 2025 Competitive 4% Housing Tax Credits for **Aster Villas Apartments**.

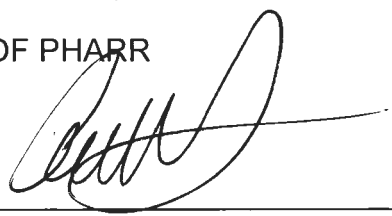
NOW, THEREFORE BE IT RESOLVED, THAT:

The **City of Pharr**, acting through its governing body, hereby confirms that it **No Objection** the proposed **Aster Villas Apartments to be located at 102 W. Polk Ave, Pharr, Texas 78577 – TDHCA Application #25490** and that this action will be placed on the agenda for City Commission for consideration of ratification at the meeting of September 15, 2025; and

FURTHER RESOLVED that for and on behalf of the Governing Body, **Ambrosio Hernandez, Mayor of the City of Pharr** is hereby authorized, empowered, and directed to certify these resolutions to the Texas Department of Housing and Community Affairs.

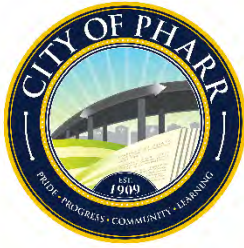


CITY OF PHARR


Ambrosio Hernandez, Mayor

ATTEST:


Imelda Perez, City Clerk



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.E.

DATE SUBMITTED: September 2, 2025

MEETING DATE: September 15, 2025

FROM: Pilar Rodriguez, Fire Chief

DEPARTMENT: Fire

DIRECTOR: Pilar Rodriguez

Agenda Item: Consideration and action, if any, on Interlocal Cooperative Agreement between the City of Pharr and South Texas College for Pharr Fire Department to use the Regional Center for Public Safety Excellence (RCPSE) campus for the Fire Academy program. **This item supports SSC - Safe and Secure Community.**

Classification: Consent

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

Issue: The City of Pharr Fire Department has an approved Memorandum of Understanding (MOU) with South Texas College (STC) for use of facilities located at the Regional Center for Public Safety Excellence (RCPSE) campus, which is located at 3901 S Cage Boulevard, Pharr, Texas. STC is proposing to replace the MOU with an Interlocal Cooperative Agreement (ILA) for use of this same facility.

The Fire Department (FD) utilizes the RCPSE facility to conduct advanced training and continuous education sessions. The RCPSE has facilities such as classrooms, clean burn live fire building, car fire live burn prop and an emergency vehicle operations course. The department's career and volunteer firefighters utilize this facility on a weekly basis to conduct training. (Project No. 2425-01-515-ILA09-01)

Fiscal Consideration: The FD would be responsible for the cost of consumables such as LPG fuel for the live fire props.

Staff Recommendation: Based on review by this office, staff recommends approval of the interlocal cooperative agreement between STC and the City of Pharr Fire Department for the use of the Regional Center for Public Safety Excellence.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Pilar Rodriguez
Maritza Magallan
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 09/02/2025
Approved - 09/03/2025
Approved - 09/08/2025
Approved - 09/08/2025
Final Approval - 09/09/2025

INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF PHARR, TEXAS AND SOUTH TEXAS COLLEGE

This Interlocal Cooperation Agreement (“Agreement”) is entered into by and between the City of Pharr, a Texas municipal corporation (“City”), acting by and through its Fire Department (“Pharr Fire Department”), and South Texas College, a political subdivision of the State of Texas (“STC”), pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

RECITALS

WHEREAS, STC has established and operates at STC’s Regional Center for Public Safety Excellence (RCPSE) a Fire Academy program to provide training and educational opportunities for individuals seeking a career in fire service;

WHEREAS, the City and the Pharr Fire Department possess personnel, expertise, and equipment that could support and enhance STC’s Fire Academy operations;

WHEREAS, the Pharr Fire Department is interested in accessing the RCPSE facilities and STC-owned fire training equipment, structures/classrooms, and training aids for the purpose of training Pharr Fire Department personnel;

WHEREAS, the parties desire to formalize an agreement whereby they can mutually benefit by sharing resources, personnel and facilities under the terms set forth herein and have agreed to enter into this Agreement for the performance of governmental functions and for the joint use of the RCPSE facilities and services for the promotion and protection of the health and welfare of the inhabitants of this State and the mutual benefit of the parties;

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

SECTION I

Purpose

The purpose of this Agreement is to establish a cooperative framework under which:

- The Pharr Fire Department will provide assistance to the STC Fire Academy through the use of qualified personnel and fire department equipment when necessary and requested; and

- STC will allow the Pharr Fire Department to utilize its RCPSE facilities, fire training equipment, structures/classrooms, and training aids for training purposes, subject to the terms of this Agreement.

SECTION II

Obligations of the City of Pharr / Pharr Fire Department

- A. To provide, upon request and subject to availability to be determined in the City's sole discretion, qualified personnel to assist STC with Fire Academy instruction of students and trainees, demonstrations, and exercises.
- B. To provide firefighting apparatus, tools, and other equipment for use at the Fire Academy when feasible and appropriate.
- C. To coordinate with STC to ensure that all personnel and equipment provided by the Pharr Fire Department meet applicable safety and instructional standards.
- D. To maintain reasonable and adequate insurance coverage including coverage for personal injury and for property damage and loss for Pharr Fire Department personnel and equipment used in conjunction with the Pharr Fire Department's activities under this Agreement.
- E. To accept the RCPSE facility along with any STC equipment in "as-is" condition and acknowledge that STC makes no warranty in any manner as to the fitness of the RCPSE facility or any STC equipment used by the Pharr Fire Department for any specific purpose.
- F. Damage to Facilities/Equipment. The City shall repair, or reimburse STC for the reasonable cost to repair, any damage to RCPSE facilities or STC equipment caused by the negligence, willful misconduct, or misuse of Pharr Fire Department personnel, normal wear and tear excepted.
- E. Compliance With STC Policies. While on RCPSE property, all Pharr Fire Department personnel shall comply with STC safety rules, site-access procedures, and any background-check requirements applicable to visitors.

SECTION III

Obligations of South Texas College

- A. To allow the Pharr Fire Department to use the RCPSE facilities, fire training structures, equipment, and training aids, subject to scheduling availability to be determined in STC's sole discretion and in accordance with STC policies and procedures.

B. To coordinate training use schedules at the RCPSE facilities to avoid conflicts with STC Fire Academy operations.

C. To maintain insurance coverage for property damage and loss for STC-owned equipment and facilities used during training exercises.

D. To accept any equipment provided and services rendered by the Pharr Fire Department in “as-is” condition and acknowledge that the City makes no warranty in any manner as to the fitness of any Pharr Fire Department equipment or of any services provided by the Pharr Fire Department for any specific purpose.

SECTION IV

Consumables

The Pharr Fire Department agrees to pay for or reimburse STC for the cost of any consumable materials (e.g., fuel, foam, props, replacement parts, expendable supplies) used during the Pharr Fire Department’s training activities conducted at the RCPSE facilities.

Each party affirms that it will pay for the performance of its respective obligations under this Agreement from current revenues available to the party, as required by Sections 791.011(d)(3) and (e), Texas Government Code.

Within thirty (30) days after each training event, STC will provide the Pharr Fire Department with an itemized invoice for consumables. The City shall remit payment within thirty (30) days of receipt.

SECTION V

Scheduling and Cancellation

A. Requests to use RCPSE facilities must be submitted in writing to STC’s RCPSE Site Administrator at least fourteen (14) days before the desired training date. STC will confirm availability in writing within five (5) business days.

B. STC reserves the right to cancel or reschedule an approved use if the facility is required for STC academic programs, emergency repairs, or if STC reasonably determines that continuation of the activity poses a safety risk. STC will endeavor to give at least forty-eight (48) hours’ notice of cancellation.

SECTION VI

Term and Termination

This Agreement shall become effective upon execution by all parties and shall remain in effect for a period of five (5) years, unless terminated earlier in writing by any party with thirty (30) days' advance notice.

This Agreement may be extended or amended by mutual written agreement.

Either party may immediately suspend any training activity if it determines that the activity presents an imminent threat to the health or safety of personnel or the public; the parties will confer promptly to address the condition before resuming or terminating this Agreement.

SECTION VII

Liability

To the extent permitted by law, each party (the "Indemnifying Party") shall defend, indemnify, and hold harmless the other party, its officers, agents, trustees, and employees (the "Indemnified Party") from and against any and all third-party claims, damages, losses, and expenses, including reasonable attorneys' fees, arising out of the negligent acts or omissions of the Indemnifying Party in the performance of this Agreement.

NEITHER PARTY WILL RECEIVE COMPENSATION FROM THE OTHER PARTY FOR ANY SERVICES OR EQUIPMENT OR FACILITIES USE PROVIDED PURSUANT TO THIS AGREEMENT. STC SHALL BE ENTITLED TO REIMBURSEMENT FOR ANY CONSUMABLES USED BY THE PHARR FIRE DEPARTMENT AS SET FORTH IN SECTION IV.

SECTION VIII

Miscellaneous

A. This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations or agreements.

B. If any provision of this Agreement is held invalid, the remainder shall not be affected.

C. This Agreement shall be governed by the laws of the State of Texas and venue shall lie in Hidalgo County, Texas.

D. Neither party hereto nor their respective governing bodies waive any immunity based on the Constitution or laws of the State of Texas by entering into this Agreement and fully retain all

immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.

E. The parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between and inure solely to the benefit of the parties. The parties intend and expressly agree that only the parties that are signatories to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.

F. Records; Public Information

Records created pursuant to this Agreement are subject to the Texas Public Information Act, Chapter 552, Texas Government Code. Each party shall retain such records in accordance with its records-retention schedule and shall make them available to the other party upon reasonable request.

SIGNATURES

CITY OF PHARR

By: _____

Name:

Title:

Date:

PHARR FIRE DEPARTMENT

By: _____

Name:

Title:

Date:

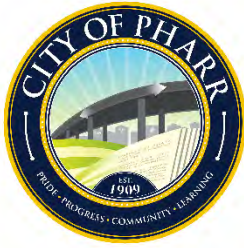
SOUTH TEXAS COLLEGE

By: _____

Name:

Title:

Date:



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.F.

DATE SUBMITTED: September 4, 2025

MEETING DATE: September 15, 2025

FROM: Maritza Magallan, Contract
Compliance Officer

DEPARTMENT: Purchasing

DIRECTOR: Maritza Magallan

Agenda Item: Consideration and action, if any, authorizing City Manager to advertise for Request for Proposals (RFPs) for Records Management Scanning Services.
This item supports SE - Service Excellence.

Classification: Regular

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

Issue: The City of Pharr is wishing to advertise for the purpose of the Request of Proposals - to find a qualified vendor for records management scanning services. The city has a large volume paper records project that requires these records to be digitize. Some of these records are fragile documents that may require specialized handling. (Project No. 2425-01-516-S38-385)

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends approval to advertise.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Maritza Magallan

Created/Initiated - 09/04/2025

Maritza Magallan

Approved - 09/04/2025

Imelda Perez

Approved - 09/04/2025

Hilda Pedraza

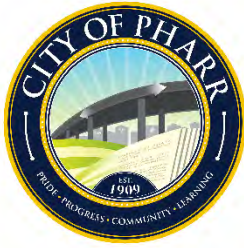
Approved - 09/04/2025

Jamison Merrick

Approved - 09/04/2025

City Management Office

Final Approval - 09/05/2025



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.G.

DATE SUBMITTED: September 4, 2025

MEETING DATE: September 15, 2025

FROM: Imelda Perez, City Clerk

DEPARTMENT: Administration

DIRECTOR: Imelda Perez

Agenda Item: Consideration and action, if any, on request from Hidalgo County Elections Department on use of Jose "Pepe" Salinas Civic Center and Development and Research Center for Election Day polling locations on Tuesday, November 4, 2025 and possible runoff election in December 2025. **This item supports SG - Sound Governance and Fiscal Sustainability.**

Classification: Consent

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

Issue: The Hidalgo County Elections Department is requesting the use of City facilities for the upcoming Election Day on Tuesday, November 4, 2025 and possible runoff election in December 2025.

* Polling hours are generally 7:00 a.m. to 7:00 p.m.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends approval for use of city facilities as polling locations.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Perez
City Management Office

Created/Initiated - 09/04/2025
Final Approval - 09/05/2025

From: [John Posz](#)
To: [Imelda Perez](#)
Cc: [Hilda Pedraza](#); [Alessandra Garcia](#)
Subject: Re: Request for Use of Facility as 2025 Polling Location - Election Day & Possible Runoff
Date: Wednesday, September 3, 2025 9:02:57 AM

***** This is an email from an EXTERNAL source. DO NOT click links or open attachments without positive sender verification of purpose. Never enter USERNAME, PASSWORD or sensitive information on linked pages from this email. *****

Good morning,

The Election Day schedule has now been officially approved. At this time, we will only need to utilize the Pharr One building along with the other Pharr locations, including the Jose “Pepe” Salinas Center and the Development and Research Center.

Could you kindly return the request form for Pharr One at your earliest convenience?

Thank you for your assistance.

On Tue, Aug 12, 2025 at 11:29 AM John Posz <john.posz@co.hidalgo.tx.us> wrote:

Good morning,

Our office is requesting the use of the following facility or facilities as polling locations for **Election Day on November 4, 2025**, as well as for a possible runoff election in **December 2025**, if required.

The **Pharr Memorial Library** for **Election Day**.

The **Pharr ONE** for **Election Day**.

Polling hours are generally **7:00 a.m. to 7:00 p.m.** A final schedule will be provided as each election approaches; however, to meet statutory deadlines, we must secure and confirm all locations this month. At this time, we are submitting these requests with the expectation of final confirmation following Commissioners Court approval.

Should a different space within the building be available and **fully compliant with ADA requirements**, we are open to using that area to best serve voters. Our priority is to provide a consistent and fully accessible voting experience for the community — and your facility plays an important role in making that possible.

We would like to schedule **ADA compliance site visits** as soon as possible so that any necessary adjustments can be addressed well in advance.

For your convenience, the attached **2025 Polling Location Request Form** is now **fillable** — simply download it, complete the required fields, and return it at your earliest opportunity. If additional time is needed for internal approvals, a quick email confirmation will allow us to proceed with preparations while you finalize your review.

Note: This is a single request form covering all elections scheduled in 2025. If facility names or addresses have changed, please make corrections directly on the form.

Your cooperation ensures that voters in this area have equitable access to the ballot and that

the County meets all state and federal election requirements. We sincerely appreciate your partnership in this important civic duty.

--

Thank you,

John Posz

Elections Surveyor I

Hidalgo County Elections Department

2015 W. Jackson Creek Ave. Edinburg, TX 78539

Office: 956-318-2570 Ext. 5738 Fax: 956-393-2039

--

Thank you,

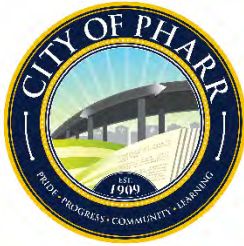
John Posz

Elections Surveyor I

Hidalgo County Elections Department

2015 W. Jackson Creek Ave. Edinburg, TX 78539

Office: 956-318-2570 Ext. 5738 Fax: 956-393-2039



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.H.

DATE SUBMITTED: September 9, 2025

MEETING DATE: September 15, 2025

FROM: Ruben Rosales, Public Utilities
Director

DEPARTMENT: Public Utilities

DIRECTOR: Ruben Rosales

Agenda Item: Consideration and action, if any, authorizing the City Manager to ratify Emergency repairs of headworks at the Wastewater Treatment Plant. **This item supports IF - Infrastructure.**

Classification: Consent

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

Issue: The City of Pharr had an emergency repair on the walls and inside wet well where raw sewer enters the wastewater plant. Structure is collapsing to the point where raw water sewer will spill out and into the streets and facility. Southern Trenchless Solutions was called out to work on major repairs. This repair was essential to ensure uninterrupted wastewater transfer from the entire City to the Waste Water Treatment Plant and keep us in compliance with the state TCEQ. Amount for repairs not to exceed \$350,000.00 – Quote # 25-802-102 (Project No. 2425-60-583-S39-01)

Fiscal Consideration: N/A

Staff Recommendation: Approve repairs to keep us in compliance with TCEQ rules and regulations.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Ruben Rosales	Created/Initiated - 09/09/2025
Ruben Rosales	Approved - 09/09/2025
Maritza Magallan	Approved - 09/09/2025
David Friedlein	Approved - 09/09/2025
Ricardo Rodriguez	Approved - 09/09/2025
Jamison Merrick	Approved - 09/09/2025
City Management Office	Final Approval - 09/09/2025



P O Box 8084, Weslaco, TX 78599
 1200 W Exp 83, La Feria, TX 78559
 Ph# 956-277-0354 Fax# 956-277-0355
 Adminstx@southern-trenchless.com

Quote Issued 8/4/2025

Quote # 25-802-102

Invoice Issued: _____

Invoice: _____

Purchase Order #: _____

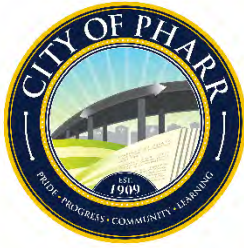
Bill To: City of Pharr
 Ruben Rosales

Project: City of Pharr
 WWTP Station Rehab

Line	Item	Description	Qty	Unit	Unit Price	Total
1	MISC	Mobilization	2	EA	7,500.00	15,000.00
2	MISC	Set up 12" pump (per pump)	2	EA	3,600.00	7,200.00
3	MISC5	Set up 12" piping	100	LF	40.00	4,000.00
4	MISC2	Operate 12" pumping system	21	Day	3,600.00	75,600.00
5	MISC1	Manhole Rehabilitation - cement	1,500	SF	40.00	60,000.00
6	MISC1	Manhole Rehabilitation - epoxy	1,500	SF	45.00	67,500.00
7	MISC6	Scaffold setup	12	VF	1,500.00	18,000.00
8	MISC9	Pipe or other confined space man entry safety system"	150	HR	350.00	52,500.00
9	MISC4	Abrasive Cleaning	1	LS	7,500.00	7,500.00
10	MISC4	Fiberglass Manhole Repair (0'-6'deep)	1	LS	8,500.00	8,500.00
11	MISC9	Station Cleaning Vacuum	15	HR	600.00	9,000.00
Overall contract is not to exceed a total cost of \$350,000.00						

*** Please Make Checks Payable To:
 Southern Trenchless Solutions, LLC.
 PO Box 8084
 Weslaco, TX 78599

We Appreciate Your Business!!!



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.I.

DATE SUBMITTED: September 3, 2025

MEETING DATE: September 15, 2025

FROM: Alessandra Garcia, Assistant 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:

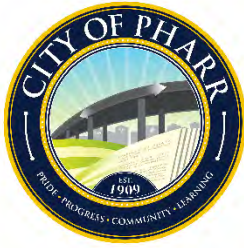
Exclude Material from Public Packet? No

Reason:

ROUTING:

Alessandra Garcia

Created/Initiated - 09/03/2025



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.I.1.

DATE SUBMITTED: August 28, 2025

MEETING DATE: September 15, 2025

FROM: Kimberly Mendoza, Development Services Director

DEPARTMENT: Development Services

DIRECTOR: Kimberly Mendoza

Agenda Item: Carlos Torres, d/b/a Rudy's Texas Bar-B-Q, L.L.C., is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. The property is legally described as being Lot 1, Los Hoteles Subdivision, Pharr, Hidalgo County, Texas. The property's physical address is 209 West Nolana Loop. CUP#040644 **This item supports EV - Economic Vitality.**

Classification: Regular

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

Issue: Carlos Torres, d/b/a Rudy's Texas Bar-B-Q, L.L.C., is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Limited Industrial District (L-I). This request constitutes the 20th renewal for Rudy's Texas Bar-B-Q.

Fiscal Consideration: N/A

Staff Recommendation: Development Services recommends approval of the renewal request for the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Limited Industrial District (L-I) 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:

Kimberly Mendoza
Ricardo Rodriguez
David Friedlein
City Management Office

Created/Initiated - 08/28/2025
Approved - 08/28/2025
Approved - 08/28/2025
Final Approval - 08/28/2025



MEMORANDUM

DATE: MONDAY, SEPTEMBER 15, 2025

TO: MAYOR AND CITY COMMISSION

FROM: KIMBERLY MENDOZA, DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JONATHAN FLORES, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC – FILE NO. CUP#040644 (RUDY'S TEXAS BAR-B-Q)
--

GENERAL INFORMATION:

APPLICANT: Carlos Torres, d/b/a Rudy's Texas Bar-B-Q, L.L.C., is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in a Limited Industrial District (L-I).

LEGAL DESCRIPTION: The property is legally described as being Lot 1, Los Hoteles Subdivision, Pharr, Hidalgo County, Texas.

LOCATION: The property's physical address is 209 West Nolana Loop.

ZONING: The property is currently zoned Limited Industrial District (L-I). The adjacent property is zoned General Business District (C) and Limited Industrial District (L-I) to the north, Limited Industrial District (L-I) to the south, east and west. The area is generally designated for industrial 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:** Recommends approval of
the Conditional Use Permit.

HEALTH: Recommends approval of
the Conditional Use Permit.

**DEVELOPMENT
SERVICES:** Recommends approval of
the Conditional Use Permit.

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



Pharr



MAYOR Ambrosio Hernandez, MD

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

Executive Summary Letter

September 15, 2025

Conditional Use Permit **Renewal** for ABC – Rudy's Texas Bar-B-Q

Background:

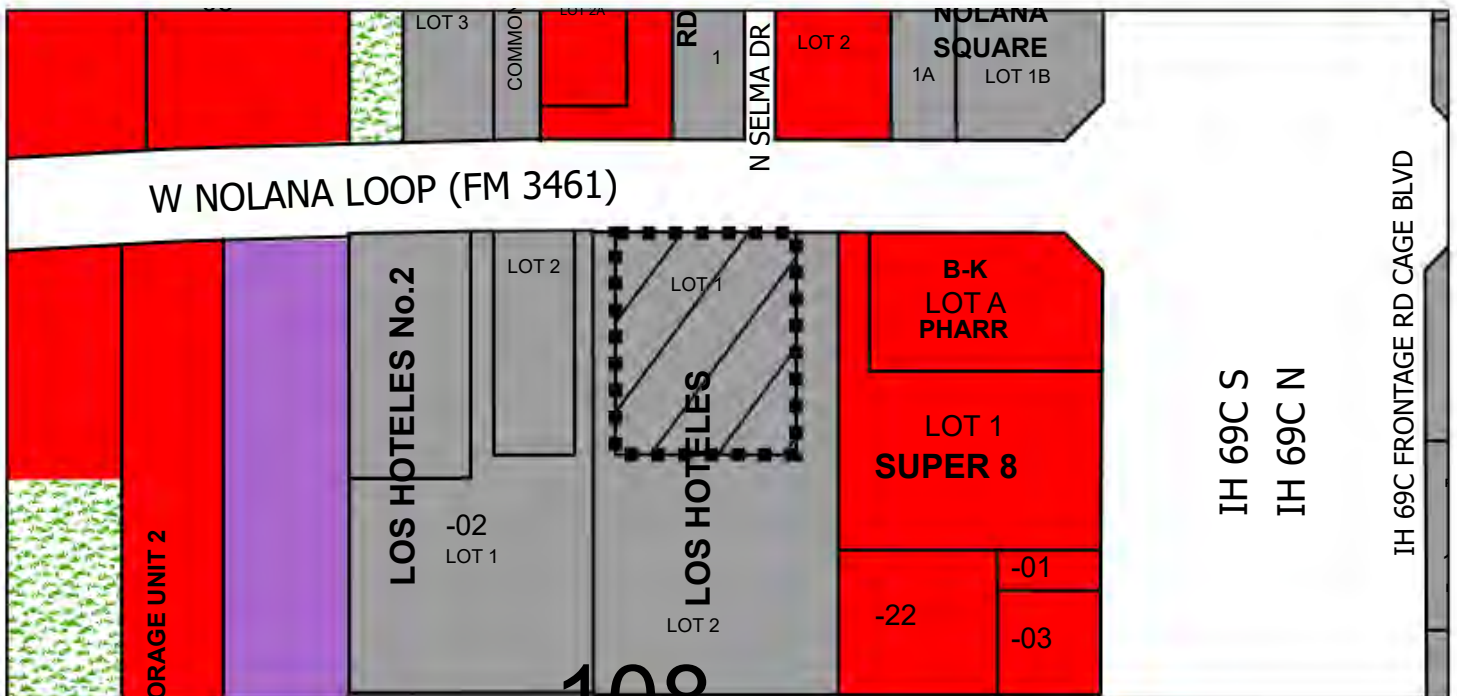
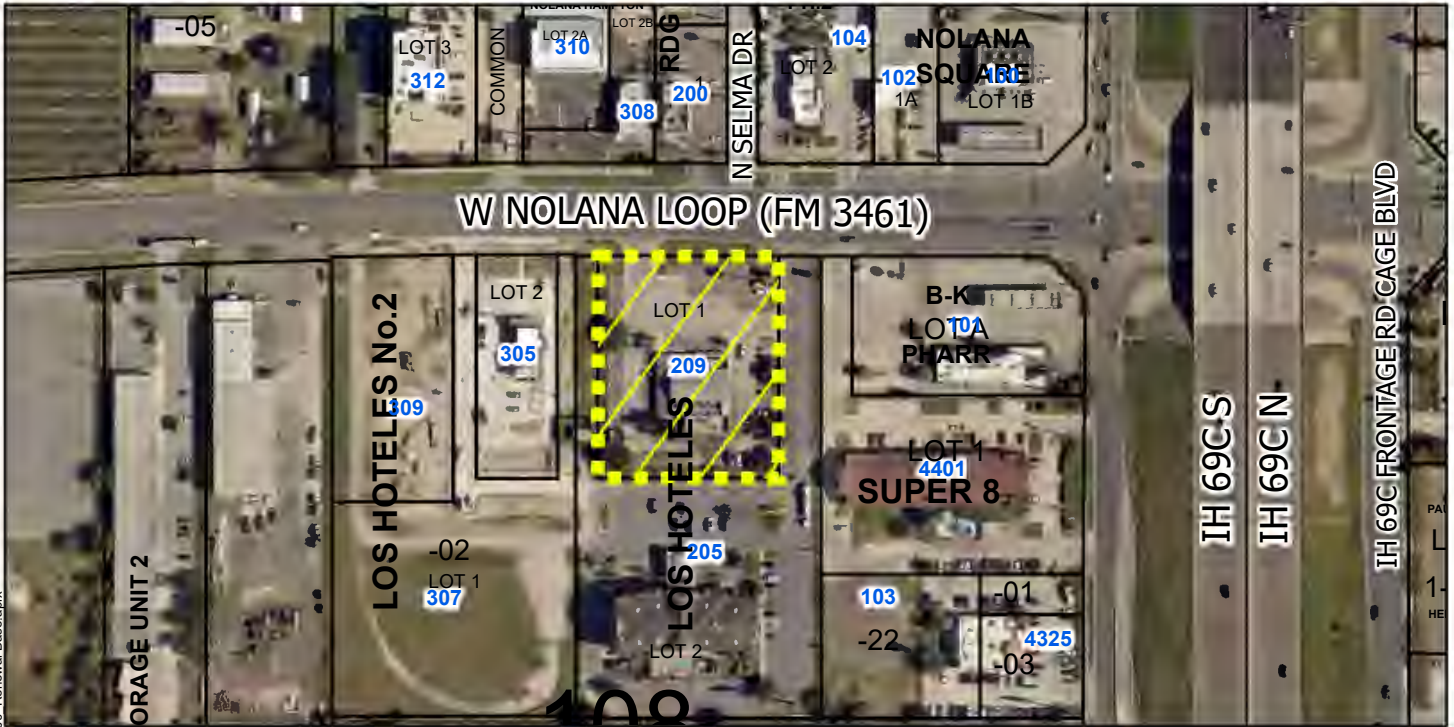
Carlos Torres, d/b/a Rudy's Texas Bar-B-Q, L.L.C., is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverage for on-premise consumption. This request constitutes the 20th renewal for Rudy's Texas Bar-B-Q.

The property is located at 209 West Nolana Loop. It is zoned Limited Industrial District (L-I) 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 request for 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.

CUP Renewal
209 W NOLANA LOOP LOS HOTELES LOT 1
SUBDIVISION
RUDY'S TEXAS BAR-B-Q, LLC



- | | | | |
|---------------------------------------|-------------------|-------------------------|--------------------------|
| 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: 1:3,000

0 125 250 500 750 1,000 Feet



Date: 8/19/2025



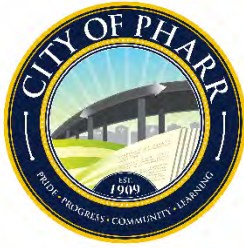
Pharr
Development Services



Site Photo

209 West Nolana Loop





AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.I.2.

DATE SUBMITTED: August 28, 2025

MEETING DATE: September 15, 2025

FROM: Kimberly Mendoza, Development Services Director

DEPARTMENT: Development Services

DIRECTOR: Kimberly Mendoza

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. The property is legally described as being 2.95 acres, more or less, out of Lots 226, 238, and 239, Kelly-Pharr Subdivision, Pharr, Hidalgo County, Texas. The property is physically located at 700 East Hall Acres Road. CUP#160628
This item supports EV - Economic Vitality.

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). This request constitutes the 7th renewal for Tierra del Sol Golf Club.

Fiscal Consideration: N/A

Staff Recommendation: Development Services recommends approval of the renewal request for 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? Yes

Reason: N/A

ROUTING:

Kimberly Mendoza
Ricardo Rodriguez
David Friedlein
City Management Office

Created/Initiated - 08/28/2025
Approved - 08/28/2025
Approved - 09/02/2025
Final Approval - 09/02/2025



MEMORANDUM

DATE: MONDAY, SEPTEMBER 15, 2025

TO: MAYOR AND CITY COMMISSION

FROM: KIMBERLY MENDOZA, DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JONATHAN FLORES, CITY MANAGER

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 2.95 acres, more or less, out of Lots 226, 238, and 239, 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 areas are zoned Planned Unit Development District (PUD) to the north, east, south, and west. The area is generally designated for single-family residential, manufactured homes, parks and public/semi-public 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:** Recommends approval of
the Conditional Use Permit.

HEALTH: Recommends approval of
the Conditional Use Permit.

**DEVELOPMENT
SERVICES:** Recommends approval of
the Conditional Use Permit.

**DEVELOPMENT SERVICES
RECOMMENDATIONS:** Development Services recommends **approval** of the
renewal request for 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.



Pharr



MAYOR Ambrosio Hernandez, MD

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

Executive Summary Letter

September 15, 2025

Conditional Use Permit **Renewal** for ABC –

Tierra del Sol Golf Club

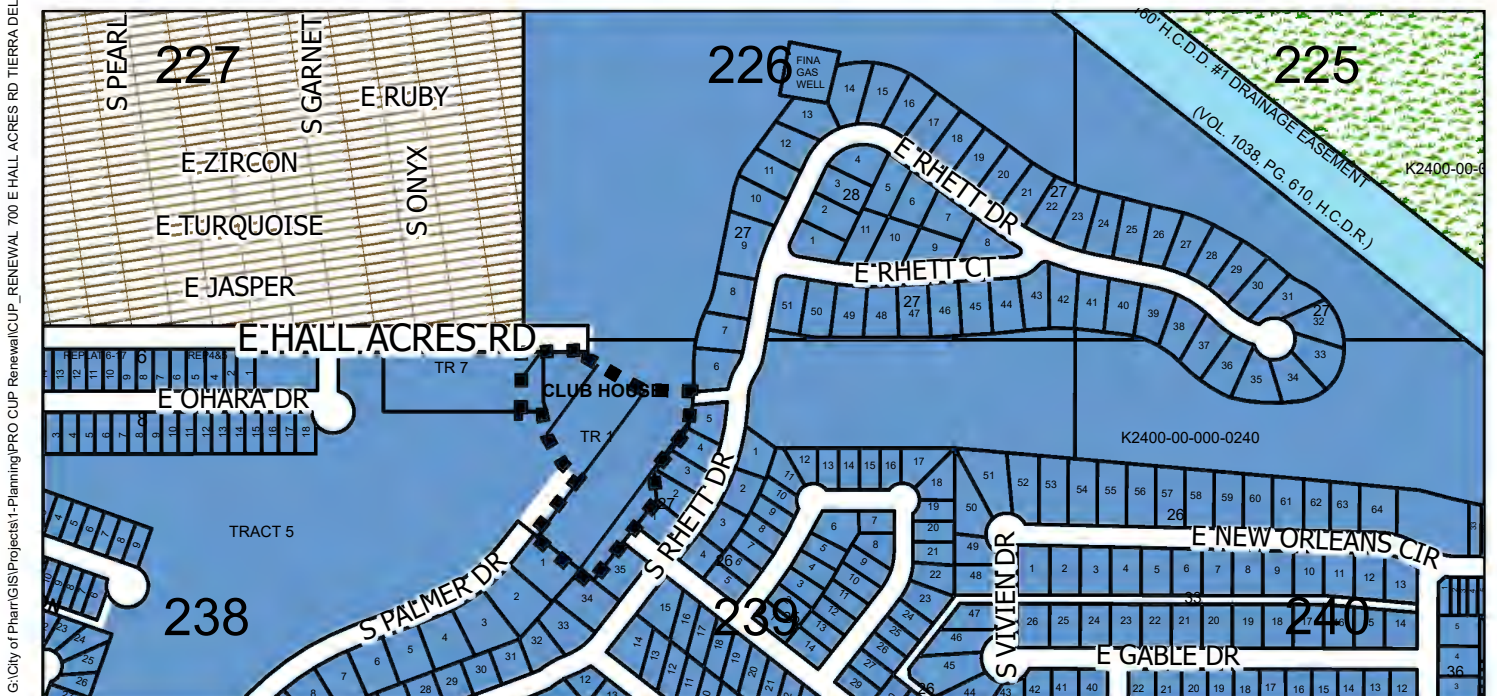
Background:

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 beverage for on-premise consumption. This request constitutes the 7th 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 renewal request for 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 Departments requirements.



- | | | | |
|---------------------------------------|-------------------|-------------------------|--------------------------|
| 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 | |





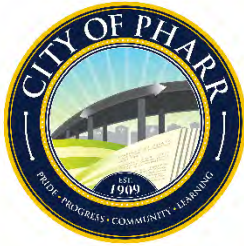
Pharr
Development Services



Site Photo

700 East Hall Acres Road





AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.I.3.

DATE SUBMITTED: August 28, 2025

MEETING DATE: September 15, 2025

FROM: Kimberly Mendoza, Development Services Director

DEPARTMENT: Development Services

DIRECTOR: Kimberly Mendoza

Agenda Item: 7-Eleven INC. dba 7-Eleven Convenience Store's and Stripes Stores, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. The property is legally described as being Lot 2, Newt's Corner, an addition to the City of Pharr, Hidalgo County, Texas. The property is physically located at 10701 South Cage Boulevard. CUP#240614 **This item supports EV - Economic Vitality.**

Classification: Regular

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

Issue: 7-Eleven INC. dba 7-Eleven Convenience Store's and Stripes Stores, 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 7-Eleven Convenience Store's and Stripes Stores.

Fiscal Consideration: N/A

Staff Recommendation: Development Services recommends approval of the renewal request for the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption in General Business District (C) 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:

Kimberly Mendoza
Ricardo Rodriguez
David Friedlein
City Management Office

Created/Initiated - 08/28/2025
Approved - 08/28/2025
Approved - 09/02/2025
Final Approval - 09/02/2025



MEMORANDUM

DATE: MONDAY, SEPTEMBER 15, 2025

TO: MAYOR AND CITY COMMISSION

FROM: KIMBERLY MENDOZA, DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JONATHAN FLORES, CITY MANAGER

SUBJECT: CONDITIONAL USE PERMIT RENEWAL FOR ABC – FILE NO. CUP#240614 (7-ELEVEN CONVENIENCE STORES AND STRIPES STORES)
--

GENERAL INFORMATION:

APPLICANT: 7-Eleven INC. dba 7-Eleven Convenience Store's and Stripes Stores, 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 Lot 2, Newt's Corner, an addition to the City of Pharr, Hidalgo County, Texas.

LOCATION: The property is physically located at 10701 South Cage Boulevard.

ZONING: The property and properties to the west are currently zoned General Business District (C). The property to the north is zoned General Business District (C). The adjacent zoning is Limited Industrial District (L-I) to the east. General Business District (C) and Agricultural and/or Open Space District (A-O) to the south. The area is generally designated for commercial 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:

Recommends approval of the Conditional Use Permit.

HEALTH:

Recommends approval of the Conditional Use Permit.

DEVELOPMENT SERVICES:

Recommends approval of the Conditional Use Permit.

**DEVELOPMENT
SERVICES
RECOMMENDATIONS:**

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



Pharr



MAYOR Ambrosio Hernandez, MD

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

Executive Summary Letter

September 15, 2025

Conditional Use Permit **Renewal** for ABC – 7-Eleven Convenience Store's and Stripes Stores

Background:

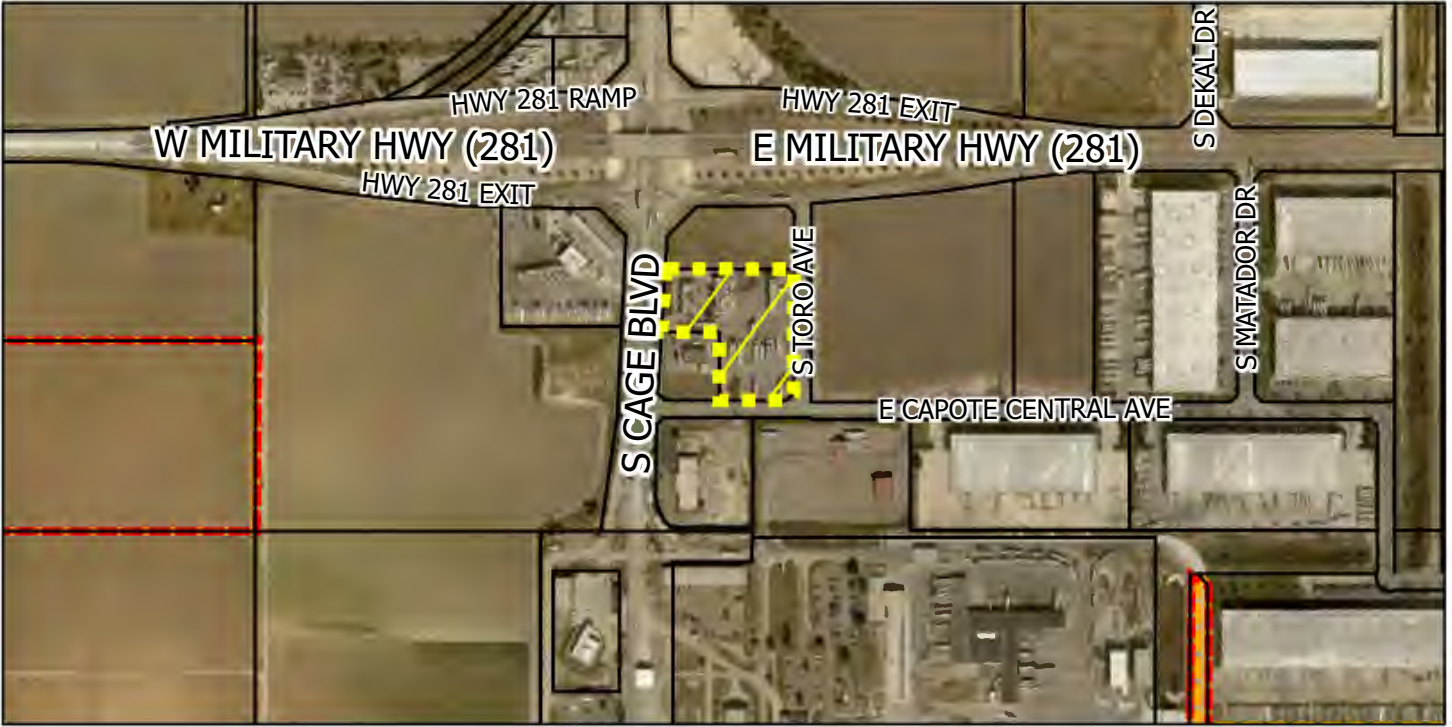
7-Eleven Inc. DBA 7-Eleven Convenience Store's and Stripes Stores, is requesting renewal of the Conditional Use Permit to allow the sale of alcoholic beverages for on-premise consumption. This request constitutes the 1st renewal for 7-Eleven Convenience Store's and Stripes Stores.

The property is located at 10701 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.

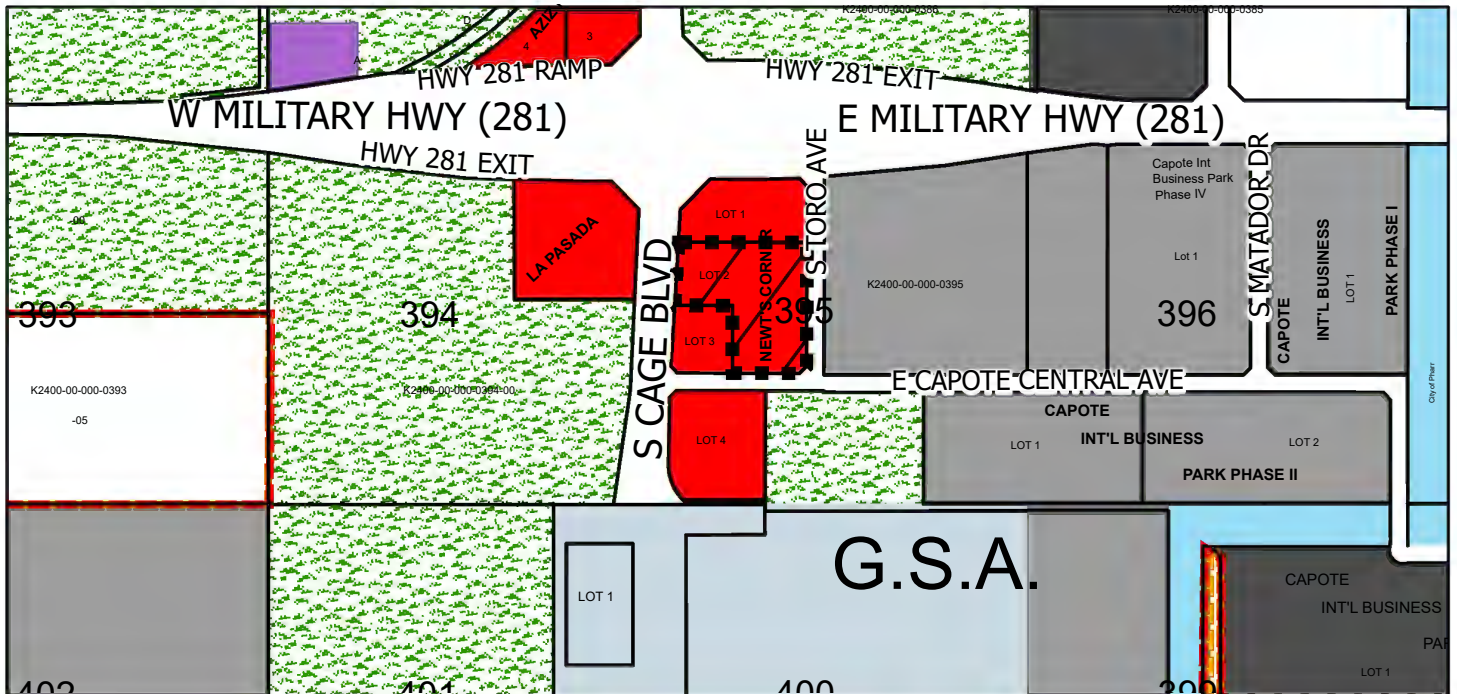
Recommendations:

Staff recommends **approval** of the renewal request for 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.

CUP Renewal
 Lot 2, NEWT'S CORNER
 7-ELEVEN/TIMOTHY ILAOA



G:\City of Pharr\GIS\Projects\1-Planning\PRO CUP Renewal\CUP_Renewal Base.aprx



- | | | | |
|---------------------------------------|------------------|-------------------------|--------------------------|
| Subject Property | Mobile Home | Business District | Office Professional |
| 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 | |

City of Pharr, Texas
 Engineering Department
 956.402.4221

Scale: 1:8,000

0 335 670 1,340 2,010 2,680 Feet



Date: 8/25/2025



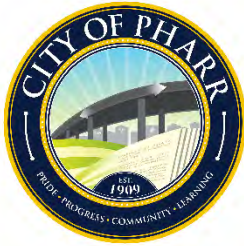
Pharr
Development Services



Site Photo

10701 South Cage Boulevard





AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 6.I.4.

DATE SUBMITTED: August 28, 2025

MEETING DATE: September 15, 2025

FROM: Kimberly Mendoza, Development Services Director

DEPARTMENT: Development Services

DIRECTOR: Kimberly Mendoza

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. The property is legally described as being a 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 **This item supports EV - Economic Vitality.**

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). This request constitutes the 4th renewal for Snow Bite.

Fiscal Consideration: N/A

Staff Recommendation: Development Services recommends approval of the renewal request for 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 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:

Kimberly Mendoza
Ricardo Rodriguez
David Friedlein
City Management Office

Created/Initiated - 08/28/2025
Approved - 09/02/2025
Approved - 09/02/2025
Final Approval - 09/02/2025



Pharr

Development Services



MEMORANDUM

DATE: MONDAY, SEPTEMBER 15, 2025

TO: MAYOR AND CITY COMMISSION

FROM: KIMBERLY MENDOZA, DIRECTOR OF DEVELOPMENT SERVICES

THROUGH: JONATHAN FLORES, CITY MANAGER

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 a 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, east and 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:** Recommends approval of
the Conditional Use Permit.

HEALTH: Recommends approval of
the Conditional Use Permit.

**DEVELOPMENT
SERVICES:** Recommends approval of
the Conditional Use Permit.

**DEVELOPMENT SERVICES
RECOMMENDATIONS:** Development Services recommends **approval** of the
renewal request for 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 site and applicant being in compliance with all
City Ordinances and City Department requirements.



Pharr



MAYOR Ambrosio Hernandez, MD

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

Executive Summary Letter

September 15, 2025

Conditional Use Permit **Renewal** for ABC –

Snow Bite

Background:

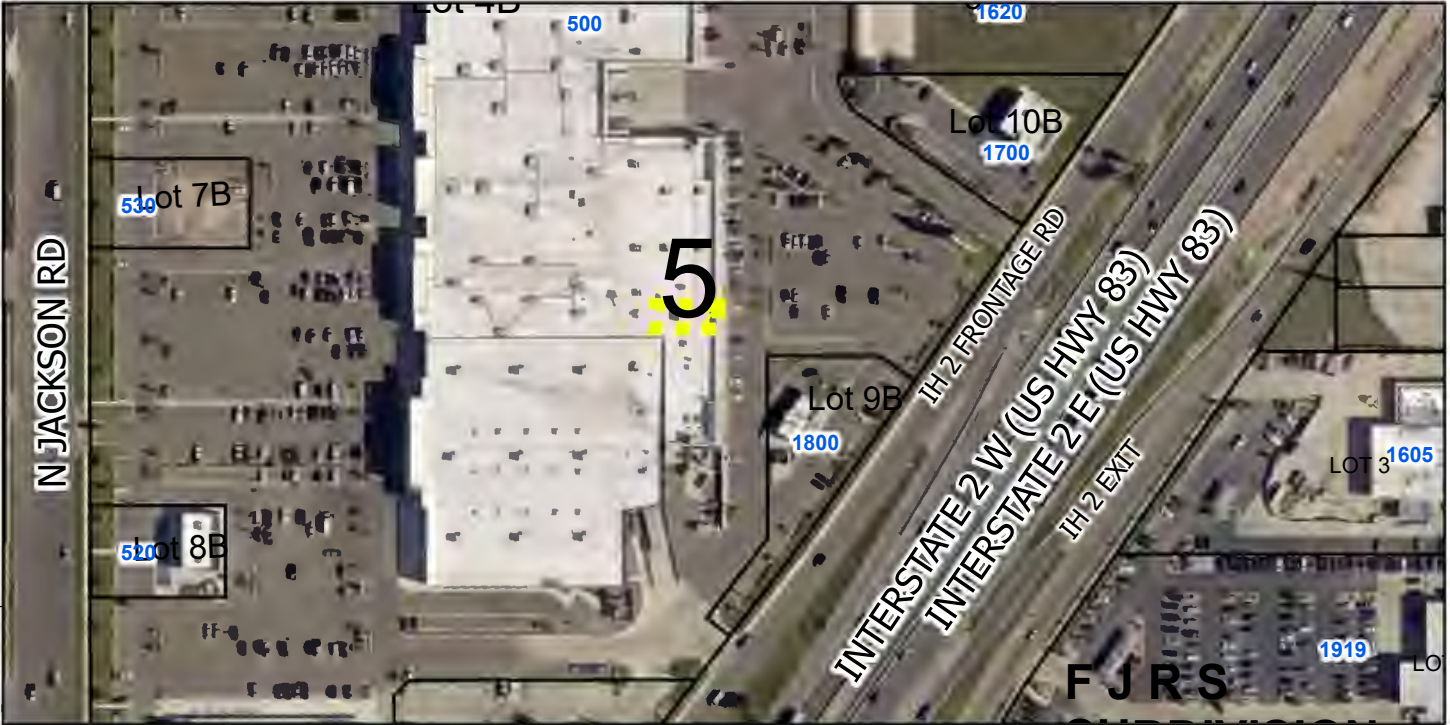
Khanh Nguyen, d/b/a Snow Bite, is requesting renewal of the Conditional Use Permit and Late Hours Permit to allow the sale of alcoholic beverage for on-premise consumption. This request constitutes the 4th renewal for Snow Bite.

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.

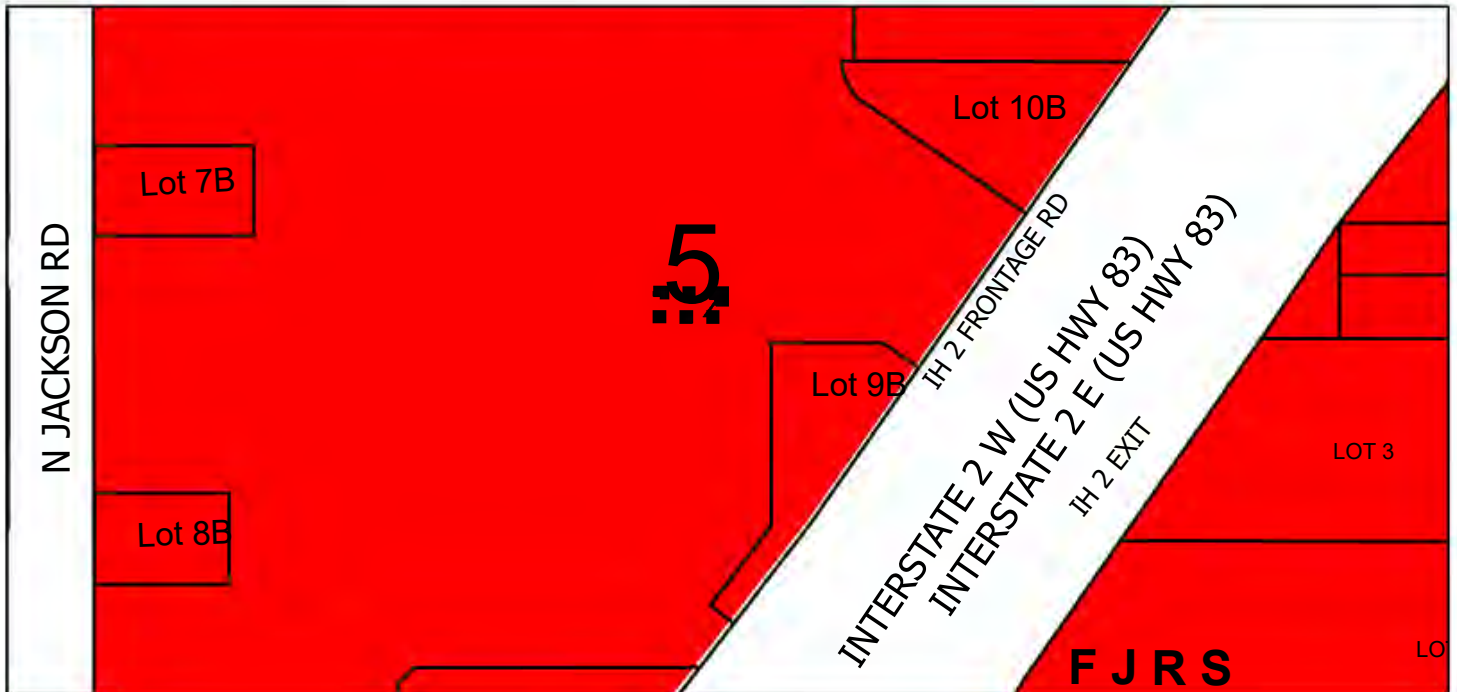
Recommendations:

Staff recommends **approval** of the renewal request for 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.

CUP Renewal
 500 N JACKSON RD STE L2 SNOWBITE
 0.078-acre out of Lot 4A, Replat of Vacated Car-Mel Subdivision, Vacated El Centro Mall No. 3 & 4 Subdivision
 Khanh Nguyen d/b/a Snow Bite



G:\City of Pharr\GIS\Projects\1-Planning\PRO CUP Renewal\CUP_RENEWAL 500 N JACKSON RD STE #L2 SNOWBITE\00_Renewal Base.aprx



- | | | | |
|---------------------------------------|-------------------|-------------------------|--------------------------|
| 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: 1:2,600

0 105 210 420 630 840 Feet



Date: 8/19/2025



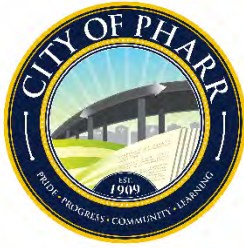
Pharr
Development Services



Site Photo

500 North Jackson Road, Suite L-2





AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.A.

DATE SUBMITTED: September 8, 2025

MEETING DATE: September 15, 2025

FROM: Jamison Merrick, Finance Director

DEPARTMENT: Finance

DIRECTOR: Jamison Merrick

Agenda Item: Consideration and action, if any, on Ordinance adopting Tax Rate for FY 2025-2026 (*Adoption on One Reading*). This item supports **SG - Sound Governance and Fiscal Transparency**.

Classification: Regular

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

Issue: Per Texas Local Tax Code Chapter 26, cities need to officially make a motion to adopt a tax each Fiscal Year.

Proposed Tax Rate ϕ .7676

This tax rate is divided into the following:

M&O \$0.5852

I&S \$0.1824

Fiscal Consideration: N/A

Staff Recommendation: "I move that the property tax rate be increased by the adoption of a tax rate of ϕ .7676, which is effectively a 0% percent increase in the tax rate from the prior year."

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Jamison Merrick
Ricardo Rodriguez
City Management Office

Created/Initiated - 09/08/2025
Approved - 09/08/2025
Final Approval - 09/08/2025

ORDINANCE NO: O-2025-

**AN ORDINANCE ADOPTING THE TAX RATE AND LEVYING
AD VALOREM TAXES FOR THE CITY OF PHARR, TEXAS
BEGINNING FISCAL YEAR OCTOBER 1, 2025, AND ENDING
SEPTEMBER 30, 2026, DIRECTING THE ASSESSMENT AND
COLLECTION THEREOF, DECLARING AN EMERGENCY
AND AN EFFECTIVE DATE**

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

WHEREAS, the Board of Commissioners finds that the tax rate for the fiscal year 2025-2026, as hereinafter levied for current operating expenses, and capital outlays, to pay interest and to provide the sinking fund on outstanding bonds of the City issued for municipal purposes must be levied to provide the revenue requirements of the approved and adopted budget for said fiscal year.

**WHEREAS, THIS TAX RATE WILL RAISE MORE TAXES
FOR MAINTENANCE & OPERATIONS THAN LAST YEAR'S
TAX RATE.**

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

SECTION 1: There is hereby fixed, levied and assessed for the fiscal year beginning October 1, 2025, and ending September 30, 2026, an ad valorem tax for each \$100 valuation of property within the limits of the City of Pharr and not exempt from taxation by valid law; that such ad valorem tax shall be apportioned between the interest and sinking fund and the general fund as follows:

M & O	\$.58870
I & S	\$ <u>.17890</u>
TOTAL RATE	\$ <u>.76760</u>

SECTION 2: The Tax Assessor and Collector of the City of Pharr is hereby directed to assess for such fiscal year the rate herein fixed and levied, and to collect such taxes in accordance with this Ordinance.

SECTION 3: The fact that the fixing and levying of Ad Valorem taxes is of great importance to the order, health, safety and general welfare of the public creates an emergency. The requirement that this Ordinance is to be read on three (3) separate meetings is hereby waived and dispensed with and this Ordinance shall take effect and be in full force from and after its passage and approval. Publication may also be in caption form as allowed under Section 9 of the Pharr City Charter.

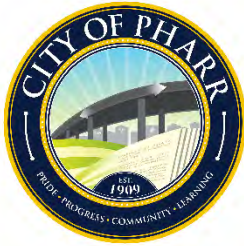
APPROVED AND ADOPTED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on the 15th day of September 2025.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ, MAYOR

ATTEST:

IMELDA PEREZ, CITY CLERK



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.B.

DATE SUBMITTED: September 9, 2025

MEETING DATE: September 15, 2025

FROM: Jamison Merrick, Finance Director

DEPARTMENT: Finance

DIRECTOR: Jamison Merrick

Agenda Item: Consideration and action, if any on Ordinance adopting and approving budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026 (*Adoption on One Reading*). This item supports SG - Sound Governance and Fiscal Transparency.

Classification: Regular

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

Issue: As part of Texas Local Government Code Chapter 102, Cities are required to prepare and adopt an annual budget to cover for proposed expenditures for the succeeding year.

Fiscal Consideration: N/A

Staff Recommendation: Approval.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Jamison Merrick
Ricardo Rodriguez
City Management Office

Created/Initiated - 09/09/2025
Approved - 09/09/2025
Final Approval - 09/09/2025

ORDINANCE NO. O-2025-__

**AN ORDINANCE ADOPTING AND APPROVING THE
BUDGET FOR THE CITY OF PHARR, TEXAS FOR FISCAL
YEAR BEGINNING OCTOBER 1, 2025, AND ENDING
SEPTEMBER 30, 2026, APPROPRIATING FUNDS,
AND DECLARING AN EMERGENCY AND
EFFECTIVE DATE**

WHEREAS, the City Manager of the City of Pharr has prepared a budget for fiscal year beginning October 1, 2025 and ending September 30, 2026, and has filed same with the City Clerk all in the manner and form and for the length of time required by law; and

WHEREAS, public notice of a public hearing on such budget has been given in the manner and form and for the length of time required by law, and pursuant to such notice, and such public hearing was held, and it is the Judgment of the Board of Commissioners of the City that the law warrants no changes to be made in said budget as prepared by the City Manager and that said Budget should be approved as submitted by the City Manager, and adjusted by the City Commission.

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

SECTION 1: The budget of the revenues of the City of Pharr, and the expenditures for the conducting of the affairs thereof for the fiscal year beginning October 1, 2025 and ending September 30, 2026, as submitted to the Board of Commissioners of the City of Pharr, Texas, by the City Manager of said City, be and the same is in all respects approved and adopted as the Budget for said fiscal year.

SECTION 2: The sum of **\$84,989,681** is hereby appropriated out of the general fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 3: The sum of **\$0** is hereby appropriated out of the general contingency reserve fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 4: The sum of **\$1,558,228** is hereby appropriated out of the community development fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 5: The sum of **\$16,243,147** is hereby appropriated out of the grants fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 6: The sum of **\$376,000** is hereby appropriated out of the hotel/motel fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 7: The sum of **\$41,000** is hereby appropriated out of the parkland dedication fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 8: The sum of **\$510,500** is hereby appropriated out of the asset sharing fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 9: The sum of **\$1,257,500** is hereby appropriated out of the paving and drainage fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 10: The sum of **\$24,282,600** is hereby appropriated out of the general capital projects fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government, of which \$2,373,600 is from debt proceeds.

SECTION 11: The sum of **\$67,353,000** is hereby appropriated out of the bridge capital projects fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government, of which \$56,648,800 is from bond proceeds.

SECTION 12: The sum of **\$11,172,400** is hereby appropriated out of the utility capital projects fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government, of which \$9,626,700 is from bond proceeds.

SECTION 13: The sum of **\$8,697,600** is hereby appropriated out of the debt service fund for the payment of debt service payments.

SECTION 14: The sum of **\$21,397,100** is hereby appropriated out of the utility fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 15: The sum of **\$7,760,500** is hereby appropriated out of the EMS fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 16: The sum of **\$24,024,100** hereby appropriated out of the bridge fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 17: The sum of **\$10,089,380** is hereby appropriated out of the Fiber/Broadband fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 18: The sum of **\$1,566,200** is hereby appropriated out of the golf course fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 19: The sum of **\$1,217,500** is hereby appropriated out of the garage fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 20: The sum of **\$6,879,200** is hereby appropriated out of the health insurance claim fund for the payment of operating costs, medical and pharmacy claims.

SECTION 21: The sum of **\$825,880** is hereby appropriated out of the ARPA/COVID relief fund for the payment of operating expenses, capital outlay, and other specified expenditures of the City Government.

SECTION 22: The sum of **\$13,147,300** is hereby appropriated out of the Pharr Economic Development Corporation II (PEDC II) fund for the payment of operating expenses, capital outlay, and other specified expenditures.

SECTION 23: The sum of **\$17,000** is hereby appropriated out of the tax increment reinvestment zone #1 fund for the payment of operating expenses, capital outlay, and other specified expenditures.

SECTION 24: The sum of **\$17,000** is hereby appropriated out of the tax increment reinvestment zone #2 fund for the payment of operating expenses, capital outlay, and other specified expenditures.

SECTION 25: The fact that an approved and adopted budget is necessary for the preservation of order, health, safety and general welfare of the public creates an emergency. The requirement that this Ordinance is to be read on three (3) separate meetings is hereby waived and dispensed with and this Ordinance shall take effect and be in full force from and after the passage and approved.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the 15th day of September 2025.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ, MAYOR

ATTEST:

IMELDA PEREZ, CITY CLERK

TAXPAYER IMPACT STATEMENT FOR 2025 TAX YEAR FOR CITY OF PHARR

A tax rate of \$0.7676 per \$100 valuation has been proposed for adoption by the governing body of City of Pharr.

PROPOSED TAX RATE	\$0.7676	per \$100
NO-NEW TAX REVENUE RATE	\$0.7248	per \$100
VOTER APPROVAL RATE	\$0.8370	per \$100

The no-new revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for City of Pharr from the same properties in both the 2025 tax year and the 2026 tax year.

The voter approval rate is the highest tax rate that City of Pharr may adopt without holding an election to seek voter approval rate.

The proposed tax rate is greater than the no-new revenue tax rate. This means that City of Pharr is proposing to increase property taxes for the 2025 tax year.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Pharr is not required to hold an election at which voters may accept or reject the proposed tax rate.

YOUR TAX OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

Property tax amount= (rate) x (taxable value of your property)/100

The following table compares the taxes imposed on the average residence homestead by City of Pharr last year to the taxes proposed to be imposed on the average residence homestead by City of Pharr this year.

	2025	2024	Change
Total Tax Rate (Per \$100 of Value)	0.7676	0.7676	0.0%
Average Homestead Taxable Value	\$172,393	\$140,441	22.75%
Tax on Average Homestead	\$1,323.29	\$1,078	\$245.26 or 22.75%
Total Tax Levy on All Properties	\$34,817,654	\$32,002,446	8.80%

CITY OF PHARR PROPOSED BUDGET

FOR FISCAL YEAR 2025-2026



Prepared For,

Pharr Residents

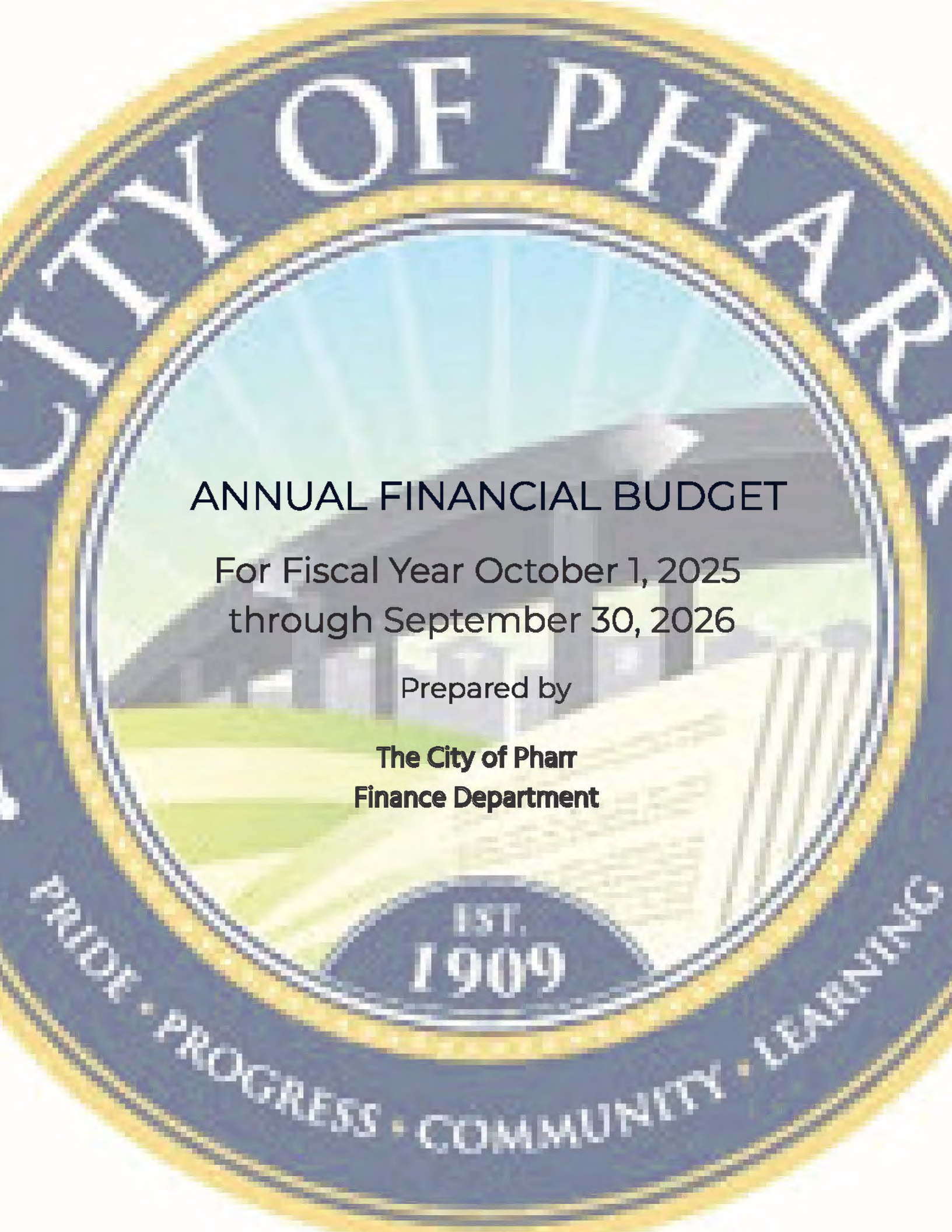
WE ARE



City of Pharr



This budget will raise more total property taxes than last year by \$2,914,933 or 9.14% increase, and of that amount, \$963,614.48 is tax revenue to be raised from new property added to the tax roll this year.



ANNUAL FINANCIAL BUDGET

For Fiscal Year October 1, 2025
through September 30, 2026

Prepared by

**The City of Pharr
Finance Department**



Pharr



MAYOR Ambrosio Hernandez, MD

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

City of Pharr
118 S. Cage Blvd.
Pharr, TX 78577

Dear Mayor, City Council Members, and Residents of Pharr,

It is my privilege to present the proposed Fiscal Year 2025-2026 Budget for the City of Pharr. Thanks to the progressive leadership of our elected officials and the dedication of our staff, we have developed a balanced budget that demonstrates our commitment to fiscal responsibility and the delivery of the highest quality municipal services.

Guided by our commitment to **Excellence Every Day**, city staff have spent the past six months collaborating with stakeholders, analyzing community input, consulting subject matter experts, and following the direction of our Mayor and City Commission to ensure the city fulfills its mission of providing the highest level of municipal services every day.

This mission informs every decision in the budget, ensuring that resources are aligned with the city's **Strategic Objectives**:

1. **Service Excellence** – Delivering responsive and efficient municipal services that meet the needs of our residents.
2. **Infrastructure** – Maintaining and improving streets, drainage, utilities, and facilities to support a growing and thriving community.
3. **Quality of Life** – Enhancing parks, recreational programs, cultural amenities, city events, and community services that enrich residents' lives.
4. **Sound Governance and Fiscal Sustainability** – Managing city finances responsibly to ensure long-term stability and public trust.
5. **Economic Vitality** – Promoting growth, investment, and opportunity to strengthen the local economy.
6. **Safe and Secure Community** – Ensuring public safety through effective policing, fire protection, and emergency management services.

The proposed budget reflects a total appropriation of **\$290 million**, strategically allocated across departments and funds to meet operational needs, expand infrastructure, and support these strategic objectives. Key highlights include:

- Creation of two new departments: the **City Clerk's Office** and **Food Services Department**, to provide specialized services to residents.
- Increased funding for **Police, Fire, EMS, and Public Safety Communications** to ensure the safety and security of residents.
- Acquisition of a new **Front Line Heavy Rescue Fire Truck** for the Fire Department to enhance emergency response capabilities.
- Continued development and completion of the **Twin Span Expansion of the Pharr International Bridge** to strengthen Pharr's role in international trade and regional economics.

- Expansion of the City's **Teampharr.net fiber optic Wi-Fi service** for residents, small businesses, and enterprise accounts.
- Continued improvements to the City's **Drainage and Public Utility Infrastructure** to enhance services and citizen safety.
- Development of **Hike and Bike Trails** and street improvements to support infrastructure and quality of life.
- Enhancements to **City Special Events** to promote Pharr as a vibrant community.
- Addition of **Turf to the City's Athletic Fields** to enhance the quality of play and athlete experience.
- Renovations to the **Tierra del Sol Golf Course** to improve amenities and recreational opportunities.

I extend my sincere gratitude to our department directors and staff who contributed to this budget. Their diligence ensures that our financial planning aligns with both immediate operational needs and long-term strategic goals.

I look forward to continuous collaboration with our governing body, staff, and community ensuring that together we continue to uphold our mission, embody our culture of excellence, and advance our strategic objectives every day.

Respectfully Submitted,

Dr. Jonathan B. Flores
City Manager





Ambrosio "Amos" Hernandez, MD
Mayor



Michael Pacheco
Commissioner Place 1



Roberto "Bobby" Carrillo
Commissioner Place 2



Ramiro Caballero, MD
Commissioner Place 3



Daniel Chavez
Mayor Pro-term



Ricardo Medina
Commissioner Place 5



Itza Flores
Commissioner Place 6



GOVERNMENTAL FUNDS



General Fund



General Fund is the chief operating fund of the City. All of the City's activities are reported in this fund unless there is a compelling reason to report an activity in some other type of fund.

GENERAL FUND (detailed): The General Fund is the general operating fund of the City. It is used to account for all financial resources traditionally associated with government, except those required to be accounted for in another fund.

CITY OF PHARR, TX
GENERAL FUND
SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24		FY 24-25		FY 24-25		FY 24-25		FY 25-26	
	Actual	Original	Amended	Projected	Proposed					
REVENUES										
General Tax Revenue	\$ 48,100,180	\$ 52,246,300	\$ 52,246,300	\$ 50,894,104	\$ 51,653,400					
Gross Receipts	\$ 2,768,355	\$ 2,914,200	\$ 2,914,200	\$ 1,629,378	\$ 2,433,300					
Revenue Producing Facilities	\$ 5,831,472	\$ 5,704,600	\$ 5,704,600	\$ 5,883,509	\$ 5,501,700					
Fines & Fees	\$ 753,359	\$ 742,900	\$ 742,900	\$ 665,499	\$ 670,400					
Licenses & Permits	\$ 1,277,721	\$ 1,169,600	\$ 1,169,600	\$ 720,771	\$ 888,700					
Charges for Current Services	\$ 342,621	\$ 466,300	\$ 466,300	\$ 271,202	\$ 389,900					
Intergovernmental	\$ 1,994,428	\$ 96,900	\$ 96,900	\$ 1,606,952	\$ 83,200					
Debt Proceeds	\$ 2,446,100	\$ 3,261,500	\$ 3,261,500	\$ -	\$ 3,136,381					
Transfers In	\$ 16,151,500	\$ 17,101,600	\$ 17,101,600	\$ 17,101,600	\$ 20,232,700					
Total Revenues	\$ 79,665,737	\$ 83,703,900	\$ 83,703,900	\$ 78,773,016	\$ 84,989,681					
EXPENDITURES										
City Manager's Office	\$ 2,559,295	\$ 2,620,100	\$ 2,620,100	\$ 2,378,309	\$ 2,054,281					
City Clerk's Office	\$ -	\$ -	\$ -	\$ -	\$ 714,200					
Finance Department	\$ 1,036,567	\$ 1,175,900	\$ 1,175,900	\$ 1,141,035	\$ 2,029,900					
Police Department	\$ 17,339,681	\$ 16,698,400	\$ 16,698,400	\$ 15,251,424	\$ 20,498,700					
Purchasing Department	\$ 442,081	\$ 440,200	\$ 440,200	\$ 359,631	\$ 506,600					
Municipal Court	\$ 608,680	\$ 675,800	\$ 675,800	\$ 519,988	\$ 772,600					
Fire Department	\$ 12,374,388	\$ 14,277,100	\$ 14,277,100	\$ 11,416,797	\$ 13,571,000					
Building & Code Compliance	\$ 1,421,381	\$ 1,560,800	\$ 1,560,800	\$ 1,325,962	\$ 1,704,500					
Public Works	\$ 6,106,935	\$ 4,806,900	\$ 4,806,900	\$ 4,171,237	\$ 5,349,700					
Information Technology	\$ 3,325,186	\$ 3,056,800	\$ 3,056,800	\$ 2,836,910	\$ 2,967,800					
Office of City Communications	\$ 813,550	\$ 991,500	\$ 991,500	\$ 841,267	\$ 1,158,000					
Library	\$ 1,752,596	\$ 1,668,400	\$ 1,668,400	\$ 1,367,752	\$ 1,630,500					
Grants	\$ 485,280	\$ 558,700	\$ 558,700	\$ 494,572	\$ 558,800					
Parks & Recreation	\$ 8,283,141	\$ 7,397,000	\$ 7,397,000	\$ 6,894,497	\$ 8,542,400					
Office of Strategic Excellence	\$ 377,453	\$ 465,900	\$ 465,900	\$ 456,323	\$ 663,200					
Public Safety Communications	\$ 3,084,724	\$ 3,258,000	\$ 3,258,000	\$ 2,820,991	\$ 3,613,600					
Human Resources	\$ 961,637	\$ 936,900	\$ 936,900	\$ 952,408	\$ 2,036,100					
Development Services	\$ 678,674	\$ 960,600	\$ 960,600	\$ 722,429	\$ 836,500					
Engineering	\$ 940,927	\$ 1,143,200	\$ 1,143,200	\$ 975,317	\$ 2,072,800					
Public Health Department	\$ 654,275	\$ 882,300	\$ 882,300	\$ 864,339	\$ 1,458,400					
Special Events Department	\$ 3,782	\$ 1,695,600	\$ 1,695,600	\$ 1,827,450	\$ 1,935,300					
Food Services	\$ -	\$ -	\$ -	\$ -	\$ 495,200					
Non-Departmental	\$ 9,325,749	\$ 7,613,000	\$ 7,613,000	\$ 11,637,409	\$ 9,112,100					
Transfers Out	\$ 5,732,201	\$ 10,820,800	\$ 10,820,800	\$ 9,516,971	\$ 707,500					
Total Expenditures	\$ 78,308,183	\$ 83,703,900	\$ 83,703,900	\$ 78,773,017	\$ 84,989,681					
Net Revenues Over/(Under) Expenditures	\$ 1,357,554	\$ -	\$ -	\$ -	\$ -					

**CITY OF PHARR, TX
GENERAL FUND
SUMMARY OF EXPENDITURES**

Description	FY 23-24				FY 24-25				FY 25-26			
	Actual				Original	Amended	Projected	Proposed				
EXPENDITURES												
City Manager's Office	\$	2,559,295	\$	2,620,100	\$	2,620,100	\$	2,376,309	\$	2,054,281		
City Clerk's Office	\$	-	\$	-	\$	-	\$	-	\$	714,200		
Finance Department	\$	1,036,567	\$	1,175,900	\$	1,175,900	\$	1,141,035	\$	2,029,900		
Police Department	\$	17,339,681	\$	16,698,400	\$	16,698,400	\$	15,251,424	\$	20,498,700		
Purchasing Department	\$	442,081	\$	440,200	\$	440,200	\$	359,631	\$	506,600		
Municipal Court	\$	608,680	\$	675,800	\$	675,800	\$	519,988	\$	772,600		
Fire Department	\$	12,374,388	\$	14,277,100	\$	14,277,100	\$	11,416,797	\$	13,571,000		
Building & Code Compliance	\$	1,421,381	\$	1,560,800	\$	1,560,800	\$	1,325,962	\$	1,704,500		
Public Works	\$	6,106,935	\$	4,806,900	\$	4,806,900	\$	4,171,237	\$	5,349,700		
Information Technology	\$	3,325,186	\$	3,056,800	\$	3,056,800	\$	2,836,910	\$	2,967,800		
Office of City Communications	\$	813,550	\$	991,500	\$	991,500	\$	841,267	\$	1,158,000		
Library	\$	1,752,596	\$	1,668,400	\$	1,668,400	\$	1,367,752	\$	1,630,500		
Grants	\$	485,280	\$	558,700	\$	558,700	\$	494,572	\$	558,800		
Parks & Recreation	\$	8,283,141	\$	7,397,000	\$	7,397,000	\$	6,894,497	\$	8,542,400		
Office of Strategic Excellence	\$	377,453	\$	465,900	\$	465,900	\$	456,323	\$	663,200		
Public Safety Communications	\$	3,084,724	\$	3,258,000	\$	3,258,000	\$	2,820,991	\$	3,613,600		
Human Resources	\$	961,637	\$	936,900	\$	936,900	\$	952,408	\$	2,036,100		
Development Services	\$	678,674	\$	960,600	\$	960,600	\$	722,429	\$	836,500		
Engineering	\$	940,927	\$	1,143,200	\$	1,143,200	\$	975,317	\$	2,072,800		
Public Health Department	\$	654,275	\$	882,300	\$	882,300	\$	864,339	\$	1,458,400		
Special Events Department	\$	3,782	\$	1,695,600	\$	1,695,600	\$	1,827,450	\$	1,935,300		
Food Services	\$	-	\$	-	\$	-	\$	-	\$	495,200		
Non-Departmental	\$	9,325,749	\$	7,613,000	\$	7,613,000	\$	11,637,409	\$	9,112,100		
Transfers Out	\$	5,732,201	\$	10,820,800	\$	10,820,800	\$	9,516,971	\$	707,500		
Total Expenditures	\$	78,308,183	\$	83,703,900	\$	83,703,900	\$	78,773,017	\$	84,989,681		
Net Revenues Over/(Under) Expenditures	\$	1,357,554	\$	-	\$	-	\$	-	\$	-		

Expense Category	FY 23-24				FY 24-25				FY 25-26			
	Actual				Original	Amended	Projected	Proposed				
Personnel Services	\$	45,298,884	\$	47,193,600	\$	47,191,100	\$	42,676,866	\$	53,405,100		
Supplies	\$	2,556,724	\$	1,922,000	\$	1,918,800	\$	1,340,342	\$	1,903,581		
Maintenance	\$	1,812,584	\$	1,684,200	\$	1,715,000	\$	1,627,102	\$	1,175,100		
Technology	\$	77,641	\$	158,000	\$	158,000	\$	93,855	\$	1,644,800		
Rentals	\$	2,138,090	\$	1,870,200	\$	1,870,200	\$	2,504,214	\$	2,691,000		
Other Services	\$	6,135,484	\$	7,856,100	\$	7,765,000	\$	5,840,448	\$	8,323,700		
Vehicle Maintenance	\$	1,880,693	\$	1,732,900	\$	1,589,900	\$	1,815,215	\$	1,850,800		
Debt Service	\$	1,073,876	\$	1,050,400	\$	1,050,400	\$	1,024,095	\$	661,600		
Capital Outlay	\$	2,390,149	\$	1,887,700	\$	2,096,700	\$	1,910,444	\$	3,564,900		
Misc.	\$	9,211,857	\$	7,528,000	\$	7,528,000	\$	10,421,464	\$	9,061,600		
Transfers Out	\$	5,732,201	\$	10,820,800	\$	10,820,800	\$	9,516,971	\$	707,500		
Total Expenditures	\$	78,308,183	\$	83,703,900	\$	83,703,900	\$	78,773,017	\$	84,989,681		

Expense Category	FY 23-24				FY 24-25				FY 25-26			
	Actual				Original	Amended	Projected	Proposed				
General Government	\$	22,976,460	\$	22,199,400	\$	22,199,400	\$	24,641,560	\$	27,187,381		
Public Safety	\$	32,798,793	\$	34,233,500	\$	34,233,500	\$	29,489,212	\$	37,683,300		
Highways & Streets	\$	6,106,935	\$	4,806,900	\$	4,806,900	\$	4,171,237	\$	5,349,700		
Health & Welfare	\$	654,275	\$	882,300	\$	882,300	\$	864,339	\$	1,458,400		
Culture & Recreation	\$	10,039,520	\$	10,761,000	\$	10,761,000	\$	10,089,698	\$	12,603,400		
Transfers Out	\$	5,732,201	\$	10,820,800	\$	10,820,800	\$	9,516,971	\$	707,500		
Total Expenditures	\$	78,308,183	\$	83,703,900	\$	83,703,900	\$	78,773,017	\$	84,989,681		

Special Revenue Funds

Special Revenue Funds are used to account for specific revenues that are legally or self restricted to expenditure for particular purposes.

Community Development Fund: This fund accounts for grant revenues that meet the program objectives set forth by the U.S. Department of Housing & Urban Development in providing affordable housing, a suitable and viable living environment and expanding economic opportunities.

Grants Fund: This fund accounts for general grant revenues awarded to the City. Three main departments utilize this fund: Police, Fire and Parks, Recreation, and TeamPharr.Net.

COVID Relief Fund: This fund accounts for grant revenues awarded to the City from the American Rescue Plan Act. The main departments that utilize these funds are EMS and TeamPharr.Net

Hotel/Motel Fund: This fund accounts for revenue from a seven percent tax levied upon the cost of City hotel and motel rooms with a daily rate over \$2. According to state civil statutes, this tax revenue can be used to promote tourism, maintain and repair convention facilities, promote the arts and humanities, or any other purpose directly related to these activities.

Parkland Dedication Fund: This fund accounts for revenue from a seven percent tax levied upon the cost of City hotel and motel rooms with a daily rate over \$2. According to state civil statutes, this tax revenue can be used to promote tourism, maintain and repair convention facilities, promote the arts and humanities, or any other purpose directly related to these activities.

Asset Sharing (Seized Assets): This fund accounts for forfeitures awarded to the City by the federal and state courts and drug enforcement agencies. Revenues are restricted for police supplies and only to be used if general funding is not available.

Paving & Drainage: This fund accounts for fees added to utility bills and is restricted for the purpose of street improvements.

CITY OF PHARR, TX
COMMUNITY DEVELOPMENT BLOCK GRANT FUND
SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24		FY 24-25		FY 24-25		FY 24-25		FY 25-26	
	Actual	Original	Amended	Projected	Proposed					
<u>REVENUES</u>										
Grants - CDBG - Current Year	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	1,201,828
Grants - Other CDBG Programs	\$ 1,159,816	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400				\$ 1,257,400	\$ -
Total Revenues	\$ 1,159,816	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400				\$ 1,257,400	\$ 1,201,828
<u>EXPENDITURES</u>										
Personnel Services	\$ 163,640	\$ 200,500	\$ 200,500	\$ 200,500	\$ 200,500				\$ 200,500	\$ 211,600
Supplies	\$ 6,843	\$ 12,600	\$ 10,600	\$ 10,600	\$ 10,600				\$ 10,600	\$ 11,100
Maintenance	\$ -	\$ 500	\$ 500	\$ 500	\$ 500				\$ 500	\$ 1,500
Rentals	\$ 3,788	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				\$ 5,000	\$ 4,400
Other Services	\$ 34,839	\$ 21,100	\$ 23,100	\$ 23,100	\$ 23,100				\$ 23,100	\$ 11,666
Debt Service	\$ 378,662	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000				\$ 375,000	\$ 361,400
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Misc	\$ 370,022	\$ 642,700	\$ 642,700	\$ 642,700	\$ 642,700				\$ 642,700	\$ 956,562
Total Expenditures	\$ 957,795	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400				\$ 1,257,400	\$ 1,558,228
Net Revenues Over/(Under) Expenditures	\$ 202,021	\$ -	\$ -	\$ -	\$ (356,400)				\$ -	\$ (356,400)
<u>EXPENDITURES BY TYPE</u>										
General Government	\$ 957,795	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400				\$ 1,257,400	\$ 1,558,228
Culture & Recreation	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Highways & Streets	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Total Expenditures	\$ 957,795	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400	\$ 1,257,400				\$ 1,257,400	\$ 1,558,228
Net Revenues Over/(Under) Expenditures	\$ 202,021	\$ -	\$ -	\$ -	\$ (356,400)				\$ -	\$ (356,400)

*Proceeds remaining from the prior year's program revenue will be used to cover additional expenses.

CITY OF PHARR, TX

GRANTS

SUMMARY OF REVENUES & EXPENDITURES

FY 23-24

Actual

FY 24-25

Original

FY 24-25

Amended

FY 24-25

Projected

FY 25-26

Proposed

Description

REVENUES

General	\$ 7,737	\$ 5,100	\$ 5,100	\$ 124,693	\$ 10,526,493
Police	\$ 1,481,218	\$ 1,159,500	\$ 1,159,500	\$ 1,050,531	\$ 3,145,418
Fire	\$ 588,855	\$ 564,200	\$ 564,200	\$ 97,327	\$ 1,212,236
EMS	\$ -	\$ -	\$ -	\$ 104,686	\$ 140,000
Fiber	\$ 951,754	\$ -	\$ -	\$ 441,502	\$ 1,219,000
Total Revenues	\$ 3,029,564	\$ 1,728,800	\$ 1,728,800	\$ 1,818,739	\$ 16,243,147

EXPENDITURES BY FUNCTION

Public Safety:

Police	\$ 1,481,218	\$ 1,159,500	\$ 1,159,500	\$ 1,050,531	\$ 2,845,418
Fire	\$ 588,855	\$ 564,200	\$ 564,200	\$ 114,999	\$ 1,212,236
EMS	\$ -	\$ -	\$ -	\$ 70,453	\$ 140,000
Subtotal	\$ 2,070,073	\$ 1,723,700	\$ 1,723,700	\$ 1,235,983	\$ 4,197,654

General:

General	\$ 959,491	\$ 5,100	\$ 5,100	\$ 582,755	\$ 12,045,493
Subtotal	\$ 959,491	\$ 5,100	\$ 5,100	\$ 582,755	\$ 12,045,493

Total Expenditures

Total Expenditures	\$ 3,029,564	\$ 1,728,800	\$ 1,728,800	\$ 1,818,739	\$ 16,243,147
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Net Revenues Over/(Under) Expenditures

Net Revenues Over/(Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
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EXPENDITURES BY ACTIVITY

Personnel	\$ 2,123,185	\$ 1,584,300	\$ 1,584,300	\$ 1,510,571	\$ 7,409,547
Supplies	\$ 223,855	\$ -	\$ -	\$ 71,567	\$ 2,668,800
Maintenance	\$ 536,977	\$ -	\$ -	\$ 3,209	\$ -
Equipment Rental	\$ 7,992	\$ 4,400	\$ 4,400	\$ 5,569	\$ -
Contractual Services	\$ 13,824	\$ 5,100	\$ 5,100	\$ 63,723	\$ 4,467,349
Vehicle Maintenance	\$ 8,095	\$ 8,800	\$ 8,800	\$ -	\$ -
Capital Outlay	\$ 115,638	\$ 126,200	\$ 126,200	\$ 164,100	\$ 1,697,450
Total Expenditures	\$ 3,029,564	\$ 1,728,800	\$ 1,728,800	\$ 1,818,739	\$ 16,243,147

Net Revenues Over/(Under) Expenditures

Net Revenues Over/(Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF PHARR, TX
COVID RELIEF FUND
SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24		FY 24-25		FY 24-25		FY 24-25		FY 25-26	
	Actual	Original	Amended	Projected	Proposed					
REVENUES										
Interest		\$ 204,636.78	\$ -	\$ -	\$ 102,753.27	\$ -	\$ 102,753.27	\$ -	\$ 40,000.00	\$ -
ARPA Local Relief Federal Grant		\$ 2,069,132.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825,880.00	\$ -
Total Revenues		\$ 2,273,768.96	\$ -	\$ -	\$ 102,753.27	\$ -	\$ 102,753.27	\$ -	\$ 865,880.00	\$ -
EXPENDITURES										
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Services	\$ 843,036.89	\$ -	\$ -	\$ -	\$ 705,419.21	\$ -	\$ 705,419.21	\$ -	\$ -	\$ -
Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 6,322,794.31	\$ -	\$ -	\$ -	\$ 3,758,972.67	\$ -	\$ 3,758,972.67	\$ -	\$ -	\$ -
Misc										
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ 1,212,500.04	\$ -	\$ 1,212,500.04	\$ -	\$ 825,880.00	\$ -
Total Expenditures		\$ 7,165,831.20	\$ -	\$ -	\$ 5,676,891.93	\$ -	\$ 5,676,891.93	\$ -	\$ 825,880.00	\$ -
Net Revenues Over/(Under) Expenditures		\$ (4,892,062.24)	\$ -	\$ -	\$ (5,574,138.65)	\$ -	\$ (5,574,138.65)	\$ -	\$ 40,000.00	\$ -

CITY OF PHARR, TX

HOTEL/MOTEL

SUMMARY OF REVENUES & EXPENDITURES

FY 23-24

Actual

FY 24-25

Original

FY 24-25

Amended

FY 24-25

Projected

FY 25-26

Proposed

Description

REVENUES

Hotel/Motel Tax	\$	946,399	\$	982,400	\$	982,400	\$	343,065	\$	372,000
Miscellaneous Income	\$	10,801	\$	11,200	\$	11,200	\$	4,035	\$	4,000
Total Revenues	\$	957,201	\$	993,600	\$	993,600	\$	347,100	\$	376,000

EXPENDITURES

General Government:

Other Services	\$	-	\$	-	\$	-	\$	-	\$	-
Subtotal	\$	-	\$	-	\$	-	\$	-	\$	-

Culture & Recreation:

Transfer Out-General Fund	\$	300,000	\$	858,900	\$	858,900	\$	212,400	\$	308,000
Transfer Out-Chamber	\$	68,400	\$	68,400	\$	68,400	\$	68,400	\$	68,000
Transfer Out-Tax Notes	\$	231,600	\$	66,300	\$	66,300	\$	66,300		
Subtotal	\$	600,000	\$	993,600	\$	993,600	\$	347,100	\$	376,000

Total Expenditures

	\$	600,000	\$	993,600	\$	993,600	\$	347,100	\$	376,000
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Net Revenues Over/(Under) Expenditures

	\$	357,201	\$	-	\$	-	\$	-	\$	-
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CITY OF PHARR, TX						
PARKLAND DEDICATION FEE FUND						
SUMMARY OF REVENUES & EXPENDITURES						
Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed	
REVENUES						
Parkland Dedication Fees	\$ 105,694	\$ 136,400	\$ 136,400	\$ 36,923	\$ 40,000	
Interest	\$ 1,893	\$ 1,900	\$ 1,900	\$ 573	\$ 1,000	
Total Revenues	\$ 107,587	\$ 138,300	\$ 138,300	\$ 37,496	\$ 41,000	
EXPENDITURES						
Culture & Recreation:						
Transfers Out	\$ -	\$ 138,300	\$ 138,300	\$ 37,496	\$ 41,000	
Total Expenditures	\$ -	\$ 138,300	\$ 138,300	\$ 37,496	\$ 41,000	
Net Revenues Over/(Under) Expenditures	\$ 107,587	\$ -	\$ -	\$ -	\$ -	

CITY OF PHARR, TX
ASSET SHARING FUND
SUMMARY OF REVENUES & EXPENDITURES

Description		FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
REVENUES						
	Intergovernmental	\$ 1,021,159	\$ 464,600	\$ 464,600	\$ 337,720	\$ 819,300
	Interest	\$ 13,449	\$ 12,800	\$ 12,800	\$ 25,175	\$ 21,000
	Total Revenues	\$ 1,034,608	\$ 477,400	\$ 477,400	\$ 362,895	\$ 840,300
EXPENDITURES						
Public Safety:						
	Personnel Services	\$ 747	\$ 800	\$ 800	\$ -	\$ -
	Supplies	\$ 259,619	\$ 175,800	\$ 257,800	\$ 329,976	\$ -
	Maintenance	\$ 1,705	\$ -	\$ -	\$ -	\$ -
	Other Services	\$ 275,705	\$ 300,800	\$ 218,800	\$ 123,723	\$ 370,500
	Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Outlay	\$ (115,638)	\$ -	\$ -	\$ 94,186	\$ 140,000
	Total Expenditures	\$ 422,138	\$ 477,400	\$ 477,400	\$ 547,884	\$ 510,500
Net Revenues Over/(Under) Expenditures						
		\$ 612,470	\$ -	\$ -	\$ (184,989)	\$ 329,800

*Difference in the current year will be covered by available resources.

CITY OF PHARR, TX
PAVING & DRAINAGE FUND
SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
REVENUES					
Paving & Drainage Fee	\$ 1,160,140	\$ 1,082,100	\$ 1,082,100	\$ 1,055,785	\$ 1,250,100
Interest Income	\$ 14,972	\$ -	\$ -	\$ 6,570	\$ 7,400
Total Revenues	\$ 1,175,112	\$ 1,082,100	\$ 1,082,100	\$ 1,062,355	\$ 1,257,500
EXPENDITURES					
Highways & Streets:					
Other Expense	\$ 51,331	\$ -	\$ -	\$ -	\$ 50,000
Transfers Out	\$ 1,045,500	\$ 1,082,100	\$ 1,082,100	\$ 1,062,355	\$ 1,207,500
Total Expenditures	\$ 1,096,831	\$ 1,082,100	\$ 1,082,100	\$ 1,062,355	\$ 1,257,500
Net Revenues Over/(Under) Expenditures	\$ 78,281	\$ -	\$ -	\$ -	\$ -



Capital Project Funds



Capital Project Funds are used to account for major capital acquisition and construction activities so as to not distort ongoing operating activities of other funds.

General Capital Projects Fund: is used to account for projects planned as part of the City's General Capital Improvement program.

Bridge Capital Projects Fund: is used to account for projects planned as part of the City's International Bridge Capital Improvement program.

Utility Capital Projects Fund: is used to account for projects planned as part of the City's Utility Fund Capital Improvement program.

CITY OF PHARR, TX						
GENERAL CAPITAL IMPROVEMENT PROJECTS FUND						
SUMMARY OF REVENUES & EXPENDITURES						
Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed	
REVENUES						
Grant Funds	\$	-	\$	17,226,200	\$	-
Other Financing Source	\$	-	\$	-	\$	98,140
Total Revenues	\$	-	\$	17,226,200	\$	98,140
EXPENDITURES						
Parks	\$	-	\$	-	\$	-
Street Projects	\$	1,191,580	\$	11,203,000	\$	1,255,891
Infrastructure	\$	4,975,760	\$	10,297,000	\$	1,587,198
Other	\$	58,178	\$	-	\$	3,800
Total Expenditures	\$	6,225,518	\$	21,500,000	\$	2,846,889
Net Revenues Over/(Under) Expenditures	\$	(6,225,518)	\$	(4,273,800)	\$	(2,748,749)
* Debt proceeds will be used to finance projects in future fiscal years. Current year will be covered by available resources.						
						33,210,900

**CITY OF PHARR, TX
BRIDGE CAPITAL IMPROVEMENT PROJECTS FUND
SUMMARY OF REVENUES & EXPENDITURES**

Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
<u>REVENUES</u>					
Grant Funds	\$ -	\$ 20,000,000	\$ 20,000,000	\$ -	\$ 10,704,400
Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ 26,000,000
Total Revenues	\$ -	\$ 20,000,000	\$ 20,000,000	\$ -	\$ 36,704,400
<u>EXPENDITURES</u>					
Capital Projects	\$ -	\$ 63,565,000	\$ 63,565,000	\$ 26,699,172	\$ 67,353,200
	\$ -	\$ 63,565,000	\$ 63,565,000	\$ 26,699,172	\$ 67,353,200
Net Revenues Over/(Under) Expenditures	\$ -	\$ (43,565,000)	\$ (43,565,000)	\$ (26,699,172)	\$ (30,648,800)
*Cash available from the Series 2021 COs and the Series 2021 Revenue Bonds.					

CITY OF PHARR, TX					
UTILITY CAPITAL IMPROVEMENT PROJECTS FUND					
SUMMARY OF REVENUES & EXPENDITURES					
Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
<u>REVENUES</u>					
Grant Funds					
Other Financing Source	\$ -	\$ -	\$ -	\$ -	\$ 9,626,700
Transfers In	\$ -	\$ 905,500	\$ 905,500	\$ 905,500	\$ 1,545,700
Total Revenues	\$ -	\$ 905,500	\$ 905,500	\$ 905,500	\$ 11,172,400
<u>EXPENDITURES</u>					
Capital Projects	\$ -	\$ 18,755,000	\$ 18,755,000	\$ 3,081,468	\$ 11,172,400
Total Expenditures	\$ -	\$ 18,755,000	\$ 18,755,000	\$ 3,081,468	\$ 11,172,400
Net Revenues Over/(Under) Expenditures	\$ -	\$ (17,849,500)	\$ (17,849,500)	\$ (2,175,968)	\$ -
* Debt Proceeds and Cash on Hand used to finance projects in Fiscal Year 2024-2025.					



Debt Service Fund



Debt Service Funds as used to account for the accumulation of resources and payment of general long-term debt for the City.

Debt Service: This fund accounts for the accumulation of resources from property taxes interest and sinking portion for the payment of General and Certificates of Obligations.

CITY OF PHARR, TX
DEBT SERVICE
SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
REVENUES					
Property Tax (Current & Delinquent)	\$ 9,135,898	\$ 8,740,000	\$ 8,740,000	\$ 8,292,275	\$ 8,423,600
Property Tax Penalty & Interest	\$ 154,734	\$ 137,000	\$ 137,000	\$ 126,468	\$ 130,000
Interest	\$ 262,449	\$ 239,600	\$ 239,600	\$ 121,218	\$ 144,000
Transfer In	\$ 2,120,600	\$ 326,000	\$ 326,000	\$ -	\$ -
Total Revenues	\$ 11,673,681	\$ 9,442,600	\$ 9,442,600	\$ 8,539,961	\$ 8,697,600
EXPENDITURES					
Principal	\$ 5,547,373	\$ 6,578,200	\$ 6,578,200	\$ 4,833,700	\$ 5,640,000
Interest	\$ 3,055,856	\$ 2,864,400	\$ 2,864,400	\$ 2,871,461	\$ 2,638,100
Transfer Out	\$ 3,692,601	\$ -	\$ -	\$ -	\$ 419,500
Total Expenditures	\$ 12,295,830	\$ 9,442,600	\$ 9,442,600	\$ 7,705,161	\$ 8,697,600
Net Revenues Over/(Under) Expenditures	\$ (622,149)	\$ -	\$ -	\$ 834,800	\$ -



PROPRIETARY FUNDS



COMPONENT UNITS



Enterprise Funds



Enterprise Funds are used to report any activity for which a fee is charged to external users of goods and services.

Utility Fund: is used to account for the City's water and sewer/wastewater system operations.

EMS: is used to account for the City's Ambulance Services.

FIBER: is used to account for the City's Wi-Fi Services.

Bridge Fund: is used to account for the City's International Bridge operations. The Bridge enables traffic (mainly commercial) to flow to and from Mexico.

Golf Course Fund: is used to account for the City's Tierra del Sol Golf Course operations.

CITY OF PHARR, TX

UTILITY FUND

SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24				FY 24-25		FY 24-25		FY 25-26	
	Actual	FY 24-25 Original	Amended	Projected	Proposed					
REVENUES										
Water	\$ 9,550,385	\$ 9,921,400	\$ 9,921,400	\$ 9,731,574	\$ 12,015,300					
Sewer	\$ 7,239,085	\$ 7,437,400	\$ 7,437,400	\$ 7,288,213	\$ 8,956,700					
Other Revenues	\$ 258,104	\$ 215,800	\$ 215,800	\$ 250,835	\$ 292,100					
Lease Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -					
Interest	\$ 156,217	\$ 133,100	\$ 133,100	\$ 143,806	\$ 133,000					
Total Revenues	\$ 17,203,792	\$ 17,707,700	\$ 17,707,700	\$ 17,414,427	\$ 21,397,100					
EXPENDITURES										
Personnel Services	\$ 4,090,549	\$ 4,900,600	\$ 4,900,600	\$ 4,002,764	\$ 4,816,700					
Supplies	\$ 2,703,456	\$ 2,655,300	\$ 2,655,300	\$ 2,496,270	\$ 2,857,300					
Maintenance	\$ 1,285,498	\$ 783,000	\$ 783,000	\$ 1,014,438	\$ 967,300					
Technology	\$ -	\$ -	\$ -	\$ -	\$ 190,100					
Rentals	\$ 72,635	\$ 60,700	\$ 60,700	\$ 80,188	\$ 60,700					
Other Services	\$ 1,932,942	\$ 1,669,200	\$ 1,669,200	\$ 1,601,077	\$ 1,514,200					
Vehicle Maintenance	\$ 299,252	\$ 158,900	\$ 158,900	\$ 237,511	\$ 249,500					
Long Term Debt Service	\$ 1,166,052	\$ 4,718,200	\$ 4,718,200	\$ 4,998,386	\$ 4,999,400					
Debt Service	\$ 50,607	\$ 490,200	\$ 490,200	\$ 537,611	\$ 490,200					
Capital Outlay	\$ 273,221	\$ 166,000	\$ 413,466	\$ 427,891	\$ 735,300					
Non-Departmental	\$ 2,028,303	\$ 506,100	\$ 506,100	\$ 400,366	\$ 441,100					
Transfers Out - Utility CIP	\$ -	\$ 905,500	\$ 658,034	\$ 905,500	\$ 1,545,700					
Transfers Out - GF	\$ -	\$ 694,000	\$ 694,000	\$ 694,000	\$ 2,529,600					
Total Expenditures	\$ 13,902,514	\$ 17,707,700	\$ 17,707,700	\$ 17,396,002	\$ 21,397,100					
Net Revenues Over/(Under) Expenditures	\$ 3,301,278	\$ -	\$ -	\$ 18,426	\$ -					
EXPENDITURES BY TYPE										
Administration	\$ 1,398,662	\$ 1,386,200	\$ 1,386,200	\$ 1,384,071	\$ 1,582,800					
Water Distribution	\$ 3,049,538	\$ 2,699,900	\$ 2,947,366	\$ 2,936,543	\$ 3,465,100					
Water Treatment Plant	\$ 2,878,937	\$ 3,591,400	\$ 3,101,200	\$ 3,208,435	\$ 3,378,500					
Sewer Collection	\$ 3,330,416	\$ 3,206,400	\$ 3,206,400	\$ 2,868,700	\$ 3,454,900					
Debt Service	\$ 1,166,052	\$ 4,718,200	\$ 4,718,200	\$ 4,998,386	\$ 4,999,400					
Capital Outlay	\$ 50,607	\$ -	\$ 490,200	\$ -	\$ -					
Non-Departmental	\$ 2,028,303	\$ 506,100	\$ 506,100	\$ 400,366	\$ 441,100					
Transfers Out	\$ -	\$ 1,599,500	\$ 1,352,034	\$ 1,599,500	\$ 4,075,300					
Total Expenditures	\$ 13,902,514	\$ 17,707,700	\$ 17,707,700	\$ 17,396,002	\$ 21,397,100					
Net Revenues Over/(Under) Expenditures	\$ 3,301,278	\$ -	\$ -	\$ 18,426	\$ -					

CITY OF PHARR, TX

EMS FUND

SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
REVENUES					
Ground Revenue	\$ 4,983,444	\$ 6,150,700	\$ 6,150,700	\$ 3,298,314	\$ 3,500,000
Transfer Revenue	\$ 825,973	\$ -	\$ -	\$ 1,343,415	\$ 3,300,000
Intergovernmental Revenue	\$ 388,543	\$ 450,000	\$ 450,000	\$ 580,965	\$ 957,200
Other Revenue	\$ 191,474	\$ -	\$ -	\$ 19,157	\$ 1,000
Interest	\$ 1,989	\$ -	\$ -	\$ 2,023	\$ 2,300
Transfers In	\$ 989,700	\$ 404,100	\$ 404,100	\$ 342,491	\$ -
Total Revenues	\$ 7,381,123	\$ 7,004,800	\$ 7,004,800	\$ 5,586,364	\$ 7,760,500
EXPENDITURES					
Personnel Services	\$ 5,050,688	\$ 5,451,200	\$ 5,451,200	\$ 3,937,119	\$ 5,078,300
Supplies	\$ 258,102	\$ 244,200	\$ 244,200	\$ 152,373	\$ 239,300
Maintenance	\$ 16,545	\$ 13,000	\$ 13,000	\$ 12,021	\$ 13,000
Technology	\$ -	\$ -	\$ -	\$ -	\$ 59,700
Rentals	\$ 503,900	\$ 4,000	\$ 4,000	\$ 538,340	\$ 526,600
Other Services	\$ 847,366	\$ 940,800	\$ 940,800	\$ 718,248	\$ 944,400
Vehicle Maintenance	\$ 332,578	\$ 351,600	\$ 351,600	\$ 228,264	\$ 351,100
Capital Outlay	\$ 115,076	\$ -	\$ -	\$ -	\$ 295,000
Misc.	\$ 299,498	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ 253,100
Total Expenditures	\$ 7,423,754	\$ 7,004,800	\$ 7,004,800	\$ 5,586,364	\$ 7,760,500
Net Revenues Over/(Under) Expenditures					
	\$ (42,631)	\$ -	\$ -	\$ -	\$ -

CITY OF PHARR, TX
TEAMPHARR-NET FUND

SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24	FY 24-25	FY 24-25	FY 24-25	FY 25-26
	Actual	Original	Amended	Projected	Proposed
REVENUES					
Fiber Revenue	\$ 1,325,322	\$ 4,229,600	\$ 4,229,600	\$ 2,408,700	\$ 3,754,000
Other Revenue	\$ 1,005,459	\$ 4,363,500	\$ 4,363,500	\$ 4,314,500	\$ 4,309,500
Transfers In	\$ -	\$ 4,265,300	\$ 4,265,300	\$ 808,333	\$ 2,025,880
Total Revenues	\$ 2,330,781	\$ 12,858,400	\$ 12,858,400	\$ 7,531,533	\$ 10,089,380
EXPENDITURES					
Personnel	\$ 958,736	\$ 2,534,000	\$ 2,534,000	\$ 1,376,189	\$ 2,192,800
Supplies	\$ 103,980	\$ 1,340,200	\$ 1,340,200	\$ 1,316,400	\$ 594,400
Maintenance	\$ 533,188	\$ 516,000	\$ 516,000	\$ 516,700	\$ 391,000
Technology	\$ -	\$ -	\$ -	\$ -	\$ 553,200
Rentals	\$ -	\$ 33,600	\$ 33,600	\$ -	\$ 103,600
Other Services	\$ 3,200,585	\$ 5,270,600	\$ 5,270,600	\$ 2,545,500	\$ 2,463,500
Vehicle Maintenance	\$ 14,668	\$ 21,000	\$ 21,000	\$ 26,200	\$ 30,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 64,000
Misc	\$ 37,068	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ 3,696,880
Total Expenditures	\$ 4,848,225	\$ 9,715,400	\$ 9,715,400	\$ 5,780,989	\$ 10,089,380
Net Revenues Over/(Under) Expenditures					
	\$ (2,517,444)	\$ 3,143,000	\$ 3,143,000	\$ 1,750,544	\$ -

CITY OF PHARR, TX

PHARR INTERNATIONAL BRIDGE FUND

SUMMARY OF REVENUES & EXPENDITURES

FY 23-24

FY 24-25

FY 24-25

FY 24-25

FY 25-26

Description

Actual

Original

Amended

Projected

Proposed

REVENUES

Toll Fees	\$ 19,715,147	\$ 20,532,700	\$ 20,532,700	\$ 20,771,934	\$ 21,815,700
Other	\$ 541,708	\$ 545,100	\$ 545,100	\$ 738,396	\$ 1,043,300
Interest	\$ 2,959,710	\$ 1,100,000	\$ 1,100,000	\$ 1,014,750	\$ 1,120,100
Sponsorships	\$ 69,500	\$ -	\$ -	\$ 47,780	\$ 45,000
Total Revenues	\$ 23,286,065	\$ 22,177,800	\$ 22,177,800	\$ 22,572,860	\$ 24,024,100

EXPENDITURES

Personnel Services	\$ 1,373,815	\$ 1,607,800	\$ 1,607,800	\$ 1,357,512	\$ 1,820,200
Supplies	\$ 228,313	\$ 269,400	\$ 269,400	\$ 110,080	\$ 139,300
Maintenance	\$ 312,786	\$ 295,000	\$ 295,000	\$ 203,399	\$ 300,900
Technology	\$ -	\$ -	\$ -	\$ -	\$ 1,038,000
Rentals	\$ 21,330	\$ 42,300	\$ 42,300	\$ 20,589	\$ 43,300
Other Services	\$ 993,138	\$ 1,057,700	\$ 1,037,700	\$ 895,221	\$ 5,207,300
Vehicle Maintenance	\$ 4,058	\$ 4,800	\$ 4,800	\$ 2,035	\$ 5,100
Debt Service	\$ 4,081,982	\$ 4,618,300	\$ 4,618,300	\$ 4,887,603	\$ 4,622,200
Capital Outlay	\$ 132,319	\$ -	\$ -	\$ -	\$ 20,000
Other Expenses	\$ 611,484	\$ 186,000	\$ 206,000	\$ 260,208	\$ 189,800
Transfers Out	\$ 10,973,200	\$ 14,096,500	\$ 14,096,500	\$ 14,096,500	\$ 10,638,000
Total Expenditures	\$ 18,732,424	\$ 22,177,800	\$ 22,177,800	\$ 21,833,147	\$ 24,024,100

Net Revenues Over/(Under) Expenditures

\$ 4,553,641 \$ - \$ - \$ 739,713 \$ -

**CITY OF PHARR, TX
GOLF FUND**

SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24		FY 24-25		FY 24-25		FY 25-26	
	Actual	Original	Amended	Projected	Proposed			
<u>REVENUES</u>								
Green & Member Fees	\$ 489,978	\$ 547,300	\$ 547,300	\$ 465,774	\$ 531,900			
Cart Rental	\$ 215,622	\$ 231,600	\$ 231,600	\$ 213,061	\$ 238,900			
Food & Beverage	\$ 65,715	\$ 75,400	\$ 75,400	\$ 68,725	\$ 77,400			
Other	\$ 191,524	\$ 214,800	\$ 214,800	\$ 199,362	\$ 225,400			
Interest	\$ 1,428	\$ 1,700	\$ 1,700	\$ 856	\$ 900			
Transfers In	\$ 452,154	\$ 494,800	\$ 494,800	\$ 494,800	\$ 491,700			
Total Revenues	\$ 1,416,422	\$ 1,565,600	\$ 1,565,600	\$ 1,442,578	\$ 1,566,200			
<u>EXPENDITURES</u>								
Personnel	\$ 786,043	\$ 863,600	\$ 868,600	\$ 683,172	\$ 977,600			
Supplies	\$ 186,627	\$ 156,100	\$ 196,100	\$ 196,886	\$ 192,300			
Maintenance	\$ 89,684	\$ 74,200	\$ 68,500	\$ 59,386	\$ 66,000			
Technology	\$ -	\$ -	\$ 71,900	\$ -	\$ 900			
Rentals	\$ 86,447	\$ 71,900	\$ 99,500	\$ 114,426	\$ 4,200			
Other Services	\$ 113,993	\$ 94,500	\$ 15,100	\$ 72,595	\$ 232,000			
Vehicle Maintenance	\$ 15,138	\$ 14,400	\$ 46,800	\$ 15,989	\$ 14,400			
Debt Service	\$ 2,522	\$ 46,800	\$ 219,100	\$ 31,647	\$ 46,800			
Capital Outlay	\$ -	\$ 244,100	\$ -	\$ 174,678	\$ 32,000			
Total Expenditures	\$ 1,280,454	\$ 1,565,600	\$ 1,585,600	\$ 1,348,778	\$ 1,566,200			
Net Revenues Over/(Under) Expenditures								
	\$ 135,968	\$ -	\$ (20,000)	\$ 93,800	\$ -			



Internal Service Fund



Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments within the City on a cost-reimbursement basis.

City Garage Fund: This fund is used to account for fleet maintenance and maintains an inventory of parts for the City-owned vehicles.

Health Insurance Claims Fund: This fund is used to account for fleet maintenance and maintains an inventory of parts for the City-owned vehicles.

CITY OF PHARR, TX
CITY GARAGE FUND

SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24		FY 24-25		FY 24-25		FY 24-25		FY 25-26	
	Actual		Original	Amended	Projected		Projected		Proposed	
<u>REVENUES</u>										
General Fund	\$	819,157	\$	708,800	\$	708,800	\$	633,320	\$	944,100
Utility Fund	\$	137,704	\$	47,600	\$	47,600	\$	103,130	\$	59,000
Bridge Fund	\$	910	\$	2,300	\$	2,300	\$	-	\$	1,100
Golf Fund	\$	85	\$	14,300	\$	14,300	\$	-	\$	14,300
CDBG	\$	8	\$	-	\$	-	\$	-	\$	-
PEDC	\$	18,410	\$	700	\$	700	\$	106	\$	200
EMS	\$	124,388	\$	196,100	\$	196,100	\$	45,053	\$	191,600
TeamPharr.Net	\$	-	\$	6,000	\$	6,000	\$	1,423	\$	6,000
Grants	\$	-	\$	-	\$	-	\$	-	\$	700
Chamber	\$	-	\$	-	\$	-	\$	48	\$	500
Transfers In	\$	-	\$	-	\$	-	\$	70,788	\$	-
Total Revenues	\$	1,100,664	\$	975,800	\$	975,800	\$	853,867	\$	1,217,500
<u>EXPENDITURES</u>										
Personnel	\$	230,645	\$	246,400	\$	246,400	\$	199,125	\$	299,500
Technology	\$	-	\$	-	\$	-	\$	-	\$	3,500
Other Services	\$	19,496	\$	6,000	\$	6,000	\$	3,426	\$	231,700
Vehicle Maintenance	\$	757,747	\$	723,400	\$	723,400	\$	651,317	\$	682,800
Total Expenditures	\$	1,007,889	\$	975,800	\$	975,800	\$	853,867	\$	1,217,500
Net Revenues Over/(Under) Expenditures										
	\$	92,775	\$	-	\$	-	\$	-	\$	-

CITY OF PHARR, TX
HEALTH INSURANCE CLAIM FUND
SUMMARY OF REVENUES & EXPENDITURES

Description		FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
REVENUES						
City Contribution:						
	General Fund	\$ 3,760,953.77	\$ 4,304,400.00	\$ 4,304,400.00	\$ 1,266,454.38	\$ 4,059,900.00
	Utility Fund	\$ 400,933.05	\$ 642,200.00	\$ 642,200.00	\$ 129,250.39	\$ 642,200.00
	Bridge Fund	\$ 134,974.27	\$ 184,500.00	\$ 184,500.00	\$ 74,171.54	\$ 199,300.00
	Golf Fund	\$ 86,746.63	\$ 118,100.00	\$ 118,100.00	\$ 38,612.81	\$ 125,500.00
	CDBG Fund	\$ 13,556.94	\$ 22,100.00	\$ 22,100.00	\$ 6,096.52	\$ 22,200.00
	Garage Fund	\$ 19,412.91	\$ 18,500.00	\$ 18,500.00	\$ 9,144.79	\$ 44,300.00
	EMS Fund	\$ 349,562.39	\$ 538,800.00	\$ 538,800.00	\$ 152,413.12	\$ 524,000.00
	TeamPharr.net Fund	\$ 8,159.02	\$ 256,500.00	\$ 256,500.00	\$ 467.90	\$ 273,100.00
		\$ 4,774,298.98	\$ 6,085,100.00	\$ 6,085,100.00	\$ 1,676,611.46	\$ 5,890,500.00
Component Units Contributions:						
	Greater Pharr Chamber of Commerce	\$ 19,870.96	\$ 22,200.00	\$ 22,200.00	\$ 9,144.79	\$ 29,600.00
	PEDC	\$ 35,914.84	\$ 68,000.00	\$ 68,000.00	\$ 18,289.57	\$ 59,100.00
		\$ 55,785.80	\$ 90,200.00	\$ 90,200.00	\$ 27,434.36	\$ 88,700.00
Employee Contribution:						
	Employee Deductions	\$ 1,555,393.28	\$ 900,000.00	\$ 900,000.00	\$ 3,977,086.16	\$ 900,000.00
		\$ 1,555,393.28	\$ 900,000.00	\$ 900,000.00	\$ 3,977,086.16	\$ 900,000.00
Transfer In						
	General Fund	\$ 362.38	\$ -	\$ -	\$ -	\$ -
		\$ 362.38	\$ -	\$ -	\$ -	\$ -
	Total Revenues	\$ 6,385,840.44	\$ 7,075,300.00	\$ 7,075,300.00	\$ 5,681,131.99	\$ 6,879,200.00
EXPENDITURES						
	Administrative Cost	\$ 715,819.49	\$ 1,547,800.00	\$ 1,547,800.00	\$ 1,110,080.02	\$ 5,979,200.00
	Medical Claims	\$ 4,268,155.54	\$ 3,567,500.00	\$ 3,567,500.00	\$ 3,452,333.45	\$ 600,000.00
	Pharmacy Claims	\$ 1,912,711.00	\$ 1,960,000.00	\$ 1,960,000.00	\$ 1,118,718.51	\$ 300,000.00
	Total Expenditures	\$ 6,896,686.03	\$ 7,075,300.00	\$ 7,075,300.00	\$ 5,681,131.99	\$ 6,879,200.00
Net Revenues Over/(Under) Expenditures						
		\$ (510,845.59)	\$ -	\$ -	\$ -	\$ -

Component Units

Blended Component Units: Separate legal entities whose governing body is the same or substantially the same as the City's Commission or the component unit provides services entirely to the City.

Pharr Economic Development Corporation: is a nonprofit economic development corporation organized for the same purpose as the PEDC 4a but with the legal authority to use sales tax funds for a wider range of projects.

Tax Increment Reinvestment Zone No. 1: is a separate entity with its own EIN, whose three of its board members consists of the same members of the City Commission. TIRZ No. 1 was established to provide a financing mechanism to facilitate a high-quality development in the Pharr area.

Tax Increment Reinvestment Zone No. 2: is a separate entity with its own EIN, whose three of its board members consists of the same members of the City Commission. TIRZ No. 1 was established to provide a financing mechanism to facilitate a high-quality development in the Pharr area.

Discretely Component Units: Separate legal entities in which the primary government is financially accountable and is able to impose will on the organization.

Greater Pharr Chamber of Commerce: is a separate entity with its own EIN, whose board members consists of members of the community of City of Pharr. The Chamber was created on July 2018 under Section 501 (c) 6 for the purpose of promoting tourism and receives contributions directly from City and PEDC.

Pharr Housing Finance Corporation (PHFC): separate entity created for the purpose of carrying out the purposes of the Texas Housing Finance Corporation Act, Chapter 394.

PHFC-Jackson Place Apartments: is a separate entity created for the purpose of holding liability to construct an apartment complex. This entity was sold in FY 24-25

CITY OF PHARR, TX
BLENDED COMPONENT UNIT
PEDC II FUND

SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
<u>REVENUES</u>					
Sales Tax	\$ 7,457,098	\$ 7,581,300	\$ 7,581,300	\$ 5,806,670	\$ 7,886,700
Interest	\$ 251,006	\$ 160,000	\$ 160,000	\$ 253,152	\$ 185,000
Debt Proceeds	\$ -	\$ 2,637,000	\$ 2,637,000	\$ -	\$ 2,592,500
Other	\$ 970,012	\$ 2,383,900	\$ 2,383,900	\$ 468,424	\$ 2,483,100
Total Revenues	\$ 8,678,115	\$ 12,762,200	\$ 12,762,200	\$ 6,528,247	\$ 13,147,300
<u>EXPENDITURES</u>					
Personnel	\$ 833,154	\$ 1,057,600	\$ 1,057,600	\$ 742,830	\$ 950,200
Supplies	\$ 25,351	\$ 15,500	\$ 15,500	\$ 10,933	\$ 14,500
Maintenance	\$ 54,610	\$ 25,000	\$ 18,158	\$ 7,826	\$ 24,700
Rentals	\$ 11,529	\$ 10,000	\$ 10,000	\$ 8,586	\$ 10,000
Other Services	\$ 824,445	\$ 935,400	\$ 935,400	\$ 644,156	\$ 1,052,300
Vehicle Maintenance	\$ 18,829	\$ 1,400	\$ 1,400	\$ 230	\$ 1,500
Debt Service	\$ 2,377,830	\$ 4,017,600	\$ 4,017,600	\$ 4,047,665	\$ 4,014,500
Capital Outlay	\$ 2,325,730	\$ 108,500	\$ 10,000	\$ 168,996	\$ 10,000
Non-Departmental	\$ 1,232,529	\$ 1,888,400	\$ 3,250,277	\$ 2,666,545	\$ 4,219,600
Transfers Out	\$ -	\$ 4,702,800	\$ 3,446,265	\$ 1,387,500	\$ 2,850,000
Total Expenditures	\$ 7,704,006	\$ 12,762,200	\$ 12,762,200	\$ 9,685,268	\$ 13,147,300
Net Revenues Over/(Under) Expenditures					
	\$ 974,109	\$ -	\$ -	\$ (3,157,021)	\$ -

*Difference in the current year will be covered by available resources.

CITY OF PHARR, TX
BLENDED COMPONENT UNIT
TAX INCREMENT REINVESTMENT ZONE #1 FUND
SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24		FY 24-25		FY 24-25		FY 25-26	
	Actual	Original	Amended	Projected	Proposed			
<u>REVENUES</u>								
Taxes	\$ 1,136,803	\$ 1,324,100	\$ 1,324,100	\$ 1,324,100	\$ 1,431,900			
Interest	\$ 73,033	\$ 65,000	\$ 65,000	\$ 62,493	\$ 75,000			
Total Revenues	\$ 1,209,835	\$ 1,389,100	\$ 1,389,100	\$ 1,386,593	\$ 1,506,900			
<u>EXPENDITURES</u>								
Audit Services	\$ 15,000	\$ 15,000	\$ 15,000	\$ 16,000	\$ 17,000			
Total Expenditures	\$ 15,000	\$ 15,000	\$ 15,000	\$ 16,000	\$ 17,000			
Net Revenues Over/(Under) Expenditures	\$ 1,194,835	\$ 1,374,100	\$ 1,374,100	\$ 1,370,593	\$ 1,489,900			

CITY OF PHARR, TX
BLENDED COMPONENT UNIT
TAX INCREMENT REINVESTMENT ZONE #2 FUND
SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
<u>REVENUES</u>					
Taxes	\$ 776,639	\$ 805,100	\$ 805,100	\$ 805,100	\$ 901,400
Interest	\$ 62,708	\$ 50,000	\$ 50,000	\$ 44,923	\$ 65,000
Total Revenues	\$ 839,347	\$ 855,100	\$ 855,100	\$ 850,023	\$ 966,400
<u>EXPENDITURES</u>					
Audit Services	\$ 15,000	\$ 15,000	\$ 15,000	\$ 16,000	\$ 17,000
Total Expenditures	\$ 15,000	\$ 15,000	\$ 15,000	\$ 16,000	\$ 17,000
Net Revenues Over/(Under) Expenditures	\$ 824,347	\$ 840,100	\$ 840,100	\$ 834,023	\$ 949,400

CITY OF PHARR, TX
DISCRETE COMPONENT UNIT
GREATER PHARR CHAMBER OF COMMERCE
SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24		FY 24-25		FY 24-25		FY 24-25		FY 25-26	
	Actual	Original	Amended	Projected	Proposed					
<u>REVENUES</u>										
Memberships	\$ 42,048	\$ -	\$ 55,000	\$ 27,696	\$ 75,000					
Sponsorships	\$ 20,127	\$ -	\$ 40,000	\$ 1,215	\$ 136,000					
Other Revenues	\$ 15,220	\$ -	\$ -	\$ 7,452	\$ 87,800					
Transfers In	\$ 150,000	\$ -	\$ 218,400	\$ -	\$ 218,000					
Total Revenues	\$ 227,394	\$ -	\$ 313,400	\$ 36,363	\$ 516,800					
<u>EXPENDITURES</u>										
Personnel	\$ 223,224	\$ -	\$ 224,100	\$ 197,022	\$ 313,200					
Supplies	\$ 9,538	\$ -	\$ 19,900	\$ 11,015	\$ 23,800					
Maintenance	\$ -	\$ -	\$ 8,000	\$ 4,000	\$ 21,100					
Rentals	\$ 1,312	\$ -	\$ 1,500	\$ 891	\$ 2,000					
Other Services	\$ 63,481	\$ -	\$ 59,000	\$ 59,565	\$ 113,500					
Vehicle Maintenance	\$ 358	\$ -	\$ 900	\$ 337	\$ 1,000					
Capital Outlay	\$ -	\$ -	\$ -	\$ 89	\$ -					
Total Expenditures	\$ 297,912	\$ -	\$ 313,400	\$ 272,920	\$ 474,600					
Net Revenues Over/(Under) Expenditures	\$ (70,518)	\$ -	\$ -	\$ (236,556)	\$ 42,200					

* Difference in the current year will be covered by available resources.

CITY OF PHARR, TX
DISCRETE COMPONENT UNIT
PHARR HOUSING FINANCE CORPORATION
SUMMARY OF REVENUES & EXPENDITURES

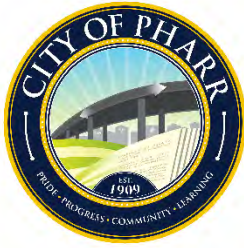
Description	FY 23-24 Actual	FY 24-25 Original	FY 24-25 Amended	FY 24-25 Projected	FY 25-26 Proposed
<u>REVENUES</u>					
Development Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
<u>EXPENDITURES</u>					
Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Net Revenues Over/(Under) Expenditures					
	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF PHARR, TX

PHFC - JACKSON PLACE APARTMENTS FUND

SUMMARY OF REVENUES & EXPENDITURES

Description	FY 23-24		FY 24-25		FY 24-25		FY 24-25		FY 25-26	
	Actual		Original	Amended	Projected	Proposed				
<u>REVENUES</u>										
Rental Revnue	\$ 3,629,791	\$	3,500,000	\$	3,500,000	\$	750,000	\$	-	
Other Revenue	\$ 282,808	\$	215,000	\$	215,000	\$	204,473	\$	-	
Transfer In	\$ -	\$	-	\$	-	\$	-	\$	24,500	
Total Revenues	\$ 3,912,599	\$	3,715,000	\$	3,715,000	\$	954,473	\$	24,500	
<u>EXPENDITURES</u>										
Personnel	\$ 377,881	\$	400,000	\$	400,000	\$	-	\$	-	
Maintenance	\$ 158,539	\$	182,000	\$	182,000	\$	1,275	\$	-	
Other Services	\$ 2,545,102	\$	2,497,400	\$	2,497,400	\$	26,500	\$	24,500	
Capital Outlay	\$ 161,796	\$	-	\$	-	\$	-	\$	-	
Other Expenses	\$ 648,729	\$	615,000	\$	615,000	\$	134,023	\$	-	
Total Expenditures	\$ 3,892,046	\$	3,694,400	\$	3,694,400	\$	161,799	\$	24,500	
Net Revenues Over/(Under) Expenditures										
	\$ 20,552	\$	20,600	\$	20,600	\$	792,674	\$	-	



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.C.

DATE SUBMITTED: September 9, 2025

MEETING DATE: September 15, 2025

FROM: Jamison Merrick, Finance Director

DEPARTMENT: Finance

DIRECTOR: Jamison Merrick

Agenda Item: Consideration and action, if any on Ordinance amending Ordinance No. O-2024-31 for budget amendment to the Fiscal Year 2024-2025 Budget.

(Adoption on One Reading). This item supports SG-Sound Governance and Fiscal Sustainability.

Classification: Regular

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

Issue: In order to be transparent and to reflect proper budgetary activity, City is required to amend its Budget any time there is an increase of appropriations due to increase of revenues or available resources. This is to be compliance with GFOA, Auditing requirements and Texas Local Government Code.

Fiscal Consideration: The Amendment will have a net effect of \$0 on the General Fund.

Staff Recommendation: Approval

Alternatives: Not to approve.

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Jamison Merrick

Jamison Merrick

Ricardo Rodriguez

Jamison Merrick

City Management Office

Created/Initiated - 09/09/2025

Approved - 09/09/2025

Approved - 09/09/2025

Approved - 09/09/2025

Final Approval - 09/09/2025

ORDINANCE NO. O-2025-___

AN ORDINANCE AMENDING ORDINANCE NO. O-2024-31; ADOPTING AND APPROVING AN AMENDMENT TO THE BUDGET FOR THE CITY OF PHARR, TEXAS FOR YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, REAPPROPRIATING FUNDS, AND DECLARING AN EMERGENCY AS MAY BE NECESSARY; AND EFFECTIVE DATE

WHEREAS, the Board of City Commissioners has adopted a budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025, and has filed same with the City Clerk, and complied with all procedures required by law; and

WHEREAS, state law requires that the governing body adopt an Ordinance, and the City charter requires that any amendment be approved by $\frac{3}{4}$ vote of the members of the Board.

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

SECTION 1: That the budget of the revenues of the City of Pharr, and the expenditures for conducting the affairs thereof for the fiscal year beginning October 1, 2024 and ending September 30, 2025, as presented to the Board of Commissioners of the City of Pharr, Texas, by the City Manager of said City, be and the same is in all respects in need of amendment for said fiscal year.

SECTION 2: That the net sum of **\$282,000** is hereby appropriated out of expenditures and **\$0** revenues out of the Asset Sharing Fund and any net effect is appropriated with available resources on hand. The purpose is included in the attached documents.

SECTION 3: That the net sum of **\$3,700** is hereby appropriated out of expenditures and **\$3,700** revenues out of the CDBG Fund and any net effect is appropriated with available resources on hand. The purpose is included in the attached documents.

SECTION 4: That the net sum of **\$5,588,200** is hereby appropriated out of expenditures and **\$0** revenues out of the ARPA Relief Fund and any net effect is appropriated with available resources on hand. The purpose is included in the attached documents.

SECTION 5: The fact that an approved and adopted budget is necessary for the preservation of order, health, safety, and general welfare of the public creates an emergency. The requirement that this Ordinance is to be read on three (3) separate meetings is hereby waived and dispensed with and this Ordinance shall take effect and be in full force immediately after approval and passage and after publications requirements are met.

SECTION 6: REPEALING CLAUSE

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

SECTION 7: 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 8: PUBLICATION EFFECTIVE DATE

This ordinance shall be published after its passage and approval and shall take effect and be enforced from and after ten (10) days following such publication in the official newspaper.

APPROVED AND PASSED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this, the 15th day of September 2025.

CITY OF PHARR:

Ambrosio Hernandez
Mayor

ATTEST:

Imelda Perez
City Clerk

CITY OF PHARR, TEXAS
BUDGET YEAR 24-25- BUDGET AMENDMENT #1
DETAILED AMENDMENT ACTIVITY

GENERAL FUND					
			Total Revenues Increase/(Decrease)	\$ -	
EXPENDITURES:					
01	51000	1105	FICA	\$ (4,700)	To reallocate funds to cover for various city expenses
01	51000	1106-001	Admin Insurance - United Health	\$ (112,800)	To reallocate funds to cover for various city expenses
01	51000	5506	City Election Expense	\$ (18,300)	To reallocate funds to cover for various city expenses
01	51000	5530	Contractual Services	\$ (22,600)	To reallocate funds to cover for various city expenses
01	51000	1100	Salaries	\$ 61,100	To increase funds to cover additional expenses
01	51000	1104	Overtime / Work Study	\$ 1,700	To increase funds to cover additional expenses
01	51000	1110	Uniforms	\$ 800	To increase funds to cover additional expenses
01	51000	1114	Frontier	\$ 16,900	To increase funds to cover additional expenses
01	51000	1115	Employees Retirement	\$ 5,300	To increase funds to cover additional expenses
01	51000	2201	Office Supplies	\$ 3,300	To increase funds to cover additional expenses
01	51000	2220	Non-Capital Equip & Supplies	\$ 700	To increase funds to cover additional expenses
01	51000	4401	Office Equip Rentals	\$ 2,100	To increase funds to cover additional expenses
01	51000	4402	Other Equipment Rentals	\$ 16,800	To increase funds to cover additional expenses
01	51000	5503	Training & Travel	\$ 42,500	To increase funds to cover additional expenses
01	51000	5504	Automotive	\$ 300	To increase funds to cover additional expenses
01	51000	5507	Utilities	\$ 200	To increase funds to cover additional expenses
01	51000	5509	Standpipe Project	\$ 3,000	To increase funds to cover additional expenses
01	51000	5535	Bank Charges	\$ 2,800	To increase funds to cover additional expenses
01	51000	6601	Gas & Oil	\$ 700	To increase funds to cover additional expenses
01	51000	6603	City Garage Repairs - Admin	\$ 100	To increase funds to cover additional expenses
01	51000	8803	Automotive	\$ 100	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	
01	51100	1104	Overtime / Work Study	\$ (5,800)	To reallocate funds to cover for various city expenses
01	51100	1106-001	Finance Insurance	\$ (61,300)	To reallocate funds to cover for various city expenses
01	51100	1107	Annual Work Comp Insurance	\$ (2,300)	To reallocate funds to cover for various city expenses
01	51100	1108	TEC Taxes	\$ (1,400)	To reallocate funds to cover for various city expenses
01	51100	1110	Uniforms	\$ (4,000)	To reallocate funds to cover for various city expenses
01	51100	1121	Wellness Program	\$ (200)	To reallocate funds to cover for various city expenses
01	51100	1122	EAP - Assistance Program	\$ (800)	To reallocate funds to cover for various city expenses
01	51100	2208	Other Operating Supplies	\$ (9,000)	To reallocate funds to cover for various city expenses
01	51100	2220	Non-Capital Equip & Supplies	\$ (2,400)	To reallocate funds to cover for various city expenses
01	51100	5501	Communications	\$ (1,100)	To reallocate funds to cover for various city expenses
01	51100	5505	Dues & Publications	\$ (42,000)	To reallocate funds to cover for various city expenses
01	51100	5532	Insurance	\$ (6,500)	To reallocate funds to cover for various city expenses
01	52500	5530	Contractual Services - Public Safety	\$ (10,000)	To reallocate funds to cover for various city expenses
01	51100	1100	Salaries	\$ 28,900	To increase funds to cover additional expenses
01	51100	1105	FICA	\$ 4,700	To increase funds to cover additional expenses
01	51100	1114	Frontier	\$ 14,800	To increase funds to cover additional expenses
01	51100	1115	Employees Retirement	\$ 10,900	To increase funds to cover additional expenses
01	51100	1123	Healthiest You	\$ 500	To increase funds to cover additional expenses
01	51100	2202	Postage	\$ 2,000	To increase funds to cover additional expenses
01	51100	4401	Office Equip Rentals	\$ 5,900	To increase funds to cover additional expenses
01	51100	5503	Training & Travel	\$ 1,300	To increase funds to cover additional expenses
01	51100	5530	Contractual Services	\$ 77,800	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	
01	51200	1106-001	Police Insurance	\$ (1,002,700)	To reallocate funds to cover for various city expenses
01	51200	5530	Contractual Services	\$ (62,000)	To reallocate funds to cover for various city expenses
01	51200	1104	Overtime/Work Study	\$ 228,400	To reallocate funds to cover for various city expenses
01	51200	1105	FICA	\$ 166,800	To reallocate funds to cover for various city expenses
01	51200	1114	Frontier	\$ 68,300	To reallocate funds to cover for various city expenses
01	51200	1115	Employees Retirement	\$ 254,700	To reallocate funds to cover for various city expenses
01	51200	4401	Office Equipment Rentals	\$ 8,700	To reallocate funds to cover for various city expenses
01	51200	4402	Other Equipment Rentals	\$ 215,900	To reallocate funds to cover for various city expenses
01	51200	5501	Communications	\$ 7,700	To reallocate funds to cover for various city expenses
01	51200	6605	Outside Repairs - City Garage	\$ 114,200	To reallocate funds to cover for various city expenses
			Total Expenditures Increase/(Decrease)	\$ -	
01	51300	1106-001	Purchasing Insurance - United Health	\$ (1,300)	To reallocate funds to cover for various city expenses
01	51300	1123	Healthiest You	\$ 100	To reallocate funds to cover for various city expenses
01	51300	2201	Office Supplies	\$ 500	To reallocate funds to cover for various city expenses
01	51300	2208	Other Operating Supplies	\$ 600	To reallocate funds to cover for various city expenses
01	51300	5502	Advertising	\$ 100	To reallocate funds to cover for various city expenses
			Total Expenditures Increase/(Decrease)	\$ -	
01	51400	2201	Office Supplies	\$ (1,500)	To reallocate funds to cover for various city expenses
01	51400	2202	Postage	\$ (1,600)	To reallocate funds to cover for various city expenses
01	51400	1114	Frontier	\$ 1,300	To reallocate funds to cover for various city expenses
01	51400	4401	Office Equipment Rentals	\$ 1,800	To reallocate funds to cover for various city expenses

			Total Expenditures Increase/(Decrease)	\$ -	

01	51500	1100	Salaries - FD	\$ (797,200)	To reallocate funds to cover for various city expenses
01	51500	1105	FICA	\$ (28,500)	To reallocate funds to cover for various city expenses
01	51500	1104	Overtime/Work Study	\$ 408,500	To reallocate funds to cover for various city expenses
01	51500	1114	Frontier	\$ 25,800	To reallocate funds to cover for various city expenses
01	51500	3302	Equipment Maintance	\$ 66,800	To reallocate funds to cover for various city expenses
01	51500	5507	Electricity	\$ 29,500	To reallocate funds to cover for various city expenses
01	51500	6605	Outside Repairs - City Garage	\$ 295,100	To reallocate funds to cover for various city expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	51700	1106-001	Public Works Insurance Unit	\$ (276,200)	To reallocate funds to cover for various city expenses
01	51700	1107	Annual Work Comp Insurance	\$ (126,900)	To reallocate funds to cover for various city expenses
01	51700	1108	TEC Taxes	\$ (6,300)	To reallocate funds to cover for various city expenses
01	51700	1114	Frontier	\$ (7,900)	To reallocate funds to cover for various city expenses
01	51700	5532	Insurance	\$ (122,000)	To reallocate funds to cover for various city expenses
01	51700	5509	Street Material	\$ (54,600)	To reallocate funds to cover for various city expenses
01	51700	1110	Uniforms	\$ 5,700	To reallocate funds to cover for various city expenses
01	51700	1115	Employees Retirement	\$ 23,800	To reallocate funds to cover for various city expenses
01	51700	1120	Workman's Comp Claim Acct	\$ 1,700	To reallocate funds to cover for various city expenses
01	51700	4402	Other Equipment Rentals	\$ 417,700	To reallocate funds to cover for various city expenses
01	51700	6605	Outside Repairs - City Garage	\$ 145,000	To reallocate funds to cover for various city expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	51800	1100	Salaries	\$ (39,300)	To reallocate funds to cover for various city expenses
01	51800	1104	Overtime/Work Study	\$ (10,200)	To reallocate funds to cover for various city expenses
01	51800	5532	Insurance	\$ (18,800)	To reallocate funds to cover for various city expenses
01	51800	1114	Frontier	\$ 20,800	To reallocate funds to cover for various city expenses
01	51800	2208	Other Operating Supplies	\$ 13,700	To reallocate funds to cover for various city expenses
01	51800	4402	Other Equipment Rentals	\$ 25,600	To reallocate funds to cover for various city expenses
01	51800	5507	Electricity	\$ 8,200	To reallocate funds to cover for various city expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	519	1106-001	MEDIA INSURANCE - UNITED HEALTH	\$ (12,300)	To reallocate funds to cover for various city expenses
01	519	1107	WORKERS COMP INSURANCE	\$ (2,600)	To reallocate funds to cover for various city expenses
01	519	5501	COMMUNICATIONS	\$ (1,700)	To reallocate funds to cover for various city expenses
01	519	5532	INSURANCE	\$ (5,800)	To reallocate funds to cover for various city expenses
01	519	1104	OVERTIME/WORK STUDY	\$ 12,100	To increase funds to cover additional expenses
01	519	1114	FRONTIER	\$ 1,200	To increase funds to cover additional expenses
01	519	1123	HEALTHIEST YOU	\$ 200	To increase funds to cover additional expenses
01	519	4401	OFFICE EQUIPMENT RENTALS	\$ 100	To increase funds to cover additional expenses
01	519	5507	UTILITIES	\$ 500	To increase funds to cover additional expenses
01	519	5530	CONTRACTUAL SERVICES	\$ 2,700	To increase funds to cover additional expenses
01	519	6605	OUTSIDE REPAIRS-CITY GARAGE	\$ 5,600	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	520	1106-001	LIBRARY INSURANCE - UNITED HEALTH	\$ (20,300)	To reallocate funds to cover for various city expenses
01	520	1104	OVERTIME/WORK STUDY	\$ 400	To increase funds to cover additional expenses
01	520	1110	UNIFORMS	\$ 700	To increase funds to cover additional expenses
01	520	1114	FRONTIER	\$ 500	To increase funds to cover additional expenses
01	520	1123	HEALTHIEST YOU	\$ 100	To increase funds to cover additional expenses
01	520	2208	OTHER OPERATING SUPPLIES	\$ 900	To increase funds to cover additional expenses
01	520	2219	COFFEE SHOP SUPPLIES	\$ 2,800	To increase funds to cover additional expenses
01	520	4402	OTHER EQUIPMENT - RENTAL	\$ 1,400	To increase funds to cover additional expenses
01	520	5507-001	ELECTRICITY	\$ 11,900	To increase funds to cover additional expenses
01	520	6603	CITY GARAGE REPAIRS LIBRARY	\$ 300	To increase funds to cover additional expenses
01	520	8802	FURNITURE & FIXTURES	\$ 1,300	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	52100	5530	Contractual Services	\$ (7,000)	To reallocate funds to cover for various city expenses
01	52100	1106-001	Grants Insurance - United Health	\$ (3,000)	To reallocate funds to cover for various city expenses
01	52100	5532	Insurance	\$ (2,800)	To reallocate funds to cover for various city expenses
01	52100	1104	Overtime / Work Study	\$ 300	To reallocate funds to cover for various city expenses
01	52100	1105	FICA	\$ 1,300	To reallocate funds to cover for various city expenses
01	52100	1108	TEC Taxes	\$ 200	To reallocate funds to cover for various city expenses
01	52100	1114	Frontier	\$ 5,800	To reallocate funds to cover for various city expenses
01	52100	1115	Employees Retirement	\$ 5,100	To reallocate funds to cover for various city expenses
01	52100	1123	Healthiest You	\$ 100	To reallocate funds to cover for various city expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	522	1106-001	PARKS & REC INSURANCE - UNITED HEALTH	\$ (385,300)	To reallocate funds to cover for various city expenses
01	522	5532	INSURANCE	\$ (280,000)	To reallocate funds to cover for various city expenses
01	522	1100	SALARIES PARK & REC	\$ 363,400	To increase funds to cover additional expenses
01	522	1100-001	SALARIES -	\$ 17,700	To increase funds to cover additional expenses
01	522	1104	OVERTIME/WORK STUDY	\$ 32,300	To increase funds to cover additional expenses
01	522	1105	F I C A	\$ 103,400	To increase funds to cover additional expenses

01	522	1108	T E C TAXES	\$ 11,000	To increase funds to cover additional expenses
01	522	1110	UNIFORMS	\$ 4,700	To increase funds to cover additional expenses
01	522	1115	EMPLOYEES RETIREMENT	\$ 9,700	To increase funds to cover additional expenses
01	522	2206	JANITORIAL SUPPLIES	\$ 200	To increase funds to cover additional expenses
01	522	2208	OTHER OPERATING SUPPLIES	\$ 25,900	To increase funds to cover additional expenses
01	522	2209	T.A.A.F. GAMES	\$ 11,600	To increase funds to cover additional expenses
01	522	2220	NON-CAPITAL EQUIP & SUPPLIES	\$ 1,100	To increase funds to cover additional expenses
01	522	4401	OFFICE EQUIP. RENTALS	\$ 6,300	To increase funds to cover additional expenses
01	522	4402	OTHER EQUIPMENT RENTALS	\$ 8,900	To increase funds to cover additional expenses
01	522	5501	COMMUNICATIONS	\$ 600	To increase funds to cover additional expenses
01	522	5502	ADVERTISING	\$ 200	To increase funds to cover additional expenses
01	522	5505	DUES & PUBLICATIONS	\$ 6,100	To increase funds to cover additional expenses
01	522	5523	AAU COMPETITION	\$ 1,500	To increase funds to cover additional expenses
01	522	5524	UMPIRE/REFEREE/COACHES	\$ 400	To increase funds to cover additional expenses
01	522	5524-035	UMPIRE/REF/COACH - VOLLEYBALL	\$ 300	To increase funds to cover additional expenses
01	522	5524-039	UMPIRE/REF/COACH - BASKETBALL	\$ 3,000	To increase funds to cover additional expenses
01	522	5535	BANK SERVICE CHARGES	\$ 1,300	To increase funds to cover additional expenses
01	522	5537	CASH SHORT/OVER	\$ 4,300	To increase funds to cover additional expenses
01	522	6605	OUTSIDE REPAIRS - CITY GARAGE	\$ 14,300	To increase funds to cover additional expenses
01	522	9938	CHRISTMAS DECORATIONS	\$ 37,100	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	523	1100	SALARIES	\$ (60,000)	To reallocate funds to cover for various city expenses
01	523	1105	FICA	\$ (6,000)	To reallocate funds to cover for various city expenses
01	523	1106-001	STRATEGIC PLANNING INSURANCE - UNITED HEALTH	\$ (27,000)	To reallocate funds to cover for various city expenses
01	523	1107	ANNUAL WORK COMP INSURANCE	\$ (1,300)	To reallocate funds to cover for various city expenses
01	523	1115	EMPLOYEES RETIREMENT	\$ (8,000)	To reallocate funds to cover for various city expenses
01	523	5532	INSURANCE	\$ (1,700)	To reallocate funds to cover for various city expenses
01	525	5530	CONTRACTUAL SERVICES - PUBLIC SAFETY	\$ (8,500)	To reallocate funds to cover for various city expenses
01	523	1104	OVERTIME/WORK STUDY	\$ 600	To increase funds to cover additional expenses
01	523	1114	FRONTIER	\$ 4,100	To increase funds to cover additional expenses
01	523	1123	HEALTHIEST YOU	\$ 100	To increase funds to cover additional expenses
01	523	2201	OFFICE SUPPLIES	\$ 300	To increase funds to cover additional expenses
01	523	4401	OFFICE EQUIPMENT RENTALS	\$ 3,800	To increase funds to cover additional expenses
01	523	5530	CONTRACTUAL SERVICES	\$ 103,600	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	524	1106-001	SPECIAL EVENTS UHC	\$ (42,000)	To reallocate funds to cover for various city expenses
01	524	1107	WORKERS COMP	\$ (1,100)	To reallocate funds to cover for various city expenses
01	524	2208	OTHER OPERATING SUPPLIES	\$ (12,000)	To reallocate funds to cover for various city expenses
01	524	4401	OFFICE EQUIPMENT RENTALS	\$ (5,000)	To reallocate funds to cover for various city expenses
01	524	5503	TRAVEL EXPENSE	\$ (10,000)	To reallocate funds to cover for various city expenses
01	524	6601	GAS AND OIL	\$ (1,000)	To reallocate funds to cover for various city expenses
01	52400	9938-003	INDEPENDENCE DAY FESTIVAL	\$ (24,000)	To reallocate funds to cover for various city expenses
01	52400	9938-006	RED RIBBON WEEK PARADE	\$ (4,300)	To reallocate funds to cover for various city expenses
01	52400	9938-009	EASTER EGGSTRAVAGANZA	\$ (6,400)	To reallocate funds to cover for various city expenses
01	52400	9938-011	CITY BIRTHDAY CELEBRATION	\$ (4,000)	To reallocate funds to cover for various city expenses
01	52400	9938-012	WARRIOR RACE	\$ (8,800)	To reallocate funds to cover for various city expenses
01	52500	1106-001	PUBLIC SAFETY INSURANCE UH	\$ (170,000)	To reallocate funds to cover for various city expenses
01	52500	2220	NON-CAPITAL EQUIP AND SUPPLIES	\$ (10,000)	To reallocate funds to cover for various city expenses
01	52500	5530	CONTRACTUAL SERVICES	\$ (14,550)	To reallocate funds to cover for various city expenses
01	524	1114	FRONTIER	\$ 1,000	To increase funds to cover additional expenses
01	524	1115	EMPLOYEE RETIREMENT	\$ 4,500	To increase funds to cover additional expenses
01	524	1123	HEALTHIEST YOU	\$ 250	To increase funds to cover additional expenses
01	524	2201	OFFICE SUPPLIES	\$ 100	To increase funds to cover additional expenses
01	524	4402	OTHER EQUIPMENT RENTALS	\$ 3,500	To increase funds to cover additional expenses
01	524	6605	OUTSIDE CITY GARAGE REPAIR	\$ 100	To increase funds to cover additional expenses
01	524	9937	MAYOR EVENTS	\$ 75,000	To increase funds to cover additional expenses
01	524	9938-001	EMPLOYEE CHRISTMAS	\$ 600	To increase funds to cover additional expenses
01	524	9938-002	WINTER WONDERLAND	\$ 27,000	To increase funds to cover additional expenses
01	524	9938-004	SALUTE TO VETERANS PARADE	\$ 10,500	To increase funds to cover additional expenses
01	524	9938-007	MISS PHARR	\$ 3,000	To increase funds to cover additional expenses
01	524	9938-008	NYE BALL DROP	\$ 126,000	To increase funds to cover additional expenses
01	524	9938-010	TRAIL OF TERROR	\$ 56,000	To increase funds to cover additional expenses
01	524	9938-013	DAY OF THE DEAD	\$ 600	To increase funds to cover additional expenses
01	524	9938-015	VALENTINES WEEDING	\$ 5,000	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

1	52500	1106-001	PUBLIC SAFETY INSURANCE UHC	\$ (114,050)	To reallocate funds to cover for various city expenses
1	52500	1113	EMP MEDICAL EXAMS	\$ 650	To increase funds to cover additional expenses
1	52500	1115	EMPLOYEES RETIREMENT	\$ 65,000	To increase funds to cover additional expenses
1	52500	1123	HEALTHIEST YOU	\$ 100	To increase funds to cover additional expenses
1	52500	3301	BLDG AND EQUIP MAINTENANCE	\$ 300	To increase funds to cover additional expenses
1	52500	4401	OFFICE EQUIPMENT RENTALS	\$ 2,000	To increase funds to cover additional expenses
1	52500	4402	OTHER EQUIPMENT RENTALS	\$ 1,000	To increase funds to cover additional expenses
1	52500	5503	TRAINING AND TRAVEL	\$ 4,000	To increase funds to cover additional expenses
1	52500	5505	DUES & PUBLICATIONS	\$ 700	To increase funds to cover additional expenses
1	52500	5507-001	ELECTRICITY	\$ 40,000	To increase funds to cover additional expenses
1	52500	6605	OUTSIDE REPAIRS CITY GARAGE	\$ 300	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

1	52600	1106-001	HR INSURANCE UNITED HEALTH	\$ (68,000)	To reallocate funds to cover for various city expenses
1	52600	5532	INSURANCE	\$ (7,500)	To reallocate funds to cover for various city expenses

1	52600	2201	OFFICE SUPPLIES	\$ (3,500)	To reallocate funds to cover for various city expenses
1	52600	1107	ANNUAL WORK COMP INSURANCE	\$ (2,300)	To reallocate funds to cover for various city expenses
1	52600	2202	POSTAGE	\$ (500)	To reallocate funds to cover for various city expenses
1	52600	4401	OFFICE EQUIPMENT RENTALS	\$ (600)	To reallocate funds to cover for various city expenses
1	52600	5505	DUES & PUBLICATION	\$ (3,500)	To reallocate funds to cover for various city expenses
1	52600	5530	CONTRACTUAL SERVICES	\$ (900)	To reallocate funds to cover for various city expenses
1	52600	7703	LEASE PURCHASE INTEREST	\$ (100)	To reallocate funds to cover for various city expenses
1	526	1100	SALARIES	\$ 59,500	To increase funds to cover additional expenses
1	526	1104	OVERTIME	\$ 7,500	To increase funds to cover additional expenses
1	526	1105	FICA	\$ 4,500	To increase funds to cover additional expenses
1	526	1114	FRONTIER	\$ 5,500	To increase funds to cover additional expenses
1	526	1115	EMPLOYEES RETIREMENT	\$ 9,900	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

1	52700	1106-001	DEV SERVICES INSURANCE UHC	\$ (7,200)	To reallocate funds to cover for various city expenses
1	52700	1114	FRONTIER	\$ 5,000	To increase funds to cover additional expenses
1	52700	1123	HEALTHIEST YOU	\$ 1,000	To increase funds to cover additional expenses
1	52700	3301	BUILDING & EQUIPMENT	\$ 600	To increase funds to cover additional expenses
1	52700	6603	CITY GARAGE REPAIRS	\$ 500	To increase funds to cover additional expenses
1	52700	6605	OUTSIDE REPAIRS CITY GARAGE	\$ 100	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	528	1106-001	UNITED HEALTH	\$ (56,000)	To reallocate funds to cover for various city expenses
01	528	1104	Overtime	\$ 1,000	To increase funds to cover additional expenses
01	528	6605	Outside Repairs - City Garage	\$ 5,000	To increase funds to cover additional expenses
01	528	4402	Other Equipment - Rental	\$ 30,000	To increase funds to cover additional expenses
01	528	2220	Non-Capital Equip & Supplies	\$ 5,000	To increase funds to cover additional expenses
01	528	1123	Healthiest You	\$ 5,000	To increase funds to cover additional expenses
01	528	1114	Frontier	\$ 10,000	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

EXPENSES:					
01	530	9980-002	TRANSFER OUT - CONTINGENCY	\$ (4,773,050)	To reallocate funds to cover for various city expenses
01	530	9905	LEGAL FEE	\$ (50,000)	To reallocate funds to cover for various city expenses
01	530	9924	CIVIL SERVICE EXPENSE	\$ (36,000)	To reallocate funds to cover for various city expenses
01	530	9909	DEBRIS COLLECTION EXPENSE	\$ (30,000)	To reallocate funds to cover for various city expenses
01	530	9913	ENGINEERING & ARCHITECT	\$ (25,000)	To reallocate funds to cover for various city expenses
01	530	9926	CITY COMMISSION EXPENSE	\$ (16,500)	To reallocate funds to cover for various city expenses
01	530	9935	BOY'S & GIRL'S CLUB	\$ (500)	To reallocate funds to cover for various city expenses
01	530	9980-057	TRANSFER OUT - HEALTH INSURANCE	\$ 200	To increase funds to cover additional expenses
01	530	1114	FRONTIER	\$ 19,000	To increase funds to cover additional expenses
01	530	2208	OTHER OPERATING SUPPLIES	\$ 500	To increase funds to cover additional expenses
01	530	5509	SPONSORSHIP	\$ 53,000	To increase funds to cover additional expenses
01	530	8810	THE POSSABLE DREAM FOUNDATION	\$ 1,000,000	To increase funds to cover additional expenses
01	530	9901	TAX ADMINISTRATION	\$ 78,100	To increase funds to cover additional expenses
01	530	9904	LOBBYING FEES	\$ 1,900	To increase funds to cover additional expenses
01	530	9906	AUDIT FEE	\$ 74,000	To increase funds to cover additional expenses
01	530	9907	INSURANCE	\$ 2,161,000	To increase funds to cover additional expenses
01	530	9908	EMPLOYEES BENEFIT	\$ 80,000	To increase funds to cover additional expenses
01	530	9918	SANITIZATION PRIVITIZATION	\$ 500,000	To increase funds to cover additional expenses
01	530	9929	CITY HALL EXPENSES	\$ 30,000	To increase funds to cover additional expenses
01	530	9936	PHARR COMMUNITY THEATER	\$ 5,500	To increase funds to cover additional expenses
01	530	9940	CITY-WIDE LAWN MAINTENANCE	\$ 6,000	To increase funds to cover additional expenses
01	530	9941	CITY-WIDE JANITORIAL SUPPLIES	\$ 5,000	To increase funds to cover additional expenses
01	530	9943	WATER - REGION ONE	\$ 2,500	To increase funds to cover additional expenses
01	530	9960	CITY-WIDE MARKETING	\$ 150,000	To increase funds to cover additional expenses
01	530	9965	NUEVA LUZ FOUNDATION CONTRIBUTION	\$ 550	To increase funds to cover additional expenses
01	530	9973	STORM EVENT	\$ 1,500	To increase funds to cover additional expenses
01	530	9908-001	MAYOR CONTRIBUTION TO EMPLOYEE	\$ 7,800	To increase funds to cover additional expenses
01	530	9925-001	CHRISTMAS LIGHTS/DECORATIONS	\$ 1,500	To increase funds to cover additional expenses
01	530	9926-001	CITY COMMISSION TRAVEL EXPENSE	\$ 30,000	To increase funds to cover additional expenses
01	530	9926-002	MAYOR EVENTS	\$ 4,000	To increase funds to cover additional expenses
01	530	9929-001	ELECTRICITY - CITY HALL	\$ 5,000	To increase funds to cover additional expenses
01	530	9929-002	DELI EXPENSES	\$ 41,500	To increase funds to cover additional expenses
01	530	9935-001	BOYS & GIRLS CLUB IN KIND DONATION	\$ 17,100	To increase funds to cover additional expenses
01	530	9943-001	GAS - REGION ONE	\$ 2,500	To increase funds to cover additional expenses
01	530	9943-002	ELECTRICITY - REGION ONE	\$ 4,000	To increase funds to cover additional expenses
01	530	9943-003	ALARMS - REGION ONE	\$ 8,000	To increase funds to cover additional expenses
01	530	9950-001	ECONOMIC DEV - ARNOLD GROVE	\$ 55,000	To increase funds to cover additional expenses
01	530	9950-003	ECONOMIC DEV - #3	\$ 280,000	To increase funds to cover additional expenses
01	530	9950-004	ECONOMIC DEV - #4	\$ 208,000	To increase funds to cover additional expenses
01	530	9950-010	CADENA SUBDIVISION	\$ 10,700	To increase funds to cover additional expenses
01	530	9973-002	STORM EVENT - MARCH 2025	\$ 61,000	To increase funds to cover additional expenses
01	530	9980-030	TRANSFER OUT - CDBG	\$ 3,700	To increase funds to cover additional expenses
01	530	9980-089	TRANSFER OUT - PHFC JACKSON AP	\$ 22,500	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	531	1106-001	UNITED HEALTH	\$ (37,500)	To reallocate funds to cover for various city expenses
01	531	1104	Overtime	\$ 1,700	To increase funds to cover additional expenses
01	531	1114	Frontier	\$ 17,800	To increase funds to cover additional expenses

01	531	1115	Retirement	\$ 6,700	To increase funds to cover additional expenses
01	531	1123	Healthiest You	\$ 100	To increase funds to cover additional expenses
01	531	6601	Gas & Oil	\$ 200	To increase funds to cover additional expenses
01	531	6603	City Garage Repairs	\$ 400	To increase funds to cover additional expenses
01	531	6605	Outside Repairs - City Garage	\$ 500	To increase funds to cover additional expenses
01	531	7701	Lease Principal	\$ 10,000	To increase funds to cover additional expenses
01	531	7703	Lease Interest	\$ 100	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

01	532	1107	Insurance	\$ (1,800)	To reallocate funds to cover for various city expenses
01	532	1110	Uniforms	\$ (500)	To reallocate funds to cover for various city expenses
01	532	2201	Office Supplies	\$ (100)	To reallocate funds to cover for various city expenses
01	532	2208	Other Operating Supplies	\$ (1,800)	To reallocate funds to cover for various city expenses
01	532	5533	Animal Control	\$ (65,000)	To reallocate funds to cover for various city expenses
01	532	1106-001	UNITED HEALTH	\$ (66,600)	To reallocate funds to cover for various city expenses

01	532	1100	Salaries	\$ 17,500	To increase funds to cover additional expenses
01	532	1104	Overtime	\$ 5,000	To increase funds to cover additional expenses
01	532	1105	FICA	\$ 8,000	To increase funds to cover additional expenses
01	532	1108	TEC TAXES	\$ 1,700	To increase funds to cover additional expenses
01	532	1114	Frontier	\$ 20,000	To increase funds to cover additional expenses
01	532	1115	Retirement	\$ 45,000	To increase funds to cover additional expenses
01	532	1123	Healthiest You	\$ 600	To increase funds to cover additional expenses
01	532	2207	Chemicals	\$ 2,500	To increase funds to cover additional expenses
01	532	2220	Non-Capital Equip & Supplies	\$ 1,500	To increase funds to cover additional expenses
01	532	3301	Building & Equipment	\$ 2,500	To increase funds to cover additional expenses
01	532	5503	Travel Expense	\$ 1,200	To increase funds to cover additional expenses
01	532	5505	Dues & Publications	\$ 300	To increase funds to cover additional expenses
01	532	5507	Utilities	\$ 30,000	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

NET EFFECT ON GENERAL FUND - <-No net effect

FUND 21: SEIZED ASSETS FUND					
			Total Revenues (Increase)/Decrease	\$0	
21	51200	2204	SPECIAL POLICE SUPPLIES	\$ 43,000	To increase funds to cover additional expenses
21	51200	2204-001	SPECIAL POLICE SUPPLIES DEA	\$ 88,000	To increase funds to cover additional expenses
21	51200	5530-001	CONTRACTUAL SERVICES DEA	\$ 22,000	To increase funds to cover additional expenses
21	51200	8804-002	OTHER EQUIPMENT CUSTOMS	\$ 129,000	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ 282,000	

NET EFFECT \$ 282,000 <=Covered With Available Resources

GENERAL FUND - CDBG					
REVENUES:					
30	4	4-4883-01	Transfer IN-GF	(\$3,700)	
			Total Revenues (Increase)/Decrease	(\$3,700)	
EXPENSES:					
30	52600	1100	Salaries	\$3,000	
30	52600	1105	FICA	\$300	
30	52600	1115	Retirement	\$400	
			Total Expenditures Increase/(Decrease)	\$3,700	

NET EFFECT \$ 3,700 <=Covered With Available Resources

FUND 33: COVID RELIEF FUND					
REVENUES:					
33	4	4711-000	ARPA LOCAL RELIEF FEDERAL GRANT	\$5,588,200	To reallocate funds to cover for various city expenses
			Total Revenues (Increase)/Decrease	\$5,588,200	
EXPENSES:					
33	51000	5509-000	Outreach Consulting Services	\$ 726,900	To allocate ARPA funding for TeamPharr.net outreach consulting services expenses
33	51000	9980-063	Transfer Out - Fiber	\$ 1,102,300	To allocate funding for monthly transfer out to Fiber expenses
33	51800	8801-002	TeamPharr.net - Construction	\$ 3,759,000	To allocate ARPA funding for TeamPharr.net construction expenses
			Total Expenditures Increase/(Decrease)	\$ 5,588,200	

NET EFFECT ON COVID RELIEF FUND \$ 5,588,200.00 <=Covered With Available Resources

FUND 40: GENERAL CIP					
REVENUES:					
EXPENSES:					
40	51000	5502-000	COMMERCIAL VEHICLE PARKING	\$ (2,605,000)	To reallocate funds to cover for various city expenses
40	51000	5011-000	I ROAD BRIDGE SOUTH FLOODWATER	\$ 15,200	To increase funds to cover additional expenses
40	51000	5013-000	THE LEVY COMPANY LLC	\$ 193,500	To increase funds to cover additional expenses
40	51000	8801-000	DRAINAGE PROGRAM - FIF	\$ 54,500	To increase funds to cover additional expenses
40	51000	8802-000	IT RENOVATIONS- 104 W POLK AV	\$ 258,400	To increase funds to cover additional expenses
40	51000	8802-001	EMS RENOVATIONS- 100 W FERGUSON	\$ 39,700	To increase funds to cover additional expenses

40	51000	8802-002	EMS RENOVATIONS- 205 W PARK	\$ 106,000	To increase funds to cover additional expenses
40	51000	8804-000	EVENT CENTER - W. FERGUSON AVE.	\$ 740,900	To increase funds to cover additional expenses
40	51000	8806-001	VETERANS RD/HIKE&BIKE EXPANSION - ENGINEER	\$ 83,200	To increase funds to cover additional expenses
40	51000	8806-002	VETERANS RD/HIKE&BIKE EXPANSION - CONSTRU	\$ 111,200	To increase funds to cover additional expenses
40	51000	8808-001	MOOORE RD. NATURE PARK-ENGINEERING	\$ 82,900	To increase funds to cover additional expenses
40	51000	8816-000	DHR BEHAVIORAL HEALTH HOSPITAL	\$ 2,600	To increase funds to cover additional expenses
40	51000	8817-000	24 Inch Waterline Improvement Project	\$ 132,700	To increase funds to cover additional expenses
40	51000	8860-001	PARKS MAINT BUILD-ENGINEERING	\$ 2,600	To increase funds to cover additional expenses
40	51000	8868-003	TRAFFIC SIGNS - OTHER	\$ 38,200	To increase funds to cover additional expenses
40	51000	8898-003	LAND	\$ 5,800	To increase funds to cover additional expenses
40	51000	8899-000	MOORE RD TO VETERANS	\$ 410,900	To increase funds to cover additional expenses
40	51000	8903-001	LAS MILPAS RD TO JACKSON RD	\$ 192,000	To increase funds to cover additional expenses
40	51000	9902-000	MISCELLANEOUS- ENGINEERING	\$ 21,700	To increase funds to cover additional expenses
40	51700	8802-001	SOUTH REGION INTERCEPTOR-ENG	\$ 500	To increase funds to cover additional expenses
40	53000	8802-001	OTHER MISCELLANEOUS	\$ 4,100	To increase funds to cover additional expenses
40	53000	8803-000	CITY GENERATORS	\$ 108,400	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

NET EFFECT ON GENERAL CIP **\$ -** **<---No Net Effect**

FUND 55: CITY GARAGE FUND					
REVENUES:					
55	4	4617	City Garage Repairs - PW	\$ (7,800)	To ratify and allocate funds for benefits, OT & Frontier expenses
			Total Revenues (Increase)/Decrease	\$ (7,800)	
EXPENSES:					
55	53500	1100	Salaries	\$ 4,000	To ratify and allocate funds for Employee Christmas Bonuses including benefits
55	53500	1105	FICA	\$ 300	To ratify and allocate funds for Employee Christmas Bonuses including benefits
55	53500	1115	Retirement	\$ 500	To ratify and allocate funds for Employee Christmas Bonuses including benefits
55	53500	1104	OVERTIME	\$ 2,000	To reallocate funds to cover for overtime expenses
55	53500	1114	FRONTIER	\$ 1,000	To reallocate funds to cover for frontier health insurance expenses
			Total Expenditures Increase/(Decrease)	\$ 7,800	

NET EFFECT ON CITY GARAGE **\$ -** **<---No Net Effect**

FUND 60: UTILITY FUND					
REVENUES:					
			Total Revenues (Increase)/Decrease	\$ -	
EXPENSES:					
60	571	7106	FIN SVC FEES - REVENUE BONDS	\$ 3,200	To increase funds to cover additional expenses
60	572	7208	2007A SERIES DWSRF - INTEREST	\$ 12,000	To increase funds to cover additional expenses
60	572	7209	2007B SER REV BOND - INTEREST	\$ 9,600	To increase funds to cover additional expenses
60	572	7211	2013 SERIES DWSRF - INTEREST	\$ 45,000	To increase funds to cover additional expenses
60	572	7212	2015 SERIES BOND - INTEREST	\$ 11,500	To increase funds to cover additional expenses
60	572	7214	2017 SERIES BOND - INTEREST	\$ 39,700	To increase funds to cover additional expenses
60	572	7215	2020A - INTEREST	\$ 3,900	To increase funds to cover additional expenses
60	572	7216	2020B - INTEREST	\$ 5,100	To increase funds to cover additional expenses
60	573	7304	2007 SERIES CWSRF - PRINCIPAL	\$ (1,865,000)	To reallocate funds to cover for various city expenses
60	573	7312	2015 TWDB PRINCIPAL	\$ 2,000	To increase funds to cover additional expenses
60	573	7311	2013 SERIES DWSRF - PRINCIPAL	\$ 5,000	To increase funds to cover additional expenses
60	573	7309	2007B SER REV BONDS PRINCIPAL	\$ 25,000	To increase funds to cover additional expenses
60	573	7308	2007A SERIES DWSRF - PRINCIPAL	\$ 30,000	To increase funds to cover additional expenses
60	573	7214	2017 SERIES BOND - PRINCIPAL	\$ 1,955,000	To increase funds to cover additional expenses
60	581	1106	UNITED HEALTH	\$ (85,500)	To reallocate funds to cover for various city expenses
60	581	1104	OVERTIME	\$ (8,200)	To reallocate funds to cover for various city expenses
60	581	5532	INSURANCE	\$ (6,000)	To reallocate funds to cover for various city expenses
60	581	1107	WORK COMP	\$ (1,500)	To reallocate funds to cover for various city expenses
60	581	5503	TRAINING & TRAVEL	\$ (900)	To reallocate funds to cover for various city expenses
60	581	1108	TEC TAXES	\$ (700)	To reallocate funds to cover for various city expenses
60	581	1110	UNIFORMS	\$ (300)	To reallocate funds to cover for various city expenses
60	581	1100	SALARIES	\$ 12,000	To ratify X -Mas Bonuses paid in December 2024
60	581	1105	FICA	\$ 1,000	To ratify X -Mas Bonuses paid in December 2024
60	581	1115	RETIREMENT	\$ 1,600	To ratify X -Mas Bonuses paid in December 2024
60	581	2208	OTHER OPERATING SUPPLIES	\$ 100	To increase funds to cover additional expenses
60	581	1123	HEALTHIEST YOU	\$ 300	To increase funds to cover additional expenses
60	581	5501	COMMUNICATIONS	\$ 300	To increase funds to cover additional expenses
60	581	2201	OFFICE SUPPLIES	\$ 1,000	To increase funds to cover additional expenses
60	581	1105	FICA	\$ 2,500	To increase funds to cover additional expenses
60	581	1115	RETIREMENT	\$ 10,700	To increase funds to cover additional expenses
60	581	1100	SALARIES	\$ 27,000	To increase funds to cover additional expenses
60	581	5535	BANK SERVICE CHARGES	\$ 32,000	To increase funds to cover additional expenses
60	581	3301	BUILDING & EQUIPMENT	\$ 35,000	To increase funds to cover additional expenses
60	582	2207	CHEMICALS	\$ (130,000)	To reallocate funds to cover for various city expenses
60	582	1106-001	UNITED HEALTH	\$ (117,500)	To reallocate funds to cover for various city expenses
60	582	5532	INSURANCE	\$ (114,300)	To reallocate funds to cover for various city expenses
60	582	3301	BUILDING & EQUIPMENT	\$ (56,000)	To reallocate funds to cover for various city expenses
60	582	5505	DUES & PUBLICATIONS	\$ (23,000)	To reallocate funds to cover for various city expenses
60	582	6603	CITY GARAGE REPAIRS	\$ (4,700)	To reallocate funds to cover for various city expenses
60	582	1108	TEC TAXES	\$ (2,100)	To reallocate funds to cover for various city expenses
60	582	5502	ADVERTISING	\$ (100)	To reallocate funds to cover for various city expenses

60	582	1100	SALARIES	\$ 13,000	To ratify X -Mas Bonuses paid in December 2024
60	582	1105	FICA	\$ 1,000	To ratify X -Mas Bonuses paid in December 2024
60	582	1115	RETIREMENT	\$ 1,700	To ratify X -Mas Bonuses paid in December 2024
60	582	1123	HEALTHIEST YOU	\$ 200	To increase funds to cover additional expenses
60	582	2206	JANITORIAL SUPPLIES	\$ 1,000	To increase funds to cover additional expenses
60	582	2208	OTHER OPERATING SUPPLIES	\$ 1,000	To increase funds to cover additional expenses
60	582	2201	OFFICE SUPPLIES	\$ 1,300	To increase funds to cover additional expenses
60	582	2202	POSTAGE	\$ 1,600	To increase funds to cover additional expenses
60	582	5503	TRAINING & TRAVEL	\$ 1,600	To increase funds to cover additional expenses
60	582	5501	COMMUNICATIONS	\$ 1,900	To increase funds to cover additional expenses
60	582	1115	RETIREMENT	\$ 4,000	To increase funds to cover additional expenses
60	582	6605	OUTSIDE REPAIRS - CITY GARAGE	\$ 5,000	To increase funds to cover additional expenses
60	582	7703	LEASE PURCHASE - INTEREST	\$ 5,600	To increase funds to cover additional expenses
60	582	2220	NON-CAPITAL EQUIP & SUPPLIES	\$ 12,000	To increase funds to cover additional expenses
60	582	4402	OTHER EQUIPMENT RENTALS	\$ 41,000	To increase funds to cover additional expenses
60	582	5507-001	ELECTRICITY	\$ 50,200	To increase funds to cover additional expenses
60	583	1106-001	UNITED HEALTH	\$ (241,700)	To reallocate funds to cover for various city expenses
60	583	5532	INSURANCE	\$ (42,600)	To reallocate funds to cover for various city expenses
60	583	1113	EMPLOYEE MEDICAL EXAM	\$ (29,200)	To reallocate funds to cover for various city expenses
60	583	1104	OVERTIME	\$ (28,000)	To reallocate funds to cover for various city expenses
60	583	6606	CITY GARAGE OVERHEAD COST	\$ (5,900)	To reallocate funds to cover for various city expenses
60	583	1108	TEC TAXES	\$ (4,250)	To reallocate funds to cover for various city expenses
60	583	5505	DUES & PUBLICATIONS	\$ (2,450)	To reallocate funds to cover for various city expenses
60	583	5503	TRAINING & TRAVEL	\$ (1,700)	To reallocate funds to cover for various city expenses
60	583	2201	OFFICE SUPPLIES	\$ (1,500)	To reallocate funds to cover for various city expenses
60	583	2203	SMALL TOOLS	\$ (1,500)	To reallocate funds to cover for various city expenses
60	583	2207	CHEMICALS	\$ (1,000)	To reallocate funds to cover for various city expenses
60	583	2206	JANITORIAL SUPPLIES	\$ (500)	To reallocate funds to cover for various city expenses
60	583	1100	SALARIES	\$ 25,500	To ratify X -Mas Bonuses paid in December 2024
60	583	1105	FICA	\$ 2,000	To ratify X -Mas Bonuses paid in December 2024
60	583	1115	RETIREMENT	\$ 3,300	To ratify X -Mas Bonuses paid in December 2024
60	583	4401	OFFICE EQUIPMENT RENTAL	\$ 300	To increase funds to cover additional expenses
60	583	6604	OUTSIDE REPAIRS	\$ 800	To increase funds to cover additional expenses
60	583	5507	UTILITIES	\$ 1,700	To increase funds to cover additional expenses
60	583	5507-001	ELECTRICITY	\$ 2,300	To increase funds to cover additional expenses
60	583	1123	HEALTHIEST YOU	\$ 3,000	To increase funds to cover additional expenses
60	583	4402	OTHER EQUIPMENT RENTALS	\$ 6,100	To increase funds to cover additional expenses
60	583	2214	WATER METERS & METER BOXES	\$ 7,400	To increase funds to cover additional expenses
60	583	6603	CITY GARAGE REPAIRS	\$ 15,700	To increase funds to cover additional expenses
60	583	1114-001	FRONTIER	\$ 30,000	To increase funds to cover additional expenses
60	583	3301	BUILDING & EQUIPMENT	\$ 43,800	To increase funds to cover additional expenses
60	583	2208	OTHER OPERATING SUPPLIES	\$ 45,000	To increase funds to cover additional expenses
60	583	6605	OUTSIDE REPAIRS - CITY GARAGE	\$ 76,000	To increase funds to cover additional expenses
60	583	3303	EMERGENCY REPAIRS	\$ 262,000	To increase funds to cover additional expenses
60	584	1106-001	UNITED HEALTH	\$ (135,900)	To reallocate funds to cover for various city expenses
60	584	2207	CHEMICALS	\$ (70,000)	To reallocate funds to cover for various city expenses
60	584	3301	BUILDING & EQUIPMENT	\$ (50,500)	To reallocate funds to cover for various city expenses
60	584	5505	DUES & PUBLICATIONS	\$ (34,400)	To reallocate funds to cover for various city expenses
60	584	6601	GAS & OIL	\$ (6,800)	To reallocate funds to cover for various city expenses
60	584	1110	UNIFORMS	\$ (4,400)	To reallocate funds to cover for various city expenses
60	584	1108	TEC TAXES	\$ (2,500)	To reallocate funds to cover for various city expenses
60	584	5532	INSURANCE	\$ (1,800)	To reallocate funds to cover for various city expenses
60	584	6606	CITY GARAGE OVERHEAD COST	\$ (1,300)	To reallocate funds to cover for various city expenses
60	584	5502	ADVERTISING	\$ (600)	To reallocate funds to cover for various city expenses
60	584	1100	SALARIES	\$ 17,000	To ratify X -Mas Bonuses paid in December 2024
60	584	1105	FICA	\$ 1,300	To ratify X -Mas Bonuses paid in December 2024
60	584	1115	RETIREMENT	\$ 2,200	To ratify X -Mas Bonuses paid in December 2024
60	584	2202	POSTAGE	\$ 100	To increase funds to cover additional expenses
60	584	4401	OFFICE EQUIPMENT RENTAL	\$ 200	To increase funds to cover additional expenses
60	584	1123	HEALTHIEST YOU	\$ 400	To increase funds to cover additional expenses
60	584	6603	CITY GARAGE REPAIRS	\$ 1,000	To increase funds to cover additional expenses
60	584	3303	EMERGENCY REPAIRS	\$ 2,000	To increase funds to cover additional expenses
60	584	6605	OUTSIDE REPAIRS - CITY GARAGE	\$ 3,500	To increase funds to cover additional expenses
60	584	5501	COMMUNICATIONS	\$ 4,700	To increase funds to cover additional expenses
60	584	2208	OTHER OPERATING SUPPLIES	\$ 5,100	To increase funds to cover additional expenses
60	584	5503	TRAINING & TRAVEL	\$ 6,300	To increase funds to cover additional expenses
60	584	5507-001	ELECTRICITY	\$ 7,000	To increase funds to cover additional expenses
60	584	1104	OVERTIME	\$ 7,500	To increase funds to cover additional expenses
60	584	1115	EMPLOYEE RETIREMENT	\$ 9,600	To increase funds to cover additional expenses
60	584	1114-001	FRONTIER	\$ 12,800	To increase funds to cover additional expenses
60	586	4402	OTHER EQUIPMENT RENTALS	\$ (31,600)	To reallocate funds to cover for various city expenses
60	586	2207	CHEMICALS	\$ (22,000)	To reallocate funds to cover for various city expenses
60	586	3303	EMERGENCY REPAIRS	\$ (16,800)	To reallocate funds to cover for various city expenses
60	586	3301	BUILDING & EQUIPMENT	\$ (9,800)	To reallocate funds to cover for various city expenses
60	586	5503	TRAINING & TRAVEL	\$ (800)	To reallocate funds to cover for various city expenses
60	586	2201	OFFICE SUPPLIES	\$ (200)	To reallocate funds to cover for various city expenses
60	586	6603	CITY GARAGE REPAIRS	\$ 300	To increase funds to cover additional expenses
60	586	6601	GAS & OIL	\$ 11,500	To increase funds to cover additional expenses
60	586	5507	UTILITIES	\$ 14,200	To increase funds to cover additional expenses
60	586	2208	OTHER OPERATING SUPPLIES	\$ 15,200	To increase funds to cover additional expenses
60	586	5507-001	ELECTRICITY	\$ 64,000	To increase funds to cover additional expenses
60	587	9985	TRANSFER OUT - UTILITY CIP	\$ (658,000)	To reallocate funds to cover for various city expenses
60	587	9999-004	WATER RATE STUDY	\$ (65,000)	To reallocate funds to cover for various city expenses
60	587	9980-001	TRANSFER OUT - GENERAL FUND	\$ (21,100)	To reallocate funds to cover for various city expenses
60	587	9905	LEGAL FEE	\$ (6,000)	To reallocate funds to cover for various city expenses

60	587	9913	ENGINEERING & ARCHITECT	\$ 1,500	To increase funds to cover additional expenses
60	587	9914	RAW WATER COST - COUNTY	\$ 17,500	To increase funds to cover additional expenses
60	587	9917	BAD DEBT EXPENSE	\$ 18,200	To increase funds to cover additional expenses
60	587	9985-061	TRANSFER OUT - UTILITY	\$ 755,000	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

NET EFFECT ON UTILITY FUND: \$ - <—No Net Effect

FUND 62: EMS					
REVENUES:					
			Total Revenues (Increase)/Decrease	\$ -	
EXPENSES:					
62	52500	1100	Salaries	\$ 49,000	To ratify X -Mas Bonuses paid in December 2024
62	52500	1105	FICA	\$ 3,800	To ratify X -Mas Bonuses paid in December 2024
62	52500	1115	Retirement	\$ 5,800	To ratify X -Mas Bonuses paid in December 2024
62	525	1106-001	United Health	\$ (538,800)	To reallocate funds to cover for various city expenses
62	525	1107	Workman's Comp Claim	\$ (134,400)	To reallocate funds to cover for various city expenses
62	525	1104	Overtime	\$ 65,000	To increase funds to cover additional expenses
62	525	1120	Workman's Comp Claim	\$ 2,500	To increase funds to cover additional expenses
62	525	2206	Janitorial Supplies	\$ 1,000	To increase funds to cover additional expenses
62	525	4401	Office Equipment Rentals	\$ 2,000	To increase funds to cover additional expenses
62	525	4402	Other Equipment Rentals	\$ 500,000	To increase funds to cover additional expenses
62	525	5503	Training & Travel	\$ 30,000	To increase funds to cover additional expenses
62	525	5503-001	Emergency Deployments	\$ 10,000	To increase funds to cover additional expenses
62	525	5506	Interlocal Fee	\$ 1,000	To increase funds to cover additional expenses
62	525	5529	Professional Dues & Expenses	\$ 3,100	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	\$ -	

NET EFFECT ON EMS: \$ - <—No Effect

FUND 63: TEAMPHARR.NET					
REVENUES:					
63	4	4677	FIBER REVENUE	1,819,600	To adjust revenues to match actual performance
63	4	4680	PSJATEAMPHARR.NET REVENUE	813,500	To adjust revenues to match actual performance
63	4	4681	GRANTS	920,000	To adjust revenues to match actual performance
63	4	4881-086	TRANSFER IN - PEDC	1,384,700	To adjust revenues to match actual performance
63	4	4881-033	INTEREST EARNED	(17,000)	To adjust revenues to match actual performance
			Total Revenues (Increase)/Decrease	4,920,800	
EXPENSES:					
63	518	1100	SALARIES	(573,900)	To reallocate funds to cover for various city expenses
63	518	1105	FICA	(59,500)	To reallocate funds to cover for various city expenses
63	518	1106	HOSPITAL INSURANCE	(301,000)	To reallocate funds to cover for various city expenses
63	518	1107	WORKERS COMP INSURANCE	(65,000)	To reallocate funds to cover for various city expenses
63	518	1108	TEX TAXES	(38,200)	To reallocate funds to cover for various city expenses
63	518	1114	FRONTIER	(33,300)	To reallocate funds to cover for various city expenses
63	518	1115	EMPLOYEES RETIREMENT	(79,200)	To reallocate funds to cover for various city expenses
63	518	1122	EAP	(900)	To reallocate funds to cover for various city expenses
63	518	2201	OFFICE SUPPLIES	(11,300)	To reallocate funds to cover for various city expenses
63	518	2208	OTHER OPERATING SUPPLIES	(14,800)	To reallocate funds to cover for various city expenses
63	518	2220	NON-CAPITAL EQUIPMENT & SUPPLIES	(247,200)	To reallocate funds to cover for various city expenses
63	518	3303	EMERGENCY REPAIRS	(54,900)	To reallocate funds to cover for various city expenses
63	518	4401	OFFICE EQUIPMENT RENTALS	(3,600)	To reallocate funds to cover for various city expenses
63	518	4402	OTHER EQUIPMENT RENTALS	(30,000)	To reallocate funds to cover for various city expenses
63	518	5502	ADVERTISING	(34,600)	To reallocate funds to cover for various city expenses
63	518	5503	TRAINING & TRAVEL	(9,700)	To reallocate funds to cover for various city expenses
63	518	5527	INSTALLATIONS	(1,557,800)	To reallocate funds to cover for various city expenses
63	518	5529	PROFESSIONAL DUES & EXPENSES	(120,000)	To reallocate funds to cover for various city expenses
63	518	5530	CONTRACTUAL SERVICES	(1,239,800)	To reallocate funds to cover for various city expenses
63	518	6603	CITY GARAGE EXPENSES	(4,100)	To reallocate funds to cover for various city expenses
63	518	1104	OVERTIME / WORK STUDY	10,700	To increase funds to cover additional expenses
63	518	1106-001	INSURANCE -UNITED HEALTH	1,500	To increase funds to cover additional expenses
63	518	11123	HEALTHIEST YOU	1,000	To increase funds to cover additional expenses
63	518	3302	EQUIPMENT MAINTENANCE	41,500	To increase funds to cover additional expenses
63	518	5501-021	INTERNET DATA / WAN SERVICES	61,500	To increase funds to cover additional expenses
63	518	5501-022	CELLULAR COMMUNICATIONS	700	To increase funds to cover additional expenses
63	518	6601	GAS & OIL	1,700	To increase funds to cover additional expenses
63	518	6604	OUTSIDE REPAIRS	1,800	To increase funds to cover additional expenses
			Total Expenditures Increase/(Decrease)	(4,358,400)	

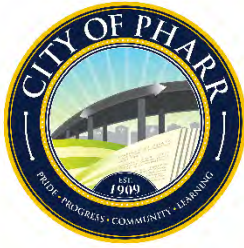
NET EFFECT ON TEAMPHARR.NET: \$ 562,400 <—REDUCES BUDGETED NET INCOME TO ~\$2,580,600

FUND 70: BRIDGE					
REVENUES:					
			Total Revenues (Increase)/Decrease	\$ -	
EXPENSES:					
70	510	9980-004	TRANSFER OUT- PEDC FOUNDATION	\$ (2,792,600)	To reallocate funds to cover for various city expenses
			Total Expenditures Increase/(Decrease)	\$ (2,792,600)	

NET EFFECT ON GENERAL CIP	\$	-	←No Net Effect
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NET EFFECT ON BRIDGE CIP \$ - ←No Net Effect

NET EFFECT ON GOLF FUND	\$	-	<--No Net Effect
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AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.D.

DATE SUBMITTED: September 4, 2025

MEETING DATE: September 15, 2025

FROM: Imelda Perez, City Clerk

DEPARTMENT: Administration

DIRECTOR: Imelda Perez

Agenda Item: Consideration and action, if any, on Ordinance amending Ordinance No. O-2015-10 related to Chapter 10 Alcoholic Beverages permitting. **(Adoption on One Reading)** This item supports **SG - Sound Governance and Fiscal Sustainability**.

Classification: Regular

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

Issue: The City of Pharr is needing to amend the current Ordinance for compliance with Senate Bill 1008 which clarifies that local governments cannot charge separate alcohol-related fees to food service establishments that are already licensed by the Texas Alcoholic Beverage Commission (TABC). This prevents double-charging and ensures consistency statewide.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends amending Ordinance for compliance with new law requirements.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Perez
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 09/04/2025
Approved - 09/04/2025
Approved - 09/08/2025
Final Approval - 09/09/2025

ORDINANCE NO. O-20~~15~~-__~~10~~

AN ORDINANCE AMENDING ORDINANCE NOS. O-73-22, O-74-32, O-76-1, O-84-45, ~~and O-2011-56~~, AND O-2015-10 RELATED TO CHAPTER 10 "ALCOHOLIC BEVERAGES" OF THE PHARR CODE OF ORDINANCES; PROVIDING FOR CONFLICTS WITH OTHER ORDINANCES, AND FOR REPEALS THEREOF IN CERTAIN CASES: PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND PUBLICATION

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

ARTICLE I. - IN GENERAL

**SECTION 1: CODE AND ORDINANCES ABOLISHED AND SUPERSEDED WITH THE
FOLLOWING:**

Chapter 10 - ALCOHOLIC BEVERAGES

Sec. 10-1. - Definitions.

For the purposes of this chapter, all definitions of words, terms and phrases as set forth in the Texas Alcoholic Beverage Code are hereby adopted and made a part of this chapter.

Sec. 10-2. - Restrictions on sale and manufacture.

It is hereby made unlawful for any person to manufacture, distill, brew, sell or distribute any alcoholic beverage, liquor, distilled spirits, wine, vinous liquor, malt liquor, ale, or beer, or otherwise engage in any activity for which a license or permit is required by the Texas Alcoholic Beverage Code, within the city's corporate limits without the approval of the City of Pharr.

Sec. 10-3. - Sale prohibited near church, school.

The sale of alcoholic beverages within 300 feet of any church or public school within the corporate limits of the city is hereby prohibited; and no alcoholic beverages of any kind shall be sold on any premises located within 300 feet of any church or public school. The measurement of the distance between the place of business where alcoholic beverages are sold and any church shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and any public school shall be in a direct line from the property line of the public school to the property line of the place of business, and in a direct line across intersections. In the event a purveyor of alcoholic beverages holds its rights in the property in question under a lease, concession or similar agreement, for the purposes of this section, its place of business shall be considered the area specifically subject to such agreement and the boundary

lines of such area set forth in such lease, concession or similar agreement shall be considered the property line of its place of business.

Sec. 10-4. - Hours of sale; approval of late hours mixed beverage permit.

- (a) For the purpose of this chapter, all guidelines pertaining to the hours of sale for alcoholic beverages, as set forth in the Texas Alcoholic Beverage Code are hereby adopted and made a part of this chapter.
- (b) Where an application has been made to the state alcoholic beverage commission for a late hours mixed beverage permit, and a request has been made that the city clerk approve such application, such request shall be presented to the city commission; and the city commission shall in its discretion approve such request where the application is for a late hours mixed beverage permit; and the city commission having so approved, the city clerk shall appropriately execute the application for late hours mixed beverages permit; and the retail sale of beer, wine, liquor, mixed drinks and all intoxicating beverages shall be lawful at such establishment for the hours prescribed by a valid late hours mixed beverage permit from the state alcoholic beverage commission.

Secs. 10-5—10-30. - Reserved.

ARTICLE II. - LICENSE

Sec. 10-31. - Required.

It shall be unlawful for any person to manufacture, distill, brew, sell or distribute any beer, liquor, wine or other alcoholic beverage, or otherwise engage in any activity for which a license or permit is required by the Texas Alcoholic Beverage Code, within the city, unless business has he has a current and unrevoked license by the City of Pharr and a valid state license or permit. ~~so to do to do so.~~ issued by the city.

Sec. 10-32. - Annual fee.

~~The annual fee for a license under this article shall be in an amount equal to one-half the amount of the license or permit fee imposed by the state to engage in similar activity in the city, except a temporary or agent's beer license.~~

Sec. 10-33. - Payment of fees.

~~All license fees imposed under this article shall be paid in advance for one year at the same time the state license or permit fees are due, unless such fee is collected for only a portion of the year, in which event the fee required shall cover the period of time from the date of the license issuance to the date the state license or permit expires, and only the proportionate part of the fee shall be collected. The fractional part of any month remaining shall be counted as one month in calculating the fee that shall be due.~~

Sec. 10-3~~24~~. - Prerequisites to issuance; effect of issuance.

~~Upon issuance of a license or permit duly issued by the state to the applicant payment of the applicable fee and approval by to the director of planning Development Services shall, in the name of the city, issue to such applicant a license or permit to engage in business in the city. The permit so issued shall authorize the conduct of such business upon the premises described in the permit from the state and shall remain in force only so long as such permit or license from the state remains in force and exhibition to him of a license or permit duly issued by the state to the applicant or person paying such fee, the director of finance shall the director of Development Services, in the name of the city, issue and deliver to such applicant or person a license conditional use permit to engage in business in the city, of the character described in and authorized by the permit or license from the state held by such applicant or person. The license permit so issued in the name of the city shall authorize the conduct of such business upon the premises described in the license permit from the state and shall remain in force only so long as such permit or license from the state remains in force.~~

Sec. 10-3~~35~~. - Conflicts with other ordinances.

Whenever the standards and specifications set forth in this article conflict with those contained in another ordinance of the city, the strongest or most restrictive provision shall govern. Whenever the standards and specifications set forth in this Ordinance conflict with those contained in another Ordinance the standards and specifications of this Ordinance shall prevail.

Sec. 10-3~~46~~. – Enforcement; punishment; penalties

- A. Should any person or business violate the prohibitions contained herein, or allow the commission of any act or condition that proximately resulted in a violation of this ordinance, the City Manager, City Attorney, and other designated personnel may take any action to enforce this or any ordinance to prevent and summarily abate the action and remove or seize any objects used to violate this ordinance. These actions may also include but not be limited to allowing for municipal resources and personnel to: abate any premises or property, closure, condemn, remove any person or thing, court action, suspend, cancel, or void any license or permit issued by the City of Pharr or a state or federal agency, and any and all other relief as may be necessary.
- B. Any violation of this Ordinance shall be subject to both civil and criminal penalties. A criminal conviction shall be a Class C misdemeanor. A violator shall also be subject to the maximum penalties allowed by law for failing to appear in Court when charged with an offense as described herein. If conduct constituting an offense under this ordinance also constitutes an offense under another law, the person may be prosecuted under all applicable laws.

- C. A liable party shall be subject to a civil penalty up to \$1,000 per violation, or the maximum allowed by law.
- D. It shall also be unlawful for the holder of a permit to knowingly conspire to circumvent this ordinance by allowing the use of its permit, facility or property by any person, business, or entity that does not have a legally obtained permit from the City of Pharr.

Sec. 10-357. - Conduct of business to conform to state and local laws.

The conduct of business of the holder of any license issued under this article shall be governed by and subject to all general state laws, civil or penal, or provisions of this Code and ordinances of the city.

SECTION 2. SEVERABILITY CLAUSE.

Should any portion of this Ordinance be held for any reason invalid or unenforceable, the same shall not be construed to affect any other valid portion hereof, but all valid portions shall remain in full force and effect.

SECTION 3. EFFECTIVE DATE.

~~Declaring an Emergency Clause; Effective Date.~~ The importance of the subject matter hereof creates an emergency and an imperative public necessity requiring the suspension of the rule that Ordinance be read on three separate days, and such rule is hereby suspended and said requirement is dispensed with by a vote of not less than a majority of all the members of the Board of Commissioners.

This ordinance shall take effect immediately upon passage and approval.

~~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 4. 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 ~~3rd~~ 15th day of ~~February~~ September, 2021~~15~~.

CITY OF PHARR

~~JR.,~~ AMBROSIO HERNANDEZ, MAYOR

LEOPOLDO "POLO" PALACIOS,

~~MAYOR~~

ATTEST:

HILDA PEDRAZA AIMELDA PEREZ, CITY CLERK

~~**PASSED AND APPROVED ON THE SECOND READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS,** on this the 17th day of February, 2015.~~

CITY OF PHARR

LEOPOLDO "POLO" PALACIOS, JR.,
MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK

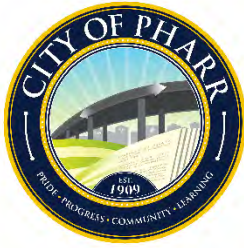
~~**PASSED AND APPROVED ON THE THIRD AND FINAL READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS,** on this the 17th day of March, 2015.~~

CITY OF PHARR

LEOPOLDO "POLO" PALACIOS, JR.,
MAYOR

ATTEST:

HILDA PEDRAZA, CITY CLERK



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.E.

DATE SUBMITTED: September 4, 2025

MEETING DATE: September 15, 2025

FROM: Alessandra Garcia, Assistant City Clerk

DEPARTMENT: Administration

DIRECTOR: Jonathan Flores

Agenda Item: Consideration and action, if any, on Ordinance renaming public roadway from West Doffing to Doffing Canal. (Control Section AA4018 and Official Route Number 109AA4018) *(1st Reading)* This item supports SG - Sound Governance and Fiscal Sustainability.

Classification: Consent

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

Issue: The proposed ordinance seeks to rename the public roadway currently designated as West Doffing to Doffing Canal. (Control Section AA4018 and Official Route Number 109AA4018)

Fiscal Consideration: N / A

Staff Recommendation: Staff recommends approval.

Alternatives: N / A

Exclude Material from Public Packet? No

Reason: N / A

ROUTING:

Alessandra Garcia
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 09/04/2025
Approved - 09/05/2025
Approved - 09/08/2025
Final Approval - 09/09/2025

ORDINANCE NO. O-2025-__

AN ORDINANCE DESIGNATING AND RENAMING A PUBLIC ROADWAY: WEST DOFFING TO DOFFING CANAL; PROVIDING FOR A SEVERABILITY CLAUSE; CUMULATIVE CLAUSE; AND EFFECTIVE DATE

WHEREAS, the City of Pharr, in accordance with its powers and the authorizations granted to it by State Law and ordinance, seeks to designate a public roadway within its territorial city limits as indicated herein; and

WHEREAS, Section 251.013 of the Texas Transportation Code establishes that the authority of a county to name any public roadway within its territorial county limits is subject to municipal ordinance; and

WHEREAS, Section 1-8 (5) of the Pharr Code of Ordinances authorizes the City of Pharr to name public streets within its territorial city limits; and

WHEREAS, the roadway subject to this ordinance is identified as **Control Section AA4018** and **Official Route Number 109AA4018** under the Texas Department of Transportation (TxDOT) system.

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

SECTION 1. Public Roadway Name Designation. As indicated herein, as of the effective date of this ordinance, the roadway identified as **Control Section AA4018** and **Official Route Number 109AA4018**, currently designated as *West Doffing*, shall now be known as its original name given and dedicated under the Pharr Original Townsite Plat, referred to as:

“Doffing Canal” (see Exhibit A).

SECTION 2. Cumulative Clause. This ordinance shall be cumulative of all other ordinances dealing with the same subject, and any ordinances in direct conflict with this ordinance are hereby repealed. This ordinance shall supersede any provisions in conflict herewith, and all other provisions of the above-described ordinances shall remain in full force and effect.

SECTION 3. Severability Clause. If any section, part, or provision of this ordinance is declared unconstitutional or invalid, such declaration shall not affect the validity of the remaining sections, parts, or provisions of this ordinance.

SECTION 4. Effective Date. This ordinance shall take effect thirty (30) days after final approval by the governing body following three (3) readings of the Board of Commissioners.

PASSED AND APPROVED ON THE FIRST READING BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the 15th day of September, 2025.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA PEREZ, CITY CLERK

PASSED AND APPROVED ON THE SECOND READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the 6th day of October, 2025.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA PEREZ, 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 20th day of October, 2025.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA PEREZ, CITY CLERK

EXHIBIT A:

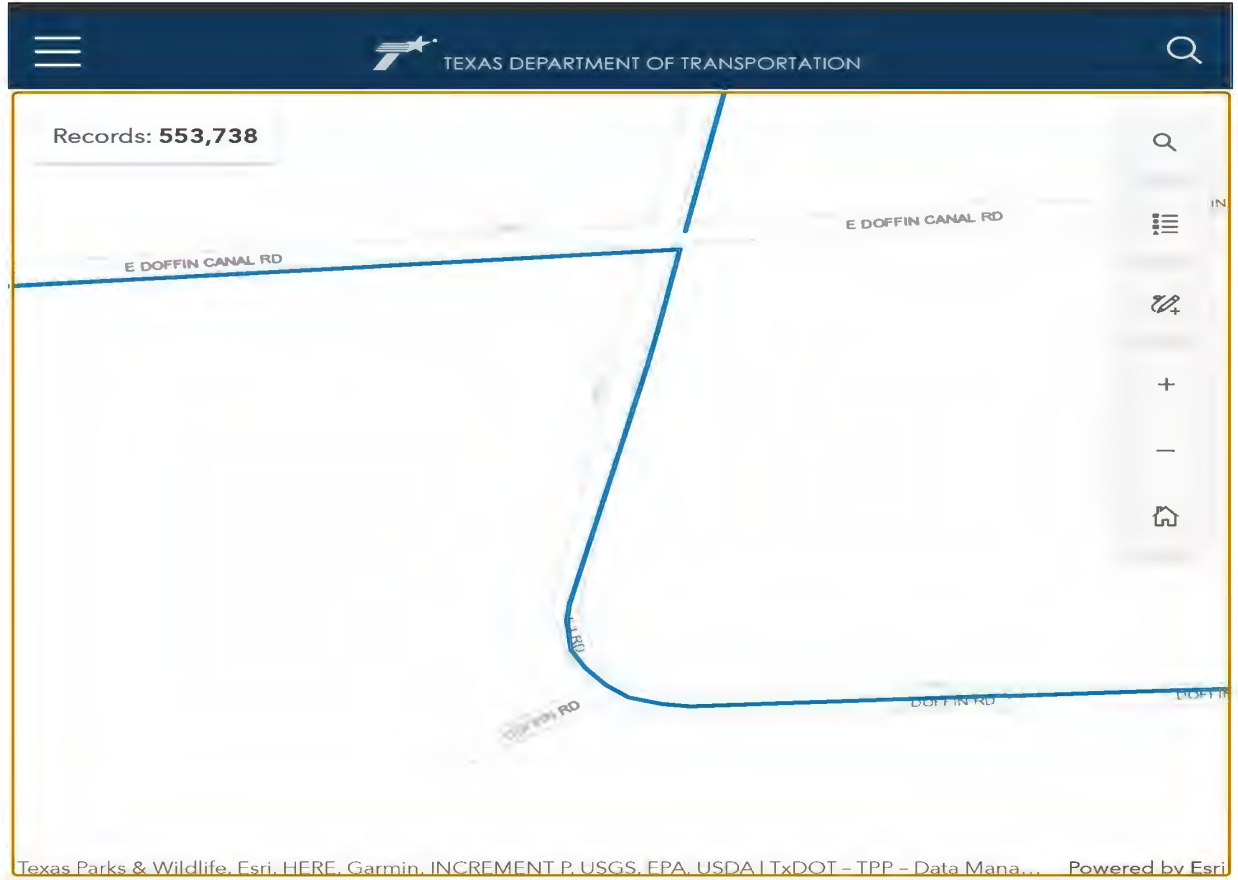
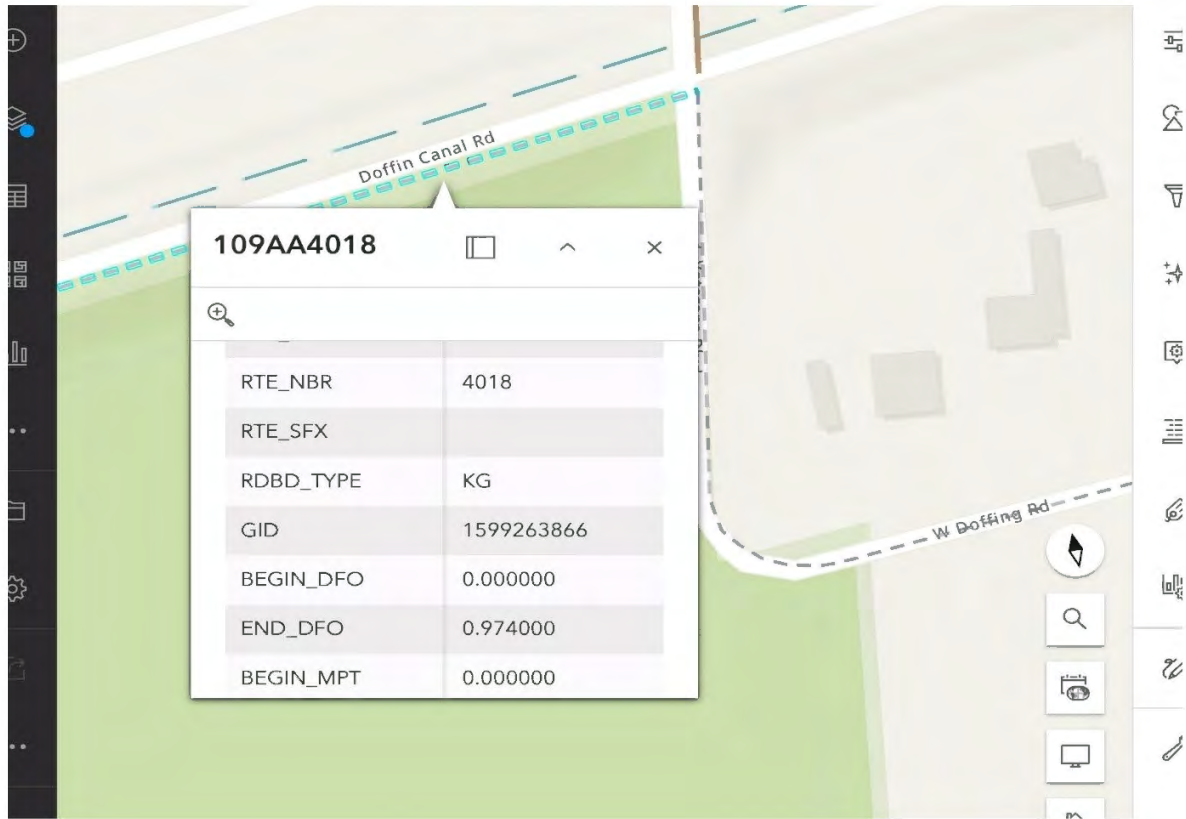
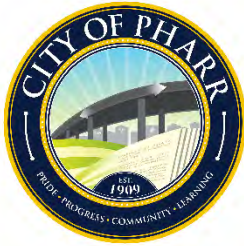


EXHIBIT B:



EXHIBIT C:





AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.F.

DATE SUBMITTED: September 9, 2025

MEETING DATE: September 15, 2025

FROM: Imelda Perez, City Clerk

DEPARTMENT: Administration

DIRECTOR: Jonathan Flores

Agenda Item: Consideration and action, if any, on Ordinance creating the Maintenance Department. *(1st Reading)* This item supports SG - Sound Governance and Fiscal Sustainability.

Classification: Regular

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

Issue: To be completed

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends creation of the Maintenance Department.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Perez
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 09/09/2025
Approved - 09/09/2025
Approved - 09/09/2025
Final Approval - 09/09/2025

ORDINANCE NO. O-2025-__

AN ORDINANCE ESTABLISHING THE MAINTENANCE DEPARTMENT; DEFINING DUTIES AND RESPONSIBILITIES; INCLUSION IN PHARR CODE OF ORDINANCES; ADOPTION OF RELATED LAWS; RATIFICATION OF PRIOR ACTS; REVEALING CONFLICTING ORDINANCES AND ESTABLISHING EFFECTIVE DATE

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

SECTION 1: DEPARTMENT ESTABLISHED

The Maintenance Department shall be created pursuant to the City charter, municipal chain of authority and city employment policy. This Ordinance and provisions herewith shall be included in the Pharr Code of Ordinances. All acts occurring prior to the effective date of this Ordinance shall be ratified and adopted.

SECTION 2: AUTHORIZATION

The Maintenance Department is authorized to carry out all duties and responsibilities as directed by the City of Pharr and as permitted by applicable federal, state, and local laws, including but not limited to:

- (A) Building and park maintenance/operations for all city facilities, parks, and greenspaces.
- (B) Manage and fulfill work orders submitted by city departments and residents.
- (C) Manage departmental personnel, budget, and operations.
- (D) Coordinate with and supporting other city departments as necessary.

SECTION 3: CREATION AND DUTIES OF MAINTENANCE DEPARTMENT.

- (A) The Maintenance Department is hereby created.
- (B) The creation of the following positions is authorized:
 - 1. A Facilities Operations Director full-time exempt position; and
 - 2. Additional positions may be authorized by the Board of Commissioners based on operational needs and budget availability.
- (C) The department shall provide the following services:
 - 1. Citywide building and park maintenance.
 - 2. Fulfill and prioritize work orders for city departments and facilities via work order software system and/or 311 Resident Application.
 - 3. Provide support and resources for all city events in conjunction with pertinent departments.

4. Such other related duties as may be directed by the City Manager.
- (D) The department shall operate in accordance with:
1. All applicable safety regulations.
 2. City purchasing and procurement policies.
 3. Generally accepted maintenance operation standards.
 4. City financial management and accounting procedures.

SECTION 4: FISCAL RESPONSIBILITY

The department shall operate within approved budget allocations and shall maintain appropriate financial records and controls as required by city policy and applicable law.

SECTION 5: CUMULATIVE

This Ordinance shall be cumulative of all other ordinances dealing with the same subject and other ordinances in direct conflict with this Ordinance is herewith repealed and this Ordinance shall supersede and provisions in conflict herewith; all other provisions of the above-described ordinance shall remain in full force and effect.

SECTION 6: SEVERABILITY CLAUSE

All ordinances in conflict with this ordinance are repealed. The invalidity of any section, clause, sentence or provision of this ordinance shall not affect the validity of any other part thereof. The effects of this Ordinance shall at all times be in compliance with state, federal, and other guidelines as directed.

SECTION 7: EFFECTIVE DATE; PUBLICATION

This Ordinance shall be read in three (3) separate readings and shall take effect on October 1, 2025, upon receiving final approval of not less than a majority of all the members of the Board of Commissioners and executed by the Mayor and City Clerk in accordance with City of Pharr Charter. This Ordinance may be published, after passage, in one issue of the official paper.

SECTION 8: 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 15th day of September, 2025.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA PEREZ, CITY CLERK

PASSED AND APPROVED ON THE SECOND READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the 6th day of October, 2025.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA PEREZ, CITY CLERK

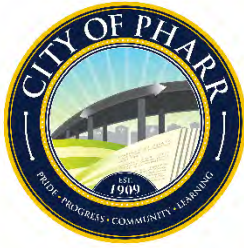
PASSED AND APPROVED ON THE THIRD AND FINAL READING BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the 20th day of October, 2025.

CITY OF PHARR

AMBROSIO HERNANDEZ
MAYOR

ATTEST:

IMELDA PEREZ, CITY CLERK



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.G.

DATE SUBMITTED: September 8, 2025

MEETING DATE: September 15, 2025

FROM: Imelda Perez, City Clerk

DEPARTMENT: Administration

DIRECTOR: Jonathan Flores

Agenda Item: Consideration and action, if any, on Resolution authorizing publication of Notice of Intention to Issue Certificates of Obligation, Series 2025, for the design, acquisition, construction, and improvement of certain public works, and authorizing certain other matters relating thereto. **This item supports SG - Sound Governance and Fiscal Sustainability.**

Classification: Regular

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

Issue: Resolution authorizing publication of Notice of Intention to Issue Certificates of Obligation, Series 2025, for the design, acquisition, construction, and improvement of certain public works, and authorizing certain other matters relating thereto.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends approval.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Perez
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 09/08/2025
Approved - 09/08/2025
Approved - 09/08/2025
Final Approval - 09/09/2025

CERTIFICATE FOR RESOLUTION

STATE OF TEXAS §
COUNTY OF HIDALGO §
CITY OF PHARR §

I, the undersigned City Clerk of the City of Pharr, Texas (the “City”), hereby certifies as follows:

The City Commission of the City convened in a regular meeting on September 15, 2025, at the regular meeting place thereof, within the City, and the roll was called of the duly constituted officers and members of the City Commission, to wit:

Dr. Ambrosio Hernandez	Mayor
Michael Pacheco	Commissioner Place 1
Roberto Carrillo	Commissioner Place 2
Ramiro Caballero	Commissioner Place 3
Daniel Chavez	Commissioner Place 4
Ricardo Medina	Commissioner Place 5
Itza Flores	Commissioner Place 6

and all of such persons were present, except _____ thus constituting a quorum. Whereupon, among other business, the following was transacted at said meeting: a written

RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF INTENTION
TO ISSUE CERTIFICATES OF OBLIGATION, SERIES 2025, FOR THE
DESIGN, ACQUISITION, CONSTRUCTION, AND IMPROVEMENT OF
CERTAIN PUBLIC WORKS, AND AUTHORIZING CERTAIN OTHER
MATTERS RELATING THERETO

(the “Resolution”) was duly introduced for the consideration of the City Commission and read in full. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, such motion, carrying with it the adoption of the Resolution, prevailed and carried by the following vote:

AYES: ____ NAYS: ____ ABSTENTIONS: ____

That a true, full and correct copy of the Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the City Commission's minutes of such meeting; that the above and foregoing paragraph is a true, full and correct excerpt from the City Commission's minutes of such meeting pertaining to the adoption of the Resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the City Commission as indicated therein; that each of the officers and members of the City Commission was duly and sufficiently notified officially and personally, in advance, of the date, hour, place and subject of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at such meeting, and each of such officers and members consented, in advance, to the holding of such meeting for such purpose; that such meeting was open to the public as required by law; and that public notice of the date, hour, place and subject of such meeting was given as required by the Open Meetings Law, Chapter 551, Texas Government Code.

SIGNED AND SEALED this _____.

CITY OF PHARR, TEXAS

Imelda Perez, City Clerk

(SEAL)

RESOLUTION NO. R-2025-__

**RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF
INTENTION TO ISSUE CERTIFICATES OF OBLIGATION, SERIES 2025,
FOR THE DESIGN, ACQUISITION, CONSTRUCTION, AND
IMPROVEMENT OF CERTAIN PUBLIC WORKS, AND AUTHORIZING
CERTAIN OTHER MATTERS RELATING THERETO**

STATE OF TEXAS	§
COUNTY OF HIDALGO	§
CITY OF PHARR	§

WHEREAS, the City Commission (the “City Commission”) of the City of Pharr, Texas (the “City”), is authorized to issue certificates of obligation to pay contractual obligations to be incurred for the construction of public works, for the purchase of materials, supplies, equipment, machinery, buildings, land and rights-of-way for authorized needs and purposes, and for the payment of contractual obligations for professional services pursuant to Subchapter C of Chapter 271, Texas Local Government Code, as amended;

WHEREAS, the City Commission has determined that it is in the best interests of the City and otherwise desirable to issue the City of Pharr, Texas Certificates of Obligation, Series 2025, in one or more series, in an aggregate principal amount not to exceed \$17,000,000 (the “Certificates”) for the design, engineering, acquisition and construction of certain public works and the purchase of certain equipment for authorized needs and purposes;

WHEREAS, in connection with the Certificates, the City Commission intends to publish notice of intent to issue the Certificates (the “Notice”) in a newspaper of general circulation in the City; and

WHEREAS, the City Commission has been presented with and has examined the proposed form of Notice and finds that the form and substance thereof is satisfactory, and that the recitals and findings contained therein are true, correct and complete.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PHARR, TEXAS:

Section 1. Preamble. The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct.

Section 2. Authorization of Notice. The Mayor of the City is hereby authorized and directed to execute and deliver the Notice set forth in Exhibit A hereto and to publish such Notice on behalf of the City once a week for two (2) consecutive weeks in a newspaper which is of general circulation in the City, the date of the first publication of the Notice to be at least forty-five (45) days before the date tentatively set in the Notice for the passage of the ordinance authorizing the issuance of the Certificates. In addition, the Notice shall be posted continuously on the City’s

website for at least forty-five (45) days before the date tentatively set in the Notice for the passage of the ordinance authorizing the issuance of the Certificates.

Section 3. Designation of Self-Supporting Securities. For the purposes of the Notice, the City hereby designates as self-supporting those public securities listed in the attached Exhibit B, the debt service on which the City currently pays from sources other than ad valorem tax collections. The City plans to continue to pay these public securities based on this practice; however, there is no guarantee this practice will continue in future years.

Section 4. Authorization of Preliminary Official Statement. The City hereby authorizes the preparation and distribution of a Preliminary Official Statement relating to the Certificates and authorizes the Mayor, the City Manager, and the Finance Director to approve the final form of and deem final such Preliminary Official Statement within the meaning and for the purposes of paragraph (b)(1) of Rule 15c2-12 of the United States Securities and Exchange Commission.

Section 5. Authorization of Other Matters Relating Thereto. The Mayor, City Clerk, and other officers and agents of the City are hereby authorized and directed to do any and all things necessary or desirable to carry out the provisions of this Resolution.

Section 6. Effective Date. This Resolution shall take effect immediately upon passage.

Section 7. Public Meeting. It is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place and subject matter of the public business to be considered at such meeting, including this Resolution, was given all as required by the Texas Government Code, Chapter 551, as amended.

[signature page follows]

PASSED AND APPROVED this 15th day of September 2025.

CITY OF PHARR, TEXAS

Ambrosio Hernandez, Mayor
City of Pharr, Texas

ATTEST:

Imelda Perez, City Clerk
City of Pharr, Texas

(SEAL)

EXHIBIT A

NOTICE OF INTENTION TO ISSUE CERTIFICATES

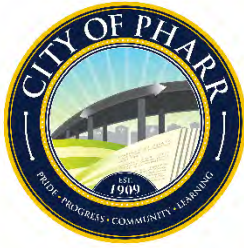
NOTICE IS HEREBY GIVEN that the City Commission of the City of Pharr, Texas (the “City”) will meet at its regular meeting place at City Hall, Commissioners’ Room, 118 S. Cage Blvd., 2nd Floor, Pharr, Texas 78577 at 4:00 p.m. on the ___ day of November, 2025, which is the time and place tentatively set for the passage of an ordinance and such other action as may be deemed necessary to authorize the issuance of the City’s certificates of obligation in one or more series, payable from an annual ad valorem tax, as well as a limited pledge of \$1,000 of the surplus revenues of the City’s water and sewer system, in the maximum aggregate principal amount of \$17,000,000, bearing interest at any rate or rates, not to exceed the maximum interest rate authorized by law, as shall be determined within the discretion of the City Commission at the time of issuance and maturing over a period of years not to exceed forty (40) years from the date thereof, for the purposes of evidencing the indebtedness of the City for all or any part of the costs associated with

and paying the costs related to the issuance of the Certificates. The estimated combined principal and interest required to pay the Certificates on time and in full is \$ _____. Such estimate is provided for illustrative purposes only and is based on an assumed interest rate of ____%. Market conditions affecting interest rates vary based on a number of factors beyond the control of the City, and the City cannot and does not guarantee a particular interest rate associated with the Certificates. As of the date of this notice, the aggregate principal amount outstanding of tax-supported debt obligations of the City (excluding public securities secured by an ad valorem tax but designated by the City as self-supporting) is \$ _____, and based on the City’s expectations, as of the date of this notice, the combined principal and interest required to pay all of the outstanding tax-supported debt obligations of the City (excluding public securities secured by an ad valorem tax but designated by the City as self-supporting) on time and in full is \$ _____.

Mayor, City of Pharr

SELF SUPPORTING DEBT

Principal Amount Designated as Self Supporting	Series Designation
\$	
\$	
\$	
\$	
\$	
Total Principal Amount Designated as Self-Supporting	



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.H.

DATE SUBMITTED: September 2, 2025

MEETING DATE: September 15, 2025

FROM: Imelda Perez, City Clerk

DEPARTMENT: Administration

DIRECTOR: Jonathan Flores

Agenda Item: Consideration and action, if any, on Resolution for nomination of candidates to the Hidalgo County Appraisal District Board of Directors for 2026-2029. **This item supports SG - Sound Governance and Fiscal Sustainability.**

Classification: Regular

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

Issue: The Hidalgo County Appraisal District will be conducting its biennial voting entitlement for the 2026-2029 Board of Directors of the Hidalgo County Appraisal District from September through December 2025. Attached is a timeline with important information and dates to assist with the voting entitlement process.

The Board of Directors consists of nine (9) members, five (5) voting members who are appointed by the participating entities, three (3) members elected by the voters of the county, and one (1) ex-officio member, which is the County Tax Assessor/Collector.

The eligible voting taxing units will appoint two (2) Board of Directors members during this year's appointment process. Each eligible taxing unit may nominate one (1) but no more than two (2) candidates for a place on the ballot. The governing body for each eligible taxing unit must submit the adopted resolution with the candidate's name(s) and their contact information to the Chief Appraiser before October 15, 2025.

Fiscal Consideration: N/A

Staff Recommendation: Staff recommends the Board of Commissioners to submit the name(s) of the nominee(s).

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Imelda Perez
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 09/02/2025
Approved - 09/03/2025
Approved - 09/04/2025
Final Approval - 09/05/2025

RESOLUTION NO. R-2025- ____

**A RESOLUTION OF THE CITY COMMISSION FOR THE CITY OF PHARR TEXAS
EXPRESSING ITS NOMINATION FOR APPRAISAL DISTRICT DIRECTORS FOR
2026-2029 ON THE HIDALGO COUNTY APPRAISAL DISTRICT BOARD OF
DIRECTORS**

WHEREAS, the City Commission for the City of Pharr is authorized to make nominations for each position to be filled in the Hidalgo County Appraisal District Board of Directors; and

WHEREAS, these directors shall serve a four (4) year term beginning January 1, 2026 and that all taxing entities associated with the Hidalgo County Appraisal District are authorized to nominate one (1) but not more than two (2) persons for said Board; and

WHEREAS, the Board of Commissioners of the City of Pharr must submit the name(s) of the nominee(s) by written resolution to the Chief Appraiser by October 15, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS that the name(s) of:

is/are hereby nominated by the City of Pharr to the Hidalgo County Appraisal District Board of Directors.

FURTHERMORE, the City Commission for the City of Pharr directs the Chief Appraiser to submit said nomination(s) for consideration by all taxing entities within the Hidalgo County Appraisal District in the upcoming district election.

PASSED AND APPROVED this the 15th day of September, 2025.

CITY OF PHARR

Ambrosio Hernandez, Mayor

ATTEST:

Imelda Perez, City Clerk

HIDALGO COUNTY APPRAISAL DISTRICT

Joe D. Olivarez Chairman
Eddy Betancourt Vice-Chairman
Amador Requenez Secretary
Richard A. Garza Member
Albert D. Cardenas Member



Pablo "Paul" Villarreal, Jr. Member
Place 1 Erica E. Canales Member
Place 2 Veronica "Ronnie" Ontiveros Member
Place 3 Karina Cardoza Member
Rolando Garza Chief Appraiser

PO Box 208
Edinburg, TX 78540-0208
(956) 381-8466 (956) 565-2461
www.hidalgoad.org

August 20, 2025

City of Pharr Mayor
Dr. Ambrosio Hernandez
PO Box 1729
Pharr TX 78577

RECEIVED

AUG 26 2025

**CITY CLERK'S OFFICE
IMELDA PEREZ**

Dear Mayor Hernandez,

As per Senate Bill 2 of the 2nd Called Session of the 88th Legislature, the Hidalgo County Appraisal District (HCAD) will be conducting the voting entitlement for the 2026-2029 term of the Board of Directors (BOD) from September through December 2025. I have included with this letter a timeline with important information and dates to assist you with the voting entitlement process.

Per Sec. 6.0301 of the Texas Property Tax Code (TPTC), HCAD is governed by a BOD appointed by the eligible taxing units participating in the district AND elected by majority vote at the general election for state and county officers. The BOD consists of nine (9) members, five (5) members who are appointed by participating entities, three (3) members elected by the voters of the county, and one (1) ex officio member, who, by state statute, is the County Tax Assessor/Collector. **Members of the BOD appointed by the eligible taxing units serve staggered four-year (4) terms beginning January 1 of every other even-numbered year, and elected BOD members serve staggered four-year (4) terms starting January 1 of every other odd-numbered year.**

The eligible voting taxing units will appoint two (2) BOD members during this year's appointment process. Therefore, the initial step will be for participating taxing units to nominate candidates by **resolution**. Each eligible taxing unit may nominate (1) but no more than two (2) candidates for a place on the ballot. The governing body for each eligible taxing unit must submit the adopted resolution with the candidate's name(s) and their contact information to the Chief Appraiser **before October 15th**.

Before October 30th, the Chief Appraiser shall prepare and deliver a ballot to the presiding officer of each eligible taxing unit, listing the candidates whose names were submitted on time and the number of votes the taxing unit is entitled to. The governing body shall then determine its vote and submit such vote by an adopted resolution to the Chief Appraiser **before December 15th**.

Before December 31st, the Chief Appraiser shall count all timely submitted votes, declare the two candidates that received the most votes elected, and submit the results to the candidates and the governing bodies of each taxing unit in the district.

Please do not hesitate to contact me if you need further assistance or additional information regarding the voting entitlement process.

Sincerely,

A handwritten signature in cursive script that reads "Rolando Garza".

Rolando Garza, RPA
Chief Appraiser

RG:plg

Enclosures

HIDALGO COUNTY APPRAISAL DISTRICT

Joe D. Olivarez
Eddy Betancourt
Amador Requenez
Richard A. Garza
Albert D. Cardenas

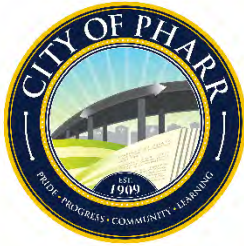
Chairman
Vice-Chairman
Secretary
Member
Member



Pablo "Paul" Villarreal, Jr. Member
Place 1 Erica E. Canales Member
Place 2 Veronica "Ronnie" Ontiveros Member
Place 3 Karina Cardoza Member
Rolando Garza Chief Appraiser

PO Box 208
Edinburg, TX 78540-0208
(956) 381-8466 (956) 565-2461
www.hidalgoad.org

 Hidalgo County Appraisal District Timeline Election of the Board of Directors 2026 - 2029	
August 2025 But before October 1, 2025	Notify all presiding officers of each taxing unit about the upcoming election and their voting entitlement for the 2025-2026 election for the Board of Directors for the Appraisal District.
Before October 15, 2025	The Presiding Officer of the taxing unit submits the name(s) of the candidate(s) by written resolution to the Chief Appraiser.
Before October 30, 2025	The Chief Appraiser prepares and delivers the ballot to the presiding officer, listing the candidates in order by surname and the number of votes each taxing unit has.
At the First or Second Open Meeting After Receiving Ballot OR Before December 15, 2025	Each voting unit with 250 or more of the total votes casts its votes by written resolution and submits them to the Chief Appraiser before the third day after adopting the resolution. OR Each voting unit with fewer than 250 votes casts its votes by written resolution and submits them to the Chief Appraiser.
Before December 31, 2025	The Chief Appraiser shall count the votes, declare the candidates elected with the largest cumulative vote total, and submit the results to the governing bodies and the candidates.



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.I.

DATE SUBMITTED: August 25, 2025

MEETING DATE: September 15, 2025

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Veronica Ramirez

Agenda Item: Consideration and action, if any, on Resolution appointing/reappointing one (1) member to the Civil Service Commission. **This item supports SG - Sound Governance and Fiscal Sustainability.**

Classification: Regular

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

Issue: Civil Service Board member Vittorio Puente's term will expire on October 2, 2025. Contact has been made with him, and he wishes to continue serving and have his term renewed.

Fiscal Consideration: N/A

Staff Recommendation: Recommendation to re-appoint Vittorio Puente.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Beatriz Fuentes

Veronica Ramirez

Ricardo Rodriguez

City Management Office

Created/Initiated - 08/25/2025

Approved - 08/25/2025

Approved - 08/25/2025

Final Approval - 08/25/2025

STATE OF TEXAS §

COUNTY OF HIDALGO §

CITY OF PHARR §

RESOLUTION
NO. R-2025-___

WHEREAS, the City Commission of the City of Pharr has adopted a Resolution creating the Pharr Firefighters and Police Officer's Civil Service Commission; and

WHEREAS, under the provision of the Texas Fire and Police Civil Service section 143.006(b), the Civil Service Commission is comprised of three (3) members to be appointed by the Chief Executive Officer and confirmed by the governing body of the municipality; and

WHEREAS, a person appointed to the commission must be of good moral character; be a United States citizen; be a resident of the municipality who has resided in the municipality for more than three years; be over 25 years of age and not have held a public office within the preceding three years; and

WHEREAS, members of said commission shall serve staggered three years terms with the term of one member expiring each year; and

WHEREAS, the term of Vittorio Puente will expire on October 2, 2025, and appointment/re-appointment needs to be made at this time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PHARR, TEXAS, that the following citizen is hereby confirmed as a member of the Pharr Firefighter's and Police Officer's Civil Service Commission.

NAME

LENGTH OF TERM

3-year term (expiring 10/02/28)

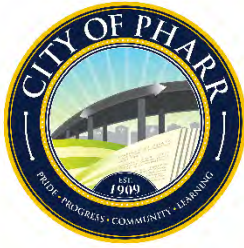
PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PHARR, TEXAS, on this the 15th day of September 2025.

CITY OF PHARR

AMBROSIO "AMOS" HERNANDEZ,
MAYOR

ATTEST:

IMELDA PEREZ, CITY CLERK



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 7.J.

DATE SUBMITTED: September 4, 2025

MEETING DATE: September 15, 2025

FROM: Cindy Bernal, Administrative Assistant

DEPARTMENT: Parks

DIRECTOR: Sergio Alanis

Agenda Item: Consideration and action, if any, on Resolution appointing/reappointing one (1) member to the Keep Pharr Beautiful Committee. **This item supports SG -Sound Governance and Fiscal Sustainability.**

Classification: Regular

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

Issue: The following current Keep Pharr Beautiful Committee Board Member, Romeo Robles Jr. term expired on June 5, 2025.

Fiscal Consideration: n/a

Staff Recommendation: Staff recommends appointing a new board member.

Alternatives: n/a

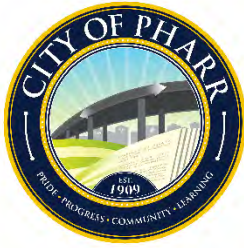
Exclude Material from Public Packet? No

Reason: n/a

ROUTING:

Cindy Bernal
Sergio Alanis
David Friedlein
Ricardo Rodriguez
City Management Office

Created/Initiated - 09/04/2025
Approved - 09/08/2025
Approved - 09/08/2025
Approved - 09/08/2025
Final Approval - 09/08/2025



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 8.A.

DATE SUBMITTED: September 8, 2025

MEETING DATE: September 15, 2025

FROM: Jessica Ramirez, Risk
Management Coordinator

DEPARTMENT: HR

DIRECTOR: Veronica Ramirez

Agenda Item: Consideration and action, authorizing City Manager to negotiate and award a service contract for Self-Funded or Level-Funded Employee Health Insurance Benefit Plans and Pharmacy Benefit Management Services, and Individual & Aggregate Stop Loss Insurance. **This item supports QL - Quality of Life.**

Classification: Regular

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

Issue: The City insurance agent of record is Lonestar Insurance Services (Ruben Garza, CIC) reviewed and prepared a comparison worksheet. Pending official recommendation letter from Lonestar Insurance Services.
(Project No. 2425-01-526-S35-94)

Fiscal Consideration: .

Staff Recommendation: Pending recommendation from Lonestar Insurance Service.

Alternatives: N/A

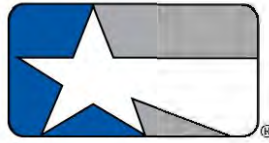
Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Jessica Ramirez
Veronica Ramirez
Maritza Magallan
Ricardo Rodriguez
Jamison Merrick
City Management Office

Created/Initiated - 09/08/2025
Approved - 09/08/2025
Approved - 09/09/2025
Approved - 09/09/2025
Approved - 09/09/2025
Final Approval - 09/09/2025



Lone Star Insurance Services

September 9, 2025

City of Pharr
Attn: Jonathan Flores, City Manager
118 Cage Blvd.
Pharr, TX 78577

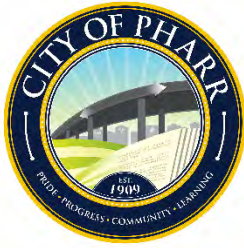
Ref: Medical & Rx Plan Recommendation (2026)

Dear Mr. Flores,

Based on the current RFP responses, pricing, and overall benefit to city employees and their dependents, we recommend Curative. Curative not only provides a plan that employees can use, with \$0 copays, \$0 deductible, \$0 out-of-pocket, and \$0 copays on preferred drugs, but it also engages them through guidance from Curative's expert clinicians. The removal of financial barriers to care for your employees and their families will result in better health outcomes.

Sincerely,

Ruben Garza, Vice President
LSNB Insurance



AGENDA MEMORANDUM



BOARD: BOARD OF COMMISSIONERS

AGENDA ITEM #: 8.B.

DATE SUBMITTED: August 29, 2025

MEETING DATE: September 15, 2025

FROM: Pilar Rodriguez, Fire Chief

DEPARTMENT: Engineering

DIRECTOR: Pilar Rodriguez

Agenda Item: Consideration and action, if any, authorizing City Manager to negotiate a Guaranteed Maximum Price with the top ranked Construction Manager at Risk for the proposed Pharr Event Center. **This item supports QL - Quality of Life.**

Classification: Regular

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

Issue: In accordance with Texas Government Code Chapter 2269, Subchapter E, the City of Pharr has solicited for a Construction Manager at Risk for the construction of the proposed Pharr Event Center.

A rating and ranking committee comprised of the City Manager, Deputy City Manager, City Engineer, Development Services Director and the Development Assistant Specialist rated and ranked proposal submitted by five (5) firms. Based this ranking from the evaluation committee, a short list of the top three (3) firms was interviewed and again ranked by staff for a recommendation to the City Commission.

Staff is recommending that the City Manager be authorized to negotiate a guaranteed maximum price for construction of the proposed Pharr Event Center with the top ranked Construction Manager at Risk.

Project No. 2425-01-528-S29-519

Fiscal Consideration: Negotiations are subject to final approval by the City Commission.

Staff Recommendation: Based on review by this office, staff recommends that the City Manager be authorized to negotiate a guaranteed maximum price for the construction of the proposed Pharr Event Center with the top ranked Construction Manager at Risk.

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Pilar Rodriguez
Maritza Magallan
Jamison Merrick
Ricardo Rodriguez
Cynthia Garza
City Management Office

Created/Initiated - 08/29/2025
Approved - 09/03/2025
Approved - 09/04/2025
Approved - 09/04/2025
Approved - 09/09/2025
Final Approval - 09/09/2025

August 28, 2025

Dr. Jonathan Flores
City Manager
118 S. Cage Blvd.
Pharr TX 78577, TX 78539

Subj: RFQ 2425-01-528-S29-519 Construction Manager at Risk – Pharr Events Center

RE: Selection Process Summary

The City of Pharr solicited proposals in accordance with Texas Government Code Chapter 2269 Subchapter E, for the selection of a Construction Manager-at-Risk (CMAR) firm. The process followed a one-step selection process, with the selection committee advancing three of five respondents to presentation/interviews. Proposals were received on August 6, 2025, and were scored by the City of Pharr selection committee, consisting of five City of Pharr staff members. The selection committee decided to assign seventy percent (70%) to technical response and thirty percent (30%) to the presentation/interview process. The selection committee scored each respondent based on the criteria outlined in the request for proposals and presentations.

The following scoring summary matrix reflects the collective evaluations performed by the selection committee.

Firm	Rank	Technical/Cost Score (70%)	Presentation Score (30%)	Overall Score
D.Wilson	#1	63.49	26.40	89.89
Broadus Construction	#2	59.85	27.60	87.45
SpawGlass	#3	63.84	18.72	82.56

Upon approval by the City of Pharr Commission, the next step will be to commence negotiations with the selected firm, ensuring the final agreement reflects the best value for the City of Pharr.

Please do not hesitate to contact me with any questions or if you require additional information.

Sincerely,



Carlos Del Angel PMP, CCM

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1. Selection Guidelines

2. Committee Selection Summary

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- Committee Member #2
- Committee Member #3
- Committee Member #4
- Committee Member #5

4. CMAR Interview Evaluation Summary

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- Committee Member #2
- Committee Member #3
- Committee Member #4
- Committee Member #5
- Interview Selection Summary

5. Presentation Scoring Sheets

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- Scoring Sheet - Broaddus Committee Member #2
- Scoring Sheet - Broaddus Committee Member #3
- Scoring Sheet - Broaddus Committee Member #4
- Scoring Sheet - Broaddus Committee Member #5

- Scoring Sheet - SpawGlass Committee Member #1
- Scoring Sheet - SpawGlass Committee Member #2
- Scoring Sheet - SpawGlass Committee Member #3
- Scoring Sheet - SpawGlass Committee Member #4
- Scoring Sheet - SpawGlass Committee Member #5

- Scoring Sheet – D. Wilson Committee Member #1
- Scoring Sheet – D. Wilson Committee Member #2
- Scoring Sheet – D. Wilson Committee Member #3
- Scoring Sheet – D. Wilson Committee Member #4
- Scoring Sheet – D. Wilson Committee Member #5

6. References

Reference – Broaddus #1
Reference – Broaddus #2
Reference – Broaddus #3
Reference – D.Wilson #1
Reference – D.Wilson #2
Reference – D.Wilson #3
Reference – SpawGlass #1
Reference – SpawGlass #2

City of Pharr
August 28, 2025

Selection Guidelines
for
Request For Proposals (RFP) Selection Process
For the City of Pharr
Events Center

A. General Guidelines

1. The Construction Manager at Risk Contractor's initial evaluation (scoring and ranking) of the short-listed firms shall be made by a Selection Committee consisting of five (5) individuals:

1. Dr. Jonathan Flores
2. Kimberly Mendoza
3. Juan Vasquez
4. Cynthia Garza
5. Pilar Rodriguez

Mr. Carlos Del Angel, Mr. Gilbert Gallegos, Edward Garces, Jacob Sanchez (non-voting members)

Note: This Selection Committee has been formed primarily to identify the best value respondent.

2. The City of Pharr has authorized the solicitation of a Construction Manager at Risk contractor based upon Texas Government Code Chapter 2269 Subchapter F for the Events Center. The process is identified within the guidelines identified herein.

B. Preparation and Issuance of Request for Proposals (RFP)

1. Brownstone Consulting shall prepare the Request for Proposals (RFP) document with input from the City of Pharr's Purchasing, Engineering Departments and legal counsel.
2. Establish and agree on Selection Criteria including assigned score
3. Shortlisted Respondents to Download on the web
4. Receipt of Proposal responses
5. Convene Committee
6. Evaluate the RFP as submitted by Respondents – Technical (Cost) – 70% of Overall Total Score
7. City of Pharr to Notify Shortlisted Firms with Invitation to Present Qualifications (Optional)
8. Presentation of Respondent Team and Approach – 30% of Overall Total Score

- C. Selection Matrix. The Committee will utilize ATTACHMENT D RFP Evaluation Matrix, and discuss the standardized points limits and the optional weighting limits. The Committee shall agree upon weighing the selection criteria to be used in scoring each criterion before the RFP is received.

- D. Schedule. Project Planning Schedule: Brownstone Consulting, in collaboration with the City, shall review the anticipated milestone schedule with the Committee and confirm that adequate time is allotted for each activity and that all Committee members will be available to participate fully. This includes appropriate time for City Commission briefing and recommendation.

Receipt and Review of RFP Responses

1. The City shall receive and distribute the RFP submittals to the Committee members and a copy of the RFP Evaluation Matrix as approved by the Committee.
2. In evaluating the RFPs, the Selection Committee shall use the evaluation criteria set out in the RFP. The RFP Selection Committee members shall evaluate the submittals against one another, and not against minimum requirements for any criterion. During the evaluation process, Committee members should not consider any factors, formally or informally, other than the criteria outlined in the RFP. If it is not stated in a criterion - then it is irrelevant. As a public entity, the goal is to strive for fair and objective evaluation. Do not consider or repeat defamatory information about any respondent made by a competitor.
3. After the RFP Selection Committee completes its preliminary review and scoring of the technical/cost submittals, a meeting shall be held to discuss the submittals and the initial scoring. Following the discussion of the submittals and the results of the reference checks, the committee members shall finalize their scoring, and Brownstone shall consolidate the points scored by each Committee member on a master copy of the RFP Evaluation Matrix. Points for each criterion for each respondent shall be consolidated by summing the total number of points for each criterion for each respondent for ALL Committee members and then averaging the sum by dividing the total number of points for each criterion by the number of Committee members.
4. After reviewing the results of the scoring, the RFP Selection Committee, with the assistance of Brownstone, will generate a list of questions that shortlisted respondents will address as part of the presentation. The interview date, duration, agenda, attendees, and interview questions should be discussed and edited to suit the project and then forwarded to the short list of firms by the City. Proposed interviews will be held on the agreed-upon date.
5. The City will issue an Interview Notification Letter to shortlisted organizations, including supporting documentation requesting additional information regarding demonstrated competence and qualifications, presentation of the team, and list of questions that the respondents shall address as part of the presentation.

E. Respondent Interviews

1. The Selection Committee shall conduct interviews with the short list of respondents led by Brownstone.
 - a. Brownstone shall provide the Committee members with an edited copy of the ATTACHMENT E RFP Interview Questions reference document for their use during the interviews.
 - b. Prior to the scoring of shortlisted respondents, discussion of all firm qualifications shall be discussed by the Selection Committee which will assist in scoring. This discussion may take place after each presentation as a matter of providing feedback.

- c. Following the interviews, Brownstone shall hand to the Committee members ATTACHMENT F RFP Interview Scoring Matrix, and each member shall score the respondents.
 - d. Brownstone shall consolidate the rankings on a master copy of the RFP Scoring Summary and Interview Ranking Matrix and shall determine the highest ranked respondent by summing the total rankings for ALL Committee members. The respondent with the lowest total will be deemed the highest-ranked respondent.
2. The Selection Committee and any non-voting member in attendance shall not disclose to ANYONE any information whatsoever concerning the contents of the submittals, or the deliberations or forms used in the evaluating, scoring, or ranking of the respondents before City Commission Approval.
- F. Recommendation for Award, Negotiation Commencement, and Contract Execution
1. Following the determination of the highest ranked respondent, the City shall prepare the RFP Process Summary, which describes the chronology of the selection process, and will forward it and the final copy of the RFP Scoring Summary and Interview Ranking Matrix to City Commission for identification of best value respondent.
- H. Notice of Selection
1. City shall forward to the unsuccessful respondents a Non-Selection Notification Letter and shall forward to the successful respondent a Selection Notification Letter.
- I. Following Selection
1. Keep one copy of all RFP responses, the RFP Process narrative, the Committee member's actual score sheets, and the summary score sheet in the project file.
 2. If requested by an unsuccessful respondent, following award City may review the consolidated evaluation scores with the respondent without going through the Freedom of Information Act. Also, the names of the members of the Selection Committee may be disclosed.



Project: Pharr Event Center
City of Pharr
Date: 8/26/2025

RFP SELECTION SUMMARY

Your Name:	Broaddus Construction	D-Willson	Spawglass
Overall Score	Score	Score	Score
Committee member 1	740.00	880.00	840.00
Committee member 2	935.00	975.00	985.00
Committee member 3	900.00	895.00	905.00
Committee member 4	830.00	830.00	835.00
Committee member 5	870.00	955.00	995.00
SUBTOTAL	4275.00	4535.00	4560.00
TECHNICAL/COST RESPONSE AVERAGE	855.00	907.00	912.00
TECHNICAL/COST RESPONSE AVERAGE - 70%	59.85	63.49	63.84
PRESENTATION/INTERVIEW AVERAGE	460.00	440.00	312.00
PRESENTATION/INTERVIEW AVERAGE - 30%	27.60	26.40	18.72
TOTAL SCORE	87.45	89.89	82.56



Project No: 2425-01-528-S29-519
Project Name : Pharr Event Center
Date: 08-15-2025

Construction Manager at Risk - RFP Evaluation Sheet

Evaluator's Name: Committee Member #1			Broadus			D. Wilson			E-CON			NM			Spawglass		
Proposal Evaluation Criteria	Weight Factor	Grade Point	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points
2.11 CRITERION ONE: OFFEROR'S PRE-CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT.	15	Grade 1 to 10 (10 as best, 1 as least)	15	7	105	15	9	135	15	7	105	15	6	90	15	8	120
2.12 CRITERION TWO: OFFEROR'S CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT	10		10	8	80	10	9	90	10	7	70	10	7	70	10	8	80
2.13 CRITERION THREE: OFFEROR'S ESTIMATING AND COST CONTROL MEASURES FOR THIS PROJECT	5		5	7	35	5	9	45	5	6	30	5	6	30	5	8	40
2.14 CRITERION FOUR: OFFEROR'S PROJECT PLANNING AND SCHEDULING FOR THE PROJECT	5		5	7	35	5	9	45	5	7	35	5	7	35	5	8	40
2.15 CRITERION FIVE: OFFEROR'S QUALITY CONTROL AND COMMISSIONING PROGRAM FOR THIS PROJECT	5		5	8	40	5	8	40	5	7	35	5	7	35	5	8	40
2.16 CRITERION SIX: OFFEROR'S GENERAL UNDERSTANDINGS OF THE ROLE OF CMAR IN A PROJECT FOR A GOVERNMENTAL ENTITY	15		15	7	105	15	9	135	15	6	90	15	6	90	15	9	135
2.17 CRITERION SEVEN: OFFEROR'S JOB SITE SAFETY PROGRAM FOR THIS PROJECT (3 PAGES)	5		5	8	40	5	9	45	5	8	40	5	8	40	5	9	45
2.18 CRITERION EIGHT: OFFEROR'S WARRANTY AND SERVICE SUPPORT PROGRAM FOR THIS PROJECT	5		5	7	35	5	8	40	5	7	35	5	7	35	5	9	45
2.19 CRITERION NINE: OFFEROR'S INITIAL GUARANTEED MAXIMUM PRICE AND DELIVERY PROPOSAL	15		15	7	105	15	8	120	15	7	105	15	6	90	15	8	120
2.110 CRITERION TEN: OFFEROR'S BONDABILITY	5		5	9	45	5	9	45	5	9	45	5	9	45	5	9	45
2.111 CRITERION ELEVEN: OFFEROR'S LETTERS OF TRANSMITTAL	5		5	8	40	5	10	50	5	8	40	5	7	35	5	9	45
2.112 CRITERION TWELVE: OFFEROR'S INFORMATION	5		5	8	40	5	9	45	5	8	40	5	8	40	5	9	45
2.113 CRITERION TWELVE: OFFEROR'S BEST PRACTICES	5		5	7	35	5	9	45	5	8	40	5	7	35	5	8	40
TOTAL POINTS - RFP RESPONSE	100				740			880			710			670			840



Project No: 2425-01-528-529-519
Project Name : Pharr Event Center
Date: 08/15/2025

Construction Manager at Risk - RFP Evaluation Sheet

Evaluator's Name: Committee Member #2			Broaddus			D. Wilson			NM			E-CON			Spawglass		
Proposal Evaluation Criteria	Weight Factor	Grade Point	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points
1.1 CRITERION ONE: OFFEROR'S PRE-CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT	15	Grade 1 to 10 (10 as best, 1 as least)	15	9	135	15	10	150	15	5	75	15	5	75	15	10	150
2.12 CRITERION TWO: OFFEROR'S CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT	10		10	9	90	10	10	100	10	6	60	10	5	50	10	9	90
2.13 CRITERION THREE: OFFEROR'S ESTIMATING AND COST CONTROL MEASURES FOR THIS PROJECT	5		5	9	45	5	9	45	5	6	30	5	5	25	5	10	50
2.14 CRITERION FOUR: OFFEROR'S PROJECT PLANNING AND SCHEDULING FOR THE PROJECT	5		5	9	45	5	10	50	5	6	30	5	5	25	5	10	50
2.15 CRITERION FIVE: OFFEROR'S QUALITY CONTROL AND COMMISSIONING PROGRAM FOR THIS PROJECT	5		5	10	50	5	10	50	5	6	30	5	6	30	5	10	50
CRITERION SIX: OFFEROR'S GENERAL UNDERSTANDINGS OF THE ROLE OF CMAR IN A PROJECT FOR A GOVERNMENTAL ENTITY	15		15	10	150	15	9	135	15	6	90	15	6	90	15	10	150
2.17 CRITERION SEVEN: OFFEROR'S JOB SITE SAFETY PROGRAM FOR THIS PROJECT (3 PAGES)	5		5	10	50	5	10	50	5	6	30	5	7	35	5	10	50
2.18 CRITERION EIGHT: OFFEROR'S WARRANTY AND SERVICE SUPPORT PROGRAM FOR THIS PROJECT	5		5	10	50	5	10	50	5	6	30	5	7	35	5	10	50
2.19 CRITERION NINE: OFFEROR'S INITIAL GUARANTEED MAXIMUM PRICE AND DELIVERY PROPOSAL	15		15	9	135	15	10	150	15	6	90	15	6	90	15	10	150
2.110 CRITERION TEN: OFFEROR'S BONDABILITY	5		5	10	50	5	10	50	5	8	40	5	8	40	5	10	50
2.111 CRITERION ELEVEN: OFFEROR'S LETTERS OF TRANSMITTAL	5		5	9	45	5	10	50	5	7	35	5	7	35	5	10	50
2.112 CRITERION TWELVE: OFFEROR'S INFORMATION	5		5	9	45	5	10	50	5	7	35	5	7	35	5	10	50
2.113 CRITERION TWELVE: OFFEROR'S BEST PRACTICES	5		5	9	45	5	9	45	5	7	35	5	7	35	5	9	45
TOTAL POINTS - RFP RESPONSE	100				935			975			610			600			985



Project No: 2425-01-528-S29-519
 Project Name : Pharr Event Center
 Date:

Construction Manager at Risk - RFP Evaluation Sheet

Evaluator's Name: Committee Member #3			Broaddus			D.Wilson			E-CON			NM			SpawGlass		
Committee Member #3	Weight Factor	Grade Point	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points
2.11 CRITERION ONE: OFFEROR'S PRE-CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT.	15	Grade 1 to 10 (10 as best, 1 as least)	15	9	135	15	9	135	15	5	75	15	4	60	15	9	135
2.12 CRITERION TWO: OFFEROR'S CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT	10		10	9	90	10	9	90	10	5	50	10	4	40	10	9	90
2.13 CRITERION THREE: OFFEROR'S ESTIMATING AND COST CONTROL MEASURES FOR THIS PROJECT	5		5	9	45	5	9	45	5	5	25	5	4	20	5	9	45
2.14 CRITERION FOUR: OFFEROR'S PROJECT PLANNING AND SCHEDULING FOR THE PROJECT	5		5	9	45	5	8	40	5	5	25	5	2	10	5	10	50
2.15 CRITERION FIVE: OFFEROR'S QUALITY CONTROL AND COMMISSIONING PROGRAM FOR THIS PROJECT	5		5	9	45	5	9	45	5	5	25	5	4	20	5	9	45
2.16 CRITERION SIX: OFFEROR'S GENERAL UNDERSTANDINGS OF THE ROLE OF CMAR IN A PROJECT FOR A GOVERNMENTAL ENTITY	15		15	9	135	15	9	135	15	5	75	15	4	60	15	9	135
2.17 CRITERION SEVEN: OFFEROR'S JOB SITE SAFETY PROGRAM FOR THIS PROJECT (3 PAGES)	5		5	9	45	5	9	45	5	5	25	5	4	20	5	9	45
2.18 CRITERION EIGHT: OFFEROR'S WARRANTY AND SERVICE SUPPORT PROGRAM FOR THIS PROJECT	5		5	9	45	5	9	45	5	5	25	5	4	20	5	9	45
2.19 CRITERION NINE: OFFEROR'S INITIAL GUARANTEED MAXIMUM PRICE AND DELIVERY PROPOSAL	15		15	9	135	15	9	135	15	5	75	15	4	60	15	9	135
2.110 CRITERION TEN: OFFEROR'S BONDABILITY	5		5	9	45	5	9	45	5	5	25	5	4	20	5	9	45
2.111 CRITERION ELEVEN: OFFEROR'S LETTERS OF TRANSMITTAL	5		5	9	45	5	9	45	5	5	25	5	4	20	5	9	45
2.112 CRITERION TWELVE: OFFEROR'S INFORMATION	5		5	9	45	5	9	45	5	3	15	5	4	20	5	9	45
2.113 CRITERION TWELVE: OFFEROR'S BEST PRACTICES	5		5	9	45	5	9	45	5	5	25	5	4	20	5	9	45
TOTAL POINTS - RFP RESPONSE	100				900			895			490			390			905

replaced 9/10/25
 MP



Project No: 2425-01-528-S29-519
 Project Name : Pharr Event Center
 Date: 8.15.2025

Construction Manager at Risk - RFP Evaluation Sheet

Evaluator's Name: Committee Member #5			Broadus			D.wilson			E. CON			NM			Spawglass		
Proposal Evaluation Criteria	Weight Factor	Grade Point	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points	Weight	Grade (1-10)	Points
2.11 CRITERION ONE: OFFEROR'S PRE-CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT.	15	Grade 1 to 10 (10 as best, 1 as least)	15	9	135	15	10	150	15	8	120	15	6	90	15	10	150
2.12 CRITERION TWO: OFFEROR'S CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT	10		10	9	90	10	9	90	10	7	70	10	6	60	10	10	100
2.13 CRITERION THREE: OFFEROR'S ESTIMATING AND COST CONTROL MEASURES FOR THIS PROJECT	5		5	9	45	5	9	45	5	6	30	5	6	30	5	9	45
2.14 CRITERION FOUR: OFFEROR'S PROJECT PLANNING AND SCHEDULING FOR THE PROJECT	5		5	9	45	5	9	45	5	7	35	5	6	30	5	10	50
2.15 CRITERION FIVE: OFFEROR'S QUALITY CONTROL AND COMMISSIONING PROGRAM FOR THIS PROJECT	5		5	8	40	5	10	50	5	6	30	5	7	35	5	10	50
2.16 CRITERION SIX: OFFEROR'S GENERAL UNDERSTANDINGS OF THE ROLE OF CMAR IN A PROJECT FOR A GOVERNMENTAL ENTITY	15		15	9	135	15	10	150	15	6	90	15	6	90	15	10	150
2.17 CRITERION SEVEN: OFFEROR'S JOB SITE SAFETY PROGRAM FOR THIS PROJECT (3 PAGES)	5		5	9	45	5	10	50	5	7	35	5	6	30	5	10	50
2.18 CRITERION EIGHT: OFFEROR'S WARRANTY AND SERVICE SUPPORT PROGRAM FOR THIS PROJECT	5		5	9	45	5	9	45	5	6	30	5	7	35	5	10	50
2.19 CRITERION NINE: OFFEROR'S INITIAL GUARANTEED MAXIMUM PRICE AND DELIVERY PROPOSAL	15		15	8	120	15	9	135	15	6	90	15	6	90	15	10	150
2.110 CRITERION TEN: OFFEROR'S BONDABILITY	5		5	9	45	5	10	50	5	7	35	5	6	30	5	10	50
2.111 CRITERION ELEVEN: OFFEROR'S LETTERS OF TRANSMITTAL	5		5	8	40	5	10	50	5	8	40	5	7	35	5	10	50
2.112 CRITERION TWELVE: OFFEROR'S INFORMATION	5		5	9	45	5	10	50	5	8	40	5	6	30	5	10	50
2.113 CRITERION TWELVE: OFFEROR'S BEST PRACTICES	5		5	8	40	5	9	45	5	6	30	5	6	30	5	10	50
TOTAL POINTS - RFP RESPONSE	100				870			955			675			615			995



Project: Pharr Event Center
City of Pharr
Date: 8/28/2025

INTERVIEW SUMMARY MATRIX

Your Name:	Broadus Construction	D-Willson	Spawglass
Overall Score	Score	Score	Score
Committee member 1	98.00	74.00	76.00
Committee member 2	98.00	98.00	54.00
Committee member 3	88.00	90.00	18.00
Committee member 4	84.00	88.00	78.00
Committee member 5	92.00	90.00	86.00
SUBTOTAL	460.00	440.00	312.00
TOTAL SCORE AVERAGE	92.00	88.00	62.40

Project: Pharr Event Center

**CMAR RFP Presentation/Interview
Evaluation Sheet**

City of Pharr

Date:

Your Name: Committee Member #1		Broaddus Construction			SpawGlass			D-Willson		
Proposal Evaluation Criteria	Weight Factor	Weight	Grade	Points	Weight	Grade	Points	Weight	Grade	Points
2.1 CRITERIA ONE: QUALIFICATIONS OF KEY PERSONNEL FOR PROJECT	20	20	10	20	20	8	16	20	7	14
2.2 CRITERIA TWO: APPROACH TO COST CONTROL	20	20	9	18	20	7	14	20	8	16
2.3 CRITERIA THREE: COMMITMENT TO SCHEDULE & CRITICAL ISSUES	20	20	10	20	20	8	16	20	7	14
2.4 CRITERIA FOUR: REASON YOU FEEL YOUR TEAM IS UNIQUELY QUALIFIED FOR PROJECT.	20	20	10	20	20	8	16	20	7	14
2.5 CRITERIA FIVE: QUESTIONS & ANSWER SESSION RESPONSE & ASSOCIATED INFORMATION	20	20	10	20	20	7	14	20	8	16
TOTAL POINTS - RFP		100		98			76			74

Your Name: Committee Member #2		Broaddus Construction			SpawGlass			D-Willson		
Proposal Evaluation Criteria	Weight Factor	Weight	Grade	Points	Weight	Grade	Points	Weight	Grade	Points
2.1 CRITERIA ONE: QUALIFICATIONS OF KEY PERSONNEL FOR PROJECT	20	20	9	18	20	7	14	20	10	20
2.2 CRITERIA TWO: APPROACH TO COST CONTROL	20	20	10	20	20	5	10	20	10	20
2.3 CRITERIA THREE: COMMITMENT TO SCHEDULE & CRITICAL ISSUES	20	20	10	20	20	5	10	20	10	20
2.4 CRITERIA FOUR: REASON YOU FEEL YOUR TEAM IS UNIQUELY QUALIFIED FOR PROJECT.	20	20	10	20	20	5	10	20	10	20
2.5 CRITERIA FIVE: QUESTIONS & ANSWER SESSION RESPPONSE & ASSOCIATED INFORMATION	20	20	10	20	20	5	10	20	9	18
TOTAL POINTS - RFP		100		98			54			98

Your Name: Committee Member #3		Broaddus Construction			SpawGlass			D-Willson		
Proposal Evaluation Criteria	Weight Factor	Weight	Grade	Points	Weight	Grade	Points	Weight	Grade	Points
2.1 CRITERIA ONE: QUALIFICATIONS OF KEY PERSONNEL FOR PROJECT	20	20	10	20	20	2	4	20	10	20
2.2 CRITERIA TWO: APPROACH TO COST CONTROL	20	20	8	16	20	2	4	20	9	18
2.3 CRITERIA THREE: COMMITMENT TO SCHEDULE & CRITICAL ISSUES	20	20	8	16	20	2	4	20	10	20
2.4 CRITERIA FOUR: REASON YOU FEEL YOUR TEAM IS UNIQUELY QUALIFIED FOR PROJECT.	20	20	9	18	20	2	4	20	8	16
2.5 CRITERIA FIVE: QUESTIONS & ANSWER SESSION RESPONSE & ASSOCIATED INFORMATION	20	20	9	18	20	1	2	20	8	16
TOTAL POINTS - RFP		100		88			18			90

Your Name: Committee Member #4		Broaddus Construction			SpawGlass			D-Willson		
Proposal Evaluation Criteria	Weight Factor	Weight	Grade	Points	Weight	Grade	Points	Weight	Grade	Points
2.1 CRITERIA ONE: QUALIFICATIONS OF KEY PERSONNEL FOR PROJECT	20	20	8	16	20	8	16	20	9	18
2.2 CRITERIA TWO: APPROACH TO COST CONTROL	20	20	8	16	20	8	16	20	8	16
2.3 CRITERIA THREE: COMMITMENT TO SCHEDULE & CRITICAL ISSUES	20	20	9	18	20	8	16	20	9	18
2.4 CRITERIA FOUR: REASON YOU FEEL YOUR TEAM IS UNIQUELY QUALIFIED FOR PROJECT.	20	20	9	18	20	8	16	20	9	18
2.5 CRITERIA FIVE: QUESTIONS & ANSWER SESSION RESPONSE & ASSOCIATED INFORMATION	20	20	8	16	20	7	14	20	9	18
TOTAL POINTS - RFP		100		84			78			88

Your Name: Committee Member #5		Broaddus Construction			SpawGlass			D-Willson		
Proposal Evaluation Criteria	Weight Factor	Weight	Grade	Points	Weight	Grade	Points	Weight	Grade	Points
2.1 CRITERIA ONE: QUALIFICATIONS OF KEY PERSONNEL FOR PROJECT	20	20	9	18	20	9	18	20	9	18
2.2 CRITERIA TWO: APPROACH TO COST CONTROL	20	20	10	20	20	8	16	20	9	18
2.3 CRITERIA THREE: COMMITMENT TO SCHEDULE & CRITICAL ISSUES	20	20	9	18	20	9	18	20	9	18
2.4 CRITERIA FOUR: REASON YOU FEEL YOUR TEAM IS UNIQUELY QUALIFIED FOR PROJECT.	20	20	9	18	20	9	18	20	9	18
2.5 CRITERIA FIVE: QUESTIONS & ANSWER SESSION RESPONSE & ASSOCIATED INFORMATION	20	20	9	18	20	8	16	20	9	18
TOTAL POINTS - RFP	100			92			86			90

Total:	460	312	440
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**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #1

Firm Name: _____ Broaddus

Interview Time: _____ 1:30 pm

2.1 Criteria One: Qualifications of Key Personnel for Project

10 Grade

Did interview attendees include the following core team representatives?

a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

d. Confirm individuals who will provide services to support essential team members for the project.

e. Will the team provide a commitment for proposed team members?

f. Other team members.

2.2 Criteria Two: Approach to Cost Control**9__Grade**

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues**10__Grade**

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**10_Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**10_Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #2

Firm Name: _____ Broaddus

Interview Time: _____ 1:40 pm

2.1 Criteria One: Qualifications of Key Personnel for Project 9 Grade

Did interview attendees include the following core team representatives?

a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

d. Confirm individuals who will provide services to support essential team members for the project.

e. Will the team provide a commitment for proposed team members?

f. Other team members.

2.2 Criteria Two: Approach to Cost Control

10_Grade

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues

10_Grade

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**10__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**10__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

I felt very comfortable with this company. Excellent presentation.

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #3

Firm Name: _____ Broaddus

Interview Time: _____ 1:40 pm

2.1 Criteria One: Qualifications of Key Personnel for Project

10 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

All critical position covered in both pre+contr

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control**8__Grade**

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues**8__Grade**

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**9__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**9__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

Weather days – 10 day float (follow (NOA) will work 6th day

Completion can very...

Constructability program – yes....it on going from day 1, collaboration

Mission and values

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #4

Firm Name: _____ Broaddus

Interview Time: _____ 1:40 pm

2.1 Criteria One: Qualifications of Key Personnel for Project

8 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control**8__Grade**

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

Yes

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.
-

2.3 Criteria Three: Commitment to Schedule & Critical Issues**9__Grade**

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

Yes, achievable

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

TOGAL/AI estimating, p6 scheduling

- c. What guarantees may be offered at this time to meet the proposed schedule?
-

2.4 Criteria Four: Unique Qualifications**9__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**8__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Accelerated schedule possible with multiple NTP for GMP (sitework, foundation / structural and final)

Notes:

Constructability program – formal program.

Review items that can have a negative impact.

Continuous review through construction. CMAR experience

City of Pharr
Pharr Event Center

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #5

Firm Name: _____ Broaddus

Interview Time: _____ 1:30 pm

2.1 Criteria One: Qualifications of Key Personnel for Project

9 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

All critical position covered in both pre+constr.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control**10_Grade**

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?
-
- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.
-
- c. Provide details your firm will employ to maximize local participation.
-

2.3 Criteria Three: Commitment to Schedule & Critical Issues**9_Grade**

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?
-
- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?
-
- c. What guarantees may be offered at this time to meet the proposed schedule?
-

2.4 Criteria Four: Unique Qualifications**9_Grade**

- a. Provide reasons why your team is uniquely qualified for this project.
-

b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information **9__Grade**

a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

\$500/sqft is achievable, on time and on budget

collaboration w/all strurual design team/ a time approach

Procore – software

local subs relationship

logistic plan minimize neighborhood impact

NOAA guidelines (weather days)

BIM Technology

AI software

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #1

Firm Name: _____ D.Wilson

Interview Time: _____ 2:30 pm

2.1 Criteria One: Qualifications of Key Personnel for Project 7 Grade

Did interview attendees include the following core team representatives?

a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

d. Confirm individuals who will provide services to support essential team members for the project.

e. Will the team provide a commitment for proposed team members?

f. Other team members.

2.2 Criteria Two: Approach to Cost Control**8__Grade**

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues**7__Grade**

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**7__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**8__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #2

Firm Name: _____ D.Wilson

Interview Time: _____ 2:27 pm

2.1 Criteria One: Qualifications of Key Personnel for Project

10 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control

10_Grade

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues

10_Grade

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications

10__Grade

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information

9__Grade

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

Great track record and experience

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #3

Firm Name: _____ D.Wilson

Interview Time: _____ 2:30 pm

2.1 Criteria One: Qualifications of Key Personnel for Project

10 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control**9__Grade**

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues**10__Grade**

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**8__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**8__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #4

Firm Name: _____ D.Wilson

Interview Time: _____ 2:30 pm

2.1 Criteria One: Qualifications of Key Personnel for Project 9 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control

8__Grade

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

Budget is not unreasonable

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues

9__Grade

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

Procore, Autodesk, Matterport, P6

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications

9__Grade

- a. Provide reasons why your team is uniquely qualified for this project.

Most experience CMR in RGV

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information **9__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.
-

Notes:

Geometry for the facility is unique hvac, elec, site package, structural steel
are all potential multiple NTP for GMP package due to long lead time.

Cmar experience

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #5

Firm Name: _____ D.Wilson

Interview Time: _____ 2:30 pm

2.1 Criteria One: Qualifications of Key Personnel for Project **9 Grade**

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control

9__Grade

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?
-
- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.
-
- c. Provide details your firm will employ to maximize local participation.
-

2.3 Criteria Three: Commitment to Schedule & Critical Issues

9__Grade

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?
-
- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?
-
- c. What guarantees may be offered at this time to meet the proposed schedule?
-

2.4 Criteria Four: Unique Qualifications

9__Grade

- a. Provide reasons why your team is uniquely qualified for this project.

Extensive experience

b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information **9__Grade**

a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

most experienced in CMAR

Notes:

Unique geometry of the building

maintain look of the building

constructability

Procore – project management software

matterport – 3D scans (software)

P6 scheduling

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #1

Firm Name: _____ SpawGlass

Interview Time: _____ 3:25 pm

2.1 Criteria One: Qualifications of Key Personnel for Project **8 Grade**

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control

7__Grade

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues

8__Grade

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**8__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**7__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #2

Firm Name: _____ SpawGlass

Interview Time: _____ 3:25 pm

2.1 Criteria One: Qualifications of Key Personnel for Project 7 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control

5__ Grade

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues

5__ Grade

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**5__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**5__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #3

Firm Name: _____ SpawGlass

Interview Time: _____

2.1 Criteria One: Qualifications of Key Personnel for Project

2 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control**2__ Grade**

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues**2__ Grade**

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**2__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**1__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #4

Firm Name: _____ SpawGlass

Interview Time: _____ 3:25 pm

2.1 Criteria One: Qualifications of Key Personnel for Project 8 Grade

Did interview attendees include the following core team representatives?

- a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

12 Professionals assigned to his project

- b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

- c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

- d. Confirm individuals who will provide services to support essential team members for the project.

- e. Will the team provide a commitment for proposed team members?

- f. Other team members.

2.2 Criteria Two: Approach to Cost Control

8__Grade

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

Estimate may be low. Need to validate budget

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

100% openbook

- c. Provide details your firm will employ to maximize local participation.

100+ local companies in portfolio

2.3 Criteria Three: Commitment to Schedule & Critical Issues

8__Grade

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

yes

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

oracle P6, Autodesk, CMIC, Bluebeam

- c. What guarantees may be offered at this time to meet the proposed schedule?

Lean schedule process. material tracking just in time delivery for materials.

2.4 Criteria Four: Unique Qualifications**8__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?

2.5 Criteria Four: Q&A Session Response & Associated Information**7__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.

Notes:

CMAR experience, can accelerate the project schedule.

Exterior walls are a risk, as well as metal panels

Chillers are a procurement issue.

**City of Pharr
Pharr Event Center**

RFP Interview Questions

Selection Committee Member Name: _____ Committee Member #5

Firm Name: _____ SpawGlass

Interview Time: _____ 3:30 pm

2.1 Criteria One: Qualifications of Key Personnel for Project 9 Grade

Did interview attendees include the following core team representatives?

a. Project Principal/Project Executive specifically in charge of the project, with authority to allocate resources.

b. Project Manager (if different individual) who will be responsible for the day-to-day construction phase services.

c. Project Superintendent who will be responsible for the project for the day-to-day construction phase.

d. Confirm individuals who will provide services to support essential team members for the project.

e. Will the team provide a commitment for proposed team members?

f. Other team members.

2.2 Criteria Two: Approach to Cost Control**8__Grade**

- a. What tools or approach does your organization implement for cost control including achievement of Owner's budget target? Is the \$500/SF budget achievable?

- b. Elaborate on the approach to provide an open book process to engage the Owner or representatives for proper transparency during bid and buyout process. This would include proper tracking of Design Contingency.

- c. Provide details your firm will employ to maximize local participation.

2.3 Criteria Three: Commitment to Schedule & Critical Issues**9__Grade**

- a. What are the critical issues as you proceed forward in providing pre-construction and construction phase services and what is the impact on schedule? Is the 22 month proposed months achievable?

- b. What scheduling software do you implement to communicate progress with the Owner and subcontractors? Are you familiar with Autodesk cloud software?

- c. What guarantees may be offered at this time to meet the proposed schedule?

2.4 Criteria Four: Unique Qualifications**9__Grade**

- a. Provide reasons why your team is uniquely qualified for this project.

- b. What is your firm's service philosophy?
-

2.5 Criteria Four: Q&A Session Response & Associated Information **8__Grade**

- a. Selection Committee member to grade based on the quality of presentation, team comfort level, and proposed approach. Other considerations may be given based on personal conclusions.
-

Notes:

shared core values – parallel cultures

cst/sqft -> willing w/design team to meet budget (design documents)

Debt/transparency – 100% open-book / full transparency

P6 scheduling software (industry standard)

Metal panels, structural steel, waterproofing

Lean schedule process

time table (1/2028)

AI software

Reference Questionnaire

Reference for: Broadus Construction

Reference Name: South Texas Collaborative for Housing Development Inc.
(Firm name)

Sunny K. Philip
(Person called)

Date: 08/20/2025

1. How do you rate the quality of the firm's work?
1 2 3 4 5 6 7 8 9 **10**
2. Do they have knowledgeable and qualified staff?
1 2 3 4 5 6 7 8 9 **10**
3. How responsive was the firm in addressing any concerns or issues that came up?
1 2 3 4 5 6 7 8 9 **10**
4. How well did the firm meet schedules?
1 2 3 4 5 6 7 8 **9** 10
5. Did the firm staff communicate well with your staff?
1 2 3 4 5 6 7 8 9 **10**
6. How well did the firm fulfill contractual obligations from beginning to end of the project?
1 2 3 4 5 6 7 8 9 **10**
7. Would you recommend them?
1 2 3 4 5 6 7 8 9 **10**

Comments:

Good group of people, done well in the past projects and would recommend working with them in their future projects.

Reference Questionnaire

Reference for: Broaddus Construction

Reference Name: Fort Worth Public Event Department
(Firm name)

Keith A. Chisolm
(Person called)

Date: 08/21/2025

1. How do you rate the quality of the firm's work?
1 2 3 4 5 6 7 8 9 **10**
2. Do they have knowledgeable and qualified staff?
1 2 3 4 5 6 7 8 9 **10**
3. How responsive was the firm in addressing any concerns or issues that came up?
1 2 3 4 5 6 7 8 9 **10**
4. How well did the firm meet schedules and budget?
1 2 3 4 5 6 7 8 9 **10**
5. Did the firm staff communicate well with your staff including communication software?
1 2 3 4 5 6 7 8 9 **10**
6. How well did the firm fulfill contractual obligations from beginning to end of the project?
1 2 3 4 5 6 7 8 9 **10**
7. Would you recommend them?
1 2 3 4 5 6 7 8 9 **10**

Comments:

Great job, Very pleased with the team they set up with him. If he could give a 15 he could for the firms scheduling and budgeting.

Reference Questionnaire

Reference for: Broaddus Construction

Reference Name: World Development
(Firm name)

David Salazar
(Person called)

Date: 08/25/2025

1. How do you rate the quality of the firm's work?
1 2 3 4 5 6 7 8 9 10
2. Do they have knowledgeable and qualified staff?
1 2 3 4 5 6 7 8 9 10
3. How responsive was the firm in addressing any concerns or issues that came up?
1 2 3 4 5 6 7 8 9 10
4. How well did the firm meet schedules and budget?
1 2 3 4 5 6 7 8 9 10
5. Did the firm staff communicate well with your staff including communication software?
1 2 3 4 5 6 7 8 9 10
6. How well did the firm fulfill contractual obligations from beginning to end of the project?
1 2 3 4 5 6 7 8 9 10
7. Would you recommend them?
1 2 3 4 5 6 7 8 9 10

Comments:

3rd multi-family project that he's been working with them and would continue to work with Broaddus since all 3 have performed well.

Reference Questionnaire

Reference for: D. Wilson

Reference Name: Edinburg ISD
(Firm name)

Lalo Perez
(Person called)

Date: 08/19/2025

1. How do you rate the quality of the firm's work?
1 2 3 4 5 6 7 8 9 **10**
2. Do they have knowledgeable and qualified staff?
1 2 3 4 5 6 7 8 **9** 10
3. How responsive was the firm in addressing any concerns or issues that came up?
1 2 3 4 5 6 7 8 **9** 10
4. How well did the firm meet schedules and Budget?
1 2 3 4 5 6 7 **8** 9 10
5. Did the firm staff communicate well with your staff including communication software?
1 2 3 4 5 6 7 8 **9** 10
6. How well did the firm fulfill contractual obligations from beginning to end of the project?
1 2 3 4 5 6 7 8 **9** 10
7. Would you recommend them?
1 2 3 4 5 6 7 8 **9** 10

Comments:

They respond promptly and ensure all concerns are addressed.

Reference Questionnaire

Reference for: D. Wilson

Reference Name: South Texas College
(Firm name)

Ricardo De la Garza
(Person called)

Date: 08/25/2025

1. How do you rate the quality of the firm's work?
1 2 3 4 5 6 7 8 **9** 10
2. Do they have knowledgeable and qualified staff?
1 2 3 4 5 6 7 8 9 **10**
3. How responsive was the firm in addressing any concerns or issues that came up?
1 2 3 4 5 6 7 8 **9** 10
4. How well did the firm meet schedules and Budget?
1 2 3 4 5 6 7 8 **9** 10
5. Did the firm staff communicate well with your staff including communication software?
1 2 3 4 5 6 7 8 **9** 10
6. How well did the firm fulfill contractual obligations from beginning to end of the project?
1 2 3 4 5 6 7 8 **9** 10
7. Would you recommend them?
1 2 3 4 5 6 7 8 9 **10**

Comments:

After the management transition, everything in the workplace kept running as well as before if not better.

Reference Questionnaire

Reference for: D. Wilson

Reference Name: UTRGV
(Firm name)

Juan Camacho
(Person called)

Date: 08/25/2025

1. How do you rate the quality of the firm's work?
1 2 3 4 5 6 7 **8** 9 10
2. Do they have knowledgeable and qualified staff?
1 2 3 4 5 6 7 **8** 9 10
3. How responsive was the firm in addressing any concerns or issues that came up?
1 2 3 4 5 6 7 **8** 9 10
4. How well did the firm meet schedules and Budget?
1 2 3 4 5 6 **7** 8 9 10
5. Did the firm staff communicate well with your staff including communication software?
1 2 3 4 5 6 **7** 8 9 10
6. How well did the firm fulfill contractual obligations from beginning to end of the project?
1 2 3 4 5 6 7 **8** 9 10
7. Would you recommend them?
1 2 3 4 5 6 7 **8** 9 10

Comments:

N/A

Reference Questionnaire

Reference for: SpawGlass

Reference Name: City of Bryan
(Firm name)

Frank Clark
(Person called)

Date: 08/19/2025

1. How do you rate the quality of the firm's work?
1 2 3 4 5 6 7 8 **9** 10
2. Do they have knowledgeable and qualified staff?
1 2 3 4 5 6 7 8 **9** 10
3. How responsive was the firm in addressing any concerns or issues that came up?
1 2 3 4 5 6 7 8 **9** 10
4. How well did the firm meet schedules?
1 2 3 4 5 6 7 8 9 **10**
5. Did the firm staff communicate well with your staff?
1 2 3 4 5 6 7 8 9 **10**
6. How well did the firm fulfill contractual obligations from beginning to end of the project?
1 2 3 4 5 6 7 8 9 **10**
7. Would you recommend them?
1 2 3 4 5 6 7 8 9 **10**

Comments:

N/A

Reference Questionnaire

Reference for: SpawGlass

Reference Name: UTRGV
(Firm name)

Juan Camacho
(Person called)

Date: 08/25/2025

1. How do you rate the quality of the firm's work?
1 2 3 4 5 **6** 7 8 9 10
2. Do they have knowledgeable and qualified staff?
1 2 3 4 5 6 **7** 8 9 10
3. How responsive was the firm in addressing any concerns or issues that came up?
1 2 3 4 5 **6** 7 8 9 10
4. How well did the firm meet schedules and Budget?
1 2 3 4 **5** 6 7 8 9 10
5. Did the firm staff communicate well with your staff including software communication?
1 2 3 4 5 6 7 **8** 9 10
6. How well did the firm fulfill contractual obligations from beginning to end of the project?
1 2 3 4 5 6 **7** 8 9 10
7. Would you recommend them?
1 2 3 4 5 **6** 7 8 9 10

Comments:

Still dealing with warranty issues. Student housing project was cancelled since it was not able to bring within budget.