



Mayor: Mario Garza
Mayor Pro-Tem: Pete Garcia
Commissioners: Jesus “Jesse” Ramirez
Ernesto “Neto” Guajardo
Leonardo “Lenny” Sanchez

The City of San Juan does not discriminate on the basis of disability in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the Office of the City Secretary at 956-223-2200 at least 24 hours prior to the scheduled meeting to make proper arrangements.

SAN JUAN CITY COMMISSION

Location: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589
Tuesday, February 27, 2018

REGULAR MEETING AGENDA
6:00 PM

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. PRESENTATIONS

A. Presentation of Departmental Reports: Finance Department, Fire Department, Department of Utilities, Police Department, Municipal Court.

1. Department of Finance Monthly Report.

2. Fire Department Monthly Report.

3. Department of Utilities Monthly Report

4. Police Department Monthly Report.

5. Municipal Court Monthly Report.

B. Parks and Recreation Advisory Board Update on Naming the Baseball/Softball Complex Located at 1419 San Antonio Avenue, San Juan, Texas 78589.

C. Presentation of the Current Board Members for Keep San Juan Beautiful and Possible Projects.

VI. DISCUSSION AND POSSIBLE ACTION ON ALL THE FOLLOWING MATTERS:

A. Discussion and Possible Action to Authorize Staff to Solicit for Request for Qualifications for Geotechnical Services Following Disadvantaged Business Enterprise (DBE) Program Rules.

B. Discussion and Possible Action to Authorize Staff to Solicit for Request for Qualification from Energy Service Companies (ESCO) to Provide Turnkey Utility Conservation Program that will Provide Infrastructure Improvements, Sustained Costs Savings and Revenue Enhancements and Meet the Requirements of the Texas Energy Performance Contracting Requirements per Local Government Code 302.

VII. APPOINTMENTS

A. Consider Removal and Appointment of Board Members Related to the San Juan Memorial Library Board.

B. Consider Removal and Appointment of Board Members Related to the Planning and Zoning Board.

C. Consider Removal and Appointment of Board Members to the Keep San Juan Beautiful Board.

D. Consider Removal and Appointment of Board Members Related to the Housing Authority Board.

VIII. CONTRACTUALS/RESOLUTIONS

A. Consider Authorizing the City Manager to Execute the Contract with Bagley Associates LLC for the Comprehensive Plan and Update of the Parks Master Plan Project.

B. Consider Authorizing the City Manager to Request Statements of Qualifications from Architecture Firms for the Transit Terminal Project.

C. Consider Authorizing the City Manager to Request Statements of Qualifications from Firms to Conduct an Environmental Report at the Transit Terminal Property.

IX. CONSENT AGENDA

A. Consider an Ordinance in Second Reading for a Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the “Pizza Hut” Restaurant located at 651 Virgen de San Juan Boulevard, legally described as Lot 1, Pizza Hut #40 Subdivision, as Requested by Muy Pizza-Tejas, LLC.

B. Monthly Collection Report - January 2018

C. Budget Expenditure Report - December 2017.

D. Meeting Minutes

- January 10, 2017
- September 12, 2017
- October 13, 2017
- November 1, 2017
- November 14, 2017
- November 20, 2017
- January 9, 2018
- January 18, 2018
- January 29, 2018

X. ADJOURNMENT

CERTIFICATION

I certify that the above notice of the Regular Called Meeting of the City of San Juan is true and correct; and that I posted such notice on the bulletin board. A place convenient and readily accessible to the public on the in accordance with the Texas Open Meetings Act (Tex. Gov’t. Code §551-041 - §551.050).

DIANA CAVAZOS

CITY SECRETARY
CITY OF SAN JUAN, TEXAS

CERTIFICATION OF REMOVAL

I certify that the agenda of items to be considered by the City Commission was removed by the City Secretary's Office from the San Juan City Hall bulletin area on the the _____ of _____, 2018.

OFFICE OF THE CITY SECRETARY



Mayor: Mario Garza
Mayor Pro-Tem: Pete Garcia
Commissioners: Jesus “Jesse” Ramirez
Ernesto “Neto” Guajardo
Leonardo “Lenny” Sanchez

MEMORANDUM

To: Benjamin Arjona, City Manager
From: Leroy Gonzales, Director of Finance
Date: February 20, 2018
Subject: Monthly Departmental Report

Finance Department

Department Description

Finance Department has the responsibility to safeguard City’s financial assets and manage its resources in according with state law, City Charter, and ordinances enacted by the City Commission.

- Process accounts payable and payroll for the City of San Juan Economic Development Corporation.
- Provide monthly financial reports to Department and City Commission
- Generate financial reporting according to GAAP
- Maintain an adequate level of liquidity and meet financial responsibility of City’s investments policy prioritizing objective of safety, liquidity and yield

Additional Information

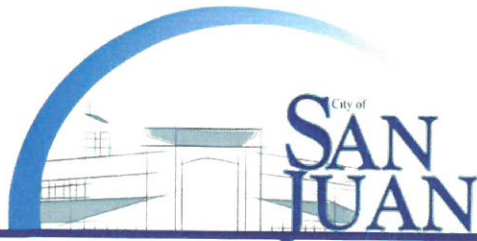
- 6 STAFF MEMBERS
- Maintained 26 funds, assisted 24 departments, and posted 957 journal entries, issued 1,425 disbursement checks, and processed 1,846 payroll checks and direct deposits, during the months of October 2017 –September 2018.
- Annual Audit 2016-2017 75% complete
- Manage a 21.0 million budget
 - General Fund Budget of 11.1 million
 - Utility & Sanitation Fund 6.9 million
 - Debt Service Fund 1.6 million
 - Other Funds 1.5 million

Utility Billing Department

Department Description

The Utility Billing Department is responsible for billing and collection of water usage, sanitary sewer, residential garbage collection and responding to customers complaints.

- The City collects about 6,416 water and 9,564 sewer accounts.
- North Alamo Water Supply Corporation service 3,217 water accounts
- Per Audited Financial Report, in FY ending 9/30/2016, Utility Fund collected 5.4 million and Sanitation Fund 2.8 million with a combined 8.2 million.
- Implemented Email Billing
- Payments are made by
 - 74 % paid in person
 - 1 % juniors
 - 15 % online
 - 6 % bank drafts
 - 4 % other locations
- Staff of 6 Employees



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MEMORANDUM

To: Benjamin Arjona, City Manager
From: Tirso Garza, Fire Chief
Date: February 20, 2018
Subject: Fire Department Monthly Report- January 2018

The San Juan Fire Department had the following activity during the month of January 2018:

Emergency Calls

A total of 71 Calls for the month of January 2018. (Please see attached report.)

- A Shift = 30
- B Shift = 21
- C Shift = 20

Med-Care Response

Med-Care EMS responded along with the Fire Department for a total of 28 calls along with three (3) delayed responses for the month of January 2018. The Med-Care report from the EMS Company was submitted on February 4, 2018.

County Calls

The San Juan Fire Department had a total of one (1) County Calls for the month of January 2018 which is the following:

- January 27, 2018 – Incident # 18-0058: 909 W Little for a Medical Call.

Volunteer Department

The San Juan Volunteer Fire Department met for their monthly business meeting on January 29, 2018, at Fire Station #2. The Volunteer response and stand-by for the month of January 2018 has not been submitted by the Volunteer Firefighter/Secretary.

Fire Inspections

A total of twelve-five (25) inspections were conducted in the Month of January 2018, please see attached for detailed information about each conducted inspection.

Plan Reviews

The following plans were reviewed by Deputy Fire Chief/ Marshal Oscar Lopez for the month of January 2018:

- Fernando Mendoza TMC Construction – 1229 S. Veterans
- Juan Chavarin DBA Enbajada Aztlan – 3014 N Raul Longoria
- Texas National Subdivision – San Juan

Fuel Utilization

Please note that the total amount of gallons mentioned in this report belong only to the logs that were submitted by the Fire Chief, Deputy Fire Marshal/Chief, Lieutenant or Officer in Charge for the month of January 2018 to the Administration Office.

- A total of 397.6 Gallons of Diesel
- A total of 124.2 Gallons of Unleaded

CC: Mario Garza, Mayor
Jesus “Jesse” Ramirez, Mayor Pro Tempore
Ernesto “Neto” Guajardo, Commissioner
Raudel Maldonado, Commissioner
Pete Garcia, Commissioner



Carlos Alaniz.,
Fire Lieutenant

January 2018
Call Volume Monthly Breakdown

"The Friendly City"

Fire House Code	Incident Type	Total
322	Motor Vehicle Accidents w/Injuries	6
323	Auto-Pedestrian	2
324	Motor Vehicle Accidents w/o Injuries	11
311	Medical Call	21
142/143	Grass/Brush Fires	1
131	Vehicle Fires	2
700/750	False Alarms	9
154	Trash Fires	0
550/551	Assist other Agency/Dept.:	1
651	Smoke Scare	3
111	Structure Fires	1
1101	Equipment Fire	0
412	Gas Leak	0
0418100	Attempted burning, Illegal action	0
600	Good Intent Call	5
611	Cancelled in Route	0
622	Wrong Location/No Incident Found	3
541	Bee attack/ Animal Problem	1
331	Child Locked in a Vehicle	2
440/1601	Electrical Equipment Problem (Pole)	3
1131	Cooking Fire	0
100	Fire, Other	0
511	Lock Out	0
Grand Total:		

Call Volume for each shift

-A Shift=30

-B Shift= 21

-C Shift= 20

Respectfully Submitted by,


Carlos Alaniz

01-31-18
Date



Tirso Garza, Fire Chief
Oscar Lopez, Deputy Chief
2301 N. Raul Longoria
San Juan, TX 78589
Office: 956-223-2470
Fax: 956-783-3441

Med-Care Response Times

January 2018

Date	Incident #	Location	Dispatched Time	Arrival	Delay Time	Incident Type
01-01-18	18-002	400 North Iowa Apt. 63	05:12pm	05:18pm	6 Min	Medical Call
01-03-17	18-003	106 East 495	11:27am	11:30am	3 Min	Auto-Ped
01-06-18	18-008	112 West Expressway 83	07:19am	07:26am	7 Min	Medical Call
01-06-18	18-009	212 Jaime	05:30pm	05:34pm	4 Min	Medical Call
01-09-18	18-015	607 Calle Del Sol	07:17pm	07:29pm	12 Min	Medical Call
01-10-18	18-016	518 West 10 th Street	05:08am	05:19am	11 Min	Medical Call
01-10-18	18-018	600 East Expressway 83 Westbound Lane	08:10am	08:21am	11 Min	MVC
01-10-18	18-019	900 North Raul Longoria	11:50am	11:56am	6 Min	MVC
01-12-18	18-021	1802 Wincore	09:03am	09:09am	6 Min	Medical Call
01-13-18	18-026	901 San Cristobal	03:56pm	03:59pm	3 Min	MVC
01-14-18	18-027	500 North Cesar Chavez	04:20am	04:33am	13 Min	MVC
01-16-18	18-029	2011 Wet Texas	06:48am	06:56am	14Min	Medical Call
01-16-18	18-030	Stewart & Ridge Road	02:21pm	02:28pm	7 Min	MVC
01-17-18	18-035	Cesar Chavez & 495	07:13pm	07:20pm	7 Min	MVC
01-20-18	18-041	1206 South Nebraska	08:36am	08:47am	13 Min	MVC
01-21-18	18-043	107 East 18 th Street	12:14am	12:24am	12 Min	Medical Call

01-21-18	18-044	206 East Leticia	11:00am	11:03am	3 Min	Dog Bite
01-21-18	18-046	800 West Business 83	07:08pm	07:13pm	5 Min	Auto-Ped
01-22-18	18-049	500 West Citrus	06:18am	06:24am	6 Min	Medical Call
01-25-18	18-053	2301 Olmitos	02:07am	02:13am	6 Min	Medical Call
01-17-18	18-058	909 West Little	01:33am	01:39am	6 Min	Medical Call
01-27-18	18-060	700 North Raul Longoria	08:39pm	08:45pm	6 Min	MVC
01-28-18	18-061	205 West Santa Fe	12:47pm	12:50pm	3 Min	Medical Call
01-29-18	18-063	200 East 495	02:17pm	02:20pm	3 Min	MVC
01-29-17	18-064	148 Deanna	05:20pm	05:28pm	8 Min	Medical Call
01-29-18	18- 065	Frontage / Cesar Chavez	07:40pm	07:44pm	4 Min	MVC
01-30-18	18-067	805 West Ridge	02:42pm	02:53pm	11 Min	Medical Call
01-30-18	18-068	149 Deanna	07:14pm	07:21pm	7 Min	Medical Call


Fire Lieutenant

01-31-18
Date



CITY OF SAN JUAN

**JANUARY-2018
9-1-1 AMBULANCE REPORT**

**Submitted To:
Chief Tirso Garza**

February 4, 2018

MEDCARE EMS, INC.

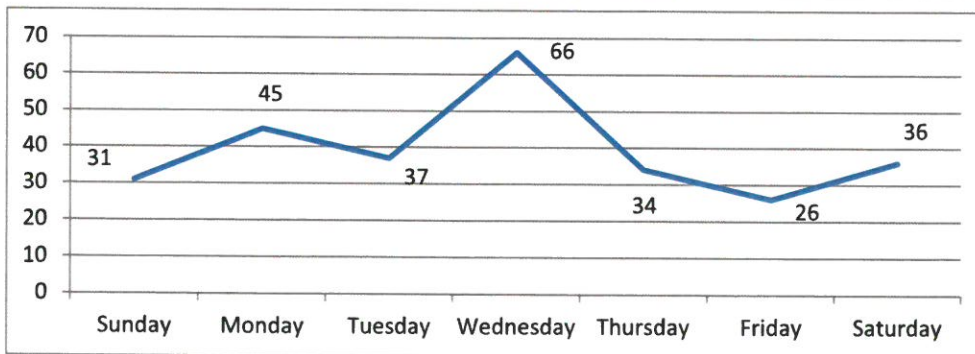
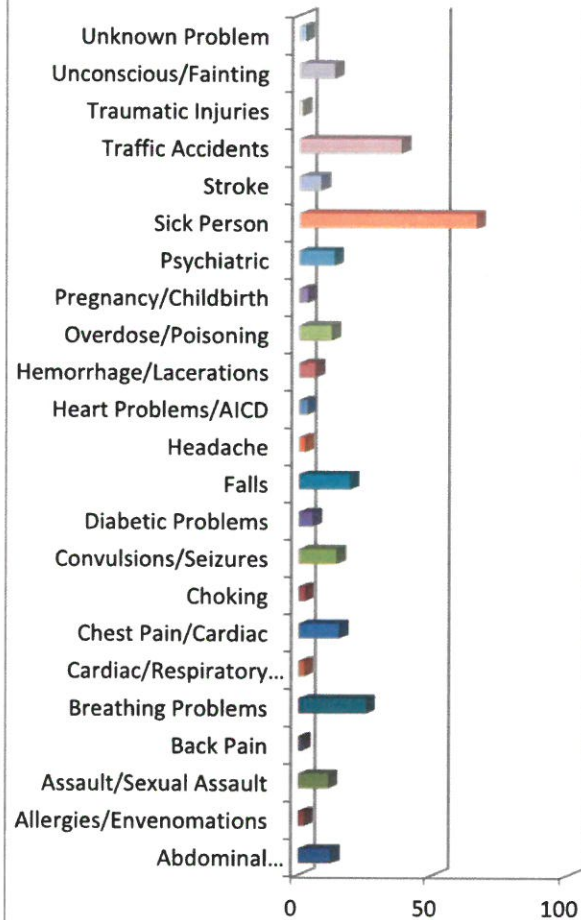
San Juan 9-1-1 Call Types January 2017

	San Juan
Abdominal Pain/Problems	12
Allergies/Envenomations	2
Assault/Sexual Assault	11
Back Pain	1
Breathing Problems	25
Cardiac/Respiratory Arrest	2
Chest Pain/Cardiac	15
Choking	2
Convulsions/Seizures	14
Diabetic Problems	5
Falls	19
Headache	2
Heart Problems/AICD	3
Hemorrhage/Lacerations	6
Overdose/Poisoning	12
Pregnancy/Childbirth	3
Psychiatric	13
Sick Person	66
Stroke	8
Traffic Accidents	38
Traumatic Injuries	1
Unconscious/Fainting	13
Unknown Problem	2
Total	275

Calls by Day of the Week	Total
Sunday	31
Monday	45
Tuesday	37
Wednesday	66
Thursday	34
Friday	26
Saturday	36
Total	275

Compliance Response

91.2%



MEDCARE EMS, INC.

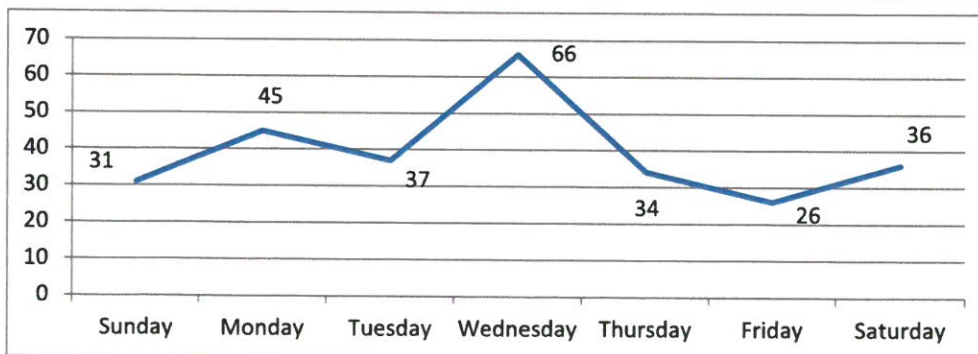
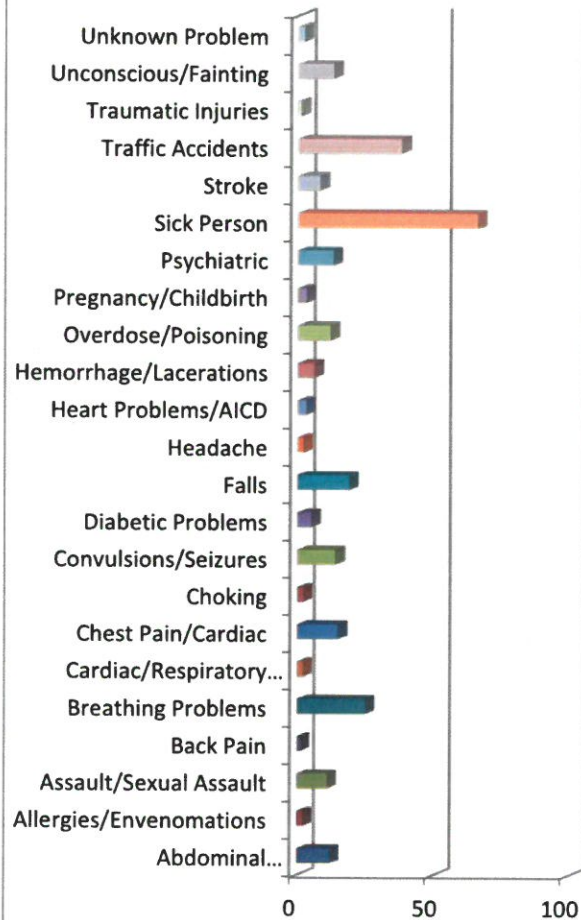
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trip_date	run_number	puaddr	pucity	calltime	disptime	atstime	tratrie	atdtime
1/1/2018	8	5825 N VETERANS	SAN JUAN	12:53:30 AM	12:56:01 AM	1:07:04 AM	12:00:00 AM	0:00:00
1/1/2018	10	2802 SAN GABRIEL ST	SAN JUAN	1:08:45 AM	1:10:29 AM	1:20:45 AM	12:00:00 AM	0:00:00
1/1/2018	21	2905 LUCKY DR	SAN JUAN	3:38:22 AM	3:38:44 AM	3:44:28 AM	4:07:22 AM	4:19:20
1/1/2018	64	1203 E 6TH	SAN JUAN	2:04:33 PM	2:05:57 PM	2:12:35 PM	2:26:31 PM	14:42:54
1/1/2018	85	701 W ATHOL AVE	SAN JUAN	4:26:50 PM	4:27:04 PM	4:32:36 PM	4:45:25 PM	16:55:03
1/1/2018	95	400 N IOWA AVE	SAN JUAN	5:12:06 PM	5:12:27 PM	5:16:35 PM	5:38:23 PM	17:51:28
1/1/2018	114	200 W 4TH ST	SAN JUAN	7:29:39 PM	7:29:54 PM	7:35:20 PM	7:49:15 PM	20:00:00
1/1/2018	119	300 N NEBRASKA AVE	SAN JUAN	8:52:42 PM	8:52:56 PM	8:57:25 PM	9:19:35 PM	21:33:58
1/1/2018	130	1319 SAUZ	SAN JUAN	10:15:49 PM	10:16:41 PM	10:19:33 PM	10:32:20 PM	22:44:01
1/2/2018	138	1620 N RAUL LONGORIA RD	SAN JUAN	12:10:02 AM	12:10:12 AM	12:14:38 AM	12:00:00 AM	0:00:00
1/2/2018	140	1206 SAN FRANCISCO	SAN JUAN	12:42:16 AM	12:42:40 AM	12:46:08 AM	1:12:41 AM	1:23:19
1/2/2018	144	300 POINSETTIA CIR	SAN JUAN	1:53:21 AM	1:53:35 AM	1:57:58 AM	2:10:14 AM	2:23:23
1/2/2018	166	606 FRANCES ST	SAN JUAN	9:04:51 AM	9:05:26 AM	9:07:20 AM	9:21:47 AM	9:37:08
1/2/2018	171	213 W SALAZAR ST	SAN JUAN	9:47:00 AM	9:47:07 AM	9:49:32 AM	10:07:15 AM	10:22:46
1/2/2018	193	901 W EXPY 83	SAN JUAN	12:59:03 PM	12:59:48 PM	1:01:48 PM	1:15:05 PM	1:28:04
1/2/2018	198	2303 CEDRO	SAN JUAN	1:28:02 PM	1:28:19 PM	1:40:39 PM	2:04:19 PM	14:20:45
1/2/2018	249	210 W 11TH ST	SAN JUAN	6:36:26 PM	6:36:35 PM	6:42:10 PM	7:02:44 PM	19:20:20
1/2/2018	269	BUSINESS 83 & CESAR CHAVEZ	SAN JUAN	8:22:23 PM	8:22:56 PM	8:29:01 PM	8:50:32 PM	21:05:14
1/3/2018	306	1605 COCONUT PALM AVE	SAN JUAN	8:11:48 AM	8:12:32 AM	8:15:13 AM	8:28:05 AM	8:45:57
1/3/2018	316	111 W 3RD ST	SAN JUAN	9:36:33 AM	9:36:54 AM	9:38:59 AM	10:12:11 AM	10:29:22
1/3/2018	331	106 E FM 495	SAN JUAN	11:29:27 AM	11:29:44 AM	11:33:26 AM	11:53:47 AM	12:05:47
1/3/2018	353	2301 N. RAUL LONGORIA	SAN JUAN	1:12:28 PM	1:12:54 PM	1:13:31 PM	12:00:00 AM	0:00:00
1/3/2018	369	2503 LUCKY	SAN JUAN	3:12:12 PM	3:12:26 PM	3:19:35 PM	3:25:49 PM	15:38:53
1/3/2018	379	1609 MARY ANN ST	SAN JUAN	3:59:08 PM	3:59:22 PM	4:04:12 PM	4:25:44 PM	16:40:58
1/3/2018	387	2301 N. RAUL LONGORIA	SAN JUAN	4:51:09 PM	4:51:34 PM	4:56:31 PM	5:22:39 PM	17:45:19
1/3/2018	394	901 W EXPRESSWAY 83	SAN JUAN	5:23:27 PM	5:23:48 PM	5:24:59 PM	5:44:31 PM	17:57:28
1/3/2018	429	602 KING RD	SAN JUAN	9:16:07 PM	9:16:13 PM	9:35:19 PM	12:00:00 AM	0:00:00
1/4/2018	465	200 W HAZEL ST	SAN JUAN	2:13:19 AM	2:13:31 AM	2:19:14 AM	2:30:44 AM	2:43:40
1/4/2018	466	300 N NEBRASKA AVE	SAN JUAN	2:13:29 AM	2:13:36 AM	2:20:44 AM	2:39:02 AM	2:49:27
1/4/2018	471	813 E RIDGE RD	SAN JUAN	3:06:33 AM	3:06:49 AM	3:16:20 AM	3:42:19 AM	3:54:07
1/4/2018	478	906 ATHOL ST	SAN JUAN	5:06:41 AM	5:06:54 AM	5:15:43 AM	5:32:17 AM	5:41:31
1/4/2018	487	S CESAR CHAVEZ RD & W CARROLL RD	SAN JUAN	9:01:03 AM	9:01:35 AM	9:08:24 AM	12:00:00 AM	0:00:00
1/4/2018	498	2301 N. RAUL LONGORIA	SAN JUAN	11:19:41 AM	11:20:15 AM	11:25:38 AM	11:35:49 AM	11:35:49
1/4/2018	511	711 HACKBERRY	SAN JUAN	12:49:48 PM	12:50:24 PM	12:54:37 PM	12:00:00 AM	0:00:00
1/4/2018	557	ELDORA & CESAR CHAVEZ	SAN JUAN	5:19:22 PM	5:19:35 PM	5:25:08 PM	5:43:17 PM	17:59:09
1/4/2018	558	102 N STANDARD AVE	SAN JUAN	5:23:49 PM	5:25:02 PM	5:28:23 PM	5:51:19 PM	18:01:57
1/4/2018	559	ELDORA RD & N CESAR CHAVEZ	SAN JUAN	5:36:56 PM	5:37:14 PM	5:39:21 PM	5:53:11 PM	18:06:26
1/4/2018	576	1008 WASHINGTON PALM AVE	SAN JUAN	6:59:32 PM	6:59:46 PM	7:04:02 PM	7:21:51 PM	19:33:31
1/4/2018	598	902 DEL MONTE DR	SAN JUAN	10:02:12 PM	10:02:19 PM	10:08:45 PM	10:19:35 PM	22:35:57
1/4/2018	602	503 HACKBERRY AVE	SAN JUAN	10:36:48 PM	10:37:02 PM	10:45:56 PM	11:00:35 PM	23:10:36
1/5/2018	687	2301 N. RAUL LONGORIA	SAN JUAN	2:41:10 PM	2:41:21 PM	2:44:27 PM	3:10:19 PM	15:23:14
1/5/2018	692	216 JUSTICE	SAN JUAN	3:35:57 PM	3:36:07 PM	3:36:31 PM	3:52:21 PM	16:05:47
1/5/2018	705	300 N NEBRASKA AVE	SAN JUAN	5:20:39 PM	5:21:00 PM	5:26:49 PM	5:46:29 PM	18:00:22
1/5/2018	744	110 S RIDGE LN	SAN JUAN	9:15:23 PM	9:15:35 PM	9:22:16 PM	9:46:13 PM	22:00:12

trip_date	run_number	puaddr	pucity	calltime	disptime	atstime	tritime	atdtime
1/5/2018	755	1301 ANTHONY DR	SAN JUAN	9:46:33 PM	9:48:21 PM	9:52:56 PM	10:11:22 PM	22:23:16
1/6/2018	771	618 S STANDARD AVE	SAN JUAN	2:27:19 AM	2:27:34 AM	2:34:26 AM	2:46:40 AM	3:03:07
1/6/2018	779	219 E RAILROAD ST	SAN JUAN	4:35:10 AM	4:35:19 AM	4:48:33 AM	5:01:01 AM	5:22:40
1/6/2018	789	112 W EXP 83	SAN JUAN	7:06:28 AM	7:07:45 AM	7:12:48 AM	7:35:50 AM	7:49:12
1/6/2018	792	310 W ELDORA RD	SAN JUAN	7:44:51 AM	7:45:05 AM	7:49:37 AM	8:06:17 AM	8:19:06
1/6/2018	793	2001 KING RD	SAN JUAN	7:58:58 AM	7:59:34 AM	8:05:22 AM	8:18:59 AM	8:32:44
1/6/2018	801	114 W 3RD ST	SAN JUAN	10:50:05 AM	10:50:54 AM	10:56:24 AM	11:11:46 AM	11:23:40
1/6/2018	805	603 W CITRUS AVE	SAN JUAN	11:02:28 AM	11:03:09 AM	11:07:26 AM	11:22:53 AM	11:34:41
1/6/2018	822	RIDGE RD & STANDARD ST	SAN JUAN	1:27:08 PM	1:27:28 PM	1:34:22 PM	1:46:38 PM	14:00:50
1/6/2018	845	212 JAIME ST	SAN JUAN	5:33:02 PM	5:33:17 PM	5:36:56 PM	5:58:26 PM	18:09:29
1/6/2018	860	913 W 13TH ST	SAN JUAN	7:03:22 PM	7:05:13 PM	7:21:38 PM	7:33:30 PM	19:44:25
1/6/2018	890	334 E 1ST ST	SAN JUAN	9:58:32 PM	9:58:38 PM	10:03:29 PM	10:19:46 PM	22:31:57
1/6/2018	900	518 W 10TH ST	SAN JUAN	11:06:21 PM	11:06:29 PM	11:12:37 PM	12:00:00 AM	0:00:00
1/7/2018	934	1609 MARY ANN ST	SAN JUAN	9:34:51 AM	9:35:12 AM	9:44:45 AM	9:56:55 AM	10:10:00
1/7/2018	940	RAUL LONGORIA & EXPRESSWAY 83	SAN JUAN	10:10:14 AM	10:10:27 AM	10:12:34 AM	10:28:47 AM	10:41:00
1/7/2018	987	319 E 4TH ST	SAN JUAN	5:06:24 PM	5:06:40 PM	5:11:02 PM	5:33:14 PM	17:46:19
1/7/2018	1,008	1318 SHORTROAD	SAN JUAN	9:50:17 PM	9:50:37 PM	9:56:52 PM	10:08:11 PM	22:29:04
1/8/2018	1,026	2205 S STEWART RD	SAN JUAN	2:38:53 AM	2:38:04 AM	2:48:12 AM	3:08:17 AM	3:31:22
1/8/2018	1,031	405 E SGT LEONEL TREWNO	SAN JUAN	6:44:40 AM	6:44:49 AM	6:50:51 AM	7:22:10 AM	7:32:34
1/8/2018	1,036	810 SAN MARCOS	SAN JUAN	8:37:44 AM	8:37:59 AM	8:44:40 AM	8:57:06 AM	9:17:15
1/8/2018	1,037	3910 JENICA ST	SAN JUAN	8:57:14 AM	8:57:25 AM	9:03:53 AM	9:22:04 AM	9:34:28
1/8/2018	1,038	206 ALFREDO ST	SAN JUAN	9:07:37 AM	9:07:47 AM	9:10:04 AM	9:22:39 AM	9:33:46
1/8/2018	1,053	207 W 2ND ST	SAN JUAN	11:21:53 AM	11:22:09 AM	11:25:47 AM	11:39:56 AM	11:52:21
1/8/2018	1,055	912 E LOS EBANOS ST	SAN JUAN	11:38:00 AM	11:39:21 AM	11:41:51 AM	11:54:00 AM	12:10:37
1/8/2018	1,079	300 N NEBRASKA AVE	SAN JUAN	3:46:55 PM	3:47:21 PM	3:52:25 PM	4:05:42 PM	16:16:22
1/8/2018	1,107	300 N NEBRASKA AVE	SAN JUAN	6:27:05 PM	6:27:23 PM	6:32:55 PM	7:06:55 PM	19:07:43
1/9/2018	1,189	901 E ELDORA	SAN JUAN	8:56:29 AM	8:57:01 AM	8:59:51 AM	9:15:47 AM	9:32:10
1/9/2018	1,237	801 W 1ST	SAN JUAN	4:01:04 PM	4:01:31 PM	4:07:53 PM	4:24:31 PM	16:39:53
1/9/2018	1,275	607 CALLE DEL SOL	SAN JUAN	7:21:18 PM	7:21:27 PM	7:24:11 PM	7:46:35 PM	20:10:32
1/9/2018	1,276	600 N 1RD	SAN JUAN	7:27:21 PM	7:27:35 PM	7:32:04 PM	7:47:13 PM	19:54:38
1/9/2018	1,279	2210 S STEWART RD	SAN JUAN	7:58:03 PM	7:58:17 PM	8:08:03 PM	8:22:52 PM	20:36:52
1/9/2018	1,297	3906 JESENIA ST	SAN JUAN	10:25:14 PM	10:25:25 PM	10:29:36 PM	10:38:37 PM	22:55:03
1/10/2018	1,311	1112 SHORT RD	SAN JUAN	12:07:34 AM	12:07:49 AM	12:16:11 AM	12:27:47 AM	0:39:33
1/10/2018	1,323	518 W 10TH ST	SAN JUAN	4:54:47 AM	4:55:07 AM	5:03:17 AM	12:00:00 AM	0:00:00
1/10/2018	1,329	603 SAN MARTIN	SAN JUAN	7:18:20 AM	7:18:27 AM	7:20:41 AM	7:40:30 AM	7:59:28
1/10/2018	1,335	600 E EXPRESSWAY 83	SAN JUAN	8:16:35 AM	8:16:47 AM	8:21:46 AM	8:34:32 AM	8:55:47
1/10/2018	1,336	600 E EXPRESSWAY 83	SAN JUAN	8:16:35 AM	8:16:47 AM	8:21:46 AM	8:34:32 AM	8:55:49
1/10/2018	1,338	1013 E 13TH ST	SAN JUAN	8:44:11 AM	8:44:38 AM	8:50:41 AM	9:08:57 AM	9:32:10
1/10/2018	1,360	1301 ANTHONY DR	SAN JUAN	11:01:40 AM	11:01:10 AM	11:07:15 AM	11:47:23 AM	12:03:54
1/10/2018	1,365	900 N RAUL LONGORIA RD	SAN JUAN	11:54:14 AM	11:55:33 AM	11:57:22 AM	12:23:27 PM	12:34:46
1/10/2018	1,368	900 N RAUL LONGORIA RD	SAN JUAN	12:15:00 PM	12:15:08 PM	12:18:17 PM	12:27:56 PM	12:45:28
1/10/2018	1,372	900 E BUS HWY 83	SAN JUAN	12:55:18 PM	12:55:43 PM	1:00:58 PM	1:29:01 PM	13:45:32
1/10/2018	1,381	1925 E LOMA VISTA	SAN JUAN	1:40:19 PM	1:40:37 PM	1:48:12 PM	2:16:24 PM	14:35:03
1/10/2018	1,448	701 N NEBRASKA AVE	SAN JUAN	8:08:02 PM	8:08:34 PM	8:15:15 PM	8:25:42 PM	20:34:15

trip_date	run_number	puaddr	pucity	calltime	disptime	atstime	tritime	atdtime
1/10/2018	1,457	505 HUISACHE ST	SAN JUAN	9:45:46 PM	9:46:42 PM	10:08:14 PM	10:30:32 PM	22:42:21
1/10/2018	1,459	612 E US HIGHWAY 83	SAN JUAN	9:48:36 PM	9:49:20 PM	9:56:18 PM	10:29:32 PM	22:42:46
1/10/2018	1,464	606 BALLY DR	SAN JUAN	10:17:58 PM	10:18:55 PM	10:24:15 PM	12:00:00 AM	0:00:00
1/10/2018	1,467	2301 N. RAUL LONGORIA	SAN JUAN	10:51:55 PM	10:52:10 PM	11:02:48 PM	12:00:00 AM	0:00:00
1/10/2018	1,474	312 S LIBERTY LOOP	SAN JUAN	11:16:46 PM	11:16:45 PM	11:24:09 PM	11:51:35 PM	0:05:40
1/11/2018	1,495	725 E EAGLE	SAN JUAN	5:51:15 AM	5:51:34 AM	5:57:27 AM	6:16:25 AM	6:29:22
1/11/2018	1,529	2286 N RAUL LONGORIA RD	SAN JUAN	12:01:29 PM	12:01:44 PM	12:00:00 AM	12:00:00 AM	0:00:00
1/11/2018	1,536	612 E BUS 83	SAN JUAN	12:40:43 PM	12:40:56 PM	12:46:25 PM	1:01:47 PM	13:13:37
1/11/2018	1,555	138 E CIRO DR	SAN JUAN	2:37:47 PM	2:38:46 PM	2:41:12 PM	3:01:15 PM	15:10:08
1/11/2018	1,585	814 SAN MATEO	SAN JUAN	4:45:56 PM	4:46:22 PM	4:52:03 PM	5:03:55 PM	17:22:27
1/12/2018	1,676	300 N NEBRASKA AVE	SAN JUAN	8:35:51 AM	8:36:00 AM	8:40:10 AM	9:08:53 AM	9:27:59
1/12/2018	1,681	1802 WINDSOR	SAN JUAN	9:07:59 AM	9:08:21 AM	9:11:40 AM	12:00:00 AM	0:00:00
1/12/2018	1,691	120 W 3RD ST	SAN JUAN	10:45:52 AM	10:46:02 AM	10:52:46 AM	11:13:16 AM	11:24:58
1/12/2018	1,750	1715 S KANSAS	SAN JUAN	4:51:10 PM	4:51:26 PM	5:02:24 PM	5:17:36 PM	17:34:16
1/12/2018	1,790	403 W 10TH ST	SAN JUAN	9:00:47 PM	9:00:53 PM	9:08:11 PM	9:25:42 PM	21:44:55
1/13/2018	1,813	306 N WYOMING AVE	SAN JUAN	12:26:38 AM	12:27:18 AM	12:35:49 AM	12:57:04 AM	1:07:42
1/13/2018	1,816	812 BRECHA	SAN JUAN	12:55:15 AM	12:55:34 AM	12:58:29 AM	1:23:42 AM	1:36:41
1/13/2018	1,823	306 N WYOMING AVE	SAN JUAN	2:25:35 AM	2:25:49 AM	2:31:01 AM	12:00:00 AM	0:00:00
1/13/2018	1,865	145 DEANNA DR	SAN JUAN	12:28:34 PM	12:29:06 PM	12:35:19 PM	12:58:17 PM	13:15:13
1/13/2018	1,866	2301 N. RAUL LONGORIA	SAN JUAN	12:35:35 PM	12:37:49 PM	12:48:58 PM	1:13:41 PM	13:26:56
1/13/2018	1,871	608 PUEBLO ST	SAN JUAN	12:53:16 PM	12:53:20 PM	12:59:06 PM	1:45:57 PM	14:03:37
1/13/2018	1,873	300 N NEBRASKA AVE	SAN JUAN	2:11:36 PM	2:12:07 PM	2:18:16 PM	2:33:58 PM	14:44:10
1/13/2018	1,892	903 SAN CRISTOBAL ST	SAN JUAN	3:58:45 PM	3:58:58 PM	4:01:34 PM	4:28:47 PM	16:48:01
1/13/2018	1,904	606 BALLY DR	SAN JUAN	5:14:19 PM	5:15:05 PM	5:20:57 PM	5:29:15 PM	17:43:52
1/13/2018	1,915	824 N I RD	SAN JUAN	6:29:26 PM	6:39:32 PM	6:44:54 PM	7:00:53 PM	19:06:45
1/13/2018	1,920	606 VILLA CANTERA	SAN JUAN	7:10:17 PM	7:10:46 PM	7:16:37 PM	12:00:00 AM	0:00:00
1/13/2018	1,931	4302 JESENIA ST	SAN JUAN	9:00:00 PM	9:00:23 PM	9:06:55 PM	12:00:00 AM	0:00:00
1/14/2018	1,960	3407 GRANDORA	SAN JUAN	1:37:19 AM	1:37:38 AM	1:46:24 AM	1:57:42 AM	2:14:02
1/14/2018	1,987	900 E BUSINESS 83	SAN JUAN	7:21:33 AM	7:21:41 AM	7:24:01 AM	12:00:00 AM	0:00:00
1/14/2018	1,993	104 DOVE ST	SAN JUAN	9:33:28 AM	9:33:46 AM	9:41:29 AM	10:02:36 AM	10:18:23
1/14/2018	2,030	4302 JESENIA ST	SAN JUAN	3:04:36 PM	3:04:54 PM	3:17:01 PM	3:39:41 PM	15:39:41
1/14/2018	2,043	4302 JESENIA ST	SAN JUAN	5:12:01 PM	5:13:48 PM	5:20:35 PM	12:00:00 AM	0:00:00
1/14/2018	2,070	508 MIGUEL HIDALGO ST	SAN JUAN	8:58:29 PM	8:58:35 PM	9:06:08 PM	9:40:16 PM	21:55:24
1/15/2018	2,095	306 N WYOMING AVE	SAN JUAN	2:50:38 AM	2:50:51 AM	2:58:55 AM	12:00:00 AM	0:00:00
1/15/2018	2,116	1630 N RAUL LONGORIA RD	SAN JUAN	8:58:40 AM	8:58:48 AM	9:01:18 AM	9:29:47 AM	9:46:03
1/15/2018	2,203	E NOLANA LOOP & N RAUL LONGORIA RD	SAN JUAN	7:19:30 PM	7:19:37 PM	7:24:54 PM	12:00:00 AM	0:00:00
1/15/2018	2,209	E NOLANA LOOP & N RAUL LONGORIA RD	SAN JUAN	7:50:43 PM	7:50:48 PM	12:00:00 AM	12:00:00 AM	0:00:00
1/15/2018	2,210	E NOLANA LOOP & N RAUL LONGORIA RD	SAN JUAN	7:50:43 PM	7:50:51 PM	12:00:00 AM	12:00:00 AM	0:00:00
1/16/2018	2,245	2011 W TEXAS	SAN JUAN	6:51:36 AM	6:51:43 AM	6:58:01 AM	12:00:00 AM	0:00:00
1/16/2018	2,249	VETERANS & PECINA	SAN JUAN	7:51:22 AM	7:51:30 AM	8:00:19 AM	8:11:43 AM	8:32:44
1/16/2018	2,250	400 W EXP 83	SAN JUAN	7:55:45 AM	7:55:58 AM	8:00:34 AM	8:16:06 AM	8:39:53
1/16/2018	2,276	109 W ELDORA RD	SAN JUAN	12:06:19 PM	12:07:09 PM	12:12:27 PM	12:36:12 PM	12:52:16
1/16/2018	2,290	S STEWART RD & RIDGE RD	SAN JUAN	2:23:21 PM	2:23:32 PM	2:29:14 PM	2:43:54 PM	14:55:08
1/16/2018	2,302	402 CITRUS ST	SAN JUAN	4:09:21 PM	4:09:36 PM	4:13:45 PM	4:33:02 PM	16:44:10

trip_date	run_number	puaddr	pucity	calltime	disptime	atstime	tratrie	atdtime
1/16/2018	2.331	2301 N. RAUL LONGORIA	SAN JUAN	7:10:39 PM	7:11:59 PM	7:15:05 PM	7:29:36 PM	19:29:36
1/17/2018	2.384	312 LIBERTY LOOP	SAN JUAN	5:54:13 AM	5:54:36 AM	6:06:33 AM	6:25:31 AM	6:42:37
1/17/2018	2.407	2813 SAN FELIPE ST	SAN JUAN	10:10:10 AM	10:10:25 AM	10:14:57 AM	10:39:06 AM	10:57:00
1/17/2018	2.411	2813 SAN FELIPE ST	SAN JUAN	10:30:32 AM	10:30:48 AM	10:38:01 AM	10:43:45 AM	10:57:39
1/17/2018	2.413	2813 SAN FELIPE ST	SAN JUAN	10:10:10 AM	10:10:25 AM	10:14:57 AM	10:39:10 AM	10:57:02
1/17/2018	2.414	2813 SAN FELIPE ST	SAN JUAN	10:10:10 AM	10:10:25 AM	10:14:57 AM	10:39:13 AM	10:57:03
1/17/2018	2.433	900 E US HIGHWAY 83	SAN JUAN	12:26:29 PM	12:26:44 PM	12:33:38 PM	1:02:37 PM	13:18:51
1/17/2018	2.470	4809 INCA DR	SAN JUAN	4:06:09 PM	4:06:26 PM	4:14:46 PM	5:00:12 PM	17:13:37
1/17/2018	2.507	495 & CESAR CHAVEZ	SAN JUAN	7:12:48 PM	7:13:00 PM	7:23:28 PM	12:00:00 AM	0:00:00
1/17/2018	2.512	495 & CESAR CHAVEZ	SAN JUAN	7:12:48 PM	7:13:00 PM	7:23:28 PM	12:00:00 AM	0:00:00
1/17/2018	2.513	495 & CESAR CHAVEZ	SAN JUAN	7:12:48 PM	7:13:00 PM	7:23:28 PM	12:00:00 AM	0:00:00
1/17/2018	2.516	502 W EL DORA RD	SAN JUAN	8:17:03 PM	8:17:09 PM	8:20:34 PM	8:44:08 PM	20:58:28
1/17/2018	2.520	300 N NEBRASKA AVE	SAN JUAN	8:34:26 PM	8:34:39 PM	8:40:53 PM	9:12:53 PM	21:28:24
1/17/2018	2.532	710 SUNDANCE LN	SAN JUAN	11:06:24 PM	11:06:34 PM	11:13:26 PM	11:43:59 PM	23:57:51
1/17/2018	2.534	106 JUSTICE LN	SAN JUAN	11:22:29 PM	11:22:52 PM	11:30:08 PM	11:38:53 PM	23:54:54
1/18/2018	2.541	300 N NEBRASKA AVE	SAN JUAN	12:46:34 AM	12:46:46 AM	12:53:19 AM	1:13:26 AM	1:26:57
1/18/2018	2.567	2109 N RAUL LONGORIA RD	SAN JUAN	8:38:18 AM	8:38:33 AM	8:42:10 AM	8:55:55 AM	9:10:45
1/18/2018	2.598	1212 BRENDA	SAN JUAN	2:01:53 PM	2:02:04 PM	2:06:55 PM	2:28:44 PM	14:40:35
1/18/2018	2.614	1003 SUN VALLEY ST	SAN JUAN	3:04:02 PM	3:07:10 PM	3:20:01 PM	3:42:27 PM	16:00:57
1/18/2018	2.621	523 KING RD	SAN JUAN	3:33:34 PM	3:33:39 PM	3:39:05 PM	3:52:53 PM	16:08:15
1/18/2018	2.629	1315 N CESAR CHAVEZ RD	SAN JUAN	4:37:02 PM	4:37:10 PM	4:43:38 PM	5:11:24 PM	17:26:22
1/19/2018	2.715	101 ALTA ST	SAN JUAN	3:13:54 AM	3:14:08 AM	3:20:11 AM	3:58:24 AM	4:16:49
1/19/2018	2.732	2217 OLMO	SAN JUAN	9:12:56 AM	9:13:17 AM	9:18:57 AM	9:32:09 AM	9:50:26
1/19/2018	2.790	204 E LETICIA ST	SAN JUAN	2:33:29 PM	2:34:40 PM	2:36:51 PM	2:57:07 PM	15:07:57
1/19/2018	2.811	606 BAILY	SAN JUAN	4:38:17 PM	4:38:32 PM	4:44:39 PM	5:06:14 PM	17:27:51
1/19/2018	2.835	601 MIGUEL HIDALGO ST	SAN JUAN	6:59:55 PM	7:00:07 PM	7:07:46 PM	7:24:27 PM	19:36:43
1/19/2018	2.836	1516 N SCOTTY ST	SAN JUAN	7:05:23 PM	7:05:46 PM	7:16:45 PM	7:41:10 PM	19:52:06
1/19/2018	2.837	300 N NEBRASKA AVE	SAN JUAN	7:09:34 PM	7:09:48 PM	7:22:21 PM	7:42:34 PM	19:56:35
1/19/2018	2.863	215 CAROLINA ST	SAN JUAN	8:56:19 PM	8:57:21 PM	9:04:43 PM	9:32:50 PM	21:47:42
1/19/2018	2.869	801 W 1ST	SAN JUAN	9:52:09 PM	9:52:15 PM	9:55:39 PM	10:16:22 PM	22:27:12
1/20/2018	2.898	2301 N. RAUL LONGORIA	SAN JUAN	3:34:34 AM	3:34:46 AM	12:00:00 AM	12:00:00 AM	0:00:00
1/20/2018	2.915	12TH & NEBRASKA	SAN JUAN	8:29:51 AM	8:29:59 AM	8:35:50 AM	12:00:00 AM	0:00:00
1/20/2018	2.949	200 W EXPRESSWAY 83	SAN JUAN	1:15:55 PM	1:16:11 PM	1:18:02 PM	1:34:54 PM	13:41:33
1/20/2018	2.986	1312 ANDREWS ST	SAN JUAN	5:20:49 PM	5:20:55 PM	5:33:32 PM	5:48:35 PM	18:02:19
1/21/2018	3.040	107 E 18TH ST	SAN JUAN	12:15:36 AM	12:15:50 AM	12:20:34 AM	12:36:29 AM	0:49:15
1/21/2018	3.090	1102 E EARLING	SAN JUAN	10:45:41 AM	10:45:54 AM	10:50:50 AM	12:00:00 AM	0:00:00
1/21/2018	3.092	206 E LETICIA ST	SAN JUAN	10:57:56 AM	10:58:39 AM	11:00:43 AM	11:06:48 AM	11:18:17
1/21/2018	3.095	1010 SIGHT RD	SAN JUAN	11:32:21 AM	11:32:50 AM	11:39:05 AM	11:56:26 AM	12:09:02
1/21/2018	3.115	505 CITRUS ST	SAN JUAN	3:22:07 PM	3:22:34 PM	3:27:34 PM	12:00:00 AM	0:00:00
1/21/2018	3.143	300 N NEBRASKA AVE	SAN JUAN	6:57:53 PM	6:58:41 PM	7:11:14 PM	7:44:21 PM	19:58:56
1/21/2018	3.145	IRD & BUS 83	SAN JUAN	7:08:18 PM	7:08:36 PM	7:11:55 PM	7:23:19 PM	19:29:52
1/21/2018	3.146	600 E FRONTAGE	SAN JUAN	7:14:12 PM	7:18:17 PM	12:00:00 AM	12:00:00 AM	0:00:00
1/21/2018	3.150	300 N NEBRASKA AVE	SAN JUAN	7:47:23 PM	7:50:18 PM	7:50:57 PM	8:15:23 PM	20:29:25
1/21/2018	3.163	1325 MAYFAIR ST	SAN JUAN	9:42:35 PM	9:42:48 PM	9:47:27 PM	10:02:22 PM	22:23:16

trip_date	run_number	puaddr	pucity	calltime	disptime	atstime	tratripe	atdtime
1/21/2018	3.169	529 S VETERANS	SAN JUAN	10:04:15 PM	10:18:09 PM	10:18:28 PM	10:45:37 PM	23:02:49
1/21/2018	3.171	400 N IOWA AVE	SAN JUAN	10:11:35 PM	10:27:27 PM	10:30:01 PM	11:00:14 PM	23:13:12
1/21/2018	3.174	400 N IOWA AVE	SAN JUAN	10:11:35 PM	10:27:27 PM	10:30:01 PM	11:00:14 PM	23:13:14
1/22/2018	3.185	500 W CITRUS AVE	SAN JUAN	6:17:56 AM	6:18:10 AM	6:22:37 AM	6:28:10 AM	6:34:45
1/22/2018	3.192	505 CITRUS ST	SAN JUAN	7:45:49 AM	7:45:56 AM	7:49:10 AM	8:00:00 AM	8:14:12
1/22/2018	3.193	215 W HAZEL ST	SAN JUAN	7:50:18 AM	7:50:34 AM	7:59:11 AM	8:19:12 AM	8:38:44
1/22/2018	3.238	300 N NEBRASKA AVE	SAN JUAN	2:00:55 PM	2:01:12 PM	2:05:39 PM	2:23:47 PM	14:37:49
1/22/2018	3.248	706 ALAMEDA ST	SAN JUAN	3:27:08 PM	3:27:23 PM	3:34:20 PM	4:01:01 PM	16:10:52
1/22/2018	3.274	1802 CHULA VISTA	SAN JUAN	6:14:10 PM	6:14:25 PM	6:26:43 PM	6:36:10 PM	18:48:38
1/23/2018	3.279	205 CALLE DEL GARDIN ST	SAN JUAN	6:53:31 PM	6:54:03 PM	6:59:35 PM	7:16:47 PM	19:33:51
1/23/2018	3.330	215 W HAZEL ST	SAN JUAN	5:35:38 AM	5:35:47 AM	5:41:56 AM	6:13:30 AM	6:27:21
1/23/2018	3.348	209 W 6TH ST	SAN JUAN	10:27:22 AM	10:27:40 AM	10:32:09 AM	10:50:52 AM	11:02:20
1/23/2018	3.367	2301 N. RAUL LONGORIA	SAN JUAN	1:14:11 PM	1:14:26 PM	1:19:07 PM	12:00:00 AM	0:00:00
1/23/2018	3.370	2301 N. RAUL LONGORIA	SAN JUAN	1:39:38 PM	1:39:46 PM	1:39:49 PM	1:55:09 PM	14:12:44
1/23/2018	3.421	311 E SAN DIEGO	SAN JUAN	7:30:26 PM	7:30:34 PM	7:36:49 PM	7:54:14 PM	20:07:35
1/23/2018	3.433	705 ATHOL ST	SAN JUAN	9:12:34 PM	9:12:47 PM	9:18:57 PM	9:49:23 PM	21:59:36
1/23/2018	3.443	1501 WASHINGTON PALM AVE	SAN JUAN	10:54:11 PM	10:54:25 PM	10:57:35 PM	11:10:43 PM	23:23:21
1/24/2018	3.461	1501 MARY ANN ST	SAN JUAN	7:52:55 AM	7:53:30 AM	7:55:39 AM	8:05:32 AM	8:14:33
1/24/2018	3.474	805 W RIDGE RD	SAN JUAN	9:58:08 AM	9:59:20 AM	10:03:09 AM	10:25:11 AM	10:36:10
1/24/2018	3.484	300 N NEBRASKA AVE	SAN JUAN	11:30:09 AM	11:30:29 AM	11:35:45 AM	11:59:45 AM	12:10:11
1/24/2018	3.485	2304 CEDRO	SAN JUAN	11:30:25 AM	11:30:44 AM	11:33:05 AM	11:50:59 AM	12:05:32
1/24/2018	3.510	902 COIL DR	SAN JUAN	2:41:21 PM	2:41:44 PM	2:47:27 PM	3:00:43 PM	15:20:07
1/24/2018	3.514	354 E 15TH ST	SAN JUAN	3:01:52 PM	3:02:00 PM	3:17:15 PM	3:31:44 PM	15:47:16
1/25/2018	3.597	2301 OLIMITOS AVE	SAN JUAN	2:07:03 AM	2:07:23 AM	2:13:14 AM	2:44:31 AM	2:54:06
1/25/2018	3.599	708 N OBLATE	SAN JUAN	2:47:03 AM	2:47:40 AM	2:52:31 AM	3:07:52 AM	3:18:37
1/25/2018	3.632	1911 TEXAS	SAN JUAN	10:24:36 AM	10:24:53 AM	10:34:04 AM	10:48:26 AM	11:12:19
1/25/2018	3.638	400 W 13TH ST	SAN JUAN	11:03:26 AM	11:03:37 AM	11:27:44 AM	12:00:00 AM	0:00:00
1/25/2018	3.639	701 SUN CHASE	SAN JUAN	11:05:38 AM	11:05:54 AM	11:09:06 AM	11:22:54 AM	11:44:12
1/25/2018	3.654	300 N NEBRASKA AVE	SAN JUAN	12:35:27 PM	12:35:46 PM	12:40:19 PM	1:00:06 PM	13:08:57
1/25/2018	3.664	334 E 1ST ST	SAN JUAN	4:45:39 PM	4:46:37 PM	4:51:23 PM	5:12:22 PM	17:33:58
1/25/2018	3.666	1204 SUNSET	SAN JUAN	4:57:38 PM	4:58:28 PM	5:04:22 PM	5:35:25 PM	17:54:33
1/25/2018	3.713	1512 DOUGLAS ST	SAN JUAN	8:01:51 PM	8:02:01 PM	8:07:08 PM	8:18:54 PM	20:30:09
1/25/2018	3.732	607 S VETERANS BLVD	SAN JUAN	9:53:53 PM	9:54:07 PM	9:54:57 PM	10:13:55 PM	22:23:03
1/26/2018	3.746	1902 CHULA VISTA	SAN JUAN	1:03:20 AM	1:04:21 AM	1:10:05 AM	12:00:00 AM	0:00:00
1/26/2018	3.825	501 N CESAR CHAVEZ RD	SAN JUAN	3:32:36 PM	3:32:53 PM	3:35:06 PM	3:49:04 PM	15:59:21
1/26/2018	3.835	202 E 9TH	SAN JUAN	4:17:30 PM	4:17:46 PM	4:27:36 PM	4:42:52 PM	17:00:24
1/26/2018	3.844	1516 DOUGLAS ST	SAN JUAN	5:01:33 PM	5:01:49 PM	5:04:39 PM	5:19:33 PM	17:37:33
1/26/2018	3.852	529 S 1RD	SAN JUAN	5:34:08 PM	5:34:26 PM	5:38:00 PM	5:56:26 PM	18:16:11
1/26/2018	3.876	CESAR CHAVEZ & OWASSA	SAN JUAN	7:59:27 PM	7:59:38 PM	8:04:16 PM	12:00:00 AM	0:00:00
1/26/2018	3.882	500 E SIOUX RD	SAN JUAN	8:34:04 PM	8:34:19 PM	8:38:55 PM	8:49:26 PM	21:02:25
1/27/2018	3.937	2703 GARDEINIA DR	SAN JUAN	7:38:09 AM	7:38:34 AM	7:46:46 AM	12:00:00 AM	0:00:00
1/27/2018	3.952	501 MARTHA ST	SAN JUAN	10:43:28 AM	10:43:37 AM	10:47:39 AM	11:01:24 AM	11:20:07
1/27/2018	3.961	109 W 8TH ST	SAN JUAN	12:16:35 PM	12:16:46 PM	12:20:14 PM	12:39:51 PM	12:55:22
1/27/2018	4.024	403 W 10TH ST	SAN JUAN	6:51:25 PM	6:52:25 PM	6:56:52 PM	7:06:24 PM	19:29:38

trip_date	run_number	puaddr	pucity	calltime	disptime	atstime	tratripe	atdtime
1/27/2018	4,033	819 RIDGE RD	SAN JUAN	8:12:19 PM	8:13:14 PM	8:20:32 PM	8:36:15 PM	20:51:09
1/27/2018	4,036	701 N NEBRASKA AVE	SAN JUAN	8:39:01 PM	8:39:15 PM	8:42:47 PM	9:02:49 PM	21:16:23
1/27/2018	4,038	701 N NEBRASKA AVE	SAN JUAN	8:46:53 PM	8:49:05 PM	9:00:51 PM	9:13:05 PM	21:25:47
1/27/2018	4,041	701 N NEBRASKA AVE	SAN JUAN	8:48:53 PM	8:49:05 PM	9:00:51 PM	9:13:11 PM	21:25:49
1/28/2018	4,062	309 SANDY AVE	SAN JUAN	12:41:30 AM	12:41:52 AM	12:48:11 AM	1:06:44 AM	1:23:21
1/28/2018	4,078	416 HIGHWAY BUSINESS 83	SAN JUAN	2:50:49 AM	2:51:18 AM	2:57:08 AM	3:20:37 AM	3:34:49
1/28/2018	4,087	711 N NEBRASKA AVE	SAN JUAN	7:22:12 AM	7:22:34 AM	7:30:46 AM	7:38:56 AM	7:48:43
1/28/2018	4,108	S STANDARD AVE & W SAM HOUSTON BLVD	SAN JUAN	10:34:29 AM	10:34:53 AM	10:39:46 AM	10:56:49 AM	11:09:02
1/28/2018	4,113	500 N CESAR CHAVEZ RD	SAN JUAN	11:39:42 AM	11:39:53 AM	11:47:29 AM	12:00:00 AM	0:00:00
1/28/2018	4,114	106 JUSTICE LN	SAN JUAN	11:42:53 AM	11:43:05 AM	11:52:48 AM	12:02:39 PM	12:16:07
1/28/2018	4,122	205 W SANTA FE ST	SAN JUAN	12:46:12 PM	12:46:24 PM	12:48:38 PM	1:02:15 PM	13:11:56
1/28/2018	4,182	310 W ELDORA	SAN JUAN	10:31:08 PM	10:31:24 PM	10:36:20 PM	10:59:46 PM	23:10:34
1/29/2018	4,188	2301 N RAUL LONGORIA	SAN JUAN	12:32:51 AM	12:32:56 AM	12:38:34 AM	1:16:17 AM	1:29:18
1/29/2018	4,189	310 W 495	SAN JUAN	12:34:35 AM	12:35:00 AM	12:42:08 AM	12:00:00 AM	0:00:00
1/29/2018	4,225	200 W EXPRESSWAY 83	SAN JUAN	9:12:45 AM	9:12:59 AM	9:19:15 AM	12:00:00 AM	0:00:00
1/29/2018	4,232	404 JUSTICE LN	SAN JUAN	10:02:59 AM	10:03:11 AM	10:15:34 AM	10:29:10 AM	10:51:10
1/29/2018	4,237	300 N NEBRASKA AVE	SAN JUAN	10:24:17 AM	10:24:25 AM	10:29:52 AM	10:52:29 AM	11:05:53
1/29/2018	4,257	901 ELDORA	SAN JUAN	12:37:28 PM	12:37:38 PM	12:41:54 PM	1:00:04 PM	13:18:22
1/29/2018	4,271	495 & RAUL LONGORIA	SAN JUAN	2:17:04 PM	2:17:24 PM	2:19:08 PM	2:39:46 PM	14:48:29
1/29/2018	4,276	1401 N RAUL LONGORIA RD	SAN JUAN	3:19:37 PM	3:20:14 PM	3:23:38 PM	3:37:31 PM	15:53:38
1/29/2018	4,277	1620 N RAUL LONGORIA RD	SAN JUAN	3:25:29 PM	3:25:41 PM	3:30:36 PM	3:50:11 PM	16:08:05
1/29/2018	4,299	148 N DEANNA DR	SAN JUAN	5:23:58 PM	5:24:24 PM	5:28:44 PM	12:00:00 AM	0:00:00
1/29/2018	4,317	2301 N RAUL LONGORIA	SAN JUAN	7:06:28 PM	7:06:37 PM	7:10:22 PM	7:36:00 PM	19:53:55
1/29/2018	4,323	S CESAR CHAVEZ RD & W EXPRESSWAY 83	SAN JUAN	7:32:53 PM	7:33:01 PM	7:38:03 PM	7:53:09 PM	20:04:44
1/29/2018	4,325	CESAR CHAVEZ RD & EXPRESSWAY 83	SAN JUAN	7:43:46 PM	7:43:55 PM	7:44:59 PM	7:59:54 PM	20:10:11
1/29/2018	4,328	S CESAR CHAVEZ RD & W EXPRESSWAY 83	SAN JUAN	7:32:53 PM	7:33:01 PM	7:38:03 PM	7:53:09 PM	20:04:46
1/29/2018	4,330	CESAR CHAVEZ RD & EXPRESSWAY 83	SAN JUAN	7:43:46 PM	7:43:55 PM	7:44:59 PM	7:59:54 PM	20:10:13
1/30/2018	4,359	300 N NEBRASKA AVE	SAN JUAN	3:20:24 AM	3:20:57 PM	3:25:38 AM	3:45:19 AM	3:59:29
1/30/2018	4,374	2301 N RAUL LONGORIA	SAN JUAN	8:02:05 AM	8:04:03 AM	8:13:22 AM	8:29:24 AM	8:44:37
1/30/2018	4,414	709 ELALIAH	SAN JUAN	12:12:54 PM	12:13:33 PM	12:17:54 PM	12:31:37 PM	13:43:22
1/30/2018	4,446	805 W RIDGE RD	SAN JUAN	2:44:19 PM	2:44:35 PM	2:50:32 PM	12:00:00 AM	0:00:00
1/30/2018	4,473	2301 N RAUL LONGORIA	SAN JUAN	5:17:42 PM	5:18:05 PM	5:20:48 PM	5:27:17 PM	17:51:36
1/30/2018	4,489	149 N DEANNA DR	SAN JUAN	7:12:26 PM	7:13:36 PM	7:16:37 PM	12:00:00 AM	0:00:00
1/30/2018	4,491	207 W 2ND ST	SAN JUAN	7:51:22 PM	7:51:30 PM	7:56:31 PM	8:06:44 PM	20:20:31
1/30/2018	4,500	1813 S LINCOLN AVE	SAN JUAN	9:02:27 PM	9:02:37 PM	9:08:08 PM	9:28:50 PM	21:46:53
1/31/2018	4,520	201 N STANDARD AVE	SAN JUAN	2:12:35 AM	2:12:50 AM	2:21:45 AM	2:41:16 AM	2:51:00
1/31/2018	4,521	1607 HOOPER AVE	SAN JUAN	2:39:51 AM	2:40:03 AM	2:45:26 AM	3:06:53 AM	3:19:29
1/31/2018	4,539	111 FREESTONE	SAN JUAN	9:02:02 AM	9:02:15 AM	9:09:05 AM	9:25:57 AM	9:39:10
1/31/2018	4,544	708 CHURCH	SAN JUAN	9:43:28 AM	9:43:47 AM	9:47:17 AM	10:01:49 AM	11:01:57
1/31/2018	4,550	400 N IOWA AVE	SAN JUAN	9:54:39 AM	9:54:47 AM	9:58:43 AM	10:13:58 AM	10:26:18
1/31/2018	4,562	300 N NEBRASKA AVE	SAN JUAN	11:13:39 AM	11:13:55 AM	11:20:19 AM	11:40:56 AM	11:59:10
1/31/2018	4,565	1209 E FM 495	SAN JUAN	11:43:14 AM	11:43:30 AM	11:50:22 AM	12:04:19 PM	12:26:43
1/31/2018	4,577	I RD & EXPRESSWAY 83	SAN JUAN	1:13:47 PM	1:14:08 PM	1:14:12 PM	1:26:53 PM	13:45:54
1/31/2018	4,585	711 N NEBRASKA AVE	SAN JUAN	2:06:43 PM	2:06:53 PM	2:10:57 PM	2:19:53 PM	14:31:13

Community Events

Jan-18



Date	Address	Event
1/23/2018	805 W RIDGE RD	SWAT Agility

Fire Inspections JANUARY 2018

	Date	Name of Business	Address	Contact	Phone #	New/ Annual	Inspector	App/Deny
1	1/8/18	Children First Academy	1208 El President	Socorro Martinez	956-702-6919	Annual	O. Lopez	Approved
2	1/8/18	Candy Kids 123	614 E Nolana	Mayra Ozuna	956-325-1024	New	O. Lopez	Approved
3	1/9/18	Ready to Learn Academy	2211 S Veterans Ste 6 - 7	Irma Rodriguez	956-685-0575	Annual	O. Lopez	Approved
4	1/11/18	Thredding & Spa	118 S Nebraska	Veronika Escobedo	956-460-9112	Annual	O. Lopez	Approved
5	1/15/18	Estamos Unidos ADC	2109 N Raul Longoria	Norma Landeros	956-378-3707	Annual	O. Lopez	Approved
6	1/15/18	Dona Tota	105 S Cesar Chavez Ste B	Margarita De Leon	956-325-4065	Annual	O. Lopez	Denied
7	1/15/18	Impre-Mex	2209 N Raul Longoria	Jaime Gonzalez	956-258-7768	New	O. Lopez	Approved
8	1/16/18	Taqueria De Jalisco	2908 N Raul Longoria	Juan Resendez	956-715-4724	Annual	O. Lopez	Denied
9	1/16/18	Fade Factory	1209 N Raul Longoria Ste E	Juan Carlos Landron	956-358-3451	Annual	O. Lopez	Approved
10	1/18/18	Land of Delights	611 S Nebraska	Martha Gomez	956-789-2201	New	O. Lopez	Denied
11	1/18/18	Little School House	1211 E 495	Macarena Chavez	956-904-1407	Annual	O. Lopez	Denied
12	1/18/18	Chelly's Cook Out	204 Sally	Araceli Villarreal	956-454-7713	Annual	O. Lopez	Approved
13	1/19/18	Land of Delights	611 S Nebraska	Martha Gomez	956-789-2201	New	O. Lopez	Approved
14	1/19/18	Little School House	1211 E 495	Macarena Chavez	956-904-1407	Annual	O. Lopez	Approved
15	1/24/18	Angel's Day Care	1217 E Texas	Emma Garcia	956-460-9309	Annual	O. Lopez	Approved
16	1/25/18	RGV Coolers	2604 N Raul Longoria, Ste 102	Carlos Garza	956-867-8929	Annual	O. Lopez	Approved
17	1/29/18	7-11 #4686	101 W Nolana	Jose Calvo	956-684-8999	New	O. Lopez	Denied
18	1/29/18	7-11	1701 N Raul Longoria	Janet Ramirez	956-460-2901	New	O. Lopez	Denied
19	1/29/18	7-11 # 5110-4610	911 W 495	Laura Lopez	956-223-8452	New	O. Lopez	Approved
20	1/29/18	7-11 #5104	600 E Bus 83	Yvette Montelongo	956-998-7776	New	O. Lopez	Denied
21	1/29/18	7-11 #9642	711 N Nebraska	Esmeralda Castillo	956-756-4926	New	O. Lopez	Denied
22	1/29/18	7-11 #2210-40617	2201 S Veterans	Maria Navarro	956-961-6356	New	O. Lopez	Approved
23	1/30/18	Valley South Texas Interiors	219 S Nebraska	Jorge Noser	956-453-4171	New	O. Lopez	Approved
24	1/30/18	New Image Institute of Cosmo	3102 N Raul Longoria	Crystal Maldonado	956-329-4994	New	O. Lopez	Denied

	Date	Name of Business	Address	Contact	Phone #	New/ Annual	Inspector	App/Deny
25	1/31/18	Sylvia Event Center	115 E 6th	Sylvia De La Cerda	956-225-9465	New	Q. Lopez	Approved
26								
27								
28								
29								
30								
31								
32								
33								

FUEL LOG

JANUARY 2018

[illegible]

Total Gallons of Diesel

397.6

FUEL LOG

JANUARY 2018

DATE	TIME	UNIT/GAS CONTAINER	GALLONS	OFFICER IN CHARGE
1/3/2018	10:18 a.m.	1201	22.5	Chief T. Garza
1/10/2018	10:49 a.m.	1200	19	A. Garza
10/15/2018	11:48 a.m.	1202	23	O. Lopez
1/22/2018	3:20 p.m.	1202	22	O. Lopez
1/23/2018	9:30 p.m.	1201	15.7	Chief T. Garza
1/31/2018	3:00 p.m.	1202	22	O. Lopez

Total Gallons of Gasoline 124.2



Mayor: Mario Garza
Mayor Pro-Tem: Pete Garcia
Commissioners: Jesus “Jesse” Ramirez
Ernesto “Neto” Guajardo
Leonardo “Lenny” Sanchez

MEMORANDUM

TO: Benjamin Arjona, City Manager
FROM: David Salinas, Director of Utilities
DATE: February 20, 2018
SUBJECT: Monthly Report January 2018

Water Treatment Facility

Combined Gallons Treated: 74,110,000
Combined Gallons Produced: 76,745,000

1. WTF No 1
 - a. 10,635,000 gals
 - b. 343,000 gals daily average
 - c. 1,172,000 gals daily maximum
 - d. 0.0 gals daily minimum
 - e. 11,444,000 gals RAW
 - f. 2,014,000 gals Well
2. WTF No 2
 - a. 61,534,000 gals
 - b. 1,985,000 gals daily average
 - c. 2,412,000 gals daily maximum
 - d. 847,000 gals daily minimum
 - e. 67,370,000 gals RAW
3. Irrigation Water
 - a. WTP No 1- 20,149,000
 - b. WTP No 2 – 53,755,639
4. WTP 3.5 MGD Expansions and Rehab
 - a. CBI has not been onsite for any other work this month.
 - b. Vertex – Subcontractor continues painting old clear well.
 - c. Claricone #1 has been emptied for rehab.
 - d. Claricone #2 has been emptied for rehab.

709 S. Nebraska Ave. • San Juan, Texas 78589-2649
Phone: (956)223-2200 • Fax: (956) 787-5978



Mayor: Mario Garza
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- e. New Filters are online
- f. New valves have been ordered for old filters

Water Distribution

- 1. Water Breaks & Leaks
 - a. Leaks - 9
 - b. Breaks - 4
- 2. Taps – 0
- 3. Water Loss
 - a. Reported – 175,700 gals
 - b. Unreported – 50,200 gals
- 4. Hydrants
 - a. Flushed - 38
 - b. Replaced –1
 - c. We have reduced fire hydrant flushing due to Stage II Water Conservation.
- 5. Valves
 - a. Worked – 7
 - b. We continue our hydrant and valve maintenance.
- 6. Utility Billing Work Orders – 2

Wastewater Treatment Facility

- 1. Treated – 62,164,000 gals
- 2. Wetland – 1,152,000 gals
- 3. 480 cubic yards of sludge hauled to landfill

Wastewater Collections

- 1. Work orders – 79
 - a. Sewer Main Repaired – 1
 - b. Sewer Backups Reported – 21
 - c. Sewer Backups Cleared – 5
 - d. Manholes Ring and Covers – 1
 - e. Manhole Repaired/replaced - 0

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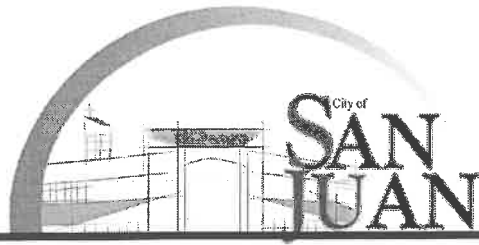
Mayor: Mario Garza
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- f. Lift Station – 0
- g. Unauthorized Discharges – 0

Administration

- 1. Financials
 - a. Administration – 79.64%
 - b. Water Treatment – 59.14%
 - c. Distribution: – 75.20%
 - d. Sewer Collection – 82.88%
 - e. Wastewater Treatment – 70.70%
- 2. Projects
 - a. WTP Expansion & Rehab – 82%
 - b. First Time Sewer – 10% (Area 7 Complete, Ongoing Area 1 & 4)
 - c. SEP – 100% (Working on Report)
- 3. Training
 - a. Water Treatment – 3
 - b. Distribution –
 - c. Sewer Collection –
 - d. Wastewater Treatment – 2
- 4. Certification
 - a. Water Treatment – 2 Pending
 - b. Distribution – 1 Pending
 - c. Sewer Collection –
 - d. Wastewater Treatment –

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Leonardo "Lenny" Sanchez

**SAN JUAN POLICE DEPARTMENT
INTER-OFFICE MEMORANDUM**

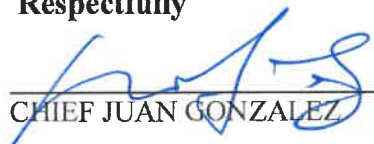
To: San Juan City Commission
From: Chief Juan Gonzalez
Date: 02/20/2018
Ref: Bi-weekly Report

This memorandum is to keep you all informed on our Bi-Weekly operational statistics and any other significant cases or events that have transpired from the previous month.

- **Statistics:** **January**
 - Call for service: 1472
 - Incident reports: 237
 - Accidents: 73
- **Significant Incidents:**
 - No significant events to report.
- **Federal & State Asset Forfeiture Program:**
 - Received no State forfeiture awards.
 - Received no Federal forfeiture awards.
 - Received \$35,730.00 from our Auction held on 2/12/2018
- **Special Grant Details:**
 - **Stone Garden:** No enforcement
 - **Border Star:** No enforcement
 - **TxDot Traffic Enforcement:** No overtime to report.
- **New Public Safety Building:**
 - Held meeting with PBK and M&N construction to talk about the final punch list
- **New Personnel:**
 - **Peace Officers:**
 - Carlos Sanchez new Officer on the field training program
 - Five (5) Patrol Officer job openings
 - Background Investigations have begun

- **Tele-communicators:**
 - Jessie Diaz new Telecommunication Officer on the job training
- **Jailers:**
 - Hector Martinez new Jailer on the job training
- **Fleet:**
 - Installing Equipment and decal on 2018 Dodge Charger
 - All Patrol Units reported to be in good working order.
- **Traffic Enforcement Areas:**
 - Cruiser enforcement (Thursday Nights)
 - 400 block Oblate Street
 - Retama Road
 - Regular patrol city wide

Respectfully


CHIEF JUAN GONZALEZ



Mayor: Mario Garza
Mayor Pro-Tem: Pete Garcia
Commissioners: Jesus “Jesse” Ramirez
Ernesto “Neto” Guajardo
Leonardo “Lenny” Sanchez

MEMORANDUM

TO: Benjamin Arjona, City Manager
FROM: Mary Enriquez, Court Administrator
DATE: February 16, 2018
SUBJECT: January Monthly Report

Amount collected	\$ 34,750.03
Defensive driving	3
Deferred	28
Pre-trials	4
Bench trials	3
Collection Agency	\$ 1,667.26
Scofflaw	\$ 13,289.83

COLLECTIONS 2017

January \$ 27,732.26

COLLECTIONS 2018

January - \$ 34,750.03

CITATIONS ISSUED 2017

January - 116

CITATIONS ISSUED 2018

January - 98

SCOFFLAW COLLECTIONS 2017

January - \$ 1,283.00

SCOFFLAW COLLECTIONS 2018

January - \$ 13,289.83

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Discussion and Possible Action to Authorize Staff to Solicit for Request for Qualifications for Geotechnical Services Following Disadvantaged Business Enterprise (DBE) Program Rules.

STAFF COMMENTS AND RECOMMENDATIONS:

Discussion and Possible Action to Authorize Staff to Solicit for Request for Qualifications for Geotechnical Services Following Disadvantaged Business Enterprise (DBE) Program Rules.

On November 2016, Staff Advertised for Request for Qualifications (RFQ) for Geotechnical Services and Commission Selected Three Geotechnical Firms on Rotation to Provide Services. The RFQ did not include DBE Provision Required for the Ongoing and Future Texas Water Development Board (TWDB) Projects.

In Order to Satisfy the DBE Requirements we Need to Advertise for RFQ's for Geotechnical Services with DBE Requirements.

RECOMMENDATION:

Staff Recommends Approval.

PREPARED BY:

David Salinas,
Director of Utilities

APPROVED BY:

Benjamin Arjona, City
Manager



Mayor: Mario Garza
Mayor Pro-Tem: Pete Garcia
Commissioners: Jesus “Jesse” Ramirez
Ernesto “Neto” Guajardo
Leonardo “Lenny” Sanchez

MEMORANDUM

Discussion and Possible Action to Authorize Staff to Solicit for Request for Qualification from Energy Service Companies (ESCO) to Provide Turnkey Utility Conservation Program that will Provide Infrastructure Improvements, Sustained Costs Savings and Revenue Enhancements and Meet the Requirements of the Texas Energy Performance Contracting Requirements per Local Government Code 302.

STAFF COMMENTS AND RECOMMENDATIONS:

RECOMMENDATION:

Staff Recommends Approval

PREPARED BY:

David Salinas,
Director of Utilities

APPROVED BY:

Benjamin Arjona, City
Manager

MARCH 7, 2018

REQUEST FOR QUALIFICATIONS
Energy Services Companies for Performance Contracting

DEADLINE: Sealed Qualification submittals must be received and time stamped by **3:00 p.m., Central Standard Time, DATE.** (The clock located in the City Purchasing Department's office will be the official time.)

MARK ENVELOPE: *RFQ-Performance Contracting*

DELIVERY ADDRESS: Please submit **(3) copies** of your **RFQ** to:

CITY OF SAN JUAN
RENE JAIME
PURCASHING/RISK MANAGER
709S. Nebraska
SAN JUAN, Texas 78589

POINTS OF CONTACT:

Questions should be directed to the contacts provided below in writing only. **All other contact will result in disqualification.**

Questions regarding **Request for Qualifications** should be directed **in writing**, before San Juan date, to:

City of San Juan, Texas
Rene Jaime
709 S. Nebraska
San Juan, Texas 78589
rjaime@cityofsanjuantexas.com

Questions concerning the **Scope of Work** should be directed **in writing**, before San Juan Date, to:

City of San Juan, Texas
Rene Jaime
709 S. Nebraska
San Juan, Texas 78589
rjaime@cityofsanjuantexas.com

The enclosed REQUEST FOR QUALIFICATIONS (RFQ) and accompanying GENERAL INSTRUCTIONS, CONDITIONS and SPECIFICATIONS are for your convenience in submitting qualifications for the enclosed referenced services for the City of SAN JUAN, Texas.

RFQs must be signed by a person having authority to bind the firm in a contract. Qualifications shall be placed in a sealed envelope, with the Vendor's name and address in the upper left-hand corner of the envelope.

ALL QUALIFICATIONS MUST BE RECEIVED IN THE CITY SECRETARY'S OFFICE BEFORE OPENING DATE AND TIME. It is the sole responsibility of the firm to ensure that the sealed RFQ submittal arrives at the above location by specified deadline regardless of delivery method chosen by the firm. Faxed or electronically transmitted RFQ submittals will not be accepted.

Name
City of San Juan

City of SAN JUAN, Texas
Request for Qualifications for Energy Performance Contracting

OBJECTIVE

The City of San Juan (City) is seeking a response to the Request for Qualifications (RFQ) from Energy Service Companies (ESCO) to provide a turnkey utility conservation program that will provide infrastructure improvements, sustained costs savings and revenue enhancements and meet the requirements of the Texas Energy Performance Contracting Requirements per Local Government Code 302.

PROPOSED PROJECT

1. The City is interested in services for the identification, engineering, design, installation, training, maintenance and financing of approved Facility Improvement Measures (FIMs) and operational efficiencies for its entire infrastructure. The City has the option to contract all or some of the services listed above.
2. The ESCO will provide a written guarantee of all utility and operational cost reductions and revenue enhancements.
3. A contract must include provision for monitoring and verification of any guarantees.
4. The contract life of the program shall not exceed twenty (20) years. If requested, the ESCO shall arrange financing or assist the City in procuring the most cost effective funding for the project.
5. It is expected that the following energy conservation techniques will be investigated on an individual basis or in combination with other techniques and implemented, if deemed cost-effective by the City and the qualified vendor:
 - Water conservation
 - Energy management systems
 - Energy Efficient Lighting upgrades
 - Heating ventilating and air-conditioning (HVAC) system modifications
 - Building envelop improvements
 - Domestic hot and cold water systems
 - Air management systems
 - High efficiency motors
 - Water & wastewater infrastructure, including water meters
 - Automated meter reading systems (AMR & AMI)

Any other FIMs or infrastructure enhancements proposed by qualified vendor will also be considered. All FIMs considered shall be proven, commercially available and result in verifiable savings or revenue enhancements.

All equipment provided by qualified vendor for this program will have a history of successful operating experience in similar installations and shall be in new and unused condition. This equipment shall be state-of-the-art with readily available replacement parts. All equipment used for this program shall be approved by the City prior to installation. The City has the right to select any or all of the equipment used for this program by manufacturer and/or brand, based upon the City's prior experience

with, or standardization of, the equipment and the City's knowledge of equipment quality and manufacturer's reputation.

SELECTION PROCESS:

The City will evaluate all responses based on the criteria listed below. All applications will be screened by an Evaluation Committee, and those applicants selected for a short list may or may not be invited to attend an interview, at the applicants own expense. The City shall not incur any costs for applicant preparation and/or submittal of qualifications.

The City's process is as follows:

1. The Evaluation Committee shall screen and rate all of the responses that are submitted. Evaluation ratings will be on a 100 point scale and shall be based on the following criteria:
 - a. Business Qualifications
 - b. Financial information
 - c. Participants/Personnel
 - d. Project Management Plan
 - e. Project Experience Summary
2. City staff shall recommend the most qualified organization to the City Council and request authority to enter into contract negotiations.
3. When services and fees are agreed upon, the selected firm(s) shall be offered a contract subject to City Council approval.
4. Should negotiations be unsuccessful, the City shall enter into negotiations with the next, highest ranked firm. The Process shall continue until an agreement is reached with a qualified firm.
5. The RFQ does not commit the City to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling and attending interviews.

The City requires comprehensive responses to every section within this RFQ. To facilitate the review of the responses, Firms shall follow the described qualification format. The intent of the qualification format requirements is to expedite review and evaluation. It is not the intent to constrain Vendors with regard to content, but to assure that the specific requirements set forth in this RFQ are addressed in a uniform manner amenable to review and evaluation. The qualification packets must be limited to no more than 50 single sided pages, excluding Financial Statements.

1.) BUSINESS QUALIFICATIONS

- a) Provide a description of the Business Unit dedicated to implementing Energy Savings Performance Contracting projects.
- b) Proof of current Texas Professional Engineering Registration.
- c) Proof of National Association of Energy Service Companies (NAESCO) accreditation.
- d) The City is interested in benefiting from an unbiased, value-based program to address its needs through a vendor-neutral ESCO. Therefore, the ESCO must demonstrate its willingness and past experience in providing projects that deploy solutions incorporating equipment, controls and related products and field services independent of its own specific business portfolio.
- e) The ESCO must have a minimum of ten (10) years experience in Texas in the analysis, design, implementation and installation of energy efficiency and facility improvement measures. In house resources and expertise in these areas will be considered a strong point for leveraging best practices and for ensuring a single point of accountability.
- f) Provide the official name and official address of the ESCO's parent company. Provide the web-link/address to the ESCO's website and applicable parent company website.
- g) Describe the complete range of energy/utility services and capabilities the ESCO offers: such as building/facility energy analysis, engineering, design, installation, water/wastewater treatment equipment analysis, commissioning, monitoring and performance verification, and related training.
- h) The ESCO must provide a first party savings guarantee for the length of the contract term.
- i) Provide a list (if any) of customers implemented in Texas by the ESCO in the last fifteen (15) years:
 - 2) That have canceled or non-appropriated a performance contract with the respondent (list reason).
 - 3) That have past or pending lawsuits, arbitration or litigation regarding a performance contract (list reason).

B.) FINANCIAL INFORMATION

1. The ESCO shall include the company's Financial Statements for the most recently completed fiscal years. The City may, during the course of the evaluation process, request additional financial information to supplement and clarify the information provided.
2. Provide information documenting sources of financing and financing methods available to the City.

C.) PARTICIPANTS/PERSONNEL

Identify participants (if known) (i.e., consultants, financiers, subcontractors, etc.) in the project and provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

1. Provide professional resumes for personnel specifically identified for this project and their responsibilities for the duration of the project contract term. Indicate the education and professional licensing of each person as it relates to this project. Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.
2. Clearly identify who will have primary technical responsibility for energy/utility analysis, engineering and design work, contract negotiations, construction management, training, and performance monitoring.

D.) PROJECT MANAGEMENT PLAN

Include a plan describing how your firm will manage subcontractors. Describe the processes that will be used for the assignment of tasks, and project scheduling as well as the capability to provide all services required for construction and implementation of retrofit projects on a performance contracting basis.

1. Description of the Project Management Plan.
2. Provide a description of ESCO's typical resourcing approach for a project of similar scope; indicating staff hierarchy and level, contractor oversight, equipment ordering, scheduling, etc.
3. Provide evidence of Measurement & Verification (M&V) expertise and depth of resources to provide M&V services.
4. Provide a description of the normal methodology employed to establish individual building baseline energy use and city-wide baseline energy use. Additionally, provide a description of the methodology used to justify variances between baseline consumption and actual consumption for the purposes of showing accomplishments in achieving guaranteed levels of energy use reduction and cost savings.
5. Outline the process followed from ESCO selection to project implementation, including any commitments the City needs to make to the ESCO.

E.) PROJECT EXPERIENCE SUMMARY

Provide a reference and summary for ten (10) projects implemented over the past ten (10) years with local governments in Texas. Provide a mix of older and newer projects. Include one complete, separate, project experience summary for each project containing the project cost, term of the contract, savings guarantee, description of improvements, contact name and phone number.

All references must be for the "responding ESCO" operating under its existing name and must be for the "responding ESCO" as a company. References will not be for an individual, but for the company as a whole.

Provide a summary of experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of energy conservation measures, design, installation, operation, maintenance, training, financing, savings and verification of applicable utility rebates, etc.)

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Consider Removal and Appointment of Board Members Related to the San Juan Memorial Library Board.

STAFF COMMENTS AND RECOMMENDATIONS:

The San Juan Memorial Library Board consists of seven (7) members serving two (2) year staggered terms. As per the Library Board Bylaws if absent more than three (3) consecutive times shall be automatically dropped from membership.

RECOMMENDATION:

Consider Appointment to the San Juan Memorial Library Board.

PREPARED BY:

Benjamin Arjona,
City Manager

APPROVED BY:

Benjamin Arjona, City
Manager



San Juan Memorial Library

Library Advisory Board

2017-2018

Name/Address	Phone	Email	Term Expiration
Mari Estella Ayala	787-5318	meayala1127@yahoo.com	2018
1223 S. Coil			
San Juan, TX 78589			
Iris Lara	223-6868	irlara650@gmail.com	2017
2108 Cedro Drive			
San Juan, TX 78589			
Leticia Leija	330-1458		2018
5004 Oleander Drive			
San Juan, TX 78589			
Lydia Perkins	223-7670	lydia-perkins@hotmail.com	2019
904 King Road			
P.O. Box 1881			
San Juan, TX 78589			
Maria Navarro	821-8651	tacorrin@aol.com	2018
407 West 12th		maria.navarro@psjaisd.us	
San Juan, TX 78589			
Maria O. Reyes	460-4671	moreyes1027@yahoo.com	2019
106 E. 16th St.			
San Juan, TX 78589			
Teresa Sloss	789-0017		2019
San Juan, TX 78589			

Ex Officio			
Library Director			
Armandina Sesin	222-8498	sesin@sanjuanlibrary.com	

City of San Juan

Application for Appointment

1:47 pm
received
2/15/18
VQ

Date: 2-15-2018
Board / Commission / Committee: San Juan Memorial Library Advisory Board
Name: MARIA E. Ayala
Mailing Address: 1923 S. Col
Preferred Phone and Fax: 956 877-2490
Employer: retired Occupation: _____
Email Address: meayala1127@yahoo.com

Are you or can you be qualified to vote in a City of San Juan Election? ☒ Yes ☐ No

Are you a City of San Juan resident? ☒ Yes ☐ No How Long? 33

Have you ever represented any other private person, group or entity for compensation before the City Commission or any department, commission, board of committee of the city within the last three years? ☐ Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in any contract with the City? ☐ Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in the sale to the city of any land, materials, supplies or service? ☐ Yes ☒ No

List Professional or Social Membership(s)

St John Quilting Club
San Juan Memorial Library Board

Experience / Knowledge Pertaining to Board / Commission / Committee of Interest:

Elementary Teacher 10yrs
Educational Diagnostician 25yrs

Application will be kept on file for two (2) years: thereafter applicants must reapply. Applications may be faxed (956) 787-5978, mailed to the City Secretary (709 S. Nebraska, San Juan, Tx 78589) or emailed to

City of San Juan

Application for Appointment

RECEIVED

FEB 13 2018

City Secretary

Date: 2-13-2018

Board / Commission / Committee: Library Board

Name: Maria A- Navarro

Mailing Address: 407 West 12th St., San Juan

Preferred Phone and Fax: 956-821-8651

Employer: P.S.J.A. ISD Occupation: Teacher

Email Address: Tacorrin@aol.com

Are you or can you be qualified to vote in a City of San Juan Election? ☒ Yes ☐ No

Are you a City of San Juan resident? ☒ Yes ☐ No How Long? 20+ years

Have you ever represented any other private person, group or entity for compensation before the City Commission or any department, commission, board of committee of the city within the last three years? ☐ Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in any contract with the City? ☐ Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in the sale to the city of any land, materials, supplies or service? ☐ Yes ☒ No

List Professional or Social Membership(s)

P.S.J.A Teacher for 37 years

St. John the Baptist

R.C.I.A. Coordinator

Experience / Knowledge Pertaining to Board / Commission / Committee of Interest:

I have previously served the San Juan Library Board.

Application will be kept on file for two (2) years: thereafter applicants must reapply. Applications may be faxed (956) 787-5978, mailed to the City Secretary (709 S. Nebraska, San Juan, Tx 78589) or emailed to

City of San Juan

Application for Appointment

RECEIVED

FEB 16 2018

City Secretary

Date: 2/15/2018

Board / Commission / Committee: Library Advisory Board

Name: Leticia Leija

Mailing Address: 5004 Oleander Dr. San Juan, TX 78589

Preferred Phone and Fax: 956-404-2203

Employer: City of Edinburg Occupation: Dir. of Library & Cultural Arts

Email Address: letty-leija@hotmail.com

Are you or can you be qualified to vote in a City of San Juan Election? ☒ Yes ☐ No

Are you a City of San Juan resident? ☒ Yes ☐ No How Long? 10 yrs

Have you ever represented any other private person, group or entity for compensation before the City Commission or any department, commission, board of committee of the city within the last three years? ☐ Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in any contract with the City? ☐ Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in the sale to the city of any land, materials, supplies or service? ☐ Yes ☒ No

List Professional or Social Membership(s)

Texas Library Association

Public Library Association

American Library Association

Texas Event & Festivals Association

Municipal Texas Library Directors Association (TMLDA)
A Division of TML

Edinburg Arts Foundation

South Texas Literacy Coalition

Experience / Knowledge Pertaining to Board / Commission / Committee of Interest:

25 yrs of Library Experience.

Application will be kept on file for two (2) years: thereafter applicants must reapply. Applications may be faxed (956) 787-5978, mailed to the City Secretary (709 S. Nebraska, San Juan, Tx 78589) or emailed to

City of San Juan

received
2/16/18

DE

12:39pm

Application for Appointment

Date: 02-16-18
Board / Commission / Committee: San Juan Library Advisory Board
Name: Iris Lara
Mailing Address: 2108 Cedro Dr.
Preferred Phone and Fax: 956-223-6868
Employer: _____ Occupation: Retired
Email Address: irlara650@gmail.com

Are you or can you be qualified to vote in a City of San Juan Election? ☒ Yes ☐ No

Are you a City of San Juan resident? ☒ Yes ☐ No How Long? 25 yrs.

Have you ever represented any other private person, group or entity for compensation before the City Commission or any department, commission, board of committee of the city within the last three years? ☐ Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in any contract with the City? ☐ Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in the sale to the city of any land, materials, supplies or service? ☐ Yes ☒ No

List Professional or Social Membership(s)

San Juan Library Board
PSJA Employee for 25 years
PHA Social Worker for 15 yrs.
Past Boys + Girls Advisory Board
Experience / Knowledge Pertaining to Board / Commission / Committee of Interest:

Secretary + Clerical Work
I feel I'm a good asset to San Juan Library Adv. Board.
Provider for Disabled sibling

Application will be kept on file for two (2) years; thereafter applicants must reapply. Applications may be faxed (956) 787-5978, mailed to the City Secretary (709 S. Nebraska, San Juan, Tx 78589) or emailed to

City of San Juan

RECEIVED

Application for Appointment

FEB 22 2018

City Secretary

Date: 02-22-2018

Board / Commission / Committee: Library Board

Name: Abraham Diaz Alonso

Mailing Address: 102 N Veterans Blvd #30 San Juan TX

Preferred Phone and Fax: (956) 904-7092

Employer: La Unión del Pueblo Entero Occupation: Education Specialist

Email Address: abraham.diaz9@gmail.com

Are you or can you be qualified to vote in a City of San Juan Election? Yes ☒ No

Are you a City of San Juan resident? ☒ Yes 16 yrs No

Have you ever represented any other private person, group or entity for compensation before the City Commission or any department, commission, board of committee of the city within the last three years? Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in any contract with the City? Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in the sale to the city of any land, materials, supplies or service? Yes ☒ No

List Professional or Social Membership(s)

LUPE Member

Omega Delta Phi Fraternity, Inc

Minority Affairs Council

Experience / Knowledge Pertaining to Board / Commission / Committee of Interest:

As an Education Specialist, one of my main goals is to encourage students to be more involved with their community and go on to college. Being part of the Library Board will allow me to create a more positive change in San Juan.

Application will be kept on file for two (2) years; thereafter applicants must reapply. Applications may be faxed (956) 787-5978, mailed to the City Secretary (709 S. Nebraska, San Juan, Tx 78589) or emailed to

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Consider Removal and Appointment of Board Members Related to the Planning and Zoning Board.

STAFF COMMENTS AND RECOMMENDATIONS:

The Planning and Zoning Board consists of seven (7) members serving for two (2) years staggered terms. As per the Planning and Zoning Bylaws if absent for more than three (3) consecutive times the individual shall automatically be dropped from membership.

RECOMMENDATION:

Consider Appointment to the Planning and Zoning Board.

PREPARED BY:

Benjamin Arjona,
City Manager

APPROVED BY:

Benjamin Arjona, City
Manager



Planning & Zoning Committee 2017-2018

Name/Address	Phone	Email	Term Expiration
Irma Castillo	802-2951	irma.castillo@hchd.org	2019
114 Deanna Drive			
San Juan, TX 78589			
Mary Gonzalez	793-5599	mandw123@aol.com	2019
806 W. Sam Houston			
San Juan, TX 78589			
Adan Magallan	279-4115	amagallan@rgv.rr.com	2018
604 Hackberry Ave			
San Juan, TX 78589			
Eduardo Alaniz	784-2537	lonestar_survivor@yahoo.com	2018
2701 Hibiscus Drive			
San Juan, TX 78589			
Juan Alvarado	802-7576	jalvarado@hermes-music.com	2019
312 Cocunut Palm Ave			
San Juan, TX 78589			
Agapito Vargas	460-6364	canics49@gmail.com	2019
700 Coil Drive			
San Juan, TX 78589			
Jorge Zambrano	378-3330	jorge@zambranolawfirm.com	2019
5200 Azalea Avenue			
San Juan, TX 78589			

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Consider Removal and Appointment of Board Members to the Keep San Juan Beautiful Board.

STAFF COMMENTS AND RECOMMENDATIONS:

The Keep San Juan Beautiful Board consists of seven (7) members serving for two (2) years staggered terms. As per the Keep San Juan Beautiful Board Bylaws if absent for more than three (3) consecutive times the individual shall automatically be dropped from membership.

RECOMMENDATION:

Consider Appointment to the Keep San Juan Beautiful Board.

PREPARED BY:

Benjamin Arjona,
City Manager

APPROVED BY:

Benjamin Arjona, City
Manager



Keep San Juan Beautiful Board 2017-2018

Name/Address	Phone	Email	Term Expiration
Eric Guajardo	376-1465	c ire7four69@live.com	2018
1400 Rio Blanco			
San Juan, TX 78589			
Jennifer Villarreal	624-3003	jenniferespinoza23@gmail.com	2018
420 E. 12th			
San Juan, TX 78589			
Eddie Garcia	460-8994		2018
301 E. 12th			
San Juan, TX 78589			
Dr. Nuno Rodriguez	240-6111	nunojackie@hotmail.com	2019
P.O. Box 368			
San Juan, TX 78589			
Pete Garcia	821-7953	pgarcia@cityofsanjuantexas.com	2019
118 N. Standard			
San Juan, TX 78589			
Rhodara Elizondo	533-1941	dho_rome@yahoo.com	2018
116 W. 17th St			
San Juan, TX 78589			

City of San Juan

RECEIVED

FEB 22 2018

Application for Appointment

City Secretary

Date: 2-22-2018

Board / Commission / Committee: Keep San Juan Beautiful Board

Name: Abraham Díaz Alonso

Mailing Address: 102 W Veterans Blvd #30, San Juan, TX

Preferred Phone and Fax: 956-904-7092

Employer: La Unión del Pueblo Entero Occupation: Education Specialist

Email Address: abraham.diaz9@gmail.com

Are you or can you be qualified to vote in a City of San Juan Election? Yes ☒ No

Are you a City of San Juan resident? X Yes No How Long? 16 yrs

Have you ever represented any other private person, group or entity for compensation before the City Commission or any department, commission, board of committee of the city within the last three years? Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in any contract with the City? Yes ☒ No

Do you, your spouse, or your employer have any financial interest, direct or indirect in the sale to the city of any land, materials, supplies or service? Yes ☒ No

List Professional or Social Membership(s)

LUPE Member

Omega Delta Phi Fraternity, Inc.

Minority Affairs Council

Experience / Knowledge Pertaining to Board / Commission / Committee of Interest:

I have been a volunteer coach for the City of San Juan for the past two years and would like to volunteer with the board. This will bring my experience in social change to better our city.

Application will be kept on file for two (2) years; thereafter applicants must reapply. Applications may be faxed (956) 787-5978, mailed to the City Secretary (709 S. Nebraska, San Juan, Tx 78589) or emailed to

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Consider Removal and Appointment of Board Members Related to the Housing Authority Board.

STAFF COMMENTS AND RECOMMENDATIONS:

The Housing Authority Board consists of five (5) members serving for two (2) years staggered terms. As per the Housing Authority Bylaws if absent for more than three (3) consecutive times the individual shall automatically be dropped from membership.

RECOMMENDATION:

Consider Appointment to the Housing Authority Board.

PREPARED BY:

Diana Cavazos, City
Secretary

APPROVED BY:

Benjamin Arjona, City
Manager



Housing Authority Board 2017-2018

Name/Address	Phone	Email	Term Expiration
Feliberto Garza	(956) 821-3602		2019
Ruben Navarro	(956) 407-5653		2018
Alfredo Treviño	(956) 968-8797		2018
Melissa Gonzalez	(956) 605-0652		2018

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Consider Authorizing the City Manager to Execute the Contract with Bagley Associates LLC for the Comprehensive Plan and Update of the Parks Master Plan Project.

STAFF COMMENTS AND RECOMMENDATIONS:

During the meeting of February 13, the City Commission awarded the project to Bagley Associates LLC. The firm is able to complete the project with the funds available in the budget. The project will take twelve (12) to fifteen (15) months to complete. There will be considerable public involvement especially at the beginning of the project. Much of the public involvement will be through the use of online surveys.

For the comprehensive plan component of the project, an advisory committee will need to be established. Towards the end of the project this committee will make a recommendation to the Planning and Zoning Commission for the adoption of the plan.

The Parks Plan component of the project will be guided by the Parks and Recreation Advisory Board. Towards the end of that component of the project the parks board will make a recommendation to the City Commission for the adoption of the plan.

The consultant is ready to start the project in the beginning of March if the contract is approved today.

RECOMMENDATION:

Authorize the city manager to execute the contract with Bagley Associates LLC for the project.

PREPARED BY:

Xavier Cervantes,
Director of Planning
and Zoning

APPROVED BY:

Benjamin Arjona, City
Manager

PROFESSIONAL CONSULTANT SERVICES CONTRACT FOR PLANNING CONSULTING SERVICES

STATE OF TEXAS §

CITY OF SAN JUAN §

COUNTY OF HIDALGO §

This PROFESSIONAL SERVICES CONTRACT is entered into by and between the **CITY OF SAN JUAN, TEXAS**, a Municipal Corporation, acting herein through its City Manager, 709 S. Nebraska Avenue, San Juan, Texas 78589, (hereinafter referred to as the "CITY") and **BAGLEY ASSOCIATES LLC**, a sole member limited liability company, 8139 Barbaree Boulevard, Dallas, Texas 75228, (hereinafter referred to as the "CONSULTANT") executed on this ____ day of _____, 2018, as follows:

WHEREAS, the CITY desires to engage CONSULTANT to provide professional consulting and related services Comprehensive Plan and Parks Master Plan; and,

WHEREAS, the CONSULTANT responded to the CITY'S Request for Qualifications to provide such professional consulting services and has represented to the CITY that it is staffed with planning consultants knowledgeable and experienced in such matters as to be able to provide those services to the CITY in a professional and competent manner; and,

WHEREAS, heretofore, the CITY selected the CONSULTANT and directed the City Manager to enter into a contract between the CITY and the CONSULTANT as more particularly set forth herein, as follows:

NOW, THEREFORE, this contract to provide professional consulting and related services for the Comprehensive Plan Project and Parks Master Plan is made and entered into on the date written above by and between the CITY and the CONSULTANT in consideration of the mutual covenants and conditions hereinafter provided, and the CITY and the CONSULTANT agree as follows:

- A. It is agreed that CONSULTANT'S relationship to CITY shall be that of independent contractor; at all times this relationship shall be governed by and be in strict compliance with the terms of this Professional Services Contract. The standard of care for all professional services performed or furnished by the CONSULTANT under this Contract will be that of which is ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. CONSULTANT makes no warranties, express or implied, under this Contract or otherwise, in connection with CONSULTANT'S services.
- B. Notices and Party Representatives. All correspondence, invoices and reports required or generated by this Contract shall use the addresses noted below:

TO CITY: Benjamin Arjona, City Manager, and
Xavier Cervantes, AICP, Planning and Zoning Director
709 S. Nebraska Avenue, San Juan, Texas 78589
Phone: 956-223-2200
Email: barjona@cityofsanjuantexas.com
xcervantes@cityofsanjuantexas.com

TO CONSULTANT: Ann Cooke Bagley, FAICP
8139 Barbaree Boulevard
Dallas, Texas 75228

Phone: _____
Email: ann@bagleyworks.com

- C. Scope of Work and Budget. CONSULTANT shall furnish services to CITY as set forth in “**Exhibits A and B – Scope of Work**” which is attached hereto and incorporated herein by reference. The Scopes of Work includes key meetings that will be held to present and discuss specific work elements of the Scope, meetings and deliverables. The CONSULTANT will endeavor at every point available to brief elected and appointed officials as to the progress of the Scopes of Work. However, any related ordinances or grant applications necessary to implement the Plans are considered additional services.
- D. Time of Performance. CONSULTANT shall commence professional services pursuant to this Contract as of the date of execution of this Contract and diligently and expeditiously conduct its works in such a manner as to complete the San Juan Comprehensive Plan and San Juan Parks Master Plan in a twelve (12) to fifteen (15) month timeframe. A project schedule will be set by the CITY and CONSULTANT. Time for performance of services related to this Contract shall be extended for delays resulting from circumstances over which CONSULTANT has no control.
- E. Compensation and Hourly Rates. CITY agrees to pay CONSULTANT for services described in “Exhibit A and B” - Scope of Work a total sum of Seventy-five Thousand Dollars (\$75,000). If CITY desires additional services, such as those necessary to adopt and implement the Plan, those services would be billed at the hourly rates shown in “**Exhibit C – Fee Structure,**” plus associated expenses.
- F. Invoices. CONSULTANT shall invoice CITY based upon hours worked and expenses (materials, and travel) for the tasks described in the “Exhibits A and B– Scopes of Work.” Invoices shall be submitted to CITY monthly. Payment of each such invoice shall be due to CONSULTANT within forty-five (45) days of receipt by CITY. CONSULTANT shall keep records of all expenses related to performance of the Scope of Work, but CONSULTANT shall not invoice CITY separately for these expenses. Expenses shall be considered a part of the respective work element’s percent complete invoiced by CONSULTANT.
- CONSULTANT shall pay monthly for the online public participation program, MindMixer and shall include those cost with monthly invoices.
- CONSULTANT may suspend the performance of its services if CITY fails to pay CONSULTANT in full within 45 days of an invoice for services rendered or expenses incurred. CONSULTANT shall have no liability because of such suspension of services due to CITY’S nonpayment. If payment of the amounts due, or any portion thereof, is not made within sixty (60) days of receipt of invoice, interest on the unpaid balance thereof shall accrue at the rate of one and one-half percent (1.5%) per month. Provided, however, CITY may delay payment on all or any portion of an invoice, without the accrual of any interest charges, on the basis of improper, contested, or inadequate invoicing procedures by CONSULTANT. In the event of such disputed or contested billing, payment of only that portion of the invoice so contested shall be withheld by CITY.
- G. Employment of Subconsultants. The CONSULTANT may employ such subconsultants as the CONSULTANT deems qualified and necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by CITY. All subconsultants retained by CONSULTANT shall be responsible, to the level of competence presently maintained

by other practicing professional professionals engaged in the similar type of professional services for completion of services under this Contract.

- H. CITY Responsibilities. CITY agrees to provide CONSULTANT with access to its personnel, facilities, data and materials and other information reasonably necessary for CONSULTANT to fulfill its obligations under this Contract, including plans, regulations, maps, reports, professional recommendations and any other related items requested by CONSULTANT. This shall also include electronic data related to real property and appraisal records and GIS based mapping data in a form viewable in an AutoCAD format. CONSULTANT shall rely on the accuracy and completeness of these items. CITY agrees to provide requested information in a timely manner so as not to delay the orderly and sequential progress of CONSULTANT'S services.

CITY shall appoint appropriate staff member to whom CONSULTANT shall report to and with whom CONSULTANT shall coordinate all elements of the Scopes of Work. CITY shall work with CONSULTANT to establish an organizational structure for receipt of review comments and input from the established stakeholders including the following: the City of San Juan Mayor and City Commission; Planning and Zoning Commission, Parks and Recreation Advisory Committee, and appropriate and involved Staff members.

CITY shall be responsible for identifying and arranging for any stakeholder interviews; providing notifications and making facility arrangements for all public meetings and events, including Planning and Zoning Commission functioning as the Comprehensive Plan Advisory Committee and additional members of the meetings; as well as the Parks and Recreation Advisory Committee. CITY shall be responsible for locating suitable space for conducting the community meetings for each plan and providing for any required refreshments for external or internal meetings or events related to the San Juan Comprehensive Plan and San Juan Parks Master Plan.

- I. Indemnification. Each party shall be generally responsible for its own acts and will be responsible for all damages, costs, fees and expenses, including attorney's fees and costs, which arise out of the performance of this Contract which are due to that party's own negligence, tortuous acts or unlawful conduct of its elected or appointed officials, officers, or employees acting in their official capacities. Provided; however, CONSULTANT shall indemnify and hold the CITY, its elected or appointed officials, officers, or employees, free and harmless from and against any claims, demands, or actions arising out of, by virtue of or associated with any claims, demands or actions brought by third parties which are related in any way or associated with the negligence, tortuous acts or unlawful conduct of CONSULTANT'S officers or employees in the performance of this Contract.
- J. Insurance. CONSULTANT shall carry all appropriate and necessary insurance to be in compliance with state and national laws regarding the insurance coverage of its employees and professional liability insurance. CONSULTANT shall carry General Liability Insurance (limits of \$2,000,000) upon the date of execution of this Contract certifying to the above insurance. The Certificate of Liability Insurance shall be sent directly to the CITY.
- K. Conflicts of Interest. CONSULTANT represents that neither it nor any of its subconsultants are aware of any conflicts of interest that exists pursuant to the terms and conditions of this Contract. Further, neither CONSULTANT nor any of its subconsultants shall acquire an interest, direct or indirect, that would conflict in any manner with the performance of the services under

this Contract. CONSULTANT and its subconsultants agree that they shall not employ any person employed by CITY in the performance of this Contract.

- L. Use and Ownership of Documents. CITY shall be the sole owner of all documents prepared under this Contract; however, CONSULTANT shall have the right to use, without separate permission, all documents produced under this Contract as examples of such work for marketing or other purposes, and to modify such work for other clients. All documents prepared in the performance of this Contract shall be delivered to CITY before final payment is made to CONSULTANT.
- M. Records and Inspection. CONSULTANT and its subconsultants shall maintain complete and accurate records with respect to all matters performed or expenses incurred pursuant to this Contract. CITY shall have free access at all proper and reasonable times to such records and the right to examine and audit the same and to make copies and to inspect all data, documents, proceedings and activities of CONSULTANT and its subconsultants in regard to this Contract.
- N. Suspension, Delay, or Interruption of Work. CITY may suspend, delay, or interrupt the work of the CONSULTANT or any of CONSULTANT'S subconsultants for the convenience of CITY or for reasons beyond the control of CITY or CONSULTANT by giving fifteen (15) days' written notice. In the event of such suspension, delay, or interruption, CONSULTANT shall be paid in full for all services rendered up to date of such suspension, delay, or interruption, including expenses. In the event of such suspension, delay, or interruption, an adjustment in the total compensation may be due CONSULTANT, if CONSULTANT immediately informs CITY in writing of the need for an adjustment. Such adjustment may be negotiated for any reasonable increases in the cost of CONSULTANT'S performance due to the suspension, delay, or interruption of work required under this Contract.
- O. Termination. This Contract may be terminated by CITY or CONSULTANT with or without cause by giving fifteen (15) days' written notice. In the event of termination of this Contract, CONSULTANT shall be paid in full for all services rendered up to date of such termination, including expenses.
- P. Dispute Resolution. CITY and CONSULTANT agree to negotiate all disputes or claims arising out of or relating to the Contract, in good faith for a period of thirty (30) days from the date of notice prior to entering formal mediation. If disputes or claims cannot be successfully negotiated between the CITY and CONSULTANT, both parties agree to mediate claims or disputes before initiating litigation. The mediation shall be conducted by a mediation service acceptable to both parties. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such claim or dispute would be barred by applicable law. Mediation fees shall be shared equally.
- Q. Court of Jurisdiction. If CITY and CONSULTANT cannot resolve any outstanding claims, counter-claims, disputes, and other matters in question arising out of or relating to this Contract, then resolution of said disputes shall be decided by a court of competent jurisdiction within Hidalgo County, Texas.
- R. Assignment. This Contract is not to be assigned by either party without first obtaining the written consent of the other. Use of subconsultants by CONSULTANT or subsidiary or affiliate

firms of the CONSULTANT for technical or professional services shall not be considered an assignment or a portion of this Contract. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CITY and CONSULTANT. There shall be no third party beneficiaries to this Contract.

- S. Amendments. This Contract is the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, statements, contracts or agreements, either written or oral. No amendments or modifications of this Contract shall be valid unless in writing and signed by each of the parties to the Contract.
- T. Severability. Any provision in this Contract that is prohibited or unenforceable under state or federal law shall be ineffective to the extent of such prohibitions or unenforceability, without invalidating the remaining provisions hereof. Also, the non-enforcement of any provision by either party to this Contract shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or the remainder of this Contract.

APPROVED

CITY OF SAN JUAN, TEXAS

By

Benjamin Arjona

City Manager

Date

BAGLEY ASSOCIATES LLC

By

Ann Cooke Bagley, FAICP,

Principal

Date: February _____, 2018

APPROVED AS TO FORM:

Palacios, Garza & Thompson

City Attorney



APPENDIX A - SCOPE OF WORK FOR THE COMPREHENSIVE PLAN

San Juan's first comprehensive plan will benefit and guide the present and the future. The plan must define a vision for the future; demonstrate its purpose; give direction for decisions and investment; and assure the community of right motives for action.

The development of a comprehensive plan serves a dual purpose: education and guidance. It can educate the leadership and the citizens on existing conditions, explain the need for looking ahead, and identify problems and solutions. It then serves as a handbook for the basis of decision making, the ability to say yes or no to proposed zoning changes and development.

The comprehensive plan must be clear, easy to read and use. The City's recent *Strategic Plan* concepts would be used as guidance. Each chapter of the Comprehensive Plan has to coordinate with each other.

PART ONE – INITIAL MEETING AND DATA COLLECTION

Following the notice to proceed, the planning process would kick off with a workshop with the City Commission (if desired), the Planning and Zoning Commission, any other boards and the Plan Advisory Committee to explain how the planning process will work.

This would be followed by monthly meetings of the Plan Advisory Committee. The Plan Advisory Committee and staff would provide regular updates to the City Commission on the development of the Plan.

This phase would include the collection of all relevant documents including, but not limited to the *Strategic Plan*, the *Downtown Master Plan*, *Unified Development Code*, *City Charter* and other applicable plans and studies.

A name for the Comprehensive Plan will be created in cooperation with the Plan Advisory Committee. A logo based on the City's logo will be developed.

COORDINATION WITH STAFF

Procedures for assisting in project scheduling, coordination, quality, and cost control will be developed as a team effort between staff and consultant. With a fixed fee contract, the cost control responsibility is with the consultant managing costs, time, and deliverables

Staff will coordinate the materials and notices for all meetings and provide input and updates into the MindMixer online program.

The Consultant team would be readily available to discuss the planning process. The City staff will provide direction and input. Open communications is critical, but there should be a designated contact person/project manager in the City.

The consultant will provide drafts of each chapter of the Plan and monthly progress reports with invoices.

See section on Deliverables

PART 2 – SECTIONS/CHAPTERS OF THE COMPREHENSIVE PLAN

The following are the chapters of the Comprehensive Plan and the tasks that will develop them. All the chapters are interrelated and may change in number.

CHAPTER 1 – INTRODUCTION

Task 1.1 - Identify the purpose, expectations, and planning process and of the Comprehensive Plan.

DELIVERABLE: Introduction Chapter



CHAPTER 2 – COMMUNITY PROFILE

Task 2.1 - Compile an overview of current conditions and information including history, highlights of the past and present population using census data, and future population projections with other applicable information to guide the development of the Plan.

DELIVERABLE: Community Profile Chapter

CHAPTER 3 - VISION AND GOALS

Task 3.1 - Develop a new community vision.

Task 3.2 - Develop a goal(s) for each chapter.

Task 3.3 - Develop future actions.

DELIVERABLE: Vision and Goals Chapter

CHAPTER 4 - LAND USE - Work on this chapter will include current and future land use identification, maps and policies; possible zoning recommendations.

Task 4.1 - Assess existing land uses and map. Recommend update as needed

Task 4.2 - Draft a Land Use Goal.

Task 4.3 - Develop policies for land use decisions.

Task 4.4 - Analyze locations for future development based on population and economic projections.

Task 4.5 - Develop actions for possible new or different zoning, or uses, and potential overlay districts.

Task 4.6 - Develop Future Land Use Map.

DELIVERABLE: Land Use Plan

CHAPTER 5 - TRANSPORTATION

Task 5.1 - Move the current Thoroughfare Plan (as it is in good condition) from the Unified Development Code to the Comprehensive Plan.

Task 5.2 - Review and recommend changes and additions.

Task 5.3 - Coordinate with the Future Land Use Map.

Task 5.4 - Update the Thoroughfare Plan Map.

DELIVERABLE: Updated Thoroughfare Plan

CHAPTER 6 – INFRASTRUCTURE

Working with Utilities and Public Works Departments for input and guidance for on Water, Wastewater, Drainage Streets, and Facilities needs:

Task 4.1 - Draft Infrastructure Goal.

Task 4.5 - Develop policies that guide decisions on Infrastructure needs.

Task 4.2 – Develop section of chapter with input from Utilities Director for current conditions and future needs – not an engineering study and an action may be to recommend an engineering study/plan.

Task 4.3 - Develop section of Chapter from input from Public Works Director for current conditions and future needs – not an engineering study and an action may be to recommend an engineering study/plan.

Task 4.4 - Working with staff, develop list of current facilities, conditions and needs.

DELIVERABLE: Infrastructure Chapter



CHAPTER 7 - CAPITAL IMPROVEMENTS

Task 7.1+ - Identify the long range facilities and infrastructure needs with Public Works and Utilities Directors, Finance Director, and City Manager. Costs are to be estimated and provided by the City.

DELIVERABLE: Capital Improvement Chapter

CHAPTER 8 – ECONOMIC DEVELOPMENT

Task 8.1+ - If desired, this section would include the SJEDC business plan and develop new directions for the SJEDC.

DELIVERABLE: Economic Development Chapter

CHAPTER 9 IMPLEMENTATION –

Task 9-1 - Develop a list of actions and processes for accomplishing the needs in the City.

Task 9-2 - With input from the City Manager and Finance Director, look at ways to finance infrastructure and other improvements.

Task 9.3 - Prioritize near term, mid-range and long range actions.

DELIVERABLE: Implementation Chapter

PART 3 - PUBLIC PARTICIPATION

Public Participation in the development of a plan is absolutely necessary. Community engagement will be coordinated by the Consultant using the following methods.

- A Plan Advisory Committee will assist in the development of the plan. Members that should be included are interested and involved citizens—landowners, business owners, parents, high school students—a cross section of the community.
- To engage the community, those who do not normally feel involved in the day to day activities of city government or come to meetings, an online platform, MindMixer will be used. This approach will provide opportunities to view the activities and progress of the plan and provide input from their cell phones, tablets, and computers. Access would also be available on the computers in the library. MindMixer will be one of the ways to have a survey that would reach out to the community, gather input, compile and analyze answers and comments. MindMixer also provides a Spanish translation.
- It would be good to involve middle and high school students for discussion and input through social studies programs.
- At least two citywide community in person meetings should be held to provide input from the citizens. This is in addition to the public hearings for the adoption/approval of the Plan, one by the Planning and Zoning Commission and one by the City Commission.
- For plan development updates, upcoming community meetings, and public hearings, there will be notices on the City's website and social media, ads placed in the newspaper, and flyers shared with community groups, schools, and businesses. Individual community leaders can be invited to participate. The ads in the newspaper shall be funded by the City of San Juan.

DELIVERABLES

The deliverables will be the draft chapters of the Plan and final documents. It is anticipated that one chapter will be presented each month, although there is overlapping work that may have some chapters delivered out of sequence. Additionally, there will be coordination with the concurrent development of the Parks and Recreation Plan. See Appendix B.

**ASSUMPTIONS**

The work will be performed in San Juan and Dallas.

There is an economy of scale in doing the two plans concurrently.

The City Commission will appoint a Plan Advisory Committee. The Parks and Recreation Advisory Committee will be the committee that will oversee the Parks Master Plan update.

The City will coordinate all Plan Advisory Committee meetings. Meetings will generally be on a monthly basis. The Parks Director shall coordinate his meetings with the Plan Advisory Committee meetings.

The City Planning Department will create and provide the maps and Illustrations for the Comprehensive Plan.

The City will be responsible for the Spanish translation newspaper notices.

All documents, except and original of the final document will be provided in digital format. The City will do all printing, reproduction, and distribution.

The City will meet all notice requirements for meetings and other advertisements. The Consultant will assist in the wording, if needed.

The cost of MindMixer is included in the Consultant's fee.

If additional legal services, other than the City Attorney are required, those fees and expenses would be separate from or could be added to this proposal at the direction of the City staff.

No construction documentation or engineering services will be performed under this scope of work. No site surveying, boundary work, or legal descriptions will be prepared under this scope of work.

TIMEFRAME

The timeframe for the Comprehensive Plan is estimated to be 12 to 15 months for all the work, meetings and public hearings.



APPENDIX B - SCOPE OF WORK FOR CITY OF SAN JUAN PARKS MASTER PLAN

Bagley Associates LLC will assist the Parks Department and the Parks & Recreation Advisory Committee and staff in the following work for the San Juan Parks Master Plan. This will be a new plan which will provide guidance for development and redevelopment of the park system and position the City for future grants and funding.

The purpose of the Plan should be to create a new plan to address the current and future parks and recreation needs of the City of San Juan. The work will be accomplished through the following tasks in collaboration with the Parks and Recreation Department staff and the Parks and Recreation Advisory Board. The new plan will meet the Texas Department of Parks and Wildlife (TPWD) Guidelines for a Parks Master Plan.

The first meeting will be with the Parks and Recreation Advisory Board to kick off the work on the Plan and introduce them to planning process. There will be regularly scheduled meetings over the next 10 month period to address each section and final document.

Section 1 – Background Information and Reconnaissance

- 1.1 Gather all current planning documents: the *2010 Parks and Recreation Plan*, the City's *Strategic Plan* and the park dedication ordinance.
- 1.2 Coordinate with the Land Use section of the concurrent development of the City's comprehensive plan.
- 1.3 Coordinate with the City's current infrastructure plans for roads and drainage that may impact the park system, particularly for new residential developments.
- 1.4 Review the current enrollment data and the projections of public and private schools to assist in determining both growth and needs.
- 1.5 Review inventory and pictures of parks and recreation facilities managed by the Department or in partnership with staff. (Preparation for Section 6.)
- 1.6 Review and compile information from any existing surveys.
- 1.7 Develop new survey in coordination with the MindMixer online outreach program.
- 1.8 Review how San Juan's parks and trails work within the regional context of Hidalgo County and adjacent cities.
- 1.9 Oversee staff production of a base map of the parks system.

The following sections and tasks will use the Texas Parks and Wildlife Department (TPWD) guidelines to create the contents of the Plan. These tasks are interactive and won't always follow sequential order.

Section 2 - Introduction

- 2.1 Define purpose of the Parks & Recreation Plan including the role of the City in providing parks and recreation opportunities.
- 2.2 Assemble the history and background information on San Juan parks including the progress San Juan has made in implementing its previous parks plans. Include an overview of the City describing its location, climate, economy, and anticipated growth.
- 2.3 Update demographics using the 2010 census with updates from the new Comprehensive Plan and regional population projections to establish criteria for future parks.

Section 3 - Goals and Objectives

- 3.1 Review the current goals and objectives with Parks and Recreation Advisory Board.
- 3.2 Identify new preliminary goals and objectives.
- 3.3 Affirm or change the proposed goals and objectives to identify future actions.



Section 4 - Plan Development Process

This is the summary of the step by step process that will be followed as the work progresses.

- 4.1 Identify each step of the process for the final document, including committee and public meetings and community outreach.

Section 5 - Area and Facility Concepts and Standards

- 5.1 Review the current concepts and standards.
- 5.2 Compare with National Parks and Recreation Association (NRPA) standards, the basis for the previous standards for update, and new standards
- 5.3 Adapt to the needs and desires of San Juan.

Section 6 - Inventory of Areas and Facilities

This Section will be conducted in collaboration with staff.

- 6.1 Update and expand the inventory of existing and proposed facilities, including pictures.
- 6.2 Assess individual indoor and outdoor facilities as to their condition and viability
- 6.3 Identify potential improvements or redevelopment to address current needs.
- 6.4 Determine or update Park Service Zones on current and proposed park maps.

Section 7 - Needs Assessment and Identification

- 7.1 Review, refine, and reissue parks survey, if appropriate.
- 7.2 In addition to the online program MindMixer use social media to gather additional comments.
- 7.3 Tabulate returned surveys.
- 7.4 Identify new parks and recreation facilities to support the goals of the Update.
- 7.5 Create a list of needs and desires for reasonable and balanced expectations.

Section 8 - Plan Implementation and Prioritization of Needs

This is the “how” and “what” of the Plan, how the City of San Juan will work toward accomplishing what is needed and/or desired for the park system to move forward.

- 8.1 Develop implementation guidelines and schedule.
- 8.2 Facilitate the articulation and prioritization of needs.

Section 9 - Illustrations, Maps, Surveys, etc. – The City will provide the digital versions of existing base map and parks map and will prepare the new maps. Also, the staff will supply any illustrations if needed.

- 9.1 Oversee the creation of maps for inclusion in document.

Section 10 - Operations and Maintenance

This is a section from the previous plan. Although it is not required, it is recommended. The staff will review and update for inclusion in the final document.

- 10.1 Finalize the Operations and Maintenance section if desired.

Section 11 - Final Documents

- 11.1 Assemble the final document for approval by City Commission and submittal to Texas Parks and Wildlife.
- 11.2 Create brief brochure highlighting the parks system and the Plan, if desired.

Section 12: Proof of Adoption is the ordinance that details City Commission’s action to adopt the plan.

- 12.1 Assist in the preparation of the ordinance and attend City Commission meeting.



PUBLIC PARTICIPATION

Public input is critical to any plan. In addition to the online citizen outreach and input, two public meetings are proposed one at the beginning of the planning process and one when the draft plan is nearing completion. The Parks and Recreation Advisory Board will need to be involved in these activities. A public hearing will be held when the Parks Master Plan is complete.

To engage the community, those who do not normally feel involved in the day to day activities of city government or come to meetings, an online platform, MindMixer will be used. This approach, in conjunction with the Comprehensive Plan process will provide opportunities to view the activities and progress of the plan and provide input from their cell phones, tablets, and computers. Access would also be available at the computers in the library. MindMixer would essentially be a survey that would reach out to the community, gather input, compile and analyze answers and comments. MindMixer also provides a Spanish translation.

DELIVERABLES

The deliverables will be the draft sections of the Plan and the final document. It is anticipated that one section will be presented each month, although there is overlapping work that may have some sections delivered out of sequence. Additionally, there will be coordination with the development of the Comprehensive Plan.

ASSUMPTIONS

The work will be performed in San Juan and Dallas.

The Parks and Recreation Advisory Board are recommended to serve as the advisory committee for the development of the Update. Meetings will generally be on a monthly basis at the regular meeting on the third Wednesday of the month.

The City will create and provide the maps and Illustrations for the Update.

The City will be responsible for the Spanish translation of documents and notices.

All documents, except an original of the final document will be provided in digital format. The City will do all printing, reproduction, and distribution.

The online program, MindMixer, will be used for some of the public participation activities as appropriate.

The City will coordinate all Parks and Recreation Advisory Board meetings.

The City will meet all notice requirements for meetings and other advertisements. The Consultant will assist in the wording, if needed.

If additional legal services, other than the City Attorney are required, those fees and expenses would be separate from or could be added to this proposal at the direction of the City staff.

No construction documentation or engineering services will be performed under this scope of work. No site surveying, boundary work, or legal descriptions will be prepared under this scope of work.

This Scope of Work does not include preparation of a grant application. A grant application would be additional services.

TIMELINE

The timeline is approximately 10 months from notice to proceed. It is anticipated that sections of the Update will be prepared and presented monthly—beginning with a kickoff meeting. Scheduling of meetings will be coordinated with and by Staff and with the meetings for the Comprehensive Plan.



APPENDIX C – FEE STRUCTURE

FEE STRUCTURE FOR COMPREHENSIVE PLAN AND PARKS MASTER PLAN

ANN COOKE BAGLEY, FAICP, BAGLEY ASSOCIATES LLC

Work will be performed in Dallas and San Juan.

Trips may be scheduled for one or two days.

The professional rate for this type of consulting is generally between \$125.00 and \$150.00 per hour. I am reducing my rate to \$100 per hour for the City of San Juan for this project. Based on the proposed scope, the project is estimated to take 580 hours. Should I use a sub consultant, I will bill at a rate of \$75 per hour. This will result in more hours that can be devoted to the projects.

	Labor/Hours	Reimbursable Trip Expenses
Comprehensive Plan		
Staff Hours for Tasks	420	\$42,000
Mind Mixer (online public participation for both plans)		\$8, 000
Parks Master Plan Update		
Staff Hours for Tasks	160	\$12,000
Reimbursable Expenses*for 12-15 trips and mileage for both plans		\$,13,000
Total Hours	580	
TOTAL FEE AND EXPENSES	580	\$75,000

For Trips and Meetings the \$13,000 is an estimate and will cover as for as many trips and meetings as can be accomplished within that amount.

Reimbursable expenses include the following.

- Airfare averages between \$200 and \$300
- Hotel \$120 per night (some trips may require two nights)
- Rental car and gas, if necessary, \$60-\$120
- Airport parking \$15 per day or Mileage
- Meals per diem \$25
- Materials for meetings and final formatting

This Scope of Work envisions as many as 15 trips between Dallas and San Juan. The estimated cost per trip ranges from \$600 to \$800 per trip. Some trips may cost less and additional trips added up to the amount of \$5,000. Funds not used for travel expenses may be used for additional hours of work.

Additional trips outside of the scope will be at actual costs and approved in advance by the CITY.

Invoices will be sent monthly based on hours and expenses.

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Consider Authorizing the City Manager to Request Statements of Qualifications from Architecture Firms for the Transit Terminal Project.

STAFF COMMENTS AND RECOMMENDATIONS:

As required by the Federal Transit Administration in order to proceed with the architecture for the project the City of San Juan must solicit Statements of Qualification from architecture firms and must make an effort to hire a firm that is designated as a Disadvantaged Business Enterprise (DBE) firm.

RECOMMENDATION:

Authorize the city manager to advertise for statements of qualifications for architectural services as recommended.

PREPARED BY:

Xavier Cervantes,
Director of Planning
and Zoning

APPROVED BY:

Benjamin Arjona, City
Manager

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Consider Authorizing the City Manager to Request Statements of Qualifications from Firms to Conduct an Environmental Report at the Transit Terminal Property.

STAFF COMMENTS AND RECOMMENDATIONS:

As required by the Federal Transit Administration in order to proceed with the project an environmental assessment must be conducted at the property of the future transit terminal. Since federal funds are involved there are environmental requirements that must be complied with before the architecture work gets started.

RECOMMENDATION:

Authorize the city manager to advertise for statements of qualifications for environmental services as recommended.

PREPARED BY:

Xavier Cervantes,
Director of Planning
and Zoning

APPROVED BY:

Benjamin Arjona, City
Manager

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
FEBRUARY 27, 2018

Consider an Ordinance in Second Reading for a Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the “Pizza Hut” Restaurant located at 651 Virgen de San Juan Boulevard, legally described as Lot 1, Pizza Hut #40 Subdivision, as Requested by Muy Pizza-Tejas, LLC.

STAFF COMMENTS AND RECOMMENDATIONS:

During the City Commission meeting of February 13 the City Commission approved the First Reading of the Ordinance as presented by staff.

Previously, staff provided the following background.

Muy Pizza-Texas, LLC. is taking over the San Juan Pizza Hut Restaurant that has been open since 1999. The restaurant has been selling alcoholic beverages as a complement to the food ever since it opened. The now owners are applying for the TABC license for the sale of alcoholic beverages for on-premise consumption at this time.

The proposed days and hours of operation are Monday thru Sunday from 11:00 a.m. to 11:00 p.m.

RECOMMENDATION:

The Planning and Zoning Commission unanimously recommended approval of the conditional use permit subject to the list of conditions during their February 1 meeting.

PREPARED BY:

Xavier Cervantes,
Director of Planning
and Zoning

APPROVED BY:

Benjamin Arjona, City
Manager

MEETING DATES:
PLANNING AND ZONING COMMISSION – 02/01/2018
CITY COMMISSION – 02/27/2018
DATE PREPARED – 02/15/2018

PAGE 1

STAFF REPORT
GENERAL INFORMATION

APPLICATION:	Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the “Pizza Hut” Restaurant.
APPLICANT:	Muy Pizza-Tejas, LLC.
SURVEYOR/ENGINEER:	N/A
LEGAL:	Lot 1, Pizza Hut #40 Subdivision
LOCATION:	651 Virgen de San Juan Boulevard
CURRENT USE OF PROPERTY:	Restaurant
PROPOSED USE OF PROPERTY:	Restaurant
EXISTING LAND USE/ ADJACENT ZONING:	<i>North</i> – Commercial; Expressway Corridor District (EC) <i>South</i> – Commercial; Expressway Corridor District (EC) <i>East</i> – Commercial; Expressway Corridor District (EC) <i>West</i> – Institutional; Single-Family Residence District (R-S)
ACCESS AND CIRCULATION:	This property has access to Virgen de San Juan Boulevard.
PUBLIC SERVICES:	Water and Sewer Services are provided by the City of San Juan.
RECOMMENDATION:	Staff recommends approval subject to the list of requirements.

EVALUATION AND CONDITIONS FOR APPROVAL

Muy Pizza-Texas, LLC. is taking over the Pizza Hut Restaurant that has been open since 1999. The restaurant has been selling alcoholic beverages as a complement to the food ever since the new owners are applying for the Sale of alcoholic beverages for on-premise consumption only.

The proposed days and hours of operation are Monday thru Sunday from 11:00 a.m. to 11:00 p.m. (see attached affidavit).

The following are the list of requirements for the restaurant:

1. The property line of the lot of any business, especially those having late hours (after 10:00 p.m.) must be a minimum of three hundred (300) feet from the nearest residence, church, school or publicly-owned property or must provide sufficient buffering and sound insulation of the building such that the business is not visible and cannot be heard from the residential areas, and must be designed to prevent disruption of the character of adjacent residential areas.
2. The business must be as close as possible to a major arterial, and shall not allow the traffic it generates onto residential streets, or allow it to exit into and disrupt residential areas;
3. The business must provide parking in accordance with the City off-street parking regulations and make provisions to prevent use of adjacent streets for parking, especially those in adjacent residential areas, by providing additional on-site parking.
4. The business must do everything possible to prevent the unauthorized parking of its patrons on adjacent business or residential properties including, when necessary, the installation of fences and hedges, and the reorientation of entrances. The loading and unloading of equipment to be on premises only.
5. The business should do everything possible and be designed to discourage criminal activities and vandalism, both on site and on adjacent properties. Provision of sufficient lighting and perimeter fencing, elimination of dark areas, and the orientation of the building such that it provides maximum visibility of as much as possible of the site from a public street;
6. The business must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties;
7. The business shall restrict the number of persons within the building to the number determined for occupancy levels by the Fire Department.
8. The business must comply with the city's noise ordinance.
9. The business must comply with the City's *Security Cameras Ordinance*.

**CONDITIONAL USE PERMIT
“PIZZA HUT”
FEBRUARY 27, 2018**

PAGE 3

10. The hours of operation shall be Monday thru Sunday from 11:00 a.m. to 11:00 p.m.
11. Owner agrees to pay an annual fee to the City of San Juan to maintain the alcohol license.
12. Owner agrees to abide by the hours of operation as submitted by the enclosed affidavit.
13. There shall be no smoking inside the premises at any time.

Staff mailed a notice of the public hearing before the Planning and Zoning Commission to six (6) property owners within a two hundred (200) foot radius and received no comments in favor or against this request.

ATTACHMENTS:

Location Map
Aerial Photo
Zoning Map
Operation Hours Letter
List of neighboring property owners receiving notice
Photos
Ordinance

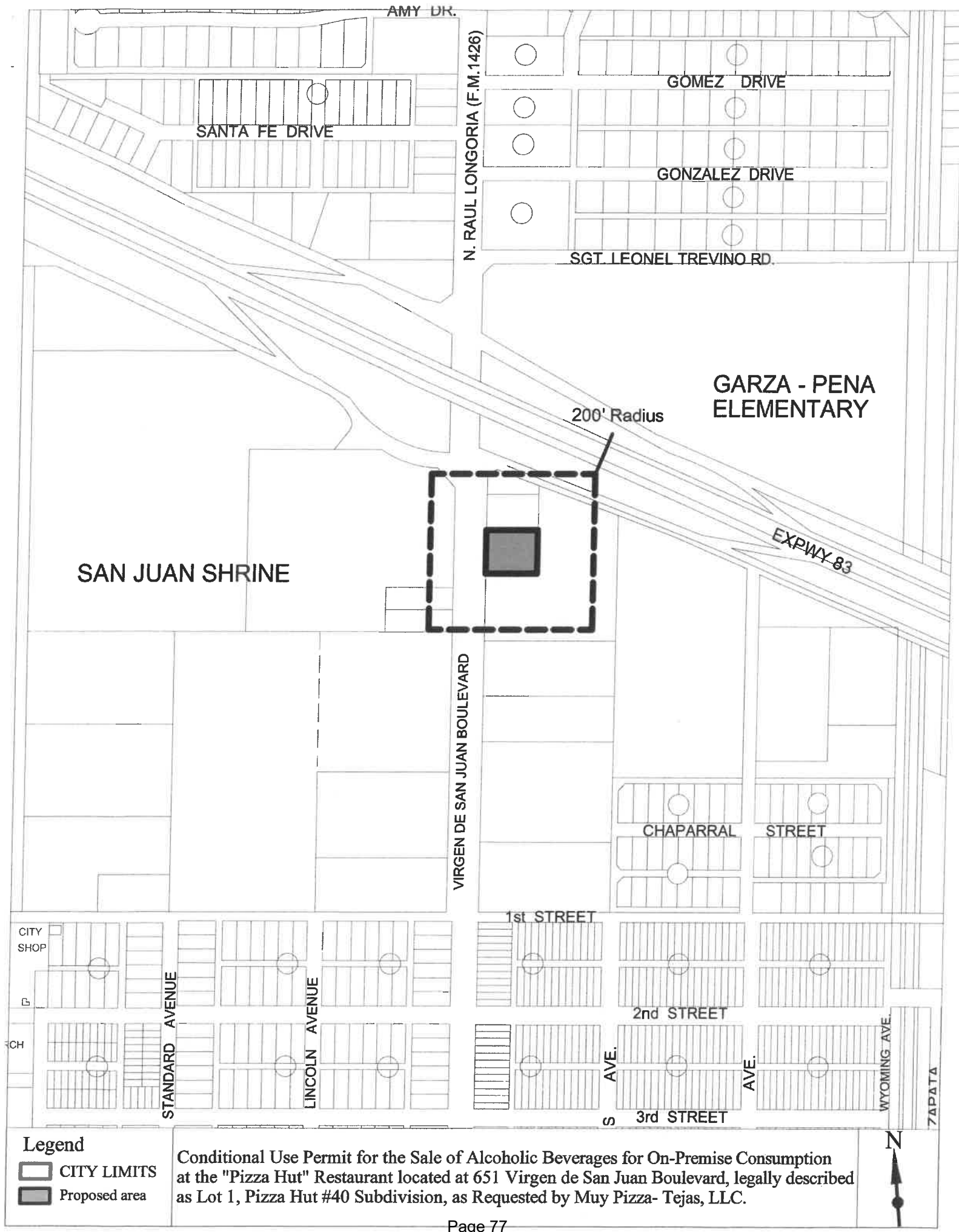
FINAL RESOLUTION OF REQUEST & COMMENTS:

P&Z – 02/01/18 Commissioner Vargas made a motion to approve the conditional use permit request subject to list of requirements as recommended by Staff. Commissioner Alaniz seconded the motion. The motion passes with a (6-0) vote.

Commissioner Alaniz asked about the name of the street; Mr. Cervantes responded that the official name for Nebraska Street from First Street to the Expressway is Virgen de San Juan Boulevard.

Mr. Cervantes explained that approximately ten years ago, the City Commission renamed all of Nebraska Avenue and Raul Longoria Road into Virgen de San Juan Boulevard. In 2012, after negative feedback, the Commission changed the ordinance to be only from First Street to the Expressway.

Chairwoman Castillo asked Mr. Cano from Muy Pizza Tejas, LLC. about the requirements listed in the packet and he agreed to comply with all of them.



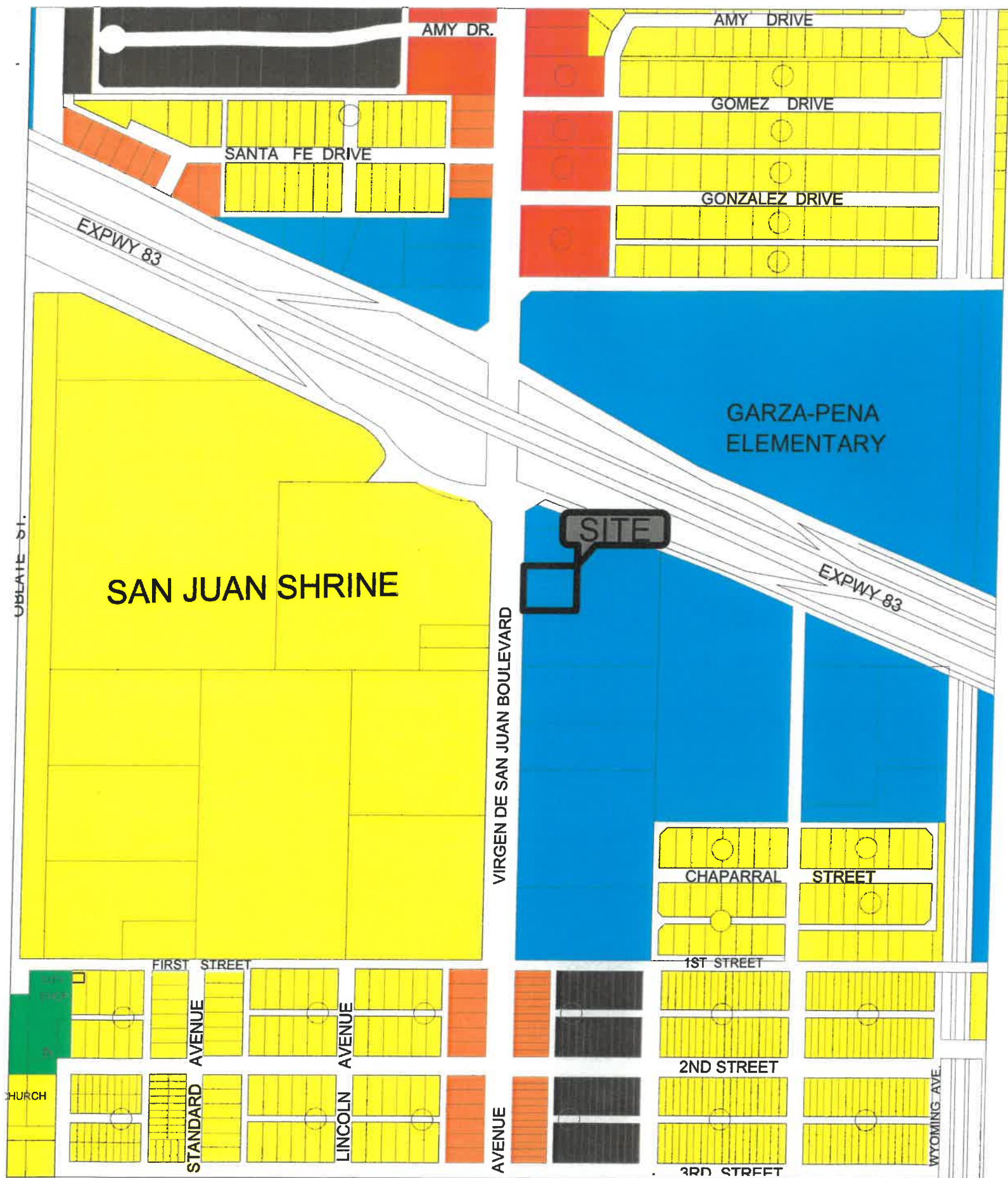


Legend

- CITY LIMITS
- Proposed area

Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the "Pizza Hut" Restaurant located at 651 Virgen de San Juan Boulevard, legally described as Lot 1, Pizza Hut #40 Subdivision, as Requested by Muy Pizza- Tejas, LLC.





Zoning Districts

Single Family Residential (R-S)	Heavy Commercial (C-3)
Manufactured Home (R-MH)	Light Industrial (I-1)
Multi-Family Residential (R-MF)	Heavy Industrial (I-2)
Neighborhood Commercial (C-1)	Open Space (O)
General Business (C-2)	Exp. Corridor (EC)

Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the "Pizza Hut" Restaurant located at 651 Virgen de San Juan Boulevard, legally described as Lot 1, Pizza Hut #40 Subdivision, as Requested by Muy Pizza- Tejas, LLC.



AFFIDAVIT

January 29, 2018

To whom it may concern:

I, **John Gunstream, representing Mxy Pizza-Tejas, LLC.**, am requesting a Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the "Pizza Hut" restaurant located at **651 Virgen de San Juan Boulevard**, legally described as **Lot 1, Pizza Hut #40 Subdivision.**

The sale of alcohol will be:

Monday from 11:00 a.m. to 11:00 p.m.

Tuesday from 11:00 a.m. to 11:00 p.m.

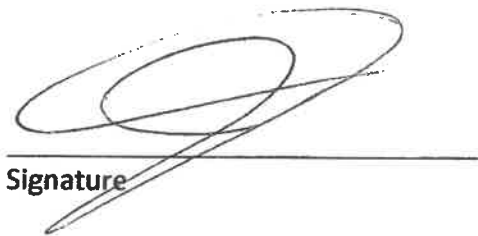
Wednesday from 11:00 a.m. to 11:00 p.m.

Thursday from 11:00 a.m. to 11:00 p.m.

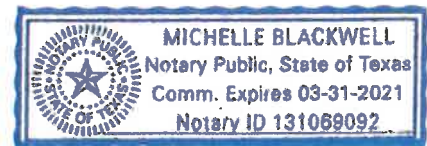
Friday from 11:00 a.m. to 11:00 p.m.

Saturday from 11:00 a.m. to 11:00 p.m.

Sunday will be 11:00 a.m. to 11:00 p.m.


Signature


Notary Public



- Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the "Pizza Hut" Restaurant located at 651 Virgen de San Juan Boulevard, legally described as Lot 1, Pizza Hut #40 Subdivision, as Requested by
- Muy Pizza-Texas, LLC.

Muy Pizza-Texas, LLC.
Attn. John Gunstream
17890 Blanco Rd. Suite #401
San Antonio, TX 78232

Pizza Hut of South Valley Inc.
P.O. Box 96
Cunningham, TX 75434-0096

Stars Restaurant LLC.
2941 NW 156th Street
Edmond, OK 73013-2101

Hunterstein, LLC.
P.O. Box 9036
Corpus Christi, TX 78469-9036

Biel, Frederick J Ind Exc.
P.O. Box 3725
McAllen, TX 78502-3725

Roman, Catholic Diocese
Of Brownsville
P.O. Box 2279
Brownsville, TX 78522-2279

Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the “Pizza Hut” Restaurant located at 651 Virgen de San Juan Boulevard, legally described as Lot 1, Pizza Hut #40 Subdivision, as Requested by Muy Pizza-Tejas, LLC.



Proposed Site

ORDINANCE NO.

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT FOR THE SALE OF ALCOHOLIC BEVERAGES (WINE AND BEER) FOR ON-PREMISE CONSUMPTION AT THE "PIZZA HUT" RESTAURANT LOCATED AT 651 VIRGEN DE SAN JUAN BOULEVARD, LEGALLY DESCRIBED AS LOT 1, PIZZA HUT #40 SUBDIVISION, AS PROVIDED IN ARTICLE IV, OF THE ZONING ORDINANCE, CITY OF SAN JUAN, HIDALGO COUNTY, TEXAS, PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE; PROVIDING FOR A CODE DISPOSITION.

WHEREAS, Muy Pizza-Tejas, LLC. has applied for a Conditional Use Permit under Article IV; of the Zoning Ordinance of the City of San Juan for the Sale of Alcoholic Beverages (wine and beer) for On-Premise Consumption at "Pizza Hut" restaurant.

WHEREAS, this type of activity is prohibited by said Zoning Ordinance unless a Conditional Use Permit is granted; and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SAN JUAN, TEXAS, AS FOLLOWS:

SECTION I. That a Conditional Use Permit under Article IV of the Zoning Ordinance of the City of San Juan, Texas, be granted to Muy Pizza-Tejas, LLC. has applied for a Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at the "Pizza Hut" restaurant located at 651 Virgen de San Juan Boulevard, subject to the following conditions:

1. The property line of the lot of any business, especially those having late hours (after 10:00 p.m.) must be a minimum of three hundred (300) feet from the nearest residence, church, school or publicly-owned property or must provide sufficient buffering and sound insulation of the building such that the business is not visible and cannot be heard from the residential areas, and must be designed to prevent disruption of the character of adjacent residential areas.
2. The business must be as close as possible to a major arterial, and shall not allow the traffic it generates onto residential streets, or allow it to exit into and disrupt residential areas;
3. The business must provide parking in accordance with the City off-street parking regulations and make provisions to prevent use of adjacent streets for parking, especially those in adjacent residential areas, by providing additional on-site parking.
4. The business must do everything possible to prevent the unauthorized parking of its patrons on adjacent business or residential properties including, when necessary, the installation of fences and hedges, and the reorientation of entrances. The loading and unloading of equipment to be on premises only.
5. The business should do everything possible and be designed to discourage criminal activities and vandalism, both on site and on adjacent properties. Provision of sufficient lighting and perimeter fencing, elimination of dark areas, and the orientation of the building such that it provides maximum visibility of as much as possible of the site from a public street;

6. The business must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties;
7. The business shall restrict the number of persons within the building to the number determined for occupancy levels by the Fire Department.
8. The business must comply with the city's noise ordinance.
9. The business must comply with the City's *Security Cameras Ordinance*.
10. The hours of operation shall be Monday thru Sunday from 11:00 a.m. to 11:00 p.m.
11. Owner agrees to pay an annual fee to the City of San Juan to maintain the alcohol license.
12. Owner agrees to abide by the hours of operation as submitted by the enclosed affidavit.
13. There shall be no smoking inside the premises at any time.

SECTION II. PUBLICATION AND EFFECTIVE DATE CLAUSE. This Ordinance shall be published in the official newspaper of the City of San Juan, Texas, as provided by law, and shall be and remain in full force and effect from the after said date of publication.

PASSED and **APPROVED** on first reading on the 13th day of February, 2018.

PASSED and **APPROVED** on second and final reading on the 27th day of February, 2018.

CITY OF SAN JUAN

MARIO GARZA, MAYOR

ATTEST:

APPROVED BY:

Palacios, Garza & Thompson, P.C.

DIANA CAVAZOS
CITY SECRETARY

CITY ATTORNEY



Mayor: Mario Garza
Mayor Pro-Tem: Pete Garcia
Commissioners: Jesus "Jesse" Ramirez
Ernesto "Neto" Guajardo
Leonardo "Lenny" Sanchez

To: Benjamin Arjona, City Manager
From: Leroy Gonzales, Director of Finance
Date: February 20, 2018
Subject: Monthly Collection Report –January 2018

Attached you will find the above referenced monthly tax collection report as submitted by Pablo "Paul" Villarreal Jr., County of Hidalgo, Tax Collector for the City of San Juan, Texas.

According to the property tax code, Section 10 **Reports and Remittances of Other Taxes**, "Each month the collector of taxes for a taxing unit shall prepare and submit to the governing body of the unit a written report made under oath accounting for all taxes collected for the unit during the preceding month".

The following summary is included into this memorandum for information purposes:

Tax Year	SUMMARY OF TAX LEVY COLLECTIONS				
	2017	2016	2015	2014	2013
Tax Levy	7,112,363.88	6,638,277.98	6,363,985.51	6,062,874.30	6,026,969.81
Adjustment to date	15,576.11	(19,259.27)	2,492.92	22,138.85	(16,498.87)
Adjusted Tax Levy	7,127,939.99	6,619,018.71	6,366,478.43	6,085,013.15	6,010,470.94
Collections to date	5,537,376.14	6,232,308.52	6,006,559.85	5,720,270.90	5,620,809.41
Percentage Collected	77.69%	94.16%	94.35%	94.01%	93.52%

A property Tax Adjustments Report (by account) for the same month and prior months is available from the Finance Department.

If you have any questions, please do not hesitate in calling me at 956-223-2232.

C: Mayor, Mario Garza
Mayor Pro-Tem, Pete Garcia
Commissioners: Jesus "Jesse" Ramirez
Ernesto "Neto" Guajardo
Leonardo "Lenny" Sanchez

709 S. Nebraska Ave. • San Juan, Texas 78589-2649
Phone: (956)223-2200 • Fax: (956) 787-5978

MSB

**PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
CITY OF SAN JUAN TAXES COLLECTED FOR:
JANUARY 2018**

COMPARATIVE RATE OF COLLECTIONS

CITY OF SAN JUAN CSJ (37)	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2017/2018	COLLECTED 2016/2017
2017 TAX ROLL	7,112,363.88	5,537,376.14	-	15,576.11	1,590,563.85	77.69%	77.42%
2016 & PRIOR YRS	1,449,100.77	132,434.08	-	1,237.10	1,317,903.79	9.13%	9.14%
ROLLBACK	21,957.42	21,957.42	-	-	-	100.00%	0.00%
TOTALS	8,583,422.07	5,691,767.64	-	16,813.21	2,908,467.64		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JANUARY 2018

	CITY OF SAN JUAN	MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	2,337,836.27	(4,036.92) CURRENT
CURRENT YEAR-P&I		
PRIOR YEARS-BASE TAX	38,686.34	(1,108.95) PRIOR
PRIOR YEARS-P&I	13,177.11	
ROLLBACK	21,957.42	ROLLBACK
ROLLBACK P&I		
ATTORNEY FEES	6,832.17	PURGED
TOTAL COLLECTIONS	2,418,489.31	(5,145.87)
LESS TRANSFERRED	1,100,409.84	
LESS IN TRANSIT	1,314,612.67	
LESS DUE TO HCAD COMM. FEE	90.80	
LESS DUE TO CO TREASURER	3,376.00	
	-	
BALANCE	-	

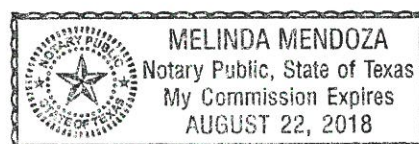
*****AFFIDAVIT*****

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE CITY OF SAN JUAN, DO
SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR
THE MONTH OF JANUARY 2018 IS CORRECT.

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

SWORN AND SUBSCRIBED BEFORE ME THIS 14th DAY OF FEBRUARY 2018 A.D.

Melinda Mendoza
NOTARY PUBLIC, HIDALGO COUNTY, TEXAS



PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
CITY OF SAN JUAN
TAX COLLECTION REPORT
FOR THE MONTH OF JANUARY 2018

<u>AD VALOREM - CITY OF SAN JUAN</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>DIFFERENCE</u>
<u>2017 CURRENT</u>			
ORIGINAL LEVY	7,112,363.88	6,638,277.98	474,085.90
MODIFICATIONS	15,576.11	(10,913.72)	26,489.83
CURRENT LEVY	7,127,939.99	6,627,364.26	500,575.73
CURRENT COLLECTIONS THIS MONTH	2,337,836.27	2,198,095.07	139,741.20
CURRENT COLLECTIONS TO DATE	5,537,376.14	5,130,709.37	406,666.77
OUTSTANDING TO DATE	1,590,563.85	1,496,654.89	93,908.96
PERCENT COLLECTED/ORIGINAL	77.86%	77.29%	0.57%
PERCENT COLLECTED/MODIFIED	77.69%	77.42%	0.27%
TOTAL COLLECTIONS FISCAL YEAR	5,537,376.14	5,130,709.37	
<u>DELINQUENT</u>			
ORIGINAL LEVY	1,449,100.77	1,435,488.73	13,612.04
MODIFICATIONS	1,237.10	(283.91)	1,521.01
DELINQUENT LEVY	1,450,337.87	1,435,204.82	15,133.05
DELINQUENT COLLECTIONS THIS MONTH	38,686.34	43,063.55	(4,377.21)
DELINQUENT COLLECTIONS TO DATE	132,434.08	131,233.95	1,200.13
OUTSTANDING TO DATE	1,317,903.79	1,303,970.87	13,932.92
PERCENT COLLECTED/ORIGINAL	9.14%	9.14%	0.00%
PERCENT COLLECTED/MODIFIED	9.13%	9.14%	-0.01%
TOTAL COLLECTIONS FISCAL YEAR	132,434.08	131,233.95	
<u>ROLLBACK</u>			
ORIGINAL LEVY	21,957.42	2,534.74	19,422.68
MODIFICATIONS	0.00	0.00	0.00
ROLLBACK LEVY	21,957.42	2,534.74	19,422.68
ROLLBACK COLLECTIONS THIS MONTH	21,957.42	0.00	21,957.42
ROLLBACK COLLECTIONS TO DATE	21,957.42	0.00	21,957.42
OUTSTANDING TO DATE	0.00	2,534.74	(2,534.74)
PERCENT COLLECTED/ORIGINAL	100.00%	0.00%	100.00%
PERCENT COLLECTED/MODIFIED	100.00%	0.00%	100.00%
TOTAL COLLECTIONS FISCAL YEAR	21,957.42	0.00	

**CITY OF SAN JUAN, TEXAS
AS OF JANUARY 2018**

Levy 2017 (17-18 YR)

7,112,363.88	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEPT 2018
Adjustments	10,342.19	7,030.81	19,613.03	15,576.11	-	-	-	-	-	-	-	-
Adjstid Levy	7,122,706.07	7,119,394.69	7,131,976.91	7,127,939.99	7,112,363.88	7,112,363.88	7,112,363.88	7,112,363.88	7,112,363.88	7,112,363.88	7,112,363.88	7,112,363.88
Collections	39,756.60	482,899.51	3,199,539.87	5,537,376.14	-	-	-	-	-	-	-	-
Percentage	0.56	6.78	44.86	77.69	-	-	-	-	-	-	-	-

Levy 2016 (16-17 YR)

6,638,277.98	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017	JUL 2017	AUG 2017	SEPT 2017
Adjustments	(2,244.53)	(3,422.70)	(7,758.17)	(10,913.72)	(10,913.72)	(15,052.40)	(16,154.85)	(15,889.62)	(16,537.42)	(16,537.42)	(16,537.42)	(19,259.27)
Adjstid Levy	6,636,033.45	6,634,855.28	6,630,519.81	6,627,364.26	6,627,364.26	6,623,225.58	6,622,123.13	6,622,388.36	6,621,740.56	6,621,740.56	6,621,740.56	6,619,018.71
Collections	38,038.02	484,217.14	2,932,614.30	5,130,709.37	5,593,914.24	5,874,412.22	5,981,376.95	6,063,246.26	6,135,073.86	6,173,392.85	6,211,806.10	6,232,308.52
Percentage	0.57	7.30	44.23	77.42	84.41	88.69	90.32	91.56	92.65	93.23	93.81	94.16

Levy 2015 (15-16 YR)

6,363,985.51	OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEPT 2016
Adjustments	16,923.38	16,343.86	15,174.33	12,248.13	3,359.23	2,743.56	3,689.88	3,689.88	3,643.08	3,453.65	3,453.65	2,492.92
Adjstid Levy	6,380,908.89	6,380,329.37	6,379,159.84	6,376,233.64	6,367,344.74	6,366,729.07	6,367,675.39	6,367,675.39	6,367,628.59	6,367,439.16	6,367,439.16	6,366,478.43
Collections	30,228.48	473,930.57	2,957,041.48	4,868,335.42	5,383,897.22	5,636,678.33	5,759,686.01	5,836,094.81	5,909,114.77	5,945,053.31	5,978,898.45	6,006,559.85
Percentage	0.47	7.43	46.35	76.35	84.55	88.53	90.45	91.65	92.80	93.37	93.90	94.35

Levy 2014 (14-15 YR)

6,062,874.30	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEPT 2015
Adjustments	60,733.51	60,140.93	56,698.99	53,665.41	34,516.60	24,796.93	23,579.34	27,488.04	24,224.31	23,656.24	22,138.85	22,138.85
Adjstid Levy	6,123,607.81	6,123,015.23	6,119,573.29	6,116,539.71	6,097,390.90	6,087,671.23	6,086,453.64	6,090,362.34	6,087,098.61	6,086,530.54	6,085,013.15	6,085,013.15
Collections	16,215.04	492,588.40	2,645,528.79	4,602,715.11	5,106,457.36	5,336,845.78	5,422,212.16	5,505,371.53	5,593,139.34	5,669,786.37	5,702,816.66	5,720,270.90
Percentage	0.26	8.04	43.23	75.25	83.75	87.67	89.09	90.39	91.89	93.15	93.72	94.01

Levy 2013 (13-14 YR)

6,026,969.81	OCT 2013	NOV 13	DEC 13	JAN 14	FEB 14	MAR 14	APR 14	MAY 14	JUN 14	JUL 2014	AUG 2014	SEPT 14
Adjustments	(34.83)	4,339.90	2,590.79	(5,378.19)	(6,015.81)	(8,260.56)	(11,819.73)	(8,375.80)	(12,883.52)	(15,059.23)	(15,348.77)	(16,498.87)
Adjstid Levy	6,026,934.98	6,031,309.71	6,029,560.60	6,021,591.62	6,020,954.00	6,018,709.25	6,015,150.08	6,018,594.01	6,014,086.29	6,011,910.58	6,011,621.04	6,010,470.94
Collections	32,279.62	601,876.01	2,596,943.90	4,373,398.17	4,986,813.44	5,265,476.99	5,363,199.71	5,431,795.38	5,510,781.54	5,573,532.08	5,598,332.25	5,620,809.41
Percentage	0.54	9.98	43.07	72.63	82.82	87.49	89.16	90.25	91.63	92.71	93.13	93.52

Levy 2012 (12-13 YR)

5,863,668.66	OCT 2012	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	APR 13	MAY 13	JUN 13	JUL 2013	AUG 2013	SEP 13
Adjustments	-	-	7,624.63	8,071.65	6,337.14	25,567.07	(6,855.00)	(7,107.30)	(13,669.36)	(13,669.36)	(14,510.29)	(15,355.04)
Adjusted Levy	5,863,668.66	5,863,668.66	5,871,293.29	5,871,740.31	5,870,005.80	5,889,235.73	5,856,813.66	5,856,561.36	5,849,999.30	5,849,999.30	5,849,158.37	5,848,313.62
Collections	2,857.95	394,574.30	2,403,399.43	4,142,161.70	4,771,528.55	5,056,363.27	5,208,931.41	5,298,704.35	5,376,134.09	5,421,008.00	5,450,025.91	5,464,167.23
Percentage	0.05	6.73	40.93	70.54	81.29	85.86	88.94	90.47	91.90	92.67	93.18	93.43

Levy 2011 (FY 11-12)

5,807,342.89	OCT 11	NOV 11	DEC 11	JAN 12	FEB 12	MAR 12	APR 12	MAY 12	JUN 12	JUL 2012	AUG 2012	Sept 12
Adjustments	(434.68)	9,757.00	7,191.02	6,935.04	6,744.28	2,616.92	1,327.13	(8,800.15)	(8,800.15)	(8,800.15)	(8,800.15)	(16,234.68)
Adjusted Levy	5,806,908.21	5,817,099.89	5,814,533.91	5,814,277.93	5,814,087.17	5,809,959.81	5,808,670.02	5,798,542.74	5,798,542.74	5,798,542.74	5,798,542.74	5,791,108.21
Collections	25,371.26	392,871.83	2,396,193.95	4,155,865.79	4,708,746.12	4,965,341.54	5,065,102.65	5,150,088.82	5,222,129.74	5,277,964.33	5,311,263.11	5,330,189.09
Percentage	0.44	6.75	41.21	71.48	80.99	85.46	87.20	88.82	90.06	91.02	91.60	92.04

Levy 2010 (FY 10-11)

5,689,359.60	OCT 10	NOV 10	DEC 10	JAN 11	FEB 11	MAR 11	APR 11	MAY 11	JUN 11	JUL 11	AUG 11	Sept 11
Adjustments	(369.63)	(2,132.72)	(365.30)	(4,388.62)	(4,901.42)	(5,178.87)	(6,706.52)	(2,962.02)	(4,257.62)	(11,079.53)	(11,173.60)	(11,810.88)
Adjusted Levy	5,688,989.97	5,687,226.88	5,688,994.30	5,684,970.98	5,684,458.18	5,684,180.73	5,682,653.08	5,686,397.58	5,685,101.98	5,678,280.07	5,678,186.00	5,677,548.72
Collections	11,208.32	303,322.85	2,229,933.43	3,961,301.50	4,493,973.39	4,795,345.18	4,910,935.95	5,002,794.49	5,110,911.55	5,160,040.97	5,182,936.93	5,202,931.77
Percentage	0.20	5.33	39.20	69.68	79.06	84.36	86.42	87.98	89.90	90.87	91.28	91.64

Levy 2009 (FY 09-10)

5,701,885.79	OCT 09	NOV 09	DEC 09	JAN 10	FEB 10	MAR 10	APR 10	MAY 10	JUN 10	JUL 10	AUG 10	SEP 10
Adjustments	-	7,424.84	16,530.13	14,684.93	14,684.93	(14,062.27)	(15,130.69)	(14,892.39)	(21,523.95)	(22,109.34)	(23,755.08)	(24,108.71)
Adjusted Levy	5,701,885.79	5,709,310.63	5,718,415.92	5,716,570.72	5,716,570.72	5,687,823.52	5,686,755.10	5,686,993.40	5,680,361.84	5,679,776.45	5,678,130.71	5,677,777.08
Collections	20,202.08	312,328.39	2,062,388.58	3,825,229.28	4,409,951.58	4,628,745.47	4,740,932.15	4,854,551.44	4,950,637.34	5,007,393.58	5,051,197.80	5,080,118.00
Percentage	0.35	5.47	36.07	66.91	77.14	81.38	83.37	85.36	87.15	88.16	88.96	89.47

Levy 2008 (FY 08-09)

5,024,376.42	OCT 08	NOV 08	DEC 08	JAN 09	FEB 09	MAR 09	APR 09	MAY 09	JUN 09	JUL 09	AUG 09	SEP 09
Adjustments	2,627.82	36,019.13	60,676.90	60,676.90	52,123.47	29,177.11	27,155.50	23,864.16	23,055.80	23,055.80	23,047.86	22,638.15
Adjusted Levy	5,027,004.24	5,060,395.55	5,085,053.32	5,085,053.32	5,076,499.89	5,053,553.53	5,051,531.92	5,048,240.58	5,047,432.22	5,047,432.22	5,047,424.28	5,047,014.57
Collections	58,594.96	304,883.37	1,731,394.12	3,322,372.84	3,910,956.49	4,110,332.08	4,204,850.46	4,313,453.83	4,404,354.93	4,469,283.70	4,497,381.41	4,525,948.61
Percentage	1.17	6.02	34.05	65.34	77.04	81.34	83.24	85.44	87.26	88.55	89.10	89.68

Levy 2007 (FY 07-08)

4,465,732.01	OCT 07	NOV 07	DEC 07	JAN 08	FEB 08	MAR 08	APR 08	MAY 08	JUN 08	JUL 08	AUG 08	SEP 08
Adjustments	5,634.29	25,650.41	26,468.55	26,317.38	23,912.91	53,985.03	70,876.85	70,208.10	75,527.65	75,857.78	75,857.78	71,443.44
Adjusted Levy	4,471,366.30	4,491,382.42	4,492,200.56	4,492,049.39	4,489,644.92	4,519,717.04	4,536,608.86	4,535,940.11	4,541,259.66	4,541,589.79	4,541,589.79	4,537,175.45
Collections	-	174,014.26	1,414,513.24	2,700,830.81	3,404,823.73	3,610,562.37	3,725,312.50	3,818,853.23	3,936,124.72	3,996,774.34	4,047,092.33	4,084,101.82
Percentage	-	3.87	31.49	60.12	75.84	79.88	82.12	84.19	86.67	88.00	89.11	90.01

Levy 2006 (FY 06-07)												
3,969,895.75												
Adjustments	OCT 06	NOV 06	DEC 06	JAN 07	FEB 07	MAR 07	APR 07	MAY 07	JUN 07	JUL 07	AUG 07	SEP 07
Adjust Levy	652.70	3,094.18	3,880.78	2,673.19	2,956.92	1,511.22	1,882.04	4476.77	4,476.77	4,196.49	3,820.62	3,820.62
	3,970,548.45	3,972,989.93	3,973,776.53	3,972,568.94	3,972,852.67	3,971,406.97	3,971,777.79	3,974,372.52	3,974,372.52	3,974,092.24	3,973,716.37	3,973,716.37
Collections	7,623.95	256,052.80	1,252,142.50	2,367,711.39	2,955,181.63	3,152,274.42	3,241,653.45	3,311,256.82	3,396,702.55	3,450,406.31	3,507,247.07	3,543,750.21
Percentage	0.19	6.44	31.51	59.60	74.38	79.37	81.62	83.32	85.47	86.82	88.26	89.18
Levy 2005 (FY 05-06)												
3,624,334.79												
Adjustments	OCT 05	NOV 05	DEC 05	JAN 06	FEB 06	MAR 06	APR 06	MAY 06	JUN 06	JUL 06	AUG 06	SEP 06
Adjust Levy	11,601.05	27,324.77	27,418.24	26,296.99	25,427.27	25,748.58	25,804.16	25,728.96	25,963.46	25,963.46	25,282.63	24,069.10
	3,635,935.84	3,651,659.56	3,651,753.03	3,650,631.78	3,649,762.06	3,650,083.37	3,650,138.95	3,650,063.75	3,650,298.25	3,650,298.25	3,649,617.42	3,648,403.89
Collections	235,068.44	1,216,067.43	1,485,867.17	2,145,921.90	2,680,117.58	2,859,160.58	2,942,344.67	3,001,789.83	3,069,943.94	3,123,142.83	3,160,234.59	3,184,175.39
Percentage	6.47	33.30	40.69	58.78	73.43	78.33	80.61	82.24	84.10	85.56	86.59	87.28
PREPARED BY: Leroy Gonzales												
February 20, 2018												



Mayor: Mario Garza
Mayor Pro-Tem: Pete Garcia
Commissioners: Jesus "Jesse" Ramirez
Ernesto "Neto" Guajardo
Leonardo "Lenny" Sanchez

Memorandum

To: Benjamin Arjona , City Manager
From: Leroy Gonzales, Director of Finance
Date: February 20, 2018
Subject: Budget Expenditure Report- December 2017

Attached you will find the above mentioned report for the City of San Juan, Texas.

The funds are listed as follows:

<u>Approved Budgets:</u>	<u>Fund No.</u>	<u>Page</u>
• General Fund	10	1
• Enterprise Funds		
a. Solid Waste	22	6
b. Utility Fund	56	7
c. Utility I & S	60	9
• Special Revenue Fund:		
a. Municipal Court-Building Security	20	10
b. Municipal Court-Technology	21	11
c. Revolving Loan	23	12
d. Parks Sport Fee	25	13
e. Parks Development	26	14
f. Wrecker Law Enforcement	27	15
g. Asset Forfeiture-State	28	16
h. Miscellaneous Grants	30	17
i. Crime Victims Liaison Grant	32	18
j. Hotel/Motel Occupancy Tax	33	19
k. Asset Forfeiture-Federal Sharing	35	20
• Debt Service Fund	36	21
<u>Other City Funds:</u>		
• Capital Projects		
a. CIP-Street-Series 2015	44	22
b. Certificate of Obligation 2017	48	23
c. Library Construction Funds	45	24

Other City Funds –Continue

d. Certificate of Obligation 2007	52	25
e. 2014 Bond	54	26

Component Unit:

• San Juan Economic Development Corp.	24	27
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C: Mayor, Mario Garza

Mayor Pro-Tem, -Jesus “Jesse” Ramirez

Commissioners: Ernesto “Neto” Guajardo

Raudel Maldonado

Pete Garcia

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

							Budget Target 25%
10 -GENERAL FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
PROPERTY TAXES	5,507,086	1,967,361.79	-	3,539,724.21	321,850.12	1,589,051.93	35.72
SALES TAX REVENUE	2,636,959	680,243.72	-	1,956,715.28	245,350.46	216,415.34	25.80
FRANCHISE TAX	1,050,638	177,986.11	-	872,651.89	96,632.44	36,106.73	16.94
LICENSES & PERMITS	283,118	61,475.93	-	221,642.07	19,541.92	18,643.35	21.71
FEES & FINES	562,359	126,785.47	-	435,573.53	40,634.28	41,655.09	22.55
INTERGOVERNMENTAL REVENUE	750,157	172,210.93	-	577,946.07	60,727.89	59,853.84	22.96
OTHER REVENUE	319,742	38,883.56	-	280,858.44	20,856.94	10,369.05	12.16
Transfer Inn	-	-	-	-	-	-	-
TOTAL REVENUES	11,110,059	3,224,947.51	-	7,885,111.49	805,594.05	1,972,095.33	29.03
EXPENDITURE SUMMARY							
LEGISLATIVE							
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
PUR PROP SRVS & OTH SRVS	17,850	2,645.31	-	15,204.69	1,983.69	220.21	14.82
SUPPLIES	6,000	1,624.28	(30.00)	4,405.72	391.02	669.16	26.57
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	135,500	48,030.57	37,500.00	49,969.43	13,985.20	32,045.37	63.12
LEGISLATIVE	159,350	52,300.16	37,470.00	69,579.84	16,359.91	32,934.74	56.34
CITY MANAGER							
SALARIES & WAGES/BENEFIT	154,135	32,425.01	-	121,709.99	11,575.54	13,294.63	21.04
PURCHASED PROF/TECH SRVS	36,000	9,000.00	27,000.00	-	3,000.00	3,000.00	-
PUR PROP SRVS & OTH SRVS	2,441	2,054.73	-	386.27	647.66	840.04	84.18
SUPPLIES	258	87.00	-	171.00	-	87.00	33.72
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
CITY MANAGER	192,834	43,566.74	27,000.00	122,267.26	15,223.20	17,221.67	36.59
CITY SECRETARY							
SALARIES & WAGES/BENEFIT	117,169	29,871.42	-	87,297.58	10,290.77	10,405.64	25.49
PURCHASED PROF/TECH SRVS	5,360	31.91	-	5,328.09	-	31.91	0.60
PUR PROP SRVS & OTH SRVS	6,800	1,175.95	-	5,624.05	685.95	490.00	17.29
SUPPLIES	4,950	437.67	761.74	3,750.59	62.25	22.97	24.23
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	32,500	-	-	32,500.00	-	-	-
CITY SECRETARY	166,779	31,516.95	761.74	134,500.31	11,038.97	10,950.52	19.35
MUNICIPAL COURT							
SALARIES & WAGES/BENEFIT	156,417	28,251.53	-	128,165.47	9,897.83	11,006.10	18.06
PURCHASED PROF/TECH SRVS	65,656	4,466.91	60,603.30	585.79	8.75	4,449.41	99.11
PUR PROP SRVS & OTH SRVS	5,580	1,092.32	-	4,487.68	239.32	800.58	19.58
SUPPLIES	3,600	665.85	39.83	2,894.32	155.92	305.22	19.60
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
MUNICIPAL COURT	231,253	34,476.61	60,643.13	136,133.26	10,301.82	16,561.31	41.13

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

Budget Target 25%
% RECEIV. EXPENDED

10 -GENERAL FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
FINANCE							
SALARIES & WAGES/BENEFIT	281,325	46,343.19	-	234,981.81	15,605.57	19,750.54	16.47
PURCHASED PROF/TECH SRVS	3,500	-	-	3,500.00	-	-	-
PUR PROP SRVS & OTH SRVS	10,400	2,068.38	1,600.00	6,731.62	1,506.41	496.86	35.27
SUPPLIES	4,180	666.97	(1.73)	3,514.76	62.55	348.00	15.91
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	2,619	694.25	918.00	1,006.75	103.75	486.75	61.56
FINANCE	302,024	49,772.79	2,516.27	249,734.94	17,278.28	21,082.15	17.31
PLANNING							
SALARIES & WAGES/BENEFIT	470,047	102,933.96	-	367,113.04	36,659.07	39,916.04	21.90
PURCHASED PROF/TECH SRVS	103,480	1,200.00	2,600.00	99,680.00	-	900.00	3.67
PUR PROP SRVS & OTH SRVS	14,501	4,023.48	2,647.27	7,830.25	1,498.31	926.10	46.00
SUPPLIES	25,487	6,378.78	5,749.27	13,358.95	2,430.72	1,922.56	47.59
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	201,675	42,384.00	108,990.03	50,300.97	26,312.34	11,561.66	75.06
PLANNING	815,190	156,920.22	119,986.57	538,283.21	66,900.44	55,226.36	33.97
POLICE							
SALARIES & WAGES/BENEFIT	3,197,667	682,754.35	-	2,514,912.65	248,042.26	265,906.01	21.35
PURCHASED PROF/TECH SRVS	63,000	3,210.18	1,134.00	58,655.82	935.00	635.00	6.90
PUR PROP SRVS & OTH SRVS	76,561	8,228.76	3,891.66	64,440.58	3,009.22	3,145.98	15.83
SUPPLIES	140,100	54,302.94	13,682.75	72,114.31	13,900.50	25,253.95	48.53
CAPITAL OUTLAY	347,870	141,841.01	43,832.10	162,196.89	75,489.94	29,257.17	-
MISCELLANEOUS	30,788	12,648.66	2,754.50	15,384.84	-	7,111.00	50.03
POLICE	3,855,986	902,985.90	65,295.01	2,887,705.09	341,376.92	331,309.11	25.11
FIRE							
SALARIES & WAGES/BENEFIT	1,334,382	290,523.13	-	1,043,858.87	99,713.54	120,745.68	21.77
PURCHASED PROF/TECH SRVS	12,000	340.28	1,480.00	10,179.72	340.28	-	15.17
PUR PROP SRVS & OTH SRVS	60,050	21,351.92	(6,980.04)	45,678.12	10,028.45	1,198.14	23.93
SUPPLIES	105,500	22,901.52	(1,213.18)	83,811.66	5,100.73	7,551.66	20.56
CAPITAL OUTLAY	577,468	24,181.99	13,185.84	540,100.17	-	80.00	-
DEBT SERVICE	45,250	-	548,998.30	(503,748.30)	-	-	1,213.26
MISCELLANEOUS	10,000	6,064.00	-	3,936.00	550.00	3,814.00	60.64
FIRE	2,144,650	365,362.84	555,470.92	1,223,816.24	115,733.00	133,389.48	42.94
STREETS, ALLEY, OTHER							
SALARIES & WAGES/BENEFIT	231,488	39,904.34	-	191,583.66	13,659.12	15,393.21	17.24
PUR PROP SRVS & OTH SRVS	252,000	75,254.61	929.85	175,815.54	25,261.18	25,118.64	30.23
SUPPLIES	44,700	27,057.37	2,504.29	15,138.34	9,440.98	2,572.78	66.13
CAPITAL OUTLAY	1,391,654	633,604.63	291,601.14	466,448.23	448,504.55	182,137.58	-
MISCELLANEOUS	-	-	-	-	-	-	-
STREETS, ALLEY, OTHER	1,919,842	775,820.95	295,035.28	848,985.77	496,865.83	225,222.21	55.78

**City of San Juan, Texas
Budget Expenditures Report
December 31, 2017**

Budget Target 25% % RECEIV. EXPENDED
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10 -GENERAL FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
CENTRAL GARAGE							
SALARIES & WAGES/BENEFIT	67,926	15,725.41	-	52,200.59	5,499.50	6,238.10	23.15
PUR PROP SRVS & OTH SRVS	2,000	1,010.87	(435.00)	1,424.13	56.09	56.09	28.79
SUPPLIES	7,400	2,713.13	294.37	4,392.50	780.93	687.09	40.64
CAPITAL OUTLAY	2,000	-	-	2,000.00	-	-	-
CENTRAL GARAGE	79,326	19,449.41	(140.63)	60,017.22	6,336.52	6,981.28	24.34
PARKS							
SALARIES & WAGES/BENEFIT	491,149	114,414.09	-	376,734.91	39,755.07	43,084.77	23.30
PURCHASED PROF/TECH SRVS	1,000	-	-	1,000.00	-	-	-
PUR PROP SRVS & OTH SRVS	97,550	27,683.63	360.00	69,506.37	9,911.52	8,909.18	28.75
SUPPLIES	47,700	14,283.54	621.85	32,794.61	4,557.89	5,584.36	31.25
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	600	600.00	-	-	-	600.00	100.00
PARKS	637,999	156,981.26	981.85	480,035.89	54,224.48	58,178.31	24.76
MUNICIPAL SWIMMING POOL							
SALARIES & WAGES/BENEFIT	-	-	-	-	-	-	-
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
PUR PROP SRVS & OTH SRVS	-	430.09	-	(430.09)	109.49	111.39	-
SUPPLIES	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
MUNICIPAL SWIMMING POOL	-	430.09	-	(430.09)	109.49	111.39	-
BUILDING MAINTENANCE							
SALARIES & WAGES/BENEFIT	187,663	29,542.98	-	158,120.02	9,482.69	14,040.72	15.74
PURCHASED PROF/TECH SRVS	500	-	475.00	25.00	-	-	95.00
PUR PROP SRVS & OTH SRVS	14,807	3,923.07	(15.00)	10,898.93	1,032.78	1,395.46	26.39
SUPPLIES	43,200	10,350.59	7,517.10	25,332.31	2,950.12	3,900.75	41.36
CAPITAL OUTLAY	1,500	5,215.00	(5,215.00)	1,500.00	5,215.00	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
BUILDING MAINTENANCE	247,670	49,031.64	2,762.10	195,876.26	18,680.59	19,336.93	20.91
LIBRARY							
SALARIES & WAGES/BENEFIT	250,987	58,666.88	-	192,320.12	22,082.48	21,511.11	23.37
PURCHASED PROF/TECH SRVS	3,000	1,202.10	-	1,797.90	1,202.10	-	40.07
PUR PROP SRVS & OTH SRVS	37,050	8,920.45	-	28,129.55	3,001.18	2,124.90	24.08
SUPPLIES	1,550	435.86	-	1,114.14	145.86	290.00	28.12
CAPITAL OUTLAY	11,000	-	-	11,000.00	-	-	-
MISCELLANEOUS	20,250	499.72	4,540.97	15,209.31	115.40	324.57	24.89
LIBRARY	323,837	69,725.01	4,540.97	249,571.02	26,547.02	24,250.58	22.93

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

Budget Target 25%

10 -GENERAL FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
RECREATION							
SALARIES & WAGES/BENEFIT	247,368	51,357.39	-	196,010.61	20,470.16	19,451.39	20.76
PURCHASED PROF/TECH SRVS	4,500	122.60	150.00	4,227.40	34.20	48.30	6.06
PUR PROP SRVS & OTH SRVS	6,000	1,040.00	-	4,960.00	880.00	-	17.33
SUPPLIES	12,500	892.27	-	11,607.73	37.10	280.91	7.14
CAPITAL OUTLAY	20,000	-	-	20,000.00	-	-	-
MISCELLANEOUS	209,500	52,749.93	(583.12)	157,333.19	12,966.34	17,654.71	24.90
RECREATION	499,868	106,162.19	(433.12)	394,138.93	34,387.80	37,435.31	21.15
PURCHASING/RISK MGMT							
SALARIES & WAGES/BENEFIT	96,318	17,621.86	-	78,696.14	5,743.39	8,231.77	18.30
PURCHASED PROF/TECH SRVS	500	-	-	500.00	-	-	-
PUR PROP SRVS & OTH SRVS	4,550	0.46	-	4,549.54	-	0.46	0.01
SUPPLIES	1,590	529.85	5.89	1,054.26	298.91	86.95	33.69
MISCELLANEOUS	500	75.00	-	425.00	75.00	-	15.00
PURCHASING/RISK MGMT	103,458	18,227.17	5.89	85,224.94	6,117.30	8,319.18	17.62
ADMINISTRATION							
PURCHASED PROF/TECH SRVS	383,005	15,288.86	-	367,716.14	8,476.00	3,411.64	3.99
PUR PROP SRVS & OTH SRVS	145,259	37,835.83	-	107,423.17	11,829.39	12,900.15	26.05
SUPPLIES	2,300	219.00	-	2,081.00	91.04	49.51	9.52
DEBT SERVICE	127,700	-	-	127,700.00	-	-	-
MISCELLANEOUS	51,000	-	-	51,000.00	-	-	-
ADMINISTRATION	709,264	53,343.69	-	655,920.31	20,396.43	16,361.30	7.52
HUMAN RESOURCES							
SALARIES & WAGES/BENEFIT	152,400	34,578.69	-	117,821.31	12,350.72	13,044.14	22.69
PURCHASED PROF/TECH SRVS	13,000	2,975.00	1,734.23	8,290.77	2,500.77	174.23	36.22
PUR PROP SRVS & OTH SRVS	16,640	5,078.45	-	11,561.55	2,782.65	-	30.52
SUPPLIES	2,275	165.10	209.76	1,900.14	-	116.00	16.48
CAPITAL OUTLAY	600	-	-	600.00	-	-	-
MISCELLANEOUS	750	-	-	750.00	-	-	-
HUMAN RESOURCES	185,665	42,797.24	1,943.99	140,923.77	17,634.14	13,334.37	24.10
INFORMATION TECHNOLOGY							
SALARIES & WAGES/BENEFIT	177,901	37,321.32	-	140,579.68	12,554.55	15,964.50	20.98
PURCHASED PROF/TECH SRVS	101,032	73,860.71	14,711.95	12,459.34	26,803.12	40,455.92	87.67
PUR PROP SRVS & OTH SRVS	124,735	20,545.07	24,196.04	79,993.89	6,306.67	13,801.13	35.87
SUPPLIES	12,950	1,584.20	(92.15)	11,457.95	884.19	477.49	11.52
CAPITAL OUTLAY	18,000	2,886.51	(234.94)	15,348.43	-	2,031.90	14.73
MISCELLANEOUS	5,895	570.72	-	5,324.28	404.19	148.99	9.68
INFORMATION TECHNOLOGY	440,513	136,768.53	38,580.90	265,163.57	46,952.72	72,879.93	39.81

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10 -GENERAL FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	Budget Target 25%
							% RECEIV. EXPENDED
EMERGENCY MANAGEMENT							
PURCHASED PROF/TECH SRVS	15,000	-	15,000.00	-	-	-	100.00
PUR PROP SRVS & OTH SRVS	3,000	892.00	-	2,108.00	597.00	295.00	29.73
SUPPLIES	1,000	-	-	1,000.00	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
EMERGENCY MANAGEMENT	19,000	892.00	15,000.00	3,108.00	597.00	295.00	83.64
STORMWATER DIVISION							
SALAREIES & WAGES/BENEFIT	57,154	15,468.48	-	41,685.52	5,149.62	6,138.15	27.06
PURCHASED PROF/TECH SRVS	2,500	-	-	2,500.00	-	-	-
SUPPLIES	16,550	589.57	184.29	15,776.14	252.82	210.12	4.68
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	18,000	-	-	18,000.00	-	-	-
	94,204	16,058.05	184.29	77,961.66	5,402.44	6,348.27	17.24
TOTAL EXPENDITURES	13,128,712	3,082,589.44	1,227,605.16	8,818,517.40	1,328,464.30	1,107,729.40	32.83
	=====	=====	=====	=====	=====	=====	=====
EVENUES OVER/(UNDER) EXPENDITURE	(2,018,653)	142,358.07	(1,227,605.16)	(933,405.91)	(199,137.61)	(522,870.25)	-
TRANSFER IN	-	-	-	-	-	-	-
TRANSFER OUT	73,334	-	-	73,334.00	-	-	-
REVENUES & OTHER SOURCES OVER/ UNDER) EXPENDITURES & OTHER (USES	(2,091,987)	142,358.07	(1,227,605.16)	(1,006,739.91)	(199,137.61)	(522,870.25)	51.88
	=====	=====	=====	=====	=====	=====	=====

City of San Juan, Texas
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Budget Target 25%

22 -SOLID WASTE FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
REFUSE COLLECTION SYSTEM	2,867,043	729,732.62	-	2,137,310.38	243,900.12	245,357.17	25.45
OTHER REVENUE	23,900	8,190.10	-	15,709.90	4,265.40	952.91	34.27
TOTAL REVENUES	2,890,943	737,922.72	-	2,153,020.28	248,165.52	246,310.08	25.53
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
SANITATION							
SALARIES & WAGES/BENEFIT	1,104,454	209,239.82	-	895,214.18	92,815.00	104,205.73	18.95
PUR PROP SRVS & OTH SRVS	212,024	62,649.59	6,848.60	142,525.81	20,376.79	21,639.66	32.78
SUPPLIES	206,600	78,970.01	26,988.23	100,641.76	26,162.78	27,663.37	51.29
CAPITAL OUTLAY	50,000	-	29,209.00	20,791.00	-	-	58.42
MISCELLANEOUS	515,700	78,177.35	299,340.44	138,182.21	37,673.53	401.50	73.20
SANITATION	2,088,778	429,036.77	362,386.27	1,297,354.96	177,028.10	153,910.26	37.89
ORGANIZATIONAL							
PURCHASED PROF/TECH SRVS	92,107	19,077.50	-	73,029.50	6,350.00	6,373.75	20.71
PUR PROP SRVS & OTH SRVS	26,000	10,907.53	-	15,092.47	2,447.08	2,447.08	41.95
DEBT SERVICE	111,275	-	-	111,275.00	-	-	-
MISCELLANEOUS	213,930	52,857.51	-	161,072.49	17,619.17	17,619.17	24.71
ORGANIZATIONAL	443,312	82,842.54	-	360,469.46	26,416.25	26,440.00	18.69
Transfer Out	-	-	-	-	-	-	-
TOTAL EXPENDITURES	2,532,090	511,879.31	362,386.27	1,657,824.42	203,444.35	180,350.26	34.53
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	358,853	226,043.41	(362,386.27)	495,195.86	44,721.17	65,959.82	(37.99)

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Budget
Target
25%

56-UTILITY FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
WATER SYSTEMS	2,644,850	633,155.82	-	2,011,694.18	218,174.09	209,491.26	23.94
SEWER SYSTEMS	2,731,838	668,781.79	-	2,063,056.21	249,299.69	210,235.12	24.48
OTHER REVENUES	30,000	15,687.76	-	14,312.24	4,878.24	6,547.50	52.29
OTHER REVENUES	31,710	29,949.16	-	1,760.84	1,577.52	15,067.79	94.45
TOTAL REVENUES	5,438,398	1,347,574.53	-	4,090,823.47	473,929.54	441,341.67	24.78
EXPENDITURE SUMMARY							
UTILITY BILLING & COLLEC							
SALARIES & WAGES/BENEFIT	216,021	36,102.32	-	179,918.68	18,252.01	20,570.39	16.71
PURCHASED PROF/TECH SRVS	30,208	13,701.16	2,440.00	14,066.84	1,417.36	12,283.80	53.43
PUR PROP SRVS & OTH SRVS	85,915	21,096.98	7,232.75	57,585.27	12,003.95	5,455.07	32.97
SUPPLIES	54,088	14,101.58	566.86	39,419.56	6,451.86	1,779.60	27.12
MISCELLANEOUS	38,151	10,148.33	27,630.67	372.00	3,297.35	3,801.80	99.02
UTILITY BILLING & COLLEC	424,383	95,150.37	37,870.28	291,362.35	41,422.53	43,890.66	31.34
UTILITY ADMINISTRATION							
SALARIES & WAGES/BENEFIT	101,587	17,921.04	-	83,665.96	7,111.14	9,000.61	17.64
PURCHASED PROF/TECH SRVS	47,000	-	-	47,000.00	-	-	-
PUR PROP SRVS & OTH SRVS	20,728	2,937.49	1,556.78	16,233.73	543.32	1,440.70	21.68
SUPPLIES	6,900	2,206.93	(25.00)	4,718.07	106.89	2,009.99	31.62
MISCELLANEOUS	1,000	591.00	-	409.00	75.00	120.00	-
UTILITY ADMINISTRATION	177,215	23,656.46	1,531.78	152,026.76	7,836.35	12,571.30	14.21
WATER PLANT							
SALARIES & WAGES/BENEFIT	412,392	71,038.18	-	341,353.82	30,641.71	35,088.56	17.23
PURCHASED PROF/TECH SRVS	45,900	10,280.47	16,457.00	19,162.53	6,180.59	3,733.88	58.25
PUR PROP SRVS & OTH SRVS	288,122	57,983.88	1,610.00	228,528.12	13,186.66	22,378.13	20.68
SUPPLIES	371,880	93,506.84	50,384.16	227,989.00	30,984.86	20,252.66	38.69
CAPITAL OUTLAY	65,320	25,329.00	39,891.00	100.00	-	25,329.00	99.85
MISCELLANEOUS	33,030	35,041.69	(6,000.00)	3,988.31	34,381.23	120.00	87.93
WATER PLANT	1,216,644	293,180.06	102,342.16	821,121.78	115,375.05	106,902.23	32.51
WATER DISTRIBUTION							
SALARIES & WAGES/BENEFIT	253,947	42,607.15	-	211,339.85	20,654.87	24,365.00	16.78
PUR PROP SRVS & OTH SRVS	18,300	101.35	-	18,198.65	-	73.35	0.55
SUPPLIES	35,900	9,536.29	(261.08)	26,624.79	5,870.18	2,203.32	25.84
CAPITAL OUTLAY	1,300	1,264.64	-	35.36	-	1,264.64	-
MISCELLANEOUS	1,420	400.00	-	1,020.00	74.00	120.00	28.17
WATER DISTRIBUTION	310,867	53,909.43	(261.08)	257,218.65	26,599.05	28,026.31	17.26
SEWER COLLECTION							
SALARIES & WAGES/BENEFIT	297,652	39,935.95	-	257,716.05	18,284.32	21,913.94	13.42
PUR PROP SRVS & OTH SRVS	369,000	33,050.90	1,567.70	334,381.40	7,498.61	18,824.04	9.38
SUPPLIES	96,900	23,240.05	679.73	72,980.22	2,532.60	7,246.94	24.69
CAPITAL OUTLAY	-	15,126.00	(19,300.00)	4,174.00	15,126.00	-	-
MISCELLANEOUS	1,961	946.00	-	1,015.00	450.00	240.00	48.24
SEWER COLLECTION	765,513	112,298.90	(17,052.57)	670,266.67	43,891.53	48,224.92	12.44

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Budget Target 25% % RECEIV. EXPENDED
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56 -UTILITY FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
SEWER PLANT							
SALARIES & WAGES/BENEFIT	250,620	27,972.72	-	222,647.28	9,953.93	14,002.58	11.16
PURCHASED PROF/TECH SRVS	57,564	8,062.50	2,106.00	47,395.50	2,337.00	2,182.50	17.66
PUR PROP SRVS & OTH SRVS	418,470	80,764.36	300.00	337,405.64	25,850.94	29,414.72	19.37
SUPPLIES	76,840	16,441.58	21,479.06	38,919.36	4,363.18	3,349.94	49.35
CAPITAL OUTLAY	1,130	1,129.14	-	0.86	1,129.14	-	-
MISCELLANEOUS	96,181	47,069.88	-	49,111.12	7,350.00	8,195.00	48.94
SEWER PLANT	900,805	181,440.18	23,885.06	695,479.76	50,984.19	57,144.74	22.79
ORGANIZATIONAL							
PURCHASED PROF/TECH SRVS	69,297	12,745.00	-	56,552.00	4,240.00	4,263.75	18.39
PUR PROP SRVS & OTH SRVS	67,000	18,917.82	-	48,082.18	6,305.94	6,305.94	28.24
DEBT SERVICE	500	-	-	500.00	-	-	-
MISCELLANEOUS	412,620	104,687.75	-	307,932.25	34,929.25	34,879.25	25.37
ORGANIZATIONAL	549,417	136,350.57	-	413,066.43	45,475.19	45,448.94	24.82
TOTAL EXPENDITURES	4,344,844	895,985.97	148,315.63	3,300,542.40	331,583.89	342,209.10	24.04
REVENUES OVER/(UNDER) EXPENDITURES	1,093,554	451,588.56	(148,315.63)	790,281.07	142,345.65	99,132.57	27.73
TRANSFER IN	(1,093,554)	(455,440.80)	-	(638,113.20)	(151,813.60)	(151,813.60)	87.65
TRANSFER OUT	-	-	-	-	-	-	-
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER(USES)	-	(3,852.24)	(148,315.63)	152,167.87	(9,467.95)	(52,681.03)	-

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Budget Target 25% % RECEIV. EXPENDED
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60 -UTILITY I&S FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
OTHER REVENUE	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-
=====							
EXPENDITURE SUMMARY							
DEBT SERVICE							
DEBT SERVICE	986,616	-	-	986,616.00	-	-	-
MISCELLANEOUS	7,000	-	-	7,000.00	-	-	-
DEBT SERVICE	993,616	-	-	993,616.00	-	-	-
TOTAL EXPENDITURES	993,616	-	-	993,616.00	-	-	-
=====							
REVENUES OVER/(UNDER) EXPENDITURES	(993,616)	-	-	(993,616.00)	-	-	-
TRANSFER IN	1,093,854	455,440.80	-	638,413.20	-	26,030.50	41.64
TRANSFER OUT	-	-	-	-	-	-	-
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER(USES)	100,238	455,440.80	-	(355,202.80)	-	26,030.50	454.36
=====							

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Budget
Target
25%

20 - MUNICIPAL COURT-BLDG SEC. FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
OTHER REVENUE	7,000	1,653.00	-	5,347.00	492.00	594.00	23.61
TOTAL REVENUES	<u>7,000</u>	<u>1,653.00</u>	<u>-</u>	<u>5,347.00</u>	<u>492.00</u>	<u>594.00</u>	<u>23.61</u>
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
MUNICIPAL COURT							
CAPITAL OUTLAY	-	-	-	-	-	-	-
MUNICIPAL COURT	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	7,000	1,653.00	-	5,347.00	492.00	594.00	23.61

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							Budget Target 25%
21 -MUNICIPAL COURT-TECH. FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
OTHER REVENUE	6,000	1,650.00	-	4,350.00	484.00	638.00	27.50
TOTAL REVENUES	6,000	1,650.00	-	4,350.00	484.00	638.00	27.50
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
MUNICIPAL COURT							
CAPITAL OUTLAY	-	-	-	-	-	-	-
MUNICIPAL COURT	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	-
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	6,000	1,650.00	-	4,350.00	484.00	638.00	27.50

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Budget Target 25% % RECEIV. EXPENDED

23 -REVOLVING LOAN FUND FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
OTHER REVENUE	-	450.31	-	(450.31)	105.48	116.30	-
TOTAL REVENUES	-	450.31	-	(450.31)	105.48	116.30	-
EXPENDITURE SUMMARY							
ADMINISTRATION							
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
PUR PROP SRVS & OTH SRVS	-	-	-	-	-	-	-
ADMINISTRATION	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	-
REVENUES OVER/(UNDER) EXPENDITURES	-	450.31	-	(450.31)	105.48	116.30	-

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Budget Target 25%

25 -PARKS SPORT FEE FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
OTHER REVENUE	1,000	296.60	-	703.40	211.78	15.84	29.66
TOTAL REVENUES	1,000	296.60	-	703.40	211.78	15.84	29.66
EXPENDITURE SUMMARY							
RECREATION							
PUR PROP SRVS & OTH SRVS	-	-	-	-	-	-	-
ADMINISTRATION	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	-
REVENUES OVER/(UNDER) EXPENDITURES	1,000	296.60	-	703.40	211.78	15.84	-

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							Budget Target 25%
26 -PARK DEVELOPMENT FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
INTERGOVERNMENTAL REVENUE	-	-	-	-	-	-	-
OTHER INCOME	30,000	935.73	-	29,064.27	0.30	935.42	3.12
TOTAL REVENUES	30,000	935.73	-	29,064.27	0.30	935.42	3.12
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
PARKS							
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-
CAPITAL OUTLAY	25,000	-	-	25,000.00	-	-	-
PARKS	25,000	-	-	25,000.00	-	-	69.16
	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	25,000	-	-	25,000.00	-	-	-
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	5,000	935.73	-	4,064.27	0.30	935.42	18.71

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Budget Target 25%

27 -WRECKER LAW ENFORCEMENT FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
OTHER REVENUE	4,605	-	-	4,605.00	-	-	-
TOTAL REVENUES	4,605	-	-	4,605.00	-	-	-
EXPENDITURE SUMMARY							
POLICE							
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
PUR PROP SRVS & OTH SRVS	-	-	-	-	-	-	-
SUPPLIES	-	1,091.24	(1,091.24)	-	1,091.24	-	-
ADMINISTRATION	-	1,091	(1,091)	-	1,091	-	-
TOTAL EXPENDITURES	-	1,091	(1,091)	-	1,091	-	-
REVENUES OVER/(UNDER) EXPENDITURES	4,605	(1,091.24)	1,091.24	4,605.00	(1,091.24)	-	-

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

Budget Target 25%

28 - ASSET FORFEITURE-STATE FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
OTHER REVENUE	-	-	-	-	-	-	-
FORFEIT LOCAL	60,000	-	-	60,000.00	-	-	-
TOTAL REVENUES	60,000	-	-	60,000.00	-	-	-
EXPENDITURE SUMMARY							
POLICE							
SALARIES & WAGES/BENEFIT	-	-	-	-	-	-	-
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
PUR PROP SRVS & OTH SRVS	20,000	2,235.00	-	17,765.00	1,090.00	-	11.18
SUPPLIES	20,000	-	-	20,000.00	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	20,000	-	876.94	19,123.06	-	-	4.38
POLICE	60,000	2,235.00	876.94	56,888.06	1,090.00	-	5.19
TOTAL EXPENDITURES	60,000	2,235.00	876.94	56,888.06	1,090.00	-	5.19
REVENUES OVER/(UNDER) EXPENDITURES	-	(2,235.00)	(876.94)	3,111.94	(1,090.00)	-	-

City of San Juan, Texas
Budget Expenditures Report
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Budget Target 25%

30 -MISCELLANEOUS GRANTS FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
INTERGOV'T REVENUE	488,178	23,042.57	-	465,135.35	7,273.34	15,769.23	4.72
OTHER REVENUE	-	-	-	-	-	-	-
TOTAL REVENUES	488,178	23,042.57	-	465,135.35	7,273.34	15,769.23	4.72
EXPENDITURE SUMMARY							
POLICE							
SALARIES & WAGES/BENEFIT	296,917	52,500.02	-	244,416.98	17,753.77	27,408.58	17.68
PUR PROP SRVS & OTH SRVS	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-
CAPITAL OUTLAY	191,261	4,082.43	136,099.00	51,079.49	4,082.43	-	73.29
POLICE	488,178	56,582.45	136,099.00	295,496.47	21,836.20	27,408.58	39.47
FIRE							
SALARIES & WAGES/BENEFIT	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
FIRE	-	-	-	-	-	-	-
STREETS, ALLEY, OTHER							
SUPPLIES	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
STREETS, ALLEY, OTHER	-	-	-	-	-	-	-
PARKS							
SALARIES OF EMPLOYEES	-	-	-	-	-	-	-
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
PUR PROP SRVS & OTH SRVS	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
AMIGOS DEL VALLE GREEN R	-	-	-	-	-	-	-
LIBRARY							
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
PUR PROP SRVS & OTH SRVS	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
LIBRARY	-	-	-	-	-	-	-
SANITATION							
SALARIES OF EMPLOYEES	-	432.38	-	(432.38)	39.60	392.78	-
EQUIPMENT SUPPLIES	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
SANITATION	-	432.38	-	(432.38)	39.60	392.78	-
TOTAL EXPENDITURES	488,177.92	57,014.83	136,099.00	295,064.09	21,875.80	27,801.36	39.56
REVENUES OVER/(UNDER) EXPENDITUR	-	(33,972.26)	(136,099.00)	170,071.26	(14,602.46)	(12,032.13)	-

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

							Budget Target 25%
32 -CRIME VICTIMS LIAISON GRT FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
INTERGOVERNMENTAL REVENU	10,000	-	-	10,000.00	-	-	-
OTHER REVENUE	-	-	-	-	-	-	-
TOTAL REVENUES	10,000	-	-	10,000.00	-	-	-
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
POLICE							
PURCHASED PROF/TECH SRVS	10,000	-	-	10,000.00	-	-	-
POLICE	10,000	-	-	10,000.00	-	-	-
TOTAL EXPENDITURES	10,000	-	-	10,000.00	-	-	-
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	-	-	-	-	-	-	-

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

							Budget Target 25%
33 -HOTEL/MOTEL OCCUPANCY TAX FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
TAX REVENUE	30,000	3,028.29	-	26,971.71	-	3,028.29	10.09
FINES & FEES	10,000	5,194.05	-	4,805.95	2,559.00	2,115.05	51.94
OTHER REVENUE	-	-	-	-	-	-	-
TOTAL REVENUES	40,000	8,222.34	-	31,777.66	2,559.00	5,143.34	20.56
EXPENDITURE SUMMARY							
CITY EVENTS							
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
PUR PROP SRVS & OTH SRVS	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
MISCELLANEOUS	43,100	89,266.90	-	(46,166.90)	9,292.75	79,940.20	207.12
CITY EVENTS	43,100	89,266.90	-	(46,166.90)	9,292.75	79,940.20	207.12
MISCELLANEOUS DEPT							
MISCELLANEOUS	8,000	1,547.27	-	6,452.73	1,547.27	-	19.34
MISCELLANEOUS DEPT	8,000	1,547.27	-	6,452.73	1,547.27	-	19.34
TOTAL EXPENDITURES	51,100	90,814.17	-	(39,714.17)	10,840.02	79,940.20	177.72
REVENUES OVER/(UNDER) EXPENDITURES	(11,100)	(82,591.83)	-	71,491.83	(8,281.02)	(74,796.86)	-
TRANSFER IN	-	-	-	-	-	-	-
TRANSFER OUT	-	-	-	-	-	-	-
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	(11,100)	(82,591.83)	-	71,491.83	(8,281.02)	(74,796.86)	744.07

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

Budget Target 25%

36 -DEBT SERVICE FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
PROPERTY TAXES	1,784,049	631,693.40	-	1,152,355.60	103,431.91	510,237.81	35.41
OTHER REVENUE	-	2.94	-	(2.94)	-	2.01	-
TOTAL REVENUES	1,784,049	631,696.34	-	1,152,352.66	103,431.91	510,239.82	35.41
EXPENDITURE SUMMARY							
ORGANIZATIONAL EXPENSE							
DEBT SERVICE	1,567,650	-	-	1,567,650.00	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
ORGANIZATIONAL EXPENSE	1,567,650	-	-	1,567,650.00	-	-	-
TOTAL EXPENDITURES	1,567,650.00	-	-	1,567,650.00	-	-	-
REVENUES OVER/(UNDER) EXPENDITURES	216,399	631,696.34	-	(415,297.34)	103,431.91	510,239.82	-
TRANSFER IN	-	-	-	-	-	-	-
TRANSFER OUT	-	-	-	-	-	-	-
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	216,399	631,696.34	-	(415,297.34)	103,431.91	510,239.82	291.91

**City of San Juan, Texas
Budget Expenditures Report
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44-CIP-STREET-SERIES 2015 FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	Budget Target 25%
							% RECEIV. EXPENDED
REVENUE SUMMARY							
INTERGOV'T REVENUE	-	-	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-
EXPENDITURE SUMMARY							
EXPENDITURES							
STREETS	-	-	-	-	-	-	-
DEBT	-	-	-	-	-	-	-
SANITATION	-	-	-	-	-	-	-
LIBRARY	-	-	-	-	-	-	-
LONG TERM DEBT							
DEBT SERVICE	-	-	-	-	-	-	-
LONG TERM DEBT	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	-
REVENUES OVER/(UNDER) EXPENDITURES	-	-	-	-	-	-	-

City of San Juan, Texas
Budget Expenditures Report
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							Budget Target 25%
45-CAPITAL PROJECTS FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
INTERGOV'T REVENUE	-	-	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
LIBRARY							
CAPITAL OUTLAY	-	-	-	-	-	-	-
LIBRARY	-	-	-	-	-	-	-
LONG TERM DEBT							
DEBT SERVICE	-	-	-	-	-	-	-
LONG TERM DEBT	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	-
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	-	-	-	-	-	-	-

City of San Juan, Texas
Budget Expenditures Report
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48- Certificate of Obligation -2017 FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	Budget Target 25%
							% RECEIV. EXPENDED
REVENUE SUMMARY							
Other Revenue	-	10,105.28	-	(10,105.28)	2,565.76	2,430.72	-
TOTAL REVENUES	-	10,105.28	-	(10,105.28)	2,565.76	2,430.72	-
EXPENDITURE SUMMARY							
DEBT SERVICE							
COST OF ISSUANCE	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
STREET	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	-
REVENUES OVER/(UNDER) EXPENDITURES	-	10,105.28	-	(10,105.28)	2,565.76	2,430.72	-

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

52- Certificate of Obligation FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	Budget Target 25%
							% RECEIV. EXPENDED
REVENUE SUMMARY							
INTERGOVERNMENTAL REV.	-	744.89	-	(744.89)	235.01	282.47	-
TOTAL REVENUES	-	744.89	-	(744.89)	235.01	282.47	-
=====							
EXPENDITURE SUMMARY							
STREET							
PURCHASED PROF/TECH SRVS	-	-	-	-	-	-	-
CAPITAL OUTLAY	77,288	2,004.19	-	75,283.81	2,004.19	-	2.59
STREET	77,288	2,004.19	-	75,283.81	2,004.19	-	2.59
TOTAL EXPENDITURES	77,288	2,004.19	-	75,283.81	2,004.19	-	2.59
=====							
REVENUES OVER/(UNDER) EXPENDITURES	(77,288)	(1,259.30)	-	(76,028.70)	(1,769.18)	282.47	1.63

City of San Juan, Texas
Budget Expenditures Report
December 31, 2017

							Budget Target 25%
54-2014 BOND FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
OTHER REVENUE	900	-	-	900.00	-	-	-
TOTAL REVENUES	900	-	-	900.00	-	-	-
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
WATER DISTRIBUTION							
CAPITAL OUTLAY	578,966	10,744.86	125,342.00	442,879.14	6,882.11	-	23.51
WATER DISTRIBUTION	578,966	10,744.86	125,342.00	442,879.14	6,882.11	-	23.51
ORGANIZATIONAL							
DEBT SERVICE	-	-	-	-	-	-	-
ORGANIZATIONAL	-	-	-	-	-	-	-
TOTAL EXPENDITURES	578,966.00	10,744.86	125,342.00	442,879.14	6,882.11	-	23.51
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(578,066)	(10,744.86)	(125,342.00)	(441,979.14)	(6,882.11)	-	(23.51)

City of San Juan, Texas
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December 31, 2017

Budget Target 25%

24 -SAN JUAN E. D. C. FINANCIAL SUMMARY	BUDGET 2017-2018	YEAR-TO-DATE REV./EXP.	ENCUMBRANCE	BALANCE REMAINING	Nov-17	Dec-17	% RECEIV. EXPENDED
REVENUE SUMMARY							
SALES TAX REVENUE	850,000	226,747.91	-	623,252.09	81,783.49	72,138.45	26.68
OTHER REVENUE	4	3,109.82	-	(3,105.82)	6.00	3,102.58	77,745.50
OTHR FINANCING SOURCES/U	755,000	-	-	755,000.00	-	-	-
TOTAL REVENUES	1,605,004	229,857.73	-	1,375,146.27	81,789.49	75,241.03	14.32
EXPENDITURE SUMMARY							
SAN JUAN ECONOMIC DEV							
SALARIES & WAGES/BENEFIT	147,060	33,162.69	-	113,897.31	16,957.77	7,450.40	22.55
PURCHASED PROF/TECH SRVS	118,400	35,530.60	-	82,869.40	3,807.50	19,140.60	30.01
PUR PROP SRVS & OTH SRVS	67,700	21,217.99	-	46,482.01	3,882.58	4,703.86	31.34
SUPPLIES	9,764	8,776.88	-	987.12	7,812.54	964.34	89.89
CAPITAL OUTLAY	-	279.33	-	(279.33)	69.53	167.16	-
DEBT SERVICE	350,080	46,103.97	-	303,975.89	15,367.99	15,367.99	13.17
MISCELLANEOUS	97,000	-	-	97,000.00	-	-	-
SAN JUAN ECONOMIC DEV	790,004	145,071.46	-	644,932.40	47,897.91	47,794.35	18.36
OTHER PROJECTS							
MISCELLANEOUS	755,000	317,182.97	-	437,817.03	8,000.00	107,398.32	42.01
RETAIL INCENTIVES	60,000	-	-	60,000.00	-	-	-
OTHER PROJECTS	815,000	317,182.97	-	497,817.03	8,000.00	107,398.32	38.92
TOTAL EXPENDITURES	1,605,004	462,254.43	-	1,142,749.43	55,897.91	155,192.67	28.80
REVENUES OVER/(UNDER) EXPENDITURES	0	(232,396.70)	-	232,396.84	25,891.58	(79,951.64)	-

MINUTES OF A REGULAR MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Tuesday, January 10, 2017

TIME: 6:00 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: San Juanita Sanchez, Mayor
Mario Garza, Mayor Pro-Tempore
Jesus Ramirez, Commissioner
Pete Garcia, Commissioner
Raudel Maldonado, Commissioner
Javier Villalobos, City Attorney

MEMBERS ABSENT: Juan Gonzalez, Chief of Police

STAFF PRESENT: Benjamin Arjona, City Manager
Mayra Rodriguez, City Secretary
Raymundo Cazarez, Captain
Oscar Cuellar, San Juan EDC Director
Pablo Garza, Finance Director
Adelaida Cordero, Director of Human Resources
Armandina Sesin, Library Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
David Salinas, Director of Utilities
Rene Jaime, Purchasing/Risk Management
Mary Enriquez, Court Administrator
Hussein Bakka, Director of Information Technology

GUEST: Mr. Mata, Chris Vela with First Southwest Financial Advisors

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor San Juanita Sanchez called meeting to order at 6:00 p.m.

II. INVOCATION

Benjamin Arjona, City Manager led the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor San Juanita Sanchez led the Pledge of Allegiance.

IV. PUBLICCOMMENTS

**CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, JANUARY 10, 2017**

V. PRESENTATIONS

- a. Presentation on Departmental Reports: Department of Planning and Zoning, Department of Parks and Recreation, San Juan Memorial Library, Department of Sanitation. (Benjamin Arjona, City Manager)

DISCUSSION: Mayor San Juanita Sanchez presented the item and asked if there were any questions on any of the reports.

Mayor San Juanita Sanchez stated that there was an incident that she would like for Carmen Gonzalez, Director of Sanitation to elaborate on. Ms. Gonzalez stated that truck # 427 was ready to take to a vendor to repair and was reported to be on fire in the morning due to an electrical outage and another truck was damaged due to the incident. Commissioner Raudel Maldonado asked how it would affect the service to the residents. Ms. Gonzalez replied that it wouldn't affect them much because on Wednesday she has five units out working and those units were still scheduled to be out. She went on to say that unit #427

was a total loss. Tirso Garza, Fire Chief stated that the truck did have a kill switch but couldn't determine if the truck was on.

Mayor Sanchez stated that she still hadn't received the list of the delinquent accounts. Ms. Gonzalez stated that she had been working on the list and seemed that some on the accounts were very old and didn't think people still lived there.

Mayor Pro-Tempore Mario Garza inquired on how often trucks inspected and Ms. Gonzalez replied that all trucks are inspected daily.

- b. Presentation on City of San Juan Strategic Plan 2016-2021 (Benjamin Arjona, City Manager)

DISCUSSION: Mayor San Juanita Sanchez presented the item and asked Mr. Mata to give presentation.

Mr. Mata stated that he had strategies and goals that the City could start implementing. He recommended the City review the plan twice a year stating changes and adjustments could be done. Benjamin Arjona, City Manager stated that it was a five year plan and at the end of the first year the City will review the plan and before the end of the fifth year review it again and decide if it is necessary to make a new plan. Mr. Mata also commented that he would like to bring back the leadership program since it was a great program.

VI. APPOINTMENTS

- a. Consider Nomination for the City of San Juan to the 2017 Rio Grande Walk of Fame, as requested by the City of Hidalgo. (Mayra Rodriguez, City Secretary)

DISCUSSION: Mayor San Juanita Sanchez presented the item and nominated Cory Ramirez of St. Vincent the Palm. She stated that the soup kitchen was a great program and that up to 500 people received a hot meal.

**CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, JANUARY 10, 2017**

Commissioner Jesus Ramirez nominated Luis Ramos Jr. for his contribution to education but also for serving the community as he was a Commissioner of the City of San Juan and member of St. John the Baptist Church.

Mayor Sanchez motioned to nominate Cory Ramirez and Seconded by Commissioner Pete Garcia. Opposed by Commissioner Jesus Ramirez, Commissioner, Raudel Maldonado and Mayor Pro-Tempore Mario Garza. (2-3)

Commissioner Jesus Ramirez motioned to nominated Luis Ramos Jr. Seconded by Commissioner Raudel Maldonado. Opposed by Mayor San Juanita Sanchez and Commissioner Pete Garcia. Motion Passed (3-2)

- b. Consider and Approve the resignation of City Secretary Mayra Rodriguez and authorize Adelaida Cordero, Director of Human Resources to proceed in offering the position of City Secretary to next candidate approved on November 29, 2016 meeting. (Mayor San Juanita Sanchez)

DISCUSSION: Mayor San Juanita Sanchez presented the item and stated that she didn't think the City needed to go out and re-advertise since the Commission had previously voted on two candidates. She preferred the Commission to approve Maria M. Ramos since she was the second candidate that the Commission had approved.

Motion was made by Commissioner Pete Garcia to approve and seconded by Mayor San Juanita Sanchez. Opposed by Commissioner Jesus Ramirez, Commissioner Raudel Maldonado and Mayor Pro-Tempore Mario Garza. (2-3)

Commissioner Jesus Ramirez asked Javier Villalobos, City Attorney if the Commission could choose any one from the list of applicants. Mr. Villalobos replied that it was safe to choose from what the Commission had already voted for. The Commission could also go out to open the position again. Commissioner Pete Garcia commented that the Commission could open the position again. Commissioner Raudel Maldonado asked if there was any other way they could rank the applicants since the previous candidates did not work out. Mayor San Juanita Sanchez stated that it was not a good idea to open the position again since they had just done it two months prior to the meeting. Commissioner Pete Garcia mentioned that they shouldn't rank and go through the interview process and make recommendations. [NO ACTION]

VII. CONTRACTUALS/RESOLUTIONS

- a. Consider Authorizing the Chief of Police to Execute a Memorandum of Understanding between San Juan Crime Stoppers and San Juan Police Department. (Juan Gonzalez, Chief Police)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Raymundo Cazarez, Captain stated that the San Juan Crime Stoppers have been established since 2009 and have been very effective and this would also help to bring in additional funds to pay out.

Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Raudel Maldonado. Motion passed. (5-0)

**CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, JANUARY 10, 2017**

- b. Consider Reviewing New Financing Bond Options and Authorize the City of San Juan and First Southwest, a Division of Hilltop Securities, to begin the Process to Obtain the City of San Juan Financial Contribution as Presented: the Financial Plan, The Method of Sale, and the Approval of Frost Bank as the Underwriter. (Pablo Garza, Director of Finance)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Pablo Garza stated that Chris Vela, with First Southwest Financial Advisors had done a presentation in a previous meeting.

Mr. Vela stated that he had been asked at the previous meeting to come up with alternatives with new money since the City of San Juan had requested to analyze new debt capacity to finance a portion of the City's capital improvement program. The new debt capacity would be obtained through extra funding obtained from the new franchise tax on the City Sanitation fund for street projects. The City imposed a franchise tax of 7% of the gross revenue of the sanitation fund which would yield approximately \$205,000 and the City would only allocate \$132,548 per year for debt service of certificates of obligation as \$73,333 had already been allocated to an interfund loan to the general fund.

The City identified \$3,516,319 in street rehabilitation cost for streets that failed, serious, and poor condition. The City funded Phase I Rehabilitation Project with an interfund loan of \$2 million. Phase II of the project was in the amount of \$1,516,319 and was expected to be funded with the certificates of obligation. Mr. Vela stated that the City could fund Phase II of the Rehabilitation Project without have a negative budgetary impact. He also mentioned that there would be no impact on the tax rates.

Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Raudel Maldonado. Motion passed. (5-0)

- c. Consider Rejecting Bid #16-50-12-06 and Authorizing the City Manager to Re-advertise for Request for Qualifications for Consulting Services for a Comprehensive Study. (Rene Jaime , Purchasing/Risk Manager)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Rene Jaime, Purchasing/ Risk Manager stated that on November 20th and 23st the City announced through the Monitor Newspaper and Advance Journal a request for qualifications. Mr. Jaime stated that he only received one response and advised the Commission to reject the bid and advertise. Mayor Sanchez asked if there was an estimate as to how many companies offered these type of services. Mr. Jamie replied that he wasn't aware of the number but he was aware that other cities had requested these services before. Commissioner Jesus Ramirez asked what exactly did the comprehensive plan include. Mr. Jaime replied that the City was looking into updating job descriptions, policies and procedures. Commissioner Pete Garcia motioned to extend the advertisement for three more weeks.

Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Jesus Ramirez. Motion passed. (5-0)

VIII. CONSENT AGENDA

- a. Monthly Collection Report-November 30, 2016. (Pablo Garza, Department of Finance)
- b. Investment Report as of December 30, 2016. (Pablo Garza, Department of Finance)

**CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, JANUARY 10, 2017**

- c. Consider an Ordinance in Second Reading for a Rezoning Request from Single-family Residence District (R-S) to Neighborhood Commercial District (C-1) for the Property Legally Described as Lot 1, Block 1, Salazar Subdivision #2, Located at the Northwest Corner of Raul Longoria Road and Salazar Street as Requested by G&G Holding L. L. C. (Xavier Cervantes, Planning and Zoning Director)
- d. Consider an Ordinance in Second Reading for a Rezoning Request from Single-family Residence District (R-S) to Neighborhood Commercial District (C-1) for the Property Legally Described as a 1.828-acre tract of land out of Lot 19, Block 8, John Closner Subdivision, Located at 1911 N. Raul Longoria Road as Requested by Calixto Hernandez. (Xavier Cervantes, Planning Zoning Director)

DISCUSSION: Mayor San Juanita Sanchez presented the item and asked if any item needed to be pulled. No further discussion was made.

Motion was made by Commissioner Jesus Ramirez to approve and seconded by Commissioner Pete Garcia. Motion passed. (5-0)

IX. ADJOURNMENT 6:50 P.M.

Commissioner Raudel Maldonado motioned to adjourn meeting and seconded by Mayor San Juanita Sanchez. Motion passed. (45-0)

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary

MINUTES OF A REGULAR MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Tuesday, September 12, 2017

TIME: 6:00 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Jesse Ramirez, Mayor Pro-Tempore
Ernesto Guajardo, Commissioner
Pete Garcia, Commissioner
Raudel Maldonado, Commissioner
Rick Palacios, City Attorney

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, City Secretary
Juan Gonzalez, Chief of Police
Leroy Gonzales, Finance Director
Adelaida Cordero, Director of Human Resources
Armandina Segin, Library Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
David Salinas, Director of Utilities
Rene Jaime, Purchasing/Risk Management
Mary Enriquez, Court Administrator
Robert Rangel, Director of Information Technology

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor Mario Garza called meeting to order at 6:00 p.m.

II. INVOCATION

Jesse Ramirez, Mayor Pro-Tempore led the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

IV. PUBLIC COMMENTS

Mr. Arjona, City Manager would like to get the Agenda out of order and go to Section VIII, Discussion and Possible Action on all of the following matter, Section J and K due to Mr. Navarro having a previous commitment.

CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, September 12, 2017

j. Consideration and Appropriate Action, if any, under Section 174.102, Texas Local Govt. Code to recognize an Association selected by a majority of the Police Officers of the Police Department of the City of San Juan as the exclusive bargaining agent for the Police Officers of that Department and related matters.

Mr. Navarro mentioned that the next step on the bargaining process is for the City Council to recognize a majority bargaining agent for the two civil service groups, the Fire Department and the Police Department. The process is done by a petition or some form of communication reflecting that a certain Union is going to be the majority bargaining agent. Mr. Navarro also mentioned that it can be controversial because on the Police side there is more than one Union that operates in the City of San Juan. At times the Unions make agreements among themselves. Mr. Navarro explained that there's no competing petition. There is a petition from the Police Union and one from the Clete based group. Mr. Navarro has been working with the Human Resource staff to make sure all the names on the petition are from current employees and sworn officers with validated signatures. Mr. Navarro also mentioned that there is only one Union that operates in the State for the Fire side.

Mr. Ramirez, Mayor Pro-Tempore made motion to recognize the bargaining agent for the San Juan Police Department and was seconded by Commissioner Garcia. Motion passed. (5-0)

k. Consideration and Appropriate action, if any, under Section 174.102, Texas Local Govt Code to recognize an Association selected by a majority of the Fire Fighters of the Fire Department of the City of San Juan as the exclusive bargaining agent for the Fire Fighters of that Department, and related matters.

Mayor Pro-Tem Ramirez made a motion to recognize the Union agent for the San Juan Fire Department and was seconded by Commissioner Garcia Motion passed. (5-0)

V. PRESENTATIONS

- a. Presentation by the San Juan Royal Court and the San Juan Community Lions Club on the upcoming pageant event scheduled for Sunday, October 8, 2017.

Gwyneth (Miss San Juan 2017) mentioned the change of date for the Pageant scheduled for Sunday, October 15, 2017. They extended the event for one more week in order to give an equal opportunity to other girls to join the Pageant. This is a fund raiser event and Mr. Cervantes, Director of Planning is representing the San Juan Community Lions Club. Mayor Garza asked how they were promoting the Event and Mr. Cervantes replied that by social media (Facebook, Instagram and Twitter). Mr. Cervantes also mentioned that the City Council would be receiving a couple of complimentary tickets each to attend the event.

Mayor Pro-Tem Ramirez mentioned that he had a parent that asked if his daughter that attended a San Juan school but didn't live in San Juan could participate and Mr. Cervantes explained that all participants must reside in San Juan. Miss Gwyneth also mentioned they could log into sjnava.com for additional information.

- b. Presentation on Proclamation recognizing October 23-31, 2017 as National Red Ribbon Week in San Juan, Texas

Melissa Alviar representing Behavioral Health Solutions of South Texas and working in conjunction with PSJA District thanked the City of San Juan for hosting the event this year. She also mentioned that she

CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, September 12, 2017

left a Proclamation for the Mayor to sign and she will be taking it to the City of Pharr as well. Mayor Garza thanked Ms. Alvear.

- c. Presentation of Departmental Reports: Department of Planning and Zoning, Department of Parks and Recreation, San Juan Memorial Library and Department of Sanitation (Ben Arjona, City Manager)

The Planning and Zoning Report was presented and Commissioner Garcia asked Mr. Arjona on Andrews Street as to when it was going to be completed and Mr. Arjona replied that as per the contractor, it was scheduled to be paved by Friday. Commissioner Garcia asked on other streets; Acapulco and Puerto Vallarta which have little elevation for drainage, but the project did not include for drainage. Mr. Cervantes, Director of Planning mentioned that it had rained and the Subdivision had handled the rain well and some adjustments were made also to the curbs. Valencia Street was complete and the Capri Subdivision was next to be paved. Mayor Pro-Tempore mentioned Las Flores subdivision had not been completed. And Mr. Cervantes stated there were still work to be done.

Mayor Garza inquired on the status of the 4-way stop on Nebraska and Ridge Road and Mr. Arjona mentioned that we were going out on bids by November/December to repave and to add drainage improvements.

The Parks and Recreation report was presented and Commissioner Ramirez asked Mr. Willingham, Director if there were any community events for September and what about the 911 event for this year. Mr. Willingham stated that they had the Cancer Awareness Walkathon and in two weeks we should have the route once it is approved by TxDot. Also we are having the Red Ribbon Parade and the 2017 Halloween Festival is set for October 31st and that will be on the next Agenda.

VI. PUBLIC HEARINGS/ORDINANCES

- a. Hold Public Hearing to authorize the City manager to submit FY 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation

Chief Gonzalez stated this was the Grant that they applied for every year. This year they had applied again and were asking to get approved for \$15,759.00 to purchase unit radios for the vehicles. Grant is for \$15,000 but the Police Department will incur the \$841.00 to be able to purchase the radios. Mayor Pro-Tem Ramirez asked if we had the money available and Chief Gonzalez responded that they did.

Mayor Garza opened it to the public at 6:36pm for anyone for or against.

Rick Ramirez stated he was for it but wanted to address the texting and driving, if this new system would decrease the use of phones while driving and Chief Gonzalez responded that the radios are for the vehicles we are purchasing and unit radios that are necessary for the Department to function and provide better service.

Mayor Garza asked if anyone else was for or against. With no response, closed at 6:40pm. Motion to approve. Commissioner Garcia made motion to approve and seconded by Mayor Pro-Tem Ramirez. Motion passed (5-0)

- b. Consider First Reading of an Ordinance adopting the Tax Rate levy for the City of San Juan, Texas for fiscal year beginning October 1, 2017 and ending September 30, 2018.

CITY OF SAN JUAN
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Mr. Arjona mentioned that in the last meeting we had read the public hearing and now we were doing the Ordinance. We need to look up on the public hearings for that. As before the tax rate stays the same at .6993 and this is the first of two readings.

Mayor Garza opened this to the public at 6:40pm if anyone was for or against.

Commissioner Garcia stated that being that the people wanted a lower tax rate, with street improvements, as well as trying to give an increase in pay for those reasons we will leave the tax rate as it is.

Mayor Garza closed the item at 6:41pm asking for a motion to approve.

Commissioner Garcia motioned to approve and seconded by Mayor Pro-Tem Ramirez. Motion passed (5-0)

- c. Hold a Public Hearing and Consider Ordinance adopting the Budget for the City of San Juan, Texas for Fiscal Year beginning October 1, 2017 to September 30, 2018.

Mr. Arjona stated it is the same as discussed in the last meeting that the Budget that was presented. We will not make any changes.

Mayor Garza opened to the public at 6:42pm for anyone for or against.

Rick Ramirez stated he was against it only because the Budget was only discussed once on a Budget Workshop which happened a couple of weeks ago. Mr. Ramirez also stated, "reclassification" change of title, or is it a promotion and Mr. Arjona stated, for the record there were a couple of workshops and we are still waiting for the comprehensive study. The 3% increase was made all across the board.

Mayor Garza asked if anyone was for or against and with no response it was closed at 6:45pm and asked if there was a motion to approve.

Mayor Pro-Tem Ramirez motioned to approve and seconded by Commissioner Garcia. Motion passed. (5-0)

VII. APPOINTMENTS

- a. Consider Appointment of Board Members to the City of San Juan Keep San Juan Beautiful Board.

Mayor Garza asked if there were any nominations and Mayor Pro-Tem Ramirez inquired if there were three vacancies. Diana Cavazos, City Secretary confirmed that there were three vacancies as well as three candidates that had submitted their application. She also mentioned that for the Library there was one position available and three had applied.

Mayor Pro-Tem Ramirez motioned to appoint Eric Guajardo and Jennifer Villarreal to the Keep San Juan Beautiful Board and it was seconded by Commissioner Guajardo. Motion passed (5-0)

- b. Consider Appointment of Board Members to the San Juan Public Library.

Mayor Pro-Tem Ramirez motioned to appoint Maria Reyes to replace Cleo Renteria and it was seconded by Commissioner Guajardo. Motion passed (5-0)

CITY OF SAN JUAN
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Commissioner Ramirez motioned to remove Eduardo Lopez and appoint Lidia Perkins to the San Juan Public Library and it was seconded by Commissioner Guajardo. Motion passed (5-0)

VIII. DISCUSSION AND POSSIBLE ACTION ON ALL THE FOLLOWING MATTERS

- a. Discussion and Possible Action regarding upcoming Special Election to fill vacancy of City Commissioner, Place 4 (Ben Arjona, City Manager)

Rick Palacios, City Attorney is available to offer any guidance to the City, as I know the City Secretary takes care of all of the responsibilities on conducting and assisting in this Election. Mayor Garza inquired if Commissioner Maldonado still had voting power until his vacancy was filled and Rick Palacios responded that under the election code Commissioner Maldonado is able to remain on his seat until his position is filled. The safest date to conduct this Election would be December 9th as we need to start contacting the County for contract.

Mayor Pro-Tem Ramirez inquired if we had any numbers on how much it would cost if the County would run it and Mr. Arjona stated that it was more costly for the City to do it instead of the County. He also added that we had set monies aside for the County to take care of the Election.

Commissioner Maldonado asked if whoever was elected, would they be finishing his term and Rick Palacios responded that was correct. It is a 4 year term and whoever runs will be getting the unexpired term and would have to run again to get re-elected. Mayor Garza added which will be in the year 2019.

Commissioner Garcia motioned to recommend City Manager and City Secretary to start inquiring for the Special Election and see in having it done December 9th. Seconded by Commissioner Guajardo. Motion passed (5-0)

- b. Consider awarding Bid #17-55-08-31 for the purchase of chlorine to DPC Industries, Inc. from Corpus Christi, Texas in the amount of \$784 per ton.

Mr. Salinas stated that on the June 13th Commission Meeting, the Commission had authorized staff to advertise and accept sealed bids for water, wastewater chemicals, analytical laboratory services and solid handling services. On August 31, 2017 we received two sealed bids for the purchase of chlorine; one from Brenntag of Southwest, they submitted a no bid for that and the other one was DBC Industries from Corpus Christi. We are recommending that we award the bid to DBC Industries and to add to this they are our current supplier.

Mayor Garza asked if there were any questions for Mr. Salinas, Director of Utilities. With no questions, Commissioner Garcia motioned to approve and it was seconded by Mayor Pro-Tem Ramirez. Motion passed (5-0)

- c. Consider awarding Bid #17-56-08-31 for the purchase of sulfur dioxide to DPC Industries, Inc. from Corpus Christi in the amount of \$749 per ton.

Mr. Salinas stated authorization had been asked by the Commission and we got it back June 2017 to advertise for these chemicals. In August 31st we received two sealed bids; one from Brenntag Services another from DBC Industries from Corpus. At this time we are requesting authorization to award the bid to DBC Industries for the amount of \$749.00 per ton.

Commissioner Garcia made the motion to approve and it was seconded by Commissioner Maldonado. Motion passed. (5-0)

CITY OF SAN JUAN
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- d. Consider awarding Bid #17-62-08-31 for the purchase of liquid ammonium sulfate to Chemtrade Chemicals US, LLC, from Odem, Texas in the amount of \$0.097 per lb

Mr. Salinas stated authorization had been requested in June 2017 and in August 31st two sealed bids were received. One for .2075 per pound from Brenntag Southwest and another for 0.097 per pound from Chemtrade. We are recommending it be awarded to Chemtrade.

Mayor Pro-Tem Ramirez motioned to approve and it was seconded by Commissioner Maldonado. Motion passed. (5-0)

- e. Consider awarding Bid #17-59-08-31 for the purchase of sludge hauling and disposal service to Denali Water Solutions from Russellville, Arkansas in the amount not to exceed \$475 per load.

Mr. Salinas stated they had only one bid from Denali Water Solutions and they were recommending they got awarded and they are our current supplier.

Commissioner Garcia motioned to approve and it was seconded by Commissioner Maldonado. Motion passed. (5-0)

- f. Consider awarding Bid #17-60-08-31 for the purchase of two 30 yard dewatering containers to Watertech, Inc. from Waller, Texas in the amount of \$32,980 each for a total of \$65,960.

Mr. Salinas stated they received bids and on August 31st one sealed bid was received by Water Tech, Inc. A few days later we received a letter from a second vendor requesting we re-advertise or consider awarding a bid as they had not submitted their bid on time due to the hurricane that hit their area. My recommendation was to award it to Water Tech as the price is already out there for this other vendor to know.

Commissioner Garcia motioned to approve and it was seconded by Commissioner Guajardo. Motion passed. (5-0)

- g. Consider awarding Bid #17-61-08-31 for the purchase of aluminum sulfate/blends to Chemtrade Chemicals from Odem, Texas in the amount of \$0.0604 per lb.

Mr. Salinas stated they had received two sealed bids August 31, 2017; one from Brenntag Southwest and another from Chemtrade.. We are recommending we continue with our current vendor Brenntag of Southwest.

Commissioner Guajardo motioned to approve and it was seconded by Mayor Pro-Tem Ramirez. Motion passed (5-0)

- h. Consider awarding bid #17-57-08-31 for the purchase of sodium chlorite solution to Evoqua Water Technologies, LLC., from Sarasota, Florida and the purchase of chlorine dioxide generators to JCS Industries Inc., from Spring Texas.

Mr. Salinas stated that they are recommending that we approve the bid for the purchase of the sodium chloride solution and the purchase of chlorine dioxide generators.

Commissioner Garcia motioned to approve and it was seconded by Commissioner Maldonado. Motion passed (5-0)

- i. Consider approval on the renaming of "San Juan Memorial Park" located at 819 Sgt. Leonel Trevino to "San Juan Fireman's Park"

Chief Garza mentioned that at the last meeting in August the approval was for the Fire Department to acquire the park. Now we are just going through proper protocol to change the name to "Fireman's Park"

Commissioner Garcia motioned to approve and it was seconded by Mayor Pro-Tem Ramirez. Motion passed (5-0)

CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, September 12, 2017

IX. CONTRACTUALS/RESOLUTIONS

- a. Preliminary and final plat approval of the San Juan and Eldora Subdivision, being a 1.78 acre tract of land being a portion of lot 14, block 8. John Closner Subdivision, located at the northeast corner of Raul Longoria and Eldora roads as requested by R.E. Garcia and Associates.

Mr. Cervantes, Planning Director stated that Mr. Trevino, the owner of Aziz Quick Stop is proposing to subdivide a 1.78 acre commercial lot in order to build a convenience store with a gas station. Part of the property was on commercial and the conditional use permit for the selling of gas and for the sale of alcoholic beverages for off-premises consumption. The Planning and Zoning Commission recommended the approval of the Plat during the August 17 meeting. Mayor Garza asked what was the vote and Mr. Cervantes responded it was unanimous. Mayor Garza also asked if there were any issues and if they were up to par and Mr. Cervantes responded that they were and were not requesting any variances.

Mayor Pro-Tem Ramirez made motion to approve and seconded by Commissioner Maldonado.

- b. Preliminary and final plat approval of the Garden Ridge Subdivision Phase II being a 10.22 tract of land out of the lot 100 acres of Los Torritos Grant, located approximately a quarter of a mile east of Steward road, along the south side of Sam Houston Avenue, as requested by Quintanilla, Headley and Associates, Inc.

Mr. Cervantes stated that Ronnie Cantu Construction was proposing to subdivide 10.22 acre property along the south side of Sam Houston Avenue approximately a quarter mile east of Stewart Road in order to build a subdivision with 39 residential lots.

Commissioner Garcia made motion to approve and seconded by Mayor Pro-Tem Ramirez. Motion passed. (5-0)

- c. Preliminary and final plat approval of the Texas National Subdivision, being a subdivision of 8.701 acres being 7.447 acres out of Lot 13, Block 5 and 1.254 acres out of lot 13, block 17, John Closner Subdivision, located at the northeast corner of Expressway 83/IH2 and Veterans Blvd, as requested by Melden and Hunt, Inc.

Mr. Cervantes stated that the Developer was proposing to subdivide eight acres into four commercial lots. Texas National Bank is building a branch location in one of the proposed lots and the rest of the property is going to be developed commercially in accordance with the new Expressway Corridor district regulations. The properties do not have sanitized sewers available so the developer will have to extend a sanitary sewer line. The sewer line will connect all the way to the new lift station that will be constructed soon as a result of a grant the San Juan EDC received from TEDA. This went before the Planning and Zoning Commission August 17th and it was approved unanimously. Mayor Garza asked where we were on the EDC Grant and Mr. Arjona responded that the project would start Monday. Mr. Cervantes also stated that one of the projects that was proposed was in the process of amending the Ordinance and in the next meeting they would be requesting approval to amend the Ordinance to allow carwash facilities.

Mayor Pro-Tem Ramirez made motion to approve and seconded by Commissioner Garcia. Motion passed. (5-0)

- d. Consider authorizing the City Manager to sign a contract with Perez Consultants for the east San Juan Water Improvements Project.

Mr. Salinas, Director of Utilities stated that the proposed project was for engineering and contracting of 16 inch and 12 inch water line under interstate also known as West Expressway 83, the intersection of Cesar Chavez along the N. Frontage Road. The project is funded through Surplus monies of the series 2014 bonds. Fees are estimated at \$42,858.00. Authorization is being requested for the City Manager to sign the contract.

Commissioner Garcia made motion to approve and seconded by Commissioner Maldonado. Motion passed. (5-0)

CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, September 12, 2017

- e. Consider authorizing the City Manager to sign a contract with Cruz-Hogan consultants for the Sorensen City-School Park project.

Mr. Cervantes stated that the City of San Juan had been awarded a \$160,000 grant from Texas Parks and Wildlife and these funds needed to go towards the development of the City/School park. If the contract is approved today, the next step will be to work on an interlocal agreement with the School District. We will not sign the engineering contract until we have an interlocal agreement with the School District. Commissioner Garcia asked on how long is the agreement with the School District, usually it is a 10-year contract and Mr. Cervantes responded that if approved, he could bring the local agreement to the following meeting. Mayor Garza then asked if the City was responsible for the maintenance and the opening and closing of the park and Mr. Cervantes responded that would be discussed in the interlocal agreement.

Commissioner Maldonado motioned to approve and seconded by Commissioner Garcia. Motion passed (5-0)

- f. Consider authorizing City Manager to enter into a License Agreement for wireless installation on public structures between New Cingular Wireless PCS, LLC D/B/A AT&T Mobility and the City of San Juan.

Mr. Arjona, City Manager stated that Mr. J.O. Salinas, former County Judge was not able to attend the meeting. He added that there was a presentation in everyone's packet and it was what they called small cells, mainly a new generation of phone devices. At the present time, we are receiving Lite 4G with small cells that are going to be placed strategically around the City, it will improve the speed to 5G once these 12 cells are installed. We are looking at a \$12,000.00 revenue for the City. These services are for any AT&T user and there is no maintenance on the City's side.

Commissioner Maldonado motioned to approve and seconded by Commissioner Guajardo. Motion passed. (5-0)

- g. Consider the Ratification of the extension of the Invitation to submit proposals for fully funded health, dental, life, accidental, death and dismemberment benefits.

Mr. Jaime with Purchasing stated that on July 23, 2017 staff advertised for an invitation to submit proposal #17540809 for fully funded health, dental, life, accidental death and dismemberment benefits in the McAllen Monitor and again on July 26, 2017 in the Advanced News Journal. Staff provided a deadline ending on August 9, 2017. We received one proposal for fully funded benefits, one for dental only and another for insurance for cancer, critical illness, accident and universal life. Staff has recommended that the proposal get re-advertised and extended until September 22, 2017. Mr. Arjona stated that the reason it was extended for an additional 10 days was because some vendors were having issues with TML. Commissioner Garcia stated TML hesitated to give out data, it's just numbers and claims. Mayor Garza asked Mr. Jaime if he had any information on what TML covered and what they offered and Mr. Jaime stated he had faxed all the vendors that showed interest and he would communicate with TML.

Commissioner Garcia made motion to ratify the extension and seconded by Mayor Pro-Tem Ramirez. Motion passed. (5-0)

- h. Consider authorizing the Chief of Police to apply and submit a Grant application to the governor's office Criminal Justice division.

Chief Gonzalez stated that this Grant was opened this year based on what happened in Dallas last year. For 2018 there was a \$25 million grant that was put out for anybody interested in applying for rifle resistance and ballistic armor plates and we submitted an application for fifty of them for a total of \$35,968. We are asking for the Grant to be approved so we can move forward.

CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, September 12, 2017

Mayor Pro-Tem Ramirez motioned to approve and seconded by Commissioner Maldonado. Motion passed. (5-0)

X. CONSENT AGENDA

- a. Consider an Ordinance in Second Reading for the Conditional use permit for the sale of alcoholic beverages for on-premise consumption at the proposed “The Hangout” bar located at 302 E. Bus. 83, legally described as the West 165 feet of Lot 2 and the west 165 feet of Lot 3, block A #2 lettered blocks subdivision, as requested by Arturo Medrano.

Commissioner Garcia asked where this was located and Commissioner Guajardo responded that it was the one that used to be the “Guajardos”.

Commissioner Garcia motioned to approve and seconded by Commissioner Guajardo. Motion passed. (5-0)

- b. Consider an Ordinance in Second Reading for the conditional use permit for the sale of alcoholic beverages for off-premise consumption at “Valley Food Mart #2 located at 102 S. Nebraska Avenue, legally described as Lots 7 and 8, Block 4, San Juan Original Townsite Subdivision, as requested by AA Family, Inc.

Commissioner Garcia stated this was next to IDEA. Commissioner Garcia motioned to approve and seconded by Commissioner Guajardo. Motion passed. (5-0)

- c. Approval of Minutes
July 25, 2017
August 8, 2017
August 22, 2017

Commissioner Garcia motioned to approve and seconded by Commissioner Guajardo. Motion passed (5-0)

XI. EXECUTIVE SESSION

- a. The City Commission will Convene in Executive Session, in Accordance with the Texas Open Meeting Act, Vernon’s Texas Statutes and Codes Annotated, Government Code, Chapter 551 et seq.
 1. Attorney Consultation Pursuant to Section 551.071, Texas Gov’t Code to Provide and Counsel in connection with the City’s Rights, Duties, Privileges, and Obligation for Selection of a Majority Bargaining Agent under chapter 174, Texas Local Gov’t Code for purposes of Collective Bargaining.
 2. Consultation with Attorney and possible Action regarding Settlement concerning Cause No. CL-16=3616=E; Irene Soto v. City of San Juan; in the County Court of Law No. 5; Hidalgo County, Texas. (5551.071. Consultation with Attorney).
 3. Pursuant to Section 551.074. PERSONNEL MATTERS; to deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee. (City Manager)

**CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, September 12, 2017**

Mayor Pro-Tem Ramirez motioned to enter into Executive Session and seconded by Commissioner Maldonado.

XII. RECONVENE 8:36pm

- a. The City Commission will Reconvene in Open Session to take necessary action, if any, in accordance with Chapter 551, Open Meetings, Subchapter E, Procedures relating to Closed Meeting 551, Requirements to Vote or Take Final Action in Open Meeting.
 1. No Action was taken.
 2. Mayor Garza made motion to ratify the settlement authorized by City Manager to execute any necessary documents. Seconded by Mayor Pro-Tem Ramirez. Motion passed. (5-0)
 3. After evaluation, City Attorney will draft a contract with modifications. Mayor Pro-Tem Ramirez motioned to go with another one year contract excluding the six month probationary period with an additional \$5,000. Seconded by Commissioner Garcia.

XIII. ADJOURNMENT

Mayor Pro-Tem Ramirez motioned to adjourn and seconded by Commissioner Maldonado. Motion passed. (5-0)

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary

MINUTES OF SPECIAL CALLED MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Friday, October 13, 2017

TIME: 6:00 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Jesse Ramirez, Mayor Pro Tempore
Raudel Maldonado, Commissioner
Ernesto Guajardo, Commissioner
Pete Garcia, Commissioner
Cris Palacios, City Attorney

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, City Secretary
Adelaida Cordero, Director of Human Resources
Rene Jaime, Purchasing/Risk Management
Tirso Garza, Chief of Fire
Juan Gonzalez, Chief of Police
Oscar Cuellar, San Juan EDC Director
Leroy Gonzales, Interim Finance Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
David Salinas, Director of Utilities
Mary Enriquez, Court Administrator
Robert Rangel, Director of Information Technology

ORDER OF BUSINESS

I. CALL TO ORDER

Mayor Mario Garza called meeting to order at 6:08 p.m.

II. INVOCATION

Ben Arjona, City Manager the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

IV. PUBLIC COMMENTS

- a. Hold a Public Hearing to Solicit Input from Interested Parties on the City of San Juan needs under the Urban County Program Fiscal Year 31 (2018)

CITY OF SAN JUAN
CITY COMMISSION SPECIAL CALLED MEETING
Friday, October 13, 2017

No Action on Public Hearing.

V. PRESENTATIONS

a. Parks and Recreation Monthly Report

Mayor Pro-Tem Ramirez asked Patrick Willingham, Director of Parks and Recreation about the Red Ribbon Parade. Mr. Willingham stated that it was an event PSJA ISD rotated within the three cities. This year the parade will commence at 9:00 am at San Juan City Hall, South Nebraska to Carman Elementary then will go west to Ridge Road to the High School and finishing at the Stadium. Mayor Pro-Tem Ramirez asked if there were going to be any activities there and Mr. Willingham stated that this year there wouldn't be much activity.

Mayor Garza asked if everything was up to par since the month of October would be busy with the Cancer Awareness event and the Halloween festival. Mr. Willingham responded that they had already met with the Cancer Awareness committee and everything was fine and regarding the Halloween Festival they were already taking vendors and just needed to notify the other amenities they would have that night. He mentioned that if anyone needed additional information they could call 223-2350 and speak to Ruben Rodriguez, Event Coordinator.

Mayor Garza also asked about the Noche de Paz event and Mr. Willingham stated they were looking for sponsors. The date has been set for Saturday, December 9th. We will start the event with a cook-off. The teams will start arriving Friday evening and we will have a sanctioned cook-off in conjunction with Noche de Paz.

Mayor Pro-Tem Ramirez asked regarding the Cancer Awareness event taking place on October 28th, if people were able to register there. Mr. Willingham responded that people could register at their office October 23-26 and they could also register the morning of the event.

b. Planning and Zoning Department Monthly Report

Mr. Xavier Cervantes, Planning Director stated that we have been having problems with some restaurants because they are not collecting the grease properly and it is causing problems in the sewer system. We are asking for permission to submit an Ordinance. First we will give a warning and if the problem continues, this Ordinance will allow us to impose fines in the problem areas that is causing problems with the Sewer System. This is basically just requesting permission to prepare an Ordinance that will go first to the City Attorney and then before you for your consideration.

Mayor Garza asked if this was just a presentation and Mr. Cervantes responded that it was but if we could get a consensus to move forward we already have an Ordinance drafted to submit to the City Attorney for legal review. Once finished, it will come before the Commission for your consideration for adoption. Mayor Garza asked who would be enforcing the Ordinance and Mr. Cervantes responded that the Utilities Department would be enforcing the Ordinance and Code Enforcement would assist. Without an Ordinance we cannot go after restaurants that are causing problems to the City Sewer System. Commissioner Maldonado then asked if this was just requesting permission to get started and Mr. Cervantes responded yes, consensus from the Commission to proceed and create an Ordinance for your consideration in the future.

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Ben Arjona, City Manager stated they would bring it before the Commission within the next couple of meetings once it was drafted and approved and at that point they would approve it.

c. Library Monthly Report

Mayor Pro-Tem Ramirez asked Ms. Segin in reference to a Library Board meeting. He stated he had received several phone calls regarding the meeting that was scheduled for 5:00pm and there was no quorum. He asked if there was a reason why and Ms. Segin responded that the Chairperson had her Library Board Meeting. She has them on the 2nd Wednesday and we have them on the 1st Wednesday of every month. and we could not meet on the 4th so we had to meet on the 2nd and her meeting started at 6pm. Then Mayor Pro-Tem Ramirez asked if we were accommodating her schedule and Ms. Segin responded just for this time because our meetings are the 1st Wednesday of every month. Mayor Pro-Tem Ramirez then asked who decided if the meeting was going to be rescheduled and Ms. Segin responded that the Board, any Board Member could request a Special Called Meeting.

- d. Sewer System Regulations. An Ordinance of the City of San Juan, amending the code of Ordinances by regulation the discharge of Waste into the Sanitary Sewer of the City of San Juan, Texas establishing a Permit System, Establishing a System of Charges for Services rendered, Regulating Un-Sewered and Miscellaneous Discharges, and Providing for Enforcement.

VI. PUBLIC HEARING/ORDINANCES

- a. Conduct a Public Hearing and Consider an Ordinance in First Reading for an Amendment to Appendix A, Unified Development Code, Chapter 2, Article IV, Section 11 of the San Juan Code of Ordinances to allow Car Wash Facilities in the Expressway Corridor District. (Tabled)

Item A was tabled at the previous meeting. Mr. Cervantes stated it was tabled and needed to be removed. Mayor Pro-Tem Ramirez motioned to remove and Commissioner Garcia seconded.

Mr. Cervantes stated that due to a few concerns with the Ordinance they had added some language to the Ordinance which could be found on page 41. It puts distance requirements along the Expressway at 10,000 ft. minimum separation. So if the Ordinance is approved and the Blue Wave comes in as they are proposing, based on this additional language in the Ordinance, that will be the only one allowed along the Expressway. Now the ones proposed at Homes of America property, this is not going to finish along the Expressway so this language does not apply. To that proposed car wash it will have finishing in the Expressway and no other car wash will be allowed.

Mayor Garza asked Mr. Cervantes if when he was stating “allowed”, was he talking about along the Corridor and if that was what we were looking at with the additional language. Mr. Cervantes confirmed that it was and it was for the Commission’s consideration.

Cris Palacios stated that the section that was being amended is applicable to the Expressway Corridor and the distance requirement is within that section. Commissioner Garcia inquired if someone else wanted to come in, would that restrict others from doing so and Cris Palacios responded yes, distance requirements could be done in zoning.

Mayor Garza opened Hearing at 6:23pm for any comments for or against.

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Rick Ramirez stated he was still against the proposal to bring Blue Wave and in considering to amend the Ordinance. He reminded the Commission, Commissioner Maldonado had stated in a previous meeting that no one wanted a carwash, that that was not what the people were asking for. Mr. Ramirez also mentioned that Mayor Garza stated that having car washes down the Corridor was not something he was too thrilled about. Having stated these two examples and now we want to add additional language to the Ordinance, which is basically manipulating the Ordinance.

Erasmo Garcia stated that the reason he was for this item was because the more businesses we have coming in, means we will have more projects without raising taxes.

Eldon Hunt wanted to thank the Commission for allowing the opportunity to present this. He stated that what he took from the last meeting was that a couple of commissioners had asked for a visual, so we went out and took a couple of pictures and this is the new prototype of the Blue Wave Car Wash right before the sunset. The importance of this new prototype is that when it starts getting dim at night, this new design will illuminate the area pretty well. I think this matches well with what San Juan EDC is trying to bring to the City. As it stands we have a master plan that we are working on, the design plans are 70% complete and we will probably start construction in January. Mayor Garza asked what was the square footage of the Blue Wave and Eldon Hunt responded that the tunnel length was 60 and the width 28, it is fairly small, nothing major hopefully. Commissioner Garcia then stated that the word “hopefully” meant not being sure of what’s going to come in and Eldon Hunt replied that he did not want to commit to anything right now. With that being said, Commissioner Garcia stated that for us to take a mission, we needed a commitment, we couldn’t base ourselves or make a decision on a “hopefully”. Eldon Hunt responded that Blue Wave couldn’t even commit to this site unless it got passed, the tenants that are tied to them, can’t commit to this site themselves.

Commissioner Garcia asked if the owner of the other carwash was present, the one who wants to put the carwash next by the AV Motor. He asked him “Como se siente Ud si le dijemos que no puede poner el carwash a la orilla del Freeway”, and the owner of the other carwash responded – “nosotros no queremos poner el carwash en la orilla del Expressway, nosotros queremos ponerlo por Wisconsin”

Maria Reyes also stated that she was for it because we need to have San Juan improve. There is nothing in San Juan. We have to go eat and shop at other cities. San Juan has nothing but little taquerias.

Commissioner Maldonado addressed what Mr. Ramirez had stated earlier saying that his position was that yes he needed a visual and yes he wasn’t for a Carwash, but he like the Chik-fil-A idea better, but at this point, I am ready to approve. Mayor Garza clarified that the reason he wanted to table this was because he wanted some restrictions along the Corridor in reference to carwashes. Legal came back and said that we could. Once I close this everyone will have an opportunity and determine what is best for San Juan.

Lupe Navarro stated he was for it, it’s time to move forward to better the future.

Mayor Garza closed this at 6:41pm. Mayor Pro-tem Ramirez motioned to approve and seconded by Commissioner Maldonado. Motion passed (4-1)

VII. CONTRACTUAL/RESOLUTIONS

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- a. Consider Adoption of an Ordinance in First Reading Granting to AEP Texas, Inc., its Successors and Assigns, a non-exclusive franchise to Construct, Maintain and Operate Lines and Appurtenances and Appliances for Conducting Electricity In, Over, Under and Through the Street, Avenues, Alleys and Public Places of the City of San Juan, Texas.

Mr. Cervantes stated, our existing franchise agreement expires and we are trying to extend the existing franchise agreement. Mr. Jones from AEP is here if you have any questions.

Mayor Pro-Tem Ramirez motioned to approve and seconded by Commissioner Maldonado. Motion passed (5-0)

- b. Consider Authorizing the City Manager to Enter into a Contract for the Purchase of Water between the City of san Juan and hidalgo Irrigation District No. 2 to divert water for Municipal Purposes in an amount of 300.00 Acre-Feet.

No Action taken.

VIII. ADJOURNMENT

Commission Ernesto Guajardo motioned to adjourn and seconded by Mayor Pro-Tem Ramirez. Motion passed.

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary

MINUTES OF SPECIAL CALLED MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Wednesday, November 1, 2017

TIME: 4:30 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Jesus Ramirez, Mayor Pro-Tempore
Raudel Maldonado, Commissioner
Pete Garcia, Commissioner
Rick Palacios, City Attorney

MEMBERS ABSENT:

Ernesto Guajardo, Commissioner
Adelaida Cordero, Director of Human Resources
Rene Jaime, Purchasing/Risk Management
Tirso Garza, Chief of Fire
Juan Gonzalez, Chief of Police
Oscar Cuellar, San Juan EDC Director
Leroy Gonzales, Interim Finance Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
David Salinas, Director of Utilities
Mary Enriquez, Court Administrator
Robert Rangel, Director of Information Technology

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, City Secretary

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor Mario Garza called meeting to order at 4:30 p.m.

II. INVOCATION

Benjamin Arjona, City Manager the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

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IV. CONTRACTUAL/RESOLUTIONS

- a. Consider Awarding the First Time Sewer Connection Project to RDH Site & Concrete, LLC. from Palmview, Texas, in the amount of \$1,433,301.00.

Benjamin Arjona, City Manager stated that on October 25, 2017, the City of San Juan received a total of six bids for the project.. The low base bid was from RDH Site & Concrete LLC in the amount of \$1,433,301.00. The estimated cost of the project was \$1,800.00, so there will be almost a \$300,000 savings. Attached you will see the bid tabulation that was created by Cruz-Hogan. The funding is available from the proceeds of the civil bonds from the Texas Water Development Board. Should you have any questions, Mr. Ronnie Cruz is here to answer any questions. The project that we are currently working on is on the first time sewer connect. Presently we are looking to start by the railroad, there are 5 or 6 that need to be done there and that's where the project will begin if it is approved tonight.

Commissioner Maldonado asked that if it got approved, when would the project begin and Mr. Arjona, City Manager responded that with everything being in place with the Texas Water Development Board it would take fifteen days at the most to mobilize and start construction.

Mayor Garza asked Mr. Cruz if that information was correct and Mr. Cruz replied that they were dealing with the Water Development Board. First of all, the contracts needed to be received, then submitted to the contractor for the bonds, then the City Attorneys as well as the Water Development Board would review them. Obviously we want to get started this year but it depends, on Wednesday we are going to take some of the documents.

Mr. Arjona, City Manager stated that two years ago we had the TCQ violation, and a \$75,000 fine was given to the City. We worked it in a way that we'll do a project so that we don't spend the monies towards the fine and those \$75,000 will be placed towards the installation of the first time water sewer connect.

Mr. Cruz mentioned that on the bid they had an alternate #1 with that area because in case the funds were not available, there was still a bid item and the contract would go directly to the City. Mayor Garza asked what was the estimated time for a project that size to be completed and Mr. Cruz responded about six months, with two crews working at the same time. Mayor Garza then asked where this was and Mr. Cruz replied that it was Wyoming on the Railroad, coming down from Cesar Chavez. There were some easements coming down from Morelos to get into this area. There's about three houses and some lots that have issues and we got it approved because obviously it didn't meet the subdivision regulations. Mr. Arjona, City Secretary asked if this would take about a couple of months and Mr. Cruz replied just that section would take less than that.

Mayor Pro-Tempore Ramirez asked if Mr. Cruz had dealt with that company before and Mr. Cruz responded that they had always shown good faith in doing what they had asked them to do. They are not a big company but I think they can do it. They can get bonded.

Commissioner Garcia inquired on what projects they had done and Mr. Cruz responded that they had done paving in Weslaco and subdivisions, drainage and streets for Precinct #2 to name a few and he had also asked for references. Rick Palacios, City Attorney asked if any of the references had to go into litigation to push them along and Mr. Cruz responded that no litigation was done.

Motion passed by Commissioner Guajardo and seconded by Mayor Pro-Tem Ramirez. Motion passed. (4-0)

**CITY OF SAN JUAN
CITY COMMISSION SPECIAL CALLED MEETING
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V. ADJOURNMENT

Commission Pete Garcia motioned to adjourn meeting and seconded by Commissioner Raudel Maldonado. Motion passed.

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary

MINUTES OF A REGULAR MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Tuesday, November 14, 2017

TIME: 6:00 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Jesse Ramirez, Mayor Pro-Tempore
Ernesto Guajardo, Commissioner
Pete Garcia, Commissioner
Raudel Maldonado, Commissioner
Rick Palacios, City Attorney

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, City Secretary
Tirso Garza, Chief of Fire
Juan Gonzalez, Chief of Police
Leroy Gonzales, Finance Director
Adelaida Cordero, Director of Human Resources
Armandina Segin, Library Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
David Salinas, Director of Utilities
Rene Jaime, Purchasing/Risk Management
Mary Enriquez, Court Administrator
Robert Rangel, Director of Information Technology

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor Mario Garza called meeting to order at 6:00 p.m.

II. INVOCATION

Benjamin Arjona, City Manager led the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

IV. PUBLIC COMMENTS

V. PRESENTATIONS

a. Planning and Zoning Monthly Report

Mayor Pro-Tem Ramirez asked Mr. Cervantes, Director of Planning on the delay with the Public Safety Building that should of been completed in November. Mr. Cervantes replied that it was due to the small

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details and then he asked Chief Gonzalez to elaborate. Chief Gonzalez stated that the architects were finishing up with the contractor and just a few minor things needed to get completed; mainly administrative things. Mayor Pro-Tem Ramirez then said if December 1st and Chief Gonzalez stated Yes, December 1st is the target date. The Internet is already in place, but we need to install the security cameras. Mayor Pro-Tem Ramirez thanked Chief Gonzalez for the update.

Mayor Pro-Tem Ramirez also mentioned that there were eight new businesses that had opened and wanted to know if they had spoken only to Mr. Cervantes, Director of Planning or in conjunction with EDC. Mr. Cervantes, Director of Planning replied that EDC was involved with some of them, but a lot of them were small businesses that would go into small suites. EDC is not involved with the small businesses, they go to the big businesses like Golden Chick or commercial plazas. This year we have a lot of construction within the City.

Mayor Pro-Tem Ramirez thanked Mr. Cervantes for the update. Mayor Pro-Tem Ramirez then mentioned the 13 structures that had been torn down but was wondering about the other 32 structures that were pending. Mr. Cervantes, Director of Planning stated that they needed permission in writing from the property owner. At times we are able to demolish as some properties are abandoned and no one is paying the taxes. Eventually we do a tax foreclosure on the property and at that time the County, City and District become the new owners. Mayor Pro-Tem Ramirez then asked if the City recouped any of the expenses and Mr. Cervantes responded No, because in an effort to clean up the City we have been offering to demolish at no cost to the owner.

b. Sanitation Monthly Report

Mayor Pro-Tem Ramirez mentioned to Carmen Gonzalez, Director of Sanitation that he had read her memo and inquired on advertising in the Advance newspaper in regards to the brush pickup. Ms. Gonzalez, Sanitation Director stated that she needs to do a massive mail out because some of the residents are under the impression that they can throw loose leaves or three bags of leaves in the garbage and that is not feasible because it can ruin the garbage trucks. I would like to wait till the beginning of the new year to do this and also rethink the brush pickup schedule especially in the alleys because a lot of the residents think they have alleys and they are actually easements and they are closing them, making it dangerous for our truck drivers. Mayor Pro-Tem Ramirez thanked her for the updates.

c. Parks and Recreation Monthly Report

Mayor Pro-Tem Ramirez addressed Mr. Willingham, Director of Parks and Recreation thanking him for all the activities in the month of October. He stated they had out done themselves and Mr. Willingham thanked him for his words. Mayor Pro-Tem Ramirez then mentioned the chase that had happened during the Homecoming event noting that Chief Gonzalez had addressed the issue of security measures with his staff. Chief Gonzalez then stated that they were implementing new security measures to assure that our citizens and children were safe. Then Mayor Pro-Tem Ramirez told Mayor Garza that was all he had in reference to the reports.

Mayor Garza asked Carmen Gonzalez, Director of Sanitation if she had noticed the piles of brush and tree limbs a gentleman was cutting along Stewart Road. Ms. Gonzalez stated that she had and she had spoken to the gentleman and he had guaranteed her that he would pick it up and take it to the brush site.

Mayor Garza asked Mr. Willingham, Director of Parks and Recreation in reference to his report and the 5K event being incorporated with the Noche de Paz event. Mr. Willingham stated that they were looking at all of the 5K events and there's one already with the same name. We have discussed to have our own stand alone event around February. Mayor Garza also inquired about the time for the parade and Mr.

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Willingham stated that it would start at 6pm in front of the City Hall and continue north on Nebraska and then it will go west on First Street towards the park. Mayor Garza thanked him for the update.

Commissioner Garcia asked Carmen Gonzalez, Director of Sanitation how the new mixture for the potholes was working and Ms. Gonzalez responded that when they went to TML Houston they had met with a vendor from Road Rescue that sold asphalt in 70lb bags at \$11.00 the bag and it took care of 7 sq.ft. This is what we are putting in the potholes and it has been working great. This product is guaranteed for 1-2 years. Commissioner Garcia then stated that was good because this asphalt didn't stick to your hands much less to the tires.

VI. PUBLIC HEARINGS/ORDINANCES

- a. Conduct a Public Hearing and consider an Ordinance in First Reading for a Conditional Use Permit for the Sale of Alcoholic Beverages for Off-premise Consumption at the proposed "Tremendoz Drive-Thru" located at 2201 N. Cesar Chavez Road, legally described as Lot 1, C&B Subdivision, as requested by Bladinich Rodriguez.

Xavier Cervantes, Director of Planning stated that Mr. Rodriguez was requesting a conditional use permit for the sale of alcoholic beverages for off-premises consumption at the proposed "Tremendoz Drive Thru". Mr. Rodriguez is taking over the business that was open two years ago as C&B Drive-Thru located along the west side of Cesar Chavez. The applicant is proposing to sell alcoholic beverages Monday-Friday from 7am – 12am, Saturday from 7am-1am and Sundays from 12pm-12am. Three letters went out to surrounding property owners and there was no opposition. The City Commission recommended approval unanimously.

Mayor Garza opened item to the public at 6:20pm for or against.

Rick Ramirez stated that one person had asked him about the permits of alcoholic beverages and hours of sales. He stated he had been reading the rules and laws regarding the gap that we see on Sundays for the hours of service from 12pm-12am. Mr. Ramirez would like to propose an Ordinance that the City change the hours of sales during weekdays to 12pm-12am. This is for your consideration.

Mayor Garza asked if there were any questions from the Commission and Mayor Pro-Tem Ramirez asked if what had just been mentioned was an option. Mr. Cervantes responded yes, if that's a priority for the Commission. You could approve it subject to change in the hours and if agreed it could be made a condition. Mayor Pro-Tem Ramirez stated that he thought he made a valid point because he had heard about an accident where a high school student was going to school drunk around 7:30 in the morning. I would like to propose this, but I do not know if the Commission is in favor or not. Commissioner Maldonado asked what time Stripes started selling beer or alcohol and Mr. Cervantes responded normally 7 o'clock. Commissioner Maldonado stated that his concern was if the time changed from Saturdays at 10am to 12 noon it might hurt the business. Commissioner Garcia added, as it is they compete with HEB in a lot of their products.

Mayor Garza closed open item to the public at 6:25pm and asked if there was a motion to approve as is. Commissioner Garcia motioned to approve, seconded by Commissioner Maldonado. Motion passed. (4-1)

- b. Consider Adopting an Ordinance amending the City of San Juan Code of Ordinances Chapter 4 Business Regulations by adding Article 4.11 Grease Traps establishing the Installation, use, Maintenance Requirements, Monitoring, and Enforcement of Grease

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Traps and Interceptors for Commercial Businesses generating fats, oils, and/or Grease: providing for Penalties; providing for Injunctive Relief; Providing for Repealer Clause; Providing for a Savings Clause; Providing for Publication and an effective date.

Mr. Salinas stated that the Ordinance presented was to establish a rule in the code of ordinance that at the present time did not exist. This is so we can regulate the grease traps at commercial establishments, restaurants, industries and schools. To prevent the grease from overflowing into the PLOTW or the collection system and causing problems like what we saw on Cesar Chavez not long ago. At this moment these grease traps are being regulated through the Health Department –County, and we have no records on how often they’re requiring those grease traps to be cleaned. This Ordinance will allow us to regulate it through the Code Enforcement Department. This way we have a cleanup schedule and a fine assigned to if they are not in compliance with the Ordinance.

Commissioner Garcia asked how often they cleaned it and Mr. Salinas responded that it all depends on the establishment, will be determined by the inspectors, but on average no longer than three months. Commissioner Garcia asked what would the fine be and Mr. Salinas responded that first a warning would be given so they could correct the problem, The initial fine would be \$1,000.00, second violation \$1,500 and the third violation would increase to \$2,000.00. Commissioner Maldonado asked if the warning would be a verbal or written warning and Mr. Salinas stated it would be a written warning. Commissioner Garcia asked about the cost to clean out a grease trap and Mr. Salinas responded it was around \$180.00 every three months. Mayor Pro-Tem Ramirez asked Mr. Cervantes if we had the manpower and Mr. Salinas responded that his Department would be assisting as part of that but it would get regulated during the building process.

Mayor Garza asked on what would be the next step if they refused to pay the \$1,000 fine and Mr. Salinas responded the Court. Fines would keep mounting until the amount reached \$2,000.00 then there would be civil and legal penalties and all that would be in the Ordinance.

Mayor Garza asked if there was a motion to approve. Mayor Pro-Tem Ramirez motioned to approve, seconded by Commissioner Garcia. Motion passed unanimously (5-0)

VII. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MATTERS:

a. Consider the Approval of the Budget for Economic Development Corporation 2017-2018. Commissioner Garcia asked if it could be extended a little more and Mr. Cuellar responded that they had changed the format to add more line items and make it easier to see where we are spending the money. Commissioner Garcia asked if the \$18,000.00 for travel and training was the standard and Mr. Cuellar responded that they didn’t have a line item and it was lumped together with other expenses. Commissioner Maldonado mentioned like the telephone that is \$6,500, what is the breakdown on that and Mr. Cuellar stated that it included the cellphones, tablets and the landlines as well as the ISP address for the internet.

Mayor Garza asked what had been spent to this point on training and Mr. Cuellar responded \$7,000.00 for two trainings, one in Houston and the other in Dallas. Mayor Garza then asked Mr. Cuellar to explain why he was asking for \$18,000 and Mr. Cuellar responded that it was to cover staff and board members for the whole 12 months.

Commissioner Garcia asked what were the \$2,000 memberships on and Mr. Cuellar stated they belonged to Rustic and the Rio Grande Chamber and a couple of other organizations.

Mayor Garza asked on the line item of \$2,000 that was for overtime and Mr. Cuellar responded it was a carryover from the previous budget. Mayor Garza stated that what he would want to see would be a

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comparison from last year to this year and Mr. Cuellar responded that he could show last year's budget but most of it had not been used because they were shut down for part of the year.

Commissioner Garcia asked who was the auditor for EDC and Mr. Cuellar responded that it was the same auditor as the City because the City does the bookkeeping and accounting for EDC. Commissioner Garcia asked Mr. Arjona if EDC was paying the City a certain amount for finance bookkeeping and Mr. Arjona responded yes, we are still doing that. Mr. Cuellar stated that on the budget it showed as accounting service \$12,000.00. On our MOU with the City it is for \$1,000.00 per month. Commissioner Maldonado asked what are Other Supplies on the Budget and Mr. Cuellar responded that sometimes knives, napkins, etc. are purchased for city events. Commissioner Garcia also asked what Meeting Expenses meant on the Budget and Mr. Cuellar responded that was when refreshments were served at City meetings. He also added that the Advertising category was used when the City advertised for bids as well as when ads were placed to announce certain projects. The category of City Events for \$30,000.00 is for the two events we helped to sponsor which were the Noche de Paz and the 4th of July.

Mayor Garza asked if there was a motion to approve. Mayor Pro-Tem Ramirez motioned to approve and motion not seconded. Motion denied.

VIII. CONTRACTUAL/RESOLUTIONS

- a. Consider Adoption of a Preliminary Budget for Fiscal Year 31 (2018) of the Hidalgo County Urban County Program.

Mr. Arjona, City Manager mentioned the preliminary Budget with the different entities asking for money but noted that just because it was requested did not mean it would get approved. The Commission can make a recommendation on the amount of money allotted to each agency. Mayor Pro-Tem Ramirez asked about the funding for the second Boys and Girls Club since it was not with Urban County would there be funds in the General Fund account and Mr. Arjona responded that there would be. Mr. Cervantes added that this year they were requesting \$13,500 but they were recommending \$7,500 for Alamo-San Juan. Mayor Garza asked if there was a motion to approve. Commissioner Garcia made motion to approve, seconded by Mayor Pro-Tem Ramirez. Motion passed unanimously. (5-0)

- b. Consider Preliminary and Final Plat Approval of the Hinojosa Acres Subdivision being a 2.0 acre tract of land out of Lot 7, Block 9, Block 13 and Lot 5, Block 13, John Closner Subdivision, located approximately 600 feet south of Moore Road along the east side of Nebraska Avenue as requested by Homero Gutierrez.

Mr. Cervantes stated that Mr. Foster had proposed to subdivide 2 acres into a one lot subdivision for Mr. Hinojosa to build on the property. The property is located 600 feet south of Moore Road along the east side of Nebraska; the property is currently outside of the City limits of San Juan. Sewer service is not available however water service is. A letter from the property owner requesting annexation to the City must be submitted prior to subdivision recording. It is noted that the project engineer is requesting the following variances: 1. to not have to connect to the city sewer system, 2. to not have to escrow funds for 10 feet of additional pavement curb and gutter and 5 foot sidewalk along the Frontage and South Nebraska Avenue, 3. to not have to submit a letter requesting annexation to the City of San Juan. During the meeting of October 19th, the Planning and Zoning Commission recommended approval of the subdivision subject to the list of conditions granting variance to item 1, item 2, but not granting variance to item 3.

Mayor Garza asked if there was a motion to approve. Mayor Pro-Tem Ramirez made motion to approve, seconded by Commissioner Guajardo. Motion passed unanimously. (5-0)

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- c. Consider Approval of a Lease Agreement with the Pharr-San Juan-Alamo School District for the Future Sorensen Elementary School Neighborhood Park

Mr. Cervantes stated that in 2016 the City was awarded a \$160,000.00 grant from Texas Parks and Wildlife that needed to be matched with city funds towards the development of this future city school park that will be located at the southeast corner of Stewart and Sam Houston roads. In 2016 civil engineering students from UTRGV assisted the City with conceptual ideas for the park. The students gave a presentation to the Commission on September 27, 2016. The project is a partnership with the school district since the land belongs to the school district. To get the engineering started we need a lease agreement to be approved between the City and the School District. Both City and School District are now in agreement and if approved by the Commission, we can start with the engineering. Mr. Cervantes added that once we knew the School Board had approved it also, they could meet with the engineer. The engineering would take two or three months and then we would go out for bids, then construction another three or four months and hopefully it will be completed by summer of next year. We will be managing the construction because it is our grant.

Mayor Garza asked if there was a motion to approve. Commissioner Maldonado made motion to approve, seconded by Commissioner Garcia. Motion passed unanimously. (5-0)

- d. Consider Selection and Authorizing the City Manager to enter into a Contract Agreement for the Lease of Tabulation Equipment for the Special Election in January 2018.

Mr. Arjona, City Manager stated that the County was also having elections so they wouldn't have machines available. We have to contract out to the vendor who used to lease the equipment to the County. We have provided the proposal of different companies and it is just a matter of approving this company versus going with the County. Commissioner Maldonado asked what was the cost and Mr. Arjona responded \$26,000.00.

Mayor Garza asked if there was a motion to approve. Mayor Pro-Tem Ramirez made motion to approve, seconded by Commissioner Garcia. Motion passed unanimously. (5-0)

- e. Consider Resolution to cast votes for one or more candidates for the Hidalgo County Appraisal District Board of Directors for 2018-2019.

Mr. Arjona, City Manager stated that the City had received correspondence requesting that the City of San Juan cast all of its votes for one candidate or distribute them among any number of candidates. The City shall determine its vote by a written resolution and submitted to the Chief Appraiser before December 15, 2017. The Chief Appraiser will not count votes cast for someone not listed on the official ballot, the City has forty votes that can vote where there's eight. Rick Palacios, City Attorney stated that if there is a motion to either cast a vote for one or a couple of people we would need to have a second and then they would have to pass it. Whatever proposal made by this Council would need to be by majority.

Mayor Pro-Tem Ramirez made motion to give all forty votes to Commissioner Garcia, seconded by Commissioner Guajardo. Motion passed. (4-1)

IX. CONSENT AGENDA

- a. Consider Adoption of an Ordinance in Second Reading for an Amendment to Appendix A, Unified Development Code, Chapter 2, Article IV, Section 11 of the San Juan Code of Ordinances to allow Car Wash Facilities in the Expressway Corridor District.

Mr. Arjona, City Manager stated that this would be the Second Reading that was brought up before you, First Reading was approved.

- b. Consider Adoption of an Ordinance in Second Reading granting to AEP Texas, Inc. Its Successors and Assigns, a non-exclusive franchise to Construct, Maintain and Operate

CITY OF SAN JUAN
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Lines and Appurtenances and Appliances for conducting Electricity In, Over, Under and Through the Streets, Avenues, Alleys and Public Places of the City of San Juan, Texas.

- c. Consider an Ordinance in Second Reading for a Rezoning Request from Multi-Family Residence District (R-MF) to Single-Family Residence District (R-S) for a Property legally described as the West 0.0 acres out of Lot 1, Block 43, Alamo Land and Sugar Company's Subdivision, located approximately a quarter mile east of Raul Longoria along the south side of Nolana Avenue, as requested by Ricardo Salinas.
- d. Monthly Collection Report – September 2017.
- e. Approval of Minutes.
 - 1. May 23, 2017
 - 2. June 7, 2017
 - 3. June 13, 2017
 - 4. June 27, 2017
 - 5. July 31, 2017

Mayor Garza asked if there was anything to amend and Mayor Pro-Tem Ramirez asked Diana Cavazos, City Secretary if she could correct June 27th minutes since it showed Commissioner Garcia present and also absent from the meeting.

Mayor Garza asked if there was a motion to approve. Mayor Pro-Tem Ramirez motioned to approve all items in Consent Agenda. Seconded by Commissioner Guajardo. Motion passed unanimously, (5-0)

X. EXECUTIVE SESSION

- a. The San Juan City Commission will convene into Closed Session pursuant to the Provision of the Chapter 551, Subchapter D, Exceptions to Requirements that Meetings be Open, Texas Government Code 550.071 (Consultation with Attorney) and Texas Government Code 551.072 (Deliberation regarding Real Property) as follows:
 - 1. Discussion and Possible Action Regarding the Purchase, Exchange, Lease, or Value of Real Property, Tract 1 and Tract 2. (Pursuant to Texas Code 551.072 Deliberation about Real Property and 551.071 Consultation with Attorney)

)

XI. RECONVENE at 7:43pm

- a. The City Commission will Reconvene in Open Session to take necessary action, if any, in accordance with Chapter 551, Open Meetings, Subchapter E, Procedures relating to a Closed Meeting, 551, Requirements to Vote or Take Final Action in Open Meeting.

Commissioner Garcia motioned to approve as discussed in Executive Session regarding Tract 1 and Tract 2. Seconded by Commissioner Guajardo. Motion passed unanimously. (5-0)

XII. ADJOURNMENT

CITY OF SAN JUAN

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Commissioner Maldonado motioned to adjourn at 7:45pm and seconded by Commissioner Guajardo. Motion passed. (5-0)

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary

MINUTES OF SPECIAL CALLED MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Monday, November 20, 2017

TIME: 12:00 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Jesus Ramirez, Mayor Pro-Tempore
Raudel Maldonado, Commissioner
Pete Garcia, Commissioner
Ernesto Guajardo, Commissioner
Rick Palacios, City Attorney

MEMBERS ABSENT: Adelaida Cordero, Director of Human Resources
Rene Jaime, Purchasing/Risk Management
Tirso Garza, Chief of Fire
Juan Gonzalez, Chief of Police
Oscar Cuellar, San Juan EDC Director
Leroy Gonzales, Interim Finance Director
Patrick Willingham, Director of Parks and Recreation
Carmen Gonzalez, Director of Sanitation
David Salinas, Director of Utilities
Mary Enriquez, Court Administrator
Robert Rangel, Director of Information Technology

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, City Secretary
Xavier Cervantes, Director of Planning

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor Mario Garza called meeting to order at 12:00 p.m.

II. INVOCATION

Benjamin Arjona, City Manager the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

IV. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MATTERS:

**CITY OF SAN JUAN
CITY COMMISSION SPECIAL CALLED MEETING
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- a. Consider Authorizing City Manager to Request for Proposals from Environment Firms for Abatement of Asbestos and seek Bids for the Demolition and Removal of Debris of the Old San Juan Maternity Clinic located at the northwest corner of 6th Street and Nebraska Avenue.

Mr. Arjona, City Manager stated that as it had been previously discussed, there was an interest in demolishing the Old San Juan Maternity Clinic Building. What is being requested is permission to bring in a firm and do an abatement of the asbestos and also removal of the debris. There will be a demolition either with the same company or a different one. What we are requesting is the Commission's approval so we can seek a proposal and bids.

Mayor Garza asked once it was approved, what was the next step and Mr. Arjona responded that they would meet with the attorney and the company. The company would do an assessment of asbestos and it would take anywhere from three to four weeks. We already have the asbestos report which is a plus, we are at the end of it. It will take between 10-15 days before we go out for bids or proposals on the asbestos. The asbestos report is good for five years and we confirmed it with the company.

Xavier Cervantes, Director of Planning stated that the survey goes back to 2006 but he was talking to a person that handles these types of things and the report should still be good because the rules have not changed since 2006. Mr. Cervantes added that the company they were working with was under contract for geotechnical services and we were looking into hiring that same company (Raba Khisner) to help us with the monitoring. They would also assist with getting quotes for the abatement of asbestos. If we are able to get three quotes for less than \$25,000 we can get the project moving quickly. If one quote comes out for more than \$25,000 then we have to advertise for proposals and this will slow down the process.

Mr. Arjona mentioned that after the building was demolished, the debris would also be removed. Mr. Cervantes added that the asbestos had to be removed a certain way due to regulations on how to remove and how to haul away. During the removal there would also be air monitoring that needed to be done and this is also included in the agreement with Raba Khisner. We will follow all state rules for the asbestos.

Motion passed by Mayor Pro-Tem Ramirez and seconded by Commissioner Guajardo. Motion passed. (5-0)

V. ADJOURNMENT

Commission Pete Garcia motioned to adjourn meeting at 12:06pm and seconded by Commissioner Ernesto Guajardo. Motion passed.

CITY OF SAN JUAN, TEXAS

**CITY OF SAN JUAN
CITY COMMISSION SPECIAL CALLED MEETING
Monday, November 20, 2017**

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary

MINUTES OF REGULAR MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Tuesday, January 9, 2018

TIME: 6:00 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Jesus Ramirez, Mayor Pro-Tempore
Ernesto Guajardo, Commissioner
Pete Garcia, Commissioner
Raudel Maldonado, Commissioner

MEMBERS ABSENT:

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, City Secretary
Juan Gonzalez, Chief of Police
Tirso Garza, Chief of Fire
Leroy Gonzales, Finance Director
Adelaida Cordero, Director of Human Resources
Armandina Segin, Library Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
Rene Jaime, Purchasing/Risk Management
David Salinas, Director of Utilities
Mary Enriquez, Court Administrator
Robert Rangel, Director of Information Technology

GUEST: Alfonso Gonzalez with Perez Consulting Engineers

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor Mario Garza called meeting to order at 6:00 p.m.

II. INVOCATION

Benjamin Arjona, City Manager led the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

IV. PUBLIC COMMENTS

**CITY OF SAN JUAN
CITY COMMISSION MEETING
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V. PRESENTATIONS

- a. Presentation on Departmental Reports: Department of Sanitation, Library Department, Department of Planning and Zoning, Department of Parks and Recreation.

DISCUSSION: Benjamin Arjona, City Manager presented the item and stated directors were available for any questions.

Commissioner Pete Garcia asked for an update on the street project across the fire station. Xavier Cervantes, Director of Planning stated that the project had been placed on hold due to bad weather but presently it was back on track and they were preparing the street for the asphalt. The project is expected to be completed by the end of the week.

Mayor Pro-Tempore Jesus Ramirez asked Carmen Gonzalez, Director of Sanitation on the crew scheduling for weed eating and mowing. Ms. Gonzalez responded that she only had one crew working on the south side and that the north belonged to TxDot but out of courtesy they also did the Police Department. Mayor Pro-Tempore Ramirez stated that he was inquiring because there had been complaints regarding Raul Longoria. Ms. Gonzalez stated that in the past she has had to call TxDot and her department has also helped them as well.

Commissioner Pete Garcia asked Ms. Gonzalez if they can still use the mix to fix potholes on Oblate Drive. Ms. Gonzalez replied that Oblate Drive is on the list to be repaired and the mix is being utilized on streets that need it. Mr. Arjona, City Manager added that Oblate Drive is the first street that will get repaired on the Phase 2 project.

Mayor Pro-Tempore Jesus Ramirez inquired on the brush pickup and Ms. Gonzalez stated that she would like to request the Commission to consider changing the pickup schedule because 15 days was not enough and the City was growing. The schedule had not changed in over 17 years and her suggestion was to do one month on the south side and one month on the north side. Commissioner Pete Garcia suggested Ms. Gonzalez look into purchasing another grapple truck to add a 4th crew for clean-up. Mayor Mario Garza also asked what the schedule was on the sweeper truck and Ms. Gonzalez replied that they were focusing on the new streets like Cancun and Puerto Vallarta Street. She stated they only had one driver with a CDL and that was the reason why she was only focusing on the new repaved streets.

Commissioner Ernesto Guajardo commented that he went to the Sanitation Department and noticed that the employees were under the shed working in 28 degree weather. He advised Ms. Gonzalez to look into getting a heater and covering one of the walls to keep the cold weather from going in.

Mayor Pro-Tempore Jesus Ramirez asked Patrick Willingham, Director of Parks and Recreation how his department was doing in regards to staff since the new safety building was opening. Mr. Willingham replied that they were able to catch up and that there was one more custodian position that was going to be filled in the coming days.

Commissioner Pete Garcia asked how the City was going to announce the results of the Elections and Diana Cavazos, City Secretary replied that it would be announced on the City's website.

- b. Presentation on Water and Energy Efficiency Grant from the US Bureau of Reclamation to Replace the Raw Water Line from the Sergeant Leonel Trevino Reservoir to Water Plant No. 1.

**CITY OF SAN JUAN
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DISCUSSION: Benjamin Arjona, City Manager presented the item and David Salinas, Director of Utilities stated that Perez Consulting would be giving a presentation on the application for funding for the replacement of the raw water line.

Alfonso Gonzalez with Perez Consulting Engineers stated that the application was very thorough and consisted of 60 pages with two available options; one being for \$300,000 and the other one for \$1million and both applications required an official resolution by the Commission. Some of the eligibility requirements are that the project has to provide water and energy efficiencies and increase the use of renewable energy. Mr. Gonzalez added that the estimated project cost to replace the raw water line would be around \$950,000.00.

Commissioner Pete Garcia asked what application amount they were going to apply for and Mr. Salinas responded that he would like to apply for the water line project and for a smart meter grant as well. Mayor Mario Garza inquired as to when the City would be notified if the grant was awarded and Mr. Salinas stated that the City would find out soon after the application was submitted.

c. Introduction of Keep San Juan Beautiful Board

DISCUSSION: Benjamin Arjona, City Manager presented the item and stated that the reason the item was on the agenda was because the Board had never been introduced. Carmen Gonzalez, Director of Sanitation asked if the item could be brought back the following meeting.

d. Employee Christmas Party Budget Report

DISCUSSION: Benjamin Arjona, City Manager presented the item and Diana Cavazos, City Secretary stated that the party was held at the Regency Hall on December 16, 2017. She mentioned that the catering and decorations were included for 350 guests, HEB donated the cake and there were 37 awards presented to employees. Ms. Cavazos stated that all invoices were attached to the expenditure report. Mayor Pro-Tempore Ramirez asked for the number of employees that had attended and Ms. Cavazos responded that there were approximately 200 guests but did not have a number of employees that attended. Mayor Pro-Tempore Ramirez asked if the \$15,000 was budgeted for the party and what account it came out of. Ms. Cavazos stated that the budget was under the special events and legislative account. She also mentioned that the same account funds had been used for the Thanksgiving Luncheon, Christmas Breakfast and the Lighting of the Tree. Commissioner Pete Garcia commented that it was a good party and good gifts were given. Mayor Mario Garza asked how many gifts were given and Ms. Cavazos replied that there were about 93 gifts that were donated and given to employees.

VI. PUBLIC HEARING/ORDINANCES

- a. Conduct a Public Hearing and Consider an Ordinance in First Reading for a Conditional Use Permit to Allow a Parking Lot in Residential Are Legally Described as Lot 100, San Juan East Mobile Home Phase 2 Subdivision Located at 1213 Foster Street as Requested by Manuel Cortes.

DISCUSSION: Benjamin Arjona, City Manager presented the item and Xavier Cervantes, Director of Planning stated that Manuel Cortes was representing Iglesia de Abundancia de Cristo Inc. and they were requesting a conditional use permit. He mentioned that in 2011 Mr. Cortes applied for a conditional use permit to allow a church and parking lot to be built in a residential area and the permit

**CITY OF SAN JUAN
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was granted by the City. Mr. Cortez was proposing to construct a parking lot of 24 parking spaces and Mr. Cervantes stated that 43 letters were sent out to the surrounding property owners and only one called in opposition to the request. On December 21st the Planning and Zoning Commission approved the request unanimously.

Mayor Mario Garza opened public hearing at 6:45pm.

Manuel Cortes stated that he wanted to make the parking lot bigger because the one they currently had was too small.

Nora Molina Guajardo stated that it was very important for their congregation to continue growing and coming together to pray for the City of San Juan.

Jesus Ramirez stated that their church needed more parking to avoid accidents from happening.

Mayor Mario Garza closed public hearing at 6:49 pm.

Motion was made by Mayor Pro-Tempore Jesus Ramirez to approve and seconded Commissioner Pete Garcia. Motion passed. (5-0)

VII. APPOINTMENTS

- a. Consider Nomination for the City of San Juan to the 2018 Rio Grande Walk of Fame, as requested by the City of Hidalgo.

DISCUSSION: Benjamin Arjona, City Manager presented the item and stated that the City of San Juan had been participating since 2005. He also mentioned that Luis Ramos Jr. was the nominee for 2017.

Commissioner Pete Garcia nominated Ramiro Treviño to the Walk of Fame and stated that Mr. Treviño was an advocate for the City, County and School Board.

Motion was made by Commissioner Pete Garcia to approve and seconded Commissioner Ernesto Guajardo. Motion passed. (5-0)

VIII. DISCUSSION AND POSSIBLE ACTION ON ALL THE FOLLOWING MATTERS:

- a. Discussion and Possible Action Authorizing Staff to Solicit Statements of Qualifications for a Cost of Service, Water and Sewer Rate and Debt Capacity Study.

DISCUSSION: Benjamin Arjona, City Manager presented the item and David Salinas, Director of Utilities stated that on September 2017 the City Commission approved the Budget for a water and sewer study. He was now requesting authorization to solicit for qualifications for a firm or an individual since there were a lot of needs and the City was growing.

Motion was made by Mayor Pro-tempore Jesus Ramirez to approve and seconded Commissioner Pete Garcia. Motion passed. (5-0)

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- b. Consider Authorizing the City Manager to Declare Various Items as Salvage and Surplus Property. (Rene J. Jaime, Purchasing/ Risk Manager)

DISCUSSION: Benjamin Arjona, City Manager presented the item and Rene Jaime, Purchasing/Risk Manager stated that as per the Texas Government Code 252 salvage property means personal property or other items routinely be discarded as waste. He went on to say that surplus property meant that property that is of no salvage property. Mr. Jaime stated that the list consisted of;

- 18 vehicles
- 3 brown wood file cabinets
- 3 flat screen televisions
- 1 standing file folder
- 5 four drawer file cabinets
- 2 two door file cabinets
- 1 standing metal cabinet
- 2 plastic folding tables
- 6 desk chairs
- 1 futon bed couch
- 1 plastic safe
- 1 glass wood cabinet
- 12 brown desks
- 1 light brown desk
- 7 dry eraser boards
- 1 white refrigerator
- 1 microwave
- 1 toaster oven
- 1 brown desk for 6 locked door lockers
- 6 powerage 1850 servers
- 3 dell laptops
- 1 acer laptop

Mr. Jaime added that the surplus consisted of;

- 12 bunker gear pants
- 14 bunker gear coats
- 10 pair of gloves
- 2 pairs of structural boots from the fire department

The surplus items would not be for sale due to liability reasons and donation of the item would be considered to other agencies in Mexico. Commissioner Raudel Maldonado asked how the items would be sold and Mr. Jaime responded that they would be sold through auction.

Motion was made by Mayor Pro-tempore Jesus Ramirez to approve and seconded Commissioner Pete Garcia. Motion passed. (5-0)

- c. Consider Approval of the Economic Development Corporation 2017-2018 Budget.

DISCUSSION: Benjamin Arjona, City Manager presented the item and stated that the budget was restructured in a way that it had been in the past. He mentioned that there was an EDC meeting the day before the City Commission meeting and there were a few changes made. Mr. Arjona asked for

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consideration and approval of the changes. Commissioner Pete Garcia asked how the EDC was still operating without the approved budget. Mr. Arjona replied that EDC was still allowed to operate to a certain extent. Rick Palacios, City Attorney stated that there was a budget that was presented but not to the forum that the Commission wanted at the time of the fiscal year approved budget. He went on to say that as long as they operated within the parameters, now the EDC was presenting a more detailed line item budget. Mr. Arjona added that the budget was previously approved by the EDC Board prior to October 1st.

Commissioner Pete Garcia inquired on the line item vehicle for \$20,000 and asked what the vehicle would be used for. Mr. Arjona stated that the EDC Board wanted the vehicle for the staff in case they needed to go to different places within the City. Commissioner Garcia commented that if the EDC was going to purchase a vehicle, then the Board Members should use the vehicle to go to trainings and not pay them mileage. Mr. Arjona stated that mileage checks usually range from \$30 to \$50 a month and EDC Director would get a car allowance of \$300. Commissioner Pete Garcia expressed concern regarding EDC purchasing a \$20,000 car. Mayor Pro-Tempore Ramirez asked if there was a line item for mini grants and Mr. Arjona replied that the line item was for mini grants and incentives.

Commissioner Pete Garcia motioned to approved the budget and allocate \$20,000 towards promoting EDC.

Motion was made by Commissioner Pete Garcia to approve and seconded Mayor Pro-Tempore Jesus Ramirez. Motion passed. (5-0)

IX. CONTRACTUALS/RESOLUTIONS

- a. Consider Authorizing the City Manager to Enter Into a Two-Year Interlocal Agreement Lease Extension Amendment with Hidalgo County Head Start Program for Property, located at 200 North Cougar, for Operation of a Head Start Classroom and Parent Meeting Center.

DISCUSSION: Benjamin Arjona, City Manager presented the item and stated that the item has been practiced for the past 20 years. Commissioner Pete Garcia asked for the lease amount and Mr. Arjona stated that the lease was for \$12.00 a year.

Motion was made by Commissioner Pete Garcia to approve and seconded by Mayor Pro-Tempore Jesus Ramiez. Motion passed. (5-0)

X. CONSENT AGENDA

- a. Monthly Collection Report- November 2017
- b. Meeting Minutes
 - 1. September 26, 2017
 - 2. September 28, 2017
 - 3. December 05, 2017

DISCUSSION: Benjamin Arjona, City Manager presented the item and asked is any of the items need to be pulled or changed.

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Motion was made by Mayor Pro-Tempore Jesus Ramirez to approve and seconded by Commissioner Pete Garcia. Motion passed. (5-0)

XI. EXECUTIVE SESSION 7:17 p.m.

- a. The San Juan Commission will Convene in Executive Session, in Accordance with the Texas Open Meeting Act, Vernon's Texas Statutes and Codes Annotated, Government Code Chapter 551 et seq:
 1. Pursuant to Section 551.087 DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS, Discuss or Deliberate Current, Future, AND OR Pending Projects Regarding Commercial of Finance Information which the EDC is Conducting Economic Development Negotiations.
 2. Pursuant to Section 551.074 PERSONNEL MATTERS; Discuss the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee (Director of Sanitation and Chief of Police).

DISCUSSION: Benjamin Arjona, City Manager presented the item and Mayor Mario Garza asked for a motion.

Motion was made by Mayor Pro-Tempore Jesus Ramirez to approve and seconded Commissioner Raudel Maldonado. Motion passed. (5-0)

XII. RECONVENE 8:37 p.m.

- a. The City Commission will reconvene in Open Session to take necessary action, if any, in accordance with Chapter 551, Open Meetings, Subchapter E, Procedures Relating to Closed Meeting, 551, Requirement to Vote or take Final Action in Open Meeting.

DISCUSSION: Mayor Mario Garza asked for a motion to reconvene.

Motion was made by Commissioner Pete Garcia to approve and seconded by Mayor Pro-Tempore Jesus Ramirez. Motion passed. (5-0)

DISCUSSION: Mayor Mario Garza stated there would be no action taken for executive session items 1 and 2.

XIII. ADJOURNMENT 8:36 p.m.

Mayor Mario Garza motioned to adjourn meeting and seconded by Commissioner Pete Garcia. Motion passed. (5-0)

**CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, JANUARY 9, 2018**

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary

MINUTES OF A WORK SESSION OF THE CITY OF SAN JUAN COMMISSION

DATE: Thursday, January 18, 2018

TIME: 5:30 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Jesus Ramirez, Mayor Pro-Tempore
Ernesto Guajardo, Commissioner
Pete Garcia, Commissioner

MEMBERS ABSENT: Raudel Maldonado, Commissioner

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, City Secretary
David Salinas, Director of Utilities

GUESTS: Orlando Cruz, Mark Ramirez and Marcos Cruz with Cruz-Hogan Engineers
Frank San Martin
Hollis Rutledge

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor Mario Garza called meeting to order at 5:30 p.m.

II. INVOCATION

Mayor Mario Garza led the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

IV. DISCUSSION AND POSSIBLE ACTION ON ALL THE FOLLOWING MATTERS:

- a. Project Information Form (PIF) Discussion for the Proposed Rehabilitation of the City of San Juan Wastewater Treatment Plant to the Texas Water Development Board for inclusion in the Fiscal Year 2019 Clean Water State Revolving Fund Intended Use Plan (FY19 CWSRF IUP).

DISCUSSION: Benjamin Arjona, City Manager presented the item.

Orlando Cruz principal engineer with Cruz-Hogan Engineers gave history of the wastewater treatment plant. He mentioned that the current plant was completed and put into operation in the year 2000 and the plant discharges four million gallons per day. During the presentation, Mr. Cruz stated the following; a

CITY OF SAN JUAN
CITY COMMISSION WORK SESSION
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wastewater treatment plant was classified as an activated sludge, oxidation ditch method of wastewater treatment. The method utilizes elliptical channels with mechanical equipment which inject oxygen into the wastewater. The oxygen allows for the growth of bacterium that digests the waste and removes BOD, solids, nitrogen and ammonia from the wastewater. Wastewater is then sent to the Clarifiers, sludge settles and clarified water flows over the weirs to the chlorination de-chlorination chambers for disinfection. The fully treated wastewater discharges into the adjacent drainage ditch and the sludge that has settled at the bottom of the clarifiers and the collected scum then flow to a pump station where the sludge is either sent back to the plant headworks to reseed with bacteria/organism or digested, mixed with a coagulated and sent to the sludge beds for drying. Dried sludge is then pit into containers and hauled by a contracted company to a landfill or to be land applied.

David Salinas, Director of Utilities commented that other water plants are doing away with chlorine gas and using ultraviolet disinfection.

Mr. Cruz commented that a preliminary evaluation of the City's wastewater plant was performed to assist the City in accessing the current conditions and needs of the Wastewater Treatment Plant and to assist the City in making plans for any necessary improvements. He noted that in the plant evaluation summary they found many original plant components had been abandoned and at a point where they needed to be replaced. Many plant components have not been properly maintained over the years and need to be either rehabilitated, repaired or replaced. Some plant components simply have out lived their normal useful life and need to also be replaced. He stated that;

- Various plant components and equipment consume large amounts of electrical power.
- Newer and more energy efficient equipment should be considered.
- Plant controls for plant efficient operations are limited or currently non-existent.
- Installation of a supervisory controls and data acquisition (SCADA) system should be considered.

Mr. Cruz also commented that the concrete walls and roof of the lift station are deteriorating due to high hydrogen sulfide gas concentrations. Furthermore, he noted that TECQ conducted an evaluation and issued a letter for notice of violation. Some of the violations at the wastewater system included; seven of the violations were for compliance issues at the wastewater treatment plant. Four of the violations were for compliance issues at three lift stations. Some of the violations at the wastewater treatment plants were failure to maintain mechanical bar screen because the screen was not operational. Failure to operate and maintain grit chamber and failure to operate and maintain grit chamber. He stated that the estimated cost for the improvements required were to resolve TCEQ violations as follows:

- Replacement of Mechanical Screen \$345,000.00
- Replacement of Grit Removal Chamber \$ 340,000.00
- Replacement of Grit Washer/Dewatering \$115,000.00
- Replacement Sludge Thickener Equip/Pumps \$403,000.00
- Replace Sludge Digester Pumps Equip. \$75,000.00
- Replace Clarifier Scum Pumps \$150,000.00
- A total of \$1,428,000.00

The Rehabilitation and Repair items were listed as;

- Rehabilitate Plant Lift Station \$560,000.00
- Replace Plant Water System Equipment \$138,000.00
- A total of \$ 698,000.00

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Mr. Cruz stated that the plant upgrade costs was estimated at \$ 3,671,000.000 that would include; install VFDs on aeration basin motors, rehabilitate existing paving and install odor control system. Project funding options were:

- Water and Wastewater General Fund
- General Obligation/Revenue Bonds
- North American Development Bank
- Texas Water Development Board, Clean Water SRF Funds and Development Funds.

David Salinas, Director of Utilities stated that there are other water efficiency grants that include energy. He stated that Hollis Rutledge was also available to seek grants for the particular project. He went on to say that \$25,000 are spent monthly on energy on the plant and the plant was being overworked. Mayor Mario Garza asked if there was a deadline to address the issues and Mr. Salinas replied by saying that there was no deadline but the state did ask to put a compliance plant together. Commissioner Pete Garcia stated that the City needed to take care of any problems because tax payers needed to see where the money was going. He also stated that they needed to keep a file and tracking system to maintain any equipment. Commissioner Ernesto Guajardo asked if there were any maintenance operators that would have seen the work that needed to be done. Mr. Salinas replied by saying that plant operators do their own maintenance and the problems listed were common. Hollis Rutledge stated that they should consider seeking funding by the water development board and looking into the certificates of obligation and revenue bonds. Mayor Mario Garza asked if there was a way to meet with TCEQ regarding the matter and Mr. Rutledge replied by saying it was possible to set up a meeting in conjunction with the Director of Utilities. Mayor Garza thanked everyone for attending and stated that the workshop had a great amount of information. Furthermore, he added that the issues would get addressed and resolved.

V. ADJOURNMENT 6:46 p.m.

DISCUSSION: Mayor Mario Garza asked for a motion to adjourn.

Commissioner Ernesto Guajardo motioned to adjourn meeting and seconded by Commissioner Pete Garcia. Motion passed. (3-0)

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary

MINUTES OF A SPECIAL CALLED MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Monday, January 29, 2018

TIME: 6:30 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Jesus Ramirez, Mayor Pro-Tempore
Ernesto Guajardo, Commissioner
Pete Garcia, Commissioner
Leonardo Sanchez, Commissioner

MEMBERS ABSENT: David Salinas, Director of Utilities
Juan Gonzalez, Chief of Police

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, City Secretary
Reynaldo Casarez, Captain
Tirso Garza, Chief of Fire
Leroy Gonzales, Finance Director
Adelaida Cordero, Director of Human Resources
Armandina Sesin, Library Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
Rene Jaime, Purchasing/Risk Management
Mary Enriquez, Court Administrator
Robert Rangel, Director of Information Technology

GUEST: Adrian Karr, President of the Lions Club of San Juan, Madison J. Flores, Little Miss San Juan 2018, Donna Rickenbacker

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor Mario Garza called meeting to order at 6:30 p.m.

II. INVOCATION

Commissioner Leonardo Sanchez led the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

IV. PRESENTATIONS

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- a. Presentation by the San Juan Royal Court Regarding a Proposed Valentines Blood Drive.

DISCUSSION: Benjamin Arjona, City Manager presented the item and Adrian Karr with the San Juan Lions Club gave presentation.

Mr. Karr stated they were promoting their very first blood drive that was taking place Saturday, February 10, 2018 from 10:00 a.m. to 4:00 p.m. Members of the Royal Court commented that they were promoting the event at their schools with students, parents, and teachers. They requested permission to host the event at the San Juan Memorial Library. Mayor Mario Garza stated he would be donating blood and asked Armandina Sesin, Library Director if the facility would be available.

- b. Presentation of the Departmental Reports: Department of Finance, Municipal Court, Police Department, Fire Department, and Department of Utilities.

DISCUSSION: Benjamin Arjona, City Manager presented the item and stated that Department Directors were available for any questions.

Commissioner Pete Garcia stated that he would like to see in future agendas progress reports from all Departments on any projects or events that are scheduled or currently happening. He commented that there were two new Commissioners that needed to be updated with current projects.

Commissioner Ernesto Guajardo suggested to get a drone to view over the streets that were being repaired and show residents the progress on the project. Mr. Arjona, City Manager stated that in the upcoming meeting there would be a report on the streets and would further discuss status and finalizing bids.

Mayor Pro-Tem Jesus Ramirez congratulated the Fire Department on the great work they do for the residents of San Juan and also what they do for the animals. Commissioner Ernesto Guajardo congratulated Tirso Garza, Chief of Fire and staff for the great work they did on the trailer that caught fire. He stated he was present at the time and saw the great job the fire fighters did.

Mayor Mario Garza asked Captain Reynaldo Casarez if there was still a lot of traffic on Thursday nights due to the cars and trucks cruising. He stated he received two calls with complaints regarding the cars cruising. Captain Casarez stated that it had been a problem for a while and that the Department had been using grant money to pay the overtime to have reinforcement. Mayor Garza also commented that there were concerns in reference to cars speeding on the school zone of Raul Yzaguirre Middle School on 495 and Captain Casarez replied that he would send a unit to patrol the area. Commissioner Pete Garcia asked how many police units were working and Captain Casarez replied that the Department had 10 units working, other units were being repaired and some had been sent back to check recalls.

Commissioner Ernesto Guajardo asked Carmen Gonzalez, Director of Sanitation if speedbumps could be placed on some streets and Ms. Gonzalez replied that she would consult with the Police Department in properly placing them. Commissioner Guajardo added that a stop sign was also missing on Lincoln and Standard Street and that it was a high traffic area due to the bakery.

V. APPOINTMENTS

- a. Consider Removal and Appointment to the Lower Rio Grande Valley Development Council.

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DISCUSSION: Benjamin Arjona, City Manager presented the item and Mayor Pro-Tem Jesus Ramirez stated that he had placed the item on the Agenda due to not being able to attend meetings because they were scheduled at noon and he had to take time off work to attend them.

Motion was made by Mayor Pro-Tempore Jesus Ramirez to approve and seconded Commissioner Ernesto Guajardo. Motion passed. (5-0)

DISCUSSION: Mayor Mario Garza asked Rick Palacios, City Attorney if any Director can be appointed to the Board. Mr. Palacios responded that he would have to check into the policy of the Lower Rio Grande Valley Development Council in reference to appointing a representative. Commissioner Pete Garcia stated he had no problem attending the meetings and Mayor Pro-Tem Jesus Ramirez appointed Commissioner Pete Garcia to the LRGVDC.

Motion was made by Mayor Pro-Tempore Jesus Ramirez to approve and seconded by Mayor Mario Garza. Motion passed. (5-0)

- b. Consider Removal and Appointment of a Member of the City Commission as Mayor Pro-Tem.

DISCUSSION: Benjamin Arjona, City Manager presented the item and Commissioner Ernesto Guajardo motioned to remove Jesus Ramirez as Mayor Pro-Tem and nominated Commissioner Pete Garcia as Mayor Pro-Tem.

Motion was made by Commissioner Ernesto Guajardo to approve and seconded by Commissioner Leonardo Sanchez. Opposed by Commissioner Jesus Ramirez. Motion passed. (4-1)

VI. DISCUSSION AND POSSIBLE ACTION ON ALL THE FOLLOWING MATTERS:

- a. Discussion and Possible Action to Authorize the City Manager to Submit a Project Information Form (PIF) for the Proposed Rehabilitation of the City of San Juan Wastewater Treatment Facility, to the Texas Water Development Board for Inclusion in the Fiscal Year 2019 Clean Water State Revolving Fund Intended Use Plan (FY19 CWSRF IUP)

DISCUSSION: Benjamin Arjona, City Manager presented the item and stated that there was a walkthrough at the Wastewater Plant to discuss the items that were needed. He stated that the item mentioned was to submit the application and there was no commitment required.

Motion was made by Commissioner Jesus Ramirez to approve and seconded Commissioner Ernesto Guajardo. Motion passed. (5-0)

VII. CONTRACTUALS/RESOLUTIONS

- a. Consider Selection Authorizing the City Manager to Enter into Contract for the City of San Juan Comprehensive Plan Project and Update of the Parks Master Plan.

DISCUSSION: Benjamin Arjona, City Manager presented the item and Xavier Cervantes, Director of Planning gave presentation.

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Mr. Cervantes stated that during the December 2017 meeting, the City of San Juan solicited statements of qualifications for the preparation of comprehensive land use and an update of the City's parks master plan. Bagley Associates LLC was the only company to submit an SOQ within the deadline. He went on to say that staff recommended entering into a negotiation for an agreement within the budget. Mr. Arjona, City Manager stated that the project had been budgeted for and that Ms. Bagley was the only one that submitted the SOQ.

Motion was made by Mayor Pro-Tempore Pete Garcia to approve and seconded Commissioner Jesus Ramirez. Motion passed. (5-0)

- b. Consider Preliminary and Final Plat Approval of the RR San Juan Retail Subdivision, Being a 5.072-acre Tract of Land Being a Re-Subdivision and 0.382 of an Acre, all out of Lot 6, San Juan Corners/St. Ives Subdivision, Located Approximately 250 feet West of Cesar Chavez Road Along the South side of IH2 as Requested by J&R Engineering, LLC.

DISCUSSION: Benjamin Arjona, City Manager presented the item and Xavier Cervantes, Director of Planning gave presentation.

Mr. Cervantes stated that the developers were requesting to re-plat 4.6 acres out of Lot 6 and 0.3 acres about of Lot 3a and 3b San Juan corners/St. Ives subdivision for the development of the property just west of Popeye's Restaurant. The purpose of the re-plat is to create three commercial lots to accommodate new commercial development. Two of the proposed lots will have frontage to the IH2 Frontage Road and the other lot will have frontage along Carroll Road; the three lots will be connected through easements. During the January 4th meeting, the Planning and Zoning Commission recommended preliminary and final plat approval unanimously subject to the list of conditions.

Motion was made by Commissioner Jesus Ramirez to approve and seconded Mayor Pro-Tem Pete Garcia. Motion passed. (5-0)

- c. Consider Preliminary and Final Plat Approval of the County Park Phase I Subdivision, Being the West 20.00 Acres out of Lot 1, Block 43, Alamo Land and Sugar Company's Subdivision, Located Approximately a Quarter of a Mile East of Raul Longoria Road Along the South Side of Nolana Avenue as Requested by Salinas Engineering and Associates.

DISCUSSION: Benjamin Arjona, City Manager presented the item and Xavier Cervantes, Director of Planning gave presentation.

Mr. Cervantes stated that Mr. Salinas was looking into subdividing the 20 acres into 79 lots to build a subdivision for single family homes with the entrance along Nolana Avenue and another entrance along Gardenia Avenue. The project engineer requested the following variances;

- 1- Not pay park fees prior to the plat being recorded, but instead pay them as the building permits are being issued for the houses in the subdivision.
- 2- To not have to comply with the maximum block length requirements.
- 3- To not escrow funds for 10 feet of additional pavements, curve and gutter and a five foot side walk along Nolana Avenue.

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- 4- Not provide 40 feet of pavement width for Gardenia Street but rather provide 32 feet from the back of the curve to the back of the curb instead.
- 5- Not provide uniform fencing and landscaping along the Nolana Avenue boundary as required in the subdivision ordinance.

Mr. Cervantes stated that staff had no objections to variance request number 2 and on variance number 4 staff recommended to compromise with the developer at 36 feet. During the January 4th meeting the Planning and Zoning Commission recommended in a 3 to 2 vote preliminary final plat granting variances number 1 and 3 only. Mr. Cervantes also met with the developer and agreed to the 36 feet and the fencing along Nolana. Rick Palacios, City Attorney recommended listing the variances they were approving before taking a vote. Commissioner Jesus Ramirez motioned to approve variance 1,2, 3 and 4 with 36 feet of pavement and item number 5 to provide uniform fencing.

Motion was made by Commissioner Jesus Ramirez to approve and seconded Mayor Pro-Tem Pete Garcia. Motion passed. (5-0)

- d. Consider a Resolution Expressing Support for the Application of TGO North Alamo 18 LP to the Texas Department of housing Tax Credits to Develop Affordable Rental Housing and Other Matters in Connection Therewith.

DISCUSSION: Benjamin Arjona, City Manager presented the item and Xavier Cervantes, Director of planning gave presentation.

Mr. Cervantes stated that Donna Rickenbacker was requesting from the City of San Juan to adopt the attached resolution which would help the company be awarded the competitive housing tax credits for apartment complexes through the Texas Department of Community Affairs. If awarded, the construction of an apartment complex would be built along the east side of Retama Street; halfway between El Dora and Sioux Road. If the tax credits were awarded and the project was constructed, a certain percentage of the apartments would need to be rented to low to moderate income families as required by the program. By the adoption of the resolution the City of San Juan makes a commitment of \$500 for the total project which will be in the way of reducing permit fees. He added that the property was outside City limits.

Donna Rickenbacker stated that it was a very competitive program that required resolution of support from the local municipalities and if tax credits were not awarded, the project would not develop. Mayor Pro-Tem Garcia mentioned he had seen one of the complexes in Peñitas, Texas. She stated that there will be approximately 135 to 140 total units. Mayor Pro-Tem Garcia then asked if there were any restrictions to the renters and Ms. Rickenbacker replied by confirming there are restrictions.

Motion was made by Mayor Pro-Tem Pete Garcia to approve and seconded Commissioner Jesus Ramirez. Motion passed. (5-0)

- e. Consider a Resolution Expressing Support for the Application of TGO Ridge Villas 18 LP to the Texas Department of Housing and Community Affairs for 2018 Competitive Nine-percent Housing Tax Credit to Develop Affordable Rental Housing and other Matters in Connection Therewith.

DISCUSSION: Benjamin Arjona, City Manager presented the item and Xavier Cervantes, Director of Planning stated it was the same presentation and that the property was south of Ridge Road. Furthermore, the Planning and Zoning Commission would have to approve and letters would be sent out to surrounding property owners. Mayor Pro-Tem Garcia asked if there would be an annexation for the property and Mr.

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Cervantes replied that if approved the property owner would have to request annexation for the rest of their property and then go through the zoning process.

Motion was made by Commissioner Jesus Ramirez to approve and seconded Commissioner Ernesto Guajardo. Motion passed. (5-0)

- f. Consider Authorizing the City Manager to Amend the San Juan Economic Development Corporation Agreement for Administrative Services to Include Janitorial Services and Cleaning Products.

DISCUSSION: Benjamin Arjona, City Manager presented the item and stated that EDC wanted to amend the budget since the City would be providing the services. Commissioner Jesus Ramirez asked if the services would be during working hours or after hours. Mr. Arjona replied it would be done during working hours. He also mentioned that the City will be getting compensated for the services not the employee.

Motion was made by Commissioner Jesus Ramirez to approve and seconded Mayor Pro-Tempore Pete Garcia. Motion passed. (5-0)

VIII. CONSENT AGENDA

- a. Consider an Ordinance in Second Reading for a Conditional Use Permit to Allow a Parking Lot in a Residential Area Legally Described as Lot 100, San Juan East Mobile Home Phase 2 Subdivision Located at 1213 Foster Street as Requested by Manuel Cortes.
- b. Monthly Collection Report- December 2017.
- c. Budget Expenditure Report as of October 2017.
- d. Budget Expenditure Report as pf November 2017.

DISCUSSION: Benjamin Arjona, City Manager presented the item and mentioned they go through each item or discuss a certain item.

Motion was made by Mayor Pro-Tem Pete Garcia to approve and seconded Commissioner Jesus Ramirez. Motion passed. (5-0)

IX. EXECUTIVE SESSION 7:16 p.m.

- a. The San Juan Commission will Convene in Executive Session, in Accordance with the Texas Open Meeting Act, Vernon's Texas Statutes and Codes Annotated, Government Code Chapter 551 et seq:
 - 1. Pursuant to Section 551.074 PERSONNEL MATTERS; Discuss the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee (Director of Parks and Recreation and City Manager).

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DISCUSSION: Benjamin Arjona, City Manager presented the item and Mayor Mario Garza asked for a motion.

Motion was made by Mayor Pro-Tempore Pete Garcia to approve and seconded Commissioner Ernesto Guajardo. Motion passed. (5-0)

X. RECONVENE 8:12 p.m.

- a. The City Commission will reconvene in Open Session to Take necessary Action, if any, in Accordance with Chapter 551, Open Meeting, Subchapter E, Procedures Relating to Closed Meeting, 551, Requirements to Vote or take Final Action in Open Meeting.

DISCUSSION: Mayor Mario Garza asked for a motion to reconvene.

Motion was made by Mayor Pro-Tem to approve and seconded by Commissioner Ernesto Guajardo. Motion passed. (5-0)

DISCUSSION: Mayor Mario Garza stated there would be no action taken.

XI. ADJOURMENT 8:12 p.m.

Major Pro Tem Pete Garcia motioned to adjourn meeting and seconded by Commissioner Leonardo Sanchez. Motion passed. (5-0)

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:

Diana H. Cavazos, City Secretary