CITY COMMISSION
AGENDA
REGULAR MEETING
MARCH 4TH, 2020
@ 5:30 P.M.
CITY HALL, TOWN HALL, 2nd Floor
118 E. Tyler Street
Harlingen, Texas

Notice is hereby given that the above governmental body will hold a Regular Meeting on Wednesday, March 4th, 2020 at 5:30 P.M. at City Hall, Town Hall Meeting Room, 2nd Floor, Harlingen, Texas.

City of Harlingen meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary’s Office at (956) 216-5001 or write Post Office Box 2207, Harlingen, Texas 78550 at least 48 hours in advance of the meeting.

The Harlingen City Commission reserves the right, pursuant to the Texas Government Code Chapter 551, Subchapter D, to enter into closed executive session on any item posted on the agenda if a matter is raised that is appropriate for closed discussion.

Invocation – Michael Mezmar, City Commissioner

Pledge of Allegiance/Welcome

Call Meeting to Order

Citizen Communication/Input

1) Proclamation – proclaiming March 4, 2020 as “Harlingen Farmer’s Market 10th Anniversary Day”

2) Presentation on the Census 2020 updates and efforts. (Asst. City Manager Gabriel Gonzalez)

3) Approval of Minutes

Regular Meeting of February 5, 2020

CONSENT AGENDA

The following items are of a routine or administrative nature. The Council has been furnished with background material on each item and/or it has been discussed at a previous meeting. All items will be acted upon by one vote, without being discussed separately, unless requested by a Commission member. Items withdrawn from the Consent Agenda for individual consideration in their normal sequence will be heard after the remainder of the Consent Agenda has been acted upon.

4a) Second and final reading to approve and adopt an ordinance amending the City of Harlingen Comprehensive Plan, One Vision One Harlingen Thoroughfare Plan, by changing the alignment of the proposed extension of Golden Bear Drive in a straight alignment to connect with Haine Drive. Applicant: Armando Elizarde. Attachment (Planning and Zoning)
b) Second and final reading to approve and adopt an ordinance amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article XVIII, Section 111-509 (3) Signs, by amending the sign regulations within the Downtown District Overlay for properties along a state highway. Applicant: City of Harlingen. Attachment (Planning & Zoning)

c) Second and final reading to approve and adopt an ordinance to amend the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article II, Section 111-31(g) Amendments, amending the time frame to resubmit rezoning and special use permit applications. Applicant: City of Harlingen. Attachment (Planning & Zoning)

d) Consideration and possible action to approve an overdue fine amnesty at the Harlingen Public Library in honor of National Library Week from April 18th thru 26th, 2020. Attachment (Library Dept.)

5) Public hearing to consider a request to amend the Planned Development (“PD”) Site Plan to adjust the layout and land use for a 16.49 acres out of 18 acres, out of Block 6, F.Z. Bishop Subdivision, Survey 41, located on the west side of Tucker Road, north of Garrett Road. Applicant: Juan Garcia of JNH Surveying Co. LLC. c/o Juan D. Villarreal. Attachment (Planning & Zoning)

a) Public Hearing

b) Consideration and possible action to amend the Planned Development (“PD”) Site Plan to adjust the layout and land use for a 16.49 acres out of 18 acres, out of Block 6, F.Z. Bishop Subdivision, Survey 41, located on the west side of Tucker Road, north of Garrett Road.

6) Consideration and possible action to authorize the Mayor, on behalf of the Harlingen Police Department, to submit a grant application for $12,902.21 for funding made available through the Office of the Governor Criminal Justice Division, under the FY 2021 Internet Crimes Against Children Grant Program. Attachment (Police Dept.)

7) Consideration and possible action to approve an ordinance on first reading to repeal Section 30-5 of Chapter 30, and Chapter 18 – Fees to delete Section 30-5 to remove the Juvenile Case Manager Fee of the Harlingen Code of Ordinances. Attachment (Finance)

8) Consideration and possible action to approve a resolution amending the designated authorized representatives for the City of Harlingen’s Tex-pool investments accounts. Attachment (Finance Dept.)

9) Consideration and possible action to approve the acceptance of the Texas State Library and Archives Commission (TSLAC) Library Services to Border Cities Grant for $400,000. Attachment (Library)
10) Consideration and possible action to approve a request from the Boys and Girls Club for $200,000.00 to help fund a new gym and shade structure over the existing outdoor basket ball courts. Attachment (City Manager)

11) Consideration and possible action acknowledging the name change from TCG Advisors to TCG Group Holdings, L.L.P. Attachment (Gabriel Gonzalez, Asst. City Manager)

12) Board Appointments

Discussion and possible action regarding membership on any of the following listed board/entity:

   a. Airport Board (1)
   b. Animal Shelter Advisory Committee (1)
   c. Audit Committee (1 - vacancy) (terms expired June, 2019)
   d. Civil Service Commission (1)
   e. Community Development Advisory Board (2)
   f. Construction Board of Adjustments (5)
   g. Convention & Visitors Bureau (2)
   h. Development Corporation of Harlingen, Inc.
   i. Downtown Improvement District Board (1)
   j. Golf Course Advisory Board
   k. Harlingen Community Improvement Board
   l. Harlingen Housing Authority Board (2)
   m. Harlingen Finance Corporation (5)
   n. Keep Harlingen Beautiful Board (4)
   o. Library Advisory Board
   p. Mayor Wellness Council
   q. Museum Advisory Board (1)
   r. Parks Advisory Board
   s. Planning & Zoning Advisory Board (1)
   t. Senior Citizens Advisory Board (1)
   u. Tax Increment Finance Board (7)
   v. Utility Board of Trustees
   w. Veterans Advisory Board (3)
   x. Zoning Board of Adjustments (4)
   y. Complete Census Committee

   Specifically, appointment or discussion and possible action to include appointment bylaws and/or removal of any position subject to appointment or removal by statute, ordinance or bylaws.

Adjournment

I, the undersigned authority, do hereby certify that the above notice of meeting is a true and correct copy of said notice posted on the City’s bulletin board, City Hall, 118 E. Tyler Avenue, a place convenient and readily accessible to the general public at all times and said notice was posted on Friday, February 28th, 2020 at 2:30 p.m. at least 72 hours preceding the scheduled time of said meeting.

Dated this 28th day of February, 2020

Mayra Herrera, Asst. City Secretary
Proclamation

Office of the Mayor

COMMEMORATING THE 10TH ANNIVERSARY OF THE HARLINGEN FARMERS MARKET

WHEREAS, The year 2020 marks the 10th Anniversary of the Harlingen Farmers Market, and

WHEREAS, The Harlingen Farmers Market was formed in 2009 by Michael Masha and Donna Navarro to provide the City of Harlingen and the surrounding area with local organic produce, and now as a non-profit led by Kate McSwain consisting of over 20 active vendors providing both organic produce and artisan products; and

WHEREAS, the Harlingen Farmers Market continues to demonstrate a commitment to supporting, promoting and protecting local small farmers, cottage industry artisans, musicians and local chefs; and

WHEREAS, the Harlingen Farmers Market has worked with community leaders in the city for the past 10 years in establishing and overseeing our permanent location at 2nd and Tyler by City Hall; and

WHEREAS, the Harlingen Farmers Market remains dedicated to bolstering the economic health of the City of Harlingen and the physical health of Harlingen citizens; and

WHEREAS, the Harlingen Farmers Market continues to be a model of civic volunteerism and a community gathering place.

NOW THEREFORE, on behalf of the City of Harlingen and the City Commission, I, Mayor Chris Boswell, do hereby commemorate and proclaim March 4, 2020 as:

"HARLINGEN FARMER’S MARKET 10TH ANNIVERSARY DAY"

IN WITNESS WHEREOF, I Chris Boswell, Mayor of the City of Harlingen, have hereunto set my hand and caused the Seal of the City of Harlingen to be affixed on this 4th Day of March, 2020.

Dated this 4th day of March, 2020

_______________________________
Chris Boswell, Mayor

ATTEST:

Mayra Herrera, Asst City Secretary
REGULAR MEETING

CITY COMMISSION

February 5, 2020

HARLINGEN, TEXAS

A Regular Meeting of the Harlingen City Commission was held February 5, 2020 at 5:30 p.m., City Hall, Town Hall Meeting Room, 118 E. Tyler Street, Harlingen, Texas. Those in attendance were:

Mayor and Commissioners
Mayor Chris Boswell
Michael Mezmar, Mayor Pro-Tem, District 3
Richard Uribe, Commissioner, District 1
Frank Puente, Commissioner, District 2
Ruben De La Rosa, Commissioner, District 4
Victor Leal, Commissioner, District 5

City Staff
Dan Serna, City Manager
Amanda C. Elizondo City Secretary
Rebecca Hayworth, Asst., City Attorney

ABSENT
Michael Mezmar, Mayor Pro-Tem, District 3
Victor Leal, Commissioner, District 5
Dan Serna, City Manager

Invocation – Commissioner Frank Puente

Pledge of Allegiance/Welcome

Mayor Boswell recited the Pledge of Allegiance and welcomed those in attendance.

Call Meeting to Order

Mayor Boswell called the meeting to order and announced the meeting was duly posted according to state law. The following proceedings were held:

Citizen Communication/Input
None

1) Approval of Minutes

a) Special Joint Meeting of City Commission & Harlingen Community Improvement Board of August 23rd, 2019
b) Special Joint Meeting of City Commission & Harlingen Community Improvement Board of September 25th, 2019
c) Regular Meeting of November 6th, 2019
d) Regular Meeting of January 15th, 2019
Motion was made by Commissioner Puente and seconded by Commissioner Uribe to approve the minutes of August 23rd, September 25th, November, 6th, 2019 and January, 15th, 2020. Motion carried unanimously.

Mayor Boswell changed the order of the agenda and proceeded with the following items.

8) Consideration and possible action to approve the bid(s) received on the following properties struck off to Cameron County, for itself and other taxing jurisdictions from a tax resale conducted on November 5, 2019.

A) **LEGAL DESCRIPTION:** Tract: Lot 7, Block 20, Finwood Heights Subdivision, a subdivision in the City of Harlingen, Cameron County, Texas, as described in Volume 10807, Page 31, Official Records of Cameron County, Texas. (Acct. No. 17-8720-0200-0070-00).

b) **LEGAL DESCRIPTION:** Lot 1, Block 32, Finwood Heights Addition, an addition to the City of Harlingen, Cameron County, Texas, according to the map or plat thereof, recorred in Volume 7, Page 21, map records of Cameron County, Texas (Acct. No. 17-8720-0320-0010-00).

c) **LEGAL DESCRIPTION:** Lot 4, Block 16, Havenford Subdivision, a subdivision in the City of Harlingen, Cameron County, Texas as described in Volume 4700, Page 287, official records of Cameron County, Texas (Acct. No. 18-4787-0160-00).

John Guevara, with Linebarger, Goggan Blair & Sampson, LLP, stated the opening bid for the three properties was the amount owed to the City, school, and County. We have accepted the bid for the three properties contingent on the City’s approval. The City will receive approximately 83 cents on the dollar. The City is originally owed $34,614 for all three properties and if you accept the offers the City will receive $28,680 for the three properties. By the City accepting the offer the properties will be placed on the tax roll and produce income on the yearly basis.

Motion was made by Commissioner Uribe and seconded by Commissioner De La Rosa to approve the bids received on the above mentioned properties (a thru c) struck off to Cameron County for itself and other taxing jurisdictions from a tax resale conducted on November 5, 2019. Motion carried unanimously.

9) Consideration and possible action to approve the following resolutions approving the bid(s) received on the tax resale conducted on November 5, 2019 for the following properties.

a) Resolution **authorizing the Mayor to execute a tax resale deed on behalf of the City of Harlingen, Tract 1: Lot 7, Block 20, Finwood Heights Subdivision, a subdivision in the City of Harlingen, Cameron County, Texas, as described in Volume 10807, Page 31, Official Records of Cameron County, (Acct. #17-8720-0200-0070-00).**
b) Resolution authorizing the Mayor to execute a tax resale deed on behalf of the City of Harlingen for Lot 1, Block 32, Finwood Heights Addition, an addition to the City of Harlingen, Cameron County, Texas, according to the map or plat thereof, recorded in Volume 7, Page 21, map records of Cameron County, Texas (Acct. No. 17-8720-0320-0010-00).

c) Resolution authorizing the Mayor to execute a tax resale deed on behalf of the City of Harlingen for Lot 4, Block 16, Havenford Subdivision, a subdivision in the City of Harlingen, Cameron County, Texas as described in Volume 4700, Page 287, official records of Cameron County, Texas (Acct. No. 18-4787-0160-0040-00).

Motion was made by Commissioner Puente and seconded by Commissioner De La Rosa to approve Items (a thru c) resolutions authorizing the execution of the tax resale deeds on behalf of the City of Harlingen for the above mentioned properties. Motion carried unanimously.

5) Presentation and discussion regarding South Texas Emergency Care.

Mr. Randy Whittington, Attorney at Law, gave a brief history of the South Texas Emergency Care Foundation, Inc.). The foundation is not a private company in business to make a profit. It was created by citizens of Harlingen in 1979 to deliver emergency care to Harlingen citizens. The Harlingen Rotary Club, Harlingen Junior League joined by Valley Baptist and the City of Harlingen supported the medical community and created the first paramedic level emergency system in South Texas. After the Harlingen EMS was created, other cities and Cameron County joined to form a coalition of communities ensuring that quality emergency care was available to residents of Harlingen and surrounding areas. As this program developed community support grew and families received advance levels of emergency care. Other services were added such as long-distance ground, valley air care emergency helicopter, fixed wing, critical care transport, a valley based fixed wing air medical services were provided for emergency care and transfer of patients needing to be flown to receive specialized care to burn centers in San Antonio, Brooke Army Medical Center of University of Texas, medical branch in Galveston, Texas. The foundation has 16 ambulances equipped with the latest “state of the art” in medical equipment, three supervisor paramedics, staffed rapid response vehicles, and one fleet support unit, charters airplanes from Part 135 Operators for fixed wing service and available on a 24-hour continuous basis. The foundation works closely with the Police and Fire Depts. as the first responders including the training of police and fire department personnel and dispatchers. The foundation celebrated 40 years of service, July 1, 2019, has maintained its unique character as a consortium of its members government organization rather than a for-profit company. It is governed by a board of directors consisting of stakeholders rather stockholders. Each of the elected governing bodies has board members serving as directors of the board including members of the Valley Baptist Medical Center and Harlingen Medical Center.

Mr. Whittington introduced all of the board members, executive staff and Mrs. Joe Wagner, President of the South Texas Care Foundation for the last 10 years. Jerry Fluet is the Vice President of the organization and one of the founding directors of the South Texas Emergency Care and has serve on the board for over 40 years.

Mrs. Wagner spoke in support of the foundation and expressed how thankful and happy she is to serve on a board full of people dedicated to the well-being of the citizens. Last year alone the 911 department received over 300,000 calls and even though it seems overwhelming
our first responders made it work together with the Police and Fire Departments. STEC has 82
employees and with the support of the Valley Baptist Legacy Foundation we have been able to
equip our ambulances with the best high-tech communication systems. One of our most
successful projects we have is called Stop the Bleeding and have educated so many people on
this procedure that they are now able to assist someone who is bleeding before the ambulance
gets there. STEC assist in all the sports games around the valley and provides an ambulance
free of charge at the games in case someone gets hurts or an emergency happens. STEC has
a fixed-wing service in case someone needs to be transported out of the valley. There is a
plane ready to take the patient where he/she need to be.

Rene Perez, with South Texas Emergency Care Foundation, stated he has been with
the foundation for the last 30 years and spoke about a new EMS Program that they would soon
be starting. When residents call STEC and the ambulance shows up, they had the option to go
to the hospital or stay home. The foundation is opening a Community Healthcare Medicine
Program which will allow for the patient to receive help at their home instead of going to the
hospital. This program will assist those residents that visit hospitals routinely and it tracks the
patients that are using the system frequently. We have been working with the Valley Baptist
Legacy Foundation to get all the equipment necessary and the vehicles for this program. This
program was expected to start within the next month and the goal is to alleviate some of the ER
rooms which are always full.

Mayor Boswell thanked Mr. Whittington, Mrs. Wagner and all representatives of the
foundation for their fine work.

2) Presentation on the Caracara Trail (formally known as The Active Plan) Activities.

Eva Garcia, Project Manager, stated the Active Transportation and Tourism Plan was
developed in 2016 with ten (10) municipalities. She highlighted the following information.

Regional Goals

- Generate new economic opportunities throughout Cameron County;
- Diversify the local tourism market;
- Link Cameron County communities;
- Create a Regional Bicycle and Pedestrian Network; and
- Promote healthy lifestyles

**ADVISORY COMMITTEE COMPOSED OF THE
FOLLOWING MUNICIPALITIES AND ORGANIZATIONS**

- Brownsville
- Harlingen
- Los Fresnos
- Port Isabel
- RGV MPO
- Tx. Parks & Wildlife
- International Organization: IMPLAN Matamoros
- Ecotourism Organization: RGV Birding Festival

- Combes
- Laguna Vista
- Los Indios
- Rancho Viejo
- LRGV Dev. Council
- National Park Service

- Cameron County
- Rio Hondo
- San Benito
- South Padre Island
- U.S. Fish & Wildlife Service

The Caracara Trails proposes over 428 miles of active transportation infrastructure; over
230 miles of multi-use trail networks; over 78 miles of paddling trails system; and over 120 miles
of USBR on-street system. There are several projects being worked on throughout the trail that
such as riding or paddling along the trail. The U.S. Bicycle Route System is a developing
network of designated bicycle routes, connecting urban, suburban, and rural areas. State
departments of transportation apply for U.S. bicycle route numbered designation, and work in coordination with local agencies, organizations, and volunteers in planning and choosing routes. The USBR are cataloged and designated by the American Association of State Highway Transportation Officials, the lead non-profit organization supporting Texas Dept. of Transportation. The USBR are designated with numbers and may be mapped and signed. The USBR designation brings economic, transportation, and health benefits. It puts communities on the map as a bicycle tourism destination. It designates a USBR progresses interstate connections and possibilities for cross-country bicycle travel, bringing tourism spending and generating interest in a region. The proposed LRGV Active Plan (now Caracara Trails) was adopted by 11 municipalities, which some include Brownsville MPO and the Harlingen-San Benito MPO.

**USBR project timeline**

- January 2020 – Submit draft USBR Designation Application to TxDOT BAC
- February 2020 – TxDOT reviews application
- March 2020 – TxDOT signs-off on application
- April 2020 – TxDOT submits application to AASHTO
- May 2020 – AASHTO spring meeting
- June 2020 – pending AASHTO decision, joint press release

Mayor Boswell thanked Ms. Garcia and expressed his appreciation for the works that has been done on this project.

3) Presentation by the Fire Chief, regarding the duties and functions of the Fire Dept.

Roy Rubio, Fire Chief gave a presentation on the function of the Fire Dept. He stated the City had seven (7) Fire Stations and one (1) Airport ARFF Station and had current fire contracts with Cities of Palm, Primera, Combes, and Cameron County ESD. He highlighted the following information:

**OPERATION REPORT FROM 1/1/19 to 12/31/19**

1. Fires-341.
2. Over Pressure Rupture, Explosion-no Fire 4
3. Rescue & Emergency Medical Service Incidents – 3,230
4. Hazardous Conditions (No Fire) – 348
5. Service Call – 238
6. Special incident type – 11;

**Total: 5,285**

**FOUR (4) MAJOR PROJECT AREAS**

1) ISO (Insurance Service Office Rating reduction) 3) Seek grants to strengthen the City’s training Resources
2) Establishing Partnerships to create opportunities for training 4) Participate with the City’s Special Events

**COMPLETED PROJECTS 2018-2019**

1. Addition of the Harlingen Fire Station No. to extend coverage to the Westside of Harlingen City Limits without having to add new firefighters positions, creating an annual savings of approximately $500,000- (Completed 2017);
2. Adequate Frontline Fire Truck placement with adequate GPM Pumps, Engine #1-2016 Ferrera Pumper; Engine #2 – 2017 Ferrera Pumper; Engine #7 – 2016 Ferrera Pumper; built a (Mobile Rescue Boat Trailer – Project Completed);
3. HFD added an LPG Training Project to help reduce ISO – (Project Completed in 2017); and
4. Harlingen Fire Dept. is a certified Texas Commission on Fire Protection and Texas State Firemen and Fire Marshals Association Training Facility.

**ON-GOING PROJECTS**

1. Goal – to lower the City’s ISO rating from a 3 to a 2 rating;
2. Maintain adequate station coverage (3-4+ response - Completed)
3. Adequate Frontline Pumper (Fire Truck) Placement – (Completed);
4. Implement an Engine Company Fire Inspection/Fire Prevention Program;
5. Implement a Hydrant Distribution and Maintenance Program;
6. Enhance 911 Fire Communication;
7. Implement a Harlingen Fire Department Engine Company Fire Inspection Program and certify Fire Lieutenants as fire inspectors;
8. Develop a Partnership with HWWS to implement Hydrant Distribution and Maintenance to do static-flow tests;
10. Continuation of the partnerships with the Community Emergency Response Team Program, Police Dept., Boys Scouts of America, HCSID;
11. HCISO Fire Academy - Fire Dept., students are eligible for free college tuition. The course provides 26 college hours towards their Fire Science Degree;
12. Create a TEEN CERT PROGRAM teenagers in Harlingen: completion Target Date: 2019-2020;
13. Prepare a "Multi Hazard Plan" with HCSID, STEC, and HPD to create Multi-Hazard Team;
14. Partner with U.S. Border Patrol to teach an emergency medical technician course at no cost to the City;
15. Work with the Parks & Recreation Department to provide needed and minor repairs to the training structure;
16. Regional Haz-Mat Team for Cameron County - 25 certified technicians
17. HFP was awarded $80,000 Grant Homeland Security Haz Mat Grant In 2018 - Project Completed in 2019;
18. Seek grants to strengthen our training resources, frontline equipment to help reduce the City's ISO Rating, possible purchase of a Clean Burn Fire Training Project - $350,000, (The nearest fire training facility is located in Edinburg, Texas), and 2,000/3,300 Pumper-Tanker - $300,000;
19. Community Projects - American Red Cross and Harlingen Fire Annual Community Residential Smoke Alarm Installations; Harlingen Fire Dept. Annual Fill the Boot Campaign for MDA; and Annual Hearts of Fire Christmas Toy Drive.

There being no questions, Mayor Boswell thanked the Fire Chief Rubio for this presentation.

4) Presentation by the Harlingen Police Department on laws and ordinances relating to the selling and soliciting from the roadway.

Asst. Chief of Police, Miryam Anderson, made a presentation on Vehicular & Pedestrian Safety. She stated her presentation was based on the following sources of information.

**SOURCES**

Texas Criminal and Traffic Law Manual
- Transportation Code
  - Title 6. Roadways
  - Title 7. Vehicles and Traffic
  - Texas Manual on Uniform Traffic Control Devices
    - City of Harlingen Ordinances
    - Article 1 – In General Section 28.1
    - Article 111 – Solicitors
    - Article 11V. – Itinerant Merchants

She explained the difference between a raised island, crossing island, painted island, concrete median barrier, crosshatch markings, and driving over painted island – permitted.

- Raised Island – provide space to locate pedestrians safety features and traffic control devices – Lincoln & FR – Loop 499;
- Crossing Islands – (center islands refuge islands) – Raised Islands placed in the center of the street at intersection or midblock locations to enhance pedestrian crossings – Loop 499;
- Painted Island – Bus. 77 & Tyler Ave. and Stuart Place and FR.);
- Concrete Median Barrier – US-77 – Used to prevent serious cross-median crashes by preventing penetration of passenger vehicle and trucks into on-coming traffic;
- No driving is permitted over a crosshatch painted island or median, only permitted in case of an emergency;
- Driving over painted island is permitted – Dixieland & Lincoln;
- No selling or soliciting is permitted while standing on the roadway;
  - Sec. 552.007. Solicitation By Pedestrian – prohibits a person from standing in a roadway and mandates charitable organizations abide by City ordinance;
  - City of Harlingen Licenses and Permits Ordinance – conduct any commercial business from a stationary location within, upon, or over the public streets;
• City of Harlingen Itinerant Merchants Ordinance – prohibits selling on streets, sidewalks, or alleys;
• City of Harlingen Solicitors or Charitable Organization provided that they have met state and City ordinance requirement are permitted;
• No selling of items are permitted while standing on an island or median;
• Sec. 552.007 – Solicitation By Pedestrian – prohibits a person from standing in a roadway (includes median) and mandates charitable organizations to abide by City ordinance;
• City of Harlingen – Solicitors Ordinance – prohibits solicitation upon any traffic island or median.

Mayor Boswell thanked Asst. Chief of Police Anderson for her presentation.


<table>
<thead>
<tr>
<th>General Fund Revenue Summary</th>
<th>For the Three Months Ended</th>
<th>December 31, 2019</th>
<th>Year to Date Budget Percent: 25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Budget</td>
<td>Collected Year-to-Date</td>
<td>Percentage Collected</td>
<td>Percentage Over (Under)</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$43,940,274</td>
<td>$13,729,129</td>
<td>31.24%</td>
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This represents higher collections of revenues of what was expected.

<table>
<thead>
<tr>
<th>General Expenditures Summary</th>
<th>For the Three Months Ended</th>
<th>December 31, 2019</th>
<th>Year to Date Budget Percent: 25%</th>
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</thead>
<tbody>
<tr>
<td>Expenditure Budget</td>
<td>Collected Year-to-Date</td>
<td>Percentage Collected</td>
<td>Percentage Over (Under)</td>
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<tr>
<td>Total Revenues</td>
<td>$49,671,586</td>
<td>$12,245,985</td>
<td>24.65%</td>
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</tbody>
</table>

This expenditures represents slightly below 0.35%

After further discussion of the general fund expenditures, Commissioner Richard Uribe stated that based on his discussions with Dan Serna, City Manager, he was looking for a financial review that highlighted the areas/accounts where expenditures exceeded the expected budget and the expenditure accounts where the City was expecting to realize a savings. Therefore, if certain accounts were going to have a shortfall, those accounts with the savings can be used to supplement the accounts with the shortfall. The Finance Director then indicated that he would work with the City Manager to provide a report that would accommodate this request.

CONSENT AGENDA

7a) Second and final reading to approve and adopt an ordinance to rezone from Not Designated (N) District to General Retail (GR) District for 9.778 acres out of Lot 13, and 14, Block 133, San Benito Land and Water Company Subdivision, located at the
southwest corner of FM 509 and East Treasure Hills Boulevard. Applicant: Minnie Criado.

b) Second and final reading to approve and adopt an ordinance for a Special Use Permit (SUP) to allow a foster care residential facility in a Light Industry (LI) District located at 2032 N. 77 Sunshine Strip, bearing a legal description of Lots 14 & 15, Block 2, EB Adams Subdivision. Applicant: Gayle Curry on behalf of Hands of Healing Residential Treatment Center, Inc.

c) Consideration and possible action to approve a refund of property tax paid by First American Title Insurance on behalf of MBTX Texas Valley, LLC, Acct. # 00-0043-8510-0510 due to being taxed in an incorrect jurisdiction.

Motion was made by Commissioner Puente and seconded by Commissioner De La Rosa to approve the Consent Agenda Item 7 (a thru c). Motion carried unanimously.

10) Consideration and possible action to approve a resolution authorizing the Mayor, on behalf of the Harlingen Police Department to submit a grant application to the Office of the Governor – Homeland Security Grants Division to provide funding for overtime costs and operating expenses for additional manpower to enhance and improve border security under the FY 2021 Local Border Security (Border Star) Program.

Miryam Anderson, Asst. Chief of Police, recommended approval of the resolution authorizing the Mayor to submit a grant application to the Office of the Governor-Homeland Security Grants Division under the Local Border Security Program. If the grant is awarded, the funds will be use to respond to increased presence and threat of organized crime, terrorism, and violent crimes within our borders. The grant cycle is from September 1, 2020 to August 30, 2021.

Motion was made by Commissioner De La Rosa and seconded by Commissioner Puente to approve a resolution authorizing the Mayor, on behalf of the Harlingen Police Department to submit a grant application to the Office of the Governor – Homeland Security Grants Division to fund overtime costs and operating expenses for additional manpower to enhance and improve border security under FY 2021 Local Border Security (Border Star) Program. Motion carried unanimously.

11) Consideration and possible action to approve a resolution authorizing the Mayor, on behalf of the Harlingen Police Department, to submit a grant application to the Firehouse Subs Public Safety Foundation, a 501(c)(3) organization for $22,240.00 for ten (10) automated external defibrillators (AEDs) and 350 Combat Application Tourniquets (CAT) with pouches.

Asst. Chief Anderson stated the Firehouse Subs supports first responders by allocating a portion of all purchases to their Firehouse Subs Public Safety Foundation to provide lifesaving equipment to first responders. Since its inception, they have granted over $48 million to provide equipment and training.

Motion was made by Commissioner De La Rosa and seconded by Commissioner Puente to approve a resolution authorizing the Mayor, on behalf of the Harlingen Police Department, to submit a grant application to the Firehouse Subs Public Safety Foundation, a
501(c)(3) organization for $22,240.00 for ten (10) automated external defibrillators (AEDs) and
350 Combat Application Tourniquets (CAT) with pouches. Motion carried unanimously.

12) Consideration and possible action to approve a resolution authorizing the Mayor, on
behalf of the City of Harlingen, to submit a grant application for $45,109.28 to the Office
of the Governor Homeland Security Grants Division, under the FY 2021 State Homeland
Security Program (SHSP).

Asst. Chief Anderson stated if the application was approved for FY 2021, the State
Homeland Security Grant Program funds would be used to upgrade the Police Department
SWAT Team helmets with fully operational communications equipment. No matching funds are
required from the City.

Motion was made by Commissioner Puente and seconded by Commissioner De La
Rosa to approve a resolution authorizing the Mayor, on behalf of the City of Harlingen, to submit
a grant application for $45,109.28 to the Office of the Governor Homeland Security Grants
Division, under the FY 2021 State Homeland Security Program (SHSP). Motion carried
unanimously.

13) Consideration and possible action to approve a request for a 10 ft. wide utility easement
to be granted to HWWS on a 0.022 acre tract of land out of a certain 0.144 acre tract out
of Block 55, Harlingen Land and Water Company Subdivision, located on the 2400 Block
of E. Tyler Avenue. Applicant: Robert L. Canterbury, P.E. on behalf of Harlingen Water
Works System.

Xavier Cervantes, Planning and Development Director, stated the applicant is requesting
that a 10 ft. wide utility easement be dedicated to HWWS to accommodate an existing water
main that crosses through the west side of the above-referenced property located on the 2400
Block of East Tyler Avenue. The City owned the irregular-shaped property and is currently
vacant. It has 90.61 feet of frontage on Tyler Avenue, 80 feet of frontage on Harrison Avenue
and a depth of 99.88 feet at its longest point. The property has a 12 inch water main that
crosses north and south direction through the western boundary of the property. Staff reviewed
request and the Engineering Department approved it.

Motion was made by Commissioner Puente and seconded by Commissioner De La
Rosa to approve a request for a 10 ft. wide utility easement to be granted to HWWS on a 0.022
acre tract of land out of a certain 0.144 acre tract out of Block 55, Harlingen Land and Water
Company Subdivision, located on the 2400 Block of E. Tyler Avenue. Motion carried
unanimously.

14) Public hearing to consider an ordinance on first reading to request a Special Use Permit
(SUP) to allow a Bar/Lounge in a General Retail (GR) District for Lots 13 & 14, Block 45,
Harlingen Original Townsite, located at 204 W. Jackson Ave. Applicant: Larry Keim on
behalf of Orpheus Partners, LLC.

Mr. Cervantes stated the applicant is requesting a SUP to allow a bar/lounge shop under
the name of Carlito's located on 204 W. Jackson Ave. The surrounding properties are zoned
General Retail (GR) District in all directions. A bar/lounge has been in operation at this site
since 2015 and due to a change of ownership, the new applicant, is required to apply for an
SUP to be in compliance with the Code of Ordinances. Hours of operation will be from 4 p.m. to
10 p.m., Tuesdays and Wednesdays; 4 p.m. to 11 p.m. on Thursdays; and Fridays and
Satursdays from 5 p.m. to 12 a.m. On January 14, 2020, the Did Board recommended approval
of Carlito’s Wine to continue operation under new management. If changes are proposed to the
building, the applicant will be required to secure a building/occupancy permits with the Building
Inspections Department to receive a Certificate of Occupancy. Harlingen Police, Building
Inspections, Health, and Fire Prevention Bureau reviewed the application and recommend
approval of the SUP.

a) Public Hearing

Mayor Boswell announced this was a public hearing and anyone wishing to speak for or
against may do so.

Larry Keim, spoke in favor of the Special Use Permit and stated he and Kyle Curry are
partnering to take ownership of this location.

There being no other comments, Mayor Boswell closed the public hearing.

b) Consideration and possible action to approve an ordinance on first reading for a
Special Use Permit (SUP) to allow a Bar/Lounge in a General Retail (GR)
District at the above described property.

Rebecca Hayward, Asst. City Attorney, read the caption of the ordinance.

Motion was made by Commissioner De La Rosa and seconded by Commissioner Uribe
to approve an ordinance on first reading for a Special Use Permit (SUP) to allow a Bar/Lounge
in a General Retail (GR) District at the above described property. Motion carried unanimously.

15) Public hearing to consider an ordinance on first reading to amend the Planned
Development (“PD”) Site Plan to adjust setbacks for a 15.18 acre tract of land out of
Block 95, Lon C. Hill Subdivision, located on the west side of Ed Carey Drive south of
Morris Road. Applicant: Robman Management, LLC.

Mr. Cervantes stated Robman Management, LLC, applicant is requesting to amend the
Planned Development (“PD”) Site Plan to adjust the setback to the proposed subdivision lots.
The proposed Oak Estate Subdivision will allow for single family residential and patio home
development. The current setbacks for patio homes shown in Blocks 2, 3, and 4 call for zero
feet and 10 feet on the sides. The proposed setbacks if approved will be 5 ft. on each side. The
current zero foot setbacks for the patio homes would not allow windows or a fence to be
installed on the sides adjacent to the property line. The developer is requesting to change the
design of the setbacks. Currently, the property is vacant and infrastructure for the proposed Oak
Estates Subdivision is under construction. The approval of the final plat is pending of the
required construction and amendments to the “PD” Site Plan. Based on the “PD” Site Plan, the
proposed development consists of seventy-three (73) lots fronting interior streets and all will be
public streets. The perimeter lots in the subdivision will consist of single-family residential lots,
averaging 8,050 sq. ft. The interior lots will consist of patio home lots and the size of the lots will
be approximately 4,600 sq. ft. The setbacks for the single-family lots and the patio homes will
consists of 20 ft. in the front, 5 ft. in the sides and 10 ft. in the rear yard. The surrounding
properties are zoned Residential, Single Family (“R-1”) District to the north, west, and south,
General Retail (“GR”) to the north and east, and Planned Development6 (“PD”) to the northwest
and southeast. The surrounding land uses consist of single family residential use to the north
and south and agricultural use to the east and west, in all directions. The Future Land Use Plan (FLUP) component of the City of Harlingen Comprehensive Plan shows this area as low density residential and is consistent with the land use in the area. The Planning and Zoning Department did not receive any opposition from the surrounding property owners.

a) Public hearing

Mayor Boswell announced this was a public hearing and anyone wishing to speak for or against may do so.

There being no comments, Mayor Boswell closed the public hearing.

b) Consideration and possible action to approve an ordinance on first reading to amend the Planned Development ("PD") Site Plan to adjust setbacks for a 15.18 acre tract of land out of Block 95, Lon C. Hill Subdivision, located on the west side of Ed Carey Drive south of Morris Road.

Rebecca Hayward, Asst. City Attorney, read the ordinance caption.

Motion was made by Commissioner Puente and seconded by Commissioner Uribe to approve the ordinance on first reading amending the Planned Development ("PD") Site Plan to adjust setbacks for a 15.18 acre tract of land out of Block 95, Lon C. Hill Subdivision, located on the west side of Ed Carey Drive south of Morris Road. Motion carried unanimously.

16) Consideration and possible action to approve a resolution to open a brokerage account to accept a donation to the Library and designate the City Manager as the signatory.

Robert Rodriguez, Finance Director, stated on December 18, 2019, the Harlingen City Commission approved Resolution 2019-44 authorizing the City Manager, as signatory, to open a brokerage account with TD Ameritrade to accept a donation for the Harlingen Public Library. The City of Harlingen was unable to open the account because TD Ameritrade’s policy requires extensive personal information from the signatory. This resolution amends resolution number 2019-44 and is need to authorize the City Manager to open a brokerage account with the City’s Financial Advisor Hilltop Securities for the library to accept the donation from the Estate of Anthony and Susan Trahan. Once the stock is transferred to this account, the City will cash it and close the account. The value of the donation is as follow:

210 Shares of MO – 11/30/19 Value- $10,437.00
150 Shares of AAPL-11/30/19 Value- $40,087.50
38 Shares of PEGI – 11/30/19 Value- $1,405.75
Total $51,570.26

Motion was made by Commissioner Puente and seconded by Commissioner De La Rosa to approve a resolution to open a brokerage account to accept a donation to the Harlingen Public Library and designate the City Manager as the signatory. Motion carried unanimously.

17) Consideration and possible action to approve an Economic Development Manager & Chief Executive Officer Employment Contract between Raudel Garza and the Development Corporation of Harlingen, Inc. as recommended by the Harlingen Economic Development Corporation Board of Directors.
Raudel Garza, Manager/CEO, Harlingen Economic Development Corp. stated the HEDC Board conducted an evaluation on the Manager/CEP and approved an agreement for two (2) years, subject to the advice and consent of the City Commission as per HEDC By-laws.

Commissioner Puente asked if the money for the continuous of Mr. Garza's education was in the last year's contract and have you used it already.

Mickey Boland replied it was there last year and they just added one category to this year's contract.

Mr. Garza stated he hasn’t been able to use his education funds yet because he has been too busy and he would love to go back and continue his education, just that family time and work doesn’t allow it.

Commissioner Puente stated that the only reason he is asking is because if those funds are not being utilize maybe we could use that money for scholarships for students from the high schools.

Mr. Boland stated he wouldn’t be able to answer that because he doesn’t know what they can use those funds for besides Mr. Garza's education.

Mr. Garza stated there are ways to help employers and employees for students who have a commitment to a job that we can always look into it and consider that as a budget for the next fiscal year.

Motion was made by Commissioner De La Rosa and seconded by Commissioner Puente to approve an Economic Development Manager & Chief Executive Officer Employment Contract between Raudel Garza and the Development Corporation of Harlingen, Inc. as recommended by the Harlingen Economic Development Corporation Board of Directors. Motion carried unanimously.

18) **Consideration and possible action of the HEDC action to create a new incentive program for small business-Harlingen Helps.**

Mr. Garza stated the Harlingen Helps is a small business site Improvement and job retention program offered by the Harlingen Economic Development Corporation. It will provide up to $1,500 for site and property improvements in the form of an incentive grant to encourage the retention of jobs for business in Harlingen to act as a stimulus for economic activity. The program provides financial assistance for improvements to eligible commercial businesses or property owners for eligible renovation costs that have occurred or will occur from June 1, 2019 through May 31, 2020, subject to the terms of the grant and final approval from the Board of Directors and the City Commission. The program eligibility is discretionary and may be discontinued by the Board of Directors at any time. On January 28, 2020, the HEDC Board of Directors reviewed and approved the program and guidelines.

Motion was made by Commissioner De La Rosa and seconded by Commissioner Puente to approve the HEDC action to create a new incentive program for small business-Harlingen Helps. Motion carried unanimously.

19) **Consider and take action to authorize planning and organization of City Commission retreat and strategic planning session.**
Mayor Boswell suggested holding a retreat for the City Commission and invite the chairman of the EDC, Airport, HWWS, and some staff either on a Friday and Saturday or a Thursday evening and Friday, which ever works best for everyone. Have a facilitator and look at some goals for the City and staff and to give an opportunity to the City Commission to focus on things that may interest them over the next year or two.

Motion was made by Commissioner Puente and seconded by Commissioner De La Rosa to approve the planning and organization of a City Commission retreat and strategic planning session. Motion carried unanimously.

20) **Board Appointments**

Commissioner Puente appointed Jesus Garcia to the Community Advisory Board.

Motion was made by Commissioner Uribe and seconded by Commissioner De La Rosa to approve the appointment of Jesus Garcia to the Community Advisory Board made by Commissioner Puente. Motion carried unanimously.

21) **Executive/Closed Session - attorney consultation pursuant to Section 551.071(2), Texas Gov’t. Code to receive legal advice pertaining to the Harlingen Convention Center Project.**

At 7:23 p.m., Mayor Boswell announced the City Commission would convene into executive session to discuss Item 21.

Motion was made by Commissioner De La Rosa and seconded by Commissioner Puente to convene into executive session to discuss Item No. 21. Motion carried unanimously.

At 8:08 p.m., Mayor Boswell announced the City Commission had completed its executive session and declared the meeting open to the public. No action was taken on this item.

**Adjournment**

There being no other business to discuss, Mayor Boswell adjourned the meeting at 8:08 p.m.

City of Harlingen

__________________________
Chris Boswell, Mayor

__________________________
Amanda C. Elizondo, City Secretary
ORDINANCE NO. 20-

AN ORDINANCE OF THE CITY OF HARLINGEN
COMPREHENSIVE PLAN ONE VISION ONE HARLINGEN,
CHAPTER 2, FIGURE 2.1 THOROUGHFARE PLAN, BY
AMENDING THE ALIGNMENT OF THE PROPOSED
EXTENSION OF GOLDEN BEAR DRIVE IN A STRAIGHT
ALIGNMENT UNTIL IT CONNECTS WITH HAIN DRIVE;
PROVIDING FOR PUBLICATION AND ORDAINING OTHER
MATTERS RELATED TO THE FOREGOING

BE IT ORDAINED BY THE CITY OF HARLINGEN

SECTION I: The City of Harlingen Comprehensive Plan One Vision One Harlingen,
Chapter 2, Figure 2.1 Thoroughfare Plan is hereby amended by changing the alignment of the
proposed extension of Golden Bear Drive in a straight alignment until it connects with Haine Drive.

SECTION II: That the City Secretary of the City of Harlingen, Texas is hereby authorized
and directed to cause a true and correct copy of the caption of this ordinance to be published in a
newspaper having general circulation in the City of Harlingen, Cameron County, Texas.

FINALLY ENACTED this ______ day of ______________, 2020, at a regular meeting of
the Elective Commission of the City of Harlingen, Texas at which a quorum was present and which
was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN

Chris Boswell, Mayor

ATTEST:

Amanda Elizondo, City Secretary
Request to amend the City of Harlingen Comprehensive Plan One Vision One Harlingen Thoroughfare Plan, by changing the alignment of the proposed extension of Golden Bear Drive. Applicant: Armando Elizarde
ORDINANCE NO. 20-_____

AN ORDINANCE AMENDING THE CITY OF HARLINGEN CODE OF ORDINANCES CHAPTER 111, ZONING, ARTICLE XVIII, SECTION 111-509(3), SIGNS, BY AMENDING THE SIGN REGULATIONS WITHIN THE DOWNTOWN DISTRICT OVERLAY FOR PROPERTIES ALONG A STATE HIGHWAY; PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING

WHEREAS, The Planning and Zoning Commission has reviewed the proposed amendment to the Downtown District Overlay and has recommended approval;

WHEREAS, The Planning and Zoning Commission finds that the amendment to the sign regulations is in the best interest of promoting the proper development of the Downtown District;

WHEREAS, The proposed amendment is also consistent with the purpose of the One Vision One Harlingen Comprehensive Plan for the Downtown District which is to provide a growth-friendly environment that also preserves and enhances the architectural character of the area; and

WHEREAS, The City Commission of the City of Harlingen desires to amend the Downtown District Overlay, and

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

SECTION I: That the City of Harlingen Code of Ordinances, Chapter 111, Zoning, Article XVII, Section 111-501, Description and Map of District, is hereby amended by adding the language underlined (added) and deleting the language that is stricken through (stricken) to read in full as follows.
ARTICLE XVIII. - DOWNTOWN DISTRICT OVERLAY

Sec. 111-509 – Design Guidelines

(3) Signs. All signs shall be subject to building permits and review as provided in the sign ordinance (section 46-116 et seq.). The function of the storefront sign is to inform the customer of the goods or services provided within. Limiting the amount of information to essentials most effectively conveys the sign message. Signs must be individual metal, plastic, or wood letters. A sign containing neon lights, is backlit, or has a plastic face is allowed. No plywood signs are allowed. Signs that are painted on the building shall be approved by the HDB prior to commencement of such painting.

a. General sign guidelines.

1. No new off-premises signs, including billboards, are allowed;

2. Signs are permitted on awnings provided they are painted, printed, or sewn onto the fabric;

3. Permanent banners or flags (excluding government flags) will not be allowed. Temporary banners or flags are allowed for a period not to exceed 30 days per calendar year;

4. Signs cannot obscure or destroy architectural detail on the building;

5. Rooftop signs are not allowed;

6. Window signs shall encompass no more than 30 percent of the total glass area, not including any neon outlining of the glass;

7. Total sign area of all signs on any building face, which also includes any windows, awnings, and canopies associated with such building face, shall not exceed the amount of linear building frontage facing the street (measured in feet) on which the building is addressed, multiplied by 1.5. Illustrative example: A building at 123 Anywhere Street has 50 feet of building frontage along Anywhere Street (i.e., it is 50 feet wide along Anywhere Street). The maximum available area for all signs on any particular building face shall not exceed 75 square feet (50 multiplied by 1.5).

A building that has frontage on a State highway shall be allowed 3.0 square feet per linear foot of building facing the street for all the signs on the premises. The maximum height of a free standing sign on the premises shall be no greater than 30 feet.
SECTION II: That the City Secretary of the City of Harlingen, Texas is hereby authorized and directed to cause a true copy of the caption of this ordinance to be published in a newspaper having general circulations in the City of Harlingen, Cameron County, Texas.

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this _______ day of ______________, 2020, at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN

Chris Boswell, Mayor

ATTEST:

Amanda C. Elizondo, City Secretary
ORDINANCE NO. 20-_____

AN ORDINANCE AMENDING THE CITY OF HARLINGEN CODE OF ORDINANCES CHAPTER 111, ZONING, ARTICLE II, SECTION 111-31(g), AMENDMENTS, BY AMENDING THE TIME FRAME TO RESUBMIT REZONING AND SPECIAL USE PERMIT APPLICATIONS; PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING

WHEREAS, The Planning and Zoning Commission has reviewed the proposed zoning amendment and has recommended approval;

WHEREAS, The City Commission of the City of Harlingen desires to amend the zoning code of ordinances to simplify the rezoning and specific use permit process

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

SECTION I: That the City of Harlingen Code of Ordinances, Chapter 111, Zoning, Article II, Section 111-31(g), is hereby amended by adding the language underlined (added) and deleting the language that is stricken through (stricken) to read in full as follows.

ARTICLE II. - ADMINISTRATION

Sec. 111-31 - Amendments
a) Any person or corporation having a proprietary interest in any property may petition the city commission for a change or amendment to the provisions of this chapter, or the planning and zoning commission may, on its own motion, or on request from the city commission, institute a study and proposal for changes and amendments in the public interest.

(b) The city commission may from time to time amend, supplement or change by ordinance the boundaries of the districts or the regulations herein established as provided by the statutes of the State of Texas.
(c) Before taking any action on any proposed amendment, supplement or change, the city commission shall submit the same to the planning and zoning commission for its recommendation and report.

(d) (1) The planning and zoning commission shall make a preliminary report and hold public hearings on that report before submitting a final report to the city commission. The city commission may not hold a public hearing until it receives the final report of the planning and zoning commission unless the city commission, by ordinance, provides that a public hearing is to be held, after the notice required by Texas Local Government Code § 211.006(a) jointly with a public hearing required to be held by the planning and zoning commission. In either case, the city commission may not take action on the matter until it receives the final report of the planning and zoning commission.

(2) Before the tenth day before the hearing date, written notice of each public hearing before the planning and zoning commission on a proposed change in a zoning classification shall be sent to each owner, as indicated by the most recently approved municipal tax roll, of real property within 200 feet of the property on which the change in classification is proposed. The notice may be served by its deposit in the municipality, properly addressed with postage paid, in the United States mail. If the property within 200 feet of the property on which the change is proposed is located in territory annexed to the municipality and is not included on the most recently approved municipal tax roll, the notice shall be given in the manner provided by Texas Local Government Code § 211.006(a).

(3) Before the tenth day before the hearing date, written notice of each public hearing before the planning and zoning commission on a proposed change in a zoning classification affecting residential or multifamily zoning shall be sent to each school district in which the property for which the change in classification is proposed is located. The notice may be served by its deposit in the municipality, properly addressed with postage paid, in the United States mail.

(e) (1) A public hearing shall be held by the city commission before adopting any proposed amendment, supplement or change. Notice of such hearing shall be given by publication stating the time and place of such hearing, which time shall not be earlier than 15 days from the date of publication.

(2) If a proposed change to a regulation or boundary is protested in accordance with this subsection, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths of all members of the city commission. The protest must be written and signed by the owners of at least 20 percent of either:

   a. The area of the lots or land covered by the proposed change; or

   b. The area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from that area.

(3) In computing the percentage of land area under subsection (e)(2) of this section, the area of streets and alleys shall be included.

(f) A proposed amendment, supplement or change may be officially protested after action is taken by the planning and zoning commission at the time it goes to the public hearing with city commission by filing with the city secretary a written and duly signed petition from the owners of 20 percent or more either of:

(1) The area of the lots or land covered by the proposed change; or

(2) The area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from that area.
Such amendment shall not become effective except by a four-fifths vote of the governing body of the city. In determining the property included in the 200 foot radius all measurements shall begin at the property line of the lots in the proposed zoning change.

(g) If a rezoning or a special use permit request for a particular tract of property is made to the city commission after standard planning and zoning procedure, and such request, for whatever reason, fails to be enacted by the city commission by passing an ordinance pursuant to this chapter, such rezoning or special use permit request may be considered a second time by the city commission after such request has been resubmitted to the planning and zoning commission for its recommendation pursuant to the provisions of this chapter. If such rezoning request is not enacted by the city commission upon said second submission, such request shall not be resubmitted to the planning and zoning commission or the city commission for an intervening six month period following the date of the denial of such second submission to the city commission.

h) Any persons, jointly or severally, aggrieved by any decision of the planning and zoning commission may present to the city commission a petition, setting forth that such decision is unjust, in whole or in part, and specifying the grounds of injustice. Such petition shall be presented to the city secretary within ten days after the final decision of the planning and zoning commission, and not thereafter, for notification and calling of a public hearing to hear and act on the appeal.

SECTION II: That the City Secretary of the City of Harlingen, Texas is hereby authorized and directed to cause a true copy of the caption of this ordinance to be published in a newspaper having general circulations in the City of Harlingen, Cameron County, Texas.

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this ______ day of _____________, 2020, at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN

__________________________
Chris Boswell, Mayor

ATTEST:

__________________________
Amanda C. Elizondo, City Secretary
### AGENDA ITEM
### EXECUTIVE SUMMARY

**Meeting Date:** 03/04/20

**Agenda Item:**
Consider and take action to approve an overdue fine amnesty at the Library in honor of National Library Week from April 18th-26th 2020.

<table>
<thead>
<tr>
<th>Prepared By (Print Name):</th>
<th>Dauna Campbell</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Library Director</td>
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<td>Signature:</td>
<td>[Signature]</td>
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**Brief Summary:**
In honor of National Library Week, an amnesty will be held from Saturday, April 18, 2020 until Sunday, April 26th. Patrons will bring in their long overdue materials in good condition with barcodes to the circulation desk. Staff will then check them in and waive LATE fees. Damaged items do not qualify for the amnesty.

**Funding (if applicable):**
- [ ] Yes
- [ ] No

Finance Director's approval:
- [ ] Yes
- [ ] No
- [ ] N/A

Staff recommends approval.

City Manager's approval:
- [ ] Yes
- [ ] No
- [ ] N/A

**Comments:**

City Attorney's approval:
- [x] Yes
- [ ] No
- [ ] N/A
AGENDA ITEM  
EXECUTIVE SUMMARY

Meeting Date:  March 4, 2020

Agenda Item:
Public hearing and take action to consider an Ordinance on First Reading to amend the Planned Development ("PD") Site Plan to adjust the layout and land use for a 16.49 acres out of 18 acres, out of Block 6, F.Z. Bishop Subdivision, Survey 41, located on the west side of Tucker Road, north of Garrett Road. Applicant: Juan Garcia of JNH Surveying Co. LLC c/o Juan D. Villareal.

Prepared By:  Xavier Cervantes, AICP
Title:  Planning and Development Director
Signature:  

Brief Summary:

Project Timeline
- March 14, 2007 – Approval of rezoning from Not Designation ("N") to Planned Development ("PD") by the Planning and Zoning Commission.
- April 18, 2007 – Approval of rezoning from Not Designation ("N") to Planned Development ("PD") by the City Commission.
- February 3, 2020 – Application to amend the Planned Development Site Plan submitted to the City (ATTACHMENT I).
- February 15, 2020 – In accordance with Statute and local law, notice of required public hearings for amendments of the Planned Development ("PD") Site Plan published in the Valley Morning Star and mailed to all property owners within 200 feet of the subject tract.
- February 26, 2020 – Public hearing was conducted by the Planning and Zoning Commission (P&Z). The P&Z Commission recommended approval of the amendment to the PD site plan by a 3 to 0 vote.
- March 4, 2020 – Public hearing and consideration of requested amendment PD Site Plan via 1st ordinance reading scheduled before the City Commission.
- March 18, 2020 – Pending approval of 1st ordinance reading, consideration of approval of 2nd ordinance reading scheduled before the City Commission.

Summary
- The applicant is requesting to amend the Planned Development ("PD") Site Plan to amend the following: amend the land use of Lot1-A from daycare and single family to single family; divide Lot1-A into 3 lots; amend the street direction of Marky Street and go from 16 lots to 20 lots; amend the right-of-way Haverford Blvd from 80 feet to 60 feet; amend the number of lots on Haverford Blvd from 24 lots to 16 lots. (ATTACHMENT II).

- The proposed Ashwood Subdivision will allow for single family residential and townhouse development. The current site plan allows for 24 townhouse lots, 41 single family lots, and 1 lot for a daycare. The proposed site plan will allow for 16 townhouse lots and 49 single family lots. (ATTACHMENT III).

- The Thoroughfare Map was amended in 2018 to downgrade Haverford to a local street and adjust the alignment from Dixieland Road to South Palm Court Drive.
The right-of-way was reduced from 80 feet to 60 feet, and the proposed amendment to the Planned Development Site Plan reflects that change.

- The subject property is currently vacant and is located on the west side of Tucker Road, north of Garrett Road. The approval of the plat is pending the approval of the required construction and pending the amendments to the "PD" Site Plan.

- The surrounding properties are zoned Residential, Single Family ("R1") District to the north, south, and west, and Multi-Family ("M2") to the east. (ATTACHMENT IV). The surrounding land uses consist of single family residential use in all directions with some agricultural use to the north. (ATTACHMENT V).

- The Future Land Use Plan (FLUP) component of the City of Harlingen's Vision 2020 Comprehensive Plan shows this area as low density residential. The request is consistent with the Future Land Use Plan, and consistent with the land use in the area. (ATTACHMENT VI).

- To the present, the Planning and Zoning Department has not received any objections from the surrounding property owners for the proposed request.

<table>
<thead>
<tr>
<th>Funding (if applicable):</th>
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<tr>
<td>Are funds specifically designated in the current budget for the full amount for this purpose?</td>
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<td>*If no, specify source of funding and amount requested:</td>
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| Finance Director’s approval: | Yes | No | N/A |

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<th>Staff Recommendation:</th>
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<tr>
<td>Staff recommends approval of the request.</td>
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| City Manager’s approval: | Yes | No | N/A |

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<tr>
<th>Comments:</th>
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| City Attorney’s approval: | Yes | No | N/A |
Attachment I - Application

CITY OF HARLINGEN PLANNING AND ZONING DIVISION
MASTER APPLICATION

PROPERTY INFORMATION: (Please PRINT or TYPE)
Project Address: N/A
Nearest Intersection: Bowman Rd & Tucker Rd
(Proposed) Subdivision Name: Ashwood Subdivision
Lot: Block:
Existing Zoning Designation: Future Land Use Plan Designation:

OWNER/APPLICANT INFORMATION: (Please PRINT or TYPE)
Applicant/Authorized Agent: Juan Garcia
Phone: 956-423-1702 FAX: 956-423-9408
Email Address: JNHsurveys@yahoo.com
Mailing Address: 1221 E. Tyler
City: Harlingen State: TX Zip: 78550
Property Owner: D. Wittler
Phone: 956-426-5322 FAX:
Email Address: (for project correspondence only):
Mailing Address: 1214 Devour Rd
City: Harlingen State: TX Zip: 78550

Select appropriate process for which approval is sought. Attach completed checklists with this application.

- Annexation Request: No Fee
- Administrative Appeal (ZBA): $125.00
- Comp. Plan Amendment Request: $250.00
- Re-zoning Request: $250.00
- SUP Request/Renewal: $250.00
- Zoning Variance Request (ZBA): $250.00
- PDD Request: $250.00
- License to Encroach: $250.00

Please provide a basic description of the proposed project:

Boring 1649 Dr. of Land out of an 18 Acre or of Bldg. or E 2 River Sid

Survey 41, C.C. TX.

I hereby certify that I am the owner and/or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect the permit or approval may be revoked.

Applicant's Signature: [Signature]
Date: 2-3-2020

Property Owner(s) Signature: [Signature]
Date:

Accepted by: [Signature]
Date:
PLANNED DEVELOPMENT DISTRICT (PDD) REQUEST
SPECIFIC USE PERMIT (SUP) REQUEST
SUBMITTAL CHECKLIST

Please submit the following items along with the completed master application and appropriate fees. The project cannot be scheduled for consideration unless all items are marked complete. Citations come from the Zoning Ordinance.

Complete

☐ City and School Tax Certificates

☐ Ten (10) copies of a comprehensive site plan showing the proposed development of the property. The site plan shall consist of the following items, as applicable:
  - Existing/proposed building footprints and building heights (or buildable areas for single and two-family residential); and
  - Locations of proposed uses; and
  - Ingress and egress to/from property.
  - Existing/proposed streets in compliance with the City of Harlingen Long Range Thoroughfare Plan; and
  - Existing/proposed sidewalks; and
  - Existing/proposed utilities; and
  - Existing/proposed drainage; and
  - Existing/proposed parking spaces.

☐ A written statement describing the proposed use(s) of the subject property

☐ Any other information (elevation drawings, pictures, etc.) in support of the subject request.

- I understand that I am requesting an amendment to the City’s Zoning Ordinance and it will not be scheduled for Planning and Zoning Commission review unless all items on this list are completed.
- I understand that in accordance State law and the Zoning Ordinance, no later than ten (10) days prior to consideration by the Planning and Zoning Commission:
  - A notice will be published in the Valley Morning Star describing the request and the date, time, and location of the public hearing; and
  - Notices will be mailed to all property owners within 200 feet of the tract describing the request and the date, time, and location of the public hearing.
- I understand that while all requirements for the submittal of a PDD or SUP request may be complete, the City Commission is the sole authority for the consideration and approval or denial of the request.
- I understand that the purpose of a PDD or SUP is to allow for development not otherwise authorized in the Zoning Ordinance. Hence, the Planning and Zoning Commission and/or City Commission may impose development standards important to the health, safety, welfare, and protection of the proposed development and the adjacent property and its occupants.

Owner: [Signature]
Date: 2-3-2020

Owner Address: 1244 N. Texas Ave. # 99985212 Harlingen, TX

Phone/Fax: 956-420-5322

Signature: [Signature]
August 22, 2019

City of Harlingen
502 E. Tyler
Harlingen, Texas 78550

Attn: Plat Administrator

Re: Letter of Authorization

Project: Ashwood Estates Subdivision

Dear Plat Administrator:

Please be advised that I, Juan D. Villareal, Owner of referenced project, hereby authorize JNH Surveying Co., LLC to submit to the City of Harlingen on my behalf, any forms, plats, construction drawings, deeds, certificates, documents, fees, design calculation and etc., in relation to final plat applications for referenced subdivision.

If you have any questions or comments, please feel free to contact me at (956) 428-5322.

Thank you for your consideration.

Juan D. Villareal, Owner

[Signature]

Sept. 12, 2019

STATE OF TEXAS
COUNTY OF CAMERON

BEFORE ME, the undersigned authority on this day personally appeared Juan D. Villareal known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein and herein stated.

Given under my hand and seal of office this 12th day of SEPT., 2019.

Notary Public in and for Cameron County, Texas
My commission expires: 4-26-21

[Notary Seal]
Request to amend the Planned Development ("PD") Site Plan to adjust the layout and land use for a 16.49 acres out of 18 acres, out of Block 6, F.Z. Bishop Subdivision, Survey 41, located on the west side of Tucker Road, north of Garrett Road. Applicant: Juan Garcia of JNH Surveying Co. LLC, c/o Juan D. Villarreal.

This map has been produced by the City of Harlingen for the sole purpose of locating jurisdictional boundaries and is not intended for any other. The map data is compiled from various sources including orthophoto imagery, engineer plans and plats, survey field notes, and other sources. This map is intended for graphic representation only. No warranty is made by the City regarding its accuracy or completeness. Before relying on any information on the map, check with the Planning Department. Date of map 2.11.20
ORDINANCE NO. 20

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HARLINGEN: AMENDING THE PLANNED DEVELOPMENT ("PD") SITE PLAN TO ADJUST THE LAYOUT AND LAND USE FOR A 16.49 ACRES OUT OF 18 ACRES, OUT OF BLOCK 6, F.Z. BISHOP SUBDIVISION, SURVEY 41, LOCATED ON THE WEST SIDE OF TUCKER ROAD, NORTH OF GARRETT ROAD; PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING

WHEREAS, the Planning and Zoning Commission of the City of Harlingen pursuant to Harlingen’s Zoning Ordinance procedure, has recommended a change in the zoning classification for certain described real property in the City of Harlingen; and it is deemed to be in the best interest of the City of Harlingen in accordance with said recommendation of the Planning and Zoning Commission of the City, being the recommendation as hereinafter set forth; and public notice of such proposed rezoning having been fully made and complied with as required by said Zoning Ordinance and applicable laws of the State of Texas; and the City Commission of the City of Harlingen having held public hearings with reference thereto, being duly and thoroughly heard; and after consideration of the evidence presented, said City Commission is of the opinion that it is in the best interest of the City of Harlingen that said Code of Ordinances be amended as indicated, now, therefore,

BE IT ORDAINED BY THE CITY OF HARLINGEN

That the Code of Ordinances of the City of Harlingen (Ordinance 16-8) be and the same is herewith amended by the following described property being changed for permissive zone use as indicated:

Amending the Planned Development ("PD") Site Plan to adjust the layout and land use for a 16.49 acres out of 18 acres, out of Block 6, F.Z. Bishop Subdivision, Survey 41, located on the west side of Tucker Road, north of Garrett Road

A copy of the Zoning Map constituting a part and parcel of the Code of Ordinances, as filed with the Building Inspection Inspector and for the joint use and information of the Planning and Zoning Commission shall, upon final enactment hereof, be and the same is herewith amended and revised to reflect that the above described property is zoned for land use purposes as above indicated by the boundaries thereof being outlined in pronounced heavy line markings and such heavy line marking boundary enclosure being indicated within by the appropriate initials for that portion herewith zoned for particular land uses; with the Planning and Development Director being herewith instructed and authorized to document such Zoning Map changes and revisions.

The amendment is made contingent upon construction and sitting complying with and being complec in accordance with the site plan, a true and correct copy of which is attached hereto and incorporated herein by reference as Exhibits "A".

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this ______ day of ______________, 2020 at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.
CITY OF HARLINGEN

Chris Boswell, Mayor

ATTEST:

Amanda C. Elizondo, City Secretary
1. Public hearing and take action to consider a request to amend the Planned Development ("PD") Site Plan to adjust the layout and land use for a 16.49 acres out of 18 acres, out of Block 6, F.Z. Bishop Subdivision, Survey 41, located on the west side of Tucker Road, north of Garrett Road. Applicant: Juan Garcia of JNH Surveying Co. LLC. c/o Juan D. Villarreal.

Mr. Albert Molina summarized the following:

- The applicant is requesting to amend the Planned Development ("PD") Site Plan to amend the following: amend the land use of Lot1-A from daycare and single family to single family; divide Lot1-A into 3 lots; amend the street direction of Marky Street and go from 16 lots to 20 lots; amend the right-of-way Haverford Blvd from 80 feet to 60 feet; amend the number of lots on Haverford Blvd from 24 lots to 16 lots.

- The proposed Ashwood Subdivision will allow for single family residential and townhouse development. The current site plan allows for 24 townhouse lots, 41 single family lots, and 1 lot for a daycare. The proposed site plan will allow for 16 townhouse lots and 49 single family lots. The property owner submitted the same rezoning request in the year 2017. After considerable opposition from the surrounding property owners, the request was denied by the Planning and Zoning Commission on June 14, 2017.

- The Thoroughfare Map was amended in 2018 to downgrade Haverford to a local street and adjust the alignment from Dixieland Road to South Palm Court Drive. The right-of-way was reduced from 80 feet to 60 feet, and the proposed amendment to the Planned Development Site Plan reflects that change.

- The subject property is currently vacant and is located on the west side of Tucker Road, north of Garrett Road. The approval of the plat is pending the approval of the required construction and pending the amendments to the "PD" Site Plan.

- The surrounding properties are zoned Residential, Single Family ("R1") District to the north, south, and west, and Multi-Family ("M2") to the east. The surrounding land uses consist of single family residential use in all directions with some agricultural use to the north.

- The Future Land Use Plan (FLUP) component of the City of Harlingen’s Vision 2020 Comprehensive Plan shows this area as low density residential. The request is consistent with the Future Land Use Plan, and consistent with the land use in the area.

- To the present, the Planning and Zoning Department has not received any objections from the surrounding property owners for the proposed request.

Staff recommends approval of the request.

Chrm. Peacock asked the Board if there were any questions for staff.

Cmr. Consiglio asked if the developer will be reducing the width of the street.

Mr. Molina answered yes, they are reducing the right of way of Haverford, but not reducing the width of the street. They will have 33' streets for the 3 north streets and will have 37' streets for Haverford.
Crm. Consiglio asked if the streets will be narrow and will cars be able to park on the curb, and will fire trucks be able to go through.

Mr. Molina answered, no the streets will not be narrow, cars will be able to park in the curb and fire trucks will be able to go through.

Chr. Peacock opened the public hearing, there was none

Cmr. Lowry made a motion to approve this item, Cmr. Martinez seconded the motion. Upon a unanimous vote the motion carried.
AGENDA ITEM
EXECUTIVE SUMMARY

Meeting Date: March 4, 2020

Agenda Item:
Consideration and possible action to authorize the Mayor, on behalf of the City of Harlingen, to submit a grant application for $12,902.21 for funding made available through the Office of the Governor Criminal Justice Division, under the FY 2021 Internet Crimes Against Children Grant Program.

Prepared By (Print Name): Michael Kester
Title: Chief of Police
Signature: 

Brief Summary:
The Harlingen Police Department will be utilizing the FY 2021 Internet Crimes Against Children Grant Program funds to pay overtime costs associated with investigation and prosecution of internet crimes that are targeting the youth of the City of Harlingen. No matching funds are required.

Funding (if applicable):
Are funds specifically designated in the current budget for the full amount for this purpose? 
☐ Yes ☑ No*
*If no, specify source of funding and amount requested: The source of funding will be the Office of the Governor – Criminal Justice Division. The amount requested is $12,902.21

Finance Director’s approval: 
☐ Yes ☐ No ☐ N/A

Staff Recommendation:
Harlingen Police Department recommends that it be allowed to submit an application to secure funding in the amount of $12,902.21 to investigate and prosecute individuals who choose to exploit the youth in the City of Harlingen through internet sex crimes.

City Manager’s approval: 
☐ Yes ☐ No ☐ N/A

Comments:

City Attorney’s approval: ✔
☐ Yes ☐ No ☐ N/A
RESOLUTION NO. __________

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF HARLINGEN, TEXAS AUTHORIZING THE HARLINGEN POLICE DEPARTMENT TO SUBMIT AN APPLICATION TO THE OFFICE OF THE GOVERNOR CRIMINAL JUSTICE GRANT DIVISION FOR FUNDING OVERTIME COSTS TO THE CITY OF HARLINGEN, TEXAS TO TARGET TECHNOLOGY FACILITATED CHILD SEXUAL EXPLOITATION CRIMES UNDER THE FY 21 INTERNET CRIMES AGAINST CHILDREN GRANT PROGRAM.

WHEREAS, the City of Harlingen finds it in the best interest of the citizens of Harlingen, Texas and the region, that the City of Harlingen utilize its local law enforcement to investigate and prosecute internet crimes that are targeting the youth of the city; and

WHEREAS, the governing body of the City of Harlingen has considered the Proposed FY 2021 Internet Crimes Against Children Grant at a regular City Commission meeting for said project, in the amount of $12,902.21 and prior to its final submittal to the Office of the Governor Criminal Justice Division.

WHEREAS, the governing body of the City of Harlingen, Texas understanding the financial limitations and obligations related to such funding, including the full return of grant funds in the event of a loss or misuse of the FY 21 Internet Crimes Against Children Grant: and

WHEREAS, the City Commission of the City of Harlingen designates City Manager Dan Serna as the authorized official to apply for, accept, reject, alter or terminate funding of said grant.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HARLINGEN, TEXAS: that the City Commission approves the submission of grant funding by the Office of the Governor, Criminal Justice Grant Division for the funding made available under the FY 21 Internet Crimes Against Children Grant.

CONSIDERED AND ADOPTED this ___ day of ____, 2020, at a regular meeting of the Elective Commission of the City of Harlingen, Texas, at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN:

______________________________
Chris Boswell, Mayor

ATTEST:

______________________________
Amanda Elizondo, City Secretary
AGENDA ITEM
EXECUTIVE SUMMARY

Meeting Date:  March 4, 2020

Agenda Item:
Consideration and possible action to approve an ordinance on first reading to repeal Section 30-5 of Chapter 30, and Chapter 18 – Fees to delete Section 30-5 to remove the Juvenile Case Manager Fee of the Harlingen Code of Ordinances.

Prepared By (Print Name):  Robert Rodriguez
Title:  Finance Director
Signature:  [Signature]

Brief Summary:
The Texas Legislative Branch in the 86th Regular Session passed Senate Bill 346, repealing Article 102.0174 of the Code of Criminal Procedure Juvenile Case Manager Fund effective January 1, 2020. The City of Harlingen no longer has the authority under Article 102.0174 to collect the Juvenile Case Manager fee. The fee is now assessed as part of the Local Consolidated Fee that went into effect on January 1, 2020.

Funding (if applicable):
Are funds specifically designated in the current budget for the full amount □ Yes □ No for this purpose?
*If no, specify source of funding and amount requested:  No Funds are required. The 86th Legislature provided for Juvenile Case Manager funding in Senate Bill 346 under the Local Truancy and Prevention Fund.

Finance Director’s approval:  □ Yes □ No □ N/A

Staff Recommendation:
Staff recommends to repeal Section 30-5 of Chapter 30 of the Harlingen Code of Ordinances and that we amend Chapter 18 by removing Section 30-5 regarding the Juvenile Case Manager fee.

City Manager’s approval:  □ Yes □ No □ N/A

Comments:  [Signature]

City Attorney’s approval:  [Signature] □ Yes □ No □ N/A
ORDINANCE NO. 20-_____

AN ORDINANCE REPEALING SECTION 30-5 OF CHAPTER 30 OF THE CODE OF ORDINANCES - JUVENILE CASE MANAGER FEE AND FUND AND AMENDING CHAPTER 18 FEES BY REMOVING SECTION 30-5 JUVENILE CASE MANAGER FEE; PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING.

Whereas, The Texas Legislative Branch in the 86th Regular Session passed Senate Bill 346, repealing Article 102.0174 of the Code of Criminal Procedure Juvenile Case Manager Fund effective January 1, 2020; and

Whereas, The Elected City Commission of the City of Harlingen, Texas finds it is in the interest of the public to repeal Section 30-05 of the Code of Ordinance and to amend Chapter 18 by removing the section regarding the Juvenile Case Manager fee;

BE IT ORDAINED BY THE CITY OF HARLINGEN;

Section I: Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section II. Repealing fee. Section 30-5 creating the juvenile case manager fee is hereby repealed; and

Section III: Amending fee schedule. Chapter 18 Section 30-5 Fees is hereby amended to remove the Juvenile Case Manager fee of $3.00;

Section IV: That the City Secretary of the City of Harlingen, Texas is hereby authorized and directed to cause a true and correct copy of the caption of this ordinance to be published in a newspaper having general circulation in the City of Harlingen, Cameron County, Texas.

Section V: Cumulative and Conflicts. This Ordinance shall be cumulative of all provisions of ordinances of the City of Harlingen, Texas, except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Any and all previous versions of this Ordinance to the extent that they are in conflict herewith are repealed.

Section VI: Severability. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of
competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

FINALLY ENACTED THIS ______ day of __________________, 2020 at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN

BY: ____________________________

Chris Boswell, MAYOR

ATTEST:

________________________
Amanda Elizondo, City Secretary
**AGENDA ITEM**
**EXECUTIVE SUMMARY**

**Meeting Date:** March 4, 2020

**Agenda Item:**
Consideration and possible action to approve a resolution amending the designated, authorized representatives for the City of Harlingen’s Texpool investment accounts.

**Prepared By (Print Name):** Robert Rodriguez  
**Title:** Finance Director  
**Signature:**

---

**Brief Summary:**
This resolution is needed to change the authorized representatives to the City’s Texpool investment accounts. The authorized representatives for the City are City Manager, Dan Serna; Assistant City Manager, Gabriel Gonzalez; and Finance Director, Robert Rodriguez. A resolution is needed to make the necessary changes to the City’s Texpool investment accounts.

---

**Funding (if applicable):**
Are funds specifically designated in the current budget for the full amount for this purpose?  
- [ ] Yes  
- [x] No*  
*If no, specify source of funding and amount requested:  
Finance Director’s approval:  
- [x] Yes  
- [ ] No  
- [ ] N/A

---

**Staff Recommendation:**
Staff recommends approval.

**City Manager’s approval:**  
- [ ] Yes  
- [ ] No  
- [ ] N/A

**Comments:**

---

**City Attorney’s approval:**  
- [ ] Yes  
- [ ] No  
- [ ] N/A
**AGENDA ITEM**
**EXECUTIVE SUMMARY**

**Meeting Date:** 03/04/20

**Agenda Item:**
Consider and take action to approve the acceptance of the Texas State Library and Archives Commission (TSLAC) Library Services to Border Cities Grant in the amount of $400,000.

**Prepared By (Print Name):** Dauna Campbell  
**Title:** Library Director  
**Signature:**

**Brief Summary:**
The Texas State Library and Archives Commission (TSLAC) has awarded the Harlingen Public Library a grant in the amount of $400,000. No matching funds are required for this grant. Through the Library Services to Border Cities Grant, the library will purchase an Envisionware 24-hour Library Service kiosk, a library van, materials for the kiosk, and complete an RFID material tagging conversion. This remote service kiosk will be placed in a high traffic location to improve access to library materials. Library members will have the ability to checkout, return and request materials from the kiosk. The library van will be used to support the kiosk. RFID conversion is needed to utilize all the kiosk’s features. This conversion will also give the library the ability to add other RFID equipment such as self-checkout machines, smart security gates, and library shelf management wands.

**Funding (if applicable):**

| Yes | No |

**Finance Director’s approval:**

| Yes | No | N/A |

**Staff Recommendation:**
It is recommended that Commission approve the acceptance of the TSLAC Library Services to Border Cities Grant.

**City Manager’s approval:**

| Yes | No | N/A |

**City Attorney’s approval:**

| Yes | No | N/A |
Congratulations! Join Us for 2020-21 Library Services for Border Cities Grant - Next Steps

Erica McCormick <emccormick@tsl.texas.gov>
Thu 2/20/2020 9:36 PM
To: Molly Walter <mwalter@harlingenglibrary.com>

Congratulations!

Your application for the Library Services to Border Cities Grant has been approved for funding by the Texas State Library and Archives Commission.

Today, the Commission approved funding for all recommended grants.

I'm sure you are wondering what happens next. To answer that question and many more, we invite you to join us this Monday for a webinar that will help get you started on your project and to discuss any conditions related to your project.

Please register below for the 2020 TSLAC Library Services to Border Cities Grant — Next Steps webinar from 10:30-11:30 a.m., Monday, February 24, 2020.

Invite any and all staff who will be involved with the grant and grant administration to attend.

We look forward to working with you this coming year.

Erica A. McCormick, LD Program Coordinator
Texas State Library and Archives Commission
800.252.9386 (toll free) or 512.463.5527 | fax 512.936.2306 | PO Box 12927 Austin, TX 78711-2927
Our new agency website address is: www.tsl.texas.gov

2020-21 Library Services for Border Cities Grant - Next Steps

Join us for a webinar on Feb 24, 2020 at 10:30 AM CST.

Register Now!

Congratulations! You were successful in winning a grant from the Texas State Library & Archives Commission. But what happens next?
24-Hour Library™

With the 24-Hour Library you can provide 24/7 access to library materials and services at a fraction of the cost of building a branch.

ENVISIONWARE®
Enriching Public Library Service Inside and Out
Intuitive to use and easy to maintain, the 24-Hour Library™ enables patrons to:

- Check out and return materials.
- Place and pick up holds.
- Download audio and ebooks.
- Browse the catalog, and more.

Meeting the Needs of Busy Communities

This full-service solution is ideal for busy residential and commercial neighborhoods without a nearby location, as well as public parks, community centers, shopping malls, and wherever people spend time in your community.
Library Materials at Your Patrons’ Fingertips, 24/7

With the 24-Hour Library, you can provide the materials your community members need, when they need them. This self-service library delivers a traditional library experience around the clock.

- **24/7 Access** – patrons can check out and return materials at a time and location convenient for busy schedules.

- **Visual Browsing** – library users can browse the shelves and make their selection as they would in the library’s stacks.

- **Customizable Collection** – libraries can offer print and media items of interest to patrons, including holds from any part of your collection.

- **Convenient Holds Pick-up** – designed for convenience and efficiency, the system can be configured to automatically dispense holds when a patron presents his or her card, or enable a patron to select only wanted holds.

- **eBook and Audiobook Integration** – patrons can check out electronic materials, expanding the available collection to over 1,000,000 items.

- **Patron Wi-Fi** – provide wireless connectivity with optional content filtering.

- **ADA Accessibility** – a separate wheelchair-height display makes operation easy and safe. Voice prompts further enhance the accessibility of the system.

- **Fine/Fee Payment (optional)** – based on your ILS capabilities, the 24-Hour Library enables itemized fine and fee payment using a credit card. Patrons can clear blocks and collect fees during or separately from checkout.

- **Program Promotion** – electronic display(s) can be used to promote library programs and events.
Designed for convenience and efficiency, the 24-Hour Library is built strategically to manage heavy patron traffic. The OPAC is located separately from the checkout and return screen to streamline service. While one patron downloads eBooks or searches the OPAC, others can be browsing the stacks and checking items in or out, or picking up holds.

Fast and Intuitive to Maximize Staff Time
The 24-Hour Library was designed with input from public librarians and library staff to help maximize staff efficiency and deliver an intuitive staff experience.

- **Easy Shelving** - shelve items as you would in a branch - there are no containers or sleeves.
- **Fast and Easy Return Management** - the display shows staff which sorter bins contain items.
- **Streamlined Expired Holds Management** - for items that patrons fail to pick up and are past the hold shelf time limit, the system can automatically pull and sort into a dedicated bin.
- **Intuitive Collection Management** - the staff display indicates how long each item has been on the shelf, making it easy to see which items should be pulled and replaced with more popular materials.
- **Simplified Shelving** - the staff simply press Shelve Items and the system presents the next available shelf location for shelving.
- **Automated Alerts** - the automated system alerts staff of potential issues, including automated alerts (bin full, out of paper, ILS offline, low available items, etc.) as well as critical system alerts.
- **Integrated Security** - built-in cameras record activities inside and outside the system and maintain history for up to 30 days (configurable). Library staff can remotely access the security system and Support can view the inner workings to quickly diagnose any transport issue.
<table>
<thead>
<tr>
<th>FEATURES</th>
<th>24L-340D</th>
<th>24L-235</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Management</strong></td>
<td></td>
<td></td>
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<tr>
<td>Total Items for Check Out</td>
<td>340</td>
<td>235</td>
</tr>
<tr>
<td>Standard Slot Dimensions (Imperial) (Metric)</td>
<td>12.5 x 8.25d x 1.6 Spine</td>
<td>12.5 x 8.25d x 2.4 Spine</td>
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<tr>
<td>Standard Slot Dimensions (Imperial) (Metric)</td>
<td>318 x 210d x 42 Spine</td>
<td>318 x 210d x 62 Spine</td>
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<td>Items in Standard Slots</td>
<td>268</td>
<td>188</td>
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<tr>
<td>Wide Slot Dimensions (Imperial) (Metric)</td>
<td>12.5 x 8.25d x 2.4 Spine</td>
<td>12.5 x 8.25d x 2.4 Spine</td>
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<tr>
<td>Items in Wide Slots</td>
<td>67</td>
<td>47</td>
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<td>Hold Drawer Dimensions (Imperial) (Metric)</td>
<td>10.35d x 13.7w x 1.9h</td>
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<tr>
<td>Hold Drawer Dimensions (Imperial) (Metric)</td>
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<td>Items in Hold Drawers</td>
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<td>Item Return Capacity</td>
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<td>Sorter Return Bins</td>
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<td>9</td>
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<tr>
<td>RFID Item</td>
<td>Standard</td>
<td>Standard</td>
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<tr>
<td>Barcode Item</td>
<td>Standard</td>
<td>Standard</td>
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**Patron Interfaces**

<table>
<thead>
<tr>
<th>Primary Screen Interface</th>
<th>17&quot; High Brightness Resistive Industrial Color Touch Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Screen Interface</td>
<td>5.6&quot; Standard Industrial Resistive Color Touch Screen</td>
</tr>
<tr>
<td>Operating Systems</td>
<td>Windows 7 Professional</td>
</tr>
<tr>
<td>Main System Computer</td>
<td>ES300 2.6Ghz Dual Core 4GB RAM, 10 RS232, 6 USB, 250GB SSD</td>
</tr>
<tr>
<td>Right Display</td>
<td>43&quot; 1000nit Infrared Touch Screen Display - Portrait</td>
</tr>
<tr>
<td>Right Display Computer</td>
<td>J1900 2.6Ghz Dual Core 4GB RAM, 5 RS232, 8 USB, 120GB SSD</td>
</tr>
<tr>
<td>Left Display</td>
<td>32&quot; Touch Screen Display - Landscape</td>
</tr>
<tr>
<td>Left Display Computer</td>
<td>J1900 2.6Ghz Dual Core 4GB RAM, 5 RS232, 8 USB, 120GB SSD</td>
</tr>
<tr>
<td>RFID Patron Card</td>
<td>Standard</td>
</tr>
<tr>
<td>Barcode Patron Card</td>
<td>1D/2D Smartphone-Ready Patron Card Barcode Reader</td>
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<tr>
<td>Receipt</td>
<td>High Capacity 80mm</td>
</tr>
</tbody>
</table>

Specifications subject to change without notice
## FEATURES

### Connectivity
- **ILS Connection**: SIP2 | Enhanced SIP2 for 24-Library*
- **ILS Configuration**: Remote Site: Branch | Outside Library Building: Store Location
- **System Ethernet Connection**: RJ-45
- **Library Device Support**: Power Strip and Mounting Space for WAN Modem/Connect Device
- **Router**: 2-Channel Wi-Fi | LAN | VPN | Configurable Content Filtering

### Protection
- **DVR**: 30-day DVR - Remotely Accessible
- **Security Cameras**: 5 Cameras

### Mechanical
- **Dimensions (Imperial)**: 132.3w x 75h x 5.68d
  - 4032w x 2286h x 1730d
- **Dimensions (Metric)**: 9.84w x 705h x 4.92d
  - 3000w x 2149h x 1500
- **Overall Size Comparison**: Model 235 is 55% of the size of Model 340D
- **Weight**: 7055 lbs | 3200kg
  - 5380 lbs | 2440kg
- **Temperature**: -5° to 125°F | -15° to 52°C
  - -20° to 125°F | -29° to 52°C

### Power
- **Power For System**: (1) 120V 20A Circuit
- **Power For Heat Systems**: (3) 120V 20A Circuits
- **Power Consumption Without Heat**: 1200W
  - 1000W
- **Power Consumption With Heat**: 7200W
  - 7000W

### Warranty
- **One Year Remote and Onsite 24x7x365 Support**

### On-Site Maintenance After Year 1
- **Yes**

### Options
- **Project Management, Installation and Training**
- **Construction Guidance**
- **API Integration**
- **Credit Card Payment Terminal**
- **Fine/Fee Payment Software**
- **Computer Management Client**
- **Canopy for Standard Op Temps**
- **Uninterruptable Power Supply**
- **220V / 50Hz**

*Millennium and Sierra requires the II Sorta API if holds are used.
Specifications subject to change without notice.
RFID Conversion:

RFID stands for Radio Frequency Identification. It is a “smart” library system that increases functionality in terms of circulation, inventory, workflow and security. Library Patrons would have access to easy to use self-checkout machines. They simply scan their card and place up to 5 books on the self-checkout machine. Smart security gates would alert Library Staff when items that are not checked are removed from the Library. Unlike the Library's current security system, an RFID System will tell Staff exactly which item is not checked out. Additionally, RFID Shelf Management allows Library Staff to locate missing items, put items in order and conduct an inventory by waving an RFID wand across Library book shelves.
Library Services for Border Cities

Abstract:
The library will expand resources throughout the community by opening a self-service library kiosk. The kiosk, centrally located in the community, will serve people who have limited access to the public library. Community members will be able to check out and return materials, make material requests, and pay fines at the library kiosk. The kiosk relies on RFID (Radio-Frequency Identification) technology. Converting the library collection to RFID is necessary to fully utilize all the kiosk's options. Grant funds will also be used to purchase a library van, which is necessary for library staff to restock the kiosk.

1. Needs Assessment (35 points):
   a. Describe why the project is needed and the targeted audience.
   b. Describe the greater community to be served using demographic statistics, library records, or surveys to support these statements.
   c. Describe the impact your project will have on users regionally.
   d. Describe the level of library service currently available to this community and how the project will increase availability of library service to residents of the community or area.
   e. Attach letters of cooperation demonstrating commitment to the project from all agencies involved.

Harlingen, Texas, is a unique community along the United States' southern border. This community offers a low cost of living, is quickly growing, and enjoys a rich mix of Mexican and American cultures. But the community also has many challenges, like a high poverty rate and limited ways to access the library's resources. A self-service library kiosk in the community will allow the Harlingen Public Library to connect to many more community members, increasing the library's accessibility to current non-users.

Many members of the Harlingen community have limited access to the library because of the size of the city. Harlingen, Texas, covers a land area of 39.81 miles (U.S. Census Bureau, 2018). The Harlingen Public Library has a service population of 92,614, which shows considerable growth compared to the 2010 service population of 85,643 (Texas State Library and Archives Commission, 2018). Despite the large area and growing service population, public library services are available at only one site in the city.

Along with the size of Harlingen, community members experience barriers to accessing library services due to the high poverty rate. Cameron County has an overall poverty rate of 34.5 percent, and a childhood poverty rate of 47 percent, which is the highest in the state (Ura, 2016). The Harlingen Public Library is beyond walking distance for many of its community members, including the residents of six public housing neighborhoods, none of which are within two miles of the public library (Harlingen Housing Authority, 2019). Staff from the Harlingen Housing Authority and Easter Seals RGV report that a lack of transportation is a common barrier to people coming to the library.

The Harlingen Public Library invests in partnerships to expand the library's accessibility in the community. For example, the library partners with the school district to issue E-Cards to all incoming students at one of the high schools. Through the Book Rich Environments (BRE) initiative, the Harlingen Housing Authority and the library work together to increase literacy enrichment for the families served by public housing by distributing free books and hosting events. Our self-service library kiosk will be another creative way we increase the library's accessibility throughout the community.
The availability of digital resources also makes an impact on accessibility of the library's resources to more community members. Each year usage of digital resources grows. These resources include ebooks, digital audio books, digital magazines, and databases. Our online resources increase the community’s access to the library, but only for those with reliable internet. Unfortunately, Harlingen is one of the poorest areas in Texas (Ura, 2016), and there is a significant financial barrier limiting many people's access to the internet in our community. Our proposed library kiosk is a way we can expand library resources into the community for those who are not able to consistently access our digital resources.

Different sectors of the community, including local government, education, and nonprofits, are coming together to increase academic and cultural opportunities for the people of Harlingen. From the library’s development of a Family Place Library to UTRGV offering free tuition to students whose family income falls below $75,000, the community is making progress. Our proposed self-service library kiosk will support these efforts. It is a feasible and sustainable solution for community members who lack access to the physical library and its digital resources.

Regionally, the introduction of a self-service library kiosk could have a huge impact on literacy and access to print materials for under-served communities. One of the most striking examples comes from research in early education. Studies show that children from low-income families will hear 30 million fewer words by the age of three than children from middle-class families (Neuman and Moland, 2016). Researchers explain the disparity is primarily caused by “a print gap and not the oral-word gap” (Wong, 2016). Unite for Literacy, a Colorado-based book publisher, identifies Cameron County and its neighbors as “book deserts” (Unite for Literacy, 2014). Exposure to vocabulary and access to books can have long-term consequences for children. Children who live in poverty score 60 percent lower on kindergarten-readiness tests (Wong, 2016). The families lack the resources to make book reading a routine, which impacts long-term literacy and learning (Wong, 2016).

Many low-income communities are searching for interventions that will increase community members’ access to books and library services. There are no libraries in the Rio Grande Valley that offer self-service library kiosks. Effective implementation of a self-service library kiosk in Harlingen could provide a strong framework for other libraries in the surrounding counties to replicate, helping to address the region’s lack of information access beyond Harlingen’s boundaries.

Works Cited:


2. Program Design (20 points):
   a. Thoroughly describe the services and activities.
   b. Describe how this project will... expand service to communities that are currently unserved or underserved by a public library.
   c. Present a timetable for project activities within the project period.
   d. Provide verification that facilities will be available, and equipment and materials delivered.
   e. Collaborative projects have priority and inclusion of relevant community organizations is encouraged.

Project Description

The Harlingen Public Library will install a self-service kiosk in the community to bring library materials to patrons who might not otherwise be able to access the library. The self-service library kiosk will allow users to check out and return materials, make and pick up material requests, browse the items available at the kiosk, search the catalog, pay fines, and learn about library programs and events. The library will use material-usage statistics to stock the kiosk with popular materials for adults, high-demand chapter books for school-age children, and engaging picture books for young children. Library staff will remotely monitor the kiosk’s usage, restock the materials, and fulfill patron requests throughout the work week. When the kiosk first opens, a library staff member will be scheduled at the kiosk during peak traffic times to answer questions and assist people with using the kiosk.

The kiosk will be located at least 2 miles from the Harlingen Public Library near a high-traffic area, public housing, and a school. The library will coordinate with the Housing Authority to share information about the kiosk during resident meetings and demonstrate how to use it. The library will also work with the neighborhood school to promote the kiosk with the students and their families. The distance from the public library, visibility to the public, partnerships with the Housing Authority and schools, and availability to a high-poverty neighborhood will increase access to library services for many community members who are currently underserved by the public library. The library staff and City of Harlingen Administration will work together to select a location.

Verification of the facilities, equipment, and materials exists within the Commitment of Future Support. The City Manager’s signature ensures that the City will support the development, implementation, and
continuation of the library kiosk for as long as assessment results demonstrate the kiosk continues to be a benefit to our community.

Timetable:
March 2020 – May 2020: Library staff will work with City of Harlingen Administration to evaluate location options for the self-service library kiosk. Library staff who will be responsible for refilling the kiosk will undergo the necessary training for operating a city vehicle. City of Harlingen Administration will work with the library to purchase a commercial delivery van for the library. The library will begin RFID conversion.

June 2020 – August 2020: City Administration, library staff, and community partners will solidify plans for the location of the kiosk. Construction of the platform and canopy will take place if needed. The library will complete RFID conversion. The Reference Librarian and the Youth Librarian will work with the Assistant Director to assess reading interests and preferences of people within the kiosk’s neighborhood. The Reference and Youth Librarians will select and purchase the materials that will be offered in the kiosk.

September 2020 – November 2020: Implementation of the self-service library kiosk will take place. Library staff will create guides and promotional materials for the kiosk, and they will staff the kiosk upon its initial launch during peak traffic times. Library staff will coordinate with the Harlingen Housing Authority to introduce the kiosk and demonstrate its use during neighborhood meetings, after-school programs, and community events. Library staff will also coordinate with the local schools to promote the kiosk with the students and their families.

December 2020 – February 2021: Library staff will evaluate use of the kiosk and compare usage statistics and the number of new library cards issued to the previous year. The Library Assistant Director will coordinate efforts to talk to kiosk users to determine what they like about the kiosk and what could be improved.

3. Personnel (5 points):
   a. Identify who will administer the funds and which positions will provide the services.
   b. List how much time will be spent in each position on assigned duties.
   c. List how the qualifications of each person relate to their job duties.

Project Duties

The Library Director and Assistant Library Director will administer the funds. Administration of the funds will include selection of the self-service library kiosk and the RFID system. The Library Director and Assistant Library Director will spend considerable time assessing which kiosk will best meet the needs of the community. Such a determination will be the result of conversations with vendors, directors of library systems that have implemented similar kiosks, and Harlingen Housing Authority staff and residents. (Estimated 20 hours.)
Administration of the funds will also include selecting an RFID system. As the Library Director and Assistant Director have already gathered information on RFID options, the time needed to select a system is not as great. (Estimated 8 hours.)

The Library Director will be responsible for coordinating with City of Harlingen Administration to select a vehicle. (Estimated 10 hours.)

The Library Assistant Director will be responsible for planning and coordinating community information sessions with the Harlingen Housing Authority and the school district. Supported by the Youth Librarian and the Reference Librarian, the initial information sessions will require 8 hours of staff time. The library maintains these relationships by regularly communicating with the HCISD Library Services Department Coordinator and Library Media Specialists and the Harlingen Housing Authority Executive Director and staff. (Estimated 2 hours each month for on-going collaboration.)

Selecting the materials to stock the kiosk would be the responsibility of the Youth Librarian and the Reference Librarian. They will consider library circulation statistics and use input from the local school librarian and Housing Authority staff to determine which materials will have the broadest appeal for the community. The Youth Librarian and Reference Librarian will also be responsible for deciding how to refresh the collection of materials available in the kiosk. (Estimated 8 hours for initial material selection, with on-going material assessment taking place monthly.)

Restocking the kiosk will be the responsibility of the library’s Technical Department. They will check requests made at the kiosk and fulfill those requests. They will refresh the kiosk’s collection based on the librarians’ input. (Estimated 1 hour every workday.)

Ongoing assessment of the kiosk’s use will be the responsibility of the Assistant Library Director. During the months following implementation of the self-service library kiosk, the Assistant Library Director will coordinate efforts to survey kiosk users and Harlingen Housing Authority coordinators to determine what they like about the kiosk and what can be improved. Circulation statistics and the number of new library cards issued will also help gauge the success of the kiosk. (Estimated 1 hour every month.)

**Staff Qualifications**

The Library Director is well qualified for making decisions regarding selection of the self-service library kiosk and RFID conversion. The Library Director has extensive experience working with and selecting library technology. This experience includes working with various integrated library systems, digital resources, IT networking, and other library technology. The Library Director manages a budget of $1,214,212.

The Library Assistant Director is experienced with working with the Harlingen Housing Authority and the Harlingen Consolidated Independent School district. The Library Assistant Director began working with the Harlingen Housing Authority in 2017 through the Book Rich Environments (BRE) initiative. The two organizations meet for 1-2 hours bimonthly and join each other for events. The library and the school district have worked together for many years. The Region 1 Education Service Center has used the Harlingen Public Library and Harlingen CISD partnership as a model for other public libraries and schools. The Library Assistant Director coordinates with the HCISD Department of Library Services Coordinator.
and the Library Media Specialists on projects including Accelerated Reader testing at the library during school breaks, an E-Card Drive at one of the high schools, and literacy nights at the schools.

The Youth Librarian and the Reference Librarian are well qualified for selecting the materials. They have graduate-level training in collection development, and they work closely with the community. Selecting materials for all areas of the library’s collection is already part of their jobs.

The Technical Department Supervisor regularly creates reports from the Integrated Library System and develops workflows to efficiently manage material acquisition, inventory, and maintenance. The Technical Department is well positioned to manage the kiosk inventory and material requests. The Technical Department staff will receive the necessary training for operating a city vehicle.

4. Sustainability (15 points):
   a. Describe the resources that will be used to support the services developed through the grant in the future.
   b. A written commitment of future support from governing bodies is required.

Sustainability of the self-service library kiosk is contingent on the funding of annual maintenance and software licensing of the kiosk. Grant funds will be used to cover 6 years of software and hardware maintenance, eCommerce subscription to utilize credit card payment, and Customer Central Management Control licenses for controlling the machine remotely. Funding for kiosk maintenance ($14,850 per year), eCommerce subscription ($504 per year), and Customer Central Management Control Licenses ($36 per year) will be included in the library’s budget after the initial 6 years. This annual amount totals $15,390, and it will be covered in the library’s annual budget starting in 2026.

The library’s annual budget will cover the costs of continued RFID tagging for all materials. During the 2019 Fiscal Year, the library added 6,327 items to the collection. At $0.07 per item, we estimate the annual cost of RFID tagging to be $442.89. The library currently budgets $660 annually for 3M Tattle Tape. RFID tagging would replace Tattle Tape at a savings for the library’s budget.

The City of Harlingen will provide the resources for supporting the use of a library vehicle. The City of Harlingen will supply the gas, maintenance, and insurance, as they do for all other city vehicles. They will also cover the costs of training and licensing library staff to operate a city vehicle.

The Technical Department will absorb the job of refilling the kiosk and fulfilling material requests into their daily routines. Funds from the library’s materials budget will be allocated to refreshing the kiosk.

The Assistant Library Director, the Youth Librarian, and the Reference Librarian will continue to educate the community on how to use the kiosk, communicate with local users to determine material preferences, and partner with the Harlingen Housing Authority and school district to ensure local support.

5. Budget (20 points):
   a. Provide a complete budget for the proposed project and fully justify the budget by describing how budgeted items will contribute to the project.
b. Identify a source for the stated costs (e.g., city/county bid list for equipment or vendor quote).

c. Costs are reasonable to achieve project objectives.

d. Provide a detailed budget in the budget table provided below.

Budget

Envisionware 24-hour Library: $232,244
- 24-Hour Library Main System: $149,900
- Setup and Training: $16,875
- Envisionware E-Commerce Services Self-Service Web and Terminal System: $1,995
- Ecommerce Terminal and Mount: $679
- 24-Hour Library Canopy plus Freight: $40,500
- 24-Hour Library Canopy Installation: $22,295

Pre-paid Maintenance and Software Licensing: $77,574
- 5-year Prepaid Maintenance: $74,250 ($14,850 per year. Includes 6-year total for software and hardware.)
- ECommerce Subscription: $3,024 ($504 per year. 6-year subscription required to utilize credit card fine pay.)
- Customer Central management Control Licenses: $300

Commercial Delivery Van: $40,000

Library Collection RFID Conversion: $22,218
- RFID Tags: $16,800
- RFID Shielded Workstation: $3,098 (for two)
- Shipping and Administration: $1221
- Tagging/Conversion Station: $1,099 (The dollar amount will be used toward either building or leasing a Tagging/Conversion Station, whichever is most cost effective. The Station will include a laptop, a barcode scanner, tag holder, and a cart.)

Books: $27,444 (This will purchase roughly 1100 books for the kiosk.)
Uline Convertible Hand Truck: $220
Uline Round Trip Totes: $300

Justification

For the self-service library kiosk, the library compared similar products from Envisionware, LibCabinet, and D-Tech. For the self-service library kiosk, the library would like to provide as many library services as we can in a remote location. Envisionware’s 24-Hour Library is a high-quality machine with functionality, ease of use, technical support, aesthetic appeal, and a reasonable price for all it has to offer.

For the RFID conversion, we compared Bibliotheca, Envisionware, and TLC/TechLogic. The Bibliotheca quote was the most reasonably priced for RFID tags, and the company has worked well with our Integrated Library System software at other libraries. Converting the library collection to RFID is important, because the kiosk becomes easier for patrons to use with an RFID system. There are also some features only available with RFID, including checking in materials.
The estimate for the Commercial Delivery Van is based on online research. A library van is an essential piece of equipment, because library staff will need to make daily trips to service the kiosk.

Budget Table:

**Consultant Fees:** $0  
**Travel:** $0  
**Supplies/Materials:** $44,764  
- RFID Tags: $16,800  
- Books: $27,444  
- Uline Convertible Hand Truck: $220  
- Uline Round Trip Totes: $300  

**Equipment:** $235,276  
- 24-Hour Library Main System: $149,900  
- Ecommerce Terminal and Mount: $679  
- 24-Hour Library Canopy plus Freight: $40,500  
- Commercial Delivery Van: $40,000  
- RFID Shielded Workstation: $3,088 (for two)  
- RFID Tagging/Conversion Station: $1,099  

**Services:** $119,960  
- Setup & Training for the 24-Hour Library Main System: $16,875  
- Envisionware E-Commerce Services Self-Service Web & Terminal System: $1,995  
- 24-Hour Library Canopy Install: $22,295  
- 5-year Prepaid Maintenance: $74,250  
- ECommerce Subscription: $3,024  
- Customer Central management Control Licenses: $300.  
- RFID Shipping & Administration: $1221

**TOTAL:** $400,000
AGENDA ITEM
EXECUTIVE SUMMARY

Meeting Date: March 4, 2020

Agenda Item:

Consideration and possible action to approve a request from the Boys and Girls Club for $200,000.00 to help fund a new gym and shade structure over the existing outdoor basketball courts.

Prepared By (Print Name): Dan Serna
Title: City Manager
Signature:

Brief Summary:

The Boys and Girls club have been in the process of developing a new gym to provide additional space needed to fulfill the needs of the community. The use of the existing gym has increased over the years prompting the need for a second gym.

They are proposing to construct a new gym on the south side of the property. The cost estimate for the new gym is $1.35 million dollars. They have recently received a grant totaling $800K from the Valley Baptist Legacy Foundation for construction. The Boys & Girls Club are working to secure in-kind contributions from other sources to help offset the shortfall and are requesting financial assistance from the city in the amount of $100K.

In addition to the $100K for the gym, they are also requesting up to $100K to construct a shade structure over the existing outdoor basketball courts located on the east side of the property. The courts would be made available to the city for use and could also be utilized as a shaded seating area during concert events at the Destination Park.

The City and Boys & Girls Club have a long standing relationship for the benefit of all our citizens. They have always assisted the city with events and made their facilities available to us. The shade structure over the outdoor basketball court could be a great alternative to the proposed basketball courts for the Destination Park or, in the interim until the new courts are constructed.

Funding (if applicable):

Are funds specifically designated in the current budget for the full amount for this purpose? Yes ☒ No*

*If no, specify source of funding and amount requested:

Funds requested could be budgeted next fiscal year from the general fund - fund balance

Finance Director’s approval: Yes ☐ No ☐ N/A ☐
**Staff Recommendation:**
Staff recommends allocating $200K to the Boys and Girls Club to help fund the new gym and a shade structure over the existing basketball courts on the east side of the grounds. Funding would be allocated from the fund balance and budgeted as part of the budgeting process for FY 2021. If approved, funds would become available Oct 1, 2020.

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February 14, 2020

Honorable Mayor Chris Boswell
Honorable City Commissioners
Mr. Dan Serna, City Manager
City of Harlingen
118 E. Tyler
Harlingen, Texas 78550

Dear Friends of Youth,

It is with great anticipation and excitement that the Board of Directors, Staff, Club Members, and the Community at large present our request for funding in the amount of $200,000 to facilitate the construction of a New Gymnasium at our Harry Nigo Unit, located in Fair Park, and install a canopy style covering to the Outdoor Basketball Courts located adjacent to our facility. Our Board of Directors approved the Gymnasium Project after much discussion and consideration, at a meeting held on August 23, 2018, and over the last year, we have initiated the processes necessary to make this dream become a reality, with the notification from the Valley Baptist Legacy Foundation that we had been awarded a Grant of $800,000 being the key component.

Our organization is committed to fully developing this important project to help us more effectively and more safely serve the children we treasure in this community. We will seek and expend necessary resources to develop this project in a timely manner, and we believe the benefits to be realized by both of our entities are significant.

We are grateful for the opportunity afforded us to present our request to the City of Harlingen which has been a tremendous partner in the growth and success our organization has enjoyed for so many years, and we look forward to providing any additional information you might need to process our request.

Sincerely yours,

Vanessa Serna Medina
Chief Volunteer Officer

Gerald Gathright
Chief Executive Officer
Boys and Girls Clubs of Harlingen
Contact Information

Contact name/Title: Gerald Gathright, Chief Executive Officer
Organization Name: Boys and Girls Clubs of Harlingen
Physical Address: 1209 West Washington
City: Harlingen
State: Texas
Zip Code: 78550
Mailing Address: P.O. Box 1982
City: Harlingen
State: Texas
Zip Code: 78551
Telephone: 956-428-4183
Fax: 956-428-4183
E-mail Address: bclub@rgv.rr.com
Website Address: mybgchkids.org
Facebook: www.facebook.com/BoysandGirlsClubofHarlingen-3135629053
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<td>Vanessa Serna Medina</td>
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<tr>
<td>1221 Morgan Blvd.</td>
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<td>Harlingen, TX 78550</td>
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<td>956-423-5792, (956)245-9099-(M)</td>
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<td><a href="mailto:vanessas@rgvcu.coop">vanessas@rgvcu.coop</a></td>
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<td><a href="mailto:ryan@txinsmer.com">ryan@txinsmer.com</a></td>
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<tr>
<td>402 E. Tyler</td>
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<tr>
<td>Harlingen, TX 78550</td>
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<tr>
<td>(956)423-3765(W), (956)421-2529(H)</td>
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<tr>
<td><a href="mailto:quanderson@cricpa.com">quanderson@cricpa.com</a></td>
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<td>CRI, LLP</td>
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<tr>
<td>Lynn Johnson</td>
</tr>
<tr>
<td>21179 Bouldin Rd.</td>
</tr>
<tr>
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<tr>
<td>(956)367-6017(M)</td>
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<tr>
<td><a href="mailto:agljohnson@att.net">agljohnson@att.net</a></td>
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General Program Listing - 2019 Totals

1. Sports Leagues:
   - Winter Basketball: 127: teams with 1200 + players.
   - Spring Sports: 127 teams (softball, volleyball, basketball, soccer) with 1,000 players.
   - Fall Sports: 74 teams (flag football, volleyball, kickball) with 800 players.
   - Summer Sports: Summer Leagues, Basketball/Volleyball Camps

2. Adult Sports Leagues: 1,000 adult players in Volleyball and Basketball Leagues, and Special Adult Tournaments

3. Skatepark - Over 2,000 Skaters to date.

4. Outdoor Court Program: 150 per day

5. Fine Arts/Crafts Program: 400 Young artist including local and national exhibit programs

6. Summer Program/ Special Summer Camps (Sports and Traditional Camping)


8. Fitness/Weight Training: Weight Room at Main Unit, satellite units

9. Technology Centers at all Club sites.

10. Public Speaking/Essay Program: 50 speakers and 200 essayists

11. Educational Programs-Sylvan Tutoring, Power Hour, Reading Programs, STEM activities

12. Power Hour - 200 children

13. Individual Sports/Athletics: Non-traditional sports programs such as bowling, floor hockey, street hockey, badminton, tumbling, lacrosse, tennis, etc.

14. Gameroom Program: Social Recreation Center for every club member.


17. Community Service /Career Prep - 200 teenagers

18. Special Events - Fairs, Exhibits, Contests, Tournaments, Etc.

19. Smart Moves Programs- 500 children per year.

20. Summer Lunch Program- An average of 769 children fed each day.

21. Afterschool Meal/ Snack: 400 per day

22. Special Group Programs

23. Texsyn Mentoring and Texas AIM Tutoring Programs

24. GirlStrong-Texas Alliance Program: 60

25. Texsyn: Mentoring Program- 60
Boys and Girls Clubs of Harlingen
Gymnasium Project

History of Club

The Boys and Girls Clubs of Harlingen (Club) has been a member of Boys and Girls Clubs of America since 1965. The Club was located in different buildings in town until settling into what is now the Harry Nigro (Main) Unit in 1977. The organization has successfully expanded and refurbished the facilities numerous times over the years. The Club opened its 2nd site at Lemoine Gardens in 1989, beginning in a small office before expanding to a full Club facility two years later. Subsequent sites were opened at Ben Milam School in 1994, Lamar School in 1997, and Wilson School in 1999. These three sites were built in union with the Harlingen School District, and as an outreach to children in these unique, disadvantaged areas. All Club sites are located in neighborhoods that serve more than 51% low to moderate income families on a regular basis, with a wide range of programs that reach out to all social, economic, and racial portions of the community. The Club is a highly recognized member in good standing of Boys and Girls Clubs of America.

The Club has had one director, Gerald Gathright, since 1977. He is certified by Boys and Girls Clubs of America as a "Distinguished Executive Professional.", and the Club has earned numerous prestigious national and state awards.

The Boys and Girls Club of Harlingen provides a variety of educational and recreational programs for children ages 6-18 from the Greater Harlingen Area. We also provide special programs for area adults and other special groups. Among the Club's hallmark programs are its sports leagues, Summer Program (including its Summer Food Program that feeds over 700 children each day), and its Community Service Programs.

We have also managed capital fundraising and facility development campaigns to develop our five sites in Harlingen. We have a successful history of grant application, grant requirement completion, and grant reporting. Our Board of Directors and staff maintain a high level of organization growth and development fueled by integrity and stewardship of donor giving and grant funding.

Our programs are designed to help people from all areas of our community grow as individuals and function in team settings. Approximately 12,000 people are engaged in
Club programs each year. Our programs are provided with creating a variety of positive environments that encourage and foster the long term growth and development of the individual. As the individual grows, he or she becomes a more vibrant and positive force in the community; thus the community benefits.

Mission
Our mission is to enable area young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens. This is achieved through Core Areas that include Education/Career, Health/Life Skills, the Arts, Sports/Recreation/Fitness, and Character/Leadership. Our core promises are to provide a safe, positive place for young people, uphold high ethical standards in the delivery of our programs, financial activity and reporting, and be a force for good throughout our community.

Awards
1. Regional Chief Volunteer Officer of the Year- Kathy Preddy
2. Jim Weatherington Southwest Region Executive of the Year- Gerald Gathright
3. Boys and Girls Clubs of America National Program Excellence Award- Selected Three Times for Gold award, Twice for Merit Award
4. Boys and Girls Clubs of America Southwest Region Program Excellence Award- Selected 20 times
5. Regional Youth Development Worker of the Year- Boys and Girls Clubs of America
7. 1999 Boys and Girls Clubs of America National Youth of the Year- Martin Banda
8. State Youth of the Year finalists- 20 finalists
9. State of Texas Youth of the Year- Martin Banda and Marybel Gonzales
10. Tom Garth National Executive Conference Award- Gerald Gathright
11. Boys and Girls Clubs of America Executive Professional Award- Gerald Gathright
12. Boys and Girls Clubs of America Executive Professional Award- Distinguished Level- Gerald Gathright
13. Annie E. Casey Award for Family Program Excellence
14. Boys and Girls Clubs of America Marketing and Communications Award- Selected for 2 Gold Awards 2 Silver Awards, and 2 Bronze Awards
15. Boys and Girls Clubs of America National Keystone Leadership Club Program Awards- 2 Gold Award
16. Boys and Girls Clubs of America Southwest Regional New Executive of the Year- Gerald Gathright (1978)
17. Numerous Individual and Club National Program Awards
Gymnasium Project

The Gymnasium Project will provide a new 7,000 square foot gymnasium addition to the Boys and Girls Clubs of Harlingen existing facility located at 1209 West Washington in Harlingen, Texas. The new facility will feature a Basketball/Volleyball Court as well as a Restroom Complex to more efficiently serve the Sports Leagues and Summer Programs of the organization. Additionally, a canopy style covering will be placed over our existing Outdoor Sports Courts.

Project Budget

Construction:

1. Site Preparation: 200,000
2. Gymnasium/Restrooms Construction: 600,000
3. Bleachers, Flooring, Goals: 150,000
4. Painting, Debris Removal, Other: 25,000
5. Air-conditioning/Heating: 75,000
6. Equipment/Supplies: 20,000
7. Replace gym floors: 100,000
8. Architectural, Engineering: 30,000
9. Canopy Construction: 150,000

Total Construction Costs: $1,350,000

Project Revenue:

1. Valley Baptist Legacy Foundation: 800,000
2. Foundation Support: 200,000
3. Individual Support: 25,000
4. Corporate Support: 25,000
5. City of Harlingen: 200,000
6. Board Directed/In-kind: 100,000

Projected Revenue: $1,350,000
Project Collaboration

Request Amount for City of Harlingen: 200,000

Boys and Girls Club of Harlingen/ City of Harlingen Mutual Benefits of Project:

1. Great addition to the Destination Park Package. We will provide ongoing recognition through banners and our outdoor electronic sign, and permanent recognition of the City of Harlingen in the facility.

2. Majority of funding has already been secured. We will begin the Project quickly.

3. Possibilities of shared uses are endless, and include using our facility for Park events such as Fourth of July, Concerts, and Festivals, Sports Tournaments, including Events that attract out of town participants, Headquarters for Special Events such as Harlingen Marathon and Jalapeno 100 which also attract out of town participants, and others that are limited only by our collective imaginations.

4. We also plan to provide a covering for our outdoor basketball courts which can also be part of numerous community events, and will provide a comfortable setting not only for outdoor sports, but as covered seating and rest areas for City of Harlingen events in the Park.

5. Through the location of the gymnasium addition, we will re-purpose our BBQ Pit area, and can make this available for City events in the park.

6. We will be able to increase numbers of children in sports programs, and we can create new sports opportunities through cooperation between the Club and Harlingen Parks and Recreation.

7. We can now offer gym time for traveling guests coming to the Convention Center who are looking for a place to work out or play a little basketball.

8. We can better maximize and promote our Skatepark as part of the Destination Park mix.

9. We can enhance our philosophy of working with City of Harlingen Staff on activities such as Summer Playground Days at the new gymnasium for children in that program, and we can work with City Staff to create new opportunities for Recreational and Educational Programs for young people.

10. The collaboration on this Project, would be a catalyst that grows our history of service to the citizens of our City, and makes this area of the community truly a place that benefits our children and adults alike.
Gymnasium Project Description

Project Need

1. Lack of adequate program space during peak usage times such as Summer Program and Sports Leagues.
2. Desire to shorten number of days required for sports seasons.
3. Return gym located at our Lemoyne Gardens Club to the use of daily Club members as much as possible. Currently, Sports Leagues require the use of this facility most days of the week.
4. Increase organization capacity to attract new members for a variety of programs, with an emphasis on teen attraction and retention.
5. Introduce new program concepts, including new sports, individual sports, fitness programs, and special events through the availability of the new space.
7. Eliminate current need to use outdoor areas during the extremely hot summer months. This has become a major safety concern for our program components.
8. Create a welcoming, attractive, and safe site for sports program delivery as part of our Triple Play program.
9. Increase physical activity to combat dwindling interest in sports, fitness, and recreation.
10. Encourage new member and outreach youth to become active and part of living positive, healthy, lifestyles.
11. Increase our capacity in terms of facility to better serve our community in relation to special events, other youth serving entities, young adults sports and fitness, and as a vital part of the Master Plan of the City of Hgn. Park designation.

Our plan is to construct a gymnasium addition at our Headquarters Club located at 1209 West Washington in Fair Park that will mimic our existing building in style and construction. While our primary mission is to better serve the programs already in place through facility expansion, we fully expect to provide new components once the development is complete. We believe the scope of our facility will enable us blaze new trails in youth development.
Gymnasium Project
Targets/Outcomes

Outputs

1. We will be able to improve sports league scheduling by having the additional gym for games and practices. 3,000 impacted
2. We will be able to increase various program offerings such as camps, lock-ins, special presentations, sports camps (basketball, volleyball, dance etc.), summer activities. 2,000 impacted
3. We will better organize and deliver our Summer Program because of the new space. We currently hold activities outside due to the large summer group at the site, and we will be able to move these into an air conditioned, safe environment. We will also be able to facilitate different age groups for ongoing daily activities. 1,000 impacted
4. We will provide a greater variety of community outreach events, including school groups, sports tourns, special needs groups, initiatives such as adult programs, and activities for other youth serving agencies. 2,000 impacted
5. We will provide increased programs for teens that will include teen nights, lock-ins, #girlstrong program, teen dances, teen sports leagues.
6. We will be able to relieve our Lemonye Gds. Unit from losing use of their gym to sports league games during sports seasons. Currently members at that site are not able to use the gym as we need it to service league games. 200 impacted
7. We will greatly improve program delivery by having this new gym in place. It will enable us to conduct our programs in a setting that is larger, safer, and more welcoming to those we already serve, and new members to come.

Outcomes

Short Term
1. Alleviate building crowding during summer program by creating a new gym space for activities, thereby reducing current gym usage by 20% by moving members to the new gym. Overall summer participation will increase by 15%.
2. Increase special initiatives by 10%, including sports camps, STEM events, speakers, special demonstrations, fitness programs, and new sports options.
3. Increase outreach levels by 10% to include additional school groups, capacity for larger school groups, military reserve groups, middle school/ high school leagues, community employee groups and Fun Days for select employee groups, sports tournaments by our organization and other youth serving entities,
4. Increase positive awareness about the Club and its programs through increased visibility in the community.
5. Shorten sports seasons by 10% by increasing the number of available Club gyms from 3 to 4.
6. Improve game delivery efficiency by reducing the number of hours or game slots required each weekday and on Saturdays. We believe we can reduce schedules by one hour each day at present levels of teams, or maintain current levels if this additional gym helps lead to program level increases.
7. Expand sports league levels by 5-10% by inviting surrounding communities to participate in sports programs, increasing outreach commitments, and introducing new sports leagues.

Long Term
1. The completion of this project will help increase our commitment to helping young people learn to live healthy lifestyles.
2. We believe obesity and related juvenile health issues will be reduced through increased opportunities for fitness and active sports development.
3. We believe this project will meld with Lon C. Hill Park development to serve as part of the City of Harlingen Destination Park Plan for this area.
4. Children from challenging family environments will see the Club as a safe, cost-effective place for after-school and summer activity that engages them in lifetime sport and fitness development.

Impact

The creation of this new gym at our Main Unit facility will impact as follows:
1. Increase Club building capacity to serve current members more safely and more efficiently.
2. Increase program capacity by providing a facility that will relieve scheduling and timing deficiencies now being faced.
3. The gym will provide added space to add new program components not currently feasible.
4. Enable our Club to increase safety and proper program space for our large Summer Program, that features the attraction of many teenagers each year. The addition of this area should increase the number of children and teens who venture to the Club. The added space will enable us to provide adequate program space as opposed to the crowded
spaces we now endure, and thus impacts the community by engaging these teens in healthy, safe practices as opposed to being left to their own devices.

5. We will be able to provide community impact by having available sufficient facilities for special community initiatives and outreach efforts. For example, each year we partner with HCISD to offer a Back to School day that brings well over 1,000 parents and children to the Club for games, snacks, parent information and training, and other resources, and the additional facility would allow us to expand this effort. The list of other groups that we might impact is limitless, but a partial list is included in other attached documents.

6. The creation of this facility will be an important addition to youth serving programs in the community, as it creates a gathering center for youths to engage in fitness, competition, skill development, and civic engagement. It will provide a youth centered, judgement free, welcoming building that will provide healthy living oriented programming for children and teens from every corner of our community. It will provide a safe haven for young people, apart from the physical and moral dangers that are so prevalent.

Project Sustainability

Once the project is fully completed, ongoing costs to maintain the new gymnasium will be absorbed by the General Operating Fund of the organization. We will add two additional part-time gym/program supervisor at a projected cost of 25,000 to provide supervision in the facility, with other supervision coming from existing staff, volunteers, coaching volunteers, special program staff, and sports officials. Utility, insurance, equipment, and other overhead costs will have a 35,000 annual impact on the Club budget. The ability to shorten sports seasons, lessen hours needed, and other factors will serve to mitigate these increases, as will new funding that is attracted by the facility. We will also create new partnerships, such as with City of Harlingen, HCISD, and others to produce additional income through facility sharing/rental. We maintain a healthy financial position, and are aligned with program needs to successfully fund the additional costs which will amount to about 6% of our annual budget. Our Board of Directors recognizes that additional resources must be developed from our sustaining members, program grants, and sports fees, and have dedicated themselves to that end.
Project Evaluation

The BG Club believes that the long term values realized by the provision of this Gymnasium Project will validate its development. We will evaluate these values through participation counts, sports league team counts, numbers of new activities developed, diversity of audiences reached, numbers of outreach programs developed as a result of the additional facility, and numbers of collaborative relationships developed. Our staff will be responsible for collecting this information through a process of recording numbers of people and groups impacted due to the new facility.

The BG Club will also measure increased levels of program effectiveness as a result of the new facility. We will track differences in the numbers of days and hours required to complete sports league due to the added gym. We will measure participant and spectator outlooks through customer type surveys, and we will use these surveys to constantly improve delivery of programs. We will survey members, especially teen members, to gauge program interest for current offerings, and develop new programs based on their ideas. We will measure the effectiveness of hosting diverse events at the same time, and develop more well rounded core programs during matching time frames. For instance, we might host a Basketball Tournament in one gym, a Robotics Demonstration in another Gym, and a Teen Outreach Dance in the new gym...reaching diverse groups in an organized and safe manner.

We will secure media coverage through the use of our Social Media Platforms, Valley Morning Star, and local Television stations to inform the community about programs, new opportunities, and engender new program ideas.

We use Pre/ Post tests to measure a number of programs in our Clubs, and we will use this type of measurement to gauge perception of our new program mechanisms, sports leagues, program delivery, and steps we can take to improve program delivery. We will collect information from all sources on an ongoing basis
Key Individuals/Philosophy

1. Gerald Gathright, CEO, has 43 years experience in delivery of quality Boys and Girls Clubs Experience and Sports/Fitness/Recreation Programs for this organization.
2. The Club has a 24 member Board of Directors who will oversee the project from their vantage point as community leaders from all facets of community life. The Club has overseen many building projects, including gyms.
3. The Club is committed to securing funding that will make the project a reality, and will commit Club funds/services up to 100,000 if needed.
4. The Club will set aside property at its Main Unit Site for the location of the new gym and other building considerations, with a value for the property expected to be 60,000.
5. The Club staff and volunteers will provide in-kind services such as painting, cleanup, debris removal, and materials with a projected value of 25,000.
6. The Club will negotiate architectural and engineering services through local, committed firms at little or no cost to the Club, with a value of 40,000.

We endorse a philosophy of collaboration with our community in order to address the service needs of children and teens in the community with respect to this project and our programs themselves. For the Gymnasium Project we are receiving guidance from architect David Monreal who is providing his services at no cost, City of Harlingen Building Department who is advising us on city requirements and solutions, City officials including City Mgr. Dan Serna, and the expertise of various board members of our organization.

Cooperative efforts for our programming which have ultimately led to the pursuit of this gym addition include many important partners such as City of Harlingen, Community Development Block Grant Program, United Way of N. Cameron County, Texas Alliance of Boys and Girls Clubs, Boys and Girls Clubs of America, City of Primera, Valley Baptist Legacy Foundation Triple Play Program Funding, Harlingen Housing Authority, Banner Sponsors, Driscoll Health Systems, and others. These entities collaborate with us to provide facility use, program development and delivery, funding mechanisms, operational guidance, and special assistance in areas such as safety, financial management and oversight, fundraising, and other implementations that help us be effective.

Key Officers
Vanessa Serna Medina-Banker- Hispanic- Chief Volunteer Officer
Quentin Anderson-CPA-Anglo-Treasurer
Ryan Newman-Insurance-Anglo- Vice President
Gerald Gathright- Boys and Girls Clubs of Harlingen- Anglo-Chief Executive Officer
**AGENDA ITEM**

**EXECUTIVE SUMMARY**

**Meeting Date:** March 4, 2020

**Agenda Item:**
Consider and possible action acknowledging the name change from TCG Advisors to TCG Group Holdings, L.L.P.

**Prepared By (Print Name):** Gabriel Gonzalez  
**Title:** Assistant City Manager, Internal Services  
**Signature:**

**Brief Summary:**
The City has been working with TCG Advisors since 2007. The company is changing its name to TCG Group Holdings and is requesting acknowledgement from the City of Harlingen. Fees and services provided will not change. Staff recommends approval.

**Funding (if applicable):**

Are funds specifically designated in the current budget for the full amount [ ] Yes [ ] No*  
*If no, specify source of funding and amount requested:  
N/A  

Finance Director’s approval:  
[ ] Yes [ ] No [ ] N/A

**Staff Recommendation:**

For Street Closures ONLY, Fire Chief’s approval:  
[ ] Yes [ ] No [ ] N/A

City Manager’s approval:

[ ] Yes [ ] No [ ] N/A

**Comments:**

City Attorney’s approval:

[ ] Yes [ ] No [ ] N/A
December 6th, 2019

Dear City of Harlingen,

Thank you for your continuing relationship with TCG Group Holdings, LLP and its subsidiaries (collectively “TCG Group”). Because of trusted relationships with clients like you over the past 20 years, TCG has grown and evolved into one of the nation’s largest privately held financial services companies.

TCG Group has reached a positive milestone in our history and we are planning for our future. As part of our strategic planning, we intend to change our name and optimize our structure, to bring more resources to our clients and to reflect the larger scope of our business. The new name - “Trusted Capital Group” (“TCG”) - better represents TCG Group’s broad position as a trusted advisor to its clients. Our reorganization and evolution will not change our unwavering commitment to our clients and their employees. We will maintain our steadfast commitment to financial education and transparent, low cost financial solutions. At this transformational moment, TCG will be investing more capital into its business and deploying more personnel to serve its valued clients.

TCG’s goal is to evolve, as the marketplace has, to deliver best in class services and solutions. With this evolution and due to continued growth, TCG will be forming new operating subsidiaries (the “Subsidiaries”) under a reorganized structure. Certain assets and liabilities of TCG Group will be transferred to and assumed by the Subsidiaries, including client contracts and existing personnel. TCG Group and its partners will continue to own a majority interest in TCG and we plan to bring in American Fidelity Corporation (“AFC”) as a minority interest owner during the first quarter of 2020. Our existing personnel, location, and service will not change with the reorganization.

Based on TCG’s rapid growth, and increasing investment in the future, this growth transformation will include:

- More investments in technology, people, and capabilities
- Greater investments in compliance to deal with the changing regulatory and legal landscape
- Formation of the Subsidiaries
- Assignment of all current client agreements to those Subsidiaries
- An increased commitment by the TCG Partners to put capital into the business, including through adding AFC as a strategic minority investor
- Greater responsibilities and exposure for our large, young, and talented management team
- New products and services, and a new broader and more descriptive company name

Each TCG Partner will remain with the business. You should notice no changes in service or personnel, or in our senior leadership team. This reorganization will not affect our operating relationship with our valued clients.

We are contacting certain of our customers to provide notification of the changes discussed above and to confirm your consent to the assignment of each your contracts to the Subsidiaries, as provided below. For your convenience, we have listed each contract you have with members of TCG Group and the identity of each Subsidiary which will be responsible for performance as the recipient of the assignment after the reorganization.

ID: 109
City of Harlingen
Name of Contract
- Third Party Administration Contract - 401(a) Plan
- Investment Advisory Services Agreement - 401(a) Plan

Subsidiary (Assignee)
- TCG Administrative Services
- TCG Advisory Services

We request that you sign and return this letter as acknowledgement of the foregoing.

We are excited for the future, and grateful for the past and all of the relationships we value so highly.

Please feel free to call me any questions or concerns.

Sincerely,

TCG Group Holdings, LLP

Signature

Chris Jamail
Printed Name
Partner
Title

ACCEPTED AND AGREED:

Signature

Printed Name

Title (if signing on behalf of an Entity)

City of Harlingen
Organization

ID: 109
City of Harlingen