



**A SPECIAL MEETING
OF THE WESLACO CITY COMMISSION
TUESDAY, NOVEMBER 28, 2023**

NOTICE IS HEREBY GIVEN THAT the City Commission of the City of Weslaco, Texas will hold a Special Meeting in the Legislative Chamber of City Hall, located at 255 South Kansas Avenue, on Tuesday, November 28, 2023 at 5:30 PM for the purpose of discussing the following items:

NOTE: If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Weslaco City Commission will convene in such executive or closed session whether or not such item is posted as an executive session item at any time during the meeting when authorized by the provisions of the Texas Open Meetings Act.

Pursuant to Texas Government Code Section 551.127, on a regular, non-emergency basis, the Weslaco City Commission may attend and participate in the meeting remotely by telephonic conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

I. CALL TO ORDER

- A. Certification of Public Notice.
- B. Invocation.
- C. Pledge of Allegiance.
- D. Roll Call.
- E. Mayoral Recognition.
 - 1) Recognition of Central Middle School Honor Band.

II. PUBLIC COMMENTS

The Public Comments portion of the meeting promotes a fair and open process for the governance of the City. This portion of the meeting is not intended to be an extended discussion or a debate and is limited to three minutes for each presenter. Due to the Texas Open Meetings Act, the Mayor and City Commissioners do not reply; they listen. Matters under litigation are not to be addressed and comments regarding specific City employees and elected officials may be prohibited.

The Public may comment on anything on the agenda, however if you comment on something not included on the agenda, the Commission cannot take any formal action until it is placed on an agenda and notice of the meeting is properly posted. Registration for Public Comments must be submitted to the City Secretary before the City Commission meeting is called to order. As the Mayor calls upon those who submitted a registration form with the City Secretary, please step to the podium and state your name and address before beginning your presentation.

III. REPORTS

- A. Inframark/Engineering Department.
- B. Animal Care Services.

IV. CONSENT AGENDA

All items listed under the Consent Agenda are considered to be routine and the Governing Body has been furnished with background and support material on each item and will be acted by one motion. Any Commissioner may remove items from the consent agenda by making such request prior to a motion and voting on the Consent Agenda.

- A. Approval of the Minutes of the Special Meeting on November 6, 2023.
(Staffed by City Secretary Department.) Attachment.
- B. Approval on second and final reading of the following:
 - 1) Ordinance 2023-48 amending ordinance 2013-22 Subdivision Ordinance Section 26-67 Inspection fees and authorize the Mayor to execute any related documents.
(First reading held November 6, 2023; staffed by Planning & Code Enforcement Department.) Attachment.
- C. Approval on ratification to accept FY24 Violence Against Women Act (VAWA) Justice and Training Program - Law Enforcement Grant #4507602 for the amount of \$21,408.20 with a 30% match (\$9,352.87) for a total project cost of \$30,761.07 to send sworn and non-sworn personnel to training that promotes a coordinated, multi-disciplinary approach to improve the justice system's response to violent crimes against women, including domestic violence, sexual assault, dating violence, and stalking and authorize the Mayor to execute any related documents. (Staffed by Police Department.) Attachment.
- D. Approval of the cooperative that was initially approved with HGACBuy Contract No. AM-10-20 to HGACBuy Contract No. AM 10-23 for the purchase of a 2023 ambulance remount from vendor Southwest Ambulance Sales for an amount not to exceed \$162,980 under General Fund and authorize the Mayor to execute any related documents. (Staffed by Fire Department.) Attachment.
- E. Approval of Resolution 2023-61 authorizing the Mayor and City Commission, and other City Staff to exercise certain powers identified with Lonestar National Bank, including opening of accounts, certificates of deposit, transferring funds, securing safe deposit boxes, and making inquiries pertaining to accounts and authorize the Mayor and Commission to execute any related documents. (Staffed by Finance Department.) Attachment.

V. APPOINTMENTS

- A. Discussion and consideration on Resolution 2023-62 appointing a member to the Board of Adjustments and Appeals-Zoning Ordinance and authorize the Mayor to execute any related documents. Possible action. (Staffed by Planning and Code Enforcement Department.) Attachment.
- B. Discussion and consideration on Resolution 2023-63 appointing a member to the Planning and Zoning Commission and authorize the Mayor to execute any related

documents. Possible action. (Staffed by Planning and Code Enforcement Department.) Attachment.

VI. OLD BUSINESS

- A. Discussion and consideration to approve the selection of a Graphic Designer from RFQ No. 2022-23-30 for Graphic Design Services for a logo refresh, and negotiate a contract with top ranked firm and authorize the Mayor to execute any related documents. Possible action. (There was no action on October 17, 2023; staffed by Jasmine Rico-Joens, Public Relations Officer.) Attachment.

VII. NEW BUSINESS

- A. Discussion and consideration to purchase two (2) Rapid Intervention Team Paks (RIT Paks) with two bottles at a cost of \$10,038 and the purchase of two (2) Self Contained Breathing Apparatus (SCBA) with eight (8) SCBA bottles to replace end of life equipment at a cost of \$25,626 from vendor Metro Fire Apparatus Specialist under BuyBoard Contract #698-23 as budgeted and authorize the Mayor to execute any related documents. Possible action. (Staffed by Fire Department.) Attachment.
- B. Discussion and consideration to accept FY23 COPS Hiring Program Grant #15JCOPS-23-GG-04628 for an amount of \$621,681 with a 25% local match to hire police officers for the greater goal of reducing crime and building trust between the Weslaco Police Department and the community we serve and authorize Chief Rivera to execute any related documents. Possible action. (Staffed by Police Department.) Attachment.
- C. Discussion and consideration of Allowance Expenditure Authorization #1 in the amount of \$99,500 to Norris Leal Contractors for RFB No.: 2021-22-31 Mayor Pablo Pena City Park Sports Field Lighting Project and Isaac Rodriguez Skate Park Lighting Project and authorize the Mayor to execute any related documents. Possible action. (Staffed by Parks & Recreation Department.) Attachment.
- D. Discussion and consideration to authorize staff to negotiate a contract with the highest ranked respondent, Heffner Design Team for RFQ No. 2022-23-12 Architectural/Engineering Design Services for various parks and authorize the Mayor to execute any related documents. Possible action. (Staffed by Parks & Recreation Department.)
- E. Discussion and consideration to approve Ordinance 2023-49 authorizing and allowing under the act governing the TMRS system "Updated Service Credit" and establishing an effective date for such action and authorize the Mayor to execute any related documents. First reading of Ordinance 2023-49 Possible action. (Staffed by Human Resources Department.) Attachment.
- F. Discussion and consideration on Resolution 2023-64 to approve a TxDOT Advanced Funding Agreement for Voluntary Maintenance for the proposed railroad markings on

Bridge Street at Business 83 and authorize the Mayor to execute any related documents. Possible action. (Staffed by Engineering Department.) Attachment.

- G. Discussion and consideration of a proposed Memorandum of Agreement (MOA) with The Lower Rio Grande Valley TPDES Stormwater STFP Partnership for a five-year term to assist the city with maintaining compliance with the Texas Commission on Environmental Quality Phase II Stormwater Rules and authorize the Mayor to execute any related documents. Possible action. (Staffed by the Engineering Department.) Attachment.
- H. Discussion and consideration of approval to purchase a Disc Fine Bubble Aeration System from sole source vendor Sanitaire in the amount of \$200,000 and Headworks Equipment from sole source vendor Vulcan in the amount of \$104,000 for the proposed equipment replacement for the North Wastewater Treatment Plant and authorize the Mayor to execute any related documents. Possible action. (Staffed by the Engineering Department.) Attachment.
- I. Discussion and consideration to authorize staff to solicit Request for Bids (RFB) for parking garage (Villa de Cortez) and authorize the Mayor to execute any related documents. Possible action. (Staffed by Asst. City Manager.)
- J. Discussion and consideration on placing a moratorium on the development of duplexes, tri-plexes, four-plexes and apartment complex subdivisions for a period of one year and authorize the Mayor to execute any related documents. Possible action. (Requested by Mayor Gonzalez and Commissioner Pedraza.)

VIII. EXECUTIVE SESSION

Texas Government Code, Section 551 Open Meetings:

§551.145. Closed Meeting Without Certified Agenda or Tape Recording; Offense; Penalty

(a) A member of a government body commits an offense if the member participates in a closed meeting of the governmental body knowing that a certified agenda of the closed meeting is not being kept or that a tape recording of the closed meeting is not being made.

(b) An offense under Subsection (a) is a Class C misdemeanor.

§551.146. Disclosure of Certified Agenda or Tape Recording of Closed Meeting; Offense; Penalty; Civil Liability

(a) An individual, corporation, or partnership that without lawful authority knowingly discloses to a member of the public the certified agenda or tape recording of a meeting that was lawfully closed to the public under this chapter:

(1) commits an offense; and

(2) is liable to a person injured or damaged by the disclosure for:

(A) actual damages, including damages for personal injury or damage, lost wages, defamation, or mental or other emotional distress;

(B) reasonable attorney fees and court costs; and

(C) at the discretion of the trier of fact, exemplary damages.

(b) An offense under Subsection (a)(1) is a Class B misdemeanor.

(c) It is a defense to prosecution under Subsection (a)(1) and an affirmative defense to a civil action under Subsection

(a)(2) that:

(1) the defendant had good reason to believe the disclosure was lawful; or

(2) the disclosure was the result of a mistake of fact concerning the nature or content of the certified agenda or tape recording. (Added by Acts 1993, 73rd Leg., ch 268, § 1, eff. Sept. 1, 1993.)

NOTE: Any documentation related to the following items will be maintained as part of the certified agenda.

- A. Personnel - Discussion regarding the goals, objectives, and evaluation of the City Manager for the City of Weslaco as authorized by Section §551.074 of the Texas Government Code.
- B. Personnel - Discussion regarding the administrative investigation of the complaint filed by a firefighter as authorized by section §551.074 of the Texas Government Code.
- C. Legal Consultation - Consultation with City Attorney regarding lawsuit styled C-1678-22-A Christopher De Leon Aircraft Maintenance Professional vs. City of Weslaco and Andrew Muñoz, individually as authorized by section §551.071 of the Texas Government Code.
- D. Real property - Consultation with the City Attorney on the sale, purchase, exchange, lease or value of real property legally described as Lots 9-10, Block 6, Weslaco Original Townsite, located at 118 S. Liberty Street; Lot 14, Block 9, Weslaco Original Townsite, located at 407 Hidalgo Street; Lot 15, Block 9, Weslaco Original Townsite, located at 1409 Hidalgo Street; and Lot 13, Block 9, Weslaco Original Townsite, located at TBD Palmas Street, Weslaco, Hidalgo County, Texas as authorized by Section §551.072 of the Texas Local Government Code.
- E. Economic Development - Consultation with the City Attorney regarding financial offer or other incentives for Project Seattle as authorized by Section §551.087 of the Texas Local Government Code.

IX. POSSIBLE ACTION ON WHAT IS DISCUSSED IN EXECUTIVE SESSION

X. ADJOURNMENT

I hereby certify this **Notice of a Special Meeting of the Weslaco City Commission** was posted in accordance with the Open Meetings Act on the outside bulletin board at City Hall of the City of Weslaco, located at the 255 South Kansas Avenue entrance, visible and accessible to the general public during and after regular working hours. This notice was posted on this 22nd day of November 2023 on or before 3:00 pm and will remain so posted continuously for at least 72-hours preceding the scheduled time of this meeting in accordance with Chapter 551 of the Texas Government Code.

/s/ Norma A. Cantu, City Secretary

NOTE: If any accommodation for a disability is required, please notify the City Secretary Office at (956) 968-3181, Ext. 1001 prior to the meeting date.

Removed from Bulletin Board

Date:

Initials:

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN".

“DE ACUERDO CON LA SECCION 30.06 DEL CODIGO PENAL (INGRESO SIN AUTORIZACION DE UN TITULAR DE UNA LICENCIA CON UNA PISTOLA OCULTA), UNA PERSONA CON LICENCIA SEGUN EL SUBCAPITULO H, CAPITULO 411, CODIGO DEL GOBIERNO (LEY SOBRE LICENCIAS PARA PORTAR PISTOLAS), NO PUEDE INGRESAR A ESTA PROPIEDAD CON UNA PISTOLA OCULTA”.

"PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIEDHANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY".

“DE ACUERDO CON LA SECCION 30.07 DEL CODIGO PENAL (INGRESO SIN AUTORIZACION DE UN TITULAR DE UNA LICENCIA CON UNA PISTOLA A LA VISTA), UNA PERSONA CON LICENCIA SEGUN EL SUBCAPITULO H, CAPITULO 411, CODIGO DEL GOBIERNO (LEY SOBRE LICENCIAS PARA PORTAR PISTOLAS), NO PUEDE INGRESAR A ESTA PROPIEDAD CON UNA PISTOLA A LA VISTA”.



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7147	
From:			
Subject: Certification of Public Notice.			
Background: Call to Order, includes the following: A. Certification of Public Notice. B. Invocation. C. Pledge of Allegiance. D. Mayoral Recognition. E. Roll Call.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted:			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
NORMA CANTU ADELAIDA VEGA Martin Garza		Created	
City Manager Comments: Approve.			
Staff Recommendation: A. Mayor will Call to Order and certify Public Notice. B. Father Francisco J. Solis from St. Joan of Arc Catholic Church will lead the invocation. C. Mayor will lead Pledge of Allegiance; Mayor Pro-Tem may lead Texas Flag. D. Mayoral Recognition. E. City Secretary will call roll. Four or more Commissioners present constitute a Quorum; otherwise, no action may be taken.			
Attachments, if any: Pledge and Mission updated 11.15.23			
Responsibilities upon Approval:			

City of Weslaco

"The City on the Grow"



Adrian Gonzalez, Mayor
Adrian Farias, Mayor Pro-Tem, District 4
Greg Kerr, Commissioner, At-Large
Israel Gonzalez, Jr., Commissioner, At-Large
Josh Pedraza, Commissioner, District 1
Letty Lopez, Commissioner, District 2
Jose "JP" Rodriguez, Commissioner, District 3

Martin Garza, City Manager

The Pledge of Allegiance to the Flag

"I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD,
INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL."

The Pledge of Allegiance to the State Flag

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and
indivisible."

*The pledge was amended by House Bill 1034 during the 80th Legislature with the addition
of "one state under God." The revised wording became effective on June 15, 2007.

Preamble to the Constitution of the United States of America

We the people of the United States, in order to form a more perfect union, establish justice,
insure domestic tranquility, provide for the common defense, promote the general welfare,
and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this
Constitution for the United States of America.

STATEMENT OF VISION: AN INTERNATIONAL CENTER OF GROWTH

Friendly people with vision, courage, and integrity

STATEMENT OF MISSION: COMMITMENT TO EXCELLENCE IN PUBLIC SERVICE

- * Positive Attitude of Courtesy & Concern
- * Doing it Right the First Time
- * Sensitive to the citizens' needs
- * Friendly Respect for All
- * Service without Hassle



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7145	
From:			
Subject: Inframark/Engineering Department.			
Background:			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted:			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA ADELAIDA VEGA Martin Garza		Created	
City Manager Comments: Report only.			
Staff Recommendation:			
Attachments, if any:			
Responsibilities upon Approval:			



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7146	
From:			
Subject: Animal Care Services.			
Background:			
Funding Source (budget code, if applicable):			
Amount:		Term of Impact:	Identified in Current Budget:
Additional Action Prompted:			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA Martin Garza		Created	
City Manager Comments: Report only.			
Staff Recommendation:			
Attachments, if any:			
Responsibilities upon Approval:			



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7152	
From:			
Subject: Approval of the Minutes of the Special Meeting on November 6, 2023. (Staffed by City Secretary Department.) Attachment.			
Background: Record of commission action for the Special Meeting on November 6, 2023.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
NORMA CANTU ADELAIDA VEGA Martin Garza		Created	
City Manager Comments: Approve as recommended by staff subject to the governing body comments.			
Staff Recommendation: Approve.			
Attachments, if any: 231106 minutes draft			
Responsibilities upon Approval: Execute and retain.			



**MINUTES OF A SPECIAL MEETING
WESLACO CITY COMMISSION
NOVEMBER 6, 2023**

On Tuesday, November 6, 2023, at 5:30 p.m. the City Commission of the City of Weslaco, Texas convened in a Special Meeting at City Hall in the Legislative Chamber, located at 255 South Kansas Avenue with the following member's present:

PRESENT:	Mayor	David Suarez
	Mayor Pro Tem	JP Rodriguez
	Commissioner	Josh Pedraza
	Commissioner	Letty Lopez
	Commissioner	Israel Gonzalez Jr.
	Commissioner	Adrian Farias

ABSENT: None

STAFF PRESENT:	Martin Garza	City Manager
	Norma A. Cantu	City Secretary
	Juan E. Gonzalez Jr.	City Attorney

Also present: Aida Vega, Deputy City Secretary, Rosie Cavazos, Finance Director, Rebekah de la Fuente, Director of Planning and Code Enforcement, Maricarmen Garcia, Asst. Library Director, Luz Galindo, HR Director, Chris Sanchez, Asst. Fire Chief, Joel Rivera, Police Chief, David Arce, Public Works Director, Rosa Badillo, Court Coordinator, and George Quilantan, Inframark and other staff members.

I. CALL TO ORDER

A. Certification of Public Notice.

Mayor Suarez called the meeting to order and certified the public notice of the meeting as properly posted Friday, November 3, 2023.

B. Invocation.

Deacon Albert Aldana led the invocation.

C. Pledge of Allegiance.

Mayor led the "Pledge of Allegiance and Texas Flag."

D. Roll Call.

Norma A. Cantu, City Secretary, called the roll noting the absence of Commissioner Kerr and a quorum present.

E. Mayoral Recognition.

Commissioner Kerr in attendance.

1) Proclamation - UTRGV

Mayor Suarez proclaimed The University of Texas Rio Grande Valley as a top-rated university. UTRGV President Dr. Guy Bailey, thanked the commission for the recognition and support received and looked forward to continuing the partnership in making the university the top-ranking university it has become.

2) Proclamation Small Business Week

Mayor Suarez proclaimed November 25th as Small Business Week.

Omar Rodriguez, Chamber Board Member, thanked the commission for the support and recognition for the small business community and encouraged the community to support their small businesses.

II. PUBLIC COMMENTS

None.

III. PRESENTATION

A. UTRGV President Dr. Guy Bailey - presentation on state and national rankings of UTRGV.

Dr. Guy Bailey stated presentation of state and national ranking noted during the reading of the proclamation and no further presentation was necessary.

IV. CONSENT AGENDA

All items listed under the Consent Agenda are considered to be routine and the Governing Body has been furnished with background and support material on each item and will be acted by one motion. Any Commissioner may remove items from the consent agenda by making such request prior to a motion and voting on the Consent Agenda.

A. Approval of the Minutes of the Special Meeting on October 10, 2023 and Regular Meeting on October 17, 2023. (Staffed by City Secretary Department.)

B. Approval to authorize the Mayor Joe V. Sanchez Public Library staff to implement a Food for Fines program supporting local food drives and the RGV Food Bank during Holiday Season, implement a Toy Drive to support local toy drives and authorize the Mayor to execute any related document. (Staffed by Library Department.)

C. Approval to accept donated monies and gift donations from local vendors and/or the public for library programing within Fiscal Year 2023-2024 and authorize the Mayor to execute any related documents. (Staffed by the Library Department.)

D. Approval to accept BC- Body Worn Camera (BWC) Program Grant # 4367802 for the amount of \$26,957.91 with a 25% match (\$8,985.97) and a total project cost of \$35,943.88 to purchase a server/storage/backup, body-worn cameras and installation service and authorize the Mayor to execute any related documents. (Staffed by Police Department.)

E. Approval of the six-month extension for the Final Plat for Sayyed Commercial Development being a 2.960-acre out of farm tracts 1065, West and Adams Tract Subdivision, Weslaco, Hidalgo County, Texas located on the Southeast corner of Mile 11 North & FM 1015 and authorize the Mayor to execute any related documents. (Staffed by Planning & Code Enforcement Department.)

F. Approval of six-month extension for the Final Plat for Rio Stone Subdivision Phase I being a 23.05-acre out of farm tracts 648 & 649, West Tract Subdivision, Weslaco, Hidalgo County, Texas located approximately 340 ft south of mile 6 ½ north along the west side of Milano Road and authorize the Mayor to execute any related documents. (Staffed by Planning & Code Enforcement Department.)

G. Approval of a six-month extension for the Final Plat for Rio Stone Subdivision Phase II being a 14.19-acre out of farm tracts 648 & 649, West Tract Subdivision, Weslaco, Hidalgo County, Texas located approximately 340 ft south of mile 6 ½ north along the west side of Milano Road and authorize the Mayor to execute any related documents. (Staffed by Planning & Code Enforcement Department.)

H. Approval of six-month extension for the Final Plat for Greener Pastures Mobile Home Subdivision PH II- being A 3.94-acre tract of land out of Lot 82,133,134,135 and 136, Greener Pastures Mobile Home Subdivision, Weslaco, Hidalgo County, Texas located approximately on Main Gate Drive and Corral Drive and authorize the Mayor to execute any related documents. (Staffed by Planning & Code Enforcement Department.)

I. Approval of the correction of a cooperative that was initially approved as buyboard to HGACBuy Contract # FS12-19 for the purchase of a Spartan Rescue Pumper through Metro Fire Apparatus at a cost not to exceed the amount of \$1,582,819 out of the Fire Department Apparatus Replacement Program and authorize the Mayor to execute any related documents. (Staffed by Fire Department.)

J. Approval for software maintenance and support renewal agreement for Tyler Technologies Incode system with Financial, Billing, Utility and Payroll software applications in the amount of \$67,181.89 and authorize the Mayor to execute any related documents. (Staffed by Information Technology Department.)

Commissioner Kerr seconded by Commissioner Lopez moved to approve consent agenda as presented. The motion carried unanimously; Mayor Suarez was present and voting.

V. APPOINTMENTS

A. Discussion and consideration on Resolution 2023-58 appointing members to the Weslaco Economic Development Corporation Board and authorize the Mayor to execute any related documents. Possible action. (Staffed by Weslaco Economic Development Corporation.)

Norma A. Cantu, City Secretary, introduced for consideration nominations for the reappointment of Sandra Charlton by Commissioner Lopez and the reappointment of Jerry Gonzalez by Mayor Pro Tem Rodriguez. Both members wished favorable consideration for reappointment.

Commissioner Kerr seconded by Commissioner Gonzalez Jr. moved to approve Resolution 2023-58 reappointing Jerry Gonzalez and Sandra Charlton to the Weslaco Economic Development Corporation as presented. The motion carried unanimously; Mayor Suarez was present and voting.

VI. NEW BUSINESS

A. Discussion and consideration to adopt Ordinance 2023-48 amending ordinance 2013-22 Subdivision Ordinance Section 26-67 Inspection fees and authorize the Mayor to execute any related documents. First reading of Ordinance 2023-48. Possible action. (Staffed by Planning & Code Enforcement Department.)

Rebekah de la Fuente, Planning & Code Enforcement Director, stated House Bill 3492 went into effect on September 1, 2023; the bill regulates how municipalities may impose cost for the construction or improvements of the public infrastructure for a subdivision to be determined by the municipality's actual cost as applicable of the review and process of the development; one change would be infrastructure fees such as construction material testing (CMT) and inspection fees based on a percentage of the overall cost of construction would no longer be permitted; stated the current authority under the City's Subdivision Ordinance requires a 5% inspection fee based on overall cost of construction, with 3% escrowed towards CMT testing and 2% to reimburse the city for construction inspections. Staff stated to be in compliance with HB 3492 recommended the developer pay for the full CMT proposal as provided by engineer staff and the funds placed in an escrow account with any overage to be reimbursed to the developer and each developer/engineer would be sent a monthly invoice for actual hours spent by the City construction inspector at a rate of \$85.00 per hour with a one hour minimum calculated to the nearest hour. Staff recommended approval and stated City Attorney reviewed and approved the amendments to the ordinance that would have the city in compliance with HB 3492.

Commissioner Pedraza seconded by Commissioner Gonzalez Jr. moved to approve Ordinance 2023-48 amending ordinance 2013-22 Subdivision Ordinance Section 26-67 Inspection fees as presented. The motion carried unanimously; Mayor Suarez was present and voting.

B. Discussion and consideration to authorize the purchase of a new playground structure through GameTime c/o Cunningham Recreation as awarded by the GameTime/Texas Recreation and Parks Society Statewide Program funding in an amount not to exceed \$287,000 and authorize the Mayor to execute any related documents. Possible action. (Staffed by Parks & Recreation Department.)

Omar Rodriguez, Parks & Recreation Director, stated Hidalgo County Precinct 1 committed to provide funding to place a new playground at Judge Gilbert Garza Park; the city applied for and

was awarded a Grant through the GameTime/Texas Recreation and Parks Society of \$57,622.48 toward the purchase of a playground system; the County will reimburse the City an amount of no less than \$150,000 through their ARPA funding. Staff recommended approval to purchase playground structure and authorize the Mayor to submit a letter of intent to the County requesting the committed funds of \$150,000. The city's share is \$136,043.52 that will come from the Parks Capital Improvements Project.

Pedraza seconded by Lopez moved to approve the purchase of a new playground structure through GameTime c/o Cunningham Recreation as awarded by the GameTime/Texas Recreation and Parks Society Statewide Program funding in an amount not to exceed \$287,000 as presented. The motion carried unanimously; Mayor Suarez was present and voting.

C. Discussion and consideration of request from the Boys & Girls Club of Weslaco to expand the existing city building located at Mayor Pablo Pena City Park and authorize staff to solicit statements of qualifications for architectural and engineering design services and authorize the Mayor to execute any related documents. Possible action. (Staffed by Parks & Recreation Department.)

Mary Gallardo, Chief Executive Officer Boys and Girls Club, requested consideration to allow city staff to begin the process of the expansion project by soliciting statements of qualifications for architectural and engineering services as well as the support from Omar Rodriguez to assist and oversee the expansion project.

Omar Rodriguez stated Boys & Girls Club received \$1.7million through congressionally directed funds for the expansion of the building from Congressman Vicente Gonzalez office; funds are directed through HUD to the city in care of the Boys & Girls Club. Staff stated since the building is owned by the City staff recommended the organization follow established policies and procedures of the city for this expansion project. Staff recommended approval to solicit statements of qualifications for architectural and engineering design services and back to the commission for the selection of a respondent.

Martin Garza, City Manager, stated Omar Rodriguez would be assigned as the Project Manager to oversee and assist the Boys and Girls Club with the expansion project and would appoint staff members to a committee and asked for a member of the commission be on the committee. Commissioner Pedraza volunteered and there was no objection.

Commissioner Pedraza seconded by Mayor Pro Tem Rodriguez moved to authorize staff to solicit statements of qualifications for architectural and engineering design services with Commissioner Pedraza as part of the evaluation committee as presented. The motion carried unanimously; Mayor Suarez was present and voting.

D. Discussion and consideration to accept financing acquisition proposal from First American Equipment Finance for the acquisition of two 2024 Peterbuilt GarbageTrucks in the amount of \$645,754.02 and authorize the Mayor to execute any related documents. Possible action. (Staffed by Finance Department.)

Rosie Cavazos, Finance Director, stated proposals for the financing of two 2024 Peterbilt garbage trucks were solicited; six financing proposals received and evaluated. Staff recommended to accept First American Equipment Finance financing proposal that offered the lowest interest rate at 5.360%, for a total of \$107,453.48 interest charges for the 5-year term.

Commissioner Kerr seconded by Commissioner Gonzalez Jr. moved to approve the financing acquisition proposal from First American Equipment Finance in the amount of \$645,754.02 as presented. The motion carried unanimously; Mayor Suarez was present and voting.

E. Discussion and consideration on the Memorandum of Understanding between the City of Weslaco Fire Department and Edcouch Elsa Independent School District for provision of Emergency Medical Technician training and lessons and authorize the Mayor to execute any related documents. Possible action. (Staffed by Fire Department.)

Chris Sanchez, Asst. Fire Chief, recommended approval of the Memorandum of Understanding between the City of Weslaco Fire Department and Edcouch Elsa Independent School District that allows staff to coordinate an EMT basic class. There is no cost, no staff and equipment being provided by the City.

Commissioner Farias seconded by Commissioner Lopez moved to approve the Memorandum of Understanding between the City of Weslaco Fire Department and Edcouch Elsa Independent School District for provision of Emergency Medical Technician training and lessons as presented. The motion carried unanimously; Mayor Suarez was present and voting.

F. Discussion and consideration to award RFQ No.: 2022-23-26 Grant Application and Hazard Mitigation Plan to Grant Works for an amount not to exceed \$52,500 and authorize the Mayor to execute any related documents. Possible action. (Staffed by Asst. City Manager.)

Andrew Munoz, Asst. City Manager/Airport Director, stated the Hazardous Mitigation Plan in place will be expiring soon and in preparation for this, staff solicited statements of qualifications to update the current plan that is needed to remain eligible for FEMA and TDEM grant funds; four proposals were received and evaluated. Staff recommended the highest ranked firm Grant Works be awarded for an amount not to exceed \$52,500 for the development of grant application(s) and the updating of our Hazard Mitigation Plan that will take about 36-weeks.

Mayor Pro Tem Rodriguez seconded by Lopez moved to approve Grant Works be awarded for an amount not to exceed \$52,500 as presented. The motion carried unanimously; Mayor Suarez was present and voting.

G. Discussion and consideration of expanding Airport Apron Lighting using BuyBoard Contract #642-21 and authorize the Mayor to execute any related documents. Possible action. (Staffed by Airport Department.)

Commissioner Farias abstained from discussion and vote.

Patricia Hernandez, Airport staff, stated improvements would expand airport apron lighting. Staff recommended approval to award buyboard contract 642-21 at a cost not to exceed \$32,319.00 with funds coming from the RAMP (Routine Airport Maintenance Program).

Mayor Pro Tem Rodriguez seconded by Commissioner Pedraza moved to approve expanding Airport Apron Lighting using BuyBoard Contract #642-21 as presented. The motion carried; Commissioner Farias abstained; Mayor Suarez was present and voting.

H. Discussion and consideration to approve the Construction Hangar Agreement with KSA for an amount of \$276,104 and authorize the Mayor to execute any related documents. Possible action. (Staffed by Airport Department.)

Patricia Hernandez stated the agreement between the City and KSA was for the hanger construction project for an amount of \$276,104 with funding to come from a legislative grant. Staff recommended approval contingent to legal review.

Commissioner Lopez seconded by Commissioner Farias moved to approve the Construction Hangar Agreement with KSA for an amount of \$276,104 as presented. The motion carried unanimously; Mayor Suarez was present and voting.

I. Discussion and consideration to approve Resolution 2023-59 to allocate votes in the election for the 2024-2025 Board of Directors of the Hidalgo County Appraisal District pursuant to §6.03(e) of the Texas Property Tax Code and authorize the Mayor to execute any related documents. Possible action. (Staffed by City Manager.)

Martin Garza, City Manager, recommended approval of the resolution and allocate the 75 votes for the City of Weslaco to Joe Olivarez.

Commissioner Farias seconded by Commissioner Pedraza moved to approve Resolution 2023-59 to allocate 75 votes to Joe Olivarez in the election for the 2024-2025 Board of Directors of the Hidalgo County Appraisal District as presented. The motion carried unanimously; Mayor Suarez was present and voting.

J. Discussion and consideration on the Emergency Interconnect Agreement between North Alamo Water Supply Corporation and the City of Weslaco regarding the sale of potable water and delivery during emergency, drought and/or scarcity of water and authorize the Mayor to execute any related documents. Possible action. (Staffed by City Manager.)

Martin Garza stated the agreement between NAWSC and City will supply potable water to the new industrial park; meetings with the parties involved agreed on the sale of water at \$1.55 per million gallons used; the delivery of water will supply the fire hydrants as well as supply water during emergencies such as drought situations. Staff recommended approval of the agreement on the sale of water at \$1.55 per million gallons to North Alamo Water Supply Corporation.

Commissioner Kerr seconded by Pedraza moved to approve the Emergency Interconnect Agreement between North Alamo Water Supply Corporation and the City of Weslaco as presented. The motion carried unanimously; Mayor Suarez was present and voting.

K. Discussion and consideration to purchase front end commercial bins and roll off bins from Sourcewell vendor Wastequip Manufacturing Company LLC. in an amount not to exceed \$89,245 and authorize the Mayor to execute any related documents. Possible action. (Staffed by Public Works Department.)

David Arce, Public Works Director, recommended approval for the purchase of thirty-nine commercial bin (6- and 8-yard) containers and ten (30-yard) roll offs; commercial containers cost is in the amount of \$39,842 and the roll offs in the amount of \$49,403 for a combined purchase of \$89,245; items are budgeted, and delivery time is about 30 days.

Commissioner Pedraza seconded by Mayor Pro Tem Rodriguez moved to approve the purchase of front-end commercial bins and roll off bins from Sourcewell vendor Wastequip Manufacturing Company LLC. in an amount not to exceed \$89,245 as presented. The motion carried unanimously; Mayor Suarez was present and voting.

L. Discussion and consideration to purchase a T6 Diesel Driven Gorman-Rupp Pump with John Deere 4045T engine from Precision Pump Systems, Buyboard Vendor No. 577-22, for an amount not to exceed \$69,803.08 as stated in quote no. PD231010; and authorize the Mayor to execute any related documents. Possible action. (Staffed by Public Works Department.)

Commissioner Farias abstained from discussion and vote.

David Arce recommended approval to purchase a Gorman-Rupp Pump from Precision Pump System and noted the correct Buyboard vendor No. is 672-22 for \$69,803.08 for Lift station 37 which is the receiving lift station for the south wastewater plant that is a high volume with 1.6mgd and any loss of power of this lift station can overflow with 30 minutes; pump is skid mounted and will be installed by staff; is diesel driven and automatically turns on when the high flow sensor is activated. Staff stated item is budgeted with delivery date of 60 days.

Commissioner Lopez seconded by Mayor Pro Tem Rodriguez moved to approve to purchase a T6 Diesel Driven Gorman-Rupp Pump with John Deere 4045T engine from Precision Pump Systems, Buyboard Vendor No. 577-22, for an amount not to exceed \$69,803.08 as presented. The motion carried; Commissioner Farias abstained; Mayor Suarez was present and voting.

M. Discussion and consideration to approve an agreement with D&M Leasing Buy Board Contract #652-21 to lease 10 police units and authorize Mayor to execute any related documents. Possible action. (Staffed by Police Department.)

Joel Rivera, Police Chief, recommended approval; lease will allow the sale of the vehicles back at maximum value after about 4 years; vendor and staff will monitor the lease determine if vehicle may need to be surrendered because of mileage or aging of the vehicle; options available will be to end the lease or purchase the vehicle. The City Attorney stated the lease agreement reflect County of Hidalgo for venue not Cameron County.

Commissioner Lopez seconded by Mayor Pro Tem Rodriguez moved to approve agreement with D&M Leasing Buy Board Contract #652-21 to lease 10 police units as presented. The motion carried; Commissioner Farias abstained; Mayor Suarez was present and voting.

N. Discussion and consideration to purchase gym equipment from the 360Sports (lowest bid/quote) for an amount not to exceed \$21,000 and to purchase gym mats from local vendor Tractor Supply for an amount not to exceed \$1,000 to be used by police department

personnel and will be paid using Asset Forfeiture funds and authorize the Mayor to execute any related documents. Possible action. (Staffed by Police Department.)

Chief Rivera stated an area in the new police building has been made available for gym use for the staff and recommended approval of the purchase of gym equipment.

Commissioner Farias seconded by Commissioner Lopez moved to approve the purchase gym equipment from the 360Sports (lowest bid/quote) for an amount not to exceed \$21,000 and to purchase gym mats from local vendor Tractor Supply for an amount not to exceed \$1,000 as presented. The motion carried unanimously; Mayor Suarez was present and voting.

O. Discussion and consideration of proposed change order no. 1 to existing contract with TRAF-TEX, Inc regarding the Weslaco Traffic Signal Improvements Project in the amount of \$9,136.55 and authorize the Mayor to execute any related documents. Possible action. (Staffed by the Engineering Department).

Albert Aldana, City Engineer, stated TRAF-TEX was awarded a contract for traffic signal improvements that are located at Bridge at Pike, Bridge at 6th St and Bridge at 18th St; the proposed change order no. 1 is needed to repair existing conduit and sidewalk between the existing traffic signal pole at the northwest corner of the intersection of Bridge St and 6th St and the traffic signal controller located on the southwest corner. Staff recommended approval of the change order in the amount of \$9,136.55.

In response to Commissioner Pedraza, staff stated it will involve sidewalk repairs as well because of damages from a heavy vehicle that damaged sidewalks, ground box and the underground conduit and stated the traffic signal is working properly but some missing equipment will be added. Commissioner Pedraza voiced concern there is no left protective signal. Albert Aldana stated an outdated controller is in use and staff will be installing a new controller that will have the capability to provide the left protective turn signal. In response to Commissioner Farias repairs should be by the end of the month as per the contractor and in response to Mayor repairs to the traffic signal light at 18th St. and Bridge had delays with getting the necessary power and traffic signal controller that took eighteen months. Staff stated the contractor is ready to move forward and should be also completed by the end of the month.

Commissioner Lopez seconded by Commissioner Kerr moved to approve Change Order No. 1 to existing contract with TRAF-TEX, Inc regarding the Weslaco Traffic Signal Improvements Project in the amount of \$9,136.55 as presented. The motion carried unanimously; Mayor Suarez was present and voting.

P. Discussion and consideration of a contract award to the highest ranked firm for RFQ#2023-2024-04 Professional Services for a Flood Infrastructure Fund and/or Flood Mitigation Assistance Grant Program for Harlon Block Park and surrounding areas and authorize the Mayor to execute any related documents. Possible action. (Staffed by Engineering Department.)

Allbert Aldana stated five responses to the request for qualifications were received that included Cruz- Hogan, Halff Associates, Marcia-Appia, Scheibe, and TEDSI; responses were reviewed and

evaluated by the committee and the highest ranked firm was Halff and Associates. Staff recommended approval to award Halff and Associates.

Commissioner Kerr seconded by Commissioner Lopez moved to approve award Halff and Associates for Professional Services for a Flood Infrastructure Fund and/or Flood Mitigation Assistance Grant Program for Harlon Block Park as presented. The motion carried unanimously; Mayor Suarez was present and voting.

Q. Discussion and consideration on request from Pete Castorena, RGV Angle Car Show, to close Harlon Block Sports Complex Saturday, November 18, 2023 from 8:00am - 11:00pm and Sunday, November 19, 2023 from 11:00 am to 11:00 pm for the RGV Angle Car Show event; authorizing the sale of alcoholic beverages (beer) by a TABC licensed vendor, authorizing the consumption of alcoholic beverages, approval of entry fee to be charged, approval to allow food vendors subject to compliance with ordinances and authorize the Mayor to execute any related documents. Possible action. (Staffed by City Manager.)

Peter Castorena, RGV Angle Car Show, stated this is a fun friendly family event and has 20 years' experience in doing this; in the process of getting the liability insurance, hiring security as well as additional officers being required and stated the City of Donna has indicated they could make officers available, has done these events in capital cities in Mississippi and has never had any altercations; safety is a main concern and would have a traffic control plan as required; event will have kiddie rides, karaoke, car show and music and requested favorable consideration for his event.

Martin Garza advised he had met with Mr. Castorena who initially wanted closure of Texas Blvd and was encouraged to look at other options; met with staff and there were concerns raised and he was given a list of items that would be required of him and had not been submitted. If approved, the commission action would be to close the park, the sale of alcoholic beverages and waiving of fees for the park. The City Manager stated his recommendation to the commission would be to approve subject to the requested items provided no later than Friday, November 7 at noon and stated all items would need to provide with none lacking that included the license from TABC to allow the sale of beverages, coverage of liability insurance indemnifying city and commission, letter to close the park, list of licensed vendors providing the sale of alcohol as well as the list of food vendors that will require permits from the city health department and the most important item is the security plan as well as traffic control plan that will need to be approved by the Chief of Police. Chief Rivera stressed the importance on the security plan and the urgency to evaluate to afford the opportunity for officers to sign up and work the event as well as determine police personnel will be adequate. Chief Rivera noted the Texas Alcoholic Beverage Commission (TABC) had not received an application for this event. Mr. Castorena stated if he was unable to get a licensed TABC vendor, the sales of alcoholic beverages would not be done. Martin Garza stated the event was for profit and was confirmed by Mr. Castorena who further stated any monies paid in advance from sponsors or vendors to him would be refunded if the event does not happen.

Commissioner Farias was concerned with on-going activities at the park. Omar Rodriguez stated the dates were blocked once staff was informed of the event and no activities were scheduled. In

response to Commissioner Kerr, there is no policy in place for requestors that are for profit that want to use the parks.

Commissioner Pedraza seconded by Commissioner Gonzalez Jr. moved to approve subject to the recommendations by the City Manager on the following items submitted license from TABC coverage of liability insurance indemnifying city and commission, letter to close the park, list of licensed vendors providing the sale of alcohol as well as the list of food vendors that will require permits from the city health department and the most important item is the security plan as well as traffic control plan that will need to be approved by the Chief of Police. as presented. The motion carried unanimously; Mayor Suarez was present and voting.

VII. EXECUTIVE SESSION

At 6:40 p.m. Commissioner Farias seconded by Commissioner Pedraza moved to convene the regular meeting in Executive Session. The motion carried unanimously; Mayor Suarez was present and voting.

At 8:03 p.m. Mayor Suarez stated the City Commission had completed its Executive Session and reconvened the regular meeting as open to the public.

VIII. POSSIBLE ACTION ON WHAT IS DISCUSSED IN EXECUTIVE SESSION

A. Personnel - Discussion regarding the goals, objectives, and evaluation of the City Manager for the City of Weslaco as authorized by Section §551.074 of the Texas Government Code.

No action.

B. Personnel - Discussion regarding the administrative investigation of the complaint filed by a firefighter as authorized by section §551.074 of the Texas Government Code.

C. Legal Consultation - Consultation with the City Attorney regarding a Memorandum of Agreement to amend the FY Oct 1, 2021 – October 1, 2024. Collective Bargaining Agreement between the City of Weslaco and the Weslaco Municipal Police Union for expedited hiring of entry-level police officers as authorized by Section §551.071 of the Texas Government Code.

Mayor Pro Tem Rodriguez abstained from discussion and vote.

Commissioner Farias seconded by Commissioner Lopez moved to approve the Memorandum of Agreement to amend the FY Oct 1, 2021 – October 1, 2024. Collective Bargaining Agreement between the City of Weslaco and the Weslaco Municipal Police Union for expedited hiring of entry-level police officers. The motion carried; Mayor Pro Tem Rodriguez abstained; Mayor Suarez was present and voting.

D. Real Property - Consultation with the City Attorney regarding the purchase, exchange, lease or value of real property legally described as 33.12 acres out of a part or portion of Tract 59, West and Adams Tract Subdivision, Weslaco, Hidalgo County, Texas as authorized by Section §551.072 of the Texas Government Code.

No action.

E. Real property - Consultation with the City Attorney on the sale, purchase, exchange, lease or value of various city-owned real property in the City of Weslaco, Weslaco Hidalgo County, Texas as authorized by Section §551.072 of the Texas Local Government Code.

No action.

IX. ADJOURNMENT

Commissioner Farias seconded by Mayor Pro Tem Rodriguez moved to adjourn the regular meeting of November 6, 2023, at 8:04 p.m. The motion carried unanimously; Mayor Suarez was present and voting.

CITY OF WESLACO

David Suarez, **MAYOR**

ATTEST:

Norma A. Cantu, **CITY SECRETARY**



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7139	
From: REBEKAH DE LA FUENTE			
Subject: Ordinance 2023-48 amending ordinance 2013-22 Subdivision Ordinance Section 26-67 Inspection fees and authorize the Mayor to execute any related documents. (First reading held November 6, 2023; staffed by Planning & Code Enforcement Department.)			
Background: As a result of new House Bill 3492 that went into effect on September 1, 2023, municipalities are no longer permitted to access subdivision infrastructure fees such as construction material testing (CMT) and inspection fees based on a percentage of the overall cost of construction. Currently, the City's Subdivision Ordinance requires a 5% inspection fee based on overall cost of construction, with 3% escrowed towards CMT testing and 2% to reimburse the city for construction inspections by staff. In accordance with HB 3492, staff has proposed that the developer pay for the full CMT proposal as provided by engineer staff and the funds will be placed in an escrowed account for that project. Additionally, each developer/engineer shall be sent a monthly invoice for actual hours inspected by the City construction inspector at a rate of \$75.00 per hour paid at a one hour minimum and funded up to the nearest hour.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature Ordinance - First Reading Ordinance - Final Reading			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA REBEKAH DE LA FUENTE Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Staff recommends approval of the proposed amendment to the ordinance.			
Attachments, if any: 88(R) HB 3492 - Enrolled version - Bill Text, Current Inspection fees, O2023-48 Subdivision- Inspection fees			
Responsibilities upon Approval:			

Staff will implement and assess fees on all subdivision projects at time of pre-construction

H.B. No. 3492

AN ACT

relating to county and municipal authority to impose certain value-based fees and require disclosure of certain information related to subdivision construction.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter Z, Chapter 212, Local Government Code, is amended by adding Section 212.906 to read as follows:

Sec. 212.906. CERTAIN VALUE-BASED FEES AND DISCLOSURE OF CERTAIN INFORMATION PROHIBITED. (a) This section applies only to an application, review, engineering, inspection, acceptance, administrative, or other fee imposed by a municipality related to the acceptance, review, or processing of engineering or construction plans or for the inspection of improvements for construction of a subdivision or lot or a related improvement associated with or required in conjunction with that construction.

(b) A municipality may not consider the cost of constructing or improving the public infrastructure for a subdivision, lot, or related property development in determining the amount of a fee subject to this section. The municipality shall determine the fee by considering the municipality's actual cost to, as applicable, review and process the engineering or construction plan or to inspect the public infrastructure improvement.

(c) In determining the municipality's actual cost for reviewing and processing an engineering or construction plan or inspecting a public infrastructure improvement under Subsection (b), a municipality may consider:

(1) the fee that would be charged by a qualified, independent third-party entity for those services;

(2) the hourly rate for the estimated actual direct time of the municipality's employees performing those services; or

(3) the actual costs assessed to the municipality by a third-party entity that provides those services to the municipality.

(d) A municipality may not require the disclosure of information related to the value of or cost of constructing or improving a residential dwelling or the public infrastructure improvements for a subdivision, lot, or related property development as a condition of obtaining approval for subdivision construction or for the acceptance of those public infrastructure improvements except as required by the Federal Emergency Management Agency for participation in the National Flood Insurance Program.

(e) A municipality that imposes a fee for reviewing or processing an engineering or construction plan or inspecting a public infrastructure improvement shall annually publish the fee and the hourly rate and estimated direct time incurred by municipal employees for a fee calculated under Subsection (c)(2). The municipality must publish the information:

(1) on the municipality's Internet website; or

(2) if the municipality does not maintain an Internet website, in a newspaper of general circulation in the county in which the municipality is primarily located.

SECTION 2. Chapter 232, Local Government Code, is amended by adding Subchapter Z to read as follows:

SUBCHAPTER Z. MISCELLANEOUS PROVISIONS

Sec. 232.901. CERTAIN VALUE-BASED FEES AND DISCLOSURE OF CERTAIN INFORMATION PROHIBITED. (a) This section applies only to

an application, review, engineering, inspection, acceptance, administrative, or other fee imposed by a county related to the acceptance, review, or processing of engineering or construction plans or for the inspection of improvements for construction in a subdivision or a related improvement associated with or required in conjunction with that construction.

(b) A county may not consider the cost of constructing or improving the public infrastructure for a subdivision, lot, or related property development in determining the amount of a fee subject to this section. The county shall determine the fee by considering the county's actual cost to, as applicable, review and process the engineering or construction plan or to inspect the public infrastructure improvement.

(c) In determining the county's actual cost for reviewing and processing an engineering or construction plan or inspecting a public infrastructure improvement under Subsection (b), a county may consider:

(1) the fee that would be charged by a qualified, independent third-party entity for those services;

(2) the hourly rate for the estimated actual direct time of the county's employees performing those services; or

(3) the actual costs assessed to the county by a third-party entity that provides those services to the county.

(d) A county may not require the disclosure of information related to the value of or cost of constructing or improving a residential dwelling or the public infrastructure improvements for a subdivision, lot, or related property development as a condition of obtaining approval for subdivision construction or for the acceptance of those public infrastructure improvements except as required by the Federal Emergency Management Agency for participation in the National Flood Insurance Program.

(e) A county that imposes a fee for reviewing or processing an engineering or construction plan or inspecting a public infrastructure improvement shall annually publish the fee and the hourly rate and estimated direct time incurred by county employees for a fee calculated under Subsection (c)(2). The county must publish the information:

(1) on the county's Internet website; or

(2) if the county does not maintain an Internet website, in a newspaper of general circulation in the county.

SECTION 3. The changes in law made by this Act apply only to a fee subject to Section 212.906 or 232.901, Local Government Code, as added by this Act, assessed by a county or municipality on or after the effective date of this Act.

SECTION 4. This Act takes effect September 1, 2023.

President of the Senate

Speaker of the House

I certify that H.B. No. 3492 was passed by the House on May 2, 2023, by the following vote: Yeas 142, Nays 3, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 3492 was passed by the Senate on May 19, 2023, by the following vote: Yeas 23, Nays 8.

APPROVED: _____
Date

Governor

Secretary of the Senate

Sec. 26-67. - Inspection fees.

A fee for the inspection of the subdivision improvements shall be paid to the city prior to commencement of the construction of the subdivision improvements. The fee shall be equal to five percent of the estimated cost of constructing the subdivision improvements and approved by city engineer. The five-percent inspection fee is broken down as follows;

- (a) Three percent of the cost of the construction will be placed in an escrow account that will be utilized to pay for construction and materials testing fees, conducted by a third party geotechnical engineering firm that is contracted by the city, incurred by the city during the construction of the subdivision. Any fees invoiced in excess of the amount escrowed will be paid to the city by the owner prior to the recordation of the plat; any amount remaining in the escrow account after all construction has ceased and invoices paid will be returned to the owner.
- (b) The remaining two percent will be utilized by the city as a reimbursement for the inspections conducted by city staff during the construction of the improvements.

(Ord. No. 2013-22, § II, 10-15-2013)

ORDINANCE 2023-48

AN ORDINANCE AMENDING ORDINANCE NUMBER 2013-22, THE CITY OF WESLACO SUBDIVISION ORDINANCE; CODIFIED AS APPENDIX B, ARTICLE I, OF THE WESLACO CODE OF ORDINANCES, ADOPTING NEW REGULATIONS; AND ORDAINING OTHER MATTERS WITH RESPECT TO THE SUBJECT MATTER HEREOF.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF WESLACO TEXAS THAT:

SECTION I.

Ordinance Number 2013-22 passed and approved on October 15, 2013 as "Subdivision Ordinance" and Codified as Appendix B, Article I, of the Weslaco Code of Ordinances is hereby amended.

SECTION II.

After second and final reading of this Ordinance the new Subdivision ordinance will be adopted and codified as Appendix B, Article I of the Weslaco Code of Ordinances and said Chapter shall read as follows:

APPENDIX B- SUBDIVISION ORDINANCE ARTICLE I

SECTION 26-67. – INSPECTION FEES

A fee for the inspection of the subdivision improvements shall be paid to the city prior to commencement of the construction of the subdivision improvements. The inspection fee is broken down as follows.

(a) Upon approval of the construction plans the engineering department shall request a construction material testing proposals for the approved list of firms. The developer shall be responsible for paying the full amount of the proposal contract to the City of Weslaco and the funds will be placed in an escrow account that will be utilized to pay for construction and materials testing fees, conducted by a third-party geotechnical engineering firm that is contracted by the city, incurred by the city during the construction of the subdivision. Any fees invoiced in excess of the amount escrowed will be paid to the city by the owner prior to the recordation of the plat; any amount remaining in the escrow account after all construction has ceased and invoices paid will be returned to the owner.

(b) The rate for city inspection fees shall be \$85.00 per hour, inspections will be paid at the minimum 1-hour call and rounded up to the nearest hour. Fees will be invoiced on a monthly basis to the developer and engineer firm of record. Said fees will be utilized by the city as a reimbursement for the inspections conducted by city staff during the construction of the improvements.

PASSED AND APPROVED on first reading at a special meeting of the City Commission this 6th day of November, 2023.

PASSED AND APPROVED on second reading at a special meeting of the City Commission this 28th day of November 2023.

CITY OF WESLACO

Adrian Gonzalez, MAYOR

ATTEST:

Norma A. Cantu, CITY SECRETARY

APPROVED AS TO FORM:

Juan E. Gonzalez, CITY ATTORNEY



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7120	
From: ROBERT LOPEZ			
Subject: Approval on ratification to accept FY24 Violence Against Women Act (VAWA) Justice and Training Program - Law Enforcement Grant #4507602 for the amount of \$21,408.20 with a 30% match (\$9,352.87) for a total project cost of \$30,761.07 to send sworn and non-sworn personnel to training that promotes a coordinated, multi-disciplinary approach to improve the justice system's response to violent crimes against women, including domestic violence, sexual assault, dating violence, and stalking and authorize the Mayor to execute any related documents. (Staffed by Police Department.)			
Background: The purpose of this funding is to solicit applications for projects that promote a coordinated, multi-disciplinary approach to improve the justice system's response to violent crimes against women, including domestic violence, sexual assault, dating violence, and stalking.			
Funding Source (budget code, if applicable): 16.588 WF-Violence Against Women Formula Grants			
Amount: \$30,761.07		Term of Impact: 12	Identified in Current Budget: No
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ROBERT LOPEZ ROBERT LOPEZ Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Recommend Approval			
Attachments, if any: SOGA Grant #4507602			
Responsibilities upon Approval:			

Statement of Grant Award (SOGA)

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns and all other State of Texas agencies and any other agencies, departments, divisions, governmental entities, public corporations, and other entities which shall be successors to each of the Parties or which shall succeed to or become obligated to perform or become bound by any of the covenants, agreements or obligations hereunder of each of the Parties hereto.

The approved project narrative and budget for this award are reflected in eGrants on the 'Narrative' and 'Budget/Details' tabs. By accepting the Grant Award in eGrants, the Grantee agrees to strictly comply with the requirements and obligations of this Grant Agreement including any and all applicable federal and state statutes, regulations, policies, guidelines and requirements. In instances where conflicting requirements apply to a Grantee, the more restrictive requirement applies.

The Grant Agreement includes the Statement of Grant Award; the OOG Grantee Conditions and Responsibilities; the Grant Application in eGrants; and the other identified documents in the Grant Application and Grant Award, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code, Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code, and the Texas Grant Management Standards (TxGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made, and for federal funding, the Funding Announcement or Solicitation under which the OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice, the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. The OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the Grantee.

By clicking on the 'Accept' button within the 'Accept Award' tab, the Grantee accepts the responsibility for the grant project, agrees and certifies compliance with the requirements outlined in the Grant Agreement, including all provisions incorporated herein, and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Grant Number:	4507602	Award Amount:	\$21,408.20
Date Awarded:	10/30/2023	Grantee Cash Match:	\$9,352.87
Grant Period:	09/01/2023 - 08/31/2024	Grantee In Kind Match:	\$0.00
Liquidation Date:	11/29/2024	Grantee GPI:	\$0.00
Program Fund:	WF-Violence Against Women Formula Grants	Total Project Cost:	\$30,761.07
Grantee Name:	Weslaco, City of		
Project Title:	Weslaco Violence Against Women Justice and Training		
Grant Manager:	Vanessa Canova		
Unique Entity Identifier (UEI):	GJMZDZZAN4J3		

CFDA: 16.588 - Violence Against Women Formula Grants

Federal Awarding Agency: U.S. Department of Justice, Office on Violence Against Women

Federal Award Date: 9/13/2023

Federal/State Award ID Number: 15JOVW-23-GG-00603-MUMU

Total Federal Award/State Funds Appropriated: \$13,951,300.00

Pass Thru Entity Name: Texas Office of the Governor – Criminal Justice Division (CJD)

Is the Award R&D: No

Federal/State Award Description: The STOP Program continues to encourage the development and implementation of effective, victim centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women. It envisions a partnership among law enforcement, prosecution, courts, and victim services organizations to enhance victim safety and hold offenders accountable for their crimes against women.

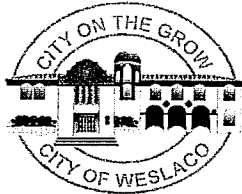


Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7138	
From:			
Subject: Approval of the cooperative that was initially approved with HGACBuy Contract No. AM-10-20 to HGACBuy Contract No. AM 10-23 for the purchase of a 2023 ambulance remount from vendor Southwest Ambulance Sales for an amount not to exceed \$162,980 under General Fund and authorize the Mayor to execute any related documents. (Staffed by Fire Department.)			
Background:			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
Leslie Lugo ANTONIO LOPEZ Martin Garza		Created/Initiated New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Approve.			
Attachments, if any: Southwest Ambulance Certificate & Quote, HGACBUY Contract			
Responsibilities upon Approval:			

City of Weslaco

"The City on the Grow"



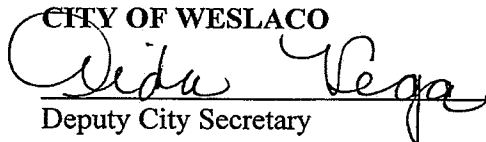
David Suarez, Mayor
Jose "JP" Rodriguez, Mayor Pro-Tem, District 3
Greg Kerr, Commissioner, At-Large
Israel Gonzalez, Jr., Commissioner, At-Large
Josh Pedraza, Commissioner, District 1
Letty Lopez, Commissioner, District 2
Adrian Farias, Commissioner, District 4

Martin Garza, City Manager

I, Aida Vega, Deputy City Secretary of the City of Weslaco, Texas, hereby certify that the Weslaco City Commission at their Special Meeting of October 10, 2023, approved item(s) as follows under **V. NEW BUSINESS:**

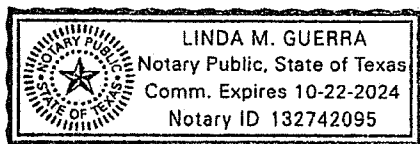
- J. Approved the purchase of a 2023 ambulance remount from vendor Southwest Ambulance Sales HGAC Contract No. AM 10-20 for an amount not to exceed \$162,980 under General Fund and authorized the Mayor to execute any related documents.

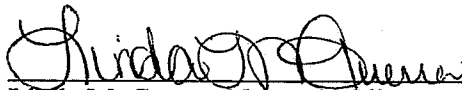
DATED this 13th day of October 2023.

CITY OF WESLACO

Deputy City Secretary

NOTARY

SWORN AND SUBSCRIBED before me, this 13th day of October 2023 and that the above facts are true and correct to the best of her knowledge.




Linda M. Guerra, Notary Public
My Commission Expires: 10/22/2024

STATE OF TEXAS



SALES AGREEMENT

PLEASE ENTER MY ORDER FOR THE FOLLOWING:

Remount

YEAR 2023 MAKE/MODEL Dodge 4500 4x4 COLOR White

TO BE DELIVERED ON/ABOUT

VIN Not Available

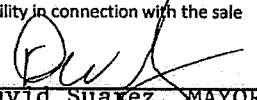
VEHICLE DESCRIPTION		
Remount		
Medix MSV II 170 Dodge 4500	\$	159,325.74
Graphics	Included	
DELIVERY FEE:	\$	750.00
Solar Panel		1400
Total Ambulance	\$	161,475.74
Total after discount	\$	161,475.74
Total	\$	161,475.74
Tax		
Vehicle Inventory Tax	\$	368.02
TITLE APPLICATION FEE:		
REGISTRATION:	\$	125.00
STATE INSPECTION:	\$	7.00
HGAC Fee	\$	1,000.00
TOTAL	\$	162,975.76
BALANCE DUE	\$	162,975.76

8/8/2023

Provider Weslaco Fire and EMS
 ADDRESS: 210 S. Kansas
 CITY/STATE/ZIP: Weslaco, TX 78596
 CONTACT: Chief Antonio Lopez
 Phone: 956-975-0735

TRADE IN INFORMATION: N/A
 MAKE YEAR:
 MODEL: BODY STYLE:
 MILEAGE:
 VIN#
 Trade In

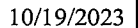
The front of this order comprises the entire agreement affecting this purchase and no other agreement or understanding of any other nature has been made or entered into, or will be recognized. I have read the matter printed and agree to it as part of this order the same as if it were printed above my signature I certify that I am 18 years or older and hereby acknowledge receipt of a copy of this order. Southwest Ambulance Sales hereby expressly disclaims all warranties either express or implied, including any implied warranty or merchantability or fitness for a particular purpose and Southwest Ambulance Sales neither assumes nor authorizes any other person to assume to it any liability in connection with the sale of the vehicle.

PURCHASER  David Suarez, MAYOR

SALESMAN

wcc
10/10/23

Price is subject to change due to unpredictable increases in cost of material and transportation.



162,975.76



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7071	
From:			
Subject: Approval of Resolution 2023-61 authorizing the Mayor and City Commission, and other City Staff to exercise certain powers identified with Lonestar National Bank, including opening of accounts, certificates of deposit, transferring funds, securing safe deposit boxes, and making inquiries pertaining to accounts and authorize the Mayor and Commission to execute any related documents. (Staffed by Finance Department.)			
Background: On October 17th, the City Commission awarded the depository contract to Lonestar National Bank. This resolution is needed to establish powers identified in the resolution to the City Commission, City Manager, City Secretary, Finance Director and Assistant Finance Director.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Resolution Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
Rosalinda Cavazos Rosalinda Cavazos Martin Garza		Created	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Approve.			
Attachments, if any: R2023-61 Lonestar National Bank signatories			
Responsibilities upon Approval: Execute and retain.			

RESOLUTION NO. 2023-61

STATE OF TEXAS	§	RESOLUTION AUTHORIZING MAYOR ADRIAN
COUNTY OF HIDALGO	§	GONZALEZ, MEMBERS OF THE CITY
CITY OF WESLACO	§	COMMISSION, AND APPROPRIATE STAFF AS SIGNATORIES ON CERTAIN LEGAL FINANCIAL DOCUMENTS FOR THE CITY OF WESLACO

1. I, **Norma A. Cantu**, certify that I am the **City Secretary** of The City of Weslaco, organized under the laws of **Texas**, Federal Employer ID Number **74-6002544**, engaged in Municipal business under the name of the **City of Weslaco**, and that the following is a correct copy of the resolution adopted at a meeting of the City Commission duly and properly called and held on **November 28, 2023**. This resolution appears in the minutes of this meeting and has not been rescinded or modified.

2. Be it Resolved that,
 - (a) Lonestar National Bank is designated as a depository for the funds of the City of Weslaco.
 - (b) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.
 - (c) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the City of Weslaco with this financial institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
 - (d) Any of the persons named below, so long as they act in a representative capacity as agents of the City of Weslaco, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this financial institution, concerning funds deposited in this financial institution, moneys borrowed from this financial institution or any other business transacted by and between the City of Weslaco and this financial institution subject to any restrictions stated below.
 - (e) Any and all prior resolutions adopted by the City Commission of the City of Weslaco and certified to this Financial Institution as governing the operations of the City of Weslaco's account(s), are in full force and effect, unless supplemented or modified by this authorization.
 - (f) The City of Weslaco agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of the City of Weslaco, and authorizes the financial institution named above, at anytime, to charge the City of Weslaco for all checks, drafts, or other orders, for the payment of money, that are properly drawn on this financial institution, and contain the required number of

signatures for this purpose.

3. The officials designated below are authorized to conduct business as indicated:

	Name and Title	Signature
(A)	Adrian Gonzalez, Mayor	_____
(B)	Adrian Farias, Mayor Pro-Tem	_____
(C)	Greg Kerr, Commissioner	_____
(D)	Israel Gonzalez Jr., Commissioner	_____
(E)	Joshua S.M. Pedraza, Commissioner	_____
(F)	Leticia Lopez, Commissioner	_____
(G)	Jose J.P. Rodriguez, Commissioner	_____
(H)	Martin Garza, City Manager	_____
(I)	Norma A. Cantu, City Secretary	_____
(J)	Rosalinda Cavazos, Finance Director	_____
(K)	Sonia Flores, Assistant Finance Director	_____

Indicate A, B, C, D and/or E

- | | | |
|--------------------|-----|--|
| <u>A – H</u> | (1) | Exercise all of the powers listed (2) through (9) |
| <u>A – H, J, K</u> | (2) | Open any deposit or checking account(s) in the name of the City of Weslaco |
| <u>A – H</u> | (3) | Endorse checks and orders for the payment of money and withdraw funds on deposit with this financial institution.
Number of authorized signatures required for this purpose <u>2</u> .
Number of authorized signatures required for payroll purpose <u>1</u> . |
| <u>A – H, J, K</u> | (4) | Open any certificate of deposit account and withdraw or transfer funds from the certificate of deposit on deposit with this financial institution.
Number of authorized signatures required for this purpose <u>2</u> . |
| <u>A – H, J, K</u> | (5) | Transfer funds from operations account to the payroll account, investment account or paying agent approved by City Commission by telefax or other electronic means.
Number of authorized signatures required for this purpose <u>1</u> . |
| <u>A – H</u> | (6) | Borrow money on behalf and in the name of the City of Weslaco executes and delivers promissory notes or other evidences of indebtedness.
Number of authorized signatures required for this purpose <u>2</u> . |

- A – H (7) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the City of Weslaco as security for sums borrowed and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. Number of authorized signatures required for this purpose 1.
- A – H, J (8) Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this financial institution. Number of authorized signatures required to gain access and to terminate the lease 1.
- A – K, (9) Authorized to make inquiries as to status, account balance pertaining to the City of Weslaco.

4. I further certify that the City Commission of the City of Weslaco has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the power granted to the persons named who have full power and lawful authority to exercise the same.

In Witness Whereof, I have hereunto subscribed my name and affixed the seal of this Corporation on November 28, 2023.

CITY OF WESLACO

Adrian Gonzalez, MAYOR

ATTEST:

Norma A. Cantu, CITY SECRETARY

APPROVED AS TO FORM:

Juan E. Gonzalez, CITY ATTORNEY



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7154	
From:			
Subject: Discussion and consideration on Resolution 2023-62 appointing a member to the Board of Adjustments and Appeals-Zoning Ordinance and authorize the Mayor to execute any related documents. Possible action. (Staffed by Planning and Code Enforcement Department.)			
Background: The term of Mark McCaleb is set to expire December 21, 2023. Mr. McCaleb seeks favorable consideration for re-appointment.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature Resolution			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA REBEKAH DE LA FUENTE Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by the governing body.			
Staff Recommendation: Approve.			
Attachments, if any: Board App - Mark McCaleb redacted, R2023-62 BOAA Zoning appt			
Responsibilities upon Approval: Execute, retain and notify the appointee and department.			



APPLICATION TO SERVE ON BOARD & COMMITTEES

NAME: Mark McCALEB DATE: 11/15/2023

HOME ADDRESS: [REDACTED]
(☒) Inside City Limits (☐) Outside City Limits

MAILING ADDRESS: Same -

TELEPHONE: (Residence) [REDACTED]

E-MAIL ADDRESS: [REDACTED]

OCCUPATION: (If retired, indicate former occupation or profession.)
FUNERAL DIRECTOR

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:

PLEASE **NUMBER** IN ORDER OF PREFERENCE THE BOARD YOU ARE INTERESTED IN SERVING:

AMBULANCE ADVISORY BOARD _____	WESLACO RECYCLING TASK FORCE _____
ANIMAL SHELTER ADVISORY BOARD _____	PARKS & RECREATION ADVISORY BOARD _____
BOARD OF ADJUSTMENTS - BUILDING ☒	MAYOR JOE V. SANCHEZ PUBLIC LIBRARY _____
BOARD OF ADJUSTMENTS - ZONING ☒	PLANNING & ZONING COMMISSION _____
CITIZENS DRAINAGE ADVISORY BOARD _____	TOWER OF HONOR _____
CIVIL SERVICE BOARD _____	WESLACO AIRPORT COMMITTEE _____
ECONOMIC DEVELOPMENT CORPORATION _____	
HOTEL OCCUPANCY TAX ADVISORY BOARD _____	

RETURN FORM & DISCLOSURE FORM TO:

CITY OF WESLACO
CITY SECRETARY
255 S. KANSAS AVENUE
WESLACO, TX 78596
nacantu@weslacotx.gov
Phone: (956) 968-3181
Fax: (956) 968-6717

FOR OFFICE USE ONLY

APPOINTED TO: _____

DATE: _____

PUBLIC ACCESS ☐ YES
☐ NO

RESOLUTION NO. 2023-62

A RESOLUTION OF THE CITY OF WESLACO APPOINTING A
MEMBER TO THE BOARD OF ADJUSTMENTS & APPEALS-
ZONING ORDINANCE.

WHEREAS, the City of Weslaco created and established the Board of Adjustments & Appeals-Zoning Ordinance.

WHEREAS, the term of the members of this board are for two years; and

WHEREAS, the Board of Adjustments & Appeals-Zoning Ordinance members shall serve with neither compensation nor term limits; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WESLACO, TEXAS THAT the following individuals are appointed to serve on the Board of Adjustments & Appeals-Zoning Ordinance as follows:

NAME

TERM ENDING

11/28/2025

PASSED AND APPROVED on this 28th day of November 2023.

CITY OF WESLACO

Adrian Gonzalez, MAYOR

ATTEST:

Norma A. Cantu, CITY SECRETARY

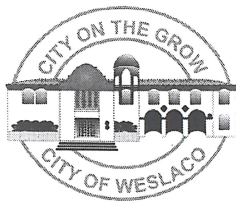
APPROVED AS TO FORM:

Juan E. Gonzalez, CITY ATTORNEY



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7155	
From:			
Subject: Discussion and consideration on Resolution 2023-63 appointing a member to the Planning and Zoning Commission and authorize the Mayor to execute any related documents. Possible action. (Staffed by Planning and Code Enforcement Department.)			
Background: The term of Carolina Crockett is set to expire December 17, 2023. Mrs. Crockett seeks favorable consideration for reappointment.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature Resolution			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA REBEKAH DE LA FUENTE Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve nominee as recommended by the governing body.			
Staff Recommendation: Approve.			
Attachments, if any: Board App - Carolina Crockett_Redacted, R2023-63 P&Z re-appt 1 member			
Responsibilities upon Approval: Execute, retain and notify the appointee and department.			



APPLICATION TO SERVE ON BOARD & COMMITTEES

NAME: Carolina Crockett DATE: 4/27/23
HOME ADDRESS: [REDACTED] Weslaco TX
() Inside City Limits () Outside City Limits
MAILING ADDRESS: [REDACTED] TX 78570
TELEPHONE: (Residence) [REDACTED] (Cell) [REDACTED]
E-MAIL ADDRESS: [REDACTED]
OCCUPATION: (If retired, indicate former occupation or profession.)
Manager - San Jacinto Enterprises
PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:
- Algodon Exec Board
- Homeschool Committee - Weslaco Nature Center

PLEASE **NUMBER** IN ORDER OF PREFERENCE THE BOARD YOU ARE INTERESTED IN SERVING:

AMBULANCE ADVISORY BOARD _____	WESLACO RECYCLING TASK FORCE _____
ANIMAL SHELTER ADVISORY BOARD _____	PARKS & RECREATION ADVISORY BOARD _____
BOARD OF ADJUSTMENTS - BUILDING _____	MAYOR JOE V. SANCHEZ PUBLIC LIBRARY _____
BOARD OF ADJUSTMENTS - ZONING _____	PLANNING & ZONING COMMISSION <u>①</u>
CITIZENS DRAINAGE ADVISORY BOARD _____	TOWER OF HONOR _____
CIVIL SERVICE BOARD _____	WESLACO AIRPORT COMMITTEE _____
ECONOMIC DEVELOPMENT CORPORATION <u>②</u>	
HOTEL OCCUPANCY TAX ADVISORY BOARD _____	

RETURN FORM & DISCLOSURE FORM TO:

CITY OF WESLACO
CITY SECRETARY
255 S. KANSAS AVENUE
WESLACO, TX 78596
nacantu@weslacotx.gov
Phone: (956) 968-3181
Fax: (956) 968-6717

FOR OFFICE USE ONLY

APPOINTED TO: _____

DATE: _____

PUBLIC ACCESS YES
NO

RESOLUTION NO. 2023-63

A RESOLUTION OF THE CITY OF WESLACO APPOINTING A
MEMBER TO THE PLANNING AND ZONING COMMISSION
BOARD.

WHEREAS, the City of Weslaco created and established the Planning and Zoning Commission Board pursuant to Subsection 2-36 of Ordinance No. 291, as codified in the City of Weslaco Code of Ordinances.

WHEREAS, the terms of the members of this board are for three years; and

WHEREAS, the Planning and Zoning Commission Board members shall serve without compensation and unlimited terms; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WESLACO, TEXAS THAT the following individual is appointed to serve a term on the Planning and Zoning Commission Board.

NAME

TERM ENDING

11/28/2026

PASSED AND APPROVED on this 28th day of November 2023.

CITY OF WESLACO

Adrian Gonzalez, MAYOR

ATTEST:

Norma A. Cantu, CITY SECRETARY

APPROVED AS TO FORM:

Juan E. Gonzalez, CITY ATTORNEY



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7079	
From:			
Subject: Discussion and consideration to approve the selection of a Graphic Designer from RFQ No. 2022-23-30 for Graphic Design Services for a logo refresh, and negotiate a contract with top ranked firm and authorize the Mayor to execute any related documents. Possible action. (There was no action on October 17, 2023; staffed by Jasmine Rico-Joens, Public Relations Officer.)			
Background: On 9/5/2023, the City Commission authorized city staff to solicit RFQ-Statements of Qualifications for Graphic Designer for a city logo refresh. The purchasing office advertised RFQ for two consecutive weeks in the Advance News Journal and posted the RFQ solicitation on the city's e-procurement module BIDNET. On 10/10/2023 Purchasing Office received and opened a total of five responses. Responses were evaluated by several members of the city staff including, IT Director Rick Mendoza and Chamber staff. City staff is requesting approval of top rated firm and to authorize staff to negotiate a contract for Graphic Design Services which will not exceed \$5,000.00			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA Jasmine Rico Joens Martin Garza		Created/Initiated New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Approve top ranked firm.			
Attachments, if any: RFQ Graphic Design Services for City Logo 2022-3, CrystalCranesMedia, Gamut Dev, JoyRiot, LocalityStudio, Luna Creative, matrixGRAPHIC DESIGNER EVALUATION FORM 2022-23-30			
Responsibilities upon Approval:			



City of Weslaco

**REQUEST FOR STATEMENTS OF
QUALIFICATIONS
FOR GRAPHIC DESIGN SERVICES FOR
CITY LOGO REFRESH**

RFQ No.: 2022-23-30

**Pre-Bid Conference: October 2nd, 2023 10:00 a.m.
RFQ DEADLINE: Oct 10th, 2023
CLOSING TIME: 10:00 a.m.**

Request for Qualifications

Qualified professional individuals/firms interested in responding to this Request for Statement of Qualifications (RFQ) should include information as requested. All information shall have been updated within the past three (3) months. Failure to provide the information requested or falsification of any information provided shall result in disqualification of the consultant.

REQUEST FOR QUALIFICATIONS FOR GRAPHIC DESIGN SERVICES FOR CITY LOGO REFRESH

ACKNOWLEDGMENT OF RECEIPT

Please fill in the requested information below as acknowledgment that you have received the Request for Professional Qualifications noted above. If your firm is interested in participating, this sheet must be completed and returned to or acknowledge intent through BIDNET.

Mr. Homer Rhodes, Purchasing Agent
City of Weslaco – Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: (956) 447-2240
E-mail: hrhodes@weslacotx.gov

Name of Firm: _____

Address: _____

City, State Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

_____ YES, Our company does have an interest in responding.

_____ NO, Our company does not have an interest in responding.

Name: (Print) _____ Title: _____

Signature: _____ Date: _____

City of Weslaco Purchasing Office

INVITATION

Request for Qualifications

Description	Number	Deadline
Request for Statements of Qualifications for Graphic Design Services for City Logo Refresh	RFQ 2022-23-30	10/10/2023 10:00 AM

Qualifications must be electronically submitted through the BIDNET link below before the deadline of October 10, 2023 at 10:00 A.M. Please register and follow appropriate instructions within the BIDNET website. **RFQ documents consisting of detailed specifications, general requirements or other information may be downloaded from BIDNET portal.**

<https://www.bidnetdirect.com/texas/cityofweslaco>

Interested respondents are invited to attend the prequalification Zoom Meeting on the date specified below. Attendance is recommended.

Interested respondents are invited to attend the Bid/Proposal opening on the dates specified below. Presence is recommended.

ZOOM LINKS:

Topic: **PRE-SUBMITTAL MEETING: Graphic Design Services for City Logo Refresh**

Time: Oct 2nd, 2023 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84232946588?pwd=azRQc1BIVE9wMFJWVnd3dnNlVmNkQT09>

Meeting ID: 842 3294 6588

Passcode: 386582

888 788 0099 US Toll-free

Topic: **RFQ/SOQ DEADLINE: Graphic Design Services for City Logo Refresh**

Time: Oct 10th, 2023 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82965649158?pwd=NUxRbXc4WDd0cDUwT3BGYVNkWmZsdz09>

Meeting ID: 829 6564 9158

Passcode: 114878

888 788 0099 US Toll-free

Procurement Schedule

September 20, 2023: First Advertisement of RFQ in the Advance News Journal

September 27, 2023: Second Advertisement of RFQ in the Advance News Journal

October 2, 2023: Pre-submittal meeting via ZOOM at 10:00 A.M.

October 3, 2023: Request for Information Deadline 5:00 P.M.

October 10, 2023: Statement of Qualification Deadline / ZOOM at 10:00 A.M.

October 17, 2023: Regular City Commission Meeting Interviews and Selection

Homer Rhodes, Purchasing Agent

Phone: (956) 447-2240

E-mail: hrhodes@weslacotx.gov

INTRODUCTION

The City of Weslaco ("City") is currently seeking to contract a qualified, professional Graphic Design firm to refresh our current city logo. The firm should understand/familiarize themselves with the history of the City of Weslaco's logo, the importance of the current symbolism in the Weslaco logo and be able to cohesively incorporate some of the original design elements and modern, professional design elements-- in an effort to provide the City of Weslaco a professional, cohesive brand on multiple known mediums. Said firm will be required to provide different options for city officials to choose from.

SCOPE OF SERVICES

The purpose of this project is to provide graphic design services specifically dealing with the City logo. This RFQ is seeking SOQs from interested Respondents who have the ability to provide all of the following services, but not limited to:

- Design, layout, typesetting, and proofing for brochures, pamphlets, flyers, newsletters, reports, print advertisements, display signage, and direct mail
- Create marketing materials using a variety of methods including illustration, photography, and web-based graphic projects
- Design distinctive logos for City services and events
- Develop graphic materials and layouts for internet web pages, interactive media and multimedia projects such as video animation

Examples of projects may include:

- City of Weslaco Logo variations
- City of Weslaco Letterhead
- City of Weslaco Promotional Items
- City of Weslaco Social Media Avatars
- City of Weslaco Video Animation

A project schedule will be provided at the start of each project and will include a planning meeting to discuss the size and scope of each project. Work orders shall be created for each project with an estimated time required for the project and a maximum, not to exceed, fee amount shall be provided on the work order form prior to commencement of work. Work order shall include expected timeline, number of drafts and revisions allowed for in the not to exceed fee, any fee for in-person or phone design meetings, and all other fees shall be inclusive in the work order.

The City of Weslaco reserves the right and/or option to select one or more firms to perform the Scope of Work as defined within the RFQ. If selected, the City of Weslaco does not guarantee, promise, convey, imply, infer, suggest, or agree a firm(s) will provide graphic design services for said facility. Furthermore, the City of Weslaco

reserves the right and/or option to add, reduce and or/reject portions of the Scope of Work for any selected firm(s) at any point in time. Said rights and/or options shall continue through the procurement, design and construction phases of the project(s).

The selected firm will report to and operate under the direction of City of Weslaco's Public Relations Officer. The firm must have a superior background, training and qualifications meeting all requirements of this RFQ, registered in the State of Texas.

III. OBJECTIVE

The City of Weslaco proposes to retain a highly qualified design firm to provide the services described herein. The City of Weslaco is searching for firms with significant experience in graphic design, logo creation, and brand building.

- The City of Weslaco will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ.
- Addenda will be provided to known RFQ holders registered with the City of Weslaco.
- The City of Weslaco expressly reserves the right to accept or reject any all qualifications submitted.
- This request for Request for Qualifications does not commit the City of Weslaco to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates the City of Weslaco to award a contract or to pay any costs incurred in the preparation of a response.
- The City of Weslaco specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of the City of Weslaco.

IV. QUALIFICATIONS

The selected firm must possess the ability, experience, and reputation for quality service necessary to produce high-quality and functional projects. To ensure the firms are capable of providing an acceptable level of service to the City, the following minimum qualifications must be met:

- Firm must have experience in dealings with municipal government.
- Firm must have extensive experience in logo creation for multiple industries, preferably municipalities and or government entities.
- Firm must have the ability to direct, coordinate, and prepare design sketches, working drawings, and deliverable assets for projects for the City of Weslaco.
- Firm must be able to meet deadlines and provide revision work as needed during this project.
- Firm must have the ability to design by hand, by computer graphic design and have logo animation capabilities.

V. SELECTION PROCESS

The City is seeking a highly qualified firm, experienced in providing the professional planning and design services outlined in the Scope of Work. The required qualifications may be demonstrated in the experience of Respondent's team members. A Selection Committee composed of representatives from the City of Weslaco will review the SOQs.

The City of Weslaco reserves the right and/or option to select one or more firms to perform the Scope of Work as defined within the RFQ. If selected, the City of Weslaco does not guarantee, promise, convey, imply, infer, suggest or agree a firm(s) will provide graphic design services for said facility. Furthermore, the City of Weslaco reserves the right and/or option to add, reduce and or/reject portions of the Scope of Work for any selected firm(s) at any point in time.

The Team, if applicable, will be selected in a two-step process:

- **Step 1** – The SOQ will be ranked based on the selection criteria and relative weights set out in Section VII.A. of this RFQ. Respondents can receive up to 100 points for the RFQs. The City reserves the right to exercise the option to select the top three ranking firms to give a presentation/ interview for final selection.
- **Step 2** – The presentation/ interviews, if exercised by the City, will be ranked based on the selection criteria and relative weights set out in section VII.B. of this RFQ. Respondents can receive up to 100 points for the presentation/ interview.

The apparent successful Respondent will be Respondent that offers the best value to the City based on their submitted SOQ and the presentation/ interview scores, if applicable. The City will first attempt to negotiate a contract at a fair and reasonable price with the apparent successful Respondent. If a satisfactory contract cannot be negotiated, the City will formally end negotiations in writing and proceed to negotiate with the next Respondent in order of the combined SOQ and presentation/ interview scores, if applicable, until a contract is reached or negotiations with all ranked Respondents end.

Submission of a SOQ and/or subsequent presentation/ interview indicates Respondent's acceptance of the evaluation protocol and Respondent's recognition that some subjective judgment must be made by the City during the assigning of points.

VI. SUBMITTALS

Respondents must submit qualifications electronically through BIDNET link before deadline of October 10, 2023 at 10AM.

BIDNET link: <https://www.bidnetdirect.com/texas/cityofweslaco>
BIDNET Customer Support 800-835-4603

Only timely received submittals meeting the requirements of this request for qualifications shall be considered. No submittal shall be considered or accepted which is submitted by a firm(s) that is in default under the terms of any existing agreement with the City of Weslaco, or which has failed to perform its obligations faithfully under any previous agreement with the City. An authorized representative of the firm shall sign submittals.

QUESTIONS REGARDING THIS REQUEST FOR QUALIFICATIONS

Questions regarding this project must be submitted in **writing** and directed to Homer Rhodes – Purchasing Agent, Email: hrhodes@weslacotx.gov; or through BIDNET Q&A.

Amendments or revisions to this RFQ resulting from written questions emailed to Homer Rhodes or posted through BIDNET Q&A will be answered accordingly through Addendum via BIDNET. Respondents to this RFQ are responsible for obtaining all necessary information required for a compliant RFQ submission.

Interested firms are encouraged to review the project and make an on-site review of the different aspects involved in the project.

Within thirty (30) days after the date of opening the responses, the City shall evaluate and rank each request of qualifications submitted in the criteria set forth in the request for qualifications.

Late submittals will not be reviewed for any reason. All submissions must be provided electronically through BIDNET before the deadline of October 10, 2023 at 10AM. BIDNET link: <https://www.bidnetdirect.com/texas/cityofweslaco>

To enable the City to efficiently evaluate the SOQs, Respondents are urged to strictly follow the required format in preparing their SOQ. **Electronic submittals must be bookmarked to follow the required format.**

Each SOQ shall be organized in the following order:

A. Outside Cover and/or first page: Shall contain the name of the RFQ, the name of the Respondent, and the submittal date.

B. Table of Contents: The next page shall be a table of contents.

C. Divider 1 – Transmittal Letter

The first page following the divider shall be a one-page letter transmitting the SOQ to Homer Rhodes, Purchasing Agent, City of Weslaco. The transmittal letter shall state that the signer of the document is authorized by the Respondent to sign the document. The transmittal letter shall contain the names of the proposed Project Manager, and the proposed project team. At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent.

D. Divider 2 – Team Organization

1. *List of Team Members*: On one page, list the Team member firms along with the primary responsibilities (e.g., Graphic Designer, Agency Principal, etc.) they will have on the Team, the number of years they have been in business, and the number of employees on staff. Please indicate the lead firm.
2. *Organization Chart*: The next page shall be a simple organization chart of the Team, showing the reporting structure of the people proposed to do the work.
3. Resumes of the key members actively involved with (e.g. Project Manager, Team lead, etc.) each firm proposed in the team.

E. Divider 3 - Project Experience

1. *Project Listing* - List all projects in progress or completed within past five years meeting the following criteria:
 - a. Logo Creation
 - b. Logo Refresh
 - c. Logo implemented on promotional items/ social media/ letterhead/etc.
2. Arrange the projects in descending order of contractual completion date from latest to earliest.
3. Provide the following information for each project, in the order listed:
 - a. Project Name and location
 - b. Owner Name; Contact Person; Telephone; E-mail
 - c. Scope Summary (Include major similarities that would specifically qualify your company for Project)
 - d. Actual or Estimated Cost
 - e. Contractual completion dates (NTP thru bid)
4. *Project Brief* - The Respondent shall select three projects to highlight, as best representing the firm's project experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information, which shows the capability of the firm to provide the range of services that are required by this project. The work described must have been performed within the past five years. Minimally, each brief shall contain:
 - a. Project Name and location
 - b. Year project completed and brief explanation regarding steps Respondent took to satisfy the brief
 - c. Scope Summary including a description of services provided (Include major similarities that would specifically qualify your company for this Project)

- d. Name of Client and/or Owner/Operator and current telephone number and email address
- e. Key staff involved, who are also proposed for this Project
- f. Actual or Estimated Construction Cost and brief explanation regarding steps Respondent took to adhere to Owner's budget.
- g. Give examples where your company overcame extreme adversity, specifically with reference to demanding cost controls, schedule creep, and the efforts your company made to overcome those problems.

Graphic Information: Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.

F. Divider 4 - Narrative

1. *Narrative*: The Respondent shall provide no more than three pages of narrative that describes:

- Characteristics of your company that most set it apart from others.
- Team's working relationship
- Respondent's systems and processes for insuring quality and timely performance on projects.
- Respondent's track record of meeting deadlines and working within a budget.
- Cost estimating approach
- Respondent's understanding of the City's needs and approach to this project (budget versus logo refresh)
- Identify aspects or elements of this Project that may pose unusual challenges. Discuss how you will address such challenges.
- Has your company ever been terminated from a project with or without cause? If so, provide details and owner contact's name, telephone number, and e-mail address.
- **LITIGATION SUMMARY**: A litigation summary that briefly describes any claims or lawsuits that have been filed against the firm that relate to the performance of professional services must be submitted. Identify the claim or suit by adverse party, case number, jurisdiction where filed and current status. This statement may be submitted as a separate document electronically submitted at the same time that the SOQ is submitted.

G. Divider 5 - Quality of Service

Testimonials: Respondents may include no more than four one-page letters from clients that they have worked with on previous projects. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the Respondent. Letters shall also include contact name and telephone number.

VII. SELECTION CRITERIA

A. Statements of Qualifications 100 Points

The SOQs will be ranked based on the selection criteria and weights set out below:

- a. Experience in similar or relevant projects by key members who would be assigned to this project (**maximum 10 points**).
- b. A suitably sized staff to meet the phases of work (**maximum 5 points**).
- c. Project experience by prime firm, sub-contractors, and key members with governmental entities (**maximum 10 points**).
- d. Experience by prime firm, sub-contractors, and key members with logo design and multi-media implementation (**maximum 30 points**).
- e. Demonstrable systems and processes in-house for insuring quality and timely performance on projects (**maximum 5 points**).
- f. Understanding of City's needs and appropriateness of Team's approach to this project (**maximum 20 points**).
- g. Track record of meeting deadlines and working within a budget, (**maximum 10 points**).
- h. Applicability and quality of references (**maximum 10 points**).

B. Presentation/ Interview 100 Points

Should the City elect to conduct interviews, the top three Respondents will be short-listed to make a presentation/interview and answer questions from a panel of City of Weslaco representatives. The presentations will be ranked based on the selection criteria and relative weights set out below.

The Respondents will be given a maximum of 20 minutes to make a presentation. A maximum of 5 minutes of the presentation should include an introduction of the team and information about the firm and a maximum of 15 minutes should address the challenges of the project, approach to design, and method of estimating construction costs. Upon the conclusion of the presentation/interview the Respondents will have a maximum of 20 minutes to respond to questions asked by the Selection Committee.

- a. Demonstrate Team's competence, qualifications, and ability (**maximum of 20 points**).
- b. Demonstrate Team's understanding of the team approach to address the needs of the City of Weslaco while maintaining the vision, function, scheduling, and budget (**maximum of 20 points**).
- c. Appropriateness of answers given during the Question and Answer portion of the interview (**maximum 30 points**).

- d. Demonstrate competence to manage the design process and the deliverance of completed assets. **(maximum 15 points)**.
- e. Demonstrate Quality Assurance/ Quality Control methodology **(maximum 15 points)**.

VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.

C. INTERVIEWS – After the screening of SOQs, Respondents may be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent's project approach and to an appraisal of the people who would be directly involved in the project.

D. INQUIRIES – Once the project is advertised, there shall be no contact with any city official or city employee unless using the formal process through the Purchasing Department. Only contact allowed is through Homer Rhodes, Purchasing Agent. Failure to comply, will result in the firm being disqualified for process.

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and Addendum(s) will be posted on BIDNET portal. Firms are responsible for viewing Addendum(s) on BIDNET and are not relieved for obtaining necessary information provided in such Addenda to submit a successful SOQ. Any inquiries/request for information relating to this RFQ must be submitted in writing and or posted through BIDNET Q&A no later than October 3, 2023 at 5:00 p.m.

E. COST OF SOQ'S – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.

F. CONTRACT NEGOTIATIONS – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverages, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may make the inclusion of a "key person's clause" a part of the contract negotiations.

G. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their RFQs are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the RFQ.

H. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Weslaco Ordinances and policies which will relate to contracting with the City. More detailed guidance is available on City's website:

https://www.municode.com/library/tx/weslaco/codes/code_of_ordinances

I. The City of Weslaco reserves the right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select Respondents for the submittal of more detailed information; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.

ADDENDA

The following Addenda have been received. The modifications to the RFQ Documents noted therein have been considered and all services thereto are included in the RFQ.

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____



CRYSTAL CRANES MEDIA

Let's soar.

Crystal Cranes Media is a creative and digital marketing agency. We bring clarity and a visual edge to help businesses SOAR (to serve, be original, be adaptive, get results).

RFQ No. 2022-23-30

Janeve Helmbold | Owner

October 10, 2023

crystalcranesmedia.com



TABLE OF CONTENTS

- 1 Transmittal Letter
- 2 The Team
- 3 Org Chart
- 4-6 Resumes
- 7-10 Project Experience
- 11-13 Narrative
- 14 Quality of Service

TRANSMITTAL LETTER

Dear Homer Rhodes,

I am writing to express our excitement to collaborate with the City of Weslaco, Texas, to refresh the current logo and create a cohesive design that will showcase its rich history and culture.

At Crystal Cranes Media, we firmly believe in the power of effective branding and communication to transform communities and drive growth. Weslaco, Texas has a unique story to tell (and grapefruits and onions to spotlight)! We'd love to help convey that narrative through compelling visuals and marketing materials.

Weslaco is more than just a city; it's a dynamic hub of culture, commerce, and community. With its strategic location, strong economic base, and dedicated residents, Weslaco stands as a testament to progress and innovation in the heart of the Rio Grande Valley. Our hope is to be able to create designs that the people will be proud of.

As the project manager, I am committed to ensuring a seamless and successful collaboration between our team and the City of Weslaco. Our dedicated project team, consisting of experienced graphic designers, marketing strategists, and communication experts, is eager to contribute their skills and creativity to this project.

We have a proven track record of working with municipal, development, and non-profit organizations, delivering results that align with our client's vision and goals. With our diverse range of expertise, we are confident that we can work closely with the City of Weslaco team to achieve something great together.

Thank you for your time and consideration.

Sincerely,



Janeve Helmbold
Crystal Cranes Media - Owner
(269)-532-3860
janeve@crystalcranesmedia.com



THE TEAM

5 TEAM MEMBERS TOTAL



Janeve Helmbold - Owner & Creative Director **15 Years Experience, expanded CCM January 2023**

Janeve is a visionary who has started many successful small businesses and has helped 30+ companies grow over the past decade. Her uncanny ability to catch your vision, amplify it, and translate it to an achievable action plan works every time. She thrives on clear communication that builds equity and trust.

Her trusted designer.



Aaron Clay - Designer **10 Years Experience**

For over a decade Aaron has been pixel-obsessed in the design world and elevates his craft every day. His design philosophy guarantees a clear and precise vision on every project he embraces. He is unmatched in his ability to distill complex ideas and dream sessions down to a clear step-by-step design-flow process. No ill-spaced margin, miss-matched font, or overcomplicated logo is safe from his keen eye for detail and clarity.

Rest of the team.



Zac Page - Development Director **15 Years Experience**



Myles Zalewa - Multimedia Specialist **10 Years Experience**



Skyler Sponable - Social & Project Managment **1 Year Experience**

ORG CHART

At Crystal Cranes Media, we have a horizontal perspective on reporting that maximizes collaboration and ingenuity. We consider each team member an equal part of the flock. Every team member reports to Janeve while flying in formation together.

Zac

Aaron

Myles

Skyler

Janeve





Janeve Helmbold

Entrepreneur | Marketing | Coach

CONTACT

Phone

269-532-3860

Email

janeve@crystalcranesmedia.com

Address

Kalamazoo, Michigan

EDUCATION

University of the Cumberlands

2020-Present - Master's Degree
Clinical Counseling

Foundr - Start & Scale

2021 - Digital Course
E-Commerce & Marketing

Western Michigan University

2005-2012 - Bachelor's Degree
General Studies

REFERENCES

Mike McCormick

President of High Purpose Practice

Phone: 724-469-1318

Email: mmccormick@highpurposepractice.com

Jennifer Wynn

Founder of embé babies

Phone: 714-906-6335

Email: jennifer@embébabies.com

PROFILE INFO

Creative professional that bridges human connection & business success. Skilled in creating unique marketing messages and strategies that speak to the heart and get results. Serial entrepreneur and business partner for brands worldwide.

EXPERIENCE

2022 - Present

Crystal Cranes Media

Owner/Creative Director

- Lead a team of 4 creative professionals to develop and execute campaigns that drive brand awareness, engagement, and sales for clients across various industries
- Develop and execute creative strategies and concepts that align with client objectives, target audience insights, and market trends
- Manage budgets and timelines for multiple projects simultaneously, ensuring that all deliverables are of the highest quality and delivered on time and within budget
- Foster a collaborative and innovative team culture that encourages and supports creativity and teamwork
- Establish and maintain strong relationships with clients, stakeholders, and third-party vendors, ensuring that projects are executed smoothly and efficiently
- Stay up-to-date with the latest trends, tools, and technologies in the media industry to ensure that campaigns are innovative and effective

2020-2022

Helmbold House LLC

Marketing & Social Media Strategist

- Develop and execute social media strategies that align with business objectives, target audience insights, and market trends
- Collaborating with brand influencers to build awareness
- Execute on roadmaps that take audience from awareness to conversion
- Storyboard and create content that have high virality (multiple videos with over 1 mil views)

2016-2021

The Rock Kalamazoo

Director of Marketing & Communications

- Create distinct branding and messaging
- Increased email open rate percentage by 15% targeted subject lines
- Implement social media strategy that resulted in Increased Facebook page likes by 300%
- Developing and implementing short-and long-term promotions campaigns and strategies based on quarterly goals



AARON CLAY

1128 W. Michigan Ave, Suite #1 • Kalamazoo, MI 49006
(269) 366-4057 • aaron@crystalcranesmedia.com

SUMMARY

Exceptional eye for detail. Proven under pressure. Excels at problem solving and self-taught learning. Tech savvy, design-oriented and passionate.

WORK HISTORY

Crystal Cranes Media • Kalamazoo, MI Jan 2023-present

Graphic Designer

- Conceptualize and develop client logos, assets, and brand guidelines.
- Accurately translate client branding to various media, such as: flyers, business cards, banners, wearables and more.
- Design client websites for various platforms.

Water Street Coffee Joint • Kalamazoo, MI Aug 2015–Dec 2022

Office Manager, Shop Manager, and Barista

- Helped launch fifth café location as store manager.
- Hired, trained, and encouraged staff to execute company standards.
- Created and improved internal management materials.
- Photographed, scheduled, and monitored posts for social platforms.
- Provided various copywriting for newsletters, press releases, etc.
- Oversaw wholesale customer acquisition, and daily customer service.

Freelance Graphic Design • Remote Sept 2014–present

- Partnered with various organizations to successfully deliver projects, such as: flyers, banners, logos, digital event assets, and more.

The Rock Church • Kalamazoo, MI, Seal Beach & Anaheim, CA Aug 2008–Sept 2014

Graphic Designer, Technical Director, and Communications Department Leader

- Led technology-based, administrative and customer service teams.
- Designed web graphics and print materials.
- Produced event branding, logos, as well as filmed, and edited video projects.

EDUCATION

Kalamazoo Valley Community College Winter 2008

Kalamazoo, MI

General Education

Mattawan High School 2003–2007

Mattawan, MI



ZACHRY S. PAGE

Writer | Director | Producer

Passionate storyteller and media professional with fifteen years of experience serving clients and helping team cultures thrive. A gifted visionary, able to listen, interpret, and unify initiatives, while always finding the missing puzzle piece. He is an old-fashioned family man with an Award winning Filmmaker alias to boot.

EDUCATION

- Grand Valley State University
*Bachelor's Degree
Multimedia Communications*
Completed in 2010
- Express Employment Pros
Purpose Driven Leadership Course
Completed in 2018
- Avilia Institute
Certificate of Spiritual Formation
Completed in 2021

CONTACT

E: zac@crystalcranesmedia.com
P: 616.885.6313
A: Downtown Lansing, MI

VOLUNTEERISM

- 2018
KID'S FOOD BASKET
Marketing Committee Member
- 2015 – 2018
KID'S FOOD BASKET
Produced numerous promo videos with one campaign that broke a 14 year record in annual giving at KFB.

PROFESSIONAL EXPERIENCE

- CRYSTAL CRANES MEDIA | Development Director
2022 – Present
Key responsibilities:
 - Generate big picture ideas and revenue growth models
 - Oversee Client Relations to increase Network partnerships
 - Expand CCM footprint and inspire community engagement
 - Expand services capabilities to engage rapid tech trends
 - Writer/Director/Producer on various ads and video projects
- FHPA PARK ASSOCIATION | Development Director
2020
Key responsibilities:
 - Identified key community engagement opportunities
 - Worked with FHPA Board of Directors to activate the FHPA park by adding numerous amenities and events
 - Recruited volunteers and implemented marketing strategy
 - Helped assemble new Board for 501c3 Foundation Launch that raised \$1 million in pledges in 2022 for a new pool.
- DROPDROP | Creative Director/Partner
2013 – 2018
Key responsibilities:
 - Guided content development and a full-company re-brand
 - Became Executive Partner in 2016 to implement new vision
 - Expanded network to double revenue that same year
 - Writer/Director/Producer on hundreds of ads and videos

REFERENCES

- DOWNTOWN GRAND RAPIDS INC.
Andy Guy
Chief Outcomes Officer
aguy@downtowngr.org
616.308.6250
- FHPA
Greg Feutz
Board President
fhpa.president@gmail.com
616.957.8129

PROJECT EXPERIENCE

Detroit People Mover | Detroit, MI

Madonna VanFossen | (248) 421-2361 | MVanFossen@thepeoplemover.com

Logo Refresh and implemented on promotional items/ social media/ letterhead/etc.

Est. Cost \$23,000

Logo Refresh Completion: October 9, 2023

Other Marketing Materials: TBD 2023

Patterns of Development | Kalamazoo, MI

Kyle Gulau | (734) 474-0578 | kyle@percentinvisible.com

Logo & Branding Design w/ Website Implementation

Cost \$8,050

Completion Date TBD 2023

Forever Truth | Anaheim, CA

Kimberly Dirmann | (248) 421-2361 | kimberly@forevertruth.com

Logo Refresh and implemented on promotional items/ social media/ website

Cost \$3,500

Completion Date TBD 2023

Yes 4 Vets | Kalamazoo, MI

Michael Fry | (760) 481-9757 | office@yes4vets.com

Logo Implementation on county-wide ballot campaigns & marketing materials

Est. Cost \$35,000

Completion Date: November 7, 2023

Member Driven Technologies | Detroit, MI

Carla Bettens | (586) 698-1404 | cbettens@mdtmi.com

Logo & Branding implementation on conference materials & videos

Cost \$23,773

Completion Date: May 2023

4THE22 | Kalamazoo, MI

Joshua Flath | (808) 779-1148 | jj@4the22.life

Logo creation & implementation on promotional items/ social media/website

Cost \$450

Completion Date: May 2023

DETROIT PEOPLE MOVER

MADONNA VANFOSSSEN
MARKETING AND ADVERTISING MANAGER
(248) 421-2361
MVANFOSSSEN@THEPEOPLEMOVER.COM

PROJECT MANAGER | JANEVE HELMBOLD
GRAPHIC DESIGNER | AARON CLAY
TO BE COMPLETED Q4 2023
EST. COST \$23,000

LOGO REFRESH



Our main points of contact included the Communications and Public Relationships Manager, the Marketing and Advertising Manager, and the General Manager. Our weekly meetings kept us on schedule and our value for open communication aids in working through schedule creep and cost controls. Currently, this project is on target and on budget!

OVERVIEW

The Detroit People Mover (DPM), an iconic part of Detroit, is an automated, elevated train system that serves downtown Detroit, Michigan. As a symbol of Detroit's urban renewal and revitalization efforts, we paid homage to the vintage logo while adding a modern flare that will turn heads.

PROCESS

Our thorough onboarding process helps bring ease to the design process. We also interviewed key stakeholders to ensure our understanding of values and perceptions.



MEMBER DRIVEN TECHNOLOGIES

CARLA BETTENS
VICE PRESIDENT | MARKETING & COMMUNICATIONS
(586) 698-1404
CBETTENS@MDTMI.COM

PROJECT MANAGER | JANEVE HELMBOLD
GRAPHIC DESIGNER | AARON CLAY
COMPLETED MAY 2023
COST \$23,773



OVERVIEW

MDT is a financial technology company that serves credit unions across the nation. Their yearly conference required branding services that built upon its existing logo designs. CCM was hired to create graphics and videos that exemplify the innovation and modernity their company provides.

PROJECT SCOPE

We sat down to create an entire storyline of the beginnings of MDT and rebranded their yearly E3 conference to incorporate their desired style which was both urban and technological. We worked with the Senior Marketing & Communications Specialist, the Vice President of Marketing & Communications and the CEO. Initial project scope expanded, which expanded the project scope by \$5,533.



4THE22 MEMORIAL DAY CHALLENGE

JOSH FLATH
PRESIDENT
(808) 779-1148
JJ@4THE22.LIFE

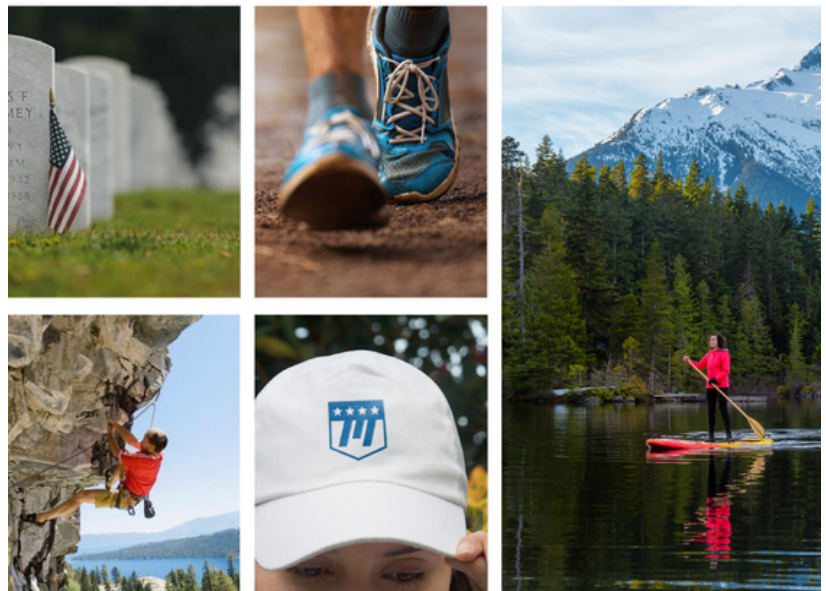
PROJECT MANAGER | JANEVE HELMBOLD
GRAPHIC DESIGNER | AARON CLAY
COMPLETED MAY 2023
COST \$450

OVERVIEW

4THE22 is a 501 (c)3 nonprofit organization, that works to, not only raise awareness of veteran and first responder suicide rates but more importantly, to provide solutions. They help veterans find balance and purpose through the therapeutic activities of standup paddling, surfing, and exercise. This year, we partnered together with this non-profit to help them raise awareness of veteran suicide through their Memorial Day Challenge.

PROJECT SCOPE

CCM was hired at a heavily discounted rate with in-kind donated services to create media and marketing campaigns to raise funding and involvement. We saw an increase of 113% in participants and a 1,274% increase in giving within 60 days. Due to the limited budget and time constraints of the challenge, our team had to budget our time wisely and continue to prioritize the project with great success.



NARRATIVE

The history of Crystal Cranes Media begins in the heart of a man located in Taipei, Taiwan. With only some money in his pocket, he travelled to America with a big dream of opening his own restaurant. Through sheer grit and unwavering determination, he started as a busboy, married the love of his life, and eventually became a chef at his very own Chinese restaurant. This extraordinary individual is none other than my father, who instilled in me a deep passion for business growth through the transformative power of marketing and visual storytelling.

Over the past decade, I have had the honor of supporting numerous businesses on their growth trajectories, including my father's. Recognizing the unique perspectives I bring as a BIPOC woman, I made the conscious decision to expand my team in January 2023, enabling us to engage with organizations on a broader scale. I decided to gather a group of A-list talent to continue to provide innovative and creative solutions. With Zac's rich background in the film industry and participation in hundreds of film festivals, he brings the unique skillset required to execute on telling stories in a new light. While Aaron has been my trusted graphic designer for years with a level of intuition and eye for detail unparalleled to much of the competition I've sought after in the field. His ability to overcome shifting timelines and unexpected changes, while still delivering a masterful product on time and within budget never ceases to amaze me.

In this ever-expanding digital age, where Artificial Intelligence looms large, our mission remains resolute - to humanize brands and forge deep connections on personal and emotional levels. The partnerships that we've had in just the last 6 months have been exciting and purposeful. Our campaigns have created credibility, awareness, and a significant return for our partners. From tech firms to small businesses, this is what we know:

Some algorithms of the human heart never change.

Be engaging.

Be inspiring.

Be crystal clear.



UNDERSTANDING

THE GAMEPLAN

- Thorough discovery meetings for onboarding & relationship-building
- Logo & Visual Identity Creation (3 rounds of edits)
- Design, layout, typesetting, and proofing for brochures, pamphlets, flyers, newsletters, reports, print advertisements, display signage, and direct mail
- Create marketing materials using a variety of methods including illustration, photography, and web-based graphic projects
- Develop graphic materials and layouts for internet web pages, interactive media and multimedia projects such as video animation

CCM has never been terminated from a project and we have a strong track record of meeting deadlines while staying within budget. Our costs are based on estimated billable hours. For this project we anticipate approximately 180-230 hours over the course of 2-3 months. The challenges we foresee revolve around communication and coordinating everyone's schedules to ensure feedback can be provided in a timely manner and decisions can be made efficiently. To overcome this, we are very detailed on our project management workflow.

PROJECT MANAGEMENT

This project has begun with a thorough up-front process of discovery. Planning and discovery will continue through interviews and surveys. We will also establish a system to allow us to work efficiently throughout the duration of the project.

Your project's success depends on solid planning and management; this work is crucial. Resource re-allocation, misplanned tasks, and milestones are the top causes of delays for such a project. The beginning of the project will be entirely dedicated to planning and structuring our interactions.

MEETINGS STRUCTURE

We will begin with a project kickoff meeting. After that, we will schedule 30-minute weekly meetings to cover the following four points: victories (what we achieved last week), issues (where we fell short last week), priorities (what is getting done next week), and metrics (how is the project progressing).

COMMUNICATIONS

For massive projects, emails tend to decrease productivity. We prefer to utilize a project management tool to communicate when possible. We will be using Notion as a tool to manage our progress and correspondence. This communication guideline helps eliminate gaps in understanding which might lead to duplicate work, misunderstanding, and team frustration.



DESIGN PROCESS

DESIGN PHASE 1 - Discovery

The discovery phase is the initial stage of developing a branding guideline. It involves comprehensive exploration to understand the organization, its values, goals, and target audience. This helps gain insight to desired perception.

DESIGN PHASE 2 - Conceptualization

The conceptualization phase focuses on translating the insights gathered during the discovery phase into creative concepts and visual representations. Designers brainstorm ideas and explore various creative directions that align with the brand's identity and objectives. This phase involves developing mood boards, sketching initial design concepts, and exploring typography, color palettes, and imagery that reflect the brand's personality and resonate with the target audience.

DESIGN PHASE 3 - Creation

This phase involves creating detailed design assets such as logos, typography systems, color palettes, photography styles, and graphic elements. Designers carefully consider consistency, scalability, and adaptability across various touch points, including digital platforms, print materials, packaging, and signage.

HISTORIC. MODERN. BOLD.

We believe these three words best describe how we'd approach the Weslaco City Logo. We need to maintain historical pride, highlight modern progress, and promote the bold strength of Weslaco as the heart of the Rio Grande Valley.



QUALITY OF SERVICE

Josh Flath | 4THE22 | (808) 779-1148

"Crystal Cranes has a great team! Their creative out of the box thinking, attention to detail, and customer service is very impressive. I can't recommend Crystal Cranes Media highly enough."

Michael Fry | Kzoo County Veterans Affairs Committee | (760) 481-9757

"The Crystal Cranes Team is a true joy to work with. I found a true partner in strategic thinking focus, followed up by outstanding quality of work and execution. Special superpowers in the areas of social media, podcasting, and video editing were icing on the cake!"

Carla Bettens | Member Driven Technologies | (586) 698-1404

Reference Questionnaire

1. Work Performed: CCM provided us with all digital and physical assets (signage) and videos for our 2023 annual client conference in May.
2. Timelines: 2/1/23 - 5/30/23
3. Was performed according to specs? Yes and I'll add that they are not only a high quality creative firm to work with but very good people and flexible (within scope and timeline). Their work is unbelievable!

I hope you get an opportunity to work with them. Please don't hesitate to contact me should you have any questions."

OTHER REVIEWS

"I have worked with Crystal Cranes on a couple of different projects, and my experience has been nothing less than enjoyable. The team is professional, engaged, and creative. They worked closely with my organization to fully understand our request/vision, made any requested adjustments in a very reasonable amount of time, and the final/delivered items have exceeded my expectations! Very much looking forward to our next project together."

- Jonathan Daysen

"Crystal Cranes is such a great team to work with! They're down to earth, talented, fun, and have quick turn around times. They produce quality work at an affordable price and really take the time to get to know the specific needs of your business. We look forward to many future projects with this team!"

- Kalamazoo Startup Center



Thank you!

crystalcranesmedia.com



CRYSTAL CRANES MEDIA

Janeve Helmbold
Owner | Creative Director
Crystal Cranes Media
(269)-532-3860
janeve@crystalcranesmedia.com



Graphic Design Services for City of Weslaco Logo Refresh

Respondent: Gamut, LLC
(Gamut Dev)

Submittal Date: 10.10.2023



Table of Contents

Slide No.	Title	Slide No.	Title
01	A. Cover Page	27	F. Divider 4
02	B. Table of Contents	28	Company Narrative
03	C. Divider 1	29	Our Process
04	Transmittal Letter	30	Our Understanding
05	D. Divider 2	31	G. Divider 5
06	Team Introduction	32-35	Client Testimonials
07	Org. Chart of Weslaco Design Team	36	Thank you & Company Contact Info
08-10	Resume of Key Team Members		
11	E. Divider 3		
12-25	Project Experience & Brief		
26	Case Study (Challenge & Solution)		

01

Transmittal Letter

Transmittal Letter



Attention: Homer Rhodes
Purchasing Agent
City of Weslaco



Dear Mr. Rhodes,

My name is Nahid LaCiura and I am the founder and CEO of Gamut, LLC. I am writing to formally transmit our Statement of Qualifications (SOQ) for the "Graphic Design Services for City Logo Refresh" project with the City of Weslaco. This document outlines our expertise, experience, and approach in providing high-quality graphic design services that align with the project requirements.

Amir Taba is spearheading our sales department and is duly authorized by Gamut, LLC to submit this SOQ and follow up on the status, and respond to any questions that might arise.

In addition, I am pleased to introduce the proposed Project Manager, Crystal Hays, who will spearhead our efforts on this project. Together with our proficient project team, which includes Myself (Nahid LaCiura), Amir Taba, Asana Haghi, Crystal Hays, Elnaz Foorgi, Amin Hemati, Saber Noori, and other team members (if needed), we are committed to delivering exceptional design solutions that meet the unique needs of the City of Weslaco. Our team consist of several strategists and content writers as well should we need their expertise in crafting a memorable tagline to go along with the new logo.



Enclosed please find the original transmittal letter, along with the requisite copies as per the submission guidelines. We believe this SOQ encapsulates our capabilities and dedication to ensuring the success of this project.

Should you require any further information or clarification, please do not hesitate to contact me directly at **Nahid@GamutDev.com**.

Thank you for considering Gamut, LLC as a potential partner for your Graphic Design needs. We look forward to the opportunity to contribute to the success of this endeavor.

Sincerely,

Nahid LaCiura

Founder & CEO
Gamut, LLC
Nahid@GamutDev.com

02

Team Organization

Team Introduction



Nahid LaCiura

Founder & CEO

(she/her)

15 years in Design/ Development & Management



Amir Taba

Account Manager

(he/him)

7 years in Project Management



Crystal Hays

Project Manager

7 years

in Project Management



Elnaz Foorgi

Art Director

10 Years

in graphic design,
4 years in Art Directorship



Amin Hemati

UX/ UI Specialist/
Developer

14 years

In Design and Development



Saber Noori

Senior

Logo/ Graphic Designer

10 years

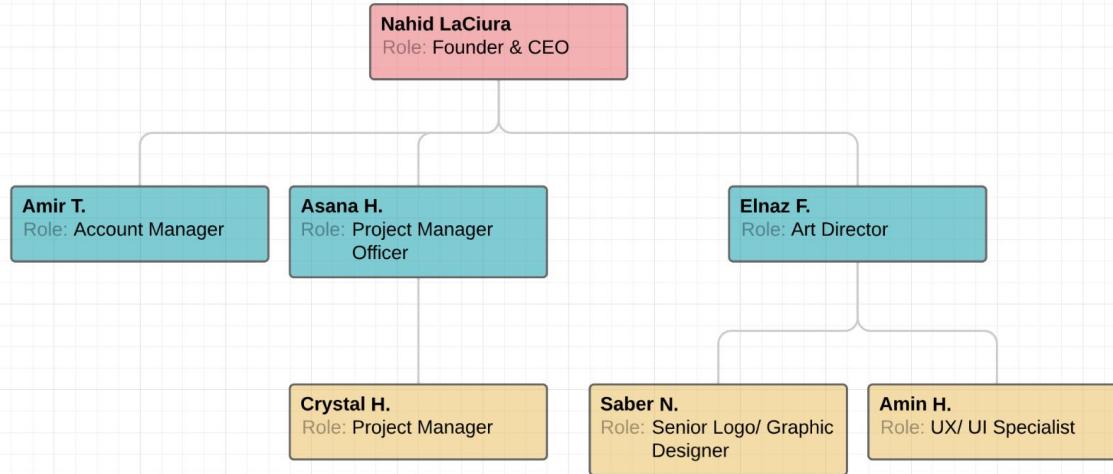
in UX/ UI and Graphic
Design





Org chart

Gamut Dev | City of Weslaco Design Team



Team Introduction



Nahid LaCiura
Founder & CEO
(she/her)

Nahid LaCiura is the visionary founder and the creative force behind Gamut, LLC. She brings over 17 years of expertise in design and development of digital solutions. Her extensive background encompasses a fusion of Agile and Waterfall project management methodologies, coupled with a profound understanding of operations, process engineering, and effective team leadership.

Nahid thrives on challenges that ignite her creativity and push the boundaries of her technical prowess. Her forte lies in navigating high-speed project environments, staying abreast of the latest trends in design and technology, and deploying cutting-edge tools tailored to each project's unique demands.

A devoted collaborator, Nahid works hand-in-hand with clients to breathe life into their vision, delivering products that are not only swift and responsive but also sleek and intuitively user-centric. Nahid is an FAA-licensed remote pilot and in her spare time, she indulges in her passion for captivating drone photography.



Amir Taba
Account Manager
(he/him)

Amir Taba's journey began in the world of sales during his college years, where he combined power engineering studies with part-time work as a sales specialist at MahanNet ISP. This dynamic experience laid the foundation for his expertise in sales and marketing, setting the stage for his future pursuits.

In parallel with his technical education, Amir honed his skills in algorithms and binary machines, delving deep into Java and even creating his first Android app using Kotlin. Post-graduation, Amir seamlessly merged his technical prowess with his passion for marketing and software development. His versatile skill set bridges technical and business realms, bolstered by accomplishments in BM and PMP courses. Amir's journey encompasses leading cross-functional teams, crafting project blueprints, and optimizing resource allocation for successful design and development projects.

An Agile and Scrum expert, Amir excels in leadership roles and wields a suite of project management tools such as Jira, Slack, Trello, Confluence, Figma, and GitHub. His true passion lies in front-end development and the art of UI/UX design. Fluent in HTML5, CSS, and JavaScript, he also excels in creating VoIP and SIP networks. Amir champions simplicity as the cornerstone of project planning, treating each project sprint as a fluid flowchart.

Team Introduction



Elnaz Foorgi
Art Director
(she/her)

Elnaz is an accomplished Art Director and seasoned graphic designer, boasting a rich portfolio with over a decade of design expertise. Her specialization lies in crafting distinctive brand identities, complemented by proficiency in print design, logo creation, product packaging, and more. With a knack for developing impactful business cards, stationery, as well as dynamic promotional materials like flyers, posters, and brochures, Elnaz stands poised to elevate your brand.

Her extensive professional journey encompasses collaborations with a diverse array of clients, spanning from industry titans to startups and individual entrepreneurs. Elnaz cherishes the opportunity to partner with clients who exhibit a fervent dedication to their projects, seeking a creative collaborator to bring their unique vision to fruition.

Recognizing the critical importance of precision and timeliness, Elnaz is committed to meeting all project deadlines. Clients can expect open lines of communication, ensuring regular updates on project progress.



Amin Hemati
UX/ UI Specialist/
Software Engineer
(he/him)

Amin is a versatile professional with a multifaceted skill set. He excels as a Software Engineer, bringing proficiency in UX/UI design to create seamless user experiences. With a deep understanding of network architecture and operations, Amin is also a seasoned Network Expert, ensuring robust and reliable connectivity.

In the realm of web development, Amin's expertise shines through, with a proven track record of crafting dynamic and interactive online platforms. His proficiency extends to various technologies, allowing him to seamlessly integrate systems and deliver comprehensive solutions.

Amin's commitment to continuous learning and professional development is evident in his extensive training courses and certifications, which include:

- MCITP (Microsoft Certified IT Professional)
- Microsoft Certified Solutions Associate (MCSA)
- Microsoft Certified Solutions Expert (MCSE)
- SQL Server 2008
- Microsoft C# and Network +

Proficient in multiple languages, Amin's communication skills transcend borders. He is fluent in English, French, and Spanish, enabling him to engage with a diverse global audience.

Team Introduction



Saber Noori

Senior Logo/ Graphic Designer
(he/him)

Saber is a highly skilled graphic designer with over a decade of experience in crafting user-centric digital experiences. He brings a profound belief in the transformative power of design to enhance lives, and he continuously seeks to expand his skill set to empower our clients in achieving their objectives.

With a specialization in UI/UX and logo design, Saber has honed his expertise through collaborations with diverse clients, ranging from dynamic startups to industry-leading Fortune 500 corporations. His forte lies in assisting brands in cultivating a cohesive visual identity that resonates across all touchpoints, spanning from comprehensive style guides to compelling logos and impactful social media campaigns.

A dedicated lifelong learner, Saber remains at the forefront of industry trends, eagerly embracing novel techniques and tools to drive our clients' success into the future.



Crystal Hays

Project Manager
(she/her)

Crystal serves as a dedicated Project Manager with a deep appreciation for the profound influence of art, design, and creativity on our world. Committed to actualizing her client's visions, Crystal ensures their unique voices are not only heard but amplified. With an impressive career spanning over a decade, she stands as a highly accomplished creative professional known for her exceptional leadership, adept management skills, and a customer-centric ethos.

Over the course of her illustrious career, Crystal has worn many hats, demonstrating her versatility and capability to oversee projects from inception to completion. Her responsibilities have encompassed a wide spectrum, including client relationship management, project coordination, strategic planning, effective communication, design conceptualization, and seamless production execution. Crystal's expertise transcends various mediums, ranging from print, exhibit design, and packaging to dynamic digital platforms and web interfaces.

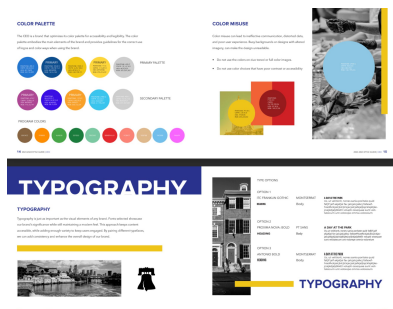
With a keen eye for detail and a strategic approach, Crystal consistently delivers projects that not only meet but exceed expectations. Her ability to balance creativity with precise project management ensures that every endeavor undertaken is not only aesthetically striking but also meticulously executed, meeting the highest standards of quality. Through her unwavering dedication and multifaceted skill set, Crystal continues to drive success and elevate projects to new heights at Gamut Dev.

03

Project Experience

Marketing Material Design

CEO (City of Philadelphia)



Project

Program Logo Design

Style Guide

Annual Report Design

Company

Office of Community Empowerment & Opportunity
(City of Philadelphia)

Location

1617 JFK Blvd., Philadelphia, PA 19103

Program Manager

Beth McConnell

Contact Info

Beth.McConnell@phila.gov

Online Presence

Phila.gov

phila.gov/departments/office-of-community-empowerment-and-opportunity/

Estimated Cost

\$18,000

Completion Date

Current

Project Brief

This is a current project providing extensive design services to the City of Philadelphia, developing logos, style guides, Policy agendas and annual reports as well as “as needed graphic design collaterals” for the year 2023 and 2024. This is a Joint-Venture project with a local WBE, Creative Repute.

Marketing Material Design

City of Philadelphia, BenePhilly



BRAND STYLE GUIDE

This is the updated style guide for The Office of Community Empowerment and Opportunity's brand and identity.



LOGO OPTIONS



2023 STYLE GUIDE



Project

Program Logo Design

Style Guide

Two-Page Flyer & Palm Card

Company

Office of Community Empowerment & Opportunity
(City of Philadelphia)
BenePhilly Program

Location

1617 JFK Blvd., Philadelphia, PA 19103

Program Manager

Solomon Leah

Contact Info

Solomon.Leach@phila.gov

Online Presence

Phila.gov

phila.gov/programs/benephilly

Estimated Cost

\$18,900

Completion Date

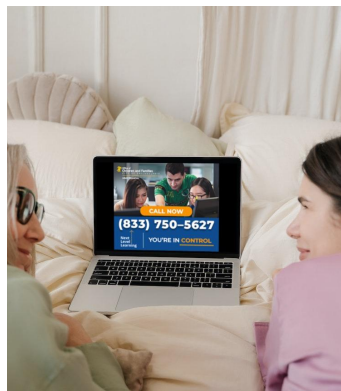
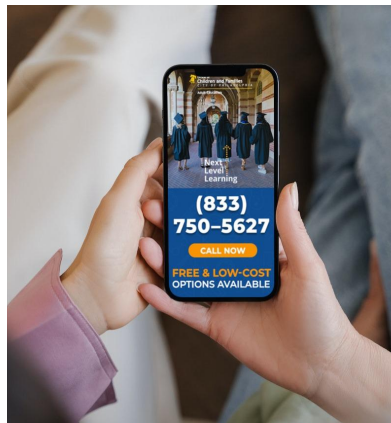
Current

Project Brief

This is a current project for the City of Philadelphia, developing logos, style guides and marketing materials for 10 City programs. The new program logos had to be in compliance with City's design guidelines and match aesthetically with City of Philadelphia's logo. Each program required separate marketing materials, banners, brochures and reports, etc. The logo design is in its initial stages and the City has selected the attached logo from the first draft of logo sketches.

Marketing Material Design

Office of Children & Families (City of Philadelphia)



Take it to the Next Level with classes that match your needs.

- Reading, writing and math
- English for speakers of other languages (ESOL)
- GED and HiSET prep
- Basic computer skills
- Classes for ages 16 and older



Boost your career opportunities. Enrich your life.
Secure a brighter future — for you and your family.

 Office of
Children and Families
CITY OF PHILADELPHIA

JUST A PHONE CALL AWAY!
1-833-750-5627
Free options are available



phila.gov/next-level

Project

Program Logo Design

Marketing Material Design

Facebook/ Google Ad Design (English & Spanish)

Company

Office of Children & Families (City of Philadelphia)

Location

1617 JFK Blvd., Philadelphia, PA 19103

Program Manager

Christine Piven

Contact Info

Christine.Piven@phila.gov

Online Presence

<https://www.phila.gov/programs/adult-education/phila.gov/departments/office-of-children-and-families>

Estimated Cost

\$35,800

Completion Date

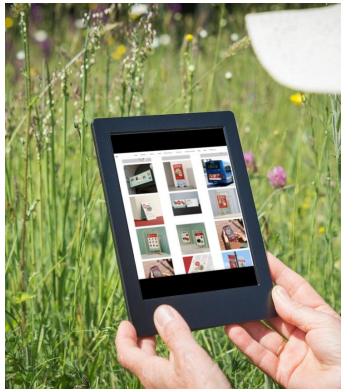
Current

Project Brief

This is a current project for the City of Philadelphia, Office of Children and Families. We have provided Graphic Design and Marketing Campaign services for their adult learning programs, the campaigns include Facebook and Google Ads as well as some print materials. This is a Joint-Venture project with a local WBE, Creative Repute.

Consulting, Business, Design & Development

Creative Repute- Numerous projects



Project

Ongoing "As Needed" support in Design, Development, Business Strategy, Etc.

Company

Creative Repute

Location

2001 Market St., Suite #2500,
Philadelphia, PA 19103

Founder & CEO

Nile Livingston

Contact Info

Nile@CreativeRepute.com

Online Presence

creativerepute.com

Estimated Cost

\$125,000

Completion Date

Ongoing

Project Brief

Creative Repute is a boutique design and development agency in Philadelphia that is WBE, SBA and LGBTQ Certified. Our firm, and our Founder, Nahid LaCiura has been providing ongoing support in the field of design, development, business consulting and business growth to Creative Repute Since 2021. Highlighted in the next few slides are a few of the recently completed projects for Creative Repute.

Consulting, Business, Design & Development

Creative Repute/ Philly Cooks for Philly



Project

Ongoing "As Needed" support in Design, Development, Business Strategy, Etc.

Company

Creative Repute

Location

2001 Market St., Suite #2500,
Philadelphia, PA 19103

Founder & CEO

Nile Livingston

Contact Info

Nile@CreativeRepute.com

Online Presence

www.creativerepute.com

phillycooksforphilly.org

Estimated Cost

\$23,650

Completion Date

August 2023

Project Brief

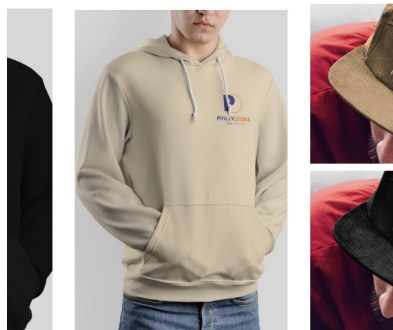
Philly Cooks for Philly is one of the most recently completed projects that was spearheaded by Gamut Dev Founder, Nahid, through Creative Repute.

This recently formed nonprofit coalition is dedicated to providing meals to the community, while also generating employment opportunities for local residents and fostering economic growth.

Consulting, Business, Design & Development

Creative Repute/ Philly Cooks for Philly

Logo Mockups



PHILLYCOOKS
FOR PHILLY

Project

Ongoing "As Needed" support in Design, Development, Business Strategy, Etc.

Company

Philly Cooks for Philly through Creative Repute

Location

2001 Market St., Suite #2500,
Philadelphia, PA 19103

Founder

Molly Riordan

Contact Info

molly.riordan@gmail.com

Online Presence

phillycooksforphilly.org

Estimated Cost

\$23,650

Completion Date:

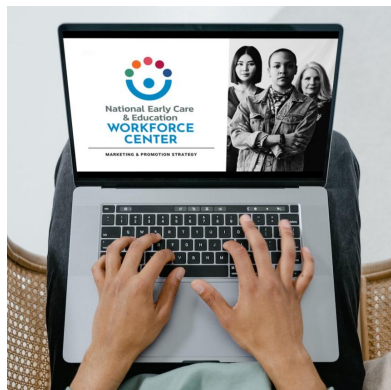
August 2023

Project Brief

By partnering with various organizations, Philly Cooks For Philly aims to establish a centralized kitchen within the city. This kitchen will be responsible for preparing and distributing meals to schools, hospitals, and seniors throughout Philadelphia, ensuring efficient and widespread access to nutritious food. We delivered a unique logo, style guide and a Marketing & Promotion Strategy to this new startup with a tight budget.

Brand Identity/ Logo Design

Child Trends, Early Care & Education Workforce Center



Project

Logo Design

Brand Identity

Marketing & Promotion Strategy

Company

Child Trends for ECE Workforce Center

Location

12300 Twinbrook Parkway, Suite 235
Rockville, MD 20852

Manager

Meg Bredeson

Contact Info

mbredeson@childtrends.org

Online Presence

nationaleceworkforcecenter.org

childtrends.org

Actual Cost

\$48,600

Completion Date:

July 2023

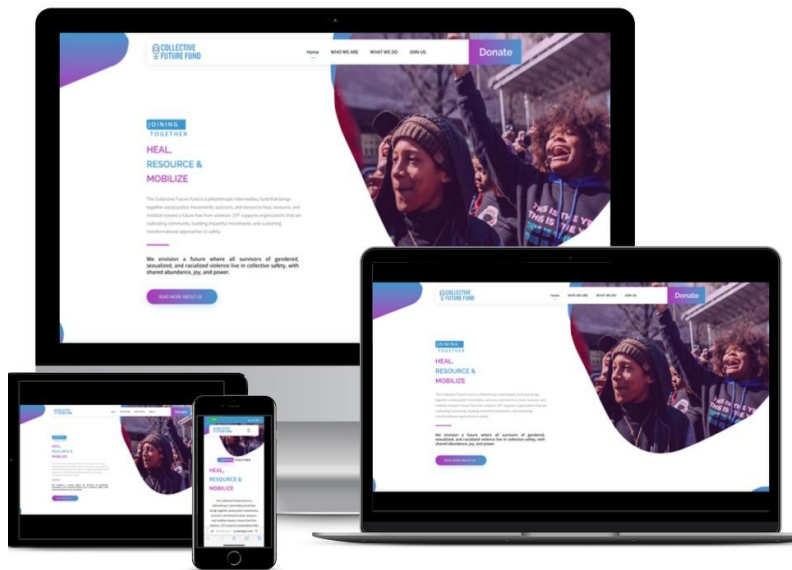
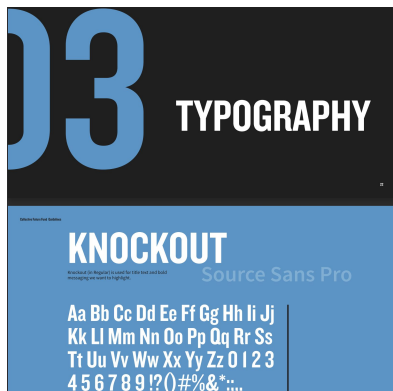
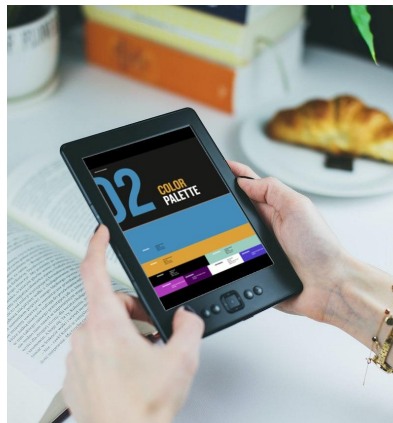
Project Brief

The U.S. Department of Health and Human Services (HHS), through the Administration for Children and Families (ACF), has launched the new National Early Care and Education Workforce Center (the ECE Workforce Center).

The ECE Workforce Center is the result of a \$30 million investment to support research and technical assistance for states, communities, territories, and Tribal Nations to improve the recruitment and retention of a diverse and qualified workforce across early care and education programs.

Brand Identity & Website Redesign

Collective Future Funds



Project

Logo Design
Brand Identity
Website Redesign

Company

Collective Future Funds

Location

Philadelphia

Manager

Ariel Jacobson

Contact Info

ariel@collectivefuturefund.org

Online Presence

<https://www.collectivefuturefund.org/>

Estimated Cost

\$36,700

Completion Date:

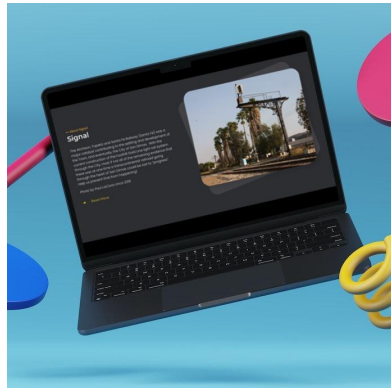
Current

Project Brief

After refreshing the logo, color palette and the style guide, we are currently in the process of redesigning Collective Future Funds' website. The mockups are from the newly designed website on staging and are not published onto the client server yet as they are not final. Our deadline for the website launch is Mid November.

Website/ Marketing Material Design

City of San Dimas (Caboose & Signal Restoration Project)



Project

Logo Design
Style Guide
Website Design
Marketing Material Design

Company

Foothill Gold Line Light Rail Construction Authority,
City of San Dimas, Parsons Corporation
(A Joint-Venture Effort)

Location

San Dimas, CA

City of San Dimas Planner

Brandon Slatter "bslater@sandimasca.gov"

Fundraising Campaign & Restoration Manager

Paul Laciura
Paul.laciura@Parsons.com

Online Presence

Cabooseandsignal.com

Estimated Cost

\$19,800

Completion Date

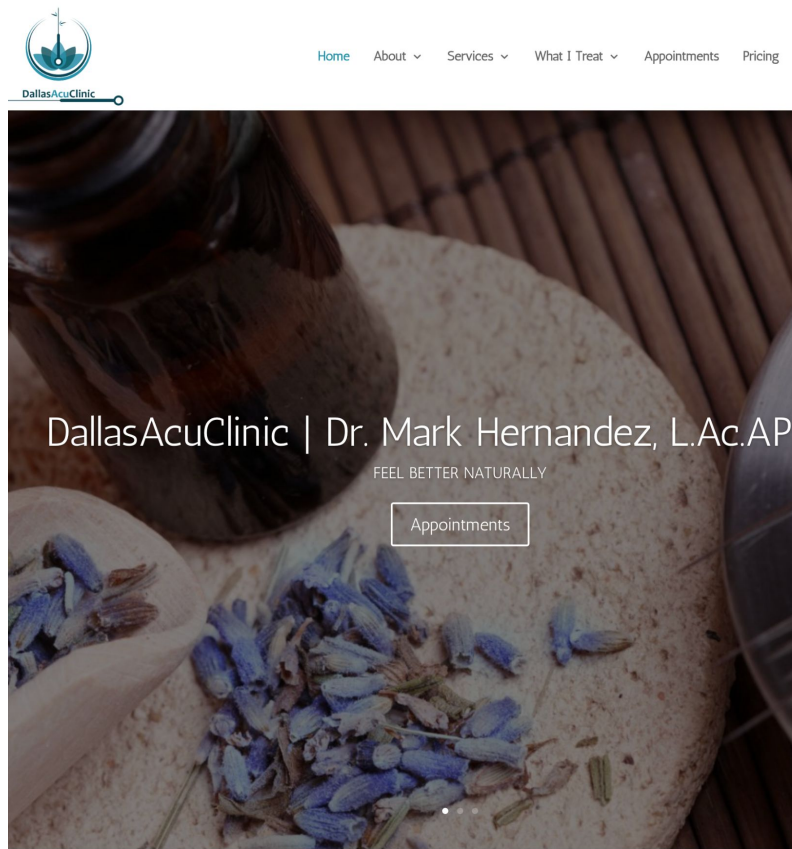
February 2023

Project Brief

Crafting a logo, style guide, website and marketing collateral for the fundraising campaign dedicated to the restoration of a cherished historic caboose and a cantilever signal in the City of San Dimas. After restoration, the caboose and signal will be permanently displayed at Rhodes Park in the City of San Dimas.

Brand Identity & Website Design

Dallas AcuClinic



Project

Logo Redesign
Business Cards & Flyers
Website Design (E-commerce)

Company

Dallas AcuClinic

Location

6211 W. Northwest Hwy., # C260
Dallas, TX 75225

Owner & Founder

Dr. Mark Hernandez

Contact Info

DallasAcuclinic@gmail.com
(469) 867-1841

Online Presence

dallasacuclinic.com

Actual Cost

\$21,500

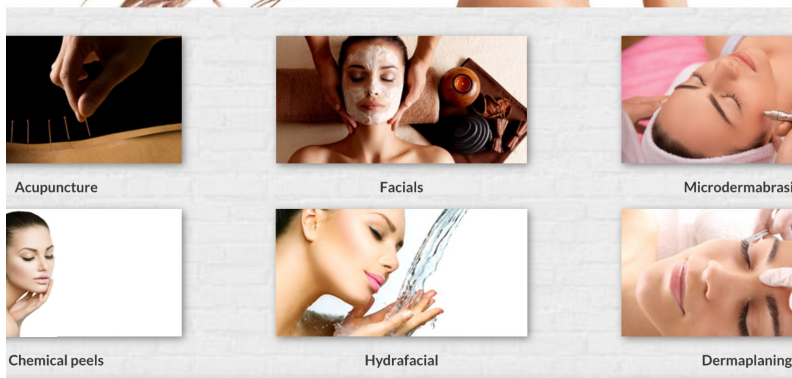
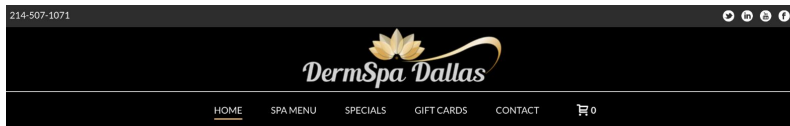
Completion Date

2018 & Updated in December 2021

Project Brief

Gamut Dev has provided re-branding services including logo redesign, marketing materials, website design and development, website e-commerce. The project started in 2018 but had to be broken down into phases due to client's personal and family emergencies and budget constraints.

Dermspa Dallas



Style Guide
Logo Refresh
Marketing Materials
Website Design & Content Writing

Location
6211 W. Northwest Hwy., #C261,
Dallas, TX 75225

Nasrin Barmaki

Info@DermSpaDallas.com
nbarmaki@hotmail.com
(214) 507-1071

Online Presence
Dermspadallas.com

Actual Cost

\$34,200
Completion Date
July 2022

Project was performed in phases. The final phase of marketing material design was completed in July 2022.

Over the years, Gamut Dev has provided website design and maintenance, Logo and brand identity refresh services to DermSpa Dallas.

Logo, Brand Identity & Promotional items Design

APG



THE LOGO SYSTEM



FULL LOGO PRESENTATION
This includes both the full company name and the logo mark. This is the formal logo presentation



ALTERNATE LOGO PRESENTATION
This also includes both the full company name and the logo mark.



LOGO ON DARKER BACKGROUND
This format works well on images or on the darker background.



ICON ONLY LOGO
This format works well where the logo mark cannot be used easily

ENCLOSED LOGO PRESENTATION



LOGO WITH BRAND LANGUAGE AND WITH INITIALS



STICKERS AND BANNERS

Used with high contrast photos or backgrounds or when the logo has hard time showing on top of the given area



PROJECT

Logo Design
Style Guide
Swag Design
Marketing Materials

Company

APG Electrical Contractors

Location

4825 140th Avenue N., Clearwater, Florida 33762

Owner/ Partner

Bob Henley

Contact Info

RHenley@gmail.com

Online Presence

apg.company

Actual Cost

\$28,750

Completion Date

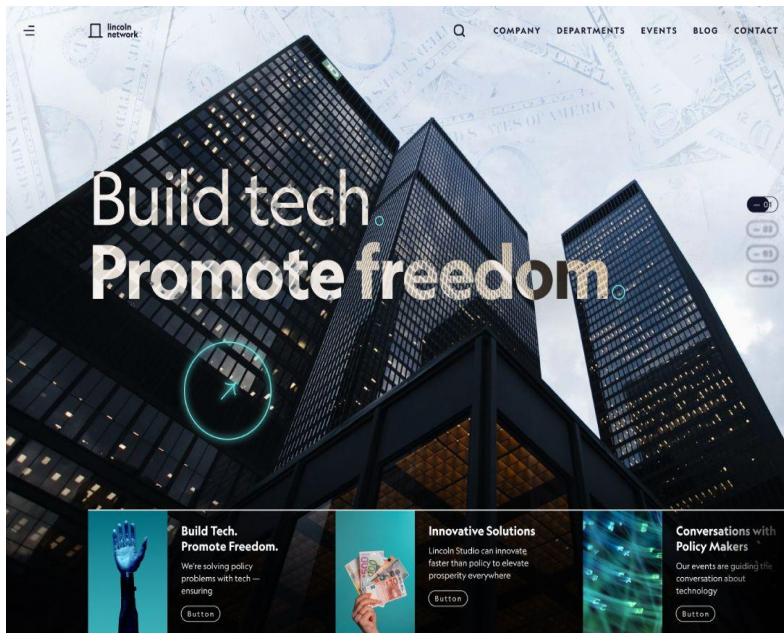
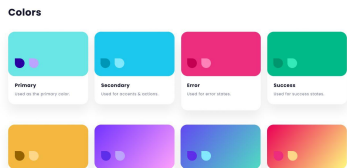
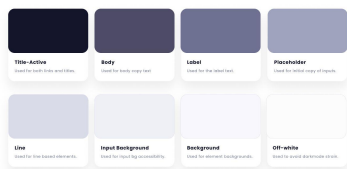
August 2022

Project Brief

Gamut Dev spearheaded a comprehensive rebranding initiative for APG Electric, formerly recognized as Doan Electric. This encompassing project involved the conceptualization and execution of a distinctive logo, the development of a comprehensive style guide, the creation of custom swag and employee apparel, and the crafting of an extensive range of marketing collateral including business cards, flyers, magnets, and brochures. The seamless integration of this freshly minted brand identity is pivotal to the ongoing restructuring efforts led by the new management.

Logo Design, UX/ UI, Website Design

Fabius Labs (Lincoln Network Project)



PROJECT

Logo Design
UI/UX Design
Style Guide
Promotional Design

Company

Fabius Labs

Location

New York, NYC

Head Of Design

Babak Shah

Contact Info

BabakShah@Gmail.com

Online Presence

fabiuslabs.com

"Lincolnpolicy.org" now "thefai.org"

Actual Cost

\$48,400

Completion Date

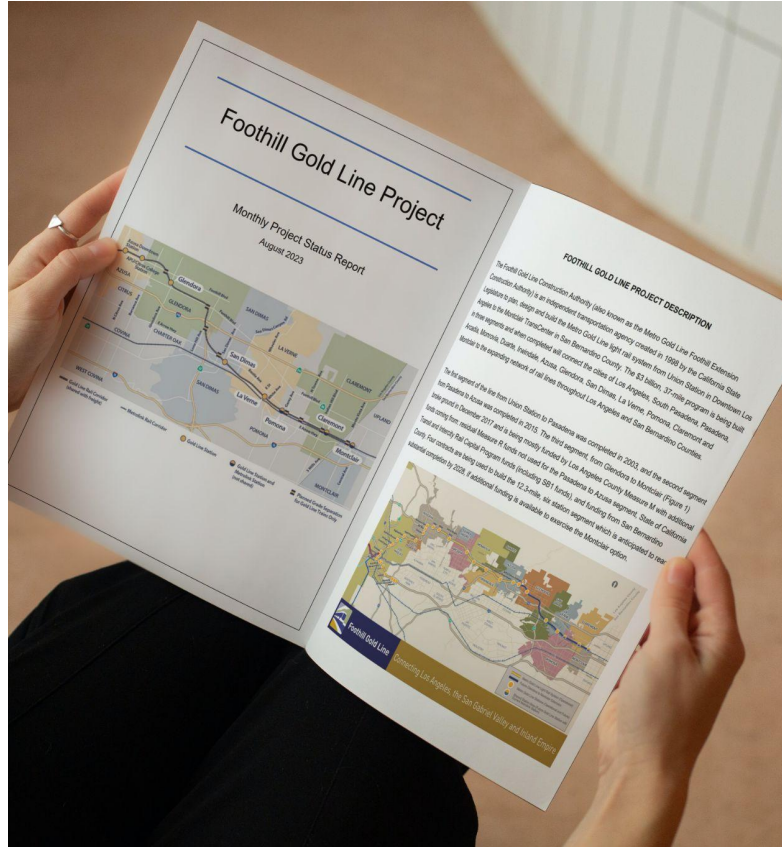
February 2021

Project Brief

In 2020, Gamut Dev was commissioned by Fabius Labs for an ambitious project. Our primary objective was to craft an intuitively designed website, seamlessly integrating advanced features while maintaining a clean and visually captivating interface. As the project evolved, so did our scope, encompassing the development of comprehensive style guides, brand identity assets, promotional materials, and tailored content for Lincoln Network project as a whole (now thefai.org).

Brochure, Banner, Report Design

Foothill Gold Line Light Rail Construction Authority



PROJECT

Poster Design
Flyer Design
Banner Design
Report Design

Company

Foothill Gold Line Light Rail Construction Authority
Parsons Corporation (KPJV)

Location

100 Walnut St. Pasadena, CA

Public Relations Manager

Hector Fernandez

Contact Info

Hector.Fernandez@Parsons.com

Online Presence

Foothillgoldline.org

Actual Cost

\$15,650

Completion Date

2018 thru August 2023

Project Brief

Gamut Dev played a pivotal role in producing an array of essential marketing materials for the Foothill Gold Line light rail construction project tailored specifically for the Kiewit-Parsons Joint Venture board meetings. This included the meticulous design of impactful banners, eye-catching posters, as well as comprehensive annual and monthly reports. Notably, our team spearheaded the creation of engaging collateral for the Gold Line track completion ceremony, ensuring a seamless and visually compelling representation of

Project: Dallas AcuClinic Brand Identity Refresh

Case Study



The Challenge:

In the midst of our Brand Identity refresh project for Dallas AcuClinic, we encountered a significant challenge that tested our ability to manage costs and adhere to tight schedules. Dallas AcuClinic had initially requested an extensive scope of work, including logo redesign, website overhaul, and collateral materials development. However, halfway through the project, they faced personal and family emergencies and unforeseen budget constraints and requested a scaled-down version of the project, essentially cutting the budget in half. Simultaneously, they emphasized the need to meet their original launch deadline.

The Solution:



To address this adversity, we engaged in open and transparent communication with Dallas AcuClinic. We understood the importance of preserving their brand integrity while accommodating their budget and timeline constraints. Here's how we tackled it:

- 1. Scope Reassessment:** We conducted an extensive review of the project scope and identified critical components that could be temporarily deferred without compromising the overall brand refresh. This allowed us to reduce the immediate budget while preserving essential branding elements.
- 2. Prioritization:** Working closely with Dallas AcuClinic, we prioritized the core aspects of the project. The logo redesign, which was a top priority, remained intact, ensuring that the essence of the brand was retained.

3. Streamlined Workflow: We reconfigured our project management and design teams to streamline workflows, ensuring optimal efficiency. This involved deploying additional resources for the critical logo redesign phase while temporarily postponing non-essential collateral development.

4. Collaborative Effort: We fostered a collaborative environment with Dallas AcuClinic, encouraging quick and decisive feedback to expedite the design process without compromising quality.

5. Flexibility: Recognizing the importance of Dallas AcuClinic's launch deadline, we embraced flexibility in our work hours to meet the accelerated timeline.

The Result:



Through our collective efforts and effective management, we successfully delivered a refreshed brand identity that met Dallas AcuClinic's budget and timeline constraints. Despite the challenging circumstances, the client was pleased with the redesigned logo, which was the centerpiece of their brand identity. The scaled-down project allowed Dallas AcuClinic to maintain their brand presence while also giving them the flexibility to gradually implement additional elements when their budget permitted.

This experience demonstrated Gamut Dev's commitment to adaptability, transparency, and collaborative problem-solving, even in the face of extreme adversity. It strengthened our relationship with Dallas AcuClinic, showcasing our ability to deliver value while meeting challenging cost controls and demanding schedules.

04

Narrative



Narrative



Dear Mr. Rhodes,

Thank you for the opportunity to submit a SOQ to your RFQ for “Graphic Design Services for City Logo Refresh”. As a small, graphic design and website development agency based in Los Angeles, Gamut Dev brings a wealth of strategic guidance and graphic design capabilities to the table. After 9 years of aiding our clients to elevate their web, graphic, and print media design in their marketing and advertising campaigns, we have a proven track record of success bringing our client's vision to life.

Our design team brings a wealth of expertise in crafting and revitalizing logos tailored to the distinct identities of government entities, municipalities, and businesses across diverse sectors. Recognizing the distinctive challenges faced by the City of Weslaco, along with the imperative for a logo rejuvenation and brand elevation befitting its rich century-long heritage and its esteemed community, we stand ready to serve.

Drawing from the valuable information shared during the city's pre-submittal meeting, we are poised to leverage our extensive experience in this domain. Our aim is to develop a comprehensive style guide anchored in the city's established color palette and key visual elements. This comprehensive guide will serve as a foundational resource for the logo revitalization process, extending seamlessly to city letterheads, the municipal seal, and a spectrum of other branded materials.

At Gamut Dev, we recognize the vital role that a strong digital presence plays in today's fast-paced municipal environment. This awareness drives us to merge creative ingenuity with technical expertise, enabling us to transform City's goals into engaging and comprehensive style guide and a memorable and one of a kind logo. Emphasizing user-centric design, we produce materials that not only captivate constituents but also provide intuitive usability and meaningful interactions.

Gamut Dev is committed to not only meeting but surpassing client expectations. We firmly believe that open and effective communication is the key to overcoming any challenge. As a testament to our dedication and professionalism, we have maintained long-standing relationships with clients, never facing termination or legal disputes. We are confident that your experience with our company and team will be marked by excellence, making it both memorable and enjoyable.

Allow us to be the driving force behind your digital journey, assisting you in bringing your transformative ideas to fruition.

With Gratitude,
Amir Taba, Account Manager





Our Process



When selected, after signing the agreement, our meticulously structured process sets in motion to guarantee a seamless and successful logo refresh for the City of Weslaco. With **extensive experience working alongside various cities and municipalities**, we are well-versed in adhering to the specific budget needs, guidelines and accessibility requirements that are standard within the municipal landscape.

We commence with a **comprehensive brand audit and discovery phase**, a cornerstone of our methodology. This critical step unfolds during our project kick-off meeting, where we delve deep into the heart of your objectives, requirements, design needs, budget, timeline and aspirations.

This brand audit is an integral part of our commitment to delivering a logo that not only meets but surpasses your expectations. It serves as the compass guiding our design journey, ensuring that every creative decision we make is finely tuned to align with your vision and goals. Before commencement, our project team conducts a **thorough budget and scope breakdown**, allocating resources and time to each phase. We incorporate a **10%-15% buffer** in budget and schedule to account for potential complexities. Once budget and deadlines are established, our team conducts a **meticulous study of your City's rich history**, its distinctive attributes, and your existing brand elements. This involves the assessment of your existing brand's strength and weaknesses as well as an

Your partnership with us entails the **dedicated support** of a seasoned project manager and a highly skilled designer. This tandem ensures that your project receives the utmost attention and expertise it deserves. Your project manager serves as your primary point of contact, orchestrating the various facets of our project execution. They are responsible for maintaining open lines of communication, project scheduling, and adherence to budgetary constraints.



Our designers, handpicked for their proficiency and artistic prowess, work in synergy with your project manager to bring your vision to life. **We offer three rounds of review and revisions.** In the initial round, we typically present 5-7 logo sketches, providing a diverse array of options and directions for your consideration. Subsequently, we collect your valuable feedback, identifying preferences and refining the selection of logos. Based on your input, our designers then refine and develop the chosen logo further. This iterative process ensures that your input is fully integrated into the final design, including typography, color schemes, various sizes, and file formats.

This collaborative approach is the bedrock of our commitment to quality and consistency throughout the project's lifecycle, fostering an environment where creativity thrives, feedback is embraced, and the unique history and identity of the City of Weslaco are celebrated.

Beyond our dedication to quality and creativity, our cost estimate approach is marked by transparency and fairness. **Leveraging our extensive industry experience**, we meticulously evaluate the scope of work, ensuring that our estimates align with industry standards and your specific project requirements and budget. Our aim is to provide a **fixed, comprehensive estimate** that encompasses all essential elements, leaving **no room for unexpected costs or surprises during project execution.**

We believe that this holistic approach, combining thorough brand auditing, dedicated project management, top-tier design expertise, and transparent cost estimation, positions us to not just meet but exceed your expectations in this RFQ for the City of Weslaco. We are excited about the opportunity to collaborate on this project, infusing your brand with renewed vitality and resonance.





Our Vision



Understanding the City's Need:

- 1. Preserving Rich History:** The City of Weslaco holds a rich historical significance, including its association with the annual Onion Festival. Understanding the importance of this heritage, the logo refresh must capture and celebrate this history.
- 2. Unique Identity:** Weslaco is unique due to its connection to "snowbirds" – seasonal visitors who flock to the city. The logo should reflect this distinctive aspect of the city's culture and community.
- 2. Logo To Serve As a Seal:** Weslaco being a municipality, the logo will be utilized as a seal like most other City logos so it will have to be fitting.

Challenges We May Face:

- 1. Balancing Tradition with Modernization:** The challenge lies in finding a design that respects the city's historical roots while presenting a modern and vibrant image. Striking this balance is crucial to meet the diverse expectations of the city's residents and visitors as well as future growth.
- 2. Incorporating Multifaceted Themes:** The project must seamlessly blend elements of the city's history, the Onion Festival, and other significant elements into a coherent logo while meeting City's guidelines for design standards and the passing the general accessibility testing.

Addressing Challenges:

- 1. Thorough Research:** We plan to extensively research Weslaco's history, the Onion Festival, and any other unique attributes. This will allow us to gain a deep understanding of these elements and how they intertwine with the city's identity.
- 2. Creative Brainstorming:** Our team will engage in internal creative brainstorming sessions to generate design concepts that authentically represent the city's rich history and unique culture. These sessions will focus on innovative ways to blend tradition with modernity.
- 3. Client Collaboration:** We recognize the importance of collaboration with the City of Weslaco throughout the design process. Regular consultations, brainstorming and feedback sessions will ensure that the logo aligns with your vision and expectations.
- 4. Iterative Design Process:** We will adopt an iterative design approach, allowing for multiple rounds of review and revisions. This will enable us to identify the desired design direction before diving into refining the logo, incorporating feedback and ensuring that it encapsulates all the desired elements seamlessly.
- 5. Storytelling Through Design:** The logo will be designed not just as an image but as a visual story that encapsulates the history. This storytelling approach will help convey the city's identity effectively.

By adhering to these strategies, we aim to overcome the challenges associated with refreshing the logo for the City of Weslaco. Our goal is to deliver a logo that resonates with the city's heritage, unique features, and modern aspirations while garnering the community's pride and approval.



05

Quality of Service

Client Testimonials

Date: September 5th, 2023

To Whom It May Concern,

I am the founder and CEO of Creative Repute, LLC, where we have had the absolute pleasure of working with Nahid LaCiura since 2021.

As the COO, Nahid provided substantial support on marketing strategy, visual design, and development projects. She quickly emerged as a critical team member through her keen attention to detail, timely responsiveness, research skills, and rapid learning abilities. On her path to COO, she earned the title of Project Manager, where Nahid excelled at client interface. Her warm demeanor and knowledge of the company's systems and processes allowed her to seamlessly navigate the scope of work, effectively manage resources and budgets, and complete numerous successful agency projects. Her performance has contributed greatly to our growth.

In less than a year, it became apparent that Nahid was the best suited to serve as the Project Manager Officer, a position involving leading our team's Project Managers. The promotion is a testament to her orderliness, interpersonal skills, and enthusiasm for her work. Nahid is a senior-level team member who has partnered with Creative Repute through her company to help us collectively land client contracts and deliver exceptional results.

Nahid consistently demonstrates tremendous leadership. She has prompted various constructive team-building, training, and efficiency exercises for Project Managers. This has led to increased trust among team members and more productivity, including the aim for more premium projects.

Nahid's unparalleled diligence is evident in maintaining workflows, updating manuals, training, spearheading performance reviews, qualifying new candidates to hire, and managing projects. Nahid brings thoughtful research to her tailored approach to each need that arises. She thoroughly quality-checks the work developed by internal Creative Repute team members and the work of her team of app and website developers.

Nahid is responsible, trustworthy, honest, and an excellent communicator.

I offer this letter with sincerity and confidence that Nahid will be a reliable business consultant and an exceptional addition to any project that can use her skills. Contact me if you would like to speak about my experience with Nahid LaCiura.

Warm regards,
Nile Livingston, Founder and CEO of Creative Repute, LLC
nile@creativerepute.com

+1 (215) 690-1185



info@creativerepute.com



Creative Repute®, LLC Graphic Design Agency 2001 Market Street Suite #2500 Philadelphia, PA 19103





1661 Hanchett Ave, San Jose, CA 95128
www.fabiuslabs.com

February 2021

Hey Nahid,

I just had to drop a quick note to say how stoked we are at Fabius Labs with your work. Seriously, you guys rock!

We especially appreciate you being able to work with our tight budget. We're all about being smart with our bucks, and you made sure we get killer designs without breaking the bank.

And those designs, they're not just good; they're friggin' awesome. We're totally proud to show them off. You've got some serious design mojo going on.

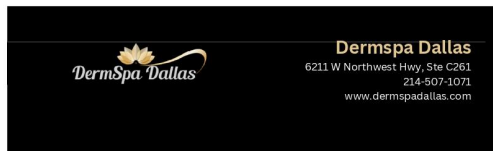
Bottom line, we're beyond happy with Gamut Dev. We will be back soon for more in the next phase.

Cheers,

Babak Shah
Head of Design
Fabius Labs
babak@fabiuslabs.com

1 (301) 760-0450





Dear Gamut Dev team,

I am writing to express my heartfelt gratitude and satisfaction with the outstanding graphic design and marketing services provided by you all to DermSpa Dallas over the past five years.

Since our first engagement, Gamut Dev has consistently demonstrated a remarkable level of professionalism and creativity in fulfilling our graphic design, marketing material, and website design needs. Your team has proven to be our trusted go-to partner for all things design-related.

I have been particularly pleased with the quality of service we have received throughout our partnership. Gamut Dev has displayed a deep commitment to understanding our unique objectives and preferences. Your team listens attentively and is proactive in proposing innovative design solutions that align perfectly with our brand.

One of the standout qualities of Gamut Dev has been your unwavering dedication to meeting project timelines and budget constraints. This reliability has allowed us to plan and execute our marketing initiatives with confidence, knowing that we can rely on Gamut Dev's expertise.

Furthermore, communication with your team has consistently been exceptional. This open and transparent dialogue has fostered a collaborative and productive working relationship, ensuring that our visions are translated into reality seamlessly.

In conclusion, I cannot overstate my satisfaction with the services provided by Gamut Dev. Your team's professionalism, creativity, and commitment to excellence have been instrumental in the success of DermSpa Dallas's marketing and design endeavors. I look forward to continuing our partnership in the future and would not hesitate to recommend Gamut Dev to any organization seeking top-notch design services.

Thank you once again for your exceptional work.

Warm regards,

A handwritten signature in black ink that reads "Navin Barmaki".

Founder
DermSpa Dallas
NBarmaki@Hotmail.com
(214) 507-1071



Highland Park Area / SMU: 6211
W Northwest Highway Suite C260, Dallas, TX, 75225
DallasAcuClinic@gmail.com
(469) 867-1841
www.dallasacuclinic.com

Dear Nahid, Amir, and Gamut Dev design team,

I wish to convey my profound satisfaction with the exemplary work your team has undertaken for my clinic. Throughout the logo design, business card creation, my website design and the integration of an e-commerce infrastructure, your team's creativity and technical skills have transcended my expectations in every facet.

Foremost, the logo your team designed has not only met but exceeded my standards and expectations in every way. It has come to represent the quintessence of my practice and its underlying ethos. Your ability to translate my specifications into a logo that resonates harmoniously with my vision bespeaks your team's extraordinary acumen and creativity.

In particular, the incorporation of the acupuncture needle in the logo, suggested by your gifted designer was just sheer brilliance. I receive compliments on it all the time. It has become a emblematic symbol that strikes a chord with my patients and, significantly, distinguishes my practice.

I truly appreciate your team's unwavering dedication to translating my vision into reality.

Sincerely,

Dr. Mark Hernandez

Dallas AcuClinic

DallasAcuClinic@gmail.com

(469) 867-1841



Thank you!



Business Name: Gamut, LLC

Phone Number: (415) 794-4894

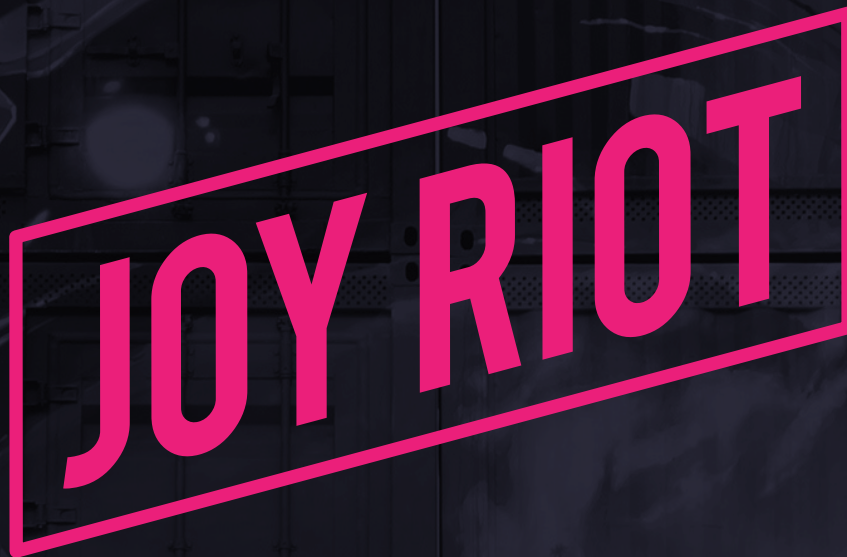
Website: GamutDev.com

Address: 811 W. 7th Street, 11th floor, Los Angeles, CA 90017

Business Email: Sales@GamutDev.com

Account Manager: Amir Taba

Employer Identification No.: 36-4983079



STATEMENT OF QUALIFICATIONS FOR
THE CITY OF WESLACO
GRAPHIC DESIGN SERVICES FOR CITY LOGO REFRESH
RFP# 2022-23-30
OCTOBER 10, 2023

AGENCY CONTACT

Jessica McCarthy | President + Co-Founder

950 N. Washington Street

Alexandria, Virginia 22314

jmccarthy@joyriotagency.com

571.549.1569

TABLE OF CONTENTS

TRANSMITTAL LETTER	2
TEAM ORGANIZATION	3
ABOUT US	3
TEAM ORG CHART	4
CORE TEAM	4
PROJECT EXPERIENCE	7
EXPERIENCE PROVIDING COMPARABLE SERVICES	7
LOGO PROJECTS IN PAST FIVE YEARS	7
EXPERIENCE WITH DESTINATION BRANDING & MARKETING	11
OVERCOMING ADVERSITY	11
SAMPLES	12
NARRATIVE	16
UNDERSTANDING OF NEEDS & APPROACH	16
WHY US	17
AWARDS & SALUTATIONS	17
ENSURING QUALITY	18
COST ESTIMATING APPROACH	18
TERMINATIONS & LITIGATION	18
QUALITY OF SERVICE	19

TRANSMITTAL LETTER

Homer Rhodes
Purchasing Agent
City of Weslaco

October 10, 2023

Dear Homer,

Joy Riot is perfectly positioned to be the City of Weslaco's branding and graphic design partner.

Why? Because of our extensive experience creating and executing strategic branding and marketing campaigns for a variety of municipalities, including East Orange, NJ; Washington, DC; Naperville, IL; Old Saybrook, CT; and in every vertical that draws people to a county—parks, museums, destinations, hospitality, and attractions.

We have the capabilities to address all of your needs, and we understand the nuances required by destination branding.

In this Statement of Qualifications, we'll outline more about our experience and expertise. If awarded, Lily Michal, Senior Account Executive will be your main point of contact and project manager. She will manage the rest of the senior team, which includes:

- Jessica McCarthy, President & Co-Founder
- John Armstrong, Chief Creative Officer & Co-Founder
- Brian Bobb, Associate Creative Director/Art
- Jimmy Figliola, Copywriter

I am the authorized signatory for this SOQ and future contracts.

Sincerely,



Jessica McCarthy
President & Co-Founder

TEAM ORGANIZATION

Joy Riot will be the only firm on this project. We can accomplish all of your needs with our in-house staff.

ABOUT US

We create pleasant interruptions.

To us, the term “joy riot” is more than a clever juxtaposition of words. It’s the pure essence of what an ad should be: something that gets your attention—but for all the right reasons.

We work with clients to create content that makes their parents, children, and spouses think they have cool jobs. More importantly, we deliver for our clients by surpassing revenue goals and making mincemeat of KPIs. How? By cutting through the clutter and connecting on an emotional level with target audiences.

Our work isn’t defined by one particular category or region. The one thing our clients have in common? They’re unafraid to start a joy riot.

Joy Riot is an advertising agency founded in 2017 by industry vets Jessica McCarthy and John Armstrong. Together with our team, we have decades of experience developing brands, integrated marketing campaigns, and websites. We work with small and large clients across a variety of industries, including tourism, municipalities, and local institutions.

TEAM ORG CHART

You'll start with a core team of senior employees. We'll scale up the team as needed for various milestones and projects.



Jessica McCarthy
President &
Co-Founder



John Armstrong
Chief Creative Officer &
Co-Founder



Lily Michal
Senior Account Executive



Brian Bobb
Associate Creative Director
Art



Jimmy Figliola
Copywriter

CORE TEAM

JESSICA MCCARTHY, PRESIDENT & CO-FOUNDER

Jessica started her ad career at McKinney. Then she moved to lead accounts at Hill Holliday, Toth+Co, and Global Thinking. Along the way, Jessica launched integrated campaigns in the fashion, luxury, lifestyle, hospitality, travel, consumer products, technology, sports nutrition, financial services, real estate, non-profit, and retail industries. Jessica graduated from GWU with a BBA in Marketing and International Business. There, she also earned her International Advertising Association's Diploma in Marketing Communications.

Qualifications: Account Management, Brand Research & Analysis, Strategy Development, Project Management, Production Management

Relevant Project Experience: Brand Strategy, Market Research, Brand Identity, Integrated Campaigns, Video, Radio, Print, Digital, Out-of-Home, Social, Event, Point-of-Purchase, Collateral, Experiential, Websites

Relevant Client Experience: DC BID Council, Naperville Public Library, Manassas VA, Northern Virginia Regional Park Authority, Washington DC, Saint Charles MO, Climb Upton, Gay Men's Chorus of Washington D.C., Bonterra Wines, East Orange NJ, Old Saybrook Youth & Family Services, Park Hyatt, Grand Hyatt, Hyatt House, Hyatt Place, Cyber Risk Institute

JOHN ARMSTRONG, CHIEF CREATIVE OFFICER & CO-FOUNDER

John honed his craft in New York at Saatchi & Saatchi and Audible.com, a subsidiary of Amazon, before moving to Alexandria, VA to lead the DC advertising scene. The industries he worked for include food and beverage, automotive, education, technology, healthcare, financial services, real estate, apparel, and manufacturing. He is a graduate of Fordham University and the School of Visual Arts in New York.

Qualifications: Strategy Development, Creative Direction, Copywriting

Relevant Project Experience: Brand Identity, Integrated Campaigns, Video, Radio, Print, Digital, Out-of-Home, Social, Event, Point-of-Purchase, Collateral, Experiential, Websites

Relevant Client Experience: DC BID Council, Manassas VA, Naperville Public Library, Northern Virginia Regional Park Authority, Washington DC, Saint Charles MO, Acton Public Library, Climb Upton, Gay Men's Chorus of Washington D.C., East Orange NJ, Old Saybrook Youth & Family Services, National Museum of African American History & Culture, Audi, Cyber Risk Institute

LILY MICHAL, SENIOR ACCOUNT EXECUTIVE

Above all else, Lily is a storyteller and is driven by the energy of a room full of people bouncing ideas off one another. She's passionate about using research to better understand her clients' goals, and then using key insights from that research to inform strategy. All this becomes her foundation for inspiring ideas that eventually lead to compelling campaigns. Lily's experience in advertising and marketing has enhanced her eye for detail and conditioned her to always consider the bigger picture behind her clients' objectives. At the end of the day, her biggest priority is doing everything she can to make her clients' jobs easier. Lily takes pride in being a strategic resource and partner for her clients and working with her team to come up with out-of-the-box ideas that deliver results. The application of that has led to successful campaigns for clients in a variety of industries, including finance, consumer products, service providers, sports & tourism, and higher education.

Qualifications: Account Management, Strategy Development, Project Management

Relevant Project Experience: Brand Identity, Integrated Campaigns, Websites

Relevant Client Experience: The National Bank of Indianapolis, Shiel Sexton, Citizens Energy Group, Bastian Solutions, G&A Orthodontics, Danco Roofing, Gateway Education, Cummins, The National FFA Organization, Damar Services, Brightstar, Envoy Companies, Boston Whaler, Thor Industries, Airstream, The Indiana Pacers, Curative Sound, The Hoosier Lottery, Indianapolis Motor Speedway, Weekends Only Furniture, The Indianapolis Indians,

BRIAN BOBB, ASSOCIATE CREATIVE DIRECTOR/ART

Brian harnessed his creative thinking at Savannah College of Art and Design earning a Masters degree in Advertising. His experience in Atlanta consisted of a variety of clients including The

Clinton Foundation, The Coca-Cola Company, Penguin Publications and Simmons Beautyrest Mattress Company. After his migration from the Peach State to the Northeast, he worked at agencies throughout the DMV and continues to bridge the gap between conceptual thinking and detail-oriented design. When he is not working you can find him adjusting his camera settings, improving his golf swing and checking off his bucket list of outdoor adventures.

Qualifications: Creative Direction, Design

Relevant Project Experience: Brand Identity, Integrated Campaigns, Video, Print, Digital, Out-of-Home, Social, App Design, Point-of-Purchase, Collateral, Experiential, Websites, Photography, User Experience (UX), Virtual Reality (VR)

Relevant Client Experience: The Coca-Cola Company, American Cancer Society, Washington DC, DC BID Council, NOVA Parks, Climb UPton, Saint Charles MO, East Orange NJ, Manassas VA

JIMMY FIGLIOLA, COPYWRITER

Jimmy has always had a love of language and the musicality of words. As a Creative Advertising major at Virginia Commonwealth University, he was able to sharpen this skill set and translate his written communication abilities into the sphere of advertising. Jimmy's approach to copywriting takes cues from a wide breadth of inspiration, but retains a core philosophy: copy should be engaging and accurately represent the unique voice of a brand.

Qualifications: Copywriting, Brand Strategy

Relevant Project Experience: Brand Identity, Integrated Campaigns, Video, Radio, Print, Digital, Out-of-Home, Social, Point-of-Purchase, Collateral, Experiential, Websites

Relevant Client Experience: East Orange NJ, The Donohoe Companies, Cyber Risk Institute, Convergence, Death Wish Coffee, Beach Station Farm & Nursery, Manassas VA

PROJECT EXPERIENCE

EXPERIENCE PROVIDING COMPARABLE SERVICES

When it comes to your branding and marketing needs, hiring an integrated agency with expertise in building brands gives you an edge. We take a look at the Weslaco brand holistically, think strategically about where it could go and how to get you there, and then we apply that in ways that will truly resonate with your audience.

We have built brands from scratch, produced brand evolutions and complete rebrands. We have created compelling marketing, from strategy through creative development, to execution and optimization. We have produced engaging videos that tell stories and drive results. We have worked with a variety of municipalities, government organizations, and nonprofit clients. And through all of this, we have achieved impressive results that have even surprised us. The combination of this experience positions Joy Riot to be able to apply our knowledge, strategic expertise, and talent to be your branding and marketing partner for Weslaco.

LOGO PROJECTS IN PAST FIVE YEARS

LIBERTYVILLE FOUNDATION

Location: Libertyville, IL

Contact: Meredith Griffin, Foundation Board

mgriffin9599@yahoo.com

773-454-6564

Services: Logo, Brand Identity

Cost: \$10,000

Dates: 2023 - Present (currently in progress)

THE CITY OF EAST ORANGE, NJ

Location: East Orange, NJ

Contact: Tiffany Harris-Delaney, (Former) Director, Office of Policy, Planning and Development

tiffany.delaney@gmail.com

908-380-2087

Services: Market Research, Logo, Brand Identity Development, Collateral, Marketing Strategy, Campaign Development

Cost: \$112,135

Dates: 2022-2023

AMERICAN SOCIETY OF BAKING

Location: Carmel, IN

Contact: Kristen Spriggs, Executive Director

(Note: We also worked with Kristen on branding and other projects for the American Society of Quality)

kspriggs@asbe.org

317-697-9656

Services: Agency of Record. Research, Strategy, Multiple Logos, Branding, Multiple Marketing Campaigns, Web Design, Social Media Content & Management, Monthly Newsletters, Asset Development

Cost: \$315,605

Dates: 2023- Present (current contract through 2024)

SOUL|MAKERS

Location: Alexandria, VA

Contact: Lisa Smith, Pastor/Artistic Director

lisa@vergenow.org

703-593-7642

Services: Multiple Logos, Brand Identity, Marketing Strategy, Marketing Campaign, Digital, Social, Print, Collateral, Email, Radio, Video, Website Design, Media Planning & Placement

Cost: \$250,000

Dates: 2022-Present

DONOHUE DEVELOPMENT COMPANY

Location: Washington, DC

Contact: Steve Colangelo, Vice President

steven@donohoe.com

202-329-2024

Services: Two Logos, Brand Identity Development, Microsite, Social Media Management

Cost: \$122,180

Dates: 2022 - Present (current contract through 2024)

OLD SAYBROOK YOUTH AND FAMILY SERVICES

Location: Old Saybrook, CT

Contact: Heather McNeil, Director

heather.mcneil@oldsaybrookct.gov

860-519-5942

Services: Logo, Brand Identity

Cost: \$5,000

Dates: 2022

ACTON PUBLIC LIBRARY

Location: Old Saybrook, CT

Contact: Amanda Brouwer, Library Director

abrouwer@actonlibrary.org

860-388-8924

Services: Logo, Brand Identity

Cost: \$5,000

Dates: 2022

DC BID COUNCIL

Location: Washington, DC

Contact: Rick Ammirato, (Former) Executive Director

rickammirato@gmail.com

917-538-3608

Services: Market Research, Logo, Marketing Campaign, Video, Print, Social, Digital, Email, Out-of-Home, Signage, Media Planning, Media Placement, Microsite Design and Development

Cost: \$224,625

Dates: 2021-2022

NAPERVILLE PUBLIC LIBRARY

Location: Naperville, IL

Contact: Trente Arens, Marketing and Communications Manager

tarens@naperville-lib.org

630-637-4913

Services: Brand Research Study, Logo, Brand Identity Development, Collateral

Cost: \$28,755

Dates: 2021-2022

CYBER RISK INSTITUTE

Location: Washington, DC

Contact: Emily Beam, Senior Vice President

emily.beam@cyberriskinstitute.org

254-718-9751

Services: Agency of Record. Brand Research, Logo, Brand Identity, Website, Collateral, Marketing Strategy, Marketing Campaign, Digital, Social Media, Social Media Community Management & Maintenance, Blog, Newsletter

Cost: \$435,370

Dates: 2020-Present

THE GAY MEN'S CHORUS OF WASHINGTON, DC

Location: Washington, DC

Contact: Justin Fyala, Executive Director

jfyala@gmcw.org

202-293-1548

Services: Brand Research Study, Multiple Logos, Brand Identity, Website, Marketing

Cost: \$62,000

Dates: 2020-2023

ROUTE 66 VENTURES

Location: Alexandria, VA

Contact: Pat Wilson, (Former) Partner

pat@phat.vc

910-777-3164

Services: Logo, Brand Identity, Website Design & Development, Collateral

Cost: \$56,155

Dates: 2020-2021

CHEWISH DELI

Location: Alexandria, VA

Contact: Gregg Linzey, Owner

gregg@chewishdeli.com

603-234-8718

Services: Brand Name, Logo, Brand Identity, Collateral Design

Cost: \$4,250

Dates: 2020

AMERICAN PEANUT COUNCIL

Location: Alexandria, VA

Contact: Stephanie Grunenfelder, Senior Vice President

sgrunenfelder@peanutusa.com

703-838-9500

Services: Multiple Logos, Brand Identity, Collateral, Email, Social Media Strategy, Design

Cost: \$8,400

Dates: 2018-2019

EXPERIENCE WITH DESTINATION BRANDING & MARKETING

We have worked with many destinations on their strategic plans, branding, marketing, and websites. In addition, we've also worked with many facets of the tourism industry, including:

- DC BID Council
- DC Deputy Mayor's Office for Planning & Economic Development
- Colonial Williamsburg
- East Orange, NJ
- Old Saybrook, CT: Acton Public Library, Old Saybrook Youth & Family Services
- Naperville, IL: Naperville Public Library
- National Museum of African American History and Culture
- Northern Virginia Regional Park Authority
- Libertyville, IL: Libertyville Foundation
- Saint Charles, MO
- The Bahamas
- Washington, DC

OVERCOMING ADVERSITY

Much of our work in the upfront stages of a project is aimed at avoiding situations that could impact cost, schedule, and other issues. Having worked with many municipalities and on countless branding projects, we know how to navigate many issues, such as when key decision-makers cannot hold to the original schedule, or when multiple stakeholders who need to be involved have differing opinions. We work with our clients to prepare for or quickly identify issues that may come up throughout the process. We maintain transparency in both schedule and potential cost implications and look to create solutions that are mutually beneficial.

SAMPLES

The following samples provide three relevant branding projects. Because they all happened within the last 5 years, please see the previous “Logo Projects in Past Five Years” section for project details requested. Additional background and visuals are provided on the subsequent pages.

The team currently allocated to this project also worked on these samples.

EAST ORANGE, NJ BRANDING

East Orange, New Jersey has a fascinating history. Its Central Avenue was once considered The Fifth Avenue of the Oranges. Shopping there was a "hats and gloves" affair. And it was voted America's tidiest city.

Since that time, multiple factors contributed to its demographic and economic shifting. The suburbs grew, the 1960s erupted into riots, and massive roadways cut through its downtown.

Recently, East Orange decided to lean into their new reality in order to inspire a renaissance, as occurred next door in Newark.

They're embracing their cultural diversity as well as their location as the Crossroads of New Jersey. They asked us to bring this to life for them through a new brand identity.

We started with qualitative and quantitative research within their entire community—lifelong residents, recent transplants, businesses, developers, and even students—to better understand who they think East Orange is and what it could become.

The logo we created embraces these characteristics, as it leans into the transportation nexus that was created when East Orange was strung with major highways, real, and nearby air travel. No longer do these factors push residents and businesses out of the city. Now, they make East Orange convenient for all who want to live, work, and play there. Through this initiative, East Orange is attracting new businesses and residents who will be part of the next phase of the city's rebirth.



NAPERVILLE PUBLIC LIBRARY

The Naperville Public Library has been rated the #1 public library system in the United States. Locals love it.

However, as a bedroom community of Chicago, there was a significant population of newcomers who didn't appreciate the draw of the library upon arrival. They especially weren't impressed by the outmoded and confusing former logo.

So we redid it entirely.

We studied the locations of the three branches. They form almost an exact triangulation of the town layout. And while each is unique, they all boast superior technology, including 3D printers, and other offerings you don't expect in your common public library.

The primary type we chose is a contemporary rendering of a classic serif, blending the traditional idea of a library with their modern amenities. The mark is three distinct elements that are the same shape but different, vibrant colors, and each wraps on the end to show a three-tiered back that is reminiscent of both library stacks as well as a computer chip.

As you can see, we developed their brand guidelines, including look, feel, voice—who we are, who we are not—and applied that to their collateral.

The new brand has had an overwhelmingly positive response from employees and the Naperville community.



POSITIONING

The Naperville Public Library is where minds meet. *They meet each other, they meet us.*

WE ARE

Curious:
Weekend chess classes are forming. Players of all skill levels are invited to join.

Inspiring:

03

TYPOGRAPHY

These typefaces, logo, the bold serif, second sans

HEADLINE

LEXIA BOLD
THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG
The quick brown fox jumps over the lazy dog
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

04

COLOR PALETTE

The color palette consists of three primary colors, three secondary colors, and three tertiary colors.

PRIMARY	PURPLE	GREEN	ORANGE
C: 70 R: 82 M: 77 G: 43 Y: 5 B: 137 K: 1 # 522b89 PMS: 7678C	C: 48 R: 130 M: 12 G: 172 Y: 91 B: 40 K: 2 # 82ac28 PMS: 7737C	C: 1 R: 249 M: 60 G: 102 Y: 77 B: 41 K: 0 # f96629 PMS: 165C	

SECONDARY	LT. PURPLE	LT. GREEN	LT. ORANGE
C: 48 R: 133 M: 58 G: 89 Y: 0 B: 168 K: 0 # 8559a8 PMS: 2587 C	C: 34 R: 168 M: 2 G: 211 Y: 86 B: 49 K: 0 # abd331 PMS: 367 C	C: 1 R: 250 M: 47 G: 137 Y: 44 B: 10 K: 0 # fa896e PMS: 1635 C	

TERTIARY	CREAM	BLACK	WHITE
C: 2 R: 255 M: 3 G: 251 Y: 11 B: 238 K: 0 # fffbee PMS: 1-U	C: 0 R: 0 M: 0 G: 0 Y: 0 B: 0 K: 100 # 000000 PMS: 303 CP	C: 0 R: 255 M: 0 G: 255 Y: 0 B: 255 K: 0 # ffffff PMS: 11-0601 TCX	



NAME SURNAME

POSITION
XXX.XXX.XXXX
EMAIL
WEBSITE
200 W. JEFFERSON AVE.
NAPERVILLE, IL 60540



WELCOME TO THE NAPERVILLE PUBLIC LIBRARY!

LOCATIONS
Nichols Library
200 W. Jefferson Ave., Naperville, IL 60540
Naper Blvd. Library
2035 S. Naper Blvd., Naperville, IL 60565
95th Street Library
3015 Cedar Glade Dr., Naperville, IL 60564

HOURS
Monday - Friday 9 a.m. to 9 p.m.
Saturday 9 a.m. to 5 p.m.
Sunday 1 p.m. to 5 p.m. (June-Aug)
*Naper Blvd. Library closes at 5 p.m. on Sundays year-round.

CONTACT
Phone 630-407-4100
Fax 630-407-4100
Email 630-407-4100
Website 630-407-4100

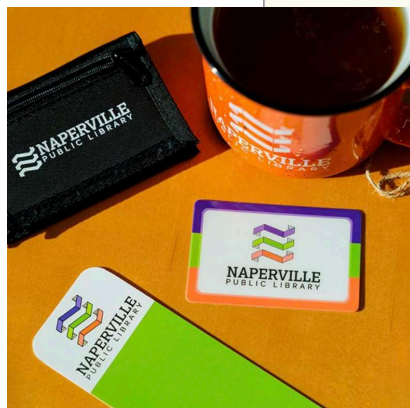
CHILDREN'S SERVICES
Nichols Library 630-407-4100
Naper Blvd. Library 630-407-4100
95th Street Library 630-407-4100

ADULT SERVICES
Nichols Library 630-407-4100
Naper Blvd. Library 630-407-4100
95th Street Library 630-407-4100

TEEN SERVICES
Nichols Library 630-407-4100
Naper Blvd. Library 630-407-4100
95th Street Library 630-407-4100

TEXT & LIBRARIAN
Sign up for our email newsletter at www.naperville-il.org/news
Text to 630-407-4100
Librarian 630-407-4100

RETURNING ITEMS
Items can be returned at any Naperville Public Library location, using the drive-thru book drop, 24/7.



GAY MEN'S CHORUS OF WASHINGTON, DC

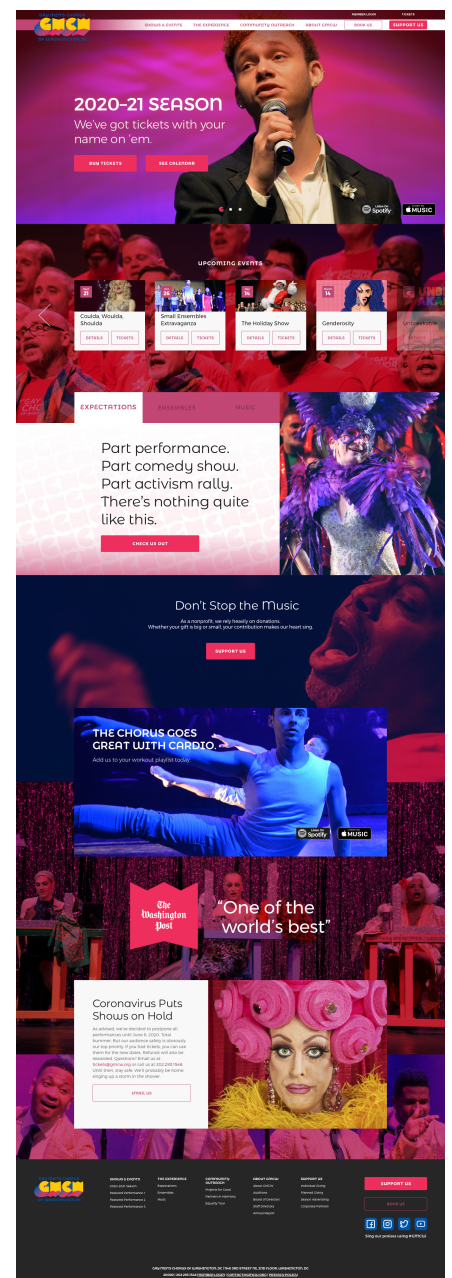
BRAND IDENTITY & WEBSITE

During its forty years in existence, the Gay Men's Chorus of Washington, DC has gone from having to hide who they are to performing at a presidential inauguration. Their standing in society, and how they view themselves, has changed remarkably during this period.

With that change has come some disunity as a result of differing perspectives. Are they primarily an arts, social, or cause-driven organization? With the chorus membership expanding beyond just gay men, what does that do to the culture, sound, and impact of the chorus? And depending on the answers, is their name appropriate and what should their logo be?

We undertook a research project to uncover the answers. They gave us license to view their treasure trove of archives, stored at the George Washington University. We interviewed and surveyed members, leadership, staff, and the public, both in-person and online. And we presented our findings to an eighteen-person Discovery Committee.

We determined the name is still appropriate and valuable; the logo and accompanying identity pieces were updated, including their subbrands and ensemble groups; and the website was relaunched to kick off their 40th anniversary year. The response to the new look and feel was overwhelmingly positive.



NARRATIVE

UNDERSTANDING OF NEEDS & APPROACH

The City of Weslaco needs a refreshed city logo that maintains the symbolism of the current design, while creating a more modern and forward-looking look and feel. This new logo will need to be used on a variety of collateral, marketing materials, and other multimedia projects. It will also serve as the cohesion and inspiration for subbrands such as for City events and services.

We'll work with the City at the start of each project to determine the scope, costs, and schedule. From there, we follow a typical process which includes a kick-off meeting to begin the information immersion. We'll be gathering information on your vision for the brand (or other project), considerations, audiences, and other key information that helps us to develop the strategy. From there, we'll start with a few logo or big idea options for you to choose from. Once we have approval, we'll apply that to your needs, whether that's a full brand identity, marketing or collateral assets, campaigns, website, materials, etc.

We work in all media, so no matter your needs, we'll be able to provide the branding and marketing support to accomplish your goals.

WHY US

We've worked with destinations that have established economic development and tourism reputations already, and we've also worked with destinations that started at the ground floor and needed our help working their way up. We not only know what inputs we need to understand the intricacies of a place, but also what to do with that information to develop a strategic plan, and execute that plan. Our work has been recognized not only by our clients, but also by City Nation Place for our strategic development and implementation of destination marketing.

In fact, we are a City Nation Place Expert, regularly contributing articles to their destination newsletters and website.

AWARDS & SALUTATIONS

- City Nation Place Award Finalist
- American Advertising Award Best in Show
- American Advertising Award Gold
- American Advertising Award Silver
- Hatch Award
- Effie Award
- Webby Award
- W3 Award
- PRINT Award
- 40 Under 40 Awards (founders)
- MM&M Award
- DTC Award
- Biz Award Best in Biz

ENSURING QUALITY

We follow best practices to ensure client satisfaction, agency efficiency, and projects stay within a reasonable timeframe and budget.

For each project, we will determine the best approach for ensuring there is constant communication between agency and client. We factor in key decision makers on the client side and how often we need to connect to determine whether ad hoc or regularly-scheduled status meetings might be required for a particular project or phase.

During the strategy phase, where we are gathering all of our information, we are also looking for any key milestones and dates we might need to hit. If those aren't included in a particular project, we work with the client to determine a feasible timeline based on review and approvals needed.

We keep you fully informed of the status throughout the process, and adjust the schedule as needed if any key approvers will be out of the office or other items come up that might affect the schedule. We pride ourselves on staying on schedule and working to accomplish all goals in a timely manner.

We pride ourselves on staying on schedule and within budget.

COST ESTIMATING APPROACH

Our pricing model is different than other agencies. We do not charge hourly rates. We will estimate costs by project based on the final scope of work. We find this is more economical for our clients to get what they paid for, no matter how long it may take us to solve. As each project or need arises, we will work with you to determine the scope of the project and then will provide you with an estimate for approval, prior to moving forward.

TERMINATIONS & LITIGATION

We do not have, nor have we ever had, any litigation filed against us or project terminations.

QUALITY OF SERVICE

For more information about how we work with our clients and the quality of service we provide, below are a few references.

RICK AMMIRATO

(Former) Executive Director

DC BID Council

rickammirato@gmail.com

917-538-3608

Services: Market Research, Logo, Marketing Campaign, Video, Print, Social, Digital, Email, Out-of-Home, Signage, Media Planning, Media Placement, Microsite Design and Development

TIFFANY HARRIS-DELANEY

(Former) Director, Office of Policy, Planning and Development

City of East Orange, NJ

tiffany.delaney@gmail.com

908-380-2087

Services: Market Research, Logo, Brand Identity Development, Marketing Strategy, Business/Economic Development Marketing Campaign, Collateral

TRENTE ARENS

Marketing and Communications Manager

Naperville Public Library

tarens@naperville-lib.org

630-637-4913

Services: Brand research study, Logo, Brand Identity Development, Collateral

STEVE COLANGELO

Vice President

Donohoe Development Company

stevec@donohoe.com

202-329-2024

Services: Multiple Logos, Brand Identity Development, Website, Social Media Management



City of Weslaco

RFQ: Graphic Design Services for City Logo Refresh 2022-23-30

Submitted by: Locality Studio LLC on October 10, 2023

TABLE OF CONTENTS

Divider 1 - Transmittal Letter

Transmittal Letter	4
--------------------	---

Divider 2 - Team Organization

List & Chart	6
Resumes	7

Divider 3 - Project Experience

Project Listing	11
Project Briefs	12

Divider 4 - Narrative

Narrative	16
-----------	----

Divider 5 - Quality of Service

Testimonials	20
--------------	----



Divider 1

Transmittal Letter



October 10, 2023

Homer Rhodes
City of Weslaco - Purchasing Office
255 S. Kansas Avenue
Weslaco, TX 78596

Locality Studio LLC
5106 Hampton Ave., Ste. 207
St. Louis, MO 63109
katie@localitystudio.com
www.LocalityStudio.com

RE: REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR GRAPHIC DESIGN SERVICES FOR CITY LOGO REFRESH, RFQ NO 2022-23-30

Dear Mr. Rhodes,

Locality Studio is excited to submit its qualifications for the City of Weslaco's RFQ. After reviewing the RFQ, watching the Zoom pre-submittal meeting, and learning about the city overall, we understand your need for a logo refresh, both for functionality and enhanced representation of the community. We will ensure the refresh will rework the historic City Hall imagery within a circle-like shape and have included past logo designs that have included building illustrations in this document.

At Locality Studio, we consider ourselves "Creatives for Places," working with nonprofits, governmental/quasi-governmental entities, and small businesses on branding, graphic design, web design, and public engagement. Community is key in our work as we aim work with and for communities in physical and digital spaces. With urban planning experience in our back pocket, we are able to bring a unique and important lens to every community project.

Although we are located in St. Louis, Missouri, we've made quite a connection with Texas communities. For three years, we've been the contracted graphic designer for the City of Georgetown, TX. We also won an additional project with Georgetown to create a logo and brand for their 175th Anniversary. Another Texas client is Liberty Hill Living. We provide graphics design services for their magazine's advertisement needs. These experiences and our understanding of Weslaco's important positioning as a meeting place between other communities and within the Rio Grande Valley give us a great place to start working with another Texas community!

Over the years, Locality Studio has designed a multitude of brands and brand refreshes for our clients. With each project, we dive into the client's history, mission, values, services, and more. We often have meetings and/or interviews with staff or stakeholders, and develop online surveys to gather input as needed. Final projects include drafts, options, revisions, all file formats, style guides, and training.

As my personal background is in urban planning, I worked within various city offices and outside of them as a consultant. Now, as Locality Studio, my firm has been able to work with the City of Virginia Beach, Town of Weston, MA, Town of Arlington, MA, Village of Lindenhurst, IL, and of course Georgetown.

Locality Studio has developed brand and logo refreshes for the Town of Arlington, Women in Planning and Development Chicago, St. Josaphat Basilica Foundation, AB One Consulting (a department of Anheuser-Busch), Southwest Indiana Workforce Board, and more. You can see our process and examples in this proposal.

We look forward to learning even more about Weslaco through this project. Visit LocalityStudio.com or [@localitystudio](https://www.instagram.com/localitystudio) on social media to see more work. Thank you for taking the time to consider our proposal, and please let us know if you need further information to help you make your decision.

Thank you,

Katie McLaughlin
Founder and Creative Director
of Locality Studio, LLC

Divider 2

Team Organization

LIST OF TEAM MEMBERS + ORGANIZATION CHART

Meet the Team

Our team has over 30 years of experience in the fields of branding, urban planning/design, graphic design, and marketing. Our combination of skills will provide the project with a breadth of expertise in public realm design and experience, community engagement, and storytelling. All except Katie McLaughlin are subcontractors to Locality Studio.



Katie McLaughlin
Project Manager + Designer

Katie has over 10 years of graphic design, branding, and urban planning experience, and has been managing projects at Locality Studio LLC for over 5 years.



Jessie Wyman
Designer

With over 8 years of graphic design and urban planning experience, Jessie serves as an independent contractor supporting designs of signage, maps, and graphics.



Lynden McAllister
Designer

Lynden is a designer and artist with a passion to combine art and technology. She has experience in creating brand identities, promotional materials, websites, social media content, and illustrations.



KATIE MCLAUGHLIN

Founder and
Creative Director

katie@localitystudio.com
314-440-5676

BACKGROUND

Katie McLaughlin is a designer and urban planner with a passion for community-driven projects. Her firm, Locality Studio LLC, focuses on places and design as it is rooted in urban planning. It works with governmental entities, nonprofits, and small businesses as they affect community well-being, providing placemaking, branding, public engagement, and graphic/web design.

Prior to Locality Studio, Katie was an urban planner and designer at Teska Associates, Inc. in Chicago and Development Strategies in St. Louis. Her consulting work focused on public engagement, land use and zoning, urban design, and graphic/web design. Katie worked on a variety of comprehensive, transportation, and neighborhood plans. She thrives on working with and for communities. Since starting Locality Studio, Katie has built relationships with communities throughout St. Louis and the country. She has collaborated with other firms and skilled subcontractors wherever their expertise is needed. Katie continues to use her background of complex analysis and storytelling to guide her design projects. During this time, Katie also started her own Etsy Shop where she sold her paintings and community maps.

CORE COMPETENCIES

Placemaking: existing conditions research; goals, objectives, and strategy development; urban design; mapping; implementation
Branding: research analysis, collaboration, visual identity, implementation
Public Engagement: goal development; creative engagement creation; survey development; facilitation; presentation design
Graphic/Web Design: marketing materials, signage, social media; wireframing; website design and development

RECENT/ON-GOING PROJECTS

i5 Planning Group

Katie assists i5 with a variety of urban planning projects and public engagement, while consistently designing branded materials and outreach materials for projects.

City of Virginia Beach

Katie works with the Cultural Affairs department to design social media posts, invitations, branding, maps, brochures, and more for their events and programs.

City of Georgetown, Texas Graphic Design

Katie works with the city to develop their monthly newsletters as well as all other graphic materials needed by the city.



EDUCATION

Masters in City Planning
Urban Design Concentration
University of Pennsylvania

Bachelors in Urban Affairs
Saint Louis University

SOFTWARE + SKILLS

Illustrator, InDesign, Photoshop,
Premiere Pro, ArcGIS, Rhino,
Sketchup, Microsoft Office

WordPress, Squarespace, Wix,
Weebly, CSS

EXPERIENCE

LOCALITY STUDIO LLC
2017-Present
Owner and Project Manager

LINDBERGH SCHOOL DISTRICT
After-school Art Teacher

CALL NEWSPAPERS
Graphic Designer

DEVELOPMENT STRATEGIES
Planning Analyst

TESKA ASSOCIATES, INC
Planning Associate

WALLACE, ROBERTS & TODD
Planning Intern

PHILADELPHIA CITY PLANNING
COMMISSION
Urban Design Intern

JESSIE WYMAN

Designer
and Urban Planner

BACKGROUND

Jessie is an urban designer with a decade long career in working both for municipalities and consulting firms. Previously, she served as the Director of Community Development for the Town of Reading, MA. She is skilled in the technical areas of planning and design and is expert in rendering techniques, mapping and most recently in wayfinding design.

RECENT CONSULTING PROJECTS (Outside of Locality Studio)

CITY OF EVERETT STOREFRONT AND SIGN DESIGN GUIDELINES

Jessie served as the lead designer for the Storefront and Sign Design Guidelines for the City of Everett, Massachusetts. While the report is still in draft form, Jessie was responsible for the creation of the guidelines through a review of state and national best practices, community/staff engagement and assessment of current conditions.

WAYFINDING PROJECTS

Jessie consults on various Wayfinding Projects for Favermann Design, where she works with local municipalities in the New England area. While her role is project-specific she regularly provides design expertise, spatial/mapping review and research to inform wayfinding programs that help communities define a sense of place, while ensuring users can reach destinations and points of interest.

ECONOMIC DEVELOPMENT LIAISON

Jessie served as the Economic Development Liaison for the Town of Reading, Massachusetts where she provided staff support for municipal projects that advanced the goals identified in the Economic Development Master Plan and Community Plan.

ECONOMIC DEVELOPMENT FACTORS AND PEER COMMUNITY STUDY

As part of her role as the Economic Development Liaison for the Town of Reading, she was tasked with identifying economic development factors that influence growth among the Town's 26 Peer Communities. This was done through a series of peer interviews, data collection, spatial analysis and research which led to recommendations and strategies to promote economic development.



EDUCATION

Masters in Urban Design
for Sustainable Urban
Environments
Northeastern University
Boston, MA

Bachelor of Science in
Community and Regional
Planning
Iowa State University

SOFTWARE + SKILLS

ArcGIS/QGIS, AutoCad, Rhino,
Illustrator, InDesign, Photoshop,
Lightroom, After Effects,
Photography, Drone Operations

EXPERIENCE

CONSULTANT

Freelance urban design,
graphic design, urban planning,
and economic development
work

TOWN OF READING, MA
Community Development
Director

TOWN OF READING, MA
Staff Planner

MASSDOT
Environmental Analyst I

VERTEX ENVIRONMENTAL
SERVICES
Scientist I

LYNDEN MCALLISTER

Designer

BACKGROUND

Lynden is a designer and artist with a passion to combine art and technology. She has experience in creating brand identities, promotional materials, websites, social media content, and illustrations. Lynden is a determined worker who works best both individually and in groups. She will always strive to bring her creative flair to make a project come to life.

RECENT/ON-GOING PROJECTS

Georgetown Texas 175th Graphic Design

Lynden assists Georgetown with a variety of graphic design needs for the city, such as logo design and promotional materials.

Women in Planning & Development Logo Design

Lynden assists WP&D with their logo design needs. Most recently she assisted their rebrand.

Outside Literary Magazine

Lynden worked with Outside Lit Mag for many years and became a primary asset for their issue 6 and 7 launch. She was the mind behind the branding and marketing for both issues.



EDUCATION

Bachelors, Communication Design (on-going)

Massachusetts College of Art & Design

SOFTWARE + SKILLS

Illustrator, InDesign, Photoshop, Procreate, Canva, Clipstudio

WordPress, Wix, Square Space

Javascript, Python

EXPERIENCE

OUTSIDE LITERARY MAGAZINE Sept 2021 - 2023

Graphic Designer, Media Manager, and Web Designer

FREELANCE

Logo Designer and Illustrator

Divider 3

Project Experience

PROJECT LISTING

Town of Arlington, Massachusetts 250th Logo Creation/Refresh

Contact Person

Beth Locke, Executive Director of Arlington Chamber of Commerce

Phone Number

617-429-2558

Email Address

info@arlcc.org

Scope Summary

- Built from existing client idea
- Illustrated/vectorized a historic building
- Developed options with best layout, typography, and colors
- Provided all file formats

Actual/Estimated Cost

\$650 + costs for additional materials

Contractual Completion Dates

March - June 2023

Women in Planning and Development Chicago Logo Refresh

Contact Person

Em Hall

Phone Number

773.322.7296

Email Address

em@emhchicago.com

Scope Summary

- Researched + survey
- Incorporated Chicago bridge architecture
- Developed options with best layout, typography, and colors
- Provided all file formats
- Style guide
- Additional materials like logo variations, social media avatars, and more

Actual/Estimated Cost

\$2,925 + costs for additional materials

Contractual Completion Dates

March - June 2023

City of Georgetown, Texas 175th Logo Creation/Refresh

Contact Person

Aly VanDyke, Director of Communications and Public Engagement

Phone Number

512-630-6210

Email Address

Aly.VanDyke@georgetown.org

Scope Summary

- Built from existing branding
- Developed options with best layout, typography, and colors
- Provided all file formats
- Style guide
- Budget
- Marketing Plan
- Additional materials like logo variations, t-shirts, signage, street banners with illustrated courthouse building, and more

Actual/Estimated Cost

\$7,995 + costs for specifically needed pieces/merchandise

Contractual Completion Dates

Nov/Dec 2022 - April 2023

AB One Consulting (St. Louis) Logo Creation/Refresh

Contact Person

Jessica Barbeau, Senior Consultant

Phone Number

314-603-2201

Email Address

Jessica.Barbeau@anheuser-busch.com

Scope Summary

- Built from existing branding
- Developed options with best layout, typography, and colors
- Provided all file formats
- Style guide
- Additional materials like logo variations, a website, zoom backgrounds, business cards, and more

Actual/Estimated Cost

\$1,755 + additional materials and a website

Contractual Completion Dates

November 2021 - April 2022

Southwest Indiana Workforce Board Logo Creation/Refresh

Contact Person

Sara Worstell, Director

Phone Number

812-430-6459

Email Address

sara.worstell@swinworkforce.org

Scope Summary

- Research + Survey
- Developed options with best layout, typography, and colors
- Provided all file formats
- Style guide
- Additional materials like a website, social media plan, banners, social media posts, and more

Actual/Estimated Cost

\$1,755 + additional materials and a website

Contractual Completion Dates

August 2021 - April 2022

City of Virginia Beach, VB Arts Logo Refresh

Contact Person

Alex Dye, Media and Communications Coordinator II

Phone Number

757-385-2410

Email Address

cdye@vbgov.com

Scope Summary

- Built from existing branding
- Developed options with best layout, typography, and colors
- Provided all file formats

Actual/Estimated Cost

Hourly

Contractual Completion Dates

Jan - Feb 2022

Carthage Olive Oil Logo Creation

Contact Person

Ceri Otero, Owner

Phone Number

757-385-2410

Email Address

route66oliveoil@gmail.com

Scope Summary

- Researched
- Illustrated Carthage Courthouse building
- Developed options with best layout, typography, and colors
- Style Guide
- Provided all file formats

Actual/Estimated Cost

\$650 + costs for additional materials

Contractual Completion Dates

Sept. - Dec. 2021

PROJECT BRIEF

CITY OF GEORGETOWN, TX

CONTACT INFORMATION

Organization Name

City of Georgetown, TX

Contact Person

Aly VanDyke, Director of Communications and Public Engagement

Phone Number

512-630-6210

Email Address

Aly.VanDyke@georgetown.org

Actual/Estimated Cost

\$7,995 + costs for specifically needed pieces/merchandise

Contractual Completion Dates

Nov/Dec 2022 - April 2023

Locality Studio recently completed a branding project for the City of Georgetown to help in celebrating their 175th Anniversary. We worked with staff to build from their existing brand to create a logo, style guide, marketing plan, budget, and LOTS of swag!



LINK TO DELIVERABLES

issuu.com/localitystudio/docs/georgetown175_brandguidelines

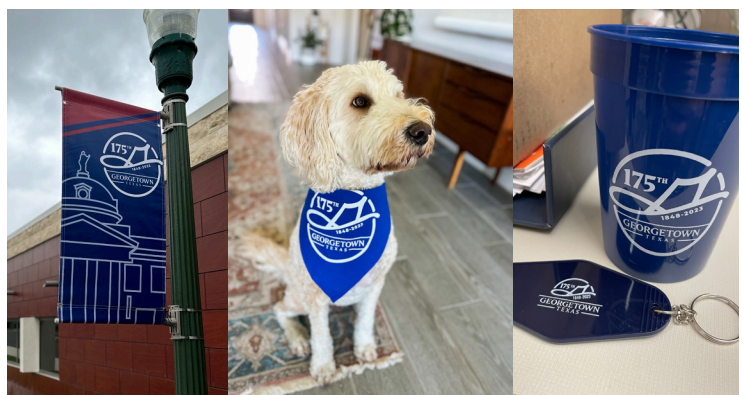
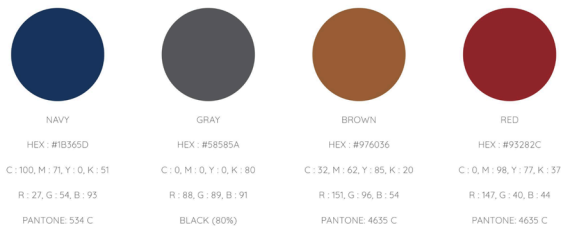
Brand guidelines

Logo Usage Guidelines: Primary Color Variations



Color Palette:

For digital materials and assets please reference the HEX values. For printing, reference the CMYK values or if requested by the printer please reference the Pantone values.



PROJECT BRIEF

SOUTHWEST INDIANA WORKFORCE BOARD

CONTACT INFORMATION

Organization Name

Southwest Indiana Workforce Board

Contact Person

Sara Worstell, Director

Phone Number

812-430-6459

Email Address

sara.worstell@swinworkforce.org

Actual/Estimated Cost

\$1,755 + additional materials and a website

Contractual Completion Dates

August 2021 - April 2022

LINK TO DELIVERABLES

<https://swinworkforce.org/>

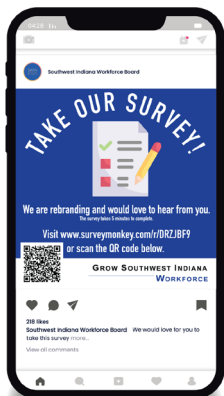
Locality Studio finished up a large rebranding and website project with the Southwest Indiana Workforce Board in 2022. We first put out a survey to their community and stakeholders, then discussed a name change (we removed “Grow” from the beginning of their name), and moved onto the design work. We created many logo options and then translated that brand and logo into a full website. We also created a social media plan.

Final products



Old logo

GROW SOUTHWEST INDIANA WORKFORCE BOARD



PROJECT BRIEF

CARTHAGE OLIVE OIL COMPANY

Ceri, owner of her new business Carthage Olive Oil Company, reached out to Locality Studio for a logo and brand as she loved Locality's focus on place. She wanted to represent her town through the new branding. We sketched various ideas incorporating downtown Carthage and the court house. The final logo design worked perfectly with her bottle colors and for use on a variety of materials.

FINAL PRODUCT



CONTACT INFORMATION

Name

Carthage Olive Oil Company

Contact Person

Ceri Otero, Owner

Phone Number

NA

Email Address

route66oliveoil@gmail.com

Actual/Estimated Cost

\$650 + additional materials

Contractual Completion Dates

Sept - Dec 2021

LOGO PROCESS

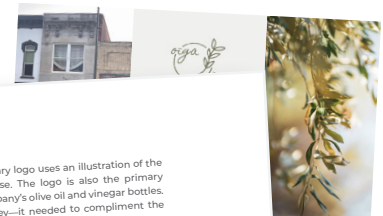


BRAND GUIDE

Overview

Carthage Olive Oil Co. is a small business and dedicated shop located in historic Carthage, Missouri. The company produces olive oil and vinegar out of the Carthage Olive Oil Co. community, nodding to the town's rich history.

Moodboard + Inspiration



Primary Logo

Carthage Olive Oil Co.'s primary logo uses an illustration of the Carthage, Missouri courthouse. The logo is also the primary label for the front of the company's olive oil and vinegar bottles. Because of this, color was key—it needed to complement the cream bottle color and allow the bottle to show through it. The cream color logo is to be used primarily on bottles and only whenever against the brand's green color, as seen below.



Divider 4

Narrative

NARRATIVE

Characteristics

We Know Branding

A successful brand is about more than a single logo. Visually, it must tell a story and evoke feeling. Colors, fonts, logo marks, iconography, layout, and usage all play into this. It also takes time. Multiple ideas, creative directions, and revision rounds are needed to finalize a visual identity that feels right. The brand and identity should be easy for anyone to understand and use. It should be easily applicable to a variety of formats, changing where needed but telling that same story, evoking those same feelings.

We Know Cities

Our larger team has a mix of urban planners and designers that have worked in-house at various municipalities across the countries. We understand the bureaucracy and intricacies. As consultants, we also understand that things can be slow or change, and we're used to that. We work with cities because we like the orderliness and opportunity to work with and for communities.

Team

The mix of Locality Studio contractors allows for a breadth of experience and creativity. We can pull in anyone we need, ask for opinions, and collaborate on all projects. The team noted in this document has worked together in various capacities for over 3 years. Katie McLaughlin will be the project manager and point of contact for the City. She will also be the primary designer, working with Jessie and Lynden when their creativity or capacity is needed.

Systems and Processes

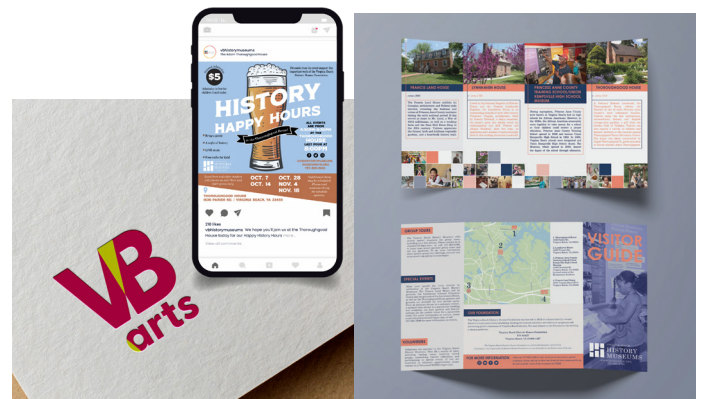
Locality Studio uses the project management system ClickUp. It allows seamless communications between team members and allows clients to submit questions, projects, etc. if desired. Once a timeline is formalized with the City, we will implement this and all necessary tasks into ClickUp for our team. We are also happy to schedule on-going meetings for project updates with the City.



AB One Consulting logo and brand reflect the coming together of customers and consultants, while highlighting their focus on transportation and delivery via the "highway intersection" look.



St. Josaphat Basilica's Copper Dome Society continues to tell its story through member's everyday materials.



Work completed for the City of Virginia Beach. Marketing and logo designs.

NARRATIVE CONTINUED

Deadlines and Budget

Locality Studio prides itself on quick turnarounds and met deadlines/budgets. Once the budget and timeline have been set with our clients, we follow them. If clients need to speed up a project, we do our best to do so. If clients need extra deliverables, we alter the budget (and timeline) if needed together.

Cost Estimating Approach

As Locality Studio has grown throughout the years, we have created many more logo and brand designs. Our pricing has changed through those years and taken on an “add-on” approach. Each logo/brand design has a base price that includes 2-3 black and white logo sketches, then 2-3 full logo options (with typography and colors), and one final logo/brand designed completed for client after revisions throughout each step. This always includes any necessary layout variations and all final files. Base pricing can change if the client would like to see more or less sketches/options.

Once the base price is shared with client, the client can select any “add-ons” like style guides, social media avatars, print/digital marketing collateral, letterheads, etc. We will provide a price menu for the client to select from.

City's Needs

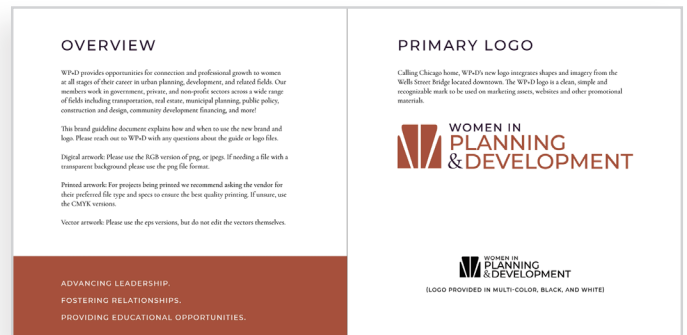
For this project, Weslaco definitely has a final direction they'd like the logo to go: a redesign of the City Hall imagery within a circle-like shape, update of fonts, and update of colors. Because the ideation is already complete and little research or community involvement will be needed, the base price will be on the lower end.

Unusual Challenges

The primary challenge we can foresee is fully understanding the architecture/look/layout of the building that we will need to incorporate. However, as we have done this for many other clients and their historic buildings, we are sure we'll find enough photographs, aerial views, etc. to complete!



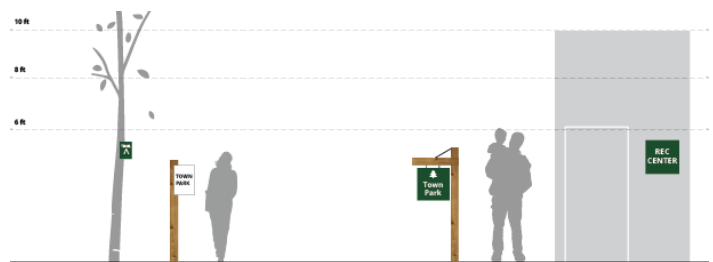
Old logo and new logo (below) with brand style guidelines.



Recent Arlington anniversary logo design:



Signage project for Town of Weston, MA



BURGUNDY
#803035
RGB: 139, 61, 54
CMYK: 31, 82, 77, 28
Pantone: 7609 C



FOREST GREEN
#104c2c
RGB: 29, 76, 44
CMYK: 84, 43, 90, 46
Pantone: 3435 C



BLACK
#000000
RGB: 0, 0, 0
CMYK: 0, 0, 0, 100



WHITE
#ffffff
RGB: 255, 255, 255
CMYK: 0, 0, 0, 0

SERIF V. SANS SERIF FONTS

The key difference between the two types of fonts is a serif. Serifs are small decorative details on the ends of letter and symbol strokes. Serif fonts have these details on each letter and symbol, while sans serif fonts do not. Serif fonts tend to look more classic and sans serif fonts tend to look more modern. This paragraph and its heading are in Arial font, a sans serif.

{Serif Fonts}

Times New Roman
Baskerville
Bodoni
Georgia
Minion

{Sans Serif Fonts}

Futura
Arial
Helvetica
Montserrat
Open Sans

NARRATIVE CONTINUED

Terminated?

No, Locality Studio has never been terminated from a project with or without cause.

Litigation Summary

Locality Studio has no current or past claims or lawsuits that have been filed against the firm that relate to the performance of professional services.

Locality Studio LLC Clients through the Years

Communities

- City of Georgetown, Texas
- City of Virginia Beach, Virginia
- Town of Arlington, Massachusetts
- Town of Weston, Massachusetts
- City of University City, Missouri (with The i5Group)
- Aiken County, SC Parks, Recreation, and Tourism (with Pocket Maps)
- Taos Ski Valley (with Pocket Maps)
- St. Lucie, FL Transit (with PocketMaps)

Universities

- Penn State University
- Saint Louis University

Nonprofits

- Carondelet Historical Society
- Cornelia de Lange Syndrome Foundation
- Dutchtown South Community Corporation
- Laumeier Sculpture Park
- Lincoln Village Business Association
- Metropolitan Economic Development Association (MEDA)
- National States Geographic Information Council
- Southwest Indiana Workforce Board
- Spanish Lake CDC (with The i5Group)
- St. Josaphat Basilica Foundation
- US of Care

Businesses and Organizations

- Anheuser-Busch
- ACFSME Texas Retirees
- Bernstein Management Corporation
- Efficiency Maine
- Four Seasons Hotel St. Louis
- Liberty Hill Living
- Metropolitan St. Louis Sewer District (with Excel Business Concepts)
- Missouri Department of Transportation (with Excel Business Concepts)
- Pocket Maps
- St. Louis City Foundry
- St. Louis Vacancy Collaborative
- The Reilly Group
- The Delmar Loop (with The i5Group)
- Women in Planning and Development Chicago

Divider 5

Quality of Service

TESTIMONIALS AND REFERENCES

"We could not be happier or more impressed with the work from Locality Studio. Everything they send is thoughtful, well designed, and meets our brand standards -- and the team is just so lovely to work with. Locality Studio really feels like an extension of the City team, and we're so glad we're partners."

- *Aly VanDyke, Director of Communications and Public Engagement, City of Georgetown, TX, 512-630-6210*

"Locality Studio (Katie) does a great job producing quality, unique work. We've collaborated with her on several projects (large and small), and she continues to perfect all the small details until we are completely happy with the results. We appreciate all the hard work and plan on using her for continued projects in the future. She is a part of our team."

- *Jessica Barbeau, Senior Consultant, AB One Consulting, 314-603-2201*

"I hired Katie at Locality Studio to design a logo for my urban and regional planning firm. She was attentive to my requests for a logo that was professional, yet creative, while ensuring the design addressed the focus of the business. She was flexible, receptive to feedback, and very easy to work and communicate with. I'm very happy the final result and would recommend Katie for any and all logo/branding needs!"

- *Laura Byer, Owner and Principal Planner, Byer Planning, 518-421-6441*

"Locality Studio has become our go to designer for our marketing needs, from brochures, direct mail, e-mail blasts, to our newsletter. We're very happy with Katie's creativity and fresh designs for projects while incorporating our requests. Katie provides straightforward quotes and timelines and we appreciate her organization and on-time completion of our design projects."

- *Colleen P. Cheney-Trawiński, Executive Director, St. Josaphat Basilica Foundation, 414-902-3524*

"Katie McLaughlin of Locality Studio is consistent and creative. When challenges arise, she becomes a problem-solver. Her work is invaluable in publishing our organization's newsletter."

- *NiNi Harris, Carondelet Historical Society, 314-752-2304*

"You *definitely* created a memorable logo for Carthage Olive Oil Company! Not a week goes by without compliments from shoppers who are smitten by it. Perfection!"

- *Ceri Otero, Owner, Carthage Olive Oil*

"Katie at Locality Studio was so easy to work with. She was transparent with costs and provided everything (and more) that she promised. I will be using her for all of my newsletters going forward as she made it so easy to create a top-notch product. We have never had as many positive comments as we did after she created our newsletter!"

- *Reid Raykovich, Chief Executive Officer, CLFP Foundation, 206- 535-6281*

"Working with Katie over the past 2 years has been a pleasure. She has been prompt and helpful with responses and most importantly, always provides a great product!"

- *Ashley Sievert, Director of Conferences & Communications, National States Geographic Information Council, 703-946-4834*

"Locality Studio was creative, talented, cost-effective and fast -- everything I needed! I am confident that the work Katie did on my website will benefit my business and help clients better understand the services I offer. Highly recommend!"

- *Oliver Bernstein, Founder, Steadyhand PR*

"Katie is such a creative and made coming up with a logo for my business such a fun and easy experience! She listened to my ideas for a logo and came up with designs better than I could have ever imagined. Will absolutely be working with Locality again in the future!"

- *Bri Rigg, Owner of Rigg Calligraphy, Co.*

More references available.

CLIENT:
CITY OF WESLACO
RFQ FOR GRAPHIC DESIGN
SERVICES FOR CITY LOGO
REFRESH
10/10/2023

RFQ NO: 2022-23-30

GRAPHIC DESIGN SERVICES FOR CITY LOGO REFRESH



LUNA
CREATIVE

BRANDING
DONE RIGHT.

16403 HUEBNER RD,
SAN ANTONIO, TX 78248
PHONE: 210.479.4085
WWW.LUNA-CREATIVE.COM

CONTENTS

Transmittal Letter	3
Team Organization	5
Project Experience	11
Project Brief	15
Narrative	19
Quality of Service	21

TRANSMITTAL LETTER

Homer Rhodes

Purchasing Agent
City of Weslaco

SUBJECT: RESPONSE TO RFQ NO. 2022-23-30 - REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR GRAPHIC DESIGN SERVICES FOR CITY REFRESH

Dear Mr. Rhodes,

I am pleased to submit on behalf of Luna Creative LLC our response to the RFQ No. 2022-23-30 for the City of Weslaco's City Logo Refresh. As a representative authorized by Luna Creative, born and raised in Weslaco myself, I am honored to sign this transmittal letter for our proposal.

As the creative director, I will be overseeing this project as its project manager, ensuring its successful development and alignment with the creative vision of the city and Luna Creative LLC. Assisting in the realization of this project will be our talented graphic designers, Araceli Avitia and Asis Belfrey. With their expertise and dedication, we are confident in delivering a refreshed logo that not only meets but exceeds the expectations and aspirations of the City of Weslaco.

Thank you for considering Luna Creative, we appreciate the opportunity to present our qualifications and eagerly await the possibility of working together to create a visually compelling and cohesive refreshed brand identity for the City of Weslaco.

Sincerely,



David Gallardo
Creative Director
Luna Creative LLC

TEAM ORGANIZATION

LIST OF TEAM MEMBERS

Born & Raised in Weslaco, TX!



DAVID GALLARDO

Creative Director

2018 – Current
Number of Employees: 6



SPENCER LUNA

Partner

2018 – Current
Number of Employees: 2



ASIS BELFREY

Lead Logo Designer

2018 – Current



ABEL TAPIA

Lead Web Designer

2018 – Current



ARACELI AVITIA

Lead Graphic Designer

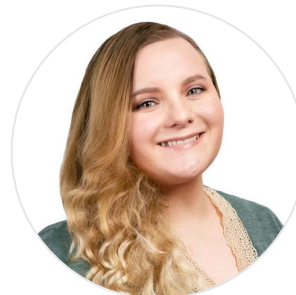
2020 – Current



DENNISE CAMACHO

Web Designer

2022 – Current



ELIZABETH STOUT

Administrative Assistant

2021 – Current

TEAM ORGANIZATION



DAVID GALLARDO
Creative Director
2018 – Current



SPENCER LUNA
Partner
2018 – Current



ASIS BELFREY
Lead Logo Designer
2018 – Current



ARACELI AVITIA
Lead Graphic Designer
2020 – Current



ELIZABETH STOUT
Administrative Assistant
2021 – Current



ABEL TAPIA
Lead Web Designer
2018 – Current



DENNISE CAMACHO
Web Designer
2022 – Current



David Gallardo

Creative Director

EXPERIENCE

2014-CURRENT

Luna Creative LLC Co-Owner & Creative Director

Experienced creative director adept at leading cross-functional teams and overseeing the end-to-end creative process. Proficient in developing and executing innovative design strategies by conceptualizing and delivering compelling visual campaigns that elevate brand presence and engage target audiences.

2007-2014

Gallardo Design Group Co-Owner & Creative Director

As the co-owner and creative director of a small creative agency, responsibilities include leading creative projects, managing client relationships, and providing strategic direction. Guiding a small team of designers, the focus is on delivering innovative solutions that align with clients' brand objectives and consistently exceed expectation.

PROFILE

I am a results-driven creative director with a proven track record of elevating brands through strategic design solutions. Skilled in leading and inspiring multidisciplinary teams, I bring a visionary approach to deliver innovative and impactful creative campaigns. With a deep understanding of market trends and consumer insights, I drive brand growth by translating client objectives into compelling visual narratives that captivate audiences and drive business results.

SKILLS

- Graphic Design
- Branding
- Website Design
- Creative Direction
- Management



Asis Belfrey

Lead Logo Designer

EXPERIENCE

2018 - CURRENT

Luna Creative LLC Lead Logo Designer

Researching, sketching, and creating the final product for various brands. This entails conducting thorough research, generating innovative concepts, and meticulously crafting visually appealing logos that effectively communicate the brand's essence and resonate with the target audience.

2017

Bad Vibe Studios Graphic Designer

Conceptualizing and creating visually compelling designs across various media, including digital platforms, print materials, and branding collateral.

2016 - 2017

Chile Media Graphic Designer

Creating visually compelling designs across a range of mediums, including digital platforms, print materials, and branding collateral.

EDUCATION

2012-2016

The Art Institute of San Antonio Bachelors in Media Arts & Animation

SKILLS

- Logo Design
- Graphic Design
- 3D Modeling
- Animation
- Illustration
- Video and Audio Editing
- Advanced Image Compositing



Araceli Avitia

Lead Graphic Designer

EXPERIENCE

2020-CURRENT

Luna Creative LLC
Lead Graphic Designer

- Designed unique and professional brands to fit the clients' needs and target audience, all while keeping up with trends and incorporating a modern look.
- Created clear and elaborate brand guides that outlined requirements to be met including logo uses, typography uses, color palettes, marketing collateral etc.
- Designed and developed websites which allowed for clients to showcase their work, and/or promote their business.
- Updated and revamped packaging designs for a variety of different business included, CBD products, loose leaf teas, and breweries.

EDUCATION

2018-2020

San Antonio College
BA in Communication Design

SKILLS

- Graphic Design
- Branding
- Website Design
- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Adobe XD

PROJECT EXPERIENCE

1. Project Name:

GREY MOSS INN BRAND REFRESH

Location: Grey Forest, Texas
Contact: Martha Valadez
Phone: 210.501.1998
Email: martha@greymossinn.com
Actual or estimated cost: ~\$27,000
Contract completion date: On-Going

Scope Summary

Logo Design, Signage Design, Menu Design, Website Design, & Social Media Management: Conceptualization and Design of New and Refreshed Logo Variations, Conceptualization and Pre-press of New and Enhanced Signage, Conceptualization and Design of Menu, Design and Development of Website, and Design and Implementation of Social Media Posts.

4. Project Name:

THE GIN MILL LOGO & SIGNAGE DESIGN

Location: Grey Forest, Texas
Contact: Martha Valadez
Phone: 210.501.1998
Email: martha@greymossinn.com
Actual or estimated cost: ~\$5,000
Contract completion date: On-Going

Scope Summary

Logo & Signage Design – Conceptualization, Design, and Pre-press of Logo and Signage.

2. Project Name:

COTTON GIN VILLAGE BRAND REFRESH

Location: Fredericksburg, Texas
Contact: Ross Burtwell
Phone: 830.990.8381
Email: info@cottonginvillage.com
Actual or estimated cost: ~\$30,000
Contract completion date: On-Going

Scope Summary

Branding, Website, Signage, and Marketing Collateral Design – Elevating Brand Identity, Designing and Development of Websites for both Cotton Gin Village and Cabernet Grill, Conceptualizing and Pre-pressing Signage for The Gin Mill, and Designing Various Marketing Collaterals (including Business Cards, T-Shirts, Comment Cards, Printed Ads, Labels, etc.).

5. Project Name:

LUCID SLEEP EXPERTS BRAND

Location: San Antonio & Kerrville, Texas
Contact: Tiffini Stratton
Phone: 210.899.6730
Email: info@lucidtx.com
Actual or estimated cost: ~\$20,000
Contract completion date: On-Going

Scope Summary

Logo Design, Website Design, Signage Design, Marketing Collateral Design, & Digital Advertising – Conceptualization and Design of Logo, Design and Development of Website, Design and Pre-press of Signage and Various Marketing Collateral (including Business Cards, Rack Cards, Mailers, Brochures, etc.), and Design and Implementation of Digital Ads.

3. Project Name:

CABERNET GRILL BRAND REFRESH

Location: Fredericksburg, Texas
Contact: Ross Burtwell
Phone: 830.990.8381
Email: info@cottonginvillage.com
Actual or estimated cost: ~\$15,000
Contract completion date: On-Going

Scope Summary

Branding, Website, Signage, and Marketing Collateral Design – Elevating Brand Identity, Designing and Development of Websites for both Cotton Gin Village and Cabernet Grill, Conceptualizing and Pre-pressing Signage for The Gin Mill, and Designing Various Marketing Collaterals (including Business Cards, T-Shirts, Comment Cards, Printed Ads, Labels, etc.).

6. Project Name:

ARTEA BUBBLE TEA & EATS BRAND

Location: San Antonio, Texas
Contact: Sophia Yin
Phone: 210.462.1388
Email: info@drinkartea.com
Actual or estimated cost: ~\$20,000
Contract completion date: On-Going

Scope Summary

Logo Design, Website Design, Marketing Collateral Design, & Social Media Management – Conceptualization and Design of Logo, Design and Development of Website, Design and Pre-press of Marketing Collateral (Includes Business Cards, Cups, Menus, Billboards, etc.) & Design and Implementation of Social Media posts.

7. Project Name:

CHOPSTICKS CHINESE BUFFET BRAND REFRESH

Location: San Antonio, Texas
Contact: Sophia Yin
Phone: 210.521.1177
Email: eat@chopsticksbuffet.com
Actual or estimated cost: ~\$18,000
Contract completion date: On-Going

Scope Summary

Logo Refresh, Website Design, Signage Design, Billboard Design, & Social Media Management – Conceptualization of Refreshed Logo, Design and Development of Website, Design and Pre-press of Signage, Billboards, and Various Marketing Collateral (including Business Cards, Drink Menu, To Go Menu, etc.), and Design and Implementation of Social Media Posts.

10. Project Name:

WURSTFEST 60TH ANNUAL LOGO REFRESH

Location: New Braunfels, Texas
Contact: Suzanne Herbelin
Phone: 830.625.9167
Email: suzanne@wurstfest.com
Actual or estimated cost: ~\$8,000
Contract completion date: 3/15/2022

Scope Summary

60th Annual Logo Refresh Design - Conceptualization & Design of Wurstfest's 60th Annual Logo That Will Help Bring Awareness to the Long & Successful History of Wurstfest

8. Project Name:

JLP BUILDERS BRAND REFRESH

Location: New Braunfels, Texas
Contact: Jimmie Pouge
Phone: 830.224.3060
Email: sales@buildwithjlp.com
Actual or estimated cost: ~\$35,000
Contract completion date: 6/21/2023

Scope Summary

Logo Design, Website Design, Marketing Collateral Design, & Social Media Management – Conceptualization and Design of Logo, Design and Development of Website, Design and Pre-press of Marketing Collateral (Includes Business Cards, Cups, Menus, Billboards, etc.) & Design and Implementation of Social Media posts.

11. Project Name:

BEA'S BRAND REFRESH

Location: San Antonio, Texas
Contact: Jesse Rivera
Phone: 210.558.9002
Email: jesse@r5sabores.com
Actual or estimated cost: ~\$5,500
Contract completion date: 2/1/2022

Scope Summary

Logo Refresh - Conceptualization and Design of Refreshed Logo

9. Project Name:

BUENA VISTA THEATER BRAND

Location: San Antonio, Texas
Contact: UTSA | Jerod Jerry
Phone: 210.458.3286
Email: jerod.jerry@utsa.edu
Actual or estimated cost: ~\$12,000
Contract completion date: 7/25/2022

Scope Summary

Logo Design – Conceptualization and Design of Logo

12. Project Name:

VALERIE FISHER LAW PLLC BRAND

Location: San Antonio & Laredo, Texas
Contact: Valerie Cortinas Fisher
Phone: 833.814.6587
Email: valerie@vcfisherlaw.com
Actual or estimated cost: ~\$15,000
Contract completion date: 7/1/2021

Scope Summary

Logo Design, Website Design, Signage Design, Billboard Design, & Marketing Collateral Design – Conceptualization and Design of Logo, Design and Development of Website, Design and Pre-press of Signage, Billboards, and Various Marketing Collateral (including Business Cards).

13. Project Name:

RIALTO HOMES BRAND REFRESH

Location: San Antonio, Texas
Contact: Eyal Avnon
Phone: 512.491.0378
Email: eyal.avnon@rialtotexas.com
Actual or estimated cost: ~\$4,000
Contract completion date: 8/20/2020

Scope Summary

Logo Refresh & Collateral Template Design – Conceptualization and Design of Refreshed Logo & Redesign of Header and Footer for InDesign Collateral Template.

15. Project Name:

CITY OF CARRIZO SPRINGS BRAND REFRESH

Location: Carrizo Springs, Texas
Contact: City of Carrizo Springs | Edgar Castillo
Phone: 830.876.2476
Email: ecastillo@cityofcarrizo.org
Actual or estimated cost: ~\$6,000
Contract completion date: 12/13/2019

Scope Summary

Logo Design – Conceptualization and Design of Logo

14. Project Name:

MARCO CRAWFORD LAW BRAND

Location: San Antonio, Texas
Contact: Marco Crawford
Phone: 210.756.5400
Email: info@marcocrawfordlaw.com
Actual or estimated cost: ~\$18,000
Contract completion date: 6/19/2020

Scope Summary

Logo Design, Website Design, Signage Design, Billboard Design, & Marketing Collateral Design – Conceptualization and Design of Logo, Design and Development of Website, Design and Pre-press of Signage, Billboards, and Various Marketing Collateral (including Business Cards).

16. Project Name:

CHUCK'S BAR & GRILL BRAND

Location: Bulverde, Texas
Contact: Parker Scott
Phone: 210.775.4545
Email: info@chucksbarandgrill.com
Actual or estimated cost: ~\$4,000
Contract completion date: 12/10/2020

Scope Summary

Conceptualization and Design of Logo

Please note that we have done over 100+ logos in the past 5 years. Above highlights our most recent projects. Visit our website www.luna-creative.com to view more of our work.

PROJECT BRIEF

Project name & location:

BEA'S | SAN ANTONIO, TEXAS

CLIENT INFO: JESSE RIVERA | 210.558.9002 | JESSE@R5SABORES.COM



Year Project Was Completed & Brief Explanation of Steps We Took to Satisfy the Projects Needs:

This project was completed in 2022.

The BEA's logo redesign was originally brought to us in 2021 when our creative director met with the owner, Jesse Rivera, to discuss the updates he needed for the logo. After their meeting, our creative director assessed the number of hours needed to complete the project and sent out a proposal based on our 2022 hourly rate. Once the proposal was signed, and the initial deposit was taken care of, we got to work. Our work process for redesigns begins with evaluating the current logo and deciding what elements can be improved, factored in with the client's request. With these improvements in mind, our lead logo designer started the redesign. After our team finalized the proposed refreshed logo, our lead graphic designer created mockups to enhance the presentation and show ways the new logo can be used. This presentation was then sent off for review. The owner then responded, wanting to update some elements. We adjusted the logo based on his request until we landed on the final design, completing the project in early 2022.

Give Examples of Where We Overcame Adversity & How We Did it-

Sometimes the vision of the client is not possible due to time constraints or budget restrictions, however we do our best to accomplish their vision in the constraints given by pushing extra hard to reach deadlines and proposing budget-friendly options when available. If budget-friendly options are not available for said project, we do work with our clients for payment plans and other alternatives to meet their needs.

Scope Summary, Including a Description of Services Provided

Logo Refresh - Conceptualization & Design of Refreshed Logo

Key Staff Involved



Creative Director – David Gallardo

Lead Logo Designer – Asis Belfrey

Lead Graphic Designer – Araceli Avitia

Actual or Estimated Cost and Brief Explanation of Steps We Took to Stay in Budget

~\$5,500

We stayed within budget by estimating the time it takes to complete the project beforehand so the client is aware of the final costs.

Project name & location:

WURSTFEST | NEW BRAUNFELS, TEXAS

CLIENT INFO: SUZANNE HERBELIN | 830.625.9167 | SUZANNE@WURSTFEST.COM



Year Project Was Completed & Brief Explanation of Steps We Took to Satisfy the Projects Needs:

Completed in 2022.

We were first introduced to this project in 2019 through a Request for Proposal for the 60th Annual Logo Redesign. We submitted our qualifications and were selected to redesign the Wurstfest logo for their 60th anniversary. This logo would not only be used for advertising, but also for cups and other merchandise, so we were expected to prepare the logo files in multiple formats. In order to fully accomplish the goals of Wurstfest, our creative director met with the director of the association. After this meeting, the creative director and lead logo designer brainstormed how to improve the logo with the modifications the association wanted. After the brainstorming session, the lead logo designer started working on the project, receiving assistance and direction from the creative director as needed. Together, our team was able to finalize 4 solid options, which were sent off to the director, who deliberated with the association and chose the logo accordingly. We then prepared the logo files for the various applications.

After the 60th Annual Wurstfest, we modified the logo for longevity.

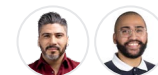
Give Examples of Where We Overcame Adversity & How We Did it-

Due to the nature of working with an association, we did have to wait for approval on the logo and updates made to it. However, our team stayed true to their requests, allowing the association to choose the logo timely and effectively.

Scope Summary, Including a Description of Services Provided

- 60th Annual Logo Refresh Design -
Conceptualization & Design of Wurstfest's 60th Annual Logo That Will Help Bring Awareness to the Long & Successful History of Wurstfest

Key Staff Involved



Creative Director – David Gallardo

Lead Logo Designer – Asis Belfrey

Actual or Estimated Cost and Brief Explanation of Steps We Took to Stay in Budget

~\$8,000

This project was an RFP that included a pricing element, allowing us to propose our costs initially and stay within budget through the entirety of the project.

Project name & location:

CITY OF CARRIZO SPRINGS BRAND REFRESH | CARRIZO SPRINGS, TEXAS

CLIENT INFO: CITY OF CARRIZO SPRINGS | EDGAR CASTILLO | 830.876.2476 | ECASTILLO@CITYOFCARRIZO.ORG



Year Project Was Completed & Brief Explanation of Steps We Took to Satisfy the Projects Needs:

This project was completed in 2019.

This project was initiated in 2019 when our creative director met with Edgar Castillo, who was coordinating the city's logo design project at that time. The creative director assessed the costs and submitted a proposal, which was signed and approved by the City of Carrizo Springs. Following this, another meeting between the creative director and Edgar was held to discuss project specifics in order to accurately convey the information to the lead logo designer. Following this, our creative director and lead logo designer brainstormed improvements. The lead logo designer then crafted a new design to meet the city's requirements. Upon finalizing the project, the design underwent an approval process with the city, resulting in a green light to organize and prepare the necessary files accordingly.

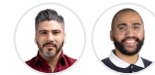
Give Examples of Where We Overcame Adversity & How We Did it-

Working with any municipal entity always comes with needed approval. Thankfully, we kept in contact as needed and kept true to their wants and needs, allowing the city to approve our proposal and finalized design fairly quickly.

Scope Summary, Including a Description of Services Provided

Logo Design - Conceptualization & Design of Logo

Key Staff Involved



Creative Director – David Gallardo

Lead Logo Designer – Asis Belfrey

Actual or Estimated Cost and Brief Explanation of Steps We Took to Stay in Budget

~\$6,000

Unlike the previous project briefs, this was not an RFP and went through our normal process of estimating the cost based on the number of hours that it would take to accomplish the vision the city intended. We stay in budget by providing the most accurate cost we can based on experience and expertise levels.

NARRATIVE

LUNA CREATIVE: TRANSFORMING VISIONS INTO REALITY

Luna Creative is a beacon of innovation, driven by our commitment to excellence, diversity, and unwavering professionalism. As a HUB certified minority-owned business, we stand tall in our industry, forging new paths and setting high standards. Our distinct characteristics and methodologies have established us as a reliable partner, capable of delivering outstanding results.

Characteristics that Set Us Apart

As a certified minority-owned business, Luna Creative thrives on diversity and inclusivity. Our unique perspective fosters creativity and promotes a culture of understanding and collaboration. We firmly believe that diversity is an asset, enabling us to tackle challenges with fresh insights and innovative solutions.

Team's Working Relationship

At Luna Creative, our team embodies a seamless blend of talent, creativity, and collaboration. We approach every project as a collective effort, leveraging the diverse skill sets and experiences of our team members. Our close-knit working relationships ensure effective communication, idea sharing, and shared accountability, ultimately leading to successful project outcomes.

Systems and Processes for Ensuring Quality and Timely Performance

Our dedication to delivering high-quality work, within the stipulated timeframes, is reflected in our robust systems and processes. We utilize online databases like Trello to meticulously set deadlines and maintain real-time project progress tracking. This proactive approach helps us stay organized, meet deadlines, and deliver exceptional results.

Track Record of Meeting Deadlines and Working Within Budgets

Luna Creative takes pride in our consistent track record of meeting deadlines and adhering to budgets. We prioritize understanding our clients' financial parameters and align our approach accordingly. By basing our cost estimates on a transparent hourly rate of \$155/hr, we provide accurate project quotes that ensure budget compliance and client satisfaction.

Cost Estimating Approach

Our cost estimating approach is founded on transparency and fairness. We base our estimates on a straightforward hourly rate, ensuring that clients fully comprehend the cost structure; our 2023 rate is \$155/hr. This approach allows us to provide accurate estimates and maintain financial transparency throughout the project lifecycle.

Understanding of the City's Needs and Approach to the Project

Luna Creative's Creative Director hails from Weslaco, Texas, bringing with them an intimate understanding of the city's unique needs and cultural fabric. This personal connection allows us to approach this project with a tailored perspective, deeply rooted in the community's values and aspirations. We strive to align our designs with the essence of the city, ensuring that this project not only meets but exceeds expectations, reflecting the very spirit of Weslaco.

Anticipated Challenges

Navigating the bureaucratic landscape of a city can be a challenge. Obtaining approvals and meeting compliance requirements can be a meticulous and time-consuming process. However, at Luna Creative, we embrace this challenge with diligence and dedication. We maintain open lines of communication with all stakeholders and keep them informed throughout the project to minimize any potential delays.

Project History and Professional Integrity

Luna Creative proudly maintains an unblemished track record in project completion. We have never been terminated from any project before its completion, reflecting our commitment to professionalism, collaboration, and client satisfaction. Our unwavering dedication to excellence and transparent communication builds lasting relationships based on trust and exceptional service.

In conclusion, Luna Creative is not just a design firm; we are a committed partner, understanding the needs of our clients and cities alike. Our dedication to diversity, structured methodologies, and exemplary track record set us apart, enabling us to envision and create spaces that inspire and delight.

Litigation Statement

With a long-standing commitment to integrity and excellence, Luna Creative proudly states that we have never been involved in any lawsuits or faced claims against our services. Our reputation is built on trust, reliability, and a steadfast commitment to the satisfaction of our clients, which we uphold in every project we undertake.

QUALITY OF SERVICE



To Whom It May Concern,

I am writing to wholeheartedly recommend Luna Creative for their exceptional logo design services. I have had the pleasure of working closely with David and the Luna Creative team since 2018, during the inception of my business, Lucid Sleep Experts. Over the years, Luna Creative has become an invaluable partner in shaping our brand's identity and bringing our vision to life. The collaborative spirit and innovative approach of their team has been instrumental in creating a cohesive and captivating brand for Lucid Sleep Experts.

Luna Creative's expertise in logo design is truly commendable. They crafted a logo that beautifully embodies the essence of our brand, capturing our unique identity with precision and creativity. Not only did they create a design that aligned seamlessly with our vision, but they also managed to do so promptly and remained well within our established budget. Their consistent ability to understand and deliver upon our brand's aesthetic has made every collaboration a pleasure.

Furthermore, our partnership with Luna Creative extends beyond logo design. We continue to work with them on various projects, benefiting from their creativity, reliability, and dedication to excellence. Their seamless communication and proactive approach make them a preferred choice for any design-related ventures. I wholeheartedly recommend Luna Creative to anyone seeking outstanding graphic design services.

Sincerely,

Tiffini Stratton
Owner, Lucid Sleep Experts
210.899.6730



To Those Seeking Distinctive Creativity,

Allow me to enthusiastically endorse David Gallardo, the Creative Director at Luna Creative, for their exceptional logo design services. I am Ross Burtwell, the proud owner of Cotton Gin Village and Cabernet Grill. Throughout our journey, I've had the privilege of partnering closely with David, witnessing the remarkable transformation of our branding under his expert guidance. David's keen eye for detail, coupled with an artistic flair, has been instrumental in redefining the identity of Cotton Gin Village and Cabernet Grill, encapsulating the very soul of our establishments with unparalleled creativity and precision.

David's talent in understanding our brand's unique character and translating it into compelling logos has been nothing short of impressive. The designs he crafted for Cotton Gin Village and Cabernet Grill have been exceptionally well-received, resonating deeply with our patrons and setting an inviting tone for our establishments. In fact, my admiration for the results was so profound that I eagerly enlisted Luna Creative for a new venture—the Gin Mill—underscoring my unwavering trust in David and his capable team.

Moreover, David's collaboration with us extends beyond the realm of logo design. His steadfast dedication to excellence and unwavering commitment to our vision have led to fruitful partnerships on various projects. The seamless communication and remarkable creativity displayed by David and his team have solidified them as our preferred choice for any design-related endeavors. I wholeheartedly recommend David Gallardo and Luna Creative for their outstanding design services.

Sincerely,

Ross Burtwell

Owner & Chef - Cotton Gin Village, Cabernet Grill & The Gin Mill

830.990.8381



To Whom It May Concern,

I am writing to express my heartfelt endorsement for the exemplary design services provided by Luna Creative. As an Attorney at Law, specializing in various legal domains, I have had the distinct privilege of collaborating with Luna Creative. The proficiency and expertise demonstrated by Luna Creative in the realm of design significantly contributed to the successful rebranding and marketing initiatives undertaken during my time in private practice.

Their ingenuity in crafting impactful designs and translating intricate legal concepts into visually compelling representations played an integral role in elevating the brand identity of my practice. I am particularly grateful for their unwavering commitment to understanding the nuanced nature of legal services and encapsulating the essence of my practice within each design.

While I have since transitioned away from private practice, the lasting impact of Luna Creative's work remains an indelible testament to their dedication to excellence. I extend my highest recommendation to Luna Creative for any design endeavors that necessitate not only artistic proficiency but also a nuanced understanding of professional services and the legal sector.

Sincerely,

Valerie Cortinas Fisher
Attorney at Law
833.814.6587



16403 HUEBNER RD,
SAN ANTONIO, TX 78248

P: 210.479.4085 • F: 210.496.6680

www.luna-creative.com

CITY OF WESLACO
GRAPHIC DESIGN SERVICES FOR LOGO REFRESH / RFQ NO.: 2022-23-30

	EVALUATOR	CRYSTAL CRANES	GAMUT	JOYRIOT	LOCALITY	LUNA
1. Experience in similar or relevant projects by key members who would be assigned to this project	JASMINE RICO JOENS	10	7	8	9	10
	RICK MENDOZA	9	9	7	10	8
	MAGGIE PEREZ	8	8	8	10	9
	AVANLY GONZALEZ	8	10	10	10	8
	APRIL CASTANEDA-EDC	8	7	9	9	9
	MICHELLE GARCIA-EDC	7	7	8	9	10
CRITERIA 1 AVERAGE	MAX 10 POINTS	8.33	8.00	8.33	9.50	9.00
2. A suitably sized staff to meet the phases of work	JASMINE RICO JOENS	5	4	5	4	5
	RICK MENDOZA	5	5	5	5	5
	MAGGIE PEREZ	5	5	5	5	5
	AVANLY GONZALEZ	3	5	5	5	3
	APRIL CASTANEDA-EDC	5	4	4	3	5
	MICHELLE GARCIA-EDC	4	3	4	3	5
CRITERIA 2 AVERAGE	MAX 5 POINTS	4.50	4.33	4.67	4.17	4.67
3. Project experience by prime firm, sub-contractors, and key members with governmental entities	JASMINE RICO JOENS	8	8	8	9	10
	RICK MENDOZA	10	8	8	10	9
	MAGGIE PEREZ	8	10	8	10	9
	AVANLY GONZALEZ	10	10	10	10	10
	APRIL CASTANEDA-EDC	9	9	10	9	10
	MICHELLE GARCIA-EDC	8	8	10	9	10
CRITERIA 3 AVERAGE	MAX 10 POINTS	8.83	8.83	9.00	9.50	9.67
4. Experience by prime firm, sub-contractors, and key members with logo design and multi-media implementation	JASMINE RICO JOENS	22	22	22	18	30
	RICK MENDOZA	24	20	20	25	23
	MAGGIE PEREZ	30	30	30	30	30
	AVANLY GONZALEZ	25	20	25	30	26
	APRIL CASTANEDA-EDC	28	27	27	28	28
	MICHELLE GARCIA-EDC	20	20	25	30	30
CRITERIA 4 AVERAGE	MAX 30 POINTS	24.83	23.17	24.83	26.83	27.83
5. Demonstrable systems and processes in-house for insuring quality and timely performance on projects.	JASMINE RICO JOENS	5	4	5	5	5
	RICK MENDOZA	5	5	5	5	5
	MAGGIE PEREZ	5	3	3	5	5
	AVANLY GONZALEZ	3	5	5	5	3
	APRIL CASTANEDA-EDC	5	5	5	5	5
	MICHELLE GARCIA-EDC	4	5	5	4	5
CRITERIA 5 AVERAGE	MAX 5 POINTS	4.50	4.50	4.67	4.83	4.67
6. Understanding of City's needs and appropriateness of Team's approach to this project	JASMINE RICO JOENS	20	15	18	15	20
	RICK MENDOZA	18	18	17	20	18
	MAGGIE PEREZ	20	18	18	19	20
	AVANLY GONZALEZ	10	20	20	20	10
	APRIL CASTANEDA-EDC	15	15	20	20	20
	MICHELLE GARCIA-EDC	19	19	16	19	20
CRITERIA 6 AVERAGE	MAX 20 POINTS	20.40	21.00	21.80	22.60	21.60
7. Track record of meeting deadlines and working within a budget	JASMIN RICO JOENS	10	9	10	7	10
	RICK MENDOZA	9	8	7	10	8
	MAGGIE PEREZ	8	10	8	10	10
	AVANLY GONZALEZ	10	10	10	10	10
	APRIL CASTANEDA-EDC	10	10	10	10	10
	MICHELLE GARCIA-EDC	8	9	9	10	9
CRITERIA 7 AVERAGE	MAX 10 POINTS	9.17	9.33	9.00	9.50	9.50
8. Applicability and quality of references	JASMINE RICO JOENS	9	7	7	8	10
	RICK MENDOZA	9	9	8	10	9
	MAGGIE PEREZ	9	8	8	10	10
	AVANLY GONZALEZ	10	10	10	10	10
	APRIL CASTANEDA-EDC	8	9	8	10	10
	MICHELLE GARCIA-EDC	8	10	7	10	9
CRITERIA 8 AVERAGE	MAX 10 POINTS	8.83	8.83	8.00	9.67	9.67
AVERAGE BY EVALUATOR	JASMINE RICO JOENS	89.00	76.00	83.00	75.00	100.00
AVERAGE BY EVALUATOR	RICK MENDOZA	89.00	82.00	77.00	95.00	85.00
AVERAGE BY EVALUATOR	MAGGIE PEREZ	93.00	92.00	88.00	99.00	98.00
AVERAGE BY EVALUATOR	AVANLY GONZALEZ	79.00	90.00	95.00	100.00	80.00
AVERAGE BY EVALUATOR	APRIL CASTANEDA-EDC	88.00	86.00	93.00	94.00	97.00
AVERAGE BY EVALUATOR	MICHELLE GARCIA-EDC	78.00	81.00	84.00	94.00	98.00
TOTAL POINTS	MAX 100 POINTS	86.00	84.50	86.67	92.83	93.00
		CRYSTAL CRANES	GAMUT	JOYRIOT	LOCALITY	LUNA



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7092	
From:			
Subject: Discussion and consideration to purchase two (2) Rapid Intervention Team Paks (RIT Paks) with two bottles at a cost of \$10,038 and the purchase of two (2) Self Contained Breathing Apparatus (SCBA) with eight (8) SCBA bottles to replace end of life equipment at a cost of \$25,626 from vendor Metro Fire Apparatus Specialist under BuyBoard Contract #698-23 as budgeted and authorize the Mayor to execute any related documents. Possible action. (Staffed by Fire Department.)			
Background: The request to purchase RIT Packs under Buy Board Contract number 698-23 at a cost of \$10,038.00 and the purchase of the RIT packs will replace end of life RIT packs. All items are budgeted in FY23-24.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
Leslie Lugo ANTONIO LOPEZ Martin Garza		Created/Initiated New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Staff recommends approval			
Attachments, if any: Metro Fire RIT Paks Quote, Metro Fire SCBA Quote			
Responsibilities upon Approval:			



QUOTE

Corporate
17350 State Hwy 249
Suite 250
Houston TX 77064-1142
(713) 692-0911 Phone
(713) 692-1591 Fax

Mansfield
625 S Wisteria St Ste 121
Mansfield TX 76063-2528
(817) 467-0911 Phone
(817) 375-1775 Fax

South Houston
514 Michigan St
South Houston TX 77587-3221
(713) 475-2411 Phone
(713) 475-2428 Fax

Number	216673-0
Quote Date	10/16/2023
Page	1

Bill to: WESLACO FIRE DEPARTMENT
711 E. RAILROAD AVE.
WESLACO, TX 78596

Ship to: WESLACO FIRE DEPARTMENT
255 S. KANSAS AVENUE
WESLACO, TX 78596

Cust Code	Ordered By	Salesman	. Job/Rel#	Customer PO
WES011	ANTONIO LOPEZ	CESAR PEDRAZA		
Entered By	FOB	Ship Via	Terms	
JIM MINTON	CUSTOMER PAYS FREIGHT	BEST WAY	NET 20 DAYS	
Customer/Order Instructions				

PRICING PER TEXAS BUY BOARD CONTRACT 698-23

Quantity			U/M	Item #	Description	Price	Extension
Order	Ship	Back					
2	2	2	EA	SCT-7012471719	RIT-PAK III ASSY 5500 PSI, RECTUS EBSS, AV-3000, E-Z FLO REGULATOR	3501.00	7002.00
2	2	2	EA	SCT-7012471903	60 MINUTE, CARBON CYLINDER 5500 PSI, CGA THREAD VALVE 200972-01	1518.00	3036.00
SubTotal							10,038.00
Total							10,038.00

QUOTE GOOD FOR 30 DAYS



Corporate
 17350 State Hwy 249
 Suite 250
 Houston TX 77064-1142
 (713) 692-0911 Phone
 (713) 692-1591 Fax

Mansfield
 625 S Wisteria St Ste 121
 Mansfield TX 76063-2528
 (817) 467-0911 Phone
 (817) 375-1775 Fax

South Houston
 514 Michigan St
 South Houston TX 77587-3221
 (713) 475-2411 Phone
 (713) 475-2428 Fax

QUOTE

Number	216798-0
Quote Date	10/18/2023
Page	1

Bill to: WESLACO FIRE DEPARTMENT
 711 E. RAILROAD AVE.
 WESLACO, TX 78596

Ship to: WESLACO FIRE DEPARTMENT
 255 S. KANSAS AVENUE
 WESLACO, TX 78596

Cust Code	Ordered By	Salesman	Job/Rel#	Customer PO
WES011	ANTONIO LOPEZ	JESSE BREEDLOVE		
Entered By	FOB	Ship Via	Terms	
JESSE BREEDLOVE	CUSTOMER PAYS FREIGHT	BEST WAY	NET 20 DAYS	
Customer/Order Instructions				

PRICING PER TEXAS BUY BOARD CONTRACT 698-23

Quantity			U/M	Item #	Description	Price	Extension
Order	Ship	Back					
2	2	2	EA	SCT-7100258853	X8815025305304 X3 PRO 5.5 AIR-PAK, CGA VALVE EZ FLO+ REG W/QC RECTUS, UEBSS, PAK/TRACKER-PASS 2/CARTON	7405.00	14810.00
8	8	8	EA	SCT-7012471758	45 MINUTE, CARBON CYLINDER 5500 PSI, CGA THREAD VALVE 200969-01	1352.00	10816.00

SubTotal 25,626.00

Total 25,626.00

QUOTE GOOD FOR 30 DAYS



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7135	
From: ROBERT LOPEZ			
Subject: Discussion and consideration to accept FY23 COPS Hiring Program Grant #15JCOPS-23-GG-04628 for an amount of \$621,681 with a 25% local match to hire police officers for the greater goal of reducing crime and building trust between the Weslaco Police Department and the community we serve and authorize Chief Rivera to execute any related documents. Possible action. (Staffed by Police Department.)			
Background: At the COPS Office, our mission is advancing community policing nationwide. We prioritize this by supporting state, local, tribal, and territorial law enforcement agencies as they carry out their vital public safety missions. The project you will implement with these award funds contributes to the mission of the COPS Office and the greater goal of reducing crime and building trust between law enforcement and communities served. The team at the COPS Office looks forward to supporting you as you implement this important work.			
Funding Source (budget code, if applicable): 16.710 Public Safety Partnership and Community Policing Grants			
Amount: \$621,681		Term of Impact: 48	Identified in Current Budget: No
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ROBERT LOPEZ ROBERT LOPEZ Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation:			
Attachments, if any: Award_Package_FAW-180321 First 6 Pages			
Responsibilities upon Approval:			



Department of Justice (DOJ)

Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF WESLACO 255 S KANSAS AVE
City, State and Zip:	WESLACO, TX 78596
Recipient UEI:	GJMZDZZAN4J3
Project Title: FY23 COPS Hiring Program (CHP)	Award Number: 15JCOPS-23-GG-04628-UHPX
Solicitation Title: FY23 COPS Hiring Program	
Federal Award Amount: \$621,681.00	Federal Award Date: 11/2/23
Awarding Agency:	Office of Community Oriented Policing Services
Funding Instrument Type:	Grant
Opportunity Category: D Assistance Listing: 16.710 - Public Safety Partnership and Community Policing Grants	
Project Period Start Date: 10/1/23	Project Period End Date: 9/30/28
Budget Period Start Date: 10/1/23	Budget Period End Date: 9/30/28
Project Description: The purpose of the COPS Hiring Program (CHP) program is to advance the practice of community policing through the hire or rehire of additional career law enforcement officers. Funding under this award program will be utilized by local law enforcement agencies to hire and rehire career law enforcement officers necessary to increase the jurisdiction's community policing capacity to prevent and disrupt crime and violence.	

Award Letter

November 2, 2023

Dear Joel Rivera,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by CITY OF WESLACO for an award under the funding opportunity entitled 2023 FY23 COPS Hiring Program. The approved award amount is \$621,681. Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

HUGH CLEMENTS

COPS Director

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department

are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at askOCR@ojp.usdoj.gov.

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name

CITY OF WESLACO

UEI

GJMZDZZAN4J3

ORI Number

TX10814

Street 1

255 S KANSAS AVE

Street 2

City

WESLACO

State/U.S. Territory

Texas

Zip/Postal Code

78596

Country

United States

County/Parish

Province

Award Details

Federal Award Date

11/2/23

Award Type

Initial

Award Number

15JCOPS-23-GG-04628-UHPX

Supplement Number

00

Federal Award Amount

\$621,681.00

Funding Instrument Type

Grant

Assistance Listing Number	Assistance Listings Program Title
16.710	Public Safety Partnership and Community Policing Grants
Statutory Authority	
The Public Safety Partnership and Community Policing Act of 1994, 34 U.S.C. § 10381 et seq.	
☐ I have read and understand the information presented in this section of the Federal Award Instrument.	
Project Information	
This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.	
Solicitation Title	Awarding Agency
2023 FY23 COPS Hiring Program	COPS
Application Number	
GRANT13877102	
Grant Manager Name	
FRANCISCO BERNAL	
Phone Number	
202-812-5473	
E-mail Address	
Francisco.A.Bernal@usdoj.gov	
Project Title	
FY23 COPS Hiring Program (CHP)	
Performance Period Start Date	Performance Period End Date
10/01/2023	09/30/2028
Budget Period Start Date	Budget Period End Date
10/01/2023	09/30/2028
Project Description	
The purpose of the COPS Hiring Program (CHP) program is to advance the practice of community policing through the hire or rehire of additional career law enforcement officers. Funding under this award program will be utilized by local law enforcement agencies to hire and rehire career law enforcement officers necessary to increase the jurisdiction's community policing capacity to prevent and disrupt crime and violence.	
☐ I have read and understand the information presented in this section of the Federal Award Instrument.	

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

A financial analysis of budgeted costs has been completed. All costs listed in the approved budget below were programmatically approved based on the final proposed detailed budget and budget narratives submitted by your agency to the COPS Office. Any adjustments or edits to the proposed budget are explained below.

Budget Clearance Date: 9/18/23 11:48 AM

Comments

No items

Budget Category	Proposed Change Budget		Approved Budget	Percentages
Sworn Officer Positions:	\$621,682	-\$1	\$621,681	
Civilian or Non-Sworn Personnel:	\$0	\$0	\$0	
Travel:	\$0	\$0	\$0	
Equipment:	\$0	\$0	\$0	
Supplies:	\$0	\$0	\$0	
SubAwards:	\$0	\$0	\$0	
Procurement Contracts:	\$0	\$0	\$0	
Other Costs:	\$0	\$0	\$0	
Total Direct Costs:	\$621,682	-\$1	\$621,681	
Indirect Costs:	\$0	\$0	\$0	
Total Project Costs:	\$621,682	-\$1	\$621,681	
Federal Funds:	\$375,000	\$246,681	\$621,681	100.00%
Match Amount:	\$246,681	-\$246,681	\$0	0.00%
Program Income:	\$0	\$0	\$0	0.00%

Budget Category

Sworn Officer

Civilian Personnel

Travel

Equipment

Supplies

SubAwards

Procurement Contracts

Other Costs

Indirect Costs

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Other Award Documents

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

1

Reporting Subawards and Executive Compensation

The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

I. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7111	
From: OMAR RODRIGUEZ			
Subject: Discussion and consideration of Allowance Expenditure Authorization #1 in the amount of \$99,500 to Norris Leal Contractors for RFB No.: 2021-22-31 Mayor Pablo Pena City Park Sports Field Lighting Project and Isaac Rodriguez Skate Park Lighting Project and authorize the Mayor to execute any related documents. Possible action. (Staffed by Parks & Recreation Department.)			
Background: The Contract Is add the following scope of work as follows: 1. The removal and disposal of existing three score boards at the Pablo Pena Park baseball fields. 2. Furnish and Install 3 new Nevco Model 1610 10'x4'x8' baseball field score boards with in-board wireless receiver kit and wireless handheld control with carrying case (scoreboard color to be selected by owner). 3. Scoreboard steel column and foundation Structural design sealed by a Texas PE. 4. All electrical conduit and wire required two scoreboards in place and operational. 5. Material and labor for testing power for existing third scoreboard located on the southwest area of the park next to existing Musco lighting. 6. Furnish and install new 100 Amp circuit breaker on panel SL-1 for new score boards. 7. Furnish and install required ground for each scoreboard and Lyncole XIT system for Panel SL-1. 8. Furnish and install safety disconnect for scoreboard. 9. Furnish and install new 25KVA Mini Power zone and pull box for future vending building. 10. Furnish and install new 6' fencing around the New transformer, Panel SL-1, and Musco Panels with entrance gate. Original Owner's Contingency Sum \$100,000.00 Allowance Sum will be decreased by this Authorization \$99,500.00 New Owners Allowance Balance \$500.00			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			

Advisory Review, if any (name of board/committee, date of action, recommendation):	
NORMA CANTU OMAR RODRIGUEZ Martin Garza	Created/Initiated Approved New
City Manager Comments: Approve as recommended by staff.	
Staff Recommendation: Staff recommends approval.	
Attachments, if any: 2023.10.23 AEA No.1, Baseball_1610_Optimized 9-19	
Responsibilities upon Approval:	

Project:

Mayor Pablo Pena City Park Sports Field Lighting
Project and Isaac Rodriguez Skate Park Lighting
RFB No.: 2021-22-31

Engineer:

Sigma HN Engineers, PLLC
701 S. 15th St.
McAllen, TX 78501

Owner:

City of Weslaco
255 South Kansas Ave.
Weslaco, TX 78596

Contractor:

NorrisLeal, LLC
1222 E. Tyler Ste. C,
Harlingen, Texas 78550

Change Order Number: 01

Requested Extension of Time in Days: 0

Date of Issuance: October 27, 2023

Contract Date: January 20, 2023

The Contract Is add the following scope of work as follows:

1. The removal and disposal of existing three score boards at the Pablo Pena Park baseball fields.
2. Furnish and Install 3 new Nevco Model 1610 10'x4'x8' baseball field score boards with in-board wireless receiver kit and wireless handheld control with carrying case (scoreboard color to be selected by owner).
3. Scoreboard steel column and foundation Structural design sealed by a Texas PE.
4. All electrical conduit and wire required two scoreboards in place and operational.
5. Material and labor for testing power for existing third scoreboard located on the southwest area of the park next to existing Musco lighting.
6. Furnish and install new 100 Amp circuit breaker on panel SL-1 for new score boards.
7. Furnish and install required ground for each scoreboard and Lyncole XIT system for Panel SL-1.
8. Furnish and install safety disconnect for scoreboard.
9. Furnish and install new 25KVA Mini Power zone and pull box for future vending building.
10. Furnish and install new 6' fencing around the New transformer, Panel SL-1, and Musco Panels with entrance gate.

Original Owner's Contingency Sum	\$100,000.00
Allowance Sum will be decreased by this Authorization	\$99,500.00
New Owners Allowance Balance	\$500.00

Sigma HN Engineers, PLLC

NorrisLeal, LLC.

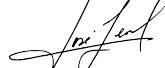
City of Weslaco

Engineer

Contractor

Owner





Signature

Signature

Signature

David Suarez, Mayor

Jose Antonio Nicanor, P.E.

Jose Leal, P.E.

Printed Name & Title

Printed Name & Title

Printed Name & Title

Date: 10.23.2023

Date: 10.23.2023

Date: _____



BASEBALL & SOFTBALL

SCOREBOARDS

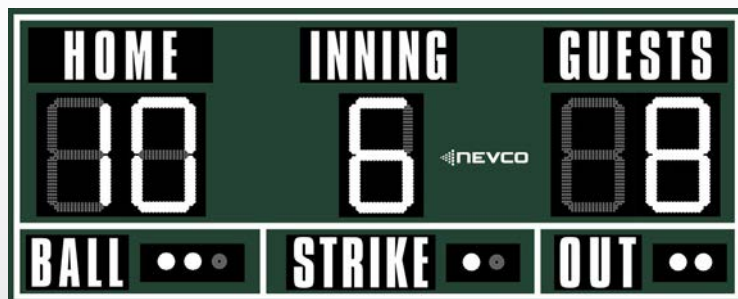
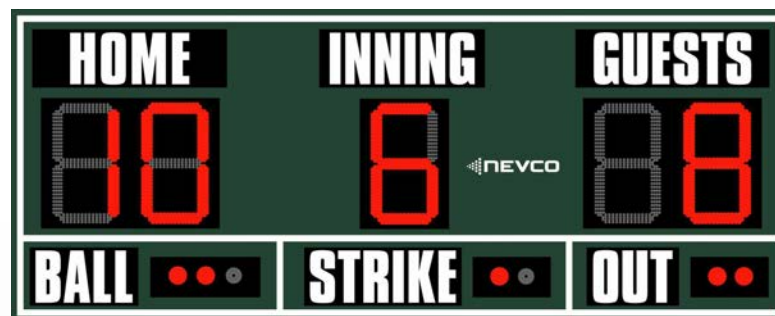
MODEL 1610

Size: 10' x 4' x 8" (3.05 x 1.22 x .20 meters)

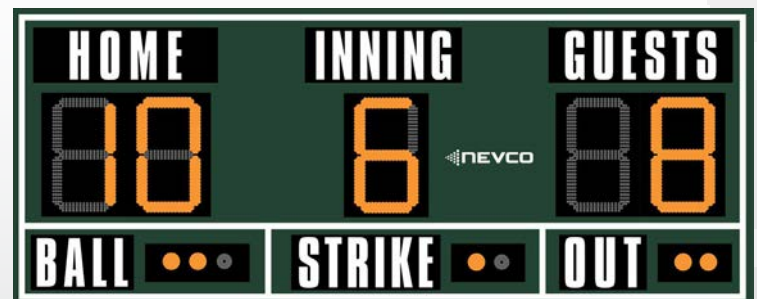
Approximate hanging weight: 130 lbs. (60 kg)

Digit Size: 18" **Digit Color:** High Intensity Red, Amber, or Translucent White

*Translucent White LEDs cannot be intermixed with other digit colors on one scoreboard



SHOWN WITH OPTIONAL WHITE LEDs



Small scoreboard designed for combination Baseball/Softball facilities.

- Designed to withstand wind load speed zones exceeding 150 mph.
- Operate wired or wireless.
- Bright, long lasting, energy efficient LEDs.
- Gasketed digits reduces water intake.
- Flush sign mounting.

Combine your scoreboard with a Nevco monochrome or full-color message center to create a complete scoring and display system. Team/Sponsor signs also available.



MAXIMIZE YOUR IMPACT®

BUILD YOUR OWN DISPLAY AND SCORING SYSTEM ONLINE AT:
WWW.NEVCO.COM

U.S. & CANADA: 800-851-4040 INTERNATIONAL: 618-664-0360
FAX: 618-664-0398 E-MAIL: INFO@NEVCO.COM

INTEGRATED DISPLAY AND SCORING SOLUTIONS



Model 1610 (Outdoor) Baseball/Softball Scoreboard

SCOREBOARD/CONTROL OPERATING FEATURES

MODEL 1610	MPC(W)-4/5/6	MPCW WIRELESS	MPCX ₂ WIRELESS
TEAM SCORES 18" High Intensity Red, Amber, or Translucent White LED Digits	Displays 0-99.	Displays 0-99.	Displays 0-99.
INNING 18" High Intensity Red, Amber, or Translucent White LED Digits	Displays 0-9.	Displays 0-9.	Displays 0-9.
INDICATORS 2" diameter High Intensity Red, Amber, or Translucent White LED cluster	Three for ball. Two for strike. Two for Out.	Three for ball. Two for strike. Two for Out.	Three for ball. Two for strike. Two for Out.
PITCH COUNT	N/A	Supported. Integrates with PCD display. Controlled by hand-held switches.	Supported. Integrates with PCD display. Requires Pitch Count MPCX ₂ control.
PITCH TIMER	N/A	Supported. Integrates with 9520 display. Controlled by hand-held switches.	Supported. Integrates with 9520 display. Requires SCD/DGT MPCX ₂ control.

In addition to the standard 15 colors, Nevco can match any PMS color. Please contact your local Display and Scoring Consultant for pricing information.



AGENCY APPROVAL: UL/CUL listed, FCC, CE, INDUSTRY CANADA.

SCOREBOARD: Size 10'L x 4'H x 8"D (3.05 x 1.22 x .20 meters), constructed of aluminum. Scoreboard has 1" white outline striping. Hanging weight approximately 130 lbs. (60 kg).

CAPTIONS: HOME, GUESTS, INNING, BALL, STRIKE, OUT, white letters 8" high.

LED UNITS: Seven-bar segmented digits with protective aluminum cover.

POWER (RED/AMBER): 120 VAC, .7 Amps, 50/60 Hz. / 240 VAC, .3 Amps, 50/60 Hz. Requires earth ground.

POWER (TRANSLUCENT WHITE): 120 VAC, 1.2 Amps, 50/60 Hz. / 240 VAC, 0.6 Amps, 50/60 Hz. Requires earth ground.

BUILT-IN LIGHTNING PROTECTION: All models feature fiber-optic isolation circuitry providing additional protection against lightning strikes.

GUARANTEE: TO VIEW OR RECEIVE THE MOST RECENT COPY OF OUR GUARANTEE, PLEASE VISIT: NEVCO.COM/WARRANTY-LIMITATION/

U.S. SERVICE: 1-800-851-4040

INTERNATIONAL SERVICE: 1-618-664-0360

CANADA SERVICE: 1-800-461-8550



MAXIMIZE YOUR IMPACT®

BUILD YOUR OWN DISPLAY AND SCORING SYSTEM ONLINE AT:
WWW.NEVCO.COM

U.S. & CANADA: 800-851-4040 INTERNATIONAL: 618-664-0360
FAX: 618-664-0398 E-MAIL: INFO@NEVCO.COM



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7076	
From:			
Subject: Discussion and consideration to authorize staff to negotiate a contract with the highest ranked respondent, Heffner Design Team for RFQ No. 2022-23-12 Architectural/Engineering Design Services for various parks and authorize the Mayor to execute any related documents. Possible action. (Staffed by Parks & Recreation Department.)			
Background: The selected consultant will be engaged to work on a New Sports lighting system for Isaac Rodriguez Park; and new concession, restrooms, and irrigation systems at Mayor Pablo Pena City Park and Isaac Rodriguez Park. Four consultants submitted Statements of Qualifications for consideration and were ranked as follows: Heffner Design Team (McAllen-San Antonio) 84.4 Gignac & Associates (Corpus Christi - McAllen) 82.6 Sam Garcia Architect (McAllen) 80.2 Gomez Mendez Saenz (Brownsville) 77.4 The review committee: Josh Pedraza, Commissioner Andrew Munoz, Assistant City Manager Homer Rhodes, Purchasing Agent Al Ibarra, Parks & Recreation Advisory Board Chair Omar Rodriguez, Parks & Recreation Director			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
OMAR RODRIGUEZ OMAR RODRIGUEZ Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Staff recommends approval.			
Attachments, if any:			

Responsibilities upon Approval:



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7030	
From:			
Subject: Discussion and consideration to approve Ordinance 2023-49 authorizing and allowing under the act governing the TMRS system "Updated Service Credit" and establishing an effective date for such action and authorize the Mayor to execute any related documents. First reading of Ordinance 2023-49 Possible action. (Staffed by Human Resources Department.)			
Background: Optional benefit of the TMRS retirement plan that may grant supplemental dollar credits to increase a member's benefit at retirement.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature Ordinance - First Reading			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
Luz Galindo Luz Galindo Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Staff recommends approval.			
Attachments, if any: LETTERHEAD ADHOC, Weslaco-2024 Plan Change Study (002), O2023-49 TMRS updated service and COLA			
Responsibilities upon Approval: Execute, retain and forward to Human Resources Department.			



October 4, 2023

Luz Galindo
Human Resources Director
City of Weslaco
255 South Kansas Ave.
Weslaco, TX 78596-6158

Dear Ms. Galindo,

We are pleased to enclose a model ordinance for your city to adopt:

**50% Updated Service Credit with Transfers
&
30% Cost of Living Adjustment Increase to Annuitants
Both Ad Hoc (one-time only basis)
Both Effective January 1, 2024**

To make these changes to your city's TMRS plan, your City Council must adopt the attached model ordinance.

With the adoption of these additional benefits, your city's contribution rate for 2024 will be **9.16%**.

Please make sure the ordinance is adopted and signed before the effective date. When the ordinance is adopted, please send a copy to the City Services Team at cityservices@tmrs.com.

If you have any questions or concerns, please do not hesitate to contact me at 512-225-3742.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Colin Davidson', is placed above the printed name.

Colin Davidson
City Services Director



Comparison of Alternate Benefit Design(s)

FOR CITIES

2024 Rates • Weslaco (01354)

Report Date - July 7, 2023

Plan Provisions	Current	Option 1
Deposit Rate	7.00%	7.00%
Matching Ratio	2 to 1	2 to 1
Updated Service Credit	0%	50% (Ad hoc)
Transfer USC *	No	Yes
COLA	0%	30% (Ad hoc)
Retroactive COLA	No	Yes
20 Year/Any Age Retirement	Yes	Yes
Vesting	5 years	5 years
Supplemental Death Benefit	A & R	A & R
Contribution Rates	2024	2024
Normal Cost Rate	5.02%	5.02%
Prior Service Rate	<u>3.16%</u>	<u>3.77%</u>
Retirement Rate	8.18%	8.79%
Supplemental Death Rate	<u>0.37%</u>	<u>0.37%</u>
Total Contribution Rate	8.55%	9.16%
Unfunded Actuarial Liability	\$3,958,301	\$4,641,114
Amortization Period	20 years	20 years
Funded Ratio	92.4%	91.2%

* As of the December 31, 2022 valuation date, there were 35 employees with service in other TMRS cities eligible for transfer USC.

ORDINANCE 2023-49

AN ORDINANCE REGARDING THE CITY OF WESLACO'S TEXAS MUNICIPAL RETIREMENT SYSTEM BENEFITS ADOPTING: (1) UPDATED SERVICE CREDITS; AND (2) AN ANNUITY INCREASE, ALSO REFERRED TO AS COST-OF-LIVING ADJUSTMENT (COLA) FOR RETIREES AND THEIR BENEFICIARIES.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF WESLACO, TEXAS:

Section 1. Authorization of Updated Service Credits.

(a) On the terms and conditions set out in Sections 853.401 through 853.403 of Subtitle G of Title 8, Texas Government Code, as amended (which subtitle is referred to as the "TMRS Act"), the City of Weslaco, Texas ("City"), authorizes each member of the Texas Municipal Retirement System (the "System") who on the first day of January of the calendar year immediately preceding the January 1 on which the Updated Service Credit will take effect (i) has current service credit or prior service credit in the System by reason of service to the City, (ii) has at least 36 months of credited service with the System, and (iii) is a TMRS-contributing employee of the City, to receive "Updated Service Credit," as that term is defined and calculated in accordance with §853.402 of the TMRS Act.

(b) The Updated Service Credit authorized and provided under this Ordinance shall be 50% of the "base Updated Service Credit" of the TMRS member calculated as provided in TMRS Act §853.402.

(c) The Updated Service Credit authorized and provided by this Ordinance shall replace any Updated Service Credit, prior service credit, special prior service credit, or antecedent service credit previously authorized for part of the same service.

(d) The Updated Service Credit authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the Board of Trustees ("Board") of the System.

Section 2. Increase in Retirement Annuities, or COLA.

(a) On the terms and conditions set out in TMRS Act §854.203, the City authorizes and provides for payment of the increase described by this Section to the annuities paid to retired City employees and beneficiaries of deceased City retirees (such increase also called "cost of living adjustment" or "COLA"). An annuity increased under this Section replaces any annuity or increased annuity previously granted to the same person.

(b) The amount of the annuity increase under this Section is computed as the sum of the prior service and current service annuities on the effective date of retirement of the person on whose service the annuities are based, multiplied by 30% of the percentage change in Consumer Price Index for All Urban Consumers, from December of the year immediately preceding the effective date of the person's retirement to the December that is 13 months before the effective date of this Section.

(c) An increase in an annuity that was reduced because of an option selection is reducible in the same proportion and in the same manner that the original annuity was reduced.

(d) If a computation under this Section does not result in an increase in the amount of an annuity, the amount of the annuity will not be changed under this Section.

(e) The amount by which an increase under this Section exceeds all previously granted increases to an annuitant is an obligation of this City and of its account in the benefit accumulation fund of the System.

(f) The increase in annuities authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the System's Board.

PASSED AND APPROVED on first reading at a a special meeting of the City Commission this 28th day of November 2023.

PASSED AND APPROVED on second reading at a regular meeting of the City Commission this _____ day of _____ 2023.

ATTEST:

APPROVED:

Norma A. Cantu, City Secretary

Adrian Gonzalez, Mayor



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7165	
From: Albert Aldana			
Subject: Discussion and consideration on Resolution 2023-64 to approve a TxDOT Advanced Funding Agreement for Voluntary Maintenance for the proposed railroad markings on Bridge Street at Business 83 and authorize the Mayor to execute any related documents. Possible action. (Staffed by Engineering Department.)			
Background: See attached memo.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature Resolution			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
Albert Aldana Albert Aldana Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Staff recommends approval.			
Attachments, if any: 11-16-23cc_TxDOT AFA, AFA TxDOT City of Weslaco, R2023-64 TxDOT Advance Funding Agreement			
Responsibilities upon Approval: Execute, retain and notify appropriate department.			

City of Weslaco

"The City on the Grow"



Adrian Gonzalez, Mayor
Adrian Farias, Mayor Pro-Tem, District 4
Greg Kerr, Commissioner, At-Large
Israel Gonzalez, Jr., Commissioner, At-Large
Josh Pedraza, Commissioner, District 1
Letty Lopez, Commissioner, District 2
Jose "JP" Rodriguez, Commissioner, District 3

Martin Garza, City Manager

November 16, 2023

TO: Mayor Adrian Gonzalez, City Commissioners
& City Manager, M. Garza

FROM: Albert J. Aldana, P.E.
City Engineer

**RE: PROPOSED ADVANCED FUNDING AGREEMENT
WITH TXDOT FOR BRIDGE ST RR CROSSING AT
US BUSINESS 83**

This item seeks your concurrence and approval of an advanced funding agreement (AFA) with TxDOT. This AFA is to permit TxDOT to install pavement markings and signage related to the existing railroad crossing on Bridge St, north of US Business 83.

There is no cost to the city for this work to be performed by a TxDOT contractor.

Staff recommends approval of this item.

Sincerely,
Albert J. Aldana, P.E.

A handwritten signature in blue ink, appearing to read 'Aldana', with a stylized flourish at the end.

Attachment: AFA

CCSJ #			
AFA CSJs			
District #	21	AFA ID	City of Weslaco
Code Chart 64 #			
Project Name		Sign & Striping Contract	

STATE OF TEXAS §

COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT FOR VOLUNTARY
MAINTENANCE BY A LOCAL GOVERNMENT (OFF-SYSTEM)**

THIS AGREEMENT is made by and between the State of Texas (“State”), acting by and through the Texas Department of Transportation (“**TxDOT**”), and the City of Weslaco, acting by and through its duly authorized officials (“**Local Government**”).

WITNESSETH

WHEREAS, 23 U.S.C. § 302 provides that a state desiring to avail itself of the provisions of Title 23 of the United States Code shall have a department of transportation with adequate powers to discharge to the duties required by Title 23.; and,

WHEREAS, 23 U.S.C. § 106 and the Stewardship and Oversight Agreement between the Federal Highway Administration (“**FHWA**”) and TxDOT provide that TxDOT must provide adequate oversight of any sub-recipients.; and,

WHEREAS, 23 U.S.C. § 130 (“**Section 130**”) provides for the federal funding of construction of projects for the elimination of hazards of railway-highway crossings; and,

WHEREAS, TxDOT has identified the highway-rail grade crossings in City of Weslaco, that is located as shown in Attachment A; and

WHEREAS, TxDOT has initiated a Section 130 project with the Railroad to bring the highway-grade crossing approaches into compliance with federal, state, and industry regulatory standards; and

WHEREAS, Transportation Code, §201.209 allows TxDOT to enter into an agreement with the Local Government; and,

WHEREAS, providing adequate oversight, as it relates to a Section 130 project, requires TxDOT to gain a commitment from the Local Government that it will maintain signs and pavement markings installed or upgraded on a Local Government facility as part of a Section 130 project; and,

WHEREAS, the Local Government desires a Section 130 project within its jurisdiction consisting of upgrade and installation of traffic signage and pavement markings (“**Section 130 Project**”) and understands that the **Section 130 Project** will upgrade or install new signs and pavement markings, which are identified and provided in Attachment B, that the Local Government will be responsible for maintaining; and

CCSJ #			
AFA CSJs			
District #	21	AFA ID	City of Weslaco
Code Chart 64 #			
Project Name		Sign & Striping Contract	

WHEREAS, the Governing Body of the Local Government has approved entering into this agreement by resolution, ordinance, or commissioners court order _____, which is attached to this agreement as Attachment C.

WHEREAS, TxDOT has determined that such participation is in the best interest of the citizens of the State;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

AGREEMENT

1. Period of the Agreement

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed. This agreement shall remain in effect unless terminated as provided below.

2. Scope of Work

Upon completion of the Section 130 Project, the Local Government will fund and maintain the signs and pavement markings listed in Attachment in accordance with applicable standards of City of Weslaco and in compliance with the TMUTCD.

3. Termination of this Agreement

This agreement shall remain in effect unless:

- A.** The agreement is terminated in writing with the mutual consent of the parties;
- B.** The agreement is terminated by one party because of a breach, in which case any cost incurred because of the breach shall be paid by the breaching party; or

4. Amendments

Amendments to this agreement due to changes in the character of the work, terms of the agreement, or responsibilities of the parties relating to the Project may be enacted through a mutually agreed upon, written amendment.

5. Remedies

This agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this agreement and shall be cumulative.

6. Compliance with Accessibility Standards

The Local Government shall ensure that maintenance is in compliance with standards issued or approved by the Texas Department of Licensing and Regulation ("**TDLR**") as meeting or consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) (ADA).

CCSJ #			
AFA CSJs			
District #	21	AFA ID	City of Weslaco
Code Chart 64 #			
Project Name		Sign & Striping Contract	

7. Notice

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to such party at the following addresses:

Local Government:	State:
_____	Director of Contract Services
_____	Texas Department of Transportation
_____	125 E. 11 th Street
_____	Austin, Texas 78701

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that such notices shall be delivered personally or by certified U.S. mail and such request shall be honored and carried out by the other party.

8. Legal Construction

This document does not convey any real property interests. In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions and this agreement shall be construed as if it did not contain the invalid, illegal or unenforceable provision.

9. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party, and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

10. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, the Local Government shall furnish the State with satisfactory proof of this compliance.

11. Sole Agreement

This agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the agreement's subject matter.

12. State Auditor

The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under the contract or indirectly through a subcontract under the contract.

CCSJ #			
AFA CSJs			
District #	21	AFA ID	City of Weslaco
Code Chart 64 #			
Project Name		Sign & Striping Contract	

Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

13. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this agreement on the date stated under that party's signature.

THE LOCAL GOVERNMENT

Signature

Typed or Printed Name

Title

Date

THE STATE OF TEXAS

Kenneth Stewart
Director of Contract Services

Date

CCSJ #			
AFA CSJs			
District #	21	AFA ID	City of Weslaco
Code Chart 64 #			
Project Name		Sign & Striping Contract	

Attachment A
LOCATION MAP SHOWING PROJECT
DOT 432610B





ATTACHMENT B

Project <pending> - CSJ <pending>
Various Locations (see table below)
City of Weslaco, Texas

SCOPE OF WORK

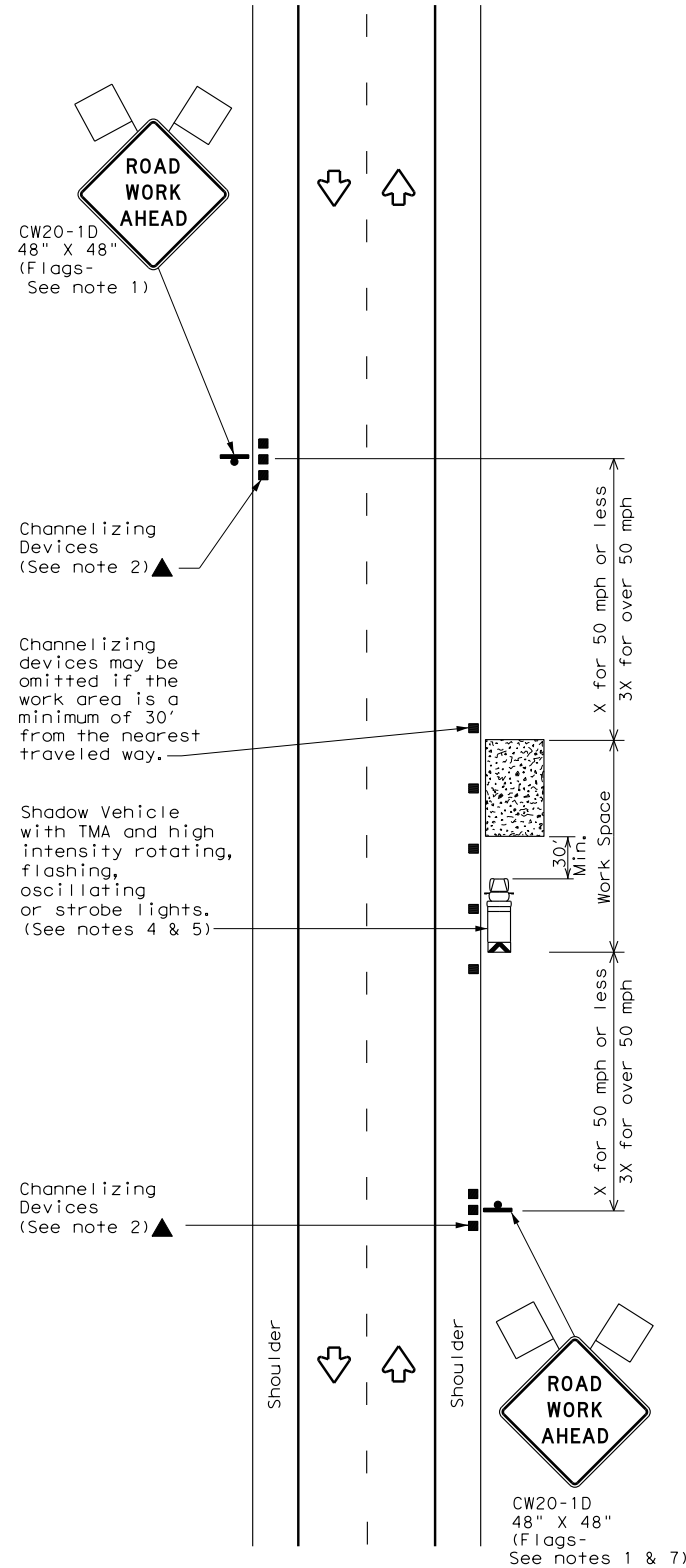
- The State or its Contractor to furnish, install and/or replace the appropriate pavement markings on roadway approaches to highway rail-grade crossings in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and the attached standard sheets.
- The State or its Contractor to furnish, install and/or replace the appropriate signs on roadway approaches to highway rail-grade crossings and/or parallel roadways within 100 feet of the highway rail-grade crossing, as required, in accordance with the TMUTCD and the Standard Highway Signs Design Manual (SHSD).
- The State to provide traffic control in accordance with the guidelines in the TMUTCD and the attached standard sheets for the installation of signage and/or pavement markings.
- The City to maintain pavement markings and advance warning signs under their jurisdiction in accordance with the TMUTCD and as shown on the attached standard sheets.

Location List:

DOT	Railroad	Crossing Street		DOT	Railroad	Crossing Street
432610B	RVSC	Bridge Avenue				

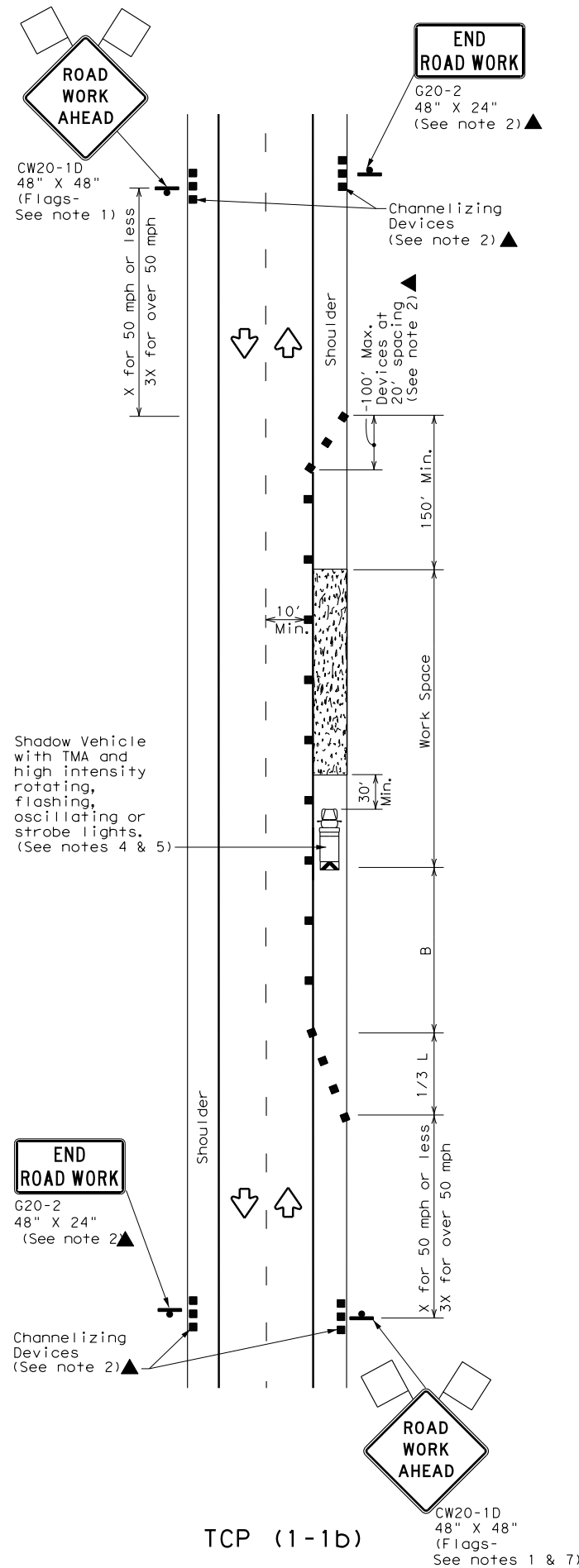
DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

DATE: FILE:



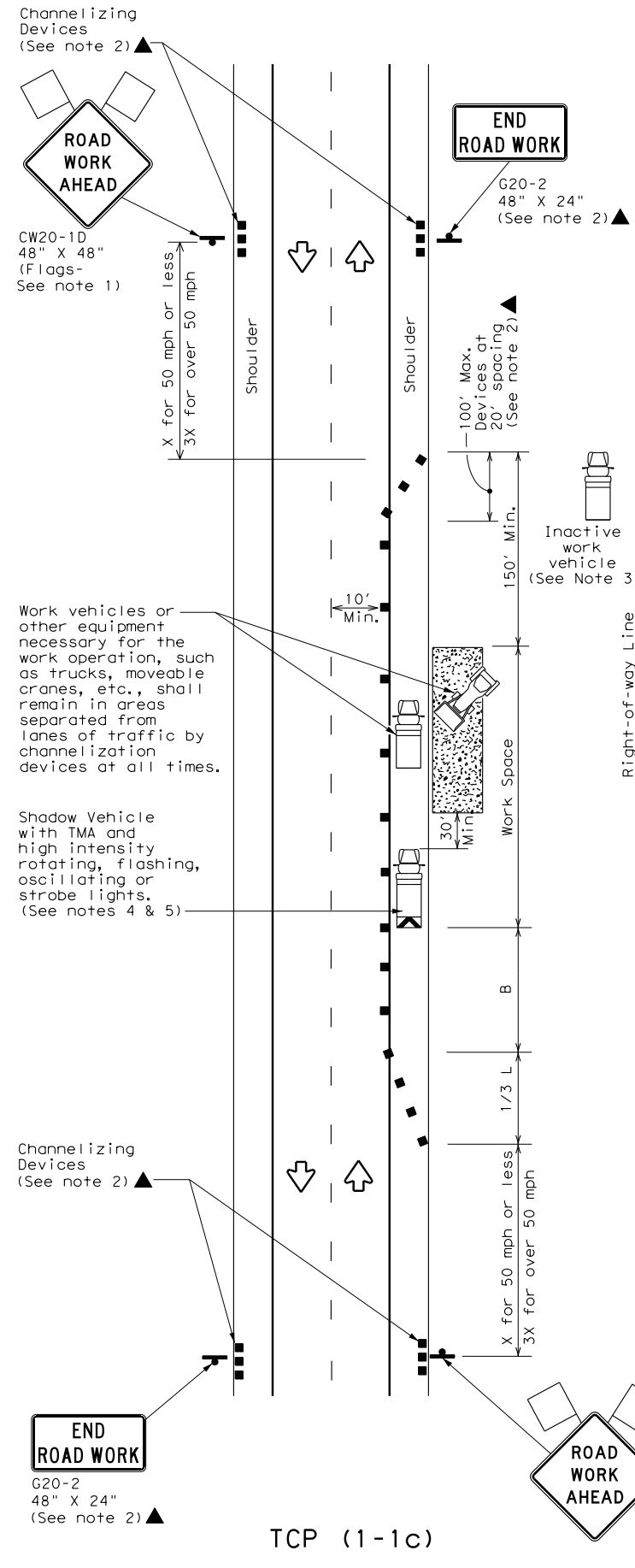
TCP (1-1a)

WORK SPACE NEAR SHOULDER
Conventional Roads



TCP (1-1b)

WORK SPACE ON SHOULDER
Conventional Roads



TCP (1-1c)

WORK VEHICLES ON SHOULDER
Conventional Roads

LEGEND			
	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "X" Distance	Suggested Longitudinal Buffer Space "B"
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	90'
35		205'	225'	245'	35'	70'	160'	120'
40		265'	295'	320'	40'	80'	240'	155'
45	L = WS	450'	495'	540'	45'	90'	320'	195'
50		500'	550'	600'	50'	100'	400'	240'
55		550'	605'	660'	55'	110'	500'	295'
60		600'	660'	720'	60'	120'	600'	350'
65		650'	715'	780'	65'	130'	700'	410'
70		700'	770'	840'	70'	140'	800'	475'
75		750'	825'	900'	75'	150'	900'	540'

* Conventional Roads Only

** Taper lengths have been rounded off.

L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

TYPICAL USAGE				
MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓		

GENERAL NOTES

- Flags attached to signs where shown are REQUIRED.
- All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated elsewhere in the plans, or for routine maintenance work, when approved by the Engineer.
- Inactive work vehicles or other equipment should be parked near the right-of-way line and not parked on the paved shoulder.
- A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
- Additional Shadow Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect wider work spaces.
- See TCP(5-1) for shoulder work on divided highways, expressways and freeways.
- CW21-5 "SHOULDER WORK" signs may be used in place of CW20-1D "ROAD WORK AHEAD" signs for shoulder work on conventional roadways.



TRAFFIC CONTROL PLAN CONVENTIONAL ROAD SHOULDER WORK

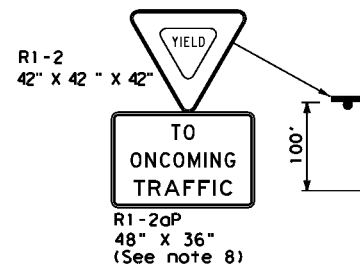
TCP (1-1) - 18

FILE: tcp1-1-18.dgn	DN:	CK:	DW:	CK:
© TxDOT December 1985	CONT	SECT	JOB	HIGHWAY
REVISIONS				
2-94 4-98				
8-95 2-12				
1-97 2-18				
	DIST	COUNTY		SHEET NO.

DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

DATE: FILE:

Warning Sign Sequence in Opposite Direction Same as Below



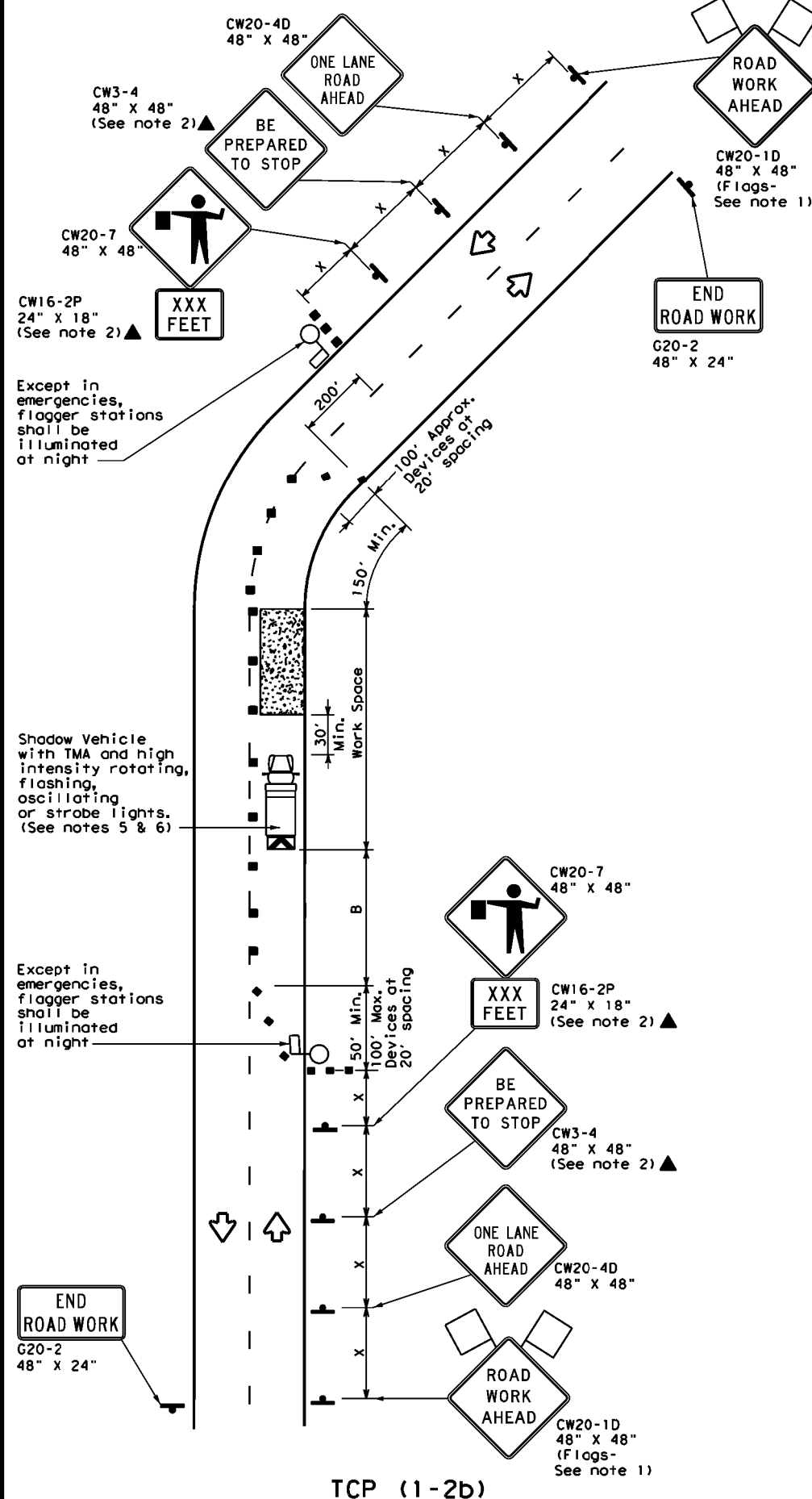
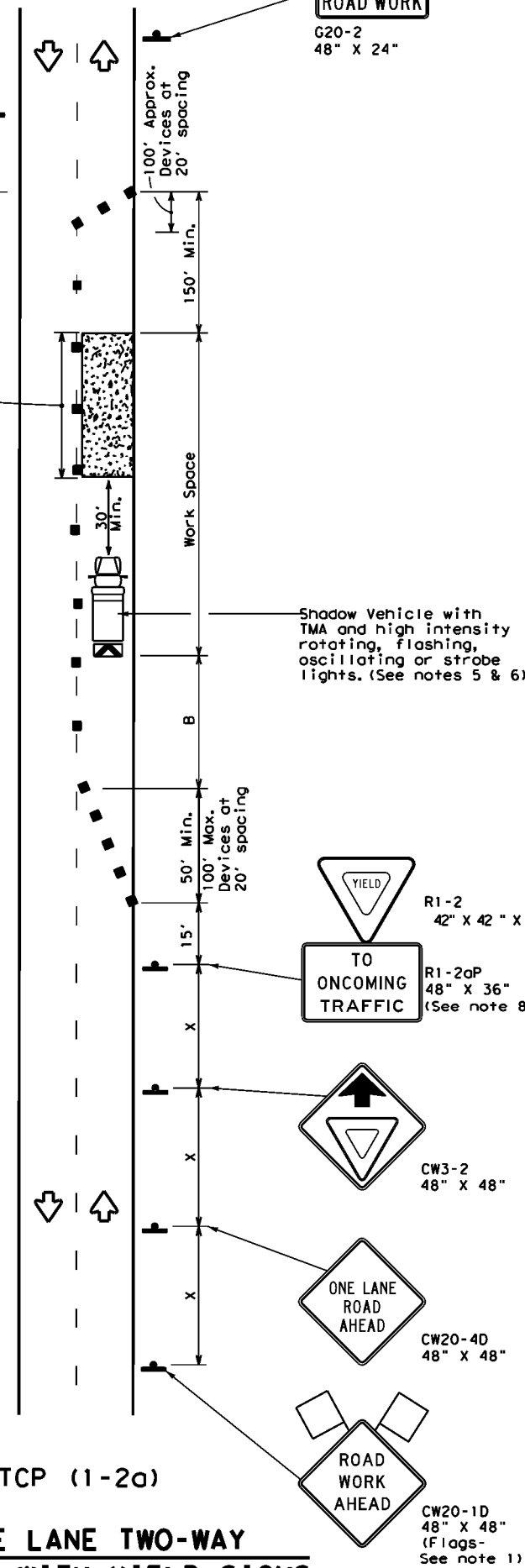
Channelizing devices separate work space from traveled way

TCP (1-2a)

**ONE LANE TWO-WAY
CONTROL WITH YIELD SIGNS**
(Less than 2000 ADT - See note 7)

END ROAD WORK

G20-2
48" x 24"



TCP (1-2b)

**ONE LANE TWO-WAY
CONTROL WITH FLAGGERS**

LEGEND			
	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "X" Distance	Suggested Longitudinal Buffer Space "B"	Stopping Sight Distance
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent			
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	90'	200'
35		205'	225'	245'	35'	70'	160'	120'	250'
40		265'	295'	320'	40'	80'	240'	155'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	195'	360'
50		500'	550'	600'	50'	100'	400'	240'	425'
55		550'	605'	660'	55'	110'	500'	295'	495'
60		600'	660'	720'	60'	120'	600'	350'	570'
65		650'	715'	780'	65'	130'	700'	410'	645'
70		700'	770'	840'	70'	140'	800'	475'	730'
75		750'	825'	900'	75'	150'	900'	540'	820'

* Conventional Roads Only
** Taper lengths have been rounded off.
L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

TYPICAL USAGE				
MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓		

GENERAL NOTES

- Flags attached to signs where shown are REQUIRED.
- All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated elsewhere in the plans, or for routine maintenance work, when approved by the Engineer.
- The CW3-4 "BE PREPARED TO STOP" sign may be installed after the CW20-4D "ONE LANE ROAD AHEAD" sign, but proper sign spacing shall be maintained.
- Sign spacing may be increased or an additional CW20-1D "ROAD WORK AHEAD" sign may be used if advance warning ahead of the flagger or R1-2 "YIELD" sign is less than 1500 feet.
- A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
- Additional Shadow Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect wider work spaces.

TCP (1-2a)

- R1-2 "YIELD" sign traffic control may be used on projects with approaches that have adequate sight distance. For projects in urban areas, work spaces should be no longer than one half city block. In rural areas on roadways with less than 2000 ADT, work spaces should be no longer than 400 feet.
- R1-2 "YIELD" sign with R1-2aP "TO ONCOMING TRAFFIC" plaque shall be placed on a support at a 7 foot minimum mounting height.

TCP (1-2b)

- Flaggers should use two-way radios or other methods of communication to control traffic.
- Length of work space should be based on the ability of flaggers to communicate.
- If the work space is located near a horizontal or vertical curve, the buffer distances should be increased in order to maintain adequate stopping sight distance to the flagger and a queue of stopped vehicles (see table above).
- Channelizing devices on the center-line may be omitted when a pilot car is leading traffic and approved by the Engineer.
- Flaggers should use 24" STOP/SLOW paddles to control traffic. Flags should be limited to emergency situations.



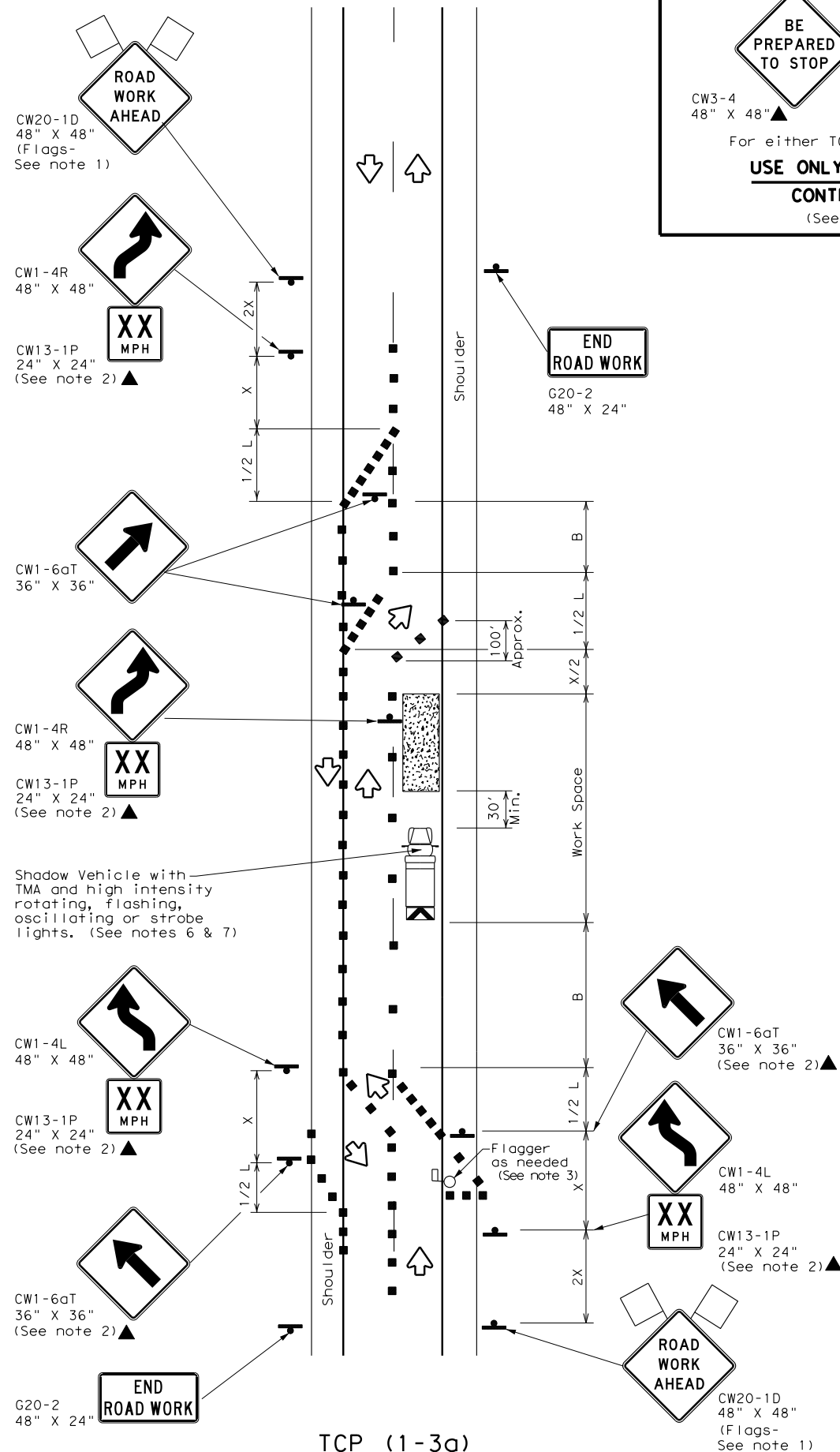
**TRAFFIC CONTROL PLAN
ONE-LANE TWO-WAY
TRAFFIC CONTROL**

TCP (1-2) - 18

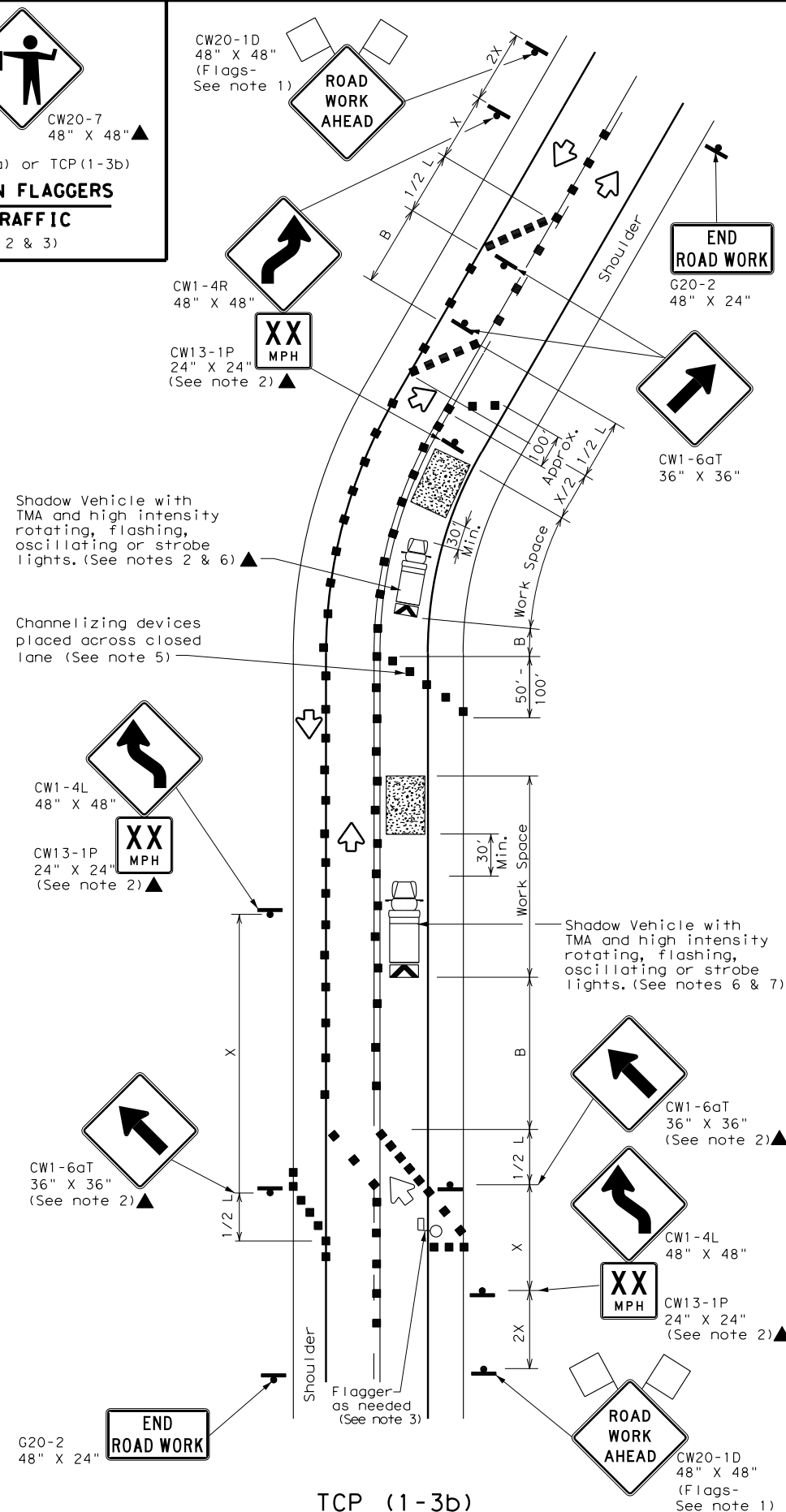
FILE: tcp1-2-18.dgn	DN:	CK:	DW:	CK:
© TxDOT December 1985	CONT	SECT	JOB	HIGHWAY
REVISIONS				
4-90 4-98				
2-94 2-12				
1-97 2-18				
	DIST	COUNTY		SHEET NO.

DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

DATE: FILE:



TCP (1-3a)
2-LANE ROADWAY WITH PAVED SHOULDERS
ONE LANE CLOSED
ADEQUATE FIELD OF VIEW



TCP (1-3b)
2-LANE ROADWAY WITH PAVED SHOULDERS
ONE LANE CLOSED
INADEQUATE FIELD OF VIEW

LEGEND			
	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "X" Distance	Suggested Longitudinal Buffer Space "B"
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	90'
35		205'	225'	245'	35'	70'	160'	120'
40		265'	295'	320'	40'	80'	240'	155'
45	L = WS	450'	495'	540'	45'	90'	320'	195'
50		500'	550'	600'	50'	100'	400'	240'
55		550'	605'	660'	55'	110'	500'	295'
60		600'	660'	720'	60'	120'	600'	350'
65		650'	715'	780'	65'	130'	700'	410'
70		700'	770'	840'	70'	140'	800'	475'
75		750'	825'	900'	75'	150'	900'	540'

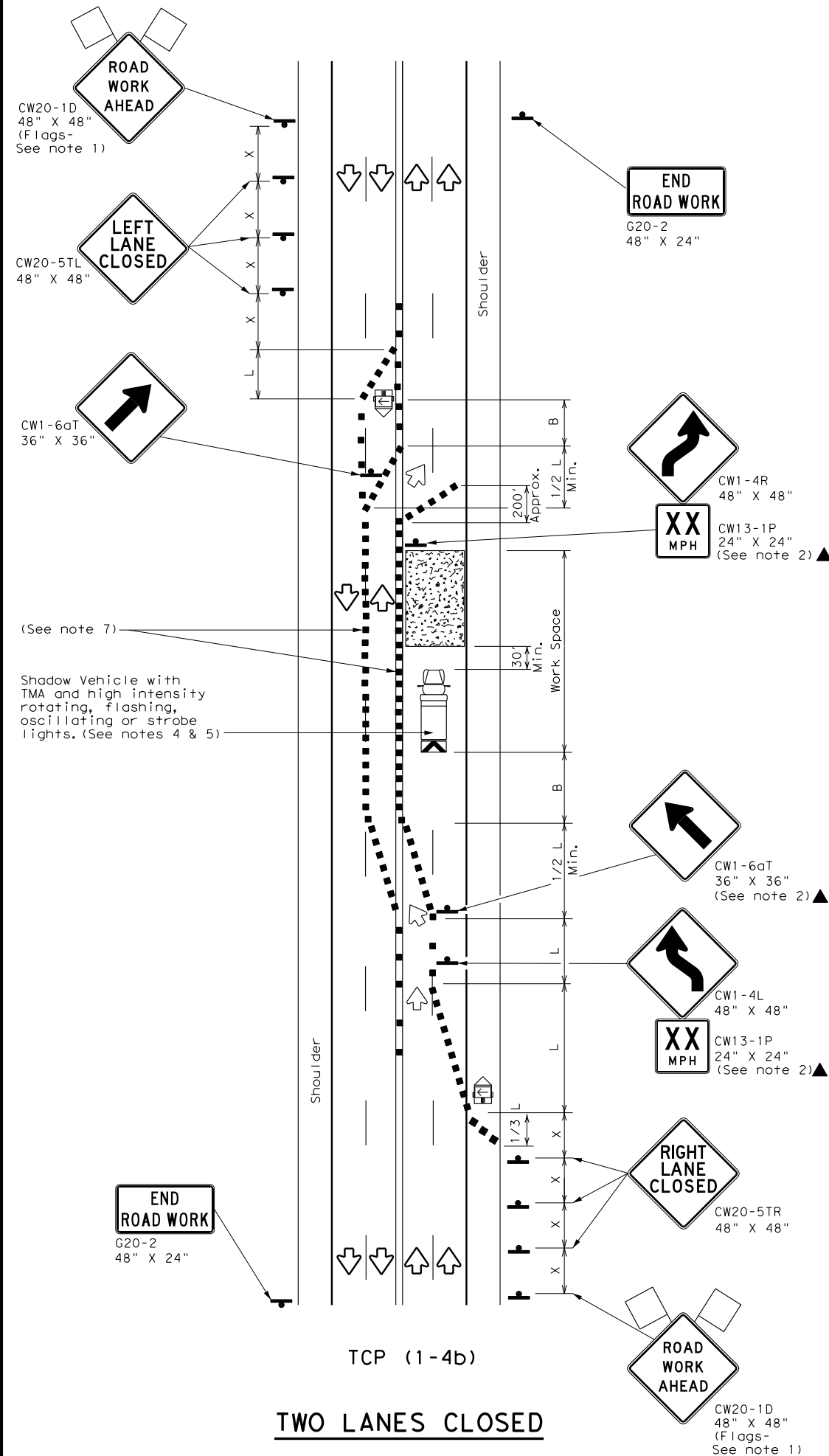
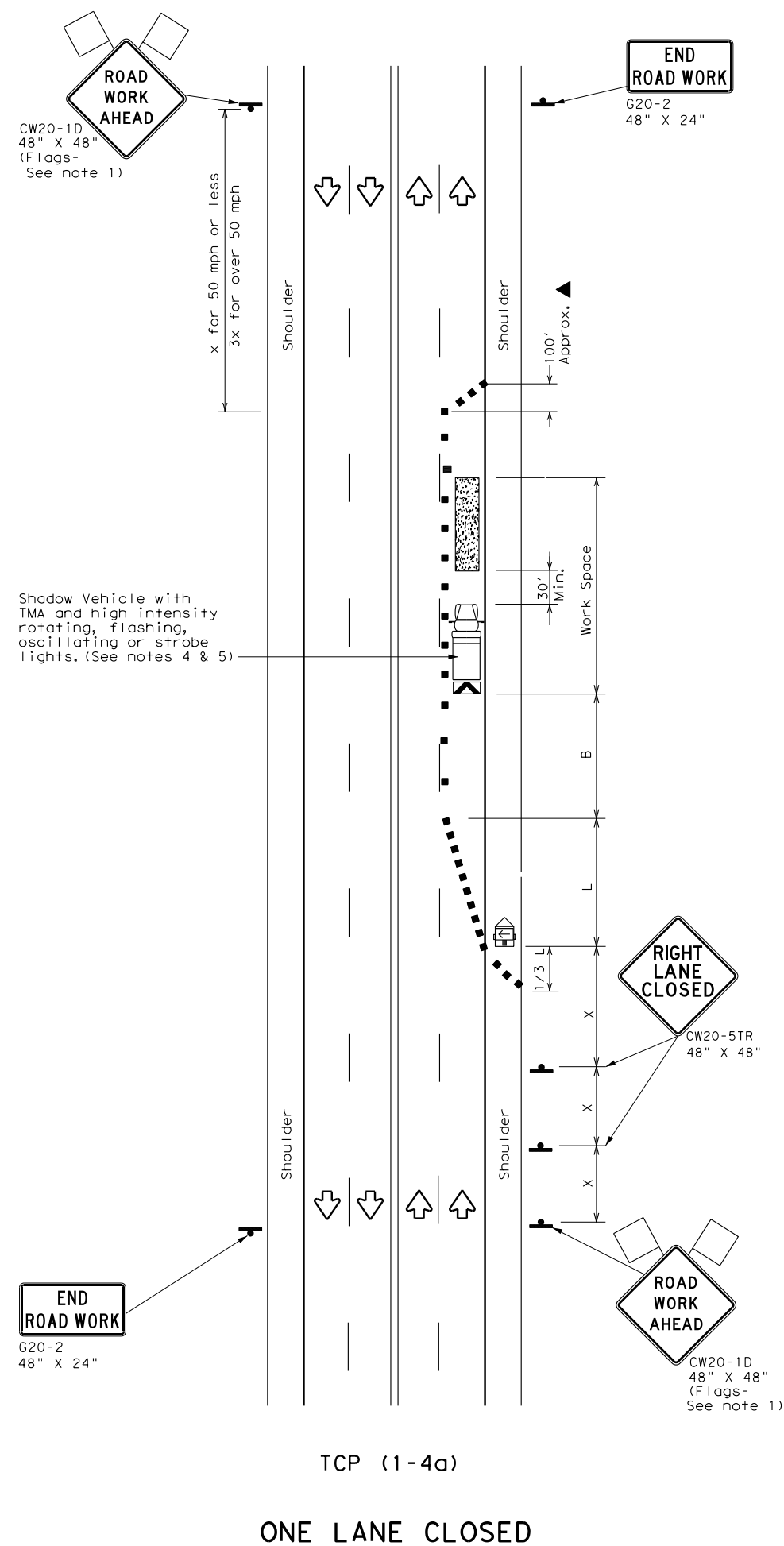
* Conventional Roads Only
** Taper lengths have been rounded off.
L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

TYPICAL USAGE				
MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓		

- GENERAL NOTES
- Flags attached to signs where shown are REQUIRED.
 - All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated elsewhere in the plans, or for routine maintenance work, when approved by the Engineer.
 - Flagger control should NOT be used unless roadway conditions or heavy traffic volume require additional emphasis to safely control traffic. Additional flaggers may be positioned in advance of traffic queues to alert traffic to reduce speed.
 - DO NOT PASS, PASS WITH CARE and construction regulatory speed zone signs may be installed downstream of the ROAD WORK AHEAD signs.
 - When the work zone is made up of several work spaces, channelizing devices should be placed laterally across the closed lane to re-emphasize closure. Laterally placed channelizing devices should be repeated every 500 to 1000 feet in urban areas and every 1/4 to 1/2 mile in rural areas.
 - A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
 - Additional Shadow Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect wider work spaces.
 - Where traffic is directed over a yellow centerline, channelizing devices which separate two-way traffic should be spaced on tapers at 20', or 15' if posted speed are 35 mph or slower, and for tangent sections, at 1/2S where S is the speed in mph. This tighter device spacing is intended for the area of conflicting markings not the entire work zone.

		Traffic Operations Division Standard		
TRAFFIC CONTROL PLAN TRAFFIC SHIFTS ON TWO LANE ROADS TCP (1-3) - 18				
FILE: tcp1-3-18.dgn	DN:	CK:	DW:	CK:
© TxDOT December 1985	CONT	SECT	JOB	HIGHWAY
REVISIONS				
2-94 4-98				
8-95 2-12				
1-97 2-18				
DIST		COUNTY		SHEET NO.

DATE:
FILE:



LEGEND			
	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "X" Distance	Suggested Longitudinal Buffer Space "B"
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	90'
35		205'	225'	245'	35'	70'	160'	120'
40		265'	295'	320'	40'	80'	240'	155'
45	L = WS	450'	495'	540'	45'	90'	320'	195'
50		500'	550'	600'	50'	100'	400'	240'
55		550'	605'	660'	55'	110'	500'	295'
60		600'	660'	720'	60'	120'	600'	350'
65		650'	715'	780'	65'	130'	700'	410'
70		700'	770'	840'	70'	140'	800'	475'
75		750'	825'	900'	75'	150'	900'	540'

* Conventional Roads Only
 ✱ Taper lengths have been rounded off.
 L=Length of Taper(FT) W=Width of Offset(FT) S=Posted Speed(MPH)

TYPICAL USAGE				
MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓		

GENERAL NOTES

1. Flags attached to signs where shown are REQUIRED.
2. All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated elsewhere in the plan, or for routine maintenance work, when approved by the Engineer.
3. The CW20-1D "ROAD WORK AHEAD" sign may be repeated if the visibility of the work zone is less than 1500 feet.
4. A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
5. Additional Shadow Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect wider work spaces.

TCP (1-4a)

6. If this TCP is used for a left lane closure, CW20-5TL "LEFT LANE CLOSED" signs shall be used and channelizing devices shall be placed on the centerline where needed to protect the work space from opposing traffic with the arrow panel placed in the closed lane near the end of the merging taper.

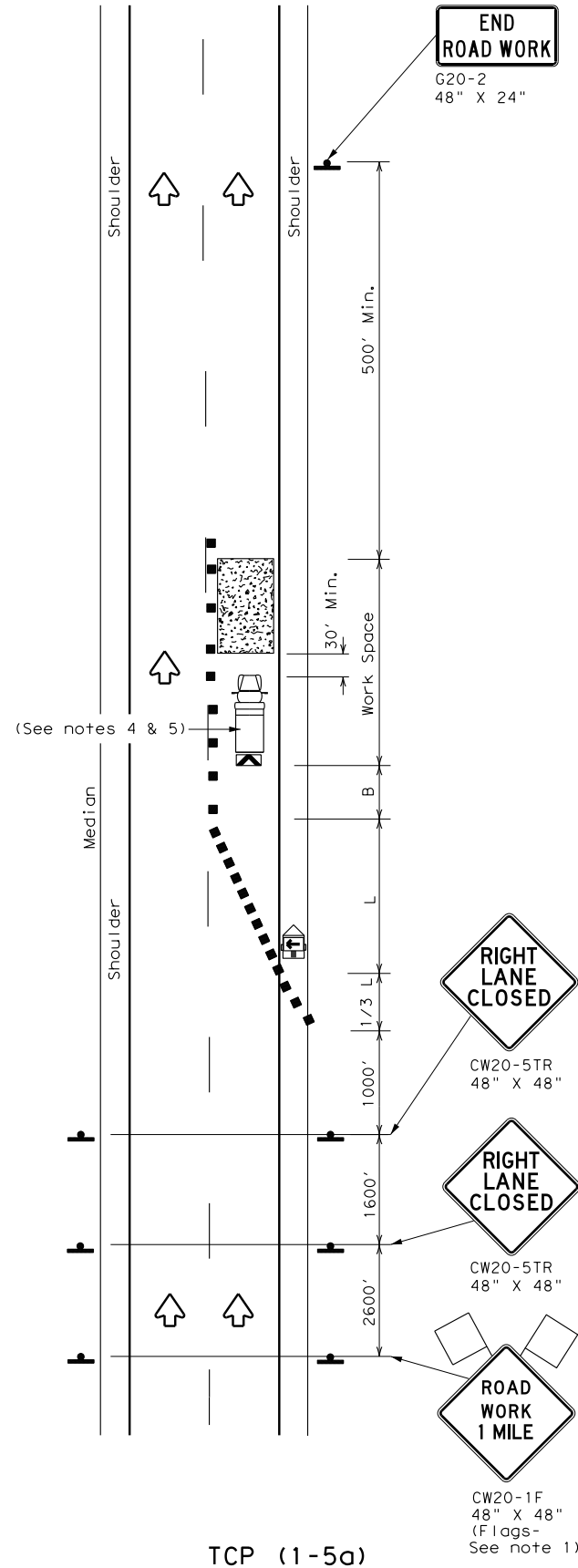
TCP (1-4b)

7. Where traffic is directed over a yellow centerline, channelizing devices which separate two-way traffic should be spaced on tapers at 20' or 15' if posted speeds are 35 mph or slower, and for tangent sections, at $1/2S$ where S is the speed in mph. This tighter device spacing is intended for the areas of conflicting markings, not the entire work zone.

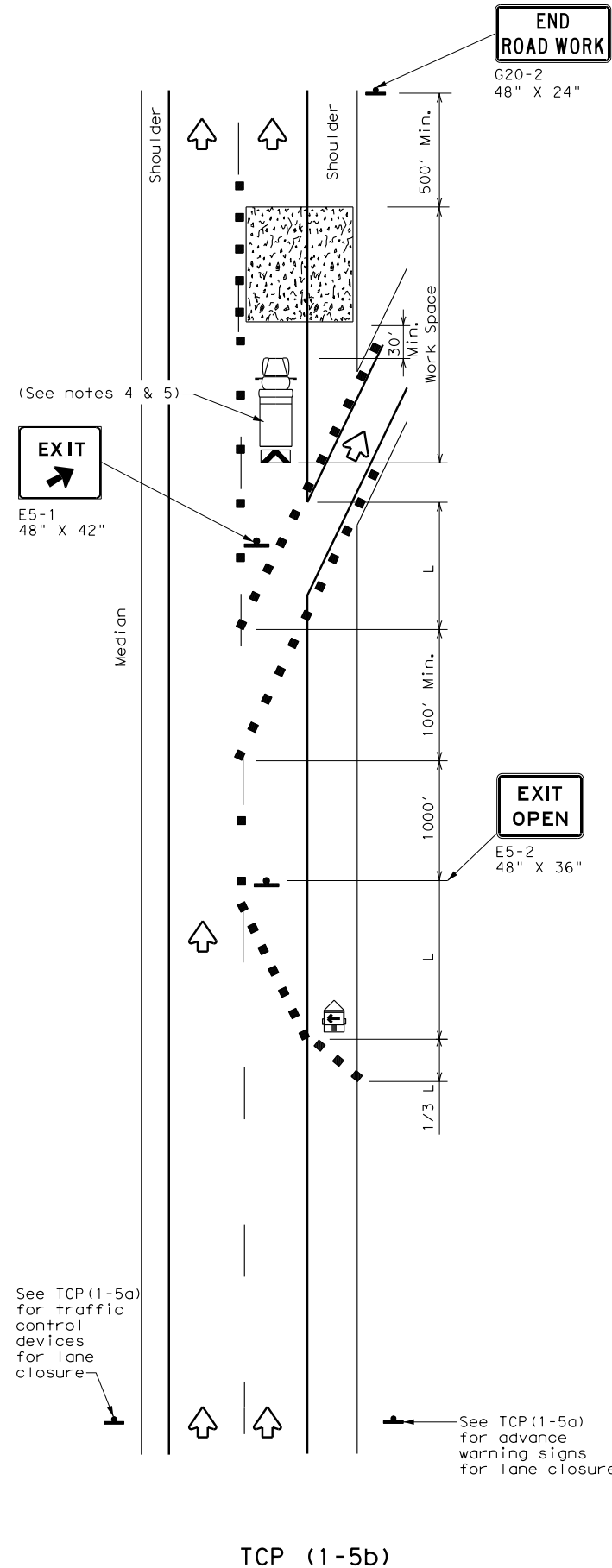
 Texas Department of Transportation	Traffic Operations Division Standard			
TRAFFIC CONTROL PLAN LANE CLOSURES ON MULTILANE CONVENTIONAL ROADS				
TCP (1-4) - 18				
FILE: tcp1-4-18.dgn	DN:	CK:	DW:	CK:
(C) TxDOT December 1985	CONT	SECT	JOB	HIGHWAY
REVISIONS 2-94 4-98 8-95 2-12 1-97 2-18	DIST		COUNTY	SHEET NO.

DISCLAIMER:
The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

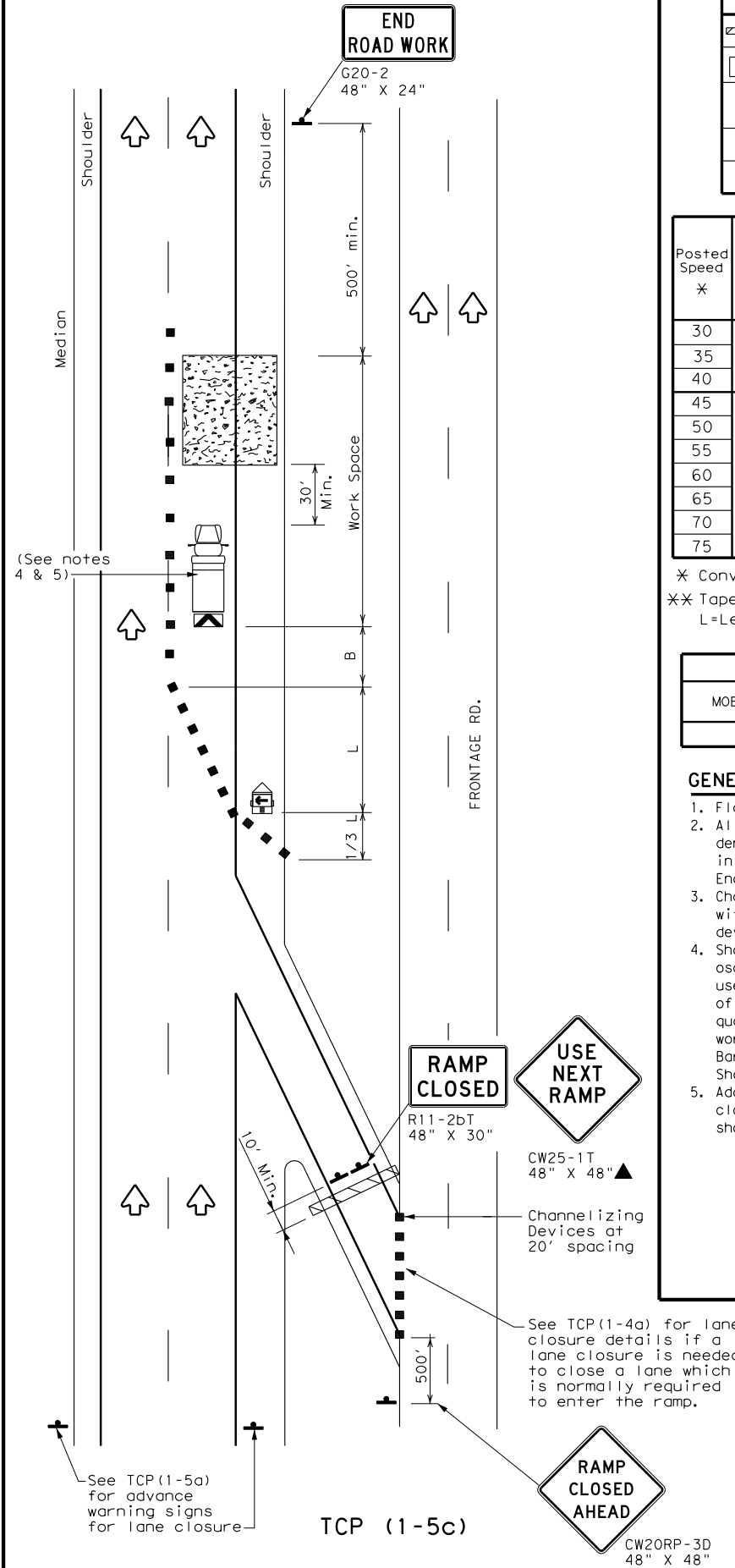
DATE:
FILE:



TCP (1-5a)
ONE LANE CLOSURE



TCP (1-5b)
LANE CLOSURE NEAR EXIT RAMP



TCP (1-5c)
LANE CLOSURE NEAR ENTRANCE RAMP

LEGEND					
	Type 3 Barricade		Channelizing Devices		
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)		
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)		
	Sign		Traffic Flow		
	Flag		Flagger		

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "X" Distance	Suggested Longitudinal Buffer Space "B"
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	90'
35		205'	225'	245'	35'	70'	160'	120'
40		265'	295'	320'	40'	80'	240'	155'
45	L = WS	450'	495'	540'	45'	90'	320'	195'
50		500'	550'	600'	50'	100'	400'	240'
55		550'	605'	660'	55'	110'	500'	295'
60		600'	660'	720'	60'	120'	600'	350'
65		650'	715'	780'	65'	130'	700'	410'
70		700'	770'	840'	70'	140'	800'	475'
75		750'	825'	900'	75'	150'	900'	540'

* Conventional Roads Only

** Taper lengths have been rounded off.

L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

TYPICAL USAGE				
MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
		✓		

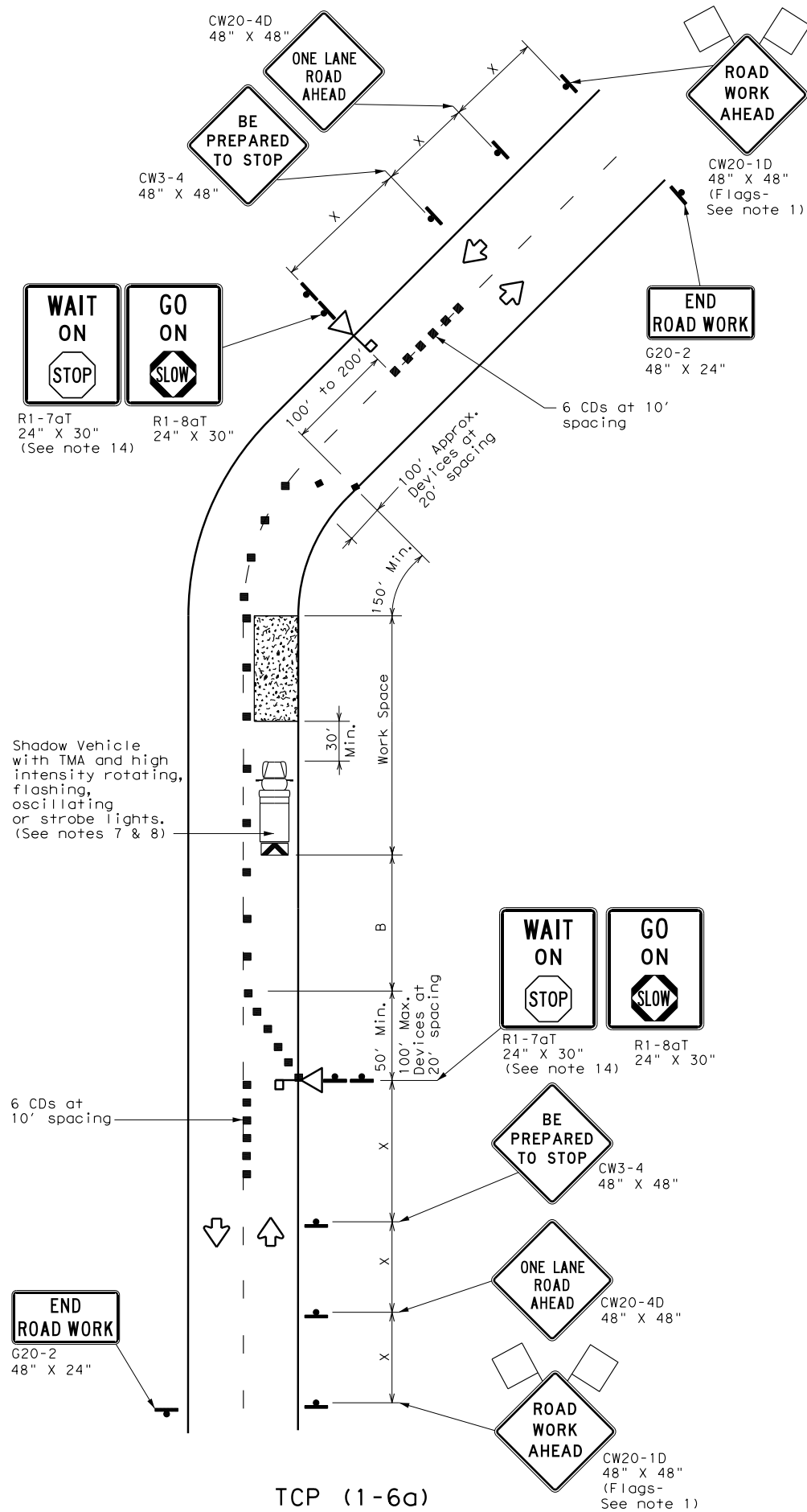
GENERAL NOTES

- Flags attached to signs where shown, are REQUIRED.
- All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated elsewhere in the plans, or for routine maintenance work, when approved by the Engineer.
- Channelizing devices used to close lanes may be supplemented with the Chevron Alignment Sign placed on every other channelizing device. Chevrons may be attached to plastic drums as per BC Standards.
- Shadow Vehicle with TMA and high intensity rotating, flashing, oscillating or strobe lights. A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
- Additional Shadow Vehicles with TMAs may be positioned in each closed lane, on the shoulder or off the paved surface, next to those shown in order to protect a wider work space.

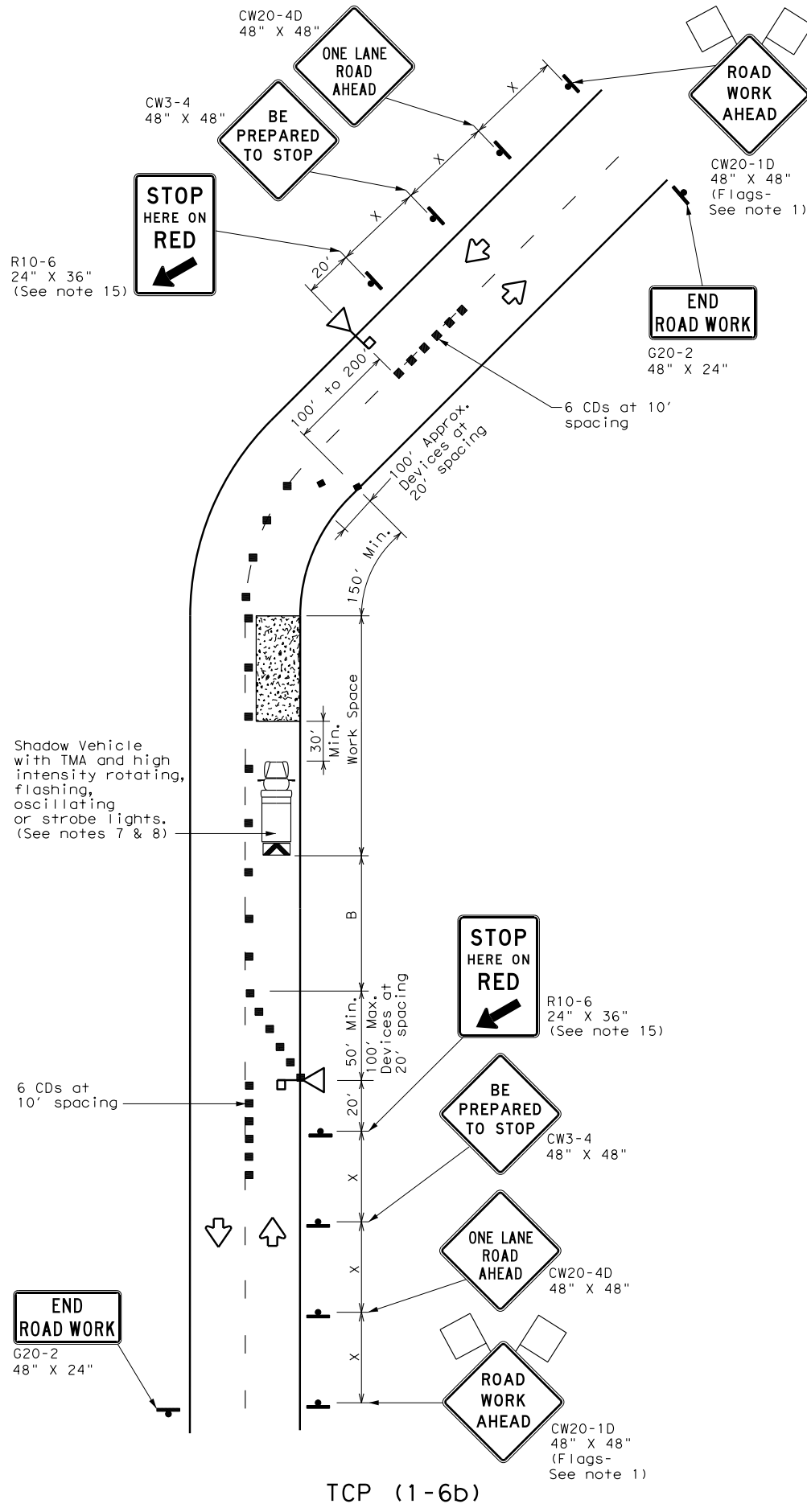
		Traffic Operations Division Standard			
TRAFFIC CONTROL PLAN LANE CLOSURES FOR DIVIDED HIGHWAYS					
TCP (1-5) - 18					
FILE: tcp1-5-18.dgn	DN:	CK:	DW:		
© TxDOT February 2012	CONT	SECT	JOB		
2-18	DIST	COUNTY	SHEET NO.		

DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

DATE: FILE:



TCP (1-6a)
ONE LANE TWO-WAY
CONTROL WITH STOP/SLOW AFADS



TCP (1-6b)
ONE LANE TWO-WAY CONTROL
WITH RED/YELLOW LENS AFADS

LEGEND					
	Type 3 Barricade		Channelizing Devices (CDs)		
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)		
	Automated Flagger Assistance Device (AFAD)		Portable Changeable Message Sign (PCMS)		
	Sign		Traffic Flow		
	Flag		Flagger		

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "x" Distance	Suggested Longitudinal Buffer Space "B"	Stopping Sight Distance
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent			
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	90'	200'
35		205'	225'	245'	35'	70'	160'	120'	250'
40		265'	295'	320'	40'	80'	240'	155'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	195'	360'
50		500'	550'	600'	50'	100'	400'	240'	425'
55		550'	605'	660'	55'	110'	500'	295'	495'
60		600'	660'	720'	60'	120'	600'	350'	570'
65		650'	715'	780'	65'	130'	700'	410'	645'
70		700'	770'	840'	70'	140'	800'	475'	730'
75		750'	825'	900'	75'	150'	900'	540'	820'

* Conventional Roads Only
** Taper lengths have been rounded off.
L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

TYPICAL USAGE				
MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓		

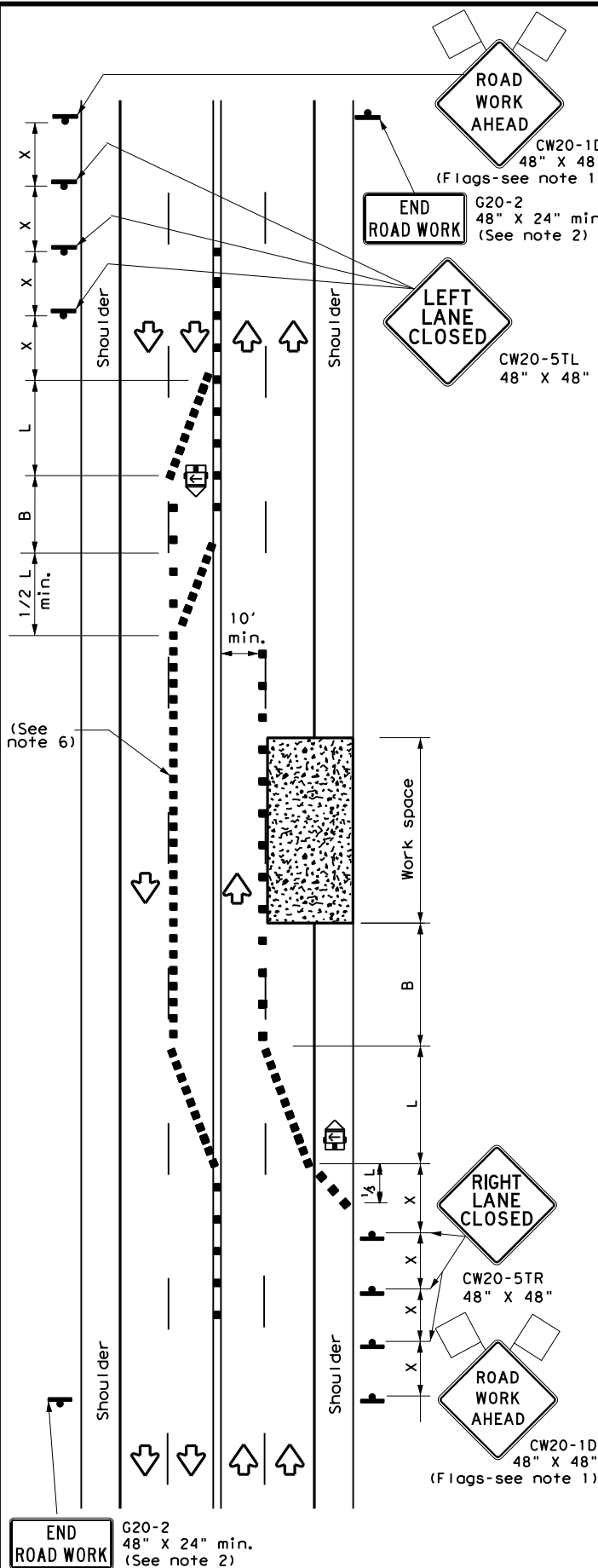
GENERAL NOTES

- Flags attached to signs where shown are REQUIRED.
- AFADs shall only be used in situations where there is one lane of approaching traffic in the direction to be controlled.
- Adequate stopping sight distance must be provided to each AFAD location for approaching traffic. (See table above).
- Each AFAD shall be operated by a qualified/certified flagger. Flaggers operating AFADs shall not leave them unattended while they are in use.
- One flagger may operate two AFADs only when the flagger has an unobstructed view of both AFADs and of the approaching traffic in both directions.
- When pilot cars are used, a flagger controlling traffic shall be located on each approach. AFADs shall not be operated by the pilot car operator.
- All AFADs shall be equipped with gate arms with an orange or fluorescent red-orange flag attached to the end of the gate arm. The flag shall be a minimum of 16" square.
- A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
- Additional Shadow Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect wider work spaces.
- Flaggers should use two-way radios or other methods of communication to control traffic.
- Length of work space should be based on the ability of flaggers to communicate.
- If the work space is located near a horizontal or vertical curve, the buffer distances should be increased in order to maintain stopping sight distance to the AFAD.
- Channelizing devices on the center line may be omitted when a pilot car is leading traffic and approved by the Engineer.
- The R1-7aT "WAIT ON STOP" sign and the R1-8aT "GO ON SLOW" sign shall be installed at the AFAD location on separate supports or they may be fabricated as one 48" x 30" sign. They shall not obscure the face of the STOP/SLOW AFAD.
- The R10-6 "STOP HERE ON RED" arrow sign shall be offset so as not to obscure the lenses of the AFAD.

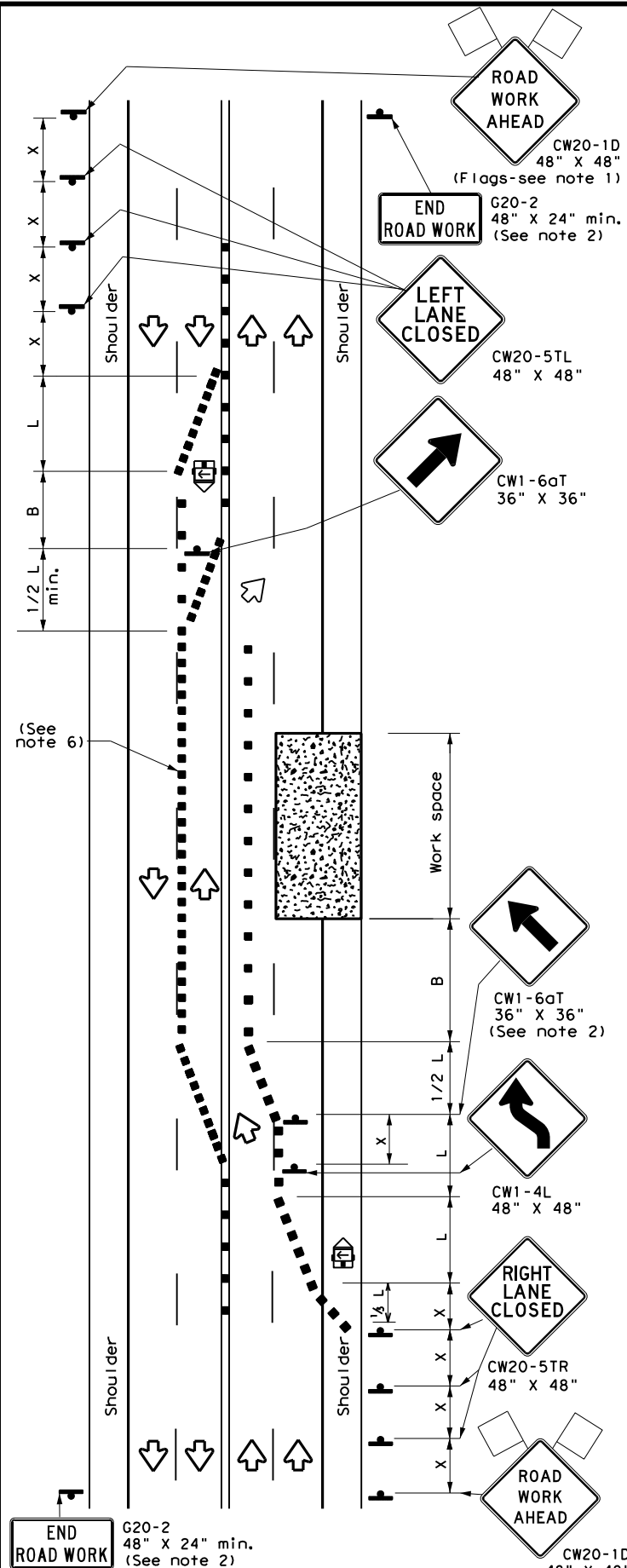
		Traffic Operations Division Standard			
TRAFFIC CONTROL PLAN AUTOMATED FLAGGER ASSISTANCE DEVICES (AFADS)					
TCP (1-6) - 18					
FILE: tcp1-6-18.dgn	DN:	CK:	DW:		
© TxDOT February 2012	CONT	SECT	JOB		
2-18	DIST	COUNTY	SHEET NO.		

DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

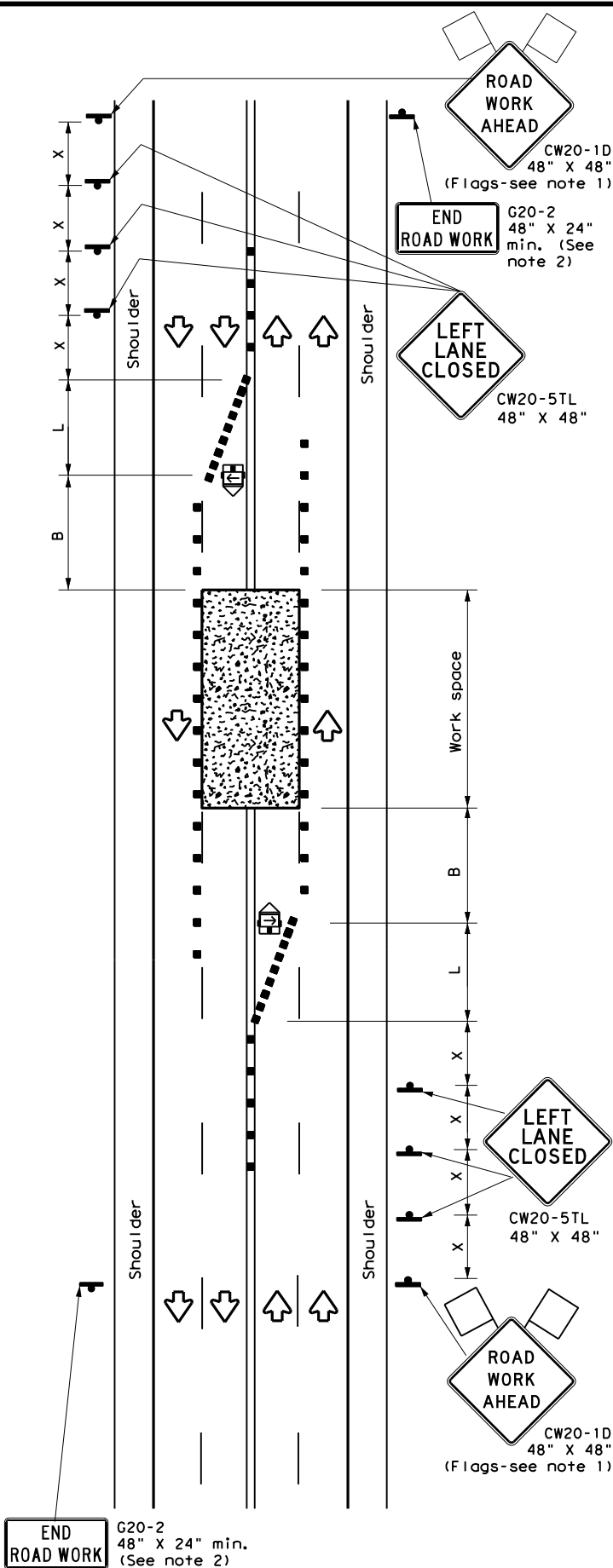
DATE: FILE:



TCP (SC-2a)
ONE LANE CLOSED EACH DIRECTION
CONTROL W/ CHANNELIZING DEVICES



TCP (SC-2b)
ONE LANE CLOSED EACH DIRECTION
CONTROL W/ CHANNELIZING DEVICES



TCP (SC-2c)
CENTER LANES CLOSED
CONTROL W/ CHANNELIZING DEVICES

LEGEND			
	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing Distance "X"	Suggested Longitudinal Buffer Space "B"
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	90'
35		205'	225'	245'	35'	70'	160'	120'
40		265'	295'	320'	40'	80'	240'	155'
45	L = WS	450'	495'	540'	45'	90'	320'	195'
50		500'	550'	600'	50'	100'	400'	240'
55		550'	605'	660'	55'	110'	500'	295'
60		600'	660'	720'	60'	120'	600'	350'
65		650'	715'	780'	65'	130'	700'	410'
70		700'	770'	840'	70'	140'	800'	475'
75		750'	825'	900'	75'	150'	900'	540'

* Conventional Roads Only
** Taper lengths have been rounded off.
L = Length of Taper (FT) W = Width of Offset (FT)
S = Posted Speed (MPH)

TYPICAL USAGE				
MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓		

GENERAL NOTES

- Flags attached to signs where shown are REQUIRED.
- All traffic control devices illustrated are REQUIRED, except: if project signing is present, END ROAD WORK (G20-2) sign is optional with approval by the Engineer.
- The ROAD WORK AHEAD (CW20-1D) sign may be repeated if the visibility of the work zone is less than 1500 feet.
- If the seal coat operation crosses intersections, traffic in these areas must be controlled. Care must be taken to prevent vehicles from crossing the asphalt before the aggregate is placed. This may require positioning additional traffic control personnel (flaggers) at the intersection.
- Temporary rumble strips are not required on seal coat operations.

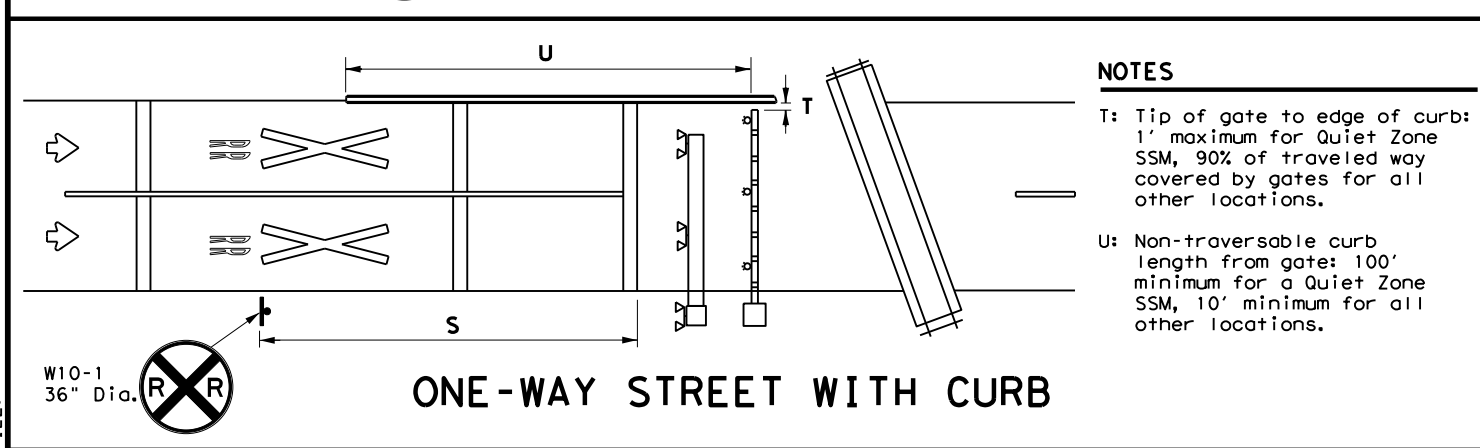
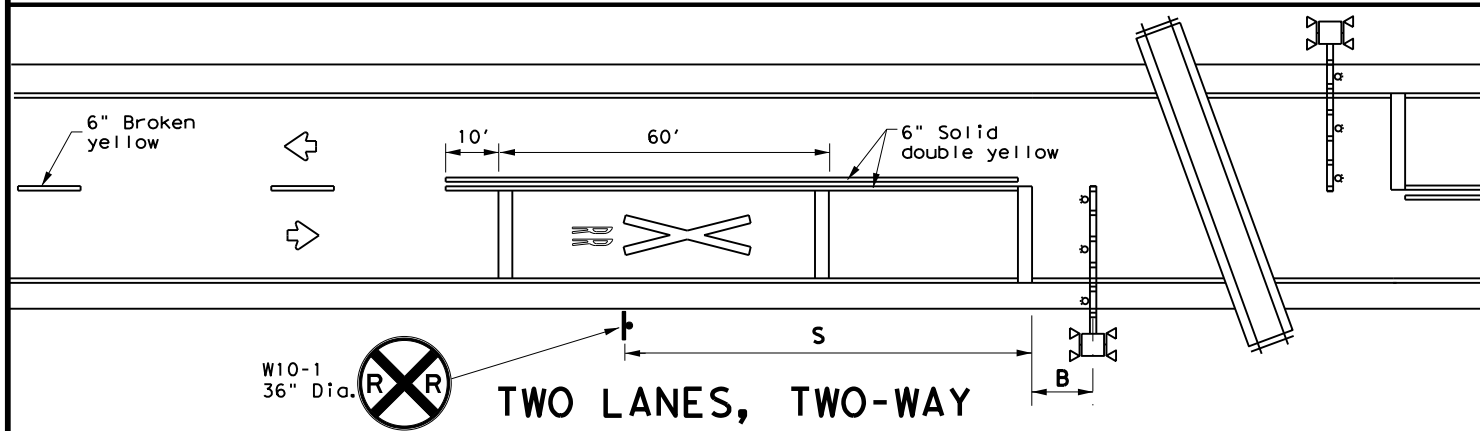
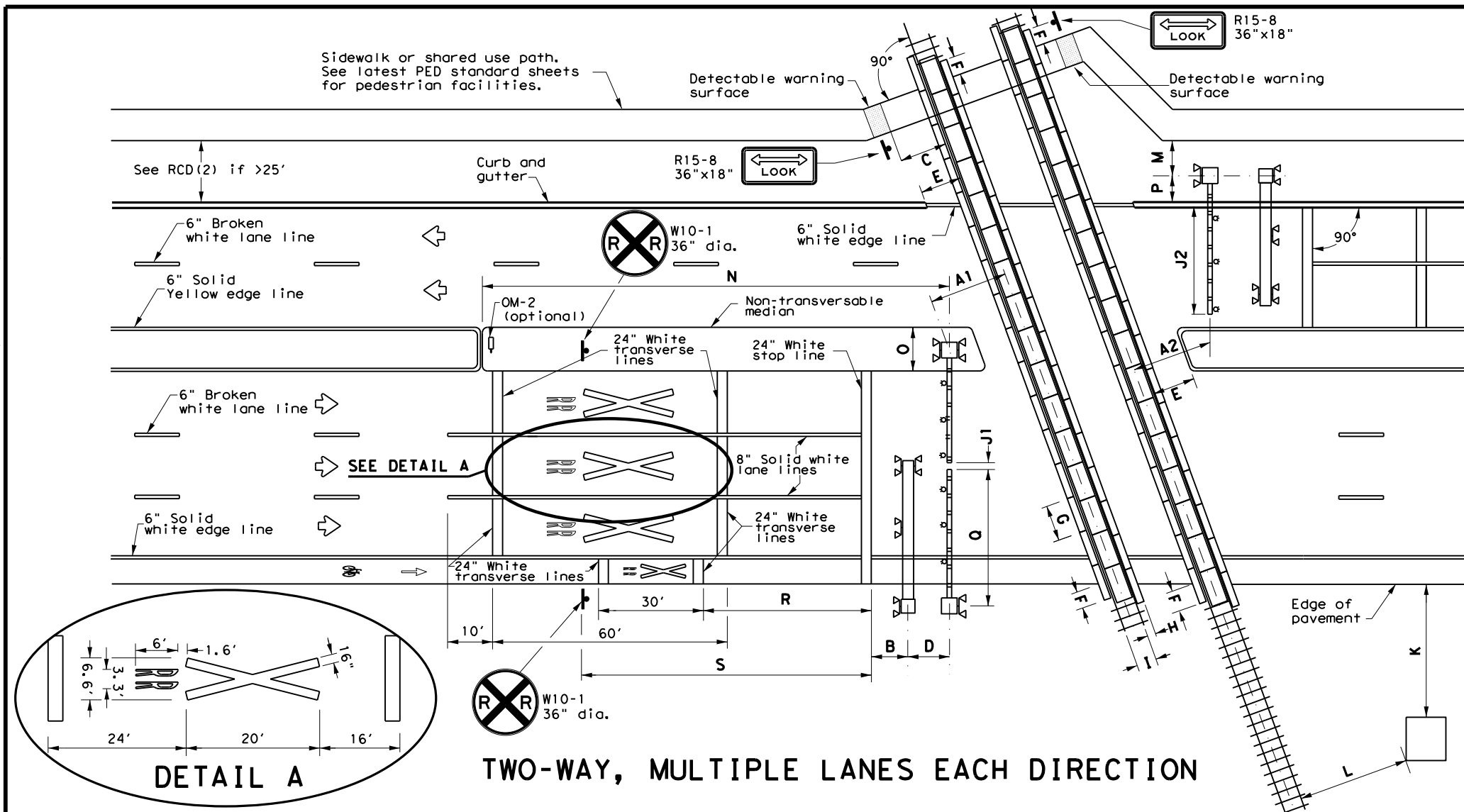
TCP (SC-2a) and (SC-2b)

- Channelizing devices which separate two-way traffic shall be spaced on tapers at:
 - 20 feet;
 - 15 feet when posted speeds are 35 mph or slower; or
 - at 1/2(S) for tangent sections.This tighter device spacing is intended for the areas of conflicting markings, not the entire work zone.

SHEET 2 OF 8

		Traffic Safety Division Standard	
TRAFFIC CONTROL PLAN SEALCOAT OPERATIONS MULTILANE ROADS (UNDIVIDED) TCP (SC-2) -22			
FILE: tcpsc-2-22.dgn	DN:	CK:	DW:
© TxDOT October 2022	CONT	SECT	JOB
REVISIONS			HIGHWAY
4-21			
10-22			
	DIST	COUNTY	SHEET NO.

DATE:
FILE:

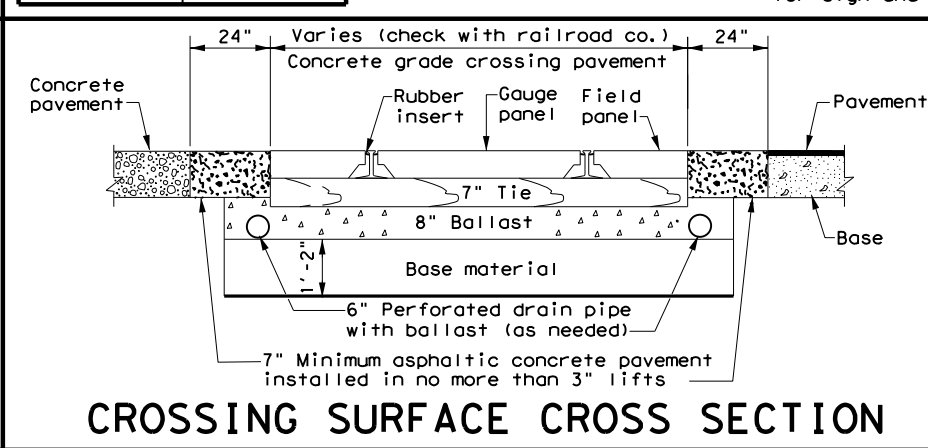


Approach Speed (mph)	Desirable Placement (feet)
20	100
25	100
30	100
35	100
40	125
45	175
50	250
55	325
60	400
65	475
70	550
75	650

LEGEND	
	Sign
	Object Marker
	Traffic Flow
	Cantilever
	Gate Assembly
	Mast Flasher Pair

GENERAL NOTES

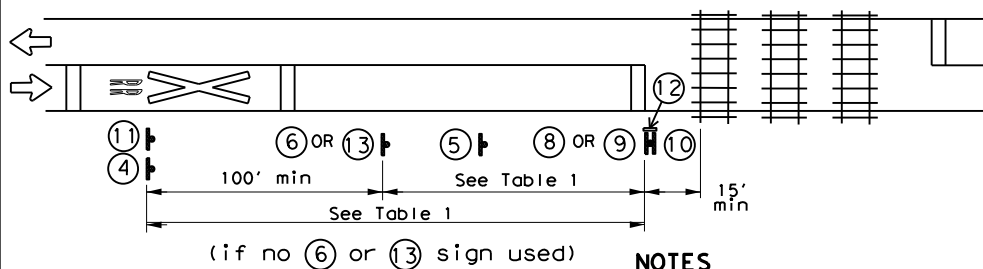
1. Medians and curbs must be non-traversable to qualify as a Quiet Zone Supplementary Safety Measure (SSM). Non-traversable curbs in Quiet Zones are 6" tall minimum and used on roadways where speed does not exceed 40 mph.
2. Raised pavement markers may be used to supplement striping. See PM(2) and PM(3) standard sheets.
3. Medians preferred whenever possible to prevent vehicles from driving around gates.
4. Longitudinal edge striping may be continued thru crossing as needed. Illumination may also be considered for nighttime visibility.
5. See SMD standard sheets for sign mounting details.
6. See the Standard Highway Sign Design for Texas (SHSD) manual for sign and pavement marking details.



 Texas Department of Transportation		Traffic Safety Division Standard			
RAILROAD CROSSING DETAILS SIGNING, STRIPING, AND DEVICE PLACEMENT RCD (1) - 22					
FILE# rcd1-22.dgn		DN: TxDOT	CK: TxDOT	DW: TxDOT	CR: TxDOT
© TxDOT November 2022 REVISIONS		CONT	SECT	JOB	HIGHWAY
2-16 11-22		DIST	COUNTY		SHEET NO.

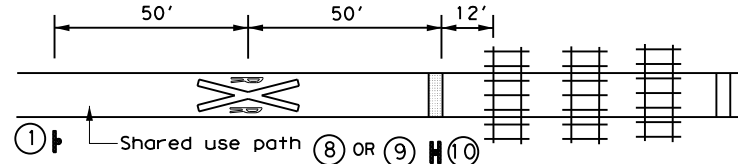
DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

DATE: FILE:



PASSIVE CROSSING

- NOTES**
1. STOP or YIELD sign may also be installed to the left of the crossbuck sign, rather than below it.
 2. A 2" white retroreflective strip shall be installed on front and back of crossbuck sign post.
 3. See the Crossbuck Assemblies with YIELD or STOP Signs at Passive Grade Crossings section of the TMUTCD for further details about sign mounting arrangements.



NOTES

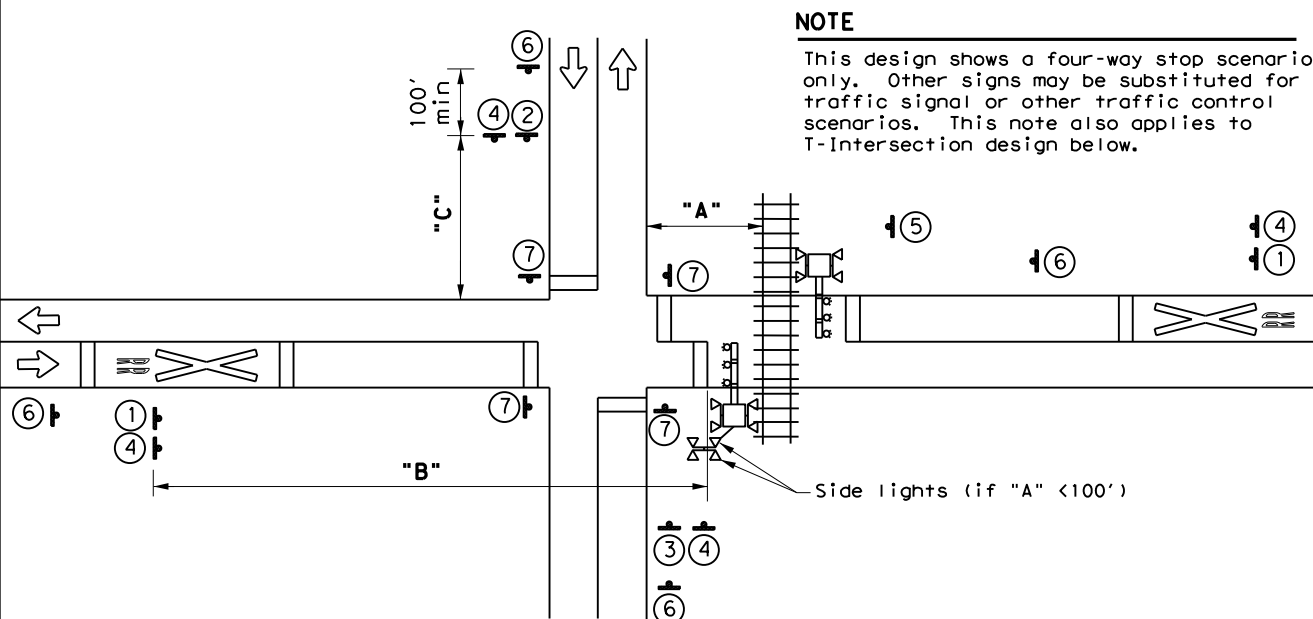
1. A shared use path is considered a separate pathway crossing when more than 25' from traveled way of adjacent roadway.
2. Detectable warning used at stop bar.
3. Smaller signs preferred. See the Design of Bicycle Signs section within the TMUTCD for sizing details.

PATHWAY CROSSING

TABLE 1	
Approach Speed (mph)	Desirable Placement (feet)
20	100
25	100
30	100
35	100
40	125
45	175
50	250
55	325
60	400
65	475
70	550
75	650

GENERAL NOTES

1. Railroad company to provide active traffic control devices, CROSSBUCK (R15-1), NUMBER OF TRACKS (R15-2P) plaque (if more than 1 track), and EMERGENCY NOTIFICATION (I-13) signs.
2. LOW GROUND CLEARANCE (W10-5) signs may be relocated further upstream of crossing to provide advance warning of alternate route.
3. GRADE CROSSING AND INTERSECTION ADVANCE WARNING (W10-2) signs may be modified as needed to fit roadway geometry.
4. Table 1 placement distances may vary per the Placement of Warning Signs section of the TMUTCD.
5. See Table 1 to determine placement of STOP AHEAD (W3-1) and YIELD AHEAD (W3-2) signs unless shown otherwise.
6. DO NOT STOP ON TRACKS (R8-8) signs installed when potential for vehicles stopping on tracks is significant as determined by sealing engineer. Install so sign does not block view of RR mast.
7. See the Standard Highway Sign Design for Texas (SHSD) manual for sign and pavement marking details.

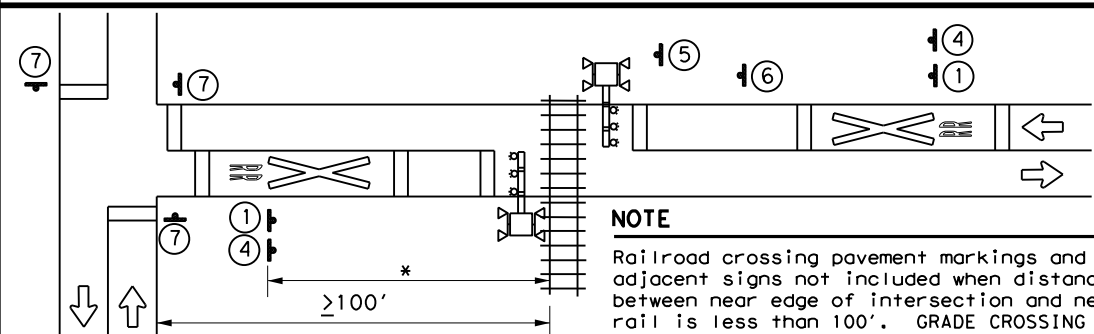


NOTE

This design shows a four-way stop scenario only. Other signs may be substituted for traffic signal or other traffic control scenarios. This note also applies to T-intersection design below.

"A" < 100'	"A" ≥ 100'
"B" See Table 1. Place pavement markings and signs on opposite side of intersection from rail if spacing from Table 1 would put markings within intersection.	See Table 1. Place pavement markings and signs between rail and intersection if spacing from Table 1 would put markings within intersection.
"C" See Table 1.	GRADE CROSSING AND INTERSECTION ADVANCE WARNING (W10-2, W10-3, W10-4) signs should only be installed if W10-1 sign is not between intersection and railroad crossing. If needed, see Table 1.

GRADE CROSSING NEAR A PARALLEL STREET

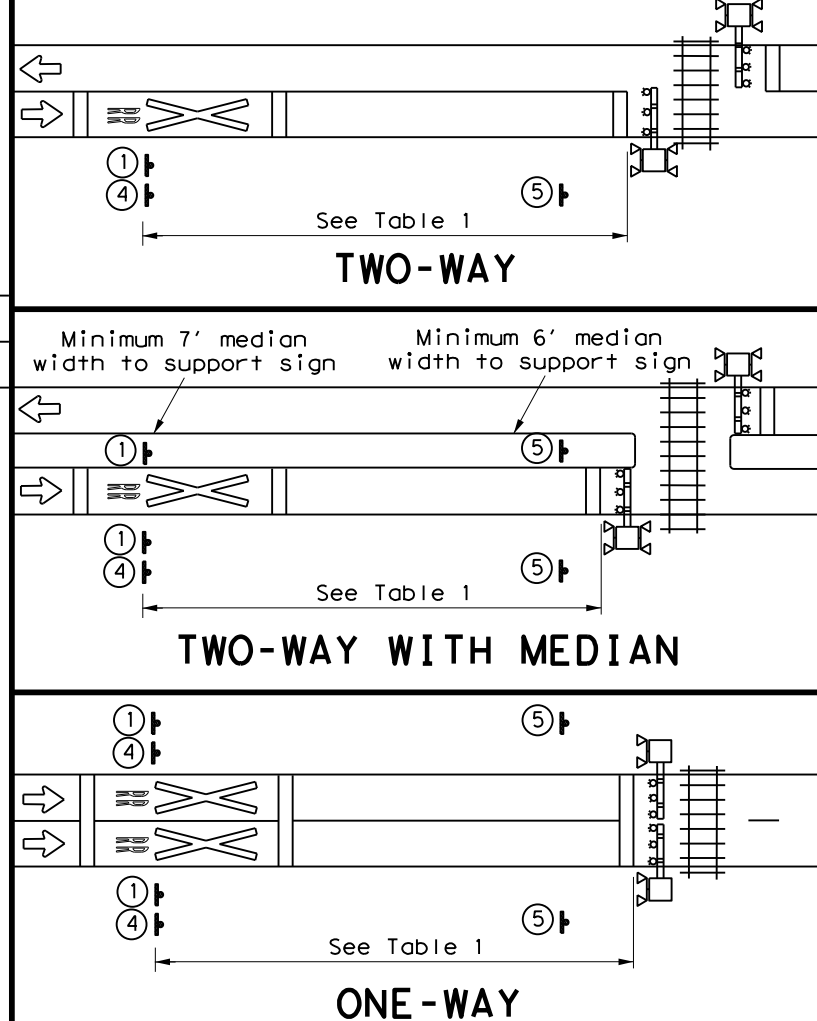


NOTE

Railroad crossing pavement markings and adjacent signs not included when distance between near edge of intersection and near rail is less than 100'. GRADE CROSSING AND INTERSECTION ADVANCE WARNING (W10-3) signs installed on roadway parallel with rail in this case.

*Use Table 1 if sufficient space exists.

T-INTERSECTION



ONE-WAY

NOTE

Separate active traffic control devices, railroad crossing pavement markings, and adjacent signs required when tracks are more than 100' apart.

TWO ADJACENT CROSSINGS

SIGNS

RAILROAD CROSSING DETAILS SIGNING & STRIPING

RCD(2) - 22

FILE: rcd2-22.dgn	DN: TxDOT	CK: TxDOT	DW: TxDOT	CK: TxDOT
© TxDOT November 2022	CONT	SECT	JOB	HIGHWAY
REVISIONS				
2-16				
11-22				
	DIST	COUNTY		SHEET NO.

CCSJ #			
AFA CSJs			
District #	21	AFA ID	City of Weslaco
Code Chart 64 #			
Project Name		Sign & Striping contract	

Attachment C
RESOLUTION, ORDINANCE, OR COMMISSIONERS COURT ORDER

ORDINANCE OR RESOLUTION NO. _____

**AN ORDINANCE AUTHORIZING ADVANCE FUNDING AGREEMENT FOR VOLUNTARY
MAINTENANCE BY A LOCAL GOVERNMENT (OFF-SYSTEM)**

WHEREAS, the Texas Department of Transportation (TxDOT) has identified the list of highway-rail grade crossings in City of Weslaco, by inspection; and

WHEREAS the inspection found that the approaches to the highway-grade crossing are in need of upgrades to be in compliance with Federal Highway Administration (FHWA) and Texas Manual on Uniform Traffic Control Devices (TMUTCD) standards; and

WHEREAS, TxDOT has initiated a project will seek funding for the project to bring the highway-grade crossing approaches into compliance with Federal and State standards; and

WHEREAS, at the completion of the project, City of Weslaco, shall receive from TxDOT at no cost, the installed roadway signage and pavement markings that were installed on locally owned roadways and facilities as a part of the project, as locally owned facilities; and

WHEREAS, after accepting the roadway signage and pavement markings as locally owned facilities, City of Weslaco agrees to maintain the installed roadway signage and pavement markings to the standards of City of Weslaco and in compliance with the TMUTCD.

WHEREAS, City of Raymondville, authorizes an Advance Funding Agreement for Voluntary Maintenance (Off-System) with Texas Department of Transportation for the City of Weslaco to maintain the installed roadway signage and pavement markings in the standards of City of Weslaco. The authorized representative of City of Weslaco is authorized to execute all documents necessary to complete this transaction.

**(AS NEEDED LOCAL GOVERNMENT TO ADD PROSE FOR CODIFICATION AS
ORDINANCE OR RESOLUTION AND EFFECTIVE DATE)**

(LOCAL GOVERNMENT TO ADD ATTESTATION AND SIGNATURE BLOCKS)

RESOLUTION 2023-64

A RESOLUTION AUTHORIZING AN ADVANCE FUNDING AGREEMENT FOR VOLUNTARY MAINTENANCE BY A LOCAL GOVERNMENT (OFF-SYSTEM)

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF WESLACO, TEXAS:

WHEREAS, the Texas Department of Transportation (TxDOT) has identified the list of highway-rail grade crossings in City of Weslaco, by inspection; and

WHEREAS the inspection found that the approaches to the highway-grade crossing are in need of upgrades to be in compliance with Federal Highway Administration (FHWA) and Texas Manual on Uniform Traffic Control Devices (TMUTCD) standards; and

WHEREAS, TxDOT has initiated a project will seek funding for the project to bring the highway-grade crossing approaches into compliance with Federal and State standards; and

WHEREAS, at the completion of the project, City of Weslaco, shall receive from TxDOT at no cost, the installed roadway signage and pavement markings that were installed on locally owned roadways and facilities as a part of the project, as locally owned facilities; and

WHEREAS, after accepting the roadway signage and pavement markings as locally owned facilities, City of Weslaco agrees to maintain the installed roadway signage and pavement markings to the standards of City of Weslaco and in compliance with the TMUTCD.

WHEREAS, City of Weslaco, authorizes an Advance Funding Agreement for Voluntary Maintenance (Off-System) with Texas Department of Transportation for the City of Weslaco to maintain the installed roadway signage and pavement markings in the standards of City of Weslaco. The authorized representative of City of Weslaco is authorized to execute all documents necessary to complete this transaction.

This resolution shall take effect immediately from and after its passage.

PASSED AND APPROVED this 28th day of November 2023 by the Mayor and City Commission of the City of Weslaco, Texas.

CITY OF WESLACO

Adrian Gonzalez, MAYOR

ATTEST:

Norma A. Cantu CITY SECRETARY

APPROVED AS TO FORM:

Juan E. Gonzalez, CITY ATTORNEY



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7174	
From: Albert Aldana			
Subject: Discussion and consideration of a proposed Memorandum of Agreement (MOA) with The Lower Rio Grande Valley TPDES Stormwater STFP Partnership for a five-year term to assist the city with maintaining compliance with the Texas Commission on Environmental Quality Phase II Stormwater Rules and authorize the Mayor to execute any related documents. Possible action. (Staffed by the Engineering Department.)			
Background: See attached memo.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA Albert Aldana Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Staff recommends approval.			
Attachments, if any: 11-16-23cc_TF MOA 2023, City of Weslaco TF MOA 2023_partially executed			
Responsibilities upon Approval:			

City of Weslaco

"The City on the Grow"



Adrian Gonzalez, Mayor
Adrian Farias, Mayor Pro-Tem, District 4
Greg Kerr, Commissioner, At-Large
Israel Gonzalez, Jr., Commissioner, At-Large
Josh Pedraza, Commissioner, District 1
Letty Lopez, Commissioner, District 2
Jose "JP" Rodriguez, Commissioner, District 3

Martin Garza, City Manager

November 16, 2023

TO: Mayor Adrian Gonzalez, City Commissioners
& City Manager, M. Garza

FROM: Albert J. Aldana, P.E.
City Engineer

**RE: PROPOSED MEMORANDUM OF AGREEMENT (MOA)
WITH THE LOWER RIO GRANDE VALLEY TPDES
STORMWATER STFP PARTNERSHIP, INC**

This item seeks your concurrence and approval of a proposed MOA with the Lower Rio Grande Valley TPDES Stormwater STFP Partnership, Inc to assist the city with compliance with the Texas Commission on Environmental Quality Phase II Stormwater Rules which go into effect starting in 2024.

The MOA is for a term of five (5) years and will terminate on 8/31/2028. The city will pay STFP a task force a yearly membership contribution of \$18,166.00.

Staff recommends approval of this item.

Sincerely,
Albert J. Aldana, P.E.

A handwritten signature in blue ink that reads "Aldana". The signature is stylized with a large, looping "A" and a trailing flourish.

Attachment: MOA

MEMORANDUM OF AGREEMENT
by and between
CITY OF WESLACO
and
THE LOWER RIO GRANDE VALLEY TPDES STORMWATER STFP
PARTNERSHIP, INC.
for Representative Appointment to the Regional Lower Rio Grande Valley
TPDES Stormwater Task Force
MOA #R-RGV-TF-2023-00021

This Memorandum of Agreement (hereafter termed “**MOA**”) is entered into by and between the **CITY OF WESLACO** (hereafter referred to as “**CITY**”), and **THE LRGV TPDES STORMWATER STFP PARTNERSHIP, INC.** (hereafter referred to as “**STFP**”), a 501(c)(3) Not-for-Profit formed to promote and coordinate the collaborative and cooperative use of technology by and among colleges, high schools, community school districts, public and school libraries, health care facilities, government offices, businesses, health and educational professionals other educational and community services organizations and community residents for the benefit of the collaborating organizations, their clients, and community residents of the Rio Grande Valley.

SECTION 1
PURPOSE

- 1.01 CITY and STFP** agree to enter into this MOA as a manner by which **CITY and STFP** can actively participate in a regional LRGV TPDES Stormwater Task Force (hereafter referred to as **Task Force**) formed to respond and aid compliance with the *Texas Commission on Environmental Quality Phase II Stormwater Rules* (“**Rules**”) and other pertinent issues as needed.
- 1.02 CITY and STFP** desire to accomplish the goals of responding and complying with the **Rules** through the formation of a regional **Task Force**, established and managed by **STFP**.
- 1.03 STFP** desires to participate in the establishment and management of the regional **Task Force**, since such participation will provide **STFP** with an avenue for students to:
- A. Gain knowledge and experience in the process and procedures of governmental environmental regulation, rule making, and committee process;
 - B. Gain supervisory, organizational, and executive skills through the creation of the **Task Force** body, the implementation of the **Task Force** by-laws and policies, creation and submission of **Task Force** agenda and minutes, and budget creation;
 - C. Gain experience about the interfacing, communication, and interaction between **STFP** and local governments; thus, aiding the students in being at ease publicly

speaking, presenting issues, and expounding opinions.

SECTION 2 TERM

- 2.01** *Fixed Term:* This MOA commences on **9/01/23**, will be effective for exactly five (5) calendar years, and will terminate **8/31/28**, unless extended according to section 2.02 of this MOA.
- 2.02** *Extension:* Upon written, mutual consent of **CITY** and **STFP**, this MOA may be extended for a maximum of one (1) calendar year, after the date of expiration of the Fixed Term.
- 2.03** *Cancellation:* This MOA may be cancelled prior to the expiration of the Fixed Term of any Extension Term, upon thirty (30) calendar days written notice to the other party, sent to the address indicated in Section 5.01 of this MOA.

SECTION 3 CONSIDERATION

- 3.01** *Fee:* **CITY** agrees to pay to **STFP** a **Task Force** membership contribution of **\$18,166.00**. Payment of contribution is due in one single payment, tendered by check or wired transfer, payable to **STFP** and delivered to the address indicated in Section 5.01 of this MOA. Initial payment must be made within ten (10) days after execution of this MOA. Subsequent payments shall be made by the 10th day of October of each calendar year. Failure of **CITY** to make such payment within the subscribed time, and without a written extension from **STFP**, may result in this MOA terminating.

SECTION 4 RIGHTS AND DUTIES

- A.01** The following rights and duties will be held or performed by **CITY**:
- A.** **CITY** will provide one representative to the **Task Force**. Such a representative must be chosen by majority vote of the Board, as evidenced by an adopted resolution or other evidence of the appointment acceptable to **STFP**.
 - B.** The **CITY**'s representative will serve a term that commences on the date of execution of final signature and will terminate exactly five (5) calendar years from date of execution, unless extended according to section 2.02 of this **Agreement**. A replacement representative may be appointed by the **CITY** through written notification at any time during the performance period.
 - C.** The **CITY**'s representative will be subject to the bylaws, policies, rules and

procedures of the **Task Force**. Any breach or violation of such bylaws, etc., may result in expulsion of the representative from the **Task Force**. If expulsion occurs, the **CITY** will appoint another representative no later than thirty (30) calendar days after notice of the expulsion.

- D. The **CITY**'s representative will act as the liaison between the **CITY** and the **Task Force**, apprising each entity of the other's objectives. The representative will brief the Board, or other municipal entity responsible for **Task Force** participation, a minimum of once quarterly.
- E. Each **CITY** having representation on the **Task Force** will be responsible for paying a membership fee as detailed in Section 3.01 of this Agreement.
- F. The **CITY** may make recommendations to the **Task Force** regarding the fee assessment, expenditures, or other financial matters; however, the **Task Force** is not bound by such recommendations.

4.02 The following rights and duties will be held or performed by **STFP**:

- A. **STFP** will formulate and facilitate the bylaws, policies, rules and procedures by which the **Task Force** will be governed. **STFP** will provide **CITY** with a copy of such by-laws, policies, rules and procedures, as warranted.
- B. **STFP** will formulate and propose to the **Task Force**, methods and approaches for compliance with the *Texas Commission on Environmental Quality Phase II Stormwater Rules*. For each method or approach proposed, **STFP** will assist with educational outreach, training, and information to facilitate compliance.
- C. **STFP** will assist with research and educational services and technical support to the **Task Force**, and for any adopted methods and approaches for compliance. **STFP** will not participate in the implementation of the **CITY**'s stormwater management program (SWMP) unless otherwise specified in **Section 4.03**.
- D. **STFP** will manage the **Task Force** administration, including meetings, and efforts pertaining to the methods and approaches for assisting in complying with the *Texas Commission on Environmental Quality Phase II Stormwater Rules*.
- E. The **Task Force** will oversee the establishment and operation of all financial policies, requirements, and expenditures. As overseer of the **Task Force**, **STFP** will assist with the financial management and policy of the **Task Force**.
- G. **STFP** will assist the **Task Force** with the management of any funding acquired by the **Task Force**. This does not apply to the funding provided by this MOA. The management of **Task Force** funding will adhere to the by laws of the organization.

- H. Membership fees paid to **STFP** will be earmarked in a separate **STFP** account for use only by **STFP** for the **Task Force**. Any unappropriated funds will be carried over.
- I. Membership fees paid to **STFP** will be utilized by **STFP** for costs associated with but not necessarily limited to staffing, travel, training, equipment and materials, recruiting, scholarships, meal and food expenses associated with meetings and events, and communication related expenses.
- J. **STFP** is authorized to utilize membership fees to leverage grant funds, for conference planning, travel expenses, staff training, to support outreach events, and for sponsorships for environmental and educational events.
- K. **STFP** is authorized to utilize membership fees to accomplish tasks included in **Section 4.03**, if any.
- L. **STFP** is authorized to provide funding to the Arroyo Colorado Watershed Partnership, the Laguna Madre Estuary Program, or similar organizations on behalf of **CITY**. This funding, if any, shall be provided at the discretion of **STFP**.

4.03 *SWMP Implementation:* **STFP** will support the **CITY** in implementing a portion of its SWMP by assisting with research and educational services and technical support with specific Best Management Practices (BMPs). The overall completion of the BMPs is the sole responsibility of the **CITY**.

SECTION 5 MISCELLANEOUS

5.01 *Addresses:* Fee payment or notices required under this MOA may be sent by United States Postal Service regular surface mail, certified mail, registered mail, overnight delivery, or hand delivery. Written notice delivery is deemed made when the notice is deposited into a USPS mail receptacle, or deposited with an overnight carrier, or hand delivered. **CITY** and/or **STFP** can change the notice address by sending to the other party written indication of the new address. Notices should be addressed as follows:

CITY:
City of Weslaco
Alberto J. Aldana, P.E.
255 S. Kansas Ave.
Weslaco, TX 78596
(956) 968-3181
(956) 973-3128 (Fax)
aaldana@weslacotx.gov

STFP: STFP

C/O Javier Guerrero
P.O. Box 557
Elsa, TX 78543
jguerrero@lrgvstormwatertaskforce.org
956-929-7189

- 5.02** Force Majeure: Any and all duties, obligations, and covenants of this MOA will be suspended during time of natural disaster, war, acts of terrorism, or other “Acts of God”, which prevent a party from fulfilling any and all duties, obligations, and/or covenants of this MOA. If a party is prevented from fulfilling a duty, obligation, and/or covenant of this MOA, due to Force Majeure, the party prevented from fulfilling will notify the other party in writing, sent pursuant to Section 5.01 MOA, within fourteen (14) calendar business days of the Force Majeure event.
- 5.03** Parties Relationship: Nothing in the MOA should be construed as creating a partnership, joint venture, agency relationship, or any other relationship other than, between **CITY** and **STFP**.
- 5.04** Applicable Law: This MOA is construed under and in accordance with the laws of the State of Texas.
- 5.05** Cumulative Rights: All rights, options, and remedies contained in this MOA and held by **CITY** and **STFP** are cumulative and the exercising of one will not exclude exercising another. **CITY** and **STFP** each have the right to pursue any remedy or relief which may be provided by law, in equity, or by the stipulations of this MOA.
- 5.06** Non-waiver: A waiver by either **CITY** or **STFP**, or both, of any obligation, duty, or covenant of this MOA will not constitute a waiver of any other breach of any obligation, duty, or covenant of this MOA.
- 5.07** Counterparts: This MOA can be executed in multiple counterparts, each of which is declared an original.
- 5.08** Severability: If any clause or provision of this MOA is illegal, invalid or unenforceable under present or future law, **CITY** and **STFP** intend that the remaining clauses or provisions of this MOA will not be affected and will remain in full force and effect.
- 5.09** Entire MOA: This MOA contains the final and entire agreement between **CITY** and **STFP**, and will not be amended, explained, or superceded by any oral or written communications; unless done so in a subsequent, written, and mutually agreed upon amendment.
- 5.10** Successors and Assigns: All the obligations, duties, covenants, and rights contained in this MOA and performable by **CITY** will be applicable and binding upon respective

successors and assigns, including any successor by merger or consolidation; however, nothing in this provision shall be construed to be consent of Assignment of this MOA.

5.11 **Nondiscrimination:** **CITY** and **STFP**, and their agents or employees, are prohibited from discriminating on the basis of race, color, sex, age, religion, national origin, or handicap, in the performance of the terms, conditions, covenants and obligations of this MOA.

5.12 **Dispute Resolution:**

- A. Any controversy claim or dispute between **CITY** and **STFP** relating to the provisions of this MOA or the breach, termination or validity thereof shall upon written request of either party, immediately be referred jointly for resolution of the controversy by non-binding mediation.
- B. The mediation must be concluded within any period mutually agreed upon by the parties but in no event later than within forty-five (45) days after written notice is given by any party of its intent to proceed to mediation. Unless the parties expressly agree otherwise, each party shall bear its own costs, legal and expert fees incurred in the mediation, and evenly share the costs of the mediator. If after proceeding in good faith the parties, with the assistance of a neutral mediator, do not resolve the dispute within the forty-five (45) day period, the parties may proceed in accordance with paragraph (C) below.
- C. After exhausting the procedures set forth above, either party may initiate litigation to resolve the dispute. The Law of the State of Texas shall control the matter in controversy. Venue is mandatory in Hidalgo County, Texas. Any notice of dispute tendered by **CITY** should be addressed to Javier Guerrero, Executive Director, **STFP**.

EXECUTED the _____ day of _____, 2023, by **CITY**, by its duly authorized agent, as evidenced by authorization by the City Council.

“CITY”
CITY OF WESLACO

By: _____
Adrian Gonzalez
Mayor

ATTEST:

By: _____
Norma A. Cantu
City Secretary

ACKNOWLEDGMENT

EXECUTED the 20th day of November, 2023, by **SWTF**, by its duly authorized officer.

“SWTF”
LOWER RIO GRANDE VALLEY TPDES
STORMWATER STFP PARTNERSHIP, INC.

By:  _____
Javier Guerrero
Executive Director



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7175	
From: Albert Aldana			
Subject: Discussion and consideration of approval to purchase a Disc Fine Bubble Aeration System from sole source vendor Sanitaire in the amount of \$200,000 and Headworks Equipment from sole source vendor Vulcan in the amount of \$104,000 for the proposed equipment replacement for the North Wastewater Treatment Plant and authorize the Mayor to execute any related documents. Possible action. (Staffed by the Engineering Department.)			
Background: See attached memo			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA Albert Aldana Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Staff recommends approval.			
Attachments, if any: 11-16-23cc_Sole-Source Purchases, 2023.6.21 Weslaco_Sanitaire Scope Letter_Replacment FB & CB Aeration Grids, Weslaco, TX - ESR-23 Stair Screen Quote Proposal - Screen Option 1			
Responsibilities upon Approval:			

City of Weslaco

"The City on the Grow"



Adrian Gonzalez, Mayor
Adrian Farias, Mayor Pro-Tem, District 4
Greg Kerr, Commissioner, At-Large
Israel Gonzalez, Jr., Commissioner, At-Large
Josh Pedraza, Commissioner, District 1
Letty Lopez, Commissioner, District 2
Jose "JP" Rodriguez, Commissioner, District 3

Martin Garza, City Manager

November 16, 2023

TO: Mayor Adrian Gonzalez, City Commissioners
& City Manager, M. Garza

FROM: Albert J. Aldana, P.E.
City Engineer

**RE: PROPOSED SOLE-SOURCE PURCHASE OF
FINE BUBBLE AERATION SYSTEM BY SANITAIRE
& STAIR SCREEN BY VULCAN**

The next phase of the proposed improvements to the North Wastewater Treatment plant call for the replacement of the existing aeration system and replacement of headworks equipment. Requests for bids will be issued for the installation of the required equipment replacements and the cleaning of the aeration basin.

This item seeks your concurrence and approval of the sole-source purchase of a fine bubble aeration system to replace the existing one. The cost of this replacement system is \$200,000.00 and will take approximately 22 weeks to ship out.

Your approval is also sought for the sole-source purchase of existing headworks equipment by Vulcan, namely, a stair screen to replace the existing one at a cost of \$104,000.00. Vulcan has indicated that the equipment will be shipped in approximately 40-44 weeks after approval.

Staff recommends approval of this item.

Sincerely,
Albert J. Aldana, P.E.

Attachment: Quote Proposal by Sanitaire
Quote Proposal by Vulcan



Xylem Water Solutions USA, Inc.
247 Freshwater Way, Suite 200
Milwaukee, WI 53204
Tel 414.365.2200 Fax 414.365.2210

DATE: June 21, 2023

TO: City of Weslaco, TX

RE: Weslaco WWTP – Aeration Upgrade
Fine Bubble Aeration System Replacement – Aeration Tank
Coarse Bubble Aeration System Replacement – Anoxic Zone
Sanitaire Proposal #s32161-23
(Existing Equipment – Sanitaire No. 09-7129)

We propose to furnish the following Aeration Equipment subject to the terms and conditions set forth herein:

Reference Previous Sanitaire Contract No. 09-7129 (Match Existing Equipment)

A. EQUIPMENT AND SERVICE

The Xylem Water Solutions USA scope of supply for this project includes the following equipment and services:

- 1. Fine Bubble Aeration:**
Three (3) SANITAIRE® Disc Fine Bubble Aeration System for installation in the following tanks:

Tank	Zone	No. Grids/Zone	Dropleg Dia., In	Qty of Grids
Aeration Tank (1-Total)	1A	1	8	407
	1B	1	8	407
	2	1	8	627

Equipment for each grid will include:

- One PVC lower drop pipe with bottom connection to the air manifold. Sanitaire to start approximately 3 ft. above the basin floor, including band coupling to connect to existing upper stainless steel drop pipe.
- One PVC manifold with connections for each 4 inch diameter air distributor.
- 304 Stainless steel manifold supports with hold clamps and cradle.
- Four-inch diameter PVC air distribution headers including:
 - Fixed anti-rotational joint connection to the air manifold.
 - Factory installed diffuser holders.

- Positive locking fixed anti-rotational joint connections.
- 304 Stainless steel air distribution header support stands with header hold down clamp and locating plate.
- SANITAIRE® Fine Bubble Diffuser Elements with gaskets and retainer rings.
- Flanges, bolts, nuts and neoprene gaskets necessary to assemble the system.
- One purge system with eductor piping and isolation valve.
- 304 Stainless steel anchor bolts for the manifold and header supports.

NOTE: Anchor bolts are designed for installation in 4000 PSI Concrete Per ACI Committee 350 ("Concrete Sanitary Engineering Structures").

2. Coarse Bubble Aeration:

One (1) SANITAIRE® Stainless Steel Fixed Header Aeration Systems for installation in the following tanks:

Tank	No. Drop Pipes	Dropleg Dia. (in.)	No. Diffusers
Anoxic Zone	1	6	16

Equipment for each grid will include:

- One 6" diameter 304L stainless steel lower drop pipe connection at the bottom of the tank (starting approximately 3' above the basin floor with band coupling for connection to the existing upper stainless steel drop pipe), and feed pipe connection to the 4" diffuser lateral. (Existing drop pipe from airmain to within 3' of the basin floor to be reused.)
- 304L Air distribution header, with a connection to the lower drop pipe.
- Joints and follower flange connections as required.
- 304L Header supports with hold-down, adjusting and locking mechanism, and supporting structure.
- Factory installed duplex diffuser connector tees welded to the bottom centerline of the air distribution headers.
- SANITAIRE® D24 304L Stainless Steel Diffusers.
- All bolts, nuts and gaskets necessary to assemble the headers.
- 304L End caps on each header.
- 304 Stainless steel anchor bolts for the distribution header supports.

3. NOTE: Anchor bolts are designed for installation in 4000 PSI Concrete Per ACI Committee 350 ("Concrete Sanitary Engineering Structures").

4. Engineering Drawings: Required sets of engineering drawings.

5. O & M Manuals: Required sets of O & M Manuals.

6. Field Installation Guidance and Start-Up Services: NOT included.

B. EXCLUSIONS

The following are specifically excluded from our proposal:

1. All valves, air main piping and accessories.
2. SS drop pipes. Sanitaire scope starts approximately 3' above the floor, with band coupling to connect to the existing SS drop pipe.
3. Installation of equipment furnished by Xylem-Sanitaire.
4. All costs associated with video recording services.
5. All field testing (anchor bolt strength testing, leakage, level, uniformity, mixing and pressure testing)

C. ESTIMATED SUBMITTALS AND DELIVERIES

The schedule begins after acceptance of purchase order by Sanitaire. NO submittals required for approval, matching existing equipment.

Engineering Review and Equipment Shipment: 22 weeks*

*The lead-times stated are based on as of today lead-times for equipment shipment after written receipt of approved submittals, however due to the continuing disruptions of COVID-19, including extended production timeframes from our suppliers as a result of raw materials shortages, related labor constraints, and transportation and logistics-related delays due to a shortage of both truckers and containers, we can at this time only state what our current lead-time is expected to be. Once submittals are approved, we will work closely with you to meet your needs as best possible in this uncertain time.

D. PRICING

Pricing for the equipment and field services outlined in this proposal, DAP Jobsite (Weslaco, TX) per Incoterms 2020, Full freight allowed to destination:

\$200,000.00

E. PRICE NOTES

1. Taxes are not included. Purchaser to pay directly all applicable taxes separate from purchase order to Xylem Water Solutions USA.
2. All prices quoted shall be valid for 45 days from the date of bidding.
3. The prices are based on the equipment being released for shipment by the 4th Quarter, 2023.
4. Prices on orders received after the above deadline or specifying later shipping dates shall be subject to review and possible adjustment in line with the then existing economic conditions.
5. Terms of Payment:
 - 10% Net 30 days following initial submittal for approval.
 - 80% Net 30 days following shipment
 - 5% Net 30 days NTE 150 days – following installation (whichever comes first)
 - 5% Net 30 days NTE 180 days – following start-up (whichever comes first).
6. An interest charge of 1 1/2% per month will be added to past due accounts.
7. This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted. Terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between parties. Different terms are hereby rejected unless expressly assented to in writing.

F. WARRANTY

Xylem Water Solutions USA warrants all parts to be free from defective material and workmanship for a period of one (1) year after startup or eighteen (18) months after shipment (whichever comes first) and to furnish to the Owner replacements for any such items found to be defective within that period.

Thank you for considering our proposal for this equipment.



Pastors, Francis – Xylem Territory Manager (Sanitaire Products)

cc: **Sanitaire Representative:**
Hartwell Environmental



November 30, 2022

QUOTE PROPOSAL – Screen Option 1

Project Location: Weslaco, TX WWTP
Mechanical Screen Replacement

Operating Group: Inframark

Vulcan Representative: HRM Environmental
Scott Hawkins
scott@hrmenv.com

Prepared by: Kyle Wilhelm
Inside Sales
kyle@vulcanindustries.com

Project Description:

Vulcan Industries is proposing to supply one (1) Model ESR-23 Stair Screen, identical to the existing unit for installation in the Owners existing channel 4'-0" wide x 4'-6" deep channel (installation by others). The stair screen option will be using the existing stair screen main control panel and local control station.

SCOPE OF SUPPLY:

One (1) Vulcan Model ESR-23/958/6 Stair Screen

- ✓ 316 stainless steel construction.
- ✓ 57-degree screen setting angle.
- ✓ 1/4-inch (6 mm) clear bar spacing with 2 mm thick lamellas.
- ✓ Removable stainless steel covers, upstream side of screen above top of channel.
- ✓ Enclosed discharge chute.
- ✓ 2.0 HP explosion-proof motor.
- ✓ Automatic chain tensioners (one per side).
- ✓ Automatic chain lubrication assemblies (one per side).
- ✓ One (1) NEMA 7, factory mounted home position limit switch and NEMA 4X junction box.
- ✓ Approximate screen weight: 2,800 lbs.
- ✓ Freight to jobsite.
- ✓ One-year warranty from the date of operational start-up.

Note: Price does not include installation, field wiring and conduit between controls, ancillary devices, or anything else not identified in this proposal.

Screening Equipment		
Item	Equipment Summary	Price
1	One (1) ESR-23 Stair Screen	\$104,000.00

Current Lead Times:

Equipment submittal drawings: Not applicable.

Equipment delivery: to be shipped 40-44 weeks after receipt of approved submittal drawings.

ACCEPTANCE: The Buyer shall accept this quotation within 90 days from the date shown on this proposal by letter of intent or purchase order with payment terms that conform to the included Terms and Conditions for Quotation or Sale, Sheet STC-001. Price is subject to change without notice after this interval.

Purchase order, or agreement forms, that involve changes, disclaimers, special terms, etc. which conflict with our Standard Quotation Notes and/or Terms and Conditions, may require additional time for processing of up to several weeks, depending on the extent of legal and/or financial involvement that may be associated in a detailed examination. Additionally, if such requirements involve added cost such charges shall be presented for written authorization prior to further processing.

Where a mutual agreement cannot be reached VULCAN INDUSTRIES reserves the right to return all purchase documents without further obligation or liability.

Vulcan Industries, Inc. is submitting this proposal during the COVID-19 pandemic as declared by the World Health Organization. Consequently, Vulcan Industries cannot anticipate or plan for all potential adverse supply chain or logistics impacts the Pandemic may have on the cost of schedule proposed by Vulcan Industries or any impact related to government action in countries where the equipment may be designed, manufactured, procured, shipped, delivered or where other work may be performed. Accordingly, any schedule included with this proposal is provided based on our best reasonable estimate at the time of this proposal and is subject to change. Vulcan Industries will make every reasonable attempt to abide by its quoted schedule and will work with the customer to minimize any impact. In no event shall Vulcan Industries be liable for any increased costs or delayed deliveries resulting in acceleration or substitution costs by the customer. Vulcan Industries shall not be considered in default, subject to damages or penalties nor shall the order be subject to cancellation without payment of appropriate cancellation costs.



Thank you in advance for your review of the above proposal. Should you have any questions or need modifications to any of the above information please contact our Representative, HRM Environmental.

Sincerely,

Kyle M. Wilhelm

Inside Sales

kyle@vulcanindustries.com

Appendix:

Vulcan Terms and Conditions

STANDARD TERMS AND CONDITIONS

1. **DEFINITION:** The definition of terms used, interpretation of sale agreement and rights of parties hereto shall be construed under and governed by the Uniform Commercial Code of the State of Iowa. "Seller" when used herein means VULCAN INDUSTRIES. "Buyer" when used herein means the person, company or corporation to whom the quotation is addressed. "Equipment" means those components, articles, supplies or services described herein. These terms and conditions apply unless specifically noted on the quotation.

2. **ACCEPTANCE:** All quotations are for acceptance within the limits established therein and beyond which are subject to change without notice. If this quotation constitutes an acceptance of an offer, such acceptance is expressly made conditional on Buyer's assent solely to the terms of this quotation.

Any terms proposed in buyers acceptance of this quotation which add to, vary from, or conflict with the terms hereof are hereby objected to and rejected and shall not constitute any part of any contract resulting from this quotation. Any such proposed terms shall have no force or effect and the terms herein shall constitute the complete and exclusive statement of the terms and conditions of any contract resulting from this quotation and may be modified only by written instrument executed by the authorized representative of both parties.

3. **PRICES:** Prices for Equipment included in this quotation are subject to the specific outline herein.

4. **PAYMENT: (A. Domestic)** Net 30 days, basic orders; **(B. Domestic)** 90% Net 30 days, 10% Net 30 days after start-up but not to exceed 120 days after initial billing. **(C. Domestic)** 95% Net 30 days, 5% Net 30 days after start-up but not to exceed 120 days after initial billing. **(D. International)** Irrevocable Letter of Credit - Payment due at sight, available at First National Bank, Attn: International Trade Services, 134 South 13th Street, Suite 100, Lincoln, NE 68508 USA, Telex: 484410 FIRSTNATBK OMA, SWIFT: FNBOUS44LIN. Tel: 402-323-5258 Fax: 402-323-5219; ABA #104000016 **(E. International)** Payment will be wired to our account per the following: 30% with purchase order, 30% with approval of submittals, 30% upon delivery to plant and 10% after unit Start-up (to be sent with factory service tech).

If buyer delays shipment, payment shall become due from the scheduled date when equipment is ready for shipment. If Buyer delays completion of manufacture, Seller may require payment according to the percentage of Equipment completion. Equipment held for the Buyer shall be at the Buyer's risk and storage charges may be applied at the discretion of the Seller.

Accounts past due shall accrue interest charges at a rate of 1.5% per month, (18% annual rate), where permitted by applicable law. Buyer shall pay Seller reasonable cost of collection or securing money due and unpaid, including a reasonable attorney's fee of 25% of the amount owed.

5. **TAXES:** Prices do not include present or future sales, use, occupation, excise or other taxes in repeat of manufacture sales, or delivery of Equipment which shall be paid by the Buyer unless this is specifically defined and outlined in the body of the quotation as paid by the Seller. If tax-exempt, Buyer shall supply to the Seller a valid exemption certificate. If not exempt, Buyer shall supply all other tax information required by Seller.

6. **SCHEDULE:** Delivery dates shall be interpreted as estimated and in no event shall dates be construed as falling within the meaning "time is of the essence." The Seller shall not be liable for delays due to force majeure, strikes, labor difficulties, fires, acts of government or military forces, transportation, procurement or any other cause beyond the reasonable control of the Seller. No provision for liquidated damages for any cause shall apply under this order.

7. **TITLE/RISK OF LOSS:** Title and risk of loss shall pass to the Buyer upon tender of delivery F.O.B. manufacturing facility unless otherwise agreed upon by the parties, except that a security interest in the Equipment shall remain with the Seller, regardless of mode of attachment to realty or other property, until full payment has been made therefore. Buyer agrees to do all things and acts necessary to protect said security interest.

8. **ASSIGNMENT:** Neither party shall assign or transfer this contract without prior written consent of the other party. As a condition of any such written consent, such assignment shall be subject to the terms and conditions herein and no greater rights or remedies shall be available to the assignee.

9. **PATENTS:** The Seller shall defend the Buyer and the ultimate owner of the Equipment from alleged or actual infringement of any United States patent by the equipment furnished pursuant hereto if properly notified and given an opportunity to do so with friendly assistance. The Seller shall pay all damages and cost awarded by a competent court in any litigation thus defended or of which it may have had notice and opportunity to defend as aforesaid. Specifically excepted would be parts of special design, construction, or manufacture specified by and originating with the Buyer or the ultimate owner.

10. **WARRANTY:** The Seller warrants all Equipment of its own manufacture to be free of defects caused by faulty material or workmanship and shall, at its option, exchange or repair without charge, F.O. B. its factory, such part or parts thereof that prove defective under normal use within eighteen (18) months from date of shipment or twelve (12) months from date of start-up, whichever occurs first. The Seller's obligation under this warranty is limited to the above and does not apply to replacement or repairs, which are required as the result of improper installation, misuse, maladjustment, abnormal operating conditions, or lack of routine maintenance. Nor does this warranty include furnishing of service for maintenance or problems arising from the foregoing causes.

The Seller shall not be liable for any claims, losses, labor expenses or damages, direct or consequential, resulting directly or indirectly from the use of, or inability to use, its products, or the other consequential loss of damage of any nature arising from any cause.

This warranty is the sole warranty of the Seller and any other warranties express, implied in law, implied in fact including any warranties of merchantability and fitness for use, are hereby specifically excluded.

11. **QUALIFICATIONS:** This warranty is void unless the Buyer provides protective storage, installs and maintains the equipment in accordance with the Sellers furnished instructions. No employee of the Seller or its representatives has the authority to alter, or enlarge the terms of this warranty or obligate the Seller beyond the terms of this written warranty.

12. **LIABILITY LIMITATIONS:** The aggregate total liability of the Seller in connection with the performance of this contract, whether for breach of contract or warranty, negligence or otherwise, shall in no event exceed the purchase price of the unit of Equipment upon which such liability is based.

13. **CANCELLATION:** Any contract resulting from this quotation cannot be cancelled except with written consent of the Seller and upon terms, which will indemnify the Seller from any loss, occasioned thereby.

14. **CHANGES:** If the Buyer requests changes of design, configuration, or quantities, other than as outlined by the quotation, these shall be in writing recognizing any price increase or reduction resulting there from. The Seller reserves the right to change or modify the design, construction or material that are equal to or superior to that originally covered by the quotation, subject to approval by applicable reviewing authorities.

15. **SHORTAGES:** All claims by the Buyer for shortages must be made in writing to the Seller within thirty (30) days after shipment or with ten (10) days after receipt by the Buyer, whichever first occurs.

16. **O.S.H.A.:** The Seller shall endeavor to comply with the Occupational Health and Safety Act of 1970 in the design and manufacture of Equipment under this contract. Compliance for the total installation, use, operation and other matters beyond the control of the Seller cannot be assumed by the Seller as to responsibility for compliance with such laws and regulation, or other State and Local laws and regulation, whether by way of indemnity, warranty or otherwise.



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7177	
From: ANDREW MUNOZ			
Subject: Discussion and consideration to authorize staff to solicit Request for Bids (RFB) for parking garage (Villa de Cortez) and authorize the Mayor to execute any related documents. Possible action. (Staffed by Asst. City Manager.)			
Background: On August 8, 2023 at around 4:30 pm, a Uhaul rented unit crashed into the parking garage, causing considerable structural damage. Police were able to obtain camera footage of the incident and spoke directly with the driver of the Uhaul. As part of the process, police were able to obtain insurance documentation and staff immediately filed a claim with both the private insurance and TML, the city's carrier. Under the emergency declaration, due to the nature of the damage and potential harm to the general public, staff secured the services of a construction company to secure the site and contracted a structural engineer, under professional services, to evaluate the extent of the damage. The structural engineer performed the evaluation, and delivered a set of construction documents with the recommended repairs as well as suggested upgrades to the structure. Additionally, the engineer provided a cost estimate from a contractor in the amount of \$145,000.00. Being the site is secure and poses no additional risk to safety, staff recommends approval to solicit Requests for Bids (RFB's) for the repairs to the parking garage. The process of procurement should take approximately 30 days and an additional 60 to 90 days for repair.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
NORMA CANTU ANDREW MUNOZ Martin Garza		Created/Initiated Approved New	
City Manager Comments: Approve as recommended by staff.			
Staff Recommendation: Staff recommends approval.			
Attachments, if any:			

Responsibilities upon Approval:

Begin solicitation process.



Standardized Agenda Request Form

Date of Meeting: November 28, 2023		Agenda Item No. (to be assigned by CSO): 2023-7183	
From:			
Subject: Discussion and consideration on placing a moratorium on the development of duplexes, tri-plexes, four-plexes and apartment complex subdivisions for a period of one year and authorize the Mayor to execute any related documents. Possible action. (Requested by Mayor Gonzalez and Commissioner Pedraza.)			
Background: Due to the increase in demands on City infrastructure, staff is recommending a review of these types of developments. For the second consecutive year, staff will be approaching the Commission to purchase additional water rights.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted: Mayor's Signature			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA REBEKAH DE LA FUENTE Martin Garza		Created/Initiated Approved New	
City Manager Comments: Recommendation to be made at meeting.			
Staff Recommendation:			
Attachments, if any:			
Responsibilities upon Approval:			