City of Laredo

REGULAR MEETING AGENDA

A-2025-R-19

Monday, November 17, 2025
5:30 PM

City Council Chambers

City Council

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City of Laredo
Regular City Council Meeting
A-2025-R-19
COUNCIL CHAMBERS
1110 HOUSTON STREET
LAREDO, TEXAS 78040
November 17th, 2025
5:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

TEXAS PLEDGE

MOMENT OF SILENCE

ROLL CALL

MINUTES

Approval of Minutes of November 3rd, 2025.

CITIZEN COMMENTS

Citizens can participate through in-person comments. Citizens wishing to provide in-person comments are required to fill out a witness card and submit it to the City Secretary no later than 5:45 p.m. and identify themselves at the microphone. Comments are limited to three (3) minutes per speaker. Speakers may not pass their minutes to any other speaker. All comments should be relevant to City business and delivered in a professional manner. No derogatory remarks will be permitted.

COMMUNICATIONS

1. Presentation by Mayor Dr. Victor Trevino, providing general comments on city matters, upcoming initiatives, and other relevant updates for the Council and the public. **25-2232**

PLANNING & ZONING - PUBLIC HEARING & INTRODUCTORY ORDINANCE

2. Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a special use permit for a restaurant serving alcohol on Lot 3B, Block 1, San Isidro-Loop 20 Commercial Plat, located at 2517 Northeast Bob Bullock Loop, Suite 106. **25-2108**

The Planning and Zoning Commission recommended approval of the proposed special use permit. Staff supports the application.

ZC-081-2025
District VI

3. Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 1, Block 1, Andres Cuevas Subdivision, located at 8221 San Dario Avenue, from B-3 (Community Business District) to B-4 (Highway Commercial District). **25-2109**

The Planning and Zoning Commission recommended approval of the proposed zone change. Staff supports the application.

ZC-082-2025
District VII

4. Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a special use permit for a Smoking Establishment (Cigar Lounge with On-Premise Alcohol Consumption) on Lot 3B, Block 1, Laredo Arena Subdivision, Unit 4, located at 2411 Jacaman Road, Suite 400 (approximately 1,469 square feet). **25-2110**

The Planning & Zoning (P&Z) Commission recommended approval of the special use permit for a Smoking Establishment (Cigar Lounge ONLY - NO ON PREMISE ALCOHOL CONSUMPTION).

The P&Z Commission also recommended approval of the applicant's request to amend Conditions Number's 3, 4, and 5 as follows:

- Condition Number 3: Amend the hours of operation to extend Thursday hours from 9:00 a.m. to 11:00 p.m.

- Condition Number 4: Amend the minimum age requirement for patrons from 18 years old to 21 years old.

- Condition Number 5: Amend the minimum age requirement for patrons from 18 years old to 21 years old.

Staff does not support the application.

ZC-076-2025
District V

5. Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lots 9 and 10, Block 2031, Eastern Division, located at 3214 and 3216 Santa Barbara Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District). **25-2132**

The Planning and Zoning Commission recommended approval of the proposed zone change and staff supports the application.

ZC-078-2025
District III

6. Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 6, Block 666, Eastern Division, located at 1206 East San Carlos Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District). **25-2135**

The Planning and Zoning Commission recommended approval of the proposed zone change and staff supports the application.

ZC-079-2025
District IV

7. Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a conditional use permit for a commercial parking lot (cars) on Lot 1, Block 432, Eastern Division, located at 301 West Olive Street. **25-2137**

The Planning and Zoning Commission recommended approval of the proposed conditional use permit and staff supports the application.

ZC-080-2025
District VIII

PUBLIC HEARING & INTRODUCTORY ORDINANCE

8. Public Hearing and Introductory Ordinance authorizing the City Manager to decrease the reported amount of $2,623,991.00 in AS400 for the amount of $89,939.00 to match the approved amount allocated by the Commission on State Emergency Communications on the amount of $2,534,052.00 to fund the 9-1-1 Program and Equipment for the South Texas Region, including Jim Hogg, Starr, Webb, and Zapata Counties, for the period beginning September 1st, 2026 through August 31, 2027. **25-2241**

9. An Ordinance of the City of Laredo, Texas, amending Ordinance No. 2019-O-111; the City of Laredo Priority Procedures Handbook for City Council and City boards, commissions and committees; amending Roman Numeral I. Commissions and board created by charter; City of Laredo (1995); Letter E, Across-the-board requirements for members of the commissions and board created by Charter; 1. Qualifications; and Roman Numeral V. **25-2247**

Across-the-board requirement for commissions, boards, committees; Letter G. Residency; in order to create continuity and clarity on who may serve; providing for a cumulative clause; providing a severability clause and declaring an effective date.

INTRODUCTORY ORDINANCES

10. Ratification of the City Manager's execution of all necessary documents granting a perpetual easement and right-of-way being a 12 foot wide strip of land containing 5,434.33 square feet of land to AEP Texas central company to install and construct certain electric distribution facilities. Said easement would be located on a property legally described as Lot 1, Block 1 of the Laredo International Airport Passenger Terminal Subdivision, recorded in Volume 10, Pages 45-47, Webb County Plat Records, Webb County, Texas, and as depicted in Exhibits A and B; providing for an effective date. **25-2245**

THIRD AND FINAL READINGS

11. Authorizing the renewal amendment to grant a non-exclusive franchise to Pedro Pete Services, LLC to use the present and future streets, avenues, alleys, roads, highways, sidewalks, easements and other public rights-of-way of the City of Laredo, Texas for purposes of constructing, maintaining and operating a commercial container refuse gathering and disposing service, setting forth terms and conditions to govern the franchise; providing a severability clause, a savings clause and an effective date. Franchise fees will be deposited in the General Fund. **2025-O-226**

12. Authorizing the City Manager to grant a non-exclusive franchise to I Need Dumpster LLC to use the present and future streets, avenues, alleys, roads, highways, sidewalks, easements and other public rights-of-way of the City of Laredo, Texas for purposes of constructing, maintaining and operating a commercial container refuse gathering and disposing service, setting forth terms and conditions to govern the franchise; providing a severability clause, a savings clause and an effective date. Franchise Fees will be deposited in the General Fund. **2025-O-227**

FINAL READING OF ORDINANCES

13. An Ordinance of the City of Laredo, Texas, authorizing the City Manager to accept and enter into a contract from the Texas A&M International University (TAMIU) for the Texas Higher Education Coordinating Board's Minority Health Research and Education Grant Program, amending the FY2025-2026 budget by appropriating revenues and expenditures in the amount of $162,231.00, with no match for the City of Laredo Public Health Department, and amend the FY2025-2026 Full Time Equivalent (FTE) Position Listing by creating one (1) Licensed Professional **2025-O-228**

Counselor, 208 position, for the term from August 01, 2025 through July 31, 2027. Funds will be accounted for in the Laredo Public Health Department Fund - Texas Higher Education Coordinating Board's Minority Research and Education Grant.

14. An Ordinance of the City of Laredo, Texas, amending Chapter 6, "Animal and Fowl," Article I "In General", Article II "Rabies Control", and Article VII "Applications, Registrations, Permits, Fees"; To revise Regulations related to vaccinations, registration, and fees; providing for severability; providing for a penalty; providing for publication and effective date. **2025-O-229**

CONSENT AGENDA

All of the following items may be acted upon by one motion. No separate discussion or action on any of the items is necessary unless desired by a Council Member.

COMMUNITY DEVELOPMENT: TINA RODRIGUEZ, DIRECTOR

15. Consideration to award Contract FY25-092 to Ruby's Air Conditioning, Inc., Laredo, TX for an estimated annual amount not to exceed $60,000.00 and total contract value of $240,000.00 for HVAC maintenance and repairs services for city-owned Municipal Housing properties and Noise Abatement properties on an "as needed" basis. This contract establishes an hourly service rate and cost percentage for parts. The term of this contract shall be for a period of two years beginning the date of execution. This contract may be extended for one additional two year period. Funding for this contract is available in the Municipal Housing and Noise Abatement Budget. **25-2064**

CONVENTION & VISITORS BUREAU: AILEEN RAMOS, DIRECTOR

16. Consideration to renew service contract agreement FY23-066 to Sanders/Wingo, for contract services to include design, public relations, account management, content & creative, media planning & placement, digital activation, production management, video production for the US. Campaign in an annual amount of $379,000.00. This award provided for the possible extension of this contract for two additional, one-year term periods upon mutual agreement of both parties. This is the second and last extension of two extension periods. Funding is available in the Convention and Visitors Bureau Department. **25-1636**

ECONOMIC DEVELOPMENT: ARNOLDO LOZANO, INTERIM DIRECTOR

17. A Resolution of the City Council of the City of Laredo, Texas ratifying the acceptance of a Chapter 380 Agreement between the City of Laredo and Clear Choice Hospital LLC., pursuant to an economic development incentive under Chapter 380 of the Texas Local Government Code and authorizing the City Manager to **2025-R-290**

execute all relevant documents, and any other matters incident thereto; providing for severability; providing for an effective date; and providing for publication.

18. A Resolution of the City Council of the City of Laredo, Texas, authorizing and approving a fee waiver and a tax abatement agreement between the City of Laredo and Salvador Nino for a proposed project located at 3309 E. Saunders, Abst 241 Por 28 E Martinez 11.65 ACS (Hwy 59 frontage) that consists of new construction, in accordance with authorized guidelines and criteria established for the Neighborhood Empowerment Zone (NEZ) #4. This agreement will be for a period of ten years and will abate taxes on new improvements for the purpose of economic development. The project has an estimated capital investment total of $17,375,000.00, estimated annual tax abatement total of $87,902.00, and estimated total fee waivers of $137,977.00. Guidelines and criteria for the agreement are set forth in the attached agreement and information. This project is located within City Council District 4. **2025-R-297**

19. Resolution ratifying authorization of the City Manager to submit a Preliminary Application under the Texas Off-System Rail Grade Separation State Fund Program, part of the 2025 TxDOT Call for Projects. **2025-R-304**

ENGINEERING: ELIUD DE LOS SANTOS P.E., CITY ENGINEER

20. Consideration to award professional services contract to Slay Architecture, Laredo, Texas in the amount not to exceed $316,870.00 for the FY25-ENG-11 City of Laredo Health Department Building Improvements located at 2600 Cedar Avenue for architectural and engineering services. Funding is available in the 2025 Certificate of Obligation. **25-2060**

21. Consideration for approval of FY24-ENG-87 Forest Loop Drainage Channel Project as complete, including all warranty certificates, release of retainage and final payment in the amount of $31,890.00 to ALC Construction CO., Inc., Laredo, Texas. Funding is available in the Environmental Services Fund- 2019 Certificate of Obligations. **25-2134**

22. A Resolution of the City of Laredo, Texas, authorizing the City Manager to execute an amendment to the contract (developer agreement) with the Owner/Developer of Lafon Residential Subdivision Phase II, in consideration of the City consenting to the platting of its property by AFW Investments, Ltd, and contribute up to maximum of $277,334.10 in required road construction materials. Funding is available in the 2025 Tax Note Fund. **2025-R-301**

FINANCE: FRANCISCO J. MATA, DIRECTOR

23. Authorizing the City Manager to execute an amendment to the contract with ADP, Inc., Boston, Massachusetts, in an annual estimated amount of $202,300.00. The amendment incorporates the ADP Workforce Manager, which will allow the transition to a new timekeeping and scheduling system for the City of Laredo. This contract is utilizing the Omnia Cooperative Purchasing Contract R200701. Funding is available in the Capital Improvements Fund. **25-2164**

FIRE: GUILLERMO HEARD, FIRE CHIEF

24. Consideration to approve the purchase of one 2025 Ram 5500 4x2 Medix AL 171 Ambulance from Southwest Ambulance Sales, Kennedale, Texas, in the amount of $372,779.75, through the HGAC Cooperative Purchasing Program #AM10-23. Funding is available in the 2024 Certificate of Obligation Bond. **25-2159**

25. Consideration to approve the purchase of two Pierce-Custom Enforcer, Pumper, 2nd Generation at a unit price of $1,019,550.00, one Pierce-Custom Enforcer Aerial, Platform 100' at a unit price of $2,012,771.00, and one Pierce-Custom Enforcer Aerial, Mid-Mount Platform 100' at a unit price of $2,381,247.00 for a total of $6,070,608.00. The purchases will be made from Siddons-Martin Emergency Group, LLC, Denton, Texas, through HGAC Cooperative Contract FS 12-23. Funding is available in the 2025 PPFCO Bond. **25-2162**

FLEET MANAGEMENT: RONALD MILLER, DIRECTOR

26. Consideration to authorize the purchase of one 2026 Ford F-450 Regular Cab Truck from Silsbee Ford, Silsbee, TX, in the amount of $86,000.00. The purchase of this truck will be made utilizing the TIPS Cooperative Pricing Program Contract # 240901. Funding is available in the 2025 Public Property Finance Contractual Obligations (PPFCO). **25-2119**

PUBLIC HEALTH: DR. RICHARD A. CHAMBERLAIN, DIRECTOR

27. A Resolution of the City Council of the City of Laredo, Texas, authorizing the City Manager to ratify and submit a grant application to the Alzheimer's Association for the 2026 Healthy Brain Initiative Road Map Strategists Program Grant, in the total amount of up to $50,000.00 with no match for the City of Laredo Public Health Department for the term period from January 01,2026 through September 30, 2026; and further authorizing the City Manager to execute all documents resulting from the award of this grant. Any funding as a result of this application will be appropriated in the Laredo Public Health Department Fund - HBI Road Map Strategists Program Grant. **2025-R-296**

INFORMATION SERVICES & TELECOMMUNICATION: JOE C. RIVERA, DIRECTOR

28. Authorizing the City Manager to enter into a one-year service agreement with Central Square Superion Public Sector, Lake Mary FL, for $329,661.11. The service agreement is for software enhancements and maintenance on the financial applications residing on the City's IBM Power Computer Systems for the period of October 1, 2025 through September 30, 2026. Funding is available in the Information Technology Fund. **25-2076**

LIBRARY: ANALIZA PEREZ-GOMEZ, INTERIM DIRECTOR

29. Consideration for approval of Amendment No. 1 to the FY 2026 Public Art Annual Plan, with an increase in funding not to exceed $249,980.00 to include the Water Tower Art Project located at 8711 McPherson Road and FM 1472. This amendment aligns with scheduled Utilities maintenance and supports the vision outlined in Ordinance 2019-O-177, the Laredo Art Master Plan (LAMP), and the goals of the Viva Laredo Comprehensive Plan by activating highly visible public spaces and strengthening Laredo's civic identity. Funding will be available through the Public Art Fund utilizing the 2023 Certificates of Obligation Bond. **25-2131**

PLANNING & ZONING: VANESSA GUERRA, DIRECTOR

30. Consideration to approve the purchase of ten (10) 2026 Chevrolet Colorado Crew Cab Trucks from Lake Country Chevrolet, Jasper, Texas, in the amount of $322,760.00 through The Interlocal Purchasing System (TIPS), Contract No. 240901. The proposed purchase will replace ten existing units ranging from model years 1999 through 2014, all of which have exceeded their useful service life and are due for replacement. The new vehicles will be assigned to the Building Inspectors, Zoning Enforcement Officers, and Right-of-Way Inspectors to support ongoing field operations and inspections. Funding for this purchase is available in the Public Property Finance Contractual Obligations (PPFCO). **25-2184**

POLICE: MIGUEL RODRIGUEZ, CHIEF OF POLICE

31. Consideration to authorize the purchase contract with Galls LLC, Lexington, Kentucky, in the amount not to exceed $55,000.00 to purchase SWAT tactical uniforms. This purchase shall be made BuyBoard Cooperative Purchasing Contract No. 773-25. Funding is available in the General Fund - Police Department Budget. **25-1878**

32. A Resolution of the City Council of the City of Laredo, Texas, authorizing the City Manager to accept a grant in the amount of $1,501,301.73 from the Office of the Governor's Public Safety Office Homeland Security Grants Division (HSGD) for the purpose of funding the FY26 Texas Anti-Gang (TAG) Program. The grant **2025-R-263**

period will begin September 1, 2025 through August 31, 2026; funding will be used to pay for costs associated with the operation of the TAG Center such as personnel, rent, contractual obligations, information system interfaces, equipment, training, supplies and direct operating expenses. This grant does not require local match. Funding is available in the Special Police Fund.

33. Consideration to authorize the purchase contract with the sole source provider, Flock Safety, Georgia in the amount of $195,000.00 for the purchase of Flock Nova investigative software. Funding is available in the Auto Theft Task Force Fund. **25-2139**

34. Consideration to authorize the purchase contract with Versaterm Public Safety, Inc. in the amount of $111,228.00 utilizing DIR contract # DIR-CPO-5266 for the purchase of software and platform modules for the Laredo Police Department. Funding is available in the Auto Theft Task Force Fund. **25-2140**

35. Consideration to authorize the purchase of six marked K-9 police units with emergency lights, equipment, and graphics from Sames Motor Company, Laredo, TX. in the amount of $591,352.86. The purchase of these vehicles shall be made utilizing the TIPS USA contract number 240901. Funding is available for this purchase in the Special Police Fund, FY2026 Operation Lone Star (OLS) Grant. **25-2165**

36. Consideration to authorize the purchase of marked police units with emergency lights, equipment, and graphics from Sames Motor Company, Laredo, TX. in the amount not to exceed $9,500,000.00. The purchase of these vehicles shall be made utilizing the TIPS USA contract number 240901. Funding is available for this purchase in the Public Property Finance Contractual Obligation (PPFCO) 2025. **25-2166**

37. Consideration to authorize a contract with Galls LLC, Lexington, KY, in an amount not to exceed $500,000.00 for the purchase of police uniforms, public safety gear, equipment, and supplies. This annual contract shall utilize the Buyboard Cooperative Contract 773-25. Funding is available in the General Fund - Police and Police Trust Fund. **25-2167**

38. Consideration to reject all bids received for FY25-097 Roof Overlay and Exterior Improvement Project and authorization to rebid the project. Two bids were disqualified due to failure to submit the required bid bond. The remaining bids received were significantly higher than the project's anticipated cost. There is no financial impact. **25-2168**

39. A Resolution of the City Council of the City of Laredo, Texas, authorizing the City Manager to submit a grant application in the estimated amount of $950,000.00 to the Office of the Governor, **2025-R-299**

Criminal Justice Division, to fund the FY2026 Bullet-Resistant Components for Law Enforcement Vehicles grant. The grant performance period is from March 01, 2026 through February 28, 2027. The purpose of this grant program is to equip motor vehicles used by law enforcement officers with bullet-resistant components. No local match is required.

40. Consideration to authorize the purchase contract with Sorinex Exercise Equipment, Lexington, SC, in the amount of $240,910.12 for the purchase of officer wellness equipment. This purchase shall be made through GSA Cooperative Purchasing Contract 47QSMA18D0006. Funding is available in the 2022 Certificate of Obligation Bond, 2023 Certificate of Obligation Bond, 2024 Certificate of Obligation Bond and Police Trust Fund. **25-2170**

PUBLIC WORKS: JOHN ORFILA, DIRECTOR

41. Consideration to approve the purchase contracts of Heavy Equipment from: **25-2160**

Holt Cat, San Antonio, TX for the purchase of:
One AP 1000 Asphalt Paver in the total amount of $589,000.00;
One Caterpillar Model CS12 - Paving and Compaction Machine in the total amount of $237,449.03;
One Caterpillar Model 305 CR Excavator in the amount of $58,125.47;
One Caterpillar 305 CR Compact Excavator in the total amount of $72,447.94 through Buyboard Cooperative Contract Number: 685-22.

Doggett Freightliner of South Texas, Austin, TX, for the purchase of:
two 2027 Freightliner M2 106 Bergkamp F5 Flameless Pot Patcher in the amount of $555,438.00 through Tips Cooperative Contract Number: 230-802.

Holt Truck Centers of Texas LLC. for the purchase of:
one 2027 International HV607 SBA 14 YD Dump Truck in the total amount of $156,489.00 though H-GACBuy Cooperative Contract HT06-20.

Tymco Inc., Waco, TX, for the purchase of:
Three Tymco Model 600 Regenerative Air Sweepers in the total amount of $1,099,290.00 through HGACBuy Cooperative Contract SW04-20.

John Deere, Weslaco, Texas, for the purchase of:
Three John Deere Z997R Diesel Mowers in the total amount of $82,091.88 through BuyBoard Cooperative contract Number:

706-23.

Nueces Power Equipment, Corpus Christi, Texas, for the purchase of:
One Tractor Loader Backhoe in the total amount of $96,174.86 through BuyBoard Cooperative Contract Number: 685-22.

Rush Truck Center, Houston,TX for the purchase of:
One Peterbilt 567 Tractor in the amount of $391,500.54 through BuyBoard Cooperative Contract Number: 706-23.

Sakai America, Weslaco, Texas, for the purchase of:
One Sakai SV544D - 84" Single-Drum, 12 ton in the total amount $140,406.00 through HGACBuy Cooperative Contract: PW10-25.

Funding is available in the 2025 Public Property Finance Contractual Obligation (PPFCO).

42. Authorizing the City Manager to renew and amend contract FY24-004 by 25% for an amount increase of $5,741. 37 and a new annual amount of $28,706.87 for a total contract value of $74,637.87 with LF Enterprise, Laredo, TX. for the purchase of Uniforms for the Public Works Department. There was a price increase in this last extension period. The term of this contract is for one year and this is the last extension period. Funding is available in General Fund-Public Works Department and other construction project budgets. **25-2171**

TAX: DORA MALDONADO, TAX ASSESSOR COLLECTOR

43. A Resolution of the City of Laredo, Texas to cast all 1,039 votes for Council Member Gilbert Gonzalez, the City of Laredo's candidate to the Webb County Appraisal District Board of Directors 2026-2029 Year Term commencing on January 1, 2026 as per passage of Senate Bill 2 of the 88th Legislature in 2023 and Section 6.03 of the Texas Property Tax Code; and directing the City Secretary to transmit a copy of this resolution to the Chief Appraiser of the Webb County Appraisal District before December 15, 2025. **2025-R-257**

UTILITIES: DR. TAREQ AL-ZABET, DIRECTOR

44. Consideration to select and negotiate FY25-074 professional consulting services contract with the top two scorers, GHD, Auburn, CA and E-Source, Boulder, CO for an assessment study for the Utility Advanced Metering Infrastructure/Automated Meter Reading System and Customer Information System (CIS) Solution Evaluation. This assessment will produce a clear migration roadmap and present the best solution for the Utilities Department to advance its metering modernization and digital water **25-2163**

transformation.

45. Authorizing City Manager to execute Amendment Number 4 in the amount of $769,950.00 to Ardurra Group, Inc. of Laredo, Texas for engineering services regarding the Zacate Creek Wastewater Treatment Plant West Bank Stabilization. The new total contract amount including this amendment is $1,412,353.00. Funding is available in the Sewer System Fund- 2024 Sewer Revenue Bond. **25-2234**

END OF CONSENT AGENDA

EXECUTIVE SESSION

The Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any posted agenda item when authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and/or 551.087 (Economic Development). Following closed session, the open meeting will reconvene at which time action, if any, may be taken.

46. Request for Executive Session pursuant to Section 551.072 of the Texas Government Code, concerning the property for the future 4/5 Bridge Project and whether it should remain in the City of Laredo's extraterritorial jurisdiction, and any other matter incident thereto. **25-2267**

GENERAL COUNCIL DISCUSSIONS AND PRESENTATIONS

Request by Mayor Dr. Victor D. Treviño

47. Discussion with possible action to direct the City Manager's Office to immediately commence negotiations with the U.S. Department of Homeland Security regarding properties directly affected by the impending border wall construction within city limits. This directive is in conjunction with a community poll and subsequent decisive action by the City Council; and any related matters. **25-C-209**

Sponsors: Mayor Pro Tempore Vanessa Perez and Cm. Ruben Gutierrez Jr.

Request by Council Member Gilbert Gonzalez

48. Discussion with possible action on an action plan for a flood prone areas known to the City of Laredo and any other matters incident thereto. **25-C-203**

Sponsors: Cm. Ricardo "Richie" Rangel Jr. and Cm. Ricardo "Rick" Garza

49. Discussion with possible action to name the walking trail at BP Newman Park to Peggy Newman walking trail and any other matters incident thereto. **25-C-206**

Request by Council Member Melissa R. Cigarroa

50. Discussion with possible action regarding legal matters related to the Border Wall, and any other matters incident thereto. **25-C-207**

51. Discussion with possible action to hire environmental consultants with specialty in geomorphology and/or hydrology to study the impacts of the Border Wall Construction and River buoys. **25-C-212**

Sponsors: Cm. Alyssa Cigarroa and Cm. Dr. David Tyler King

Request by Council Member Ricardo "Rick" Garza

52. Recognizing the Don Jose Gallego Lady Ligers Volleyball Team for their exceptional accomplishments as the 2024 4th Grade A Division Undefeated City Champions and the 2025 5th Grade A Division Undefeated City Champions.The team demonstrated outstanding teamwork, dedication, and sportsmanship, achieving back-to-back undefeated seasons and bringing pride to their school and community. **25-C-214**

Request by Council Member Dr. David Tyler King

53. Recognizing the United Day School 8th Grade Volleyball Team for completing an undefeated and historic season, capturing both the LISD/Private School District Championship and the All-City Championship hosted by UISD. The Lady Patriots secured their second consecutive district title by defeating top city competitors, including defending champions. **25-C-210**

Throughout the season, the team showcased exceptional skill, resilience, sportsmanship, and unity, bringing great pride to their school and community. This achievement was made possible through the outstanding leadership of Head Coach Albert Laurel and Assistant Coaches Celina Lopez and Alma Garcia. We thank you for guiding these young athletes to success.

54. The City of Laredo recognizes the dedicated efforts of the North Central Park Grounds keeping Crew, including Superintendent Calixto Flores Jr., Supervisor Juan P. Ballesteros, Crew Leaders Marco A. Marin and Frank Cantu, and crew members Javier Morales, Juan Barrera, Christian Gonzalez, Ricardo Ramos, and Martin Paredes. **25-C-211**

Their commitment to maintaining the park's grounds at an exemplary level ensures that families and residents across the City of Laredo can enjoy a clean, safe, and beautiful community space. Throughout the year, this team has consistently gone above and beyond to support District events such as Día de Los Muertos and Light the Way for Christmas—helping bring each vision to life,

ensuring every detail is executed as instructed, and providing invaluable assistance to the community.

The professionalism, teamwork, and pride in service demonstrated by this outstanding crew are truly commendable. The City of Laredo extends its sincere appreciation to the North Central Park Grounds keeping Crew for their continued dedication and exemplary stewardship of one of our city's most cherished public spaces.

Request by Mayor Pro Tempore Vanessa J. Perez

55. Discussion with possible action to create a project management policy, with standardized reporting, and any other matters incident thereto. **25-C-204**

Sponsors: Mayor Dr. Victor D. Trevino and Cm. Ricardo "Richie" Rangel Jr.

56. Discussion with possible action on opportunities for centralization of city services within the organization, and any other matters incident thereto. **25-C-208**

ADJOURN

This notice was posted at the Municipal Government Offices, 1110 Houston Street, Laredo, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Thursday, November 6th, 2025 at 5:45 p.m..

City of Laredo

City Council

Meeting Date: 11/17/2025 **Communications 1.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Planning & Zoning Public Hearing & Introductory Ordinance 2.**

SUBJECT
Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a special use permit for a restaurant serving alcohol on Lot 3B, Block 1, San Isidro-Loop 20 Commercial Plat, located at 2517 Northeast Bob Bullock Loop, Suite 106.

The Planning and Zoning Commission recommended approval of the proposed special use permit. Staff supports the application.

ZC-081-2025
District VI

Council District: District 6 **Zone Case:** David Tyler King

Letters sent to property owners: 9

In Favor (within 200 radius): 0
Opposed (within 200 radius): 0

In Favor (outside 200 radius): 0
Opposed (outside 200 radius): 0

COMMISSION RECOMMENDATIONS - Approve
The Planning & Zoning Commission in a 5 to 0 vote recommended approval of the proposed special use permit.

STAFF RECOMMENDATION - Supports
Staff supports the application.

ZC-081-2025

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1. Level of Alignment

☑ **Strong** – The proposed special use permit directly supports several verbatim goals and policies within the Viva Laredo Comprehensive Plan related to **Neighborhood Mixed Use**, **Economic Development**, and **Land Use Patterns**. It contributes to a cohesive and compatible mix of commercial activities within established commercial corridors while maintaining appropriate zoning controls and buffering standards.

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2. Supporting Goal(s)/Policy(ies)

Goal 1.1 – Create a balanced and efficient land use pattern.

"Encourage development that provides a compatible mix of uses in close proximity to one another to support daily needs and reduce the need for long automobile trips."
🗏 *Viva Laredo City of Laredo Comprehensive Plan, p. 1.27*

Relevance:
The proposed restaurant with alcohol service contributes to a balanced commercial environment within the **Neighborhood Mixed Use** designation. It supports a mix of compatible commercial uses and provides accessible dining options within an existing business cluster, minimizing unnecessary travel and supporting local economic activity.

Policy 1.2.3 – Encourage infill development and redevelopment within existing urbanized areas.

"Promote infill development and reuse of underutilized parcels before extending infrastructure and services to undeveloped areas."
🗏 *Viva Laredo Comprehensive Plan, p. 1.28*

Relevance:
The project utilizes an existing suite within a developed commercial center, aligning with the City's infill and reuse strategies. It maximizes existing infrastructure capacity along Bob Bullock Loop without requiring outward expansion or new infrastructure investment.

Goal 9.1 – Promote a diversified and resilient local economy.

"Support business development that contributes to the City's economic base and provides local employment opportunities."
🗐 *Viva Laredo Comprehensive Plan, p. 9.34*

Relevance:
The proposed restaurant operation strengthens local business diversity and contributes to Laredo's economic vitality. Restaurants are identified as key small business employers that enhance consumer choice and strengthen the city's commercial base.

Policy 3.2.1 – Ensure that development and design are context-sensitive.

"Encourage site design that respects adjacent uses and mitigates potential nuisances such as lighting, noise, and traffic."
🗐 *Viva Laredo Comprehensive Plan, p. 3.42*

Relevance:
The applicant's compliance with conditions for screening, landscaping, noise mitigation, and lighting demonstrates alignment with context-sensitive development principles. These measures help preserve compatibility with surrounding commercial and residential uses.

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3. Summary of Alignment

This agenda item **strongly aligns** with the Viva Laredo Comprehensive Plan's direction for promoting **mixed-use commercial environments**, **infill development**, and **economic growth** within existing service corridors. By locating a restaurant with alcohol service in a fully developed retail center, the request supports efficient land use, encourages reuse of existing commercial space, and contributes to a diversified economic base.

Conditions such as screening, landscaping, and operational limits ensure consistency with urban design and neighborhood compatibility objectives, reinforcing alignment with **Policies 1.2.3** and **3.2.1**. Overall, this case exemplifies how context-sensitive infill and reuse can further the City's long-term goals for **balanced growth**, **livability**, and **economic sustainability**.

Citation: Viva Laredo City of Laredo Comprehensive Plan, 2017.

City Council-Regular Meeting

Date: 11/17/2025

Initiated By: Ramon Chavez, Assistant City Manager
Initiated By: San Isidro Southwest Loop, Ltd, Owner; and Gustavo Rubio, Applicant
Staff Source: Vanessa Guerra, Planning Director

SUBJECT

Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a special use permit for a restaurant serving alcohol on Lot 3B, Block 1, San Isidro-Loop 20 Commercial Plat, located at 2517 Northeast Bob Bullock Loop, Suite 106.

The Planning and Zoning Commission recommended **approval** of the proposed special use permit. Staff **supports** the application.

ZC-081-2025
District VI

PREVIOUS COUNCIL ACTION
On February 02, 2015, City Council made a motion to approve a special use permit for a restaurant serving alcohol for suite 104. (Ordinance Number 2015-O-010).

BACKGROUND

Council District: VI- David Tyler King

Proposed use: The proposed use is a special use permit for a Restaurant Serving Alcohol (Obregon's)

Minimum Zoning Required for Proposed Use: B-4 (Highway Commercial District) zoning district.

Current Zoning: The current zoning at this location is B-3 (Community Business District) zoning district.

Citations:
No citations have been issued.

Site: The site is currently occupied by Obregons, Verizon, Posh Sushi, Subway, and Gretas

Surrounding land uses: To the north of the site is Bob Bullock Loop. To the east of the site is International Boulevard and Autozone Auto Parts. To the south of the site is North Central Park Trail, Take 5 Oil Change, BlueWave Express Car Wash, and Murphy USA. To the west of the site is vacant developed land and Discount tire.

Comprehensive Plan: The Future Land Use Map recognizes this area as Neighborhood Mixed Use.
https://www.openlaredo.com/planning/2017_Comprehensive_Plan-Viva_Laredo.pdf#page=39

Transportation Plan: The long Range Thoroughfare Plan identifies Bob Bullock Loop as an Expressway.

www.laredompo.org/wp-content/uploads/
2021/05/2021-Future-Thoroughfare-Plan_2021.02.11.pdf

Letters sent to surrounding property owners: 9 **In Favor:** 0 **Opposed:** 0

COMMITTEE RECOMMENDATION

The Planning & Zoning Commission in a 5 to 0 vote recommended approval of the special use permit.

STAFF RECOMMENDATION

A Special Use Permit is used for those types of uses that warrant individual attention on a case by case basis and should not be categorized in a zoning district. A Special Use Permit is basically an overlay on top of the existing zoning designation and can be limited in many respects, such as time, fencing, setbacks, landscaping, etc. A Special Use Permit is required for those restaurants located in R-O, B-1, or B-3 districts that wish to serve alcoholic beverages. The property is in a B-3 (Community Business District) zoning district.

Staff **supports** the special use permit for the following reasons:

1. The site meets the minimum distance requirement of 300 feet as per the Laredo Land Development Code Section 24.93.7, subsection (1). The measurement is to be made from the front door of the establishment serving alcohol to the nearest property line (by shortest route) to the front door of the church, public school, entrance to the public park, front door of the residential structure or zoning district boundary and in a direct line across intersections wherever they occur and consistent with the measurement methodology as has been adopted by the Texas Alcoholic Beverage Commission.
    - The distance to the nearest residential zoning district is approximately 560 feet.
2. There are similar uses within the vicinity of the proposed site like Posh Sushi and Applebee's.
3. There will not be an outdoor patio. Therefore, it is not anticipated to be a noise nuisance to the surrounding neighborhood or area.

Notice to the owner/applicant:

1. The approval of the special use permit does not guarantee the issuance of a building permit and requires full compliance with all applicable municipal codes and regulations.

If approved, Staff suggest the following conditions:

1. The Special Use Permit is issued to Gustavo Rubio, and may only be transferred upon application to and with the express permission of the City Council.
2. The Special Use Permit is restricted to 1803 square feet located within suite 106, as per Exhibit A, which is made part hereof for all purposes.
3. The hours of operation shall be limited to, from Monday through Sunday 10:00 a.m. to

11:00 p.m.

4. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
5. Landscaping shall be provided in accordance with the City of Laredo Land Development Code.
   -The site plan shall identify a total number of 7 trees and 28 shrubs for the surface parking lot:
   *Formula: One (1) tree for every ten (10) parking spaces, as per section 24.83.3 (1)
   .72 total parking spaces / 10 = 7.2 trees
   .Total number of trees required: 7 Trees
   *Formula: The number of shrubs required shall be equal to the total number of trees required multiplied by four (4), as per section 24.83.3 (2).
   . 7 trees X 4shrubs = 28 shrubs
   .Total number of Shrubs required: 28 Shrubs
6. The owner shall provide an opaque fence or wall of not less than 7 (seven) feet in height along any side or rear property lines in which abut or adjoin property containing a residential use or residential zoning district. Apartment complexes, residential condominiums or residential townhomes shall be similarly screened irrespective of which zoning district they occur in.
7. Establishments must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
8. Signage shall be consistent with the City's Sign Ordinance and TABC rule or regulation.
9. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
10. The property owner must comply with all City Noise Ordinances provisions of the City of Laredo Code of Ordinances.
11. At all times the restaurant is open to the public for business, it shall continually maintain and serve food from its full-service menu.
12. The restaurant shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load.
13. The restaurant shall, during all hours of operation, maintain, free from obstruction or impediment to full instant use in the case of fire or other emergency, all exit accesses, exits or exit discharges.
14. The restaurant shall undergo an annual Fire Inspection.
15. All permits, licenses, certifications and inspections required by the codes and ordinances of the City of Laredo shall be kept up to date and current including but not limited to: a. Food Manager License (annual) b. Food Handler's Permit (annual), c. Certificate of Occupancy with Occupant Load. Occupant Load being the approved capacity of a building or portion thereof.
16. Owner shall comply with, Building, Health, Safety, and all applicable codes and regulations as required.
17. The restaurant shall maintain and comply with the BLUE Gun Sign regulations as per TABC (not exceed the required alcohol sales percentage).
18. The restaurant shall provide the City of Laredo, Building Development Services Department with a copy of the current TABC License to include but not limited to any renewals or amendments as they occur.
19. A business entity, which has been granted an SUP, is required to report (on a form approved by the Building Official of designee) any change in the entity's ownership status

which occurs by virtue of the transfer of a majority of its stock or a majority of its membership interest to the City of Laredo Building Services Building Official or designee. Any change in ownership interest shall be deemed a transfer of the business and shall require Council approval of the transfer of the existing SUP.

20. Failure to comply (# 19 condition) above, shall render the existing SUP null, void and of no force or effect.
21. The use authorized by the special use permit is required to abide by all relevant municipal codes.

IMPACT ANALYSIS

Is this change contrary to the established land use pattern?
No, there is a restaurant serving alcohol in suite 104.

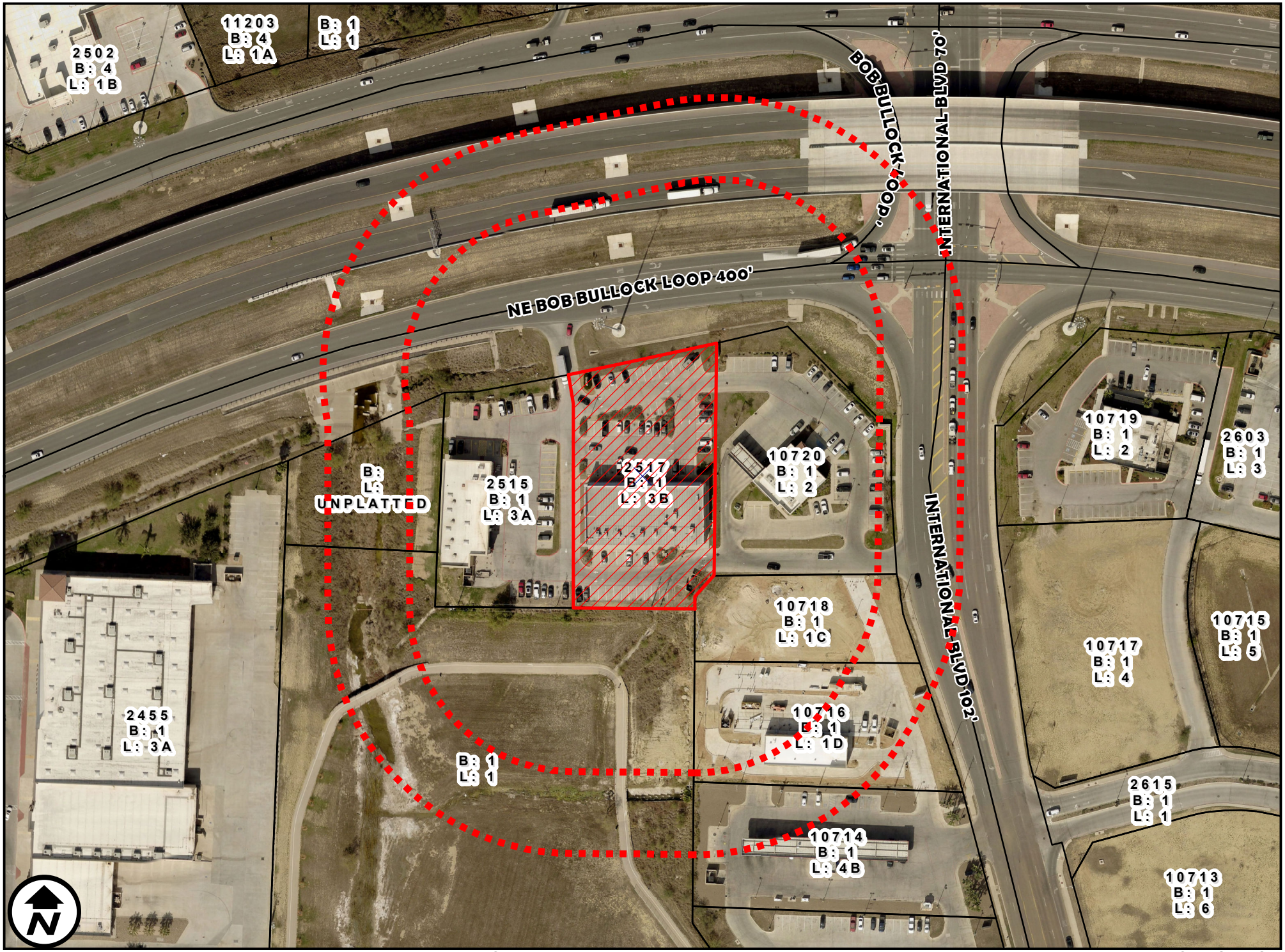
Would this change create an isolated zoning district unrelated to surrounding districts?
No, the zone will not change.

Will change adversely influence living conditions in the neighborhood?
No, it is not anticipated to have a negative impact in the surrounding area or neighborhood.

Are there substantial reasons why the property cannot be used in accordance with existing zoning?
Yes, the underlying zone requires the SUP overlay to allow for a restaurant serving alcohol as intended by the applicant.

Attachments

Comp Plan Alignment
Maps
Zone Change Signage
Narrative
Tenant List
Site Plan
Draft Ordinance

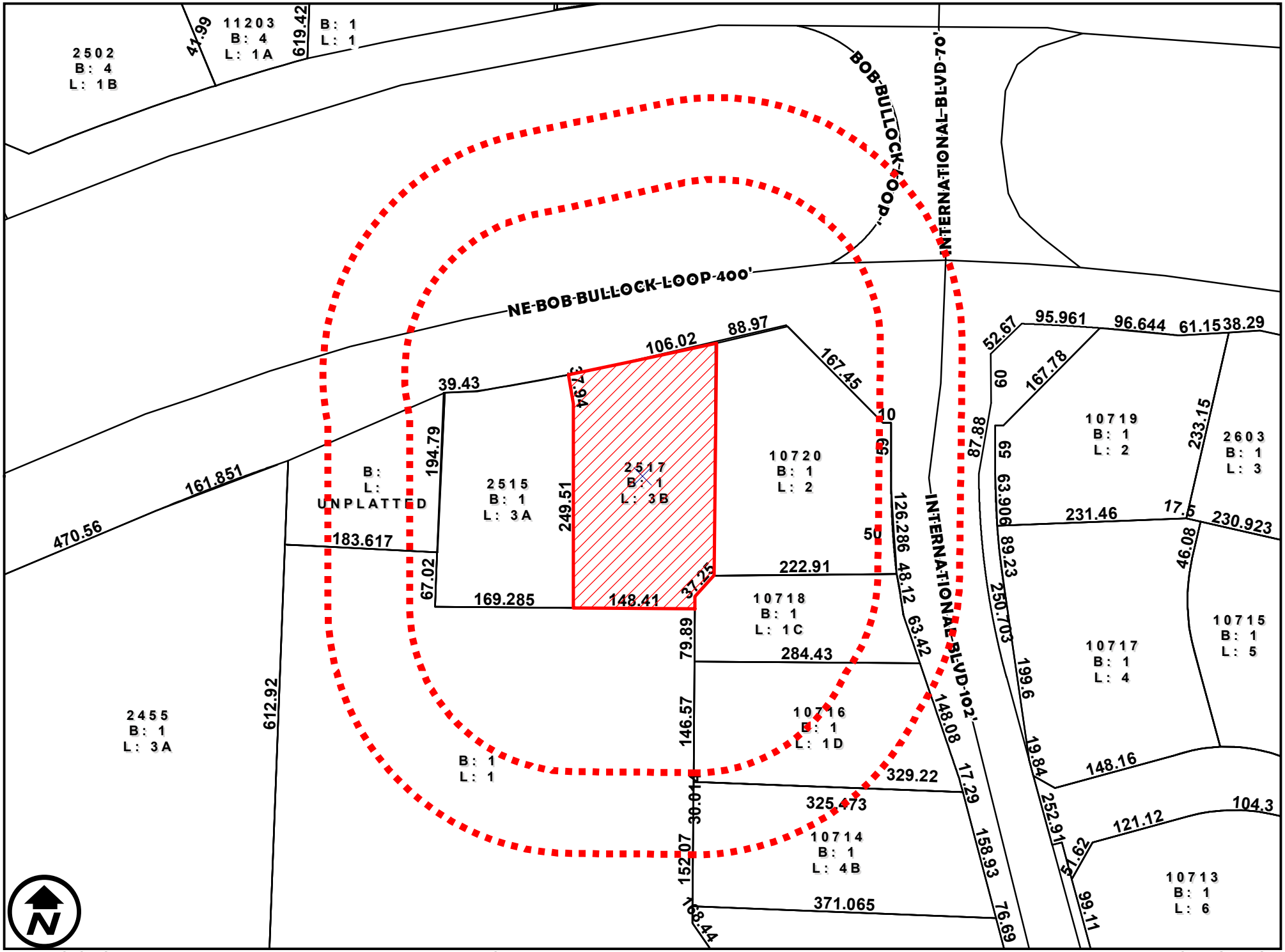


AERIAL MAP

1 inch = 150 feet

ZC-081-2025
COUNCIL DISTRICT 6
2517 NORTHEAST BOB BULLOCK LOOP

APPLICATION FC
B-3 (COMMUNITY BUSINESS DISTRICT) TO
S.U.P. FOR RESTAURANT SERVING ALCOHOL

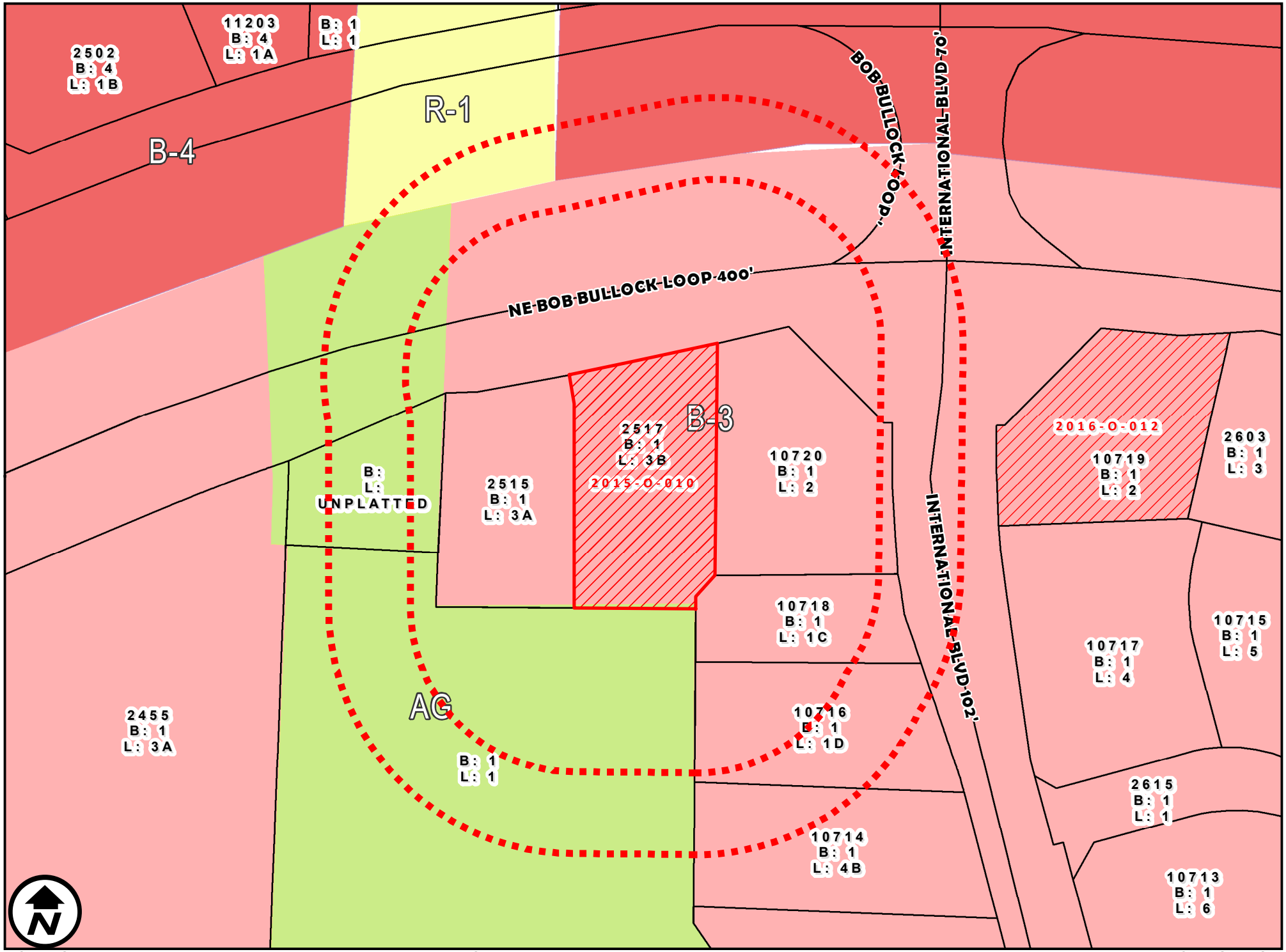


DIMENSIONS MAP

1 inch = 150 feet

ZC-081-2025
COUNCIL DISTRICT 6
2517 NORTHEAST BOB BULLOCK LOOP

APPLICATION FC
B-3 (COMMUNITY BUSINESS DISTRICT) TO
S.U.P. FOR RESTAURANT SERVING ALCOHOL

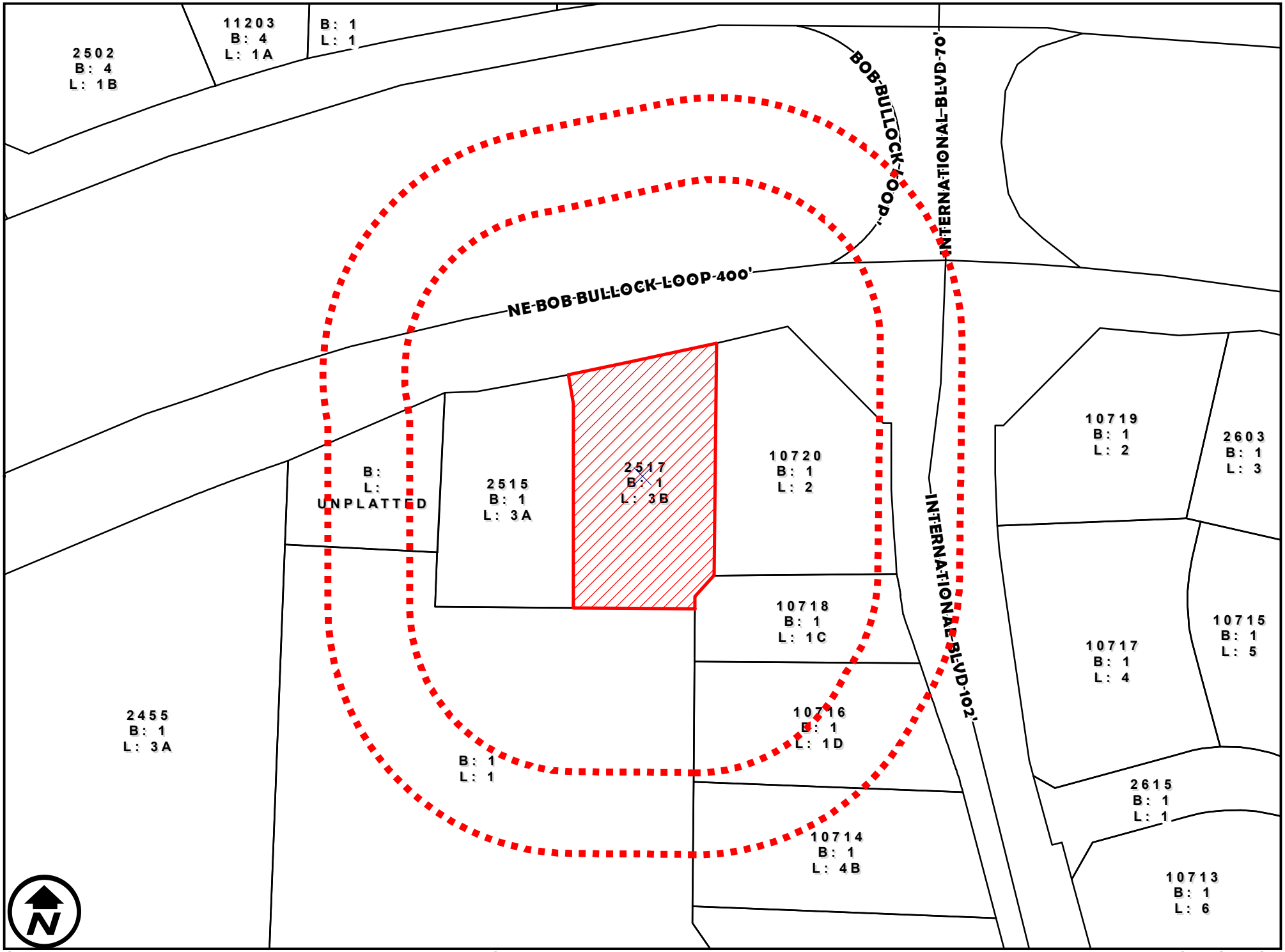


ZONING MAP

1 inch = 150 feet

ZC-081-2025
COUNCIL DISTRICT 6
2517 NORTHEAST BOB BULLOCK LOOP

APPLICATION FC
B-3 (COMMUNITY BUSINESS DISTRICT) TO
S.U.P. FOR RESTAURANT SERVING ALCOHOL

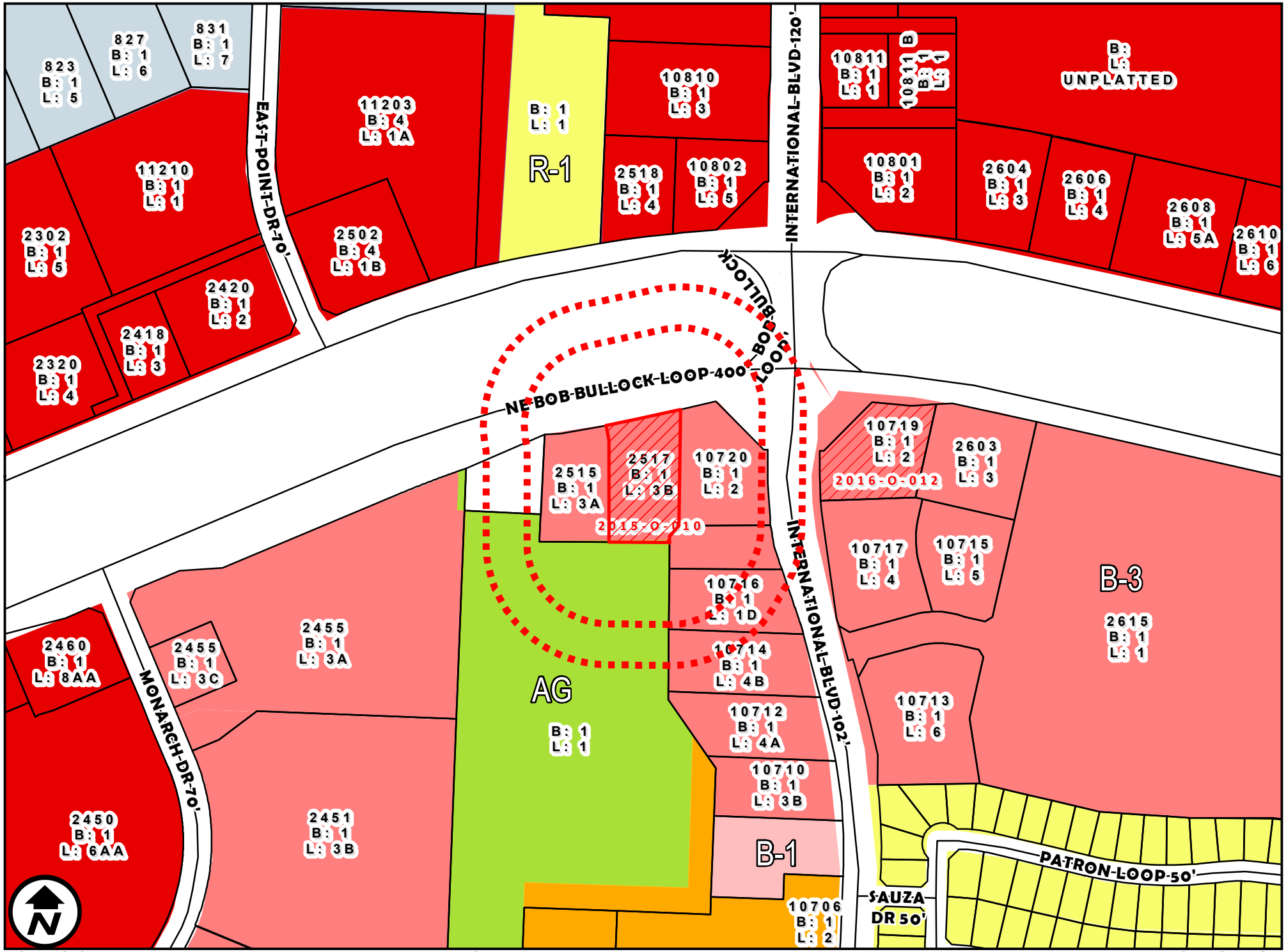


SURVEY MAP

1 inch = 150 feet

ZC-081-2025
COUNCIL DISTRICT 6
2517 NORTHEAST BOB BULLOCK LOOP

APPLICATION FO
B-3 (COMMUNITY BUSINESS DISTRICT) TO
S.U.P. FOR RESTAURANT SERVING ALCOHOL

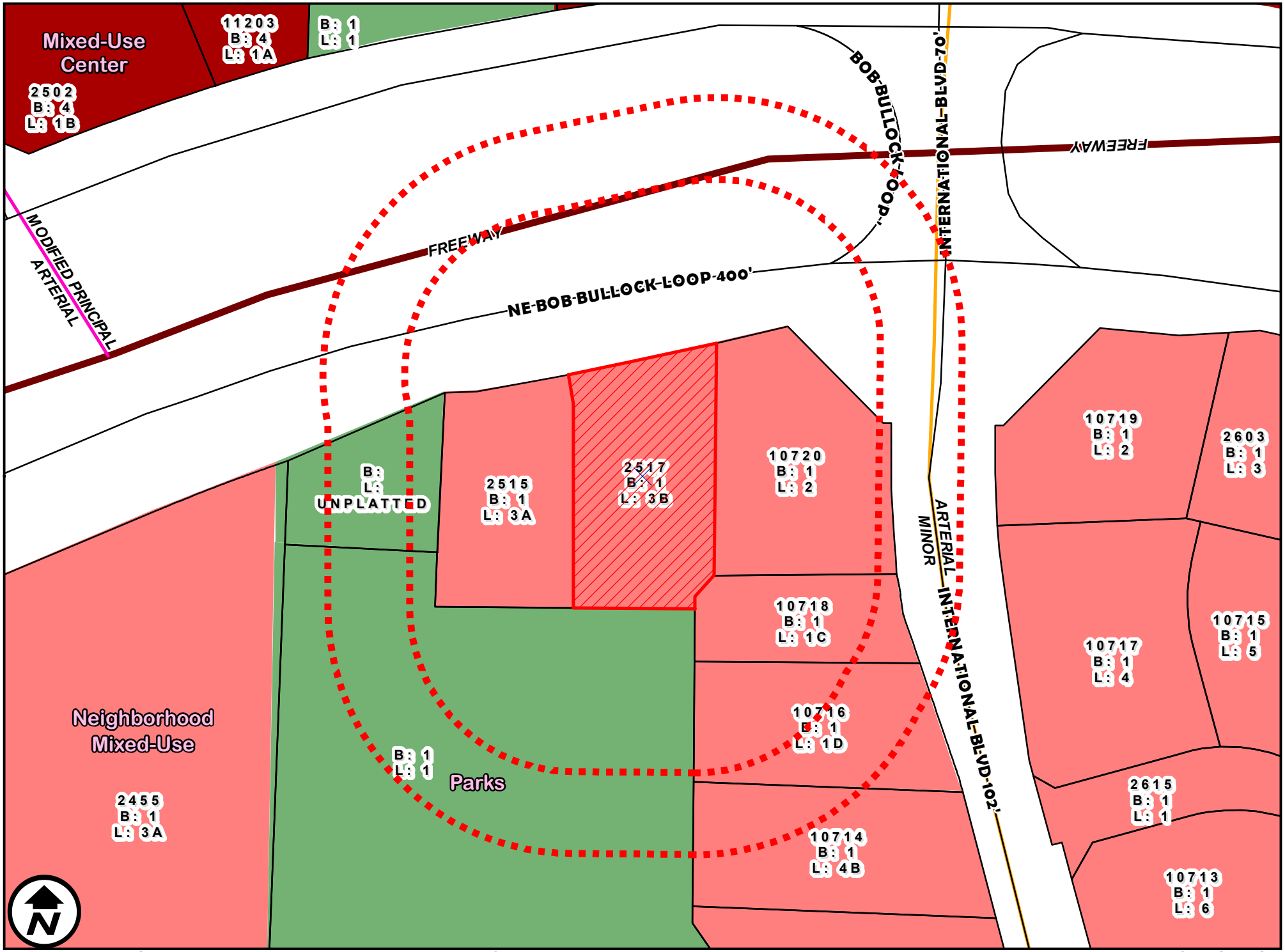


ZONING OVERVIEW

1 inch = 300 feet

ZC-081-2025
COUNCIL DISTRICT 6
2517 NORTHEAST BOB BULLOCK LOOP

APPLICATION FO
B-3 (COMMUNITY BUSINESS DISTRICT) TO
S.U.P. FOR RESTAURANT SERVING ALCOHOL

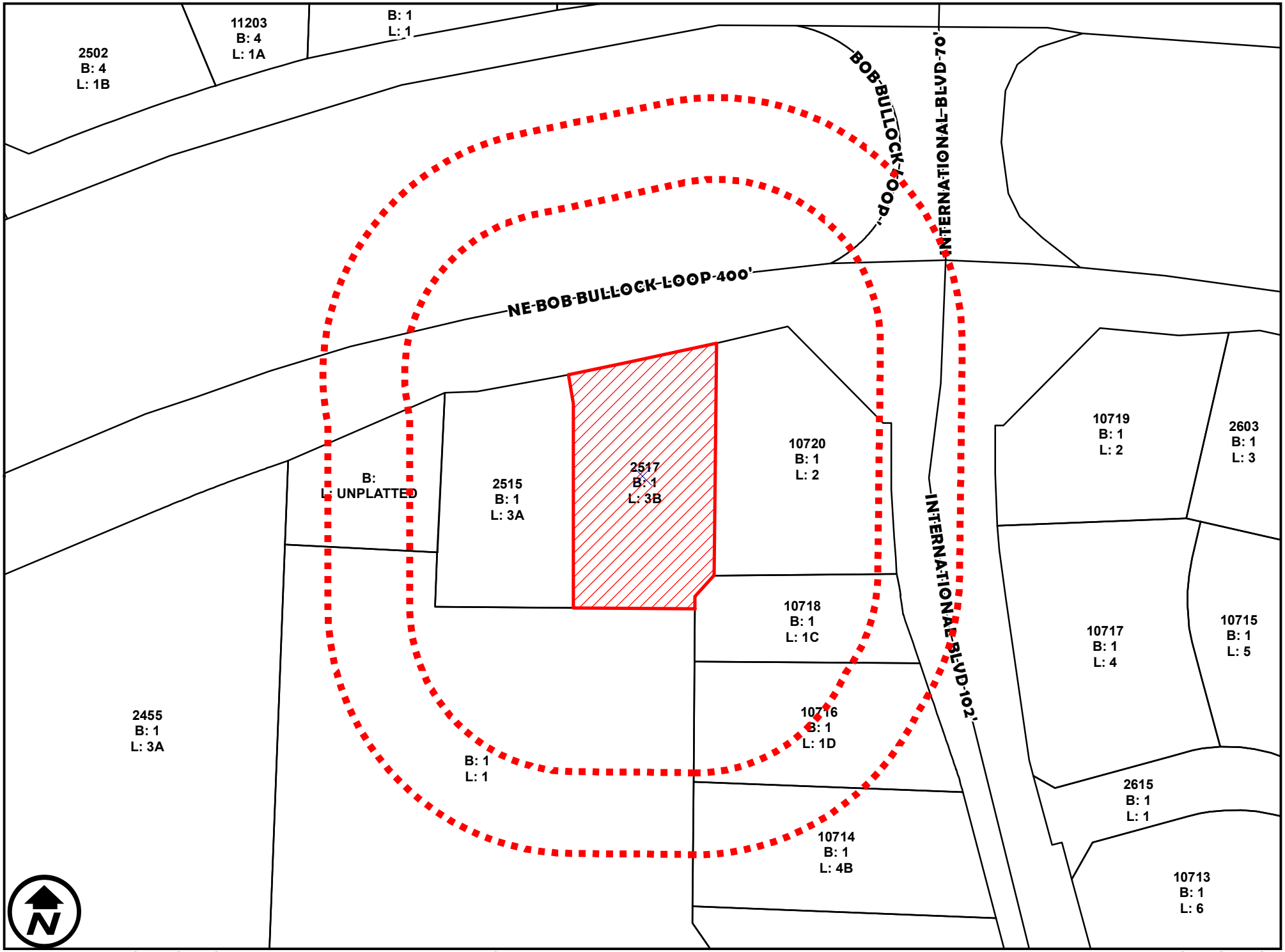


FUTURE LANDUSE

1 inch = 150 feet

ZC-081-2025
COUNCIL DISTRICT 6
2517 NORTHEAST BOB BULLOCK LOOP

APPLICATION FO
B-3 (COMMUNITY BUSINESS DISTRICT) TO
S.U.P. FOR RESTAURANT SERVING ALCOHOL



200' AND 300' NOTIFICATION

1 inch = 150 feet

ZC-081-2025
COUNCIL DISTRICT 6
2517 NORTHEAST BOB BULLOCK LOOP

APPLICATION FO
B-3 (COMMUNITY BUSINESS DISTRICT) TO
S.U.P. FOR RESTAURANT SERVING ALCOHOL


2517
SUITE
106
ZC-081-2025
ATTENTION
PROPOSED
SPECIAL USE PERMIT
FOR INFORMATION CALL
CITY PLANNING DEPARTMENT
794-1613

August 9, 2025

Gustavo Rubio
133 Arizona Loop
Laredo, TX 78046
(956) 441-5247
gusrubio7@gmail.com

To whom it may concern:

This special use permit application is submitted by Gustavo Rubio for Obregon's #4, for the purpose of obtaining a permit to operate a restaurant serving alcohol located at 2517 Bob Bullock Lp, Laredo, TX 78045 in the City of Laredo, TX.

The suggested establishment is currently functioning as a restaurant, and there are plans to offer beer and mixed drinks for on-site consumption with meals. A minimum of two employees will be present at all times.

The suggested operation is expected to have a beneficial impact on the area by drawing in customers who will enhance the current businesses and support the local economy. This increased customer traffic can benefit existing businesses through:

- Enhanced visibility: More people in the area means more potential customers noticing nearby shops and services.

- Additional business opportunities: The establishment may attract customers who subsequently explore other businesses nearby, thereby fostering a mutually beneficial relationship among enterprises.

Securing this special use permit will boost customer traffic, enabling me to generate additional employment opportunities.

To operate legally and responsibly I will use required postings & signs to raise awareness for safe drinking including age restrictions, complaint procedures, and potential health risks. I will implement a procedure requiring employees to verify photo identification prior to any purchase attempts, thereby prohibiting individuals who are underage from obtaining alcohol.

Hours of operation will be Monday - Sunday from 10:00AM-11:00PM. Hours will be adjusted per local and state laws as required.

There will be no effect on traffic, as the restaurant is situated within an established plaza that fulfills all traffic and parking regulations.

August 9, 2025

The business is committed to following all local and state regulations for alcohol sales and consumption, including those in the Texas Alcoholic Beverage Code (TABC) . Strict measures will be enforced to prevent underage drinking, over-serving, and other potential negative impacts, ensuring a safe and responsible environment for patrons and the community.

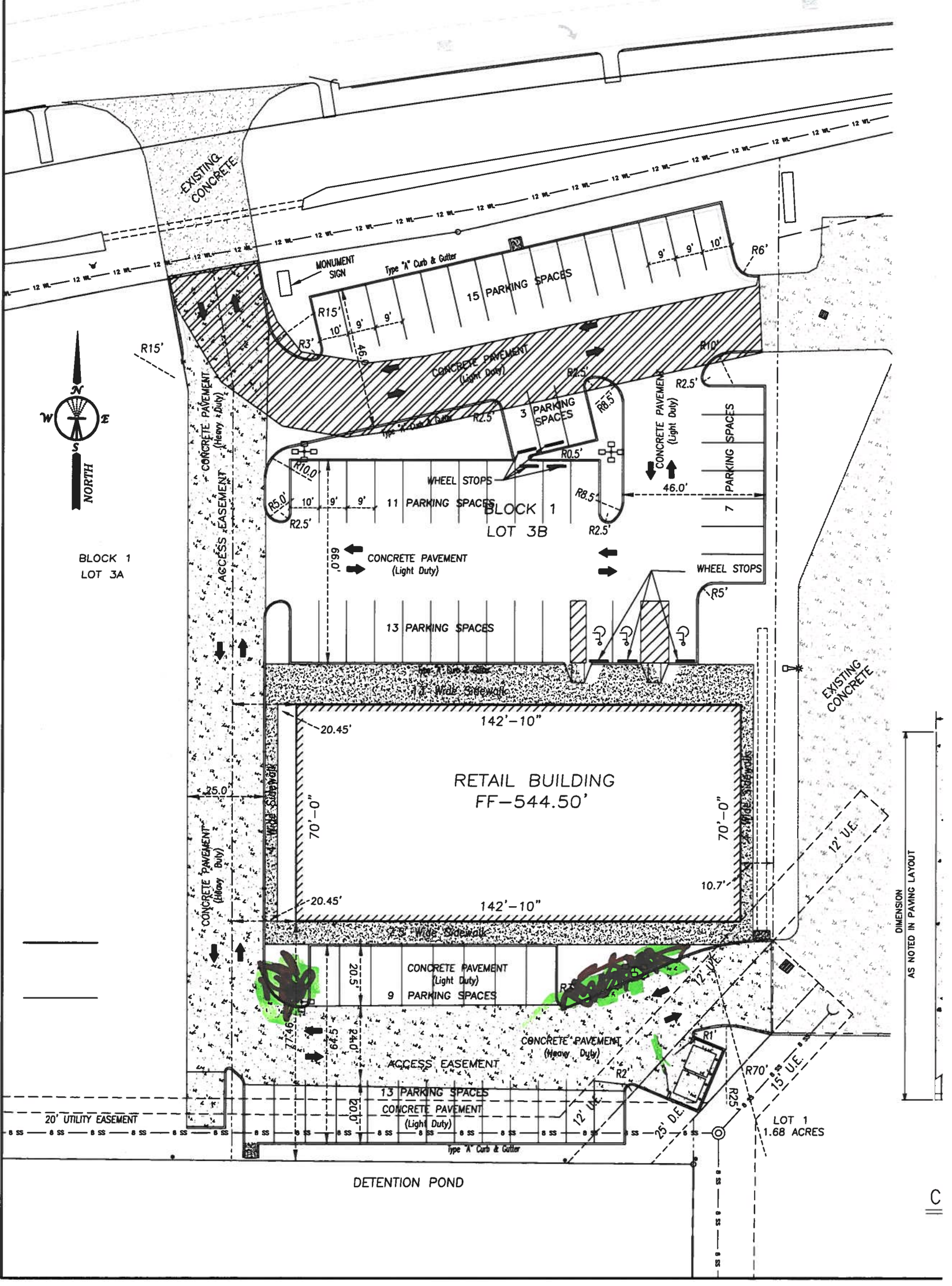
Thank you for considering this application. We look forward to the opportunity to create a positive impact in the community.

Best regards,

Gustavo Rubio

Tenant List

Owner Name	DBA	Hours of Operation
Cello Partnership	Verizon Wireless	Mon-Sat 9AM to 7PM & Sun 10AM to 5PM
Posh Restaurant and Sushi Inc	Posh Sushi	Mon-Tue 11AM to 10PM, Wed to Fri 11AM to 11PM, Sat 11:30AM to 11PM, & Sun 11:30AM to 10PM
NPG Enterprises USA Inc	Subway #59178	Mon-Fri 7AM to 11PM & Sat-Sun 9AM to 11PM
Obregons #4 LLC	Obregons Mexican Restaurant	Mon-Sun 7AM to 9PM
Greta	Greta	Mon-Fri 11AM to 10PM, Sat 11AM to 9PM, & Sun Closed


EXISTING CONCRETE
MONUMENT SIGN
Type "A" Curb & Gutter
15 PARKING SPACES
R15'
R3'
R6'
R10'
CONCRETE PAVEMENT (Light Duty)
3 PARKING SPACES
R2.5'
R8.5'
R0.5'
WHEEL STOPS
11 PARKING SPACES
BLOCK 1
LOT 3B
7 PARKING SPACES
46.0'
66.0'
13 PARKING SPACES
R5'
4' Wide Sidewalk
142'-10"
20.45'
RETAIL BUILDING
FF-544.50'
70'-0"
25.0'
12' U.E.
10.7'
9 PARKING SPACES
20.5'
24.0'
ACCESS EASEMENT
CONCRETE PAVEMENT (Heavy Duty)
R1'
R70'
15' U.E.
R25'
25' D.E.
20' UTILITY EASEMENT
LOT 1
1.68 ACRES
DETENTION POND
BLOCK 1
LOT 3A
NORTH
DIMENSION AS NOTED IN PAVING LAYOUT

ORDINANCE NO.

AMENDING THE ZONING ORDINANCE MAP OF THE CITY OF LAREDO BY AUTHORIZING A SPECIAL USE PERMIT FOR A RESTAURANT SERVING ALCOHOL ON LOT 3B, BLOCK 1, SAN ISIDRO LOOP 20 COMMERCIAL PLAT LOCATED AT 2517 NORTHEAST BOB BULLOCK LOOP, SUITE 106; PROVIDING FOR PUBLICATION AND EFFECTIVE DATE.

WHEREAS, a request has been received for the issuance of a Special Use Permit for a restaurant serving alcohol on Lot 3B, Block 1, San Isidro Loop 20 Commercial Plat located at 2517 Northeast Bob Bullock Loop, Suite 106; and,

WHEREAS, the required written notices were sent to surrounding property owners at least ten (10) days before the public hearing held before the Planning and Zoning Commission on October 16, 2025; and,

WHEREAS, the Planning and Zoning Commission, after a public hearing, has recommended **approval** of the issuance of the Special Use Permit; and,

WHEREAS, notice of the Special Use Permit request was advertised in the newspaper at least fifteen (15) days prior to the public hearing held before the City of Laredo City Council on this matter; and,

WHEREAS, the City Council has held a public hearing on November 17, 2025, on the request and finds the Special Use Permit appropriate and consistent with the General Plan of the City of Laredo; and,

WHEREAS, the City Council does not consider the impact, if any, of private covenants and deed restrictions on the subject property with the adoption of this ordinance; and,

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: The Zoning Map of the City of Laredo be and is hereby amended by authorizing a Special Use Permit (SUP) for a restaurant serving alcohol on Lot 3B, Block 1, San Isidro Loop 20 Commercial Plat located at 2517 Northeast Bob Bullock Loop, Suite 106.

Section 2: The Special Use Permit is further restricted to the following provision herewith adopted by the City Council:

1. The Special Use Permit is issued to Gustavo Rubio, and may only be transferred upon application to and with the express permission of the City Council.
2. The Special Use Permit is restricted to 1803 square feet located within suite 106, as per Exhibit A, which is made part hereof for all purposes.
3. The hours of operation shall be limited to, from Monday through Sunday 10:00 a.m. to 11:00 p.m.
4. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
5. Landscaping shall be provided in accordance with the City of Laredo Land Development Code.
   -The site plan shall identify a total number of 7 trees and 28 shrubs for the surface parking lot:
   *Formula: One (1) tree for every ten (10) parking spaces, as per section 24.83.3 (1)
   .72 total parking spaces / 10 = 7.2 trees
   .Total number of trees required: 7 Trees
   *Formula: The number of shrubs required shall be equal to the total number of trees required multiplied by four (4), as per section 24.83.3 (2).
   . 7 trees X 4shrubs = 28 shrubs
   .Total number of Shrubs required: 28 Shrubs
6. The owner shall provide an opaque fence or wall of not less than 7 (seven) feet in height along any side or rear property lines in which abut or adjoin property containing a residential use or residential zoning district. Apartment complexes, residential condominiums or residential townhomes shall be similarly screened irrespective of which zoning district they occur in.
7. Establishments must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
8. Signage shall be consistent with the City's Sign Ordinance and TABC rule or regulation.
9. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
10. The property owner must comply with all City Noise Ordinances provisions of the City of Laredo Code of Ordinances.
11. At all times the restaurant is open to the public for business, it shall continually maintain and serve food from its full-service menu.
12. The restaurant shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load.
13. The restaurant shall, during all hours of operation, maintain, free from obstruction or impediment to full instant use in the case of fire or other emergency, all exit accesses, exits or exit discharges.

14. The restaurant shall undergo an annual Fire Inspection.
15. All permits, licenses, certifications and inspections required by the codes and ordinances of the City of Laredo shall be kept up to date and current including but not limited to: a. Food Manager License (annual) b. Food Handler's Permit (annual), c. Certificate of Occupancy with Occupant Load. Occupant Load being the approved capacity of a building or portion thereof.
16. Owner shall comply with, Building, Health, Safety, and all applicable codes and regulations as required.
17. The restaurant shall maintain and comply with the BLUE Gun Sign regulations as per TABC (not exceed the required alcohol sales percentage).
18. The restaurant shall provide the City of Laredo, Building Development Services Department with a copy of the current TABC License to include but not limited to any renewals or amendments as they occur.
19. A business entity, which has been granted an SUP, is required to report (on a form approved by the Building Official of designee) any change in the entity's ownership status which occurs by virtue of the transfer of a majority of its stock or a majority of its membership interest to the City of Laredo Building Services Building Official or designee. Any change in ownership interest shall be deemed a transfer of the business and shall require Council approval of the transfer of the existing SUP.
20. Failure to comply (# 19 condition) above, shall render the existing SUP null, void and of no force or effect.
21. The use authorized by the special use permit is required to abide by all relevant municipal codes.

Section 3: This ordinance shall be published in a manner provided by Section 2.09(D) of the Charter of the City of Laredo.

Section 4: This ordinance shall become effective as and from the date of publication specified in Section 3.

Section 5: The Special Use Permit authorized by this ordinance shall be revoked pursuant to the Laredo Land Development Code, section 24.94.10, entitled "Revocation," according to the criteria and procedures described therein.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH “ZONE” T. NGUYEN
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Planning & Zoning Public Hearing & Introductory Ordinance 3.**

SUBJECT
Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 1, Block 1, Andres Cuevas Subdivision, located at 8221 San Dario Avenue, from B-3 (Community Business District) to B-4 (Highway Commercial District).

The Planning and Zoning Commission recommended approval of the proposed zone change. Staff supports the application.

ZC-082-2025
District VII

Council District: District 7 **Zone Case:** ZC-082-2025

Letters sent to property owners: 8

In Favor (within 200 radius): 0
Opposed (within 200 radius): 0

In Favor (outside 200 radius): 0
Opposed (outside 200 radius): 0

COMMISSION RECOMMENDATIONS - Approve
The Planning & Zoning Commission in a 5 to 0 vote recommended approval of the proposed zone change.

STAFF RECOMMENDATION - Supports
Staff supports the application.

ZC-082-2025

1. Level of Alignment

☑ **Moderate** – The proposed zoning change aligns **partially** with the intent of the Viva Laredo Comprehensive Plan. While the **Future Land Use Map (Neighborhood Mixed Use)** does **not explicitly support B-4**, the proposal is contextually compatible with surrounding B-4 zoned properties and reflects the Plan's goals for corridor-oriented commercial activity and context-sensitive development along major arterials.

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2. Supporting Goal(s)/Policy(ies)

Goal 1.1 – Create a balanced and efficient land use pattern.

"Encourage development that provides a compatible mix of uses in close proximity to one another to support daily needs and reduce the need for long automobile trips."
🗐 *Viva Laredo Comprehensive Plan, p. 1.27*

Relevance:
Although B-4 zoning typically allows highway-oriented uses, the subject site is located within a corridor already characterized by similar commercial activity. The proposed change maintains a compatible pattern of commercial use, consistent with the intent to cluster related businesses and services along arterial corridors.

Policy 1.1.4 – Ensure land use transitions are compatible with adjacent uses.

"Zoning and land use designations should ensure smooth transitions between different development intensities."
🗐 *Viva Laredo Comprehensive Plan, p. 1.28*

Relevance:
The request represents a logical transition along San Dario Avenue, where B-4 zoning already exists to the north and south. The continuity of zoning supports a cohesive corridor pattern, avoiding zoning fragmentation or "spot zoning" inconsistencies.

Goal 4.2 – Promote context-sensitive commercial corridor development.

"Encourage redevelopment and infill along existing corridors with uses that serve surrounding neighborhoods and regional traffic."
🗐 *Viva Laredo Comprehensive Plan, p. 4.21*

Relevance:
San Dario Avenue is designated as a **Freeway** under the Thoroughfare Plan. The B-4 district's intent—serving regional traffic along principal arterials—aligns with this corridor's function. This change supports the goal of focusing higher-intensity commercial uses in appropriate transportation contexts.

Policy 9.1.2 – Support commercial development that strengthens the City's economic base.

"Encourage commercial and employment activities that utilize existing infrastructure and strengthen the local tax base."
🗐 *Viva Laredo Comprehensive Plan, p. 9.34*

Relevance:
The rezoning allows for continued and expanded commercial operations along an already developed arterial, promoting economic vitality without extending infrastructure or creating new service demands.

---

3. Summary of Alignment

The request demonstrates **moderate alignment** with the Viva Laredo Comprehensive Plan. While the **Neighborhood Mixed Use** designation excludes B-4 by definition, the **contextual location**—adjacent to existing B-4 districts and fronting a freeway corridor—supports corridor-oriented development principles embedded throughout the Plan.

The proposal upholds **land use compatibility**, **corridor continuity**, and **economic development** objectives by leveraging existing infrastructure and avoiding land use isolation. However, the request diverges from the **Future Land Use Map's technical designation**, limiting it to a **Moderate** rather than **Strong** alignment.

This case also supports broader planning themes related to:

- **Economic Development:** Encourages investment and job creation along established corridors.
- **Mobility & Land Use Integration:** Reinforces major commercial activity along high-capacity corridors.
- **Sustainability:** Promotes infill and reuse of existing developed parcels.

Citation: Viva Laredo City of Laredo Comprehensive Plan (2017).

City Council-Regular Meeting

Date: 11/17/2025

Initiated By: Ramon Chavez, Assistant City Manager
Initiated By: Romel Cuevas, Owner; LTX Development, LLC, Applicant; and Edward Foster, Representative
Staff Source: Vanessa Guerra, Planning Director

SUBJECT
Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 1, Block 1, Andres Cuevas Subdivision, located at 8221 San Dario Avenue, from B-3 (Community Business District) to B-4 (Highway Commercial District).

The Planning and Zoning Commission recommended **approval** of the proposed zone change. Staff **supports** the application.

ZC-082-2025
District VII

PREVIOUS COUNCIL ACTION
None.

BACKGROUND

Council District: VII – Vanessa Perez

Proposed use: The proposed use is Commercial. The applicant did not specify the specific proposed use.

Site: The site is currently occupied by Cuevas Wholesale Imports| Metal Yard Art & Talavera (wholesale market).

Surrounding land uses: To the north of the site is Mexi Fest (Mexican goods store), Taller Ramon (auto repair shop), U-Haul Moving & Storage of Laredo (truck rental agency), and Webb County Precinct 4 Justice-of-the-Peace Court. To the east of the site is Emperor Services, LLC and Manufactured homes. To the south of the site is Trevino Road, Castillo Truck and Trailer Repair, Global Trailer Rentals, Cano (corporate office) and Dean Foods Hygeia Dairy (dairy farm).

Comprehensive Plan: The Future Land Use Map recognizes this area as Neighborhood Mixed Use.
https://www.openlaredo.com/planning/2017_Comprehensive_Plan-Viva_Laredo.pdf#page=39

Transportation Plan: The long Range Thoroughfare Plan identifies San Dario Avenue as a Freeway.
www.laredompo.org/wp-content/uploads/2021/05/2021-Future-Thoroughfare-Plan_2021.02.11.pdf

Letters sent to surrounding property owners: 8 **In Favor:** 0 **Opposed:** 0

COMMITTEE RECOMMENDATION

The Planning & Zoning Commission in a 5 to 0 vote recommended **approval** of the zone change.

STAFF RECOMMENDATION

Staff **supports** the zone change for the following reasons:

1. The proposed zone change meets the Laredo Land Development Code location requirement stating that B-4 zoning districts should be located along Major Arterials or a Freeway. San Dario Avenue is identified as a Freeway on the Thoroughfare Plan.
2. The property meets the minimum lot area requirement of 10,000 square feet for B-4 zone districts as per the Laredo Land Development Code, Section 24.77.1 Dimensional Standards. The property lot area is approximately 3.29 acres (1 acre = 43,560 feet).
3. The proposed site abuts B-4 zoning districts to the north and south of the site.
4. There's a buffer between the proposed site and the residential uses to the east.

Notice to the owner/applicant:

1. The approval of the zone change does not guarantee the issuance of a building permit and requires full compliance with all applicable municipal codes and regulations.

IMPACT ANALYSIS

B-4. The purpose of the B-4 District (Highway Commercial District) is to provide for those businesses and services serving a regional area which are to be located primarily along principal (major) arterial streets or the freeway, as classified in the Transportation Plan of the City of Laredo. It is intended for this zoning classification to exist primarily along principal arterial streets or the freeway and to impose site development regulations to ensure adequate access of all uses within this classification.

Is this change contrary to the established land use pattern?
No, there are B-4 zoning districts abutting the site to the north and south of the site.

Would this change create an isolated zoning district unrelated to surrounding districts?
No, there are B-4 zoning districts abutting the site to the north and south of the site.

Will change adversely influence living conditions in the neighborhood?

No, it is not anticipated to have a negative impact in the surrounding area or neighborhood.

Are there substantial reasons why the property cannot be used in accordance with existing zoning?
The applicant did not specify the intended use.

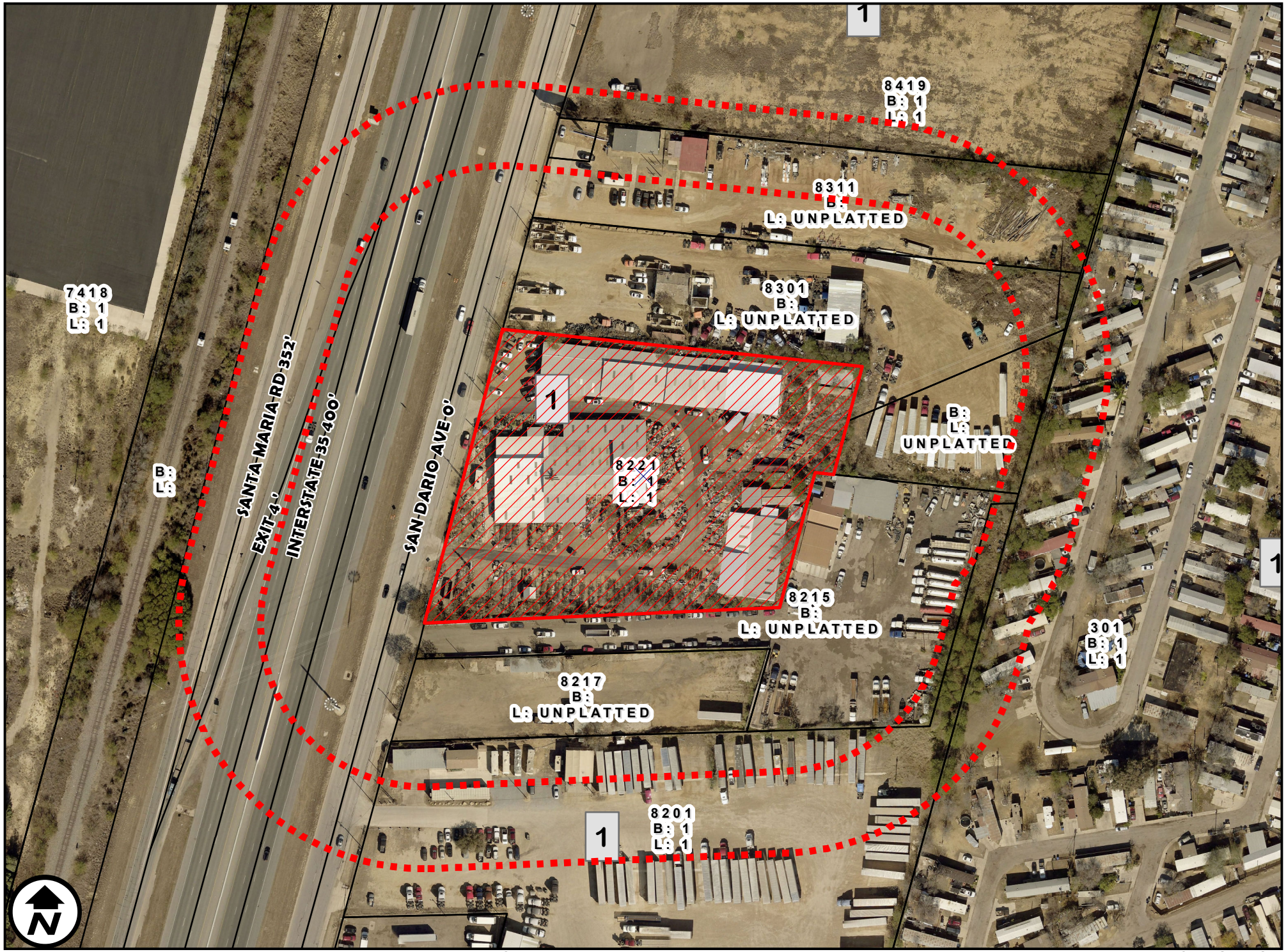
Attachments

Comp Plan Alignment

Maps

Zone Change Signage

Draft Ordinance

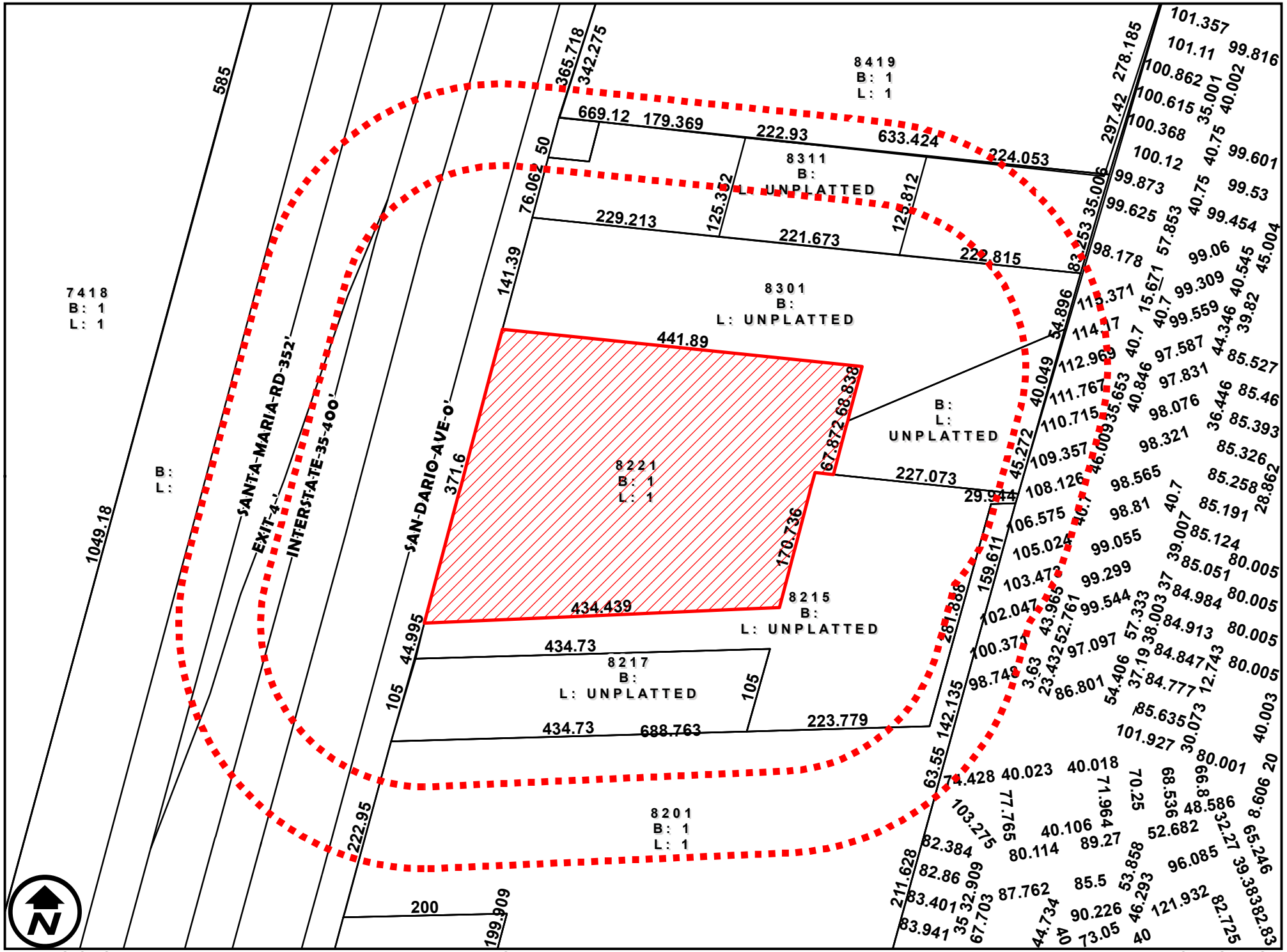


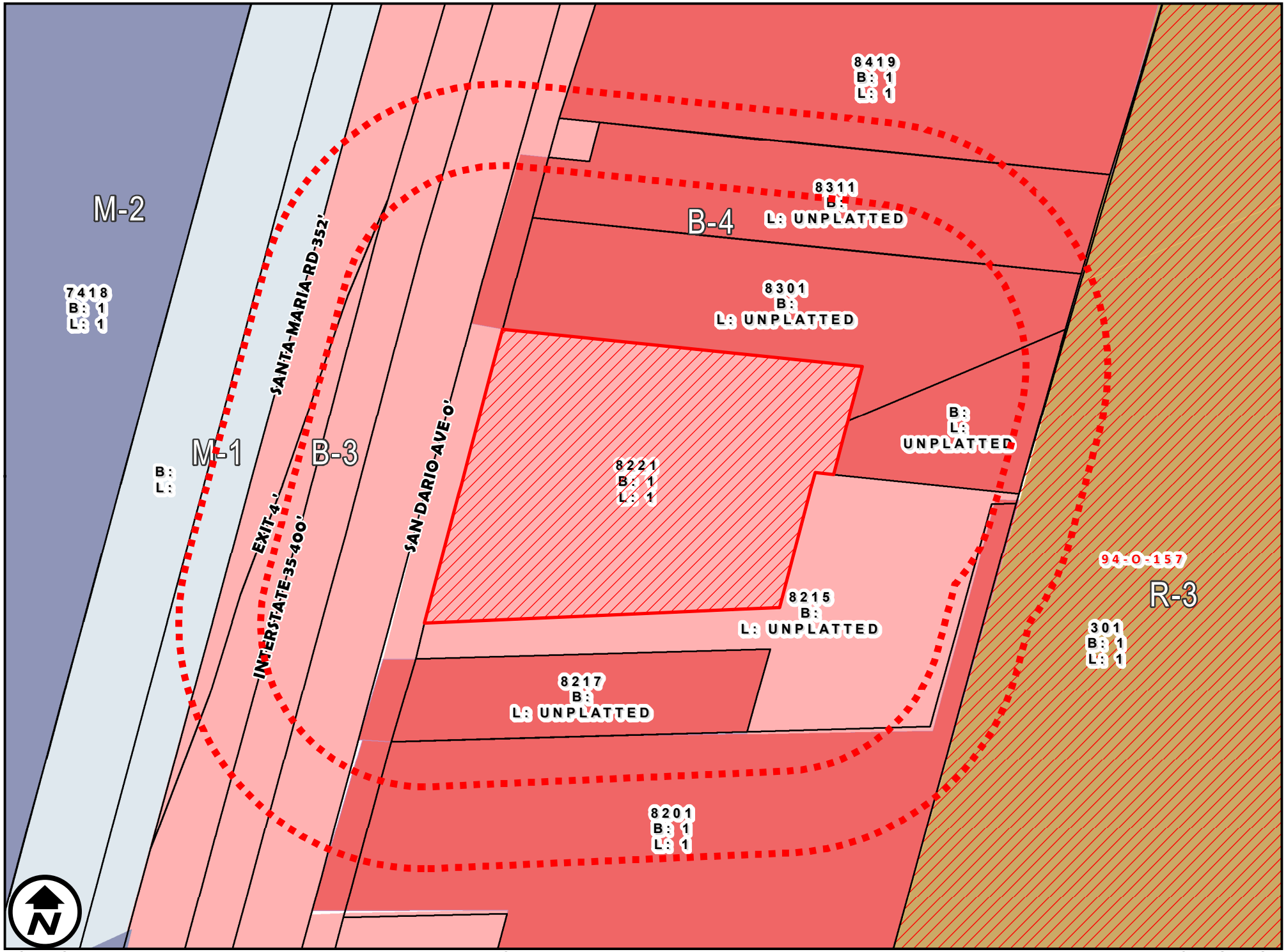
AERIAL MAP

1 inch = 150 feet

ZC-082-2025
COUNCIL DISTRICT 7
8221 SAN DARIO AVENUE

APPLICATION FO
B-3 (COMMUNITY BUSINESS DISTRICT) TO
B-4 (HIGHWAY COMMERCIAL DISTRICT)


8419
B: 1
L: 1
8311
B:
L: UNPLATTED
8301
B:
L: UNPLATTED
8221
B: 1
L: 1
8215
B:
L: UNPLATTED
8217
B:
L: UNPLATTED
8201
B: 1
L: 1
7418
B: 1
L: 1
B:
L:
B:
L:
UNPLATTED
SANTA-MARIA-RD-352'
EXIT-4-
INTERSTATE-35-400'
SAN-DARIO-AVE-0'
441.89
434.439
434.73
434.73
688.763
223.779
227.073
29.944
669.12
179.369
222.93
633.424
224.053
229.213
221.673
222.815
67.872
68.838
170.736
371.6
365.718
342.275
585
1049.18
222.95
200
199.909
105
105
44.995
141.39
76.062
50
125.352
125.812
83.253
35.006
297.42
278.185
159.611
281.888
142.135
63.55
54.896
40.049
45.272
35.653
46.009
109.357
110.715
111.767
112.969
114.17
115.371
99.625
99.873
100.12
100.368
100.615
100.862
101.11
101.357
99.816
40.002
35.001
40.75
99.601
99.53
99.454
45.004
40.545
99.309
99.559
39.82
44.346
85.527
85.46
85.393
85.326
85.258
28.862
85.191
85.124
85.051
80.005
80.005
80.005
80.005
40.003
20
8.606
65.246
39.38
82.83
82.725
121.932
96.085
52.682
48.586
32.27
68.536
99.8
70.25
71.964
77.765
74.428
40.023
40.018
40.106
89.27
80.114
103.275
82.384
82.86
83.401
83.941
211.628
87.762
85.5
90.226
73.05
53.858
46.293
44.734
67.703
35
32.909
40
40.7
40.846
97.587
97.831
98.076
98.321
98.565
98.81
99.055
99.299
99.544
97.097
86.801
84.847
84.777
84.913
84.984
85.635
101.927
30.073
12.743
57.333
38.003
37.19
54.406
43.965
52.761
23.432
3.63
98.748
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40.7
40.7

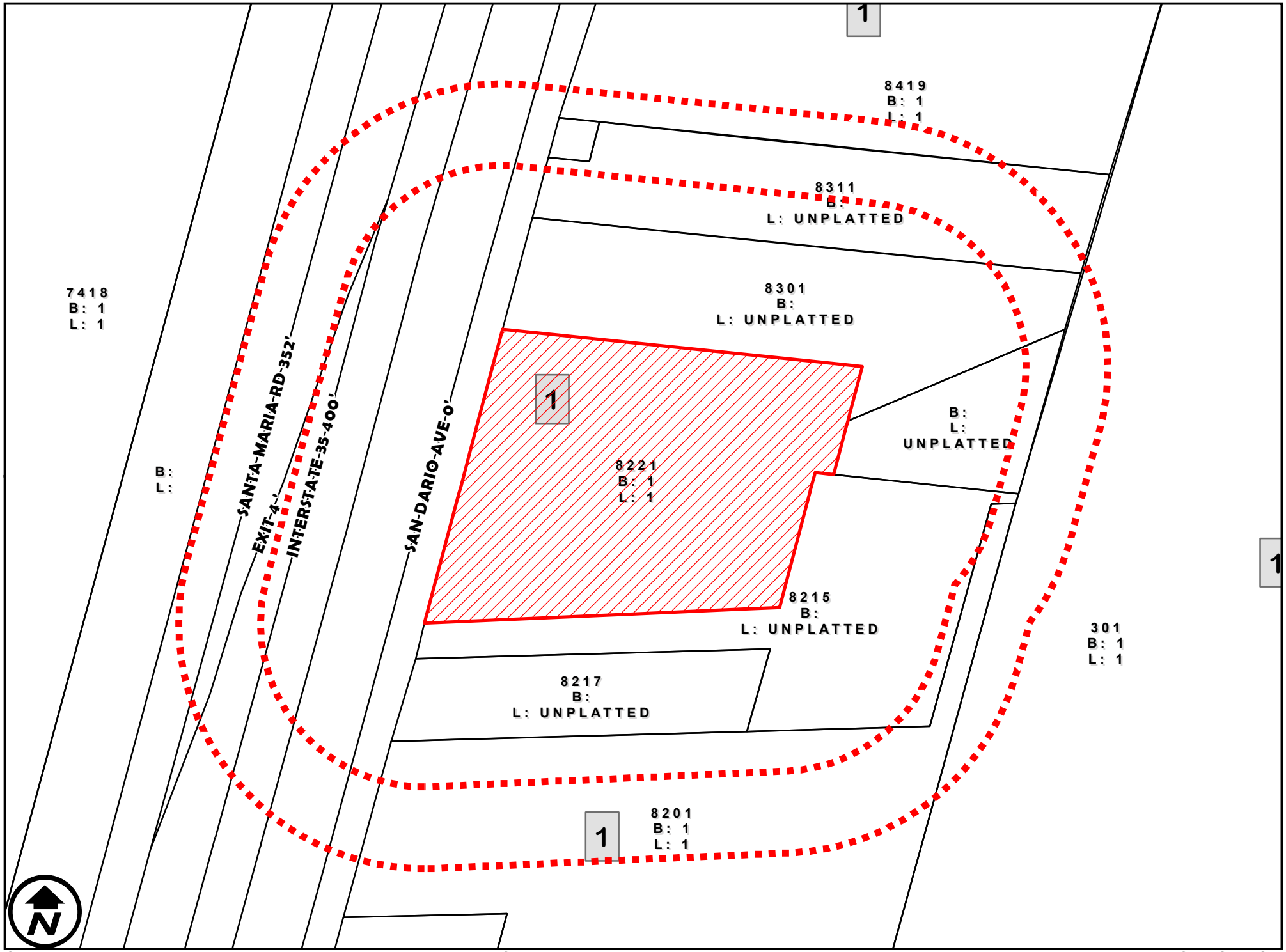


ZONING MAP

1 inch = 150 feet

ZC-082-2025
COUNCIL DISTRICT 7
8221 SAN DARIO AVENUE

APPLICATION FO
B-3 (COMMUNITY BUSINESS DISTRICT) TO
B-4 (HIGHWAY COMMERCIAL DISTRICT)

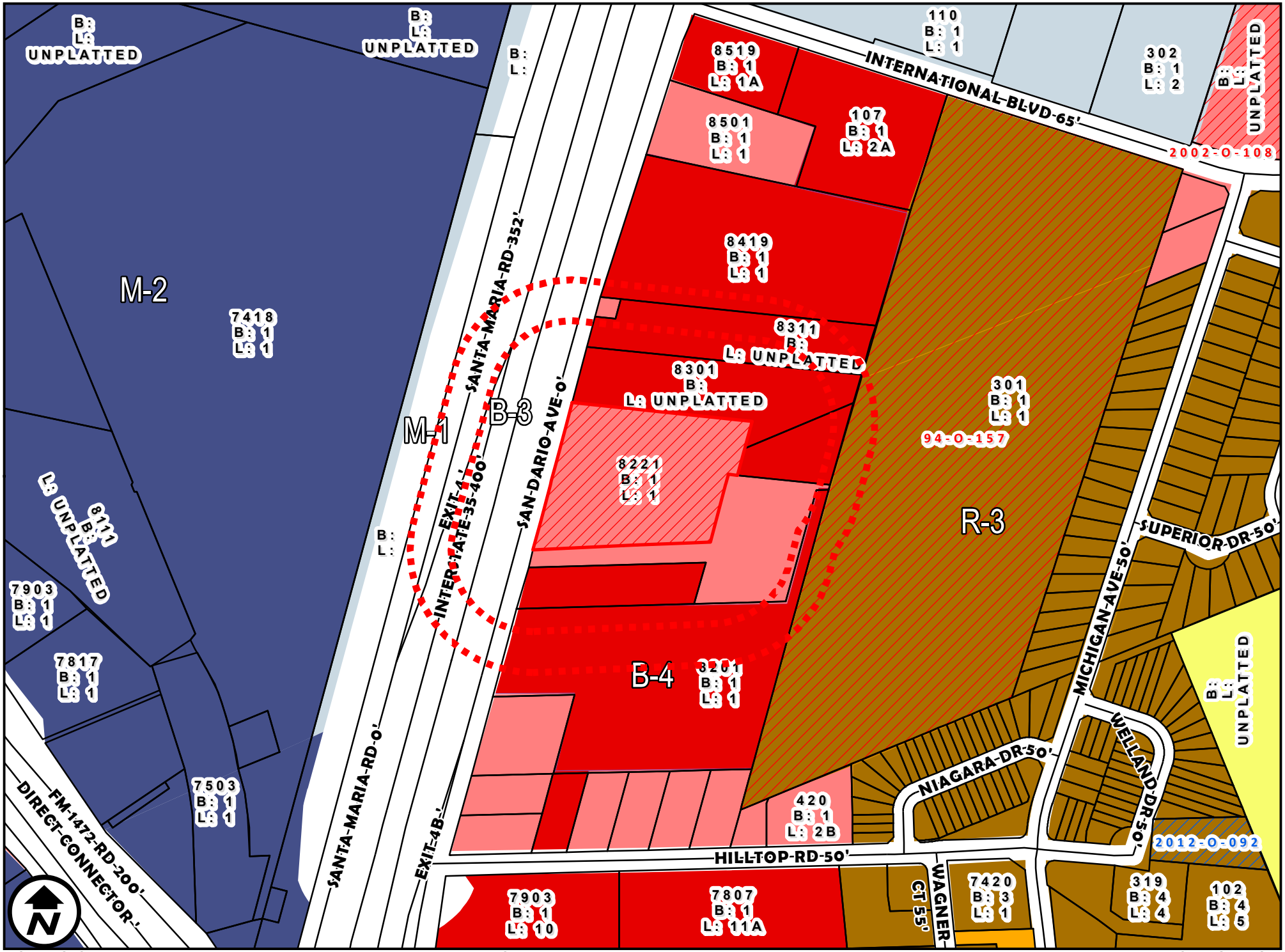


SURVEY MAP

1 inch = 150 feet

ZC-082-2025
COUNCIL DISTRICT 7
8221 SAN DARIO AVENUE

APPLICATION FC
B-3 (COMMUNITY BUSINESS DISTRICT) T
B-4 (HIGHWAY COMMERCIAL DISTRICT)

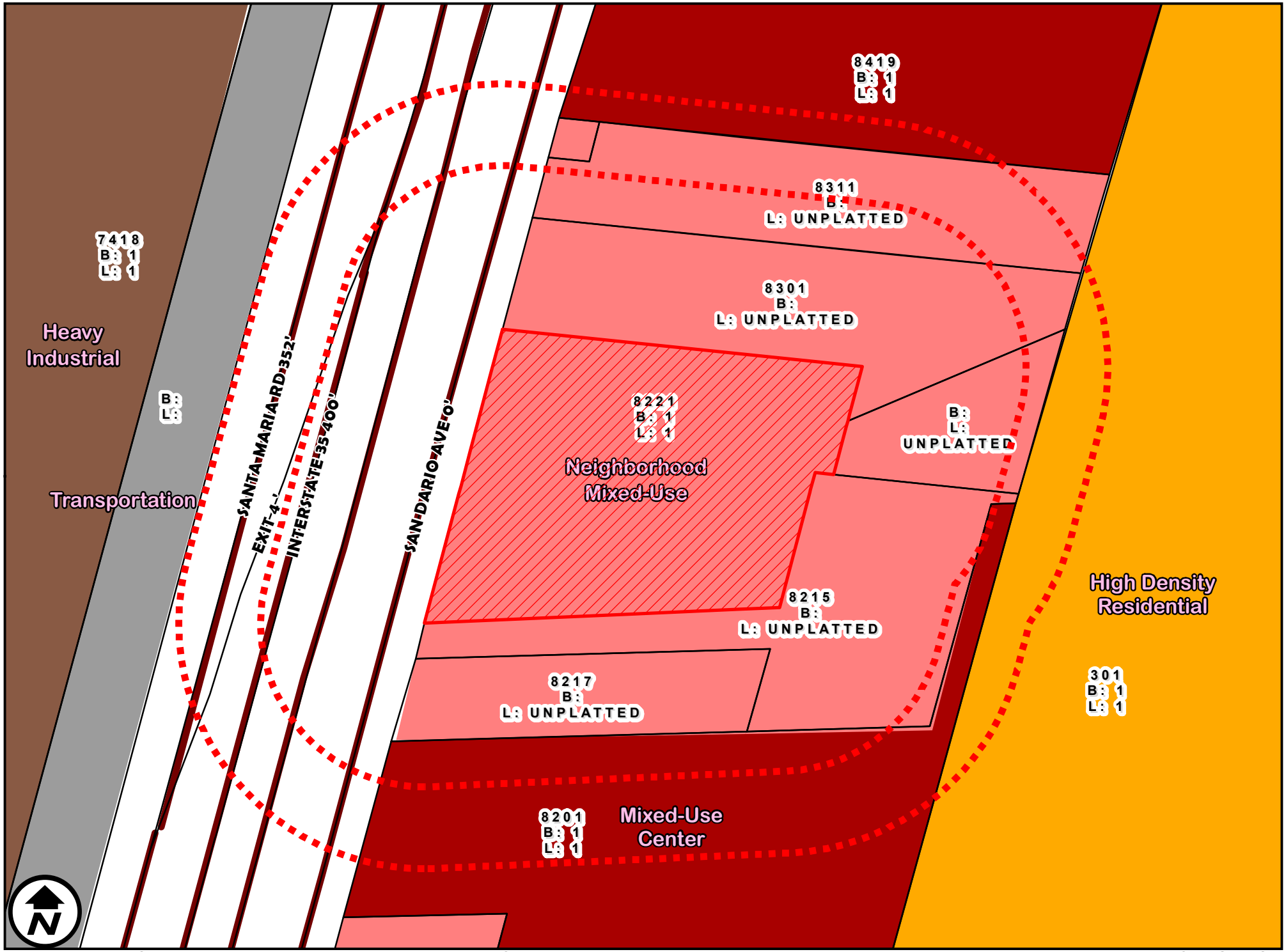


ZONING OVERVIEW

1 inch = 300 feet

ZC-082-2025
COUNCIL DISTRICT 7
8221 SAN DARIO AVENUE

APPLICATION FC
B-3 (COMMUNITY BUSINESS DISTRICT) T
B-4 (HIGHWAY COMMERCIAL DISTRICT)

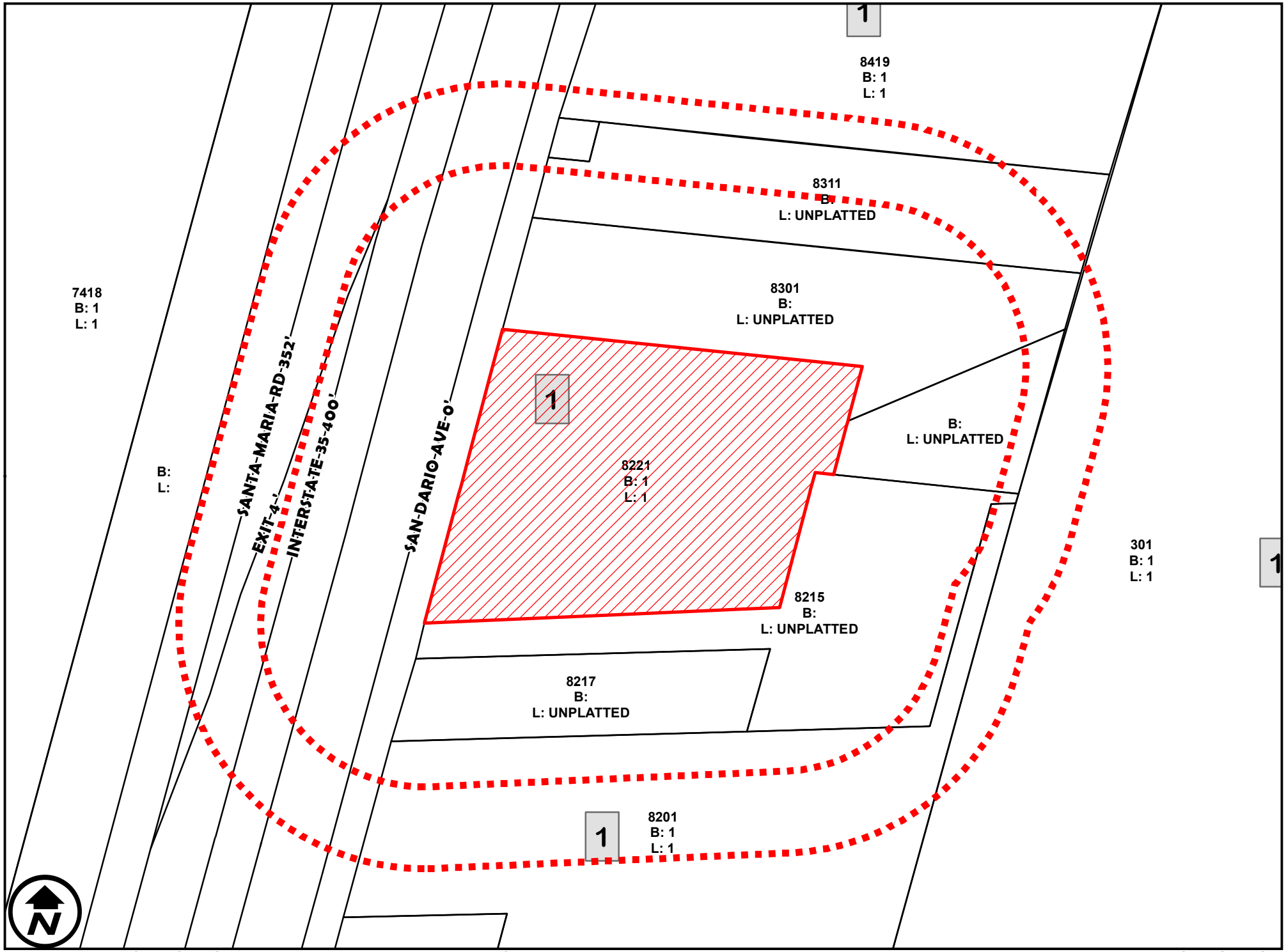


FUTURE LANDUSE

1 inch = 150 feet

ZC-082-2025
COUNCIL DISTRICT 7
8221 SAN DARIO AVENUE

APPLICATION FC
B-3 (COMMUNITY BUSINESS DISTRICT) TO
B-4 (HIGHWAY COMMERCIAL DISTRICT)



200' AND 300' NOTIFICATION

1 inch = 150 feet

ZC-082-2025
COUNCIL DISTRICT 7
8221 SAN DARIO AVENUE

APPLICATION FC
B-3 (COMMUNITY BUSINESS DISTRICT) T
B-4 (HIGHWAY COMMERCIAL DISTRICT)


WHOLESALE ONLY
ZC-082-2025
ATTENTION
PROPOSED
ZONE CHANGE
FROM B-3 TO B-4
FOR INFORMATION CALL
CITY PLANNING DEPARTMENT
794-1613

ORDINANCE NO.

AMENDING THE ZONING ORDINANCE (MAP) OF THE CITY OF LAREDO BY REZONING LOT 1, BLOCK 1, ANDRES CUEVAS SUBDIVISION, LOCATED AT 8221 SAN DARIO AVENUE, FROM B-3 (COMMUNITY BUSINESS DISTRICT) TO B-4 (HIGHWAY COMMERCIAL DISTRICT); PROVIDING FOR PUBLICATION AND EFFECTIVE DATE,

WHEREAS, a zone change has been requested by the owner on Lot 1, Block 1, Andres Cuevas Subdivision, located at 8221 San Dario Avenue, from B-3 (Community Business District) to B-4 (Highway Commercial District); and,

WHEREAS, the required written notices were sent to surrounding property owners at least ten (10) days before the public hearing held before the Planning and Zoning Commission on October 16, 2025; and,

WHEREAS, the Planning and Zoning Commission, after a public hearing, has recommended **approval** of the proposed zone change; and,

WHEREAS, notice of the zone change request was advertised in the newspaper at least fifteen (15) days prior to the public hearing held before the City of Laredo City Council on this matter; and,

WHEREAS, the City Council has held a public hearing on November 17, 2025 on the request and finds the zone change appropriate and consistent with the General Plan of the City of Laredo; and,

WHEREAS, the City Council does not consider the impact, if any, of private covenants and deed restrictions on the subject property with the adoption of this ordinance.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: The Zoning Map of the City of Laredo is hereby amended on Lot 1, Block 1, Andres Cuevas Subdivision, located at 8221 San Dario Avenue, from B-3 (Community Business District) to B-4 (Highway Commercial District)

Section 2: This ordinance shall be published in a manner provided by Section 2.09 (D) of the Charter of the City of Laredo.

Section 3: This ordinance shall become effective as and from the date of publication specified in Section 2.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONALDO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH “ZONE” T. NGUYEN
CITY ATTORNEY

City of Laredo

Planning & Zoning Commission

Meeting Date: 11/17/2025 **Planning & Zoning Public Hearing & Introductory Ordinance 4.**

SUBJECT
Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a special use permit for a Smoking Establishment (Cigar Lounge with On-Premise Alcohol Consumption) on Lot 3B, Block 1, Laredo Arena Subdivision, Unit 4, located at 2411 Jacaman Road, Suite 400 (approximately 1,469 square feet).

The Planning & Zoning (P&Z) Commission recommended approval of the special use permit for a Smoking Establishment (Cigar Lounge ONLY - NO ON PREMISE ALCOHOL CONSUMPTION).

The P&Z Commission also recommended approval of the applicant's request to amend Conditions Number's 3, 4, and 5 as follows:

- Condition Number 3: Amend the hours of operation to extend Thursday hours from 9:00 a.m. to 11:00 p.m.

- Condition Number 4: Amend the minimum age requirement for patrons from 18 years old to 21 years old.

- Condition Number 5: Amend the minimum age requirement for patrons from 18 years old to 21 years old.

Staff does not support the application.

ZC-076-2025
District V

Council District: District 5 **Zone Case:** ZC-076-2025

Letters sent to property owners: 12

In Favor (within 200 radius): 0
Opposed (within 200 radius): 0

In Favor (outside 200 radius): 0
Opposed (outside 200 radius): 0

COMMISSION RECOMMENDATIONS - Approve with changes
The Planning & Zoning Commission in a 5 to 0 vote recommended approval of the special use permit

for a Smoking Establishment (Cigar Lounge ONLY - NO ON PREMISE ALCOHOL CONSUMPTION).

The Commission also recommended approval of the applicant's request to amend Conditions Number's 3, 4, and 5 as follows:

- Condition Number 3: Amend the hours of operation to extend Thursday hours from 9:00 a.m. to 11:00 p.m.

- Condition Number 4: Amend the minimum age requirement for patrons from 18 years old to 21 years old.

- Condition Number 5: Amend the minimum age requirement for patrons from 18 years old to 21 years old.

STAFF RECOMMENDATION - Does not support
Staff does not support the proposed special use permit.

City Council-Regular Meeting

Date: 11/17/2025

Initiated By: Ramon Chavez, Assistant City Manager
Initiated By: P&F Properties, LLC, Owner; Geronimo Trevino Jr., Applicant/Representative

Staff Source: Vanessa Guerra, MPA, AICP, Planning Director

SUBJECT

Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a special use permit for a Smoking Establishment (Cigar Lounge with On-Premise Alcohol Consumption) on Lot 3B, Block 1, Laredo Arena Subdivision, Unit 4, located at 2411 Jacaman Road, suite 400 (approximately 1,469 square feet).

The Planning & Zoning Commission recommended **approval** of the special use permit for a Smoking Establishment (**Cigar Lounge - No Alcohol Consumption**).

The Commission also recommended approval of the applicant's request to amend Conditions No. 3, 4, and 5 as follows:

- Condition No. 3: Amend the hours of operation to extend Thursday hours from 9:00 a.m. to 11:00 p.m.
- Condition No. 4: Amend the minimum age requirement for patrons from 18 years old to 21 years old.
- Condition No. 5: Amend the minimum age requirement for patrons from 18 years old to 21 years old.

Staff **does not support** the application.

ZC-076-2025
District V

PREVIOUS COUNCIL ACTION

None.

BACKGROUND

Council District: V – Cm. Ruben Gutierrez

Proposed use: The proposed use is for a Smoking Establishment (Cigar Lounge with On-Premise Alcohol Consumption).

*****City of Laredo Land Development Code***:**

Definitions:

- Smoking establishment - shall mean an establishment that is dedicated, in whole or in part, to the smoking of tobacco or other substances and includes any establishment that allows both: (1) the payment of consideration by a customer to the establishment in exchange for on-site delivery of tobacco, tobacco accessories or similar legal substances and products to the customer; and (2) the on-site smoking of tobacco or other substances. These establishments

are required to have isolated HVAC systems to remove smoke and odors. This definition shall be construed to include establishments known variously as, cigar lounges, hookah cafes, tobacco clubs, tobacco bars, and similar establishments, but shall not include an establishment that derives fifty (50) percent or more of its gross revenue on a quarterly basis (i.e., three (3) months) from the sale of alcoholic beverages for on-premise consumption or food sales.

- Tobacco Shop - shall mean an establishment whose main purpose is the sale of tobacco products (i.e. cigars, cigarettes, chewing and dipping tobacco, e-cigarettes, e-cigarette related products, and related tobacco smoking accessories) and in which the sale of other products is merely incidental and does not account for more than forty-five percent (45%) of the establishment's gross revenue. (Added Ord. No. 2014-O-153, 11/17/14)

- Drug and Tobacco Paraphernalia Shop (a/k/a Head Shop) - shall mean any premises or establishment having a substantial or significant portion of its stock in trade in drug paraphernalia or which has as its main purpose the offering for sale, or that presents or, displays for sale, drug paraphernalia, or items, equipment or products commonly used, intended to be used or commonly known to be used for the ingestion, inhalation, preparation or injection of illegal substances. (Added Ord. No. 2014-O-153, 11/17/14)

- Bar - shall mean an establishment whose primary business is the serving of alcoholic beverages for public consumption on the premises whether or not entertainment, dancing, or food items are also provided. For purposes of this definition, "primary business" means the establishment derives in excess of fifty percent (50%) of its gross revenue on a quarterly basis from the sale or service of alcoholic beverages, as defined in the Texas Alcoholic Beverage Code (as amended), for on-premise consumption. This definition does not include bona fide restaurants, hotels, motels, or sports related facilities such as golf courses, bowling alleys or sports arenas, or the serving of alcoholic beverages at publicly or privately sponsored events such as weddings, public celebrations, quinceaneras or the like." (Amended 2/4/13, Ord. No. 2013-O-005)

*****City of Laredo Code of Ordinances***:**

Chapter 15 – Health and Sanitation, Article VI - prohibits smoking in public places such as restaurants, bars, and places of employment (Ord. 2004-O-332). Only limited exceptions apply, such as tobacco specialty retail stores with isolated HVAC systems, outdoor areas set back from entrances, and private residences/clubs.

Definitions:

Bar - means any area devoted to the serving of alcoholic beverages for consumption by patrons on the premises and in which the serving of food is only incidental to the serving of alcoholic beverages. Although a restaurant may contain a bar, the term "bar" shall not include the dining area

*****Texas Local Government Code – 211***:**

Sec. 211.013. CONFLICT WITH OTHER LAWS; EXCEPTIONS. (a) If a zoning regulation adopted under this subchapter requires a greater width or size of a yard, court, or other open space, requires a lower building height or fewer number of stories for a building, requires a greater percentage of lot to be left unoccupied, or otherwise imposes higher standards than those required under another statute or local ordinance or regulation, the regulation adopted under this subchapter controls. If the other statute or local ordinance or regulation imposes higher standards, that statute, ordinance, or regulation controls.

Current Zoning District: B-4 zoning (Highway Commercial District)

Site: The site is currently occupied by a commercial plaza, which includes a restaurant and vacant suites.

Surrounding land uses: To the north of the site is Jacaman Road, commercial plazas and businesses, undeveloped land, and residential uses. To the east of the site is a commercial plaza, which includes, Fantasy Nail Bar, Republic Finance, BurgerIM, V&V Roofing, Endo Laredo Dispensary, Beltone, and AB Activewear Collection. To the south of the site is Eduardo's BBQ Steak and Mexican Grill, Military Wings, Hal's Restaurant Bar, FitClub Laredo, and TumbleQueen. To the west of the site is a commercial parking lot, a vacant commercial structure (previously a movie theater), and Sinatra Parkway.

Comprehensive Plan: The Future Land Use Map recognizes this area as Mixed-Use Center. https://www.cityoflaredo.com/LaredoPlanning/wp-content/uploads/2021/03/viva-laredo-city-of-laredo-comprehensive-plan.pdf#page=39

Transportation Plan: The Long-Range Thoroughfare Plan identifies Jacaman Road as a Major Collector.
https://www.cityoflaredo.com/home/showpublisheddocument/17680/638703100333370000

Letters sent to surrounding property owners: 12 In Favor: 0 Opposed: 0

COMMITTEE RECOMMENDATION
The Planning & Zoning Commission in a 5 to 0 vote recommended approval of the special use permit for a Smoking Establishment (Cigar Lounge - No Alcohol Consumption).

The Commission also recommended approval of the applicant's request to amend Conditions No. 3, 4, and 5 as follows:

- Condition No. 3: Amend the hours of operation to extend Thursday hours from 9:00 a.m. to 11:00 p.m.
- Condition No. 4: Amend the minimum age requirement for patrons from 18 years old to 21 years old.
- Condition No. 5: Amend the minimum age requirement for patrons from 18 years old to 21 years old.

STAFF RECOMMENDATION

A Special Use Permit is used for those types of uses that warrant individual attention on a case by case basis and should not be categorized in a zoning district. A Special Use Permit is basically an overlay on top of the existing zoning designation and can be limited in many respects, such as time, fencing, setbacks, landscaping, etc.

Staff **does not support** the proposed special use permit for the following reasons:

1. The site does not meet the minimum distance requirement of 800 feet as per the Laredo Land Development Code Section 24.93.6, subsection (5). The measurement shall be made in a straight line, without regard to intervening structure or objects, from the nearest portion of the building or structure used to house the establishment to the nearest property line of the

premises of a church or public or private elementary, middle or high school, a day care licensed by the state, a college or a university, public playgrounds, parks, or stadiums.

- The building or structure that houses the establishment is approximately 466 feet from the nearest residential zoning district.

2. The proposed use does not meet the required parking requirement as per the Laredo Land Development Code Section 27.78.3.

- Total parking spaces required for the proposed smoking establishment and commercial structure = 60 parking spaces

- Proposed smoking establishment requires = 7 parking spaces

- Required remaining commercial structure = 53 parking spaces

- Actual amount identified on site plan = 57 parking spaces

- Therefore, the proposed site would need an additional 3 parking spaces.

3. Furthermore, smoking establishments with alcohol sales, alcohol serving, and on-premise alcohol consumption is prohibited, as per the City of Laredo Code of Ordinances, Chapter 15, Article VI.

Notice to the owner/applicant:
1. The approval of the special use permit does not guarantee the issuance of a building permit and requires full compliance with all applicable municipal codes and regulations.

If approved, Staff suggest the following conditions (smoking establishments with alcohol sales, alcohol serving, and on-premise alcohol consumption is prohibited):

1. The Special Use Permit is issued to Geronimo Trevino Jr, and shall be non-transferal.

2. The Special Use Permit is restricted to 1,469 square feet located within Suite 400 as per the site plan, Exhibit A, which is made part hereof for all purposes.

3. The hours of operation shall be limited to, from Monday to Thursday, 9:00am to 9:00pm, Friday to Saturday, 9:00am to 11:00pm, and Sunday, 12:00pm to 8:00pm.

4. No person under 18 years of age shall be permitted to enter the establishment or purchase any products from the establishment unless accompanied by an adult parent or guardian.

5. The establishment shall post a sign conspicuously on each public entrance or near each public entrance notifying the public that no person under the age of eighteen years of age may enter the establishment unless accompanied by an adult parent or guardian.

6. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.

7. Landscaping shall be provided in accordance with the City of Laredo Land Development Code.

8. The owner shall provide an opaque fence or wall of not less than 7 (seven) feet in height along any side or rear property lines which abut or adjoin property containing a residential use or residential zoning district. Apartment complexes, residential condominiums or residential townhomes shall be similarly screened irrespective of which zoning district they occur in.

9. Establishments must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.

10. Signage shall be consistent with the City's Sign Ordinance for a B-1 Zoning District.

11. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.

12. The shall be no ground vibrations created or sustained on the site which are perceptible without instruments at any point on any property adjoining the subject property.

13. The establishment shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load.

14. The establishment shall undergo an annual Fire Inspection.

15. The establishment shall, during all hours of operation, maintain, free from obstruction or impediment to full instant use in the case of fire or other emergency, all exit accesses, exits or exit discharges.

16. All permits, licenses, certifications and inspections required by the codes and ordinances of the City of Laredo shall be kept up to date and current including but not limited to: a. Food Manager License (annual), b. Food Handler's Permit (annual), c. Certificate of Occupancy with Occupant Load. Occupant Load being the approved capacity of a building or portion thereof.

17. Owner shall comply with, Building, Health, Safety, and all applicable codes and regulations as required.

18. Nothing herein, including but not limited to the issuance of a Special Use Permit, is intended to, nor shall it be interpreted as legalizing or applying to the delivery, furnishing, transferring, possessing or manufacture of drug paraphernalia or any use otherwise prohibited by state or federal law, including without limitation, Texas Health & Safety Code §481.125.

19. Establishment shall have an isolated HVAC systems to remove smoke and odors.

20. Smoking establishments with alcohol sales, alcohol serving, and on-premise alcohol consumption is prohibited, as per the City of Laredo Code of Ordinances, Chapter 15, Article VI.

21. A business entity, which has been granted a special use permit, is required to report (on a form approved by the Building Official or designee) any change in the entity's ownership status which occurs by virtue of the transfer of a majority of its stock or a majority of its membership interest to the City of Laredo Building Services Building Official or designee. Any change in ownership interest (occurring by virtue of the transfer of a majority of its stock or a

majority of its membership interest) shall be deemed a transfer of the business and the existing special use permit shall be null, void and of no force or effect. In every instance of transfer of ownership a new special use permit application is required to be submitted and shall be processed as a new special use permit request.

22. Any use allowed under the current zone or proposed special use permit is required to abide by all applicable municipal codes.

IMPACT ANALYSIS

Is this change contrary to the established land use pattern?
The surrounding area does not contain any comparable or related uses.

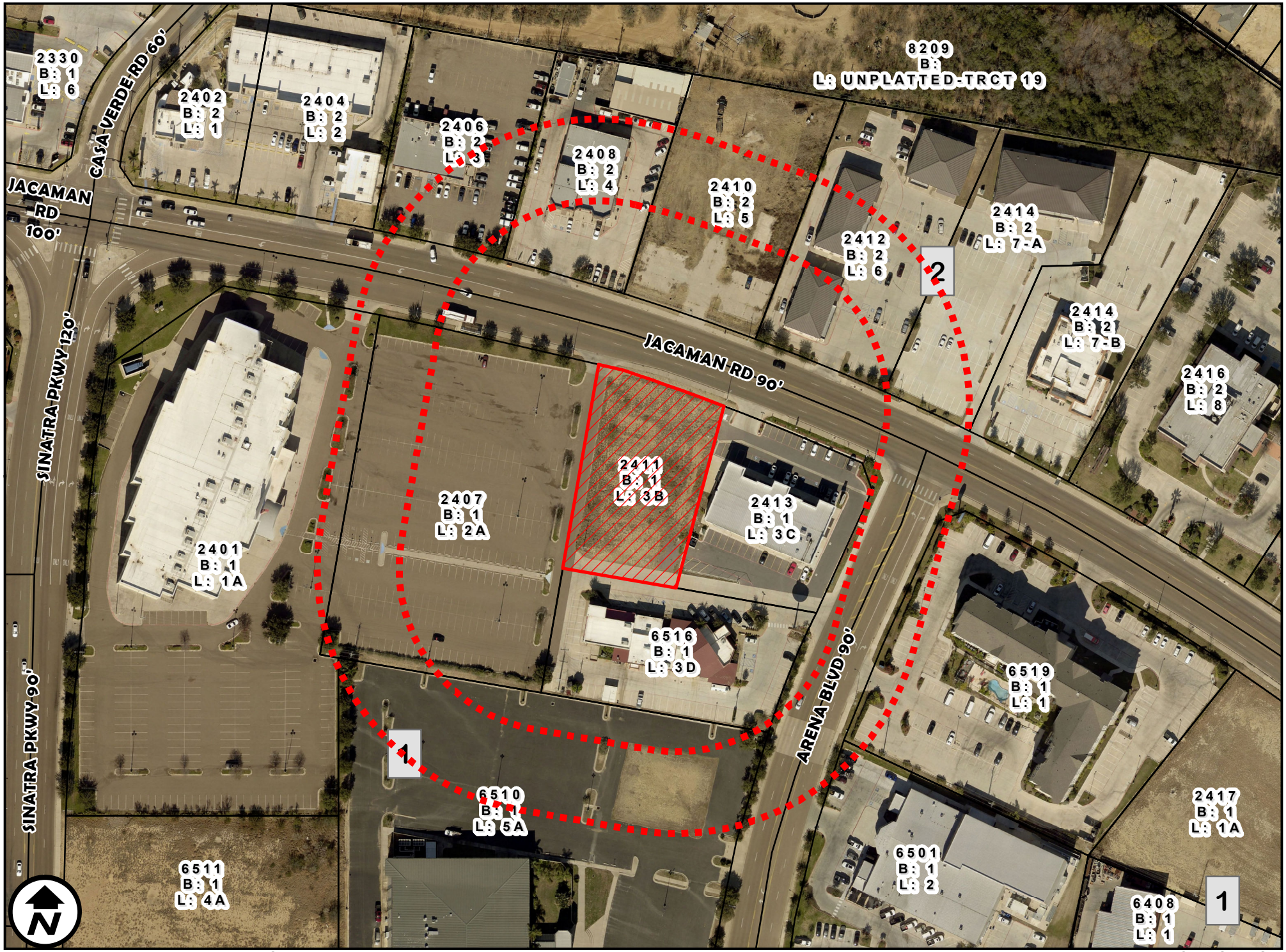
Would this change create an isolated zoning district unrelated to surrounding districts?
No, the zone will not change.

Will change adversely influence living conditions in the neighborhoods?
The proposed change is not anticipated to adversely influence living conditions in the surrounding neighborhoods.

Are there substantial reasons why the property cannot be used in accordance with existing zoning?
Yes. The underlying zone requires the special use permit overlay to allow for a smoking establishment.

Attachments

Maps
Distance Map
Site Plan
Narrative
Set of Plans
Signage
Draft Ordinance

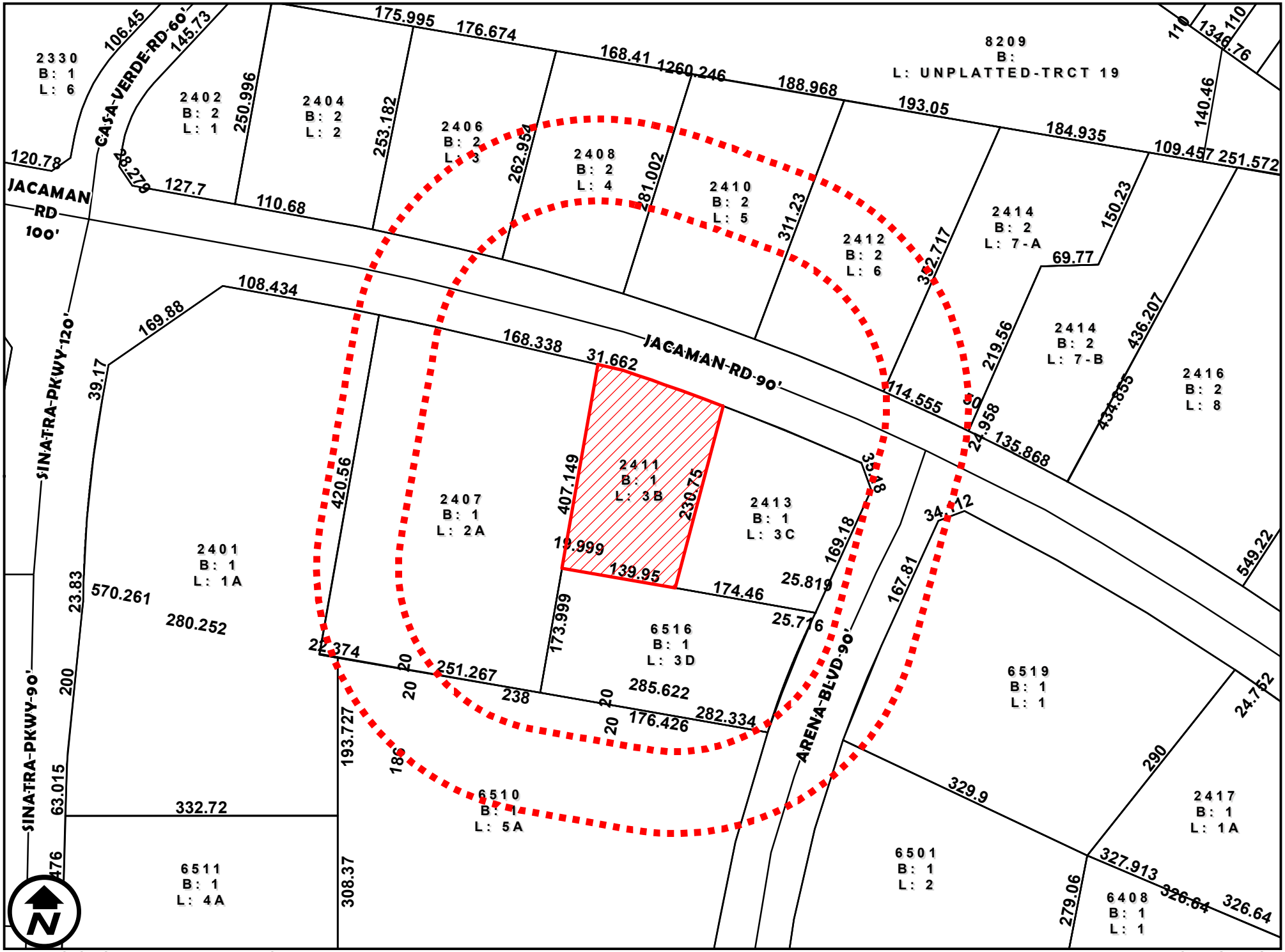


AERIAL MAP

1 inch = 150 feet

ZC-076-2025
COUNCIL DISTRICT 5
2411 JACAMAN ROAD

APPLICATION FO
B-4 (HIGHWAY COMMERCIAL DISTRICT) TO
S.U.P. FOR SMOKING ESTABLISHMENT (CIGAR LOUNGE WITH ON-PREMISE ALCOHOL CONSUMPTION)

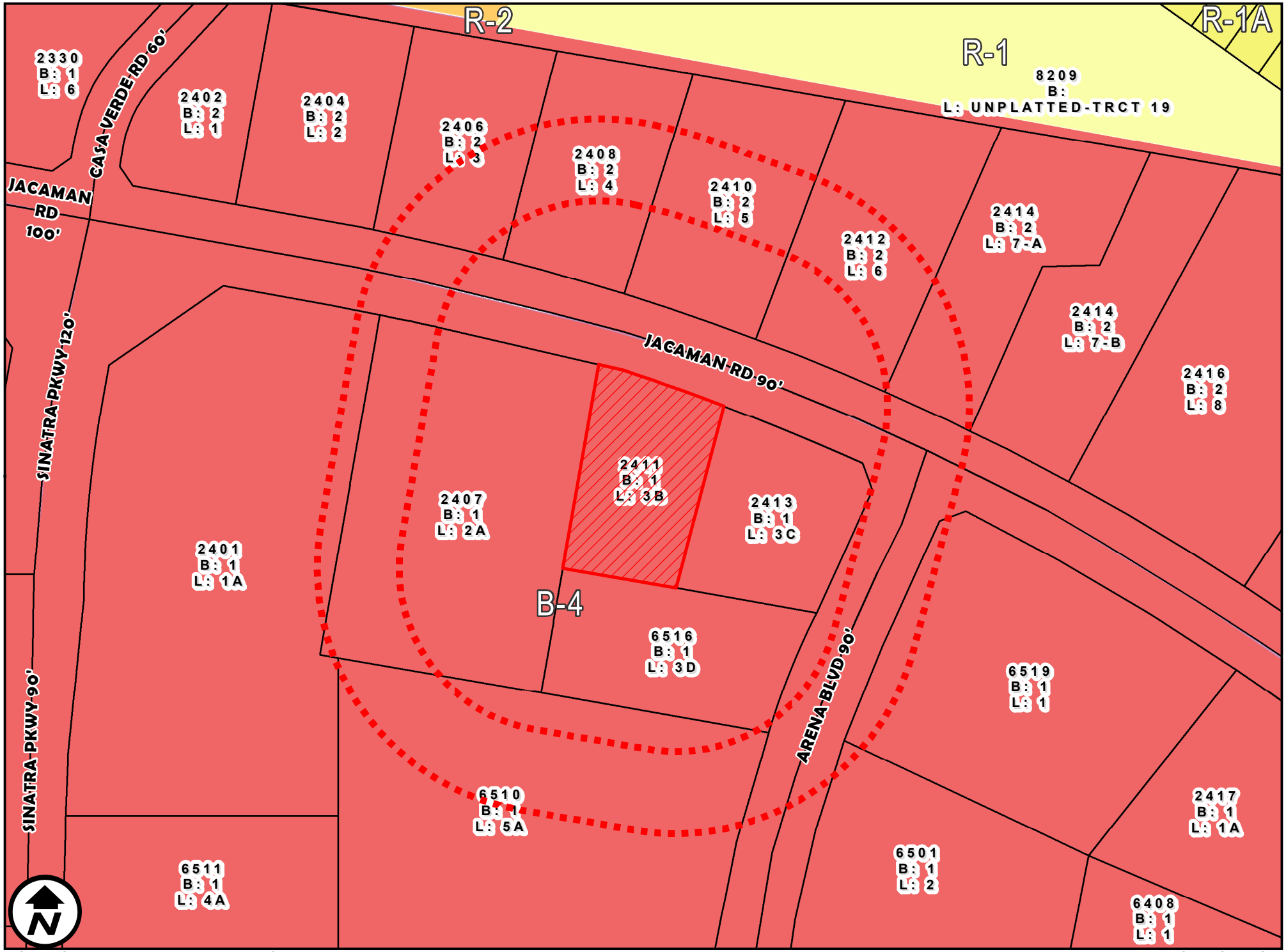


DIMENSIONS MAP

1 inch = 150 feet

ZC-076-2025
COUNCIL DISTRICT 5
2411 JACAMAN ROAD

APPLICATION FO
B-4 (HIGHWAY COMMERCIAL DISTRICT) TO
S.U.P. FOR SMOKING ESTABLISHMENT (CIGAR LOUNGE WITH ON-PREMISE ALCOHOL CONSUMPTION)

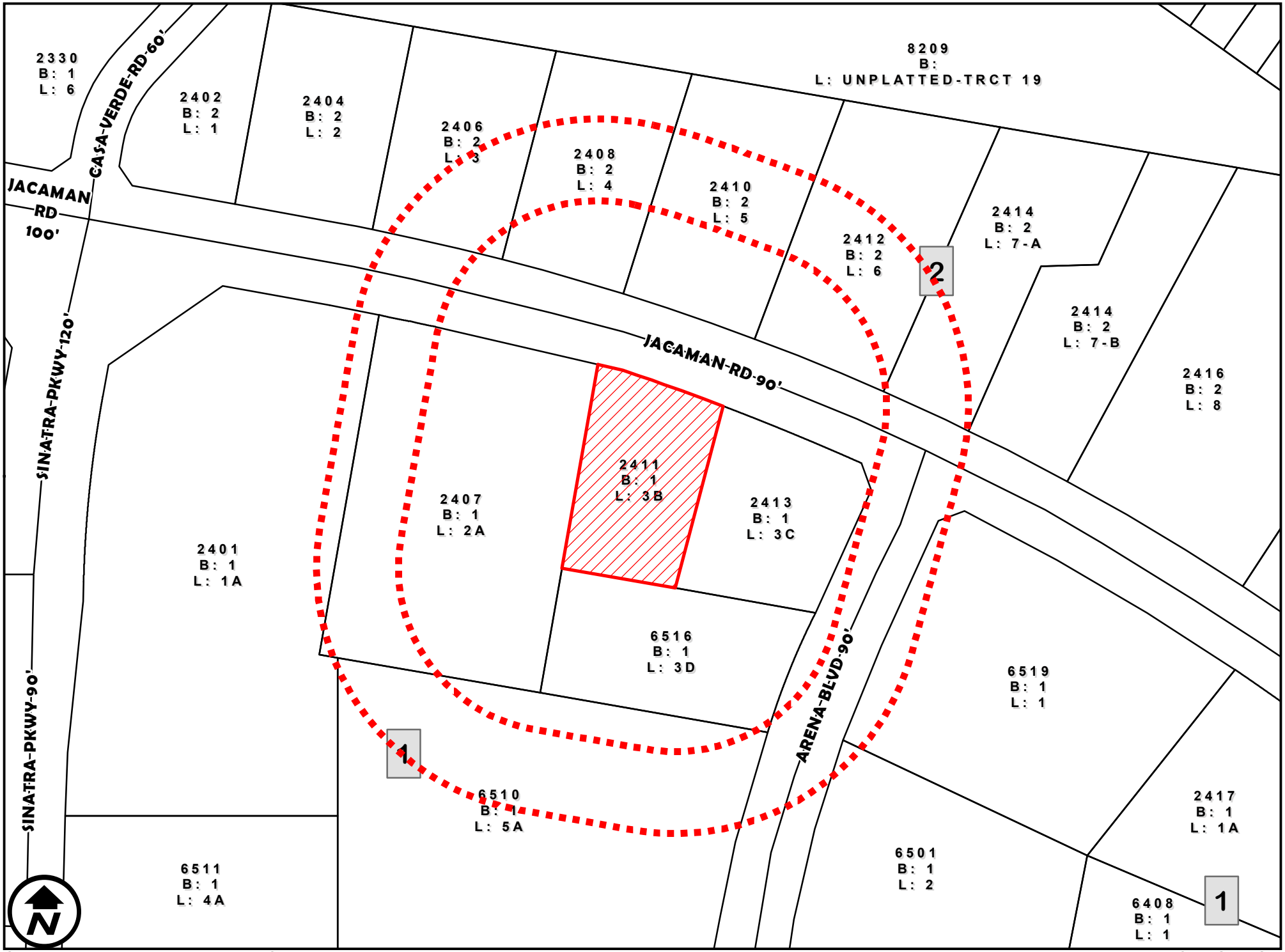


ZONING MAP

1 inch = 150 feet

ZC-076-2025
COUNCIL DISTRICT 5
2411 JACAMAN ROAD

APPLICATION FO
B-4 (HIGHWAY COMMERCIAL DISTRICT) TO
S.U.P. FOR SMOKING ESTABLISHMENT (CIGAR LOUNGE WITH ON-PREMISE ALCOHOL CONSUMPTION)

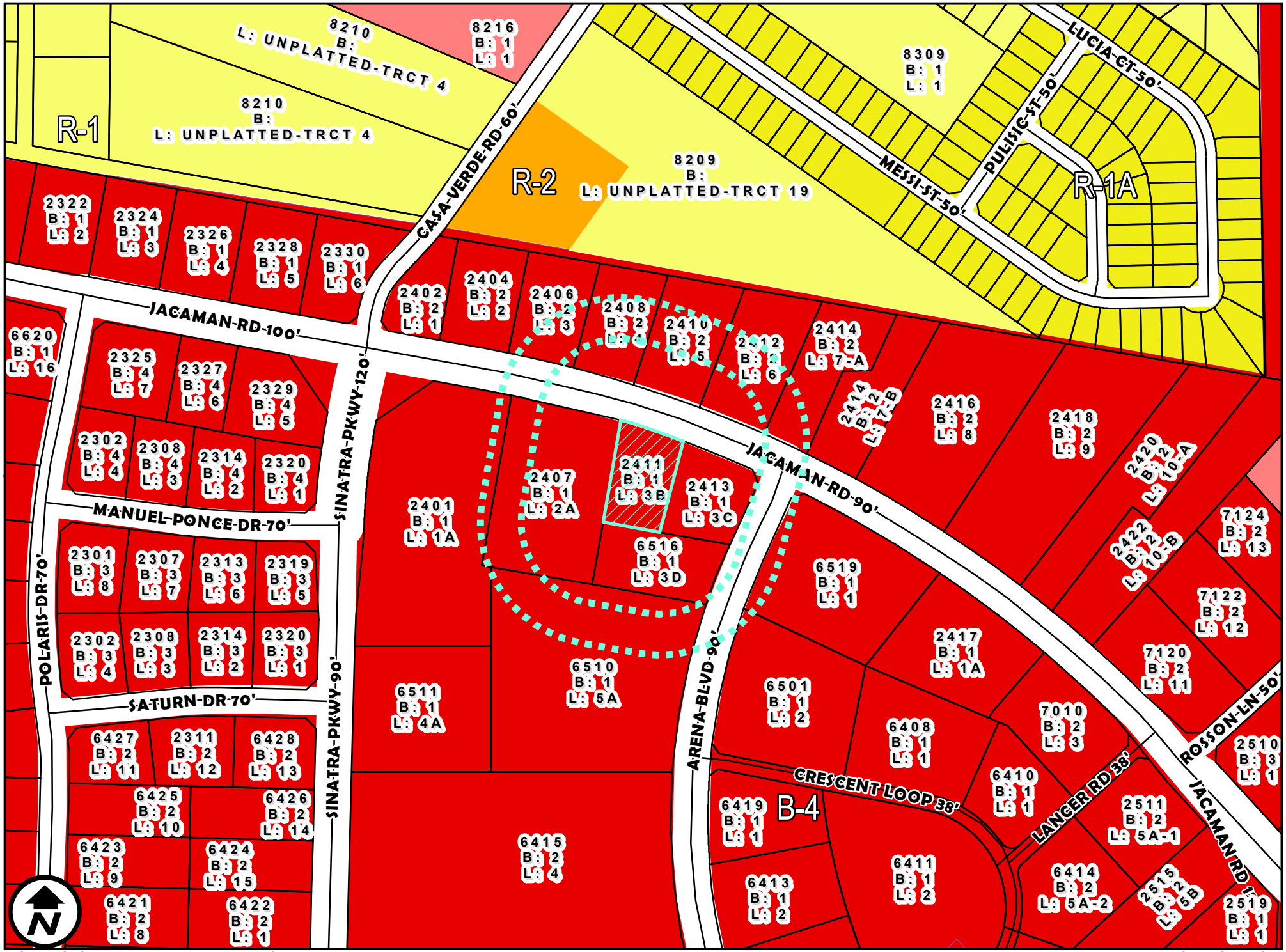


SURVEY MAP

1 inch = 150 feet

ZC-076-2025
COUNCIL DISTRICT 5
2411 JACAMAN ROAD

APPLICATION FO
B-4 (HIGHWAY COMMERCIAL DISTRICT) TO
S.U.P. FOR SMOKING ESTABLISHMENT (CIGAR LOUNGE WITH ON-PREMISE ALCOHOL CONSUMPTION)

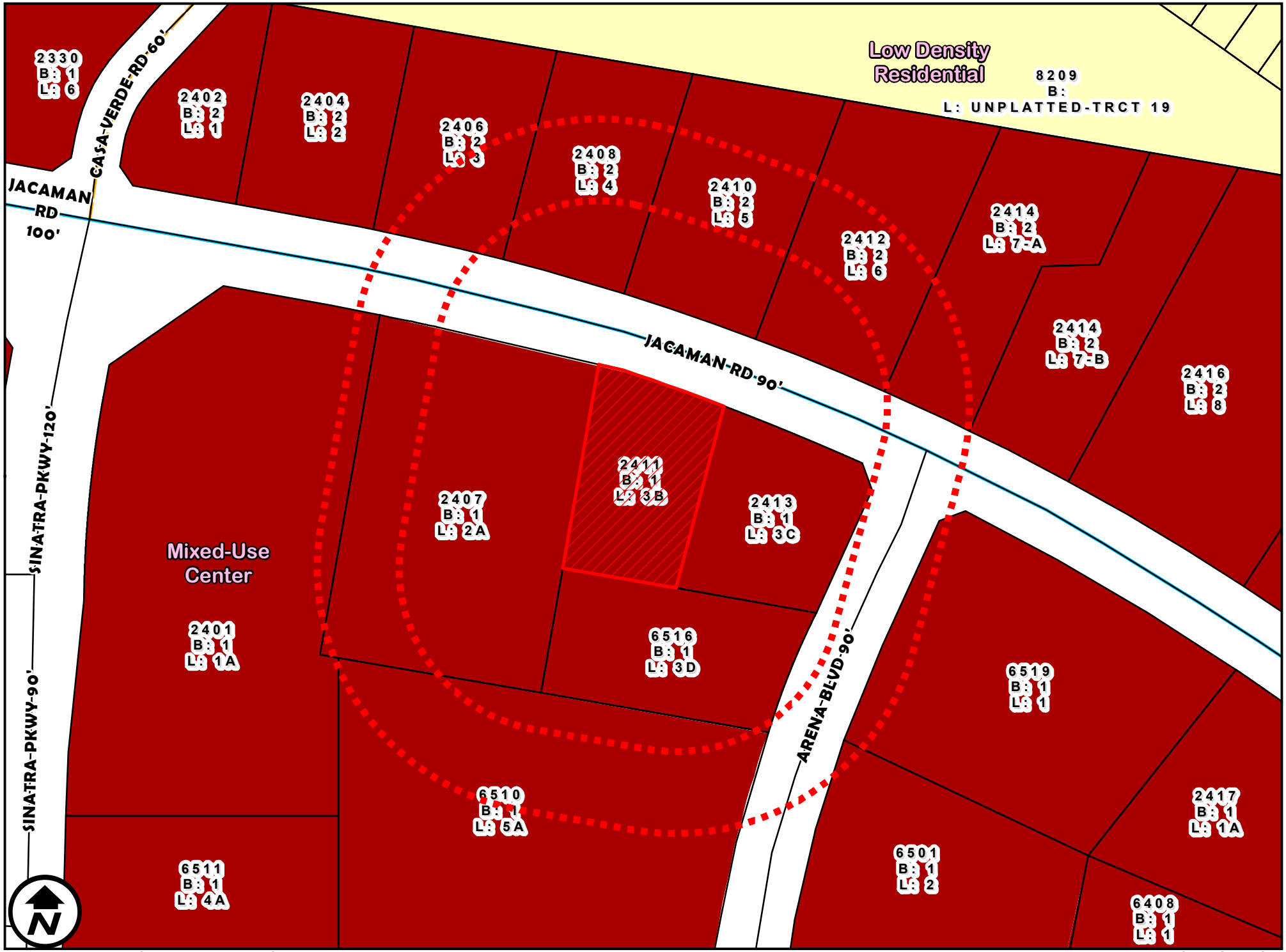


ZONING OVERVIEW

1 inch = 300 feet

ZC-076-2025
COUNCIL DISTRICT 5
2411 JACAMAN ROAD

APPLICATION FO
B-4 (HIGHWAY COMMERCIAL DISTRICT) TO
S.U.P. FOR SMOKING ESTABLISHMENT (CIGAR LOUNGE WITH ON-PREMISE ALCOHOL CONSUMPTION)

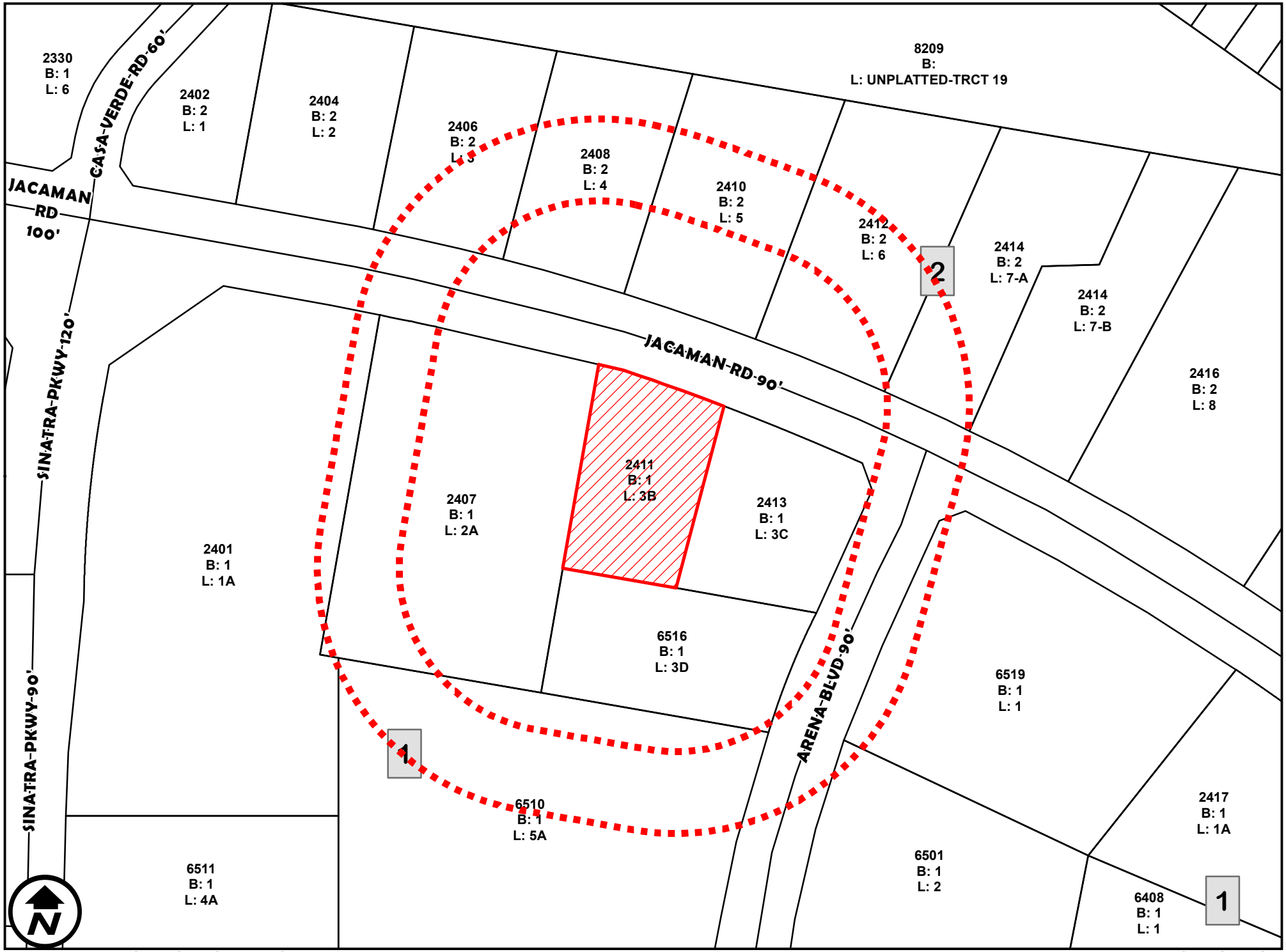


FUTURE LANDUSE

1 inch = 150 feet

ZC-076-2025
COUNCIL DISTRICT 5
2411 JACAMAN ROAD

APPLICATION FO
B-4 (HIGHWAY COMMERCIAL DISTRICT) TO
S.U.P. FOR SMOKING ESTABLISHMENT (CIGAR LOUNGE WITH ON-PREMISE ALCOHOL CONSUMPTION)

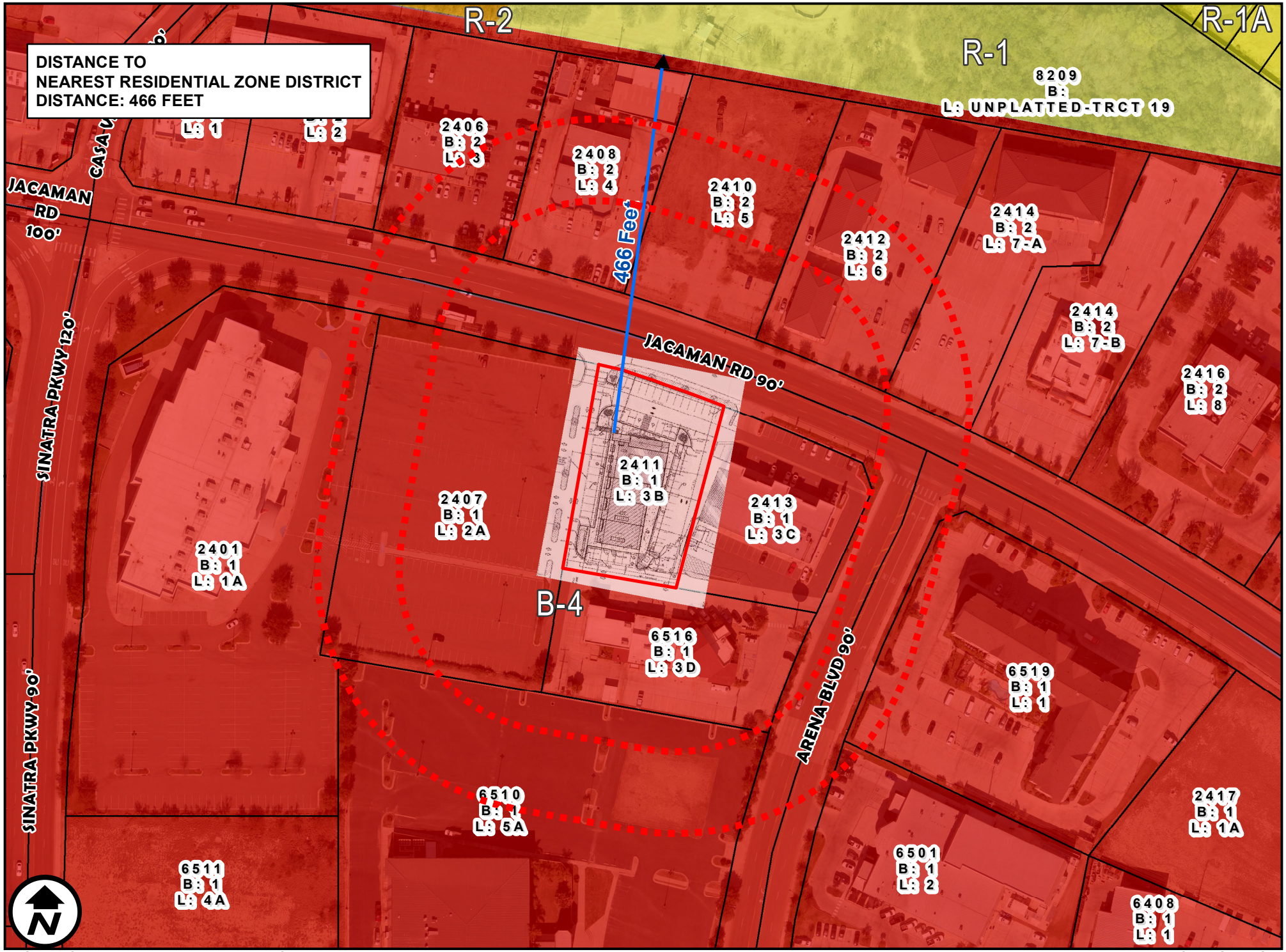


200' AND 300' NOTIFICATION

1 inch = 150 feet

ZC-076-2025
COUNCIL DISTRICT 5
2411 JACAMAN ROAD

APPLICATION FC
B-4 (HIGHWAY COMMERCIAL DISTRICT) TO
S.U.P. FOR SMOKING ESTABLISHMENT (CIGAR LOUNGE WITH ON-PREMISE ALCOHOL CONSUMPTION)



DISTANCE MAP

1 inch = 150 feet

ZC-076-2025
COUNCIL DISTRICT 5
2411 JACAMAN ROAD

APPLICATION FO
B-4 (HIGHWAY COMMERCIAL DISTRICT) T
S.U.P. FOR SMOKING ESTABLISHMENT (CIGAR LOUNGE WITH ON-PREMISE ALCOHOL CONSUMPTION)

Geronimo Treviño Jr
Owner
Porciónes Cigar and Whiskey Lounge
2411 Jacaman Rd, Suite 400
Laredo, TX 78041
Gerot25@gmail.com
281-967-8876

Date: August 27, 2025

To:
City of Laredo Council Members
Planning and Zoning Department
1110 Houston Street
Laredo, TX 78040

RE: Request for Special Use Permit (SUP) for Porciónes Cigar and Whiskey Lounge — 2411 Jacaman Rd, Suite 400, Laredo, TX 78041

Dear Council Members and Planning and Zoning Officials,

On behalf of Porciónes Cigar and Whiskey Lounge, I respectfully submit this formal request for a Special Use Permit (SUP) to operate a cigar lounge with limited alcohol spirits available for purchase for on premise consumption at 2411 Jacaman Rd, Suite 400, Laredo, TX 78041.

Business Overview

Porciónes Cigar and Whiskey Lounge is envisioned as a refined, adult-only establishment that brings together the enjoyment of premium cigars, fine spirits, and crafted cocktails in an upscale and comfortable environment. This will be the first establishment of its kind in Laredo, Texas, offering both cigars and limited alcoholic beverages for purchase.

Our primary offerings will include:

- Premium hand-rolled cigars sourced from reputable manufacturers.
- Cigar accessories such as cutters, lighters, humidors, and ashtrays.

- Cigar memberships offering discounts on cigars and their accessories.
- Cigar lockers available for rent with an annual fee.
- Mail order cigar subscriptions.
- A limited selection of top-shelf whiskeys and fine spirits.
- A small cocktail menu featuring crafted classic and contemporary recipes.

To ensure a comfortable and high-quality experience for all patrons and staff, a dedicated HVAC system with integrated smoke eradication and air purification systems will be installed. This system will be designed specifically to meet the standards of cigar lounges, removing smoke and maintaining optimal air quality throughout the premises.

Operating Hours & Regulatory Compliance

Porciónes Cigar and Whiskey Lounge proposes operating hours of:

9:00 AM to 9 PM, Monday - Thursday

9:00 AM to 11 PM, Friday and Saturday

12:00 PM to 8 PM, Sunday

These hours will remain fully compliant with all local ordinances and requirements applicable to Smoking Establishments under the City of Laredo regulations and state law. All tobacco and alcohol sales will strictly adhere to Texas state and federal regulations. Local ordinances will be strictly enforced to ensure tobacco and tobacco products are in excess of 50% of the businesses gross revenue, as required under the special use permit. Accounting records will be available for review upon request to substantiate each quarter’s revenue requirements.

Our target audience consists solely of adults aged 21 years and older, who are legally permitted to purchase and consume tobacco and alcoholic products. No persons under the legal age will be permitted entry, and we will enforce a strict age verification policy through government-issued photo identification at the point of entry and purchase.

Please note that no vaping products, THC-based products, or cigarettes will be sold or permitted within the premises. The focus is exclusively on premium cigar culture and quality spirit appreciation.

Facility & Capacity

The proposed site comprises approximately 1,340 square feet, which supports a modest but intimate occupancy model. Adequate parking is available onsite to accommodate the anticipated volume of patrons.

We are committed to maintaining a clean, well-managed, and respectful business presence in alignment with community values and expectations

A Cultural and Historic Experience

Porciónes Cigar and Whiskey Lounge is more than just a business—it is a tribute to the rich history of Laredo, TX. Our name, "Porciónes," honors the Visita General of 1767, when land grants or "porciónes" were issued to settlers, establishing the cultural and geographic foundations of our city.

Our goal is to bring a metropolitan-level experience to Laredo, offering cigar aficionados and enthusiasts a place to enjoy exceptional products, meaningful conversation, and the cultural pride of our unique border community.

We appreciate your time and consideration of our request for a Special Use Permit. We are happy to comply with any additional requirements or inspections necessary to move forward and welcome the opportunity to contribute to Laredo's vibrant business landscape.

Please do not hesitate to contact me directly with any questions or requests for further information.

Sincerely,



Geronimo Treviño Jr.

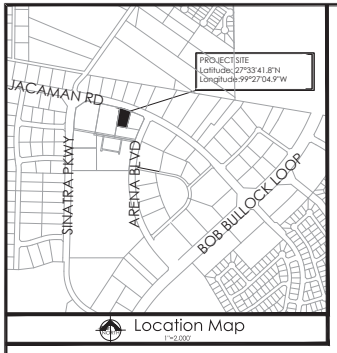
Owner

Porciónes Cigar and Whiskey Lounge

281-967-8876

Gerot25@gmail.com

EXHIBIT A



Location Map
1"=2,000'

CALL BEFORE YOU DIG
811 or 1-800-344-8377
Texas 811
www.texas811.org

EXISTING ZONING:

SECTION 24-77
DIMENSIONAL STANDARDS
B-4, HIGHWAY COMMERCIAL DISTRICT

FRONT YARD SET BACK: 25'
SIDE YARD SET BACK: 10'
REAR YARD SET BACK: 20'

TABLE 208.2 PARKING SPACES

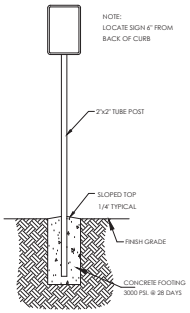
Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

2010 ADA STANDARD FOR ACCESSIBLE DESIGN

LEGEND

- EX. RUNOFF FLOW
- PR. RUNOFF FLOW
- EX. TRAFFIC FLOW
- PR. TRAFFIC FLOW
- TC: 500.00 / CG:500.00 — PR. TOP OF CURB
- FF= 511 — FINISH FLOOR ELEVATIONS
- FIRE HYDRANT
- WM — EX. WATER METER
- MH — EX. WASTEWATER MANHOLE
- PR. WASTEWATER MANHOLE
- W.L. — WATER LINE
- W.W.L. — WASTEWATER LINE

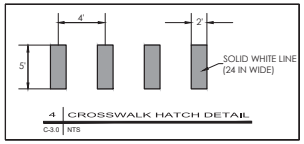
2 | STRIPED DETAIL
C-3.0 NTS



3 | SIGN ON POLE DETAIL
C-3.0 N.T.S.

KEY NOTE (CIVIL)

1. 4" YELLOW SOLID LINE (PARKING)
2. PROPOSED HANDICAP SIGN;REFER TO SHEET C-7 FOR ADDITIONAL DETAILS.
3. PROPOSED HANDICAP PARKING SPACE WITH 96" VAN ACCESSIBLE ISLAND; SECONDARY ISLAND OF 60"
4. PROPOSED ACCESSIBLE ROUTE; MAXIMUM OF 5% SLOPE OTHERWISE USE TRUNCATED DOME SURFACE; REFER TO DETAILS IN SHEET C-7
5. PROPOSED CURB AND GUTTER TYPE A; REFER TO DETAIL 11 IN SHEET C-7.
6. PROPOSED CONCRETE SIDEWALK TO BE PLACED AT MINIMUM OF 1" BELOW BUILDING FINISH FLOOR (EXCEPT AT MAIN ENTRANCES; MATCH FINISH FLOOR)
7. PROPOSED LANDSCAPING AREA/TREE
8. PROPOSED REMOVAL AND PROPER DISPOSAL OF EXISTING ASPHALT PAVEMENT
9. PROPOSED CONCRETE WHEEL STOPS
10. PROPOSED DUMPSTER AREA; REFER TO ARCHITECTURAL PLANS FOR DETAILS.
11. PROPOSED CONCRETE STAIRS WITH HAND RAILING
12. PROPOSED HANDICAP RAM P WITH RAILING ON BOTH SIDES
13. PROPOSED YELLOW PAINT CURB ON AREAS WHERE CURVE IS HIGHER THAN 6"
14. PROPOSED BLOCK WALL; REFET TO DETAIL 5 IN THIS SHEET



4 | CROSSWALK HATCH DETAIL
C-3.0 NTS

CROSSWALK STRIPPING

When crosswalk lines are used, they shall consist of solid white lines that mark the crosswalk. They shall be not less than 150 mm (6 in) nor greater than 600 mm (24 in) in width.

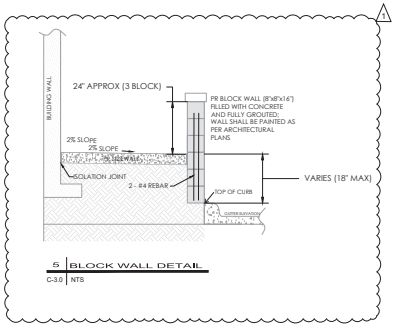
Guidance:

If transverse lines are used to mark a crosswalk, the gap between the lines should not be less than 1.8 m (6 ft). If diagonal or longitudinal lines are used without transverse lines to mark a crosswalk, the crosswalk should be not less than 1.8 m (6 ft) wide. Crosswalk lines, if used on both sides of the crosswalk, should extend across the full width of pavement or to the edge of the intersecting crosswalk to discourage diagonal walking between crosswalks For added visibility, the area of the crosswalk may be marked with white diagonal lines at a 45-degree angle to the line of the crosswalk or with white longitudinal lines parallel to traffic flow.

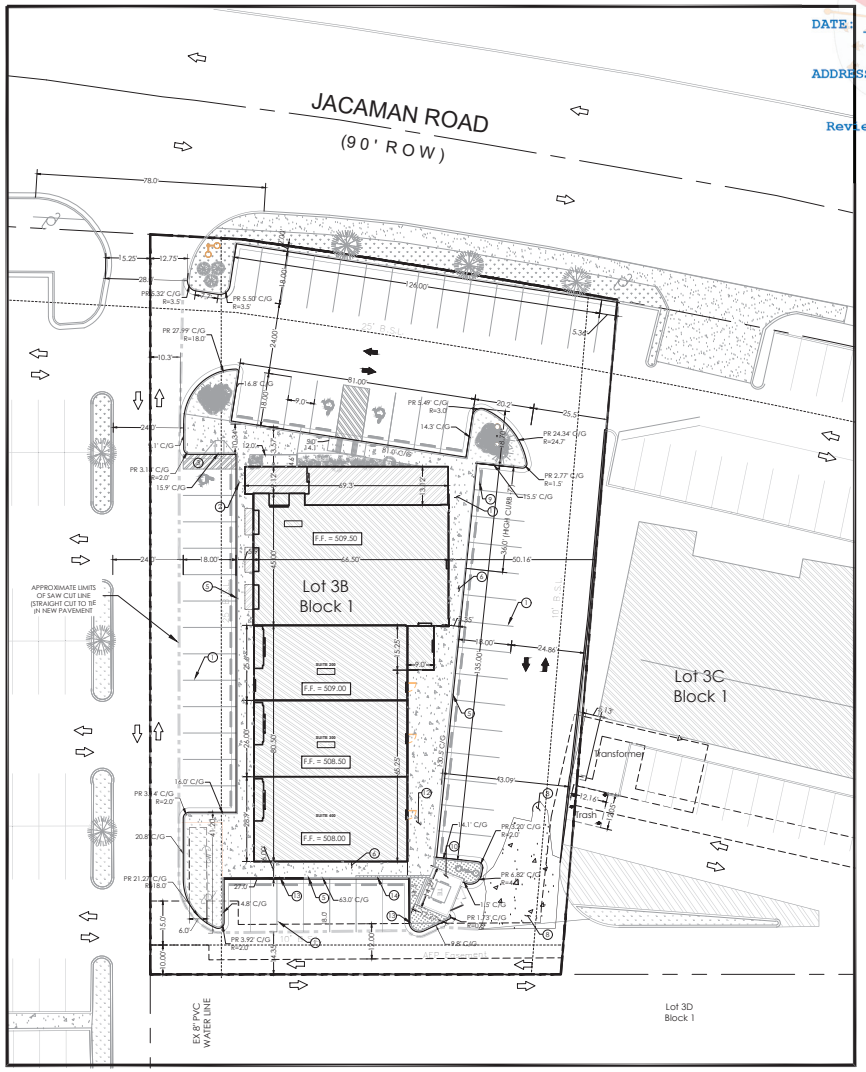
When diagonal or longitudinal lines are used to mark a crosswalk, the transverse crosswalk lines may be omitted. This type of marking may be used at locations where substantial numbers of pedestrians cross without any other traffic control device, at locations where physical conditions are such that added visibility of the crosswalk is desired, or at places where a pedestrian crosswalk might not be Expected.

Guidance:

If used, the diagonal or longitudinal lines should be 300 to 600 mm (12 to 24 in) wide and spaced 300 to 1500 mm (12 to 60 in) apart. The marking design should avoid the wheel paths, and the spacing should notexceed 2.5 times the line width.



5 | BLOCK WALL DETAIL
C-3.0 NTS



1 | DIMENSIONAL PLAN
C-3.0 1"= 20'

SUBJECT TO FIELD INSPECTION

redline
1119 FLORES AVE. STE 200 LAREDO, TEXAS 78040
956.727.5391 WWW.REDLINEARCHITECTURE.COM

DATE: 4/3/2024

ADDRESS: 2411 JACAMAN RD

Reviewed for Code Compliance
CITY OF LAREDO, TEXAS
1755

CASA AZUL RESTAURANT & PLAZA
2411 Jacaman Road (Including Suite 101)
Laredo, TX 78041

ENGINEER'S SEAL:
STATE OF TEXAS
DANIEL GOMEZ
90146
LICENSED
PROFESSIONAL ENGINEER
10.21.22

No.	Description	Date
1.	Addendum 1	10.21.2022

Daniel Gomez Engineering, PC.
Firm Registration # 9224
7110 Rocio Dr. Suite #4
Laredo, Texas 78041
PH: 956.723.6636

DIMENSIONAL PLAN

Project number	861214.00;DG 2217
Date	10.21.2022
Drawn by	JF
Checked by	DG

C-3.0

Scale 1"=20'

GENERAL CODE ANALYSIS:

PROJECT DESCRIPTION: THIS PROJECT IS FOR A NEW RESTAURANT, THREE (3) SHELL SUITES AND SITE IMPROVMENTS. THE THREE (3) SHELL SUITES ARE FOR FUTURE TENANTS AND WILL BE UNDER A SEPARATE PERMIT. THE RESTAURANT CONSIST OF A KITCHEN, DINING, BAR, WAITING AREA, AND RESTROOMS. PARKING LOT SERVICES TO INCLUDE CIVIL, STRUCTURAL AND MEP. SITE IMPROVMENTS CONSIST OF GRADING, UTILITY, PARKING LOT, SIDEWALKS, FIRE HYDRANT AND DRAINAGE SYSTEM INSTALLATIONS.

BUILDING USE:	RESTAURANT BUILDING
CONSTRUCTION TYPE:	V-B (ONE STORY)
FIRE SPRINKLERS:	AUTOMATIC SPRINKLER SYSTEM REQUIRED
OCCUPANCY:	GROUP B WITH ACCESSORY A-2 USES

(BLDG AREA HAS BEEN CALCULATED USING NON-SEPARATED USES)

UNITS	BUILDING AREAS		
RESTAURANT	2,671 GSF		
FUTURE SUITE 200	1,333 GSF		
FUTURE SUITE 300	1,319 GSF		
FUTURE SUITE 400	1,469 GSF		
PATIO AREA	139 GSF		
COVERED AREAS	438 GSF		
TOTAL AFFECTED AREA	7,369 GSF		

ACCESSIBILITY REQUIREMENTS:

SITE:	5 ACCESS POINTS ARE PROVIDED AND 3 ACCESSIBLE PER VESTING AUTHORITY
BUILDING COMMON WORK AREAS: (USED BY MORE THAN ONE PERSON)	ALL ARE ACCESSIBLE PER VESTING AUTHORITY REQUIREMENTS LISTED BELOW
ACCESSIBLE PARKING: (SEE SITE PLAN)	REFER TO BUILDING PLAN
VESTING AUTHORITIES:	ALL COMMON AREA AND SITE SHALL CONFORM TO THE TEXAS ACCESSIBILITY STANDARDS OF THE ARCHITECTURAL BARRIER ACT (ARTICLE 9102) AND WITH THE UNITED STATES ACCESS BOARD, ADA 1990. REFER TO BUILDING PLAN.

EXTERIOR WALL FIRE RESISTIVE RATING (V-B CONST.) BASED ON FIRE SEPARATION (TABLE 602)

X < 5'	1 HOUR	X = FIRE SEPARATION DISTANCE
5' < X < 10'	1 HOUR	
10' < X < 30'	1 HOUR	
X > 30'	NR	

FIRE RESISTANCE RATING REQT'S:

STRUCTURAL FRAME INCLUDING COLUMNS, GIRDERS, TRUSSES	0 HOURS
BEARING WALLS EXTERIOR*	
INTERIOR	0 HOUR
NONBEARING WALLS & PARTITIONS EXTERIOR	0 HOURS
INTERIOR	0 HOURS
FLOOR CONSTRUCTION INCLUDING SUPPORTING BEAMS & JOISTS	0 HOURS
ROOF CONSTRUCTION INCLUDING SUPPORTING BEAMS & JOISTS	0 HOURS

*FIRE SEPARATION DISTANCE IS GREATER THAN 10' ON ALL SIDES.

BASED ON TABLES 601 AND 602 OF 2000 IBC.

*NOT APPLICABLE TO SCOPE OF THIS PROJECT

MAXIMUM AREA OF EXTERIOR WALL OPENINGS BASED ON FIRE SEPARATION (TABLE 704.8 - MAXIMUM EXTERIOR WALL OPENINGS)

UNPROTECTED OPENINGS GREATER THAN 30': NO LIMIT

PLUMBING FIXTURE COUNT: RESTAURANT

TOTAL OCCUPANTS: 83 / 2 (MEN & WOMEN) = 41.5

TOILET REQUIREMENTS:
1:75
4 TOILETS PROVIDED

LAVATORY REQUIREMENTS:
1:200
4 LAVATORYS PROVIDED

DRINKING FOUNTAIN REQUIREMENTS:
WATER BOTTLE SERVICES WILL BE PROVIDED

SERVICE SINK (1 MIN.):
1 PROVIDED

NOTE: FUTURE SUITES N/A BECUSE THEY ARE A SHELL AND NOT OCCUPIED.

EXIT TRAVEL DISTANCE:

ACCORDING TO SECTION 1015

RESTAURANT:
DIAGONAL DISTANCE = 73'-4"
1/2 OF DIAGONAL = 36'-8"
EXIT SEPARATION = 63'-0"
EXIT SEPARATION = 39'-4"
EXIT SEPARATION = 37'-4"

SUITE 200:
DIAGONAL DISTANCE = 53'-10"
1/2 OF DIAGONAL = 26'-11"
EXIT SEPARATION = 49'-8"

SUITE 300:
DIAGONAL DISTANCE = 53'-8"
1/2 OF DIAGONAL = 26'-10"
EXIT SEPARATION = 48'-0"

SUITE 400:
DIAGONAL DISTANCE = 54'-9"
1/2 OF DIAGONAL = 27'-4 1/2"
EXIT SEPARATION = 48'-0"

SECTION 1016 - CORRIDORS
-NO RATING REQUIRED WITH SPRINKLED BUILDING
-NO CORRIDORS IN BUILDING (ONLY WIN SUITE)

CODE ANALYSIS LEGEND:

- BUSINESS OCCUPANCY (B)
- RESTAURANT (A-2 KITCHEN & BAR)
- RESTURANT (A-2 WAITING AREA)
- RESTURANT (A-2 DINING AREA) INTERIOR
- X SF (X OCC.) — CALCULATED ROOM OCCUPANT LOAD
- PRIMARY EGRESS PATH
- SECONDARY EGRESS PATH
- BUILDING DIAGONAL EXIT SEPARATION DISTANCE
- EXIT TRAVEL DISTANCE MAX. NOT TO EXCEED 200'
- ONE-HOUR FIRE ASSEMBLY • FULL HEIGHT PARTITION • 5/8" TYP X GYP BOARD ON EACH SIDE
- 20 — FIRE RATED DOOR (IN MINUTES); IF REQD

FIRE ALARM SYSTEM LEGEND:

- A — ANSULARY SYSTEM
- EXIT — EMERGENCY EXIT
- H — HEAT DETECTOR
- S — SMOKE DETECTOR
- EL — EMERGENCY LIGHTING
- FHS — FIRE HORN STROBE
- FS — FIRE STROBE
- FAP — FIRE ALARM PANEL
- FP — FIRE PULL

*ALARM SYSTEM TO COMPLY WITH LOCAL, INTERNATIONAL BUILDING CODE, NFPA AND U.L. VERIFY ALL LOCATIONS AND DEVICES WITH EQUIPMENT VENDOR AND/OR MEP DRAWINGS

OCCUPANT LOAD INFORMATION:

KITCHEN: #104:
- KITCHEN #104: FLOOR AREA = 480 GSF, OCCUPANY (1:200) = 2.4
- BAR AREA: FLOOR AREA = 220 GSF, OCCUPANCY (1:200) = 1.1

ASSEMBLY:
- WAITING #00: FLOOR AREA = 98 GSF, OCCUPANCY (1:5) = 19.6

DINING:
- RESTAURANT #100: FLOOR AREA = 748.32 GSF, OCCUPANCY (1:15) = 36.49
- PATIO AREA: FLOOR AREA = 354.1 GSF, OCCUPANCY (1:15) = 23

FUTURE SUITE:
- ROOM #200: FLOOR AREA = 1,240 GSF, OCCUPANCY (1:100) = 12.89

FUTURE SUITE:
- ROOM #300: FLOOR AREA = 1,226 GSF, OCCUPANCY (1:100) = 12.68

FUTURE SUITE:
- ROOM #400: FLOOR AREA = 1,340 GSF, OCCUPANCY (1:100) = 13.68

OVERALL BUILDING:

FLOOR AREA 7,369 GSF
TOTAL OCCUPANCY = 121.68 = 122OCCUPANTS
EXIT WIDTH REQD = 0.2 X 122 = 24.4"
EXIT WIDTH PROVIDED = 36" X 13 = 468" (39" MIN.)
9 EXITS PROVIDED WITH DIRECT ACCESS TO THE EXTERIOR.

TOTAL OCCUPANT LOAD FOR RESTAURANT = 83 OCCUPANTS

TOTAL OCCUPANT LOAD FOR FUTURE SUITES = 40 OCCUPANTS

SITE INFORMATION:

BUILDING ADDRESS:	2411 JACAMAN ROAD LAREDO, TEXAS 78041
LOT AND BLOCK NO:	LOT 3C, BLOCK 1 LAREDO ARENA SUBDIVISION
ZONING:	B-4
FLOOD PLAIN:	NOT APPLICABLE
LOT COVERAGE (APPROXIMATE):	9.67 %
TOTAL SITE SQUARE FOOTAGE:	76,230 SF (1.75 ACRES)
IMPERVIOUS:	*NOT REQUIRED
PERVIOUS:	*NOT REQUIRED
AFFECTED SITE TOTAL AREA:	*NOT REQUIRED
AFFECTED SITE PERVIOUS AREA:	*NOT REQUIRED
FUTURE SITE AREA:	*NOT REQUIRED
ZONING REQUIREMENTS (REFER TO SITE PLAN)	
SETBACKS	
FRONT	25'-0"
REAR	20'-0"
SIDE	10'-0"
SIDE	20'-0"
PARKING:	
ACTUAL PARKING SPACES:	54
STANDARD SPACES:	51
ACCESSIBLE (STANDARD):	2
ACCESSIBLE (VAN):	1
CITY PARKING REQT'S:	
RESTAURANT	2,671 SF @ 12 PER 1000 SF = 32.05
BUSINESS (FUTURE TENANT SHELL)	4,121 SF @ 1 PER 200 SF = 20.61
SPACES REQ'D	53
SPACES SHOWN	54
ADA PARKING REQT'S:	
	1 SPACES REQ'D PER 4.1.2 TABLE 2

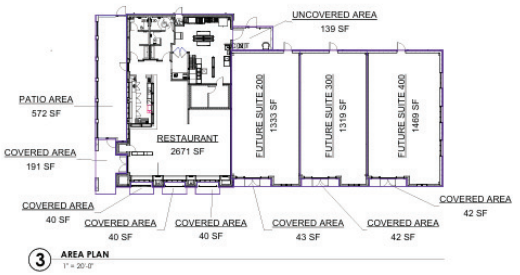
VERIFY ALL INFORMATION PROVIDED WITH CIVIL DRAWINGS, AS REQUIRED.
* REFER TO SHELL FOR MORE INFORMATION.

BUILDING CODE INFORMATION:

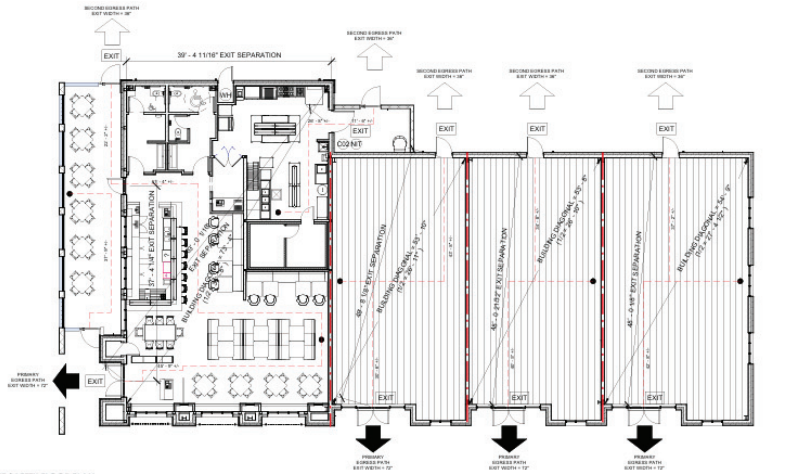
APPLICABLE BUILDING CODE:	2012 INTERNATIONAL BUILDING CODE 2012 INTERNATIONAL MECHANICAL CODE 2012 UNIFORM PLUMBING CODE 2015 INTERNATIONAL ENERGY CODE 2011 NATIONAL ELECTRIC CODE 2012 INTERNATIONAL FIRE CODE 2012 TEXAS ACCESSIBILITY STANDARDS w/ LOCAL AMENDMENTS
BUILDING AGENCY/JURISDICTION:	CITY OF LAREDO, TEXAS WEBB COUNTY
SEISMIC CATEGORY:	D
WIND EXPOSURE:	115 MPH; NOT APPLICABLE TO SCOPE OF WORK
SNOW LOAD:	0 LB/SF
FROST LINE DEPTH:	6"
SUSCEPTIBLE TO TERMITE DAMAGE:	YES: HEAVY; APPLICABLE TO SCOPE OF THIS PROJECT
WINTER DESIGN TEMPERATURE:	28°; NOT APPLICABLE TO SCOPE OF THIS PROJECT
ALLOWABLE BUILDING HEIGHT	40'-0"
ALLOWABLE BUILDING STORIES:	2 STORIES
ACTUAL BUILDING HEIGHT:	28'-0"
ACTUAL BUILDING STORIES:	01 w/ MEZZANINE
OCCUPANCY SEPARATION:	PROVIDED BETWEEN RESTAURANT AND EACH FUTURE SUITE
SMOKE DETECTION AND FIRE ALARMS:	TO BE PROVIDED PER 2012 INTERNATIONAL FIRE CODE
HEIGHT DETERMINATION (SECTION 504.2):	
ALLOWED:	1 STORY - 40'-0" TALL
AUTOMATIC SPRINKLER HEIGHT INCREASE:	+0 STORY - +0'-0" TALL 0 STORY - 0'-0" TALL
ALLOWED:	1 STORY - 28'-7" TALL
PROVIDED:	28'-0" (FROM LOWEST GRADE @ PERIMETER TO AVERAGE ROOF SERVICE HEIGHT)



2 OCCUPANT LOAD
1" = 20'-0"
REFER TO CODE ANALYSIS LEGEND



3 AREA PLAN
1" = 20'-0"



1 LIFE SAFETY FLOOR PLAN
1" = 10'-0"

redline architecture
1119 FLORES AVE, STE 200 LAREDO, TEXAS 78040
956.727.3391 WWW.REDLINEARCHITECTURE.COM

CASA AZUL RESTAURANT & PLAZA

2411 Jacaman Road
Laredo, TX 78041

ARCHITECT'S SEAL:

EXPIRES 9/30/2022

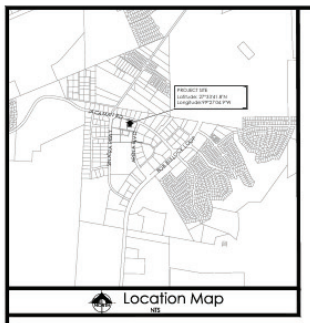
NO.	DESCRIPTION	REV.	DATE
1	BID SET / PERMIT SET	1	07.15.2022

LIFE SAFETY / BUILDING INFORMATION

Project number	861214.00
Date	07.15.2022
Drawn by	AT
Checked by	TLM
Scale	As indicated

A002

7/15/2022 9:25:10 AM



CALL BEFORE YOU DIG
811 or 1-800-344-8377
www.texas811.org

EXISTING ZONING:

SECTION 24-77
DIMENSIONAL STANDARDS
R-4, HIGHWAY COMMERCIAL DISTRICT

FRONT YARD SET BACK: 25'
SIDE YARD SET BACK: 10'
REAR YARD SET BACK: 20'

TABLE 208.2 PARKING SPACES

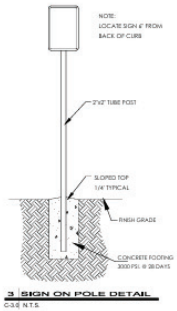
Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

2010 ADA STANDARD FOR ACCESSIBLE DESIGN

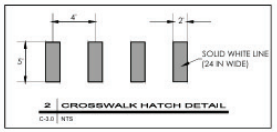
LEGEND

- EX. RUNOFF FLOW
- PR. RUNOFF FLOW
- EX. TRAFFIC FLOW
- PR. TRAFFIC FLOW
- EC 500.00 PR. TOP OF CURB
- G 500.00
- PR 511 FINISH FLOOR ELEVATIONS
- FIRE HYDRANT
- WM EX. WATER METER
- MH EX. WASTEWATER MANHOLE
- MH PR. WASTEWATER MANHOLE
- W.L. WATER LINE
- W.W.L. WASTEWATER LINE

2 STRIPED DETAIL
C-3.0 NTS



3 SIGN ON POLE DETAIL
C-3.0 N.T.S.



2 CROSSWALK HATCH DETAIL
C-3.0 NTS

CROSSWALK STRIPPING

When crosswalk lines are used, they shall consist of solid white lines that mark the crosswalk. They shall be not less than 150 mm (6 in) nor greater than 600 mm (24 in) in width.

Guidance:

If transverse lines are used to mark a crosswalk, the gap between the lines should not be less than 1.8 m (6 ft). If diagonal or longitudinal lines are used without transverse lines to mark a crosswalk, the crosswalk should be not less than 1.8 m (6 ft) wide. Crosswalk lines, if used on both sides of the crosswalk, should extend across the full width of pavement or to the edge of the intersecting crosswalk to discourage diagonal walking between crosswalks. For added visibility, the area of the crosswalk may be marked with white diagonal lines at a 45-degree angle to the line of the crosswalk or with white longitudinal lines parallel to traffic flow.

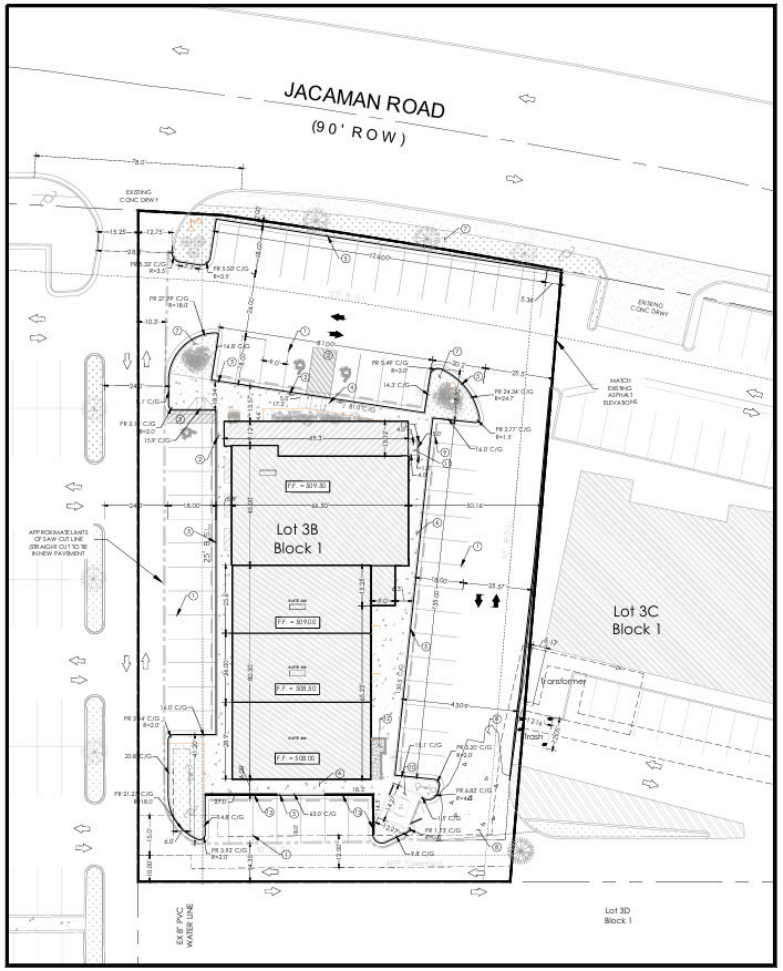
When diagonal or longitudinal lines are used to mark a crosswalk, the transverse crosswalk lines may be omitted. This type of marking may be used at locations where substantial numbers of pedestrians cross without any other traffic control device, at locations where physical conditions are such that added visibility of the crosswalk is desired, or at places where a pedestrian crosswalk might not be expected.

Guidance:

If used, the diagonal or longitudinal lines should be 300 to 600 mm (12 to 24 in) wide and spaced 300 to 1500 mm (12 to 60 in) apart. The marking design should avoid the wheel paths, and the spacing should notexceed 2.5 times the line width.

KEY NOTE (CIVIL)

1. 4" YELLOW SOLID LINE (PARKING)
2. PROPOSED HANDICAP SIGN;REFER TO SHEET C-7 FOR ADDITIONAL DETAILS.
3. PROPOSED HANDICAP PARKING SPACE WITH 96" VAN ACCESSIBLE ISLAND; SECONDARY ISLAND OF 60'
4. PROPOSED ACCESSIBLE ROUTE; MAXIMUM OF 5% SLOPE OTHERWISE USE TRUNCATED DOME SURFACE; REFER TO DETAILS IN SHEET C-7
5. PROPOSED CURB AND GUTTER TYPE A; REFER TO DETAIL 11 IN SHEET C-7.
6. PROPOSED CONCRETE SIDEWALK TO BE PLACED AT MINIMUM OF 1" BELOW BUILDING FINISH FLOOR (EXCEPT AT MAIN ENTRANCES; MATCH FINISH FLOOR)
7. PROPOSED LANDSCAPING AREA/TREE
8. PROPOSED REMOVAL AND PROPER DISPOSAL OF EXISTING ASPHALT PAVEMENT
9. PROPOSED CONCRETE WHEEL STOPS
10. PROPOSED DUMPSTER AREA; REFER TO ARCHITECTURAL PLANS FOR DETAILS.
11. PROPOSED CONCRETE STAIRS WITH HAND RAILING
12. PROPOSED HANDICAP RAM P WITH RAILING ON BOTH SIDES
13. PROPOSED YELLOW PAINT CURB ON AREAS WHERE CURVE IS HIGHER THAN 6"



1 DIMENSIONAL PLAN
C-3.0 1"= 20'

COMMENTS:

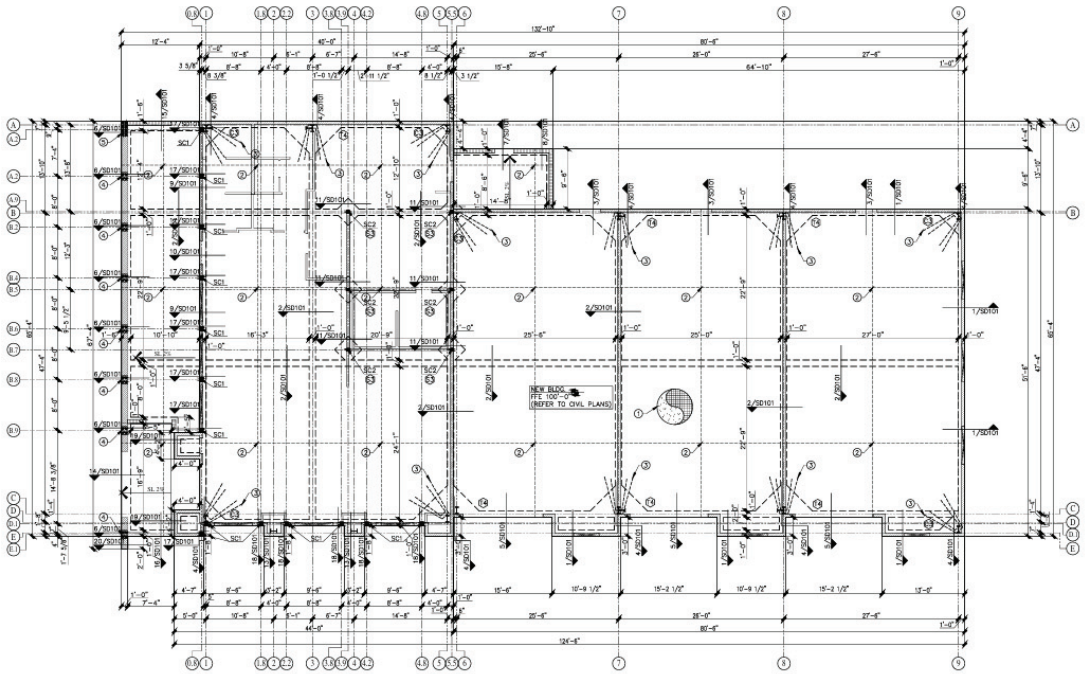
CASA AZUL PLAZA
2411 JACAMAN ROAD, LAREDO, TEXAS 78041
LAREDO ARENA SUBDIVISION, LOT 3B, BLOCK 1.

SHEET NAME:
DIMENSIONAL PLAN

PROJECT ENGINEER:
Daniel Gomez Engineering, PC
7110 Bocio Dr. Suite #4
Laredo, Texas 78041
(956) 763-4663
Firm Registration #9224

STATE OF TEXAS
DANIEL GOMEZ
90146
LICENSED PROFESSIONAL ENGINEER

Date:	07.15.2022
Revision:	
Project #:	2217
File Name:	CASA AZUL
Drawn by:	JF.DG
Scale:	1" = 20'
SHEET	C-3.0



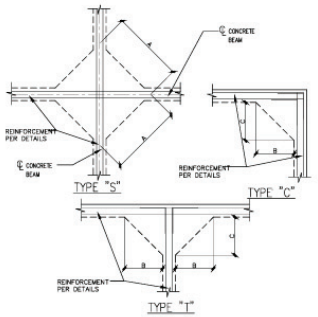
1 FOUNDATION PLAN
SCALE: 1/8" = 1'-0"

FOUNDATION NOTES

1. SEE SHEET S001 FOR GENERAL NOTES.
2. SEE SHEET S002 FOR TYPICAL METAL STUDS WALL DETAILS.
3. SEE SHEET S003 FOR TYPICAL CMU WALL DETAILS.
4. CONTRACTOR IS RESPONSIBLE FOR LOCATION OF ALL FLOOR DRAINS (F.D.) WHETHER OR NOT THEY ARE NOTED ON THE STRUCTURAL NOTES OR PLANS.
5. DIMENSIONS SHOWN ARE FOR GENERAL INFORMATION, COORDINATE WITH ARCHITECTURAL PLANS.
6. CONTRACTOR/SUBCONTRACTOR IS RESPONSIBLE FOR VERIFYING DIMENSIONS WITH ARCHITECTURAL PLANS BEFORE COMMENCING AS THE CONTRACTOR/ SUBCONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT/ENGINEER BEFORE THE WORK HAS BEGUN.
7. WALL LEGEND:
   - INDICATES 6" METAL STUD WALL: REFER TO SCHEDULE FOR TYPE AND GAGE.
   - INDICATES 8" CMU WALL WITH #5 BARS VERTICAL @ 32" O.C. AND (2) #5 BARS HORIZONTAL @ 48" O.C.
8. ABBREVIATIONS:
   - CL=CENTER LINE COLUMN
   - FOC=FACE OF COLUMN
   - FOW=FACE OF WALL
   - FFE=FINISH FLOOR ELEVATION
9. ALL ELEVATIONS REFERENCED HEREIN, ARE FROM THE BUILDING FINISH FLOOR ELEVATION OF 100'-0", REFER TO CIVIL PLANS FOR FINAL BUILDING ELEVATION.
10. REFER TO DETAIL 1/S003 FOR CMU CONTROL JOINTS, UNLESS NOTED OTHERWISE, CONTROL JOINTS SHALL START 1ST TO FT FROM CORNERS AND 20 FT O.C. IN BETWEEN.
11. REFER TO DETAIL 2&3/S101 FOR HAIRPINS AT RIGID FRAMES COLUMNS.

KEYED FOUNDATION NOTES

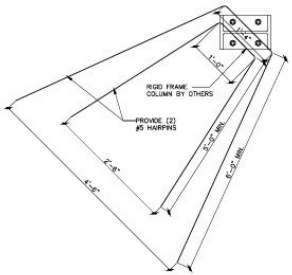
1. 5" THICK SLAB ON GRADE WITH #4 BARS @ 15" O.C. EACH WAY AT MID-DEPTH OF SLAB OVER 10 MIL VISQUEEN MOISTURE BARRIER OVER APPROVED COMPACTED FILL.
2. SLAB CONTROL JOINTS, SEE DETAIL 1/S001
3. HAIRPINS FOR ANCHOR BOLTS AT SLAB, RE:2 & 3/S101.
4. CMU PLASTER 12x16 WITH (4) #5 BARS VERTICAL WITH #3 TIES @ 8" O.C.
5. CMU PLASTER 12x32 WITH (4) #5 BARS VERTICAL WITH #3 TIES @ 8" O.C.



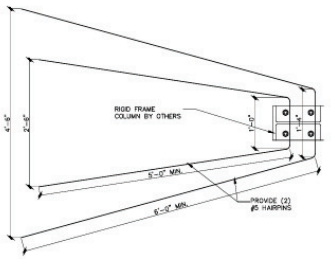
FOOTING SCHEDULE

TYPE	A	B	C	D	REINFORCING
F1		1'-0"	1'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
F2		2'-0"	2'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
F3		3'-0"	3'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
F4		4'-0"	4'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
F5		5'-0"	5'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
S3		3'-0"		3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
S4		4'-0"		3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
S5		5'-0"		3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
S6		6'-0"		3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
S7		7'-0"		3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
C1		1'-0"	1'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
C2		2'-0"	2'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
C3		3'-0"	3'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
C4		4'-0"	4'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM
C5		5'-0"	5'-0"	3'-0"	#5 BARS @ 12" O.C. EACH WAY @ TOP & BOTTOM

NOTE: D = FOOTING DEPTH BELOW FINISH FLOOR



3 TYPICAL HAIR-PINS AT CORNER COLUMNS
SCALE: 1" = 1'-0"



2 TYPICAL HAIR-PINS AT COLUMNS
SCALE: 1" = 1'-0"

STEEL COLUMN SCHEDULE

MARK	COLUMN SIZE	BASE PLATE	ANCHOR BOLTS
SC1	HSS 6x6x3/16	PL 1/2" x 6 5/8" x 0'-10"	(3) 1/2" DIA NELSON STUDS x 12" LONG
SC2	HSS 4x4x3/16	PL 1/2" x 8" x 0'-8"	(4) 1/2" DIA NELSON STUDS x 8" LONG

ANCHOR BOLT LENGTH SCHEDULE



TYPICAL ANCHOR BOLT

MINIMUM ANCHOR BOLT EMBEDMENT (1), (2)	
DIAMETER	EMBEDMENT
1/2" (4)	12"
5/8" (4)	18"
3/4" (5)	24"
7/8" (5)	24"
1" (5)	30"
1 1/8" (6)	30"
1 1/4" (6)	30"

1. AN ADDITIONAL 2" OF EMBEDMENT SHALL BE PROVIDED FOR ANCHOR BOLTS LOCATED ON TOPS OF COLUMNS AND PEDESTALS.
2. ANCHOR BOLTS SHALL BE A307 HEX HEAD BOLTS.
3. NOT USED
4. MINIMUM 1.5" EDGE DISTANCE IN CONCRETE.
5. MINIMUM 2" EDGE DISTANCE IN CONCRETE.
6. MINIMUM 2.75" EDGE DISTANCE IN CONCRETE.

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CASA AZUL RESTUARANT & PLAZA

2411 Jacaman Road
LAREDO, TX

SEAL

No.	Description	Rev.	Date
1	FOR PERMIT/BIDDING		14 JULY 22

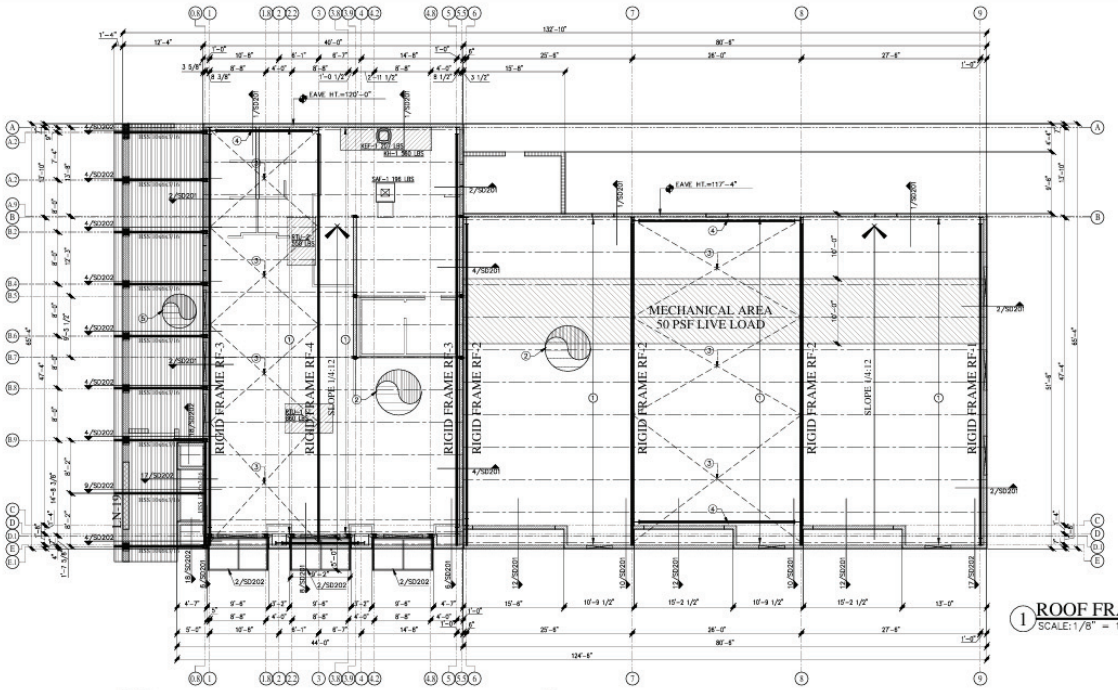
SYNERGY
STRUCTURAL ENGINEERING, INC.
1119 Flores Ave. SUITE 300
Laredo, TX. 78040
(956) 753-5863 synergy@synergy-se.com
TBPE Reg. No.: F-7981

FOUNDATION PLAN

Project number	SSE-22-038
Date	JULY 14, 2022.
Drawn by	VDA/LP
Checked by	VDA

S101

Scale



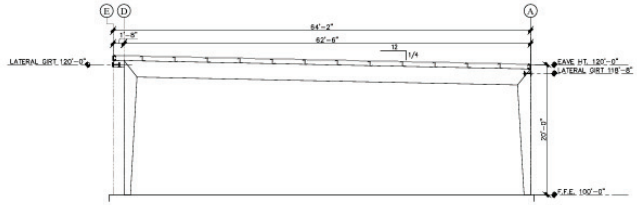
1 ROOF FRAMING PLAN
SCALE: 1/8" = 1'-0"

FRAMING GENERAL NOTES

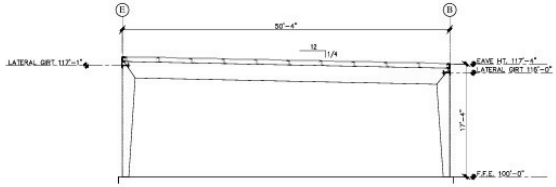
1. SEE SHEET S001 FOR GENERAL NOTES.
2. SEE SHEET S003 FOR TYPICAL METAL STUDS WALL DETAILS.
3. SEE SHEET S003 FOR TYPICAL CMU WALL DETAILS.
4. REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATION AND SIZE OF REFRIGERANT PIPING AND DUCT WORK, MECHANICAL UNITS, WEIGHTS, & SUPPORTS.
5. DIMENSIONS SHOWN ARE FOR GENERAL INFORMATION, COORDINATE WITH ARCHITECTURAL PLANS.
6. WALL LEGEND:
   - INDICATES 6" METAL STUD WALL: REFER TO SCHEDULE FOR TYPE AND GAGE
   - INDICATES 8" CMU WALL WITH #5 BARS VERTICAL @ 32" O.C. AND (2) #5 BARS HORIZONTAL @ 48" O.C.
6. ABBREVIATIONS:
   - CLC=CENTER LINE COLUMN
   - FOC=FACE OF COLUMN
   - FOW=FACE OF WALL
   - FFE=FINISH FLOOR ELEVATION
7. REFER TO DETAILS 17 THRU 20/S002 FOR TYPICAL INTERIOR PARTITION TOP OF WALL BRACING.
8. REFER TO SHEET S201 FOR PRE-ENGINEERED FRAME ELEVATIONS.

KEYED FRAMING NOTES

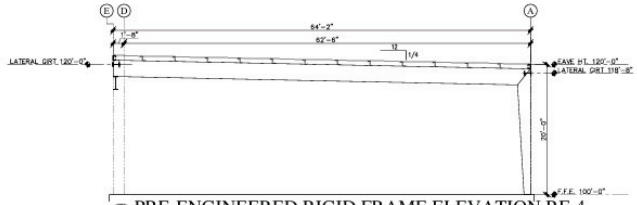
1. 8" ZEE PURLINS AT 5'-0" O.C. MAX. PROVIDE BRACING AND LAP AS REQUIRED BY PRE-ENGINEERED BUILDING MANUFACTURER.
2. ROOFING PER ARCHITECT OVER STRUCTURAL METAL DECK 1.5IB 22 GA. WITH SCREW PATTERN 36/4 WITH #12 TEKS AT SUPPORT AND #10 TEKS AT SIDE LAPS (5 PER SPAN).
3. DIAGONAL BRACING AS REQUIRED BY PRE-ENGINEERED BUILDING MANUFACTURER.
4. WIND FRAME AS REQUIRED BY PRE-ENGINEERED BUILDING MANUFACTURER.
5. ROOFING PER ARCHITECT OVER STRUCTURAL METAL DECK 1.5IB 20 GA. WITH SCREW PATTERN 36/4 WITH #12 TEKS AT SUPPORT AND #10 TEKS AT SIDE LAPS (5 PER SPAN).
6. MEZZANINE FLOOR JOISTS TO BE C6x8.2 @ 24" O.C.
7. FLOOR DECK TO BE 2" NORMAL WEIGHT CONCRETE DECK WITH WWF 6x6--W2.9xW2.9 OVER VULCRAFT METAL DECK D.SC 22 GA. WITH FASTENER PATTERN 33/4 WITH #12 TEK SCREWS AT SUPPORT AND #10 TEKS SCREWS @ 12" O.C. AT SIDELAPS. TOTAL THICKNESS OF SLAB = 2" (1.4" CONC. FILL + 0.6" MTL. DECK).



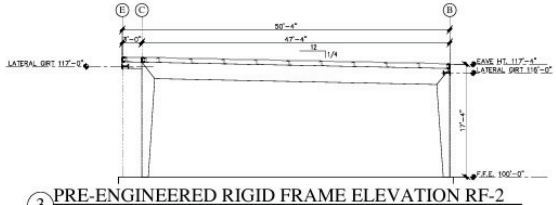
4 PRE-ENGINEERED RIGID FRAME ELEVATION RF-3
SCALE: 1/8" = 1'-0"



2 PRE-ENGINEERED RIGID FRAME ELEVATION RF-1
SCALE: 1/8" = 1'-0"



5 PRE-ENGINEERED RIGID FRAME ELEVATION RF-4
SCALE: 1/8" = 1'-0"



3 PRE-ENGINEERED RIGID FRAME ELEVATION RF-2
SCALE: 1/8" = 1'-0"

redline architecture
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CASA AZUL RESTUARANT & PLAZA

2411 Jacaman Road
LAREDO, TX

SEAL

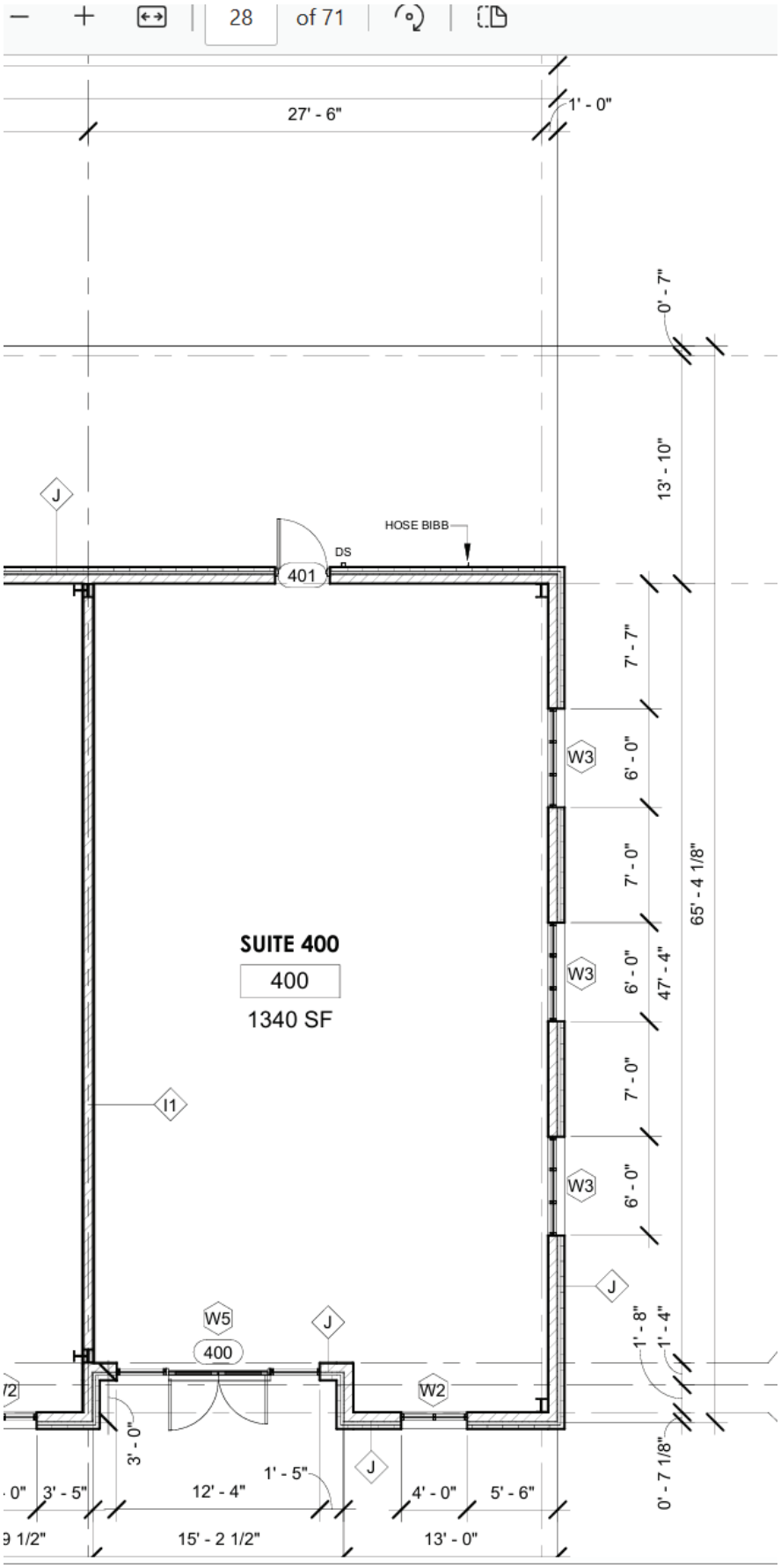
No.	Description	Rev.	Date
1	FOR PERMIT/BIDDING		14 JULY 22

SYNERGY
STRUCTURAL ENGINEERING, INC.
1119 Flores Ave. SUITE 300
Laredo, TX. 78040
(956) 753-5883 synergy@synergy-se.com
TBPE Reg. No.: F-7681

ROOF FRAMING PLAN

Project number	SSE-22-038
Date	JULY 14, 2022.
Drawn by	VDA/LP
Checked by	VDA
Scale	

S201


28
of 71
27' - 6"
1' - 0"
0' - 7"
13' - 10"
J
HOSE BIBB
DS
401
7' - 7"
W3
6' - 0"
7' - 0"
65' - 4 1/8"
SUITE 400
400
1340 SF
W3
6' - 0"
47' - 4"
I1
7' - 0"
W3
6' - 0"
J
W5
400
J
1' - 8"
1' - 4"
W2
3' - 0"
J
1' - 5"
0' - 7 1/8"
0"
3' - 5"
12' - 4"
4' - 0"
5' - 6"
9 1/2"
15' - 2 1/2"
13' - 0"

9
8
7
27' - 6"
26' - 0"
SUITE 400
400
2
SUITE 300
300
2
M
M
EQ
EQ
F
F
11' - 10"
11' - 10"

9
8
27' - 6"
21' - 0"
DS
DS
9
9
9
3
10
10
10
21' - 0"
21' - 6"
21' - 0"
21' - 6"
21' - 0"
21' - 0"
4
5
A300
3

FINISH PLAN LEGEND
CT1
CT 2
VCT1
VCT2
CP1
CP2
SC – SEALED CONCRETE
SDT – STATIC DISSIPATIVE TILE
HOSE BIB
DS
401
SUITE 400
400
1340 SF
400
DS
301
SUITE 300
300
1226 SF
300


40
ZC-07-2025
ATTENTION
PROPOSED
SPECIAL USE PERMIT

City Council Agenda Item ZC-076-2025

(Special Use Permit for a **Smoking Establishment – Cigar Lounge with On-Premise Alcohol Consumption**, located at 2411 Jacaman Road, Suite 400)

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1. Level of Alignment

☑ **Weak/None** – The proposed Special Use Permit to authorize a smoking establishment with on-premise alcohol consumption **conflicts with both the City's Code of Ordinances and the policy intent** of the Viva Laredo Comprehensive Plan. The **Future Land Use Map** identifies the site as part of a **Mixed-Use Center**; however, the proposed use—particularly one involving indoor smoking and alcohol service—does not contribute to the Plan's stated goals for health, sustainability, and compatible mixed-use environments.

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2. Supporting Goal(s)/Policy(ies)

- **Policy 7.1.1 (Public Health and Well-Being)** – *"Promote a healthy and safe environment for all residents by supporting policies that reduce exposure to pollutants, improve air quality, and create healthier living and working environments."*
  Viva Laredo City of Laredo Comprehensive Plan, p. 7.18.
  Relevance: The proposed use conflicts with this policy because it introduces a smoking establishment into an area intended for mixed commercial activity, increasing potential exposure to smoke and odors for workers and nearby patrons.
- **Policy 3.2.4 (Urban Design)** – *"Promote compatible transitions between commercial, mixed-use, and residential areas to protect the character and livability of neighborhoods."*
  Viva Laredo City of Laredo Comprehensive Plan, p. 3.41.
  Relevance: While the property lies within a commercial corridor, the intensity of a cigar lounge with alcohol consumption is inconsistent with adjacent retail and dining uses envisioned as "family-oriented and walkable" under the Mixed-Use Center designation.
- **Policy 1.2.1 (Land Use Patterns)** – *"Ensure that new commercial or entertainment uses are located where infrastructure and surrounding uses can support them, without creating nuisances or safety issues."*
  Viva Laredo City of Laredo Comprehensive Plan, p. 1.27.
  Relevance: The site fails to meet parking and separation requirements, and the proposed use introduces activity that may conflict with the character and intent of the surrounding commercial plaza.
- **No supporting goals** in the Comprehensive Plan explicitly endorse indoor smoking establishments or on-premise alcohol use in mixed-use corridors.
  Source: No applicable goal or policy identified in the Viva Laredo Comprehensive Plan.

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3. Summary of Alignment

Although the **Mixed-Use Center** designation accommodates a range of retail, restaurant, and service uses, the **proposed cigar lounge with alcohol consumption** does not align with Viva Laredo's principles of **public health, compatibility, and sustainable land use**. The Plan emphasizes healthy environments and active, pedestrian-friendly corridors—conditions inconsistent with smoking establishments.

Furthermore, the proposed use fails to comply with local ordinances prohibiting smoking establishments with alcohol sales and does not meet distance or parking requirements outlined in the Land Development Code.

Accordingly, this case demonstrates **Weak/None alignment** with the Comprehensive Plan. It neither advances public health nor enhances the livability or walkability envisioned for the Jacaman Road corridor.

ORDINANCE NO.

AMENDING THE ZONING ORDINANCE MAP OF THE CITY OF LAREDO BY AUTHORIZING A SPECIAL USE PERMIT FOR A SMOKING ESTABLISHMENT (CIGAR LOUNGE ONLY - NO ON-PREMISE ALCOHOL CONSUMPTION) ON LOT 3B, BLOCK 1, LAREDO ARENA SUBDIVISION, UNIT 4, LOCATED AT 2411 JACAMAN ROAD, SUITE 400 (APPROXIMATELY 1,469 SQUARE FEET); PROVIDING FOR PUBLICATION AND EFFECTIVE DATE.

WHEREAS, a request has been received for the issuance of a Special Use Permit for a Smoking Establishment (Cigar Lounge ONLY - No On-Premise Alcohol Consumption) on Lot 3B, Block 1, Laredo Arena Subdivision, Unit 4, located at 2411 Jacaman Road, suite 400 (approximately 1,469 square feet; and,

WHEREAS, the required written notices were sent to surrounding property owners at least ten (10) days before the public hearing held before the Planning and Zoning Commission on October 16, 2025; and,

WHEREAS, the Planning and Zoning Commission, after a public hearing, has recommended **approval** of the issuance of the Special Use Permit; and,

WHEREAS, notice of the Special Use Permit request was advertised in the newspaper at least fifteen (15) days prior to the public hearing held before the City of Laredo City Council on this matter; and,

WHEREAS, the City Council has held a public hearing on November 17, 2025, on the request and finds the Special Use Permit appropriate and consistent with the General Plan of the City of Laredo; and,

WHEREAS, the City Council does not consider the impact, if any, of private covenants and deed restrictions on the subject property with the adoption of this ordinance; and,

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: The Zoning Map of the City of Laredo be and is hereby amended by authorizing a Smoking Establishment (Cigar Lounge ONLY – No On-Premise Alcohol Consumption) on Lot 3B, Block 1, Laredo Arena Subdivision, Unit 4, located at 2411 Jacaman Road, suite 400 (approximately 1,469 square feet).

Section 2: The Special Use Permit is further restricted to the following provision herewith adopted by the City Council:

1. The Special Use Permit is issued to Geronimo Trevino Jr, and shall be non-transferal.
2. The Special Use Permit is restricted to 1,469 square feet located within Suite 400 as per the site plan, Exhibit A, which is made part hereof for all purposes.
3. The hours of operation shall be limited to, from Monday to Thursday, 9:00am to 9:00pm, Friday to Saturday, 9:00am to 11:00pm, and Sunday, 12:00pm to 8:00pm.
4. No person under 18 years of age shall be permitted to enter the establishment or purchase any products from the establishment unless accompanied by an adult parent or guardian.
5. The establishment shall post a sign conspicuously on each public entrance or near each public entrance notifying the public that no person under the age of eighteen years of age may enter the establishment unless accompanied by an adult parent or guardian.
6. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
7. Landscaping shall be provided in accordance with the City of Laredo Land Development Code.
8. The owner shall provide an opaque fence or wall of not less than 7 (seven) feet in height along any side or rear property lines which abut or adjoin property containing a residential use or residential zoning district. Apartment complexes, residential condominiums or residential townhomes shall be similarly screened irrespective of which zoning district they occur in.
9. Establishments must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
10. Signage shall be consistent with the City's Sign Ordinance for a B-1 Zoning District.
11. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
12. The shall be no ground vibrations created or sustained on the site which are perceptible without instruments at any point on any property adjoining the subject property.
13. The establishment shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load.
14. The establishment shall undergo an annual Fire Inspection.
15. The establishment shall, during all hours of operation, maintain, free from obstruction or impediment to full instant use in the case of fire or other emergency, all exit accesses, exits or exit discharges.
16. All permits, licenses, certifications and inspections required by the codes and ordinances of the City of Laredo shall be kept up to date and current including but not limited to: a. Food Manager License (annual), b. Food Handler's Permit (annual), c.

Certificate of Occupancy with Occupant Load. Occupant Load being the approved capacity of a building or portion thereof.

17. Owner shall comply with, Building, Health, Safety, and all applicable codes and regulations as required.
18. Nothing herein, including but not limited to the issuance of a Special Use Permit, is intended to, nor shall it be interpreted as legalizing or applying to the delivery, furnishing, transferring, possessing or manufacture of drug paraphernalia or any use otherwise prohibited by state or federal law, including without limitation, Texas Health & Safety Code §481.125.
19. Establishment shall have an isolated HVAC systems to remove smoke and odors.
20. Smoking establishments with alcohol sales, alcohol serving, and on-premise alcohol consumption is prohibited, as per the City of Laredo Code of Ordinances, Chapter 15, Article VI.
21. A business entity, which has been granted a special use permit, is required to report (on a form approved by the Building Official or designee) any change in the entity's ownership status which occurs by virtue of the transfer of a majority of its stock or a majority of its membership interest to the City of Laredo Building Services Building Official or designee. Any change in ownership interest (occurring by virtue of the transfer of a majority of its stock or a majority of its membership interest) shall be deemed a transfer of the business and the existing special use permit shall be null, void and of no force or effect. In every instance of transfer of ownership a new special use permit application is required to be submitted and shall be processed as a new special use permit request.
22. Any use allowed under the current zone or proposed special use permit is required to abide by all applicable municipal codes.

Section 3: This ordinance shall be published in a manner provided by Section 2.09(D) of the Charter of the City of Laredo.

Section 4: This ordinance shall become effective as and from the date of publication specified in Section 3.

Section 5: The Special Use Permit authorized by this ordinance shall be revoked pursuant to the Laredo Land Development Code, section 24.94.10, entitled "Revocation," according to the criteria and procedures described therein.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH "ZONE" T. NGUYEN
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Planning & Zoning Public Hearing & Introductory Ordinance 5.**

SUBJECT
Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lots 9 and 10, Block 2031, Eastern Division, located at 3214 and 3216 Santa Barbara Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District).

The Planning and Zoning Commission recommended approval of the proposed zone change and staff supports the application.

ZC-078-2025
District III

Council District: District 3 **Zone Case:** ZC-078-2025

Letters sent to property owners: 45

In Favor (within 200 radius): 0
Opposed (within 200 radius): 0

In Favor (outside 200 radius): 0
Opposed (outside 200 radius): 0

COMMISSION RECOMMENDATIONS - Approve
The Planning & Zoning Commission in a 5 to 0 vote recommended approval of the zone change.

STAFF RECOMMENDATION - Supports
Staff supports the application.

City Council-Regular Meeting

Date: 11/17/2025

Initiated By: Ramon Chavez, Assistant City Manager
Initiated By: Roberto and Manuelita Macias, Owner; Sherry Macias, Representative
Staff Source: Vanessa Guerra, Planning Director

SUBJECT

Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lots 9 and 10, Block 2031, Eastern Division, located at 3214 and 3216 Santa Barbara Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District).

The Planning and Zoning Commission recommended **approval** of the proposed zone change and staff **supports** the application.

ZC-078-2025
District III

PREVIOUS COUNCIL ACTION
None.

BACKGROUND

Council District: III - Cm. Melissa R. Cigarroa

Proposed use: The proposed use is a grocery store (Macias Drive Inn).

Site: The site is a grocery store (Macias Drive Inn).

Surrounding land uses: To the north of the site is Napoleon Street, Ejido Avenue, single-family residential uses, an apartment complex, vacant land, and mobile homes. To the east of the site Ejido Avenue, restaurant, vacant land, single family residential uses, Elsa's Beauty Salon, and Santa Barbara Street. To the south of the site is Santa Barbara Street, vacant land, apartment complex, mobile homes, and Santa Clara Street. To the west of the site is a mobile home, single family residential uses, and Smith Street.

Comprehensive Plan: The Future Land Use Map recognizes this area as High Density Residential.
https://www.openlaredo.com/planning/2017_Comprehensive_Plan-Viva_Laredo.pdf#page=39

Transportation Plan: The Long Range Thoroughfare Plan identifies Santa Clara Street as a Local Street.
www.laredompo.org/wp-content/uploads/2021/05/2021-Future-Thoroughfare-Plan_2021.02.11.pdf

Letters sent to surrounding property owners: 45 **In Favor:** 0 **Opposed:** 0

COMMITTEE RECOMMENDATION
The Planning and Zoning Commission in a 5 to 0 vote recommended approval of the zone change.

STAFF RECOMMENDATION

Staff **supports** the proposed zone change for the following reasons:

1. The proposed zone change is in conformance with the Comprehensive Plan's designation as High Density Residential (R-3, R-2, B-1R, B-1 R-O), which includes B-1 zoning districts.

2. The proposed zone change is appropriate at this location since the property abuts B-1 zoning to the east of the site.

3. The proposed use complements the surrounding uses. The proposed use of a grocery store provides amenities to the surrounding neighborhood.

4. The location of the proposed use of a grocery store initiates walkability within the neighborhood, as per the Comprehensive Plan.

5. The proposed use is not anticipated to increase commercial traffic into the neighborhood, while not directly abutting, the proposed site is near South Ejido Avenue.

Notice to the owner/applicant:
1. The approval of the zone change does not guarantee the issuance of a building permit and requires full compliance with all applicable municipal codes and regulations.

IMPACT ANALYSIS

B-1. The purpose of the B-1 Limited Business District is to provide for business and commercial development serving a limited geographic area or neighborhood.

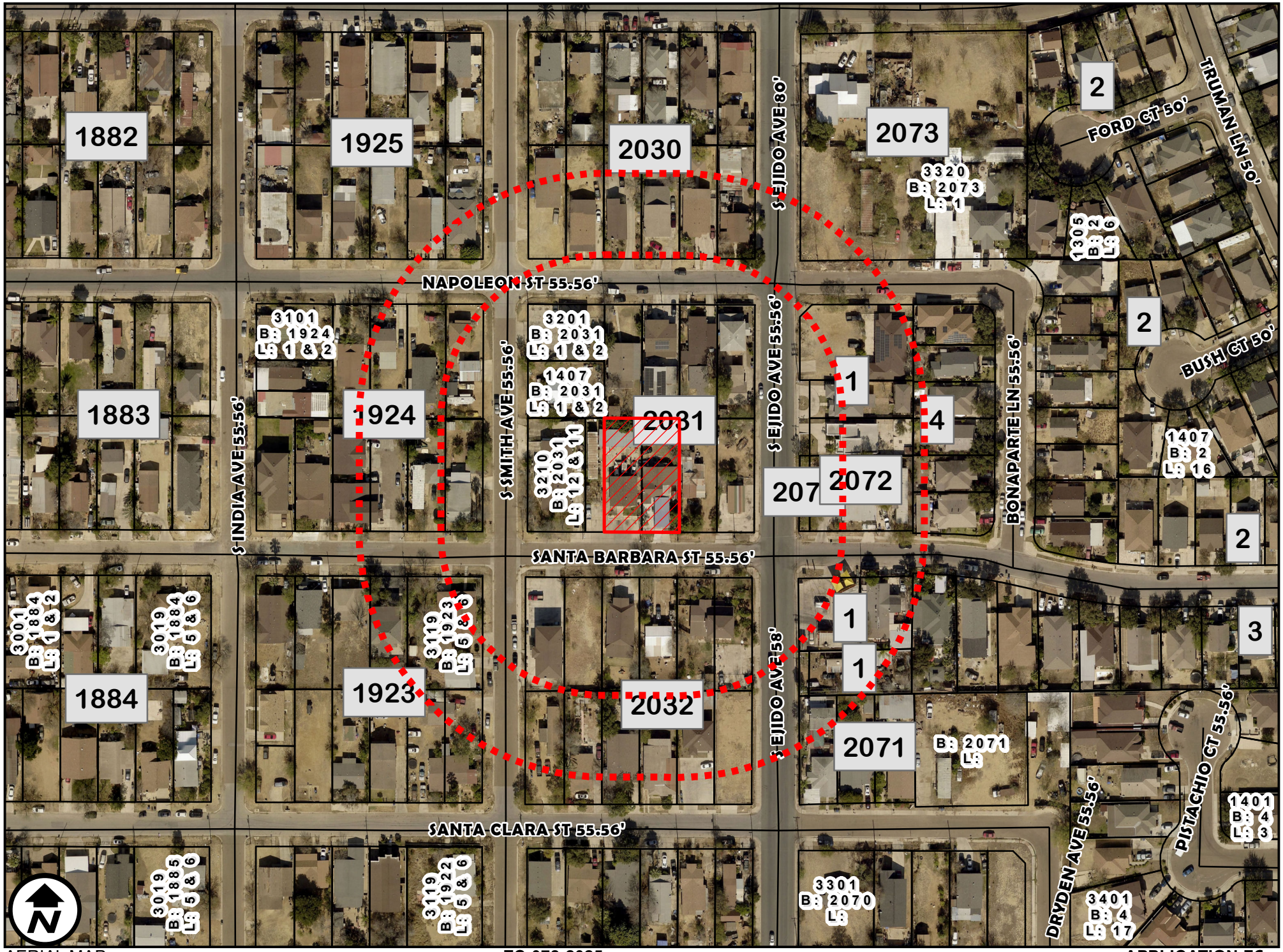
Is this change contrary to the established land use pattern?
No. There are commercial uses within the vicinity of the site.

Would this change create an isolated zoning district unrelated to surrounding districts?
No. The proposed zone will not create an isolated zoning district. There are B-1 zoning districts to the east of the site.

Will change adversely influence living conditions in the neighborhood?
No. The proposed zone change is not anticipated to have a negative impact with the surrounding area or neighborhoods.

Are there substantial reasons why the property cannot be used in accordance with existing zoning?
Yes. The existing zone do not allow for a grocery store as intended by the applicant.

Attachments:
Comp Plan Alignment
Maps
Zone Change Signage
Draft Ordinance

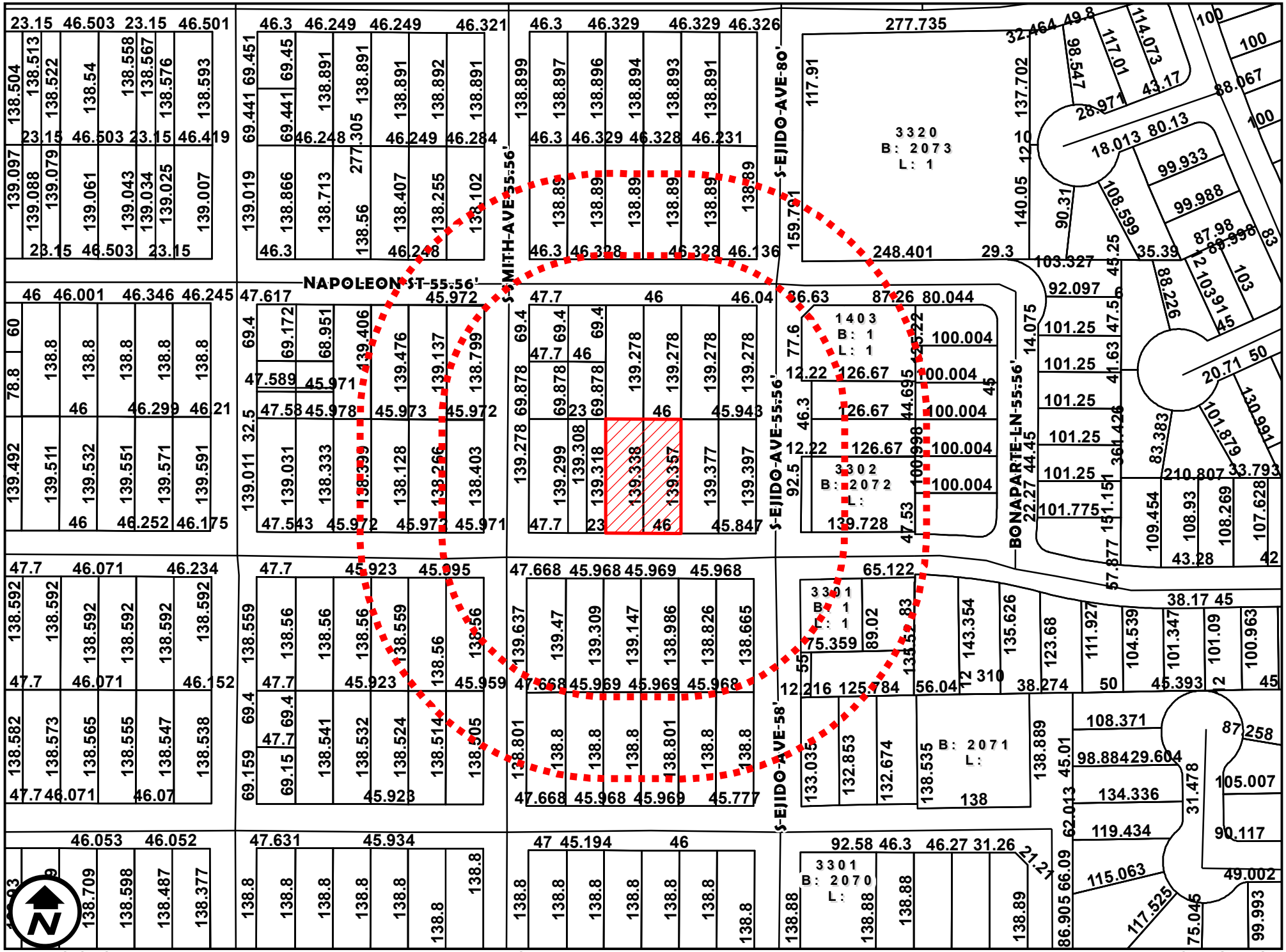


AERIAL MAP

1 inch = 150 feet

ZC-078-2025
COUNCIL DISTRICT 3
3214 AND 3216 SANTA BARBARA STREET

APPLICATION FO
R-3 (MIXED RESIDENTIAL DISTRICT) TO
B-1 (LIMITED BUSINESS DISTRICT)



DIMENSIONS MAP

1 inch = 150 feet

ZC-078-2025

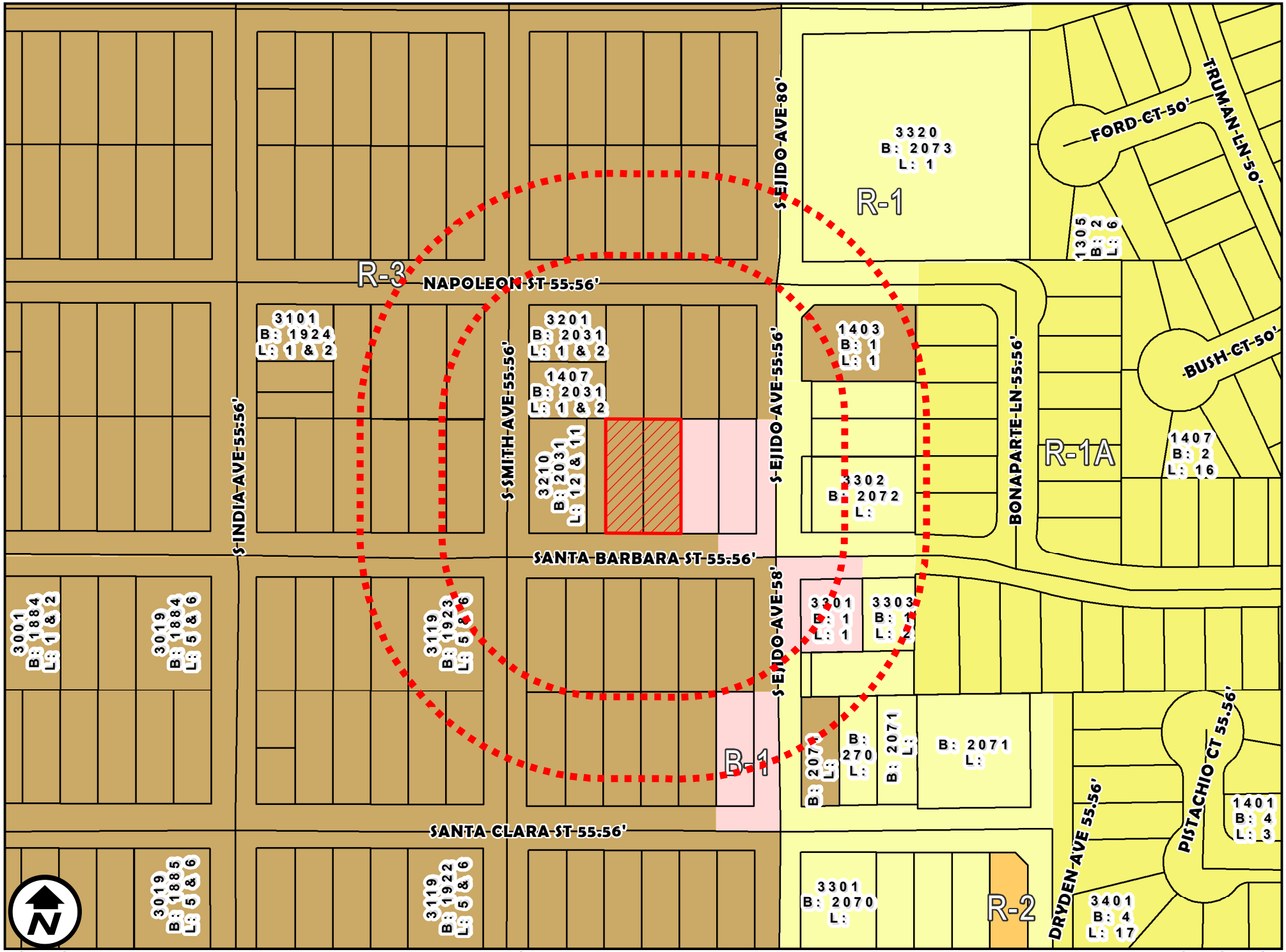
COUNCIL DISTRICT 3

3214 AND 3216 SANTA BARBARA STREET

APPLICATION FO

R-3 (MIXED RESIDENTIAL DISTRICT) T

B-1 (LIMITED BUSINESS DISTRICT)

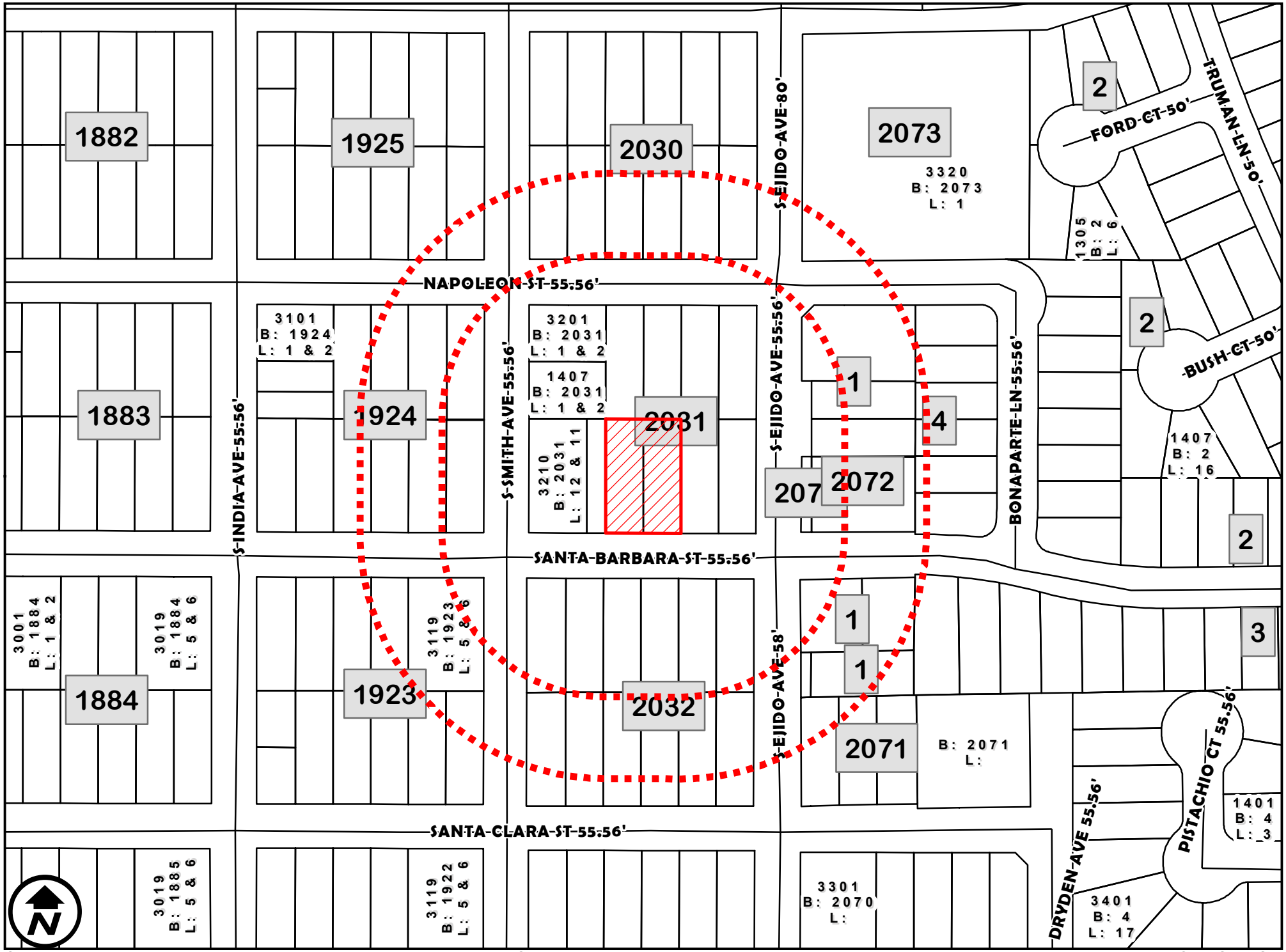


ZONING MAP

1 inch = 150 feet

ZC-078-2025
COUNCIL DISTRICT 3
3214 AND 3216 SANTA BARBARA STREET

APPLICATION FC
R-3 (MIXED RESIDENTIAL DISTRICT) T
B-1 (LIMITED BUSINESS DISTRICT)

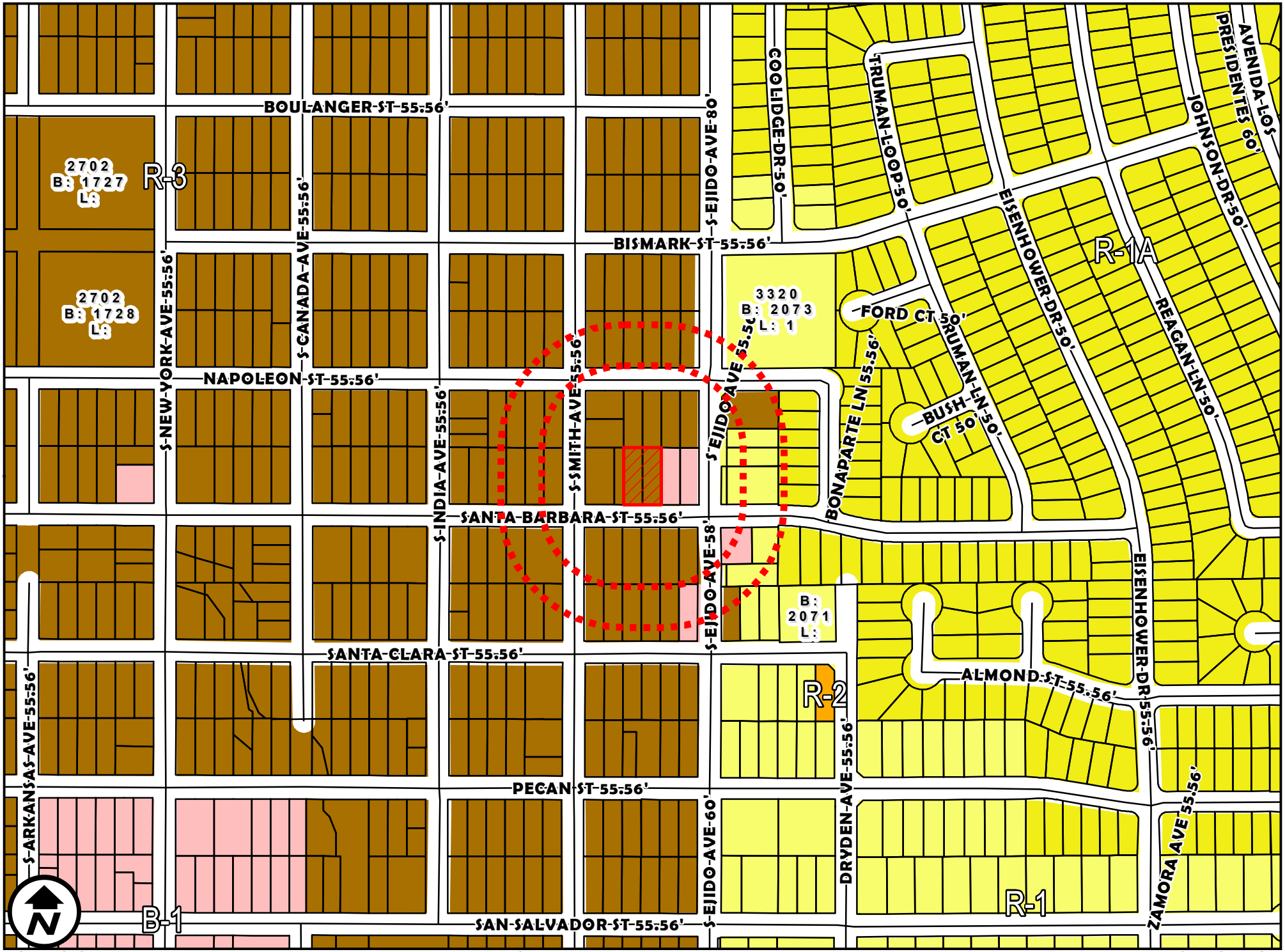


SURVEY MAP

1 inch = 150 feet

ZC-078-2025
COUNCIL DISTRICT 3
3214 AND 3216 SANTA BARBARA STREET

APPLICATION FC
R-3 (MIXED RESIDENTIAL DISTRICT) T
B-1 (LIMITED BUSINESS DISTRICT)

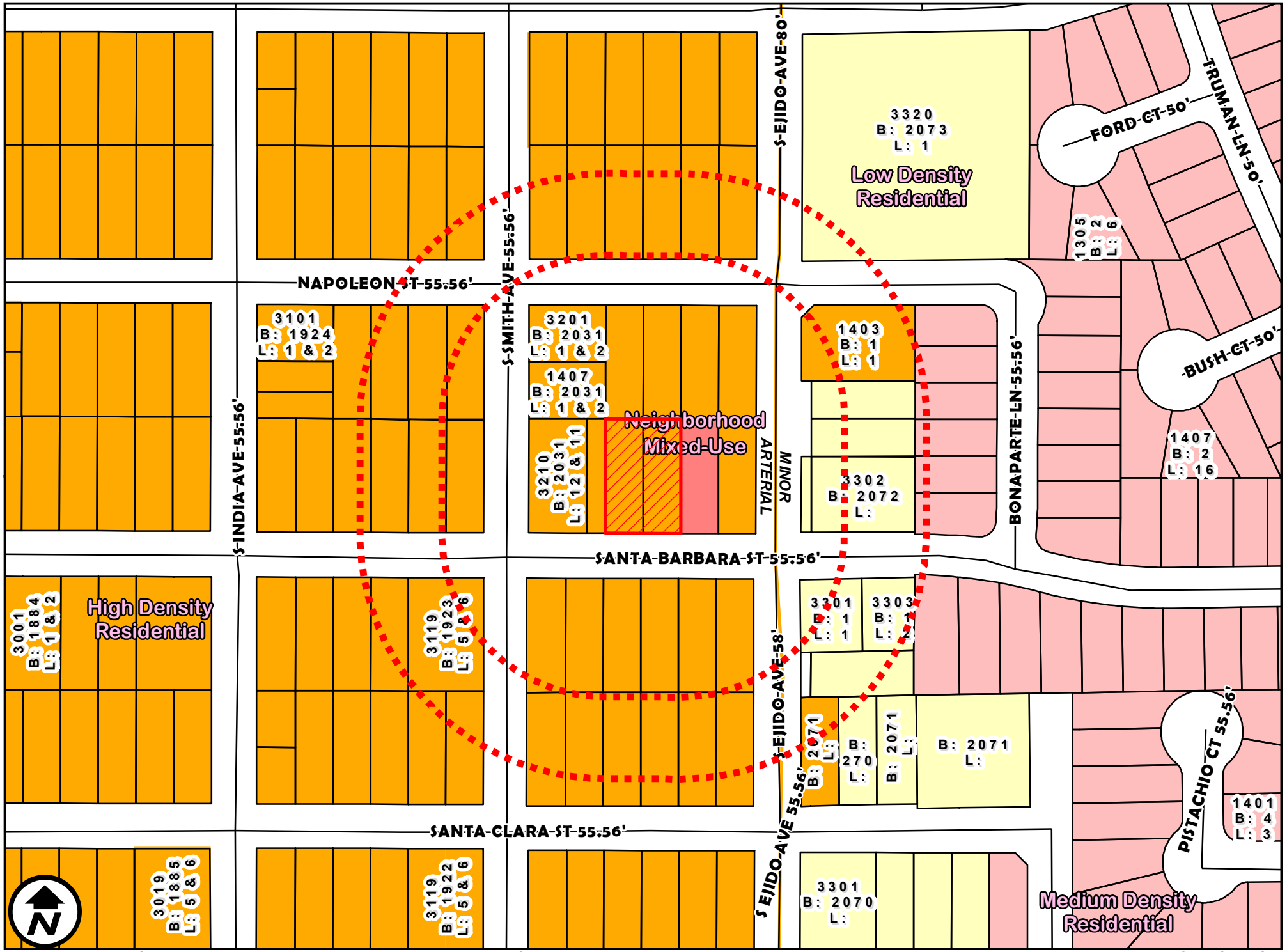


ZONING OVERVIEW

1 inch = 300 feet

ZC-078-2025
COUNCIL DISTRICT 3
3214 AND 3216 SANTA BARBARA STREET

APPLICATION FO
R-3 (MIXED RESIDENTIAL DISTRICT) T
B-1 (LIMITED BUSINESS DISTRICT)

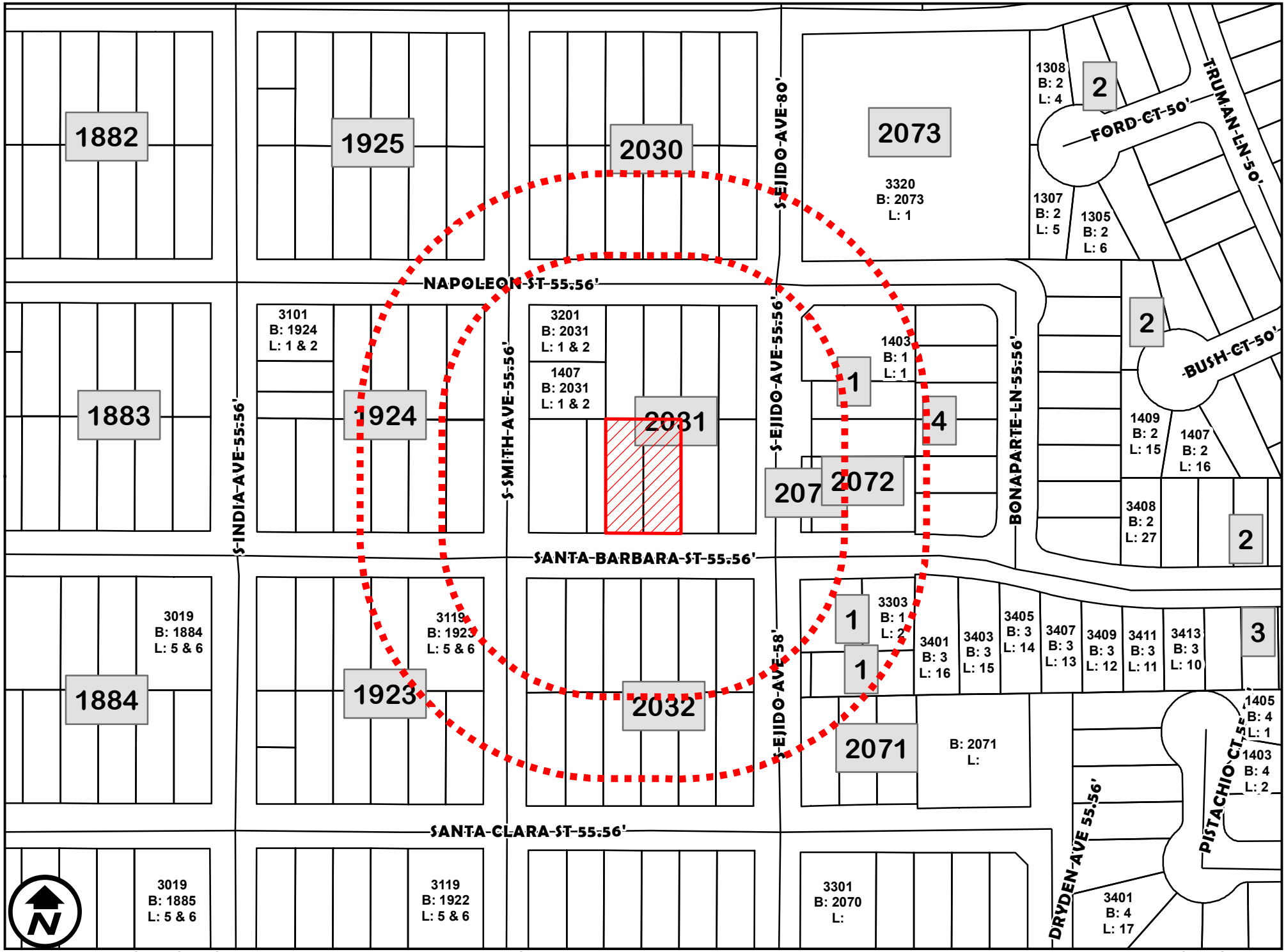


FUTURE LANDUSE

1 inch = 150 feet

ZC-078-2025
COUNCIL DISTRICT 3
3214 AND 3216 SANTA BARBARA STREET

APPLICATION FC
R-3 (MIXED RESIDENTIAL DISTRICT) T
B-1 (LIMITED BUSINESS DISTRICT)



200' AND 300' NOTIFICATION

1 inch = 150 feet

ZC-078-2025
COUNCIL DISTRICT 3
3214 AND 3216 SANTA BARBARA STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
B-1 (LIMITED BUSINESS DISTRICT)


ZC-078-2025
ATTENTION
PROPOSED
ZONE CHANGE
FROM R-3 TO B-1
FOR INFORMATION CALL
CITY PLANNING DEPARTMENT
794-1613

Comprehensive Plan Alignment - ZC-078-2025

Location: 3214 and 3216 Santa Barbara
Proposed Action: Rezone from R-3 (Mixed Residential District) to B-1 (Limited Business District) to legalize an existing grocery store (currently a legal non-conforming use)

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1. Level of Alignment

☐ Strong
☑ **Moderate** – Indirectly supports or contributes to the intent of a verbatim goal or policy.
☐ Weak/None

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2. Supporting Goal(s)/Policy(ies)

Goal 3.1

"Promote compact, walkable commercial and mixed-use development patterns that reduce vehicle trips and support vibrant neighborhoods."
— Page 3.13, *Viva Laredo City of Laredo Comprehensive Plan*

Relevance:
The proposed rezoning would allow for the continued use of a neighborhood grocery store, which supports walkability and provides a local amenity that reduces the need for vehicle travel. While not a new mixed-use development, the retention of a local commercial use within a residential area fulfills the **intent** of promoting compact and accessible neighborhoods.

Policy 4.2.1

"Encourage the location of neighborhood-serving businesses within walking distance of residential neighborhoods."
— Page 4.11, *Viva Laredo City of Laredo Comprehensive Plan*

Relevance:
The grocery store is located within an existing residential neighborhood and provides walkable access to food and daily needs. Rezoning to B-1 would legalize this neighborhood-serving commercial use and ensure its continued operation in line with this policy.

Goal 9.1

"Promote a well-balanced land use pattern that supports a sustainable mix of uses."
— Page 9.33, *Viva Laredo City of Laredo Comprehensive Plan*

Relevance:
By legalizing an existing small-scale commercial use in a high-density residential area, the zone change supports a sustainable, mixed-use land pattern, particularly by integrating daily needs within walking distance of residents.

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3. Summary of Alignment

The proposed rezoning from R-3 to B-1 for the purpose of formalizing the legal status of an existing neighborhood grocery store at 3214 and 3216 Santa Barbara demonstrates a **Moderate** alignment with the *Viva Laredo Comprehensive Plan*. While the Future Land Use Map designates the area as **High Density Residential**, B-1 zoning is included within the plan's recognized compatible zoning districts for this designation.

The action supports the **intent** of several stated goals and policies—particularly those that promote **walkability**, **neighborhood-serving commercial development**, and **land use balance**—by preserving a grocery store that provides vital access to goods and services within a residential community. However, since the agenda item does not explicitly advance a newly planned or designed mixed-use neighborhood or fulfill a directive verbatim from the Comprehensive Plan, it does not rise to the level of **Strong** alignment.

The proposal also intersects with broader themes of **public health** (via food access), **equity** (by serving walkable, lower-mobility populations), and **neighborhood sustainability**.

---

4. Additional Requirements

All goals and policies cited are quoted verbatim from the *Viva Laredo City of Laredo Comprehensive Plan*. While not directly fulfilling a specific zoning recommendation from the Future Land Use Map, the item supports broader policy intents related to mixed-use, neighborhood accessibility, and walkable urban form. Thus, it is rated as having **Moderate** alignment.

ORDINANCE NO.

AMENDING THE ZONING ORDINANCE (MAP) OF THE CITY OF LAREDO BY REZONING LOTS 9 AND 10, BLOCK 2031, EASTERN DIVISION, LOCATED AT 3214 AND 3216 SANTA BARBARA STREET, FROM R-3 (MIXED RESIDENTIAL DISTRICT) TO B-1 (LIMITED BUSINESS DISTRICT); PROVIDING FOR PUBLICATION AND EFFECTIVE DATE,

WHEREAS, a zone change has been requested by the owner on Lots 9 and 10, Block 2031, Eastern Division, located at 3214 and 3216 Santa Barbara Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District); and,

WHEREAS, the required written notices were sent to surrounding property owners at least ten (10) days before the public hearing held before the Planning and Zoning Commission on October 16, 2025; and,

WHEREAS, the Planning and Zoning Commission, after a public hearing, has recommended **approval** of the proposed zone change; and,

WHEREAS, notice of the zone change request was advertised in the newspaper at least fifteen (15) days prior to the public hearing held before the City of Laredo City Council on this matter; and,

WHEREAS, the City Council has held a public hearing on November 17, 2025 on the request and finds the zone change appropriate and consistent with the General Plan of the City of Laredo; and,

WHEREAS, the City Council does not consider the impact, if any, of private covenants and deed restrictions on the subject property with the adoption of this ordinance.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: The Zoning Map of the City of Laredo is hereby amended by Lots 9 and 10, Block 2031, Eastern Division, located at 3214 and 3216 Santa Barbara Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District).

Section 2: This ordinance shall be published in a manner provided by Section 2.09 (D) of the Charter of the City of Laredo.

Section 3: This ordinance shall become effective as and from the date of publication specified in Section 2.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONALDO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH “ZONE” T. NGUYEN
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Planning & Zoning Public Hearing & Introductory Ordinance 6.**

SUBJECT
Public Hearing and Introductory Ordinance amending Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 6, Block 666, Eastern Division, located at 1206 East San Carlos Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District).

The Planning and Zoning Commission recommended approval of the proposed zone change and staff supports the application.

ZC-079-2025
District IV

Council District: District 4 **Zone Case:** ZC-079-2025

Letters sent to property owners: 30

In Favor (within 200 radius): 0
Opposed (within 200 radius): 0

In Favor (outside 200 radius): 0
Opposed (outside 200 radius): 0

COMMISSION RECOMMENDATIONS - Approve
The Planning and Zoning Commission in a 5 to 0 vote recommended approval of the zone change.

STAFF RECOMMENDATION - Supports
Staff supports the application.

City Council-Regular Meeting

Date: 11/17/2025
Initiated By: Ramon Chavez, Assistant City Manager
Initiated By: Juan A. Villarreal, Owner; Cornerstone Land Use Consulting, LLC c/o Daniel Tijerina, Jr., Representative
Staff Source: Vanessa Guerra, Planning Director

SUBJECT
Public Hearing and Introductory Ordinance amending Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 6, Block 666, Eastern Division, located at 1206 East San Carlos Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District).

The Planning and Zoning Commission recommended **approval** of the proposed zone change and staff **supports** the application.

ZC-079-2025
District IV

PREVIOUS COUNCIL ACTION
None.

BACKGROUND

Council District: IV - Cm. Ricardo "Rick" Garza

Proposed use: The proposed use is commercial. The applicant did not identify the specific proposed use.

Site: The site is currently vacant developed land.

Surrounding land uses: To the north of the site is Bustamante Street, single-family residential uses, an apartment complex, a drive thru store, Little Character Daycare & Learning Center, Bee's Medical Supply, and a commercial plaza. To the east of the site is single family residential uses, a mobile home, an apartment complex, and North Stone Avenue. To the south of the site is East San Carlos Street, apartment complexes, and a commercial plaza. To the west of the site is a communication tower, a single family residential use, McPherson Road, and H&J Equipment Rentals & Sales.

Comprehensive Plan: The Future Land Use Map recognizes this area as High Density Residential
https://www.openlaredo.com/planning/2017_Comprehensive_Plan-Viva_Laredo.pdf#page=39

Transportation Plan: The Long Range Thoroughfare Plan identifies San Carlos Street as Local Street.
www.laredompo.org/wp-content/uploads/2021/05/2021-Future-Thoroughfare-Plan_2021.02.11.pdf

Letters sent to surrounding property owners: 30 **In Favor:** 0 **Opposed:** 0

COMMITTEE RECOMMENDATION
The Planning and Zoning Commission in a 5 to 0 vote recommended approval of the zone change.

STAFF RECOMMENDATION

Staff **supports** the proposed zone change for the following reasons:

1. The proposed zone change is in conformance with the Comprehensive Plan's designation as High Density Residential (R-3, R-2, B-1R, B-1 R-O), which includes B-1 zoning districts.

2. The commercial designation is well suited to the site, given its proximity to the existing communication tower.

3. The proposed zone change is appropriate at this location since the property abuts B-1 zoning to the north of the site.

4. There is a transition of commercial uses at this location since the property abuts higher intense zones and there are B-1 zoning districts within the vicinity of the site.

Notice to the owner/applicant:
1. The approval of the zone change does not guarantee the issuance of a building permit and requires full compliance with all applicable municipal codes and regulations.

IMPACT ANALYSIS

B-1. The purpose of the B-1 Limited Business District is to provide for business and commercial development serving a limited geographic area or neighborhood.

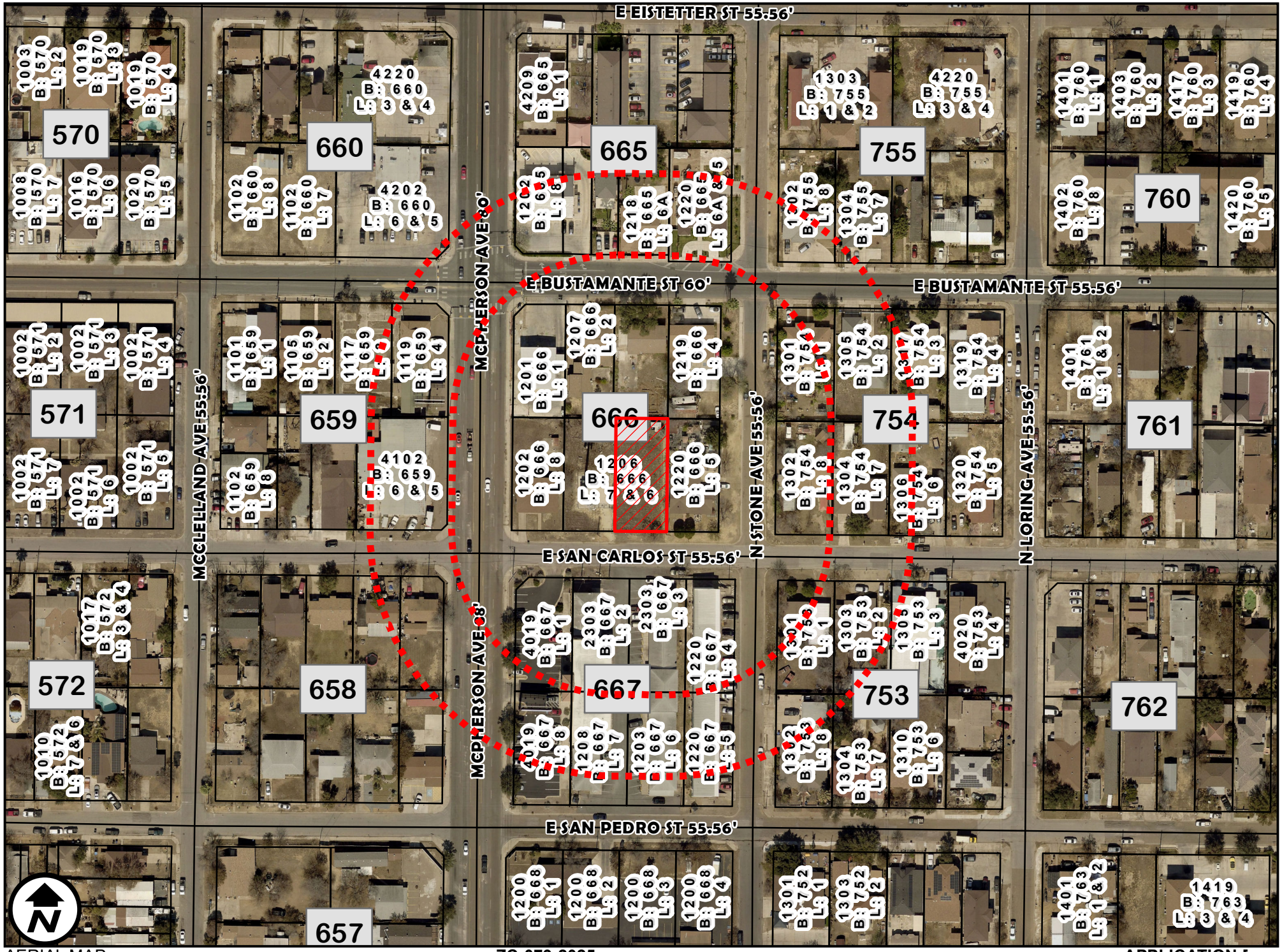
Is this change contrary to the established land use pattern?
No. There are commercial uses within the vicinity of the site.

Would this change create an isolated zoning district unrelated to surrounding districts?
No. The proposed zone will not create an isolated zoning district. There is a B-1 zoning district to the north of the site.

Will change adversely influence living conditions in the neighborhood?
No. The proposed zone change is not anticipated to have a negative impact with the surrounding area or neighborhoods. The property is abutting an existing communication tower.

Are there substantial reasons why the property cannot be used in accordance with existing zoning?
Yes. The existing zone does not allow for a commercial use as intended by the applicant.

Attachments:
Comp Plan Alignment
Maps
Zone Change Signage
Draft Ordinance

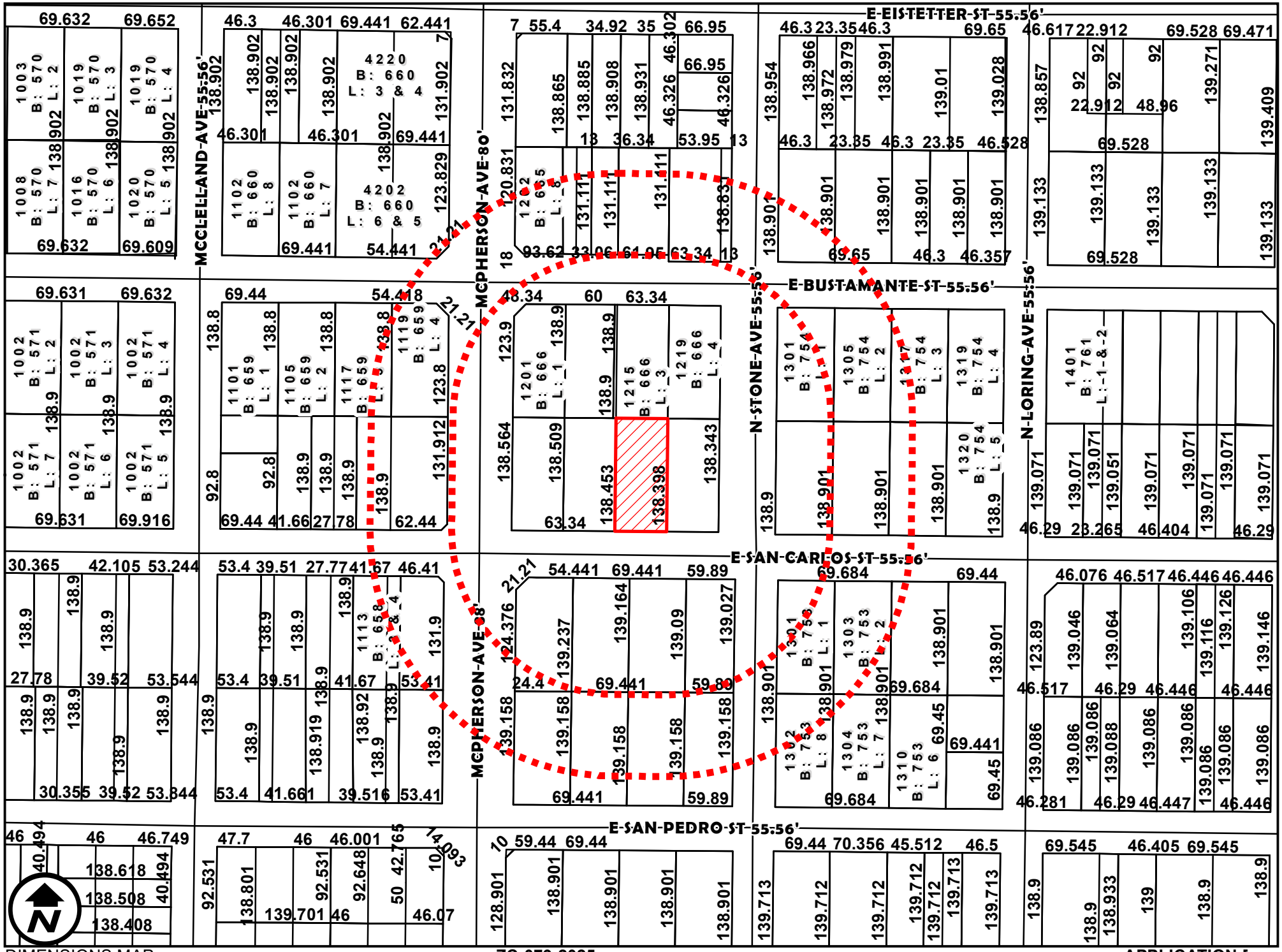


AERIAL MAP

1 inch = 150 feet

ZC-079-2025
COUNCIL DISTRICT 4
1206 EAST SAN CARLOS STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
B-1 (LIMITED BUSINESS DISTRICT)

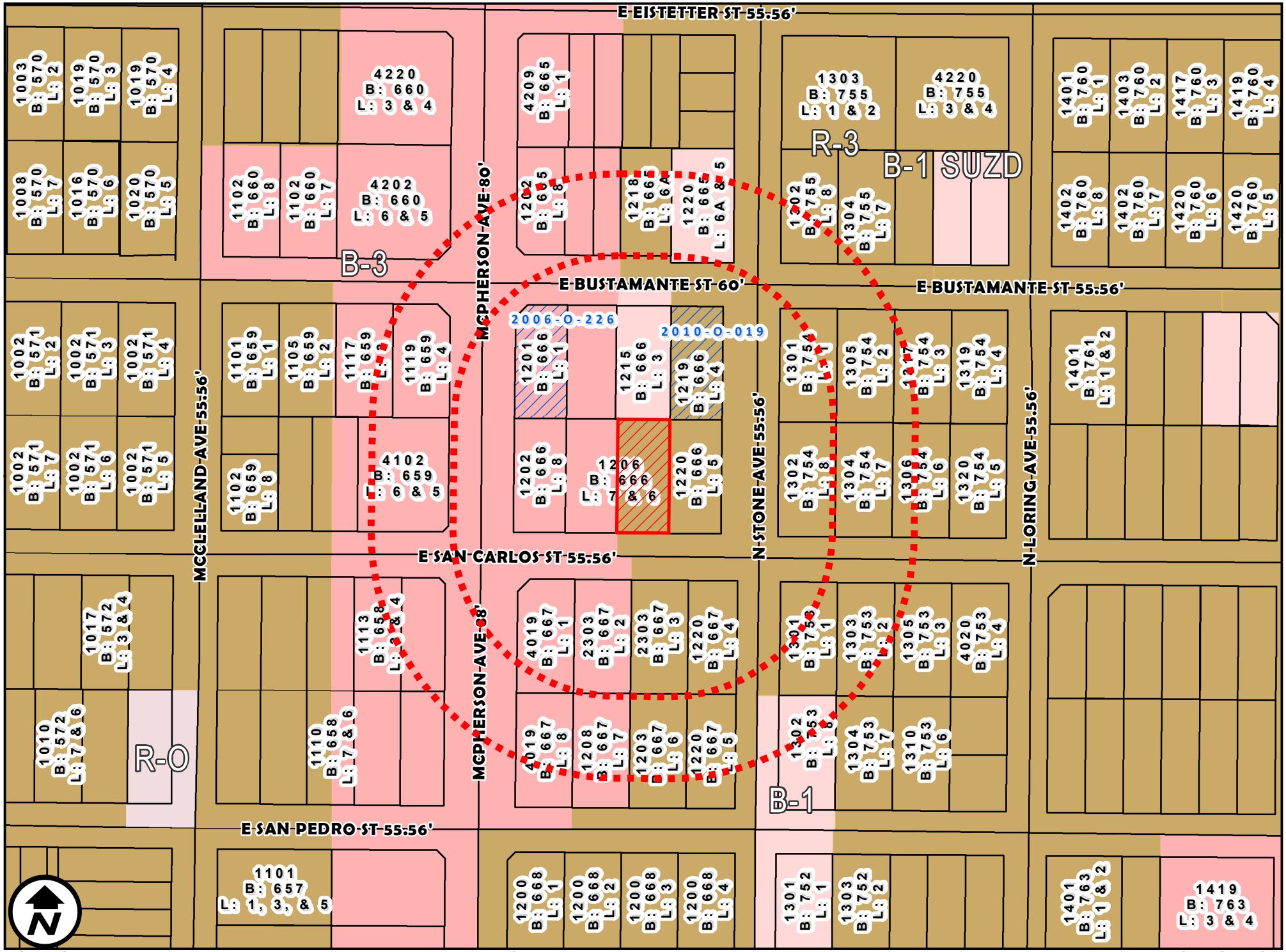


DIMENSIONS MAP

1 inch = 150 feet

ZC-079-2025
COUNCIL DISTRICT 4
1206 EAST SAN CARLOS STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
B-1 (LIMITED BUSINESS DISTRICT)

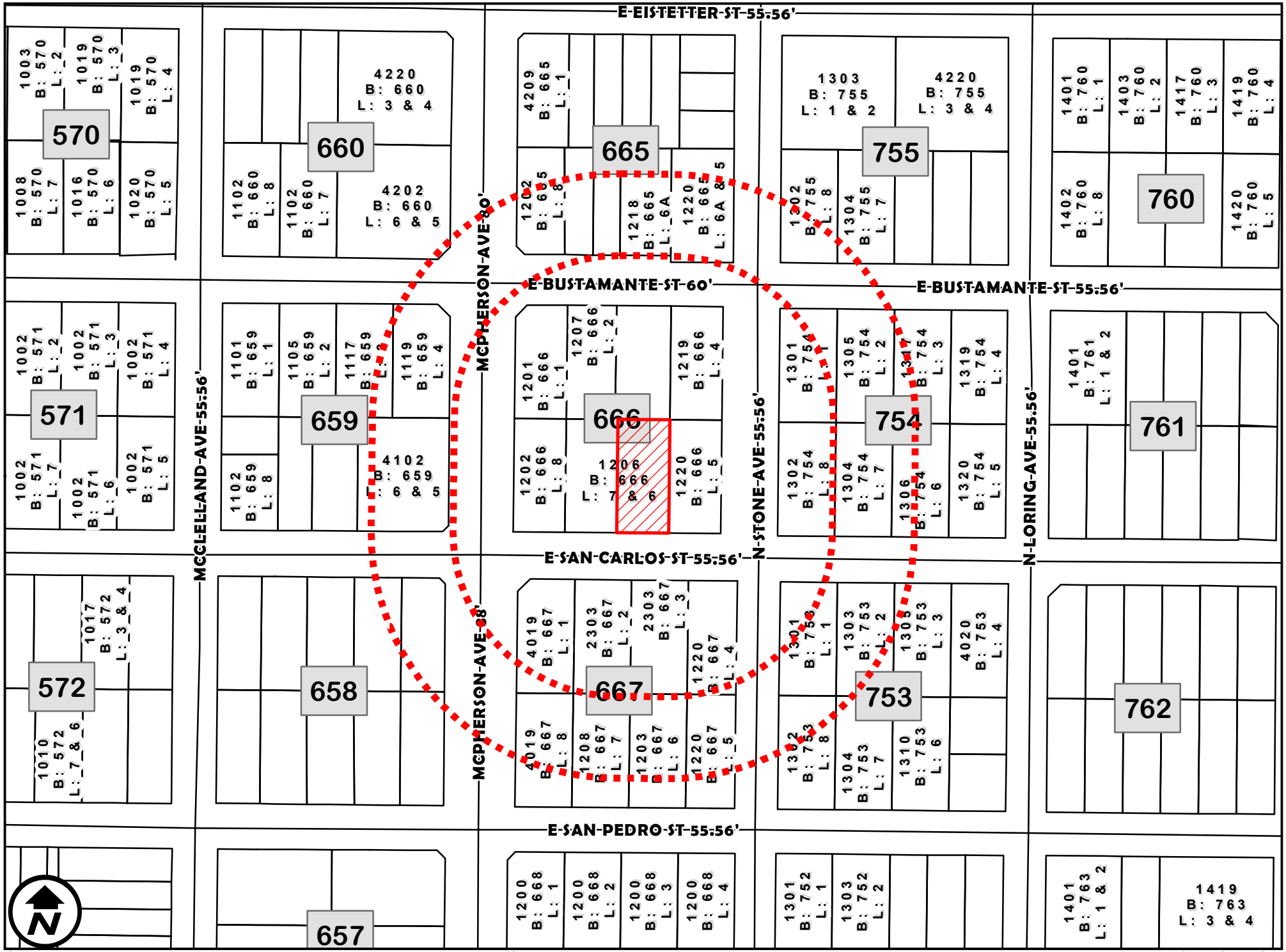


ZONING MAP

1 inch = 150 feet

ZC-079-2025
COUNCIL DISTRICT 4
1206 EAST SAN CARLOS STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
B-1 (LIMITED BUSINESS DISTRICT)

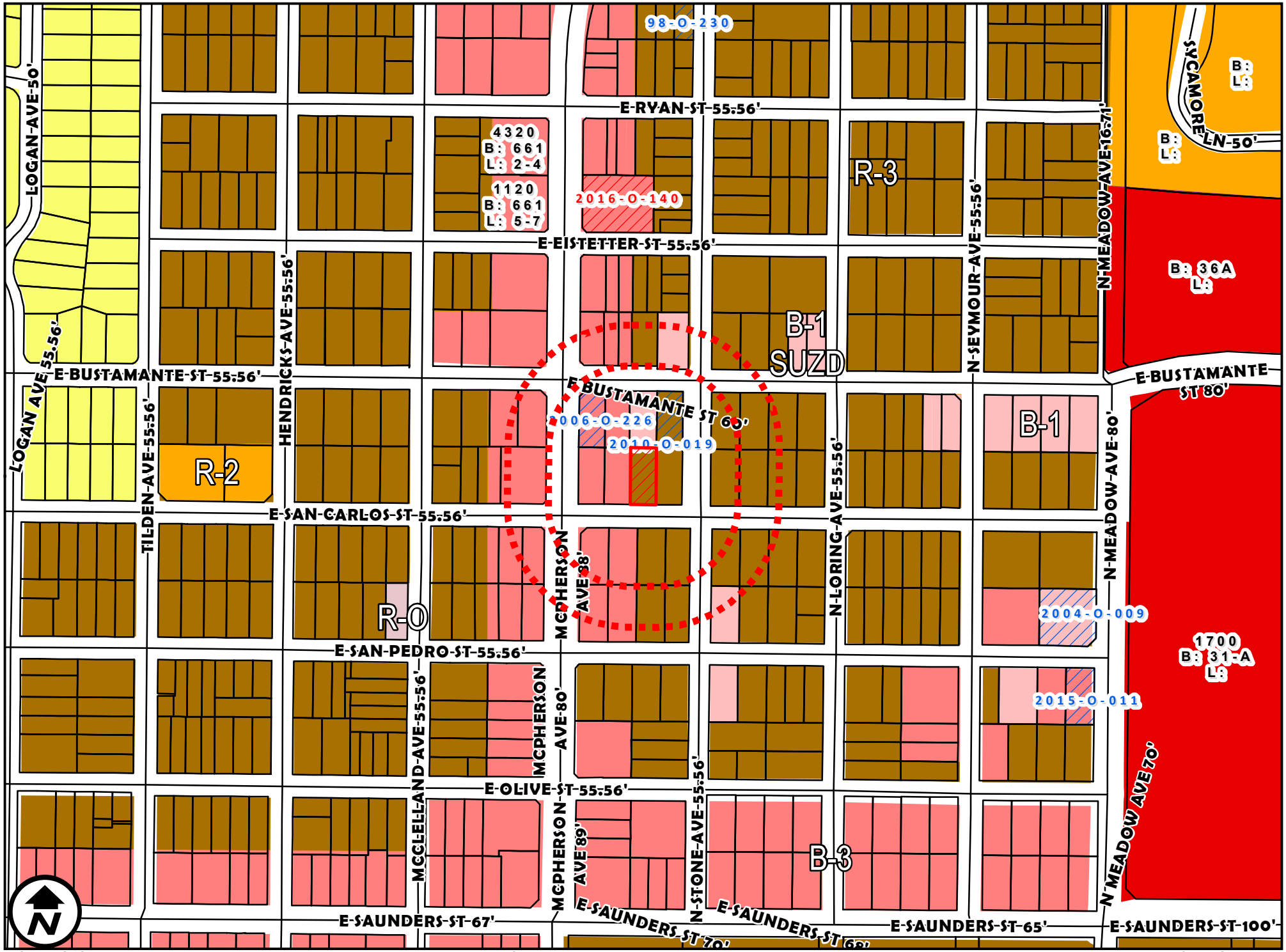


SURVEY MAP

1 inch = 150 feet

ZC-079-2025
COUNCIL DISTRICT 4
1206 EAST SAN CARLOS STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
B-1 (LIMITED BUSINESS DISTRICT)

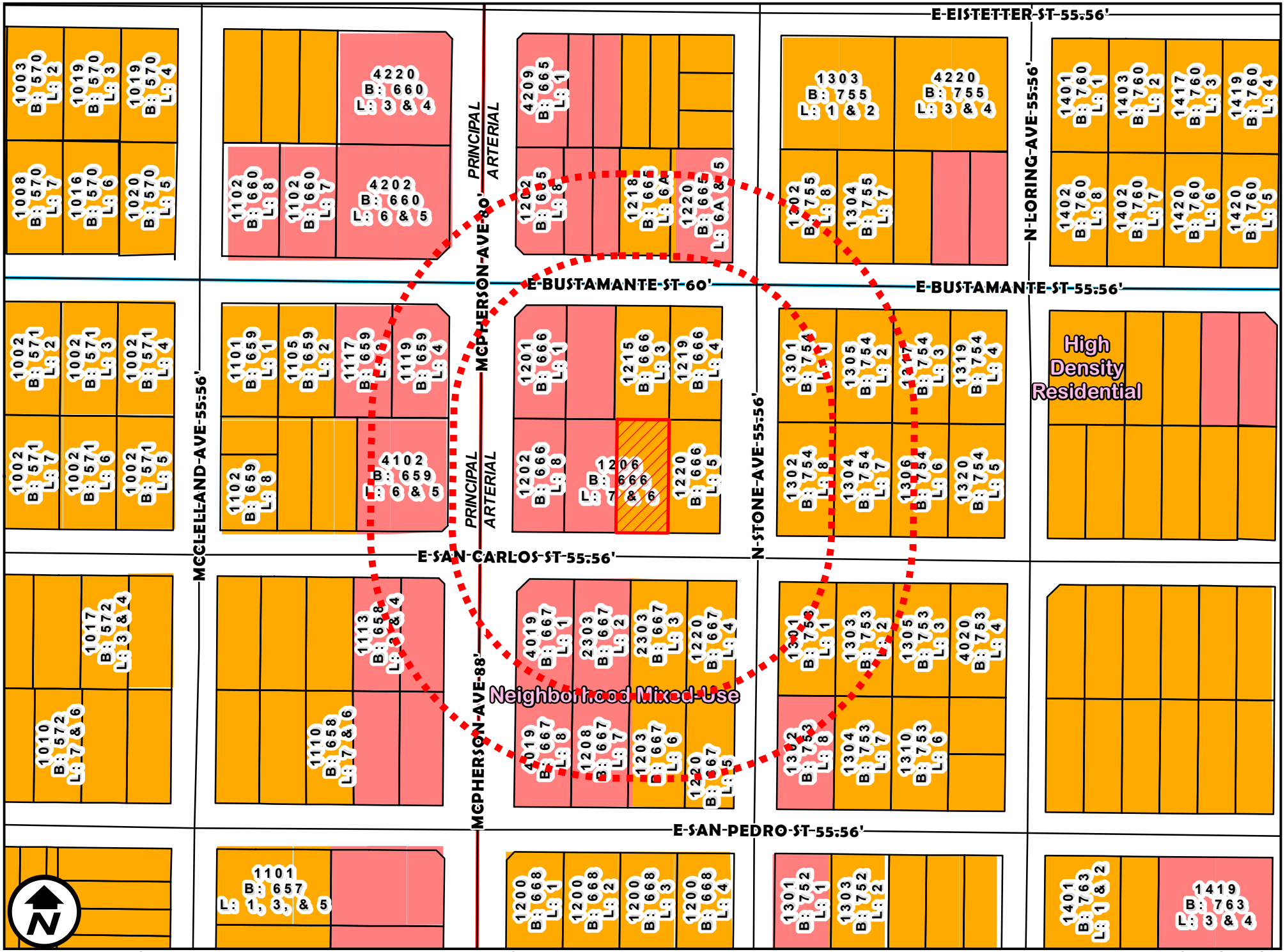


ZONING OVERVIEW

1 inch = 300 feet

ZC-079-2025
COUNCIL DISTRICT 4
1206 EAST SAN CARLOS STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
B-1 (LIMITED BUSINESS DISTRICT)

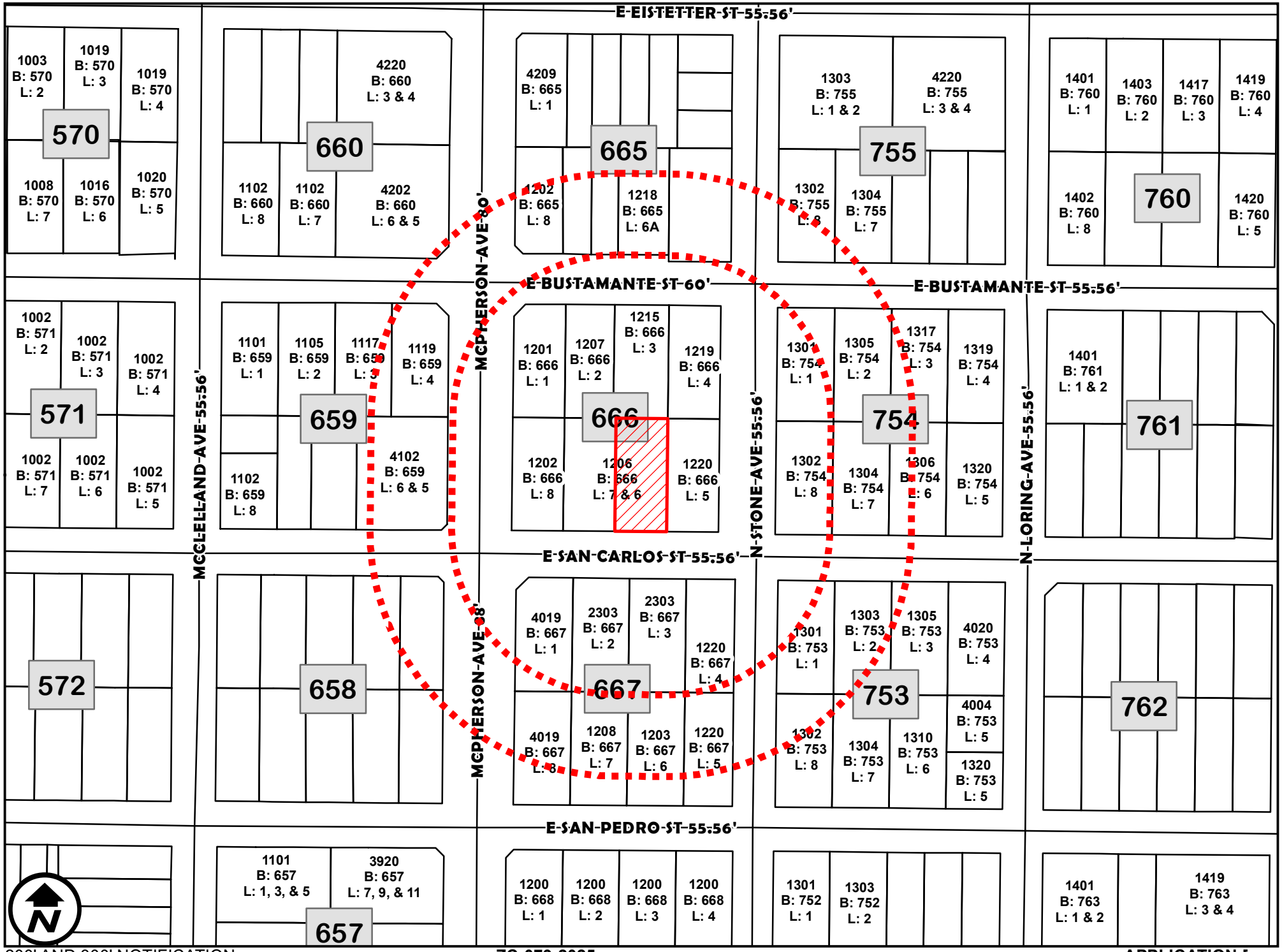


FUTURE LANDUSE

1 inch = 150 feet

ZC-079-2025
COUNCIL DISTRICT 4
1206 EAST SAN CARLOS STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
B-1 (LIMITED BUSINESS DISTRICT)



200' AND 300' NOTIFICATION

1 inch = 150 feet

ZC-079-2025
COUNCIL DISTRICT 4
1206 EAST SAN CARLOS STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
B-1 (LIMITED BUSINESS DISTRICT)


ZC-079-2025
ATTENTION
PROPOSED
ZONE CHANGE
FROM R-3 TO B-1
FOR INFORMATION CALL
CITY PLANNING DEPARTMENT
794-1613

Comprehensive Plan Alignment (With comments): ZC-079-2025

Subject: Rezoning Lot 6, Block 666, Eastern Division, located at 1206 E. San Carlos Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District)
District: IV
Purpose: To permit commercial development on currently vacant land.

---

1. Level of Alignment

☐ Strong
☑ **Moderate** – Indirectly supports or contributes to the intent of a verbatim goal or policy.
☐ Weak/None

---

2. Supporting Goal(s)/Policy(ies)

Policy 4.2.1

"Encourage the location of neighborhood-serving businesses within walking distance of residential neighborhoods."
— Page 4.11, Viva Laredo City of Laredo Comprehensive Plan

Relevance:
The proposed B-1 zoning designation allows limited commercial uses typically intended to serve nearby residential areas. This supports the policy's goal of enabling walkable access to goods and services for local residents.

Goal 3.1

"Promote compact, walkable commercial and mixed-use development patterns that reduce vehicle trips and support vibrant neighborhoods."
— Page 3.13, Viva Laredo City of Laredo Comprehensive Plan

Relevance:
If developed as a walkable, low-impact commercial establishment, the rezoning can reinforce compact development in a corridor that already includes residential and commercial uses. However, the specific use is currently unspecified.

Goal 9.1

"Promote a well-balanced land use pattern that supports a sustainable mix of uses."
— Page 9.33, Viva Laredo City of Laredo Comprehensive Plan

Relevance:
The rezoning introduces a broader mix of land uses into a neighborhood transitioning toward higher-intensity development, thus aligning with the Plan's intent to diversify land use patterns.

---

3. Summary of Alignment

The proposed rezoning from R-3 to B-1 at 1206 E. San Carlos Street exhibits a **Moderate** level of alignment with the *Viva Laredo Comprehensive Plan*. While the Future Land Use Map designates this area as **High Density Residential**, that classification in the Plan explicitly accommodates B-1 zoning districts as compatible land uses.

The site is located within a diverse land use context, including daycares, medical suppliers, residential apartments, a communications tower, and a commercial plaza. The zone change does not create an isolated district, nor is it contrary to the existing pattern. While the specific proposed commercial use is not identified, the intent to introduce a commercial component aligns with broader planning goals related to walkability, land use integration, and neighborhood-scale economic development.

Because the proposal aligns with general land use compatibility and supports several goals (but not a targeted or proactive implementation directive), it warrants a **Moderate** rating rather than Strong.

Planning Themes Addressed:

- Walkability and access to local services
- Land use diversification
- Sustainable neighborhood development
- Economic accessibility at the neighborhood scale

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4. Additional Requirements

All goals and policies cited above are quoted directly from the *Viva Laredo City of Laredo Comprehensive Plan*. This evaluation adheres to formal review standards suitable for public policy decision-making. No conflict with any stated Plan policies was identified.

Citation: Viva Laredo City of Laredo Comprehensive Plan.

ORDINANCE NO.

AMENDING THE ZONING ORDINANCE (MAP) OF THE CITY OF LAREDO BY REZONING LOT 6, BLOCK 666, EASTERN DIVISION, LOCATED AT 1206 EAST SAN CARLOS STREET, FROM R-3 (MIXED RESIDENTIAL DISTRICT) TO B-1 (LIMITED BUSINESS DISTRICT); PROVIDING FOR PUBLICATION AND EFFECTIVE DATE,

WHEREAS, a zone change has been requested by the owner on Lot 6, Block 666, Eastern Division, located at 1206 East San Carlos Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District) and,

WHEREAS, the required written notices were sent to surrounding property owners at least ten (10) days before the public hearing held before the Planning and Zoning Commission on October 16, 2025; and,

WHEREAS, the Planning and Zoning Commission, after a public hearing, has recommended **approval** of the proposed zone change; and,

WHEREAS, notice of the zone change request was advertised in the newspaper at least fifteen (15) days prior to the public hearing held before the City of Laredo City Council on this matter; and,

WHEREAS, the City Council has held a public hearing on November 17, 2025 on the request and finds the zone change appropriate and consistent with the General Plan of the City of Laredo; and,

WHEREAS, the City Council does not consider the impact, if any, of private covenants and deed restrictions on the subject property with the adoption of this ordinance.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: The Zoning Map of the City of Laredo is hereby amended by Lot 6, Block 666, Eastern Division, located at 1206 East San Carlos Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District).

Section 2: This ordinance shall be published in a manner provided by Section 2.09 (D) of the Charter of the City of Laredo.

Section 3: This ordinance shall become effective as and from the date of publication specified in Section 2.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONALDO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH “ZONE” T. NGUYEN
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Planning & Zoning Public Hearing & Introductory Ordinance 7.**

SUBJECT
Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a conditional use permit for a commercial parking lot (cars) on Lot 1, Block 432, Eastern Division, located at 301 West Olive Street.

The Planning and Zoning Commission recommended approval of the proposed conditional use permit and staff supports the application.

ZC-080-2025
District VIII

Council District: District 8 **Zone Case:** ZC-080-2025

Letters sent to property owners: 37

In Favor (within 200 radius): 0
Opposed (within 200 radius): 0

In Favor (outside 200 radius): 0
Opposed (outside 200 radius): 0

COMMISSION RECOMMENDATIONS - Approve
The Planning and Zoning Commission in a 5 to 0 vote recommended approval of the conditional use permit.

STAFF RECOMMENDATION - Supports
Staff supports the application.

City Council-Regular Meeting

Date: 11/17/2025
Initiated By: Ramon Chavez, Assistant City Manager
Initiated By: Raton Series, Jandilla, LLC, Owner; Alejandro Kleiman, Applicant; Maria del Carmen Gonzalez, Representative
Staff Source: Vanessa Guerra, Planning Director

SUBJECT

Public Hearing and Introductory Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a conditional use permit for a commercial parking lot (cars) on Lot 1, Block 432, Eastern Division, located at 301 West Olive Street.

The Planning and Zoning Commission recommended **approval** of the proposed conditional use permit and staff **supports** the application.

ZC-080-2025
District VIII

PREVIOUS COUNCIL ACTION
None.

BACKGROUND

Council District: VIII – Cm. Alyssa Cigarroa

Proposed use: The proposed use is commercial parking lot.

- Please note the applicant is proposing to utilize the proposed commercial parking lot for only JV Equipment, Inc. customers and employees.

Site: The site is currently vacant developed land.

Surrounding land uses: To the north of the site is West Olive Street and mixed-use residential. To the east of the site is Valencia Avenue, Obregon's Mexican Restaurant, Try Auto Paints, and mixed-use residential. To the south of the site is West Saunders Street, JV Equipment, Inc., Narvaez Wheel Alignment, Cruz Baseball Field, and Little Buddies Child Care Center. To the west of the site is Salazar Radiator Shop, 3 A's Auto Sales, Barcelona Avenue, El Patron Auto Sales, and mixed-use residential..

Comprehensive Plan: The Future Land Use Map recognizes this area as High Density Residential.
https://www.openlaredo.com/planning/2017_Comprehensive_Plan-Viva_Laredo.pdf#page=39

Transportation Plan: The Long Range Thoroughfare Plan does not identify Olive Street or Valencia Avenue.
www.laredompo.org/wp-content/uploads/2021/05/2021-Future-Thoroughfare-Plan_2021.02.11.pdf

Letters sent to surrounding property owners: 37 **In Favor:** 0 **Opposed:** 0

COMMITTEE RECOMMENDATION
The Planning and Zoning Commission in a 5 to 0 vote recommended approval of the conditional use permit.

STAFF RECOMMENDATION

A Conditional Use Permit is intended to provide for those land uses where additional regulation is necessary to protect the property and surrounding area. It is primarily intended for property located in older section of the city and is intended to promote development and/or redevelopment of such property, which is consistent with the land use patterns of surrounding property.

Staff **supports** the proposed conditional use permit for the following reasons:

1. The proposed use is anticipated to help address overflow parking for the adjacent business, JV Equipment, Inc.
2. The proposed conditional use permit is expected to protect surrounding land uses, as the proposed use will operate only during the hours of the adjacent business (JV Equipment, Inc.), in accordance with the submitted narrative.
3. The proposed use is compatible with the area since there are more intense uses within proximity of the site, such as the automotive repair shops.

Notice to the owner/applicant:
1. The approval of the conditional use permit does not guarantee the issuance of a building permit and requires full compliance with all applicable municipal codes and regulations.

If approved, Staff suggests the following conditions:

1. The conditional use permit is restricted to site plan, as per Exhibit A, which is made part of hereof for all purposes.
2. The hours of operation shall be limited to, Monday to Friday, from 8:00 a.m. to 5:00 p.m.
3. The conditional use permit shall only be for the purpose of a commercial parking lot for customers and employees of the adjacent business to the south of the property (JV Equipment, Inc.). Parking for the general public is prohibited.
4. The applicant shall ensure proper measures to prevent entry to the commercial parking lot from the general public after operating hours.
5. Permanent enclosed structures shall be prohibited on the property.
6. Air inflatables, balloons, flags, banners, and internal illuminated signage used for advertising for the adjacent business to the south of the property (JV Equipment, Inc.) shall be prohibited.
7. There shall be no abandoned vehicles or overnight parking on site.
8. The parking of junk/wrecked cars shall be prohibited on the property.
9. The parking or storage of heavy equipment (forklifts, tractor trailers, etc.) associated with adjacent business to the south of the property (JV Equipment, Inc) shall be prohibited.
10. The parking of all vehicles shall be kept within the property.
11. The following uses including: auto interior shop, auto body repair, auto body paint shop, auto muffler shop, auto tire repair, tire sales, auto glass repair/tenting, auto repair (general), and auto repair as associated use to retail sales, car wash (self-service), commercial car wash (detail shop), quick lube/oil change shall be prohibited.

12. The storage of automotive fuel, lubricant and fluids, materials, equipment, and auto parts shall be prohibited.
13. There shall be no ground vibrations created or sustained on the site which are perceptible without instruments at any point on any property adjoining the subject property. Any outdoor music shall be at the decibel levels stated in the City of Laredo Code of Ordinances, Article XI, Noise Nuisances.
14. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
15. Landscaping shall be provided and maintained in accordance with the City of Laredo Land Development Code, Section 24.83.

    - The site plan shall identify a total number of six (6) trees and 25 shrubs for the surface parking lot.

    *Formula: One (1) tree for every thirty (30) feet of non-residential or multi-family residential property abutting a public street right-of-way shall be planted, as per Section 24.83.20(1)(b)

    - 185.1 feet perimeter abutting a public street right-of-way / 30 = 6.17 trees
    - Total number of trees required: 6 trees

    *Formula: The number of shrubs required shall be equal to the total number of trees required multiplied by four (4), as per section 24.83.3 (2).

    - 6.17 trees X 4 shrubs = 24.68 shrubs
    - Total number of shrubs required: 25 shrubs

    Note: Please review appendices F-1 and F-2 for the types of trees and shrubs and maintenance for the trees and shrubs that are consistent with the environment, as per the Laredo Land Development Code.
16. The owner shall provide an opaque fence or wall of not less than 7 (seven) feet in height along any side or rear property lines which abut or adjoin property containing a residential use or residential zoning district. Apartment complexes, residential condominiums or residential townhomes shall be similarly screened irrespective of which zoning district they occur in.
17. The establishment must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
18. Signage shall be consistent with the City's Sign Ordinance.
19. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
20. The proposed use shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load issued to the CUP business holder.
21. The proposed use shall, during all hours of operation, maintain, free from obstruction or impediment to full instant use in the case of fire or other emergency, all exit accesses, exits or exit discharges.
22. All permits, licenses, certifications and inspections required by the codes and ordinances of the City of Laredo shall be kept up to date and current including but not limited to: a. Food Manager License (annual), b. Food Handler's Permit (annual), c. Certificate of Occupancy with Occupant Load. Occupant Load being the approved capacity of a building or portion thereof.
23. Owner shall comply with Building, Health, Safety, Fire, Environmental, and all applicable codes and regulations as required.
24. The establishment shall be kept in a sanitary condition.
25. The proposed use shall not cause undue traffic congestion, dangerous traffic conditions or incompatible service delivery, parking or loading problems.
26. The operating characteristics of the use shall not create a nuisance and the impacts of the use on surrounding properties shall be minimized with respect to noise, odors, vibrations, glare, and any other similar conditions.

27. The use authorized by the conditional use permit is required to abide by all applicable municipal codes.

IMPACT ANALYSIS

Is this change contrary to the established land use pattern?
No. There are more intense commercial uses within the vicinity of the site.

Would this change create an isolated zoning district unrelated to surrounding districts?
No. The zoning will not change.

Will change adversely influence living conditions in the neighborhood?

Possibly due to the customer traffic of the adjacent business.

Are there substantial reasons why the property cannot be used in accordance with existing zoning?
Yes. The underlying zone allows a conditional use permit overlay for the commercial parking lot (cars) as intended by the applicant.

Attachments:

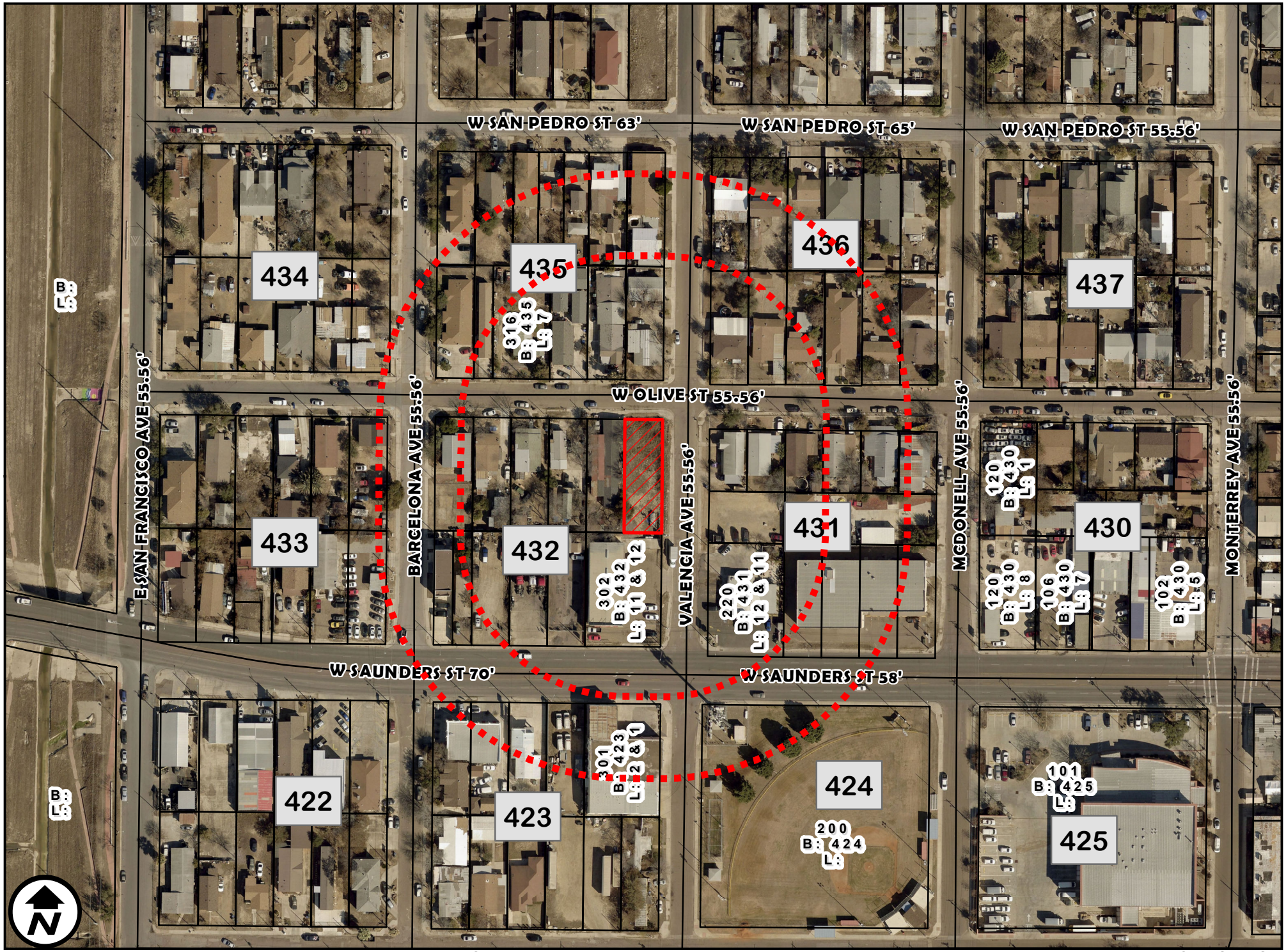
Comp Plan Alignment

Maps

Narrative

Site Plan

Draft Ordinance

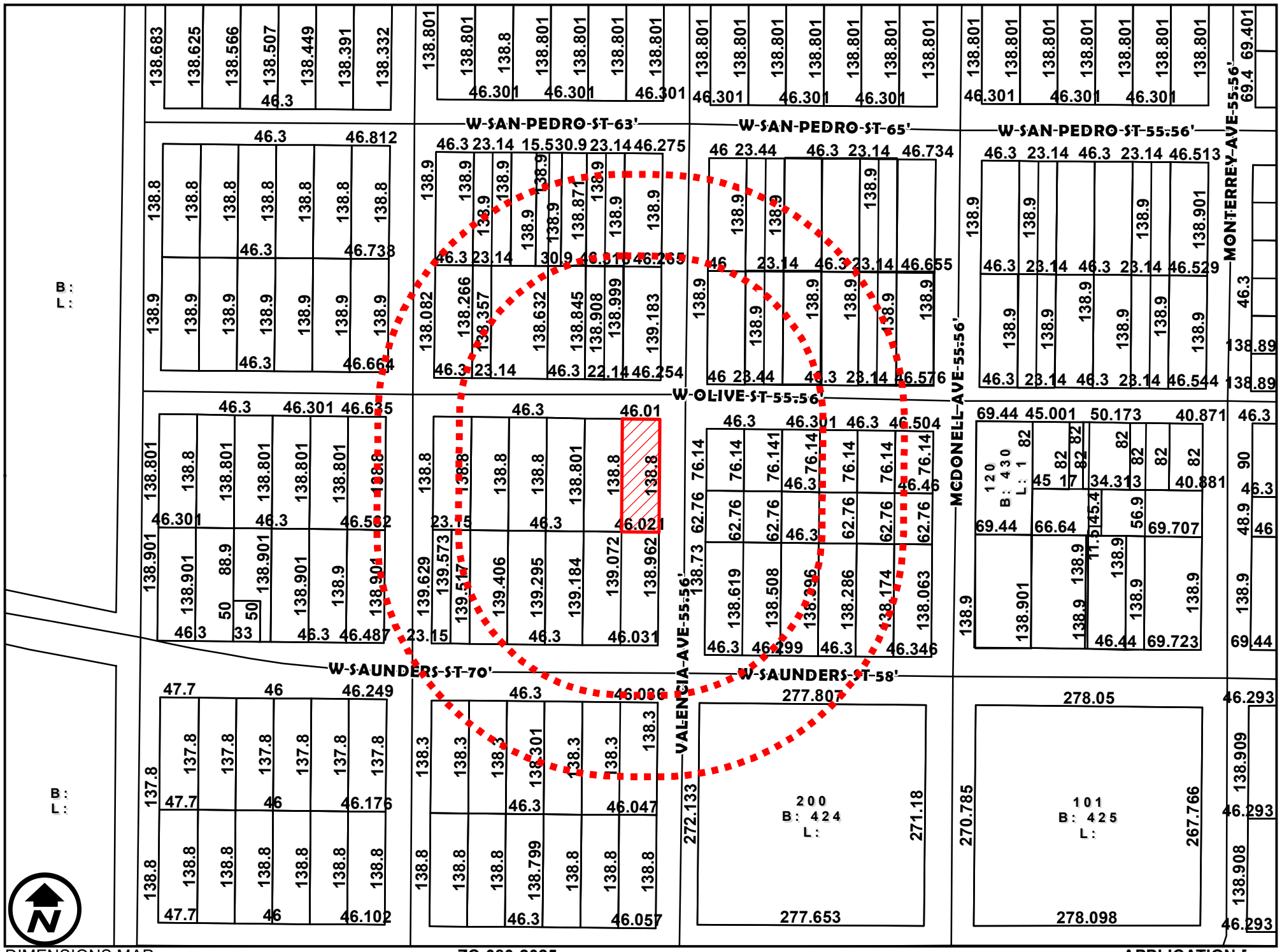


AERIAL MAP

1 inch = 150 feet

ZC-080-2025
COUNCIL DISTRICT 8
301 WEST OLIVE STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
C.U.P. FOR COMMERCIAL PARKING LOT (CARS)

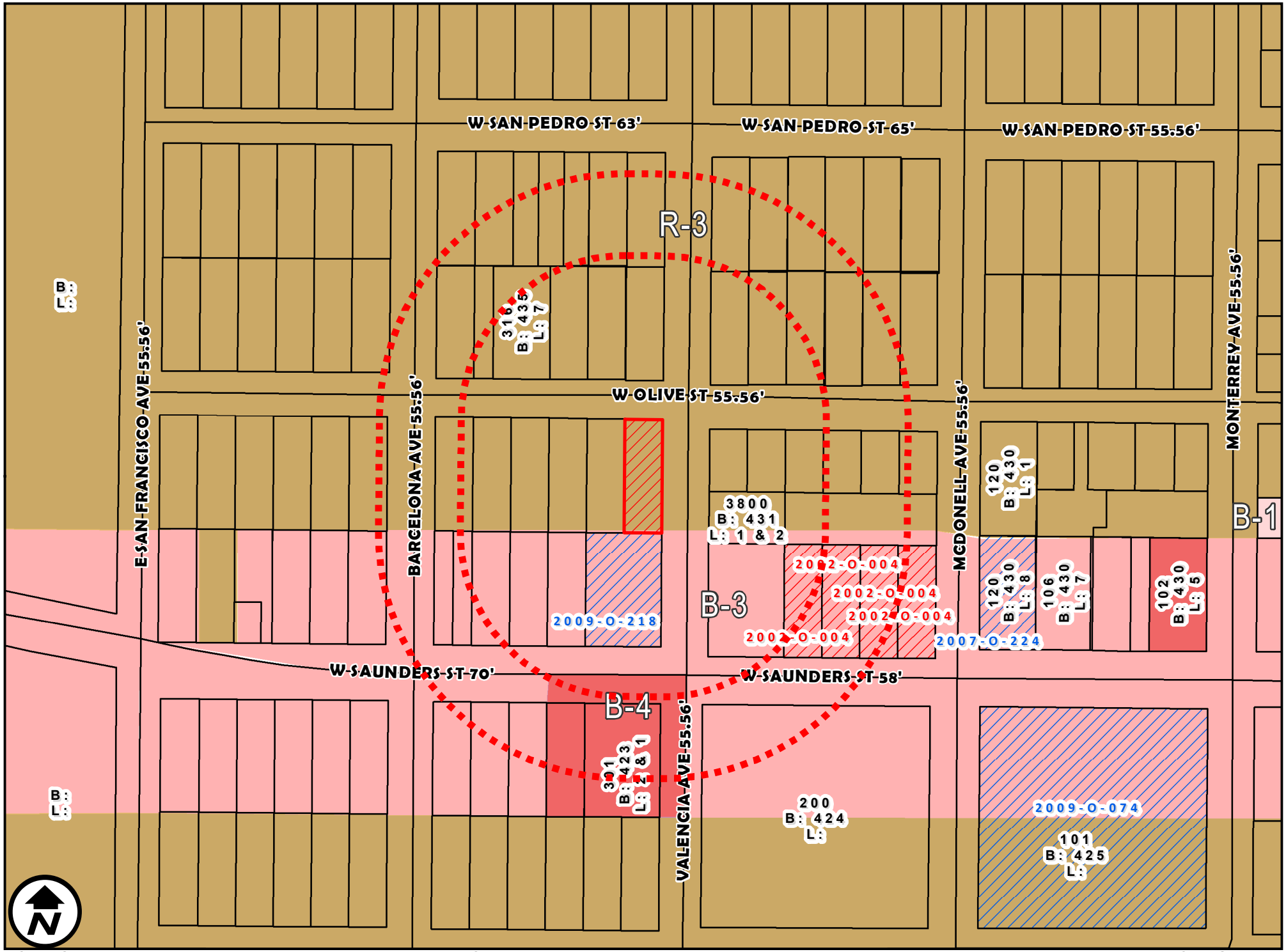


DIMENSIONS MAP

1 inch = 150 feet

ZC-080-2025
COUNCIL DISTRICT 8
301 WEST OLIVE STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
C.U.P. FOR COMMERCIAL PARKING LOT (CARS)

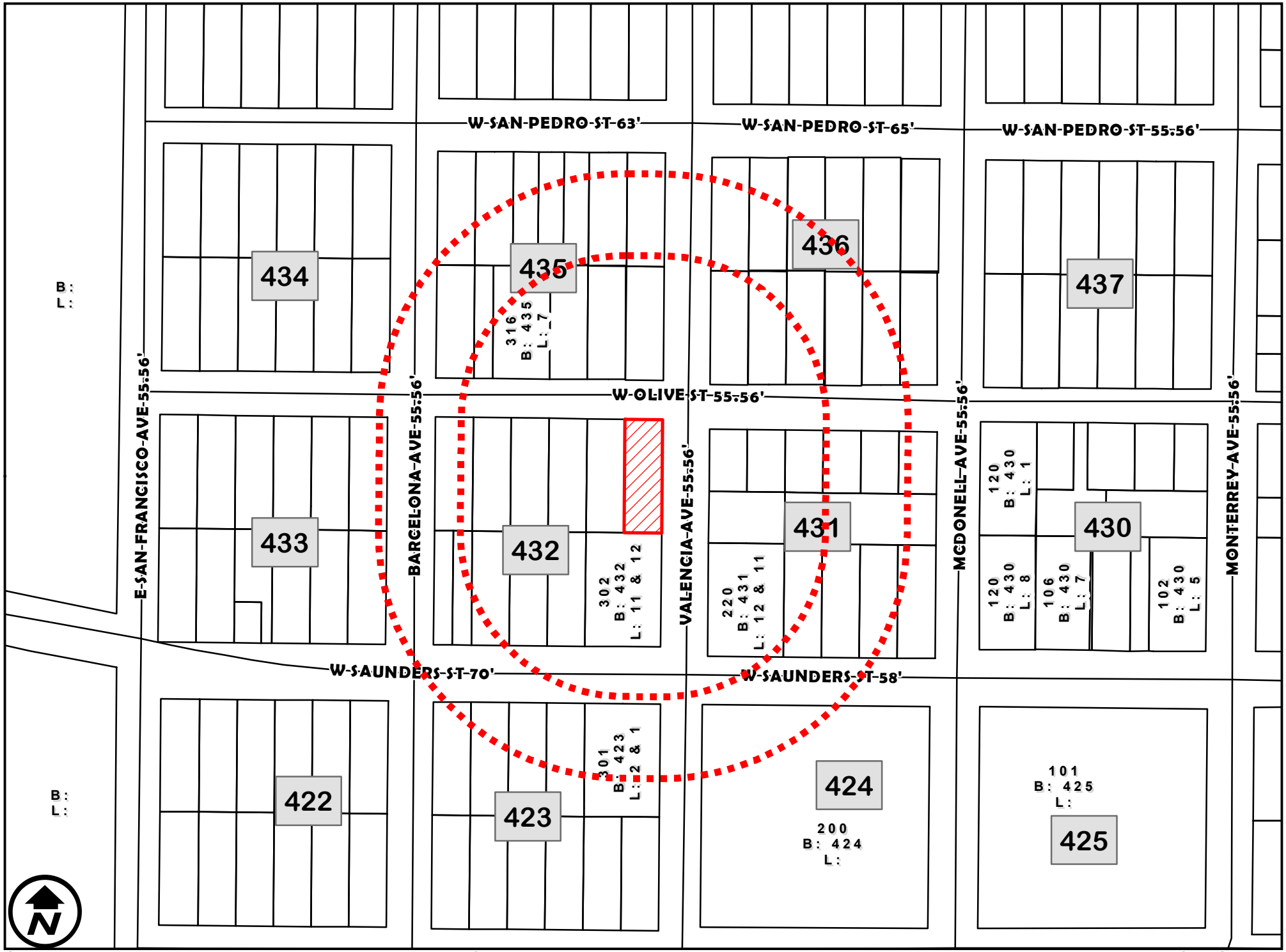


ZONING MAP

1 inch = 150 feet

ZC-080-2025
COUNCIL DISTRICT 8
301 WEST OLIVE STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
C.U.P. FOR COMMERCIAL PARKING LOT (CARS)

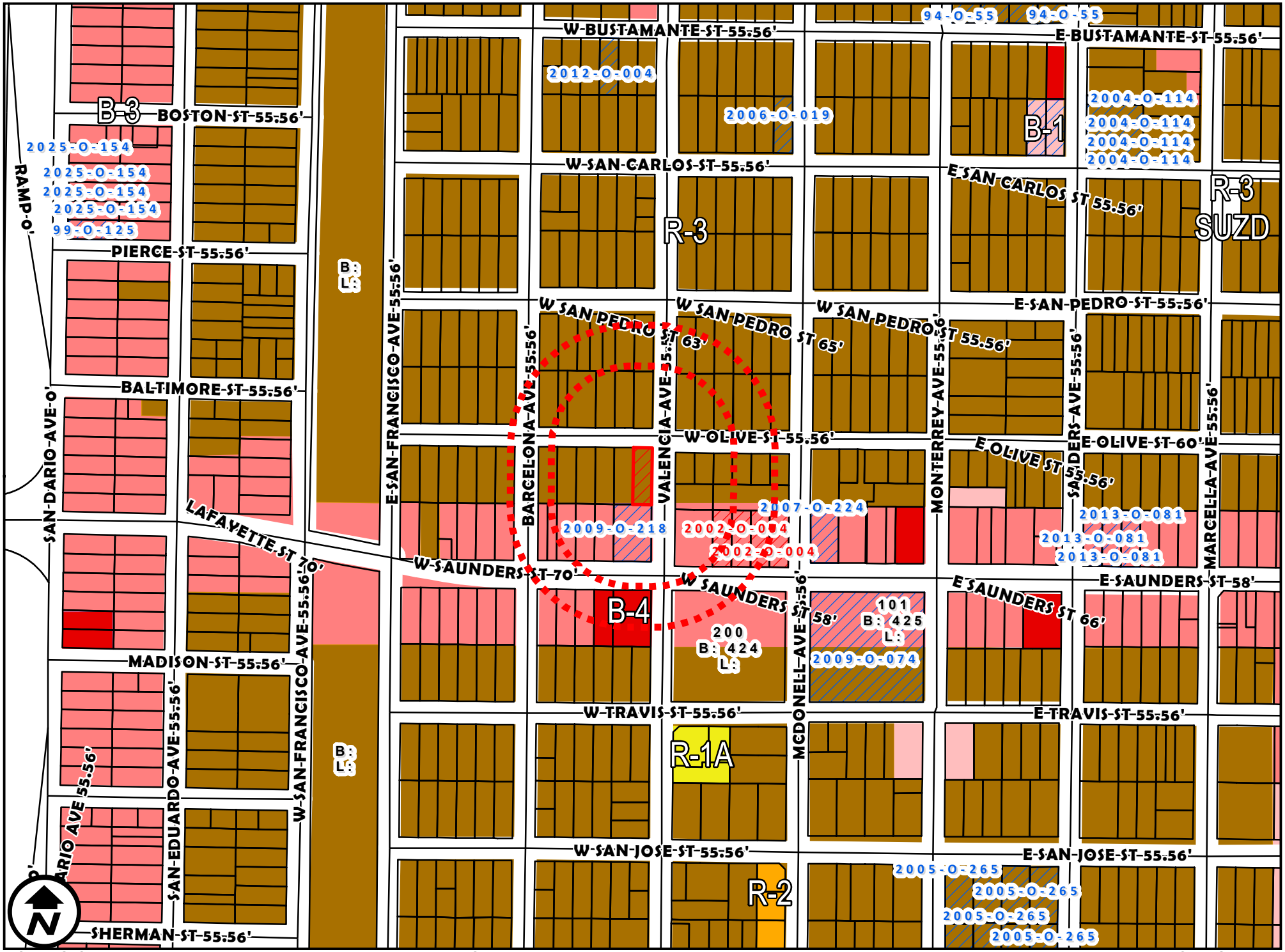


SURVEY MAP

1 inch = 150 feet

ZC-080-2025
COUNCIL DISTRICT 8
301 WEST OLIVE STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
C.U.P. FOR COMMERCIAL PARKING LOT (CARS)

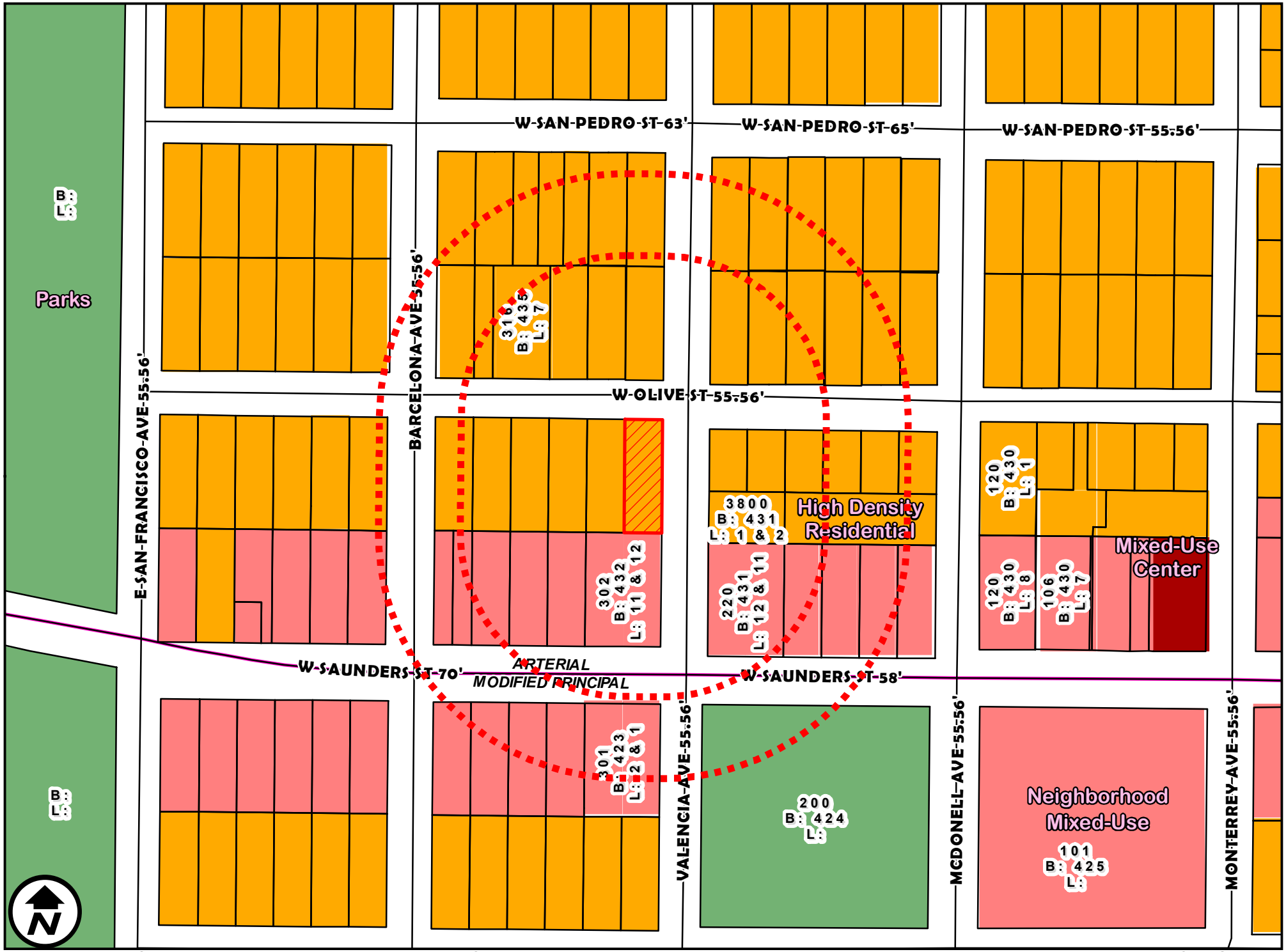


ZONING OVERVIEW

1 inch = 300 feet

ZC-080-2025
COUNCIL DISTRICT 8
301 WEST OLIVE STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT) TO
C.U.P. FOR COMMERCIAL PARKING LOT (CARS)

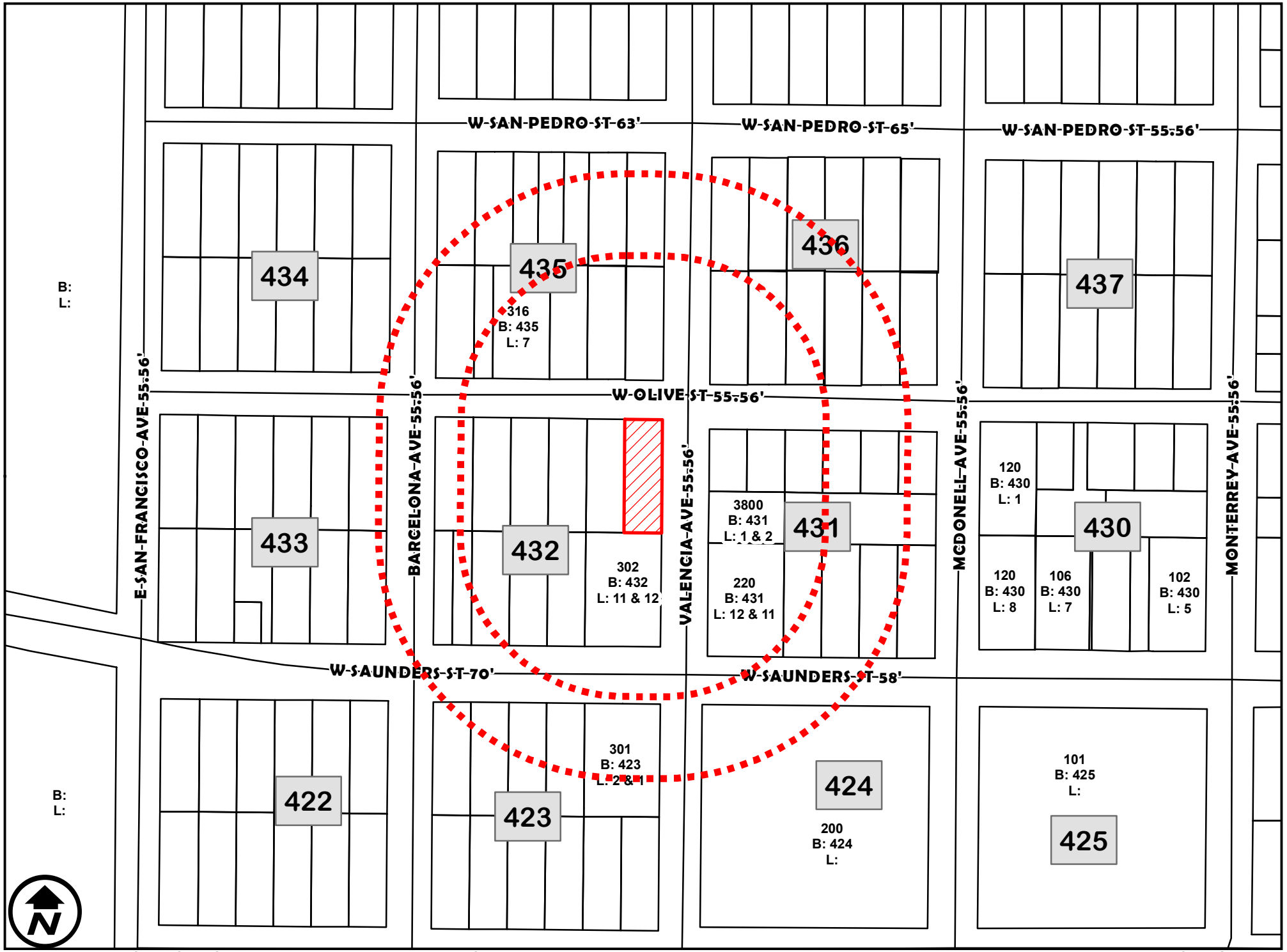


FUTURE LANDUSE

1 inch = 150 feet

ZC-080-2025
COUNCIL DISTRICT 8
301 WEST OLIVE STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
C.U.P. FOR COMMERCIAL PARKING LOT (CARS)



200' AND 300' NOTIFICATION

1 inch = 150 feet

ZC-080-2025
COUNCIL DISTRICT 8
301 WEST OLIVE STREET

APPLICATION F
R-3 (MIXED RESIDENTIAL DISTRICT)
C.U.P. FOR COMMERCIAL PARKING LOT (CARS)

Narrative Description for Conditional Use Permit Application

Property Address: 301 W Olive, Laredo, TX 78041

Associated Property: 302 W Saunders, Laredo, TX 78041

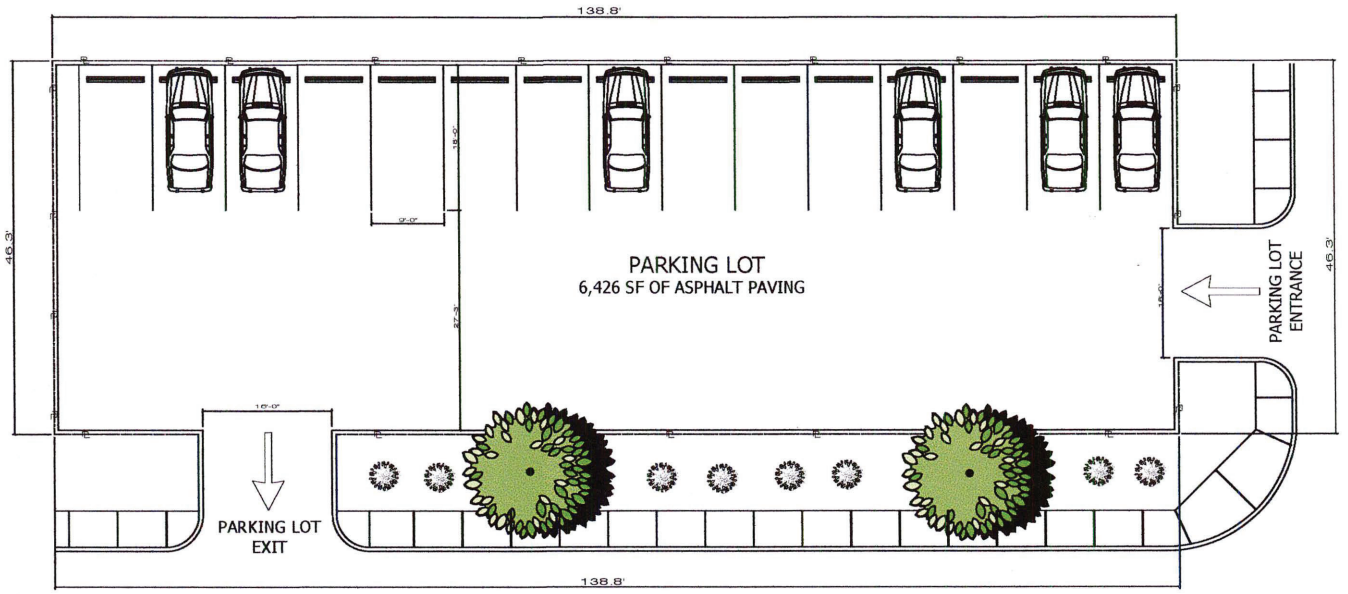
The applicant is requesting a Conditional Use Permit (CUP) for the property located at 301 W Olive, Laredo, Texas, for the development of a surface parking lot consisting of fifteen (15) parking spaces. The proposed parking lot will be utilized exclusively by the tenant of the adjacent commercial property located at 302 W Saunders, Laredo, Texas, to accommodate employee and customer parking during normal business hours. The tenant currently has approximately 10 employees.

The intent of this development is to support the operational needs of the adjacent business by providing adequate off-street parking in compliance with the City of Laredo's Land Development Code. The parking lot will be designed to meet all applicable dimensional standards, including surfacing and landscaping requirements, as outlined in the Code. The proposed use is consistent with the surrounding commercial and mixed-use character of the area and is intended to enhance accessibility and reduce on-street parking congestion.

The applicant acknowledges that the property at 301 W Olive is not currently used for commercial purposes and seeks this CUP to allow for a supportive accessory use that directly benefits the adjacent business. The parking lot will not be open to the general public and will be restricted to business-related use during operating hours of Monday - Friday 8am to 5pm.

This proposal aligns with the City's goals for orderly development and efficient land use, and the applicant is committed to working with the Planning and Zoning Department to ensure full compliance with all applicable regulations and permitting procedures.

EXHIBIT A



W. OLIVE ST.

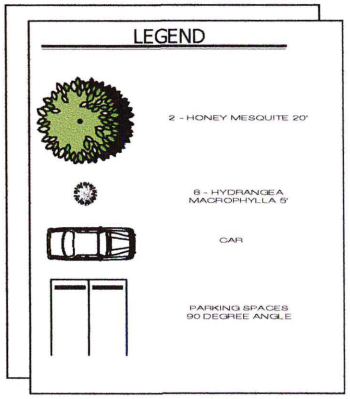
VALENCIA AVE.

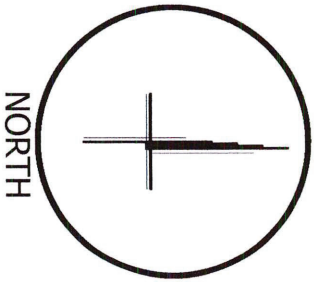
VALENCIA AVE.

W. OLIVE ST.

ADDRESS: 301 W. OLIVE
LAREDO, TEXAS 78041

LEGAL DESCRIPTION: LOT 1, BLOCK 432 ED
MARKET AREA CD: CD SAUNDERS
MAP ID: 25
TYPE: R-3





SITE PLAN

arch + studio designs

escale 1:16

ARCH + STUDIO

PROJECT: ASPHALT PAVEMENT PARKING LOT
301 W. OLIVE ST.
LAREDO, TX 78041

BUILDER:

DRAWN BY: ARCH+STUDIO DESIGNS
LAREDO, TX 956.242.5125
arch.studio@att.net

DRAWINGS: SITE PLAN

DRAWN BY: A+S
REV:
DATE: 08.20.25
BLOCK:
LOT:
SUB:
PLAN No. 1
SHEET A-1
SHEET COUNT 1 of 1

Comprehensive Plan Alignment (with comments): **ZC-080-2025**:

---

1. Level of Alignment

☑ **Moderate** – Indirectly supports or contributes to the intent of a verbatim goal or policy.

---

2. Supporting Goal(s)/Policy(ies)

Policy 2.3.2

"Support land use and zoning decisions that encourage infill and redevelopment of vacant and underutilized land."
— **Page 2.15**, *Viva Laredo City of Laredo Comprehensive Plan*

- **Relevance**: The proposed site is currently a **vacant developed lot**. Utilizing this site for a targeted commercial parking use serves as a redevelopment initiative that prevents deterioration and discourages disuse. The project contributes to infill by intensifying use within an existing urbanized area.

Policy 3.2.4

"Ensure that existing neighborhoods are protected from the encroachment of incompatible development, especially commercial and industrial uses."
— **Page 3.14**, *Viva Laredo City of Laredo Comprehensive Plan*

- **Relevance**: Although the proposal introduces a commercial use (parking), the City has included **26 operational restrictions** to limit potential nuisances (e.g., noise, lighting, junk vehicles, outdoor storage, and heavy equipment). These mitigations are consistent with the policy goal of **buffering residential neighborhoods** from disruptive commercial activity.

Policy 6.2.1

"Promote shared parking and management strategies that support access and reduce the land dedicated to parking."
— **Page 6.8**, *Viva Laredo City of Laredo Comprehensive Plan*

- **Relevance**: This CUP is **not for general public parking** but exclusively for the employees and customers of the adjacent business (**JV Equipment, Inc.**). This targeted use is a limited-scope parking solution that supports **site-specific access needs** without promoting sprawling, underutilized parking areas.

Policy 3.2.2

"Encourage development that is compatible in scale and character with existing neighborhoods."
— **Page 3.14**, *Viva Laredo City of Laredo Comprehensive Plan*

- **Relevance**: The surrounding context includes a mix of **auto-oriented commercial businesses**, which makes this use **generally compatible**. Staff notes that this development "is anticipated to alleviate the possibility of off-street parking for the adjacent business" and "is compatible with the area since there are more intense uses within proximity," which aligns with the intent of this policy.

---

3. Summary of Alignment

The proposed conditional use permit (CUP) for a commercial parking lot at 301 West Olive Street exhibits a **moderate level of alignment** with the *Viva Laredo Comprehensive Plan*. While the site is designated **High Density Residential** in the Future Land Use Map, the introduction of a **restricted-use commercial parking lot** for a neighboring business is a **measured and mitigated intensification** of the area.

The project aligns with the Plan's **infill development**, **neighborhood compatibility**, and **parking efficiency** policies by:

- Redeveloping a vacant lot (Policy 2.3.2);
- Applying strict conditions to buffer surrounding residential properties (Policy 3.2.4);
- Providing employee and customer-specific parking (Policy 6.2.1); and
- Fitting within an already mixed commercial-residential corridor (Policy 3.2.2).

However, since the proposed use is **not explicitly residential nor community-serving**, and since it slightly deviates from the **High Density Residential** designation in the FLUM, the alignment is best rated as **Moderate** rather than Strong.

---

4. Additional Notes

- No policies were found in the Plan that **expressly encourage conditional use commercial parking lots** in High Density Residential zones.
- All citations are quoted directly and verifiably from the *Viva Laredo City of Laredo Comprehensive Plan*.
- No policies found in the Plan **conflict** with the agenda item.

Source: Viva Laredo City of Laredo Comprehensive Plan. Pages 2.15, 3.14, 6.8.
Evaluation conducted for City Council agenda item ZC-080-2025.

ORDINANCE NO.

AMENDING THE ZONING ORDINANCE MAP OF THE CITY OF LAREDO BY AUTHORIZING THE ISSUANCE OF A CONDITIONAL USE PERMIT FOR A COMMERCIAL PARKING LOT (CARS) ON LOT 1, BLOCK 432, EASTERN DIVISION, LOCATED AT 301 WEST OLIVE STREET; PROVIDING FOR PUBLICATION AND EFFECTIVE DATE.

WHEREAS, a request has been received for the issuance of a conditional use permit for a commercial parking lot (cars) on Lot 1, Block 432, Eastern Division, located at 301 West Olive Street; and,

WHEREAS, the required written notices were sent to surrounding property owners at least ten (10) days before the public hearing held before the Planning and Zoning Commission on June 18, 2025; and,

WHEREAS, the Planning and Zoning Commission, after a public hearing, has recommended **approval** of the issuance of the Conditional Use Permit; and,

WHEREAS, notice of the Conditional Use Permit request was advertised in the newspaper at least fifteen (15) days prior to the public hearing held before the City of Laredo City Council on this matter; and,

WHEREAS, the City Council has held a public hearing on July 21, 2025, on the request and finds the Conditional Use Permit appropriate and consistent with the General Plan of the City of Laredo; and,

WHEREAS, the City Council does not consider the impact, if any, of private covenants and deed restrictions on the subject property with the adoption of this ordinance; and,

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: The Zoning Map of the City of Laredo be and is hereby amended by authorizing the issuance of a conditional use permit for a commercial parking lot (cars) on Lot 1, Block 432, Eastern Division, located at 301 West Olive Street.

Section 2: The Conditional Use Permit is further restricted to the following provision herewith adopted by the City Council:

1. The conditional use permit is restricted to site plan, as per Exhibit A, which is made part of hereof for all purposes.

2. The hours of operation shall be limited to, Monday to Friday, from 8:00 a.m. to 5:00 p.m.
3. The conditional use permit shall only be for the purpose of a commercial parking lot for customers and employees of the adjacent business to the south of the property (JV Equipment, Inc.). Parking for the general public is prohibited.
4. The applicant shall ensure proper measures to prevent entry to the commercial parking lot from the general public after operating hours.
5. Permanent enclosed structures shall be prohibited on the property.
6. Air inflatables, balloons, flags, banners, and internal illuminated signage used for advertising for the adjacent business to the south of the property (JV Equipment, Inc.) shall be prohibited.
7. There shall be no abandoned vehicles or overnight parking on site.
8. The parking of junk/wrecked cars shall be prohibited on the property.
9. The parking or storage of heavy equipment (forklifts, tractor trailers, etc.) associated with adjacent business to the south of the property (JV Equipment, Inc) shall be prohibited.
10. The parking of all vehicles shall be kept within the property.
11. The following uses including: auto interior shop, auto body repair, auto body paint shop, auto muffler shop, auto tire repair, tire sales, auto glass repair/tenting, auto repair (general), and auto repair as associated use to retail sales, car wash (self-service), commercial car wash (detail shop), quick lube/oil change shall be prohibited.
12. The storage of automotive fuel, lubricant and fluids, materials, equipment, and auto parts shall be prohibited.
13. There shall be no ground vibrations created or sustained on the site which are perceptible without instruments at any point on any property adjoining the subject property. Any outdoor music shall be at the decibel levels stated in the City of Laredo Code of Ordinances, Article XI, Noise Nuisances.
14. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
15. Landscaping shall be provided and maintained in accordance with the City of Laredo Land Development Code, Section 24.83.

    - The site plan shall identify a total number of six (6) trees and 25 shrubs for the surface parking lot.

    *Formula: One (1) tree for every thirty (30) feet of non-residential or multi-family residential property abutting a public street right-of-way shall be planted, as per Section 24.83.20(1)(b)

    - 185.1 feet perimeter abutting a public street right-of-way / 30 = 6.17 trees
    - Total number of trees required: 6 trees

    *Formula: The number of shrubs required shall be equal to the total number of trees required multiplied by four (4), as per section 24.83.3 (2).

- 6.17 trees X 4 shrubs = 24.68 shrubs
- Total number of shrubs required: 25 shrubs

Note: Please review appendices F-1 and F-2 for the types of trees and shrubs and maintenance for the trees and shrubs that are consistent with the environment, as per the Laredo Land Development Code.

16. The owner shall provide an opaque fence or wall of not less than 7 (seven) feet in height along any side or rear property lines which abut or adjoin property containing a residential use or residential zoning district. Apartment complexes, residential condominiums or residential townhomes shall be similarly screened irrespective of which zoning district they occur in.
17. The establishment must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
18. Signage shall be consistent with the City's Sign Ordinance.
19. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
20. The proposed use shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load issued to the CUP business holder.
21. The proposed use shall, during all hours of operation, maintain, free from obstruction or impediment to full instant use in the case of fire or other emergency, all exit accesses, exits or exit discharges.
22. All permits, licenses, certifications and inspections required by the codes and ordinances of the City of Laredo shall be kept up to date and current including but not limited to: a. Food Manager License (annual), b. Food Handler's Permit (annual), c. Certificate of Occupancy with Occupant Load. Occupant Load being the approved capacity of a building or portion thereof.
23. Owner shall comply with Building, Health, Safety, Fire, Environmental, and all applicable codes and regulations as required.
24. The establishment shall be kept in a sanitary condition.
25. The proposed use shall not cause undue traffic congestion, dangerous traffic conditions or incompatible service delivery, parking or loading problems.
26. The operating characteristics of the use shall not create a nuisance and the impacts of the use on surrounding properties shall be minimized with respect to noise, odors, vibrations, glare, and any other similar conditions.
27. The use authorized by the conditional use permit is required to abide by all applicable municipal codes.

Section 3: This ordinance shall be published in a manner provided by Section 2.09(D) of the Charter of the City of Laredo.

Section 4: This ordinance shall become effective as and from the date of publication specified in Section 3.

Section 5: The Conditional Use Permit authorized by this ordinance shall be revoked pursuant to the Laredo Land Development Code, section 24.94.10, entitled "Revocation," according to the criteria and procedures described therein.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO, JR.
CITY SECRETARY
APPROVED AS TO FORM:

_____
DOANH "ZONE" T. NGUYEN
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Public Hearing & Introductory Ordinance 8.**

SUBJECT
Public hearing and Introductory Ordinance authorizing the City Manager to decrease the reported amount of $2,623,991 in AS400 for the amount of $89,939.00 to match the approved amount allocated by the Commission on State Emergency Communications on the amount of 2,534,052 to fund the 9-1-1 Program and Equipment for the South Texas Region, including Jim Hogg, Starr, Webb, and Zapata Counties, for the period beginning September 1, 2026 through August 31, 2027.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

PREVIOUS COUNCIL ACTION
None

BACKGROUND
The City of Laredo approved Resolution 2003-R-066, requesting that the Commission onState Emergency Communications designates the City of Laredo as the administrator of the Region's 9-1-1 Emergency Communication System. At the February 4, 2004 meeting, the Commission on State Emergency Communications designated the City of Laredo as the Administrator for the Region's 9-1-1 System, which became effective March 1, 2004. As administrators for the South Texas Development Council (STDC), the City of Laredo oversees the four county region of Jim Hogg, Starr, Webb and Zapata. The agreements with these entities are contracted with the City of Laredo beginning September 1, 2023 and ending on August 31, 2025.

The Commission on State Emergency Communications (CSEC) has awarded
$2,534,052 to the City of Laredo 9-1-1 Regional Administration for FY 2026 and awarded
$2,534,052.00 for FY 2027 for 9-1-1 Program and Equipment expenses.
This grant allocation allows the 9-1-1 Regional Administration to administer the 9-1-1
Program for the South Texas Region, including maintaining state compliance measures for the eight (8) Public Safety Answering Points (Laredo Police Department, Webb County Sheriff's Office, Jim Hogg County Sheriff's Office, Starr County Sheriff's Office, Rio Grande Police Department, Roma Police Department, Zapata County Sheriff's Office, and the Backup Training Center), maintaining the 9-1-1 Database, Equipment Replacement, and coordinating 9-1-1 Public Education efforts.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends approval.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	State
Account #:	258
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
RCOM27 Fund Annual Budget Amendment Amended Budget

Fund	Annual Budget	Amendment	Amended Budget
Revenues: 9-1-1 Reg. Fund	$2,623,991.00	-$89,939.00	$2,534,052.00
Expenditures: 9-1-1 Reg. Fund	$2,623,991.00	-$89,939.00	$2,534,052.00

ATTACHMENT "A" - Method of Finance
2026 - 2027 RECIPIENT 9-1-1 COSTS SUMMARY
Summary Costs Approved for Allocation for South Texas Development Council - City of Laredo

				2026				2027
Method of Finance	**Administration**	**Program**	**Equipment**		**Administration**	**Program**	**Equipment**	
9-1-1 Service Fees	$ -	$ 2,341,687		**$ 2,341,687**	$ -	$ 2,277,654		**$ 2,277,654**
Equalization Surcharge		$ -		**$ -**		$ -		**$ -**
General Revenue		$ 132,365	$ 60,000	**$ 192,365**		$ 256,398	$ -	**$ 256,398**
Grand Total	**$ -**	**$ 2,474,052**	**$ 60,000**	**$ 2,534,052**	**$ -**	**$ 2,534,052**	**$ -**	**$ 2,534,052**

				2026				2027
Commission Approved Budget	**Administration**	**Program**	**Equipment**		**Administration**	**Program**	**Equipment**	
2025 - Jul: Original Budget	$ -	$ 2,474,052	$ 60,000	**$ 2,534,052**	$ -	$ 2,534,052	$ -	**$ 2,534,052**
Grand Total	**$ -**	**$ 2,474,052**	**$ 60,000**	**$ 2,534,052**	**$ -**	**$ 2,534,052**	**$ -**	**$ 2,534,052**

With my signature below, I agree to and acknowledge the Approved Budget limits described as the "Current Approved Budget."

Andrew Friedrichs

Andrew Friedrichs, Executive Director - CSEC

8/8/2025

Date

Joseph Neeb, City Manager - South Texas Development Council - City of Laredo

9/18/25

Date

ATTESTED:

Mario I. Maldonado, Jr.
City Secretary

for Doanh "Zone" T. Nguyen
City Attorney

ORDINANCE NO.

AMENDING THE FY 2026-2027 9-1-1 REGIONAL ADMINISTRATION BUDGET BY DECREASING REVENUES AND EXPENDITURES TO MATCH THE AMOUNT PROVIDED BY THE COMMISSION ON STATE EMERGENCY COMMUNICATIONS IN THE AMOUNT OF $2,534,052 TO FUND THE NG911 PROGRAM FOR THE SOUTH TEXAS REGION, INCLUDING JIM HOGG, STARR, WEBB, AND ZAPATA COUNTIES, FOR FY-2027 FOR THE PERIOD BEGINNING SEPTEMBER 1, 2026 THROUGH AUGUST 31, 2027.

WHEREAS, on September 16, 2024 City Council adopted the 9-1-1 Regional Administration fiscal year 2024-2025 annual budget (RCOM26); and

WHEREAS, on September 15, 2025, City Council adopted the 9-1-1 Regional Administration fiscal year 2025-2026 annual budget (RCOM27); and

WHEREAS, the City of Laredo, on September 15, 2025, accepted a grant from the Commission on State Emergency Communications (CSEC) to fund the 9-1-1 Program and Equipment budgets for the South Texas Region for Fiscal Years 2026-2027; and

WHEREAS, the City of Laredo will accept a decrease in funds to the grant on AS400 to match the amount allocated by the Commission on State Emergency Communications (CSEC) to fund the NG911 Program budget for the South Texas Region for Fiscal Year 2027; and

WHEREAS, on July 30, 2025, the Commission on State Emergency Communications approved the FY 2026 and FY 2026 Strategic Plan for South Texas 9-1-1 Region, as administered by the City of Laredo; and

WHEREAS, the Strategic Plan authorizes expenses for all administrative, program, and capital budgets for the South Texas Region, including Jim Hogg, Starr, Webb and Zapata Counties; and

WHEREAS, the City Council will hold a public hearing and introduce this Ordinance on November 17th, 2025.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

_____
DR. VICTOR TREVIÑO
MAYOR

ATTEST:

_____
Mario I. Maldonado
CITY SECRETARY

APPROVED AS TO FORM:
CITY ATTORNEY

_____
Doanh "Zone" T. Nguyen
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Public Hearing & Introductory Ordinance 9.**

SUBJECT
An Ordinance of the City of Laredo, Texas, amending Ordinance No. 2019-O-111; the City of Laredo Priority Procedures Handbook for City Council and City boards, commissions and committees; amending Roman Numeral I. Commissions and board created by charter; City of Laredo (1995); Letter E, Across-the-board requirements for members of the commissions and board created by Charter; 1. Qualifications; and Roman Numeral V. Across-the-board requirement for commissions, boards, committees; Letter G. Residency; in order to create continuity and clarity on who may serve; providing for a cumulative clause; providing a severability clause and declaring an effective date.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

PREVIOUS COUNCIL ACTION
On August 5th, 2019, Ordinance No. 2019-O-111, was approved to adopt the revised City of Laredo Priority Procedures Handbook for City Council and City boards, commissions and committees; adopting rules governing the manner in which City Council meetings are conducted.

BACKGROUND
On November 3rd 2025, Council Member Melissa R. Cigarroa, brought forward an item for Council consideration and possible action to amend the City Code of Ordinance by modifying the current five-year residency requirement for appointment to City boards, commissions and committees, with a proposal to reduce the requirement to two years.

The motion passed, and Council directed staff to prepare an ordinance amending the residency requirement accordingly and to revise of City of Laredo procedures handbook to reflect this change.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Recommending that residency for all charter created and non-charter created boards, commissions and committee members should be 12 months, instead of two years.

Across the board requirements at the time of their appointment and shall reflect the following qualifications:

a. shall be American Citizens

b. shall have resided within the Laredo city limits for at least twelve months.

c. shall be qualified City registered voters, and

d. shall not be employed by the City in any capacity nor hold any other city office.

Fiscal Impact

Fiscal Year:	N/A
Budgeted Y/N?:	N/A
Source of Funds:	N/A
Account #:	N/A
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT: N/A

ORDINANCE NO. 2019-O-111

AN ORDINANCE OF THE CITY OF LAREDO, TEXAS, ADOPTING THE REVISED CITY OF LAREDO PRIORITY PROCEDURES HANDBOOK FOR CITY COUNCIL AND CITY BOARDS, COMMISSIONS, AND COMMITTEES; ADOPTING RULES GOVERNING THE MANNER IN WHICH CITY COUNCIL MEETINGS ARE CONDUCTED; PROVIDING FOR A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE

WHEREAS, the City has previously established specific standards and procedures for public meetings and public workshops; and

WHEREAS, the City Council of the City of Laredo desires order in the conduct of its meetings to allow the effective discussion and transaction of the business of the City; and

WHEREAS, the City Council desires to ensure that members of the public who attend City Council can be heard in a fair, impartial and respectful manner; and

WHEREAS, the City Council wants to ensure that all discussions comply with the words and spirit of the Texas Open Meetings Act; and

WHEREAS, the City Council has established various boards, commissions, and committees to assist in the performance of city business as well as to provide the City Council with input from the public on various issues; and

WHEREAS, the City Council desires to obtain uniformity with its approach and has requested staff to adopt certain policies applicable to all boards, commissions and committees not subject to any other provisions of law; and

WHEREAS, the City Council desires that the rules and procedures for public meetings and workshops be amended, clarified, and restated as provided herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS THAT:

Section 1: City Council determines that the findings contained in the preamble of this Ordinance are true and correct, and hereby adopts these findings.

Section 2: The City Council of the City of Laredo hereby adopts the "City of Laredo Priority Procedures Handbook" contained in "Attachment A", attached hereto and incorporated fully herein for all intents and purposes.

Section 3: This ordinance shall be cumulative of all provisions of ordinances of the City of Laredo, Texas, except where the provisions of this ordinance are in direct conflict with the

provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 4: It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 5: This Ordinance shall take effect immediately upon passage.

DULY PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE 5 DAY OF August, 2019.

PETE SAENZ
MAYOR

ATTESTED:

JOSE A. VALDEZ, JR.
CITY SECRETARY

APPROVED AS TO FORM:

KRISTINA K. LAUREL HALE
CITY ATTORNEY

BY: _____
CRISTIAN ROSAS-GRILLET
ASSISTANT CITY ATTORNEY



Final Reading of Ordinances 39.

City Council-Regular
Meeting Date: 08/05/2019
Staff Source: Cristian Rosas-Grillet, Assistant City Attorney

---

SUBJECT

2019-O-111 An Ordinance of the City of Laredo, Texas, adopting the revised City of Laredo Priority Procedures Handbook for City Council and City boards, commissions, and committees; adopting rules governing the manner in which City Council meetings are conducted; providing for a cumulative clause; providing a severability clause; and declaring an effective date.

PREVIOUS COUNCIL ACTION

On July 1, 1019, City Council introduced the ordinance.

BACKGROUND

N/A

COMMITTEE RECOMMENDATION

N/A

STAFF RECOMMENDATION

Staff recommends that City Council approve this Ordinance.

Fiscal Impact

Fiscal Year:
Bugeted Y/N?:
Source of Funds:
Account #:
Change Order: Exceeds 25% Y/N:
FINANCIAL IMPACT:
N/A

Attachments

2019-O-111

Priority Procedures
for the
Mayor and City Council
Laredo, Texas

Third Edition



Judith Zaffirini, PhD

Zaffirini Communications • P. O. Box 627 • Laredo, Texas 78042
956/724-8379 • FAX 956/727-4448 • www.zaffirini.com

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Priority Procedures

for the

Mayor and City Council
Laredo, Texas

Third Edition



Judith Zaffirini, PhD

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Introduction

True Laredo leaders function enthusiastically at all levels, ranging from addressing the loftiest and most critical goals to performing administrative details required to pass ordinances. Equally important, they must communicate effectively not only with their constituents, but also with their colleagues. Typically that communication includes receiving advice from appointed officials, facilitating interaction at meetings, disseminating targeted public information, and sending and receiving timely internal information.

The Laredo Mayor and City Council comprise a strong, united leadership team truly committed to public service through customer service. Their legislative authority to pass ordinances, resolutions, and motions is as important as their responsibility to work with their appointees to advisory committees and with City personnel. Cumulatively, their goal is to meet the needs and interests of their constituents, with a primary focus on providing cost-effective City services.

Priority Procedures for the Mayor and City Council is intended to facilitate the leadership and communication processes that are imperative for customer service. It delineates specific policies and procedures in the following four priority areas:

Priority I. Commissions, Boards and Committees

Priority II. Council Meetings

Priority III. Public Information

Priority IV. Communication with City Staff

These procedures will be helpful to leaders who are interested in consistency and efficiency as well as in accessibility and accountability. They also will serve as a source of information about procedures for accomplishing important responsibilities such as appointing accountable and productive members of advisory committees, placing items on Council agendas, scheduling workshops and meetings, and disseminating internal and public information.

Instead of merely adapting and adopting another city's handbook, the Laredo Mayor and City Council, through its Protocol, Procedures, and Customer Service Committee, developed a customized, tailored set of priority procedures. Early in the process, while scrutinizing a vast collection of handbooks developed for other Texas cities, Committee members realized they needed their own manual that was developed from the perspective of the Mayor and Council Members, rather than of City staff. Their primary purpose was to enhance their united efforts to respond more efficiently and effectively to their constituents, the families of Laredo. The result is an original collection of guidelines that are as timely and appropriate as they are practical and precise, especially because they are targeted for the purpose at hand and the persons who interact in public service.

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This edition includes four appendices that can be helpful independently. Appendix A is the official list of the City of Laredo's Commissions, Boards, and Committees, effective September, 2016. To facilitate the responsibility of developing and submitting timely the reports and records required herein, Appendix B includes 10 templates that save time and eliminate guesswork. Appendix C is the City of Laredo's Comprehensive Public Information Plan, while Appendix D reflects Fair Rules for Political Forums, including forms for program agendas and order of presentation.

Every effort was made to research relevant legislation and ordinances and to modify proposed procedures for compliance and consistency. To ensure their longevity, procedures were written to identify their historical sources as the basis from which to define current and projected directives. What's more, the Charter of the City of Laredo was scrutinized to ensure its compliance with state laws and to resolve any inconsistency with City procedures. As a result, the second edition of this handbook included eighteen proposed amendments, including amending the Charter for timeliness and appropriateness, for clarity and consistency. Because those proposals were addressed, they are not in the third edition.

Developing this handbook of priority procedures for the Laredo Mayor and City Council required building consensus and combining the expertise of City leaders and personnel. It served the purpose of defining a set of practical procedures to streamline the process of working together for the public good. Such unity of purpose is reflected throughout this work in progress that was written with constituents in mind, first, foremost, and always.

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Priority I. Commissions, Boards, and Committees

The City of Laredo's commissions, boards, and committees advise and assist the Mayor and City Council meet their responsibilities. While the City Charter calls for the creation of a Charter Revision Commission, Redistricting Commission, Planning and Zoning Commission, and a Board of Adjustment, the Mayor and Council Members serve on committees and boards with other elected and appointed officials and create standing and ad hoc advisory committees.

Laredoans who accept the important challenge of serving on the City's commissions, boards, and committees will be held to the highest standards of performance, ethics, and accountability and will be charged with specific responsibilities. Generally, they are advisers to the Mayor and Council, but do not speak or act for them. Their valuable leadership, service, and generosity of time are an appreciated community service.

The extensive research conducted regarding this important subject is reflected in the "References" section. It is enriched by the consensus-building interaction that resulted in the procedures defined herein.

This chapter of the *Priority Procedures for the Laredo Mayor and City Council* focuses on the procedures related to creating appointed bodies, determining terms of office, nominating and confirming their members, defining their enabling and operational authority, delineating their requirements, and benefitting from their advice. It is intended to enhance efficiency and effectiveness and to empower City elected and appointed officials to do an even better job for Laredoans.

I. Commissions and board created by Charter, City of Laredo (1995)

A. City Charter Revision Commission (Charter, 12.09, 35, 44)

1. **Creation:** The Mayor and Council shall appoint a Charter Revision Commission at least every 10 years, as directed by the Charter, but not more often than every two years, as mandated by the Texas Constitution (Art. 11, Sec. 5).

2. **General powers and duties:** The Charter Revision Commission is an ad hoc advisory committee that shall review the Laredo City Charter and make recommendations for amendments to the Mayor and City Council.

3. **Membership:** The Mayor and each Council Member shall nominate one member to the nine-member commission, subject to confirmation by a majority vote of the Council (minimum of five Council Members or four Council Members and the Mayor).

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4. **Terms:** Generally, commissioners shall serve two-year terms. A commissioner's term shall end automatically, however, if the term of his or her nominator ends before the two years.

5. **Chair and Vice Chair:** The Chair and Vice Chair of the Charter Revision Commission shall be nominated by the Mayor from among its members and confirmed by a majority vote of Council Members (minimum of five Council Members or four Council Members and the Mayor).

    a. The Chair and Vice Chair shall serve for the term of the commission.

    b. The Mayor and Council shall fill vacancies by the same procedure or may delegate the duty to the commission.

    c. Officers elected to fill vacancies shall serve for the unexpired term.

6. **Duration:** The Laredo Charter Revision Commission shall expire two years after its creation, unless it completes its task sooner.

    a. If the commission submits its written report of Charter revision recommendations to the Mayor and Council before two years, its task is considered completed and its term automatically expired.

    b. Under no circumstances, however, shall the commission's term be longer than two years.

7. **Reports:** The commission shall submit the following written reports to the Mayor and Council via the City Secretary or the City Secretary's designee:

    a. Minutes of all meetings.

    b. Biannual reports by January 1 and July 1.

        (1) The commission may by majority vote of members present propose a schedule with earlier, but not later, report deadlines.

        (2) A proposed revised schedule must be approved by a three-fourths vote of the Council (minimum of six

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Council Members or five Council Members and the Mayor).

c. Report deadlines shall apply to the 2015-16 Charter revision process and adapted, if necessary, for every commission appointed thereafter.

8. **Charter amendments:** Consistent with Charter provisions, the City Charter Revision Commission shall recommend Charter amendments for consideration by the Mayor and Council, who may amend the recommendations and/or propose additional amendments. (Charter, 35, 44)

a. Charter amendments shall be handled in the same manner as an ordinance introduced by a Council Member, following the same process for adopting ordinances before submitting them to the voters for their consideration.

b. Charter amendments proposed by the Mayor and Council must be presented at two public hearings and must be adopted by a three-fourths vote of Council (minimum of six Council Members or five Council Members and the Mayor) before being submitted to the voters for their consideration.

c. Ballots used in Charter amendment elections shall be translated into and be available in Spanish.

B. Redistricting Commission (Charter, 10.08.B., 35-36)

1. **Creation:** The Council shall appoint a Redistricting Commission by February 1 of the year the federal census is conducted.

2. **General powers and duties:** The Redistricting Commission is an ad hoc advisory committee that shall review the Laredo City Council districts and federal census data, and then submit a recommended plan for adjusting Council district boundaries to the Mayor and City Council for their consideration.

3. **Membership:** Each Council Member shall appoint two members to the 16-member commission.

4. **Terms:** Generally, commissioners shall serve two-year terms. A commissioner's term shall end automatically, however, if his or her nominator's term ends before the two years.

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5. **Chair and Vice Chair:** The Chair and Vice Chair of the Redistricting Commission shall be nominated by the Mayor from among its members and confirmed by a majority vote of Council (minimum of five Council Members or four Council Members and the Mayor).

   a. The Chair and Vice Chair shall serve for the term of the commission.

   b. The Mayor and Council shall fill vacancies by the same procedure or may delegate the duty to the commission.

   c. Officers elected to fill vacancies shall serve for the unexpired term.

6. **Duration:** The Laredo Redistricting Commission shall expire two years after its creation, unless it completes its task sooner.

   a. If the commission submits its written report of redistricting recommendations to the Mayor and Council before two years, its task is considered completed and its term automatically expired.

   b. Under no circumstances shall the commission's term be longer than two years and two months.

7. **Reports:** The commission shall submit the following written reports to the Mayor and Council via the City Secretary or the City Secretary's designee, but submitted by the Planning Department Director or the Director's designee:

   a. Minutes of all meetings.

   b. Monthly reports from the time the commission organizes, receives data, and submits its final report.

   c. First draft of final report of redistricting recommendations on or before July 1, second draft on or before September 1, and final report on or before December 1 of the year following the federal census.

      (1) This deadline schedule is intended to ensure compliance with Charter provisions and to provide sufficient time for the Mayor and Council to take timely action before the next regular City election.

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(2) The commission may by majority vote of members present propose a schedule with earlier report deadlines.

(3) A proposed revised schedule must be approved by a three-fourths vote of Council (minimum of six Council Members or five Council Members and the Mayor).

d. The December 1 report shall be considered the commission's annual report and may be the same as the report that is due on January 1.

8. **Redistricting recommendations:** Consistent with Charter provisions, by January 1 after every federal census, or as soon as feasible after the U.S. Census Bureau releases certifiable population figures, the Redistricting Commission shall submit a report that includes a recommended plan for adjusting Council district boundaries.

C. **Planning and Zoning Commission** (Charter, IX., 30-32)

1. **Creation:** The Mayor and Council shall appoint members of the Planning and Zoning Commission, as directed by the Charter.

2. **General powers and duties:** The Planning and Zoning Commission is a standing advisory committee that shall make recommendations to the Council and to the City Manager regarding the physical development of the City, including the "Comprehensive Plan of Laredo" and its implementation.

3. **Membership:** The Mayor and each Council Member shall nominate one member to the nine-member commission, subject to confirmation by a majority vote of the Council (minimum of five Council Members or four Council Members and the Mayor).

4. **Terms:** Generally, commissioners serve terms concurrent with those of their respective appointing officials.

a. Commissioners may be reappointed but may not serve as members of the commission for more than eight years.

b. The eight-year term limit applies uniformly, whether commissioners are appointed for non-consecutive years and/or by different appointing officials.

5. **Chair and Vice Chair:** Commissioners shall elect their Chair and Vice Chair from among their membership.

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a. The Chair and Vice Chair shall serve one-year terms and may be reelected.

b. The commission shall fill vacancies in these offices by the same procedure.

c. Officers elected to fill vacancies shall serve for the unexpired term and may be reelected.

6. **Duration:** The Laredo Planning and Zoning Commission is created by Charter directive and shall exist until the Charter is amended to the contrary.

7. **Reports:** The commission shall submit copies of the minutes of all meetings to the Mayor and Council via the City Secretary or the City Secretary's designee.

8. **Planning and Zoning recommendations:** Consistent with Charter provisions, the commission shall make recommendations to the Council and to the City Manager regarding all matters affecting the physical development of the City, shall be consulted regarding the City's comprehensive plan and its implementation and shall exercise all other responsibilities provided by law.

D. **Board of Adjustment** (Charter, 9.05, 32)

1. **Creation:** The Mayor and Council shall appoint the Board of Adjustment, as directed by the Charter.

2. **General powers and duties:** The Board of Adjustment is a standing quasi-judicial board that shall hear and determine appeals from administrative decisions and petitions for variances in the case of peculiar and unusual circumstances that would prevent the reasonable use of land and other subjects permitted for its consideration as authorized by the Council or state statutes.

3. **Membership:** The Mayor and Council shall nominate one member to the nine-member commission, subject to confirmation by a majority vote of the Council (minimum of five Council Members or four Council Members and the Mayor).

4. **Terms:** The terms of members shall run concurrently with those of their respective nominators, but no member shall serve on the Board of Adjustment for more than four years.

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5. **Chair and Vice Chair:** Board members shall elect their Chair and Vice Chair from among their membership.

   a. The Chair and Vice Chair shall serve one-year terms and may be reelected.

   b. The Board shall fill vacancies in these offices by the same procedure.

   c. Officers elected to fill vacancies shall serve for the unexpired term and may be reelected.

6. **Duration:** The Board of Adjustment was created by ordinance, as per Charter directive, and shall exist until the Charter is amended to the contrary.

7. **Reports:** The board shall submit copies of the minutes of all meetings to the Mayor and Council via the City Secretary or the City Secretary's designee.

8. **Hearing appeals:** The Board of Adjustment shall honor the standards and procedures established by the Council in hearing and determining appeals."

E. Across-the-board requirements for members of the commissions and board created by Charter

1. **Qualifications:** At the time of their appointment and during their terms, members shall reflect the following qualifications:

   a. shall be American citizens,

   b. shall have resided within the Laredo city limits for at least the last five years,

   c. shall be qualified City registered voters, and

   d. shall not be employed by the City in any capacity nor hold any other City office.

2. **Compensation:** Members shall serve without pay but may be reimbursed for business expenses incurred in relation to their duties, if budgeted and in accordance with City policies and procedures.

3. **Texas Open Meetings Act:** Members shall comply with all provisions of the Texas Open Meetings Act.

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4. **Additional requirements:** Unless exceptions are stated herein to the contrary, members also shall comply with the across-the-board or specific requirements established by the Mayor and Council for commissions, boards, and committees created and/or appointed by the Mayor and Council.

II. Commissions and boards created by other governmental bodies

A. Metropolitan Planning Organization

1. **Creation:** Consistent with federal and state laws, the City shall be represented and serve with state and county officials on the Metropolitan Planning Organization (MPO) designated by the Laredo Urban Transportation Study.

2. **General powers and duties:** The Metropolitan Planning Organization shall be responsible for identifying local transportation needs in cooperation with the Texas Department of Transportation and for proposing and recommending projects for all modes of urban transportation to governmental bodies that are responsible for program development and project implementation.

3. **Membership:** Consistent with the bylaws of the Metropolitan Planning Organization, the Mayor and three Council Members shall serve with county and state members on the nine-member board, provided the Council Members are nominated by the Mayor, subject to subject to confirmation by a majority vote of the Council (minimum of five Council Members or four Council Members and the Mayor).

4. **Qualifications:** Council Members shall be nominated by the Mayor, subject to confirmation by a two-thirds vote of the Council (minimum of five Council Members or four Council Members and the Mayor).

5. **Terms:** Consistent with the bylaws of the Metropolitan Planning Organization, members shall be appointed for two-year terms that begin with the election of the Mayor, and they may be reappointed.

6. **Duration:** The Metropolitan Planning Organization shall exist as long as it is required by federal and state laws or regulations and/or by local initiatives of the Mayor and Council, whether independently or in cooperation with other governmental bodies.

7. **Reports:** Activities shall be reported regularly to the Mayor and Council by the City Planning Director who, consistent with the bylaws of the Metropolitan Planning Organization, serves as its Transportation Planning Director.

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B. Laredo Housing Authority

1. **Creation:** Consistent with state law, the Mayor and Council by resolution declared a need for the Laredo Housing Authority.

2. **General powers and duties:** The Laredo Housing Authority is a standing advisory committee that "exercises public and essential governmental functions and has the powers necessary or convenient to accomplish the purposes and provisions" related to the establishment, maintenance, and administration of housing projects, consistent with the Texas Housing Authorities Law.

3. **Membership:** The Mayor shall appoint the five-member Laredo Housing Authority, including at least one housing project tenant. (Local Government Code, Sec. 392.0331)

    a. Council confirmation is not required by state law, but is allowed by procedures adopted by the Mayor and Council in this handbook.

    b. Accordingly, the Mayor will nominate five members, subject to confirmation by a majority vote of the Council (minimum of five Council Members or four Council Members and the Mayor).

4. **Qualifications:** At the time of their appointment, members shall reflect the following qualifications:

    a. shall be American citizens,

    b. shall have resided within the Laredo city limits for at least the last year,

    c. shall be qualified City registered voters,

    d. shall not be employed by the City in any capacity nor hold any other City office, and,

    e. if a tenant of a public project over which the housing authority has jurisdiction, shall not have served a previous term. (Local Government Code, Sec. 392.0331.f)

5. **Terms:** Generally, members shall serve two-year terms and may be reappointed, provided they serve no more than eight years and are not otherwise prohibited by the qualifications stated above.

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6. **Duration:** The Laredo Housing Authority shall be authorized by the City of Laredo as long as there is a need to remedy the conditions described in the Texas Housing Authorities Law.

7. **Reports:** Consistent with state law, at least once a year, the Laredo Housing Authority shall file a report of its activities for the preceding year and shall make recommendations for additional legislation or other action it considers necessary to carry out the purposes of state law. (Local Government Code, Sec. 392.062)

    a. The Authority shall submit reports to the Mayor and Council via the City Secretary or the City Secretary's designee.

    b. The annual report required by state law shall be the annual report required herein by January 1 and shall be consistent with reporting requirements, deadlines, and procedures defined by the Mayor and Council.

C. South Texas Development Council

1. **Creation:** Consistent with state law, the City shall be represented on the South Texas Development Council.

2. **General powers and duties:** The South Texas Development Council is a standing regional planning commission that shall "make studies and plans to guide the unified, far-reaching development of a region, eliminate duplication, and promote economy and efficiency in the coordinated development" of Webb, Jim Hogg, Starr, and Zapata counties. (Local Government Code, Sec. 391.001)

3. **Membership:** Consistent with the bylaws of the South Texas Development Council, the Mayor shall nominate five members of the 19-member commission, subject to confirmation by a majority vote of the Council (minimum of five Council Members or four Council Members and the Mayor).

    a. Other members shall represent Webb, Jim Hogg, Starr, and Zapata counties and the cities of La Grulla, Rio Bravo, Rio Grande, and Roma.

    b. Consistent with the bylaws, which authorize members to appoint alternate representatives, and to ensure the City's representation, each member shall appoint two City staff members as alternate representatives, either of whom shall attend meetings.

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4. **Qualifications:** Consistent with the bylaws of the South Texas Development Council, three members shall be City elected officials, and two shall be "non-governmental members representing the general interest groups of "Business" and "Community-based Organizations" who also must meet the following qualifications:

   a. shall be American citizens,

   b. shall have resided within the Laredo city limits for at least the last five years,

   c. shall be qualified City registered voters, and

   d. shall not be employed by the City in any capacity nor hold any other City office, unless they are alternate representatives who must be City staff members.

5. **Terms:** Consistent with the bylaws of the South Texas Development Council, members shall serve one-year terms.

6. **Duration:** The City shall participate in the South Texas Development Council as long as there is a need for a regional planning commission, consistent with state and local laws.

7. **Reports:** By January 1 City representatives shall submit an annual report to the Mayor and Council via the City Secretary or the City Secretary's designee.

D. Webb County Community Action Agency Advisory Board

1. **Creation:** Consistent with the action of the Webb County Commissioners Court, the City shall be represented on the Webb County Community Action Agency Advisory Board.

2. **General powers and duties:** Consistent with its bylaws, the Board's purpose shall be to identify the causes of poverty in Webb County, to provide services to program participants, to mobilize resources to address the causes of poverty, to increase the participation of the poor in programs and in solving their own problems, to involve other human services delivery organizations in common efforts to address poverty problems in the county, and to get involved in all efforts to eradicate poverty. (Bylaws, Art. II)

3. **Membership:** Consistent with the Board's bylaws, the Mayor shall nominate three Council Members to serve on the 24-member Advisory Board, subject to confirmation by a majority vote of the Council

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(minimum of five Council Members or four Council Members and the Mayor), and then to appointment by the Webb County Commissioners Court.

4. **Qualifications:** Board members nominated by the Mayor must be Council Members.

5. **Terms:** Consistent with their bylaws, board members shall serve two-year terms and "will be rotated with each City Council election." (Emphasis theirs)

6. **Duration:** The City shall participate on the Webb County Community Action Agency Advisory Board as long as there is a perceived need to assist and work with Webb County in this important program.

7. **Reports**: City representatives shall submit annual reports to the Mayor and Council via the City Secretary or the City Secretary's designee by January 1.

E. Across-the-board requirements for commissions and boards created by other governmental bodies

1. **Officers:** Commissions and boards shall elect officers according to their respective bylaws, including at least a Chair and Vice Chair.

2. **Compensation:** Members shall serve without pay but may be reimbursed for business expenses incurred, if budgeted and in accordance with City policies and procedures.

3. **Bylaws:** Members appointed to governmental bodies that develop their own bylaws and rules shall make every effort to ensure that they are timely and consistent with the City's standards and practices.

4. **Additional requirements:** Unless exceptions are stated herein to the contrary, members also shall comply with the across-the-board or specific requirements established by the Mayor and Council for commissions, boards, and committees created and/or appointed by the Mayor and Council.

III. Committees composed of Mayor and Council Members

A. Standing and ad hoc committees

1. The Mayor and Council may by ordinance, resolution, or motion create and dissolve standing and *ad hoc* committees composed of the Mayor and Council Members or of only Council Members.

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a. The composition, terms, duties, and timetable shall be specified in the enabling authority, whether authorized by ordinance, resolution, or motion.

b. In effect, committees composed of the Mayor and Council Members or of only Council Members are advisory subcommittees of the Council.

2. Committees composed of the Mayor and Council Members or only of Council Members should have a membership that is less than a quorum of the Council.

c. Example: Generally, a standing committee composed of the Mayor and Council Members should be limited to the Mayor and no more than three Council Members.

d. Example: Generally, a standing subcommittee composed of only Council Members should be limited to no more than four Council Members.

B. Texas Open Meetings Act

1. Committees composed of the Mayor and Council Members or of only Council Members shall be subject to the notice, openness, and other requirements of the Texas Open Meetings Act (TOMA). (Attorney General's Opinion H-238 (1974), H-823 (1976)

a. Although not always required explicitly by the statute, this policy is intended to ensure accessibility and accountability.

b. In light of Attorney General Opinions H-3 (1973) and H-238 (1974), this policy also provides a safeguard, should questions be raised about whether these committees indeed performed "advisory" duties as they discussed public business, especially if recommendations are adopted unanimously by the Council.

c. If a quorum is not established or is lost temporarily or permanently, other members may engage in informal discussions, provided there is no intent to circumvent TOMA and no votes or final actions are taken during the temporary or permanent absence of a quorum.

(1) The following examples are based on experience and were researched carefully, including conversations with the Texas Attorney General's staff, who confirmed that

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the examples reflect correct interpretations of (TOMA) and who noted the similarities that are described herein after the examples:

(a) Example: If two members of a three-member advisory committee establish a quorum at a duly posted meeting and one steps out with the intention of returning, discussions regarding subjects identified in the posting notice may continue with those present.

(b) Example: If only one member of an advisory committee arrives timely for a duly posted meeting and a consultant and/or several staff members are present, those present may engage in informal discussions of subjects identified in the posting notice.

(c) Example: If no members of an advisory committee arrive timely for a duly posted meeting, but a consultant and/or several staff members are present, those present may discuss the subjects identified in the posting notice. A member who arrives late may participate in the informal discussion.

(2) The examples above are provided in good faith and under the presumption that there is no attempt to circumvent provisions of the Texas Open Meetings Act and that no votes or final actions are taken during the temporary or permanent absence of a quorum. Note that in these examples:

(a) All meetings were duly posted.

(b) All meetings were open to the public.

(c) The committee's role was advisory to the Council.

(d) There was no intent to circumvent the purposes of the Texas Open Meetings Act.

(e) No votes or final actions were taken during the temporary or permanent absence of a quorum.

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2. The Mayor and Council Members who are not members of a Council committee and *ex-officio* committee members may participate in the committee's duly posted open meetings but shall not vote or be counted to establish or to maintain a quorum of the committee.

3. If a quorum of the Council is expected to participate in a committee meeting, it should be posted as a joint meeting of the Council and the committee.

4. The Mayor and Council Members shall be responsible for understanding the requirements of the Texas Open Meetings Act as it pertains to all standing and ad hoc committees, regardless of their authority or advisory status, composition or enabling authority.

IV. Committees created and/or appointed by Mayor and Council

A. Authority to create and appoint standing, ad hoc advisory committees

1. Mayor's authority

a. The Mayor may create and appoint *ad hoc* mayoral advisory committees.

b. The Mayor shall make appointments, including self-appointments, to standing and to *ad hoc* mayoral and other advisory committees, consistent with the related enabling authority, whether authorized by statutes, Charter, ordinances, resolutions, or motions of the Council.

c. The Mayor shall adopt standards, requirements, and goals for *ad hoc* mayoral advisory committees.

2. Council's authority

a. The Council shall create standing and *ad hoc* advisory committees by Charter amendment or by ordinance, resolution, or motion.

b. The Council shall make appointments, including self-appointments, to standing and to *ad hoc* advisory committees, consistent with the related enabling authority, whether authorized by statutes, Charter, ordinances, resolutions, or motions of the Council.

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c. The Council shall adopt standards, requirements, and goals for standing and *ad hoc* advisory committees that it creates or appoints, regardless of their enabling authority.

B. Names, definition of standing, ad hoc advisory committees

1. The Mayor and Council shall use consistent terminology in naming the City's standing and ad hoc advisory committees.

   a. Generally, appointed bodies shall be named "advisory committees" rather than "boards," "commissions" or "councils," unless the term is required by legal authority.

   b. When necessary to ensure consistency in names and terminology usage, the City Secretary shall recommend names and name changes to the Mayor and Council.

   c. The correct and official names of advisory committees, effective January, 2017, are reflected in Appendix A.

2. Regardless of the enabling authority, a standing committee is a permanent appointed advisory body that will exist until abolished by statute, Charter amendment, ordinance, resolution, or motion.

   a. Membership and terms shall be defined by the enabling authority.

   b. Members must meet minimum standards set by Council to qualify for and to maintain membership.

3. Regardless of the enabling authority, an *ad hoc* committee is a temporary appointed advisory committee that will exist only for a

   specified period, not to exceed two years, or until its defined task is completed, whichever occurs first.

   a. Membership and terms shall be defined by the enabling authority.

   b. Members must meet minimum standards set by Council to qualify for and to maintain membership.

4. All standing and ad hoc committees are advisory to the Mayor and Council, regardless of their enabling authority.

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a. Advisory committees shall submit recommendations and reports to the Mayor and Council for their consideration.

b. Under no circumstance should advisory committees expect the Mayor and Council to regularly or automatically simply "rubberstamp" their recommendations.

C. Report regarding commissions, boards, committees

1. By July 31 of each year, the City Secretary, assisted by designated staff liaisons, shall submit to the Mayor and Council a comprehensive report that identifies the City's commissions, boards and committees, regardless of their enabling authorities.

   a. The report shall reflect the following divisions, sub-divided into standing and *ad hoc* categories:

      (1) Commissions and board created by Charter

      (2) Commissions and boards created by other governmental bodies

      (3) Committees composed of Mayor and Council Members or of only Council Members

      (4) Commissions, boards, and committees created by the Mayor and/or Council.

   b. The report shall include the following information for each commission, board, and committee:

      (1) Name of the commission, board, and standing/*ad hoc* advisory committee and its enabling authority
      (2) General powers and duties

      (3) Names of members, related required directory information, and their respective appointing officials

      (4) Terms of members

      (5) Record of meeting goals and minimum meeting, attendance and training requirements

      (6) Membership composition and requirements

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(7) Related appointment duties of Mayor and each Council Member.

c. The report shall include forms for the Mayor and Council to submit names of their nominees for confirmation, consistent with procedures. (Appendix B, Templates 1, 3, 5, 6, 7)

2. The report shall be maintained and updated continually by designated City staff liaisons and the City Secretary, who shall make it available immediately to every newly elected Mayor or Council Member.

a. It shall be the duty of City department directors and designated staff liaisons who work with all commissions, boards, and committees, however, to submit biannual reports to the City Manager and City Secretary by January 1 and July 1.

(1) The report shall include a record of attendance and absences at training sessions and meetings.

(2) This report shall be the basis for initially determining whether members forfeited their respective offices for failure to meet attendance requirements at training sessions or meetings.

b. The City Secretary shall collect and compile staff reports for presentation to the Mayor and Council.

3. The City Secretary also shall maintain the abbreviated report titled, "City of Laredo Commissions, Boards, and Committees" in *Priority Procedures for the Mayor and Council.* (Appendix A)

a. The abbreviated report shall reflect the official names of appointed bodies and shall serve as the source for appointees and City staff members whenever they use the names of the City's appointed commissions, boards, and committees.

b. The abbreviated report shall be divided into the four divisions and sub-divisions required for the annual report and shall include the following information:

(1) Official names of appointed bodies

(2) Appointing officials

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(3) Number of members
(4) Descriptions of members (elected or public members)

(5) Staff liaison (by City department)

c. The abbreviated report incorporated herein reflects the City's appointed commissions, boards, and committees revisions effective January, 2017, and is subject to change by Council ordinance, resolution, or motion. (Appendix A)

D. Authority to dissolve standing, *ad hoc* advisory committees

1. Just as the commissions and board created by the Charter can be dissolved by Charter amendment, so can the Mayor and Council implement the "equal dignities rule" to dissolve standing and *ad hoc* advisory committees by appropriate counter actions or as specified in their respective enabling authorities.

2. *Ad hoc* advisory committees are dissolved automatically at the end of the specified period for their duration or upon completion of the specified task that they were created to accomplish, whichever occurs first.

   a. No action by Council is required to dissolve *ad hoc* advisory committees that meet their time or task requirements.

   b. The designated City staff liaisons shall inform the Mayor and Council via the City Secretary when an *ad hoc* advisory committee has met its time and/or task requirements and will be dissolved automatically.

   c. Council may continue an *ad hoc* advisory committee by redefining its specified period and/or task by ordinance, resolution, or motion adopted by majority vote of the Council (minimum five Council Members or four Council Members and the Mayor).

V. Across-the-board requirements for commissions, boards, committees

A. Intended impact and authority

1. The requirements defined herein shall apply to all commissions, boards, and committees created and/or appointed by the Mayor and Council, unless directives to the contrary are specified.

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2. The intent is to empower City appointed officials to be more effective and efficient in meeting their responsibilities while enhancing their accessibility and accountability to the public and to the Mayor and Council.

B. Charge from Mayor and Council

1. The Mayor and Council shall adopt a "charge" for every appointed commission, board, or committee. (Appendix B, Template 2)

2. The charge shall be recommended by the appropriate City staff liaison designated by the City Manager.

3. The charge by definition establishes the direction, boundaries, and intended accomplishments of a commission, board, or committee and includes appropriate elements, such as the following:

   a. General powers and duties

   b. Vision and/or mission statements

   c. Goals, responsibilities

   d. Officers, members

   e. Qualifications

   f. Ethics and standards of performance

   g. Training requirements

   h. Timeline, schedule, reporting dates

   i. Meeting requirements

   j. Accountability to Mayor and Council

   k. Accessibility and accountability to public

   l. Liaison with City staff.

4. The charge shall be included in a handbook developed by or for each commission, board, and committee and shall be reviewed in required orientation and subsequent training.

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5. The City Secretary shall develop a template for committee charges from the Mayor and Council.

C. Required records and reports

1. Every appointed body shall maintain and submit required records and reports in the required format to the City Secretary via designated City staff liaisons.

    a. Templates for major required reports and records shall be maintained, updated, and distributed by the City Secretary via designated City staff liaisons. (Appendix B)

    b. When templates are provided, they shall be used to develop and submit required records and reports.

2. Minutes of all regular and called meetings shall be submitted to the City Secretary via designated City staff liaisons within one week.

3. The Chair and members of every appointed body shall work with their designated City staff liaisons to develop and submit an annual report via the City Secretary to the Mayor and Council by January 1, unless directed to honor a different reporting schedule. (Appendix B, Templates 8, 9, 10)

4. The annual and other required reports shall include the work, activities, and accomplishments of the appointed body, along with any other reporting requirements specified by the Mayor and Council.

5. The Mayor and Council shall decide which appointed bodies shall present oral and written reports at Council meetings.

6. The Mayor and Council may require additional written and/or oral reports.

D. Purpose and intent

1. The purpose and intent for which every appointed body is created shall be expressed in its vision and/or mission statement.

    a. Every standing committee's vision statement shall reflect its projected long-range accomplishments.

    b. Every standing and *ad hoc* committee's mission statement shall

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reflect its projected short-range accomplishments.

2. Every standing and *ad hoc* committee shall develop measurable goals and objectives that are related to their respective vision and mission statements.

E. Appointment, nomination, and confirmation

1. When federal or state laws empower the Mayor or other official to "appoint" members and make no reference to confirmation, Council confirmation is not required but may be provided as a courtesy.

2. Generally, regardless of the enabling authority, the Mayor and Council Members will nominate members to commissions, boards, and committees, subject to confirmation by a majority vote of the Council (minimum of five Council Members or four Council Members and the Mayor). (Appendix B, Template 1)

    a. Nominees shall be confirmed before they can take and subscribe to their oaths of office or assume their appointive duties.

    b. If a nominee is not confirmed, the appointing official shall submit another nomination for that position.

3. "Nominees" are persons whose nominations are pending confirmation, while "appointees" are City appointed officials who have taken their respective oaths of office and who either did not require confirmation or were confirmed.

F. Oaths of office

1. "Every person elected or appointed to any office in the City shall, before entering upon the duties of his (or her) office, take and subscribe to the oath of office subscribed in Article XVI., Section I. of the State Constitution." (Charter, 42)

    a. Before taking the oath or affirmation, City appointed officials shall subscribe to the denial of bribery statement in Article XVI, Section 1(d) of the State Constitution, which states that they neither offered nor were offered anything in exchange for being appointed or confirmed.

    b. The City Secretary, assisted by designated staff liaisons, shall be responsible for administering the oaths of office and securing the related statements.

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2. Persons nominated to serve on City commissions, boards, and committees must be confirmed by a majority vote of Council (minimum five Council Members or four Council Members and the Mayor) before taking and subscribing to their respective oaths of office, unless statutes provide otherwise.

3. The Mayor and Council may require that conditions including training and completion of required records be met before oaths of office may be administered to confirmed nominees.

G. Residency

1. Generally, the Mayor shall appoint City residents, and Council Members will appoint residents of their respective districts, but all shall honor residency requirements specified in the enabling authority that creates or extends a commission, boards, or committee.

2. This policy is intended to ensure geographic diversity is reflected in the City's commissions, boards, and committees.

H. Membership diversity

1. The Mayor and Council also shall make every effort to ensure that appointed commissions, boards, and committees reflect the appropriate diversity for the issues and purposes at hand.

2. "Diversity" refers not only to gender, age, and ethnicity, but also to the variety of segments of the community interested in the issues to be addressed and the purposes to be served.

I. Qualifications and standards of performance

1. The Mayor and Council shall be responsible for ensuring that their respective nominees are qualified to serve on the selected appointed

   body, are not employed by the City, do not hold any City elected office, and meet the standards of performance.

2. All nominees to City commissions, boards, or committees are subject to police background checks.

3. Qualifications and standards of performance may be defined in the charge to an appointed body and/or in the enabling authority, provided they are consistent with these procedures.

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4. A person who is removed from an appointed office for grounds defined in these procedures shall be ineligible for other City appointed offices for five years after the date of removal. (Charter, 43)

J. Terms of appointed service

1. Generally, appointees shall serve at the will of the Mayor or Council Member who nominated them and who may replace them at any time.

2. Appointees shall serve terms concurrent with their respective nominators, unless otherwise specified in the Charter, legislation, or other enabling authority or in these procedures.

    a. Example: The Charter limits terms of Board of Adjustment members to four years of service on that board. They may not serve longer, though they may be appointed to other commissions, boards, and committees, consistent with J.3.b.
    b. Example: Members of the Planning and Zoning Commission are limited to eight years of service on that commission and may not serve longer, though they may be appointed to other commissions, boards, and committees, consistent with J.3.b.

3. The terms of appointees automatically shall terminate when their respective appointing officials leave their offices.

    a. The terms of such appointees terminate automatically, regardless of the reason for which appointing officials vacate their elected offices.

    b. Appointees who are reappointed by a different Mayor or Council Member and who have not served a total of eight years shall serve for extended terms concurrent with terms of their new appointing officials, provided that they serve no longer than a total of eight years in any appointed capacity, except in a "holdover" capacity defined as when the appointing Council Member is himself or herself in a holdover seat or the new Council Member has not yet appointed his or her representative.

4. A Mayor or Council Member elected to serve an unexpired term may nominate persons to serve terms concurrent with theirs.

5. Under no circumstances, however, may an appointee serve on any City commission, board or committee for more than eight years, except as a "holdover" appointee as described in J.3.b. above and no longer than

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16 years cumulative of all appointments.

K. Vacancies

1. When vacancies exist, they shall be filled in accordance with the following procedures:

    a. The Mayor or Council Member responsible for the original appointment shall nominate a new member within 30 days of the written notification received from the Chair of the commission, board, or committee.

    b. Members appointed to fill vacancies shall serve for the respective unexpired terms.

2. Appointees who fill vacancies may be reappointed but shall serve no longer than eight years.

L. Officers

1. Unless otherwise directed by legal requirements, the Mayor and Council may designate the Chair and Vice Chair of an appointed body or direct the appointed body to select a Chair, Vice Chair, and other officers by majority vote of their members present, provided a quorum is present.

    a. Generally, the Mayor will nominate the Chairs and Vice Chairs of the Charter Revision Commission and of the Redistricting Commission from among their members, subject to confirmation by a majority vote of Council (minimum five Council Members or four Council Members and the Mayor), but the Mayor and Council may empower other commissions, boards, and committees to elect their officers.

    b. Every appointed body shall include at least a Chair and Vice Chair and other officers deemed necessary or designated in the appropriate charge, enabling authority, and/or bylaws.

    c. If not otherwise specified in the appropriate charge, enabling authority or bylaws, the Chair and/or the appointed body may appoint additional officers, including a Parliamentarian and Sergeant-at-Arms.

    d. Vacancies shall be filled by the same procedures, and new officers shall serve for the unexpired terms and may be reappointed or reelected.

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2. The Chair shall preside at all regular and called meetings of the appointed body.

   a. The Vice Chair shall preside and assume other related duties in the absence of the Chair.

   b. In the absence of the Chair and Vice Chair, the next ranking officer shall assume presiding and other related duties.

   c. In the absence of officers, the member with the most seniority may assume presiding duties, or the members may select a temporary presiding officer.

M. Required meetings and attendance

1. Commissions, boards, and committees appointed by the Council shall meet at least three times per year, unless otherwise stipulated by law or Council action.

   a. The Chair may call additional meetings.

   b. When the Chair fails to call either three meetings per year or additional meetings requested by members, meetings may be called by the members as follows:

      (1) by the Vice Chair and one other officer.

      (2) by two members of a five-member appointed body.

      (3) by three members of a seven-member appointed body.

      (4) by four members of a nine-member appointed body.

      (5) by six members of an appointed body that has 10 or more members.

   c. Attendance by members is required at all regular and called meetings.

   d. When a member is absent from a meeting for good reason, his or her absence may be excused by a majority vote of members present, provided a quorum is present.

2. Appointed bodies shall maintain current participation records that reflect attendance, excused/unexcused absences, and quorums at each

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meeting.

3. Members whose participation records reflect three unexcused absences shall forfeit their appointed positions.

4. A commission, board, or committee that does not meet three times a year for lack of a quorum shall be reviewed by the Mayor and Council to determine the resulting course of action, which may include replacing officers, replacing members, and/or dissolving the appointed body.

    a. This information shall be submitted by designated City staff liaisons to the City Secretary, who shall report it to the Mayor and Council.

    b. The Chair and members of such appointed bodies may present oral and/or written information to explain the circumstances and to request or to recommend specific action.

    c. Commissions, boards, and committees may be abolished and/or reorganized by majority vote of the Council (minimum five Council Members or four Council Members and the Mayor), consistent with their enabling authority and/or by amending or repealing such enabling authority.

N. Open meetings and posting requirements

1. Although the Texas Open Meetings Act does not apply to most citizen advisory committees, such as those created and appointed by the Mayor and Council and described herein, its notice and other procedural requirements shall be mandatory for City commissions, boards, and committees so that all meetings shall be open to the public.

    a. This is intended to ensure accessibility, accountability, and transparency.

    b. Notices shall be posted by the City Secretary but submitted by the designated representative of a City commission, board, or committee via designated City staff liaisons.

2. All regular and called meetings of City commissions, boards, and committees shall be posted according to the procedure defined in this handbook for Council meetings and, therefore, as specified in the Texas Open Meetings Act.

3. Any "deliberative body that has rulemaking or quasi-judicial power,"

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such as the Board of Adjustment or the Metropolitan Planning Organization, is subject to all requirements of the Texas Open Meetings Act, as are the Mayor and Council.

O. Quorum requirements

1. A quorum generally shall be defined as a majority of the membership, excluding *ex officio* members, unless otherwise provided by statute or Charter.

    a. Example: Two members of a three-member committee constitute a quorum.

    b. Example: Three members of a four-member or of a five-member committee constitute a quorum.

2. Commission, board, and committee meetings and hearings should be scheduled only if members have been polled about their attendance and a quorum is assured.

    a. The polling officer, preferably the City staff liaison or the liaison's designee, is encouraged to provide members with two or three alternative dates, then to select the meeting date for which a quorum is assured.

    b. If the polling officer determines that a quorum will not be established, the meeting should be postponed or canceled, and polling should be conducted anew.

3. If a quorum is not established 20 minutes after the posted time, the Chair may call the meeting to order to create a record that a quorum failed to materialize, requiring the meeting to be postponed or canceled.

    a. A record of attendance, including excused and unexcused absences, shall be forwarded to the City Secretary immediately.

    b. The City Secretary shall include the information in the regular reports to the Mayor and Council, noting any recurring problems for a given commission, board, or committee.

        (1) Example: Failure to establish and to maintain a quorum at two or more meetings shall be considered a recurring problem.

        (2) Example: A member's unexcused absence at two or more

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meetings shall be considered a recurring problem.

4. The Chair of a standing or *ad hoc* advisory committee composed of public members may call a meeting to order for the purposes defined below but shall not take votes or final actions in the absence of a quorum.

   a. The Chair may call a meeting to order timely for purposes of making a record and encouraging arrivals, then declare the appointed body "at ease, pending the arrival of a quorum" or "adjourned because of lack of quorum."

   b. In the absence of a quorum, the Chair may call a meeting to order to receive reports, engage in informal discussion, plan alternate meetings, hear public testimony, etc., provided there is no intent to circumvent the intent of the Texas Open Meetings Act and no votes or final actions are taken during the temporary or permanent absence of a quorum.

      (1) "Call a meeting to order" for the purpose of calling roll or engaging in other appropriate activities does not imply that business will be conducted.

      (2) "Voting" and "final actions" are defined literally and do not include receiving reports, engaging in informal discussion, hearing public testimony, and engaging in other similar activities without taking votes or final actions.

      (3) Example: If the Laredo Commission for Women does not have a quorum at its meeting, but a scheduled speaker and observers are present, the presentation may be heard,

      but no vote or final action shall be taken during the temporary or permanent absence of a quorum.

      (4) Example: If the Telecommunications Advisory Committee does not have a quorum at its meeting, members may discuss policies and programs, but no vote or final action shall be taken during the temporary or permanent absence of a quorum.

   c. The Chair may call a meeting to order in the absence of a quorum to determine whether to report to the Mayor and City Council such problems related to attendance, establishing quorums, etc.

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5. After a quorum is established, the Chair and members may conduct business, that is, may take votes and final actions.

   a. No final action shall be taken or vote called for during the temporary or permanent absence of a quorum.

   b. The temporary lack of a quorum does not preclude continuing discussion, accepting or listening to reports or public testimony, or participating in other informal activities or ceremonies that do not require votes or final actions, provided there is no intent to circumvent the Texas Open Meetings Act.

   c. A point of order that a quorum is not present shall be ruled in order when a quorum is not maintained, although the Chair shall provide an opportunity for members to return to the meeting to reestablish the quorum.

P. Accountability and accessibility

1. Cognizant that their appointees are public servants whose performance and work affect residents and visitors, the Mayor and Council shall hold them responsible for the highest standards of accountability and accessibility, including required reporting.

2. Appointees shall comply with general and specific requirements, policies and procedures, and statutory requirements, knowing that failure to do so will be grounds for removal.
3. Every appointed body shall be accountable and accessible not only to the Mayor and Council, but also to the public.

4. Appointees shall complete directory forms provided by the City Secretary or by the City Secretary's designee. (Appendix B, Template 4)

   a. Appointees shall share extended directory information with the Mayor and Council, with designated City staff liaisons and with colleagues on their respective appointed bodies.

   b. Appointees also shall provide specified directory information so that the public can contact them by telephone, by mail, and, if possible, by email, but no appointee shall be required to provide a home address or telephone number.

   c. Appointees unwilling to provide this information shall not serve

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on the City's commissions, boards, and committees.

Q. Ethical standards

1. Appointees shall reflect the highest ethical standards.

2. No appointee shall accept a gift or engage in any "quid pro quo" activity in exchange for any action as an appointee. (Charter, 43)

3. Any elected or appointed official or City staff member who loses records, documents, or property because of negligence shall reimburse the City. (Charter, 43)

4. Questions regarding conflict of interest issues should be referred to the City Attorney for a legal opinion.

R. Decorum

1. Appointees shall reflect proper decorum at all meetings and City activities, treating colleagues and constituents with respect and courtesy.

2. Members shall be held to the standards of decorum defined in the Protocol Handbook and abstracted herein for the Mayor and Council.

S. Required training and orientation

1. Appointees shall comply with the required training and orientation defined by the Mayor and Council. (Appendix B, Template 7)

2. Failure to participate in required training and orientation shall be grounds for removal.

3. Training and orientation shall focus on protocol, procedures, and customer service, including the following elements:

   a. Review of charge to appointed body

   b. Parliamentary procedure and rules of decorum

   c. Techniques for successful meetings, hearings, forums

   d. Accountability and responsibility

   e. Public information and feedback

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f. Customer service.

T. Required handbook

1. Every standing and *ad hoc* committee shall develop and maintain a training packet and handbook that will reflect the format provided by City staff and will include the following elements:

   a. Committee and staff directory (abbreviated)

   b. Elements of committee's charge

   c. Rules, regulations, bylaws

   d. Policies and procedures

   e. Required reports and forms

   f. Schedule, timeline, deadlines

   g. Appropriate legal documents

   h. Ethical standards, decorum

   i. Training, orientation materials

   j. Standard identification information (date of publication, names of writers and developers, etc.).

2. The City Secretary, assisted by designated City staff liaisons, will develop a template for committee handbooks.

3. Each handbook shall include essential identifying information, including date of publication, names of writers and developers, required directory information, requirements, and standards of performance adopted by the Mayor and Council.

U. Forfeiture

1. Members automatically shall forfeit their appointed positions for the following reasons:

   a. change in status, resulting in no longer reflecting membership qualifications;

   b. failure to attend three consecutive meetings without being excused by a majority vote of the commission, board, or committee; or

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c. any other reason if removal is requested by the member's appointing official.

2. Members who forfeit an appointed position shall not qualify for subsequent nomination to the same commission, board, or committee, even after the general five-year disqualification period that follows removal from appointed office.

V. Grounds for removal

1. Appointees also may be removed at will by the Mayor or Council Member who appointed them or who succeeded the appointing official.

2. Appointees may be removed for reasons including, but not limited to, the following:

   a. failure to attend meetings, resulting in failure to establish quorum;

   b. failure to attend required training, orientation;

   c. serious breach of ethical standards and/or decorum;

   d. failure to comply with charge to appointed body;

   e. conflict of interest; or

   f. conviction of a crime. (Charter, 43)

W. Parliamentary procedure, bylaws, and rules

1. *Robert's Rules of Procedure*, 11th edition, 2011, shall be the parliamentary authority for all appointed bodies.

   a. Bylaws and rules may be adopted that conflict with Robert's Rules and shall take precedence.

   b. Generally, procedures for adopting and amending bylaws and rules shall reflect those defined herein for adopting and amending this procedures handbook.

   c. When bylaws and rules are in conflict with legal authority, the latter prevails.

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d. When bylaws and rules are in conflict with Council ordinances, resolutions, motions, and adopted protocol and procedures, the latter prevail, and the former shall be changed accordingly.

e. When bylaws and rules are silent on an issue, Robert's Rules prevail.

2. The 11th edition (2011) of Robert's Rules shall be the parliamentary authority until the 12th or other successive edition is designated by the Council.

X. Recognition of community service

1. The Mayor and Council may recognize members of appointed bodies for outstanding leadership and community service.

   a. The Mayor and Council may initiate recognitions for community leadership and service.

   b. Department directors and designated staff liaisons may recommend members for recognition and suggest an appropriate letter, certificate, or memento.

2. The Mayor and Council may provide certificates of appointment to appointees who have taken and subscribed to their oaths of office.

3. Members whose terms on City commissions, boards, and committees expire shall receive a certificate and/or letter of recognition and gratitude, including the dates of their service.

   a. Such certificates and letters shall be presented as a positive expression of gratitude for public service rendered.

   b. They shall be consistent with policies and procedures regarding terms of appointing officials and their nominees.

   c. Certificates of recognition and gratitude shall include appropriate information, including the following elements:

      (1) Name of appointee

      (2) Name of commission, board, or committee

      (3) Years of service, including beginning and ending dates

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(4) Statement of gratitude

(5) If appropriate, statement of gratitude for distinguished, identified service or leadership

(6) Name and title of Mayor, with signature space

(7) Name and title of appointing official, with signature space

(8) Name and title of Chair, with signature space.

4. The City Secretary shall develop a standardized format for letters and certificates of appreciation and, assisted by designated City staff liaisons, shall process them timely when terms of appointees expire.

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Priority II. Council Meetings

The Laredo Mayor and Council Members consider all Council meetings opportunities to serve their constituents effectively and efficiently. The procedures defined herein are instruments intended to promote leadership and sensitivity in interacting with each other and with the public during all meetings, regardless of purpose, size, or schedule.

Detailed in this chapter are clear, concise procedures that will enhance productivity and information exchange at Council meetings. Equally important, these procedures should facilitate progress as the Mayor and Council Members benefit from listening to constituents and responding to their priorities, needs, and interests. Such accessibility and accountability in public forums are critical to balancing what is best for Council districts individually with what is best for the City of Laredo cumulatively.

These high standards surpass legal requirements, common courtesy, and popular practices. While the City Charter, for example, requires Council to meet at least monthly, these procedures call for at least three meetings per month. Instead of meeting at their own convenience during the workday, the Mayor and Council convene regular meetings at 5:30 p.m. so that constituents with traditional workday schedules can participate. What's more, the Mayor and Council ensure that Council meetings are broadcasted live and again later via public access television.

Because of the disparity in interpretations, rulings, and opinions of the Texas Opening Meetings Act, coupled with the possibility of misunderstanding of legislative intent and the criminal penalties for violations, serious readers are urged to study the statute and the related publications developed by the Texas Attorney General's staff. They were relied on heavily in developing this chapter of the procedures handbook. The extensive related research is reflected in the "References" section, though publications made available and statutes adopted after publication also apply and should be studied.

Ranging from public notices and agendas to decorum and press availability, the subjects discussed herein are intended to facilitate leadership and responsiveness at Council meetings. They should be useful not only to the Mayor and Council Members, but also to anyone interested in interacting with them at meetings.

I. Regular and called Council meetings

A. Generally, the Mayor and Council shall hold regular meetings on the first and third Monday of the month at the Council Chambers in the Laredo City Hall at 5:30 p.m.

1. The exceptions are January and July, when the regular meetings will be on the third Monday of the month; and December, when it will be on

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the first Monday.

2. When a regular meeting day is a City holiday, the meeting shall be held on the following day, Tuesday, at the same time and place.

3. No Council meeting shall extend beyond 10:30 p.m., unless extended no more than twice for 15 minutes by majority vote of Council Members present.

4. The Mayor and Council may schedule regular meetings at a different location within the City limits, but on the same day and time, by majority vote of Council Members present, subject to posting requirements.

B. The Mayor or at least four Council Members may request special meetings of the Council.

1. Such requests must be submitted in writing to the City Secretary.

2. The mayor shall determine the order of business for special meetings.

3. Special meetings shall end at 10:30 p.m.

4. Special meetings are subject to the same requirements of regular meetings of the Council, including 72-hour posted notices.

a. Typically, special meetings will be held at Council Chambers in the Laredo City Hall.

b. Special meetings are held in addition to regular meetings and may be scheduled at a place and on a day and time convenient for those addressing the subject at hand.

C. All regular, special, emergency, and closed meetings of the Laredo Mayor and City Council shall be called and conducted in compliance with provisions of the Charter of the City of Laredo, Section 2.07, 5-6, and with provisions of the Texas Open Meetings Act, Chapter 551, Government Code.

II. Texas Open Meetings Act

A. Compliance: As a "municipal governing body in the state" the Council is subject to the Texas Open Meetings Act and shall comply with its provisions in every respect. (Government Code, 551.001)

B. Development of notices (Government Code, Chapter 551; Open Meetings Handbook)

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1. The City Secretary is responsible for the physical posting of all public notices, but not for their initiation or development.

    a. The City Secretary, however, shall develop a notice submitted to him or her by the Mayor or a Council Member and shall inform the City Manager.

    b. The City Secretary shall post notices, regardless of who developed them.

2. Notices must include sufficient information to inform the public about what subjects will be considered.

3. Questions regarding the specificity of content of notices and their compliance with the Texan Open Meetings Act shall be referred to the City Attorney.

C. Rights of public

1. The public shall have access to the decision making of the Mayor and Council by attending open sessions and viewing meetings broadcasted over public access television.

2. Although not generally required by statute, the Mayor and Council may provide opportunities for the public to speak at Council meetings and may indicate items for which such opportunities will be offered.

3. Members of the public shall be given reasonable opportunities to speak at public hearings, which shall be posted and conducted according to the appropriate statutes, Charter, ordinances, resolutions, or motions.

4. A member of the public "may record all or any part of an open meeting...by means of a tape recorder, video camera, or other means of aural or visual reproduction." (Government Code, 551.023)

    a. The Mayor and Council may adopt reasonable rules relating to the location of recording equipment and the manner in which the recording is conducted.

    b. No rule may prevent or reasonably impair a person's right to record an open session of an open meeting.

D. Quorum

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1. Definition, requirement

   a. Either of the following shall constitute a quorum of the Council:

      (1) Mayor and any four Council Members or

      (2) any five Council Members. (Charter, 6)

   b. A quorum must be established and maintained before any business can be conducted.

   c. A quorum must be established in an open session before the Mayor and Council may reconvene in closed executive session. (Government Code, 551.101)

   d. The authority delegated to the Mayor and Council "may be exercised only at a meeting of a quorum of its members." (Handbook, 2)

2. Absence of a quorum

   a. In the absence of a quorum, members may recess "from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules or procedures adopted by the Council." (Charter, 6)

   b. In the absence of a quorum at a Council meeting, the Mayor or other presiding officer may call the meeting to order for the limited purpose of calling roll and creating a record of attendance and absences.

   c. If a quorum has not been established 20 minutes after the scheduled time to convene, the Mayor or other presiding officer may announce that the meeting is postponed or canceled for lack of a quorum and may state the date, time, and place of the next meeting that will be posted in compliance with the Open Meetings Act.

   d. No business shall be conducted nor any closed session held in the absence of a quorum.

E. Recess, adjournment

1. After a quorum is established and business is underway or concluded, the Chair may entertain a motion either "to recess" and "to reconvene" within a reasonable period not to exceed 24 hours from the time of

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recess or "to adjourn" until the next duly posted open meeting.

a. If a meeting is recessed briefly for purposes such as a lunch or coffee break and the scheduled time to reconvene is announced, the results of the initial roll call are assumed in effect when the group reconvenes, but quorum requirements still apply for conducting business.

(1) Such brief recesses are considered "breaks," and the continuation of a meeting after the recess is consistent with the Texas Open Meetings Act.

(2) If the recess is longer than expected, though within reasonable limits not to exceed 24 hours, the delay and the expected time to reconvene should be announced.

b. If a meeting is recessed for purposes such as a closed session and the time to reconvene in open session is uncertain, the Mayor and Council shall "recess, subject to the call of the Chair," and the expected time to reconvene shall be announced.

(1) Such brief recesses also are considered "breaks," and the continuation of a meeting after a recess that is less than 24 hours is consistent with the Texas Open Meetings Act.

(2) Changes in the expected time to reconvene should be announced.

2. If the Mayor and Council must continue the business at hand, but cannot recess and reconvene within 24 hours, then the meeting should be adjourned, not recessed, and the next meeting shall be posted in compliance with the Texas Open Meetings Act.

III. Presiding officer

A. Presiding duties

1. The Mayor shall preside over regular and called meetings of the Council.

2. In the absence of the Mayor, the Mayor Pro Tempore shall assume presiding and other duties.

3. In the absence of the Mayor and the Mayor Pro Tempore, Council members shall assume presiding duties and other duties in seniority order.

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B. Agenda review

1. The Mayor shall consult with the City Manager regarding proposed agenda items to be included in the agenda of a regular or special meeting of the Council.

    a. The review may be waived by the Mayor or other presiding officer.

    b. If not waived, the review should be an update regarding the agenda, recommended actions, and other developments.

2. The review shall focus on the agenda and related written materials and shall not constitute a briefing.

3. The review shall not be subject to the posting requirements of the Texas Open Meetings Act, unless attended by additional Council Members.

4. A staff briefing for only the Mayor and Council Members or only for Council Members shall be subject to the posting requirements of the Texas Open Meetings Act.

IV. Agenda

A. The Council shall determine its order of business. (Charter, 2.07.B, 6)

B. The regular order of business shall be reflected in the agenda as follows, unless suspended by unanimous consent (voice vote with no objection) or by a vote of six Council Members or five Council Members and the Mayor after it is adopted by majority vote of Council Members present:

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Approval of Minutes
6. Communications and Recognitions
    a. Announcements
    b. Invitations
    c. Recognitions
    d. Communiqués
7. Appointments to Commissions, Boards, and Committees

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8. Public Hearings
   (RECESS)
   (PRESS AVAILABILITY)
9. Introductory Ordinances
10. Final Readings of Ordinances
11. Consent Agenda
    a. Resolutions
    b. Motions
12. Staff Reports
13. Executive or Closed Sessions
14. General Council Discussions and Presentations
15. Adjournment

C. The following deadlines shall be observed for placing items on the agenda for a regular Council meeting:

1. The Mayor and Council Members shall submit agenda items to the City Manager or the City Manager's designee by 1 p.m. on the Wednesday preceding a Monday Council meeting.

2. Any two Council Members may place agenda items on a supplemental agenda if submitted to the City Manager or the City Manager's designee by 1 p.m. on the Friday preceding a Monday Council meeting.

3. The City Manager and Department Directors shall submit agenda items to the City Manager's office by noon on the Wednesday preceding a Monday Council meeting.

D. The Mayor and Council Members each may place up to three agenda items under "Council Communications" for any regular Council meeting.

1. The three agenda items placed by the Mayor or by a Council Member are not subject to review by the Mayor, other Council Member, City Manager, or other City staff member, nor is an agenda item subject to editing without the approval of the Mayor or Council Member who submitted it.

2. This limit shall apply to business tabled or left pending from a previous meeting.

E. The Mayor and Council Members also may place up to three items each under "Communications and Recognitions" for any regular Council meeting.

1. These sponsored activated are intended to be brief, but meaningful.

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2. They are not intended as opportunities to make speeches.

3. They must be in compliance with the Texas Open Meetings Act.

F. The City Manager shall be responsible for the development and for the delivery of the agenda and related materials to the Mayor and Council Members, subject to approval by the Mayor or by the Mayor's designee, on the Wednesday preceding the regular Council meeting on Monday.

1. Supplementary agenda materials shall be distributed on Friday preceding the regular Council meeting.

2. The agenda and related materials shall be delivered to the Mayor and Council at their respective designated delivery sites.

V. Adoption, suspension of regular order of business

A. The Council may adopt the order of business on the agenda by majority vote of Council Members present but is not required to do so.

B. The Council may suspend the agenda and consider items listed therein in a different order, typically for purposes of efficiency and to accommodate constituents who attend Council meetings.

1. This may be accomplished by inviting Council Members to articulate their requests, then adopting one motion to suspend the agenda to allow all requests.

2. Additional timely requests to suspend the agenda will be in order.

3. If the Council does not adopt the agenda, the order of business therein is followed, unless suspended by unanimous consent (voice vote with no objection) or by majority vote of Council Members present.

4. If the Council adopts the agenda, the order of business therein may be suspended by unanimous consent (voice vote with no objection) or by a vote of six Council Members or five Council Members and the Mayor.

VI. Attendance

A. The Mayor and Council Members are required to attend all regular and special Council meetings.

1. The Council by majority vote of Council Members present may excuse

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the absence of the Mayor or of a Council Member.

2. The Mayor or a Council Member shall forfeit his or her elected office for failure to attend three consecutive regular meetings without being excused by Council or fails to attend six consecutive or non-consecutive regular Council meetings in any 12-month period with or without being excused by the Council. (Charter, 8-9)

B. If the Mayor or a Council Member arrives after the roll call, he or she shall be considered present for the meeting, and the roll call record shall not reflect an absence.

VII. Decorum, duties

A. Mayor and Council

1. The Mayor or other presiding officer shall preserve strict order and decorum at all regular and special meetings of the Council.

2. The Mayor and Council Members shall reflect proper decorum and extend every courtesy to each other and to all who address them.

3. The Mayor and Council Members shall address each other by elected title and surname, not by first names, during meetings and shall reflect the appropriate level of formality in addressing other participants.

4. The Mayor and Council Members have the right to initiate and to second motions at Council meetings.

   a. Each motion will require a second before discussion is in order.

   b. If the Mayor makes a motion, he or she shall yield the chair to the Mayor Pro Tempore to preside while that motion is seconded and under consideration by the Council.

5. A Council Member who desires to speak should address the presiding officer and upon recognition should confine remarks to the question under discussion and shall avoid references to personalities, use of indecorous language and questions about motives.

6. A Council Member who has gained the floor shall not be interrupted unless it is necessary to call that Council Member to order.

   a. A Council Member who is called to order shall cease speaking until the question of order is determined.

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b. If the Council Member is determined to be in order, he or she shall be permitted to proceed.

7. A Council Member shall have the right to deliver a speech of "personal privilege" that shall be limited to cases in which his or her integrity, character, or motives are questioned or impugned.

B. Voting

1. Consistent with the City Charter, voting, except on procedural matters, shall be by roll call or unanimous consent, and the ayes and the nays shall be recorded in the minutes.

2. When the presiding officer determines that there is no objection, the minutes shall reflect all Council Members present as voting "aye" without necessity of a roll call.

3. When procedural matters are voted on by voice vote, show of hands, or other method, the minutes shall record "aye" votes for all members present, unless a Council Member registers otherwise with the City Secretary.

C. City staff

1. All City staff members who attend Council meetings shall observe strict order and decorum.

   a. They shall avoid interrupting proceedings or engaging in debate with the Mayor, Council, staff or witnesses.

   b. When appropriate, City staff members may seek recognition by the presiding officer but shall not interrupt proceedings.

      (1) They shall allow sufficient time for the Mayor and Council to debate or discuss a subject before seeking recognition to add information.

      (2) When recognized by the presiding officer, City staff members shall direct all comments through the presiding officer and to the Mayor and Council in general.

      (3) They shall answer questions and may provide additional information, but shall not engage in debate with the Mayor, Council Members or witnesses.

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c. They shall honor protocol, including using forms of address such as "Mayor (SURNAME)" and "Council Member (SURNAME)," rather than using first names, "Mr.," "Mrs.," "Miss" or "Ms." for the Mayor or Council Members.

2. The City Manager's responsibilities at Council meetings shall include the following (Charter, 2.03.C, 4, 11-12, and other chapters):

a. Attend all meetings and be prepared to provide relevant information and answer questions.

b. Report to the Mayor and Council regularly, as reflected on the agenda.

c. Follow through on all directives from the Mayor and Council and report progress timely.

d. Direct City department directors and other appropriate staff members to attend and to perform specified duties.

e. Direct City staff members to develop follow-through reports for the Mayor and Council Members, especially when problems arise that hamper or preclude 100 percent compliance with Council's actions or directives.

f. Perform other duties required by the Mayor and Council.

3. The City Secretary's duties at Council meetings shall include the following (Charter, 2.16, 10):

a. Attend all meetings and be prepared to provide relevant information and answer questions.

b. Keep accurate minutes of Council meetings in a book provided for that purpose. (Charter, 10)

c. Ensure that minutes and tape recordings of open and closed executive sessions are kept in compliance with the Texas Open Meetings Act.

d. Engross and enroll all laws, resolutions, and ordinances of the Council.

e. Take charge of and preserve and keep in order all the books,

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records, papers, documents, and files of the Council.

f. Develop, collect, compile, and submit reports about and from the City's commissions, boards and committees, as required herein.

g. Perform other duties required by the Mayor and Council.

D. Witnesses

1. Witnesses shall observe strict order and decorum:

   a. They shall present testimony that focuses on issues, not on personalities.

   b. They shall direct all comments through the presiding officer and to the Mayor and Council in general.

   c. They shall not engage in direct debate with City staff or other witnesses.

   d. They shall reflect every courtesy toward others, just as they shall be treated courteously.

2. Witnesses shall state their names and whom they represent and must honor all rules and procedures, including the following:

   a. Complete witness cards and provide all required information, pledging to testify truthfully under oath.

   b. Limit remarks to the subject at hand as identified on the agenda.

   c. Observe time limits, typically from three to five minutes.

   d. Answer questions from Mayor and Council.

   e. Submit written testimony, when appropriate.

   f. Avoid repetitious testimony or reading verbatim.

   g. Comply with the notice requirements of the Texas Open Meetings Act, especially relative to limited responses allowed to queries about subjects not posted.

VIII. Press availability

A. The Mayor and Council may schedule a "press availability" to facilitate the

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timely dissemination of public information.

B. The "press availability" may be scheduled before the Council meeting or during a recess.

C. The City Public Information Officer shall be responsible for making arrangements, facilitating interviews and disseminating information.

D. Every effort shall be made to provide media representatives with the interviews and information that interest them.

E. News media representatives shall be provided equal access to information.

F. The "press availability" shall be planned and conducted according to policies and procedures defined for articulating the City's official position on issues.

IX. Parliamentary authority and procedure

A. Parliamentary authority

1. *Robert's Rules of Procedure*, 11th edition, 2011, shall be the parliamentary authority for Council meetings.

    a. Rules and procedures may be adopted that conflict with Robert's Rules and shall take precedence.

    b. When rules and procedures are silent on an issue, Robert's Rules prevail.

    c. When Robert's Rules conflict with statutes, the Charter, ordinances, resolutions, or motions of the Council, the latter prevail.

2. The 11th edition of Robert's Rules shall be the parliamentary authority until the 12th or other successive edition is designated by Council.

B. Parliamentary procedure

1. The Mayor and other presiding officers at Council meetings shall enforce standards of parliamentary procedure.

2. When procedures are in conflict with statutes, the Charter, ordinances, resolutions, or motions of the Council, the latter prevail.

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Priority III. Public Information

The Mayor and City Council firmly support the public's right to be informed timely about City-related issues and events. This belief is the foundation for their commitment to the efficient, effective dissemination of information internally and to the public.

When the Mayor and Council Members express a united position regarding issues of importance to constituents, their impact is significant. That is why the need to articulate such unity with credibility and responsibility is underscored herein. It is also why only authorized persons who are well versed regarding the issue at hand will be designated spokespersons for the City.

The procedures defined in this chapter highlight actions required to define an "official City position" and to designate City spokespersons. They differentiate official positions from personal perspectives, describe who should make public announcements, define the elements of a "Comprehensive Public Information Plan" and delineate the internal information process that includes the Mayor and Council Members. Clearly, the purpose is to ensure dissemination of accurate information by well-informed persons who are qualified to express the City's official position on issues.

I. Official City position

A. Any "official City position" must be defined and described in a formal resolution adopted by a minimum of five Council Members or four Council Members and the Mayor.

B. The Mayor and Council may designate appointed officials and/or City staff members to articulate the City's official position to the media or to other interested persons.

1. Such spokespersons may be designated in the resolution related to the City's official position on an issue.

2. A spokesperson for a given "official City position" may be designated at any time, even after the resolution is adopted.

C. No City elected or appointed official or staff member shall refer to an "official City position" unless referencing a position stated in an adopted formal resolution.

1. Appointees to commissions, boards, and committees are advisers to the Mayor and Council and do not speak or act for them.

2. The position of commissions, boards, and committees are not automatically those of the Mayor and Council and shall not be

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considered "official City positions" unless defined and described in a formal resolution adopted by the Council.

II. City spokesperson

A. The Mayor is the official spokesperson for the City.

B. In the absence of the Mayor, the Mayor Pro Tempore assumes duties as the official spokesperson for the City.

1. If the Mayor Pro Tempore is unable or unwilling to serve as official spokesperson, the Mayor may designate another Council Member to serve in that capacity.

2. If the Mayor does not designate an alternate spokesperson, the Mayor Pro Tempore may designate another Council Member to serve in that capacity until the Mayor directs otherwise.

C. When designated, Council Members may assume duties as official spokespersons for the City.

1. Those who have relevant expertise or represent an impacted Council district may be designated City spokespersons for particular issues.

2. They may be designated the City's spokespersons for particular issues for a designated time range or for a particular event.

3. Council Members freely may articulate the City's "official positions" as defined and described in formal resolutions adopted by the Council.

D. City staff members, including department directors, shall not act as spokespersons for the Mayor and/or City Council, unless specifically authorized by them for a particular issue, event or situation.

III. Personal perspective

A. The Mayor and Council Members may express their personal perspectives on issues.

B. When expressing their perspectives, the Mayor and Council Members shall differentiate between personal and official positions on issues.

IV. Public announcements

A. The Mayor and Council shall make all major announcements regarding matters considered by the Council; major projects, including grants and

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construction; federal and state legislation; and cooperative projects with other governmental units, including those in Mexico.

B. All public announcements shall be distributed to all news media who regularly report City news.

C. The Mayor shall encourage state and federal elected and appointed officials to inform and involve the Mayor and Council before disseminating public information about the City of Laredo.

D. The City Manager immediately shall inform the Mayor and Council about public announcements that will be made by non-City officials about the City of Laredo.

V. Public information

A. The Public Information Officer shall develop a *Comprehensive Public Information Plan* for approval by the Mayor and Council. (Appendix C)

B. The plan shall include the following elements:

1. Priorities and objectives to be accomplished by implementing the plan.

2. Priority subjects, actions, directives, and meetings of the Mayor and Council that should be the subject of public information.

   a. Example: Public notices about meetings, agendas.

   b. Example: Public announcements about grants, construction, City responses to natural disasters.

   c. Example: Timely information about the City and about each of the eight Council districts.

3. Targeted, identified groups who should receive public information.

   a. Example: Residents of District 1 should be targeted to receive public information messages about a District 1 Town Hall Meeting.

   b. Example: Taxpayers should be targeted to receive public information notices about City budget hearings.

   c. Example: Taxpayers who do not speak English should be targeted for English/Spanish or Spanish messages.

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4. Print and electronic media who shall receive public information messages.

   a. The media list should include names/titles of key contacts.

   b. The list should be in directory format, including physical and mailing addresses; telephone and telefax numbers; and email addresses.

   c. It shall be updated continually.

5. Timeline and goals for disseminating public information about the City and each Council district via the City's public access television channel.

6. Strategic plan for disseminating public information to the media and to the public in times of natural disasters and other crises.

7. Methodology for evaluating and for improving the "Comprehensive Public Information Plan."

8. *Fair Rules for Political Forums*, which shall be developed under the supervision of the City Manager and in cooperation with the Public Access Director. (Appendix D)

C. Public information shall be disseminated to print and electronic media representatives simultaneously.

D. Media representatives shall be treated fairly in terms of ensuring their access to the City's elected and appointed officials and to public information.

E. The Public Information Officer shall facilitate interaction between the media and the Mayor and Council by enhancing access, scheduling interviews and providing requested public information.

VI. Internal information

A. The City Manager, assisted by the Public Information Officer, shall ensure that information is shared with the Mayor and Council before it is disseminated to the public.

B. When the City Manager receives important information about any subject of priority interest, he or she immediately shall contact the Mayor and Council Members.

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C. The City Manager, assisted by the Public Information Officer, shall develop and implement an internal information network that includes, but is not limited to, the following:

1. A system for sharing important information immediately with the Mayor and Council Members.

2. A system for enabling the Mayor and Council Members easily to designate their respective preferred permanent and temporary methods for being contacted immediately about priority information.

   a. This may include contact by telephone, text message, or email.

   b. Preferred contact methods will be recorded and maintained by the City Manager, assisted by the Public Information Officer.

   c. The Mayor and Council Members may change their preferred contact methods temporarily and/or periodically by informing the City Manager or Public Information Officer.

   d. Council Members who do not record a preferred immediate contact method shall be contacted by text message.

3. The City Manager shall ensure that all City staff members honor the internal information network and communicate with the Mayor and Council Members in compliance with their preferred contact methods.

VII. Public events, invitations

A. The City Manager, assisted by the Public Information Officer, shall develop a system for ensuring that City-sponsored events are scheduled in cooperation with the Mayor and appropriate Council Members.

B. Efforts shall be made to facilitate participation by the Mayor and the Council Member who represents the district in which an event is held.

C. Generally, City-sponsored events shall reflect the policies, procedures, formats, and order of precedence defined in *The City of Laredo Protocol Handbook.*

D. The City Manager shall direct the appropriate City staff members to develop standardized formats for invitations to similar events.

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Priority IV. Communication with City Staff

Determined to make a difference for constituents and to be responsive to their needs, the Mayor and Council Members rely on City staff members to provide excellent customer service. To honor the Charter while enhancing their responsiveness to constituents, the Mayor and Council Members worked with the City Manager to develop the policies and procedures herein. The result is a set of procedures that should facilitate appropriate interaction among the Mayor and Council Members and City personnel as they strive to communicate more effectively for the benefit of constituents.

I. Information requests

A. The Mayor and Council Members may request information from City staff, especially while following-up to Council's directives and concerns expressed by constituents, so long as such inquiries are not attempts to "deal with" or to "give orders" to City staff and, therefore, are consistent with the Charter.

1. These requests may relate to securing information or determining the status of work assigned in response to Council directives.

2. Such requests shall not be considered "management directives," but, simply, legitimate information requests allowed by the Charter.

3. City staff members shall inform the City Manager of any such contacts.

4. If the City Manager or City staff members have questions about the propriety of providing information requested, they shall direct their concerns to the Mayor and Council for their decision, rather than decline to provide it.

B. The Mayor and all Council Members will receive information that is requested by and provided to any of them by City staff.

1. Requests for written information shall be directed to the City Manager.

2. The City Manager shall prioritize responding to such requests and may assign the task to the appropriate City staff member.

3. The City Manager shall ensure that when information is developed at the request of one Council Member, copies of it also shall be forwarded to the Mayor and all other Council Members, unless they waive their right to receive specific material.

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II. Communication with City staff

A. The City Manager shall assist the Mayor and Council Members in developing and implementing methods for facilitating communication and interaction with City staff members, especially department directors.

1. This may include scheduling presentations by department directors and their staffs to the Mayor and Council.

2. Such presentations shall be duly posted and may be scheduled before regular Council business meetings.

3. Department presentations may be combined with staff reports, constituent requests, and queries about the status of projects and responses to Council directives.

B. The Mayor and Council Members may interact freely and communicate with City staff members at town hall meetings, budget hearings, workshops, and committee meetings.

C. City staff members shall make every effort to facilitate cooperative efforts with the Mayor and Council Members to meet the needs of constituents and to perceive the Charter in a positive light, rather than as a barrier to communication.

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Adoption, Amendment of Priority Procedures

I. Development of procedures

A. The procedures herein were developed under the leadership of the Protocol, Procedures, and Customer Service Council Committee (1999) and revised under the leadership of the Priority Procedures Council Committee (2016-17) for consideration by the Mayor and Council.

B. Every effort was made to reflect consistency with the Laredo City Charter and with federal, state, and local laws.

1. The handbook supplements, but does not duplicate, the related sections of those higher authorities.

2. Accordingly, they should be referenced and used together.

C. The City Manager directed the City Secretary, City Attorney, and their designees to make recommendations immediately and continually regarding required amendments to the Charter, local ordinances, resolutions or motions, and corrective actions required of them, if any, to ensure that the procedures herein would prevail.

D. This handbook is a work in progress. Additional priorities will be addressed as the handbook is supplemented or developed further.

II. Amendment of procedures

A. Prior to adoption, procedures may be amended by majority vote of Council Members present.

B. After procedures are adopted, they may be amended by a three-fourths vote of the Council (minimum six Council Members or five Council Members and the Mayor).

III. Adoption of procedures

A. Although the adopted *Priority Procedures for the Laredo Mayor and City Council* may be amended at any time in accordance with procedures defined herein, it is intended to be reviewed for amendment before being considered anew for adoption by each newly organized administration as soon as possible after the City of Laredo election in even-numbered years.

B. Sections and subsections may be adopted independently by majority vote of the Council (minimum five Council Members or four Council Members and the Mayor), or

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C. The entire document may be adopted by a minimum of six Council Members or five Council Members and the Mayor.

IV. Suspension of procedures

A. Procedures adopted herein may be suspended for specific purposes and periods by a minimum of six Council Members or five Council Members and the Mayor.

B. Motions to suspend must define the particular procedures to suspend and the specific purpose that will be served by suspension.

C. Suspensions are neither encouraged nor expected, but are provided for as a precaution, should a justifiable and unforeseen need arise.

V. Prevailing authority

A. To the extent that *previously adopted* ordinances, resolutions, or motions conflict with the ordinance through which these procedures were adopted, this ordinance prevails.

1. If necessary, the conflicting authority will be amended to ensure that these procedures prevail.

2. The City Attorney shall recommend such amendments to the Mayor and Council to ensure that these procedures prevail.

B. These procedures shall be in effect immediately upon adoption by the Council and shall apply to all commissions, boards, and committees, regardless of their enabling authority or appointing officials.

VI. Record of adoption of procedures

A. *Priority Procedures for the Laredo Mayor and City Council* was adopted unanimously by the Laredo City Council on Monday, October 4, 1999, effective immediately, subject to technical and clarifying corrections defined by the author and consistent with the intent of the Mayor and Council.

B. The second edition was adopted unanimously by the Mayor and Council on Tuesday, February 20, 2001, effective immediately, subject to technical and clarifying corrections defined by the author and consistent with the intent of the Laredo Mayor and City Council.

C. This third edition was approved on August 5, 2019, subject to technical and clarifying corrections defined by the author and consistent with the intent of the Laredo Mayor and City Council.

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Conclusion

Priority Procedures for the Mayor and City Council, 2017-2019, reflects a commitment to public service that requires cooperation and communication among Laredo's elected leaders and their appointed officials and staff members. It addresses four priority areas of responsibility, namely, appointing commissions, boards, and committees; participating in Council meetings; disseminating internal and public information; and communicating with City staff. These are essential elements in the City's customer service efforts.

The procedures defined herein are based not only on the consensus developed through the leadership of the initial Protocol, Procedures, and Customer Service Committee of the City Council, but also on a strong foundation of information. Federal and state statutes, City and state publications, and interviews with experts were rich sources of consideration and inspiration. The extensive research reflected in the "References" section enriched content and direction while stimulating originality and creativity. As a result the priority procedures handbook is an original set of interrelated guidelines that are customized for the City's elected and appointed leaders and tailored to meet their needs while interacting with each other and with their shared constituents, the families of Laredo.

The 1999 edition established a work in progress that was amended based on experience and feedback. This 2017 edition, which was approved in 2019, also builds on the consensus reflected in the *City of Laredo Protocol Handbook* that the Council also adopted unanimously in 1999 and also revised in 2001and 2017. What's more, it includes four appendices that provide the *City of Laredo Commissions, Boards, and Committees, January, 2017*; templates for required reports and records; a *Comprehensive Public Information Plan for the City of Laredo;* and *Fair Rules for Political Forums.*

Always intended as a work in progress, the procedures handbook will be developed further as the Mayor and Council Members identify the need for additional priority procedures. Everyone's participation is requested and welcomed. Feedback may be submitted at City Hall, 1110 Houston Street, Laredo, Texas 78040.

Local government works best when it is attentive, responsive, and supportive. The Laredo Mayor and City Council are committed to such excellence in public service by providing outstanding customer service. Priority procedures defined herein will facilitate the efficiency and effectiveness of their leadership for Laredoans.

¡Viva Laredo!

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Appendix A

City of Laredo
Commissions, Boards and Committees

January, 2017

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Appendix A

City of Laredo Commissions, Boards, and Committees
January, 2017

I. STANDING commissions and board created by Charter

COMMITTEE	MEMBERSHIP	LIAISON
Planning & Zoning Commission	9 by Mayor, Council Members	Planning
Board of Adjustment	9 by Mayor, Council Members (5 regular, 4 alternate members)	Building

II. AD HOC commissions created by Charter

COMMITTEE	MEMBERSHIP	LIAISON
Charter Commission	9 by Mayor, Council Members	City Secretary
Redistricting Commission	16 by Council Members	Planning

III. STANDING commissions and boards created by other governmental bodies

COMMITTEE	MAYORAL APPOINTMENTS	LIAISON
Metropolitan Planning Organization	Mayor; 3 Council Members	Planning
Laredo Housing Authority	5 members, including one housing project tenant	Community Development
South Texas Development Council	3 Council Members & their 6 staff alternates; 2 advocates	City Manager
Community Action Agency Advisory Board	3 Council Members	City Manager

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IV. STANDING committees composed of Mayor and Council Members

COMMITTEE	MEMBERSHIP	LIAISON
Audit and Insurance Committee	3 Council Members	Finance
Nominating Committee to Convention and Visitors Bureau Advisory Committee	3 Council Members by Council	City Manager
Community Health Centers of Laredo	Mayor and Council	Health
El Metro Transit System Committee	3 Council Members	Metro
Engineering Contract Review Committee	3 Council Members	Engineering
Health Benefits/Issues Committee	4 Council Members	Health
Laredo Development Finance Corporation	Mayor, 8 Council Members	Community Development
Laredo Municipal Housing Corporation	Mayor, 8 Council Members	Com. Dev.
Legislative Liaison Committee	3 Council Members	City Manager
Oil & Gas Review Committee	3 Council Members	Planning
Protocol, Procedures and Customer Service Committee	Mayor, 2 Council Members, 2 ex-officio staff members	City Secretary
Street Committee	3 Council Members	Community Development
Water Issues Committee	3 Council Members	Utilities

V. AD HOC committees composed of Mayor and Council Members

COMMITTEE	MEMBERSHIP	LIAISON
Mobile Home Sites Committee	3 Council Members, 2 ex-officio staff members	Planning
Planned Unit Development Committee	Mayor; 3 Council Members	Planning
Veteran Affairs Committee	3 Council Members	City Manager

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VI. STANDING committees created and/or appointed by Mayor and Council Members

COMMITTEE	MEMBERSHIP	LIAISON
Airport Advisory Committee	9 by Mayor & Council Members	Airport
Ambulance Advisory Committee	9 by Mayor & Council Members	Fire Chief
Building Standards Advisory Committee	5 by Mayor	Building
Cemetery Advisory Committee	9 by Mayor & Council Members	Parks & Recreation
Citizens Environmental Advisory Committee	9 by Mayor & Council Members	Engineering
Convention and Visitors Bureau Advisory Committee	11 by Council Members	Convention and Visitors Bureau
Electrical Examining Advisory Committee	3, 2 ex-officio by Mayor	Building
Historic District & Landmark Board	9 by Mayor	Planning
Laredo Affordable Housing Corporation	5 by Mayor	Community Development
Laredo Housing Finance Corporation	5 by Mayor & Council Members	Community Development
Laredo Commission for Women	18 by Mayor & Council Members	City Secretary
Library Advisory Committee	9 by Mayor & Council Members	Library
Parks & Recreation Advisory Committee	9 by Mayor & Council Members	Parks & Recreation
South Texas Library System	2 by Mayor & Council Members	Library
Texas A&M International University Scholarship Advisory Committee	3 by Mayor & Council Members	City Manager
Telecommunications Advisory Committee	9 by Mayor & Council Members	City Manager
Third Party Funding Advisory Committee	9 by Mayor & Council Members	Library
Transportation & Traffic Safety Advisory Committee	9 by Mayor & Council Members	Traffic
Tree Advisory Committee (Tree City USA)	9 by Mayor & Council Members	Parks & Recreation
Youth Advisory Committee	18 by Mayor & Council Members	Parks & Recreation

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VII. AD HOC committees created and/or appointed by Mayor and Council Members*

COMMITTEE	MEMBERSHIP	LIAISON
Impact Fees Advisory Committee	7 by Mayor	Utilities

Continued as Ad Hoc committee beyond June, 2000

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Appendix B

City of Laredo
Templates for Priority Procedures Reports

January, 2017

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Appendix B

City of Laredo Commissions, Boards, and Committees
Overview of Templates 1-10 for Priority Procedures Reports
January, 2017

To facilitate the work not only of the Mayor and Council Members, but also of City appointed officials, 10 templates were developed for completion by the appropriate persons. Templates may be added, amended, or omitted by the Mayor and Council via the City Secretary. Those included herein are effective February, 2017.

Generally, forms and shell reports are provided so that appointees simply have to incorporate the requested information. Instructions and information to be inserted are shown in ALL CAPS, and an "X" is shown wherever numbers or dates should be substituted.

Additional templates will be developed upon request, just as these can be modified to simplify the process. Next on the agenda, for example, is developing a template for handbooks. Our purpose is to expedite our cumulative effort to be accessible and accountable to the residents of Laredo.

Available templates referenced in this handbook are listed below in their designated numerical order:

1. Nomination/Confirmation/Verification of City Appointed Official
2. Charge from the Laredo Mayor and City Council
3. Membership Status
4. Members and Staff Directory (4a, one-page version; 4b, two-page version)
5. Quarterly Report of Meeting Attendance
6. Annual Report of Meeting Attendance
7. Required Training Attendance Report
8. Sample Cover Letter for Biannual Report
9. Contents Page for Annual Report
10. Annual Report

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Nomination/Confirmation/Verification record, (MONTH, YEAR)
(C/B/C NAME)
(DEPARTMENT)

Nomination/Confirmation/Verification of City Appointed Official

Commission/board/committee_____

Nominating official(s)_____ **Date**_____

Term: Beginning on _____ **and ending on**_____.

Previous appointments/total years served_____

Name of nominee_____

Home address_____

Place of work/address_____

Telephones: Home_____ **Work**_____

Cell_____ **Other**_____

Email address_____

Residency in the City of Laredo since (YEAR)_____ for _____total years.

Current residence in Council District Number_____

Accessibility: As a City Appointed Official you must release at least one address and one telephone number to the public. Please indicate which may be released:

Home address: yes_____ no_____ Home telephone: yes_____ no_____

Work address: yes_____ no_____ Work telephone: yes_____ no_____

Cell number: yes_____ no_____ Email address: yes_____ no_____

Confirmation by Council by vote of _____on_____.

Oath of office administered on_____. Assumed duties on_____.

Verification by City Secretary_____on_____.

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Charge from Laredo Mayor and City Council, December, 20XX
(C/B/C NAME)
(DEPARTMENT)

Charge from the Laredo Mayor and City Council, January, 20XX

To the (C/B/C NAME)_____

(OMIT/SUB ALL CAP DIRECTIONS WHEN COMPLETING TEMPLATE. INFO IN CAPS/LOWER CASE MAY BE INCORPORATED VERBATIM OR EDITED.)

VII. General powers and duties (BRIEF, VERY GENERAL DESCRIPTION OF POWERS AND DUTIES & WHETHER STANDING OR AD HOC C/B/C.)

VIII. Vision and mission statements (AD HOC–ONLY MISSION STATEMENT)

A. Vision: (CAPTURES STANDING C/B/C'S PROJECTED LONG-RANGE ACCOMPLISHMENTS BY 20XX AND SERVES AS DATE AND INTENDED ACCOMPLISHMENTS FROM WHICH TO WORK BACKWARDS IN WRITING MISSION, GOALS, RESPONSIBILITIES.)

B. Mission: (CAPTURES STANDING OR AD HOC C/B/C'S RELATED SHORT-RANGE ACCOMPLISHMENTS BY 20XX, AN EARLIER DESIGNATED YEAR.)

IX. Goals, responsibilities

A. Goals: (SPECIFIC, MEASURABLE CLOSE-RANGE ACCOMPLISHMENTS RELATED TO VISION, MISSION)

B. Responsibilities: (SPECIFIC ACTIONS THAT WILL BE UNDERTAKEN TO REACH MEASURABLE GOALS, MAKE PROGRESS TOWARD VISION, MISSION; PURPOSE, INTENT.)

X. Officers, members

A. Officers (MUST BE ADAPTED FOR CHARTER, REDISTRICTING COMMISSIONS, WHOSE CHAIRS AND VICE CHAIRS ARE APPOINTED)

1. Members shall elect a Chair and a Vice Chair.
2. Members also may elect other officers by majority vote.
3. Officers shall serve one-year terms and may be re-elected.

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4. Officers shall be elected by majority vote from among members whose terms are equal to or longer than the officer's term.

5. Officers shall be elected by a majority vote of members voting in the presence of a quorum.

6. Members may authorize the Chair to appoint other officers, including a Parliamentarian and/or a Sergeant-at-Arms, provided the authorization to appoint is by majority vote.

   a. Appointed officers serve at the will of the appointing official, but may be removed by a majority of the members.

   b. Appointed officers may be re-appointed to one-year terms, provided they were not removed by majority vote.

B. Members

1. Number of members:

2. Appointed by:

XI. Qualifications

A. Residency:

B. Expertise:

C. Other:

XII. Ethics and standards of performance

A. Members are City Appointed Officials and shall reflect the highest standards of ethics, performance and excellence in customer service.

B. They also shall reflect professionalism, courtesy and proper decorum in interacting with each other and with the public and while serving as City Appointed Officials.

C. They shall comply with the standards, parliamentary authority (*Robert's Rules of Procedure*, 10th edition, 2000), policies and procedures defined in the protocol and procedures handbooks adopted by the Mayor and Council.

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XIII. Training requirements

A. **Initial requirements, 20XX:** Members shall comply with the required orientation defined by the Mayor and Council.

B. **Additional training:** Members shall participate in additional training required by the Mayor and Council and may expect a focus on topics such as protocol, procedures and customer service, including the following elements:

1. Review of charge
2. Parliamentary procedure and rules of decorum
3. Techniques for successful meetings, hearings, forums
4. Accountability and responsibility
5. Public information and feedback
6. Customer service in specific areas

C. **Failure to comply:** Failure to participate in required orientation and training shall be grounds for removal, including denial of confirmation and/or of the oath of office.

XIV. Timeline, schedule, required reports

A. **Timeline** (IDENTIFY VISION DATE/GOAL: WORK BACKWARD, INCLUDING MILESTONE DATES.)

B. **Schedule** (DATES OF EVENTS, MEETINGS, TRIPS, ETC.)

C. **Required reports**

1. **Biannual reports:** Members shall submit biannual reports to the Mayor and Council by January 1 and by July 1.

   a. The January 1 report shall be the annual report and shall evaluate the work, activities, and accomplishments of the previous year and the plans for the next year. Its required content is reflected in Template 10, which is in the procedures handbook.

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b. The July 1 report shall be submitted by the City Secretary with the assistance of designated City staff liaisons and shall include a progress report and required records.

2. **Minutes:** The designated staff liaison shall submit the minutes of each meeting within a week of the meeting.

a. The minutes shall include records of attendance, excused and unexcused absences and whether a quorum was established.

b. The minutes shall be signed by the Chair and designated staff liaison.

c. The Chair and designated staff liaison shall be responsible for recording the subsequent approval of the minutes.

XV. Meeting requirements

A. Members shall meet at least three times during the calendar year.

B. If the Chair fails to call the required number of meetings, other members may call meetings according to requirements in the priority procedures handbook adopted by the Mayor and Council.

XVI. Accountability to the Mayor and Council

A. Appointees are accountable to the Mayor and Council.

B. Annual reports, minutes, and additional oral and written reports requested by the Mayor and Council shall reflect that accountability.

C. The Mayor and Council hold all City Appointed Officials accountable for the highest standards of ethics, performance, and excellence in customer service.

XVII. Accountability and accessibility to the public

A. Reports submitted to the Mayor and Council shall be public information and reflect accountability to the public.

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B. Members shall be subject to the notice and openness requirements of the Texas Open Meetings Act.

1. All meetings shall be posted in compliance with the procedures defined for the Mayor and Council in the priority procedures handbook.

2. All meetings shall be held in compliance with the openness provisions of the Texas Open Meetings Act defined for the Mayor and Council in the priority procedures handbook.

XVIII. Liaison with City Staff

A. The designated City staff liaison shall be a representative of (DEPARTMENT)_____.

B. The designated City staff liaison shall submit all required reports and records to the Mayor and Council via the City Secretary or the City Secretary's designee.

C. The City Manager shall ensure that the designated City staff liaison works with members to comply with all directives of the Laredo Mayor and Council, including complying with provisions of the protocol and procedures handbooks adopted by the Mayor and Council.

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Charge Recommendation and Adoption

This charge was recommended to the Laredo Mayor and Council by

Designated Staff Liaison_____

Department_____

Date_____

for the (C/B/C NAME)_____ created by

(ORDINANCE/RESOLUTION/MOTION)_____ on

(DATE)_____.

This charge was approved and issued by the Laredo Mayor and Council on

(DATE)_____

_____ _____

Pete Saenz, Mayor
City of Laredo

Jose A. Valdez Jr.
City Secretary

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Membership Status, (MONTH, YEAR)
(C/B/C NAME)
(DEPARTMENT)

Membership Status

(C/B/C NAME) **Date**

Member	Appointing Official for term beginning/ending	Number years on C/B/C	Term status: current/expired	Comments
Chair	**AO** **T**			
Vice Chair	**AO** **T**			
	AO **T**			
	AO **T**			
	AO **T**			
	AO **T**			
	AO **T**			
	AO **T**			

Designated City Staff Liaisons

Name	Department	Telephones: Home/Work	Cell/Email	Pager
		H **W**	**C** **E**	
		H **W**	**F** **E**	

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Members/Staff Directory, (MONTH, YEAR)
(C/B/C NAME)
(DEPARTMENT)

Members and Staff Directory

(C/B/C NAME) **Date**

Member	Address	Telephones: Home/Work	Cell/Email	Appointing Official/Term
Chair		**H** **W**	**F** **E**	**AO** **T**
Vice Chair		**H** **W**	**F** **E**	**AO** **T**
		H **W**	**F** **E**	**AO** **T**
		H **W**	**F** **E**	**AO** **T**
		H **W**	**F** **E**	**AO** **T**
		H **W**	**F** **C**	**AO** **T**
		H **W**	**F** **E**	**AO** **T**
		H **W**	**F** **E**	**AO** **T**

Designated City Staff Liaisons

Name	Department	Telephones: Home/Work	Cell/Email	Pager
		H **W**	**F** **E**	
		H **W**	**F** **E**	

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Quarterly Report, Meeting Attendance, (MONTH, YEAR)
(C/B/C NAME)
(DEPARTMENT)

Quarterly Report of Meeting Attendance

Period from (DATE) to (DATE)

(C/B/C NAME) **Date:**

Member	Number of times present/ of number of meetings	Excused absences	Unexcused absences	Comments
Chair				
Vice Chair				

Comments_____

_____

_____

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Meeting Attendance Report form, December, 20XX
(C/B/C NAME)
(DEPARTMENT)

Annual Report of Meeting Attendance

January 1, 20XX, to December 31, 20XX

(C/B/C NAME:) **Date:**

Member	Number of times present/ of number of meetings	Excused absences	Unexcused absences	Comments
Chair				
Vice Chair				

Comments_____

_____

_____

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Required Training Attendance Report form, (MONTH, YEAR)
(C/B/C NAME)
(DEPARTMENT)

Required Training Attendance Report

(MONTH) 1, 20XX-(MONTH) 1, 20XX

(C/B/C NAME:) **Date:**

Member	Required training	Present or Absent	Comments
Chair	(DATE/TOPIC) (DATE/TOPIC)		
Vice Chair	(DATE/TOPIC) (DATE/TOPIC)		
	(DATE/TOPIC) (DATE/TOPIC)		
	(DATE/TOPIC) (DATE/TOPIC)		
	(DATE/TOPIC) (DATE/TOPIC)		
	(DATE/TOPIC) (DATE/TOPIC)		
	(DATE/TOPIC) (DATE/TOPIC)		
	(DATE/TOPIC) (DATE/TOPIC)		
	(DATE/TOPIC) (DATE/TOPIC)		

Comments_____

_____

_____

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Sample Cover Letter for Annual Report, January 1, 20XX

(LETTERHEAD OR NAME OF C/B/C)
(ADDRESS)

(MONTH, DAY, YEAR)

The Honorable
Pete Saenz, Mayor
and Members of the Laredo City Council
1110 Houston Street
Laredo, Texas 78040

Dear Mayor Saenz and Council Members:

Thank you for the opportunity to submit to you our annual report from the (NAME). We hope that our work projects our pride and pleasure in serving as City appointed officials and in advising you, our elected officials, as together we meet new standards of excellence in accountability, accessibility and excellence in customer service.

Our future successes will be measured by our progress in realizing our vision and mission and our related goals and responsibilities. Your charge to us is challenging and promising, for it articulates expectations and establishes requirements while strengthening our relationship with you and with our designated City staff liaisons. For this we are grateful.

Feel free to call upon us if we can provide additional information or whenever you deem it necessary to expand our charge. We are delighted to join you in serving our mutual constituents, just as we look forward to a productive year of partnership and cooperation.

Respectfully submitted,

(INCLUDE ALL SIGNATURES, OR AT LEAST SIGS OF CHAIR, VICE CHAIR & STAFF LIAISON:)

(SIGNATURE) (NAME), Chair	(SIGNATURE) (NAME), Vice Chair	(SIGNATURE) (NAME), Member
(SIGNATURE) (NAME), Member	(SIGNATURE) (NAME), Member	(SIGNATURE) (NAME), Member
(SIGNATURE) (NAME), Member	(SIGNATURE) (NAME), Member	(SIGNATURE) (NAME), Member

(SIGNATURE)
(NAME), Designated City Staff Liaison

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Annual Report Contents, January 1, 20XX
(C/B/C NAME)
(DEPARTMENT)

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Priorities X
Conclusion X

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Annual Report, (MONTH) 1, 20XX
(C/B/C NAME)
(CITY LIAISON DEPARTMENT)

Introduction

The Laredo Mayor and Council charged the (C/B/C NAME) with the responsibility of (SUMMARY OF GENERAL POWERS AND DUTIES). The City's elected leadership also directed their appointed leaders to meet standards of accountability, accessibility, and excellence in customer service. Accordingly, this annual report of the (REFERENCE TO NAME) chronicles our progress from (MONTH/DATE/YEAR) to (MONTH/DATE/YEAR) toward meeting the directives of the Mayor and Council in the priority procedures handbooks adopted for the City of Laredo.

This report evaluates work, activities, and accomplishments, evaluating them by the standards and goals reflected in vision and mission statements (AD HOC COMMITTEES SHOULD OMIT REFERENCE TO VISION STATEMENT) and in related goals and responsibilities. It also includes required reporting elements and records, including the committee and staff directory; the proposed charge to the (NAME); summaries of attendance, quorum, and training participation records; and the status of members serving current terms, vacancies and term limitations.

Report writers also described progress toward handbook development and implementation and toward ensuring that rules, regulations and bylaws comply with the protocol and priority procedures adopted by the Laredo Mayor and Council. Most important, the (NAME'S) priorities for (SPECIFY PERIOD) were projected and summarized.

(ADD ADDITIONAL INFORMATION TO SUIT C/B/C)

Committee and Staff Directory (INSERT TEMPLATE 4 ON NEW PAGE)

Charge from Mayor and Council (INSERT TEMPLATE 2 ON NEW PAGE)

Evaluation of Work, Activities and Accomplishments

(EVALUATE PROGRESS IN TERMS OF VISION/MISSION STATEMENTS, GOALS/RESPONSIBILITIES.)

Required Records and Reports

The (NAME) pledges to meet the highest standards of accountability and of accessibility not only to the Laredo Mayor and Council, but also to the public. Such a commitment is consistent with a commitment to standards of excellence in customer service. Accordingly, members will prioritize developing, maintaining and submitting timely required records and reports, with the understanding that such records are public information.

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Annual Report, (MONTH) 1, 20XX
(C/B/C NAME)
(CITY LIAISON DEPARTMENT)

Annual Reports to Mayor and Council

As required by the Laredo Mayor and Council the (NAME) (SUMMARIZE COMPLIANCE WITH SUBMITTING REQUIRED ANNUAL REPORT AND RECORDS TO MAYOR AND COUNCIL.)

Minutes of Meetings

As required by the Laredo Mayor and Council, the (NAME) submitted copies of minutes to (NAME/TITLE) within one week of each meeting. (ALTERNATIVELY, REPORT FAILURE TO SUBMIT MINUTES TIMELY. IF MINUTES WERE KEPT BUT NOT SUBMITTED, SAY SO AND INDICATE WHO HAS CUSTODY OF SUCH RECORDS. IF MINUTES WERE NOT KEPT, SAY SO, EXPLAIN CIRCUMSTANCES AND PLEDGE TO KEEP THEM AND TO SUBMIT THEM, EFFECTIVE IMMEDIATELY.)

Meeting Attendance, Excused, and Unexcused Absences

The (NAME) meets regularly (HOW OFTEN? WHEN?). In 20XX members will meet at least three times, consistent with directives from the Laredo Mayor and Council.

Attendance (HAS/HAS NOT) been problematic, as evidenced in the chart that follows. Of the X members, X (HAVE/HAS) good attendance, X (HAVE/HAS) X excused absence(S) and X (HAVE/HAS) more than three unexcused absences. According to these records, X members meet the City's standards, while X do not and may be reviewed by the Laredo Mayor and Council.

(IF ATTENDANCE FACILITATES ESTABLISHING/MAINTAINING QUORUM, SAY SO. IF POOR ATTENDANCE CAUSES QUORUM PROBLEMS, SAY SO. ALSO MAKE RECOMMENDATIONS FOR IMPROVING ATTENDANCE, EXPLAIN UNUSUAL CIRCUMSTANCES THAT IMPACTED ATTENDANCE AND ADD OTHER APPROPRIATE COMMENTS THAT MAY HELP MAYOR AND COUNCIL UNDERSTAND REASONS FOR ATTENDANCE PROBLEMS, IF ANY.)

(INSERT TEMPLATE 6 ON NEW PAGE)

Quorums at Meetings

Establishing and maintaining quorums (HAS/HAS NOT) been problematic. (DESCRIBE/ EVALUATE PROBLEM AND HOW TO RESOLVE.)

Required Training Attendance

Generally, members (HAVE/HAVE NOT) participated in the required training for members of the City's commissions, boards and committees. Of the X members, X attended (INDICATE

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THE NUMBER OF REQUIRED SEMINARS ATTENDED BY MEMBERS). Attendance at the required training sessions is reflected in the related chart herein and summarized below:

(MONTH/DATE): (TOPIC): Of X members, X participated in the (MONTH, DATE) required seminar that focused on (TOPIC) and X did not. (EXPLAIN ANY UNUSUAL CIRCUMSTANCES, IF ANY, THAT IMPACTED ATTENDANCE.)

(FOLLOW THIS FORMAT FOR EACH REQUIRED SEMINAR)

(INSERT TEMPLATE 7 ON NEW PAGE)

Membership Status

The status of members was reviewed in light of the qualifications and term limitations adopted by the Laredo Mayor and Council in the priority procedures handbook. Results are reflected in the related chart herein and described below:

Members Serving Current Terms: The current Laredo Mayor and Council Members have appointed or reappointed X of the X members of the (NAME), while X members were appointed by former City elected officials and have not been reappointed or replaced. This means that X of the X members are qualified to continue their service, while X have been serving in spite of expired terms.

Term Limitations: City appointed officials are subject to eight-year term limits, except for "holdover" appointees, as are the Laredo Mayor and Council Members. Accordingly, members of the City's commissions, boards and committees are appointed to terms that run concurrently with the terms of their appointing officials, provided they serve no longer than eight years, including multiple appointments and non-consecutive terms, except for "holdover" appointments.

Of the X members of (NAME) X have served fewer than eight years, while X have served longer, are not "holdover" appointees and no longer qualify for continued service. They should be recognized for their service, and their successors should be appointed. (IF REPORTING FOR THE PLANNING AND ZONING COMMISSION OR FOR THE BOARD OF ADJUSTMENT, AND IF APPROPRIATE, NOTE THAT APPOINTEES ARE NOT SUBJECT TO "HOLDOVER" EXCEPTIONS.

Vacancies: Based on (REASONS), the (NAME) has X vacancies that should be filled by (MAYOR? COUNCIL MEMBERS?)

(INSERT TEMPLATE 3 ON NEW PAGE)

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Annual Report, (MONTH) 1, 20XX
(C/B/C NAME)
(CITY LIAISON DEPARTMENT)

Rules, Regulations, Bylaws

Robert's Rules of Procedure, 11th edition, 2011, is the parliamentary authority authorized by the Laredo Mayor and Council. In addition, the (NAME) operates under the policies, procedures and rules defined in the following documents: (LIST BYLAWS, RULES, PROCEDURES MANUALS, ETC. ALSO STATE WHEN AND BY WHAT AUTHORITY THEY WERE ADOPTED.) (IF THE C/B/C HAS NO RULES, BYLAWS, ETC., SAY SO.)

Compliance with Protocol, Procedures Adopted by Mayor and Council: These documents have been reviewed and determined to be consistent (OR INCONSISTENT) with the protocol and procedures handbooks adopted by the Laredo Mayor and Council. (IF INCONSISTENT, IDENTIFY THE REVISIONS REQUIRED AND THE RELATED ACTION. EXAMPLE: BYLAWS REVISION BY C/B/C OR CHARTER AMENDMENT PROPOSED BY COUNCIL TO VOTERS.)

(BASED ON CONSISTENCY OR INCONSISTENCY, INCLUDE ONE OF THE FOLLOWING, OR ADAPT AS NECESSARY:)

Certification of Consistency: Upon the recommendation of the (NAME'S) designated City staff liaison, the City Secretary certified that the (BYLAWS, ETC.) are consistent with directives of the Laredo Mayor and Council, effective (DATE)

Status of Revisions Required for Consistency: Upon the recommendation of the (NAME'S) designated City staff liaison, the City Secretary identified the following inconsistencies with the directives of the Laredo Mayor and Council, effective (DATE). The status of these revisions (DESCRIBE).

Handbook Development

Developing this annual report is an important part in the process of handbook development and implementation. Both documents, for example, include the following materials that were developed and included herein: a membership and staff directory; the charge from the Mayor and Council; evaluations based on new standards; projections based on vision/mission statements and related goals and responsibilities, which were developed as part of the charge; plans for meeting new standards; and projections for 20XX.

The handbook, however, also includes rules, regulations, and bylaws; policies and procedures; required reports and forms; schedule, timeline and deadlines; appropriate legal documents; ethical standards and decorum; training and orientation materials; and standard identification information. (ALTERNATIVELY, IF HANDBOOK HAS NOT BEEN COMPLETED, EXPLAIN CIRCUMSTANCES AND ESTABLISH TARGETED COMPLETION DATE.)

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Priorities for (MONTH) 1-(MONTH) 1, 20XX

(DESCRIBE PRIORITIES FOR 20XX, BASED ON VISION/MISSION STATEMENT, GOALS/RESPONSIBILITIES. DESCRIBE PRIORITIES FOR NEXT YEAR).

Conclusion

(REVIEW YOUR INTRODUCTION AND USE IT AS REFERENCE POINT FOR DEVELOPING CONCLUSION. INCLUDE REFERENCE TO STANDARDS OF ACCOUNTABILITY, ACCESSIBILITY, AND EXCELLENCE IN CUSTOMER SERVICE. PLEDGE TO MEET RESPONSIBILITY AS CITY APPOINTED OFFICIALS WHO SERVE IN ADVISORY CAPACITY TO LAREDO MAYOR AND COUNCIL. END ON POSITIVE NOTE. FOR EXAMPLES, READ THE INTRODUCTIONS AND CONCLUSIONS IN THE PROTOCOL AND PROCEDURES HANDBOOKS.)

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Appendix C

City of Laredo
Comprehensive Public Information Plan

January, 2017

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City of Laredo
Comprehensive Public Information Plan

The Laredo Mayor and City Council firmly support the public's right to be informed about City-related issues and events. This belief is the foundation for their commitment to the efficient, effective dissemination of information internally and to the public. Accordingly, they directed the development of a "Comprehensive Public Information Plan" that would reflect their commitment to accessibility, accountability and excellence in customer service.

Implementing such a plan to benefit Laredoans will require interaction and cooperation at all levels of the City's administration, from the Mayor and City Council to the City Manager, City Secretary, Public Information Officer, Public Access Director, Department Directors and everyone involved in the daily business of prioritizing the needs and interests of Laredoans and of providing cost-effective services timely and efficiently.

Consistent with the policies directed by the Charter of the City of Laredo, the "chain of command" is from the Mayor and Council Members through the City Manager, who expresses their directives to the Public Information Officer, Public Access Director and other Department Directors.

I. Priorities and Objectives

A. The City of Laredo's "Comprehensive Public Information Plan" reflects the following highest priorities and objectives:

1. Ensure that Laredoans are fully informed about the City of Laredo's priorities, services, and functions, consistent with the highest standards of accessibility, accountability, and excellence in customer service.

2. Provide avenues through which Laredoans can participate in the local government process, including major projects such as redistricting and revising the City of Laredo Charter.

3. Ensure that residents of each City Council district shall receive relevant, timely public information about their district and shall have access to avenues of participation in local government at the district level.

4. Include an "Emergency Response Plan, developed as a separate document, that can be implemented quickly and efficiently when necessary to keep Laredoans informed about natural disasters and other emergencies.

5. Implement a strategy for using English and Spanish print and electronic news media, public access television programming, and the Internet to disseminate timely, relevant public information to Laredoans.

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6. Implement a plan that includes developing and distributing informative publications, including newsletters, brochures, letters, and flyers.

7. Develop and implement policies and procedures to enhance the City's responsiveness to Laredoans who request public information and open records.

8. Disseminate public information to media outside the City of Laredo when appropriate and consistent with the need to cooperative with other levels of government.

B. Implementing the City's "Comprehensive Public Information Plan" shall require the cooperation and interaction of all City Department Directors with the Public Information Officer, the Public Access Director and the City Secretary.

C. The Mayor and Council shall consider the "Comprehensive Public Information Plan" for approval and evaluate it in light of the regularity, thoroughness, relevance and timeliness with which Laredoans are kept informed about City government priorities, accomplishments, services and functions, consistent with the highest standards of accessibility, accountability and excellence in customer service.

II. Subjects of Public Information

A. The Public Information Plan prioritizes disseminating information about priority subjects such as the following:

1. Public notices about meetings, agendas and workshops, etc., whether pertaining to the business of the Mayor and City Council or of the City's Commissions, Boards and Committees.

2. Reports about the actions, directives and meetings of the Mayor and Council, especially in regard to fiscal responsibility and accountability.

3. Public announcements about grants, construction, new facilities, transportation improvements, etc.

4. Timely and thorough information about the City's responsiveness and preparedness regarding natural disasters and emergencies.

5. Timely and regular information about the City, each of the eight City Council districts, and City services and departments.

B. The Public Information Officer shall ensure that public information about priority subjects is disseminated regularly to Laredoans.

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III. Targeted Receivers of Public Information

A. The Public Information Officer and the Public Access Director and their staffs continuously shall identify targeted groups of Laredoans who should receive specific public information.

1. Example: Residents of each Council district should receive information about their respective town hall meetings, City meetings and workshops, new and remodeled City facilities, construction, transportation improvements, etc.

2. Example: Taxpayers should be targeted to receive public information notices about City budget hearings and the scheduled adoption of the City budget.

3. Example: Taxpayers who do not speak English should be targeted for English/Spanish or Spanish public information messages.

4. Example: Work with school districts in general and with specific schools to reach personnel and parents in their neighborhoods.

5. The Public Access Director shall research the availability of grants to provide closed-caption programs.

B. The Public Information Officer, Public Access Director and City Secretary and their staffs shall determine how to package and channel relevant information to targeted groups of Laredoans.

1. This may include targeted mailings to Council district residents or targeted to individuals throughout the City.

2. It may include flyers, letters, posters, and other announcements.

Targeted groups may include Laredoans who are likely to be interested in greater participation in City government, perhaps by considering appointments to the City's Commissions, Boards and Committees.

IV. Media

A. The Public Information Officer shall coordinate efforts with the City Secretary and the Public Access Director to ensure that the Public Information Plan is implemented as public information is disseminated by all available means:

1. Local print and electronic news media

2. City's website

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a. The City's website may include links to archives of press releases.

b. Public announcements and press releases may be posted on the City's website.

3. Public access television programming

a. Public information can be disseminated via public access channel programs, announcements, scrolled information, multi-media automated public service announcements, etc.

b. When necessary, live broadcasts can be scheduled to inform the public about important news, especially during emergencies.

c. The Public Information Officer and the Public Access Director shall work together to submit proposals to the Mayor and Council regarding how to ensure that the public benefits from the opportunities afforded by the new Public Communication Center.

B. The Public Information Officer shall maintain and submit to the Mayor and Council and to the appropriate Department Directors a current media list that includes the following:

1. Names/titles of key contacts.

2. References to the languages of choice of each medium and to their deadlines.

3. Schedules of distribution, broadcasting, etc.

4. Directory format, including physical and mailing addresses; telephone and cell numbers; and email addresses.

C. Media lists shall include not only Laredo and Nuevo Laredo print and electronic media, but also print and electronic media that disseminate information about Laredo.

1. This includes major newspapers such the *Dallas Morning News*, the *Houston Chronicle* and the *San Antonio Express-News* and publications such as *Texas Monthly*.

2. It includes the Associated Press and other relevant news services.

D. Media representatives shall be treated fairly in terms of ensuring their access to the City's elected officials and to public information.

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1. Press releases shall be provided simultaneously via telefax and telephone calls.

2. Press availabilities during Council meetings shall ensure that the Mayor and Council Members are accessible to discuss timely issues before media deadlines.

    a. The Public Information Officer shall inform the Mayor and appropriate Council Members when media representatives request access to them during Council meetings.

    b. The Mayor shall recess Council meetings to accommodate media representatives, though in compliance with the Priority Procedures adopted by the Mayor and Council.

3. The Public Information Officer shall facilitate interaction between the media and the Mayor and Council Members by enhancing access, scheduling interviews and providing requested public information.

E. Upon request by electronic media representatives, the Public Access Director may provide videotape excerpts of City meetings and events.

F. When appropriate, the Public Information Officer shall disseminate press releases to media in cities visited by the Mayor and Council.

V. Public access television programming

A. The Public Information Officer and the Public Access Director and their staffs shall prioritize the production of the following public information programs:

1. A bimonthly 30-minute report about the City of Laredo, perhaps titled, "Laredo at a Glance."

    a. The Mayor, Council Members, and appropriate City staff members would report to Laredoans about City issues, services and events.

    b. It could include interviews, excerpts from meetings, news reports, on-location videotaping throughout City, calendar of events and departmental highlights.

2. An occasional 30-minute program through which the Mayor will report to Laredoans, perhaps titled, "Mayor's Report."

    a. The Mayor could host local and out-of-town guests, interacting with them on-location.

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(1) An ideal time to accomplish this is between festivities associated with Washington's Birthday Celebration.

(2) Tapings also could be scheduled at the State Capitol during trips arranged for related purposes.

b. It could include excerpts from meetings, trips, workshops, speeches, etc.

c. It also could include videotape excerpts of the Mayor being interviewed by the Public Information Officer and/or by media representatives.

3. A 30-minute program that focuses on two Council Member districts, so that each district would be the focus of a 15-minute report each month, and perhaps titled, "Council Member's Corner."

a. Council Members could host guests, conduct interviews, be interviewed and focus on special projects and developments in their respective districts.

b. They could narrate videotapes of neighborhood sites, meetings, and special events such as groundbreakings and ribbon cuttings.

c. They could encourage residents to participate in local government by attending Town Hall meetings, Council meetings, etc.

d. The format could be similar to "Laredo at a Glance" and/or "Mayor's Review," but focus on one district at a time.

e. Although the goal is to schedule monthly programs, the effort and results of the first efforts will be the basis for determining their regularity.

4. Public service announcements.

5. Community Calendar

B. The City of Laredo's Public Information Officer and Public Access Director shall develop a schedule that ensures the most efficient and effective use of the City's new Public Communication Center to disseminate public information to Laredoans.

1. Programs such as those described above will be aired three times.

2. One evening per week shall be devoted to City of Laredo programs.

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3. The City's public information programming shall be prioritized not only for production staff, but also for airing time.

C. The Public Information Officer and the Public Access Director shall serve on the Political Forum Committee with the City Manager or the City Manager's designee to organize and conduct political forums for local elections.

1. They shall develop and implement *Fair Rules for Political Forums.* (Appendix D)

2. They shall ensure that Laredoans have access to this important public information and public service that should result in a better-informed electorate.

3. They shall provide opportunities for candidates or their designees and for panelists to review the rules in advance and to commit to abide by them.

4. They shall provide opportunities for panelists to develop appropriate questions within their time limits.

D. The Public Information Officer and the Public Access Director shall design and adapt sets that project the public service commitment of the City of Laredo.

1. These shall be simple and inexpensive but shall include the name of the City of Laredo and other appropriate information.

2. Sets shall include components that can be used in different combinations to create the impression of different sets. Example: Using color-coordinated chairs with a table in one set, but behind a desk in another.

3. Different sets shall be adapted appropriately for different programs such as the following:

a. "Laredo at a Glance"

b. "Mayor's Review"

c. "Council Member's Corner"

d. Political Forums

E. The Public Information Officer and the Public Access Director shall develop and recommend policies and procedures for individuals and groups who seek access to production facilities and/or who are interested in airing their events via public access channels.

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VI. Official City position

A. Any "official city position" must be defined and described in a formal resolution adopted by a two-thirds vote of the Council (minimum six Council Members or five Council Members and the Mayor).

B. The Mayor and Council may designate appointed officials and/or City staff members to articulate the City's official position to the media or to other interested persons.

1. Such spokespersons may be designated in the resolution related to the City's official position on an issue.

2. A spokesperson for a given "official City position" may be designated at any time, even after the resolution is adopted.

C. No City elected or appointed official or staff member shall refer to an "official city position" unless referencing a position stated in an adopted formal resolution.

1. Appointees to commissions, boards, and committees are advisers to the Mayor and Council and do not speak or act for them.

2. The position of commissions, boards, and committees are not automatically those of the Mayor and Council and shall not be considered "official City positions" unless defined and described in a formal resolution adopted by the Council.

VII. City spokesperson

A. The Mayor is the official spokesperson for the City.

B. In the absence of the Mayor, the Mayor Pro Tempore assumes duties as the official spokesperson for the City.

1. If the Mayor Pro Tempore is unable or unwilling to serve as official spokesperson, the Mayor may designate another Council Member to serve in that capacity.

2. If the Mayor does not designate an alternate spokesperson, the Mayor Pro Tempore may designate another Council Member to serve in that capacity until the Mayor directs otherwise.

C. Council Members may assume duties as official spokespersons for the City.

1. Those who have relevant expertise or represent an impacted Council district may be designated City spokespersons for particular issues.

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2. They may be designated the City's spokespersons for particular issues for a designated time range or for a particular event.

3. Council Members freely may articulate the City's "official positions" as defined and described in their formal adopted resolutions.

D. City staff members, including department directors, shall not act as spokespersons for the Mayor and/or City Council, unless specifically authorized by them for a particular issue, event or situation.

1. If approached by the media to comment about City issues, the staff member should contact the City Manager or the Public Information Officer for advice and directives regarding how to handle the request.

2. Staff members may seek authorization to address specific issues, events or situations with media representatives, especially when timely or about issues within their realms of expertise.

E. The Mayor often designates the Public Information Officer as the spokesperson for the Mayor and Council.

VIII. Personal perspective

A. The Mayor and Council Members may express their personal perspectives on issues.

B. When expressing their perspectives, the Mayor and Council Members shall differentiate between personal and official positions on issues.

IX. Public announcements

A. The Mayor and Council shall make all major announcements regarding matters considered by the Council; major projects, including grants and construction; federal and state legislation; and cooperative projects with other governmental units, including those in Mexico.

1. Unless designated to do so, City staff members shall not make public announcements.

2. Typically, the Public Information Officer shall prepare a press release making announcements in the name of the Mayor and the Council Member whose district is impacted or who Chairs the relevant Council Committee.

B. All public announcements shall be distributed to all news media who regularly report City news.

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C. The Mayor shall encourage state and federal elected and appointed officials to inform and involve the Mayor and Council before disseminating public information about the City of Laredo

D. The City Manager immediately shall inform the Mayor and Council about public announcements that will be made by non-City officials about the City of Laredo.

1. The Public Information Officer shall be a liaison with public information personnel who work for Laredo's state and federal elected officials, including members of the U.S. Congress and of the Texas Legislature.

2. The Public Information Officer shall work with these public information colleagues to ensure that the Mayor and Council Members are informed and involved when public announcements about the City of Laredo are made by state and federal officials.

E. The Public Information Officer shall ensure that the Mayor and Council Members shall be informed and invited to all press conferences that pertain to the City of Laredo.

1. This includes ensuring that Department Directors understand policies and procedures and do not assume responsibility for making public announcements.

2. It also includes cooperating with the City Secretary and designated City staff liaisons to ensure that City Commissions, Boards and Committees understand public information policies and procedures.

X. Internal information

A. The City Manager, assisted by the Public Information Officer, shall ensure that information is shared with the Mayor and Council before it is disseminated to the public.

B. When the City Manager receives important information about any subject of priority interest, he or she immediately shall contact the Mayor and Council Members.

C. The City Manager, assisted by the Public Information Officer, shall develop and implement an internal information network that includes, but is not limited to, the following:

1. A system for sharing important information immediately with the Mayor and Council Members.

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2. A system for enabling the Mayor and Council Members easily to designate their respective preferred permanent and temporary methods for being contacted immediately about priority information.

   a. This may include contact by telephone, pager, telefax or email.

   b. Preferred contact methods will be recorded and maintained by the City Manager, assisted by the Public Information Officer.

   c. The Mayor and Council Members may change their preferred contact methods temporarily and/or periodically by informing the City Manager or Public Information Officer.

   d. Council Members who do not record a preferred immediate contact method shall be contacted by telefax.

3. The City Manager shall ensure that all City staff members honor the internal information network and communicate with the Mayor and Council Members in compliance with their preferred contact methods.

XI. Public information about City events, invitations

A. The City Manager, assisted by the Public Information Officer, shall develop a system for ensuring that City-sponsored events are scheduled in cooperation with the Mayor and appropriate Council Members whose attendance shall be prioritized.

   1. This shall include a scheduling form that shall be routed for approval to the Mayor, Council Members, and City Manager.

   2. It shall include a public information form to be used in planning press releases and media coverage, including on public access television.

   3. The Public Information Officer shall coordinate scheduling of City-sponsored events and shall be responsible for arranging their re-scheduling if the Mayor and designated Council Members cannot attend on the proposed date.

B. Efforts shall be made to facilitate participation by the Mayor and the Council Member who represents the district in which an event is held.

C. Generally, City-sponsored events shall reflect the policies, procedures, formats and order of precedence in the City of Laredo Protocol Handbook.

D. The City Secretary shall develop standardized formats for invitations to similar events.

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XII. Evaluation

A. The Public Information Officer and Public Access Director shall develop performance measures for evaluating the "Comprehensive Public Information Plan."

B. The evaluation shall include a method for collecting feedback to improve the plan.

XIII. Implementation

A. The Mayor and Council unanimously adopted this fourth draft of the "Comprehensive Public Information Plan" as part of the *Priority Procedures for the Mayor and City Council, Laredo, Texas.*

1. Intended as a starting point for further discussion, the first draft was revised based on feedback from the Protocol, Procedures, and Customer Service Committee and from the City Manager and Department Directors.

2. Later drafts were based on additional feedback, including from work sessions with the Public Information Officer and the Public Access Director.

B. Implementation of the Comprehensive Public Information Plan for the City of Laredo will depend on related decisions that focus on personnel, priorities, and budget.

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Appendix D

City of Laredo
Public Communication Center

Fair Rules for Political Forums

January, 2017

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City of Laredo Public Communication Center
Fair Rules for Political Forums

As a service to Laredoans and to ensure an informed constituency, the City of Laredo's Public Communication Center sponsors and hosts political forums for candidates in local elections. The Laredo Mayor and City Council directed the development of fair policies, procedures, and rules for forums, consistent with their commitment to accessibility, accountability, and excellence in customer service.

Fair Rules for Political Forums is intended to allow candidates in contested local races to express themselves regarding issues and to enrich listeners with relevant information required to vote for the best candidates. The rules also are intended to ensure well-organized formats that facilitate proper decorum, enhance information exchange, and promote preparedness of panelists and candidates. Equally important, these rules are presented as a set of flexible alternatives to be considered by the City of Laredo Political Forum Committee and to be disseminated to candidates in local elections as soon as possible after filing deadlines. Local elections include, but are not limited to, races for Mayor, City Council and Municipal Court Judge; County Judge, Commissioners Court and Sheriff; District Judge and District Attorney; and Boards of Trustees of the Laredo Community College, Laredo Independent School District and United Independent School District.

Well-intentioned sponsors, organizers, and panelists sometimes unintentionally treat candidates unfairly, simply because they do not consider better alternatives or the consequences of their actions. Perhaps the best example of such unintended unfairness is the common practice of allowing one candidate to make the first opening statement and the last closing statement–a definite advantage. Intended to facilitate the process and to ensure fairness for candidates and their supporters, these rules may be adopted or adapted appropriately for specific occasions and races, particularly to accommodate the number of candidates vying for the same position.

To facilitate the task of forum organizers and to preclude on-air errors, four forms were developed and are included with these rules. The first may serve as the program agenda and should be completed last to reflect the results of completing the other three forms that record results of drawing for order of presentation and for lectern or seat for election forums in which there are two, three or four or more candidates.

Political Forum Committee

The Mayor and City Council may appoint a Political Forum Committee (PFC) to organize and conduct political forums for local elections. The committee typically should consist of the City Manager or the City Manager's designee, the Public Access Director and the Public Information Director. Its charge shall include developing rules, procedures and schedules for the forums; inviting and informing candidates; arranging, conducting and broadcasting forums; determining the format and completing the appropriate attached forms; and ensuring fairness and proper decorum.

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The PFC shall be responsible for taping and broadcasting the City of Laredo's Public Communication Center's forums that focus on city, county, and school board elections. It also may consider broadcasting forums hosted by other sponsors, provided their tapes reflect the standards established by the PFC, including for broadcast quality and decorum.

Political Forums for city, county, and school board elections

Political forums are pre-recorded at the City of Laredo's Public Communication Center, and then scheduled for broadcasting three times on Channel 13.

Schedule

The PFC shall develop and announce the schedule for political forums, including dates and times for the following:

- Meeting with candidates who have filed for local offices
- Distribution of *Fair Rules for Political Forums*
- Deadlines for accepting invitation, for suggestions, for drawings
- Drawings for order of presentation, for preferred lectern/seat Political forum (check-in time, starting time, ending time; broadcast times)

Pre-forum meeting with candidates

As soon as possible after the filing deadline, the PFC shall hold a meeting for all candidates or their representatives. The agenda will include the following:

- Distributing and discussing the rules for forums, including a demonstration of drawing and timekeeping techniques and of forum participation
- Accepting suggestions for moderators, panelists, questions
- Announcing deadlines for accepting invitations to participate in forums, for suggestions, for drawings
- Seeing a videotape of a previous forum and/or viewing the forum set
- Handling "no shows" or late arrivals for drawings, forums
- Question/Answer period

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Model forum format

- Moderator calls program to order; welcomes candidates, participants, and audience; articulates disclaimer; introduces two candidates, two panelists, timekeeper; thanks sponsors and hosts; describes program format, order of presentations, rules, time limits, procedures, etc. (2 minutes)

- Each candidate makes an opening statement. (1-2 minutes each)

- First panelist asks the same question to both candidates. (Each question should take 15 seconds or less; each answer, 1 minute or less)

- Second panelist asks the same question to both candidates. (Each question should take 15 seconds or less; each answer, 1 minute or less)

- Candidates take turns answering first, but panelists raise questions in the same order in which they asked the first two questions. (1-minute or less for each answer)

- Moderator announces there is time for one more question to be answered by each candidate, followed by closing statements. (15 seconds)

- Last question is asked/answered. (15 seconds + 1 minute per answer)

- Moderator explains order of presenting closing statements and calls on candidates. (15 seconds)

- Each candidate makes a closing statement. (1-2 minutes each–same as opening statement)

- Moderator thanks candidates, panelists, sponsor, hosts, timekeeper, audience; summarizes purpose; reviews appropriate early voting and election day schedule; urges everyone to vote; and adjourns. (1 minute)

- Program ends as participants shake hands with each other and City of Laredo logo appears.

Rationale for model program format

Setting the same time limit for opening and closing statements is less confusing to candidates, most of whom are not used to "timed" presentations.

Allowing candidates the same time to answer questions ensures them equal opportunities to respond to each question. Formats that require candidates to take turns rebutting questions can result in an unfair advantage or disadvantage to a candidate.

Requiring candidates to answer the same question from each panelist gives them an equal opportunity to address each subject raised.

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Inviting only two panelists is likely to result in four or more rounds of questions, while limiting their questions to 15 seconds or less will force them to refine their phrasing and avoid making statements or mini-speeches. Panelists should be required to ask fair questions, to avoid repetition and duplication and to avoid displaying favoritism in any way.

Unacceptable program format

Not establishing and enforcing time limits for answers can be not only unfair, but also confusing to candidates and to the audience. Time limits ensure that each candidate has an equal opportunity to answer each question and enable listeners to compare candidates' ability to answer questions succinctly within that period.

Not establishing and enforcing time limits for panelists can be annoying because lengthy questions take up valued time that should be available for candidates.

Allowing panelists to ask different questions to candidates is unfair because both candidates should have the opportunity to answer all questions.

Not having a timekeeper with warning signs and buzzer can impede candidates' ability to complete their answers.

Moderators and panelists

The PFC shall invite and consider suggestions for moderators and panelists to participate in the forums. Candidates will be given an opportunity to make suggestions, and each candidate may strike one moderator or panelist, although only for the forum in which that candidate participates, provided the strike is provided before the established deadline. They will receive advance notice about the selected moderator and panelists for their respective forums.

Every effort must be made to select moderators and panelists who are knowledgeable about the issues, will treat candidates fairly and will take the time to prepare and to abide by forum rules.

Because the participation and performance of moderators and panelists are critical to the success of these forums, the PFC will assist and require them in the following ways:

- inform them about the rules of procedure, especially those that apply to them
- review suggested questions in advance, especially to preclude duplication
- ensure that they develop questions that are appropriate and within time limits
- provide necessary scripts and forms to facilitate a smooth program

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Questions and answers, rebuttal

Questions should be succinct, to-the-point, issue-oriented, fair, relevant, appropriate for the race at hand, and not designed to favor a candidate. They should be raised in a professional, unbiased manner to both candidates. Equally important, they should be questions–literally–and NOT statements or speeches by panelists.

The moderator and panelists should review questions in advance to avoid repetition and duplication and to ensure that they can be raised within time limits.

Candidates will be invited to submit suggested questions for panelists.

Answers should be related to the question raised. Time not used by a candidate will be forfeited, unless requested for rebuttal purposes.

A candidate who has answered a question and has time left may use the rest of the time to rebut a statement made earlier by another candidate. This policy should not be abused by candidates who want to avoid answering a question and would prefer to revisit a question raised earlier.

Drawings for order, lectern/seat

Candidates in each forum shall be invited to participate in a drawing to determine their order of presentations and preferred lectern or seat. Those who do not participate in the drawing shall forfeit their opportunity to draw for preferences, unless they send designated representatives to draw for them.

Although often well intentioned, the following criteria are unfair and unsuitable for determining the order of presentation and preferred lectern or seat: "ladies first" (also politically incorrect); alphabetical order; reverse alphabetical order; ballot order; incumbents first; and first-come, first-served. Such unintentional unfairness is precluded by allowing candidates to participate in a fair drawing for the order of presentations and seating.

Accordingly, for each forum, the procedure shall be as follows: The PFC shall provide a container and numbered papers to correspond with the total number of candidates who will participate in that forum. Example: "1" and "2" for a two-person race, but from "1" to "5" for a five-person race.

The numerical order drawn (from lowest to highest) shall reflect the order in which candidates may select their preferred lectern or seat and the order of presenting opening and closing statements and of answering questions. To facilitate the process, PFC shall provide forms in which candidates shall indicate their selections, and completed forms shall be used during the forum by the moderator, panelists and candidates.

Although this drawing procedure should result in treating candidates more fairly, it may prove cumbersome initially and, therefore, shall be conducted in advance and fine tuned as

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necessary. It will be relatively easy to employ in two-candidate races, but must be adapted for races with more candidates.

Time limits

The PFC shall establish time limits that are appropriate for the number of candidates and the time allotted for their forum. Moderators, panelists, and candidates will be asked to understand and to abide by their respective time limits, which shall be enforced strictly.

A timekeeper should be seated within easy range of vision of candidates and program participants and should be equipped with a dependable timer and buzzer, as well as with alert, warning, and time up signs (for 2-minute statements: 1 minute to go, 30 seconds to go, 15 seconds to go, and time up; for 1-minute answers: 15 seconds to go, and time up). Buzzer should be next to a microphone and should keep ringing until candidate stops talking.

Set

The PFC shall design and arrange a suitable set for political forums. The set should be simple and inexpensive but attractive and convey a message of public service from the City of Laredo. It shall project an atmosphere of proper decorum and shall facilitate interaction between candidates and panelists.

The moderator and/or panelists should be seated at a draped table or desk. Each shall have an assigned microphone and name place card large enough to be read easily by the candidates.

Arrangements for candidates will vary, depending on the number of candidates in a race, but each should have an assigned microphone. Lecterns are preferable in a two-candidate race, but draped tables or desks are preferable for multiple-candidate races.

Water, paper and pens shall be provided for each participant. These and similar items shall be placed appropriately so as not to be block signs or be distractions.

Audio-visual equipment, visuals, notes

Participants shall not use audio-visual equipment or other visuals during forums, unless allowed under the procedures adopted by the PFC and distributed in advance to candidates.

Ideally, candidates should speak without notes so that viewers can observe their knowledge, sincerity, and ability to think quickly. This precludes a candidate's depending on "canned" answers prepared in advance by others. Unless otherwise indicated by the PFC, candidates will be asked not to read statements verbatim, but will be allowed to use notes for reference during their opening and closing statements.

Alternatives include allowing candidates to use notes for their opening and closing statements, but not while answering questions; allowing a specified number of pages of notes

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(typically, 2 or 3); or allowing unlimited reliance on notes, even allowing candidates to read their opening/closing statements and answers to questions.

Signs, lapel stickers

Each candidate should have the option of placing two political signs within size ranges specified by the PFC, one at the front of the lectern and another on the wall behind the candidate. Designated sizes will vary according to the size of the lecterns and set, but content should be limited to what is printed on a typical political yard sign (name, position sought, "re-elect" or "for" line, logo, election day, disclaimer, etc.)

Candidates also may wear lapel stickers in standard sizes.

Decorum

The moderator shall be responsible for establishing and maintaining rules of decorum.

Participants in forums shall reflect proper decorum and professionalism. They shall use titles such as "Mayor," "Council Member," "Judge," "Commissioner," and "Sheriff" for elected officials and such as "Mr.," "Mrs.," "Miss," "Ms." and "Dr." for others.

Using an empty chair as a reminder of an absent candidate is prohibited.

Firearms prohibited

Participants, including law enforcement officers, shall not have firearms on the set. Refusal to abide by this rule shall result in removal from the premises and forfeiture of the opportunity to participate in the forum.

"No Shows" and No Responses

If one of two candidates in a race is a "no show" for a forum, the candidate who is present will be given the opportunity to proceed alone, though for half of the time allotted for both candidates.

If one of several candidates in a race is a "no show," the time allotted for the forum may be shortened. Alternatively, the PFC may honor the original schedule by simply making more time available for questions to be asked and answered by the other candidates.

Candidates who do not meet deadlines for accepting invitations to participate in forums shall forfeit the opportunity. The PFC shall set the deadline, which typically shall be one month after the filing deadline.

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Guests

Only participants and on-duty Public Communication Center personnel will be allowed in the recording studio while the forums are underway. Each candidate, however, may be accompanied by two guests who may view proceedings in the designated meeting room.

Special related requests, questions

Special related requests and questions about political forums shall be referred to the PFC for consideration. This includes requests to broadcast forums sponsored by other organizations, to videotape other forums, to schedule additional forums and to provide copies of videotapes.

30-Minute Forum for Two-Candidate Race

Developed specifically for a 30-minute forum for a two-candidate race, this format can be adapted to accommodate more candidates or to change the length of the forum for a particular race.

Ideal arrangement for candidates: lecterns, seats, microphones, signs

Ideally, two identical side-by-side lecterns should be available, one for each candidate. The candidate who draws "1" for this purpose shall select a lectern, and the candidate who draws "2" shall be assigned the other. If only one candidate is present at drawing time, that candidate shall be designated "1" for this purpose and shall make the first selection.

If identical lecterns are not available, the candidates shall be seated at a draped table, desk or other suitable place. If so, they shall select seats according to the procedure described for selecting lecterns.

Each candidate should be given the choice of using a fixed or clip-on microphone.

Alternative settings

Acceptable but less suitable arrangements are listed below:

- Six-foot draped table at which both candidates are seated, each with an assigned microphone and options for placing signs or name place cards. The moderator and panelists should be seated at a second draped table, and each should have an assigned microphone and name place card.

- Separate small table for each candidate, each with an assigned microphone and small identification sign. Moderator either stands at a lectern with a microphone or is seated at a third table.

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- Eight-foot table at which moderator is seated between the two candidates. Each participant should have an assigned microphone, and candidates should be given options for placing signs or name place cards.

Unacceptable arrangements

Sharing a lectern and microphone or not having them available is unfair to candidates and exacerbates their anxieties. It also projects unpreparedness of sponsors, especially when candidates hold and share clip-on microphones.

A moderator who is seated casually on a bar stool or who walks around also can be very distracting to candidates.

Order of opening/closing statements

The winner of the drawing will choose whether to deliver the first **or** second opening **or** closing statement. The other candidate will choose whether to deliver the **other** statement first **or** second. Examples: If Candidate "1" decides to deliver the second closing statement, Candidate "2" will deliver the first closing statement and decide whether to deliver the first or second opening statement. If Candidate "1" decides to deliver the first opening statement, Candidate "2" will deliver the second opening statement and will decide whether to deliver the first or second closing statement. This precludes the unfair practice of automatically giving one candidate the unfair advantage of opening **and** closing the forum by virtue of delivering the first opening and the second closing statement.

Order of answering questions

The candidate who makes the first opening statement should answer the first question first, and the other candidate should answer the second question first. They should take turns answering questions first in that order. Examples: Candidate "1" delivers the first opening statement, then answers questions 1, 3, 5, and 7 first. Candidate "2" delivers the second opening statement, then answers questions 2, 4, 6, and 8 first.

Model 30-Minute program format

- Moderator calls program to order; welcomes candidates, participants, and audience; articulates disclaimer; introduces two candidates, two panelists, timekeeper; thanks sponsors and hosts; describes program format, order of presentations, rules, time limits, procedures, etc. (2 minutes)

- Each candidate makes an opening statement. (2 minutes each = 4 minutes)

- First panelist asks the same question to both candidates, followed by second panelist. (Each question should take 15 seconds or less.)

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- Candidates take turns answering first, but panelists raise questions in the same order in which they asked the first two questions. (1-minute or less for each answer)
- Moderator announces there is time for one more question to be answered by each candidate, followed by closing statements. (15 seconds)
- Last question is asked/answered. (2 minutes and 15 seconds)
- Moderator explains order of presenting closing statements and calls on candidates. (15 seconds)
- Each candidate makes a closing statement. (2 minutes each = 4 minutes)
- Moderator thanks candidates, panelists, sponsor, hosts, timekeeper, audience; summarizes purpose; reviews appropriate early voting and election day schedule; urges everyone to vote; and adjourns. (1 minute)

Multiple-Candidate Races

These rules may be adapted for multiple candidate races by providing draped tables (rather than lecterns) for the appropriate number, though each candidate should have an assigned microphone and sign or name place card.

Time limits for opening/closing statements, questions, and answers should be suitable for the number of candidates and the time provided for the forum, as should the number of panelists. The opening and closing statements should be the same length, however, and each candidate should have equal time to answer each question.

The order of making opening and closing statements should be decided by a "drawing" that designates the order in which candidates decide the order in which they will deliver the opening or closing statement. Every effort should be made to ensure fairness and to preclude the same candidate from delivering the first opening statement and the last closing statement. Examples: In a three-candidate race, the candidate who draws "1" will decide whether to speak first, second, **or** third during the opening **or** closing statement; "2" will select the next statement slot; and "3" will select next. The process will be repeated in reverse order, with "3" selecting the first of the remaining three speaking slots. This means, for instance, that if "1" chooses to deliver the third closing statement; "2" might choose to deliver the first opening statement; while "3" might select the first closing statement and the third opening statement; and "2" automatically (in this scenario) would deliver the second closing statement and "1" would deliver the second opening statement.

The first question should be answered by candidates in the same order in which the opening statements were delivered, and then candidates should follow that order in taking turns answering successive questions first.

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The PFC shall determine whether a separate drawing will be held to determine the order in which the three candidates shall select their seats. Alternatively, they may decide to allow "3" to select the first seat.

The number of panelists, perhaps two or three, should facilitate complete rounds of questions from them within the time allowed for the forum and the number of candidates.

60-Minute Forums

These rules may be adapted for 60-minute forums simply by adapting the time limits, number of rounds of questions, and number of panelists. Opening and closing statements could be extended to three minutes, but the time limit should be the same for opening and closing statements. Imposing different time limits for opening versus closing statements hampers speech organization, especially for candidates who are not used to
making timed presentations. Example: Each candidate may deliver a 3-minute opening and a 3-minute closing statement.

The number of panelists may be extended to three or four, but only if complete rounds of questions by all panelists can be projected in light of other time limits and the number of candidates. Questions should be limited to 15 seconds to preclude statements and mini-speeches by panelists. The focus should be on the candidates, not on panelists or moderator.

Bilingual Forums

These rules may be adapted for bilingual forums, but participants must be informed in advance that a second language may be spoken by panelists and/or candidates. Surprising them and/or not allowing candidates to prepare for a bilingual format is unfair.

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Agenda and Order of Presentation for Four-Candidate Forum

Complete this form with the names of program participants, including the moderator, candidates, and panelists. Although designed for a four-candidate forum, the form can be adapted for more or fewer candidates by adjusting the number of blanks.

For purposes of simplicity and efficiency, designate the candidates numerically in the order in which they will deliver the opening statements. Thus the candidate to speak first will be "Opener 1," etc. Simply write each candidate's name by his or her designated number in each of the categories below (opening statements, questions, closing statements). Also add the name of the moderator and of the panelists. When completed, this form should serve as the program agenda and reflect the order of presentation.

Welcome and Opening Remarks By (MODERATOR)_____

Opening Statements by Candidates

Opener 1 _____

Opener 2 _____

Opener 3 _____

Opener 4 _____

Question 1 by (PANELIST)_____

Opener 1 _____

Opener 2 _____

Opener 3 _____

Opener 4 _____

Question 2 by (PANELIST) _____

Opener 2 _____

Opener 3 _____

Opener 4 _____

Opener 1 _____

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Agenda and Order of Presentation for Four-Candidate Forum (cont.)

Question 3 by (PANELIST) _____

Opener 3 _____

Opener 4 _____

Opener 1 _____

Opener 2 _____

Question 4 by (PANELIST)_____

Opener 4 _____

Opener 1 _____

Opener 2 _____

Opener 3 _____

Closing Statements by Candidates

Closer 1 _____

Closer 2 _____

Closer 3 _____

Closer 4 _____

Concluding Remarks By (MODERATOR) _____

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Forum Agenda: Order of Presentation, lectern/seat for Two-Candidate Races

Position sought_____ Precinct_____ Two candidates____✓___

Instructions: Candidates in each race will participate in two drawings. Results will determine the order in which they will select their preferred lecterns/seats and their orders of presentation.

In Column I, write the names of candidates for the position identified above.
In Column II, write the names of candidates according to the numbers they selected in the first drawing and, therefore, in the order in which they will select their preferred lectern or seat.
In Column III, write the names of candidates according to the numbers they selected in the second drawing and, therefore, in the order in which they will select the order in which they will deliver opening and closing statements and answer questions.

I. Names of candidates	II. Order drawn for lectern/seat	III. Order drawn for presentation
1	1	1
2	2	2

Instructions: In the order listed (1-2) in Column III, candidates will write their names to reflect the order in which they will make **either** the opening or the closing statement. Then, in reverse order (2-1), candidates will write their names to indicate the order in which they will deliver the other statement.

IV. Order of opening statement	V. Order of closing statements
1	1
2	2

Questions: Q1 will be answered in the same order as the opening statements were delivered, beginning with Candidate 1. Q2 will be answered in that order but beginning with Candidate 2. The process will continue, with Candidate 1 answering odd-numbered questions first (1, 3, 5, 7) and Candidate 2 answering even-numbered questions first.

Panelist 1 will ask Q1, Q2 and Q6 first, and Panelist 2 will ask Q3, Q4 and Q5 first. If there is time for one more question, the moderator will decide which panelist will ask another question, or the moderator may ask one.

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Forum Agenda: Order of Presentation, lectern/seat for Three-Candidate Races

Position sought_____ Precinct_____ Three candidates____✓____

Instructions: Candidates in each race will participate in two drawings. Results will determine the order in which they will select their preferred lecterns/seats and their orders of presentation.

In Column I, write the names of candidates for the position identified above.
In Column II, write the names of candidates according to the numbers they selected in the first drawing and, therefore, in the order in which they will select their preferred lectern or seat.
In Column III, write the names of candidates according to the numbers they selected in the second drawing and, therefore, in the order in which they will select the order in which they will deliver opening and closing statements and answer questions.

I. Names of candidates	II. Order drawn for seat selection	III. Order drawn for presentation
1	1	1
2	2	2
3	3	3

Instructions: In the order listed (1-3) in Column II, candidates will write their names to reflect the order in which they will select preferred seats. Then, in the order listed (1-3)in Column III, they will select the order in which to make **either** the opening or closing statement. Finally, Candidate 3 will get the first choice of the options left for statements, and the other candidates will be assigned the only available options for them.

IV. Order of opening statement	V. Order of closing statements
1	1
2	2
3	3

Questions: Q1 will be answered in the same order as the opening statements were delivered, beginning with Candidate 1. Q2 will be answered in that order, but beginning with Candidate 2, and Q3 will be answered in the same order, but beginning with Candidate 3. The process will continue,

If there are two panelists, Panelist 1 will ask odd-numbered questions, and Panelist 2 will ask even-numbered questions. This will result in each candidate having the opportunity to answer a question first.

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Forum Agenda: Order of Presentation, seat for Multiple Candidate Races (4 or more)

Position sought_____ Precinct_____ # of candidates_____

Instructions: Candidates in each race will participate in two drawings. Results will determine the order in which they will select their preferred seats and their orders of presentation.

In Column I, write the names of candidates for the position identified above.
In Column II, write the names of candidates according to the numbers they selected in the first drawing and, therefore, in the order in which they will select their preferred seats.
In Column III, write the names of candidates according to the numbers they selected in the second drawing and, therefore, in the order in which they will select the order in which they will deliver opening and closing statements and answer questions.

I. Names of candidates	II. Order drawn for seats	III. Order drawn for presentation
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5

Instructions: In the order listed (1-5) in Column III, candidates will write their names to reflect the order in which they will make **either** the opening or the closing statement. Then, in reverse order (5-1), candidates will write their names to indicate the order in which they will deliver the other statement.

IV. Order of opening statement	V. Order of closing statements
1	1
2	2
3	3
4	4
5	5

Questions: Q1 will be answered in the same order as the opening statements were delivered, beginning with Candidate 1. Q2 will be answered in that order but beginning with Candidate 2. The process will continue, with each question being answered first by the next candidate in numerical order.

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ORDINANCE NO. 2025-0-XXX

AN ORDINANCE OF THE CITY OF LAREDO, TEXAS, AMENDING ORDINANCE NO. 2019-O-111; THE CITY OF LAREDO PRIORITY PROCEDURES HANDBOOK FOR CITY COUNCIL AND CITY BOARDS, COMMISSIONS AND COMMITEES; AMENDING ROMAN NUMERAL I. COMMISSIONS AND BOARD CREATED BY CHARTER, CITY OF LAREDO (1995); LETTER E. ACROSS-THE-BOARD REQUIREMENTS FOR MEMBERS OF THE COMMISSIONS AND BOARD CREATED BY CHARTER; 1. QUALIFICATIONS; AND ROMAN NUMERAL V. ACROSS-THE-BOARD REQUIREMENTS FOR COMMISSIONS, BOARDS, COMMITTEES; LETTER G. RESIDENCY; IN ORDER TO CREATE CONTINUITY AND CLARITY ON WHO MAY SERVE; PROVIDING FOR A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Ordinance No. 2019-O-111, was adopted by the City Council of the City of Laredo to establish the City of Laredo Priority Procedures Handbook, which governs procedures for City Council and City Boards, Commissions, and Committees; and has been subsequently revised and amended to reflect changes in procedure over time; and

WHEREAS, the City Council recognizes the essential role that appointed boards, commissions, and committees play in supporting municipal governance and providing public input on matters affecting the City and its residents; and

WHEREAS, the City Council seeks to ensure uniform eligibility standards for service on City boards, commissions, and committees, except where qualifications are expressly governed by state law or other enabling authority; and

WHEREAS, the City Council finds it in the best interest of the City to revise and clarify eligibility requirements to promote consistency, transparency, equitable representation, and compliance with applicable law; and

WHEREAS, the City Council further finds that these amendments are necessary to ensure that policies governing board and commission membership reflect current practices and promote effective public service.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS THAT:

Section 1: The City of Laredo Priority Procedure Handbook, Ordinance No. 2019-O-111, Roman Numeral I, E. Across-the-board requirements for members of the commissions and board created by Charter; and Roman Numeral V., G. Residency as follows:

Section 2:

I. Commissions and board created by Charter, City of Laredo (1995)

E. Across-the-board requirements for members of the commissions and board created by Charter

1. **Qualifications:** At the time of their appointment and during their terms, members shall reflect the following qualifications:

    a. shall be American citizens,

    b. shall have resided within the Laredo city limits for at least [~~five~~] *two* years,

    c. shall be qualified City registered voters, and

    d. shall not be employed by the City in any capacity nor hold any other City office.

Section 3:

V. Across-the-board requirements for commissions, boards, committees

G. [~~Residency~~] *Qualifications: At the time of their appointment and during their terms, members shall reflect the following qualifications:*

~~1. [Generally, the Mayor shall appoint City residents, and Council Members will appoint residents of their respective districts, but all shall honor residency requirements specified in the enabling authority that creates or extends a commission, boards, or committee.]~~

~~2. [This policy is intended to ensure geographic diversity is reflected in the City's commissions, boards, and committees.]~~

1. Shall be an American citizen,

2. Shall have resided within the Laredo city limits for at least two years,

3. Shall be a qualified City registered voter, and

4. Shall not be employed by the City in any capacity nor hold any other City office.

***Exception:** Notwithstanding the foregoing, where state law or other enabling authority*

governing a specific board, commission, or committee establishes alternative or additional qualifications for membership, the statutory or enabling qualifications shall control.

Section 4: This ordinance shall be cumulative of all provisions of ordinances of the City of Laredo, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 5: It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 6: This Ordinance shall take effect immediately upon passage.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS _____ DAY OF _____2025

_____
DR. VICTOR D TREVINO
MAYOR

ATTESTED:

_____
MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOAH T. NGUYEN
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Introductory Ordinance 10.**

SUBJECT
Ratification of the City Manager's execution of all necessary documents granting a perpetual easement and right-of-way being a 12 foot wide strip of land containing 5,434.33 square feet of land to AEP Texas central company to install and construct certain electric distribution facilities. Said easement would be located on a property legally described as Lot 1, Block 1 of the Laredo International Airport Passenger Terminal Subdivision, recorded in Volume 10, Pages 45-47, Webb County Plat Records, Webb County, Texas, and as depicted in Exhibits A and B; providing for an effective date.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating: Strong
Supporting goal(s)/policy(ies):

- **Policy 6.1.1** enabling planned, compatible development on and around airport property
- **Goal 4.16; Policy 4.16.2** City supports mixed use development and redevelopment on and around airport.
- **Goal 11.3; Policy 11.3.5** supporting Laredo’s role in global trade and cargo operations through adequate utilities and land use compatibility

Summary of alignment:
Approval of the AEP easement **strongly aligns** with Viva Laredo by coordinating the orderly extension of electrical infrastructure to a permitted industrial use (Policy 6.1.1), enabling planned, compatible development on and around airport property (Goal 4.16; Policy 4.16.2), and supporting Laredo’s role in global trade and cargo operations through adequate utilities and land use compatibility (Goal 11.3; Policy 11.3.5)

PREVIOUS COUNCIL ACTION
N/A

BACKGROUND
AEP required an easement and right of way in order to enter property belonging to the Laredo International Airport. This property is currently being leased out by a tenant and is in the process of constructing new facilities on the property. This easement is necessary to install and construct certain electric distribution facilities. It is in the best interest of the Airport to approve this easement in order to prevent any delays in the project construction timeline.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends the approval of this ordinance.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	N/A
Source of Funds:	Click or tap here to enter text.
Account #:	Click or tap here to enter text.
Change Order: Exceeds 25% Y/N:	Click or tap here to enter text.

FINANCIAL IMPACT:
There is no financial impact with easements, they do not have an established value.

ORDINANCE 2025-O- XXX

RATIFICATION OF THE CITY MANAGER'S EXECUTION OF ALL NECESSARY DOCUMENTS GRANTING A PERPETUAL EASEMENT AND RIGHT-OF-WAY BEING A 12 FOOT WIDE STRIP OF LAND CONTAINING 5,434.33 SQUARE FEET OF LAND TO AEP TEXAS CENTRAL COMPANY TO INSTALL AND CONSTRUCT CERTAIN ELECTRIC DISTRIBUTION FACILITIES. SAID EASEMENT WOULD BE LOCATED ON A PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1 OF THE LAREDO INTERNATIONAL AIRPORT PASSENGER TERMINAL SUBDIVISION, RECORDED IN VOLUME 10, PAGES 45-47, WEBB COUNTY PLAT RECORDS, WEBB COUNTY, TEXAS, AND AS DEPICTED IN EXHIBITS A AND B; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, AEP Texas Central Company has requested that the City of Laredo grant it an easement and right of way to install certain electric distribution facilities at the Laredo International Airport; and

WHEREAS, the City Manager's execution of said easement was necessary to prevent any delays in the project construction completion timeline; and

WHEREAS, it is the best interest of the City of Laredo to convey the above referenced easement and right of way to AEP Texas Central Company, as depicted on Exhibit A and B.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

SECTION 1. It hereby ratifies the Ratification of the City Manager's execution of all necessary documents granting a perpetual easement and right-of-way being a 12 foot wide strip of land containing 5,434.33 square feet of land to AEP Texas central company to install and construct certain electric distribution facilities. Said easement would be located on a property legally described as Lot 1, Block 1 of the Laredo International Airport Passenger Terminal Subdivision, recorded in Volume 10, Pages 45-47, Webb County Plat Records, Webb County, Texas, and as depicted in Exhibits A and B.

SECTION 2. The depiction of such easement and right of way is attached as Exhibit A and Exhibit B.

SECTION 3. This ordinance shall be cumulative or al provisions of ordinances of the City of Laredo, except where provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 4. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinances, shall be declared unconstitutional by

the valid judgment or decree or any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5. This Ordinance shall become effective upon passage thereof.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH "ZONE" T. NGUYEN
CITY ATTORNEY

CP 460 (OH/UG) Rev. (01/21)
Town: Laredo
Submitted by: JAM/GO

TX251991
WR#90524543

EASEMENT AND RIGHT OF WAY

CITY OF LAREDO, A MUNICIPAL CORPORATION, ("Grantor"), for and in consideration of Ten & 00/100 Dollars ($10.00), and other good and valuable consideration to Grantor in hand paid by **AEP TEXAS INC.**, a Delaware Corporation, whose address is P.O. Box 2121, Corpus Christi, Texas 78403 ("Grantee") the receipt and sufficiency of which is hereby acknowledged and confessed, has GRANTED, SOLD, and CONVEYED, and by these presents does GRANT, SELL, and CONVEY unto Grantee, its successors and assigns, a perpetual easement and right of way for electric distribution lines, consisting of poles made of wood, metal, or other materials, cross arms, static wires, guys, wire circuits, underground cables and conduits, communication circuits, metering equipment and all necessary or desirable appurtenances (including, but not limited to, transformers, meters, vaults, and service pedestals) over, under, across, and upon a portion of the following described land located in Webb County, Texas, to wit:

SEE EXHIBIT "A" AND "B", ATTACHED HERETO, MADE A PART HEREOF AND INCORPORATED HEREIN FOR ALL APPLICABLE PURPOSES. (the "Easement Area")

Together with the right of ingress and egress over, under, across and upon the Easement Area and Grantor's adjacent land for the purpose of constructing, operating, reconstructing on poles or burying and replacing underground cables and conduits (including necessary ditching and backfilling), enlarging, inspecting, patrolling, repairing, maintaining, upgrading and removing said lines, circuits, underground cables and conduits, poles, wires and appurtenances; the right to relocate along the same general direction of said lines, cables, and conduits; and the right to remove from the Easement Area all structures, obstructions, trees and parts thereof, using generally accepted vegetation management practices, (whether from the Easement Area or that could grow into the Easement Area) which may, in the reasonable judgment of Grantee, endanger or interfere with the safe and efficient operation and/or maintenance of said lines, cables, conduits or appurtenances or ingress and egress to, from or along the Easement Area.

Grantor reserves the right to use the Easement Area subject to said Easement and Right of Way in any way that will not interfere with Grantee's exercise of the rights hereby granted. However, Grantor shall not construct or permit to be constructed any house or other above ground structure on or within the Easement Area containing Grantee's improvements without the express written consent of Grantee.

TO HAVE AND TO HOLD the above described easement and rights unto the Grantee, its successors and assigns forever. Grantor binds itself, assigns, and legal representatives to warrant and forever defend all and singular the above described easement and rights unto the said Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

EXECUTED this 5 day of November, 2025.

[Rest of this page intentionally left blank-Signature page follows]

TX251991
WR#90524543

CITY OF LAREDO,
A MUNICIPAL CORPORATION

By: _____
Joseph Neeb, City Manager
For

ATTEST:

By: _____
Mario Maldonado, Jr., City Secretary

APPROVED AS TO FORM:

By: _____
Doanh "Zone" T. Nguyen, City Attorney

ACKNOWLEDGMENT

STATE OF TEXAS
COUNTY OF WEBB

This instrument was acknowledged before me on this 5th day of November, 2025, by Joseph Neeb, City Manager of the City of Laredo, a Municipal Corporation.

_____
NOTARY PUBLIC, State of Texas

(Seal)

MARTHA A NAVARRO
Notary ID #133578494
My Commission Expires
February 8, 2026

METES & BOUNDS

12-FT. WIDE AEP EASEMENT
0.12 ACRE STRIP OF LAND

OUT OF LOT 1, BLOCK 1,
LAREDO INTERNATIONAL AIRPORT PASSENGER TERMINAL SUBDIVISION
VOL. 10, PAGE 45-47
WEBB COUNTY PLAT RECORDS
WEBB COUNTY, TEXAS

DATE: NOVEMBER 4, 2025
SHEET: 1 OF 2

BEING A STRIP OF LAND CONTAINING (5,434.33 SF) 0.12 ACRES, MORE OR LESS, FOR THE PURPOSE OF AN AEP EASEMENT, OUT OF THAT THE LAREDO INTERNATIONAL AIRPORT PASSENGER TERMINAL, RECORDED IN VOLUME 10, PAGE 45-47, WEBB COUNTY PLAT RECORDS, SITUATED IN A-517, J. GUYMAN, ORIGINAL GRANTEE, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

BEGINNING AT A FOUND IRON ROD ON THE OSTENSIBLE SOUTHERN CORNER OF SAID 3.94 ACRES, THE **POINT OF BEGINNING** AND THE SOUTHEAST CORNER HEREOF;

THENCE **S 80° 23' 43" W** AT **448.00 FEET** THE SOUTHWEST CORNER HEREOF;
S 04° 07' 15" W AT **15.07 FEET** A DEFLECTION CORNER TO THE RIGHT HEREOF;
N 80° 23' 43" W AT **15.07 FEET** A DEFLECTION CORNER TO THE RIGHT HEREOF;
N 04° 07' 15" E AT **3.01 FEET** A DEFLECTION CORNER TO THE LEFT HEREOF;
N 80° 23' 43" W AT **435.12 FEET** THE EASTERN CORNER HEREOF;

THENCE **N 14° 32' 19" E** CONTINUING WITH THE OSTENSIBLE NORTHERLY LINE OF SAID 3.94 ACRES, AT **12.04 FEET THE POINT OF BEGINNING AND CONTAINING (5,434.33 SF) 0.12 ACRES, MORE OR LESS.**

A SKETCH PREPARED FOR THIS TRACT OF LAND ACCOMPANIES THIS LEGAL DESCRIPTION.

TOPSITE Civil Group
10901 International Blvd, Ste. 300
Laredo, Texas 78045
engr.# F-22574 surv.#10194686
P (956) 725-5057
topsitecivil.com

PROJECT #:	TERMINAL
FIELD DATE:	10.17.2025
DRAWN BY:	J.A.M.
APPROVED:	J.A.M.
DATE:	11/04/2025
SHEET:	1 of 2
FILE PATH:	12 FT AEP Easement.dwg

CERTIFICATE OF SURVEYOR

I, THE UNDERSIGNED A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY STATE THAT THE FOREGOING PLAT OF SURVEY WAS PREPARED FROM AN ACTUAL SURVEY OF THE SUBJECT PROPERTY ON THE GROUND UNDER MY SUPERVISION.

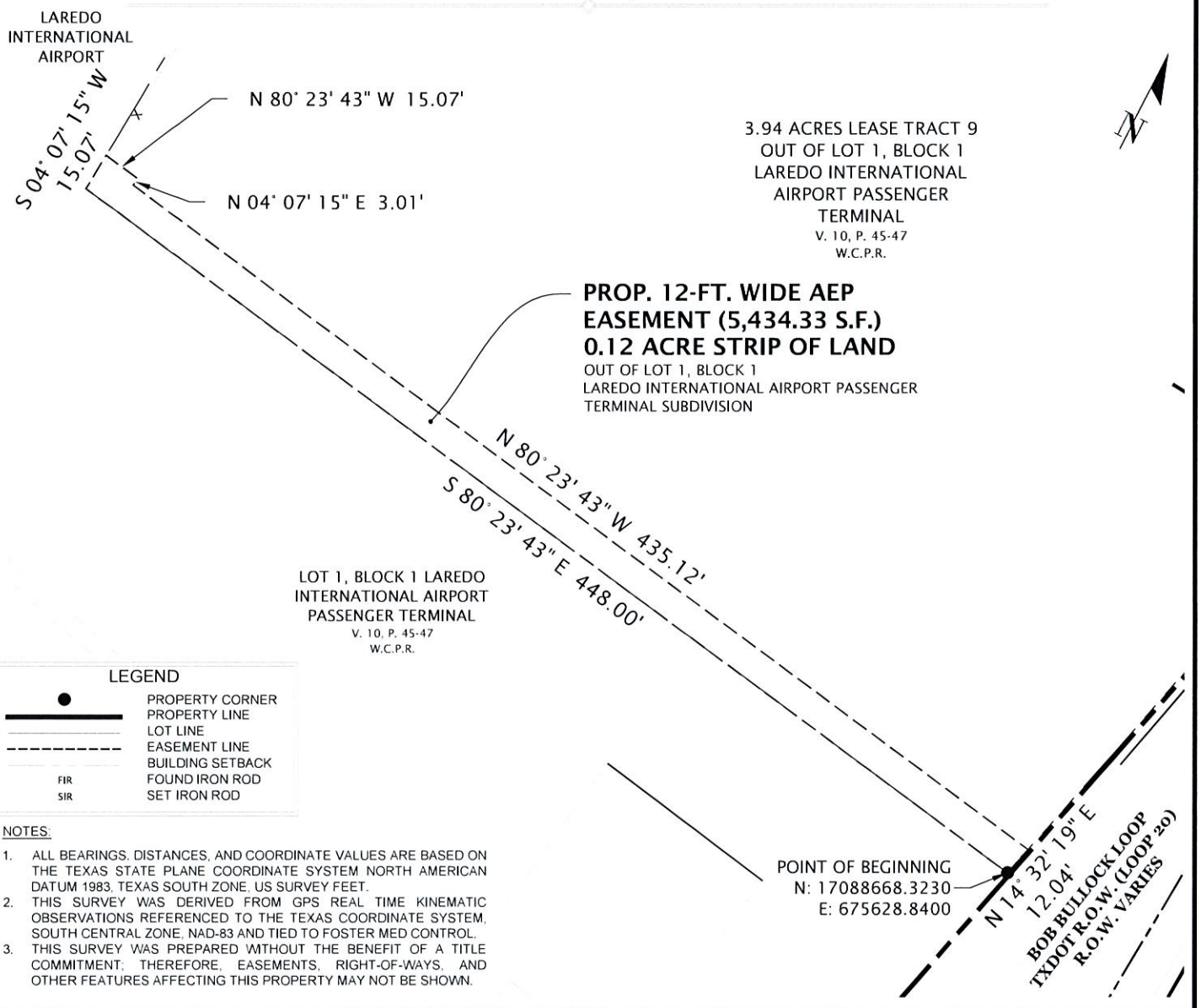
November 4, 2025

STATE OF TEXAS
REGISTERED
JORGE A. MARTINEZ
6568
PROFESSIONAL
LAND SURVEYOR

EXHIBIT OF

12-FT. WIDE AEP EASEMENT
0.12 ACRE STRIP OF LAND

OUT OF LOT 1, BLOCK 1,
LAREDO INTERNATIONAL AIRPORT PASSENGER TERMINAL SUBDIVISION
VOL. 10, PAGE 45-47
WEBB COUNTY PLAT RECORDS
WEBB COUNTY, TEXAS



LEGEND

●	PROPERTY CORNER
———	PROPERTY LINE
———	LOT LINE
- - - - -	EASEMENT LINE
	BUILDING SETBACK
FIR	FOUND IRON ROD
SIR	SET IRON ROD

NOTES:

1. ALL BEARINGS, DISTANCES, AND COORDINATE VALUES ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM NORTH AMERICAN DATUM 1983, TEXAS SOUTH ZONE, US SURVEY FEET.
2. THIS SURVEY WAS DERIVED FROM GPS REAL TIME KINEMATIC OBSERVATIONS REFERENCED TO THE TEXAS COORDINATE SYSTEM, SOUTH CENTRAL ZONE, NAD-83 AND TIED TO FOSTER MED CONTROL.
3. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT; THEREFORE, EASEMENTS, RIGHT-OF-WAYS, AND OTHER FEATURES AFFECTING THIS PROPERTY MAY NOT BE SHOWN.

TOPSITE Civil Group
10901 International Blvd, Ste. 300
Laredo, Texas 78045
engr.# F-22574 surv.#10194686
P (956) 725-5057
topsitecivil.com

PROJECT #:	PR24-017 INTERNATIONAL AIRPORT TERMINAL - MODERN
FIELD DATE:	10.17.2025
DRAWN BY:	K.M.L.
APPROVED:	J.A.M.
DATE:	11/04/2025
SHEET:	2 of 2
FILE PATH:	12 FT AEP Easement.dwg
SCALE:	1"=60'

30 0 30 60
GRAPHIC SCALE IN FEET

CERTIFICATE OF SURVEYOR

I, THE UNDERSIGNED A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY STATE THAT THE FOREGOING PLAT OF SURVEY WAS PREPARED FROM AN ACTUAL SURVEY OF THE SUBJECT PROPERTY ON THE GROUND UNDER MY SUPERVISION.

November 4, 2025

STATE OF TEXAS
REGISTERED
JORGE A. MARTINEZ
6568
PROFESSIONAL
LAND SURVEYOR

City of Laredo

City Council

Meeting Date: 11/17/2025 **Third and final reading 11.**

SUBJECT
Authorizing the renewal amendment to grant a non-exclusive franchise to Pedro Pete Services, LLC to use the present and future streets, avenues, alleys, roads, highways, sidewalks, easements and other public rights-of-way of the City of Laredo, Texas for purposes of constructing, maintaining and operating a commercial container refuse gathering and disposing service, setting forth terms and conditions to govern the franchise; providing a severability clause, a savings clause and an effective date. Franchise fees will be deposited in the General Fund.

VENDOR INFORMATION FOR COMMITTEE AGENDA
N/A

PREVIOUS COUNCIL ACTION
Ordinance was introduced on 10/20/25, second reading on 11/03/25.

BACKGROUND
The applicant has requested a nonexclusive franchise agreement from the City of Laredo for the purpose of operating a commercial container refuse gathering and disposal service. The applicant is renewing his nonexclusive franchise agreement with the City of Laredo.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends the third reading of this ordinance.

Fiscal Impact

Fiscal Year: 2025
Budgeted Y/N?:
Source of Funds:
Account #:
Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:
Franchise will pay 4% of gross revenues on a quarterly basis to general fund account 101-0000-381-1220.

ORDINANCE # 2025-O-226

AUTHORIZING THE RENEWAL AMENDMENT TO GRANT A NON-EXCLUSIVE FRANCHISE TO PEDRO PETE SERVICES, LLC TO USE THE PRESENT AND FUTURE STREETS, AVENUES, ALLEYS, ROADS, HIGHWAYS, SIDEWALKS, EASEMENTS AND OTHER PUBLIC RIGHTS-OF-WAY OF THE CITY OF LAREDO, TEXAS FOR PURPOSES OF CONSTRUCTING, MAINTAINING AND OPERATING A COMMERCIAL CONTAINER REFUSE GATHERING AND DISPOSING SERVICE, SETTING FORTH TERMS AND CONDITIONS TO GOVERN THE FRANCHISE; PROVIDING A SEVERABILITY CLAUSE, A SAVINGS CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 8.01 of the Laredo City Charter the right of control, ownership and use of streets and alleys is declared to be inalienable except as provided by ordinance passed by the Council; and,

WHEREAS, the City of Laredo is authorized by Section 8.02 of the Laredo City Charter to levy and collect franchise fees in accordance with the laws of the state of Texas; and,

WHEREAS, in addition to the authority granted by the City Charter, the attached franchise agreement is a valid exercise of the City's broad police powers and based upon the City's statutory regulatory authority, including but not limited to, Texas Local Government Code Chapters 51 and 52, and the Texas Health and Safety Code Chapter 363; and,

WHEREAS, the City of Laredo requires in City Code Section 14.9 J that all collectors of municipal solid waste are required to enter into a franchise agreement with the City; and,

WHEREAS, Pedro Pete Services, LLC is engaged in the business of collection and transportation of solid waste within the City and has requested a franchise to use the City's rights-of-way; and

WHEREAS, Pedro Pete Services, LLC has agreed to the terms of the Solid Waste Franchise Agreement in return for the City's grant of a non-exclusive franchise to operate and maintain a solid waste collection service using the City's rights-of-way; and,

WHEREAS, the City Council of the City of Laredo is of the opinion that the granting of the franchise on the terms and conditions set forth in this Ordinance and its Exhibit "A" are in furtherance of the public interest, for the good government, peace, order, trade and commerce of the City and necessary and proper for carrying out the power.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO TEXAS THAT:

Section I. The facts, findings and recitations set out in the preamble of this Ordinance are hereby adopted and made a part of this Ordinance the same as if they were recited in full.

Section II. The terms and conditions of the Non-Exclusive Franchise Agreement under which Pedro Pete Services, LLC shall be granted the non-exclusive rights to provide solid waste collection and

disposal services are found to be acceptable and in the best interests of the City and its citizens, and are hereby in all things approved.

Section III. The City Manager, or his designee, is hereby authorized to execute the Non-Exclusive Franchise Agreement and all other documents in connection therewith on behalf of the City, substantially according to the terms and conditions set forth in the Agreement.

Section IV. Any provision of any Ordinance of the City of Laredo, Texas, codified or uncodified, in conflict with the provisions of this Ordinance is hereby repealed, and all other provisions of the Ordinances of the City of Laredo codified or uncodified, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section V. Pursuant to Section 8.03 of the Laredo City Charter, this Ordinance shall be read at three (3) separate regular meetings of the City Council; shall not be finally passed until thirty (30) days after its first reading; and shall not take effect until sixty (60) days after its final adoption.

Section VI. The City Secretary, or his designee, is directed to publish the full text of this Ordinance at the expense of prospective franchise holder, Pedro Pete Services, LLC., in a newspaper of general circulation within five (5) days following each of the readings thereof.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF_____2025.

_____
DR. VICTOR D. TREVIÑO,
MAYOR

ATTEST:

_____
MARIO I. MALDONADO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH T. NGUYEN
CITY ATTORNEY

NON-EXCLUSIVE FRANCHISE AGREEMENT

STATE OF TEXAS §

COUNTY OF WEBB §

This Non-Exclusive Franchise Agreement ("Agreement") is entered into on this__day of _____between the City of Laredo, a home rule municipal corporation, (hereinafter "GRANTOR") and Pedro Pete Services, LLC a Texas limited liability company with its principal place of business in Laredo, Texas (hereinafter "GRANTEE"), both acting by and through their duly authorized agents and representatives.

RECITALS

WHEREAS, the City desires to provide commercial establishments within its corporate city limits with Solid Waste and Recyclable Materials collection, transport and disposal services by engaging an independent contractor to perform such services; and

WHEREAS, the City desires to engage Contractor to provide the services set out herein and Contractor desires to render the services provided for herein in accordance with the terms and conditions more specifically described hereunder.

NOW, THEREFORE, in consideration of the terms, conditions and covenants herein contained and other good and valuable consideration, the Parties mutually agree as follows:

I. FRANCHISE GRANT

GRANTOR does hereby grant to GRANTEE, its successors and assigns, the non-exclusive right, privilege and franchise to construct, maintain and operate a commercial container refuse gathering and disposing service within the City of Laredo, and for that purpose to have, acquire, construct, maintain and operate in and upon the present and, future streets, alleys, highways, parkways and

other public places of the City of Laredo a service of commercial container refuse gathering vehicles and the necessary or desirable appurtenances to be located on private property only in order to supply refuse gathering and disposal services to the City of Laredo, and the inhabitants hereof for the considerations and subject to the conditions, terms, duties, obligations, and limitations expressed in this Ordinance.

II. TERM

The franchise herein granted shall take effect upon the expiration of sixty (60) days following the date of final adoption. Prior to becoming effective, the franchise must be accepted by the GRANTEE in writing who must have filed it with the City Secretary of the City of Laredo within five (5) days after final adoption of this ordinance. If the GRANTEE shall faithfully comply with all the terms and faithfully perform all of the duties and obligations, and faithfully observe and recognize all the limitations and regulations contained in this ordinance and in the valid ordinances of this City relating to the conduct of GRANTEE's business adopted hereunder or under the police powers of the City, then the rights, franchise and privileges herein granted shall be for a term of Ten (10) years ending at midnight on the_____day of_____, 2035.

III. FRANCHISE FEE

A. In consideration of the grant of the franchise herein, GRANTEE agrees to pay the GRANTOR on the twentieth (20th) day of each quarter, said quarters to begin on the first day of the months of January, April, July and October, a sum equal to four percent (4%) of gross receipts received by the GRANTEE for its services within the limits of the City of Laredo.

B. In consideration of the grant of the franchise for the term herein specified, it is mutually agreed by both GRANTEE and GRANTOR that said percentage of gross receipts is subject to review

by GRANTOR every two years and GRANTOR reserves the right to increase said percentage of gross receipts according to factors and circumstances present at the time of review, including but not limited to: the percent change in the Consumer Price Index (CPI) from the preceding calendar five year's average, specifically defined as the Consumer Price Index (U.S. Average, All Urban Consumers, AU Items) 1982-84 = I 00 base as compiled by the Bureau of Labor Statistics, the increase in GRANTEE customer base, the state of the economy, the amount of GRANTEE'S vehicles traversing GRANTOR'S roadways, and the fee paid to other comparable communities.

C. Said payment is for the use of the GRANTOR's streets, alleys and rights-of-way.

D. It is agreed that the payment of such percentage of gross receipts each year shall be charged by GRANTEE as items of operating expense for rate making purposes, and shall never be considered as a cost of the franchise herein granted in any determination of rates in the future.

E. Provided further, that payments herein provided do not relieve GRANTEE from the payment of ad valorem taxes, special assessments, charges, or other fees applicable to the public generally and nothing in this section shall be construed to be a breach or in any way affect the power of the GRANTOR to impose all ad valorem taxes on any and all property of the GRANTEE which may be lawfully subject to taxation.

F. It is understood and agreed that any lawful amount which may 5be or become due by the GRANTEE to the GRANTOR, under the terms of this franchise, as well as any and all lawful ad valorem taxes which may be imposed and become due and payable to the GRANTOR upon property of the GRANTEE situated in the City of Laredo shall be paid when due and failure to pay said sum or sums of money due the GRANTOR shall be grounds for revocation of this franchise at the sole option of the City Council of the City of Laredo.

IV. SERVICE RATES

A. GRANTOR retains full and complete powers within the limits of the Constitution and laws of this State, to approve by ordinance from time to time throughout the life of this franchise a reasonable price for services to be rendered by GRANTEE hereunder.

B. The initial service fee to be charged by GRANTEE is herein fixed by this Ordinance. Monthly service charge per month, per customer, per container, per weekly pick-up plus the installation fee.

C. A complete schedule of monthly service charges for customer service to be rendered by GRANTEE is attached to this ordinance as **Exhibit "A"** and made a part hereof.

Roll Off Services:

Roll-off Dumpsters: Sizes	Delivery Fee	Pickup Fee	Landfill Fee
15 Yard	$50.00	$110.00	$46.50 per ton *
20 Yard	$50.00	$135.00	$46.50 per ton
30 Yard	$50.00	$165.00	$46.50 per ton
40 yard	$75.00	$225.00	$46.50 per ton

*Landfill fees changing
October 2025

Front Load Services:

Sizes	Delivery Fee	Service Fee
2 Yard	$50.00	$75.00
4 Yard	$50.00	$135.00
8 Yard	$75.00	$185.00

*Service Fees are for one pick-up per week

Plus all applicable taxes

D. It is agreed and understood by the parties that GRANTEE may increase the price for services rendered by GRANTEE hereunder without City Council approval only if the amount increased corresponds to an increase in landfill fees by the GRANTOR to the extent that such increase in the price of services rendered by GRANTEE is proportioned to offset as exactly as possible the cost of the landfill fee increase to the GRANTEE considering the difference in GRANTEE'S average gross receipts and the cost of landfill fees paid to the GRANTOR for average tonnage of refuse disposed for the previous twelve (I 2) months prior to the enactment of the increase by GRANTOR.

V. SERVICE AREA

The terms of this franchise are applicable to the operations of the GRANTEE within the City Limits of the City of Laredo in serving those customers or areas which the GRANTOR now services or hereafter serves within the City Limits in the future.

VI. REQUESTS FOR SERVICE

The GRANTEE shall, where necessary to supply any person(s), firm, corporation, association or entity who will contract with GRANTEE to use its commercial container refuse gathering and disposal services within the limits of the City of Laredo, and who have made written demand therefore and is not delinquent in the payment of collection charges due GRANTEE, construct the necessary service facilities on the property of each such person within one hundred eighty (180) days after such written demand therefore, unless prevented by causes beyond the control of the GRANTEE.

VII. RECORDS

A. The GRANTEE shall be required during the term of this franchise, or any extension thereto, to keep, and maintain in the City of Laredo complete books and records of the business carried on by

it in the City and showing its entire receipts, expenses and disbursements in connection with such business, route list by driver, which books and records shall be kept by competent accountants in the manner prescribed or approved by the City Council.

B. GRANTEE is required to keep and maintain in the City of Laredo during the life of this franchise, or any extension thereto, a complete inventory of its vehicles such as refuse front loaders, roll off trucks, containers and all other refuse equipment situated in the City of Laredo, showing the value thereof and its investments therein.

C. Said books, records, daily route list by driver and inventory shall be made available for inspection and verification by the City Council or any authorized official of the City of Laredo at their request.

D. City Council or any authorized official of the City of Laredo shall have the right at any reasonable time to audit the books, records or inventory of GRANTEE.

E. GRANTEE shall file full and complete reports with GRANTOR along with the franchise fee on the twentieth (20th) day following the end of each quarter, beginning the first day of the months of January, April, July and October, on the following:

1). A list of all existing commercial accounts served, including customer name, address, frequency, pick-up, size of container (in cubic yards) or type of service and charge for same.

2). A list of all new commercial accounts served, including customer name, address, frequency pick-up, size of container (in cubic yards) or type of service and charge for same, a pickup routing list by customers. Old and new routing lists must be kept on file.

3). Names and addresses of commercial customers dropped from service for any reason and the reason, if available, that such customer was dropped from service.

4). A balance sheet showing the total gross receipts within the City of Laredo starting at a beginning and ending date for the previous quarter.

5). A statement by an authorized official of GRANTEE, under oath, attesting to and duly verifying the accuracy of all items covered in this section.

F. GRANTEE shall file a full and complete report with GRANTOR before the first day January every year on the following a list of all vehicles used in providing service and all vehicles which have been added to or removed from providing such service. Such list shall include state license number, year, make, model, and manufacturer's rated capacity for each vehicle.

G. GRANTOR may require the keeping of additional records or accounts reasonably necessary to determine the GRANTEE's compliance with the terms of this Agreement.

H. GRANTOR shall have the right to inspect GRANTEE's records, accounts and financial and operating information, including, but not limited to, customer lists, contracts and any other information clearly designated by the GRANTEE to be confidential or proprietary for the purpose of review to determine the GRANTEE's compliance with this franchise agreement. GRANTOR will not reproduce any confidential information not specifically required for documentation of audit issues. In the event that the GRANTOR requests a copy of confidential information, the GRANTEE may redact the customer name, service and billing addresses (other than zip code) and telephone number from any copy of confidential information provided to the GRANTOR, provided, however, that the GRANTEE shall retain the un-redacted original of the confidential information until notified by the GRANTOR of the close of the audit and shall provide the City with an un-redacted copy of confidential information upon request of the GRANTOR in the event of an audit dispute. If the GRANTEE fails or is unable to provide an un-redacted copy of confidential information to the

GRANTOR during an audit dispute, any issue with regard to the unavailable information shall be resolved in favor of the City. GRANTOR shall not disclose any confidential information reproduced for documentation of audit issues unless the City has received a request to review or copy confidential information under the Texas Public Information Act or related law (the "Act"). Upon receipt of such request, the City shall notify the GRANTEE that a request to review or copy confidential information has been submitted to the City.

VIII. PLACEMENT OF CONTAINERS

The location and placing of containers and other instrumentalities by the GRANTEE shall at all times be on private property only, and no containers or other instrumentalities shall be placed on public streets, sidewalks, or within the street right of way area.

IX. COMPLIANCE WITH LAWS, ORDINANCES AND REGULATIONS

A. GRANTEE shall conform and comply with all city, county, state and federal laws, ordinances, provisions of the Charter of the City of Laredo, rules and regulations now in force and that may hereafter be adopted pertaining to the subject matter of this Ordinance. Nothing in this ordinance shall be construed in any manner to abridge the right of GRANTOR to pass or enforce necessary police, health, or safety regulations for the protection of its inhabitants.

B. All equipment and vehicles and all construction, disposal and other work done by the GRANTEE in the operating of its business shall comply with all laws, rules and regulations of the State of Texas and of the United States of America imposed upon the refuse gathering or disposal of refuse by the GRANTEE and/or the GRANTOR.

X. INDEMNIFICATION

THE GRANTEE HEREBY RELEASES AND DISCHARGES THE CITY FROM AND FURTHER COVENANTS AND WARRANTS THAT IT WILL PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY, ITS AGENTS, OFFICERS, DIRECTORS, OFFICIALS, LEGAL REPRESENTATIVES, EMPLOYEES, AND ASSIGNS (COLLECTIVELY REFERRED TO IN THIS SECTION AS "THE CITY") FROM ANY AND ALL FINES, DEMANDS, DAMAGES, INJURIES OR CLAIMS AND CAUSES OF ACTION ARISING BY REASON OF OR IN CONNECTION WITH:

(A) THE ACTUAL OR ALLEGED ERRORS, INTENTIONAL ACTS, OMISSIONS OR NEGLIGENT ACTS OF THE GRANTEE (INCLUDING ITS OFFICERS, AGENTS, BONDING COMPANIES, EMPLOYEES AND ANY OTHER PARTY EMPLOYED OR CONTRACTED BY GRANTEE TO PERFORM UNDER THIS FRANCHISE) RELATING TO THIS FRANCHISE; OR

(B) ANY ACTION OR FAILURE TO ACT BY THE GRANTEE (INCLUDING ITS OFFICERS, AGENTS, BONDING COMPANIES, EMPLOYEES AND ANY OTHER PARTY EMPLOYED OR CONTRACTED BY THE GRANTEE TO PERFORM UNDER THIS FRANCHISE IN CONNECTION WITH THE SYSTEM OR THIS FRANCHISE; OR

(C) ANY ACTUAL OR ALLEGED NEGLIGENT ACTS OR OMISSIONS OF THE CITY (INCLUDING WITHOUT LIMITATION, THE CITY'S CONCURRENT OR SOLE NEGLIGENCE) IN ANY WAY RELATING TO THE ISSUANCE OR ADMINISTRATION OF THIS FRANCHISE, INCLUDING WITHOUT LIMITATION, THE CITY'S RECEIPT

OF INSURANCE POLICIES, ANY CITY APPROVALS OF ASSIGNMENTS AND ANY OTHER SIMILAR ACT OF THE CITY IN CONNECTION WITH FULFILLING ITS DUTIES OR ENABLING THE GRANTEE TO BENEFIT FROM THE RIGHTS ALLOWED UNDER THIS FRANCHISE. THIS INDEMNITY CLAUSE SHALL APPLY TO THE GRANTEE WHETHER THE GRANTEE IS IMMUNE FROM LIABILITY OR NOT AS TO ANY MATTERS ARISING UNDER THIS INDEMNITY PROVISION FOR WHICH THE GRANTEE HAS AGREED TO INDEMNIFY THE CITY. GRANTEE'S LIABILITY UNDER THIS INDEMNITY CLAUSE IS SEPARATE FROM ITS DUTIES UNDER THE INSURANCE PROVISIONS OF THIS AGREEMENT.

XI. INSURANCE

GRANTEE shall procure, maintain and file with the City Secretary insurance as follows:

A. Workers Compensation. GRANTEE shall furnish a certificate of insurance indicating workers compensation coverage as required by the State of Texas.

B. Automobile Liability Insurance. GRANTEE shall carry in its own name, a policy in comprehensive form to insure the automobile liability of its operation with limits to not less than One Million Dollars ($1,000,000.00) per occurrence for bodily injury and, in addition, not less than One Hundred Thousand ($100,000.00) property damage. This policy shall name GRANTOR as an additional insured and provide for thirty (30) day notice to GRANTOR prior to cancellation. A certification of insurance showing such coverage shall be filed before the effective date of this franchise, and it shall be maintained in force during the term of this franchise and any extension.

C. General Liability. GRANTEE shall carry, in its own name, a comprehensive liability insurance policy including contractual coverage for operations other than automobile with limits of

not less than One Million Dollars ($1,000,000.00) per occurrence for bodily injury, and One Hundred Thousand Dollars ($100,000.00) per occurrence for property damage. The policy shall name the GRANTOR as a named insured and provide for thirty (30) day notice to GRANTOR prior to cancellation. A certificate of insurance certifying such coverage shall be filed before the effective date of this franchise and maintained in force during the term the franchise and any extension thereto.

XII. SERVICE STANDARD AND EQUIPMENT

GRANTEE shall maintain and operate its collection system and equipment in good order to render efficient service subject to the terms of this franchise. GRANTEE shall obtain and maintain in good working order sufficient equipment to provide regular service throughout the City of Laredo. The trucks used in the collection of garbage or refuse shall be all metal, water tight, and shall be equipped with closed bodies equipped with hydraulically operated devices for compacting collected garbage and meet all federal and state laws and regulations and are subject to approval by GRANTOR. GRANTEE shall not litter premises in the process of making collections nor allow any refuse to blow at all from any vehicle used for collection. Collection vehicles and all containers shall be painted and numbered and shall have the GRANTEE'S name and telephone number painted in letters of a contrasting color. All vehicles and containers shall be kept in a clean and sanitary condition.

XIII. LANDFILL FACILITIES

A. GRANTEE agrees to use only the city municipal solid waste facilities for disposal or processing of municipal solid waste and industrial solid waste including but not limited to the city sanitary landfills, and other city municipal solid waste facilities such as transfer stations, to discharge municipal solid waste and industrial solid waste as defined in 30 TAC §330.2, that GRANTEE shall collect from its customers. GRANTEE shall pay all landfill fees on time associated with said use. It

is specifically understood, however, that the City is under no obligation to furnish sanitary landfills or other municipal solid waste disposing facilities to the GRANTEE. GRANTEE is granted a privilege to use the city municipal solid waste disposing and processing facilities. The permit granted to the GRANTEE is limited to the facilities normally operated by the GRANTOR for all municipal solid waste disposals or processing. If the GRANTOR'S facilities for any reason is not available for use, either temporarily or permanently, as determined by the City Council of the City of Laredo, or by any prohibited solid waste which cannot be accepted by the facilities, as determined by 30 TAC §330 or amended or replacement by a new section of TCEQ, the GRANTOR shall be under no obligation to furnish to the GRANTEE sanitary landfills, or any other municipal solid waste disposing and processing facilities.

B. GRANTEE, in its operation, shall comply with all requirements of the City of Laredo and the department of the city operating the city landfill or refuse disposal site including but not limited the hours designated for receiving refuse at the disposal site.

C. GRANTEE is considered a generator and transporter of waste and may be subject to environmental liability.

XIV. ASSIGNMENT

This franchise shall not be assigned without the prior consent of the City Council as expressed in an Ordinance passed by the Council. If consent is given, the terms of this franchise shall be binding upon and insure to the benefit of the parties hereto and their respective administrators, successors, and assigns.

XV. NOTICES

All notices, payments, reports, statements or demands, which are given or made to either GRANTEE

or GRANTOR, as provided for in this ordinance, or incident to its terms, or in the exercise of the police power of the City, may be affected by personal delivery in writing or by certified mail, postage prepaid. Mailed notices shall be addressed to the Parties at the addresses below, but each Party may change its address by written notice in accordance with this section.

GRANTOR: **City of Laredo**
c/o City Manager
P. O. Box 579
Laredo, Texas 78042

GRANTEE: **Pedro Pete Services, LLC**
c/o Pedro Gonzalez IV
1317 Lois Lane
Laredo, TX. 78045

XVI. OFFICE

GRANTEE shall establish and maintain an office with telephone service and shall keep said office open for business from 9:00 a.m. to 5:00 p.m. each and every day except for Saturday, Sunday and holidays which are recognized by the City for its general employees. Any telephone call received by GRANTEE shall be given prompt and courteous attention.

XVI. INTERRUPTION OF SERVICE

In the event that service shall be interrupted for any reason for more than forty-eight (48) hours, GRANTOR shall have the right to make temporary independent arrangements for the purposes of continuing this necessary service to its residents in order to provide or protect the public health and safety. If the interruption in service mentioned herein continues for a period of seventy-two (72) hours, GRANTOR shall have the right to terminate the rights and privileges granted in this franchise.

XVII. DEFAULT AND TERMINATION

A. The occurrence of any of the following shall be an event of default under this Agreement:

1). The GRANTEE has failed or refused to perform or observe the terms, provisions, conditions or covenants in this Agreement, or has wrongfully failed or refused to comply with the instructions of GRANTOR.

2). The GRANTEE has failed to comply with all local, state and federal laws governing the service provided under this Agreement, or GRANTEE's loss of or failure obtain any license, permit, and certification lawfully required by any statute, ordinance, rule or regulation of any regulatory body having jurisdiction over the GRANTEE's operations under this Agreement or pay any fee associated therewith; or

4). Filing by the GRANTEE of a voluntary petition in bankruptcy (court) or a petition or answer seeking an arrangement for its reorganization or the readjustment of its indebtedness under the Federal bankruptcy laws or under any other law or statute of the United States or any state thereof, or consent to the appointment of a receiver, trustee or liquidator of all or substantially all of its property. In the event that any bankruptcy, insolvency, reorganization, receivership, or similar proceeding is instituted by or against GRANTEE, or in the event GRANTEE makes an assignment for the benefit of creditors, the GRANTEE shall not assert or list this Agreement as an asset of such action.

B. If the GRANTEE defaults under section A above for a period of 30 days after the GRANTEE has been notified in writing by the City to cure the specific alleged violation or failure to comply, then the City may follow the procedures set forth herein to declare that all the GRANTEE's rights and privileges granted by this Agreement are terminated subject to City Council ratifying ordinance; provided that if the GRANTEE is alleged to be in violation of any material provision of this Agreement other than the payment of any fee due hereunder and if the GRANTEE commences efforts to cure the alleged violation(s) within 30 days after receipt of written notice and shall

thereafter prosecute the curative efforts with reasonable diligence until the curative efforts are completed, then the alleged violation(s) shall not be deemed a default and the City will take no further action at that time.

C. The City may terminate this Agreement for an uncured default after notice and opportunity to cure as provided in sections A and B above. Termination is final upon the effective date of City Council adoption of a City ordinance ratifying the termination. The City's written notice of default and opportunity to cure under section B above shall recite that City Council may vote on an ordinance to terminate this Franchise upon the expiration of 30 days from the date of the notice and shall include the causes and reasons for termination. The GRANTEE shall be provided the opportunity to appear before the City Council prior to the City Council's consideration of an ordinance to terminate this Franchise. Notice of the time, date, and place when the GRANTEE may appear before the City Council shall comply with the Texas Open Meetings Law, Chapter 551 of the Texas Government Code. Upon any termination of this Franchise, all amounts owed by the GRANTEE to City shall immediately become due and payable and GRANTEE's obligation to pay such sums shall survive the termination of this Agreement.

D. In the event of an uncured noticed default hereunder, the City, at its sole option and discretion and without waiving such uncured default, may determine to: (a) maintain this Agreement in full force and effect and file suit against GRANTEE; (b) or pursue such other remedies as may be available to the City at law or in equity.

XVIII. LIQUIDATED DAMAGES

A. THE GRANTEE EXPRESSLY AGREES THAT THE ACTUAL DAMAGES THAT MIGHT BE SUSTAINED BY THE CITY BY REASON OF THE GRANTEE'S VIOLATION OF THIS AGREEMENT ARE UNCERTAIN AND WOULD BE DIFFICULT TO ASCERTAIN, AND THAT PAYMENT SPECIFIED HEREIN REPRESENTS REASONABLE LIQUIDATED DAMAGES TO THE CITY FOR THE VIOLATION. IN ADDITION TO ANY OTHER REMEDIES OTHERWISE AVAILABLE TO THE CITY FOR VIOLATIONS OF THIS AGREEMENT THE CITY MAY CHARGE TO AND COLLECT FROM GRANTEE THE FOLLOWING LIQUIDATED DAMAGES:

1). FOR FAILURE TO PROVIDE DATA, DOCUMENTS, REPORTS OR INFORMATION OR TO COOPERATE WITH THE CITY DURING AN AUDIT PURSUANT TO SECTION VII. ABOVE, THE CITY'S DAMAGES SHALL BE $100.00 PER DAY.

2). FOR FAILURE OF THE GRANTEE TO COMPLY WITH THE PAYMENT PROVISIONS OF THIS AGREEMENT, THE CITY'S DAMAGES SHALL BE $200.00 PER DAY.

3). FOR FAILURE TO COMPLY WITH ANY OF THE PROVISIONS OF THIS AGREEMENT FOR WHICH A PENALTY IS NOT OTHERWISE SPECIFICALLY PROVIDED, THE CITY'S DAMAGES SHALL BE $100.00 PER DAY.

B. GRANTOR MAY IMPOSE LIQUIDATED DAMAGES HEREUNDER UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE GRANTEE, IF AT THE EXPIRATION OF THE THIRTIETH DAY THE GRANTEE HAS FAILED TO EITHER REMEDY THE VIOLATION OR MAKE ARRANGEMENTS TO DO SO.

C. ANY PAYMENTS DUE TO THE CITY UNDER THIS SECTION SHALL NOT BE CONSIDERED FRANCHISE FEES NOR SHALL THE PAYMENTS BE OFFSET AGAINST THE PAYMENTS REQUIRED PURSUANT TO SECTION IV HEREIN.

XIX. VENUE

This agreement shall be governed by the laws of the State of Texas as to both interpretation and performance. Any and all legal action necessary to enforce this agreement will be held in Webb County, Texas.

XX. SEVERABILITY

If any provision, section, subsection, sentence, clause or phrase of this ordinance, or the application of same to any person or set of circumstance, except for section 5 herein, is for any reason held to be unconstitutional, void, invalid or for any reason unenforceable, the validity of the remaining portion of this ordinance or its application to other person or sets of circumstances shall not be affected thereby, it being the intent of the City Council of the City of Laredo in adopting this ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, void or invalidity, and all provisions are declared severable for that purpose.

XXI. CAPTIONS

Captions contained in this Franchise are for reference purposes only, and therefore will be given no effect in construing this Franchise and are not restrictive of the subject matter of any section of this Franchise. Any reference to gender shall include the masculine, feminine and neutral.

XXII. NON-WAIVER

Failure of either party hereto to insist on the strict performance of any of the terms and conditions

or to exercise any rights or remedies accruing hereunder upon a default or failure of performance shall not be considered a waiver of the right to insist on, and to enforce by any appropriate remedy, strict compliance with any other obligation hereunder or to exercise any right or remedy accruing as a result of any future default or failure of performance. Waiver of the City's rights hereunder may only be affected by a written instrument signed by the Director or Grantee, and approved by City Council.

XXIII. SAVINGS CLAUSE

All rights and remedies of the City of Laredo are expressly saved as to any and all of the provisions of any ordinances which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

XXIV. WRITTEN AMENDMENT

This Agreement may be amended only by an ordinance duly adopted by the City Council.

XXV. EFFECTIVE DATE

This Franchise, having been published as required by the Charter of the City of Laredo, shall become effective on the 61st day following its final adoption by the City Council.

ACCEPTED AND AGREED TO ON BEHALF OF Pedro Pete Services, LLC

By: _____

Pedro Gonzalez IV
Printed Name of Officer or Authorized Person:
Title:_____
(Capacity of Signer)

Dated this___day of_____, 2025.

STATE OF TEXAS §
§
COUNTY OF WEBB §

I, Mario I. Maldonado, Jr. City Secretary of the City of Laredo, Texas, hereby certify that the above and foregoing acceptance was received and filed in the office of the City Secretary of the City of Laredo on the_____day of 2025.

EXECUTED under my hand and official seal of the City of Laredo in the said City this _____day of_____, 2025.

_____
Mario I. Maldonado, Jr.
City Secretary

(SEAL)

_____

Joseph W. Neeb
City Manager

APPROVED AS TO FORM:

_____
Doanh T. Nguyen,
City Attorney

Exhibit A

Roll Off Services:

Sizes	Delivery Fee	Pickup Fee	Landfill Fee
15 Yard	$50.00	$110.00	$46.50 per ton *
20 Yard	$50.00	$135.00	$46.50 per ton
30 Yard	$50.00	$165.00	$46.50 per ton
40 yard	$75.00	$225.00	$46.50 per ton

*Landfill fees changing
October 2025

Front Load Services:

Sizes	Delivery Fee	Service Fee
2 Yard	$50.00	$75.00
4 Yard	$50.00	$135.00
8 Yard	$75.00	$185.00

*Service Fees are for one pick-up per week

Plus all applicable taxes

City of Laredo

City Council

Meeting Date: 11/17/2025 **Third and final reading 12.**

SUBJECT
Authorizing the City Manager to grant a non-exclusive franchise to I Need Dumpster LLC to use the present and future streets, avenues, alleys, roads, highways, sidewalks, easements and other public rights-of-way of the City of Laredo, Texas for purposes of constructing, maintaining and operating a commercial container refuse gathering and disposing service, setting forth terms and conditions to govern the franchise; providing a severability clause, a savings clause and an effective date. Franchise Fees will be deposited in the General Fund.

VENDOR INFORMATION FOR COMMITTEE AGENDA
N/A

PREVIOUS COUNCIL ACTION
Ordinance was introduced on 10/20/25, second reading on 11/03/25.

BACKGROUND
The applicant has requested a nonexclusive franchise agreement form the City of Laredo for the purpose of operating a commercial container refuse gathering and disposal service. The applicant is starting a new business that requires a franchise agreement with the City of Laredo.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends the third reading of this ordinance.

Fiscal Impact

Fiscal Year: 2025
Budgeted Y/N?:
Source of Funds:
Account #:
Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:
Franchise will pay 4% of gross revenues on a quarterly basis to the general fund account 101-0000-381-1220

ORDINANCE # 2025-O-227

AUTHORIZING THE CITY MANAGER TO GRANT A NON-EXCLUSIVE FRANCHISE TO I NEED DUMPSTER LLC TO USE THE PRESENT AND FUTURE STREETS, AVENUES, ALLEYS, ROADS, HIGHWAYS, SIDEWALKS, EASEMENTS AND OTHER PUBLIC RIGHTS-OF-WAY OF THE CITY OF LAREDO, TEXAS FOR PURPOSES OF CONSTRUCTING, MAINTAINING AND OPERATING A COMMERCIAL CONTAINER REFUSE GATHERING AND DISPOSING SERVICE, SETTING FORTH TERMS AND CONDITIONS TO GOVERN THE FRANCHISE; PROVIDING A SEVERABILITY CLAUSE, A SAVINGS CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 8.01 of the Laredo City Charter the right of control, ownership and use of streets and alleys is declared to be inalienable except as provided by ordinance passed by the Council; and,

WHEREAS, the City of Laredo is authorized by Section 8.02 of the Laredo City Charter to levy and collect franchise fees in accordance with the laws of the state of Texas; and,

WHEREAS, in addition to the authority granted by the City Charter, the attached franchise agreement is a valid exercise of the City's broad police powers and based upon the City's statutory regulatory authority, including but not limited to, Texas Local Government Code Chapters 51 and 52, and the Texas Health and Safety Code Chapter 363; and,

WHEREAS, the City of Laredo requires in City Code Section 14.9 J that all collectors of municipal solid waste are required to enter into a franchise agreement with the City; and,

WHEREAS, I Need Dumpster LLC is engaged in the business of collection and transportation of solid waste within the City and has requested a franchise to use the City's rights-of-way; and

WHEREAS, I Need Dumpster LLC has agreed to the terms of the Solid Waste Franchise Agreement in return for the City's grant of a non-exclusive franchise to operate and maintain a solid waste collection service using the City's rights-of-way; and,

WHEREAS, the City Council of the City of Laredo is of the opinion that the granting of the franchise on the terms and conditions set forth in this Ordinance and its Exhibit "A" are in furtherance of the public interest, for the good government, peace, order, trade and commerce of the City and necessary and proper for carrying out the power.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO TEXAS THAT:

Section I. The facts, findings and recitations set out in the preamble of this Ordinance are hereby adopted and made a part of this Ordinance the same as if they were recited in full.

Section II. The terms and conditions of the Non-Exclusive Franchise Agreement under which I Need Dumpster LLC shall be granted the non-exclusive rights to provide solid waste collection and

disposal services are found to be acceptable and in the best interests of the City and its citizens, and are hereby in all things approved.

Section III. The City Manager, or his designee, is hereby authorized to execute the Non-Exclusive Franchise Agreement and all other documents in connection therewith on behalf of the City, substantially according to the terms and conditions set forth in the Agreement.

Section IV. Any provision of any Ordinance of the City of Laredo, Texas, codified or uncodified, in conflict with the provisions of this Ordinance is hereby repealed, and all other provisions of the Ordinances of the City of Laredo codified or uncodified, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section V. Pursuant to Section 8.03 of the Laredo City Charter, this Ordinance shall be read at three (3) separate regular meetings of the City Council; shall not be finally passed until thirty (30) days after its first reading; and shall not take effect until sixty (60) days after its final adoption.

Section VI. The City Secretary, or his designee, is directed to publish the full text of this Ordinance at the expense of prospective franchise holder, I Need Dumpster LLC., in a newspaper of general circulation within five (5) days following each of the readings thereof.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF_____2025.

_____
DR. VICTOR D. TREVIÑO,
MAYOR

ATTEST:

_____
MARIO I. MALDONADO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH T. NGUYEN
CITY ATTORNEY

NON-EXCLUSIVE FRANCHISE AGREEMENT

STATE OF TEXAS §

COUNTY OF WEBB §

This Non-Exclusive Franchise Agreement ("Agreement") is entered into on this__day of _____between the City of Laredo, a home rule municipal corporation, (hereinafter "GRANTOR") and I Need Dumpster LLC a Texas limited liability company with its principal place of business in Laredo, Texas (hereinafter "GRANTEE"), both acting by and through their duly authorized agents and representatives.

RECITALS

WHEREAS, the City desires to provide commercial establishments within its corporate city limits with Solid Waste and Recyclable Materials collection, transport and disposal services by engaging an independent contractor to perform such services; and

WHEREAS, the City desires to engage Contractor to provide the services set out herein and Contractor desires to render the services provided for herein in accordance with the terms and conditions more specifically described hereunder.

NOW, THEREFORE, in consideration of the terms, conditions and covenants herein contained and other good and valuable consideration, the Parties mutually agree as follows:

I. FRANCHISE GRANT

GRANTOR does hereby grant to GRANTEE, its successors and assigns, the non-exclusive right, privilege and franchise to construct, maintain and operate a commercial container refuse gathering and disposing service within the City of Laredo, and for that purpose to have, acquire, construct, maintain and operate in and upon the present and, future streets, alleys, highways, parkways and

other public places of the City of Laredo a service of commercial container refuse gathering vehicles and the necessary or desirable appurtenances to be located on private property only in order to supply refuse gathering and disposal services to the City of Laredo, and the inhabitants hereof for the considerations and subject to the conditions, terms, duties, obligations, and limitations expressed in this Ordinance.

II. TERM

The franchise herein granted shall take effect upon the expiration of sixty (60) days following the date of final adoption. Prior to becoming effective, the franchise must be accepted by the GRANTEE in writing who must have filed it with the City Secretary of the City of Laredo within five (5) days after final adoption of this ordinance. If the GRANTEE shall faithfully comply with all the terms and faithfully perform all of the duties and obligations, and faithfully observe and recognize all the limitations and regulations contained in this ordinance and in the valid ordinances of this City relating to the conduct of GRANTEE's business adopted hereunder or under the police powers of the City, then the rights, franchise and privileges herein granted shall be for a term of Ten (10) years ending at midnight on the_____day of_____, 2035.

III. FRANCHISE FEE

A. In consideration of the grant of the franchise herein, GRANTEE agrees to pay the GRANTOR on the twentieth (20th) day of each quarter, said quarters to begin on the first day of the months of January, April, July and October, a sum equal to four percent (4%) of gross receipts received by the GRANTEE for its services within the limits of the City of Laredo.

B. In consideration of the grant of the franchise for the term herein specified, it is mutually agreed by both GRANTEE and GRANTOR that said percentage of gross receipts is subject to review

by GRANTOR every two years and GRANTOR reserves the right to increase said percentage of gross receipts according to factors and circumstances present at the time of review, including but not limited to: the percent change in the Consumer Price Index (CPI) from the preceding calendar five year's average, specifically defined as the Consumer Price Index (U.S. Average, All Urban Consumers, AU Items) 1982-84 = I 00 base as compiled by the Bureau of Labor Statistics, the increase in GRANTEE customer base, the state of the economy, the amount of GRANTEE'S vehicles traversing GRANTOR'S roadways, and the fee paid to other comparable communities.

C. Said payment is for the use of the GRANTOR's streets, alleys and rights-of-way.

D. It is agreed that the payment of such percentage of gross receipts each year shall be charged by GRANTEE as items of operating expense for rate making purposes, and shall never be considered as a cost of the franchise herein granted in any determination of rates in the future.

E. Provided further, that payments herein provided do not relieve GRANTEE from the payment of ad valorem taxes, special assessments, charges, or other fees applicable to the public generally and nothing in this section shall be construed to be a breach or in any way affect the power of the GRANTOR to impose all ad valorem taxes on any and all property of the GRANTEE which may be lawfully subject to taxation.

F. It is understood and agreed that any lawful amount which may 5be or become due by the GRANTEE to the GRANTOR, under the terms of this franchise, as well as any and all lawful ad valorem taxes which may be imposed and become due and payable to the GRANTOR upon property of the GRANTEE situated in the City of Laredo shall be paid when due and failure to pay said sum or sums of money due the GRANTOR shall be grounds for revocation of this franchise at the sole option of the City Council of the City of Laredo.

IV. SERVICE RATES

A. GRANTOR retains full and complete powers within the limits of the Constitution and laws of this State, to approve by ordinance from time to time throughout the life of this franchise a reasonable price for services to be rendered by GRANTEE hereunder.

B. The initial service fee to be charged by GRANTEE is herein fixed by this Ordinance. Monthly service charge per month, per customer, per container, per weekly pick-up plus the installation fee.

C. A complete schedule of monthly service charges for customer service to be rendered by GRANTEE is attached to this ordinance as **Exhibit "A"** and made a part hereof.

Roll Off Services:

Container Size	Rate/Empty	Rate Per Ton
10 Yds	$265.00	$51.50
15 Yds	$285.00	$51.50
20 Yds	$305.00	$51.50

Other Fees	
Delivery Fee	$100.00
Relocate Fee	$100.00
Blocked Dumpster Fee	$100.00
Dry Run Fee	$100.00
Empty Removal Fee	$165.00
Fuel Surcharge	$ 25.00
Monthly Minimum	$150.00

Plus, all applicable taxes

D. It is agreed and understood by the parties that GRANTEE may increase the price for services rendered by GRANTEE hereunder without City Council approval only if the amount increased corresponds to an increase in landfill fees by the GRANTOR to the extent that such increase in the price of services rendered by GRANTEE is proportioned to offset as exactly as possible the cost of the landfill fee increase to the GRANTEE considering the difference in GRANTEE'S average gross receipts and the cost of landfill fees paid to the GRANTOR for average tonnage of refuse disposed for the previous twelve (I 2) months prior to the enactment of the increase by GRANTOR.

V. SERVICE AREA

The terms of this franchise are applicable to the operations of the GRANTEE within the City Limits of the City of Laredo in serving those customers or areas which the GRANTOR now services or hereafter serves within the City Limits in the future.

VI. REQUESTS FOR SERVICE

The GRANTEE shall, where necessary to supply any person(s), firm, corporation, association or entity who will contract with GRANTEE to use its commercial container refuse gathering and disposal services within the limits of the City of Laredo, and who have made written demand therefore and is not delinquent in the payment of collection charges due GRANTEE, construct the necessary service facilities on the property of each such person within one hundred eighty (180) days after such written demand therefore, unless prevented by causes beyond the control of the GRANTEE.

VII. RECORDS

A. The GRANTEE shall be required during the term of this franchise, or any extension thereto, to keep, and maintain in the City of Laredo complete books and records of the business carried on by

it in the City and showing its entire receipts, expenses and disbursements in connection with such business, route list by driver, which books and records shall be kept by competent accountants in the manner prescribed or approved by the City Council.

B. GRANTEE is required to keep and maintain in the City of Laredo during the life of this franchise, or any extension thereto, a complete inventory of its vehicles such as refuse front loaders, roll off trucks, containers and all other refuse equipment situated in the City of Laredo, showing the value thereof and its investments therein.

C. Said books, records, daily route list by driver and inventory shall be made available for inspection and verification by the City Council or any authorized official of the City of Laredo at their request.

D. City Council or any authorized official of the City of Laredo shall have the right at any reasonable time to audit the books, records or inventory of GRANTEE.

E. GRANTEE shall file full and complete reports with GRANTOR along with the franchise fee on the twentieth (20th) day following the end of each quarter, beginning the first day of the months of January, April, July and October, on the following:

1). A list of all existing commercial accounts served, including customer name, address, frequency, pick-up, size of container (in cubic yards) or type of service and charge for same.

2). A list of all new commercial accounts served, including customer name, address, frequency pick-up, size of container (in cubic yards) or type of service and charge for same, a pickup routing list by customers. Old and new routing lists must be kept on file.

3). Names and addresses of commercial customers dropped from service for any reason and the reason, if available, that such customer was dropped from service.

4). A balance sheet showing the total gross receipts within the City of Laredo starting at a beginning and ending date for the previous quarter.

5). A statement by an authorized official of GRANTEE, under oath, attesting to and duly verifying the accuracy of all items covered in this section.

F. GRANTEE shall file a full and complete report with GRANTOR before the first day January every year on the following a list of all vehicles used in providing service and all vehicles which have been added to or removed from providing such service. Such list shall include state license number, year, make, model, and manufacturer's rated capacity for each vehicle.

G. GRANTOR may require the keeping of additional records or accounts reasonably necessary to determine the GRANTEE's compliance with the terms of this Agreement.

H. GRANTOR shall have the right to inspect GRANTEE's records, accounts and financial and operating information, including, but not limited to, customer lists, contracts and any other information clearly designated by the GRANTEE to be confidential or proprietary for the purpose of review to determine the GRANTEE's compliance with this franchise agreement. GRANTOR will not reproduce any confidential information not specifically required for documentation of audit issues. In the event that the GRANTOR requests a copy of confidential information, the GRANTEE may redact the customer name, service and billing addresses (other than zip code) and telephone number from any copy of confidential information provided to the GRANTOR, provided, however, that the GRANTEE shall retain the un-redacted original of the confidential information until notified by the GRANTOR of the close of the audit and shall provide the City with an un-redacted copy of confidential information upon request of the GRANTOR in the event of an audit dispute. If the GRANTEE fails or is unable to provide an un-redacted copy of confidential information to the

GRANTOR during an audit dispute, any issue with regard to the unavailable information shall be resolved in favor of the City. GRANTOR shall not disclose any confidential information reproduced for documentation of audit issues unless the City has received a request to review or copy confidential information under the Texas Public Information Act or related law (the "Act"). Upon receipt of such request, the City shall notify the GRANTEE that a request to review or copy confidential information has been submitted to the City.

VIII. PLACEMENT OF CONTAINERS

The location and placing of containers and other instrumentalities by the GRANTEE shall at all times be on private property only, and no containers or other instrumentalities shall be placed on public streets, sidewalks, or within the street right of way area.

IX. COMPLIANCE WITH LAWS, ORDINANCES AND REGULATIONS

A. GRANTEE shall conform and comply with all city, county, state and federal laws, ordinances, provisions of the Charter of the City of Laredo, rules and regulations now in force and that may hereafter be adopted pertaining to the subject matter of this Ordinance. Nothing in this ordinance shall be construed in any manner to abridge the right of GRANTOR to pass or enforce necessary police, health, or safety regulations for the protection of its inhabitants.

B. All equipment and vehicles and all construction, disposal and other work done by the GRANTEE in the operating of its business shall comply with all laws, rules and regulations of the State of Texas and of the United States of America imposed upon the refuse gathering or disposal of refuse by the GRANTEE and/or the GRANTOR.

X. INDEMNIFICATION

THE GRANTEE HEREBY RELEASES AND DISCHARGES THE CITY FROM AND FURTHER COVENANTS AND WARRANTS THAT IT WILL PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY, ITS AGENTS, OFFICERS, DIRECTORS, OFFICIALS, LEGAL REPRESENTATIVES, EMPLOYEES, AND ASSIGNS (COLLECTIVELY REFERRED TO IN THIS SECTION AS "THE CITY") FROM ANY AND ALL FINES, DEMANDS, DAMAGES, INJURIES OR CLAIMS AND CAUSES OF ACTION ARISING BY REASON OF OR IN CONNECTION WITH:

(A) THE ACTUAL OR ALLEGED ERRORS, INTENTIONAL ACTS, OMISSIONS OR NEGLIGENT ACTS OF THE GRANTEE (INCLUDING ITS OFFICERS, AGENTS, BONDING COMPANIES, EMPLOYEES AND ANY OTHER PARTY EMPLOYED OR CONTRACTED BY GRANTEE TO PERFORM UNDER THIS FRANCHISE) RELATING TO THIS FRANCHISE; OR

(B) ANY ACTION OR FAILURE TO ACT BY THE GRANTEE (INCLUDING ITS OFFICERS, AGENTS, BONDING COMPANIES, EMPLOYEES AND ANY OTHER PARTY EMPLOYED OR CONTRACTED BY THE GRANTEE TO PERFORM UNDER THIS FRANCHISE IN CONNECTION WITH THE SYSTEM OR THIS FRANCHISE; OR

(C) ANY ACTUAL OR ALLEGED NEGLIGENT ACTS OR OMISSIONS OF THE CITY (INCLUDING WITHOUT LIMITATION, THE CITY'S CONCURRENT OR SOLE NEGLIGENCE) IN ANY WAY RELATING TO THE ISSUANCE OR ADMINISTRATION OF THIS FRANCHISE, INCLUDING WITHOUT LIMITATION, THE CITY'S RECEIPT

OF INSURANCE POLICIES, ANY CITY APPROVALS OF ASSIGNMENTS AND ANY OTHER SIMILAR ACT OF THE CITY IN CONNECTION WITH FULFILLING ITS DUTIES OR ENABLING THE GRANTEE TO BENEFIT FROM THE RIGHTS ALLOWED UNDER THIS FRANCHISE. THIS INDEMNITY CLAUSE SHALL APPLY TO THE GRANTEE WHETHER THE GRANTEE IS IMMUNE FROM LIABILITY OR NOT AS TO ANY MATTERS ARISING UNDER THIS INDEMNITY PROVISION FOR WHICH THE GRANTEE HAS AGREED TO INDEMNIFY THE CITY. GRANTEE'S LIABILITY UNDER THIS INDEMNITY CLAUSE IS SEPARATE FROM ITS DUTIES UNDER THE INSURANCE PROVISIONS OF THIS AGREEMENT.

XI. INSURANCE

GRANTEE shall procure, maintain and file with the City Secretary insurance as follows:

A. Workers Compensation. GRANTEE shall furnish a certificate of insurance indicating workers compensation coverage as required by the State of Texas.

B. Automobile Liability Insurance. GRANTEE shall carry in its own name, a policy in comprehensive form to insure the automobile liability of its operation with limits to not less than One Million Dollars ($1,000,000.00) per occurrence for bodily injury and, in addition, not less than One Hundred Thousand ($100,000.00) property damage. This policy shall name GRANTOR as an additional insured and provide for thirty (30) day notice to GRANTOR prior to cancellation. A certification of insurance showing such coverage shall be filed before the effective date of this franchise, and it shall be maintained in force during the term of this franchise and any extension.

C. General Liability. GRANTEE shall carry, in its own name, a comprehensive liability insurance policy including contractual coverage for operations other than automobile with limits of

not less than One Million Dollars ($1,000,000.00) per occurrence for bodily injury, and One Hundred Thousand Dollars ($100,000.00) per occurrence for property damage. The policy shall name the GRANTOR as a named insured and provide for thirty (30) day notice to GRANTOR prior to cancellation. A certificate of insurance certifying such coverage shall be filed before the effective date of this franchise and maintained in force during the term the franchise and any extension thereto.

XII. SERVICE STANDARD AND EQUIPMENT

GRANTEE shall maintain and operate its collection system and equipment in good order to render efficient service subject to the terms of this franchise. GRANTEE shall obtain and maintain in good working order sufficient equipment to provide regular service throughout the City of Laredo. The trucks used in the collection of garbage or refuse shall be all metal, water tight, and shall be equipped with closed bodies equipped with hydraulically operated devices for compacting collected garbage and meet all federal and state laws and regulations and are subject to approval by GRANTOR. GRANTEE shall not litter premises in the process of making collections nor allow any refuse to blow at all from any vehicle used for collection. Collection vehicles and all containers shall be painted and numbered and shall have the GRANTEE'S name and telephone number painted in letters of a contrasting color. All vehicles and containers shall be kept in a clean and sanitary condition.

XIII. LANDFILL FACILITIES

A. GRANTEE agrees to use only the city municipal solid waste facilities for disposal or processing of municipal solid waste and industrial solid waste including but not limited to the city sanitary landfills, and other city municipal solid waste facilities such as transfer stations, to discharge municipal solid waste and industrial solid waste as defined in 30 TAC §330.2, that GRANTEE shall collect from its customers. GRANTEE shall pay all landfill fees on time associated with said use. It

is specifically understood, however, that the City is under no obligation to furnish sanitary landfills or other municipal solid waste disposing facilities to the GRANTEE. GRANTEE is granted a privilege to use the city municipal solid waste disposing and processing facilities. The permit granted to the GRANTEE is limited to the facilities normally operated by the GRANTOR for all municipal solid waste disposals or processing. If the GRANTOR'S facilities for any reason is not available for use, either temporarily or permanently, as determined by the City Council of the City of Laredo, or by any prohibited solid waste which cannot be accepted by the facilities, as determined by 30 TAC §330 or amended or replacement by a new section of TCEQ, the GRANTOR shall be under no obligation to furnish to the GRANTEE sanitary landfills, or any other municipal solid waste disposing and processing facilities.

B. GRANTEE, in its operation, shall comply with all requirements of the City of Laredo and the department of the city operating the city landfill or refuse disposal site including but not limited the hours designated for receiving refuse at the disposal site.

C. GRANTEE is considered a generator and transporter of waste and may be subject to environmental liability.

XIV. ASSIGNMENT

This franchise shall not be assigned without the prior consent of the City Council as expressed in an Ordinance passed by the Council. If consent is given, the terms of this franchise shall be binding upon and insure to the benefit of the parties hereto and their respective administrators, successors, and assigns.

XV. NOTICES

All notices, payments, reports, statements or demands, which are given or made to either GRANTEE

or GRANTOR, as provided for in this ordinance, or incident to its terms, or in the exercise of the police power of the City, may be affected by personal delivery in writing or by certified mail, postage prepaid. Mailed notices shall be addressed to the Parties at the addresses below, but each Party may change its address by written notice in accordance with this section.

GRANTOR: **City of Laredo**
c/o City Manager
P. O. Box 579
Laredo, Texas 78042

GRANTEE: **I Need Dumpster, LLC**
c/o Art Serenko
P.O. Box 592723
San Antonio, TX. 78259

XVI. OFFICE

GRANTEE shall establish and maintain an office with telephone service and shall keep said office open for business from 9:00 a.m. to 5:00 p.m. each and every day except for Saturday, Sunday and holidays which are recognized by the City for its general employees. Any telephone call received by GRANTEE shall be given prompt and courteous attention.

XVI. INTERRUPTION OF SERVICE

In the event that service shall be interrupted for any reason for more than forty-eight (48) hours, GRANTOR shall have the right to make temporary independent arrangements for the purposes of continuing this necessary service to its residents in order to provide or protect the public health and safety. If the interruption in service mentioned herein continues for a period of seventy-two (72) hours, GRANTOR shall have the right to terminate the rights and privileges granted in this franchise.

XVII. DEFAULT AND TERMINATION

A. The occurrence of any of the following shall be an event of default under this Agreement:

1). The GRANTEE has failed or refused to perform or observe the terms, provisions, conditions or covenants in this Agreement, or has wrongfully failed or refused to comply with the instructions of GRANTOR.

2). The GRANTEE has failed to comply with all local, state and federal laws governing the service provided under this Agreement, or GRANTEE's loss of or failure obtain any license, permit, and certification lawfully required by any statute, ordinance, rule or regulation of any regulatory body having jurisdiction over the GRANTEE's operations under this Agreement or pay any fee associated therewith; or

4). Filing by the GRANTEE of a voluntary petition in bankruptcy (court) or a petition or answer seeking an arrangement for its reorganization or the readjustment of its indebtedness under the Federal bankruptcy laws or under any other law or statute of the United States or any state thereof, or consent to the appointment of a receiver, trustee or liquidator of all or substantially all of its property. In the event that any bankruptcy, insolvency, reorganization, receivership, or similar proceeding is instituted by or against GRANTEE, or in the event GRANTEE makes an assignment for the benefit of creditors, the GRANTEE shall not assert or list this Agreement as an asset of such action.

B. If the GRANTEE defaults under section A above for a period of 30 days after the GRANTEE has been notified in writing by the City to cure the specific alleged violation or failure to comply, then the City may follow the procedures set forth herein to declare that all the GRANTEE's rights and privileges granted by this Agreement are terminated subject to City Council ratifying ordinance; provided that if the GRANTEE is alleged to be in violation of any material provision of this Agreement other than the payment of any fee due hereunder and if the GRANTEE commences efforts to cure the alleged violation(s) within 30 days after receipt of written notice and shall

thereafter prosecute the curative efforts with reasonable diligence until the curative efforts are completed, then the alleged violation(s) shall not be deemed a default and the City will take no further action at that time.

C. The City may terminate this Agreement for an uncured default after notice and opportunity to cure as provided in sections A and B above. Termination is final upon the effective date of City Council adoption of a City ordinance ratifying the termination. The City's written notice of default and opportunity to cure under section B above shall recite that City Council may vote on an ordinance to terminate this Franchise upon the expiration of 30 days from the date of the notice and shall include the causes and reasons for termination. The GRANTEE shall be provided the opportunity to appear before the City Council prior to the City Council's consideration of an ordinance to terminate this Franchise. Notice of the time, date, and place when the GRANTEE may appear before the City Council shall comply with the Texas Open Meetings Law, Chapter 551 of the Texas Government Code. Upon any termination of this Franchise, all amounts owed by the GRANTEE to City shall immediately become due and payable and GRANTEE's obligation to pay such sums shall survive the termination of this Agreement.

D. In the event of an uncured noticed default hereunder, the City, at its sole option and discretion and without waiving such uncured default, may determine to: (a) maintain this Agreement in full force and effect and file suit against GRANTEE; (b) or pursue such other remedies as may be available to the City at law or in equity.

XVIII. LIQUIDATED DAMAGES

A. THE GRANTEE EXPRESSLY AGREES THAT THE ACTUAL DAMAGES THAT MIGHT BE SUSTAINED BY THE CITY BY REASON OF THE GRANTEE'S VIOLATION OF THIS AGREEMENT ARE UNCERTAIN AND WOULD BE DIFFICULT TO ASCERTAIN, AND THAT PAYMENT SPECIFIED HEREIN REPRESENTS REASONABLE LIQUIDATED DAMAGES TO THE CITY FOR THE VIOLATION. IN ADDITION TO ANY OTHER REMEDIES OTHERWISE AVAILABLE TO THE CITY FOR VIOLATIONS OF THIS AGREEMENT THE CITY MAY CHARGE TO AND COLLECT FROM GRANTEE THE FOLLOWING LIQUIDATED DAMAGES:

1). FOR FAILURE TO PROVIDE DATA, DOCUMENTS, REPORTS OR INFORMATION OR TO COOPERATE WITH THE CITY DURING AN AUDIT PURSUANT TO SECTION VII. ABOVE, THE CITY'S DAMAGES SHALL BE $100.00 PER DAY.

2). FOR FAILURE OF THE GRANTEE TO COMPLY WITH THE PAYMENT PROVISIONS OF THIS AGREEMENT, THE CITY'S DAMAGES SHALL BE $200.00 PER DAY.

3). FOR FAILURE TO COMPLY WITH ANY OF THE PROVISIONS OF THIS AGREEMENT FOR WHICH A PENALTY IS NOT OTHERWISE SPECIFICALLY PROVIDED, THE CITY'S DAMAGES SHALL BE $100.00 PER DAY.

B. GRANTOR MAY IMPOSE LIQUIDATED DAMAGES HEREUNDER UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE GRANTEE, IF AT THE EXPIRATION OF THE THIRTIETH DAY THE GRANTEE HAS FAILED TO EITHER REMEDY THE VIOLATION OR MAKE ARRANGEMENTS TO DO SO.

C. ANY PAYMENTS DUE TO THE CITY UNDER THIS SECTION SHALL NOT BE CONSIDERED FRANCHISE FEES NOR SHALL THE PAYMENTS BE OFFSET AGAINST THE PAYMENTS REQUIRED PURSUANT TO SECTION IV HEREIN.

XIX. VENUE

This agreement shall be governed by the laws of the State of Texas as to both interpretation and performance. Any and all legal action necessary to enforce this agreement will be held in Webb County, Texas.

XX. SEVERABILITY

If any provision, section, subsection, sentence, clause or phrase of this ordinance, or the application of same to any person or set of circumstance, except for section 5 herein, is for any reason held to be unconstitutional, void, invalid or for any reason unenforceable, the validity of the remaining portion of this ordinance or its application to other person or sets of circumstances shall not be affected thereby, it being the intent of the City Council of the City of Laredo in adopting this ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, void or invalidity, and all provisions are declared severable for that purpose.

XXI. CAPTIONS

Captions contained in this Franchise are for reference purposes only, and therefore will be given no effect in construing this Franchise and are not restrictive of the subject matter of any section of this Franchise. Any reference to gender shall include the masculine, feminine and neutral.

XXII. NON-WAIVER

Failure of either party hereto to insist on the strict performance of any of the terms and conditions

or to exercise any rights or remedies accruing hereunder upon a default or failure of performance shall not be considered a waiver of the right to insist on, and to enforce by any appropriate remedy, strict compliance with any other obligation hereunder or to exercise any right or remedy accruing as a result of any future default or failure of performance. Waiver of the City's rights hereunder may only be affected by a written instrument signed by the Director or Grantee, and approved by City Council.

XXIII. SAVINGS CLAUSE

All rights and remedies of the City of Laredo are expressly saved as to any and all of the provisions of any ordinances which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

XXIV. WRITTEN AMENDMENT

This Agreement may be amended only by an ordinance duly adopted by the City Council.

XXV. EFFECTIVE DATE

This Franchise, having been published as required by the Charter of the City of Laredo, shall become effective on the 61st day following its final adoption by the City Council.

ACCEPTED AND AGREED TO ON BEHALF OF I Need Dumpster LLC

By: _____

Art Serenko
Printed Name of Officer or Authorized Person:
Title:_____
(Capacity of Signer)

Dated this___day of_____, 2025.

STATE OF TEXAS §
§
COUNTY OF WEBB §

I, Mario I. Maldonado, Jr. City Secretary of the City of Laredo, Texas, hereby certify that the above and foregoing acceptance was received and filed in the office of the City Secretary of the City of Laredo on the_____day of 2025.

EXECUTED under my hand and official seal of the City of Laredo in the said City this _____day of_____, 2025.

_____
Mario I. Maldonado, Jr.
City Secretary

(SEAL)

_____

Joseph W. Neeb
City Manager

APPROVED AS TO FORM:

_____
Doanh T. Nguyen,
City Attorney

Exhibit A

Roll Off Services:

Container Size	Rate/Empty	Rate Per Ton
10 Yds	$265.00	$51.50
15 Yds	$285.00	$51.50
20 Yds	$305.00	$51.50

Other Fees	
Delivery Fee	$100.00
Relocate Fee	$100.00
Blocked Dumpster Fee	$100.00
Dry Run Fee	$100.00
Empty Removal Fee	$165.00
Fuel Surcharge	$ 25.00
Monthly Minimum	$150.00

Plus, all applicable taxes

City of Laredo

City Council

Meeting Date: 11/17/2025 **Final Readings 13.**

SUBJECT
An Ordinance of the City of Laredo, Texas, authorizing the City Manager to accept and enter into a contract from the Texas A&M International University (TAMIU) for the Texas Higher Education Coordinating Board's Minority Health Research and Education Grant Program, amending the FY2025 -2026 budget by appropriating revenues and expenditures in the amount of $162,231.00, with no match for the City of Laredo Public Health Department, and amend the FY2025-2026 Full Time Equivalent (FTE) Position Listing by creating one (1) Licensed Professional Counselor, 208 position, for the term from August 01, 2025 through July 31, 2027. Funds will be accounted for in the Laredo Public Health Department Fund - Texas Higher Education Coordinating Board's Minority Research and Education Grant.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating: Strong
Supporting goal(s)/policy(ies):

- **Goal 7.1:** Improve access to health services for all residents.
- **Policy 7.1.2:** Ensure affordability and accessibility of mental and behavioral health services for underserved populations.
- **Goal 7.4:** Foster a culture of health through education and public health initiatives.
- **Policy 7.4.4:** Expand education, outreach, and prevention programs addressing behavioral and mental health.
- **Goal 7.5:** Strengthen public health systems and partnerships.
- **Policy 7.5.4:** Promote collaboration with universities and community organizations to improve local health capacity.

Summary of alignment: This ordinance aligns with the Viva Laredo Comprehensive Plan by expanding access to behavioral and mental health services and strengthening the City's mental health infrastructure. Through collaboration with Texas A&M International University and the Texas Higher Education Coordinating Board, the program enhances community education, outreach, and access to screenings and counseling. It also invests in the development of the local mental health workforce, directly supporting the Plan's goals to improve health equity, foster education-based prevention, and build strong partnerships that advance long-term wellness and community resilience.

PREVIOUS COUNCIL ACTION
None.

BACKGROUND

The Texas Higher Education Coordinating Board's Minority Health Research and Education Grant Program, in collaboration with Texas A&M International University (TAMIU) as the coordinating center, partners with the City of Laredo Public Health Department to strengthen and improve mental health awareness, access, and infrastructure in Laredo, Texas. Conducting community assessments, expanding education and outreach efforts, increasing access to free mental health screenings and services, and support the development of the local mental health workforce.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends that Council approves the Public Hearing and Introductory Ordinance.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	N
Source of Funds:	Texas Higher Education Coordinating Board's Minority Health Research and Education Grant Program
Account #:	226-6412
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
The revenue account is 226-0000-326-2013 and the expenditure division is 226-6412 with Project Number HEME01 and HEME02.

MEMORANDUM OF UNDERSTANDING (MOU)
Between
TEXAS A&M INTERNATIONAL UNIVERSITY
and
CITY OF LAREDO PUBLIC HEALTH DEPARTMENT

Effective Period: August 1, 2025 – July 31, 2027

I. PURPOSE

This Memorandum of Understanding ("MOU") establishes a collaborative partnership between Texas A&M International University (TAMIU) and the City of Laredo Public Health Department (CLPHD) to implement the project funded under the Texas Higher Education Coordinating Board's Minority Health Research and Education Grant Program (RFA #01724, FY2025-2027, THECB Award Number: 02452).

The goal of this partnership is to improve mental health awareness, access, and infrastructure in Laredo, Texas, by jointly conducting community assessments, expanding education and outreach, increasing access to free mental health screenings and services, and developing the local mental health workforce.

II. BACKGROUND

TAMIU has been awarded a $400,000 grant to execute the proposed project. CLPHD will serve as a subcontracted partner, playing a key role in community outreach, service delivery, data collection, and program implementation. The partnership builds upon prior collaborative efforts to address regional mental health disparities and strengthens local infrastructure through integrated research, service provision, and workforce training.

III. ROLES AND RESPONSIBILITIES

A. Texas A&M International University (TAMIU)

• Provide overall project leadership, fiscal oversight, and compliance with all reporting requirements.

• Develop survey instruments, data collection tools, and evaluation frameworks for project objectives.

• Lead research activities, including community assessments, focus groups, and social network analysis.

• Design, coordinate, and evaluate the mental health education campaign.

• Oversee student recruitment, training, and supervision for experiential learning opportunities.

• Integrate project findings into academic programming and ensure sustainability beyond the grant period.

B. City of Laredo Public Health Department (CLPHD)

• Serve as the lead partner for community-based implementation and coordination.

• Employ and supervise a Licensed Professional Counselor (LPC) to provide counseling services and training opportunities.

• Assist outreach efforts for the public health education campaign.

• Facilitate access to free mental health screenings, referrals, and follow-up care.

• Provide physical space, clinical expertise, and resources to support project activities.

• Collaborate on developing and maintaining the centralized referral form and tracking system.

IV. FUNDING AND RESOURCE ALLOCATION

Total grant award: $400,000
Subcontract funding to CLPHD: $162,231
- Year 1 (Aug 1, 2025 – Jul 31, 2026): $80,133
- Year 2 (Aug 1, 2026 – Jul 31, 2027): $82,098

TAMIU will disburse funds to CLPHD according to the approved project budget and scope of work. Both parties agree that all expenditures will adhere to Texas Higher Education Coordinating Board guidelines.

V. PROJECT OUTCOMES

• Conduct a Community Mental Health Awareness Assessment with at least 500 survey participants and 4 focus groups.

• Implement a public health education campaign reaching 10,000+ residents to improve mental health literacy.

• Expand access to free mental health screenings, aiming for a 30% increase in screenings and 20% increase in follow-up care.

• Recruit 100 TAMIU students into psychology, public health, and sociology programs and enhance three related courses.

VI. REPORTING AND DATA SHARING

Both parties will collaborate on data collection, analysis, and reporting. TAMIU will provide required reports to the Texas Higher Education Coordinating Board. Data sharing will comply with all institutional, state, and federal privacy and security policies, including HIPAA protections where applicable.

VII. TERM AND TERMINATION

This MOU is effective August 1, 2025, and shall remain in effect until July 31, 2027, unless terminated earlier by mutual written agreement. Either party may terminate this MOU with 30 days' written notice.

VIII. SIGNATURES

For Texas A&M International University

Juan Castillo
Interim President
Texas A&M International University
Date: _____

For City of Laredo Public Health Department

Richard Chamberlain
Director of Public Health
City of Laredo Public Health Department
Date: _____

ORDINANCE No. 2025-O-228

AN ORDINANCE OF THE CITY OF LAREDO, TEXAS, AUTHORIZING THE CITY MANAGER TO ACCEPT AND ENTER INTO A CONTRACT FROM THE TEXAS A&M INTERNATIONAL UNIVERISTY (TAMIU) FOR THE TEXAS HIGHER EDUCATION COORDINATING BOARD'S MINORITY HEALTH RESEARCH AND EDUCATION GRANT PROGRAM, AMENDING THE FY2025-2026 BUDGET BY APPROPRIATING REVENUES AND EXPENDITURES IN THE AMOUNT OF $162,231.00, WITH NO MATCH FOR THE CITY OF LAREDO PUBLIC HEALTH DEPARTMENT, AND AMEND THE FY2025-2026 FULL TIME EQUIVALENT (FTE) POSITION LISTING BY CREATING ONE (1) LICENSED PROFESSIONAL COUNSELOR, 208 POSITION, FOR THE TERM FROM AUGUST 01, 2025 THROUGH JULY 31, 2027. FUNDS WILL BE ACCOUNTED FOR IN THE LAREDO PUBLIC HEALTH DEPARTMENT FUND – TEXAS HIGHER EDUCATION COORDINATING BOARD'S MINORITY RESEARCH AND EDUCATION GRANT.

WHEREAS, The Texas Higher Education Coordinating Board's Minority Health Research and Education Grant Program, in collaboration with Texas A&M International University (TAMIU) as the coordinating center, partners with the City of Laredo Public Health Department to strengthen and improve mental health awareness, access, and infrastructure in Laredo, Texas;

WHEREAS, through this award, City of Laredo Public Health Department will help conduct community assessments, expanding education, and outreach efforts, increasing access to free mental health screenings and services, and support the development of the local mental health workforce.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: The City Manager is hereby authorized to accept and enter into a contract from the Texas A&M International University (TAMIU) for the Texas Higher Education Coordinating Board's Minority Health Research and Education Grant Program, amending the FY2025-2026 budget by appropriating revenues and expenditures in the amount of $162,231.00, with no match for the City of Laredo Public Health Department, and amend the FY2025-2026 Full Time Equivalent (FTE) Position Listing by creating one (1) Licensed Professional Counselor, 208 position, for the term from August 01, 2025 through July 31, 2027. Funds will be accounted for in the Laredo Public Health Department Fund – Texas Higher Education Coordinating Board's Minority Research and Education Grant.

Section 2: The revenue account is 226-0000-326-2013 and the expenditure division is 226-6412 with Project Number HEME01 and HEME02.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM
DOANH T. NGUYEN, CITY ATTORNEY

_____
AMBER R. HOLMES
ASSISTANT CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Final Readings 14.**

SUBJECT
An Ordinance of the City of Laredo, Texas, amending Chapter 6, “Animal and Fowl,” Article I “In General”, Article II “Rabies Control”, and Article VII “Applications, Registrations, Permits, Fees”; To revise Regulations related to vaccinations, registration, and fees; providing for severability; providing for a penalty; providing for publication and effective date.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating: Strong
Supporting goal(s)/policy(ies):

- **Goal 7.2:** Prevent and control the spread of communicable diseases in the community.
- **Policy 7.2.8:** Strengthen animal control and vector management to protect public health and safety.
- **Goal 7.5:** Strengthen public health systems and operations.
- **Policy 7.5.1:** Ensure public health programs and ordinances are current, effective, and responsive to community needs.

Summary of alignment: This ordinance aligns with the Viva Laredo Comprehensive Plan by updating the City’s public health regulations related to animal care, vaccination, and veterinary responsibilities. By refining definitions in the City’s Code of Ordinances, the amendment supports clarity in enforcement, improved fee collection processes, and enhanced coordination with veterinary services. These updates help ensure that animal health regulations remain effective tools for preventing zoonotic diseases, promoting responsible pet ownership, and protecting the overall health and safety of the Laredo community.

PREVIOUS COUNCIL ACTION
N/A

BACKGROUND
The City of Laredo Public Health Department, Division of Animal Control is amending Chapter 6 “animals and Fowl” Articles I, II, and VII to address the responsibilities of the veterinarians and the fee collection. Animal Services is committed to protecting the health, safety, and general welfare of its residents, visitors, and animals within its jurisdiction. The City of Laredo Public Health Department, Division of Animal Control has reviewed Articles I (In General), II (Rabies Control) and VII (Applications, Registrations, Permits, Fees) of Chapter 6 “Animals and Fowl” and identified a need to revise and update the definitions, provisions, and regulatory framework related to vaccinations and associated public health measures and seeks to ensure consistency with current state law, public health standards, and veterinary practices, and to provide clearer guidance to animal owners and enforcement authorities. These amendments are intended to

enhance public safety, improve the effectiveness of rabies control efforts, promote responsible pet ownership, and ensure humane treatment of animals.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends that Council approves the Ordinance.

Fiscal Impact

Fiscal Year:	2025
Budgeted Y/N?:	N
Source of Funds:	N/A
Account #:	N/A
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
N/A

ORDINANCE NO. 2025-O-229

AN ORDINANCE OF THE CITY OF LAREDO, TEXAS, AMENDING CHAPTER 6, "ANIMALS AND FOWL," ARTICLE I "IN GENERAL", ARTICLE II "RABIES CONTROL", AND ARTICLE VII "APPLICATIONS, REGISTRATIONS, PERMITS, FEES"; TO REVISE REGULATIONS RELATED TO VACCINATIONS, REGUSTRATION, AND FEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR A PENALTY; PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, City of Laredo Public Health Department, Division of Animal Services is amending Chapter 6 "Animals and Fowl" Articles I, II, and VII to address the responsibilities of the veterinarians and the fee collection; and

WHEREAS, the City of Laredo is committed to protecting the health, safety, and general welfare of its residents, visitors, and animals within its jurisdiction; and

WHEREAS, the City of Laredo has reviewed Articles I (In General), II (Rabies Control) and VII (Applications, Registrations, Permits, Fees) of Chapter 6 "Animals and Fowl" and identified a need to revise and update the definitions, provisions, and regulatory framework related to vaccinations and associated public health measures; and

WHEREAS, the City Council of the City of Laredo seeks to ensure consistency with current state law, public health standards, and veterinary practices, and to provide clearer guidance to animal owners and enforcement authorities; and

WHEREAS, these amendments are intended to enhance public safety, improve the effectiveness of rabies control efforts, promote responsible pet ownership, and ensure humane treatment of animals;

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: Chapter 6, "Animal and Fowl." Article I "In General" of the City of Laredo Code of Ordinances, is hereby amended as follows:

ARTICLE I. – IN GENERAL
…
Chapter 6 – Definitions.

Sec. 6-1. - Definitions.
As used in this chapter, the following words shall have the meanings herein ascribed to them:

Abandoned animal: Shall mean an animal abandoned while in the person's custody without making reasonable arrangements for assumption of custody by another person or which has not been redeemed within seventy-two (72) hours after midnight of the day of impoundment.

Adoption: The means of care for unwanted animals impounded at the City of Laredo Animal Care Facility but must comply with state and local statutes before adopting such as:

(1) Appropriate rabies vaccination;
(2) Spay and neuter;
(3) Registration (microchip).

Animal care services: A division of the Laredo Public Health Department whose primary duties are to enforce ordinances and state laws relating to animals or fowl within the city, to conduct rabies and zoonosis public health prevention, and to serve as the animal control authority for the city.

Animal control authority: A municipal animal control office with authority over the area where the dog is kept.

Assistant director: The person designated to oversee all functions of the animal care services division of the city.

Attack: To set upon with violent force. Aggression with violent force.

Cat: A feline of the genus *Felis catus.*

Cat colony: A colony of free-roaming cats that has been registered with the division and is maintained by a community cat caregiver using trap, neuter and return methodology.

Choker collar: Chain, nylon cord or rope with rings at either end such that the collar can be formed into a loop around the animal's neck that tightens when pulled and loosens when tension is released.

Collar or harness: A band of leather, nylon, rope, or similar material, excluding chain, utilized for training purposes, or to aid in control of movement of the animal, by the animal's owner, and is attached to a leash or lead.

Community cat: Any free-roaming cat that is abandoned, stray, lost or feral who may be cared for by one (1) or more residents of the immediate area who is/are known or unknown.

Community cat caregiver: A person who, in accordance with a good faith effort to conduct trap-neuter-return provides care, including food, shelter, or medical care to a community cat, while not being considered the owner, harborer, controller, custodian, keeper or responsible person of a community cat.

Confined: A situation in which an animal is effectively contained and prevented from being free to roam or run at large.

Dangerous dog: A dog that:

> (1) Makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or
> (2) Commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

Dangerous wild animal: A lion; a tiger; an ocelot; a cougar; a leopard; a cheetah; a jaguar; a bobcat; a lynx; a serval; a caracal; a hyena; a bear; a coyote; a jackal; a baboon; a chimpanzee; an orangutan; a gorilla; any hybrid of an animal listed herein; or any animal listed in V.T.C.A., Health and Safety Code, title 10, § 822.101, as amended from time to time.

Dog: A canine of the genus Canis familiaris or any combination of Canis familiaris and other canine species including both genders.

Domestic dog: A member of Canis familiaris which is not a hybrid of Canis familiaris and another canine species.

Domestic animal: Any animal which is not prohibited, and commonly kept as a pet at the owner's residence, including, but not limited to, domestic cats and dogs, domestic ferrets, rabbits, and domestic poultry.

Domestic cat: Any member of Felis catus.

Domestic fowl: Birds of a breed developed or kept for the purpose of meat production, egg laying or purely for ornament or show, including, but not limited to, ducks, geese, chickens, turkeys, partridges, parakeets and pigeons.

Eartipping: The removal of the ¼-inch tip of a community cat's left ear, performed while the cat is under anesthesia in compliance with any applicable federal or state law and under the supervision of a licensed veterinarian, designed to identify the community cat as being sterilized and lawfully vaccinated for rabies.

Euthanasia, euthanize: The humane destruction of an animal accomplished by a method that produces rapid unconsciousness and subsequent death without evidence of pain or distress, or a method that utilizes anesthesia produced by an agent that causes painless loss of consciousness and subsequent death.

Facilities for keping: The pens, stalls, stables, corrals, cages, kennels, feeding trough areas, sheds and facilities of every kind where large livestock, small animals, fowl, or pets are penned, fed or protected from the weather; and shall be interpreted to include grazing areas.

Feral: Having returned to an untamed state from domestication.

Foster: Temporary care of a pet impounded at the City of Laredo Animal Care Facility that must comply with state and local statutes before fostering such as:

(1) Appropriate rabies vaccination;
(2) Spay and neuter;
(3) Registration (microchip).

Fowl: Chickens, turkeys, pheasant, quail, guineas, geese, ducks, and pigeons or other feathered animals regardless of age or sex, except those specifically included in the definition of "pets."

Grooming shop: A commercial establishment where animals are bathed, clipped, plucked, or otherwise groomed.

Impound: To place in the pound, or any other site so designated by the assistant director.

Intact dog or cat: A dog or cat that has not been spayed or neutered.

Keeper:

(1) A person keeping or having in possession any animal or fowl referred to in this chapter. A community cat caregiver is not considered a keeper of the community cat(s) for purposes of this chapter.

(2) A person is subject to this chapter as the keeper of an animal and is presumed to control the animal if the person:
    a. Is the owner or lessee of the pen, pasture, or other place in which the animal is located and has control of that place; or
    b. Exercises care or control over the animal;
    c. Is also defined as an individual, firm, corporation, organization or department holding, caring for, having an interest in, or having control or custody of an animal. If the keeper of an animal is a minor, the parent or guardian of that minor shall be responsible for compliance with animal control related ordinances;
    d. Cares for an animal at the specific request of an owner.

Large livestock: Regardless of age, sex, or breed, horses, consisting of all equine species including mules, donkeys, and ponies; cattle, consisting of all bovine species; sheep, consisting of all ovine species; goats, consisting of all caprine species; and pigs, consisting of all swine species.

Licensed veterinarian or veterinarian: A veterinarian licensed by any state of the United States and, in addition, if practicing within Texas, licensed by the state board of veterinary examiners.

Observation period: That period of time during which the director in his discretion and based upon competent and current scientific information orders and directs that any large livestock, small animal, fowl, or pet, as defined herein, or any other animal or fowl specifically excluded

herein, shall be confined and quarantined for the purpose of determining whether such animal or fowl is afflicted with, is a carrier of, or may become afflicted with or be the carrier of any disease or disorder which is, or may be, harmful to the public or other animals.

Owner: A person, who owns, has legal title or the right, custody or control of any animal, domestic small, large livestock, fowl, pets, or wild animals and/or a person who feeds or harbors animals for more than seventy-two (72) hours. Persons caring for an animal at the specific request of an owner are not included, but are required to keep the animal in compliance with this chapter. A community cat caregiver is not considered an owner of the community cat(s) for purposes of this chapter.

Pets: Dogs, cats, gerbils, canaries, parrots, parakeets and birds or domestic animals other than large livestock, wild animals, small animals or fowl as herein defined.

Performing animal exhibition: Any spectacle, display, act or event, other than circuses and rodeos, in which performing animals are used.

Person: Includes an individual, partnership, firm, corporation, trust, estate, joint stock company, foundation, organization, association of individuals, or any type of legal entity.

Pet store or pet shop: A business establishment, whether licensed or not by the division, where animals, including, but not limited to, dogs, cats, fish, birds, reptiles, or rodents are kept for sale or commercial barter.

Pound: One (1) or more facility(ies) designated or operated by the assistant director for the detention of dogs or other animals or fowl as prescribed by law.

Prohibited animals: shall mean:

(1) Any and all non-human primate;
(2) Any member of the genus Canis including wolf, hybrid wolf, coyote, jackal or fox, and similar species except Canis familiaris;
(3) Any member of the genus Felis or hybris of such Savannahs including leopard, lion, panther, tiger, lynx, bobcat, cheetah, ocelot, margay, jaguarundi, and any similar species except Felis domesticus;
(4) Mustelids; other than the domestic ferret (Mustela putorius furo);
(5) Skunks;
(6) Any poisonous reptile or venomous species except bees;
(7) Pythons and boa constrictors or snakes over six (6) feet in length;
(8) Crocodile, alligator, caiman or related species;
(9) Miniature Vietnamese pot-bellied pig;
(10) Ostrich, Emus, cassowary or any other ratites;
(11) Any and all from the family Ursidae; and
(12) Also included are giraffes, hippopotamus, rhinoceros, hyenas, any and all monotremata and marsupials.
(13) All other mammals that live in a natural state of undomesticated freedom. Examples include, but are not limited to, the opossum, raccoon and armadillo.

Provocation or provoke: Any purposeful act that causes an animal to scratch, bite, or attack in protection of itself, the owner, or the owner's premises. Entrance, in any manner, into an area where an animal is properly under restraint in compliance with this chapter is considered provocation, irrespective of the reason for the entrance.

Pursuit: The act of chasing or attempting to overtake a fleeing animal.

Quarantine: To detain or isolate on account of suspected contagion.

Ratproof: A state of being so constructed as to effectively prevent the entrance of rats.

Registration: A privilege granted, upon compliance with the terms of this chapter, to lawfully own, keep, harbor, or have custody or control of a dog or cat within the city and done annually at the time of rabies vaccination.

Restraint: A situation whereby an animal is secured by a leash or a lead, or is under the effective control of a responsible person and obedient to that person's commands, or is confined within the real property of its owner and in a safe, responsible and protective manner.

Responsible person: A person that cares for, feeds, provides housing or shelter, and to whose commands an animal in question is obedient, and who is capable of controlling the animal if the animal should fail to obey such commands. A community cat caregiver is not considered a responsible person of the community cat(s) for purposes of this chapter.

Rodent: A small mammal of the order Rodentia with teeth specialized for gnawing, such as rat, mouse, or squirrel.

Roam or run at large (stray): To be free of restraint outside the corral, pasture, pen, cage or other facility where such large livestock, small animal or fowl may be lawfully kept hereunder or upon the streets, sidewalks, or public grounds of the city or on the residence, lot or lands of any person other than the owner/keeper of the animal.

Sanitary: Any condition of good order and cleanliness which minimizes the probability of disease transmission.

Secure enclosure: A fenced area of structure that is:

(1) Locked;
(2) Capable of preventing the entry of the general public, including children;
(3) Capable of preventing the escape or release of a dog;
(4) Clearly marked as containing a dangerous dog; and
(5) In conformance with the requirements for enclosures established by the local animal control authority.

Serious bodily injury: An injury characterized by severe bite wounds or severe ripping and tearing of muscle that would cause a reasonable prudent person to seek treatment from a medical

professional and would require hospitalization without regard to whether the person actually sought medical treatment.

Service animals: Animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

Severe injury: Any physical injury that results in death, broken bones or disfiguring lacerations requiring surgery (acute and cosmetic) or needing bodily repair.

Small animals: Dogs, cats, rabbits, hares, guinea pigs, and other similar small animals.

Tether: To restrain an animal by rope, chain, or a similar material attached to a collar or harness so that an animal is fastened to a fixed object or other device so as to limit its range of movement.

Trap-neuter-return: The nonlethal process of humanely trapping, sterilizing, vaccinating for rabies, eartipping, and returning community cats to their original location.

Unprovoked animal attack: an attack by an animal that was not hit, neither kicked or struck by a person with any object or body part nor was any part of the animal's body pulled, pinched or squeezed by the person or animal that was attacked.

Vaccination: A protective immunization against rabies by inoculation with anti-rabies vaccine recognized and approved by the United States Department of Agriculture given in an amount sufficient to provide immunity against the disease.

Vaccination certificate: The certificate issued by a licensed veterinarian and showing on its face that, at time of such presentation, the animal described herein has been vaccinated for rabies during the preceding twelve (12) months.

Wild animals: Any animal which is typically of an untamed, or undomesticated or dangerous or ferocious nature, as well as any animal inclined to do serious bodily harm to humans or other animals or fowl. The term "wild animals" shall also be deemed to include alligators, poisonous snakes and other similar reptiles.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 89-10, § 1, 1-3-89; Ord. No. 90-25, § 1, 2-26-90; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2012-O-097, § 1, 7-16-12; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2018-O-169, § 1, 11-5-18; Ord. No. 2019-O-197, § 1, 11-18-19; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-2. - Reserved.

Editor's note— Ord. No. 2025-O-015, § 1, adopted Feb. 18, 2025, repealed § 6-2, which pertained to animal care services department and derived from Ord. No. 86-24, § 1, adopted Feb.

17, 1986, Ord. No. 93-62, § 1, adopted April 19, 1994 and Ord. No. 2016-O-132, § 2, adopted Sept. 12, 2016.

Sec. 6-3. - Assistant director of animal care services division.

1. An assistant director of the animal care services division and such other personnel and equipment necessary within budget limitations to carry out the provisions of this chapter shall be appointed by director of public health and under the counsel of the city manager.
2. It shall be the responsibility of the assistant director of the animal care services division:
   (1) To perform the duties required of the assistant director by this chapter and to supervise the employees of the animal care services division.
   (2) To supervise the operation of the pound or to consult and provide direct supervision on operations with the operators and staff/management of the pound if such pound is operated under contract with the city.
   (3) To assure appropriate records are kept of each animal impounded.
   (4) To enforce the provisions of this chapter.
   (5) To execute such other duties under the jurisdiction of the city as the city manager may delegate.
   (6) To develop and administer a trap, neuter, and return (TNR) program designed to reduce the number of feral cats which are euthanized, to establish for the management of feral cats, and to provide for the minimization and abatement of nuisances caused by feral cats.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2018-O-169, § 1, 11-5-18; Ord. No. 2025-O-015, § 1, 2-18-2025)

Editor's note— Ord. No. 2025-O-015, § 1, adopted Feb. 18, 2025, changed the title of § 6-3 from "Director of animal care services department" to "Assistant director of animal care services division."

Sec. 6-4. - State law; designation of local authority.

This "Animal Control and Safety Ordinance" is enacted pursuant to the provisions of V.T.C.A., Health and Safety Code, title 10, chapters 821, 822, 823, and 826, as amended from time to time, including impoundment (pound operations authority by the animal control authority), quarantine, isolation and other disease control measures.

The assistant director of the animal care services division is designated as the animal control authority and the local rabies control authority for the city.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-5. - Impounding animals; authority of the assistant director of the animal care services division of the city.

(a) *[Authority to impound.]* The assistant director of the animal care services division or designee, animal care services division personnel, and law enforcement officers shall have authority to impound the following:

(1) Any large livestock, small animal or fowl, other than an eartipped community cat, that roams or runs at large or which is deemed to otherwise be in violation of this chapter.

(2) Any large livestock, small animals or fowl or any other animal which is exhibiting symptoms of rabies or has been exposed to a rabid animal, or has bitten a human being.

(3) Any animal determined by the assistant director, his/or her designee, animal control program personnel, or law enforcement to be abandoned, neglected, dangerous, a nuisance, roaming or running at large, unregistered, unpermitted or any animal deemed by the director to be a public health threat and/or to prevent disease, may be impounded as follows:

a. On public property, in all cases;

b. On private property, if:

i. The consent of the resident or property owner is obtained; or

ii. It is reasonably believed there is immediate and imminent danger or peril to the public if the animal in question is not impounded; or

iii. Authorized by an appropriate court of law.

(4) An impounded, eartipped community cat, unless found to be a public nuisance, shall be released where it was trapped unless veterinary care is required. An eartipped community cat received by the department shall be returned to the location where trapped unless veterinary care is required or a home is found for the cat (unless found to be a public nuisance).

(b) *Owner's liability for impounded animals.*

(1) *[Prosecution for violation.]* The owner of an animal impounded remains subject to prosecution for violation of this chapter regardless of redemption or nonredemption.

(2) [Fees incident to impoundment.] The owner of an impounded animal remains liable for the fees incident to impoundment regardless of redemption of the animal or nonredemption.

(3) [Costs of care of the animal.] The owner of an animal impounded by the division must pay the costs of care of the animal while it is in the custody of the division prior to the release of the animal to the owner. Reasonable expenses for this care include, but are not limited to, the cost of housing, feeding, emergency veterinary medical care, immunizations and routine veterinary medical care for the animal.

(4) [Notice of costs.] In the event an animal is in impoundment for more than fifteen (15) calendar days the animal care services division or designee will mail a notice and statement of costs to the owner of the animal at the address on file with the division. All costs must be paid within a maximum of three (3) business days following the receipt of the notice and statement. If the costs have not been paid within the allotted three (3) business days, this will be considered a voluntary relinquishment of the animal by the owner and the animal shall immediately become the property of the city or its designee and disposed of in accordance with section 6-7 or section 6-8.

(5) Notice of violation. In addition to, or in lieu of, impounding an animal under this section, an animal control officer, designated code enforcement officer or any police officer may issue the owner of the animal a citation for a violation of this chapter.

(c) Authority to provide treatment. The assistant director or designee of the animal care services division shall be the designated caretaker of all animals under the care of the Laredo Animal Care Services Facility at the time of the animal's impoundment. The assistant director or designee shall have the authority to provide any and all treatment to impounded animals that is deemed to be in the best interest of the impounded animal immediately upon impoundment.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2018-O-169, § 1, 11-5-18; Ord. No. 2023-O-066, § 1, 4-3-23; Ord. No. 2025-O-015, § 1, 2-18-2025)

Editor's note— Ord. No. 2025-O-015, § 1, adopted Feb. 18, 2025, changed the title of § 6-5 from "Impounding animals; authority of the director of the animal care services department of the city" to "Impounding animals; authority of the assistant director of the animal care services division of the city."

Sec. 6-6. - Redemption of impounded animals.

(a)All large livestock, small animals or fowl or any other animal impounded under the provisions of this article, other than community cats, shall be held for at least seventy-two (72) hours, three (3) business days, from midnight of the day of pickup or after the observation or quarantine period during which time the owner may redeem such large livestock, small animals or fowl or any other animal upon paying a fee to the pound and provided that:

(1) The owner of the animal provides proof of ownership and registration (if cat or dog); if not registered the owner must have pet registered with a microchip; and
(2) A current certificate of rabies vaccination is presented (if applicable to the animal); or
(3) Proof that the animal is not vaccinated due to health reasons as verified by a veterinarian; or
~~[(4) Before the dog or cat is released, it shall first be vaccinated against rabies at owner's expense;]~~
(4) Before the dog or cat is released, it shall first be vaccinated against rabies and licensed with the City of Laredo at owner's expense;
(5) The dog or cat was spayed or neutered prior to the impoundment; or
(6) The dog or cat is under three (3) months of age; or
(7)A veterinarian certifies that the dog or cat should not be spayed or neutered for health reasons or is permanently nonfertile; or
(8) The animal is a service animal; or
(9) The owner of the animal has, or obtains at the time of redemption, a valid intact animal permit (if applicable to the animal); or
(10) The dog or cat is spayed or neutered at owner's expense; and
(11) The person to whom the dog or cat is to be released agrees and meets all regulations stipulated by the city animal care services department (at owner's expense);
(12) The owner must adhere to public health prevention procedures and flea and tick control; and

(13) The owner pays the costs of care of the animal (which include, but are not limited to, the cost of housing, feeding, emergency veterinary care, immunizations and routine veterinary medical care for the animal) while it was impounded.
(b)Community cats will be exempt from the three (3) day impoundment requirement, and community cat caregivers may reclaim impounded community cats if eartipped or for trap-neuter-return without proof of ownership.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2018-O-169, § 1, 11-5-18)

Sec. 6-7. - Management of small animals or fowl not redeemed.

(a) Impounded small animals or fowl that are not redeemed within three (3) business days after the midnight of day of impoundment (or after observation or quarantine) become the property of the city and may be placed for adoption, euthanized, or otherwise disposed of as recommended by the assistant director.

(1) If adopted, must comply with state and local statutes and ordinance (appropriately vaccinated against rabies, registered with microchip, spay and neutered) and pay adoption fee.
An individual, eighteen (18) years or older, may adopt an animal from the city animal care services division under the following conditions:

a. The animal has been classified as adoptable by the Laredo Animal Care Facility;
b. The prospective adopter has proper facilities and means to care for the animal and attends a pet care education orientation;
c. The prospective adopter will provide pet agreement from landlord (if renting);
d. The prospective adopter will pay necessary fees;
e. The prospective adopter will provide proof that the animal has been vaccinated and sterilized as set out in the agreements (*if applicable).

(2) May be fostered temporarily until permanent home is found. Must comply with state and local statutes and ordinance (appropriately vaccinated against rabies, registered with microchip, spay and neutered) as stated in subsection (a)(1).

(b) The assistant director or his agents or employees shall have authority to euthanize any impounded dog or other small animal or fowl whose retention would be detrimental to the health and welfare of other animal, fowl in the pound, in the city, or for disease control, or to end suffering or public health threat of any animal due to sickness, injury or disease.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2010-O-029, § 1, 3-15-10; 2012-O-097, § 1, 7-16-12; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-8. - Disposal of large livestock not redeemed.

Large livestock which are not redeemed within three (3) business days after midnight of the day of impoundment (or after observation or quarantine period) shall become the property of the city and may be sold in any commercially reasonable manner by the city or designee. The city shall be entitled to recover from the proceeds of the sale all impoundment and keeping fees for the large livestock, plus all reasonable expenses of affecting the sale.

Any large livestock for which no reasonably available market exists or whose retention may be detrimental to the health and welfare of the people or animals may be euthanized.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-9. - Disposition of funds collected by the city.

All funds collected under the provisions of this chapter are to be used for animal impoundment facility, animal control operations and rabies control operations by the assistant director of the animal care services division or his designee.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-10. - Abandoning or dumping animals in city.

It shall be unlawful for any person to abandon, set at large or dump any small animal, fowl or large livestock within the corporate limits of the city. Community cat caregivers who perform trap-neuter-return or return eartipped cats shall not be deemed in violation of this section.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2018-O-169, § 1, 11-5-18)

Sec. 6-11. - Report to the animal care services division of the city of stray animals on premises.

It shall be the duty of every person to report to the animal care services division of the city the presence and description of stolen, strayed or lost small animals, fowl or large livestock which appear at or take up at such person's premises. Such report is to be made within twenty-four (24) hours after discovery of their presence. Failure to so comply herewith shall subject the offender to the penalties provided for in section 1-6 of this Code.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Editor's note— ; Ord. No. 2025-O-015, § 1, adopted Feb. 18, 2025, changed the title of § 6-11 from "Report to the animal care services department of the city of stray animals on premises" to "Report to the animal care services division of the city of stray animals on premises."

Sec. 6-12. - Compliance with chapter required for keeping livestock, small animals or fowl.

It shall be unlawful for any person to keep, own, maintain, use, have in his possession or on premises under his control within the city any large livestock or any small animals or fowl except

in compliance with the provisions of this chapter. See chapter [article] VI for additional compliance and standards.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-13. - Compliance with sanitation standards required for keeping livestock, small animals or fowl.

(a) [Compliance with standards.] Every person keeping any large livestock, small animals or fowl as authorized in this chapter shall comply with the standards of sanitation established therefor by the assistant director.

(b) Animal waste, sanitation standards.

(1) The owner of each animal is required to remove any feces deposited by the owner's animal on public or private property.

(2) Feces deposited by an animal on public property or on the private property of any person other than the animal's owner must be collected and removed at once by the animal's owner. Animal feces deposited on any other property must be collected and removed daily.

(3) Collection and removal of animal feces must be in a container that, when closed, is rat-proof and fly-tight. The container must be kept closed after each collection and, at least once a week, all collected feces must be disposed of in a manner that does not permit fly breeding or other unhealthy conditions.

(4) All animals shall be kept in a sanitary manner. Small animal owners shall collect and dispose of animal waste by placing it in a disposable container, sealing the container, and disposing of it as household garbage. All manure and other animal wastes from livestock shall be removed from pens, corrals or standings at least once each day. This material shall be deposited in a manure storage bin of concrete or metal construction and shall be rat-proof with a fly-tight lid. Such manure and other animal wastes shall be removed from this bin at least once each week to a disposal site approved by the assistant director.

(5) No animal owner shall allow the accumulation of animal waste on any premises in a quantity sufficient to create an odor offensive to a person of normal sensibilities standing on any adjacent property not owned or controlled by the subject animal's owner, or which creates a condition conducive to the breeding of flies or other pests. It shall be unlawful to permit or allow fly breeding on premises on which livestock are kept, and permitting or allowing such shall authorize the denial, suspension or revocation of a permit by the director. Livestock owners shall have and maintain a fly control program.

(6) The accumulation of animal waste on any premises so as to create a stench or harborage for flies or other pests is hereby declared to be a public nuisance. Upon delivery of a written "notice to clean" by the assistant director of animal care services division, animal control or housing and neighborhood services or other designated representatives, an animal owner or any adult occupant of the premises identified in said notice shall abate the therein described public nuisance on the premises within twenty-four (24) hours. Delivery shall be accomplished either by hand to the animal owner or keeper or any adult occupant of the residence, or by posting in a conspicuous place on the main entrance fence gate of the premises or main entrance door of the structure on the premises, or by certified mail, return receipt requested.

(7) An animal owner or keeper shall not walk an animal without a leash restraint, and shall not guide or take animals onto the yards or driveways of property not owned, leased or occupied by the animal owner for the purpose of allowing the animal to defecate, but shall keep the animal in the public right-of-way, and shall carry a container and implement for the sanitary removal of the animal's fecal matter from the public sidewalk and public right-of-way adjacent to any property with a structure or other improvements thereon.

(8) The assistant director of animal care services division is authorized to enforce the provisions of this section, and may summarily abate and remove any immediate public health and safety hazard due to the presence of animals by declaring the conditions to be an immediate public health hazard and/or public health nuisance, and shall execute an administrative order that the premises be cleaned to city health code standards by the city or its contractor within twenty-four (24) hours. Furthermore, each individual is authorized to petition a justice or municipal court for a court order for the seizure of a particularly described animal or all animals kept on the subject premises, to be impounded or cared for as a cruelly treated animal pending a full investigation and hearing before the court in accordance with V.T.C.A., Health and Safety Code § 821.022, as amended.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-14. - Harmony with other ordinances.

The provisions of this chapter shall be harmonized with the provisions of other ordinances of the city whenever possible. However, in cases of irreconcilable conflict between this chapter and other ordinances of the city, this chapter shall be deemed and construed as to [~~supercede~~] *supersede* and prevail over any conflicting provisions of other ordinances of the city.

(Ord. No. 86-24, § 1, 2-17-86)

Sec. 6-15. - Subordinate to development of the city.

No keeping of any small animals, fowl, large livestock or wild animals hereunder by any person, whether by special permit or otherwise, shall be deemed to create any property right in any person, nor to create any right which would be paramount to the general expansion or development of the city; but rather, such keeping shall at all times be subordinate to the expansion or development of the city and shall be conducted at all times with regard to the provisions herein concerning the spacing of residences and business establishments from the grounds whereon such animals or fowl are kept.

(Ord. No. 86-24, § 1, 2-17-86)

Sec. 6-16. - Inspection of premises.

Premises whereon large livestock, small animals, fowl or pets are kept or maintained shall be subject to inspection by the director or any of his employees or designees at any reasonable hour of the day.

(Ord. No. 86-24, § 1, 2-17-86)

Sec. 6-17. - Abatement of condition on premises not complying with chapter.

Whenever any premises where any large livestock, small animals, fowl or pets are kept in an unsanitary condition or the facilities are not in keeping with the provisions of this chapter or any other regulations herein or if any health ordinance or law be not observed, the assistant director may, by written notice to the person responsible for the condition of the premises or the keeping of the large livestock, small animals, fowl or pet, order the abatement of the conditions which are not in accordance with this chapter or conditions which constitute a nuisance. Failure to comply with such order shall, in addition to any criminal proceedings, be grounds for and entitle the city to obtain relief by injunction.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-18. - Cruelty and/or neglect to animals.

(a) [State law violation.] Animal cruelty is a state law violation punishable by fine and/or jail time in accordance with the Texas Penal Code.
(b) [Restrictions in public places.] It shall be unlawful for any person to wound or kill any cattle, horses, sheep, swine or goats of any description, whether wild or domestic, in any public place within the city.
(c) [Humane care and treatment.] It shall be unlawful for an owner of an animal to neglect an animal and fail to provide that animal with humane care and treatment including, but not limited to, access to an adequate supply of fresh air, species specific food, fresh water, exercise, adequate shelter and with appropriate veterinary care, promote a healthy animal and when needed to prevent suffering.
(d) [Animal abuse.] It shall be unlawful for a person to intentionally, knowingly or recklessly beat, cruelly treat, overload or otherwise abuse any animal, including the person's own animal or any unowned animal anywhere in the city.
(e) [Surgical alteration of animals.] It shall be unlawful for the owner of an animal, or a person charged with custody or care of an animal, to surgically alter an animal, including, but not limited to, ear cropping, tail docking, and dewclaw removal, except when done by a licensed veterinarian.
(f) [Care of large livestock, small animal, fowl.] It shall be unlawful for any person to keep any large livestock, small animal or fowl without providing reasonably adequate food, water, or shelter thereto, so as to unreasonably endanger the health and safety of the large livestock, small animal or fowl, or of any person. Any officer of the animal care services division of the city, having reasonable grounds to believe that any large livestock, small animal or fowl is being kept in violation of this section may enter upon the premises and take possession of and impound the large livestock, small animal or fowl, subject to the provisions of sections 6-6, 6-7 and 6-8.
(g) [Accident reports.] Any person who, as the operator of a motor vehicle, strikes a domestic animal, livestock, or any wild animal over five (5) pounds in weight, shall at once report the accident to the city customer services/311 department.

(h) [Authority to seize, impound.] If a peace officer or an officer who has responsibility for animal control in a county or municipality has reason to believe that an animal has been or is being cruelly treated, the officer may apply to a justice court or magistrate in the county or to a municipal court in the municipality in which the animal is located for a warrant to seize the animal. On a showing of probable cause to believe that the animal has been or is being cruelly treated, the court or magistrate shall issue the warrant and set a time within ten (10) calendar days of the date of issuance for a hearing in the appropriate justice court or municipal court to determine whether the animal has been cruelly treated. The officer executing the warrant shall cause the animal to be impounded and shall give written notice to the owner of the animal of the time and place of the hearing.

(i) Tethering (fastening animals with rope or chain; choker collar).

(1) No animal shall be hitched, tied or fastened by any rope, chain or cord that is directly attached to the animal's neck. Animals that must be tied, hitched or fastened to restrain them must wear a properly fitted collar or harness made of leather or nylon, not of the choker type. This does not prohibit the proper use of choker collars in the training of animals. The tying device shall be attached to the animal's collar or harness and shall be at least ten (10) feet in length and must have a swivel device on the anchor and collar end to prevent tangling.

(2) An animal that is tethered must have access to adequate shelter, food and water at all times.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2012-O-097, § 1, 7-16-12; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Editor's note— Ord. No. 2012-O-097, § 1, adopted July 16, 2012, changed the title of § 6-18 from "Cruelty to animals" to "Cruelty and/or neglect to animals."

Sec. 6-19. - Protection of animals and pets.

(a) Exposing animals to poisonous substances.

(1) No person shall expose any known poisonous substance, whether mixed with food or not, so that the same may be attractive to any warm-blooded animal or human; except that it shall not be unlawful for a person to expose, on his own property or with permission of the property owner, commercially available rat poison or other pesticides appropriately placed in accordance with the labeling directions.

(2) It shall be sufficient to constitute a violation under this section that the poisonous substance was attractively exposed by such person in such a manner that the same may have been eaten, or was in fact eaten, by any warm-blooded animal or human; no intent or further culpable mental state shall be required to prove a prima facie violation.

(b) Traps with holding mechanisms prohibited.

(1) No person shall set up or allow to be set up on his property steel jaw traps, spring traps with teeth or perforated edges on the holding mechanism, snares, or any type of trap with a holding mechanism designed in such a fashion as to reasonably ensure the cutting, slicing, tearing or otherwise traumatizing of the entrapped prey, for the purpose of ensnaring domestic or wild animals within the city limits, unless the use of such traps is

specifically deemed necessary by the director of health in or for the control of communicable disease. This section is not to be construed to include those traps designed to kill common rodents, i.e., rats, mice, gophers and groundhogs; except that the owner is responsible for taking care that any of the above said "rodent" traps are not placed or used on or about his property in such a manner as to reasonably ensure the trapping of any other domesticated or wild animal, or of a human.

(2) It shall be a "prima facie" (existing) violation of this section that the traps proscribed in this section were, in fact, set up by the person in question, or were allowed to be set up by the person in question; no intent or further culpable mental state shall be required to prove such a prima facie violation.

(c) Animal traps without holding mechanism. A person may set up on his own property humane traps used to capture dogs, cats, and other small animals alive which must be sheltered and shall be checked at least once every eight (8) hours by the individual setting the trap. Humane care shall be provided for any trapped animals including the provision of food, water, and protection from extremes of the environment including heat, cold, and precipitation. All trapped dogs, cats and other animals shall be turned over to the division for final disposition. Community cat caregivers are not required to turn over to the division community cats trapped for the purposes of a trap-neuter-return program.

(d) Safety of animals in motor vehicles.

(1) No person shall transport or place/carry on any public roadway any animal in a motor vehicle unless the animal is safety enclosed within the vehicle; and if traveling in an unenclosed vehicle (including, but not limited to convertibles, pick-up trucks, jeeps, and flatbed trucks), the animal shall be confined by a vented container or cage, or by chain, rope or other device cross-tied to prevent the animal from falling or jumping from the motor vehicle or from strangling on a single leash.

(2) No person shall leave any animal in any standing or parked vehicle in such a way as to endanger the animal's health or safety. Any animal control officer or the assistant director's designee, or police officer is authorized to use reasonable force, including the breaking of a side window, to remove an animal from a vehicle whenever it appears the animal's health or safety is endangered, and said neglected or endangered animal shall be impounded.

(e) Prohibiting sale of or giving away as prizes or inducements.

(1) It shall be unlawful for any person to sell or offer for sale, barter, lease, rent or give away on the condition that some other item is purchased, bartered, leased, or rented, any baby chicks, ducklings, other fowl less than three (3) weeks old, or rabbits less than eight (8) weeks old (unless otherwise approved by a veterinarian in writing but in no event shall the animal be less than six (6) weeks old for dogs and cats); except that this chapter shall not be construed as to prohibit the sale or display of such baby chicks, ducklings, or other fowl in proper breeder facilities or hatcheries or to prohibit the sale or display of such baby chicks, ducklings, or other fowl in stores engaged in the business of selling the same to be raised for commercial purposes.

(2) It shall be unlawful to color, dye, stain, or otherwise change the natural color of any baby chicks, ducklings, or other fowl or rabbits or to possess for the purpose of sale any baby chicks, ducklings, or other fowl or rabbits which have been so colored.

(3) It shall be unlawful for any person to give away, or offer to give away, any live animal as a prize for, or as an inducement to enter, any contest, game or other competition, or as an inducement to enter a place of amusement; or offer such animal as an incentive to enter into any business agreement whereby the offer was for the purpose of attracting trade.

(4) It shall be unlawful for any person to display for a commercial purpose any animal on any roadside, public right-of-way, commercial parking lot, flea market or festival unless properly permitted.

(5) It shall be unlawful for any person to sell, trade, barter, lease, rent, or give away, any animal on any roadside, public right-of-way, commercial parking lot, flea market or festival.

(6) This subsection shall not apply to any tax-exempt non-profit organization founded for the purpose of providing humane sanctuary or shelter for abandoned or unwanted animals or any recognized rescue organization which is currently registered with the department.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2018-O-169, § 1, 11-5-18; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-20. - Reserved.

ARTICLE II. - RABIES CONTROL

Sec. 6-21. - Immunization required for dogs and cats.

All dogs and cats within the city must be vaccinated against rabies with the approved three-year rabies vaccine at the age of three (3) months and thereafter on an annual basis. This schedule may be modified by the director in the event that circumstances require vaccination on a more frequent basis. Notice of any such modification shall be given by proclamation in a newspaper of general circulation of the city, one (1) time.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2006-O-238, § 1, 9-18-06; Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-22. - Vaccination certificate required; display upon request.

~~(a) [Every person keeping any dog or cat immunized against rabies, as provided in section 6-21, shall procure a written vaccination certificate from the veterinarian administering the vaccine, giving accurate description of the dog or cat, date of immunization, the name and address of the owner of the dog or cat, and the vaccination metal tag number, such vaccination metal tag to be affixed to the collar of such dog or cat.]~~

(a) *Registration: Every owner of a dog or cat three (3) months of more of age shall cause such dog or cat to be registered with, and shall pay a registration fee to, City of Laredo Animal Services. Upon payment of the required registration fee and compliance with the rabies inoculation requirement set forth in subsection B of this section, a registration tag shall be issued and will be valid for one year. Every dog or cat shall be registered annually, unless a licensed veterinarian has issued a certificate indicating that a three (3) year rabies vaccine has been administrated to the dog or cat, in which case, registration shall be once every*

three (3) years. This requirement of registration may be satisfied through thee inoculation and tag purchase described in subsection B of this section.

~~(b) [Any authorized agent of the assistant director may request to see such vaccination certificate at any time; and the failure of such owner, keeper or person in possession of such dog or cat to exhibit such vaccination certificate upon request shall constitute an offense under this article.]~~

(b) Inoculation: Every owner of a dog or cat three (3) months or more of age shall cause such dog or cat to be inoculated against rabies by a U.S. licensed veterinarian. Every dog or cat shall have a second rabies vaccination within one year of the first vaccination and every year thereafter. However, if the vaccine used is one recognized by the State of Texas for a three (3) year period of immunity, and the dog or cat is over twelve (12) months of age a the time of inoculation, the interval between inoculations may be extended to three (3) years. Evidence of such rabies inoculation shall be entered on a certificate, the form of which shall be approved by Laredo Animal Services and which shall contain the microchip number, description of the animal, the name and address of the owner, serial tag number and which shall be signed by the licensed veterinarian administering the vaccine. Veterinarians who inoculate a dog or cat must procure from Laredo Animal Services serially numbered tags, one to be issued with each inoculation certificate. Only one dog or cat shall be included on each certificate. The veterinarian immunizing and microchipping an animal in the City of Laredo must provide the City of Laredo with a certificate of immunization and microchip number, and a tag must be issued, at a fee established by the City of Laredo Council for each dog or cat inoculated against rabies. Such tags shall also serve as the registration tag for purposes of this chapter. Tags shall be worn on the collar or harness of the animal for which the tag and rabies inoculation certificate was issued, except when the animal is confined. All fess collected must be sent to Laredo Animal Services within sixty (60) days of acquirement.

If a tag is not issued at the time a dog or cat is inoculated against rabies (for example, if the owner refuses to obtain the tag from the veterinarian or if the veterinarian is located outside the City of Laredo), the owner must register the dog or cat with Animal Services within thirty (30) days of inoculation. In which case, the owner must present an inoculation certificate issued by the I.S. licensed veterinarian that administered such inoculation. Laredo Animal Services will then furnish the owner with a tag, upon payment of the registration fee.

~~(c) [Community cat caregivers are exempt from the requirements of this section.]~~

(c) Registration Fee: The fee for a registration tag shall be assessed at a rate set forth by City of Laredo Animal Services and approved by the City Council and shall include a minimum ten dollars ($10.00) differential in the fee for dogs or cats that have not been spayed or neutered.

(d) Sale and Distribution of Vaccine: Rabies vaccines for use on animals shall be sold or distributed only by licensed veterinarians. Such rabies vaccine shall be licensed by the United States department of agriculture and approved by the State of Texas.

(e) Exemptions: If a licensed veterinarian determines in writing that a rabies inoculation would compromise an animal's health, then the animal shall be exempt from the rabies shot requirement, but the owner must register the dog or cat as medically exempt within thirty (30) days after such determination.

(f) Change of ownership: If the ownership of a pet changes, the following apply:

i. Pets shall be registered anew within thirty (30) days of a change in ownership.

ii. No additional fee shall be charged to a new owner for the registration of a dog or a cat, which has been previously registered with the City of Laredo during the course of the same calendar year.

iii. Change of ownership may be proven by a bill of sale, evidence of the previous registration and/or letter from the previous owner relinquishing ownership of the pet.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2018-O-169, § 1, 11-5-18; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-23. - Procedure when a person is bitten.

(a) [*Bite reports.*] Whenever an animal of any species, breed or class bites a person, the owner or keeper of such animal, or any person having knowledge of such biting, shall immediately report the incident to the animal care services division. The report must include the name and address of any victim and of the owner of the animal, if known, and any other information relating to the incident or animal. The animal care services assistant director shall follow up with a written report. Such animal shall thereby come immediately under the supervision of the assistant director, who shall immediately cause an investigation to be made by a person designated.

(b) If the assistant director or designee deems it necessary, the animal shall be held for an observation period and shall not be released from such observation period without the approval of the assistant director. Such observation may be had in the pound, at a veterinary hospital, or in the discretion of the assistant director, at the premises of the keeper of the animal or at any other suitable site.

(c) [*Rabies observation.*] If the owner/keeper does not surrender the animal, the assistant director or any appointed animal control officer shall seize and impound any animal for rabies observation upon the sworn affidavit of any person with knowledge that the animal has bitten a person or another animal. An administrative search warrant shall be obtained from any municipal court judge or other magistrate to enter onto private property to search for the biting animal if permission to enter is not given.

(d) [*Confining animal.*] The owner of any animal that has bitten any person may be allowed to assume personal responsibility for confining the animal for the observation period of ten (10) days, only under the following circumstances:

(1) Secure facilities must be available at the home of the animal's owner, and must be approved by the assistant director or designee;

(2) The animal was currently vaccinated against rabies by a veterinarian when the exposure incident occurred;

(3) The animal was not in violation of any laws or ordinances at the time of the bite; and

(4) The assistant director or designee, or a veterinarian must observe the animal at least on the first and last days of the quarantine period. If the animal becomes ill during the observation period, the assistant director must be notified by the person having possession of the animal. At the end of the observation period, the release from quarantine must be accomplished in writing by the veterinarian who will attest to the health of the animal.

(e) [*Euthanasia, rabies testing.*] The assistant director may require an animal which has inflicted multiple bite wounds, punctures, or lacerations to the face, head, or neck of a person to be euthanized and the brain tested for rabies.
(f) [*Payment of testing costs.*] The owner of an animal quarantined under this chapter shall pay to the animal control division the reasonable costs of the charges for preparation, processing, and shipment of the animal's head or brain, if required, to the nearest Texas Department of State Health Services laboratory for testing.
(g) [*Testing of nonquarantined animals.*] The owner of a nonquarantined animal or a veterinarian, if required by law or upon the owner's or a veterinarian's request, may seek the services of the animal control division to prepare, process, and ship the head or brain of an animal to the nearest Texas Department of State Health Services laboratory for testing.
(h) [*Quarantine.*] If an animal is believed to have rabies, such animal shall be quarantined for observation by a veterinarian for the appropriate period as required by state law.
(i) [*Exposure, potential exposure to rabid animal.*] An animal exposed or potentially exposed to a known or suspected rabid animal shall be either euthanized or vaccinated and confined in accordance to state law.
(j) [*Testing of wild animals.*] All wild animals involved in exposure incidents including biting, scratching or any other direct exposure by physical contact will be humanely euthanized in such a manner that the brain is not mutilated. The brain shall be submitted to a Texas Department of State Health Services certified laboratory for rabies diagnosis.
(k) [*Unlawful activities.*] It shall be unlawful for any person to:

(1) Refuse, neglect or fail to report any such biting incident of which he has knowledge; or

(2) Refuse, neglect or fail to allow, or attempt to prevent, any such animal from coming immediately under the supervision of the assistant director or any employee or designee of the assistant director; or

(3) Refuse, neglect or fail to allow, or to prevent or attempt to prevent or to interfere with the impoundment and observation of such animal, as herein provided; or

(4) To remove or attempt to remove the animal from the place of impoundment or from the supervision of the assistant director.

(l) *Confinement at owner's expense.* Any animal surrendered to animal control's approved facility for the purpose of observation as provided in this chapter shall be kept at the facility and shall be fed and cared for at the expense of the owner. Such fees are to be paid to the city before the animal can be reclaimed from the animal control's approved facility at the end of the authorized quarantine and observation period.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-24. - Observation required for animals exhibiting symptoms of rabies.

(a) Whenever an animal of any size, breed or class is exhibiting any symptoms of rabies, such animal shall be held under observation in the city pound or a veterinary hospital operated by a licensed veterinarian or in the discretion of the assistant director on the keeper's premises or at any other suitable site. No such animal shall be released from observation until a veterinarian or the assistant director or his representative certifies that such animal is not infected with rabies.

(b) Dogs or other animals which are not removed by the owner within twenty-four (24) hours after the expiration of the observation period shall be disposed of under the provisions of section 6-5 and section 6-7 or section 6-8 of this chapter.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-25. - Duty of veterinarians attending infected animals.

It shall be the duty of all veterinarians to report in writing all clinical or suspected cases of rabies under their care, to the assistant director within twenty-four (24) hours after the animal is admitted to a veterinary hospital or seen by the veterinarian:

(1) Giving the location of the veterinary hospital;
(2) Name and address of owner of the infected animal;
(3) Location of the infected animal;
(4) Names and addresses of persons bitten; and
(5) A negative statement if no persons were bitten.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-26. - Disposition of animals which have died of rabies.

The heads of animals which are suspected of having died of rabies shall be turned over to the director of the animal care services division or a veterinarian for dispatch to an authorized laboratory for diagnosis and the owner shall pay a tissue fee.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-27. - Duty of person knowing of animals exhibiting symptoms of rabies.

Whenever a dog or other animal is infected with rabies or suspected of being infected with rabies or has been bitten by an animal known or suspected of being infected with rabies, the keeper of the animal or any person having knowledge thereof shall immediately notify the city police or the animal care services division where the animal may be found.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-28. - Duty of owner of animal bitten.

The assistant director of the animal care services division or his designee shall serve notice in writing upon a keeper of a dog or other animal known to have been bitten by an animal known to be infected with rabies, requiring such keeper to have such dog or other animal to be put to death under the supervision of the assistant director of the animal care services division or to have such dog or other animal quarantined by the animal care services division within twenty-four (24) hours for a period of not less than three (3) months if the animal had been vaccinated not less

than one (1) month or more than one (1) year prior to such bite or quarantined for six (6) months if such animal had not been vaccinated as above specified. If any such animal is impounded, then the provisions of section 6-6 and section 6-7 shall apply.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-29. - Unlawful to interfere.

It shall be unlawful for any person to interfere or attempt to interfere with the supervisor of the animal care services division or his employees in the execution of their duties under this chapter.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-30. - Health emergencies.

Upon a finding by the assistant director of the city animal care services division that a health emergency exists due to the imminent threat of rabies or other animal or zoonotic communicable disease, he shall have the authority to order that all unrestrained animals be impounded and euthanized immediately; except that, no emergency order shall continue for a period longer than seven (7) days without the consent of the city council.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Editor's note— Ord. No. 2010-O-029, § 1, adopted March 15, 2010, deleted § 6-30, which pertained to regulation of dangerous dogs and derived from Ord. No. 93-62, § 1, adopted April 19, 1994, and replaced it with the provisions set out herein.

Sec. 6-31. - Reserved.

Editor's note— Ord. No. 2010-O-029, § 1, adopted March 15, 2010, deleted § 6-32, which pertained to registration of dangerous dogs and derived from Ord. No. 93-62, § 1, adopted April 19, 1994.

Sec. 6-32. - Reserved.

Editor's note— Ord. No. 2010-O-029, § 1, adopted march 15, 2010, deleted § 6-32, which pertained to attack by dangerous dog and derived from Ord. No. 93-62, § 1, adopted April 19, 1994.

Sec. 6-33. - Reserved.

Editor's note— Ord. No. 2010-O-029, § 1, adopted March 15, 2010, deleted § 6-33, which pertained to violations and derived from Ord. No. 93-62, § 1, adopted April 19, 1994.

Sec. 6-34. - Reserved.

Editor's note— Ord. No. 2010-O-029, § 1, adopted March 15, 2010, deleted § 6-34, which pertained to defense and derived from Ord. No. 93-62, § 1, adopted April 19, 1994.

Secs. 6-35—6-40 - Reserved.

ARTICLE III. - SMALL ANIMALS AND FOWL

Sec. 6-41. - Keeping restricted.

It shall be unlawful for any person to keep, harbor, house or maintain within the city limits any prohibited animal, small animal or fowl, except under the conditions hereinafter set forth in this article. It is also unlawful, a nuisance and public health threat to feed and harbor wild or feral animals, except community cats, in residential areas.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2018-O-169, § 1, 11-5-18; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-42. - Keeping practices.

(a) The practices to be observed in the keeping of small animals and fowl are as follows:
   (1) Every keeper of any small animal or fowl shall confine the same in an enclosure to prevent their running at large.
   (2) Every keeper shall provide a shelter or area of a size sufficient to be conducive to good sanitation, and he shall provide adequate and sanitary drainage for the shelter or area.
   (3) Every keeper of any small animals or fowl shall cause the litter and droppings therefrom to be collected daily in a container or receptacle of such a type that when closed it is ratproof and flytight and after each collection shall cause such container or receptacle to be kept closed. At least daily, each keeper shall cause the litter and droppings so collected to be disposed of in such a way as not to permit fly breeding or any other unsanitary condition.
   (4) Every keeper of any small animals or fowl shall cause all feed provided therefor to be stored and kept in a ratproof and flytight receptacle.
   (5) It is unlawful for a person to keep five or more small animals or fowl, in any combination thereof, or any number of male chickens, within one hundred (100) feet of any residence, structure or building used for human habitation or any other lawful activity, other than the person's habitation or business premises.
   (6) It is unlawful for a person to keep any small animals or fowl, in any combination thereof, within fifty (50) feet of any residence, structure or building used for human habitation or any other lawful activity, other than the person's habitation or business premises.
   (7) Upon inspection of the premises by the assistant director or any of his employees or designees, a person may be exempted from the number and/or setback requirements of this section, provided the director first finds the following:
      a.The animal(s), as kept, will not unreasonably endanger the life, health or property of any person; and
      b.The animal(s), as kept, will not become a nuisance.

(b) *Additional keeping practices for dogs kept outdoors.* An owner of a dog commits an offense if the fenced yard, or other outdoor pen or structure, used as the primary living area for the dog or used as an area for the dog to regularly eat, sleep, drink, and eliminate is not:

(1) At least one hundred fifty (150) square feet of open area for each dog six (6) months of age or older that is less than twenty-five (25) pounds and two hundred fifty (250) square feet for each dog six (6) months of age or older that is twenty-five (25) pounds and over;

(2) Designed, constructed, and composed of material sufficient to prevent the dog's escape; and

(3) Designed in a manner that provides the dog access to the inside of a doghouse, building or shelter.

(c) *Proper restraint.*

(1) An owner of an animal commits an offense if the owner fails to restrain the animal at all times in a fenced yard, in an enclosed pen or structure, or by tether or leash.

(2) No animal may be restrained by a tether or leash unless the animal is in the immediate possession of and accompanied by the animal's owner or keeper.

(3) It is a defense to prosecution under this section if the animal was:

i. Is in training or working with a law enforcement agency; or

ii. Is a cadaver or rescue dog; or

iii. Is a service animal.

(d) [*Defense.*] It is a defense to prosecution under subsection (b) that the animal was a dog that was tethered:

(1) In a manner complying with subsection (e); and

(2) For a reasonable period of time, not to exceed six (6) hours in a twenty-four-hour period, and no longer than necessary for the owner to complete a temporary task that required the dog to be restrained.

(e) Tethered dogs. An owner of a dog commits an offense if the owner tethers the dog or allows the dog to be tethered in any manner or by any method that:

(1) Allows the dog to leave the premises owned, leased or occupied by the dog's owner;

(2) Allows the dog to become entangled;

(3) Does not allow the dog access to food, water, and appropriate shelter if outside; or

(4) Does not meet the requirements for tethering a dog under subsection (b); or

(5) Leaves, unattended, any dog in the unfenced front yard of any residence.

(f) [*Requirements for tethering.*] The following requirements apply to a dog tethered within the city:

(1) The dog must be properly fitted with and wearing a harness or collar made of leather or nylon.

(2) No person shall chain their dog using a collar exceeding one and one-half (1½) inches wide for any dog weighing less than sixty (60) pounds. Dogs weighing sixty (60) pounds or more shall not be tethered using a collar exceeding two (2) inches in width.

(3) The tether must be attached to the dog's harness or collar and not directly to the dog's neck.

(4) The tether must be at least fifteen (15) feet long.

(5) A person shall not chain or tether a dog with a chain or tether that weighs more than one-eighth (⅛) of the dog's body weight.

(g) *Unlawful restraint of dog.*

(1) An owner may not leave a dog outside and unattended by use of a restraint that unreasonably limits the dog's movement;
(2) Between the hours of 10:00 p.m. and 6:00 a.m.;
(3) Within five hundred (500) feet of the premises of a school; or
(4) In the case of extreme weather conditions, including conditions in which;
(5) The actual or effective outdoor temperature is below fifty (50) degrees Fahrenheit;
(6) A heat advisory has been issued by a local or state authority or jurisdiction; or
(7) A hurricane, tropical storm, or tornado warning has been issued for the jurisdiction by the National Weather Service.

(h) [*Limiting dog's movement.*] In this section, a restraint unreasonably limits a dog's movement if the restraint:

(1) Uses a collar that is pinch-type, prong-type, or choke-type or that is not properly fitted to the dog;
(2) Is a length shorter than the greater of;
(3) Five (5) times the length of the dog, as measured from the tip of the dog's nose to the base of the dog's tail; or
(4) Fifteen (15) feet;
(5) Is in an unsafe condition; or
(6) Causes injury to the dog.

(i) *Exceptions.* Unlawful restraint of dog does not apply to:

(1) A dog restrained to a running line, pulley, or trolley system and that is not restrained to the running line, pulley, or trolley system by means of a pinch-type, prong-type, choke-type, or improperly fitted collar;
(2) A dog restrained in compliance with the requirements of a camping or recreational area as defined by a federal, state, or local authority or jurisdiction;
(3) A dog restrained for a reasonable period, not to exceed three (3) hours in a twenty-four-hour period, and no longer than is necessary for the owner to complete a temporary task that requires the dog to be restrained;
(4) A dog restrained while the owner is engaged in, or actively training for, an activity that is conducted pursuant to a valid license issued by this state if the activity for which the license is issued is associated with the use or presence of a dog;
(5) A dog restrained while the owner is engaged in conduct directly related to the business of shepherding or herding cattle or livestock; or
(6) A dog restrained while the owner is engaged in conduct directly related to the business of cultivating agricultural products, if the restraint is reasonably necessary for the safety of the dog.

(j) [*Walking with hand-held leash.*] Nothing in this section shall be construed to prohibit a person from walking a dog with a hand-held leash.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2017-O-072, § 1, 7-3-17; Ord. No. 2018-O-169, § 1, 11-5-18; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-43. - Dogs running at large prohibited; exceptions.

(a) It shall be unlawful for any person owning, keeping or having in his possession or control any dog to run at large upon the streets, sidewalks or public grounds of the city, or to allow any dog to run at large upon or about the residence, lot or lands of any person other than the

owner of such dog. Any dog on the streets, sidewalks or public grounds of the city, or on the residence, lot or lands of any person other than the owner of the dog, shall be considered to be at large in violation of this section; except that a dog under the control of a person by means of a chain, rope, cord, or leash not more than ten (10) feet in length and of sufficient strength to control the action of the dog shall not be deemed to be running at large, provided such person is physically able to, and does, restrain such dog.

(b) The following are defenses to prosecution under subsection 6-43(a):

(1) It is an affirmative defense to prosecution that, at the time of the conduct charged, the dog is participating in an organized dog show or event sponsored by a nationally recognized or state-recognized kennel club.

(2) It is an affirmative defense to prosecution that the person, at the time of the conduct charged, is an obedience trainer approved by the city, and is actively engaged in the training of a dog actually enrolled in a dog training school. Any dog duly and properly trained for this purpose must be registered with the city animal care services division.

(3) It is an affirmative defense to prosecution that the person is in need of as service animal due to a disability such as blindness, being deaf or has another disability and at the time of the conduct charged, uses the dog to provide assistance, the dog is trained to provide assistance to a person with a disability, and the person is using the dog to provide assistance in connection with the person's disability. Any dog duly and properly trained for this purpose must be registered with the city animal care services division without paying a fee.

(4) It is an affirmative defense to prosecution that the person is a veterinarian, a veterinary clinic employee, a peace officer, a person employed by a recognized animal shelter, or a person employed by this City of Laredo or County of Webb to deal with stray animals and has temporary ownership, custody, or control of the dog in connection with that position.

(5) It is a defense to prosecution that the person is an employee of the Laredo Police Department, or another law enforcement agency, and trains or uses dogs for law enforcement or corrections purposes, and is training or using the dog in connection with the person's official capacity.

(6) It is a defense to prosecution that, at the time of the conduct charged, the person's dog was on a leash, and either the person was in immediate control of the dog, or if the person was not in control of the dog, the person was making immediate and reasonable attempts to regain control of the dog.

(c) The owner/trainer must comply at all times with rabies vaccination and pet registration requirements. The owner/trainer must, at all times, have in his/her possession a dog leash at least five (5) feet and not more than ten (10) feet in length and of sufficient strength to control the dog. If in a public place (i.e., park), training must be confined to designated areas for pets and comply with local public rules (i.e., picking up droppings, staying in designated areas, maintaining pet on a leash accompanied by owner and/or trainer at all times).

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2014-O-117, § 1, 9-15-14; Ord. No. 2016-O-132, § 2, 9-12-16; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-44. - Newly annexed areas.

If any person is keeping any small animals or fowl in an area outside the city limits, on the date the area whereon the small animals or fowl are being kept shall be annexed to the city if other than agriculturally zoned, that person shall be allowed to those particular small animals or fowl upon the location wherein they were being kept, as of the date of such annexation, for a period of not more than two (2) years from the date of such annexation, without regard to any other provisions of this chapter. Thereafter, the provisions of this chapter shall apply in full.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94)

Sec. 6-45. - Pursuit of animals.

For purposes of discharging the duties imposed by the provisions of this chapter or other applicable laws and to enforce the same, an animal control officer or police officer may enter upon private property to the fullest extent permitted by law, except dwellings located on the property, when in pursuit of any animal which the officer has reason to believe is subject to impoundment under the provisions of this chapter or other applicable laws.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-46. - Pet shop/pet store requirements.

(a) No person shall operate a pet shop within the city without first obtaining a pet shop permit from the director.

(1) *Application.*

a. All pet stores, excluding veterinarians and veterinary hospitals, are required to obtain and submit an application for an appropriate animal permit from the animal control division.

b. Upon initial application for a permit, the animal care services department director must review and certify that the pet store has been inspected and is in compliance with all construction, zoning, or other ordinances of the city governing the conduct of the business of the commercial animal establishment after consulting with the building official and zoning and code enforcement administrator. An appropriate certificate of occupancy issued by the building official may be considered as evidence that the commercial animal establishment complies with the city's construction and zoning ordinances.

(2) [*Renewal.*] A pet shop permit is renewable annually upon:

a. Inspection of the pet store by the animal care services department director or their designee;

b. Review and certification by the animal care services department director, or their designee, that pet store is in compliance with all applicable state and local laws, ordinances, rules, and regulations governing the conduct of the business of the commercial animal establishment; and

c. Payment of the required fees.

(3) [*Change in location or ownership.*] Upon a change in the location or ownership of a pet store/pet shop, a new application for a permit is required.

(b) In order to provide a safe environment, all enclosures used for public display of an animal shall prevent direct contact between the animal and the viewing members of the public unless:

(1) The enclosures have been inspected to assure the public safety; and

(2) The handling of animals is, at all times, supervised by the owner of the pet store or its agents/employees; and

(3) The animals are only handled by members of the public in a specifically designated area of the store; and

(4) The store provides hand-washing facilities (soap and water and/or hand sanitizers) in the area and requires the use of said facilities both before and after the handling of any animal.

(c) Dogs and cats shall be removed from their primary enclosures at least twice during each twenty-four-hour period and exercised unless the primary enclosure is of sufficient size to conduct an exercise regimen needed by the animal for good health.

(d)All animals shall be able to stand, stretch, and turn without touching any of the four (4) sides or top of their primary enclosure. Group housing of compatible animals is allowed if the space prevents crowding and allows for easy removal of animal waste, and the unhampered movement and comfort of each animal.

(e)Sick, diseased, and injured animals shall be kept isolated and the establishment must have standing orders as to care, management and/or consultation with a veterinarian either upon discovery or as directed by the veterinarian for appropriate care, disease management or euthanasia.

(f)All pet shops and stores selling animals, birds, reptiles and fish shall:

(1) Take care to house animals in a sanitary manner; and comply with section 6-21, including rabies vaccination.

(2) Provide appropriate medical services, care, and housing according to individual species' needs;

(3) Immunize all cats and dogs offered for sale, trade or other compensation or for free giveaway (except an animal taken to the department) against common disease in accordance with standard veterinary practices, in the case of dogs, against canine distemper, adeno-virus parainfluenza, parvovirus, corona virus, and leptospirosis, and in the case of cats, against feline rhinotracheitis, and panleukopenia; and

(4) Not offer any puppy or kitten under the age of eight (8) weeks (unless otherwise approved by a veterinarian in writing but in no event shall the animal be less than six (6) weeks old for dogs and cats) for sale, trade or other compensation or for free giveaway (except a puppy or kitten, or litter or litters taken to the department, or any tax-exempt nonprofit organization founded for the purpose of providing humane sanctuary or shelter for abandoned or unwanted animals, or any recognized rescue organization which is currently registered with the department).

(5) The owner of a pet shop that sells reptiles shall post a sign warning of reptile-associated salmonellosis.

(g) Animal enclosures shall be cleaned of debris and fecal matter at least once every twenty-four (24) hours.

(h) Sanitizing of dog and cat enclosures shall be done once every day by washing the surfaces with water and either soap or detergent, or by the use of a pressure water system or steam cleaner all of which shall be followed by the application of a safe and effective disinfectant.

(i) The exercise and run areas having pea gravel or other nonpermanent surface materials shall be thoroughly cleaned at least every twenty-four (24) hours and more frequently if necessary by removal of soiled materials and application of suitable disinfectants followed by the replacement of clean surface materials when necessary.

(j) It shall be unlawful for a pet shop owner, operator, manager, or employee to sell, trade, transfer, barter, give away, maintain, or act as a dealer or agent between a buyer and seller of any prohibited animal as defined by this chapter.

(k) All cats and dogs taken into a pet shop facility for resale shall be checked no later than seventy-two (72) hours from the date the dog or cat is taken into the pet shop for internal and external parasites, unless documentation is provided indicating the animal has had a veterinary exam and treated within the past thirty (30) days and is free of internal and external parasites.

(1) Any animal exhibiting any signs of parasites shall be promptly treated, and medical records maintained for each animal.

(2) Any animal exhibiting signs of any infectious or contagious disease including, but not limited to, canine distemper, adeno-virus parainfluenza, parvovirus, corona virus, and leptospirosis, and in the case of cats, feline rhinotracheitis, and panleucopenia, will be immediately isolated and given adequate veterinary care.

(l) Complete records of veterinary care will be kept and delivered to the purchaser upon the sale of the animals.

(m) The department may restrict the sale of any animal(s) suspected of being diseased or otherwise unfit for sale and may require that said animal(s) be examined within twenty-four (24) hours by a licensed veterinarian.

(n) The permit holder shall reimburse the enforcing agency's veterinary fees if the veterinarian concludes that the animal is unfit for sale at the time of the examination.

(o) The pet shop permit holder shall furnish a purchaser a written statement at the time of sale which shall include:

(1) Date of sale;

(2) Name, address and telephone number of purchaser and pet shop permit holder;

(3) Pet shop permit number of permit holder;

(4) Breed, description, approximate age and sex of dog, cat or other animal sold (small mammals, parrot-type birds, and fish not included);

(5) Medication and prophylactic immunization and dates administered;

(6) Internal parasite medication(s) and date(s) administered;

(7) A guarantee of general good health at the time of sale with a disclosure of any health issue and/or provide veterinarian care while at the store and with recommendation to have the animal examined by a licensed veterinarian. The permit holder shall retain a copy of the written statement for twelve (12) months from date of sale.

(8) If the animal is a reptile ensure that a written warning related to reptile-associated salmonellosis is provided to each purchaser of a reptile.

(9) All purchasers of dogs and cats shall also be furnished with information as to the requirements of ownership of these animals within the city including requirements for rabies vaccination, litter permits, intact animal permits, micro chipping and registration.

(10) The pet shop permit holder shall provide the department the name, address, and telephone number of each purchaser of any dog or cat transferred within five (5) days after the sale or transfer.

(11) If the animal is a reptile ensure that a written warning related to reptile-associated salmonellosis is provided to each purchaser of a reptile.

(p) Records shall be maintained in good auditable condition, and surrendered to the director or his authorized representative upon request and without reservation or purpose of evasion. Failure to produce such records upon demand by the director or any authorized representative of the

director shall be cause for the revocation of an existing permit and the refusal to issue a new permit for a period not to exceed two (2) years.
(q) Pet shops are subject to inspection at anytime during the shop's regular business hours.
(r) The pet shop permit must be displayed in a prominent place on the premises.
(s) Pet shops must comply with all requirements of this chapter including illegal vending in the right-of-way.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16 Ord. No. 2022-O-005, § 1, 1-18-22)

Sec. 6-47. - Grooming shop requirements.

(a) No person shall operate any grooming shop, as defined in this chapter, without first obtaining a permit from the director who shall take into consideration the type of building construction, the mobile business permit (if applicable), the regulatory compliance history of the permittee as it relates to sanitation, health, welfare of the animals, and related zoning requirements. The director shall utilize a standardized checklist for inspecting and evaluating the qualifications of applicants. A grooming shop permit for a mobile grooming business shall not be approved if the applicant does not have a mobile business permit as required by chapter 18 of the Code of Ordinances.
(b) Applications for an original or renewal grooming shop permit shall be submitted to the department and shall be approved or denied by the director. The department shall investigate the applicant's qualifications for a permit, and report its findings to the director. A conviction for the violation of any provision of this chapter may constitute cause for denial or revocation.
(c) Grooming shops are subject to inspection at any time during the shop's regular business hours.
(d) Each grooming shop permit shall be valid for one (1) year.
(e) A permit holder has the right to request that any dog or cat accepted for grooming be vaccinated against common diseases, and require proof of such vaccinations be furnished to the shop operator.
(f) The grooming shop permit must be displayed in a prominent place on the premises.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2022-O-005, § 1, 1-18-22)

Sec. 6-48. - Cat colony permit and registration.

(a) Each cat colony shall be registered by the caregiver with the department which shall serve as a clearinghouse for information on current caregivers, education for new caregivers, and assistance for persons found in violation of this section. Cat colonies with six (6) or fewer cats are not required to be registered as a cat colony.
(b) Any community cat picked up by the department which has an appropriate ear tip will be returned to that colony unless veterinary care is required or the criteria listed in subsection (f) apply.
(c) Community cat caregivers shall obtain a cat colony permit which shall be valid for one (1) year, and implement proper management and sterilization practices as required by the department.

(d) Community cat caregivers shall be responsible for the costs (if any) associated with trap-neuter-return that they choose or cause to be performed.
(e) Any person or caregiver determined to be in violation of proper management and sterilization practices required by the department shall be issued a written warning and be allowed a period of time to come into compliance, or provide satisfactory evidence of working to achieve compliance. That period of time shall not exceed ninety (90) days from issuance of the initial warning notice. Failure to comply shall result in a violation of this chapter, which may result in the issuance of a citation.
(f) The department has the right to immediately seize and remove all, or parts of any colony for the following reasons:

(1) Public health and safety concerns including rabies, other epizootic and certain zoonoses identified by the department or the health department.
(2) Animals creating a nuisance as defined in this chapter.

(Ord. No. 2018-O-169, § 1, 11-5-18)

Sec. 6-49. - Revocation of permits.

(a)Any permit obtained under this chapter may be immediately revoked by the department issuing the permit for any of the following:

(1) If the permit holder fails to maintain or renew any required City of Laredo permits or licenses;
(2) If the permit holder does not comply with any of the terms of the permit issued to the holder;
(3) If the permit holder has knowingly made any false, misleading, or fraudulent statement off act in the permit application;
(4) The permit holder is operating a pet shop/store or grooming shop in a manner that is a substantial danger of injury or an adverse health impact to any animal, including, but not limited to, (i) animals at the pet shop/store or grooming shop being deprived of necessary food, water, care or shelter; (ii) animals at the pet shop/store or grooming shop being cruelly confined or otherwise being cruelly treated; (iii) unsanitary conditions exist at the pet shop/store or grooming shop to such an extent that those conditions create a possible medium for the transmission of a disease to the animals kept there or to human beings or (iv) the animal care services department has received three (3) verified complaints within twelve (12) month period regarding the permit holder's pet shop/store or grooming shop.

(b) All permits under this chapter may be revoked by the animal care services department director for violation by the holder thereof of any provisions of this chapter. Revocation of the permit is accomplished by mailing to the holder of such permit a written notice by certified mail stating the permit is revoked. Revocation may also be accomplished by personally delivering to the permit holder a written notice stating the permit is revoked. Upon revocation of a permit the permit holder has the right to appeal the suspension to the city manager in writing within ten (10) days. The city manager, or their designee, shall conduct a hearing to determine if the suspension is appropriate. The city manager may, as determined appropriate, reinstate the permit or deny reinstatement.

(Ord. No. 2022-O-005, § 2, 1-18-22)

Secs. 6-50—6-60. - Reserved.

ARTICLE IV. - LARGE LIVESTOCK AND WILD ANIMALS

Sec. 6-61. - Keeping restricted.

It shall be unlawful for any person to keep, harbor, house, corral or otherwise maintain within the city limits, any prohibited animal, large livestock, other than pigs, except in agriculturally zoned areas of the city or as hereinafter provided. The keeping, harboring, housing, corralling or maintaining of wild animals is prohibited at all times, except as hereinafter provided. The keeping, harboring, housing, corralling or maintaining of pigs is prohibited at all times within the city limits, except pursuant to a special permit issued by the director for a bona fide educational purpose when sponsored by a licensed educational institution or authority.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2019-O-197, § 2, 11-18-19; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-62. - Enclosure required.

All large livestock which are kept, harbored, housed, corralled or otherwise maintained within the city limits, including, but not limited to, an agricultural zoned area, shall be securely confined within an enclosed area, which enclosure shall be adequate to prevent the escape of large livestock therefrom at all times.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-63. - Size of enclosure.

The enclosed area shall be of adequate size to accommodate the large livestock being confined therein. Livestock standings shall be constructed of concrete, compacted caliche or other equally impervious material that can be easily cleaned where bovines, equines, goats or sheep are kept; or any other livestock when kept for commercial purposes. Such standings shall be located under the roofed areas and shall be the size of the roofed areas.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-64. - Required distance from residence or business.

The enclosed area shall be so constructed that large livestock, while confined therein, shall not be able to approach within a distance of less than two hundred (200) feet of any building being occupied or used for the housing of any person, or from which any person conducts any lawful activity. However, if more than five (5) large livestock are contained within the enclosure, then the enclosed area must be so constructed that, while confined therein, they shall not be able to approach within a distance of less than two hundred (200) feet of any building being occupied or used for the housing of any person, or in which any person conducts any lawful activity.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-65. - Hitching or staking animals generally.

It shall be unlawful for any person to hitch or to stake out any large livestock, or to permit such large livestock to be hitched or staked out on any public property, easement or public rights-of-way.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94)

Sec. 6-66. - Special permits.

(a)The director is hereby authorized to issue a special permit for the keeping of large livestock, prohibited animals or wild animals in accordance with any applicable state or federal law, and without regard to the foregoing provisions of this article, provided the director first finds the following:

(1) The animal(s), as kept, will not unreasonably endanger the life, health or property of any person.

(2) The animal(s), as kept, will not become a nuisance.

(3) The animal(s), as kept, will conform to the requirements hereinafter stated in section 6-67 of this article.

(b)The director may, upon making the aforesaid findings, issue a special permit to the following:

(1) Veterinary hospitals and clinics.

(2) Medical and research institutions.

(3) Zoological parks.

(4) Circuses, rodeos and other similar activities wherein animals are shown, exhibited or perform.

(5) Persons keeping large livestock, small animals or fowl for a bona fide scientific or educational purpose when sponsored or organized by a licensed educational institution or authority.

(6) Any bona fide law enforcement or other governmental purpose.

(7) Prohibited animals may qualify for a special permit in particular those that may have been purchased prior to March 1, 2010.

(8) If a special permit is granted for a prohibited animal it must be registered with the health department, pay any related fees and adhere to appropriate keeping, safety and public health measures stipulated by the director.

(9) Operators of community gardens or district gardens.

(c)Written application, upon such form as the director may prescribe, shall be submitted to the director for all special permits issued hereunder and shall contain complete information, statements of consent or opposition from all abutting and adjacent neighbors, and shall be attested to by the applicant's supervisory authority (when an educational project). The director shall have final authority to grant or deny a special permit independent of whatever abutting and adjacent neighbors consent to or oppose the special permit.

(d)All of the special permits shall be in writing in a form to be prescribed by the director and shall state upon their face the name and address of the applicant, the address or other location of the area for which the permit is to be used, and the conditions to which it is subject, and shall state a date of expiration thereof, not to exceed one (1) year from date of issuance and must

comply with all permits and fees. The director may suspend or revoke the permit for violation of any provision of this chapter.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 97-258, § 1, 10-27-97; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2017-O-072, § 2, 7-3-17; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-67. - Additional requirements for keeping.

All animal(s) kept, harbored, housed, corralled or maintained within the city limits, whether or not by permit, shall be subject to the following requirements:

(1) Such animals shall be kept, harbored, housed, corralled or maintained in an enclosure constructed in a manner such as to effectively prevent the escape of such animal(s) from the enclosed area.
(2) Every keeper shall provide adequate and sanitary drainage and maintain sanitary conditions for the enclosures.
(3)Adequate provisions must be made to cause the litter and droppings from such animal(s) to be collected daily in a container or receptacle of such type that, when closed, is rat proof and fly tight; provided, that after each such collection, such container or receptacle shall be kept closed at all times, and the owner or caretaker of the animal(s) shall cause the litter and droppings so collected to be disposed of daily in such a manner so as not to permit breeding of flies, attraction of rodents, emission of a noxious or offensive odor, or to cause any other unsanitary condition.
(4) Adequate provision must be made to cause all feed that is to be kept or stored upon the premises to be kept or stored in rat proof and fly tight receptacles.
(5) The keeping, harboring, housing, corralling or maintaining of such animal(s) shall not present a hazard to the health or physical safety of any inhabitant of the city.
(6) The premises of every keeper or prospective keeper of such animal(s) shall be subject to inspection by the director or his designee at all times without notice.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94; Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-68. - Newly annexed areas.
If any person is keeping, harboring, housing, corralling or maintaining any large livestock in an area outside the city limits, on the date of the area whereon the large livestock are being kept shall be annexed to the city if other than agriculturally zoned, then the person shall be allowed to keep that particular head of large livestock, plus any offspring therefrom, upon the location wherein they were being kept, harbored, housed, corralled or maintained as of the date of such annexation, for a period of not more than two (2) years from the date of such annexation, without regard to any provisions of this chapter concerning distances of such large livestock from any residence or business establishment. Thereafter, the provisions of this chapter shall apply in full.

(Ord. No. 86-24, § 1, 2-17-86; Ord. No. 93-62, § 1, 4-19-94)

Sec. 6-69. - Keeping of project animals, livestock or fowl by school children.

(a) School-age children enrolled in a public or private school which offers FFA/4-H programs, in which class participants are required or allowed to raise project animals, livestock or fowl for show or profit purposes, may apply for a special permit to keep certain prohibited animals, livestock or fowl for the school project. Those students are required to:

(1) Apply for an annual special permit for educational purposes;

(2) Pay the annual permit fee;

(3) Show proof of enrollment in one (1) of the listed school programs;

(4) Agree to comply with the cleanliness, sanitation, and other requirements of this article and the Texas Health and Safety Code;.

(5) Obtain approval, in writing, of all adjacent and across the road property owners;

(6) Allow inspection by department staff of the project animal, livestock, or fowl; pens; facilities; and property before issuance of the special permit.

(b) Failure to comply with any of the requirements of this section will disallow the issuance of the necessary permit. Permits are non-transferable and are revoked upon either graduation from high school, dropping the class, or nonattendance by the student.

(Ord. No. 2019-O-197, § 3, 11-18-19)

Sec. 6-70. - Reserved.

Editor's note— Ord. No. 2010-O-029, § 1, adopted March 15, 2010, deleted § 6-70, which pertained to publication and derived from Ord. No. 86-24, § 1, adopted Feb. 17, 1986; and Ord. No.l 936-2, § 1, adopted April 19, 1994.

Secs. 6-71—6-79. - Reserved.

ARTICLE V. - DANGEROUS WILD ANIMALS, PROHIBITED ANIMALS, AND DANGEROUS DOGS[2]

Footnotes:

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Editor's note— Ord. No. 2010-O-029, § 1, adopted March 15, 2010, added Arts. V through VII, consisting of §§ 6-70 through 6-85, to the Code. At the editor's discretion, reserved sections have been added between articles and the new sections have been redesignated as herein set out to allow for expansion of each article. Subsequently Ord. No. 2025-O-015, § 1, adopted Feb. 18, 2025, amended the title of Art. V to read as herein set out. The former Art. V title pertained to dangerous wild animals and dangerous dogs.

Sec. 6-80. - Dangerous wild animals or prohibited animals.

The ownership, possession, confinement, transportation or care of a dangerous wild animal or prohibited animal within the city is prohibited unless otherwise provided for in this chapter.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2025-O-015, § 1, 2-18-2025)

Sec. 6-81. - State law—Seizure of a dog causing death of or serious bodily injury to a person.

(a)Seizure, impoundment, and euthanasia of a dog that has caused death or serious bodily injury to a person is governed by V.T.C.A., Health and Safety Code, subchapter A, § 822.002 et seq., as amended.

(b)The city adopts V.T.C.A., Health and Safety Code § 822.0422, Reporting of Incident in Certain Counties and Municipalities, as it may be amended from time to time.

(1)A person may report an incident described by [as]:

a. A dog which makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or

b. A dog which commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own, and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person, to a municipal court, a justice court, or a county court. The owner of the dog shall deliver the dog to the animal control authority not later than the fifth day after the date on which the owner receives notice that the report has been filed. The authority may provide for the impoundment of the dog in secure and humane conditions until the court orders the disposition of the dog.

c. If the owner fails to deliver the dog as required by subsection b., the court shall order the animal control authority to seize the dog and shall issue a warrant authorizing the seizure. The authority shall seize the dog or order its seizure and shall provide for the impoundment of the dog in secure and humane conditions until the court orders the disposition of the dog. The owner shall pay any cost incurred in seizing the dog.

d. The court shall determine, after notice and hearing as provided in V.T.C.A., Health and Safety Code, § 822.0423, whether the dog is a dangerous dog.

e. The court, after determining that the dog is a dangerous dog, may order the animal control authority to continue to impound the dangerous dog in secure and humane conditions until the court orders disposition of the dog under [V.T.C.A., Health and Safety Code] § 822.042 and the dog is returned to the owner or destroyed.

f. The owner shall pay any cost or fee assessed by the city related to the seizure, acceptance, impoundment, or destruction of the dog.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-82. - Department determination as a dangerous dog.

(a) Upon receipt of a sworn, written complaint by any person of an incident described in which a dog:

(1) Makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or

(2) Commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its

own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

(b) The animal control authority may investigate the incident.

(c) If, after receipt of any sworn statements of any witnesses and investigation, the animal control authority determines the dog is a dangerous dog, it shall notify the owner of that fact in writing.

(d) An owner, not later than the fifteenth day after the date the owner is notified that a dog owned by the owner is a dangerous dog, may appeal the determination of the animal control authority to the municipal court. Appeal from the decision of the municipal court may be made in the same manner as for other cases appealed from municipal court.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-83. - Requirements for ownership of a dangerous dog; noncompliance hearing.

(a) In addition to complying with the requirements of V.T.C.A., Health and Safety Code Chapter 822, Subchapter D, as amended, a person shall, not later than the thirtieth day after learning that he is the owner of a dangerous dog:

(1) Have an unsterilized dangerous dog spayed or neutered;

(2) Register the dangerous dog with animal care services department director and pay to the director of the animal care services department a dangerous dog registration fee;

(3) Restrain the dangerous dog at all times in a secure enclosure;

(4) Restrain the dangerous dog at all times when taken outside the enclosure, must be securely muzzled in a manner that will not cause injury to the dog nor interfere with its vision or respiration, but shall prevent it from biting any person or animal and restrained by a leash in the immediate control of a person; or

(5) Obtain liability insurance coverage or show financial responsibility in an amount of at least one hundred thousand dollars ($100,000.00) to cover damages resulting from an attack by the dangerous dog causing bodily injury to a person and provide proof of the required liability insurance coverage or financial responsibility to the director;

(6) The owner shall insure that any liability insurance policy required hereunder shall provide at least thirty (30) days' notice of cancellation of the policy to the city health department;

(7) Place and maintain on the dangerous dog a collar or harness with a current dangerous dog registration tag securely attached to it;

(8) Have the dangerous dog injected with a microchip implant and registered with a national registry for dogs; and

(9) Post a sign at each entrance to the enclosure in which the dangerous dog is confined stating "BEWARE DANGEROUS DOG" and insure that a sign shall be visible and capable of being read from the public street or highway.

(10) The owner must attend a class on responsible pet ownership conducted by the department.

(11) The owner of a dangerous dog shall renew registration of the dangerous dog with the director annually and pay an annual dangerous dog registration fee.

(12) The owner of a dangerous dog who does not comply with this subsection shall deliver the dog to the director not later than the thirtieth day after learning that the animal is dangerous.

(13) A dog determined to be a dangerous dog under this article or under state law shall not be offered for adoption or sale.

(b) The owner of a dangerous dog that has been ordered removed from the city shall relocate the dog to a place outside of the city within the time designated in the order. Within five (5) days after the expiration of the time ordered for the dog's removal, the owner shall provide the director with proof of the removal and relocation, or other disposition, of the dog. Such proof must include the owner's written sworn affidavit stating:

(1) That the dog is no longer located in the city; and

(2) The name, street address, and telephone number of the person outside of the city in possession of the dog or the details of any other disposition of the dog.

(c) Upon receipt of a sworn, written complaint by any person that the owner of a previously determined dangerous dog has failed to comply with subsection (a) or has failed to remove the dog from the city as required by order of the director or the municipal court, the municipal court shall conduct a hearing to determine whether the owner is in compliance with subsection (a) or with an order of removal, whichever applies. The hearing must be conducted within thirty (30) days after receipt of the complaint, but, if the dog is already impounded, not later than ten (10) days after the date on which the dog was seized or delivered. The municipal court shall provide, either in person or by mail, written notice of the date, time, and location of the hearing to the dog owner and to the complainant. Any interested person may present evidence at the hearing.

(d) At the conclusion of the hearing, the municipal court shall:

(1) Find that the owner of a dangerous dog is in compliance with subsection (a) or with an order of removal, whichever applies, and, if the dog is impounded, order the director to waive any impoundment fees incurred and release the dog to its owner; or

(2) Find that the owner of a dangerous dog is not in compliance with subsection (a) or with an order of removal, whichever applies, and order the director to seize and impound the dog (if the dog is not already impounded); and to

(3) Humanely destroy the dog if the director determines that the owner has not complied with subsection (a) by the eleventh day after the date the municipal court issues an order under this subsection or the dog is seized and impounded, whichever occurs later, or release the dog to the owner if the director determines that the owner has complied with subsection (a) before the eleventh day;

(4) Release the dog to the owner if the director determines that the owner will permanently remove the dog from the city before the eleventh day after the date the municipal court issues an order under this subsection or the dog is seized and impounded, whichever occurs later, and reseize, impound, and humanely destroy the dog if the owner has not permanently removed the dog from the city by the eleventh day; or

(5) Euthanize the dog if:

a. The director determines that the owner will not comply with subsection (a) by the eleventh day after the date the municipal court issues an order under this subsection or the dog is seized and impounded, whichever occurs later;

b. The director determines that the owner will not permanently remove the dog from the city before the eleventh day after the date the municipal court issues an order under this subsection or the dog is seized and impounded, whichever occurs later; or

c. The owner of the dog cannot be located before the fifteenth day after the date the municipal court issues an order under this subsection or the dog is seized and impounded, whichever occurs later.

(e) The owner of the dangerous dog is responsible for all costs of seizure, acceptance, and impoundment, and all costs must be paid before the dog will be released to the owner.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16)

Secs. 6-84—6-99. - Reserved.

ARTICLE VI. - NUISANCE

Sec. 6-100. - Owner responsibilities.

(a) The owner or keeper of any animal in the city is responsible for the behavior and conduct of that animal at all times. Except for community cat caregivers, persons feeding and harboring any animal will be considered a "responsible person" for that animal.
(b) The owner or keeper shall prevent his animal from biting or injuring without provocation, any animal or person.
(c) The owner or keeper shall not keep more than the number of animals allowed under this chapter.
(d) An owner or keeper creates an animal nuisance per se by the keeping, frequent feeding or harboring of stray dogs including any poisonous or inherently dangerous or prohibited animal.
(e) The following constitute a public nuisance:
    (1) Any animal owned or kept that:
        b. Trespasses on school grounds or any private property.
        c. Is repeatedly at large, other than an eartipped community cat.
        d. Damages private or public property.
        e. Barks, whines, howls or makes other annoying noises in an excessive, continuous or unreasonable fashion, or at unreasonable hours with such intensity, or with such continued duration so as to annoy, distress or disturb the quiet comfort or resting of persons within the vicinity of hearing thereof or as further provided in section 21-21 of this Code of Ordinances.
        f. Attacks and injures or kills a domestic animal.
        g. Feeding and harboring any wild or feral animal, except for community cats, in a residential area.
(f) Misdemeanor violations by animal owners; presumptions.
    (1) An animal owner commits a misdemeanor offense if by act, omission or possession he creates an animal nuisance or an animal nuisance per se.
    (2) No culpable mental state shall be required to support a conviction.
    (3) The following presumptions are hereby declared applicable in the prosecution of an offense pursuant to this section:
        a. The filing of a complaint by two (2) or more neighbors, within a twelve-month period, regarding the barking of an animal kept by its owner shall give rise to the presumption that an owner keeps an animal which barks or whines in such a manner, with such intensity, or with such continued duration so as to annoy, distress or disturb the quiet, comfort or repose of persons of normal nervous sensibilities. For the purpose of this presumption, each neighbor must occupy a different residence.

b. The fact that an animal in question has bitten or injured another animal or human being during the previous eighteen (18) months shall give rise to the presumption that the animal bites or injures other animals or human beings without provocation.

c. The fact that an animal in question has damaged or destroyed public or private property during the last twelve (12) months shall give rise to the presumption that the animal has a propensity to destroy property.

(g) Abatement of animal nuisance complaint and citation; summary statement.

(h) Any person may, upon presentation of a duly executed affidavit stating the existence of an animal nuisance as defined in this chapter, and identifying the name and address of the owner or owners of such animal may request the city prosecutor to file a complaint in municipal court against the owner or owners of such animal under the provisions of this chapter. The filing of a complaint by the person will result in the issuance of a court summons to the owner or owners of the animal in question.

(i) Animal control officers and other law enforcement officers may issue the owner or owners of animals creating an animal nuisance, as defined in this chapter, a citation to appear in municipal court to answer the offense charged.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2018-O-169, § 1, 11-5-18)

Sec. 6-101. - Enforcement; interference with animal control or police officers.

(a) The provisions of this chapter shall be enforced by the director, animal control officers and city police officers. It shall be a violation of this chapter to interfere with an animal care officer or a police officer in the performance of his duties.

(b) Interference is presumed when the owner, keeper, or harborer or possessor of an animal in noncompliance refuses to surrender the animal on demand to the animal care or police officers, provided that the demand is in accordance with the provisions of this chapter.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Secs. 6-102—6-114. - Reserved.

ARTICLE VII. - APPLICATIONS, REGISTRATION, PERMITS, FEES AND PENALTY

Sec. 6-115. - Permits, fees.

(a) [*Nontransferable.*]Permits and registrations issued pursuant to this chapter are nontransferable.

(b) *Special permits.*

(1) *Livestock permits.*

a. It shall be unlawful for any person to keep large livestock, except in an AG zoned are, unless otherwise provided in this chapter.

b. In some instances a person with large livestock must apply in writing and obtain a permit from the director, such permit to be valid only for the location for which it was issued or allowed.

c. A person who keeps livestock as defined in this chapter shall pay a permit fee per year for each animal unless waived by the director because it is subject to [subsections] 6-66(a)(1) through (3).

(2) *Permit required for circus, rodeo, animal exhibit and animal show; special exceptions for institutions and special attractions.*

a. Any operator of a circus, rodeo, animal exhibit, or entertainment show, or other persons desiring to bring any nonaquatic mammal into the city to use in a circus, rodeo, animal exhibit or animal show other than a dog show or a cat show, shall first submit a written request to the department for a permit and pay a permit application fee to cover the cost of inspecting the facility where the animal(s) will be kept during the event, which may be for any number of consecutive days. The permit application shall be submitted at least twenty (20) days prior to the event, and shall contain information as to the kind and number of animals involved, the reason for bringing the animal(s) to the city, and the name and address of the person or business that will keep, feed, and confine the animal(s) during their stay in the city.

b. A permit shall not be required for any animal so long as it is owned by a governmentally owned and operated facility, publicly operated facility, a public zoological park, or bona fide medical institution or research institution.

c. A prohibited animal brought into the city for entertainment purposes which are not approved by the director or designee, upon the order of the director or his designee, will be immediately removed from the city. If not so removed expeditiously, an animal control officer shall seize such animal if he has reason to believe the animal is not being properly fed, housed, or cared for, or is not being safely and securely confined for public safety.

d. Animals used within the city for entertainment purposes such as rodeos and circuses must be provided with all the necessities of life including air, food, water, veterinary care, exercise, and protection from the sun and other elements of nature. A licensed veterinarian must be in attendance at all such functions. Once determined to be injured or ill by a licensed veterinarian, an animal may be returned to use only after certification as healthy by a licensed veterinarian.

e. Nothing in this section shall authorize the director to issue a permit to a person to sell, trade, barter, lease, rent, or give away any animal on any roadside, public right-of-way, commercial parking lot, or at any garage sale, flea market or festival.

f. Proof of liability insurance.

1. Required of all petting zoos, circuses, rodeos, temporary zoos, or animal exhibitions as well as by those classified as dangerous or vicious.

2. Coverage in amount of at least one hundred thousand dollars ($100,000.00) to cover damages as a result of an animal attack or injury.

(3) All fees payable under this chapter, for whatever purpose required, shall be paid to the city.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-116. - Spayed or neutered dog or cat registration required; intact dog or cat registration required.

~~(a) [[*Spayed or neutered cat or dog.*] The owner of any dog or cat must register each spayed or neutered dog or cat before the animal attains six (6) months of age through microchip. The owner of a spayed or neutered dog or cat shall register or cause the animal to be registered~~

~~with the department and the registration shall include the name and address of the owner, description of the animal, and have attached thereto a copy of the proof of current rabies vaccination. (Rabies vaccination must be attained when animal reaches three (3) months of age.)]~~

(a) [Sprayed of neutered cat or dog.] The owner of any dog or cat must register each spayed or neutered dog or cat before the animal attains four (4) months of age through rabies vaccination and purchase of tag. The owner of a spayed or neutered dog or cat shall register or cause the animal to be registered with the department and the registration shall include the name and address of the owner, description of the animal, microchip number and have attached thereto a copy of the proof of current rabies vaccination through a licensed Veterinarian as approved by US Department of Agriculture and State of Texas.

~~(b) [[*Intact cat or dog.*] The owner of any dog or cat that is not spayed or neutered must register the dog or cat as an intact dog or cat before the animal attains six (6) months of age through microchip, or cause it to be registered as an intact dog or cat with the department. The registration shall include the name and address of the owner, description of the animal, and have attached thereto a copy of the proof of current rabies vaccination.]~~

(b) [Intact cat or dog.] The owner of any dog or cat that is not spayed or neutered must register the dog or cat as an intact dog or cat before the animal attains four (4) months of age through microchip, or cause it to be registered as an intact dog or cat with the department. The registration shall include the name and address of the owner, description of the animal, microchip number and have attached thereto a copy of the proof of current rabies vaccination through a US licensed Veterinarian as approved by US Department of Agriculture and State of Texas.

(c) [*Defense to prosecution.*] It is a defense to prosecution under this section if:

(1) The dog or cat owner is a nonresident of this city and is keeping the subject pet in the city for fewer than thirty (30) days and can show proof of rabies vaccination; or

(2) The dog or cat owner has been a resident of this city for fewer than thirty (30) days and can show proof of rabies vaccination;

~~(3) [The dog or cat qualifies for a medical exception from a veterinarian or if the dog or cat is less than six (6) months old.]~~

(3) The dog or cat qualifies for a medical exception from a veterinarian or if the dog or cat is less than four (4) months old.

(d) *Validity of permit.* The permits issued pursuant to this section will be valid for twelve (12) months from the date of issuance or until the expiration of the current rabies vaccination certificate, whichever occurs sooner.

(e) *Registration.*

~~(1)[All owners of dogs and cats in the city are required to register their dogs and cats. Registration shall occur annually by submission of a rabies vaccination certificate issued by a licensed veterinarian with the appropriate registration data or by microchipping the dog or cat and the submission of the microchip number with the appropriate registration data.]~~

(1) All owners of dogs and cats in the city are required to register their dogs and cats. Registration shall occur annually by submission of a rabies vaccination certificate issued by a licensed veterinarian with the appropriate registration data.

(2) The department, any licensed veterinarian or pet store located in the city which is approved by the director, is authorized to register a dog/cat with appropriate registration

data such as identifying number, name and address of owner; name, age, breed, color and date of vaccination of the dog or cat, spay or neuter data.

~~(3) [Effective August 1, 2011, a dog or cat may only be registered by having the dog or cat microchipped and the microchip number and all appropriate registration data submitted to the health department. A veterinarian or authorized entity can also send the owner to register the pet at the health department.]~~

~~a. [Fees collected by entities other than the department if they register the pet will be collected by the entity and fifty (50) percent of collection will be provided to the department.]~~

a. Fees collected by entities other than the department if they register the pet will be collected by the entity and total collection will be provided to the department.

b. All authorized entities registering a spayed, neutered or intact dog/cat must provide the registration to the department within thirty (30) days.

~~c. [Fee for the microchip is established as the actual cost of the chip plus any associated costs (shipping, handling fees and sales tax if appropriate) and if inserted by the city health department, an additional administrative fee not to exceed twelve dollars ($12.00) will be added.]~~

c. Fee for a microchip is established as the actual cost of the chip plus any associated costs (shipping, handling fees and sales tax if appropriate).

(f) Wearing tags, exception.

(1) If not microchipped, dogs must wear dog license tags at all times while outdoors; except those dogs which are kept for show or exhibition purposes are not required to wear such tags as long as the dogs are otherwise under restraint.

(2) If not microchipped, cats are not required to wear tags on a collar due to the danger of accidental strangulation.

(g) Nontransferability. It shall be an offense for any person to use any dog or cat registration for any animal other than the one for which it was issued.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2011-O-093, § 1, 7-18-11)

Sec. 6-117. - Litter permit.

(a) Any person whose female dog or cat has a litter must obtain a litter permit prior to or within ten (10) business days of the litter's birth.

(b) The issuance of a permit authorizes the whelping of no more than two (2) litters per female dog or cat in any twelve-month period.

(c) If a person fails to obtain a permit after notice, then the department shall be authorized to impound the female dog or cat and the animal litter.

(d) The litter permit number shall be prominently displayed in all advertisements, notices, or displays of the litter for sale or trade or offers to give away any members of the litter.

(e) Only permitted persons may sell a litter and only in a private residence, authorized pet shop, or shelter and under said conditions to promote a healthy, safe and vaccinated dog/cat.

(f) No person may offer any puppy or kitten under the age of eight (8) weeks for sale, trade or other compensation or for free giveaway (except a puppy or kitten, or litter or litters taken to the department, or any tax-exempt nonprofit organization founded for the purpose of providing humane sanctuary or shelter for abandoned or unwanted animals, or any recognized rescue organization which is currently registered with the department).

(g) This section does not apply to rescuers affiliated with recognized rescue organizations but must obtain a register a spayed, neutered or intact dog/cat with the department.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-118. - Term of registration and permits, falsifications.

(a) [Effective; renewal.] Unless otherwise specified in this chapter, registrations and all permits shall be effective for a period of one (1) year from the date of vaccination, in the case of registration, and date of issuance in all other cases and must be renewed annually.
(b) Application omissions/falsifications. If an applicant has withheld or falsified information on an application submitted under this chapter, the animal care services department director or designee will cite such person and/or revoke the permit.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16)

Sec. 6-119. - Registration, vaccination and permit fees.

Registration fees will not go into effect until August 1, 2011.

(a) (1) Spayed or neutered dog or cat registration fee .....$ 2.00
(2) Intact dog or cat registration fee 5.00
(3) Reserved. .....
(4) Microchip fee is the actual cost plus any associated costs (shipping, handling and sales tax if appropriate). .....
(5) An administrative fee not to exceed twelve dollars ($12.00) will be added (if chip is inserted by health department) in addition to the cost of the microchip. .....
(b) (1) Spayed or neutered dog or cat rabies vaccination fee 12.00
(2) Intact dog or cat rabies vaccination fee 12.00
(c) Litter permit fee/per litter/dog 15.00
(d) Special permit fee 15.00
(e) Circuses permit fee/event 200.00
(f) Grooming shop permit fee 25.00
(g) Performing animal exhibit permit fee (horse show, dog show)/event 25.00
(h) Pet store/pet shop permit fee: .....
(1) Selling only birds, fish, mice, rats and gerbils 25.00
(2) All other pet stores 50.00
(i) Petting zoo permit fee (temporary; less than ten (10) days) 25.00
(j) Rodeo permit fee 200.00
(k) Lost or damaged animal traps fee 50.00
(l) Tissue fee (animal brain diagnostic) for preparation, processing, and shipment 50.00
(m) Dangerous dog registration fee 100.00
(n) Livestock fee 200.00
(o) Impoundment fee 15.00
Observation 25.00
(p) Boarding and care/day 10.00

For livestock 20.00

(q) Voluntary surrender 15.00
(r) Adoption fee 60.00
(s) Spay and neuter fee 50.00
(t) Trainer permit fee 25.00

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2011-O-093, § 1, 7-18-11; Ord. No. 2012-O-097, § 1, 7-16-12; Ord. No. 2013-O-004, § 1, 2-4-13; Ord. No. 2014-O-117, § 1, 9-15-14)

Sec. 6-120. - Waiver of fees.

(a)No fee may be charged for registration or a permit issued for any dog used by a person with disabilities who utilizes the dog as a service animal to aid the person in going from place to place within the city.
(b)No fee may be charged for registration or a permit issued for any dog that is owned and used by any law enforcement agency for drug awareness, drug or bomb detection, or any other law enforcement purpose.
(c)The city manager shall have the authority to waive any or all fees under this chapter for special events or on a case by case basis upon a finding of special need.

(Ord. No. 2010-O-029, § 1, 3-15-10; Ord. No. 2016-O-132, § 2, 9-12-16)

Sec. 6-121. - Waiver of requirements.

A waiver of a portion or all of the permit requirements of this chapter may be granted by the city health department or the designee in cases involving a scientific or educational program, a show or exhibition by a nonprofit organization, or for animals owned by public officials for emergency response and/or law enforcement upon finding that a waiver would not endanger the public's health, safety, or welfare, an animal's health, or create a nuisance and service animals which are protected by the Americans with Disabilities Act.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-122. - Penalties and enforcement.

(a) A person who violates this chapter, or who fails to perform an act required of him by this chapter, commits an offense.
(b) A person violating a provision of this chapter commits a separate offense for each day or part of a day during which a violation is committed, continued, or permitted.
(c) A culpable mental state is not required for the commission of an offense under this chapter that is punishable by a fine not exceeding five hundred dollars ($500.00), unless the provision defining the conduct expressly requires a culpable mental state.
(d) Unless specifically provided otherwise in this chapter, an offense under this chapter is punishable by a fine not to exceed:

(1) Two thousand dollars ($2,000.00) if the provision violated governs public health or sanitation;

(2) The amount fixed by state law if the violation is one for which the state has fixed a fine; or

(3) Five hundred dollars ($500.00) for all other offenses.

(e) Unless specifically provided otherwise in this chapter or by state law, an offense under this chapter is punishable by a fine of not less than:

(1) One hundred dollars ($100.00) for a first conviction of a violation of sections 6-13; 6-18(g); 6-18(i)(1) and (2); 6-20(d)(1); 6-42(a)(1), (3), and (4); (b)(1) through (3); (e)(1) through (4); (f)(1) through (5), and (g)(1) through (7);

(2) One hundred fifty dollars ($150.00) for a first conviction of a violation of sections 6-19(e)(1) through (6), 6-43, and 6-46(r);

(3) Two hundred dollars ($200.00) for a first conviction of a violation of section 6-18(c) and (d); 6-21; 6-22(b); 6-23(a), (f)(1) through (3); 6-42(a)(2) and (5).

(f) The minimum fines established in subsection (e) will be doubled for the second conviction of the same offense within any twelve-month period and trebled for the third and subsequent convictions of the same offense within any twelve-month period. At no time may the minimum fine exceed the maximum fine established in subsection (d).

(g) Prosecution for an offense under subsection (a) does not prevent the use of civil enforcement remedies or procedures applicable to the person charged with or the conduct involved in the offense.

(h) Where it is deemed necessary by the city manager and the director, the city attorney's office is hereby empowered to secure injunctive relief to enforce the provisions of this chapter. This shall be in addition to, and not in lieu of, the criminal penalties provided for in this chapter.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-123. - Additional enforcement provisions.

In addition to imposing a monetary penalty against a person convicted of an offense under this chapter, a court may do one or more of the following:

(1) Require the person, at the person's expense, to attend a responsible pet ownership program approved by the director.

(2) Revoke any permit issued to the person under this chapter.

(3) Order the impoundment of any animal owned by the person, forfeit the person's ownership of the animal, and award the animal to the city.

(4) Suspend the person's right to own an animal in the city for a period of time as specified by the court.

(5) Require the person to have any animal owned by the person spayed or neutered within a time period specified by the court.

(6) Impose any other conditions or restrictions that would reasonably abate the violation for which the person was convicted.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-124. - Parent's ultimate responsibility.

If an animal is owned by a minor, the parent or guardian of the minor is responsible for all actions required of an owner in this chapter and shall be liable for any violations of this chapter by the minor.

(Ord. No. 2010-O-029, § 1, 3-15-10)

Sec. 6-125. - Animal neglect registry.

(a) Beginning September 1, 2017, the city shall post a publicly accessible list on its website of any person eighteen (18) years or older who resides in the city and is convicted of an animal neglect offense on or after that date.
(b) The list shall include the person's full legal name, the offense committed, and the date of conviction.
(c) The list shall not include the person's social security number, driver's license number, or any other state or federal identification number.
(d) For purposes of this section, "animal neglect offense" means a violation of:(1)Animal at large, under section 6-42(a)(1);(2)Tethered dogs, under section 6-42(e)(3);(3)Unlawful restraint of dog, under sections 6-42(g)(1) or 6-42(g)(4);(4)Limiting dog's movement, under section 6-42(h)(6);(5)Exposing animals to poisonous substances, under section 6-19(a)(1); or(6)Safety of animals in motor vehicle, under sections 6-19(d)(1) or 6-19(d)(2).
(e) The municipal court clerk shall forward a copy of the judgment and the date of birth of all persons convicted of an animal neglect offense to the animal care services department within sixty (60) calendar days of the judgment.

(1) Upon a person's first conviction for an animal neglect offense described in subsections (d)(2)-(6) or a person's third conviction in six (6) months for an animal neglect offense described in subsection (d)(1), the animal care services department shall maintain the person's name, and other information, described in subsection (b), on the list published under subsection (a) for a minimum of two (2) years following the date of conviction, after which time the animal care services department shall, upon proof of completion of a responsible pet ownership class by that person, remove the person's name and other information from the list; provided, that the person is not convicted of another animal neglect offense during that two-year period.

(2) Upon the person's subsequent conviction for an animal neglect offense, the animal care services department shall maintain the person's name and other information, described in subsection (b), on the list published under subsection (a) for a minimum of five (5) years following the date of the most recent conviction, after which time the animal care services department shall, upon proof of completion of a responsible pet ownership class by that person, remove the person's name and other information from the list; provided, that the person is not convicted of another animal neglect offense during that five-year period.

(f) The list shall remain on the city website for such time as determined by the animal care services director.
(g) The animal care services department shall remove the person's name and other information from the registry list if the sole offense for which the person is required to be subject to the mandates of the registry is expunged.

(Ord. No. 2017-O-090, § 1, 8-7-17)

Sec. 6-126. - Unlawful to transfer animals to individuals on animal neglect registry.

(a) It shall be unlawful for any person to sell, exchange or otherwise transfer the ownership of an animal to any person registered on the city animal neglect registry.
(b) Prior to the sale, exchange, or other transfer of ownership of any animal, a person is required to examine the animal neglect registry to confirm that the name of the potential owner of the animal is not listed.
(c) For purposes of this section, the term "animal" means a domestic animal other than large livestock or wild animals.
(d) A person who violates this section shall be guilty of a misdemeanor and upon conviction in municipal court shall be subject to a fine not to exceed two hundred ($200.00) dollars for each offense.

(Ord. No. 2017-O-090, § 1, 8-7-17)

Secs. 5.5-40—5.5-47. - Reserved.

This section does not and is not intended to exempt, change or modify the terms of any governing federal or state regulations which apply to the provision of animal care and service.

The City Manager "or designee" has the discretion to waive fees and costs during special circumstances, such as public health outbreaks, promotional events, and/(or) for high-risk populations and other affected groups.

Section 2. This ordinance shall be cumulative of all provisions of ordinances of the City of Laredo, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 3. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 4. The City Secretary of the City of Laredo is hereby directed to publish the proposed Ordinance as required by Section 2.09 of the Charter of the City of Laredo.

Section 5. That after its passage by City Council, this Ordinance shall be published one (1) time and become effective not less than sixty (60) days from the date of the public hearing on this Ordinance, in accordance with the City Charter.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM

_____
DOANH T. NGUYEN, CITY ATTORNEY
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 15.**

SUBJECT

Consideration to award Contract FY25-092 to Ruby's Air Conditioning, Inc., Laredo, TX for an estimated annual amount not to exceed $60,000 and total contract value of $240,000 for HVAC maintenance and repairs services for city-owned Municipal Housing properties and Noise Abatement properties on an "as needed" basis. This contract establishes an hourly service rate and cost percentage for parts. The term of this contract shall be for a period of two (2) years beginning the date of execution. This contract may be extended for one (1) additional two (2) year period. Funding for this contract is available in the Municipal Housing and Noise Abatement Budget.

VIVA LAREDO PLAN ALIGNMENT

Alignment Rating: ☑ **Moderate**

Supporting Goal(s)/Policy(ies):

Goal 7.3 - Improve the quality and availability of housing

"Maintain and improve the condition of the existing housing stock to provide safe and sanitary housing for residents."

(Viva Laredo Comprehensive Plan, p. 7.24)

Relevance: This goal emphasizes ensuring that existing housing remains safe and habitable. Routine HVAC maintenance and emergency repairs for Municipal Housing directly support the habitability and safety of public housing units.

Policy 7.3.3 - Maintain and rehabilitate existing housing stock

"Maintain and rehabilitate the existing housing stock in order to improve the quality of life for Laredo residents."

(Viva Laredo Comprehensive Plan, p. 7.24)

Relevance: Awarding a contract to ensure ongoing HVAC maintenance contributes to the rehabilitation and upkeep of public housing, fulfilling this policy's objective.

Goal 7.8 - Improve access to medical care (Indirect relevance through noise abatement)

"Collaborate with private, non-profit, and other governmental entities to establish and implement a method for recruiting and retaining medical providers."

(Viva Laredo Comprehensive Plan, p. 7.27)

Relevance: Although the primary intent of this goal is healthcare, the inclusion of **Noise Abatement properties** hints at environmental health considerations, which relate to broader public health themes embedded in this goal.

3. Summary of Alignment:

The agenda item moderately aligns with the **Viva Laredo Comprehensive Plan** by supporting safe, functional, and livable public housing through essential HVAC maintenance. Specifically, the item reinforces **Goal 7.3** and **Policy 7.3.3**, which prioritize preserving the quality and livability of existing housing stock. While the contract does not introduce new housing initiatives or significant rehabilitation projects, it ensures that existing municipal housing remains safe and operational-especially critical during extreme weather conditions.

Additionally, the inclusion of **Noise Abatement properties** subtly connects this contract to broader public health and environmental quality goals outlined in **Goal 7.8**, even if only indirectly.

The selected alignment level of **Moderate** reflects the contract's operational nature: it contributes to the intent of key housing policies without explicitly fulfilling a comprehensive goal or initiating a new programmatic effort.

PREVIOUS COUNCIL ACTION

None

BACKGROUND

The City received (3) three bids through Cit-E-Bid for awarding an annual service contract for emergency maintenance and repairs for the Laredo Municipal Housing & Noise Abatement properties. Staff is recommending that this contract be awarded to Ruby's Air Conditioning Inc., Laredo, TX. This contract establishes an hourly service rate and a markup percentage rate on materials.

The term of contract is for (2) two years as of the date of its execution. The contract may be extended (1) one additional (2) two-year term. Should the vendor desire to extend the contract for the additional (2) two-year term, it must so notify the City in writing no later than (60) sixty days before the expiration of the prior term. Such notification shall be effective upon actual receipt by the City. Renewals shall be in writing and signed by the City's Purchasing Agent or his designee, without further action by the Laredo City Council, subject to and contingent upon appropriation of funding therefore. All annual contracts shall bound by the terms of the bid documents. The City shall also have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month-to-month basis, not to exceed (3) three months. Said month-to-month extensions shall be in writing, signed by the City's Purchasing Agent or his designee, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore. The City reserves the right to renew or rebid this contract if the appropriated funds initially approved by City Council are exhausted before the contract expiration date.

This contract shall be the responsibility of and administered by the vendor and the Laredo Municipal Housing Division.

Pricing:

Description		Hourly Rate
Regular work Hours:	8:00 am - 5:00 p.m.	$70.00
After Hours:	5:00 pm - 8:00 a.m.	$105.00
Weekends:	(Saturday & Sundays)	$105.00
Holidays:		$105.00

Bid tabulation attached.

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
It is recommended that this contact be approved.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	Operations
Account #:	555-3910-543-20.10 / 257-3686-543-20.10/555-3920-543-2010 / 555-3940-543-2010
Change Order: Exceeds 25% Y/N:	N

FINANCIAL IMPACT:
Funding is available in various accounts in the Laredo Municipal Housing Budget. All services will be purchased on an as needed basis. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

							Ruby's Air Conditioning, Inc.		Sunbelt Air Condition & Refrigeration Service, Inc.		Midas Contractors LLC	
							Total Price	$385.00	Total Price	$470.00	Total Price	$1,250.00
Line #	Description	Mfgr	Mfgno	QTY	UOM	Est	Unit	Extended	Unit	Extended	Unit	Extended
1	SUMMARYIt is the intent of this request for b			1	EA		**$385.00**	$385.00	$470.00	$470.00	$1,250.00	$1,250.00
1.1	Regular Work Hours 8:00 a.m. - 5:00 p.m. Mo			1	EA		**$70.00**		$95.00		$150.00	
1.2	After Hours 5:00 p.m. - 8:00 a.m. Monday thr			1	EA		**$105.00**		$125.00		$200.00	
1.3	Weekends (Saturday & Sunday)			1	EA		**$105.00**		$125.00		$450.00	
1.4	Holidays			1	EA		**$105.00**		$125.00		$450.00	

Line #
1
1.1
1.2
1.3
1.4

FY25-092

Ruby's Air Conditioning, Inc.

Supplier Response

Event Information

Number:	FY25-092
Title:	FY25-092 HVAC Maintenance & Repairs - Municipal Housing
Type:	Invitation For Bid
Issue Date:	9/11/2025
Deadline:	10/2/2025 05:00 PM (CT)
Notes:	The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bids for contracts will be evaluated with a 5% preference for local vendors. Bidders are strongly encouraged to submit their proposals electronically through use of Cit-E-Bid or in person - hand delivery. Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, emails or facsimile bids will not be considered. Requests for Bids may be hand delivered at the City Secretary Office, 1110 Houston St., 3rd Floor, Laredo, Texas 78040 until **5:00 P.M. on October 2, 2025 and all bids received will be opened and read publicly acknowledged at 11:00 A.M. on October 3, 2025.**

Hand delivered bids are to be submitted in a sealed envelope clearly marked: **FY25-092 HVAC Maintenance & Repairs - Municipal Housing.**

Contact Information

Contact: Griselda Hidalgo
Address: Purchasing Division
5512 Thomas Ave.
Laredo, TX 78041
Phone: (956) 794-1736
Email: ghidalgo@ci.laredo.tx.us

Ruby's Air Conditioning, Inc. Information

Contact: Alejandro Esparza
Address: 5806 East Dr.
Laredo, TX 78041
Phone: (956) 712-4447
Email: alexe@bizlaredo.rr.com
Web Address: rubysac.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Rosie Lozano
Signature

rjlozano@bizlaredo.rr.com
Email

Submitted at 10/2/2025 01:37:42 PM (CT)

Requested Attachments

Conflict of Interest Form — ciq (4).pdf

Please complete and submit as part of your bid response.

Non-Collusive Affidavit — non col.pdf

Please complete and submit as part of your bid response.

1295 Form — 1295 (3).pdf

Bid Attributes

1 Award by Total

This contract will be awarded by total to the lowest responsive responsible bidder, in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code

☑ Yes

2 Addendum

The City of Laredo reserves the right to issue addenda to solicitations as necessary. Addenda are used to clarify, revise, or otherwise modify solicitation documents. All submitting parties are responsible for acknowledging receipt of each addendum issued. Failure to acknowledge any issued addendum will result in the submission being returned and considered incomplete.

Important Notice:

- Addendum notifications will be sent to the email address associated with each submission.
- It is the submitting party's responsibility to monitor the provided email address and ensure that all addenda are received and acknowledged.
- Failure to acknowledge any issued addendum will result in the submission being returned and considered incomplete.

☑ Acknowledge

3 Terms and Conditions for Request for Bids

TERMS AND CONDITIONS OF INVITATIONS FOR BIDS GENERAL CONDITIONS Bidders are required to submit bids upon the following expressed conditions:
(a) Bidders shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City

shall not be cause to alter the original contract or for a vendor to requests additional compensation.
(b) Bidders shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the bid conditions. No pleas of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
(c) Bidders are advised that City contracts are subject to the all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.
1.0 PREPARATION OF BIDS Bids will be prepared in accordance with the following:
(a) All information required by the bid form shall be furnished. For hand delivered submittals only, the vendor shall print or type the business name and manually sign the schedule. For electronic submittals, this information shall be submitted electronically on Cit-E-Bid system. If vendor submits both manual and electronic bids, the electronic bid will replace the manual bid and shall be considered the only valid bid.
(b) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
(c) Alternate bids will not be considered unless authorized by the invitation for bids or any applicable addendum
(d) Proposed delivery time must be shown and shall include Sundays and holidays
(e) Bidders will not include Federal taxes or State of Texas limited sales tax in bid prices since the City of Laredo is exempt from payment of such taxes. An exemption certificate will be furnished upon request.
(f) The City shall pay no costs or other amounts incurred by any entity in responding to this RFB, or as a result of issuance of this RFB.
2.0 DESCRIPTION OF SUPPLIES Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidder is required to state exactly what they intend to furnish; otherwise bidder shall be required to furnish the items as specified.
3.0 SUBMISSION OF BIDS
(a) Bids and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the bid opening and the material or services bid on shall be typed or written on the face of the envelope. If submitted electronically, this information shall be submitted electronically on Cit-E-Bid system by going to the following link: https://cityoflaredo.ionwave.net/Login.aspx
(b) Unless otherwise noted on the Notice to Bidders cover sheet, all hand delivered bids must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street.
(c) Bids forms can be downloaded and printed through Cit-E-Bid. **Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, email or facsimile bids will not be considered.**
(d) Samples, when required, must be submitted within the time specified, at no expense to the City of Laredo. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense.
(e) Bids must be valid for a minimum period of sixty (60) days. An extension to hold bid pricing for actual quantity bids may be requested by the City.
4.0 REJECTION OF BIDS The City may reject a bid if:
(a) Bidder misstates or conceals any material fact in the bid.
(b) Bid does not strictly conform to the law or the requirements of the bid.
(c) Bidder is in arrears on existing contracts or taxes with the City of Laredo.
(d) If bids are conditional. Bidder may qualify their bid for acceptance by the City on an "ALL OR NONE" basis. An "ALL OR NONE" basis bid must include all items in the specifications.
(e) In the event that a bidder is delinquent in the payment of City taxes on the day the bids are opened, including state and local taxes, such fact shall constitute grounds for rejection of the bid or cancellation of the contract. A bidder is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes.
(f) No bid submitted herein shall be considered unless the bidder warrants that, upon execution of a contract with the City of Laredo, bidder will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Bidder will submit such reports as the City may therefore require assuring compliance with said practices.
(g) The City may reject all bids or any part of a bid whenever it is deemed necessary.
(h) The City may waive any minor informalities or irregularities in any bid.
5.0 WITHDRAWAL OF BIDS Bids may not be withdrawn after they have been publicly opened, unless approved by the City Council.
6.0 LATE BIDS OR MODIFICATIONS Bids and modifications received after the time set for the bid deadline will not be considered. Late bids will be returned to the bidder unopened.
7.0 CLARIFICATION OR OBJECTION TO BID SPECIFICATIONS If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications, or other bid documents or any part thereof, they may submit to the City Purchasing Agent on or before seven (7) calendar days prior to the scheduled bid deadline a request for clarification which must be submitted in writing through email seven (7) days prior to the

scheduled date for opening to: CITY OF LAREDO PURCHASING AGENT Jaime Zapata 5512, Thomas Ave, Laredo, TX 78041; email: jezapata@ci.laredo.tx.us or Questions & Responses section on Cit-E-Bid system. Any vendor submitting questions shall make reference to a specific bid number, section, page and item of this solicitation. In case there are changes, additions, and/or edits to the original scope of work, and addendum will be issued by the purchasing agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other explanations or interpretations of the proposed bid made or given prior to the bid opening or award of contract.

(a) Protest Procedures: The purpose of this procedure is to establish procedures whereby a vendor may protest specific procurement actions by the City of Laredo. The following sequence of activities must take place in filing a protest:

(b) To be performed by protesting vendor: Within ten (10) days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting vendor must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest.

(c) To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting vendor of the decision.

(d) If the protesting vendor is not satisfied with the decision of the City Purchasing Officer, such protesting vendor may appeal to the City Manager of the City of Laredo. If the protesting vendor cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. All protests must be duly submitted via Certified Mail to: City of Laredo - Purchasing Agent 5512 Thomas Ave. Laredo, Texas 78041.

8.0 BIDDER DISCOUNTS

(a) Percent discounts within a certain period of time will be accepted but cannot be used in the bid evaluation. The period of the discount offered should be sufficient to permit payments within such period in the regular course of business by the City of Laredo.

(b) In connection with any discounts offered, time will be computed from the date of receipt of supplies or service or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date the check is mailed.

9.0 INTENT OF CONTRACT

a) ANNUAL SUPPLY/SERVICE CONTRACTS: This contract does not commit the City to purchase the quantities indicated. The quantities are estimates and are based on the best available information. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. Since the quantities are estimates, the City may purchase more than the estimated quantities, less than the estimated quantities, or not purchase any quantities at all. The needs of the City shall govern the amount that is purchased. All annual contracts shall bound by the terms of the bid documents. In the event a new contract cannot be executed on the anniversary date of the original term or renewal term, the contract may be renewed month to month until a new contract is executed. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

10.0 AWARD OF CONTRACT

(a) This contract will be awarded to the **(lowest responsive responsible bidder)**, in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code.

Definition of lowest responsive and responsible bidder as per the Institute for Public Procurement is:

"Lowest Responsive and Responsible Bidder: The bidder who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bid documents."

(b) The City reserves the right to accept any item or group of items in the bid specifications, unless the bidder qualifies it's bid by specific limitation. Proof: The bidder shall bear the burden of proof of compliance with the City of Laredo specifications.

(c) A written award of acceptance (a duly approved purchase order or Letter of Award) furnished by the City to the successful bidder results in a binding contract without further action by either party. These Terms and Conditions shall be the basis and governing document of the binding contract.

(d) A duly authorize purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assign purchase order number to avoid any duplication (2 CFR 200.318 (d)).

(e) Prices must be quoted F.O.B. Destination, Laredo, Texas, unless otherwise specified in the invitation to bid. The place of delivery shall be that set forth in the bid specifications and/or purchase order.

(f) Title & Risk of Loss: The title and risk of loss of goods shall not pass to the City of Laredo until the City actually receives and takes possession of the goods at the point or points of delivery. The terms of this agreement is "no

arrival, no sale".
(g) Delivery time and prompt payment discounts will be considered in breaking ties. In the event of a tie bid, the successful bidder will be determined by choosing lots at the City Council meeting chambers.
(h) The City of Laredo shall give written notice to the contractor (supplier) if any of the following conditions exist:
1. Contractor does not provide materials in compliance with specifications and/or within the time schedule specified in bid.
2. Contractor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredo if found not to comply with the specifications.
3. The contractor makes an unauthorized assignment for the benefit of any contractor.
Upon receiving written notification from the City that one of the above conditions has occurred, the contractor must remedy the problem within ten (10) calendar days, to the complete satisfaction of the City, or the contract will be immediately canceled.
4. Contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s).

11.0 ENTIRE AGREEMENT

(a)All covenants, conditions and agreement contained in the solicitation, are hereby made part of the Agreement to the same extent and with the force as is fully set forth herein. If and to the extent of this Agreement and the terms of this solicitation and supplier response conflict Terms & Conditions of this solicitation shall control.

12.0 PAYMENT & INVOICING

(a) All invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services.
(b) Discount terms will be computed from the date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date.
(c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the Accounts Payable Office, City Hall, and PO. Box 210, Laredo, Texas 78042.
(d) The City of Laredo offers electronic funds transfer (ETF) payments in lieu of check payment when a vendor has filled out an Electronic Funds Transfer Authorization Form issued by the City of Laredo or upon request from the vendor. This ensures prompt payment directly deposited to a bank account. The estimated payment time is up fifteen (15) days from the date payment is processed. (e) For any inquires on payment status or general billing questions please contact: Jorge J. Jolly, Accounts Payable Manager 956-791-7328 jjolly@ci.laredo.tx.us 1110 Houston St. Laredo, TX 78040.

13.0 In accordance to State of Texas, the City of Laredo follows State practices when awarding any and all competitive solicitations:

TEXAS ENGINEERING AND LAND SURVEYING PRACTICE ACTS AND RULES CONCERNING PRACTICE AND LICENSURE
OCCUPATIONS CODE TITLE 6. REGULATION OF ENGINEERING, ARCHITECTURE, LAND SURVEYING, AND RELATED PRACTICES SUBTITLE A. REGULATION OF ENGINEERING AND RELATED PRACTICES CHAPTER 1001. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
CHAPTER 137: COMPLIANCE AND PROFESSIONALISM
SUBCHAPTER C: PROFESSIONAL CONDUCT AND ETHICS
§137.53 ENGINEER STANDARDS OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT
(a) A licensed engineer shall not submit or request, orally or in writing, a competitive bid to perform professional engineering services for a governmental entity unless specifically authorized by state law and shall report to the board any requests from governmental entities and/or their representatives that request a bid or cost and/or pricing information or any other information from which pricing or cost can be derived prior to selection based on demonstrated competence and qualifications to perform the services. (b) For the purposes of this section, competitive bidding to perform engineering services includes, but is not limited to, the submission of any monetary cost information in the initial step of selecting qualified engineers. Cost information or other information from which cost can be derived must not be submitted until the second step of negotiating a contract at a fair and reasonable cost. (c) This section does not prohibit competitive bidding in the private sector. Source Note: The provisions of this §137.53 adopted to be effective May 20, 2004, 29 TexReg 4878; amended to be effective June 4, 2007, 32 TexReg 2996.

☑ I Agree to the Terms and Conditions

4 Insurance Terms and Conditions

INSURANCE REQUIREMENTS

If and when applicable or required by the contract, the successful bidder(s) shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times throughout the term of this contract.

(a) Commercial General Liability insurance at minimum combined single limits of $1,000,000 per-occurrence and $2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations ($1,000,000 products/completed operations aggregate) and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. The general aggregate limit must be at least two (2) times the each occurence limit.

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of $1,000,000 each-occurrence each accident/$1,000,000 by disease each-occurrence/$1,000,000 by disease aggregate.

(c) Commercial Automobile Liability insurance at minimum combined single limits of $1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.

(d) Professional Liability, Errors & Omissions coverage, with minimum limits of $1,000,000 per claim/ $2,000,000 annual aggregate. This coverage must be maintained for at least two years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term of the contract.

(e) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

(f) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of $1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

(g) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as an additional insured with respect to General Liability and Automobile Liability.
2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(h) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverage’s according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Laredo.

(i) Upon request, Contractor shall furnish The City of Laredo with certified copies of all insurance policies.

(j) Certificates of insurance are always subject to review and approval from the City of Laredo Risk Management.

(k) Specialty certificates and licenses must be inspected and verified for accuracy and validity before award of contract.

(l) Awarded vendor is required to maintain current and active all: certifications, licenses, permits and/or insurance coverages, required to perform work, throughout the duration of this project/contract.

NON-CONSTRUCTION BIDS:

Insurance Requirements

The successful bidder(s) shall furnish the City with a Certificate of Insurance herein required upon execution of the contract and shall maintain said policies in full force and effect at all times during the term of this contract.

(a) Commercial General Liability insurance at minimum combined single limits of $1,000,000 per-occurrence and $2,000,000 general aggregate for bodily injury and property damage, Coverage must be amended to provide for an each-project aggregate limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limit of $1,000,000 each-occurrence each accident/$1,000,000 by disease each-occurrence/$1,000,000 by disease aggregate.

(c) Commercial Automobile Liability insurance at minimum combined single limits of $1,000,000 per-occurrence for bodily injury and property damage, including owned, non- owned, and hired car coverage.

(d) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor. The independent subcontractor performing onsite labor will extend completed operations to additional insured parties.

(e) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of $1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement.

(f) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as a primary and non-contributory additional insured with respect to General Liability and Automobile Liability. The additional insured for General Liability shall include operations and completed operations. Completed operation are to be kept in force for a period of 10 years.
2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(g) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Certificates of insurance shall be accompanied by a copy of each required endorsement including the notice of cancellation or termination provisions to the City of Laredo for each required type of insurance.

(h) Upon receipt of a verified claim and at the request of the City of Laredo, Contractor shall furnish The City of

Laredo with certified copies of all required insurance policies.

CONSTRUCTION BIDS:

INSURANCE REQUIREMENTS

When required and specified in the City of Laredo bid specifications, the successful bidder(s) shall furnish the City with Certificate of Insurance herein required upon execution of the contract and shall maintain said policies in full force and effect at all times during the term of this contract.

(i) Commercial General Liability insurance at minimum combined single limits of $1,000,000 per-occurrence and $2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations ($1,000,000 products/ completed operations aggregate), and XCU (Explosion, Collapse, Underground) hazards. Coverage for products/completed operations must be maintained for at least two (2) years after the construction work has been completed. Coverage must be amended to provide for an each-project aggregate limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.

(j) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limit of $1,000,000 each-occurrence each accident/$1,000,000 by disease each-occurrence/$1,000,000 by disease aggregate.

(k) Commercial Automobile Liability insurance at minimum combined single limits of $1,000,000 per-occurrence for bodily injury and property damage, including owned, non- owned, and hired car coverage.

(l) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor. The independent subcontractor performing onsite labor will extend completed operations to additional insured parties.

(m) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of $1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

(n) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as a primary and non-contributory additional insured with respect to General Liability and Automobile Liability. The additional insured for General Liability shall include operations and completed operations. Completed operation are to be kept in force for a period of 10 years.
2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, Builders Risk, and all liability policies. 13. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
4. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
5. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
6. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
7. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
8. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(o) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Certificates of insurance shall be accompanied by a copy of each required endorsement including the notice of cancellation or termination provisions to the City of Laredo for each required type of insurance.

(p) Upon receipt of a verified claim and at the request of the City of Laredo, Contractor shall furnish The City of Laredo with certified copies of all required insurance policies.

☑ I agree my insurance meets minumum requirements

5 Disqualification & Debarment Certification

DISQUALIFICATION & DEBARMENT CERTIFICATION By submitting this request for bids, proposal or statement of qualifications, the firm certifies that it is not currently debarred or eligible for debarment from the City of Laredo pursuant to **Ordinance No. 2017-O-098**, and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas. The City will further verify debarment status through use of the federal website SAM.gov. The contract parties are further prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, “Debarment and Suspension.”

By executing this agreement, the Engineer certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify it eligibility to receive Federal funds and, when requested by the City, to furnish a copy of the certification. Additionally, in accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

The signatory executing this contract on behalf of company verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract. S.B. 252 (V. Taylor/S. Davis) is a bill relating to government contracts with terrorists. The bill provides that: (1) a governmental entity, including a city, may not enter into a governmental contract with a company that is identified on a list prepared and maintained by the comptroller and that does business with Iran, Sudan, or a foreign terrorist organization; and (2) a company that the United States government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, its federal sanctions regime relating to Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition under the bill.

☑ I certify to the terms and conditions

6	**Contract Requirements**

1.CODE OF ETHICS ORDINANCE Vendors doing business with the City of Laredo shall comply with all provisions of the City of Laredo's Code of Ethics (Ordinance, as amended). Vendors may be required to participate in Code of Ethics trainings.

1.2 PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD **A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person or entity, is prohibited from contacting city officials and employees regarding such a contract after a Formal Bid, Request for Proposal (RFP), Request for Qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is awarded.** The City of Laredo reserves the right to contact respondents and may require such contact as part of the evaluation process (for presentation, clarification) of bids and/or negotiation of RFP submittal(s) prior to the award of contract. If contact is required, such contact will be done in accordance with provisions of Chapter 252 and 271 of the Texas Local Government Code and procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.

1.3 NON-COLLUSIVE AFFIDAVIT (Form can be downloaded and submitted through Cit-E-Bid system) The City may require that vendors submit a Non-Collusive Affidavit. The vendor will be required to state that the party submitting a proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or Person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other Bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the City of Laredo or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

1.4 CONTRACT DISCLOSURE FORMS (This is submitted through Cit-E-Bid system) The City of Laredo requires the following forms to be completed as a part of this bid for consideration; 1. Company Information Questionnaire, 2. Signed Price Schedule, 3. Conflict of Interest Questionnaire, 4. Non-Collusive Affidavit 5. Discretionary Contracts Disclosure 6. Certificate of Interested Parties (Form 1295) ****Upon Award of RFP Only****

1.5 CONFLICT OF INTEREST FORMS (This is submitted through Cit-E-Bid system) Conflict of Interest Disclosure: A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.

1.6 TEXAS ETHICS COMMISSION (Form 1295, Form can be downloaded and submitted through Cit-E-Bid system) Certificate of Interested Parties (Form 1295) Implementation of House Bill 1295: In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the state of Texas website, please use this link provided, https://www.ethics.state.tx.us/tec/1295-Info.htm In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract.

Changes to Form 1295:
Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an "unsworn declaration."

☑ I have read and understand this section

7 **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

☑ I have read and understand this section

8 **Questionnaire Description**

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct ".

9 **Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid**

Rosie Lozano, Ruby's Air conditioning, 956-712-4447

10 **State how long under has the business been in its present business name**

7 years

11 **If applicable, list all other names under which the Business identified above operated in the last five years**

Quality Air Conditioning

12 **State if the Company is a certified minority business enterprise**

The below information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company.

13 **Questions Part 1**

1) Is any litigation pending against the Business? 2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? 3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting? 4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? 5) Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business at default?

None

14 **Questions Part 2**

1) Is the Business in arrears in any contract or debt? 2) Has the Business been a defaulter, as a principal, surety, or otherwise? 3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason?

No

15 **State if the Company is a certified minority business enterprise**

This company is not a certified minority business

16 **Conflict of Interest Disclosure**

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of $250.00 or more to the listed City of Laredo officer (s) or certain family members. The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor. The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict forms.htm. The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include: 1. Mayor 2. Council Members 3. City Manager 4. Members of the Fire Fighters and Police Officers Civil Service Commission. 5. Members of the Planning and Zoning Commission. 6. Members of the Board of Adjustments 7. Members of the Building Standards Board 8. Parks & Leisure Advisory Committee Member, 9. Historic District Land Board Member, 10. Ethics Commission Board Member, 11. The Board of Commissioners of the Laredo Housing Authority 12. The Executive Director of the Laredo Housing Authority 13. Any other City of Laredo decision making board member If additional information is needed please contact Jaime E. Zapata, Purchasing Agent at 956-794-1731.

17 **Conflict of Interest Questionnaire Form CIQ**

For vendor or other person doing business with local governmental entity. This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

18 **Conflict of Interest Questionnaire**

Vendor is required to submit Conflict of Interest Form for bid to be considered complete. Have you submitted your completed Conflict of Interest Form with your response?

Yes

19 **Disclosure Form**

For details on use of this form, see Section 4.01 of the City's Ethics Code.

20 **This is a**

New Submission

21 **Question 1. Name of person submitting this disclosure form**

Please include First Name, Middle Initial, Last Name and Suffix (if applicable)

Rosie Lozano

22 **Question 2. Contract Information**

Please include the following: a)Contract or Project Name b)Originating Department

FY25-092 - HVAC MAINTENANCE & REPAIR - MUNICIPAL HOUSING

23 **Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)**

Ruby's Air Conditioning

24 **Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3.**

Not Applicable

25 **Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3**

If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section.

None

26 **Question 5. List any individuals or entities that will be subcontractors on this contract**

Not Applicable

27 **Question 5. List any individuals or entities that will be subcontractors on this contract**

If you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors in this section.

None

28 **Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract**

Not Applicable

29 **Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract**

If selected Not Applicable on question 6, please skip this section. If it applies to you, please list attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.

No response

30 **Question 7. Disclosure of political contributions**

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than $100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections. a) Any individual seeking contract with the city (Question 3) b) Any owner of officer of entity seeking contract with the city (Question 3) c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4) d) Any subcontractor or owner/office of subcontracting entity for the contract (Question 5) e) The spouse of any individual listed in response to (a) through (d) above f) Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

Not Applicable

31 **Question 7. Disclosure of political contributions**

If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.

No response

32 **Updates on contributions required**

Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

33	**Question 8. Disclosure of Conflict of Interest** Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials? I am not aware of any conflict of interest
34	**8. Disclosure of Conflict of Interest** If you selected I am aware of conflict of interest is question 8, please list them in this section. *No response*
35	**Question 9. Updates Required** I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been awarded. ☑ I have read and understand this section
36	**Question 10. No Contact with City Officials or Staff during Contract Evaluation** I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contacting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released. This no-contact provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact shall take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration. ☑ I have read and understand this section
37	**Question 11. Conflict of Interest Questionnaire (CIQ)** Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary. ☑ I have acknowledge that I have been advised
38	**Question 11. Oath** Please complete in this section the required information for your company: 1) Name 2) Title 3) Company or DBA 4) Date Rosie Lozano - Service Mgr Ruby's Air Conditioning 10/02/2025
39	**Question 12. Oath** I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete. ☑ I swear or affirm information is correct

Bid Lines

1	**Package Header** **SUMMARY** It is the intent of this request for bids to establish a term contract, with up to two (2) vendors for the City of Laredo Municipal Housing for labor, materials and equipment necessary to provide HVAC maintenance and repairs for City owned Municipal Housing properties on an "as needed" basis.

Bidders are strongly encouraged to submit their proposals electronically through us of Cit-E-Bid or in person - hand delivery. Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered.

Request for Bids may be hand delivered at the City Secretary Office, 1110 Houston St., 3rd Floor, Laredo, Texas 78040 until **5:00 P.M. on October 2, 2025 and all bids received will be opened and publicly acknowledged at 11:00 A.M. on October 3, 2025.**

The City of Laredo reserves the right to reject any or all bids, as well as the right to determine the bid most advantageous to the City.

SCOPE OF WORK

Maintenance and repair will include labor, parts, tools, equipment, miscellaneous materials and supervision to facilitate the general maintenance, standard repair and emergency repair. All work must be performed in compliance with all applicable laws, regulations and codes. The Contractor will be responsible for obtaining any necessary permits.

GENERAL REQUIREMENTS

The Contractor shall furnish all labor, equipment, tools, parts, materials and supplies required to repair, replace, remove stoppages, and install existing and new HVAC systems as required. This includes the provision of all replacement parts and component systems required for existing building HVAC systems in accordance with all original equipment manufacturer specifications. The services shall include, but not be limited to:
General Maintenance - preventative maintenance activities for existing HVAC systems at City owned Municipal Housing properties.
Standard Service & Repair - reactive maintenance and repair activities to address failures or stoppages for existing HVAC systems at City owned Municipal Housing properties.
Emergency Service & Repair - reactive maintenance and repair activities during after-hours or weekends to address failures or stoppages for existing HVAC systems at city owned Municipal Housing properties.

HVAC MAINTENANCE & REPAIR SERVICES PART 1 -
GENERAL

All work is to be performed according to industry standards, according to the material manufacturers' The Contractor will perform HVAC maintenance and repairs owned by the City of Laredo as requested by the Municipal Housing Supervisor or their designee.
Contractor shall perform its services in a prompt and timely manner and under the terms of the contract.
Contractor shall make its services available during the entire contract period.
The City of Laredo offers no guarantee of any amount of work to be performed under the contract. The failure of any Contractor to provide service when contacted may result in that Contractor's contract being canceled.

Service Locations

The City of Laredo Municipal Housing owns approximately 561 properties (237 Municipal Housing properties and 324 Noise Abatement properties). A full list will be provided to the awarded Contractor and updated as needed.

Project Coordinators

Work performed under this contract must be authorized by City of Laredo Municipal Housing Division Manager or Supervisors.

Response Times and Hours

Regular work hours shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, including City Holidays. Afterhours shall be 5:00 p.m. to 8:00 a.m., Monday through Friday, and Saturday and Sunday, including City Holidays.

Non-Emergency Work

When the City of Laredo Municipal Housing requests non-emergency service, the Contractor must respond via phone call within one (1) business day to arrange the details of the work request. Failure to respond within this time frame will result in the Municipal Housing contacting the next available contractor on the pre-approved contractor list.

Before non-emergency work can proceed, the Contractor shall furnish to the City of Laredo Municipal Housing a report, which shall include a scope of work, bill of materials, fixed price, and time required for completion, and request written authorization from the City of Laredo Municipal Housing.

Emergency Work
When the City of Laredo Municipal Housing requests emergency service, the Contractor must be able to respond to the job site within one (1) hour of time of the call. Inability to respond within this time frame will result in the City of Laredo Municipal Housing contacting the next available contractor on the pre-approved contractor list. Upon completion of the emergency service, the Contractor shall furnish the City of Laredo Municipal Housing a report, which shall include a scope of work, bill of materials, fixed price, and time required for completion, and request written acceptance from the City of Laredo Municipal Housing.

CONTRACTOR RESPONSIBILITIES

Work Warranty/Guarantee
All work provided by any Contractor pursuant to any contract that ensues from this agreement shall be warranted or guaranteed by that Contractor for a period of time of not less than 180 days.

Parts Warranty
Contractor shall remedy at the Contractor's expense any non-conforming or defective products and any damage to real or personal property owned by the City when that damage is the result of a defect of products furnished. All parts offered shall carry the standard warranty of the manufacturer. The City of Laredo Municipal Housing shall notify the contractor, within a reasonable period of time after the discovery of any failure, defect or damage. If the Contractor fails to remedy any failure, defect or damage within reasonable time after receipt of invoice, the City of Laredo Municipal Housing shall have the right to replace, repair or otherwise remedy the failure, defect or damage at the expense of the Contractor.

Contractor's Employees
The Contractor shall ensure that personnel are knowledgeable of all the requirements of these specifications. The Contractor shall be responsible for instructing his employees in all safety measures.

Site Control
All work areas shall be secured from public access, clearly marked, and barricaded. At all times, work shall not unreasonably interfere with ingress or egress of the building or normal operations of citizens, City employees or vehicles. All surrounding surfaces and vegetation shall be protected from contact with any materials used in the project. The Contractor is solely responsible for damage to surrounding surfaces, facilities, vegetation, vehicles, or persons caused by its materials, equipment, workers, or agents. The Contractor shall make every effort to maintain a clean, quiet, and orderly work area throughout the term of this project. No materials or equipment shall be left on the site when the contractor's workers are not present. The Contractor is responsible for protecting the work from damage from any source prior to final acceptance.

Work Schedule / Response Time and Hours
The Contractor shall perform work when needed and requested, including day and night hours as well as weekends and holidays. The Contractor shall be required to visit the potential job site and submit a written quote prior to the authorization of non-emergency work, at no additional charge to the City of Laredo. The written quote shall be provided within three (3) business days of the original request, and shall include a detailed summary in accordance with the contract rates. If the quote is accepted and the work performed, the Contractor's invoice shall not exceed the quoted amount.

Clean Up
At the completion of work, the Contractor shall completely remove all materials, supplies, debris and rubbish and leave each area in a clean, acceptable condition. All trash must be disposed of the City Landfill.

INSURANCE REQUIREMENTS

The Contractor shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times during the term of this contract.

TERM OF CONTRACT

The term of this contract shall be for a period of two (2) years beginning as of the date of its execution. The contract may be extended for one (1), additional two (2) year period. Should the vendor desire to extend the contract for the additional two-year period, it must so notify the City in writing no later than sixty (60) days before the expiration of the prior term. Such notification shall be effective upon actual receipt by the City. Renewals shall be in writing and signed by the City's Purchasing Agent and City Manager or his designee., without further action by the Laredo City Council, subject to and contingent upon appropriation of funding therefore. All annual contracts shall bound by the terms of the bid documents. The City shall also have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month-to-month basis, not to exceed 3 months. Said month to month extensions shall be in writing, signed by the City's Purchasing Manager & City Manager or his designee, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore. If the pricing remains the same or price adjustment has mutual agreement from both parties and the City agrees to extend the contract, the contract shall automatically renew for another two-year period.

AWARD OF BID

This contract will be awarded to up to two (2) lowest responsive responsible bidders, in accordance to the provisions of Chapters 252 and 271 of the State of Texas - Local Government Code.

Quantity: 1 UOM: EA Total: $385.00

Package Items

1.1 Regular Work Hours 8:00 a.m. - 5:00 p.m. Monday thru Friday

Quantity: 1 UOM: EA Price: $70.00 Total: $70.00

1.2 After Hours 5:00 p.m. - 8:00 a.m. Monday thru Friday

Quantity: 1 UOM: EA Price: $105.00 Total: $105.00

1.3 Weekends (Saturday & Sunday)

Quantity: 1 UOM: EA Price: $105.00 Total: $105.00

1.4 Holidays

Quantity: 1 UOM: EA Price: $105.00 Total: $105.00

Response Total: $385.00

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 16.**

SUBJECT

Consideration to renew service contract agreement FY23-066 to Sanders/Wingo, for contract services to include design, public relations, account management, content & creative, media planning & placement, digital activation, production management, video production for the US. Campaign in an annual amount of $379,000.00. This award provided for the possible extension of this contract for two additional, one-year term periods upon mutual agreement of both parties. This is the second and last extension of two extension periods. Funding is available in the Convention and Visitors Bureau Department.

PREVIOUS COUNCIL ACTION

Council approved a one-year contract on 11/06/2023

BACKGROUND

RFP number FY23-066 U.S. Marketing Agency of Record was issued 6/22/2023 with 6 vendors submitting bids, interviews were conducted with the top 3 highest scoring bids and a best & final offer was requested of each of them. After this process Sanders\Wingo was selected as the Laredo CVB new U.S. Agency of Record.

COMMITTEE RECOMMENDATION

N/A

STAFF RECOMMENDATION

It is recommended that this contract be approved.

Fiscal Impact

Fiscal Year:		2025-2026
Budgeted Y/N?:	Y	
Source of Funds:		Blank Fund

Account #: Various

Change Order: Exceeds 25% Y/N: N/A

FINANCIAL IMPACT:

Funding is available in

Revenue account : N/A

Expense account: 250-5315-553-5501 - $324,000

250-5315.553.6227 -$25,000

250-5315-553-5677 - $30,000

Grant Amount:$ N/A

State Share: $ N/A

Local Match: $ N/A

City of Laredo
Purchasing Division

RENEWAL LETTER

October 10, 2025

Daphne Restovic
Sanders/Wingo Advertising, Inc.
303 N. Oregon Street, Ste# 1200
El Paso, TX 79901

Re: FY23-066 U.S. Marketing Agency of Record - City of Laredo - LCVB
Extension II

Dear Daphne Restovic,

This is to inform you that contract FY23-066 which was approved by City Council on December 2, 2024 is up for renewal. This is the last extension period. Please advise if you wish to renew this contract.

Price Adjustment
The City of Laredo will allow unit price adjustments upwardly or downwardly when correlated with an industry wide adjustment. Any request for reasonable price adjustments will be considered. Justification for the requested adjustment on original fixed pricing must have mutual consent from both parties and be supported by appropriate documentation. The city will not take action to intentionally delay legitimate manufacturer unit price increases. The City of Laredo reserves the right to cancel the contract if the price increase is deemed excessive; a new contract vendor will be selected on the basis of competitive bids. Documentation may be emailed to jezapata@ci.laredo.tx.us.

Please indicate your desire to request a contract extension. Should your company desire a contract extension, it is expressly understood by the parties that any such extension of this contract is entirely revocable at the City's discretion. If there are any questions regarding this renewal extension, please feel free to call me at (956) 794-1731.

Sincerely,

Jaime E. Zapata, MPA, CTCD, CTCM
Purchasing Agent

Xc: Purchasing File

Sanders/Wingo Advertising, Inc.

Request a contract extension: X Not request a contract extension: _____

Authorized Signature: _____

Print Name: Daphne Restovic

Date: 10-15-2025

City of Laredo

City Council

Meeting Date: 11/17/2025 **Resolution 17.**

SUBJECT
A Resolution of the City Council of the City of Laredo, Texas ratifying the acceptance of a Chapter 380 Agreement between the City of Laredo and Clear Choice Hospital LLC., pursuant to an economic development incentive under Chapter 380 of the Texas Local Government Code and authorizing the City Manager to execute all relevant documents, and any other matters incident thereto; providing for severability; providing for an effective date; and providing for publication.

PREVIOUS COUNCIL ACTION
During the June 24, 2024 City Council Meeting in Executive Session, Council motioned to approve the request to move forward with negotiations regarding an incentive to Clear Choice LLC pursuant to Chapter 380 of the Texas Government Code, and to have the City Manager and City Attorney proceed accordingly to provide the best and final offer to Clear Choice LLC and authorize the City Manager and the Mayor to sign all relevant documents. On August 5, 2024 Resolution# 2024-R-239 was presented to the council approving the Chapter 380 Agreement. That item was tabled according to official minutes. This Resolution will ratify the acceptance of the Chapter 380 Agreement entered into between the City of Laredo and Clear Choice Hospital LLC 02/13/2025 and serve as the official Resolution approving the Agreement.

BACKGROUND
Clear Choice LLC has submitted a Letter of Intent and an Application for Chapter 380 to the Economic Development Department for consideration. The proposed location for the development would be in the Coves off of Loop 20. The proposed location for the development would be in the Coves off of Loop 20. A Tax rebate will be based on the allowable portion of the M&O Tax collected by the City in the designated TIRZ #2 area where the project will be located.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Recommends approval of this Resolution

Fiscal Impact

Fiscal Year:	Click or tap here to enter text.
Budgeted Y/N?:	Click or tap here to enter text.
Source of Funds:	Click or tap here to enter text.
Account #:	Click or tap here to enter text.

Change Order: Exceeds 25% Y/N: Click or tap here to enter text.

FINANCIAL IMPACT:
No financial impact until 2027 pursuant to terms and conditions within the Agreement

RESOLUTION NO. 2025-R-290

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS RATIFYING THE ACCEPTANCE OF A CHAPTER 380 AGREEMENT BETWEEN THE CITY OF LAREDO AND CLEAR CHOICE HOSPITAL LLC., PURSUANT TO AN ECONOMIC DEVELOPMENT INCENTIVE UNDER CHAPTER 380 OF THE TEXAS LOCAL GOVERNMENT CODE AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELEVANT DOCUMENTS, AND ANY OTHER MATTERS INCIDENT THERETO; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION. THE AGREEMENT WILL BE BASED ON PERFORMANCE AND ANNUAL COMPLIANCE.

This Chapter 380 Economic Development Program ("Agreement") is made and entered into by and between the **CITY OF LAREDO ("CITY)** a Texas home-rule municipal corporation and **CLEAR CHIOCE HOSPITAL LLC ("COMPANY")**, a corporation authorized to do business in Texas, for the purposes and considerations stated below:

WHEREAS, under Article III, Section 52-a of the Texas Constitution ("Texas Constitution") and Chapter 380 of the Texas Local Government Code ("Chapter 380") the governing body of a municipality may establish and provide for the administration of a program for making loans and grants of public money to promote state or local economic development and to stimulate business and commercial activity in the municipality and thereby advancing the public purposes of developing and diversifying the economy of the state, eliminating unemployment or underemployment in the state, or expanding transportation or commerce in the state; and

WHEREAS, the City has identified lawfully available funds from which it may make grant payments annually to the Company in the form of rebates, and to which amounts are based on the Company's City of Laredo real property and personal property taxes as determined in accordance with the Agreement; and

WHEREAS, the Company desires to develop approximately 12 acres of real property within the City's corporate limits located at 12003 Bob Bullock Loop with approximately 130,000 square feet in hospital facility improvements ("Property"); and

WHEREAS, the Company expects to invest approximately $125,500,000 in the project, which includes costs for land, improvements and equipment; and

WHEREAS, over the term of the Agreement, the project is expected to create at least 100 new full-time permanent jobs with a minimum wage of $15 per hour with standard

personnel benefits in addition to hundreds more temporary full-time jobs during the construction phase of the project; and

WHEREAS, the parties agree that all conditions precedent for the Agreement to become a binding agreement have occurred and been complied with, including all requirements pursuant to the Texas Open Meetings Act and all public notices and hearings, if any, have been conducted in accordance with Texas law;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS THAT:

SECTION 1. FINDINGS. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

SECTION 2. CHAPTER 380 PROGRAM. The agreement attached hereto as Exhibit A and incorporated by reference as set out in full**,** is hereby adopted as an Economic Development Program pursuant to Chapter 380 of the Texas Local Government Code.

SECTION 3. AUTHORIZATION. The City Manager for the City of Laredo is hereby authorized to execute the Agreement, and to execute all documents necessary to accomplish the purpose of this Resolution and administer the Program adopted hereby, provided said Agreement is first fully executed by a duly authorized representative of the Company.

SECTION 4. OPEN MEETING. It is hereby found and determined that the meeting at which this Resolution as passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect upon its adoption.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS _____ DAY OF _____ 2025.

_____

DR. VICTOR D. TREVINO
MAYOR, CITY OF LAREDO

ATTEST:

_____
MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH "ZONE" T. NGUYEN
CITY ATTORNEY

STATE OF TEXAS §
§
COUNTY OF WEBB §

EXHIBIT A

CHAPTER 380 ECONOMIC DEVELOPMENT GRANT AGREEMENT BETWEEN THE CITY OF LAREDO, TEXAS AND CLEAR CHOICE HOSPITAL, LLC.

This Chapter 380 Economic Development AMENDED Grant Agreement (the "Agreement") is made and entered into by and between the **CITY OF LAREDO**, a municipal corporation of the State of Texas, (the "City"), acting by and through its City Manager or his designee and **CLEAR CHOICE HOSPITAL, LLC**, a limited liability company registered to transact business in the State of Texas, (the "Company"), acting by and through its duly authorized officers. The City and the Company may be individually referred to as a "Party" and jointly as the "Parties."

ARTICLE I
RECITALS

The recitals set forth in City Council Resolution **No 2024-R-239** are declared true and correct by the Parties and are hereby incorporated as part of this Agreement.

ARTICLE II
AUTHORITY AND TERM

1. **AUTHORITY**. This Agreement is entered into pursuant to:

   A. Article III, Section 52-a of the Texas Constitution ("Texas Constitution") and Chapter 380 of the Texas Local Government Code; Title 12, Subtitle A.

   B. City Council Resolution **No. 2024-R-239** which specifically and originally approved this Agreement.

2. **TERM**. This Amended Agreement shall be effective as of the date of execution by all parties. This Agreement will terminate on the date all obligations under this Agreement have been fulfilled unless earlier terminated pursuant to Article V, or otherwise extended by mutual written agreement of the Parties. The Company's eligibility for Grant Payments (hereinafter defined) shall be limited to eight (8) consecutive years (the "Grant Period") within the term of the Agreement.

DEFINITIONS

The following words shall have the following meanings when used in this Agreement.

3. **AGREEMENT**. The word "Agreement" means this Chapter 380 Economic Development Agreement, together with all exhibits attached to this Agreement.

4. **BUSINESS PERSONAL PROPERTY**. The words "Business Personal Property" mean any taxable tangible personal property that is (i) subject to ad valorem taxation by the City; (ii) is legally

considered to be located on the Facility (as the term is defined below) and used in operation of the business; (iii) was not located on the Facility prior to the effective date of this agreement; and (iv) is owned or leased by the Company.

5. **CITY**. The word "City" means the City of Laredo, Texas.

6. **COMPANY**. The word "Company" means Clear Choice Hospital, LLC.

7. **FACILITY**. The word "Facility" means the estimated 112,000 square feet of an acute care general hospital in Laredo, Texas to be constructed by the Company on the below-defined Site.

8. **FULL-TIME JOBS**. A "Full Time Job" means a job with no predetermined end date (other than a retirement date), with a regular work week of 35 hours or more on average for the entire normal year of local Company operations or for the entire time the position has been in existence (if less than one calendar year), and with benefits substantially equivalent to other regular employees of the Company and that satisfies the requirements set forth in Article III, hereof.

9. **EMPLOYMENT RECORDS**. Means records reasonably necessary to verify employment and compensation levels during any Operational Year. These records include, but are not limited to, Employer' s Quarterly Federal Tax Returns (IRS Form 941), Texas Employment Commission Employer's Quarterly Reports, Employer' s Annual Tax Returns (IRS Form 940- EZ), Employee list, employment status, etc. COMPANY will not be required to disclose any performance review records or any other materials that are subject to nondisclosure requirements. To the extent authorized by Texas law, CITY and the COMPANY will keep the Employee records confidential

10. **PROJECT**. The word "Project" means (i) the Facility and related improvements (collectively, the "Improvements") to be constructed by the Company on the Site, (ii) the Site described below on which the Improvements are to be constructed; and (iii) the Business Personal Property to be installed or located at the Facility to support the operation.

11. **GRANT PAYMENT**. The words "Grant Payment" mean a payment from the City to the Company on a yearly basis based on real property city taxes and business personal property taxes on the terms of this agreement so long as the Company is able to meet the minimum criteria regarding the number of new permanent full-time jobs, benefits, minimum improvement valuation and submits the yearly annual certification.

12. **GRANT PERIOD**. The words "Grant Period" mean the period beginning on January 1 of Year 1 (hereinafter defined and continuing for eight (8) years during which the Company is eligible to receive Grant Payments from the City.

13. **SITE**. The word "Site" means the real property upon which the Improvements are to be constructed, located at **ABST PORCION 22, DONA MARIA JESUS SANCHEZ, ORIGINAL GRANTEE, ABSTRACT 277, AND PORCION 23, LEONARDO SANCHEZ, ORIGINAL GRANTEE, ABSTRACT 283, LOT 1 BLOCK 1 (THE COVES AT WINFIELD)** in the City, consisting of approximately 14.55 acres and more particularly described on **Exhibit A.5 and** attached hereto and incorporated herein by reference.

14. **Year 1**. The words "Year 1" shall mean the calendar year immediately following the earlier of the year in which (a) the Project is completed or (b) the Company has received a Certificate of

Occupancy and has placed the Project into service or operation, but in no case shall Year 1 be later than 2028.

ARTICLE III
PROJECT REQUIREMENTS

COMPANY'S OBLIGATIONS. The obligation of the City to provide the Grant Payments to the Company shall be conditioned upon the Company's continued substantial compliance with and satisfaction of each of the following conditions set forth in this Agreement, as solely and finally determined by the City Council:

1. The Company will invest the aggregate estimated amount of at least $125,500,000 (One Hundred Twenty Five million Five Hundred Thousand Dollars) (the "Project Investment") towards the construction and completion of the Project. The approximate capital costs for the Project **are $8,000,000 the Site and $117,500,000 for completion of improvements and installation of Business Personal Property.** If Company fails to make Project Investment of at least $125,500,000 (One Hundred Twenty Five million Five Hundred Thousand Dollars) on the Site, Company shall not be deemed to be in default under this Agreement, but the amount of the Grant shall be reduced proportionately based on the amount by which the Project Investment is less.

A. Any Project Investment condition that has been met for any Year will continue to be met throughout the term of Grant Period for such Project Investment condition for so long as the Total Taxable Assessed Value of the Project does not decrease by more than twenty percent (20%) after the initial satisfaction of the Investment Condition for Year 1, which (notwithstanding any provision in this Agreement to the contrary) Total Taxable Assessed Value for any year may include the increases in the "assessed value" for such year the capital investment necessary for the replacement of Business Personal Property.

The term "Total Taxable Assessed Value" for a particular tax year means the "assessed value" by Webb County Appraisal District (within the meaning of chapter 26 of the Texas Tax Code) for property tax purposes, of the land, improvements and personal property on the property for such tax year.

B. The Company shall own the Site by no later than January 1, 2025, if not already procured and owned by the company at the time of application. The Company shall either provide proof of ownership document to the City within thirty (30) days after purchase has been executed, or within thirty (30) days of application if Company already owns the property.

C. The Company will create and then maintain no less than the following aggregate number of new Full-Time Jobs at the Project during each year of the Grant Period (each, an "Employment Condition") to achieve compliance. **See Exhibit A.1** The Company's compliance is accepted if it adds more jobs per year than required and achieves the cumulative or total number sooner than projected, however, the minimal cumulative levels must be maintained throughout the Grant Period.

Exhibit A.1 - Jobs Table

	New Full-Time Jobs	Cumulative Full-Time Jobs (by Oct. 1 of Each Year)
Year 1	50	50
Year 2	25	75
Year 3	25	100
Year 4	0	100
Year 5	0	100
Year 6	0	100
Year 7	0	100
Year 8	0	100

D. The Company, following completion of the Project and commencement of operations, shall provide that all new employees filling a Full-Time Job as part of this project will be entitled to health insurance, sick and vacation/paid time off, workers compensation or occupational hazard insurance and that some benefits will be accessible to the employees' dependents throughout the term of this Agreement. The Parties agree that the benefits described in **Exhibit A.2** satisfy the Employment Conditions.

Exhibit A.2 - Benefits

Benefits	Cumulative Full-Time Jobs (by Oct. 1 of Each Year) Receiving Benefits							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Medical	50	75	100	100	100	100	100	100
Dental	50	75	100	100	100	100	100	100
Vision	50	75	100	100	100	100	100	100
Retirement	50	75	100	100	100	100	100	100
Workers Compensation	50	75	100	100	100	100	100	100

E. The Company, following completion of the Project and commencement of operations, shall provide that all employees filling a new Full-Time Job will be paid at a minimum rate of $15.00 per hour, regardless of position. The expected positions and wage scale are more specifically described in **Exhibit A.3** attached hereto and made part hereof for all intents and purposes.

F. The Project shall be developed at location (and any obligations described herein, related to such) shall be in accordance with the ordinances, rules, and regulations of the City, subject to any variances, approvals, and applicable laws authorizing the Project to vary from any such regulations.

G. The Company shall be subject to an audit (by the City or the City's third-party designee) annually in the month of October for the term of this Agreement, in regard to the level of investment valuation (as assessed by the Webb County Appraisal District) number of employees, wages of employee positions created, filled and maintained, benefits and other applicable information pertaining to conditional requirements as set in this Agreement. Company shall have the right to contest the appraised value of the Site and Facility as provided by law. However, Company covenants and agrees that during the term of this Agreement it shall not challenge or permit anyone else to take actions on its behalf to challenge any assessments by the Webb County Appraisal District at the Total Taxable Assessed Value for Year 1 or lower.

H. The Company shall not sell or lease any interest in the property to a member of the Laredo City Council, Planning & Zoning Commission or City officer as long as this Agreement is in effect.

I. The Company shall at all times comply with the City's building codes and zoning regulations in addition to all applicable rules, regulations, environmental laws, land use covenants and other restrictions of record. Company shall be solely responsible for obtaining any permits, licenses, certificates, or any other required documentation or approvals for the operation of the business on the Site.

J. Company shall allow the City or its agents reasonable access and inspect operating records, accounting, books and any other records related to the economic development incentive annual performance compliance requirements described herein, which are in Company's, possession, custody or control, for purposes of verifying the project investment, new jobs generated, employee benefits and payroll expenditures generated by the Development and for audit, if so requested by the City. The confidentiality of such records will be maintained in accordance with and subject to all applicable laws including the Public Information Act, Chapter 552, Texas Government Code. Further, Company shall allow the City reasonable access to the subject property owned or controlled by Company for inspections during construction of the Facility. All inspections will be made only after giving at least twenty-four (24) hours prior notice and will only be conducted in such manner as to not unreasonably interfere with the construction and or operations of the Company or the Facility. For physical inspections, any inspection will be made with one (1) or more representatives of Company, and in accordance with its safety standards, if any.

K. The City reserves the right to confirm Company's compliance with the terms and conditions of this Agreement. City will provide the Company with a written report of the findings. If the monitoring notes deficiencies in the Company's performance under terms of Agreement, the monitoring report shall include corrections for such deficiencies by Company and a reasonable amount of time in which to attain compliance.

2. **CITY'S OBLIGATIONS**. As consideration for the Company's performance of its obligations under this Agreement, during the Term of the Agreement, City shall provide Company the following:

A. **GRANT PAYMENTS**. An annual Grant Payment to the Company based on the Company's City of Laredo real property and personal property taxes as determined below (the "Grant Payment Formula") for Year the Company satisfies Performance Conditions. The City will contribute the below percentages from the revenue generated from the non-committed 60% M&O Tax Rate in the designated Tax Increment Reinvestment Zone #2 as assessed and collected on the captured appraised value for each respective tax year during the term of the agreement.

EXHIBIT A.4 – "Grant Payment Formula"

Term Year	Total estimated assessed value of real property plus land	Percentage tax rebate of total valuation	Estimated assessment of equipment and tangible business property	Percentage tax rebate personal business property
YR 1	$75M	60%	$15 million	50%
YR 2	$75M	60%	$15 million	50%
YR 3	$75M	60%	$15 million	50%
YR 4	$75M	50%	$15 million	50%
YR 5	$75M	50%	$15 million	50%
YR 6	$75M	40%	$15 million	50%
YR 7	$75M	40%	$15 million	50%
YR 8	$75M	40%	$15 million	50%

B. If the Company fails to substantially satisfy any of the Employment Conditions or the Project Investment conditions included in Article III, or an Annual Certification reasonably acceptable to the City, then no Grant Payment will be considered and Company would be considered non-compliant.

C. The Grant period shall commence on Year 1. The City will make the first Grant Payment after the full calendar year assessment and payment pursuant to the timeline described in the following Section D.

D. The Company shall pay to the City ad-valorem taxes assessed on the Land, Improvements, and Business Personal Property in each year prior to the beginning of the Grant Payment Period. Commencing at Year 1, the City will annually issue each Grant Payment to Company on or before the ninetieth (90th) day following the City receiving written notice, as provided herein, from the Company that such taxes have been paid in full. Prior to issuance of a Grant Payment, the City shall annually verify the Employment Conditions above. The written notice from Company to the City that relevant property taxes have been paid in full shall include a copy of the paid tax receipt or other proof such taxes have been paid.

E. The Company acknowledges the Total Assessed Value described herein is estimated based on the Project Investment and that the Taxable Assessed Value may rise or decline during the Grant Period. The Company shall retain the right to protest and/or contest such appraisals. Grant payments total over agreement period shall not exceed $1.1 Million.

ARTICLE IV
ANNUAL CERTIFICATION

1. **ANNUAL CERTIFICATION**. Beginning October 1 of Year 1, and during the month of October of each calendar Year thereafter during the Term, the Company submit to a review for annual certification to meet compliance with each applicable term of the Agreement. Such annual certification shall include employment records and other documents that show:

- Number of new jobs created
- Number of cumulative jobs maintained
- Employee benefits offered/used
- Receipt of taxes paid
- Other information relevant to the project's development and operation

If the Company fails to timely submit to an Annual Certification for a particular year, the City may give the Company written notice of its failure to timely submit, and the Company shall have thirty (30) calendar days from the date on which such written notice is given in which to submit to such annual certification.

Concurrent with the submittal of the annual certification, Company will submit to the City, or its designee, documentation as may be reasonably necessary to verify the expenditures to date of the Project Investment which have not otherwise been verified as part of a prior certification. The City, or its designee, will provide to Company a written explanation for any expenditures that the City determines cannot be verified. Company may submit additional documentation to the City, or its designee, in order to obtain verification.

ARTICLE V
TERMINATION/RECAPTURE

1. **ACTS TRIGGERING TERMINATION**. During the Grant Payment Period covered by this Agreement, the City may, subject to the notice provisions below, declare a default of this Agreement by the Company if the Company:

A. Refuses or neglects to comply with any of the terms of this Agreement; or

B. Makes representation that is false or misleading in any material respect to any of the terms of this Agreement; or

C. Substantially fails to satisfy the Investment Conditions hereof such that in any Year of the Grant Payment period, the Total Assessed Value is less than the minimum amount set for in Article, III (1)A; or

D. Materially breaches any of the terms or conditions of this Agreement and such default or breach is not cured as provided below following written notice thereof by the City; or

E. Ceases conducting produce distribution enterprise business during the Grant Payment Period at the Project for a period of six (6) months or more for any reason other than suspension due to fire, explosion, accident, natural disaster or other casualty, or

F. Fails to submit to City the Annual Certification as required by Article IV following notice of such failure; or

G. Allows the ad valorem taxes due on the Project to become delinquent without timely and properly filing a protest under Chapter 41 of the Texas Property Tax Code; or

H. By mutual written agreement of the parties.

2. **NOTICE OF TERMINATION**. In the event that the City makes a reasonable determination that the Company has materially defaulted under this Agreement, then City shall give Company written notice of such. Company shall have sixty (60) days following receipt of said written notice to reasonably cure such default or this Agreement may be terminated by the City. Notice of default shall be in writing and shall be attempted or delivered by certified mail to the Company at the address provided in Section VI of this Agreement. If default is not cured with sixty (60) days from the date of such notice (the "Cure Period") then the Agreement may be terminated at the City's sole option. However, in the case of default for causes beyond the Company's reasonable control and which cannot, with due diligence, be cured within such sixty (60) day period, the Cure Period may be extended in the City's sole discretion if the Company:

A. Immediately upon receipt of such notice, advises the City of the reasons the default is beyond the Company's control and state Company's intention to institute all steps necessary to cure such default; and

B. Institutes and thereafter carries to completion with reasonable dispatch all steps necessary to cure same.

C. The City may terminate this Agreement for its convenience and without the requirement of an event of default by Company, which shall become effective immediately if any state or federal statute, regulation, case law, or other law renders this Agreement ineffectual, or illegal, including any case law holding that a Chapter 381 Economic Development Agreement such as this Agreement is an unconstitutional debt.

3. **RECAPTURE**. All taxes by virtue of this Agreement shall be reinstated immediately after termination of this Agreement and shall accrue without abatement for all tax years thereafter. Upon termination by the City, The City shall have the right to demand recapture from the Company for the total amount of any Grant Payment previously made while the Company was in default of its obligations hereunder. Payment of recaptured Grant Payments shall become due sixty (60) days following receipt of such demand.

The right of the City to require recapture and demand payment, and the obligation of Company to repay such, shall survive termination of this agreement. The City Attorney has the authority, on

behalf of the City, to initiate any necessary litigation against the Company to pursue the City's remedy of recapture.

4. **EXCEPTION**. In the event, the Property, the Improvements and/or Business Personal Property are taken by the state or federal government through exercise of the power of eminent domain, this Agreement shall terminate to the extent the property is affected, however, the City shall not be entitled to recapture Grant Payments related thereto.

ARTICLE VI
INDEMNIFICATION

1. **COMPANY COVENANTS AND AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS, CITY AND ITS ELECTED OFFICIALS, EMPLOYEES, OFFICERS, DIRECTORS, AND REPRESENTATIVES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, FINES, PENALTIES, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE WHATSOEVER, INCLUDING BUT NOT LIMITED TO, PERSONAL INJURY OR DEATH AND PROPERTY DAMAGE, MADE UPON CITY DIRECTLY OR INDIRECTLY ARISING OUT OF, OR RESULTING FROM OR RELATED TO THE COMPANY'S NEGLIGENCE, WILLFUL MISCONDUCT OR CRIMINAL CONDUCT IN ITS ACTIVITIES UNDER THIS AGREEMENT, INCLUDING ANY SUCH ACTS OR OMISSIONS OF THE COMPANY, ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, CONSULTANT OR SUBCONSULTANTS OF THE COMPANY, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS AND REPRESENTATIVES WHILE IN THE EXERCISE OR PERFORMANCE OF THE RIGHTS OR DUTIES UNDER THIS AGREEMENT, ALL WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY AND UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. THE PROVISIONS OF THIS INDEMNIFICATION ARE SOLELY FOR THE BENEFIT OF THE CITY AND ARE NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.**

2. **COMPANY SHALL PROMPTLY ADVISE CITY, IN WRITING OF ANY CLAIM OR DEMAND AGAINST CITY AND RELATED TO OR ARISING OUT OF OWNER'S ACTIVITIES UNDER THIS AGREEMENT AND SHALL SEE TO THE INVESTIGATION AND DEFENSE OF SUCH CLAIM OR DEMAND AT OWNER'S COST. CITY SHALL HAVE THE RIGHT, AT ITS OPTION AND AT ITS OWN EXPENSE, TO PARTICIPATE IN SUCH DEFENSE WITHOUT RELIEVING OWNER OF ANY OF ITS OBLIGATIONS UNDER THIS PARAGRAPH.**

ARTICLE VII
GENERAL PROVISIONS

1. **NOTICE**. Any notice required or permitted to be given hereunder by one party to the other shall be in writing and the same shall be given and shall be deemed to have been served and given if, (a) placed in the United States Mail with postage prepaid, return receipt requested, properly addressed to such party at the address hereinafter specified; or (b) deposited into the custody of a nationally recognized overnight delivery service such as FedEx or UPS, addressed to such party at the address hereinafter specified. Any notice mailed in the above manner shall be effective upon its deposit

into the custody of the United States Postal Service or such nationally recognized delivery service, as applicable; all other notices shall be effective upon receipt. A party may designate a different address by giving the other party ten (10) days written notice. All notices must be filed with the City Tax Assessor-Collector.

TO THE COMPANY:

Clear Choice Hospital, LLC.
ATTN: Victor Vasquez Jr.
President/Chairman
7105 Bartlett Ave. Suite 101
Laredo, TX 78041

TO THE CITY:

CITY OF LAREDO
ATTN: Joseph W. Neeb
City Manager
1110 Houston Street
PO Box 579
Laredo, TX 78042-0579

A. **CONDITION**. This Agreement is conditioned entirely upon the approval of the Laredo City Council by the affirmative vote of a majority of the members at a scheduled meeting.

B. **ASSIGNMENT**. If the Company sells, assigns or exchanges the Project, this Agreement shall cease and any subsequent Grant Payments shall be subject to recapture. However, City Council, at their discretion, may consider Amending the Agreement to accommodate such new owner. A written request must be made by the new owner to the City Tax Assessor-Collector.

C. **AMENDMENT**. This Agreement may be terminated, changed, modified, or amended in whole or in part by mutual written agreement between the Parties, their successors or assigns and as approved by the governing body of the City. No amendment, modification, or alteration of the terms hereof shall be binding unless in writing dated subsequent to the date of this Agreement and duly authorized by the parties. The Company acknowledges that City Council approval is required for any of these actions.

D. **SEVERABILITY**. In the event any section, subsection, paragraph, subparagraph, sentence, phrase or work herein is held invalid, illegal, or unenforceable, the balance of this Agreement shall stand, shall be enforceable and shall be read as if the parties intended to delete said invalid section, subsection, paragraph, subparagraph, sentence, phrase or word. In such event there shall be substituted for such deleted provision that is valid, legal and enforceable. This Agreement constitutes the entire Agreement between the parties related to the subject matter herein and supersedes all prior, oral or written agreements, commitments or understandings with respect to the matters provided for herein.

E. **EMPLOYMENT OF UNDOCUMENTED WORKERS**. During the term of this Agreement, the Company agrees to not knowingly employ any undocumented workers and

if convicted of a violation under U.S.C. Section 1324a(f) such action shall be an Event of Default and the Company shall be liable for repayment of taxes previously rebated and any other funds received by the Company from the City after the date of such violation. Such repayment shall be due within one-hundred and twenty (120) days after the date the Company is notified by the City of such violation. The Company is not liable for an unknown violation of this Section by a subsidiary, affiliate, or franchisee of the Company or by a person with whom the Company contracts provided however that identical federal law requirements provided for herein shall be included as part of any agreement or contract which the Company enters into with any subsidiary, assignee, affiliate, or franchisee.

F. **COMPANY STANDING**. The Company, as a party to this Agreement, shall be deemed a proper and necessary party in any litigation questioning or challenging the validity of this Agreement or any of the underlying ordinances, resolutions, or City Council actions authorizing same, and the Company shall be entitled to intervene in said litigation.

G. **GOVERNING LAW**. The laws of the State of Texas shall govern the Agreement; and this Agreement is fully performable in Laredo, Webb County, Texas with exclusive venue for any action concerning this Agreement being in a court of competent jurisdiction in Webb County, Texas.

H. **INDEPENDENT CONTRACTOR**. It is expressly understood and agreed by all Parties hereto that in performing their services hereunder, the Company at no time will be acting as an agent of the City and that all consultants or contractors engaged by the Company respectively will be independent contractors of the Company; and nothing contained in this Agreement is intended by the Parties to create a partnership or joint venture between the Parties and any implication to the contrary is hereby expressly disavowed. The Parties hereto understand and agree that the City will not be liable for any claims that may be asserted by any third party occurring in connection with the obligations performed by the Company respectively under this Agreement, unless any such claims are due to the fault of City.

I. **ACCESS TO INFORMATION**. The Company agrees to provide the City access to information related to the during regular business hours upon reasonable notice. The City shall have the right to require the Company to submit any necessary information, documents, invoices, receipts or other records to verify the completion of the Project by Company. During the Term of this Agreement, Company shall allow designated representatives of the City access to the Facility during normal business hours and, upon notice to Company, to inspect the Facility and Business Personal Property to determine if the terms and conditions of this Agreement are being met, as long as City representatives are accompanied by Company's representative and as long as such inspections are conducted in such a manner as to: (i) not unreasonably interfere with the operation of the Facility; and (ii) comply with Company's reasonable securing requirements.

J. **REMEDIES**. No right or remedy granted herein or reserved to the parties is exclusive of any right or remedy herein by law or equity provided or permitted; but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without consent of the parties. Forbearance or indulgence by either party shall not constitute a waiver of any covenant or condition to be performed pursuant to this Agreement.

K. **HEADINGS**. The headings of this Agreement are for the convenience of reference only and shall not affect in any manner any of the terms and conditions hereof.

EXECUTED on this 13 day of February, 2025.

- **Clear Choice Hospital, LLC.**

_____ /DATE/ 2-11-2025

Printed Name: Victor Vasquez, Jr.

Position: President/Chairman

- **FOR CITY OF LAREDO**

_____ /DATE/ _____

Printed Name: Joseph W. Neeb

Position: City Manager

- **ATTEST:**

_____ /DATE/ 2-13-25

Mario I. Maldonado, Jr.
City Secretary

APPROVED AS TO FORM:

_____ /DATE/ 2/12/25

Doanh T. Nguyen
City Attorney

Exhibit A.3 List of Employees

	Baseline	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
)	12.98	12.98	14.93	17.17	18.89	19.83	20.13	20.43	20.74
P & IP Surgical	14.09	14.09	22.84	25.56	27.88	29.86	30.21	30.59	30.98
(Med/Surg)	22.94	5.10	7.65	10.20	12.75	15.29	17.84	20.39	22.94
&D	58.97	14.74	17.69	23.59	29.48	35.38	41.28	47.17	53.07
U/CCU	-	-	-	-	-	-	-	-	-
ncillary	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
'ound Care Nurse	-	-	-	-	-	-	-	-	-
espiratory Therapist	-	-	-	-	-	-	-	-	-
ase Management	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
entral Supply/Sterilization Tech	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
harmacist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
harmacy Technician	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
eticians	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
etary	-	-	-	-	-	-	-	-	-
afeteria Chef	-	-	-	-	-	-	-	-	-
afeteria Servers	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
vironmental Services/Housekeeping	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
ospital CEO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
ospital Controller	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
lanager: Surgical Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
lanager: L&D	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
lanager: Plant Operations	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: Quality & Risk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: Registration and HIM	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: Laboratory	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: Radiology	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: OR/Surgery Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: Ancillary/Other	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: Environmental Services/Housekeeping	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: Dietary	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
rector: Pharmacy	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
lechanical/Engineering	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
ecurity	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
egistration clerks	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
aceholder	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
dministrative Assistant	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Total FTE's	179.98	117.91	134.11	147.51	160.00	171.37	180.46	189.58	198.73

Exhibit A.5 Legal Description

DESCRIPTION for a TRACT OF LAND containing 14.55 acres, more or less, situated in Porcion 22, Doña Maria Jesus Sanchez, Original Grantee, Abstract 277, and Porcion 23, Leonardo Sanchez, Original Grantee, Abstract 283, Webb County, Texas

A tract of land containing 14.55 acres, more or less, situated in Porcion 22, Doña Maria Jesus Sanchez, Original Grantee, Abstract 277, and Porcion 23, Leonardo Sanchez, Original Grantee, Abstract 283, Webb County, Texas, said 14.55 acres, more or less, being partially out of a tract of land called to contain 60.08 acres conveyed to Chaco Land Sales, L.L.C., as recorded in Volume 5577, Pages 691-707, Official Public Records, Webb County, Texas, and partially out of a tract of land called to contain 200.68 conveyed to Chaco Land Sales, L.L.C., as recorded in Volume 5577, Pages 691-707, Official Public Records, Webb County, Texas, said tract of land being more particularly described by metes and bounds as follows:

COMMENCING at a ½" iron rod (GPS Coordinates: N:17108554.0157, E:677155.2405) found at the intersection of US 59 Loop (Bob Bullock Loop 20) (R.O.W. Varies) and Shiloh Drive (120-ft. R.O.W.), same being an exterior corner of Lot 3, Block 2, Shiloh Crossing Subdivision, as recorded in Volume 38, Page 71, Plat Records, Webb County, Texas, and the northeast corner of Lot 1, Block 1, Killam-Loop 20 Billboard #2, as recorded in Volume 33, Page 79, Plat Records, Webb County, Texas; **THENCE,** N 48° 10' 38" E, a distance of 502.45 feet to a TxDOT R.O.W. Monument (GPS Coordinates: N: 17108889.0641, E: 677529.6723) found on the new east right-of-way line of said US 59 Loop (Bob Bullock Loop 20), same monument being the **POINT OF BEGINNING** of this tract of land containing 14.55 acres, more or less, an exterior corner hereof;

THENCE, along the new east right-of-way line of the US 59 Loop (Bob Bullock Loop 20), the following calls and distances:

THENCE, N 38° 36' 03" W, a distance of 120.00 feet to a TxDOT R.O.W. Monument found, an interior corner hereof;

THENCE, N 83° 36' 03" W, a distance of 205.06 feet to a TxDOT R.O.W. Monument found, an exterior corner hereof;

THENCE, N 38° 36' 03" W, a distance of 1,004.43 feet to a ½" iron rod set, an exterior corner hereof;

THENCE, S 83° 36' 03" E, a distance of 35.36 feet to a ½" iron rod set, an interior corner hereof;

THENCE, N 51° 23' 57" E, a distance of 313.08 feet to a ½" iron rod set, same being the point of curvature of a 1,220.00-foot radius curve to the left, having a delta of 14° 26' 55", a tangent of 154.65 feet, and a chord of N 44° 10' 29" E – 306.84 feet;

THENCE, along the arc of said 1,220.00-foot radius curve to the left, a distance of 307.66 feet to a ½" iron rod set, an exterior corner hereof;

THENCE, S 38° 18' 28" E, a distance of 82.55 feet to a ½" iron rod set, same being the point of curvature of a 1,300.00-foot radius curve to the right, having a delta of 7° 42' 23", a tangent of 87.56 feet, and a chord of S 41° 43' 47" W – 174.72 feet, an exterior corner hereof;

THENCE, along the arc of said 1,300.00-foot radius curve to the right, a distance of 174.85 feet to a ½" iron rod set, an interior corner hereof;

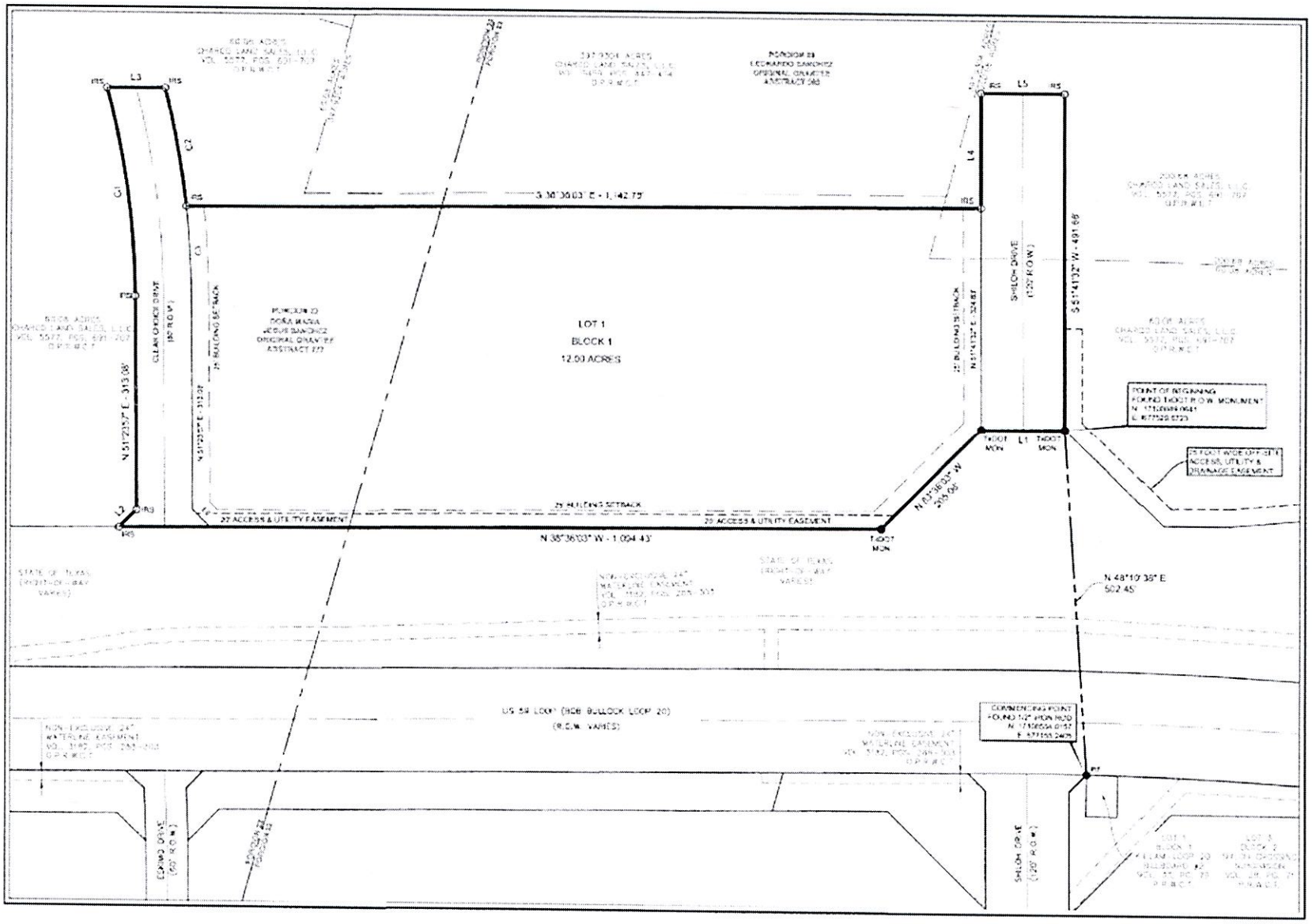
THENCE, S 38° 36' 03" E, at 1,088.16 feet past the common boundary line between the said 60.08-acre tract and the said 200.68-acre tract, a total distance of 1,142.79 feet to a ½" iron rod set, an interior corner hereof;

THENCE, N 51° 41' 32" E, a distance of 167.44 feet to a ½" iron rod set, an exterior corner hereof;

THENCE, S 38° 18' 28" E, a distance of 120.00 feet to a ½" iron rod set, an exterior corner hereof;

THENCE, S 51° 41' 32" W, at 490.93 feet past the common boundary line between the said 200.68-acre tract and the said 60.08-acre tract, a total distance of 491.66 feet to the **POINT OF BEGINNING** of this tract of land containing 14.55 acres, more or less.

Basis of Bearings: Texas Coordinate System of 1983, South Zone 4205.


LOT 1
BLOCK 1
12.00 ACRES
S 30°30'03" E - 1,142.75'
N 35°36'03" W - 1,094.43'
N 51°12'57" E - 313.08'
S 51°41'32" W - 491.69'
N 51°41'32" E - 324.87'
N 83°36'39" W
205.05'
N 48°10'38" E
502.45'
POINT OF BEGINNING
FOUND TXDOT R.O.W. MONUMENT
N: 17126994.0561
E: 877529.5725
COMMENCING POINT
FOUND 1/2" IRON ROD
N: 17126554.0157
E: 877155.2467
SHILOH DRIVE
(120' R.O.W.)
CLEAR CREEK DRIVE
(80' R.O.W.)
EDMUND DRIVE
(60' R.O.W.)
US 59 LOOP (ROB BULLOCK LOOP 20)
(R.O.W. VARIES)
25 FOOT WIDE OFF-SITE
ACCESS, UTILITY &
DRAINAGE EASEMENT
25' ACCESS & UTILITY EASEMENT
25' BUILDING SETBACK
TXDOT MON
IRS
IRC
PT
L1
L2
L3
L4
L5
C1
C2
C3

City of Laredo

City Council

Meeting Date: 11/17/2025 **Resolution 18.**

SUBJECT
A resolution of the City Council of the City of Laredo, Texas, authorizing and approving a fee waiver and a tax abatement agreement between the City of Laredo and Salvador Nino for a proposed project located at 3309 E. Saunders, Abst 241 Por 28 E Martinez 11.65 ACS (Hwy 59 frontage) that consists of new construction, in accordance with authorized guidelines and criteria established for the Neighborhood Empowerment Zone (NEZ) #4. This agreement will be for a period of ten (10) years and will abate taxes on new improvements for the purpose of economic development. The project has an estimated capital investment total of $17,375,000, estimated annual tax abatement total of $87,902 and estimated total fee waivers of $137,977. Guidelines and criteria for the agreement are set forth in the attached agreement and information. This project is located within City Council District 4.

PREVIOUS COUNCIL ACTION
The City of Laredo Created a Neighborhood Empowerment Zone One, Zone Two, Zone Three, and Zone Four within the City of Laredo, and making the necessary findings of public benefit and public purpose to support the creation of the zone in districts I, II, III, IV and VIII in the City of Laredo for the purpose of development.

BACKGROUND
The City of Laredo created the NEZ Program to improve City Council Districts I, II, III, IV and VIII by encouraging private investment in housing, businesses, and services in NEZ areas. The NEZ Program is the vehicle by which incentives such as building permit fee waivers and municipal property tax abatements may be granted to homeowners, investor-owners and developers proposing new construction projects or rehabilitation projects that are located within the NEZ area.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Recommend approval of this resolution.

Fiscal Impact

Fiscal Year:	Click or tap here to enter text.
Budgeted Y/N?:	Click or tap here to enter text.
Source of Funds:	Click or tap here to enter text.
Account #:	Click or tap here to enter text.
Change Order: Exceeds 25% Y/N:	Click or tap here to enter text.

FINANCIAL IMPACT:

No Financial impact at this time.

RESOLUTION NO. 2025-R-297

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS, AUTHORIZING AND APPROVING A FEE WAIVER AND A TAX ABATEMENT AGREEMENT BETWEEN THE CITY OF LAREDO AND SALVADOR NINO FOR A PROPOSED PROJECT LOCATED AT 3309 E. SAUNDERS, ABST 241 POR 28 E MARTINEZ 11.65 ACS (HWY 59 FRONTAGE, THAT CONSISTS OF NEW CONSTRUCTION MIXED-USE, IN ACCORDANCE WITH AUTHORIZED GUIDELINES AND CRITERIA ESTABLISHED FOR THE NEIGHBORHOOD EMPOWERMENT ZONE (NEZ) 4. THIS AGREEMENT WILL BE FOR A TEN (10) YEAR PERIOD AND WILL ABATE TAXES ON NEW IMPROVEMENTS FOR THE PURPOSE OF ECONOMIC DEVELOPMENT. THE PROJECT HAS AN ESTIMATED CAPITAL INVESTMENT TOTAL OF $17,375,000, ESTIMATED ANNUAL TAX ABATEMENT TOTAL OF $87,902 AND ESTIMATED TOTAL FEE WAIVERS OF $137,977. GUIDELINES AND CRITERIA FOR THE AGREEMENT ARE SET FORTH IN THE ATTACHED AGREEMENT AND INFORMATION.

WHEREAS, the City of Laredo has previously approved Resolution No. 2013-R-023, creating the Neighborhood Empowerment Zone (NEZ) which outlined potential incentives for projects located within the NEZ and the guidelines for approval process.

WHEREAS, Applicant is proposing a NEZ project located within the NEZ boundary, that meets the required criteria;

WHEREAS, the project is eligible for fee waivers and tax abatement;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Laredo that:

The project referenced herein is hereby approved for a NEZ Certification and in accordance with authorized guidelines and criteria established for the Neighborhood Empowerment Zone.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR on this ____ day of _____, 20__25___.

BY: _____

DR. VICTOR A. TREVIÑO
MAYOR

ATTEST:

_____

MARIO I. MALDONADO, JR.

CITY SECRETARY

APPROVED AS TO FORM:

_____

DOANH "ZONE" T. NGUYEN

CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Resolution 19.**

SUBJECT
Resolution ratifying authorization of the City Manager to submit a Preliminary Application under the Texas Off-System Rail Grade Separation State Fund Program, part of the 2025 TxDOT Call for Projects.

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
The preliminary application is designed to capture high-level project details that will enable the funding agency to vet viable projects. This is why there is no estimated project cost or scope of work details available for purposes of this item. This is a new grant program created pursuant to Senate Bill 1555 (89th Legislature) which established the Texas Off-System Rail Grade Separation State Fund. This program provides financial assistance for rail grade separation projects in Texas that will improve public safety, support economic development, and reduce traffic congestion. The program is divided into 2 phases. The first phase is to submit a preliminary application and if selected by the agency committee, the City will then be invited to Phase 2 which will be to complete a full detailed application which will include a 10% non-state match commitment by the City. The deadline to submit the preliminary application is November 14, 2025; thus, this item to ratify authorization to submit.

COMMITTEE RECOMMENDATION
Click or tap here to enter text.

STAFF RECOMMENDATION
Recommend approval of this Resolution.

Fiscal Impact

Fiscal Year:	Click or tap here to enter text.
Budgeted Y/N?:	Click or tap here to enter text.
Source of Funds:	Click or tap here to enter text.
Account #:	Click or tap here to enter text.
Change Order: Exceeds 25% Y/N:	Click or tap here to enter text.

FINANCIAL IMPACT:
There is no financial impact to the City that is required to submit a preliminary application.

RESOLUTION NO. 2025-R-304

RESOLUTION RATIFYING AUTHORIZATION OF THE CITY MANAGER TO SUBMIT A PRELIMINARY APPLICATION UNDER THE TEXAS OFF-SYSTEM RAIL GRADE SEPARATION STATE FUND PROGRAM, PART OF THE 2025 TXDOT CALL FOR PROJECTS.

WHEREAS, the 89th Legislature created the Texas Off-System Rail Grade Separation State Fund under Senate Bill 1555 which provides financial assistance for rail grade separation projects in Texas that will improve public safety, support economic development, and reduce traffic congestion; and,

WHEREAS, the program requires interested eligible entities to submit a Preliminary Application due November 14, 2025, and;

WHEREAS, the *City Council of the City of Laredo* acknowledges and expresses its sincere and cordial intention to apply for the aforementioned funding opportunity whose implementation date cannot begin until funding is approved; and,

WHEREAS, the *City Council of the City of Laredo* finds it in the best interest of the citizens of the City of Laredo, Texas to formally apply and apply for the aforementioned program in order to improve public safety, support economic development, and reduce traffic congestion; and,

WHEREAS, the *City Council of the City of Laredo* designates the City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the gran on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS THAT:

SECTION 1. Ratifying authorization of the City Manager to submit a Preliminary Application under the Texas Off-System Rail Grade Separation State Fund Program, part of the 2025 TxDOT Call for Projects.

SECTION 2. This Resolution shall take effect immediately upon passage.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS _____ DAY OF _____ 2025.

_____

DR. VICTOR D. TREVIÑO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH "ZONE" T. NGUYEN
CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 20.**

SUBJECT
Consideration to award professional services contract to Slay Architecture, Laredo, Texas in the amount not to exceed $316,870.00 for the FY25-ENG-11 City of Laredo Health Department Building Improvements located at 2600 Cedar Avenue for architectural and engineering services. Funding is available in the 2025 Certificate of Obligation.

PREVIOUS COUNCIL ACTION
On July 21, 2025, City Council approved of the selection of the top ranked consultant Slay Architecture, Laredo, Texas for the RFQ FY25-ENG-11 Health Department Building Improvements Project; and authorization to negotiate a professional services contract. A total of (5) firms responded to the request for qualifications and (3) firms presented before the evaluation committee on Wednesday, June 18, 2025. The committee recommends the selection of Slay Architecture, Laredo, Texas. There is no financial impact at this time.

1. Slay Architecture, Laredo, Texas
2. Redline Architecture, LLC, Laredo, Texas
3. Cavazos Architects, Laredo, Texas

BACKGROUND
The project scope is to provide an assessment of the existing Health Department facility located at 2600 Cedar Avenue in Laredo, Texas. Possibility to move to Phase II for renovations/additions/new build

PHASE 1- BUILDING ASSESSMENT
- Architectural Assessment
- Structural Assessment
- MEP Assessment
- Building Envelope Assessment
- Space Needs Assessment/ Masterplan

OTHER SERVICES
- Asbestos /Lead-Containing Paint Survey
- Measured Drawings

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating: Strong
Supporting goal(s)/policy(ies):
Policy 7.3.2 “Invest in maintenance, renovation, and expansion of public health facilities to meet

evolving community needs."
Policy 10.1.3 "Coordinate public facility improvements to align with community growth and infrastructure needs."
Policy 7.4.1 "Promote safe, accessible, and healthy environments through the rehabilitation of aging public buildings and infrastructure."

Summary of alignment:
The Health Department Building Improvements - Phase I project demonstrates strong alignment with the Viva Laredo Comprehensive Plan. The project's focus on comprehensive building assessments-including structural, MEP, and space needs evaluations-directly advances the City's policies promoting modernization of public health infrastructure and the coordination of facility investments.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Approval of this motion.

Fiscal Impact

Fiscal Year:	2025
Budgeted Y/N?:	Y
Source of Funds:	2025 Certificate of Obligation
Account #:	477-2910-543-2010
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding is available in the 2025 Certificate of Obligation.
Account #477-2910-543-2010 Project HD2501

9901 McPherson Road, Suite 104
Laredo, Texas 78045

Phone: 956-791-0405
www.slayarchitecture.com

SLAY ARCHITECTURE

10/06/2025

Mr. Eliud de los Santos, PE
City of Laredo
1101 Houston Street
Laredo, Texas 78040

Re: FY25-ENG-11 Health Department Building Improvements- Assessment (Phase 1)

Mr. de los Santos,
Thank you for the opportunity to offer this proposal/agreement for Architectural and Engineering Services. We outline below our understanding of the project scope, proposed services, compensation, and other matters:

PROJECT SCOPE
Provide an assessment of the existing Health Department facility located at 2600 Cedar Avenue in Laredo, Texas. Possibility to move to Phase II for renovations/additions/new build.

PHASE I- Assessment of Existing Conditions
Visit the building and site to do observations and provide assessment, code compliance analysis and general recommendations with an opinion of probable costs for architectural, building envelope, Mechanical system, electrical system, plumbing system, structural items and Space Needs analysis,.

A. ARCHITECTURAL

1. Measured drawings. Verify existing site conditions from casual visual observation and review of existing documentation provided by Owner. Our team will visit the facility to confirm, document and measure conditions that are inconsistent with the as-built drawings provided by Client. A CAD file drawing will be produced based on the as-built information and the observations made on site that will reflect the current floor plan layout of the facility. This information will be shared with the consultants to use as part of their assessment.
2. Building Code review for current life safety code compliance and ADAAG review for existing buildings.
3. The architect and team will provide general recommendations that address the existing conditions found at the time of the site visit. These recommendations are general in nature and are not meant to represent design solutions or reparations and are not intended to secure bids/proposals and execute repairs or renovations.
4. Preliminary probable cost estimate for renovation and potential expansion/ addition. The Architect's team will provide opinions of probable cost for general planning purposes only.
5. These will be based on current pricing for similar projects and will be based on industry standards and guidelines.
6. A full assessment document will be provided with the compiled information including architectural, building code, structural, mechanical, electrical & plumbing, and space needs and master plan options.

B. STRUCTURAL
Visual observation of the building for signs of structural distress as evidenced by cracks, distortions, etc. No testing or monitoring is planned at this stage, nor invasive investigation. Inaccessible areas that are suspected

of containing problems will be identified for recommended further study. A written report with be prepared of the observations including comments and recommendations. Should the investigation reveals structural problems that require further study, we will identify such and recommend appropriate action including estimates of professional fees required.

C. MEP ENGINEERING

Mechanical Electrical Plumbing Facility Assessment: I. C. Thomasson Associates, Inc. will furnish a mechanical, electrical, and plumbing facility assessment to include equipment condition and make recommendations as follows:

1. Mechanical Systems:
    a. Field review the existing HVAC equipment, ductwork, and air distribution.
    b. Document the existing equipment condition. Condition shall be a visual inspection and compared to industry standard life expectancy.
    c. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
    d. Assist architect with the development of scope associated with mechanical system replacement.
    e. This fee does not include Testing, Adjusting and Balancing. Further field survey efforts and interview staff prior to recommending that TABS as part of the assessment.
2. Electrical Systems:
    f. Field review the existing electrical switch gear, panels, emergency generator, transfer switches, and service size. Survey does not include thermographic or opening of existing electrical equipment.
    g. Field survey the existing lighting and lighting control in the building.
    h. Field review the fire alarm system.
    i. All field review efforts shall be through visual inspection, no testing services are included in this proposal.
    j. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
    k. Assist architect with the development of scope associated with electrical system, fire alarm, service size, and emergency power requirements.
3. Plumbing Systems:
    l. Field review of the existing domestic water service, hot water system, plumbing fixtures, storm/roof drain and sanitary system.
    m. Evaluate the existing domestic water service as it pertains to proposed architectural upgrades.
    n. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
    o. Assist architect with the development of scope associated with plumbing system upgrades.
4. Fire Protection System:
    a. Evaluate the existing fire protection system.
    b. Determine if fire protection system upgrades are required based on occupancy, code changes, and owner requirements.
    c. Coordinate with the civil engineer if a new fire protection service is required to the facility.
    d. Determine if a fire pump will be required if a new Fire Protection system is required.
    e. Assist architect with the development of scope associated with plumbing system upgrades.

D. BUILDING ENVELOPE ASSESSMENT

Terracon will visit the site to perform an assessment of the roof and exterior wall systems to collect necessary data to provide repairs and recommendations. The assessment will include:

1. Observe and document the condition of the exterior wall veneer, storefront windows and entry doors, curtain wall systems, roof membrane, roof flashings and roof drainage.
2. Observe where accessible, the underside of the structural roof deck to verify construction type and general condition.

3. Observe roof drainage characteristics including roof slope, conditions, location of primary roof drains, and secondary overflow drains. Please note, roof drainage calculations are not included as part of the scope of work.
4. To determined the composition of the modified bitumen roof systems, ten roof cores will be obtained at select locations. The cores will be obtained with a roof coring bit and will be patched with the core materials and a roof cement patch immediately after the cores have been extracted. These patched should be considered temporary in nature. It is recommended to hve permanent repairs made by the roofing contractor that services this facility. Results of the roof core sampling will be presented as part of the written report and will include details of the sample extracted and the observed condition of the sample.
5. Terracon anticipates two days to perform the building envelope. Following completion of field activities, the results will be presented in a written report. The report will include a discussion of the field activities, results of the assessment and representative photographs.
6. To better understand the drainage conditions that may be contributing to the erosion within the crawlspace, Terracon will perform a partial relative floor elevation survey of the north sidewalk and a a portion of the asphalt pavement located adjacent to the north side of the main building. Terracon will use the data collected to create an elevation contour map and isometric map of the floor surface. This data will be used to identify surface grading and drainage conditions.

E. SPACE NEEDS ASSESSMENT / MASTERPLAN

1. Identify current and future space needs for each department.
2. Evaluation of the efficiency of existing workspaces for each Departments
3. Assess whether or not the current facility can be modified to meet those needs.
4. Assess the potential expansion/addition for a new auditorium building, and potential repurposing of existing auditorium space.
5. Prepare a short, mid-range and long term recommendations on space requirements.
6. Develop options that facilitate efficient workspaces now and in the future with recommendations but not limited to new construction, best use of existing facilities, acquisitions of property for future expansion.
7. Develop Masterplan Options.
8. Develop budgetary cost estimates for related capital planning.
9. Deliverable documents include:
    a. Program of space needs for each departments studied at short, mid-term and long-term time frames.
    b. Graphic representations of current locations of each department/use.
    c. Graphic representation of proposed master plan options.
    d. Budgetary cost estimates for options
    e. Powerpoint and written Report with space needs and graphics of process and recommendations.

F. SERVICES EXCLUDED

- Civil engineering
- Energy Efficiency Analysis
- Acoustic Engineering analysis
- Any other service not specifically mentioned in this proposal.

PHASE II: ARCHITECTURAL BASIC SERVICES (To be determined)

Design and Construction Administration

Building Renovation/Remodeling- Architectural/Engineering design service scope of work is to be determined and based on the findings and recommendations of the assessment report.

COMPENSATION

PHASE I:

For the Services indicated in the Services Schedule (Exhibit "A"), a stipulated fixed fee of **$316,870.00** (Three-hundred Sixteen Thousand Eight Hundred Seventy dollars.)

PHASE 1- BUILDING ASSESSMENT

☐ Architectural Assessment	$ 28,000.00
☐ Structural Assessment	$ 5,400.00
☐ MEP Assessment	$ 42,210.00
☐ Building Envelope Assessment	$ 22,770.00
☐ Space Needs Assessment/ Masterplan	$ 189,040.00
Subtotal fees	**$ 287,420.00**

OTHER SERVICES

☐ Asbestos /Lead-Containing Paint Survey	$ 21,450.00
☐ Measured Drawings	$ 8,000.00
TOTAL FEES	**$ 316,870.00**

These fees reflect the following assumptions, to be provided in Phase II:
After the assessment is completed, a determination will be made as to whether or not a civil surface study is required.

PHASE 2- DESIGN AND CONSTRUCTION ADMINISTRATION **TBD**
For the Architect's Basic services described in Exhibit "A", compensation for a renovations to existing building will be 9.5% of construction cost, OR 7% of construction cost for a new building plus owner provided surveys, geotechnical engineering, hazmat report and other associated items, optional services and reimbursables.

SERVICES TO BE PROVIDED BY THE ARCHITECT

As detailed in the Scope of Work to this proposal and summarized below:

- **Architectural & Engineering Services** for the assessment report, including architecture, mechanical, plumbing & electrical systems, tunnel and civil engineering to address drainage.
- **Any other services** not specifically listed in this proposal are excluded.

CHANGES IN SERVICES OF THE ARCHITECT

Changes in Services of the Architect, if required, include:

- Work required beyond the scope of services described in the Services Schedule;
- Items specifically identified as Changes in Service in the Services Schedule;
- Revisions in the Architect's work due to change in instructions or approvals given by the Client;
- Enactment or revisions to codes, laws, ordinances, or official interpretations which necessitate changes in the Architect's work;
- Changes in the scope of the project.

SERVICES/INFORMATION TO BE PROVIDED BY THE CLIENT

- **Consultants** not specifically included in this proposal must be provided by Owner.
- **Fees** required by local, state, or federal agencies are to be provided by Owner.
- Owner must provide any other documents required to describe existing conditions of the project. Our work will be prepared based on the documents that you furnish to us.

For Changes in Service, if any:
On an hourly basis at the Architect's and the Architect's Consultants' standard hourly rates in effect at the time the services are performed. The Architect's current standard hourly rate compensation schedule is attached as Exhibit "B" to this agreement.

For Reimbursable Expenses:

Reimbursable expenses, such as plotting and reproduction of documents (exclusive of intra-office and interdisciplinary coordination prints), preparation and transmission of electronic files (exclusive of interdisciplinary transmission of files between the Architect and the Architect's consultants), fees for governmental reviews, auto travel mileage outside of the County, delivery charges, long distance communication, freight, and expenses incurred in travel and lodging will be billed monthly at 1.15 times the Architect's cost and will be in addition to the above compensation. A current schedule of standard reimbursable expense rates is available from the Architect upon request.

Invoices:

Invoices for the work performed will be submitted each month. Payment is due upon receipt. If payment is overdue beyond thirty (30) days of billing date, carrying charges are guaranteed by Client to be paid at the rate of one percent (1.0%) per month of the amount past due, plus any legal fees or expenses necessary for collection of the delinquent account. If payment becomes more than sixty (60) days past due, we reserve the right to stop work on the project, and any liabilities and/or additional expenses caused by termination of activity will be assumed by the Client.

OTHER PROVISIONS

This proposal is subject to limitations as detailed on the Services Schedule attached as Exhibit "A" to this proposal..

This proposal is subject to change or withdrawal if it has not been accepted and executed by the Client within sixty (60) days.

Our construction drawings will be produced utilizing computer-aided design and drafting equipment (CAD). We will not be liable for the accuracy or completeness of drawings and specifications until the final documents, bearing the Architect's seal and signature, are issued by the Architect to the Contractor for construction of the project. We will not be liable for the completeness or accuracy of drawings or other documents provided on electronic media, if any.

All drawings, specifications, computer files, reports, field data, notes, and other documents prepared by the Architect and the Architect's consultants, for this project are Instruments of Service. The Architect and Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, and shall retain all common law, statutory, and other reserved rights, including the copyright thereto.

The Client may terminate this agreement, with or without cause, by notifying the Architect in writing. In this event, the Architect's total compensation due would be for the portion of the Architect's services provided and expenses incurred to the date of the Architect's receiving such written notice. The Architect reserves the right to terminate for cause, with seven (7) days written notice.

The Client and Architect have considered the risks, rewards and benefits of the project when establishing the Architect's total fee for services. The risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, claims, losses, costs, damages of any nature whatsoever or claims or expenses arising out of this agreement from any cause or causes, including attorney's fees, shall not exceed the total amount of the fee paid to the Architect (excluding any fees paid to consultants), or $250,000.00, whichever is less. Such causes include, but are not limited to, the architect's gross negligence, strict liability, or breach of contract.

The Architect and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement.

Services performed under this Agreement will be conducted in a manner consistent with that degree of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under

similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or other Instrument of Service of the Architect.

Architect will coordinate Architect's work that of the engineers and other consultants, but each consultant will be directly responsible for the timeliness, accuracy and completeness of the consultant services performed.

If the scope of the project or required services change as a result of occurrences or discoveries that were not originally contemplated by or known to the Architect, the contract shall be renegotiated. The Architect shall identify the changed conditions and the owner shall promptly and in good faith enter into renegotiation of this agreement. If renegotiated terms cannot be agreed to, the Client agrees that the Architect has an absolute right to terminate this agreement.

The Client waives any claim against the Architect for the Architect's recommending or otherwise participating in the selection of the contractor who, for any reason, displeases the Client.

The Client stipulates and agrees that the drawings, contract documents and other work prepared and services performed by the Architect shall constitute a part of the work as defined by the State Constitution and Statutes.

The Architect does not warranty his work to be perfect and without fault. In the preparation of designs, drawings and specifications, errors and omissions may inadvertently be made by the Architect. Any error or omission by the Architect shall be corrected in the drawings by the Architect at no additional cost to the Client.

The Client and Architect each acknowledge that each of the parties is experienced in business matters of the type which are the subject of this agreement and has relied on his/her own experience and judgment or that of legal counsel in evaluating these terms.

This agreement represents the entire and integrated agreement between the Client and Architect and supersedes any prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument executed by the Client and Architect.

If this proposal is acceptable, please acknowledge by signing and allow it to serve as the basis for our Client-Architect Agreement. We can begin our work when the Agreement has been executed. We look forward to continuing to work with you on this project.

Client:	Slay Architecture:
_____	Michael Slay, CEO 10/06/25
Eliud de los Santos, P.E. *Engineering Dept. Director* City of Laredo	Michael Slay, CEO *Slay Architecture*
_____	10/06/2025
Date	Date

Attachments: Exhibit A, Scope meeting minutes and Services Schedule (6 pages)
Exhibit B, Hourly Rate Compensation Schedule

The Texas Board of Architectural Examiners, 8213 Shoal Creek Boulevard, Suite 107, Austin, Texas, 512.458.4126, has jurisdiction over complaints regarding the professional practices of persons registered as Architects in Texas.

SLAY Architecture
9901 McPherson Road, Suite 104
Laredo, TX 78045
956-791-0405

SERVICES SCHEDULE
FY25-ENG-11 Health Department Building Improvements- Assessment (Phase 1)
Laredo, Texas

EXHIBIT "A" TO CLIENT-ARCHITECT AGREEMENT
dated: 2025.10.06

I. ASSESSMENT REPORT

A. ARCHITECTURAL:

1. The architect will serve as the main contact and coordinator for the team that includes structural, MEP, and space needs consultant.
2. Existing conditions assessment: The architect will provide an assessment report of the existing building conditions. The criterion for evaluation will be based on a building of similar use. The information and recommendations will be based on conditions which existed at the time of the investigation only, and do not include any changes in conditions which may have occurred since the investigation, or which may occur in the future. The report is not intended to be used to secure bids or proposals to execute repairs or renovations to the existing building. The report will include observations made on the following: life safety and building code analysis, interior partitions, interior finishes.
3. Code compliance: The architect will provide a basic code analysis using the following code references:
    1. 2021 IBC -International Building Code (exits, fire safety, etc)
    2. 2021 International Existing Building Code
    3. 2012 Texas Accessibility Standards- accessibility
4. Recommendations: The architect and team will provide general recommendations that address the existing conditions found at the time of the site visit. These recommendations are general in nature and are not meant to represent design solutions or reparations not should they be used to secure bids/proposals and execute repairs or renovations.
5. Opinion of Probable Cost: the architect's team will provide an opinion of probable cost for general planning purposes only. These will be based on current pricing for similar projects, and will be based on industry standards and guidelines.
6. The architect will compile the information from the disciplines and consultants mentioned below into an assessment report document.
7. The architect will coordinate the meeting(s) to present the information to stakeholders.

B. BUILDING ENVELOPE ASSESSMENT

Terracon will visit the site to perform an assessment of the roof and exterior wall systems to collect necessary data to provide repairs and recommendations. The assessment will include:

1. Observe and document the condition of the exterior wall veneer, storefront windows and entry doors, curtain wall systems, roof membrane, roof flashings and roof drainage.
2. Observe where accessible, the underside of the structural roof deck to verify construction type and general condition.
3. Observe roof drainage characteristics including roof slope, conditions, location of primary roof drains, and secondary overflow drains. Please note, roof drainage calculations are not included as part of the scope of work.
4. To determined the composition of the modified bitumen roof systems, ten roof cores will be obtained at select locations. The cores will be obtained with a roof coring bit and will be patched with the core materials and a roof cement patch immediately after the cores have been extracted. These patched should be considered temporary in nature. It is recommended to hve permanent repairs made by the roofing contractor that services this facility. Results of the roof core sampling will be presented as part of

the written report and will include details of the sample extracted and the observed condition of the sample.

5. Terracon anticipates two days to perform the building envelope. Following completion of field activities, the results will be presented in a written report. The report will include a discussion of the field activities, results of the assessment and representative photographs.
6. To better understand the drainage conditions that may be contributing to the erosion within the crawlspace, Terracon will perform a partial relative floor elevation survey of the north sidewalk and a a portion of the asphalt pavement located adjacent to the north side of the main building. Terracon will use the data collected to create an elevation contour map and isometric map of the floor surface. This data will be used to identify surface grading and drainage conditions.

C. MEP ENGINEERING

Mechanical Electrical Plumbing Facility Assessment: I. C. Thomasson Associates, Inc. will furnish a mechanical, electrical, and plumbing facility assessment to include equipment condition and make recommendations as follows:

1. Mechanical Systems:
   a. Field review the existing HVAC equipment, ductwork, and air distribution.
   b. Document the existing equipment condition. Condition shall be a visual inspection and compared to industry standard life expectancy.
   c. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
   d. Assist architect with the development of scope associated with mechanical system replacement.
   e. This fee does not include Testing, Adjusting and Balancing. Further field survey efforts and interview staff prior to recommending that TABS as part of the assessment.
2. Electrical Systems:
   f. Field review the existing electrical switch gear, panels, emergency generator, transfer switches, and service size. Survey does not include thermographic or opening of existing electrical equipment.
   g. Field survey the existing lighting and lighting control in the building and toll booths.
   h. Field review the fire alarm system.
   i. All field review efforts shall be through visual inspection, no testing services are included in this proposal.
   j. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
   k. Assist architect with the development of scope associated with electrical system, fire alarm, service size, and emergency power requirements.
3. Plumbing Systems:
   l. Field review of the existing domestic water service, hot water system, plumbing fixtures, storm/roof drain and sanitary system.
   m. Evaluate the existing domestic water service as it pertains to proposed architectural upgrades.
   n. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
   o. Assist architect with the development of scope associated with plumbing system upgrades.
4. Fire Protection System:
   a. Evaluate the existing fire protection system.
   b. Determine if fire protection system upgrades are required based on occupancy, code changes, and owner requirements.
   c. Coordinate with the civil engineer if a new fire protection service is required to the facility.
   d. Determine if a fire pump will be required if a new fire protection system is required.
   e. Assist architect with the development of scope associated with plumbing system upgrades.

STRUCTURAL:

Visual observation of the building for signs of structural distress as evidenced by cracks, distortions, etc. No testing or monitoring is planned at this stage, nor invasive investigation. Inaccessible areas that are suspected of containing problems will be identified for recommended further study. A written report with be prepared of the observations including comments and recommendations. Should the investigation reveals structural problems that require further study, we will identify such and recommend appropriate action including estimates of professional fees required.

1. Observe existing building visually from the foundation to the roof structure to determine structural conditions.
2. Provide an assessment report. Based on the findings.

SPACE NEEDS

1. Task 1 Kickoff and Background
    a. Prepare meeting/questionnaire/ distribute
    b. Gather/develop plans for walkthroughs
    c. Develop space codes/ official sizes
    d. Review info to prep for meetings
    e. Kick off meeting/questionnaire / meet with core group/ tour existing bldgs. & departments, sites
    f. gather information/ code
    g. Org. charts / staff projections
2. Task 2 Space Needs
    a. Input data/ Prepare for meetings from questionnaires
    b. First round of meetings/ discuss staffing/ preliminary space needs
    c. Input usage data
    d. Review/ update/ compare
    e. 2nd round of meetings / Identify preliminary needs
    f. Develop total for options
    g. Develop prelim. planning options
    h. Present prelim options/ charrette – work through options with core group
    i. Review and update
3. Task 3 Master Plan
    a. Develop Master Plan Options/ Budgets
    b. Review Master Plan Options/ meet with core group
    c. Review and update
    d. Review Master Plan Options/ meet with core group
    e. Review and update
    f. Finalize Master Plan Options/Budgets
    g. Prepare final documents
    h. Final presentations.

II. SPECIAL SERVICES

- Measured drawings of existing building
- Hazardous Material Assessment and/or Abatement

III. INFORMATION / SERVICES PROVIDED BY THE CLIENT

Items below are provided by the Client and/or Client's Consultants.

- Special Inspections / Commissioning
- As-built drawings
- HVAC Testing & Balance Reports (when needed)

SLAY Architecture
9901 McPherson Road, Suite 104
Laredo, TX 78045
956-791-0405

IV. SERVICES EXCLUDED

- HVAC Testing and Balancing Reports
- Civil engineering
- Acoustic Design & Engineering
- Any other items not specifically listed in this agreement.

SAN ANTONIO
123 Altgelt Avenue
San Antonio, Texas 78201
T: 210-736-3009

LAREDO
9901 McPherson Rd. Ste. 104
Laredo, Texas 78045
T: 956-791-0405

Exhibit "B"

SLAY ARCHITECTURE

2025 Hourly Rates

Principal	$230.00
Sr. Project Manager	$220.00
Project Manager	$180.00
Project Architect	$180.00
Interior Designer	$160.00
Project Coordinator III	$130.00
Project Coordinator II	$120.00
Project Coordinator I	$100.00
Technical / Drafting	$85.00
Administration / Clerical	$75.00

Mileage	…GSA Federal Rate in Effect
Reimbursable Expenses	cost + 15%

The specific hourly rate within each classification listed above is dependent on the experience and qualifications of the personnel needed for the project. Individual billing rates will fall within the range outlined above and will be rounded off to the nearest five dollar amount.

Standard Hourly Rates are adjusted from time to time in accordance with the normal salary review practices of the firm. The current rates in effect at any time are available upon request.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 21.**

SUBJECT
Consideration for approval of FY24-ENG-87 Forest Loop Drainage Channel Project as complete, including all warranty certificates, release of retainage and final payment in the amount of $31,890.00 to ALC Construction CO., Inc., Laredo, Texas. Funding is available in the Environmental Services Fund- 2019 Certificate of Obligations.

PREVIOUS COUNCIL ACTION
On July 21, 2025, City Council approved to award a construction contract to the lowest, responsible, responsive bidder ALC Construction CO., Inc., Laredo, Texas in the amount not to exceed $637,800.00 for FY24-ENG-87 Forest Loop Drainage Channel Project for the total base bid including a $70,000.00 contingency allowance. Construction contract time is 120 working days. Funding is available in the Environmental Services Fund-2016 and 2019 Certificate of Obligations.

1. ALC Construction Co., Inc., Laredo, Texas
Total Base Bid: $637,800.00
2. SAL Construction Management, Laredo, Texas
Total Base Bid: $839,539.80
3. ABBA Construction, LLC, Laredo, Texas
Total Base Bid: $864,127.50

Refer to attached letter of recommendation.

BACKGROUND
This project consists of constructing 10,300 SF of reinforced concrete riprap (channel), 11,500 SF of reinforced concrete riprap (aprons), concrete energy dissipator blocks, 50 LF of retaining walls, and subsidiary work. Construction contract time for the project is one hundred and twenty (120) working days.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Approval of this motion.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	Environmental Services- 2019 C.O.
Account #:	249-9874-545-9301
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding is available in the Environmental Services Fund- 2019 C.O. Bond. Account 249-9874-545-9301 Project #EN2501.

CITY OF LAREDO CONTRACTOR'S APPLICATION FOR PAYMENT FORM

PROJECT Forest Loop Drainage Channel Rebid Project
Number: FY24-ENG-87

Estimate No. **6 Final**
Application Date: **October 23, 2025**
From: **10/3/2025**
To: **10/319/2025**

Original Amount:	$ 637,800.00	Total Amt. To Date:	$ 637,800.00	
Change orders No 1:	0.00	Material On Hand:	$ -	
No. 2	$ 0.00	5% Retainage:	$0.00	
Total to Date:	$ 637,800.00	Previous Payment:	$605,910.00	
% Complete:	**100%**	Amount Due:	**$31,890.00**	$637,800.00

CERTIFICATE OF CONTRACTOR:
I certify that all items and amounts shown on this request for partial payment are correct, and that all work has been perform and/or material supplied in full in accordance with the requirements of the contract documents:

CONTRACTOR: ALC Construction, INC By: _____ **10/23/2025**
DANIEL ALVARADO Date

CERTIFICATE OF FIELD REPRESENTATIVE:
I have checked this request for partial payment against the notes and reports of may inspections of the project and in my opinion, the statement of work performed and/or material supplied is accurate and that the contractor is observing the requirements of the contract documents.

_____ 10/23/25
David Ballesteros Date
Construction Inspector

CERTIFICATE OF ARCHITECT/ENGINEER:
I certify that have checked and verified the above and foregoing request for partial payment and in my opinion it is a true and correct statement of work performs and/or material supplied in general in accordance with the requirements of the contract documents.

RECOMMENDED FOR PAYMENT

_____ 10/23/25
Favio Rodriguez, P.E Date
Engineer on Record

_____ 10/23/25
Jorge Figueroa, E.I.T. Date
Project Manager

APPROVED FOR PAYMENT

_____
Eliud De Los Santos, P.E.
City Engineer

VERIFIED FOR PAYMENT

_____
Joseph W. Neeb, City Manager
Date: _____

Approved as to form:

_____
Xavier A. Charles, Assistant City Attorney
Date: _____

Attest:

_____
Mario Maldonado, Jr., City Secretary
Date: _____

AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS
AND RELEASE OF LIENS

TO: CITY OF LAREDO

WEBB COUNTY, TEXAS

PROJECT: Forest Loop Drainage Channel Rebid Project

By this instrument the undersigned contractor engaged in the construction of the above project certifies that on this date, or anytime prior thereto, except listed below, contractor has paid in full or has otherwise satisfied all obligations for all materials and for all known indebtedness and claims against the project, its land, improvements and equipment of every kind.

The undersigned hereby certifies that he has received all payments currently due under his contract for work on the project above referred. Therefore, the undersigned does hereby waive and/or release any and all liens against the property, project and as of the 23th day of October, 2025,

ALC Construction, co; Inc,
Daniel Alvarado, President

STATE OF TEXAS:

COUNTY OF **Webb**:

Before me, the undersigned authority, on this day personally appeared **Daniel Alvarado**, known to me to be the person whose name is subscribed to the foregoing instrument, and being first duly sworn, acknowledge to me that he executed the same for the purposes and consideration therein expressed and declared to me that the statements therein are true.

SWORN AND SUBSCRIBED TO BEFORE ME THIS 23th DAY OF October, 2025

JUAN G MEDELLIN
Notary ID #132571117
My Commission Expires
September 17, 2028

NOTARY PUBLIC

MY COMMISSION EXIPRES

Sep.17,2028

NATIONAL GENERAL
an Allstate company

PO Box 3199 • Winston Salem NC 27102-3199

INSURED:
ALC CONSTRUCTION CO INC
3706 Flores Ave
Laredo TX 78041

CITY OF LAREDO
1413 HOUSTON ST
LAREDO, TX 78040

POLICY NUMBER: **2028686760**
POLICY EFF DATE: **05/02/2025**
POLICY EXP DATE: **05/02/2026**
UNDERWRITING COMPANY:
HOME STATE COUNTY MUTUAL INSURANCE COMPANY
Date: **07/22/2025**

CERTIFICATE OF INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.

THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW.

This is to certify that the policy of insurance shown above has been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policy described herein is subject to all the terms, exclusions and conditions of such policy. Limits shown may have been reduced by paid claims.

CERTIFICATE HOLDER	**EFFECTIVE DATE: 05/02/2025**
Type: Contractual Liability Additional Insured with Waiver of Subrogation	
Name: City of Laredo	

Type of Insurance	**Limits of Liability Provided**	
Auto Liability: Scheduled Auto	**Lesser of contractual requirement or $1,000,000 Combined Single Limit**	**Property Damage Included**

Forms and Endorsements		
Form	**Edition**	**Form Name**
10379	01012014	WAIVER OF SUBROGATION
12105	10012017	ADDITIONAL INSURED CONTRACTUAL LIABILITY COVERAGE

Cancellation:
Should the above described policy be cancelled before the expiration date thereof, we will mail written notice of cancellation that complies with state statutes to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Angela Williams
Authorized Representative

07/22/2025
Issue Date

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Suarez Insurance Group
6955 NW 77th Ave Ste 207
MIAMI, FL 33166

CONTACT NAME: SUAREZ INSURANCE
PHONE (A/C, No, Ext): (954) 982-7901 FAX (A/C, No):
E-MAIL ADDRESS: CAROLINALOPEZ@ALLSTATE.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	
INSURER B : Integon Preferred Insurance Company	09168
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

ALC CONSTRUCTION CO INC
DANIEL ALVARADO
3706 Flores Ave, Laredo, TX 78041

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 300,000.00
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS	X		2028686760	05/02/2025	05/02/2026	BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
							contractual liability/wvr	$ 1,000,000
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

FY24-ENG-87 Forest Loop Drainage Channel Project

Contractual Liability AI City of Laredo 1413 Houston St Laredo TX 78040

CERTIFICATE HOLDER

CITY OF LAREDO
1102 BOB BULLOCK LOOP
LAREDO, TX 78043

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
CAROLINA LOPEZ

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ALCCONS-01 SARAIOLGUIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
IBC Insurance Agency, LTD 5800 San Dario Avenue 2nd Floor Laredo, TX 78041	PHONE (A/C, No, Ext): (956) 722-6500	FAX (A/C, No): (956) 728-7570
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Scottsdale Insurance Company	41297
INSURER B : Service Lloyds Insurance Company, A Stock Company	43389
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

ALC Construction Co., Inc.
3706 Flores Avenue
Laredo, TX 78041

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			CPS8155559	2/15/2025	2/15/2026	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 5,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 5,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N / A		SLICWC113643701	2/7/2025	2/7/2026	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Concrete or Cement Work - Driveways, Sidewalks, Curbs, Gutters

Additional Insured & Waiver of Subrogation applies to City of Laredo

Project: Forest Loop Drainage Channel Rebid Project - FY24-ENG-87

CERTIFICATE HOLDER

City of Laredo
1110 Houston St.
Laredo, TX 78040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN CONSTRUCTION AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **Section II – Who Is An Insured** is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
   a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
   b. Supervisory, inspection, architectural or engineering activities.

   This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

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2. "Bodily injury" or "property damage" occurring after:

   a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

   b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

   The most we will pay on behalf of the additional insured is the amount of insurance:

   1. Required by the contract or agreement you have entered into with the additional insured; or

   2. Available under the applicable limits of insurance;

   whichever is less.

   This endorsement shall not increase the applicable limits of insurance.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION) – AUTOMATIC

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery against any person or organization, because of any payment we make under this Coverage Part, to whom the insured has waived its right of recovery in a written contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.

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Texas Waiver of Our Right to Recover From Others Endorsement

This endorsement applies only to the insurance provided by the policy because Texas is shown in Item 3.A. of the Information Page.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule, but this waiver applies only with respect to bodily injury arising out of the operations described in the Schedule where you are required by a written contract to obtain this waiver from us.

This endorsement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

The premium for this endorsement is shown in the Schedule.

Schedule

1. () Specific Waiver
   Name of person or organization
   (X) Blanket Waiver
   Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.
2. Operations: All Texas Operations
3. Premium: $97.00
   The premium charge for this endorsement shall be 2% percent of the premium developed on payroll in connection with work performed for the above person(s) or organization(s) arising out of the operations described.
4. Advance Premium: $97.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 2/7/2025 Policy No. SLICWC113643701 Endorsement No.
Insured ALC Construction CO Inc. Premium $4,017

Insurance Company
Service Lloyds Insurance Company

Countersigned by

WC 42 03 04 B
(Ed. 06-2014)

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Project: **Forest Loop Drainage Channel Rebid Project**

Number: **FY24-ENG-87**

Monday, October 6, 2025

CONTRACTOR: **ALC CONSTRUCTION,INC**

TOTAL WORK TO DATE:	**$ 637,800.00**		ESTIMATE NUMBER:	**6 Final**
MATERIAL ON HAND:			APPLICATION DATE:	**10/23/25**
5% RETAINAGE:	**$ -**	**637,800.00**	PERIOD FROM:	**10/3/25**
PREVIOUS PAYMENT:	**605,910.00**		PERIOD TO:	**10/19/25**
NET AMOUNT DUE:	**$ 31,890.00**			

A	B	C		E	F	G	H	I	J	K	L	M	N	O
ITEM NO.	DESCRIPTION OF WORK SIDEWALKS	CONTRACT				WORK COMPLETED				MATERIA	TOTAL COMPLETED TO DATE		% COMPLET	BALANCE TO FINISH
		UNIT PRICE	QUANTITY	UNIT	AMOUNT	PREVIOUS QUANTITY	APLICATION AMOUNT	THIS APPLICATION QUANTITY	THIS APPLICATION AMOUNT	STORED FROM	QUANTITY	AMOUNT		
1.1	**Mobilization and Bonding** of all labor, equipment, tools, and material for the construction of a 5" Reinforced Concrete Channel as per city specifications, to include all labor materials, mobilization, tools, equipment, traffic control, material testing, etc. Complete in place.	$ 38,000.00	1	LS	$ 38,000.00	1.00	$ 38,000.00	0.00	$ -	$ -	1.00	$ 38,000.00	100%	0.00
1.2	Furnish all labor, equipment, and material to **Excavate, Clearing and Grubbing, and Haul Off** as per city specifications, to include all labor materials, tools, pavement, etc. Complete in place.	$ 15,000.00	1	LS	$ 15,000.00	1.00	$ 15,000.00	0.00	$ -	$ -	1.00	$ 15,000.00	100%	0.00
1.3	Furnish all labor, equipment, and material for **Tree Removal and Haul** Off as per city specifications, to include all labor materials, tools, pavement, etc. Complete in place	$ 15,000.00	1	LS	$ 15,000.00	1.00	$ 15,000.00	0.00	$ -	$ -	1.00	$ 15,000.00	100%	0.00
1.4	Furnish all labor, equipment, and material for **Cut/Fill (Net Cut) & Regrade and Haul Off** as per city specifications, to include all labor materials, tools, pavement, etc. Complete in place	$ 30.00	1,800	CY	$ 54,000.00	1,800.00	$ 54,000.00	0.00	$ -	$ -	1,800.00	$ 54,000.00	100%	0.00
1.5	Furnish all labor, equipment, and material for **6" Subgrade Preparation and compaction** as per city specifications, to include all labor materials, tools, pavement, etc. Complete in place	$ 24.00	2,450	SY	$ 58,800.00	2,450.00	$ 58,800.00	0.00	$ -	$ -	2,450.00	$ 58,800.00	100%	0.00
1.6	Furnish all labor, equipment, and material to **construct a 5" Reinforced Concrete Riprap (Channel)** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 14.00	10,300	SF	$ 144,200.00	10,300.00	$ 144,200.00	0.00	$ -	$ -	10,300.00	$ 144,200.00	100%	0.00

1.7	Furnish all labor, equipment, and material to **construct a 5" Reinforced Concrete Riprap (Aprons)** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 14.00	11,500	SF	$ 161,000.00	11,500.00	$ 161,000.00	0.00	$ -	$ -	0.00	$ 161,000.00	100%	0.00
1.8	Furnish all labor, equipment, and material to construct a Safety End Treatment at Existing **Storm Drain Pipe** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place	$ 15,000.00	1	LS	$ 15,000.00	1.00	$ 15,000.00	0.00	$ -	$ -	1.00	$ 15,000.00	100%	0.00
1.9	Furnish all labor, equipment, and material to **construct a Concrete Skirt Wall at Existing Powerpole** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 5,000.00	1	LS	$ 5,000.00	1.00	$ 5,000.00	0.00	$ -	$ -	1.00	$ 5,000.00	100%	0.00
1.10	Furnish all labor, equipment, and material to construct a Concrete **Channelizing Walls 8' Height and its** foundation including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 300.00	50	LF	$ 15,000.00	50.00	$ 15,000.00	0.00	$ -	$ -	50.00	$ 15,000.00	100%	0.00
1.11	Furnish all labor, equipment, and material to construct a **Concrete Energy Dissipator Blocks including** as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 10,000.00	1	LS	$ 10,000.00	1.00	$ 10,000.00	0.00	$ -	$ -	1.00	$ 10,000.00	100%	0.00
1.12	**Furnish all labor, equipment, and material to construct a Concrete Vertical Wall Extension 2' Height Maximum including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.**	$ 40.00	175	LF	$ 7,000.00	175.00	$ 7,000.00	0.00	$ -	$ -	175.00	$ 7,000.00	100%	0.00
1.13	Furnish all labor, equipment, and material to **provide Traffic Control** as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place	$ 3,000.00	1	LS	$ 3,000.00	1.00	$ 3,000.00	0.00	$ -	$ -	1.00	$ 3,000.00	100%	0.00
1.14	**Remove & Relocate Existing Barbed Wire Fence** as per city specifications, to include all labor, and any (if needed) removal of existing concrete, material, doweling, tools, equipment, removing & replacing	$ 2,000.00	1	LS	$ 2,000.00	1.00	$ 2,000.00	0.00	$ -	$ -	1.00	$ 2,000.00	100%	0.00
1.15	Furnish all labor, equipment, and material to **construct a Pedestrian Railing** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 200.00	50	LF	$ 10,000.00	50.00	$ 10,000.00	0.00	$ -	$ -	50.00	$ 10,000.00	100%	0.00

1.16	**Contingency Allowance: Please include a $70,000.00 contingency allowance.**	$ 70,000.00	1	LS	$ 70,000.00	1.00	$ 70,000.00	0.00	$ -	$ -	1.00	$ 70,000.00	100%	0.00
2.1	Furnish all labor, equipment, and material to **install a Silt Fence** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 8.00	1,000	LF	$ 8,000.00	1,000.00	$ 8,000.00	0.00	$ -	$ -	1,000.00	$ 8,000.00	100%	0.00
2.2	Furnish all labor, equipment, and material to **stabilized a Construction Entrance** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 2,500.00	1	EA	$ 2,500.00	1.00	$ 2,500.00	0.00	$ -	$ -	1.00	$ 2,500.00	100%	0.00
2.3	Furnish all labor, equipment, and material to install a **Concrete Wash Pit** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 2,500.00	1	EA	$ 2,500.00	1.00	$ 2,500.00	0.00	$ -		1.00	$ 2,500.00	100%	0.00
2.4	Furnish all labor, equipment, and material to install **a Hay Bale Inlet Protection including** as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 300.00	4	EA	$ 1,200.00	4.00	$ 1,200.00	0.00	$ -		4.00	$ 1,200.00	100%	0.00
2.5	Furnish all labor, equipment, and material to install a **Sandbag Berm Culvert Protection** including as per city specifications, to include all labor materials, tools, equipment, etc. Complete in place.	$ 300.00	2	EA	$ 600.00	2.00	$ 600.00	0.00	$ -		2.00	$ 600.00	100%	0.00
	TOTAL PROJECT COST				$ 637,800.00		$ 637,800.00	0.00	$ -			$ 637,800.00	100%	0.00


Galaxy S22 Ultra


Galaxy S22 Ultra


Galaxy S22 Ultra


Galaxy S22 Ultra

City of Laredo

City Council

Meeting Date: 11/17/2025 **Resolution 22.**

SUBJECT
A Resolution of the City of Laredo, Texas, authorizing the City Manager to execute an amendment to the contract (developer agreement) with the Owner/Developer of Lafon Residential Subdivision Phase II, in consideration of the City consenting to the platting of its property by AFW Investments, Ltd, and contribute up to maximum of $277,334.10 in required road construction materials. Funding is available in the 2025 Tax Note Fund.

PREVIOUS COUNCIL ACTION
On September 8, 2020, City Council authorize the City Manager to execute a contract (development agreement) with the Owner/Developer of Lafon Subdivision, for the construction of public infrastructure in the amount of $600,483.38 as agreed to in the agreement between the City of Laredo and AFW Investments, Ltd (AFW). The agreement specifies that AFW within two (2) years will construct a 31' back to back road and 50' right of way including curbs, gutters, sidewalks, water system, sewer system, and others as required, and to the standards set by, the Laredo Subdivision Ordinance, to serve as public infrastructure for the City within the 4.52 acre, more or less, strip of property owned by the City of Laredo. There is no financial impact to the City of Laredo.
On March 2, 2020, City Council directed staff to meet with and initiate negotiations with the developer for access to the road and to bring this item back to the next council meeting, as amended.

BACKGROUND
On May 18, 2020 City Council authorized the City Manager to approve the partial change of use of a Community Development Block Grant (CDBG) purchased tract of land. The property located at 3712 U.S. Highway 83 South in Laredo, Texas 78046 which was originally purchased with federal funds (CDBG) was acquired as a public facility activity and will now also serve as a public improvement activity. The partial change of use will allow for this road to provide access to a future recreational development but also share this tract of land for use as an entrance and exit for a residential subdivision.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Approval of this motion.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	2025 Tax Note Fund
Account #:	479-3110-555-9301
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding is available in the 2025 Tax Note Fund.
479-3110-555-9301 with project #PA2601.

FIRST AMENDMENT TO DEVELOPER PARTICIPATION CONTRACT BETWEEN AFW INVESTMENTS, LTD. AND CITY OF LAREDO

This FIRST AMENDMENT TO DEVELOPER PARTICIPATION CONTRACT BETWEEN AFW INVESTMENTS, LTD. AND THE CITY OF LAREDO ("First Amendment") is entered into on this _____ day of _____, 2025, by and between AFW Investments, Ltd. ("AFW") and the City of Laredo ("City") for the purpose of amending the Agreement effective September 16, 2020 (the "Agreement").

AFW and **City** wish to amend certain terms of the Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, **AFW** and **City** hereby agree as follows:

1. Section A. 2. Improvements is amended as follows:

Improvements.

In consideration of the City consenting to the platting of its property by AFW and contributing up to a maximum of **$277,334.10** in required construction materials, as outlined in **Exhibit B**, AFW agrees to the following:

a. AFW will, within one year from the pre-construction meeting, construct a 31-foot back-to-back road and a 50-foot right-of-way on the property described herein, to serve as a public road for the City. AFW agrees to complete Phases 1, 2, and 3 of Sola Park Road within one year of the pre-construction meeting, as outlined in **Exhibit A**. AFW also agrees to construct curbs, gutters, and sidewalks as required, in accordance with the standards set by the Laredo Subdivision Ordinance, to serve as public infrastructure for the City. AFW will provide a copy of the design plans to the City for reference.

b. AFW shall be responsible for the construction and costs of all improvements required by this agreement, as well as all necessary improvements for the Texas Department of Transportation to develop the entrance to the road connecting to Highway 83.

c. AFW shall construct the stated improvements as described in the agreement, in accordance with and subject to all applicable federal, state, and local ordinances, laws, statutes, standards, rules, regulations, codes, orders, permits, plans, and policies, including, without limitation, those of the Texas Department of Transportation.

d. AFW shall be responsible for platting any improvements associated with this agreement.

2. Section A. 3. Obligations is amended as follows:

Obligations.

AFW agrees to do the following:

a. Prior to any work on the stated improvements, AFW shall provide to the City a bond guaranteeing the faithful performance of the work and the payment of all obligations arising under the Contract (including, without limitation, the payment of all persons performing labor or providing materials under or in connection with the Contract), each in the sum of one hundred percent (100%) of the Contract sum. Bonds shall be issued by a surety company satisfactory to the City, which is licensed by the State of Texas to act as a surety and is listed on the current U.S. Treasury Listing of Approved Sureties. All bonds shall be made on a form complying with the requirements of the laws of the State of Texas and satisfactory to the City. Upon the faithful completion of the work, an authorized representative from the City Engineering Department shall inspect and test the construction to ensure that it meets all standards established by the parties. Upon a final written determination that the work done satisfies all standards established herein, the bond shall be released by the City.

b. The City of Laredo shall be named as an additional insured on all liability insurance policies provided by the Contractor and any subcontractor.

c. To the extent any of the improvements are located within public right-of-way or property owned by the City, the City hereby grants to AFW a license to enter upon such public right-of-way or property for the sole and limited purpose of constructing the improvements. AFW shall coordinate with the City and utility providers to minimize the possibility of damage to utilities and any disruption to users within proximity of the construction area. Upon completion of the improvements, AFW shall ensure that the improvements and the property on which the improvements were constructed are free and clear of all liens and encumbrances, including mechanics liens and purchase money security interests, to the extent arising by, through or under Company, any Contractor, or any subcontractor or material suppliers.

d. AFW is responsible for coordinating with AEP Texas to relocate any existing facilities that may conflict with the planned road widening, as outlined in this agreement, and for covering all associated relocation costs.

e. AFW is responsible for requesting and coordinating access to Highway 83 with the Texas Department of Transportation.

f. The City has a right to inspect, test, measure or verify the construction work on the improvements, as the City deems necessary.

g. AFW shall not commence construction of the improvements without receiving the written approval by the City Engineering Department of the design, material and construction plan, which approval shall not be unreasonably withheld or delayed.

h. AFW shall be responsible for all costs associated with the improvements and this Agreement. However, the City will provide construction materials as itemized in

Exhibit B, up to a maximum amount of $277,334.10. If, for any reason, the construction materials provided by the City are insufficient to complete the project, AFW shall be responsible for any additional costs required to finish the project.

i. AFW shall initiate the construction of Sola Park Road within 30 days of the City Council's approval of this amendment.

j. AFW shall be solely responsible for the relocation of all existing utilities and related facilities, including, without limitation, water, sewer, electrical systems, and any costs, expenses, or liabilities arising from or associated with such relocation.

k. AFW shall be solely responsible for the removal and demolition of the SOLA sign and wall located at the entrance off Highway 83, including all associated costs and expenses.

City agrees to do the following:

a. Provide for the construction materials for Phases 1, 2, and 3 of the Sola Park Road project as itemized in **Exhibit B**, up to a maximum amount of $277,334.10.

b. From and after the time of the City's final acceptance of the improvements stated herein, the City will continue to own, operate, and maintain each improvement. It shall be responsible for all costs associated with the same

4. Binding Effect**.** This First Amendment shall be binding upon and inure to the benefit of the parties hereto, their respective successors, and assigns.

5. Other Terms. Except as expressly provided herein, all terms and conditions of the Agreement and any other documents described in or executed in connection with the Agreement will continue in full force and effect and are hereby reaffirmed.

6. Counterparts. The First Amendment may be executed in multiple counterparts, each of which will be fully effective as an original, and together they will constitute one and the same instrument.

SIGNATURES WILL FOLLOW ON THE NEXT PAGE

DRAFT

IN WITNESS THEREOF, the Parties hereto have caused this instrument to be duly executed this _____ day of _____ 2025.

City of Laredo

_____
Joseph W. Neeb, ICMA
City Manager

AFW Investments, LTD,
a Texas Limited Partnership
By: AFW Management, Inc.,
its General Partner

_____
Patrick Farrell
President

ATTESTED:

_____
Mario I. Maldonado, Jr.
City Secretary

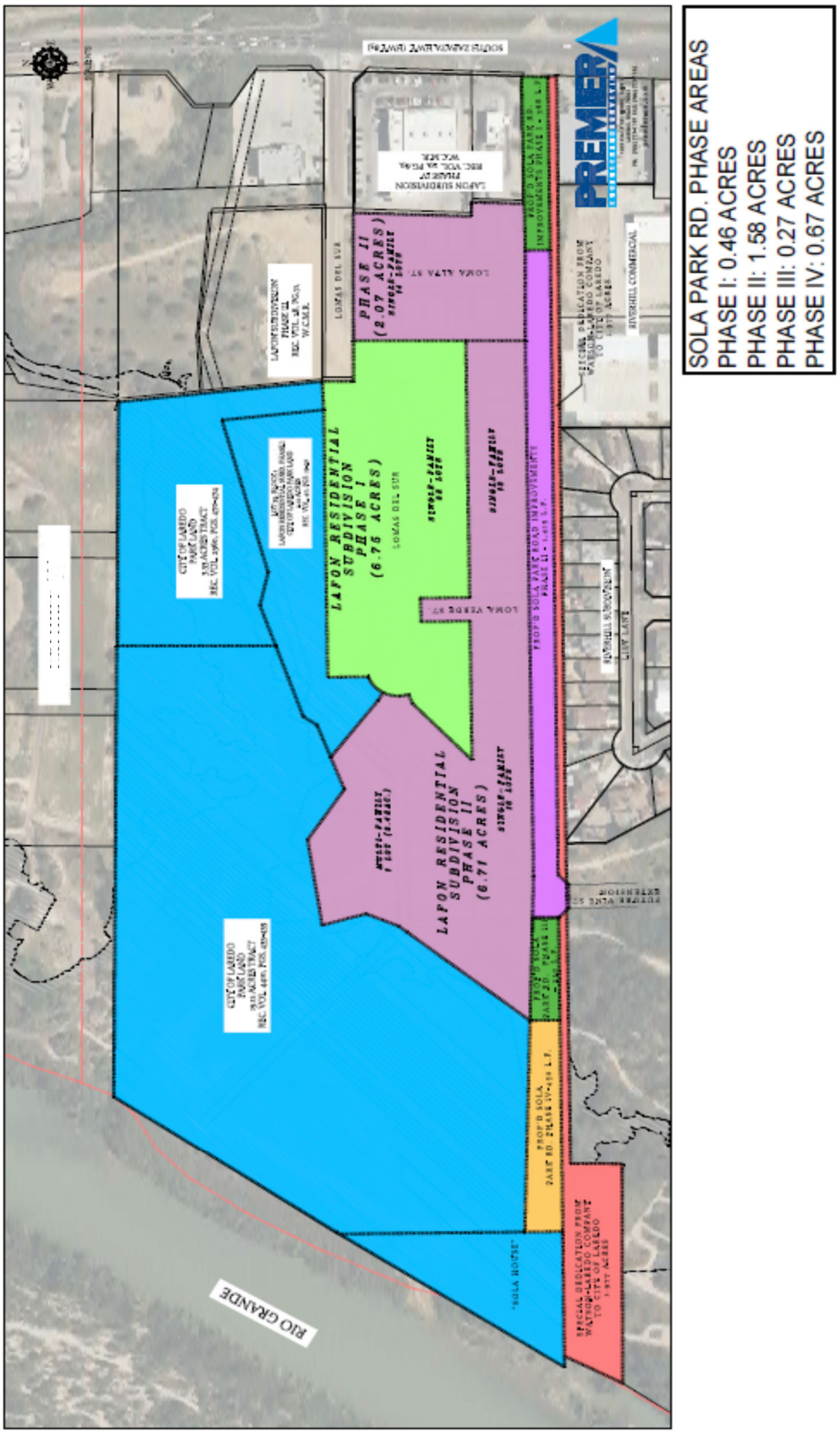
APPROVED AS TO FORM:

Doanh "Zone" T. Nguyen
City Attorney

_____
Rodolfo Morales, III
Assistant City Attorney

DRAFT

Exhibit A


SOLA PARK RD. PHASE AREAS
PHASE I: 0.46 ACRES
PHASE II: 1.58 ACRES
PHASE III: 0.27 ACRES
PHASE IV: 0.67 ACRES
LAFON RESIDENTIAL SUBDIVISION PHASE I (6.76 ACRES)
LAFON RESIDENTIAL SUBDIVISION PHASE II (6.71 ACRES)
PHASE II (2.07 ACRES)
RIO GRANDE
PREMIER

CITY OF LAREDO
ENGINEERING DEPARTMENT
1110 HOUSTON STREET (2ND FLOOR)

EXHIBIT B

11/06/2025

ENGINEER'S OPINION OF PROBABLE COST

PRELIMINARY	FINAL

PROJECT NAME

SOLA CENTER PARK ROAD

	MATERIAL COST (PHASE 1)	QUANTITY	UNIT	UNIT COST	TOTAL COST
1	8" CALICHE BASE	323	TONS	$ 19.35	$ 4,807.73
2	4" FLEXIBLE BASE (BELOW CURB & GUTTER) - CALICHE	30	TONS	$ 19.35	$ 580.50
3	2" HOT MIX ASPHALT TYPE "D"	100	TONS	$ 75.00	$ 7,500.00
4	PRIME COAT MC-30	210	GAL.	$ 7.00	$ 1,470.00
5	TYPE "A" CURB & GUTTER (6") 3000 PSI	55	CY.	$ 140.00	$ 7,700.00
6	CONCRETE DRIVEWAY TO US 83 4000 PSI	50	CY.	$ 150.00	$ 7,500.00
7	24" RCP (8' LENGTH)	5	EA.	$ 569.60	$ 2,848.00
8	24" SAFETY END TREATMENT WITH PROTECTION IRON ON OUTLET	2	EA.	$ 641.00	$ 1,282.00
9	SILT FENCE (100' ROLLS)	3	EA.	$ 50.97	$ 152.91
10	STABILIZED CONSTRUCTION ENTRANCE	20	CY.	$ 20.00	$ 400.00
		TOTAL IMPROVEMENTS PHASE 1			$ 34,241.14

	MATERIAL COST (PHASE 2)	QUANTITY	UNIT	UNIT COST	TOTAL COST
11	8" CALICHE BASE	2,200	TONS	$ 19.35	$ 32,746.15
12	4" FLEXIBLE BASE (BELOW CURB & GUTTER) - CALICHE	850	TONS	$ 19.35	$ 12,651.92
13	2" HOT MIX ASPHALT TYPE "D"	650	TONS	$ 75.00	$ 48,750.00
14	PRIME COAT MC-30	650	GAL.	$ 70.00	$ 45,500.00
15	TYPE "A" CURB & GUTTER (6") 3000 PSI	250	CY.	$ 140.00	$ 35,000.00
16	CONCRETE GUTTER (STREET) 4000 PSI	40	CY.	$ 150.00	$ 6,000.00
17	SIDEWALK 3000 PSI	50	CY.	$ 140.00	$ 7,000.00
18	RAMPS3000 PSI	10	CY.	$ 140.00	$ 1,400.00
19	4'-7' RETAINING WALL 4000 PSI	80	CY.	$ 150.00	$ 12,000.00
20	3' WIDE CONCRETE CHANNEL WITH 1.5' WALLS 3000 PSI	50	CY.	$ 140.00	$ 7,000.00
21	SILT FENCE (100' ROLLS)	32	EA.	$ 50.97	$ 1,631.04
22	STABILIZED CONSTRUCTION ENTRANCE	20	CY.	$ 20.00	$ 400.00
23	TRAFFIC CALMING DEVICE (3 EA.) 3000 PSI	90	CY.	$ 140.00	$ 12,600.00
		TOTAL IMPROVEMENTS PHASE 2			$ 222,679.12

	MATERIAL COST (PHASE 3)	QUANTITY	UNIT	UNIT COST	TOTAL COST
24	VINE STREET DRIVEWAY 4000 PSI	20	CY.	$ 150.00	$ 3,000.00
25	8" CALICHE BASE	300	TONS	$ 19.35	$ 4,465.38
26	4" FLEXIBLE BASE (BELOW CURB & GUTTER) - CALICHE	100	TONS	$ 19.35	$ 1,488.46
27	2" HOT MIX ASPHALT TYPE "D"	80	TONS	$ 75.00	$ 6,000.00
28	PRIME COAT MC-30	180	GAL.	$ 7.00	$ 1,260.00
29	TYPE "A" CURB & GUTTER (6") 3000 PSI	30	CY.	$ 140.00	$ 4,200.00
		TOTAL IMPROVEMENTS PHASE 3			$ 20,413.85

TOTAL COST ALL PHASES **$ 277,334.10**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 23.**

SUBJECT
Authorizing the City Manager to execute an amendment to the contract with ADP, Inc., Boston, Massachusetts, in an annual estimated amount of $202,300.00. The amendment incorporates the ADP Workforce Manager, which will allow the transition to a new timekeeping and scheduling system for the City of Laredo. This contract is utilizing the Omnia Cooperative Purchasing Contract R200701. Funding is available in the Capital Improvements Fund.

PREVIOUS COUNCIL ACTION
N/A

BACKGROUND
Currently, the City of Laredo utilizes the ExecuTime system for its timekeeping solution. However, the City has experienced numerous issues with ExecuTime, resulting in delays in the payroll process. Currently, the Police Department cannot be fully integrated into ExecuTime due to the unique nature of its operations and, therefore, continues to rely on manual timecards.

The implementation of ADP Workforce Manager would enhance the City's operational efficiency by providing comprehensive scheduling capabilities for both the Police and Fire Departments. Additionally, ADP Workforce Manager offers advanced analytics and reporting features, enabling the City to generate system reports automatically rather than manually.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends the approval of this contract.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	N
Source of Funds:	Capital Improvements Fund
Account #:	402
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding for the purchase of the APD timekeeping system is available in the Capital Improvements Fund.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 24.**

SUBJECT
Consideration to approve the purchase of one (1) 2025 Ram 5500 4x2 Medix AL 171 Ambulance from Southwest Ambulance Sales, Kennedale, Texas, in the amount of $372,779.75, through the HGAC Cooperative Purchasing Program #AM10-23. Funding is available in the 2024 Certificate of Obligation Bond.

PREVIOUS COUNCIL ACTION
N/A

BACKGROUND
New Ambulance, replace 9114
Medix AL171 RAM 5500
2025

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends approval of this item.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	2024 CO Bond
Account #:	477-2410-525-9004
Change Order: Exceeds 25% Y/N:	N

FINANCIAL IMPACT:
477-2410-525-9004
Project #FD2204

Southwest AMBULANCE SALES

SALES AGREEMENT

PLEASE ENTER MY ORDER FOR THE FOLLOWING: Laredo Fire Department

New

YEAR 2025 **MAKE/MODEL** Ram 5500 4x2 **COLOR** Painted

TO BE DELIVERED ON/ABOUT **VIN** Not Available

VEHICLE DESCRIPTION		
Medix AL 171 Ram 5500	$	363,600.00
Graphics(Estimate)	$	6,500.00
DELIVERY FEE:	$	1,000.00
Total Ambulance	$	371,100.00
Total Ambulance	$	371,100.00
Total	$	371,100.00
Total	$	371,100.00
Tax		
Vehicle Inventory Tax	$	679.75
TITLE APPLICATION FEE:		
REGISTRATION:		
STATE INSPECTION:		
TOTAL	$	371,779.75
DOWN PAYMENT/TRADE IN	$	-
HGAC Fee	$	1,000.00
BALANCE DUE	$	372,779.75

9/10/2025

Provider Laredo Fire Department
ADDRESS: 616 E Delmar Blvd
CITY/STATE/ZIP: Laredo, TX
CONTACT: Edgar Martinez
PHONE: 956-236-4548
FAX:
Email : emartine10@ci.laredo.tx.us

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_____

SALESMAN_____

CITY OF LAREDO

FIRE DEPARTMENT

MEMORANDUM

TO: Mr. Steve E. Landin, Assistant City Manager

FROM: Guillermo Heard, Fire Chief / EMC

DATE: October 2, 2025

SUBJECT: Request for Authorization to Combine Surplus Funds

The EMS Division is in the process of purchasing two ambulance remounts at a total cost of **$508,943** and one new ambulance at a cost of **$372,780**. Funding in the amount of **$960,000** was previously approved for this project, resulting in a surplus of approximately **$78,277**.

We respectfully request authorization to utilize this surplus from the **Ambulance Remount CIP FY 2024** to purchase one **Stryker stretcher set**, which includes a Power-LOAD system and a Power-PRO 2 stretcher. The estimated cost of this set is approximately **$121,439.18**.

Additionally, we have been asked to utilize remaining **CIP funds from prior years**. There is an available balance of approximately **$63,000** in **project FD2308 (Ambulance Remount)**. We propose using these funds to purchase a second Stryker stretcher set.

Since the initial stretcher purchase exceeds the **$50,000 threshold** and will require **Council approval**, we believe it would be most efficient to include both stretcher sets in the same Council request. This approach would allow us to fully equip the two new ambulance remounts with updated power stretcher/loader systems.

Therefore, we are requesting your approval for the necessary **fund transfers into the Machinery and Equipment Account #101-2415-523-20-30** to facilitate these purchases for Stryker Powerloaders.

Accounts to Be Used for Purchases

- **(2) Power Stretchers for Ambulance Remounts** – $121,439.18
  CO Bond 2022
  Account #475-9810-525-9001 | Project #FD2308 Transfer IAN#62695
- **(1) New Ambulance, Replace 9114** – $372,780
  CO Bond 2024
  Account #477-2410-525-9004 | Project #FD2204

- **(1) Ambulance Remount, Replace 9107** – $252,468
  CO Bond 2024
  Account #477-2410-525-9004 | Project #FD2204
- **(1) Ambulance Remount, Replace 9110** – $256,475
  CO Bond 2024
  Account #477-2410-525-9004 | Project #FD2204

We respectfully request your authorization to move forward with these purchases so that we may initiate the necessary fund transfers.

☑ ***Approved***: Steve E. Landin
Assistant City Manager

☐ ***Not Approved***: Steve E. Landin
Assistant City Manager

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 25.**

SUBJECT
Consideration to approve the purchase of two (2) Pierce-Custom Enforcer, Pumper, 2nd Generation at a unit price of $1,019,550.00, one (1) Pierce-Custom Enforcer Aerial, Platform 100' at a unit price of $2,012,771.00, and one (1) Pierce-Custom Enforcer Aerial, Mid-Mount Platform 100' at a unit price of $2,381,247.00 for a total of $6,070,608.00. The purchases will be made from Siddons-Martin Emergency Group, LLC, Denton, Texas, through HGAC Cooperative Contract FS 12-23. Funding is available in the 2025 PPFCO Bond.

PREVIOUS COUNCIL ACTION
N/A

BACKGROUND
Click or tap here to enter text.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends approval of this item.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	PPFCO Series 2025
Account #:	401-9855-525-9004
Change Order: Exceeds 25% Y/N:	Click or tap here to enter text.

FINANCIAL IMPACT:
401-9855-525-9004
FD#2201

Siddons Martin Emergency Group, LLC
1506 Interstate 35 W
Denton, TX 76207-2402
GDN P115891
TxDMV Dealer License No. A173067

October 20, 2025

Christopher Perez, Deputy Chief
LAREDO FIRE DEPARTMENT
616 E DEL MAR
LAREDO, TX 78045

Proposal For: 2026 Laredo Fire Apparatus

Siddons-Martin Emergency Group, LLC is pleased to provide the following proposal to LAREDO FIRE DEPARTMENT. Unit will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB LAREDO FIRE DEPARTMENT and training on operation and use of the apparatus.

Description		Amount
Qty. 2 - 1138 - Pierce-Custom Enforcer Pumper, 2nd Gen		
(Unit Price - $1,019,550.00)		
Delivery within 22-23 months of order date		
QUOTE # - SMEG-0010258-2	Vehicle Price	$2,039,100.00
	Full Prepay Discount	($169,684.00)
	1138 - UNIT TOTAL	**$1,869,416.00**
Qty. 1 - 2922 - Pierce-Custom Enforcer Aerial, Platform 100' (Stock 44779)		
(Unit Price - $2,012,771.00)		
Delivery within 7-8 months of order date		
QUOTE # - SMEG-0010512-1	Vehicle Price	$2,012,955.00
	Full Prepay Discount	($57,980.00)
	2922 - UNIT TOTAL	**$1,954,975.00**
Qty. 1 - 1140 - Pierce-Custom Enforcer Aerial, Mid-Mount Platform 100'		
(Unit Price - $2,381,247.00)		
Delivery within 17-18 months of order date		
QUOTE # - SMEG-0010642-0	Vehicle Price	$2,381,247.00
	Multi Truck Discount	($137,030.00)
	1140 - UNIT TOTAL	**$2,244,217.00**
	SUB TOTAL	$6,068,608.00

HGAC FS12-23 (FIRE)	$2,000.00
TOTAL	**$6,070,608.00**

NOTE: Price guaranteed until 11/3/2025

Additional: 'Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.
Persistent Inflationary Environment Notification: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] (the "PPI") has increased at a compounded annual growth rate greater than 5.0% from the date of acceptance of this proposal letter (the "Order Month") and 14 months prior to the anticipated Ready for Pickup Date (the "Evaluation Month"), then the proposal price may be increased by an amount equal to any increase exceeding 5.0% for the time period between the Order Month and the Evaluation Month. Siddons Martin and Pierce will provide documentation of such increase and the updated price for the customer's approval before proceeding with completion of the order along with an option to cancel the order.'

Taxes: Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

Late Fee: A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due for the first 30 days. The late fee increases to .044% per day until the payment is received. In the event a prepayment is received after the due date, the discount will be reduced by the same percentages above increasing the cost of the apparatus.

Cancellation: In the event this proposal is accepted and a purchase order is issued then cancelled or terminated by Customer before completion, Siddons-Martin Emergency Group may charge a cancellation fee. The following charge schedule based on costs incurred may be applied:

(A) 10% of the Purchase Price after order is accepted and entered by Manufacturer;
(B) 20% of the Purchase Price after completion of the approval drawings;
(C) 30% of the Purchase Price upon any material requisition.

The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Siddons-Martin Emergency Group endeavors to mitigate any such costs through the sale of such product to another purchaser; however, the customer shall remain liable for the difference between the purchase price and, if applicable, the sale price obtained by Siddons-Martin Emergency Group upon sale of the product to another purchaser, plus any costs incurred by Siddons-Martin to conduct such sale.

Acceptance: In an effort to ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization sign and date this proposal and include it with any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by the Customer. The terms and acceptance of this proposal will be governed by the laws of the state of Texas. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC.

Sincerely,

Kirk Givler

I, Guillermo Heard, the authorized representative of LAREDO FIRE DEPARTMENT, agree to purchase the proposed and agree to the terms of this proposal and the specifications attached hereto.

Signature & Date

PUBLIC PROPERTY FINANCE CONTRACTUAL OBLIGATION SERIES 2025				
DATE: 10/15/2025				
EXPENDITURES				
	ACCOUNT NUMBER	**AMOUNT**	**PROJECT #**	**DEPARTMENT**
2024 Rav4 AWD 2.5L	401-9885-515-9001	$ 32,024.00	RE2601	COMMUNITY DEV
Total Data Station	401-9885-515-9001	$ 30,850.00	EG2601	ENGINEERING
2024 Ford F-550 Reg. Cab Bucket Truck	401-9885-515-9004	$ 172,000.00	EG2201	ENGINEERING
2025 Ford F-150	401-9885-515-9004	$ 40,000.00	EG2201	ENGINEERING
(2) Peterbilt 548 dump truck and tag trailer	401-9885-545-9004	$ 458,443.00	EN2601	ENVIRONMENTAL
(3) John Deere Z997R	401-9885-545-9004	$ 82,092.00	EN2601	ENVIRONMENTAL
One Ladder Truck for station # 17 in MM15	401-9885-525-9004	$ 2,200,000.00	FD2201	FIRE
Ladder Truck Replacement Program	401-9885-525-9004	$ 1,800,000.00	FD2201	FIRE
Ambulance Replacement Program	401-9885-525-9004	$ 1,000,000.00	FD2204	FIRE
One Fire Truck for station # 17 in MM15	401-9885-525-9004	$ 950,000.00	FD2201	FIRE
Engine Replacement Program	401-9885-525-9004	$ 850,000.00	FD2201	FIRE
Wireless Headset Intercom Systems for 13 ambulances and 11 fire apparatus	401-9885-525-9001	$ 100,834.00	FD2401	FIRE
One (1) storage container for bunker gear program	401-9885-525-9001	$ 19,328.00	FD2401	FIRE
New generators (4) for fire station 1,4, 13 & 14	401-9885-525-9001	$ 500,000.00	FD2401	FIRE
Four (4) New Extractors for Fire Stations 6, 11, 12, and 14	401-9885-525-9001	$ 50,982.00	FD2401	FIRE
Mobile Command Unit Upgrades	401-9885-525-9001	$ 50,000.00	FD2401	FIRE
New fuel system	401-9885-535-9001	$ 47,267.00	FL2001	FLEET
Ford F-350 truck	401-9885-535-9004	$ 86,060.00	FL2601	FLEET
Full size truck, regular cab	401-9885-545-9004	$ 34,000.00	HD2601	HEALTH
8 Passenger van	401-9885-545-9004	$ 60,000.00	HD2601	HEALTH
2025 Chevrolet Traverse FWD	401-9885-515-9004	$ 41,575.00	HR2601	HUMAN RESOURCES
Replace 800MHZ radio system	401-9885-535-9001	$ 80,000.00	IT2601	I.S.T.
10 2025 Chevy Colorado Crew cab	401-9885-515-9004	$ 318,000.00	PL2601	PLANNING
100 Fully equipped patrol vehicles	401-9885-525-9004	$ 11,300,000.00	PD2301	POLICE
Two pothole patcher	401-9885-535-9004	$ 566,518.00	PW2001	PUBLIC WORKS
Paving Truck	401-9885-535-9004	$ 589,000.00	PW2001	PUBLIC WORKS
Paving Roller	401-9885-535-9004	$ 231,250.00	PW2001	PUBLIC WORKS
3 Air sweepers	401-9885-535-9004	$ 1,099,290.00	PW2001	PUBLIC WORKS
Paving Machine	401-9885-535-9004	$ 140,406.00	PW2001	PUBLIC WORKS
Tractor loader backhoe	401-9885-535-9004	$ 93,320.00	PW2001	PUBLIC WORKS
Single Drum	401-9885-535-9004	$ 30,015.00	PW2001	PUBLIC WORKS
Two Peterbilt Tractors	401-9885-535-9004	$ 391,808.00	PW2001	PUBLIC WORKS
Cat Miniexcavator	401-9885-535-9004	$ 71,855.00	PW2001	PUBLIC WORKS
Two dump trucks	401-9885-535-9004	$ 458,443.00	PW2001	PUBLIC WORKS
Compact excavator	401-9885-535-9004	$ 56,984.00	CE2601	PUBLIC WORKS

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 26.**

SUBJECT
Consideration to authorize the purchase of one (1) 2026 Ford F-450 Regular Cab Truck from Silsbee Ford, Silsbee, TX, in the amount of $86,000.00. The purchase of this truck will be made utilizing the TIPS Cooperative Pricing Program Contract # 240901. Funding is available in the 2025 Public Property Finance Contractual Obligations (PPFCO).

PREVIOUS COUNCIL ACTION
Authorized participation in the TIPS Cooperative Contract Pricing Program.

BACKGROUND
Authorization is requested to purchase one 2026 Ford F-450 Regular Cab Truck for the Solid Waste Department utilizing the TIPS Contract Pricing Program. Delivery is expected within ninety to one hundred and twenty (90-120) days after receipt of order.

Silsbee Ford
TIPS Contract 240901
Expiration: 11/30/2027

Description	Qty	Unit Price	Ext. Price
2026 Ford F450 Reg. Cab	1	$55,445.00	$55,445.00
Gulf Coast Flatbed w/Winch	1	$30,555.00	$30,555.00
		Total	$86,000.00

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
It is recommended that this purchase be approved.

Fiscal Impact

Fiscal Year:	2026.
Budgeted Y/N?:	Yes.
Source of Funds:	2025 PPFCO.
Account #:	401-9885-535-9004.
Change Order: Exceeds 25% Y/N:	No.

FINANCIAL IMPACT:

Funding for this purchase is available in the 2025 PPFCO automotive account 401-9885-535-9004.

Printed 21 October 2025

Silsbee Fleet (4 locations) 1.Silsbee Ford 2.Silsbee Toyota 3.

B U AUTOMATED VENDOR /U (DO NOT SEND PO TO TIPS) EMAIL PURCHASE ORDER TO:
sgamblin.silsbeefleet@gmail.com

PAYMENT TO		TIPS CONTACT	
ADDRESS	1396 HWY 327 E	NAME	Charlie Martin
CITY	SILSBEE	PHONE	(866) 839-8477
STATE	TX	FAX	(866) 839-8472
ZIP	77656	EMAIL	tips@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: N HUB: N

SERVING STATES

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VI | VA | WA | WI | WY | PR

Overview

FLEET VEHICLES

AWARDED CONTRACTS "View EDGAR Doc" on Website

Contract	Comodity	Exp Date	EDGAR
240902	Transportation Vehicle Parts and Services	11/30/2027	See EDGAR Certification Doc.
240901	Transportation Vehicles	11/30/2027	See EDGAR Certification Doc.

CONTACTS BY CONTRACTS

240901

SETH GAMBLIN	Sales	(512) 436-1313	sgamblin.silsbeefleet@gmail.com

240902

Seth Gamblin	Sales	(512) 436-1313	sgamblin.silsbeefleet@gmail.com

PRODUCT PRICING SUMMARY

TIPS USA 240901 TRANSPORTATION

VENDOR- Silsbee Ford, 1211 Hwy 96 N., Silsbee TX 77656

End User: CITY OF LAREDO
Prepared by: GLEN ANGELLE
Contact: RON MILLER
Phone: 409-880-9191
Email:
Email: gangelle.cowboyfleet@gmail.com
Product Description: 2026 FORD F-450 REG. CAB
Date: October 2, 2025

A. **Bid Item:** _____ **A. Base Price:** $ 53,775.00

B. **Factory Options**

Code	Description	Bid Price	Code	Description	Bid Price
		$ -		EXT. WHITE	
	POWER LOCKS/WINDOWS	$ -			
	7.3L V8 GAS	$ -		REAR CAMERA	$ 415.00
	10-SPD. AUTO	$ -		169" WHEELBASE 84CA	
	16500 GVWR				
	BRAKE CONTROLLER	$ 300.00			
	CRUISE				
	SPARE TIRE	$ 350.00			

Total of B. Published Options: $ 1,065.00

Published Option Discount (5%) $ (53.25)

C. **Unpublished Options**

Description	Bid Price	Options	Bid Price
GULF COAST UPFIT QUOTE 2089	$ 30,555.00		

Total of C. Unpublished Options: $ 30,555.00

D. **Floor Plan Interest (for in-stock and/or equipped vehicles):** $ -

E. **Lot Insurance (for in-stock and/or equipped vehicles):** $ -

F. **Contract Price Adjustment:** _____ $ (41.75)

G. **Additional Delivery Charge:** 400 miles $ 700.00

H. **Subtotal:** $ 86,000.00

I. **Quantity Ordered** 1 x H = $ 86,000.00

J. **Trade in:** _____ $ -

K. $ -

L. **Total Purchase Price** $ 86,000.00

ESTIMATE

Gulf Coast Fleet and Truck Equipment
502 S Navigation Blvd
Corpus Christi, TX 78405-0815

Clifford@GC-Fleet.com
+1 (361) 666-5642
GC-Fleet.com

SILSBEE FORD, INC.:Glen Angelle

Bill to
Glen Angelle
SILSBEE FORD
P.O. BOX 815
SILBEE, TX 77656 US

Ship to
Glen Angelle
SILSBEE FORD
1211 US HYW 96 N
SILBEE, TX 77656 US

Estimate details
Estimate no.: 2089
Estimate date: 10/01/2025

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			CITY OF LAREDO 2026 FORD F-450 84CA			
2.	**KNPPVMXT-125**	PVMXT-125	KNAPHEIDE 12.5' VALUE MASTER X-STEEL TREADPLATE PLATFORM	1	$5,200.00	$5,200.00
3.	**KNPBHR4094**	BHR4094	KNAPHEIDE 40" WELD ON HD BULK HEAD	1	$1,115.00	$1,115.00
4.	**KNP32492370**	32492370	PLATFORM MOUNTING KIT WITH CUSHION STRIPS	1	$320.00	$320.00
5.	**KNP35471302**	35471302	20" FRAME EXTENSION FOR FORD	1	$575.00	$575.00
6.	**KNP33931779**	33931779	KNAPHEIDE CLASS V RECEIVER/ICC BUMPER 21K	1	$550.00	$550.00
7.	**CUR55415**	55415	CURT 7-WAY SURFACE MOUNT PLUG	1	$20.00	$20.00
8.	**BUYTC1006**	TC1006	BUYERS PRODUCTS 6-WAY TRAILER PLUG; DIE CAST; TRUCK SIDE	1	$20.00	$20.00
9.	**CUR56229**	56229	USCAR PLUG MOLDED END	1	$15.00	$15.00
10.	**GCF-MUDFLAP KIT**	GCF-MUDFLAP KIT	GULF COAST FLEET MUDFLAP AND BRACKET KIT- PAIR	1	$150.00	$150.00
11.						

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda**

SUBJECT
Consideration to authorize the purchase of one (1) 2026 Ford F-450 Regular Cab Truck from Silsbee Ford, Silsbee, TX, in the amount of $86,000.00. The purchase of this truck will be made utilizing the TIPS Cooperative Pricing Program Contract # 240901. Funding is available in the 2025 Public Property Finance Contractual Obligations (PPFCO).

PREVIOUS COUNCIL ACTION
Authorized participation in the TIPS Cooperative Contract Pricing Program.

BACKGROUND
Authorization is requested to purchase one 2026 Ford F-450 Regular Cab Truck for the Solid Waste Department utilizing the TIPS Contract Pricing Program. Delivery is expected within ninety to one hundred and twenty (90-120) days after receipt of order.

Silsbee Ford
TIPS Contract 240901
Expiration: 11/30/2027

Description	Qty	Unit Price	Ext. Price
2026 Ford F450 Reg. Cab	1	$55,445.00	$55,445.00
Gulf Coast Flatbed w/Winch	1	$30,555.00	$30,555.00
		Total	$86,000.00

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
It is recommended that this purchase be approved.

Fiscal Impact

Fiscal Year:	2026.
Budgeted Y/N?:	Yes.
Source of Funds:	2025 PPFCO.
Account #:	401-9885-535-9004.
Change Order: Exceeds 25% Y/N:	No.

FINANCIAL IMPACT:

Funding for this purchase is available in the 2025 PPFCO automotive account 401-9885-535-9004.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Resolution 27.**

SUBJECT
A Resolution of the City Council of the City of Laredo, Texas, authorizing the City Manager to ratify and submit a grant application to the Alzheimer's Association for the 2026 Healthy Brain Initiative Road Map Strategists Program Grant, in the total amount of up to $50,000.00 with no match for the City of Laredo Public Health Department for the term period from January 01,2026 through September 30, 2026; and further authorizing the City Manager to execute all documents resulting from the award of this grant. Any funding as a result of this application will be appropriated in the Laredo Public Health Department Fund - HBI Road Map Strategists Program Grant.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating: Strong
Supporting goal(s)/policy(ies):

- **Goal 7.1:** Improve access to health services for all residents.
- **Policy 7.1.4:** Expand specialized care and services to address the needs of aging populations.
- **Goal 7.3:** Prevent and reduce chronic disease and promote early detection.
- **Policy 7.3.2:** Support public health programs that address risk factors for cognitive decline and chronic illness.
- **Goal 7.4:** Foster a culture of health through education and public health initiatives.
- **Policy 7.4.3:** Support research and education programs that enhance public awareness of mental and brain health.
- **Goal 7.5:** Strengthen public health systems and partnerships.
- **Policy 7.5.4:** Collaborate with state and federal partners to enhance local health planning and response capacity.

Summary of alignment: This resolution aligns with the Viva Laredo Comprehensive Plan by advancing community-level strategies to promote brain health and reduce the burden of dementia. The Healthy Brain Initiative strengthens the City's ability to assess local needs, educate staff, and guide implementation of evidence-based interventions focused on cognitive health. By addressing social and structural determinants of health and building local expertise in Alzheimer's and dementia prevention, the initiative supports the Plan's goals of expanding preventive care, fostering public health education, and enhancing interagency collaboration for long-term community wellness.

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
The City of Laredo Public Health Department wishes to apply for this funding opportunity by the

Alzheimer's Association for the 2026 Healthy Brain Initiative (HBI) Road Map Strategists Program to advance population health approaches related to dementia. Through this grant the City of Laredo Public Health Department will build internal capacity and subject matter expertise on Alzheimer's disease and dementia from a life-course perspective, including understanding related social and structural determinants of health and assess local needs and strengths related to dementia, as well as educate public health staff and provide local leadership in prioritizing, implementing, and coordinating actions from the HBI State and Local Road Map for Public Health.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends that Council approve the Resolution.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	N/A
Source of Funds:	Alzheimer's Association
Account #:	N/A
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funds will be appropriated once awarded.

ALZHEIMER'S ASSOCIATION | REQUEST FOR APPLICATIONS
Healthy Brain Initiative Road Map Strategists: Jan 2026 - Sept 2026

Purpose: The Healthy Brain Initiative (HBI) Road Map Strategists Program increases the capacity of local health departments (LHDs) and their community partners to address dementia.

Up to eight (8) local health departments will receive direct funding, training, and technical assistance to establish a part-time HBI Road Map Strategist to advance population health approaches related to dementia. These population health professionals will receive training and technical assistance that enables them to:

- Develop expertise in Alzheimer's and dementia from a life-course perspective, including understanding related social and structural determinants of health and expert recommendations for governmental public health action;
- Assess local needs and strengths related to dementia;
- Educate public health department staff;
- Provide local leadership in prioritizing, implementing, and coordinating actions from the *HBI State and Local Road Map for Public Health, 2023 - 2027*.

Eligibility: This funding opportunity is intended for local health departments only.

Applicants must designate a specific senior or mid-career employee with public health knowledge to actively and fully participate in the Road Map Strategist initiative. Organizations already receiving dementia-specific federal grant funding are not eligible to apply. LHDs that have previously completed the HBI Road Map Strategist Program are not eligible to apply.

Application Open: October 8, 2025
Application Due Date: November 12, 2025 at 11:59 PM ET
Notification Date: November 21, 2025

Participation Period: January 2026 through September 2026
Support Provided: $50,000 provided in 2 payments (upon execution of contract and after the completion of mid point deliverables); and virtual education, coaching, technical assistance, tools and peer learning.

Contact: publichealth@alz.org

Overview

Millions of Americans today live with Alzheimer's disease or another dementia. As the size of the U.S. population age 65 and older continues to increase, the number of Americans with Alzheimer's or other dementias will continue to grow. Increasingly, local health departments across the country are developing programs to address dementia in their communities.

Participation in the Road Map Strategists program is an opportunity to develop and strengthen public health capacity to address dementia, establish your agency and key partners as community leaders on brain health, and receive national recognition for your efforts.

Up to eight **local health departments (LHDs)** will receive funding and designate an employee to serve as a part-time HBI Road Map Strategist. These population health professionals will receive training and technical assistance that enable them to:

- Develop expertise in Alzheimer's and dementia from a life course perspective, including understanding related social and structural determinants of health;
- Assess local needs and strengths related to dementia to inform policies, programs, plans, and funding applications
- Educate internal public health staff; and
- Provide local leadership in integrating brain health, dementia or caregiving into organizational and community activities for sustained action, informed by the *HBI State and Local Road Map for Public Health, 2023 - 2027.*

LHDs select a single key focus area for their work, including but not limited to the following options: Caregiver Health, Early Detection, Risk Reduction, Data/Surveillance, Emergency Response, Workforce Development.

Road Map Strategists will be provided with education, technical assistance, and tools. Their agency will receive up to $50,000 over the period from January through September 2026 to support program activities. Funds will be disbursed in two separate installments, the first in the amount of up to $25,000 upon execution of the contract, and the second in the amount up to $25,000 upon completion of all deliverables, including developing a landscape assessment, providing education to public health staff, and developing a plan to implement HBI Road Map actions.

Public Health Approach to Dementia

The Healthy Brain Initiative (HBI) Road Map Series offers guidance on actions health departments can take to reduce risk for cognitive decline, increase detection and diagnosis of dementia, and optimize the health and well-being of people living with dementia and their caregivers. Many of the actions can be integrated into existing public health efforts, with the goal of building public health capacity towards the Healthy People 2030 objectives for dementia.

HBI Road Map Strategist
With the support of the Alzheimer's Association and the National Association of County and City Health Officials (NACCHO), the Strategist is the public health professional tasked with being a system change agent, developing organizational and community capacity to address dementia, and mobilizing a public health response. In close collaboration with their local health departments and applicable partners, the Road Map Strategists will be responsible for conducting a landscape assessment, training health department and community partners on dementia, and selecting and implementing two Road Map actions from the *HBI State and Local Road Map for Public Health, 2023 - 2027*.

Applicant organizations will be required to designate a specific senior or mid-career public health employee who will serve as the Road Map Strategist. This position will advance systems change that involves and benefits all partners. A competitive application will designate a professional who is:

- Knowledgeable of population health strategies;
- Experienced with planning and implementing system-level changes;
- Adept at growing collaborative cross-departmental and community partnerships;
- Able to develop and implement action plans and monitor progress;
- Skilled using data and persuasive communications to cultivate support for change.

Program Sponsors and Partners
The Alzheimer's Association is the leading worldwide voluntary health organization in Alzheimer's care, support and research. The mission of the Alzheimer's Association is to lead the way to end Alzheimer's and all other dementia — by accelerating global research, driving risk reduction and early detection, and maximizing quality care and support. The Healthy Brain Initiative helps the Association advance its mission.

The National Association of County and City Health Officials (NACCHO) represents the over 3,300 local governmental health departments across the country. These city, county, metropolitan, district, and tribal departments work every day to protect and promote health and well-being for all people in their communities. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation and sensible policies to address the myriad of challenges facing communities.

Additional technical partners for the Road Map Strategists include Emory Centers for Training and Technical Assistance (Emory Centers) and other HBI partners. Financial support for the Road Map Strategists is from the Alzheimer's Association's National HBI cooperative agreement with the CDC.

Program Benefits and Commitments

Benefits to	Commitments		
Local Health Department	Road Map Strategist (RMS) Will	Health Department Will	National Sponsors Will
A) Embedding core knowledge of Alzheimer's disease and other dementias as a public health issue within the LHD.	• Participate in monthly virtual sessions with all Strategists • Build knowledge within the LHD about dementia as a public health issue	• Designate a senior or mid-career employee to devote 20% FTE to serve as the RMS for the LHD	• Conduct education with experts, practitioners, and people impacted by dementia • Provide RMS with educational materials
B) Landscape assessment • A written overview of community strengths and needs to inform policies, programs, plans and funding applications • A completed landscape assessment to enhance the use of public health approaches to dementia	• Convene people affected by Alzheimer's and dementia, LHD representatives, service providers, and community partners to serve as advisors • Review local, regional and national data • Complete a CHIM to categorize existing dementia-related efforts and identify linkages to existing priorities	• Support RMS in obtaining relevant data from within department and from other sources • Assure relevant LHD units participate in landscape assessment and CHIM process • Provide timely leadership involvement in prioritization	• Support linkages to Alzheimer's Association chapters • Provide group and individual technical assistance on landscape assessment, CHIM and partnership development • Coordinate peer-to-peer support
C) Implementation plan • A written framework to build, enhance, and sustain the LHD's response to brain health, dementia, or caregiving,	• With input from advisors, engage partners in selecting at least two Road Map strategies that are inclusive of the roles and needs of community partners.	• Provide leadership input to shape the framework's development, including involvement of relevant units	• Provide LHD with framework template, training in planning and related technical assistance

Benefits to	Commitments		
Local Health Department	Road Map Strategist (RMS) Will	Health Department Will	National Sponsors Will
based on the 24 actions of the HBI Road Map	• Draft and revise framework with involvement from LHD leadership and relevant units plus external partners	• Support the RMS in connecting with relevant LHD units and potential sponsors of future efforts	• Review RMS draft framework(s) and coordinate peer-reviews on draft frameworks
D) Integration of brain health, dementia or caregiving into organizational and community activities	• Support the initial phase of framework implementation • Support partnership development and sustainability • Engage LHD communications	• Begin implementing the framework, especially the integration strategy	• Provide relevant training and technical assistance during the initial implementation phase
E) National recognition and networking • An expanded network within the LHD, with other health departments and national public health experts • Recognition, such as in national Healthy Brain Initiative products, national newsletters, etc.	• Active and full participation in the initiative • Participate in sponsors' evaluation activities • (optional) Participate in the Alumni Program • Complete pre- and post-assessments for LHD	• Support the RMS's active and full participation	• Recognize grantees in written communications and presentations • Create presentation opportunities for RMS • Encourage state associations of county and city health officials to spotlight the grantees involved in the RMS • Offer opportunities for alumni to engage

Financial Support and Funding

The program provides a two-part grant totaling up to $50,000. Applicants are required to provide a proposed budget. The total project period for an application submitted in response to this RFA may not exceed one year total budget of $50,000 and no indirect costs or continuation costs will be awarded. No application will be declined due to the proposed budget, though revisions may be required if selected for participation.

Examples of Allowable Grant Expenses

Local health departments may use the financial support to:

- Underwrite personnel time and fringe benefits;
- Convene in-person or virtual meetings;
- Purchase data or cover costs of data analysis;
- Develop and produce materials or other collateral necessary to implement Road Map actions; and
- Other appropriate expenditures previously approved by the Alzheimer's Association.

Exclusions

- No direct funding may be provided to Alzheimer's Association chapters or any other similar consumer advocacy organization with a primary focus on Alzheimer's or other dementias.
- Funds may not be used for lobbying or equipment purchases. Per HHS requirements, funds awarded under this RFA are also prohibited from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (currently $225,700).

Role of the Alzheimer's Association Chapter

Applicants must include a letter from their local Alzheimer's Association chapter committing to be a partner. Additional partners are encouraged but not required. The LHD must retain the prominent role in the Road Map Strategists program.

Timeline

Application Selection and Notification:	By November 21, 2025
Period of Participation:	January 2026 – September 2026, with opportunities to remain involved afterwards through an alumni program.

Application Submission Instructions

By 11:59 pm EDT, on November 12, 2025, send a single PDF that contains both the application narrative and all required appendices via the Alzheimer's Association's Submittable webpage; the platform requires the development of an individual user account. The sponsors will not consider incomplete applications or applications from those who are ineligible (see eligibility criteria on page 1).

Application Narrative Outline (*Total 50 points*)

Application narratives should be a maximum of 4 pages. Please use single-spaced pages with 11 point type and with 1-inch margins and adhere to the below outline.

A. **<u>Statement of Purpose (15 points)</u>**

- Goal for participating in the HBI Road Map Strategists program;
- High-level overview of need for public health action on Alzheimer's and other dementias as chronic conditions in [city/county/region];
- Selected a single focus area for their work including, but not limited to, the following options: Caregiver Health, Early Detection, Risk Reduction, Data/Surveillance, Emergency Response, Workforce Development, or another area identified by the local health department.
- Prioritization of health equity in this program, including attention to social and structural determinants of health; and
- Commitment to actively participate in and complete the Road Map Strategists program.

B. **<u>Department Capacity (20 points)</u>**

- Overview of either:
  - Current efforts to weave HBI priorities into existing local health department initiatives, or
  - Initial ideas about how to weave brain health, dementia, or caregiving into local health department efforts;
- Organizational capacity to:
  - Build community partnerships to advance public health efforts on Alzheimer's and dementia by describing existing and potential collaborations;
  - Increase *and* sustain those efforts as a result of this opportunity; and
- Capacity to serve as the fiscal and/or administrative lead.

C. **<u>Road Map Strategists (10 points)</u>**

- Designation of at least 20% FTE of a specific senior or mid-career public health staff person to actively and fully participate in the Road Map Strategist program with the local health department.
- Brief rationale for selecting this individual, including prior system change experience and other qualifications.

D. **<u>Contact for the Application</u>**

- Name, title, agency division/unit, telephone, and e-mail.

Appendices to Include in the Single PDF for the Application *(5 points)*

The 4-page limit does not apply to this section.

A. **Local Health Department Statement of Commitment**

Applicant organization must have a written commitment signed by a local health official or official health department surrogate assuring high-level institutional commitment to:

1. Serve as the primary worksite for the Strategist, including by providing workspace;
2. Actively support the Road Map Strategist as a subject matter expert who will inform multiple health department functions (for example, providing access, making introductions, providing information, supporting data analyses);
3. Select relevant Road Map actions for the LHD to build into an implementation plan;
4. Implement at least two Road Map actions; and
5. Complete periodic evaluations to enable the Alzheimer's Association and NACCHO to improve program offerings and measure attainment of objectives.

B. **Resume or CV for the Proposed Strategist (not to exceed 4 pages)**

C. **Proposed Budget**

The total project period for an application submitted in response to this RFA may not exceed one year total budget of up to $50,000 and no indirect costs or continuation costs will be awarded.

D. **Letter of Commitment from the Alzheimer's Association chapter in the applicant's region**

Application Review and Notification

The Alzheimer's Association and NACCHO will review all applications from eligible organizations and will notify applicants of their final status by November 21, 2025. Final selection will include consideration of obtaining a diverse set of communities with regards to geography and LHD characteristics.

Caveat: Components of this plan may be modified to assure this HBI Road Map Strategists program complements and does not duplicate other CDC-funded efforts in the future that support implementation of the HBI Road Map by LHDs. Support for the HBI Road Map Strategists in federal fiscal year 2026 is contingent upon the availability of funds.

Acknowledgement

The HBI Road Map Strategists Program is supported by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling $17,025,598 with 100% funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, CDC/HHS, or the U.S. Government.

2025-R-296

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS, AUTHORIZING THE CITY MANAGER TO RATIFY AND SUBMIT A GRANT APPLICATION TO THE ALZHEIMER'S ASSOCIATION FOR THE 2026 HEALTHY BRAIN INITIATIVE (HBI) ROAD MAP STRATEGISTS PROGRAM GRANT, IN THE TOTAL AMOUNT OF UP TO $50,000.00 WITH NO MATCH FOR THE CITY OF LAREDO PUBLIC HEALTH DEPARTMENT FOR THE TERM PERIOD FROM JANUARY 01, 2026 THROUGH SEPTEMBER 30, 2026; AND FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS RESULTING FROM THE AWARD OF THIS GRANT. ANY FUNDING AS A RESULT OF THIS APPLICATION WILL BE APPROPRIATED IN THE LAREDO PUBLIC HEALTH DEPARTMENT FUND – HBI ROAD MAP STRATEGISTS PROGRAM GRANT.

WHEREAS, the City of Laredo Public Health Department wishes to apply for this funding opportunity by the Alzheimer's Association for the 2026 Healthy Brain Imitative (HBI) Road Map Strategists Program Grant. Through this grant the City of Laredo Public Health Department will build internal capacity and subject matter expertise on Alzheimer's disease and dementia from a life-course perspective, including understanding related social and structural determinants of health and assess local needs and strengths related to dementia, as well as educate public health staff and provide local leadership in prioritizing, implementing, and coordinating actions from the HBI State and Local Road Map for Public Health.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: The City Manager is hereby authorized to ratify and submit a grant application to the Alzheimer's Association for the 2026 Healthy Brain Initiative (HBI) Road Map Strategists Program Grant, in the total amount of up to $50,000.00 with no match for the City of Laredo Public Health Department for the term period from January 01, 2026 through September 30, 2026; and further authorizing the City Manager to execute all documents resulting from the award of this grant. Any funding as a result of this application will be appropriated in the Laredo Public Health Department Fund – HBI Road Map Strategists Program Grant.

Section 2: Funds will be appropriated once awarded.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2025.

DR. VICTOR D. TREVINO
MAYOR

ATTEST:

MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM
DOANH T. NGUYEN, CITY ATTORNEY

AMBER R. HOLMES
ASSISTANT CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 28.**

SUBJECT
Authorizing the City Manager to enter into a one-year service agreement with Central Square Superion Public Sector, Lake Mary FL, for $329,661.11. The service agreement is for software enhancements and maintenance on the financial applications residing on the City's IBM Power Computer Systems for the period of October 1, 2025 through September 30, 2026. Funding is available in the Information Technology Fund.

PREVIOUS COUNCIL ACTION
City Council, on October 2025, awarded a contract for $305,695.08 for a one-year service agreement.

BACKGROUND
The City of Laredo has owned the Superion Financial Software and maintained a support service agreement for the past 30 years. The service agreement with Superion Public Sector will provide continued software support 24 hour/seven day for twenty three applications operating on the city's IBM Power Computer Systems. The agreement includes software enhancements, error resolution, updated documentation and user support. Technical support is also available via phone and web support 24X7. These services are essential in maintaining the current level of service and support.

The applications that will be covered are:

Naviline Click2Gov Core	2,816.98	Naviline Tax Billing & Collections	32,395.95
Naviline Click2Gov CIS	6,708.26	Naviline Customer Information System	33,411.21
Naviline Click2Gov Building Permits	3,232.33	Naviline Land/Parcel Management	7,845.18
Naviline Click2Gov Purchasing	5,397.83	Naviline Parking Tickets	9,488.03
Naviline Click2Gov Tax	6,408.83	Naviline Document Management Services	1,772.10
Naviline Click2Gov Employee Portal	3,364.61	Naviline Building Permits	8,952.72
Naviline Click2Gov Parking Tickets	5,749.52	Naviline CIS Voice Response Interface	2,944.25
Naviline Business Licenses	3,752.04	Naviline CIS IVR Credit Card Interface	1,098.33
Naviline Modificatons	8,800.00	Naviline Time and Attendance Interface	1,245.99
Naviline Work Orders	17,942.35	Naviline Building Perming Plan Review Interface	417.97
Cognos BI	3,002.28	Naviline Code Enforcement	2,607.64
Naviline Accounts Receivable	10,650.97	Naviline Mobile Server Framework	1,359.44

Naviline Cash Receipts	7,475.99	Naviline m.Mobile User License	1,544.81
Naviline CryWolf Interface	52.99	Naviline m.Code Enforcement	481.98
Naviline Fixed Assets	6,553.05	Naviline Remote Processing	65.343.60
Naviline GMBAw/Extended Reporting	29,368.64	Naviline Web Enablement	869.09
Naviline Purchasing/Inventory	17,296.26	Naviline Click2Gov3 Business Licenses	2,105.89
Naviline Payroll/Personnel	17,204.00	**Total**	**329,661.11**

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
It is recommended that this action be authorized.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	N/A
Account #:	595-5520-513-5588
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
The amount of $329,661.11 has been budgeted for software maintenance contracts in line item 595-5520-513-55.88.

COUNCIL COMMUNICATION

DATE:	SUBJECT: MOTION
11/17/2025	Authorizing the City Manager to enter into a one-year service agreement with Central Square Superion Public Sector, Lake Mary FL, for $329,661.11. The service agreement is for software enhancements and maintenance on the financial applications residing on the City's IBM Power Computer Systems for the period of October 1, 2025 through September 30, 2026. Funding is available in the Information Technology Fund.

INITIATED BY:	STAFF SOURCE:
Steve Landin, Assistant City Manager	Joe Rivera, Information Services & Telecommunication Interim Director

PREVIOUS COUNCIL ACTION:
City Council, on October 2025, awarded a contract for $305,695.08 for a one-year service agreement.

BACKGROUND:
The City of Laredo has owned the Superion Financial Software and maintained a support service agreement for the past 30 years. The service agreement with Superion Public Sector will provide continued software support 24 hour/seven day for twenty three applications operating on the city's IBM Power Computer Systems. The agreement includes software enhancements, error resolution, updated documentation and user support. Technical support is also available via phone and web support 24X7. These services are essential in maintaining the current level of service and support.

The applications that will be covered are:

Naviline Click2Gov Core	2,816.98	Naviline Tax Billing & Collections	32,395.95
Naviline Click2Gov CIS	6,708.26	Naviline Customer Information System	33,411.21
Naviline Click2Gov Building Permits	3,232.33	Naviline Land/Parcel Management	7,845.18
Naviline Click2Gov Purchasing	5,397.83	Naviline Parking Tickets	9,488.03
Naviline Click2Gov Tax	6,408.83	Naviline Document Management Services	1,772.10
Naviline Click2Gov Employee Portal	3,364.61	Naviline Building Permits	8,952.72
Naviline Click2Gov Parking Tickets	5,749.52	Naviline CIS Voice Response Interface	2,944.25
Naviline Business Licenses	3,752.04	Naviline CIS IVR Credit Card Interface	1,098.33
Naviline Modificatons	8,800.00	Naviline Time and Attendance Interface	1,245.99
Naviline Work Orders	17,942.35	Naviline Building Perming Plan Review Interface	417.97
Cognos BI	3,002.28	Naviline Code Enforcement	2,607.64
Naviline Accounts Receivable	10,650.97	Naviline Mobile Server Framework	1,359.44
Naviline Cash Receipts	7,475.99	Naviline m.Mobile User License	1,544.81
Naviline CryWolf Interface	52.99	Naviline m.Code Enforcement	481.98
Naviline Fixed Assets	6,553.05	Naviline Remote Processing	65.343.60
Naviline GMBAw/Extended Reporting	29,368.64	Naviline Web Enablement	869.09
Naviline Purchasing/Inventory	17,296.26	Naviline Click2Gov3 Business Licenses	2,105.89
Naviline Payroll/Personnel	17,204.00	**Total**	**329,661.11**

FINANCIAL IMPACT:
The amount of $329,661.11 has been budgeted for software maintenance contracts in line item 595-5520-513-55.88.

COMMITTEE RECOMMENDATION:	STAFF RECOMMENDATION:
	It is recommended that this action be authorized.

Invoice

Invoice No	Date	Page
444984	8/27/2025	1 of 5

Superion, LLC, a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To
City of Laredo, TX
Victor Martinez
P.O. Box 210
1102 Bob Bullock Loop
Laredo TX 78042
United States

Ship To
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Laredo TX 78042
United States

Customer No	Customer Name	Customer PO #	Currency	Due Date
1745LG	City of Laredo, TX		USD	9/30/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
Quote No. Q-223621				
1	NaviLine Click2Gov3 Core - Access Fee	1	2,816.98	2,816.98
	Maintenance: Start:10/1/2025, End: 9/30/2026			
2	NaviLine Click2Gov3 Customer Information System - Access Fee	1	6,708.26	6,708.26
	Maintenance: Start:10/1/2025, End: 9/30/2026			
3	NaviLine Click2Gov3 Building Permits - Access Fee	1	3,232.33	3,232.33
	Maintenance: Start:10/1/2025, End: 9/30/2026			
4	NaviLine Click2Gov3 Purchasing - Access Fee	1	5,397.83	5,397.83
	Maintenance: Start:10/1/2025, End: 9/30/2026			
5	NaviLine Click2Gov3 Tax Billing & Collections - Access Fee	1	6,408.83	6,408.83
	Maintenance: Start:10/1/2025, End: 9/30/2026			
6	NaviLine Click2Gov3 Employee Self Service - Access Fee	1	3,364.61	3,364.61
	Maintenance: Start:10/1/2025, End: 9/30/2026			
7	NaviLine Click2Gov3 Parking Tickets - Access Fee	1	5,749.52	5,749.52
	Maintenance: Start:10/1/2025, End: 9/30/2026			
8	NaviLine Click2Gov3 Business Licenses - Access Fee	1	2,105.89	2,105.89
	Maintenance: Start:10/1/2025, End: 9/30/2026			
9	NaviLine Business Licenses - Access Fee	1	3,752.04	3,752.04
	Maintenance: Start:10/1/2025, End: 9/30/2026			
10	Modifications - Annual Maintenance Fee	88	100.00	8,800.00
	Maintenance: Start:10/1/2025, End: 9/30/2026			

Invoice

Invoice No	Date	Page
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Customer No	Customer Name	Customer PO #	Currency	Due Date
1745LG	City of Laredo, TX		USD	9/30/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
11	NaviLine Work Orders/Facility Management - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	17,942.35	17,942.35
12	Cognos BI: Administrator - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	3,002.28	3,002.28
13	NaviLine Accounts Receivable-Annual Maintenance Fee-NSP - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	10,650.97	10,650.97
14	NaviLine Cash Receipts-Annual Maintenance Fee-NSP - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	7,475.99	7,475.99
15	NaviLine CryWolf Financial Int-Annual Maintenance Fee-NSP - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	52.99	52.99
16	NaviLine Fixed Assets-Annual Maintenance Fee-NSP - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	6,553.05	6,553.05
17	NaviLine GMBA w/Extended Reporting - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	29,368.64	29,368.64
18	NaviLine Purchasing/Inventory-Annual Maintenance Fee-NSP - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	17,296.26	17,296.26

Invoice

Invoice No	Date	Page
444984	8/27/2025	3 of 5

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Customer No	Customer Name	Customer PO #	Currency	Due Date
1745LG	City of Laredo, TX		USD	9/30/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
19	NaviLine Payroll/Personnel-Annual Maintenance Fee-NSP - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	17,204.00	17,204.00
20	NaviLine Tax Billing & Collections - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	32,395.95	32,395.95
21	NaviLine Customer Information System - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	33,411.21	33,411.21
22	NaviLine Land/Parcel Mgmt-Annual Maintenance Fee-NSP - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	7,845.18	7,845.18
23	NaviLine Parking Tickets - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	9,488.03	9,488.03
24	NaviLine Document Management Services - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	1,772.10	1,772.10
25	NaviLine Building Permits - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	8,952.72	8,952.72
26	NaviLine CIS Voice Response Interface-Generic - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	2,944.25	2,944.25
27	NaviLine CIS IVR Credit Card Interface-Generic - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	1,098.33	1,098.33

Invoice

Invoice No	Date	Page
444984	8/27/2025	4 of 5

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Customer No	Customer Name	Customer PO #	Currency	Due Date
1745LG	City of Laredo, TX		USD	9/30/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
28	NaviLine Time & Attendance Interface-Generic - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	1,245.99	1,245.99
29	NaviLine User Interface Annual Maintenance Fee - Annual Maintenance Fee Superion NaviLine User Interface Maintenance: Start:10/1/2025, End: 9/30/2026	1	0.00	0.00
30	NaviLine Global Financials Annual Maintenance Fee - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	0.00	0.00
31	Distribution Services - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	0.00	0.00
32	Technical Services - TS - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	0.00	0.00
33	NaviLine Building Permits Electronic Plan Review Interface - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	417.97	417.97
34	NaviLine Code Enforcement - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	2,607.64	2,607.64
35	NaviLine Mobile Server Framework - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	1,359.44	1,359.44
36	NaviLine m.MobileUser License - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	5	308.96	1,544.81
37	NaviLine m.CodeEnforcement - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	481.98	481.98

Invoice

Invoice No	Date	Page
444984	8/27/2025	5 of 5

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Customer No	Customer Name	Customer PO #	Currency	Due Date
1745LG	City of Laredo, TX		USD	9/30/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
38	NaviLine Remote Service Processing - Access Fee NaviLine Remote Service Processing Maintenance: Start:10/1/2025, End: 9/30/2026	1	65,343.60	65,343.60
39	Fusion - Annual Subscription Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	0.00	0.00
40	CentralSquare Payments - Annual Subscription Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	0.00	0.00
41	NaviLine Web Enablement - Annual Maintenance Fee Maintenance: Start:10/1/2025, End: 9/30/2026	1	869.09	869.09

Please include invoice number(s) on your remittance advice.
ACH:
Routing Number 121000358
Account Number 1416612641
E-mail payment details to: Accounts.Receivable@CentralSquare.com

Check:
12709 Collection Center Drive
Chicago, IL 60693

Subtotal	329,661.11
Tax	0.00
Invoice Total	329,661.11
Payments Applied	0.00
Balance Due	**USD 329,661.11**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 29.**

SUBJECT
Consideration for approval of Amendment No. 1 to the FY 2026 Public Art Annual Plan, with an increase in funding not to exceed $249,980.00 to include the Water Tower Art Project located at 8711 McPherson Road and FM 1472. This amendment aligns with scheduled Utilities maintenance and supports the vision outlined in Ordinance 2019-O-177, the Laredo Art Master Plan (LAMP), and the goals of the Viva Laredo Comprehensive Plan by activating highly visible public spaces and strengthening Laredo's civic identity. Funding will be available through the Public Art Fund utilizing the 2023 Certificates of Obligation Bond.

PREVIOUS COUNCIL ACTION
Consideration to approve the Public Art Annual Plan was introduced to City Council on September 15, 2025 by Councilmember Dr. David Tyler King.

The Laredo Art Master Plan (LAMP) was presented to City Council on June 2, 2025. Ordinance 2019 -O-177, establishing the Laredo Public Art Program and Fine Arts and Culture Commission, was passed by City Council on October 21, 2019.

City Council introduced this ordinance on October 7, 2019.

On August 19, 2019, City Council approved a motion to set aside two percent (2%) of the construction costs of eligible capital improvement projects for the Laredo Public Art Program.

BACKGROUND
The Public Art Annual Plan for Fiscal Year 2026 was introduced to the Fine Arts and Culture Commission (FAACC) on June 26, 2025.

VIVA LAREDO PLAN ALIGNMENT
- Goal 9.4: "Create vibrant community"
- Policy: 9.4.17: "Encourage art in public places and in businesses."
- Goal 10.1: "Support the improvement of the Educational system of Laredo through coordination efforts across all agencies."
- Goal 10.2: "Recognize local and regional arts and culture as the foremost indicator of the community's unique identity and support its development to cultivate civic pride and identity and as an essential component to economic development and for attracting and retaining talent."
- Policy: 10.2.1: "Establish a Commission on Arts and Culture. The Commission would help realize the goals of the Public Arts Plan."

Summary of alignment:
The Public Art Annual Plan will serve as an integral role to promoting art in public places, business, and enhancing the vibrancy of Laredo.

COMMITTEE RECOMMENDATION
The Public Art Annual Plan for Fiscal Year 2026 was discussed at the Fine Arts and Culture Commission (FAACC) meeting on October 16, 2025, and endorsed by FAACC, but the meeting did not meet quorum. The Public Art Annual Plan for Fiscal Year 2026 was introduced to the Fine Arts and Culture Commission (FAACC) on June 26, 2025.

STAFF RECOMMENDATION
Staff support and recommend approval of amendment.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	N
Source of Funds:	Various Certificate of Obligations
Account #:	N/A
Change Order: Exceeds 25% Y/N:	N

FINANCIAL IMPACT:
Funding will be provided as contracts are awarded. No financial impact at this moment.

Annual Public Arts Plan FY26- Evaluation Criteria

Amendment No. 1

Evaluation Panel Committee Composition

While the evaluation panel committee aims to include five members, it will always consist of an odd number and no fewer than three evaluators to ensure diverse perspectives and minimize score clustering.

For public art projects requiring a formal bid process, the evaluation panel committee will be composed of City of Laredo employees, with panelists selected according to the project's scope and location.

- **Two (2) qualified City staff members** with expertise in the visual arts (e.g., curators, museum directors, art historians or academics, marketing, program administrators, or experienced artists). Preference will be given to individuals residing near the project location.
- **Two (2) representatives** from the Arts & Culture Division or Library Department.
- **One (1) project staff member** from the CIP project team (if artwork is integrated) or a designated liaison from the City department with project jurisdiction.

The evaluation panel committee will provide its recommendation to City Council for design approval.

Conflict of Interest

Evaluators must disclose any actual, potential, or perceived conflict of interest with any artists and/or organization. Any conflict requires immediate recusal from discussion, evaluation, and scoring to ensure a fair and impartial selection process. All evaluators, artists and/or organizations are required to sign the City of Laredo Conflict of Interest Clause before participating.

AI Disclaimer

Submissions generated by Artificial Intelligence (AI) tools must be the original work of the submitting artist, organization, or writer and may not rely solely on AI-generated content. AI may be used as a supportive tool (for editing, or refining ideas), but the final entry must clearly demonstrate the artist's or writer's own creative work. Works that are entirely AI-generated will not be accepted.

Evaluation Scoring

Each submitted proposal will be reviewed by an objective evaluation panel committee. Evaluations will be based on the key criteria outlined in the following documents:

- Project Recommendation Design Approach
- Request for Qualification Evaluation Score Sheet
- Request for Proposal Evaluation Score Sheet

Proposals should also consider the recommended design approach, as detailed in the following section.

Project Recommendation Design Approach

The design prompts are provided for inspiration. Artists and/or organizations are encouraged to propose alternative concepts, provided they align with creating work that enhances and beautifies the surrounding area.

Location	Design Prompts
Water Tower Art Project	
1. FM 1472 (Mines Road)	- Create an iconic design that says "I ♥ Laredo" using creative imagery, symbolism, or color—how would you express love for your city visually? - Include the "Laredo" logo.
2. 8711 McPherson Road	- Think of how your design could become an iconic photo spot, a symbol local recognize and feel proud of every time they see it. - Incorporate symbols of unity and pride—community gatherings, landmarks, music, or celebrations that define the spirit of Laredo. - Envision the water tower as a "beacon of pride"—what message or imagery would make residents feel represented and visitors feel welcomed?
Alternative Prompts	- Transform the tower's shape into an integral part of your design, letting its form guide the artwork. - Merge the physical form of the tower with imaginative elements to create a dynamic, eye-catching piece. - Highlight Laredo's unique blend of cultures and traditions that connect past, present, and future. - Represent local heritage through traditional patterns, architecture, or folkloric elements that feel timeless yet contemporary. - Imagine the tower as a storyteller—what story about Laredo would it tell if it could speak?

City of Laredo – Public Arts Program **Project Title: _____**

Request for Qualification Evaluation Score Sheet

Artist/Organization Name: _____

1. Professional Information (20 points)

Category	Score (1–5)	Comments
Contact Sheet		
Include your Name, Address, Phone number, and email. Any social media or website, if curated to your artwork.	_____/5	
Proof of Eligibility		
You must be a resident of the United States, eligible to work, and at least 18 years old. Public employees may be ineligible	_____/5	
Artist or Contractor Biography and Resume		
A summary of your education, awards, exhibitions, and career highlights. For a team application, a resume is required for each member.	_____/5	
Reference		
Provide the names, phone numbers, and email addresses of ***at least 3*** professional references who can attest to your qualifications.	_____/5	
Section Totals	**_____/20**	

2. Artistic Statement & Vision (20 points)

Category	Score (1–10)	Comments
Artist Statement		
A short, written description of your artistic practice, motivations, and the primary themes of your work. This should be personal and authentic, avoiding jargon.	_____/10	
Conceptual Basis		
Describe the conceptual framework for your body of work. For a specific project, you may need to detail how your approach aligns with the project's goals or location for public art.	_____/10	
Section Totals	**_____/20**	

3. Portfolio of Past Work (30 points)

Category	Score (1–10)	Comments
Image list		

Submit a sheet that has a thumbnail or preview of your selected artwork (minimum 3 artworks) that includes: title, medium, dimension, location, year of completion, and budget for each image.	_____/10	
Images of completed work		
Submit minimum of 3 completed artworks (e.g. 3 to 10) that showcase your best work, with an emphasis on projects that are similar in scale or technique to the one you are applying for.	_____/10	
Avoid unaccepted proposals		
Only submit images of work that has been completed or in in progress, no proposed pieces that were rejected.	_____/10	
Section Totals	**_____/30**	

4. Technical & Project Experience (30 points)

Category	Score (1–10)	Comments
Project management experience		
Document your experience with past projects, including working collaboratively with design teams, adhering to budgets, and meeting deadlines.	_____/10	
Technical Expertise		
Explain your experience working with architectural, engineering, and design specifications, particularly for public art projects.	_____/10	
Material and Construction		
Adhering to the Standard Operating Procedures, you will need to address the durability, maintenance, safety, and security related to your proposal material.	_____/10	
Section Total	**_____/30**	

Overall Total	**_____/100**

City of Laredo – Public Arts Program **Project Title: _____**

Request for Proposal Evaluation Score Sheet

Artist/Organization Proposal: No. _____

Rating scale for each question: *1 (lowest) to 5 (highest)*

1. Artistic Merit (35 points)

Category	Score (1–5)	Comments
Creativity and Originality (15 points)		
Does the proposal demonstrate a high level of creativity and originality?	_____/5	
Quality of Previous Work (10 points)		
Does the artist/organization have a portfolio of high-quality previous work?	_____/5	
If the artist/organization has worked with the City of Laredo previously, how was the overall execution and outcome of the project? **(If applicable)**	_____/5	
Artist's Vision (10 points)		
Is the artist's vision for the project clear and compelling?	_____/5	
Does the proposal align with the public announcement?	_____/5	
Section Total	**_____ _____**	

2. Relevance and Impact (30 points)

Category	Score (1–5)	Comments
Community Engagement (10 points)		
Does the proposal include plans for community engagement and participation?	_____/5	
Does the project foster community interaction, dialogue, or civic pride?	_____/5	
Cultural Significance (10 points)		
Does the project reflect or enhance the cultural identity of the community?	_____/5	
Does the artwork reflect or celebrate the identity, values, or diversity of the community?	_____/5	
Educational Value (10 points)		
Does the project have educational components or benefits?	_____/5	
Are there educational or awareness-raising goals associated with the artwork?	_____/5	
Section Total	**_____/30**	

3. Feasibility (25 points)

Category	Score (1–5)	Comments
Technical Feasibility (15 points)		
Is the project technically feasible within the proposed timeline?	_____/5	
Is the proposed project have an accurate budget allocation?	_____/5	
Maintenance (10 points)		
Is there a clear and ongoing maintenance plan for the proposed project?	_____/5	
What is the expected longevity of the artwork?	_____/5	
Section Total	**_____/25**	

4. Artist/Organization Qualifications (10 points)

Category	Score (1–5)	Comments
Experience (5 points)		
Does the artist/organization have relevant experience in public art projects?	_____/5	
References and Reputation (5 points)		
Does the artist/organization have positive references and a good reputation?	_____/5	
Section Total	**_____/10**	

Overall Total	**_____/100**

Annual Public Arts Plan FY2026
Amendment No. 1

The amendment will include the Water Tower Art Project to support the mission of **Ordinance 2019-O-177**, the vision of the **Laredo Art Master Plan (LAMP),** and the long-term goals of the **Viva Laredo Comprehensive Plan** by activating public spaces with accessible, inclusive, and locally inspired artwork. Additionally, it prioritizes the timely use of Certificate of Obligation (C.O.) bond funds from above-ground utility projects, subject to the 2% for Art calculation and approved for use by Bond Counsel.

Amendment Overview

This plan outlines Amendment No. 1 to the FY 2026 public art projects, developed in collaboration with the Utility Department to complete prior years' rehabilitation efforts. It details locations, estimated timelines, artist selection processes, recommended design approaches, and proposed budgets in accordance with **Ordinance 2019-O-177.**

1. 2 Water Tower Art Project

LAMP-Aligned Strategy

Strategic Plan	Activating a highly visible public spaces and strengthening Laredo's civic identity. Serve as prominent landmarks within the community, and incorporating public art helps transform these functional structures into symbols of civic pride.
Artist Empowerment	Design opportunities are intentionally developed to elevate Laredo-based artists, fostering local talent and supporting the growth of creative careers within the community.
Civic Pride	Each tower celebrates Laredo's unique identity and promotes community pride. The project enhances the urban landscape by fostering neighborhood identity and strengthening community connections through accessible and visually engaging public art.

1. Water Tower Art Project

Department Collaboration

- Convention & Visitors Bureau
- Utilities
- Safety and Risk Management

Description	Add public art to enhance two highly visible infrastructure through creative design.
Planned Locations	2 high traffic areas in Laredo Texas- 8711 McPherson Road and FM 1472 (Mines Road).

Estimated Timeline	Approximately two months per water tower, with timeline contingent with scheduled Utilities rehabilitation efforts. FM 1472 (Mines Road) rehabilitation scheduled for December 2025- January 2025 and 8711 McPherson Road for June 2026.
Dimensions	May vary, based off Highland Est. data: Diameter 67'2" and water height 40'. The design surface area estimated at: **210'6" x 40' (feet)**
Artist Selection Process	Artists design will be selected through an evaluation score sheet.
Recommended Design Approach	○ Each design will highlight Laredo's distinctive character and reflect the surrounding area, incorporating themes such as local history, cultural heritage, native landscapes, community pride, and neighborhood identity. ○ Appropriate coatings and materials will be required to ensure durability and protect the artwork from environmental exposure while maintaining the tower's essential functions.
Proposed Budget	○ Operational project cost: $100,000 per water tower, with proper invoices required from contractors. ○ Contingency: 24.9% ($24,990 per tower) ○ Estimated total including contingencies: $248,980

Funding Source Breakdown

- **Stay Within the Spending Timeline (3-years):** Get up to date on spending to remain within the allowable window for C.O. bond use and avoid loss of incurred interest.
- **Start with *2019–2023 C.O. Funds*:** These are the oldest available funds, and we are losing accrued interest if we wait any longer to use them.
- **Designed for Timely Use:** C.O. bond funds from above-ground utility projects, subject to the 2% for Art calculation, are intended to be spent within a few years of issuance.

Public Art Fund- C.O. Bonds

Year	Amount Issued
2019	$ 116,616
2021	$ 256,500
2022	$ 610,000
2023	$ 800,000
2024	$ 600,000
Total	$ 2,383,116

FY26 Project Budget Overview

Utilization of Certificates of Obligation Bonds

Year	Median Cost	Maximum + Contingency Funds
2019	$ (116,616)	$ (116,616)
2021	$ (256,500)	$ (256,500)
2022	$ 108,689	$ (610,000)
2023	$ 800,000	$ 464,992
2024	$ 600,000	$ 600,000
Remaining Balance of Public Art Funds	**$ 1,508,689**	**$ 1,064,992**

	Projects	Projected Quantity	Per Project Max w/out Contingency	Per Project Max + Contingency	Median Cost	Maximum + Contingency Funds (24.9%)
1	Utility Cabinet Mini-Murals	32	$ 5,500	$ 6,870	$ 149,912	$ 219,824
2	Footnotes: A Literal Story Walk-Sidewalk Poetry	16	$ 2,000	$ 2,498	$ 24,984	$ 39,968
3	Jumpstart Creativity: Ground Hopscotch Murals	56	$ 6,000	$ 7,494	$ 244,207	$ 419,664
4	Mini Gallery Posts	32	$ 8,000	$ 9,992	$ 184,872	$ 319,744
5	Library Murals	8	varies $5,000-$20,000		$ 45,472	$ 69,944
6	**Water Tower Art Projects**	**2**	**$ 100,000**	**$ 124,990**	**$ 224,980**	**$ 248,980**
					Median	Max + Cont.
	Annual Project Totals	146			$ 874,427	**$ 1,318,124**

LAREDO PUBLIC ARTS PROGRAM

Annual Plan FY26 – *Amendment No. 1*

In Collaboration with Utilities Department

Water Tower Rehabilitation Project

Presented By: Vanessa Filazzola
Public Arts Program Manager



Amendment Overview

LAMP Focus

Completing rehabilitation efforts for two key city structures outlined in the Strategic Plan for beautification of above-ground utilities.

High-Visibility Impact

High-impact public art strengthening civic identity and community pride.

Timely Funding Use

Prioritizes timely use of 2023 Certificate of Obligation bond funds, with Bond Counsel approval to utilize funds from above-ground utility projects subject to the 2% for Art calculation.



Strategic Alignment

LAMP-Aligned Strategy

1

Strategic Plan

Activates visible infrastructure as cultural landmarks that reflect civic pride.

2

Artist Empowerment

Expands design opportunities for artists, supporting local creative growth.

3

Civic Pride

Celebrates Laredo's unique identity and fosters community connection through art integrated into everyday spaces.



Design Approach & Schedule Coordination

01

Distinctive Character

Each design will highlight Laredo's unique character, reflecting local culture, pride, and algin with the surrounding landscape.

02

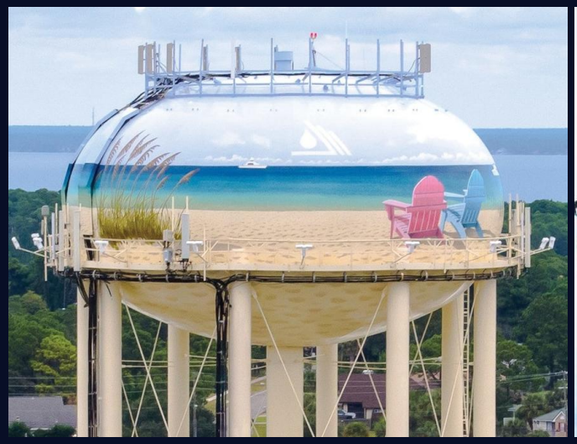
Rehabilitation Coordination

Installation of artwork coincides with scheduled rehabilitation to minimize operational disruption and ensure efficiency.

03

Estimated Timeline

Approximately two months per tower, each scheduled separately to avoid undue stress on the remaining infrastructure and to ensure each tower is safely returned to full operation before beginning the next.









Locations & Design Prompts

Themes are focusing on Laredo's **Cultural Heritage & Local Pride**

FM 1472 (Mines Road)

"I ♥ Laredo" – iconic design using creative imagery or color. Incorporate official Laredo logo.

8711 McPherson Road

A landmark photo spot symbolizing unity and pride. Imagery of community, celebration, and welcome.

Other Concepts: Transform the tower's shape into an integral part of the design, letting its form guide the artwork. Celebrate Laredo's blend of cultures and traditions. Envision the tower as a storyteller for the city.



Budget & Funding

Estimated Budget

$100K

Per Tower

24.9%

Contingency

$24,990 per tower

Funding Source

Public Art Fund – Certificate of Obligation (C.O.) Bonds (FY2023) of above-ground utilities.

Prioritizing timely expenditure of funds and maximizing impact in high-visibility locations.

$249K

TOTAL PROJECT

**Including Contingency*



Moving Forward

> *"Turning everyday landmarks into beacons of Laredo's creativity and culture."*

Outcome: Two iconic, high-visibility artworks transforming essential infrastructure into symbols of civic pride and community identity.

Design Selection

Return for final approval of the design and contractor selection per RFQ and RFP.

Schedule Alignment

Align installation with Utilities rehabilitation timeline.

Quality Control

Conduct milestone check-ins and Property Change forms.









THANK YOU

> *Together, we're creating a more vibrant, connected, and culturally rich Laredo.*

Email

vcfilazzol@ci.laredo.tx.us

Location

Joe A. Guerra- Laredo Public Library

Phone

O: (956)795-2400 ext. 2531

C: (956)898-2063

LAREDO PUBLIC LIBRARIES Check us out! MORE THAN JUST BOOKS ESTABLISHED 1916

ARTS & CULTURE LAREDO TEXAS

PUBLIC ART

TIMELINE

How the Annual Plan is developed?

1

June

Research & Planning

Gather Council ideas and community survey input, review the LAMP, consult with relevant departments on project feasibility, and confirm proper use of funds with Bond Counsel.

2

July

Fine Arts & Culture Commission

Discuss any considerations or insights with FACC appointees.

3

August

Drafting the Plan

Develop project summary, timeline, estimated budget, potential locations, and artist selection process.

4

September

Approvals

Prepare and submit materials for the upcoming fiscal year's Annual Plan to City Council for approval.

5

October

Plan Implementation

Bring the upcoming FY approved plan to life!

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 30.**

SUBJECT
Consideration to approve the purchase of ten (10) 2026 Chevrolet Colorado Crew Cab Trucks from Lake Country Chevrolet, Jasper, Texas, in the amount of $322,760.00 through The Interlocal Purchasing System (TIPS), Contract No. 240901. The proposed purchase will replace ten existing units ranging from model years 1999 through 2014, all of which have exceeded their useful service life and are due for replacement. The new vehicles will be assigned to the Building Inspectors, Zoning Enforcement Officers, and Right-of-Way Inspectors to support ongoing field operations and inspections. Funding for this purchase is available in the Public Property Finance Contractual Obligations (PPFCO).

PREVIOUS COUNCIL ACTION
Initial request approved through the adoption of the FY2025-2026 budget.

BACKGROUND
The Planning & Zoning Department is requesting authorization to purchase ten (10) vehicles to support operational needs and replace ten existing units that have reached the end of their useful life. The new vehicles will be assigned to the Building Inspectors, Zoning Enforcement Officers, and Right -of-Way Inspectors within the Building Development Services Division.

The proposed purchase includes ten (10) 2026 Chevrolet Colorado Crew Cab Trucks from Lake Country Chevrolet, located in Jasper, Texas, at a total cost of $322,760.00. The acquisition will be made through The Interlocal Purchasing System (TIPS), Contract No. 240901, which provides competitively bid pricing and ensures compliance with purchasing requirements.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends the approval of this motion.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	PPFCO
Account #:	401-9885-515-9004
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding is available in PPFCO Account No.: 401-9885-515-9004 Project # PL2601
Total Expense: $322,760.00

PRODUCT PRICING SUMMARY

TIPS USA 240901 TRANSPORTATION VEHICLES

VENDOR- 5426 LAKE COUNTRY CHEVROLET, 2152 N. WHEELER STREET JASPER, TX 75951

End User: CITY OF LAREDO
Prepared by: GLEN ANGELLE
Contact: RON MILLER
Phone: 409-880-9191
Email: _
Email: GANGELLE.COWBOYFLEET@GM
Product Description: CHEVROLET COLORADO
Date: October 24, 2025

A. **Bid Item:** _____ **A. Base Price:** $ 39,909.00

B. **Factory Options**

Code	Description	Bid Price	Code	Description	Bid Price
14C43	26 COLORADO CREW CAB 2WD	$ -		EXTERIOR - WHITE	$ -
	4 CYL ENGINE W/ AUTOMATIC	$ -		INTERIOR - BLACK CLOTH	$ -
	POWER WINDOWS / LOCKS	$ -			
	BLUETOOTH	$ -			
	REAR VIEW CAMERA	$ -			
	CARPET FLOORING	$ -			
	POWER MIRRORS				

Total of B. Published Options: $ -

Published Option Discount (5%) $ -

C. **Unpublished Options [not to exceed 25%]** **$=** 0.0 **%**

Description	Bid Price	Options	Bid Price

Total of C. Unpublished Options: $ -

D. **Floor Plan Interest (for in-stock and/or equipped vehicles):** $ -

E. **Lot Insurance (for in-stock and/or equipped vehicles):** $ -

F. **Contract Price Adjustment:** MY DISCOUNT $ (7,908.00)

G. **Additional Delivery Charge:** 400 **miles** $ 275.00

H. **Subtotal:** $ 32,276.00

I. **Quantity Ordered** 10 **x H =** $ 322,760.00

J. **Trade in:** _____ $ -

K. **Total Purchase Price** $ 322,760.00

SUBJECT
Consideration to approve the purchase of ten (10) 2026 Chevrolet Colorado Crew Cab Trucks from Lake Country Chevrolet, Jasper, Texas, in the amount of $322,760.00 through The Interlocal Purchasing System (TIPS), Contract No. 240901. The proposed purchase will replace ten existing units ranging from model years 1999 through 2014, all of which have exceeded their useful service life and are due for replacement. The new vehicles will be assigned to the Building Inspectors, Zoning Enforcement Officers, and Right-of-Way Inspectors to support ongoing field operations and inspections. Funding for this purchase is available in the Public Property Finance Contractual Obligations (PPFCO).

PREVIOUS COUNCIL ACTION
Initial request approved through the adoption of the FY2025-2026 budget.

BACKGROUND
The Planning & Zoning Department is requesting authorization to purchase ten (10) vehicles to support operational needs and replace ten existing units that have reached the end of their useful life. The new vehicles will be assigned to the Building Inspectors, Zoning Enforcement Officers, and Right-of-Way Inspectors within the Building Development Services Division.

The proposed purchase includes ten (10) 2026 Chevrolet Colorado Crew Cab Trucks from Lake Country Chevrolet, located in Jasper, Texas, at a total cost of $322,760.00. The acquisition will be made through The Interlocal Purchasing System (TIPS), Contract No. 240901, which provides competitively bid pricing and ensures compliance with purchasing requirements.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends the approval of this motion.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	PPFCO
Account #:	401-9885-515-9004
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding is available in PPFCO Account No.: 401-9885-515-9004
Total Expense: $322,760.00

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 31.**

SUBJECT
Consideration to authorize the purchase contract with Galls LLC, Lexington, Kentucky, in the amount not to exceed $55,000.00 to purchase SWAT tactical uniforms. This purchase shall be made BuyBoard Cooperative Purchasing Contract No. 773-25. Funding is available in the General Fund - Police Department Budget.

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
Authorization is requested for the purchase of tactical uniforms for the Police Department SWAT members. These uniforms will be to outfit the SWAT operators while responding to high risk situations (tactical operations) within the city.

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
It is recommended that this purchase be authorized.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	General Fund - Police Department
Account #:	101-2366
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding is available in the General Fund - Police Department Budget account #101-2366-522-0800.

Quote

Customer: (5290928) CITY OF LAREDO
Date: 10/16/2025
Sales Rep: JON POE

Page 1 of 2
Quote Number: 30685537
Quote Expiration: 11/15/2025

Sold To:
CITY OF LAREDO
PO BOX 210
LAREDO, TX 78042-0210
YOLANDA RODRIGUEZ

Ship To:
CITY OF LAREDO
5202 MAHER AVE
LAREDO, TX 78041-5406
YOLANDA RODRIGUEZ

Line	Item	Description	Qty	Retail	Your Price	Ext Total
1	SH5136 POBLU SM	BORN PRIMITIVE LS OP TOP SHIRT CONTRACT NUMBER:BUYBOARD 773-25	8		87.00	696.00
4	SH5136 POBLU MD	BORN PRIMITIVE LS OP TOP SHIRT CONTRACT NUMBER:BUYBOARD 773-25	44		87.00	3,828.00
5	SH5136 POBLU LG	BORN PRIMITIVE LS OP TOP SHIRT CONTRACT NUMBER:BUYBOARD 773-25	112		87.00	9,744.00
6	SH5136 POBLU XL	BORN PRIMITIVE LS OP TOP SHIRT CONTRACT NUMBER:BUYBOARD 773-25	16		87.00	1,392.00
7	SH5164 POBLU SM	BORN PRIMITIVE SS OP TOP SHIRT CONTRACT NUMBER:BUYBOARD 773-25	8		69.00	552.00
8	SH5164 POBLU MD	BORN PRIMITIVE SS OP TOP SHIRT CONTRACT NUMBER:BUYBOARD 773-25	44		69.00	3,036.00
9	SH5164 POBLU LG	BORN PRIMITIVE SS OP TOP SHIRT CONTRACT NUMBER:BUYBOARD 773-25	112		69.00	7,728.00
10	SH5164 POBLU XL	BORN PRIMITIVE SS OP TOP SHIRT CONTRACT NUMBER:BUYBOARD 773-25	16		69.00	1,104.00
11	TR3816 POBLU 30 30	BORN PRIMITIVE OP ASSAULT PANT	8		148.00	1,184.00
12	TR3816 POBLU 30 33	BORN PRIMITIVE OP ASSAULT PANT	8		148.00	1,184.00
13	TR3816 POBLU 32 30	BORN PRIMITIVE OP ASSAULT PANT	36		148.00	5,328.00
14	TR3816 POBLU 32 33	BORN PRIMITIVE OP ASSAULT PANT	36		148.00	5,328.00
15	TR3816 POBLU 34 30	BORN PRIMITIVE OP ASSAULT PANT	12		148.00	1,776.00
16	TR3816 POBLU 34 33	BORN PRIMITIVE OP ASSAULT PANT	56		148.00	8,288.00
17	TR3816 POBLU 34 36	BORN PRIMITIVE OP ASSAULT PANT	4		148.00	592.00
18	TR3816 POBLU 36 33	BORN PRIMITIVE OP ASSAULT PANT	16		148.00	2,368.00
19	TR3816 POBLU 38 33	BORN PRIMITIVE OP ASSAULT PANT	4		148.00	592.00

Quote

Customer: (5290928) CITY OF LAREDO
Date: 10/16/2025
Sales Rep: JON POE

Page 2 of 2
Quote Number: 30685537
Quote Expiration: 11/15/2025

Sold To:
CITY OF LAREDO
PO BOX 210
LAREDO, TX 78042-0210
YOLANDA RODRIGUEZ

Ship To:
CITY OF LAREDO
5202 MAHER AVE
LAREDO, TX 78041-5406
YOLANDA RODRIGUEZ

Line	Item	Description	Qty	Retail	Your Price	Ext Total
		BuyBoard Contract # 773-25 BuyBoard Contract # 773-25				

This quotation is valid for thirty (30) days from the date of issuance. Pricing is subject to adjustment at any time prior to acceptance in the event of material cost increases, including but not limited to new or revised tariffs or other external economic factors beyond the control of Galls, LLC.

SUBTOTAL:	54,720.00
SHIPPING:	180.00
TAX.....:	
TOTAL...:	54,900.00

Galls is required to collect sales tax on shipments to certain states. Sales tax will be added where applicable. For tax exempt customers, state laws require us to have signed tax exemption or resale certificates on file at our office. If you are tax exempt, please email or fax this information, (including your Galls account number) to Tax@galls.com or fax 859-268-5946.

Export Restrictions - This may contain commodities restricted in the United States International Trade Regulations.

1340 Russell Cave Rd
Lexington, KY 40505
Tel: 800-876-4242 Fax:877-914-2557

Galls, LLC Invoice Credit Terms and Conditions of Sale

Payment - Invoices for items delivered pursuant to any sales order are payable only in United States currency. You, your business, and/or your agency (the "Buyer") understand that Galls, LLC (the "Seller") may impose and charge a finance charge that is the greater of 1.5% per month or the highest rate allowed by law on any amount which becomes past due and delinquent. Returned checks may be assessed a $25.00 service fee. Additionally, Buyer shall be responsible for all collection costs, court costs, and reasonable attorney's fees in connection with the recovery of delinquent amounts.

All sales are made pursuant to these Credit Terms and Conditions of Sale, and Seller objects to any different or additional terms or conditions contained in Buyer's purchase order or any other document submitted by Seller. Payments may be applied against open balances at the sole discretion of Seller and may be applied across accounts if Buyer has more than one account with Seller. Credit memos are non-refundable and may be applied to open invoices at Seller's sole discretion.

Credit Terms - Any extension of credit is based upon all amounts payable on or before the due date on any written, quoted, or agreed terms, and shall be paid in accordance with such terms. If not paid on or before such date, accounts shall be considered delinquent and subject to the additional finance charges as set forth herein.

Buyer agrees to provide Seller, upon request, with an updated credit application as a condition to the continued extension of credit. Buyer acknowledges and agrees that Seller may utilize outside credit reporting services and financial institutions to obtain information on the Buyer as a condition precedent to or for continued extension of credit. Seller may terminate any credit availability within its sole discretion and without prior notice. Buyer's continued solvency is a precondition to any sale made by Seller.

Delays - Where a specific shipping date is not designated on the face hereof or in a subsequent writing signed by the Seller, the Seller shall not be responsible for any delays, nor shall Seller be liable for any loss or damages resulting from such delays. Seller shall not be liable for any delays in filling this order caused by accidents to machinery, differences with employees, strikes, labor shortage, fire, floods, priorities requested or required by an instrumentality of the United States Government or the government of any state, delays in transportation, restrictions imposed by any federal, state or municipal law or regulation, whether valid or invalid, or causes beyond the control of the Seller.

Warranty - Seller shall pass through to Buyer all manufacturer warranties and return policies applicable to Buyer's order. Seller shall take all reasonable actions to ensure that Buyer receives the benefit of such pass through warranties and return policies. Buyer's sole remedies for any goods sold hereunder shall be as provided in such warranties and return policies and shall be solely against the applicable manufacturer. SELLER, ON BEHALF OF ITSELF, DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, RELATING TO SUCH GOODS.

Restocking - If a cancellation of an order or a return by Buyer is accepted or initiated by Seller and/or the manufacturer, it may be subject to a restocking charge at the discretion of Seller.

Delivery and Transportation - Products sold herein are sold FOB at the place indicated on the face of this sales order unless otherwise agreed to in writing by Seller and Buyer. The method and agency of transportation and the routing will be designated by the Seller. In the event the Buyer requests alternative shipment or routing, all extra packing, shipping and transportation charges thereby resulting will be for the Buyer's account.

Waiver - No provision herein shall be deemed a waiver by reason of any previous waiver, and no breach of any provision shall be deemed a waiver by reason of any previous breach.

Governing Law - The sole jurisdiction and venue shall be the courts of the Commonwealth of Kentucky.

Export Restrictions - This transaction may contain commodities restricted in the United States International Trade Regulations. If at a later date the Buyer decides these commodities will be exported from the United States please reference the United States Department of Commerce Bureau of Industry and Security Export Administration Regulations (15 CFR 730-774), the United States Department of State International Traffic in Arms Regulations (22 CFR 120-130) as well as any other applicable laws. These laws apply to private, commercial, and government agency export transactions. As an exporter, the Buyer will be responsible for compliance with all U.S. laws relating to the export of these items.

*Designates this item is on the Galls GSA Contract (47QSWA21D008H) all other items are OPEN MARKET.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Resolution 32.**

SUBJECT
A Resolution of the City Council of the City of Laredo, Texas, authorizing the City Manager to accept a grant in the amount of $1,501,301.73 from the Office of the Governor's Public Safety Office Homeland Security Grants Division (HSGD) for the purpose of funding the FY26 Texas Anti-Gang (TAG) Program. The grant period will begin September 1, 2025 through August 31, 2026; funding will be used to pay for costs associated with the operation of the TAG Center such as personnel, rent, contractual obligations, information system interfaces, equipment, training, supplies and direct operating expenses. This grant does not require local match. Funding is available in the Special Police Fund.

PREVIOUS COUNCIL ACTION
Resolution 2025-R-36 to submit grant application for FY26 was approved by City Council on 2/18/2025.

BACKGROUND
The Public Safety Office (PSO) is soliciting applications for preselected projects that support regional, multidisciplinary approaches to combat gang violence through the coordination of gang prevention, intervention, and suppression activities. State funds are authorized under the Texas General Appropriations Act, Article I, Rider 22 and Rider 40 to the Trusted Programs within the Office of the Governor. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.
In FY22 the City of Laredo was awarded grant funding from the Office of the Governor to establish the 9th Texas Anti-Gang (TAG) Center. This will be the fifth year of operation for the TAG Center. With grant funding, the Laredo TAG Center has brought together all resources and enforcement partnerships to address a major security threat and gap along the South Texas border. Counties along the border continue to be a primary area for gangs and Mexican cartels to operate and engage in serious and violent criminal activities. The TAG Center, centrally located in Laredo, enables participating local, state and federal law enforcement to more efficiently and effectively collaborate on intelligence, investigations, and operational activities related to combating gangs and other criminal organizations operating in and affecting the South Texas border region.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends the approval of this Resolution.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	Grant
Account #:	229-2331
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Grant is accounted for in the Special Police Fund 229-2331. Project OGAG26/OGAS26.

RESOLUTION #2025-R-36

AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION IN THE ESTIMATED AMOUNT OF $2,000,000.00 TO THE OFFICE OF THE GOVERNOR'S PUBLIC SAFETY OFFICE FOR THE PURPOSE OF FUNDING THE FY2026 TEXAS ANTI-GANG (TAG) PROGRAM. FUNDING WILL BE USED TO PAY FOR COSTS ASSOCIATED WITH THE OPERATION OF THE TAG CENTER, INCLUDING BUT NOT LIMITED TO, PERSONNEL, RENT, CONTRACTUAL OBLIGATIONS, INFORMATION SYSTEM INTERFACES, EQUIPMENT, TRAINING, SUPPLIES AND DIRECT OPERATING EXPENSES. THIS GRANT DOES NOT REQUIRE MATCHING FUNDS. THE GRANT WILL BE ACCOUNTED FOR IN THE SPECIAL POLICE FUND.

Whereas, the City Manager is authorized to apply for, accept, reject, alter or terminate this grant on behalf of the City of Laredo; and

Whereas, the City of Laredo will apply in the estimated amount of $2,000,000.00 to the Office of the Governor's Public Safety Office to fund the Texas Anti-Gang Program FY2026 to be operated from September 01, 2025 through August 31, 2026; and

Whereas, the City of Laredo will use these funds to directly support and/or enhance a regional, multidisciplinary approach using coordinated gang prevention, intervention and suppression efforts through a Texas Anti-Gang (TAG) Center; and

Whereas, the City of Laredo has agreed that in the event of loss or misuse of funds, the City of Laredo assures that the funds will be returned to the Office of the Governor's Public Safety Office.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: Authorizing the City Manager to submit a grant application in the estimated amount of $2,000,000.00 to the Office of the Governor's Public Safety Office for the purpose of funding the FY2026 Texas Anti-Gang (TAG) Program. Funding will be used to pay for costs associated with the operation of the TAG Center, including but not limited to, personnel, rent, contractual obligations, information system interfaces, equipment, training, supplies and direct operating expenses. This grant does not require matching funds. The grant will be accounted for in the Special Police Fund.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

_____
DR. VICTOR D. TREVIÑO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH "ZONE" T. NGUYEN
CITY ATTORNEY

RESOLUTION NO. 2025-R-263

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS, AUTHORIZING THE CITY MANAGER TO ACCEPT A GRANT IN THE AMOUNT OF $1,501,301.73 FROM THE OFFICE OF THE GOVERNOR'S PUBLIC SAFETY OFFICE HOMELAND SECURITY GRANTS DIVISION (HSGD) FOR THE PURPOSE OF FUNDING THE FY26 TEXAS ANTI-GANG (TAG) PROGRAM. THE GRANT PERIOD WILL BEGIN SEPTEMBER 1, 2025 THROUGH AUGUST 31, 2026; FUNDING WILL BE USED TO PAY FOR COSTS ASSOCIATED WITH THE OPERATION OF THE TAG CENTER SUCH AS PERSONNEL, RENT, CONTRACTUAL OBLIGATIONS, INFORMATION SYSTEM INTERFACES, EQUIPMENT, TRAINING, SUPPLIES AND DIRECT OPERATING EXPENSES. THIS GRANT DOES NOT REQUIRE MATCHING FUNDS. FUNDING IS AVAILABLE IN THE SPECIAL POLICE FUND.

Whereas, the City Manager is authorized to apply for, accept, reject, alter or terminate this grant on behalf of the City of Laredo; and

Whereas, the City of Laredo will accept the amount of $1,501,301.73 from the Office of the Governor's Public Safety Office Homeland Security Grants Division to fund the Texas Anti-Gang Program FY2026; and

Whereas, the City of Laredo finds it in the best interest of the citizens of Laredo that the 2026 Texas Anti-Gang Program be operated for the 09/01/2025 to 08/31/2026 grant year; and

Whereas, the City of Laredo use these funds to directly support and/or enhance a regional, multidisciplinary approach using coordinated gang prevention, intervention and suppression efforts through a Texas Anti-Gang (TAG) Center; and

Whereas, the City of Laredo has agreed that in the event of loss or misuse of funds, the City of Laredo assures that the funds will be returned to the Office of the Governor's Public Safety Office Homeland Security Grants Division.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: A Resolution of the City Council of the City of Laredo, Texas, authorizing the City Manager to accept a grant in the amount of $1,501,301.73 from the Office of the Governor's Public Safety Office Homeland Security Grants Division (HSGD) for the purpose of funding the FY26 Texas Anti-Gang (TAG) Program. The grant period will begin September 1, 2025 through August 31, 2026; funding will be used to pay for costs associated with the operation of the TAG Center such as personnel, rent, contractual obligations, information system interfaces, equipment, training, supplies and direct operating expenses. This grant does not require matching funds. Funding is available in the Special Police Fund.

Section 2: It authorizes the City Manager to execute all necessary documents to obtain said grant and to effectuate its term.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

GRANT NUMBER: 4251905

_____
DR. VICTOR TREVINO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
DOANH "ZONE" T. NGUYEN
CITY ATTORNEY

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:	4251905	**Award Amount:**	$1,501,301.73
Date Awarded:	10/31/2025	**Grantee Cash Match:**	$0.00
Grant Period:	09/01/2025 - 08/31/2026	**Grantee In Kind Match:**	$0.00
Liquidation Date:	11/29/2026	**Grantee GPI:**	$0.00
Program Fund:	TG-Texas Anti-Gang (TAG) Program	**Total Project Cost:**	$1,501,301.73
Grantee Name:	Laredo, City of		
Project Title:	Laredo Texas Anti-Gang Center		
Grant Manager:	Darryl Sanders		
Unique Entity Identifier (UEI):	LDMTCMMA9Q44		

CFDA:	N/A
Federal Awarding Agency:	N/A - State Funds
Federal Award Date:	N/A - State Funds
Federal/State Award ID Number:	2026-TG-ST-0019
Total Federal Award/State Funds Appropriated:	$34,500,000.00
Pass Thru Entity Name:	Texas Office of the Governor – Homeland Security Grants Division (HSGD)

Is the Award R&D:	No
Federal/State Award Description:	The purpose of the TAG Program is to support strategic partnerships and targeted, regional, multidisciplinary approaches to successfully combat gang violence through the coordination of gang prevention, intervention, and suppression activities. (NOTE: This funds source was also known as AG when administered by CJD.)

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 33.**

SUBJECT
Consideration to authorize the purchase contract with the sole source provider, Flock Safety, Georgia in the amount of $195,000.00 for the purchase of Flock Nova investigative software. Funding is available in the Auto Theft Task Force Fund.

PREVIOUS COUNCIL ACTION
N/A

BACKGROUND
The Police Department is requesting authorization to purchase investigative software from Flock Safety in the amount of $195,000.00. The Flock Safety system will provide investigators with advanced search and analytic capabilities to assist in the identification and tracking of suspects, vehicles, and related evidence in ongoing criminal investigations. This software will enhance the department's ability to solve crimes efficiently by integrating detailed search tools and data-sharing features with the Flock platform.

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
It is recommended that this contract be approved.

Fiscal Impact

Fiscal Year:	2025
Budgeted Y/N?:	Y
Source of Funds:	Grant
Account #:	222-2348
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding is available in the Auto Theft Task Force Fund. (Project# ATCC26)

flock safety

Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 4712 Maher Ave Laredo, Texas 78041

Ship To: 4712 Maher Ave Laredo, Texas 78040

Billing Company Name: TX - Laredo PD
Billing Contact Name:
Billing Email Address:
Billing Phone:

Subscription Term: 12 Months
Payment Terms: Net 30
Retention Period: 30 Days
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			**$50,000.00**
Flock Safety Platform Add Ons			
Flock Safety Platform - FreeForm Add-On	Included	1	Included
Flock FreeForm™ - Included Integrated Video Streams	Included	10	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			

Subtotal Year 1:	$50,000.00
Annual Recurring Subtotal:	$50,000.00
Discounts:	$28,500.00
Estimated Tax:	$0.00
Contract Total:	$50,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	$50,000.00
Annual Recurring after Year 1	$50,000.00
Contract Total	$50,000.00

*Tax not included

Discounts Applied	Amount (USD)
Flock Safety Platform	$0.00
Flock Safety Add-ons	$28,500.00
Flock Safety Professional Services	$0.00

Product and Services Description

FlockOS Features	Description
Flock Safety Platform - FreeForm Add-On	AI-powered software add-on to the Flock Safety Platform that adds the ability for users to search using plain language across LPR images and video footage (from FreeForm-enabled devices) with built-in safeguards ensuring ethical and compliant usage.
Flock FreeForm™ - Included Integrated Video Streams	Baseline allocation of FreeForm-enabled third-party video streams included with a FreeForm license.

flock safety

Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 4712 Maher Ave Laredo, Texas 78041

Ship To: 4712 Maher Ave Laredo, Texas 78040

Billing Company Name: TX - Laredo PD
Billing Contact Name:
Billing Email Address:
Billing Phone:

Subscription Term: 12 Months
Payment Terms: Net 30
Retention Period: 30 Days
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			**$145,000.00**
Flock Safety Platform Add Ons			
Flock Nova - Customer Data	Included	1	Included
Flock Nova - OSINT Data	Included	1	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			

Subtotal Year 1:	$145,000.00
Annual Recurring Subtotal:	$145,000.00
Estimated Tax:	$0.00
Contract Total:	$145,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Proposed Special Terms: Custom Recurring: Flock Nova - Customer dataCustom Recurring: Flock Nova - OSINT data

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	$145,000.00
Annual Recurring after Year 1	$145,000.00
Contract Total	$145,000.00

*Tax not included

Product and Services Description

FlockOS Features	Description
Flock Nova - Customer Data	Flock Nova data integration and intelligence platform subscription, enabling data centralization from agency computer-aided dispatch (CAD), record management system (RMS), digital evidence management system (DEMS), and shared inter-agency networks.
Flock Nova - OSINT Data	Flock Nova data integration and intelligence platform subscription. Includes access to open source intelligence (OSINT) and shared inter-agency data.

City of Laredo Sole Source Affidavit

D Whittle 9/23/25 Approved by legal

Compliance with Texas Local Government Code Chapter 252.021 is not required for purchases that are available from only one source, including: An item for which competition is precluded because of a patent, copyright, secret process, or monopoly. The item is a film, manuscript, or book. The item is a utility service, including electricity, gas, or water. The item is a captive replacement part or component for equipment. The sole source exception does not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of $15,000.

---

1. My name is (Print Name) Chris Colwell
   I am over the age of 18, have never been convicted of a felony and am competent to make this affidavit.
   I am authorized to sign contracts for the following company or firm:

   Company: Flock Group Inc d/b/a Flock Safety
   Address: 1170 Howell Mill Rd NW Ste 210
   City, State, Zip Code: Atlanta, GA 30318
   Telephone Number: (866) 901-1781
   Fax Number: ( ) N/A
   E-mail Address: support@flocksafety.com

2. The above-named company or firm is the sole source of the following item(s) and no other company or firm in the United States of America sells or distributes the products listed below:
   A proprietary public safety technology solution specifically designed for use by law enforcement, communities, and private entities to increase safety and reduce crime.

3. Competition in providing the above-named item(s) is precluded due to:

   X A patent
   _____ A copyright
   _____ A secret process
   _____ A monopoly
   _____ It is a film
   _____ It is a manuscript
   _____ It is a book
   _____ It is a utility service, including electricity, gas, or water (does not apply to parts *used for* utility services)
   _____ It is a captive replacement part or component for equipment
   _____ Other circumstances provided by Texas Local Government Code 252.022 (provide details above)

4. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above-named item(s) or product(s) because of exclusive distribution or marketing rights.

5. This affidavit is valid for a period of one year, or until changed circumstances render it inaccurate, whichever occurs first.

Christopher Charles Colwell	SVP, Customer Experience	09/23/2025
Signature of Authorized Official	**Title of Authorized Official**	**Date**

City of Laredo Sole Source Affidavit

D. Walter 9-23-25 Approved

NOTARY USE ONLY

Subscribed and Sworn to before me this 23rd day of September, 2025. State of Texas, County of Harris.

by

Christopher Charles Colwell

Signature of Applicant

Lisa Nicole Viser

Signature of Notary Public

Purchasing Department Use ONLY

Approved ✓ DLW by legal

Not Approved Return to Using Department _____

Purchasing Agent Signature

Date 9/23/25

NOTARY PUBLIC STATE OF TEXAS

Lisa Nicole Viser

ID NUMBER
133045738
COMMISSION EXPIRES
April 16, 2029

Electronically signed and notarized online using the Proof platform.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 34.**

SUBJECT
Consideration to authorize the purchase contract with Versaterm Public Safety, Inc. in the amount of $111,228.00 utilizing DIR contract # DIR-CPO-5266 for the purchase of software and platform modules for the Laredo Police Department. Funding is available in the Auto Theft Task Force Fund.

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
Authorization is requested to purchase software and platform modules from Versaterm Public Safety, Inc. in the amount of $111,228.00. The system will provide and automated notification platform to update 911 callers, reporting parties, and crime victims regarding the status of their cases or investigations. Notifications will be sent automatically to the phone number provided by the reporting individuals. This initiative aims to enhance communication and transparency with victims and reporting parties, ensuring they receive timely updates and additional support throughout the investigative process.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
It is recommended that this contract be approved.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	GRANT
Account #:	222-2348
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding Is available in the Auto Theft Task Force Fund. (Project# ATCC26)

Versaterm

Versaterm Public Safety US, Inc.
1 North MacDonald, Suite 500
Mesa, Arizona USA
85201

Company Information

Prepared By	Bradley Jensen	Email	bradley.jensen@versaterm.com
Quote Name	Laredo Police Department (TX) - CommunityConnect	Quote Number	00009794
		Expiration Date	2025-11-07
Created Date	2025-08-07		

Customer Information

Contact Name	Romy Mutuc	Phone	9562361236
Title	Lieutenant	Email	rmutuc@ci.laredo.tx.us
Account Name	Laredo Police Department (TX)	Bill To	City of Laredo Accounts Payable Laredo TX 78042-0210 United States

Quote Line Items

Quote Description	Quantity	Sales Price	Subtotal	Total Price	Billing Type
CommunityConnect Integration & Deployment on CAD&RMS	1.00	USD 15,000.00	USD 15,000.00	USD 15,000.00	Non Recurring
CommunityConnect Platform: Patrol Module	486.00	USD 99.00	USD 48,114.00	USD 48,114.00	Recurring
CommunityConnect Platform: Investigations Module; Includes Portal Feature.	486.00	USD 99.00	USD 48,114.00	USD 48,114.00	Recurring

Totals

Quote Currency	USD	One-Time Charge Total	USD 15,000.00
Net Terms	Net 30	Recurring Charge Total	USD 96,228.00
		Subtotal	USD 111,228.00
		Grand Total	USD 111,228.00

BUDGETARY QUOTE ONLY

We are pleased to present our pricing for the services indicated above. The pricing provided in this quote is valid for the period referenced above.

Invoicing Procedures

Invoicing Notes: Contingent on award of grant funds

This quote does not include any applicable taxes.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 35.**

SUBJECT
Consideration to authorize the purchase of six (6) marked K-9 police units with emergency lights, equipment, and graphics from Sames Motor Company, Laredo, TX. in the amount of $591,352.86. The purchase of these vehicles shall be made utilizing the TIPS USA contract number 240901. Funding is available for this purchase in the Special Police Fund, FY2026 Operation Lone Star (OLS) Grant.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
Authorization is requested to purchase marked K-9 police units with emergency lights, equipment, and graphics for the Laredo Police Department. Delivery is expected within ninety to one hundred twenty (90-120) days after receipt of order.

TIPS USA Contract 240901

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
Recommends that this purchase be approved.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	Grant
Account #:	229-2386
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding for the purchase of these marked K-9 police units is available in the 2026 Operation Lone Star Grant. Account number: 229-2386, Project Number: OPLS26

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 36.**

SUBJECT
Consideration to authorize the purchase of marked police units with emergency lights, equipment, and graphics from Sames Motor Company, Laredo, TX. in the amount not to exceed $9,500,000.00. The purchase of these vehicles shall be made utilizing the TIPS USA contract number 240901. Funding is available for this purchase in the Public Property Finance Contractual Obligation (PPFCO) 2025.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
Authorization is requested to purchase marked police units with emergency lights, equipment, and graphics for the Laredo Police Department. Delivery is expected within ninety to one hundred twenty (90-120) days after receipt of order.

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
Recommends that this purchase be approved.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	PPFCO 2025
Account #:	401-9885
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding for the purchase of these marked police units is available in the Public Property Finance

Contractual Obligation (PPFCO) 2025. Account Number: 401-9885-525.90-04, Project Number: PD2301

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 37.**

SUBJECT
Consideration to authorize a contract with Galls LLC, Lexington, KY, in an amount not to exceed $500,000.00 for the purchase of police uniforms, public safety gear, equipment, and supplies. This annual contract shall utilize the Buyboard Cooperative Contract 773-25. Funding is available in the General Fund - Police and Police Trust Fund.

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
Staff is requesting authorization to purchase police uniforms, public safety gear, equipment, and supplies utilizing the BuyBoard Cooperative Contract 773-25 for the Police Department. Purchases will be done on an as needed basis.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
It is recommended that this purchase be authorized.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	General Fund/Police Trust Fund
Account #:	101-23XX-522-0800/ 665-23XX-522-0800
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding is available in the General Fund - Police and Police Trust Fund.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 38.**

SUBJECT
Consideration to reject all bids received for FY25-097 Roof Overlay and Exterior Improvement Project and authorization to rebid the project. Two (2) bids were disqualified due to failure to submit the required bid bond. The remaining bids received were significantly higher than the project's anticipated cost. There is no financial impact.

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
The city went out of formal solicitation and received six (6) submittals. Two (2) of the six (6) bidders were disqualified for not submitting the required bid bonds as per Legal Department recommendation and rejecting the rest due to non-availability of funds.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Staff recommends the approval of this motion.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	N/A
Source of Funds:	N/A
Account #:	N/A
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
There is no financial impact.

Event Number	FY25-097 Addendum 2	**Organization**	City of Laredo Purchasing
Event Title	Project: Roof Overlay and Exterior Improve	**Workgroup**	City of Laredo Purchasing
Event Description	Bidders are strongly encouraged to submit t	**Event Owner**	Margarita Bosquez
Event Type	IFB	**Email**	mbosquez@ci.laredo.tx.us
Issue Date	9/18/2025 08:00:00 AM (CT)	**Phone**	(956) 794-1735
Close Date	10/20/2025 05:00:00 PM (CT)	**Fax**	(956) 790-1805

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total	
Grand Builders LLC	Laredo	TX	10/17/2025 02:33:14 PM (CT)	1	$83,600.00	Disqualified
RCC ROOFING AND CONSTRUCT	LAREDO	TX	10/20/2025 04:00:00 PM (CT)	1	$96,800.00	Disqualified
ABBA CONSTRUCTION, LLC	Laredo	TX	10/20/2025 11:52:55 AM (CT)	1	$162,482.00	
HDL Construction, LLC.	Laredo	TX	10/20/2025 04:54:15 PM (CT)	1	$174,900.00	
Royal Contractors, Inc.	Laredo	TX	10/20/2025 11:42:13 AM (CT)	1	$183,000.00	
Cid Group Inc	Laredo	TX	10/20/2025 04:37:23 PM (CT)	1	$276,041.29	

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Resolution 39.**

SUBJECT
A Resolution of the City Council of the City of Laredo, Texas, authorizing the City Manager to submit a grant application in the estimated amount of 950,000.00 to the Office of the Governor, Criminal Justice Division, to fund the FY2026 Bullet-Resistant Components for Law Enforcement Vehicles grant. The grant performance period is from March 01, 2026 through February 28, 2027. The purpose of this grant program is to equip motor vehicles used by law enforcement officers with bullet-resistant components. No local match is required.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

PREVIOUS COUNCIL ACTION
None.

BACKGROUND
The Bullet-Resistant Components for Law Enforcement Vehicles grant is a program to provide financial assistance to law enforcement agencies to purchase and install bullet-resistant windshields, side windows, and doors panels for increased officer safety. State funds for these projects were authorized by H.B. 2217 Section 772.013 passed during the 89th Regular Session and appropriated under the H.B. 500 Section 1.34 for Trusted Programs within the Office of the Governor. All awards are subject to the availability of appropriated federal funds.

COMMITTEE RECOMMENDATION
N/A

STAFF RECOMMENDATION
Recommends that Council approves the resolution.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	N
Source of Funds:	Grant
Account #:	229

Change Order: Exceeds 25% Y/N: N/A

FINANCIAL IMPACT:
No financial impact until grant is awarded.

RESOLUTION 2025-R-299

AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION IN THE ESTIMATED AMOUNT OF $950,000.00 TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, TO FUND THE FY2026 BULLET-RESISTANT COMPONENTS FOR LAW ENFORCEMENT VEHICLES GRANT. THE GRANT PERFORMANCE PERIOD IS FROM MARCH 01, 2026 THROUGH FEBRUARY 28, 2027. THE PURPOSE OF THIS GRANT PROGRAM IS TO EQUIP MOTOR VEHICLES USE BY LAW ENFOCEMENT OFFICERS WITH BULLET-RESISTANT COMPONENTS. NO LOCAL MATCH IS REQUIRED. GRANT WILL BE ACOUNTED FOR IN THE SPECIAL POLICE FUND.

Whereas, the City of Laredo finds it in the best interest of the citizens of Laredo, that the Bullet-Resistant Components for Law Enforcement Vehicles grant be operated for the 2026-2027 fiscal year; and

Whereas, the City of Laredo will use these funds to outfit motor vehicles used by law enforcement officer with bullet-resistant equipment; and

Whereas, the City of Laredo designates the Interim City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate this grant on behalf of the applicant agency; and

Whereas, the City of Laredo has agreed that in the event of loss or misuse of the Office of the Governor funds, the City of Laredo assures that the funds will be returned to the Office of the Governor in full.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: Authorizing the City Manager to submit a grant application in the estimated amount of 950,000.00 to the Office of the Governor, Criminal Justice Division, to fund the FY2026 Bullet-Resistant Components for Law Enforcement Vehicles grant. The grant performance period is from March 01, 2026 through February 28, 2027. The purpose of this grant program is to equip motor vehicles used by law enforcement officers with bullet-resistant components. No local match is required.

Section 2: It authorizes the City Manager to execute all necessary forms and documents to obtain said grant and to effectuate its terms.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF _____, 2025.

Grant Number: 5636901

_____
DR. VICTOR D. TREVIÑO
MAYOR

ATTEST:

_____
MARIO I. MALDONADO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

_____
JOAQUIN A. RODRIGUEZ
FIRST ASSISTANT CITY ATTORNEY

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 40.**

SUBJECT
Consideration to authorize the purchase contract with Sorinex Exercise Equipment, Lexington, SC, in the amount of $240,910.12 for the purchase of officer wellness equipment. This purchase shall be made through GSA Cooperative Purchasing Contract 47QSMA18D0006. Funding is available in the 2022 Certificate of Obligation Bond, 2023 Certificate of Obligation Bond, 2024 Certificate of Obligation Bond and Police Trust Fund.

PREVIOUS COUNCIL ACTION
Council approved the allocation of funding through Resolution #2025-R-187 on July 21, 2025.

BACKGROUND
The Laredo Police Department Training Center has not been updated since 1996 and requires modernization to meet the needs of law enforcement workforce. LPD and City Management recognize the critical role that officer health, fitness, and wellness play in ensuring operational readiness and service delivery to the community. This project aligns with the City's broader wellness priorities and the Mayor's objectives to promote healthier living across the organization and community.

Authorization is requested to purchase equipment for the Laredo Police Department Training Center from, Sorinex Exercise Equipment, through GSA Cooperative Purchasing Contract 47QSMA18D0006.

COMMITTEE RECOMMENDATION
None

STAFF RECOMMENDATION
Recommends that this purchase be approved.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	Certificate of Obligation Bonds/Police Trust Fund
Account #:	Various
Change Order: Exceeds 25% Y/N:	N/A

FINANCIAL IMPACT:
Funding for this purchase is available in the 2022 Certificate of Obligation Bond, 2023 Certificate of

Obligation Bond, 2024 Certificate of Obligation Bond and Police Trust Fund.

ESTIMATE

PAGE	ESTIMATE	DATE
1	51183	10/22/25

Sorinex Exercise Equipment, Inc.
193 Litton Drive
Lexington SC 29073
803-978-2253

SOLD TO

Laredo Police Department

4712 Maher Ave
Laredo TX 78041

mvillastri@ci.laredo.tx.us

SHIP TO

Laredo Police Department

4712 Maher Ave
Laredo TX 78041

mvillastri@ci.laredo.tx.us

TOTAL ESTIMATE

$ 240,910.12

PURCHASE ORDER NO.	TERMS	SHIPPING METHOD
	50% Deposit, N30	
CONTACT	**EXP. DATE**	**SALESPERSON**
Melissa Villastrigo	11/22/25	Steve Martin

A minimum of a 50% deposit is required for all orders unless otherwise noted in this estimate

Finance charges of 1.5% per month will be applied to late payments

All sales may be subject to sales/use tax for the state in which the products are shipped

All credit cards are subject to a non-refundable 3% processing fee

ITEM NO	DESCRIPTION	QTY	UNIT PRICE	EXTENSION
P03537	Base Camp Half Rack (w/ Custom Laser Cut Logo) -Rack @ 8' 6" Tall, 3' 11" Wide, 5' 3" Long w/ Laser Cut Numbering -Pair Sandwich Style J-Hooks - New -Pair 24" Spotter Bars -6 Customizable Plate Storage Pins -2 Split Change Urethane Utility Pins -Abbreviated Arch -Bolt-on Batwing Bar -Single Bar Storage (Horiz)	2	$ 3,599.00	$ 7,198.00
P09514	XL Series Formed Kettlebell Tray w/ Rubber (41")	6	$ 274.00	$ 1,644.00
P12572	NP4 Sorinex 0-90 Bench	2	$ 1,199.00	$ 2,398.00
P00259	Sorinex Flat Utility Bench	2	$ 285.00	$ 570.00
P01502	Sorinex Performance Bar Black Zinc - 20kg US Made Black Bushing Bar 190,000 min tensile strength and 175,000 min yield strength Black zinc shaft, bright zinc sleeves.	2	$ 399.00	$ 798.00
P01505	Sorinex Women's Performance Bar Black Zinc - 15kg US Made Black Bushing Bar 155K PSI Shaft with Hard Chrome Ends	2	$ 337.00	$ 674.00
P09881	Sorinex Black Training Bumper 45lbs	38	$ 159.00	$ 6,042.00
P09880	Sorinex Black Training Bumper 25lbs	38	$ 114.00	$ 4,332.00
P09879	Sorinex Black Training Bumper 10lbs	38	$ 49.00	$ 1,862.00
P05034	Sorinex Urethane Change Plate 5lbs	20	$ 28.00	$ 560.00
P05035	Sorinex Urethane Change Plate 2.5lbs	20	$ 14.00	$ 280.00

SUBTOTAL	DISCOUNT	TAX	ESTIMATED FREIGHT		
$ 226,580.30	$ 11,329.02		25,658.84	QUOTATION 51183	**$ 240,910.12**
					597
					TOTAL ORDER VALUE

SORINEX

ESTIMATE

PAGE	ESTIMATE	DATE
2	51183	10/22/25

Sorinex Exercise Equipment, Inc.
193 Litton Drive
Lexington SC 29073
803-978-2253

ITEM NO	DESCRIPTION	QTY	UNIT PRICE	EXTENSION
P00648	Spring Collars (Olympic 2'' Pair)	4	$ 13.00	$ 52.00
P12313	Smith Machine - Stand Alone (Not Counter Balanced)	1	$ 5,299.00	$ 5,299.00
P00024	45 Degree Leg Press	1	$ 6,499.00	$ 6,499.00
P00496	Selectorized Leg Extension / Leg Curl Combo	1	$ 4,149.00	$ 4,149.00
P01137	Iron Bear Side (3-tier height)	3	$ 359.00	$ 1,077.00
P06006	Iron Bear Dumbbell Tray for Hex Dumbbells with Rubber Insert	3	$ 499.00	$ 1,497.00
P00393	Iron Bear Kettlebell Tier	3	$ 489.00	$ 1,467.00
P09510	Sorinex Rubber Hex Dumbbell 5-50lb Set (Pairs)	1	$ 1,265.00	$ 1,265.00
P09511	Sorinex Rubber Hex Dumbbell 55-100lb Set (Pairs)	1	$ 3,565.00	$ 3,565.00
P00619	Selectorized Cable Crossover (Adjustable Handles) ***replace spines with 8' upright***	1	$ 6,599.00	$ 6,599.00
P02347	Functional Cable Column 95" for BaseCamp & XL Series (Single	2	$ 2,199.00	$ 4,398.00
P02283	Selectorized Lat Pull / Low Row Machine - Rack Attach	4	$ 2,999.00	$ 11,996.00
P12966	TRX 10in HexGrip Med Ball 8lbs	1	$ 84.95	$ 84.95
P12967	TRX 10in HexGrip Med Ball 10lbs	2	$ 89.95	$ 179.90
P12907	TRX 14in HexGrip Med Ball 14lbs	2	$ 129.95	$ 259.90
P12963	TRX 14in HexGrip Med Ball 20lbs	2	$ 149.95	$ 299.90
P02592	Sorinex Ductile KB - 4kg	1	$ 29.00	$ 29.00
P02593	Sorinex Ductile KB - 8kg	1	$ 44.00	$ 44.00
P02594	Sorinex Ductile KB - 12kg	1	$ 59.00	$ 59.00
P02595	Sorinex Ductile KB - 16kg	1	$ 89.00	$ 89.00
P02596	Sorinex Ductile KB - 20kg	1	$ 99.00	$ 99.00
P02597	Sorinex Ductile KB - 24kg	1	$ 114.00	$ 114.00
P02598	Sorinex Ductile KB - 28kg	1	$ 129.00	$ 129.00
P02599	Sorinex Ductile KB - 32kg	1	$ 154.00	$ 154.00
P02601	Sorinex Ductile KB - 36kg	1	$ 174.00	$ 174.00
P02602	Sorinex Ductile KB - 40kg	1	$ 194.00	$ 194.00
P12002	Intek Cast Iron Kettlebell with Rubber Base 55lb	2	$ 175.00	$ 350.00
P14459	Intek Cast Iron Kettlebell with Rubber Base 75lb	2	$ 238.00	$ 476.00
P02599	Sorinex Ductile KB - 32kg	2	$ 154.00	$ 308.00
P06727	Battle Rope Anchor Loop for XL Series	1	$ 76.00	$ 76.00
P00594	Black Dacron Rope - 1.5" x 50' (Combo) Sorinex Battling Rope (1.5 in by 5 ft) --Nylon composite construction --Hand whipped endtail --Ends are dipped in polymer for durability --Non-abrasive, non-shedding --Made in the USA, 5 year warranty (structural)	1	$ 159.00	$ 159.00

SUBTOTAL	DISCOUNT	TAX	ESTIMATED FREIGHT		
$ 226,580.30	$ 11,329.02		25,658.84	QUOTATION 51183	$ 240,910.12 598 TOTAL ORDER VALUE

SORINEX

ESTIMATE

PAGE	ESTIMATE	DATE
3	51183	10/22/25

Sorinex Exercise Equipment, Inc.
193 Litton Drive
Lexington SC 29073
803-978-2253

ITEM NO	DESCRIPTION	QTY	UNIT PRICE	EXTENSION
P13229	FreeMotion t22.9 REFLEX Treadmill	3	$ 12,899.00	$ 38,697.00
P00166	Concept II Rower (Model D) w/ PM5 (Black)	5	$ 990.00	$ 4,950.00
P12088	Assault Bike ProX	2	$ 899.00	$ 1,798.00
P13031	STEPR-P Pro 27” Connected Console	2	$ 7,999.99	$ 15,999.98
P00168	Concept II SkiErg w/ PM5 & Stand	2	$ 1,070.00	$ 2,140.00
P12644	AbMat 3-in-1 Foam Kickbox (Made in USA)	2	$ 289.00	$ 578.00
P13232	Sorinex (AM) Soft Plyo Box (18")	2	$ 485.00	$ 970.00
P00486	Sorinex Flat Pack Kickbox 20x24x30	2	$ 164.00	$ 328.00
P13236	Perk Sports Gym Timer	1	$ 209.00	$ 209.00
P03893	Professional Installation - Equipment -Professional Set-Up, Tuning, Calibration, and Inspection of listed equipment	1	$ 12,000.00	$ 12,000.00
F00057	Performance Beast - Dark Gray (10.5 mm)	2,600	$ 7.90	$ 20,540.00
F00048	Performance Beast - Basic Black (10.5 mm)	100	$ 5.70	$ 570.00
F00269	Mod15 Tile (15mm x 24” x 48”)	350	$ 40.71	$ 14,248.50
F00077	E-Grip III Adhesive (4-Gallon)	15	$ 292.77	$ 4,391.55
F00093	UltraTile Reducer 1" x 4" x 48"	6	$ 36.77	$ 220.62
F00096	Waterjet Cut: Rubber In-Lay Platforms w/ Custom Logos	2	$ 2,910.00	$ 5,820.00
F00074	Installation - Flooring	1	$ 25,620.00	$ 25,620.00

REMARKS
FTL: 2 Trucks - w/ dunnage return

GSA Contract #47QSMA18D0006

NOTICE
It is the customer's responsibility to ensure that the room layout and exercise equipment selected meets the safety requirements of the facility.

Exercise equipment and fitness training are potentially dangerous and may lead to severe injury or even death. This equipment must be used by competent and responsible persons or under the guidance and supervision of competent persons.

SUBTOTAL	DISCOUNT	TAX	ESTIMATED FREIGHT		
$ 226,580.30	$ 11,329.02		25,658.84	QUOTATION 51183	$ 240,910.12 599 TOTAL ORDER VALUE

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 41.**

SUBJECT
Consideration to approve the purchase contracts of Heavy Equipment from:

Holt Cat, San Antonio, TX for the purchase of:
one (1) AP 1000 Asphalt Paver in the total amount of $589,000.00;
one (1) Caterpillar Model CS12 - Paving and Compaction Machine in the total amount of $237,449.03;
one (1) Caterpillar Model 305 CR Excavator in the amount of $58,125.47;
one (1) Caterpillar 305 CR Compact Excavator in the total amount of $72,447.94 through Buyboard Cooperative Contract Number: 685-22.

Doggett Freightliner of South Texas, Austin, TX, for the purchase of:
two (2) 2027 Freightliner M2 106 Bergkamp F5 Flameless Pot Patcher in the amount of $555,438.00 through Tips Cooperative Contract Number: 230-802.

Holt Truck Centers of Texas LLC. for the purchase of:
one (1) 2027 International HV607 SBA 14 YD Dump Truck in the total amount of $156,489.00 though H-GACBuy Cooperative Contract HT06-20.

Tymco Inc., Waco, TX, for the purchase of:
Three (3) Tymco Model 600 Regenerative Air Sweepers in the total amount of $1,099,290.00 through HGACBuy Cooperative Contract SW04-20.

John Deere, Weslaco, Texas, for the purchase of:
Three (3) John Deere Z997R Diesel Mowers in the total amount of $82,091.88 through BuyBoard Cooperative contract Number: 706-23.

Nueces Power Equipment, Corpus Christi, Texas, for the purchase of:
One (1) Tractor Loader Backhoe in the total amount of $96,174.86 through BuyBoard Cooperative Contract Number: 685-22.

Rush Truck Center, Houston,TX for the purchase of:
One (1) Peterbilt 567 Tractor in the amount of $391,500.54 through BuyBoard Cooperative Contract Number: 706-23.

Sakai America, Weslaco, Texas, for the purchase of:
One (1) Sakai SV544D - 84” Single-Drum, 12 ton in the total amount $140,406.00 through HGACBuy Cooperative Contract: PW10-25.

Funding is available in the 2025 Public Property Finance Contractual Obligation (PPFCO).

PREVIOUS COUNCIL ACTION
Authorized participation in the BuyBoard, HGAC, & Tips Cooperative Purchasing Program Contracts.

BACKGROUND
The one (1) AP 1000 Asphalt Paver, one (1) Caterpillar Model CS12 - Paving and Compaction Machine, One (1) Peterbilt 567 Tractor, One (1) Tractor Loader Backhoe will be used for paving of City streets.

The one (1) Caterpillar Model 305 CR Excavator will be used for City Cemetery burials.

The one (1) Caterpillar 305 CR Compact Excavator and One (1) Sakai SV544D - 84” Single-Drum, 12 ton will be used for City valley gutter, curb and gutter, sidewalk, and other installations or repairs.

The two (2) 2027 Freightliner M2 106 Bergkamp F5 Flameless Pot Patcher will be used to repair potholes.

The one (1) 2027 International HV607 SBA 14 YD Dump Truck and Three (3) John Deere Z997R Diesel Mowers will be used for creek maintenance and mowing of grass.

Three (3) Tymco Model 600 Regenerative Air Sweepers will be used to clean city streets.

COMMITTEE RECOMMENDATION
None

STAFF RECOMMENDATION
It is recommended that these purchases be approved.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Yes
Source of Funds:	2025 PPFCO
Account #:	401-9885-535-9004
Change Order: Exceeds 25% Y/N:	No

FINANCIAL IMPACT:
Funding is available in the 2025 Public Property Finance Contractual Obligation (PPFCO).
401-9885-535-9004

Requisition No.: 485258

HGACBuy	CONTRACT PRICING WORKSHEET For MOTOR VEHICLES Only	Contract No.:	HT06-20	Date Prepared:	10/20/2025

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	CITY OF LAREDO	Contractor:	HOLT TRUCK CENTERS 0F TEXAS LLC
Contact Person:	STEPHANIE MARTINEZ	Prepared By:	CARLOS WEEBER
Phone:	956-795-2500	Phone:	713-674-3444
Fax:		Fax:	
Email:	smartinez5@ci.laredo.tx.us	Email:	carlos.weeber@holttruckcenters.com

Product Code:	F11	Description:	2027 INTERNATIONAL HV607 SBA 6x4 WITH WARREN 14YD DUMP

A. Product Item Base Unit Price Per Contractor's H-GAC Contract: 86562

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
01CAJ FRAME RAILS HEAT TREAT 120k PSI	783	14WMJ AXLE REAR LUBE SYNTHETIC OIL	364
02ARZ AXLE, FRT MERITOR 18K	2388	15SGJ FUEL TANK TOP DRAW 50 GAL	100
03ADG SUSP, FRT SPRING 18K W/SHOCKS	517	16SJX MIRROR, CONVEX HOOD MOUNTED	430
04619 TRAILER CONNECTIONS FOR STRT TRUCK	542	16SMN SEAT, PASSENGER NON-SUSP VINYL	368
04EBS AIR DRYER BENDIX AD-9	450	60AKG BDY INT, 3 SWITCH WITH PTO	148
05PTB STEERING GEAR (2) SHEPPARD	2103		
07BLV EXH SYS UNDER CAB RIGHT SIDE HORIZ	1161		
08RPT RADIO AM/FM/WB/USB NON-BLUETOOTH	368		
08TMG TRAILER CONNECTION SOCKET	439	WARREN 16' DUMP BLUE QUOTE: #16758	31635
12EYW DIESEL CUMMINS L9 300 HP 1050FT-LBS TRQ	8197		
13Bdr AUTO TRANSM ALLISON 3500 RDS 6-SPD	6794	**Subtotal From Additional Sheet(s):**	
14GVN AXLE, REAR TANDEM MERITOR 40K	10038	**Subtotal B:**	66825

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Unpublished options for DUMP application	102		
		Subtotal From Additional Sheet(s):	
		Subtotal C:	102

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). **For this transaction the percentage is:** 0%

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	153489	=	Subtotal D:	153489

E. H-GAC Order Processing Charge (Amount Per Current Policy) **Subtotal E:** 1000

F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
US TARIFF ADJ INTERNATIONAL TRUCK	2000		
		Subtotal F:	2000

Delivery Date: **G. Total Purchase Price (D+E+F):** 156489

HGACBuy THE SMART PURCHASING SOLUTION

DATE: Oct 21, 2025
QUOTE #:372464-01

CITY OF LAREDO PUBLIC UTILITIES
PO BOX 210
LAREDO, TEXAS 78042-0210

Rueda, Marco
210.630.8948

Ron Miller

BUY BOARD QUOTE
CONTRACT #685-22

One (1) New Caterpillar Inc Model: 305 CR Compact Construction Equipment with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER: HLK049231 **SERIAL NUMBER: 05G509564** **YEAR: 2025** **HOURS: 3**

SALE PRICE	$72,317.05
EXT WARRANTY	Included
CSA	Included
TOTAL PRICE	**$72,317.05**
SUB TOTAL	**$72,317.05**
HET (0.181%)	$130.89
TOTAL TAXES	**$130.89**
TOTAL PURCHASE PRICE	**$72,447.94**

WARRANTY

Standard Warranty:	24 Month/2000 Hour Total Machine Limited Warranty
Extended Warranty:	305-36 MO/2000 HR POWERTRAIN + HYDRAULICS
CSA	500 & 1000HR PM Parts Only Kits (Maintenance parts only kits, excludes fluids)

MACHINE SPECIFICATIONS

STOCK NUMBER: HLK049231 **SERIAL NUMBER: 05G509564** **YEAR: 2025** **HOURS: 3**

DESCRIPTION	REF.#
305 07A CR MHE DCA1C	661-0399
BELT, SEAT, 3" RETRACTABLE	510-6085
BELT AS-SEAT	595-1980
BOOM, SWING	527-7599
LINES, BOOM	527-7611
TRACK, 16", RUBBER BELT	527-7627
FILM, INC. CANADA	552-5984

DESCRIPTION	REF.#
SOFTWARE, PROPORTIONAL CONTROL	557-1709
SOFTWARE, STICK STEER CONTROL	557-1710
SOFTWARE, 2 WAY CONTROL	557-1711
SOFTWARE, CODED START	557-1713
305 07A CR MINI EXCAVATOR	576-7009
COUNTERWEIGHT, STANDARD	576-9149
CANOPY, ROPS	578-1749
MONITOR NEXT GEN, NO CAMERA	579-2595
ALARM, TRAVEL	579-8852
ELECTRICAL ARR, C1.7 HRC	579-8859
LIGHTS, LED	579-8868
LINES, STICK	584-3653
LINKAGE BUCKET W/LIFTING EYE	584-4306
CONTROL, QC, 3 LINE	584-4311
LINES, QC, LNG STK, 3 LINE	586-0416
INSTRUCTIONS, ANSI	595-7021
HYDRAULIC OIL	595-9905
STICK, LONG, WITH 1ST AUX	596-7594
BLADE, STD, BOCE	597-0753
ENGINE, EPA TIER 4 FINAL	611-2417
CAT KEY, WITH PASS CODE OPTION	660-4095
SHIPPING/STORAGE PROTECTION	0P-2266
PACKING, LAST MILE PROGRAM	0P-4299
PRODUCT LINK, CELLULAR PL243	628-8009
LANE 2 ORDER	0P-9002
SERIALIZED TECHNICAL MEDIA KIT	421-8926
BUCKET - 5G509564B	464-9911

STANDARD EQUIPMENT

POWERTRAIN

Cat C1.7T diesel engine
-U.S. EPA tier 4 final
-EU stage V
-ISO 9249/EEC 80/1270
-Rated net power 34.1kW
-2,400 rpm - ISO 9249/EEC 80/1269
-Electronic engine, turbo, DOC (diesel oxidation catalyst)

Automatic engine idle
Automatic engine shut-off
Automatic swing brake
Automatic two speed travel
Fuel and water separator with indicator
Radial seal, double element air filter with restrictions indicator

HYDRAULICS

Smart tech electronic pump
Variable displacement piston pump
Load sensing & flow sharing hydraulics

Power on demand
Hydraulic temperature monitoring
Accumulator - certified

ELECTRICAL

12 volt electrical system

Ignition key stop switch

85 ampere alternator
650 CCA maintenance free battery
Battery disconnect
Circuit breaker

Signalling/warning horn
Work lights
-Cab, boom left
-Courtesy safety light

OPERATOR ENVIRONMENT

Sealed and pressurized unitized cab
Operator sound pressure 72 dB(A) ISO6396
Integrated lower front window
Rear window emergency exit
Radio - bluetooth, USB, aux, mic
12V power socket
Ergonomic joystick control levers
Adjustable wrist rests
Pattern changer
Color LCD monitor
-Fuel level, coolant temperature and warning indicator
-Maintenance and machine monitoring
-Performance & machine adjustments
-Numeric security code

-Multiple languages
-Hour meter
-Jog dial control interface
Coat hook
Cup holder
Hydraulic lockout controls
Literature holder
Molded footrests
Removable washable floormat
Retractable flourescent "high visibility" seat belt
Travel control pedals with hand levers
Utility space for mobile phone
skylight
mounting bosses for top & front guards

FLUIDS

Extended life coolant - 37C

Hydro advanced hydraulic oil

OTHER STANDARD EQUIPMENT

Cat key with passcode option
Locks on external enclosure doors
Lockable fuel cap
Beacon socket
Ecology drain - engine oil
Side by side engine & hydraulic oil cooler
Stick steer mode
Cruise control mode
Power on demand
Rear reflectors

Roll-over protective structure (ROPS) (ISO 12117-2)
Product Link PL243 (regulations apply)
Auxiliary hydraulic lines
-1-way and 2-way (combined function)
-Auxiliary line quick disconnects
-Adjustable auxiliary flow
-Continuous flow
-Adjustable auxiliary relief
Thumb ready stick

Requisition No.: 485084

DATE: Oct 21, 2025
QUOTE #:372461-01

CITY OF LAREDO PUBLIC UTILITIES
PO BOX 210
LAREDO, TEXAS 78042-0210

Rueda, Marco
210.630.8948

Ron Miller

BUY BOARD QUOTE
CONTRACT #685-22

One (1) New Caterpillar Inc Model: 303.5 CR Compact Construction Equipment with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER: HL1001522 **SERIAL NUMBER: 0RE907077**

SALE PRICE	$58,020.45
EXT WARRANTY	Included
CSA	Included
TOTAL PRICE	**$58,020.45**
SUB TOTAL	**$58,020.45**
HET (0.181%)	$105.02
TOTAL TAXES	**$105.02**
TOTAL PURCHASE PRICE	**$58,125.47**

WARRANTY

Standard Warranty:	24 Month/2000 Hour Total Machine Limited Warranty
Extended Warranty:	303.5-36 MO/2000 HR POWERTRAIN + HYDRAULICS
CSA	500 & 1000HR PM Parts Only Kits (Maintenance parts only kits, excludes fluids)

MACHINE SPECIFICATIONS

STOCK NUMBER: HL1001522 **SERIAL NUMBER: 0RE907077**

DESCRIPTION	REF.#
303.5 07A CR MHE DCA2D	664-8753
303.5 07A CR HYD EXCAVATOR	558-1751
SEAT, SUSPENSION, VINYL	519-9266
FILM, PRODUCT LINK, ANSI	541-4787
2 WAY CONTROL	542-1495
FILM, INC. CANADA	542-1504
BOOM LIGHT, LED	542-8886

DESCRIPTION	REF.#
HYDRAULIC OIL, STD	546-1520
SOFTWARE, PROPORTIONAL CONTROL	557-1709
SOFTWARE, STICK STEER CONTROL	557-1710
SOFTWARE, CODED START	557-1713
ALARM, TRAVEL	558-1744
BOOM, STANDARD	558-1754
LINES, BOOM W/O BLCV	558-1760
LINES, STICK W/O SLCV	558-1763
CANOPY, ROPS	563-6658
TRACK, 12", RUBBER	566-2914
BLADE, ANGLE, BOCE	568-5199
TRAVEL LEVERS AND PEDALS	568-5200
INSTRUCTIONS, ANSI	569-3572
LINKAGE, BUCKET, W/LIFTING EYE	571-9088
STICK, LONG, W/ THUMB BRACKET	571-9661
UNDERCARRIAGE,FIXED,ANGLE BLD	571-9665
DRAIN, ECOLOGY	573-4364
LINES, BUCKET, LONG STICK	575-2776
CONTROL, 1ST AUX, JOYSTICK	575-4420
LINES, 1ST AUX, LONG STICK	575-7225
ENGINE, EPA TIER 4F	576-2961
MONITOR NEXT GEN, NO CAMERA	580-7179
ACCUMULATOR	588-2227
FILM, CANOPY	594-5727
FLOORMAT, CANOPY, W/TRAVEL	594-7895
SEAT BELT, 3" RETRACTABLE	599-7202
FILM, ROPS, ISO, CANOPY	602-3576
CAT KEY, WITH PASS CODE OPTION	661-9597
CWT, STANDARD	555-1839
LANE 3 ORDER	0P-9003
PRODUCT LINK, CELLULAR PL243	573-9677
SERIALIZED TECHNICAL MEDIA KIT	421-8926
SHIPPING/STORAGE PROTECTION	0P-2266
PACKING, LAST MILE PROGRAM	0P-4299
BUCKET-HD, 24", 4.2 FT3, 3T	464-9904

POWERTRAIN

Cat C1.7 NA engine
(U.S. EPA Tier 4 Final/
JAPAN MLIT Tier 3)
Automatic engine idle.
Automatic engine shutdown
Automatic two speed travel
Fuel water separator

UNDERCARRIAGE

Track, 300 mm (11.8")
Dozer blade(BOCE) with float
Tie downs on track frame

HYDRAULICS

Variable displacement piston pump
Smart tech electronic pump
Load sensing/flow sharing hydraulics
Automatic swing brake
Hydraulic lockout - all controls
One and two way auxiliary flow
Continuous auxiliary flow
Bio oil capable

ELECTRICAL

12 volt electrical system
Software (machine and monitor)
65 ampere alternator
650CCA maintenance free battery
Battery disconnect
Signaling/warning horn
12 volt power socket

OPERATOR ENVIRONMENT

Product link PLE243 (regulations apply)
Cab sound pressure 94dB(A) ISO 6395
Coat hook
Next generation color LCD monitor (IP66)
-Fuel level and coolant temperature gauges
-Maintenance and machine monitoring
-Performance and machine adjustments
-Numeric security code
-Multiple languages
-Hour meter with wake up switch
Cup Holder
Utility space for mobile phone
ROPS - ISO 12117-2:2008
TOPS - ISO 12117:1997
Top guard ISO 10262: 1998 Level I
Adjustable wrist rests
Non suspension vinyl seat
Retractable high visibility seat belt
Removable washable floormat
Tilt operator station
Storage pocket
Skylight
Mounting bosses for front guard

OTHER STANDARD EQUIPMENT

Control Pattern Changer
Caterpillar corporate "one key" system
Door locks on cab door and external enclosure doors
Lockable fuel cap
Beacon socket
Joystick travel and steering mode
Travel cruise control
Boom light

INSTRUCTIONS

REGIONAL STANDARD EQUIPMENT INCLUDES:
United States and Canada
-Accumulator, certified
-Retractable high visibility
seat belt 75mm (3")
-Ecology drain - engine
-Auxiliary hydraulic lines
-Auxiliary line quick disconnects

South America
-Accumulator, certified
-Retractable high visibility
seat belt 75mm (3")
-Ecology drain - engine
-Auxiliary hydraulic lines
-Auxiliary line quick disconnects

Requisition No.: 485417

DATE: Oct 21, 2025
QUOTE #:362487-02

CITY OF LAREDO PUBLIC UTILITIES
PO BOX 210
LAREDO, TEXAS 78042-0210

Rueda, Marco
210.630.8948

Ron Miller

BUY BOARD QUOTE
CONTRACT #685-22

One (1) New Caterpillar Inc Model: CS12-BR Paving and Compaction with all standard equipment in addition to the additional specifications listed below:

SALE PRICE	$237,449.03
EXT WARRANTY	Included
TOTAL PRICE	**$237,449.03**
SUB TOTAL	**$237,449.03**
TOTAL PURCHASE PRICE	**$237,449.03**

WARRANTY

Standard Warranty:	12 Month/Unlimited Hours Total Machine
Extended Warranty:	CS12-12 MO/8760 HR POWERTRAIN, CS12-36 MO/3000 HR POWERTRAIN + HYDRAULICS + TECH

MACHINE SPECIFICATIONS

DESCRIPTION	REF.#
CS12 03A VIB COMP	633-8505
LANE 2 - AVAILABLE FROM PIRACICABA FACTORY	
LANE 3 - AVAILABLE FROM PIRACICABA FACTORY	
AVAILABLE FOR: ADSM-N and Puerto Rico	
NOTE: This meets U.S. EPA Tier 4 Final & EU Stage V emission	
standards and is available to ADSM-N & Puerto Rico dealers.	
SHELL KIT, SQR, PADFOOT, FLD	416-1351
LANE 3 ORDER	0P-9003
ENGINE, CAT C4.4	629-8332
FUEL SYSTEM, DOOR	577-7672
LIGHTS, LED, STANDARD	648-9429
PLATFORM, ROPS/FOPS	648-6368
SEAT, VINYL	356-1226

DESCRIPTION	REF.#
SEAT BELT, 2"	590-3401
PRODUCT LINK, CELLULAR PL641	454-5454
INSTALLATION, ROPS/FOPS	454-0250
SENSOR, DRIVE POWER (MDP)	441-6675
TIRES, 23.1-26 8PR R-3	203-4717
FREQUENCY, VARIABLE	355-3546
SCRAPER, SHELL KIT READY	472-2057
NO BLADE	357-6261
OIL, HYD, STANDARD	362-4940
FUEL ANTIFREEZE, -25C (-13F)	0P-3978
PROTECTION, CYLINDER ROD	0P-3940
STORAGE PROTECTION	0P-4782
INSTRUCTIONS, ANSI	599-6402
INSTRUCTIONS, ANSI	648-7051
SERIALIZED TECHNICAL MEDIA KIT	421-8926
FILM GP "MADE IN BRAZIL"	554-1057
LIGHTING, WARNING	355-3059
MIRRORS, REARVIEW, EXTERNAL	354-5413
GUARD, TRANSMISSION	355-2660
ROLL ON-ROLL OFF	0P-4505

STANDARD EQUIPMENT

POWERTRAIN

CAT C4.4 turbo- charged diesel engine
with glow-plug
heater
Dual element air cleaner
Fuel filter/water separator/electronic
priming pump and water indicator
Three-speed throttle switch including
ECOMODE
Dual propel pumps - 1 for drum and
1 for tires
Dual braking systems (service &
parking, drum only)
Two-speed hydrostatic transmission
Limited slip differential

ELECTRICAL

24-volt starting and charging system
alternator
(2) Maintenance free batteries -
750 CCA
Halogen working lights - canopy mounted
(2 front-facing and 2 rear-facing)
Backup alarm and forward warning horn
Product link ready
Beacon ready

OPERATOR ENVIRONMENT

ROPS/FOPS platform
Four heavy-duty isolation mounts
Platform handrails/guardrails
Power steering
Adjustable tilt-steering column
Adjustable, rotating suspension seat
Retractable seat belt
Rear view camera with display
-engine oil pressure gauge
-engine coolant temperature gauge
-alternator charge
-fuel level gauge
-service hour meter
-engine RPM
-ground speed, vibe speed
-fuel rate gauge

Adjustable, padded arm rest for propel lever operation
On-board display with audible warning alarm and interface for:
-hydraulic oil temperature gauge
-engine load gauge
-basic compaction measurement
Lockable, vandalism guard for on-board display
12-volt power point

COOLING

Premixed 50% concentration of extended life coolant with freeze protection
to -37C (-35F)

DRUMS

Smooth drum
2134 mm (84") wide x 1534 mm (60.4") diameter
Dual amplitude with single frequency
Dual, pod-style eccentric weight housings
Front adjustable steel scraper

OTHER STANDARD EQUIPMENT

Locking composite engine enclosure
Sealed-for-life hitch bearings
Sight gauges:
-coolant level
-hydraulic oil level
Hydraulic tank locking cap
Articulated frame with safety lock
Transport tie-down and lift points
Fuel tank with lockable cap
Quick connect hydraulic pressure test ports
SOS ports:
-engine
-hydraulic
-coolant
Universal bumper

JOHN DEERE

Requisition No.: 485097

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

- ☐ Vendor: Deere & Company 2000 John Deere Run Cary, NC 27513
- ☐ Signature on all LOIs and POs with a signature line
- ☐ Contract name or number; or JD Quote ID
- ☐ Sold to street address
- ☐ Ship to street address (no PO box)
- ☐ Bill to contact name and phone number
- ☐ Bill to address
- ☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- ☐ Membership number if required by the contract

For any questions, please contact:

R.D. MACHEN

Tellus Equipment Solutions 2000 E Expressway 83
Weslaco, TX 78596

Tel: 956-968-7502
Fax: 956-968-4173
Email: rmachen@tellusequip.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively “Deere”) and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

Quote Id: 33541926

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Tellus Equipment Solutions
2000 E Expressway 83
Weslaco, TX 78596
956-968-7502
OnlineSales@tellusequip.com

Prepared For:

City of Laredo

Proposal For:
City of Laredo

Delivering Dealer:
R.D. MACHEN

Tellus Equipment Solutions
2000 E Expressway 83
Weslaco, TX 78596

956-968-7502
OnlineSales@tellusequip.com

Quote Prepared By:
R.D. MACHEN
rmachen@tellusequip.com

Date: 20 October 2025

Offer Expires: 28 November 2025

Confidential

JOHN DEERE

TELLUS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Tellus Equipment Solutions
2000 E Expressway 83
Weslaco, TX 78596
956-968-7502
OnlineSales@tellusequip.com

Quote Summary

Prepared For:
City of Laredo

TX

Delivering Dealer:
Tellus Equipment Solutions
R.D. MACHEN
2000 E Expressway 83
Weslaco, TX 78596
Phone: 956-968-7502
rmachen@tellusequip.com

USED EQUIPMENT SOLD AS IS WHERE IS. NO WARRANTY IS WRITTEN OR IMPLIED UNLESS REMAINING FACTORY WARRANTY IS TRANSFERABLE.
CONSULT YOUR SALES TEAM FOR DETAILS.

Quote Id: 33541926

Created On: 20 October 2025
Last Modified On: 20 October 2025
Expiration Date: 28 November 2025

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE Z997R DIESEL NA	$ 34,576.00	$ 27,363.96 X	3 =	$ 82,091.88

Contract: TX BuyBoard Grounds Mtnc Equip, Irrigation 706-23 (PG 67 CG 70)
Price Effective Date: October 17, 2025

Equipment Total **$ 82,091.88**

Trade In Total **$ 0.00**

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	$ 82,091.88
Trade In	
SubTotal	**$ 82,091.88**
Est. Service Agreement Tax	$ 0.00
Total	$ 82,091.88
Balance Due	**$ 82,091.88**

Salesperson: X_____ **Accepted By: X**_____

Confidential

Selling Equipment

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Tellus Equipment Solutions
2000 E Expressway 83
Weslaco, TX 78596
956-968-7502
OnlineSales@tellusequip.com

JOHN DEERE Z997R DIESEL NA

Contract: TX BuyBoard Grounds Mtnc Equip, Irrigation 706-23 (PG 67 CG 70)

Price Effective Date: October 17, 2025

Suggested List *
$ 34,576.00
Selling Price *
$ 82,091.88

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
091STC	Z997R DIESEL NA	3	$ 30,269.00	22.00	$ 6,659.18	$ 23,609.82	$ 70,829.46
	Standard Options - Per Unit						
001A	United States/Canada	3	$ 0.00	22.00	$ 0.00	$ 0.00	$ 0.00
1151	26x12N12 Michelin X Tweel Turfs	3	$ 1,763.00	22.00	$ 387.86	$ 1,375.14	$ 4,125.42
1506	72 In. 7-Iron PRO Side Discharge Mower Deck	3	$ 750.00	22.00	$ 165.00	$ 585.00	$ 1,755.00
	Standard Options Total		**$ 2,513.00**		**$ 552.86**	**$ 1,960.14**	**$ 5,880.42**
	Dealer Attachments/Non-Contract/Open Market						
002	Non-Contract HD Belt Kit	3	$ 499.00	0.00	$ 0.00	$ 499.00	$ 1,497.00
001	Non-Contract HD Canopy Kit	3	$ 1,295.00	0.00	$ 0.00	$ 1,295.00	$ 3,885.00
	Dealer Attachments Total		**$ 1,794.00**		**$ 0.00**	**$ 1,794.00**	**$ 5,382.00**
	Value Added Services Total		**$ 0.00**			**$ 0.00**	**$ 0.00**
Total Selling Price			**$ 34,576.00**		**$ 7,212.04**	**$ 27,363.96**	**$ 82,091.88**

Confidential

Distributor Name:	Nueces Power Equipment	**Date:**	10/24/2025
Sales Person:	Bill Rees		
Phone Number:	956-725-0066	**Price list date:**	2/7/2023
Customer name:	City of laredo Public Works	**Model Discount:**	18%
Customer Contact:	Ron Miller	Factor	82%
Customer Email:	rmiller@ci.laredo.tx.us		
Customer PO#:			
PO Date			

Machine Make	Model	Description	Sales Code	Factory List Price	Customer Price
Case	575N EP	Backhoe Loader	685-22	$ 127,618.68	$ 104,647.32
Ref. No.	**Description**				$ -
3	**Tractor Loader Backhoe with Pilot controls**				$ -
	24" Bucket with teeth, 74 HP 4 Cylinder diesel engine,				$ -
	90" Loader bucket w /1" cutting edge, Open cab ROPS				$ -
	Extendahoe arm for backhoe				$ -
					$ -
	NPE PREFERRED CUSTOMER DISCOUNT				$ (11,485.68)
					$ 93,161.64
					$ -
					$ -
					$ 93,161.64
Factory Options & Attachments					
Ref. No.	**Description**				$ -
					$ -
					$ -
					$ -
					$ -
					$ -
Non-Factory Options & Attachments					
Ref. No.	**Description**				
					$ -
	Warranty				$ -
	Factory Freight				$ 2,850.00
	Local Delivery				$ -
	PDI & Training				$ -
	Steel Surcharge				$ -
				Sub Total	**$ 96,011.64**
				Additional Discount/Trade in	0
Validity	60 days			**Heavy Equipment Tax** 0.00170	**$ 163.22**
Delivery	120 Days A.R.O.				
FOB	Fleet Department			**Total Sale Price**	$ 96,174.86

HGACBuy CONTRACT PRICING WORKSHEET
For MOTOR VEHICLES Only

Contract No.:	SW04-20 Expires 3/31/26	Date Prepared:	10/20/2025

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Laredo, TX	Contractor:	TYMCO, Inc. (ISSUE P.O. TO TYMCO, Inc.- email below)
Contact Person:	John Orfila	Prepared By:	Kaye Morgan/BLJ
Phone:	956-795-2500	Phone:	254-799-5546
Fax:	956-795-2507	Fax:	254-799-2722
Email:	jorfila@ci.lardeo.tx.us	Email:	kaye.morgan@tymco.com

Product Code:	B53	Description:	TYMCO Model 600 Regenerative Air Sweeper

A. Product Item Base Unit Price Per Contractor's H-GAC Contract: $ 182,070.00

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.

Description	Cost	Description	Cost
Abrasion Protection Package 600036	$ 1,275.00	A.O.D. Washdown System 600004	$ 2,050.00
Pick-Up Head Pressure Inlet Water Injection 600060	$ 1,830.00	Auxiliary Hydraulic System 600053	$ 1,130.00
Broom Assist Pick-Up Head 600064	$ 5,265.00	AWTI Camera/Monitor System - 2 cameras 600008-B	$ 1,100.00
Gutter Broom Tilt Adjuster - Left/Right 600022	$ 1,700.00	COMDEX Package 600021	$ 4,900.00
Variable Speed Gutter Brooms 600070	$ 775.00	High Output Water 600045	$ 850.00
Pick-Up Head Curtain Lifter 600087	$ 1,605.00	Hopper Deluge 600043	$ 750.00
Hopper Suction Throat Liner w/Inlet Wear Flange6000E	$ 1,525.00	Traffic Directing Light - LED 600823	$ 1,200.00
2023 International MV-607 Chassis 600713	$ 99,675.00	Stainless Steel Hopper/High Capacity Dust Sep 600091	$ 23,130.00
		QUOTE GOOD FOR 30 DAYS	
		DELIVERY SUBJECT TO TRUCK AVAILABILITY	
		Subtotal B:	$ 148,760.00

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.

Description	Cost	Description	Cost
Additional Nozzle w/Sep Switch - RGB	$ 400.00	Dump Switch in Cab	$ 200.00
Additional Nozzle w/Sep Switch - Hopper	$ 400.00	Amber Bar Light - Cab Mounted LED	$ 1,800.00
Stainless Steel Split Hopper Screen (exchange)	$ 800.00	Skid Bumper Extension Set (2)	$ 250.00
(2) 12" Parabolic Mirrors	$ 150.00	Front Bumper Spray Bar	$ 600.00
Stainless Steel Blower Housing	$ 1,500.00	2027 International MV607 Chassis **UPGRADE**	$ 24,000.00
		Subtotal From Additional Sheet(s):	
		Subtotal C:	$ 30,100.00

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). **For this transaction the percentage is:** 9%

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C) $ 360,930.00

Quantity Ordered:	3	X Subtotal of A + B + C:	$ 360,930.00	=	Subtotal D:	$ 1,082,790.00

F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation

Description	Cost	Description	Cost
Freight/PDI/Inservice (3)	$ 7,350.00		
Surcharge - Sweeper Base (3)	$ 28,650.00		
		Subtotal F:	$ 36,000.00

Delivery Date:	200-300 Days	G. Total Purchase Price (D+E+F):	$ 1,118,790.00

NOTE:Sweeper and chassis are quoted using current pricing. Due to the current market situation, sweeper and chassis prices are subject to change. All cost increases for major components and government mandated requirements, tariff surcharges, tariffs, and raw material surcharges will be passed through and invoice.

TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE--BUYBOARD

Remit P.O.'s To: munisales@rushenterprises.com

Vendor	*RUSH TRUCK CENTER*	Date Prepared	*10/21/2025*
Contact for Vendor:	*COLTON KRUSE*	Phone	(830) 320-5219
End User:	*City of Laredo*		
End User Contact:	***Ron Miller***	Phone/Fax	*(956) 727-5400*
Product Description:	***Peterbilt 567 Tractor***		

A: Base Price in Bid/Proposal Number:	723-23	Series: **567**	$ 123,327.00

B: Published Options(*Itemize Below*)

	DESCRIPTION	AMOUNT
Peterbilt	Frame & Equipment	$ 11,060.00
Peterbilt	Front/Rear Axles & Equipment	$ 18,392.00
Peterbilt	Engine/Transmission & Equipment	$ 32,136.00
Peterbilt	Air & Trailer/Tires & Wheels	$ 6,306.00
Peterbilt	Fuel Tanks/Battery Box & Bumper	$ 1,797.00
Peterbilt	Cab & Equipment	$ 9,062.00
Subtotal Column 1:	$ 78,753.00	

OPT #	DESCRIPTION	AMOUNT
RTC-1026	Lot Insurance/Floorplan Interest	$ 5,365.00
Subtotal Column 2:	$ 5,365.00	

Published Options added to Base Price(*Subtotal of "Col 1" & "Col 2"*)	$ 84,118.00
C: Subtotal of A + B	$ 207,445.00

D: Non Published Options

Subtotal Column 1:	$ -		Subtotal Column 2:	$ -	

Unpublished Options added to Base price (*Subtotal "Col 1 + Col 2"*)	$ -

E: Contract Price Adjustment (*If any, explain here*)		
Paccar Municipal List Discount		$ (11,894.73)
F: Total of C + D +/- E		$ 195,550.27
G: Quantity ordered	2 x	$ 391,100.54
H: BUYBOARD Administrative Fee		$ 400.00

I: Non-Equipment Charges & Credits (*I.e.: Ext. Warranty, Trade-In, Delivery, etc.*)

		x	1	$ -		
		x	1	$ -		
						$ -

J: TOTAL PURCHASE PRICE INCLUDING (G+H+I)	$ 391,500.54

Requisition No. 485145

DATE: Oct 09, 2025
QUOTE:340381-02

CITY OF LAREDO---PUBLIC UTILITIES
PO BOX 210
LAREDO, TEXAS 78042-0210

Morado, Remy
956.373.0787

Ron Miller

BUY BOARD QUOTE
CONTRACT #685-22

One (1) New Caterpillar Inc Model: AP1000 Paving and Compaction with all standard equipment in addition to the additional specifications listed below:

DATE: Oct 09, 2025 QUOTE #:Quote 340381-02

MACHINE SPECIFICATIONS

DESCRIPTION	REF.#	PRICE
AP1000 07A WHL ASPHALT PAVER	605-6103	$477,505.60
LANE 3 ORDER	0P-9003	$0.00
HOPPER, STD ENTRY, LOW SIDE	602-7230	$0.00
APRON, STR HYD FOLD, STD ENTRY	565-4368	$7,103.20
FLASHING, STR HYD FOLD SE	603-0631	$0.00
PLATE, STANDARD WEAR LIFE	397-2328	$0.00
PUSH ROLLER, OSCILLATING	416-4116	$5,855.20
HITCH, HYD PREP, TRACTOR	396-7137	$1,976.00
MAINFRAME, NO POWER EXTENSION	423-7851	$0.00
AUGER 18" EXTENSION PER SIDE	438-6252	$3,348.80
ADAPTER, VIBE SCREED	416-4120	$0.00
TANK, WASHDOWN	399-8388	$4,097.60
ENGINE, CAT C7.1	391-0832	$0.00
DRIVE TIRE, SAND RIB	448-4429	$176.80
BOGIE SYSTEM, STANDARD	396-4181	$0.00
LIGHTS, WORKING	424-0927	$1,045.20
SENSOR, FEEDER, SONIC	609-8693	$5,376.80
SEAT, VINYL, BASIC	484-7546	$0.00
VENTILATION SYSTEM, NO CANOPY	396-7158	$11,544.00
PRODUCT LINK, CELLULAR PLE641	497-3500	$0.00
CYLINDER KIT, STANDARD	437-1410	$0.00
COMMISSIONING, NOT NEEDED	0P-2587	$0.00
INSTRUCTIONS, ANSI	603-1472	$0.00
PAINT, STANDARD, ANSI/ISO	567-0751	$0.00
PANEL, POWER SUPPLY	416-2013	$9,162.40

DESCRIPTION	REF.#	PRICE
UMBRELLA, CAT	187-6649	$247.52
LIGHT, HAZARD	198-8284	$1,019.20
CONTROL, BASE CAT G&S SYSTEM	606-6217	$11,450.40
SENSOR, SLOPE	362-8687	$3,900.00
SENSOR, GRADE, SONIC	602-9481	$12,708.80
BEAM, SONIC AVERAGING, CAT G&S	417-1907	$23,618.40
CASE, SONIC SENSOR	491-0721	$341.12
GUIDE, STEERING	273-9969	$925.60
INDICATOR, TOW POINT	416-4105	$920.40
KIT, UPTIME	458-4087	$1,211.60
HOSE, REEL WITH WAND	605-5644	$2,605.20
VISORS, DISPLAY, TRACTOR	490-4132	$1,102.40
FLASHING, SIDE, SHORT	567-5095	$1,336.40
SCREED, SE60 V	453-6578	$123,874.40
BEAM GP-TRANSV	398-3160	$0.00
LINES GP-GREASE	428-4875	$0.00
BOX GP-ELEK	437-0045	$0.00
PLATFORM GP-OPR	437-0049	$0.00
CROWN GP-BASIC	437-0050	$0.00
ARM GP-DROP	437-9828	$0.00
WALKWAY GP	453-6579	$0.00
MOTOR GP-MTG &	460-6056	$0.00
WIRING GP-HEAT	460-7289	$0.00
LINES GP-HYD 2	463-7114	$0.00
VALVE GP-MTG&	460-6356	$0.00
LINES GP-AUX HYD	460-7185	$0.00
LUBRICANT GP	460-7401	$0.00
VIBRATOR GP	472-4892	$0.00
CONTROL GP-MTG&	473-3300	$0.00
WIRING GP-SCREED	473-3303	$0.00
LINES GP-VIB	473-3306	$0.00
FRAME GP-SCREED	482-9810	$0.00
GATE GP-END	609-4337	$0.00
ADJUSTER GP-HGT	656-2667	$0.00
PROCEDURE-RTD	460-7409	$0.00
CYLINDER KIT, STANDARD	461-7477	$0.00
FILMS, ANSI	449-8858	$0.00
EXT, POWER FOR MANUAL ENDGATE	460-8038	$0.00
ENDGATE, ADJUSTABLE CRANK	538-9613	$0.00
HEATER, ENDGATE	490-1681	$2,912.00
STANDARD, SCREED PLATE SYSTEM	641-8290	$0.00
PLATES, STD WEAR LIFE WEAR	619-8874	$7,342.40
VISORS, DISPLAY	467-0083	$447.20
CONTROL, PENDANT	473-3322	$3,224.00
MOUNT, SWIVEL CONTROLS	480-7055	$1,726.40
UMBRELLA, SCREED OPERATOR	467-4275	$894.40
PACK, DOMESTIC TRUCK	0P-0210	$0.00

Total Machine & Attachment List Price	$728,999.00
Minimum Buy Board Discount 8% off list price	$58,319.92
Holt Governmental Discount	$81,679.08

SALE PRICE	$589,000.00
EXT WARRANTY	Included
TOTAL PRICE	**$589,000.00**
SUB TOTAL	**$589,000.00**
TOTAL PURCHASE PRICE	**$589,000.00**

WARRANTY

Standard Warranty: 12 Months/Unlimited Hours Total Machine

Extended Warranty: 48 MO/6000 HR POWERTRAIN + HYDRAULICS + TECH

POWERTRAIN -CAT C7.1 ACERT, inline 6-cylinder, -turbocharged diesel, engine, 168 kW -(225 HP) EPA tier 4 final emissions -certified -Air cleaner, dry-type dual element with -integral precleaner -Air-to-air after cooler (ATAAC) -Belt, automatic tensioner -Demand fans (2) -Diesel particulate filter -Fuel filter / water separator -Fuel priming pump, electric -Propel system - direct hydrostatic, -dual path drive, electronic control --Dual braking systems(service & parking) --Dual propel pump and motor system --2-speed planetary, 1-speed motor --Propel modes, pave/travel/maneuver --Speed control system --Wheels, front (4), solid rubber on -bogie axles -

ELECTRICAL -Alarm, back-up -Alternator, 100-amp -Batteries, two maintenance free, -1400 CCA each -CAT ET diagnostic connector -

OPERATOR ENVIRONMENT -Power assist steering -Throttle control, high/low idle, -Eco-mode and variable, electronic -

APPLICATION SPECIFIC COMPONENTS -Adjustable height augers, hydraulic -

OPERATOR ENVIRONMENT -Platform handrails / guardrails -Lockable vandalism guards -Instrumentation, dual LCD touchscreens -Hour meter -Hopper wing control, independent -12 V aux power port --Toggle switches for control functions --Propel lever with speed control dial --Ground speed indicator --Cup holder -Control and propel consoles, tilting -Dual, swing-out operator stations -Automatic engine speed control -diagnostics -system with advanced element -Electronic monitoring and warning

ELECTRICAL -slope ready machine wiring -Plug and play aftermarket grade and -Starting and charging system, 24-volt -Remote jump start receptacle -Product link system (varies by market) -Machine security system wire-ready -Horn, forward warning -Integrated high performance generator

APPLICATION SPECIFIC COMPONENTS -cast ni-hard steel, split segment, -

OTHER STANDARD EQUIPMENT -pump drive, material feed -planetaries) -Slow moving vehicle sign (for AM-N) -S.O.S. sampling ports -Sound-suppression insulation kit -Steering guide (1) -Tow point indicator scales, lower -Vandalism protection caplocks -Bogies, with rubber coated steel wheels -

APPLICATION SPECIFIC COMPONENTS -406 mm (16 in) diameter -Electronic auger/feeder control system --Gateless feeder system --Manual override --Reversible --Variable speed -Heavy-duty feeder flight bars, forged -steel, bushed roller chain -High-hardness, abrasion resistant drag -pans, replaceable -Outboard feeder drives -Remote mounted bearing lube points

FLUIDS -Extended life coolant with protection -to -29F (-34C)

OTHER STANDARD EQUIPMENT -Doors, service access, hinged, locking -Filters, hydraulic, grouped -Fuel tank with sediment drain -348 L (92 gal) -Grouped lube points -Pressure test ports, hydraulic, -quick-connect -Screed counterbalance -Screed lock pins -Sight gauges (engine coolant,

HGACBuy	CONTRACT PRICING WORKSHEET For Standard Equipment Purchases	Contract No.:	PW10-25	Date Prepared:	20-Oct

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Laredo	Contractor:	Sakai America
Contact Person:	Ron Miller	Prepared By:	Linden Talley
Phone:	956-727-6451	Phone:	470-601-8006
Fax:		Fax:	
Email:	rmiller@ci.laredo.tx.us	Email:	hgac@sakaiamerica.com

Product Code:	PW10-25B	Description:	Sakai SV544D- 84" single-drum, smooth, 12 ton

A. Product Item Base Unit Price Per Contractor's H-GAC Contract:	$ 135,714.00

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
		Subtotal From Additional Sheet(s):	
		Subtotal B:	$ -

C. Unpublished Options - Itemize below - Attach additional sheet if necessary
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
		Subtotal From Additional Sheet(s):	
		Subtotal C:	$ -

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	0%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	$ 135,714.00	=	Subtotal D:	$ 135,714.00

E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Freight inbound (Sakai to Dealer)	$ 3,200.00		
Freight outbound (Dealer to End-User)	$ 650.00		
PDI / Other	$ 842.00		
		Subtotal E:	$ 4,692.00

Delivery Date:	TBD	F. Total Purchase Price (D+E):	$ 140,406.00

HGACBuy THE SMART PURCHASING SOLUTION

Printed 27 October 2025

www.doggett.com

Doggett Freightliner of South Texas, LLC

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM
PO MUST REFERENCE VENDOR TIPS CONTRACT NUMBER

PAYMENT TO	
ADDRESS	9111 North Freeway
CITY	Houston
STATE	TX
ZIP	77037

TIPS CONTACT	
NAME	Charlie Martin
PHONE	(866) 839-8477
FAX	(866) 839-8472
EMAIL	tips@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: N HUB: N

SERVING STATES

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VI | VA | WA | WI | WY | PR

Overview

* Doggett Freightliner of South Texas, LLC dba Freightliner Western Star of BUda; dba Freightliner Western Star of Austin; dba Freightliner of Austin. Full service Freightliner and Western Star heavy truck dealership with an emphasis on vocational trucks. We have many long standing established relationships with body builders. *

AWARDED CONTRACTS "View EDGAR Doc" on Website

Contract	Comodity	Exp Date	EDGAR
230802	Heavy Duty and Medium Duty Trucks and Trailers	10/31/2026	See EDGAR Certification Doc.

CONTACTS BY CONTRACTS

230802

Drew Neubauer	Director of Corporate	(512) 389-0000	drew.neubauer@doggett.com
Kevin Krieg	Municipal Sales	(512) 389-2663	kevin.krieg@doggett.com

Menu

Vendor Contract Information Summary

Vendor	BD Holt Co /dba/ Holt Texas LTD
Contact	Greg Jones
Phone	254-301-9492
Email	gregory.jones@holtcat.com
Vendor Website	www.holtcat.com
TIN	74-1389993
Address Line 1	5665 Southeast Loop 410
Vendor City	San Antonio
Vendor Zip	78222
Vendor State	TX
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Net thirty (30)
Shipping Terms	Freight prepaid by vendor and added to invoice
Ship Via	Best Way
Designated Dealer	No
EDGAR Received	No
Service-disabled Veteran Owned	No
Minority Owned	No
Women Owned	No
National	No
No Foreign Terrorist Orgs	No
No Israel Boycott	No
MWBE	No
ESCs	1, 2, 3, 7, 8, 10, 11, 12, 13, 20
States	Texas
Contract Name	Construction, Road and Bridge, and Other Related Equipment
Contract No.	685-22
Effective	12/01/2022
Expiration	11/30/2025
Accepts RFQs	Yes
Quote Reference Number	685-22
Return Policy	Returns will be negotiated between the parties on a case-

HGACBuy (/)

Medium and Heavy Trucks & Truck Bodies

Contract Information

Contract Number

HT06-20

Effective Dates

06/01/2020 - 05/31/2026

Contract Details

A variety of bodies are available including flatbed/stake bodies, dump bodies, service/utility bodies, wrecker/carrier bodies, cement mixer bodies, water/lube tank bodies, landscape/brush bodies, van bodies, aerial lifts, cranes, and miscellaneous such as digger-derricks, curtain bodies.

View Contacts (/contracts/contact-information?contractid=95)

View Documents (/contracts/documents?contractid=95)

Return to Products & Services (/products-and-services?contractid=95)

All Products

Search Products

Description	Code	Manufacturer	Price	Discount

108SD, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24918)	HT0620D1	Freightliner
108SD, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24919)	HT0620D2	Freightliner
114SD, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=24920)	HT0620D3	Freightliner
220, COE, SRA (/products-and-services/view-product?productid=25003)	HT0620J1	Peterbilt
325, Conventional Cab, SRA (/products-and-services/view-product?productid=25006)	HT0620J4	Peterbilt
330, Conventional Cab, SRA (/products-and-services/view-product?productid=25007)	HT0620J5	Peterbilt
337, Conventional Cab, SRA (/products-and-services/view-product?productid=25008)	HT0620J6	Peterbilt
348, Conventional Cab, SRA (/products-and-services/view-product?productid=25009)	HT0620J7	Peterbilt
348, Conventional Cab, TRA (/products-and-services/view-product?productid=25010)	HT0620J8	Peterbilt
365, Conventional Cab, SRA (/products-and-services/view-product?productid=25011)	HT0620J9	Peterbilt
365, Conventional Cab, TRA (/products-and-services/view-product?productid=25012)	HT0620J10	Peterbilt
367, Conventional Cab, SRA (/products-and-services/view-product?productid=25013)	HT0620J11	Peterbilt
367, Conventional Cab, TRA (/products-and-services/view-product?productid=25014)	HT0620J12	Peterbilt
389, Conventional Cab, TRA (/products-and-services/view-product?productid=25015)	HT0620J13	Peterbilt
4700SB, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=25027)	HT0620M2	Western Star
4700SF, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=25026)	HT0620M1	Western Star
4900EX, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=25030)	HT0620M5	Western Star

4900SB, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=25029)	HT0620M4	Western Star
4900SF, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=25028)	HT0620M3	Western Star
520, COE, SRA (/products-and-services/view-product?productid=25004)	HT0620J2	Peterbilt
520, COE, TRA (/products-and-services/view-product?productid=25005)	HT0620J3	Peterbilt
567, Conventional Cab, TRA (/products-and-services/view-product?productid=25016)	HT0620J14	Peterbilt
579, Conventional Cab, TRA (/products-and-services/view-product?productid=25017)	HT0620J15	Peterbilt
ACMD42, COE, SRA (/products-and-services/view-product?productid=24902)	HT0620A1	Autocar
ACMD64, COE, TRA (/products-and-services/view-product?productid=24903)	HT0620A2	Autocar
ACX42, COE, SRA (/products-and-services/view-product?productid=24904)	HT0620A3	Autocar
ACX64, COE, TRA (/products-and-services/view-product?productid=24905)	HT0620A4	Autocar
Anthem 42R, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24987)	HT0620I2	Mack
Anthem 64R, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24988)	HT0620I3	Mack
Cascadia CA116-DC, Conventional Cab Tractor, SBFA, TRA (/products-and-services/view-product?productid=24927)	HT0620D10	Freightliner
CV515, Conventional Cab, SFFA, SRA (/products-and-services/view-product?productid=24942)	HT0620F1	International
DC64, Conventional Cab, TRA (/products-and-services/view-product?productid=24906)	HT0620A5	Autocar
E-450 Cutaway Van Chassis, Gas, 158" WB (E4F) (2021) (/products-and-services/view-product?productid=24917)	HT0620C11	Ford

EconicSD, COE, Low Cab Forward, High Roof, TRA (/products-and-services/view-product?productid=24925)	HT0620D8	Freightliner
EconicSD, COE, Low Cab Forward, Low Roof, TRA (/products-and-services/view-product?productid=24926)	HT0620D9	Freightliner
F-450, 4x2, Regular Cab (2-door), Diesel, 145" WB, XL (F4G) (2020) (/products-and-services/view-product?productid=24908)	HT0620C2	Ford
F-450, 4x2, Regular Cab (2-door), Gas, 145" WB, XL (F4G) (2020) (/products-and-services/view-product?productid=24907)	HT0620C1	Ford
F-550, 4x2, Regular Cab (2-door), Diesel, 145" WB, XL (F5G) (2020) (/products-and-services/view-product?productid=24910)	HT0620C4	Ford
F-550, 4x2, Regular Cab (2-door), Gas, 145" WB, XL (F5G) (2020) (/products-and-services/view-product?productid=24909)	HT0620C3	Ford
F-59, Stripped Chassis, Regular cab (2-door),Gas, 158" WB (F5K) (2021) (/products-and-services/view-product?productid=24916)	HT0620C10	Ford
F-650, 4x2, Regular Cab (2-door), Diesel, 158" WB (F6D) (2021) (/products-and-services/view-product?productid=24912)	HT0620C6	Ford
F-650, 4x2, Regular Cab (2-door), Gas, 158" WB (F6A) (2021) (/products-and-services/view-product?productid=24911)	HT0620C5	Ford
F-750, 4x2, Regular Cab (2-door), Diesel, 158" WB (F7D) (2021) (/products-and-services/view-product?productid=24914)	HT0620C8	Ford
F-750, 4x2, Regular Cab (2-door), Gas, 158" WB (F7A) (2021) (/products-and-services/view-product?productid=24913)	HT0620C7	Ford
F-750, 4x2, Regular Cab (2-door), Tractor Configuration, Diesel, 146" WB (F7T) (2021) (/products-and-services/view-product?productid=24915)	HT0620C9	Ford
FTR, COE Diesel, 25,950# GVWR, SRA (2021) (/products-and-services/view-product?productid=24967)	HT0620G6	Isuzu

Granite 42BR MHD, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24990)	HT0620I5	Mack
Granite 42FR MHD, Conventional Cab, SFFA, SRA (/products-and-services/view-product?productid=24989)	HT0620I4	Mack
Granite 64BR MHD, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24992)	HT0620I7	Mack
Granite 64BR, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24994)	HT0620I9	Mack
Granite 64FR MHD, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=24991)	HT0620I6	Mack
Granite 64FR, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=24993)	HT0620I8	Mack
HV507, Conventional Cab, 6x4, SFFA, TRA (/products-and-services/view-product?productid=24947)	HT0620F6	International
HV507, Conventional Cab, SFFA, SRA (/products-and-services/view-product?productid=24946)	HT0620F5	International
HV513, Conventional Cab, SFFA, SRA (/products-and-services/view-product?productid=24948)	HT0620F7	International
HV513, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=24949)	HT0620F8	International
HV607, Conventional Cab, 6x4, SBFA, TRA (/products-and-services/view-product?productid=24952)	HT0620F11	International
HV607, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24951)	HT0620F10	International
HV613, Conventional Cab, 6x4, SBFA, TRA (/products-and-services/view-product?productid=24954)	HT0620F13	International
HV613, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24953)	HT0620F12	International
HX520, Conventional Cab, 6x4, SFFA, TRA (/products-and-services/view-product?productid=24956)	HT0620F15	International
HX620, Conventional Cab, 6x4, SFFA, TRA (/products-and-services/view-product?productid=24957)	HT0620F16	International
K270, COE, SRA (/products-and-services/view-product?productid=24968)	HT0620H1	Kenworth

K370, COE, SRA (/products-and-services/view-product?productid=24969)	HT0620H2	Kenworth
L-Series (238), Conventional Cab, Diesel, 23,000# GVWR, SRA (/products-and-services/view-product?productid=24934)	HT0620E5	Hino
L-Series (258ALP), Conventional Cab, Diesel, Low Profile, Air Brakes, 25,500# GVWR, SRA (/products-and-services/view-product?productid=24935)	HT0620E6	Hino
L-Series (258LP), Conventional Cab, Diesel, Low Profile, 25,500# GVWR, SRA (/products-and-services/view-product?productid=24936)	HT0620E7	Hino
L-Series (268), Conventional Cab, Diesel, 25,950# GVWR, SRA (/products-and-services/view-product?productid=24937)	HT0620E8	Hino
L-Series (268A), Conventional Cab, Diesel, Air Brakes, 25,950# GVWR, SRA (/products-and-services/view-product?productid=24938)	HT0620E9	Hino
L-Series (338), Conventional Cab, Diesel, 33,000# GVWR, SRA (/products-and-services/view-product?productid=24939)	HT0620E10	Hino
LR 42R G, COE, SRA, Natural Gas (/products-and-services/view-product?productid=25001)	HT0620I16	Mack
LR 42R, COE, SRA (/products-and-services/view-product?productid=24999)	HT0620I14	Mack
LR 64R G, COE, TRA, Natural Gas (/products-and-services/view-product?productid=25002)	HT0620I17	Mack
LR 64R, COE, TRA (/products-and-services/view-product?productid=25000)	HT0620I15	Mack
LT625, Conventional Cab SBFA, SRA (/products-and-services/view-product?productid=24960)	HT0620F19	International
LT625, Conventional Cab, 6x4, SBFA, TRA (/products-and-services/view-product?productid=24961)	HT0620F20	International
M-Series (155), COE, Diesel, 14,500# GVWR, SRA (/products-and-services/view-product?productid=24930)	HT0620E1	Hino
M-Series (195), COE, Diesel, 19,500# GVWR, SRA (/products-and-services/view-product?productid=24932)	HT0620E3	Hino

M-Series (195), COE, Hybrid, 19,500# GVWR, SRA (/products-and-services/view-product?productid=24933)	HT0620E4	Hino
M-Seris (195), COE, Diesel, 17,950# GVWR, SRA (/products-and-services/view-product?productid=24931)	HT0620E2	Hino
M2-106, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24922)	HT0620D5	Freightliner
M2-106, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24923)	HT0620D6	Freightliner
M2-112, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24924)	HT0620D7	Freightliner
MT45 Stripped Chassis (/products-and-services/view-product?productid=24928)	HT0620D11	Freightliner
MT55 Stripped Chassis (/products-and-services/view-product?productid=24929)	HT0620D12	Freightliner
MV607, Conventional Cab, 6x4, SBFA, TRA (/products-and-services/view-product?productid=24944)	HT0620F3	International
MV607, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24943)	HT0620F2	International
MV607LP, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24945)	HT0620F4	International
NPR-HD, COE, Diesel, 14,500# GVWR, SRA (2021) (/products-and-services/view-product?productid=24963)	HT0620G2	Isuzu
NPR-HD, COE, Gas, 14,500# GVWR, SRA (2020) (/products-and-services/view-product?productid=24962)	HT0620G1	Isuzu
NPR-XD, COE, Diesel, 16,000# GVWR, SRA (2021) (/products-and-services/view-product?productid=24964)	HT0620G3	Isuzu
NQR, COE, Diesel, 17,950# GVWR, SRA (2021) (/products-and-services/view-product?productid=24965)	HT0620G4	Isuzu
NRR, COE, Diesel, 19,500# GVWR, SRA (2021) (/products-and-services/view-product?productid=24966)	HT0620G5	Isuzu
Pinnacle 64R, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=24986)	HT0620I1	Mack
RH613, Conventional Cab, 6x4, SBFA, TRA (/products-and-services/view-product?productid=24959)	HT0620F18	International

RH613, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24958)	HT0620F17	International
T300-170, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24970)	HT0620H3	Kenworth
T300-270, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24971)	HT0620H4	Kenworth
T300-370, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24972)	HT0620H5	Kenworth
T300-370, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24973)	HT0620H6	Kenworth
T440, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24974)	HT0620H7	Kenworth
T440, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24975)	HT0620H8	Kenworth
T470, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24976)	HT0620H9	Kenworth
T470, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24977)	HT0620H10	Kenworth
T680, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24978)	HT0620H11	Kenworth
T680, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24979)	HT0620H12	Kenworth
T800, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24980)	HT0620H13	Kenworth
T800, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24981)	HT0620H14	Kenworth
T880, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=24982)	HT0620H15	Kenworth
T880, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24983)	HT0620H16	Kenworth
TerraPro 42R G, COE, SRA, Natural Gas (/products-and-services/view-product?productid=24996)	HT0620I11	Mack
TerraPro 42R, COE, SRA (/products-and-services/view-product?productid=24995)	HT0620I10	Mack

TerraPro 64R G, COE, TRA, Natural Gas (/products-and-services/view-product?productid=24998)	HT0620I13	Mack
TerraPro 64R, COE, TRA (/products-and-services/view-product?productid=24997)	HT0620I12	Mack
VHD42B200, Conventional Cab, SBFA, SRA (/products-and-services/view-product?productid=25020)	HT0620L1	Volvo
VHD64B200, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=25021)	HT0620L2	Volvo
VNL42T300, Conventional Cab, SBFA, SRA, Tractor (longer hood) (/products-and-services/view-product?productid=25024)	HT0620L5	Volvo
VNL64T300, Conventional Cab, SBFA, TRA, Tractor (longer hood) (/products-and-services/view-product?productid=25025)	HT0620L6	Volvo
VNR42T300, Conventional Cab, SBFA, SRA, Tractor (medium hood) (/products-and-services/view-product?productid=25022)	HT0620L3	Volvo
VNR64T300, Conventional Cab, SBFA, TRA, Tractor (medium hood) (/products-and-services/view-product?productid=25023)	HT0620L4	Volvo
W900, Conventional Cab, SFFA, TRA (/products-and-services/view-product?productid=24984)	HT0620H17	Kenworth
W990, Conventional Cab, SBFA, TRA (/products-and-services/view-product?productid=24985)	HT0620H18	Kenworth
XL-7, Conventional Cab, Diesel, 33,000# GVWR, SRA (/products-and-services/view-product?productid=24940)	HT0620E11	Hino
XL-8, Conventional Cab, Diesel, 34,200# GVWR, SRA (/products-and-services/view-product?productid=24941)	HT0620E12	Hino

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Contract Documents

Medium and Heavy Trucks & Truck Bodies

HT06-20

Solicitation Documents (/media/hgacbuy/contracts/documents/HT06-20/solicitation-documents.zip)

Supplier Documents

Bruckner Truck Sales, Inc. (/media/hgacbuy/contracts/documents/HT06-20/Bruckner-Truck-Sales.zip)
Cavender Ford Motor Company LTD (/media/hgacbuy/contracts/documents/HT06-20/Cavender-Ford-Motor-Company.zip)
Chastang Enterprises-Houston, LLC. dba Chastang Ford (/media/hgacbuy/contracts/documents/HT06-20/Chastang-Enterprises-Houston.zip)
Cleveland Mack Sales, Inc., dba Performance Truck (/media/hgacbuy/contracts/documents/HT06-20/Cleveland-Mack-Sales.zip)
Doggett Freightliner of South Texas, LLC (/media/hgacbuy/contracts/documents/HT06-20/Doggett-Freightliner-of-South-Texas.zip)
Holt Truck Centers of Texas LLC (/media/hgacbuy/contracts/documents/HT06-20/Holt-Truck-Centers-of-Texas.zip)
Houston Freightliner, Inc. (/media/hgacbuy/contracts/documents/HT06-20/Houston-Freightliner.zip)
Rush Truck Centers of Arizona, Inc. (/media/hgacbuy/contracts/documents/HT06-20/Rush-Truck-Centers-of-Arizona.zip)
Rush Truck Centers of Texas, L. P. (Houston, TX) (/media/hgacbuy/contracts/documents/HT06-20/Rush-Truck-Centers-of-Texas.zip)

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View Information & Products (/products-and-services/view-contract?contra

News & Events

Buy With Us Information Session | November 12 (/events/Event-Details?eventid=427)

(/events/Event-Details?eventid=427)

Webinar starts at 10:00 a.m. CST
HGACBuy is helping governments across the country buy. Discover how HGACBUY can streamline your procurement process and help you work and buy smart. Join us on Zoom for more information and let's work together to meet your business needs.

share#url=https%3A%2F%2Fwww.hgacbuy.org%2Fcontracts%2Fdocuments%3Fcontractid%3D95&title=Contract%20Documents%20%7C%20HGACBuy)

Buy With Us Information Session | December 10 (/events/Event-Details?eventid=428)

(/events/Event-Details?eventid=428)

Webinar starts at 10:00 a.m. CST
HGACBuy is helping governments across the country buy. Discover how HGACBUY can streamline your procurement process and help you work and buy smart. Join us on Zoom for more information and let's work together to meet your business needs.

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Contact Information

H-GAC Mailing Address:
P.O. Box 22777
Houston, TX. 77227-2777

Phone: 832-810-2667 (tel:832-810-2667)

H-GAC Physical Address
3555 Timmons Lane, Suite 120
Houston, TX 77027

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Menu

Vendor Contract Information Summary

Vendor	Deere & Company (John Deere)
Contact	Order Management Team
Phone	800-358-5010
Phone Extension	2
Email	SABDSupport@JohnDeere.com
Vendor Website	www.deere.com
TIN	36-2382580
Address Line 1	2000 John Deere Run
Vendor City	Cary
Vendor Zip	27513
Vendor State	NC
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Net 30 after receipt of i
Shipping Terms	Freight prepaid by vendor and added to invoice
Ship Via	Common Carrier
Designated Dealer	No
EDGAR Received	Yes
Service-disabled Veteran Owned	No
Minority Owned	No
Women Owned	No
National	No
No Foreign Terrorist Orgs	Yes
No Israel Boycott	Yes
MWBE	No
ESCs	All Texas Regions
States	All States
Contract Name	Grounds Maintenance Equipment, Parts, and Supplies
Contract No.	706-23
Effective	06/01/2023
Expiration	05/31/2026
Accepts RFQs	Yes
Return Policy	Aside from a piece of equipment being defective, John Deere does not have a return policy for commercial

Menu

Vendor Contract Information Summary

Vendor	Nueces Farm Center Inc. /dba/ Nueces Power Equipment
Contact	Carla Strasheim
Phone	361-289-0066
Email	npesales@npetex.com
Vendor Website	www.nuecespower.com
TIN	74-1649707
Address Line 1	P.O. Box 4789
Vendor City	Corpus Christi
Vendor Zip	78469
Vendor State	TX
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Net 30.
Shipping Terms	Freight prepaid by vendor and added to invoice
Ship Via	Best Way
Designated Dealer	No
EDGAR Received	No
Service-disabled Veteran Owned	No
Minority Owned	No
Women Owned	No
National	No
No Foreign Terrorist Orgs	No
No Israel Boycott	No
MWBE	No
ESCs	1, 2, 3, 4, 5, 6, 7, 13, 15, 18, 19, 20
States	New Mexico, Texas
Contract Name	Construction, Road and Bridge, and Other Related Equipment
Contract No.	685-22
Effective	12/01/2022
Expiration	11/30/2025
Accepts RFQs	Yes
Quote Reference Number	685-22
Return Policy	All sales are final.

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Vendor Contract Information Summary

Vendor	Rush Truck Centers of Texas, L.P.
Contact	Colton Kruse
Phone	(830) 302-5219
Phone Extension	5219
Email	krusec@rushenterprises.com
Vendor Website	www.rushtruckcenters.com
TIN	74-2786264
Address Line 1	555 IH 35 South, Suite 500
Vendor City	New Braunfels
Vendor Zip	78130
Vendor State	TX
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	NET30 see Exhibit A: Paym
Shipping Terms	Freight prepaid by vendor and added to invoice
Ship Via	Common Carrier
Designated Dealer	No
EDGAR Received	Yes
Service-disabled Veteran Owned	No
Minority Owned	No
Women Owned	No
National	No
No Foreign Terrorist Orgs	Yes
No Israel Boycott	Yes
MWBE	No
ESCs	All Texas Regions
States	All States
Contract Name	Medium and Heavy-Duty Trucks, Parts, and Maintenance Repair Services
Contract No.	723-23
Effective	12/01/2023
Expiration	11/30/2026
Accepts RFQs	Yes
Service Fee Note	Vehicle purchase orders are subject to a $400 service fee

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HELPING GOVERNMENTS ACROSS THE COUNTRY BUY

Product Information

Product Description

Sakai Equipment Catalog H-GAC's Response catalog

Manufacturer

Sakai America, Inc.

Product Code

Contract

PW10-25 Public Works Equipment

Contract Category

Public Works Equipment

Discount

18%

Price Unit

1

Keyword(s)

Sakai Equipment, Single Drum Vibratory Rollers, Tandem Drum Vibratory Roller, Combination Rollers, Vibratory Pneumatic Rollers, Rollers Tandem Drum Three Wheel, Light Equipment, Rammers, Tampers and Plates,

View Catalog **(/media/hgacbuy/catalogs/PW10-25/Sakai-America.zip)**

Suppliers Offering This Product

Sakai America, Inc.

Brad Belvin
brad.belvin@sakaiamerica.com (mailto:brad.belvin@sakaiamerica.com)
Phone: 770-877-9433
Fax:

Contact HGACBuy

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HGACBuy (/)

Public Works Equipment

Contract Information

Contract Number

PW10-25

Effective Dates

10/01/2025 - 09/30/2029

Contract Details

The **Public Works Equipment** contract combines the former **Street Maintenance Equipment** and **Earth Moving Equipment** contracts into one comprehensive agreement. Equipment covered under this contract includes rollers, pavers, patchers, crack sealer-melters, compactors, road brooms, reclaimers/stabilizers, planers, profilers, emulsion tanks, pavement cutters, stripers, crack vacuums, marker placers, chip spreaders, stencil units, pick-up machines, asphalt distributors, excavators, loaders, backhoes, dozers, motor graders, trenchers, directional drills, skid steers, cranes, articulated dump trucks, all-terrain forklifts, guidance and location electronics, vacuum excavating equipment, material handlers, scrapers, and drilling or boring equipment used to support public works.

View Contacts **(/contracts/contact-information?contractid=2146)**

View Documents **(/contracts/documents?contractid=2146)**

Return to Products & Services **(/products-and-services?contractid=2146)**

All Products

Search Products

Description	Code	Manufacturer	Price	Discount
Additional accessories as listed on Asphalt Zipper's catalog (/products-and-services/view-product?productid=43172)		Asphalt Zipper		6.5%
Aeras products per product and price list (/products-and-services/view-product?productid=43161)		Aeras		
Backers products per product and price list (/products-and-services/view-product?productid=43157)		Backers		
Backhus products per product and price list (/products-and-services/view-product?productid=43154)		Backhus		
BASIC Equipment rollers per BASIC Equipment catalog (/products-and-services/view-product?productid=43173)		BASIC Equipment		5%
Bell Articulated Dump Trucks catalog (/products-and-services/view-product?productid=43165)		Bell		7%
Bergkamp base models equipment as listed on Bergkamp's catalog (/products-and-services/view-product?productid=43178)		Bergkamp Inc.		10%
Bergkamp options equipment as listed on Bergkamp's price list (/products-and-services/view-product?productid=43179)		Bergkamp Inc.		
Bomag equipment catalog (/products-and-services/view-product?productid=43169)		Bomag		15%
Ceron products per product and price list (/products-and-services/view-product?productid=43158)		Ceron		
Cyclone cleaning equipment and supplies catalog (/products-and-services/view-product?productid=43180)		Cyclone Technology		5%
Doppstadt products per product and price list (/products-and-services/view-product?productid=43156)		Doppstadt		
EcoChar products per product and price list (/products-and-services/view-product?productid=43163)		EcoChar		
EcoSift products per product and price list (/products-and-services/view-product?productid=43160)		EcoSift		
Ecostack products per product and price list (/products-and-services/view-product?productid=43162)		Ecostack		
GEHL equipment catalog (/products-and-services/view-product?productid=43168)		Gehl		15%

GROVE equipment catalig (/products-and-services/view-product?productid=43170)	Grove	3%
Kobelco equipment catalog (/products-and-services/view-product?productid=43166)	Kobelco	24%
Landfill Compactor Pricing catalog (/products-and-services/view-product?productid=43176)	Tana	33.3%
Menart products per product and price (/products-and-services/view-product?productid=43155)	Menart	
Noram equipment catalog (/products-and-services/view-product?productid=43167)	Weiler/Noram	10%
Pull Scraper Pricing catalog (/products-and-services/view-product?productid=43174)	Humdinger Equipment, LTD	15.0%
Roco products per product and price list (/products-and-services/view-product?productid=43164)	Roco	
Roller, Machines bundled with most common accessories catalog (/products-and-services/view-product?productid=43171)	Asphalt Zipper	6.5%
Sakai Equipment Catalog H-GAC's Response catalog (/products-and-services/view-product?productid=43181)	Sakai America, Inc.	18%
Slow Speed Shredder Pricing catalog (/products-and-services/view-product?productid=43175)	Tana	33.3%
Takeuchi as listed on H-GAC's Response catalog (/products-and-services/view-product?productid=43177)	Takeuchi	24%
Tiger products per product and price list (/products-and-services/view-product?productid=43159)	Tiger	

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Sweeping Equipment

Contract Information

Contract Number

SW04-20

Effective Dates

04/01/2020 - 03/31/2026

Contract Details

Covers purpose-built and commercial cab-chassis mounted street sweeper body designs, airport sweeper bodies and smaller riding and walk-behind styles.

View Contacts (/contracts/contact-information?contractid=92)

View Documents (/contracts/documents?contractid=92)

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All Products

Search Products

Description	Code	Manufacturer	Price	Discount

210-D: regenerative air sweeper; auxiliary engine: Kubota V2403 diesel (Final Tier IV), 56 hp; hopper: 2.4 cu yds; standard sweep path, max: 98" (/products-and-services/view-product?productid=24496)	SW04-20B48	Tymco
210h: regenerative air sweeper; Hdrive hydraulic power system; single engine-PTO design; BlueLogic control system; hopper: 2.4 cu yds; standard sweep path, max: 98" (/products-and-services/view-product?productid=24497)	SW04-20B49	Tymco
3000 Revolution: 4-wheel mechanical dustless sweeper, with waterless vacuum assist; Engine: Kohler Tier 4, 74 HP; PM Compliant low maintenance GORE filter; Hopper: Stainless Steel, 4 cu yds; Water Tank: 106 gallons; Standard Sweep Path, Max: 114" (/products-and-services/view-product?productid=24454)	SW04-20A04	Dulevo Sweepers
435: mid-sized regenerative air sweeper; auxiliary engine: Kubota V2403 diesel (Final Tier IV), 56 hp; hopper: 4.0 cu yds; water tank: 150 gallons; standard sweep path, max: 130" (/products-and-services/view-product?productid=24498)	SW04-20B50	Tymco
5.2 Stripe Hog: skid configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 5.2 gpm; water tank: 900 gallons; maximum cleaning path (with included HT1000SR walk-behind blasting head tool): 14" (as per Section-B, Offeror shall price the skid body on this form, and may price optional chassis on Form-E) (/products-and-services/view-product?productid=24553)	SW04-20F08	Waterblasting, LLC, Hog Technologies
6000 Revolution CNG: 4-wheel mechanical dustless sweeper, with waterless vacuum assist; 4-wheel steering; Engine: Cummins CNG, 200 hp; PM Compliant low maintenance GORE filter; Hopper: Stainless Steel, 4.2 cu yds; Water Tank: 106 gallons; Standard Sweep Path, Max: 137" (/products-and-services/view-product?productid=24457)	SW04-20A07	Dulevo Sweepers
6000 Revolution: 4-wheel mechanical dustless sweeper, with waterless vacuum assist; 4-wheel steering; Engine: FPT Diesel, Tier 4, 138 hp; PM Compliant low maintenance GORE filter; Hopper: Stainless Steel, 6.1 cu yds; Water Tank: 106 gallons; Standard Sweep Path, Max: 137" (/products-and-services/view-product?productid=24456)	SW04-20A06	Dulevo Sweepers

7765 Propane (Industrial Series): sweeper-scrubber; engine: GM, 86 hp; hopper: 16 cu ft; solution tank: 100 gallons; recovery tank: 100 gallons; standard scrub / sweep path: 54" / 60" (/products-and-services/view-product?productid=24542)	SW04-20E11	Advance (Nilfisk, Inc.)
850: 4-wheel Vacuum Sidewalk/Bike Lane Sweeper; Engine: Yanmar Diesel Tier 4, 43 hp; Hopper: Stainless Steel, 1 cu yd; Water Tank: 46 gallons; Overall Height 77 in; Max Speed: 16 mph; Variable Sweep Path: 59"-72" (/products-and-services/view-product?productid=24552)	SW04-20F07	Dulevo Sweepers
A4 Storm: regenerative air sweeper; auxiliary engine: Cummins QSF2.8 diesel, 74 hp; hopper: 4.5 cu yds; water tank: 130 gallons; standard sweep path, max: 120" (/products-and-services/view-product?productid=24475)	SW04-20B27	Schwarze Industries, LLC
A7 Tornado: regenerative air sweeper; auxiliary engine: Deere 4045T diesel, 134 hp; hopper: 8.4 cu yds; water tank: 250 gallons; standard sweep path, max: 144" (/products-and-services/view-product?productid=24476)	SW04-20B28	Schwarze Industries, LLC
A7 Zephyr: regenerative air sweeper; auxiliary engine: Deere 4045T diesel, 134 hp; hopper: 8.4 cu yds; water tank: 250 gallons; standard sweep path, max: 144" (/products-and-services/view-product?productid=24505)	SW04-20C04	Schwarze Industries, LLC
A8 Twister: regenerative air sweeper; auxiliary engine: Deere 4045T diesel, 134 hp; hopper (stainless): 6.0 cu yds, high dump; water tank: 250 gallons; standard sweep path, max: 144" (/products-and-services/view-product?productid=24477)	SW04-20B29	Schwarze Industries, LLC
A9 Monsoon: regenerative air sweeper; auxiliary engine: Deere 4045HF275 diesel, 134 hp; hopper: 9.6 cu yds; water tank: 250 gallons; standard sweep path, max: 144" (/products-and-services/view-product?productid=24478)	SW04-20B30	Schwarze Industries, LLC
Adfinity (Industrial Series): scrubber; battery powered; solution tank: 14 gallons; recovery tank: 14 gallons; standard scrub path: 20", disc pad (/products-and-services/view-product?productid=24507)	SW04-20D01	Advance (Nilfisk, Inc.)
Aero - Trailer-Mount: parking lot sweeper; auxiliary engine: Honda, gasoline, 22 hp; hopper: 2.0 cu yds; rear manual unloading; water tank: 25-gallons; standard sweep path, max: 78" (/products-and-services/view-product?productid=24569)	SW04-20F25	Schwarze Industries, LLC

Aero: parking lot sweeper; small pickup slip-in-mounting application; auxiliary engine: Honda, gasoline, 22.1 hp; hopper: 2.0 cu yds, rear manual unloading; water tank: 25 gallons; standard sweep path, max: 78" (/products-and-services/view-product?productid=24568)	SW04-20F24	Schwarze Industries, LLC
CA30 17E: scrubber; cord electric; solution and recovery tanks: 13.2 gallons; 17" scrub path; pad assist; 65 ft cord (/products-and-services/view-product?productid=24525)	SW04-20D19	Clarke (Nilfisk, Inc.)
CA30 20B: scrubber; battery powered; solution and recovery tanks: 10.5 gallons; 20" scrub path; pad holder (/products-and-services/view-product?productid=24526)	SW04-20D20	Clarke (Nilfisk, Inc.)
CA60 Compact AutoScrubber BOOST: scrubber; battery powered; 20" disc; pad holder; Maximum pressure 60 lbs. disc, 100 lbs. BOOST; solution and recovery tanks: 16 gallons; onboard charger (/products-and-services/view-product?productid=24528)	SW04-20D22	Clarke (Nilfisk, Inc.)
CA60 Compact AutoScrubber: scrubber; battery powered; 20" disc; pad holder; solution and recovery tanks: 16 gallons; onboard charger (/products-and-services/view-product?productid=24527)	SW04-20D21	Clarke (Nilfisk, Inc.)
CFP polisher (Commercial Series): cleaner-polisher; power cord design; pad/brush: standard scrub path: 20", disc pad (/products-and-services/view-product?productid=24518)	SW04-20D12	Advance (Nilfisk, Inc.)
City Cat - V20E: 4-wheel compact vacuum sweeper; electric power: run time 10 hours; hopper: 3 cu yds; water tank: 80 gallons; standard sweep path, max:120" (/products-and-services/view-product?productid=24453)	SW04-20A03	Bucher Municipal
City Cat 5006: 4 wheel compact vacuum sweeper; diesel,160 hp; hopper, 6.5 cu yds; water tank: 240 gallons standardsweep path max. 120" (/products-and-services/view-product?productid=24451)	SW04-20A01	Bucher Municipal
City Cat V20 - 4 Wheel compact vacuum sweeper diesel, 84 hp; hopper: 3 cu yds; water tank: 80 gallons; standard sweep path, max 120" (/products-and-services/view-product?productid=24452)	SW04-20A02	Bucher Municipal
CS7010 (Industrial Series): sweeper-scrubber, hybrid propane / battery; hopper: 7 cu ft., high dump; solution tank: 75 gallons; recovery tank: 75 gallons, standard scrub / sweep path: 48" / 61" (/products-and-services/view-product?productid=24546)	SW04-20E15	Advance (Nilfisk, Inc.)

D.Zero²: 4-wheel 100% Electric Vacuum Sweeper, Lithium-Ion fully rechargeable batteries; Hopper: Stainless Steel, 2 cu yd; Water Tank: 58 gallons; Overall height 78 in; Max Speed: 16 mph; Variable Sweep Path: 69"- 126" (/products-and-services/view-product?productid=24455)	SW04-20A05	Dulevo Sweepers
DST-4: mid-sized regenerative air dustless sweeping technology sweeper; auxiliary engine: Kubota V2403T diesel (Final Tier IV), 56 hp; hopper: 4.0 cu yds; water tank: 76 gallons; standard sweep path, max: 130" (/products-and-services/view-product?productid=24499)	SW04-20B51	Tymco
DST-6: full size regenerative air dustless sweeping technology sweeper; auxiliary engine: Deere 4045T diesel (Final Tier IV), 99 hp; hopper: 6.0 cu yds; water tank: 220 gallons; standard sweep path, max: 142" (/products-and-services/view-product?productid=24500)	SW04-20B52	Tymco
ES 351: mechanical sweeper; single diesel chassis-engine design; hopper: 4.5 cu yds variable height dump, water tank: 360 gallons; standard sweep path, max: 144" (/products-and-services/view-product?productid=24467)	SW04-20B01	Bucher Municipal
FM 40 (Commercial Series): orbital floor cleaner-polisher; power cord design; pad / brush: 14" x 20" pad; solution tank: 2.5 gallons (/products-and-services/view-product?productid=24529)	SW04-20D23	Clarke (Nilfisk, Inc.)
Focus II MidSize BOOST: orbital technology for chemical free removal of floor finishes and scrubber; battery powered; solution-recovery tank: 23 gallons; standard scrub path: 28" (/products-and-services/view-product?productid=24521)	SW04-20D15	Clarke (Nilfisk, Inc.)
Focus II MidSize: scrubber; battery powered; solution-recovery tank: 23 gallons; standard scrub path: 26", disc pad (/products-and-services/view-product?productid=24520)	SW04-20D14	Clarke (Nilfisk, Inc.)
Focus II Rider BOOST: orbital technology for chemical free removal of floor finishes and scrubber; battery powered; 30 gallon solution / recovery tank; scrub path: 32" (/products-and-services/view-product?productid=24550)	SW04-20E19	Clarke (Nilfisk, Inc.)
Focus II Rider: scrubber; battery powered; 30 gallon solution / recovery tank; scrub path: 28" (/products-and-services/view-product?productid=24549)	SW04-20E18	Clarke (Nilfisk, Inc.)

Galaxy R-4: mid-sized regenerative air sweeper; auxiliary engine: Kubota, 74 hp diesel; hopper: 4.6 cu yds; water tank: 130 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear/right-camera. (/products-and-services/view-product?productid=24493)	SW04-20B45	Stewart-Amos
Galaxy R-6: mid-sized regenerative air sweeper; auxiliary engine: Kubota, 74 hp diesel; hopper: 6.1 cu. yds.; water tank: 200 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear/right-camera. (/products-and-services/view-product?productid=24494)	SW04-20B46	Stewart-Amos
Galaxy R-6XL: regenerative air sweeper; auxiliary engine: Kubota, 74 hp diesel; hopper: 6.1 cu yds; water tank: 330 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera. (/products-and-services/view-product?productid=24495)	SW04-20B47	Stewart-Amos
Gale Force: regenerative air sweeper; dual engine design; cab-over application; auxiliary engine: Cummins QSF2.8 diesel, 74 hp; hopper: 4.5 cu yds; water tank: 130 gallons; standard sweep path, max: 103" (/products-and-services/view-product?productid=24485)	SW04-20B37	Schwarze Industries, LLC
HSP: regenerative air high speed performance runway sweeper; auxiliary engine: Deere 4045T diesel (Final Tier 4), 99 hp; hopper: 7.3 cu yds; water tank: 220 gallons; standard sweep path, max: 120" (/products-and-services/view-product?productid=24506)	SW04-20C05	Tymco
Hypervac: vacuum air sweeper; auxiliary engine: Deere 4045T Tier IV Final diesel, 134 hp; hopper (stainless): 6.5 cu yds; water tank: 250 gallons, standard sweep path, max: 134" (/products-and-services/view-product?productid=24481)	SW04-20B33	Schwarze Industries, LLC
M6 Avalanche SE: mechanical broom sweeper; single chassis-engine design; hopper: 5.0 cu yds; water tank: 350 gallons; standard sweep path, max: 134" (/products-and-services/view-product?productid=24479)	SW04-20B31	Schwarze Industries, LLC
M6 AvalancheTE: mechanical broom sweeper; dual engine design; auxiliary engine: Cummins QSF 2.8L 74HP Tier IV Final; hopper: 5 cu yds; water tank: 200 gallons; standard sweep path, max: 134" (/products-and-services/view-product?productid=24480)	SW04-20B32	Schwarze Industries, LLC

MA10 12E (Commercial Series): upright scrubber, cord-electric; solution tank: 0.8 gallon (3L); recovery tank: 1 gallon (4L); cylindrical; scrub brush 12" (/products-and-services/view-product?productid=24522)	SW04-20D16	Clarke (Nilfisk, Inc.)
MA30 13B (Commercial Series): scrubber; battery powered; onboard charger; solution and recovery tanks: 1.6 (6L) gallon (/products-and-services/view-product?productid=24523)	SW04-20D17	Clarke (Nilfisk, Inc.)
MA50 15B: scrubber; battery powered; solution and recovery tanks: 3.5 gallons; 15" scrub path; 15" brush (/products-and-services/view-product?productid=24524)	SW04-20D18	Clarke (Nilfisk, Inc.)
MicroRider BOOST: orbital technology for chemical free removal of floor finishes and scrubber; battery powered; 21 gallon solution / recovery tank; standard scrub path: 28" (/products-and-services/view-product?productid=24551)	SW04-20E20	Clarke (Nilfisk, Inc.)
Model 500-X: high side dump regenerative air sweeper; auxiliary engine: Deere 4045T diesel (Final Tier IV), 115 hp; hopper: 5.7 cu yds, stainless steel; water tank: 250 gallons; dump height: 2-11'; standard sweep path, max: 142" (/products-and-services/view-product?productid=24502)	SW04-20B54	Tymco
Model 600: regenerative air sweeper; auxiliary engine: Deere 4045T diesel (Final Tier IV), 99 hp; hopper: 7.3 cu yds; water tank: 220 gallons; standard sweep path, max: 142" (/products-and-services/view-product?productid=24501)	SW04-20B53	Tymco
Proterra, Propane (Industrial Series): sweeper; engine: Kubota, 31 hp; hopper: 11 cu. ft; standard sweep path: 51" (/products-and-services/view-product?productid=24543)	SW04-20E12	Advance (Nilfisk, Inc.)
RA40 (Commercial Series): scrubber, battery powered; Solution and Recovery tanks 18.5 gallon; scrub path 20" (/products-and-services/view-product?productid=24548)	SW04-20E17	Advance (Nilfisk, Inc.)
RS655: regenerative air sweeper; single engine design; dual PTO powered, ; hopper: 8.5 cu yds; water tank: 250 gallons; dual steering; standard sweep path, max: 144" (/products-and-services/view-product?productid=24471)	SW04-20B05	Bucher Municipal
RS655R: regenerative air sweeper; single engine: dual PTO powered; hopper: 8.5 cu yds; water tank: 250 gallons; dual broom; standard sweep path, max: 144" (/products-and-services/view-product?productid=24503)	SW04-20C01	Bucher Municipal

SA40 (Commercial Series): scrubber, battery powered, solution tank: 12 gallon; recovery tank: 12.5 gallon; scrub path 20" (/products-and-services/view-product?productid=24547)	SW04-20E16	Advance (Nilfisk, Inc.)
SC1500 (Commercial Series): stand-on scrubber, battery powered; solution tank: 12 gallons; recovery tank: 12.5 gallons; pad holders included; EcoFlex onboard detergent dispensing system; onboard charger; standard scrub path: 20" (/products-and-services/view-product?productid=24532)	SW04-20E01	Advance (Nilfisk, Inc.)
SC2000 (Commercial Series): scrubber, battery powered; solution and recovery tanks: 18.5 gallons; onboard chargers, pad holders; standard scrub path: 20" (/products-and-services/view-product?productid=24533)	SW04-20E02	Advance (Nilfisk, Inc.)
SC250 (Commercial Series): scrubber, battery powered; solution and recovery tanks: 1.6 gallons; 13.5" cylindrical scrub brush; 36VDC, 7.8Ah lithium battery (/products-and-services/view-product?productid=24508)	SW04-20D02	Advance (Nilfisk, Inc.)
SC3000 (Commercial Series): scrubber, battery powered; 21 gallon solution and recovery tanks: 21 gallons; EcoFlex onboard detergent dispensing system; onboard charger; pad holders; standard scrub path: 26" (/products-and-services/view-product?productid=24534)	SW04-20E03	Advance (Nilfisk, Inc.)
SC351 (Commercial Series): scrubber, battery powered; removable solution and recovery tanks: 2.5 gallons; 14" disc scrub brush; 84 Ah battery; onboard charger; prolene brush (/products-and-services/view-product?productid=24509)	SW04-20D03	Advance (Nilfisk, Inc.)
SC401 (Commercial Series): scrubber, battery powered; solution and recovery tanks: 8 gallons; 17" offset disc scrub brush; onboard charger; prolene brush (/products-and-services/view-product?productid=24510)	SW04-20D04	Advance (Nilfisk, Inc.)
SC450 (Commercial Series): scrubber, battery powered; solution tank: 10.5 gallons; recovery tank: 11.9 gallons; 20" brush; onboard charger; prolene brush (/products-and-services/view-product?productid=24511)	SW04-20D05	Advance (Nilfisk, Inc.)

SC500 (Commercial Series): scrubber, battery powered; solution and recovery tanks: 12 gallons; SmartFlow solution saving technology; traction drive, debris cage and onboard charger; scrub pressures up to 66 pounds (/products-and-services/view-product?productid=24512)	SW04-20D06	Advance (Nilfisk, Inc.)
SC6000 (Industrial Series): scrubber, battery powered, solution tank: 50 gallons; recovery tank: 50 gallons; standard scrub path: 34" (/products-and-services/view-product?productid=24535)	SW04-20E04	Advance (Nilfisk, Inc.)
SC6500 (Industrial Series): scrubber; battery powered; solution tank: 70 gallons; recovery tank: 70 gallons; standard scrub path: 40" (/products-and-services/view-product?productid=24536)	SW04-20E05	Advance (Nilfisk, Inc.)
SC750 (Industrial Series): scrubber; battery powered; regular-to-heavy scrub applications; solution tank: 21 gallons; recovery tank: 21 gallons; standard scrub path: 26", disc pad (/products-and-services/view-product?productid=24513)	SW04-20D07	Advance (Nilfisk, Inc.)
SC800 (Industrial Series): scrubber; battery powered; regular-to-heavy scrub applications; solution tank: 25 gallons; recovery tank: 25 gallons; standard scrub path: 26", disc pad (/products-and-services/view-product?productid=24514)	SW04-20D08	Advance (Nilfisk, Inc.)
SC8000 (Industrial Series) - Propane: scrubber; engine: 55 hp Kubota 1.6L propane; solution tank: 100 gallons; recovery tank: 100 gallons; standard scrub path: 48" (/products-and-services/view-product?productid=24537)	SW04-20E06	Advance (Nilfisk, Inc.)
SC901 (Industrial Series): scrubber, battery powered; regular-heavy scrub applications; solution tank: 30, recovery tank: 30 gallons, standard scrub path: 28" disc pad (/products-and-services/view-product?productid=24515)	SW04-20D09	Advance (Nilfisk, Inc.)
SH7500 Stripe Hog: commercial chassis configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 9 gpm; water tank: 1220 gallons; maximum cleaning path: 36" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-installed chassis on Form-E, noting accordingly) (/products-and-services/view-product?productid=24554)	SW04-20F09	Waterblasting, LLC, Hog Technologies

SH8000 Stripe Hog: commercial chassis configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 12 gpm; water tank: 3150 gallons; maximum cleaning path: 72" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-installed chassis on Form-E, noting accordingly) (/products-and-services/view-product?productid=24555)	SW04-20F10	Waterblasting, LLC, Hog Technologies
SK2000 Stripe Hog, Trailer: trailer configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 5.6 gpm; water tank: 600 gallons; maximum cleaning path (inclusive of HT1000 walk-behind blasting head tool): 14"; Offeror shall price the body and trailer on this form (/products-and-services/view-product?productid=24557)	SW04-20F12	Waterblasting, LLC, Hog Technologies
SK2000 Stripe Hog: commercial chassis configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 5.6 gpm; water tank: 600 gallons; maximum cleaning path: 22" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-installed chassis on Form-E, noting accordingly) (/products-and-services/view-product?productid=24556)	SW04-20F11	Waterblasting, LLC, Hog Technologies
SK3000 Stripe Hog: skid configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 6 gpm; water tank: 1050 gallons; maximum cleaning path: 22" (as per Section-B, Offeror shall price the skid body on this form, and may price optional chassis on Form-E) (/products-and-services/view-product?productid=24558)	SW04-20F13	Waterblasting, LLC, Hog Technologies
Starfire S-4c: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 4.0 cu yds; water tank: 200 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera. Class 5 chassis applications (/products-and-services/view-product?productid=24486)	SW04-20B38	Stewart-Amos
Starfire S-4XL: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 4.5 cu yds; water tank: 330 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera; Class 6 chassis applications. (/products-and-services/view-product?productid=24487)	SW04-20B39	Stewart-Amos

Starfire S-4XXL: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 4.5 cu yds; water tank: 330 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera; Class 7 chassis applications. (/products-and-services/view-product?productid=24488)	SW04-20B40	Stewart-Amos
Starfire S-6t: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 6.0 cu yds; water tank: 350 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear/right-camera. (/products-and-services/view-product?productid=24492)	SW04-20B44	Stewart-Amos
Super Updraft: regenerative air sweeper (conventional, small truck chassis-mounting); auxiliary engine: Vanguard, 25 Hp; hopper: 3.0 cu yds; water tank: 25 gallons; standard sweep path, max: 97" (/products-and-services/view-product?productid=24483)	SW04-20B35	Schwarze Industries, LLC
Surface Hog Surface Cleaner: commercial chassis configuration; heated high pressure surface cleaner, with vacuum recovery and water recycling; 7.25 psi; water tank: 610 gallons; maximum cleaning path: 38" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-installed chassis on Form-E, noting accordingly) (/products-and-services/view-product?productid=24559)	SW04-20F14	Waterblasting, LLC, Hog Technologies
SW4000 (Commercial Series): sweeper; battery powered; hopper: 1.7 cu ft.; standard sweep path: 37" (/products-and-services/view-product?productid=24538)	SW04-20E07	Advance (Nilfisk, Inc.)
SW5500 (Industrial Series): sweeper, engine: LPG, Honda, 8.4 hp; hopper: 5.3 cu. ft.; standard sweep path: 46" (/products-and-services/view-product?productid=24544)	SW04-20E13	Advance (Nilfisk, Inc.)
SW8000: Propane (Industrial Series): sweeper; engine: Kubota 4-cylinder gas, 57 hp; hopper: 14 cu. ft; standard sweep path: 65" (/products-and-services/view-product?productid=24545)	SW04-20E14	Advance (Nilfisk, Inc.)
SW900 (Commercial Series): sweeper; battery powered; hopper: 1.8 cu. ft; standard sweep path: 32" (/products-and-services/view-product?productid=24517)	SW04-20D11	Advance (Nilfisk, Inc.)

Terra 28-B (Commercial Series): sweeper; battery powered; removable rider design: hopper: 2.1 cu. ft.; standard sweep path: 28" (/products-and-services/view-product?productid=24516)	SW04-20D10	Advance (Nilfisk, Inc.)
Terra 4300B (Industrial Series): sweeper; battery powered; onboard charger; dual side brooms; standard sweep path: 46" (/products-and-services/view-product?productid=24541)	SW04-20E10	Advance (Nilfisk, Inc.)
Ultraspeed 20 (Commercial Series): burnisher; battery powered; pad: standard path 20" (/products-and-services/view-product?productid=24531)	SW04-20D25	Clarke (Nilfisk, Inc.)
UltraSpeed Burnisher (Commercial Series): burnisher; power cord design; pad: 20" (/products-and-services/view-product?productid=24530)	SW04-20D24	Clarke (Nilfisk, Inc.)
Updraft: regenerative air sweeper (conventional, small truck chassis-mounting); auxiliary engine: Kohler, 31 Hp; hopper: 2.0 cu yds; water tank: 12 gallons; standard sweep path, max: 97" (/products-and-services/view-product?productid=24482)	SW04-20B34	Schwarze Industries, LLC
Vantage 14: scrubber; battery powered; solution-recovery tank: 3 gallons; 14" scrub path; 14" disc pad (/products-and-services/view-product?productid=24519)	SW04-20D13	Clarke (Nilfisk, Inc.)
Vortex: regenerative air sweeper; twin-engine design; cab-over application; hopper: 4.5 cu yds; water tank: 93 gallons; standard sweep path, max: 95" (/products-and-services/view-product?productid=24484)	SW04-20B36	Schwarze Industries, LLC
VS652: vacuum sweeper; single engine design; gearbox auxiliary drive hydraulic drive system; hopper: 8.5 cu yds; water tank: 415 gallons; dual steering; standard sweep path, max: 144" (/products-and-services/view-product?productid=24469)	SW04-20B03	Bucher Municipal
VS802: vacuum sweeper; single engine design; gearbox auxiliary drive hydraulic drive system; hopper: 10.8 cu yds; water tank: 535 gallons; dual steering; standard sweep path, max: 144" (/products-and-services/view-product?productid=24504)	SW04-20C02	Bucher Municipal

VT652: vacuum sweeper; dual engine design; auxiliary engine: Deere 4045TF diesel, 84 hp; hopper: 8.5 cu yds; water tank: 415 gallons; dual steering; standard sweep path, max: 144" (/products-and-services/view-product?productid=24468)	SW04-20B02	Bucher Municipal
VT802: vacuum sweeper; dual engine design; auxiliary engine: Deere 4045H diesel, 115 hp; hopper: 10.8 cu yds; water tank: 535 gallons; dual steering; standard sweep path, max: 144" (/products-and-services/view-product?productid=24470)	SW04-20B04	Bucher Municipal

HGACBuy (/)
HELPING GOVERNMENTS ACROSS THE COUNTRY BUY

Contract Documents

Sweeping Equipment

SW04-20

Solicitation Documents (/media/hgacbuy/contracts/documents/SW04-20/solicitation-documents.zip)

Supplier Documents

Associated Supply Company, Inc. dba ASCO (/media/hgacbuy/contracts/documents/SW04-20/Associated-Supply-Co.zip)
AZ Wastewater Industries, Inc. (/media/hgacbuy/contracts/documents/SW04-20/AZ-Waterwaste-Industries.zip)
Berry Companies, Inc. dba Berry Tractor & Equipment (/media/hgacbuy/contracts/documents/SW04-20/Berry-Companies.zip)
Bucher Municipal North America (/media/hgacbuy/contracts/documents/SW04-20/Bucher-Municipal-North-America.zip)
Cyncon Equipment, Inc. (/media/hgacbuy/contracts/documents/SW04-20/Cyncon-Equipment.zip)
Fayat Environmental Solutions American (/media/hgacbuy/contracts/documents/SW04-20/Fayat-Environmental-Solutions-Americas.zip)
Global Environmental Products, Inc. (/media/hgacbuy/contracts/documents/SW04-20/Global-Environmental-Products.zip)
Nilfisk, Inc. (/media/hgacbuy/contracts/documents/SW04-20/Nilfisk.zip)
Schwarze Industries, LLC (/media/hgacbuy/contracts/documents/SW04-20/Schwarze-Industries.zip)
Stewart-Amos Sweeper Equipment Co. (/media/hgacbuy/contracts/documents/SW04-20/Stewart-Amos-Equipment-Co.zip)
Suffolk County Brake Service (/media/hgacbuy/contracts/documents/SW04-20/Suffolk-County-Brake-Service.zip)
Texan Waste Equipment, Inc., dba Heil of Texas (/media/hgacbuy/contracts/documents/SW04-20/Texan-Waste-Equipment.zip)
Tymco, Inc. (/media/hgacbuy/contracts/documents/SW04-20/TYMCO.zip)
Waterblasting, LLC (/media/hgacbuy/contracts/documents/SW04-20/Waterblasting.zip)

Return to Contract List **(/contracts)**

View Information & Products **(/products-and-services/view-contract?contra**

News & Events

Buy With Us Information Session | November 12 (/events/Event-Details?eventid=427)

(/events/Event-Details?eventid=427)

Webinar starts at 10:00 a.m. CST
HGACBuy is helping governments across the country buy. Discover how HGACBUY can streamline your procurement process and help you work and buy smart. Join us on Zoom for more information and let's work together to meet your business needs.
share#url=https%3A%2F%2Fwww.hgacbuy.org%2Fcontracts%2Fdocuments%3Fcontractid%3D92&title=Contract%20Documents%20%7C%20HGACBuy)

Buy With Us Information Session | December 10 (/events/Event-Details?eventid=428)

(/events/Event-Details?eventid=428)

Webinar starts at 10:00 a.m. CST
HGACBuy is helping governments across the country buy. Discover how HGACBUY can streamline your procurement process and help you work and buy smart. Join us on Zoom for more information and let's work together to meet your business needs.
share#url=https%3A%2F%2Fwww.hgacbuy.org%2Fcontracts%2Fdocuments%3Fcontractid%3D92&title=Contract%20Documents%20%7C%20HGACBuy)

Contact Information

H-GAC Mailing Address:
P.O. Box 22777
Houston, TX. 77227-2777

Phone: 832-810-2667 (tel:832-810-2667)

H-GAC Physical Address
3555 Timmons Lane, Suite 120
Houston, TX 77027

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Requisition No. 485057

DOGGETT FREIGHTLINER OF SOUTH TEXAS LLC - AUSTIN

1701 Smith Rd.
Austin, Texas 78721

Bus: 512-389-0000
Fax: 512-389-2663

INV #:

DATE: 10/20/2025

INVOICE / BUYER'S ORDER

BUYER'S NAME				TELEPHONE
CITY OF LAREDO				
ADDRESS		**CITY**	**STATE**	**ZIP CODE**
5512 THOMAS AVE		LAREDO	TX	78041
YEAR	**MAKE**	**MODEL/BODY**	**VIN**	**LICENSE PLATE**
2027	FREIGHTLINER	M2 106 / BERGKAMP	TBD	

A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO BUYER FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENTARY FEE MAY NOT EXCEED A REASONABLE AMOUNT AGREED TO BY THE PARTIES. THIS NOTICE IS REQUIRED BY LAW.

UN PAGO DOCUMENTAL NO ES UN CARGO OFFICIAL. LA LEYNO EXIGUE SE IMPONGA UN CARGO DOCUMENTAL. PERO ESTE PODRIA COBRARSE A LOS COMPRADORES POR EL MANEJO DE LA DOCUMENTACION EN RELACION CON LE VENTA. UN CARGO DOCMENTAL NO PUEDI EXCEDER UNA CANIDAD PAZONABLE ACORDADA POR LAS PARTES. ESTA NOTIFICACION SE EXIGUE POR LA LEY.

DISCLAIMER OF WARRANTIES

Purchaser acknowledges and agrees that Dealer did not manufacture and therefore makes no implied or express warranty with regard to the Purchased Unit(s) and any service work or make-ready work shall not create any warranty of any nature whatsoever with respect to the Purchased Unit(s). Additionally, Purchaser agrees to use the Purchased Unit(s) and/or chassis at Purchaser's own risk and hereby releases Dealer, its principals, officers, directors, shareholders, members, agents, employees, successors and assigns, from any and all claims for any damages or injuries of any nature whatsoever to the full extent permitted by law.

MILEAGE:				
YEAR	**MAKE**	**MODEL/BODY**	**VIN**	
MILEAGE:		TRADE-IN		
YEAR	**MAKE**	**MODEL/BODY**	**VIN**	

MILEAGE:			
SELLING PRICE			$277,719.00
NEW 2027 FREIGHTLINER M2 106			
BERGKAMP FP5 FLAMELESS PATCHER			
PER ATTACHED SPECS			
TIPS CONTRACT 230-802			
QTY: 2			

PAYOFF TO:		**SUBTOTAL**	$277,719.00
ADDRESS: FAX:		**SALES TAX**	$0.00
GOOD UNTIL:		**DEALER'S INVENTORY TAX**	$0.00
QUOTED BY:		**TITLE FEE**	$0.00
SHOW LIEN TO:		**LICENSE FEE**	$0.00
ADDRESS:	Body Type:	**DOCUMENTARY FEE**	**$0.00**
	License Wt.:	**FEDERAL EXCISE TAX**	$0.00
	State Insp.:	**TOTAL SALE PRICE**	$277,719.00
DATED: LIEN AMOUNT $	License:	**LESS TRADE**	$0.00
DRAFT FOR $	Title:	**EXT. WARRANTY**	$0.00
DRAFT THRU:	Transfer:	**X QUANTITY 2**	$555,438.00
ADDRESS:		**TOTAL BALANCE DUE**	$555,438.00

**The Dealer's Inventory Tax charge is intended to reimburse the dealer for ad valorem taxes on its motor vehicle inventory. The charge, which is paid by the Dealer to the county tax assessor-collector, is not a tax imposed on a consumer by the government, and is not required to be charged by the dealer to the consumer.

1.These Terms and Conditions shall govern the sale of motor vehicles ("Purchased Unit(s)") by Dealer to Purchaser. Dealer's performance and prices are expressly conditioned on these terms and conditions. This document shall be the final, complete, and exclusive agreement between the parties and may not be modified, amended, supplemented, explained, or waived by parol evidence, Purchaser's purchase order, a course of dealings, custom or trade usage, prior representations, Dealer's performance or delivery, Dealer's catalogs, circulars or other promotional material, or in any other way except in writing signed by Dealer's Authorized Representative. Dealer's Authorized Representative shall mean Dealer's Vice-President, General Counsel, Chief Financial Officer, or President.

2.Purchaser agrees to complete one of the following, and agrees that despite delivery of the Purchased Unit(s) to Purchaser, title to the Purchased Unit(s) shall remain with Dealer until Purchaser completes one of the following: (1) pay the balance due, as shown on this Order, in cash or (2) execute a Time Sales Agreement (Retail Installment Contract), or (3) execute a Loan Agreement for the purchase price of the Purchased Unit(s) plus additional charges shown herein, or (4) execute a lease agreement, on or before delivery of the Purchased Unit(s). Purchaser and Dealer agree that this Order is not a security agreement and that delivery of the Purchased Unit(s) to the Purchaser pursuant to this Order will not constitute possession of the Purchased Unit(s) by the Purchaser, as a debtor, for the purposes of the purchase money security provisions in any statutes relating to personal property security or its equivalent. Purchaser understands that its rights in connection with this purchaser are limited as set forth in this Order.

3.Manufacturer has reserved the right to change the price to Dealer of new motor vehicles without notice. In the event the price to Dealer of new motor vehicles of the series and body type ordered hereunder is changed by Manufacturer prior to delivery of the Purchased Unit(s) ordered hereunder to Purchaser, Dealer reserves the right to change the cash delivered price (or any other pricing) of such motor vehicle to Purchaser accordingly. If such cash delivered price (or any other pricing) is increased by Dealer by five percent (5%) or more, Purchaser's sole remedy is to cancel this Order, in which event if a used motor vehicle has been traded in as a part of the consideration for such new Purchased Unit(s), such used motor vehicle shall be returned to Purchaser upon payment by Purchaser to Dealer of all storage and repair cost incurred or, if such used motor vehicle has been previously sold by Dealer, the amount received for such sale by Dealer, less a selling commission of 15% and any cost or expense incurred in storing, repairing, insuring, conditioning or advertising said used motor vehicle for sale shall be returned to Purchaser. Purchaser waives all other claims for any damages resulting from a manufacture's change in pricing and/or a related cancellation.

BUYER'S SIGNATURE: _____ **SELLER'S SIGNATURE:** _____ **DATE** _____

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 42.**

SUBJECT
Authorizing the City Manager to renew and amend contract FY24-004 by 25% for an amount increase of $5,741. 37 and a new annual amount of $28,706.87 for a total contract value of $74,637.87 with LF Enterprise, Laredo, TX. for the purchase of Uniforms for the Public Works Department. There was a price increase in this last extension period. The term of this contract is for one (1) year and this is the last extension period. Funding is available in General Fund-Public Works Department and other construction project budgets.

PREVIOUS COUNCIL ACTION
n/a

BACKGROUND
The City went out on formal bid solicitations for awarding a contract for the supply of Uniforms. Staff recommended awarding the lowest bidder LF Enterprise, Laredo, Tx.
There was a price increase in this last extension period due apparel tariffs and shipping. The term of this contract shall be for a period of one year and may be extended for two additional one-year periods, this is Extension 2 of 2 and last.

Contract Pricing	New
Red Kap Long sleeve shirt $19.50 - $20.00	$24.50-$27.00
Red Kap Pants $20.60 - $21.00	$26.00-$27.00

COMMITTEE RECOMMENDATION
n/a

STAFF RECOMMENDATION
It is recommended that this renewal is approved.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	YES
Source of Funds:	Warehouse
Account #:	101-2780-532-0800
Change Order: Exceeds 25% Y/N:	YES

FINANCIAL IMPACT:
The purpose of this contract is to establish prices for the commodities or services needed, should the

City need to purchase these commodities or services. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

City of Laredo
Purchasing Division

RENEWAL NOTICE

October 07, 2025

Mrs. Lucy Quintanilla
LF Enterprise
802 E. San Carlos
Laredo, Texas 78041

RE: Contract FY24-004 Uniforms for Public Works – Ext. II

Dear Mrs. Quintanilla:

This letter is a formal request by the City of Laredo to extend contract FY24-004 for an additional one year period for the purchase of Uniforms for the Public Works Department, all items will be purchased on an as-needed basis. This is the second and last extension period.

Please indicate your desire to request a contract extension. Should your company desire a contract extension, it is expressly understood by the parties that any such extension of this contract is entirely revocable at the City's discretion and is contingent upon the agreement and acceptance by the City Council.

Compliance with the contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s).

If there are any questions regarding this notification, please feel free to call me at (956) 794-1731.

Sincerely,

Jaime Zapata
Purchasing Agent

XC: Purchasing File

LF Enterprise

Request a contract extension: Yes Not request a contract extension: _____

Authorized Signature: Lucy F. Quintanilla

Print Name: Lucy F. Quintanilla

Date: 10/15/2025

FY24-004 Uniforms - Public Works
If enterprise
Supplier Response

Event Information

Number: FY24-004 Uniforms - Public Works
Title: FY24-004 Uniforms - Public Works
Type: Request For Bid
Issue Date: 10/2/2023
Deadline: 10/23/2023 05:00 PM (CT)
Notes: The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bids for contracts will be evaluated with a 5% preference for local vendors.

Contact Information

Contact: Pablo Torres
Address: Public Works Department
Public Works Service Center
5512 Thomas Avenue
Laredo 78041
Phone: 956 (795) 2500
Email: ptorres1@ci.laredo.tx.us

If enterprise Information

Contact:	lucy Quintanilla
Address:	802 E. SAN CARLOS 802 E. SAN CARLOS Laredo, TX 78041
Phone:	(956) 401-9905
Fax:	(956) 724-7857
Toll Free:	(956) 401-9905
Email:	lucy.quintanilla@indoff.com
Web Address:	lucy.quintanilla@indoff.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Lucy Quintanilla
Signature

lucy.quintanilla@indoff.com
Email

Submitted at 10/23/2023 02:16:48 PM (CT)

Supplier Note

Please note a 50% advance dep.,on PO

Requested Attachments

Non-Collusive Affidavit Form img399.jpg

This form must be notarized and submitted with your response.

Conflict of Interest Form img400.jpg

Vendor needs to address if there is a conflict of interest, CIQ form has to be submitted with your response.

Certificate of Interested Parties img399.jpg

Form 1295 is to be submitted upon award of bid.

Bid Attributes

1	**Award by Total** This contract will be awarded by total to the lowest responsive responsible bidder, in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code ☑ Yes
2	**Terms and Conditions for Request for Bids** **TERMS AND CONDITIONS OF INVITATIONS FOR BIDS GENERAL CONDITIONS** Bidders are required to submit bids upon the following expressed conditions: (a) Bidders shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a vendor to requests additional compensation. (b) Bidders shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the bid conditions. No pleas of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor. (c) Bidders are advised that City contracts are subject to the all legal requirements provided for in the City Charter

and/or applicable City Ordinances, State and Federal Statutes.
1.0 PREPARATION OF BIDS Bids will be prepared in accordance with the following:
(a) All information required by the bid form shall be furnished. For hand delivered submittals only, the vendor shall print or type the business name and manually sign the schedule. For electronic submittals, this information shall be submitted electronically on Cit-E-Bid system. If vendor submits both manual and electronic bids, the electronic bid will replace the manual bid and shall be considered the only valid bid.
(b) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
(c) Alternate bids will not be considered unless authorized by the invitation for bids or any applicable addendum
(d) Proposed delivery time must be shown and shall include Sundays and holidays
(e) Bidders will not include Federal taxes or State of Texas limited sales tax in bid prices since the City of Laredo is exempt from payment of such taxes. An exemption certificate will be furnished upon request.
(f) The City shall pay no costs or other amounts incurred by any entity in responding to this RFB, or as a result of issuance of this RFB.
2.0 DESCRIPTION OF SUPPLIES Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidder is required to state exactly what they intend to furnish; otherwise bidder shall be required to furnish the items as specified.
3.0 SUBMISSION OF BIDS
(a) Bids and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the bid opening and the material or services bid on shall be typed or written on the face of the envelope. If submitted electronically, this information shall be submitted electronically on Cit-E-Bid system by going to the following link: https://cityoflaredo.ionwave.net/Login.aspx
(b) Unless otherwise noted on the Notice to Bidders cover sheet, all hand delivered bids must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street.
(c) Bids forms can be downloaded and printed through Cit-E-Bid. **Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, email or facsimile bids will not be considered.**
(d) Samples, when required, must be submitted within the time specified, at no expense to the City of Laredo. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense.
(e) Bids must be valid for a minimum period of sixty (60) days. An extension to hold bid pricing for actual quantity bids may be requested by the City.
4.0 REJECTION OF BIDS The City may reject a bid if:
(a) Bidder misstates or conceals any material fact in the bid.
(b) Bid does not strictly conform to the law or the requirements of the bid.
(c) Bidder is in arrears on existing contracts or taxes with the City of Laredo.
(d) If bids are conditional. Bidder may qualify their bid for acceptance by the City on an "ALL OR NONE" basis. An "ALL OR NONE" basis bid must include all items in the specifications.
(e) In the event that a bidder is delinquent in the payment of City taxes on the day the bids are opened, including state and local taxes, such fact shall constitute grounds for rejection of the bid or cancellation of the contract. A bidder is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes.
(f) No bid submitted herein shall be considered unless the bidder warrants that, upon execution of a contract with the City of Laredo, bidder will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Bidder will submit such reports as the City may therefore require assuring compliance with said practices.
(g) The City may reject all bids or any part of a bid whenever it is deemed necessary.
(h) The City may waive any minor informalities or irregularities in any bid.
5.0 WITHDRAWAL OF BIDS Bids may not be withdrawn after they have been publicly opened, unless approved by the City Council.
6.0 LATE BIDS OR MODIFICATIONS Bids and modifications received after the time set for the bid deadline will not be considered. Late bids will be returned to the bidder unopened.
7.0 CLARIFICATION OR OBJECTION TO BID SPECIFICATIONS If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications, or other bid documents or any part thereof, they may submit to the City Purchasing Agent on or before seven (7) calendar days prior to the scheduled bid deadline a request for clarification which must be submitted in writing through email seven (7) days prior to the scheduled date for opening to: CITY OF LAREDO PURCHASING AGENT Miguel A. Pescador 5512 Thomas Ave, Laredo, TX 78041 mpescador@ci.laredo.tx.us or Questions & Responses section on Cit-E-Bid system. Any vendor submitting questions shall make reference to a specific bid number, section, page and item of this solicitation. In case there are changes, additions, and/or edits to the original scope of work, and addendum will be issued by the purchasing agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other explanations or interpretations of the proposed bid made or given prior to the bid opening or award of contract.
(a) Protest Procedures: The purpose of this procedure is to establish procedures whereby a vendor may protest

specific procurement actions by the City of Laredo. The following sequence of activities must take place in filing a protest:
(b) To be performed by protesting vendor: Within ten (10) days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting vendor must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest.
(c) To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting vendor of the decision.
(d) If the protesting vendor is not satisfied with the decision of the City Purchasing Officer, such protesting vendor may appeal to the City Manager of the City of Laredo. If the protesting vendor cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. All protests must be duly submitted via Certified Mail to: City of Laredo - Purchasing Agent 5512 Thomas Ave. Laredo, Texas 78041.

8.0 BIDDER DISCOUNTS

(a) Percent discounts within a certain period of time will be accepted but cannot be used in the bid evaluation. The period of the discount offered should be sufficient to permit payments within such period in the regular course of business by the City of Laredo.
(b) In connection with any discounts offered, time will be computed from the date of receipt of supplies or service or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date the check is mailed.

9.0 INTENT OF CONTRACT

a) ANNUAL SUPPLY/SERVICE CONTRACTS: This contract does not commit the City to purchase the quantities indicated. The quantities are estimates and are based on the best available information. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. Since the quantities are estimates, the City may purchase more than the estimated quantities, less than the estimated quantities, or not purchase any quantities at all. The needs of the City shall govern the amount that is purchased. All annual contracts shall bound by the terms of the bid documents. In the event a new contract cannot be executed on the anniversary date of the original term or renewal term, the contract may be renewed month to month until a new contract is executed. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

10.0 AWARD OF CONTRACT

(a) This contract will be awarded to the **(lowest responsive responsible bidder)**, in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code.
Definition of lowest responsive and responsible bidder as per the Institute for Public Procurement is:
"Lowest Responsive and Responsible Bidder: The bidder who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bid documents."
(b) The City reserves the right to accept any item or group of items in the bid specifications, unless the bidder qualifies it's bid by specific limitation. Proof: The bidder shall bear the burden of proof of compliance with the City of Laredo specifications.
(c) A written award of acceptance (a duly approved purchase order or Letter of Award) furnished by the City to the successful bidder results in a binding contract without further action by either party. These Terms and Conditions shall be the basis and governing document of the binding contract.
(d) A duly authorize purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assign purchase order number to avoid any duplication (2 CFR 200.318 (d)).
(e) Prices must be quoted F.O.B. Destination, Laredo, Texas, unless otherwise specified in the invitation to bid. The place of delivery shall be that set forth in the bid specifications and/or purchase order.
(f) Title & Risk of Loss: The title and risk of loss of goods shall not pass to the City of Laredo until the City actually receives and takes possession of the goods at the point or points of delivery. The terms of this agreement is "no arrival, no sale".
(g) Delivery time and prompt payment discounts will be considered in breaking ties. In the event of a tie bid, the successful bidder will be determined by choosing lots at the City Council meeting chambers.
(h) The City of Laredo shall give written notice to the contractor (supplier) if any of the following conditions exist:
1. Contractor does not provide materials in compliance with specifications and/or within the time schedule specified in bid.
2. Contractor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredo if found not to comply with the specifications.

3. The contractor makes an unauthorized assignment for the benefit of any contractor.
Upon receiving written notification from the City that one of the above conditions has occurred, the contractor must remedy the problem within ten (10) calendar days, to the complete satisfaction of the City, or the contract will be immediately canceled.
4. Contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s).

11.0 ENTIRE AGREEMENT

(a)All covenants, conditions and agreement contained in the solicitation, are hereby made part of the Agreement to the same extent and with the force as is fully set forth herein. If and to the extent of this Agreement and the terms of this solicitation and supplier response conflict Terms & Conditions of this solicitation shall control.

12.0 PAYMENT & INVOICING

(a) All invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services.
(b) Discount terms will be computed from the date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date.
(c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the Accounts Payable Office, City Hall, and PO. Box 210, Laredo, Texas 78042.
(d) The City of Laredo offers electronic funds transfer (ETF) payments in lieu of check payment when a vendor has filled out an Electronic Funds Transfer Authorization Form issued by the City of Laredo or upon request from the vendor. This ensures prompt payment directly deposited to a bank account. The estimated payment time is up fifteen (15) days from the date payment is processed. (e) For any inquires on payment status or general billing questions please contact: Jorge J. Jolly, Accounts Payable Manager 956-791-7328 jjolly@ci.laredo.tx.us 1110 Houston St. Laredo, TX 78040.

13.0 In accordance to State of Texas, the City of Laredo follows State practices when awarding any and all competitive solicitations:

TEXAS ENGINEERING AND LAND SURVEYING PRACTICE ACTS AND RULES CONCERNING PRACTICE AND LICENSURE
OCCUPATIONS CODE TITLE 6. REGULATION OF ENGINEERING, ARCHITECTURE, LAND SURVEYING, AND RELATED PRACTICES SUBTITLE A. REGULATION OF ENGINEERING AND RELATED PRACTICES CHAPTER 1001. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
CHAPTER 137: COMPLIANCE AND PROFESSIONALISM
SUBCHAPTER C: PROFESSIONAL CONDUCT AND ETHICS
§137.53 ENGINEER STANDARDS OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT
(a) A licensed engineer shall not submit or request, orally or in writing, a competitive bid to perform professional engineering services for a governmental entity unless specifically authorized by state law and shall report to the board any requests from governmental entities and/or their representatives that request a bid or cost and/or pricing information or any other information from which pricing or cost can be derived prior to selection based on demonstrated competence and qualifications to perform the services. (b) For the purposes of this section, competitive bidding to perform engineering services includes, but is not limited to, the submission of any monetary cost information in the initial step of selecting qualified engineers. Cost information or other information from which cost can be derived must not be submitted until the second step of negotiating a contract at a fair and reasonable cost. (c) This section does not prohibit competitive bidding in the private sector. Source Note: The provisions of this §137.53 adopted to be effective May 20, 2004, 29 TexReg 4878; amended to be effective June 4, 2007, 32 TexReg 2996.

☑ I Agree to the Terms and Conditions

3	**Disqualification & Debarment Certification**

DISQUALIFICATION & DEBARMENT CERTIFICATION By submitting this request for bids, proposal or statement of qualifications, the firm certifies that it is not currently debarred or eligible for debarment from the City of Laredo pursuant to **Ordinance No. 2017-O-098**, and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas. The City will further verify debarment status through use of the federal website SAM.gov. The contract parties are further prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension."

By executing this agreement, the Engineer certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify it eligibility to receive Federal funds and, when requested by the City, to furnish a copy of the certification. Additionally, in accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

The signatory executing this contract on behalf of company verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract. S.B. 252 (V. Taylor/S. Davis) is a bill relating to government contracts with terrorists. The bill provides that: (1) a governmental entity, including a city, may not enter into a governmental contract with a company that is identified on a list prepared and maintained by the comptroller and that does business with Iran, Sudan, or a foreign terrorist organization; and (2) a company that the United States government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, its federal sanctions regime relating to Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition under the bill.

☑ I certify to the terms and conditions

4	**Contract Requirements** **1.CODE OF ETHICS ORDINANCE** Vendors doing business with the City of Laredo shall comply with all provisions of the City of Laredo's Code of Ethics (Ordinance, as amended). Vendors may be required to participate in Code of Ethics trainings. **1.2 PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD** **A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person or entity, is prohibited from contacting city officials and employees regarding such a contract after a Formal Bid, Request for Proposal (RFP), Request for Qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is awarded.** The City of Laredo reserves the right to contact respondents and may require such contact as part of the evaluation process (for presentation, clarification) of bids and/or negotiation of RFP submittal(s) prior to the award of contract. If contact is required, such contact will be done in accordance with provisions of Chapter 252 and 271 of the Texas Local Government Code and procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration. **1.3 NON-COLLUSIVE AFFIDAVIT (Form can be downloaded and submitted through Cit-E-Bid system)** The City may require that vendors submit a Non-Collusive Affidavit. The vendor will be required to state that the party submitting a proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or Person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other Bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the City of Laredo or any person interested in the proposed contract; and that all statements in said proposal or bid are true. **1.4 CONTRACT DISCLOSURE FORMS (This is submitted through Cit-E-Bid system)** The City of Laredo requires the following forms to be completed as a part of this bid for consideration; 1. Company Information Questionnaire, 2. Signed Price Schedule, 3. Conflict of Interest Questionnaire, 4. Non-Collusive Affidavit 5. Discretionary Contracts Disclosure 6. Certificate of Interested Parties (Form 1295) ****Upon Award of RFP Only**** **1.5 CONFLICT OF INTEREST FORMS (This is submitted through Cit-E-Bid system)** Conflict of Interest Disclosure: A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. **1.6 TEXAS ETHICS COMMISSION (Form 1295, Form can be downloaded and submitted through Cit-E-Bid system)** Certificate of Interested Parties (Form 1295) Implementation of House Bill 1295: In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the state of Texas website, please use this link provided, https://www.ethics.state.tx.us/tec/1295-Info.htm In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract. Changes to Form 1295: Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an "unsworn declaration." ☑ I have read and understand this section

5	**Questionnaire Description** "The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct ".

6	**Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid** LF Enterprise, ucy F Quintanilla 956-401-9905

7	**State how long under has the business been in its present business name** 12 YRS.

8	**If applicable, list all other names under which the Business identified above operated in the last five years** N/a

9	**State if the Company is a certified minority business enterprise** The below information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company.

10	**Questions Part 1** 1) Is any litigation pending against the Business? 2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? 3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting? 4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? 5) Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business at default? N/A

11	**Questions Part 2** 1) Is the Business in arrears in any contract or debt? 2) Has the Business been a defaulter, as a principal, surety, or otherwise? 3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason? N/A

12	**State if the Company is a certified minority business enterprise** Historically Underutilized Business (HUB)

13 **Conflict of Interest Disclosure**

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of $250.00 or more to the listed City of Laredo officer (s) or certain family members. The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor. The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict forms.htm. The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include: 1. Mayor 2. Council Members 3. City Manager 4. Members of the Fire Fighters and Police Officers Civil Service Commission. 5. Members of the Planning and Zoning Commission. 6. Members of the Board of Adjustments 7. Members of the Building Standards Board 8. Parks & Leisure Advisory Committee Member, 9. Historic District Land Board Member, 10. Ethics Commission Board Member, 11. The Board of Commissioners of the Laredo Housing Authority 12. The Executive Director of the Laredo Housing Authority 13. Any other City of Laredo decision making board member If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.

14 **Conflict of Interest Questionnaire Form CIQ**

For vendor or other person doing business with local governmental entity. This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

15 **Conflict of Interest Questionnaire**

Vendor is required to submit Conflict of Interest Form for bid to be considered complete. Have you submitted your completed Conflict of Interest Form with your response?

Yes

16 **Disclosure Form**

For details on use of this form, see Section 4.01 of the City's Ethics Code.

17 **This is a**

New Submission

18 **Question 1. Name of person submitting this disclosure form**

Please include First Name, Middle Initial, Last Name and Suffix (if applicable)

Lucy Quintanilla

19 **Question 2. Contract Information**

Please include the following: a)Contract or Project Name b)Originating Department

FY24-004- Uniforms , Public works

20 **Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)**

Lucy Flores Quintanilla

21 **Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3.**

Not Applicable

22 **Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3**

If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section.

n/a

23 **Question 5. List any individuals or entities that will be subcontractors on this contract**

Not Applicable

24 **Question 5. List any individuals or entities that will be subcontractors on this contract**

If you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors in this section.

n/a

25 **Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract**

Not Applicable

26 **Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract**

If selected Not Applicable on question 6, please skip this section. If it applies to you, please list attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.

N/A

27 **Question 7. Disclosure of political contributions**

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than $100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections. a) Any individual seeking contract with the city (Question 3) b) Any owner of officer of entity seeking contract with the city (Question 3) c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4) d) Any subcontractor or owner/office of subcontracting entity for the contract (Question 5) e) The spouse of any individual listed in response to (a) through (d) above f) Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

Not Applicable

28 **Question 7. Disclosure of political contributions**

If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.

n/A

29 **Updates on contributions required**

Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

30	**Question 8. Disclosure of Conflict of Interest** Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials? I am not aware of any conflict of interest
31	**8. Disclosure of Conflict of Interest** If you selected I am aware of conflict of interest is question 8, please list them in this section. n/a
32	**Question 9. Updates Required** I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been awarded. ☑ I have read and understand this section
33	**Question 10. No Contact with City Officials or Staff during Contract Evaluation** I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contacting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released. This no-contact provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact shall take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration. ☑ I have read and understand this section
34	**Question 11. Conflict of Interest Questionnaire (CIQ)** Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary. ☑ I have acknowledge that I have been advised
35	**Question 11. Oath** Please complete in this section the required information for your company: 1) Name 2) Title 3) Company or DBA 4) Date Lucy F. Quintanilla, owner DBA LF Enterprise 03-10-2010
36	**Question 12. Oath** I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete. ☑ I swear or affirm information is correct

Bid Lines

1	Notice is hereby given that the City of Laredo is now accepting sealed bids, subject to the Terms and Conditions of this Invitation for Bids and other contract provisions, for awarding an annual contract for the supply of Uniforms for Public Works/Cemetery. Bids can be submitted through Cit-E-Bid procurement system or by hand delivering it to City Secretary Office, 1110 Houston St. 3rd floor, Laredo, TX 78040 until 5:00 P.M. on October 23, 2023 and all bids received will be opened and publicly acknowledge at 10:00 A.M. on October 24, 2023. Hand delivered Bids are to be submitted in a sealed envelope clearly marked: RFB FY24-004 Uniforms - Public Works. The City of Laredo reserves the right to reject any or all bids, as well as the right to determine the bid most advantageous to the City.

2	1.0 General Conditions: 1.1 Withdrawal of bids will not be allowed for a period of sixty (60) days following the bid opening. 1.2 Delivery required in this bid shall be freight prepaid; F.O.B. destination and bid prices shall include all freight and delivery changes. No delivery, no sale. 1.3 Successful bidder must immediately notify the Laredo Public Works Department and Purchasing Division that their product(s) will not be delivered on time as required or stated on the purchase order in writing. Failure to notify in writing, vendor will automatically be removed from the bid list when purchase order is cancelled. 1.4 Term "no guaranteed annual volume" is used because the city cannot reasonable project its needs for these supplies which will be ordered by department as per needed basis. 1.5 Successful bidder will take full responsibility that all merchandise must be delivered on dock. None of our personnel will unload from any truck or go into any truck to unload. 1.6 Whenever an article or material is defined by describing a proprietary product of by using the name of manufacturer or brand name, the term "or equal" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. 1.7 The City of Laredo will place bulk orders for uniforms during the contract period. The City will require that the complete order be delivered within thirty (30) working days after receipt of order for the standard size clothing. No partial orders will be accepted. If partial orders are delivered, the vendor is hereby notified that no payment will be made until the order is fully delivered. Orders for non-standard sizes will be issued separately and are not subject to this requirement. 1.8 All garments must be new and unused. 1.9 The City may request samples of some or all items. City of Laredo shall not bear any cost(s) associated with sample requests. The City will not pay any shipping charges nor will it pay for any items returned due to incorrect item(s), size(s), quantity(s), garments not meeting the required specifications, and/or damaged goods. No overruns will be allowed. 1.10 Items needs to be the same as specifications or Approved equals, all need to be approved by City of Laredo Public Works Department. Items that are not meeting specifications will not be accepted and subject to returned. 1.11 All uniforms are to be delivered to the location specified in the purchase order. Department will assign a staff member to be responsible for accepting the uniform orders. This staff person will count the pieces delivered and sign the delivery receipt. All invoices must be mailed or delivered to the Accounts Payable Office - City Hall, 1110 Houston Street, PO Box 210, Laredo, Texas, 78042-0210. 1.12 The quantities expressed in the bid schedule are estimates only. The estimates are to give the vendor an idea in preparing this bid. The actual quantities may vary within the contract period. The City of Laredo may increase or decrease the number of uniforms. Since the quantities are estimates, the City may purchase more than the estimated quantities, less than the estimated quantities, or not purchase any quantities at all. 1.13 All invoices for the City of Laredo have a 30-day term from receipt of order. All invoices must show purchase order. Invoices should be clearly written as to stock, manufacturer, catalog, part number and pricing. 1.14 If the successful bidder is unable to consistently deliver the uniforms within the time specified and adhere to the required terms and conditions of this bid, this contract will be canceled and the vendor deleted from our vendor list. 2.0 Term of Contract The term of this contract shall be for a period of one (1) year beginning as of the date of its execution. The contract may be extended for two (2) additional one(1) year periods. Should the vendor desire to extend the contract , it must do so by notifying the City in writing no later than sixty (60) days before the expiration of the prior term. Such notifications shall be effective upon actual receipt by the City. Renewals shall be in writing and signed by the City's Purchasing Manager & City Manager or his designee, without further action by the Laredo City Council, subject to and contingent upon appropriation of funding therefore. All annual contracts shall be bound by the terms of the bid documents. The City shall also have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month to month basis, not to exceed 3 months. Said month to month extensions shall be in writing, signed by City's Purchasing Manager & City Manager or his designee, and shall not require City Council approval, subject to and contingent upon appropriation of funding thereof. 3.0 The City reserves the right to renew or rebid this contract, if the appropriated funds initially approved by City Council before the contract expiration date. The City of Laredo reserves the right

to cancel the contract if the price increase is deemed excessive; a new contract vendor will be selected on the basis of competitive bids. When the contractor cannot abide by the terms and conditions of this contract, then the City reserves the right to purchase on the open market, and charge the contractor the difference between the contract price and the open market purchase price constitute a total breach of this contract, and shall be cause for termination. - In the event that a price increase is deemed excessive by the Purchasing Division, this contract will be canceled and new bids solicited. The City of Laredo reserves the right to purchase supplies offered through special promotional campaigns when special offers or bonus items provide more favorable prices than the discount bid. The City's net price shall be F.O.B., City of Laredo facilities, freight pre-paid, inside delivery to specific operations and offices. 4.0 Measurements. Vendor will measure all Public Works employees on site in order to obtain the correct sizes.

3 Pants 48 x 30, 31, 32 Red-Kap PT50 and/or PT10 Navy - See attachment A for pictures of items

Quantity: 30 UOM: EA Price: $21.00 Total: $630.00

Manufacturer: Red-Kap or approved equal

Manufacturer #: PT50 - PT10 or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

4 Pants 46 x 30, 31, 32 Red-Kap PT50 and/or PT10 Navy -See attachment A for pictures of items

Quantity: 30 UOM: EA Price: $20.70 Total: $621.00

Manufacturer: Red-Kap or approved equal

Manufacturer #: PT50 - PT10 or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

5 Pants 44 x 30, 31, 32, 33 Red-Kap PT50 and/or PT10 Navy -See attachment A for pictures of items

Quantity: 35 UOM: EA Price: $20.70 Total: $724.50

Manufacturer: Red-Kap or approved equal

Manufacturer #: PT50 - PT10 or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

6 Pants 40 & 42 x 30, 31, 32, 33 Red-Kap PT50 and/or PT10 Navy -See attachment A for pictures of items

Quantity: 60 UOM: EA Price: $20.70 Total: $1,242.00

Manufacturer: Red-Kap or approved equal

Manufacturer #: PT50 - PT10 or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

7 Pants 38 x 31, 32, 33, 34 Red-Kap PT50 and/or PT10 Navy - See attachment A for pictures of items

Quantity: 225 UOM: EA Price: $20.70 Total: $4,657.50

Manufacturer: Red-Kap or approved equal

Manufacturer #: PT50 - PT10 or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

8 Pants 34 35 36 x 32, 33, 34, 35 Red-Kap PT50 and/or PT10 Navy -See attachment A for pictures of items

Quantity: 100 UOM: EA Price: $20.60 Total: $2,060.00

Manufacturer: Red-Kap or approved equal

Manufacturer #: PT50 - PT10 or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

9 Pants 30 31 32 x 28, 30, 31, 32 Red-Kap PT50 and/or PT10 Navy - See attachment A for pictures of items

Quantity: 40 UOM: EA Price: $20.60 Total: $824.00

Manufacturer: Red-Kap or approved equal

Manufacturer #: PT50 - PT10 or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

10 Pants 26 27 28 x 28, 30, 31, 32 Red-Kap PT50 and/or PT10 Navy -See attachment A for pictures of items

Quantity: 40 UOM: EA Price: $20.60 Total: $824.00

Manufacturer: Red-Kap or approved equal

Manufacturer #: PT50 - PT10 or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

11 Size 5XL Long Sleeve Work Shirt (Light Blue) Red-Kap or approved equal -See attachment A for pictures of items
With Patch with City of Laredo Public Works on the left and Patch with Name of Employee on the right
No City Logo

Quantity: 20 UOM: EA Price: $20.00 Total: $400.00

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

12 4XL Long Sleeve Work Shirts (Light Blue) Red-Kap or approved equal -See attachment A for pictures of items
With Patch with City of Laredo Public Works on the left and Patch with Name of Employee on the right
No City Logo

Quantity: 20 UOM: EA Price: $20.00 Total: $400.00

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

13 3XL Long Sleeve Work Shirts (Light Blue) Red-Kap or approved equal -See attachment A for pictures of items
With Patch with City of Laredo Public Works on the left and Patch with Name of Employee on the right
No City Logo

Quantity: 15 UOM: EA Price: $20.00 Total: $300.00

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

14 2XL Long Sleeve Work Shirts (Light Blue) Red-Kap or approved equal -See attachment A for pictures of items
With Patch with City of Laredo Public Works on the left and Patch with Name of Employee on the right
No City Logo

Quantity: 55 UOM: EA Price: $20.00 Total: $1,100.00

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

15 XL Long Sleeve Work Shirts (Light Blue) Red-Kap or approved equal -See attachment A for pictures of items
With Patch with City of Laredo Public Works on the left and Patch with Name of Employee on the right
No City Logo

Quantity: 40 UOM: EA Price: $19.50 Total: $780.00

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

16 Large Long Sleeve Work Shirts (Light Blue) Red-Kap or approved equal -See attachment A for pictures of items
With Patch with City of Laredo Public Works on the left and Patch with Name of Employee on the right
No City Logo

Quantity: 255 UOM: EA Price: $19.50 Total: $4,972.50

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

17 Medium Long Sleeve Work Shirts (Light Blue) Red-Kap or approved equal -See attachment A for pictures of items
With Patch with City of Laredo Public Works on the left and Patch with Name of Employee on the right
No City Logo

Quantity: 85 UOM: EA Price: $19.50 Total: $1,657.50

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

18 Small Long Sleeve Work Shirts (Light Blue) Red-Kap or approved equal -See attachment A for pictures of items
With Patch with City of Laredo Public Works on the left and Patch with Name of Employee on the right
No City Logo

Quantity: 40 UOM: EA Price: $19.50 Total: $780.00

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

19 2XL Long Sleeve Work Shirts (White) Red-Kap or approved equal -See attachment A for pictures of items
With Embroidery, City of Laredo Public Works on the left and Name of Employee on the right
no City logo

Quantity: 15 UOM: EA Price: $20.00 Total: $300.00

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

20 XL Long Sleeve Work Shirts (White) Red-Kap or approved equal -See attachment A for pictures of items
With Embroidery, City of Laredo Public Works on the left and Name of Employee on the right
no City logo

Quantity: 20 UOM: EA Price: $20.00 Total: $400.00

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

21 Medium Long Sleeve Work Shirts (White) Red-Kap or approved equal -See attachment A for pictures of items
With Embroidery, City of Laredo Public Works on the left and Name of Employee on the right
no City logo

Quantity: 15 UOM: EA Price: $19.50 Total: $292.50

Manufacturer: Red-Kap or approved equal

Item Notes: If offering alternative brand, please include brand, model number, and specifications for each item. You can also submit pictures and more detail specifications under response attachment tab. Unit price shall include all costs, merchandise, set-up, production, discounts and any additional charges (freight, die charges, etc.) Items needs to be the same as specifications or approved equal, all need to be approved by City of Laredo Public Works.

Response Total: $22,965.50

City of Laredo

City Council

Meeting Date: 11/17/2025 **Resolution 43.**

SUBJECT
A Resolution of the City of Laredo, Texas to cast all 1,039 votes for Council Member Gilbert Gonzalez, the City of Laredo's candidate to the Webb County Appraisal District Board of Directors 2026-2029 Year Term commencing on January 1, 2026 as per passage of Senate Bill 2 of the 88th Legislature in 2023 and Section 6.03 of the Texas Property Tax Code; and directing the City Secretary to transmit a copy of this resolution to the Chief Appraiser of the Webb County Appraisal District before December 15, 2025.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

PREVIOUS COUNCIL ACTION
On October 6, 2025, City Council approved Resolution 2025-R-233 to nominate Council Member Gilbert Gonzalez as the City of Laredo's candidate to serve on the Webb County Appraisal District Board of Directors 2026-2029 Year Term commencing on January 1, 2026.

BACKGROUND
With the passage of Senate Bill 2 and under its provisions, the Terms are now staggered and two (2) of the five (5) directors served a one-year term, and three (3) of the five (5) directors served a three-year term, and the candidates selected began their term in January 1, 2025. The City of Laredo's Board Member was selected to serve a one-year term starting on January 1, 2025 and will now serve a four year term commencing January 1, 2026. The Chief Appraiser of the Appraisal District must submit the total number of votes to each taxing unit eligible to vote for the Board of Directors.

Before October 15, 2025, the City Council must nominate and deliver to the Chief Appraiser the name/s of those person/s nominated. This year, the City is entitled to 1,039 votes that may be used to elect one to five candidates. The number of votes is determined by the percentage of the City's 2024 tax levy in relation to all other tax levies within the Webb County Appraisal District. The Property Tax Code allows the City to nominate one person per position up to a total of five. Each person will be placed on the ballot. Before December 15, 2025, the council must cast its 1,039 votes in any manner it wishes for those individuals listed on the ballot provided by the Chief Appraiser. The board members will oversee the operations of the Webb County Appraisal District.

Voting Entitlement for Taxing Units is as follows:

Entity	2024 TAX LEVY	PERCENTAGE OF VOTING ENTITLEMENT	NUMBER OF VOTES (1)
Webb County	$124,780,069	22.937%	1,165
United ISD	$199,316,756	36.638%	1,884
City of Laredo	$119,080,206	21,889%	1,039
Laredo ISD	$ 36,178,859	6.650%	314
Webb ISD	$ 6,941,194	1.276%	71
City of Rio Bravo	$ 584,586	0.107%	4
City of El Cenizo	$ 363,098	0.067%	5
Laredo College (2)	$ 56,773,880	10.436%	519
TOTAL TAX LEVY	$544,018,648	100%	5,000

On October 22, 2025, the City received the 2025 Board of Directors Election Official Ballot from the Robert J. Peregoy, Chief Appraiser of the Webb County Appraisal District listing the following candidates:

Gilbert Gonzalez
Aliza F. Oliveros

COMMITTEE RECOMMENDATION
Not Applicable.

STAFF RECOMMENDATION
Approve Resolution to cast 1,039 votes for Council Member Gilbert Gonzalez as the City of Laredo's candidate to serve on the Webb County Appraisal District's Board of Directors 2026-2029 Year Term.

Fiscal Impact

Fiscal Year:	Click or tap here to enter text.
Budgeted Y/N?:	Click or tap here to enter text.
Source of Funds:	Click or tap here to enter text.
Account #:	Click or tap here to enter text.
Change Order: Exceeds 25% Y/N:	Click or tap here to enter text.

FINANCIAL IMPACT:
There is no financial impact to the City.

RESOLUTION 2025-R-257

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS TO CAST 1,039 VOTES FOR COUNCIL MEMBER GILBERT GONZALEZ AS THE CITY OF LAREDO'S CANDIDATE TO THE WEBB COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS 2026-2029 YEAR TERM COMMENCING ON JANUARY 1, 2026 AS PER THE PASSAGE OF SENATE BILL 2 OF THE 88TH LEGISLATURE IN 2023 AND SECTION 6.03 OF THE TEXAS PROPERTY TAX CODE; AND DIRECTING THE CITY SECRETARY TO TRANSMIT A COPY OF THIS RESOLUTION TO THE CHIEF APPRAISER OF THE WEBB COUNTY APPRAISAL DISTRICT BEFORE DECEMBER 15, 2025.

WHEREAS, pursuant to the passage of Senate Bill 2 of the 88th Legislature in 2023 and Section 6.03 of the Property Tax Code, the City of Laredo has received notice on August 27, 2025 from the Chief Appraiser of the Webb County Appraisal District of the 1,039 number of votes to which the City of Laredo is entitled to; and

WHEREAS, On October 6, 2025, City Council approved Resolution 2025-R-233 nominating Council Member Gilbert Gonzalez as the City of Laredo's candidate to the Webb County Appraisal District Board of Directors for the term commencing on January 1, 2026; and

WHEREAS, On October 22, 2025, we received the Official Voting Ballot from the Chief Appraiser of the Webb County Appraisal District naming all candidates for the 2025 Board of Directors Election; and

WHEREAS, The City is entitled to cast 1,039 votes in total for one or more of the nominated candidates listed in the ballot.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

1. The City of Laredo City Council casts its votes on the official ballot of nominees for the Webb County Appraisal District Board of Directors as follows:

    1. Name: Gilbert Gonzalez
       Votes Cast: 1,039

2. A copy of this resolution shall be deliver to Robert J. Peregoy, Chief Appraiser of the Webb County Appraisal District, by or on behalf of the Mayor before December 15, 2025 or as soon thereafter as possible.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS THE _____ DAY OF NOVEMBER 2025.

_____
DR.VICTOR D. TREVINO, MAYOR

ATTEST:

_____
MARIO I. MALDONADO, JR.
CITY SECRETARY

APROVED AS TO FORM:

BY: _____
DOANH “ZONE” T. NGUYEN
CITY ATTORNEY

WEBB COUNTY APPRAISAL DISTRICT
3302 CLARK BOULEVARD
LAREDO, TEXAS 78043-3346
PHONE: (956)718-4091 FAX: (956)718-3041

October 22, 2025

Ms. Dora Maldonado, Tax Assessor & Collector
City of Laredo
1102 Bob Bullock Loop
Laredo, Texas 78043

Re: **2025 BOARD OF DIRECTORS ELECTION**
OFFICIAL VOTING BALLOT

Dear Ms. Maldonado:

Introduction

On August 27, 2025, you were notified of the 2025 Webb County Appraisal District Board of Director's Election pursuant to Section 6.0301 of the Texas Property Tax Code. The governing bodies of the taxing units participating in the Appraisal District for the 2026-2029 term are the City of Laredo and United Independent School District. The letter included Director candidate eligibility requirements and information, a voting entitlement schedule, and an election planning calendar. As a courtesy, I have enclosed an updated schedule and calendar for easy access and reference.

Official Ballot

Before October 30th, the Chief Appraiser is required to accept, list, and deliver candidate nomination information to the taxing units for the two (2) of the five (5) Board positions of the Appraisal District. **The candidates are listed alphabetically in a prepared ballot as required by law.** The Official Voting Ballot is enclosed for your reference and action. **Please take action, by resolution, to cast your voting entitlement for the candidates listed on the ballot and forward the resolution to the Chief Appraiser by the deadline, as required by State law.**

The submission deadline for the voting resolution is before December 15, 2025, or sooner. Additionally, for your review and consideration, enclosed is a copy of a sample resolution.

Next Step

The Chief Appraiser has completed the voting ballot notification requirements with this letter. Your next step is to proceed with **casting your voting entitlement** for the candidate(s) listed on the "Official Voting Ballot" for submission, **by resolution, from your governing body** to the Chief Appraiser **before December 15, 2025, or sooner. Please reference your taxing unit's total number of voting entitlement for this election process**.

Election Results

Upon receiving the taxing unit's voting resolution, the Chief Appraiser shall count the votes, declare the two (2) candidates appointed and submit the results to the taxing units and candidates **before December 31st. The two (2) candidates with the largest cumulative vote totals are the appointed Board members.** Pursuant to State law, the Chief Appraiser will resolve a tie vote by any method of chance. **Two (2) appointed directors will serve a term of four (4) years (Beginning January 1, 2026, and ending December 31, 2029).**

Conclusion

Thank you for your attention to this Board selection process. Please note that I am available to your governing body or administration if your agency desires my assistance or a presentation. I am awaiting your action and response, **by resolution, before the December 15th deadline pursuant to State law.**

Sincerely,

Bobby Peregoy
Chief Appraiser

WEBB COUNTY APPRAISAL DISTRICT
3302 CLARK BOULEVARD
LAREDO, TEXAS 78043-3346
PHONE: (956)718-4091 FAX: (956)718-3041

2025 BOARD OF DIRECTORS ELECTION
OFFICIAL VOTING BALLOT

Taxing Unit: _____

Voting Entitlement: _____

CANDIDATE	NUMBER OF VOTES
GILBERT GONZALEZ	_____
ALIZA F. OLIVEROS	_____
TOTAL VOTE CAST:	_____

Please complete and submit this form to the Webb County Appraisal District along with the resolution once your government unit has taken action.

Completed By: _____
Print Name

Signature: _____ Date: _____

WEBB COUNTY APPRAISAL DISTRICT
3302 CLARK BOULEVARD
LAREDO, TEXAS 78043-3346
PHONE: (956)718-4091 FAX: (956)718-3041

2025 BOARD OF DIRECTORS ELECTIONS
PLANNING CALENDAR

DATE	STATUS	EVENT
Before October 1st	**COMPLETED 8/27/2025**	Chief Appraiser shall calculate and deliver written notice of voting entitlement to each taxing unit entitled to vote on Appraisal District Director positions.
Before October 15th	**COMPLETED 10/15/2025**	Each taxing unit entitled to vote may nominate **by resolution** adopted by its governing body one candidate for each positions to be filled on the Appraisal District Board of Directors. **You may nominate up to 5 candidates.** Resolution must be submitted to the Chief Appraiser by the deadline.
Before October 30th	**COMPLETED 10/22/2025**	Chief Appraiser shall prepare a ballot listing the candidates alphabetically whose names were timely submitted and deliver it to the presiding officer of the governing body of each taxing unit.
Before December 15th	_____	The governing body of each taxing unit entitled to vote shall select its candidate(s) and cast its votes **by resolution** and submit it to the Chief Appraiser by the deadline.
Before December 31st	_____	The Chief Appraiser shall count the votes, declare the five candidates and submit the results to the governing body of each taxing unit and to the candidates. **The Chief Appraiser shall resolve a tie vote by any method of chance**

WEBB COUNTY APPRAISAL DISTRICT
2025 BOARD OF DIRECTOR'S ELECTION

VOTING ENTITLEMENTS FOR TAXING UNITS

ENTITY	2024 TAX LEVY	PERCENTAGE OF VOTING ENTITLEMENT	NUMBER OF VOTES (1)
Webb County	$124,780,069	22.937%	1165
United ISD	$199,316,756	36.638%	1884
City of Laredo	$119,080,206	21.889%	1039
Laredo ISD	$36,178,859	6.650%	314
Webb CISD	$6,941,194	1.276%	71
City of Rio Bravo	$584,586	0.107%	4
City of El Cenizo	$363,098	0.067%	5
Laredo College (2)	$56,773,880	10.436%	519
TOTAL TAX LEVY	$544,018,648	100%	5000

(1) Voting Entitlements for the Taxing Entities for electing five members to the Webb County Appraisal District Board of Directors.
(2) Effective June 14, 2013 Junior College Districts were allowed to particpate in the election process.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 44.**

SUBJECT
Consideration to select and negotiate FY25-074 professional consulting services contract with the top two scorers, GHD, Auburn, CA and E-Source, Boulder, CO for an assessment study for the Utility Advanced Metering Infrastructure/Automated Meter Reading System and Customer Information System (CIS) Solution Evaluation. This assessment will produce a clear migration roadmap and present the best solution for the Utilities Department to advance its metering modernization and digital water transformation.

GHD
E-Source
Utility Solution Partners
Berry, Dunn, McNeil & Parker, LLC
Schmidt Utility Advisors, LLC
LER Advanced Utility Solutions

PREVIOUS COUNCIL ACTION
None

BACKGROUND
The City received six (6) proposals through Cit-E-Bid. The City of Laredo Utilities Department issued a Request for Qualifications (RFQ) for professional consulting services to conduct an assessment study for the proposed AMI/AMR System and CIS System. The RFQ was publicly advertised and posted in accordance with the City's procurement policies. Funding is available through the Utilities Department.

In determining the best value for the City of Laredo, the following factors were considered by the Utilities Department, in accordance with corresponding weights, in evaluating the proposals:

Description	Maximum Points
Experience and Qualifications	25
Understanding of Utility Constraints and Evolutionary Needs	20
Quality and Feasibility of Project Approach	25
Financial and Strategic Value	15
References and Past Performance	15
Total	100

Average Scoring Summary:

Vendors	Evaluation Score
GHD	88.33

E-Source	80.83
Utility Solution Partners	65.00
Berry, Dunn, McNeil & Parker, LLC	55.00
Schmidt Utility Advisors, LLC	45.83
LER Advanced Utility Solutions	43.33

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating: Moderate - Indirectly supports or contributes to the intent of a verbatim goal or policy from the Viva Laredo Plan.

Supporting goal(s)/policy(ies): Here are relevant excerpts from the Viva Laredo Plan that connect to the agenda item:

•“Laredo is looking to the future with a resolve to diversify its economy, increase employment opportunities, celebrate its history and unique culture, improve the health of its residents, improve affordability, and upgrade its quality of life.” (Page unspecified) vivalaredo+2City of Laredo+2
Relevance: The infrastructure modernization of utilities supports “upgrade its quality of life” and can facilitate economic diversification by improving a foundational service.

•In the Able City summary: “…The working group focused on the following areas: … Infrastructure; Environmental and Natural Resources Education; Technology and Communications…” Able City
Relevance: The agenda item deals with technology (Advanced Metering Infrastructure) and infrastructure (utilities), aligning with the “Infrastructure … Technology and Communications” focus.

•From the Plan & Policy Review summary: “The city’s comprehensive plan provides the basis for public policy in Laredo regarding physical and economic development. Viva Laredo establishes priorities for public-sector action…” visionzerowebblaredo.com+1
Relevance: The agenda item is about a public sector action (utility system modernization) that is consistent with establishing priorities in the City plan.

Note: I was unable to locate a verbatim goal or policy statement that explicitly mentions utility metering infrastructure, CIS systems, or digital water transformation in the publicly accessible segments of the Viva Laredo Plan. Therefore, the above links are to broader vision statements and focus areas rather than specific numbered policies.

Summary of alignment: The agenda item proposes awarding a professional consulting services contract to perform an assessment study for modernizing the utilities department’s metering infrastructure (AMI/AMR) and customer information system (CIS). This study aims to produce a migration roadmap and recommend the best solution to advance digital water transformation, which inherently improves system efficiency, data transparency, operational performance, and potentially customer service and affordability over time.

This aligns moderately with the Viva Laredo plan because:

•It contributes to upgrading the City’s infrastructure and technology systems, thereby advancing the Plan’s vision of improving quality of life, leveraging infrastructure/technology, and supporting public-sector modernization.
•It is a forward-looking investment in utilities that underpins the long-term sustainability and efficiency

of services, which is in line with the Plan's focus on infrastructure and technology

•However, because the Plan does not state a specific policy that mentions advanced metering, digital CIS systems, or utility metering modernization by name, the alignment is indirect rather than "Strong-Directly supports a clearly stated and verbatim goal or policy."

In broader planning themes: This initiative intersects with sustainability (through efficient utility operations and potential water loss reduction), equity (modern metering systems can support fairer billing and transparency), and economic development (reliable utilities are foundational for growth and business attraction). It also touches on service modernization/innovation which is increasingly relevant for municipal governance.

Given the evidence, the selected level of alignment - Moderate - is justified.

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
It is recommended that the contract be awarded.

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	Waterworks and Sewer Construction Funds
Account #:	557-4150-538-8572 (Water) 559-4240-538-8572 (Sewer)
Change Order: Exceeds 25% Y/N:	N

FINANCIAL IMPACT:
None

FY25-074 Addendum 3

GHD

Supplier Response

Event Information

Number:	FY25-074 Addendum 3
Title:	FY25-074 Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation - Utilities Department
Type:	Request For Qualifications
Issue Date:	7/24/2025
Deadline:	8/25/2025 05:00 PM (CT)
Notes:	**Vendors/contractors submitting hand-delivered bids to the City Secretary's Office on the due date must allow sufficient time for check-in at the City Hall reception desk. The City is not responsible for any delays caused by the check-in process. Bids will not be accepted after the specified deadline, regardless of circumstances. Please plan accordingly to ensure timely submission. The City of Laredo reserves the right to reject any and all proposals, and to waive any minor irregularities.**

******If the bidder submits both an electronic proposal and a properly

completed manual proposal, the Purchasing Division will use the electronic proposal. If the bidder submits an electronic proposal and a manual proposal that is not complete, the Purchasing Division will use the electronic proposal.**********

Proposals forms can be downloaded and printed through Cit-E-Bid. *****Mailed Proposals (i.e. USPS, FedEx, UPS), telegraphic, or facsimile proposals will not be considered.********

Contact Information

Contact: Enrique Aldape III
Address: Purchasing Division
Public Works Service Center
5512 Thomas Avenue
Laredo, TX 78041
Phone: 956 (794) 1733
Fax: 956 (790) 1805
Email: ealdape@ci.laredo.tx.us

GHD Information

Contact: Richard Patrick Relyea
Address: 263 Greenfield Ave Auburn, CA 95603
AUBURN, CA 95603
Phone: (916) 205-6510
Email: richard.relyea@ghd.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Richard Patrick Relyea
Signature

Richard.relyea@ghd.com
Email

Submitted at 8/25/2025 11:55:31 AM (CT)

Supplier Note

On behalf of the GHD team, we are pleased to submit our proposal to support the City of Laredo in conducting a Feasibility Study for the Community Water & Energy Resource Center. This proposal reflects our team's deep commitment to helping Laredo advance toward a resilient, data-driven utility of the future. Backed by decades of industry leadership, local expertise, and proven results across metering modernization, non-revenue water reduction, and digital transformation, our approach integrates practical innovation with community needs. Together with our partners Ardurra and Liquid Studio Group, we bring a field-tested, vendor-neutral strategy that blends advanced analytics, stakeholder engagement, and scalable implementation to ensure Laredo's long-term operational and financial sustainability. Kind regards, Freddie Guerra

Response Attachments

GHD - City of Laredo - Feasibility Study - Proposal - FINAL.pdf

On behalf of the GHD team, we are pleased to submit our proposal to support the City of Laredo in conducting a Feasibility Study for the Community Water & Energy Resource Center. This proposal reflects our team's deep commitment to helping Laredo advance toward a resilient, data-driven utility of the future. Backed by decades of industry leadership, local expertise, and proven results across metering modernization, non-revenue water reduction, and digital transformation, our approach integrates practical innovation with community needs. Together with our partners Ardurra and Liquid Studio Group, we bring a field-tested, vendor-neutral strategy that blends advanced analytics, stakeholder engagement, and scalable implementation to ensure Laredo's long-term operational and financial sustainability. Kind regards, Freddie Guerra

Bid Attributes

1	**Questionnaire Description** "The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct ".
2	**Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid** GHD, Inc. Freddie Guerra 1755 Wittington Place, Suite 500, Dallas, TX 75234 USA

3	**State how long under has the business been in its present business name** 110 Years
4	**If applicable, list all other names under which the Business identified above operated in the last five years** N/A
5	**State if the Company is a certified minority business enterprise** The below information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company.
6	**Questions Part 1** 1) Is any litigation pending against the Business? 2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? 3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting? 4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? 5) Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business at default? No
7	**Questions Part 2** 1) Is the Business in arrears in any contract or debt? 2) Has the Business been a defaulter, as a principal, surety, or otherwise? 3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason? No
8	**State if the Company is a certified minority business enterprise** This company is not a certified minority business
9	**Conflict of Interest Disclosure** A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of $250.00 or more to the listed City of Laredo officer (s) or certain family members. The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor. The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict forms.htm. The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include: 1. Mayor 2. Council Members 3. City Manager 4. Members of the Fire Fighters and Police Officers Civil Service Commission. 5. Members of the Planning and Zoning Commission. 6. Members of the Board of Adjustments 7. Members of the Building Standards Board 8. Parks & Leisure Advisory Committee Member, 9. Historic District Land Board Member, 10. Ethics Commission Board Member, 11. The Board of Commissioners of the Laredo Housing Authority 12. The Executive Director of the Laredo Housing Authority 13. Any other City of Laredo decision making board member If additional information is needed please contact Enrique Aldape III, Interim Purchasing Agent at 956-794-1733.

10	**Conflict of Interest Questionnaire Form CIQ** For vendor or other person doing business with local governmental entity. This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.
11	**Conflict of Interest Questionnaire** Vendor is required to submit Conflict of Interest Form for bid to be considered complete. Have you submitted your completed Conflict of Interest Form with your response? Yes
12	**Disclosure Form** For details on use of this form, see Section 4.01 of the City's Ethics Code.
13	**Question 1. Name of person submitting this disclosure form** Please include First Name, Middle Initial, Last Name and Suffix (if applicable) Freddie Guerra
14	**Question 2. Contract Information** Please include the following: a)Contract or Project Name b)Originating Department Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation - Utilities Department FY25-074
15	**Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)** Freddie Guerra, GHD
16	**Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3.** Not Applicable
17	**Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3** If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section. GHD Holdings U.S. LLC
18	**Question 5. List any individuals or entities that will be subcontractors on this contract** Not Applicable
19	**Question 5. List any individuals or entities that will be subcontractors on this contract** If you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors in this section. *No response*

20 **Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract**

Not Applicable

21 **Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract**

If selected Not Applicable on question 6, please skip this section. If it applies to you. please list attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.

No response

22 **Question 7. Disclosure of political contributions**

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than $100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections. a) Any individual seeking contract with the city (Question 3) b) Any owner of officer of entity seeking contract with the city (Question 3) c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4) d) Any subcontractor or owner/office of subcontracting entity for the contract (Question 5) e) The spouse of any individual listed in response to (a) through (d) above f) Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

Not Applicable

23 **Question 7. Disclosure of political contributions**

If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.

No response

24 **Updates on contributions required**

Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

25 **Question 8. Disclosure of Conflict of Interest**

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials?

I am not aware of any conflict of interest

26 **8. Disclosure of Conflict of Interest**

If you selected I am aware of conflict of interest is question 8, please list them in this section.

No response

27 **Question 9. Updates Required**

I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been awarded.

☑ I have read and understand this section

28	**Question 10. No Contact with City Officials or Staff during Contract Evaluation** I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contacting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released. This no-contact provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact shall take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration. ☑ I have read and understand this section
29	**Question 11. Conflict of Interest Questionnaire (CIQ)** Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary. ☑ I have acknowledge that I have been advised
30	**Question 11. Oath** Please complete in this section the required information for your company: 1) Name 2) Title 3) Company or DBA 4) Date Freddie Guerra, Digital Water Market Lead, GHD Inc., 8/13/2025
31	**Question 12. Oath** I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete. ☑ I swear or affirm information is correct
32	**Company Information Questionnaire** ☑ I have completed this section
33	**Conflict of Interest Questionnaire** ☑ I have completed this section
34	**Non-Collusive Affidavit** ☑ I have completed and included this form
35	**Discretionary Contracts Disclosure** ☑ I have completed this section

36 **Certificate of Interested Parties (Form 1295)**

In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the State of Texas website, please use this link provided, https://www.ethics.state.tx.us/tec/1295-Info.htm. Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295): In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295. Filing Process: Staring on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract. The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency. Information regarding how to use the filing application will be available on this site starting on January 1, 2016. Additional Information: HB 1295 Certificate of Interested Parties (Form 1295) New Chapter 46, Ethics Commission Rules: 46.1. Application 46.3. Definitions 46.5. Disclosure of Interested Parties Form In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract.

☑ I will comply with this form

37 **Terms and Conditions for Request for Qualifications**

- **GENERAL TERMS AND CONDITIONS FOR STATEMENT OF QUALIFICATIONS**

1. GENERAL CONDITIONS Interested firms (Respondents) are required to submit statements upon the following expressed conditions: A. Respondents shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a Respondent to request additional compensation. B. Respondents shall make all investigations necessary to thoroughly inform themselves regarding the services being requested. No pleas of ignorance by the Respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Respondent to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the Respondent. C. Respondents are advised that City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.

2. PREPARATION OF SUBMITTALS Submittals shall be prepared in accordance with the following: A. For hand delivered submittals only, all information required by the RFQ form shall be furnished. The Respondent shall print or type the business name and manually sign the schedule. For Electronic submittals, this information shall be submitted electronically on Cit-E-Bid system. If vendor submits both manual and electronic bids, the electronic bid will replaced the manual bid and shall be considered the only valid bid. B. Alternate Proposals will not be considered unless authorized by the invitation for proposals or any applicable addendum.

3. DESCRIPTION OF SUPPLIES Not applicable for this request.

4. SUBMISSION OF HAND DELIVERED STATEMENTS A. Statement of qualifications and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the opening.

B. Unless otherwise noted on the Notice to Respondents cover sheet, all hand delivered statements of qualifications must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street, Laredo, Texas 78040. C. SOQ forms can be downloaded and printed through Cit-E-Bid. **Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, emails or facsimile bids will not be considered**. D. The City shall pay no costs or other amounts incurred by any entity in responding to this RFQ, or as a result of issuance of this RFQ.

5. REJECTION OF STATEMENT OF QUALIFICATIONS. The City may reject an SOQ if: A. Respondent misstates or conceals any material fact in the SOQ. B. SOQ does not strictly conform to the law or the requirements of the SOQ. C. Respondent is in arrears on existing contracts or taxes with the City of Laredo. D. In the event that a Respondent is delinquent in the payment of City of Laredo taxes on the day the SOQ is opened, including state and local taxes, such fact may constitute grounds for rejection of the SOQ or cancellation of the contract. A Respondent is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes E. No SOQ submitted herein shall be considered unless the Respondent warrants that, upon execution of a contract with the City of Laredo, Respondent will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Respondent will submit such reports as the City may therefore require assuring compliance with said practices. F. The City may reject all SOQs or any part of an SOQ whenever it is deemed necessary.

6. WITHDRAWAL OF STAMENT OF QUALIFICATIONS SOQs may not be withdrawn after they have been publicly opened, unless approved by the City Council.

7. LATE PROPOSALS OR MODIFICATIONS SOQs and modifications received after the time set for the proposal receiving deadline will not be considered. Late proposals will be returned to the Respondent unopened.

8. CLARIFICATIONS OR OBJECTION TO STATEMENT OF QUALIFICATIONS If any person contemplating submitting an SOQ for this contract is in doubt as to the true meaning of the specifications, or other SOQ documents or any part thereof, they may submit to the City Purchasing Agent. All requests for information shall be made in writing through email or Question & Response section on Cit-E-Bid system no later than seven (7) days prior to the scheduled date for opening to : CITY OF LAREDO PURCHASING AGENT Jaime Zapata 5512 Thomas Avenue Laredo, TX 78041; email: jezapata@ci.laredo.tx.us Any vendor submitting questions shall make reference to a specific RFQ number, section, page and item of this solicitation. Questions untimely submitted may not elicit a response. It is the bidder's responsibility to follow up and make certain that the request was received. In case there are changes, additions, and/or edits to the original scope, an addendum will be issued by the Purchasing Agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other interpretations of the SOQ during the RFQ process, bidder, or any persons acting on their behalf, shall not contact any City official or employee staff except those specifically designated in this or another subsequent solicitation document. The following sequence of activities must take place in filing a protest: To be performed by protesting Respondent: Within ten (10) calendar days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting Respondent must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest. To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting Respondent of the decision. If the protesting Respondent is not satisfied with the decision of the City Purchasing Officer, such protesting Respondent may appeal to the City Manager of the City of Laredo. If the protesting Respondent cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. All protests must be duly submitted via Certified Mail to: City of Laredo - Purchasing Agent 5512 Thomas Ave. Laredo, Texas 78041.

9. RESPONDENT DISCOUNTS Not applicable for this contract.

- **10. AWARD OF CONTRACT** The selection and award shall be based on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. The firm selected will be the firm which, in the opinion of the City, is the best qualified. The professional fees under the contract may not exceed any maximum established by law. The Respondent shall bear the burden of proof of compliance with the City of Laredo specifications. A duly authorize purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assign purchase order number to avoid any duplication (2 CFR 200.318 (d)). Contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s).
- **11. ENTIRE AGREEMENT**
  (a)All covenants, conditions and agreement contained in the solicitation, are hereby made part of the Agreement to the same extent and with the force as is fully set forth herein. If and to the extent of this

Agreement and the terms of this solicitation and supplier response conflict Terms & Conditions of this solicitation shall control.

12.. PAYMENTS & INVOICING All invoices to the City of Laredo have a 30-day term from receipt of completion of services. All invoices must show the purchase order number and invoices shall be legible. Invoices shall be mailed to the Accounts Payable Office, City Hall, P.O. Box 210, Laredo, Texas 78042. Electronic Funds Transfer (EFT) payments are also available; if electronic payments are preferred, an Electronic Funds Transfer (EFT) Authorization form needs to be completed and returned via e-mail to: jolly@ci.laredo.tx.us . For more information, please contact Mr. Jorge Jolly, Accounts Payable Manager at (956) 791-7328.

13. PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person entity is prohibited from contacting city officials and employees regarding such a contract after a Request for Proposal (RFP), Request for Qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is awarded. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.

14. TITLE VI ASSURANCE The City of Laredo along with the Texas Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S. C. ss 2000d to 2000d-4) and the Regulations, hereby notifies all providers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit Statements of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

15. In accordance to State of Texas, the City of Laredo follows State practices when awarding any and all competitive solicitations:

TEXAS ENGINEERING AND LAND SURVEYING PRACTICE ACTS AND RULES CONCERNING PRACTICE AND LICENSURE
OCCUPATIONS CODE TITLE 6. REGULATION OF ENGINEERING, ARCHITECTURE, LAND SURVEYING, AND RELATED PRACTICES SUBTITLE A. REGULATION OF ENGINEERING AND RELATED PRACTICES CHAPTER 1001. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
CHAPTER 137: COMPLIANCE AND PROFESSIONALISM
SUBCHAPTER C: PROFESSIONAL CONDUCT AND ETHICS
§137.53 ENGINEER STANDARDS OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT

(a) A licensed engineer shall not submit or request, orally or in writing, a competitive bid to perform professional engineering services for a governmental entity unless specifically authorized by state law and shall report to the board any requests from governmental entities and/or their representatives that request a bid or cost and/or pricing information or any other information from which pricing or cost can be derived prior to selection based on demonstrated competence and qualifications to perform the services. (b) For the purposes of this section, competitive bidding to perform engineering services includes, but is not limited to, the submission of any monetary cost information in the initial step of selecting qualified engineers. Cost information or other information from which cost can be derived must not be submitted until the second step of negotiating a contract at a fair and reasonable cost. (c) This section does not prohibit competitive bidding in the private sector.
Source Note: The provisions of this §137.53 adopted to be effective May 20, 2004, 29 TexReg 4878; amended to be effective June 4, 2007, 32 TexReg 2996.

☑ I Agree to the Terms and Conditions

38 **Disqualification & Debarment Certification**

DISQUALIFICATION & DEBARMENT CERTIFICATION By submitting this request for bids, proposal or statement of qualifications, the firm certifies that it is not currently debarred or eligible for debarment from the City of Laredo pursuant to **Ordinance No. 2017-O-098**, and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas. The City will further verify debarment status through use of the federal website SAM.gov. The contract parties are further prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension."

By executing this agreement, the Engineer certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify it eligibility to receive Federal funds and, when requested by the City, to furnish a copy of the certification. Additionally, in accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

The signatory executing this contract on behalf of company verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract. S.B. 252 (V. Taylor/S. Davis) is a bill relating to government contracts with terrorists. The bill provides that: (1) a governmental entity, including a city, may not enter into a governmental contract with a company that is identified on a list prepared and maintained by the comptroller and that does business with Iran, Sudan, or a foreign terrorist organization; and (2) a company that the United States government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, its federal sanctions regime relating to Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition under the bill.

☑ I certify to the terms and conditions

39 **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

☑ I have read and understand this section

40 **Ordinace 2018-O-175**

The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bids for contracts will be evaluated with a 5% preference for local vendors.

No response

41 **Addendum**

The City of Laredo reserves the right to issue addenda to solicitations as necessary. Addenda are used to clarify, revise, or otherwise modify solicitation documents. All submitting parties are responsible for acknowledging receipt of each addendum issued. Failure to acknowledge any issued addendum will result in the submission being returned and considered incomplete.

Important Notice:

- Addendum notifications will be sent to the email address associated with each submission.
- It is the submitting party's responsibility to monitor the provided email address and ensure that all addenda are received and acknowledged.
- Failure to acknowledge any issued addendum will result in the submission being returned and considered incomplete.

☑ Acknowledge

42 **Insurance Terms and Conditions**

INSURANCE REQUIREMENTS

If and when applicable or required by the contract, the successful bidder(s) shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times throughout the term of this contract.

(a) Commercial General Liability insurance at minimum combined single limits of $1,000,000 per-occurrence and $2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations ($1,000,000 products/completed operations aggregate) and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. The general aggregate limit must be at least two (2) times the each occurence limit.

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of $1,000,000 each-occurrence each accident/$1,000,000 by disease each-occurrence/$1,000,000 by disease aggregate.

(c) Commercial Automobile Liability insurance at minimum combined single limits of $1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.

(d) Professional Liability, Errors & Omissions coverage, with minimum limits of $1,000,000 per claim/ $2,000,000 annual aggregate. This coverage must be maintained for at least two years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term of the contract.

(e) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

(f) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of $1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

(g) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as an additional insured with respect to General Liability and Automobile Liability.
2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of

any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(h) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:
1. Sets forth all endorsements and insurance coverage's according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Laredo.

(i) Upon request, Contractor shall furnish The City of Laredo with certified copies of all insurance policies.

(j) Certificates of insurance are always subject to review and approval from the City of Laredo Risk Management.

(k) Specialty certificates and licenses must be inspected and verified for accuracy and validity before award of contract.

(l) Awarded vendor is required to maintain current and active all: certifications, licenses, permits and/or insurance coverages, required to perform work, throughout the duration of this project/contract.

NON-CONSTRUCTION BIDS:
Insurance Requirements
The successful bidder(s) shall furnish the City with a Certificate of Insurance herein required upon execution of the contract and shall maintain said policies in full force and effect at all times during the term of this contract.

(a) Commercial General Liability insurance at minimum combined single limits of $1,000,000 per-occurrence and $2,000,000 general aggregate for bodily injury and property damage, Coverage must be amended to provide for an each-project aggregate limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limit of $1,000,000 each-occurrence each accident/$1,000,000 by disease each-occurrence/$1,000,000 by disease aggregate.

(c) Commercial Automobile Liability insurance at minimum combined single limits of $1,000,000 per-occurrence for bodily injury and property damage, including owned, non- owned, and hired car coverage.

(d) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor. The independent subcontractor performing onsite labor will extend completed operations to additional insured parties.

(e) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of $1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement.

(f) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
1. The City of Laredo shall be named as a primary and non-contributory additional insured with respect to General Liability and Automobile Liability. The additional insured for General Liability shall include operations and completed operations. Completed operation are to be kept in force for a period of 10 years.

2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles. subject to approval by The City of Laredo.
9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(g) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Certificates of insurance shall be accompanied by a copy of each required endorsement including the notice of cancellation or termination provisions to the City of Laredo for each required type of insurance.

(h) Upon receipt of a verified claim and at the request of the City of Laredo. Contractor shall furnish The City of Laredo with certified copies of all required insurance policies.

CONSTRUCTION BIDS:

INSURANCE REQUIREMENTS

When required and specified in the City of Laredo bid specifications, the successful bidder(s) shall furnish the City with Certificate of Insurance herein required upon execution of the contract and shall maintain said policies in full force and effect at all times during the term of this contract.

(i) Commercial General Liability insurance at minimum combined single limits of $1,000,000 per-occurrence and $2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations ($1,000,000 products/ completed operations aggregate), and XCU (Explosion, Collapse, Underground) hazards. Coverage for products/completed operations must be maintained for at least two (2) years after the construction work has been completed. Coverage must be amended to provide for an each-project aggregate limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.

(j) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limit of $1,000,000 each-occurrence each accident/$1,000.000 by disease each-occurrence/$1,000,000 by disease aggregate.

(k) Commercial Automobile Liability insurance at minimum combined single limits of $1,000,000 per-occurrence for bodily injury and property damage, including owned, non- owned, and hired car coverage.

(l) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor. The independent subcontractor performing onsite labor will extend completed operations to additional insured parties.

(m) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of $1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

(n) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as a primary and non-contributory additional insured with respect to

General Liability and Automobile Liability. The additional insured for General Liability shall include operations and completed operations. Completed operation are to be kept in force for a period of 10 years.
2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, Builders Risk, and all liability policies. 13. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
4. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
5. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
6. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
7. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
8. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(o) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Certificates of insurance shall be accompanied by a copy of each required endorsement including the notice of cancellation or termination provisions to the City of Laredo for each required type of insurance.

(p) Upon receipt of a verified claim and at the request of the City of Laredo, Contractor shall furnish The City of Laredo with certified copies of all required insurance policies.

☑ I agree my insurance meets minumum requirements

4 3	**Contract Requirements** **1.CODE OF ETHICS ORDINANCE** Vendors doing business with the City of Laredo shall comply with all provisions of the City of Laredo's Code of Ethics (Ordinance, as amended). Vendors may be required to participate in Code of Ethics trainings. **1.2 PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD** **A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person or entity, is prohibited from contacting city officials and employees regarding such a contract after a Formal Bid, Request for Proposal (RFP), Request for Qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is awarded.** The City of Laredo reserves the right to contact respondents and may require such contact as part of the evaluation process (for presentation, clarification) of bids and/or negotiation of RFP submittal(s) prior to the award of contract. If contact is required, such contact will be done in accordance with provisions of Chapter 252 and 271 of the Texas Local Government Code and procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration. **1.3 NON-COLLUSIVE AFFIDAVIT (Form can be downloaded and submitted through Cit-E-Bid system)** The City may require that vendors submit a Non-Collusive Affidavit. The vendor will be required to state that the party submitting a proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or Person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other Bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the City of Laredo or any person interested in the proposed contract; and that all statements in said proposal or bid are true. **1.4 CONTRACT DISCLOSURE FORMS (This is submitted through Cit-E-Bid system)** The City of Laredo requires the following forms to be completed as a part of this bid for consideration; 1. Company Information Questionnaire, 2. Signed Price Schedule, 3. Conflict of Interest Questionnaire, 4. Non-Collusive Affidavit 5. Discretionary Contracts Disclosure 6. Certificate of Interested Parties (Form 1295) **Upon Award of RFP Only** **1.5 CONFLICT OF INTEREST FORMS (This is submitted through Cit-E-Bid system)** Conflict of Interest Disclosure: A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. **1.6 TEXAS ETHICS COMMISSION (Form 1295, Form can be downloaded and submitted through Cit-E-Bid system)** Certificate of Interested Parties (Form 1295) Implementation of House Bill 1295: In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the state of Texas website, please use this link provided, https://www.ethics.state.tx.us/tec/1295-Info.htm In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract. Changes to Form 1295: Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an "unsworn declaration." ☑ I have read and understand this section

44	**Section I: Experience and Qualifications. (25 Points)** 36.1.1 Demonstrated experience with AMI/AMR and CIS evaluation, planning, and implementation. 36.1.2 Experience working with small-to-medium-sized utilities, especially those undergoing gradual modernization. 36.1.3 Familiarity with both legacy and emerging technologies, including hybrid operational models. ***Documentation shall uploaded onto Cit-E-Bid**** ☑ Yes
45	**Section II: Understanding of Utility Constraints and Evolutionary Needs. (20 Points)** 36.2.1 Clear grasp of challenges faced by utilities transitioning from manual to digital systems. 36.2.2 Approach to managing phased upgrades and transitional coexistence between old and new systems. ***Documentation shall uploaded onto Cit-E-Bid**** ☑ Yes
46	**Section III: Quality and Feasibility of Project Approach. (25 Points)** Proposed methodology for needs assessment, system evaluation, and migration planning. 36.3.1 Realism of proposed implementation timeline, staffing, and financial staging. 36.3.2 Inclusion of stakeholder engagement, workforce training, and long-term support planning. ***Documentation shall uploaded onto Cit-E-Bid**** ☑ Yes
47	**Section IV: Financial and Strategic Value. (10 Points)** 36.4.1 Cost-effectiveness across the project lifespan, not just initial consulting fees. 36.4.2 Inclusion of phased cost models, ROI projections, and external funding strategies ***Documentation shall uploaded onto Cit-E-Bid**** ☑ Yes

48	**Section V: References and Past Performance. (15 Points)** 36.5.1 Documented success with similar projects. 36.5.2 Responsiveness, collaboration quality, and ability to deliver on complex, multi-year initiatives. ***Documentation shall uploaded onto Cit-E-Bid**** ☑ Yes
49	**Addendum # 1 Acknowledgment** See Addendum #1 Change in opening date of RFQ from August 14, 2025 10:00 AM to August 26, 2025 2:00 PM. Upload of Revise RFQ FY25-074. ☑ Acknowledgement
50	**Addendum # 2 Acknowledgment** See Addendum #2 Change in closing date of RFQ from August 13, 2025 5:00 PM to August 25, 2025 5:00 PM. ☑ Acknowledgement
51	**Addendum # 3 Acknowledgement** See Addendum #3 deletion of 34.6 specification from Attachment RFP FY25-074. Refer to Revised FY25-074 dated 8/20/25. ☑ Acknowledgement

Proposal for the

Feasibility Study for Community Water & Energy Resource Center Utilities Department

Submitted to the City of Laredo

August 25, 2025



GHD Inc.
1755 Wittington Place, Ste 500
Farmers Branch Dallas, Texas 75234

Cover Letter

August 25, 2025

City of Laredo – City Secretary
C/O Mario I. Maldonado Jr.
City Hall – Third Floor
1110 Houston Street
Laredo, Texas 78040

RE: Request for Qualifications for the Feasibility Study for Community Water & Energy Resource Center Utilities Department

Dear Mr. Maldonado,

On behalf of GHD and our partner Ardurra and Liquid Studio Group, we are honored to present our team's qualifications to support the City of Laredo in advancing its metering modernization and digital water transformation. Our approach draws from international best practices, local expertise, and a proven record of helping utilities of all sizes achieve meaningful results.

GHD has been at the forefront of developing the **SWAN Global Smart Metering Playbook**, giving us unique insight into the evolution of AMI programs worldwide. By synthesizing lessons learned from some of the largest metropolitan utilities in North America, as well as small- and medium-sized cities with constrained resources, we bring strategies that are scalable, practical, and directly relevant to Laredo's journey.

A key area of focus is our **holistic approach to Non-Revenue Water (NRW)**. Rather than treating meter replacement in isolation, we integrate analytics, targeted retrofits, QA/QC frameworks, and operational practices that address both apparent and real losses. This ensures that investments in AMI deliver sustained improvements in accuracy, financial recovery, and system performance.

Equally important is the ability to **leverage meter data analytics** to maximize the value of AMI. By transforming interval data into actionable insights, the City can proactively detect leaks, identify oversized or under-registering meters, and optimize replacement strategies. This approach not only improves billing accuracy and revenue recovery but also reduces

GHD + Ardurra + Liquid Studio Group Strategic Partnership + AMI

GHD and Ardurra have established a **national strategic partnership** to deliver advanced metering infrastructure (AMI) and digital utility solutions across North America. Together, we combine:

- **Global AMI Leadership** – GHD brings decades of experience in metering strategy, digital transformation, and the development of the *SWAN Global Smart Metering Playbook*.
- **Local Delivery & Responsiveness** – Ardurra provides a strong regional presence with offices across Texas and a long history of supporting the City of Laredo, ensuring hands-on implementation and continuity.
- **Proven AMI Collaboration** – Our teams have partnered on AMI and CIS modernization programs for utilities of all sizes, from Toronto Water and Miami-Dade County to medium-sized cities like Peoria, Jurupa, and Bastrop.
- **Unified Delivery Model** – We provide vendor-neutral guidance, analytics-driven NRW strategies, and practical change management frameworks that accelerate adoption and long-term results.

This partnership is **field-tested**. Together, we bring the right mix of national innovation and local knowledge to help utilities like Laredo **successfully modernize metering systems, reduce non-revenue water, and create a scalable path toward intelligent water operations.**

operational costs, enhances conservation efforts, and prioritizes high-value corrective actions. For Laredo, data-driven decision-making will translate into measurable cost savings, improved efficiency, and long-term financial sustainability.

Our commitment is also deeply **local**. With offices in Dallas, Houston, and Austin, along with Ardurra's and Liquid Studio Group's long-standing presence in Laredo, we are familiar with the City's water system, growth pressures, and operational needs. This blend of global insight and local knowledge enables us to design right-sized solutions that respect the City's culture, resources, and long-term vision.

GHD and Ardurra have the resources and expertise to complete the project within 90 days if required. However, we recommend the City consider **a 120-day schedule to allow for enhanced planning, stakeholder coordination, and risk mitigation**. This additional time provides space to validate assumptions, refine integration strategies, and ensure a smoother overall deployment — ultimately delivering stronger long-term outcomes for Laredo.

Together, the GHD team offers Laredo more than technical expertise – we provide a trusted partnership. Our team understands your operations, has guided similar utilities through complex transitions, and will deliver a roadmap that reduces risk, enhances customer trust, and positions the City for the next generation of intelligent water management.

We appreciate your consideration and look forward to discussing how we can help Laredo leverage metering analytics and global best practices to build a resilient, future-ready utility.

Respectfully,



Freddie Guerra | Project Manager

+1 214 907-8138 | Freddie.Guerra@ghd.com

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Section 1: Experience and Qualifications

GHD – Industry Leader in AMI

GHD brings decades of leadership, innovation, and knowledge in AMI, supporting utilities across North America and globally through the entire AMI life cycle – from strategic planning and procurement to implementation, integration, and long-term optimization. Our AMI Consulting Services practice is purpose-built to help utilities transition from legacy metering and data collection systems to intelligent, adaptive platforms that improve service reliability, operational efficiency, and customer satisfaction.

As utilities modernize, GHD understands that the next evolution of AMI – AMI 2.0 and beyond – is not just about automating meter reads. It is about leveraging real-time data to reshape how utilities manage infrastructure, engage customers, and respond to dynamic environmental and operational challenges.

GHD is Advancing the Future of AMI: From Data Collection to Digital Intelligence

AMI is rapidly evolving into a foundational layer of digital utility infrastructure. GHD supports this evolution by helping utilities harness AMI as a real-time, two-way digital ecosystem – capable of feeding analytics platforms, driving automation, and integrating with emerging technologies such as:

Our Differentiator: Making the Future of AMI Real

GHD does not just help clients install meters – we help utilities architect the future of their operations. Our vendor-neutral approach, deep utility knowledge, and system integration expertise align AMI systems not only with technical needs but also with enterprise IT, field operations, and customer engagement strategies.

We view AMI as the digital backbone of a smarter, more sustainable utility. By integrating advanced analytics, digital twins, machine learning, and customer intelligence into AMI programs, GHD empowers utilities like the City to move beyond metering – to become truly intelligent infrastructure providers prepared for tomorrow's challenges.

- **Advanced Analytics, ML, and AI Integration**. GHD helps utilities transform raw interval data into predictive insights using **machine learning** algorithms to detect leaks, predict meter failures, forecast demand patterns, and optimize pressure zones. We guide utilities in deploying predictive maintenance models that use consumption, pressure, and temperature data to anticipate asset degradation before it becomes a service disruption.
- **Digital Twins and Real-Time Simulation**. GHD leverages AMI data to support the development of ***digital twins*** – dynamic, virtual representations of the utility's water network. These digital twins enable utilities to simulate network performance under various operating conditions, model emergency scenarios (e.g., wildfire response, drought, main breaks), and optimize future capital investments. With real-time data inputs from AMI, digital twins become a powerful tool for resilience planning, energy optimization, and infrastructure life cycle forecasting.
- **Enhanced Customer Experience and Equity**. AMI-powered engagement platforms allow customers to monitor usage in real time, receive personalized conservation tips, and respond immediately to leak alerts - **improving satisfaction, lowering bills, and promoting sustainability**. GHD is also advancing the use of **data equity models** to

promote inclusion of low-income and historically underserved customers, helping them benefit from AMI insights and receive targeted support during high-usage or emergency periods.

- **Cybersecurity and Governance for Intelligent Infrastructure.** As utilities digitize, GHD helps establish **robust data governance and cybersecurity protocols** – supporting data security, auditability, regulatory compliance (e.g., NIST, ISO 27001), and public trust. We define governance roles across IT, operations, and customer service to manage data quality, ownership, and access protocols in a unified manner.



GHD's team brings a deep bench of expertise spanning the full AMI project lifecycle – from feasibility studies and vendor-neutral evaluations to cost-benefit modeling, business case development, and full-scale deployment support. Our personnel have been at the forefront of the industry's evolution from mechanical meters to advanced solid-state (static) metering technologies, helping utilities navigate this transition with confidence. Beyond metering, GHD's professionals are skilled in integrating AMI data with SCADA, GIS, and asset management systems to unlock operational insights, improve system efficiency, and enhance customer engagement. We have supported utilities across North America in leveraging real-time data, event-based alerts, and distribution system sensors to reduce non-revenue water, target maintenance, and support broader digital transformation initiatives. This breadth of hands-on experience ensures GHD can provide not only technical guidance, but also practical, implementation-ready strategies tailored to each utility's needs.

Local Organization Structure

GHD maintains several offices across the state, including locations in Dallas, Houston, Austin, and other satellite offices as part GHD's Central Region. These offices provide a range of professional services, such as engineering, architecture, environmental consulting, and project management, to clients in various sectors, including water, energy, environment, property and buildings, and transportation. GHD's organizational approach emphasizes a culture of empowerment, diversity, and inclusion, fostering collaboration among its professionals to deliver innovative solutions tailored to client needs. This collaborative framework enables GHD to effectively serve communities throughout Texas and beyond. GHD's regional structure includes various Business Group Leaders (BGLs), responsible for overseeing the operations, strategic direction, and business development activities within their specific area. The BGL collaborates with the local office managers, technical leaders, and other senior staff to ensure the successful delivery of projects and alignment with GHD's global objectives.

Our Project Manager – Freddie Guerra – while located in our Dallas office, he has provided services throughout the State of Texas for the past 34 years.

Subconsultants - Ardurra, Inc.

GHD will partner with Ardurra who will support our team with procurement and vendor management. With 1000+ employees in over 50 offices across the country, Ardurra is a Top 500 ENR-ranked, rapidly growing company of experts, engineers, and design professionals committed to delivering quality services and practical solutions in the fields of engineering (water and wastewater, aquatics, public works, structural, land development, and solid waste), construction management/inspection, landscape architecture, ecological services, disaster management, surveying, and transportation. Over the last year they have tripled in size through involvement in major projects and strategic acquisitions that have expanded their resources, capabilities, and geographic reach.

Ardurra's Laredo extensive project experience with the City of Laredo dates back to 2008. Since then, Ardurra has provided water treatment, wastewater treatment, water distribution, wastewater collection, SCADA and AMI improvements, and other general civil engineering improvements totaling over $200 million in capital improvement investments. It is this experience that has allowed Ardurra and its team to understand the responsiveness and the attention to detail required to deliver a successful project to the City. This project is part of a much larger vision that the City is carrying out with providing the necessary infrastructure to keep up with the exponential growth being experienced in Laredo and to have a resilient water system.

Ardurra's team has experience with recent AMI/AMR Conversions across the state of Texas and the nation. These two key factors along with our commitment to apply our design principles, unmatched work ethic, and unrivaled economic and sustainable problem-solving skills will guarantee a successful project for the City.

Ardurra will have the following staff members from their Laredo Office dedicated to this project:

Staff Member	Title
Ignacio Hinojosa, PE	Client Services Manager – Laredo Office Lead
Christopher Canonico, PE	Funding Strategy & Procurement
Daniel De Luna, PE	Senior Project Manager
Omar Gallegos, PE*	Project Engineer
Roberto Gallegos, EIT	Project Engineer
Cesar Cavazos, EIT	Project Engineer
Arturo Smith	Utility Coordinator
Edgar Gonzalez*	Project Engineer
Gustavo Valdes*	Project Engineer
Ron Miller	Graduate Engineer
Luis Garza	Graduate Engineer
Fabrizio Benavides	Graduate Engineer
Ashley McKinney*	CAD Designer
Jesus Gonzalez	CAD Technician
Tammy Tijerina	Administrative Assistant

**Remote workers dedicated to Laredo Office*

Subconsultant – Liquid Studio Group

GHD also will partner with Liquid Studio Group, a hybrid creative agency that will support our team by leading community engagement and public outreach activities. Founded in 2009, Liquid Studio Group has become one of South Texas's premier agencies for public communications, marketing, stakeholder coordination, and governmental affairs. The firm manages over 100 active clients and brings more than 75 years of combined experience across its leadership team in advertising, digital media, and outreach strategy.

Liquid Studio Group has a strong track record supporting infrastructure and utility projects as a subconsultant to engineering firms including Ardurra, Lockwood, Andrews & Newnam, LJA Engineering, and HNTB. Their outreach experience includes managing hybrid and in-person town halls, stakeholder engagement, surveys, and presentations for municipal clients. Recent notable work includes the City of Laredo Utilities Integrated Water and Wastewater Master Plan, the Vision Zero Safe Streets for All initiative, and stakeholder coordination for the Flores Street Project.

Liquid Studio Group is currently serving as a key outreach partner on a 42" diameter tunnel infrastructure project in collaboration with Ardurra and will bring this local experience and proven capability to support successful public involvement for this project.

Liquid Studio Group will dedicate the following personnel to this effort:

Staff Member	Title
Mario Mecaroni	Founder & Chief Technology Officer
Gene Belmares	Partner & Business Development Officer

United Team, Proven Results

The strength of the GHD/Ardurra team lies not only in our deep and diverse technical experience – but in our **established, collaborative delivery model** that ensures seamless execution across disciplines, systems, and phases. Our proposed project leadership and subject matter experts have worked together extensively on AMI/CIS modernization projects across North America, building **institutional knowledge, trust, and process alignment** that directly benefits clients like the City of Laredo.

The **organizational structure** for this assignment is designed for continuity and executional excellence:

- **Freddie Guerra (GHD)** serves as Project Manager and also leads Innovation & Future Readiness – bringing 30+ years of industry leadership in digital utility transformation and smart metering.
- **Ignacio Hinojosa (Ardurra)** is the Assistant Project Manager and local implementation lead—ensuring field coordination, stakeholder alignment, and consistent engagement with City departments.
- **Edgar Johnson (GHD)** provides senior technical oversight, quality assurance, and integration consistency across metering, billing, and data systems.

This leadership is backed by **function-specific experts** who bring continuity across key domains:

- **Ken Molli** on AMI Systems & Metering Technology
- **Richard Relyea** for CIS & Billing Integration
- **Bhavin Bhayani and Manal Alduraibi** leading Data Analytics & Insights
- **Hena Rana** managing Change Management and Workforce Transition
- **Kendall Smith** leading AMI Financial Analysis
- **Stakeholder Engagement and Procurement Strategy** specialists from the Liquid Studio Group

Together, this team brings a **cohesive and repeatable framework** that has been refined through real-world implementation – not theory. We understand each other's workflows, communication styles, escalation pathways, and delivery strengths, which translates into faster decision-making, fewer handoffs, and more unified project execution.

More importantly, we bring a **shared commitment** to:

- Vendor-neutral, performance-based recommendations.
- Human-centered modernization respects operational realities.

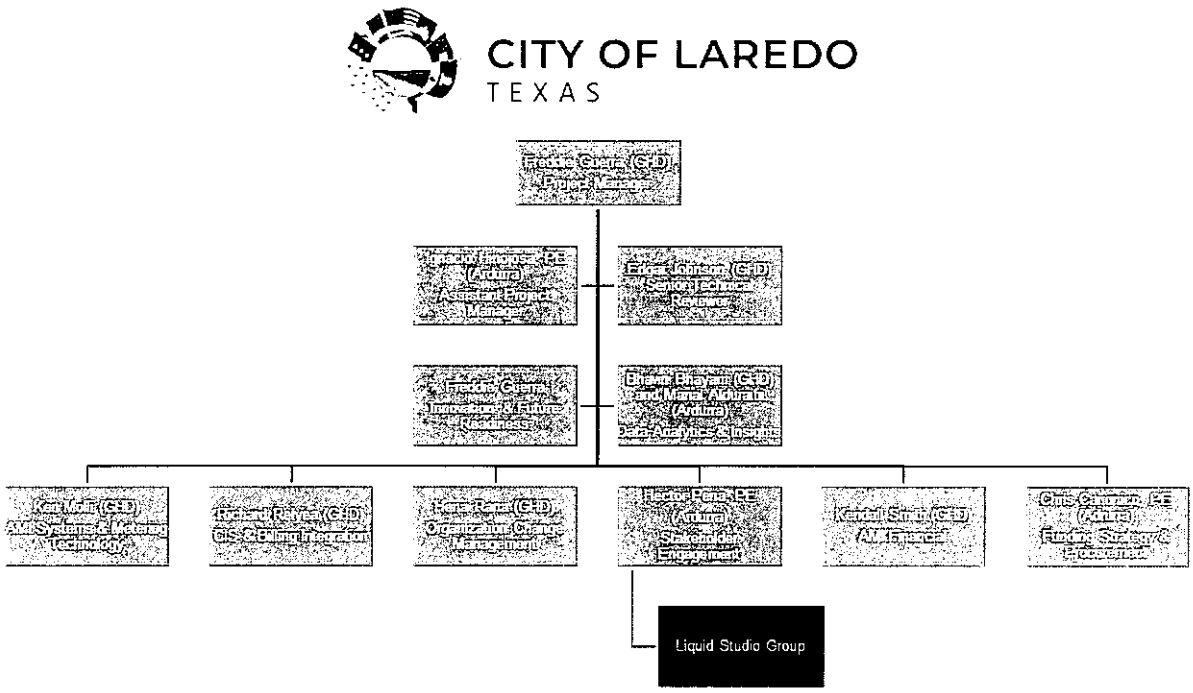


Global Thought Leader for AMI

Freddie is an internationally recognized leader in advanced metering and digital water solutions. He was honored with a **SWAN Forum award at the Global Smart Water Conference in Berlin** for his leadership in driving innovation across the water sector. Freddie also contributed as a key author to the **Global Smart Metering Playbook**, shaping best practices adopted by utilities worldwide. With 34 years of experience and involvement in more than 30 AMI projects, Freddie brings unmatched expertise in aligning technology, operations, and customer engagement to deliver future-ready outcomes.

- Practical innovation aligned with both current constraints and future aspirations.

For the City of Laredo, this means you are not just hiring consultants – you are securing a **pre-integrated, field-tested team** that knows how to work together and how to help your staff succeed in the next chapter of your metering and digital transformation journey.



Freddie Guerra

Project Manager and Subject Matter Expert – Innovation & Future Readiness

Years of Experience 34

Education

- Master of Science, Environmental Science, Baylor University

Number of AMI Projects 33

Current AMI Projects

1. City of Toronto, Ontario (+500K Water), 2023, Water Meter Program Strategy
2. Miami-Dade County, FL (+500K Water), 2024, Oversight of AMI Implementation
3. City of Peoria, AZ (68K Water), 2023, AMI Feasibility Study

Why Freddie?

Freddie has streamlined the integration process by anticipating potential challenges, proposing effective solutions, and minimizing downtime. He has a mix of technical expertise, project management skills, and a deep understanding of both City operations and customer needs. Freddie has the ability to identify and resolve integration issues across diverse systems.

Freddie has served as the Owner's Advisor and subject matter expert on over 30 AMI projects, ranging from 25,000 to 500,000+ meter connections. As a proponent of AMI 2.0, he champions its ability to enhance utility management through advanced two-way communication, real-time data insights, and smart grid integration. Freddie's expertise supports the transition toward smart cities, leveraging interconnected devices and data analytics to improve decision-making, service reliability, and sustainability. With experience as a Principal-in-Charge, account executive, project manager, and subject matter expert, he has worked with clients as an engineering consultant, vendor (Xylem), performance contractor (Johnson Controls), and smart city consultant (Hitachi Consulting). Freddie has supported numerous Texas cities with their AMR/AMI projects.

Project Manager. He will play a pivotal role in overseeing the successful execution of the project from inception to completion. He will be responsible for developing and managing detailed project schedules, tracking milestones, and ensuring timely delivery of all components. Key responsibilities:

- Project planning
- Subconsultant management
- Project execution and management
- Team leadership and coordination

Subject Matter Expert – Innovation & Future Readiness. In this role, Freddie will ensure the seamless integration of technology, data, and processes to enhance City operations, improve resource management, and deliver customer-centric solutions. Key responsibilities:

- Provide project leadership for AMI 2.9 initiatives
- Leverage AMI data for optimizing water management, including leak detection and usage analysis
- Stay informed on emerging technologies and industry best practices
- Recommend system enhancements for improved performance and efficiency

Ignacio Hinojosa, PE

Assistant Project Manager

Years of Experience 34

Education

- Bachelor of Science, Civil Engineering, University of Texas – San Antonio
- Professional Engineer – Texas, No. 138711

Number of AMI Projects 8

Recent Projects

1. City of Laredo, TX, 2022, Water Quality Assessment and Optimization
2. City of Laredo, TX, 2022, Integrated Water Master Plan
3. City of Laredo, TX, 2025 (Final Draft), Integrated Wastewater Master Plan
4. City of Laredo, TX, 2023, Lyon Street North & South GST Demolition and Replacement

Why Ignacio?

Ignacio brings the unique advantage of being both a lifelong Laredoan and the City's trusted engineering partner. He knows the client and their priorities, understands the daily operations of the utility, and has firsthand experience managing Laredo's critical infrastructure projects. His deep familiarity with the local environment and regulatory context, combined with his ability to interface effectively with City staff, community stakeholders, and residents, ensures that the AMI program will be delivered with sensitivity to local needs and long-term sustainability.

Ignacio brings a strong background in the planning and design of water, wastewater, stormwater, and utility infrastructure projects, coupled with deep local knowledge as a lifelong Laredoan and office lead. He has successfully managed multimillion-dollar infrastructure programs for the City of Laredo, including water quality optimization, integrated water and wastewater master plans, and major storage and distribution projects. His ability to bridge technical expertise with community insight makes him an invaluable partner to City staff in delivering complex projects.

Assistant Project Manager. In this role, Ignacio supports overall project delivery with a focus on coordination, communication, and schedule management. He will serve as a trusted extension of City staff and ensure effective day-to-day oversight of the AMI program. Key responsibilities:

- Assist in developing and tracking project schedules, milestones, and deliverables
- Coordinate daily activities between City staff, consultants, and vendors
- Support QA/QC, documentation, and technical reviews
- Facilitate communication across engineering, operations, and billing teams
- Provide local leadership, community knowledge, and continuity for project execution

Monitor progress, prepare reports, and assist with issue resolution during implementation

Ken Molli, MPA

Task Lead – AMI Systems & Metering Technologies

Years of Experience 45

Education

- Master of Public Administration, City Management and Fiscal Administration, The Ohio State University
- Bachelor of Arts, Economics and Government, Ohio University

Number of AMI Projects 33

AMI Projects During Current Position

1. City of Toronto, ONT (+500K Water), 2023, Water Meter Program Strategy
2. Miami-Dade County, FL (+500K Water), 2024, Oversight of AMI Implementation
3. City of Anaheim Public Utilities Dept., Water Services Division (65K Water), 2024, Owner's Advisor Services for AMI Project

Why Ken?

Ken is widely recognized for his ability to bridge technical requirements and organizational readiness, ensuring that AMI programs are not only deployed effectively but also positioned to deliver long-term value through advanced analytics, customer engagement, and integration into broader smart city initiatives.

Ken has led more than three decades of projects in the areas of smart water networks, advanced metering, energy efficiency, IT/OT convergence, application modernization, and digital utility strategies. He has successfully supported utilities across North America in advancing their metering and data infrastructure to improve operations, strengthen financial sustainability, and enhance customer engagement. Ken has a track record of empowering utility staff to leverage their own capabilities while integrating innovative technologies to meet future challenges.

A lifetime member of the American Water Works Association (AWWA), Ken has served extensively on the AWWA Meter Standards Committee and Customer Metering Practices Committee, contributing to industry standards that guide the evolution of smart metering practices.

Task Lead – AMI Systems & Metering Technologies. In this role, Ken brings deep technical expertise and leadership to ensure utilities implement sustainable, future-ready AMI systems. He provides strategic oversight across system design, vendor coordination, and operational integration. Key responsibilities:

- Lead evaluations to align with future AMI implementation efforts
- Provide technical oversight of meter and network technology selection
- Coordinate with client staff to ensure alignment with operational needs
- Provide guidance for testing, QA/QC, and validation of system performance
- Deliver knowledge transfer to strengthen in-house utility capabilities

Rick Relyea

Task Lead – CIS & Billing Integration

Years of Experience 22

Education

- Bachelor of Science, Mechanical Engineering, California State University, Fresno

Number of AMI Projects 20

Current AMI Projects

1. City of Toronto, Ontario, Canada (+500K), 2023, Water Meter Program Strategy
2. Miami-Dade County, FL (+500K), 2024, Oversight of AMI Implementation
3. Western Municipal Water District, CA (20K), 2021, AMI Feasibility Study/Meter Replacement Project/ AMI Implementation
4. City of Peoria, AZ (68K Water), 2023, AMI Feasibility Study

Why Rick?

By focusing on CIS integration, Rick helps utilities unlock the full financial and operational benefits of AMI—delivering more accurate bills, improving revenue assurance, and enabling advanced customer engagement tools such as real-time usage insights and flexible billing options. His ability to anticipate challenges, design efficient solutions, and keep pace with industry advancements ensures utilities achieve both immediate improvements and long-term value from their AMI investments.

In his 22 years of serving water districts, municipalities, and purveyors across North America, Rick has earned recognition for his expertise in system planning, design engineering, and construction management of public water and wastewater infrastructure projects. He brings deep knowledge of AMI system architecture, with a particular emphasis on how meter data management platforms interact with CIS, billing software, and customer portals. He provides strategic guidance on integration planning, workflow automation, and data validation processes that improve billing accuracy, reduce exceptions, and enhance customer satisfaction. His expertise extends to aligning AMI data streams with existing IT ecosystems, resolving interoperability challenges, and ensuring compliance with utility financial and regulatory requirements.

Task Lead – CIS and Billing Integration. Rick ensures that AMI data seamlessly connects with customer information and billing systems to deliver accurate, timely, and customer-friendly billing outcomes. His leadership focuses on aligning technical integration with financial and customer service objectives, reducing billing errors, and enabling advanced customer engagement. Key Responsibilities:

- Lead integration strategy between AMI, Meter Data Management (MDM), and CIS platforms.
- Oversee data mapping, validation, and QA/QC processes to ensure billing accuracy and reliability
- Coordinate with vendors and utility departments to align technical workflows with operational needs
- Support customer service tools and portals that enhance transparency and reduce disputes

Hena Rana

Task Lead – Organization Change Management

Years of Experience 26

Education

- B.S., Chemical Engineering, London South Bank University, UK
- Post Graduate Diploma, Information Systems, University of West London, UK

Number of AMI Projects 3

Current Projects

1. City of Fort Worth, TX, Evaluation of CIP Prioritization and Planning Software
2. Region of Peel, ONT, Water and Wastewater Resourcing Model for Bill 23
3. LA County Sanitation Districts, CA, Equity Procurement Roadmap

Why Hena?

Hena brings proven expertise in guiding utilities through the organizational and cultural changes required for AMI success. She combines deep knowledge of change management, stakeholder engagement, and workforce alignment with cross-sector insights from water, transport, and government projects. Trusted for her ability to deliver results with transparency and accountability, Hena is uniquely positioned to help Laredo build staff readiness, customer confidence, and long-term value from its AMI investment.

Hena is an accomplished strategist with over 26 years of experience delivering successful transformation projects across multiple sectors including water utilities, transport, ports, aviation, rail, and defense in the United States, Canada, New Zealand, and Australia. She has directed strategy, digital transformation, and organizational change programs for high-profile organizations such as Rio Tinto, New Zealand Steel, Defense and Government agencies (AU/NZ), Auckland Airport, Ports of Auckland, Waka Kotahi (NZ Transport Agency), Auckland Motorway Alliance, Safe Roads Transport Alliance, and KiwiRail.

Task Lead – Organizational Change Management. Hena Rana serves as the Task Lead for Organizational Change Management, guiding utilities through the people, process, and organizational adjustments required to successfully adopt AMI systems. She ensures that technology integration is matched with stakeholder readiness, workforce alignment, and customer engagement strategies. With her extensive background in transformation across multiple sectors, Hena helps utilities navigate the cultural and operational changes that accompany AMI, ensuring that staff and customers alike are equipped to embrace new ways of working. Key Responsibilities:

- Lead organizational change strategy to support AMI implementation and adoption
- Develop and execute communication, training, and stakeholder engagement plans
- Align workforce capabilities and business processes with new AMI-enabled technologies
- Build customer confidence through transparent engagement and education initiatives.
- Monitor change readiness, adoption, and performance to ensure sustainable outcome

Hector Pena, PE

Stakeholder Engagement

Years of Experience 10

Education

- BS, Civil Engineering, University of Texas – San Antonio
- Professional Engineer – Texas, PE No. 132400

Recent Projects

1. City of Laredo, TX, 2022, AMI Owner's Representative
2. City of Laredo, TX, 2022, Laredo Investment Grade Audit (IGA) Improvements
3. City of Laredo, TX, 2025 (Final Draft), Integrated Wastewater Master Plan
4. Fort Bend County, TX, 2023, Rehabilitation for the Fort Bend MUD No. 25

Why Hector?

Hector brings the unique advantage of being both a local and the City's trusted engineering partner. He knows the client and their priorities, understands the daily operations of the utility, and has firsthand experience managing Laredo's critical infrastructure projects. His deep familiarity with the local environment and regulatory context, combined with his ability to interface effectively with City staff, community stakeholders, and residents, ensures that the AMI program will be delivered with sensitivity to local needs and long-term sustainability.

Mr. Pena has 10 years of experience in the planning, design and construction of water and wastewater facilities. He has managed municipal projects with a focus on process mechanical design and provided construction management and administration services. Experience focuses on the planning and design of municipal facilities including engineering design and construction administration services.

Task Lead - Stakeholder Engagement. In this role, Hector will support overall project delivery with a focus on Stakeholder Management. He will serve as a trusted extension of City staff and ensure effective day-to-day oversight of the community trust development. Key responsibilities:

- Stakeholder Identification & Mapping – know who is impacted and how
- Clear Communication – deliver consistent, transparent messaging on goals, benefits, and impacts
- Education & Awareness – proactively inform customers and staff to build trust and reduce resistance
- Feedback & Support – provide two-way channels and prepare customer service for questions/concerns
- Ongoing Engagement & Transparency – share progress, performance, and lessons learned throughout the program

Christopher Canonico, PE

Funding Strategy & Procurement

Years of Experience 31

Education

- MS, Environmental Water Resources, University of Texas at Austin
- BS, Civil and Environmental Engineering, Duke University
- Professional Engineer – Texas, PE No. 90104

Recent Projects

1. Principal in Charge, SEWPP Expansion Program, Houston, Texas
2. Principal in Charge, Gulf Coast Water Authority Thomas Mackey Water Plant PER, Texas
3. Project Principal, City of Rosenburg Brazosport Water Authority – Rosenburg Water Transfer, Rosenberg, Texas
4. Project Principal, San Jacinto River Authority Surface Water Plant Construction Management, City, Texas

Why Christopher?

Chris brings 31 years of experience in environmental water resource engineering with a strong focus on linking technical solutions to funding strategies. His work spans the design of water and wastewater treatment and conveyance facilities, water planning studies, and hydraulic modeling. He has extensive experience supporting utilities with funding justification by connecting capital needs to linear infrastructure studies, and risk assessments.

Chris has 31 years of experience in the field of environmental water resource engineering. His project experience includes design of water and wastewater treatment and conveyance facilities, water planning studies, hydraulic modeling, groundwater pollutant transport, environmental assessment and restoration of hazardous waste facilities, risk assessment, inflow and infiltration studies, development and application of computer models in sanitary sewer hydrology, and development and implementation of SCADA control systems.

Funding Strategy & Procurement. In this role, Chris will support overall project delivery with a focus on funding strategy and procurement. He will serve as a trusted extension of City staff and ensure effective day-to-day oversight of the community trust development. Key responsibilities:

- Funding Strategy & Alignment – identify and align available federal, state, and local funding sources with AMI program goals
- Grant & Loan Application Support – lead or assist in preparing funding applications, ensuring compliance with eligibility and technical requirements
- Financial Justification & Business Case Development – translate technical benefits (efficiency, leak detection, conservation) into financial outcomes to strengthen funding requests
- Stakeholder & Regulator Coordination – engage with regulators, community partners, and internal finance teams to secure approvals and demonstrate accountability
- Monitoring & Reporting – track funding requirements, provide timely financial reporting, and ensure continued compliance throughout the AMI lifecycle

36.1.1 Demonstrated Experience With AMI/AMR and CIS Evaluation, Planning, and Implementation

The GHD/Ardurra team brings deep and practical experience across the entire **AMI and CIS modernization lifecycle**—from initial feasibility and technical evaluations through deployment oversight and post-implementation optimization. Together, we have supported **seven AMI/AMR assignments across North America**, spanning utilities of various sizes and maturity levels. This experience includes hands-on support for strategy, integration, vendor selection, customer engagement, and analytics enablement.

- **City of Anaheim, CA** – ARDURRA/GHD provided strategic AMI planning and technical evaluation support, including a comprehensive meter technology assessment, business case development, and an actionable implementation roadmap. The team also facilitated cross-departmental coordination between Anaheim Public Utilities' water and electric divisions to explore shared infrastructure synergies and ensure cohesive utility modernization efforts.
- **City of Peoria, AZ** – GHD/ARDURRA conducted a comprehensive AMI feasibility assessment, which included vendor evaluation, GIS integration analysis, CIS alignment review, and the development of a phased deployment strategy. The team identified key customer service improvement opportunities, proposed a hybrid reading approach during transition, and defined a clear migration path from AMR to full AMI deployment.
- **Jurupa Community Services District, CA** – GHD/ARDURRA supported end-to-end AMI planning, including evaluation of CIS modernization strategies and integration with enterprise systems such as GIS, asset management, and customer portals. A key component of the engagement was the design of a customer engagement and digital communication strategy to boost portal registration and user adoption.
- **Miami-Dade County, FL** – As part of the Owner's Representative team, ARDURRA/GHD is supporting Miami-Dade's multi-year AMI implementation. Responsibilities include procurement evaluation, phased implementation oversight, SCADA/CIS integration, and coordination with the county's broader digital infrastructure initiatives. The team is also supporting the evaluation of smart water platforms such as Xylem Vue and SUEZ Aquadvanced. ARDURRA/GHD is advising on organizational readiness, technical specifications, dual-read transition risk mitigation, and the development of a long-term analytics strategy focused on non-revenue water reduction and system performance optimization. We support clients with vendor-neutral guidance across multiple platforms (Sensus, Itron, Kamstrup, Neptune, Mueller, and Badger) and bring firsthand experience integrating with leading CIS platforms including Tyler/MUNIS, Oracle, and Harris.

We support clients with **vendor-neutral guidance** across a wide spectrum of platforms including Sensus, Itron, Kamstrup, Neptune, Mueller, and Badger. Our team also brings **firsthand experience with leading CIS solutions**, including Tyler/MUNIS, Oracle, and Harris, ensuring seamless integration between AMI systems and utility billing workflows.

Scaling Innovation for Medium-Sized Utilities like Laredo

GHD has supported some of North America's **largest and most progressive utilities**, including Toronto, to implement digital transformation initiatives that go beyond traditional metering—incorporating AMI as the **backbone of digital operations**. These experiences have

shaped an approach that is highly transferable to **medium-sized utilities**, like the City of Laredo, which are undergoing **gradual modernization**.

- **City of Toronto, Ontario, CAN** – GHD led the development and implementation of a customized AMI roadmap, integrating billing system modernization, CIS strategy development, and a retrofit QA/QC framework to ensure long-term meter performance and billing accuracy. The team also evaluated leading smart water platforms – Xylem Vue, Baseform, and SUEZ Aquadvanced – and incorporated Toronto Water's Digital Twin initiative to align AMI data streams with future operational analytics.

Our work with large cities allows us to bring:

- **Frameworks for system-wide integration** across metering, billing, GIS, SCADA, and asset management.
- **Change management playbooks** that promote workforce adoption and internal stakeholder alignment.
- **Lessons learned** from dual-read transitions, vendor governance, and customer engagement strategies.
- A library of **tested QA/QC protocols** and **data governance models** to ensure long-term system reliability.

By leveraging these insights, we will help Laredo:

- Avoid common implementation pitfalls.
- Accelerate internal alignment and leadership buy-in.
- Deploy right-sized, scalable solutions based on real-world outcomes.

Meeting the Needs of Medium-Sized Utilities

Utilities like Laredo often face a unique blend of **operational complexity and resource limitations**, including aging infrastructure, manual workflows, limited IT support, and deferred maintenance. GHD/ARDURRA has built a proven methodology to support such environments with:

- **Phased, low-risk deployment strategies** that allow the City to move from pilot to full deployment at its own pace, while demonstrating quick wins to build momentum.
- **Hybrid operational models** that reconcile AMR and AMI coexistence during the transition, with clear workflows for billing, QA/QC, and customer support.
- **Analytics frameworks** that use AMI data to inform leak detection, pressure optimization, and energy efficiency—unlocking more value from the system than meter reading alone.
- **Customer engagement programs** tailored to local demographics, including bilingual outreach, real-time alerts, and self-service portal design that drives adoption and trust.
- **Cloud-ready architecture** and integration support to align with existing CIS, SCADA, and GIS systems—positioning the City to scale into smart utility operations or digital twin platforms.

The combined expertise of GHD/Ardurra ensures the City of Laredo receives **practical, locally relevant**, and **future-focused support**. We not only understand how to implement technology – but how to do it in a way that fits the City's organizational culture, financial constraints, and long-term service goals. With insights gained from both global leaders and peer utilities across Texas and the U.S., we are uniquely positioned to guide Laredo's transformation – from legacy systems to intelligent water operations.

36.1.2 Experience Working With Small-to-Medium-Sized Utilities, Especially Those Undergoing Gradual Modernization

GHD/ARDURRA has extensive experience supporting small and medium-sized utilities that often face **budget constraints, aging infrastructure, limited IT resources, and evolving regulatory demands**. These utilities are increasingly tasked with achieving digital transformation—without the financial, technical, or staffing depth of larger metropolitan systems. Our delivery model is specifically designed to address these realities through **phased modernization**, **scalable architectures**, and **focused capacity-building** that meets each utility where they are – without overextending them.

- **City of Leader, TX** – Provided a comprehensive evaluation of metering technologies and recommended a staggered deployment strategy aligned with funding cycles and staffing capacity.
- **City of Kerrville, TX** – Provided a comprehensive evaluation of metering technologies and recommended a staggered deployment strategy aligned with funding cycles and staffing capacity.
- **North Fort Bend Water Authority, TX** – Supported a district-wide AMI pilot with a focus on training, customer engagement, and migration planning from legacy systems.
- **City of Bastrop, TX** – Facilitated utility-wide modernization planning, including CIS/AMI strategy alignment and deployment sequencing.
- **City of Peoria, AZ** - Conducted a thorough assessment of available metering solutions, explored funding options, developed a plan for the CIS/billing system, and proposed a phased implementation strategy aligned with financial availability and workforce capacity.
- **City of Patterson, CA** - Oversaw and validated meter installation, integrated meter data into the billing system and CIS, and developed a phased implementation plan aligned with staffing capacity and operational timelines.
- **Jurupa Community Services District, Riverside, CA** - Evaluated metering technologies and funding pathways, designed a CIS/billing system modernization plan, and outlined a staged rollout strategy that incorporated workforce capacity and full remote shutoff functionality across all meters.

Addressing Common Challenges in Mid-Sized Water Utilities

Through decades of hands-on implementation, GHD/ARDURRA has developed a deep understanding of the **practical, cultural, and technical challenges** faced by mid-sized utilities, especially those gradually modernizing while maintaining daily operations. Our experience has revealed several recurring themes, which we proactively address in our project approach:

- **Technology Fragmentation**: Many mid-sized utilities operate with disjointed systems – manual meter reading, legacy CIS platforms, siloed GIS and SCADA. We provide integration strategies, middleware solutions, and data governance frameworks that unify disparate technologies and enable centralized visibility.
- **Unclear Business Case**: Without clear quantification of AMI's benefits, modernization efforts stall. We help utilities build a defensible business case that goes beyond meter automation – incorporating analytics, customer engagement, non-revenue water reduction, and workforce efficiency.
- **Workforce Transition and Resistance**: Long-tenured staff may be unfamiliar or uncomfortable with new technologies. GHD/Ardurra develops stakeholder-specific training and change management plans to build internal champions and ensure adoption.
- **Dual-Read Transition Complexity**: During the coexistence of AMR and AMI, utilities struggle with billing accuracy, exception handling, and customer confusion. We've implemented QA/QC protocols, billing reconciliation tools, and service desk scripts to streamline this transition phase.
- **Data Without Actionable Insights**: Data-rich but insight-poor environments are common. We deploy smart analytics platforms and dashboards that surface operational, customer, and financial insights – turning AMI data into decisions that improve performance and resilience.

Leveraging Emerging Technologies for Utility Benefit

GHD/ARDURRA brings deep expertise in evaluating and integrating **next-generation water technologies** to help mid-sized utilities unlock the full potential of digital investments:

- **AMI as Infrastructure**: We help utilities reframe AMI not just as a meter upgrade, but as a digital foundation for broader optimization – enabling pressure management, leak detection, energy efficiency, and service equity.
- **Cloud and SaaS Integration**: Many utilities benefit from adopting flexible cloud-based headend and CIS platforms. We guide clients through cybersecurity planning, data migration, and IT coordination to support sustainable digital operations.
- **Digital Twin Readiness**: Even in early-stage modernization, we embed design decisions that support eventual digital twin capabilities – aligning AMI with hydraulic modeling, SCADA, and GIS data streams.
- **Customer Empowerment Tools**: We help utilities deploy multilingual portals, real-time alerts, and behavior-based communications that drive customer trust, reduce call volumes, and improve payment performance.

The City of Laredo stands to benefit from GHD/ARDURRA's **real-world understanding** of mid-sized utility constraints and our **hands-on experience** delivering measurable value through AMI and CIS modernization. From overcoming internal resistance and ensuring billing integrity during dual-read transitions, to selecting scalable platforms and building toward a digital twin future—our team offers Laredo a tailored, tested, and technology-neutral roadmap that delivers results without disruption.

36.1.3 Familiarity with Both Legacy and Emerging Technologies, Including Hybrid Operational Models

GHD/ARDURRA brings deep, practical experience supporting utilities operating in **hybrid environments** – where manual reads, AMR, and early-stage AMI systems must function in parallel while transitioning toward full automation. This transitional phase, if not carefully managed, can introduce risks to billing accuracy, data quality, and customer confidence. Our team is uniquely positioned to guide utilities through this evolution with structured, field-tested frameworks and a keen understanding of both legacy system constraints and emerging potential technology.

Our Proven Approaches Include:

- **Dual-Read Reconciliation and Billing Continuity**: We've developed tools, exception reporting workflows, and CSR scripting to reconcile reads from manual/AMR/AMI sources and ensure billing integrity. These solutions are tailored for transitional periods, where old and new data streams coexist – protecting both revenue collection and customer trust.
- **Legacy-to-Cloud Integration and Middleware Solutions**: Many utilities operate with legacy CIS and billing systems that were not designed for real-time AMI data. We bridge this gap using **middleware tools**, **cloud-hosted headend integrations**, and **custom data validation protocols** – allowing utilities to phase in new systems without disrupting core operations.
- **Emerging Technologies for Operations and Customer Value**: GHD/ARDURRA brings practical expertise in deploying technologies that extend AMI's value beyond meter reading. These include:
    - **Edge-based analytics** for leak detection, pressure optimization, and tamper alerts.
    - **IoT sensors and telemetry** for remote monitoring of tanks, pumps, and system anomalies.
    - **Customer-facing platforms** such as usage alerts, mobile engagement tools, and multilingual portals that build transparency and self-service capabilities.
- **Digital Twin Readiness and Smart Infrastructure Planning**: We help utilities position AMI data as a foundational input into operational digital twins. Through integration with SCADA, GIS, and hydraulic models, AMI supports predictive analytics, performance

simulation, and AI-based risk modeling. Even if a utility isn't ready for a full digital twin today, our architecture choices ensure they won't be boxed in tomorrow.

- **Network Architecture Optimization**: We advise on trade-offs between **fixed network** vs. **cellular AMI**, based on operational needs, coverage challenges, and long-term maintenance costs. This includes planning for the coexistence of multiple communication technologies during system evolution.
- **District Metering Areas (DMAs) and Non-Revenue Water Reduction**: GHD/Ardurra designs integrated strategies that combine AMI, pressure monitoring, and GIS to enable DMA-based leak detection and water loss analysis – allowing utilities to move toward a smart distribution network in measurable, incremental steps.

Why This Matters for Utilities Like the City of Laredo?

Utilities like the **City of Laredo** are not starting from a clean slate – they must manage a complex mix of existing systems, legacy software, and gradual technology adoption. Our team's success working with cities undergoing similar transformations (e.g., **Peoria**, **Jurupa**, **Anaheim**, and **Miami-Dade**) enables us to bring:

- **Structured transition management**, avoiding disruption while modernizing systems.
- **Hands-on knowledge of integrating with legacy CIS systems** (e.g., Tyler/MUNIS, Harris, Oracle), ensuring compatibility and scalability.
- **Tactical risk mitigation** during dual-read periods, including customer support planning, QA/QC processes, and exception handling.
- **Technology-neutral guidance** on communication networks, analytics platforms, and vendor selection – ensuring future flexibility without lock-in.
- **Smart architecture planning** that aligns with Laredo's long-term aspirations, whether that's water loss control, digital twins, or enterprise-wide performance monitoring.

By combining a strong foundation in legacy systems with real-world experience implementing modern AMI infrastructure, GHD/Ardurra can confidently lead Laredo through each phase of its digital journey – from where it is today to where it wants to be tomorrow.

Section II: Understanding of Utility Constraints and Evolutionary Needs

36.2.1 Clear Grasp of Challenges Faced by Utilities Transitioning from Manual to Digital Systems

The City of Laredo Utilities Department is navigating a complex and resource-constrained transition from legacy meter systems to advanced metering and customer information platforms. Over the past 5–7 years, the City has faced numerous implementation hurdles, including:



- **Aging Infrastructure**: Many existing water meters are outdated, with diminished accuracy and performance.
- **Technical Fragmentation**: The current system relies on disjointed software tools, limiting the utility's ability to consolidate and analyze meter data effectively.
- **Limited Funding and Delays**: Budget constraints have delayed modernization efforts and hindered timely technology upgrades.
- **Manual and Mail-Based Billing Processes**: The reliance on manual reads and traditional billing methods impacts operational efficiency and customer service.
- **Internal Capacity Constraints**: The utility has limited in-house resources for project execution, system integration, and long-term support.
- **Hybrid Transition Complexity**: Managing coexistence between AMR and prospective AMI systems poses risks for billing continuity, data reconciliation, and customer communication.

These challenges reflect the broader cultural and operational transformation Laredo must undertake to realize the full benefits of digital water solutions. GHD/ARDURRA understands that this journey requires more than technology – it demands stakeholder alignment, workforce readiness, and a practical, phased roadmap. Our experience with similarly sized and resource-constrained utilities has revealed recurring barriers that we help clients proactively address:

1. Dual Read Complexity and Billing Integrity: The coexistence of AMR and AMI systems during deployment presents one of the most complex challenges in utility modernization. Inconsistent reading formats, misaligned billing cycles, and data gaps between manual, drive-by, and interval reads can trigger billing errors, customer disputes, and delayed revenue collection. GHD/ARDURRA provides a comprehensive dual-read framework that addresses both technical and human challenges – ensuring billing accuracy, maintaining public trust, and reducing internal friction during this critical phase.

Component of Dual-Read Framework	Function	Outcome
Middleware Integration Tools	Normalize and synchronize data streams from AMR, AMI, and manual reads before entering the CIS	Prevents format conflicts, double billing, and data loss
Dual-Read Reconciliation Workflows	Automatically compare reads from both systems within a defined reconciliation window, using tolerance bands and usage patterns	Identifies and resolves discrepancies before billing is executed
Exception Reporting & Root Cause Analytics	Flag endpoints with missing, inconsistent, or suspicious data (e.g., zero reads, spikes, tampering indicators)	Enables targeted field investigations, reduces billing risk, and accelerates problem resolution
Transitional Billing Logic in CIS	Supports proration, tier blending, and account-specific adjustments during hybrid billing cycles	Maintains billing continuity and fairness for customers during meter transitions
Staff SOPs and Training Programs	Define consistent workflows and escalation paths for field techs, CSRs, and billing staff	Reduces confusion, enhances response times, and prevents internal bottlenecks
Customer Outreach and Messaging	Develops clear, bilingual communications to explain billing changes, read timelines, and where to get help	Reduces call center volumes and improves customer satisfaction
Performance Monitoring Dashboards	Real-time visualization of dual-read success rates, reconciliation timelines, read failures, and exception trends	Enables utility leadership to track KPIs and optimize deployment strategies dynamically

2. Customer Concerns with New Meters: Deploying AMI systems often triggers customer skepticism about billing accuracy, privacy, health effects from RF emissions, and a perceived loss of control over water use. If left unaddressed, these concerns can escalate into distrust, media backlash, and costly project delays.

GHD/ARDURRA recognizes that technical success depends on public trust. Our multi-channel, empathetic, and data-driven approach helps utilities anticipate and manage public concerns before they become barriers.

Engagement Strategy	Description	Customer Benefit
Proactive Education Campaigns	Bilingual flyers, infographics, explainer videos, and bill inserts that demystify AMI technology and reassure customers	Increases understanding, reduces fear, builds trust
Community Forums and Town Halls	In-person and virtual events featuring utility leaders, technical experts, and testimonials from peer communities	Builds credibility and offers direct dialogue with residents
Neighborhood Champions Program	Train local advocates as 'Meter Ambassadors' to share positive experiences and address misinformation	Creates peer-based outreach with higher community acceptance
Bilingual and Culturally Inclusive Messaging	Tailored content in multiple languages using inclusive visuals and cultural framing	Enhances access and engagement among diverse populations
Clear Privacy, Health, and Billing Policies	Messaging backed by FCC and WHO standards, plus clear data security and transparency commitments	Reinforces safety and privacy protection
Personalized Outreach for Key Accounts	High-touch communication like door hangers or home visits for sensitive customers	Prevents confusion and offers individualized support
Bill Impact Simulations	Side-by-side comparisons of AMR vs. AMI reads, catch-up billing explanations, and smoothing options	Clarifies perceived bill increases, reducing complaints
Feedback Loops and Real-Time Monitoring	Post-installation surveys, issue tracking, and adaptive messaging through call centers	Rapid response to concerns and evolving public sentiment

By approaching customer concerns with empathy, transparency, and factual clarity, GHD/ARDURRA helps utilities turn skeptics into informed participants – and builds a foundation of trust that accelerates adoption and long-term satisfaction.

3. Workforce Resistance and Uncertainty: The transition to AMI 2.0 often triggers anxiety among utility staff—especially in field operations, billing, and customer service. Concerns about job loss, unfamiliar tools, and lack of training can stall progress, reduce morale, and delay adoption.

GHD/ARDURRA emphasizes workforce inclusion, skill-building, and trust. Our strategy equips employees with the tools, clarity, and confidence to grow with the system – not be displaced by it.

Support Strategy	Description	Staff Benefit
Role Impact Mapping	Workshops to map evolving responsibilities across field, billing, IT, and customer service teams	Reduces fear of the unknown and aligns staff expectations
Role Repositioning & Career Pathing	Transitioning meter readers into roles like leak investigators, asset verifiers, or data analysts	Creates new growth opportunities and retains institutional knowledge
AMI 2.0 Skills Gap Assessment	Evaluate and close gaps in analytics, cybersecurity, alert interpretation, and network monitoring	Ensures all staff are equipped for the digital environment
Hands-On Simulation Training	Scenario-based training for dashboards, alerts, and workflows using real utility data	Builds confidence and accelerates learning
Readiness Surveys & Listening Sessions	Confidential staff feedback loops to identify hidden concerns and morale risks	Promotes transparency and two-way communication
Field-First Communication Culture	Bottom-up planning and milestone updates with visible staff input	Fosters trust and shared ownership of success
Staff Champions & Peer Mentorship	Train departmental AMI ambassadors to provide peer-to-peer coaching	Builds internal support networks and confidence
Human-Centered KPIs	Dashboards that track training, role utilization, and satisfaction—not just system uptime	Connects employee growth to program outcomes
Union & HR Coordination	Workforce transitions planned in collaboration with HR and labor representatives	Ensures fairness, compliance, and workforce alignment
Recognition & Incentives	Programs that reward innovation, resilience, and adaptability	Celebrates employee contributions and reduces resistance

In summary, GHD/ARDURRA views AMI deployment not just as a technological upgrade, but as a people-first transformation. By identifying new career pathways, providing clear guidance, and investing in workforce capability-building, we help utilities shift staff sentiment from resistance to readiness – ensuring the system is fully utilized and sustainable in the long run.

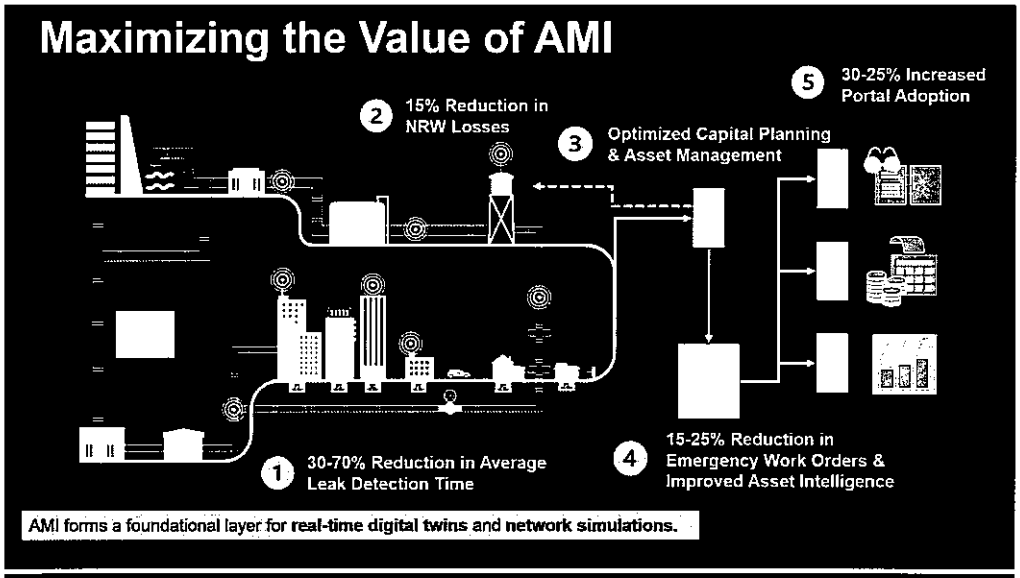
4. Failure to Maximize Value Beyond Meter Reads: Many utilities deploy AMI systems for automated meter reading but fail to unlock their full value. Advanced capabilities – like leak detection, pressure monitoring, and customer engagement portals – often go underutilized.

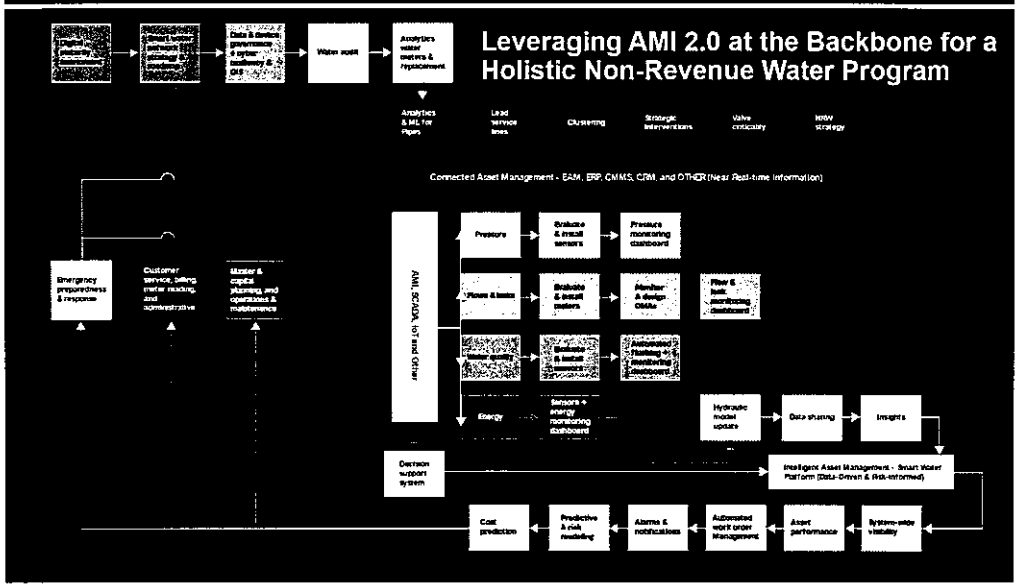
GHD/ARDURRA reframes AMI 2.0 as a strategic enabler that supports a holistic non-revenue water (NRW) approach. Rather than just automating reads, AMI becomes the backbone for:

- **Smart Water Network Planning** – Starting with a digital maturity assessment, roadmap, and water audit.
- **Device & Data Intelligence** – Integrating sensors, meters, GIS, and cybersecurity protocols.

- **Operational Monitoring** – Powering real-time dashboards for pressure, leaks, water quality, and energy.
- **District Metering & Zonal Management** – Enabling targeted interventions and valve criticality tracking.
- **Hydraulic Model Integration** – Feeding near real-time data into model updates and decision systems.
- **Smart Asset Management** – Linking AMI to EAM, CMMS, ERP, and customer platforms.
- **Predictive Analytics & Alerts** – Driving risk-based maintenance, cost forecasting, and proactive customer service.

This end-to-end integration empowers utilities to reduce water loss, optimize performance, and deliver measurable value—operationally, financially, and for their communities.





Value Enablement Area	Description	Utility Impact
Business Process Reengineering	Redesign workflows for AMI alerts (e.g., leaks, reverse flow) with clear escalation paths and customer follow-up protocols	Improves alert response speed, resolution rates, and operational coordination
Enterprise System Integration	Integrate AMI data with CIS, SCADA, GIS, asset and work order systems	Enables cross-department automation, predictive maintenance, and smarter decisions
Dashboard & Decision Intelligence	Develop role-based dashboards to convert raw data into actionable insights for all utility teams	Enhances analytics, prioritization, and transparency for billing, field ops, and leadership
Customer Engagement Enablement	Launch customer portals and mobile apps with real-time usage tracking, leak alerts, and comparisons	Drives customer self-service, awareness, and satisfaction
Use Case Playbooks	Co-develop playbooks to guide day-to-day use of AMI features in real operational contexts	Ensures consistent adoption and ROI across departments
Performance Monitoring & KPIs	Define metrics like alert closure time, portal usage, and issue resolution to track impact	Supports continuous improvement and value realization
Change Enablement & Staff Training	Deliver training and SOPs to ensure teams know how to use and interpret AMI data	Increases internal capability and confidence, reducing resistance

By planning beyond meter reading and aligning AMI features with utility workflows, customer needs, and strategic goals, GHD/ARDURRA enables clients to fully realize the transformational potential of AMI 2.0 – improving efficiency, resilience, and trust in the utility.

5. Low Customer Portal Adoption and Engagement: Despite significant investments in customer-facing platforms such as AMI-enabled **portals, mobile apps, and alert notifications**, many utilities experience **disappointingly low enrollment and usage rates**. Customers often remain unaware of these tools, struggle to understand their value, or fail to engage meaningfully – undermining the utility's goals for transparency, satisfaction, and self-service.

GHD/ARDURRA helps utilities overcome this challenge by designing intuitive, inclusive, and compelling customer experience (CX) journeys that go beyond technology implementation and focus on behavior, communication, and trust.

CX Strategy Area	Description	Customer Benefit
Journey Mapping & Personas	Design engagement based on diverse user segments and needs, including commercial, residential, and vulnerable populations	Delivers personalized outreach and better user relevance
Behavioral Nudging	Use opt-ins, usage comparisons, and social norms to encourage participation (e.g., 'neighbors used 12% less water')	Increases portal enrollment and usage through psychology-backed cues
Multilingual & Culturally Inclusive Content	Create content in multiple languages using plain language, visual cues, and culturally relevant examples	Improves understanding and trust across diverse communities
Mobile-First & Accessible Design	Ensure portals are mobile-optimized, WCAG-compliant, and offer SMS/push notifications	Supports users with varying levels of tech access and literacy
Integrated Campaigns	Leverage multiple channels (e.g., bill inserts, social media, events) during high-impact periods	Raises awareness and drives timely action (e.g., during high bills or upgrades)
Gamification & Incentives	Incorporate games, usage badges, and rewards like bill credits to make engagement fun and rewarding	Reinforces positive behavior and long-term usage
Onboarding & Tutorials	Automated welcome emails, portal walkthroughs, and tooltips help users understand features	Reduces friction and accelerates adoption
Analytics & Engagement Monitoring	Monitor usage metrics to identify drop-offs and disengaged users; apply follow-up tactics	Enables continuous CX improvement and targeted outreach
Staff Enablement & Feedback Loops	Train CSRs to assist with registration and gather feedback during support calls	Improves first-contact resolution and evolves the platform with real user input

By treating the portal as part of a broader **customer experience ecosystem**, GHD/ARDURRA helps utilities increase adoption, foster behavioral change, and strengthen trust – transforming AMI from a back-end system into a front-line engagement tool that delivers real value to the community.

6. Vendor Relationship Pitfalls: Selecting a vendor for AMI or CIS is often a 15 to 20-year commitment. However, many utilities treat it as a procurement transaction rather than a long-term partnership. Without defined expectations, performance oversight, and escalation processes, projects can stall or fail to deliver long-term value.

GHD/ARDURRA helps utilities build strategic vendor relationships through structured governance frameworks, shared accountability, and continuous alignment with project goals. Our approach transforms vendor management from reactive troubleshooting into proactive performance management.

Governance Area	Description	Utility Benefit
Pre-Contract Alignment	Facilitate workshops to clarify delivery expectations, performance benchmarks, and integration responsibilities before signing	Reduces ambiguity and sets mutual expectations from day one
Structured Communication Protocols	Define points of contact, meeting cadences, reporting formats, and decision-making processes	Improves transparency and reduces delays in addressing issues
Shared Success Metrics	Co-develop KPIs tied to technical performance, customer outcomes, and value realization	Ensures vendor efforts align with the utility's strategic goals
Escalation Pathways	Documented protocols for handling project delays, noncompliance, or technology issues	Accelerates issue resolution and limits service disruption
Joint Roadmap Planning	Align product upgrade cycles and enhancement requests with the utility's long-term digital vision	Ensures system evolution matches organizational priorities
Service-Level Agreements (SLAs) and Performance Clauses	Develop enforceable SLAs for uptime, response time, maintenance, and support	Protects the utility's interests and minimizes risk
Quarterly Vendor Reviews	Facilitate structured performance check-ins with vendor executives and project leads	Reinforces accountability and continuous improvement
Contract Flexibility Clauses	Include provisions for technology refresh, scope change, and exit strategies	Provides adaptability in a fast-changing technology environment

Our goal is not to simply help the City acquire a system – it's to help Laredo evolve into a **future-ready utility** that maximizes its investment, builds internal confidence, and earns public trust.

36.2.2 Approach to Managing Phased Upgrades and Transitional Coexistence Between Old and New Systems

GHD/ARDURRA's strategy for managing transitional periods is built on hands-on experience guiding utilities through complex hybrid AMR/AMI environments. We understand that transitioning from legacy systems to advanced metering cannot happen overnight – and that successful coexistence planning is critical to maintaining service continuity, billing accuracy, and public trust.

Our approach emphasizes:

- **Stability During Change**: We implement robust QA/QC procedures, temporary data bridges, and reconciliation workflows to ensure accurate billing and reporting while old and new systems operate in parallel.
- **Customer-Focused Transition Support**: Transitional phases are often when customer confusion and frustration peak. We equip call centers with tailored scripts, escalation

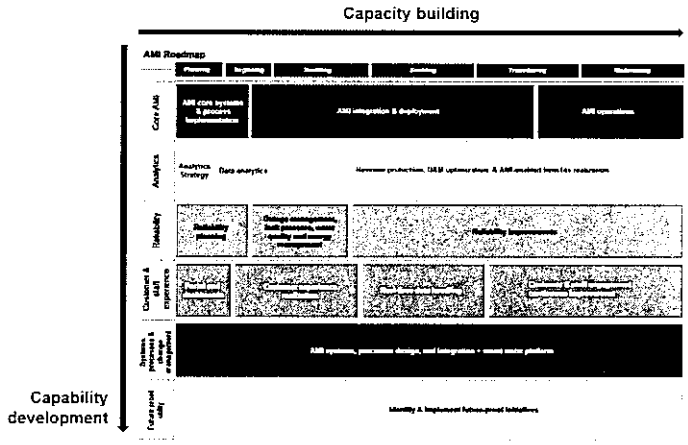
pathways, and training to handle dual-read scenarios, portal questions, and high-bill inquiries.

- **Field and IT Readiness**: GHD/ARDURRA provides cross-functional training and detailed rollout playbooks for field crews, meter technicians, and IT staff, ensuring smooth handoffs and minimal disruption.
- **Data and System Synchronization**: We address common issues like mismatched meter IDs, timing discrepancies, and alert overlaps by establishing governance frameworks and implementing integration of middleware as needed.
- **Smart Sequencing of Upgrades**: We work with utilities to develop phased deployment plans that prioritize high-value zones first – such as large water users, high-revenue accounts, or areas with failing assets – allowing early wins to build momentum and confidence.

Above all, our approach is grounded in empathy for utility staff and customers alike—recognizing that the transition is as much about change management and communication as it is about infrastructure and software.
Our methodology includes:

1. A Clear Migration Roadmap: Transitioning from legacy AMR systems to modern AMI 2.0 infrastructure is not a single event – it's a **complex, multi-year transformation** that requires careful coordination across people, processes, and technology. Without a structured roadmap, utilities risk implementation delays, budget overruns, poor user adoption, and underutilized system capabilities.

GHD's Roadmap for AMI 2.0



GHD/ARDURRA delivers a clear, actionable, and stakeholder-aligned migration roadmap that de-risks the transition, maximizes early wins, and ensures long-term sustainability. Our approach is grounded in real-world lessons from dozens of AMI deployments and structured around best-practice program management principles.

GHD/ARDURRA's AMI Migration Roadmap Includes:

a) Planning and Procurement (Planning Phase)

Component	Details
Focus	Strategic visioning, needs assessment, and governance setup.
Key Actions	Business case development, AMI system evaluations, stakeholder alignment.
Alignment	AMI core system planning, analytics strategy, portal and dashboard planning, systems/process integration scoping.
Activities	Define AMI business objectives, technical requirements, evaluate systems, select vendors, secure funding, and establish governance.
Outcomes	Shared AMI vision, Implementation Charter, stakeholder alignment, procurement readiness.
GHD/ARDURRA Support	Advisory facilitation, RFP preparation, vendor-neutral technical specs, investment justification, and analytics strategy design.
Key Deliverables	Technology selection matrix, funding strategy, Program Charter.

b) Pilot Deployment (Beginning Phase)

Component	Details
Focus	Foundational deployments and framework establishment.
Key Actions	Pilot deployments, staff training, data handling setup, dual-read workflows.
Alignment	Data analytics initiation, reliability planning, dashboard prototyping, future-proofing initiatives exploration.
Activities	Deploy AMI meters and communications in a test zone (1–5%). Validate workflows and CIS/AMI integration. Test real-time data handling.
Outcomes	Confirm installation methods, data reliability, latency, billing alignment, and customer feedback.
GHD/ARDURRA Support	Field oversight, QA/QC checks, alert testing, staff training, pilot data analytics.
Key QA/QC Elements	Read accuracy, alert integrity, latency, billing match, feedback tracking.

c) Hybrid Rollout (Realizing Phase)

Component	Details
Focus	Citywide expansion and integration of systems.
Key Actions	Hybrid rollout, CIS integration, alert testing, and customer experience realization.
Alignment	AMI integration, customer engagement, outage/leak workflows, data platform design.
Activities	Begin citywide AMI rollout by zones while AMR remains elsewhere. Integrate real-time data handling and outage/leak pressure workflows.
Outcomes	Gradual transition, coexistence protocols, and operational learning.
GHD/ARDURRA Support	Middleware for dual-read, SOPs for billing alerts, change management support.
Readiness Triggers	Billing handoffs, CIS/AMI integration milestones, customer readiness checkpoints.

d) Full Deployment and Integration (Enabling Phase)

Component	Details
Focus	Operational optimization and platform utilization.
Key Actions	Full deployment, smart water integration, performance tracking, energy management.
Alignment	O&M optimization, reliability improvements, real-time data handling, KPI dashboards.
Activities	Complete AMI deployment, retire AMR, enable full integration with CIS, SCADA, GIS, asset management, and smart platforms.
Outcomes	End-to-end automation, real-time visibility, platform convergence.
GHD/ARDURRA Support	Integration dashboards, system testing, engagement campaigns, digital twin planning.
QC Milestones	98%+ success reads, CIS/AMI sync, customer/staff training, portal activation.

e) Optimization and Enhancement (Transitioning & Modernizing Phases)

Component	Details
Focus	Driving value, refining performance, and advancing innovation.
Key Actions	System refinements, analytics utilization, apply digital twins, explore AI/ML-driven operations.
Alignment	Customer/staff continuous improvement, benefits realization, asset insights, advanced analytics, self-service tools.
Activities	Leverage data for predictive analytics, O&M optimization, revenue protection, reliability improvements, and future-proofing initiatives.
Outcomes	ROI realization, improved performance, AMI-enabled digital twins.
GHD/ARDURRA Support	Advanced analytics, process reengineering, digital twin integration, KPI dashboards.
Sustainability Metrics	Leak detection time, truck roll reduction, asset optimization, customer portal usage.

f) Cross-Cutting Roadmap Features (Aligned with AMI 2.0 Layers)

Theme	Details
Change Management	Workforce readiness checkpoints, stakeholder comms, role-based training from customer service to IT.
QA/QC	Structured performance reviews at each phase aligned with AMI 2.0 assurance points.
Risk Mitigation	Phase-specific risk reviews, dual-read continuity plans, escalation frameworks.
Performance Monitoring	Real-time dashboards, exception alerts, and benefit realization analytics.
Scalability & Flexibility	Modular sequencing allows for flexibility based on funding, vendor timelines, or workforce capacity.

GHD/ARDURRA's roadmap is not just a timeline – it's a **governance framework** that aligns leadership, staff, systems, and customers to move forward confidently at every stage of the AMI journey.

2. Support for Dual Read Systems: During the transitional phase of AMI deployment—when **both AMR and AMI systems operate concurrently** – utilities face one of the most operationally sensitive and error-prone periods of the entire modernization journey. Dual-read environments present challenges such as **billing mismatches, data discrepancies, increased customer service inquiries, and internal workflow complexity.**

GHD/ARDURRA provides a proven dual-read support framework to help utilities maintain billing accuracy, customer trust, and operational continuity during this coexistence period.

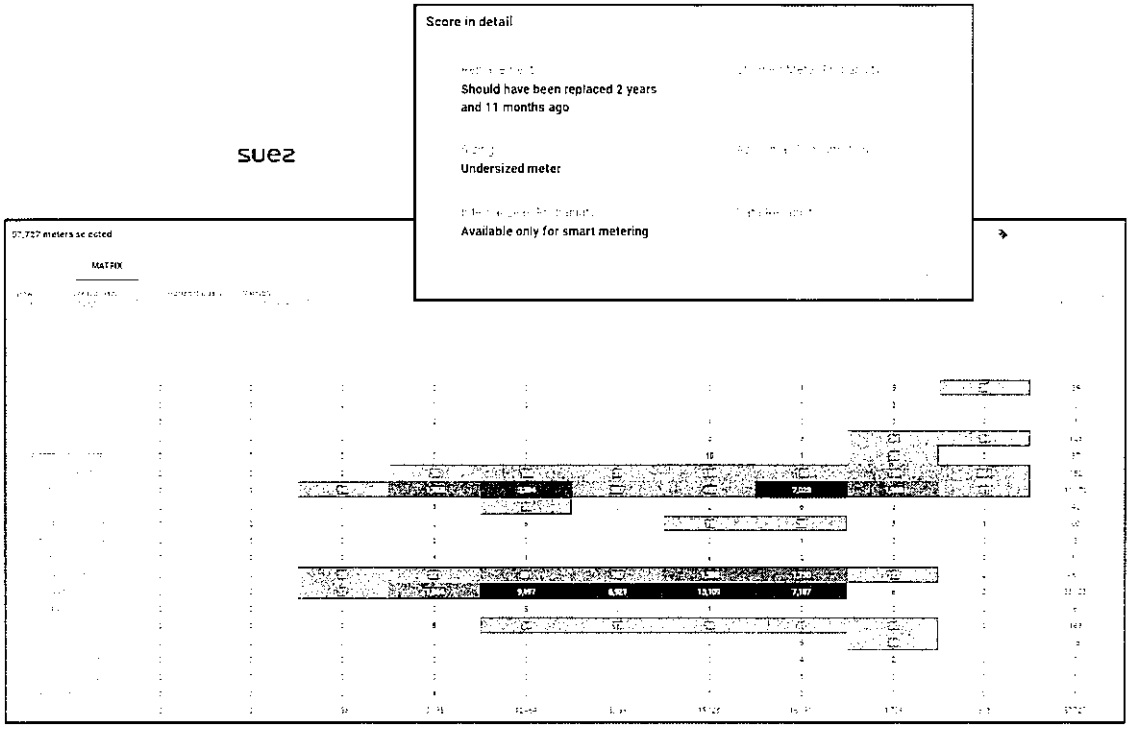
Key Components of GHD/ARDURRA's Dual Read Support:

Component	Description
Read Reconciliation Protocols	• Automated comparison of AMR and AMI reads based on timestamps, thresholds, and patterns • Discrepancies flagged using utility-defined tolerance bands • Exception logic handles mid-cycle meter swaps with accurate proration
Temporary Data Bridges and Middleware	• Temporary ETL processes normalize reads from AMR and AMI • Source tagging, duplicate filtering, and validation included • CIS mapping templates support dual-read metadata integration
QA/QC Scripting and Exception Reporting	• Custom scripts validate reads, endpoint status, and flag anomalies • Reports for zero usage, spikes, and communication failures • Dashboards track AMR vs. AMI consistency
Training and SOPs for Customer Service Staff	• Training on dual-read discrepancies, billing explanations, and portal tools • Standard scripts, FAQs, and guided call flows provided
Communication Templates and Customer Transparency	• Bilingual materials explain billing changes and read verification • Templates for inserts, emails, alerts, and portal messaging
Dual-System Monitoring Dashboards	• Dashboards show dual-read percentage, AMR vs. AMI volumes, and failure rates • Access provided to field, billing, and project teams

GHD/ARDURRA's structured support during the dual-read phase enables utilities to maintain **customer trust, billing integrity, and internal confidence** while minimizing the operational risks often associated with this hybrid period. We help ensure that coexistence is not a bottleneck—but a bridge to full digital transformation.

3. Prioritized Rollout Strategy: An effective AMI deployment doesn't begin everywhere at once – it begins **where the value is greatest and risks are highest**. Rather than using a blanket rollout approach, GHD/ARDURRA employs a **data-driven prioritization strategy** enabled by **SUEZ On'Connect Analytics**, allowing the City to phase its deployment with precision, impact, and operational clarity.

On'Connect provides actionable insights from your existing AMR system and early AMI reads—turning raw data into a roadmap for investment, early wins, and long-term efficiency.


Score in detail
Should have been replaced 2 years and 11 months ago
Undersized meter
Available only for smart metering
suez
MATRIX

GHD/ARDURRA's Targeted Rollout Approach Using On'Connect:

Component	Description	Why It's Important
Smart Meter Segmentation and Asset Stratification	Segments meters by age, battery health, failure zones, and usage profiles using On'Connect analytics. Prioritizes high-value accounts and weak-performing areas for targeted AMI rollout.	Enables data-driven targeting of zones where meter replacement delivers the greatest impact in performance, billing accuracy, and customer trust.
Revenue and Water Loss Intelligence	Analyzes real and apparent losses, revenue leakage, and financial risk across the system. Guides initial deployment to areas with highest ROI potential.	Maximizes financial return by prioritizing zones with high water loss or under-billing issues, supporting conservation and revenue recovery.
GIS-Based Deployment Planning and ROI Mapping	Combines condition scores, customer class, complaints, and geography into spatial models to rank deployment zones by readiness and ROI.	Ensures phased deployment aligns with field readiness, minimizes risks, and delivers faster results through geospatial intelligence.
Early-Win Demonstration and Stakeholder Confidence	Identifies and promotes zones with high visibility improvements (e.g., leak alerts, billing accuracy) to showcase AMI benefits early.	Builds stakeholder trust, supports funding approval, and strengthens public communications through visible success stories.
Field Routing and Operational Efficiency	Aligns deployment with installer routing, staging logistics, and inventory systems to reduce downtime and disruptions.	Improves field crew productivity, reduces operational costs, and minimizes customer inconvenience.
Continuous Feedback and Optimization	Monitors real-time system performance across each phase to refine rollout schedules and optimize zone outcomes dynamically.	Allows adaptive deployment based on live data, improving efficiency and accelerating success in high-performing zones.

By integrating **SUEZ On'Connect Analytics** with GHD/ARDURRA's AMI delivery experience, the City gains a powerful edge in executing a **prioritized, outcome-driven rollout** that delivers value from day one—while laying the foundation for operational excellence, equity, and long-term smart water transformation.

4. Training and Change Management Plans: AMI and CIS modernization efforts represent more than just a technology shift—they're a **fundamental transformation of how utilities operate, communicate, and serve customers**. Without well-planned training and change management, even the best technology can fall short due to staff confusion, low adoption, and resistance to new workflows.

GHD/ARDURRA delivers structured, role-based training and change management programs designed to empower each stakeholder group—field crews, customer service teams, IT staff, finance, and leadership—to embrace their evolving roles and unlock the full value of AMI 2.0.

Key Components of GHD/ARDURRA's Training and Change Management Framework:

Component	Description
Role-Specific Training Modules	Customized training for: • Field Ops: installation, diagnostics, mobile tools, exception workflows • SRs: portal coaching, usage graphs, alert scripts, billing explanations • IT/Tech: integration, dashboards, cybersecurity, system monitoring • Billing/Finance: read validation, proration, analytics-based revenue protection
Change Management Playbook	Structured strategy using Prosci/ADKAR/Kotter frameworks including: • Change/Readiness assessments • Communication plans (emails, videos, town halls) • Training milestones & resistance management protocols
Onboarding and Just-in-Time Learning	Blended learning model: • Live SME sessions + self-paced eLearning • Sandbox simulations for CIS/AMI • SOP guides & quick-reference job aids during rollout phases
Change Agent Network and Champions Program	Establishes cross-department AMI 'Champions' to: • Provide peer support • Relay staff feedback • Drive grassroots advocacy for system adoption
Organizational KPIs for Adoption and Engagement	Measures success through: • Training completion & retention • Dashboard usage, resolution times • Staff satisfaction surveys & portal support trends
Post-Go-Live Support and Continuous Improvement	Support beyond go-live: • Refresher training & updated materials • User feedback loops & supervisor check-ins • Lessons learned after each major deployment phase

By embedding change management and training into every phase of AMI/CIS deployment, GHD/ARDURRA helps utilities **build confidence, drive adoption, and foster a culture of continuous learning and innovation** – ensuring that people, not just systems, are prepared for the digital future.

5. **Customer Communications Toolkit**: We AMI deployments often introduce **new technologies, new terminology, and new billing experiences** – all of which can lead to confusion or skepticism if customers aren't proactively informed. Poor communication is one of the most common root causes of customer complaints during meter transitions. To overcome

this, **GHD/ARDURRA equips utilities with a turnkey Customer Communications Toolkit** that ensures clarity, builds trust, and supports positive engagement at every touchpoint.

Our toolkit is designed to be **multilingual, multi-channel, and multi-audience**, ensuring that residents across all demographics feel informed, included, and supported throughout the AMI journey.

Key Components of GHD/ARDURRA's Customer Communications Toolkit:

Component	Description
Multilingual and Culturally Inclusive Messaging	• English/Spanish materials tailored to local demographics • Plain language and visual aids for technical topics • Cultural nuance in language, imagery, and outreach methods
Channel-Specific Content Packages	• Call Center Scripts: CSR talking points, escalation workflows • Billing Inserts: Visual timelines, benefit messaging • Social Media: Graphics and posts in English/Spanish • Email/SMS: Alerts, account setup, usage notifications • Door Hangers: Pre-/post-install notices with QR links
Community Engagement Support	• Town hall presentations and AMI demo dashboards • Booths at fairs, libraries, and school events • Partnering with trusted groups for message distribution
Feedback and Analytics Tools	• Customer surveys after installs or portal setup • Call volume and social media tracking templates • FAQs and coms refined using real-time insights

By equipping utilities with a **comprehensive, ready-to-deploy communications toolkit**, GHD/ARDURRA ensures that every customer – regardless of language, digital access, or familiarity with new technology – **feels informed, supported, and empowered** throughout the AMI transition.

Capacity Building and Long-Term Commitment

GHD/ARDURRA views system deployment not as an endpoint – but as the beginning of a modernization journey. That's why our roadmap includes:

- **Capability Expansion Plans**: GHD/ARDURRA outlines how to scale from basic meter reads to full digital operations with predictive analytics, digital twin integration, and AI-powered customer insights.

- **Internal Capacity Roadmap**: We help the City plan for internal staffing needs, organizational roles, system ownership, and training cycles that match the platform's maturing capabilities.
- **Financial Planning Integration**: Each phase of the roadmap is linked to a phased budget, TCO forecast, and funding strategy. This helps Laredo manage both capital and operating expenses while maximizing grant or external funding opportunities.
- **Strategic Commitment Alignment**: Through joint planning sessions, stakeholder workshops, and department-specific engagement, we ensure that your modernization strategy is **understood, supported, and championed** across the entire organization – from public works to IT to finance.

The Team's Observations of the Water Meter Audit Review

These are GHD/Ardurra's initial observations from the water meter audit review. While the findings highlight specific issues with meter sizing, performance, and non-revenue water (NRW), addressing them in isolation will not yield lasting results. The City needs a clear roadmap and a holistic NRW management approach that integrates metering analytics, targeted retrofits, strategic replacements, and ongoing QA/QC. GHD brings this structured, long-term perspective—ensuring that solutions not only correct current deficiencies but also deliver sustained improvements in accuracy, efficiency, and financial performance for years to come.

Issue / Concern	Why Important to the City	How GHD Can Address
Non-Revenue Water (NRW ~13.3%)	Lost revenue and costly apparent losses from under-registration and undetected losses	Apply metering analytics to distinguish apparent vs. real losses; prioritize corrective actions that yield the highest financial return.
Oversized / Under-Registering Meters	~81% of 1-inch+ meters oversized; inflates costs and reduces accuracy	Use data analytics to optimize sizing; downsize where justified; replace inaccurate meters with right-sized alternatives.
Compound Meter Overuse	High capital/maintenance costs; often unnecessary for low usage	Transition to static ultrasonic meters where applicable; replace compounds with single meters when usage patterns allow.
Declining / Low-Use Accounts	>27,000 declining-use accounts; >4,400 very low use with oversized meters	Use analytics to identify conservation vs. inaccuracy; downsize or replace meters; adjust meter types to match true demand.
Financial Trade-Offs of Downsizing	Downsizing saves ~$1.18M capital but may reduce ~$400k annual revenue	Conduct cost-benefit analysis with NRW recovery offsets; balance demand charges with accurate billing and reduced losses.
Meter Testing & QA/QC	High-revenue meters (>$20k/year) can cause major losses with small errors	Implement risk-based, revenue-prioritized testing; establish QA/QC program to monitor performance over time.

GHD/ARDURRA distinguishes itself by bringing cutting-edge technology, advanced analytics, and innovative tools to every engagement. We leverage smart metering platforms, data science, and digital twin integration to provide utilities with actionable insights that go far beyond traditional audit approaches. Our philosophy is rooted in the belief that there is always a better way to do things – whether through more accurate detection of non-revenue water, optimized

meter right-sizing, or streamlined customer engagement strategies. This forward-thinking mindset ensures that our clients receive not just solutions to today's challenges, but also long-term value through improved efficiency, resilience, and financial performance.

Leveraging SUEZ On'Connect

GHD/ARUDRRA leverages SUEZ's On'Connect platform as part of our holistic approach to metering and NRW management. On'Connect provides advanced metering analytics, real-time monitoring, and powerful data visualization tools that allow utilities to detect anomalies, identify under-performing meters, and optimize right-sizing decisions with precision. By integrating On'Connect into our strategies, we ensure that clients benefit from actionable insights, improved customer service, and measurable reductions in non-revenue water. This technology-driven approach enhances both operational efficiency and long-term financial sustainability.

Section III: Quality and Feasibility of Project Approach

TASK 23.1: AMR/AMI Meter Reading System Evaluation

Objective: Evaluate the City's existing AMR/AMI infrastructure to develop a clear understanding of its current capabilities, limitations, and business processes. This assessment will identify performance gaps, lifecycle risks, and organizational challenges while benchmarking against AMI 2.0 standards. The goal is to inform a future-ready metering strategy that aligns with the City's vision for a digitally enabled, customer-centric utility – capable of leveraging real-time intelligence, advanced analytics, and integrated platforms to become a resilient and adaptive "utility of the future."

23.1.1 Review of Background Materials

GHD/ARDURRA will conduct a focused and comprehensive review of all background materials provided by the City of Laredo to support the evaluation of its existing AMR system and inform potential transition to an AMI/AMR solution. This review will include detailed documentation of the existing meter inventory, including model specifications, age, installation records, and any documented performance issues. We will assess communication network design components such as repeaters, collectors, gateways, and endpoint configurations to understand current data transmission architecture and identify any gaps in coverage or reliability.

Software system documentation will be reviewed to evaluate the current meter data collection and management processes, including the interface between AMR components and the City's Customer Information System (CIS). GHD/ARDURRA will examine the capabilities and limitations of existing data analytics tools, reporting functions, and integration mechanisms with other operational platforms such as GIS and billing.

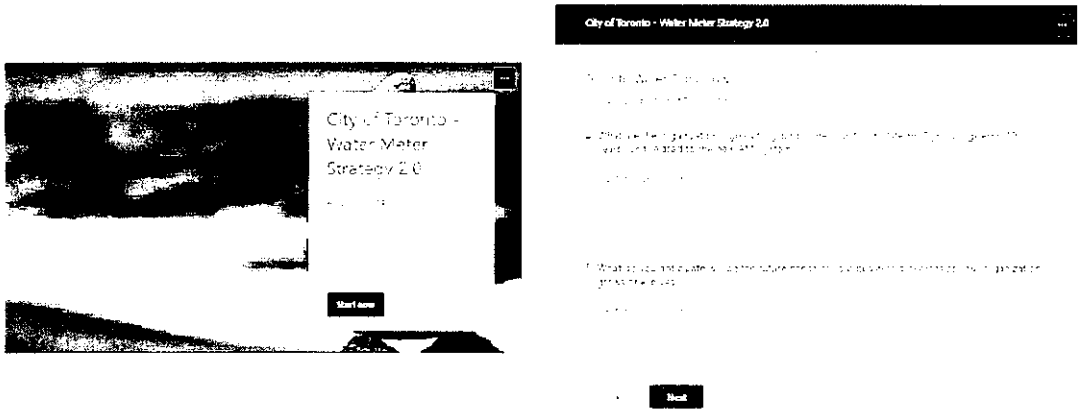
In addition, we will analyze historical performance metrics including meter read success rates, frequency of manual reads, communication failure rates, and outage event logs. These materials will help identify systemic weaknesses and opportunities for performance enhancement. Compatibility documentation will also be reviewed to determine the feasibility of retrofitting existing meters with AMI-capable endpoints or whether full meter replacement is required.

Supporting documentation such as vendor contracts, service-level agreements, firmware version records, and battery performance data will be used to assess asset lifecycle status and vendor responsiveness. Training materials, if available, will be reviewed to understand the level of staff preparation and highlight any gaps related to operations, customer service, or IT support as the City considers adopting more advanced systems. This document review will provide a foundational understanding of the current state and inform subsequent system evaluation and migration planning activities.

We will provide a secure, user-friendly online portal that enables the City to easily upload relevant documents, datasets, and operational records critical to the assessment process. In addition, the portal will include the ability to administer customized survey instruments designed to gather input from key stakeholders – such as field staff, customer service representatives, IT personnel, and leadership – on current challenges, operational workflows, and modernization priorities.

These surveys will be tailored to elicit insights that go beyond technical specifications, including organizational readiness, perceptions of system performance, workforce capacity, and customer service pain points. This two-way data-sharing and engagement mechanism will help ensure that our recommendations are rooted in the City's lived experience and operational context, not just industry best practices.

By centralizing information collection through a dedicated platform, we streamline collaboration, accelerate the discovery phase, and build a stronger foundation for co-developing an effective, actionable AMI and CIS roadmap.



23.1.2 Evaluation of City's Current AMR/AMI Technologies

GHD/ARDURRA will systematically assess the current AMI system across key performance domains to identify deficiencies, quantify risks, and determine upgrade priorities in comparison with current AMI 2.0 standards.

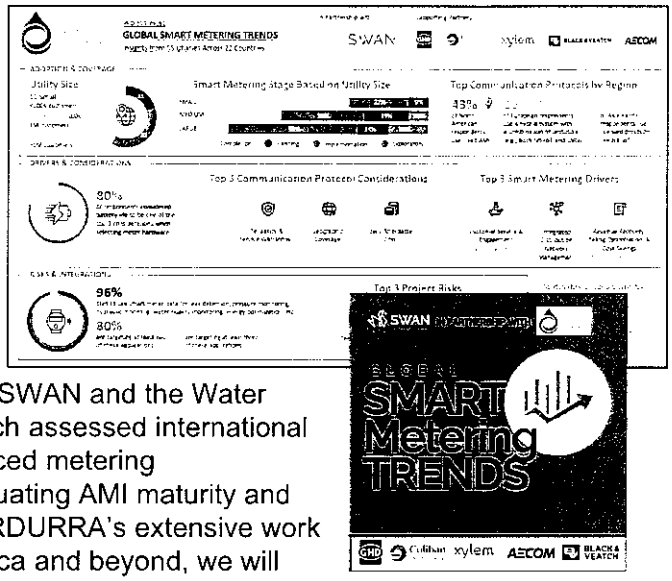
23.1.2.1 Use a Multi-Dimensional Evaluation Framework

To effectively evaluate the current AMR/AMI system and support evidence-based decision-making, GHD/ARDURRA will apply a structured, multi-dimensional assessment framework aligned with the City of Laredo's priorities outlined in Section 23.2. This approach enables a comprehensive review of the metering infrastructure, communication network, software and analytics capabilities, customer experience features, training and deployment support, integration readiness, cybersecurity posture, and vendor ecosystem. By examining each of these dimensions, the City can identify operational gaps, compatibility issues, and areas where the current system falls short of modern standards. This framework not only highlights functional and performance deficiencies but also establishes a baseline for comparison against next-generation AMI 2.0 solutions that deliver real-time intelligence, enhanced interoperability, and measurable improvements in customer service and operational resilience.

GHD/ARDURRA will assess the system across nine (9) key dimensions, with defined criteria under each:

Dimension	Key Evaluation Criteria	Why It's Important to the City of Laredo
Metering Infrastructure	Meter type (mechanical, ultrasonic, static), compatibility with existing meters, support for hybrid AMR/AMI operations	Ensures continuity during phased deployment, avoids unnecessary replacement costs, and supports transition from legacy systems to full AMI
Communication Network	One-way/two-way capabilities, latency, bandwidth, signal reliability, backhaul options	Enables reliable and timely transmission of usage data, alerts, and diagnostics – essential for operational continuity and emergency response in both urban and fringe areas
Software & Data Analytics	Platform scalability, meter read frequency, resolution, support for near real-time analytics, configurable dashboards, and integration with CIS and WMS	Powers advanced leak detection, tamper alerts, demand forecasting, and optimized customer billing Supports the City's desire for data-driven decision-making and performance monitoring
Customer Experience	Self-service portal, mobile access, usage alerts, high/low consumption notifications, multilingual support	Improves satisfaction and transparency, empowers customers with actionable insights, and reduces customer service call volumes – especially important in Laredo's multilingual and diverse population
Training & Deployment	Availability of installation support, hands-on training for field and customer service staff, online resources	Supports workforce readiness and smooth system rollout Helps mitigate disruption during coexistence periods and enables efficient onboarding for internal teams
System Integration	Compatibility with Cayenta CIS, GIS, SCADA, asset management systems, and digital twin readiness	Reduces data silos, ensures seamless operational workflows, and supports future initiatives like predictive maintenance, smart city applications, and regulatory reporting
Cybersecurity & Compliance	NIST/ISO-aligned encryption, multi-factor authentication, event logging, data storage protocols	Protects critical infrastructure and sensitive customer data, reduces cybersecurity risks, and ensures compliance with industry and federal standards
Vendor Ecosystem & Support	Hardware/software flexibility, upgrade paths, technical support responsiveness, local presence, training resources	Supports procurement flexibility, reduces long-term risks, minimizes downtime, and helps the City avoid vendor lock-in while ensuring access to responsive, knowledgeable support teams
AMI 2.0 & Utility of the Future Alignment	Support for advanced metering infrastructure, digital twin integration, predictive analytics, edge intelligence, and scalable cloud-based platforms	Positions the City for long-term success by aligning with industry innovation, enhancing operational intelligence, and enabling proactive utility management in a digital era

2.3.1.2 Benchmark against AMI 2.0 platforms



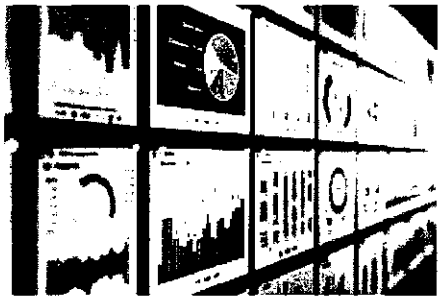
As part of this task, GHD/ARDURRA will conduct a detailed benchmarking analysis comparing the City's existing AMR/AMI system with the capabilities of modern AMI 2.0 platforms. This side-by-side assessment will identify key functional and technological gaps across communication, data resolution, system integration, customer-facing tools, analytics, and cybersecurity. GHD/ARDURRA will apply its global industry knowledge and insights gained through its leadership role in developing the Global Metering Playbook in partnership with SWAN and the Water Research Foundation (WRF). This playbook, which assessed international trends, best practices, and case studies in advanced metering deployments, provides a solid foundation for evaluating AMI maturity and readiness. Leveraging this expertise and GHD/ARDURRA's extensive work with AMI vendors and utilities across North America and beyond, we will help the City understand where its current system aligns—and where it diverges—from contemporary standards. This analysis will inform strategic decisions regarding future system upgrades, replacements, or enhancements aligned with the City's long-term operational and customer service goals.

Category	Existing System	Modern AMI 2.0
Communication	One-way RF	Two-way LTE / Mesh / NB-IoT
Data Frequency	Hourly	15-minute or real-time
Integration	Proprietary	Open standards, API-ready
Customer Tools	Minimal	Portals, mobile apps, alerts
Analytics	Manual reporting	AI/ML, anomaly detection
Cybersecurity	Basic	NIST-compliant, end-to-end encryption

2.3.1.2.3 Conduct Performance Diagnostics Using Data

To complement the qualitative and technical assessment, GHD/ARDURRA will perform a performance-based diagnostic evaluation using historical and current AMI operational data. We will collaborate with City staff to request and analyze targeted datasets – such as meter read success rates, manual read trends, repeat work orders, and customer service interactions – to quantify how effectively the existing AMI system is performing across the service area. Where available, we will also incorporate spatial data (e.g., coverage maps vs. outage zones) and customer engagement metrics, such as portal login frequency, to assess system reach and usability.

Importantly, GHD/ARDURRA will leverage **SUEZ On'Connect metering analytics,** a proven platform we have used in multiple utility engagements, to help assess the current performance of water meters, including indicators such as **revenue loss, apparent and real water loss, and return on investment** scenarios. This data-driven platform will enable the City to better understand where meter performance degradation or communication gaps are occurring. Critically, this analysis can support a targeted investment strategy – helping the City **identify high-performing meters that may be retrofitted rather than fully replaced,** saving both time and capital costs. By grounding these decisions in measurable performance data, GHD/ARDURRA will help ensure that the City's next-generation metering strategy delivers maximum operational value and customer service outcomes.

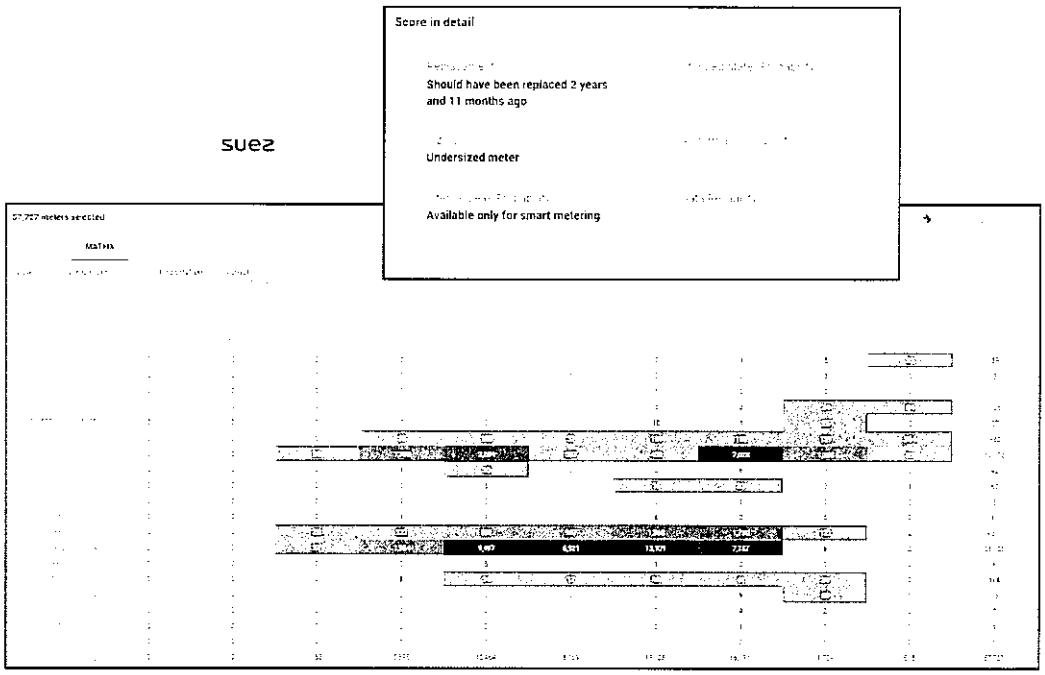


Why Metering Analytics is Mission-Critical for the City's AMI Future?

Moving forward with AMI goes beyond installing new meters; it's about gaining a deeper understanding of how the system operates today, enabling smarter, lower-risk decisions for the future.

Metering analytics gives the City the power to plan with precision. By analyzing historical consumption data, billing anomalies, and service-level trends, the City can uncover hidden infrastructure issues, prioritize retrofit targets, and identify customer segments where AMI delivers the highest value.

This insight-driven approach transforms the Implementation Plan from a static document into a performance blueprint—one that is vendor-neutral, risk-aware, and fully grounded in operational reality. With over 70,000 meters to assess and deploy, analytics is not just useful—it is essential.



GHD/ARDURRA will request and analyze the following data points to quantify the system's current effectiveness:

Category	Requested Data Point
Metering & Network Performance	Meter age and installation dates by model/type
	Battery life and failure rates (by meter class or vendor)
	Firmware version history across endpoints and network components
	AMR/AMI device maintenance logs (including RMAs and vendor service calls)
	Network latency, packet loss, or communication retry statistics
	Collector/gateway uptime and diagnostic event logs
Customer Experience & Engagement	Customer complaints linked to billing disputes, usage anomalies, or leaks
	Breakdown of customer service call types and resolution times
	Leak alerts or high-usage alerts generated (if applicable)
	Number of customers enrolled in self-service portal
	Language preferences and accessibility needs (for multilingual support)
	High bill dispute frequency and resolution trends

Category	Requested Data Point
Billing & Revenue Analytics	Water loss data (apparent and real losses, if available)
	Number of estimated bills issued vs. actual reads
	Revenue collection rates and unbilled water percentages
	Data on inactive accounts with usage (indicative of leaks or theft)
	Accounts with recurring billing exceptions or adjustments
Integration & IT Landscape	Existing system interface documentation (CIS, GIS, SCADA, WMS)
	Current IT architecture diagram (cloud/on-premise environments)
	Data governance policies or procedures (retention, backups, validation)
	Role-based access controls and audit logs (relevant to CIS or AMI)
	Software or system limitations encountered by staff (manual workarounds)
Organizational Readiness	Training logs for meter reading, CIS, or AMI tools
	Organizational charts for departments interacting with metering data
	Planned retirements or turnover impacting institutional knowledge
	Resource availability for IT, operations, and customer service
	Staff satisfaction or change readiness surveys (if available)

3.1.3 Business Process Mapping and Needs Assessment

GHD/ARDURRA will conduct collaborative two (2) workshops with staff from billing, field operations, IT, finance, and customer service to map current workflows supported by AMI. This includes data collection and exception handling, CIS integration, leak detection notifications, service requests, and inventory tracking.

We will evaluate how the current AMI system impacts departmental roles, creates manual workarounds, and requires specific skillsets. Assess the system's capacity to support real-time alerts, remote service controls, integration with other enterprise platforms, and availability of dashboards and customer portals.

GHD/ARDURRA will assess the City's organizational readiness, including IT infrastructure, data management practices, and cross-departmental alignment. Document any training gaps, risks to continuity, or challenges in adopting a modern AMI system.

To complement the technical assessment, GHD/ARDURRA will leverage its Advisory Group, which brings deep expertise in organizational change management, digital readiness, and

stakeholder engagement. We understand that successful AMI implementation is not just a technology upgrade – it's a people-centered transformation. Without equipping staff with the knowledge, processes, and confidence to interpret and act on AMI data, utilities risk underutilizing the full value of the system.

GHD/ARDURRA's Advisory professionals will work closely with the City to:

- Evaluate current organizational structures, roles, and responsibilities in the context of future-state AMI operations.
- Identify change readiness factors and barriers to adoption across departments.
- Develop tailored training programs and transition support plans that empower staff to integrate AMI capabilities into daily operations.
- Facilitate alignment across leadership and front-line teams to ensure sustained engagement and performance improvement.

This integrated approach ensures that the City's investment in AMI is matched by a workforce that understands how to use it effectively – maximizing return on investment, improving service delivery, and building a foundation for future smart water initiatives.

23.1.4 Meeting Facilitation and Goal Alignment

GHD/ARDURRA will organize and facilitate a project kickoff meeting with City leadership and key stakeholders across departments, including public works, finance, customer service, IT, and field operations. The goal of this session is to establish a shared understanding of the AMI project's purpose, scope, and anticipated outcomes, ensuring alignment across technical, operational, and organizational priorities.

Key activities will include:

- **Confirmation of Project Goals**: Clearly articulate the City's objectives related to improved service levels, operational efficiency, data accuracy, system reliability, customer experience, and regulatory compliance.
- **Validation of Constraints and Requirements**: Discuss and confirm known budget limitations, procurement policies, and any existing system dependencies or data architecture needs.
- **Stakeholder Role Clarification**: Define roles, responsibilities, and decision-making authorities to streamline communication and accountability throughout the project lifecycle.
- **Success Criteria Definition**: Establish clear and measurable success indicators – including scalability, cost-effectiveness, vendor neutrality, ease of integration with existing platforms (e.g., GIS, CIS, SCADA), and user adoption.

GHD/ARDURRA's experienced facilitators from our Advisory Group will lead these discussions using proven stakeholder engagement frameworks and change leadership tools. This helps surface hidden assumptions, resolve conflicting priorities early, and build shared ownership of the roadmap. We emphasize the human dimension of transformation – ensuring that AMI deployment is not viewed merely as a technology upgrade, but as a coordinated operational shift that affects people, processes, and culture.

GHD/ARDURRA will also document meeting outputs in a "Project Charter and Alignment Framework" that serves as a reference point throughout implementation, reducing the risk of misalignment and scope creep while reinforcing accountability to shared goals.

TASK 23.2: Evaluate AMR/AMI Solutions

Objective: Identify, assess, and compare a comprehensive set of modern AMI system alternatives that not only meet the City's current performance, integration, and scalability requirements – but are also fully aligned with AMI 2.0 capabilities and the vision of a future-ready utility. This includes evaluating platforms that support real-time data intelligence, predictive analytics, and seamless integration with digital twins, customer engagement tools, and enterprise systems. Emphasis will be placed on vendor solutions that enable long-term innovation, interoperability, and responsiveness to emerging smart water infrastructure needs. Findings from Task 23.1 will directly inform this evaluation, leading to a technically sound and operationally feasible roadmap for modernization.

23.2.1 Identification of Viable AMI System Options

GHD/ARDURRA will identify and curate a shortlist of commercially available AMI platforms from well-established, industry-leading vendors with a demonstrated history of successful deployments across North America. These solutions will be screened and selected based on both technical specifications and operational applicability to the City's unique needs, as defined in Task 23.1.

The selection process will prioritize systems that offer:

- **Two-way communication infrastructure**, including RF mesh, licensed LTE cellular, and emerging NB-IoT technologies, to support real-time or near real-time data transmission, remote troubleshooting, and outage detection.
- **Open architecture designs and API-enabled integration**, ensuring future flexibility, vendor neutrality, and ease of interoperability with enterprise systems such as CIS, SCADA, GIS, and digital twins.
- **Embedded metering intelligence**, including platforms that offer event detection, consumption pattern recognition, pressure/flow monitoring, and robust customer engagement capabilities (e.g., mobile apps, leak alerts, usage portals).
- **Cybersecurity frameworks aligned to industry standards** (e.g., NIST 800-53, ISO/IEC 27001), ensuring protection of operational data, customer privacy, and regulatory compliance in increasingly connected utility environments.
- **Retrofit compatibility**, enabling the reuse of existing meter assets when practical, through support for encoded protocols, interchangeable communication modules, or adaptable endpoints – providing a cost-effective modernization path.
- **Native support for AMI 2.0 and utility-of-the-future functions**, including real-time analytics, edge computing, AI-enhanced decision support, digital twin integration, and cloud-based scalability – ensuring the selected platform can evolve with the City's long-term smart water and resilience goals.

Each AMI option will be assessed in terms of its alignment with the City's:

- Utility scale and meter count

- Existing network architecture and IT maturity
- Data governance approach and integration needs
- Field operational model and staffing capacity
- Customer engagement strategy and expectations
- Geographic and environmental conditions

GHD/ARDURRA brings a deep and impartial understanding of the AMI vendor landscape, having advised over 50 utilities across the U.S. and Canada on metering modernization, procurement, and implementation strategies. Our global metering insight is grounded in real-world project experience and enhanced by our leadership role in co-developing the *Global Metering Playbook* in partnership with SWAN and the Water Research Foundation (WRF). This unique positioning enables GHD/ARDURRA to bring current, unbiased intelligence on vendor strengths, weaknesses, and product roadmaps – informing utility decisions that extend beyond hardware selection and into long-term service model success.

Where applicable, GHD/ARDURRA will also identify opportunities for hybrid architectures or modular platform selections, allowing the City to scale or adapt its system based on operational performance, customer needs, and emerging digital water initiatives.

23.2.1 Identification of Viable AMI System Options

GHD/ARDURRA will create a shortlist of AMI solutions from proven vendors with successful deployments across North America. Selections will be guided by their alignment with the City's priorities and compatibility with Laredo's current infrastructure and operational context.

Key evaluation features will include:

Dimension	Key Features	Why It's Important to the City
Metering Infrastructure	Support for ultrasonic/static meters, backwards compatibility with encoded register protocols, and hybrid AMR/AMI architecture flexibility to maximize reuse of existing assets.	Preserves investment in existing assets, supports phased rollout, and avoids unnecessary replacements—crucial for cost-effective modernization.
Communication Network	Two-way communications via RF mesh, LTE, or NB-IoT technologies, delivering reliable, low-latency transmission, remote diagnostics, and scalable coverage.	Enables timely data flow, outage alerts, and network resilience—supporting both urban and hard-to-reach areas with scalable and reliable coverage.
Software & Data Analytics	Cloud or on-premise analytics platforms capable of real-time read frequency, alert/event generation, consumption pattern detection, and integration with dashboards.	Empowers operational insight, supports timely leak and tamper detection, and enables proactive maintenance and billing transparency.
Customer Experience	Mobile-accessible customer portals, multilingual consumption alerts, leak	Improves customer engagement and trust, while reducing call center load and

Dimension	Key Features	Why It's Important to the City
	notifications, and high-bill warnings to support transparency and self-service.	providing self-monitoring tools aligned with community needs.
Training & Deployment	Readiness for field deployment, including installation support, staff training modules, digital documentation, and onboarding for utility personnel.	Ensures smooth implementation, minimizes service disruption, and supports internal workforce readiness for operating and maintaining new systems.
System Integration	API-based compatibility with Cayenta CIS, SCADA, GIS, asset management, and digital twin platforms to support end-to-end utility operations.	Facilitates automation, real-time data exchange, and long-term smart city alignment – eliminating data silos and enabling future enhancements.
Cybersecurity & Compliance	Alignment with NIST 800-53 and ISO 27001, encrypted communications, user authentication protocols, and data audit capabilities.	Protects sensitive operational and customer data, ensures regulatory compliance, and safeguards against increasing cyber threats.
Vendor Ecosystem & Support	Vendor track record, upgrade roadmap, customer support history, responsiveness, and ability to enable a modular, future-ready platform.	Promotes long-term reliability, reduces vendor lock-in, and ensures adaptability to evolving technology without costly system overhauls.
AMI 2.0 & Utility of the Future Alignment	Native or integrable support for advanced metering, real-time system intelligence, digital twins, predictive analytics, and AI-enhanced customer services.	Aligns utility infrastructure with modern digital water practices, enabling scalable, proactive, and resilient service delivery in a rapidly evolving sector.

All AMI options will be screened against City-specific criteria, including:

- Network architecture and service density
- Organizational capacity and staffing
- Customer outreach objectives
- Existing meter mix and communication topography
- Readiness to support digital transformation initiatives

Final Comparative Evaluation of AMI Alternatives

Each shortlisted AMI solution will be evaluated using GHD/ARDURRA's structured eight-dimension framework, designed to identify the platform that delivers the highest value to the City of Laredo across operational, customer service, and financial objectives. The evaluation will emphasize expected client benefits and tangible outcomes to support confident, future-ready decision-making.

Key Evaluation Focus Areas:

- Total Cost of Ownership (TCO):
  GHD/ARDURRA will assess each solution's long-term affordability by calculating 10–15-year lifecycle costs, including hardware, software, installation, integration, training, and ongoing operations. This enables the City to make informed investment decisions based not just on upfront price, but on true cost-effectiveness over time.

- Resource Requirements:
  The analysis will highlight the staffing, IT infrastructure, and training needs associated with each platform – allowing the City to plan resourcing, identify internal support gaps, and avoid unexpected implementation burdens.

- Client-Focused Benefits and Operational Impact:
  Each system will be reviewed for its ability to deliver specific performance outcomes that matter to the City:

    - **Enhanced Communication Reliability** to reduce missed reads and support outage detection.
    - **Higher Data Resolution** for better leak detection, billing accuracy, and demand forecasting.
    - **Ease of System Integration** with CIS, SCADA, and GIS to streamline workflows and enable future smart utility initiatives.
    - **Customer Engagement Capabilities** (e.g., portals, alerts, mobile apps) that improve transparency and reduce customer service workload.
    - **Upgrade and Scalability Paths** that protect against technology obsolescence and support modular growth.
    - **Vendor Track Record and Support History** to ensure timely response, system longevity, and project continuity.

- Strategic Alignment with City Goals:
  GHD/ARDURRA will assess how well each solution supports the City's broader modernization vision, including:

    - Phased deployment to reduce disruption and manage capital budgets.
    - Vendor-neutral architecture to maintain flexibility and avoid lock-in.
    - Cybersecurity compliance (e.g., NIST/ISO standards) to protect operational and customer data.
    - Readiness to support digital twin integration, real-time analytics, and future resilience.

This structured comparison will empower the City of Laredo to select an AMI 2.0 solution that not only meets technical requirements, but also advances key goals: lowering operational costs, improving service reliability, elevating customer experience, and building a scalable, digital utility of the future. GHD/ARDURRA's recommendations will be rooted in deep industry expertise and tailored to the City's specific context, enabling a confident path forward with minimized risk and maximized return.

13.1.5 Technical Comparison Memo

To guide stakeholder alignment and inform executive decision-making, GHD/ARDURRA will develop a structured Technical Comparison Memo that benchmarks each shortlisted AMI solution across nine critical dimensions. This framework – tailored to the City of Laredo's operational priorities and modernization goals – will clearly highlight each platform's alignment with industry best practices and the City's vision for a digitally enabled, customer-centric utility.

Dimension	Key Evaluation Criteria	Why It's Important to the City of Laredo
Metering Infrastructure	Meter type (mechanical, ultrasonic, static), compatibility with existing meters, support for hybrid AMR/AMI operations	Ensures continuity during phased deployment, avoids unnecessary replacement costs, and supports transition from legacy systems to full AMI.
Communication Network	One-way/two-way capabilities, latency, bandwidth, signal reliability, backhaul options	Enables reliable and timely transmission of usage data, alerts, and diagnostics – essential for operational continuity and emergency response in both urban and fringe areas.
Software & Data Analytics	Platform scalability, meter read frequency, resolution, support for near real-time analytics, configurable dashboards, and integration with CIS and WMS	Powers advanced leak detection, tamper alerts, demand forecasting, and optimized customer billing. Supports the City's desire for data-driven decision-making and performance monitoring.
Customer Experience	Self-service portal, mobile access, usage alerts, high/low consumption notifications, multilingual support	Improves satisfaction and transparency, empowers customers with actionable insights, and reduces customer service call volumes – especially important in Laredo's multilingual and diverse population.
Training & Deployment	Availability of installation support, hands-on training for field and customer service staff, online resources	Supports workforce readiness and smooth system rollout. Helps mitigate disruption during coexistence periods and enables efficient onboarding for internal teams.
System Integration	Compatibility with Cayenta CIS, GIS, SCADA, asset management systems, and digital twin readiness	Reduces data silos, ensures seamless operational workflows, and supports future initiatives like predictive maintenance, smart city applications, and regulatory reporting.
Cybersecurity & Compliance	NIST/ISO-aligned encryption, multi-factor authentication, event logging, data storage protocols	Protects critical infrastructure and sensitive customer data, reduces cybersecurity risks, and ensures compliance with industry and federal standards.

Dimension	Key Evaluation Criteria	Why It's Important to the City of Laredo
Vendor Ecosystem & Support	Hardware/software flexibility, upgrade paths, technical support responsiveness, local presence, training resources	Supports procurement flexibility, reduces long-term risks, minimizes downtime, and helps the City avoid vendor lock-in while ensuring access to responsive, knowledgeable support teams.
AMI 2.0 & Utility of the Future Alignment	Support for advanced metering infrastructure, digital twin integration, predictive analytics, edge intelligence, and scalable cloud-based platforms	Positions the City for long-term success by aligning with industry innovation, enhancing operational intelligence, and enabling proactive utility management in a digital era.

This memo will serve as a strategic decision-support document, allowing the City to compare solutions on an apples-to-apples basis. It will help leadership confidently select an AMI platform that not only meets today's performance needs, but also advances Laredo's transformation into a modern, resilient, and data-driven utility of the future.

The memo will include:

- A **side-by-side matrix** of technical and operational attributes.
- **Narrative analysis** of trade-offs and implementation feasibility.
- **Strategic recommendations** on platform selection, phasing strategies, and change management.

TASK 24.0: CIS System Evaluation

Objective: Evaluate the City's existing Customer Information System (CIS) and assess modern CIS alternatives – including Cayenta and comparable platforms – to identify a best-fit solution that enhances customer service delivery, streamlines operations, and supports full integration with AMI, financial, and operational systems.

24.1 Current State Assessment

GHD/ARDURRA will begin by conducting a thorough assessment of the City's existing CIS and billing system environment. This will include:

- Business process mapping for key functions such as account creation, billing, collections, and service requests.
- Identification of system limitations impacting customer service, reporting, or billing accuracy.
- Evaluation of existing integration points (if any) with field service tools, meter data, and payment gateways.
- Review of data architecture, database management practices, and backup/recovery protocols.
- Assessment of staff workflows, reporting limitations, and user interface usability.

GHD/ARDURRA will apply a structured evaluation framework to assess leading CIS solutions on the market, including Cayenta. Each option will be reviewed against the following capabilities:

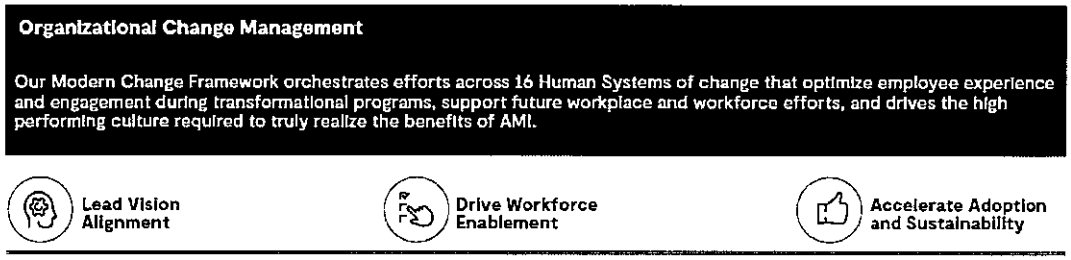
Evaluation Focus Area	Key CIS Capabilities	Why It's Important to the City
Configurability & Modularity	Ability to tailor workflows, fields, and modules to support the City's utility structure and Multi-Service accounts.	Enables flexibility to adapt over time without costly code customization or vendor reliance.
Billing Flexibility	Support for base rate, tiered consumption, time-of-use, demand billing, and special customer classes.	Accommodates evolving rate structures, conservation programs, and regulatory compliance.
CRM Features	Integrated case management, call logging, workflow automation, and service request tracking.	Enhances internal coordination, reduces manual handoffs, and improves responsiveness to residents.
Online Services	Customer self-service portals, e-billing, payment history access, and outage/service notifications.	Improves customer satisfaction, reduces paper-based processing, and provides 24/7 access.
Mobile Service Orders	Dispatch and update service orders in the field using mobile devices with real-time sync.	Increases field efficiency, reduces paperwork, and improves visibility across departments.
System Integration	Standards-based interfaces with AMI/AMR, Work Management Systems, financial software, and GIS.	Enables a connected, end-to-end utility environment that supports real-time data flow and automation.
Data Protection & Backup	Encrypted data handling, user access control, automated backups, disaster recovery.	Ensures operational resilience, customer privacy, and business continuity.
User Experience & Support	Intuitive interface, reporting dashboards, implementation readiness, and training resources.	Reduces training burden, promotes user adoption, and facilitates a smoother system transition.
AMI 2.0 & Utility of the Future Alignment	Support for integration with two-way AMI platforms, real-time analytics, digital twins, and AI-enabled customer services.	Ensures the CIS platform evolves with industry trends, supports predictive intelligence, and improves utility resilience and customer engagement.

GHD/ARDURRA will also understand that while Cayenta is a capable and cost-effective CIS solution for many utilities, it does face several limitations in meeting the evolving demands of smart utilities and AMI 2.0 in the water industry. As utilities move toward real-time operations, predictive analytics, and digital twin integration, Cayenta's lack of native Artificial Intelligence/Machine Learning capabilities, limited event-driven architecture, and reliance on third-party platforms for advanced analytics present challenges. Its scalability is best suited for small to mid-sized utilities, and complex hybrid AMI/AMR environments may require additional middleware for effective integration. As the industry trends toward deeper customer engagement, sensor-driven optimization, and enterprise-wide data interoperability, utilities seeking future-ready platforms may find Cayenta less aligned with long-term digital transformation goals unless supplemented with external tools and integrations.

24.3 Gap Analysis and Future State Fit

Based on the assessment of current operations and the evaluated capabilities of modern CIS platforms, GHD/ARDURRA will conduct a gap analysis to:

- Identify key functional areas where the existing system falls short.
- Determine enhancements achievable with new platforms.
- Assess readiness for integration with AMI, digital twins, and future smart city tools.
- Evaluate internal capacity for system adoption and change management.



GHD's leadership ensures that AMI adoption is not left to chance — we proactively drive the organizational and workforce changes needed for success.

24.4 Final CIS Recommendation Report

The CIS evaluation will culminate in a clear, data-informed recommendation supported by:

- Side-by-side comparison of leading solutions, including Cayenta.
- Implementation roadmap outlining phasing, key milestones, and staffing implications.
- Budgetary estimates for licensing, deployment, and ongoing support.
- ROI projections based on anticipated efficiency gains and customer service improvements.

The recommendation will balance functionality, long-term sustainability, integration capabilities, and implementation feasibility – ensuring the selected solution aligns with the City's modernization goals and operational realities.

TASK 24.3: Gap Analysis and Future State Fit

Objective: To identify and quantify the functional, technical, and operational gaps between the City of Laredo's existing AMR/AMI and CIS systems and the capabilities of modern AMI 2.0 and next-generation CIS platforms. This task will provide a structured, side-by-side comparison across critical dimensions – such as data analytics, integration readiness, customer experience, cybersecurity, and operational efficiency – enabling the City to clearly understand where enhancements are needed and how modern technologies can address current limitations. The findings will inform strategic decision-making, investment prioritization, and implementation

planning aligned with the City's long-term goals for digital transformation and utility modernization.

2.4.3.1 AMI System & CIS System Gap Analysis

Building on GHD/ARDURRA's comprehensive evaluation of the City of Laredo's existing AMR/AMI metering infrastructure and Customer Information System (CIS), this task presents a structured gap analysis that compares current capabilities against modern AMI 2.0 and next-generation CIS platforms. The analysis identifies critical disparities across technical, operational, analytical, and customer service dimensions – such as communication network performance, system integration readiness, data analytics, billing flexibility, and user engagement tools. By highlighting where existing systems fall short of industry best practices and emerging standards, the analysis supports a clear understanding of the functional upgrades required to align with the City's long-term vision for digital water transformation, operational efficiency, and enhanced customer experience.

AMI System Gap Analysis

Evaluation Dimension	Current System Capabilities	AMI 2.0 Modern Capabilities	Identified Gaps
Metering Infrastructure	Primarily mechanical meters with limited or no compatibility for retrofit.	Ultrasonic/static meters, retrofit-ready, hybrid AMR/AMI configurations.	Limited ability to reuse assets or support phased upgrades; increased replacement costs.
Communication Network	One-way RF network with high latency and limited diagnostics.	Two-way RF mesh, LTE, or NB-IoT with real-time data flow and remote diagnostics.	No remote troubleshooting or real-time monitoring; low fault detection.
Software & Data Analytics	Manual data reporting, no real-time insights or alerts.	Cloud/on-prem analytics with pattern detection, event alerts, dashboards.	Lack of visibility into water loss, anomalies, and consumption trends.
Customer Experience	Minimal customer-facing tools or notifications.	Mobile portals, leak alerts, usage trends, high-bill warnings.	No self-service options; high dependency on call center support.
Training & Deployment	Limited documentation and support for field training.	Comprehensive onboarding, deployment kits, and documentation.	Staff may be unprepared for operating and maintaining modern systems.
System Integration	Limited or proprietary integration with CIS and GIS.	Open APIs, seamless integration with Cayenta CIS, SCADA, GIS, and digital twins.	Siloed operations, poor data synchronization, limited automation.
Cybersecurity & Compliance	Basic encryption, limited logging or authentication layers.	NIST/ISO aligned security frameworks, end-to-end encryption.	High exposure to cyber risks and compliance violations.
Vendor Ecosystem & Support	Limited upgrade paths; legacy vendor lock-in.	Modular, flexible platforms with responsive support and upgrade roadmaps.	Limited system adaptability and dependency on aging technologies.

CIS System Gap Analysis

Evaluation Area	Current CIS Capabilities	Modern CIS Features	Identified Gaps
Configurability & Modularity	Rigid structure with limited workflow customization.	Modular platforms supporting configurable workflows and fields.	Inflexibility hinders adaptability to rate and policy changes.
Billing Flexibility	Fixed billing logic; limited support for TOU or demand billing.	Support for tiered, time-of-use, demand-based, and customer class billing.	Inability to support modern rate structures and conservation incentives.
CRM Features	Basic ticket tracking without automation or real-time status.	Integrated service request tracking, call logging, workflow automation.	Missed opportunities for improved issue resolution and customer satisfaction.
Online Services	Limited or no access to portals or e-billing features.	Self-service portals, online payments, usage dashboards, outage notifications.	Customers lack 24/7 visibility and payment options.
Mobile Service Orders	Manual dispatch with paper-based processes.	Real-time mobile work order dispatch and status updates.	Delays in field service completion and status tracking.
System Integration	Manual or batch integration with billing and AMR.	Real-time API-based integration with AMI, WMS, GIS, and finance systems.	Disjointed workflows and delayed data synchronization.
Data Protection & Backup	Basic password protection; manual backup.	Automated, encrypted backups with disaster recovery protocols.	Vulnerability to data loss, slow recovery from outages.
User Experience & Support	Outdated interface, steep learning curve, poor reporting.	Modern UI, user-friendly reporting tools, onboarding and training support.	Barriers to user adoption and delayed training ramp-up.

TASK 24.4: Final CIS & AMI Recommendation Report

Building upon the results of the AMI and CIS evaluations and the comparative gap analysis, GHD/ARDURRA will develop a detailed Recommendation Report designed to guide the City of Laredo through a well-informed modernization decision. This report will provide the technical, financial, and operational justification needed for leadership, stakeholders, and funding entities to support future investment in AMI and CIS platforms. The recommendation will consider solution viability, cost-effectiveness, implementation feasibility, and long-term sustainability.

24.4.1 Solution Comparisons

The report will provide a side-by-side comparison of shortlisted AMI and CIS solutions using GHD/ARDURRA's eight-dimension evaluation framework. Comparisons will consider key technical and functional factors, including system interoperability, customer engagement tools, analytics capability, communication network reliability, integration readiness with Cayenta and other platforms, cybersecurity alignment, and vendor responsiveness. Clear visual matrices and narrative analysis will summarize the strengths, weaknesses, and differentiators of each solution in the context of the City's needs.

GHD/ARDURRA will develop a phased implementation timeline outlining key milestones and transition planning activities. This will include system procurement, pilot deployments (if applicable), training and onboarding, full system rollout, dual-read coexistence periods, testing/validation phases, and customer outreach. The timeline will account for interdependence between AMI and CIS systems, including integration readiness, staffing demands, and seasonal constraints that may impact deployment.

24.4.3 Budgetary Cost Estimates

The recommendation report will include planning-level cost estimates for AMI and CIS system modernization. These will encompass hardware and software acquisition, implementation services, system integration, training and change management, and long-term support and licensing. Where applicable, separate costs will be provided for modular or phased deployments. Estimates will be benchmarked using GHD/ARDURRA's experience from similar projects and refined with available vendor input.

24.4.4 Return on Investment (ROI) Projections

GHD/ARDURRA will provide ROI projections based on quantifiable benefits such as reduced meter reading labor, faster leak detection, enhanced revenue assurance, reduced truck rolls, and customer service efficiencies. ROI will also consider softer benefits such as improved customer satisfaction, increased transparency, regulatory compliance, and readiness for future smart city initiatives. A multi-year financial model will be included to help the City compare payback periods across different solution paths.

TASK 25.0: Transition Plan

GHD/ARDURRA will prepare a comprehensive Transition Plan to support the City of Laredo in executing a structured, phased migration from its current legacy AMR infrastructure to a modern, fully integrated AMI 2.0 and CIS environment. The plan will align with GHD/ARDURRA's AMI 2.0 Roadmap and will ensure continuity across technical, operational, and customer service domains while enabling long-term modernization goals.

25.1 Multi-Phase Migration Strategy

The City's migration to AMI 2.0 will follow a structured, phased strategy grounded in GHD's AMI Roadmap Framework. This roadmap offers a proven and flexible pathway that balances utility realities, operational readiness, and customer expectations. It supports scalable deployment, minimizes disruption, and ensures long-term value realization.

The AMI Migration Strategy includes six interrelated phases, each with defined entry/exit criteria, change management activities, and performance metrics. These **phases** align with GHD's core roadmap stages and are tailored to support the City's infrastructure, organizational capacity, and digital transformation goals.

Phase 1: Planning

Component	Details
Focus	Establishing strategic direction, assessing needs, and preparing for procurement.
Key Actions	Define AMI business objectives, evaluate technology options, develop a business case, secure funding, and establish governance.
Alignment	Meter strategy, vendor selection criteria, analytics planning, system integration scoping.
Outcomes	Shared vision, Implementation Charter, stakeholder alignment, and procurement readiness.
GHD Support	Facilitation of strategy sessions, development of RFPs, vendor-neutral technical specifications, and funding strategy support.
Key Deliverables	Technology selection matrix, investment justification, Program Charter.

Phase 2: Beginning (Pilot Deployment)

Component	Details
Focus	Deploying foundational systems and validating processes in a low-risk environment.
Key Actions	Conduct pilot deployment (1–5%), test installation methods, train staff, and validate CIS/AMI integration and data workflows.
Alignment	Analytics initiation, reliability testing, dashboard prototyping, early customer experience feedback.
Outcomes	Confirmed system performance, accurate data capture, and workflow refinement.
GHD Support	Field oversight, QA/QC scripting, alert scenario testing, and pilot analytics reporting.
Key Metrics	Read accuracy, latency, alert integrity, billing validation, customer feedback.

Phase 3: Realizing (Hybrid Rollout)

Component	Details
Focus	Expanding AMI coverage while managing coexistence with AMR systems.
Key Actions	Begin zone-based rollout, integrate with CIS, implement dual-read workflows, and refine customer engagement strategies.
Alignment	Outage/leak alerts, operational dashboards, alert-driven response, and platform design.
Outcomes	Phased transition, operational learning, and dual-read system reconciliation.
GHD Support	Middleware for dual-read support, change management, billing alert SOPs, and customer service training.
Readiness Triggers	CIS integration milestones, dual-read testing, billing handoff readiness, and customer portal alignment.

Phase 4: Enabling (Full Deployment and Integration)

Component	Details
Focus	Achieving full operational integration across enterprise systems.
Key Actions	Complete meter deployment, retire legacy AMR, and integrate AMI with CIS, SCADA, GIS, and asset management.
Alignment	Real-time system monitoring, energy management, KPI dashboards, and performance optimization.
Outcomes	Platform convergence, automated workflows, and improved operational visibility.
GHD Support	Integration dashboards, end-to-end system testing, staff and customer portal training, and digital twin preparation.
QC Milestones	>98% read success, CIS/AMI sync, customer portal activation, and staff operational readiness.

Phase 5: Transitioning

Component	Details
Focus	Normalizing AMI operations and enhancing customer engagement.
Key Actions	Activate advanced alerts, manage customer interactions, improve internal response workflows.
Alignment	Field operations optimization, customer satisfaction tracking, performance benchmarking.
Outcomes	Fewer truck rolls, improved call center response, consistent use of AMI-enabled insights.
GHD Support	QA/QC updates, refresher training, communications planning, and escalation pathway design.
Success Metrics	Portal engagement, time to resolve issues, customer feedback scores.

Phase 6: Modernizing (Optimization and Enhancement)

Component	Details
Focus	Unlocking long-term value through innovation, automation, and analytics.
Key Actions	Deploy digital twins, apply AI/ML models, refine KPIs, optimize O&M performance.
Alignment	Predictive maintenance, asset health insights, advanced analytics, energy and water efficiency.
Outcomes	ROI realization, continuous improvement, AMI-enabled smart water operations.
GHD Support	Digital twin integration, advanced analytics dashboards, data governance guidance, performance reengineering.
Sustainability Metrics	Leak detection time, truck roll reduction, asset optimization, and portal usage rates.

Each phase will include defined entry/exit criteria, change management activities, and measurable performance metrics to ensure smooth progression and minimal disruption.

2.5.2 Prioritization Strategy for Upgrade Sequencing and Retrofitting

GHD/ARDURRA will use data-driven prioritization – leveraging **SUEZ On'Connect** meter analytics – to identify zones where upgrade sequencing will provide the highest operational or financial benefit as well as focus on potential areas for retrofitting. Key criteria include:

- Meters with under-registration and degradation
- High leakage or tamper risk areas
- Commercial/multi-family service areas with high water demand
- Zones with historical communication issues or manual read dependencies
- Areas with aging infrastructure or low data confidence

This approach supports early wins and provides justification for phased investment while aligning with reliability and analytics maturity in the roadmap.

2.5.3 Management of Coexistence Periods

During dual-system operation, GHD/ARDURRA will implement best practices to minimize operational disruption, billing discrepancies, and customer confusion. Strategies will include:

- **Data Harmonization Tools:** Implementation of middleware or ETL (Extract, Transform, Load) processes to normalize data from AMR and AMI reads, ensuring consistency for billing, analytics, and reporting platforms.
- **Billing System Synchronization:** Configuration of CIS and billing systems to accept dual-source reads with metadata tags (e.g., source system, timestamp, validation flag) for reconciliation and audit purposes.
- **QA/QC Protocols:** Creation of parallel read verification rules to flag anomalies in meter reads across systems and initiate validation or escalation procedures before bills are issued.
- **Staff Workflow Adjustments:** Development of dual-mode service order and field support workflows, allowing customer service and field teams to respond appropriately depending on whether a customer is on AMR or AMI.
- **Customer Communication Templates:** Proactive messaging tailored to each transition phase – including bill inserts, SMS/email notifications, and customer portal banners – to explain benefits, timing, and who to contact for support.
- **Training & Simulation:** Hands-on training and scenario-based drills for staff to manage troubleshooting, data discrepancies, and escalation protocols between systems.
- **Performance Dashboards:** A centralized dashboard to monitor coexistence KPIs (e.g., number of dual-source accounts, read consistency rates, flagged accounts), ensuring visibility and accountability across departments.

These coexistence strategies reflect best practices from recent GHD/ARDURRA deployments and are supported by the "Enabling" and "Transitioning" stages in the AMI 2.0 Roadmap, helping ensure a smooth and confident operational shift.

2.5.4 Financial Modeling for Phased Implementation

GHD/ARDURRA will develop a dynamic, scenario-based financial model including:

- Detailed capital and operational costs by roadmap phase
- Reuse savings (e.g., leveraging existing endpoints or infrastructure)
- Funding scenarios using utility reserves, SRF, BIL, or energy efficiency grants
- ROI and lifecycle cost estimates including benefits from early leak detection, labor savings, and customer satisfaction metrics

The model will support decision-makers in understanding the financial impact of coexistence periods and the benefits of full AMI 2.0 transformation over time.

TASK 26.0: Operational Sustainability Analysis

To ensure that the City of Laredo's transition to an AMI 2.0 environment is not only successful at launch but also sustainable into the future, GHD/ARDURRA will conduct a comprehensive Operational Sustainability Analysis. The assessment will address long-term workforce readiness, IT capacity, and total cost of ownership (TCO), while aligning with the capacity-building and modernization milestones outlined in the AMI 2.0 Roadmap.

26.1 Workforce Impact and Training Needs

As the City moves from manual and route-based meter reading to a data-driven, automated environment, GHD/ARDURRA will evaluate the organizational impacts across departments. This includes:

- **Field Operations:** Transitioning from routine read cycles to exception-based service, leak investigations, and endpoint maintenance aligned with the "Reliability Planning" and "Outage Management" roadmap layers.
- **Customer Service:** Supporting real-time resolution through access to live usage data, alerts, and customer portals, aligning with "Customer Experience Realization" and "Continuous Improvement".
- **Billing & Finance:** Shifting to proactive exception handling, high-bill alerts, and improved revenue forecasting using advanced analytics.
- **IT & Support Staff:** Supporting integration with CIS, SCADA, GIS, and future digital twin platforms.

GHD/ARDURRA will create role-specific training plans and build onboarding modules tailored to each roadmap phase – ensuring personnel are equipped at each step of the transition.

26.2 IT Support Capacity for CIS and AMI Systems

Modern AMI 2.0 and CIS platforms introduce significant changes in system architecture, data volume, and security protocols. GHD/ARDURRA will assess:

- The **City's current IT staffing model** and capabilities to support AMI-CIS integration and performance monitoring tools.
- Readiness for **cloud-hosted or hybrid infrastructure**, reflecting industry trends and options presented in the **"Smart Water Platform"** layer of the roadmap.
- **System interconnectivity** needs with WMS, SCADA, GIS, and financial platforms – critical for seamless end-to-end utility workflows.
- **Data governance, cybersecurity alignment (NIST/ISO)**, and resilience to support continuous operation through planned or unplanned disruptions.

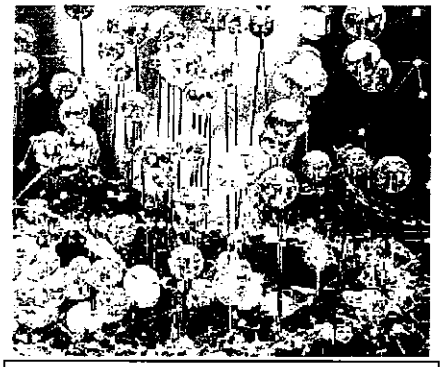
This assessment will inform whether additional staffing, infrastructure investments, or managed service support is needed to align IT operations with the City's long-term utility modernization objectives.

27.1 Total Cost of Ownership and Value Realization

GHD/ARDURRA will prepare a comprehensive TCO model to evaluate the full lifecycle financial impact of the AMI and CIS transition. This includes:

- **Capital Expenditures (CapEx):** Meters, endpoints, network, software licenses, training, and integration costs.
- **Operating Expenditures (OpEx):** Hosting services, maintenance, software updates, technical support, and staff time.
- **Value Realization:** Projected cost reductions from fewer truck rolls, reduced manual reads, earlier leak detection, and improved billing accuracy.
- **Future-readiness investments:** Budgeting for advanced analytics, platform scalability, and customer-facing innovation aligned with the **"Modernizing"** phase of the roadmap.

GHD/ARDURRA's TCO analysis will help the City compare investment scenarios across rollout timelines and technology options, enabling proactive financial planning and informed funding applications.



AMI is Only As Powerful as Its Ability to Communicate

Without seamless integration across the City's platforms – from meters and networks to billing, analytics, and customer engagement systems – the promise of AMI cannot be realized. Typically, integration is a major blind spot – whether other consultants offer no interface maps, data flow architecture, or test strategies. If not addressed, this gap risks data loss, billing inaccuracies, and operational fragmentation.

GHD's integration framework transforms disparate systems into a unified digital ecosystem – enabling real-time decision-making, automated workflows, and scalable performance. Integration is not a back-end technical task – it is the engine that powers leak detection, billing precision, customer alerts, and long-term data intelligence.

TASK 27.0: Integration With Legacy Systems

To enable a phased, low-risk modernization journey, GHD/ARDURRA will develop strategies that ensure seamless integration between the City of Laredo's legacy infrastructure and modern AMI 2.0 and CIS platforms. This task supports the **"Planning," "Enabling," and "Transitioning"** phases of the AMI 2.0 Roadmap, minimizing operational disruptions and enabling consistent service delivery across hybrid environments.

27.1 Legacy System Compatibility, including Customer Portal Strategy

GHD/ARDURRA will conduct a technical and operational compatibility assessment of the existing AMR and CIS platforms with proposed AMI 2.0 and next-generation CIS solutions. This includes:

- Maintaining **paper billing and legacy CIS workflows** during initial phases of AMI and portal deployment, supporting **"Customer Experience Realization"**.
- Evaluating the ability of AMI 2.0 systems to **capture and consolidate historical AMR data**, enabling unified analytics and reporting throughout coexistence.
- Identifying which **financial, customer service, and meter reading tools** can be retained, upgraded, or bridged using transitional interfaces.
- Mapping out any **data or software modules** requiring early replacement or temporary middleware integration.

This step ensures that essential City services remain uninterrupted while foundational capabilities are upgraded.

28.2 Phased Evaluation of Low-Disruption Integration Paths

Aligned with the **"AMI Integration & Deployment"** and **"Real-Time Data Handling"** roadmap layers, GHD/ARDURRA will define low-disruption migration strategies including:

- Evaluation of **interface readiness and middleware opportunities** to synchronize legacy and modern platforms.
- Dual-operation protocols for **coordinated meter reading, billing, and service orders** using both AMR and AMI data.
- Data exchange workflows using **API connections, ETL tools**, or vendor-provided transition kits.
- Development of **standard operating procedures** for staff to manage hybrid data environments and customer interactions during transition.

These strategies will reduce manual workarounds, protect data integrity, and support smooth operations throughout the implementation period.

28.3 Transitional Tools (e.g., Customer Portals or Mobile Apps that Can Coexist with Manual Billing)

To enhance customer engagement early while maintaining operational stability, GHD/ARDURRA will recommend and configure transitional tools that bridge old and new systems. These include:

- **Customer portals** that display usage data or leak alerts even if **billing remains paper-based**, supporting early adoption of **real-time information sharing**.
- **Mobile apps** with read-only dashboards, high-bill notifications, or conservation tips powered by AMI endpoints, even before full integration with CIS.
- Temporary interfaces that **sync customer information, service orders, and usage data** across both systems.
- **Customer education materials and FAQs** to clearly communicate the staged rollout process, expectations, and available tools.

These initiatives align with the **"Customer and Staff Engagement"** and **"Continuous Improvement"** layers of the roadmap, ensuring consistent communication and value delivery throughout the journey.

TASK 28.0: Deliverables

GHD/ARDURRA will provide a comprehensive report summarizing all evaluation findings to inform the City of Laredo's modernization efforts for its AMR/AMI and CIS systems. These deliverables will directly align with the in-depth assessments, gap analyses, and technical evaluations conducted under Tasks 23 and 24. The purpose of the final report is to consolidate technical, operational, and customer-facing insights into a practical, data-driven modernization roadmap that supports investment prioritization and stakeholder alignment.

28.1 Comprehensive Evaluation Summary Report

The report will consolidate all findings from the AMR/AMI and CIS evaluations and include the following key components:

Section	Content Summary	Purpose/Outcome
28.1.1 Comparative Analysis of AMI/AMR and CIS Technologies	Side-by-side evaluation of current and modern AMI 2.0/CIS platforms across key dimensions such as data analytics, customer experience, communication networks, cybersecurity, and integration readiness.	Enables data-driven selection of future systems, aligned with operational goals, cost-effectiveness, and scalability.
28.1.2 Strengths, Risks, and Limitations	Identification of functional strengths, technology gaps, vendor limitations, and potential risks across AMI/CIS platforms.	Provides a balanced risk-benefit view for informed decision-making and procurement strategy.
28.1.3 AMI/CIS Gap Analysis	Detailed mapping of current AMR and CIS system capabilities vs. modern alternatives, including a narrative of key deficiencies in infrastructure, customer engagement, data systems, and workforce readiness.	Supports prioritization of investments, sequencing of upgrades, and integration with future-state planning.

TASK 29.0: Multi-Phase Implementation Roadmap

Objective: GHD/ARDURRA will develop a comprehensive, multi-phase implementation roadmap to guide the City of Laredo's transition from its legacy AMR and CIS systems to a fully modernized AMI 2.0 and next-generation CIS environment. This roadmap will provide an actionable, step-by-step strategy, drawing on the findings from prior gap analyses, stakeholder workshops, and system evaluations. The plan will address sequencing, prioritization, risk mitigation, and long-term optimization to ensure operational continuity, stakeholder alignment, and return on investment.

29.1 Step-by-Step Migration Strategy

GHD/ARDURRA will outline a five-phase migration strategy that includes:

- **Planning and Procurement** – Define requirements, finalize technology selections, secure budget and procurement approvals.
- **Pilot Deployment** – Deploy in a controlled zone to validate system performance, staff readiness, customer response, and field procedures.
- **Hybrid Rollout** – Expand AMI deployment to prioritized zones while maintaining AMR operations in remaining areas; initiate CIS buildout.
- **Full Deployment** – Complete citywide AMI installation and enable full CIS integration; phase out legacy systems.

- **Optimization and Enhancements** – Activate advanced features (e.g., analytics, customer engagement tools), monitor KPIs, and refine workflows.

Each phase will include clearly defined entry and exit criteria, quality control measures, and risk mitigation strategies to ensure orderly progression and measurable outcomes.

2.3 Deployment Timeline and Workstreams

GHD/ARDURRA will prepare a Gantt-style deployment roadmap spanning a 7–8-year horizon, coordinated across the following workstreams:

- AMI infrastructure (meters, endpoints, collectors)
- Network communications and backhaul deployment
- CIS configuration, testing, and cutover
- Staff training and change management
- Customer communications and outreach
- System integration and QA/QC validation

This timeline will account for resource availability, seasonal construction windows, grant award cycles, and contractor mobilization, ensuring sequencing aligns with the City's operational and financial realities.

2.3.3 Prioritization of Meter Installations and Service Upgrades

GHD/ARDURRA will develop a prioritization framework to determine the order of meter upgrades and service enhancements based on:

- Meter age, condition, and failure history
- High-usage or revenue-sensitive customers
- Geographic clustering and routing efficiency
- Presence of critical infrastructure (e.g., schools, hospitals)
- Areas with high potential for early ROI or water savings
- Insights from Suez On'Connect

This data-driven prioritization will ensure the City deploys its resources effectively and builds early success stories to strengthen internal support and public confidence.

2.3.4 Management of Coexistence Periods

During the transition, legacy AMR and new AMI/CIS systems will need to operate in parallel. GHD/ARDURRA will provide strategies to manage this coexistence, including:

- Interim software bridges for consolidated billing and analytics
- Dual-source data validation protocols
- Staff workflows for monitoring and resolving mixed-system issues
- Customer support materials tailored to phased rollouts
- Communications to explain phased benefits and timelines to the public

These measures will ensure service continuity, billing accuracy, and a seamless experience for both City personnel and utility customers throughout the transition.

TASK 30.0: Financial Planning Models

Objective: To support the City of Laredo in budgeting, sequencing, and funding its AMI and CIS modernization program, GHD/ARDURRA will develop robust financial planning models that align with phased deployment strategies. These models will provide clear visibility into upfront and recurring costs, total cost of ownership (TCO), and projected return on investment (ROI). GHD/ARDURRA will also recommend strategies to leverage federal and state funding sources to offset capital costs and enhance project affordability.

30.1 Cost Estimates for Each Implementation Phase

GHD/ARDURRA will develop detailed, planning-level cost estimates for each major implementation phase of the AMI and CIS rollout. These estimates will include:

- Meter and endpoint procurement
- Network and communication hardware
- Software licensing and integration
- Installation labor and subcontractor costs
- Training, change management, and internal staffing impacts

Each phase will be modeled using scenario-based options (e.g., accelerated vs. phased deployment), allowing the City to evaluate funding needs under different timelines and rollout strategies.

30.2 Long-Term Total Cost of Ownership (TCO) Projections

To support long-term affordability planning, GHD/ARDURRA will develop a TCO model that projects lifecycle costs over a 10–15 year horizon. The model will include:

- Capital expenses (CapEx) for system acquisition and implementation
- Operational expenses (OpEx) including software maintenance, hosting, and support
- Equipment upgrades, replacements, and spare parts
- Internal labor impacts and resource allocation
- Vendor services, warranties, and license renewals

The TCO analysis will be customized for the City's meter count, geographic profile, and staffing capacity to reflect realistic ownership costs over time.

30.3 Return on Investment (ROI) Projections

GHD/ARDURRA will provide a multi-year ROI analysis that quantifies financial and operational benefits such as:

- Reduced manual meter reading and associated labor savings
- Decreased water loss from earlier leak detection

- Improved billing accuracy and revenue assurance
- Reduced truck rolls and fuel usage
- Lower call center volume through self-service portals

The ROI model will include payback periods, cash flow projections, and net present value (NPV) to support investment decisions and funding justifications.

31.4 Recommendations for Leveraging Grants and Other External Funding Sources

To supplement local funding and improve project feasibility, GHD/ARDURRA will identify and evaluate applicable external funding sources such as:

- Bipartisan Infrastructure Law (BIL)
- Drinking Water State Revolving Fund (DWSRF)
- WaterSMART and Resiliency Grant Programs
- Energy Efficiency and AMI-specific Grant Opportunities

GHD/ARDURRA will assist the City in mapping project components to eligibility requirements and can support pre-application planning or grant narrative development to maximize competitiveness.

TASK 31.0: Stakeholder-Facing Materials

Objective: To support leadership communication, internal alignment, and external engagement, GHD/ARDURRA will develop a comprehensive set of stakeholder-facing materials. These tools will distill complex AMI and CIS technical findings into clear, actionable messages that align with the City of Laredo's strategic priorities, change management objectives, and public transparency standards.

31.1 Presentations for City Management and Council

GHD/ARDURRA will create professionally designed presentations tailored to executive audiences, including City Council, Utility Management, and department leadership. These presentations will:

- Summarize key findings from AMR/AMI and CIS system evaluations, gap analyses, and financial models.
- Highlight strategic recommendations and preferred modernization scenarios.
- Present a phased implementation timeline with key milestones.
- Outline funding requirements and potential external grant opportunities.
- Incorporate visuals such as comparison tables, roadmap diagrams, and ROI projections to support understanding.
- Be customized to reflect the City's current challenges, organizational goals, and long-term service commitments.

GHD/ARDURRA will also support in-person or virtual delivery of the presentations, facilitate Q&A sessions, and revise content based on City feedback or stakeholder concerns.

To ensure cohesive communication across internal teams and with the public, GHD/ARDURRA will develop a suite of written materials that support both internal engagement and public-facing transparency. These will include:

- **Executive Briefs:** High-level summaries for senior leadership, capturing the modernization case, expected benefits, and strategic implications.
- **Change Management FAQs:** Tailored responses to common staff questions about AMI/CIS implementation, timelines, and role impacts.
- **Implementation Readiness Checklists:** Task-level checklists for City departments to track activities, responsibilities, and internal milestones.
- **Public Communication Templates:** Customer notices, billing inserts, web copy, and multilingual communication scripts aligned with City branding and public information protocols.

Each material will be reviewed in collaboration with department leads from Public Works, Finance, IT, and Customer Service to ensure clarity, relevance, and alignment with the City's tone and communication preferences.

TASK 32.0: Outcome-Driven Technical Specifications to Support Strategic Procurement

Objective: Rather than producing "check-the-box" technical specifications, GHD/ARDURRA will equip the City of Laredo with **value-based, outcome-focused procurement criteria** that prioritize system capabilities that directly address the City's operational needs, future ambitions, and customer service expectations. These technical specifications will empower the City to evaluate AMI and CIS vendors based not just on technical compliance, but on the **tangible benefits and differentiated value** they can deliver for both utility staff and Laredo's residents.

GHD/ARDURRA will develop a set of **forward-looking functional and integration specifications** tailored to the City's modernization goals – not just baseline utility features. These requirements will ensure vendors address pressing operational challenges, enable long-term scalability, and provide measurable improvements in system performance, reliability, and customer engagement.

Key Functional Requirements (What Will It Enable?):

- **Hybrid AMR/AMI Compatibility** – Enables cost-effective transition and reuse of assets.
- **Real-Time/High-Frequency Meter Reads** – Supports leak detection, billing accuracy, and conservation.
- **Event-Based Alerts** – Provides proactive responses to issues (e.g., reverse flow, meter tamper).
- **Customer-Facing Dashboards and Mobile Apps** – Empowers self-service, reduces call volumes.
- **Multilingual Tools** – Reflects Laredo's diverse community and enhances access and trust.

Integration & Interoperability (How Will It Connect?):

- **Standards-Based APIs** (REST/JSON/XML) – Avoids vendor lock-in and ensures future flexibility.
- **CIS (e.g., Cayenta), GIS, SCADA, and Asset Management Integration** – Supports seamless cross-departmental workflows.
- **Modular Architecture** – Allows scalable implementation of future tools like AI-based analytics and digital twins.
- **Embedded Cybersecurity** – Aligns with NIST/ISO to secure sensitive customer and system data.

Operational Flexibility (How Will It Adapt?):

- Customizable dashboards for different user roles (e.g., field crew vs. billing).
- Auto-generated reports for internal tracking and regulatory compliance.
- Remote firmware upgrades and centralized configuration tools.
- User permissions management to support IT governance best practices.

RFPs Should Inspire Innovation, Not Just Compliance

Many AMI procurements fall into the trap of "cookie-cutter" RFPs – rigid, one-size-fits-all templates that leave little room for vendor differentiation, creativity, or future-proofing. These conventional RFPs often focus narrowly on checklists of features and technical minimums, rather than framing the utility's strategic vision and long-term performance needs.

The City's AMI RFP will break that mold. By emphasizing performance outcomes, integration readiness, and open innovation, Our approach invites vendors to showcase their most forward-looking capabilities. Optional response areas differentiated scoring for value-added solutions, and clear articulation of strategic priorities strengthen the City's ability to select not just a system – but a long-term partner for transformation.

The result: an RFP process that is not only fair and defensible, but also attracts top-tier solutions, driving the City's progress towards intelligent, customer-centric utility operations.

To ensure a smooth transition and **preserve operational continuity**, GHD/ARDURRA will define interface requirements that enable **real-time and batch data flows** between legacy and modern systems – without compromising service or staff efficiency.

Transitional Integration Specifications (How Will It Support the Journey?):

- **Bridging Tools** – Temporary middleware to synchronize meter reads, billing data, and account info across legacy and AMI/CIS systems.
- **Mapping Templates –** Schemas to align legacy data formats with modern system inputs.
- **Dual-System Operations** – Enable paper billing and online portals to operate side-by-side with clear reconciliation protocols.

Robust Data Exchange Protocols (How Will It Ensure Data Quality?):

- Secure, real-time push/pull data mechanisms to CIS, WMS, and SCADA.
- Configurable error-handling and logging protocols to detect data gaps or mismatches.
- Compatibility with the City's future data warehouse and reporting systems.

Operational Continuity Support (How Will It Prevent Disruption?):

- APIs and tools for coexistence of AMR/AMI reads in billing systems.
- Comprehensive read/audit logs to verify meter performance and billing accuracy.
- Scalable architecture that adapts as legacy systems phase out and modern platforms take over.

36.4.1 Cost-Effectiveness Across the Project Lifespan

The GHD/Ardurra team takes a full lifecycle view of cost-effectiveness – ensuring that our recommendations and implementation support deliver value well beyond initial consulting fees. We focus on aligning technical solutions with operational, customer, and financial outcomes, allowing the City of Laredo to make high-confidence investments in AMI and CIS modernization.

Maximizing the City's Investment: Our approach is built on the principle that AMI is not just about more accurate billing and automated meter reading. By unlocking insights from data and sensors, the City can do more with its investment — from reducing water loss and optimizing system performance to empowering employees with advanced tools and changing customer behaviors through engagement and conservation programs. This ensures that AMI becomes a platform for continuous improvement, resilience, and innovation rather than a one-time technology upgrade.

Key cost-effectiveness strategies include:

- **Phased and Right-Sized Implementation:** Our approach minimizes financial risk by allowing the City to proceed in clearly defined stages, starting with pilots and quick wins before full deployment.
- **Leverage of Existing Investments**: We evaluate current CIS, SCADA, and GIS platforms to identify integration pathways that preserve existing investments.
- **Minimized Risk During Dual-Read Coexistence:** We reduce customer billing errors and internal inefficiencies – preventing revenue loss and reputational risk.
- **Operational Efficiency and Workforce Optimization:** Analytics, portal design, and automation help reduce manual effort and operating costs.
- **Vendor-Neutral Procurement and Pricing Leverage:** We draft performance-based technical specifications and negotiate long-term cost protections.

Driving Value with On'Connect™ Analytics

- **Data-Driven Meter Replacement:** On'Connect™ identifies under-performing meters through advanced analytics, ensuring replacements are targeted where they deliver the highest return on investment.
- **Lifecycle Optimization:** Supports proactive planning of meter replacement cycles, extending asset life and avoiding premature change-outs.
- **Revenue Assurance:** Accurate metering reduces apparent water losses and safeguards long-term revenue.
- **Informed Decision-Making:** Analytics provide the City with clear, evidence-based justification for capital investments in meter replacement.

By leveraging **On'Connect™ metering analytics**, the City of Laredo can implement a **smarter, phased meter replacement strategy** that maximizes financial value and minimizes operational risk.

36.4.2 Phased Cost Models, ROI Projections, and External Funding Strategies

Our approach goes beyond AMI deployment to focus on extracting actionable insights from data and sensors, empowering employees with the right tools, and driving positive changes in customer behavior. By embedding financial modeling and ROI frameworks into each stage, the City of Laredo can plan, secure, and justify long-term investment while building a utility that is smarter, more efficient, and more customer-centric.

Phase	Description	Key Cost Elements	Value Focus
Phase 1: Assessment & Planning	AMI/CIS readiness, business case, vendor evaluation	Staff time, consulting, strategic workshops	Strategic alignment, funding preparation, foundation for customer behavior programs
Phase 2: Pilot Deployment	Small-scale meter + network deployment	Equipment, integration, QA/QC, training	Data validation, customer education, workforce enablement
Phase 3: Full Rollout	Citywide metering, CIS upgrades, platform integration	Meter procurement, installation, vendor support	Operational efficiency, empowered staff, improved customer engagement
Phase 4: Optimization	Advanced analytics, digital twin alignment, QA/QC monitoring	Platform licenses, dashboards, staff support	Continuous improvement, data-driven decisions, customer conservation behaviors

ROI & Strategic Value Projections

- **Water Loss Reduction:** Targeted analytics enable proactive leak detection and pressure management, reducing non-revenue water by 5–15%.
- **Workforce Empowerment:** Dashboards, mobile tools, and automated alerts reduce manual interventions, saving significant labor hours and enabling staff to focus on higher-value tasks.
- **Revenue Assurance:** Improved meter accuracy, tamper detection, and real-time reads safeguard billing integrity and stabilize long-term revenue.
- **Customer Behavior Change:** Web portals, real-time usage alerts, and conservation incentives help customers understand and modify their consumption, reducing disputes and enhancing satisfaction.

This phased, insight-driven approach ensures that AMI is not just a technology upgrade but a transformational platform that leverages data to optimize performance, empowers employees to deliver greater value, and enables customers to actively participate in managing the community's water future.

To supplement local funding and improve project feasibility, GHD/ARDURRA will identify and evaluate applicable external funding sources such as:

- Bipartisan Infrastructure Law (BIL)

- Drinking Water State Revolving Fund (DWSRF)
- WaterSMART and Resiliency Grant Programs
- Energy Efficiency and AMI-specific Grant Opportunities

GHD/ARDURRA will assist the City in mapping project components to eligibility requirements and can support pre-application planning or grant narrative development to maximize competitiveness.

In addition to traditional grant and loan programs, GHD/ARDURRA offers experience in alternative delivery models that can accelerate implementation while minimizing upfront capital requirements:

- **Metering-as-a-Service (MaaS):** A pay-as-you-go model where the City can defer capital investment by bundling metering hardware, software, and maintenance into a multi-year service contract.
- **Network-as-a-Service (NaaS):** Offers fully managed communications infrastructure—including cellular or fixed networks—delivered as a subscription model with performance guarantees.
- **Energy Savings Performance Contracting (ESPC):** Enables the City to finance AMI and operational efficiency upgrades through the guaranteed cost savings achieved from energy and water use reductions.

These flexible financing and delivery mechanisms can reduce the need for upfront capital, shift risk to third-party providers, and align payments with realized benefits. GHD/ARDURRA will help the City assess the viability and financial implications of each model in the context of local priorities, operational constraints, and funding availability.

External Funding Strategies:

- State Revolving Fund (SRF) programs for water infrastructure.
- Bipartisan Infrastructure Law (BIL) grants and low-interest loans.
- Energy efficiency rebate programs and AMI-specific grants from state energy offices and utilities.
- Public-private partnerships (P3) and shared savings models such as Metering-as-a-Service (MaaS) and Energy Savings Performance Contracting (ESPC).

We will also assist the City in identifying eligible opportunities, preparing competitive applications, aligning project scopes to funding criteria, and supporting grant narratives and scoring documentation.

Section V: References and Past Performance

36.5.1 Documented Success with Similar Projects

36.5.2 Responsiveness, Collaboration Quality, and Ability to Deliver on Complex, Multi-Year Initiatives

The GHD/ARDURRA team brings a strong and verifiable track record of delivering complex AMI, AMR, and CIS modernization projects for water utilities across North America. Our success is rooted not just in technical delivery – but in the strength of our collaboration, responsiveness to client needs, and our ability to adapt strategies to utility size, legacy system conditions, and modernization goals.

Documented Project Success

We have successfully led and supported a range of similar AMI and CIS modernization efforts, including:

- **City of Anaheim, CA** – Delivered a strategic AMI roadmap with business case development and implementation phasing. Collaborated across water and electric divisions to evaluate shared infrastructure opportunities, which improved deployment efficiency and cost-effectiveness.
- **City of Peoria, AZ** – Provided a full feasibility assessment including vendor reviews, GIS and CIS integration strategies, and a hybrid deployment plan. Defined clear customer service and billing enhancements aligned with phased AMI implementation.
- **Jurupa Community Services District, CA** – Managed end-to-end AMI and CIS planning, focusing on cross-platform integration (GIS, asset management, customer portals) and customer engagement strategies. Emphasis was placed on digital adoption and streamlined user experience.
- **Miami-Dade County, FL** – Currently serving as a key member of the AMI Owner's Rep team, providing oversight for phased implementation, SCADA and CIS alignment, digital twin readiness, and smart analytics strategy development. Assisting with platform evaluations (e.g., SUEZ Aquadvanced, Xylem Vue) and vendor-neutral recommendations.

Each of these projects featured conditions similar to Laredo's current challenges: mixed legacy systems, constrained resources, internal resistance, or gradual modernization timelines. Our ability to deliver these complex, multi-year projects successfully is grounded in a deep understanding of utility culture and tailored implementation strategies that are scalable and adaptive.

Responsiveness and Collaboration

What sets our team apart is how we work – with each other and with our clients. Our proposed project leadership team has worked together across multiple engagements, bringing:

- **Proven Team Dynamics:** With defined communication protocols, shared toolsets, and prior project alignment, we minimize onboarding friction and ensure seamless collaboration.
- **Responsive Delivery:** Whether adjusting to shifting priorities or solving real-time field deployment challenges, we are accessible and adaptable—providing clear escalation paths and rapid issue resolution.
- **Partnership Mentality:** We embed with client teams—not just to deliver a report—but to build capacity, engage stakeholders, and ensure our strategies are embraced and owned by the utility.

Outcome-Oriented Performance

Across all engagements, we measure our success not by technology deployment alone – but by sustained outcomes. These include:

- Improved meter accuracy and billing integrity
- Increased customer portal engagement and registration
- Reduced non-revenue water through proactive leak detection
- Successful migration from dual read to full AMI
- Measurable return on investment supported by smart analytics
- Empowered internal teams ready to own and evolve the system

Why This Matters for the City of Laredo

The City of Laredo will benefit from a delivery team with:

- **Proven references** from utilities of similar scale and complexity
- **Real-world results** from both small and large modernization programs
- **A collaborative culture** built on responsiveness and execution
- **Integrated team experience** that minimizes learning curves and maximizes alignment from Day One

With GHD/ARDURRA, the City is not just selecting a consultant but engaging a tested partnership that has successfully delivered similar projects – and is ready to do the same for Laredo.

Project 1	**GHD Water Meter Program Strategy, Options for Failures of Meter Transmitting Units, and MTU & Meter Standards** | Toronto, Ontario, CAN
Project Description	Toronto Water, responsible for providing clean water to residents and businesses, generates most of its revenue from accurate water meter readings, which ensure fair billing. From 2010 through 2015, Toronto implemented an automated meter reading (AMR) system using Meter Transmission Units (MTUs) to enhance efficiency and accuracy by transmitting data from water meters to a central system. However, during the last few years over 30% of these MTUs have failed prematurely, starting around year 13, despite an expected lifespan of 20 years. Toronto Water has been experiencing approximately 5,000–8,000 failures monthly and this rate of failure does not appear to be abating. These failures have caused billing inaccuracies and operational challenges, exacerbated by global supply chain delays in obtaining replacement units. As a result, many customers receive estimated bills, potentially leading to incorrect charges and dissatisfaction, necessitating immediate intervention to restore reliable data and ensure fair billing practices. GHD has been retained to evaluate the replacement strategy for MTUs, establish MTU and meter standards, create a water meter program strategy, and roadmap for aligning MTU replacements, AMI 2.0 deployment of nearly 500,000 connections, and integration of an off-the-shelf billing system while aligning with Toronto Water's smart water system initiative. This initiative includes the deployment of over 5,000 smart sensors in the distribution system and a smart water platform to create a digital twin. **Challenges addressed by GHD include:** GHD is undertaking a strategic review of the water meter program to explore options for modernizing the existing infrastructure, integrating advanced technologies, and enhancing the program's alignment with future water management goals. Challenges include the following: **Infrastructure and deployment**. Deploying AMI in a dense urban environment like Toronto presents logistical challenges, such as installing meters in difficult-to-access locations like basements and ensuring reliable communication in areas with signal interference. **System integration and interoperability**. Integrating AMI 2.0 with existing systems, such as billing (40+-year-old, in-house solution), customer service, and asset management to minimize disruptions. **Data management and analytics**. Integrating a meter data management system to optimize disparate/segregated data sets to leverage analytics to optimize operations. **Failing meter transmission units (MTUs)**. Potential delays to the deployment of AMI 2.0 due to addressing the immediate needs of mitigating MTU failures. **Mechanical vs. static meters in basements.** Changing mindset of static meters to withstand freezing conditions and potentially harsh basement environments (i.e., high humidity) along with concerns of useful life due to batteries.
Client:	City of Toronto, CAN – Toronto Water Kirill Cheiko I 416-688-0742 I kirill.cheiko@toronto.ca
Technologies Used:	Aclara Communication Network; Neptune and Sensus Meters; and In-house Billing System
Results:	Recommendation of replacement of failed MTUs to focus on targeted customer like ICI accounts and high-risk residential accounts, and integration of AMI 2.0 of a fully deployed system in 2030 will restore accurate water meter readings, reducing reliance on estimated bills. The modern billing system will align seamlessly with AMI 2.0, improving billing workflows and reducing errors. The near real-time insights from the digital twin and AMI 2.0 will allow for predictive maintenance, leak detection, and demand management.
Relevant Team Members:	Freddie Guerra, Rick Relyea, Ken Molli, Bhavin Bhayani, Edgar Johnson

Project 2	**GHD Owner's Representative for AMI Project** | Anaheim, CA
Project Description	The City of Anaheim has over 65,000 water meters across the City, generating substantial annual revenue and enhancing the accuracy of water billing. GHD is supporting the City through the validation of the business process needs and business case to prepare specifications for an AMI 2.0, along with overseeing the pilot program and mass deployment. GHD prepared an AMI Feasibility Study, solicitation documents, and assisting with vendor negotiations. The Team will oversee the deployment of meters over a 3-year period. **Challenges addressed by GHD include**: **Infrastructure and deployment**. Deploying AMI in a dense urban area with potential constraints from the nearby Disneyland Resort. **System integration and interoperability**. Integrating AMI 2.0 with existing systems, such as billing, customer service, and asset management to minimize disruptions. **Data management and analytics**. Integrating data into an existing electric meter data management system to optimize disparate/segregated data sets and leverage analytics to optimize operations and empower employees and customers.
Client:	City of Anaheim, CA – Public Utilities Department, Water Services Division Jake Hester I 714-713-7058 I jhester@anaheim.net
Technologies Used:	Alcara Communication Network; Badger, Neptune, and Sensus; Siemens; and eMeter Energy IP
Results:	Customers will gain access to real-time water usage data, enabling them to make smarter water decisions and reduce waste. Unified data management that integrates water and electric meter data, reducing silos and improving analytics for decision-making. Analytics tools will enable staff to make informed decisions, improving planning, engineering, and maintenance processes.
Relevant Team Members:	Freddie Guerra, Rick Relyea, Ken Molli, Bhavin Bhayani, Edgar Johnson, Ardurra Team,

Project 3	**GHD Meter Replacement/AMI Feasibility** | Jurupa Community Services District, CA
Project Description	The study evaluates the benefits of transitioning **Jurupa Community Services District's (JCSD) ~31,000 water meters**, serving a population of over **135,000 residents across 40 square miles** in western Riverside County, California, from existing technology to static (solid-state) meters and AMI (Advanced Metering Infrastructure). JCSD provides retail water service, wastewater collection, and additional community services, making metering reliability and efficiency critical to daily operations. Focus areas included water loss reduction, customer service improvements, operational efficiency, and asset management. The team analyzed static metering benefits such as no moving parts, long-term accuracy, and superior performance at low flows – making them particularly effective for leak detection and reducing apparent losses. The benefit-cost analysis (BCA) compared different metering technologies, including static ultrasonic, positive displacement (PD), and multi-jet meters, to determine the most cost-effective and sustainable approach for JCSD. **Challenges addressed by GHD include:** **Data & System Integration.** Evaluating how new AMI and static meters would integrate with JCSD's existing Customer Information System (CIS), billing, and asset management platforms. Addressing interoperability between meter data management (MDM) systems and JCSD's IT infrastructure. **Cost-Benefit Alignment.** Balancing the upfront capital costs of ~31,000 new meters, network infrastructure, and software with long-term savings from reduced water loss and improved efficiency. Developing a robust business case that satisfied JCSD's Board and ratepayer expectations. **Technology Evaluation & Selection.** Comparing multiple metering technologies (static ultrasonic, PD, multi-jet) while accounting for JCSD's specific hydraulic and customer demand profiles. Ensuring technology selection addressed long-term accuracy and minimized lifecycle costs. **Water Loss & Operational Complexity.** Quantifying apparent and real water loss in a system with diverse customer classes and service areas. Demonstrating how static meters would improve low-flow measurement to capture leaks and unauthorized consumption. **Organizational Readiness.** Assessing JCSD staff capacity and readiness to adopt new processes for meter installation, data management, and customer service workflows. Recommending training and change management to sustain long-term benefits.
Client:	Jurupa Community Services District April Sturge I 951.685.7434 I asturge@jcsd.us
Technologies Used:	Badger meters and Online BillPay
Results:	The study confirmed that transitioning Jurupa Community Services District's ~31,000 meters to static ultrasonic technology with AMI would deliver strong long-term value. The benefit-cost analysis showed reduced water loss, improved billing accuracy, and enhanced operational efficiency compared to traditional PD and multi-jet meters. The findings highlighted measurable gains in customer service—such as proactive leak alerts and real-time usage data—while also reducing manual meter reading costs and field labor. Overall, the project established a clear roadmap for JCSD to modernize its metering infrastructure, recover revenue, and improve sustainability.
Relevant Team Members:	Freddie Guerra, Rick Relyea, Ken Molli, Bhavin Bhayani, Edgar Johnson, Ardurra Team

ARDURRA AMI Procurement and Implementation Owner's Representative
City of Leander, Texas

Firm Role: Owner's Representative / Program Manager
Client Contact: City of Leander, Gina Ellison, 512.259.2640, gellison@leandertx.gov

Ardurra serves as the Owner's Representative for the City of Leander's Advanced Metering Infrastructure (AMI) program, providing full program management services to support the City's transition to a modern, data-driven metering system. The project is funded by the American Rescue Plan Act (ARPA), requiring strict adherence to federal grant compliance and reporting protocols.

The program includes the planning, procurement, and implementation oversight for a full AMI system, with a total construction value of $15 million. Ardurra began by conducting a system-wide assessment of existing meters and the City's communications infrastructure to establish baseline conditions and identify opportunities for modernization. From there, Ardurra developed the overall program strategy and led the preparation of a detailed Request for Proposals (RFP) to solicit a turnkey AMI vendor capable of supplying and installing meters, communication networks, data platforms, and customer interface tools.

As part of its scope, Ardurra provides technical review, schedule oversight, and quality control for the installation of meters and infrastructure. The team leads coordination meetings, manages progress reporting, and tracks key performance indicators to ensure the program remains on schedule and within budget. Ardurra also assists with grant management, ensuring compliance with ARPA documentation, reporting, and eligibility requirements.

The AMI system is designed to improve operational efficiency, enhance customer service through real-time usage data, and support water conservation goals. By providing strategic guidance, procurement support, and implementation oversight, Ardurra is enabling the City of Leander to successfully modernize its water metering system and optimize long-term utility performance.

ARDURRA AMI Procurement and Implementation Owner's Representative
City of Pearland, Texas

Firm Role: Owner's Representative / Program Manager
Client Contact: Lorenzo Wingate, PE, CFM, Director of Engineering & Public Works, Engineering & Public Works, City of Pearland, P: 281.652.1641

Ardurra served as Program Manager and Owner's Representative for the City of Pearland's Surface Water Program, which included the planning and execution of a full Advanced Metering Infrastructure (AMI) conversion for approximately 37,000 water meters citywide. This initiative was a critical component of the City's water accountability strategy and a requirement for compliance with the Texas Water Development Board's (TWDB) State Revolving Fund (SRF) funding process.

As part of its services, Ardurra initiated and managed a Request for Expressions of Interest (RFEI) process to evaluate emerging AMI technologies and identify solutions best aligned with Pearland's operational and strategic goals. Based on insights from the RFEI, Ardurra led the development and administration of a competitive Request for Proposals (RFP) for full AMI deployment. This included transitioning the City's existing AMR system to a modern AMI system that featured solid-state customer meters, advanced communications infrastructure, and integration with utility data platforms.

The program incorporated a wireless smart backhaul network designed to support multiple departments across the City, delivering long-term value beyond water metering. Additionally, the project included the installation of bi-directional solid-state flow meters at key locations in the distribution system to support system analytics for leak detection, water quality monitoring, and operational optimization.

Ardurra also supported the City in meeting federal compliance requirements, including adherence to the American Iron and Steel (AIS) provisions mandated under TWDB funding. Through comprehensive program management, technical guidance, and regulatory support, Ardurra ensured the successful launch and execution of a transformative AMI program that advanced Pearland's utility modernization and water conservation goals.

Appendix A: Contract Disclosure Forms

Business Questionnaire

39.0 Bidder Information Questionnaire

Bidder Information/Business Questionnaire: Please complete all information requested below and submit with your proposal package

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this proposal the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct ".

Name of Offeror (Business) GHD Inc.

Signature _____ Date 8/21/25
of person authorized to sign proposal

Print Name Freddie Guerra
of person authorized to sign proposal

Title: Digital Water Market Lead

Business Address: 1755 Wittington Place, Suite 500

City, State, Zip Code: Farmers Branch Dallas, Texas 75234

Telephone Number: 214-907-8138 Fax Number: _____

Contact Person Email Address: freddie.guerra@ghd.com

Federal Tax ID Number: 98-0425935

Bidders Principal/Corporate Place of Business Address: Dallas, Texas

Indicated Status of Business:

Corporation X Partnership_____ Sole Proprietorship _____ Other: _____

If other state business status: _____

State how long under its present business name: 2006

If applicable, list all other names under which the Business identified above operated in the last five years.

GHD Services Inc.

Will bidder/proposer provide a copy of its financial statements for the last two years, if requested by the City of Laredo? Yes ' No

Has the business, or any officer or partner thereof, failed to complete a contract? Yes / No.

Is any litigation pending against the Business? Yes / No.

Is offeror currently for sale or involved in any transaction to expand or to become acquired by another business entity? Yes / No. If yes, offer need to explain the expected impact both in organizational and directional terms.

Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? Yes / No.

Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from bidding, proposing, or contracting? Yes / No

Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? Yes / No.

Hs the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business in default? Yes / No

Is the Business in arrears in any contract or debt? Yes / No

Has the Business been a defaulter, as a principal, surety, or otherwise? Yes / No

Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or for any other reason? Yes / No.

State if company is a certified minority business enterprise:

Historically Underutilized Business (HUB): Yes No Disadvantaged Business Enterprise (DBE): Yes No

Small Disadvantaged Business Enterprise (SDBC) Yes No Other: Please specify _____

This company is not a certified minority business: ☐

The above minority information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

GHD, Inc.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____

Signature of vendor doing business with the governmental entity

8/21/2025

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Non-Collusion Affidavits

41.0 **AFFIDAVIT**

Project:

Form of Non-Collusive Affidavit

AFFIDAVIT

STATE OF TEXAS {}
COUNTY OF WEBB {}

Alfredo Guevara

Being first duly sworn, deposes and says:

That he/she is Authorized Agent
(a Partner of officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or shame; that said Bidder has not colluded, conspired, connived or agreed directly or indirectly, with any Bidder or Person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other Bidder or to fix any overhead, profit or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the City of Laredo or any person interested in the proposed Contract; and that all statements in said proposal or bid are true.

Signature of:
Bidder, if the Bidder is an individual
Partner, if the Bidder is a Partnership
Officer, if the Bidder is a Corporation

Subscribed and sworn before me this 10 day of AUGUST 20 25.

Notary Public

My commission expires:

08/18/2025

ALYZEI SOTO
Notary Public, State of Texas
Comm. Expires 08-18-2025
Notary ID 133276658

Discretionary Contracts Disclosure

42.0

City of Laredo
Discretionary Contracts Disclosure

Please fill out this form online, print completed form and submit with proposal to originating department. All questions must be answered.

For details on use of this form, see Section 4.01 if the City's Ethics Code.
***This is a _X_ New Submission or ___ Correction or ___ Update to previous submission.**

***1. Name of person submitting this disclosure form.**

First	M.I.	Last	Suffix
Freddie		Guerra	

***2. Contract Information.**

a) Contract or Project name(s): Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation - Utilities Department FY25-074

b) Originating Department(s): City of Laredo, Finance Department, Purchasing Division

***3 Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)**

Name (Print)	Signature	Name (Print)	Signature
Freddie Guerra, GHD			

***4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3**

_ Not applicable. Contracting party(ies) does not have partner, parent, or subsidiary business entities.

✓ Name of partner, parent, or subsidiary business entity(ies): GHD Holdings U.S. LLC

***5. List any individuals or entities that will be subcontractors on this contract.**

✓ Not applicable. No subcontractors will be retained for this contract.

Subcontractors may be retained, but have not been selected at the time of this submission.

List of subcontractors: _____

***6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.**

✓ Not applicable. No attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.

List of attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract: _____

***7. Disclosure of political contributions.**

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than $100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections.

a) Any individual seeking contract with the city (Question 3)
b) Any owner or officer of entity seeking contract with the city (Question 3)
c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4)
d) Any subcontractor or owner/office of subcontracting entity retained for the contract (Question 5)
e) The spouse of any individual listed in response to (a) through (d) above
f) Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

✓ Not applicable. No campaign or officeholder contributions have been made in the preceding 24 months by these individuals.

List of contributors: _____

Updates on Contributions Required

Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contract identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

***8. Disclosure of conflict of interest**

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials?

☑ I am not aware of any conflict(s) of interest issues under Section 2.01 of the Ethics Code for members of City Council or a city board/commission.

☐ I am aware of the following conflict(s) of interest: _____

_____

_____

***Acknowledgements**

☑ **Updates Required**

I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been awarded.

☑ **No Contract with City Officials or Staff during Contract Evaluation**

I understand that a person or entity who seeks or applies for a city contract or any other person acting on behalf of that person or entity is prohibited from contracting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released.

This no-contract provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact will take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration.

***Conflict of Interest Questionnaire (CIQ)**

Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office of the City Secretary.

☑ I acknowledge that I have been advised of the requirement to file a CIQ form under Chapter 176 of the Local Government Code.

***Oath**

☑ I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

Freddie Guerra		Digital Water Market Lead
Name (Print)	Signature	Title
GHD Inc.		8/13/25
Company or DBA		Date

Please fill this form out online, print and submit completed form with proposal to origination department. All questions must be answered. If necessary to mail, send to:

City of Laredo
P.O. Box 579
Laredo, TX 78042-0579

	E-Source	GHD	Utility Solution Partners
Evaluator#1	75.00	95.00	70.00
Evaluator#2	80.00	85.00	65.00
Evaluator#3	80.00	85.00	60.00
Evaluator#4	90.00	90.00	85.00
Evaluator#5	70.00	80.00	50.00
Evaluator#6	90.00	95.00	60.00
Average & Final Scores	**80.83**	**88.33**	**65.00**

	LER Advanced Utility	Schmidt Utility Advisors	Berry, Dunn, McNeil & Parker
Evaluator#1	30.00	40.00	45.00
Evaluator#2	30.00	40.00	45.00
Evaluator#3	35.00	40.00	55.00
Evaluator#4	80.00	60.00	70.00
Evaluator#5	35.00	30.00	35.00
Evaluator#6	50.00	65.00	80.00
Average & Final Scores	**43.33**	**45.83**	**55.00**

Evaluator 1

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	E-Source Vendor 1	GHD Vendor 2	USP Vendor 3	LER Vendor4	SCHMIDT Vendor 5
Experience and Qualifications	25	20	20	15	5	10
Understanding of Utility Constraints and Evolutionary Needs	20	15	20	15	10	5
Quality and Feasibility of Project Approach	25	20	25	20	5	5
Financial and Strategic Value	15	10	15	10	5	10
References and Past Performance	15	10	15	10	5	10
TOTAL POINTS	*100*	75	95	70	30	40
Member Recommendation:						

Comments:

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	BERRY, DUNN ~~Vendor 1~~ 6	~~Vendor 2~~	~~Vendor 3~~	~~Vendor 4~~	~~Vendor 5~~
Experience and Qualifications	25	10				
Understanding of Utility Constraints and Evolutionary Needs	20	10				
Quality and Feasibility of Project Approach	25	5				
Financial and Strategic Value	15	10				
References and Past Performance	15	10				
TOTAL POINTS	*100*	45				
Member Recommendation:						

Comments:

Evaluator 2

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature J. [illegible]

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	E-Source Vendor 1	GHD Vendor 2	Utility Software Systems Vendor 3	LER Vendor4	Schmidt Vendor 5
Experience and Qualifications	25	15	15	10	5	10
Understanding of Utility Constraints and Evolutionary Needs	20	20	20	15	10	5
Quality and Feasibility of Project Approach	25	15	20	20	5	5
Financial and Strategic Value	15	15	15	10	5	10
References and Past Performance	15	15	15	10	5	10
TOTAL POINTS	*100*	80	85	65	30	40
Member Recommendation:						

Comments:

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	Berry OU Vendor 6	~~Vendor 7~~	~~Vendor 3~~	~~Vendor 4~~	~~Vendor 5~~
Experience and Qualifications	25	10				
Understanding of Utility Constraints and Evolutionary Needs	20	10				
Quality and Feasibility of Project Approach	25	5				
Financial and Strategic Value	15	10				
References and Past Performance	15	10				
TOTAL POINTS	*100*	45				
Member Recommendation:						

Comments:

Evaluator 3

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature Joe Sarcia

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	ESource Vendor 1	GHD Vendor 2	USP Vendor 3	LER Vendor4	Schmidt Vendor 5
Experience and Qualifications	25	25	20	15	5	10
Understanding of Utility Constraints and Evolutionary Needs	20	15	15	10	10	10
Quality and Feasibility of Project Approach	25	15	20	20	10	10
Financial and Strategic Value	15	10	15	10	5	5
References and Past Performance	15	15	15	5	5	5
TOTAL POINTS	*100*	80	85	60	35	40
Member Recommendation:		GHD				

Comments:

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	Barry, Dunn Vendor 1	Vendor 2	Vendor 3	Vendor4	Vendor 5
Experience and Qualifications	25	20				
Understanding of Utility Constraints and Evolutionary Needs	20	10				
Quality and Feasibility of Project Approach	25	10				
Financial and Strategic Value	15	5				
References and Past Performance	15	10				
TOTAL POINTS	*100*	55				
Member Recommendation:						

Comments:

Evaluator 4

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature Patricia Soto

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	ESOURCE Vendor 1	GHD Vendor 2	USP Vendor 3	LER Vendor4	Schmidt Vendor 5
Experience and Qualifications	25	20	20	20	15	10
Understanding of Utility Constraints and Evolutionary Needs	20	20	20	15	20	15
Quality and Feasibility of Project Approach	25	20	20	20	20	15
Financial and Strategic Value	15	15	15	15	15	10
References and Past Performance	15	15	15	15	10	10
TOTAL POINTS	*100*	90	90	85	80	60
Member Recommendation:						

Comments:

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature Patricia Soto

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	BDM & P Vendor 1 & 6	Vendor 2	Vendor 3	Vendor4	Vendor 5
Experience and Qualifications	25	15				
Understanding of Utility Constraints and Evolutionary Needs	20	10				
Quality and Feasibility of Project Approach	25	15				
Financial and Strategic Value	15	15				
References and Past Performance	15	15				
TOTAL POINTS	*100*	70				
Member Recommendation:						
Comments:						

Evaluator 5

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature

Return completed Evaluation Sheet to Purchasing for tabulation.

* RATE USING 5 POINT INCREMENTS PLEASE		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	Vendor 1 E SOURCE	Vendor 2 G.H.D	Vendor 3 SOLUTION PARTNER	Vendor4 L.E.R.	Vendor 5 SOHMIOT
Experience and Qualifications	25	20	25	15	10	10
Understanding of Utility Constraints and Evolutionary Needs	20	15	15	10	5	5
Quality and Feasibility of Project Approach	25	15	20	10	10	5
Financial and Strategic Value	15	10	10	10	5	5
References and Past Performance	15	10	10	5	5	5
TOTAL POINTS	*100*	70 /	80 /	50 /	35 /	30 /
Member Recommendation:						

Comments:

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	Vendor 6 BERRY DUNN	Vendor 2	Vendor 3	Vendor4	Vendor 5
Experience and Qualifications	25	10				
Understanding of Utility Constraints and Evolutionary Needs	20	10				
Quality and Feasibility of Project Approach	25	5				
Financial and Strategic Value	15	5				
References and Past Performance	15	5				
TOTAL POINTS	*100*	35				
Member Recommendation:						

Comments:

Evaluator 6

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature Margarita Ayala

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	E-SOURCE Vendor 1	GHD Vendor 2	USP Vendor 3	LER Vendor4	SCHMIDT Vendor 5
Experience and Qualifications	25	25	20	15	10	15
Understanding of Utility Constraints and Evolutionary Needs	20	20	20	10	10	10
Quality and Feasibility of Project Approach	25	20	25	20	15	20
Financial and Strategic Value	15	10	15	5	5	5
References and Past Performance	15	15	15	10	10	15
TOTAL POINTS	*100*	90	95	60	50	65
Member Recommendation:						

Comments:

FY25-074: Consulting Services for Utility AMI/AMR System and Customer Information System (CIS) Solution Evaluation

Signature Margarite Ayala

Return completed Evaluation Sheet to Purchasing for tabulation.

** RATE USING 5 POINT INCREMENTS PLEASE*		Firms Listed in Alphabetical Order				
Evaluation Criteria	MAXIMUM RATING *	BERRY, DUNN Vendor ~~1~~ 6	~~Vendor 2~~	~~Vendor 3~~	~~Vendor 4~~	~~Vendor 5~~
Experience and Qualifications	25	25				
Understanding of Utility Constraints and Evolutionary Needs	20	15				
Quality and Feasibility of Project Approach	25	15				
Financial and Strategic Value	15	10				
References and Past Performance	15	15				
TOTAL POINTS	*100*	80				
Member Recommendation:						

Comments:

City of Laredo

City Council

Meeting Date: 11/17/2025 **Consent Agenda 45.**

SUBJECT
Authorizing City Manager to execute Amendment Number 4 in the amount of $769,950.00 to Ardurra Group, Inc. of Laredo, Texas for engineering services regarding the Zacate Creek Wastewater Treatment Plant West Bank Stabilization. The new total contract amount including this amendment is $1,412,353.00. Funding is available in the Sewer System Fund- 2024 Sewer Revenue Bond.

VIVA LAREDO PLAN ALIGNMENT
Alignment Rating:
Supporting goal(s)/policy(ies):
Summary of alignment:

PREVIOUS COUNCIL ACTION
-June 23, 2020 City Council approved the original engineering contract in the amount of $98,900.00 to LNV, Inc. (Ardurra).
January 19, 2021 Amendment Number One (1) in the amount of $25,262.00 to LNV, Inc. (Ardurra) for the TCEQ safety assessment of the Zacate Creek Wastewater Treatment Plant (ZCWWTP).
July 18, 2022 Amendment Number Two (2) in the amount of $292,786.00 to Ardurra Group, Inc. for the Process Improvements of the ZCWWTP.
June 10, 2024 Amendment Number three (3) in the amount of $225,455.00 to LNV, Inc. (Ardurra) for the Engineering Services of the Zacate Creek Wastewater Treatment Plant (ZCWWTP).

BACKGROUND
On October 28, 2023 the west bank of Zacate Creek failed and fell into the creek. Since then we have had Ardurra review the stability of the west bank and have cordoned off the area for the safety of the employees. The approach to address the failure is two-fold needing to allow the soils to consolidate over time and evaluate the underground soil strata to assess the viability of making permanent repairs to the west bank without causing further deterioration. The stability of the soils within the ZCWWTP are crucial in the operation of the facility moving forward.

On June 23, 2020 the original contract with LNV, Inc. (Ardurra) was awarded. This contract was for the Alternative Treatment Process Evaluation and Design for ZCWWTP. The first amendment for the contract was for a TCEQ safety assessment of the ZCWWTP. The second amendment was for the development of plans for the process improvements being proposed to TCEQ.

The basic services for the Alternative Treatment Process Evaluation and Design for ZCWWTP and amendment number one (1) are completed. The plans for the process improvements, amendment number two (2), are complete and undergoing review with TCEQ. A compliance action plan has been submitted and approved by TCEQ. The Zacate Creek tunnel project was delayed because of the bankruptcy of the selected contractor. The surety has awarded a new agreement with a new contractor to complete the project. The tunnel project influences the operation of ZCWWTP. A major portion of the wastewater flow will be diverted to the South Wastewater Treatment Plant.

COMMITTEE RECOMMENDATION
None.

STAFF RECOMMENDATION
Approval of Motion

Fiscal Impact

Fiscal Year:	2026
Budgeted Y/N?:	Y
Source of Funds:	2024 Sewer Revenue Bond
Account #:	559-9884-535-9301
Change Order: Exceeds 25% Y/N:	N

FINANCIAL IMPACT:
Funding is available in the 2024 Sewer Revenue Bond, Account # 599-9884-535-9301;
Project ID: SW2503; P.O. #341721.

CITY OF LAREDO
AMENDMENT NO. 4: ZCWWTP WEST BANK STABILIZATION – ALTERNATIVE DESIGN APPROACH
CONSULTANT'S PROPOSAL & SCOPE OF WORK

AMENDMENT NO. 4 DESCRIPTION:

The City of Laredo and Ardurra met to review the proposed remediation design for the West Bank of Zacate Creek WWTP site. Following this meeting, Ardurra has outlined a scope of work to reevaluate the bank failure and explore additional stabilization strategies. The scope includes:

- **Additional Geotechnical Engineering**
  - Conduct additional boreholes to validate previously observed soil conditions and assess subsurface characteristics on the creek side.
  - Provide geotechnical recommendations for bank stabilization which may include:
    - Soil Nails/Tiebacks
    - Pile/Cantilevered Wall Systems
    - Bank Toe Protection (riprap, gabions, etc.)
- **Additional Topographic Survey**
  - Collection of additional topographic information across the full creek cross-section, extending approximately 100 feet upstream and 150 feet downstream of the existing retaining wall.
- **Additional Design Phase Services**
  - **Additional Structural Engineering Design**
    - Structural design will encapsulate the existing edge of escarpment and protect the existing tank.
    - Our team will provide additional Structural Design will consider limited access to the site and constructability of recommended improvements.
    - Structural design will include development of free body diagrams showing all forces imparted to the proposed retaining/shoring wall.
    - Structural design will include performance of L-Pile and/or DeepEX analyses.
  - **Hydraulic and Hydrological Analysis**
    - Our team will analyze the 2, 10-, 25-, 50- and 100-year storm events using existing models.
    - This analysis will provide recommendations to mitigate erosion and scour throughout the lifetime of the recommended bank stabilization system.
  - **Additional Civil Engineering Design**
    - Our team will provide updated survey control layout (to include additional survey information), existing site layout (to include additional survey information), demolition and construction phasing (to include creek side work), temporary drainage structure and sw3p design (for creek side work), updated grading and drainage plan based on new wall alignment, additional construction details.
- **Additional Construction Phase Services**
  - Anticipate increased involvement during construction phase due to the alternative remediation approach.

BASIC SERVICES

TASK 1: ADDITIONAL GEOTECHNICAL ENGINEERING

1.1. ADDITIONAL SUBSURFACE INVESTIGATION

1. Based on experience with soil stabilization projects, Ulrich Engineers (UEI), Ardurra's sub-consultant, proposes to perform a total of four borings to a termination depth of 100 feet below grade. Two of the bores will be located at the toe of the embankment, and the other two bores will be located on top of the embankment slope. (Total Number of Borings: 4, Total Linear Feet of Drilling: 400 LF).
2. Boring locations will be staked in the field prior to the field investigation.
3. Coordination with the Texas 811 System will be performed by UEI to identify underground utilities in the proximity of the boring locations. The borings will be relocated if necessary.
4. The Client shall perform due diligence to assure UEI that the boring locations are accessible and clear of private utilities and obstructions, such as fences, shrubs and trees. The Client shall notify UEI of any conflicts. The borings will be relocated if necessary.
5. An experienced technician will log the borings in the field full-time during the drilling operations.
6. The borings will be sampled at regular intervals to the termination depth of the boring locations using appropriate coring methods.
7. Upon completion of coring, the open boreholes will be grouted. Depending upon the actual subsurface conditions encountered, UEI's engineers will assign tests on selected samples, as necessary, to properly classify the soils and determine overall strength of the soil profile at the site.
8. All phases of the laboratory testing program will be performed in general accordance with applicable ASTM Specifications. All field and laboratory test results will be provided on the boring logs or in the report.

1.2. GEOTECHNICAL ENGINEERING REPORT

1. UEI shall review and analyze existing geotechnical information prior to preparation of any recommendations/report.
2. In addition to the field and laboratory testing, a geotechnical engineering report will be prepared that includes the following:
    a. Site and project description,
    b. Description of the field exploration and laboratory testing,
    c. Discussion of the engineering properties of the subsurface materials encountered,
    d. Discussion of stability analyses for minimum sheeting penetration and to assess shear,
    e. Design recommendations for a cantilevered drilled pier or pile wall.

Deliverables:

- Subsurface Investigations
- Geotechnical Engineering Report

TASK 2: ADDITIONAL TOPOGRAPHIC SURVEY

1. Our team will collect additional topographic information for the entire cross section of the creek approximately 100 ft upstream and 150 ft downstream.
2. Tie in with GPS to control network at project site in State Plane Coordinates on vertical datum NAVD88. Set aerial targets and checkpoints for quality assessment/quality control. Calibrate project control network to local vertical benchmarks.
3. Capture aerial LiDAR and photogrammetric imagery to be used for topo, low-confidence area delineation, and aerial mapping of visible above ground features and terrain within the project area. (Image below.)
4. Process aerial imagery & LiDAR for the entire subject parcel.
5. Calibrate LiDAR and imagery to the project control.
6. Develop a topographic map for the subject parcel (0.5' contours)
   - Includes a minimum of 50' grid for the DTM surface.
   - 3D surface and mass points
7. Low-confidence areas (if any) will be identified for additional field support, which is to be provided by others.

Deliverables:

- Digital files in NAD 83 coordinate in .dwg, and/or. dgn format

TASK 3: ADDITIONAL DESIGN PHASE SERVICES

3.1. ADDITIONAL STRUCTURAL ENGINEERING DESIGN

1. Review existing information pertaining to the project such as existing facility drawings and geotechnical engineering reports.
2. Conduct site visit (if necessary) to obtain pertinent space requirements, field notes, and coordinate with sub-consultants.
3. Coordinate with survey team for additional topographic information required.
4. Coordinate with environmental engineers for development of scope/description of work necessary for permit applications.
5. Coordinate with geotechnical engineer for:
   a. Development of cross sections based on existing conditions, surveys, and geotechnical information.
   b. Development of design parameters for L-Pile and/or DeepEX analyses.
   c. Development of retaining/shoring wall design recommendations.
   d. Perform stability analyses of proposed design.
      i. If preliminary stability analyses results indicate the soil formations lack suitable strength for the proposed system, Ardurra will notify the Client to discuss remaining path forward.
6. Provide structural design of the recommended bank stabilization method for the West Bank of Zacate Creek WWTP.
   a. Structural Design will consider limited access to the site and constructability of recommended improvements.
   b. Structural design will encapsulate the existing edge of escarpment and protect the existing tank.
   c. Structural design will include development of free body diagrams showing all forces imparted to the proposed retaining/shoring wall.

d. Structural design will include performance of L-Pile and/or DeepEX analyses.

7. Prepare structural drawings to include plans, sections, and details required to adequately depict the items listed above.
   a. Prepare construction plans in compliance with CPPS using English units on 11”x17”.
8. Prepare required project structural technical specifications, general notes, and design criteria.
9. Submit review drawings and technical specifications for simultaneous AGI internal QA/QC and Client review/comments.
   a. Submittal and review process to take place at the following intervals.
      i. Design Alternatives
      ii. 60% Design
      iii. 100% Design
   b. Submit two (2) sets of the interim plans in half-size (11” x 17”) hard copies and electronic format using City Standards as applicable to City staff for review and approval purposes with estimates of probable construction costs.

Deliverables:

- Design Alternative(s)
- 60% Design
  - Preliminary drawings
  - Technical Specifications Table of Contents (TOC)
  - 60% OPCC
- 100% Design
  - 100% Construction Plan Set and Technical Specifications
  - 100% OPCC
  - 60% Comment Response Form

3.2. HYDRAULIC & HYDROLOGY ANALYSIS

1. Conduct Hydrologic and Hydraulic analyses to assess existing drainage conditions and provide recommendations as needed. This analysis will include the scour analysis at the toe of the bank to provide recommendations to mitigate scour. *No Topographic Survey for the entire watershed has been included as part of these services. Additional topographic survey needs may arise and will be coordinated with the City.*
2. Prepare Hydrologic & Hydraulic models of existing and proposed conditions consistent with USACE guidance for scour and sediment transport.
3. Review Effective Floodplain data available through FEMA’s online database. *If an Effective Floodplain Model needs to be requested from FEMA/IBWC. The Time of Performance shall be paused and shall be resume when Ardurra receives the Model from FEMA/IBWC.*
4. Provide design recommendations for temporary and permanent bank stabilization to compliment the geotechnical and structural recommendations. The report will contain, at minimum:
   - Introduction
   - Existing Condition Analysis
   - Drainage Analysis
     i. Hydrologic and Hydraulic models.

ii. Data acquisition, as-builts, and GIS processing
iii. Watershed delineation and TC Calculations
iv. Hydrologic and hydraulic analysis and modeling - Existing Conditions
v. Hydrologic and hydraulic analysis and modeling - Proposed Conditions

- Design Alternative Analysis
- Conclusion and Recommendations

5. Prepare and Submit DRAFT Drainage Analysis Report for the City's review.
6. Address City's comments and revise Drainage Analysis Report.
7. Prepare and submit FINAL Drainage Analysis Report to City.

Deliverables:

- DRAFT Drainage Analysis Report
- FINAL Drainage Analysis Report

3.3. ADDITIONAL CIVIL ENGINEERING DESIGN

1. Ardurra will provide the detailed design of any erosion and scour prevention measures recommended following the completion of the Hydraulic and Hydrological Analysis of Zacate Creek.
2. Ardurra will provide the following updated construction plan sheets:
   - Updated Survey Control Layout (to include additional survey information)
   - Existing Site Layout (to include additional survey information)
   - Demolition and Construction Phasing (to include creek side work)
   - Temporary Drainage Structure and SW3P Design (for creek side work)
   - Updated Grading and Drainage Plan based on new wall alignment
   - Additional Construction Details

Deliverables:

- Refer to Task 3.1

TASK 4: ADDITIONAL ENVIRONMENTAL PERMITTING

4.1. REGULATORY AGENCY COORDINATION

1. Ardurra will coordinate and communicate with the city and regulatory agencies throughout the additional permitting process. Ardurra anticipates completing additional coordination with TCEQ, IBWC, USACE, Texas Parks and Wildlife and the Texas Historical Commission.

4.2. TPWD RELOCATION PERMIT ARRP, AND GROUP 5 STREAM SURVEY

1. Ardurra's Subconsultant, ERG, will conduct a mussel survey. The mussel survey should occur 60 to 90 days prior to the start of in-water impacts. The mussel recovery process begins by coordinating with TPWD to develop a TPWD-approved aquatic resource recovery plan (ARRP). The plan details how the mussel recovery will be conducted according to the 2024 Texas Freshwater Mussel Survey Protocol. Zacate Creek is considered a Group 5 stream by default, therefore Group 5 stream survey protocols are expected to be used. After the CLIENT approves the draft ARRP, it will be submitted to TPWD for approval. ERG assumes one ARRP, one TPWD relocation permit, and one

survey will be sufficient to satisfy TPWD's requirements. The survey area would be identified in the ARRP and would consist of the area of impacts and appropriate buffers.

2. An application for a permit to introduce species from TPWD Inland Fisheries will be prepared and submitted to the TPWD Inland Fisheries permit coordinator along with the CLIENT approved ARRP. TPWD approval of the ARRP and issuance of the permit to introduce species must be received before field work can begin. TPWD requests 30 days to conduct the review and approval of both documents although the review is frequently completed in less than 30 days.
3. Following procedures in the approved ARRP, ERG will conduct a mussel recovery and relocation within the impact areas and designated buffer zones in Zacate Creek. Mussel sampling is to be conducted during the months of April through November, or when water temperatures are greater than or equal to 50° Fahrenheit. If the start of in-water construction activities are proposed to occur in December through March, ERG recommends that the mussel survey occurs in November prior to the start of in-water construction. ERG will contact the CLIENT and all necessary TPWD personnel before and after the surveys. A qualitative timed survey of a minimum of five person-hours will be requested within the survey area as described in Appendix A of the 2024 Texas Freshwater Mussel Survey Protocol. The timed search should be broken up into one person-hour search periods. If no new species are encountered during the 5th person-hour, the survey is complete. If a new species is encountered in the 5th person-hour, additional one-person hour searches would be necessary until no new species are encountered. If at any point during the timed search a state-listed species is encountered, ERG will stop the survey and Acquire Texas Parks and Wildlife (TPWD) Relocation Permit ARRP (Aquatic Resource Recovery Plan), and Group 5 Stream Survey. contact the CLIENT. A s*upplemental work authorization may be necessary to complete the next required step, a mussel salvage survey. If federally listed mussel species are observed during sampling, the project proponent will need to cease the survey and immediately contact the CLIENT, then USFWS to determine next steps. ERG assumes that this segment of Zacate Creek is considered, by default, a Group 5 Stream regardless of the sites proximity to the Rio Grande, a Group 2 Stream*.
4. In areas that are considered non-wadeable (depths greater than 3 feet), SCUBA or surface supplied air will be utilized to efficiently sample these areas. The survey area will be the area identified in the ARRP and will not exceed the designated survey area. Native mussels, except for federally listed species, will be recovered from the footprint of the proposed construction areas and approved buffers and relocated at a safe distance (usually upstream) from aquatic impacts from construction.
5. ERG will prepare ONE draft and final report of the Mussel Survey and Relocation. The report will include:
    - Map(s) of the recovery and relocation area,
    - Description of sample methods, including Zebra Mussel decontamination,
    - Description of habitats sampled and water quality data,
    - List of species of live mussels recovered and dead mussels encountered, and lengths of live mussels,
    - Any other notes relevant to interpreting the information collected,
    - Photographs of recovery and relocation areas, and
    - Voucher photographs of mussel species encountered.

Task 4.2 Assumptions:

- Field work will be complete in one day.
- Mussels listed as threatened or endangered by the State of Texas or the U. S. Fish and Wildlife service will not be observed.
- All documents will go through one round of review.
- There are no revisions to mussel recovery protocols between the time this agreement takes effect and the time of the mussel recovery.
- There will not be revisions of the ARRP after ARRP approval by TPWD and receipt of the permits to introduce species. If there are CLIENT-driven design or schedule changes which necessitate revising the ARRP or reapplying for the permit to introduce species, the additional effort may not be included in this fee.
- The surveys will take place when the water conditions at the site are safe.
- ERG will follow the 2024 Texas Freshwater Mussel Survey Protocol without any special changes.
- One mobilization to the site.
- SCUBA and/or surface supplied air will be required to survey.
- ERG assumes there will be no relocation monitoring and tracking of mussels after the relocation.
- ERG assumes there will be no survey in places that may be dangerous for surveyors.

Deliverables:

- DRAFT report of the Mussel Survey and Relocation
- FINAL report of the Mussel Survey and Relocation

4.3. WATERS OF THE U.S. AND WETLAND DELINEATION

1. ERG will evaluate water features within the project area to determine whether they fall under the jurisdiction of Section 404 of the Clean Water Act (CWA) and, if so, what permitting requirements would apply to discharges into those jurisdictional waters of the U.S. (WOTUS). Any wetlands in the project area will be delineated by a qualified wetlands specialist in accordance with the U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual and the Great Plains Regional Supplement to the manual.
2. ERG will produce ONE Wetland and WOTUS Delineation Report identifying jurisdictional WOTUS, including any wetlands delineated, and addressing potential permitting of discharges into these jurisdictional waters. The Delineation Report will include maps and photographs of any such jurisdictional waters identified. A geospatial file (.kmz or .shp) of the delineation results will also be provided.

Deliverables:

- Wetland and WOTUS Delineation Report

4.4. THREATENED AND ENDANGERED SPECIES HABITAT ASSESSMENT

1. ERG will conduct a site visit to view the habitat conditions within the project area. Field work will be conducted concurrently with Task 2. The likely presence or absence of Threatened and Endangered (T&E) Species will be assessed by comparison of site

characteristics to habitats for such species described on Texas Parks and Wildlife Department's (TPWD) Rare, Threatened, and Endangered Species of Texas List (RTEST) for Webb County. Habitat descriptions for Federally-listed T&E species will be obtained from the United States Fish and Wildlife Service (USFWS). Known occurrences of T&E species will be obtained through the TPWD's Natural Diversity Database.

2. ERG will produce a T&E Species Habitat Assessment Report identifying T&E Species listed by TPWD and USFWS for Webb County and describing their habitats. Any area in which activities may impact potential habitat for any such species will be identified. The report will include maps and photographs of any habitats identified.

Deliverables:

- T&E Species Habitat Assessment Report

TASK 5: ADDITIONAL CONSTRUCTION PHASE SERVICES

1. Client/Owner in construction contract preparation, review submittals and address up to six (6) requests for information.
2. Conduct up to two (2) site visits per month during construction for an additional twelve (12) site visits. In total, Ardurra has anticipated twenty-four site visits throughout the span of the construction. This includes twelve originally scoped site visits. *Additional site visits can be performed, at the City's request. Additional site visits will be considered an additional service and will be billed on an hourly basis.*
3. Attend six (6) monthly construction progress meetings and provide meeting minutes (two staff members).
4. Prepare and provide project closeout documentation to City of Laredo such as the contractor's

Deliverables:

- Attendance to an additional 6 Monthly Progress Meetings and provide meeting minutes
- Up to 12 additional site visits
- Submittal and RFI review and responses

ADDITIONAL SERVICES

This section defines the scope of additional services that may only be included as part of this contract if authorized by the City. There are no additional services identified as part of this amendment. The Consultant shall prepare a proposal when the need for any additional services arises.

SCHEDULE

The CONSULTANT agrees to complete the various phases of work under this contract in accordance with the schedule set forth as follows:

BASIC SERVICES		COMPLETION DATE
TASK 1	ADDITIONAL GEOTECHNICAL ENGINEERING	3 MONTHS FROM NTP
TASK 2	ADDITIONAL TOPOGRAPHIC SURVEY	1 MONTH FROM NTP
TASK 3	ADDITIONAL DESIGN PHASE SERVICES	3 MONTHS FROM TASK 1
TASK 4	ADDITIONAL ENVIRONMENTAL PERMITTING	PRIOR TO TASK 6*
TASK 5	ADDITIONAL CONSTRUCTION PHASE SERVICES	12 MONTHS AFTER BIDDING**
ADDITIONAL SERVICES		

*****Permitting Timeline could vary based on Regulatory Agency Review and comment type

****** Bidding phase included Amendment no. 3

FEES

A. Fee for Basic Services

The City will pay Ardurra Group, Inc. a fixed fee for providing all "Basic Services" authorized as per the table below. The fees for Basic Services will not exceed those identified and will be full and total compensation for all services outlined above, and for all expenses incurred in performing these services. Ardurra Group, Inc. will submit monthly statements for basic services rendered. The monthly statements will be based upon Engineer's estimate (and City Concurrence) of the proportion of the total services actually completed at the time of billing. City will make prompt monthly payments in response to Engineer's monthly statements.

B. Fee for Additional Services

For services authorized by the City under the "Additional Services" section, the City will pay the Ardurra Group, Inc. a not-to-exceed fee as per the table below or as negotiated and approved at a later date.

C. Summary of Fees

BASIC SERVICES		
TASK 1	**ADDITIONAL GEOTECHNICAL ENGINEERING**	**$ 154,500.00**
1.1	ADDITIONAL SUBSURFACE INVESTIGATION (ALLOWANCE)	$ 50,000.00
1.2	GEOTECHNICAL ENGINEERING REPORT	$ 104,500.00
TASK 2	**ADDITIONAL TOPOGRAPHIC SURVEY**	**$ 14,460.00**
TASK 3	**ADDITIONAL DESIGN PHASE SERVICES**	**$ 537,360.00**
3.1	ADDITIONAL STRUCTURAL ENGINEERING DESIGN	$ 464,640.00
3.2	HYDRAULIC & HYDROLOGICAL ANALYSIS	$ 42,540.00
3.3	ADDITIONAL CIVIL ENGINEERING DESIGN	$ 30,180.00
TASK 4	**ADDITIONAL ENVIRONMENTAL PERMITTING**	**$ 45,480.00**
4.1	REGULATORY AGENCY COORDINATION	$ 7,280.00
4.2	TPWD RELOCATION PERMIT ARRP & GROUP 5 STREAM SURVEY	$ 18,900.00
4.3	WATERS OF THE U.S. AND WETLAND DELINEATION	$ 11,500.00
4.4	THREATENED AND ENDANGERED SPECIES HABITAT ASSESSMENT	$ 7,800.00
TASK 5	**ADDITIONAL CONSTRUCTION PHASE SERVICES**	**$ 18,150.00**
	SUBTOTAL BASIC SERVICES:	**$ 769,950.00**
ADDITIONAL SERVICES		
		-
	SUBTOTAL ADDITIONAL SERVICES:	**TBD**
	TOTAL:	**$ 769,950.00**

Method of Payment:
Payment shall be made to Ardurra Group, Inc. based upon the several phases as described heretofore and in accordance with the following:

D. Fee and Scope Assumptions:

Our proposal is based on the following assumptions and exclusions:

- Engineering fees included in this proposal only apply to items specifically listed in this proposal.
- Agency review fees, impact fees, permitting fees and platting fees are not included herein.
- No field surveys or SUE Level A services are included as part of this work to verify utility depths or other information.
- This proposal does not include a fee to prepare easements for drainage, construction, water, sewer, electrical, or gas services.
- Platting of the property and/or recordation of any drainage and utility easements or replatting of the development are not included in this scope of work.
- Assistance with contractor's one-year warranty review.
- Any additional services required by the **CLIENT** which may arise and are not outlined above shall be compensated for on an hourly basis or negotiated to a lump sum fee.
- Significant schematic design or land use changes requested by the **CLIENT** during preparation of the construction plans shall be conducted as an Additional Service at an hourly rate.

Any additional work not listed in the above Scope of Work will be performed on a time and material basis.

Invoicing will be submitted on a monthly basis based on percent of completion. *Payments not received within thirty (30) days of the date of invoice will cause interest at the rate of 1.5% per month to accrue on any outstanding balance.*

City of Laredo

City Council

Meeting Date: 11/17/2025 **Closed Session 46.**

SUBJECT
Request for Executive Session pursuant to Section 551.072 of the Texas Government Code, concerning the property for the future 4/5 Bridge Project and whether it should remain in the City of Laredo's extraterritorial jurisdiction, and any other matter incident thereto.

PREVIOUS COUNCIL ACTION
NA

BACKGROUND
NA

COMMITTEE RECOMMENDATION
NA

STAFF RECOMMENDATION
NA

Fiscal Impact

Fiscal Year:	Click or tap here to enter text.
Budgeted Y/N?:	Click or tap here to enter text.
Source of Funds:	Click or tap here to enter text.
Account #:	Click or tap here to enter text.
Change Order: Exceeds 25% Y/N:	Click or tap here to enter text.

FINANCIAL IMPACT:
Click or tap here to enter text.

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 47.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 48.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 49.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 50.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 51.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 52.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 53.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 54.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 55.**

City of Laredo

City Council

Meeting Date: 11/17/2025 **Council Item 56.**