

**STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF MCALLEN**

The McAllen Board of Commissioners convened in a Workshop on **Monday, August 12, 2019** at 4:00 pm, at McAllen City Hall Third Floor (3rd) Commission Chambers, with the following present:

Mayor Jim Darling, Commissioner Javier Villalobos, Commissioner Joaquin Zamora, Commissioner Omar Quintanilla, Commissioner Victor Haddad, Mayor Pro Tem Veronica Whitacre and Commissioner Tania Ramirez

Staff: City Manager Roy Rodriguez, City Attorney Kevin Pagan, Assistant City Manager Michelle Rivera, Assistant City Manager Jeff Johnston, Assistant City Manager Joe Vera, City Engineer Yvette Barrera and City Secretary Perla Lara

CALL TO ORDER

Mayor Jim Darling called the meeting to order.

1. PRESENT QUESTIONS TO STAFF RELATING TO AUGUST 12, 2019 REGULAR MEETING AGENDA, TO BE DISCUSSED AT SUCH MEETING.

Questions were asked relating to items 2C and 3C of the Regular Meeting Agenda.

2. DISCUSSION OF PASSPORT DIVISION.

A presentation was given on the Passport Division. The following statistics were provided:

- Division Opened in October 2007
- Total Passports Applications Processed 103,585
- Current Staff – 2 Fulltime and 1 Part Time Plus Employees
- Monthly Walk-ins 785
- Monthly Scheduled Appointments 120
- Monthly Photos 670
- Improve External Customer Service
- Improve the Quality of Processing Applicants
- Improve Operational Efficiency
- Installing a Kiosk/Information Desk to help with questions and protocol to avoid the constant interruptions when agents are processing applicants

Staff added that the Passport Office routinely processes numerous applicants and that said process as mandated by State requires a substantial time to complete. Due to the renewals, appointments and walk-ins, the Passport Division experienced an increase of applicants that has generated numerous complaints. Several concerns and suggestions given to the division by applicants who are unsatisfied with the Passports Division. Staff provided options as follows:

- Do away with walk-ins – which would result in a monthly loss of \$27,370
- Limit the hours of walk-ins – Downtown Post Office is open only a couple of hours appointments only
- Hire one full time employee and upgrade the part time plus to full time to improve the overall efficiency of the Passport Division
- Install an information desk to assist and help citizens in an effort not to interrupt city staff currently processing applicants

Comments and concerns were shared by the Mayor and City Commission. Questions were raised as to: 1) Hiring another Full Time Employee, 2) Upgrading Part Time to Full Time, 3) Incentives, 4) Restructuring Passport Office to better assist applicants and 5) Information Desk. Staff answered questions posed by the Mayor and City Commission. It was noted that the Full Time and Part time to Full Time Upgrade would be included in the Wrap Up Budget Workshop.

Mayor Jim Darling thanked staff for their presentation.

3. FINAL AIRPORT MASTER PLAN PRESENTATION.

Staff provided a brief recap on the Airport Master Plan. It was noted that a Comprehensive, long-range study of the airport and all air and landside components that describes plans to meet FAA safety standards and future aviation demands. The following points were discussed:

- Required by the FAA to be conducted every 7-10 years to ensure plans are up-to-date and reflect current conditions and FAA regulations. Last Master Plan completed in 2005

- Funded by the FAA through the Airport Improvement Program (AIP) which provided 90% of the total project costs. The remaining 10% is funded by the City of McAllen
- A local document that will ultimately be presented for approval from the Airport Board and the City of McAllen City Commission
- Opportunity for airport stakeholders and the general public to engage with airport staff on issues related to the airport and its current and future operations and environmental and socioeconomic impacts. Three public information workshops will be conducted through the Master Plan process to facilitate the public outreach effort

Staff also went over the key issues as follows:

- Parallel Runway for Airfield Redundancy
- Runway 14-32 Extension
- Close Runway 18-36
- Terminal Growth
- ATCT Relocation
- Air Cargo Facility Growth
- Expanded Vehicle Parking and CONRAC Development
- ARFF Relocation
- General Aviation Facility Growth

Comments and concerns were shared by the Mayor and City Commission. Questions were raised as it related to: 1) Layout, 2) Parallel Runway, 3) Moving Airport, 4) Drainage, 5) Mission Inlet, 6) Entire Vision, 7) 10th Street/Underground, 8) Rerouting 10th Street, 9) Safety Area and 10) Other Major Issues. Staff answered questions posed by the Mayor and City Commission.

It was noted that said item was listed on the Regular City Commission Agenda for consideration. Mayor Jim Darling thanked staff for their presentation.

4. DISCUSSION OF BYLAWS FOR PERFORMING ARTS FOUNDATION.

Said item was not addressed.

5. PRESENTATION OF MCC DISTRICT – ENHANCING INTEGRATION OF THE VETERAN’S WAR MEMORIAL.

Said item was not addressed.

6. HIDALGO COUNTY DRAINAGE DISTRICT NO. 1 PROJECT UPDATE.

Said item was not addressed.

7. EXECUTIVE SESSION, CHAPTER 551, TEXAS GOVERNMENT CODE, SECTION 551.071 (CONSULTATION WITH ATTORNEY), SECTION 551.072 (DELIBERATION REGARDING REAL PROPERTY), SECTION 551.074 (PERSONNEL MATTERS) AND SECTION 551.087 (ECONOMIC DEVELOPMENT)

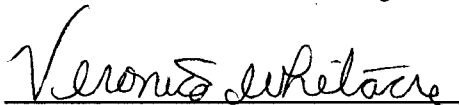
A) CONSULTATION WITH CITY ATTORNEY REGARDING LEGAL ASPECTS OF PUBLIC SAFETY PARKING GARAGE CONTRACT. (SECTION 551.071, T.G.C.)

B) CONSIDERATION AND POSSIBLE ACTION TO TERMINATE LEASE AGREEMENT AND PURCHASE AGREEMENT ON PROPERTY LOCATED AT 101-111 S. 15TH STREET, MCALLEN. (SECTION 551.072)

PUBLIC COMMENT SESSION: There was no Public Comment.

ADJOURNMENT

There being no other business to come before the Commission, the meeting was adjourned at 5:04 p.m.


Veronica Whitacre, Mayor Pro Tem

Attest:


Perla Lara, TRMC/CMC, CPM
City Secretary