

# City Council

200 North Brazil

## Regular Meeting

Los Fresnos, TX 78566

<http://citylf.cloudaccess.net/en/>

### ~ Agenda ~

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Tuesday, March 13, 2018

6:00 PM

City Hall

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**NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF LOS FRESNOS PURSUANT TO CHAPTER 551, TITLE 5 OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT, WILL MEET ON TUESDAY, MARCH 13, 2018 AT 6:00 PM AT CITY HALL, 200 NORTH BRAZIL ST, LOS FRESNOS, TX 78566.**

### I. AGENDA

1. Call meeting to order
2. Invocation and Pledge of Allegiance
3. Consent Agenda
  1. Consideration and ACTION to approve the Minutes from February 13, 2018 & February 27, 2018.
  2. Approval or Rejection to acknowledge the Financial Report and Cash Investment Report for the quarter ended as of December 31, 2017.
  3. Consideration and ACTION to approve change order #1 for the Welcome Sign for the upgrade in the digital display part of the sign.
4. Visitor Remarks- to speak you must sign on with the City Secretary prior to the meeting and you have a limit of 3 minutes to speak.
5. Action Items

1. Consideration and ACTION to approve change Order #1 for the Los Fresnos Nature Park Trails Phase II
  2. Consideration and ACTION to approve Change Order #2 For the Montes-Castro Park.
  3. Consideration and ACTION to approve an irrigation system at Montes-Castro Park.
  4. Consideration and ACTION of the building inspectors report and required notices on the condition of a building and set a date, time and place for a hearing and take action as necessary.
  5. Consideration and ACTION to approve the first reading of Ordinance 491 on providing rules and regulations for mobile food vendor courts/parks and mobile food vendors located in mobile food vendor courts/parks.
  6. Consideration and ACTION to approve the building inspector-plan reviewer job description.
  7. Consideration and ACTION to develop goals for a 1 year & 5 year Plan for the Community Development Corporation.
6. Acknowledgement City Managers Report
1. Acknowledgement of City Manager's Report A. Wastewater Plant Update B. Water Plant Update C. Water & Wastewater Engineering Study D. Whipple Road Wastewater Extension E. Nature Park F. Hike & Bike Trails G. Montes-Castro Park H. Welcome Sign I. CBDG 2017-2018 Grant J. Henderson Road Project K. City Hall Project L. Building Inspections M. Canal Underground N. Sports Fields O. Dog Park P. Development & Annexation Plans Q. Planning & Zoning Ordinance Update R. Economic Development
7. Acknowledgement of Department Head Reports
1. Financial Report 1. Monthly 2. Year to Date 3. Sales Tax Report
  2. Public Works Report 1. Waste and Wastewater Activity 2. Calls for Service 3. Recycling 4. Building Permits
  3. Police Department Report 1. Arrest 2. Incidents 3. Accidents
  4. Municipal Court Report 1. Monthly Report
  5. Library Report 1. Monthly Report
  6. Fire Marshal's Report 1. Monthly Report
8. Closed Session - Deliberation pursuant to Section 551.071, Title 5 of the Texas Government Code, the Texas Open Meetings Act regarding the following.

1. Closed Session - To deliberate pursuant to Section 551.071, Title 5 of the Texas Government Code, the Texas Open Meetings Act regarding pending or contemplated litigation.
9. Open Session – Deliberation and possible action regarding the following:
  1. Open Session - Deliberation and possible action regarding the pending or contemplated litigation.
10. Adjournment

This is to certify that I, Jacqueline Moya, posted this agenda on the front bulletin board of the City Hall on March 8, 2018 on or before 5:30 p.m. and it shall remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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Jacqueline Moya, City Secretary

Persons with any disabilities that would like to attend meetings must notify City Secretary 24 hours in advance so that the City can make arrangements for that disabled person.

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Minutes  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2513)**

DOC ID: 2513 A

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**Consideration and ACTION to approve the Minutes from  
February 13, 2018 & February 27, 2018.**

I recommend approval.



# City Council

200 North Brazil

## Regular Meeting

Los Fresnos, TX 78566

<http://citylf.cloudaccess.net/en/>

~ Minutes ~

Tuesday, February 13, 2018

6:00 PM

City Hall

### Agenda

1. Call meeting to order

The meeting was called to order at 6:05 PM by Mayor Narvaez.

2. Invocation and Pledge of Allegiance

Mr. Milum gave the invocation and led the audience in the Pledge of Allegiance.

### Consent Agenda

Mr. Narvaez asked the members of the council if there were any questions or concerns about the consent agenda.

Motion was made and seconded to approve the consent agenda as it reads.

### Consideration and ACTION to approve the Minutes from Tuesday, January 9, 2018 and Tuesday, January 23, 2018.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Bibi Garza, Councilwoman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

### Consideration and ACTION to approve to update Ordinance No. 381 to 490 Flood Damage Prevention.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Bibi Garza, Councilwoman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

### Consideration and ACTION to approve Service Agreement with The University of TX Health Science Center.

Attachment: MIN FEB 13 2018 (2513 : Minutes)

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Bibi Garza, Councilwoman  
**AYES:** Garza, Munoz, Narvaez, Real, Mendez  
**ABSENT:** Yolanda H. Cruz

**Consideration and ACTION to approve additional funding from the Community Development Council for the Montes-Castro Park.**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Bibi Garza, Councilwoman  
**AYES:** Garza, Munoz, Narvaez, Real, Mendez  
**ABSENT:** Yolanda H. Cruz

**Visitors Remarks- To speak you must sign in with the City Secretary prior to the meeting and you have a limit of 3 minutes to speak.**

Ray Ortiz signed up to speak on action item #4 The Conjonto Festival. Mayor Narvaez gave him the option of speaking then or wait till the item came up. Mr. Ortiz decided to wait.

**Action Items**

**Consideration and ACTION to renew Agreement with Linebarger Goggan Blair & Sampson, LLP for Collection of Delinquent Ad Valorem Taxes.**

Mr. Milum stated the agreement was a renewal and introduced John Guevara. Mr. Guevara gave a brief summary on the contract asked for any questions. The council did not have any questions.

Motion was made and seconded to renew the agreement with Linebarger Goggan Blair & Sampson, LLP for Collection of Delinquent Ad Valorem Taxes.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Javier Mendez, Councilman  
**SECONDER:** Polo Narvaez, Mayor  
**AYES:** Garza, Munoz, Narvaez, Real, Mendez  
**ABSENT:** Yolanda H. Cruz

**Consideration and ACTION to renew Agreement with Linebarger Goggan Blair & Sampson, LLP for Collection of Municipal Court Fines and Fees.**

Mr. Milum stated it was a similar agreement but this one was for Municipal Court Fines and Fees.

Motion was made and seconded to renew the agreement with Linebarger Goggan Blair & Sampson, LLP for the Collection of Municipal Court Fines and Fees.



**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Swain Real, Councilman  
**SECONDER:** Javier Mendez, Councilman  
**AYES:** Garza, Munoz, Narvaez, Real, Mendez  
**ABSENT:** Yolanda H. Cruz

**Consideration and ACTION to approve the Los Fresnos Police Department 2017 Racial Profiling Report**

Mr. Milum explained the purpose of the report. He then discussed the information provided.

Motion was made and seconded to approve the Los Fresnos Police Department 2017 Racial Profiling Report.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Swain Real, Councilman  
**AYES:** Garza, Munoz, Narvaez, Real, Mendez  
**ABSENT:** Yolanda H. Cruz

**Consideration and ACTION to support the Conjunto Festival and approve the Community Development Council funding.**

Mr. Milum gave a summary on the Conjunto Festival and turned it over to the members present to begin their presentation.

Rogelio Nunez with the Narciso Martinez Cultrual Arts Center in San Benito gave a presentation on the history of Conjunto music and how the festival began. Mr. Nunez answered questions for the council members.

Visitor Ray Ortiz spoke in support of the Conjunto Festival and recommended that the council support the festival as well because he felt it would put Los Fresnos on the map in a very positive way.

Motion was made and seconded to support the Conjunto Festival and approve the Community Development Council funding.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Bibi Garza, Councilwoman  
**AYES:** Garza, Munoz, Narvaez, Real, Mendez  
**ABSENT:** Yolanda H. Cruz

**Consideration and ACTION for the City Council members to support and participate in the HEB 2018 Step Up Community Challenge.**

Mr. Milum gave a summary on the HEB 2018 Step Up Community Challenge. He explained the process and benefits on being a part of the challenge.

Motion was made and seconded for the City Council to support and participate in the HEB 2018 Step Up Community Challenge.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Javier Mendez, Councilman
<b>SECONDER:</b>	Swain Real, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

**Consideration and ACTION for the Mayor to support and participate in the HEB 2018 Step Up Community Challenge.**

Mr. Milum advised the council that this was another item but was specifically for the Mayor to support. He explained the benefits of the Mayor supporting the challenge.

Motion was made and seconded for the Mayor to support and participate in the HEB 2018 Step Up Community Challenge.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Javier Mendez, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

**Acknowledgment of City Manager Report**

**Acknowledgement of City Manager's Report. A. Wastewater Plant Update B. Water Plant Update C. Water & Wastewater Engineering Study D. Whipple Road Wastewater Extension E. Nature Park F. Hike & Bike Trails G. Montes-Castro Park H. Welcome Sign I. CBDG 2017-2018 Grant J. Henderson Road Project K. City Hall Project L. Boys & Girls Club M. Building Inspections N. Canal Underground O. Sports Fields P. Dog Park Q. Development & Annexation Plans R. Planning & Zoning Ordinance Update S. Economic Development**

Mr. Milum asked the council if they had a question on anything in specific.

Mr. Milum advised the council that the construction for the Nature Park had began. Haff & Associates has been in communication with TXDOT for approval of the pending environmental clearance. Work is progressing for the Montes Castro Park. The new replacement piece on Welcome Sign was ordered. He explained to the council what the sign would be used for. The paperwork for the 2017 CDBG grant had been signed but no work has been done yet. Environmental Clearance has not been received for the Henderson Road Project. The city will be cutting and repaving the sink holes on the east



side temporarily. A meeting was set for February the 27, 2018 at 6:00pm to discuss the new City Hall project. Mr. Milum let the council know that the Boys & Girls Club had submitted their quarterly report and explaining their upcoming events. Mr. Milum mentioned the Boys & Girls Club was being cooperative and fulfilling their end of the agreement. He let the council know he listed the building inspections, sports fields, dog parks and other items discussed in the 2018 vision so they don't get lost with other work.

Mr. Milum answered question for the council.

Motion was made a seconded to acknowledge the City Manager Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Javier Mendez, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

#### **Acknowledgement of Department Head Reports**

Mr. Milum did not have anything specific to report and the council did not have any questions.

Motion was made and seconded to acknowledge the Department Head Reports.

#### **Financial Report 1. Monthly 2. Year to Date**

Motion was made and seconded to acknowledge the Financial Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Swain Real, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

#### **Public Works Report 1. Water and Wastewater Activity 2. Calls for Service 3. Building Permits 4. Recycling**

Motion was made and seconded to acknowledge the Public Works Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Swain Real, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

#### **Police Department Report 1. Arrest 2. Incidents 3. Accidents**

Motion was made and seconded to acknowledge the Police Department Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Swain Real, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

**Municipal Court Report 1. Monthly Report**

Motion was made and seconded to acknowledge the Municipal Court Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Swain Real, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

**Library Report 1. Monthly Report**

Motion was made and seconded to acknowledge the Library Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Swain Real, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

**Fire Marshal's Report 1. Monthly Report**

Motion was made and seconded to acknowledge the Fire Marshal's Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Swain Real, Councilman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

**Closed Session - Deliberation pursuant to Section 551.071, Title 5 of the Texas Government Code, the Texas Open Meetings Act regarding the following.**

- Deliberation pursuant to Section 551.071, Title 5 of the Texas Government Code, the Texas Open Meetings Act regarding the following.

**Closed Session - To deliberate pursuant to Section 551.071, Title 5 of the Texas Government Code, the Texas Open Meetings Act regarding pending or contemplated litigation.**

The council did not go to closed session.

<b>RESULT:</b>	<b>NO ACTION</b>
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**Open Session – Deliberation and possible action regarding the following:**

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Regular Meeting

Tuesday, February 13, 2018

6:00 PM

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**Open Session - Deliberation and possible action regarding the pending or contemplated litigation.**

The council did not go to closed session.

<b>RESULT: NO ACTION</b>
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10. Adjournment

Mayor Narvaez adjourned the meeting at 6:49 PM.

\_\_\_\_\_  
Presiding Officer of the Council

\_\_\_\_\_  
Recorder

Attachment: MIN FEB 13 2018 (2513 : Minutes)



# City Council

200 North Brazil

## Special Meeting

Los Fresnos, TX 78566

<http://citylf.cloudaccess.net/en/>

~ Minutes ~

Tuesday, February 27, 2018

6:00 PM

City Hall

### Call to Order

The meeting was called to order at 6:02 PM by Mayor Polo Narvaez

### Invocation and Pledge of Allegiance

Mr. Milum gave the invocation and led the audience in the Pledge of Allegiance.

### Visitors Remarks-To speak you must sign in with the City Secretary prior to the meeting and you have a limit of 3 minutes to speak.

There were no comments.

### Action Items

### Consideration and ACTION to approve the second reading of Ordinance No. 381 to 490 Flood Damage Prevention.

Mr. Milum explained to the council the purpose of the ordinance. Mr. Milum, Mr. Real and Mr. Mendez discussed zoning classifications and flood zones in the area.

Motion was made and seconded to approve the second reading of Ordinance No. 381 to 490 Flood Damage Prevention.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Javier Mendez, Councilman
<b>SECONDER:</b>	Bibi Garza, Councilwoman
<b>AYES:</b>	Garza, Munoz, Narvaez, Real, Mendez
<b>ABSENT:</b>	Yolanda H. Cruz

### Consideration and ACTION to approve plans for the new City Hall.

Mr. Milum introduced Daniel Pesek and Jackson Wells with BWR Architect they will give the presentation on the new city hall plans.

Mr. Pesek began the presentation by giving a summary of what the presentation would be covering. He began the slide show with information that had already been collected from the city on how many offices would be needed the spacing and any additional rooms including the size of the council chamber. A slide showing information for the council chamber with special requirements requested was presented next along with an example of the floor plan with the drive thru. Mr. Milum & Mr. Pesek answered questions from the council.

Attachment: MIN FEB 27 2018 (2513 : Minutes)



Mr. Pesek had Mr. Wells continue with the presentation. Mr. Wells began with the site plan. He explained the over all site, he pointed out the space left empty in the rear of the building for the future police department and the parking layout including the drive thru. He moved on to the floor plan walked the council thru the floor plan. He began with the main entrance into the reception area thru the east side and ended on the west side of the building pointing out each office and explained the purpose for each space. The council and the BWR Architects discussed the spacing and seating for the council chambers and the future use of each office if needed.

Next Mr. Wells spoke on the design inspiration for the exterior of the building. He presented a slide with a picture of the old Los Fresnos Train Station as their inspiration. They looked into buildings in the area and came across the old Los Fresnos Train Station. They felt it was very unique and thought it would be a nice acknowledgement to the past. The next slide showed the proposed exterior design. He explained the choice of colors, design and other elements on the building. He gave a description of the local plants that would be used in the landscaping. An interior sketch for the court room was presented. Mr Well explained the choice of wood finish, lighting and showed different views of the room. Mr. Wells answered questions from the council and discussed lighting, seating and acoustics in the room.

Mr. Pesek completed the presentation with slides of the construction plans. He explained details for the construction that included the foundation system, window detail, material used for construction and the floor plan for the second floor. Mr. Pesek answered questions from the council.

Mr. Milum handed out a statement of portable cost handout to the council and presenters. Mr. Pesek explained to the council the information provided and answered questions from the council. They discussed the estimated cost and the option of possible deductive alternates to help meet the project budget.

Tha council asked to get estimates on LED lighting interior of the building.

Mr. Milum handed out a project schedule handout next. Mr. Pesek walked the council through the timeline and answered questions from the board.

Mr. Narvaez thanked Mr. Pesek and Mr. Wells for the presentation.

<b>RESULT:</b>	<b>NO ACTION</b>
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#### Adjournment

The meeting was closed at 7:25 PM

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Special Meeting

Tuesday, February 27, 2018

6:00 PM

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\_\_\_\_\_  
Presiding Officer of the Council

\_\_\_\_\_  
Recorder

Attachment: MIN FEB 27 2018 (2513 : Minutes)

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2524)**

DOC ID: 2524 A

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**Approval or Rejection to acknowledge the Financial Report  
and Cash Investment Report for the quarter ended as of  
December 31, 2017.**

I recommend approval.



# **Investment Portfolio Summary For the Quarter Ended As of December 31, 2017**

**Quarterly Investment Report  
Investment Officer's Certification  
For the Quarter Ended  
As of December 31, 2017**

This report is prepared for the City of Los Fresnos in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.03(a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the reporting period." This report, which covers the quarter ended September 30, 2017 is signed by the City of Los Fresnos Investment Officer and the Investment Committee members and includes the disclosures required in the PFIA.

The investment portfolio complied with the PFIA and the City of Los Fresnos' approved Investment Policy and Strategy throughout the quarter. All investment transactions made in the City's portfolio during this quarter were made on behalf of the City and were in full compliance with PFIA and the City's approved Investment Policy.

  
\_\_\_\_\_  
Pablo A. Garza  
Investment Officer/Finance Director

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Mark W. Milum  
City Manager/ Investment Committee

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Polo Narvaez  
Mayor/ Investment Committee

**Quarterly Investment Report  
Table of Contents  
For the Quarter Ended  
As of December 31, 2017**

4	Detail of Security Holdings
5	Portfolio Summary
6	Yield Summary
7	Quarterly Asset Reconciliation
8	Purchase/Sale Maturity

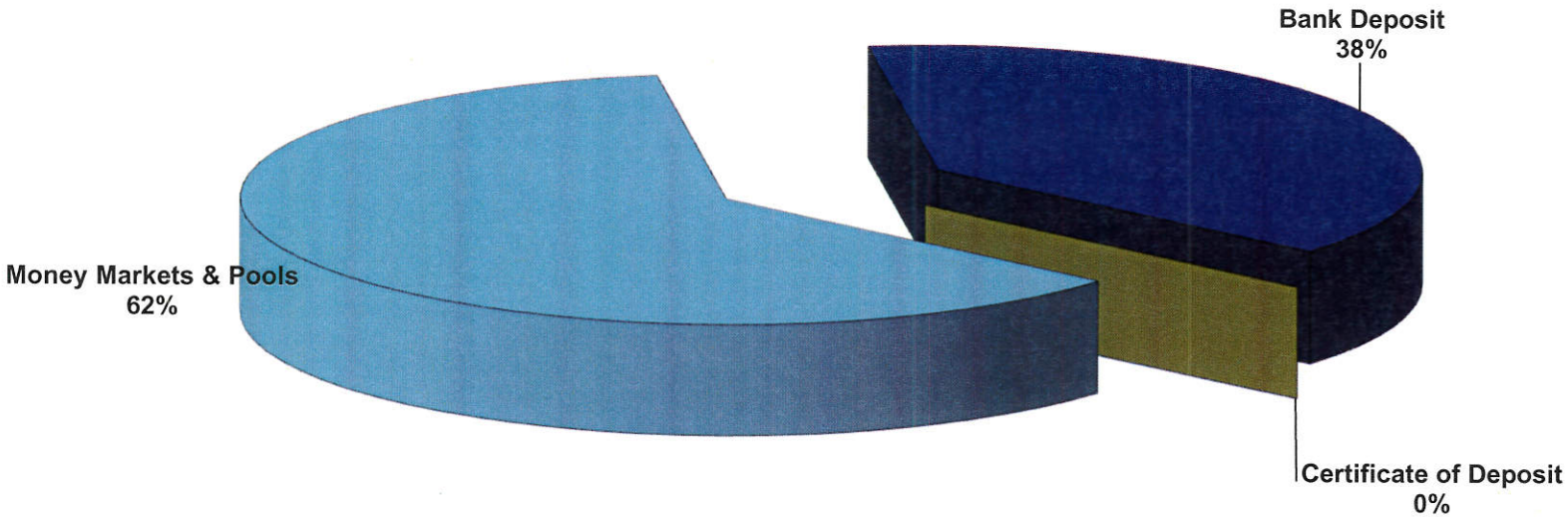


**DETAIL OF SECURITY HOLDINGS**  
December 31, 2017

Security Description	Security CUSIP	Yield/ Coupon	Settlement Date	Maturity Date	Par Value	Purchase Price	Purchase Cost	Book Value	Market Price	Accrued Interest	Market Value	Days to Maturity	Yield to Maturity
<b>General Fund</b>													
Lone Star Investment Pool-Emergency Reserve	First Public	1.394					786,108	786,108	100		786,108		1.39
FCB-General Fund (Operating)	FCB	0.250					1,171,847	1,171,847	100		1,171,847		0.25
FCB-General Fund (Emergency Reserve LS)	FCB	0.250					-	-	100		-		0.25
FCB-Senior Citizens	FCB	0.250					18,276	18,276	100		18,276		0.25
FCB-Forfeited Property-Non interest (PD Seizure Funds)	FCB	-					260	260	100		260		-
FCB-Forfeited Property (PD Seizure Funds)	FCB	0.250					618	618	100		618		0.25
FCB-Payroll	FCB	0.250					127,753	127,753	100		127,753		0.25
							2,104,863	2,104,863			2,104,863		0.38
<b>Water &amp; Sewer Fund</b>													
Lone Star Investment Pool-Emergency Reserve	First Public	1.394					99,484	99,484	100		99,484		1.39
FCB-Water & Sewer (Operating)	FCB	0.250					582,047	582,047	100		582,047		0.25
FCB-Water & Sewer (Meter Deposits LS)	FCB	0.250					208,174	208,174	100		208,174		0.25
FCB-W&S Rev Bonds S84-84A I&S	FCB	0.250					21,897	21,897	100		21,897		0.25
FCB-W&S Rev Bonds S84-84A (Reserved Funds)	FCB	0.250					55,353	55,353	100		55,353		0.25
FCB-Water & Sewer (Emergency Reserve)	FCB	0.250					60	60	100		60		0.25
FCB-Utility Expansion (Purchase Water Rights/Utility Improver	FCB	0.250					3,457	3,457	100		3,457		0.25
							970,472	970,472			970,472		0.41
<b>Special Revenue Funds</b>													
	FCB						-	-	100		-		-
							-	-			-		-
<b>Debt Service</b>													
FCB-Debt Service (Bond Payments)	FCB	0.250					15,164	15,164	100		15,164		0.25
							15,164	15,164			15,164		0.25
<b>Capital Projects</b>													
FCB-2016CDBG Grant Contract 7216300 (Streets)	FCB	-					-	-	100		-		-
FCB-TPW 50-000461 Nature Park	FCB	-					200,000	200,000	100		200,000		-
FCB-USDA (Water Distribution System Project)	FCB	-					-	-	100		-		-
FCB-TSSI Safe Room DR-1791-353	FCB	-					-	-	100		-		-
FCB-Valley Legacy Foundation Grant (Hike & Bike Trail)	FCB	0.250					420,159	420,159	100		420,159		0.25
FCB-CO SR 2014 (Lopez LS, Land, Sewer Ext, Evergreen St	FCB	-					193,961	193,961	100		193,961		-
FCB-TWDB-DWSRF NO. 62627 (Engineering)	FCB	-					-	-	100		-		-
FCB-TWDB-CWSRF CO 2009 (Collection System/WWTP)	FCB	-					9,108	9,108	100		9,108		-
FCB-Tax Increment Reinvestment Zones (TIRZ)	FCB	0.250					108,934	108,934	100		108,934		0.25
FCB-TWDB-CWSRF NO. 73687 (Engineering)	FCB	-					-	-	100		-		-
FCB-CO SR 2017 (Streets & City Hall)	FCB	-					5,468	5,468	100		5,468		-
Lone Star Investment Pool - CO SR 2017	First Public	1.394					4,538,059	4,538,059	100		4,538,059		1.39
							5,475,688	5,475,688			5,475,688		0.16
<b>Community Development Corp</b>													
FCB-CDC (Operating)	FCB	0.250					241,337	241,337	100		241,337		0.25
							241,337	241,337			241,337		0.25
<b>TOTAL PORTFOLIO</b>						\$ -	\$ 8,807,523	\$ 8,807,523		\$ -	\$ 8,807,523		0.24

Attachment: INVESTMENT PORTFOLIO SUMMARY QUARTER ENDED 12 31 17 [Revision 1] (2524 :

PORTFOLIO SUMMARY  
December 31, 2017





**YIELD SUMMARY**  
As of Decmeber 31, 2017

Security Description	Security CUSIP	Settlement Date	Maturity Date	Par Value	Market Value	Percent of Assets	Days to Maturity	Weighted Average Maturity	Yield to Maturity
<b>Bank Deposit</b>									
First Community Bank	FCB				3,383,872	38%			0.25
<b>Money Markets &amp; Pools</b>									
Lone Star Investments	First Public				5,423,651	62%			1.39
<b>Certificate of Deposit</b>									
First Community Bank	FCB			-	-	0%	-	-	-
<b>TOTAL PORTFOLIO</b>				<u>\$ -</u>	<u>\$ 8,807,523</u>	<u>100%</u>		<u>-</u>	<u>1.64</u>

**MARKET VALUE ASSET RECONCILIATION  
FROM 10-1-17 TO 12-31-17**

<b>Security</b>	<b>Market Value 9-30-17</b>	<b>Additions Purchases</b>	<b>Withdrawals Sales</b>	<b>Realized Gains</b>	<b>Unrealized Gains</b>	<b>Interest Gains</b>	<b>Market Value 12-31-2017</b>
<b>Bank Deposit</b>							
First Community Bank	3,383,872						3,383,872
<b>Money Markets &amp; Pools</b>							
Lone Star Investments	5,520,154		(114,655)			18,151	5,423,650
<b>Certificate of Deposit</b>							
First Community Bank	-						-
<b>TOTAL PORTFOLIO</b>	<u>\$ 8,904,026</u>	<u>\$ -</u>	<u>\$ (114,655)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,151</u>	<u>\$ 8,807,522</u>

**PURCHASE AND SALE MATURITY  
FROM 10-1-17 TO 12-31-17**

<u>Trade Date</u>	<u>Settlement Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Unit Price</u>	<u>Amount</u>
-------------------	----------------------------	-----------------	-----------------	-------------------	---------------

## PURCHASES

## SALES/MATURITIES

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Change Order  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2530)**

DOC ID: 2530 A

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**Consideration and ACTION to approve change order #1 for the Welcome Sign for the upgrade in the digital display part of the sign.**

The CDC Board approved this on March 5.

I had a problem with getting the LED sign that we feel will be able to transmit between the sign and City offices, give the best presentation while passing by and just the overall best function. The sign that we need will cost an additional \$3,935. I hate to have to spend more but we have not had any other changes and this will complete the project and have something we won't look back on and wish we would have done differently.

I recommend approval.

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Change Order  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2526)**

DOC ID: 2526 A

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**Consideration and ACTION to approve change Order #1 for  
the Los Fresnos Nature Park Trails Phase II**

As we are working on Phase 2 of the Nature Park, we have an opportunity before any more trails get installed to put a water line to the location of the amphitheater. This will allow us to have water for a water fountain in this area and for the bird watching area where we will need water as well. We also would place a master water meter near Arroyo Boulevard. When we built the restrooms we place a temporary meter near the restroom due to not having enough grant funds available at the time. We can utilize funds from capital outlay for fencing around the water reservoir which is budgeted for \$35,000. We can do the fencing in 2 stages, part this year and the rest next year. However, we do believe we still might have enough funds to cover it all this year.

I recommend approval.



Hanson Professional Services  
789 E. Washington St.  
Brownsville, Texas 78520  
(956) 541-1155  
Fax (615) 871-8013  
www.hanson-inc.com

December 6, 2017

Mark Milum  
200 N. Brazil  
Los Fresnos, Texas 78566

**RE: LOS FRESNOS NATURE PARK TRAILS PHASE II**

Mr. Milum:

Please find attached Change Order No.1.

Change Order No.1 accounts for the additional cost to the project due to the required water line installation and the relocation of water meter. This cost estimates were provided by the contractor and were determined to be reasonable.

Sincerely,

Hanson Professional Services Inc.

Richard Riggins, P.E.  
Project Engineer

## Hanson Professional Services, Inc. Change Order

Owner: City of Los Fresnos		Contract For: Los Fresnos Nature Park Phase II Trails  Project Location: Los Fresnos, TX		Hanson Project No.: 16L0281 Change Order No. 1		
Contractor: Diamond Eight Industries, LLC			Engineer: Hanson Professional Services, Inc.			
<b>Changes to Existing Line Items</b> (Items from original bid or added in previous change order only)						
Item No.	Item Description	Current Quantity	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price
<b>New Items Requested</b> (Items without a unit price in the original bid) Provide Explanation (attach separate documentation if necessary):						
Item No.	Item Description	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price	
	Relocation of Master Water Meter	EA	\$ 5,000.00	1	\$ 5,000.00	
	4" c-900 DR-25 Potable Water Line	LF	\$ 11.00	1013	\$ 11,143.00	

<u>Change in Contract Price</u>		<u>Change in Contract Time</u>	
Original Contract Price:	\$ 281,217.47	Original Contract Time:	Complete by 05/23/18
Previous Change Order(s) No. to No.	N/A	Net Change From Previous Change Orders	0 days
Contract Price Prior to this Change Order	\$ 281,217.47	Contract Time Prior to this Change Order	Complete by 05/23/18
Net Increase/Decrease of this Change Order	\$ 16,143.00	Net Increase/Decrease of this Change Order	0 days
Contract Price With all Approved Change Orders	\$ 297,360.47	Contract Time With all Approved Change Orders	Complete by 05/23/18
Cumulative % Change in Contract Price: 5.74 %			

**APPROVED by Owner:** City of Los Fresnos

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**RECOMMENDED:** Hanson Professional Services, Inc.

By: \_\_\_\_\_

ENGINEER (Authorized Signature)

Date: 2/22/2018

**ACCEPTED:** Diamond Eight Industries, LLC

By: \_\_\_\_\_

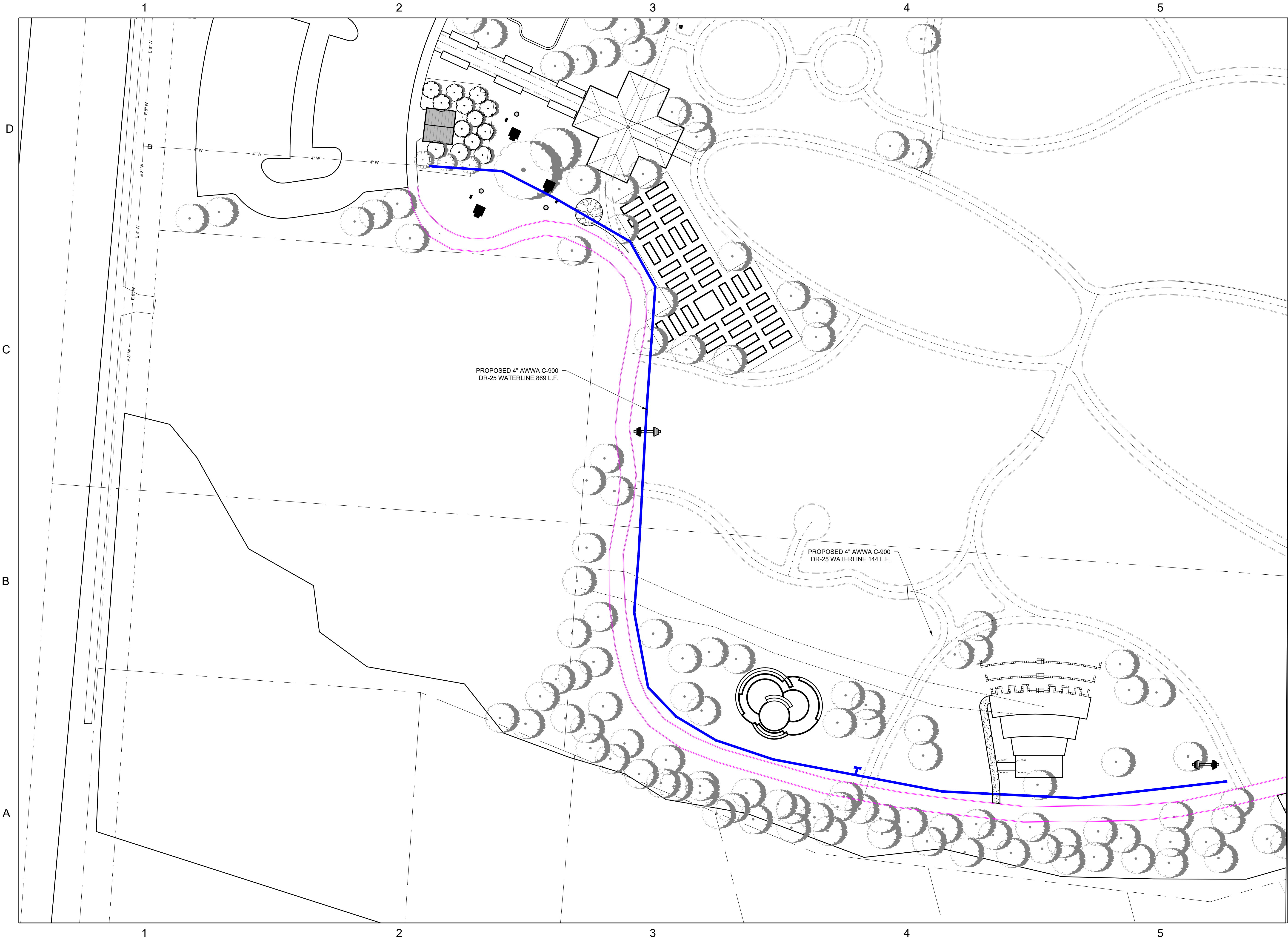
CONTRACTOR (Authorized Signature)

Date: 2-23-18

Attachment: LF NATURE PARK CHANGE ORDER (2526 : Change Order #1-Los Fresnos Nature Park Trails Phase II)



MAR 06, 2018 10:35 AM LOYA01776  
T:\16L0492-LOS FRESNOS NATURE PARK TRAILS IMPROVEMENTS\PHASE 2\3. DRAFTING\CIVIL 3D\16L0281-TRAIL PHASE 2 SK.DWG



Engineering | Architecture | Planning | Allied Serv

Offices Nationwide  
www.hanson-inc.com

Hanson Professional Services Inc.  
789 E. Washington St.  
Brownsville, TX 78521  
phone: 956-541-1155

TBPE F-417  
TBPLS F-10039500  
TBPG F-50556  
TBAE F-BR 2458

CONSULTANTS



**INTERIM REVIEW**  
NOT FOR CONSTRUCTION,  
BIDDING OR PERMIT  
PURPOSES

Richard A. Riggins P.E.  
LIC: 56304  
DATE: 2.2018

Nature Park Trails  
Improvements Phase I  
Los Fresnos  
City of Los Fresnos

City of Los Fresnos

Los Fresnos, TX 78561  
Cameron County

MARK	DATE	DESCRIPTION

ISSUE: 11.2017  
PROJECT NO: 16L0281  
CAD FILE: 16L0281-TRAIL PHASE 2 sk.dwg  
DESIGN BY: AA  
DRAWN BY: MAL  
REVIEWED BY: RAR

© Copyright Hanson Professional Services Inc. 2017

SHEET TITLE

**TRAILS PHASE  
II - WATERLINE  
EXHIBIT**

**C-01**

SHEET 1 OF 1



**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Change Order  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2525)**

DOC ID: 2525 B

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**Consideration and ACTION to approve Change Order #2 For the Montes-Castro Park.**

TPW has requested some changes to the final plans resulting in an increase of \$2,330. They are requiring trees or a shade structure over each bench and the trees are less expensive. They are requiring a drip station for butterflies and this will be disguised in the bolder. Lastly they are requiring the ADA fountain be side by side which changes the amount for the concrete foundation. We don't have any funds specifically budgeted for cost overruns for Montes-Castro Park but we are already \$10,000 ahead in sales tax revenue and about \$50,000 ahead in property tax revenue. We can utilize these extra funds.

I recommend approval.



Hanson Professional Services Inc.  
789 E. Washington St.  
Brownsville, Texas 78520  
(956) 541-1155  
Fax (615) 871-8013  
www.hanson-inc.com

February 23, 2018

Mark Milum  
200 N. Brazil  
Los Fresnos, Texas 78566

**RE: LOS FRESNOS MONTES CASTRO PARK**

Mr. Milum:

The attached Change Order No.2 accounts for the additional costs for:

- Updated landscaping schedule with shade trees and native plants.
- Landscape boulders for the required drip station in the butterfly garden.
- Bi-level modification to ADA drinking fountain.

We have reviewed these costs and recommend approval.

Sincerely,

Hanson Professional Services Inc.

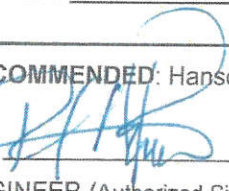


Richard Riggins, P.E.  
Project Engineer

**Hanson Professional Services, Inc.**  
**Change Order No. 12**

Owner: City of Los Fresnos		Contract For: Montes-Castro Park		Hanson Professional Services, Inc. Project Number: 16L0305 Change Order No. 2		
Contractor: Holmont, LLC		Engineer: Hanson Professional Services, Inc.				
Owner is requesting TDA review to determine eligibility of change order expenses.						
<b>Changes to Existing Line Items (Items from original bid or added in previous change order only)</b>						
Item No.	Item Description	Current Quantity	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price
<b>New Items Requested (Items without a unit price in the original bid)</b> Provide Explanation (attach separate documentation if necessary):						
Item No.	Item Description	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price	
	Landscaping boulders	LS	675.00	1	\$ 675.00	
	Drinking Fountains Upgrade	LS	680.00	1	\$ 680.00	
	Landscaping Upgrade	LS	975.00	1	\$ 975.00	
					\$	
<b>Change in Contract Price</b>			<b>Change in Contract Time</b>			
Original Contract Price:		\$160,179.23	Original Contract Time:		120 days	
Previous Change Order(s) No. 1 to No. 2		N/A	Net Change From Previous Change Orders		0 days	
Contract Price Prior to this Change Order		\$166,429.23	Contract Time Prior to this Change Order		135 days	
Net Increase/Decrease of this Change Order		\$2,330.00	Net Increase/Decrease of this Change Order		0 days	
Contract Price With all Approved Change Orders		\$168,759.23	Contract Time With all Approved Change		135 days	
Cumulative % Change in Contract Price: 5.35%						

Attachment: MONTES CASTRO PARK CHANGE ORDER (2525 : Change Order #2-Montes Castro Park)

<b>APPROVED by Owner:</b> City of Los Fresnos Signature: _____ Title: _____ Date: _____	
<b>RECOMMENDED:</b> Hanson Professional Services, Inc. By:  ENGINEER (Authorized Signature) Date: <u>2/23/2018</u>	<b>ACCEPTED:</b> Holmont, LLC By:  CONTRACTOR (Authorized Signature) Date: <u>2/27/2018</u>

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Agreement  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2529)**

DOC ID: 2529 A

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**Consideration and ACTION to approve an irrigation system at Montes-Castro Park.**

The original bids for the irrigation system were between \$6,500 and \$30,000. We recommended to the Council to look at the specifications and re-bid this part of the project which is what was done. The quotes are much better. The low bid is Valley Wide Sprinkler Systems from Harlingen for \$2,840. The references check out and they are a reputable business.

We don't have any funds specifically budgeted for this cost for Montes-Castro Park but we are already \$10,000 ahead in sales tax revenue and about \$50,000 ahead in property tax revenue. We can utilize these extra funds.

I recommend approval.



City of Los Fresnos  
200 N. Brazil St.  
Los Fresnos, Texas 78566

February 15, 2018

Los Fresnos Montes-Castro Park  
Change Order Proposal #6

Please see below pricing for work requested outside the scope of Contract.

1. To install the Irrigation system according to the Revised Irrigation Plan dated 12/20/2017.
2. The plan pages are IR1 of 2 and IR2 of 2.

**Total Price: \$9,360.00**

\*Note: There may be a lead time on some of the parts.

Respectfully,

*Aurelio Turrubiates*

Aurelio Turrubiates  
Project Manager and Estimator

Attachment: IRRIGATION SYSTEM MONTES-CASTRO (2529 : Montes-Castro Park/Irrigation System)





# Valley Wide Sprinkler Systems

P.O. BOX 531902  
 Harlingen, Texas 78553-1902  
 956-425-8402  
 Fax: 956-425-3821  
 Email: valwsprinklers@aol.com

TX Irrigator Lic. # LI0001109  
 Back Flow Testing Lic. # BP0004592

## Proposal

PROPOSAL SUBMITTED TO HOLMONTLLC	PHONE (956) 622-0184	DATE 03/07/2018
STREET	JOB NAME MONTES-CASTRO PARK	
CITY, STATE, AND ZIP CODE HARLINGEN, TX. 78552	JOB LOCATION LOS FRESNOS, TEXAS	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:  
**DRIP SYSTEM FOR SHRUBS & SOD**

### MATERIAL FOR JOB:

- 1- 1" LEAD FREE PVB
- 1- 4 STATION XC HYBRID HUNTER SOLAR CONTROLLER
- 1- RAIN SENSOR SOLARSYNC
- 1- HUNTER SOLAR PANEL FOR CONTROLLER
- 1- SOLAR BATTERY PACK FOR XC 400 HUNTER CONTROLLER
- 2- 1" ELECTRIC VALVES WITH 9 VOLT SOLENOIDS
- 2- 10" ROUND VALVE BOXES FOR VALVE COVERS
- 2- 500' ROLLS OF DRIP LINE WITH 1GPH EMITTERS
- 2- BOXES OF 500 STAPLES FOR DRIP LINE
- DRIP TEE FITTINGS
- DRIP 90 FITTINGS
- 1", 3/4" PVC PIPE CLASS 200 PSI
- 1 YEAR GUARANTEE ON ALL PARTS AND LABOR.

**We Propose** herby to furnish material and labor - complete in accordance with above specifications for the sum of:

TWO THOUSAND EIGHT HUNDRED FORTY AND NO/100-----Dollars (\$ 2,840.00 )

Payment to be made as follows:

**DUE UPON COMPLETION OF JOB.**

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 15 days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be amde as outlined above

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Attachment: IRRIGATION SYSTEM MONTES-CASTRO (2529 : Montes-Castro Park/Irrigation System)

## VEROMAR LAWN & LANDSCAPING SERVICE



Date: March 7, 2018

To: City of Los Fresnos, Texas  
Montes-Castro Park

### Quote

Veromar Lawn & Landscaping is company that is in compliance with the requirements of the State of Texas. I carry liability insurance and workers compensation, also carry a team of employees with excellent experience and top-of-the-line equipment that is used in this industry.

This job consists of installing a brand new irrigation system in the Monte-Castro Park. The job will be done exactly as instructed on the plans for the system. This means following all procedures and guidelines.

To begin this project half of the cost will need to be paid up front in order to purchase the materials. The other half will be paid once the job is complete. I, Antonio Estrada, the owner of Veromar will be personally responsible for making sure that the work is completed, well done and I guarantee one year on the valves and the time controller. This guarantee will be respected if the valves and time controller have a manufacturer fail, not if they are damaged.

This entire project will cost a total of \$5,960. To start half will need to be paid up front which will be \$2,980. If this is acceptable please sign below.

---

Antonio Estrada

Antonio Estrada  
P.O. Box 803 Olmito, Texas 78575  
Cell: 956-908-2943  
Email: [veromarlawnnylandscaping@gmail.com](mailto:veromarlawnnylandscaping@gmail.com)



**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2523)**

DOC ID: 2523 A

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**Consideration and ACTION of the building inspectors report and required notices on the condition of a building and set a date, time and place for a hearing and take action as necessary.**

We have been working with the owner/occupant of this building. It has been in terrible shape for many years. The building inspector has made inspections of the building and determined it needs to be demolished. It is not structurally sound and has major electrical and plumbing issues. Notice was send to the last known address of the owner but the owner has never signed for the documents. A sister lives in a building just behind this structure and attends to the property, paying all related bills for the property. She has not spoken to her sister in many years and does not know where she is. This structure needs to be demolished and since we can't locate the property owner we need to hold a public hearing as we will most likely have to pay to demolish the building and place a lien on the property.

I recommend setting the date of the public hearing as our next regular meeting on April 10 at 6:00 p.m. at eh Los Fresnos City Hall.



March 5, 2018

RE: 31818 State Hwy 100  
Los Fresnos, TX. 78566  
ABST 2-F L & I CO BLK 183 PTE 34.55, 9.000 ACRES

I Luis Ramos am requesting a public hearing to determine if the building at 31818 State Hwy 100 is dilapidated, substandard, unfit for human habitation, or a hazard to the health, safety and welfare of the citizens and that the owner be ordered to repair or demolish and remove the building.

Thank you,

Luis A. Ramos  
Building Inspector

Attachment: 31818 STATE HWY 100-DILAPIDATED BUILDING (2523 : 31818 State Hwy 100-Dilapidated Building)

U.S. Postal Service  
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 Domestic Mail Only

1.5.4.a

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

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Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postmark  
Here

Postage

\$

Total Postage and Fees

\$

Sent To

Arthin Geneva Mary Schiwezt ET AL

Street and Apt. No., or P.O. Box No.

PO Box 254

City, State, ZIP+4®

Los Fresnos TX. 78566

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Arthin Geneva Mary Schiwezt  
 PO Box 254 ET AL  
 Los Fresnos TX. 78566



9590 9401 0039 5071 7299 98

2. Article Number (Transfer from service label)

7016 0340 0000 6322 1478

PS Form 3811, April 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

*Cristina Schiwezt* ☐ Agent ☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
 If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature  
☐ Adult Signature Restricted Delivery  
☒ Certified Mail®  
☐ Certified Mail Restricted Delivery  
☐ Collect on Delivery  
☐ Collect on Delivery Restricted Delivery  
☐ Priority Mail Express  
☐ Registered Mail™  
☐ Registered Mail Restricted Delivery  
☐ Return Receipt for Merchandise  
☐ Signature Confirmation  
☐ Signature Confirmation Restricted Delivery

Restricted Delivery

Domestic Return Receipt

Attachment: 31818 STATE HWY 100-DILAPIDATED BUILDING (2523 : 31818 State Hwy 100-Dilapidated Building)



## Los Fresnos Police Department

200 N. Brazil St. Los Fresnos, Texas 78566  
 Phone: (956) 233-4473 Fax: (956) 233-3379  
 www.losfresnospd.com

Hector Gonzalez  
 Chief of Police

10/03/17

Tax I.D. 75-0183-0000-0300-10

Property Owner: Arthin Geneva Mary Schiwetz ET AL  
 Occupant: Lino Ernestina Estella  
 31818 State Highway 100  
 Los Fresnos TX. 78566

Dear Property Owner/Occupant:

A visual exterior inspection was conducted of a property located at **31818 State Highway 100**, bearing a legal description of **ABST 2-F L & I CO BLK 183 PTE34.55, 9.0000 ACRES**, which according to the real property records of Cameron County, you own. After conducting the inspection, it is noted that there is an abandon vacant structure on the property that is unsecured and unsafe. This is considered to be a violation of the **2012 International Property Maintenance Code; Chapter 1: Scope and Administration; Section 108 Unsafe Structures and Equipment, Violation of City Ordinance 198**

The 2012 International Property Maintenance Code; **Chapter 1; Section 108.1.1 unsafe structures**. states: "An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn the occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible."

This notice will serve as a warning to make the necessary arrangements to correct the violation by demolishing as stated by the city building inspectors report attached to this letter. **within ten (10) calendar days** of the date of this letter. Please be advised that failure to comply may result in a citation being issued to Municipal Court with possible fines up to (\$2,000.00) per day the violation remains.

Thank you for your cooperation in this matter.

Sincerely,  
*Javin Morales*  
 Environmental Officer

Attachment: 31818 STATE HWY 100-DILAPIDATED BUILDING (2523 : 31818 State Hwy 100-Dilapidated Building)



## SCOPE AND ADMINISTRATION

provisions of the compliance order or notice of violation have been complied with, or until such *owner* shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the *code official* and shall furnish to the *code official* a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

## SECTION 108

### UNSAFE STRUCTURES AND EQUIPMENT

**[A] 108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

**[A] 108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

**[A] 108.1.2 Unsafe equipment.** Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the *premises* or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or *occupants* of the *premises* or structure.

**[A] 108.1.3 Structure unfit for human occupancy.** A structure is unfit for human *occupancy* whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks *ventilation*, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the *occupants* of the structure or to the public.

**[A] 108.1.4 Unlawful structure.** An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

**[A] 108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the *approved* building or fire code of the jurisdiction

as related to the requirements for existing buildings.

2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.
7. The building or structure is *neglected*, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the *approved* building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be insanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel con-

10/2/2017

After conducting an inspection on a building located at 31818 State Highway 100 in Los Fresnos Texas, it has been determined that this building which was previously a commercial establishment, is dilapidated, substandard, unfit for human habitation and is a hazard to the health, safety and welfare of the citizens.

This building was damaged by fire in the past. It is dilapidated from old age, neglect and decay. The roof is practically collapsed due to the structural integrity being compromised. The roof and exterior walls are not weatherproof allowing the elements to further damage the structure. At this time there are no utilities connected to this building. There is an electrical cord running to this building creating a potential fire hazard.

As this building stands now it is in violation of the 2012 International Property Maintenance Code which has been adopted by the City of Los Fresnos and also a City Ordinance which governs Unsafe and Substandard Buildings. This building cannot be repaired to meet minimum standards and must be demolished and removed.



Luis Angel Ramos

Building Inspector.

Attachment: 31818 STATE HWY 100-DILAPIDATED BUILDING (2523 : 31818 State Hwy 100-Dilapidated Building)



## ORDINANCE NO. 198

AN ORDINANCE REQUIRING THE REPAIR OR DEMOLITION AND REMOVAL OF ANY BUILDING WITHIN THE CITY OF LOS FRESNOS THAT IS DILAPIDATED, SUBSTANDARD, UNFIT FOR HUMAN HABITATION, OR A HAZARD TO THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS; ESTABLISHING MINIMUM STANDARDS FOR CONTINUED USE AND OCCUPANCY OF SUCH BUILDING; PROVIDING FOR PROPER NOTICE TO THE OWNER; PROVIDING FOR A PUBLIC HEARING, AFTER WHICH THE CITY COUNCIL MAY ORDER THE BUILDING TO BE REPAIRED OR DEMOLISHED AND REMOVED BY THE OWNER; AUTHORIZING THE CITY TO DEMOLISH AND REMOVE SUCH BUILDING AT ITS EXPENSE AND FIXING A LIEN AGAINST THE PROPERTY FOR EXPENSES INCURRED BY THE CITY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOS FRESNOS, TEXAS:

SECTION 1. Any building within the City of Los Fresnos which is determined under the provisions of this Ordinance to be dilapidated, substandard, unfit for human habitation, or a hazard to the health, safety and welfare of the citizens shall be repaired or demolished and removed.

SECTION 2. The minimum standards for continued use and occupancy of any building within the City of Los Fresnos, regardless of the date of construction, shall be the minimum standard specified in the STANDARD BUILDING CODE, 1985, EDITION, as amended, which minimum standards are hereby made a part hereof as fully as if set out at length herein.

SECTION 3. Whenever the City Building Inspector finds a building to be dilapidated, substandard, unfit for human habitation, or a hazard to the health, safety and welfare of the citizens, he shall give notice to the owner of such finding. Such notice shall be in writing; shall include a description of the real estate sufficient for identification; shall include a copy of the City Building Inspector's report on the condition of the building, including specific repairs required to meet minimum standards, or a statement that the building cannot be repaired to meet minimum standards and must be demolished and removed; shall require the owner, within a reasonable time specified in the notice, to complete the specific repairs required to meet minimum standards to restore the building, or, if the building cannot be repaired to meet such standards, to demolish and remove the building; shall state that if the owner fails to repair or demolish and remove the building within the time specified, the City Building Inspector will request a public hearing before the City Council of the City of Los Fresnos to determine if the building is dilapidated, substandard, unfit for human habitation, or a hazard to the health, safety and welfare of the citizens and the owner ordered to repair or demolish and remove the building.

SECTION 4. Such notice may be served by delivering a copy of the notice to the owner, or his agent, either in person or by certified mail postage prepaid, return receipt requested to the owner's last known address.

SECTION 5. After service of such notice, if the owner fails to repair or demolish and remove the building within the time specified in the notice, the City Building Inspector shall file with the City Council his request for a public hearing before the City Council to determine if the building is dilapidated, substandard, unfit for human habitation,

or a hazard to the health, safety and welfare of the citizens, and that the owner be ordered to repair or demolish and remove the building. A copy of the City Building Inspector's report on the condition of the building and a copy of his notice to the owner shall be filed with such request for a public hearing.

SECTION 6. The City Council, upon considering such request for a public hearing and finding that the request, report and notice to the owner comply with the requirements of this Ordinance, shall grant such request and fix the date, time and place for such hearing.

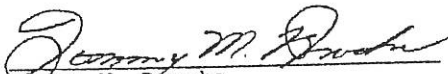
SECTION 7. Notice of such public hearing shall be given by the City Secretary to the owner, which may be served on the owner, or his agent either in person or by certified mail, postage prepaid, return receipt requested, to the owner's last known address. Notice to the public shall be given by publication in a newspaper of general circulation in Cameron County once each week for two (2) consecutive weeks prior to the hearing, with an affidavit being returned to the City Secretary showing publication of same.


SECTION 8. The City Council shall hold a public hearing at the time and place specified in said notices and a determination made in the form of a written decision to be sent to the owner by certified mail, postage prepaid, return receipt requested, within seven (7) days of the hearing, whether or not the owner appeared at the public hearing. The Mayor shall preside at the public hearing and the City Council shall hear evidence presented by the City Building Inspector and any other witnesses on behalf of the City as to the condition of the building. The owner, his agent or his attorney appearing therein shall have the opportunity to present evidence to show cause why the City Council should not order the building repaired or demolished and removed, and shall have the opportunity to cross-examine witnesses for the City. A determination shall be made as to whether or not the building is dilapidated, substandard, unfit for human habitation, or a hazard to the health, safety and welfare of the citizens of Los Fresnos, and, if so, a determination shall be made as to what corrective action shall be necessary, and shall order the owner to repair the building, or to demolish and remove it, as the decision shall require, and shall order such action to be taken within a reasonable time, specified in the decision.

SECTION 9. If, after the allotted time for the owner to repair or demolish and remove the building, the owner has failed to do so, the City may demolish and remove the building at its expense. The City shall have a lien against the property to which the building was attached, which lien shall be released if the owner reimburses the City for the expenses incurred by the City in demolishing and removing the building.

SECTION 10. This Ordinance shall become effective immediately upon its adoption, approval and publication.

ADOPTED AND APPROVED this 22 day of September, 1987.

  
Tommy M. Brooks  
City Secretary

  
Richard Sparks, Mayor





Front view



Back view



Rear view



interior Room

Attachment: 31818 STATE HWY 100-DILAPIDATED BUILDING (2523 : 31818 State Hwy 100-Dilapidated Building)





Interior



Front entrance





Interior

Front entrance  
ceiling

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Ordinances  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2528)**

DOC ID: 2528 A

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**Consideration and ACTION to approve the first reading of Ordinance 491 on providing rules and regulations for mobile food vendor courts/parks and mobile food vendors located in mobile food vendor courts/parks.**

We continually have folks to request to put a mobile food trailer in different areas of the city limits. We really do not have anything currently to control this. Most cities limit these types of things to certain areas so they don't make the city look bad. We have looked at several options and have come up with this ordinance. It is similar to Brownsville's ordinance but parts are taken from other cities as well.

I recommend approval.

## ORDINANCE NO. 491

### AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF LOS FRESNOS PROVIDING RULES AND REGULATIONS FOR MOBILE FOOD VENDOR COURTS/PARKS AND MOBILE FOOD VENDORS LOCATED IN MOBILE FOOD VENDOR COURTS/PARKS.

This ordinance was introduced and submitted to the City Council for passage and adoption after the second reading of the Ordinance. After presentation and discussion of the Ordinance, a motion was made by \_\_\_\_\_ that the Ordinance be finally passed and adopted in accordance with the City's Home Rule Charter. The motion was seconded by \_\_\_\_\_ and carried by the following voted:

Mayor Polo Narvaez	___	For	___	Against	___	Abstained
Councilmember Yolanda H. Cruz	___	For	___	Against	___	Abstained
Councilmember Swain Real	___	For	___	Against	___	Abstained
Mayor Pro-tem Javier Mendez	___	For	___	Against	___	Abstained
Councilmember Bibi Garza	___	For	___	Against	___	Abstained
Councilmember Juan Munoz	___	For	___	Against	___	Abstained

NOW, THEREFORE, BE IT ORDINAED BY THE CITY COUNCIL OF THE CITY OF LOS FRESNOS, TEXAS.

#### SECTION 1. MOBILE FOOD VENDOR COURTS/PARKS

##### DEFINITIONS

- (a) *Definition.* A mobile vendor food court or food truck park is any parcel of land where three or more mobile food vendors congregate to offer food or beverages for sale to the public.
- (b) *Location.* Mobile vendor food courts will be allowed on private property located within city limits.
- (c) *Developer requirements.* The developer of the food truck park will be responsible for adhering to site development standards, drafting food court rules, hiring a park manager, and meeting all permitting requirements.
- (d) *Zoning requirements.* The property must be located within one of the zoning districts listed below. All setback requirements of the zoning district shall be adhered to.
  - (1) C2- Highway Commercial
  - (2) C4- Heavy Commercial
 No conditional use permits allowed.

#### SECTION 2. REQUIRMENTS FOR MOBILE FOOD VENDOR COURTS/PARKS

- (1) Cost of mobile food vendor court/park permit (if approved): see fee schedule.
- (2) All plans for site work, installation, construction, utility connections, signs and operation must be approved by all pertinent departments, including but not limited to health, fire, public works, traffic, building inspections, and zoning. All other department fees apply.
- (3) The following site requirements must be met in order to issue specific use permit:
  - a. Minimum mobile food vendors: three.
    - There shall be at least ten feet of clearance between all individual food trucks.
    - The maximum number of mobile food vendors allowed on site will depend on the size of the lot. A site plan showing the layout of the park and position of food trucks must be submitted.
  - b. The site must be covered in all-weather surface such as asphalt or concrete.
  - c. Each food truck shall be located on an all-weather surface (i.e., concrete or asphalt). All mobile food vending units shall be placed on this surface and in no case shall they be parked on unimproved surfaces.
  - d. Electrical service must be provided for each individual mobile food unit by a permitted electrical contractor. Refer to the city's electrical permit requirements.
  - e. One main water connection that meets Texas Water Code regulations and the city's plumbing permit requirements must be provided for on-site use. One water connection must be provided for every two mobile food vending units.
  - f. Accessible restroom facilities: A minimum of one male and one female restroom must be provided within a permanent structure and must be in compliance as set forth by the Americans with Disabilities Act. Portable sanitary facilities will not be allowed. The number of restrooms required may vary depending on the size of the park.
  - g. Garbage receptacle: At minimum, one two-yard commercial garbage receptacle shall be provided and must be located on site, accessible to all vendor activities, and a minimum of 50 feet away from all mobile food vending units and seating area(s). A larger garbage receptacle may be required depending on lot size and number of mobile food vendors on site. Must include required dumpster enclosure as per city's garbage ordinance.
  - h. Parking: A minimum of three parking spaces for every one mobile food vendor (food truck) is required
  - i. Bicycle parking: One bike rack that can accommodate a minimum of seven bikes.
  - j. Signage: One sign identifying the food truck park is permitted at the entrance. No food truck shall be allowed to install any physical addition to the food truck unit. The truck itself should function as a large-scale sign. No signage other than what is exhibited on the truck bodywork or inside the mobile food truck may be displayed.
  - k. Seating area(s): Seating must be provided for patrons within the proposed site. Seating layout must be included in site plan. A minimum of six (6) seats per mobile vendor is required.



1. Grease trap: At minimum, a 500-gallon grease interceptor (based on the fats, oils, and grease (FOG) ordinance and the International Plumbing Code) must be installed. The city must approve grease trap installments at the time of site plan review.

### SECTION 3. VIOLATIONS AND NON-COMPLIANCE FOR MOBILE FOOD VENDOR COURT/PARK

- (1) If the city determines that activities are being carried out in violation of this chapter, a notification of non-compliance shall be issued and a penalty of \$1,000.00 will be applied.
- (2) All issues of non-compliance will have to be corrected within five working days. If the developer fails to correct issues, then the issued permit will be revoked.

### SECTION 4. MOBILE FOOD VENDORS LOCATED IN FOOD COURT/PARKS

#### A. REQUIRMENTS

- (1) No vending will be allowed from a vacant lot.
- (2) All mobile vendors operate with equipment and/or displays that can be entirely removed from the site at the end of each day of operation.
- (3) All mobile vendors shall have permission from the owner of record of the property on which the use is to be located where an already established legally conforming business use exists to allow the vendor to share the parking and restroom facilities provided and maintained by the main business use on the lot.
- (4) All mobile vendors shall fill out completely a mobile vendor's permit and pay a fee as established in the fee schedule.
- (5) The building department (and other departments as necessary) shall inspect the site for compliance to normal regulations such as health requirements for a food vendor, parking requirements for the total site.
- (6) Once issued, the maximum length of time allotted by a mobile vendor's permit shall be no more than six (6) months from the issuance date.
- (7) A mobile vendor's permit may be renewed any number of times by following the specifications set forth in this section as long as the property owner is willing to continue to allow the use of bathroom and parking facilities and both businesses continue to be in compliance with all applicable ordinances.

#### B. HEALTH AND SANITATION REQUIREMENTS FOR MOBILE FOOD VENDORS IN MOBILE FOOD COURT/PARKS

- (1) All mobile food vendors shall be designed to meet all applicable city health department requirements and obtain a permit. Health permit fees are separate from the licensing fee.
- (2) For mobile food vendor requirements, refer to the Texas Food Establishment Regulation § 228.169(a).

- (3) Manufactured food trucks and trailers will be the only allowable type of mobile food vending unit allowed within food truck parks.
- (4) No roaming food trucks or trailers will be allowed within city limits.

## SECTION 5. SEVERABILITY

If any part of this Ordinance is, or should be held invalid for any reasons, then that fact shall not invalidate the entire ordinance, but the balance thereof shall remain in full force and effect.

## SECTION 6. EFFECTIVE DATE

This Ordinance shall take effect immediately upon approval.

## SECTION 7. PUBLICATION

The City Secretary of the City of Los Fresnos is hereby authorized and directed to cause a true and correct copy of the caption of this Ordinance to be published in a newspaper having a general circulation in the City of Los Fresnos, Texas.

INTRODUCED and APPROVED on the first reading this day \_\_\_\_ of March, 2018.

APPROVED and PASSED on the second and final reading this day \_\_\_\_ of April, 2018.

\_\_\_\_\_  
Polo Narvaez, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Moya, City Secretary

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Agreement  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2533)**

DOC ID: 2533 A

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**Consideration and ACTION to approve the building  
inspector-plan reviewer job description.**

Here is a job description of what is needed for a building inspector and plan reviewer. I took these from several cities around to make it fit into what we need. Most cities don't have this position combined but due to our size we will need to do that.

I reocmmend approval.



## JOB DESCRIPTION

Job Title: Building Inspector & Plan Examiner  
 Department: Administration  
 Supervisor: City Manager

### JOB SUMMARY

Approves applications for construction permits based on the codes, ordinances, and administrative directives. Inspects all aspects of building construction for compliance with the City's building, electrical, mechanical, plumbing and zoning requirements by conducting field inspections and verification. Work is done mostly independent of supervision in conjunction with the City Secretary and the Public Works Director. Technical expertise requires broad knowledge in all construction activities.

### EXAMPLES OF WORK PERFORMED

1. Reviews plans, sketches and other data in order to approve or deny applications for construction permits.
2. Advises construction permit applicants of compliance or noncompliance including all requirements for construction.
3. Advises and directs applicants to appropriate staff to resolve zoning, off-site improvements, right-of-way dedication or other problems during process.
4. Completes necessary forms to issue permits for construction.
5. Writes letters, memos and code compliance reports.



6. Reads code and ordinance updates and attends seminars to keep current with code changes and new ordinances to recommends changes as appropriate.
7. Continuously work to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
8. Inspect structural, electrical, plumbing and mechanical installations at a level of complexity generally found in residential and commercial construction to ensure that work complies with the city, state and federal codes, zoning and other applicable regulations according to approved plans and specifications.
9. Requires construction corrections to be made when deficiencies are discovered and assists builders and owners in determining methods to achieve code conformance.
10. Investigates alleged violations of codes and ordinances.

### **EQUIPMENT/MATERIALS**

Vehicles, construction equipment, support equipment, office machines, maps, manuals.

### **WORKING CONDITIONS**

Works both indoors and outdoors. Works generally Monday through Friday 8 hours a day but is available to modify that schedule to meet with owners, contractors and to perform inspections at the required times. Emergency situations could require unusual working schedules. Hazards exist which could result in lost time or accident.

### **PHYSICAL DEMANDS**

Requires some physical agility associated with light labor; mostly standing, walking, and driving from place to place being exposed to outdoor weather conditions and elements.

### **SKILLS REQUIRED**

1. Extensive knowledge of city, state and federal codes, ordinances and standards applicable to building construction.
2. Knowledge of materials and methods used in building construction.
3. Knowledge of stages of construction when possible violations and defects may most easily be observed and corrected and recommend or stipulate appropriate remedial measures.
4. Accurately read, comprehend, interpret and apply construction plans, blueprints, drawings and layouts in an objective and consistent manner.
5. Measure distances using a tape measure.
6. Keep accurate records.
7. Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation and grammar.
8. Works cooperatively with other city employees and the general public.
9. Use good judgement and make sound decisions.

10. Communicate in English and Spanish languages.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

1. Must have a valid Class C Texas driver's license and a safe driving record.
2. Must possess a High School Diploma or General Equivalency Degree (GED)
3. Must have three (3) years experience as a building construction inspector or certification by a model code agency as an Inspector or Plan Reviewer.
4. Must possess a Texas State Plumbing Inspector licensed by Texas State Board of Plumbing Examiners.
5. IBC/ICC Inspector certifications for electrical, plumbing, energy conservation.
6. IBC/ICC Residential Building Inspector certification.
7. IBC/ICC Commercial Building Inspector certification.
8. Other combinations of experience and education that meet the minimum requirement may be submitted.

### **NOTE**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The "performs other work as required or assigned" statement is to be understood that it may be necessary to expand an employee's duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS' GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

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Employee Signature	Date
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Department Head Signature	Date
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City Manager Signature	Date
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Revised: March 2018

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Amendment  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2527)**

DOC ID: 2527 A

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**Consideration and ACTION to develop goals for a 1 year & 5 year Plan for the Community Development Corporation.**

The CDC Board is considering this. It was brought up at their meeting on March 5. There was no decisions made so the Board will bring it up in April to take action. Javier Mendez asked that this be placed on the agenda for the Council to discuss.

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2514)**

DOC ID: 2514 A

**Acknowledgement of City Manager's Report A. Wastewater Plant Update B. Water Plant Update C. Water & Wastewater Engineering Study D. Whipple Road Wastewater Extension E. Nature Park F. Hike & Bike Trails G. Montes-Castro Park H. Welcome Sign I. CBDG 2017-2018 Grant J. Henderson Road Project K. City Hall Project L. Building Inspections M. Canal Underground N. Sports Fields O. Dog Park P. Development & Annexation Plans Q. Planning & Zoning Ordinance Update R. Economic Development**

A. Wastewater Plant Update - Construction is ongoing for the sludge project. We are working to get bid documents ready to begin advertising for the chlorine contact basin. This should be ready in the next few months. The headworks portion will need to be designed first taking about 120 days and then approval by TWDB. Once that is done we can advertise and begin construction on that.

B. Water Plant Update - Guzman & Munoz Engineering is working on the detailed items that need to be done by a contractor to include as part of the study he is doing so we can hopefully get funding through TWBD. It is included in the study under C.

C. Water & Wastewater Engineering Study - Guzman & Munoz Engineering continues to work on design, surveying, easements or property required for east and west Highway 100 as well as north on FM 1575. The water portion is not complete yet. They have completed the study for wastewater. The Council approved asking for about \$1,500,000 to fix 3 lift stations, run sewer service to the new annexed areas on West Highway 100, replace some old manholes and replace some old sewer lines. There are no grants available for this but we can probably get a low interest loan. The intent will be to do this with no increase in sewer rates. The amounts we can save on repairs can go towards the loan payment. We are working with engineers, financial advisors and bond counsel on needed documents for TWDB. Don Gonzales from Estarda Hinojosa met with Pablo and me last week and will be meeting again to get more work done on the application and preparation of the documents to get a loan or grant.

D. Whipple Road Wastewater Extension - Naismith-Hanson Engineering has the documents ready for us to advertise, bid, award contract and begin construction. The City has to acquire the easements prior to that. I have not had time to work on these easements. Hopefully that can be done in March.

E. Nature Park - Work has begun for the items approved last month for phase 2. The contractor has 6 months to finish construction but should finish well before that time. We will begin working on phase 3 so we can expend the rest of the funds from TPW which is about \$171,000.



F. Hike & Bike Trails - Halff Associates is working on the final design, the timeline and a construction estimate. We are still waiting on TxDOT to get final approval. We also were awarded \$200,000 trails grant through TPW so we will have \$700,000 to work with. However, this will cause a delay since additional environmental clearance will have to be done according to TPW regulations. We are still waiting for environmental clearance.

G. Montes-Castro Park - The project is under construction. Work is progressing. Several items are on the agenda today for approval.

H. Welcome Sign - CDC Board approved to pay for the additional funds for the digital sign. It is on the agenda for the Council to approve today. Once approved the sign can be installed in a few days. This will complete the project.

I. CDBG 2017-2018 Grant - This is to upgrade drainage on Ash Street, Ebony Street and Pecan Street along the canal as well as on East Sixth Street and Ebano Street. It also includes placing the drainage underground along Olmo Street from Eight Street to Tenth Street as funding is available. We are just starting the process of completing paperwork but I wanted you to know as it will be great to get these areas upgraded.

J. Henderson Road Project - Ambiotec is working on exhibits so I can utilize them to meet with each property owner to work out an agreement with them if possible. The environmental clearance that is required and approved by the Council in December is in process. It will take several months for this to be done and approved.

K. City Hall Project - We continue to work on details of the building and each individual room. BRW Architects reviewed the project with the Council 2 weeks ago. They are continuing to complete the final plans and will include items that were discussed in the meeting. If all goes well we can start the bidding process in May.

L. Building Inspections - The job description is on the agenda today. If approved we will begin advertising for the position.

M. Underground Canal - No dialogue with Bayview Irrigation District.

N. Sports Park - There will be no movement until April, well after the Rodeo.

O. Dog Park - I met with Wal-Mart and the local staff will move the idea forward. I am working on a diagram to show our idea. I have not heard any further information from Wal-Mart.

P. Development & Annexation Plans - Will work on this later in the year.

Q. Update Planning & Zoning Ordinance - I am reaching out to firms that specialize in this work to assist us. Will share information when I get some data.

R. Economic Development - We have contacted firms to get proposals to assist with attracting retail development. They are working on proposals. We still have not received all of them. We do have 1 and 5 year goals on the agenda.

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2515)**

DOC ID: 2515 A

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## **Financial Report 1. Monthly 2. Year to Date 3. Sales Tax Report**

Call with questions.

I recommend approval.

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-PROPERTY TAXES	1,435,982	80,346.68	1,317,629.11	0.00	118,352.89	91.76
30-NONPROPERTY TAXES	1,326,023	132,763.57	568,697.34	0.00	757,325.66	42.89
07-POLICE	518,600	73,427.51	230,342.39	0.00	288,257.61	44.42
10-HEALTH	9,050	288.00	2,388.00	0.00	6,662.00	26.39
12-GARBAGE	133,000	66,348.14	90,877.95	0.00	42,122.05	68.33
15-PARKS	35,500	0.00	22,505.63	0.00	12,994.37	63.40
16-LIBRARY	13,000	1,161.99	4,825.59	0.00	8,174.41	37.12
44-Misc Revenue	25,000	1,374.20	1,770.59	0.00	23,229.41	7.08
90-REIMBURSABLES	249,841	0.00	21,452.42	0.00	228,388.58	8.59
TOTAL REVENUES	3,745,996	355,710.09	2,260,489.02	0.00	1,485,506.98	60.34
<u>EXPENDITURE SUMMARY</u>						
02-ADMINISTRATION	396,501	15,753.82	142,671.25	1,425.86	252,403.89	36.34
03-MUNICIPAL COURT	200,758	14,946.87	73,227.67	640.70	126,889.63	36.79
04-TAX ASSESSOR COLLECTOR	33,083	6,030.15	23,275.00	0.00	9,808.00	70.35
06-ELECTIONS	13,500	0.00	63.80	0.00	13,436.20	0.47
07-POLICE	1,496,817	93,130.32	507,624.80	3,154.18	986,037.85	34.12
08-FIRE	166,150	580.10	43,167.57	0.00	122,982.43	25.98
09-ENGINEERING	80,150	0.00	36,092.24	0.00	44,057.76	45.03
10-HEALTH	135,836	9,097.90	40,971.10	150.00	94,714.90	30.27
11-EMERGENCY MEDICAL SERV	181,300	1,498.15	60,230.52	0.00	121,069.48	33.22
12-GARBAGE	4,250	0.00	0.00	0.00	4,250.00	0.00
13-STORM WATER	15,000	0.00	154.53	0.00	14,845.47	1.03
14-STREETS	229,882	3,082.47	93,884.48	4,455.14	131,542.38	42.78
15-PARKS	303,901	3,718.13	69,400.80	610.57	233,889.63	23.04
16-LIBRARY	170,876	9,982.62	61,127.69	4,448.44	105,299.87	38.38
17-COMMUNITY CENTER	13,598	558.68	3,682.98	300.00	9,615.02	29.29
18-EMERGENCY MANAGEMENT	42,310	259.91	16,500.81	15,467.00	10,342.19	75.56
19-ALL DEPARTMENT EXPENS	14,600	0.00	4,897.00	0.00	9,703.00	33.54
21-CITY PROMOTION	4,500	0.00	3,000.00	0.00	1,500.00	66.67
23-DSRIP-COMMUNITY HEALT	88,695	6,726.96	45,860.48	0.00	42,834.52	51.71
24-MENTAL TASK FORCE PRO	59,499	5,549.07	24,111.10	0.00	35,387.90	40.52
28-INFORMATION TECHNOLOG	25,717	8,597.40	15,839.13	0.00	9,877.87	61.59
22-TRANSFERS	69,070	0.00	0.00	0.00	69,070.00	0.00
TOTAL EXPENDITURES	3,745,993	179,512.55	1,265,782.95	30,651.89	2,449,557.99	34.61
REVENUE OVER/(UNDER) EXPENDITURES	3	176,197.54	994,706.07	( 30,651.89)	( 964,051.01)	1,803.79



CHECKLIST FOR				FEBRUARY 2018
GENERAL FUND				
	VENDOR NAME	Inv.Date	Amount	Description
31754	DULCE GUAJARDO	10/27/17	VOID	VOIDED CHECK TO REISSUE CHECK-RENTAL DEPO
32104	ASHLEY CARDENAS	02/02/18	\$ 30.00	OVERPAYMENT TICKET #E0010037
32105	ALLEGRA PRINT & IMAGING	01/23/18	\$ 67.82	GREEN/RED INSPECTION TAGS
32106	ARCHER BUSINESS	VARIOUS	\$ 76.56	COPIER METER READING-COURT
32107	AT&T	01/17/18	\$ 1,217.39	PHONE SERVICE-CITY HALL/PD/COURT/POOL/LIBRA
32108	BENJAMIN'S CAR GLASS	01/22/18	\$ 300.00	CUSTOMER GLASS REPAIR-DUE TO WEEDEATING
32109	BUDGET NOTARY BOND	01/31/18	\$ 260.75	3 NOTARY STAMPS-D.MARCHAN/D.RAMIREZ/J.RODR
32110	CAMERON COUNTY TAX	01/31/18	\$ 7.50	REGISTRATION-PD-101
32111	CDC	02/02/18	\$ 27,576.24	TAX ALLOCATION END 1/9/18
32112	CHOCO'S TIRE SHOP	01/27/18	\$ 160.00	FLAT REPAIR-3 FLATS ON RD-161
32113	CINTAS CORPORATION NO 2	01/23/18	\$ 218.72	MEDICAL SUPPLIES-POLICE DEPT/CITY HALL/COMM
32114	CITY OF LOS FRESNOS	01/20/17	\$ 609.49	UTILITIES-CITY HALL/B&G CLUB/PARKS/HYDRANTS/I
32115	CITY OF LOS FRESNOS	01/20/17	VOID	VOIDED CHECK-CONTINUED
32116	DATA FLOW	01/16/18	\$ 159.43	GREEN LASER-GENERAL FUND CHECKS
32117	ENRIQUE JUAREZ	01/31/18	\$ 3,750.00	JAN 2018-ATTORNEY FEES
32118	ESMERALDA MACIAS	01/31/18	VOID	VOIDED CHECK-DID NOT TAKE PERSONAL VEHICLE
32119	FUELMAN	VARIOUS	\$ 1,523.40	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHI
32120	GENE DANIELS	02/01/18	\$ 1,850.00	FEB 2018-JUDGE/PHONE STIPEND
32121	GERONIMO SHELTON	02/01/18	\$ 451.00	FEB 2018-FIRE MARSHAL
32122	HANSON PROFESSIONAL	12/30/17	\$ 4,265.00	ENGINEERING-NATURE PARK/MONTES CASTRO/PLA
32123	HERNANDEZ INSTALLATIONS	01/22/18	\$ 600.00	REMOVE/INSTALL 5 RADAR UNITS-PD UNITS
32124	HOME DEPOT CREDIT	01/08/18	\$ 199.40	20 FOLDING CHAIRS FOR COMMUNITY CENTER
32125	JACQUELINE MOYA	01/31/18	\$ 20.06	MILEAGE-LUCA TRAINING WESLACO 1/30/18
32126	LOS FRESNOS CHAMBER OF COM	02/01/18	\$ 2,850.00	FEB 2018-SERVICE AGREEMENT
32127	M.J.A. CONSTRUCTION	11/28/17	\$ 34,897.48	INV#2 CITY MATCH-CDBG STREET IMPROVEMENTS
32128	OFFICE DEPOT	12/29/17	\$ 249.07	OFFICE SUPPLIES-POLICE DEPT-FOLDERS/LABLES/I
32129	PETTY CASH	VARIOUS	\$ 87.05	FRUIT-CITY HALL EMPLOYEES/OFFICE SUPPLIES-PC
32130	PROFESSIONAL PRINTING	01/26/18	\$ 75.00	BUSINESS CARDS FOR DIRECTOR OF FINANCE
32131	REGION STAFFING	VARIOUS	\$ 2,703.51	CONTRACT LABOR WEEKEND 1/14,1/21/18
32132	SANCHEZ TIRE SHOP	01/16/18	\$ 5.00	FLAT REPAIR-JOHN DEERE MOWER
32133	STAPLES	VARIOUS	\$ 556.59	OFFICE SUPPLIES-CITY HALL/HP INK/1099/CALCULA
32134	SUSANA ESCOBEDO	01/25/18	\$ 13.84	REIMBURSE-MILES-READING OUTREACH
32135	TEAM GRAPHIX	01/15/18	\$ 394.00	POLO SHIRTS-DISPATCHER/EMBROIDERY ON SHIRT
32136	TMCEC	01/31/18	\$ 850.00	SEMINARS FOR COURT-J.GARCIA/G.DANIELS/E.BRU
32137	TX DEPT OF AGRICULTURE	12/06/17	\$ 75.00	MOSQUITO SPRAYING LICENSE RENEWAL
32138	TYLER TECHNOLOGIES	02/01/18	\$ 534.85	FIXED ASSETS 3/1/18-2/28/19
32139	VEAE SERVICES	12/31/17	\$ 500.00	IT SERVICE CONTRACT 1ST QUARTER
32140	XEROX FINANCIAL	01/11/18	\$ 280.25	COPIER LEASE-LIBRARY
32141	DULCE GUAJARDO	10/27/17	\$ 100.00	REISSUE CHECK-RENTAL DEPOSIT REFUND LF COM
32142	VEAE SERVICES	01/18/18	\$ 411.44	MONTHLY PHONE SERVICE-CITY HALL/PD/COURT/LIB
32143	FRED PRYOR SEMINARS	01/30/18	\$ 199.00	HR LAW SEMINAR-J.MOYA 3/19/18 MCALLEN, TX
32144	CITY L.F. PAYROLL ACCT	02/08/18	\$ 64,560.64	DUE TO PAYROLL #10 2/9/18
32145	JORGE PENA	02/16/18	\$ 30.00	OVER PAYMENT ON TICKET-17003738
32146	ACCELA	02/12/18	\$ 331.80	AGENDA/ MINUTE MONTHLY SUBSCRIPTION
32147	ALLIED WASTE SERVICES	01/31/18	\$ 49,662.32	RE: SOLID WASTE & BRUSH COLLECTION
32148	AMERICAN ASSOCIATION OF NOT	01/27/18	VOID	VOIDED CHECK-CHECK NOT ACCEPTED-2018-MEMB
32149	ARCHER BUSINESS SYSTEMS	01/31/18	\$ 923.34	COPIER METER READING-CITY HALL/COLOR COPIES
32150	AT&T MOBILITY	02/01/18	\$ 1,201.21	MOBILE PHONE SERVICE-CITY HALL/PD/COURT/COM
32151	CDC	02/16/18	\$ 32,782.71	TAX ALLOCATION END 2/6/18
32152	CHRISTINE DELA ROSA	VARIOUS	\$ 29.22	REIMBURSE MILEAGE-BIWEEKLY MEETING/RGV WE
32153	DELTA SPECIALTIES SUPPLY	01/30/18	\$ 167.16	ONE LANE BRIDGE-NARROW SIGNS/ARROW SIGNS
32154	DIRECT ENERGY	01/30/18	\$ 9,769.34	ELEC-CITY HALL/PD/LIB/PARKS/STREETS/B&G CLUB
32155	EDWARD'S PEST MANAGEMENT	02/01/18	\$ 119.96	PEST CONTROL-CITY HALL/POLICE DEPT/LIBRARY/A
32156	FEDERAL EXPRESS	VARIOUS	\$ 321.17	DELIVERY-APPLIED CONCEPTS/TYLER TECHNOLOG
32157	FOUR STAR DRIVE IN	VARIOUS	\$ 224.00	DEC 2017-JAN 2018-PRISONER MEALS
32158	FUELMAN	VARIOUS	\$ 1,522.50	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHI
32159	GEXA ENERGY	01/02/18	\$ 13,697.57	ELEC-CITY HALL/PD/LIB/PARKS/STREETS/B&G CLUB
32160	HECTOR'S MUFFLER	02/07/18	\$ 37.00	OIL CHANGE PK-101



32161	HILLYARD INC	01/30/18	\$ 2,122.01	CLEANING SUPPLIES FOR CITY BUILDINGS
32162	HUGHES NETWORK	02/04/18	\$ 112.41	SATELLITE INTERNET-EOC
32163	JOHN DEERE GOVT & NAT	02/06/18	\$ 62.97	CHAINSAW CHAIN
32164	LEXIS NEXIS	01/31/18	\$ 100.00	PEOPLE SEARCH PROGRAM
32165	LOS FRESNOS NEWS	VARIOUS	\$ 570.00	ADVERTISING-HEALTH MATTERS/ACCOUNTANT CLE
32166	LOWER RGV DEVELOPMENT	02/01/18	\$ 1,197.00	2018-MEMBERSHIP DUES
32167	LUIS RAMOS	01/31/18	\$ 5,265.91	JAN 2018-CUSTOMER SERVICE INSPECTIONS
32168	MARK MILUM	02/13/18	\$ 25.00	REIMBURSE-EMPLOYEE B-DAY CAKE
32169	MC DONALD'S	01/29/18	\$ 20.00	JAN 2018-PRISONER MEALS
32170	NOVA HEALTHCARE	01/18/18	\$ 42.12	PRE EMPLOYMENT SCREEN-D.RATLIFF
32171	O'REILLY AUTO	VARIOUS	\$ 179.14	JAN 2018-SUPPLIES FOR MAINT-POLICE DEPT/PUBL
32172	O'REILLY AUTO	VARIOUS	VOID	VOIDED CHECK-CONTINUED
32173	PAM DENNY	02/01/18	\$ 500.00	FEB 2018-CONTRACTED SECRETARY SERVICE
32174	PARAGON PRINT SYSTEMS	02/05/18	\$ 599.49	PORTABLE THERMAL PRINTER
32175	PETTY CASH	VARIOUS	\$ 97.69	WALMART-FRUIT-CITY HALL EMPLOYEES
32176	PROFESSIONAL PRINTING	01/30/18	\$ 120.00	LFSYSC SOCCER MEMBERSHIP FORMS
32177	PURCHASE POWER	VARIOUS	\$ 501.35	DEC 2017-JAN 2018-POSTAGE
32178	REGION STAFFING	VARIOUS	\$ 2,631.37	CONTRACT LABOR WEEKEND 1/28,2/4/18
32179	SMARTCOM TELEPHONE	VARIOUS	\$ 585.87	INTERNET SERVICE-LIB/CITY HALL/PD/COURT-PHON
32180	SOUTH TEXAS COMMUNICATION	02/05/18	\$ 190.00	RADIO SYSTEM REPAIRS-POLICE DEPT
32181	SUSANA ESCOBEDO	02/08/18	\$ 19.95	REIMBURSE MILEAGE-READING OUTREACH PROGR
32182	UNIFORM & ACCESSORIES	02/02/18	\$ 207.49	WARNING WANDS-POLICE DEPT
32183	XEROX FINANCIAL	02/28/18	\$ 280.25	COPIER LEASE-LIBRARY
32184	WALMART	01/04/18	\$ 51.32	COFFEE POT FOR CITY HALL
32185	CITY OF L.F. PAYROLL ACCT	02/22/18	\$ 72,995.91	DUE TO PAYROLL #11 2/23/18
32186	AMERICAN USED AUTO PARTS	02/23/18	\$ 450.00	REPLACEMENT DOOR-PD UNIT
32187	THE BROWNSVILLE HERALD	02/23/18	\$ 250.00	NEI SPONSORSHIP FOR LRE
		<b>TOTAL</b>	<b>\$ 352,682.03</b>	

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2018

05 - UTILITY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-REVENUES	2,621,703	182,501.46	1,195,471.97	0.00	1,426,231.03	45.60
TOTAL REVENUES	2,621,703	182,501.46	1,195,471.97	0.00	1,426,231.03	45.60
<u>EXPENDITURE SUMMARY</u>						
02-WATER ADMINISTRATION	525,541	36,412.77	226,071.26	501.23	298,968.51	43.11
05-INFORMATION TECHNOLOG	17,162	4,298.70	7,919.55	0.00	9,242.45	46.15
26-WATER SUPPLIES	106,000	772.96	31,706.26	13,722.75	60,570.99	42.86
27-MAINTENANCE OF WATER S	11,300	620.27	2,156.82	450.00	8,693.18	23.07
28-MAINTENANCE OF WATER E	68,200	4,139.49	24,101.41	396.88	43,701.71	35.92
29-WATER PURCHASES	43,875	6,916.50	13,063.04	0.00	30,811.96	29.77
30-WATER MISCELLANEOUS EX	468,481	962.09	128,886.15	0.00	339,594.85	27.51
20-CAPITAL OUTLAY	67,500	0.00	21,695.64	1,356.67	44,447.69	34.15
32-WATER BONDED INDEBTEDN	95,386	0.00	63,386.36	0.00	31,999.64	66.45
34-SEWER ADMINISTRATION	690,571	37,422.81	265,918.31	501.23	424,151.46	38.58
35-INFORMATION TECHNOLOG	17,162	4,298.70	7,919.56	0.00	9,242.44	46.15
36-SEWER SUPPLIES	72,750	1,238.66	25,937.74	2,484.54	44,327.72	39.07
37-MAINTENANCE OF SEWER S	17,000	0.00	1,183.01	356.00	15,460.99	9.05
38-MAINTENANCE OF SEWER E	68,297	6,865.22	39,264.47	3,415.87	25,616.66	62.49
39-SEWER MISC. EXPENSES	556,500	0.00	11,434.73	0.00	545,065.27	2.05
41-SEWER BONDED INDEBTEDN	62,732	0.00	10,921.10	0.00	51,810.90	17.41
52-TRANSFER OUT	478,248	3,000.00	511,833.50	0.00	( 33,585.50)	107.02
TOTAL EXPENDITURES	3,366,705	106,948.17	1,393,398.91	23,185.17	1,950,120.92	42.08
REVENUE OVER/(UNDER) EXPENDITURES	( 745,002)	75,553.29	( 197,926.94)	( 23,185.17)	( 523,889.89)	29.68



CHECKLIST FOR WATER & SEWER			FEBRUARY 2018	
CK #	VENDOR NAME	Inv.Date	Amount	Description
147429	AGUAWORKS	VARIOUS	\$ 762.35	WATER CONNECTION SUPPLIES
147430	ANA-LAB	VARIOUS	\$ 70.00	TCEQ-LT2 SURFACE WATER TESTING
147431	AQUA METRIC SALES	01/18/18	\$ 3,841.18	27-SINGLE PORT RADIOS FOR WATER METERS
147432	AT&T	01/17/18	\$ 72.19	PHONE SERVICE-WATER/SEWER
147433	BICKERSTAFF HEATH	01/15/18	\$ 10,358.61	ATTORNEY FEES-ERH
147434	CAMERON COUNTY TAX	01/31/18	\$ 30.00	REGISTRATION RENEWAL WS-061/062/063/091
147435	CINTAS CORPORATION NO.2	01/23/18	\$ 135.10	MEDICAL SUPPLIES-PUBLIC WORKS
147436	CITY OF LOS FRESNOS	01/20/18	\$ 131.81	UTILITES-WATER/SEWER/GARBAGE-SEWER PLANT/LIFT S
147437	COMPUTER SUPPLIES AND SER	01/22/18	\$ 1,201.22	UTILITY BILLS/DISCONNECT NOTICES
147438	DUNHAM ENGINEERING	01/18/18	\$ 1,300.00	INSPECTION OF WATER TOWER/ GROUND STORAGE TAN
147439	EAST RIO HONDO WATER	02/01/18	\$ 962.09	FEB 2018-ERH SETTLEMENT
147440	EAST RIO HONDO WATER	01/08/18	\$ 274.40	WATER SERVICE-EDAP LIFT STATIONS
147441	FEDERAL EXPRESS	01/25/18	\$ 239.42	DELIVERY-RMA RETURN CENTER
147442	FERGUSON ENTERPRISES	01/19/18	\$ 790.00	12" VALVE REPAIR KIT FOR WATER TREATMENT
147443	FUELMAN	VARIOUS	\$ 622.71	FUEL FOR WATER/SEWER VEHICLES
147444	HOME DEPOT CREDIT SERVICE	01/11/18	\$ 133.74	FLOURESCENT BULBS-WATER PLANT
147445	LUIS MASCORRO	VARIOUS	\$ 545.00	REPAIRS-RESERVOIR PUMP/LIFT STATION/CONNECT BINC
147446	PEDERSON CONSTRUCTION	01/26/18	\$ 425.00	TRUCK LOAD OF SAND FOR SEWER CONNECTIONS
147447	RAILROAD COMMISSION OF TEXAS	01/18/18	\$ 500.00	DOCKET NO 054463
147448	REGION STAFFING	VARIOUS	\$ 1,884.80	CONTRACT LABOR WEEKEND 1/14,1/21/18
147449	STAPLES	VARIOUS	\$ 556.28	OFFICE SUPPLIES-CITY HALL/HP INK/1099/CALCULATOR/B
147450	TEAM GRAPHIX & AWARDS	01/24/18	\$ 200.00	CITY LOGO STICKERS FOR CITY EQUIPMENT
147451	VEAE SERVICES	12/31/17	\$ 500.00	IT SERVICE CONTRACT 1ST QUARTER
CHECK 147452-147458			UTILITY DEPOSIT REFUND CHECKS	
147459	VEAE SERVICES	01/18/18	\$ 23.74	MONTHLY PHONE-WATER/SEWER DEPT
147460	CITY OF L.F.PAYROLL ACCT	02/08/18	\$ 33,874.58	DUE TO PAYROLL #10 2/9/18
147461	AGUAWORKS	VARIOUS	\$ 1,102.69	WATER LINE REPAIR/OPEN FLOATS/WATER CONNECTION
147462	AT&T MOBILITY	02/01/18	\$ 311.22	MOBILE PHONE SERVICE
147463	CCID #6	01/29/18	\$ 1,530.52	RAW WATER-JAN 2018
147464	CHEMTEX INDUSTRIES	02/06/18	\$ 155.00	5 GALLONS SEWER LINE CLEANER
147465	CINTAS CORPORATION	VARIOUS	\$ 1,127.15	CLEANING OF WATER/SEWER UNIFORMS
147466	CORE & MAIN	01/26/18	\$ 247.58	WATER LINE MAINTENANCE SUPPLIES
147467	DEPT OF STATE HEALTH SERVICE	02/02/18	\$ 52.92	6 WATER SAMPLES-WATER TESTING
147468	DPC INDUSTRIES	VARIOUS	\$ 4,312.04	CHLORINE CYLINDERS/SULFUR DIOXIDE CYLINDERS-WP/
147469	EDWARD'S PEST MANAGEMENT	02/01/18	\$ 29.99	PEST CONTROL-SERVICE CENTER
147470	FUELMAN	VARIOUS	\$ 530.61	FUEL FOR WATER/SEWER VEHICLES
147471	GEXA ENERGY	01/02/18	\$ 13,779.75	ELECTRICITY-WATER/SEWER
147472	HECTOR'S MUFFLER	VARIOUS	\$ 2,272.68	OIL CHANGE/N CLARIFIER REPAIRS/WS-064 PRESSURE R
147473	IMPERIAL ELECTRIC	02/02/18	\$ 1,850.00	SEWAGE RETURN ACTIVATED SLUDGE PUMP-WWTP
147474	INTEGRITY TESTING	01/30/18	\$ 970.00	JANUARY 2018-SEWER TESTING
147475	JAIMES TIRE SHOP	02/06/18	\$ 456.00	WS-091-NEW TIRES
147476	LUIS MASCORRO	VARIOUS	\$ 1,115.00	WWTP-CONTROL SYSTEM REPAIR/CLARIFIER PUMP/CONI
147477	MIDDLETON AIR	01/15/18	\$ 709.00	A/C / HEATER REPAIR-PUBLIC WORKS OFFICE
147478	NEW CORE	VARIOUS	\$ 2,199.59	VARIABLE FREQUENCY DRIVE CONT-WTP/FLOCULATOR M
147479	O'REILLY AUTO	VARIOUS	\$ 280.64	JAN 2018-SUPPLIES FOR MAINTENANCE/GEAR OIL/GREAS
147480	PRAXAIR	01/22/18	\$ 217.45	CHEMICAL CYLINDER RENTAL
147481	PURCHASE POWER	VARIOUS	\$ 19.64	DEC 2017/JAN 2018 POSTAGE-WATER/SEWER DEPT
147482	REGION STAFFING	VARIOUS	\$ 1,372.37	CONTRACT LABOR WEEK ENDING 12/31/17,1/7/18
147483	SANCHEZ TIRE SHOP	02/07/18	\$ 45.00	MOUNT/BALANCE 4 NEW TIRES-WS-091
147484	SHARE CORPORATION	02/02/18	\$ 360.00	HI TEMP GREASE-SEWER PLANT EQUIPMENT
147485	SMARTCOM TELEPHONE	02/08/18	\$ 141.64	INTERNET SERVICE-WATER/SEWER DEPTS
147486	TEEX	02/06/18	\$ 900.00	WATER UTILITIES SAFETY CLASS-C.SALAZAR/D.PERALES/
147487	USA BLUEBOOK	02/05/18	\$ 573.24	CHLORINE LEAK DETECTOR/ALGAE BRUSH/LONG HANDLI
147488	XYLEM WATER SOLUTIONS	01/26/18	\$ 157.33	HEAD AND VALVE GASKETS-FILTER -TRASH PUMP
147489	US POSTMASTER	02/16/18	\$ 167.96	POSTAGE-LATE NOTICE WATER BILLS
147490	CITY LF L.F.PAYROLL ACCT	02/22/18	\$ 34,042.62	DUE TO PAYROLL #11 2/23/18
147491	US POSTMASTER	02/27/18	\$ 588.00	POSTAGE-FIRST NOTICE WATER BILLS
TOTAL			\$ 131,051.85	



UTILITY DEPOSIT REFUND CHECKS				
147452	ALCALA, IRMA	02/02/18	\$ 97.78	ACCT #01-19600-01 UTILITY DEPOSIT REFUND
147453	LOSOYA, RICARDO	02/02/18	\$ 33.00	ACCT #02-14682-01 UTILITY DEPOSIT REFUND
147454	BARBOSA, JAMIE D	02/02/18	\$ 30.15	ACCT #02-21316-03 UTILITY DEPOSIT REFUND
147455	RAMIREZ, MARIA	02/02/18	\$ 79.44	ACCT #03-03530-06 UTILITY DEPOSIT REFUND
147456	BREEDEN, CRISTINA	02/02/18	\$ 83.74	ACCT #03-14300-07 UTILITY DEPOSIT REFUND
147457	MARTINEZ, HECTOR	02/02/18	\$ 73.12	ACCT #03-30255-04 UTILITY DEPOSIT REFUND
147458	AD ASTRA PROPERTIES	02/02/18	\$ 68.91	ACCT #03-22980-12 UTILITY DEPOSIT REFUND
		<b>TOTAL</b>	<b>\$ 466.14</b>	

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CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2018

09 -COMMUNITY DEVELOPMENT COR  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

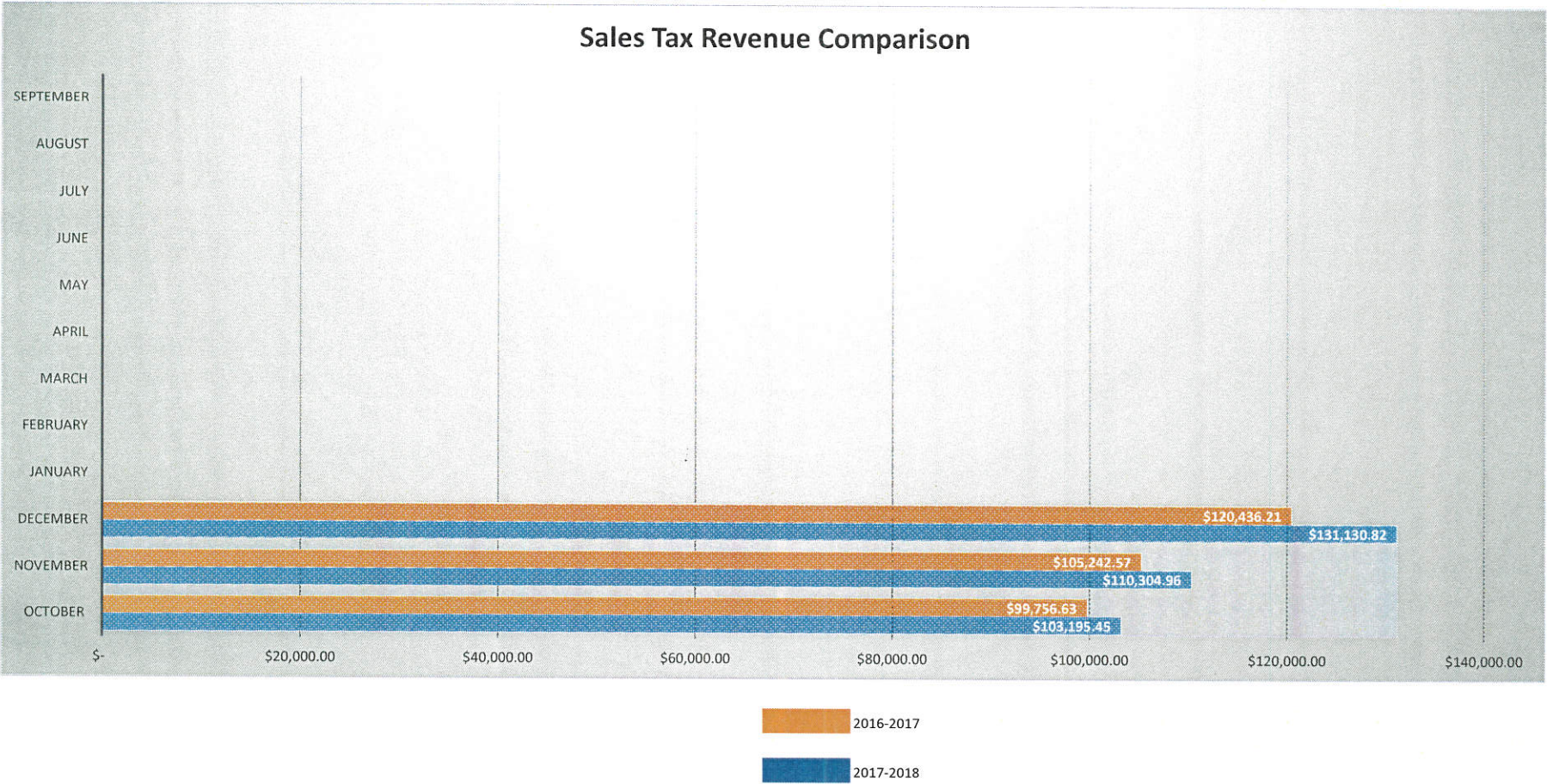
	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
52-CDC DISBURSEMENTS	326,000	32,782.71	142,678.61	0.00	183,321.39	43.77
TOTAL REVENUES	326,000	32,782.71	142,678.61	0.00	183,321.39	43.77
	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
52-CDC DISBURSEMENTS	326,000	7,319.50	128,338.94	2,402.72	195,258.34	40.10
TOTAL EXPENDITURES	326,000	7,319.50	128,338.94	2,402.72	195,258.34	40.10
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	25,463.21	14,339.67	( 2,402.72)	( 11,936.95)	0.00
	=====	=====	=====	=====	=====	=====

**City of Los Fresnos**  
Sales Tax Revenue Analysis  
Comparison with Prior Year

FISCAL YEAR 2016-17		2c				1-1/2c (General Fund Portion)				1/2c (CDC Portion)			
Sales Activity	Paid	FY 16-17	FY 15-16	Inc(Dec) (\$)	Inc(Dec) (%)	FY 16-17	FY 15-16	Inc(Dec) (\$)	Inc(Dec) (%)	FY 16-17	FY 15-16	Inc(Dec) (\$)	Inc(Dec) (%)
OCTOBER	December	\$ 99,756.63	\$ 87,890.83	\$ 11,865.80	13.50%	\$ 74,817.47	\$ 65,918.12	\$ 8,899.35	13.50%	\$ 24,939.16	\$ 21,972.71	\$ 2,966.45	13.50%
NOVEMBER	January	105,242.57	83,032.71	22,209.86	26.75%	78,931.93	62,274.53	16,657.40	26.75%	26,310.64	20,758.18	5,552.47	26.75%
DECEMBER	February	120,436.21	188,503.18	(68,066.97)	-36.11%	90,327.16	141,377.39	(51,050.23)	-36.11%	30,109.05	47,125.80	(17,016.74)	-36.11%
JANUARY	March	92,985.80	90,867.60	2,118.20	2.33%	69,739.35	68,150.70	1,588.65	2.33%	23,246.45	22,716.90	529.55	2.33%
FEBRUARY	April	99,592.03	99,279.59	312.44	0.31%	74,694.02	74,459.69	234.33	0.31%	24,898.01	24,819.90	78.11	0.31%
MARCH	May	109,681.62	129,611.00	(19,929.38)	-15.38%	82,261.22	97,208.25	(14,947.04)	-15.38%	27,420.41	32,402.75	(4,982.35)	-15.38%
APRIL	June	115,642.66	87,282.33	28,360.33	32.49%	86,732.00	65,461.75	21,270.25	32.49%	28,910.67	21,820.58	7,090.08	32.49%
MAY	July	128,747.63	154,883.26	(26,135.63)	-16.87%	96,560.72	116,162.45	(19,601.72)	-16.87%	32,186.91	38,720.82	(6,533.91)	-16.87%
JUNE	August	114,408.47	125,646.93	(11,238.46)	-8.94%	85,806.35	94,235.20	(8,428.84)	-8.94%	28,602.12	31,411.73	(2,809.62)	-8.94%
JULY	September	121,504.14	102,855.94	18,648.20	18.13%	91,128.11	77,141.96	13,986.15	18.13%	30,376.04	25,713.99	4,662.05	18.13%
AUGUST	October	114,509.39	116,427.55	(1,918.16)	-1.65%	85,882.04	87,320.66	(1,438.62)	-1.65%	28,627.35	29,106.89	(479.54)	-1.65%
SEPTEMBER	November	109,338.63	111,307.74	(1,969.11)	-1.77%	82,003.97	83,480.81	(1,476.83)	-1.77%	27,334.66	27,826.94	(492.28)	-1.77%
Total Sales Activity		\$ 1,331,845.78	\$ 1,377,588.66	\$ (45,742.88)	-3.32%	\$ 998,884.34	\$ 1,033,191.50	\$ (34,307.16)	-3.32%	\$ 332,961.45	\$ 344,397.17	\$ (11,435.72)	-3.32%

FISCAL YEAR 2017-18		2c				1-1/2c (General Fund Portion)				1/2c (CDC Portion)			
Sales Activity	Paid	FY 17-18	FY 16-17	Inc(Dec) (\$)	Inc(Dec) (%)	FY 17-18	FY 16-17	Inc(Dec) (\$)	Inc(Dec) (%)	FY 17-18	FY 16-17	Inc(Dec) (\$)	Inc(Dec) (%)
OCTOBER	December	\$ 103,195.45	\$ 99,756.63	\$ 3,438.82	3.45%	\$ 77,396.59	\$ 74,817.47	\$ 2,579.11	3.45%	\$ 25,798.86	\$ 24,939.16	\$ 859.70	3.45%
NOVEMBER	January	110,304.96	105,242.57	5,062.39	4.81%	82,728.72	78,931.93	3,796.79	4.81%	27,576.24	26,310.64	1,265.60	4.81%
DECEMBER	February	131,130.82	120,436.21	10,694.61	8.88%	98,348.12	90,327.16	8,020.96	8.88%	32,782.71	30,109.05	2,673.65	8.88%
JANUARY	March	-	-	-	-	-	-	-	-	-	-	-	-
FEBRUARY	April	-	-	-	-	-	-	-	-	-	-	-	-
MARCH	May	-	-	-	-	-	-	-	-	-	-	-	-
APRIL	June	-	-	-	-	-	-	-	-	-	-	-	-
MAY	July	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	August	-	-	-	-	-	-	-	-	-	-	-	-
JULY	September	-	-	-	-	-	-	-	-	-	-	-	-
AUGUST	October	-	-	-	-	-	-	-	-	-	-	-	-
SEPTEMBER	November	-	-	-	-	-	-	-	-	-	-	-	-
Total Sales Activity		\$ 344,631.23	\$ 325,435.41	\$ 19,195.82	5.90%	\$ 258,473.42	\$ 244,076.56	\$ 14,396.86	5.90%	\$ 86,157.81	\$ 81,358.85	\$ 4,798.96	5.90%





**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2516)**

DOC ID: 2516 A

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**Public Works Report 1. Waste and Wastewater Activity 2.  
Calls for Service 3. Recycling 4. Building Permits**

Call with questions.

I recommend approval.

**City of Los Fresnos  
Water Treatment Plant  
And  
Wastewater Treatment Plant**

**Activity for the month of February 2018**

**Water Treatment Plant**

**Total Output: 13,500,630**

**Daily Average: 435,504**

**% of Capacity: 43.6%**

**Waste Water Treatment Plant**

**Total Output: 14,858,000**

**Daily Average: 530,643**

**% of Capacity: 53.1%**

**CITY OF LOS FRESNOS**  
**PUBLIC WORKS DEPARTMENT**  
**MONTHLY REPORT**  
**FEBRUARY 2018**

<b>CALLS FOR SERVICE</b>	<b>MONTH TOTAL</b>	<b>YEAR TO DATE</b>
Service Connects/Disconnects	59	167
Rereads/Meter Info	72	114
Water Taps	0	6
Sewer Taps	0	0
Change Meter	4	10
Service Check for Water Leak at Account	6	17
Repaired Leak	1	4
Call for Sewer Stoppage	6	17
City Sewer Lines Unstopped	6	14
Code Enforcement/Other	47	118
Pothole Repairs	175	235
Street Repairs	0	0
Street Sign Replacement/Repaired	3	17
Asphalt Used (ton)	2	2.75
Gravel Used (ton)	5	10
Fire Hydrants Flushed and Oiled	6	12
Fire Hydrants Repaired	0	0
Valves Repaired	0	0
Manholes Cleaned/Repaired	6	8

  
**Carlos Salazar, Director of Public Works**

Attachment: PW REPORT FEB 2018 (2516 : Public Works Report)



**City of Los Fresnos  
Recycling Program  
Total Number of Guest  
February 2018**

Date	Tuesdays at Memorial Park
02/06/18	19
02/13/18	23
02/20/18	25
02/27/18	20
<b>Totals</b>	<b>87</b>

Date	Thursdays at Community Park
02/01/18	22
02/08/18	26
02/15/18	20
02/22/18	19
<b>Totals</b>	<b>87</b>

Date	Saturdays at City Hall
02/03/18	15
02/10/18	21
02/17/18	19
02/24/18	19
<b>Totals</b>	<b>74</b>

<b>Total attendance for the Month of February</b>	<b>248</b>
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PROJECTS: All

APPLIED DATES: 0/00/0000 THRU 99/99/9999

ISSUED DATES: 2/01/2018 THRU 2/28/2018

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE
131233	2/14/2018	GROOVE IS IN THE HEART VINT	511 E OCEAN BLVD STE 112	OWNER	COMMERCIAL- NEW OWNER/TENAN ALT	
131234	2/01/2018	GONZALES, ELIZABETH	118 CANAL STREET	DIRECT	ELECTRICAL PERMIT FOR STORA ALT	
131235	2/02/2018	BARRAJAS, JOSE	203 E 6TH STREET	OWNER	FENCE PERMIT	ALT
131236	2/05/2018	LOS FRESNOS FRAME HOMES	733 W OCEAN BLVD	OWNER	RESIDENTIAL BUILDING	NEW
131237	2/05/2018	QUINTANILLA, ALICIA	326 W 3RD STREET	OWNER	REROOF PERMIT	ALT
131238	2/08/2018	TREVINO, GASTON	32819 STATE HWY 100 102	TAURO	COMMERCIAL BUILDING	NEW
131239	2/12/2018	AGUIRRE, ELIVIER Z	120 VILLAGE EAST DRIVE	LUISO	SWIMMING POOL	NEW
131240	2/12/2018	LA MAQUINA RESTAURANT	321 W OCEAN BLVD	OWNER	COMMERCIAL- NEW OWNER/TENAN ALT	
131241	2/13/2018	RAMIREZ, RICARDO	220 W 2ND STREET	SANDO	REROOF PERMIT	ALT
131242	2/14/2018	ZEPEDA, JORGE	417 E 7TH STREET	OWNER	WATER/SEWER TAPS	TAPS
131243	2/14/2018	CUEVAS SOTO, MARIA	1881 CISCO DR.	LOGAN	ELECTRICAL PERMIT	ALT
131244	2/20/2018	SERRANO, YVONNE	201 E 6TH STREET	OWNER	ACCESSORY BUILDING/CARPORT	NEW
131245	2/21/2018	RIVAS, JESUS	323 VALLE ALTO DRIVE	OWNER	ACCESSORY BUILDING	NEW
131246	2/22/2018	PALMDALE RV PARK	30910 STATE HWY 100	GULF COAST	SIGN PERMIT	S
131247	2/22/2018	SEAFOOD SHACK	719 W OCEAN BLVD	OWNER	COMMERCIAL- NEW OWNER/TENAN ALT	
131248	2/23/2018	DURAN, MARTIN E	119 RESACA RETREAT DRIVE	OWEN	REROOF PERMIT	ALT
131249	2/26/2018	HERNANDEZ, OLGA PATRICIA	341 VALLE ALTO DRIVE	OWNER	FENCE PERMIT	ALT
131250	2/26/2018	HERNANDEZ, OLGA PATRICIA	341 VALLE ALTO DRIVE	OWNER	ACCESSORY BUILDING	NEW
131251	2/26/2018	COMMUNITY DEV. CORP. OF BRO	1841 CISCO DRIVE	ESPERANZA	RESIDENTIAL BUILDING	NEW
131252	2/26/2018	COMMUNITY DEV. CORP. OF BRO	1876 CISCO DRIVE	ESPERANZA	RESIDENTIAL BUILDING	NEW
131253	2/28/2018	RIVAS, JESUS	323 VALLE ALTO DRIVE	OWNER	FENCE PERMIT	ALT
*** TOTALS ***		NUMBER OF PROJECTS: 21		VALUATION:	321,042.00 FEES:	4,004.59

PROJECTS: All

APPLIED DATES: 0/00/0000 THRU 99/99/9999

ISSUED DATES: 2/01/2018 THRU 2/28/2018

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS: ALL

## \*\*\* SEGMENT RECAP \*\*\*

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
B - BUILDING PERMIT	9	42,121.00	707.62
CERT - CERTIFICATE OF OCCUPANCY	1	0.00	60.00
COMM - COMM: NEW OWNER/TENANT	3	0.00	180.00
E - ELECTRICAL PERMIT	3	0.00	540.00
M - MECHANICAL PERMIT	1	0.00	105.00
METER - METER FEES	1	0.00	600.00
N - BUILDING PERMIT	4	253,921.00	1,421.97
P - PLUMBING PERMIT	1	0.00	155.00
POOL - SWIMMING POOL PERMIT	1	20,000.00	155.00
SIGN - SIGN PERMIT	1	5,000.00	80.00
*** TOTALS ***	25	321,042.00	4,004.59

PROJECTS: All

APPLIED DATES: 0/00/0000 THRU 99/99/9999

ISSUED DATES: 2/01/2018 THRU 2/28/2018

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS: ALL

## \*\*\* BUILDING CODE RECAP \*\*\*

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS	VALUATION	FEEs
-----				
*BLANK* - *BLANK*	8	11	25,000.00	1,720.00
101 - SINGLE FAMILY ATTACHED	12	12	283,042.00	2,009.59
324 - OFFICE, BANK & PROFESSIONAL	1	1	13,000.00	120.00
441 - OTHER	0	1	0.00	155.00
*** TOTALS ***	21	25	321,042.00	4,004.59



**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2517)**

DOC ID: 2517 A

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## **Police Department Report 1. Arrest 2. Incidents 3. Accidents**

Call with questions.

I recommend approval.

# LOS FRESNOS POLICE DEPARTMENT

## Accident - By Street & Intersection

02\01\2018  
thru 02\28\2018

Street & Intersection	Accidents	Fatalities	Vehicles	Injured
ARROYO & OCEAN	2	0	4	0
FM 803 & OCEAN	1	0	2	1
HWY 100 & FM 1575	1	0	2	0
HWY 100 & LONGHORN	1	0	1	0
NOGAL & 6TH	1	0	2	0
OCEAN & 10TH	1	0	1	0
OCEAN & ALAMO	1	0	2	0
OCEAN & ARROYO	2	0	4	0
OCEAN & EVERGREEN	1	0	2	0
OCEAN & FM 1575	1	0	3	0
OCEAN & HOLLY	1	0	0	0
OCEAN & HWY 100	1	0	2	0
STATE HWY 100 & FM 1575	1	0	2	0
STATE HWY 100 & FM 803	2	0	4	1
<b>Total</b>	<b>17</b>	<b>0</b>	<b>31</b>	<b>2</b>

Attachment: LFPD FEB 2018 (2517 : Police Department Report)

# LOS FRESNOS POLICE DEPARTMENT

## Arrests - By Violation

02\01\2018  
thru 02\28\2018

Violation	# of Offenses
ARREST WITHOUT WARRANT	1
ASSAULT	1
DRIVING UNDER THE INFLUENCE - MINOR	1
DRIVING WHILE INTOXICATED	9
DRIVING WHILE INTOXICATED 3RD OR MORE	2
EVADING ARREST DET W/VEH	2
EXECUTION OF CAPIAS OR ARREST WARRANT	18
HOLD FOR CUSTOMS	8
POSS CS PG 1 <1G	2
POSS CS PG 2 <1G DRUG FREE ZONE	1
POSS MARIJ <2OZ	3
PUBLIC INTOXICATION	5
RECKLESS DRIVING	1
RESIST ARREST SEARCH OR TRANSPORT	1
THEFT	4
UNAUTH USE OF VEHICLE 23h	1
<b>Total Violations</b>	<b>60</b>
<b>Total Arrests</b>	<b>55</b>

Attachment: LFPD FEB 2018 (2517 : Police Department Report)

# LOS FRESNOS POLICE DEPARTMENT

## Incidents - By Violation

02\01\2018  
thru 02\28\2018

Violation	Incidents
ACCIDENT INVOLVING DAMAGE TO VEHICLE>=\$200	2
ALARMS	11
ANIMAL CONTROL	21
ASSAULT	1
ASSAULT CAUSES BODILY INJURY FAMILY VIOLENCE 13a	1
CHILD IN NEED OF SUPERVISION RUNAWAY	2
CRIMINAL TRESPASS	1
D.O.C. OBSCENE LANGUAGE	1
DEADLY CONDUCT 13a	1
DOG AT LARGE	6
DRIVING UNDER THE INFLUENCE - MINOR	1
DRIVING WHILE INTOXICATED	1
DUTY ON STRIKING UNATTENDED VEHICLE	2
EVADING ARREST DET W/VEH	2
EXECUTION OF CAPIAS OR ARREST WARRANT	18
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	5
FRAUD USE/POSS IDENTIFYING INFO # ITEMS < 5	1
GRAFFITI OFFENSE	1
HARASSMENT	2
LOUD NOISE	8
MOTOR VEHICLE THEFT	3
NO PROOF OF FINANCIAL RESPONSIBILITY	34
OPEN CONTAINER	1
PEDDLERS AND SOLICITORS	1
PERMIT OF FOOD SERVICE ESTABLISHMENT	1
POSS CS PG 1 >=1G<4G	1
POSS MARIJ <20Z	2
POSSESSION OF DRUG PARAPHERNALIA	4
PUBLIC INTOXICATION	5
RECKLESS DRIVING	1
REGULATES & RESTRICTS THE LOCATION AND USE OF BUILDING	2
RESIST ARREST SEARCH OR TRANSPORT	1
TERRORISTIC THREAT 13c	1
THEFT	8
THEFT PROP<\$1,500 2/MORE PREV CONVIC 23c	1
UNAUTH USE OF VEHICLE 23h	1
WEEDS OR RUBBISH LOT	7
WELFARE CONCERN	4
<b>Total Violations</b>	<b>166</b>
<b>Total Incidents</b>	<b>159</b>

Attachment: LFPD FEB 2018 (2517 : Police Department Report)



**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2518)**

DOC ID: 2518 A

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## **Municipal Court Report 1. Monthly Report**

Call with questions.

I recommend approval.

# OFFICIAL MUNICIPAL COURT MONTHLY REPORT

<b>MUNICIPAL COURT OF</b> <u>Los Fresnos</u> <b>FOR MONTH</b> <u>FEBRUARY</u> <b>YEAR</b> <u>18</u>	TRAFFIC		NON-TRAFFIC MISDEMEANORS	
	NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. New Cases Filed During the Month	695		51	1
2. Dispositions Prior to Trial:				
A. Bond Forfeitures				
B. Fined <i>(Before trial only. If the defendant goes to trial, enter in Item 3.)</i>				
C. Cases Dismissed <i>(Do not include dismissals that are to be reported in Items 3C and 4 below.)</i>				
3. Dispositions at Trial:				
A. Trial by Judge				
(1) Finding of Guilty	279		15	0
(2) Finding of Not Guilty				
B. Trial by Jury				
(1) Finding of Guilty				
(2) Finding of Not Guilty				
C. Dismissed at Trial	33	1	9	
4. Cases Dismissed:				
A. After Driver Safety Course <i>(C.C.P., Art. 45.051)</i>	47			
B. After Deferred Disposition <i>(C.C.P., Art. 45.051)</i>	19		1	
C. After Proof of Financial Responsibility <i>(Transportation Code, Sec. 601.193)</i>	13			
D. Compliance Dismissal <i>(Proof of Inspection, License, or Registration)</i>	22			
5. Community Service Ordered <i>(For satisfaction of fine or costs only.)</i>	16			
6. Cases Appealed				
7. Juvenile / Minor Activity:				
A. Transportation Code Cases Filed	8			
B. Non-Driving Alcoholic Beverage Code Cases Filed	2			
C. Driving Under the Influence of Alcohol Cases Filed				
D. Health & Safety Code (Tobacco) Cases Filed	1			
E. Failure to Attend School Cases Filed <i>(Education Code, Sec. 25.094)</i>				
F. Education Code (Except Failure to Attend) Cases Filed				
G. Violation of Local Daytime Curfew Ordinance Cases Filed <i>(Loc. Govt. Code, Sec. 341.905)</i>				
H. All Other Non-Traffic Fine-Only Cases Filed	6			
I. Waiver of Jurisdiction of Non-Traffic Cases <i>(Family Code, Sec. 51.08(b))</i>				
J. Referred to Juvenile Court for Delinquent Conduct <i>(C.C.P., Art. 45.050 (c)(1))</i>				
K. Held in Contempt, Fined, or Denied Driving Privileges <i>(C.C.P., Art. 45.050 (c)(2))</i>				
Magistrate Warnings Given (Juvenile):				
L. Warnings Administered				
M. Statements Certified				
8. Parent Contributing to Nonattendance Cases Filed <i>(Education Code, Sec. 25.093)</i>				
9. Safety Responsibility and Driver's License Suspension Hearings Held				
10. Search Warrants Issued <i>(Do not include warrants for arrest.)</i>				
11. Arrest Warrants Issued:				
A. Class C Misdemeanors Only				
B. Felonies and Class A and B Misdemeanors Only				
12. Magistrate Warnings Given: <i>(Given to defendants charged with county or district court offense.)</i>				
A. Class A and B Misdemeanors Only				9
B. Felonies				4
13. Emergency Mental Health Hearings Held				
14. Magistrate's Orders for Emergency Protection				
15. Total Revenue			\$	102,778.30
<i>(Include all revenue collected during month to be remitted to city of)</i>				

Attachment: MUNICIPAL FEB 2018 (2518 : Municipal Court Report)

Report Only

Distribution That has Been Deposited

1.7.4.a

From 2/01/2018 to 2/28/2018

Citation No. Docket No. Violator

\*\*\*\*\* TOTAL FOR REPORT \*\*\*\*\*

Code	---	Payments	---	Refunds	---	Net	---	G/L Acct No.
C FINE	520	31,475.80	8	505.40-	30,970.40	01	407-0240	
C CCC04	560	21,644.90	3	80.00-	21,564.90	01	2512	
C AR	544	2,708.40	1	5.00-	2,703.40	01	407-0240	
C TECH	565	2,220.00	1	4.00-	2,216.00	01	407-0241	
C MCBS	554	1,641.00	1	1.00-	1,640.00	01	407-0270	
C SJRF	536	2,138.00	0	0.00	2,138.00	01	2512	
C JFCT2	537	2,854.60	0	0.00	2,854.60	01	2512	
C JFCI	538	322.80	0	0.00	322.80	01	407-0240	
C IDF	533	1,066.00	0	0.00	1,066.00	01	2512	
C CJFS	346	31.14	0	0.00	31.14	01	2512	
C CJFC	346	3.46	0	0.00	3.46	01	407-0240	
C WRNTE	199	9,603.60	0	0.00	9,603.60	01	407-0240	
C COLAGY	134	8,574.38	0	0.00	8,574.38	01	2513	
C TP-S	109	1,245.30	2	15.00-	1,230.30	01	2512	
C TP-L-J	101	248.60	2	5.00-	243.60	01	407-0260	
C TFC	443	1,329.00	0	0.00	1,329.00	01	407-0240	
C STF	459	13,058.46	0	0.00	13,058.46	01	2512	
C TLFTA1	168	3,291.00	0	0.00	3,291.00	01	2512	
C TLFTA2	165	987.00	0	0.00	987.00	01	2517	
C TLFTA3	165	659.90	0	0.00	659.90	01	407-0240	
C TPF	490	977.00	0	0.00	977.00	01	2512	
C TP-L	112	1,006.90	1	10.00-	996.90	01	407-0240	
C CS2	26	569.34	0	0.00	569.34	01	407-0280	
C DSC	66	653.40	0	0.00	653.40	01	407-0240	
C AF2	17	340.00	0	0.00	340.00	01	407-0240	
C OP	1	30.00	1	30.00-	0.00	01	2516	
C SPEX	41	2,637.70	0	0.00	2,637.70	01	407-0290	
C GR	1	2.50	0	0.00	2.50	01	2512	
C LEMI	1	0.50	0	0.00	0.50	01	2512	
C JCPT	1	1.00	0	0.00	1.00	01	2512	
C CVC	9	126.00	0	0.00	126.00	01	2512	
C CJP	1	5.00	0	0.00	5.00	01	2512	
C LEOA	1	1.00	0	0.00	1.00	01	2512	
C LEOCE	1	2.00	0	0.00	2.00	01	2512	
C JCPT2	8	16.00	0	0.00	16.00	01	2512	
C CCC	7	119.00	0	0.00	119.00	01	2512	
C FA	7	35.00	0	0.00	35.00	01	2512	
C JCD2	7	3.50	0	0.00	3.50	01	2512	
C CMI	7	3.50	0	0.00	3.50	01	2512	
C MSB	5	45.00	0	0.00	45.00	01	2513	
C TXSBLT	10	315.00	0	0.00	315.00	01	2515	
C JFCT	6	20.40	0	0.00	20.40	01	2512	
C ACC	1	20.00	0	0.00	20.00	01	407-0240	
C AF	2	20.00	0	0.00	20.00	01	407-0240	

Total: 8340 112,053.08 20 655.40- 111,397.68

Cash Payments....+ \$108,979.78  
 Bond Forfeited....+ \$0.00  
 Bond Applied.....+ \$2,447.90

city 49928.34  
 court 2516.  
 Bldg sec. 1640.  
 judge ed. 243.60  
 omni 987.  
 coll. agency 8619.34  
 child 569.34  
 op. state 47194.12

Attachment: MUNICIPAL FEB 2018 (2518 : Municipal Court Report)

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2519)**

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DOC ID: 2519 A

## **Library Report 1. Monthly Report**

Call with questions.

I recommend approval.





**ETHEL L. WHIPPLE MEMORIAL LIBRARY  
LIBRARIAN'S REPORT  
FEBRUARY 2018**

**Number of Patron Checking Out Materials**

Adult	658
Children	105
Teens	7



**Material Types Checked Out**

Adult Books	226
Children Books	98
Young Adult Books	175
Videos	223
Audios	0
Other Language Books	36
Hotspots	26
Laptops	8



**Items Downloaded**

eBooks	42
eAudiobooks	14



**Patron Access Computer Use**

Total Sessions	498
Total Time	278 hours
Guest Passes	159



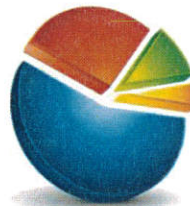
**Free WiFi Access Use**

Total Sessions	542 Library WiFi
Total Time	1,626 hours
Total Sessions	299 Park WiFi
Total Time	897 hours



**What Happened In the Library**

Hours Open	152 hours
Visits	2,125
Children Program Attendance	115
Volunteer Hours	95
New Cards Issued	19
Cards Renewed	74
New Books Added	22
New eBooks Added	133
New Videos Added	22
Hotspots Added	0
Books Weeded	51
Videos Weeded	1
Reference Questions	518
Assists in Computer Lab	436
Patron Copies	1,627
Patron Faxes sent	107
Patron Printouts	1,597
Library Staff Copies	883
Replacement Cards	15



**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2520)**

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DOC ID: 2520 A

## **Fire Marshal's Report 1. Monthly Report**

Call with questions.

I recommend approval.



FIRE MARSHAL'S OFFICE  
200 NORTH BRAZIL  
LOS FRESNOS, TEXAS 78566

## FIRE INSPECTION REPORT

MONTHLY INFORMATION REPORT  
MONTH OF FEBRUARY 2018

<u>FIRES</u>	<u>INSIDE CITY</u>	<u>OUTSIDE CITY</u>
Business Structures	_____	_____
Dwellings	_____	<u>1</u>
Mobile Homes	_____	_____
Grass	_____	<u>2</u>
Refuse	<u>1</u>	<u>2</u>
Institutional	_____	_____
Motor Vehicles	_____	<u>1</u>
Rescue Calls	<u>5</u>	<u>14</u>
Incendiary or Suspicious Fires	_____	_____
Other Calls	<u>7</u>	<u>4</u>
<b>TOTAL ALARMS</b>		<u>37</u>

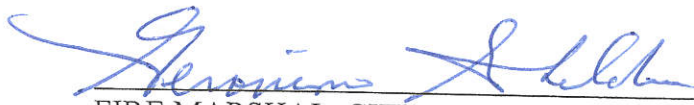
## MONTHLY FIRE PREVENTION INSPECTIONS

Commercial Businesses	<u>7</u>	Institutions	<u>2</u>
Industrial Structures	_____	Homes	<u>1</u>
Public Buildings	_____	Apartments	_____
Hotels/Motels	_____		
<b>TOTAL INSPECTIONS</b>	<u>10</u>		

SCHOOL, HOSPITAL AND NURSING HOME FIRE DRILLS SUPERVISED: \_\_\_\_\_

LECTURES-PRESENTATIONS MADE/FILMS: SHOWN \_\_\_\_\_ TOTAL AUDIENCE \_\_\_\_\_

FIRES INVESTIGATED: (ACCIDENTAL) \_\_\_\_\_ (INCENDIARY) \_\_\_\_\_

  
FIRE MARSHAL, CITY OF LOS FRESNOS

Attachment: FIRE MARSHAL FEB 2018 (2520 : Fire Marshal's Report)

**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Closed Session  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 2531)**

DOC ID: 2531

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**Closed Session - To deliberate pursuant to Section 551.071,  
Title 5 of the Texas Government Code, the Texas Open  
Meetings Act regarding pending or contemplated litigation.**



**City Council**  
200 North Brazil  
Los Fresnos, TX 78566

Meeting: 03/13/18 06:00 PM  
Department: City Secretary  
Category: Open Session  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 2532

**SCHEDULED**

**ACTION ITEM (ID # 2532)**

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**Open Session - Deliberation and possible action regarding  
the pending or contemplated litigation.**