

City Council

200 North Brazil

Regular Meeting

Los Fresnos, TX 78566

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

~ Agenda ~

Tuesday, April 10, 2018

6:00 PM

City Hall

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, APRIL 10, 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. Presentation
 1. Presentation by the Los Fresnos Fire Department & Ambulance Services.
4. Public Hearing
 1. Public Hearing to disseminate information concerning the Stormwater Program and receive input from the public.
 2. Public Hearing to determine whether or not a building at 31818 State Highway 100 is dilapidated, substandard, unfit for human habitation, or a hazard to the health, safety and welfare of the citizens of Los Fresnos.
5. Consent Agenda
 1. Consideration and ACTION to approve the Minutes from March 13, 2018.
 2. Consideration and ACTION to approve the second reading of Ordinance No. 491 on providing rules and regulations for mobile food vendor courts/parks and mobile food vendors located in mobile food vendor courts/parks.
 3. Consideration and ACTION to approve the first and second reading of Ordinance No. 492.
 4. Consideration and ACTION to approve Resolution 1-2018 for the submission of a grant application for Local Border Security Grant Program.
 5. Consideration and ACTION to approve Resolution 2-2018 to deny AEP's Distribution Cost Recovery Factor Filing.
6. Visitors remarks-To speak you must sign in with the City Secretary prior to the meeting you have a limit of 3 minutes to speak.

7. Action Items
 1. Consideration and ACTION to determine whether or not a building at 31818 State Highway 100 is dilapidated, substandard, unfit for human habitation, or a hazard to the health, safety and welfare of the citizens of Los Fresnos.
 2. Consideration and ACTION to enter into an inter local agreement with the Cameron County Regional Mobility Authority (CCRMA) for engineering and environmental services for Whipple Road Upgrade Projects.
 3. Discussion and possible ACTION on Change Order No. 2 for the Nature Park.
 4. Consideration and ACTION to approve a Memorandum of Understanding with San Juan Police Department and Los Fresnos Police Department for participants in the Law Enforcement Emergency Regional Response Team.
 5. Consideration and ACTION to approve the Community Development Corporations recommendation to hire Retail Coach for Commercial & Retail Recruitment.
 6. Discussion and possible ACTION for the paving of a portion of Rodeo Drive.
8. Acknowledgement of City Manager's Report
 1. 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
9. Acknowledgement of Department Head Reports

1. Financial Report 1. Monthly 2. Year-to-Date 3. Sales Tax Report
2. Public Works 1. Water and Wastewater Activity 2. Calls for Service 3. Building Permits 4. Recycling
3. Police Department Reports 1. Arrests 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
7. EMS Report 1. Quarterly Report
10. Adjournment

This is to certify that I, Jacqueline Moya, posted this agenda on the front bulletin board of the City Hall on April 6, 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.

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: 04/10/18 06:00 PM
Department: City Secretary
Category: Presentation
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2555)

DOC ID: 2555 A

Presentation by the Los Fresnos Fire Department & Ambulance Services.

Chief and EMS Director Gene Daniels will provide an update on each entities available equipment, staffing, call volumes and funding. He will also update the status on the new Fire and EMS building they are constructing on East Ocean Boulevard.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Public Hearing
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2558)

DOC ID: 2558 A

Public Hearing to disseminate information concerning the Stormwater Program and receive input from the public.

This is to provide an opportunity for citizens to engage in our stormwater program. I will provide an update with things the City is doing.

3.0 PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT

The following section presents the permit requirement for the Public Education, Outreach, and Involvement Program. The section describes the existing BMPs necessary to implement this program. It describes the measurable goals for each BMP and a timeline (or frequency) for each implementation action. Each of these sections includes a brief discussion of current programs, a description of the BMPs selected for each MCM, a proposed implementation schedule for each BMP, and performance measures for the programs.

3.1 Public Education, Outreach, and Involvement Permit Text

The BMPs listed in this section were selected to meet the following regulatory requirement (Minimum Control Measure #1):

1. Public Education, Outreach, and Involvement

(a) Public Education and Outreach

- (1) All permittees shall develop, implement, and maintain a comprehensive stormwater education and outreach program to educate public employees, businesses, and the general public of hazards associated with the illegal discharges and improper disposal of waste and about the impact that stormwater discharges can have on local waterways, as well as the steps that the public can take to reduce pollutants in stormwater.
Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. The program must, at a minimum:
 - a. Define the goals and objectives of the program based on high priority community-wide issues (for example, reduction of nitrogen in discharges from the small MS4, promoting previous techniques used in the small MS4, or improving the quality of discharges to the Edwards Aquifer);
 - b. Identify the target audience(s);
 - c. Develop or utilize appropriate educational materials, such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, and websites;
 - d. Determine cost effective and practical methods and procedures for distribution of materials.
- (2) Throughout the permit term, all permittees shall make the educational materials available to convey the program's message to the target audience(s) at least annually.
- (3) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2.. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.
- (4) MS4 operators may partner with other MS4 operators to maximize the program and cost effectiveness of the required outreach.

(b) Public Involvement

All permittees shall involve the public, and, at minimum, comply with any state and local public notice requirements in the planning and implementation activities related to developing and implementing the SWMP, except that correctional facilities are not required to implement this portion of the MCM.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. At a minimum, all permittees shall:

- (1) If feasible, consider using public input (for example, the opportunity for public comment, or public meetings) in the implementation of the program;
- (2) If feasible, create opportunities for citizens to participate in the implementation of control measures, such as stream clean-ups, storm drain stenciling, volunteer monitoring, volunteer “Adopt-A-Highway” programs, and educational activities;
- (3) Ensure the public can easily find information about the SWMP.

3.2 DISCUSSION OF PROGRAMS

The following table lists BMPs that meet the requirements of MCM 1.

Table 3-0: Public Education, Outreach, and Involvement BMPs

Section	Description of BMP	IMPLEMENTATION SCHEDULE (YEAR)				
		1	2	3	4	5
3.2.0	Assess Public Education, Outreach and Involvement program*	X	X	X	X	X
3.2.1	Utility Bill Insert, self-service materials and/or mailouts	X	X	X	X	X
3.2.2	Web Site	X	X	X	X	X
3.2.3	Classroom Presentations	X	X	X	X	X
3.2.4	Stenciling	X	X	X	X	X
3.2.5	Videos	X	X	X	X	X
3.2.6	Signage	X	X	X	X	X
3.2.7	Community outreach	X	X	X	X	X
3.2.8	Education	X	X	X	X	X
3.2.9	Public Meetings	X	X	X	X	X
3.2.10	Advisory Workgroup	X	X	X	X	X
3.2.11	Hotline	X	X	X	X	X

X – notes activity, see Section for details
 * New BMP

3.2.0 Assess Public Education, outreach and involvement program.

Permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. The program must, at a minimum will define the goals and objectives of the program based on high priority community-wide issues, Identify the target audience(s), develop or utilize appropriate educational materials, and determine cost effective and practical methods and procedures.

Table 3-1: Implementation Schedule – Assess Public Education, Outreach and Involvement program.

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Assess program.	Complete Activity	Annual
Year 2-5	Update program as needed.	Complete Activity	Annual
Year 2-5	Submit NOC as needed	Complete Activity	As needed

3.2.1 Utility Bill Inserts, self service materials and/or mailouts

Outreach materials in the forms of small brochures, informative handouts or fact sheets will continue to be distributed with municipal water utility bills and/or mailouts as budget allows. This BMP program will be expanded to include a self-service area located in a public facility (library, city hall, main office, etc.) where community members, visitors, students, and other individuals can obtain outreach materials like brochures, announcements and factsheets. Information shall include various topics like waste oil disposal, use of pesticides and fertilizers on landscaping, household hazardous waste, water quality, and the SWMP in general. The MS4 will develop this program using existing outreach materials developed by the LTSTF, TCEQ, EPA and other organizations.

Table 3-2: Implementation Schedule – Utility Bill Inserts, self service materials and/or mailouts

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Conduct a delivery of outreach material	Record date and type of outreach material delivered	Twice a year
Year 1-5	Acquire outreach materials	Record type of material obtained	Ongoing, annual
Year 2-5	Assess BMP annually*	Identify and determine annual budget	Annual
Year 1-5	Self Service Area*	Record quantity printed	Annual

* -new activity

3.2.2 Web Site

Background and other information on the SWMP, including the MCMs along with specific information promoting the stormwater education program and other general information can be found at websites listed in Table 3-3 and on <http://stormwater.tamuk.edu>. These web sites are updated regularly.

The objective of this BMP is to continue to provide real time SWMP information to the public, including data, updates, policy and public hearing schedules via a website. The website BMP will continue providing outreach materials, training schedules, downloadable information and an email address for feedback from the public. The websites will specifically target the TPDES Phase II program. The website will be expanded to include a website visitor counter. The feasibility of providing a feedback blog will be assessed.

Table 3-3 LOWER RIO GRANDE VALLEY TPDES STORMWATER TASK FORCE	
MS4	Website Address
Alamo	www.alamotexas.org
Alton	www.alton-tx.gov
Brownsville	www.cob.us
Cameron County	www.co.cameron.tx.us
Cameron County Drainage District #1	www.co.cameron.tx.us/ccdd1/CCDD1.html
Donna	www.cityofdonna.org
Edinburg	www.cityofedinburg.com
La Feria	www.cityoflaferia.com
La Joya	www.cityoflajoya.com
Los Fresnos	cityoflosfresnos.com
Mercedes	www.cityofmercedes.com
Mission	www.missiontexas.us
Palmhurst	www.cityofpalmhursttx.com
Palmview	www.cityofpalmview.com
Primera	www.cityofprimera.com
San Benito	www.cityofsanbenito.com
San Juan	www.cityofsanjuantexas.com
Weslaco	www.weslacotx.gov

Table 3-4: Implementation Schedule – Web Site

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Update website regularly.	Record date and type of update	Quarterly
Year 2-5	Review amount of visits to the website.*	Record visitors	Once a month
Year 2-5	Assess the BMP*	Tally and evaluate visits, feedback	Once a month

*-new activity

3.2.3 Classroom Presentations

A curriculum with associated materials and training is available and advertised to classroom teachers from various ISDs located within jurisdictions of MS4 stakeholders. Program materials include curriculum on water quality and water conservation, stormwater pollution prevention, and promotion of the SWMP. Classroom visits are conducted by the MS4 that include guest speakers.

The MS4 will also promote the Arroyo Colorado Watershed Protection Plan (ACWPP) and work with the ACWP to promote mutually beneficial goals. A watershed model, a rain harvesting model, a pervious parking lot model developed by the ACWP and/or the LTSTF are available to the MS4s and the school districts. The BMP will be expanded to include production of a monthly report that will include school visited, activity conducted and number of individuals outreached.

Table 3-5: Implementation Schedule – Classroom Presentations

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Conduct school room visits at each MS4 jurisdiction	Record date and type of outreach conducted. Record number of individuals outreached.	Ongoing, twice a year
Year 2-5	Evaluate BMP*	Report to include data	Semi-annual

* -new activity

3.2.4 Stenciling

A successful storm drain stenciling program was initiated by the LTSTF during the last permit period. Using grant funding and local funding local government staff provided stormwater education programs and facilitated storm drain stenciling activities with youth and citizens’ organizations, and as part of their stormwater management program. The LTSTF will continue to facilitate the development of partnerships with local youth service groups to perform a significant portion of the storm drain stenciling work as needed. These groups may include the Boys & Girls Clubs, Boy Scouts of America, and local environmental groups. The stencil will include the logo of the LRGV TPDES Task Force, the ACWP, and/or the MS4.

Table 3-6: Implementation Schedule – Stenciling

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Conduct outreach activities in each MS4’s jurisdiction.	Record date and type of activity.	Ongoing, annual
Year 2-5	Record amount of stencils (retrofitted/replaced, new installs, etc.)	Record information. Achieve 100% by Year 5	Ongoing, Year 5
Year 2-5	Develop, implement inspection program*	Tally stenciling replacement and new installations	Annual
Year 2-5	Assess the BMP*	Tally and evaluate visits, feedback	Annual

* -new activity

3.2.5 Brochures and Videos

The LTSTF has produced various brochures during the previous permit period and successfully delivered to the region. Samples of brochures have routinely been submitted to the TCEQ via the annual reporting process. Topics include soil erosion prevention, rain harvesting, low impact development, and Arroyo Colorado watershed protection topics. *After the Storm, No La Riegues, Chucho Salva el Dia* and similar video campaigns initiated by the EPA have been adopted by the LTSTF. Dozens of videos (PSA format) have been developed by the LTSTF and delivered to the region using public access Channels using Time Warner Channel 17 (local school district television), local government networks (Channel 12), websites and You Tube. The PSA program includes customized projects, i.e. documentary and 30-second clips in English and Spanish. The LTSTF will continue this outreach and will expand the effort by developing new customized PSAs during the permit period. Additional brochures will be developed. Similar delivery tools will be utilized. This BMP also has used self-service stations (public-owned facility lobbies), libraries and outreach events to deliver information.

Table 3-7: Brochures and Videos

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Conduct outreach activities (i.e. earth day, etc.) in each MS4's jurisdiction.	Record date and type of activity.	Ongoing, annual
Year 2-5	Deliver PSA to MS4 jurisdictions	Record type of delivery and date	Annual
Year 1-5	Deliver outreach materials	Record type of delivery and date(s)	Annual
Year 2-5	Assess the BMP*	Tally and evaluate visits, feedback	Annual

* -new activity

3.2.6 Signage

Stormwater pollution prevention signs were designed, produced and installed along major intersections within the MS4 membership of the LTSTF. The signs bear the logos from the LTSTF, the ACWP and the MS4. Signage were placed throughout the region at locations where pedestrians and vehicle drivers will recognize the sign as an indicator of a local water body that should be protected, the importance of water quality, and the potential effects of stormwater pollution. Messages were conveyed in English and Spanish. This BMP will continue.

Table 3-8: Signage

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Conduct outreach activities (i.e. earth day, etc.) in each MS4's jurisdiction using a signage theme (NPS, Recycle, etc.).	Record date and type of activity.	Ongoing, annual
Year 1-5	Deliver outreach materials	Record type of delivery and date(s)	Annual
Year 2-5	Assess the BMP*	Tally and evaluate events, feedback	Annual

* -new activity

3.2.7 Community Outreach

The LTSTF has provided educational and outreach materials to the community, including brochures, fact sheets and handouts. These materials are made available at City Halls, and throughout public-owned facilities. Materials are made available to developers, businesses, and contractors during the planning and permitting processes. The LTSTF promotes its stormwater pollution prevention outreach program at various annual community events. Booths, brochures, children- friendly materials, and other similar approaches are used. The LTSTF shall consider designating a day or a week for stormwater pollution prevention awareness. The LTSTF has developed partnerships with various regional entities and coordinates an annual conference that promotes the SWMPs of the region and the ACWPP. This highly successful conference is held annually at South Padre Island. This BMP will continue to be developed.

Table 3-9: Community Outreach

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Help organize an annual conference in the region.	Record type and date. Archive announcements	Ongoing, annual
Year 1-5	Contribute and participate at various annual events (cleanups, etc.).	Record type and date(s) Archive announcements	Ongoing, annual
Year 1-5	Promote outreach (webinars, workshops, etc.) to businesses, engineers, contractors, developers, and the general public.	Record type and date(s) as appropriate	Ongoing, annual
Year 2-5	Establish partnerships (outreach, training, etc.) with professional organizations (ASCE, TFMA, AIA, TPWA, etc.)*	Record events, meetings (dates, activity, etc.)	Annual
Year 2-5	Assess the BMP*	Tally and evaluate events, feedback	Annual

* -new activity

3.2.8 Education - Arroyo Colorado Watershed Protection Plan

A watershed information curriculum with associated materials and training is available and advertised to the businesses, educational community and the general community. Program materials promote the ACWP. The LTSTF will continue to work closely with the ACWP to implement this BMP. The impairment of the Arroyo Colorado is of great concern to our region.

Table 3-10: Education - Watersheds

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Participate in ACWP workgroup and steering committee meetings*	Record type and date. Archive announcements.	Ongoing
Year 2-5	Contribute and participate at various annual events (cleanups, etc.)	Record type and date(s) Archive announcements	Once a year
Year 2-5	Promote outreach (webinars, workshops, etc.)	Record type and date(s) as appropriate	Annual
Year 2-5	Establish partnerships with non-profits*	Record events, meetings (dates, activity, etc.)	Annual
Year 2-5	Assess the BMP*	Tally and evaluate events, feedback	Once a year

* -new activity

3.2.9 Public Meetings

Annual public meetings are conducted to provide citizens with the opportunity to discuss various viewpoints and provide input concerning stormwater quality issues. Meetings are publicized in accordance with public notification requirements in each jurisdiction, such as a local newspaper or appropriate publication of wide circulation. Records of the meetings are available. This BMP will be expanded to include an additional public meeting.

Table 3-11: Public Hearings

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 2-5	Conduct Public Hearing	Record place and date. Archive announcements/agendas	Twice a year
Year 2-5	Assess the BMP*	Tally and evaluate events, obtain feedback	Annual

*-new activity

3.2.10 Advisory Workgroup

This BMP has been modified after general consensus indicated that a regional SWMP requires regional input and feedback. The LTSTF is comprised of several workgroups (i.e. outreach, ordinance, construction, grant, etc.) that provide much needed information to effectively implement and evaluate the coalition’s SWMP. The organization will serve as the advisory workgroup for the MS4 partners.

Table 3-12: Advisory Workgroup

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Conduct meetings	Record place and date. Archive announcements/agendas	Ongoing
Year 2-5	Provide a monthly calendar of events*	Archive announcements/agendas.	Monthly
Year 2-5	Continue membership to LTSTF*	Execute contractual instruments	Annual
Year 2-5	Assess the BMP*	Tally and evaluate events, obtain feedback	Annual

*-new activity

3.2.11 Hotline

A Stormwater Hotline has been developed and implemented by the majority of the MS4s to promote outreach, enforce policy and to facilitate public involvement. The hotline is used for reporting illicit and illegal connections and discharges, illegal dumping, emergency and non-emergency incidents and other stormwater related activities. The hotline operator provides readily-available information and direction for further communication if warranted, direct notifications to the proper authorities, and record feedback, comments and recommendations. Several MS4s do not have the capability to isolate a hotline, but use either police or fire dispatch capability during off-hours to promote stormwater policy and related mitigate issues. This BMP will be further assessed.

Table 3-13: Hotline

Permit Period	Activity	Measurable Goals	Completed By (Month and Year or Frequency of Action)
Year 1-5	Respond to inquiries and mitigate accordingly	Record date and time of complaints. Tally	Ongoing
Year 2-5	Reporting*	Develop an annual report that includes pertinent information	Annual
Year 2-5	Assess the BMP*	Tally and evaluate events, obtain feedback	Annual

*-new activity

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Public Hearing
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2549)

DOC ID: 2549 A

**Public Hearing to determine whether or not a building at
31818 State Highway 100 is dilapidated, substandard, unfit
for human habitation, or a hazard to the health, safety and
welfare of the citizens of Los Fresnos.**

This will allow citizens, owner(s) and public to address the item. Action will be taken later in the action item on this issue.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Minutes
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2550)

DOC ID: 2550 A

**Consideration and ACTION to approve the Minutes from
March 13, 2018.**

I recommend approval.

City Council

200 North Brazil

Los Fresnos, TX 78566

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

Regular Meeting

~ Minutes ~

Tuesday, March 13, 2018

6:00 PM

City Hall

Agenda

1. Call meeting to order
The meeting was called to order at 6:00 PM by Mayor Narvaez.
2. Invocation and Pledge of Allegiance
Mr. Milum led the invocation and led the audience in the Pledge of Allegiance.

Consent Agenda

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

Motion was made and seconded to approve the minutes from February 13, 2018 & February 27, 2018.

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

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

Motion was made and seconded to acknowledge the Financial Report and Cash Investment Report for the quarter ended as of December 31, 2017.

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

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

Motion was made and seconded to approve change order #1 for the Welcome Sign for the upgrade in the digital display part of the sign.

Attachment: MINUTES 3 13 18 (2550 : Minutes)

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

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.

There were no comments.

Action Items

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

Mr. Milum reminded the council when we originally received bids we did not include the waterline and master water meter because all bids varied and were high. The funds will come out of the Water & Sewer fund we will move some money we had budgeted for some fencing needed for the Water Plant.

It is important we get the waterline installed for the water fountain and the building area.

Mr Milum showed a slide on the projector of the park layout. He and Anna Smith, the city's engineer who was also present, described the purpose of the waterline and where it would be placed in the park

Mr. Milum and Mrs. Smith answered questions for the council.

Motion was made and seconded to approve the change order #1 for the Los Fresnos Nature Park Trail Phase II.

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

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

Mr. Milum explained to the council the requirements that Texas Parks & Wildlife were requesting and how it would affect the budget. Requirements included trees or a shade structure over each bench, drip station for butterflies that would be disguised in the bolder and a side by side ADA fountain. Mr. Milum did not know why Texas Parks & Wildlife did not notice in the beginning that the fountain had to be side by side but we would comply.

Mr. Milum and Mrs. Smith answered questions for the council.

Motion was made and seconded to approve the Change order #2 for the Montes-Castro Park.

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

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

Mr. Milum reminded the council the when we originally went out for bids it was recommended to the council they go out later for bids on irrigation part because the bids varied from \$6,000-\$30,000. The city engineers estimated it would be around \$3,000.

Mr. Milum explained the purpose of the irrigation system and answered questions from the council.

The motion was made and seconded to approve an irrigation system at Montes-Castro Park.

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

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.

Mr. Milum explained the process we go through when a structure needs to be repaired or demolished. He gave the council the location of the building and the history of buildings use and the owners background. Copies of the letters notifying the owner, the building inspectors reports, code sections were giving to the council in the agenda packet as well as pictures.

Mr Milum explained each document and answered questions for the council.

Motion was made and seconded to approve to set a public hearing on April 10th 2018 at 6:00 PM at City Hall to take action as necessary on the building.

Council member abstained because she was related to the owners.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Juan Munoz, Councilman
SECONDER:	Javier Mendez, Councilman
AYES:	Bibi Garza, Juan Munoz, Polo Narvaez, Javier Mendez
ABSTAIN:	Yolanda H. Cruz
ABSENT:	Swain Real

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.

Mr. Milum explained what a mobile food vendor was. We currently do not have anything to regulate them, this ordinance would help us do so. Ordinances from other cities were looked at and put together to create one for Los Fresnos.

Mr. Milum explained the ordinance and what we would require from the mobile food vendor parks and answered questions for the council.

Motion was made and seconded to approve the first reading of Ordinance 491.

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

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

Mr. Milum explained to the council that hiring a full time building inspector/plan review had been something that was discussed in the past. Job descriptions from other cities were looked at and combined with some of the things we wanted in a building inspector/plan reviewer.

Mr. Milum discussed the job description and answered questions from the council.

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

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

Mr. Milum let the council know the CDC discussed their goals for a 1 year and 5 year plan. Mr. Mendez asked that this be placed on the agenda. He explained one of the goals was hiring a retail recruitment firm. Mr. Mendez explained to the council why a firm would be good for the city.

Mr. Milum discussed and answered questions from the council on hiring a retail recruitment firm.

No action was taken.

RESULT: NO ACTION

Acknowledgement City Managers 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. Building Inspections M. Canal Underground N. Sports Fields O. Dog Park P. Development & Annexation Plans Q. Planning & Zoning Ordinance Update R. Economic Development

Mr. Milum asked the council if they had any specific questions. Mr. Narvaez asked about the work that was being done at the Nature Park. Mr. Milum was happy he asked because a lot was being done. The trail was cleared, they were working on the concrete siding on the trail. The area for where the amphitheatre would be, was cleared. Everything looks good. Mark also explained concerns citizens had that lived across the resaca and discussed them with the council.

Mr. Milum and Mrs. Smith discussed the landscaping for the park and answered questions for the council.

Mr. Mendez asked for the status on the Whipple Road Wastewater extension. Mr. Milum stated people were not being corporative in giving easements but was working on it. Mrs. Smith had everything ready to go for bids but wanted to get the easements cleared first.

Mr. Narvaez asked about the Planing & Zoning Ordinance. Mr. Milum explained it was something that had been discussed before which was to update the Planning & Zoning Ordinance, that was old, out of date and hard to follow.

Motion was made and seconded to acknowledge the City Managers Report.

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

Acknowledgement of Department Head Reports

Mr. Milum wanted to mention that Mr. Mendez asked we add the sales tax report monthly which we did and it would be part of the packet from now on.

Mr. Milum explained the report to the council and answered questions.

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

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

Motion was made and seconded to acknowledge the Financial Report.

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

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

Building Permits

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

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

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

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

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

Municipal Court Report 1. Monthly Report

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

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

Library Report 1. Monthly Report

Motion was made and seconded to acknowledge the Library Report.

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

Fire Marshal's Report 1. Monthly Report

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

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

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.

Mayor Narvaez recessed the meeting for Closed Session at 7:16 PM.

RESULT:	NO ACTION
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Open Session – Deliberation and possible action regarding the following:

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

Mayor Narvaez called the meeting back to order at 7:35 PM and stated no action would be taken.

RESULT: NO ACTION

10. Adjournment

The meeting was closed at 7:36 PM.

Presiding Officer of the Council

Recorder

Attachment: MINUTES 3 13 18 (2550 : Minutes)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Ordinances
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2548)

DOC ID: 2548 A

Consideration and ACTION to approve the second reading of Ordinance No. 491 on providing rules and regulations for mobile food vendor courts/parks and mobile food vendors located in mobile food vendor courts/parks.

This was passed on the first reading last month, March 13.

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 ORDINACNE 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 ORDAINED 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

Attachment: FOOD TRAILER COURTS-PARKS NO. 491 FINAL (2548 : Ordinance No. 491)

- (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 a 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).

Attachment: FOOD TRAILER COURTS-PARKS NO. 491 FINAL (2548 : Ordinance No. 491)

- (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

Attachment: FOOD TRAILER COURTS-PARKS NO. 491 FINAL (2548 : Ordinance No. 491)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Ordinances
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2547)

DOC ID: 2547 A

Consideration and ACTION to approve the first and second reading of Ordinance No. 492.

This was reviewed by LRGVDC, cities in the Valley along with the consultant that regularly handles these rate cases. It is recommended that we approved this resolution. Cities Valley-wide will be doing the same thing.

I recommend approval.

ORDINANCE NO. 492

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS FRESNOS, TEXAS, (“CITY”) APPROVING A NEGOTIATED RESOLUTION BETWEEN CITY AND TEXAS GAS SERVICE (“TGS” OR “THE COMPANY”) REGARDING THE COMPANY’S COST OF SERVICE ADJUSTMENT (“COSA”) TARIFF FILING; ADOPTING A SAVINGS CLAUSE; DETERMINING THAT THIS ORDINANCE WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; REPEALING ANY PRIOR ORDINANCES INCONSISTENT WITH THIS ORDINANCE; AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY AND THE CITY’S LEGAL COUNSEL.

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

WHEREAS, the City of Los Fresnos, Texas (“City”) is a gas utility customer of Texas Gas Service (“TGS” or “the Company”), and a regulatory authority with an interest in the rates and charges of TGS; and

WHEREAS, the City and other municipalities within the Rio Grande Valley Service Area (“RGVSA”) and TGS worked collaboratively to develop the Cost of Service Adjustment (“COSA”) Tariff which allows for an expedited comprehensive rate review process for three years; and

WHEREAS, the COSA Tariff contemplates reimbursement of the City’s reasonable expenses associated with COSA applications; and

WHEREAS, on or about March 12, 2018, TGS filed with the City a COSA Tariff which would permit the TGS to implement annual rate changes to the Company’s RGVSA expenses, revenues, and plant investment beginning in August, 2018, without the need for filing a formal Statement of Intent to Increase Rates; and

WHEREAS, the City coordinated a review of the Company’s COSA Tariff and designated attorneys and consultants to resolve issues in the Company’s COSA Tariff; and

WHEREAS, the City’s attorneys and consultant recommend that the City approve the COSA Tariff which is attached; and

WHEREAS, the negotiated resolution of the Company’s COSA Tariff filing is in the public interest.

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

Section 1. That the City Council finds that the Cost of Service Adjustment Tariff is reasonable and the new tariff attached to this Ordinance is just and reasonable and is hereby adopted.

Section 2. That to the extent any resolution or ordinance previously adopted by the Council is inconsistent with this Ordinance, it is hereby repealed.

Section 3. That the meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 4. That if any one or more sections or clauses of this Ordinance is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance and the remaining provisions of the Ordinance shall be interpreted as if the offending section or clause never existed.

Section 5. That tariff attached to this Ordinance is effective as of April 16, 2018.

Section 6. That a copy of this Ordinance shall be sent to TGS, care of Stephanie Houle, Managing Director, at 1301 S. Mopac Expressway, Suite 400, Austin, Texas 78746, and to Thomas Brocato, General Counsel to the City, at Lloyd Gosselink Rochelle & Townsend, P.C., 801 Congress Avenue, Suite 1900, Austin, Texas 78701.

INTRODUCED AND APPROVED on the first reading this ____ day of _____ 2018.

APPROVED AND PASSED on the second reading this ____ day of _____, 2018.

Polo Narvaez, Mayor

ATTEST:

Jacqueline Moya, City Secretary

Attachment: 2018 TexasGasServices COSA Ordinance 492 (2547 : Ordinance No. 492)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Resolutions
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2546)

DOC ID: 2546 A

Consideration and ACTION to approve Resolution 1-2018 for the submission of a grant application for Local Border Security Grant Program.

Annually we receive funds for the Local Border Security Grant Program. This year we were awarded \$20,000. We are asking for \$25,000 for next. These funds help us have officers keeping watch for unusual activities along the major highway as well as in there residential areas. It helps tremendously to have additional eyes out and about. This is for overtime work only and pays the officer and benefits. The city only has to be responsible for the vehicle which we regularly figure in our budget to support these grants.

I recommend approval.

**CITY OF LOS FRESNOS
RESOLUTION NO. 1-2018 .**

**A RESOLUTION FOR THE SUBMISSION OF A GRANT APPLICATION FOR THE CITY OF
LOS FRESNOS TO THE OFFICE OF THE GOVERNOR.**

This Resolution was introduced and submitted to the City Council for passage and adoption. After presentation and discussion of the Resolution, a motion was made by _____ that the Resolution be finally passed and adopted in accordance with the City’s Home Rule Charter. The motion was seconded by _____ and carried by the following vote:

Mayor Polo Narvaez	<input type="checkbox"/> For	<input type="checkbox"/> Against	<input type="checkbox"/> Abstained
Councilmember Yolanda H. Cruz	<input type="checkbox"/> For	<input type="checkbox"/> Against	<input type="checkbox"/> Abstained
Councilmember Swain Real	<input type="checkbox"/> For	<input type="checkbox"/> Against	<input type="checkbox"/> Abstained
Mayor Pro-tem Javier Mendez	<input type="checkbox"/> For	<input type="checkbox"/> Against	<input type="checkbox"/> Abstained
Councilmember Bibi Garza	<input type="checkbox"/> For	<input type="checkbox"/> Against	<input type="checkbox"/> Abstained
Councilmember Juan Munoz	<input type="checkbox"/> For	<input type="checkbox"/> Against	<input type="checkbox"/> Abstained

WHEREAS, the City of Los Fresnos finds it in the best interest of the citizens of Los Fresnos that the application for Local Border Security Grant Program be submitted; and

WHEREAS the City of Los Fresnos agrees to provide applicable matching funds for the said project as required by the EGRANT grant application; and

WHEREAS, the City of Los Fresnos agrees that in the event of loss or misuse of the Office of the Governor funds, City of Los Fresnos assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the City of Los Fresnos designates Mark W. Milum, City Manager as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOS
FRESNOS, TEXAS:**

That the City of Los Fresnos approves submission of the grant application for the Local Border Security Grant Program to the Office of the Governor.

PASSED AND APPROVED this ____ day of _____, 2018.

Grant Number: 2992404

Polo Narvaez, Mayor

ATTEST:

Jacqueline Moya, City Secretary

Attachment: Resolution 1-2018 Borderstar FY19 - 2992404 (2546 : Resolution 1-2018)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Resolutions
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2561)

DOC ID: 2561 A

Consideration and ACTION to approve Resolution 2-2018 to deny AEP's Distribution Cost Recovery Factor Filing.

This is the normal action that we take as well as all other cities in the region.

I recommend approval.

MODEL STAFF REPORT REGARDING AEP’S DISTRIBUTION COST RECOVERY FACTOR FILING

On April 3, 2018, AEP Texas Inc. (“AEP” or “Company”) filed an Application to Amend its Distribution Cost Recover Factors (“DCRF”) to Increase Distribution Rates with each of the cities in their service area. In the filing, the Company asserts that it is seeking an increase in distribution revenues of approximately \$3.1 million (an approximately \$800,000 decrease for the Central Division and \$3.9 million increase for the North Division).

The resolution authorizes the City to join with the Cities Served by AEP (“Cities”) to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

Purpose of the Resolution:

The purpose of the Resolution is to deny the DCRF application proposed by AEP.

Explanation of “Be It Resolved” Paragraphs:

1. This section authorizes the City to participate with Cities as a party in the Company’s DCRF filing, PUC Docket No. 48222.
2. This section authorizes the hiring of Lloyd Gosselink and consultants to review the filing, negotiate with the Company, and make recommendations to the City regarding reasonable rates. Additionally, it authorizes Cities to direct any necessary administrative proceedings or court litigation associated with an appeal of this application filed with the PUC.
3. This paragraph finds that the Company’s application is unreasonable and should be denied.
4. This section states that the Company’s current rates shall not be changed.
5. The Company will reimburse Cities for their reasonable rate case expenses. Legal counsel and consultants approved by Cities will submit monthly invoices that will be forwarded to AEP for reimbursement.
6. This section recites that the Resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.
7. This section provides that AEP and counsel for Cities will be notified of the City’s action by sending a copy of the approved and signed Resolution to counsel.

Attachment: Model Staff Report Re Denial Resolution - 2018 AEP DCRF (Docket No.48222) (2561 : Resolution 2-2018)



816 Congress Avenue, Suite 1900
 Austin, Texas 78701
 Telephone: (512) 322-5800
 Facsimile: (512) 472-0532
 www.lglawfirm.com

Mr. Brocato's Direct Line: (512) 322-5857
 Email: tbrocato@lglawfirm.com

MEMORANDUM

TO: Cities Served by AEP Texas Inc. ("Cities")
 FROM: Thomas Brocato
 Jamie Mauldin
 DATE: April 5, 2018
 RE: AEP – Distribution Cost Recovery Factor ("DCRF") filing

CONFIDENTIAL/ATTORNEY-CLIENT COMMUNICATION
CITY ACTION REQUIRED NO LATER THAN JUNE 2

On April 3, 2018, AEP Texas Inc. ("AEP") filed an Application for Approval of a Distribution Cost Recovery Factor. In the filing, the Company is seeking an increase in distribution revenues of approximately \$3.1 million (an approximately \$800,000 decrease for the Central Division and \$3.9 million increase for the North Division).

Cities have engaged the services of a consultant, Mr. Karl Nalepa, to review the Company's filing. Mr. Nalepa will review the filing and identify adjustments that should be made to the Company's request. We are recommending that Cities deny the requested relief.

The Public Utility Commission of Texas's rules allow cities 60 days to act on this application. That deadline is June 2, 2018. **Accordingly, we request that each city schedule the draft resolution attached to this memorandum for consideration at their next council meeting.**

If you have any concerns or question please do not hesitate to contact me at (512) 322-5857. We appreciate your continued support.

RESOLUTION NO. 2-2018

A RESOLUTION OF THE CITY OF LOS FRESNOS, TEXAS FINDING THAT AEP TEXAS INC.’S APPLICATION TO AMEND ITS DISTRIBUTION COST RECOVERY FACTORS TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY’S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Los Fresnos, Texas (“City”) is an electric utility customer of AEP Texas Inc. (“AEP” or “Company”), and a regulatory authority with an interest in the rates and charges of AEP; and

WHEREAS, the City is a member of the Cities Served by AEP (“Cities”), a membership of similarly situated cities served by AEP that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in AEP’s service area; and

WHEREAS, on or about April 3, 2018 AEP filed with the City an Application to Amend its Distribution Cost Recovery Factor (“DCRF”), PUC Docket No. 48222, seeking to increase electric distribution rates by approximately \$3.1 million (an approximately \$800,000 decrease for the Central Division and \$3.9 million increase for the North Division); and

WHEREAS, all electric utility customers residing in the City will be impacted by this ratemaking proceeding if it is granted; and

WHEREAS, Cities are coordinating its review of AEP’s DCRF filing with designated attorneys and consultants to resolve issues in the Company’s application; and

WHEREAS, Cities members and attorneys recommend that members deny the DCRF.

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

Section 1. That the City is authorized to participate with Cities in PUC Docket No. 48222.

Section 2. That subject to the right to terminate employment at any time, the City of hereby authorizes the hiring of the law firm of Lloyd Gosselink and consultants to negotiate with the Company, make recommendations to the City regarding reasonable rates, and to direct any

Attachment: Resolution 2-2018 AEP Texas (Docket No. 48222) (2561 : Resolution 2-2018)

necessary administrative proceedings or court litigation associated with an appeal of this application filed with the PUC.

Section 3. That the rates proposed by AEP to be recovered through its DCRF charged to customers located within the City limits, are hereby found to be unreasonable and shall be denied.

Section 4. That the Company shall continue to charge its existing rates to customers within the City.

Section 5. That the City’s reasonable rate case expenses shall be reimbursed in full by AEP within 30 days of presentation of an invoice to AEP.

Section 6. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 7. That a copy of this Resolution shall be sent to Melissa Gage, American Electric Power Service Corporation, 400 West 15th Street, Suite 1520, Austin, Texas 78701 and to Thomas Brocato, General Counsel to the Cities, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725.

PASSED AND APPROVED this _____ day of _____, 2018.

Polo Narvaez, Mayor

ATTEST:

Jacqueline Moya, City Secretary

Attachment: Resolution 2-2018 AEP Texas (Docket No. 48222) (2561 : Resolution 2-2018)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Agreement
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2554)

DOC ID: 2554

Consideration and ACTION to determine whether or not a building at 31818 State Highway 100 is dilapidated, substandard, unfit for human habitation, or a hazard to the health, safety and welfare of the citizens of Los Fresnos.



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,

A handwritten signature in black ink that reads "Luis A. Ramos". The signature is fluid and cursive.

Luis A. Ramos
Building Inspector

Attachment: 31818 STATE HWY 100-DILAPIDATED BUILDING (2554 : 31818 State Highway 100-Dilapidated Building)

U.S. Postal Service
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

1.7.1.a

For delivery information, visit our website at www.usps.com®

OFFICIAL USE

7016 0340 0000 6322 1478

Certified Mail Fee \$	Postmark Here
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$	
<input type="checkbox"/> Return Receipt (electronic) \$	
<input type="checkbox"/> Certified Mail Restricted Delivery \$	
<input type="checkbox"/> Adult Signature Required \$	
<input type="checkbox"/> Adult Signature Restricted Delivery \$	
Postage \$	
Total Postage and Fees \$	

Sent To
 Arthin Geneva Mary Schiwetz ET AL
 Street and Apt. No., or PO Box No.
 PO Box 254
 City, State, ZIP+4®
 Los Fresnos TX. 78506

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 Schiwetz
 PO Box 254 ET AL
 Los Fresnos TX. 78506



2. Article Number (Transfer from service label)
 7016 0340 0000 6322 1478

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 [Signature]
 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
- | | |
|--|---|
| <input type="checkbox"/> Adult Signature | <input type="checkbox"/> Priority Mail Express |
| <input type="checkbox"/> Adult Signature Restricted Delivery | <input type="checkbox"/> Registered Mail™ |
| <input checked="" type="checkbox"/> Certified Mail® | <input type="checkbox"/> Registered Mail Restricted Delivery |
| <input type="checkbox"/> Certified Mail Restricted Delivery | <input type="checkbox"/> Return Receipt for Merchandise |
| <input type="checkbox"/> Collect on Delivery | <input type="checkbox"/> Signature Confirmation |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery |

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

Attachment: 31818 STATE HWY 100-DILAPIDATED BUILDING (2554 : 31818 State Highway 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 (2554 : 31818 State Highway 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.

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.

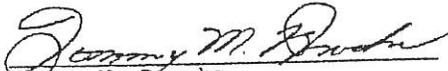
SECTION 7. Notice of such public hearing shall be given by the City Secretary to the owner, which may be served on the owner, or his agent either in person or by certified mail, postage prepaid, return receipt requested, to the owner's last known address. Notice to the public shall be given by publication 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

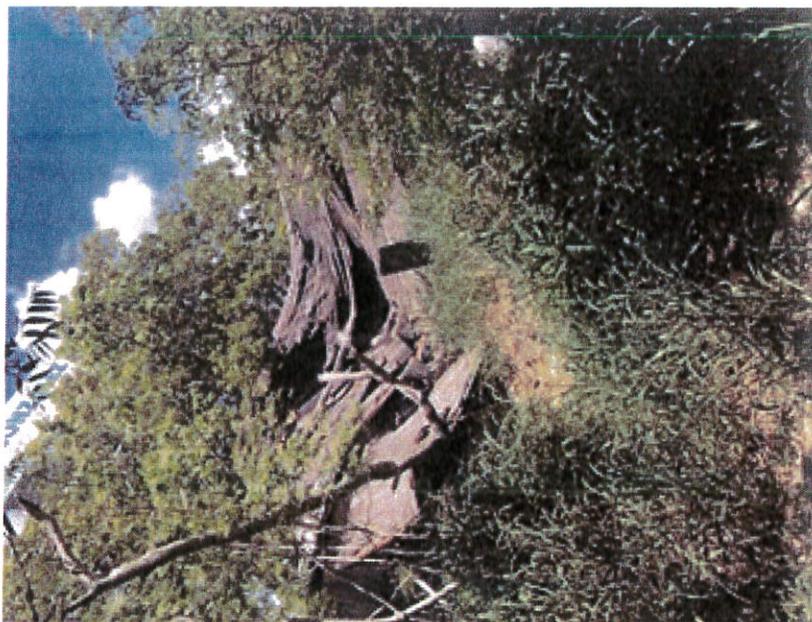
Attachment: 31818 STATE HWY 100-DILAPIDATED BUILDING (2554 : 31818 State Highway 100-Dilapidated Building)



Front view



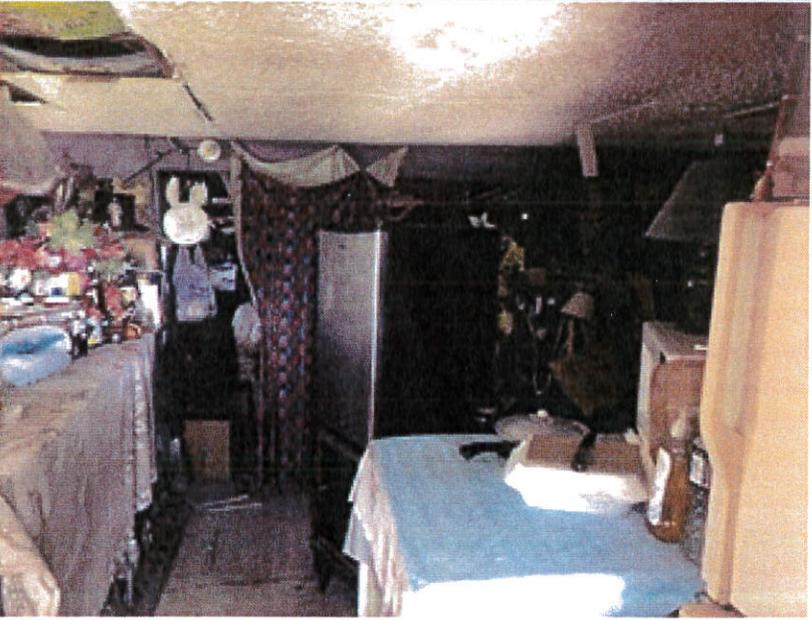
Back view



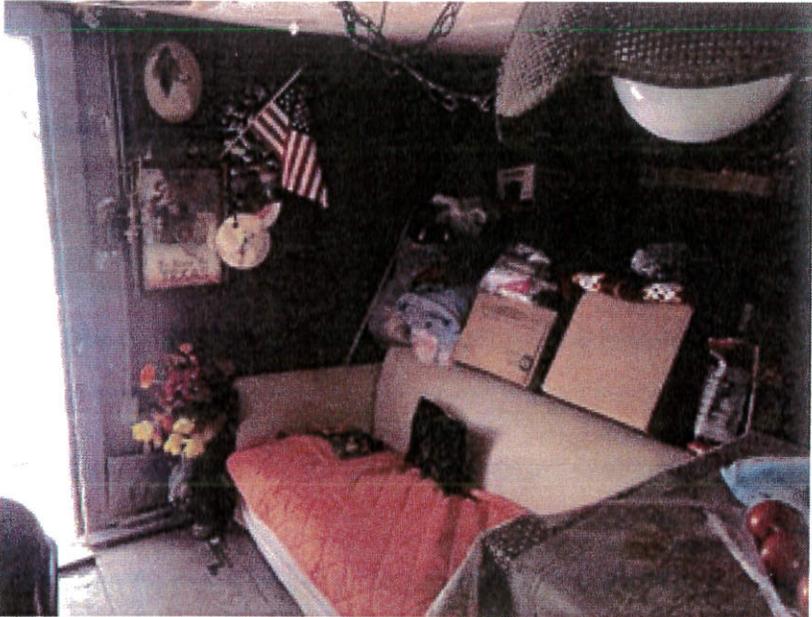
Rear view



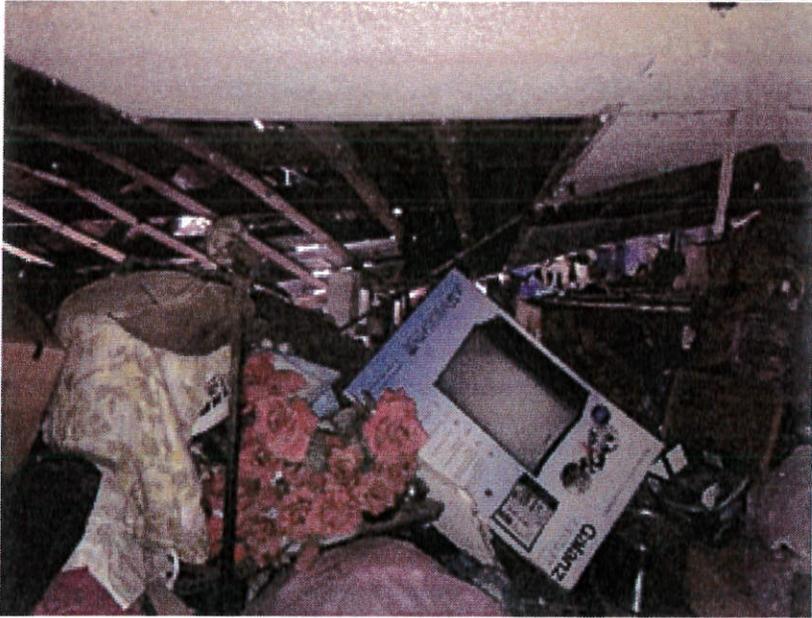
interior room



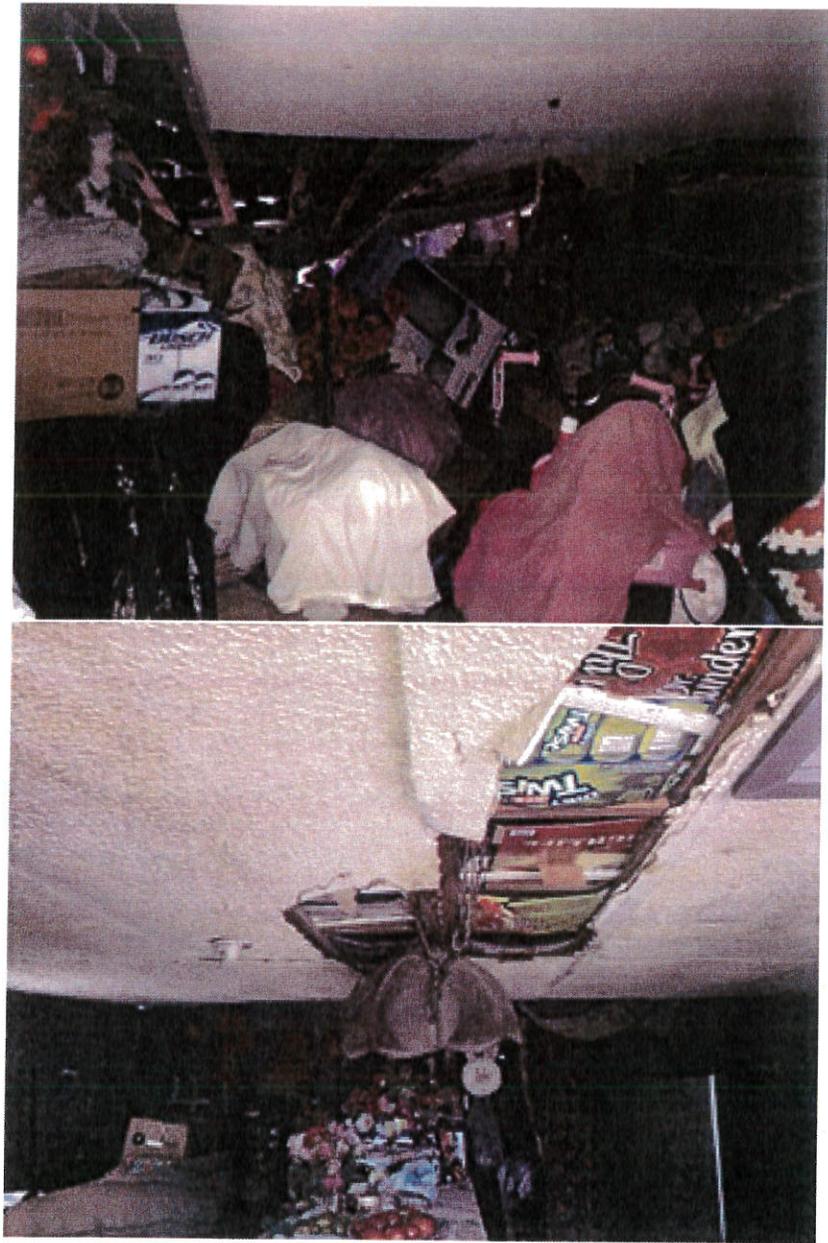
Interior



Front entrance



“ ”



Interior

Front entrance
ceiling

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Agreement
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2560)

DOC ID: 2560 A

Consideration and ACTION to enter into an inter local agreement with the Cameron County Regional Mobility Authority (CCRMA) for engineering and environmental services for Whipple Road Upgrade Projects.

We have funds for engineering design and environmental work through the Brownsville MPO and TxDot. There are many "hoops" to jump through for the City to get approved to do this through TxDot. CCRMA has approached us about taking over this task for us. They are already approved for this work by TxDot and will be able to get this project moving quickly. They will utilize the funds set aside by TxDot for this as well as the match that will be required by the City. If additional funds are needed CCRMA will assist us to try to get more. This a win win for all parties involved.

I recommend approval.

STATE OF TEXAS)
)
CAMERON COUNTY)

INTERLOCAL COOPERATION AGREEMENT

THIS INTERLOCAL COOPERATION AGREEMENT is entered into and between the CITY OF LOS FRESNOS, TEXAS hereinafter referred to as “City” and the CAMERON COUNTY REGIONAL MOBILITY AUTHORITY, hereinafter referred to as “CCRMA”, pursuant to V.T.C.A., Government Code, and Chapter 791, whereby:

1. PURPOSE OF INTERLOCAL COOPERATIVE AGREEMENT: To allow the CCRMA to develop Whipple Road through Environmental and Design Phase on behalf of CITY.
2. PROJECT TO BE COMPLETED: To advance Project through the Environmental and Design Phases. This Project will improve east/west connectivity in the CITY.
3. CCRMA HEREBY AGREES TO:
 - a. To coordinate with the proper agencies to advance the Project through the Environmental and Design Phases.
 - b. To provide monthly progress reports of activities to the CITY, including preliminary cost estimate and project schedule.
 - c. To provide for early consultations with the environmental agencies.
 - d. To coordinate with local MPO’s funding opportunities for the Project.
 - e. To utilize their General Engineering Consultants to perform the necessary Environmental and Design Tasks.
 - f. To coordinate the Project with the Texas Department of Transportation (TxDOT).
 - g. To assist CITY through the Advance Funding Agreement (AFA) process with TxDOT.
4. CITY HEREBY AGREES TO:
 - a. To provide funding from CAT 7 federal grants for the Environmental and Design Phases of the Project.
 - b. To provide local contribution required for the use of CAT 7 funds for the Environmental and Design Phases of the Project.
 - c. To manage and administer and environmental permits required for the development of the Project.
5. CCRMA will submit to CITY the scope and fee for the Project and will not commence work without CITY approval of the scope and fee.
6. It is specifically understood and agreed that in the event insufficient funds are appropriated and/or budgeted concerning the obligations under this Interlocal Cooperation Agreement on behalf of either of the Parties, then the Party with the insufficient funds shall notify the other Parties and this Interlocal Cooperation Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to the Party.
7. This Interlocal Cooperation Agreement constitutes a one-time Agreement between the Parties and does not constitute a continuing Agreement for the CITY and CCRMA. The Interlocal Cooperation

Attachment: Whipple Road CCRMA Interlocal (2560 : CCRMA-Whipple Rd Project)

Agreement expires when the Project is completed or a 30 day termination notice is given by either CITY or CCRMA.

- 8. The Rules, Regulations and Orders of CITY shall govern this Interlocal Cooperation Agreement and the Parties agree that CITY shall supervise the performance of this Interlocal Cooperation Agreement.
- 9. This Interlocal Cooperation Agreement shall have no legal force or effect until such time as it is properly Adopted and Approved by the CITY OF LOS FRESNOS CITY COUNCIL and the CAMERON COUNTY REGIONAL MOBILITY AUTHORITY BOARD OF DIRECTORS.

Executed on this _____ day of _____, 2018.

Attested by: _____
 Jacqueline Moya
 City Secretary

 Polo Narvaez
 Mayor of Los Fresnos

Attested by: _____
 Horacio Barrera
 CCRMA Secretary

 Frank Parker, Jr.
 CCRMA Chairman

Attachment: Whipple Road CCRMA Interlocal (2560 : CCRMA-Whipple Rd Project)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Change Order
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2557)

DOC ID: 2557 A

Discussion and possible ACTION on Change Order No. 2 for the Nature Park.

This change order is needed due to the following reasons.

1. The connection for the amphitheater to the main trail was actually off another trail that we cut due to costs so there was not connection to the main trail for wheelchair access. We assumed we would add the wheelchair access on the next phase but the ADA reviewer will not allow us to wait.
2. The area right at the amphitheater requires concrete not crushed granite.
3. The original location for handicapped seating was at the top of the amphitheater. The ADA reviewer is requiring them to be in the center of the amphitheater and at the ends of the center row. This required the straight retaining wall and pavers to be reconfigured to accommodate the additional width of the wheel chairs.
4. The tie in for the trail coming from the park to the sidewalk along Arroyo Boulevard is too steep for proper grade to safely come down the hill to the sidewalk and get turned either north or south. This allows the grade to be only a 2% slope and flairs at the connection. This will meet ADA requirements and will be safe for our residents.

We have excess funds from Municipal Court Revenue that will more that cover the \$8,675.14 for this change order.

I recommend approval.

**Hanson Professional Services, Inc.
Change Order No. 2**

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. 2
-------------------------------	--	--

Contractor: Diamond Eight Industries, LLC	Engineer: Hanson Professional Services, Inc.
--	---

Changes to Existing Line Items (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
2.	Flexible Base-Limestone, 6"	11,816	SF	\$2.35	366	\$860.10
3.	Flat Ribbon Curb	2,337	LF	\$7.00	141	\$987.00
4.	Stabilized Decomposed Granite Trail	11,816	SF	\$4.00	366	\$1,464.00
	4" c-900 DR-25 Potable Water Line	1,013	LF	\$11.00	-139	-\$1,529.00

**New Items Requested (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
	Concrete Pads for Exercise Stations	SF	\$ 4.75	125	\$ 593.75
	Concrete Ramp	SF	\$4.75	63	\$299.25
	Excavation at FM-1847 Sidewalk Tie-in	CY	\$ 6.00	583.34	\$3,500.04
	Relocation of Amphitheater Wall	LS	\$2,500.00	1	\$2,500.00

Attachment: Change Order No.2-Nature Park (2557 : Change Order No. 2-Nature Park)

<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. 1 to No. 2	\$ 16,143.00	Net Change From Previous Change Orders	0 working days
Contract Price Prior to this Change Order	\$ 297,360.47	Contract Time Prior to this Change Order	Complete by 05/23/18
Net Increase/Decrease of this Change Order	\$ 8,675.14	Net Increase/Decrease of this Change Order	20 working days
Contract Price With all Approved Change Orders	\$ 306,035.61	Contract Time With all Approved Change Orders	Complete by 06/21/18
Cumulative % Change in Contract Price:	8.83 %		

APPROVED by Owner: City of Los Fresnos	
Signature: _____	Title: _____ Date: _____
RECOMMENDED: Hanson Professional Services, Inc. By:  _____ ENGINEER (Authorized Signature) Date: <u>4/04/2018</u>	ACCEPTED: Diamond Eight Industries, LLC By: _____ CONTRACTOR (Authorized Signature) Date: _____

Attachment: Change Order No.2-Nature Park (2557 : Change Order No. 2-Nature Park)



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

1.7.3.b

April 4, 2018

Mark Milum
200 N. Brazil
Los Fresnos, Texas 78566

RE: LOS FRESNOS NATURE PARK TRAILS IMPROVEMENTS PHASE II

Mr. Milum:

Attached is Change Order No.2 for the Nature Park Trails Improvements Phase II. This Change Order accounts for the additional costs for:

- Updated ADA compliant Amphitheater design that includes decomposed granite trail sidewalk and a concrete ramp to the stage.
- Concrete pads for ADA compliancy on the Exercise Stations.
- Additional excavation on the Northwest bike trail required to tie the bike trail into the existing sidewalk on the Southside of FM 1847.

We have reviewed these costs and recommend approval.

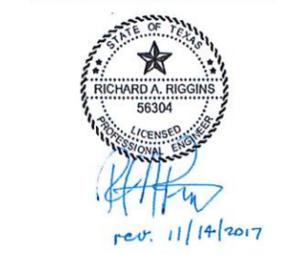
Sincerely,

Hanson Professional Services Inc.

Richard Riggins, P.E.
Project Engineer



Offices Nationwide
www.hanson-inc.com
Hanson Professional Services Inc.
789 E. Washington St.
Brownsville, TX 78521
phone: 956-541-1155



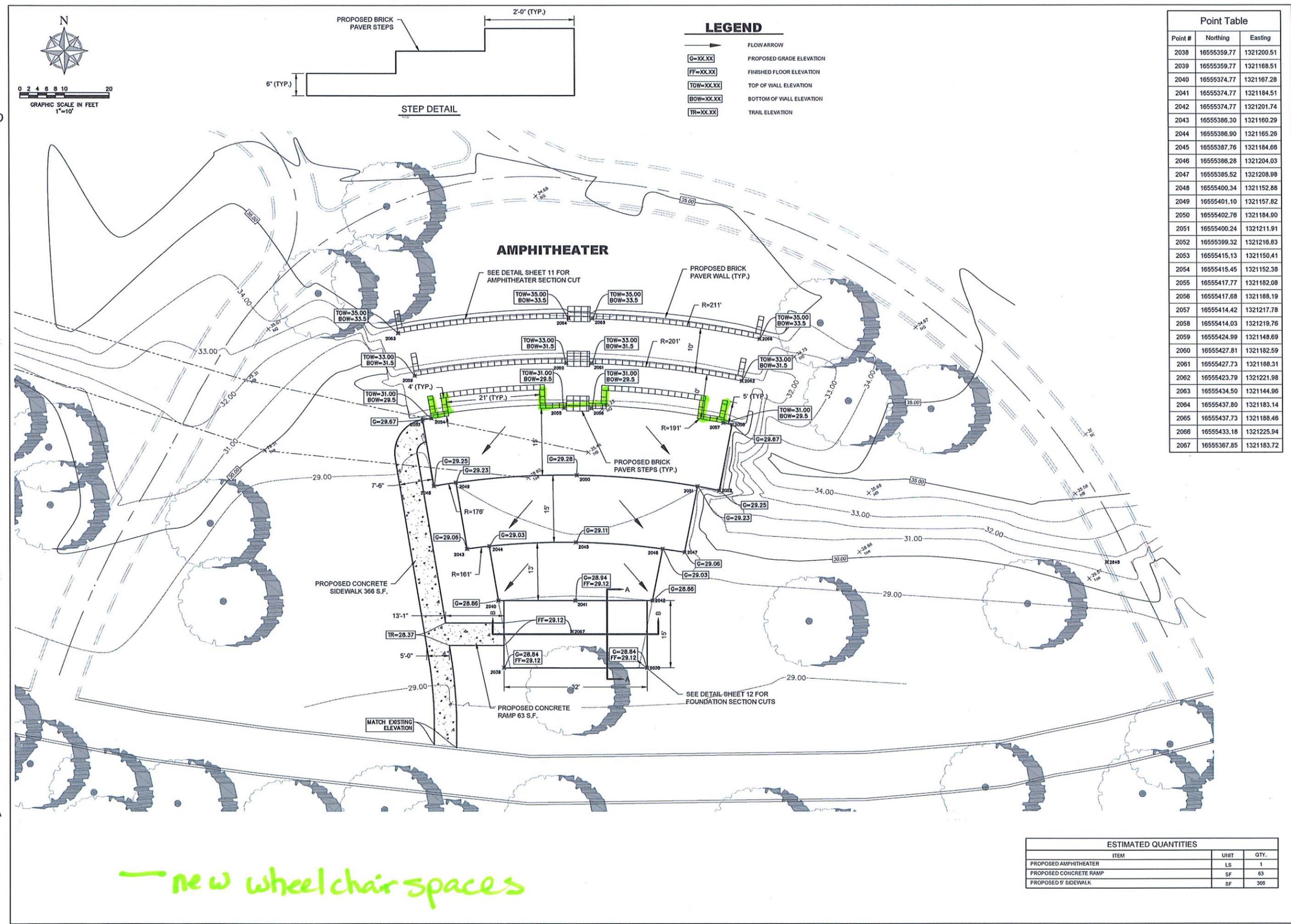
Nature Park Trails Improvements Phase II
Los Fresnos
City of Los Fresnos

City of Los Fresnos
Los Fresnos, TX 78566
Cameron County

MARK	DATE	DESCRIPTION
▲	3-30-18	AMPHITHEATER REVISION

ISSUE: 11.2017
PROJECT NO: 16L0281
CAD FILE: 16L0281-AMPHI.dwg
DESIGN BY: AA
DRAWN BY: MAL
REVIEWED BY: RAR
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SHEET TITLE

TRAILS PHASE II - AMPHITHEATER



Point Table

Point #	Northing	Easting
2038	1655359.77	1321200.51
2039	1655359.77	1321168.51
2040	1655374.77	1321167.28
2041	1655374.77	1321184.51
2042	1655374.77	1321201.74
2043	1655386.30	1321160.29
2044	1655386.90	1321165.26
2045	1655387.76	1321184.66
2046	1655386.28	1321204.03
2047	1655385.52	1321208.98
2048	1655400.34	1321152.88
2049	1655401.10	1321157.82
2050	1655402.76	1321184.90
2051	1655400.24	1321211.91
2052	1655399.32	1321216.83
2053	1655415.13	1321150.41
2054	1655415.45	1321152.38
2055	1655417.77	1321182.08
2056	1655417.68	1321188.19
2057	1655414.42	1321217.78
2058	1655414.03	1321219.76
2059	1655424.99	1321148.69
2060	1655427.81	1321182.59
2061	1655427.73	1321188.31
2062	1655423.79	1321221.98
2063	1655434.50	1321144.96
2064	1655437.80	1321183.14
2065	1655437.73	1321188.46
2066	1655433.18	1321225.94
2067	1655367.85	1321183.72

ESTIMATED QUANTITIES

ITEM	UNIT	QTY.
PROPOSED AMPHITHEATER	LS	1
PROPOSED CONCRETE RAMP	SF	63
PROPOSED S' SIDEWALK	SF	366

new wheelchair spaces

MAR 30, 2018 11:52 AM LOYAD01776 T:\16L0281-LOS FRESNOS NATURE PARK TRAILS IMPROVEMENTS PHASE 2\3. DRAFTING\CIVIL 3D\16L0281-AMPHI.DWG

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Agreement
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

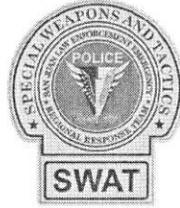
ACTION ITEM (ID # 2559)

DOC ID: 2559 A

Consideration and ACTION to approve a Memorandum of Understanding with San Juan Police Department and Los Fresnos Police Department for participants in the Law Enforcement Emergency Regional Response Team.

This agreement is an update to the one the Council approved last year for the City to be part of the team. Hopefully we will not have to use the services of the team but if we do we already have the agreement in place. It is good for all cities to be part of this team so everyone does not have to equip and train a team but can share resources and have one quality regional team.

I recommend approval.



**MEMORANDUM OF UNDERSTANDING
FOR POLICE SERVICES BY AND BETWEEN**

**San Juan, Texas Police Department and the Los Fresnos,
Texas Police Department**

This Memorandum of Understanding is being executed between the City of San Juan, Texas Police Department and the City of Los Fresnos, Texas Police Department to establish operating procedures for the Law Enforcement Emergency Regional Response Team. The agencies jointly and separately agree to abide by the terms and provisions of this Memorandum of Understanding and their respective operation procedures.

WHEREAS, it is in the best interest of the City of San Juan Police Department and City of Los Fresnos, Texas Police Department to provide for certain police services upon request; and

WHEREAS, the Texas Constitution provides authority for intergovernmental cooperation; and

WHEREAS, the two Cities may obtain more effective and efficient police services when their police officers cooperate with and assist each other in providing certain specialized police services;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the City of San Juan Police Department (Law Enforcement Emergency Regional Response Team) and City of Los Fresnos, Texas Police Department agrees as follows:

PURPOSE AND MISSION

The primary purpose of the Law Enforcement Emergency Regional Response Team is to provide a systematic approach to saving lives in accordance with the priorities of life and the specific standards set forth herein, in concert with the totality of circumstances presented. While life safety is a priority of the Law Enforcement Emergency Regional Response Team, the specific circumstances will dictate the level of force necessary to adequately protect the public and the officers involved.

Resolution of some incidents may require the specific application of various levels of force, up to and including, deadly force. The purpose of this Memorandum of Understanding is to formally adopt the procedures contained in the Law Enforcement Emergency Regional Response Team Policies and Procedures.

The mission of the LEERRT is to provide a professionally specialized trained team capable of responding to any critical incident and render the location and area safe utilizing special weapons and tactics. The Law Enforcement Emergency Regional Response Team recognizes the vulnerability of the people and communities located within the Region to loss of life and or serious injury due to acts of violence and/or threats of violence. These critical incidents, civil emergencies and disasters may present equipment and manpower requirements beyond the capacity of each individual Agency.

GENERAL AGREEMENTS

A. DEFINITIONS

The following terms are defined for use in this Agreement:

1. "Agency" means the Police Departments of City of Los Fresnos, Texas Police Department .
2. "Requesting Agency" means an Agency requesting specialized emergency police services or assistance pursuant to this Agreement.
3. "Responding Agency" means an Agency providing specialized emergency police services or assistance pursuant to this Agreement, or an Agency that may be called upon to provide emergency services or assistance pursuant to this Agreement.
4. "Emergency police services and assistance" means personnel and equipment necessary for providing specialized emergency police protection and services in police matters involving a life threatening situation, a situation in which there is grave danger of serious bodily harm to civilians and police officers, a situation involving critical incident that will require specialized personnel and equipment, or other similar civil disturbance.
5. "Jurisdiction" of the Agency shall be as follows:
 - a. "City of San Juan Police Department" means the corporate limits of said City.
 - b. "City of Los Fresnos, Texas Police Department " means the corporate limits of said City.
6. "Policies and procedures" means the policies and procedures adopted by the Agencies which set forth, among other things:
 - a. The persons in each Agency who are authorized to request specialized emergency police services or assistance from another Agency and the matter in which such requests are to be processed and approved.
 - b. The persons in each Agency who are authorized to approve requests for their police officers to provide specialized emergency police services or assistance in another Agency, and who are thus responsible for determining whether or not their Agency will respond, and if so, the number of personnel and the amount and type of equipment which will be provided.

B. POLICE SERVICES AND ASSISTANCE

The Chief of Police, City Manager, or designee, shall be responsible for receiving requests for specialized emergency police services and assistance (Law Enforcement Emergency Regional Response Team) in accordance with the policies and procedures adopted by the Agencies. The manner in which Agencies shall request specialized emergency police services and assistance from other Agencies, and themselves respond to such requests, shall be as follows:

1. Any Agency, through its authorized personnel, may request specialized police emergency police services or assistance from other Agencies. (Law Enforcement Emergency Regional Response Team).
2. The requesting Agency shall specify the type of specialized emergency police service or assistance, (Law Enforcement Emergency Regional Response Team) which is needed, and state the number of personnel and the amount and type of equipment, which are being requested.
3. The responding Agency shall make a reasonable effort to provide the specialized emergency police services or assistance (Law Enforcement Emergency Regional Response Team) requested pursuant to this Agreement, subject to its workload and availability of police officers at the time of the request, the nature and urgency of the request, and other such similar limiting factors. If it agrees to provide specialized emergency police services or assistance, the responding Agency shall, at its sole discretion, determine the number of personnel and the amount and type of equipment that will be provided.
4. The Agency which is requesting specialized emergency police services or assistance from other Agencies, and the types of specialized emergency police services and assistance (Law Enforcement Emergency Regional Response Team) which they are requesting are as follows:
 - a. The City of Los Fresnos, Texas Police Department hereby requests that the police department of City of San Juan, Texas (Law Enforcement Emergency Regional Response Team) provide specialized emergency police services and assistance in situations where they receive calls or other requests for specialized emergency police services and assistance from persons who would ordinarily be within the jurisdiction of the City of Los Fresnos, Texas Police Department or where the police officers or other personnel of said Agencies view circumstances indicating probable cause that there has been, is, or other rule or regulation within the jurisdiction of the City of Los Fresnos, Texas Police Department .

C. POLICE AUTHORITY

Police officers and other personnel who are providing emergency police services and assistance within the jurisdiction of another Agency shall have the following police authority and power, and be subject to the following working procedures and measures:

1. When acting pursuant to this Agreement within the jurisdiction of the requesting Agency, police officers and other personnel of a responding Agency shall therein have the same police authority and power as police officers or other personnel of the requesting Agency.

2. The heads of the Agencies shall establish working procedures and measures as they deem necessary for the control and direction of police officers, personnel, and equipment that are acting within the jurisdiction of a requesting Agency pursuant to this Agreement; provided, however, that until such working procedures and measures are established, the police officers, personnel, and equipment of a responding Agency shall be subject to the direction and control of the Police Chief of the requesting Agency.

D. COMPOSITION AND COMMAND

The City of Los Fresnos, Texas Police Department agrees to assign (2) officers to the LEERRT as Swat Operators. Increases to the LEERRT team by either agency may occur upon agreement by both participating agencies. Selection and dismissal of personnel to/from the LEERRT Team will be in accordance with the provisions outlined in the LEERRT Policies.

Each department reserves the right to make changes in its certified personnel assigned to the LEERRT team by providing a **30 day notice to the team commander in writing**. This will include the number of personnel assigned.

The LEERRT will select all prospective members from a valid selection roster created through applicant testing. Criteria form application will be based on the following; time in service if a certain length, satisfactory job performance in present and previous assignments, review of operator's attendance, performance and conduct, satisfactory physical fitness levels and a LEERRT specific validated task related tests.

The LEERRT team Commander and team leaders will be assigned by the Command and Control Structure of the San Juan Police Department. The team commanders will have the responsibility for overall command and control, supervision, selection, training, assignments, call-outs, and equipment purchases and replacement for the team. Command of the LEERRT Team tactical operations shall rest with the Team Leaders assigned to the team until the critical incident has been resolved and the scene has been rendered safe.

E. POLICY AND DIRECTION

The policy and direction of the Law Enforcement Emergency Regional Response Team will be a joint responsibility of the participating agencies on the team and the San Juan Police Department in accordance with the policies and procedures of the LEERRT team.

F. INVESTIGATIVE GUIDELINES, PROCEDURES AND JURISDICTION

After the **Law Enforcement Emergency Regional Response Team** has responded and secured the critical incident, the agency with jurisdiction will be responsible for processing the crime scene. The LEERRT

Team will assist when requested to the extent possible. Asset Forfeiture Sharing will be done in accordance with established MOU's and state & federal forfeiture laws on a case by case basis.

G. COOPERATION BETWEEN AGENCIES

To the extent possible, all Law Enforcement Emergency Regional Response Team operations will be a joint activity, with no agency acting independently of the other agency. Agencies will operate in accordance with established guidelines under the Incident Command System and established protocol through the LEERRT policies.

H. TEAM ACTIVATION AND OPERATIONAL PROBLEMS

Team activations take precedence over all others assignments within the agencies assigned to the LEERRT. Team members from the various agencies assigned to the LEERRT become subordinate to the team Commander and/or team leaders. The Commander or Team Leaders will then take responsibility for the conduct of the activation. *The personnel costs of training and activations shall be absorbed by each member agency as agreed upon in these MOU.*

The LEERRT team is available, with the approval of the team Commander to any requesting law enforcement agency. When a request for the team is received it shall be immediately forward to the LEERRT Commander who will determine if in fact the situation warrants the activation of the team based on a standard threat matrix.

If the situation warrants the activation of the team, the Commander will request activation of the team. Once permission is granted the activation will follow standard procedures.

If any tactical operational problems are encountered, they will be mutually addressed and resolved by the Law Enforcement Emergency Regional Response Team Command and Control Element. Ideally, it is agreed that resolution of tactical operational problems will be resolved by the LEERRT Team. Any tactical operational problems not resolved at this level will be referred to the heads of the respective agencies on scene.

I. OPERATIONAL PROCEDURES

The Law Enforcement Emergency Regional Response Team in concert with this Memorandum of Understanding will report to the On-Scene Incident Commander and operate under their control in concert with the National Incident Management System (NIMS) and/or Incident Command System (ICS) protocols. The LEERRT will respond to but not limited to the following types of incidents: Homeland Security related Missions (Border Security), Protection of Critical Infrastructure and Personnel, Terrorists Incidents, Hostage Rescue Operations, Response to Suicide & Homicide Bombers, Civil Disturbances, including Riots, Active Shooter Incidents, Hazardous Warrant Service, Operations in CBRNE environments, Barricaded Persons and in any event in which a member agencies tactical resources have been depleted.

J. EQUIPMENT

Equipment acquisition will occur jointly by the Law Enforcement Emergency Regional Response Team. The Command Staff will meet monthly and answer to and provide regular updates on the following to the LEERRT participating agencies; Operational standards, Equipment acquisitions, personnel acquisitions, training activities, activations, after action summaries and regional grant funding concerns and opportunities. ***Regional Grant monies will be used to assist member agencies in the purchase of specialized equipment.***

In the event the LEERRT team is dissolved, an inventory of all equipment shall be made, and the equipment shall be returned to the purchasing department. Equipment will be stored in accordance with LEERRT Protocols. It is understood that from time to time, some equipment may need to be stored temporarily at other locations until such time that it can be moved to a regularly assigned location.

K. PRESS RELEASES

Press releases and/or the release of information to the media will be made by the agency that has jurisdiction where the event occurred in accordance with the releasing agencies established media release policy. No unilateral press releases will be made by any participant without the prior approval by the other participants. No information pertaining to the LEERRT team itself will be released to the media without the mutual approval of the team commander.

L. EVALUATION AND REVIEW

The Law Enforcement Emergency Regional Response Team will be evaluated on an annual basis by the police chiefs from each participating department who may make recommendations for improving the performance of the team.

M. LIABILITY

The statutes and case law of the State of Texas shall be used to establish the liability of the parties to this Agreement or for injuries caused to third parties. In the event of any injury to the person(s) or damaged to the property of the police officers or other personnel of a responding Agency, when acting pursuant to this Agreement within the jurisdiction of a requesting Agency, the governmental entity of the responding Agency shall be responsible for any damages from any liabilities arising out of such injury.

All damaged property claims; injury claims and/or use of force claims reported as a result of a tactical operation will be reviewed, investigated and evaluated by the command and control staff of the San Juan Police Department's legal department.

N. SEVERABILITY

If any provision of this Agreement is invalid for any reason, such as invalidation shall not render invalid other provisions of this Agreement that can be given effect without the invalid provision?

O. EFFECTIVE DATE

This Agreement shall be effective when duly executed by the authorized representatives of the City of San Juan, Police Department (Law Enforcement Emergency Regional Response Team) and the City of Los Fresnos, Texas Police Department .

P. AMENDMENT

This Agreement may be modified or amended by unanimous agreement of the City of San Juan Police Department (Law Enforcement Emergency Regional Response Team) and the City of Los Fresnos, Texas Police Department.

Q. TERMINATION

This Agreement shall terminate, and shall have no force or effect, upon the passage by the (City of San Police Department (Law Enforcement Emergency Regional Response Team) and the City of Los Fresnos, Texas Police Department of an ordinance, resolution, or other document indicating withdrawal from this agreement.

R. GOVERNING LAW

This Agreement shall be construed in accordance with the laws and Constitution of the State of Texas.

S. CONFIDENTIALITY

In order to ensure the safety of all operators, all parties to the memorandum of understanding agree to adhere to the confidentiality expectations as outlined in the LEERT policies and procedures manual.

IN WITNESS WHEREOF, the City Council of City of San Juan, Texas and the City Manager and/or Police Chief of the City of Los Fresnos, Texas Police Department have authorized their representatives to execute this Agreement; and said representatives have caused this Agreement to be executed, and have attached herewith a copy of the ordinance, resolution, or other documents adopted by their respective governing body authorizing them to execute this Agreement.

It is agreed that this Memorandum of Understanding will remain in effect until further notice contingent upon agreement of the parties. This agreement may be terminated at any time by any participating agency delivering a written notice of termination to the other participating agency.

AGENCY A

Authorized Official: _____ Juan Gonzalez Chief of Police
Signature Printed Name and Title

Agency: City of San Juan Texas Police Department

Address: 2301 N. Raul Longoria, San Juan Texas 78589 Telephone(s): 956 223-2400

AGENCY B

Authorized Official: _____ Hernan Gonzalez
Signature Printed Name and Title

Agency: Los Fresnos Texas Police Department

Address: 200 N. Brazil St. Los Fresnos, TX78566 Contact :

Attachment: MEMORANDUM SAN JUAN POLICE (2559 : Memorandum of Understanding-San Juan PD & Los Fresnos PD)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Agreement
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2551)

DOC ID: 2551 A

Consideration and ACTION to approve the Community Development Corporations recommendation to hire Retail Coach for Commercial & Retail Recruitment.

The CDC Board approved this at their meeting on April 2. This is the information I shared with them along with the attachments of each of the proposals we received.

After much discussion, questions, review and thought Desi & I believe the top 2 are CBRE and The Retail Coach. Both would be good but for actual Retail Recruitment that we desire we feel that The Retail Coach is the one to go with. If we had property to develop and market to Retailers we feel CBRE would be best. The CDC has done business with The Retail Coach on 2 separate occasions where they conducted market studies and provided documents for us to provide to different prospects. These documents are key to what brought Wal-Mart, McDonald' Restaurant, Church's Chicken, Little Caesars, Wing Stop, etc. This work will do the same but focus more on actual recruitment.

I recommend approving the recommendation of the CDC Board to hire The Retail Coach for retail recruitment.

March 8, 2018



Attachment: THE RETAIL COACH (2551 : The Retail Coach)



Retail Recruitment Proposal

PROPOSAL FOR:

City of Los Fresnos

PREPARED BY:

Aaron Farmer ©
Senior Vice President

Kelly Cofer
President/CEO



WHO WE ARE

Your Retail Partner

We are a national retail consulting, market research, and development firm. Our experience combines strategy, technology, and creative marketing to execute high-impact retail recruitment and development strategies for local governments, chambers of commerce, and economic development organizations.

Since 2000, we have provided the research, relationships, and strategies needed to drive new retail developments in communities across the United States.

PROVEN RESULTS

3.5+ million

Square feet of new retail space recruited to client communities in the past five years

\$600 million

Additional sales tax dollars generated in client communities in the past five years

450+

Communities throughout the United States have trusted The Retail Coach with their retail recruitment efforts



Attachment: THE RETAIL COACH (2551 : The Retail Coach)



Retail Recruitment Experts You Can Trust



- 50+ years of retail recruitment and development experience.
- We are consultants, not brokers. We have no conflicts of interest and will do what is best for the long-term growth of your community.
- Member of the most exclusive retail professional network - CCIM.

OUR TEAM OF RETAIL RECRUITMENT EXPERTS DEDICATED TO LOS FRESNOS

Project Lead



Aaron Farmer
Senior Vice President



C. Kelly Cofer, CCIM
President & CEO



Charles Parker
Director - Retail Strategy



Nancy Dees
Director of Finance



Austin Farmer
Director of Marketing



Matthew Lautensack
Director of Research & Development



Will Kline
Project Manager - Retail Strategy



Shelby Nickol
Communications Coordinator

RETAILERS WE'VE RECRUITED



And Hundreds More...

Attachment: THE RETAIL COACH (2551 : The Retail Coach)

PHASE 1

Marketing & Branding

Retail Market Profile

TRC will develop a retail market profile tailored to the specific needs of targeted retailers' essential site selection and location criteria. The profile serves as a community introduction and includes:

- Retail trade area map
- Location map
- Traffic count map
- Demographic profile summary
- Appropriate logo and contact information

Retail Feasibility Packages

TRC will create a comprehensive retailer-specific retailer feasibility package to address retailers' essential location criteria. The feasibility package includes:

- Community Overview
- Real estate sites
- Location Map
- Retail Trade Area Map
- Existing Retailer Aerial Map
- Retailer Location Map
- Retail Trade Area Demographic Profile Summary
- Retail Gap Analysis Summary Table
- Retail Trade Area Psychographic Profile
- Retail Trade Area Demographic Profile
- Community Demographic Profile
- Area Traffic Generators
- Retail Site Profiles
- Appropriate logo and contact information
- TRC will create an online community dashboard, which is available at www.theretailcoach.net, for visual presentation and easy downloading of marketing information and data sets.

PHASE 1

Marketing & Branding (Cont.)

Real Estate Developer Opportunity Package

TRC will create a developer opportunity package for verified development and redevelopment sites. The package will profile each site based on real estate developers' site selection criteria. The developer package includes:

- Community Overview
- Location map
- Retail trade area
- Demographic trends
- Aerial imagery
- Traffic counts
- Site-line visibility from major and secondary traffic arteries
- Ingress/egress for primary and secondary traffic arteries
- Median cuts or possibilities
- Traffic signal existence or possibilities
- Site characteristics and topography
- Appropriate zoning
- Area retail
- Residential clustering and support
- Proximity to "anchor" retailers
- Top employers
- Workplace population
- Potential retail tenants

TRC will also upload the developer opportunity package to the online community dashboard at www.theretailcoach.net.

Retail Conferences

TRC will assist in marketing Los Fresnos to retailers and real estate developers we meet with at attended retail industry conferences.

PHASE 2

Recruiting Retailers & Developers

Recruitment of Retailers

TRC is the first national retail real estate advisory firm to introduce retailer and developer recruitment for communities. Seventeen years and more than 400 projects later, the recruitment of retailers remains one of the primary metrics of success.

While accurate and current data are necessary, one of the most important components of a retail strategy is proactive recruitment. Since recruitment is a process, not an event, TRC is actively engaged in recruitment efforts starting day-one and continuing over a 12-month period to ensure success.

Our retailer recruitment process includes the following steps:

- Introductory emails and retail market profiles are sent to each targeted retailer.
- Personal telephone calls are placed to measure interest level.
- Personal emails and retailer feasibility packages are sent to each targeted retailer.
- Personal emails and retail site profiles for prime sites are sent to the appropriate targeted retailer.
- Personal emails are sent to inform targeted retailers of significant market changes.
- A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities.
- Personal emails are sent to decision makers once per quarter to continue to seek responses regarding their interest level.

A retailer status report is provided with retailer responses resulting from our continued recruitment activities.

Recruitment of Developers

Much of our recruitment success comes from our established network of national retail developers.

Developer networking and recruitment have become key components in a community's retail recruitment and development success. Retailers have specific property requirements based on their site location criteria. A mid- to high-tier retailer might show interest in a community; however, there may not be sufficient ready-to-lease properties matching their needs and brand requirements. Relationships with developers are important in these situations to capitalize on retailer interest and opportunity.

Our developer recruitment process includes the following steps:

- Introductory emails and developer opportunity packages are sent to developers.
- Personal telephone calls are placed to measure interest level.
- Personal emails are sent to inform developers of the status of interested retailers and any significant market changes.

A developer status report is provided with each developer's complete contact information and comments resulting from recruitment activities.

PROJECT EXPECTATIONS

Timeline & Pricing



REPORTING

The Retail Coach will provide project updates on a monthly basis.



PROJECT TIMELINE

The Retail Coach is available to begin work immediately upon agreement of terms with a project duration of 12 months.



Project Pricing

The total fee for completion of this work is **\$15,000** payable in two installments:

- a) **\$7,500** upon execution of contract;
- b) **\$7,500** upon delivery of final documents and second round of recruitment.

*Work fees are payable within 30 days of receiving invoice.

Reimbursable Project Expenses

It is estimated that reimbursable expenses will be approximately **\$300**. Reimbursable expenses include:

- a) All travel costs;
- b) Cost of special renderings and maps, if any;
- c) Cost of copies for reports and maps/drawings; and
- d) Cost of shipping expenses, if any.

*Project expenses are payable within 30 days after receipt of the expense invoice. The Retail Coach will provide a digital copy of the deliverables.

)

Attachment: THE RETAIL COACH (2551 : The Retail Coach)

Signatures

The Retail Coach

_____ Date _____

C. Kelly Cofer

City of Los Fresnos

_____ Date _____

WHAT OTHERS SAY ABOUT THE RETAIL COACH

Client Testimonials

"After visiting our city, Aaron and Kelly were able to quickly recognize the challenges of our rapidly growing community, and identify submarkets for retail attraction purposes. Report numbers do not show the full story for our city. The time they spent in the community and surrounding areas, meeting with community representatives and really working to understand our retail challenges, made the difference. Even after the retail market study was completed, Aaron and Kelly continued the relationship, serving as a valuable resource."

Michelle Hill
Economic Development Manager
Commerce City, CO

"In my opinion, The Retail Coach's strategy and assistance has netted us over 325,000 square feet of occupied retail development during one of the most significant retail downturns in the last 20 years. Money well spent."

Samuel D. R. Satterwhite
Executive Director
Wylie Economic Development Corporation

"United Supermarkets showed interest in Brownwood directly through the efforts of the consulting firm The Retail Coach which was hired by the City, Chamber and Brownwood Economic Development Corporation in 2010. Aaron Farmer of The Retail Coach initiated the idea of a location in Brownwood with United."

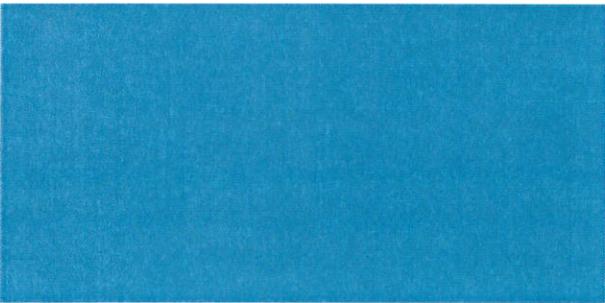
Mayor Stephen Haynes
City of Brownwood, Texas

"The location of Sprouts Farmers Market was a direct result of meetings coordinated by The Retail Coach between our community and site selectors at ICSC/Recon in 2012."

Warren Unsicker, CEcD
Vice President, Economic Development
Broken Arrow Economic Development Corporation
Broken Arrow, OK

"As a customer of The Retail Coach I have witnessed first-hand success with Aaron Farmer and his skilled team. The staff at The Retail Coach deliver the knowledge, skill, and rapport necessary to recruit retail into regions seeking progression, all while taking the difficulty away from the municipalities. They are a strong catalyst in retail expansion for any community that is looking for increased economic growth."

Sean Overeynder
Community Development Director
Scottsbluff, Nebraska



PLEASE CONTACT:

Aaron Farmer
Senior Vice President
The Retail Coach
C. 662.231.0608
O. 662.844.2155

Attachment: THE RETAIL COACH (2551 : The Retail Coach)

**BETTER RETAIL.
BETTER COMMUNITIES.**



Jerry Briones – Professional Biography

Jerry Briones is a well-rounded business professional with extensive experience in outside and inside sales, Property and Casualty Insurance, Real Estate financing, small business entrepreneurship, business finance consulting, aviation, and economic development.

Jerry's specific areas of expertise are in sales leadership, sales management, coaching, insurance practices, public speaking, lead generation, and prospect outreach. Jerry is a strong B2B sales leader. Jerry is skilled in Microsoft Office, several CRM Software, and marketing programs. Jerry has excellent interpersonal business relationship skills and works well with all community stakeholders.

Most recently with the Brownsville Economic Development Council, Jerry is a proven prospect outreach asset. Whether setting appointments with C-level executives of Fortune 500 companies or managing local business retention programs, or working on workforce issues, he has enjoyed working in improving his community's prosperity.

Some areas of significant accomplishment include:

- Allstate Honor Ring recipient three years in a row awarded an Honor Ring and conference trips to Oahu and Cabo San Lucas.
- UniFirst Corporation's President's Club member awarded President's Club ring and conference trip to Maui.
- Meeting with C-Level executives at General Motors, Ford Motor Company, Toyota Corporation, Industrial manufacturers and Aerospace Defense contractors.
- Traveled to Chile for a speaking engagement on "doing business in Brownsville TX" to the Copper industry in Antofogasta Chile.

Jerry is an active community member of the Brownsville Nite Lions, Catholic order of the Alhambra's, Board member, City of Brownsville Urban System, Good Neighbor Settlement Home, Brownsville Boys and Girls Club and other community organizations.

Jerry has excellent ties to economic development organizations such as the Governor's Team Texas, Go Big in Texas, Texas Workforce Solutions, Rio South Texas Economic Council (RSTEC), Lower Rio Grande Development Council (LRGDC) and the Governor' Office for Economic Development.

Jerry has a strong passion for his community, and increasing economic prosperity for all Valley residents. He has enjoyed his time in economic development which provides a direct link to community prosperity. To that end, he has traveled to many parts of the United States plugging his community as a place for business to prosper.

Jerry's interests are learning more about manufacturing, economic development strategies, lowering his golf handicap, and barbecuing with his wife and two children. Jerry, with sixty credit hours in Communications is actively looking at returning to school and obtaining his Baccalaureate in Communications.

JERRY BRIONES

5502 RUSTIC MANOR DRIVE, BROWNSVILLE, TX 78521, 956-295-9307, JBCONSULTING24@YAHOO.COM

OBJECTIVE

To Provide Positive Community and Economic Growth in a Team Driven Environment.

EXPERIENCE

02/18/2018 – Jerry Briones, Private Contracting

- Assist Rural Communities of Rio Hondo and Los Indios, TX coordinating prospect development and recruiting strategies.
- Coordinate and facilitate meetings between prospect executive management, City Administrators, City Mayor and representatives from Governor’s economic development office.
- Prepared detailed research reports on prospects core business, employment figures, expansion plans and company needs analysis in the event of relocation.
- Preparing due diligence reports, Prospect financial strength analysis, and Community Economic Impact study via UTRGV business department.
- Via contact with Governor’s Economic Development Office the City of Rio Hondo will start receiving Requests for Proposals.
- Performing economic development duties as they arise.

09/2017 to 02/16/2018: CONTINUED - Brownsville Economic Development Council (BEDC)

DIRECTOR – GLOBAL OUTREACH AND DEVELOPMENT

- Supervise and evaluate two lead generation specialists
- Manage staff in developing and executing measurable goals, reporting standards and benchmarks aligned with the department mission and objectives.
- Conduct the recruitment of targeted primary job employers for relocation or expansion into Brownsville. Prepare appropriate responses to Governor’s Request for Proposals.
- Conduct prospect visitations and support business retention and expansion programs.
- Prepare and provide Strategic Planning, and Annual Budgeting reports. Prepare public presentations to governmental, or public entities.
- Analyze complex issues, its impacts and provide clear and concise recommendations and alternative solutions.
- Attend trade shows and conferences within the purview of the Governor’s Team Texas and Texas One. Provide detail reports on all recruitment activities for Staff review.
- Participate and facilitate in local workforce development efforts via Texas Southmost College, UTRGV, Greater Brownsville Incentives Corporation, Texas Workforce Solutions, Texas State Technical College, South Texas Manufacturers Association and others.

06/08/2016 – 09/2017 Brownsville Economic Development Council (BEDC), 301 Mexico Blvd, Brownsville, TX 78520

GLOBAL OUTREACH SPECIALIST

- Responsible for recruiting and closing new corporate investment projects that encourage sound economic growth and develop job opportunities for Brownsville residents.
- Core responsibilities encompass both cold-calling initiatives; include contacting a variety of companies for interviewing executives and scheduling face-to-face meetings for the ultimate progression of high quality project leads.
- In-depth research analysis on company growth trends/decision-making point of contact. Update and Upload all pertinent prospect details via SalesForce.
- Excellent time management and organizational skills with a professional, enthusiastic and results-oriented attitude.
- Perform other duties as assigned or required.

2/14/2014 To 06/06/2016 UniFirst Corporation, 1514 Fair Park Boulevard, Harlingen, TX
OUTSIDE SALES REPRESENTATIVE

- Primary duties include new business development, image solution consulting, heavy prospecting, cold calling, setting appointments
- Conducting customer needs analyses, presenting effective solutions based on needs.
- Negotiating contracts and securing new account sales in Lower Rio Grande Valley markets.
- Mentor new hire employees on carrying out their primary duties and assignments.
- President's Club Member for exceeding UniFirst sales goals.
- Completed Sales Manager Program
- Performed work under pressure in meeting sales deadlines
- Able to work independently with little direction

3/15/2013 TO 1/3/2014 Ruben Garcia State Farm Agency, Brownsville, TX 785

OFFICE MANAGER

- Supervise, motivate, encourage and coach four licensed sales representatives and a front desk receptionist.
- Set, met, exceeded sales goals set by the Agent in Life, Auto and Home insurance products.
- Hired, terminate and disciplined staff as necessary.
- Kept track of daily, weekly and monthly sales reports, prospecting reports, mail out reports, call back routines and cancellation/retention call reports.

05/18/2012 To 2/15/2013 BCFS – Baptist Children Family Services, Harlingen, TX 78550

LOGISTICAL COORDINATOR

- Responsibilities included managing, and evaluating 15 company transporters, four recreational coordinators and for a brief period 11 Teacher Aides.
- Set work schedules, assigned daily transporting duties both for local and national transporting needs of displaced ineligible immigrant children.
- Managed monthly recreational calendars set by recreational coordinators for outings, in-shelter activities, Church activities, Store allotments, etc.
- Managed the requisition of Shelter supplies including laundry supplies, hygiene, shelter cleaning and office supplies, youth clothing, including shoes, sports equipment, and maintained requisition file to ensure keeping within our monthly budgets.
- All other duties as assigned by the Associate Program Director.

EDUCATION/LICENSES

- TSC/UTB Brownsville, TX Major – Communications-60 Semester hours
- Basic Economic Development Course - TEDC
- Previously licensed Texas Dept. of Insurance – General Lines License Property & Casualty – Life, Health, Accident & HMO –
- Completed Allstate Sales School
- Completed UniFirst Certification Sales and Development Training
- Completed UniFirst Value Selling Sales Course

VOLUNTEER ORGANIZATIONS

- Past President, and current member of Brownsville Nite Lions Club,
- Member of City of Brownsville Urban System Advisory Board
- Member of Order of Alhambra-Alva Caravan #91
- Past member of various Community organizations (United Way of Southern Cameron County, BISD, Good Neighbor Settlement House, Boys & Girls Club, Brownsville Chamber of Commerce, Brownsville CrimeStoppers)

MILITARY SERVICE

- United States Marine Corps (Sergeant E-5) – Honorable Discharge - 07-07-1977 To 08-24-1984

REFERENCES

- References are available on request.

Proposed Scope of Work – City of Los Fresnos

Purpose:

To advocate, assist, and provide economic development services to the City of Los Fresnos.

Priorities:

• **Site Selection Factors to Analyze:**

- Labor Costs
- Real Estate Costs/Availability/Shovel Ready
- Utility Costs
- Quality of Life
- Transportation Costs
- Incentives

• **Business Recruitment:**

- Establish Campaign Goal (Prospect Development, Site Visits, Face-to-Face Meetings, etc.)
- Identify, Research Target Industries (Retail/Mfg)
- Create Fact Sheet Highlighting Areas Advantages
- Create Company Prospect List for Client Review
- Create Custom Prospecting Emails and Phone messages
- Identify at least 2 contacts per Company for Outreach
- Start Campaign Outreach
- Vetting:
 - Ensure targeted industry criteria is met
 - Company is considering expansion or relocation
 - Company will consider LF geographic location
 - Set Appointment/Site Visit, etc.
- Prepare Company Contact Info Report
- Attend Prospect On-Site Visits if Requested

• **Trade Conferences:**

- Available for Trade Show Representation, Attendance or as needed.

• **Marketing Strategy:**

- Contact Site Selectors
 - National Accounting Firms
 - National Real Estate Firms
 - Boutique Firms
 - Site Link Forums (www.sitelinkforum.com)
 - Attend Site Selector Conferences

Proposed Scope of Work – City of Los Fresnos

- **Agreement is:**
 - Effective Upon Signing by all Parties.
 - Either party may terminate this contract at any time, with or without cause, by giving the other party thirty (30) days written notice to terminate.
 - No Recourse for either Party Upon Termination.

- **Payment:**
 - Hourly Rate of \$40.00 Billed in increments of 20 hours
 - Hourly Rate of \$32.50 Fulltime Employment
 - First Incremental Payment due 7 days from Agreement Signatures.
 - Trade Conference and Prospect On-Site Visits Fees are separate and negotiable.

Parties may add, change, or delete by Parties initialing any changes contained herein. Otherwise, this constitutes the entire Agreement.

Respectfully,

Jerry Briones

Circle One... ACCEPT DECLINE

Mark W. Milum, City Manager

Date: _____

Attachment: JERRY BRIONES (2551 : The Retail Coach)

Los Fresnos Marketing & Sales Program

400 E. 3rd St

Los Fresnos, Texas 78566

Ph. (956) 233-2218

March 22, 2018

Mark Milum, City Manager
City of Los Fresnos
200 Brazil
Los Fresnos, Texas 78566

Subject: Services for Marketing and Securing
New Business for Los Fresnos

Dear Mark Milum,

The CDC of Los Fresnos and the City of Los Fresnos are interested in improving the city for its residents by encouraging more retail and commercial business to the city. With your interest in hiring a firm/Team to help market the city you need our experienced team to make it happen. We offer the Team members of Stanford Knowles, Bill Hudson, Harry Urey and Allan Hollander, all who have worked together on multiple successful projects in Los Fresnos, Brownsville and Cameron County. Having our Team instead of a single company or individual will pay off for Los Fresnos.

This effort includes research, data gathering, data packaging, marketing, presentation and securing the businesses that would benefit both themselves and the City of Los Fresnos by locating here. We want the business to be successful, not just occupy space. We know the area well and have a vested interest in improving the climate for business in Los Fresnos and we know that any addition to Los Fresnos only helps our business.

The team members include:

- Bill Hudson - an investment real estate specialist who has shown his success in Master Planning and developing his 1,000 acres of Excellence in Brownsville as well as bringing Brownsville to the forefront of national retailer's who now cover Brownsville. His family and roots are in Cameron County, but his understanding of the national real estate markets make invaluable to Los Fresnos.
 - Introduced Brownsville to multiple National Retailers who did open facilities in Brownsville.
 - Responsible for Development of over 1,000,000 sf including Three Retail Shopping Centers, HEB, Wal-Mart, Fast Food pad sites, and commercial office space
 - Developed various MUD Districts in concert with developments
 - Developed 10+ single family subdivisions
 - Donated sites for 2 Elementary Schools
 - Donated 100 acres of land for Parks and Trails
 - Provides Real Estate Consulting for Various developers and landowners

- Allan Hollander - a marketing master who has won many awards in developing marketing materials over the course of 30 years.
- Stanford Knowles - an architect with a planning background providing successful services real estate developers for shopping centers, office centers, industrial residential and multifamily developments in Cameron County and across the state for 40+ years. His understanding of real estate goes beyond architecture having the following:
 - Successfully sold the old Los Fresnos Lumber to IBC Bank, who recently confirmed they will build a bank on that property
 - Configured the deal and sold the property for McDonalds
 - Invited Church's Chicken to Los Fresnos which became their successful restaurant in Los Fresnos - this while designing a store for them in Brownsville
 - Co-Own the Holiday Out RV Park which is being dually marketed for Work Force Housing for the coming construction boom from the Port of Brownsville, Winter Texans and an Apartment Complex.
 - Co-owner of the Los Fresnos Town Center property behind McDonalds and First Community Bank which is being marketed to Walgreens, CVS, La Michoacana Meat Market and Juniors Supermarket.
 - Architect for Retail Expansion of the old First National Bank site in front of Wal-Mart.
 - Architect for the Los Fresnos Annex for Cameron County
 - Architect for various successful projects for the LFCISD
 - Long history of successful projects in Cameron County and across the state with new permit for 280 apartments units in Austin, Texas.
 - Long serving member of the Los Fresnos Chamber of Commerce and on the Board for over 12 years.
- Harry Urey - an active realtor with Pointer Realty, involved in commercial real estate for over twenty years including over 5 years as the primary realtor for Stripes. He identified locations and closed deals on over 100 locations for Stripes across Texas and Oklahoma. He also helped close all the Stripes stores on Hwy 100 and helped with McDonalds in Los Fresnos. He and his Son in their firm now cover the entire valley. They take the real estate package to the businesses that are actively growing many of whom they have worked with in the past and know by first names and they attend major national real estate events to market active listings.

This team complements each other with each having particular skill sets that are necessary to identify potential sites, target the correct businesses, bring the business developer to the table and close the deal. The Team has the local and national knowledge needed to develop and deliver results. We know many of the national retailers and other business owners who may be interested in Los Fresnos on a first name basis having worked with many of them before. With our knowledge of Los Fresnos we can hit the ground running since we already have much of the information required to help Los Fresnos reach the goal of an improved quality of life in our neighborhood by bringing business to our community.

Program shall include but not be limited to the following:

1. Information Gathering on properties and community profile
2. Develop Marketing material including Community Brochures and targeted Community Profile for different sectors
3. Distribution of Marketing Material
4. Attendance to Real Estate Marketing Events with Introduction of Community of Los Fresnos to targeted potential retailers and business

5. Close coordination with Port of Brownsville for information and opportunities to work with various new businesses at the Port.
6. Coordination with business already in Cameron County and the Valley looking for additional outlets for their services.
7. Closing the sale with information on incentives from the City of Los Fresnos, the value of coming to Los Fresnos and delivering the correct property.

We look forward to working with the CDC of Los Fresnos and the City of Los Fresnos on this project.

Marketing Program Core Components:

1. Create an Inventory and price list for available properties on the market
2. The marketing plan will include:
3. Create a comprehensive marketing package, including:
 - * Information sheets for each property
 - * A brochure which has each property, and highlights the benefits of Los Fresnos, especially EDC incentives (infrastructure assistance)
 - * Updating websites by adding tabs: Marketing brochure and each property on MLS and Proprietary websites of the Brokers, Loop Net, CoStar, and City of Los Fresnos.
4. Plan promotional visit to International Council of Shopping Centers May 20-23 2018

Fee Proposal

Part A –

- With a defined directive and budget from the City and CDC, our Team will provide the best service available to produce the program that brings business to Los Fresnos.
- Consulting fees associated with the creation of the marketing materials would be at a discounted rate for Tequila Creative Group (Alan Hollander) will be paid in progress.
- Consulting fees associated with webmaster interactions on updating/adding tabs to existing websites will be paid in progress;
- All expenses associated with printing brochures and individual information sheets will be paid in progress
- Expenses for travel, registration and participation on the ICSC convention will be paid in progress.

Part B –

- A commission fee structure for actual sale of property to be negotiated with the City and other owners (max 6% of sales price), to be paid at closing of sales
- Consulting fees which will have payments to the non TREC Licensee team members upon closing of sales

All services, conditions for services and fee structure shall be explained, reviewed with City and CDC management, negotiated and agreed upon after selection of our Team to provide services and tailored for each service performed from meetings with your program directors including City Council, CDC Board and City Manager.

Sincerely,



Stanford C. Knowles

Stanford Knowles, AIA

PRINCIPAL AND PROJECT MANAGER



Responsibility
Design Principal

Education
Bachelor of Fine Arts in
Environmental Design
University of Hawaii
University of Houston

LEED Technical Workshop for
Certification

Graduate of
Texas Accessibility Academy
State of Texas

Registration
Registered Architect:
Texas #10977
Hawaii #6894

Affiliations
Vice Chairman
South Padre Island/Cameron
County Zoning Commission –

Chairman
South Padre Island/Cameron
County Board of Adjustments –

American Institute of
Architects

Texas Society of Architects

LRGV Chapter/AIA

North Brownsville Rotary

Los Fresnos Chamber of
Commerce – Board Member

Brownsville
Chamber of Commerce

As the main point of contact for each project he is the front line representative for you, the client, consultants, outside agencies and his staff. Working with client, representative staff and user groups, he will direct design to include the program requirements developed during thorough planning, programming, and design meetings.

His responsibility goes beyond identifying and directing personnel to deliver the project, it involves coordination and development of the individual tasks for owner, staff and consultants into a cohesive team whose primary objective is the delivery of the finest possible project for the client.

Stanford Knowles has worked as principal on every project for K+ Architect since inception of the company in 1995. His work includes various projects for the City of Brownsville over 40 years that include master planning and architectural design to meet municipal requirements.

Stanford has a Bachelor of Fine Arts in Environmental Design from the University of Hawaii which includes both Planning and Architecture, with graduate work at the University of Houston, practicing Architecture Forty Years

Stanford is currently registered in Texas #10977 and in past Hawaii #6894.

Management Training beyond college at 10 AIA National, State and Regional Conventions, 13 International Builders Conventions and various seminars including Texas Accessibility Academy Graduate & LEED programs

In his history, Stanford has worked as laborer to skilled technician, to Architect, Master Planner & Contractor for design/build projects, to 400 million dollar Destination Resort Hotels, Master Planned Communities, Schools, Shopping Centers, Condominiums, Apartments, Custom Homes, Office Buildings, City & County Projects, Airport Facilities, Owner's Rep on Large Retail Center, the largest International Bus Terminal in the US and Athletic Facilities including the Award Winning Brownsville Tennis Center.

From his universal understanding of design and construction and special attention to detail that K+ Architect has the best record of under budget and on time projects for the Brownsville Independent School District since 1997. His ability to develop programs, control costs, analyze materials and achieve design requirements sets Stanford apart from other Architects.

WILLIAM P. C. HUDSON, CRE®
2335 HUDSON BOULEVARD
BROWNSVILLE, TEXAS, 78526

TEL 956-504-6550
FAX 956-504-6555

PROFILE

Real Estate Consultant, Developer, Investor, Manager and Expert Witness with over 40 years of commercial, industrial, and residential experience. Texas Real Estate Broker License No. 609699

EXPERIENCE:

1993- Present: Acquisition, entitlement, development and management of "Paseo de la Resaca" a 1,000 acre Master Planned Community in Brownsville, Texas with 2,000 single-family and 600 apartment homes. Created a number of Special Districts (MUDs & PID) for financing developments. Developed 1,000,000 SF retail, restaurant, and office to date. www.paseodelaresaca.net, creating over \$300 million of new tax base. Some of the Paseo de la Resaca projects:

1999: La Mansion Del Paseo Apartments: 168-unit apartment complex

2000: Paseo Plaza: 62,000 SF mixed use shopping/office center constructed, leased up, and managed

2002: Paseo Real: 56,000 SF strip center constructed, leased up, and managed

2003: Las Campanas 28,000 SF strip center constructed, leased up and managed

2014: Wal-Mart 195,000 SF Super Store and adjacent projects.

In addition to the above multi-tenant projects, Hudson was responsible for the following single-tenant projects: AutoZone, Bank of America, HEB Grocery Company, Jack in the Box, McDonald's, Wal-Mart, Walgreens, Wendy's, Whataburger, and many others.

As CEO of the General Partner in each of the partnerships, corporations, and LLCs owning and managing these projects (and others), Hudson was responsible for all aspects of the design, financing, construction, leasing, and management. Prior to these projects, Hudson acted as General Partner and investor in numerous real property projects including single-family, multi-family, office, retail and industrial development in the Rio Grande valley, Austin, and San Antonio, Texas. Hudson is a Partner in WHMB Management LLC, which manages commercial properties. In addition to the above, Hudson serves as a consultant to numerous clients in development and project evaluation and certified as expert witness in litigation in Federal, State (Arizona, California, New York, Oregon & Texas), and Local Jurisdictions.

EDUCATION:

1975-Present	Numerous courses on Real Estate from ULI, ICSC, Harvard, Wharton, etc
1973-1975	University of Texas, Austin, Texas B.S. Geology - Deans List, Cum Laude
1972-1973	Williams College, Williamstown, Massachusetts Dual major: Economics and Geology
1968-1972	St. Mark's School of Texas, Dallas Graduated with honors- Cum Laude Society

ORGANIZATIONS:

The Counselors of Real Estate ®
 Past President, Valley Proud Environmental Council, McRae Endowment
 Past Director Brownsville Economic Development Council
 Past Director, Greater Brownsville Incentives Corp.
 Past Trustee & Chairman, Fort Ticonderoga Association
 Chairman, Paseo de la Resaca Landscape & Lighting Maintenance District
 Texas Real Estate Commission (Broker)
 Former Director and Chairman of two public companies
 Geological Society of America

OTHER: Fluent in Spanish

PERSONAL: Married, four children, 4 grandchildren, golf, skiing, swimming.

REFERENCES: Available upon request



HARRY D. UREY, SR.

Principal

Harry Urey Sr. is a principal at Pointer Realty responsible for administration and business development. With over 47 years of experience in the retail industry with a focus in the convenience store business and 10 years as a preferred broker for Stripes LLC, Harry has extensive knowledge regarding convenience store and quick service restaurant site selection. Harry is currently a member of the National Association of Realtors, the Greater McAllen Association of Realtors and the South Padre Island Board of Realtors.



HARRY D. UREY, JR.

Principal

Harry Urey Jr. is a Broker at Pointer Realty responsible for administration and business development. With 12 years of experience in the real estate industry, Harry has extensive knowledge regarding retail real estate site selection with an emphasis on convenience stores. His professional interests include acquisition and disposition of retail real estate for end users, retail leasing, land sales, and investment sales. Harry is currently a member of the International Council of Shopping Centers. He attended Baylor University where he studied finance and entrepreneurship.



March 23, 2018

Mr. Mike Milum
City Manager
City of Los Fresnos
200 N. Brazil
Los Fresnos, Texas 78566

Re: Proposal for Economic Development Consulting Services

Dear Mr. Milum:

Thank you for allowing me the opportunity to meet with you regarding the Los Fresnos Community Development Corporation's need for economic development consulting services. This correspondence is intended to follow up on that conversation and provide you with an outline of our firm's proposal to assist Los Fresnos with economic development efforts. We thank you for the opportunity to present this professional services proposal and look forward to a mutually beneficial working relationship.

Our firm seeks to provide the following services:

- Gather demographic information and data of community.
- Conduct market profile including retail market potential analysis.
- Compile database of available properties available for development.
- Develop a marketing packet for the Los Fresnos Community Development Corporation.
- Provide retail analysis report to retailers, developers and other potential investors.
- Prepare and participate in prospect site visits as reasonably requested by the Los Fresnos Community Development Corporation.

As we continue to learn more about what your priorities are, we will customize services to meet the goals of the Los Fresnos Community Development Corporation. Our commitment is to provide the Los Fresnos Community Development Corporation with all the tools and resources necessary to maximize all the opportunities in attracting new retail to the community.

In consideration of the services to be provided, RGEA proposes a lump sum fee of \$20,000 for a period of six months. Such fee is inclusive of costs and travel expenses incurred by RGEA during the course of the representation.

This contract may be terminated in whole or in part upon written notice of at least 30 days. In the event the Los Fresnos Community Development Corporation terminates the agreement, the Los Fresnos Community Development Corporation shall be responsible for costs associated with services completed and performed to the date of termination.

Thank you again for the opportunity to provide you with information regarding proposed services. If you have any questions, please do not hesitate to contact me 956-793-2871. Thank you so much for the consideration. We hope to have the opportunity to work with you.

Sincerely,



Ramiro Garza, Jr.
President

Attachment: RG ECONOMIC ADVISORS (2551 : The Retail Coach)

Consulting

CONSULTING AGREEMENT

This Agreement is made and entered into this day of March, 2018 by and between CBRE (hereinafter referred to as "Consultant") and City of Los Fresnos (hereinafter referred to as "COMPANY").

WHEREAS, Company desires to engage the services of Consultant to perform for Company certain consulting services as an independent contractor;

NOW, THEREFORE, Consultant and Company agree as follows:

1. **TERM:** Company engages Consultant as a consultant on the terms and conditions set forth in this Agreement, and Consultant hereby accepts this engagement, for a term of nine months, beginning on Aril 1, 2018 and continuing until December 31, 2018 at which time this Agreement will automatically terminate.
2. **SERVICES:** The consultant services to be performed by Consultant are identified in Exhibit A.
3. **COMPENSATION:**
 - (a) Company shall compensate Consultant for services rendered pursuant to this Agreement in the amounts and per the schedule set forth in Exhibit B.
 - (b) All withholdings, taxes, liabilities, or other contributions required by federal, state, or local law, if any, resulting from the payments made on behalf of Consultant pursuant to this Agreement shall be the sole responsibility of Consultant.
4. **STATUS:** Consultant's status under this Agreement shall be that of an independent contractor and not that of an agent or employee of Company. Company therefore shall not withhold any sums from the payments to be made pursuant to this Agreement for FICA (Social Security), federal, state, or local income tax, or other payroll withholdings, taxes, liabilities, or contributions. All such withholdings, taxes, liabilities, or contributions, if any, shall be the sole responsibility of Consultant.
5. **ASSIGNMENT:** This is a contract for services to be provided by Consultant for the benefit of Company. The rights hereunder may not be assigned, nor the duties delegated, to any third party without prior written consent of Company.

Consulting

6. LIABILITY: Consultant shall provide the services contemplated hereunder in good faith but shall not be liable to Company in any way except for the gross negligence or willful misconduct of Consultant.
7. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties relating to this consulting arrangement and supersedes all prior agreements or understandings between Company and Consultant.
8. SEPARABILITY: If any one or more of the provisions contained in this Agreement shall be adjudged illegal or unenforceable in whole or in part, such adjudication shall not affect the

Consulting

validity of any other provision of this Agreement. Each provision of this Agreement is separable from every other provision and constitutes a separate and distinct covenant.

- 9. GOVERNING LAW: This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Washington.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the date previously set forth.

COMPANY:

By: _____

Name: _____

Title: _____

CONSULTANT:

CBRE

By: _____

Name: _____

Title: _____

Attachment: CBRE (2551 : The Retail Coach)

Consulting

Exhibit A

Project & Economic Analysis

- Advising with respect to reviewing of a merchandise and site planning of sites in Los Fresnos
- Identifying and surveying potential users and typical deal structures to attract to the city.
- Assisting with the development of a cost and income proforma
- Assisting with refinement of the site plan

Branding & Implementation

- Developing and implementing marketing plan for the City
- Targeting potential tenants and starting the marketing process
- Developing a story map to illustrate to potential tenants
- On-going evaluation of responses via meetings and reports
- Continued assistance with the refinement of site plan and proposed tenant mix
- Provide monthly status report regarding tenant contact

Once a site has been identified and listed with CBRE:

Lease Up Phase

- Continued negotiation of LOIs and assistance in leases with tenants when necessary
- Continued targeted leasing efforts with all tenants

Marketing Efforts

- Representing client at all industry related functions such as Texas ICSC, Las Vegas ICSC, Reail Live! and other regional shows as needed.
- Working with client to develop Project website and electronic brochure
- Helping client coordinate appropriate press announcements
- Creating trade areas, market aerials and tenant spacing maps when necessary

Consulting

Attachment: CBRE (2551 : The Retail Coach)

Consulting

Exhibit B

Consulting fee: \$1,750/month

Reimbursement: Travel expenses to be preapproved and reimbursed by the City of Los Fresnos

Attachment: CBRE (2551 : The Retail Coach)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Agreement
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2556)

DOC ID: 2556 A

Discussion and possible ACTION for the paving of a portion of Rodeo Drive.

As you know we need to pave Rodeo Drive at some point in the future. If you will remember the City, Fire Department, EMS and Rodeo all agreed to give 30 feet for the street right-of-way but no one had the funds to pave it. As we get closer to construction and the Fire Department and EMS get closer to actually moving to their new facility in 2 or 3 months, it becomes more critical to have the street. The Fire Department and EMS received prices from Pederson Construction to pave part of Rodeo Drive. The prices are based on the same costs that the City and Developer agreed to on the paving and work on Veterans Memorial Drive on the east side of the new city hall property. They are asking if the City will pay to pave from Ocean Boulevard (Highway 100) to the south property line. The cost for the City to do this would be \$99,779.50. The Fire Department and the EMS will pay to pave it from that point to just past their drive which will cost them about \$80,000. This will leave 500 to 550 feet of street that will not be done at this time with a cost of about \$100,000. The Fire Department and the EMS do not have funds to continue it to the end of their property. The Rodeo Committee does not have any funds for paving. Naturally the question becomes how do we pay for this. Last year we had excess funds left over of approximately \$213,864. That puts us at 32% or 117 days of operations. Our goal is to maintain 25% or 90 days of operations. Do this project would still leave us at 29% or 107 days of operations. The cost will only go up. Due to the fact that Pederson Construction is already working there and doing the rest of the work makes it even more cost effective. We would have an interlocal agreement with the Los Fresnos Fire Department to get this done since they are the ones that already have work going on with them.

I recommend approval.

Mejia & Rose, Incorporated

Engineering

Surveying

T.B.P.E. Reg. No. F-2670

T.B.P.L.S. Reg. No. 10023900

P.O. Box 3761

Brownsville, Texas 78523

(956) 544-3022

QUANTITIES					
STREETS & DRAINAGE SYSTEM-CITY OF LOS FRESNOS (RODEO DRIVE)					
ITEM NO.	DESCRIPTION	EST. QTY	UNIT PRICE	UNIT PRICE	TOTAL
1	2-1/2 Thick Hot Mix Asphaltic Concrete Pavement (Type "D")	1,741	SY.	11.00	# 19,151.00
2	Prime Coat (MC-30)	348	GAL.	6.00	2,088.00
3	8" Thick Flexible Base Type A, Grade 1 (Limestone)	1,741	SY.	15.50	26,985.50
4	8" Thick Lime Stabilized Subgrade (Equipment and Labor)	2,148	SY.	5.00	10,740.00
5	Lime (Material Only)	39	TON	210.00	8,190.00
6	24" Wide Concrete Curb & Gutter (With Fibermesh)	568	LF.	13.00	7,384.00
7	Concrete Apron & Valley Gutter (TX Dot) (6" Thick w/#4Bar @ 9" O.C. both ways) (HWY)	1,712	SF.	7.50	12,840.00
8	Concrete Valley Gutter (6" Thick w/#4Bar @ 12" O.C. both ways)	983	SF.	7.00	6,881.00
9	18" RC Pipe (Class III Rubber Gasketed) (HWY)	56	LF.	45.00	2,520.00
10	Remove Existing safety ends and connect existing pipes with new pipe and concrete collars (HWY)	2	EA.	1500.00	3,000.00
Subtotal for Streets & Drainage System (Items 1 thru 10)					# 99,779.50

Attachment: RODEO DRIVE (2556 : Rodeo Drive-Paving)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2540)

DOC ID: 2540 A

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 TWDB. 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 will meet with Pablo and me in the next few weeks once the audit is completed 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 soon.

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 which will take a minimum of a year.

G. Montes-Castro Park - The project is under construction. Work is progressing. This should be completed by the end of April.

H. Welcome Sign - The signs is complete and operational. We have begun to put messages on the digital part of the sign. We have a calendar set up to track when messages go on the sign and when they come off the sign to be able to keep the sign with current information. Suggestions on the content of the sign are always welcome.

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. It will be several months before and engineering work begins.

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. I should have them by the end of April. I hope to get all of them done in May so we can request bids in June and approve the best bidder in July. The environmental clearance has been approved by all agencies. Unfortunately some of the requirements may cause the project cost to increase.

K. City Hall Project - The final plans are done and given to our building inspector and fire marshal for approval. The fire marshal has already approved the plans and I should have the building inspector plans back in a few days. If all goes well we can start the bidding process in May.

L. Building Inspections - We have started advertising for the position. I have received 2 so far and none have the certifications needed. Hopefully we can receive some that do.

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 gave the manager of Wal-Mart a diagrahm to show our idea along with a copy of the prices it would take for the different items needed. 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: 04/10/18 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2541)

DOC ID: 2541 A

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

Call with questions.

I recommend approval.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2542)

DOC ID: 2542 A

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

Call with questions.

I recommend approval.

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

Activity for the month of March 2018

Water Treatment Plant

Total Output: 19,697,040
Daily Average: 635,388
% of Capacity: 63.5%

Waste Water Treatment Plant

Total Output: 15,277,000
Daily Average: 492,806
% of Capacity: 49.2%

Attachment: MARCH 2018 PW REPORT (2542 : Public Works)

CITY OF LOS FRESNOS
 PUBLIC WORKS DEPARTMENT
 MONTHLY REPORT
 MARCH 2018

CALLS FOR SERVICE	MONTH TOTAL	YEAR TO DATE
Service Connects/Disconnects	100	267
Rereads/Meter Info	100	214
Water Taps	1	7
Sewer Taps	0	0
Change Meter	8	18
Service Check for Water Leak at Account	14	31
Repaired Leak	0	4
Call for Sewer Stoppage	10	27
City Sewer Lines Unstopped	6	20
Code Enforcement/Other	54	172
Pothole Repairs	25	260
Street Repairs	2	2
Street Sign Replacement/Repaired	0	17
Asphalt Used (ton)	.5	3.25
Gravel Used (ton)	0	10
Fire Hydrants Flushed and Oiled	6	18
Fire Hydrants Repaired	0	0
Valves Repaired	0	0
Manholes Cleaned/Repaired	5	13

Attachment: MARCH 2018 PW REPORT (2542 : Public Works)


 Carlos Salazar, Director of Public Works

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

Date	Tuesdays at Memorial Park
03/06/18	22
03/13/18	19
03/20/18	20
03/27/18	18
Totals	79

Date	Thursdays at Community Park
03/01/18	17
03/08/18	20
03/15/18	21
03/22/18	25
03/29/18	15
Totals	98

Date	Saturdays at City Hall
03/03/18	22
03/10/18	25
03/17/18	0
03/24/18	21
03/31/18	27
Totals	95

Total attendance for the Month of March	272
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Attachment: MARCH 2018 PW REPORT (2542 : Public Works)

PROJECTS: All

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

ISSUED DATES: 3/01/2018 THRU 3/31/2018

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

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE
131254	3/01/2018	GARCIA, ANDRES	408 E 6TH STREET	RAULE	EXTEND DRIVEWAY	ALT
131255	3/02/2018	QUINTANILLA, ALICIA	326 W 3RD STREET	OWNER	RESIDENTIAL REMODEL/ADDITIO	ALT
131256	3/05/2018	LOS FRESNOS FRAME HOMES	733 W OCEAN BLVD	OWNER	RESIDENTIAL BUILDING	NEW
131257	3/07/2018	RODRIGUEZ, ERIKA R	410 CANCUN DRIVE	OWNER	EXTEND DRIVEWAY	ALT
131258	3/06/2018	RAYBEC SHERIDAN LINDEN LLC	31684 STATE HWY 100	DY	DEMOLITION	ALT
131259	3/07/2018	RODRIGUEZ, ROSA ADELA	227 ACAPULCO DRIVE	OWNER	RESIDENTIAL REMODEL/ADDITIO	ALT
131260	3/07/2018	DIAZ, DANIEL	611 VALLE ALTO DRIVE	GALVANIZED	FENCE PERMIT	ALT
131261	3/08/2018	SKYBUSTER ENTERPRISES, LLC	31684 STATE HWY 100	OWNER	CERTIFICATE OF OCCUPANCY	CO
131262	3/09/2018	DELGADO ECONOMIC HOMES	733 W OCEAN BLVD	OWNER	RESIDENTIAL BUILDING	NEW
131263	3/09/2018	WALSDORF, KIMBERLY	212 E RESACA DRIVE	ZEPEDA	IRRIGATION/BACKFLOW PERMIT	I
131264	3/12/2018	COMMUNITY DEV. CORP. OF BRO	444 AKUMAL DRIVE	ESPERANZA	RESIDENTIAL BUILDING	NEW
131265	3/12/2018	COMMUNITY DEV. CORP. OF BRO	446 AKUMAL DRIVE	ESPERANZA	RESIDENTIAL BUILDING	NEW
131266	3/12/2018	COMMUNITY DEV. CORP. OF BRO	462 AKUMAL DRIVE	ESPERANZA	RESIDENTIAL BUILDING	NEW
131267	3/12/2018	COMMUNITY DEV. CORP. OF BRO	450 AKUMAL DRIVE	ESPERANZA	RESIDENTIAL BUILDING	NEW
131268	3/15/2018	ELT LOGISTICS CO	910 S ARROYO BLVD A3	OWNER	COMMERCIAL- NEW OWNER/TENAN	ALT
131269	3/15/2018	TIPS AND CLIPS BEAUTY SALON	717 W OCEAN BLVD STE A	RUIZ	REROOF PERMIT	ALT
131270	3/16/2018	MARIA B IBARRA	1916 BAJA CIRCLE	OWNER	ACCESSORY BUILDING	NEW
131271	3/16/2018	TREVINO, GASTON	32819 STATE HWY 100	TAURO	FENCE PERMIT	ALT
131272	3/16/2018	SUN BAE TAEKWANDO ACADEMY	32819 STATE HWY 100 102	OWNER	COMMERCIAL- NEW OWNER/TENAN	ALT
131273	3/20/2018	JOHNSON, JERRY D	101 EBONY STREET	OWNER	RESIDENTIAL REMODEL/ADDITIO	ALT
131274	3/20/2018	INTERDIAMOND BUILDERS, L.L.	815 DAFFODILL DRIVE	OWNER	RESIDENTIAL BUILDING	NEW
131275	3/20/2018	PEREZ, JOSE	2222 CABO DRIVE	OWNER	RESIDENTIAL BUILDING	NEW
131276	3/26/2018	RIVERA, MARCO ANTONIO	108 VILLA DEL SUR DRIVE	OWNER	ACCESSORY BUILDING	NEW
131277	3/26/2018	DELGADO MOTORS	208 E OCEAN BLVD E	OWNER	COMMERCIAL- NEW OWNER/TENAN	ALT

Attachment: MARCH 2018 PW REPORT (2542 : Public Works)

PROJECTS: All
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 3/01/2018 THRU 3/31/2018
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE
131278	3/27/2018	SALDIVAR, CRISTIAN	609 W 7TH STREET	OWNER	ACCESSORY BUILDING	NEW
131279	3/27/2018	VALERO STORE #1517	101 E OCEAN BLVD	OWNER	MECHANICAL PERMIT	ALT
131280	3/28/2018	EDISON CONSTRUCTION LLC	307 E 2ND STREET A&B	OWNER	RESIDENTIAL BUILDING	NEW
131281	3/29/2018	D'S BARBERSHOP	741 W OCEAN BLVD STE11	OWNER	COMMERCIAL- NEW OWNER/TENAN	ALT
*** TOTALS ***				NUMBER OF PROJECTS:	28	
				VALUATION:	722,167.00	FEEES: 11,439.33

Attachment: MARCH 2018 PW REPORT (2542 : Public Works)

PROJECTS: All

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

ISSUED DATES: 3/01/2018 THRU 3/31/2018

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

STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
B - BUILDING PERMIT	9	41,162.00	878.00
CERT - CERTIFICATE OF OCCUPANCY	1	0.00	10.00
COMM - COMM: NEW OWNER/TENANT	4	0.00	240.00
D - DEMOLITION PERMIT	1	0.00	0.00
E - ELECTRICAL PERMIT	4	0.00	1,020.00
EXPDRIVE - EXPANSION OF DRIVEWAY	2	2,295.00	121.50
I - IRRIGATION PERMIT WAY	1	0.00	60.00
M - MECHANICAL PERMIT WAY	4	0.00	465.00
N - BUILDING PERMIT WAY	9	678,710.00	7,674.83
P - PLUMBING PERMIT WAY	5	0.00	970.00
*** TOTALS ***	40	722,167.00	11,439.33

PROJECTS: All

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

ISSUED DATES: 3/01/2018 THRU 3/31/2018

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

STATUS: ALL

*** BUILDING CODE RECAP ***

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS	VALUATION	FEEES
BLANK - *BLANK*	5	7	0.00	460.00
101 - SINGLE FAMILY ATTACHED	19	29	612,167.00	7,579.33
103 - TWO-FAMILY RESIDENCE	1	1	110,000.00	3,160.00
318 - AMUSEMENT & RECREATION	1	1	0.00	60.00
440 - COMMERCIAL REPAIRS	1	1	0.00	120.00
441 - OTHER	1	1	0.00	60.00
*** TOTALS ***	28	40	722,167.00	11,439.33

Attachment: MARCH 2018 PW REPORT (2542 : Public Works)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2543)

DOC ID: 2543 A

Police Department Reports 1. Arrests 2. Incidents 3. Accidents

Call with questions.

I recommend approval.

LOS FRESNOS POLICE DEPARTMENT

Arrests - By Violation

03\01\2018
thru 03\31\2018

Violation	# of Offenses
ASSAULT	2
ASSAULT FAM/HOUSE MEM IMPEDE BREATH/CIRCULAT 13a	1
BURGLARY OF BUILDING	1
CRIMINAL MISCHIEF >=\$500<\$1,500	1
D.O.C. ABUSE OR THREATEN (OFFENSIVE MANNER)	2
DRIVING W/LIC INV W/PREV CONV/SUSP/W/O FIN RES	2
DRIVING WHILE INTOXICATED	14
DRIVING WHILE INTOXICATED 2ND	1
DRIVING WHILE INTOXICATED 3RD OR MORE	2
DRIVING WHILE INTOXICATED BAC >= 0.15	2
DRIVING WHILE INTOXICATED W/CHILD UNDER 15 YOA	2
DRIVING WHILE INTOXICATED/OPEN ALCH CONTAINER	3
EVADING ARREST DET W/VEH	1
EXECUTION OF CAPIAS OR ARREST WARRANT	17
FLEEING FROM POLICE OFFICER	1
HOLD FOR CUSTOMS	1
OPEN CONTAINER	1
POSS CS PG 1 <1G DRUG FREE ZONE	1
POSS CS PG 2 >= 4G<400G	2
POSS CS PG 3 < 28G	3
POSS DEL DRUG PARAPHERNALIA	1
POSS MARIJ <2OZ	15
POSS MARIJ >2OZ<=4OZ	2
POSS MARIJ >4OZ<=5LBS	1
POSSESSION OF DRUG PARAPHERNALIA	1
PUBLIC INTOXICATION	15
PUBLIC INTOXICATION BY MINOR	1
PUBLIC LEWDNESS	1
TERRORISTIC THREAT 13c	1
THEFT	2
UNL CARRYING WEAPON	1
Total Violations	101
Total Arrests	96

Attachment: LFPD REPORT MARCH 2018 (2543 : Police Department Reports)

LOS FRESNOS POLICE DEPARTMENT

Incidents - By Violation

03\01\2018
thru 03\31\2018
Agency is: LOS FRESNOS POLICE DEPARTMENT

<u>Violation</u>	<u>Incidents</u>
ABANDONED VEHICLES	3
ACCIDENT INVOLVING DAMAGE TO VEHICLE>=\$200	2
ALARMS	10
ANIMAL CONTROL	42
ASSAULT	1
ASSAULT CAUSES BODILY INJURY FAMILY VIOLENCE 13a	1
ASSAULT FAM/HOUSE MEM IMPEDE BREATH/CIRCULAT 13a	3
ASSAULT FAM/HOUSE MEM IMPEDE BREATH/CIRCULAT 13c	1
CRIMINAL MISCHIEF >=\$20K<\$100K	1
CRIMINAL MISCHIEF >=\$50<\$500	1
CRIMINAL MISCHIEF >=\$500<\$1,500	2
D.O.C. ABUSE OR THREATEN (OFFENSIVE MANNER)	1
D.O.C. FIGHTING WITH ANOTHER	1
DOG AT LARGE	5
DRIVING WHILE INTOXICATED	4
DRIVING WHILE INTOXICATED 3RD OR MORE	2
DRIVING WHILE INTOXICATED BAC >= 0.15	1
DRIVING WHILE INTOXICATED W/CHILD UNDER 15 YOA	2
DRIVING WHILE INTOXICATED/OPEN ALCH CONTAINER	3
DUTIES UPON STRIKING A FIXED OBJECT	1
EVADING ARREST DET W/VEH	1
EXECUTION OF CAPIAS OR ARREST WARRANT	16
FAIL TO CONTROL SPEED	1
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	7
FLEEING FROM POLICE OFFICER	1
FRAUD USE/POSS IDENTIFYING INFO # ITEMS < 5	2
FRAUDULENT GOVT REC	1
GARAGE SALES	2
HARASSMENT	3
HOUSE NUMBERING	8
ILLEGAL DUMPING >5 LBS < 500 LBS	1
LOUD NOISE	7
MAINTENANCE OF SIGNS	1
MOTOR VEHICLE THEFT	2
NO PROOF OF FINANCIAL RESPONIBILITY	22
OPEN CONTAINER	1
PERMIT OF FOOD SERVICE ESTABLISHMENT	9
POSS CS PG 2 >= 4G<400G	2
POSS CS PG 3 < 28G	2
POSS MARIJ <2OZ	12
POSS MARIJ >2OZ<=4OZ	3
POSSESSION OF DRUG PARAPHERNALIA	7
PUBLIC INTOXICATION	12
PUBLIC INTOXICATION BY MINOR	1
REGULATES & RESTRICTS THE LOCATION AND USE OF BUILDING	1
SPEEDING	1
TERRORISTIC THREAT 13a	1
TERRORISTIC THREAT 13c	1
THEFT	6

Attachment: LFPD REPORT MARCH 2018 (2543 : Police Department Reports)

Violation	Incidents
UNL CARRYING WEAPON	1
WEEDED OR RUBBISH LOT	18
Total Violations	240
Total Incidents	225

LOS FRESNOS POLICE DEPARTMENT

Accident - By Street & Intersection

03\01\2018
thru 03\31\2018

Street & Intersection	Accidents	Fatalities	Vehicles	Injured
ARROYO & 7TH	1	0	2	0
ARROYO & OCEAN	1	0	1	0
FM 1575 & HARVEY ESCALANTE	1	0	3	2
HENDERSON & ARROYO	1	0	1	0
HWY 100 & FM 803	1	0	2	0
HWY 100 & HWY 100	1	0	2	1
OCEAN	1	0	0	0
OCEAN & 301 W. OCEAN BLVD.	1	0	0	0
OCEAN & ANDERSON COLUMBIA	1	0	0	0
OCEAN & ARROYO	2	0	4	0
OCEAN & EVERGREEN	4	0	8	0
OCEAN & FM 1575	1	0	3	0
OCEAN & NORTH ARROYO BOULEVARD	1	0	2	0
OCEAN & OLD ALICE	1	0	2	0
STATE HWY 100 & FM 803	1	0	2	0
UNKNOWN	1	0	0	0
Total	20	0	32	3

Attachment: LFPD REPORT MARCH 2018 (2543 : Police Department Reports)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2544)

DOC ID: 2544 A

Municipal Court Report 1. Monthly Report

Call with questions.

I recommend approval.

OFFICIAL MUNICIPAL COURT MONTHLY REPORT

MUNICIPAL COURT OF <u>Los Fresnos</u>	TRAFFIC		NON-TRAFFIC MISDEMEANORS	
FOR MONTH <u>March</u> YEAR <u>2018</u>	NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. New Cases Filed During the Month	1090	1	89	
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	425		277	0
(2) Finding of Not Guilty				
B. Trial by Jury				
(1) Finding of Guilty				
(2) Finding of Not Guilty				
C. Dismissed at Trial	896	2	143	
4. Cases Dismissed:				
A. After Driver Safety Course <i>(C.C.P., Art. 45.0511)</i>	49			
B. After Deferred Disposition <i>(C.C.P., Art. 45.051)</i>	43			
C. After Proof of Financial Responsibility <i>(Transportation Code, Sec. 601.193)</i>	19			
D. Compliance Dismissal <i>(Proof of Inspection, License, or Registration)</i>	29			
5. Community Service Ordered <i>(For satisfaction of fine or costs only.)</i>	11			
6. Cases Appealed				
7. Juvenile / Minor Activity:				
A. Transportation Code Cases Filed	3			
B. Non-Driving Alcoholic Beverage Code Cases Filed	21			
C. Driving Under the Influence of Alcohol Cases Filed				
D. Health & Safety Code (Tobacco) Cases Filed				
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	1			
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				39
B. Felonies				9
13. Emergency Mental Health Hearings Held				
14. Magistrate's Orders for Emergency Protection				
15. Total Revenue			\$ 139,235.30	

(Include all revenue collected during month to be remitted to city or state)

Attachment: MARCH 2018 MUNICIPAL COURT REPORT (2544 : Municipal Court Report)

Citation No.	Docket No.	Violator	***** TOTAL FOR REPORT *****					
Code	---	Payments	---	Refunds	---	Net	---	G/L Acct No.
✓ FINE	736	46,606.24	5	217.60-	46,388.64	01	407-0240	
CCC04	796	30,713.00	1	40.00-	30,673.00	01	2512	
✓ AR	754	3,760.90	0	0.00	3,760.90	01	407-0240	
✓ TECH	779	3,072.00	0	0.00	3,072.00	01	407-0241	
✓ MCBS	777	2,303.00	0	0.00	2,303.00	01	407-0270	
✓ SJRF	753	3,009.00	0	0.00	3,009.00	01	2512	
JFCT2	748	4,027.00	0	0.00	4,027.00	01	2512	
✓ JFCI	754	452.40	0	0.00	452.40	01	407-0240	
✓ IDF	745	1,489.00	0	0.00	1,489.00	01	2512	
WRNTFE	203	9,742.10	0	0.00	9,742.10	01	407-0240	
COLAGY	136	8,594.57	3	207.50-	8,387.07	01	2513	
✓ TFC	598	1,794.00	0	0.00	1,794.00	01	407-0240	
✓ STF	613	17,847.00	0	0.00	17,847.00	01	2512	
✓ CJFS	461	41.49	0	0.00	41.49	01	2512	
✓ CJFC	461	4.61	0	0.00	4.61	01	407-0240	
✓ CS2	24	580.66	0	0.00	580.66	01	407-0280	
✓ TP-L	100	897.60	4	40.00-	857.60	01	407-0240	
TP-S	107	1,168.70	4	38.40-	1,130.30	01	2512	
TP-L-J	98	236.40	3	7.50-	228.90	01	407-0260	
✓ TPF	684	1,366.90	0	0.00	1,366.90	01	2512	
ILFTA1	178	3,445.00	0	0.00	3,445.00	01	2512	
ILFTA2	174	1,044.00	0	0.00	1,044.00	01	2517	
ILFTA3	175	697.10	0	0.00	697.10	01	407-0240	
AF2	21	410.00	0	0.00	410.00	01	407-0240	
OP	5	232.60	5	232.60-	0.00	01	2516	
✓ SPEX	56	3,956.70	0	0.00	3,956.70	01	407-0290	
✓ DSC	60	594.00	0	0.00	594.00	01	407-0240	
GR	2	5.00	0	0.00	5.00	01	2512	
LEMI	2	1.00	0	0.00	1.00	01	2512	
JCPT	2	2.00	0	0.00	2.00	01	2512	
✓ CVC	2	30.00	0	0.00	30.00	01	2512	
✓ CJP	2	10.00	0	0.00	10.00	01	2512	
LEOA	2	2.00	0	0.00	2.00	01	2512	
LEOCE	2	4.00	0	0.00	4.00	01	2512	
✓ JFCT	9	30.60	0	0.00	30.60	01	2512	
FXSBLT	5	144.50	0	0.00	144.50	01	2515	
✓ ACC	2	30.90	0	0.00	30.90	01	407-0240	
✓ AF	6	60.00	0	0.00	60.00	01	407-0240	
Total: 11027 148,405.97 25 783.60- 147,622.37								

*city 68315.83
 court 3072.
 Bldg. Sec. 2303.
 judge ed. 22890
 emmi. 1044.
 coll agency. 8387.
 child 580.66
 op. 0
 state 63690.91*

Attachment: MARCH 2018 MUNICIPAL COURT REPORT (2544 : Municipal Court Report)

Cash Payments....+	\$142,318.57
Bond Forfeited....+	\$0.00
Bond Applied.....+	\$5,536.40
Payment Refunded.-	\$232.60-
Fees/Fines Paid..=	\$147,622.37
Cash (Payments)...+	\$142,318.57
Cash (Bonds).....+	\$6,273.00
Total Cash Trans.=	\$148,591.57

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:
DOC ID: 2545 A

SCHEDULED

ACTION ITEM (ID # 2545)

Library Report 1. Monthly Report

Call with questions.

I recommend approval.



ETHEL L. WHIPPLE MEMORIAL LIBRARY LIBRARIAN'S REPORT MARCH 2018

Number of Patron Checking Out Materials

Adult	707
Children	143
Teens	17



Material Types Checked Out

Adult Books	205
Children Books	129
Young Adult Books	237
Videos	265
Audios	0
Other Language Books	19
Hotspots	27
Laptops	7



Items Downloaded

eBooks	48
eAudiobooks	27



Patron Access Computer Use

Total Sessions	630
Total Time	321 hours
Guest Passes	172



Free WiFi Access Use

Total Sessions	655 Library WiFi
Total Time	1,325 hours
Total Sessions	129 Park WiFi
Total Time	258 hours



What Happened In the Library

Hours Open	168 hours
Visits	2,150
Children Program Attendance	225
Volunteer Hours	128
New Cards Issued	28
New Books Added	121
New eBooks Added	122
New Videos Added	20
Books Weeded	2
Videos Weeded	51
Reference Questions	476
Assists in Computer Lab	185



City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2552)

DOC ID: 2552 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 MARCH 2018

<u>FIRES</u>	<u>INSIDE CITY</u>	<u>OUTSIDE CITY</u>
Business Structures	_____	_____
Dwellings	<u>1</u>	_____
Mobile Homes	_____	_____
Grass	_____	<u>8</u>
Refuse	_____	<u>2</u>
Institutional	_____	_____
Motor Vehicles	<u>1</u>	<u>1</u>
Rescue Calls	<u>6</u>	<u>3</u>
Incendiary or Suspicious Fires	_____	_____
Other Calls	<u>10</u>	<u>6</u>
TOTAL ALARMS	_____	<u>38</u>

MONTHLY FIRE PREVENTION INSPECTIONS

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

SCHOOL, HOSPITAL AND NURSING HOME FIRE DRILLS SUPERVISED: _____

LECTURES-PRESENTATIONS MADE/FILMS: SHOWN _____ TOTAL AUDIENCE _____

FIRES INVESTIGATED: (ACCIDENTAL) 1 (INCENDIARY) _____

Geronia S. Holden
FIRE MARSHAL, CITY OF LOS FRESNOS

Attachment: MARCH 2018 FIRE MARSHAL REPORT (2552 : Fire Marshal's Report)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 04/10/18 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Jacqueline Moya
Initiator: Jacqueline Moya
Sponsors:

SCHEDULED

ACTION ITEM (ID # 2553)

DOC ID: 2553 A

EMS Report 1. Quarterly Report

Call with questions.

I recommend approval.

Los Fresnos Ambulance Service, Inc.

P. O. Box 776

Los Fresnos, Tx 78566

Ph: (956)233-5007

2ND Qtr 2018 Calls

January 2018

LF	68	37%
CC	90	49%
IL	5	3%
PI	1	1%
LV	3	2%
SPI	1	1%
H	4	2%
SB	1	1%
B	8	4%
RH	1	1%

182

February 2018

77	45%
74	43%
4	2%
2	1%
3	2%
1	1%
4	2%
3	2%
3	2%
0	0%

171

March 2018

82	35%
84	36%
4	2%
7	3%
2	1%
44	19%
4	2%
3	1%
2	1%
0	0%

232

Attachment: EMS 2ND QUARTER 2018 REPORT (2553 : EMS Report)