

# City Council

520 E Ocean Blvd.

## Regular Meeting

Los Fresnos, TX 78566

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

### ~ Agenda ~

Tuesday, May 12, 2020

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, MAY 12, 2020 AT 6:00 PM AT CITY HALL, 520 EAST OCEAN BLVD., LOS FRESNOS, TX 78566.**

To watch the Los Fresnos City Council meeting live visit the City of Los Fresnos YouTube channel here: [https://www.youtube.com/channel/UCM586ihF\\_ubb7Kz4aqFCBKQ](https://www.youtube.com/channel/UCM586ihF_ubb7Kz4aqFCBKQ) or our website [www.cityoflosfresnos.com](http://www.cityoflosfresnos.com)

To participate in the Visitors Remarks portion of the meeting, download the participation form from [www.cityoflosfresnos.com](http://www.cityoflosfresnos.com) or request a copy at City Hall drive through. Please submit your form by 2:00 p.m. on Tuesday, May 12, 2020 to [jmoya@citylf.us](mailto:jmoya@citylf.us). City staff will contact you providing instructions for commenting.

### I. AGENDA

- A. Call meeting to order
- B. Invocation and Pledge of Allegiance
- C. Visitors remarks-To speak you must sign in with the City Secretary prior to the meeting you have a limit of 5 minutes to speak.
- D. Public Hearing
  - 1. Public Hearing to disseminate information concerning the Stormwater Program and receive input from the public.
- E. Consent Agenda
  - 1. Consideration and ACTION to approve the minutes from March 10 & 24, 2020.
  - 2. Consideration and ACTION to approve the second reading of Ordinance 508 to re-zone Espiritu Santo grant share 12 69.91 ACS out of 76.11 TR V-1 & TRX 1 in the City of Los Fresnos, Texas from R-1 single family district to AG agricultural district amending the official zoning map to reflect the new zoning; and providing an effective date for the implementation of this ordinance.
  - 3. Consideration and ACTION to approve the second reading of Ordinance 509, an ordinance amending the code of ordinance of the city of Los

Fresnos, Chapter 42, Article I, section 42-6 speed limits; said code is hereby amended by changing the speed limits; providing for a penalty not to exceed \$500.00 for any violation thereof; providing for an effective date; providing for publication; providing for severability and ordaining other provisions related to the subject matter hereof.

4. Consideration and ACTION to approve the 2nd Quarterly Investment Portfolio Report ended as of March 31, 2020.
5. Consideration and ACTION to approve Resolution 5-2020, a resolution for the submission of a grant application for the City of Los Fresnos to the office of the Governor.
6. Consideration and ACTION to approve Alley Paving Project as approved the Los Fresnos Community Development Corporation.

F. Action Items

1. Consideration and ACTION to accept a Petition Requesting Annexation by Land Owner for Feather Ridge Phase II and set at date and time for a public hearing.
2. Consideration and ACTION to approve Standard Operational Procedures for the Los Fresnos Police Department.
3. Discussion and updates on the Coronavirus pandemic.

G. Acknowledgement of City Manager's Report

1. City Manager Report A. Wastewater Update B. Water Update C. Nature Park D. Hike & Bike Trails E. CDBG Disaster Grant F. Henderson Road Project G. Census Update H. Update Planning & Zoning Ordinance I. Drainage Update J. 75 Year Anniversary Celebration K. Audit & Bank Depository L. Whipple Road M. CDBG 9th Street Lift Station Relocation N. Boys & Girls Club Quarterly Report

H. Acknowledgement of Department Head Reports

1. Financial Report March & April 2020 1. Monthly 2. Year to Date 3. Sales Tax
2. Public Works Report March & April 2020 1. Water and Wastewater Activity 2. Calls for Service 3. Building Permits 4. Recycling
3. Police Department March & April 2020 1. Arrests 2. Incidents 3. Accidents
4. Municipal Court March & April 2020 1. Monthly Report
5. Library Report March & April 2020 1. Monthly Report
6. Fire Marshal's Report March & April 2020 1. Monthly Report
7. EMS Report 1. Quarterly report

I. Adjournment

This is to certify that I, Jacqueline Moya, posted this agenda on the front bulletin board of the City Hall on May 8, 2020 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**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Public Hearing  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3443

**SCHEDULED**

**ACTION ITEM (ID # 3443)**

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**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.

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

**Table 3-4: Implementation Schedule – Web Site**

<b>Permit Period</b>	<b>Activity</b>	<b>Measurable Goals</b>	<b>Completed By (Month and Year or Frequency of Action)</b>
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 of Los Fresnos Stormwater Team

Some of the duties that the Stormwater section of the Public Works department does is keep up with Public Outreach. Public Outreach is done mainly through various mail outs and a great example of it is through our utility bills or Consumer Confidence Report sent out regularly to our customers. We provide helpful tips on how our citizens can help prevent Stormwater pollution from going into our drains that eventually empty out to our Resaca's and head towards the Laguna Madre or Brownsville Ship Channel. In our mail outs we also provide helpful links to resources available on the EPA and TCEQ websites.

Other forms of Public Outreach is done by our custom rack cards available at City Hall, the Library, and at the Public Works office. These informative cards also provide our emergency telephone line for concerns or questions that any might have on our Stormwater program.

Another form of Public Outreach is accomplished by signage and by marking the inlets with stenciling or attaching button markers that remind folks that pouring hazardous liquids or debris down the inlet will affect our waterways.

Other duties that the Stormwater team tackles is making sure our Stormwater inlets are free of debris so that no polluted runoff enters our drains. The City has invested in a street sweeper that regularly sweeps our City streets to help control the amount of sediment that will enter our drain inlets when it rains. The sediment, however small, has a great impact on the water quality of our waterways once it is in our separate sewer system. Inspection of the inlets also includes looking for illicit discharges that are caused by a point source (has a direct source) or nonpoint source (usually a pipe that gathers Stormwater from many locations). An example of an illicit discharge would be finding water running toward a drain in a perfectly sunny day where it has not rained in a while. Tracing the source will help eliminate potential pollution going into our drains.

The Stormwater section of the City is primarily handled by the Public Works department but all City employees are involved in helping keep our waterways clean. We all report any illicit discharges, potential pollution areas, and obstructed drain inlets to the Stormwater Team. The Stormwater section of the City is a fairly small group but has a huge impact in helping keep our environment clean for the future citizens of the City of Los Fresnos.

Below are pictures showing the buttons we place on new inlets going into our Municipal Separate Storm Sewer System (MS4).

East 6<sup>th</sup> Street and Ebano Street North inlet



East 6<sup>th</sup> Street and Ebano Street North inlet





Veterans Memorial and Heron Drive West inlet



Veterans Memorial and Heron Drive East inlet



**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Minutes  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3432 A

**SCHEDULED**

**ACTION ITEM (ID # 3432)**

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**Consideration and ACTION to approve the minutes from  
March 10 & 24, 2020.**

I recommend approval.

# City Council

520 E Ocean Blvd.

Los Fresnos, TX 78566

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

## Regular Meeting

~ Minutes ~

Tuesday, March 10, 2020

6:00 PM

City Hall

### Agenda

#### A. Call meeting to order

Mayor Narvaez called the meeting to order.

#### B. Invocation and Pledge of Allegiance

Mark Milum gave the invocation and led the audience of the pledge of allegiance.

### **Visitors remarks-To speak you must sign in with the City Secretary prior to the meeting. You have a limit of 5 minutes to speak.**

Manuel Abrego signed up to speak. Mr. Abrego commented that the city sky boxes at the Los Fresnos Rodeo were not used on Sunday. He suggested the city use the boxes to set the box aside for guest to help promote the city. He appreciates the support the city has for the rodeo.

### **Public Hearing**

#### **Public hearing to receive comments from property owners on a request concerning the rezoning of Espiritu Santo Grant 12-69.91 Acres of 76.11 TR V-1 & TRX-1 Property ID 161935 from R-1 Single Family to AG Agricultural District.**

Mayor Narvaez open the public hearing at 6:10 p.m.

A member in the audience asked where the property was located. Mr. Milum explained the location.

Mayor Narvaez closed the public hearing at 6:14 p.m.

<b>RESULT: NO ACTION</b>
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#### **Public hearing to receive comments from the public concerning an appeal on the Planning and Zoning Commission's denial of a request for a conditional use permit to allow a duplex to locate at 311 W 1st Street.**

Mayor Narvaez opened the public hearing at 6:12 p.m.

Manuel Abrego felt if the individual was going to improve the property it will not hurt the community.

Mayor Narvaez closed the public hearing at 6:14 p.m.

<b>RESULT: NO ACTION</b>
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### **Consent Agenda**

Mayor Narvaez asked the council if they had any questions or concerns on the consent agenda.

There were none.

**Consideration and ACTION to approve the minutes from February 11, 2020.**

Motion was made and seconded to approve the minutes from February 11, 2020.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Andres Lopez, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve the Los Fresnos Police Department 2019 Racial Profiling Report.**

Motion was made and seconded to approve the Los Fresnos Police Department 2019 Racial Profiling Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Andres Lopez, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve a final plat for Ulloa-Reyna Subdivision.**

Motion was made and seconded to approve a final plat for Ulloa-Reyna Subdivision.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Andres Lopez, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve a Proclamation declaring April 12- 18, 2020 as National Public Safety Telecommunicator's Week in the City of Los Fresnos.**

Motion was made and seconded to approve a Proclamation declaring April 12-18, 2020 as National Public Safety Telecommunication's Week in the City of Los Fresnos.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Andres Lopez, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve a Proclamation declaring April as Fair Housing Month in the City of Los Fresnos.**

Motion was made and seconded to approve a Proclamation declaring April as Fair Housing Month in the City of Los Fresnos.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Andres Lopez, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Discuss, consider and adopt resolution to designate authorized signators for the 2019 Texas CDBG program contract 7219249.**



Motion was made and seconded to adopt a resolution to designate authorized signators for the 2019 Texas CDBG program contract 7219249.

**RESULT: ADOPTED [UNANIMOUS]**  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Andres Lopez, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve Resolution 4-2020 supporting proposed rule 3.334 that will provide clarity for cities and local government entities of all sizes to receive the local tax revenue from online purchases to which they are entitled.**

Motion was made and seconded to approve Resolution 4-2020 supporting proposed rule 3.334 that will provide clarity for cities and local government entities of all sizes to receive the local tax revenue from online purchases to which they are entitled.

**RESULT: ADOPTED [UNANIMOUS]**  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Andres Lopez, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve an Interlocal Cooperation Contract with Texas Department of Public Safety and the City of Los Fresnos for the Failure to Appear Program.**

Motion was made and seconded to approve an Interlocal Cooperation Contract with Texas Department of Public Safety and the City of Los Fresnos for the Failure to Appear Program.

**RESULT: ADOPTED [UNANIMOUS]**  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Andres Lopez, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve Resolution 1-2020 for the submission of a grant application for the City of Los Fresnos to the office of the Governor for the Local Border Security Program .**

Motion was made and seconded to approve a Resolution 1-2020 for the submission of a grant application for the City of Los Fresnos to the office of the Governor for the Local Border Security Program.

**RESULT: ADOPTED [UNANIMOUS]**  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Andres Lopez, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

#### **Action Items**

**Consideration and ACTION to approve the first reading of Ordinance 508 to re-zone Espiritu Santo grant share 12 69.91 ACS out of 76.11 TR V-1 & TRX 1 in the City of Los**

**Fresnos, Texas from r-1 single family district to ag agricultural district amending the official zoning map to reflect the new zoning; and providing an effective date for the implementation of this ordinance.**

Mr. Milum explained the location of the property. He gave a brief summary on the history of the property.

Mr. Milum answered questions for the council and discussed the property's zone change.

Motion was made and seconded to approve the first reading of Ordinance 508 to re-zone Espiritu Santo grant share 12 69.91 ACS out of 76.11 TR V-1 & TRX 1 in the City of Los Fresnos, Texas from r-1 single family district to AG agricultural district amending the official zoning map to reflect the new zoning; and providing an effective date for the implementation of this ordinance.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	James Herrera, Councilman
<b>SECONDER:</b>	Ray Ortiz, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to appeal the Planning and Zoning Commission's denial of a request for a conditional use permit to build a duplex at 311 W 1st Street.**

Mr. Milum explained the request was denied after a long discussion by the Planning & Zoning Commission.

Mr. Milum and the council discussed the request.

Motion was made and seconded to approve the appeal of the Planning and Zoning Commission's denial of a request for a conditional use permit to build a duplex at 311 W 1st Street.

<b>RESULT:</b>	<b>ADOPTED [5 TO 1]</b>
<b>MOVER:</b>	James Herrera, Councilman
<b>SECONDER:</b>	Ray Ortiz, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez
<b>NAYS:</b>	Yolanda H. Cruz

**Consideration and approval of a resolution with respect to the Texas Water Development Board Clean Water State Revolving Fund relating to establishing the city's intention to reimburse itself for the prior lawful expenditure of funds relating to constructing various city improvements from the proceeds of tax-exempt obligations to be issued by the city for authorized purposes; authorizing other matters incident and related thereto; and providing an effective date.**

Mr. Milum explained the resolution would allow the city to begin the process of advertising for bids and limited work that can be done in advance so the city is ready to proceed once the funding is in place.

Motion was made and seconded to approve a resolution with respect to the Texas Water Development Board Clean Water State Revolving Fund relating to establishing the city's



intention to reimburse itself for the prior lawful expenditure of funds relating to constructing various city improvements from the proceeds of tax-exempt obligations to be issued by the city for authorized purposes; authorizing other matters incident and related thereto; and providing an effective date.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** James Herrera, Councilman  
**SECONDER:** Andres Lopez, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and approval of a resolution with respect to the Texas Water Development Board Drinking Water State Revolving Fund relating to establishing the city's intention to reimburse itself for the prior lawful expenditure of funds relating to constructing various city improvements from the proceeds of tax-exempt obligations to be issued by the city for authorized purposes; authorizing other matters incident and related thereto; and providing an effective date.**

Mr. Milum explained the resolution was the same as the previous on Clean Water except it is for the Drinking Water.

Motion was made and seconded to approve a resolution with respect to the Texas Water Development Board Drinking Water State Revolving Fund relating to establishing the city's intention to reimburse itself for the prior lawful expenditure of funds relating to constructing various city improvements from the proceeds of tax-exempt obligations to be issued by the city for authorized purposes; authorizing other matters incident and related thereto; and providing an effective date.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Polo Narvaez, Mayor  
**SECONDER:** Andres Lopez, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve Ordinance 509 an ordinance amending the code of ordinance of the city of Los Fresnos, Chapter 42, Article I, section 42-6 speed limits, said code is hereby amended by changing the speed limits; providing for a penalty not to exceed \$500.00 for any violation thereof; providing for an effective date; providing for publication; providing for severability and ordaining other provisions related to the subject matter hereof.**

Mr. Milum explained TxDot conducted a speed survey on the west side of the City. He explained the results of the speed survey results and the recommendations made by TxDot to the council. Mr. Milum answered questions for the board.

Motion was made and seconded to approve Ordinance 509 an ordinance amending the code of ordinance of the city of Los Fresnos, Chapter 42, Article I, section 42-6 speed limits, said code is hereby amended by changing the speed limits; providing for a penalty not to exceed \$500.00 for any violation thereof; providing for an effective date; providing for publication; providing for severability and ordaining other provisions related to the subject matter hereof.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Ray Ortiz, Councilman  
**SECONDER:** Andres Lopez, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to update the Visitor Remarks Public Participation Form and policy.**

Mr. Milum explained that the changes made to the form were in red. He explained each change to the council.

Mr. Milum and the council discussed the form. Mayor Narvaez suggested the form be translated. Mr. Milum agreed.

Motion was made and seconded to approve the update to the Visitor Remarks Public Participation Form and policy.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Ray Ortiz, Councilman  
**SECONDER:** James Herrera, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION on the selection of Mayor Pro-tem for a one-year term.**

Council member Ray Ortiz suggested the position be filled by seniority in office.

Motion was made and seconded to select Council Member Yolanda Cruz as Mayor Pro-tem for a one-year term.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Ray Ortiz, Councilman  
**SECONDER:** Andres Lopez, Councilman  
**AYES:** Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Acknowledgement of City Manager's Report**

**City Manager Report A. Wastewater Update B. Water Update C. Nature Park D. Hike & Bike Trails E. CDBG Disaster Grant F. Henderson Road Project G. Street Project H. Census Committee I. Update Planning & Zoning Ordinance J. Drainage Update K. 75 Year Anniversary Celebration**

Mr. Milum informed the council that he sent them an email explaining that the University of Texas Health Science which funds the community health program cancelled all classes effective immediately due to the COVID-19.

Mr. Milum reported that easement with Holiday RV park was agreed on last month for the Hike & Bike Trails. The project will go out for bids once Texas Water Development Board approves it. The city applied for CDBG Disaster grant for drainage and street improvements. The drainage was not approved but the paving was. The funds will help pave East 10th street and part of Whipple Road. Mr. Milum reported the Henderson Rd. project would begin that day. The Street Project had been completed and encouraged the council to go out and look at the streets. Mr. Milum listed items the Los Fresnos Census

Committee was doing to get residents to complete the questionnaire. Mr. Milum completed his report with an update on drainage project and the outcome of the first 75th Anniversary Celebration Committee Meeting.

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Andres Lopez, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

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

Mayor Narvaez asked if the council had any questions on the Department Head Reports.

Council Member Andy Lopez explained he noticed the Police Report listed 11 immigrants detained. He asked if the Police Department catch someone trafficking or what was the nature of it. He explained he knows that when there is a traffic stop the officer is not suppose to ask if they are legal. Mr. Milum explained that other agencies detain individuals and are held at the Los Fresnos Jail and the officers do not ask individuals of their legal status when they are stopped. Mr. Milum explained the agreement the city has with Homeland Security.

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

Motion was made and seconded to acknowledge the Financial Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	James Herrera, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

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

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	James Herrera, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

#### **Police Department 1. Arrests 2. Incidents 3. Accidents**

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	James Herrera, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

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

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	James Herrera, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

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

Motion was made and seconded to acknowledge the Library Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	James Herrera, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

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

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	James Herrera, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

#### I. Adjournment

Mayor Narvaez closed the meeting at 7:05 p.m.

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

\_\_\_\_\_  
Recorder

## City Council

520 E Ocean Blvd.

Los Fresnos, TX 78566

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

## Special Meeting

~ Minutes ~

Tuesday, March 24, 2020

12:30 PM

City Hall

**Call to Order**

The meeting was called to order at 12:30 PM by Mayor Polo Narvaez

**Invocation and Pledge of Allegiance**

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

**Visitors Remarks-To speak you must sign in with City Secretary prior to the meeting and you have a limit of 5 minutes to speak.**

There were none.

**Action Items****Consideration and ACTION to approve the Audit Report for the 2018-2019 fiscal year.**

Mr. Quentin Anderson with Carr Riggs & Ingram CPAs and Advisors explained the results of the audit the firm had completed for fiscal year ending September 30, 2019. Mr. Milum asked Mr. Alderson to explain Governmental Activities versus Business Activities.

Mr. Anderson answered questions from the Council. Council member James Herrera asked where he could find a break down on the debt service, what composes the principle of \$2,455,000. Mr. Anderson explained the \$2,455,000 consisted of several Certificates of Obligation and one Tax Note. Mr. Herrera asked if they said what they are. Mr. Anderson read out the information and explained that he could not tell them off the top of his head what the money was used for. Mr. Herrera asked if there was a list somewhere that said what the city was paying for. Mr. Anderson answered no not in the report but the Finance Department would be able to help him with the information he was requesting. Mr. Milum gave a brief summary of what project the money on each note was used for. Mr. Anderson explained to Mr. Herrera the note does give the information city records would. Mr. Herrera stated he was hoping to see a list on what each note was. Mr. Anderson explained the Finance Department would be able to provide the information.

The audit results were good there were no findings of concern.

Motion was made and seconded to approve the Audit Report for the 2018-2019 fiscal year.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Polo Narvaez, Mayor
<b>SECONDER:</b>	Yolanda H. Cruz, Councilwoman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

**Consideration and ACTION to approve the first and second reading of an ordinance declaring a continuation of state of disaster for the City of Los Fresnos.**

Attachment: CC MINS 3 24 2020 (3432 : Minutes)

Special Meeting

Tuesday, March 24, 2020

12:30 PM

Mr. Milum explained the ordinance to the council. Mr. Milum and the council discussed the COVID-19 pandemic.

Motion was made and seconded to approve the first and second reading of an ordinance declaring a continuation of state disaster for the City of Los Fresnos.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Yolanda H. Cruz, Councilwoman
<b>SECONDER:</b>	Ray Ortiz, Councilman
<b>AYES:</b>	Ortiz, Munoz, Herrera, Lopez, Narvaez, Cruz

### Adjournment

The meeting was closed at 1:30 PM

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

\_\_\_\_\_  
Recorder

Attachment: CC MINS 3 24 2020 (3432 : Minutes)

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Manager  
Category: Ordinances  
Prepared By: Jacqueline Moya  
Initiator: IQM2 Admin  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 3434)**

DOC ID: 3434 A

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**Consideration and ACTION to approve the second reading of Ordinance 508 to re-zone Espiritu Santo grant share 12 69.91 ACS out of 76.11 TR V-1 & TRX 1 in the City of Los Fresnos, Texas from R-1 single family district to AG agricultural district amending the official zoning map to reflect the new zoning; and providing an effective date for the implementation of this ordinance.**

This was approved on the first reading by the Council at the meeting in March.

The Planning & Zoning Commission approved rezoning this area as indicated on February 18. It was an area we received from Brownsville through years of negotiating with them. A development was attempted years ago while it was in Brownsville City Limits but went bankrupt. Since then it has been mostly abandoned. The owners would like to have it agriculture so it can be properly cared for with different crops and possible cattle. There is not other housing near that area so it fits with the existing usage. At some point in the future they will ask again for it to be Single Family for development since it is a very nice area for homes.

I recommend approval.

CORRECTED DATE



January 20, 2020

TO: PROPERTY OWNERS ON PORTIONS OF NORTH FM 803

FROM: CITY OF LOS FRESNOS

SUBJECT: REQUEST TO RE-ZONE PROPERTY (69 ACRES) ON EAST SIDE OF NORTH FM 803 FROM THE RESACA TO HENDERSON ROAD

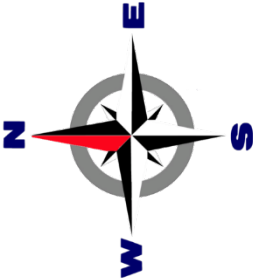
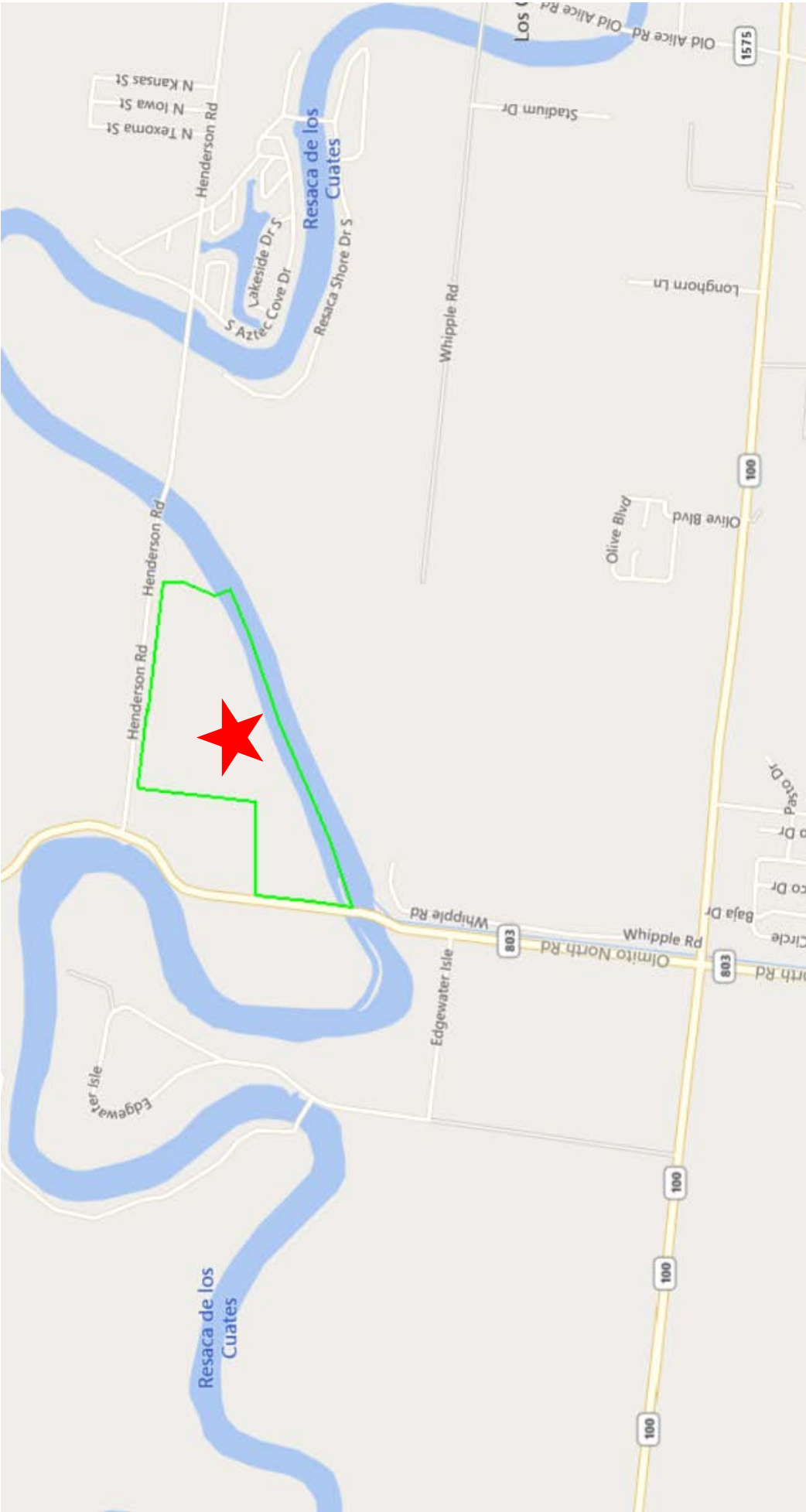
The **Planning and Zoning Commission** will hold a public hearing on Tuesday, February 18, 2020 at 6:00 p.m. in City Hall, 520 E Ocean Blvd., Los Fresnos, TX. 78566, to receive comments from the property owners concerning the rezoning of Espiritu Santo Grant Share 12-69.91 Acres of 76.11 TR V-1 & TRX-1 Property ID 161935 from R-1 Single Family District to AG Agricultural District.

The **City Council** of the City of Los Fresnos will hold a public hearing on Tuesday, March 10, 2020 at 6:00 p.m. in City Hall, 520 E Ocean Blvd., Los Fresnos, TX. 78566, to receive comments from the property owners concerning the rezoning of Espiritu Santo Grant Share 12-69.91 Acres of 76.11 TR V-1 & TRX-1 Property ID 161935 from R-1 Single Family District to AG Agricultural District.

If you have any questions concerning the above, please contact Jacqueline Moya, City Secretary or Mark Milum, City Manager at (956) 233-5768.

Attachment: Untitled Extract Pages (3434 : Ordinance 508-Re Zoning Property)





Julio Gonzalez  
9510 Cajun Blvd  
Los Fresnos, TX 78566

January 5, 2020

City of Los Fresnos:

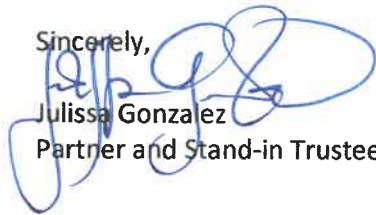
This letter is to document the request for a change of use for the property known as Espiritu Santo Grant Share 12—69.91 Acres of 76.11 TR V-1 & TRX-1 (Tax I.D. # 79-1210-0220-021-00) from residential use to agricultural use.

The property is an undeveloped potential subdivision site that is currently vacant and unused, we would like to put the property to functional use by placing it under agricultural use until such time that development of a subdivision is feasible and profitable.

We would also like to request a permit for a water meter on this property. Please let me know the steps to take to make that request through your office and any documentation we may need.

Thank you for your time and quick attention to this matter, we really appreciate it.

Sincerely,



Julissa Gonzalez

Partner and Stand-in Trustee for Gonzalez Irrevocable Trust 2012

Attachment: Untitled Extract Pages (3434 : Ordinance 508-Re Zoning Property)

**ORDINANCE NO. 508**

**AN ORDINANCE TO REZONE ESPIRITU SANTO GRANT SHARE 12 69.91 ACS OUT OF 76.11 TR V-1 & TRX-1 IN THE CITY OF LOS FRESNOS, TEXAS FROM R-1 SINGLE FAMILY DISTRICT TO AG AGRICULTURAL DISTRICT AMENDING THE OFFICIAL ZONING MAP TO REFLECT THE NEW ZONING; AND PROVIDING AN EFFECTIVE DATE FOR THE IMPLEMENTATION OF THIS ORDINANCE.**

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
Mayor Pro-tem Yolanda H. Cruz	___ For ___ Against ___ Abstained
Councilmember Andres Lopez	___ For ___ Against ___ Abstained
Councilmember James Herrera	___ For ___ Against ___ Abstained
Councilmember Ray Ortiz	___ For ___ Against ___ Abstained
Councilmember Juan Munoz	___ For ___ Against ___ Abstained

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

SECTION 1. In accordance with Ordinance 235, Section 3, sub-section 3.0 Official Zoning Map, the area set forth and described ESPIRITU SANTO GRANT SHARE 12 69.91 ACS OUT OF 76.11 TR V-1 & TRX-1 from R-1 Single Family District to AG AGRICULTURAL DISTRICT and incorporated into the Official Zoning Map.

SECTION 2. The Official Zoning Map is amended to reflect the zoning as described and shown on attached Exhibit "A".

SECTION 3. This ordinance shall take effect immediately upon approval.

**INTRODUCED** and **APPROVED** on the first reading this 10<sup>th</sup> day of March, 2020.

**APPROVED** and **PASSED** on the second and final reading this \_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

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

Attachment: Ordinance 508 on re-zoning of property (3434 : Ordinance 508-Re Zoning Property)



- Legend\***
- Los Fresnos City Limit
  - Los Fresnos Extraterritorial Jurisdiction
  - SUBDIVISION NAMES**
  - Blocks
  - Parcels
  - Railroad
  - Bridge
  - Zoning Districts**
  - <all other values>
  - AG Agricultural District
  - C-1 Limited Commercial District
  - C-2 Highway Commercial District
  - C-3 Central Business District
  - C-4 Heavy Commercial District
  - CITY City Property
  - M-H Manufactured Housing District
  - PK City Park
  - R-1 Single Family District
  - R-1A Single Family District
  - R-2 Two Family District
  - R-3 & R-3A Multi-Family District
  - R-C Residential Cluster District
  - R-LB Residential-Limited Business District
  - SCH LF ISD School

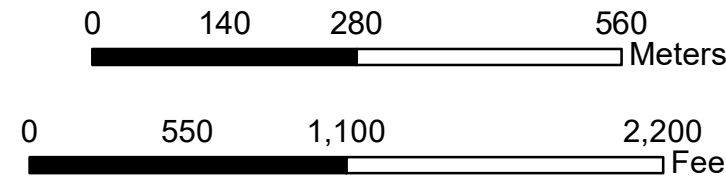
\*Districts in Zoning Ordinance but not depicted on map include:  
OSR - Open Space - Recreational District,  
Estate - Single-Family District,  
R-M - Residential-Mobile/Modular District,  
M-1 - Light Industrial District,  
M-2 - Heavy Industrial District, and  
PUD - Planned Unit Development District

City of Los Fresnos  
Cameron County, Texas

Zoning Map



1 inch = 667 feet



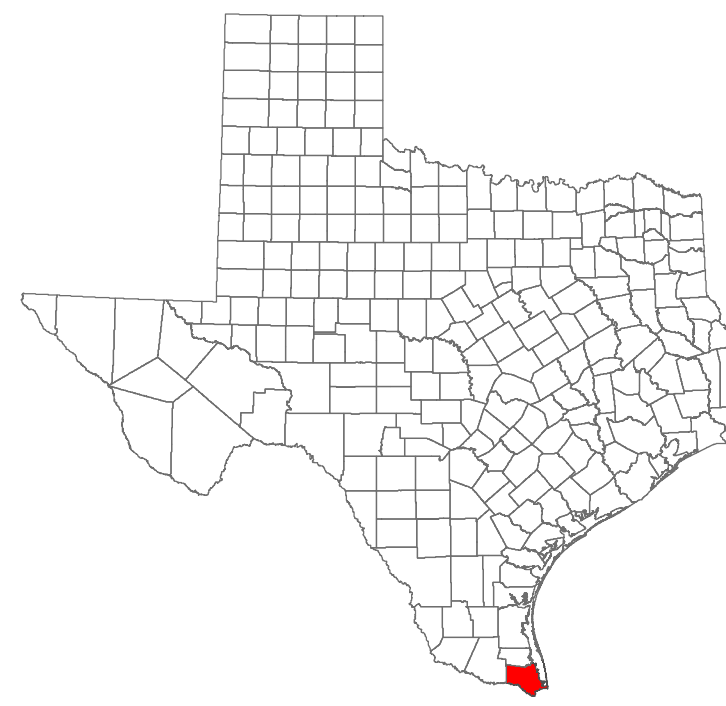
Texas State Plane Zone 5

South

Projection: Lambert Conformal Conic

GCS North American 1983

Datum: D North American 1983



Cameron County, Texas



Cameron County



GrantWorks, Inc.  
2201 Northland Drive, Austin, TX 78756  
Phone (512) 420-0303 Fax (512) 420-0302

FINANCED THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE.  
Preparation of this document was financed through provisions of a  
Texas Community Development Block Grant from the U.S. Department  
of Housing and Urban Development.

This illustration was created using the best available data. Subsequent  
additions, edits, & georectification performed by Grantworks, Inc.

Disclaimer

The maps and documents included in this planning study are to be  
used for comprehensive planning purposes only as reference  
material provided for laypersons, whether they are public officials or  
members of the general public. Recommendations for infrastructure  
improvements in this study, which are derived from engineering  
studies, or project cost estimates prepared by an engineer, are  
called as such. Under no circumstances should material contained  
within this study regarding improvements to the City's infrastructure  
be construed as a detailed engineering plan, specification,  
engineering design, or any other type of document intended for the  
purpose of specific public work construction. The municipality  
and/or governing agency is responsible for obtaining the services  
of a licensed professional engineer to perform engineering design  
services for the construction of public works projects as required by  
The Texas Engineering Practice Act.

The lot, right-of-way, corporate and extraterritorial jurisdiction  
boundaries depicted on these maps were derived from readily  
available information such as existing corporate maps, Census  
maps, or plat maps from the County Clerk or Appraisal District and  
are representational in nature. The City and GrantWorks, Inc. do  
not intend to establish or confirm true and legal boundaries with  
these maps and do not warrant or approve the use of these maps  
for any purpose other than general reference and information.



**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Ordinances  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 3435)**

DOC ID: 3435 A

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**Consideration and ACTION to approve the second reading of Ordinance 509, an ordinance amending the code of ordinance of the city of Los Fresnos, Chapter 42, Article I, section 42-6 speed limits; said code is hereby amended by changing the speed limits; providing for a penalty not to exceed \$500.00 for any violation thereof; providing for an effective date; providing for publication; providing for severability and ordaining other provisions related to the subject matter hereof.**

This was approved on the first reading at the Council meeting in March.

The Council asked me to get with TxDot to conduct a speed survey on the west side of the City since Wal-Mart as well as tons of other development has occurred in the last few years. It has taken them about 2 years to get it done. The yellow is what is proposed to be added. The red is what is proposed to be deleted. I have a map that I will share to show specific speeds for the study. In summary from O'Reilley's Auto Parts to just past Tapia's Cafe, it is proposed to be 45 miles per hour and from that point to the west city limits it is proposed to be 55 miles per hour.

The other sections that show changes are just cleaning it up to make it easier to understand.

I recommend approval.

# ORDINANCE NO. 509

## AN ORDINANCE AMENDING THE CODE OF ORDINANCE OF THE CITY OF LOS FRESNOS, CHAPTER 42, ARTICLE I, SECTION 42-6 SPEED LIMITS, SAID CODE IS HEREBY AMENDED BY CHANGING THE SPEED LIMITS; PROVIDING FOR A PENALTY NOT TO EXCEED \$500.00 FOR ANY VIOLATION THEREOF; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR PUBLICATION PROVIDING FOR SEVERABILITY AND ORDAINING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.

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
Mayor Pro-tem Yolanda H. Cruz	___ For ___ Against ___ Abstained
Councilmember Andres Lopez	___ For ___ Against ___ Abstained
Councilmember James Herrera	___ For ___ Against ___ Abstained
Councilmember Ray Ortiz	___ For ___ Against ___ Abstained
Councilmember Juan Munoz	___ For ___ Against ___ Abstained

The City of Los Fresnos Code of ordinance Chapter 42, Article I, Section 42-6 Speed Limits is amended to reflect as follows:

- A. Beginning at 53' East of Edgewater Isle (Los Fresnos West City Limits) to 607' West of Longhorn Lane, the maximum speed limit shall be 55 mph. From 607' West of Longhorn Lane to 58' West of Mesquite Street, the maximum speed limit shall be 45 mph. School zone will be beginning at 359' West of Holly Lane to 158' East of FM 1575 (Old Alice Rd.) and will be 35 mph when flashing and all other times be 45 mph. The maximum speed limit shall be 30 miles per hour on that portion of SH 100 ~~within the city limits~~ beginning 58' West of Mesquite Street ~~at the west city limits line~~, east to ~~the intersection of S.H. 100 and FM 1847~~ ~~a point for the east city limits shall be 30 miles per hour~~. However, that the maximum speed limit on that portion of S.H. 100 from a point on S.H. 100, the point being 27 feet east of the centerline of Mesquite Street and proceeding east to a point 190 feet west of the centerline of Olmo Street, the maximum school speed limit shall be 20 miles per hour when the flashing school speed limit signs are in operation and 30 miles per hour at all other times. The maximum speed limit on that portion of S.H. 100 beginning at ~~a point of~~ the intersection of S.H. 100 and F.M. 1847 going east on S.H. 100 proceeding east to Retama Street right-of-way, the maximum speed limit shall be 35 miles per hour. The maximum speed limit from approximately Retama Street right-of-way proceeding east 0.250 miles the maximum speed limit shall be 45 miles per hour, the maximum speed limit from

that point proceeding east 0.903 miles shall be 60 miles per hour and then the next 0.170 miles shall be 65 miles per hour. ~~Provided~~

- B. The maximum speed limit on that portion of FM 1847 within the city limits from the north city limits line, south to a point for the south city limits line shall be according to posted signs. From Los Fresnos North City Limits (60' N. Henderson Rd.) to 95' S. of Henderson Road, the speed limit is 55 mph; from 95' S. Henderson Rd. to 830' N of FM 2480 (Old Port Rd.), the speed limit is 45 mph; from 830' N of FM 2480 (Old Port Rd.) to 205' S of 10<sup>th</sup> St., the speed limit is 30 mph; from 205' S of 10<sup>th</sup> St. to 810' S. Alvarez Ct., the speed limit is 55 mph. There is a school speed zone from 280' S Henderson Rd. to 570' of Whipple Rd. ~~30 miles per hour, except that the maximum speed limit on F.M. 1847 beginning 83 feet south of the centerline of First Street and proceeding north to a point 225 feet north of the centerline of Canal Street shall be 20 miles per hour when the flashing school speed limit signs are in operation and 30 miles per hour at all other times.~~
- C. The maximum speed limit on that portion of FM 2480 within the city limits from the northeast city limits line southwest to a point for the intersection with FM 1847, shall be 30 miles per hour.
- D. The maximum speed limit on all streets within Cuates Resaca Village Subdivision shall be 30 miles per hour.
- E. The maximum speed limit on that portion of Henderson Road inside the city limits shall be 30 miles per hour.
- F. The maximum speed limit for Hibiscus Street ~~from the beginning of the street where it connects to Arroyo Boulevard to the eastward most end of Hibiscus Street~~ shall be ten miles per hour.
- G. The maximum speed limit on Mesquite Street beginning at the point of entry onto Mesquite Street at the intersection of Mesquite Street at the north side of S.H. 100 and extending northward on Mesquite Street to the intersection of Canal Street and the same distance in the opposite direction from the intersection of Canal Street and Mesquite Street southward to the intersection of Mesquite Street at the north side of S.H. 100 shall be 20 miles per hour.
- H. The maximum speed limit on Alamo Street within the city limits beginning at the point of entry onto Alamo Street at the intersection of Alamo Street and State Highway 100 and extending southward on Alamo Street to the intersection of West 10th Street and Alamo Street and the same distance in the opposite direction from the intersection of Alamo Street and West 10th Street northward to the intersection of Alamo Street and State Highway 100 shall be 20 miles per hour.
- I. The maximum speed limit on Canal Street beginning at the point of entry onto Canal Street at the intersection of Canal Street and F.M. 1847 and extending westward on Canal Street to the intersection of Mesquite Street and Canal Street and the same distance in the opposite direction from the intersection of Canal Street

and Mesquite Street eastward to the intersection of Canal Street and F.M. 1847 shall be 20 miles per hour.

This ordinance shall become effective upon its passage and upon the placement of the appropriate signs by the Texas Department of Transportation.

A violation of this ordinance or any part here of shall, upon conviction thereof, be punishable by a fine up to \$500.00 per violation.

The City Secretary of the City of Los Fresnos is hereby authorized and directed to cause the contents of section 1 herein to be published, added and or deleted in the appropriate section of the Code of Ordinance of and for the City of Los Fresnos.

The City Secretary of the City of Los Fresnos is hereby authorized and directed to cause the caption of this ordinance to be published in a newspaper of general circulation.

If any part of this ordinance shall be declared to be invalid or unconstitutional by a court of competent jurisdiction, then such invalidity shall not affect the remaining parts of this ordinance and the balance of this ordinance shall remain in full force and effect to the extent this ordinance is considered severable.

**INTRODUCED** and **APPROVED** on the first reading this \_\_\_\_ day of \_\_\_\_\_, 2020.

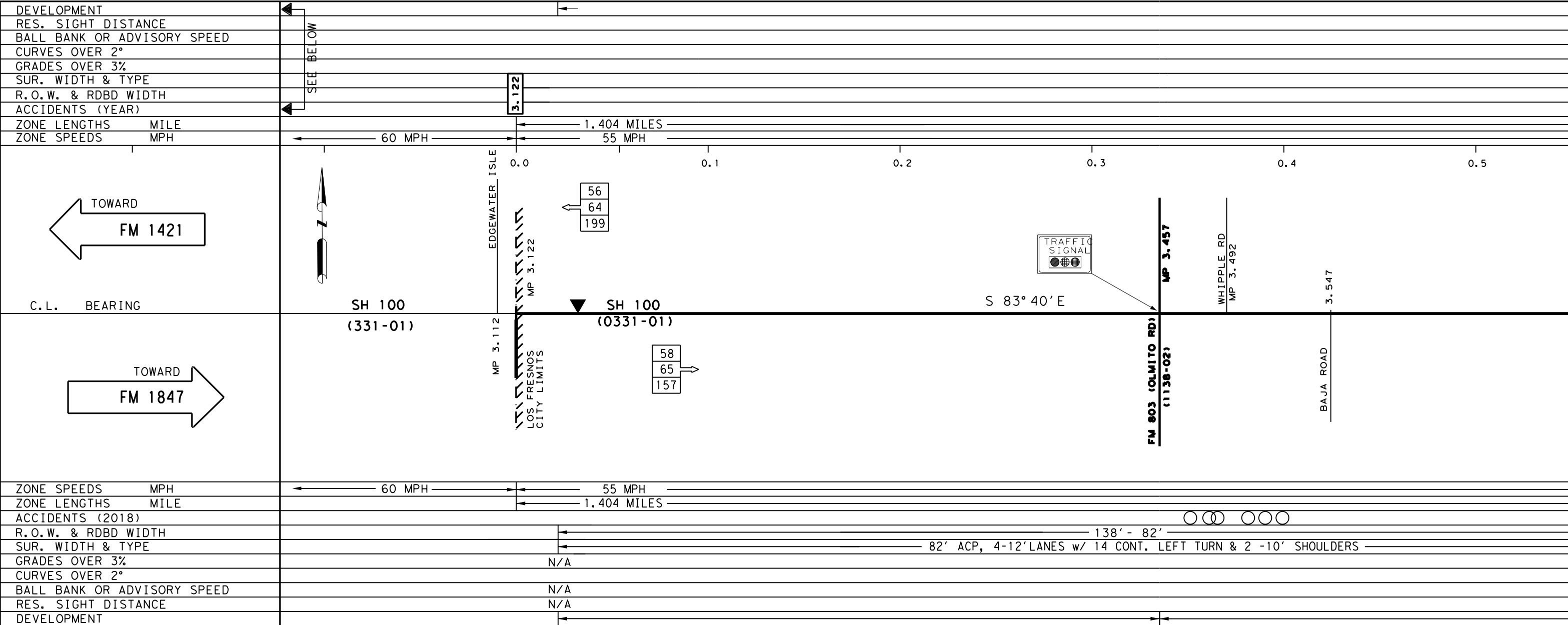
**APPROVED** and **PASSED** on the second and final reading this \_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

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





DIST. NO. 21		COUNTY: CAMERON		MINUTE NO.		DATE	
HIGHWAY: SH 100		CITY: LOS FRESNOS		REPLACES		DATE	
DATE OF SURVEY: 06/11/2019		SCALE: 1" = 300'		REPLACED BY		DATE	
				CANCELED BY		DATE	
LIMITS OF ZONE							
SECTION ONE		LENGTH 2.824 MILES		SECTION TWO		LENGTH	
BEGINS	STA. OR M.P.	CONT. & SEC.	PROJECT	BEGINS	STA. OR M.P.	CONT. & SEC.	PROJECT
	3.122	0331-01					
ENDS	STA. OR M.P.	CONT. & SEC.	PROJECT	ENDS	STA. OR M.P.	CONT. & SEC.	PROJECT
	5.946	0331-01					

SPEED ZONE  
(INC.) LOS FRESNOS  
COUNTY CAMERON  
2010 POP. 5,542

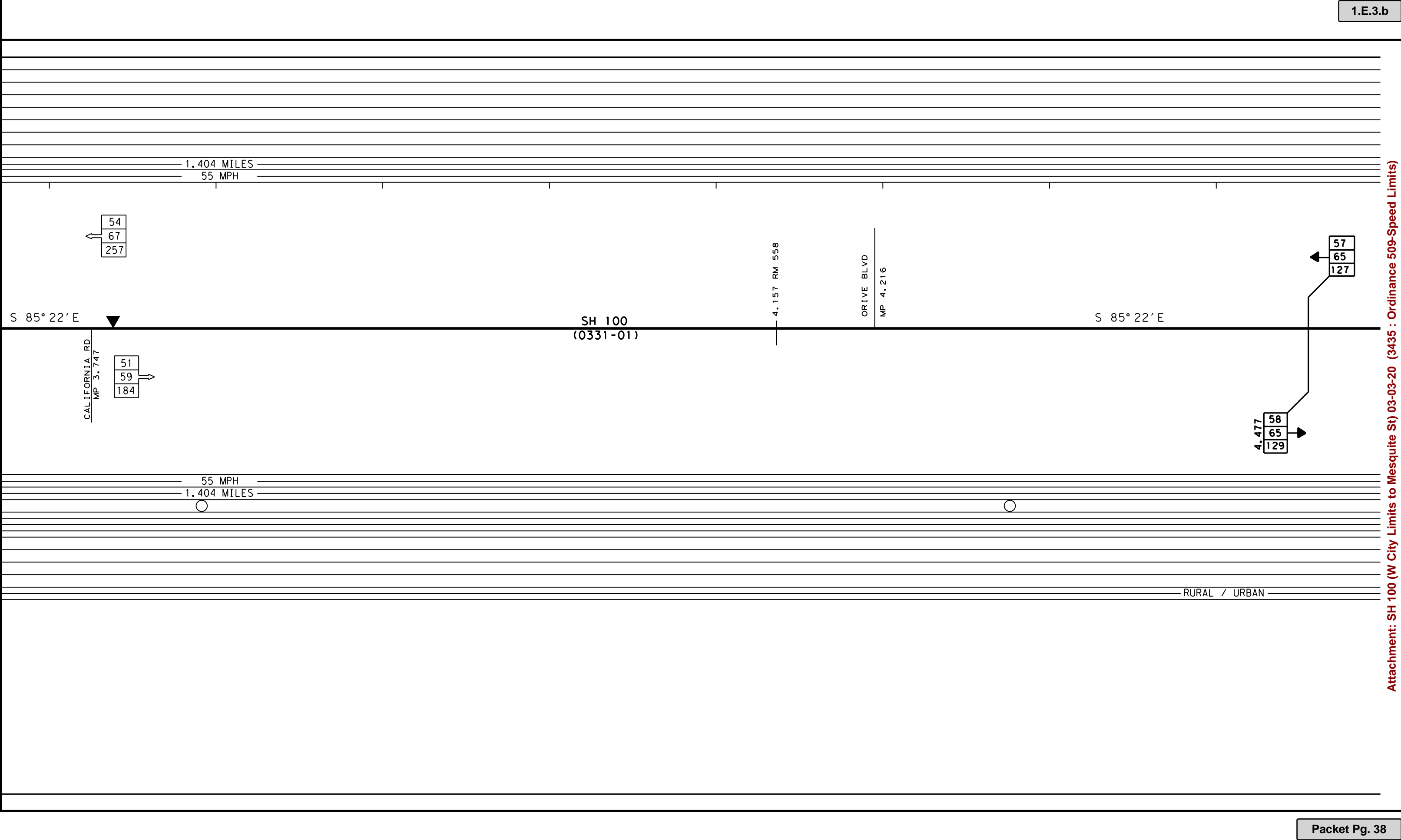
- 42

62

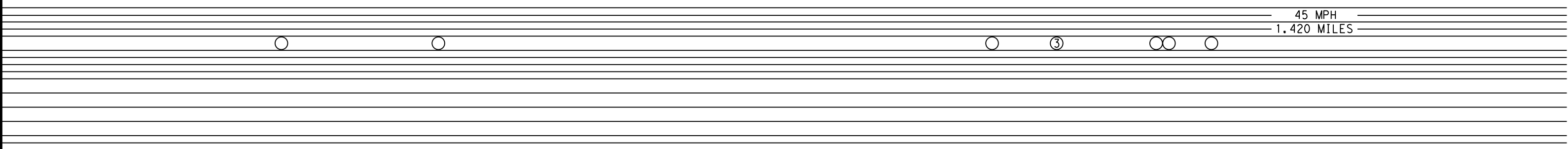
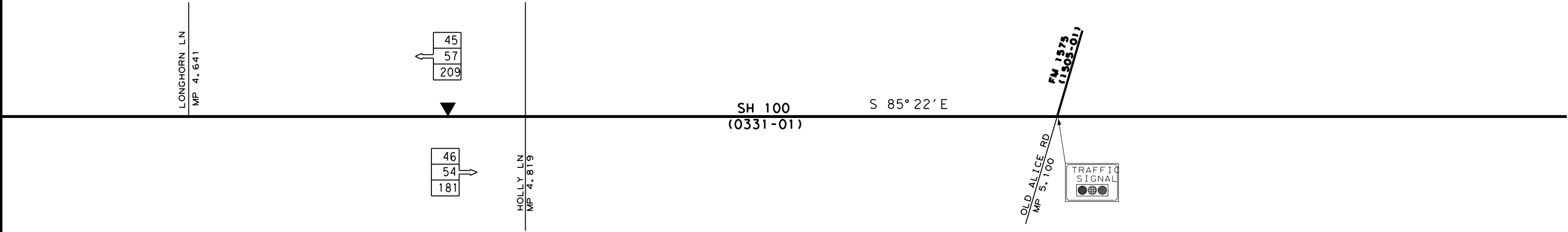
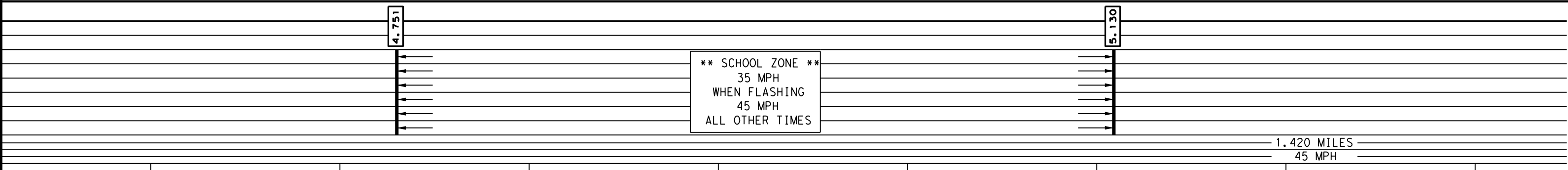
125
- 85 PERCENTILE SPEED  
TOP SPEED MEASURED  
NUMBER OF CARS CHECKED
- ●

○

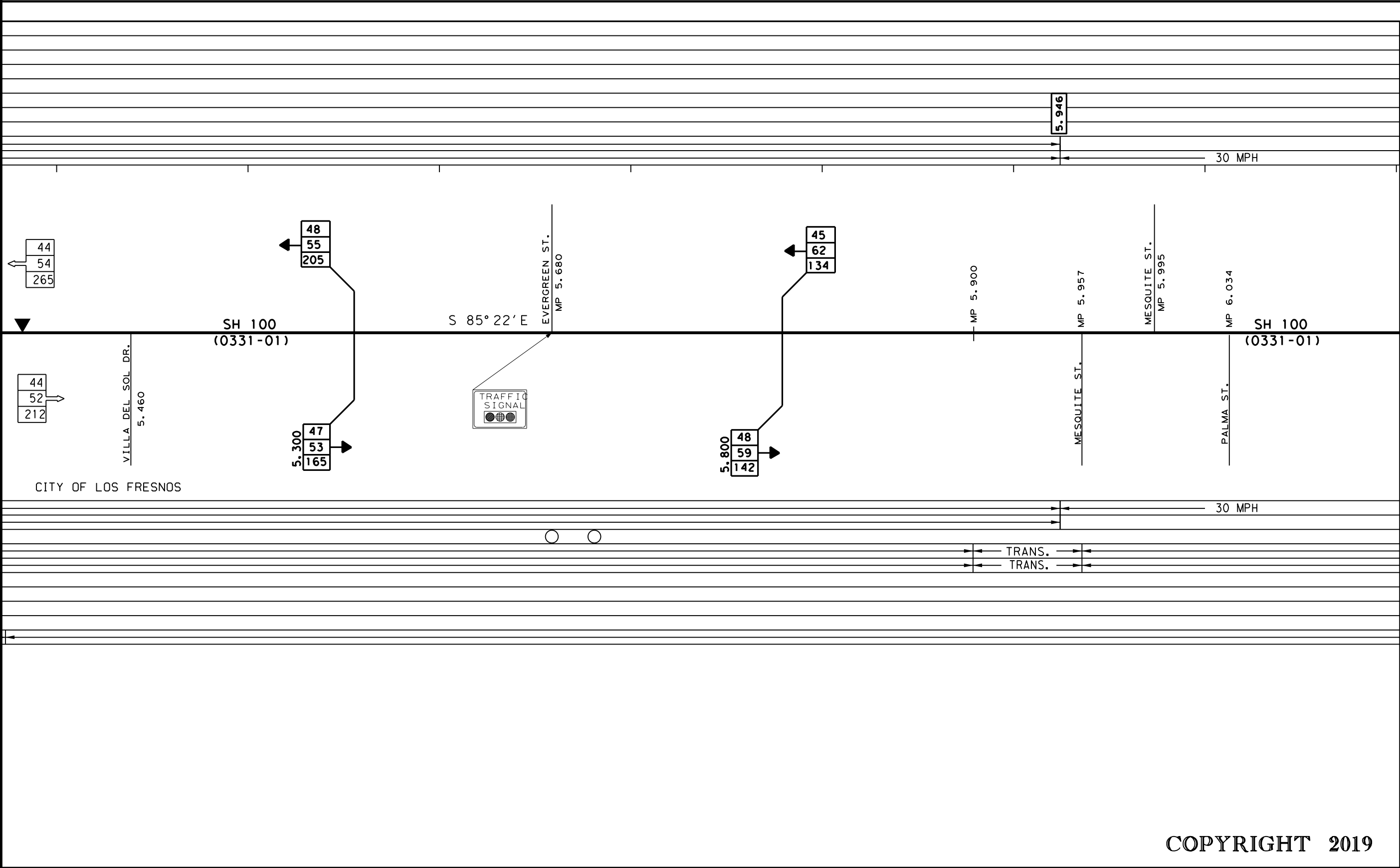
■
- FATAL ACCIDENT  
PERSONAL INJURY ACCIDENT  
PROPERTY DAMAGE ACCIDENT  
INDICATES SECTION ZONED  
BY COMMISSION MINUTE



Attachment: SH 100 (W City Limits to Mesquite St) 03-03-20 (3435 : Ordinance 509-Speed Limits)



Attachment: SH 100 (W City Limits to Mesquite St) 03-03-20 (3435 : Ordinance 509-Speed Limits)



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**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3442

**SCHEDULED**

**ACTION ITEM (ID # 3442)**

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**Consideration and ACTION to approve the 2nd Quarterly  
Investment Portfolio Report ended as of March 31, 2020.**

I recommend approval.



## **Investment Portfolio Summary For the Quarter Ended As of March 31, 2020**




**Quarterly Investment Report  
Investment Officer's Certification  
For the Quarter Ended  
As of March 31, 2020**

This report is prepared for the City of Los Fresnos in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.03(a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the reporting period." This report, which covers the quarter ended March 31, 2020 is signed by the City of Los Fresnos Investment Officer and the Investment Committee members and includes the disclosures required in the PFIA.

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

  
Pablo A. Garza  
Investment Officer/Finance Director

  
Mark W. Milum  
City Manager/ Investment Committee

  
Polo Narvaez  
Mayor/ Investment Committee

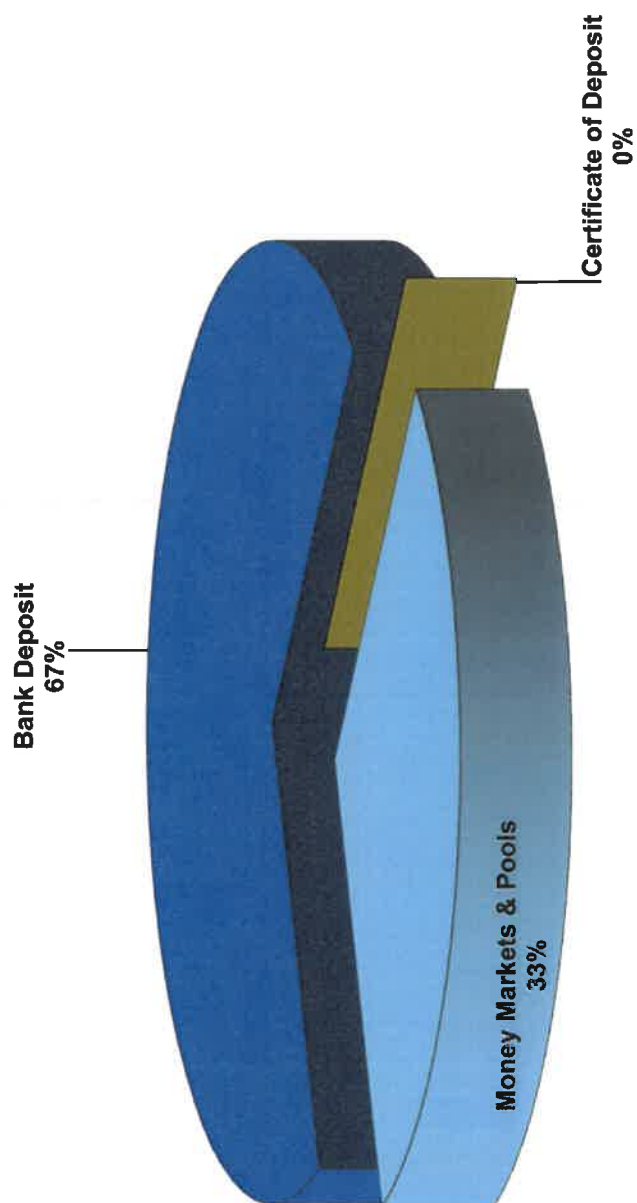
**Quarterly Investment Report  
Table of Contents  
For the Quarter Ended  
As of March 31, 2020**

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

DETAIL OF SECURITY HOLDINGS  
March 31, 2020

Security Description	Security CUSIP	Yield/ Coupon	Settlement Date	Maturity Date	Par Value	Purchase Price	Purchase Cost	Book Value	Market Price	Accrued Interest	Market Value	Days to Maturity	Yield to Maturity
<b>General Fund</b>													
Lone Star Investment Pool-Emergency Reserve	First Public	1.611					406,097	406,097	100		406,097		1.611
FCB- Debit Cards	FCB	-					5,000	5,000	100		5,000		-
FCB-General Fund (Operating)	FCB	0.250					780,392	780,392	100		780,392		0.250
FCB-General Fund (Emergency Reserve LS)	FCB	0.250					-	-	100		-		0.250
FCB-Senior Citizens	FCB	0.250					38,691	38,691	100		38,691		0.250
FCB-Forfeited Property-Non Interest (PD Seizure Funds)	FCB	-					706	706	100		706		-
FCB-Forfeited Property (PD Seizure Funds)	FCB	0.250					1,357	1,357	100		1,357		0.250
FCB-Payroll	FCB	0.250					106,981	106,981	100		106,981		0.250
							1,339,223	1,339,223			1,339,223		0.358
<b>Water &amp; Sewer Fund</b>													
Lone Star Investment Pool-Emergency Reserve	First Public	1.611					378,348	378,348	100		378,348		1.611
FCB- Debit Cards	FCB	-					5,000	5,000	100		5,000		-
FCB-Water & Sewer (Operating)	FCB	0.250					1,297,700	1,297,700	100		1,297,700		0.250
FCB-Water & Sewer (Meter Deposits LS)	FCB	0.250					213,019	213,019	100		213,019		0.250
FCB-W&S Rev Bonds S84-84A I&S	FCB	0.250					37	37	100		37		0.250
FCB-W&S Rev Bonds S84-84A (Reserved Funds)	FCB	0.250					84,506	84,506	100		84,506		0.250
FCB-Water & Sewer (Emergency Reserve)	FCB	0.250					61	61	100		61		0.250
FCB-Utility Expansion (Purchase Water Rights/Utility Improver	FCB	0.250					3,538	3,538	100		3,538		0.250
							1,982,209	1,982,209			1,982,209		0.39
<b>Special Revenue Funds</b>													
	FCB						-	-	100		-		-
<b>Debt Service</b>													
FCB-Debt Service (Bond Payments)	FCB	0.250					100,350	100,350	100		100,350		0.25
							100,350	100,350			100,350		0.25
<b>Capital Projects</b>													
FCB-2016CDBG Grant Contract 7216300 (Streets)	FCB	-					-	-	100		-		-
FCB-TPW 50-000461 Nature Park	FCB	-					166,013	166,013	100		166,013		-
FCB-USDA (Water Distribution System Project)	FCB	-					-	-	100		-		-
FCB-TSSI Safe Room DR-1791-353	FCB	-					-	-	100		-		-
FCB-Valley Legacy Foundation Grant (Hike & Bike Trail)	FCB	0.250					390,731	390,731	100		390,731		0.250
FCB-CO SR 2014 (Lopez LS, Land, Sewer Ext, Evergreen St	FCB	-					187,860	187,860	100		187,860		-
FCB-TWDB-DWSRF NO. 62627 (Engineering)	FCB	-					-	-	100		-		-
FCB-TWDB-CWSRF CO 2009 (Collection System/MWWTP)	FCB	-					38,592	38,592	100		38,592		-
FCB-Tax Increment Reinvestment Zones (TIRZ)	FCB	0.250					293,105	293,105	100		293,105		0.250
FCB-TWDB-CWSRF NO. 73687 (Engineering)	FCB	-					-	-	100		-		-
FCB-CO SR 2017 (Streets & City Hall)	FCB	-					17,690	17,690	100		17,690		-
Lone Star Investment Pool - CO SR 2017	First Public	1.611					985,008	985,008	100		985,008		1.611
FCB- Tax Note Series 2018 (City Hall)	FCB	0.250					2,556	2,556	100		2,556		0.250
Lone Star Investment Pool - CO SR 2018	First Public	1.611					188,355	188,355	100		188,355		1.611
							2,269,909	2,269,909			2,269,909		0.284
<b>Community Development Corp</b>													
FCB-CDC (Operating)	FCB	0.250					296,944	296,944	100		296,944		0.250
							296,944	296,944			296,944		0.250
<b>TOTAL PORTFOLIO</b>													
							\$ 5,988,634	\$ 5,988,634		\$ -	\$ 5,988,634		0.255

# **PORTFOLIO SUMMARY** **March 31, 2020**



**YIELD SUMMARY**  
As of March 31, 2020

Security Description	Security CUSIP	Settlement Date	Maturity Date	Par Value	Market Value	Percent of Assets	Days to Maturity	Weighted Average Maturity	Yield to Maturity
<b>Bank Deposit</b>									
First Community Bank	FCB				4,030,826	67%			0.25
<b>Money Markets &amp; Pools</b>									
Lone Star Investments	First Public				1,957,808	33%			1.61
<b>Certificate of Deposit</b>									
First Community Bank	FCB			-	-	0%	-	-	-
<b>TOTAL PORTFOLIO</b>				\$ -	\$ 5,988,634	100%			1.86

**MARKET VALUE ASSET RECONCILIATION**  
**FROM 01-1-2020 TO 03-31-2020**

<b>Security</b>	<b>Market Value 01-01-2020</b>	<b>Additions Purchases</b>	<b>Withdrawals Sales</b>	<b>Realized Gains</b>	<b>Unrealized Gains</b>	<b>Interest Gains</b>	<b>Market Value 03-31-2020</b>
<b>Bank Deposit</b>							
First Community Bank	4,030,826	-	-	-	-	-	4,030,826
<b>Money Markets &amp; Pools</b>							
Lone Star Investments	2,553,245	-	(605,570)	-	-	10,134	1,957,809
<b>Certificate of Deposit</b>							
First Community Bank	-	-	-	-	-	-	-
<b>TOTAL PORTFOLIO</b>	<b>\$ 6,584,071</b>	<b>\$ -</b>	<b>\$ (605,570)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,134</b>	<b>\$ 5,988,635</b>



**PURCHASE AND SALE MATURITY  
FROM 10-1-2019 TO12-31-2019**

Trade Date	Settlement Date	Quantity	Security	Unit Price	Amount
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**PURCHASES**

**SALES/MATURITIES**

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Resolutions  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 3446)**

DOC ID: 3446 A

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**Consideration and ACTION to approve Resolution 5-2020, a resolution for the submission of a grant application for the City of Los Fresnos to the office of the Governor.**

The annual StoneGarden Grant is ready for approval. This is the same program we, along with all other agencies in Cameron County, utilize every year to monitor the main highways. This year it is \$20,000. With increased presence on the main highways we will hopefully reduce terrorists and other criminal activities along these main corridors.

I recommend approval.

**CITY OF LOS FRESNOS  
RESOLUTION NO. 5-2020**

**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	___ For	___ Against	___ Abstained
Mayor Pro-tem Yolanda H. Cruz	___ For	___ Against	___ Abstained
Councilmember Andres Lopez	___ For	___ Against	___ Abstained
Councilmember James Herrera	___ For	___ Against	___ Abstained
Councilmember Ramon Ortiz	___ For	___ Against	___ Abstained
Councilmember Juan Munoz	___ For	___ Against	___ Abstained

**WHEREAS**, the City of Los Fresnos finds it in the best interest of the citizens of Los Fresnos that the application for Operation Stonegarden 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 Operation Stonegarden Program to the Office of the Governor.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2020.

Grant Number: 3192405

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

ATTEST:

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

Attachment: Resolution 5-2020 (3446 : Resolution 5-2020 Stongarden)

**Statement of Grant Award (SOGA)**

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

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

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

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

<b>Grant Number:</b>	3192405	<b>Award Amount:</b>	\$20,000.00
<b>Date Awarded:</b>	PREVIEW - AWARD NOT ACTIVE	<b>Grantee Cash Match:</b>	\$0.00
<b>Grant Period:</b>	04/01/2020 - 02/28/2021	<b>Grantee In Kind Match:</b>	\$0.00
<b>Liquidation Date:</b>	05/29/2021	<b>Total Project Cost:</b>	\$20,000.00
<b>Program Fund:</b>	HS-Homeland Security Grant Program (HSGP)		
<b>Grantee Name:</b>	Los Fresnos, City of		
<b>Project Title:</b>	Cameron-2019 OPSG		
<b>Grant Manager:</b>	Lynne Crow		
<b>DUNS Number:</b>	070479118		

<b>CFDA:</b>	97.067 - Homeland Security Grant Program (HSGP)
<b>Federal Awarding Agency:</b>	U.S. Department of Homeland Security, Federal Emergency Management Agency
<b>Federal Award Date:</b>	8/28/2019
<b>Federal/State Award ID Number:</b>	EMW-2019-SS-00034-S01
<b>Total Federal Award/State Funds Appropriated:</b>	\$98,436,639.00
<b>Pass Thru Entity Name:</b>	Texas Office of the Governor – Homeland Security Grants Division (HSGD)
	No

**Is the Award  
R&D:****Federal/State  
Award  
Description:**

The purpose of the HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 31 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community.

[Print This Page](#)

**Agency Name:** Los Fresnos, City of  
**Grant/App:** 3192405 **Start Date:** 4/1/2020 **End Date:** 2/28/2021

**Project Title:** Cameron-2019 OPSG  
**Status:** Application Pending Submission

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Operation Stonegarden (OPSG):** Supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and local, Tribal, territorial, state, and Federal law enforcement agencies. The OPSG Program funds investments in joint efforts to secure the United States' borders along routes of ingress from international borders to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders.

### OPSG Objectives

OPSG is intended to support Border States in accomplishing the following objectives:

- Increase capability to prevent, protect against, and respond to border security issues.
- Increase coordination and collaboration among Federal, state, local, and Tribal law enforcement agencies.
- Continue the distinct capability enhancements required for border security and border protection.
- Provide intelligence based operations through USBP Sector Level experts to ensure safety and operational oversight of Federal, state, local, and Tribal enforcement agencies participating in OPSG operational activities.
- Support requests to the Governor to activate, deploy, or redeploy specialized National Guard Units/Packages and/or elements of state law enforcement to increase or augment specialized/technical law enforcement operational activities.
- Continue to increase operational, material and technological readiness of state, local, and Tribal law enforcement agencies.

### Program Requirements



### **National Incident Management System (NIMS) Implementation**

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

### **Emergency Management Plans (Intermediate Level)**

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [tdem.plans@dps.texas.gov](mailto:tdem.plans@dps.texas.gov).

### **Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

### **Program Requirements**

#### **OPSG Operational Capability**

OPSG funds must be used to provide an enhanced law enforcement presence and to increase operational capabilities of Federal, state, local, and Tribal law enforcement, promoting a layered, coordinated approach to law enforcement within the Texas Border Region.

#### **Operational Overtime Costs**

OPSG funds should be used for operational overtime costs associated with law enforcement activities, in support of border law enforcement agencies for increased border security enhancement. Costs associated with overtime (OT) shall be reimbursed following the grantee's overtime policy and the requirements as stated below:

- a. OT is time actually worked that exceeds the required number of hours during an employee's designated work period.
- b. The OT rate will be no more than one-and-one-half (1.5) times the employee's regular pay rate.
- c. Exempt salaried employees may not be reimbursed for overtime unless the grantee's overtime policy specifically allows for it.
- d. HSGD will only reimburse the grantee for OT that does not exceed a total of 16-hours (regular + OT) worked during any 24-hour period.

### **Integrated Planning Team**

OPSG uses an integrated approach to address transnational criminal activity. Federal, state, local, and Tribal partners are required to establish and maintain an OPSG Integrated Planning Team (IPT) with representation from all participating law enforcement agencies.

### **Reporting Requirements**

Participation in OPSG requires accurate, consistent, and timely reporting of how funds are used and how operations have impacted border security. Each partner agency must identify a single point of contact to represent their agency as a member of the IPT and to coordinate submission of reports. Required reports include:

- **Daily Activity Report** - submit ongoing results and outputs from OPSG operations conducted. A monthly report detailing the daily activities must be submitted to the Border Patrol Sector by 10th day of the following month.
- **After Action Report** - articulates outcomes, outputs, and results for each OPSG operation conducted.

### Coordination

All operational plans should be crafted in cooperation and coordination among Federal, state, local, and Tribal partners. All jurisdictions must coordinate with the USBP Sector Headquarters with geographic responsibility for the jurisdiction's location in developing and submitting an Operations Order to the Governor's Office, Homeland Security Grants Division.

After awards are announced, prospective recipients will re-scope the draft Operations Order and resubmit it as a final Operations Order based on actual dollar amounts awarded. Final Operations Orders will be approved by the appropriate Sector Headquarters and forwarded to Headquarters, Office of Border Patrol, Washington, D.C., before funding is released.

Recipients may not begin operations, obligate, or expend any funds until the final Operations Order has been approved by FEMA Grants Program Directorate and USBP Headquarters.

### Operational Cycle

The overarching operational cycle involves three stages; application, concept of operations to formulate a Campaign Plan and one or more tactical operational periods, which are all developed by the IPT.

#### Application

Jurisdictions must develop their Operations Order in coordination with state and Federal law enforcement agencies, to include, but not limited to CBP/USBP. Operations Orders that are developed at the county level should be inclusive of city, county, Tribal, State, and other local law enforcement agencies that are eligible to participate in OPSG operational activities. Operations Order details should include the names of the agencies, points of contacts, and individual funding requests. The USBP sector office will forward the application to the Governor's Homeland Security Grants Division for final review before submission to DHS/FEMA.

#### Concept of Operations to Formulate a Campaign Plan

Participants receiving an award will create and submit an Operations Order that forms a campaign plan and captures the initial, generalized budgetary intent to their IPT. The campaign plan should articulate the participant agency's long-term border security objectives and goals designed to mitigate border security risk. The operations plan will project planned expenditures in the following categories: overtime, equipment, instruction, travel, maintenance, fuel, and administrative funds. Once the operations plan is approved, the area IPT will meet to initiate the last stage in the planning process.

#### Tactical Operations Plan

Once the participant is ready to conduct operations, the area IPT will begin planning tactical operations. Tactical operations will be conducted on a periodic basis and are composed of six critical elements:

1. A pre-planning meeting with the IPT
2. Specific beginning and end dates
3. Intelligence driven with a nexus to border security
4. Use of targeted enforcement techniques
5. Clearly stated objectives
6. After action meeting

### Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**I certify to all of the application content and requirements.**

### **Project Summary :**

Briefly summarize the project, including proposed activities and intended impact.

The Los Fresnos Police Department's overall goal is to continue to reduce border related criminal activity and to prevent or avoid an imminent, threat or actual act of terrorism by utilizing the 2019 OPSG grant funds to enhance our patrol in AOR by enhancing patrol, initializing surveillance to deter, disrupt any terrorism criminal organizations. In addition, the Los Fresnos Police Department will enhance intelligence gathering and sharing of intelligence in our area to Federal, State and local agencies. This will be done by providing the information to USBP sector level experts. We will also offer support to the Governor when needed. This project will also allow the Los Fresnos Police Department to enhance patrol and facilitate the directed actions of Surge operations and increase directed intelligence throughout the Border region to indirect criminal activities in our community and criminal activities of individual's traveling through our community to and from South Padre Island and the close proximity of the Mexico Border. The Los Fresnos Police department is in close proximity to the Texas and Mexico Border and is surrounded by water ways from the Gulf of Mexico that transnational gangs and cartel members, or any terrorist could utilize for different conveyances to threaten the security of the United States.

### **Problem Statement :**

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

This project will allow the Los Fresnos Police Department to enhance patrol and facilitate the directed action intelligence to interdict terrorist activities in our community and criminal activities of individuals traveling through our community on Texas 100 and F.M. 1847 to and from South Padre Island. Los Fresnos is in close proximity to the Texas and Mexico Border and is surrounded by water ways from the Gulf of Mexico that criminal organizations, transnational gangs and cartel members utilize different conveyances to transport illegal narcotics from this Texas Border region. Additionally, Los Fresnos is located on and between Texas 100 and F.M. 1847 which are major highways. As a result of this Los Fresnos which is within the lower Texas Border region has increase gang members from the Lower Rio Grande Valley transporting narcotics through our community and stopping in our community resulting in increased additional criminal activity. Furthermore, Los Fresnos is in close proximity to the Brownsville ship channel and it is well known in this area that the aforementioned criminal element to utilized the Brownsville ship channel and is further utilized by narcotic organizations and human smuggling organizations to facilitate these illicit and illegal activities. The Los Fresnos Police Department will increase the effectiveness of directed action intelligence and analysis by documenting all arrest information, gang intelligence and reporting all information to the Joint Operations Intelligence Center increasing intelligence driven policing.

### **Existing Capability Levels :**

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

The Los Fresnos Police Department currently has units and personnel to enhancing patrol, initializing surveillance to deter, disrupt any terrorism criminal organizations.

### **Capability Gaps:**

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

Although the department has units and personnel to enhancing patrol, initializing surveillance to deter, disrupt any terrorism criminal organizations, the police department currently does not have all the funds to assign extra patrol in our city to help reduce border related criminal activity and to prevent or avoid an imminent, threat or actual act of terrorism by utilizing the 2019 OPSG grant funds to enhance our patrol in AOR by enhancing patrol, initializing surveillance to deter, disrupt any terrorism criminal organizations. In addition, the Los Fresnos Police Department will enhance intelligence gathering and sharing of intelligence in our area to Federal, State and local agencies.

### **Impact Statement :**

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

The overall goals of this this project is to reduce crime by enhancing patrol, appending criminals while

conducting investigations, and surveillance resulting in prosecution of individuals associated with gangs, cartel members, human smuggling organizations. In addition, to collect, report analytical intelligence of gang members, identify members of criminal organizations in our area and those traveling through our area resulting in the increased effectiveness of directive action intelligence sharing and analysis with the unified command which will facilitate the increased effectiveness of the overall enhanced surge operations that originate out of the Program while sharing and working with Federal, State, and local agencies.

#### **Homeland Security Priority Actions:**

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

1.3.2 Conduct and support integrated multi-agency, multi-jurisdictional investigations to disrupt and dismantle criminal organizations operating in the Texas border region.

#### **Target Group :**

Identify the target group and population expected to benefit from this project.

Los Fresnos is located slightly south of the geographic center of Cameron County at 26°4'24"N 97°28'41"W (26.073216, -97.478164). It is 12 miles (19 km) north of the center of Brownsville and 18 miles (29 km) southeast of Harlingen. According to the United States Census Bureau, Los Fresnos has a total area of 3.1 square miles (7.9 km<sup>2</sup>), of which 2.9 square miles (7.6 km<sup>2</sup>) is land and 0.1 square miles (0.3 km<sup>2</sup>), or 3.98%, is water. As of the census of 2018 there were 7,883 people residing in the City of Los Fresnos. This project will target victims, criminal organizations reference to narcotics trafficking, human smuggling, gangs and transnational gangs. The City of Los Fresnos is located in south-central Cameron County and is a family friendly community. While the City of Los Fresnos is known for being a family friendly community the city has seen an increase of crime and this grant will benefit by providing enhanced patrol.

#### **Long-Term Approach:**

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

The Los Fresnos Police Department's overall goal is to continue to reduce border related criminal activity and to prevent or avoid an imminent, threat or actual act of terrorism by utilizing the 2019 OPSG grant funds to enhance our patrol in AOR by enhancing patrol, initializing surveillance to deter, disrupt any terrorism criminal organizations. In addition, the Los Fresnos Police Department will enhance intelligence gathering and sharing of intelligence in our area to Federal, State and local agencies. This will be done by providing the information to USBP sector level experts. We will also offer support to the Governor when needed. This project will also allow the Los Fresnos Police Department to enhance patrol and facilitate the directed actions of Surge operations and increase directed intelligence throughout the Border region to indirect criminal activities in our community and criminal activities of individual's traveling through our community to and from South Padre Island and the close proximity of the Mexico Border. The Los Fresnos Police department is in close proximity to the Texas and Mexico Border and is surrounded by water ways from the Gulf of Mexico that transnational gangs and cartel members, or any terrorist could utilize for different conveyances to threaten the security of the United States.

You are logged in as **User Name:** p\_\_garza

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Agreement  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 3454)**

DOC ID: 3454 A

## **Consideration and ACTION to approve Alley Paving Project as approved the Los Fresnos Community Development Corporation.**

Bids were received for alleys and a sidewalk patch and the following were approved by the CDC Board on Monday May 4.

\$29,215.25	Abby's Bakery (Nogal to Palma south of Highway 100)
\$14,932.50	A & M Auto (Highway 100 to Fifth east of 1847)
\$12,498.75	Cricket (Third to Highway 100) west of 1847)
\$ 850.00	Behind Circle K & Angela's (Patch)
\$ 2,220.00	Sidewalk Highway 100 & Coma
\$23,917.25	Post Office, J&B's, New Clinic (Olmo to Nogal south of Highway 100)
\$16,997.25	Navarro's, Real Estate, Gym, Gift Shop (Third to Second east of 1847)
 \$100,631.00	 Total

The other alley that is used quite a bit is the alley behind the old Methodist Church which is not an office complex. The bid amount is \$13,700.00 but the CDC Board felt we needed to wait to see how the sales tax revenue is for this month before they decide to do that.

I recommend approval of the CDC Board action to approve the projects totalling \$100,631.00.

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Annexation  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 3456)**

DOC ID: 3456 A

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**Consideration and ACTION to accept a Petition Requesting  
Annexation by Land Owner for Feather Ridge Phase II and  
set at date and time for a public hearing.**

The development of Feather Ridge Phase I has gone great with many homes already constructed and I believe all the lots sold. This made the need to complete the infrastructure for Feather Ridge Phase II. This work is nearing completion in the next month or so. The intent was always for them to request annexation. They requested it last month but due to COVID-19 that had to be delayed a month. The procedure is to accept the petition at this meeting and then at the June 9 meeting hold a public hearing and vote on the resolution to annex or not. The second vote would be at the July 14 meeting unless we have a meeting prior to that.

I recommend approval.

RECEIVED MAR 19 2020

**PETITION REQUESTING ANNEXATION BY LAND OWNER**

TO THE MAYOR OF THE CITY OF LOS FRESNOS, TEXAS:

The undersigned owner of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby waive the requirement to be offered a development agreement pursuant to Section 43.035 and petition your honorable body to extend the present city limits

So as to include as part of the City of Los Fresnos, Texas, the following described territory, to wit:

**METES AND BOUNDS DESCRIPTION**

A 2.658 Acre Tract of land out of Tract 45, Subdivision "F" of Paredes Tract Subdivision in Share 19, Espiritu Santo Grant, Cameron County, Texas; said 2.658 acre tract also being out of a certain 747.21 Acre Tract of land described in assumption warranty deed recorded in Volume 22333, Page 291 of the Official Records of Cameron County, Texas; said 2.658 Acre Tract being more particularly located and described as follows:

**COMMENCING** at a cotton picker spindle found at the Southwest corner of Feather Ridge Subdivision Phase One (Documents 13782, 13783, and 13784 Map Records, Cameron County, Texas); said point lying at the centerline of Veterans Memorial Drive and the East line of a certain of 1.992 Acre Tract of land described in Volume 20479, Page 64 of the Official Records of Cameron County Texas **THENCE**, South 05 Deg. 58 Min. 19 Sec. West, along the East line of said 1.992 Acre tract and projected centerline of Veterans Memorial Drive, a distance of 199.96 to the Southeast corner of said 1.992 Acre Tract; said point lying on the South line of the current City limits of the City of Los Fresnos for the **POINT OF BEGINNING** of the tract herein described;

**THENCE**, South 84 Deg. 53 Min. 17 Sec. East, along the current City limits line, a distance of 1145.52 feet to the to the Southeast corner of current city limits of the City of Los Fresnos; said point lying in the center of a drain ditch and on the East line of Tract 45, for the Northeast corner of this tract;

**THENCE**, South 04 Deg. 23 Min. 38 Sec. West, along the East line of Tract 45, within said drain ditch, a distance of 94.84 feet to a point, for the Southeast corner of this tract;

**THENCE**, North 85 Deg. 36 Min. 22 Sec. West, a distance of 1188.23 feet to a point on the Southerly projection of the West right-of-way line of Veterans Memorial Drive (80 feet wide R.O.W.) for the Southwest corner of this Tract;

**THENCE**, North 05 Deg. 58 Min. 19 Sec. East, along the Southerly projection of the West right-of-way line of Veterans Memorial Drive, a distance of 100.28 feet a point on the South line of the above referenced 1.992 Acre tract for the Northwest corner of this tract;



PETITION REQUESTING ANNEXATION  
BY AREA LANDOWNER (2.658 Acres)  
(continued Page 2 of 2)

**THENCE**, South 84 Deg. 53 Min. 17 Sec. East, along the South line of said 1.992 Acre tract, a distance of 40.00 feet to the **POINT OF BEGINNING**.

**CONTAINING** 2.658 Acres of land, more or less.

We certify that the abpve described tract of land is contiguous and adjacent to the City of Los Fresnos, Texas, is not more than one-half mile in width, and that this petition is signed and duly acknowledged by each and every person or entity having an interest in said land.

Signed: \_\_\_\_\_

Alter Holand, Member, Ocelot Development, LLC

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

STATE OF TEXAS

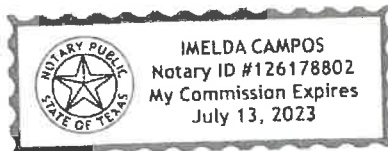
COUNTY OF Hidalgo

BEFORE ME. The undersigned authority, on this day personally appeared

Alter Holand,

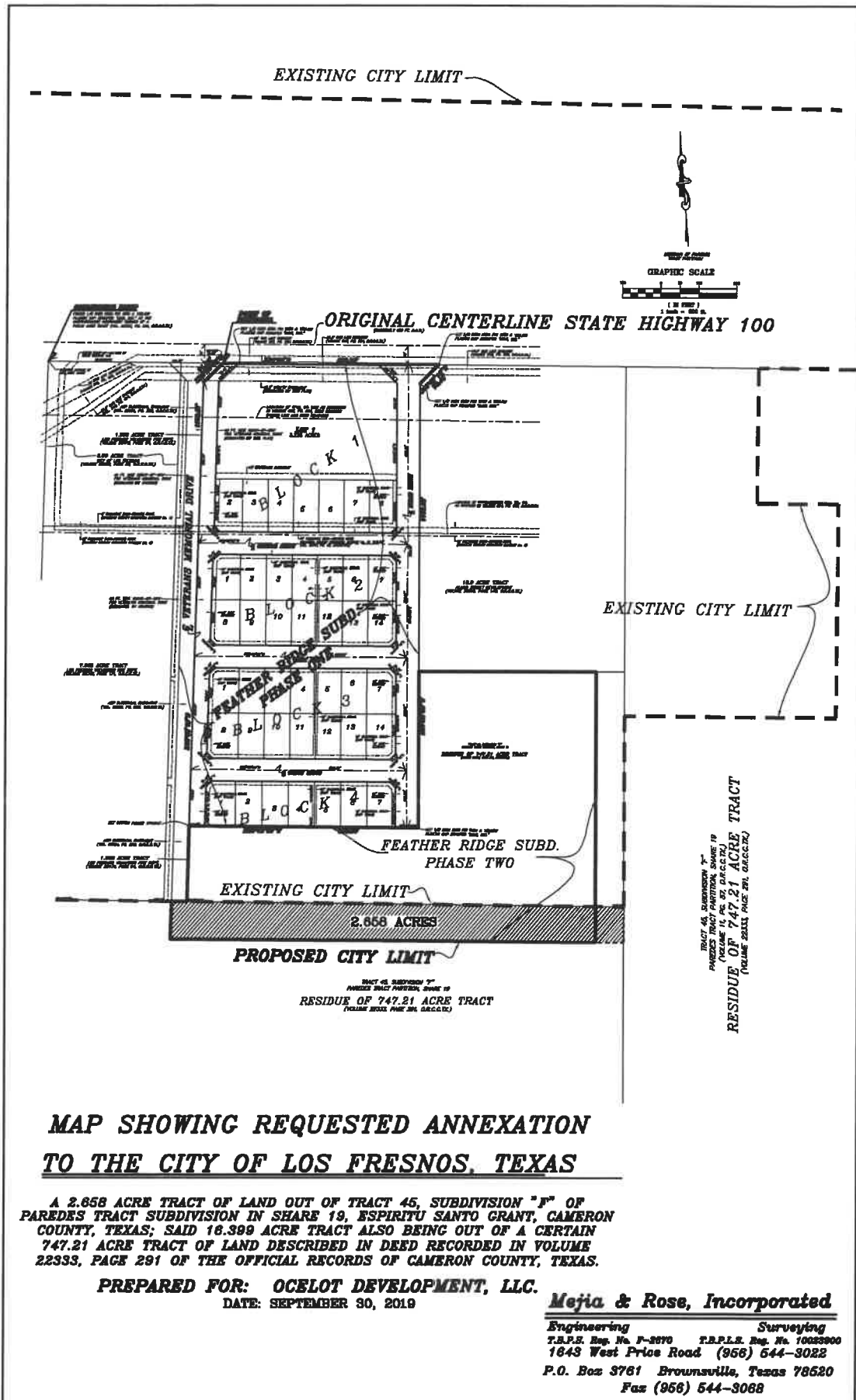
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this 19th day of March, 2020.



Imelda Campos  
Notary Public in and for Hidalgo, Texas.

Attachment: petition annex feather ridge 2 (3456 : Petition for Annexation-Feather Ridge Phase II)



**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Policy  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 3458)**

DOC ID: 3458 A

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**Consideration and ACTION to approve Standard Operational Procedures for the Los Fresnos Police Department.**

Attached is standard operational procedures for the Police Department. The Chief used best practices as standards through the Chief's Association to do these updates. Chief Gonzalez will be at the meeting to answer questions.

I recommend approval.

# Los Fresnos Police Department



## Standard Operational Procedures

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## **PATROL STANDARD OPERATING PROCEDURES**

### **I. ORGANIZATION AND ADMINISTRATION**

- A. LFPD is commanded by the Chief of Police who shall have authority to command all assigned personnel directly or through subordinate supervisors.
- B. This Patrol Standard Operating Procedure will be maintained and reviewed by the Chief of Police. Changes to this SOP will be made by memorandum or email and will remain in effect until incorporated into a newer version. The SOP will be reviewed annually by the Chief of Police, or designee, for compliance with current operations and compliance with Texas law.
- C. The Chief of Police must approve all changes made in this SOP in writing.

### **II. PERSONNEL ISSUES AND ADMINISTRATIVE REQUIREMENTS**

- A. Reporting for Duty
  - 1. Personnel report to duty at the time and place as assigned and/or scheduled, fully prepared and capable of performing their assigned duties.
  - 2. Personnel beginning a tour of duty make themselves available to undertake their assignments immediately at the start of their tour of duty.
  - 3. Personnel beginning tour of duty review previous shifts' activities, computer messages, memos, information posted, and other similar information media in order that the member is fully informed of necessary and pertinent information.
- B. Meal Breaks
  - 1. No more than two marked police vehicles will meet and check out at any eating establishment. The exception to this is:
    - a. When uniformed officers are attending departmental functions, or
    - b. When approved by the officer's immediate supervisor.
  - 2. Length of Meal Breaks
    - a. In accordance with FLSA officers are compensated for their mealtime and are not guaranteed a meal break. Officers are allowed two, 15-minute breaks, or one, 30-minute break plus a meal break. LFPD personnel will check out on their radios during these breaks and provide Communications with their location.
- C. Patrol Division Uniform
  - 1. Class A "Parade Dress" consists of the following components:
    - a. Long sleeve uniform shirt
    - b. Tie
    - c. Badge
    - d. Name plate
    - e. Service/proficiency/award bars
    - f. Insignia
    - g. Trousers
    - h. Socks
    - i. Dress shoes/boots
    - j. Leather Belt rig containing ONLY the following equipment
      - i. Inner belt
      - ii. Outer belt

- iii. Holster
  - iv. Duty weapon
    - v. Double magazine holder with loaded magazines
  - vi. Handcuff case with handcuffs
  - vii. Radio holder with portable radio and shoulder microphone
  - viii. ASP baton and holder
    - ix. Any specialized items established for a specific ceremony or event and as approved by the Chief of Police Services or designee in charge of the ceremony or event.
  - k. In the event of inclement weather
    - i. Rain gear
2. "Class B "Duty Dress" consists of the following components:
- a. Seasonally approved uniform shirt
  - b. Badge
  - c. Name plate
  - d. Insignia
  - e. Dark blue or black T-shirt or turtleneck
  - f. Uniform Trousers
  - g. Socks
  - h. Black Shoes/Boots
  - i. Leather gear rig containing only the following equipment
    - i. Inner belt
    - ii. Outer belt
    - iii. Holster
    - iv. Duty Weapon
      - v. Double magazine holder with loaded magazines
    - vi. Handcuff case with handcuffs
    - vii. Radio holder with portable radio and shoulder microphone
    - viii. ASP baton with holder
    - ix. Mini flashlight holder with flashlight (optional)
  - j. Foul weather gear (if needed)
    - i. Wind breaker
    - ii. Rain coat
    - iii. Turtle neck
    - iv. Insulated Gloves if needed
    - v. Toboggan
3. Class C "Work/Special Duty Dress" consists of the following components:
- a. Clothing appropriate for the type of special duty assigned while maintaining a professional representation for the Los Fresnos Police Department, unless in an undercover capacity.
4. The "Class B" uniform is worn daily during the performance of assigned duties by all police members, except those whose duties necessitate more traditional business attire or by members whose duty requires concealing the police identity from immediate sight, such as investigative assignments will include Command Staff, Detectives, and Code Enforcement.



5. The “Class C” police uniform is worn by all members during approved, law enforcement related, off-duty employment unless the assignment requires the use of plain clothes and is approved by the Chief of Police or his designee. No city uniform will be worn for off duty employment outside our jurisdiction unless approved by the Chief of Police.
6. Each officer ensures that their equipment is kept in a state of repair and readiness.
7. The replacement of the leather gear is the responsibility of the agency.

### III. ADMINISTRATIVE REQUIREMENTS

#### A. Calls for Service

Members of LFPD shall be responsible to respond to calls for service without delay to prevent injury, protect persons and property, and provide solutions to problems occurring in their respective district assignments. Los Fresnos PD is small, and as a result, all members of LFPD are expected to carry out required police functions.

#### B. Multiple Officer Calls for Service

1. Communication Personnel shall dispatch the appropriate number of personnel or units to a specific call in order to accomplish the objective of the call for service.
2. Administrative, investigative and other appropriate departmental personnel not generally assigned to patrol may also be contacted and requested to provide emergency assistance when necessary.
3. Number of Personnel Utilized
  - a. The specific number of personnel necessary to accomplish the objective of a specific call for service varies with the type and scope of the emergency call.
  - b. While some police service calls can be addressed with a single officer, others may take multiple officers. Personnel shall utilize proper judgment in determining the appropriate number of personnel based on the available information and conditions existing at the time, and in accordance with the provisions contained herein.
  - c. This response protocol includes responding outside of our jurisdiction to assist other agencies.

#### C. Portable Radio Usage

1. LFPD personnel are issued portable radios. Officers are to carry the radios on their equipment belt while on duty. Officers may choose to utilize a shoulder microphone.
2. Portable radios will be turned on when officers are out of their assigned unit. Officers are required to check out with the dispatcher when they are outside of their unit.

3. LFPD personnel will adhere to the dispatch protocols and procedures supported by the Chief of Police and or Communications Supervisor.

#### D. Report Writing

Unless approved by the officer's immediate supervisor all required reports and paperwork shall be completed before the end of the officers assigned shift.

### IV. PATROL FIELD TACTICS AND OPERATIONAL PROCEDURES

#### A. Building Searches

1. The officer in charge will formulate and direct a search plan based on the physical layout of the building.
2. Dispatch will be notified that officers are entering the building. Other officers should limit their radio conversation and officers entering the building should reduce the volume of their portable radios or use an earpiece.
3. Entry is never to be made through small openings or windows unless there is sufficient visual access to the inside of the building to provide cover for the entering officers. Less than two officers normally should not make entry.
4. Emergency conditions in which threat to life or property would result from a lack of immediate action on the part of the responding officer would, of course, require only that officer act as quickly and safely as the situation dictates,
5. Officers should locate the lights and illuminate the area to be searched as the search progresses, however avoid "back lighting."
6. Officers should determine the means by which a suspect may go from one level to another and secure them. The building should be methodically searched, keeping officers abreast of each other's progress. It is not advisable for officers to separate or lose sight of fellow officers.
7. Officers should anticipate ambush points and examine all possible places of concealment.
8. Officers should contact the dispatcher and let others know the building is clear as soon as possible.

#### B. Felony Stop Procedures

1. Special procedures shall be used in vehicle stops when the occupants are reasonably believed to be armed and dangerous. When an officer locates a vehicle driven by a known or suspected felon, the officer shall notify the dispatcher immediately of the suspect's location and give a thorough description of the vehicle and its occupants. The officer shall keep the suspect vehicle in view and request sufficient assistance in making the stop.
2. The officer shall keep support units informed of the suspect's location and direction of travel to aid their approach with minimal use of emergency equipment. The suspect vehicle shall not be stopped unless absolutely necessary until adequate support is available and in position. Circumstances may, however, dictate a one-officer felony vehicle stop.
3. The following procedures shall be used in effecting the stop:
  - a. The officer shall plan to stop the suspect vehicle in a location that presents minimal danger to the public.

- b. When conditions are appropriate and support units available, the officer shall move into position to the rear of the suspect vehicle.
- c. The officer shall signal the violator to stop, using all emergency equipment to warn other traffic.
- d. The violator shall be stopped on the extreme right side of the road.
- e. If the violator is known to be armed and dangerous, the officer shall have his weapon easily accessible and ready for immediate use.
- f. When the suspect vehicle begins to stop, the officer shall turn off the siren and turn on the public address system.
- g. The officer shall park the patrol vehicle so that it provides maximum protection and cover.
- h. At night, the officer shall focus all lights on the interior of the suspect vehicle.
- i. The officer shall leave the patrol vehicle quickly but remain behind the door and accessible to the public address system microphone.
- j. The officer making the stop is in command and shall direct each occupant in accordance with training. First, once suspects are stopped, the officer shall order the driver to shut off the motor and drop the keys on the ground outside his door. Next, the officer shall order occupants to place their hands, palms up, on the ceiling of the vehicle. Normally officers shall then order occupants to exit the vehicle on the driver's side only, but circumstances may dictate exiting the occupants on the passenger side, one at a time. Occupants shall then be ordered to lie face down on the ground.
- k. If a public address system is not available, the officer shall give voice commands if they can be heard; if this fails, the officer should consider that the commands have been heard but ignored. Consistent with training, the officer shall consider other options before leaving a position of cover. [Note: The tactics described for high-risk vehicle stops should be consistent with the methods taught in training courses.]
- l. To reduce confusion, the officer shall instruct support officers, as appropriate, and shall be the only officer to direct the suspects.
- m. The support officers shall cover the arresting officer and normally remain on the curbside of the vehicle until all occupants are in the search position.
- n. Officers shall exercise extreme caution not to get within each other's line of fire.
- o. When all occupants have been removed from the vehicle, the support officers shall move to cover the arresting officer while the suspects are searched.

p. All arrestees shall be searched and handcuffed before transportation.

### C. Foot Pursuits

1. Although it is an officer's decision to initiate a stop, it is the suspect or violator who decides to precipitate a foot pursuit by fleeing. An officer's decision to pursue on foot shall be made with an awareness of and appreciation for the risk to which the officer and others will be exposed. LFPD personnel will not be criticized or disciplined for a decision not to engage in a foot pursuit if, in the officer's assessment, the risk exceeds that which is reasonably acceptable – unless gross dereliction of duty is apparent.
2. Where necessary, an officer may pursue persons who he or she reasonably believes have committed an act that would warrant a stop, investigative detention, or arrest.
3. In deciding whether or not to initiate a pursuit, an officer shall consider the following alternatives to foot pursuit:
  - a. Containment of the area
  - b. Canine search
  - c. Saturation of the area with patrol personnel
4. In deciding whether to initiate or continue a foot pursuit, officers shall also consider risk factors whenever officers are:
  - a. Acting alone
  - b. In an unfamiliar area
  - c. In an area that is hostile toward police officers
  - d. Pursuing suspects who are known to be or suspected of being armed
  - e. Unable to obtain backup in a timely manner
  - f. Not in adequate physical condition to conduct a foot pursuit
  - g. Unable to establish and maintain contact with the communications center, or
  - h. Pursuing in inclement weather, darkness, or reduced visibility conditions
5. Officers initiating foot pursuits shall be in field command and shall bear operational responsibility for the foot pursuit unless circumstances dictate otherwise or until relieved by a supervisor. Pursuing officers are reminded that voice transmissions while running and in other field tactical situations may be difficult to understand and may have to be repeated.
6. The officer initiating a foot pursuit shall, as soon as practical, provide the following information to Communications:
  - a. Unit identifier
  - b. Reason for the foot pursuit
  - c. Officer location and direction of pursuit
  - d. Number of suspects and description
  - e. Whether or not the suspect(s) is armed
  - f. Location to which assisting officers are to respond
  - g. Location, if required, of any perimeter
7. Assisting officers shall immediately attempt to contain the pursued suspect. Such officers shall not respond to the primary officer's location unless the suspect has been stopped and the primary officer requests assistance to take the suspect into custody.
8. When two or more officers are in pursuit, they will normally not separate unless they remain in sight of each other and maintain communication, but they shall allow the lead officer to concentrate on the suspect's actions while the second officer provides backup and maintains communications with dispatch and other assisting officers.

9. Unless there are exigent circumstances such as an immediate threat to the safety of other officers or civilians, officers shall not engage in or continue a foot pursuit under the following conditions:
  - a. If the officer believes the danger to pursuing officers or the public outweighs the necessity for immediate apprehension.
  - b. While acting alone. If exigent circumstances warrant, the lone officer shall keep the suspect in sight from a safe distance and coordinating containment.
  - c. Into buildings, structures, confined spaces, or into wooded or otherwise isolated areas without sufficient backup and containment of the area. The primary officer shall stand by, radio his or her location, and await the arrival of officers to establish a containment perimeter. At this point, the incident shall be considered a barricaded or otherwise noncompliant suspect.
  - d. If the officer loses possession of his firearm.
  - e. If the suspect's location is no longer known.
  - f. If primary officers lose communications with dispatch or communication with backup officers is interrupted.
  - g. If an officer or third party is injured during the pursuit who requires immediate assistance and there are no other police or medical personnel able to render assistance.
  - h. If the officer loses visual contact with the suspect.
  - i. If the officer is unsure of his or her own location or direction of travel

#### D. In-Progress Calls for Service

1. In progress calls demand three primary considerations. First to ensure the greatest level of safety available to all officers concerned with the call. Second, to contain the scene to prevent the escape of suspects; and third, to preserve the scene for all evidence.
2. The following are general guidelines for the handling of the majority of in progress calls:
  - a. The responding unit should go to the site of the premises where the case is most likely occurring.
  - b. If, possible, officers should position their vehicle short of the scene to avoid showing your presence and position.
  - c. Take appropriate time to size up the situation and formulate a plan, and to advise your cover officer.
  - d. On armed robbery calls, for the safety of the victim and bystanders, arrests can best be affected outside the building.

#### E. Adverse Weather Response

1. In the event of severe weather such as a thunderstorms passing through the area with damaging hail, high surface winds, and extremely heavy rain which reduces visibility or endangers personnel or vehicles, all units not on a call will immediately seek shelter at any protected area in your district:
2. In the event of loss of traffic control devices due to a power outage, officers shall monitor the situation for dangerous traffic situations. TXDOT will be contacted for a state highway. For city intersections officers will direct traffic at the intersection only when conditions require. Dispatch will contact public works for portable stop signs to be utilized at the intersections while loss of power to traffic control devices.

## V. FIELD PROCEDURES FOR SPECIFIC INCIDENTS

### A. Accident Investigation

1. Members of LFPD respond to reports of all traffic accident resulting in injury or damage if the accident occurred on public property.
2. Private Property Crashes (Restricted Access)
  - a. Private property accidents may be investigated in the event of substantial damage, injury, or death. Parking lots, for the purpose of accident reporting, but are considered private property.
3. Enforcement Action
  - a. Unless there are extenuating circumstances patrol officers shall issue citations for traffic and equipment violations found as a result of the accident investigation.
4. Hazardous Material Involvement
  - a. In the event of Hazardous Material involvement, a perimeter is established around the accident site, limiting access to emergency personnel.
  - b. In the event of a large hazardous material spill or release, officers will contact the Los Fresnos Volunteer Fire Department for response. The Fire Department has access to BIO-Hazard equipment and is trained to respond to such emergencies. (TBP: 8.12)
  - c. Officers shall maintain a Hazardous Materials Guidebook so that spills or releases from vehicles displaying placards can be easily identified.

### B. Alarm Response (TBP: 7.26)

1. Classifications
  - a. Burglar
  - b. Panic
  - c. Medical
  - d. Fire
  - e. Robbery (see section G below for Robbery Alarm Response)
2. Dispatch Procedures:
  - a. When possible two officers shall be dispatched to all burglary, panic, and any medical alarms. (The 1st unit arriving does have the authority to cancel the assist unit.) EMS and the Fire Department are also dispatched on Medical and Fire alarm calls.
  - b. A single officer may be dispatched on Fire alarm calls with the Fire Department.
  - c. Dispatch will also attempt to locate the owner or representative for the location.
3. Officer Response
  - a. Unless dispatch information indicates a person is in immediate danger, officers will respond to burglar and fire alarms Priority 2 or routine driving. Officers will not delay their response.
  - b. Officers will respond to Panic Alarms Priority 1 but will slow and reduce speed near the address in order not to alert any offenders.
4. Burglar Alarm Responsibilities

- a. Officers will park in a tactically advantageous position so as not to alert any offenders of their arrival.
  - b. Officers will carefully conduct an observation of the building or residence to determine if there is evidence of entry.
  - c. If an open door or window is unsecured the officer will request backup.
    - i. Normally a minimum of two officers is required to enter the building.
    - ii. Officers shall advise communications of the location of the open door or window and if officers are entering the building. Dispatch will clear channel if entry is made.
  - d. The responding officer will determine if a representative of the household should respond.
  - e. Officers will stand by if advised that a representative is enroute to their location. If a representative or owner is not enroute, the location should be secured to the extent possible.
  - f. Prior to clearing the scene, the primary officer completes a "Response Awareness Card", leaving it in a conspicuous place if the officers entered the location without an owner present.
5. Panic Alarm Responsibilities
- a. Officers will park in a tactically advantageous position so as not to alert any offenders of their arrival. Sometimes medical alarms have been used in cases of domestic disturbances and officers should be alert to this possibility.
  - b. The responding officer may have the dispatcher attempt to contact the residence by phone prior to approach.
  - c. If contact is made, communications should request the complainant meet the officer outside.
  - d. If contact is not made, the officers should carefully approach the location and attempt to determine if anything is wrong. A supervisor should be contacted for further instructions.
6. Medical Alarm Responsibilities
- a. Officers will park in a tactically advantageous position so as not to alert any offenders of their arrival. Some medical alarms have been used in cases of domestic disturbances and officers should be alert to this possibility.
  - b. Officers should carefully approach the location and determine if a medical emergency exists. If a medical emergency exists, the officer should assist the complainant to the level of their training and ability while ensuring the medical/fire units response is enroute and can easily locate the victim.
7. Fire Alarm Responsibilities
- a. When arriving prior to the Fire Department, officers will park in a position that will not hamper fire department access to the location or any fire hydrant.
  - b. When arriving prior to the Fire Department the officer will advise the dispatcher if any evidence of fire is showing (flames, smoke, and evacuated facility, etc.)
  - c. If no evidence of fire is present and the Fire Department has not yet arrived, the officer shall attempt to locate the fire alarm location and responsible party.
  - d. If the officer arrives after the Fire Department, he/she will consult with the Fire Department officer in charge for their needs such as crowd control and traffic management.

### C. Assault Investigations

- 1. The primary officer assigned is responsible for the initial investigation. The officer shall control the scene to ensure all evidence is protected. The officer should first attempt to establish if the victim requires medical attention, and if so, request an ambulance. The officer shall then make a



determination as to whether an actual offense has taken place. The officer's investigation should include, but is not limited to the following.

- a. Interview with the victim
- b. Interview all witnesses
- c. Identity of all individuals at the location at the time of the offense
- d. Identify the suspect (to include name and address)
- e. Relationship of the victim and suspect (family member, etc.)
- f. If possible, interview the suspect
- g. Description as to the method of assaults (hands, weapon, etc.)
- h. Description of the injuries
- i. Description of the crime scene
- j. Photographs of injuries, scene and evidence
- k. If the assault is aggravated in nature an investigator may need to be notified

#### D. Auto Theft (UUV) Investigations

1. The responding officer is responsible for the preliminary investigation. The officer should establish that an actual offense has taken place. The officer's investigation should include, but is not limited to, the following:
  - a. Accurate description of the vehicle make, model, year, and color.
  - b. Registration information including the vehicle identification number.
  - c. Any distinguishing information (bumper stickers, decals, body damage or any other identifiable details.
  - d. Lien holder information, determine if the payments are up to date or if there is the possibility of a repossession.
  - e. How many sets of keys, and where they are located
  - f. Amount of fuel in the vehicle
2. If a stolen vehicle is located, the officer shall follow policy and procedure with regard to taking possession of the vehicle and notifying the originating agency or owner. The originating agency will be responsible for placing a hold on recovered vehicles. The officer may consult with the Command Staff, or appropriate personnel, to determine if the situation warrants contacting additional investigative support.

#### E. Bank Alarm/ Robbery Response (TBP: 7.26)

1. Upon receipt of a financial institution alarm, normally a minimum of two unmarked patrol units shall be dispatched, if available.
2. If the robbery notification is received by telephone, a complete description of the perpetrators shall be obtained from the caller, along with as much additional information as possible; particularly whether the perpetrator is at the scene and if not, his direction and mode of travel and a complete description of any vehicle involved.
3. The department has a robbery response plan for financial institutions that shall guide the department's response to a robbery alarm at those locations.
4. If the robbery notification at other locations is made by alarm, the dispatcher shall not attempt to contact the institution or residence in order to determine the validity of the alarm until officers have given notice that they are in position at the location.



- a. If the dispatcher is subsequently notified that the alarm is false prior to the officer's arrival, he shall advise the caller that police units are responding and;
    - i. obtain the identity of and maintain contact with the caller
    - ii. verify the false alarm with a key employee of the establishment (e.g., manager or head teller) and advise him/her that he/she will need to exit the location to meet the responding officers utilizing the department's prearranged signal and
    - iii. obtain a physical description of the key employee and provide responding officers with the description and the fact that they will meet them outside as required.
5. Responding officers shall use appropriate vehicular warning devices when approaching the scene, but the siren will not be used within the hearing range of the reported robbery.
6. In some cases, LFPD personnel may coordinate with neighboring law enforcement agencies for an effective response.
7. Responding units to the scene should be observant of any suspicious vehicles leaving the scene as well as other vehicles or persons outside the facility who may be serving as lookouts, cover or drivers for a robbery team.
8. The first unit on the scene shall serve as the primary unit until relieved by a supervisor or investigator, and shall take a position that provides good observation without being easily visible to those inside. The primary unit shall report on observable conditions at the location to the dispatcher but should not initially approach the location.
9. The primary and all subsequent units arriving at the robbery location shall report their arrival and position to the dispatcher. The primary unit or supervisory officer should direct responding units into positions that will establish a perimeter covering all exits and entrances.
10. Once the location perimeter has been established and no notice of a false alarm has been received, the primary unit on the scene shall determine whether the dispatcher shall telephone the location. If the call is made, the dispatcher shall identify himself and inquire whether a robbery is in progress. If the call is not answered or a questionable response is provided to the inquiry, officers at the scene shall be informed of these facts and told that a possible robbery is in progress.
11. If a robbery in progress is suspected, the primary unit or supervisory officer shall determine whether to request additional backup.
12. Unless otherwise directed, officers shall wait until suspects have exited the location before attempting apprehension. This helps to avoid the development of a hostage situation.
13. Once perpetrators have left the location, the crime scene shall be secured by officers in preparation for processing by crime scene technicians, departmental investigators and any federal agents.
14. If a robbery has been committed and the perpetrators have left the scene, the primary unit should begin preparation of the initial report by identifying witnesses, caring for any injured parties, protecting the crime scene and obtaining necessary information regarding the perpetrators for supplemental broadcast. Remaining units should initiate the search for suspects on likely escape routes, being alert to unusual activities and circumstances.
15. If the dispatcher notifies officers that he has been in contact with an employee of the establishment or resident and there does not appear to be a robbery in progress, officers shall determine the identity and description of the individual and wait for him to exit the building and approach the officers using the prearranged signal. Officers shall accompany the

employee into the establishment in order to verify the situation and shall notify dispatch once the verification is complete.

16. If the alarm is received after business hours and the establishment is not occupied, responding officers shall assume positions in the front and rear of the building and jointly conduct an inspection of the location for signs of forced entry. If signs of forced entry exist, officers shall follow procedures for conducting a building search. If the building is secure, dispatch shall be notified to contact the owner or the establishment's designated contact person to meet them at the location.

#### F. Barricaded Subjects/Hostage Investigations (TBP: 8.01)

1. Events involving hostage or barricaded suspects will be addressed in accordance with the Incident Command System. LFPD personnel will refer to their required NIMS training when responding to this type of call for service.
2. The Chief of Police will be contacted as soon as practical and will respond to the scene if available.
3. A supervisor will be dispatched on any Barricaded suspect or Hostage situation.
4. The responding supervisor will assume the duties of the Incident Commander until relieved by a higher-ranking officer.
5. Goals to be accomplished are:
  - a. Protection of the Public
  - b. Containment of the Suspect
  - c. Protection of Hostages, and
  - d. Case Resolution
6. Responding Officers
  - a. Upon arrival at the scene of a barricaded suspect/hostage situation, the first activity should be to limit access.
  - b. Preliminary investigation should be conducted carefully to determine nature and extent of situation. Care should be taken to ensure not to expose the officer to the risk of gunfire or to risk confrontation with a suspect.
  - c. Once confirmation has been made that a barricaded suspect/hostage situation in fact exists, a supervisor will be notified.
  - d. All attempts during this phase are geared toward avoiding confrontation and in favor of controlling, containing the situation until the arrival of additional personnel specifically trained in case resolution.
7. Incident Commander Responsibilities:
  - a. Restrict a radio frequency
  - b. Establish an inner perimeter to prevent inadvertent entry of the public and prevent the escape of the suspect.
  - c. The Incident Commander shall establish a command post outside the suspect's line of fire and sight. The command post should be sufficiently large to accommodate responding personnel and vehicles.
  - d. A supervisor shall determine the need for calling an outside agency for an emergency response team or SWAT team. The Chief of Police designee will then make the final decision for calling the other agency.
  - e. Officers will begin evacuation of nearby homes, offices, or buildings as necessary.

- f. The supervisor on scene shall issue rules of engagement to all on-scene officers.
- 8. An arrest team shall be designated to take charge of the suspect should he surrender.
- 9. Personnel at the command post shall ensure the following information is assembled:
  - a. The phone number of the location and where the phone is located within the structure.
  - b. A drawing or floor plan of the location, including entrances, location of windows, inside and outside doors, and any access to the garage from inside the location.
  - c. As much information as possible about the suspect(s) and hostage(s) to include:
    - i. Name,
    - ii. Physical description,
    - iii. Clothing description,
    - iv. Military background,
    - v. Criminal history,
    - vi. Weapons and
    - vii. Mental state.
  - d. A record check for past arrests or contacts with the suspect(s).
  - e. Anyone with information about the suspect (friends, relatives) to remain in the vicinity of the command post for possible questioning by Tactical Team members or negotiators.
- 10. The Incident Commander designates the following assembly areas:
  - a. Medical - Safe Area
  - b. Media Assembly Area
  - c. Equipment/Personnel Staging Area
- 11. Perimeter Control
  - a. The Incident Commander shall establish an outer perimeter for traffic and crowd control.
  - b. Adjacent law enforcement agencies may be used for this purpose;
  - c. If there is a shortage of personnel, a fire engine or radio car can be used to block a street or intersection. In addition, control points can be established utilizing members of the Public Works Department.
- 12. Evacuation:
  - a. Surrounding buildings or residences should be evacuated, if this can be done safely.
  - b. A location should be selected where evacuees can go (coffee shop, Laundromat, schools, gymnasiums etc.), and they should be told when it is safe to return to their homes.
  - c. The name and address of anyone who refuses to evacuate after being warned of the potential hazards should be recorded.
- 13. Medical Assistance:
  - a. Fire department and paramedic units will stand by near the command post.
  - b. Injured persons are to be evacuated as soon as it is safe to do so.
  - c. When recovery is complete the injured person(s) shall be immediately transferred to a predetermined safe area, which will be determined by the Incident Commander.
- 14. Media
  - a. A location should be selected to assemble responding press representatives and the designated PIO shall brief and remain with them.
- 15. Hostage Negotiations Team Responsibilities:
  - a. LFPD does not have a full time HN Response Team; however, if a member, or members, of LFPD are trained in hostage negotiation these members will use their training and expertise is help resolve calls for service that involve hostage situations.

- b. LFPD officers who have not received hostage negotiation training should contain the situation and call for appropriate assistance.
  - c. The Chief of Police/Command Staff will be notified as soon as practical of all situations involving hostages.
- 16. Tactical Team Responsibilities:
  - a. Inner Perimeter surveillance.
  - b. Removal of the injured, with-in the inner perimeter.
  - c. If negotiations fail, the Tactical Team will make entry into the structure and contact the suspect(s).
  - d. LFPD will, more than likely, assume a supportive role with major tactical response situations. Unless circumstances dictate an immediate response LFPD personnel will contact the Chief of Police or appropriate on-duty supervisor for consultation.
- 17. Post Event Investigation
  - a. After the event it shall be determined if a crime was committed. All victims and witnesses shall be located and their statements taken as soon as possible.
- 18. Required Reporting Documentation:
  - a. There shall be a chronological log of all activities completed by the Incident Commanders designee.
  - b. The initial case report shall be completed by the officer originally assigned to the call for service
  - c. Supplemental reports are to be completed by all persons involved in the event.
  - d. The Chief of Police will ensure that the incident is fully documented and that the City Manager is made aware of the situation.

#### G. Bomb Threats (TBP: 8.02)

- 1. The Incident Command System structure will be utilized for Response to Bomb Threats.
- 2. When a bomb threat or report of a bomb threat is received by communications personnel, the communicator dispatches both police and fire personnel depending on the credibility of the threat or the presence of a suspicious device.
- 3. Use of radios, mobile telephones, mobile data terminals, computers or any device capable of emitting "RF" energy may be utilized except as follows:
  - a. Personnel refrain from use of such devices if within 100' of an identified device.
  - b. Personnel refrain from use of such devices if requested by on-scene commander.
- 4. A non-credible bomb threat call will be considered a Priority 2 response level. Non-credible is defined as a threat with no presence of a device noted and/or no specific details of a device, such as the location of time of detonation. Examples of non-credible threats are "There is a bomb at the school" or "I'm going to blow you guys up" with no other specific information.
- 5. A credible threat or a suspicious package will be considered a Priority 1 response. Credible is defined as the presence of an actual device or suspicious package, details that include location or time of detonation or other information indicating a credible threat. An example of a credible threat is "There is a bomb in the first floor restroom set to go off in ten minutes" or "Your company hurt my family, I'm going to get even. You have ten minutes to get out of the building".
- 6. LFPD will follow dispatch protocols to determine the appropriate response.
- 7. Arrival on Scene

- a. The first officer to arrive makes personal and immediate contact with the reportee. Other assigned officers shall stage away from the suspected building/area until otherwise advised by the first responding officer or a supervisor.
  - b. Other police personnel responding shall stage their vehicles at a location designated by the supervisor or first responding officer.
- 8. On Scene Procedure
  - a. The first officer will gather all needed and available information from the complainant and others present who can provide relevant information.
  - b. Searches are conducted by the owner/occupants of the building due to their familiarity with the complex. The first responding officer or supervisor may assign officers to escort the owner/occupants conducting the search. Personnel conducting the search should only look and listen for anything unusual or out of place. They may open closets, cabinets, doors, etc., but should not open or touch any suspicious packages or devices.
- 9. The decision to evacuate a building shall be the responsibility of the building owner or manager. Any building or area where there is more than just suspicion of a bomb or explosive device should be evacuated. If evacuation is decided, officers shall request that the building security personnel, owner, or manager announce an evacuation in a calm and orderly manner over the building's public address system, or through face-to-face communications with the buildings occupants. Facilities such as schools and government buildings with designated fire plans should initiate the designated evacuation alarms in lieu of the public address/person-to-person notification. Public safety personnel are utilized for this task as a last option.
- 10. If a device is found or if officers need assistance with search operations, the Fire Department will be dispatched to the scene.
 

NOTE: While we do have the authority to order an evacuation should a device be located, the decision to enter the facility after an evacuation will be made by the person in charge of the facility and not police personnel. We can and should inform the person in charge of the facility that reasonable efforts have been made to determine if a device is present.
- 11. If the Fire Department responds, the officers shall meet with the Fire Department supervisor and establish a Unified Command.
- 12. If a suspected or confirmed bomb or explosive device is located:
  - a. The incident commander will call for an appropriate evacuation of the building or area
  - b. Personnel shall be strategically placed to ensure that the building or area is secured.
  - c. An Explosives Response Team will be notified to respond to any situation that deals with explosives, bombs, explosive devices or items that are presumed to contain explosives.
  - d. In the event an Explosives Response Team is unavailable, an alternate Explosive Ordinance Disposal Team may be contacted from another agency under the mutual aid agreement.

#### H. Burglary Investigations

- 1. The primary responding officer is responsible for the initial investigation. The officer will control the scene to ensure that all evidence is protected. The officer shall attempt to establish that an actual offense has taken place. The investigation should include, but is not limited to the following:
  - a. The point of entry (including the method of entry)
  - b. The point of exit

- c. Point(s) of impact (what the suspect did while on the scene)
  - d. Determination of missing and damaged property
  - e. Interview of all witnesses
  - f. Interview with the neighbors or area businesses
2. The officer shall determine the need for an investigator to respond to assist in processing the crime scene or interviewing victims, witnesses or suspects.

#### I. Burglary in Progress Calls for Service

1. On all burglary in progress calls a minimum of two (2) officers are dispatched to the scene.
2. Upon the officers' arrival an exterior perimeter is established.
3. Once a perimeter is established, additional officers may search the building. Buildings are not to be searched by a lone officer.
4. If the owner of the property is present, neither they nor any other person are permitted to assist with the search until the building has been cleared. Civilians shall be staged away from the building in a place of safety.

#### J. Child Abuse

1. The primary officer dispatched is responsible for the initial investigation. State law requires that instances or suspected instances of child abuse or neglect be reported by public and private officials such as physicians, dentists, school employees, clergymen and others. Officers shall record and respond to all reports of child abuse, neglect and abandonment irrespective of the source or method of reporting.
2. A preliminary interview will be conducted with the reporting individual, when known, to determine the basis for the report, to include determination of such factors as:
  - a. The physical condition of the child
  - b. A description of the abusive or neglectful behavior
  - c. Evidence of parental disabilities such as alcoholism, drug abuse, mental illness or other factors that demonstrate or suggest their inability to care for the child
  - d. Description of suspicious injuries or conditions
  - e. The nature of any statements made by the child concerning parental maltreatment, and
  - f. Any evidence of parental indifference or inattention to the child's physical or emotional needs
3. Officers shall determine the need for an investigator and request one if required. Officers shall also determine if Child Protective Services should be notified immediately and requested to come to the scene or if a later report will suffice. In any case, if an officer determines that child abuse is or has occurred it will be their responsibility to forward a report to CPS as required by law. In cases of emergency, after hours, the CPS law enforcement on call number is 1-800-877-5300.
4. Where reasonable suspicion exists for further investigation, a coordinated investigative effort should be undertaken with the Child Protective Services.
5. Immediate action shall be taken by officers when
  - a. The complaint warrants arrest or criminal prosecution
  - b. Child protective personnel are not available and time is of the essence
  - c. The child is in danger and child protective personnel cannot respond



- d. The suspected perpetrator may flee
  - e. Police presence is required to maintain order or to protect the safety of child protection officers, or
  - f. When the child must be taken into protective custody against parental wishes
6. The preferred means of removing a child from the home is by court order. However, in cases of abandonment, severe abuse or neglect where the child is in imminent danger of death or serious bodily harm and time is of the essence, an officer shall, in compliance with state law, remove the child from the home for purposes of protective custody. The assistance of Child Protective Service officers should be sought, if available, in a timely manner. Parental permission should also be sought but is not required in order to remove the child under emergency circumstances.
  7. In cases where protective custody is warranted and time permits, Child Protective Services shall be notified and a court order for protective custody shall be sought prior to the child's removal.

#### K. Consumption or possession of Alcohol by a Minor

1. Where a person is underage and suspected of having consumed an alcoholic beverage, and the officer believes the subject to be intoxicated, the officer may conduct standardized field sobriety tests.
2. When an officer determines that a person is underage and has consumed an alcoholic beverage, the officer shall undertake one of the following actions:
  - a. If the minor is under the age of ten years:
    - i. The child will be released to a parent or another responsible adult.
    - ii. A case report shall be completed.
  - b. If the minor is at least age ten, but less than 14 years:
    - i. The minor may be detained at the scene, while contact is made with the minor's parent, and arrangements made for the parent or another responsible adult to take custody of the minor, or
    - ii. The minor may be taken into custody, transported to the Police Station, processed as a juvenile offender, and detained in a court-approved area until released to the parent.
  - c. If the minor is at least 14 years, but less than 17 years:
    - i. A citation may be issued for Minor in Consumption; and
    - ii. The minor may be detained at the scene, while contact is made with the minor's parent, and arrangements made for the parent or another responsible adult to take custody of the minor, or
    - iii. The minor may be taken into custody, transported to the Police Station, processed as a juvenile offender, and detained in a court-approved area until released to the parent.
  - d. If the minor is at least 17 years, but less than 21 years:
    - i. If the officer determines that the individual has consumed an alcoholic beverage, and that the subject is not intoxicated, a citation for minor in consumption may be issued and the subject released.

- ii. If in public, and the subject is intoxicated, and cannot be released to a parent or other responsible adult, the individual shall be booked as an adult for Public Intoxication.
  - iii. If not in public, and intoxicated, contact a parent or responsible adult, release the underage individual to their custody and issue a citation for Minor in Consumption.
- 3. Disposition of Evidence:
  - a. When an officer arrests or issues a citation to a person for public intoxication, or for any other alcohol-related Class C misdemeanor or city ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation
  - b. Alcoholic beverage containers seized in accordance with the preceding paragraph will be disposed of as follows:
    - i. If the container is critical to the prosecution of a felony case or contains evidentiary value it will be secured and documented as would any other evidence
    - ii. In misdemeanor cases each container of alcohol, whether opened or unopened, will be poured out and the container properly discarded.
    - iii. Destruction of any alcoholic beverage at the scene is done within view of the officer's patrol units' video camera.

#### L. Death Investigations

1. Deceased persons or persons near death may be encountered in response to a wide variety of calls for service. Officers who encounter such situations shall, in order of importance, based on the circumstances, perform the following:
  - a. Identify and arrest any perpetrator(s) if present.
  - b. Ensure officer safety and the safety of others by safeguarding any weapons at the scene.
  - c. Administer emergency first aid if necessary and/or summon emergency medical personnel.
  - d. Notify the Chief of Police/Command Staff as soon as practical regarding any death that is suspicious, caused by accident (or any unknown means), or may have an impact on the local community.
2. Death can only be determined in an official capacity by a physician. However, in cases involving unmistakable evidence of death (e.g., the presence of lividity or rigor mortis), emergency medical personnel need not be summoned.
  - a. If the officer determines that the person is dead, the factors surrounding that determination shall be entered into the officer's report.
  - b. Officers shall resolve any doubt concerning the life or death of a subject by summoning appropriate medical assistance.
3. The officer shall isolate and protect the crime scene from any intrusion by non-essential personnel including officers not directly involved in the crime scene investigation.
4. The officer shall notify communications of the circumstances and any additional personnel as needed. If the death is perceived to be a homicide or potential homicide or the result of accident or suicide, an investigator shall also be summoned.
5. The officer shall observe and note pertinent information at the scene.



- a. Record the nature of any physical modifications to the crime scene as the result of intervention by emergency medical personnel or others.
  - b. Record in a crime scene log the identity of any persons who were present at or who entered the crime scene.
  - c. Identify witnesses and record basic information regarding the event. Ask witnesses to remain, if possible. If not possible, determine their identity and how investigators can contact them.
  - d. Identify and ensure that any suspects do not leave. Responding officers may conduct basic, preliminary questioning of a suspect or witness, but should normally defer interviews to investigators
6. Bodies shall not be moved without approval of the Justice of the Peace or homicide investigators.
7. Death by Other Than Natural Causes. In all cases of death other than those due to natural causes where an attending physician will certify the death, the Justice of the Peace shall be notified.
  - a. In any case in which there is doubt concerning the cause of death, the JP and criminal investigators shall be notified and shall be responsible for conducting an investigation of the death.
  - b. In cases of death by accident, suicide, homicide, or undetermined causes, the officer shall coordinate with homicide investigators and the JP's office in protecting the scene and conducting a preliminary investigation of the incident.
8. Assistance to Survivors. Providing basic support and crisis assistance to survivors is the responsibility of both responding officers and investigators.
9. Officers should not leave the scene of a death where survivors are present until reasonably assured that the survivors have adequate personal control and/or family or close friends readily available to provide support. In gauging the need for assistance, officers shall also consider the following:
  - a. The emotional reactions and physical condition of the survivors;
  - b. Availability of other adults in the home or immediate area
  - c. Responsibility of the survivors for infants or small children
  - d. Home environment, if apparent, (e.g. evidence of excessive alcohol use or drug use, lack of means of financial support, shortage of food, problem with shelter, etc.), and
  - e. Availability of a support system (e.g. including friends, family, close neighbors, access to clergy, means of transportation, etc.)
10. Officers should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, co-workers, neighbors, clergy, crisis counselors, or other community social service agency.

#### M. Driving Under the Influence by a Minor

1. When a minor (a person who is under the age of 21) is operating a motor vehicle in a public place and has introduced alcohol into their body but is not intoxicated, officers may determine if there is any detectable amount of alcohol in the minor's system. The smell of alcohol on the minor's breath constitutes a detectable amount. DUI is not a lesser-included offense to DWI.
2. The officer shall conduct Standardized Field Sobriety Tests, including the use of a portable breath testing device, if possible.

3. If an arrest for DUI is not made and the officer determines the minor has a detectable amount of alcohol in their system, the officer may:
  - a. Issue a citation and complete a DIC-25, DIC-23, and release the minor to a responsible adult.
  - b. If there is no responsible adult available, the subject is taken into custody and booked into the appropriate holding facility on the appropriate charges.
  - c. If an arrest is made and a specimen of breath (Intoxilyzer Test) or blood is requested, then all standard DWI procedures are followed.
4. Disposition of Evidence
  - a. When an officer arrests or issues a citation to a person for any other alcohol-related Class C misdemeanor or city ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation
  - b. Alcoholic beverage containers seized in accordance with the preceding paragraph will be disposed of as follows:
    - i. If the person arrested or cited is under 21 years of age, each container, whether opened or unopened, will be poured out and the container properly discarded
    - ii. Destruction of any alcoholic beverage at the scene is done within view of the officer's patrol units' video camera.

#### N. Criminal Trespass

1. Criminal Trespass is a misdemeanor that requires notice for removal from property or that entry is forbidden, and commission does not constitute a breach of the peace. Therefore, an arrest without a warrant must be for an on-view offense.
2. Enforcement Action
  - a. Upon contacting the suspect, the officer shall obtain identification and check for wanted information. The officer shall determine if a Criminal Trespass Warning has been issued to the suspect by interviewing the complainant or having Communications check the master name file.
  - b. If a warning has not been issued, the officer will complete a Trespass Warning and give a copy to the suspect, with instruction, that if the suspect returns they will be arrested.
  - c. A copy of the warning is forwarded to the Communications Division. The Communications Division will enter the suspect information in the Master Name Index, indicating a warning has been issued.
  - d. The pink copy shall be given to the actor.
3. If a warrantless arrest is made, it is necessary that an officer be present whenever a suspect is verbally notified to depart from the premises.
4. It is legally permissible for a second officer to make a warrantless arrest for criminal trespass if the suspect has been issued a trespass warning by another officer. Information about who issued the warning is included in the case report.
5. If the suspect has never been given a prior trespass warning, an officer cannot make a warrantless jail arrest for criminal trespass when the suspect is being held against his will by a security guard, business owner, etc. Follow the above steps if proved that the subject had received a criminal trespass warning.

6. Disregarding signs, fences and locked or unlocked habitations is evidence that the subject received warning and can be arrested without the pursuit of a warrant.

#### O. Drug Paraphernalia

1. All drug paraphernalia seized in connection with a drug arrest will be placed in the property room and properly booked in as evidence with the following exceptions:
  - a. When the seizure and arrest is for an amount of marijuana less than a usable amount (typically less than 5 grams) or is for paraphernalia only with no other drug charge, the following process will be used.
    - i. The officer will check the subject for wanted and if clear, issue a citation for Possession of Drug Paraphernalia. The Paraphernalia charge will be the first charge on the citation if more than one charge is cited.
    - ii. The Paraphernalia and or drug residue will be seized and placed in a bag for transport to the police facility.
    - iii. Upon arrival at the police facility, the seizing officer will, in the presence of a second officer, photograph the evidence, and then destroy and dispose of the paraphernalia.
  - b. A copy of the photograph will be stapled to the citation and forwarded to the Municipal Court in the normal process.

#### P. Escorts

1. Personnel shall refrain from providing non-emergency escorts unless requested by another Law Enforcement Agency, a City, County or State agency. Such escorts are limited to:
  - a. Funeral of a law enforcement Officer, fire fighter or civilian member of the City of Los Fresnos or immediate family member
  - b. Hazardous materials
  - c. Oversize vehicles
  - d. Dignitaries and public officials
2. Medical Escorts:
  - a. Officers shall refrain from providing emergency medical escorts to private vehicles, except when such escort is of such short distance that medical attention would clearly be delayed by utilization of ambulance personnel.
  - b. In the case of minor injury, the officer may direct the parties to the nearest medical facility or location for assistance. For those more seriously injured, an ambulance should be contacted.
  - c. Extreme caution should be utilized during such escorts.

#### Q. Family Disturbances/Family Violence

1. Officers investigate family violence cases are strongly encouraged to make appropriate arrests of family violence suspects, to end the possibility of further violence being committed on the victim. If an arrest cannot be made, articulate why not in the offense report.

2. If the victim of family violence does not want to prosecute the suspect, officers shall still make the arrest. Officers will refrain from telling the complainant that charges can be dropped at a later time.
3. If the suspect is not at the scene, officers will make diligent efforts to apprehend the suspect, if the suspect is believed to be in proximity to the scene and it is believed the suspect may return and engage in further family violence.
4. Officers will collect and preserve evidence in family violence situations in the same manner that such evidence is collected and preserved in other criminal cases.
5. Officers shall give all victims or alleged victims of family violence a Family Violence Victim Notice.
6. Officers should consult with the victim to determine if an Emergency Protective Order (EPO) is needed.
7. Required Reporting Documentation
  - a. Case Report (if family violence occurred)
  - b. Family Violence Report (if family violence occurred)
  - c. Assault Victims' Statement (if family violence occurred)

#### R. Fireworks

1. Officers should take action when these violations are observed or brought to their attention. Patrol officer may file charges against adults. See Chapter 18-Fire Prevention and Protection, Article III Fireworks for details.
2. If the offender is a juvenile, the officer will contact the juvenile's parents or guardian, inform them of the violation, and file the appropriate charges.
3. All confiscated fireworks are destroyed on video camera.

#### S. Junk and Abandoned Vehicles

1. Texas Traffic Laws and a City Ordinance authorize the Police Department to take into custody an abandoned motor vehicle found on public or private property.
2. Texas Traffic Laws and City Ordinance allow authorized persons to enter private property to examine vehicles or vehicle parts, obtain information as to the identity of the vehicle, and cause the removal of a vehicle or vehicle part that constitutes a nuisance when so ordered by the judge of the municipal court.
3. Procedures for removal of abandoned or junk vehicle-public property
  - a. Vehicles found left unattended creating a hazardous traffic situation may require immediate removal if they cannot be pushed out of the roadway.
4. Officers shall determine if the vehicle meets the criteria to be classified as an abandoned motor vehicle. A Violation Warning Sticker is affixed to the vehicle in the following manner: See Chapter 18-Fire Prevention and Protection, Article III Fireworks.
  - a. Place sticker on the rear window either on the lower left or right side - whichever can easily be seen by passing motorists.
  - b. Do not place sticker in a position in which it may obstruct the driver's view.
  - c. Do not place on any painted surface.
  - d. Do not place more than one sticker on any vehicle.

- e. If the vehicle is towed the officer shall write a report and have the vehicle entered into TCIC/NCIC as stored/abandoned.
- 5. Procedures for removal of abandoned or junk vehicles - private property
  - a. The police department is responsible for removal of vehicles on private property in accordance with applicable laws and city ordinances.

#### T. Juvenile Parties and Large Gatherings

- 1. Officers responding to calls regarding juvenile parties and gatherings will investigate each call to determine if a criminal offense has taken place. Officers are to conduct their investigations following State Law and Departmental Policy to determine the correct course of action.
- 2. If the violation of law involves a Class C Misdemeanor officers are not authorized to enter a residence or fenced in area of the residence, without first obtaining consent to enter from an individual who holds possessory interest in the property, regardless if the violation is an on view offense. All other entry into any residence or fenced property should be supported by:
  - a. Probable cause to believe that a criminal offense classified as a Class B Misdemeanor or higher is in progress, and
  - b. Urgent circumstances exist where an officer would not have time to secure a search warrant, or
  - c. Consent from someone with possessory interest in the property, or
  - d. A reasonable belief that immediate entry is necessary to protect anyone from physical harm.
- 3. If it is determined an offense has taken place, officers are to take appropriate enforcement action following established guidelines.
- 4. If a violation has been determined to involve a minor, the parents or guardian of the minor will be contacted and requested to come to the scene to take custody of the violator.
- 5. Evidence obtained will be photographed and disposed of following established guidelines.

#### U. Liquor Law Violations

- 1. When an arrest is made in licensed premises because intoxicated persons are permitted to remain on the premise (T.A.B.C Section 104. (6) a copy of the arrest reports are provided to the Texas Alcoholic Beverage Commission.
- 2. In order that desired administrative action be taken, the arrest report must contain the following additional information if applicable:
  - a. Observation by the arresting officer that the licensee or his employee is permitting the intoxicated person to remain on the premise. (or was in the position to see the intoxicated person, but did nothing to cause him to be removed).
  - b. Identity of the licensee or the employee who served the intoxicated person (name, age, physical description, address and employment status).
  - c. Res Gestae statements made by the licensee, employee or intoxicated person.
  - d. Answers to questions made by the licensee, employee/ and/or intoxicated person.
  - e. The TABC license number for the premises.

#### V. Missing Persons / Kidnapping / Attempted Child Abductions

## 1. Reporting/Classification of Missing Persons

- a. Officers receiving a report of a possible kidnapping or child abduction will immediately cause notification of a supervisor, command staff, and the Chief of Police. In cases of a potential kidnapping or child abduction, time is of the essence and the department may initiate preplanned protocols for handling these events.
- b. Reports of unsuccessful attempted child abductions will require a field unit response and offense report as well as immediate TLETS notification of the Texas Clearinghouse.
- c. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person or by telephone in conformance with the criteria of this policy and the criticality of the incident.
- d. A person may be declared “missing” when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans or routines.
- e. An individual may be considered “missing-critical” who meets the foregoing criteria and among other possible circumstances:
  - i. A reasonable suspicion the individual may be the subject of foul play,
  - ii. Under 13 or over 65 and may be unable to properly safeguard or care for himself/herself,
  - iii. suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;
  - iv. is a patient of a mental institution and is considered potentially dangerous to himself or others;
  - v. has demonstrated the potential for suicide; or
  - vi. may have been involved in a boating, swimming or other sporting accident or natural disaster.
- f. On any Critical Missing, the department will continue active investigation by assigning personnel full time in attempting to locate the missing person.
- g. Reports of juveniles who have voluntarily left home (e.g., “runaways”) should be classified as such only after thorough investigation. The number of incidents where a child has left home voluntarily should be determined and whether the child is in a natural or foster home. This information is needed for data entry into NCIC and TCIC.
- h. LFPD personnel will notify the Chief of Police/Command Staff when working a missing persons case and seek additional guidance when needed.
- i. LFPD will request the assistance of outside agencies, if appropriate, and request the use of additional resources when needed.

## 2. Initial Report Taking

- a. The responding officer must gather as much pertinent information as quickly as possible in order to properly classify a missing person report and initiate proper response. This includes the following information:



- i. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
- ii. Time and place of last known location and the identity of anyone accompanying the subject.
- iii. The extent of any search for the subject.
- iv. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
- v. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
  - i. The current physical condition of the subject and whether the person is currently on prescription medication.
- b. If the missing person is a child, inquiry should also determine if the child
  - i. is or may be with any adult who could cause him/her harm;
  - ii. may have been the subject of a parental abduction;
  - iii. has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.
  - iv. The current custodial status of the child.
- c. A supervisory officer shall also respond on all missing persons cases.

### 3. Preliminary Investigation

- a. The preliminary investigation is intended to gather information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:
- b. Complete description of the subject and a recent photograph.
- c. Officers will conduct a complete and thorough consensual search of the missing person's home and surrounding property as soon as possible. Many children have been found hiding, trapped or asleep in their home. On occasion, evidence of a crime involving the person has also been located.
- d. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
- e. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.
- f. Indications of missing personal belongings, particularly money and other valuables.
- g. Any suggestions of foul play or accident.
- h. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as
  - i. the presence of behavioral problems;
  - ii. past instances of running away;
  - iii. signs of an abusive home environment or dysfunctional family situation;
  - iv. whether the child is believed to be with adults who may pose a danger; and

- v. the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
  - i. When possible, officers should gain permission to search a missing child's school locker, as appropriate for information that may lead to investigative leads.
  - j. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made as soon as possible in state and national information databases in accordance with established NCIC and TCIC procedures. (Suzanne's Law (42 USC 5779) requires immediate entry into NCIC for any missing person under 21 years of age.
  - k. Entry of voluntarily missing children (Runaways) must be made within eight hours of the initial report and must include information as required by DPS rules regarding their entry.
  - l. Reports of Attempted Child Abductions will be made to the Texas Clearing House using TLETS as required by DPS rules as soon as possible.
  - m. In the case of persons designated as "missing- critical," a supervisory officer may direct that
    - i. The agency should utilize the Amber Alert System or Silver Alert System, the A Child is Missing system, or other local notification systems.
    - ii. the dispatcher broadcast to all persons on duty all information necessary to identify the missing person.
    - iii. Regional and statewide missing person's reports be made.
4. Special Considerations in Custodial Situations
- a. If the missing person is:
    - i. A Child under the age of 18,
    - ii. Whose whereabouts are unknown to the child's legal custodian for a period of more than 48 hours, and
      - 1. The circumstances indicate a possibility that the child was taken or retained without the permission of the Custodian and with the effect of depriving the Custodian of the possession of or access to the child, (unless the taking or retention of the child was prompted by the commission or attempted commission of family violence as defined by Section 71.004 of the CCP, against the child or actor), or
      - 2. The reporting person indicates that the person taking or retaining the child has legal authority to joint possession, but is subjecting the child to abuse or neglect (Family Code 261.001),
  - b. Los Fresnos Police Department will make a reasonable effort to locate and determine the well-being of the child.
  - c. If the child is located, and is in possession of a person who has a legal right of custody, the well-being of the child shall be determined.
    - i. If there is reason to believe that the child is the victim of abuse or neglect (Section 261.001 Family Code), the department will immediately notify the Department of Family and Protective Services, and may take possession of the child pursuant to Family Code Chapter 262, Subchapter B and deliver the child to Family and Protective Services.



- ii. If the child is not the victim of abuse or neglect, the child will be left in the legal custody of the person where found.
- iii. The reporting person will be notified that the missing person has been located and determined to be not the victim of abuse or neglect and in the possession of legal custodian. The location of the missing person will not be revealed unless approved by the child's current Custodian.
- iv. A Missing Person offense report will be made and a supplement to the offense will be made outlining all department investigative activities and conclusions.
- d. If the child is in possession of a person without legal right to custody of the child,
  - i. The department shall attempt to determine whether the child is a victim of abuse or neglect.
    - a. If the child is determined not to be the victim of abuse or neglect, the department will take possession of the child and return the child to the legal custodian and any shall consider pursuing criminal charges, if appropriate, against the possessor.
    - b. If the child is determined to be the victim of abuse or neglect, the department shall take possession of the child, as indicated above, and delivered to the Department of Family and Protective Services. Criminal charges may be pursued, if appropriate, against the possessor.

#### 5. Search Procedures

- a. The responding officer will organize and direct the search for the person/child unless relieved by higher-ranking personnel.
- b. Should significant search efforts be required, additional personnel will be requested and use of Incident Management System shall be employed.
- c. Canine search may be requested, however canines that are trained in find and bite shall not be used to search for missing persons/children unless in an extreme or life threatening emergency and then only on a controllable leash.

#### 6. Criminal Investigations will:

- a. Request release of dental records and any fingerprints available.
- b. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
- c. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
- d. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
- e. Provide identification and related information to all elements of this agency, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.
- f. Decisions to use local media to help locate missing persons shall be made with the approval of the police chief executive and the missing person's family.
- g. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other

relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

#### 7. Recovery of Missing Persons and Case Closure

- a. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
  - i. advise them that they are the subject of a wanted to locate investigation;
  - ii. ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
  - iii. make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
- b. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
- c. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- d. In cases involving juveniles, officers shall ensure that:
  - i. the juvenile receives medical attention if necessary in a timely manner;
  - ii. initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/ or whether an abusive or negligent home environment was a contributory factor, and
  - iii. that parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
- e. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.

#### W. Parking Violations

1. Officers actively enforce parking ordinances in:
  - a. Handicapped spaces;
  - b. Fire lanes; and
  - c. No parking zones.
2. Special attention is given to parking violations in the following circumstances:
  - a. City Property
  - b. Parks
  - c. High traffic areas;
  - d. Peak traffic times; and
  - e. High complaint areas
3. Enforcement activity is only undertaken in areas lawfully designated by official means or as stipulated by State law.
4. Officers may remove vehicles in an emergency situation or with the approval of a Supervisor in a non-emergency and in accordance with the law.

#### X. Protective Orders

1. A court that finds that family violence has occurred and is likely to occur again issues a Protective Order.
2. Protective orders are usually valid for a period of one year. Officers must ascertain that the Protective Order is valid before taking any enforcement action.
3. Officers dispatched to an address will be informed by Communications if a Protective Order is in effect at the address at which they are responding to. Communications will also inform the officers of the identity of those listed in the order.
4. If through the officer's investigation, it is determined a violation of a protective order has occurred, the violator shall be arrested.
5. Once the order has been in effect, no party involved, including the victim, can allow a violation to take place.

#### Y. Robbery Investigations

1. Crime Scene Control
  - a. The initial responding patrol officer secures the crime scene and ensures the protection of evidence from victims, suspects, witnesses, spectators and other Department personnel. Adequate perimeters will be established for the preservation of the crime scene. Officers shall remove or cause to be removed any animals or other conditions which may adversely affect the integrity of the scene. Officers shall request additional assistance as needed
  - b. Personnel may enter the crime scene only if they have a legitimate law enforcement function to perform there, and only at the discretion of the Crime Scene Investigator
  - c. In many cases, the initial responding LFPD officer will be sole Crime Scene Investigator. LFPD personnel shall contact the Chief of Police/Command Staff, or other on-duty personnel, for additional assistance if needed.
2. Investigator Response
  - a. The responding investigator assumes direct control of the scene
  - b. The investigator shall direct any assistance that is required and designate an officer to secure the crime scene if the initial officer must assume other duties, i.e., take custody of offender, accompany victim to hospital, etc.
  - c. An investigator shall assign an officer the task of maintaining a crime scene log containing the names of individuals entering and exiting the crime scene including the time of entry/exit
  - d. A supervisor or investigator shall assign officers to conduct a neighborhood inquiry
  - e. Persons near the scene will be interviewed concerning what they may have seen or heard as well as what they know about the victim and his/her associates

#### Z. Sexual Assault Investigations

1. Dispatcher or Call-Taker Response
  - a. Due to the trauma of a sexual assault, a victim reaching out for assistance may be in crisis. The victim's behaviors may actually be symptomatic of this condition and can range from hysteria, crying and rage to laughter, calmness, and unresponsiveness.

There is no one typical reaction, so it is important to refrain from judging or disregarding any victim.

- b. When a caller reports a sexual assault, communications personnel shall follow standard emergency response to include evaluating and properly prioritizing the call, securing medical assistance, inquiring about a suspect's current location, and obtaining detailed information to identify the suspect. Information about the relationship with the victim, weapon use, and history of violence shall also be obtained.
  - c. LFPD personnel will be mindful that the recorded conversation(s) between the victim and communications personnel may reveal details that can assist with the investigation.
2. Initial Officer Response
    - i. As part of the emergency response, officers shall:
      1. Make contact with the victim as soon as possible to address safety concerns and summon emergency medical assistance if needed.
      2. Attempt to obtain a suspect description immediately and broadcast to other officers
      3. Evaluate the scene for people, vehicles, or objects involved as well as possible threats
      4. Relay all vital information to responding officers and supervisors, including any possible language barriers
      5. Secure the crime scene to ensure that evidence is not lost, changed, or contaminated
      6. Request response from additional LFPD personnel as appropriate
      7. Begin a search for the suspect when appropriate
  3. Assisting the Victim
    - i. As part of the emergency response, officers shall:
      1. Show understanding, patience, and respect for the victim's dignity and attempt to establish trust and rapport.
      2. Inform the victim that an officer of the same sex will be provided if desired and available.
      3. Contact a victim advocate as soon as possible to provide assistance throughout the reporting and investigative process.
      4. Supply victims of sexual assault with the phone number for the Rape, Abuse, and Incest National Network (RAINN) Hotline, 1-800-656-HOPE. Operators at this hotline connect the caller with the rape crisis center closest to the victim's location.
    - ii. Request a response from appropriately trained personnel, and clearly explain his or her role and limit the preliminary interview so that the victim is not then asked the same questions in a follow up interview.
    - iii. Be aware that a victim of sexual assault may bond with the first responding officer. It is important to explain the role of the different members of the sexual assault response team and help with transitions through introductions.
    - iv. Record observations of the crime scene, including the demeanor of the suspect and victim and document any injuries or disheveled clothing.

#### 4. Evidence Collection Issues

- i. Officers shall introduce the need for a medical examination to the victim explaining the importance to investigative and apprehension efforts as well as for the victim's well-being.
- ii. If field officers are required to collect or assist in collecting evidence, proper evidence collection procedures will be used.
- iii. DNA evidence plays a crucial role in the sexual assault investigation. In addition to the victim's and suspect's bodies and clothing, there are many other potential sources such as condoms, sheets, blankets, pillows, and bottles that may contain biological evidence such as blood, sweat, tissue, saliva, hair, and urine. To properly collect DNA evidence, officers shall:
  1. Use sterile gloves and change as needed
  2. Use sterile swabs, papers, solutions, and tools
  3. Package evidence in individual envelopes
  4. Avoid touching the area where potential DNA evidence may exist
  5. Avoid talking, sneezing, and coughing over evidence
  6. Air dry evidence before packaging
  7. Put evidence into new paper bags or envelopes, not plastic
- iv. The sexual assault evidence kit shall be accepted from the medical staff after it has been properly sealed and labeled.
- v. The kit will contain whole blood that requires that the kit be placed and logged into an evidence refrigerator as soon as possible. The kit may also contain a urine sample for toxicology testing. If it does, the urine sample shall also be refrigerated as soon as possible.
- vi. The kit shall not be allowed to freeze or be exposed to heat such as being near a car's interior heater.

#### AA. Suspicious Persons

1. Normally two officers should respond to a suspicious person call. Officers should use caution when approaching a suspicious person:
  - a. If possible approach from behind in a well-lit area.
  - b. Stop far enough back to allow time for you to exit your unit.
  - c. Never pull alongside the individual.
2. Responding to residences, the officers should first make contact with the complainant prior to conducting any search. Communications may keep the caller on line, updating the officer with information.

#### BB. Terrorist Screening Center

1. When checking individuals for wanted, officers may receive a warning notice from the Terrorist Screening Center with a Code Response. In all circumstances, do not let the person know they may be on the Terrorist Watch list. Take action based on the type of Code response provided.

2. Code 1 – Approach with Caution – Arrest. There may be a federal warrant for the subject, take necessary precautions and arrest if a warrant exists.
3. Code 2 – Approach with Caution – Detain. There may be a federal detainer notice for the subject. Take necessary safety precautions and detain while contacting the Terrorist Screening Center.
4. Code 3 – Approach with Caution. Arrest only if there is evidence of a local, state, or federal crime. Do not let the subject know they may be on the Terrorist Watch list. Gather as much information as possible regarding suspect's identity, associates, and current addresses. Contact the Terrorist Screening Center with the information as soon as possible.
5. The Terrorist Screening Center can be contacted at 866-872-9001

## **VI. EQUIPMENT MAINTENANCE AND READINESS**

### **A. Vehicle Maintenance Procedure**

1. Officers will inspect assigned unit prior to start of shift and will assume responsibility to ensure that any malfunctions or mechanical problems with the assigned vehicle are promptly reported through the established reporting procedures.
2. The dealer performs all warranty maintenance of department vehicles while under warranty.
3. A private vendor may be utilized for out of warranty vehicles.
4. All such maintenance is scheduled through work orders forwarded to the Administrative Assistant.
5. Any employee experiencing difficulties with any vehicle during their tour of duty that would obviously cause additional damage to the unit shall:
6. Discontinue its use; and
7. Complete Vehicle Repair request via email to supervisor.
8. All requests for maintenance work on department vehicles are documented via email.
9. No employee shall alter, or authorize the alteration, of any vehicle, without the approval of the Chief of Police or his designee.

### **B. Equipment Readiness**

1. All equipment assigned to LFPD is kept in a state of readiness. Patrol Supervisors are responsible for the maintenance and readiness of all equipment assigned to the Los Fresnos Police Department

### **C. Knife Use and Safety**

1. Los Fresnos Police Administration recognizes the need for its officers to be properly equipped to handle a wide variety of duty responsibilities. Officers may carry police folding utility knives as authorized by this policy and consistent with their duty assignment.

2. The police utility knife is intended solely for the purpose of carrying out the general duties and designated specialized assignments of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances.
3. Officers serving in specialized assignments, such as special weapons and tactics, ordnance disposal, and canine units, may carry a utility knife of such quality and design to withstand the rigors and job responsibilities of their assignment as determined by the Chief of Police.
4. Police utility knives shall be folded and secured by a fastening device so as to ensure officer safety, knife retention, and concealment. The blade and securing device shall be carried in the least obtrusive manner possible, whether the officer is on or off duty, and consistent with the officer's duty assignment or tactical deployment.
5. Folding blade utility knives shall conform to agency-defined quality standards to meet the demands of work assignments as defined by departmental policy and the Chief of Police. The cutting edge of such knives shall not exceed four and one-half inches in length as measured from blade tip to handle. Authorized users shall not:
  - a. Display a knife in any offensive or threatening manner without legitimate operational justification.
  - b. Carry a knife in any manner other than clipped in a pocket or waistband, or inside the pants or vest.
  - c. Carry a knife while handling prisoners in a custodial facility, except when needed for rescue, suicide prevention, or other authorized purposes as determined by supervisory officers.
6. Uses as a Weapon. The police utility knife is not intended for use as a weapon and officers are discouraged from using it in this capacity. However, if it is used in defensive or offensive capacities under exigent circumstances, it shall be deemed a use of deadly force and is governed by this department's policies on use of force to include, but not be limited to, summoning the Chief of Police and reporting it as a use of force.

#### D. Mobile Video Recording System

1. The use of a Mobile Video Recording (MVR) system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct.
2. Officers assigned the use of these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the MVR and the integrity of evidence and related video documentation.
3. General Procedures:
  - a. It shall be the responsibility of this department to ensure that the audio-video recording equipment is properly installed according to the manufacturer's recommendations. MVR equipment shall automatically activate when emergency equipment (lights) or a wireless transmitter is operating. The system may also be activated manually from the control panel affixed to the interior of the vehicle.
  - b. Placement and operation of system components within the vehicle shall be based on officer safety requirements.
  - c. All officers shall successfully complete this department's approved course of instruction prior to being deployed with MVR systems in operational settings.



- d. Inspection and general maintenance of MVR equipment installed in departmental vehicles shall be the responsibility of the officer assigned to the vehicle.
- e. Prior to beginning each shift, the assigned officer shall perform an inspection to ensure that the MVR is performing in accordance with the manufacturer's recommendations covering the following matters.
  - i. Remote activation of system via transmitter
  - ii. Windshield and camera lens free of debris
  - iii. Camera facing intended direction
  - iv. Recording mechanism capturing both audio and video information - System plays back both audio and video tracks.
  - v. Log into the system with the flash drive to personalize the recording
- f. Malfunctions, damage or theft of in-car camera equipment shall be reported to the immediate supervisor prior to placing the unit into service.
- g. Mandatory Use:
  - i. All official contacts whether on a call or officer initiated.
  - ii. Traffic stops (to include, but not limited to traffic violations, stranded motorist assistance and all crime interdiction stops)
  - iii. Priority responses
  - iv. Vehicle pursuits
  - v. Prisoner transports
- h. When the MVR is activated, officers shall ensure that the audio portion is also activated so all events are properly documented. Officers are encouraged to narrate events using the audio recording, so as to provide the best documentation for pretrial and courtroom presentation.
- i. Officers using the 900Mhz digital transmitters that are individually synchronized to their individual MVR shall activate both audio and video recordings when responding in a support capacity in order to obtain additional perspectives of the incident scene.
- j. When officers park patrol units in the parking lot, the MVR downloads automatically to the server and is maintained by the C.I.D.
- k. Officers shall not erase, alter, reuse, modify or tamper with MVR recordings. Only a supervisor may erase and reissue previously recorded recordings and may only do so pursuant to the provisions of this policy.
- l. When the MVR is activated to document an event, it shall not be deactivated until:
  - i. the event has been concluded unless the incident or event is of such duration that the MVR may be deactivated to conserve recording times; and
  - ii. the officer does not reasonably believe that deactivation will result in the loss of critical documentary information; and
  - iii. the intention to stop the recording has been noted by the officer either verbally or in a written notation.
- m. Lieutenant/C.I.D. (or designee) Responsibilities
  - i. The Lieutenant/C.I.D. (or designee) shall issue personalized flash drive



- ii. When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, departmental shootings, departmental accidents), a supervisor shall respond to the scene and ensure crime scene investigator removes the recorded media.
- iii. The technician or investigator shall then place the media into evidence and provide copies to authorized investigative personnel; and
- iv. Ensure the appropriate notation is made in the chain of custody log
- v. All recordings are maintained on the server
- n. The C.I.D. Lt. shall periodically check the disk printer to ensure recordings are being downloaded.
- o. LFPD personnel who are informed or otherwise become aware of malfunctioning equipment shall ensure that authorized personnel make repairs in a timely manner.
- p. The C.I.D. Lt. shall conduct periodic reviews of officer assigned media in order to periodically assess officer performance; assure proper functioning of MVR equipment; determine if MVR equipment is being operated properly; and identify recordings that may be appropriate for training.
- q. The C.I.D. Lt. shall conduct periodic reviews of personnel who are newly assigned MVR equipment in order to ensure compliance with departmental policy. Supervisors shall thereafter conduct quarterly reviews.
- r. Minor infractions (not criminal in nature) discovered during the routine review of recorded material should be viewed as training opportunities and not as routine disciplinary actions.
- s. Should the behavior or action become habitual after being informally addressed, the appropriate disciplinary or corrective action shall be taken
- t. The C.I.D. Lt. shall ensure that adequate recording media is on hand and available for issuance
- u. Technicians' Responsibilities - A designated officer or other employee shall be responsible for the ordering, issuance, retrieval, storage, erasing and duplication of all recorded media.
  - i. Recorded media may only be degaussed/erased pursuant to a court order; or in accordance with established retention guidelines of at least 90 days.
- v. Media Duplication
  - i. All recording media, recorded images and audio recordings are the property of this department. Dissemination outside of the agency is strictly prohibited without specific written authorization of the Chief of Police.

## **VII. Tele-Communications**

### **1. Phone Etiquette**

- a. Any incoming call may be an emergency. All incoming calls shall be answered without delay. When necessary, place callers with non-emergency business on

"hold" to answer other incoming calls and determine if the caller has an emergency.

- b. On every call that is answered identify the department and yourself.
- c. Speak directly into the mouthpiece. Speak clearly and concisely. Do not shout or mumble. Do not use police jargon.
- d. Observe telephone courtesy. Do not antagonize the caller. Maintain a calm, competent demeanor.
- e. Terminate calls positively and courteously. If appropriate, thank the caller for calling.

## 2. Emergency Calls

- a. Emergency calls are always accepted, even when they do not originate within this jurisdiction. Obtain all pertinent information and relay to the proper agency. Make an effort to handle the emergency. Never assume the caller is in a position to dial another number. Obtain all necessary information from the caller and promptly dispatch the call.
- b. Take charge of the conversation. After the initial exchange, control the conversation and obtain the essential information as to who, what, where, when, why and how. Be courteous but firm. Determine where the crime occurred.
- c. If possible, keep the caller on the phone and continually update responding units of activity until the first responding unit has arrived on scene.

## 3. Non-Emergency Calls

- a. Take charge of the conversation. After the initial exchange, control the conversation and obtain the essential information as to who, what, where, when, why and how. Be courteous but firm. Determine where the crime occurred.
- b. Never terminate the call until you have the information or units have arrived on scene.

# VIII. TELETS Terminal, Mobile Data Terminal / CJIS Security

## Purpose

To establish guidelines for use and security of the department-issued TLETS Terminal, Mobile Data Terminal (MDT) equipment and related CJIS information. Failure to comply with this policy can result in disciplinary action or termination.

## Policy

It shall be the policy of The Los Fresnos Police Department to protect the integrity of the CJIS database and all data and information obtained through use of Mobile Data Terminals and/or hard-wired TLETS terminals by strictly following the procedures outlined in this General Order.

## Definitions

1. TLETS Terminal – This term includes all computers (normally desktop) that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.
2. MDT -Mobile Data Terminal. This term includes all computers that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.
3. Secure location -This term includes the areas of the Los Fresnos Police Department that are not open to the public and accessible only by authorized personnel. This term also includes official police vehicles that are locked and/or attended by authorized sworn police personnel.
4. Non-secure location -This term includes all locations not defined as "secure location" above.

## Procedures

1. CJIS, TLETS, TCIC and NCIC data shall be accessed ONLY from secure locations, as defined above.
2. Each person authorized to access Terminal/MDT data shall receive security awareness training within six months of appointment or employment and thereafter at least every two years, in accordance with CJIS policy; this training will be documented.
3. Maintain a roster and/or agency-issued credentials (officer badge, access card, etc) of authorized personnel with unescorted access into physically secure areas.
4. When transporting non-law enforcement personnel in police vehicles, officers will close the screen of the MDT or position it in a manner that will prevent unauthorized viewing of MDT data. TLETS terminal screens shall be positioned to prevent unauthorized viewing.
5. User/Operator List shall be reviewed annually and as needed; document when this was performed. Changes in authorized personnel (creating, activating, modifying, disabling & removing accounts) will be immediately reported to TCIC Training section.
6. All printouts of CJIS data shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be promptly shredded; if not shredded, then incinerated. Disposal or destruction is witnessed or carried out by authorized personnel.
7. All storage media containing or used for CJIS data that is no longer used shall be secure-formatted using methodology that over-writes all data in three iterations or degaussed prior to disposal or release for reuse by unauthorized personnel; if no longer needed, media will be destroyed. Inoperable electronic media shall be physically destroyed. Sanitation or destruction is witnessed or carried out by authorized personnel.
8. The Department shall keep a list of all MDT IDs and contact(s) so that devices can be promptly disabled, should the need arise.
9. The local CJIS network equipment shall be located in a physically secure location.
10. All law enforcement vehicles containing MDTs shall be securely locked when not in use.
11. All computers used for processing CJIS data shall have anti-virus software installed; all will have latest available updates for the operating system & anti-virus. MDT(s) shall have a personal firewall enabled
12. Employ a Formal Incident Response Plan. It shall be the responsibility of each authorized user to report any violations of this security policy up the chain-of-command and/or proper authorities.
13. No personal hardware (PC, laptop, etc.) or software shall be allowed on the agency's TLETS network.

14. No publicly accessible computers shall be allowed on the agency's TLETS network.
15. The agency shall authorize and control information system-related items entering and exiting the physically secure location.
16. The agency shall establish a Security Alert and Advisories process.

### Best Practices

Periodically check to ensure Servers/Terminals/MDTs connected to the CJIS network are receiving the latest updates in regard to the Operating System & Antivirus software; ensure personal firewalls are enabled on MDTs; ensure Sessions are locked within thirty (30) minutes on non-dispatch Terminals. Take appropriate action if required.

Periodically check physically secure location(s) to ensure safeguards such as locks are in working order; Doors are closed & properly secured; Terminals are not viewable by unauthorized personnel. Take appropriate action if required.

Periodically check to ensure that all network components (routers, firewalls, switches) that process CJIS information are still supported by the manufacturer. If warranties/contracts are in place, ensure they are valid and not out of date. Take appropriate action if required.

Periodically check pertinent documents to ensure they are up to date. Take appropriate action such as making editing changes or replacement if required.

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Hector Gonzalez  
Chief of Police  
Los Fresnos Police Dept.

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Date

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3457 A

**SCHEDULED**

**ACTION ITEM (ID # 3457)**

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**Discussion and updates on the Coronavirus pandemic.**

We will provide you with the latest information, although it is shared frequently and the news keeps things updated. It will also be a time for questions about it as well.

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:

**SCHEDULED**

**ACTION ITEM (ID # 3433)**

DOC ID: 3433 B

**City Manager Report A. Wastewater Update B. Water Update  
C. Nature Park D. Hike & Bike Trails E. CDBG Disaster Grant  
F. Henderson Road Project G. Census Update H. Update  
Planning & Zoning Ordinance I. Drainage Update J. 75 Year  
Anniversary Celebration K. Audit & Bank Depository L.  
Whipple Road M. CDBG 9th Street Lift Station Relocation N.  
Boys & Girls Club Quarterly Report**

A. Wastewater Update - The bids are out for the Chlorrine Contact Basin Project and the Headworks Project. We will have the Pre-Bid Conference for prospective bidders on May 12 with the bids due on May 21. Hanson Engineering will have the bids formulated and references checked so we can have a recommendation on June 9 at the Council meeting.

We continue to work on the funding with TWDB to apply for the \$1,600,000 for wastewater 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. Hanson Professional Services has the documents ready for us to advertise, bid, award contract and begin construction for the Whipple Road Wastewater Extension project. The City has to acquire the easements prior to that.

B. Water Update - We continue to work on the funding through TWDB to get the upgrades done on the water plant and distribution lines for \$3,700,000. We were able to qualify for a reduced interest rate of 1.65%. Once the final approval is received we will know the actual interest rate.

C. Nature Park - We have approximately \$67,040.30 in remaining funds available to complete the bird blind, the drip station and do some habitat restoration. A large amount of the Brazilian Peppers have been removed. We still have more to do but want to do that by hand so we don't disturb so much of the good vegetation. Bird blinds for bird watching have been constructed. Hopefully we can get the roofs on next week. We'll also be planting some shrubs/plants for the butterfly area. Then we will need electricity and water for a water feature. Lastly will be a trail to the areas. We'll then work to get funding for other parts of the area.

D. Hike & Bike Trails - The bids are out. We will have a Pre-bid meeting on May 19 with the bids being due on May 28. Half Associates will have the bids formulated and references checked so a recommendation will be ready for the June 9 Council meeting for approval.

E. CDBG Disaster Grant - The \$350,000 grant to pave East Tenth Street and part of Whipple Road is continuing. Hanson is working on the plans and specs which are now 90% complete. They will be reviewed by TDA so they can finalize the documents for bidding. We will hopefully have it ready to get bids and Council approval by July 14 Council meeting.

F. Henderson Road Project - Construction continues on the Henderson Road Resaca Crossing project. They are working on the east side at this time. Work is progressing fine but not great. Cameron County Irrigation District #6 seems to change what they require.

G. Census Committee - The Census committee has not been able to work due to the Corona Virus. We are utilizing social media to push folks to fill out the Census. Since we have been focusing on it the last month or so, we have had great increases. The school district not meeting in the regular way is not good for all the plans we had. They are still using social media and also sending out flyers. We are going to have to get the committee to do some street walking before in the future. For now, next week we will deliver a flyer to every house in Los Fresnos. We are at 44.3%. That means of all our addresses in the city 44.3% of them have responded already. Cameron County is at 38.4%, the State is at 52.0% and the United States is at 57.3%.

H. Update Planning & Zoning Ordinance - Jackie has located a company to do this. However, since it was not a budgeted item I will feel better if we wait until July or August. That will tell us how our budget is going and how much the Corona Virus will affect us long term. The cost is \$118,976 which is very low compared to the \$150,000 plus or more that others charge.

I. Drainage Update - I have received easements from the owners of Pederson Construction and Community of Christ Church for the drainage ditch behind their properties. I am still waiting on Zarsky Lumber. Cameron County Drainage District # 1 will assume maintenance on the ditch to keep it clean. The owner on the north side of that drainage ditch that is the developer for Valle Alto will initially clean the ditch and create a larger detention area. This is all positive for that area. Cameron County Drainage District #1 has enlarged the ditch south of the City. This will help additional flow and reduce flooding. Hanson is working on the several engineering designs for help with drainage along Whipple Road as Escondida Resaca. Both will help in poor drainage areas. We are applying for some grants to assist with costs for the construction. We have sent a proposal to TWDB for possible funding for drainage work.

J. 75 Year Anniversary Celebration - Unfortunately due to the Corona Virus we have not been able to meet. Hopefully towards the end of the month we can schedule a meeting.

K. Audit & Bank Depository - The 3 year agreement with the auditing firm has completed. We have advertised for proposals. The proposals are due on May 22 and will be awarded at the June 9 meeting. The Bank Depository agreement is complete. We have advertised for proposals. The proposals are due on May 22 and will be awarded at the June 9 meeting.

L. Whipple Road - The county widened the crossing for the Resaca and will install guard rails soon. I have Hanson Professional Services getting us a Right-of-Way map for Whipple Road so we can see if we can put a sidewalk on one side of the road.

M. CDBG 9th Street Lift Station Grant - Hanson is working on the design of the relocation of the lift station so we can move it out of the back yard.





# BOYS & GIRLS CLUBS OF LOS FRESNOS

## Quarterly Report 2020

### Reporting Period (Underline One)

Jan-March

April-June

July-September

Oct-Dec

**Mission:** To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

**Vision:** Provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

**Quarterly Payment Amount:** \$15,000

**Annual Payment Amount:** \$60,000

**Total Number of members served this quarter:** 301

**Total Number of Youth Participating in Tutoring:** 112

**Total Number of Youth Participating in Sports & Fitness:** (174) Basketball + (15) Boxing = 189

#### Tutoring:

Number of members who are Reading at grade level: 108

Number of members performing at grade level in Math: 104

Number of members who passed to the next grade level: n/a

#### Sports & Fitness - BMI:

Number of members who participated in BMI assessment: 98

**Did a tournament occur during this period?** YES ☐ NO ☒ (check box)

If yes, how many games? n/a

**Was a Closing Ceremony held this period?** YES ☐ NO ☒ (check box)

If yes, how many youth were in attendance? n/a

Attachment: BG CLUB QUARTERLY REPORT (3433 : City Manager Report)



## BOYS & GIRLS CLUBS OF LOS FRESNOS

### Quarterly Report 2020

#### Club Activities Funded by City of Los Fresnos:

As part of the Arts program, our members participated in different Holiday and Commemoration Day theme arts and crafts activities such as Valentine's Day, Law Enforcement Appreciation Day, Martin Luther King Jr. Day to name a few.

In January, the Club started the calendar year by continuing our national programs such as Girls Strong, Smart Girls. In addition, we started a new year of Office of Juvenile Justice and Delinquency Prevention (OJJDP) mentoring program.

The Club worked with the University of Texas Rio Grande Valley (UTRGV) and Los Fresnos Consolidated School District (LFCISD) as a site for students to complete their required community service hours. Students served as Youth Development Professionals performing task such as homework assistance and supervising members. We also would like to thank the Whipple Memorial Library for donating our little library and continuing to stack up with new books as needed. In addition, the Club had several trainings on Bullying awareness and prevention. Members interact with instructor in a series of Q&A. Also, some members shared their experience with bullying.

City funds allowed the Club to provide summer arts & crafts activities and afterschool tutoring. The Club registered 131 members for the 2019-2020 After School program with a daily attendance of 107 Club members. As part of the Boys & Girls Club Experience, members are offered homework assistance through the National program, Power Hour--every minute counts! In addition, our members were served 4,578 meals and 2,998 afternoon snacks.

This quarter on February 10, 2020 our Basketball League began its schedule games with 174 members registered.

As safety is of utmost importance to us, unfortunately as many businesses in our community our Club was forced to closed its doors on March 13, 2020 due to the current pandemic.

We have been awarded funding thru Boys and Girls Club of Texas Alliance to provide summer meals for our members. Which we will report in our next quarterly report.

#### Goals and Outcomes of these programs:

##### Tutoring:

**Goal:** Club members have access to tutoring and homework assistance to help them be successful in school.

**Outcome:** Club members who are struggling in school have a safe place to go and get support with their studies. Club staff identify members in need of tutoring and intervene to help them stay on track.



## BOYS & GIRLS CLUBS OF LOS FRESNOS

### Quarterly Report 2020

#### Sports & Fitness:

**Goal:** Club members gain knowledge of how to avoid risky behaviors and make healthy lifestyle choices.

**Outcome:** Club members are participating in regular physical activity. These programs develop young people's capacity to engage in positive behaviors to nurture their well-being, set personal goals and grow into self-sufficient adults. In addition, sports programs teach members good sportsmanship, team work, discipline and basic fundamentals of the sport.

3:40 PM  
05/06/20  
Accrual Basis

**Boys and Girls of Los Fresnos**  
**Balance Sheet**  
As of March 31, 2020

	Mar 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	80.00
10100 · WF #367-6703259 GO	22,001.33
10130 · WF #395-4534297 Spec Activity	61,244.19
<b>Total Checking/Savings</b>	83,325.52
Accounts Receivable	
11100 · Grants Receivable	-10,002.08
<b>Total Accounts Receivable</b>	-10,002.08
<b>Other Current Assets</b>	
Deferred Expenditures	9,081.73
<b>Total Other Current Assets</b>	9,081.73
<b>Total Current Assets</b>	82,405.17
<b>Fixed Assets</b>	
Building	830,063.00
Accumulated Depreciation	-200,614.89
<b>Total Fixed Assets</b>	629,448.11
<b>TOTAL ASSETS</b>	<b>711,853.28</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	2,996.76
Other Current Liabilities	-15,485.89
<b>Total Current Liabilities</b>	-12,489.13
<b>Total Liabilities</b>	-12,489.13
Equity	724,342.41
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>711,853.28</b>

Attachment: BG CLUB QUARTERLY REPORT (3433 : City Manager Report)

3:29 PM  
05/06/20  
Accrual Basis

**Boys and Girls of Los Fresnos**  
**Profit & Loss**  
January through March 2020

	Jan - Mar 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>GRANTS</b>	
GRANTS Non-Profit Organization	
United Way	11,248.50
<b>Total GRANTS Non-Profit Organization</b>	11,248.50
GRANTS Texas State of	4,356.00
GRANTS Local Government	
Los Fresnos, City of	15,000.00
<b>Total GRANTS Local Government</b>	15,000.00
<b>Total GRANTS</b>	30,604.50
<b>CONTRIBUTIONS</b>	
CONTRIBUTION NON-PROFIT	1,111.43
CONTRIBUTION Individual/Sml Bus	168.53
<b>Total CONTRIBUTIONS</b>	1,279.96
<b>PROGRAM REVENUES</b>	
Public Support Sponsors	
CONTRACTS & AGREEMENTS	23,128.93
<b>Total Public Support Sponsors</b>	23,128.93
Program Fees	26,883.00
<b>Total PROGRAM REVENUES</b>	50,011.93
<b>MEMBERSHIP REVENUE</b>	
Membership Fees (Service Fees)	1,595.00
<b>Total MEMBERSHIP REVENUE</b>	1,595.00
<b>Total Income</b>	83,491.39
<b>Expense</b>	
<b>GRANT</b>	500.00
<b>PROGRAM EXPENDITURES</b>	
Occupancy (Building)	1,877.86
Direct Payroll	41,742.37
General Program	2,686.81
<b>PROGRAMS</b>	
After School	11,615.66
Basketball	2,332.07
Boxing	1,461.08
Community Sponsorships	125.00
Flag Football	111.98
<b>Total PROGRAMS</b>	15,645.79
<b>Total PROGRAM EXPENDITURES</b>	61,952.83
<b>MANAGEMENT &amp; GENERAL</b>	
Insurance BOD	850.00
Accounting	5,169.91
Bank Service Charge	12.00
Conference	7.26

Attachment: BG CLUB QUARTERLY REPORT (3433 : City Manager Report)

3:29 PM  
05/06/20  
Accrual Basis

**Boys and Girls of Los Fresnos**  
**Profit & Loss**  
January through March 2020

	Jan - Mar 20
Dues	61.09
EDP	200.00
Office Supplies	569.07
Postage and Delivery	22.10
Printing and Publications	65.69
<b>Total MANAGEMENT &amp; GENERAL</b>	<b>6,957.12</b>
<b>Total Expense</b>	<b>69,409.95</b>
<b>Net Ordinary Income</b>	<b>14,081.44</b>
<b>Net Income</b>	<b>14,081.44</b>

Attachment: BG CLUB QUARTERLY REPORT (3433 : City Manager Report)

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3436

**SCHEDULED**

**ACTION ITEM (ID # 3436)**

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**Financial Report March & April 2020 1. Monthly 2. Year to  
Date 3. Sales Tax**

Call with questions.

I recommend approval.



CHECKLIST FOR GENERAL FUND				MARCH 2020
CK#	VENDOR NAME	Inv.Date	Amount	Description
559	CITY OF L.F. PAYROLL ACCT	03/05/10	\$ 70,171.44	DUE TO PAYROLL #11 WE 3/1/20
572	CITY OF L.F. PAYROLL ACCT	03/19/20	\$ 81,372.25	DUE TO PAYROLL #12 WE 3/15/20
576	CITY OF L.F. PAYROLL ACCT	03/19/20	\$ 657.31	DUE TO PAYROLL #12 WE 3/15/20-EMPLOYEE ITT AWARD
34922	ELIZABETH AGUILAR	03/13/20	\$ 50.00	RENTAL DEPOSIT REFUND-LF MEMORIAL PARK 3/7/20
34923	JOSE TRONCOSO	03/13/20	\$ 100.00	RENTAL DEPOSIT REFUND-LF COMMUNITY CENTER 3/7/20
34924	VIVIAN MOATES	03/13/20	\$ 50.00	RENTAL DEPOSIT REFUND-LF COMMUNITY PARK 3/7/20
34925	ALLIED WASTE SERVICE	02/29/20	\$ 59,333.96	RE:SOLID WASTE & BRUSH COLLECTION
34926	ARNETT MARKETING LLC	02/12/20	\$ 269.67	REPLACEMENT CHRISTMAS DECORATION BULBS
34927	AT&T MOBILITY	02/19/20	\$ 788.28	MOBILE PHONE SERVICE-CITY HALL/PD/COURT/EM/CODE
34928	CARR, RIGGS, INGRAM	02/29/20	\$ 6,700.00	AUDIT SERVICE-YEAR END 9/30/19
34929	CDW GOVERNMENT	VARIOUS	\$ 666.44	PC/PHONE'S-PD & PRINTER-PUBLIC WORKS
34930	CITY OF HIDALGO	03/04/20	VOID	VOIDED CHECK-CHECK WAS NOT NEEDED
34931	CITY OF LOS FRESNOS	02/20/20	\$ 3,592.38	WATER/SEWER/GARB-CITY BUILDINGS/PARKS
34932	CITY OF LOS FRESNOS	02/20/20	VOID	VOIDED CHECK-CONTINUED
34933	DAVID GARZA	03/04/20	\$ 358.82	CPR/AED TRAINING-POLICE DEPT
34934	DIANANIRA SAUCEDA	03/13/20	\$ 2,295.00	INTERIOR REMODELING-PATROL SIDE OF POLICE DEPT
34935	DIRECT ENERGY	02/28/20	\$ 7,951.98	ELEC-STREETS/B&G CLUB/LIBRARY
34936	ECONO SIGNS	02/28/20	\$ 861.92	STOP SIGNS & BRACKETS
34937	EDWARD'S PEST MANAGEMENT	03/05/20	\$ 367.00	PEST CONTROL-CITY BUILDINGS/PARKS
34938	EMILIO GOMEZ	03/04/20	\$ 460.00	PM SERVICE-ALL Z-TRAC MOWERS
34939	FASTSIGNS	VARIOUS	\$ 1,499.13	STRIPING OF PD UNITS F-161/C-21
34940	FIRST COMMUNITY BANK	VARIOUS	\$ 489.75	REGISTRATION-GFOAT CONFERENCE/TMCCP FUNDS INVE
34941	FUELMAN	VARIOUS	\$ 1,266.30	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHICLES
34942	GABRIEL PEDRAZA	02/29/20	\$ 650.00	FEB 2020-FIRE MARSHAL
34943	GATEWAY PRINTING	02/27/20	\$ 204.25	2000 LABELED WINDOW ENVELOPES-MUNICIPAL COURT
34944	GENE DANIELS	03/01/20	\$ 1,850.00	MARCH 2020-JUDGE/PHONE STIPEND
34945	GRANICUS	03/12/20	\$ 331.80	AGENDA/MINUTE-IQM2 MONTHLY SUBSCRIPTION
34946	GT DISTRIBUTORS	03/06/20	\$ 353.20	TARGETS/AMMO-POLICE DEPT
34947	GULF DATA PRODUCTS	02/25/20	\$ 701.92	TICKET BOOKS-POLICE DEPT
34948	HANSON PROFESSIONAL	02/22/20	\$ 12,384.00	ENGINEERING-WHIPPLE DRAINAGE IMPROVEMENTS
34949	HUGHES NETWORK	VARIOUS	\$ 337.23	SATELLITE INTERNET-EOC JAN/FEB/MAR 2020
34950	L T BOSWELL	02/25/20	\$ 126.50	REPLACE STARTER ASSEMBLY F-165
34951	LEXIS NEXIS RISK DATA	02/29/20	\$ 100.00	PEOPLE SEARCH PROGRAM
34952	LF AMBULANCE SERVICE	03/01/20	\$ 32,500.00	2ND QUARTER PAYMENT- JAN/FEB/MARCH 2020
34953	LOS FRESNOS B&G CLUB	03/01/20	\$ 15,000.00	2ND QUARTER PAYMENT- JAN/FEB/MARCH 2020
34954	LF CHAMBER OF COMMERCE	03/01/20	\$ 2,850.00	MARCH 2020-SVC AGREEMENT
34955	LOS FRESNOS NEWS	VARIOUS	\$ 198.00	ADVERTISING-HEALTH MATTERS/ELEC SVC/ZONING
34956	LF VOLUNTEER FIRE DEPT	03/01/20	\$ 23,750.00	2ND QUARTER PAYMENT- JAN/FEB/MARCH 2020
34957	LUIS RAMOS	02/29/20	\$ 6,447.87	FEB 2020-CUSTOMER SERVICE INSPECTIONS
34958	MAXIMINO TORRES	03/13/20	\$ 342.00	MARCH 2020-CLEANING-CITY VEHICLES
34959	MIDDLETON AIR	03/06/20	\$ 336.24	AIR FILTERS-VARIOUS CITY BUILDINGS
34960	O'REILLY AUTO	VARIOUS	\$ 173.87	FEB 2020-SUPPLIES FOR MAINTENANCE
34961	O'REILLY AUTO	02/14/20	\$ 83.21	BATTERY FOR POLARIS-2
34962	PETTY CASH	VARIOUS	\$ 91.01	WALMART-POLICE DEPT SUPPLIES-BREAKROOM/BATTERY
34963	PHESCO INTERNATIONAL	02/26/20	\$ 175.00	MOSQUITO SPRAYER DROPLET TEST
34964	PITNEY BOWES	02/29/20	\$ 149.13	POSTAGE METER RENTAL
34965	PURCHASE POWER	02/28/20	\$ 247.25	FEB 2020-POSTAGE-COURT/PD/LIB/CODE/CITY HALL
34966	RIO GRANDE UNDERWRITERS	03/05/20	\$ 70.00	FINANCE DIRECTOR BOND-P.GARZA
34967	SAM'S CLUB	VARIOUS	\$ 527.26	WATER/GATORADE-PD ON DUTY/CANOPY-RABIES CLINIC
34968	SAN BENITO NEWS	VARIOUS	\$ 540.00	ADVERTISING-LIVESTOCKSHOW/RODEO/PILLARS
34969	SMARTCOM TELEPHONE	03/08/20	\$ 483.42	INTERNET SERVICE/PHONE SVC-CH/CPD/COURT
34970	ST PAUL STAMP WORKS	02/19/20	\$ 77.08	100 PET LICENSE TAGS
34971	STAFF FORCE	VARIOUS	\$ 806.40	CONTRACT LABOR-WEEKENDING 2/23,3/1/20
34972	SUSANA ESCOBEDO	03/05/20	\$ 26.16	REIMB MILES-READING OUTREACH PROGRAM
34973	TDCJ-TX CORRECTION	02/14/20	\$ 429.00	PODIUM WITH POLICE DEPT SEAL
34974	ANA ELIZABETH RAMOS	03/27/20	\$ 100.00	RENTAL DEPOSIT REFUND-LF COMMUNITY CENTER 3/15/20
34975	CASSANDRA WALKER	03/27/20	\$ 50.00	RENTAL DEPOSIT REFUND-LF COMMUNITY PARK 3/15/20
34976	ESTHER FLORES SALAS	03/27/20	\$ 100.00	CANCELLATION OF EVENT-LF MEMORIAL PARK 4/11/20
34977	LIVINGSTONE FAMILY CHURCH	03/27/20	\$ 20.00	CANCELLATION OF EVENT-LF MEMORIAL PARK 3/21/20

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)

34978	MARIA ALVARADO PORTALES	03/27/20	\$	300.00	CANCELLATION OF EVENT-LF COMMUNITY CENTER 3/22/20
34979	OLIVIA ATKINSON	03/27/20	\$	300.00	CANCELLATION OF EVENT-LF COMMUNITY CENTER 3/28/20
34980	ROSA RAMIREZ	03/27/20	\$	120.00	CANCELLATION OF EVENT-LF MEMORIAL PARK 3/22/20
34981	ROXANNE MILLS	03/27/20	\$	50.00	RENTAL DEPOSIT REFUND-LF MEMORIAL PARK 3/14/20
34982	YOLANDA CRUZ	03/27/20	\$	100.00	RENTAL DEPOSIT REFUND-LF COMMUNITY CENTER 3/14/20
34983	ABSOLUTE HOLDINGS	03/19/20	\$	240.00	RACK CARDS-STORMWATER TIPS & WATER
34984	'AMAZON.COM	VARIOUS	\$	1,443.13	BABY CHANGING STATIONS/RAM/BATTERY BACK UPS/TV
34985	AMAZON.COM	VARIOUS		VOID	VOIDED CHECK-CONTINUED
34986	AT&T MOBILITY	03/01/20	\$	265.93	IPAD SERVICES
34987	BRIAN MCALLISTER	03/23/20	\$	500.00	REPLACE DAMAGED HANDRAIL-LIBRARY
34988	BIANCA ROCHA	03/27/20	\$	150.00	CANCELLATION OF EVENT-LF COMMUNITY CENTER 4/18/20
34989	CAMERON COUNTY TAX	VARIOUS	\$	24.04	2019-PROPERTY TAX-HENDERSON RD PURCHASES
34990	CDC	03/27/20	\$	32,012.16	TAX ALLOCATION END 3/10/20
34991	CDW GOVERNMENT	VARIOUS	\$	1,170.80	COMPUTERS/TELEPHONES -PD REMODEL
34992	CINTAS	03/17/20	\$	413.73	MEDICAL SUPPLIES-CITY HALL/POLICE DEPT/COMMUN CE
34993	CITY OF BROWNSVILLE	02/29/20	\$	108.00	FEB 2020 USE OF SANITARY LANDFILL-ANIMAL CONTROL
34994	CITY OF HIDALGO	02/21/20	\$	140.00	WALK OF FAME TICKETS
34995	CRAMER MARKETING	03/10/20	\$	176.58	GREEN LASER-GENERAL FUND CHECKS
34996	DAVID GARZA	03/04/20	\$	240.00	CPR CARDS-POLICE DEPT
34997	DIRECT ENERGY	02/28/20	\$	3,947.86	ELEC-POLICE DEPT/CITY HALL/PARKS
34998	EMILIO GOMEZ	VARIOUS	\$	286.93	PM SERVICE-2 PARK DEPT WEEDEATERS
34999	ENRIQUE JUAREZ	03/27/20	\$	1,950.00	MAR 2020-ATTORNEY FEES
35000	FUELMAN	VARIOUS	\$	1,381.84	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHICLES
35001	GATEWAY PRINTING	03/11/20	\$	152.85	OFFICE SUPPLIES
35002	GT DISTRIBUTORS	03/18/20	\$	124.40	TARGETS/AMMO-POLICE DEPT
35003	HARLINGEN TAX OFFICE	VARIOUS	\$	22.64	2019-PROPERTY TAX-HENDERSON RD PURCHASES
35004	HECTOR'S MUFFLER	VARIOUS	\$	1,195.67	VEHICLE REPAIRS-CITY VEHICLES
35005	HILLYARD	03/09/20	\$	827.16	CLEANING SUPPLIES-CITY BUILDINGS
35006	HOME DEPOT	VARIOUS	\$	463.24	LAWN MOWER/SUPPLIES-ANIMAL SHELTER
35007	JOHN DEER GOVT	VARIOUS	\$	6,786.56	REPAIR-JOHN DEERE TRACTOR/AIR FILTERS
35008	JOSE SOSA III	03/27/20	\$	150.00	CANCELLATION OF EVENT-LF COMMUNITY CENTER 3/29/20
35009	LA HORMIGA	03/19/20	\$	10.00	TIRE INSTALL/BALANCE-PD UNIT
35010	LAURA PATRICIA GARZA	VARIOUS	\$	147.49	TRANSLATION-SERVICE-COVID-19 NOTICES
35011	LINEBARGER GOGGAN	03/27/20	\$	4,342.21	JAN 2020-COLLECTION FEES
35012	MC DONALD'S	12/30/19	\$	33.00	DEC 2019-PRISONER MEALS
35013	OFFICE DEPOT	VARIOUS	\$	385.17	OFFICE SUPPLIES
35014	OFFICE DEPOT	VARIOUS		VOID	VOIDED CHECK-CONTINUED
35015	PETTY CASH	VARIOUS	\$	47.47	FRUIT-CITY EMPLOYEES
35016	ROCHA INFRASTRUCTURE	03/12/20	\$	620.00	REPLACE CITY BANNERS
35017	SPLASHTOP	03/19/20	\$	767.00	SPLASHTOP BUSINESS ACCESS ANNUAL LICENSE
35018	SPORTABLE SCOREBOARD	03/12/20	\$	190.00	NEW LED CIRCUIT BOARD-INNING DISPLAY-BASEBALL FIEL
35019	STAFF FORCE	VARIOUS	\$	896.00	CONTRACT LABOR-WEEKENDING 3/8,3/15/20
35020	SUSANA ESCOBEDO	03/12/20	\$	3.57	REIMB MILES-READING OUTREACH PROGRAM
35021	TEAM GRAPHIX	03/20/20	\$	99.00	DRIVE THRU ONLY SIGNS-COVID-19
35022	THOMAS CREATIVE APPAREL	03/06/20	\$	375.00	JUDGES ROBE
35023	TIME WARNER CABLE	03/06/20	\$	8.10	CABLE SERVICE-LIBRARY
35024	TMCCP	03/24/20	\$	75.00	TMCCP COURSE 3-J.MOYA
35025	VALLEY SOLVENT & CHEMICAL	VARIOUS	\$	1,698.00	POOL CHEMICALS
35026	VEAE SERVICES	03/18/20	\$	471.19	PHONE SERVICE-CITY BUILDINGS
35027	XEROX FINANCIAL	03/11/20	\$	280.25	COPIER LEASE-LIBRARY
35028	ZARSKY LUMBER	02/29/20	\$	378.25	FEB 2020-SUPPLIES FOR MAINTENANCE
35029	DIANANIRA SAUCEDA	03/31/20	\$	1,500.00	RECESSED LIGHTS-POLICE DEPT RENOVATIONS
		<b>TOTAL</b>	<b>\$</b>	<b>409,263.65</b>	

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)

3-31-2020 12:50 PM

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

PAGE: 1

01 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-PROPERTY TAXES	1,294,801	24,636.63	1,432,431.62	0.00 (	137,630.62)	110.63
30-NONPROPERTY TAXES	1,567,621	113,694.04	859,360.13	0.00	708,260.87	54.82
07-POLICE	510,830	58,011.40	322,145.46	0.00	188,684.54	63.06
10-HEALTH	7,800	780.00	9,184.50	0.00 (	1,384.50)	117.75
12-GARBAGE	133,100	76,619.75	126,259.13	0.00	6,840.87	94.86
15-PARKS	14,500	0.00	152.00	0.00	14,348.00	1.05
16-LIBRARY	11,500	963.85	5,529.10	0.00	5,970.90	48.08
44-Misc Revenue	20,000	0.00	25,822.64	0.00 (	5,822.64)	129.11
90-REIMBURSABLES	244,994	0.00	59,927.70	0.00	185,066.30	24.46
<b>TOTAL REVENUES</b>	<b>3,805,146</b>	<b>274,705.67</b>	<b>2,840,812.28</b>	<b>0.00</b>	<b>964,333.72</b>	<b>74.66</b>
<u>EXPENDITURE SUMMARY</u>						
02-ADMINISTRATION	462,060	25,455.22	262,850.10	2,656.71	196,553.19	57.46
03-MUNICIPAL COURT	228,521	13,762.20	99,088.83	573.42	128,858.75	43.61
04-TAX ASSESSOR COLLECTOR	42,519	124.36	25,669.74	0.00	16,849.26	60.37
06-ELECTIONS	14,550	0.00	1,366.78	139.35	13,043.87	10.35
07-POLICE	1,524,012	99,003.28	735,188.75	15,118.57	773,704.68	49.23
08-FIRE	149,300	23,769.91	78,883.96	0.00	70,416.04	52.84
09-ENGINEERING	65,000	0.00	37,209.42	0.00	27,790.58	57.25
10-HEALTH	133,191	5,383.64	56,740.80	0.00	76,450.20	42.60
11-EMERGENCY MEDICAL SERV	179,300	32,546.45	100,968.93	0.00	78,331.07	56.31
12-GARBAGE	8,500	0.00 (	60.85)	0.00	8,560.85	0.72-
13-STORM WATER	15,500	240.00	487.59	0.00	15,012.41	3.15
14-STREETS	226,080	5,069.40	108,877.31	51.31	117,151.38	48.18
15-PARKS	344,620	24,661.11	117,638.07	4,434.83	222,547.10	35.42
16-LIBRARY	168,634	9,929.89	74,466.03	671.90	93,496.07	44.56
17-COMMUNITY CENTER	9,900	275.54	7,040.70	184.27	2,675.03	72.98
18-EMERGENCY MANAGEMENT	50,669	639.49	20,683.10	2,356.97	27,628.93	45.47
19-ALL DEPARTMENT EXPENS	16,500	452.14	5,137.67	100.00	11,262.33	31.74
21-CITY PROMOTION	4,500	0.00	3,000.00	0.00	1,500.00	66.67
23-DSRIP-COMMUNITY HEALT	50,627	3,095.95	20,721.15	0.00	29,905.85	40.93
24-MENTAL TASK FORCE PRO	61,085	4,438.17	29,996.34	0.00	31,088.66	49.11
28-INFORMATION TECHNOLOG	50,076	3,702.94	24,581.61	6,018.94	19,475.45	61.11
<b>TOTAL EXPENDITURES</b>	<b>3,805,144</b>	<b>252,549.69</b>	<b>1,810,536.03</b>	<b>32,306.27</b>	<b>1,962,301.70</b>	<b>48.43</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>2</b>	<b>22,155.98</b>	<b>1,030,276.25 (</b>	<b>32,306.27) (</b>	<b>997,967.98)</b>	<b>8,499.00</b>

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)



CHECKLIST FOR WATER & SEWER				MARCH 2020
CK #	VENDOR NAME	Inv.Date	Amount	Description
560	CITY OF L.F. PAYROLL ACCT	03/05/20	\$ 25,990.68	DUE TO PAYROLL #11 WE 3/1/20
573	CITY OF L.F. PAYROLL ACCT	03/19/20	\$ 29,824.30	DUE TO PAYROLL #12 WE 3/15/20
149223	AT&T MOBILITY	02/19/20	\$ 335.37	MOBILE PHONE SERVICE
149224	CARR, RIGGS, INGRAM	02/29/20	\$ 3,800.00	AUDIT SERVICE-YEAR END 9/30/19
149225	CDW GOVERNMENT	03/03/20	\$ 666.44	PC/PHONE'S-PD & PRINTER-PUBLIC WORKS
149226	CHEMTEX INDUSTRIES	03/06/20	\$ 155.00	LIFT STATION ODOR CONTROL
149227	CHEMTRADE	02/13/20	\$ 6,133.95	WATER PLANT CHEMICALS
149228	CINTAS CORPORATION	VARIOUS	\$ 1,322.64	CLEANING-W/S UNIFORMS
149229	CITY OF LOS FRESNOS	02/20/20	\$ 405.69	WATER/SEWER/GARB-SEWER PLANT/LIFT STATION
149230	COMPUTER SUPPLIES	02/27/20	\$ 1,844.72	UTILITY BILLS/DISCONNECT NOTICES
149231	CORE & MAIN	02/28/20	\$ 493.91	METER BOXES
149232	EAST RIO HONDO WATER	03/13/20	\$ 962.09	MAR 2020-ERH SETTLEMENT
149233	EDWARD'S PEST MANAGEMEN	03/05/20	\$ 49.00	PEST/RODENT CONTROL-SERVICE CENTER
149234	FIRST COMMUNITY BANK	VARIOUS	\$ 204.75	BANK FEES/REGISTRATION-GFOAT CONFERENCE
149235	FUELMAN	VARIOUS	\$ 508.18	FUEL FOR WATER/SEWER VEHICLES
149236	INTEGRITY TESTING	03/03/20	\$ 776.00	FEB 2020-SEWER PLANT TESTING
149237	LUIS MASCORRO	VARIOUS	\$ 635.00	SEWAGE PUMP/ALAMO LS REPAIRS
149238	MAXIMINO TORRES	03/13/20	\$ 186.00	CLEANING-W/S VEHICLES
149239	O'REILLY AUTO	VARIOUS	\$ 453.96	FEB 2020-SUPPLIES FOR MAINTENANCE
149240	PRAXAIR	02/22/20	\$ 47.33	CHEMICAL/CYLINDER RENTAL
149241	PURCHASE POWER	02/29/20	\$ 19.87	FEB 2020-POSTAGE
149242	ROCHA INFRASTRUCTURE	VARIOUS	\$ 1,005.00	REPAIR ELEC PANEL/ALAMO LS
149243	SMARTCOM TELEPHONE	03/08/20	\$ 141.64	INTERNET SERVICE-WATER/SEWER DEPT
149244	STAFF FORCE INC	VARIOUS	\$ 3,460.80	CONTRACT LABOR-WEEKENDING 2/23,3/1/20
149245	STAFF FORCE INC	VARIOUS		VOIDED CHECK-CONTINUED CHECK
149246	TEXAS DEPT OF CRIMINAL	03/13/20	\$ 680.00	JUDGE CHAIR-TX SEAL
	<b>CHECKS 149247-149254</b>			<b>UTILITY DEPOSIT REFUND CHECKS</b>
149255	ABSOLUTE HOLDINGS	03/19/20	\$ 240.00	RACK CARDS-STORMWATER TIPS & WATER
149256	AGUAWORKS PIPE & SUPPLY	VARIOUS	\$ 264.66	SUPPLIES FOR WATER CONNECTIONS
149257	AMAZON.COM	VARIOUS	\$ 393.41	BATTERY BACK UPS/TV MOUNTS-PD REMODEL
149258	ANA-LAB	VARIOUS	\$ 233.00	ROUTINE TOC WATER TESTING-RAW,WATER, COMBINE
149259	CCID #6	03/06/20	\$ 2,770.62	FEB 2020-RAW WATER
149260	CDW GOVERNMENT	VARIOUS	\$ 1,170.80	COMPUTERS/TELEPHONES -PD REMODEL
149261	CHEMTRADE	12/09/19	\$ 5,913.36	WATER PLANT CHEMICALS
149262	CINTAS CORPORATION	03/16/20	\$ 249.72	MEDICAL SUPPLIES-PUBLIC WORKS
149263	CORE & MAIN	03/05/20	\$ 258.96	WATER METER EXPANSION CONNECTION
149264	DEPT OF STATE HEALTH SERVICE	03/03/20	\$ 108.96	12 ROUTINE WATER SAMPLES
149265	DPC INDUSTRIES	03/02/20	\$ 4,709.60	WATER PLANT/WWTP CHEMICALS/CHEMICAL CYLINDER
149266	EAST RIO HONDO WATER	03/12/20	\$ 295.47	WATER SERVICE-EDAP LIFT STATIONS
149267	FUELMAN	VARIOUS	\$ 405.62	FUEL FOR WATER/SEWER VEHICLES
149268	GATEWAY PRINTING	03/17/20	\$ 152.86	OFFICE SUPPLIES
149269	HACH CHEMICALS	03/18/20	\$ 1,157.07	SUPPLIES FOR WATER TESTING
149270	HECTOR'S MUFFLER	VARIOUS	\$ 1,082.54	VEHICLE REPAIRS-CITY VEHICLES
149271	HUTHER AND ASSOCIATES	03/13/20	\$ 1,151.00	1ST QTR BIOMONITOR TESTING-WWTP
149272	MAGIC VALLEY ELEC	03/15/20	\$ 89.69	ELEC-LIFT STATION-CACTUS ROAD
149273	OFFICE DEPOT	VARIOUS	\$ 409.39	OFFICE SUPPLIES
149274	PRAXAIR	03/13/20	\$ 951.55	CHEMICALS
149275	STAFF FORCE INC	VARIOUS	\$ 3,418.80	CONTRACT LABOR-WEEKENDING 3/8,3/15/20
149276	STAFF FORCE INC	VARIOUS		VOIDED CHECK-CONTINUED CHECK
149277	STAFF FORCE INC	VARIOUS		VOIDED CHECK-CONTINUED CHECK
149278	TYLER TECHNOLOGIES	03/01/20	\$ 1,091.96	ANNUAL HARDWARE MAINT AGREEMENT
149279	VEAE SERVICES	03/18/20	\$ 26.54	PHONE SERVICE-WATER/SEWER DEPTS
149280	ZARSKY LUMBER	02/29/20	\$ 560.04	FEB 2020-SUPPLIES FOR MAINTENANCE
	<b>TOTAL</b>		<b>\$ 107,207.94</b>	
	<b>UTILITY DEPOSIT REFUND CHECKS</b>			
149247	SIMON, SEAN M	03/13/20	\$ 68.46	ACCT #01-12110-04 UTILITY DEPOSIT REFUND
149248	STRONG, JUDY C	03/13/20	\$ 75.11	ACCT #02-04073-01 UTILITY DEPOSIT REFUND
149249	MUNIZ, FRANCISO	03/13/20	\$ 11.56	ACCT #02-14010-00 UTILITY DEPOSIT REFUND
149250	THOMPSON, HESTER	03/13/20	\$ 53.74	ACCT #02-18700-07 UTILITY DEPOSIT REFUND
149251	GARCIA, JUAN A VICTOR	03/13/20	\$ 77.03	ACCT #02-21480-04 UTILITY DEPOSIT REFUND
149252	GUILLEN, APOLINAR JR	03/13/20	\$ 109.91	ACCT #03-07710-05 UTILITY DEPOSIT REFUND
149253	SERRANO, VALERIE	03/13/20	\$ 33.66	ACCT #03-20110-04 UTILITY DEPOSIT REFUND
149254	DUARTE, MARIA	03/13/20	\$ 24.35	ACCT #03-23750-10 UTILITY DEPOSIT REFUND
	<b>TOTAL</b>		<b>\$ 453.82</b>	

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)

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CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

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05 - UTILITY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>REVENUE SUMMARY</b>						
00-REVENUES	2,713,425	207,070.62	1,337,577.06	0.00	1,375,847.94	49.29
TOTAL REVENUES	2,713,425	207,070.62	1,337,577.06	0.00	1,375,847.94	49.29
<b>EXPENDITURE SUMMARY</b>						
02-WATER ADMINISTRATION	488,338	30,085.22	221,060.98	12,383.23	254,893.29	47.80
05-INFORMATION TECHNOLOG	25,040	1,851.46	12,291.28	3,009.50	9,739.22	61.11
26-WATER SUPPLIES	122,500	4,237.97	69,737.16	13,268.08	39,494.76	67.76
27-MAINTENANCE OF WATER S	13,500	298.72	2,656.14	319.55	10,524.31	22.04
28-MAINTENANCE OF WATER E	56,000	634.27	12,826.00	960.90	42,213.10	24.62
29-WATER PURCHASES	35,798	2,770.62	12,297.11	0.00	23,500.89	34.35
30-WATER MISCELLANEOUS EX	436,487	545.98	113,559.44	0.00	322,927.56	26.02
20-CAPITAL OUTLAY	102,252	0.00	6,948.94	2,121.80	93,181.28	8.87
32-WATER BONDED INDEBTEDN	93,328	0.00	60,328.61	0.00	32,999.39	64.64
34-SEWER ADMINISTRATION	621,303	31,315.80	265,118.06	561.22	355,623.22	42.76
35-INFORMATION TECHNOLOG	25,039	1,851.48	12,291.33	3,009.49	9,738.20	61.11
36-SEWER SUPPLIES	73,250	5,459.99	34,395.28	4,516.80	34,337.92	53.12
37-MAINTENANCE OF SEWER S	12,800	1,160.00	4,742.08	299.40	7,758.52	39.39
38-MAINTENANCE OF SEWER E	60,500	1,109.27	49,894.56	15,905.82	5,300.38	108.76
39-SEWER MISC. EXPENSES	553,500	545.98	14,261.22	0.00	539,238.78	2.58
41-SEWER BONDED INDEBTEDN	60,047	0.00	8,661.60	0.00	51,385.40	14.42
52-TRANSFER OUT	641,442	750.00	498,018.25	0.00	143,423.75	77.64
TOTAL EXPENDITURES	3,421,123	82,616.76	1,399,088.04	56,355.79	1,965,679.21	42.54
REVENUE OVER/(UNDER) EXPENDITURES	( 707,698)	124,453.86	( 61,510.98)	( 56,355.79)	( 589,831.27)	16.65

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)

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CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

09 -COMMUNITY DEVELOPMENT COR  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
52-CDC DISBURSEMENTS	391,100	32,103.29	214,708.01	0.00	176,391.99	54.90
TOTAL REVENUES	391,100	32,103.29	214,708.01	0.00	176,391.99	54.90
<u>EXPENDITURE SUMMARY</u>						
52-CDC DISBURSEMENTS	391,100	21,817.19	131,727.73	29,739.91	229,632.36	41.29
TOTAL EXPENDITURES	391,100	21,817.19	131,727.73	29,739.91	229,632.36	41.29
REVENUE OVER/ (UNDER) EXPENDITURES	0	10,286.10	82,980.28	( 29,739.91)	( 53,240.37)	0.00

Attachment: MARCH & APRIL 2020 FINANCIALS (3436 : Financial Report)



CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

09 -COMMUNITY DEVELOPMENT COR

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>52-CDC DISBURSEMENTS</u>						
=====						
<u>10-NON-CATEGORIZED</u>						
09-452-1010 SALES TAX	387,500	32,012.16	213,331.01	0.00	174,168.99	55.05
09-452-1050 INTEREST EARNED	3,600	91.13	1,377.00	0.00	2,223.00	38.25
TOTAL 10-NON-CATEGORIZED	391,100	32,103.29	214,708.01	0.00	176,391.99	54.90
<u>11-NON-CATEGORIZED</u>						
=====						
<u>99-OTHER REVENUE</u>						
=====						
TOTAL 52-CDC DISBURSEMENTS	391,100	32,103.29	214,708.01	0.00	176,391.99	54.90
=====						
<u>44-MISCELLANEOUS INCOME</u>						
=====						
<u>10-NON-CATEGORIZED</u>						
=====						
TOTAL REVENUE	391,100	32,103.29	214,708.01	0.00	176,391.99	54.90
=====						

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CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

PAGE: 3

09 -COMMUNITY DEVELOPMENT COR  
DEPARTMENT - 52-CDC DISBURSEMENTS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>01-SALARIES</b>						
09-552-01100 SALARIES	5,200	2,485.00	8,510.00	0.00 (	3,310.00)	163.65
TOTAL 01-SALARIES	5,200	2,485.00	8,510.00	0.00 (	3,310.00)	163.65
<b>02-EMPLOYEE BENEFITS</b>						
09-552-02100 FICA EXPENSE	322	154.07	527.62	0.00 (	205.62)	163.86
09-552-02105 MEDICARE EXPENSE	75	36.03	123.40	0.00 (	48.40)	164.53
09-552-02107 TWC EXPENSE	270	26.19	32.24	0.00	237.76	11.94
09-552-02160 WORKER'S COMP	23	7.52	26.15	0.00 (	3.15)	113.70
TOTAL 02-EMPLOYEE BENEFITS	690	223.81	709.41	0.00 (	19.41)	102.81
<b>03-CONTRACT LABOR</b>						
09-552-03110 ATTORNEY	500	0.00	0.00	0.00	500.00	0.00
09-552-03115 AUDITOR	5,550	1,580.00	5,550.00	0.00	0.00	100.00
09-552-03120 PROFESSIONAL SERVICES	31,600	4,430.00	20,305.00	0.00	11,295.00	64.26
09-552-03121 BUSINESS RECRUIT AND DEVEL	9,600	800.00	4,800.00	0.00	4,800.00	50.00
TOTAL 03-CONTRACT LABOR	47,250	6,810.00	30,655.00	0.00	16,595.00	64.88
<b>04-SUPPLIES</b>						
09-552-04100 OFFICE SUPPLIES & PRINTING	5,500	431.99	4,907.54	0.00	592.46	89.23
TOTAL 04-SUPPLIES	5,500	431.99	4,907.54	0.00	592.46	89.23
<b>05-UTILITIES</b>						
<b>06-ADVERTISING</b>						
09-552-06100 CITY PROMOTION	36,000	0.00	24,050.00	0.00	11,950.00	66.81
09-552-06120 ADVERTISING	2,750	270.00	3,141.00	0.00 (	391.00)	114.22
TOTAL 06-ADVERTISING	38,750	270.00	27,191.00	0.00	11,559.00	70.17
<b>09-TRAVEL &amp; SCHOOL</b>						
09-552-09100 TRAVEL/SEMINARS	2,000	144.21	1,733.42	0.00	266.58	86.67
09-552-09110 TRAINING/SEMINARS	0	0.00	0.00	445.05 (	445.05)	0.00
TOTAL 09-TRAVEL & SCHOOL	2,000	144.21	1,733.42	445.05 (	178.47)	108.92
<b>10-DUES &amp; MEMBERSHIPS</b>						
09-552-10100 DUES & MEMBERSHIPS	2,000	152.95	650.65	0.00	1,349.35	32.53
TOTAL 10-DUES & MEMBERSHIPS	2,000	152.95	650.65	0.00	1,349.35	32.53
<b>11-MAINTENANCE</b>						
09-552-11150 SPECIAL PROJECTS	111,110	10,834.23	55,167.93	29,294.86	26,647.21	76.02
TOTAL 11-MAINTENANCE	111,110	10,834.23	55,167.93	29,294.86	26,647.21	76.02

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

09 -COMMUNITY DEVELOPMENT COR  
DEPARTMENT - 52-CDC DISBURSEMENTS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>12-INSURANCE</b>						
09-552-12100 INSURANCE	300	0.00	289.10	0.00	10.90	96.37
TOTAL 12-INSURANCE	300	0.00	289.10	0.00	10.90	96.37
<b>13-EQUIPMENT</b>						
09-552-13500 CAPITAL OUTLAY	60,000	0.00	0.00	0.00	60,000.00	0.00
TOTAL 13-EQUIPMENT	60,000	0.00	0.00	0.00	60,000.00	0.00
<b>14-COMPUTER SOFTWARE</b>						
<b>30-NON-SPECIFIC</b>						
09-552-30100 BUSINESS INCENTIVE PROGRAM	20,000	465.00	1,865.00	0.00	18,135.00	9.33
09-552-30130 GENERAL FUND ADMIN	15,000	0.00	0.00	0.00	15,000.00	0.00
09-552-30131 TRANSFER DEBT SERVICE I&S	83,000	0.00	0.00	0.00	83,000.00	0.00
TOTAL 30-NON-SPECIFIC	118,000	465.00	1,865.00	0.00	116,135.00	1.58
<b>40-NON-SPECIFIC</b>						
<b>80-BOND PAYMENTS</b>						
<b>99-MISCELLANEOUS &amp; CONTIN</b>						
09-552-99100 MISCELLANEOUS	300	0.00	48.68	0.00	251.32	16.23
TOTAL 99-MISCELLANEOUS & CONTIN	300	0.00	48.68	0.00	251.32	16.23
TOTAL 52-CDC DISBURSEMENTS	391,100	21,817.19	131,727.73	29,739.91	229,632.36	41.29
=====	=====	=====	=====	=====	=====	=====

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

09 -COMMUNITY DEVELOPMENT COR  
DEPARTMENT - 99-Capital Outlay

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
99-MISCELLANEOUS & CONTIN						

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

09 -COMMUNITY DEVELOPMENT COR  
DEPARTMENT - 53-CDC BOND DISBURSEMENTS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>11-MAINTENANCE</u>						
<u>30-NON-SPECIFIC</u>						
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	391,100	21,817.19	131,727.73	29,739.91	229,632.36	41.29
	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	0	10,286.10	82,980.28 (	29,739.91) (	53,240.37)	0.00
	=====	=====	=====	=====	=====	=====

CHECKLIST FOR GENERAL FUND				APRIL 2020
CK#	VENDOR NAME	Inv.Date	Amount	Description
578	CITY OF L.F. PAYROLL ACCT	04/02/20	\$ 79,404.64	DUE TO PAYROLL #13 WE 3/29/20
583	CITY OF L.F. PAYROLL ACCT	04/16/20	\$ 79,042.79	DUE TO PAYROLL #14 WE 4/12/20
600	CITY OF L.F. PAYROLL ACCT	04/30/20	\$ 76,027.54	DUE TO PAYROLL #15 WE 4/26/20
34558	LA HORMIGA	11/22/19	VOID	VOIDED CHECK-LOST CHECK
34982	YOLANDA CRUZ	03/27/20	VOID	VOIDED CHECK-CHECK LOST IN THE MAIL
35030	KONICA MINOLTA	VARIOUS	\$ 447.86	COPIER RENTALS-CITY HALL/COURT/POLICE DEPT
35031	LA HORMIGA	11/22/19	\$ 10.00	CHECK REISSUE-TIRE REPAIRS
35032	FIDELA CASAREZ CASTILLO	04/08/20	\$ 300.00	CANCELLATION OF EVENT-LF COMMUNITY CENTER 4/1
35033	MARIANNA HARALSON	04/08/20	\$ 300.00	CANCELLATION OF EVENT-LF COMMUNITY CENTER 4/1
35034	ULISES HERNANDEZ LOPEZ	04/08/20	\$ 10.00	OVER PAYMENT OF CITATION-E0025002
35035	YVETTE PEREZ	04/08/20	\$ 300.00	CANCELLATION OF EVENT-LF COMMUNITY CENTER 4/3
35036	ALPHA CARD	03/24/20	\$ 83.25	DYE FILM RIBBON-MAGICARD PRINTER
35037	AT&T MOBILITY	03/19/20	\$ 748.63	MOBILE PHONE SERVICE-CITY HALL/PD/COURT/EM/COI
35038	CARR, RIGGS, INGRAM	03/20/20	\$ 4,340.00	AUDIT SERVICE-YEAR END 9/30/19
35039	CCRMA TOLL PROCESSING	03/12/20	\$ 1.67	TOLL FEE-POLICE DEPT
35040	CDW GOVERNMENT	03/17/20	\$ 404.97	COMPUTERS/TELEPHONES -PD REMODEL
35041	CITY OF LOS FRESNOS	03/20/20	\$ 2,407.40	WATER/SEWER/GARB-CITY BUILDINGS/PARKS
35042	CITY OF LOS FRESNOS	03/20/20	VOID	VOIDED CHECK-CONTINUED
35043	EDWARD'S PEST MANAGEMENT	04/02/20	\$ 367.00	PEST CONTROL-CITY BUILDINGS/PARKS
35044	EMILIO GOMEZ	VARIOUS	\$ 133.00	WEEDEATER/LEAF BLOWER REPAIRS
35045	ENVISIONWARE INC	03/30/20	\$ 671.90	RENEWAL-COMPUTER AUTHENTICATION SOFTWARE-LI
35046	FEDERAL EXPRESS	03/18/20	\$ 30.23	DELIVERY-TMC
35047	FUELMAN	VARIOUS	\$ 1,195.32	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHICLE
35048	GABRIEL PEDRAZA	03/31/20	\$ 650.00	MAR 2020-FIRE MARSHAL
35049	GENE DANIELS	04/01/20	\$ 1,850.00	APR 2020-JUDGE/PHONE STIPEND
35050	HECTOR'S MUFFLER	VARIOUS	\$ 468.40	VEHICLE REPAIRS-CITY VEHICLES
35051	L T BOSWELL	04/01/20	\$ 126.50	CLEAN THROTTLE BODY-F-162
35052	LA HORMIGA	03/24/20	\$ 5.00	FLAT REPAIR-UTILITY TRAILER
35053	LAURA PATRICIA GARZA	VARIOUS	\$ 95.97	TRANSLATION SERVICE-COVID-19 NOTICES
35054	LINEBARGER	04/08/20	\$ 5,269.47	FEB 2020-COLLECTION FEES
35055	LF CHAMBER OF COMMERCE	04/01/20	\$ 2,850.00	APR 2020-SVC AGREEMENT
35056	LF VOLUNTEER FIRE DEPT	03/31/20	\$ 2,079.00	2ND QUARTER DONATIONS- JAN/FEB/MARCH 2020
35057	LUIS RAMOS	03/31/20	\$ 5,084.87	MAR 2020-CUSTOMER SERVICE INSPECTIONS
35058	MIDDLETON AIR	03/25/20	\$ 853.70	REPAIR AC MOTOR-ALAMO WAREHOUSE
35059	PETTY CASH	VARIOUS	\$ 28.52	WALMART-CLEANING SUPPLIES
35060	PURCHASE POWER	03/31/20	\$ 473.07	MAR 2020-POSTAGE-COURT/PD/LIB/CODE/CITY HALL
35061	SAM'S	03/02/20	\$ 1,311.00	TV'S POLICE DEPT REMODEL
35062	STAFF FORCE	VARIOUS	\$ 806.40	CONTRACT LABOR-WEEKENDING 3/22,3/29/20
35063	STAPLES	VARIOUS	\$ 718.66	OFFICE SUPPLIES
35064	THOMSON REUTERS	02/25/20	\$ 100.00	TX LOCAL GOVERNMENT CODE, 2020 EDITION
35065	TYLER TECHNOLOGIES	04/01/20	\$ 7,766.79	ANNUAL MAINT-COURT CASE MANAGEMENT-DDRS
35066	VEAE COMMUNICATION	VARIOUS	\$ 2,682.27	2ND QTR IT SERVICES-JAN/FEB/MAR/PD NETWORK REM
35067	YOLANDA CRUZ	03/27/20	\$ 100.00	REISSUE CHECK-RENTAL DEPOSIT REFUND
35068	BOB SALES INSURANCE	04/14/20	\$ 64,809.00	WINDSTORM INSURANCE-CITY BUILDINGS
35069	MOR-MEDIAL INTERNATIONA	04/14/20	\$ 4,255.00	MASK/GLOVES/HAND SANITIZER
35070	RODRIGUEZ HOME CENTER	04/17/20	\$ 705.50	TILE-PD RENOVATIONS
35071	ALLIED WASTE SERVICES	03/31/22	\$ 58,146.10	SOLID WASTE & BRUSH COLLECTION
35072	AMAZON.COM	VARIOUS	\$ 589.85	WEB CAM/IPAD KEYBOARD/PRINTER TONER-PD
35073	AT&T MOBILITY	04/01/20	\$ 265.93	IPAD SERVICES
35074	CAMERON COUNTY TAX	04/01/20	\$ 1,597.75	MONTES CASTRO PARK-TAX
35075	CDC	04/02/20	\$ 28,358.84	TAX ALLOCATION END 4/7/20
35076	CINTAS	04/13/20	\$ 175.77	MEDICAL SUPPLIES-POLICE DEPT/COMMUNITY CENTER
35077	DIRECT ENERGY	03/30/20	\$ 12,147.35	ELEC-POLICE DEPT/CITY HALL/PARKS/STREETS/B&G CL
35078	DIRECT ENERGY	03/30/20	VOID	VOIDED CHECK-CONTINUED
35079	EMILIO GOMEZ	04/08/20	\$ 25.00	REPAIR WEEDEATER
35080	ENRIQUE JUAREZ	04/20/20	\$ 225.00	APRIL 2020-ATTORNEY FEES
35081	FOREMOST TELECOM	VARIOUS	\$ 152.66	INTERNET SVC-LIBRARY 4/1-5/31/20
35082	FUELMAN	VARIOUS	\$ 910.05	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHICLES
35083	GRANICUS	04/12/20	\$ 331.80	AGNEDA/MINUTE-IQM2 SUBSCRIPTION

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)

**Attachment: MARCH & APRIL 2020 FINANCIALS (3436 : Financial Report)**



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CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2020

PAGE: 1

01 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-PROPERTY TAXES	1,294,801 (	230,673.18)	1,217,684.07	0.00	77,116.93	94.04
30-NONPROPERTY TAXES	1,567,621	102,650.58	968,471.39	0.00	599,149.61	61.78
07-POLICE	515,122	57,013.11	395,169.18	0.00	119,953.31	76.71
10-HEALTH	7,800	370.00	9,554.50	0.00 (	1,754.50)	122.49
12-GARBAGE	133,100	75,920.16	137,572.51	0.00 (	4,472.51)	103.36
15-PARKS	14,500	0.00	152.00	0.00	14,348.00	1.05
16-LIBRARY	11,500	523.10	6,211.70	0.00	5,288.30	54.01
44-Misc Revenue	14,379	82.98	25,905.62	0.00 (	11,526.75)	180.16
90-REIMBURSABLES	245,994	0.00	80,200.97	0.00	165,793.03	32.60
TOTAL REVENUES	3,804,817	5,886.75	2,840,921.94	0.00	963,895.42	74.67
=====						
<u>EXPENDITURE SUMMARY</u>						
02-ADMINISTRATION	462,060	27,295.23	341,310.50	3,335.77	117,413.73	74.59
03-MUNICIPAL COURT	228,521	19,101.53	125,966.97	315.95	102,238.08	55.26
04-TAX ASSESSOR COLLECTOR	42,519	156.73	25,972.87	0.00	16,546.13	61.09
06-ELECTIONS	14,550	0.00	1,366.78	139.35	13,043.87	10.35
07-POLICE	1,572,077	92,906.44	884,942.37	18,489.36	668,645.05	57.47
08-FIRE	149,300	19.91	92,627.70	456.00	56,216.30	62.35
09-ENGINEERING	65,000	0.00	60,228.92	0.00	4,771.08	92.66
10-HEALTH	133,191	8,291.55	69,044.43	0.00	64,146.57	51.84
11-EMERGENCY MEDICAL SERV	179,300	46.45	107,773.80	0.00	71,526.20	60.11
12-GARBAGE	8,500	0.00 (	60.85)	0.00	8,560.85	0.72-
13-STORM WATER	15,500	0.00	487.59	0.00	15,012.41	3.15
14-STREETS	226,080	3,440.90	126,335.34	27,118.09	72,626.57	67.88
15-PARKS	344,620	6,844.90	134,486.42	5,325.17	204,808.41	40.57
16-LIBRARY	168,634	9,728.92	96,361.26	12.88	72,259.86	57.15
17-COMMUNITY CENTER	9,900	34.39	7,075.09	502.30	2,322.61	76.54
18-EMERGENCY MANAGEMENT	50,669	5,289.76	26,293.63	3,837.83	20,537.54	59.47
19-ALL DEPARTMENT EXPENS	16,500	0.00	5,330.47	643.75	10,525.78	36.21
21-CITY PROMOTION	4,500	0.00	3,000.00	0.00	1,500.00	66.67
23-DSRIP-COMMUNITY HEALT	52,627	3,340.12	25,929.63	249.77	26,447.60	49.75
24-MENTAL TASK FORCE PRO	61,085	4,402.37	36,562.40	0.00	24,522.60	59.85
28-INFORMATION TECHNOLOG	50,076	2,368.25	31,763.82	2,120.70	16,191.48	67.67
TOTAL EXPENDITURES	3,855,209	183,267.45	2,202,799.14	62,546.92	1,589,862.72	58.76
=====						
REVENUE OVER/(UNDER) EXPENDITURES	( 50,391) (	177,380.70)	638,122.80 (	62,546.92) (	625,967.30)	1,142.21-
=====						

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)

CHECKLIST FOR WATER & SEWER			APRIL 2020	
CK #	VENDOR NAME	Inv.Date	Amount	Description
579	CITY OF L.F. PAYROLL ACCT	04/02/20	\$ 28,959.86	DUE TO PAYROLL #13 WE 3/29/20
584	CITY OF L.F. PAYROLL ACCT	04/16/20	\$ 29,363.84	DUE TO PAYROLL #14 WE 4/12/20
601	CITY OF L.F. PAYROLL ACCT	04/30/20	\$ 28,563.06	DUE TO PAYROLL #15 WE 4/26/20
149002	LA HORMIGA TIRE SHOP	11/22/19	VOID	VOIDED CHECK-LOST CHECK
149281	LA HORMIGA TIRE SHOP	11/22/19	\$ 5.00	REISSUE CHECK-TIRE REPAIRS
149282	AGUAWORKS PIPE & SUPPLY	VARIOUS	\$ 315.98	SUPPLIES FOR WATER CONNECTIONS
149283	AQUA METRIC	04/01/20	\$ 2,125.40	WATER METERS
149284	BRENNTAG SOUTHWEST	03/22/20	\$ 4,026.60	WATER PLANT CHEMICALS
149285	CDW GOVERNMENT	03/17/20	\$ 404.97	COMPUTERS/TELEPHONES -PD REMODEL
149286	CHEMTEX INDUSTRIES	04/03/20	\$ 100.00	HAND SANITIZER
149287	HACH CHEMICALS	VARIOUS	\$ 1,300.85	SUPPLIES FOR WATER TESTING
149288	HECTOR'S MUFFLER	04/03/20	\$ 381.35	BRAKE REPAIR-WS 064
149289	LUIS MASCORRO	VARIOUS	\$ 555.00	REPAIR CLARIFIERS/AERATORS/LS PUMPS
149290	SAM'S	03/02/20	\$ 1,311.00	TV'S- POLICE DEPT REMODEL
149291	STAPLES	VARIOUS	\$ 509.29	OFFICE SUPPLIES
149292	VEAE COMMUNICATIONS	VARIOUS	\$ 2,182.28	PD NETWORK REMODEL/INSTALL & CONFIGURE SWIT
149293	AT&T MOBILITY	03/19/20	\$ 335.37	MOBILE PHONE SERVICE
149294	CARR, RIGGS, INGRAM	03/20/20	\$ 2,080.00	AUDIT SERVICE-YEAR END 9/30/19
149295	CINTAS CORPORATION	VARIOUS	\$ 1,322.64	CLEANING-W/S UNIFORMS
149296	CITY OF LOS FRESNOS	03/20/20	\$ 274.79	WATER/SEWER/GARB-SEWER PLANT/LIFT STATION
149297	DIRECT ENERGY	02/28/20	\$ 8,923.14	ELECTRICITY-WATER/SEWER DEPT
149298	DIRECT ENERGY	02/28/20	VOID	VOIDED CHECK-CONTINUED
149299	EAST RIO HONDO WATER	04/08/20	\$ 962.09	APR 2020-ERH SETTLEMENT
149300	EDWARD'S PEST MANAGEMEN	04/02/20	\$ 49.00	PEST/RODENT CONTROL-SERVICE CENTER
149301	FUELMAN	VARIOUS	\$ 352.89	FUEL FOR WATER/SEWER VEHICLES
149302	INTEGRITY TESTING	03/31/20	\$ 776.00	MAR 2020-SEWER PLANT TESTING
149303	PRAXAIR	03/22/20	\$ 45.02	CHEMICAL/CYLINDER RENTAL
149304	PURCHASE POWER	03/31/20	\$ 47.92	MAR 2020-POSTAGE
149305	STAFF FORCE INC	VARIOUS	\$ 3,505.54	CONTRACT LABOR-WEEKENDING 3/22,3/29/20
149306	STAFF FORCE INC	VARIOUS	VOID	VOIDED CHECK-CONTINUED
149307	TOWN OF INDIAN LAKE	VARIOUS	\$ 5,749.15	OCT 2019-FEB 2020-SOUTHMOST WATER
149308	TYLER TECHNOLOGIES	04/01/20	\$ 2,672.06	ANNUAL MAINTENANCE-BUILDING PROJECTS/DDRS
149309	VEAE COMMUNITICATIONS	04/01/20	\$ 500.00	2ND QTR IT SERVICE-JAN/FEB/MAR
149310	BOB SALES INSURANCE	04/14/20	\$ 23,069.00	WINDSTORM INSURANCE-CITY BUILDINGS
149311	AGUAWORKS PIPE & SUPPLY	VARIOUS	\$ 262.79	REPAIR CLAMPS/REED DUAL RATCHETS
149312	AMAZON.COM	04/06/20	\$ 49.49	WEB CAM -CM COMPUTER
149313	ANA-LAB	04/07/20	\$ 134.00	ROUTINE TOC WATER TESTING-RAW,WATER, COMBIN
149314	CCID #6	04/06/20	\$ 1,802.69	MARCH 2020-RAW WATER
149315	CINTAS CORPORATION	04/13/20	\$ 145.54	MEDICAL SUPPLIES-PUBLIC WORKS
149316	CORE & MAIN	04/07/20	\$ 644.92	CLAMPS-WATER LINE MAINTENANCE
149317	DENALI WATER SOLUTIONS	03/31/20	\$ 625.00	SLUDGE REMOVAL-WWTP DRYING BEDS
149318	DEPT OF STATE HEALTH SERVICE	04/03/20	\$ 63.56	6 ROUTINE WATER SAMPLES
149319	DIRECT ENERGY	03/30/20	\$ 9,474.10	ELEC-WATER/SEWER DEPARTMENTS
149320	DIRECT ENERGY	03/30/20	VOID	VOIDED CHECK-CONTINUED
149321	DPC INDUSTRIES	VARIOUS	\$ 5,799.25	CHEMICALS-WATER PLANT/ WASTEWATER TREATMEI
149322	EAST RIO HONDO WATER	04/09/20	\$ 445.47	WATER SERVICE-EDAP LIFT STATIONS
149323	FUELMAN	VARIOUS	\$ 238.30	FUEL FOR WATER/SEWER VEHICLES
149324	HANSON PROFESSIONAL	03/21/20	\$ 5,880.00	ENGINEERING-WWTP HEADWORKS
149325	HOME DEPOT	04/22/20	\$ 299.95	ELECTRIC HAND DRYER
149326	LUIS MASCORRO	04/13/20	\$ 395.00	REPAIR BLOWER CONTACT CHAMBER
149327	MAGIC VALLEY ELEC	04/16/20	\$ 87.06	ELEC-LIFT STATION-CACTUS ROAD
149328	MAXIMINO TORRES	04/24/20	\$ 186.00	CLEANING-W/S VEHICLES
149329	MUNICIPAL CODE CORP	04/15/20	\$ 695.49	ORDINANCE SUPPLEMENT PAGES
149330	NEW CORE	04/07/20	\$ 300.00	REPAIR SEWAGE PUMPT#1-OLD LEGION LIFT STATION
149331	O'REILLY AUTO	VARIOUS	\$ 726.29	MARCH 2020-SUPPLIES FOR MAINTENANCE
149332	O'REILLY AUTO	VARIOUS	VOID	VOIDED CHECK-CONTINUED
149333	PF SAFETY & INDUSTRIAL	04/03/20	\$ 468.00	GLOVES/SAFETY CLASSES-PUBLIC WORKS
149334	RIO GRANDE VALLEY INDUST	04/08/20	\$ 9,480.00	INSTALL NEW BEARINGS-AERATOR MOTORS
149335	ROCHA INFRASTRUCTURE	VARIOUS	\$ 550.00	REPAIR DAMAGED LIGHTS-LS#16/INSTALL HAND DRY
149336	SMARTCOM TELEPHONE	04/08/20	\$ 141.64	INTERNET SERVICE-WATER/SEWER DEPT
149337	STAFF FORCE INC	VARIOUS	\$ 3,357.20	CONTRACT LABOR-WEEKENDING 4/5,4/12/20
149338	STAFF FORCE INC	VARIOUS	VOID	VOIDED CHECK-CONTINUED
149339	TOWN OF INDIAN LAKE	03/31/20	\$ 1,149.83	MARCH 2020-SOUTHMOST WATER
149340	VEAE SERVICES	04/18/20	\$ 26.54	PHONE SERVICE-WATER/SEWER DEPT
	<b>TOTAL</b>		<b>\$ 194,197.20</b>	

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2020

05 - UTILITY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-REVENUES	2,713,425	210,210.42	1,568,211.12	0.00	1,145,213.88	57.79
44-MISCELLANEOUS INCOME	0	167.47	167.47	0.00	( 167.47)	0.00
TOTAL REVENUES	2,713,425	210,377.89	1,568,378.59	0.00	1,145,046.41	57.80
<u>EXPENDITURE SUMMARY</u>						
02-WATER ADMINISTRATION	497,838	29,833.56	292,693.81	13,101.86	192,041.83	61.42
05-INFORMATION TECHNOLOG	25,040	1,184.13	15,882.39	1,060.38	8,097.23	67.66
26-WATER SUPPLIES	122,500	2,893.61	79,101.48	8,171.32	35,227.20	71.24
27-MAINTENANCE OF WATER S	13,500	519.54	3,482.66	100.19	9,917.15	26.54
28-MAINTENANCE OF WATER E	56,000	1,018.28	14,171.93	25.94	41,802.13	25.35
29-WATER PURCHASES	35,798	1,802.69	20,998.78	0.00	14,799.22	58.66
30-WATER MISCELLANEOUS EX	436,487	1,683.77	115,243.21	905.00	320,338.79	26.61
20-CAPITAL OUTLAY	92,752	2,125.40	9,074.34	4,132.80	79,544.88	14.24
32-WATER BONDED INDEBTEDN	93,328	0.00	60,328.61	0.00	32,999.39	64.64
34-SEWER ADMINISTRATION	600,803	31,674.73	340,113.18	523.86	260,165.46	56.70
35-INFORMATION TECHNOLOG	25,039	1,184.12	15,882.44	1,060.36	8,096.22	67.67
36-SEWER SUPPLIES	73,250	3,582.60	39,984.15	2,761.10	30,504.75	58.36
37-MAINTENANCE OF SEWER S	12,800	225.00	5,266.48	1,354.35	6,179.17	51.73
38-MAINTENANCE OF SEWER E	81,000	10,768.68	61,163.45	6,521.06	13,315.49	83.56
39-SEWER MISC. EXPENSES	553,500	1,683.78	16,570.00	0.00	536,930.00	2.99
41-SEWER BONDED INDEBTEDN	60,047	0.00	8,661.60	0.00	51,385.40	14.42
52-TRANSFER OUT	641,442	0.00	498,018.25	0.00	143,423.75	77.64
TOTAL EXPENDITURES	3,421,123	90,179.89	1,596,636.76	39,718.22	1,784,768.06	47.83
REVENUE OVER/(UNDER) EXPENDITURES	( 707,698)	120,198.00	( 28,258.17)	( 39,718.22)	( 639,721.65)	9.61

Attachment: MARCH & APRIL 2020 FINANCIALS (3436 : Financial Report)

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CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2020

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09 -COMMUNITY DEVELOPMENT COR  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
52-CDC DISBURSEMENTS	391,100	28,358.84	243,066.85	0.00	148,033.15	62.15
TOTAL REVENUES	391,100	28,358.84	243,066.85	0.00	148,033.15	62.15
=====						
<u>EXPENDITURE SUMMARY</u>						
52-CDC DISBURSEMENTS	391,100	5,655.75	137,383.48	114,856.41	138,860.11	64.49
TOTAL EXPENDITURES	391,100	5,655.75	137,383.48	114,856.41	138,860.11	64.49
=====						
REVENUE OVER/(UNDER) EXPENDITURES	0	22,703.09	105,683.37	( 114,856.41)	9,173.04	0.00
=====						

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)



09 -COMMUNITY DEVELOPMENT COR

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
52-CDC DISBURSEMENTS						
=====						
10-NON-CATEGORIZED						
09-452-1010 SALES TAX	387,500	28,358.84	241,689.85	0.00	145,810.15	62.37
09-452-1050 INTEREST EARNED	3,600	0.00	1,377.00	0.00	2,223.00	38.25
TOTAL 10-NON-CATEGORIZED	391,100	28,358.84	243,066.85	0.00	148,033.15	62.15
11-NON-CATEGORIZED						
=====						
99-OTHER REVENUE						
=====						
TOTAL 52-CDC DISBURSEMENTS	391,100	28,358.84	243,066.85	0.00	148,033.15	62.15
=====						
44-MISCELLANEOUS INCOME						
=====						
10-NON-CATEGORIZED						
=====						
TOTAL REVENUE	391,100	28,358.84	243,066.85	0.00	148,033.15	62.15
=====						

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CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2020

PAGE: 3

09 -COMMUNITY DEVELOPMENT COR  
DEPARTMENT - 52-CDC DISBURSEMENTS

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>01-SALARIES</b>						
09-552-01100 SALARIES	5,200	0.00	8,510.00	0.00 (	3,310.00)	163.65
TOTAL 01-SALARIES	5,200	0.00	8,510.00	0.00 (	3,310.00)	163.65
<b>02-EMPLOYEE BENEFITS</b>						
09-552-02100 FICA EXPENSE	322	0.00	527.62	0.00 (	205.62)	163.86
09-552-02105 MEDICARE EXPENSE	75	0.00	123.40	0.00 (	48.40)	164.53
09-552-02107 TWC EXPENSE	270	0.00	32.24	0.00	237.76	11.94
09-552-02160 WORKER'S COMP	23	0.00	26.15	0.00 (	3.15)	113.70
TOTAL 02-EMPLOYEE BENEFITS	690	0.00	709.41	0.00 (	19.41)	102.81
<b>03-CONTRACT LABOR</b>						
09-552-03110 ATTORNEY	500	0.00	0.00	0.00	500.00	0.00
09-552-03115 AUDITOR	5,550	0.00	5,550.00	0.00	0.00	100.00
09-552-03120 PROFESSIONAL SERVICES	31,600	4,430.00	24,735.00	0.00	6,865.00	78.28
09-552-03121 BUSINESS RECRUIT AND DEVEL	9,600	800.00	5,600.00	0.00	4,000.00	58.33
TOTAL 03-CONTRACT LABOR	47,250	5,230.00	35,885.00	0.00	11,365.00	75.95
<b>04-SUPPLIES</b>						
09-552-04100 OFFICE SUPPLIES & PRINTING	5,500	72.80	4,980.34	0.00	519.66	90.55
TOTAL 04-SUPPLIES	5,500	72.80	4,980.34	0.00	519.66	90.55
<b>05-UTILITIES</b>						
<b>06-ADVERTISING</b>						
09-552-06100 CITY PROMOTION	36,000	0.00	24,050.00	0.00	11,950.00	66.81
09-552-06120 ADVERTISING	2,750	270.00	3,411.00	0.00 (	661.00)	124.04
TOTAL 06-ADVERTISING	38,750	270.00	27,461.00	0.00	11,289.00	70.87
<b>09-TRAVEL &amp; SCHOOL</b>						
09-552-09100 TRAVEL/SEMINARS	2,000	0.00	1,733.42	0.00	266.58	86.67
09-552-09110 TRAINING/SEMINARS	0	0.00	0.00	445.05 (	445.05)	0.00
TOTAL 09-TRAVEL & SCHOOL	2,000	0.00	1,733.42	445.05 (	178.47)	108.92
<b>10-DUES &amp; MEMBERSHIPS</b>						
09-552-10100 DUES & MEMBERSHIPS	2,000	82.95	733.60	0.00	1,266.40	36.68
TOTAL 10-DUES & MEMBERSHIPS	2,000	82.95	733.60	0.00	1,266.40	36.68
<b>11-MAINTENANCE</b>						
09-552-11150 SPECIAL PROJECTS	111,110	0.00	55,167.93	54,694.86	1,247.21	98.88
TOTAL 11-MAINTENANCE	111,110	0.00	55,167.93	54,694.86	1,247.21	98.88

Attachment: MARCH &amp; APRIL 2020 FINANCIALS (3436 : Financial Report)



CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2020

09 -COMMUNITY DEVELOPMENT COR  
DEPARTMENT - 52-CDC DISBURSEMENTS

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>12-INSURANCE</u>						
09-552-12100 INSURANCE	300	0.00	289.10	0.00	10.90	96.37
TOTAL 12-INSURANCE	300	0.00	289.10	0.00	10.90	96.37
<u>13-EQUIPMENT</u>						
09-552-13500 CAPITAL OUTLAY	60,000	0.00	0.00	59,716.50	283.50	99.53
TOTAL 13-EQUIPMENT	60,000	0.00	0.00	59,716.50	283.50	99.53
<u>14-COMPUTER SOFTWARE</u>						
<u>30-NON-SPECIFIC</u>						
09-552-30100 BUSINESS INCENTIVE PROGRAM	20,000	0.00	1,865.00	0.00	18,135.00	9.33
09-552-30130 GENERAL FUND ADMIN	15,000	0.00	0.00	0.00	15,000.00	0.00
09-552-30131 TRANSFER DEBT SERVICE I&S	83,000	0.00	0.00	0.00	83,000.00	0.00
TOTAL 30-NON-SPECIFIC	118,000	0.00	1,865.00	0.00	116,135.00	1.58
<u>40-NON-SPECIFIC</u>						
<u>80-BOND PAYMENTS</u>						
<u>99-MISCELLANEOUS &amp; CONTIN</u>						
09-552-99100 MISCELLANEOUS	300	0.00	48.68	0.00	251.32	16.23
TOTAL 99-MISCELLANEOUS & CONTIN	300	0.00	48.68	0.00	251.32	16.23
TOTAL 52-CDC DISBURSEMENTS	391,100	5,655.75	137,383.48	114,856.41	138,860.11	64.49
=====	=====	=====	=====	=====	=====	=====

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2020

09 -COMMUNITY DEVELOPMENT COR  
DEPARTMENT - 99-Capital Outlay

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
99-MISCELLANEOUS & CONTIN						

CITY OF LOS FRESNOS  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2020

09 -COMMUNITY DEVELOPMENT COR  
DEPARTMENT - 53-CDC BOND DISBURSEMENTS

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
11-MAINTENANCE						
30-NON-SPECIFIC						
TOTAL EXPENDITURES	391,100	5,655.75	137,383.48	114,856.41	138,860.11	64.49
REVENUE OVER/(UNDER) EXPENDITURES	0	22,703.09	105,683.37	( 114,856.41)	9,173.04	0.00

# Sales Tax Report FY19-20

	2c				1-1/2c (General Fund Portion)				1/2c (CDC Portion)			
Paid	FY18-19	FY17-18	Incl(Dec) (\$)	Incl(Dec) (%)	FY18-19	FY17-18	Incl(Dec) (\$)	Incl(Dec) (%)	FY18-19	FY17-18	Incl(Dec) (\$)	Incl(Dec) (%)
October	142,634.96	114,509.39	28,125.57	24.56%	106,976.22	85,882.04	21,094.18	24.56%	35,658.74	28,627.35	7,031.39	24.56%
November	126,677.77	109,338.63	17,339.14	15.86%	95,008.33	82,003.97	13,004.36	15.86%	31,669.44	27,334.66	4,334.79	15.86%
December	112,867.33	103,195.45	9,671.88	9.37%	84,650.50	77,396.59	7,253.91	9.37%	28,216.83	25,798.86	2,417.97	9.37%
January	111,217.54	110,304.96	912.58	0.83%	83,413.16	82,728.72	684.43	0.83%	27,804.39	27,576.24	228.14	0.83%
February	212,230.34	131,130.82	81,099.52	61.85%	159,172.76	98,348.12	60,824.64	61.85%	53,057.59	32,782.71	20,274.88	61.85%
March	113,566.31	99,829.00	13,737.31	13.76%	85,174.73	74,871.75	10,302.98	13.76%	28,391.58	24,957.25	3,434.33	13.76%
April	122,184.20	100,976.00	21,208.20	21.00%	91,638.15	75,732.00	15,906.15	21.00%	30,546.05	25,244.00	5,302.05	21.00%
May	141,119.82	142,667.08	(1,547.26)	-1.08%	105,839.87	107,000.31	(1,160.44)	-1.08%	35,279.96	35,666.77	(386.81)	-1.08%
June	127,522.36	109,989.07	17,533.29	15.94%	95,641.77	82,491.80	13,149.97	15.94%	31,880.59	27,497.27	4,383.32	15.94%
July	131,731.22	125,789.13	5,942.09	4.72%	98,798.42	94,341.85	4,456.57	4.72%	32,932.81	31,447.28	1,485.52	4.72%
August	141,036.65	134,113.34	6,923.31	5.16%	105,777.49	100,585.01	5,192.48	5.16%	35,259.16	33,528.34	1,730.83	5.16%
September	141,667.46	124,334.26	17,333.20	13.94%	106,250.59	93,250.70	12,999.90	13.94%	35,416.86	31,083.57	4,333.30	13.94%
TOTAL SALES ACTIVITIES	\$ 1,624,455.96	\$ 1,406,177.13	\$ 172,814.12	15.52%	\$ 1,218,341.97	\$ 1,054,632.85	\$ 129,610.59	15.52%	\$ 406,113.99	\$ 351,544.28	\$ 43,203.53	15.52%

	2c				1-1/2c (General Fund Portion)				1/2c (CDC Portion)			
Paid	FY19-20	FY18-19	Incl(Dec) (\$)	Incl(Dec) (%)	FY19-20	FY18-19	Incl(Dec) (\$)	Incl(Dec) (%)	FY19-20	FY18-19	Incl(Dec) (\$)	Incl(Dec) (%)
October	137,245.88	142,634.96	(5,389.08)	-3.78%	102,934.41	106,976.22	(4,041.81)	-3.78%	34,311.47	35,658.74	(1,347.27)	-3.78%
November	159,685.57	126,677.77	33,007.80	26.06%	119,764.18	95,008.33	24,755.85	26.06%	39,921.39	31,669.44	8,251.95	26.06%
December	138,701.88	112,867.33	25,834.55	22.89%	104,026.41	84,650.50	19,375.91	22.89%	34,675.47	28,216.83	6,458.64	22.89%
January	126,834.66	111,217.54	15,617.12	14.04%	95,126.00	83,413.16	11,712.84	14.04%	31,708.67	27,804.39	3,904.28	14.04%
February	162,607.38	212,230.34	(49,622.96)	-23.38%	121,955.54	159,172.76	(37,217.22)	-23.38%	40,651.85	53,057.59	(12,405.74)	-23.38%
March	128,048.62	113,566.31	14,482.31	12.75%	96,036.47	85,174.73	10,861.73	12.75%	32,012.16	28,391.58	3,620.58	12.75%
April	113,435.34	122,184.20	(8,748.86)	-7.16%	85,076.51	91,638.15	(6,561.64)	-7.16%	28,358.84	30,546.05	(2,187.22)	-7.16%
TOTAL SALES ACTIVITIES	\$ 966,559.33	\$ 941,378.45	\$ 25,180.88	2.67%	\$ 724,919.50	\$ 706,033.84	\$ 18,885.66	2.67%	\$ 241,639.83	\$ 235,344.61	\$ 6,295.22	2.67%

\*\*\*\* Sales Tax Amount may be adjusted a the end of the year based on actuals sales activity amounts.

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3437

**SCHEDULED**

**ACTION ITEM (ID # 3437)**

---

**Public Works Report March & April 2020 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 2020**

**Water Treatment Plant**

**Total Output: 21,961,368**  
**Daily Average: 708,431**  
**% of Capacity: 70.8%**

**Waste Water Treatment Plant**

**Total Output: 16,689,000**  
**Daily Average: 538,355**  
**% of Capacity: 53.8%**



# CITY OF LOS FRESNOS

## PUBLIC WORKS DEPARTMENT

### MONTHLY REPORT

MARCH 2020

CALLS FOR SERVICE	MONTH TOTAL	YEAR TO DATE
Service Connects/Disconnects	137	249
Rereads/Meter Info	44	172
Water Taps	1	4
Sewer Taps	0	3
Change Meter	25	46
Service Check for Water Leak at Account	11	35
Repaired Leak	1	4
Call for Sewer Stoppage	2	15
City Sewer Lines Unstopped	2	12
Code Enforcement/Other	7	12
Garbage Collection	10	87
Pothole Repairs	25	83
Street Repairs	0	0
Street Sign Replacement/Repaired	2	2
Asphalt Used (ton)	0.5	1.9
Gravel Used (ton)	5	7
Fire Hydrants Flushed and Oiled	7	21
Fire Hydrants Repaired	0	0
Valves Repaired	4	4
Manholes Cleaned/Repaired	3	3

  
**Carlos Salazar, Director of Public Works**

# CITY OF LOS FRESNOS

## Recycling Program Total Number of Guest March 2020

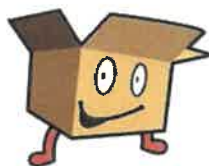
Date	Tuesdays at Memorial Park 7 am - 11 am
03/03/20	23
03/10/20	17
03/17/20	17
03/24/20	SUSPENDED
03/31/20	SUSPENDED
<b>Totals</b>	<b>57</b>

Date	Thursdays at Wal-Mart Parking 4 pm - 8 pm
03/05/20	29
03/12/20	20
03/19/20	18
03/26/20	SUSPENDED
<b>Totals</b>	<b>67</b>

Date	Saturdays at City Hall 9 am - 1 pm
03/07/20	23
03/14/20	20
03/21/20	SUSPENDED
03/28/20	SUSPENDED
<b>Totals</b>	<b>43</b>

<b>Total attendance for the Month of March</b>	<b>167</b>
--	------------

\*Due to COVID-19 (coronavirus), recycling program was suspended on March 20, 2020.



PROJECTS: 0 -ZZZZZZZZZZ

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

ISSUED DATES: 3/01/2020 THRU 3/31/2020

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

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	
-----						
131812	3/02/2020	LYDFORD, LINA	414 E 8TH STREET	ROMA	ELECTRICAL PERMIT	
131813	3/02/2020	IRON ASYLUM FITNESS GYM	810 W OCEAN BLVD D	DANY LLC C	COMMERCIAL ADDITION/REM	1
131814	3/02/2020	RAMIREZ, MARIA ELENA	510 W 6TH STREET	ATKINSON S	REROOF PERMIT	1
131815	3/03/2020	HUERTA, MIGUEL	212 WHITE OAK DRIVE	MARCJONES	RESIDENTIAL ADDITION/SC	1
131816	3/04/2020	SPECTRUM	11600 CALIFORNIA RD.	LOPEZ ELEC	ELECTRICAL PERMIT	1
131817	3/05/2020	SMOKIN JOES	32623 STATE HWY 100	OWNER	COMMERCIAL- NEW OWNER/T	1
131818	3/06/2020	ZEPEDA, VANESSA	200 E 6TH STREET	GARCIA FEN	FENCE PERMIT	1
131819	3/06/2020	CISNEROS, MARIA T	1920 BAJA DRIVE	OWNER	ACCESSORY BUILDING	1
131820	3/06/2020	JALISCO	506 S ARROYO BLVD	OWNER	COMMERCIAL- NEW OWNER/T	1
131821	3/06/2020	LEAL JR, JOSE G	505 VALLEY OAK CIRCLE	OWNER	RESIDENTIAL BUILDING	1
131822	3/06/2020	SILVERADO WESTERN WEAR LLC	33478 FM 803 B3	TAURO	INTERIOR FINISHOUT COMM	1
131823	3/06/2020	SUN BAE TAEKWONDO ACADEMY L	33478 FM 803 B4-5	TAURO	INTERIOR FINISHOUT COMM	1
131824	3/09/2020	METRO BY T-MOBILE	503 W OCEAN BLVD STE G	GODWIN	SIGN PERMIT	1
131825	3/10/2020	LOS FRESNOS CISD / LFU	33790 FM 803	OWNER	ACCESSORY BUILDING	1
131826	3/10/2020	RUA CONSTRUCTION	932 DAISY DRIVE	RUA CONSTR	RESIDENTIAL BUILDING	1
131827	3/10/2020	LA PALE FROZEN FRUIT BAR	33478 FM 803 B6	OWNER	INTERIOR FINISHOUT COMM	1
131828	3/13/2020	ALMANZA, FEDERICO	617 VALLE ALTO DRIVE	JR'S POOLS	SWIMMING POOL	1
131829	3/17/2020	VEGA, MARTIN	407 E 10TH STREET	OWNER	REROOF PERMIT	1
131830	3/17/2020	ALTAMIRANO, RICARDO A	209 E 10TH STREET	MID-VALLEY	MECHANCIAL PERMIT	1
131831	3/18/2020	VILLARREAL, MARTIN R	195 VILLAGE EAST DRIVE	BARRIENTOS	PLUMBING PERMIT	1
131832	3/19/2020	PEREZ, FILIMON	107 PINE STREET	OWNER	RESIDENTIAL REMODEL/ADD	1
131833	3/20/2020	DELGADO, ROBERTO	733 W OCEAN BLVD	LF FRAME	RESIDENTIAL BUILDING	1
131834	3/27/2020	ARAIZA, JOSE L	525 CANCUN DRIVE	OWNER	RESIDENTIAL REMODEL/ADD	1
131835	3/27/2020	QUINTANILLA, JESUS	311 W 1ST STREET 1&2	TEXAS J&S	RESIDENTIAL BUILDING	1

Attachment: PW MARCH&amp; APRIL 2020 REPORT (3437 : Public Works Report)

PROJECTS: 0 -ZZZZZZZZZZ

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

ISSUED DATES: 3/01/2020 THRU 3/31/2020

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

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION
131836	3/27/2020	.99 CENTS THRIFT STORE	511 E OCEAN BLVD STE 109	OWNER	COMMERCIAL- NEW OWNER/1
*** TOTALS ***		NUMBER OF PROJECTS:	25	VALUATION:	672,116.60 FEES:

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

**Activity for the month of April 2020**

**Water Treatment Plant**

**Total Output: 20,389,545**  
**Daily Average: 679,652**  
**% of Capacity: 68.0%**

**Waste Water Treatment Plant**

**Total Output: 15,215,000**  
**Daily Average: 507,167**  
**% of Capacity: 50.7%**

# CITY OF LOS FRESNOS

## PUBLIC WORKS DEPARTMENT

### MONTHLY REPORT

APRIL 2020

CALLS FOR SERVICE	MONTH TOTAL	YEAR TO DATE
Service Connects/Disconnects	25	274
Rereads/Meter Info	89	261
Water Taps	5	9
Sewer Taps	0	3
Change Meter	13	59
Service Check for Water Leak at Account	24	59
Repaired Leak	2	6
Call for Sewer Stoppage	10	25
City Sewer Lines Unstopped	8	20
Code Enforcement/Other	3	15
Garbage Collection	95	182
Pothole Repairs	30	113
Street Repairs	0	0
Street Sign Replacement/Repaired	6	8
Asphalt Used (ton)	0.75	2.65
Gravel Used (ton)	1	8
Fire Hydrants Flushed and Oiled	5	26
Fire Hydrants Repaired	0	0
Valves Repaired	0	4
Manholes Cleaned/Repaired	4	7



**Carlos Salazar, Director of Public Works**

PROJECTS: 0 -ZZZZZZZZZZ

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

ISSUED DATES: 4/01/2020 THRU 4/30/2020

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

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	
131837	4/07/2020	OSWALD, WILLIAM	737 CARNATION DRIVE	ERUS BUILD	RESIDENTIAL REMODEL/ADD	1
131838	4/02/2020	ATKINSON, RENE	409 E 10TH STREET	OWNER	FENCE PERMIT	1
131839	4/13/2020	CASTILLO, JORGE A	166 VILLAGE EAST DRIVE	KLG HOME B	RESIDENTIAL BUILDING	1
131840	4/16/2020	LD ULTRA CAR SALE	1120 S ARROYO BLVD	OWNER	COMMERCIAL ADDITION/REM	1
131841	4/16/2020	REPAIR SQUAD LLC	33478 FM 803 B3	TAURO	INTERIOR FINISHOUT COMM	1
131842	4/20/2020	ORTIZ, ALVARO ALBERTO	34074 FM 2893	OWNER	WATER/SEWER TAPS	1
131843	4/20/2020	VEGA, MARTIN	407 E 10TH STREET	OWNER	FENCE PERMIT	1
131844	4/21/2020	CISNEROS, MARIA T	1920 BAJA DRIVE	OWNER	ACCESSORY BUILDING	1
131845	4/22/2020	RODRIGUEZ-MARAN, NORA	448 AKUMAL DRIVE	TEXAS SOLA	RESIDENTIAL ADDITION/SO	1
131846	4/22/2020	WHITEFIELD, HANK	206 E RESACA DRIVE	SOUTH TX S	RESIDENTIAL ADDITION/SO	1
131847	4/22/2020	MEDRANO, ABRAHAM	1956 BAJA CIRCLE	SOUTH TX S	RESIDENTIAL REMODEL/ADD	1
131848	4/22/2020	BEACH NATURALS LLC	511 E OCEAN BLVD STE 105	OWNER	COMMERCIAL- NEW OWNER/T	1
131849	4/23/2020	RODRIGUEZ BOOKKEEPING & TAX	32640 STATE HWY 100	OWNER	FENCE PERMIT	1
131850	4/23/2020	GUZMAN, ANTONIO R	235 ACAPULCO DRIVE	OWNER	RESIDENTIAL REMODEL/ADD	1
131851	4/24/2020	BENDER, TODD G.	106 E RESACA DRIVE	JOE DELL E	ELECTRICAL PERMIT	1
131852	4/24/2020	BIG COUNTRY KETTLE CORN LL	315 N ARROYO BLVD 1	OWNER	COMMERCIAL- NEW OWNER/T	1
131853	4/27/2020	DELGADO, JORGE	1014 EASTER LILLY DRIVE	OWNER	DRIVEWAY	1
131854	4/29/2020	ROCHA, RENE V	407 VALLEY OAK CIRCLE	MONTALVO E	FENCE PERMIT	1
*** TOTALS ***		NUMBER OF PROJECTS:	18	VALUATION:	321,275.00	FEE:

Attachment: PW MARCH&amp; APRIL 2020 REPORT (3437 : Public Works Report)



**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3438

**SCHEDULED**

**ACTION ITEM (ID # 3438)**

---

**Police Department March & April 2020 1. Arrests 2. Incidents  
3. Accidents**

Call with questions.

I recommend approval.

# LOS FRESNOS POLICE DEPARTMENT

## Arrests - By Violation

03\01\2020  
thru 03\31\2020

Violation	# of Offenses
ABANDON ENDANGER CHILD W/INTENT TO RETURN	1
AGG ASSAULT W/DEADLY WEAPON	1
DRIVING UNDER THE INFLUENCE	1
DRIVING W/LIC INV W/PREV CONV/SUSP/W/O FIN RES	1
DRIVING WHILE INTOXICATED	1
DRIVING WHILE INTOXICATED/OPEN ALCH CONTAINER	2
DUTY ON STRIKING UNATTENDED VEHICLE	2
EVADING ARREST DET W/VEH	1
EXECUTION OF CAPIAS OR ARREST WARRANT	22
HOLD FOR INVESTIGATION	1
POSS CS PG 1 <1G	1
POSS CS PG 1 >=1G<4G	2
POSS CS PG 2 < 1G	1
POSS CS PG 2 >= 4G<400G	7
POSS CS PG 3 < 28G	4
POSS MARIJ <2OZ	6
POSS MARIJ >2OZ<=4OZ	1
POSSESSION OF DRUG PARAPHERNALIA	1
PUBLIC INTOXICATION	2
RESIST ARREST SEARCH OR TRANSPORT	1
THEFT PROP <\$50 ENH 23a	1
THEFT PROP>=\$50<\$500 23a	1
THEFT PROP>=\$50<\$500 23b	1
THEFT PROP>=\$500<\$1,500 23a	1
VIOL OF EMERGENCY MANAGEMENT PLAN	1
<b>Total Violations</b>	<b>64</b>
<b>Total Arrests</b>	<b>51</b>

Attachment: LFPD REPORT MARCG & APRIL 2020 (3438 : Police Department)

# LOS FRESNOS POLICE DEPARTMENT

## Incidents - By Violation

03\01\2020  
thru 03\31\2020

Violation	Incidents
ABANDON ENDANGER CHILD W/INTENT TO RETURN	1
AGG ASSAULT W/DEADLY WEAPON	2
ALARMS	1
ANIMAL CONTROL	3
ASSAULT CAUSES BODILY INJ 13a	1
ASSAULT CAUSES BODILY INJURY FAMILY VIOLENCE 13a	3
BURGLARY OF BUILDING	1
CITY ORD VIOLATION	7
D.O.C. URINATING IN A PUBLIC PLACE	1
DEPOSITED GLASS/OTHER DEBRIS ON HIGHWAY	1
DRIVING W/LIC INV W/PREV CONV/SUSP/W/O FIN RES	1
DRIVING WHILE INTOXICATED 2ND	1
DRIVING WHILE INTOXICATED/OPEN ALCH CONTAINER	1
EVADING ARREST DET W/VEH	1
EXECUTION OF CAPIAS OR ARREST WARRANT	21
FAIL TO CONTROL SPEED	1
FAIL TO YIELD ROW TO VEHICLE IN INTERSECTION	1
FAILED TO YIELD RIGHT OF WAY	1
FRAUD USE/POSS IDENTIFYING INFO # ITEMS < 5	1
GARAGE SALES	1
INTERFER W/EMERGENCY CALL	1
LITTERING	1
LOUD NOISE	6
NO PROOF OF FINANCIAL RESPONSIBILITY	5
OPEN CONTAINER	1
POSS CS PG 1 <1G	1
POSS CS PG 1 >=1G<4G	2
POSS CS PG 1 >=4G<200G	1
POSS CS PG 2 >= 4G<400G	6
POSS CS PG 3 < 28G	2
POSS DEL DRUG PARAPHERNALIA	2
POSS MARIJ <2OZ	4
POSS MARIJ >2OZ<=4OZ	1
POSSESSION OF DRUG PARAPHERNALIA	12
PUBLIC INTOXICATION	2
THEFT	3
THEFT PROP <\$50 ENH 23a	1
THEFT PROP>=\$50<\$500 23a	2
THEFT PROP>=\$500<\$1,500 23a	2
THEFT PROP>=\$500<\$1,500 23h	1
VIOL OF EMERGENCY MANAGEMENT PLAN	1
Total Violations	108
Total Incidents	88

Attachment: LFPD REPORT MARCG & APRIL 2020 (3438 : Police Department)

**LOS FRESNOS POLICE DEPARTMENT  
ACCIDENTS BY STREET & INTERSECTION  
MARCH 01- MARCH 31, 2020**

<b>Street &amp; Intersection</b>	<b>Accidents</b>	<b>Fatalities</b>	<b>Vehicles</b>	<b>Injured</b>
Tx. 100 & F.M. 1847	2	0	4	2
3000 West Ocean	1	0	2	0
F.M. 1847 & Alvarez Court	1	0	2	0
31000 W. Tx. 100	1	0	2	0
303 E. 7 <sup>th</sup>	1	0	2	0
31500 W. Tx. 100	1	0	2	0
32205 W. Tx. 100 P/Lot	1	0	2	0
Tx. 100 & F.M. 1575	1	0	2	0
33200 S. F.M. 803	1	0	2	1
Tx. 100 & Mesquite St.	1	0	2	0
700 N. Arroyo	1	0	1	0
300 W 2 <sup>nd</sup> .	1	0	2	0
Tx. 100 & F.M. 803	1	0	2	0
30900 W. Tx. 100	1	0	2	0
100 S. Arroyo	1	0	3	1
	16	0	32	4

Attachment: LFPD REPORT MARCG & APRIL 2020 (3438 : Police Department)

# LOS FRESNOS POLICE DEPARTMENT

## Arrests - By Violation

04\01\2020  
thru 04\30\2020

Violation	# of Offenses
ASSAULT CAUSES BODILY INJURY FAMILY VIOLENCE 13a	2
EXECUTION OF CAPIAS OR ARREST WARRANT	3
FAIL TO IDENTIFY FUGITIVE INTENT GIVE FALSE INFO	1
POSS CS PG 1 <1G	3
POSS CS PG 1 >=4G<200G	3
POSS CS PG 2 >= 4G<400G	1
POSS CS PG 3 < 28G	1
PUBLIC INTOXICATION	1
UNL CARRYING WEAPON	2
VIOL OF EMERGENCY MANAGEMENT PLAN	1
<b>Total Violations</b>	<b>18</b>
<b>Total Arrests</b>	<b>16</b>

Attachment: LFPD REPORT MARCG & APRIL 2020 (3438 : Police Department)

# LOS FRESNOS POLICE DEPARTMENT

## Incidents - By Violation

04\01\2020  
thru 04\30\2020

Violation	Incidents
ABANDON ENDANGER CHILD CRIMINAL NEGLIGENCE	1
ALARMS	6
ASSAULT	1
ASSAULT CAUSES BODILY INJURY FAMILY VIOLENCE 13a	1
CITY ORD VIOLATION	51
CREDIT CARD OR DEBIT CARD ABUSE	2
CRIMINAL TRESPASS	1
D.O.C. OFFENSIVE GESTURE/DISPLAY	1
DRIVING WHILE LICENSE SUSPENDED UNDER PROVISIONS OF DL LAWS	1
EXECUTION OF CAPIAS OR ARREST WARRANT	6
FAIL TO IDENTIFY FUGITIVE INTENT GIVE FALSE INFO	1
LOUD NOISE	9
NO DRIVER'S LICENSE	1
OPEN CONTAINER	1
POSS CS PG 1 <1G	4
POSS CS PG 1 >=4G<200G	1
POSS CS PG 2 >= 4G<400G	2
POSS CS PG 3 < 28G	1
POSS DEL DRUG PARAPHERNALIA	1
POSSESSION OF DRUG PARAPHERNALIA	4
PUBLIC INTOXICATION	1
SEXUAL ASSAULT CHILD 11a	1
TERRORISTIC THREAT 13a	1
THEFT	4
THEFT PROP>=\$50<\$500 23h	1
UNL CARRYING WEAPON	2
VIOL OF EMERGENCY MANAGEMENT PLAN	5
WELFARE CONCERN	1
<b>Total Violations</b>	<b>112</b>
<b>Total Incidents</b>	<b>98</b>

Attachment: LFPD REPORT MARCG & APRIL 2020 (3438 : Police Department)

**LOS FRESNOS POLICE DEPARTMENT  
ACCIDENTS BY STREET & INTERSECTION  
APRIL 1, 2020 –APRIL 30, 2020**

<b>Street &amp; Intersection</b>	<b>Accidents</b>	<b>Fatalities</b>	<b>Vehicles</b>	<b>Injured</b>
Tx. 100 & F.M. 803	1	0	2	0
213 ORIVE P/LOT	1	0	2	0
Total	2	0	2	0



**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3439

**SCHEDULED**

**ACTION ITEM (ID # 3439)**

---

**Municipal Court March & April 2020 1. Monthly Report**

Call with questions.

I recommend approval.

## OFFICIAL MUNICIPAL COURT MONTHLY REPORT

MUNICIPAL COURT OF <u>Los Fresnos</u>		TRAFFIC		NON-TRAFFIC MISDEMEANOR	
FOR MONTH <u>March</u> YEAR <u>2020</u>		NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. New Cases Filed During the Month					
2. Dispositions Prior to Trial:					
A. Bond Forfeitures		<u>639</u>	<u>2</u>	<u>138</u>	<u>2</u>
B. Fined (Before trial only. If the defendant goes to trial, enter in Item 3.)					
C. Cases Dismissed (Do not include dismissals that are to be reported in Items 3C and 4 below.)					
3. Dispositions at Trial:					
A. Trial by Judge					
(1) Finding of Guilty		<u>76</u>		<u>8</u>	<u>0</u>
(2) Finding of Not Guilty					
B. Trial by Jury					
(1) Finding of Guilty					
(2) Finding of Not Guilty					
C. Dismissed at Trial					
4. Cases Dismissed:					
A. After Driver Safety Course (C.C.P., Art. 45.051)		<u>49</u>			
B. After Deferred Disposition (C.C.P., Art. 45.051)		<u>25</u>		<u>1</u>	
C. After Proof of Financial Responsibility (Transportation Code, Sec. 601.193)		<u>13</u>			
D. Compliance Dismissal (Proof of Inspection, License, or Registration)		<u>70</u>			
5. Community Service Ordered (For satisfaction of fine or costs only.)		<u>17</u>			
6. Cases Appealed					
7. Juvenile / Minor Activity:				8. Parent Contributing to Nonattendance Cases Filed (Education Code, Sec. 25.093)	
A. Transportation Code Cases Filed		<u>3</u>			
B. Non-Driving Alcoholic Beverage Code Cases Filed		<u>3</u>		9. Safety Responsibility and Driver's License Suspension Hearings Held	
C. Driving Under the Influence of Alcohol Cases Filed		<u>2</u>		10. Search Warrants Issued (Do not include warrants for arrest.)	
D. Health & Safety Code (Tobacco) Cases Filed		<u>1</u>		11. Arrest Warrants Issued:	
E. Failure to Attend School Cases Filed (Education Code, Sec. 25.094)				A. Class C Misdemeanors Only	
F. Education Code (Except Failure to Attend) Cases Filed				<u>423</u>	
G. Violation of Local Daytime Curfew Ordinance Cases Filed (Loc. Govt. Code, Sec. 341.905)				B. Felonies and Class A and B Misdemeanors Only	
H. All Other Non-Traffic Fine-Only Cases Filed		<u>4</u>		12. Magistrate Warnings Given: (Given to defendants charged with county or district court offense.)	
I. Waiver of Jurisdiction of Non-Traffic Cases (Family Code, Sec. 51.08(b))				A. Class A and B Misdemeanors Only	
J. Referred to Juvenile Court for Delinquent Conduct (C.C.P., Art. 45.050 (c)(1))				<u>19</u>	
K. Held in Contempt, Fined, or Denied Driving Privileges (C.C.P., Art. 45.050 (c)(2))				B. Felonies	
Magistrate Warnings Given (Juvenile):				<u>12</u>	
L. Warnings Administered				13. Emergency Mental Health Hearings Held	
M. Statements Certified				14. Magistrate's Orders for Emergency Protection	
				<u>3</u>	
				15. Total Revenue : \$ <u>103628.00</u>	
				(Include all revenue collected during month to be remitted to city or state.)	

Attachment: Court March &amp; April 2020 (3439 : Municipal Court)

Citation No.	Docket No.	Violator	***** TOTAL FOR REPORT *****				
Code	Payments	Refunds	Net	G/L	Acct No.		
CCC20	282 15,607.00	1 62.00-	15,545.00	01	2512		
FINE	527 32,782.02	2 99.00-	32,683.02	01	407-0240		
CCC04	252 9,331.00	0 0.00	9,331.00	01	2512		
TFC	311 933.00	0 0.00	933.00	01	407-0240		
AR	440 2,198.00	1 5.00-	2,193.00	01	407-0240		
TECH	481 1,898.00	1 4.00-	1,894.00	01	407-0241		
STF	117 3,318.00	0 0.00	3,318.00	01	2512		
MCBS	251 741.00	0 0.00	741.00	01	407-0270		
SJRF	248 989.00	0 0.00	989.00	01	2512		
JFCT2	252 1,340.80	0 0.00	1,340.80	01	2512		
JFCI	247 148.20	0 0.00	148.20	01	407-0240		
IDF	246 492.00	0 0.00	492.00	01	2512		
CJFS	104 9.36	0 0.00	9.36	01	2512		
CJFC	104 1.04	0 0.00	1.04	01	407-0240		
TPF	225 448.00	0 0.00	448.00	01	2512		
WRNTFE	189 9,118.90	0 0.00	9,118.90	01	407-0240		
TLFTA1	140 2,768.20	0 0.00	2,768.20	01	2512		
TLFTA2	169 1,012.10	0 0.00	1,012.10	01	2517		
TLFTA3	171 680.10	0 0.00	680.10	01	407-0240		
STF19	234 10,320.00	0 0.00	10,320.00	01	2512		
LMCBSF	236 1,155.40	1 4.90-	1,150.50	01	407-0270		
LTPDF	238 1,181.80	1 5.00-	1,176.80	01	407-0242		
LMCTF	238 952.00	1 4.00-	948.00	01	407-0241		
LMJF	238 23.80	1 0.10-	23.70	01	407-0243		
TPRF	15 225.00	0 0.00	225.00	01	407-0240		
TP-L	82 758.10	0 0.00	758.10	01	407-0240		
TP-S	92 1,085.20	0 0.00	1,085.20	01	2512		
TP-L-J	87 217.00	0 0.00	217.00	01	407-0260		
AF2	64 1,280.00	0 0.00	1,280.00	01	407-0240		
COLAGY	109 7,275.97	0 0.00	7,275.97	01	2513		
DSC	29 287.10	0 0.00	287.10	01	407-0240		
SPEX	23 2,066.80	0 0.00	2,066.80	01	407-0290		
TXSBLT	6 194.00	0 0.00	194.00	01	2515		
CS2	4 100.00	0 0.00	100.00	01	407-0280		
ACC	8 130.10	0 0.00	130.10	01	407-0240		
OP	1 10.00	1 10.00-	0.00	01	2516		
AF	2 20.00	0 0.00	20.00	01	407-0240		
Total:	6456 111,097.99	10 194.00-	110,903.99				

CITY	52,531.68
COURT	1,894.00
BLDG. SEC.	741.00
JUDGE ED	217.00
OMNI	1,012.10
COLL. AG	7,275.97
CHILD	100.00
OP	0.00
STATE	47,132.24
TOTAL	110,903.99

Cash Payments....+	\$106,207.08	
Bond Forfeited....+	\$0.00	
Bond Applied.....+	\$4,706.91	
Payment Refunded.-	\$10.00-	
Fees/Fines Paid..=		\$110,903.99
Cash (Payments)..+	\$106,207.08	
Cash (Bonds).....+	\$4,535.00	
Total Cash Trans.=		\$110,742.08

Attachment: Court March & April 2020 (3439 : Municipal Court)

# OFFICIAL MUNICIPAL COURT MONTHLY REPORT

<b>MUNICIPAL COURT OF</b> <u>Las Fresnes.</u> <b>FOR MONTH</b> <u>April</u> <b>YEAR</b> <u>2020</u>	<b>TRAFFIC</b>		<b>NON-TRAFFIC MISDEMEANOR</b>	
	NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. New Cases Filed During the Month	<u>142</u>		<u>95</u>	<u>4</u>
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	<u>3</u>			
(2) Finding of Not Guilty				
B. Trial by Jury (1) Finding of Guilty				
(2) Finding of Not Guilty				
C. Dismissed at Trial				
4. Cases Dismissed:				
A. After Driver Safety Course <i>(C.C.P., Art. 45.0511)</i>	<u>34</u>			
B. After Deferred Disposition <i>(C.C.P., Art. 45.051)</i>	<u>14</u>		<u>1</u>	
C. After Proof of Financial Responsibility <i>(Transportation Code, Sec. 601.193)</i>	<u>2</u>			
D. Compliance Dismissal <i>(Proof of Inspection, License, or Registration)</i>	<u>14</u>			
5. Community Service Ordered <i>(For satisfaction of fine or costs only.)</i>	<u>1</u>			
6. Cases Appealed				
7. Juvenile / Minor Activity:				
A. Transportation Code Cases Filed	<u>2</u>			
B. Non-Driving Alcoholic Beverage Code Cases Filed				
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>	<u>1</u>			
H. All Other Non-Traffic Fine-Only Cases Filed				
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				<u>7</u>
B. Felonies				<u>6</u>
13. Emergency Mental Health Hearings Held				
14. Magistrate's Orders for Emergency Protection				
15. Total Revenue :			\$ <u>66,532.29</u>	
(Include all revenue collected during month to be remitted to city or state.)				

Attachment: Court March &amp; April 2020 (3439 : Municipal Court)



ation No. Docket No. Violator

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

	--- Payments ---	--- Refunds ---	--- Net ---	G/L Acct No.
INE	341 21,814.79	1 650.00-	21,164.79	01 407-0240
CO4	195 7,182.97	0 0.00	7,182.97	01 2512
FFC	211 633.00	0 0.00	633.00	01 407-0240
AR	284 1,403.00	0 0.00	1,403.00	01 407-0240
ECH	302 1,198.00	0 0.00	1,198.00	01 407-0241
STF	116 3,337.00	0 0.00	3,337.00	01 2512
CBS	199 594.00	0 0.00	594.00	01 407-0270
JRF	200 797.00	0 0.00	797.00	01 2512
CT2	204 1,090.20	0 0.00	1,090.20	01 2512
FCI	203 121.80	0 0.00	121.80	01 407-0240
IDF	202 404.00	0 0.00	404.00	01 2512
PFE	162 7,886.90	0 0.00	7,886.90	01 407-0240
AGY	136 8,931.80	0 0.00	8,931.80	01 2513
PPF	179 358.00	0 0.00	358.00	01 2512
PA1	110 2,072.73	0 0.00	2,072.73	01 2512
PA2	129 769.00	0 0.00	769.00	01 2517
PA3	128 512.00	0 0.00	512.00	01 407-0240
JFS	72 6.48	0 0.00	6.48	01 2512
JFC	72 0.72	0 0.00	0.72	01 407-0240
P-L	57 526.00	0 0.00	526.00	01 407-0240
P-S	59 648.80	0 0.00	648.80	01 2512
L-J	54 135.00	0 0.00	135.00	01 407-0260
NSF	1 40.00	0 0.00	40.00	01 407-0300
BLT	7 263.00	0 0.00	263.00	01 2515
FL9	122 4,928.00	0 0.00	4,928.00	01 2512
PRF	19 270.00	0 0.00	270.00	01 407-0240
CO2	136 7,062.00	1 20.00-	7,042.00	01 2512
BSF	111 543.90	0 0.00	543.90	01 407-0270
PDF	111 551.10	0 0.00	551.10	01 407-0242
CTF	110 440.00	0 0.00	440.00	01 407-0241
MJF	110 11.00	0 0.00	11.00	01 407-0243
AF2	10 200.00	0 0.00	200.00	01 407-0240
ACC	3 60.00	0 0.00	60.00	01 407-0240
SS2	3 47.90	0 0.00	47.90	01 407-0280
DSC	10 99.00	0 0.00	99.00	01 407-0240
PEX	6 1,185.00	0 0.00	1,185.00	01 407-0290
AF	1 10.00	0 0.00	10.00	01 407-0240

al: 4368 76,134.09 2 670.00- 75,464.09

1 Payments....+	\$75,464.09	
1 Forfeited...+	\$0.00	
1 Applied.....+	\$0.00	
ment Refunded.-	\$0.00	
3/Fines Paid..=		\$75,464.09
1 (Payments)..+	\$75,464.09	
1 (Bonds).....+	\$0.00	
al Cash Trans.=		\$75,464.09

CITY	35,453.97
COURT	1,198.00
BLDG. SEC.	594.00
JUDGE ED	135.00
OMNI	769.00
COLL. AG	8,931.80
CHILD	47.90
OP	0.00
STATE	28,334.42
TOTAL	75,464.09

Attachment: Court March & April 2020 (3439 : Municipal Court)

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3440

**SCHEDULED**

**ACTION ITEM (ID # 3440)**

---

**Library Report March & April 2020 1. Monthly Report**

Call with questions.

I recommend approval.



**ETHEL L. WHIPPLE MEMORIAL LIBRARY  
LIBRARIAN'S REPORT  
MARCH 2020**

### Number of Patron Checking Out Materials

Adult	487
Children	166
Teens	8
In Library Use	10



### Material Types Checked Out

Adult Books	222
Children Books	122
Young Adult Books	219
Videos	84
Audios	0
Other Language Books	9
Hotspots	14
Laptops	1
Interlibrary Loans	1



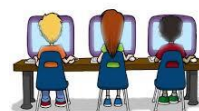
### Items Downloaded

eBooks	85
eAudiobooks	32



### Patron Access Computer Use

Total Sessions	170
Total Time	85 hours
Guest Passes	60



### Free WiFi Access Use

Total Sessions	255 Library WiFi
Total Time	420 hours
Total Sessions	144 Park WiFi
Total Time	215 hours



### What Happened In the Library

Hours Open	120 hours
Visits	830
Children Program Attendance	132
Volunteer Hours	45
New Cards Issued	9
Cards Renewed	42
New Books Added	40
New eBooks Added	187
New Videos Added	15
Hotspots Added	0
Books Weeded	54
Videos Weeded	0
Reference Questions	355
Assists in Computer Lab	105
Patron Copies	438
Patron Faxes sent	95
Patron Printouts	938
Library Staff Copies	5
Replacement Cards	10







**ETHEL L. WHIPPLE MEMORIAL LIBRARY  
LIBRARIAN'S REPORT  
APRIL 2020**

### Number of Patron Checking Out Materials

Adult	101
Children	26
Teens	4
In Library Use	1



### Material Types Checked Out

Adult Books	48
Children Books	26
Young Adult Books	54
Videos	0
Audios	0
Other Language Books	0
Hotspots	3
Laptops	1
Interlibrary Loans	0



### Items Downloaded

eBooks	110
eAudiobooks	9



### Patron Access Computer Use

Total Sessions	0
Total Time	0 hours
Guest Passes	6



### Free WiFi Access Use

Total Sessions	0 Library WiFi
Total Time	0 hours
Total Sessions	80 Park WiFi
Total Time	125 hours



### What Happened In the Library

Hours Open	0 hours
Visits/Calls	91
Children Program Attendance	0
Volunteer Hours	0
New Cards Issued	0
Cards Renewed	1
New Books Added	34
New eBooks Added	389
New Videos Added	11
Hotspots Added	0
Books Weeded	3
Videos Weeded	0
Reference Questions	0
Assists in Computer Lab	0
Patron Copies	65
Patron Faxes sent	10
Patron Printouts	75
Library Staff Copies	0
Replacement Cards	0



**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3441

**SCHEDULED**

**ACTION ITEM (ID # 3441)**

---

**Fire Marshal's Report March & April 2020 1. Monthly Report**

Call with questions.

I recommend approval.



**FIRE MARSHAL'S OFFICE**  
**520 E. OCEAN BLVD**  
**LOS FRESNOS, TX 78566**

**LOS FRESNOS FIRE DEPARTMENT**  
**Activity Report**  
**Month of March 2020**

**CALLS**

Commercial Building Fires  
 Residential Building Fires  
 Grass Fires  
 Trash Fires  
 Vehicle Fires  
 Motor Vehicle Collisions  
 Bee Calls  
 Fire Alarm Activation  
 False Calls/False Alarms  
 Other Calls

**INSIDE CITY**

1
5
1
3

**OUTSIDE CITY**

2
10
1
3
1
2

**Total Calls**      **29**

**10**

**19**

**FIRE INSPECTIONS PERFORMED**

Commerical Businesses  
 Industrial Structures  
 Public Buildings  
 Hotels/Motels  
 Institutions  
 Homes  
 Apartments

12

**Total Inspections**

**12**

Fires Investigated

(Accidental)

(Incendiary)


Attachment: Fire Marshal March & April 2020 (3441 : Fire Marshal's Report)



**FIRE MARSHAL'S OFFICE**  
**520 E. OCEAN BLVD**  
**LOS FRESNOS, TX 78566**

**LOS FRESNOS FIRE DEPARTMENT**  
**Activity Report**  
**Month of April 2020**

**CALLS**

Commercial Building Fires  
 Residential Building Fires  
 Grass Fires  
 Trash Fires  
 Vehicle Fires  
 Motor Vehicle Collisions  
 Bee Calls  
 Fire Alarm Activation  
 False Calls/False Alarms  
 Other Calls

**INSIDE CITY**

1

1

3

5

**OUTSIDE CITY**

1

8

4

1

1

1

1

2

19

**Total Calls** 24

**FIRE INSPECTIONS PERFORMED**

Commercial Businesses  
 Industrial Structures  
 Public Buildings  
 Hotels/Motels  
 Institutions  
 Homes  
 Apartments

9

1

10

**Total Inspections**

Fires Investigated

(Accidental)

(Incendiary)

**City Council**  
520 E Ocean Blvd.  
Los Fresnos, TX 78566

Meeting: 05/12/20 06:00 PM  
Department: City Secretary  
Category: Report  
Prepared By: Jacqueline Moya  
Initiator: Jacqueline Moya  
Sponsors:  
DOC ID: 3455

**SCHEDULED**

**ACTION ITEM (ID # 3455)**

---

**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

## 2<sup>nd</sup> Quarter 2020 EMS report

<u>January 2020</u>			<u>February 2020</u>		<u>March 2020</u>	
LF	62	35%	65	40%	82	44%
CC	101	58%	83	52%	95	50%
IL	5	3%	0	0%	1	0.5%
LV	3	2%	1	1%	2	1%
PI	0	0%	4	2%	1	0.5%
SPI	0	0%	0	0%	5	3%
B	1	0.5%	5	3%	2	1%
H	2	1%	3	2%	0	0%
SB	1	0.5%	0	0%	0	0%
<hr/>			<hr/>		<hr/>	
Total:	175		161		188	